IT Setup Guide for New Team Members

4th Dimension Architects

Quick Setup Checklist

- ☐ Receive laptop/workstation from IT
- ☐ Set up email account
- ☐ Install required software
- ☐ Configure cloud storage access
- ☐ Access project portal
- ☐ Join communication channels
- ☐ Complete IT security training

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1. Workstation Setup

Hardware Provided

- Laptop/Desktop with specifications suitable for CAD work
- Dual monitors (for design roles)
- Mouse and keyboard
- Headset for calls

Initial Setup

1. Power on and log in with temporary credentials provided
2. Change password immediately (see password policy)
3. Install Windows/macOS updates
4. Enable BitLocker/FileVault encryption

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2. Email Setup

Company Email

- Format: `firstname.lastname@4thdimensionarchitect.com`
- Access via: mail.4thdimensionarchitect.com or Outlook
- Mobile: Set up on your phone using the company app

Email Signature

Use this standard format:

```
[Your Name]
[Designation]
4th Dimension Architects
M: +91 XXXXX XXXXX
E: your.email@4thdimensionarchitect.com
W: www.4thdimensionarchitect.com
```

3. Software Installation

Design Software (Request from IT)

Software	Purpose	License Type
AutoCAD 2024	2D Drafting	Network
SketchUp Pro	3D Modeling	Named User
Revit 2024	BIM	Network
Adobe Creative Suite	Graphics	Named User
Lumion	Rendering	Floating
V-Ray	Rendering	Network

Office Software

- Microsoft 365 (Word, Excel, PowerPoint, Teams)
- Adobe Acrobat Pro
- Google Chrome (primary browser)

Collaboration Tools

- 4th Dimension Portal (web-based)
- Microsoft Teams
- WhatsApp Business (for project groups)

4. Cloud Storage

Google Drive / OneDrive

- Personal work folder assigned
- Project folders accessible based on assignment
- Never store final deliverables on local drives

Folder Structure

```
Projects/
├── [Project Code] - [Project Name]/
│   ├── 01_Briefing/
│   ├── 02_Survey_Site/
│   ├── 03_Concept/
│   ├── 04_Design_Development/
│   ├── 05_Construction_Documents/
│   ├── 06_Tender/
│   ├── 07_Site_Execution/
│   ├── 08_Handover/
│   └── 09_Admin/
```

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5. Project Portal Access

4th Dimension Portal

- URL: https://portal.4thdimensionarchitect.com
- Login with company email
- Features: Project tracking, drawings, notifications, resources

First Login

1. Click "Forgot Password" if not set
2. Check email for reset link
3. Set strong password
4. Enable two-factor authentication

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6. Communication Channels

Microsoft Teams

- General channel: Company announcements
- Project channels: Project-specific discussions
- Direct messages: One-on-one communication

WhatsApp Groups

- Office coordination group
- Project-specific groups (added as needed)

Video Calls

- Use Teams for internal meetings
- Zoom available for client meetings (request link from Admin)

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7. IT Security Guidelines

Password Policy

- Minimum 12 characters
- Include uppercase, lowercase, numbers, symbols
- Change every 90 days
- Never share or write down passwords

Data Security

- Lock screen when away (Win+L / Ctrl+Cmd+Q)
- Don't connect to public WiFi without VPN
- Report lost/stolen devices immediately

Phishing Awareness

- Verify sender before clicking links
- Don't download unexpected attachments
- Report suspicious emails to IT

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8. Printing & Plotting

Office Printers

- Network printers available on each floor
- Use "Follow Me" printing (swipe badge to release)
- Color printing: Request for final presentations only

Large Format Plotting

- Plotter located in Drawing Room
- Book slot via Outlook calendar
- Use standard title blocks

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9. IT Support

How to Get Help

- Email: it@4thdimensionarchitect.com

- Teams: IT Support channel
- Phone: Extension 101

Common Requests

- Software installation
- Password reset
- Hardware issues
- Access requests

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10. Work From Home Setup

Requirements

- Stable internet connection (min 50 Mbps)
- Quiet workspace
- Company laptop (not personal)

VPN Access

1. Download FortiClient VPN
2. Server: vpn.4thdimensionarchitect.com
3. Login with company credentials
4. Connect before accessing internal resources

For any questions, contact IT Support