






## Work from Home Setup Laptop/Convertible

### Introduction



This document can be used if user needs to move their workstation from a work location to a home location. This document walks user through the setup of the computer desktop and wireless device workstations. These are general instructions and do not consider variations in computers or setup, **specifics may vary.**


### How to Setup Laptop / Convertible

1. Unpack and setup computer laptop/convertible and all peripherals in home workstation location.  
Note: See additional images at the bottom of this guide to assist in identifying the ports and cords.
2. Place the docking station in a location near the computer and close to other peripherals that need to be connected.  
Note: See additional images at the bottom of this guide to assist in identifying the ports and cords.
3. Plug docking station and monitor(s) into outlet (or power strip)  
Note: If possible, plug the power cords into a surge protector. This will help protect the computer in the event of a power surge or power loss.
4. Connect AC Power Adapter to power outlet on docking station.
  - a. AC plug in port located on the bottom of the docking station.
5. Connect the monitor(s) into the monitor port on the docking station.
  - a. Will be either a DisplayPort, HDMI, DVI, or VGA connection.
6. Connect the following into the USB ports.
  - a. Keyboard
  - b. Mouse
  - c. Headset
  - d. Type-C USB Cable – HP USB-C
    - i. From docking station
  - e. Slide-in Port – HP UltraSlim
    - i. Right side of docking station
7. To turn computer on, press the power button 
8. Sign into the computer with your network username and password.
  - a. This was given to you upon calling the MCHS IS Helpline 715-389-3456
9. In the **Notification Area**, click network  to ensure you are connected to the network.
10. In **Wireless Network Connection** section, select your wireless network.
11. To remember connection for future use, click to check **Connect automatically.**
12. Click **Connect.**
  - a. When connected, network icon displays 



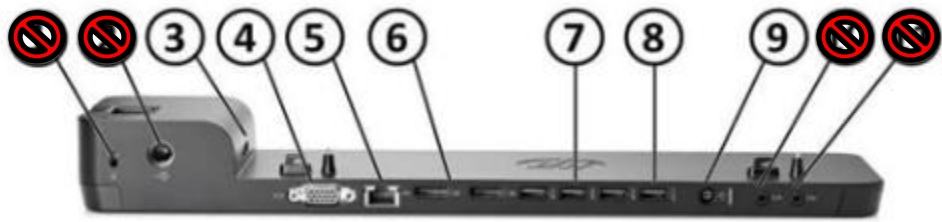
- 13. If logging in to secured network:
  - a. In **Security Key**, type access key.
  - b. Click **OK**.

- 14. If mobility displays as disconnected 
  - a. Right-click **Mobility Client – Disconnected** 
  - b. Select Connect with **NetMotion Mobility**.
  - c. Click **Yes**.

After a few seconds, NetMotion icon displays connection 

- 15. To ensure all drives are connected properly sign out and sign back in.

**HP UltraSlim Docking Station**



- 1. N/A
- 2. Cable Lock
- 3. Side Docking connector
- 4. VGA Port
- 5. Ethernet Port
- 6. DisplayPort connector
- 7. Type-A USB connector
- 8. Type-A USB connector
- 9. AC Power Connector
- 10. N/A
- 11. N/A

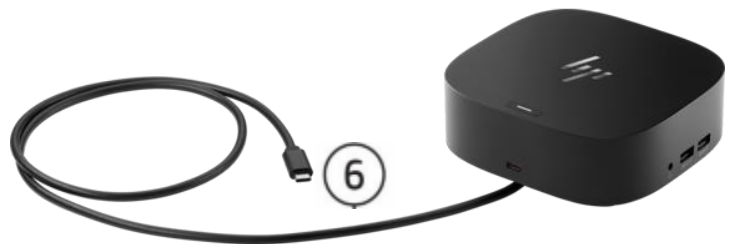


AC Power Plug



### HP USB-C Docking Station

1. (2) Type-A USB connector
2. (2) DisplayPort connector
3. HDMI connector
4. Ethernet connector
5. Power Plug Slot
  - a. Bottom of Docking Station
6. Type-C USB connector
  - a. Connect to laptop / convertible



AC Adapter Plug



Type-C USB

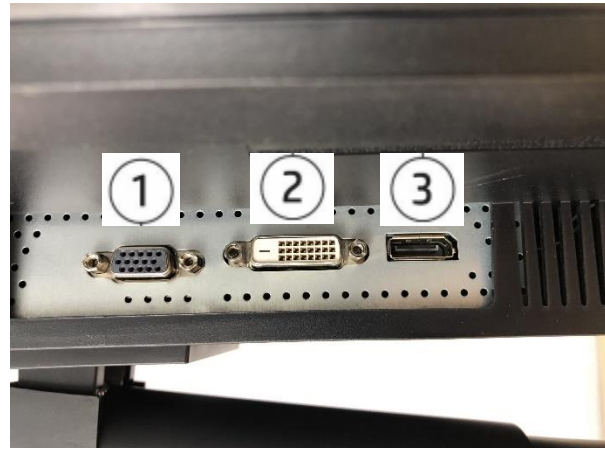


## Monitor Setup with Laptop / Convertible

1. You would have received one of two monitor models with your workstation setup.
  - a. Samsung
  - b. HP

### Samsung Monitor

1. VGA connector
2. DVI connector
3. DisplayPort connector



1. DisplayPort connector
2. HDMI connector
3. HDMI connector
4. N/A





## HP Monitor



1. VGA connector
2. HDMI connector
3. DisplayPort connector
4. AC Power Cable
5. Power Button

## Cable Connections



DisplayPort



HDMI



Type-A USB



DVI



VGA



Power Cable