

New PC Setup Procedure - Dell Optiplex 7400 All In One Desktop

Article ID: KB0025347

Created: 2024-04-11 20:58:07

Updated: 2024-04-11 20:59:52

Author: {'link':

'https://fmcnadev.service-now.com/api/now/table/sys_user/fc3e5dd71b226810d19f74c51a4bcb2b',
'value': 'fc3e5dd71b226810d19f74c51a4bcb2b'}

Category: {'link': 'https://fmcnadev.service-now.com/api/now/table/kb_category/01454c091b610290525442e1b24bcb67', 'value': '01454c091b610290525442e1b24bcb67'}

Step 1: The All-In-One PC will arrive at the site in a box similar to this.

Step 2: Open the box and slide the contents out of it.

Step 3: This is what you will find in the box.

Step 4: Attach the monitor arm to the monitor base.

Step 5: Tighten the monitor arm to the monitor base using the attached bolt.

Step 6: When tightened together it should stand on its own without wobbling.

Step 7: Attach the PC to the arm plate by sliding it on via the slots on the top of its back. **MAKE SURE IT CLICKS INTO ITS PLACE!**

Step 8: Once properly attached it will look like this.

Step 9: Rotate the PC on the arm to make it easier for cable connections to be made.

Step 10: Slide the power cable through the monitor arm and connect it to the PC.

Step 11: This is the connected power cable.

Step 12: Slide the network cable through the monitor arm and connect it to the PC. This shows the connected network cable.

Step 13: Unbox the wireless keyboard, mouse and batteries.

Step 14: Remove the top from the wireless mouse to reveal the USB adapter and battery slot.

Step 15: Remove the USB adapter and plug it into one of the available USB ports on the PC.

Step 16: This is the connected USB adapter. Insert the AA battery into the mouse and replace its top.

Step 17: Remove the lid from the battery compartment on the underneath side of the wireless keyboard.

Step 18: Insert the AAA batteries into the wireless keyboard and replace its lid.

Step 19: Remove the tape from the top side of the PC.

Step 20: Verify that the camera operates correctly by pressing on it in the center to pop it up. Press it down again to hide it from view.

Step 21: Slide the button on the side of the wireless keyboard in the opposite direction it is in.

Step 22: Slide the button on the bottom of the wireless mouse in the opposite direction it is in.

Step 23: Make sure that the network cable is plugged into a live network data jack and that the power cable is plugged into a power outlet. Turn the PC on by pressing the power button.

Step 24: Choose "Other User" and log into the PC using your ID and domain password.

Step 25: The screen will display "Welcome" and then "Preparing Windows" for a minute while it is creating your new user profile to be used for future log in's.

Step 26: Your new PC home screen will display, and the PC will begin auto-updating.

Step 27: Click on the "My IP Address" desktop shortcut to get the current IP address of the PC and get the Dell service tag from the back of the PC. This is needed if you need to submit a HelpDesk ticket for help with data transfer or the "kill disk" of the old computer.

Step 28: ***THIS IS ONLY AN EXAMPLE AND IS NOT...THE PC'S CURRENT IP ADDRESS!

Step 29: Sign into OneDrive using your ID and domain password.

Step 30: If you are new to Fresenius and this is your first computer, then you are all set and may proceed with using your computer. However, if you have an old computer, please create a HelpDesk ticket with the link below with the required information. Include the IP address of the new computer as well as the service tag. Make sure that the old computer is still setup and connected to an active data jack. Please provide the IP address and service tag for the old computer as well in the ticket. Note in the ticket if you need assistance transferring data to your new computer, and that your old computer will need to be "kill disked".

The new PC will be updating in the background, might reboot on its own and needs to remain connected/"powered on" in order for the configuration to be completed.

Link to create ServiceNow Ticket:

<https://fmcna.service-now.com/sp>

Select "Create IT Incident" and then follow the instructions.