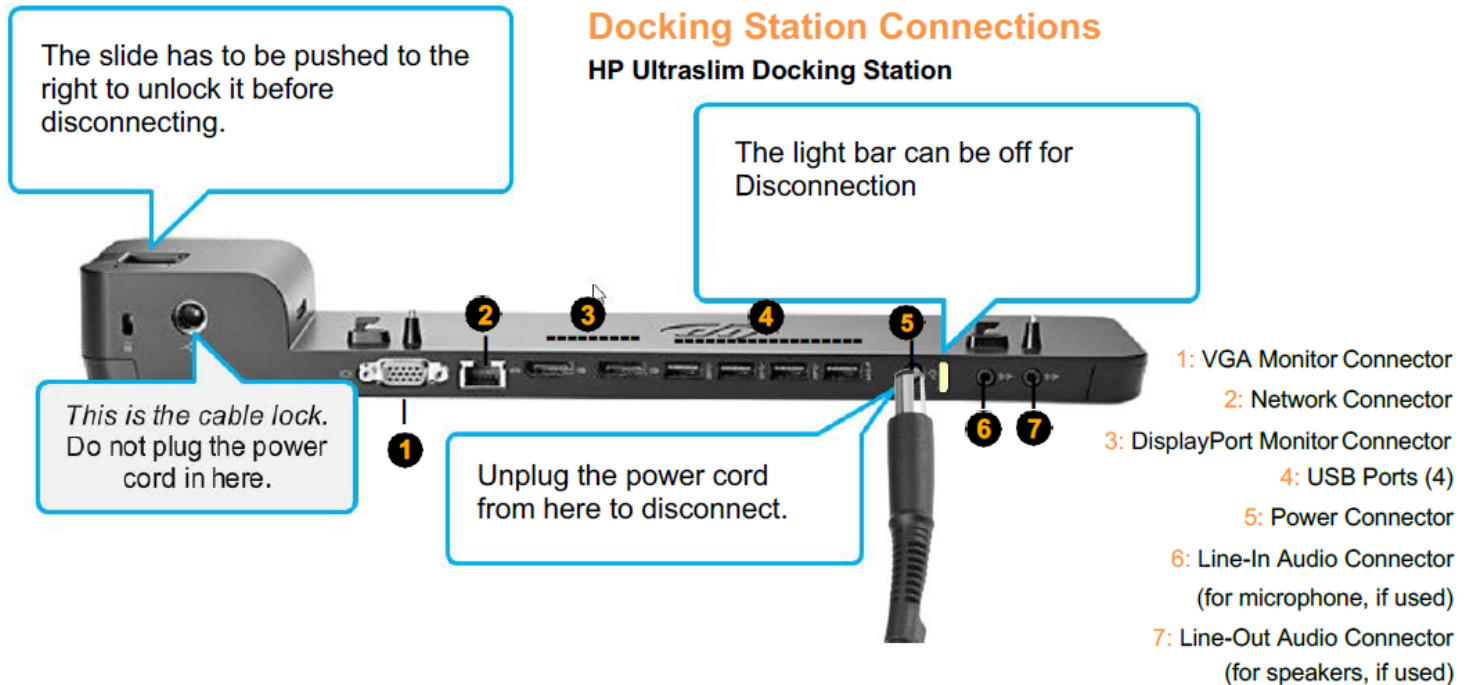**OPTUM®**

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

Disconnecting Your Laptop from Home

The illustration below is one example of a docking station. You may not have the same model, or you may not use a docking station. This is intended to show the essential connections on a docking station.

The slide has to be pushed to the right to unlock it before disconnecting.

Docking Station Connections

HP Ultraslim Docking Station

The light bar can be off for Disconnection

This is the cable lock. Do not plug the power cord in here.

Unplug the power cord from here to disconnect.

1: VGA Monitor Connector
2: Network Connector
3: DisplayPort Monitor Connector
4: USB Ports (4)
5: Power Connector
6: Line-In Audio Connector (for microphone, if used)
7: Line-Out Audio Connector (for speakers, if used)

Steps

1. Power off your docking station and laptop. Disconnect your laptop.
2. Unplug the docking station from the power strip or electrical outlet.
3. Remove the laptop from the docking station by sliding the latch to the right.
4. Disconnect your monitor and any other individual pieces from your docking station (keyboard, mouse, etc.).
5. Take all cables (if you unplugged it, bring it back to the office).
6. Disconnect your network cable from your router or modem.

Reconnecting Your Laptop in the Office

Steps

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

1. If you have an **external monitor**, connect it using the steps below:
   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 you are using dual displays, you may need 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).

2. Attach the monitor power cable and plug it into the power strip or electrical outlet.

3. If you have an **external keyboard** and/or **mouse**, connect each to its own USB port.

4. Wireless is the preferred connection method.

5. If you require a wired connection, you will need an ethernet cable.

   a. Connect either end of the network cable to the docking station 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). If you plug into a data port and you can't connect to the network, try the other data ports. Connect the docking station power cable to the power brick (AC adapter), and plug the small, round connector into the back of the docking station. The docking station will use the higher wattage power cable, which may be physically larger.

   b. Plug the docking station into a power strip or electrical outlet. (Power strip with surge protection is strongly recommended.)

   c. Set the laptop on the docking station, and slide the latch to the left until the latch light is lit.

   d. Power on the computer through the docking station. (The power switch is on the right side of the docking station.) Power on the external monitor if you have one.