



## MINIMUM SYSTEM REQUIREMENTS

### I. Desktop & Laptop Hardware Minimum Requirements:

CPU	Intel Core i5 or Intel Core i7
Processor Speed	3 GHz
Ram	16 GB RAM
Disk Space	256 SSD drive
Network	1 NIC
Warranty	3 Year Warranty and service offering including 3 years of parts, labor and on-site repair.
O/S	Windows 10 <b>Professional</b> or Enterprise (not home version)

### II. Desktop & Laptop Brand Requirements:

While attorneys and staff at Culhane Meadows can choose which computer they wish to purchase when joining the firm or when purchasing a new computer over time after joining the firm, the firm requires new computer purchases be from one of the following manufacturers (“**Approved OEMs**”) unless you seek prior approval from the firm’s CTO:

Acer	ASUS	Dell	HP
Lenovo	Panasonic	Samsung	Microsoft Surface

When purchasing a computer from one of these Approved OEMs, you will be able to utilize the Windows Autopilot feature of the CM IT systems, which will set up and pre-configure your new computer right out of the box once you turn it on and enter your CM log in credentials **as long as you have followed these instructions:**

When **ordering** your new computer from one of the Approved OEMs, you will need to buy direct from the Approved OEM in order to utilize the Windows Autopilot feature that the firm requires. When presented with the Windows Autopilot option, you will enter the Culhane Meadows Azure Tenant ID and Domain name into the Autopilot selection as follows:

- **CM Azure Tenant ID:** 9598e073-5c0a-4815-a886-b41ad59cdcca
- **CM Domain name:** cm.law

You will want to make sure this information is added **BEFORE** you purchase the new computer.

### III. Software Requirements:

**Software required for all Culhane Meadows Attorneys (provided by the attorney):**

- Microsoft Windows Desktop Operating System: **Windows 10 Pro required\***
- Adobe Acrobat Reader or Foxit Pro Reader



\* Encryption Software for your entire computer is required by the firm's Security Protocols, which is why Windows 10 Pro is required as it has encryption software built into Windows (Bitlocker) and because you will connect to the firm's Azure AD.

You **do not** need to buy your own Microsoft Office suite of products...

#### **Software required for all Culhane Meadow Attorneys (provided by the firm):**

- Microsoft 365 Business (Word, Excel, PowerPoint, Outlook, etc.)
- Epona DMSforLegal (Document Management system)
- Bill4Time (Billing and Accounting system)
- Microsoft Teams (Instant Messaging and Collaboration system)

#### **IV. Internet Requirements:**

Partners are responsible for providing their own internet connection which must have download speeds of at least **20Mbps** for all firm systems to operate correctly.

Partners must also have **Wi-Fi hotspots on their phone** as a backup to their primary internet source in situations where their primary internet is down or when accessing firm data outside your office/home, in order to avoid use of public wifi networks. This can easily be activated on your existing mobile phone plan by calling your mobile phone provider.

#### **V. Tech Help:**

We strongly recommend that our partners find their own IT support person to assist with everyday IT issues that may arise that are unique to their computer systems as the firm does not provide IT support for problems unique to your computer. If any issues arise with the firm-provided software system, then our vendors provide free helpdesk support for all those systems.

If you do not already have an IT support person, you can use the firm's preferred IT vendor for technical support either on a regular basis or on an ad hoc basis.

- **Monthly Subscription for IT Support:** The firm has negotiated a group-rate option with [StratusPointIT](http://www.stratuspointit.com/) (<http://www.stratuspointit.com/>) to provide IT support to our partners who choose to sign up at a special base rate of **\$60/month** (per computer device), which is conveniently deducted from your draw. This subscription provides for **unlimited 24/7 support** and provides you with antivirus, anti-malware, and anti-spyware on your device with the ability for the vendor to monitor problems with your computer remotely. The vendor has locations in every one of our offices (<http://www.stratuspointit.com/locations>) and provides a guaranteed response time of 30 minutes or less on all **emergency** issues reported. You can also get **on-site emergency help** at a rate of \$125/hour for any issues that cannot be resolved remotely. There is a 4-hour response time for emergency on-site issues. Please contact [admin@culhanemeadows.com](mailto:admin@culhanemeadows.com) if you wish to sign up for this subscription service.
- **Ad-hoc Hourly IT Support:** Instead of the monthly subscription with [StratusPointIT](http://www.stratuspointit.com/), you can also choose to just get ad hoc hourly tech support at a rate of **\$75/hour** billed in 15-minute increments. Please contact [admin@culhanemeadows.com](mailto:admin@culhanemeadows.com) if you wish to be able to utilize this service.