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](image1.png)
![HDMI](image2.png)
![Type-A USB](image3.png)

![DVI](image4.png)
![VGA](image5.png)
![Power Cable](image6.png)