

## THOMSON REUTERS REMOTE WORK CHECKLIST 2020

THE TECHNICAL CLIENT MANAGERS (LEGALTECH) TEAM AT THOMSON REUTERS PROVIDES A LIST OF CONSIDERATIONS FOR LAW FIRMS WHEN THEIR EMPLOYEES ARE WORKING REMOTELY.

### Legal Employees Remote Work Checklist:

Each user should test some basics before they are officially working remotely by doing the following:

- Does your laptop connect to the VPN (if applicable)?
- Does your laptop reach www.google.com when on your home network?
- Can you print to your home printer (you may have to disconnect from your VPN)?
- Do you know your logins for your most important services, e.g. Westlaw, West km, HighQ etc.?
- Do you have a password manager to assist with the above?
- If applicable, can you access your drafting tools e.g. Drafting Assistant, from Microsoft Word?
- Does your laptop reach files on the server? Can you open those files? Can you save to that drive?
- Can you open your email on your laptop?
- If you place a test phone call from your personal home phone to your office phone number, does it ring on the desired destination (for example, your cell phone)?
- If you call into the company phone system and dial out, does it allow you to place a call?
- Can you connect to Zoom/Teams/WebEx?
- If applicable, can you access your eDiscover platform of choice e.g. eDiscovery Point, from home?

#### Equipment:

- Laptop or Home Computer
- Monitor (Additional screens?)
- Webcam (Integrated or not?)
- Headset
- Keyboard and Mouse
- Desk
- Chair
- Lighting

### About this Checklist: Technical Client Managers

We offer a host of various services to help with our customers surrounding consultation of legal technology, technical assistance on our products and services, and assistance on integration of services like Westlaw. Please see the full host of services available from Thomson Reuters Legal at [www.TRLegalTech.com](http://www.TRLegalTech.com).