Wellstar Information Technology

Setting up a Remote Laptop

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Symbols in this Document

Graphic symbols indicate the following type of notes:

	Note	A general note about what is happening
	Tip	Useful information related to the activity
	Shortcut	Indicates a shortcut or alternative method
	Exclamation	Important action, caution, or warning.
	Reminder	Information to remember
	Reference	Directs you to another page or resource
	Contact	Directs you to a telephone contact

1 Overview

1.1 Hardware Included

- Laptop with charging cable
- HDMI cable
- One monitor, including power cord and VGA cable
- Wireless keyboard and mouse combination
- If needed:
  - Display cable to connect a second monitor
  - Display adapter to connect a monitor. *Only for monitors that do not have an HDMI port compatible with the laptop's HDMI port.*

1.2 Tour of the Laptop PC

1.2.1 Front
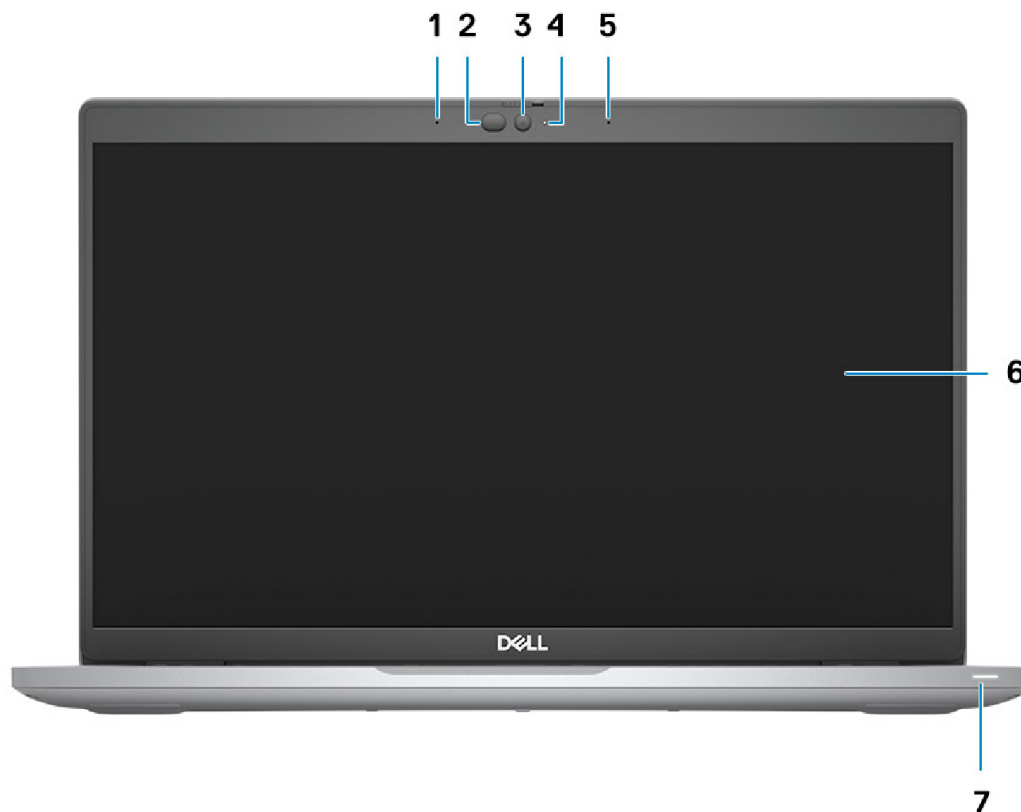
1.	Dual array microphone	5.	Dual array microphone
2.	IR emitter / ambient light sensor	6.	Display panel
3.	Camera	7.	Battery diagnostic LED light
4.	Camera status LED light		

1.2.2 Keyboard Surface
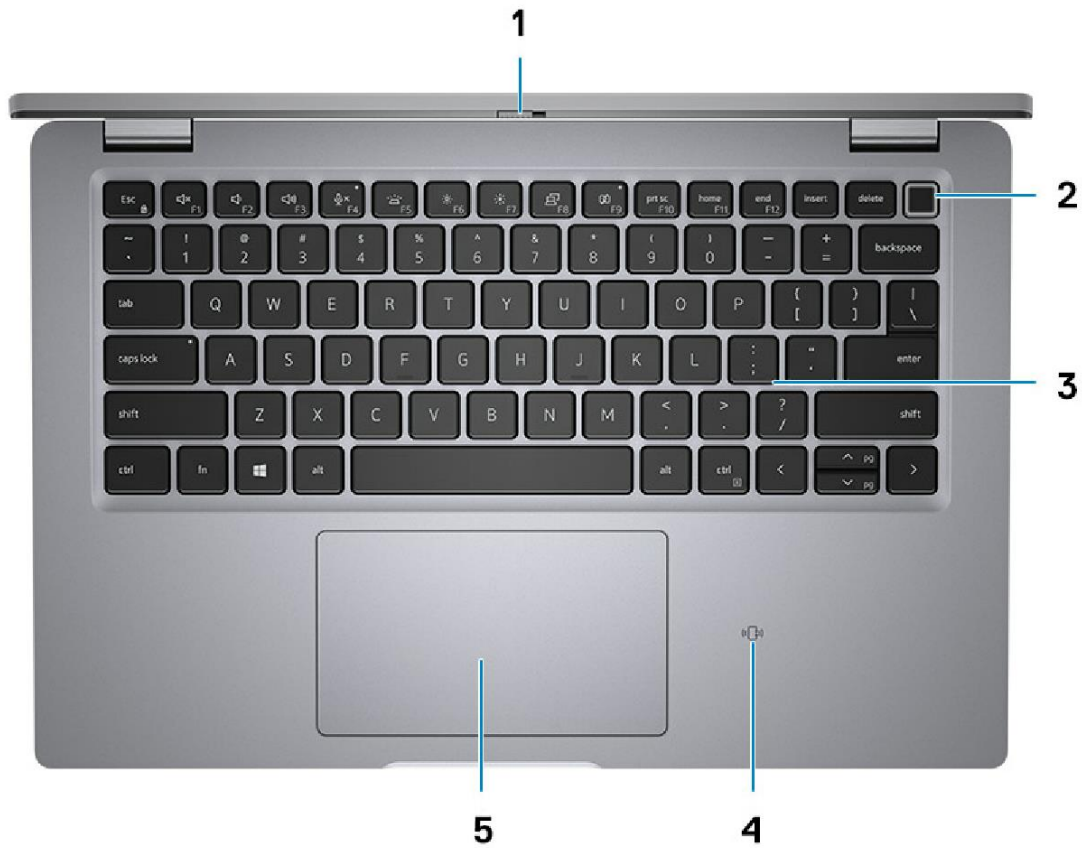
1. Privacy shutter
2. Power button
3. Keyboard
4. NFC / Contactless smart card reader
5. Clickpad

1.2.3 Right Side

1.   MicroSD card slot
2.   Audio port (for headphones or speakers)
3.   USB port
4.   USB port with PowerShare

5.   HDMI port
6.   Ethernet port
7.   Slot for wedge-shaped lock

1.2.4 Left Side
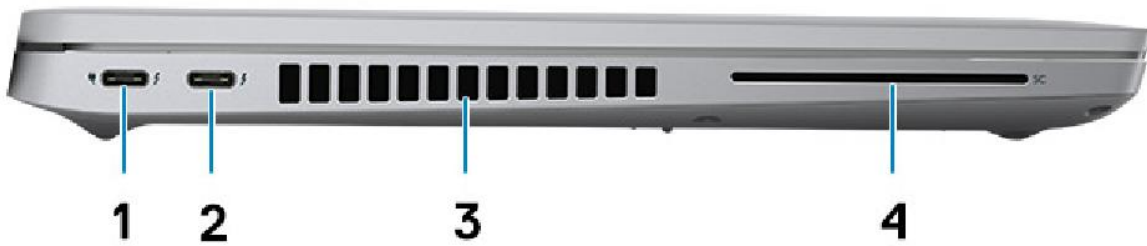
1.   USB 4 port (use for power or docking station)
2.   USB 4 port (use for power or docking station)
3.   Air vents
4.   Smart card reader slot

1.2.5 Bottom
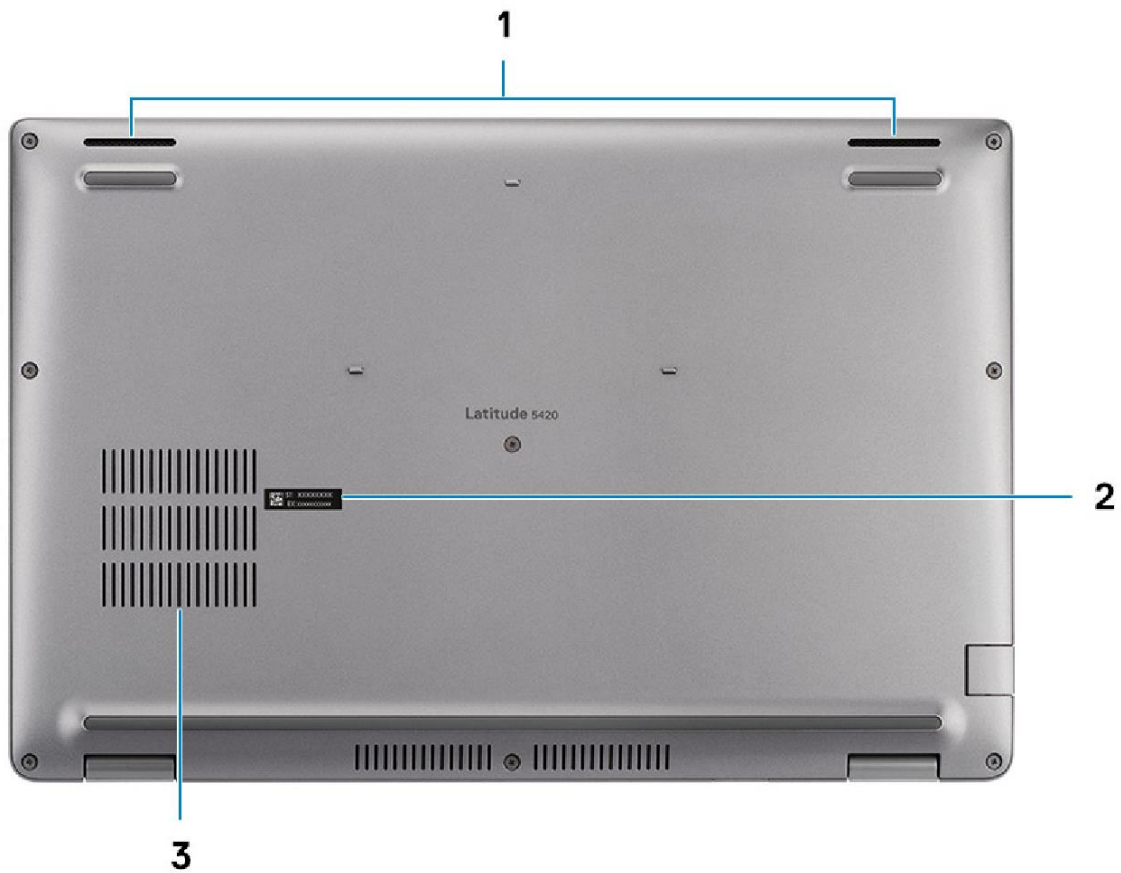
1. Speakers
2. Service tag label
3. Air vent

1.3 Set up the Laptop

1. Connect the power cable to the transformer and plug the other end into an electrical outlet.

2. Plug the USB end of the power cord into the left side of the PC.

1.4 Set up the Docking Station

1. Connect the power cable to the transformer and plug the other end into an electrical outlet.
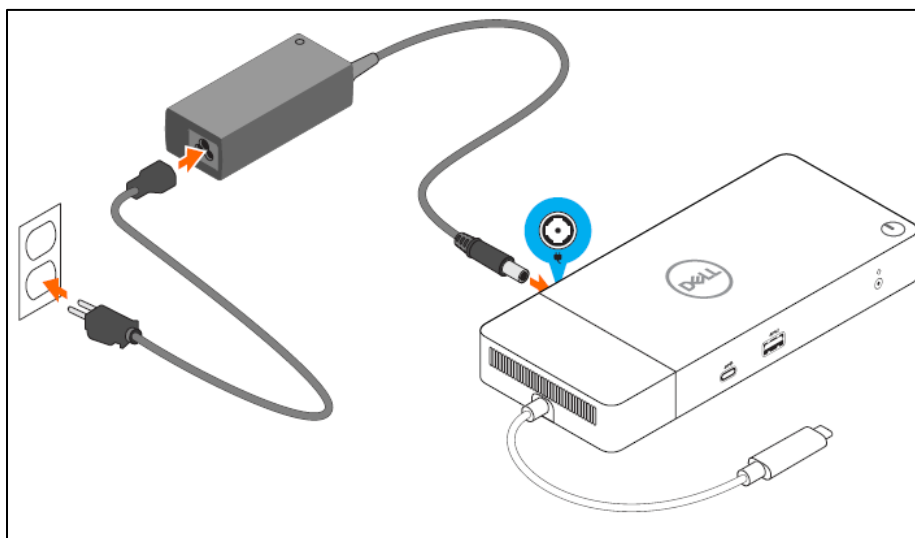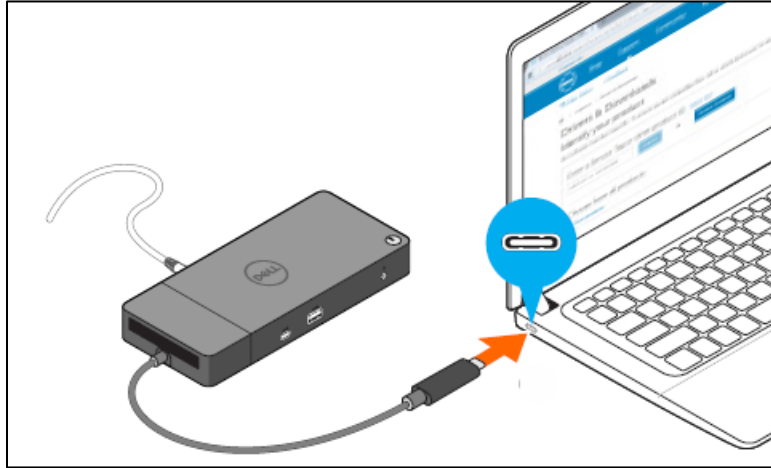
2. Plug the round end of the power cord into the side of the dock.

3. Connect the cord at the end of the dock to the USB4 port on the left side of the laptop.

4. Connect the keyboard and mouse to the docking station USB ports.
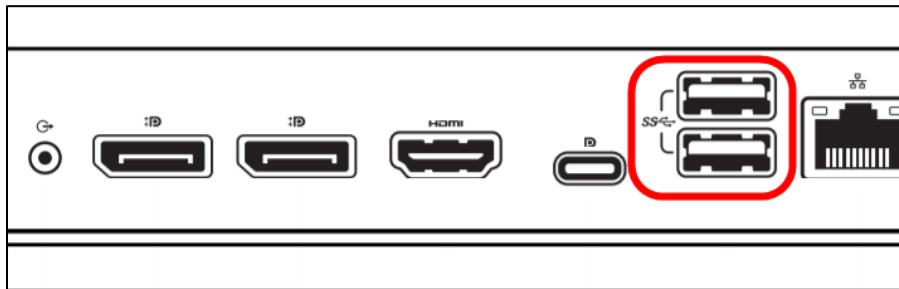
1.5 Set up the External Monitor(s)

1. Remove the monitor from the box and assemble the stand per the included instructions.

2. Connect the power cable included with the monitor to the power port on the back of the monitor:

    The back of your monitor should look similar to this one. The power connector for the monitor is circled below.
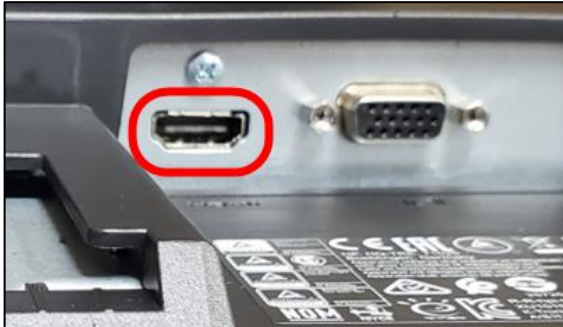
3. Connect the female end (circled below) of the power cable to the monitor.

4. Plug the other end of the power cable into an electrical outlet.

1.6 Connect Monitor(s) to the Docking Station

1. Connect one end of the HDMI cable OR display port cable to the back of the monitor.

HDMI cable. Notice the indents at both corners of the connectors.	*Display port cable*. Notice that only one corner is indented on each connector.
Monitor HDMI port:	*Monitor display port:*

2.   Connect the other end to either HDMI or display port on the side of the dock.

Display ports   HDMI port
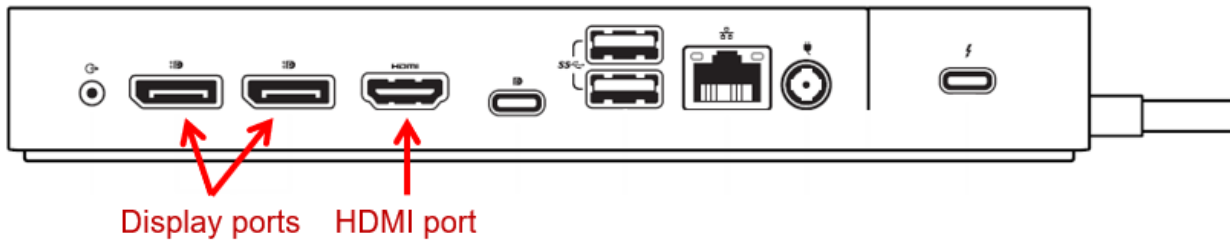
3.   Turn on the monitor(s).

4.   Turn on the laptop using the power button on the docking station.
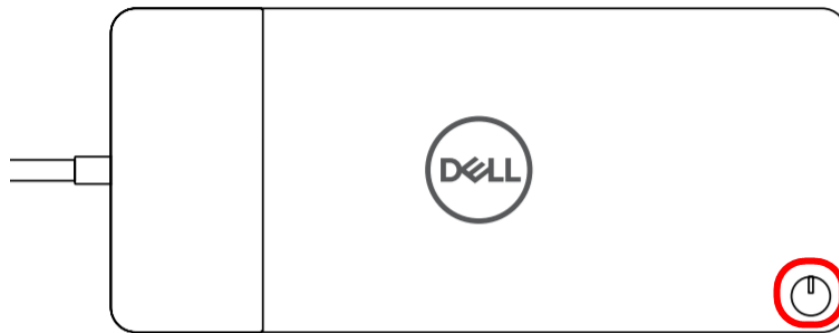
With all peripherals connected to the dock, the monitors should connect automatically.

*To change the primary monitor in Windows, right-click in the middle of the Windows desktop and select **Display Settings**.*

2 Set Up Two-Factor Authentication (2FA) on your Mobile Device

Purpose:	The Symantec™ VIP Two-Factor Authentication Service is a comprehensive solution, providing increased security for WellStar Health System (WHS) computer applications and better protection for end users who are interacting online against identity theft.

2.1 Obtain a Symantec VIP Access Mobile App Credential

1. From your mobile device, connect to WIFI.

2. Visit the mobile app store for your device (see table below).

3. Search for the **VIP Access** app [icon] and download to install the app to your device.

Device	Store	Compatibility
Apple (iPhone, iPad, or iPod Touch)	Apple App Store	Requires iOS 7.0 or later
Android	Google Play Store	Requires Android 4.0 and up

4. Tap **Open** to launch the application.

5. If you are prompted to allow notifications tap **Allow**.

2.2 Register your Symantec VIP Access App and Device

1. From a separate web browser, go to the *Symantec VIP Registration Form:* https://register2FA.wellstar.org

2. Follow the instructions on the form, entering the requested information.

3. Tap **Submit** at the bottom.

You will receive an email confirmation once your registration is complete. Please allow up to 24 hours for your registration to be processed.

*If there are any issues or questions, please call the IT Connect Service Desk at 470-956-6000*

2.3 Test your Two-Factor Authentication

1. Open a browser on any device and navigate to https://staff.wellstar.org.

2. Fill in the fields as follows:

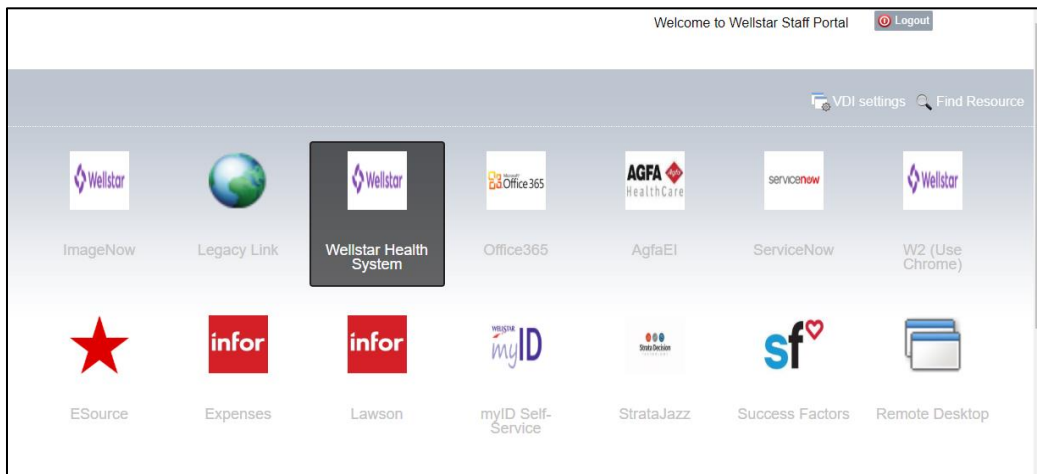| Field	Description
Username	Enter your WellStar employee ID.
Password	Enter your WellStar network password.

3. Click **Logon** .

   Upon successful login, a push notification appears on your mobile device:
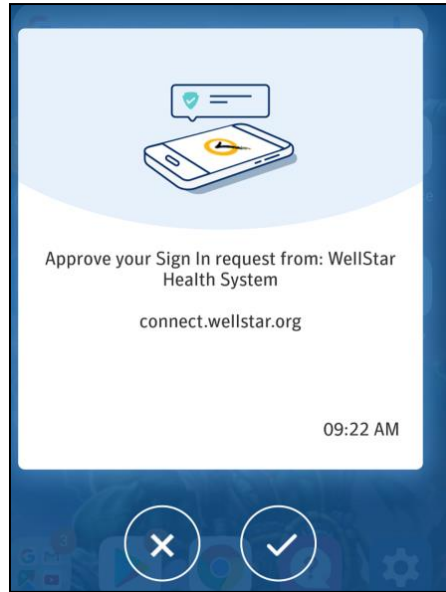
4. Tap to continue.

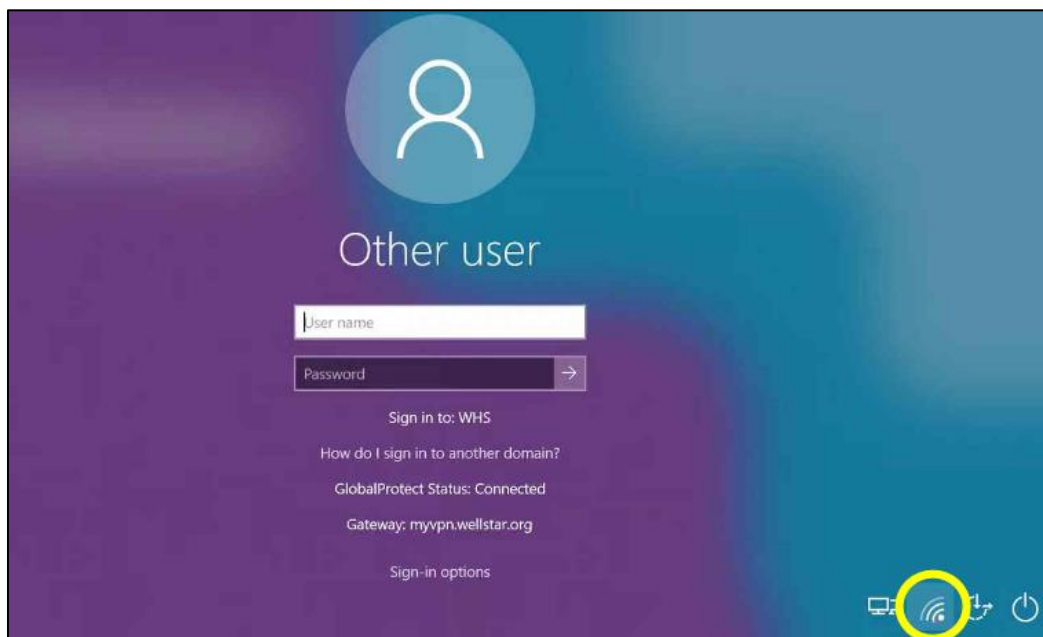   *The screen displays a list of apps.*

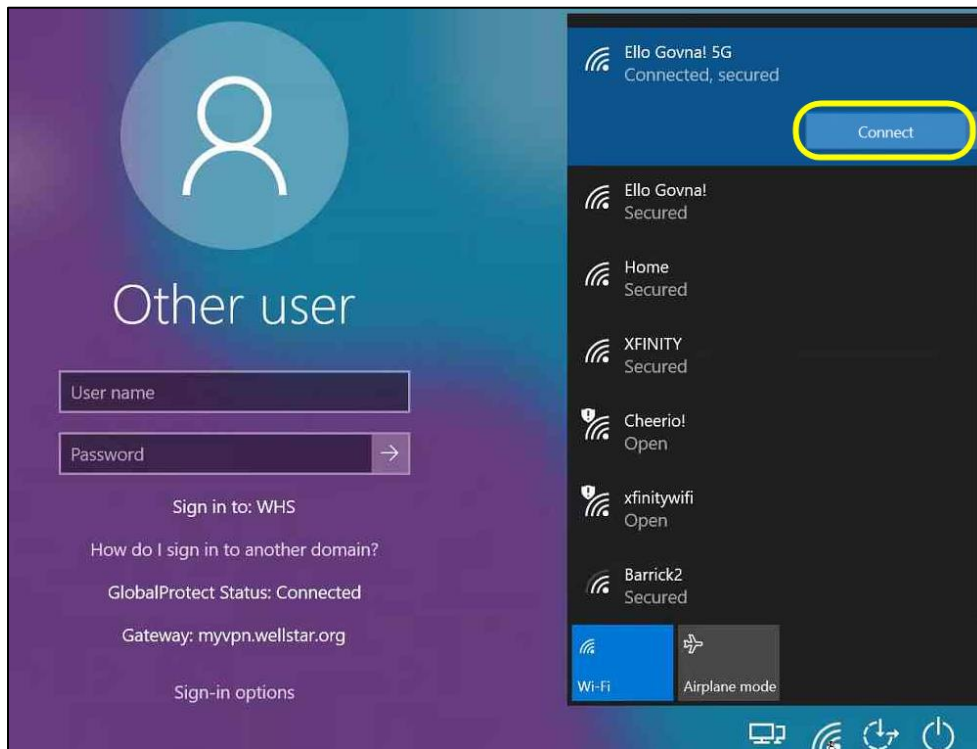# 3   Connect to Wellstar's Virtual Private Network (VPN)

1. Turn on the PC.

2. Press **Ctrl-Alt-Del** keys simultaneously.

3. Click (WIFI connection) in the lower right corner.

4. Select your home WIFI and click Connect .

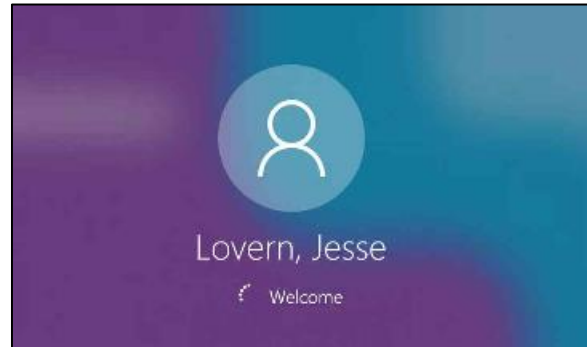   *The GlobalProtect Status changes to **Connected**:*
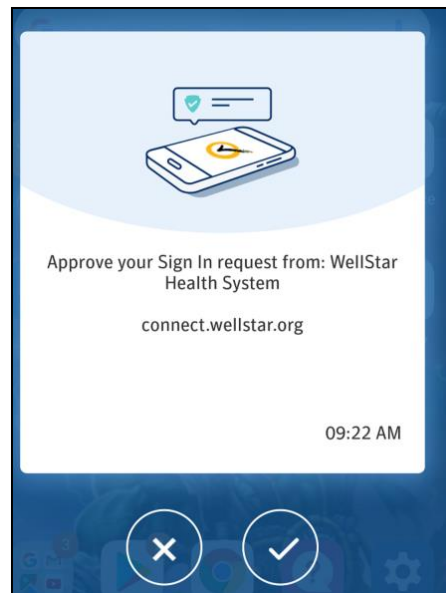

5. Fill in the fields as follows:

Field	Description
Username	Enter your WellStar employee ID.
Password	Enter your WellStar network password.

6. Press **Enter**.

The Welcome screen displays:

Upon successful login, a push notification appears on your mobile device:

7. Tap to continue.

> *You are not required to sign into GlobalProtect again after Windows starts. GlobalProtect uses your Windows credentials to sign in, so you just need to verify the login on your mobile device (step 7 above).*

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