

Use this guide to setup your new laptop and to log into the UOPX network.

For additional support please contact the University Service Desk.

Phone: 602-714-2714

Monday-Friday 5:00 AM - 5:00 PM AZ Time

1 Unbox Equipment: items may arrive in separate boxes.

Equipment



Laptop Docking Station Monitor USB Web Cam*

Keyboard Mouse Headset

Display Port Cable USB Cable Network Cable

* USB Web Cam only provided with monitors that don't include a camera.
(Max 1 monitor with camera)

Note: If you received a Lenovo P1 - Developer Laptop, please refer to the included instructions provided for the P1 docking station setup.

2 Setup Monitor



Items you will need in this step: Monitor, Power Cord, USB Cable, Display Port Cable

Step	Action
1	Unbox the monitor(s) and attach the base. Instructions should be included in the box. NOTE: The power cord for the monitor should be in the same box as the monitor(s).
2	Plug in the power cord to the back of the monitor.
3	Plug in the Display Port cable into the monitor. The other end will go into the docking station in step 4. ★
4	Plug in the B side of the USB cable into the back of the monitor. The A side will go into the docking station in step 4. See previous cable figure for clarification. NOTE: If you received two monitors, move the monitor with the integrated camera directly in front of you, and then plug the USB cable into the same monitor since the USB cable will allow you to use the camera. ⬡



Please scan the QR Code with your phone and follow along with the tutorial to ensure a quick and easy setup!



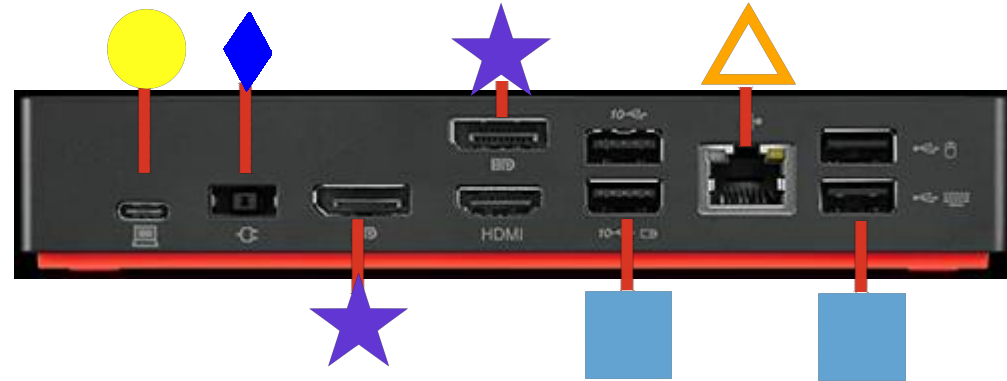
3

Setup Docking Station



Items you will need in this step: Laptop, Docking Station, Network Cable and Power Adapter for Dock.

Step	Action
1	Unbox docking station and attach flat power plug to the back of the docking station.
2	Plug in the power cord to the power brick that came with the docking station. NOTE: 65W (Travel) charger is not needed when the laptop is connected to the dock.
3	Plug in the Network Cable to the back of the docking station and to your home router.
4	Plug in the USB-C Cable from Docking Station to the left-hand side of the Laptop.



Travel laptop charger only to be connected when not being powered by the docking station

4

Setup Accessories



Items you will need in this step: Docking Station, keyboard, mouse, headset and the cables from the monitor(s).

Step	Action
1	Plug in the keyboard and mouse to any available USB ports on the docking station.
2	Plug in the headset to any available USB ports on the docking station.
3	Plug in the Display Port cable from each monitor into the docking station.
4	Plug in the USB cable from the monitor into the docking station.
5	Plug in all power cords into a surge protector (recommended) or wall outlet.
6	Press the power button on the top of the docking station, this should power on your laptop.
7*	Optional - If you received a webcam plug it into any available USB ports on the docking station.

Please scan the QR Code with your phone and follow along with the tutorial to ensure a quick and easy setup!



5

First Time Logon Process

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

Once Windows starts up you will need to read and acknowledge the company computer use policy and click OK. This will take you to the login screen.

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

Step	Action	
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).	
3	A popup will appear, change the selection in the Group field from SSO to Username .	
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</i> packet or by your manager and click OK. You will now be prompted to change your password.	
5	Read and accept the authorized users only disclaimer.	
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.	

Congratulations! You are now ready to begin!

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