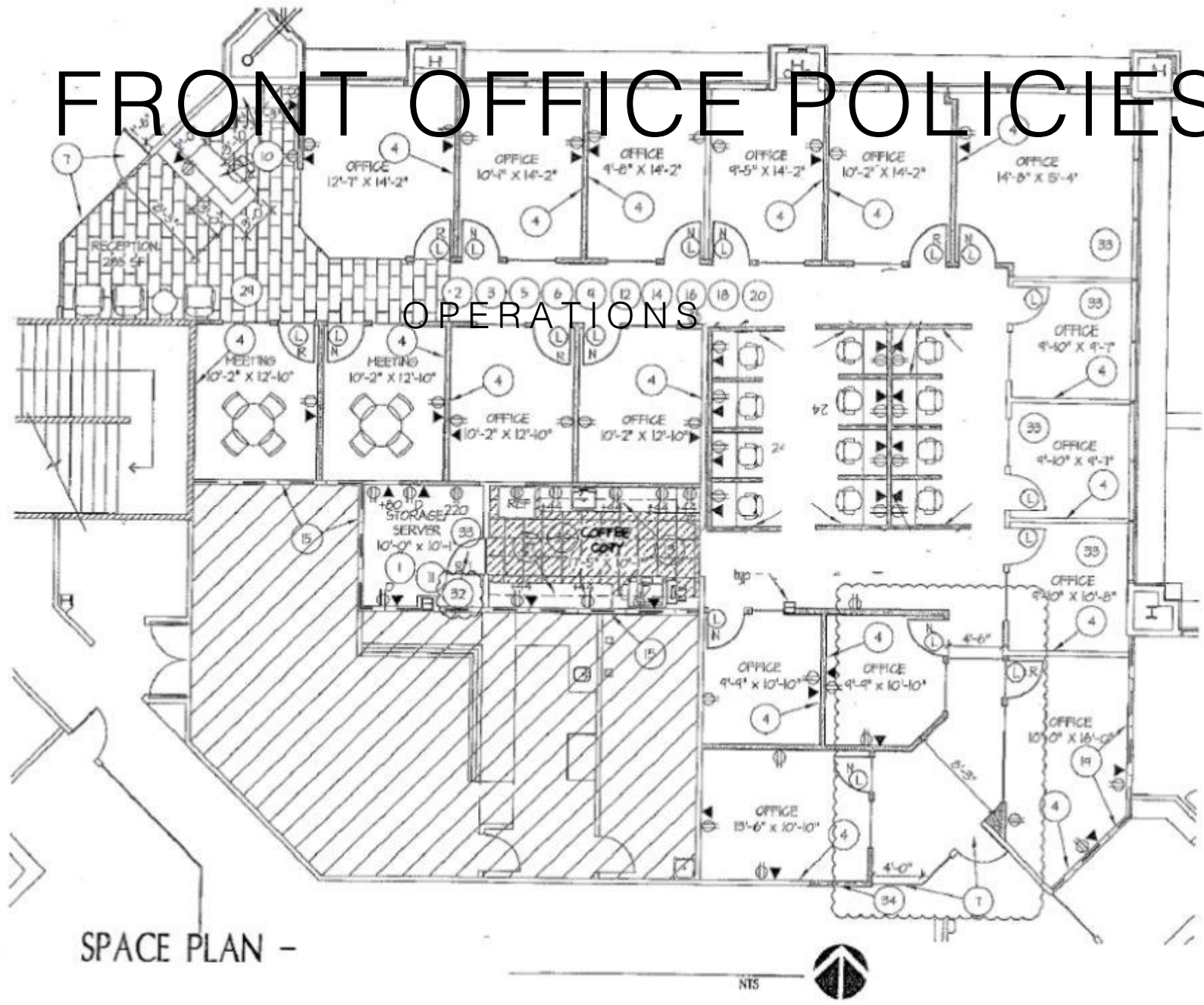



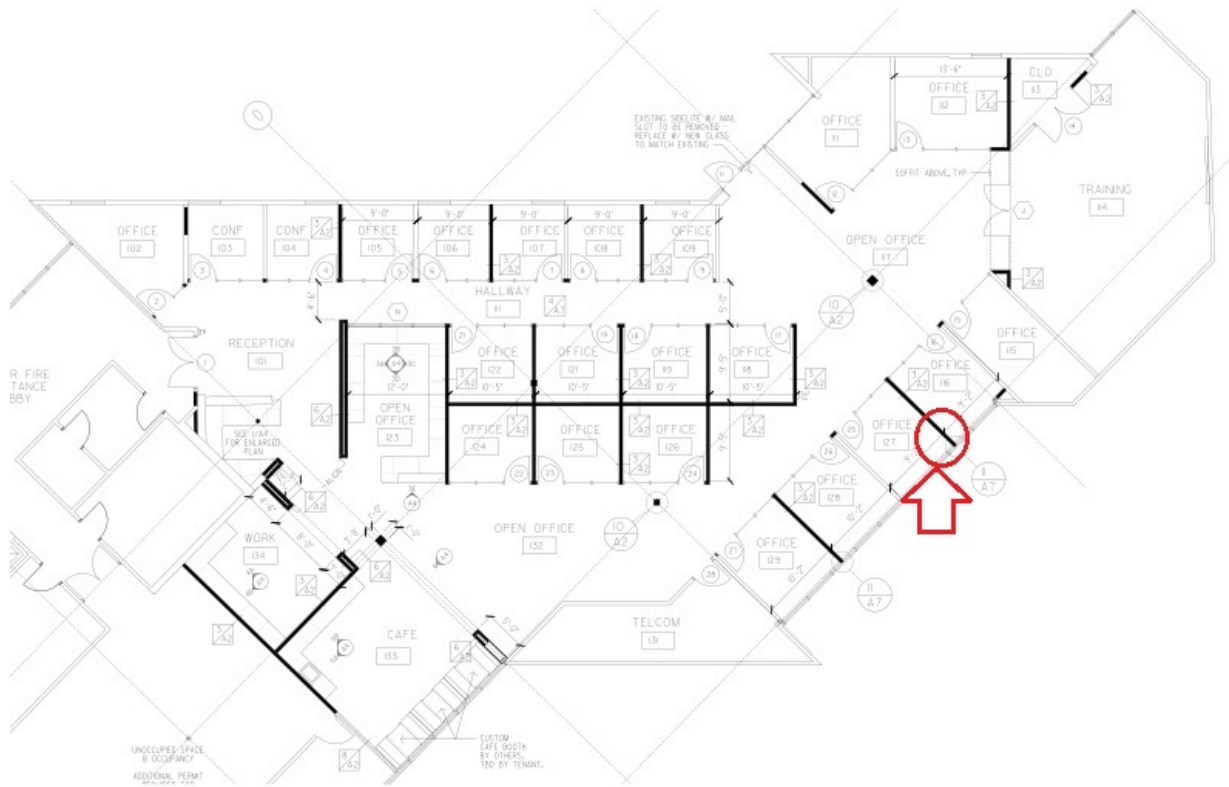
Setting up your office!

ONE IMPRESSIONS

FRONT OFFICE POLICIES



 The image part with relationship ID rld2 was not found in the file.





ONE

SETTING UP

OFFICE LAYOUT

Reception desk and chair with approved interior Realty ONE Group Affiliates, Inc. signage displayed Realty ONE Group Affiliates, Inc. approved advertising/marketing materials prominently displayed





SETTING UP

OFFICE LAYOUT

Manager office visible from lobby with approved interior Realty ONE Group Affiliates, Inc. Signage displayed

Lobby – chairs, end table(s), décor





SETTING UP

YOUR ROGA OFFICE

Conference Room(s) located to main entrance with flat screen television(s), mini pc, conference table and chairs



SETTING UP

OFFICE LAYOUT

- Server/Telephone Room for Computer Network Equipment (Interior Office)
- Kitchen Area with Table, Chairs, Microwave, Fridge, Coffee Maker and Sink (Interior Office)
- Agent Private Office Rentals are Remaining Perimeter Offices



SETTING UP

OFFICE LAYOUT

Agent bullpen area centrally located within office for common use of computer equipment (cubicle build out recommended)



SETTING UP

OFFICE LAYOUT

Work stations example.



SETTING UP

OFFICE LAYOUT

Space to include area for one/two scanner/copiers area for approved vendor advertising/marketing materials, area for agent inter-office mailboxes



SETTING UP

OFFICE LAYOUT

Training Room (if applicable) for office meetings and continuing education (interior office)

ERIC PATTON

Network Engineer

SETTING UP

TECHNOLOGY REQUIREMENTS

- Internet Broadband connection (50 Mbps down, 10 up) Cable is the least expensive
- Enterprise Router/Firewall
- 48 Port Enterprise POE switches
- 2 or 3 WIFI Access Points

Hardware REQUIREMENTS

- Flat Screen Televisions for Conference / Training Rooms (size contingent on room dimensions)
- Copier/Scanner/Fax Machines
- Phone System / Answering Service (Hosted PBX)
- Accounting Software (Quick Books Recommended)

Technology Recommendations

- Microsoft Office 365
- Sonicwall NSA series
- HP 2920 Layer 3 POE switches
- Meraki MR34 Wireless Access Points
- Axis IP Cameras for surveillance / security
- Brivo / Protection ONE Key Fob System

Technology Recommendations

- Cloud Services
- Amazon (cloud based services)
- Google and Office 365 (Email)
- GoDaddy (web registrar)
- AVG Cloud care antivirus
- Protection ONE for Alarms
- Brivo keyfob access and OVR

ANY QUESTIONS?
