

Below is a standard list of items/services you may want to consider when starting or upgrading a business.
Call Asset Technology for a FREE network consultation.

HARDWARE

- Office Cable Drops**
 - a. You may need cable drops to network your computer system.
 - b. Occasionally, some businesses do “double” drops to allow for a VOIP phone network.
- Server Rack**
 - a. A server rack is a metal rack that is bolted to the floor. It houses all of your back end hardware (i.e. - servers, routers, switches, etc.).
- Patch Panel**
 - a. A patch panel is the originating point of your cable drops. This is what your “switch” plugs into in order to put everyone on the network.
- Internet connection**
 - a. An Internet connection gives your business a connection to the World Wide Web. The connection speed you choose will depend on what your business requires.
- Router**
 - a. A router is a device that lies between your private computer network and the internet. It handles the communication between the two.
 - b. A router can sometimes double as a “Firewall”
- Firewall**
 - a. A Firewall is a device that lies between your private computer network and the internet. Its primary function is to allow or deny access to and from your private network and the internet.
 - b. These days, a firewall is required if your network has an internet connection.
- Switches**
 - a. Switches are the backbone of the network. Their function is to “switch” or “transfer” all the data between devices on your network.
- Servers**
 - a. A server is the “powerful” computer that all your data is stored on. All computers on your network operate programs and save their data from the server.
 - b. Typically, a server is built with many redundancies (i.e. – multiple hard drives and power supplies). This ensures the server “crashes” less frequently than a workstation.
 - c. Servers will typically cost two to four times as much as a workstation.
- Laptops**
 - a. A portable computer
- Workstations**
 - a. These are the “dummy terminals” that connect to your “server.”
 - b. Your home computer can function as a workstation, too.
- Monitors**
 - a. The screen that is connected to your computer.
- Printers**
 - a. Paper output device
- Fax Machine**
 - a. A device that sends paper electronically to other fax machines.
- Copy Machine**
 - a. A device that duplicates physical paperwork
- Scanner**
 - a. A device that “scans” a piece of paper to create a digital copy.
- Backup Device**
 - a. A backup device will copy all of your servers data to a backup tape
- Backup Tapes**
 - a. Backup tapes hold your data that is sent from the backup device.
- Phone System**
 - a. A phone system controls how your business phones ring, transfer, hold voicemail, and automate the telecommunications side of your business.
- Office Phones**
 - a. Office phones are the actual handset that are at your desk. They communicate directly with your Phone System.
- Mobile Phones**
 - a. Mobile telephone devices.

- Projector
 - a. A device that projects images from your computer onto a large screen. Typically used for meetings or presentations.
- Video Conferencing
 - a. A conferencing system in which all ends can see and hear each other in “real-time” (a phone call with video).
- Security System
 - a. A system that will monitor your business for physical “break-ins” and alert the police.
 - b. Technologies range from motion detectors to off-site monitoring capabilities.
- Digital Camera
 - a. A device that captures an image and stores it digitally.
- UPS Device
 - a. A device that has a backup battery to keep other devices powered in the event of a power outage.

SOFTWARE

- FTP Software
 - a. Software that allows you to upload and download large files across the internet.
 - b. Typically used when email attachments are blocked due to large file sizes (I.e. - pictures, movies, etc.)
- Server Software
 - a. This is the backbone to the software side of your network. It handles things like who can access files, connect, and run programs. It stores your passwords and remembers your settings.
- Workstation Software
 - a. This is the software you are running at home. (I.e.- Windows XP/Vista/2000)
- Backup Software
 - a. This communicates with your backup device. It lets you choose what data gets backed up and when.
- Offsite Automated Backups
 - a. This is a software service that checks your data for changes and performs backups over the internet.
 - b. Some businesses use this service instead of purchasing backup tapes.
- Email Server
 - a. This is the back end of your email system. It handles the sending and receiving of your company email.
- Email Hosting
 - a. This is an alternative to having your own email server. A third-party company will be responsible for the sending and receiving of your company email.
- Production Software
 - a. Production Software is the software that assists in the production side of your network. It is the tool your employees use to produce their product or service. (I.e. - AutoCAD, CRM, Graphic Design, etc.)
- Blackberry Software
 - a. Software that communicates with your mobile phone to send your email/calendar information to you in real-time.
 - b. Typically there is a monthly charge incurred from your mobile phone provider. (\$20 - \$50 per mo.)
- Marketing Software
 - a. Software that will assist in the marketing side of your network. Can store leads, contacts, and other marketing tools.
- Accounting Software
 - a. Software that keeps track of your business finances.
- Microsoft Office
 - a. Microsoft Word, Excel, and PowerPoint are a few of the basic programs that assist in creating documents, spreadsheets, or presentations. A “must have” for most businesses.
- PDF Viewer
 - a. A program that lets you view “.pdf” documents. PDF documents are a popular file type used in business communications.
- VPN Software
 - a. Allows you to securely connect a computer to your office network over the internet. This gives you access to your files, email, etc.
- Network Monitoring Service
 - a. With a network monitoring service, a specialist periodically checks your complete network for anything that may be wrong or malfunctioning. (I.e. – Failed hard drives, power supplies, services, etc.)
- Anti-Virus Software
 - a. This software scans your computer and email for potential viruses. When found it attempts to clean or delete them from your computer.
- Anti-Spyware Software
 - a. Similar to anti-virus software, Anti-Spyware scans your computer for programs you did not intend to install. When found it uninstalls and removes them.
- Anti-Spam Software
 - a. Anti-spam software scans your email for Spam (email solicitations). It then removes the spam before sending the “good” email into your inbox.
- Anti-Spam / Virus Filter Service
 - a. This is a service that filters all your email spam and viruses for you. Your email is sent to them before arriving at your network. These services generally have a higher success ratio compared to “in-house” software.
- Licensing ***Very Important***
 - a. Be careful to keep track of your computer licensing! An upset client or employee could just call a company called the BSA (Software Police) and could fine you THOUSANDS of dollars in software licensing fees. Be sure you are purchasing the right (and legit) software for your business. I recommend that you call an Asset Technology Specialist. They specialize in building and upgrading business networks. They give you a free consultation to develop a relationship and gather information. From there they give you the technology answers that you need.