*This SOP will detail the steps required to do a full Agile desk installation for dual 27” Samsung monitors. It will cover the following activities:*

* *Correct Agile Desk Requirements (page 1)*
* *Dual 27” Samsung Monitor Installation*
  + *Required equipment and hardware (page 2)*
  + *Desk Prep (page 2, steps 1 – 4)*
  + *Setup and testing (page 4, steps 5 – 24)*
  + *Wire management (page 11, steps 25 – 36)*
  + *Secure tech cabling installation (page 16, steps 37 – 42)*
  + *Final setup and completion photo (page 18, steps 43 – 52)*

***Agile Desk Requirements***

*Each Agile desk station must have the following components:*

* *Desk chair* 
  + *Steelcase Series One (TAS020) or Herman Miller Celle (TAS001)*
* *Desktop power module* 
  + *Must be mounted on the right side of the desk – 9 inches from the corner*
* *Surge protector* 
  + *Must be mounted under the desk on the side closest to the power source (the surge protector must be removed and replaced on the correct side of the desk before continuing)*
  + *Power cable must be long enough to reach the power source with the desk at the highest point without pulling – cable should rest neatly on the ground with no loops.*
* *Adjustable base with full range of motion*
  + *Preset #4 should be programmed to 30” – program this setting if needed before continuing.*
* *The desk must be level*
  + *Use a level to check – adjust by screwing or unscrewing the feet of the base*
  + *Desk should be level from side-to-side and front-to-back*

*If any of these components are missing, contact the Project Manager immediately – they will need to be replaced.*

***Dual 27” Samsung Monitor Deployment & Wire Management Instructions***

*Required equipment for these instructions:*

* *Laptop with USB-C port (do not use Apple Macs, Google Chromebooks, or mobile devices)*
* *Screw driver*
* *Level*
* *12 – Small zip ties for wire management (ZPT002)*
* *2 – Large zip ties for the Secure Tech Cable installation (ZPT003)*
* *5 – Cable clamps (CLMP5000)*
* *5 – Desk screws (SCP001)*
* *2 – 27” Samsung monitors w/ built in docking station (MON017)*
* *1 – Keyboard & Mouse combo (KBD006CBW)*
* *2 – Secure Tech Cabling (TDD60AGL)*
* *1 – Display port cable (CBL021)*
* *1 – Ethernet (CAT6) cable*

*Please check with the PM on need prior to installation*

*Included in each Samsung monitor box:*

* *Monitor base*
* *USB-C (Thunderbolt) cable*
* *Monitor power cable*
* *HDMI cable (please return this cable to the warehouse and scan into inventory = CBL015)*

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| **Step** | **Action** | **Image** |
| **1** | Before beginning any Agile IT deployment, you must remove any privacy screens. This will allow you to access all parts of the desk. The screens will be replaced after the wire management is complete and Secure Tech Cable has been installed.  To remove the screens, loosen the clamps on the underside of the back screen and pull away from the desk. The side screens can be lifted out of the brackets – the brackets do not have to be removed to deploy the IT. Place them flat on the floor so they do not bend. | **A picture containing floor  Description automatically generated**  **A picture containing indoor, floor  Description automatically generated** |
| **2** | Pull the desk out about 2 to 3 feet so you have full access to the back of the desk. |  |
| **3** | Look under the desk and make sure the surge protector is mounted on the side of the desk that is closest to the power source. If the surge protector is not mounted close to the power source you will need to remove it and move it to the other side of the desk before continuing. | **A picture containing indoor, wall  Description automatically generated** |
| **4** | Check the desk for level.  Place your level on the middle of the desk surface. If the desk needs to be adjusted you can rotate the rubber feet under the desk legs to raise or lower that side.  You must level the desk in all directions   * Front-to-back * Side-to-side | **A picture containing text  Description automatically generated** |
| **5** | Setup and testing the monitors and accessories:  Open the monitor box and remove the base & arm.  Hold the arm upside down and place the base plate bracket into the arm. You can set the base on the desk if needed with a rag or pad to protect the desk surface. Hand tighten the screw on the underside of the base plate. | **A picture containing text, computer, computer, person  Description automatically generated** |
| **6** | Slip the assembled monitor base into the back of the monitor and press down to lock it into place. Lift the monitor out of the box and place it on the desk. |  |
| **7** | All the ports for the accessories are located on the back of the monitor.   1. HDMI port 2. Display input port 3. USB-C (Thunderbolt) port 4. Ethernet (CAT6) port 5. Display output port 6. USB port bank | **A picture containing text, electronics  Description automatically generated**  **A picture containing text, electronics  Description automatically generated** |
| **8** | Remove the power cable and the USB-C (Thunderbolt) cables from the monitor boxes and plug them in the back of each monitor.  **THE USB-C CABLE MUST BE PLUGGED INTO BOTH MONITORS**  If the ethernet (CAT6) cable is already at this desk station, pull it up from the floor behind the desk and plug it into the back of the left-side monitor. If there is no ethernet (CAT6) cable you will need to use the cable that you brought – make sure you have the correct length before continuing. | **A picture containing text  Description automatically generated**  **A picture containing text, device, control panel  Description automatically generated** |
| **9** | Plug the monitor power cables into the surge protector. Be sure to route the power cable over the back of the desk so it falls directly behind the monitor base. Press the power button on the front of the monitors to turn them on. |  |
| **10** | Remove the Keyboard & Mouse from the box and plug them into the back of the left-side monitor. These will plug into the two USB ports.  Set the Keyboard and Mouse on the desk in front of the monitors. | **A picture containing indoor  Description automatically generated** |
| **11** | Plug the display port cable into the Display output port on the left-side monitor. | **A picture containing electronics  Description automatically generated** |
| **12** | Plug the other end of the display port cable into the Display input port on the right-side monitor. These monitors should now be connected together with this display port cable. | **A picture containing indoor  Description automatically generated** |
| **13** | Plug the open end of the USB-C cable from the left-side monitor into your laptop. The monitor should mirror the screen on your laptop. Check the monitor display for any cracks or scratches.  Move the mouse around the screen to check that it is properly connected. | **A picture containing text, indoor, electronics, computer  Description automatically generated** |
| **14** | Position the monitors so they are about 3” from the back of the desk and pushed together with a small gap between them. The gap should be in the center of the desk. | **A computer and a monitor on a table  Description automatically generated with low confidence** |
| **15** | To connect the monitors together, press the center button on the button array under the front of the left-side monitor with your laptop still plugged into the USB-C cable. This will open the menu for the monitor.  **You must use a windows based laptop – do not use a Google Chromebook, Apple Mac, tablet, or mobile device for this setup.** | **A picture containing indoor  Description automatically generated**  **A picture containing text, electronics, display, computer  Description automatically generated** |
| **16** | Press the “left” button once to select “SOURCE”.  Press the center button again to start that menu. | A picture containing text, electronics, display, computer  Description automatically generated |
| **17** | Select the “USB Type C” option and press the center button – the menu will close once this is done. | A picture containing text, electronics, monitor, display  Description automatically generated |
| **18** | Re-open the left-side monitor menu by pressing the center button. Press “up” to select “MENU” and press the center button to begin. | A picture containing text, electronics, display, computer  Description automatically generated |
| **19** | Scroll down the list of options and select “SYSTEM” and press the center button. | A picture containing text, electronics, display  Description automatically generated |
| **20** | Select the “DP Out” option and then select “USB Type C (MST)” and press the center button.  You can now press the “left” button until all the menus are closed. The left side monitor is now complete | A picture containing text, electronics, display, computer  Description automatically generated |
| **21** | Moving to right-side monitor, press the center button on the button array to open the menu. | A picture containing text, electronics, indoor, display  Description automatically generated |
| **22** | Press “left” to select “SOURCE” and press the center button. | A picture containing text, electronics, display, computer  Description automatically generated |
| **23** | Select “DISPLAY PORT” from the options and press the center button. | A picture containing text, indoor, monitor, electronics  Description automatically generated |
| **24** | Both monitors should now be displaying the mirrored image of your laptop – all displays will be the same.  If the monitors do not display your laptop desktop, repeat these steps. If you are still unable to complete these steps you must immediately reach out to the Project Manager.  Place the monitors 3” from the back of the desk so the gap in between is in the center of the desk. You must have the monitors in the correct location before continuing.  You can unplug your laptop from the USB-C cable at this point. | A picture containing text, wall, indoor, electronics  Description automatically generated |
| **25** | Wire Management:  Under the desk, use a cable clamp and screw to secure the power cables for both monitors to the underside of the desk. | A picture containing indoor, control panel  Description automatically generated |
| **26** | Lift the monitors all the way up on their bases and tilt the screens back to pull as much slack as possible from the wires. Keep the monitors in this position throughout the rest of this process. | A picture containing text, indoor, floor, cluttered  Description automatically generated |
| **27** | Starting with the left-side monitor, gather all the wires that are plugged in the back and place them inside the rubber faster at the bottom of the monitor base.   * Keyboard & mouse wires * Display port wire * USB-C wire * Ethernet (CAT6) * Power cord | A picture containing text, desk  Description automatically generated |
| **28** | Add a zip tie to these wires to hold them behind the monitor about 3” above the rubber fastener. | A picture containing computer, desk, floor, indoor  Description automatically generated |
| **29** | Moving to the right-side monitor, gather all the wires from the back of this monitor and secure them in the rubber fastener at the bottom of the monitor base. | A picture containing indoor, floor, computer, desk  Description automatically generated |
| **30** | Add a zip tie to these wires to hold them behind the monitor about 3” above the rubber fastener. | A picture containing floor, indoor, desk  Description automatically generated |
| **31** | Route the USB-C cables to the left side of the monitor they are plugged into. Route the keyboard & mouse wires in between the monitors at the center of the desk. These cables will remain on top of the desk.  Raise the desk all the way up to the highest point before continuing. |  |
| **32** | Gather the remaining wires behind the monitors and add a zip tie at each side to secure them together.   * Power cables * Ethernet cable * Display port cable   These cables should fall below the desk directly behind the monitor base – not off to the side where they will be visible.  Do not coil any of the ethernet cable at this point. Simply combine it with the monitor power cable in the zip tie. | A picture containing floor, indoor  Description automatically generated |
| **33** | Using a cable clamp and screw secure the zip tied cables to the underside of the desk. They should be secured so they lay flat against the desk. The power cables and display port cable should not be hanging below the frame of the desk base. | A picture containing indoor, wall  Description automatically generated |
| **34** | Route the ethernet (CAT6) cable along the underside of the desk to the surge protector. Using a small zip tie, secure the ethernet (CAT6) cable to the surge protector cord. | A picture containing indoor  Description automatically generated |
| **35** | Secure both the ethernet (CAT6) and surge protector cords to the underside of the desk using a cable clamp and screw.  The clamp should be secured so the cable drop from the desk directly behind the desk leg and about 2” from the back edge of the desk. | A picture containing indoor, equipment, cluttered  Description automatically generated |
| **36** | Zip tie these cords just under the cable clamp, at the floor, and every 6-8” in between to keep them together. | **A picture containing ground  Description automatically generated** |
| **37** | Secure Tech Cable installation:  (Must be done AFTER all wire management is completed)  Starting with the left-side monitor, wrap the Secure Tech Cable around the base of the monitor. Be sure to have completely under all the cables and under the rubber fastener. | A picture containing person, indoor, working  Description automatically generated |
| **38** | Run one end of the Secure Tech Cable through the loop of the other end to secure it to the monitor base. | A picture containing indoor, floor, mouse, office  Description automatically generated |
| **39** | Gather all the cables under the rubber fastener (including the USB-C, keyboard, and mouse) and the Secure Tech Cable together.  Run one end of a large zip tie through the loop of the Secure Tech Cable and wrap it around all the wires. The zip tie should be holding all the cables from the back of the monitor and the loose end of the Secure Tech Cable. | **A picture containing floor, indoor, person  Description automatically generated** |
| **40** | Pull all the slack out of the Secure Tech Cable so it is holding tightly to the base of the monitor and pull the large zip tie tight onto the cables. This should secure all the cables together so they cannot be removed.  Be sure to have the Safe Tech Cable and all the wires directly behind the monitor base – not off to the side where they are visible. | **A picture containing indoor, black, cable, connector  Description automatically generated** |
| **41** | Repeat steps 36 – 39 for the right-side monitor. You will now have a Secure Tech Cable on each monitor. | **A picture containing floor  Description automatically generated** |
| **42** | The loose ends of both Secure Tech Cables should be hanging over the back of the desk. Using a cable clamp and screw secure the cables to under side of the desk with some slack. The cables should be the only visible item under the desk. | **A picture containing indoor, wall  Description automatically generated** |
| **43** | When the Secure tech Cable is installed, you can pull the keyboard & mouse to the front edge of the top of the desk. |  |
| **44** | Any remaining slack in the wires for the keyboard and mouse can be coiled up and placed in the rubber fastener at the base of the monitor. Push the keyboard and mouse to the center of the desk once the wires are secured.  Remove all tools and equipment from the desk so it is clean. Double check that the monitors are centered on the desk and the keyboard and mouse are in the middle of the desk surface. | **A picture containing indoor, floor  Description automatically generated** |
| **45** | Coil the USB-C cable from the right-side monitor and leave it coiled next to the base. |  |
| **46** | Push the monitor all the way down on the base to cover the wires in the rubber fastener.  Cut off all the excess from the zip ties through out the set up before continuing:   * Behind the monitor * Secure Tech Cable * Below the desk * Surge protector * Cable drop |  |
| **47** | Replace the privacy screens (if needed) to the sides and back of the desk. |  |
| **48** | Pull the USB-C cable from behind the left side monitor to the left and plug it into your laptop to double check the display.  Open up Microsoft WORD and type the desk or station number on the screen in 48 point font so it is visible on the monitor screen and your laptop screen. | **A picture containing text, indoor, computer, computer  Description automatically generated** |
| **49** | Lower the desk to 30 inches and place the desk chair under the front of the desk. All the desks in an Agile section should be at the same height. |  |
| **50** | With your laptop and monitor still displaying the station number take a final picture of the completed station. Your picture should show the following elements:   1. Monitor screens are clean and mirroring the laptop display. Desk station is clearly visible. 2. Monitors are pushed down on the base and wire management is complete. The USB-C cables for both monitors are visible. 3. Chair is pushed in and lowered all the way down 4. Desk height read-out is showing 30” |  |
| **51** | Wipe down all surfaces of the desk with a disinfectant cleaner:   * Desk surface * Desktop power module * Keyboard & mouse * Monitor * Chair |  |
| **52** | Update your Smartsheet with all necessary information:   * Notes on the completion * Pictures of the completed station * Any issues with completing the job * Any additional stock items that were used (surge protectors, ethernet cables, etc)   All unused equipment or IT products should be returned to the warehouse and scanned back into inventory. |  |