

Work from Home Take Down/Setup Workstation

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 take down and setup of the computer desktop and wireless device workstations. These are general instructions and do not take into account variations in computers or setup, **specifics may vary**.

How to Take Down Desktop Workstation (Tower)

If the user plans to work from home with their desktop workstation the following information walks them through the take down of the computer desktop workstation.

1. To shut down computer, click  > **Power**  > **Shut Down** .

Tip: Take a picture of the computer setup before these steps are started.

2. Unplug computer and monitor from outlet (or power strip).
Note: Monitors that are setup with a standup/sit down desktop can't be removed
3. Unplug network cable from wall.
4. Disconnect the following items from the computer:
 - Network cable
 - Keyboard
 - Mouse
 - Monitor
 - Speakers if applicable.

Notes:

- Cord management strips might need to be removed before all hardware can be removed from device.
- Use a box or container to carry all computer hardware.







How to Setup Desktop Workstation (Tower)


If the user plans to work from home with their desktop workstation the following information walks them through the setup of the desktop computer workstation.

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 into outlet (or power strip).
Note: If possible, plug them 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.
 - Keyboard
 - Mouse
 - Speakers if applicable.
4. Connect monitor into one of the monitor ports on the back of the computer tower.
5. Connect network cable into home network and into the computer tower.



Note: Ensuring that all hardware is properly connected before turning computer can help prevent issues.

6. To turn computer on, press the **Power** .
7. Sign in to the computer with network username and password.
8. In **Notification Area**, click network  ensure you are connected to the network.
9. If mobility displays as disconnected 
 - Right-click **Mobility Client – Disconnected** .
 - Select **Connect with NetMotion Mobility**.
 - Click **Yes**.



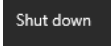
After a few seconds, NetMotion icon displays connection .

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

How to Take Down Wireless Workstation (Laptop)

If the user plans to work from home with their wireless computer workstation the following information walks them through the take down of the workstation.

Tip: Take a picture of the computer setup before these steps are started.

1. To shut down computer, click  > **Power**  > **Shut Down** .
2. If user plans to connect to a wireless network and just use the wireless computer without a docking station and other peripherals, the only items needed to take are the computer and the power adapter.
 - a. Unplug computer from docking station
3. If user plans to use docking station unplug the following items:
 - Docking station and monitor from outlet (or power strip)



- Network cable from the network connection
- Keyboard, mouse, monitor, and network cable from the docking station

Note:

- Cord management strips might need to be removed before all hardware can be removed from device.
- Use a box or container to carry all computer hardware.


How to Setup Wireless Device Workstation without Docking Station (Laptop)

If user plans to work from home with a wireless computer workstation the following information walks them through the setup of the wireless computer workstation.


1. To turn computer on, press the **Power** .
2. Sign in to the computer.
3. In Notification Area, click .
4. In **Wireless Network Connection** section, select wireless network.
5. To remember connection for future use, click to check **Connect automatically**.
6. Click **Connect**.

- When connected, network icon displays .

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

8. If mobility displays as disconnected .

- Right-click **Mobility Client – Disconnected** .
- Select **Connect with NetMotion Mobility**.
- Click **Yes**.

After a few seconds, NetMotion icon displays connection .

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

How to Setup Wireless Device Workstation with Docking Station (Laptop)

If user plans to work from home with a wireless computer workstation the following information walks them through the setup of the wireless computer workstation.

1. Unpack and setup and all peripherals in home workstation location.
2. Place the docking station in location near 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 into outlet (or power strip). If possible, plug them into a surge protector. This helps protect the computer in the event of a power surge or power loss.
4. Connect power adapter cable to cable to power outlet on docking station.
5. Connect network cable into home network and into the docking station.

6. Connect monitor into one of the monitor ports on the docking station.
7. Connect the following into the USB ports on docking station.
 - Keyboard
 - Mouse
 - Speakers if applicable.

Note: Note: Ensuring that all hardware is properly connected before turning computer can help prevent issues.



8. To turn computer on, press the **Power** .
9. Sign in to the computer.
10. In Notification Area, click .
11. In **Wireless Network Connection** section, select wireless network.
12. To remember connection for future use, click to check **Connect automatically**.
13. Click **Connect**.
 - When connected, network icon displays .
14. If logging in to secured network:
 - In **Security Key**, type access key. Click **OK**.
15. If mobility displays as disconnected 
 - Right-click **Mobility Client – Disconnected** .
 - Select **Connect with NetMotion Mobility**.
 - Click **Yes**.

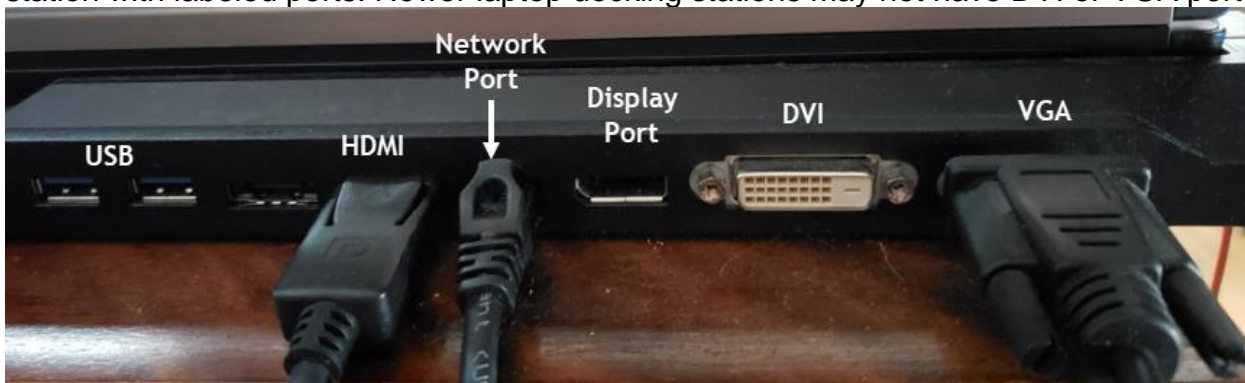
- After a few seconds, NetMotion icon displays connection .
16. To ensure all drives are connected properly sign out and sign back in.

Additional Images

The following are images that will assist you setting up your workstation at home.

Laptop Docking Station

Laptop docking stations will vary for each model of laptop. Pictured below is a Fujitsu docking station with labeled ports. Newer laptop docking stations may not have DVI or VGA ports.



Pictured below are two HP docking stations with labeled ports.



Power Port

Plug the power cord into the round power port. The Lock port is an optional port to secure the docking station to a workstation.



Network Port

The Network port is used to connect a computer tower to the modem to gain access to the Internet through the network cable. Laptop may use a network cord or connect through Wi-Fi.



Network Port

USB Port

The US port is used to connect a keyboard or mouse.



USB Port

Video Ports

The Display Port, HDMI, VGA, and DVI are all different port options to connect monitors to the computers or docking stations.



Display Port



VGA Port



Troubleshooting

Online Resources

Online resources are available: [IS Learning Library](#)

Helpline Staff

Help is available through Helpline, 715-389-3456 or extension 9-3456.