Transporting and Setting Up Your Computer to Work From Home

Physical Inventory Tracking
IT Services is requesting Department Managers to take responsibility for recording the inventory of hardware that employees will take home. Please log this information in a spreadsheet. The following is a template (MS Excel) that Department Managers may utilize.

Equipment Disassembly and Packing

Laptops, Docking Stations, and Monitors

Important: Please do not take Cisco desk phones home. They are configured to work only on the University network and will not function away from University offices.

It is recommended to use a method to record the ports that your monitor, keyboard, mouse, and power supply are plugged into before disassembling your computer equipment. We suggest labeling cables and ports with tape or colored stickers. See pictures below. The cell phone camera can also be used to take pictures.

Labeling with colored stickers: (label both cable and port on desktop):
Laptops, docking stations, and monitors:

1. Unplug the monitor cables from the wall and the dock.
2. Loosely and carefully wrap cables around the monitor stand.
   a. It's best to wrap the monitor in cloth for protection. If you gently push down on the top of the monitor, it will collapse a few inches to make transport easier.
   b. You might find it easier to (carefully) detach the panel from the monitor base, depending on how you are transporting it.
3. Unplug the keyboard/mouse from the dock, put the mouse on the keys, and wrap the keyboard and mouse together with their cables.
4. Unplug the rest of the cables from the dock.
5. Make sure to pack the power supply for the dock and for your computer, if your computer requires one. They will most likely be under the desk. Put the power supplies and dock together and wrap them with their cables.
6. Pack all remaining cables that were connected to the computer, including the network cable that was either connected from the computer to the phone or the computer to the wall.

Summary Checklist (laptop user)
Did you remember to take . . .

- laptop
- docking station
- laptop mobile power supply
- docking station power supply
- keyboard
- mouse
- network cable
- monitor cable
- monitor power cord

Desktops and Monitors:

1. Unplug the monitor cables from the wall and the back of the desktop.
2. Carefully wrap cables around the monitor stand.
   a. It's best to wrap the panel in cloth for protection while traveling. If you gently push down on the top of the monitor it will collapse a few inches to make transport easier.
   b. You might find it easier to (carefully) detach the panel from the monitor base, depending on how you are transporting it.
3. Unplug the keyboard/mouse from the dock, put the mouse on the keys, and wrap the keyboard and mouse together with their cables.
4. Unplug the rest of the cables from the back of the desktop. This most likely will include the power cable and the network cable.
5. Pack all remaining cables that were connected to the computer, including the network cable that was either connected from the computer to the phone or the computer to the wall.
Summary Checklist (desktop user)
Did you remember to take . . .

- desktop
- desktop power cord
- keyboard
- mouse
- network cable
- monitor cable
- monitor power cord

Reassembling Equipment at home

Laptops and Monitors:

1. Unravel the keyboard/mouse cabling and the monitor cabling.
2. Unravel the power supply and dock cabling.
3. Plug the following into the dock:
   a. Power Supply
   b. Keyboard cable
   c. Mouse cable
   d. Monitor cable
4. Now plug in power cables to the wall outlets.
5. Connect your machine to the dock as was normally done in the office.
   a. If the laptop requires the additional power cable along with the docking cable, make sure both are connected.

Desktops and Monitors:

1. Unravel the keyboard/mouse cabling and the monitor cabling.
2. Unravel the power supply and dock cabling.
3. Plug the following into the back of the desktop:
   a. Power Supply
   b. Keyboard cable
   c. Mouse cable
   d. Monitor cable
4. Now plug in all power cables to the wall outlets.
5. Connect the computer network cable into the back of your home Internet router.

* If you are unable to connect a network cable from the back of your desktop into your home internet router, see below for USB wireless adapter options to enable your desktop to connect wirelessly to your home internet.
Wireless Connectivity Options

USB wireless adapters (for use with desktops to connect to Wi-Fi)

Examples:
- NETGEAR - A6210 802.11ac Dual Band with High Gain Antenna
- LINKSYS - AC600 Wi-Fi Micro USB Adapter

Mobile Hotspot Connectivity

A cellular phone can provide Wi-Fi connectivity to your computer devices. Please see links below for how to enable this feature on the latest devices. If your device is not listed here, please contact your cellular provider for additional help on enabling this on your device. (Note: additional charges may apply when enabling this service Please contact your mobile carrier for additional support.)

- Enable hotspot on Apple iPhones
- Enable hotspot on Samsung Galaxy phones

Cellular companies also sell mobile hotspot devices that exclusively provide cellular Wi-Fi connectivity. A few of those devices are listed below:

- Verizon Wireless: Mobile Hotspots - 4G LTE Internet Devices
- AT&T Wireless: AT&T Unite Express 2
- T-Mobile Wireless: T9 Mobile Hotspot
- Sprint Wireless: MiFi 8000 Hotspot

Other technology recommendations for extended at home work

Webcam

Zoom video conferencing works with a multitude of various web cameras including the one built into Windows laptops, Macbook laptops, and iMac desktops.

If you have any additional questions or concerns, please contact the Service Desk at 2.5800 or itservices@uchicago.edu.