Specifications for the Director

# By:

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# IFSM 201

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# Narrative

Good afternoon Director and staff members, bellow is my recommendation for our new company computer systems. I was given thirteen requirements that had to be meet in order for our company to acquire new machines. I know I have hit that mark and have meet all the requirements that were given to me by the Director. The PC we will be purchasing will be a Dell Desktop XPS 8700 series computer which are good small business computers already. The computer will come pre-loaded with Microsoft Office Professional, Adobe Elements, and Adobe Standard IX. However even though these items will be preloaded onto the computer they will still be purchased separately through Dell.

The Adobe programs will allow our company to edit PDF files, pictures, videos, and even convert PDF files into Word documents. Lync from Microsoft will be a great tool for our company to use for video conferences and for keeping in touch with our employees where ever they might be. I also propose that we invest in a business cloud server or NAS, the Western Digital DL4100 would work great to our advantage for sharing media and data at lightning speed and will always be available to everyone in the office and can be encrypted so that no one but our personnel can accesses it. I hope that my Proposal has met all of your needs Director and I hope to hear an answer soon on my proposal.

# Recommended Computer

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| Recommended Computer | | |
| Manufacturer | **Type** | **Model** |
| Dell | Desktop | XPS 8700 |

# Hardware Components

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| Hardware Components | | | | |
| Device type | **Make** | **Model** | **Description** | **Requirement Met** |
| Other | APC | Back-UPS 450VA | Power Supply | Protect PC |
| Output/ Input | HP | M476dn | Color Printer, Scanner, Copier and Fax | Print Documents |
| Input | Dell | KB213 | Wired Keyboard | Computing |
| Input | Dell | 310-4073 | Mouse | Computing |
| Communication | Logitech | C615 | Web Cam | Video, Conference Calls, and Pictures |
| Output | Dell | U2412M 24” | 24” Monitor | Computing |
| Output | Logitech | Z523 2.1 | Speaker System |  |
| Storage | WD | My Cloud DL4100 | Network Storage Server | File Sharing and Storage |

# System Unit Features

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| --- | --- | --- | --- |
| System Unit Features | | | |
| Type | **Manufacture** | **Description** | **Additional info** |
| Processor | Intel | 4th Generation Intel® Core™ i7-4790 processor (8M Cache, up to 4.00 GHz) 64 Bit, DMI speed 5.0 GT/s, L2 cache 256 kb. | Meets requirements for processing power |
| RAM | Dell | 8GB Dual Channel DDR3 1600MHz (4GBx2) | Meets the requirements for processing power for the director and team |
| Adapter Card | Dell | Wireless-N 1704 802.11bgn, 1x1, 2.4GHz + Bluetooth 4.0, NVIDIA GeForce GT 720 1GB DDR3 | Meets the requirements for sharing and uploading videos and connecting to the network |
| Ports | Dell | 6 USB 3.0 ports, 4 USB 2.0 ports, HDMI port, DVI port, Ethernet port, 5 Audio out ports, 2 Microphone port, 1 Audio input port, and 1 RJ45 port | Meets the requirements to connect all devises needed for the PC. |
| Storage | Dell | 1TB 7200 RPM SATA Hard Drive 6.0 Gb/s | Meets directors storage requirements |

# Application Software

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| Application Software | | |
| Manufacturer | **Type** | **Additional information** |
| McAfee | All Access 2015 Anti-virus software | Meets requirements for virus scanning and data protection |
| Western Digital | My Cloud OS | Meets requirements for sharing audio, video, and other office documents |
| Microsoft | Lync | Meets requirements for video conferencing and video lectures. |

# System Software

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| System Software | | |
| Manufacturer | **Type** | **Additional information** |
| Microsoft | Windows 7 Professional English 64bit Operating System | Includes Windows 8.1 Pro 64bit License and Media |
| Adobe | Adobe Photoshop Elements & Adobe Premiere Elements | Meets requirements for photo and video editing |
| Adobe | Adobe Acrobat XI Standard | Meets requirements for PDF editing and conversion |
| Microsoft | Microsoft Office Professional 2013 | Meets requirements for creating spreadsheets email accounts and calendar organization |

# Internet Connectivity & Web Services

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| Internet Connectivity &Web Services | |
|  |  |
| Verizon FiOS | Verizon installs Fiber optic cables directly to their customers and have great upload and download speeds that are required for our company. Speed rates are 15- 150 mbps for downloading and upload speeds range from 5 – 35 mbps |
| Lync | Lync will allow all employees to keep in contact with students and other employees as well as being the standard service for fast live communication. |

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