

# Must-haves when setting up a new office

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While working in an office may seem straightforward to some, for office workers, it is a demanding task. Managers and bosses constantly want their employees to be productive and take actions that benefit the company. Setting up a new office is a daunting job but the right choice of products can help save cost in an effective manner. If you're setting up a new office or restructuring your old one, here are our recommendations for essential office equipment to help your decision.

## Computer System

Desktops are crucial in a majority of businesses. Many organisations tend to prioritise a streamlined design in order to create a clutter-free workspace that can reduce stress and increase productivity.

All-in-one PCs like Dell Optiplex 3280 10th Gen Intel Core i3 10100T have a pop-up camera, speakers, USB keyboard and mouse. The market price ranges around Tk. 58,000. Ryans Computer currently has this in stock.

HP ProOne 400 G6 with Core i3 processor, 8GB RAM and 1TB HDD is a 10th Gen all-in-one pc that is a great compact option. The current market price is around Tk. 69,500. Tech Land offers a few higher-budget all-in-one PCs like this one.

Reliable anti-virus software is an essential tool for protecting devices from hackers. There are various anti-virus software available such as ESET, Kaspersky and Norton, each with its own set of features like low system demands and remote control. Depending on the number of employees in an office the price of the software varies from Tk. 3,700 (5 users-1 year) to Tk. 22,000 (22 users-3 years).

## Computer Network and Internet Connection

A high-speed internet connection is unquestionably necessary for any business. Ethernet cabling, routers, and switches are crucial for this, especially in setting up a larger network that will support a large number of employees.

The Zyxel GS1900-24 EP 24-port Switch includes a PoE consumption mode by default. It is an excellent option for SMBs seeking high-speed business network applications at full wired non-blocking speed. The current market price is about Tk. 18,500.

Cisco RV160W is efficient for small businesses and offices. It includes standard features such as a business-grade Stateful Packet Inspection (SPI) firewall, VPN security (IP Security, Point-to-Point Tunnelling Protocol and OpenVPN) and content filtering. It is currently priced around Tk. 12,900.

100 Mbps is a sufficient amount of speed for a small office with up to ten users doing simple tasks such as sending emails, browsing the internet, and downloading

document files. Local internet service providers may have many favourable deals so finding the best deal is the key.

## Business Machine

Depending on the office work different types of business machines can be purchased. A commercial printer, a photocopier and a scanner are essential tools that every office needs.

Multifunction printers are a popular choice for budget-conscious companies looking to consolidate assets and reduce

costs. HP Smart Tank 516 is an all-in-one printer, copier and scanner with a high-volume, low-cost printing capability as well as an innovative design. It can print up to 18,000 black pages or 8,000 colour pages with its printer spill-proof resale bottles. Its market price is currently around Tk. 19,500.

Projectors are now vastly used to make work presentations more visually compelling. Cheerlux CL760 is an affordable 1080p LED projector with great picture colour. The current market price of this projector is Tk. 20,000. Xiaomi offers a good selection of portable projectors under Tk. 17,000 as well.

## Office Furniture

The furniture plays an important role in the ambience of the workplace, providing a safe and relaxing environment. In a dynamic work environment, it is necessary to have stand-up desks, chairs, sofas, communal spaces, conference room tables of various sizes, multipurpose filing cabinets, bins, and good lighting.

Prices of general office desks and chairs range from Tk. 6,000 to Tk. 15,000. Affordable office sofas usually cost around Tk. 10,000 to Tk. 50,000. Simple multi-purpose shelves and storage cabinets are priced from Tk. 3,000 to Tk. 9,000. The price of conference tables starts from Tk. 25,000. Furnitech, Hatil,

Regal Furniture, Partex, Otobi and other dedicated furniture stores have a good selection of durable office furniture.

## Storage Equipment

Documentation is a big part of office work. It can be on paper and in different files on computers. Storage folders, USB flash drives, cloud-based storage, and external hard drives assist businesses in keeping things organised and separate. Prices range from Tk. 5,000 to over Tk. 30,000 depending on the storage the external hard drive provides. Seagate STHN1000403 1TB is an option for offices where storage is not a priority. Seagate STEL10000400 10TB is rudimentary for companies where storage is crucial. though the current market price is costlier at Tk. 30,500.

Computer-generated content can be easily stored with cloud-based file storage systems such as Dropbox, OneDrive and iDrive. Cloud-based storage systems provide different plans according to the company's preference. There are monthly and yearly plans. Dropbox business plans with 5TB of storage start at \$15 (about Tk. 1,420) per month for teams.

## Other Equipment

There is optional equipment to improve the atmosphere at work. Getting plants that complement the workplace, coffee makers can keep the work juice flowing, and electric juicers can help the workers stay energised.

WDCM-S19L

coffee maker has anti-drip and water recycling functions.

Walton and M. K. Electronics have a variety of affordable coffee makers which

do the basic work of making coffee. The prices start from Tk. 1850. Electric juicers like MJ - 215 can be cleaned easily and it has a separate pulp container. The current market prices for electric juices are around Tk. 2,540 to Tk. 8,500.

Buying office equipment will most likely be your second largest office expense. If you plan carefully, you will be able to keep your office equipment costs under control by purchasing only what is necessary. Specialised offices demand specialised equipment but the basic types of equipment are integral for any office space.

