

LAPTOP SPECIFICATION LIST

1 Laptop required. Alternative Laptops listed below are optional recommendations

Component	Purpose	Qty	Appx Cost/Each	Appx Cost/Total	Brands	Purchase Link	Minimum Equipment Requirements
<p>NOTE: Only laptops with Intel Quad Core processors AND meet the remaining min specifications will be approved. Laptops that do not have Intel Quad Core processors (e.g. AMD, ARM, etc...) will not be approved due to known incompatibility with reporting software. Compatibility issues are actively being investigated</p> <p>NOTE: Compatibility issues with Asus brand laptops that appear to meet specifications are currently under investigation. In the event that these issues are unreconcilable we are not recommending Asus brand laptops at this time.</p> <p>MINIMUM SPECIFICATIONS: Microsoft Windows 10, Intel quad core processor, 8GB RAM, 500GB free disk space, two USB 3.0 connections, 15" diagonal screen size, minimum screen resolution of 1366 x 768, preferred screen resolution of 1920 x 1080, SD Card reader or external USB SD Card reader, ethernet port or USB to ethernet adapter.</p>							
*Recommended brand							
Laptop	Perform essential reporting functions including: utilization of reporting software, connecting to video conferences, submitting work product via Partner Portal, etc...	1	729.00	729.00	Dell Vostro 3510	Dell Store	<p>Display - 15.6", FHD 1920x1080, 60Hz, Non-Touch, AG, WVA, LED-Backlit, Narrow Border</p> <p>Windows 10 Pro - (Windows 11 Pro license included), English</p> <p>Processor - 11th Gen Intel® Core™ i7-1165G7 (12 MB cache, 4 cores, 8 threads, up to 4.70 GHz Turbo)</p> <p>Memory - 8 GB, 1 x 8 GB, DDR4, 2666 MHz</p> <p>Storage - 512 GB, M.2, PCIe NVMe, SSD</p> <p>Ports - 2 USB 3.2 Gen 1 port; 1 USB 2.0 port; 1 Audio jack; 1 HDMI 1.4 port</p> <p>1 Flip-Down RJ-45 port 10/100/1000 Mbps; 1 SD 3.0 card slot</p>
Alternative Laptop 1	Perform essential reporting functions including: utilization of reporting software, connecting to video conferences, submitting work product via Partner Portal, etc...	1	749.00	749.00	HP 250 G8 Notebook PC (Business)	HP Store	<p>Display - 15.6" diagonal, FHD (1920 x 1080), IPS, narrow bezel, anti-glare, 250 nits, 45% NTS</p> <p>Windows 10 Pro - Device comes with Windows 10 and a free Windows 11 upgrade or may be preloaded with Windows 11.</p> <p>Processor - 11th Generation Intel® Core™ i5 processor Intel® Core™ i5-1135G7 (up to 4.2 GHz with Intel® Turbo Boost Technology, 8 MB L3 cache, 4 cores)</p> <p>Memory - 16 GB DDR4-2666 MHz RAM (2 x 8 GB)</p> <p>Storage - 256 GB PCIe® NVMe™ SSD</p> <p>Ports - 2 Super Speed USB Type-A 5Gbps signaling rate; 1 SuperSpeed USB Type-C® 5Gbps signaling rate; 1 RJ-45; 1 headphone/microphone combo; 1 HDMI 1.4b; 1 AC power</p> <p>1 multi-format digital media reader - Supports SD, SDHC, SDXC.</p>
Alternative Laptop 2	Perform essential reporting functions including: utilization of reporting software, connecting to video conferences, submitting work product via Partner Portal, etc...	1	829.99	829.99	HP Omen	HP Store	<p>Display - 16.1" diagonal FHD, IPS, anti-glare, micro-edge WLED-backlit, 250 nits (1920 x 1080)</p> <p>Windows 11 Home</p> <p>Processor - Intel® Core™ i5-11400H (up to 4.5 GHz, 12 MB L3 cache, 6 cores, 12 threads) + NVIDIA® GeForce® GTX 1650 Laptop GPU (4 GB)</p> <p>Memory (Customized +8GB for a total of 16 GB) - 16 GB DDR4-2933 SDRAM (2 x 8 GB)</p> <p>Storage - 512 GB PCIe® NVMe™ M.2 SSD</p> <p>Ports - 1 SuperSpeed USB Type-C® 10Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4, HP Sleep and Charge); 1 SuperSpeed USB Type-A 5Gbps signaling rate (HP Sleep and Charge); 2 SuperSpeed USB Type-A 5Gbps signaling rate; 1 HDMI 2.1; 1 headphone/microphone combo; Integrated 10/100/1000 GbE LAN; 1 multi-format SD media card reader</p>

Alternative Laptop 3	Perform essential reporting functions including: utilization of reporting software, connecting to video conferences, submitting work product via Partner Portal, etc...		599.99	599.99	Dell Inspiron	HP Store	Display - 11th Gen Intel® Core™ i5-11320H (8 MB cache, 4 cores, 8 threads, up to 4.50 GHz Turbo) Windows 11 Home Processor - 11th Generation Intel® Core™ i5 processor Memory - 16 GB, 2 x 8 GB, DDR4, 3200 MHz Storage - 256 GB, M.2, PCIe NVMe, SSD Ports - 2 USB 3.2 Gen 1 Type-A ports; 1 USB 3.2 Gen 2x2 Type-C™ with DisplayPort; 1 Universal Audio Jack; 1 HDMI 1.4 port; 1 power-adaptor port *With this model you will also need to purchase a USB Ethernet Adapter
Alternative Laptop 4	Perform essential reporting functions including: utilization of reporting software, connecting to video conferences, submitting work product via Partner Portal, etc...		699.99	699.99	HP Envy	HP Store	Display - 15.6" diagonal, FHD (1920 x 1080), multitouch-enabled, IPS, edge-to-edge glass, micro-edge, Corning® Gorilla® Glass NBT™, 250 nits, 45% NTSC Windows 11 Home Processor - Intel® Core™ i5-1155G7 (up to 4.5 GHz with Intel® Turbo Boost Technology, 8 MB L3 cache, 4 cores, 8 threads) Memory - 8 GB DDR4-3200 MHz RAM (2 x 4 GB) Storage - 256 GB PCIe® NVMe™ M.2 SSD Ports - 1 Thunderbolt™ 4 with USB4™ Type-C® 40Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4, HP Sleep and Charge); 1 SuperSpeed USB Type-A 10Gbps signaling rate (HP Sleep and Charge); 1 SuperSpeed USB Type-A 10Gbps signaling rate; 1 HDMI 2.0b; 1 AC smart pin; 1 headphone/microphone combo; 1 multi-format SD media card reader *With this model you will also need to purchase a USB Ethernet Adapter
USB Ethernet Adapter	*For laptops that do not have an internal ethernet port installed		13.99	13.99	UGREEN Network Adapter USB 3.0	Amazon	*If purchasing HP Envy, Dell Inspiron, or similar laptop that does <u>not</u> have an internal ethernet port
External USB SD & microSD Card Reader	*For laptops that do not have an internal SD or microSD card reader installed		12.99	12.99	Anker 2-in-1 USB 3.0 SD Card Reader	Amazon	*If purchasing Dell Inspiron, or similar laptop that does <u>not</u> have an internal SD/microSD card reader

STARTER KIT (REMOTE ONLY) SPECIFICATION LIST

Component	Purpose	Qty	Appx Cost/Each	Appx Cost/Total	Brands	Purchase Link	Minimum Equipment Requirements
*Recommended brand							
Backup Recording Device	Standalone backup recording device that records a mix track	1	120.00	120.00	Zoom H1n	B&H PhotoVideo Best Buy Guitar Center	
USB Micro Cable	Connect recommended backup recorder to A/C power	1	5.99	5.99	Pearstone	B&H PhotoVideo	
Micro SDHC Memory Card with Adapter	Save backup recorder audio	3	8.65	25.95	Sandisk	Amazon	
3 Outlet Mini Surge Protector	Provide constant, protected power for laptop, multi-channel recorder and backup recorder	1	15.00	15.00	Belkin	Amazon	
AAA Batteries	backup power to backup recorder	1	13.99	13.99	Duracell Procell (24pk)	Walmart	

3.5mm Wired Headset	Monitor Computer audio	1	25.58	25.58	Cyber Acoustics 3.5mm	Amazon	Note: Bluetooth earbuds or headsets are <u>not</u> approved for use
Smartphone Y-Splitter	3.5 mm (3 TRRS) Y-Splitter from smartphone to adapt connection to a (2 TRRS) for backup recorder	1	6.99	6.99	Sabrent	B&H PhotoVideo	<p>NOTE:</p> <p>1. Not all phones will need an adapter. The need for an adapter will vary between each type of phone.</p> <p>2. The Sabrent adapter is for Android and other manufactures. The Anker or Belkin recommended adapters are for iPhones without headphone jacks.</p> <p>3. The Sabrent adapter is recommended for Android and possibly other non-iPhone type phones. There are more phones available to the world than we can possibly test and verify if all Android/other phone types will need the adapter. During testing, it was determined that some Android phones will need the adapter and others will not. Even though the user may find they do not need the adapter, it may be best to purchase so it does not delay their progress.</p>
					Anker iPhone Lightning Headphone Adapter	Target	
					Belkin iPhone Lightning Headphone Adapter	Walmart Apple	
Mini M to Stereo Mini M Cable (3')	Connects backup recorder to phone if dialed into conf line	1	1.89	1.89	Pearstone	B&H PhotoVideo	Connect to personal phone, if phone does not have 3.5mm headphone jack adapter from manufacturer must be aquired.
IP Phone application	For Phone-Only coverage / backup dial in audio source + phone only coverage		-	-	Google Voice		Will need Gmail account
DRC Software							
Smartphone w/speaker capability		1					
Internet speed min of 5 Mbps Upload/Download							Minimum speed of 5Mbps Up/Down
Subtotal:				215.39			

Components	Qty		
Laptop	1	Laptops Specification List	
		+	
Backup Recording Device	1	Starter Kit (remote only) Specification List	
USB Micro Cable	1		
Ultra UHS-I MicroSDHC w/SD Adapter	6		
3 Outlet Mini Surge Protector	1		
AAA Batteries	1		
Earbuds w/built-in microphone	1		
Smartphone Y-Splitter	1		
Mini M to Stereo Mini M Cable(3')	1		
DRC Software	1		
Smartphone w/speaker capability	1		
Internet speed minimum of 5 Mbps Upload/Download	1		
Total Number of Components:	15		= Remote Only

PRIMARY KIT (IN-PERSON) SPECIFICATION LIST

Component	Purpose	Qty	Appx Cost/Each	Appx Cost/Total	Brands	Purchase Link	Minimum Equipment Requirements
*Recommended brand							
Multi Channel/Track Recorder	Primary audio mixer. Enables Reporter to record each speaker's audio onto individual (or isolated) audio tracks. Reduces or eliminates cross-talk issues	1	329.00	329.00	Zoom H6*	Amazon B&H PhotoVideo Adorama Camera Bestbuy	Visual audio levels indicator, min four XLR ports required for in-person, a line out/headphone jack (both preferred).
A/D Converter	Provides a digital signal from the mixer to the Reporter's computer and software	1	100.00	100.00	Shure X2U* Zoom U-22 & Mini Cable (3')	Amazon-X2U	Must have Input/Gain adjustment // U-22 link available under Additional Recommended Equipment
Headphones	To monitor audio quality throughout entire proceeding	1	99.00	99.00	Audio Technica ATH-M40X* Audio Technica M30x	B&H PhotoVideo	On-ear or over-ear headphones required
Lavalier Microphones	Allows for 4 in-person speakers recorded w/high fidelity audio	4	199.00	796.00	Audio Technica AT831B	B&H PhotoVideo Guitar Center	Phantom power capable, XLR connected
Ultra SDHC UHS-I Memory Card - 32GB (3pk)	Save audio recorded on primary recording device	1	\$22.75	22.75	Sandisk, 32GB (3 pk)	B&H PhotoVideo	
XLR Cables (3')	Connect lav mics to multi-channel recorder (varied lengths dependent on space needed)	4	15.99	63.96	Kopul Studio	B&H PhotoVideo	
XLR Cables (5')	Connect lav mics to multi-channel recorder (varied lengths dependent on space needed)	4	16.49	65.96	Kopul Studio	B&H PhotoVideo	
1/8" Male Mini-Jack to XLR Male Cable (1.5')		2	8.95	17.90	Kopul Stereo	B&H PhotoVideo	
Gaffers tape	Secure any cables firmly to surfaces and avoid tripping hazards	1	16.99	16.99	Gaffer Power Premium	Amazon	Not duct tape, packing tape or electrical tape
Ethernet cable (14')	Hardwire into router/ethernet port for more stable and faster internet	1	7.44	7.44	Amazon Bascis	Amazon	
AA Batteries	backup power to multi-channel recorder	1	11.54	11.54	Duracell Procell (24pk)	Walmart	
Exhibit Stickers (492 pk)	To mark exhibits introduced	2	7.95	15.90	Pengad Blue - SKU XB-06F	Pengad	
Extension Cord (10')	Affords access to wall outlet if only option	1	11.75	11.75	AmazonBasics	Amazon	
3.5mm M to 2x 3.5 mm F Stereo Y-Splitter cable		1	7.80	7.80	Startech	Amazon	
Mini M to Stereo Mini M Cable (25')		1	6.99	6.99	Pearstone	B&H PhotoVideo	
Female 3.5mm Mini to Male Stereo 1/4" Phone Adapter		1	2.45	2.45	Hosa Technology GPM10	B&H PhotoVideo	
XLR M to XLR F Cable (20')		1	18.99	18.99	Kopul Studio	B&H PhotoVideo	
Subtotal:				1,594.42			

Components	Qty	
Laptop	1	Laptops Specification List
		+
Backup Recording Device	1	Starter Kit (remote only) Specification List
USB Micro Cable	1	
Ultra UHS-I MicroSDHC w/SD Adapter	6	
3 Outlet Mini Surge Protector	1	
AAA Batteries(pk)	1	
Earbuds w/built-in microphone	1	
Smartphone Y-Splitter	1	
Mini M to Stereo Mini M Cable(3')	1	
DRC Software		
Smartphone w/speaker capability	1	
Internet speed minimum of 5 Mbps Upload/Download		
		+
Multi Channel/Track Recorder	1	Primary Kit (in-person) Specification List
A/D Converter	1	
Headphones	1	
Lavalier Microphones	4	
Ultra UHS-I SDHC Memory Cards	6	
XLR Cables (3')	4	
XLR Cables (5')	4	
1/8" Male Mini-Jack to XLR Male Cable (1.5")	2	
Gaffers Tape	1	
Ethernet Cable (14')	1	
AA Batteries(pk)	1	
Exhibit Stickers (492 pk)	2	
Total Number of Components:	43	

ADDITIONAL RECOMMENDED EQUIPMENT(OPTIONAL)

Wireless Mouse/Mouse Pad	makes computer interactions easier for some	1	9.99	9.99	Microsoft 4000	BestBuy	
XLR M to XLR F Cable (10')	only if additional length is necessary	1	17.49	17.49	Kopul Studio	B&H PhotoVideo	
XLR M to XLR F Cable (20')	only if additional length is necessary	2	18.99	38.00	Kopul Studio	B&H PhotoVideo	
A/D Converter	Provides a digital signal from the mixer to the Reporter's computer and software	1	76.04	76.04	Zoom	Amazon - U22	Alternative option to the X2U A/D Converter // Must have Input/Gain adjustment

Additional Recommended Equipment Subtotal:

141.52