



1. Installing & Configuring the Monitors – 27”

We will start with the Monitors, please begin to unpack both of your monitors and lay out all of the contents from it on your desk space. Please remember this is for the **27” screens**, check the next section for 24”, you will know the size of your monitor as it says on the box.



Size of screen is listed here.



Please Note *

Your Monitor will come with a bag like this which contains a VGA cable and a help manual. PLEASE put this back in the box as you will not need it.

The contents you should have are:



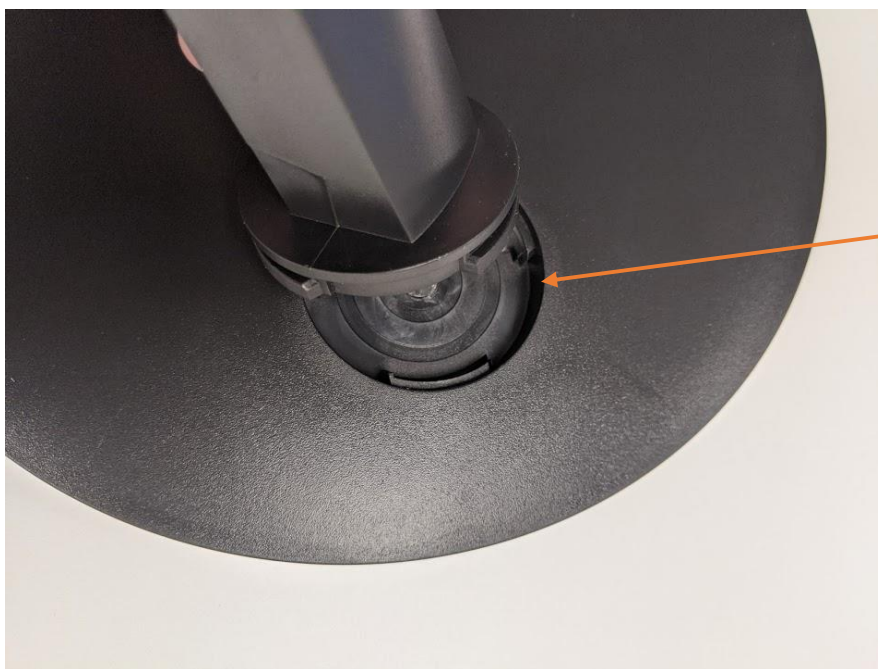
1.1 – This is your Monitor stand.

1.2 – This is your power adapter for the Monitor.

1.3 – This is your Monitor.

1.4. Installing Monitor Stand 27"

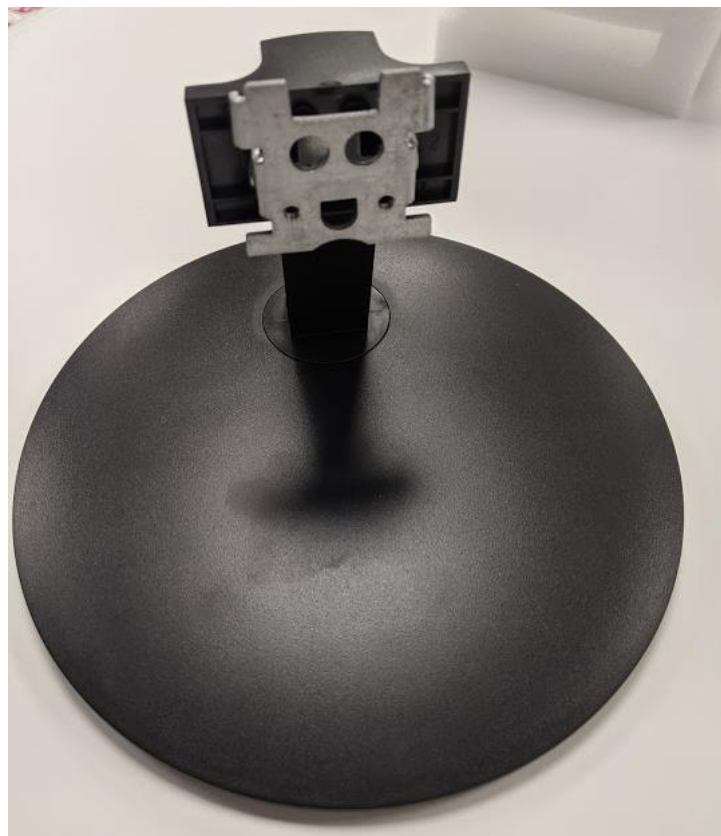
We will configure the stand first. Take both stand components and try and replicate the demonstration below. Put the stand into the base. It is normal for you to put in this position, as demonstrated below:



1.5 – The stand has little clips that need lining up. Ensure that when lining up it is pointing slightly to the right.



Once the stand is joined to the base, and is slightly pointing to the right, as demonstrated above, hold the base and then twist the stand to click it into place. This will then straighten the stand, as demonstrated below.

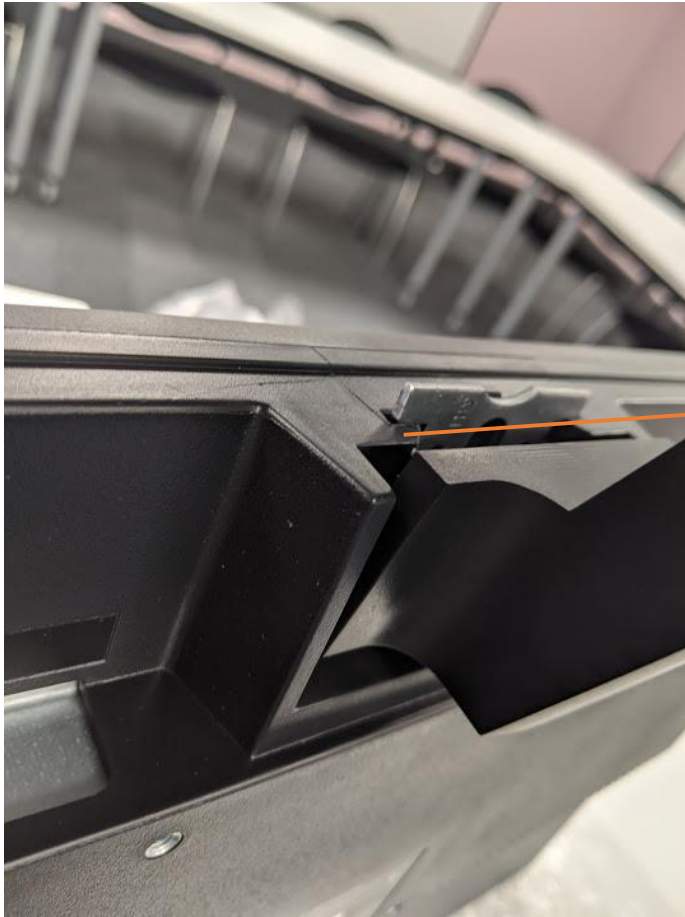


1.6. Installing the Stand to the Monitor 27"

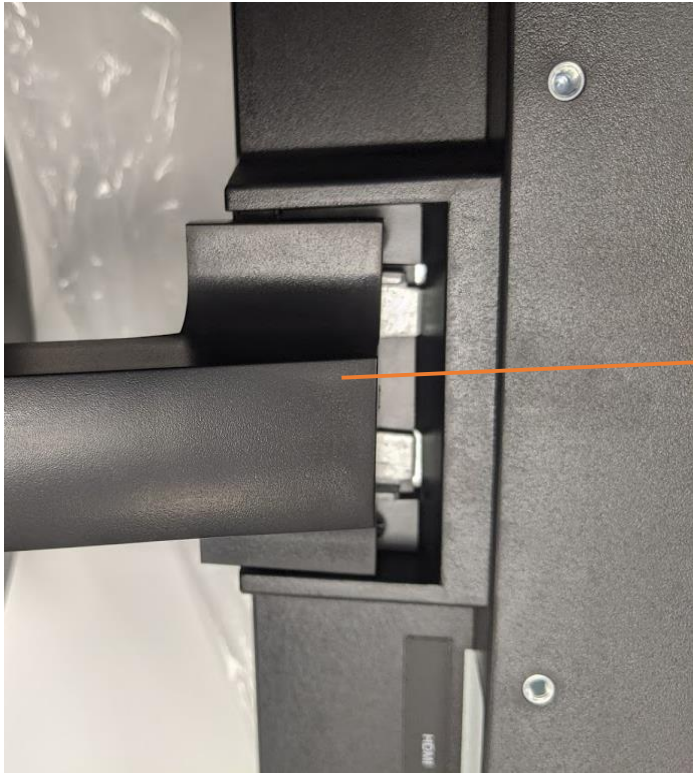
Take the stand and line it up to the back of the monitor. Once this is lined up, use some force by pushing the base into the Monitor.



1.7 – Take notice of the clips at the top and bottom of the stand, they will both need lining up.



1.8 – Ensure both the top and the bottom is lined up with the monitor.



1.9 – Once this is lined up, push it in with force.

The Monitor stand is complete and you should have the power adapter left.



1.10 – Please make sure you plug this in to a power outlet. Don't worry about plugging it into the monitor just yet – this will be demonstrated later. **You may now skip to 2. Installing PC & Phone when both Monitors are complete.**

1.7. Installing the Stand to the Monitor - 24"

Please follow the instructions below to install the 24" Monitor, please begin to unpack both of your monitors and lay out all of the contents from it on your desk space.

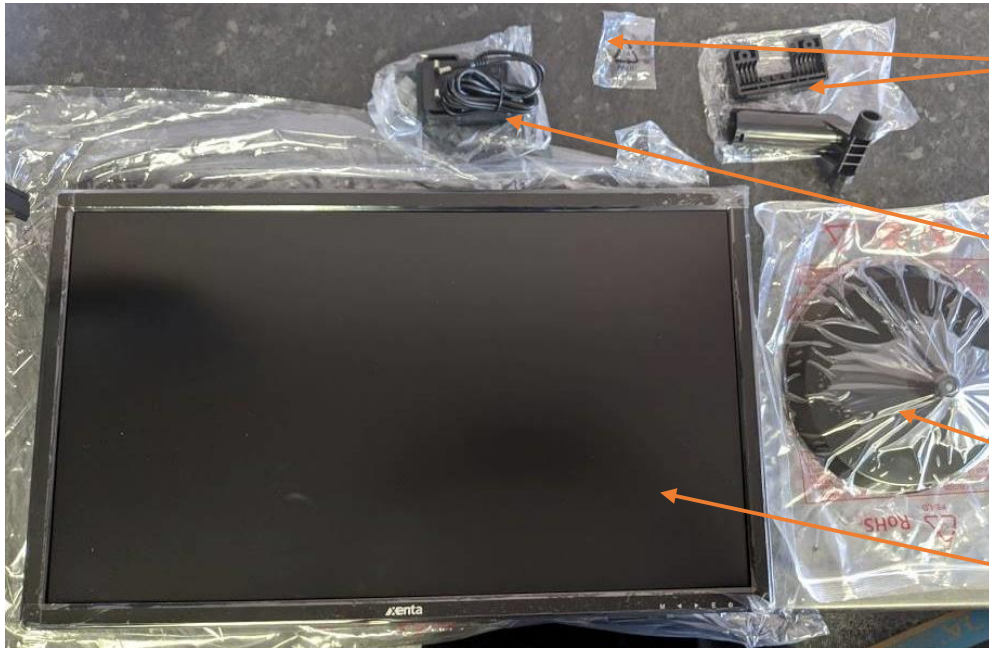


Size of screen is listed here.



Please Note *

Your Monitor will come with a bag like this which contains a VGA cable and a help manual. PLEASE put this back in the box as you will not need it.



1.12 – This is the stand for your Monitor and the screws.

1.12 - This is your power adapter for the Monitor.

1.13 – This is base for the Monitor stand.

1.14 – This is the Monitor.

1.15. Installing Monitor Stand 24"

We will configure the stand first. Take both stand components and try and replicate the demonstration below. Put the stand into the base.

As shown below, take both stand components and simply place the stand into the base.

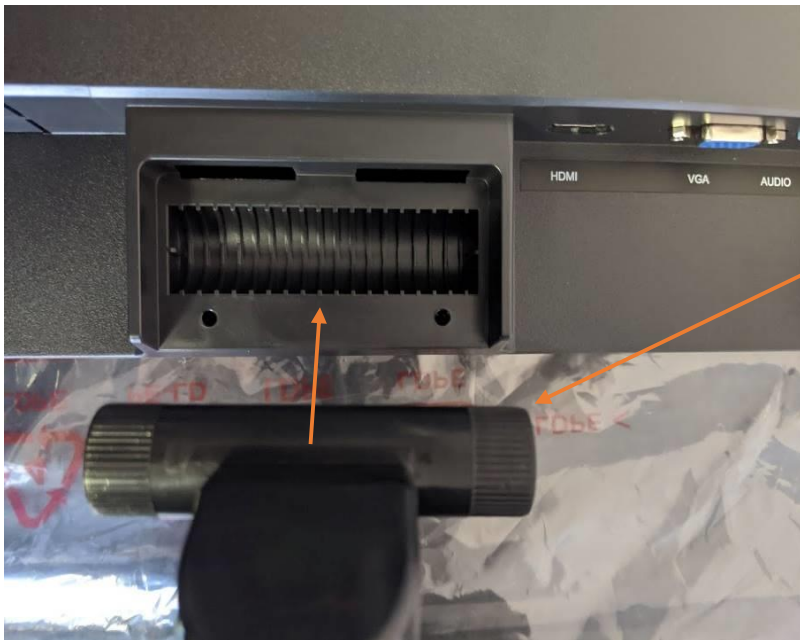


Once this is complete, we are now ready to screw the stand into place. Please locate a Phillips screwdriver for the next part.





1.15 – This is the area of where we'll be working next, so get the Monitor.



1.15 – Take the end of the base you have just created it and place it into this gap on the Monitor. You may need to tilt the monitor with your hand as the base will get in the way otherwise.



1.16 – The Monitor stand just sit nicely into the stand, as demonstrated.
We are now ready for to screw this into place.



1.17 – Once the stand is in place, we will now need to use this Monitor bracket to lock it into place.

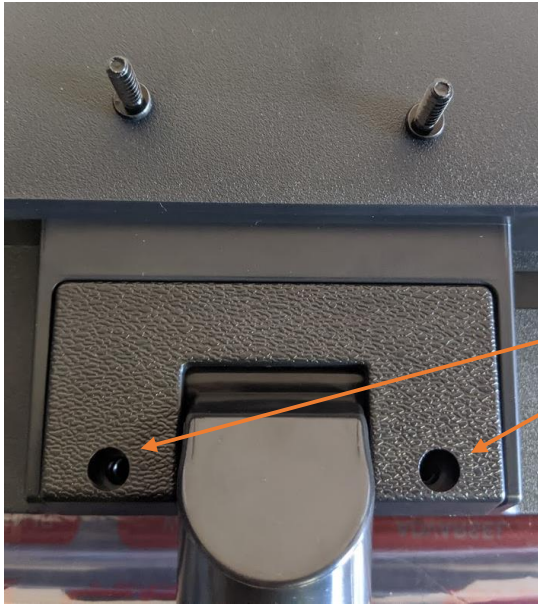


1.19 – The bracket will have 2 parts sticking out that connect to the back of the Monitor, line these up as demonstrated above.

1.20 – Once the bracket is in position, use some force here and push down on the bracket until it is like the next photo!

1.21 – There should be no gap on the bracket and the Monitor once you have pushed it down!

With the bracket and stand in position, please locate the screw drivers to hold this into place, as demonstrated below.



1.22 - Place the screws and put them into these holes.



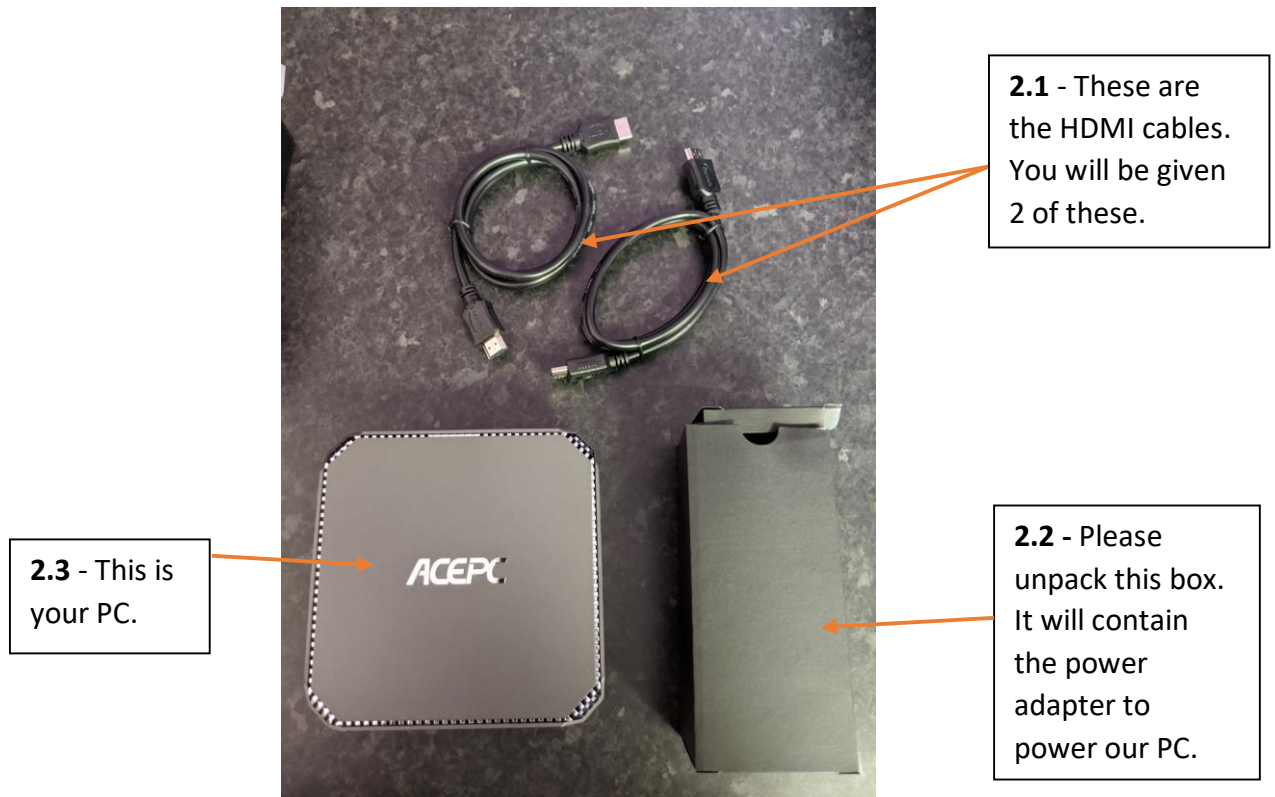
1.23 – When the screws are in position, screw them in as tightly as you can. If they aren't tight, the Monitor will wobble and won't sit in its position.



1.24 – Once that is screwed in tightly plug in the Power adapter you receive to a power outlet. We will be plugging in that adapter later in the guide, so don't worry about it for now. Once this is done, repeat this step with your secondary monitor.

2. Installing PC & Phone

To do this, find the “AcePC” box and take out the components like the picture below.



For the purpose of this installation and for you to see images more clearly, we have stood the PC on its side throughout the installation. Please do not do this because any fall impact may damage the PC.

2.1. Plugging in the PC Power Adapter

If you have unpacked the power adapter, please plug it into the “DC” connector on the PC.



2.2 – Plug the power adapter into the DC port on the computer.



2.3 – Once the power adapter is plugged into the PC, plug it into a power outlet.

2.4. Plugging in the Monitor Cables to the PC

Please find these cables ready to be plugged in your PC:



The portable PC has 2 HDMI outputs, these are labelled below and the ones we'll be using for both of our cables. Please refer to **2.5** and **2.6**.



2.5 - Plug one of the HMDI cables here.

2.6 - Plug the other HMDI cable here.

After following the instructions above, you should now have both HDMI cables fully plugged into the portable PC. Please refer to the **image below** to ensure you have done this correctly.



2.7. Plugging in the Monitor Cables to the Monitor

Please locate one of the monitor power adapters and also one HDMI cable that is plugged into the PC. Once you have both cables, sit them next to the Monitor as demonstrated below (**PLEASE NOTE:** This is a photo of the 27" Monitor, however it is located in the same place for the 24"):



2.8 - The panel that both cables will be plugged into will be located here.

2.9 - This is the Monitor power adapter that we will use to power our monitor.

2.10 - This is the HDMI cable taken from one plugged into the PC. Do not unplug it from the PC.

Looking at the monitor panel as highlighted in **2.8**, please take the HDMI cable and plug it into the HDMI input on the Monitor (*This is labelled on the monitor as you can see in the photo*).



2.11 - This is the HDMI input for the Monitor. This is where the HDMI cable will be plugged into.

2.12 - This is the opposite end of the HDMI cable that is plugged into your computer. Plug it into the HDMI port.



2.13 – This is how it'll look when the HDMI cable is fully plugged into the Monitor. Please make sure the cable is securely connected and isn't loose.

We are now ready to plug in the Monitor power adapter cable. Please plug it into the port labelled "DC" on the Monitor. Please see the images below.



2.14 – Plug the power adapter into "DC" that is labelled on the monitor.

Once both cables are plugged in, it will look like this below:



As we have done this for one screen, **please repeat this step and do exactly the same with your secondary monitor by plugging in one monitor power adapter and one HDMI cable.** Once both Monitors are connected, move onto the next step as you have successfully connected your monitors!

3. Plugging in the Phone

You will be given a Fanvil box as shown in the photo below. It is in a brown box. You have already been assigned a number and that will be written on the side of the box.



Please open the box and take out all of its contents and lay them out on a desk as shown below.



3.1 - This is the power adapter for your phone.

3.2 - This is the Ethernet cable.

3.3 - This is the phone stand.

3.4 - This is the phone.

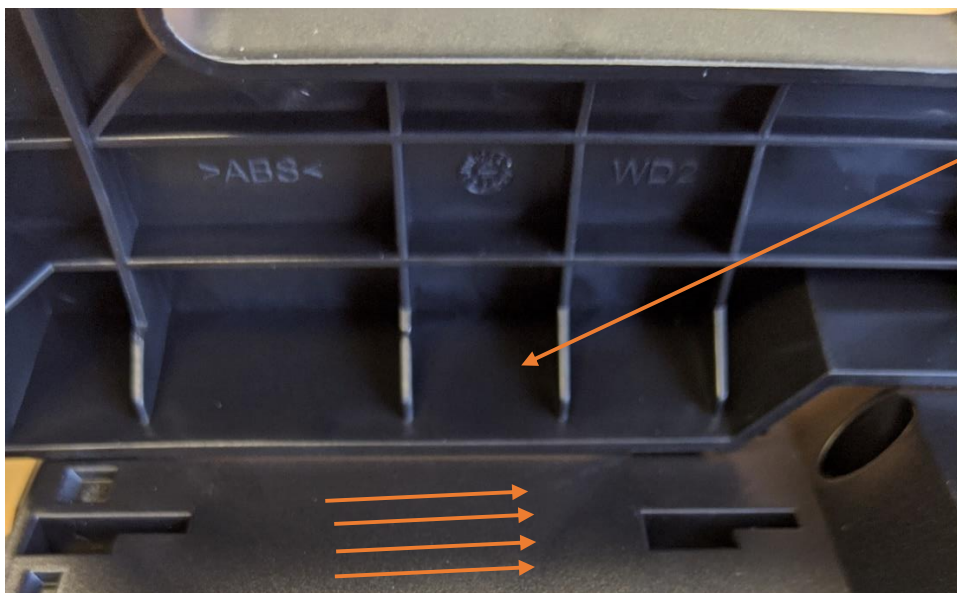
3.5. Fitting the Phone Stand

Take the Phone stand and look at the back of the phone, you will see clips that the phone stand can fit into. Line them up and push it into place. Once it is in place, slide it to the right to lock it in place, as demonstrated below.



3.6 – Line up the Phone stand to the holes and push it in.

It should now look like this:



3.7 – Slide the phone stand to the right to lock it into place once in this position.

This is demonstrated below.

Simply slide it to the right to push it into place:



The Phone stand is now complete.

3.8. Plugging in the Phone Ethernet

Please take the Ethernet cable and on the back of the phone you will see an input for an Ethernet cable. We will be plugging it into the network input. This has been labelled below.



3.9 – This is where one end of the Ethernet cable will be plugged into.

This is how the Ethernet cable will look once plugged in:



Once one end of the Ethernet cable is plugged into the phone, we will need to plug the other end into the computer. At the back of the PC it will have an Ethernet input as labelled and shown below, plug it into there.



3.10 – Plug your Ethernet cable into the “LAN” port on the PC.

3.11. Plugging in the Phone Power Adapter

You will now need to plug in the power adapter into the Phone. Plug the power adapter you received with the phone into a power outlet and then plug the other end into the Phone.

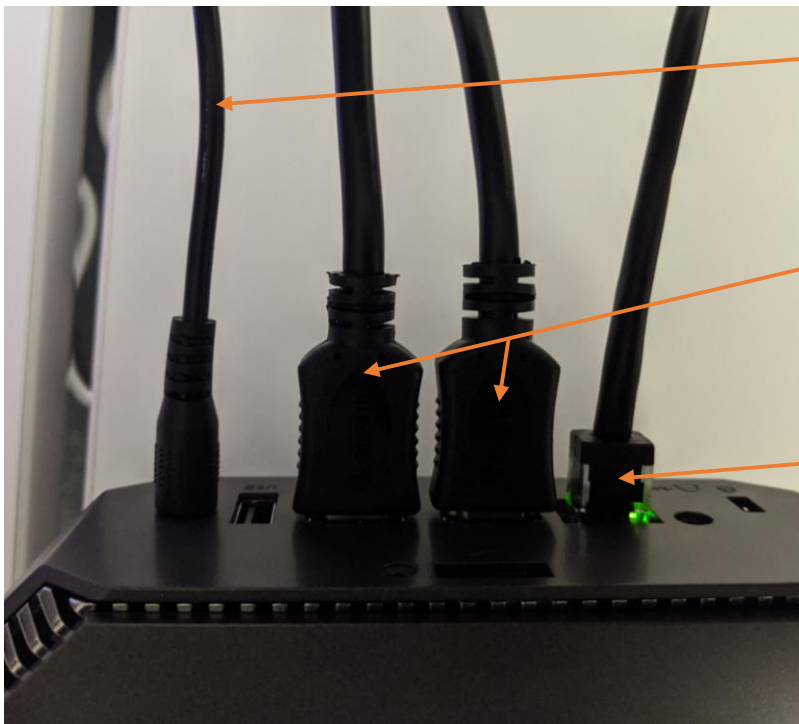


3.12 – Plug your phone’s power adapter cable into this power input.



3.13 – This is how it should look once the power adapter is plugged into the phone. Make sure the other end is plugged into a power outlet.

Your PC should now have 4 cables going into it as shown below:



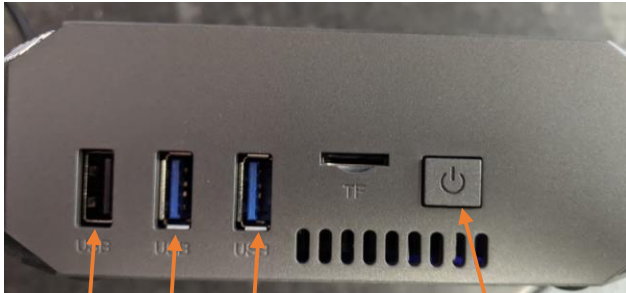
3.15 - The power adapter which is plugged into a wall or extension plug.

3.14 – Each HDMI cable will be plugged into a Monitor.

3.16 – The Ethernet cable will be connected to the Phone.

3.12. Turning on the PC

Your keyboard and mouse are located in the “Logitech” box. Please unbox this. These both come already equipped with batteries. There is a USB attached to the box, please take that and place it in one of the “USB” ports labelled on the PC. To turn the PC on, press the power button as labelled below.



3.17 – The USB you got with your Logitech mouse and keyboard can plug into one of the following ports.

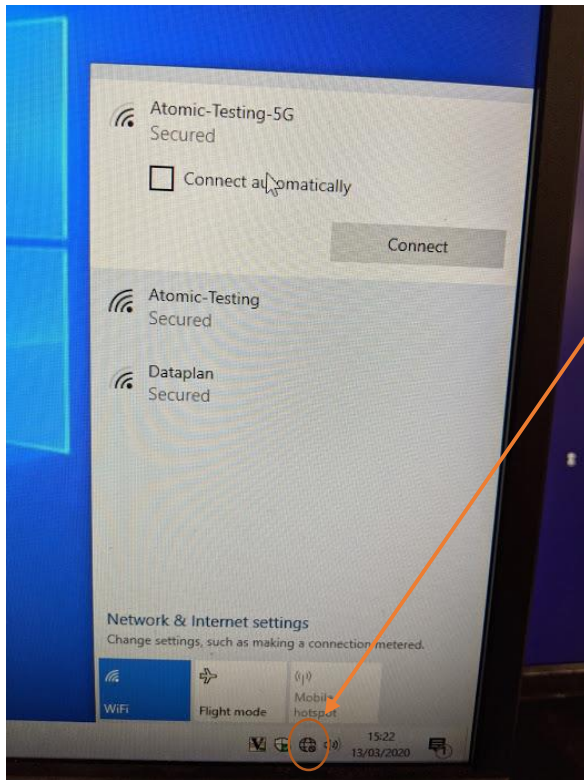
3.18 – Turn the PC on here. You will know the PC is on as it'll turn blue – as shown in the next photo!

3.19 –The computer will turn blue once you hit the power button. **If this is orange**, it's in standby. If you see that colour, simply press the power button to wake it up.

3.13. Connecting to Wi-Fi

We will now connect the computer to a Wi-Fi Network. You will need to find your Wi-Fi details.

If you are with Virgin Media, the Super Hubs come with a card under the box if you are unsure on your credentials and Wi-Fi name.

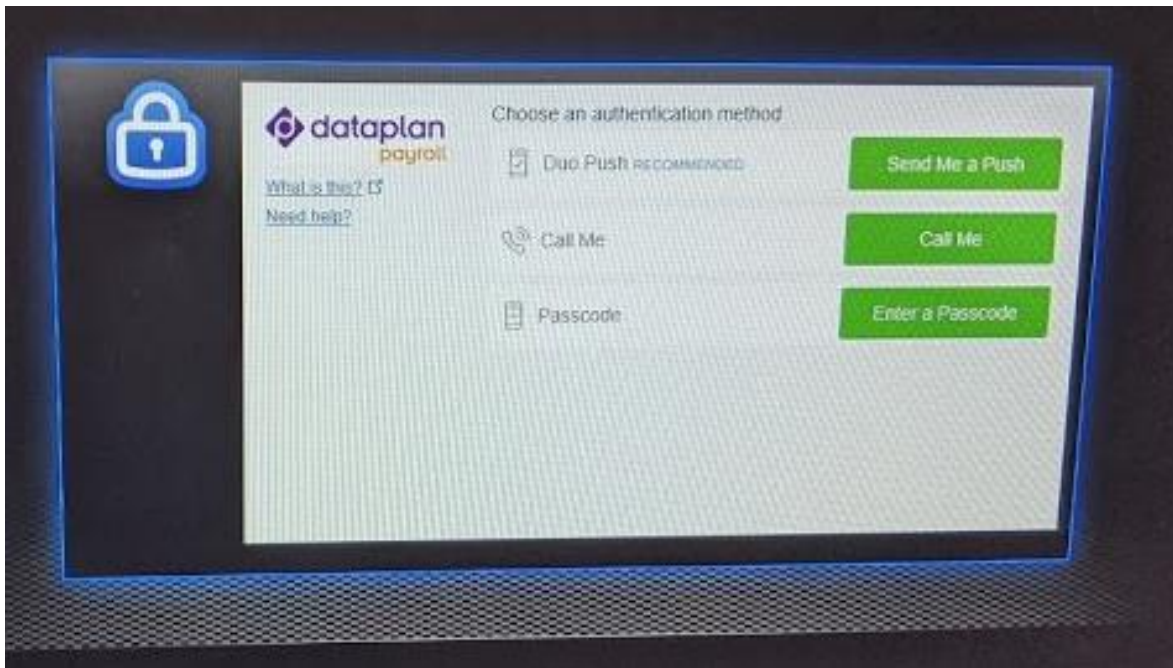


3.20 – When you enter the desktop on the machine, you will see a globe at the bottom right. This means you aren't connected to the internet. Click it and find your Wi-Fi name and connect to it – you may need to enter a password as you're connecting for the first time.

3.22. Connecting to Dataplan

On the Desktop, click “Dataplan Login” and you’ll see a familiar page – the Dataplan Netscaler. Login and then you will be presented with our duo authentication. Follow the steps below to log in securely.

Once logging in you will be presented with this:

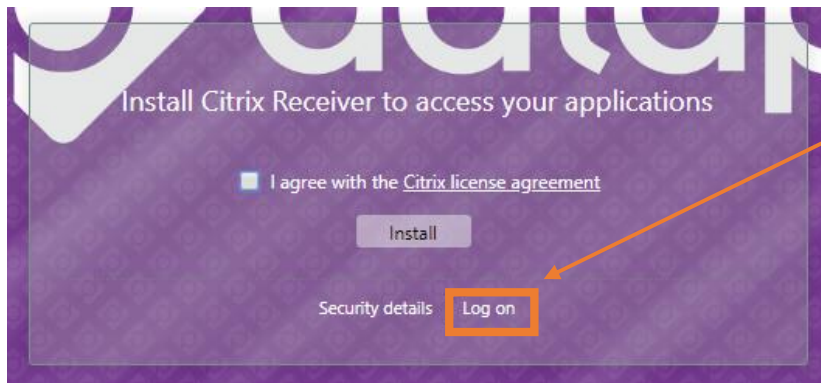


Use whichever is easier for you – for this demo we’ll be using “Send Me a Push” which you should already have the app for if you signed up when Shane sent the link. If you have not signed up to duo, please check your texts as this should have messaged to you. If you still don’t have it, contact us.



3.23 – If you now open the Duo application, it will ask you to “Approve” or “Deny” the request. We want to approve this request.

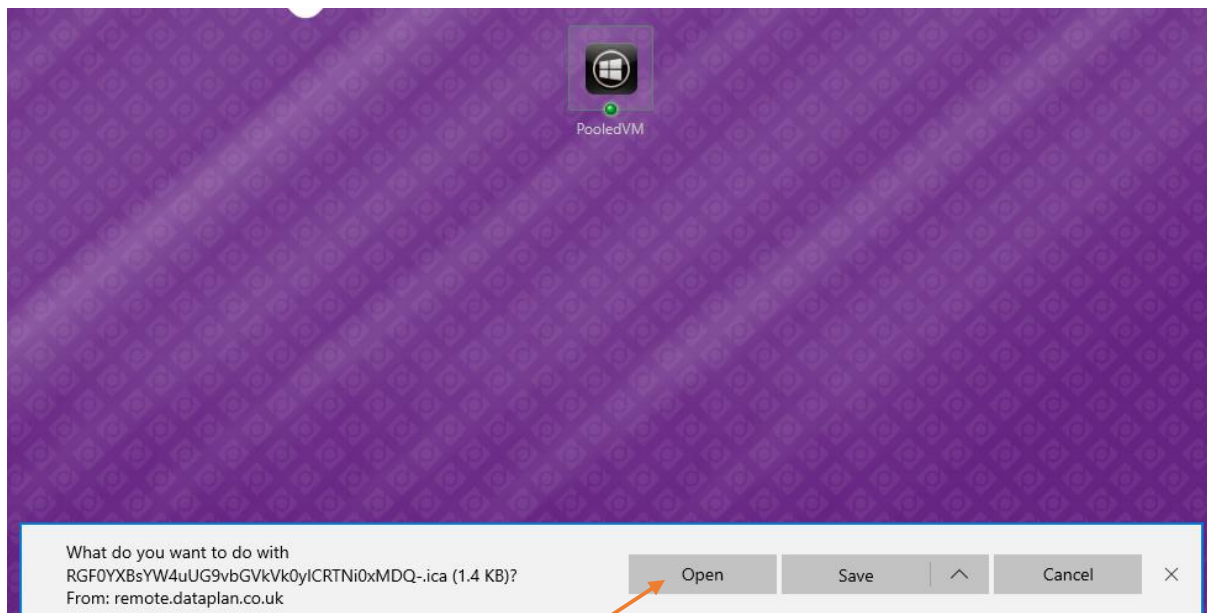
Once this is done, you will be forwarded to another screen.



3.24 – Please ignore the information on the screen and press “Log on”



3.25 – You will now find a familiar button. Press this and then follow the next step.



3.26 – Click “Open” here as soon as it pops up and it will connect you to Dataplan.

And the last thing – if Shane or Myself ask you to attach us to the computer, right click the black V at the bottom right of your machine and click “Attach listening viewer” – we will give you a number so we can control your PC. You all have this preinstalled and visible.

