Taking your Carleton-Owned Desktop Home

**Temporary Procedure**
This process is in place as Carleton responds to the COVID-19 pandemic, and the need for social distancing.

**Approval Required**
You must seek approval from your supervisor before taking your desktop home. Then please complete the form to track that you're taking your computer home.

**Contact-minimized Pickup in CMC**
We have stations set up in the lobby of the Helpdesk where you can pick up a few pieces of equipment you may need before heading home. Please visit between 8am and 5pm, Mon - Fri.

We currently have:
- Monitor stands
- Ethernet cables
- USB WiFi adapters (for Dells)

We do not have but are expecting:
- Webcams
  (most have not arrived, Michael Decker is monitoring requests, and we are allocating to faculty first)

**IMPORTANT: Please work through the whole page**
Read carefully, please, to increase your chances of a successful transition to home!

- Before You Leave
  - Install the VPN
  - Windows - Admin account, WiFi
  - Mac - Sign-in without Ethernet
  - Planning for Internet Connectivity at Home
  - Document Your Setup
  - Power off and Disassemble
  - Cables up Close

Before You Leave

Install the VPN

Everybody should install the VPN on their office computer before departure.

Windows - Admin account, WiFi

Before you leave campus

1 - make sure you know your Windows .\admin account information!

This will allow you to make any needed changes to your computer, and will help ITS with any remote support we may need to complete.

- The **username** is ".\admin"
  including the period and the backslash, not including the quotation marks

- The **password** is something you set when you got the computer (not your Carleton password).

- To test, install the VPN or, if you’ve already done that:
  - Right-click on an application on the desktop or on the taskbar
  - Select “Run as Administrator” which should have a shield icon next to it
  - Enter the username described above, and the password
  - Submit - the program should go ahead and open.
    - If it does you’re all set and can proceed to the next section
    - If not, call the ITS Helpdesk before proceeding
2 - Dell Desktop users planning to use wifi should plug in their USB wifi adapters before disassembling the computer!
See the section on planning for internet connection for details.

Mac - Sign-in without Ethernet

Before you leave campus, make sure you can sign into your Mac without Ethernet (wired) connectivity!

- Unplug the Ethernet cable from your Mac (usually orange, green, or red)
- Sign out of your Mac
- Sign in without plugging in the Ethernet cable
  - If this works, you're all set and can proceed to the next section
  - If not, call the ITS Helpdesk before proceeding

Planning for Internet Connectivity at Home

Dell desktops do NOT have wireless cards. Apple iMacs do. In either case, it can be nice to have wired Ethernet connectivity, but this may require coordination with your Internet Service Provider (ISP), such as Northfield WiFi, Quest, CenturyLink, Xfinity or more. You only need to have access to one of these solutions, so if you plan on wireless, you do not need an Ethernet cable, and vice versa

1. If you would like to take an Ethernet cable home:
   a. DO NOT unplug the cable from your office, please!
   b. Come by the 1st floor CMC - we will have cables out in the lobby (we'll set them out after sanitizing our hands) and you can pick one up

2. If you will need to use wireless (your modem and/or router is in your unfinished basement, for example) and have a Dell Desktop:
   a. Come to the 1st floor CMC - we have adapters out in the lobby
   b. Pick yours up and plug it into your Dell while it is still plugged in on campus, to make sure it has and can access up-to-date drivers.
   c. Follow these instructions to plug in and test your USB Wifi Adapter

Document Your Setup

1. **Take a photo first!** This will help you set up your computer when you get back to the office!
   (click on images to expand)

2. Take a photo of the **cable connections on the monitor and on the computer**. This will help you get things re-connected at home.
   *Take photos from a couple angles if cables are cramped, and if you need to you can even snap a video to make sure you can see the setup! Kendra's monitor is complex - you should (probably) not have this many cables.*

Reminder - if you're taking home a Dell and plan to use wireless, make sure you have your USB wireless adapter and that you plug it in while your computer is connected on campus, first!
See the section on planning for internet connection for details.

Power off and Disassemble
1. **Clear off your computer** (be prepared to dust it off)

2. **Unplug the cables from the computer**, and using both hands move the desktop computer to another surface where you won't knock it over while unplugging cables.  
   
   *Note: Some cable connections may be a bit snug. Hold the connector and gently wiggle the cable out - please don't pull or tug on the cord alone.*

3. You can **leave the cables plugged into the monitor**, and coil them gently around the monitor stand (you can unplug them and carry all cables home together, it's just more to plug in later!).
   a. Monitors on a monitor stand can just be packed up and taken home
   b. Monitors on a monitor arm should be transitioned to a monitor stand - available for contact-less pickup in the helpdesk lobby in the CMC
      i. How to disconnect from the monitor arm
      ii. How to reconnect to a monitor stand

4. **Inventory** what you're taking home:
   (click to enlarge)

   - Computer
   - Keyboard
   - Mouse (and mousepad if you have one)
   - Monitor
   - Power cable for the computer
   - Power cable for the monitor
   - Video cable to connect the computer and the monitor
   - OPTIONAL: Ethernet Cable

   - *Do NOT unplug your Ethernet cable from your office wall, please! Pick one up from the CMC instead.*

### Cables up Close

If you're not familiar with all the cables, or call and get asked which type of cables you have or need, we have put together a quick guide for common cables at Carleton.

Click the link to see pictures and brief descriptions of the cables.