



## QUICK START GUIDE:

### Transporting and Setting Up Your Computer to Work From Home

If you have any additional questions or concerns, please contact the help desk at 2.5800 or [support@uchicago.edu](mailto:support@uchicago.edu).

#### Physical Inventory Tracking

IT Services is requesting Department Managers to take responsibility for recording the inventory of hardware employees will be taking home. Please log this information in a spreadsheet. The following is a template Department Managers may utilize.

#### Equipment Disassembly and Packing

##### Laptops, Docking Stations, Monitors

**Please do not take your desk phones home with you. They are configured to work only on the University network, and will not function at your home.**

It is recommended to use a method to record the ports your monitor/keyboard/mouse/power supply are plugged into PRIOR to disassembling your computer equipment. We suggest labeling cables and ports with tape or colored stickers. See pictures below. You can also simply take some pictures with your cell phone.

**Labeling with colored stickers: (label both cable and port on desktop):**



2. Wrap cables around the monitor stand
  - a. It's best to wrap the panel in cloth of some kind 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 usb cables.
4. Unplug the rest of the cables from the dock.
5. Make sure to get the power supply for the dock and for your computer, if your computer requires one. They will most likely be under your desk. Put the power supplies and dock together and wrap them in their cables.
6. If you will be able to plug your desktop into your home router also be sure to take home the network "ethernet" cable.

## 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. Wrap cables around the monitor stand.
  - a. It's best to wrap the panel in cloth of some kind 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 back of the desktop, put the mouse on the keys and wrap the keyboard and mouse together with their usb 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. If you will be able to plug your desktop into your home router also be sure to take home the network "ethernet" cable.

## 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 all of power to your outlets.
5. Connect your machine to the dock as you would in the office.
  - a. If your machine 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-in 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 to your outlets.
5. Connect your 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

Your 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 visit contact your cellular provider for additional help on enabling this on your device. (Additional charges may apply to 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.

Personal Printer? If necessary.

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