Return to office IT connection guide

March 2022

This guide will help you to connect your laptop at a desk in the office. There are a several ways to connect a laptop depending on the type of computer that was on the desk before the pandemic, this guide will cover all of them.

1. Before you leave the house

Make sure you bring everything you need to connect your device at a desk in the office, use this checklist below to help.

Item	Notes	Check
1. **Laptop**		☐
2. **Power Cable**		☐
3. **HDMI to VGA adapter** OR **USB-C to Network Port adapter**	HDMI to VGA **OR** USB-C to Network **You will either have items three or four depending on the type of device you were issued with.**	☐
OPTIONAL: Personal mouse, headset.	A mouse, keyboard and monitor will be available in the office.	☐

2. Arriving at your desk

When you first arrive at the desk please check all the appropriate peripherals and cables are present, for use, checklist below. The cables may be sitting on the desk ready to be plugged into your device. If not, they may still be connected to the hard drive under the desk - you should disconnect these cables and connect to your laptop. If you are having any trouble identifying the cables, refer to section four for the support arrangements in your service.

Item	Notes	Check
Keyboard		☐
Mouse		☐
Monitor		☐
Network Cable	Usually grey or black and looks like this	☐

OFFICIAL

Available Power Socket		☐
Chair		☐

3.1 Connecting to the Network

You can connect to the network in the office via the network cable on the desk. If your laptop has a network port, simply connect the network cable ( ) directly to that. If your laptop **does not** have a network port, then you will have to use (the supplied) a RJ45 adapter shown below. Plug the adapter into the USB-C port and the network cable into the other end. If you do not have an adapter refer to your manager to assist.

3.2 Adding your peripherals: keyboard / mouse / headset

Your laptop will have two full size USB ports for your keyboard and mouse, if you are using a headset you will need to remove one of these whilst on Teams. If you have access to a Thinkpad Hub this will enable the use of more ports (section four).

4.Desks with Hubs

If you arrive at a desk that has a ThinkPad hub, simply plug the USB cable into the laptop and you are good to go. The keyboard, mouse, monitor and network connection are all connected with the one cable.

Dock Name	Looks like	Connects to
Thinkpad Basic USB 3.0 Dock	 HUB type – USB A Connection	 USB A Port
HP USB-C Travel Hub	 HUB type – USB C Connection	 USB C Port

3. If you have a problem setting up

If you are having trouble setting up your device in the office, you could ask a colleague or your manager for help. If the problem cannot be solved locally, you can contact your ICT Coordinators listed below, who can provide further advice and guidance.

Please **do not** contact SIT Business Partners or the CGI service.

Service	Co-coordinators	Contact Email Address
FS	**SD, Gov & Control**	
	William Sweeney	William.sweeney@glasgow.gov.uk
	CBS Income Collection & Financial Assessments Support	
	Andy Gaffney	Andy.gaffney@glasgow.gov.uk
	Janet McLean	Janet.mclean@glasgow.gov.uk
	Alan McPhail	Alan.mcphail@glasgow.gov.uk
	CBS Change & Transformation	
	Susan MacLachlan	Susan.maclachlan@glasgow.gov.uk
	James Crumlish	James.crumlish@glasgow.gov.uk
	Rebecca Danks	Rebecca.danks@glasgow.gov.uk
	CBS Transactional Shared Service & Business Support	
	Jacqueline Kerr	Jacqueline.kerr2@glasgow.gov.uk
	Matthew Wallace	Mathew.wallace@glasgow.gov.uk
	CBS Payroll Control & Development	
	Cate Cairney	Catherine.cairney@glasgow.gov.uk
	Lyndsay Rattray	Lyndsay.rattray@ced.glasgow.gov.uk
	Hazel Frew	Hazel.frew@ced.glasgow.gov.uk Hazel.frew@glasgow.gov.uk
	Catering & FM	
	Gillian Pagani	Gillian.pagani@glasgow.gov.uk
	AERO	
	Gillian Docherty	Gillian.docherty@fs.glasgow.gov.uk
	SPFO	
	Juan Carlos Fernandez	JuanCarlos.fernandez@glasgow.gov.uk
	Internal Audit	
	John McCallum	John.mccallum2@glasgow.gov.uk
	Will Hart	William.hart@glasgow.gov.uk
	Corporate Finance	
	Colin McGuire	Colin.mcguire@glasgow.gov.uk
	Mary Butler	Mary.butler@sw.glasgow.gov.uk
	Scotcash	

	Will Laverty	Will.laverty@glasgow.gov.uk
NRS	**Exchange House**	
	Pauline Devlin	Pauline.devlin2@glasgow.gov.uk
	Eastgate	
	FM had their own local arrangements previously	Local arrangements are in place.
CED	Peter Climie (1st Point of Contact)	Peter.Climie@glasgow.gov.uk
	Gary Hurr	Gary.Hurr@glasgow.gov.uk
CP	**Mick Wilkinson**	Mick.Wilkinson@citypropertyglasgow.co.uk
EDS	Mandie Running	Mandie.running@glasgow.gov.uk
GL	Managed local arrangements.	Local arrangements are in place.
HSCP	HSCP managed local arrangements – used missing equipment online process, collected kit and distributed via Linda Carmichael process.	Local arrangements are in place.
JBG	Tommy Docherty	Tommy.docherty@jbg.or.uk

4. Requesting missing equipment

If you are missing any cables, connectors or chairs then you should speak to your line manager in the first instance or share equipment from other desk that are not in use (Don't move any PC hard drives).