








## Work from Home Setup Desktop Workstation (Tower)

### 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.**

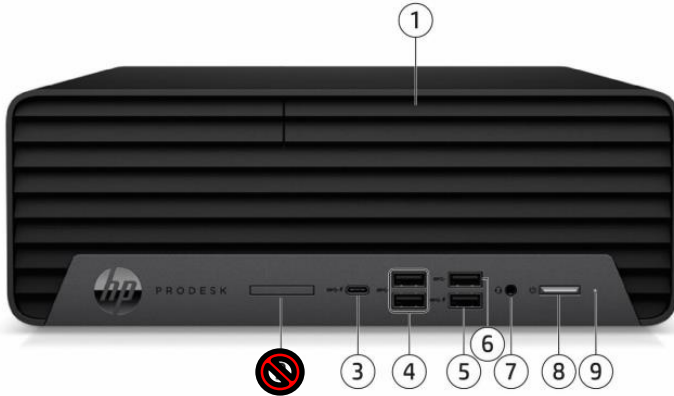
### How to Setup Desktop Workstation (Tower)

1. Unpack and setup computer tower 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. Plug computer 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.
3. Connect the following into the USB ports.
  - a. Keyboard
  - b. Mouse
  - c. Headset
  - d. Webcam
4. Connect the monitor(s) into the monitor port on the back of the computer tower.
  - a. Will be either a DisplayPort, HDMI, or VGA connection.
5. Connect the network cable into your home network and into the computer tower.  
Note: Ensuring that all hardware is properly connected before turning the computer on can help prevent issues.
6. To turn computer on, press the power button 
  - a. Power Button will be located on the top/front of the tower.
7. 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
8. In the **Notification Area**, click network  to ensure you are connected to the network.
9. 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 
10. To ensure all drives are connected properly sign out and sign back in.

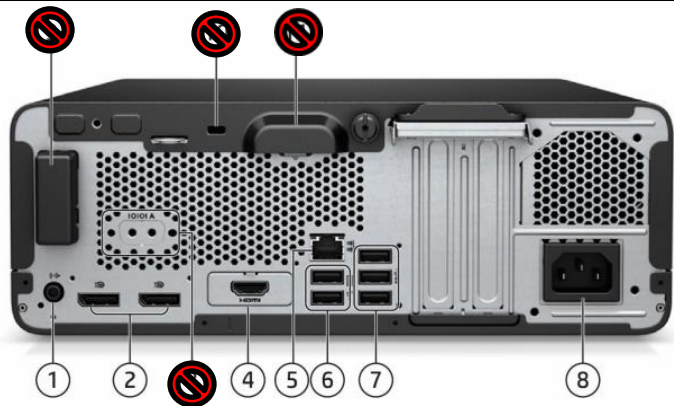


### Frontside Desktop Workstation (Tower)



- 1. Optical Drive (DVD)
- 2. N/A
- 3. Type-C USB connector
- 4. (2) Type-A USB connector
- 5. (2) Type-A USB connector
- 6. Type-A USB connector
- 7. Combo Audio Jack
- 8. Power Button
- 9. Hard drive activity light

### Backside Desktop Workstation (Tower)



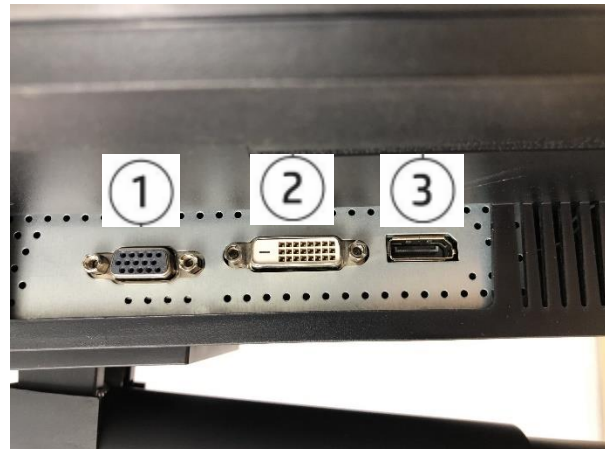
- 1. Audio-out connector
- 2. (2) Dual-Mode DisplayPort
- 3. N/A
- 4. VGA or HDMI Port
- 5. RJ45 Network Connector
- 6. (2) Type-A USB connector
- 7. (3) Type A USB connector
- 8. Power cord connector
- 9, 10, 11. N/A

## Monitor Setup with Desktop Workstation (Tower)

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