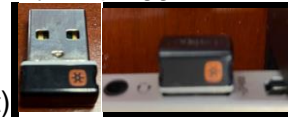


If you are in the process of setting up your laptop or working from home, and you need assistance, contact the Miller Helpdesk at [866.624.5916](tel:866.624.5916)

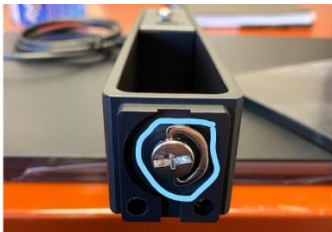
There are a few things that you will need to make sure you have in order to work from home.

- 1.) Laptop – Make sure that you pull all needed cables.(Power)
- 2.) Wireless keyboard and mouse. You should take this home with you. There is a dongle that you will need to make sure you have plugged into a USB port on your laptop. It may already be plugged into

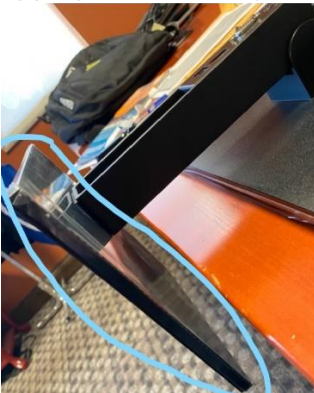


your machine.(See picture of Dongle and also picture of it plugged into USB port)

- 3.) Monitor for use at home. Your Supervisor will need to send an email stating that you need to use a monitor at home.
- 4.) Below are pictures associated with the setup of the new monitor.
  - a.) Remove monitor from the box. Be cautious as there are several pieces that are loose within the box and may shift or fall as you remove the monitor from the box.
  - b.) Place the monitor face down on a flat surface and add the base to the monitor. To do this, you will need to remove the thumb screw from the bottom of the monitor leg (See Pictures)



- c.) Once thumb screw is removed, add the base to the bottom of the monitor leg. It is keyed for appropriate install. (See Picture)



- d.) Install thumbscrew once the base is in place. Tighten as much as possible. (See Picture)



- e.) Install cables on the back of the monitor for power and video. (See Picture)



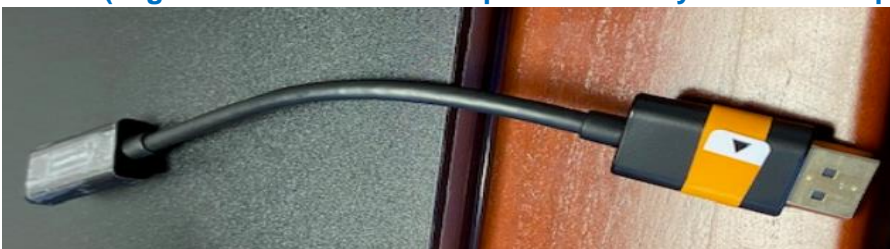
- f.) Plug the power cable in blue into the round port and the HDMI cable in Red into the Red port. Each are keyed and should only go in one way. (See Picture)



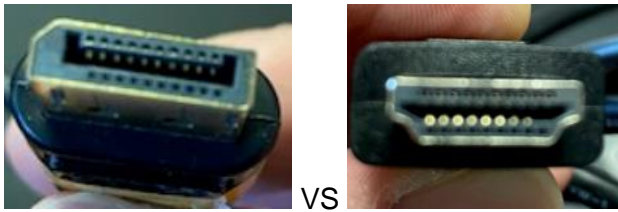
- g.) Finished look. (See Picture)



- h.) Most machines will be able to directly connect the cable end into your laptop but if you do not have an HDMI port on your laptop, the Helpdesk can provide a Dongle like the one seen in the picture below. **(Might want to have the Helpdesk review your machine prior to taking this home.)**



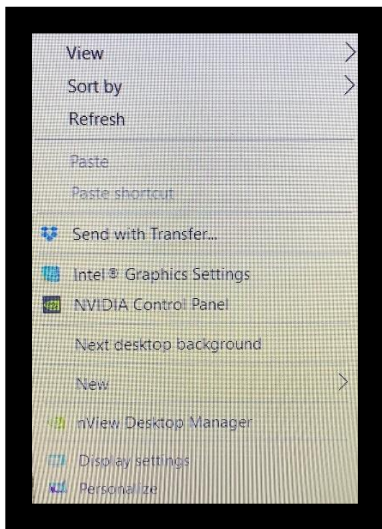
- i.) If HDMI to Display Port Dongle is needed, here is what that connection looks like vs the HDMI connector in the second picture below. (See Picture)



- j.) These plugs are typically on the side of the laptop or on the back. Each laptop model is different.
- k.) Once this is complete, you can power on your machine and login with your User ID and Password.
- l.) If the monitor comes up, it may be a duplicate of the laptop screen and that is not how most people want the screen setup configured. Please follow the steps below to Extend the desktop onto the second monitor.

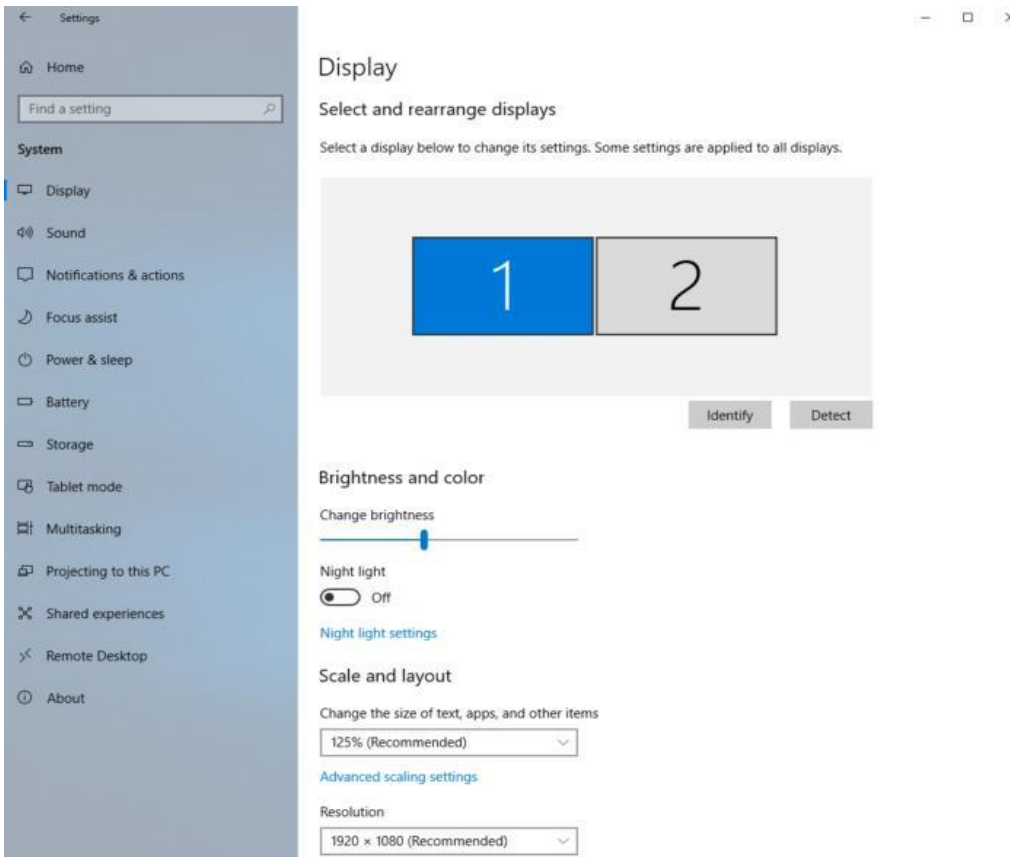
**Extending your Display to an Additional Monitor:**

- 1.) Once login is complete, **right click your desktop** to bring up the following menu

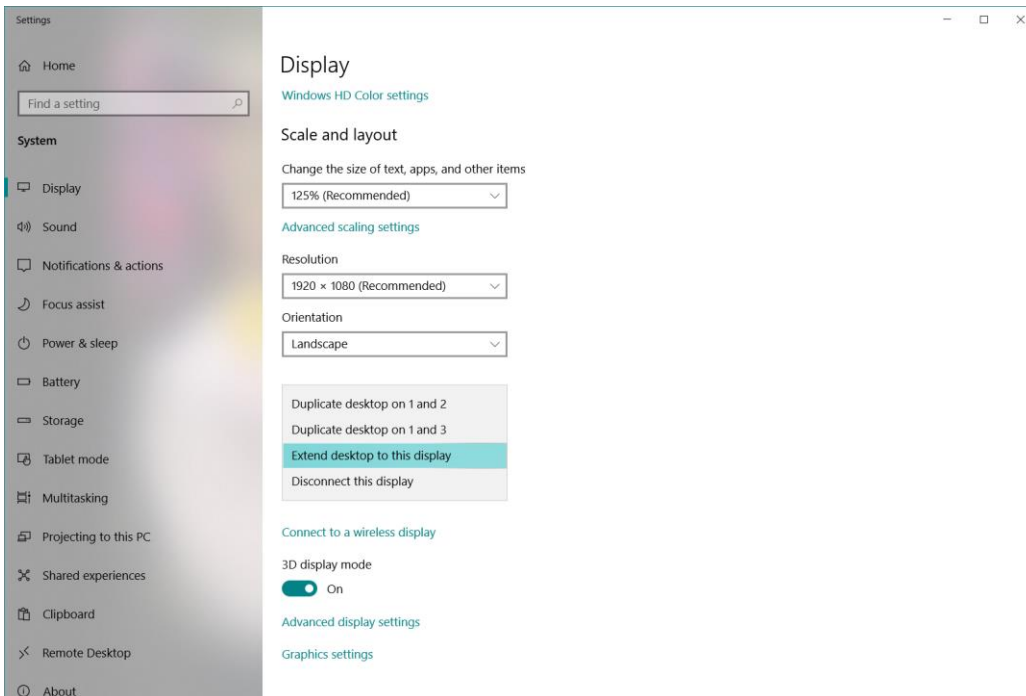


Select **Display Settings** from the list (In the picture above, it is the second item from the bottom of the list)

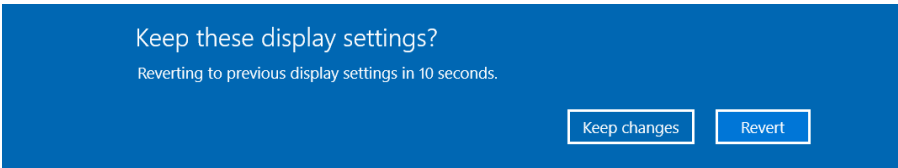
Once selected, Display Settings should **show two monitors as displayed in the picture below**. Monitor 1 should be your laptop screen. Monitor 2 should be the new screen just added. Make sure that Monitor 2 is on the correct side of the diagram (the same side that you set the additional monitor on, left or right). If it is not, then you can click and drag the display in the diagram to the correct side. This change will affect how the mouse moves between the two screens.



Scroll down further to the Multiple Displays option. Change you dropdown from Duplicate to **Extend desktop to the display**. (Below this is displayed in turquois)



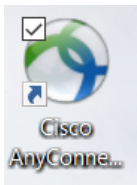
Once the desktop is extended, you may receive the box below. If this pops up, click **Keep changes**.



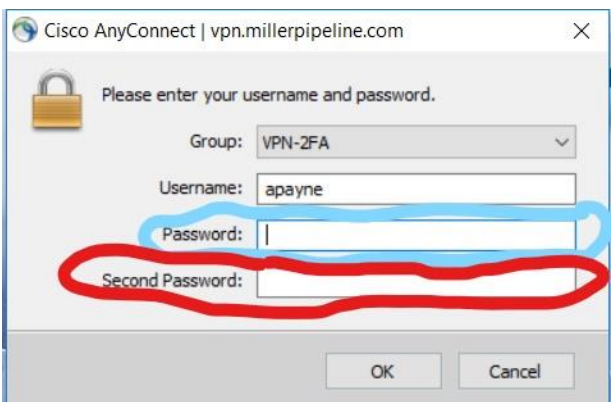
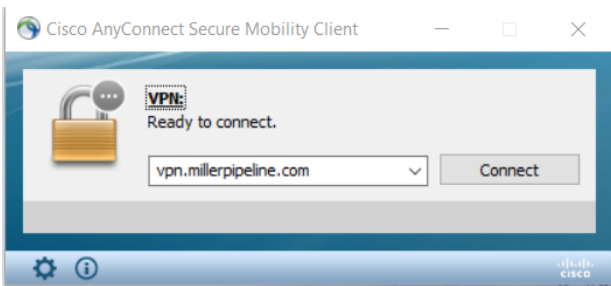
Once the monitor is configured appropriately, you should have two workspaces.

### Virtual Private Network (VPN) Connectivity

Each Laptop should already have the Cisco Anyconnect software loaded. Typically, there is an icon on the desktop or it may be in the All Programs area under the Start Menu in the Cisco folder.



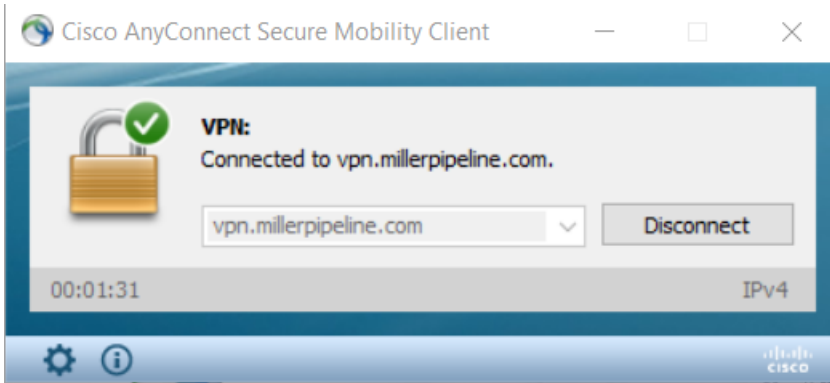
Once clicked on, the following screen will come up. The connection string should be **vpn.millerpipeline.com** then click **Connect**.



Password – This is your password to login to email **(See in Blue)**

Second Password: This password was provided by Matt or can be found in DUO on your cell phone. **(See in RED)**

Once work is completed for the day, please make sure to disconnect from the VPN. Click on the Cisco AnyConnect Icon in the system tray and the screen below should come up. Click on **Disconnect** button.



### **Forwarding Desk Phones**

This an easy task but you must be in the office to perform this task.  
Follow the steps below:

- 1.) On the buttons just below the phone screen, click "More" twice.
- 2.) Then click forward.
- 3.) Then enter the desired phone number and hit set.

### **Tech Support Info**

If you have an issue please contact the number below. Please be mindful that Miller works with Cyberian IT and the person on the other end is not a Miller employee. They will ask for details of the issue so they can open a support ticket and either help you while you are on the phone or they may need to have a technician call you back. If a technician is going to call you back, it may take anywhere from a few minutes to 20-30 minutes to receive the call back.

**For issues please call the help desk: [866.624.5916](tel:866.624.5916)**