



Strategies for your Business' Journey



Digitel Europe Ltd

Communications Centre, 1 Ivy Street,
Priory Industrial Estate, Birkenhead
Wirral CH41 5EE
Tel: 0151 650 6322
Web: www.temovi.cloud

Home Office Checklist

For Teleworkers



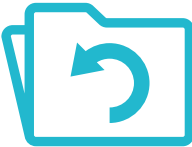
Home Office Checklist

FOR TELEWORKERS



When you work from home you're on your own. It's up to you to stay productive and connected. Fortunately, there are plenty of cloud-based applications that make it easy for you to collaborate with co-workers, engage customers and keep your data safe.

Here's a short checklist of useful applications for home workers and road warriors:



Cloud Storage and File Backup
Share large files with cloud storage services like [Dropbox](#), [OneDrive](#) or [Box](#).

Archive with cloud-based backup services like [Carbonite™](#) and [Mozy®](#).



Remote Access
Gain secure access to your home or office computer files with services like [LogMeIn](#), [GoToMyPC](#) or [Teamviewer](#).



Note Taking
[Evernote](#) is a great application for collecting, organizing and searching content. Take notes, create diaries and lists, or annotate PDFs. Everything is stored in the cloud for access from any device.



Conference Call Management
Road warriors will appreciate [MobileDay®](#). Join meetings directly from your calendar with one tap using this handy mobile app.



Contact Management
Gain insights into contacts and emails with the [Sidekick](#) mobile app. See who opens your emails — and when.

Home Office Planning Checklist

Thinking about working from home? The kitchen table won't cut it. Avoid distractions with dedicated home office. Home office considerations:



Make a Contingency Plan

Not every day goes as planned. If you lose power or Internet service at home, use apps like [workfrom](#) or [work+](#) to find a temporary workplace. You can even find shared workspaces to meet up with colleagues and network with other teleworkers.

Learn More

To learn more about effectively working from home through today's Cloud-based solutions contact (name of company) at (contact info here).

Next Steps

The latest cloud-based productivity and collaboration tools make it is easy to efficiently conduct business from any place, at any time.

Gain a competitive edge in today’s global economy. Join thousands of businesses and millions of individuals all over the world who are profiting from teleworking.

Save money. Save time. Be more effective.

Act Today!



Employees

Explore teleworker options in your organization. Share this eBook with your manager and thought leaders who influence corporate policies.



Managers

Make sure your team has all the tools they need to succeed in today’s cloud first, mobile-first world.



IT Planners

Find out how cloud communications solutions can help you keep pace with innovation while eliminating equipment cost and complexity.



About

UNIFIED COMMUNICATIONS

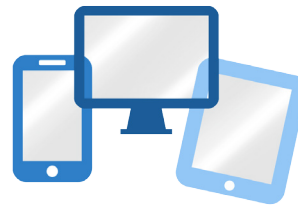
Teleworking is good for businesses, good for employees and good for society.

Unified Communications delivers all the features organizations expect from a traditional phone system, plus a full suite of unified communications services including video conferencing, instant messaging and presence. All delivered in the form of a flexible, reliable and affordable cloud-based service.



Unified Communications Benefits for IT Organizations

- No equipment to purchase, extend or maintain
- No complex hardware to configure and support
- Flexible pay-as-you-go licensing models
- Future-proof – new features delivered in the cloud
- Investment protection – adds value to PBXs



Unified Communications Benefits for Employees

- Anywhere, anytime access
- Complete business phone system features
- Video and UC collaboration capabilities
- Rich set of productivity and time-saving tools
- Online and Web clients and IP phones

For more information on Temovi solutions
contact us through our website at www.temovi.cloud or on 0151 650 6322

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Communications Centre, 1 Ivy Street, Priory Industrial Estate, Birkenhead, Wirral CH41 5EE

Tel: 0151 650 0065 ♦ Fax: 0151 650 1162 ♦ Web: www.digitaleurope.co.uk ♦ Mail: mail@digitaleurope.co.uk

UC Features Choices

- Voicemail
- Find me/follow me features
- Hunt groups
- Conferencing
- Attendant console
- Unified communications
- Collaboration tools
- Messaging
- Online tools