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

![HP UltraSlim Docking Station Diagram]

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

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**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

HDMI 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