

Flexible Work Options and Costs

The purpose of this section is to identify approximate costs of flexwork resource options and is not an endorsement of any particular product/service. These options may be paid for by the Department or the Employee, or have no associated costs. Work with your **Telecommunications Coordinator** to determine specific costs, if any.

OPTIONS	COSTS
Voice Communications Access Lines - Options and Costs	
a. Mason Telecommunications Land Line: A Mason-provided verbal communication line via a physical connection between two or more landline telephones.	Please Contact your Telecommunications Coordinator for specific costs.
b. Voice Landline: A verbal communication line via a physical connection between two or more landline telephones. <i>Some of the carriers that provide landlines include AT&T, Verizon, Qwest/Century Link, and Vonage.</i>	Monthly fees for a landline vary anywhere between \$3 and \$40. Consult a specific carrier for their service options and prices.
c. Mason Voice over Internet Protocol (VoIP) Line: A Mason-provided communication line (verbal and visual or just verbal) over the Internet that can be used with a computer, mobile phone, or landline phone.	A (one-time) installation charge of \$30.00 and a monthly charge of \$22.15 apply.
d. Voice over Internet Protocol Line (VoIP): A communication line (verbal and visual or just verbal) over the Internet that can be used with a computer, mobile phone, or landline phone. <i>Some of the commercial carriers that provide VoIP are Cavalier Telephone, CloseCall America/Birch Communications, CenturyLink, Charter, Cox, FairPoint Communications, PAETEC/Windstream, TDS Telecom, Comcast, RCN (Falls Church), Matrix Business Technologies, Bristol Virginia Utilities. The installation and monthly recurring costs of a VoIP line vary by carrier.</i>	Please consult a particular carrier to get the specific costs.
Voice Communications Devices and Service Plans – Options and Costs	
Cellular: A mobile telephone that allows calls to be placed over a wide geographic range. <i>Cell phones and service plan prices varies.</i>	The costs will vary greatly (between \$0 to over \$200) depending on the phone and the service provided. There are many carriers to choose from including Cricket, Verizon Wireless, AT&T, T-Mobile, Sprint, as well as others.
Smartphone: A cellular phone that combines features of a variety of devices, including a personal digital assistant, portable media player, camera, a computer, and many others. <i>The cost of this service varies.</i>	The costs will vary greatly (between \$0 to over \$400) depending on the phone and the service provided. There are many carriers to choose from including Cricket, Verizon Wireless, AT&T, T-Mobile, Sprint, as well as others.

<p>Softphone: A softphone is an application that enables a computer to be used as a telephone using VoIP. <i>May be provided as part of the Telework Technology Service Bundle. It must be used with a VPN.</i></p>	<p>A (one-time) installation charge of \$30.00 and a monthly charge of \$22.15 apply.</p>
<p>Desk Set: A landline telephone is used in conjunction with landline service. <i>Landline telephones can be obtained from most businesses that sell electronics and telephone equipment.</i></p>	<p>The cost of desk sets varies from \$15 to about \$60 depending on the features.</p>
<p>Internet Connectivity - Options and Costs</p>	
<p>a. Internet by Cable: Internet access provided through cable television. Cable Internet requires cable Internet subscription from a cable Internet service provider. <i>Requires Internet subscription from a cable Internet service provider. Carriers that provide Internet cable include Comcast, Cox Communications, RCN, and Time Warner.</i></p>	<p>Prices can vary anywhere between \$20 and \$200 per month. Contact the specific carrier for cost information.</p>
<p>b. FiOS Internet Service: Internet access provided through fiber-optic networks. <i>Requires subscription to Verizon FiOS Internet service.</i></p>	<p>Prices can vary from \$55 to \$155 per month. Contact Verizon directly to obtain cost information.</p>
<p>c. Internet by Satellite: Internet access provided through satellites orbiting the Earth. <i>Requires satellite Internet subscription from an Internet satellite service provider. You will also need a satellite dish to receive the service. Carriers that provide satellite Internet service are DIRECTV, Dish Network, HughesNet, and Wildblue.</i></p>	<p>Prices may be anywhere from \$40 to over \$100 per month. Contact the specific carrier to get cost information.</p>
<p>d. Aircard/MiFi for Cellular Networks: Internet access provided through fiber-optic networks. <i>Aircard/MiFi service requires an AirCard/MiFi modem device and a subscription from a cellular service provider. Some carriers who provide Aircard/MiFi service include AT&T, Verizon, and Sprint.</i></p>	<p>Aircards/MiFis can be free or cost up to \$300 depending on the model and the service plan. Please contact the specific carrier for cost information.</p>
<p>e. Modem Card: Modem Cards provide Internet access via a device that is either internally attached to a PC's motherboard or externally attached a PC or laptop using a USB connection. <i>You will also need connectivity from an Internet Service Provider to use an internal PC card.</i></p>	<p>Modem cards generally cost between \$10 and \$50 and can be obtained from nearly any store that sells electronics.</p>
<p>Computer/Laptop/Tablet Devices - Options and Costs</p>	
<p>Mason Laptop/Note Book: A portable computer Mason provides to a worker so that the worker can perform work on Mason's behalf.</p>	<p>The prices of laptops, notebooks, and like devices vary. Please contact a commercial provider or your purchasing department for specific models and costs that are acceptable to you or your department.</p>
<p>Mason Tablet Device: A mobile computer contained in a single panel flat touch screen that is provided by Mason to a worker to perform work on Mason's behalf.</p>	<p>The prices of PCs and like devices vary. Please contact a commercial provider or your purchasing department for specific models and costs that are acceptable to you or your department.</p>
<p>Mason Desktop Computer</p>	<p>The prices of PCs and like devices vary. Please contact a</p>

A Mason desktop computer is a PC Mason provides to a worker so that the worker can perform work on Mason's behalf.	commercial provider or your purchasing department for specific models and costs that are acceptable to you or your department.
Worker-Provided Laptop A personal, portable computer provided by the worker to perform work on Mason's behalf.	Depending on size, brand, and capacity, laptop prices may vary between \$250 to over \$1500.
Worker-Provided Desktop A personal computer provided by the worker intended for use at one location.	Depending on size, brand, and capacity, desktop prices may vary greatly from \$150 to over \$5000.
Worker-Provided Tablet Device A mobile computer only consisting of a flat touch screen that is provided by a worker to perform work on Mason's behalf.	Depending on size, brand, and capacity, prices can vary from \$150 to over \$800.
Software for Access to Online Systems and Services – Options and Costs	
Virtual Private Network (VPN): Provides remote access (connection to a computer or network from a remote location provided via VPN or RDP) to Mason's resources and your office computer if necessary so that you can perform the same work as if you are in the office. <i>VPN is provided by Mason.</i>	VPN is provided free of charge by Mason. This option is part of the Telework Technology Service Bundle .
Unified Communications: integrates all messages—fax, e-mail, and voice mail—into your e-mail account. <i>For more information about Unified Communications</i>	The voice mail by e-mail feature is free to all users; there is currently a \$2.50 monthly fee for the e-mail feature with the Find Me/Follow Me and/or FAX receipt capabilities. In every case there is no charge for setup.
Remote Desktop Protocol (RDP) Allows Microsoft Operating Systems to communicate with another Windows-based terminal server across the network. <i>Once connected through VPN, Remote Desktop can be used to access your office computer remotely.</i>	RDP is pre-installed on Windows operating systems XP and later (except Home Edition) and is free of charge on Windows.
pcAnywhere: Software that enables remote desktop and remote access on a device. Requires purchase of a license from Symantec to use the service.	Check pcAnywhere to get the cost of license and other services.
Other Hardware	
Headset: A headset can be obtained from most businesses that sell electronics and telephone equipment.	The cost of headsets varies from \$15 to over \$100 depending on the features
Monitor: A monitor can be obtained from most businesses that sell electronics and computer equipment.	The cost of monitors varies from \$100 to over \$300 depending on the size and features
Mouse: A pointing device whose movement controls the motion of a cursor on a monitor. A mouse can be obtained from most businesses that sell electronics and computer equipment.	The cost of a mouse varies from \$10 to over \$100 depending on the features.
Keyboard: An input device for computers consisting of buttons that correspond to written symbols. <i>A keyboard can be obtained from most businesses that sell electronics and computer equipment.</i>	The cost of a keyboard varies from \$20 to over \$100 depending on the features.

Miscellaneous (mouse pad, speakers, cooling device, paper, etc.) You may need additional technology equipment.	Costs for these items vary. Check with your supervisor to discuss the procurement of these items.
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