

New Hire Equipment Setup Guide

As a new hire you will receive equipment from either Amazon or UPS for your work from home set up. Please allow up to 1 week after your start date to receive everything. Some equipment may differ from what is pictured/described below, please follow to the best of your abilities and submit a ticket in the Service Portal or reach out to Corpops@emoneyadvisor.com for additional help, if needed.

Equipment Includes:

- Docking Station
- Monitor
- Keyboard/Mouse Set
- Headset
- Power Supply (laptop charger)
- Webcam
- Additional Display Cables
- Power Strip

Docking Station

The docking station you receive comes with a power cable and a USB-C cable that is used to connect your laptop. Please use the HDMI + Display port cable sent to connect the dock to the monitor.



USB-C



Display Port



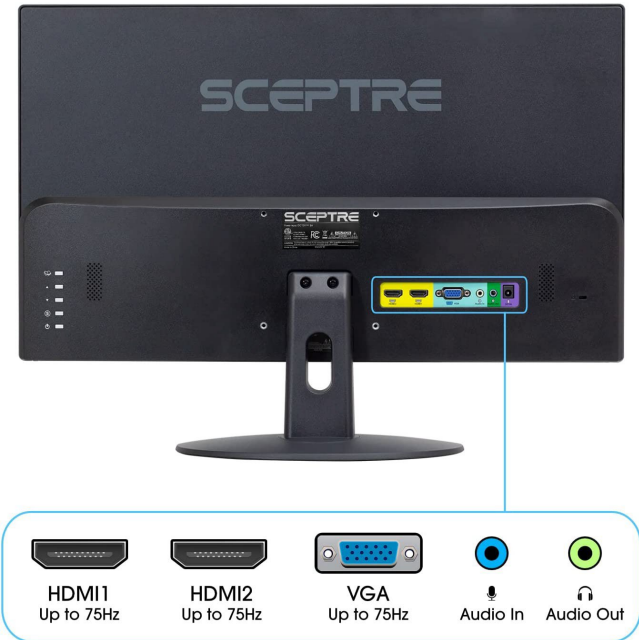
HDMI



- on the back of the dock there will be:
(from the top left) 1 ethernet port, 1 USB-C port, and 3 USB ports
(bottom row) power input, "connect to laptop" port, 1 display port, and 2 HDMI ports
- the dock comes with a power cable which needs to go from a power source (outlet) to the back of the dock
- plug the USB – C cable into the dock *(enlarged picture of port on the right) then connect the other side of the cable to your laptop
- USB ports can be used for your headset, webcam, and USB receiver for the keyboard/mouse set
- display cable (display port or HDMI) will plug one side into the docking station and the other into the monitor depending on the monitor port available
- an ethernet cable can be plugged into the ethernet port on the dock directly from your home router to provide a better connection while online.
- if your display is not showing on the monitor, unplug the dock **from the laptop and the outlet**, reboot your laptop, and plug everything back in.

Monitor

The monitor you receive comes with a base, base screws, and a power cable. If there are any additional display cables in the box, please only use the HDMI cable specifically sent to connect the dock to the monitor.



- monitor power cable goes from the back of the monitor to a power source (outlet)
- as mentioned in the Docking Station section above you should receive an additional HDMI cable, use this to plug from the dock into the monitor
- the power button is located on the back of the monitor
- if you do not see a picture on the monitor make sure the input on the monitor is set to HDMI
- if your monitor is only a mirror image of your laptop you can change this by going to the start menu, settings, system, and scroll down to change multiple displays to *extend desktop to this display* and save your changes

Multiple displays

Multiple displays

Extend desktop to this display

Keyboard/Mouse Set, Webcam, and Headset

The keyboard/mouse set comes with a USB receiver that can be plugged into the back of the docking station or in a USB port on your laptop. The webcam can be plugged into the docking station via USB. The headset is recommended to be plugged into the side of your laptop via USB or USB-C (depending on your headset model).



Please submit a ticket or reach out to CorpOps@emoneyadvisor.com if you need additional assistance