

Gaithersburg suite information

Workplace recovery space information

Our workplace recovery space is designed to facilitate the exercising and implementation of the business recovery plan that supports your office environment. This space is equipped with the following:

- Work surfaces and chairs
- Desktop PCs
- Intel-based server farm with additional quickship capacity
- Cabling infrastructure to support Ethernet, Token Ring, 3270 and 5250 desktop environments
- Telephones with ACD and VRU capabilities
- Fax and copier accessible in the building

Workplace recovery space phone information

Each space has one telephone. Numbers will be provided at the time of your exercise or during an outage emergency. The basic phone configuration includes:

- Station-to-station dialing
- Call hold
- Call transfer
- Call forwarding
- Conferencing (three-way calling)
- One phone is equipped with PhoneMail

When subscribed to call re-routing or hunt/distribution groups, the pilot numbers will be provided at the time of an exercise and during an outage emergency.

Customer suites

The customer suites are set up to be convenient to, yet separate from the computer room. These suites are designed to facilitate the exercising and/or implementation of the customer's business recovery plan. To prevent admittance by unauthorized persons, entrance is regulated through badge access. Customer suites are equipped with the following:

Console Area

- PCs with Ethernet (LAN) connectivity
- Printer
- Fax
- Copier
- Work tables and chairs
- White board and markers
- Telephones
- Coat rack and hangers
- Clocks
- Various office supplies
- Lockers w/keys
- Paging system
- Large screen TV
- Combination CD/Tape Player/Radio
- Easel

Lounge area

- Couch
- Cable TV (w/HBO) and VCR

Refrigerator
Microwave
Coffee machine
Tea and condiments
Filtered water machines
Telephone
Table and chairs
First aid kit

Office

Desk and chair
Guest chairs
Telephone
White board and markers
Various office supplies
Analog line
PC
Lexmark printer
Adding machine

Conference Room

Table and chairs
White board and markers
Telephone
Flipchart, easel and paper