



Small Business Work from home Contingency planning:

Preface

1. First and foremost, do not panic or panic buy! Make informed decisions but do buy or implement your decisions early (stock may become low). Remember that the contingency plan may not be needed for several months, so do try to avoid solutions that will need renewing within this time. Our products are on 12-month pre-paid contracts.
2. We are obviously wanting to sell you our solutions but there are other options out there and we have some free or low-cost solutions that do not involve buying from us.
3. This is by no means a comprehensive list of options and is focused on telecoms & IT (because that is our expertise), but I am trying to cover what I envisage to be the main problems for small businesses.

Work from home Telecoms

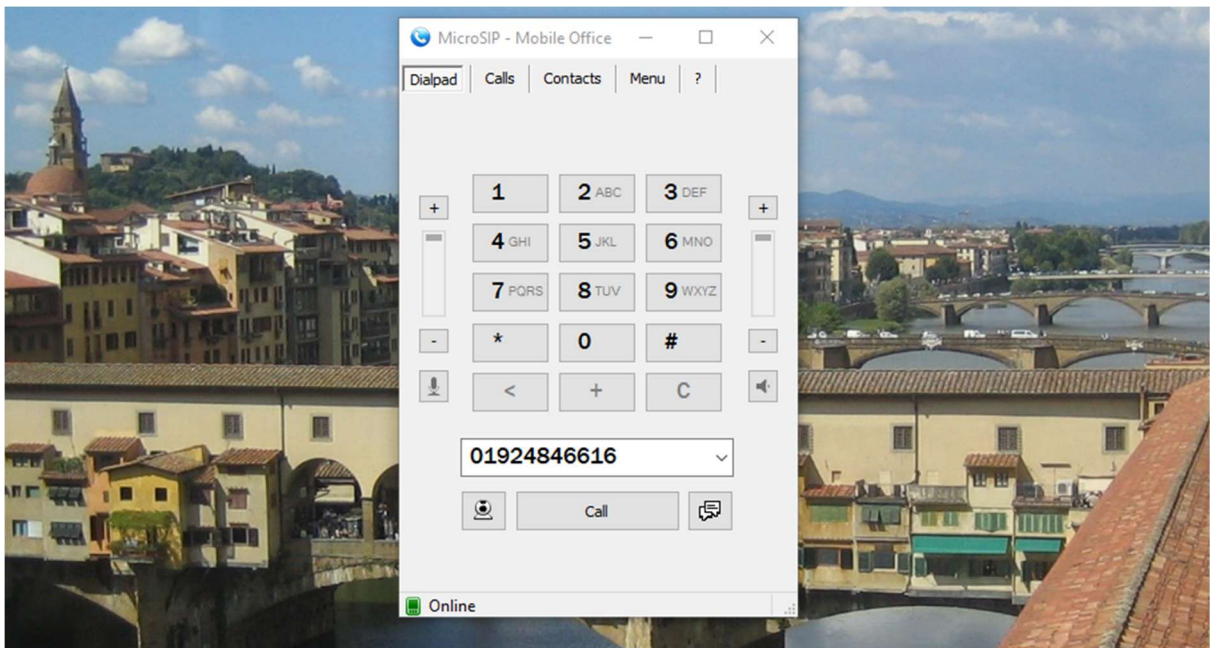
1. Low cost basic option – divert calls to a mobile phone. This is a low tech, cheap option (*). Downside is you can only realistically handle one call at a time, but this may be enough for your business.
2. Setup a mobile ring group - with several mobile phones setup as you would in an office ring group with calls ringing on a non-busy handset or queuing; these would be allocated a central number that you would divert your number to (*). Downside is outgoing calls will show the mobile number dialled from. *Check or order here:*

<https://form.jotform.com/tcmtelecom/mobile-ring-payment-form>



3. Softphone on PC or laptop or mobile phone – Or a group of softphones in a ring group - this would have its own allocated number for incoming and outgoing calls that you would divert your number to (*). Downside is that you would have to acquire some software (there is plenty of free and paid out there) set it up and buy a headset and mic combo for your PC or laptop. *Check or order here:*

<https://form.jotform.com/tcmtelecom/paypal-pro-payment-form>



4. VOIP desk phone – Or a group of VOIP phones in a ring group – this would have its own allocated number for incoming and outgoing calls that you would divert your number to (*) – setup in your home office, connected to your existing router. Our phones do not need any router settings changing but some supplier's offerings may need ports forwarding, please check. Downside is you need an existing router and reliable broadband. *Check or order here:*

<https://form.jotform.com/tcmtelecom/paypal-pro-payment-form>



5. VOIP desk phone with 3G router – Or a group of VOIP phones in a ring group with 3G router – this would have its own allocated number for incoming and outgoing calls that you would divert your number to (*) – setup in your home office, connected to a new 3G router. Downside is you need a good 3G signal and need to top up the data sim. *Check or order here::* <https://form.jotform.com/tcmtelecom/paypal-pro-payment-form>

(*) Please check what price per call your provider will charge for the diverted part of the call.



Work from Home using PC

Connecting your home PC or laptop to your business documents and programs

1. No cost solution – you may already subscribe to a Microsoft, Google, Apple or similar package that allows you to share and collaborate remotely; if so, your sorted.
2. Remote access via VPN – or similar, again if you already have this you are sorted.



3. Buy a configured VPN server – ours does not need pre-configured port forwarding or fixed external IP address. Plug in, download management software and administer from windows PC. Open source software (softethervpn), so no licenses to buy - this will give you access to your business network from your home office (or anywhere you get broadband) but remember if you need a specific program on the PC to use the data you will need to install it on your home PC. Alternatively, you could use the VPN server to access your network then use Remote Desktop services (RDP) to access your desk PC and work on that (RDP is built into Windows 10 pro) *Check or order here:*

<https://form.jotform.com/tcmtelecom/paypal-pro-payment-form>

(We do acknowledge that you can use RDP without a VPN by opening ports on the router to the internet, but this can be a security vulnerability).

All our products are on a 12-month pre-paid contract and includes remote and telephone support throughout the 12-month period. If you have any questions or queries, please get in touch

stuart@tcmtelecom.co.uk

www.tcmtelecom.co.uk

www.telesyst.co.uk

We all know time is money, so if you need a simple, quickly deployable, 3-person solution that is plug and Play:

The Ultimate Work from Home Package:



1 of VPN server above



3 of Lenovo Laptops, Windows 10, 8Gb memory with 256Gb SSD, 15.6" screen (or similar depending on availability) pre-configured with VPN connection software. 3 of laptop carrycase.



**3 of VOIP deskphone (Standard 3m cable) VOIP phone above.
12 months remote & telephone support (UK based)**

(Due to increase in laptop prices we have had to increase this package)

£3,180.00 + VAT <https://form.jotform.com/tcmtelecom/paypal-pro-payment-form>