

ANNEX 1 – CONNECTIVITY GUIDELINES

Preparing for Connectivity

The table below indicates basic and preferred hardware specifications for telecommuting.

| Component | Optimal/Target Configuration | Minimum Configuration |
|--------------------------------|--|--|
| Hardware Configuration | X86 Processor with 1.8GHz or better, 2 Gb Random Access Memory (RAM) Windows Aero compatible graphics processor, 128 Mb of graphics memory, 80 Gb hard drive storage, DVD drive. | X86 Processor with 1.2Ghz, 1 Gb RAM, 128 Mb of graphics memory, 40 Gb hard drive capacity with at least 15 Gb free space, DVD-ROM drive. |
| Operating System | Windows XP Professional with SP2 | Windows XP Professional with SP2 |
| Software | MS Office 2007 Professional, MS-Project (optional), Visio (optional), Adobe Acrobat Reader 6+ | MS Office 2003, MS Project (optional), Adobe Acrobat Reader 4+ |
| Internet Browser | Internet Explorer 6.x | Internet Explorer 6.x |
| E-Mail Client | Outlook 2007 | Outlook 2003 |
| Antivirus for Client Computers | Symantec Norton Antivirus v10.x | Symantec Norton Antivirus v10.x |

Please kindly note that UNDP's current license with Symantec Corporation for the Symantec Anti-Virus software allows you to freely download and install for your personal computers from the OIST Help Desk web site at <http://content.undp.org/go/units/bom/help-desk/Help-Desk-Downloads/?g11n.enc=ISO-8859-1>. If your office has enrolled into the Microsoft Enterprise Agreement between UNDP and Microsoft, you are also entitled to install a copy of the latest Microsoft Office software (i.e. Word, Outlook, Excel) to be used for your personal computer used to remote-work.

Please kindly check with your Information Management Associates if you need clarification or additional information on hardware and software specification, requirement and entitlement of UNDP owned software packages for your personal computer at home. You may also contact OIST Help Desk at helpdesk.hq@undp.org