HANDOVER

# Table of Contents

[Table of Contents ii](#_Toc106351590)

[1. NEW hire task 1](#_Toc106351591)

[2. Network 1](#_Toc106351592)

[2.1. Server /Printer IP address 1](#_Toc106351593)

[2.2. Network 1](#_Toc106351594)

[2.3. Printer Setup 1](#_Toc106351595)

[2.3.1. Create USERS ID and password for new users. 2](#_Toc106351596)

[2.3.2. Setup Printer on colleague machine: 3](#_Toc106351597)

[2.3.3. Fix Vietnamese font (Ư, Ơ) 1](#_Toc106351598)

[3. Create guest account (Wifi V2) 1](#_Toc106351599)

[4. Phone setup 2](#_Toc106351600)

[5. Service Now 5](#_Toc106351601)

[5.1. Create Favorite Queue 6](#_Toc106351602)

[6. FALCO 6](#_Toc106351603)

[7. CCTV 6](#_Toc106351604)

[8. McAfee User Re-password 7](#_Toc106351605)

[9. OKTA verify reset 9](#_Toc106351606)

[10. Okta link 10](#_Toc106351607)

[11. BYOD removal 10](#_Toc106351608)

[12. submit mytime shift 11](#_Toc106351609)

[13. Update GPO 11](#_Toc106351610)

[14. Purchase / Receive 13](#_Toc106351611)

[14.1. Supplies Purchase Processes 13](#_Toc106351612)

[14.2. Vendor contact 17](#_Toc106351613)

# NEW hire task

1. Machine
   1. Laptop: windows 10 21H2/ adapter/ mouse
   2. Outlook 2016, MS team, zoom (have software already installed?)
   3. default web browser (Chrome)
   4. shortcut to Unikey to Desktop
2. Printer Setup
   1. setup printer account (add user ID/ password)
      1. on machine
      2. on printer
3. Phone setup
   1. Account set up (tutorial at **heading 4**)
4. Setup Okta Verify
5. User guide:
   1. Employee information
      1. McAfee password: `1234567890`1234567890
      2. Logon: Username/ password (U ”*number*”/ Welcome1)
      3. email name/ password
      4. printer user ID/ password
      5. onboard date
   2. Wi-Fi tutorial
   3. How to use printer
   4. How to connect company internet (VPN cisco)
   5. How to access folder

# Network

## Server /Printer IP address

* File Server 10.54.218.164
* File sharing IT local (near reception PC) 10.54.218.160
* Printer Server 10.54.218.167
  + HCM
    - VNHCML32C1 (B&W, 32 Floor) 10.54.218.170
    - VNHCML32P2 (Color, 32 Floor) 10.54.218.171
    - VNHCML24C1 (Color, 24 Floor) 10.54.218.17
    - VNHCML24C2 10.54.218.
  + Ha Noi
    - HAN (Color Printer HN) 10.54.222.171

## Network

* Subnet HCM:
  + LAN 10.54.218.0/24
  + Wireless 10.54.219.0/24
* HN:
  + LAN 10.54.222.0/24
  + Wireless 10.54.223.0/24

## Printer Setup

Admin Account **11111**

Password **x-admin**

http://10.54.218.170/ B&W printer HCM , 32 Floor

http://10.54.218.171/ Color Printer HCM , 32 Floor

http://10.54.218.17/ Color Printer HCM , 24 Floor

http://10.54.222.171/ Color Printer HN

**NOTE**:

Only work on **IE browser** mode

### Create USERS ID and password for new users.

* select Properties -> Security -> Authentication Configuration -> next -> input number -> setup user info -> save -> done

Graphical user interface

Description automatically generated

Graphical user interface

Description automatically generated

Graphical user interface

Description automatically generated

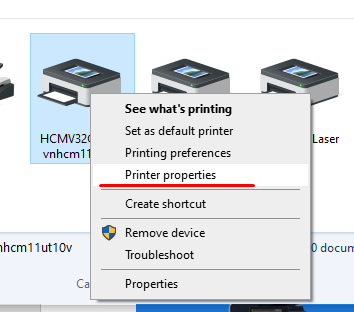
Graphical user interface, text, application, email

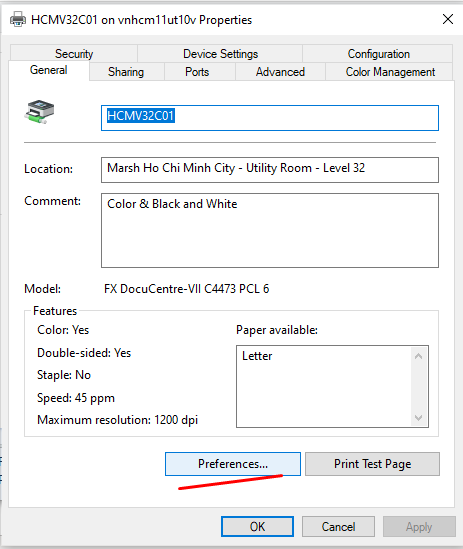
Description automatically generated

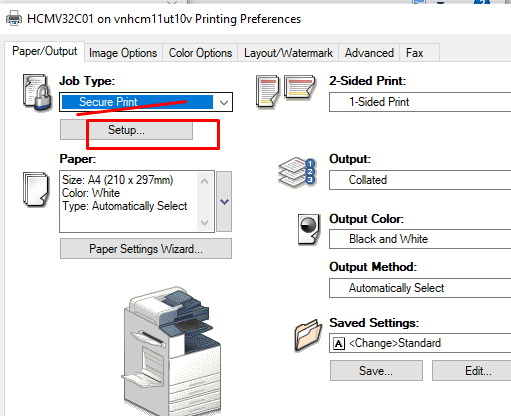
Graphical user interface, application, email

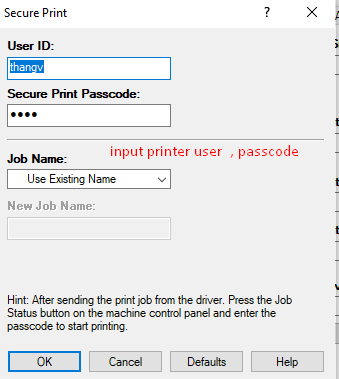
Description automatically generated

### Setup Printer on colleague machine:

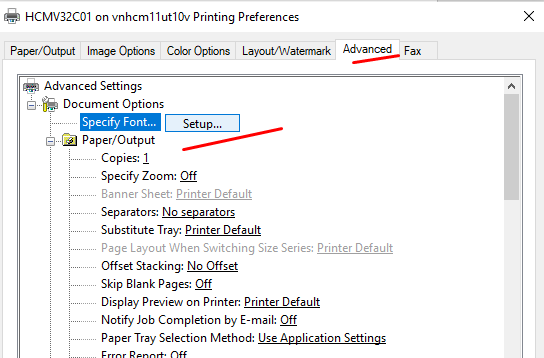


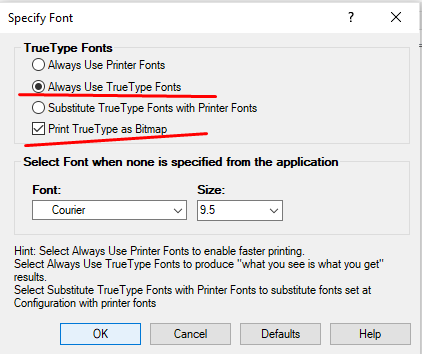






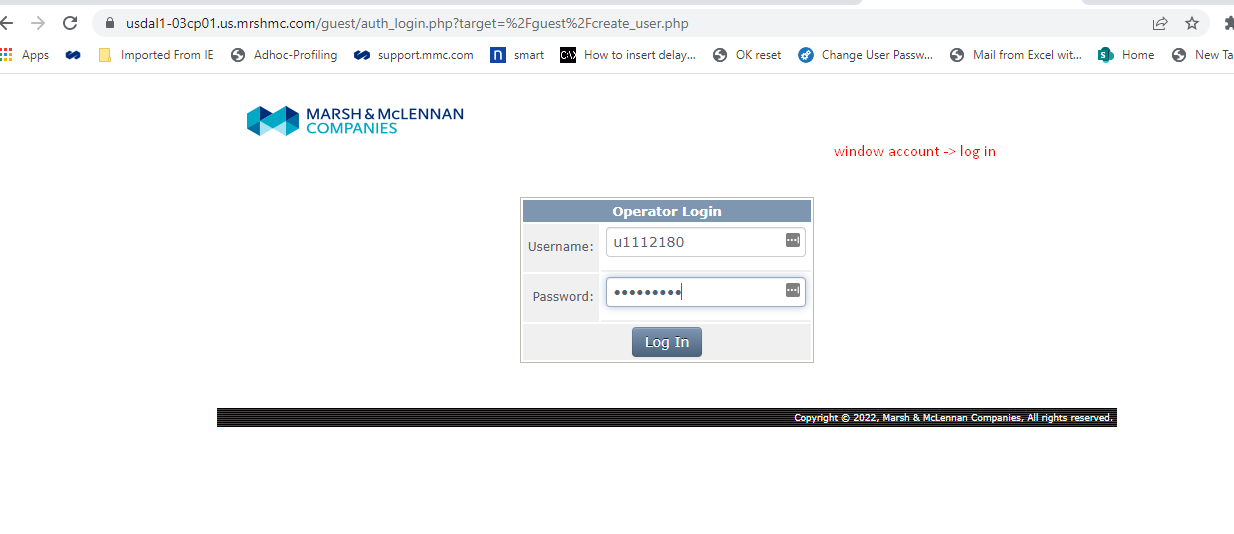
### Fix Vietnamese font (Ư, Ơ)

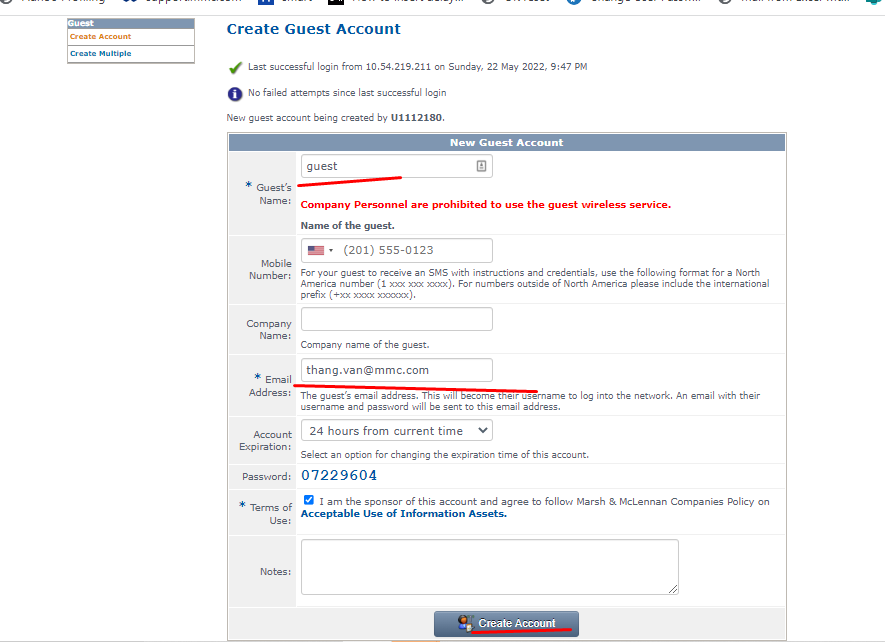




# Create guest account (Wifi V2)

<https://usdal1-03cp01.us.mrshmc.com/guest/auth_login.php?target=%2Fguest%2Fcreate_user.php>



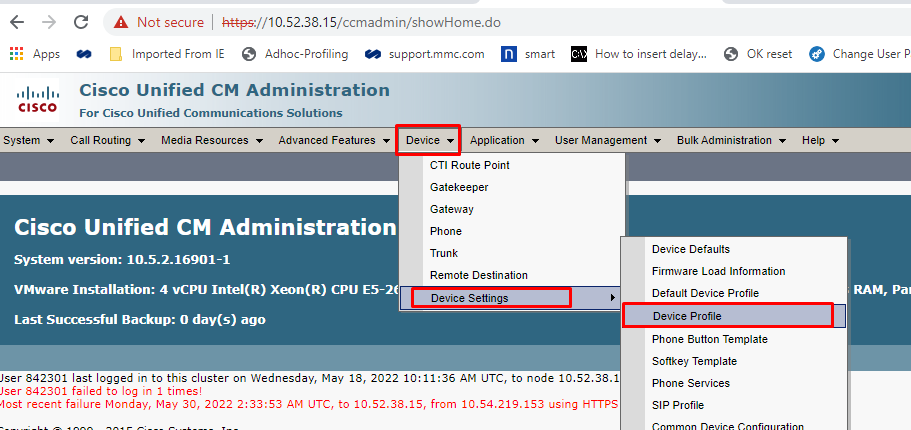


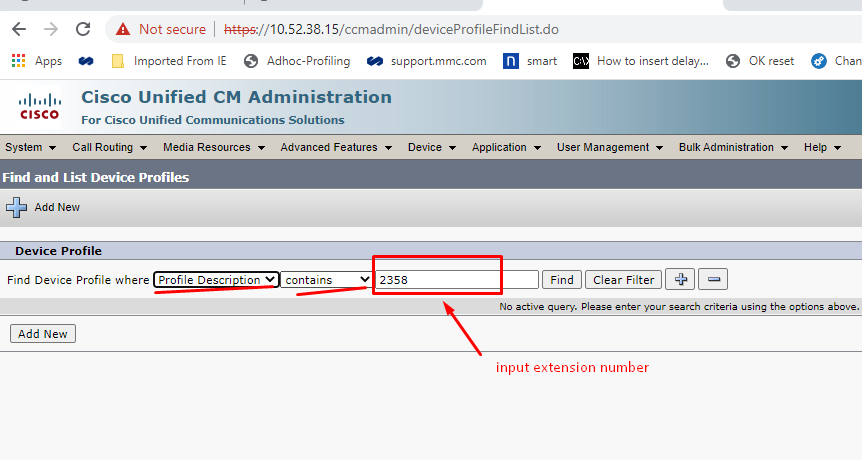
# Phone setup

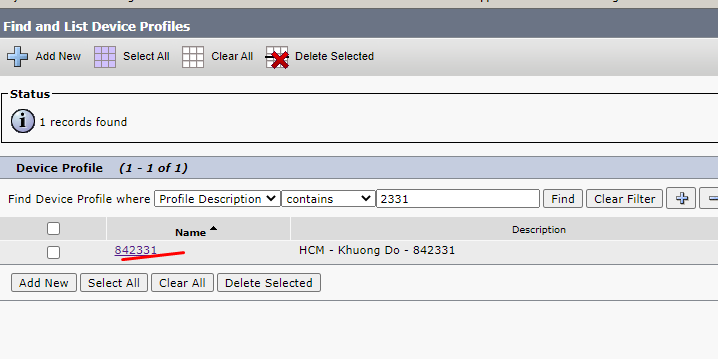
<https://10.52.38.15/ccmadmin/showHome.do>

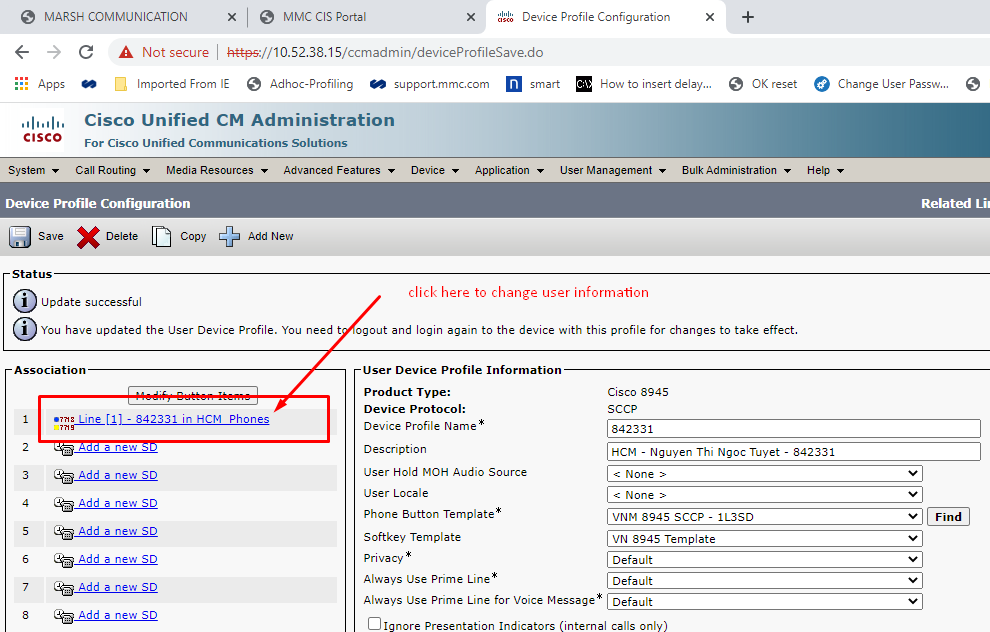
Admin Account **842301**

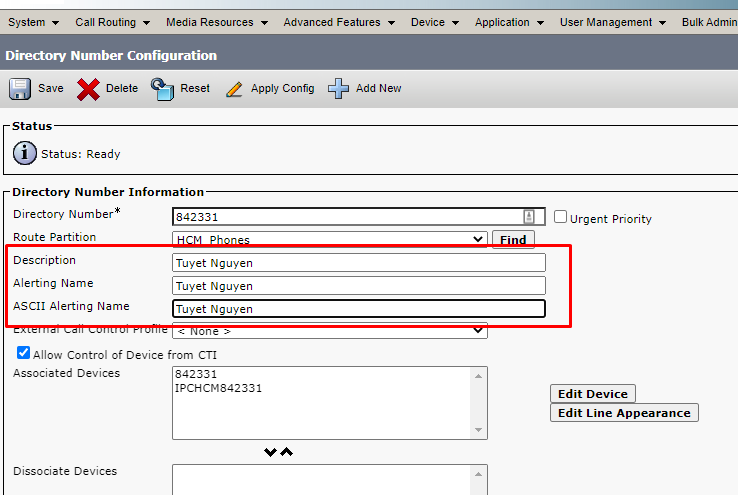
Password **P@ssword**

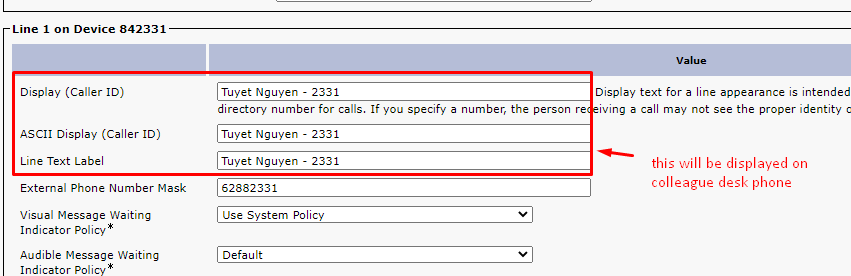










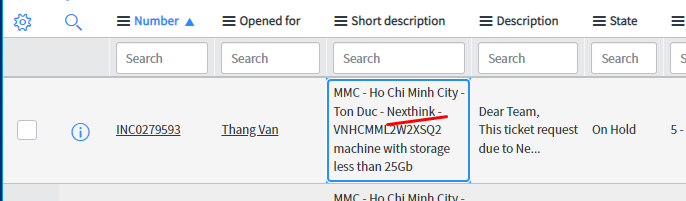


# Service Now

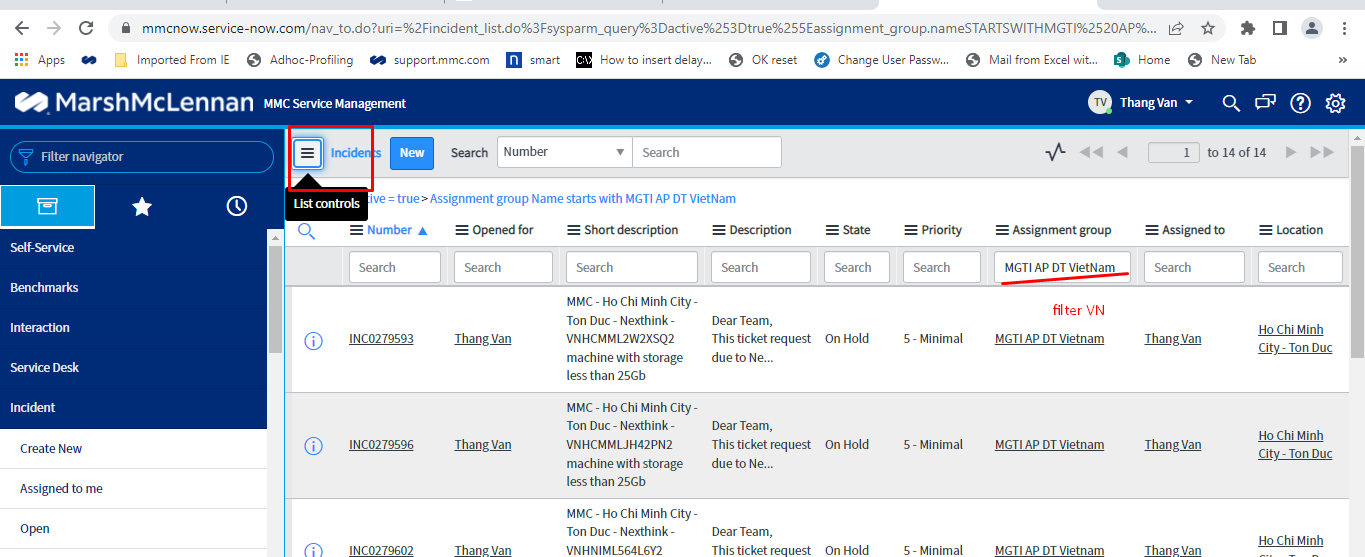
<https://mmcnow.service-now.com/nav_to.do?uri=%2Fhome_splash.do%3Fsysparm_direct%3Dtrue>

**NOTE**:

* 10 Nexthin tickets per month (ticket subject include “Nexthink” )
* 15 tickets per weeks



## Create Favorite Queue



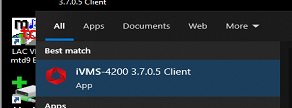
# FALCO

Phần mềm quản lí thẻ User

# CCTV

* Camera
  + CAM Reception (Hikvision CMS): Login: **admin** – Password: **abcd1234**
    - Floor 32: 192.168.0.101
  + Cam local Marsh - Avtech (Viewer): Login: **admin** – Password: **admin**
    - 24 Floor: 10.54.218.3
    - 32 Floor: 10.54.218.200



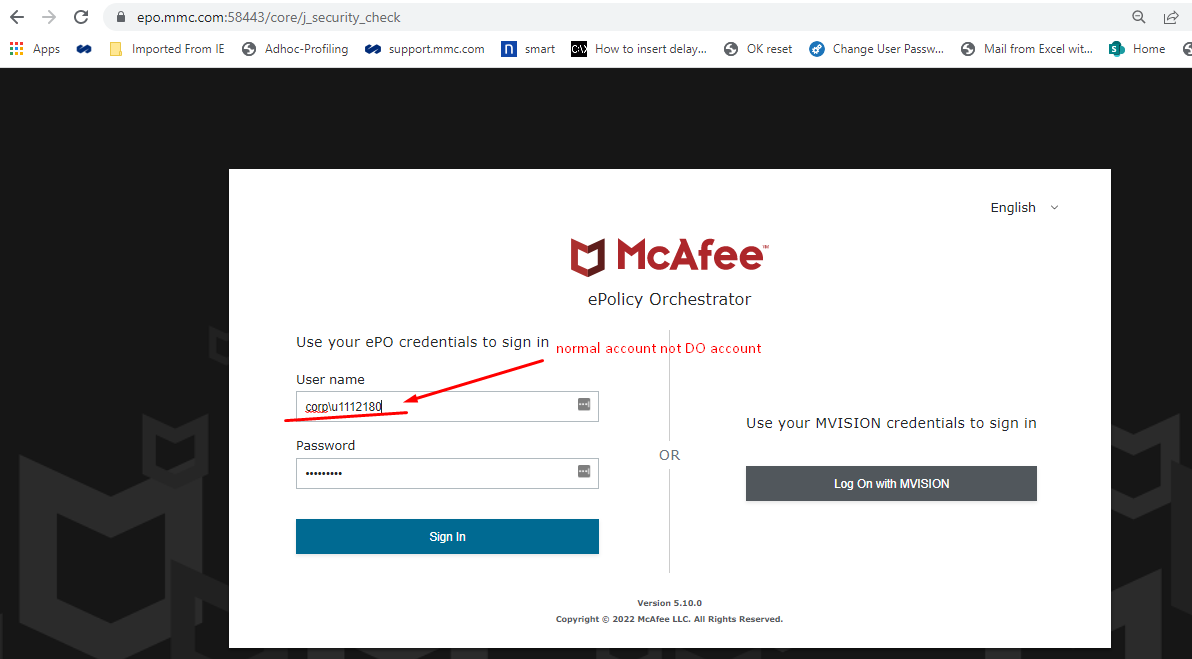


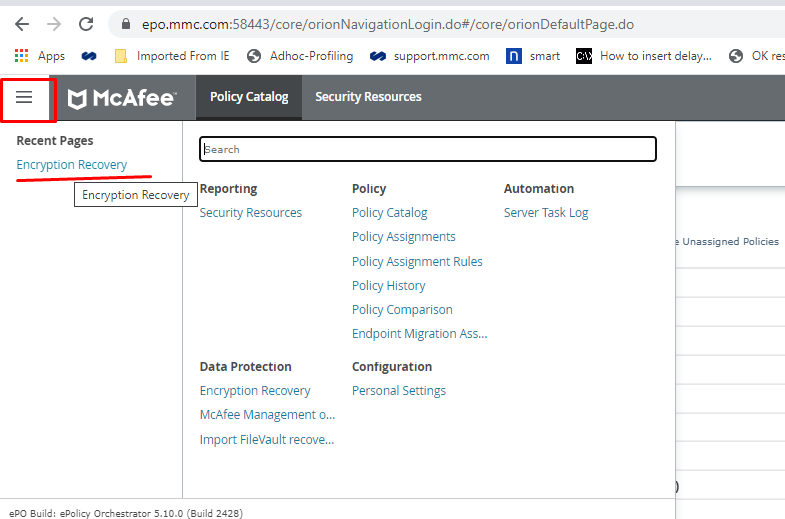
# McAfee User Re-password

Default Password: **1234567**

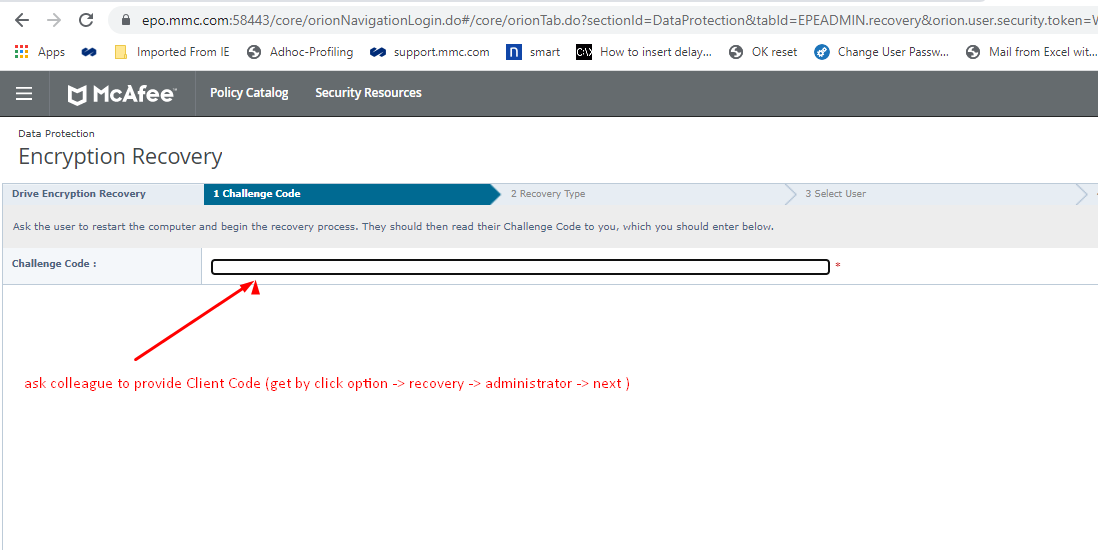
<https://epo.mmc.com:58443/core/orionSplashScreen.do>

* IT Account
  + logon: **corp\normal**
  + Password: “**IT account**”

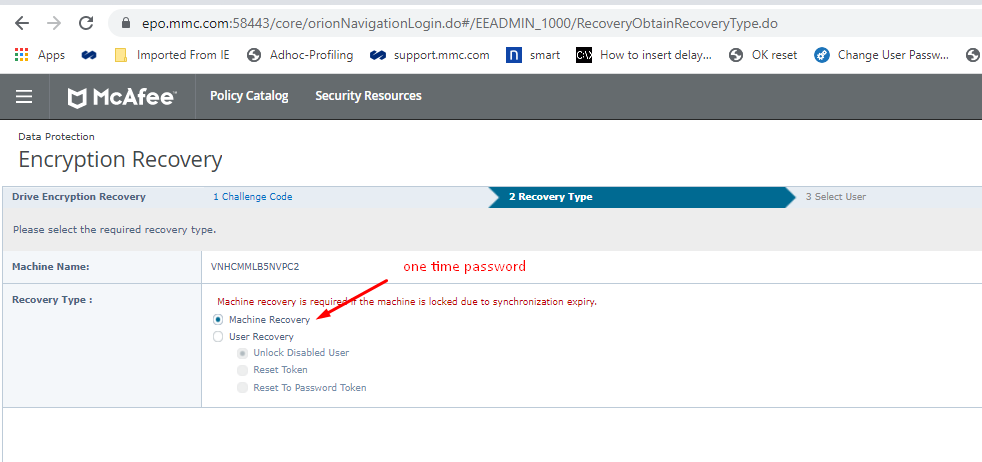


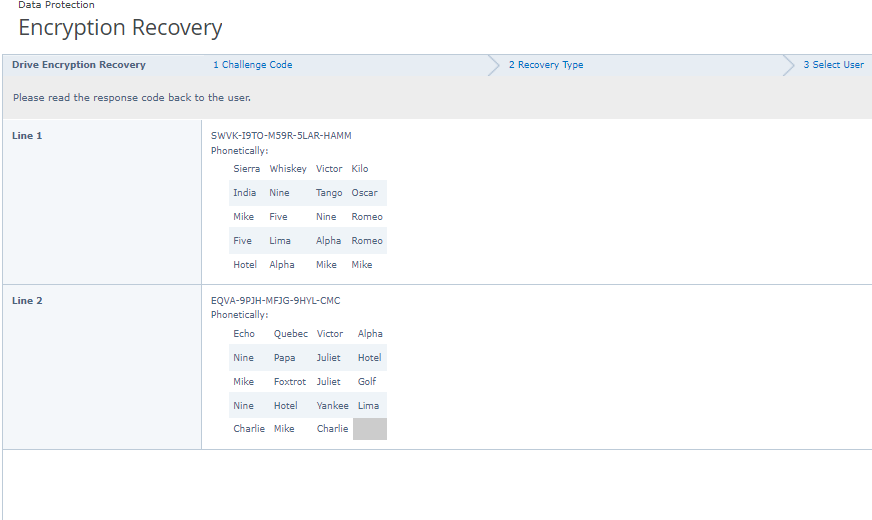


**Choose option “Encryption Recovery”**



**Ask colleague to provide Client code on machine**



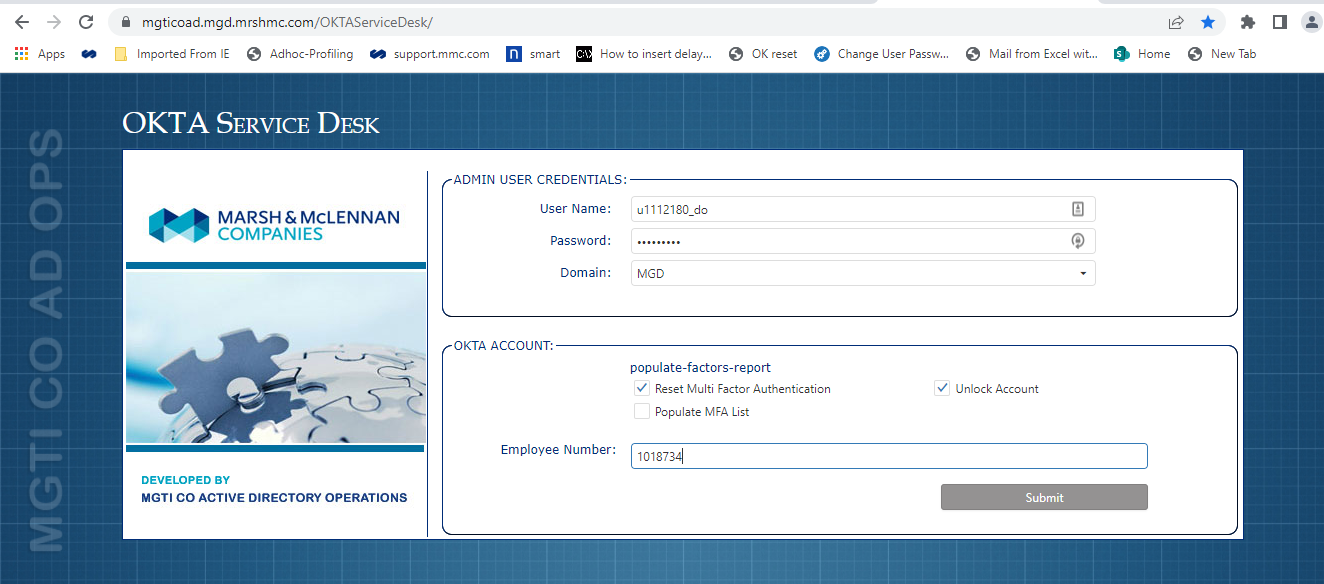
**Choose option “Machine Recovery”** 

**Input Lines code to colleague machine to recovery password**

# OKTA verify reset

<https://mgticoad.mgd.mrshmc.com/OKTAServiceDesk/>

log on = do account



# Okta link

<https://mmcglobal.okta.com/enduser/settings>

# BYOD removal

[**https://na2.mobileiron.com/user**](https://na2.mobileiron.com/user)

input email address -> login

Graphical user interface, application

Description automatically generated

Graphical user interface, text, application

Description automatically generated

# submit mytime shift

<https://mmc.pvcloud.com/planview>

Graphical user interface, text

Description automatically generated

Table

Description automatically generated

# Update GPO

**Using MGTIexplorer**

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, application

Description automatically generated

Graphical user interface, text, application

Description automatically generated

# Purchase / Receive

## Supplies Purchase Processes

1. Vendor quotations
2. Request MGTI approval from Mr. Nanthid
3. Raise procurement **(**[**https://financesolutions.mmc.com**](https://financesolutions.mmc.com) **)**

Graphical user interface, application, Word

Description automatically generated

Graphical user interface, text, application, email

Description automatically generatedGraphical user interface, application

Description automatically generated

Graphical user interface, text, application

Description automatically generated

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, application

Description automatically generated

Graphical user interface, application

Description automatically generated

Graphical user interface, application, Word

Description automatically generatedGraphical user interface, application

Description automatically generated

Graphical user interface, application

Description automatically generated

Graphical user interface, application

Description automatically generated

## Vendor contact

* **Chinh Nhan (IT accessories (mouse, RAM, adapter …):** [phong.dung@chinhnhan.vn](mailto:phong.dung@chinhnhan.vn) <[phong.dung@chinhnhan.vn](mailto:phong.dung@chinhnhan.vn)>

Text

Description automatically generated

* **Thakral (IT accessories):** [**lien.huynhthikim@thakralvn.com**](mailto:lien.huynhthikim@thakralvn.com)
* **Vietnet (FALCO, M&E vendor):** [**tan@vietnet.net.vn**](mailto:tan@vietnet.net.vn)

Graphical user interface, text, application

Description automatically generated