Worship Computer

Has 3 logins Admin , Worship and General.

Windows 11 with Standalone Office Pro 2021 and Nortons 360 antivirus.

Only to be Used for Worship service

Has Multi Screens and was Purchased 18 May 2023

Intel i7 Cpu 1170 ,16 Meg of ram ,2tb of M2 ssd and a 12 Gb Geforce RTX 3060 GPU, Asus Motherboard and Liquid Cooling CPU .

MIXER Computer

Has 3 logins Admin , Worship and General.

Windows 10

Only to be use by persons trained to use the Digital Mixer

Old Mini Computer i3, 8 gb ram 240gb ssd. Age not known

Streaming Laptop

Has 3 logins Admin , CCL1 and Stream.

CCL1 is for cook Islanders,

Windows 10

Only to be use by persons trained to use Live streaming

Has OBS and video capture card input from Video Mixer

Has Chrome with Login for YouTube

Has Ms Edge for Login For Facebook

Only used for live streaming

Asus Laptop i7 , 8gb ram   Age not known

Office Computer

Has 3 logins Admin , Office and General.

Office login is only ever to be used by the Office Administrator due to Confidential Files.

All Documents are back up to a 2 bay mirrored USB NAS Locked in comms Cabinet and File security and backup is Controlled by a Server which is running Server 2021 Standard.

Files are Shared to appropriate Groups as network drives .

Office Login and General Login have standard user rights.

Windows 11 with Standalone Office Pro 2021 and Nortons 360 antivirus.

Office PC is never to have MS Edge synced or logged in .

Has Printer connected via USB and software to scan .

General login has no documents other than what is shared from map drive .

General Login has a password .

Asus PN62 mini Pc . Intel i7 1050 , 16gb of ram and 500gb M2. ssd, UHD intel Graphics card.

Purchased 16 June 2023.

Has a Kennington lock key held in Admin Key Lock Box

<u>Standalone laptops for General Use</u>

HotDesk 1, HotDesk 2,Training 1,Training 2

2 Logins   Admin and Device name.

Device name has no password.

Windows 11 and standalone Office Pro 2021, Nortons 360 Anti Virus

Account is Standard user.

Should Never have MS Edge Login or be synced or Never have Outlook setup for mail

Admin account password is only to be used unless a change or software need to be

added . And only be used by a qualified IT person Never by someone who is just a user.

Training 1 & 2 Purchased 22 June 2023

Acer 14 Aspire   Celeron CPU , 8 Gb Ram , 128 eMMC hdd. 14 " 1366x768

HotDesk 1 &2

Asus Celeron

Purchased 2022?