

# PC/Monitor Setup

**\*\*Please read through the instructions carefully and make sure not to skip any steps. \*\***

Please open all boxes and lay out all cables/parts. Please follow the instructions in the Lenovo Monitor box to set up the monitors.

## Cables/Peripherals

This is the Power Adapter that will power up the PC.



This is the Mouse/Keyboard for the PC.



This is the Monitor Power Cable.



These are the DisplayPort Cables that will be used to connect to each monitor.

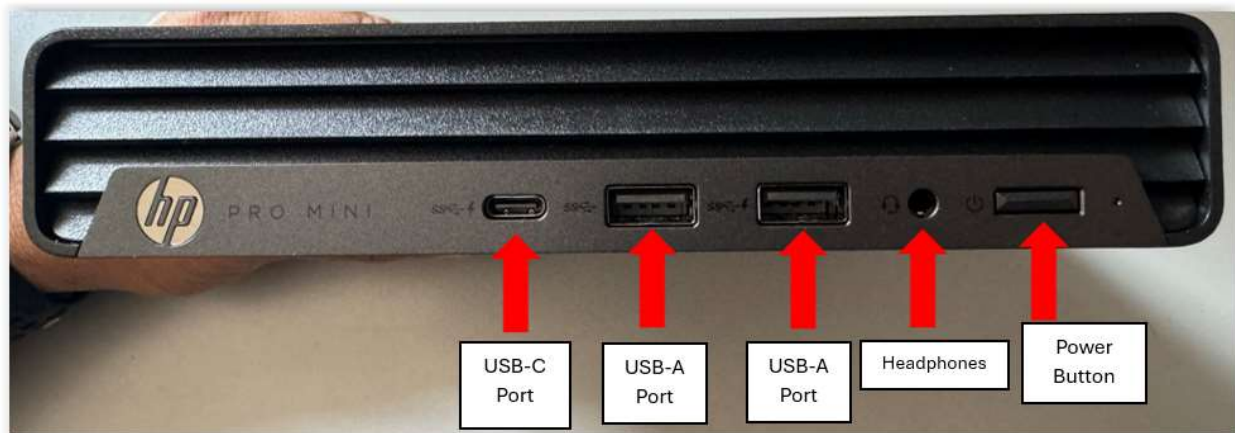


Here is a picture of the cable uncovered.

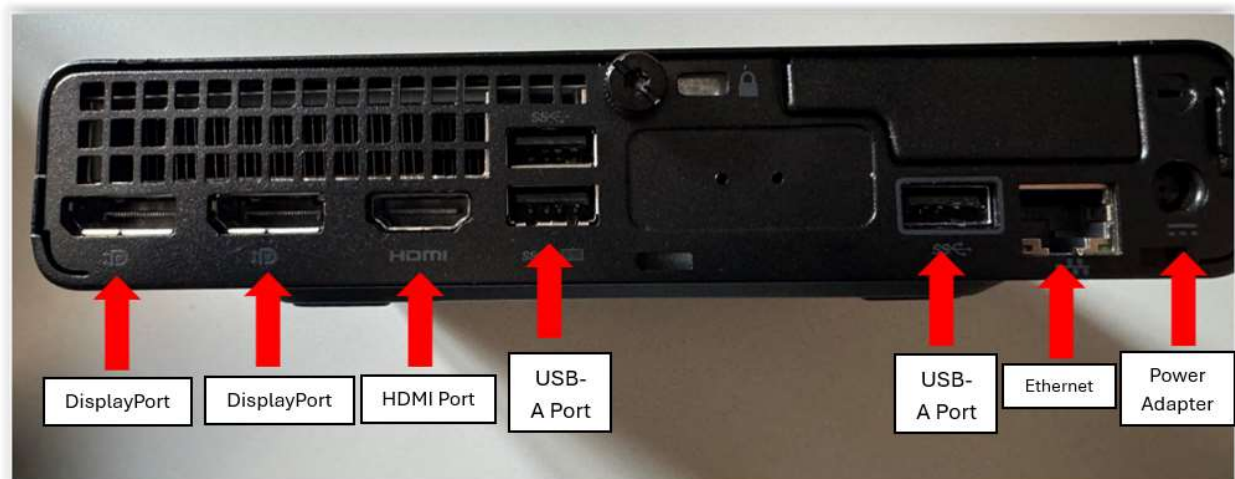


## HP Mini PC Buttons/Ports

Front of HP Mini PC



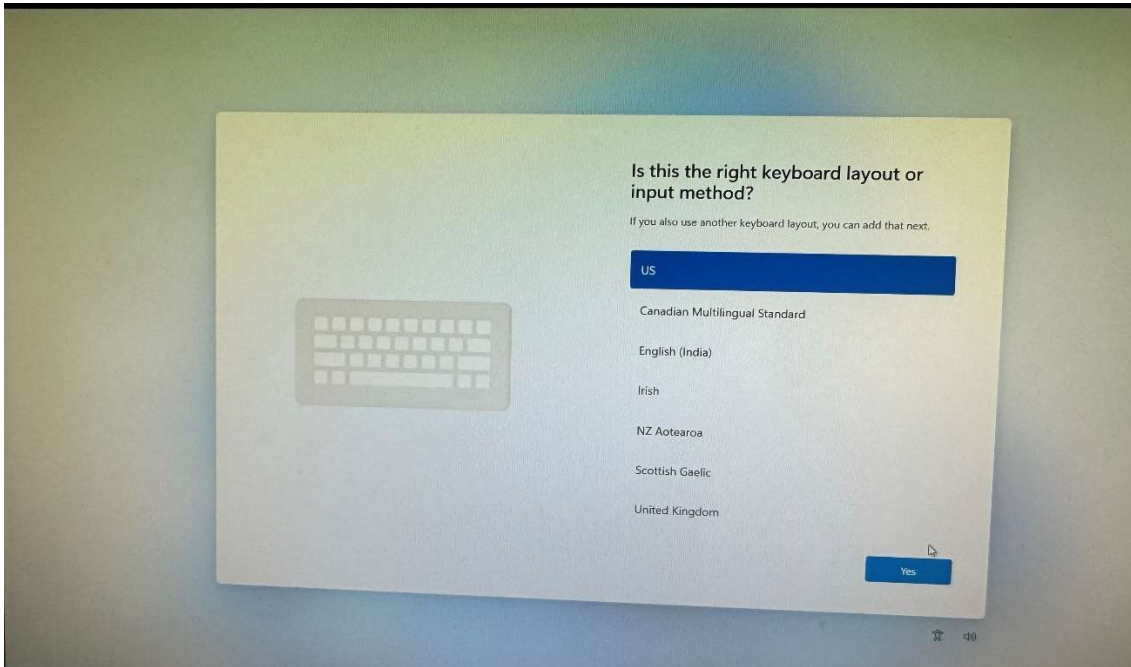
Back of HP Mini PC



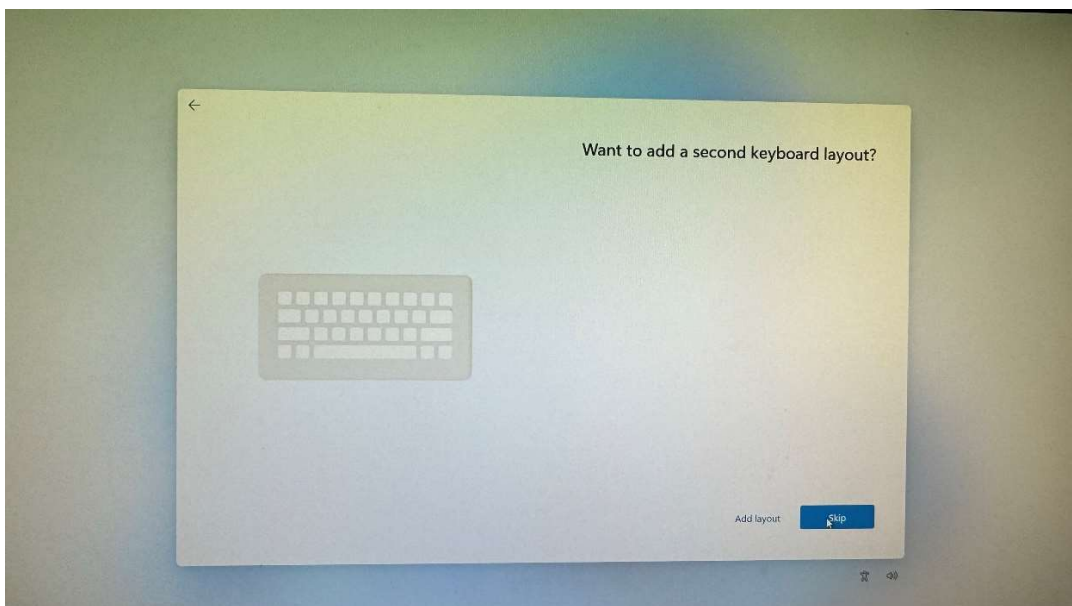
Once you have connected all the correct cables into their designated locations, please click the power button on the PC and the Monitor(s).

## Steps to Complete Setup

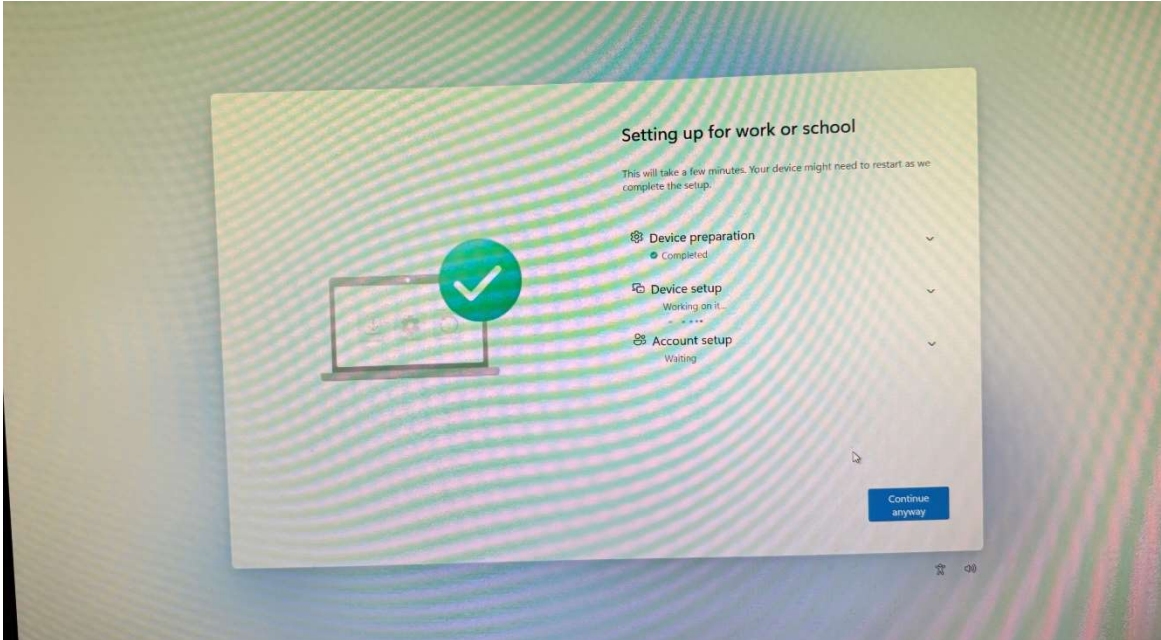
**Step 1:** Click “Yes” once you’ve selected the correct language.



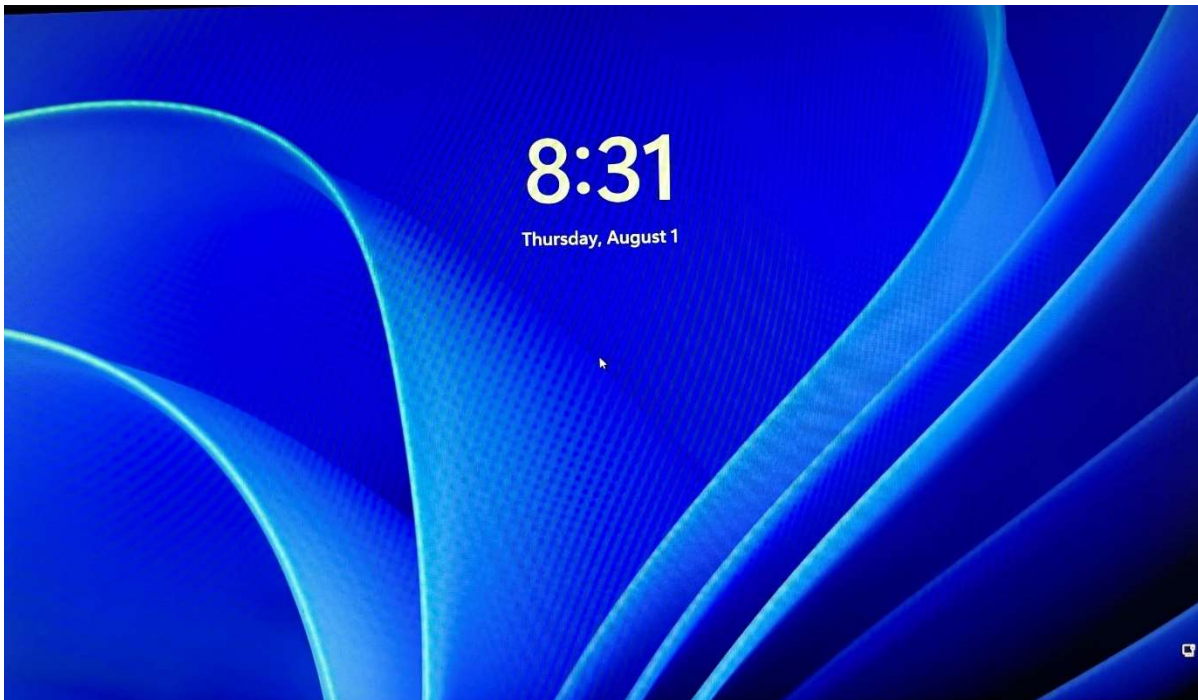
**Step 2:** If you'd like to select a secondary keyboard language please do so now, if not click “Skip”.



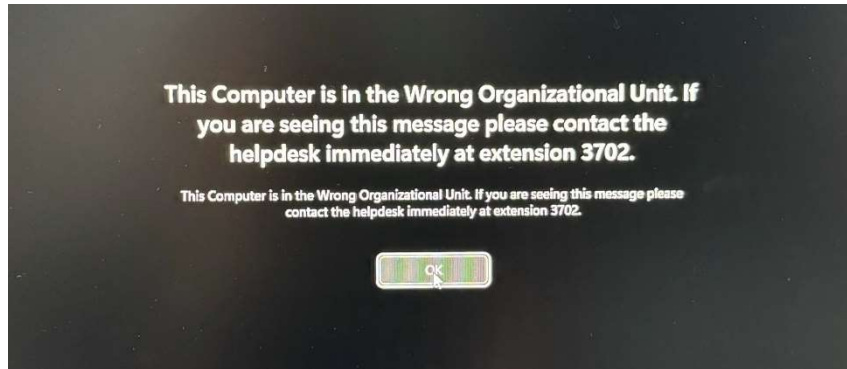
**Step 3:** You will then see the Setting up for work or school account page pop-up, simply wait for all three sections to have a Green Check on them, **don't** click “Continue Anyway”.



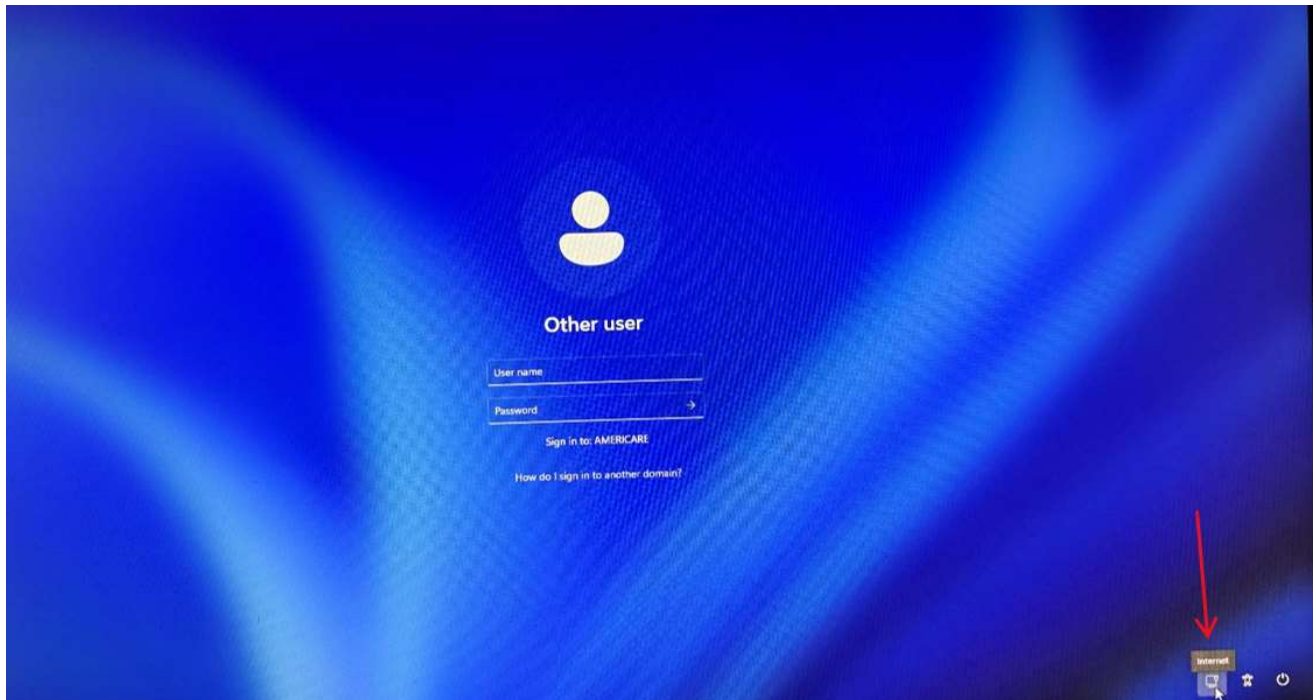
**Step 4:** Once completed, you will see the Lock Screen Page.



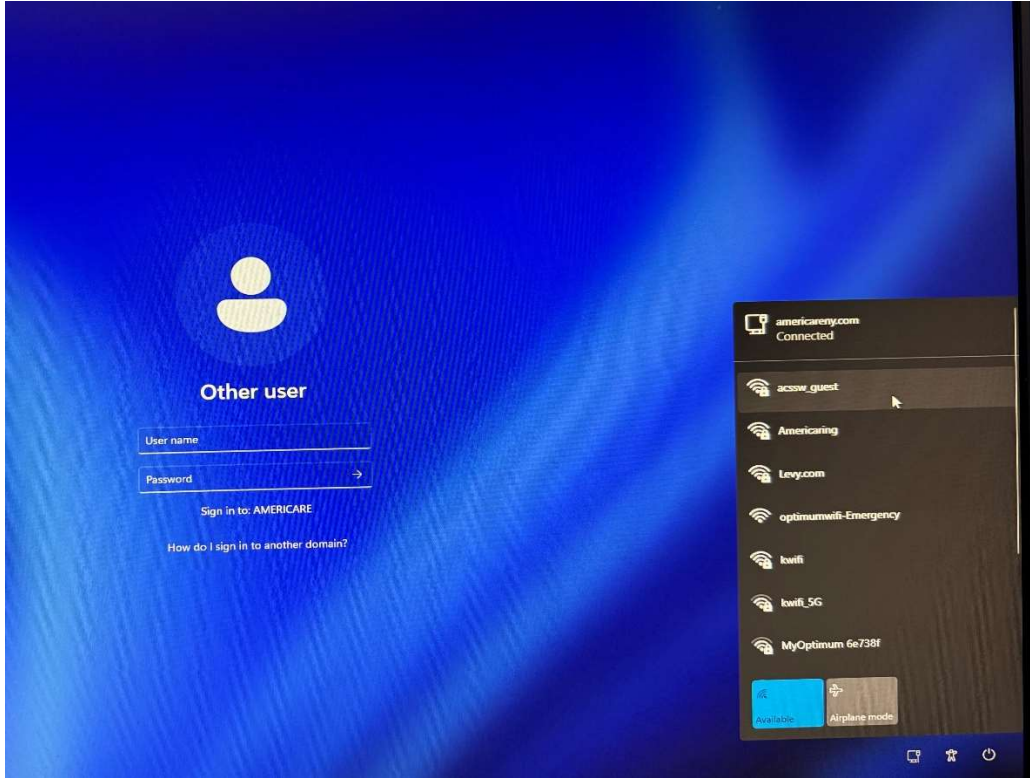
**Step 5:** You may see this screen, please disregard the warning and click “Ok”.



**Step 6:** Now you will need to login to your Wi-Fi Network at home. Simply click the First logo at the bottom right of the screen.



**Step 7:** Locate your Wi-Fi Network and enter your credentials.



**Step 8:** Once connected, you will now want to enter your Americare credentials given to you.

**Remote**

Name: John Doe

Email: [JDoe@americareny.com](mailto:JDoe@americareny.com) (Email may differ if someone has the same name.)

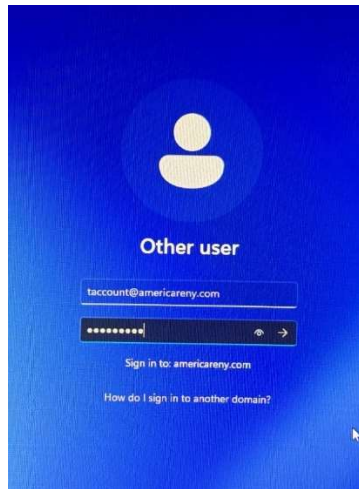
Password: This will be sent to you via your supervisor or directly to you in an email.

**On-Site**

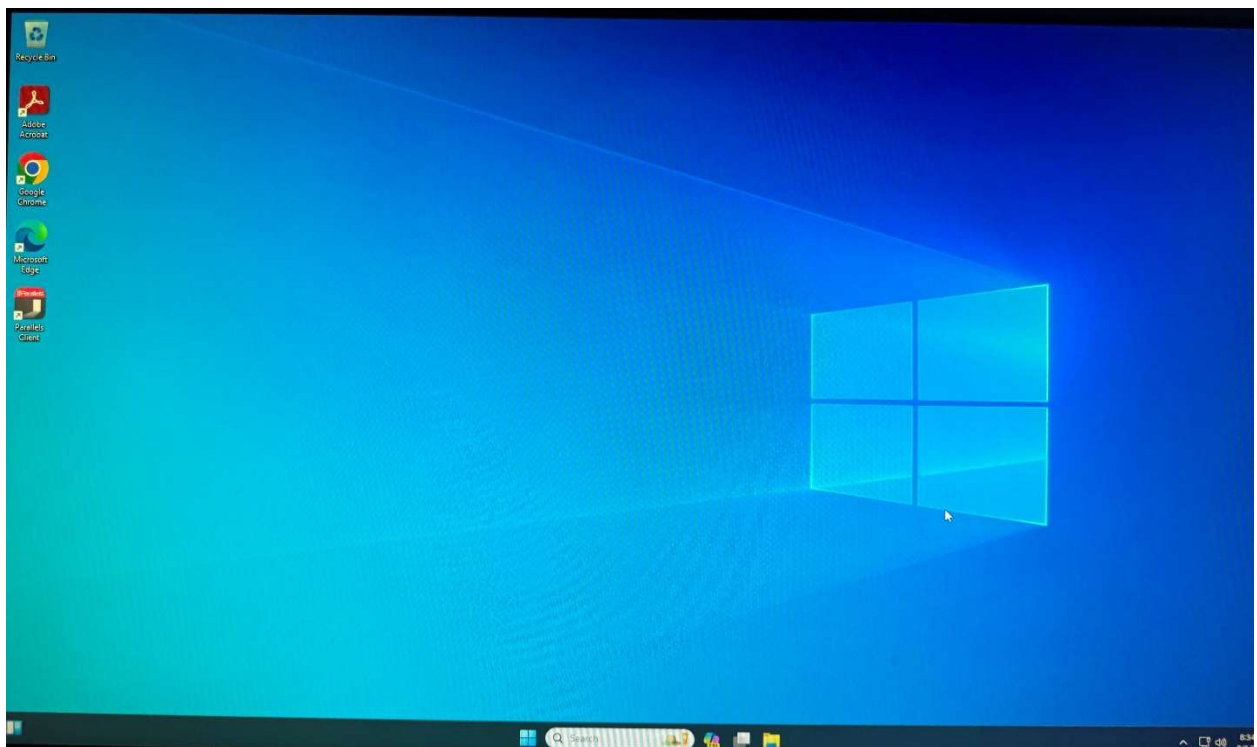
Name: John Doe

Username: JDoe

Password: Americare or americare (You will be able to choose the password yourself after.)



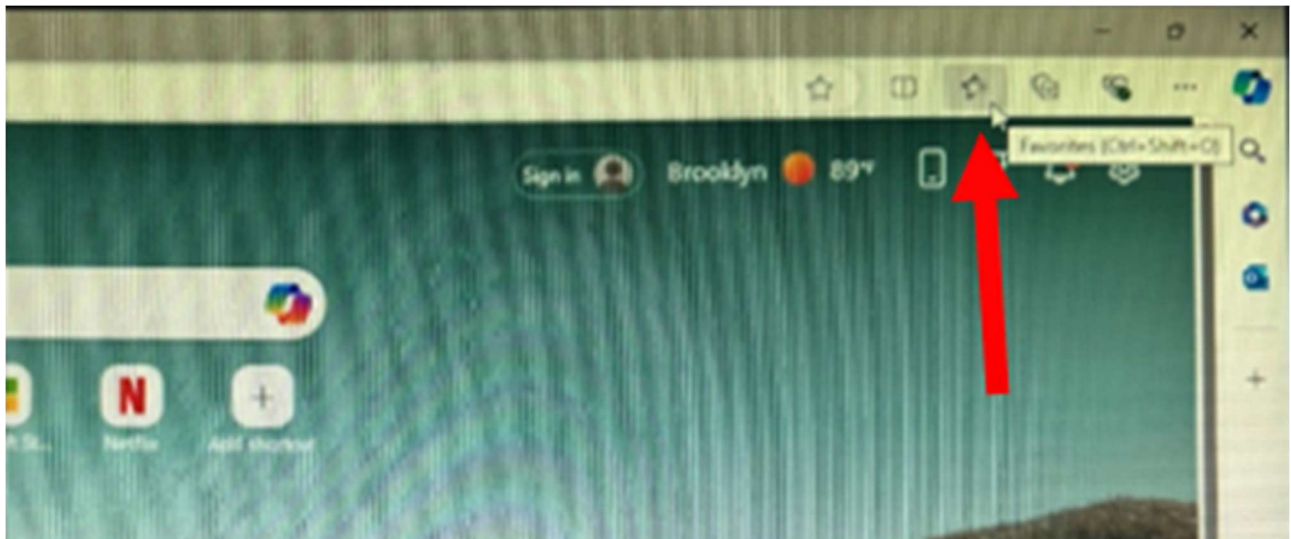
**Step 9:** The PC will now open to your desktop.



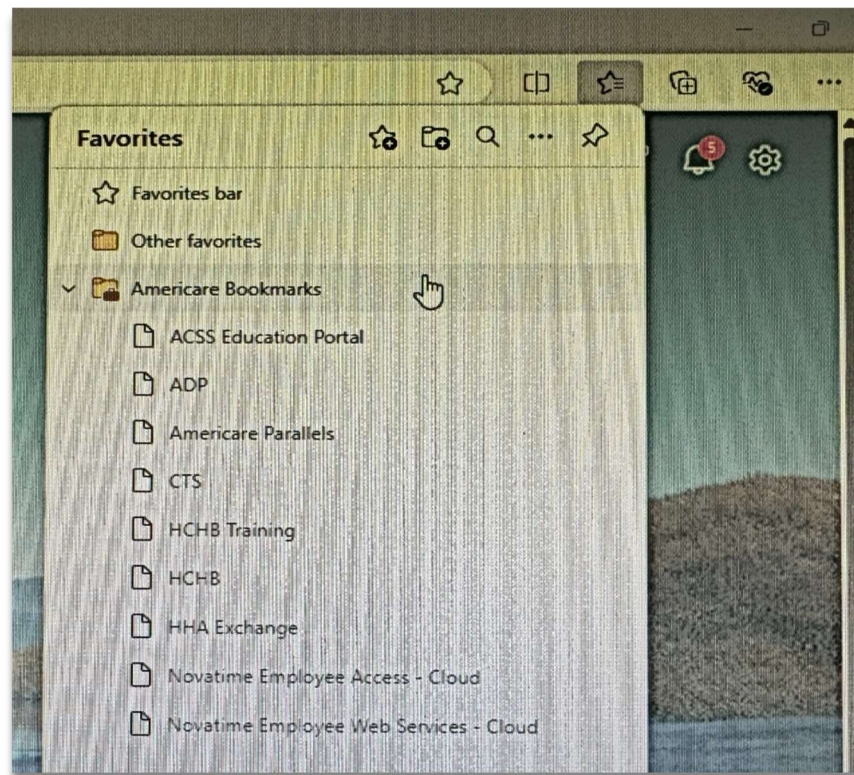
**Step 10:** To see all your Medicare Sites you may need to browse, simply Click on the “Microsoft Edge” Shortcut. Follow the onscreen popups if you’d like if not skip them.



**Step 11:** Once you are at the startup page for Microsoft Edge, simply find the Favorites button at the top left of the browser. (Should be the 3<sup>rd</sup> logo at the top)

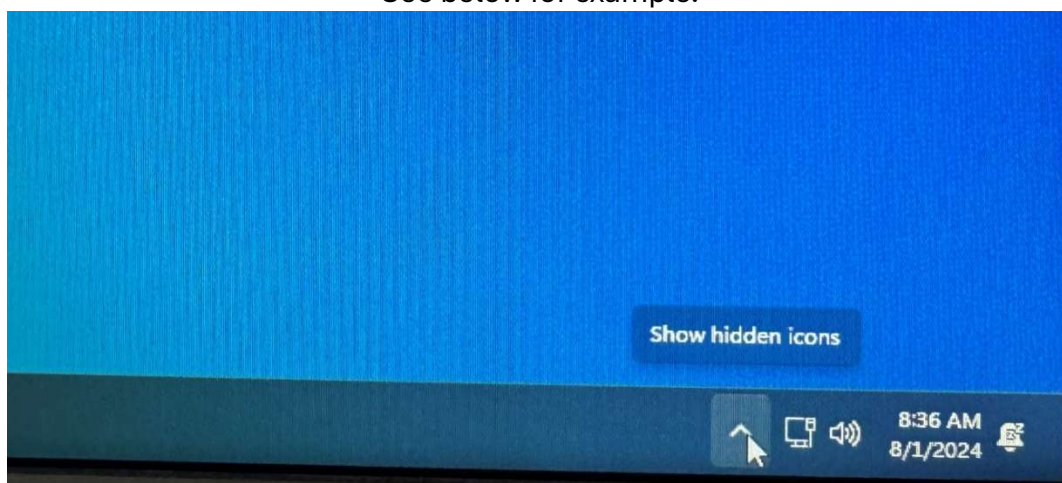


**Step 12:** Now you should see “Americare Bookmarks”, here are most of the important shortcuts you’ll need to use. (For example- Novatime Employee Access is used for Clocking In/Out. Novatime Employee Web Services is used to check your Timesheets.)



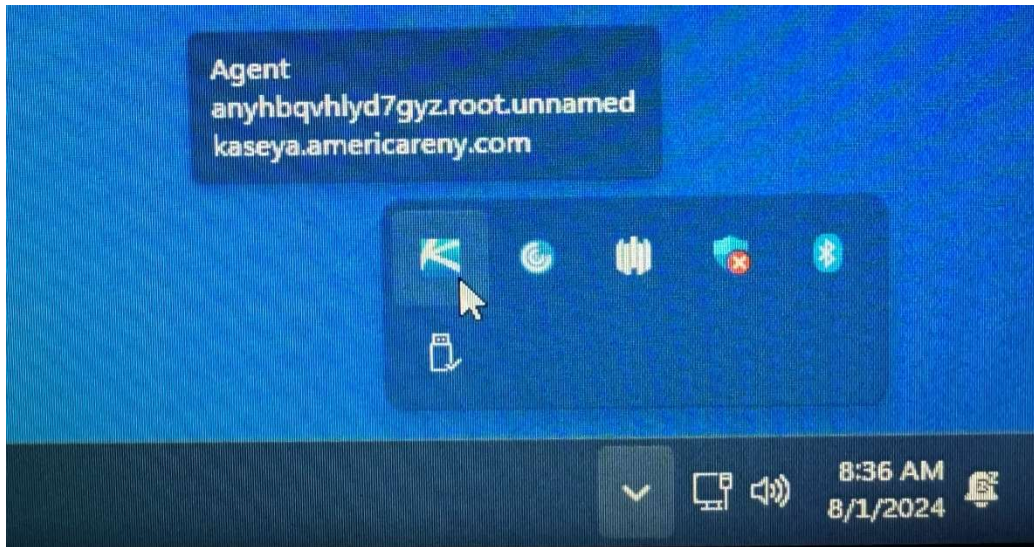
**Step 13:** If you ever need assistance with our Helpdesk Line (718-535-3100 Ext. 3702) we will ask for you to give us the name of the PC. It is found by clicking the “Arrow Pointing Up” at the bottom right of your screen on the Taskbar.

See below for example.



**Step 14:** Find the Kaseya logo (White K with a blue background) and hover your mouse over it and simply tell us the name it says before the first dot.

See below for example.



This computer name is **anyhbqvhlyd7gyz**.

**Step 15:** You are now complete with the setup of the HP Mini PC.

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