Setting Up a "Work From Home" Or Remote Network Access System For Your Team

Critical Facts And Insider Secrets Every Business Owner Must Know Before Installing A 'Virtual Network' To Allow Employees To Work From Home, On The Road, Or From A Remote Office

If you are the owner of a small or medium sized business that is thinking about implementing a "work from home" program for your employees – or if you want to install a virtual network to enable you and certain key employees or managers to work on the road or from a remote office – DON'T - until you read this eye-opening guide.

This report will explain in plain, non-technical terms best practices for setting up remote access for you and your staff, as well as important questions you should ask any computer consultant to avoid making the most commonly made, costly mistakes when setting up the technology for a work from home system.

This exclusive insider's report will reveal

- What "telecommuting" is and why so many small and medium sized businesses are rapidly implementing work from home schemes.

- The single most important thing you MUST have in place before starting any work from home or remote office initiative.

- 8 CRITICAL characteristics you should absolutely demand from any IT professional you're considering to set up your remote office technology; DO NOT trust your infrastructure to anyone who does not meet these criteria.

Imagine being able to get double the work out of your employees while simultaneously slashing overhead costs, padding your bottom line, and securing incredible loyalty from your staff.

Sound too good to be true? I assure you it's not...

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WEM Networked Systems

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What Is Telecommuting And How Is It Going To Help My Business?

Telecommuting is a fancy word for allowing employees to work from home, in remote offices, or while on the road. While this is not a new concept, recent advancements in remote access technology and security have made it very affordable and easy for even micro business owners.

Why would a business want to do this? Some businesses are being forced to because they've run out of office space or to accommodate "road warriors." But many are doing it for these reasons...

- Allowing employees to work from home means businesses can cut back on office space, lowering rent and utility bills – and according to a recent survey of small businesses, nearly 40% of small and medium businesses have (or plan to) cut down office space and allow employees to work remotely from home to save money. Not only is this lowering overhead, but it's making for happier employees who no longer have to sit in traffic for hours.

- Business owners (and key managers) working 60+ hours a week are using it as a way to continue working after hours and on weekends from the convenience of their home office.

- Telecommuting actually increases employee productivity, lowers stress levels, and improves retention. Contrary to what you may believe, employees who work from home tend to work more, not less. Because the computer is right there in their home, they will often put in extra hours during the evening and on weekends when they normally wouldn't be able to access the network. Plus, employees working on detailed programs, graphics, and projects tend to get more done when they don't have to deal with office distractions.

- Some companies are allowing their employees to work from home two or three days out of a week instead of giving them a raise – a bonus many will gladly take over more money. This also works well if you have limited office space because employees can rotate desk usage.

- It allows you to keep great employees that need or want to relocate, need to stay home to take care of a sick family member, or who are sick, injured, pregnant, or otherwise unable to physically come into the office.

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Common Myths, Mistakes, and Misconceptions About Allowing Your Employees To Work From Home

One of the biggest fears many business owners have about allowing people to work from home is the loss of control they have over that person. They believe that without someone standing over them, employees will goof off during work hours and become LESS productive.

But the hard results prove very different...

In the US Telecommuting has grown at a steady 3% per year for more than 15 years.   Currently, more than 23 million people are working from home at least one day a week.   The increase in teleworking is no accident – it really IS working.

Admittedly, original telecommuting experiments were "do-gooder" projects focused on being earth friendly and generating business savings by reducing use of high priced city office space.   However, when businesses started seeing how it drastically improved staff turnover and productivity, this "fad" became a hot trend.

This is underscored by Information Age's Effective IT survey results. Of the 86% of respondents who said that their organisation had adopted remote or mobile working, 80% regard it as effective, with 39% declaring it 'very effective'.

Concerns about threats of flu pandemics are also putting the spotlight on teleworking. Some employers might think it a good idea to ask employees returning from high-risk areas to stay at home for a while to be sure they are not incubating the virus. Employees may be reluctant to travel in crowded trains and buses, or simply not want to risk physical contact with colleagues who might be unwell. In both cases, working from home enables the organisation to continue functioning and the employee to continue earning.

In April the 'right to request flexible working' legislation was extended to parents of children up to 16. This is also increasing the number of people looking for information on teleworking and flexible working. (Telework Association)

Based on commuters with 50-mile round trips, the average transit time in London is almost fourteen working days a year. As petrol prices and rising public transport costs continue to bite into the family coffers, the benefits of home working as a means to enjoy better work/life balance, and improve morale and productivity should not be underestimated.
(Aastra, commissioned research)

Of course, telecommuting might not be right for every employee on staff, but it is a great option (and reward) for key managers or employees who are self-motivated and measured by results rather than hours worked.

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The Single Most Important Thing You Must Have In Place Before Starting A Work From Home Program Or Setting Up Remote Access For Road Warriors

Before you go "whole hog" with a telecommuting or remote access, we recommend conducting a small test where you (and possibly a few key managers) are set up to work from home.

Once you are comfortable with the concept, you may start allowing a few key employees to work from home one day a week or a couple of days a month. Or, you can simply allow employees to use it while travelling or if they are forced to stay home to take care of a child, on a snowy day, etc.

But the single most important thing for you to do first is find a very experienced IT consultant who will recommend and implement the right technology to support YOUR specific situation and needs. This is unbelievably important to avoiding expensive mistakes and unnecessary frustration.

8 CRITICAL Characteristics You Should Absolutely DEMAND From Any IT Professional You're Considering To Set-up Your Remote Office Technology; DO NOT Trust Your Infrastructure To Anyone Who Does Not Meet These Criteria!

There is no "one size fits all" solution; the best solution is greatly dependant on your specific business needs, the applications you use, how many people will be accessing your systems remotely, the available equipment and dozens of other factors.   That's why you want to look for a consultant who meets the following criteria:

1. Look for a consultant who has experience setting up remote access and STRONG (and recent) client references.

   Do you really want to be the person who "pays" for your consultant's training? I've found that the price to correct problems created by novices is much greater than the cost to do it right the first time with an experienced technician.   Ask for recent references and call them!   Past performance is generally a good gauge of future performance.

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2. Make sure they do a THOROUGH evaluation up front

    If your consultant doesn't insist on doing a thorough evaluation BEFORE handing
    you a proposal, do NOT hire them! If they don't do their homework they could
    easily sell you the wrong solution, causing you to have to spend MORE money,
    MORE time, and have MORE frustration getting to what you really need. Most
    consultants will do a quick, cursory review and provide a free recommendation
    (proposal) because they want to close the deal fast. Here is a short list of the
    things they should investigate or ask you:

    - What are your overall goals and specific objectives for allowing your employees to
      work from home or on the road?
    - How many employees will be working remotely? Will they be accessing the network at
      the same time or at different times?
    - What applications (including specialty or proprietary apps) and data will your
      employees need to access?
    - What type of devices will your staff use to access the network? (Home computers,
      PDAs, Blackberries, laptops, etc.)
    - What type of Internet connection will be available on the sending AND receiving end?
    - What levels of security do you want in place?
    - What level of monitoring do you want in place? For example, are there certain web
      sites and content you want "off limits?"
    - Will the remote worker need to print documents?
    - What are your 1 year and 3 year plans for growth?

3. Make sure they are able to TRAIN you and your staff.

    So many computer consultants are great at installing the "stuff" but fall short on
    training you and your staff how to use the great "whiz-bang" technology they've
    just sold you. Make sure you hire someone who is able and willing to do the
    "hand holding" required when installing any new process or technology...we're
    only human after all.

4. Make sure they INSIST on maintaining the network

    Virtual office networks require more 'care and feeding' to make sure they work
    properly and stay secure. You cannot "set it and forget it" or you're asking for
    problems. Only hire someone who is prepared to perform regular check-ups and
    updates of your network, usually under a maintenance or managed services plan.

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5. Look for someone who can also solve the phone piece of the puzzle, not just the network access piece.

> If you want your work-from-home employee to be able to make and receive calls and APPEAR as though they are in the office to the caller, then look for someone who can set up your phone system to work with your remote employee's home phone or cell phone. Usually this can be accomplished with VoIP technology (Voice Over Internet Protocol). Confirm that whoever you hire can either provide these services or has a partnership with a reputable vendor who has this expertise.

6. Make sure your consultant is willing and able to be a vendor liaison for your specific business applications or other specialty applications.

> It's amazing how many critical applications work fine within the office network, but then slow down or shutdown when accessed through a remote location. It's important to ensure your consultant is able and willing to confirm your 3rd party applications will operate efficiently remotely, which means they may need to get on the phone with the help desk of one or more of your software vendors. Some consultants do NOT offer this service.

7. Look for a consultant that has expertise in setting up employee monitoring and content filtering.

> It's more difficult (but not impossible) to protect company secrets and proprietary information when it's stored on a location outside of your office. Therefore, make sure the company you hire has expertise in setting up and managing content filtering and security for remote machines.

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Not Sure If You Are Ready To Set Up Remote Access? Our Free Remote Access Consultation Will Help You Decide

As a prospective client, we'd like to offer you a free Remote Access Consultation. At no charge, we will come to your office to review your current situation, business practices and needs and provide recommendations on how you can quickly and easily set up remote access for you and your staff.

We will also discuss your options, clarify any grey areas, and answer any questions you have. We will also map out the costs and steps involved so you know exactly what to expect.

You are under no obligations to do or buy anything; this is simply our way of introducing our services to you and demonstrating how we can make your remote access project a complete success.

We Can Show You How To Enjoy The Benefits Of Remote Access, Just Like These Current Clients...

The WemTEL VoIP service has allowed me the flexibility to maintain office communications whilst travelling across the globe! These are features I wouldn't find on any other PBX.
Cambridge Capital Marine

They talk to us in plain English, and not computer-geek speak.
Priory Management

WEM have on many occasions saved my sanity. The staff are patient, knowledgeable, pleasant and bend over backwards to be helpful. I am always sure that when I ask for WEM's help, my query will be resolved in a timely manner. WEM are also great at communicating with me about what they've done and why. I would not hesitate to recommend their support services to anyone.
Northfields Property Consultants

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What To Do Now

To request your Free Remote Access Consultation do one of the following:

1. Complete and send in the enclosed "Fast Action" response form.

2. Call us direct at 020 8740 6000

3. Send us an e-mail: info@wemit.co.uk

A colleague from our office will call you to schedule a convenient time for us to meet for 20 minutes. Remember, there is no obligation for you to buy or do anything – this is simply a discovery meeting to see if remote access is right for you.

Vin Jauhal

Managing Director

Wem Technology Ltd

P.S. If you would like to speak to a few client references prior to our meeting, simply contact us and we'll be happy to provide the names and phone numbers for several clients we've worked with.

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Fast Action Response Form:

☐ "Yes! Please reserve a Free Remote Access Consultation in my name so I can find out what my options are, get answer to my questions, and get a handle on the steps and costs involved. I understand that I'm under **NO** obligation to do or buy anything by signing up for this consultation.

Please Complete and Fax Back:

Name: _____

Title: _____

Company: _____

Address: _____

City: _____ Post Code _____

Phone: _____ Fax: _____

E-mail: _____

Do you have any other questions or problems you would like to discuss?
Simply outline them below:

_____

_____

_____

_____

_____

Fax This Form To: 020 8740 2188 Or Call: 020 8740 6000

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