You've either got your new office or interested in learning how your employees can implement Aventis Systems Remote Office in a Box themselves. Here's a step by step guide on how to implement your set up, to show you how easy it is!

If you are here for set up instructions, please keep in mind these instructions have been written assuming you have already opened and powered on your laptop to access these instructions. Also, if you prefer instructions with images, please download the PDF version.

Unboxing

First things first, If you can please keep all boxes for all equipment provided to you. They will come in handy when moving your remote office back to your physical office or if your company decides to send the equipment back to Aventis Systems.

Please check to make sure you have received everything you need to set up your office.

- Laptop
- 2x Monitors
- Docking Station
- Keyboard and Mouse Combo

If you are missing any of the above items, please email support@aventissystems.com.

Also, depending on the location you are planning on setting up your new office, you may also need to grab an extension cord or power strip as these are not provided.

Unboxing your Monitor:

Start by unboxing your monitors first inside, you will see:

- Your Monitors (These will be on the very bottom of the box under styrofoam)
- Stands for them
- Cables including your:
  - DisplayPort
  - Power Cable

For now, please place your cables to the side but keep your monitor stand and screens on your desktop.

Unboxing the Remaining Items:

Below you will find the remainder of your office equipment and what each box should contain. If you are missing any items from these boxes that are critical to your set up, please email support@aventissystems.com.

Your Laptop box should include:

- Laptop
- Chargers
- Documentation

Your Docking Station box should include:

- Docking Station
- Power Adapter
- Documentation

Your Keyboard and Mouse box should include:

- Wireless Keyboard
- Wireless Mouse
- Batteries: 2x AAA and 1x AA
- Wireless Receiver USB
- Documentation

We will walk you through setting up your laptop and docking station later on, but let's take a quick moment to set up your keyboard and mouse:

1. Install the following batteries in the proper compartment underneath each piece:
   a. The Keyboard will use the 2x AAA Batteries
   b. The Mouse will use the 1x AA Battery

Monitor Set-Up

1. Remote the protective wrap from the monitor stand
2. Remove the monitor and the protective wrap from around the monitor
3. To attach your monitors to the stand:
   a. You will notice on the back of your monitor there is a square indentation.
   b. Align that square to the one on the monitor stand with the monitor tilted backward over the stand.
   c. Push the monitor on to the stand to secure
   d. Repeat these steps for the second monitor

Connecting Your Monitors:
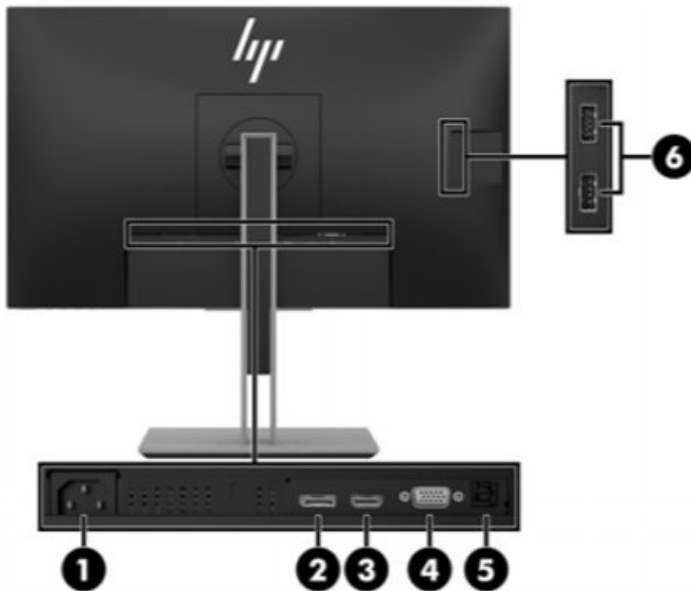
Component		Function
1	Power connector	Connects the power cord.
2	DisplayPort port	Connects the DisplayPort cable to the source device.

To kick off this set up, please grab the cords that were included in your monitor box that we asked you to set aside.

1. Find the Power Cable this is the one with the standard plug and "female" connector
   a. Plug the Power Cable into the power port on the back of the monitor
   b. Then plug the cord into an outlet, power strip, or surge protector

2. Find the DisplayPort cable this is the one with the dual ended "male" connectors with "push tabs."
   a. Plug the DisplayPort cable into the back of the monitor with the "push tab" facing toward you

3. Repeat the above steps for your second monitor
4. Next, grab your HP Docking Station and place it on your desktop, making sure your laptop will be in close reach.
   a. Plug the other ends of your two DisplayPort cables into the back of your Docking Station. The ports for these are the two in the middle on the bottom, or port # 8.

1. USB Ports	5. Power Light
2. VGA Monitor Port (will be unused)	6. Power Connector
3. USB Type-C Port (will be unused)	7. USB Type-C Port (will be unused)
4. Ethernet Port for Wired Internet	8. DisplayPorts

Docking Station Set-Up

Your Docking Station will be the hub for your monitors and will also function as power for your laptop, so you do not have to use your charger while plugged into it.

1. Find the power adapter that came in the Docking Station Box
   a. Plug this into the back of your Docking Station in the only circle port with the plug icon or port # 6.
   b. Plug the other end of that cord into your outlet, power strip, or surge protector

Keyboard & Mouse Set-Up

1. Find the small USB Dongle included in your keyboard and mouse box
   a. Plug it into the back of your Docking Station into one of the two USB ports

When you power on your laptop, your keyboard and mouse should automatically connect and be fully functional. If not, unplug the USB Dongle from your docking station and try plugging it into your a USB port on your laptop.
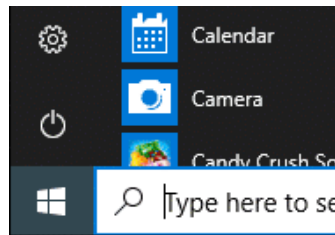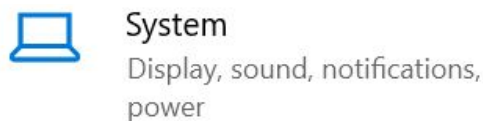
Laptop Set-Up

1. Take the cord that is coming out of the front of your Docking Station and plug it into the side of your laptop
   a. This should activate both of your monitors

2. To choose your ideal monitor layout:
   a. Click the windows icon on the bottom left of your screen
   b. Click the gear icon

   c. Select the first option labeled "System" with the laptop icon

   d. You will be brought directly to "Display Page"
   e. Rearrange your displays to the format that works the best for you

Set-Up is Now Complete!

We hope you enjoy your new remote office! Your set up includes 24/7 support, so if you run into any technical issues or have any questions regarding your systems, please do not hesitate to reach out to us at support@aventissystems.com or call us at 1-866-528-9313 and select 4.