

Bringing your Equipment Back to the Office

Checklist

If you used your mobile phone to take pictures of your connections before you moved home, locate those pictures to assist you when you return to the office.

- ☐ Keyboard (if wireless, make sure you bring USB dongle)
- ☐ Mouse (if wireless, make sure you bring USB dongle)
- ☐ USB Headset (if wireless, make sure you bring USB dongle)
- ☐ Power cord for each device you are removing from the office
 - Computer docking station
 - Monitor
- ☐ Display monitor(s)
 - Power cord(s)
 - Video cable(s)
- ☐ Ethernet Network Cables (likely green or blue cables)
- ☐ Smartcard (Windows) or Yubikey (Mac)
- ☐ Smartcard reader (if applicable)
- ☐ Power Strip (if not attached)

Make sure to take your laptop/desktop, monitor, keyboard, mouse, all cables that you disconnected, smartcard and smartcard reader back to the office with you.

NOTE:

If you forwarded your office telephone to an alternate number (cancel the call forwarding).

To **Unforward** when you return to the office, press **CFwdALL**.