AMADA
SENIOR CARE

TECHNOLOGY INFRASTRUCTURE CHECKLIST

INTERNET	Business high-speed Internet **with minimum upload speed of 10 Mbps**. The higher the download speed, the faster your Internet. You do not need a static IP address for your Internet service.
NETWORK	Your computers, printers, and office phones will require a Local Area Network to communicate with each other and to access the Internet. A router with wireless capabilities is often provided by your carrier and acts as the core of the Local Network and your gateway to the Internet. Small office networks are generally simple to get up and running. You will need network cabling to connect some devices like an IP phone or desktop computer without WiFi.
COMPUTERS	The following specs are recommended for Owners. • Buy new OR use a computer that is less than 3 years old • Processor: Intel i5 or i7 for PCs | M series for Mac • Memory: 16GB • Storage: 500 GB or 1 TB Solid State Drive • OS: Windows 11 Pro or the latest Mac OS X
PHONES	Contact Keen IT to start your order and onboarding with RingCentral. See other side of this page for Keen IT contact information.
FAX	Fax service will be handled by your hosted phone system provider. You will send/receive faxes via email or through an app on your mobile phone or computer. You will need a scanner to scan documents for electronic transmission.
PRINTER / COPIER / SCANNER	Purchase a business class multi-function (print/copy/scan) wireless network Laser Printer. Look for features like Scan-to-Email and an auto document feeder tray on the top. Recommended brands include Canon, Ricoh, HP.
FILE SHARING	Your company files are organized in a standardized folder structure provided by Amada. Access to your data is available using **Microsoft OneDrive**, a file sync and sharing application which is included with your Amada Microsoft 365 subscription. ***Contact the AFI Software Support team to get setup.***

SOFTWARE	Required software:
	
	 • Microsoft Office[1]
	
	  1. **Microsoft 365 Apps for business subscription.** $8.25 per month for 1 year OR $9.90 per month. You can buy directly from Microsoft or through Keen IT.
	
	  2. **Microsoft 365 E3.** ~$13 per month for 1 year. Contact AFI Software Support to upgrade your existing E1 license to E3.
	
	 Recommended software:
	
	 • Adobe Acrobat Standard for creating, editing, and combining PDF documents. ($156/year)
	
	 • Anti-Virus / Anti-Malware / Web Security software.[2]

BACKUP	Backup your data using an online backup solution.[3] [4]

Technology services and solutions available from

keen IT
s e r v i c e s

Tech Support	Setup and Installation	Information Security	Backup and Recovery

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Visit https://www.keenits.com/amada for more information

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[1] Online versions of MS Office software come with your Amada Microsoft 365 E1 subscription but are only accessible through a web browser. You want to use the Office software suite locally on your computer. It includes Word, Excel, PowerPoint, and Outlook.

[2] Keen IT provides next-gen AI based security software as part of a service package.

[3] Keen IT provides online backup as part of a service package.

[4] Keen IT provides Microsoft 365 backup as part of a service package.