*This SOP will detail the steps required to do a full Agile desk installation for a single 32” Lenovo monitor. It will cover the following activities:*

* *Correct Agile Desk Requirements (page 1)*
* *Single 32” Lenovo Monitor Installation*
  + *Required equipment and hardware (page 2)*
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***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.*

***Single 32” Lenovo Monitor Deployment & Wire Management Instructions***

*Required equipment and hardware for these instructions:*

* *Laptop with USB-C port (do not use Apple Macs, Google Chromebooks, or mobile devices)*
* *Screwdriver*
* *Level*
* *12 – small zip ties for wire management (ZPT003)*
* *1 – large zip ties for the Theft Deterrent cable installation (ZPT002)*
* *5 – cable clamps (CLMP5000)*
* *5 – Desk screws (SCP001)*
* *1 – 32” Lenovo monitor w/ built in docking station (MON006)*
* *1 – Keyboard & Mouse combo (KBD006CBW)*
* *1 – Secure Tech Cable (TDD60AGL)*
* *1 – Ethernet (CAT6) cable*

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

*Included in the Lenovo Monitor box:*

* *Monitor base*
* *USB-C (Thunderbolt) cable*
* *Monitor power cable*

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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 theft deterrent 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 monitor 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 indoor, floor  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. USB Port 1 5. USB Port 2 6. Ethernet (CAT6) port | **A picture containing timeline  Description automatically generated** |
| **8** | Remove the power cable and the USB-C (Thunderbolt) cable from the monitor box and plug them into the back of the monitor.  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 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. With the desk at the highest setting it should have enough slack to reach the port with several additional feet. | **A picture containing text, indoor, computer  Description automatically generated** |
| **9** | Plug the monitor power cable 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 monitor to turn it on. |  |
| **10** | Remove the Keyboard & Mouse from the box and plug them into the back of the monitor. These will plug into the two USB ports.  Route these wires to right side of the monitor and set the Keyboard and Mouse on the desk in front of the monitor. | **A picture containing indoor  Description automatically generated** |
| **11** | Plug the open end of the USB-C cable 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 computer and a desktop computer on a desk  Description automatically generated with low confidence** |
| **12** | Center the monitor on the desk about 3” from the back edge of the desk surface. You must have the monitor in the correct location on the desk before continuing.  You can unplug the USB-C cable from your laptop at this point. |  |
| **13** | Wire Management:    Raise the monitor all the way up on the base and tip it back to pull the maximum amount of slack from the cables. Keep the monitor in this position throughout the rest of this process. | **A picture containing text, cluttered  Description automatically generated** |
| **14** | Gather all the wires that are plugged into the back of the monitor together and place them inside the rubber fastener at the bottom of the monitor base.   * Power cable * USB-C cable * Ethernet cable * Keyboard wire * Mouse wire | **A picture containing text, indoor, computer, computer  Description automatically generated** |
| **15** | Add a small zip tie about 3” above the rubber fastener to hold all the wires together behind the monitor. | **A picture containing text, indoor, floor, office  Description automatically generated** |
| **16** | Route the USB-C cable to the left side of the monitor. Route the keyboard & mouse wires to the right side of the monitor. These cables will remain on top of the desk.  Raise the desk all the way up to the highest point before continuing. | **A keyboard on a desk  Description automatically generated with medium confidence** |
| **17** | Gather the ethernet (CAT6) and the monitor power cable together below the back of the desk. These cables should be neatly coiled or folded together and zip tied below the desk leaving a small amount of slack for the monitor to move a few inches around the desk.  The cables should be directly behind the monitor base when they go behind the desk.  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** |
| **18** | 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 cable should not be hanging below the frame of the desk. | **A black electric guitar  Description automatically generated with medium confidence** |
| **19** | 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** |
| **20** | 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 drops from the desk directly behind the desk leg and about 2” from the back edge of the desk. | **A picture containing indoor, office, equipment  Description automatically generated** |
| **21** | 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** |
| **22** | Secure Tech Cable installation:  (Must be done AFTER all wire management is completed)  Wrap the Secure Tech Cable around the base of the monitor. Be sure to have it completely under all the cables and under the rubber fastener.  Run one end of the Secure Tech Cable through the loop of the other end to secure it to the monitor base. |  |
| **23** | 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** |
| **24** | 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, floor, desk, office  Description automatically generated** |
| **25** | The loose end of the Secure Tech Cable should be hanging over the back of the desk. Using a cable clamp and screw secure the cable to under side of the desk with some slack. The cable should be the only visible item under the desk. | **A picture containing indoor, wall, cluttered  Description automatically generated** |
| **26** | When the Secure tech Cable is installed, you can pull the keyboard & mouse to the front edge of the top of the desk. | **A keyboard on a desk  Description automatically generated with medium confidence** |
| **27** | 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 monitor is centered on the desk and the keyboard and mouse are in the middle of the desk surface. | **A pair of headphones on a table  Description automatically generated with medium confidence** |
| **28** | 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 |  |
| **29** | Replace the privacy screens (if needed) to the sides and back of the desk. |  |
| **30** | Plug the USB-C cable back 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. |  |
| **31** | 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. |  |
| **32** | 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 screen is clean and mirroring the laptop display. Desk station is clearly visible. 2. Monitor is pushed down on the base and wire management is complete. 3. Chair is pushed in and lowered all the way down 4. Desk height read-out is showing 30” |  |
| **33** | Wipe down all surfaces of the desk with a disinfectant cleaner:   * Desk surface * Desktop power module * Keyboard & mouse * Monitor * Chair |  |
| **34** | 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. |  |