UNITILE
RAISED ACCESS FLOOR SYSTEMS

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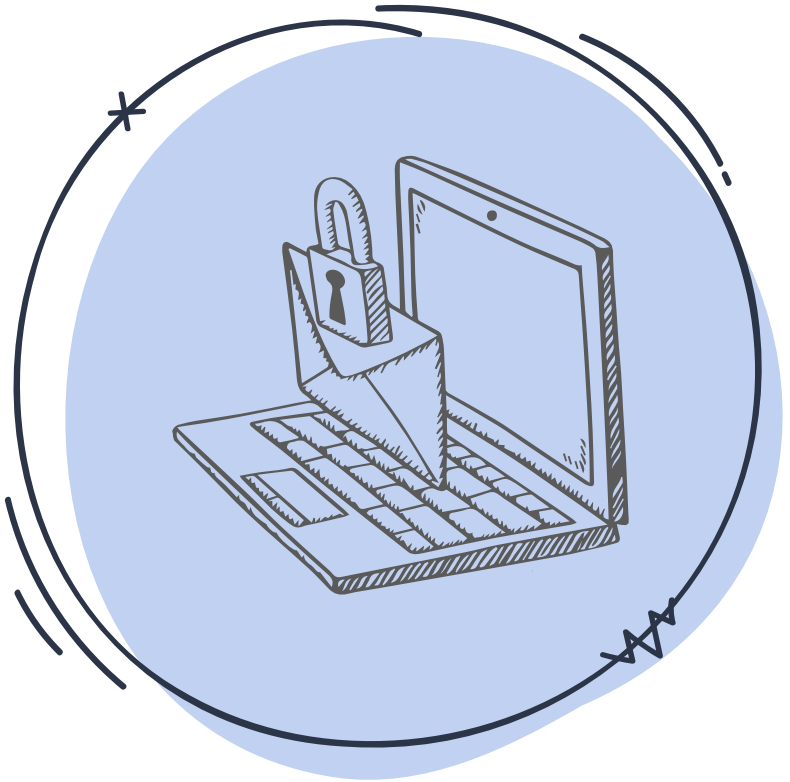
SYSTEM BUILD APPLICATIONS IN USE

Mailing Service : Gmail

Users are advised to keep strong password for their email and systems.

Tips to keep a strong password:

- Should contain at least eight alphanumeric characters long.
- Contain at least three of the following four categories:
  - Upper case characters (e.g., A-Z)
  - lower case characters (e.g., a-z)
  - Digits (e.g., 0-9)
  - Special characters (e.g., !@#$%^&*()_+|~-=\`{}[]:";'<>?,./)
- Passwords must be kept private.
- Passwords should be memorized or, if written down, kept in a locked file cabinet or other secure location.
- Must not contain a common proper name, login ID, email address, initials, first, middle or last name.



To access your emails:

- Open chrome browser. Type *www.gmail.com*
- Enter your corporate email id and password (shared on your email)
- You will be prompted to change the password.
- As per the company IT policy, the user has to mandatorily set up two factor authentication with corporate mobile number.

Features available with your gmail account:

- Total Mail Storage: 30 GB (Including Google drive and Photos)
- Mail Attachment Size limit : 20 Mb (Gmail limit)
- Two factor Authentication for additional layer of security.
- United group Contact directory.
- Google Drive (G drive) for data storage.

Note: The users should not share his mail credentials with anyone without informing his Manager/s & IT department.



Click the tab to understand various uses of Google apps.

OPERATING SYSTEM : WINDOWS 10 HOME (64Bit)

Standard Configuration Details:

Windows Edition





System

Processor: Intel® Core™ i5-8265U CPU @1.60GHz 1.80 GHz

Installed memory (RAM): 8.00 GB (7.89 GB usable)

System Type: 64 bit operation system, x64-based processor

Computer name: MUMLP0001

Full computer name: MUMLP0001

Workgroup: UG-MUM

User is allocated with basic system, unless the role demands a advanced configuration on approval of Head of the Department (HOD).





CLOUD BACKUP POLICY: ACRONIS



The company uses Acronis backup for ensuring online backup of the users critical data. The user has to save all important files in the which is used as the source of the user backup file on the server.

Location : **D:\workingdata**

NOTE:

- Data saved other than working data folder would deleted automatically.
- The user should not save any personal data in the company's asset provided to him.
- The backup is scheduled everyday automatically from 1 p.m.
- To retrieve any lost data, the employee needs to send an email to IT department for data recovery with a CC to his HOD. The IT team will recover the lost data to the user within 24hrs on his working data folder.

SOURCES OF COMMUNICATION

Internal Messenger : IPMSG

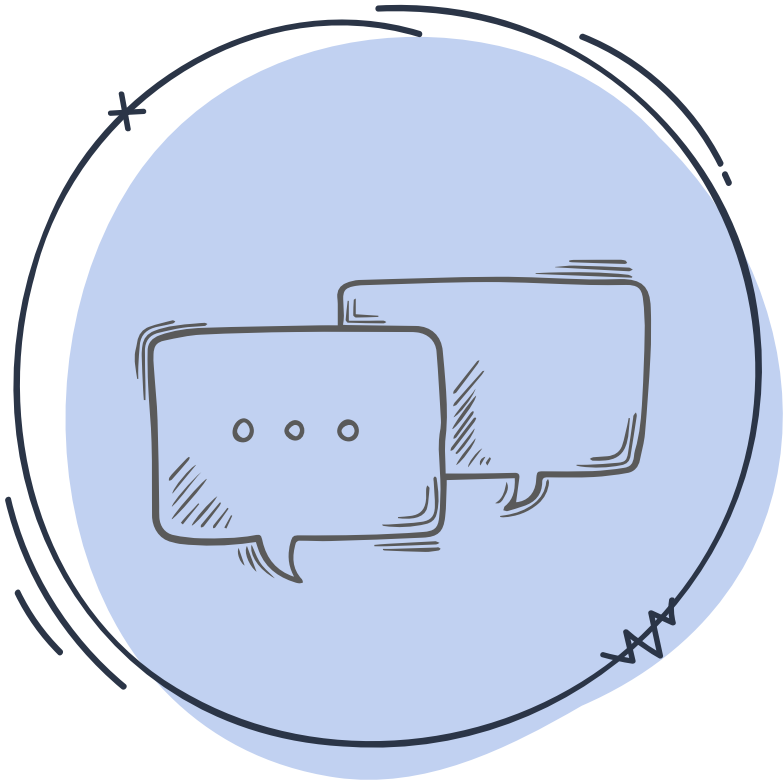
IP Messenger is an application to chat and share files inside your Local Area Network (LAN). This is a pop up style LAN Messenger for multi platforms based on TCP and UDP/IP.

Corporate Messenger : Web WhatsApp

Web Whatsapp powers your communication with customers all over the world, so you can connect with them on WhatsApp in a simple, secure, and reliable way.

File Hosting : Dropbox

Share, sync, and collaborate on files securely with Dropbox Business, a file sharing and cloud storage solution that employees love and IT admins trust.



SOURCES OF COMMUNICATION

Video conferencing device : CloudWalker

Great ideas are born out of great connections, collaborations and conversations. CloudWalker makes these possible without a hitch. The ideal combination of Cloud Touch, an intelligent interactive panel and AirStream, a wireless wonder, offers solutions for you and your team to work together seamlessly.

Click the tab to view detailed training

VOIP : Skype/ Zoom

Skype to Skype calling lets you make free calls online for up to 100 people for audio or video conferencing on any device. It's easy to chat with co-workers across the world.



SOFTWARE IN USE BY DIFFERENT DEPARTMENT



CRM/ ERP : Milestone



Zoho CRM



HR Mantra



PDF reader : Adobe Reader



PDF Editor : Adobe Acrobat