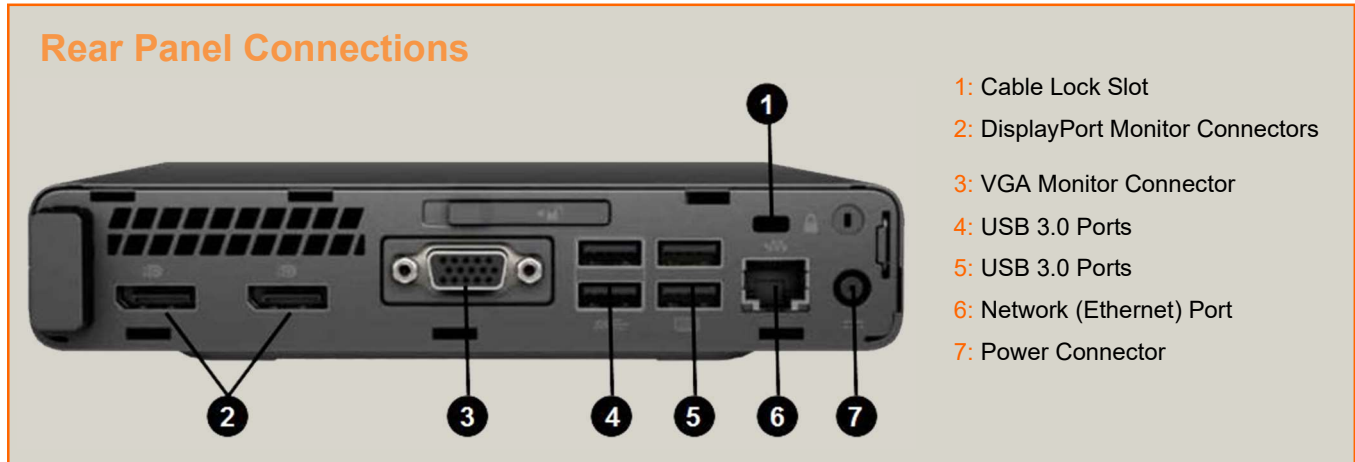


How to Disconnect Your Managed Windows Desktop Computer from Home and Reconnect it in the Office

A display monitor is required for a desktop computer, in addition to your mouse and keyboard. The display monitor can be connected in a variety of ways, depending on monitor model – either via a blue-tipped VGA cable, a white-tipped DVI cable (using an adapter) or with a DisplayPort cable.



Disconnecting Your Computer from Home

The following components are included in your desktop computer system and must be brought back to the office:

- Keyboard
- Mouse
- Power cord
- Display monitor (has a power cord of its own)
- Cables – if you unplug it, take it home
- Smartcard Reader (if there is one)

Note: The illustration to the right may not be the same model you have but is intended to show the essential components of a desktop computer system.



Steps

1. Power off your display monitor and computer.
2. Unplug the computer from the power strip or electrical outlet.
3. Disconnect your display monitor from the back of your computer.
4. Disconnect the other individual pieces (keyboard, mouse, printer, power, etc.) Most connections for these pieces will be on the back of the computer, although there are ports in the front that may be used.
5. Disconnect your network cable from your router or modem.



Reconnecting Your Desktop Computer in the Office

Steps

Refer to any pictures you took on your cell phone before disconnecting your computer in the office prior to moving home.

1. Follow the steps below to connect your **monitor** (Refer to the “Rear Panel Connections” picture on page 1)
 - a. If you are using a blue-tipped VGA cable, connect it to the VGA Monitor connector.
 - b. If you are using a DisplayPort cable, connect it to the DisplayPort Monitor Connector.
 - c. If using dual displays, you may use a combination of these connection methods. If one of your monitors uses a white-tipped DVI cable, you will need a DisplayPort Adapter (not included, contact your Business Segment Liaison).



DisplayPort to DVI Adapter

2. Attach the display monitor's power cable and plug it into the power strip or electrical outlet.
3. Connect the **keyboard, mouse** and **Smartcard Reader** to separate and individual USB ports.
4. Connect either end of the network cable to the computer's network port and the other end to the IP Phone (if you have one) or directly into your data port (this is usually located under your desk).

Note: The exact model of the data port will vary from site to site. Some sites have desktop-level data ports rather than ports under the desk. The images on the right are examples of workstation data ports. If you plug into a data port and you can't connect to the network, try the other data ports.
5. Connect the **power cable** to the back of the computer.
6. Plug the computer's power cord into a power strip or electrical outlet. (Power strip with surge protection is strongly recommended.)
7. Power on the display monitor and the computer.

