

# WORK SMARTER

# NOT HARDER

## 5 Tips & Tricks for Working from Home

Brought to you by Brother Government Solutions



Working remotely doesn't come naturally to everyone and requires discipline for it to be successful. Fortunately, Brother is an expert at remote work – and amid this new normal worldwide, we are 'at your side' with some tips on how to work remotely with ease:

- 1. Practice stringent IT security:** Just because you're working remotely doesn't mean the information on your device(s) has become any less important; hackers don't care where you are. At minimum, enable Two-Factor Authentication on computers, laptops and mobile devices, but also discuss best practices regarding security protocols with your employer.
- 2. Create a work-only space:** Whether it's a spare bedroom or just a cleared-out corner in your living room, this should be your safe haven from personal distractions, allowing you to focus on work and stick to your schedule.
- 3. Remember self-care:** Don't abandon your regular diet just because you're out of the office, and make sure you occasionally pause during the day to stretch and get fresh air. Without a commute, our work day can feel like it begins when we wake up, so it's important to check in often with ourselves mentally and physically.
- 4. Overcommunicate with your colleagues:** Nuance gets lost when working remotely. Turn that email into a phone call; turn that phone call into a video conference. Retaining a sense of camaraderie and teamwork when physically isolated is one of the biggest success factors.
- 5. Overcommunicate at home:** Family members or roommates around you during the day can't read your mind, so they may not appreciate your pending deadlines. Inform them of your schedule ahead of time, and when you especially need peace and quiet. If that means creating your own homemade 'Do Not Disturb' sign to hang on your door when you need space, do it!

Brother offers printers to help support your teleworking needs.



The Brother Workhorse HL-L6400DWG and MFC-L6900DWG monochrome laser printers are a smart choice for government agencies working remotely. These TAA compliant printers provide secure, reliable performance, and mobile connectivity options.

An evaluation unit program is available to test devices in your environment for up to 90 days. Agencies are under no obligation to purchase the unit. At the end of the evaluation period it can be returned or purchased at a discount. Contact [governmentsales@brother.com](mailto:governmentsales@brother.com) or your reseller partner for details.

#### THESE PRODUCTS OFFER:

##### Fiscally Responsible Operation

- Includes 12,000-page cartridge. 20,000-page replacement cartridge for lower cost printing<sup>1</sup>.

##### Advanced Security

- Integrated NFC card reader for easy badge authentication.
- Compatible with the API Technologies Corp. Netgard™ MFD, a Common Access Card / Personal Identity Verification (PIV) authentication system.

##### Productivity Enhancing

- Fast print speed up to 52ppm<sup>2</sup>
- 520-sheet paper capacity holds over a ream of paper for fewer refills.
- 4.85" color Touchscreen display with the capability to create shortcuts for frequently used features<sup>3</sup>.

##### Digital Transformation<sup>3</sup>

- Fast, two-sided scanning to a variety of destinations.
- Scan to and print from cloud services<sup>4</sup>.
- Convert hard copy documents directly from the device into editable Microsoft files (Word, Excel, PowerPoint)<sup>5</sup>.

##### Flexible Connectivity

- Convenient mobile device printing and scanning<sup>6</sup>.
- Built-in wireless and Gigabit Ethernet connectivity.

##### Environmentally Friendly

- Default automatic two-sided printing.
- EPEAT® Silver rated and ENERGY STAR® certified.

For more information, please visit  
[www.brother-usa.com/business/taa-compliant-printers](http://www.brother-usa.com/business/taa-compliant-printers) or email  
[governmentsales@brother.com](mailto:governmentsales@brother.com)



**HL-L6400DWG**  
15.7" (W) x 15.6" (D) x 11.3" (H)



**MFC-L6900DWG**  
19.5" (W) x 16.8" (D) x 20.4" (H)

These models are easy to purchase via a P-Card or from Government-Wide Acquisition Contracts (GWAC) such as GSA, SEWP, and NITAAC.

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- 1 Approximate toner cartridge yield in accordance with ISO/IEC 19752 (letter/A4)
- 2 Based on one-sided printing. Change from default setting required.
- 3 Scanning and 4.85" touchscreen only available on MFC-L6900DWG
- 4 Requires an Internet connection and account with desired service
- 5 Requires Internet connection
- 6 Requires connection to a wireless network