University of Phoenix[®] Desktop with Dual Monitors

Prefer to watch a video? Scan the QR Code with your phone and follow along to ensure a quick and easy setup!



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



Equipment List (Box numbers listed at upper left)



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

Setup Instructions

1	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 .		
2	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.		
3	Open Box #2 and remove the second monitor , mount it to the stand, then place it to the right of the primary monitor .		
4	Locate the DisplayPort cable connected to the desktop in the pri- mary monitor and connect the other end to the second monitor .		
5	Locate the USB cable connected to the desktop in the primary monitor then connect the other end of the cable to the second monitor .		
6	Connect the power supply from Box #3 to the back of the primary monitor . This will power both the monitor and the desktop.		
7	Connect the power cable from Box #2 to the back of the second monitor .		
8	Connect both power cables to either a surge-protected power strip (recommended) or an electrical outlet.		
9	Connect the network cable plugged into the desktop in the prima- ry monitor to your home modem or router.		
10	Connect the headset from Box #3 to an available USB port.		
11	Power on the wireless mouse . The keyboard is always powered on when batteries are installed. We installed batteries prior to shipping.		
12	Power on the devices by pressing the primary monitor power button and the power button on the second monitor .		



Desktop with Dual Monitors



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.

1	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 .	
2	In the Cisco AnyConnect Secure Mobility Client window, click OK on the error message (shown to right).	Cisco AnyConnect X The requested authentication type is not supported during Start Before Logon. OK
3	Then change the selection in the Group field (drop-down) from SSO to Username .	Cisco AnyConnect UoPX Corporate × The requested authentication type is not supported during Start Before Logon. Group: SSO SSO Username Cancel
4	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 or by your manager and click</i> OK . You will now be prompted to change your password.	Cisco AnyConnect UoPX Corporate × Please enter your username and password. Group: Employee Username: Password: OK Cancel
5	Read and accept the authorized users only disclaimer.	Cisco AnyConnect This system is only for the use of authorized users. All activity and information including personal information, on this system may be monotored and recorded. Any includia accessing this system expressly constraints such monotom goal is adviced this fit such monotom greveals possible evidence of criminal activity, system personner will provide the vedence of curimal activity, system expressive constraints. All activity and advice the activity of the appropriate Company officials for consideration of release to law enforcement advictures. All activities. All accept Disconnect
6	After completing these steps, you will be taken back to the computer login screen. Enter your username and new password to login to Windows.	

