IT Hardware for Telework: Taking Equipment Home

If you plan to take any of your IT hardware peripherals home (monitors, docking stations, etc), be sure to use the follow instructions to minimize confusion and ensure equipment safety when you pack things up at your office or workspace and reinstall at home.

First Thing's First

Before anything else, do the following.

- Take pictures of your current computer setup.
- Label the cables.
- Power down all equipment.
- Now you can unplug power cables from surge protectors, powers strips, and wall outlets.

It is very important to ensure that equipment is properly packaged and protected to prevent any potential damage during transport.

Transporting Monitors

- Wrap up monitors with blankets and fasten with tape – nothing solid like a bungee with hooks that might scratch or poke the screen.
- Do NOT stack anything on top of the monitors.
- If you transport your monitor face down (display screen side down), do NOT set it on any uneven surfaces that could press into and damage the display screen.

Arriving Home

When you get home, plug everything back exactly the way you had it at the office. If you are plugging monitors into existing hardware at home, reference the photographs you took earlier and cable accordingly.
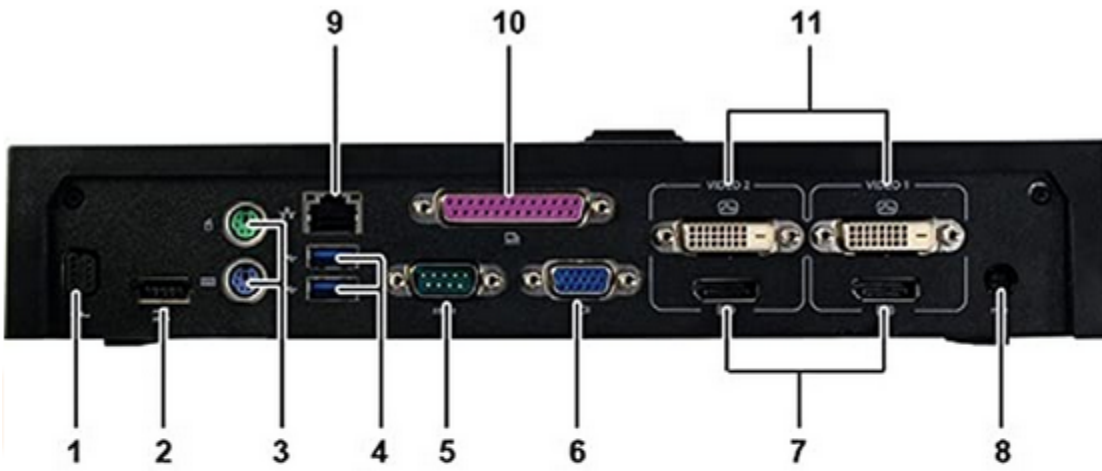
Reminders

- Older Docking Station models have VGA, DVI, and DisplayPort display connection ports
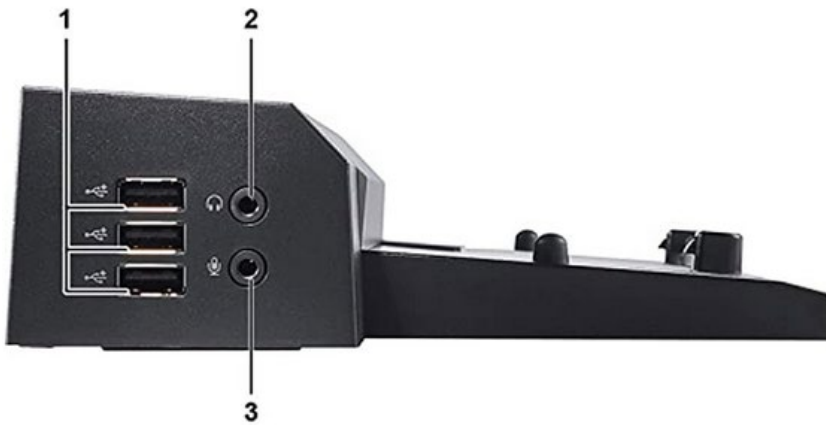- Newer Docking Station models have DisplayPort, HDMI, and USB-C display connection ports

See the next page for sample pictures of the various types of ports for cables.

Good luck!

Older Style Docking Station (Dell E-Port Plus Advanced Port Replicator)

1	E-Monitor Port	7	DisplayPort 1.2 Connections
2	USB 2.0 / eSATA Port	8	Power Unit Port
3	PS/2 Ports	9	RJ45 Port
4	USB 3.0 Ports	10	Parallel Port Connection
5	Serial Port Connection	11	DVI Ports
6	VGA Port		

1	USB 2.0 Ports	3	Microphone jack
2	Headphone jack		

Newer Style Docking Station (Dell WD19)

Ports & Slots

1. USB-C 3.1 Gen 2
2. USB-A 3.1 Gen 1 with PowerShare
3. Combo Audio/Headset
4. Audio Out
5. DisplayPort 1.4
6. HDMI 2.0b
7. USB-C Multifunction DisplayPort
8. Dual USB-A 3.1 Gen 1
9. Gigabit Ethernet RJ45
10. Power In