



Use this guide to setup your new computer and to log in for your first day.

1

Equipment List (Box numbers listed at upper left)

<p>1</p>  <p>Desktop</p>	<p>1</p>  <p>Primary Monitor</p>	<p>2</p>  <p>Second Monitor</p>
<p>1</p>  <p>Display Port (DP) Cable</p>	<p>1</p>  <p>Network Cable</p>	<p>1</p>  <p>USB Cable</p>
<p>3</p>  <p>Power Supply</p>	<p>3</p>  <p>Wireless Keyboard</p>	<p>3</p>  <p>Wireless Mouse</p>
<p>3</p>  <p>Headset</p>	<p>3</p>  <p>AA Batteries (spare)</p>	<p>3</p>  <p>Swag Box UOPX Employees only</p>



We've already installed your Lenovo desktop, wireless receiver, and connected several cables in the back of the monitor with the built-in webcam.

2

Setup Instructions


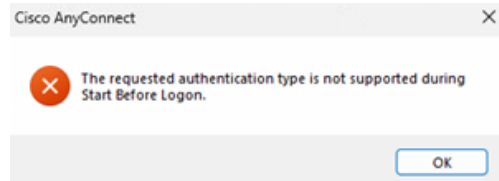
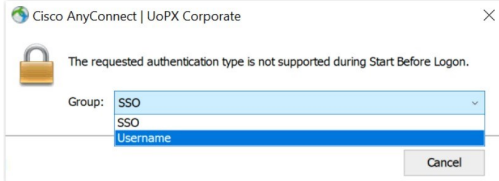
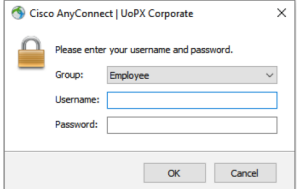
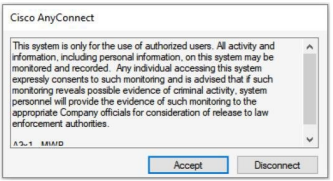
<p>1</p>	<p>Carefully remove the monitor from Box #1, your desktop is already docked and has several cables connected for your convenience. This will be your primary monitor.</p>
<p>2</p>	<p>Remove the monitor stand from Box #1 and attach it to the back of the primary monitor screen. Once assembled, place this monitor on the left side of your work area.</p>
<p>3</p>	<p>Open Box #2 and remove the second monitor, mount it to the stand, then place it to the right of the primary monitor.</p>
<p>4</p>	<p>Locate the DisplayPort cable connected to the desktop in the primary monitor and connect the other end to the second monitor.</p>
<p>5</p>	<p>Locate the USB cable connected to the desktop in the primary monitor then connect the other end of the cable to the second monitor.</p>
<p>6</p>	<p>Connect the power supply from Box #3 to the back of the primary monitor. This will power both the monitor and the desktop.</p>
<p>7</p>	<p>Connect the power cable from Box #2 to the back of the second monitor.</p>
<p>8</p>	<p>Connect both power cables to either a surge-protected power strip (recommended) or an electrical outlet.</p>
<p>9</p>	<p>Connect the network cable plugged into the desktop in the primary monitor to your home modem or router.</p>
<p>10</p>	<p>Connect the headset from Box #3 to an available USB port.</p>
<p>11</p>	<p>Power on the wireless mouse. The keyboard is always powered on when batteries are installed. We installed batteries prior to shipping.</p>
<p>12</p>	<p>Power on the devices by pressing the primary monitor power button and the power button on the second monitor.</p>

3

First Time Logon Process

This only needs to occur the first time signing into your new device.

New Hires: Please note that you will not be able to log into your computer until your start date.

<p>1</p>	<p>Before you login, you will need to connect to the UOPX VPN. Locate the icon in the bottom right-hand corner of the screen that looks like a lock and key symbol.</p>	
<p>2</p>	<p>In the Cisco AnyConnect Secure Mobility Client window, click OK on the error message (shown to right).</p>	
<p>3</p>	<p>Then change the selection in the Group field (drop-down) from SSO to Username.</p>	
<p>4</p>	<p>You will now be prompted to enter your login credentials. New Hires: Enter your username and the temporary password provided in your <i>Welcome to the University of Phoenix – Day 1 packet</i> or by your manager and click OK. You will now be prompted to change your password.</p>	
<p>5</p>	<p>Read and accept the authorized users only disclaimer.</p>	
<p>6</p>	<p>After completing these steps, you will be taken back to the computer login screen. Enter your username and new password to login to Windows.</p>	



Do not throw away your boxes! Please keep them for returns due to future upgrades, if you have space available.