

How to set up your device

You have just unboxed your new computer. Congrats!

Please plug in all the cables you had in your previous device and power it on. Ensure everything is plugged in well, especially your network cable, in case you are in an office.

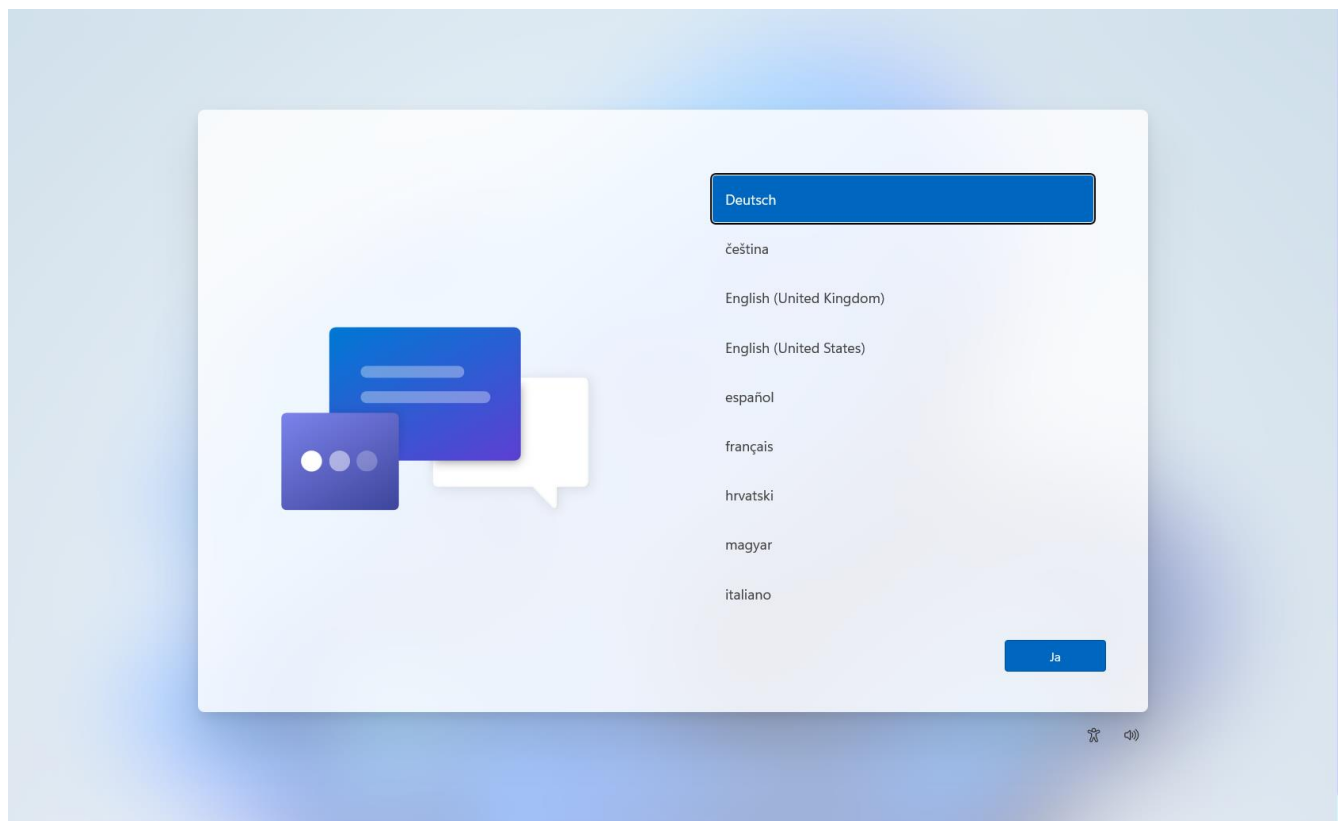
Right! You don't need to be in an office. You can setup your device from anywhere. Just make sure you have a fast and stable internet connection. Just make sure at least the power cable is plugged in, in case it is a notebook.

This process can take up to an hour.

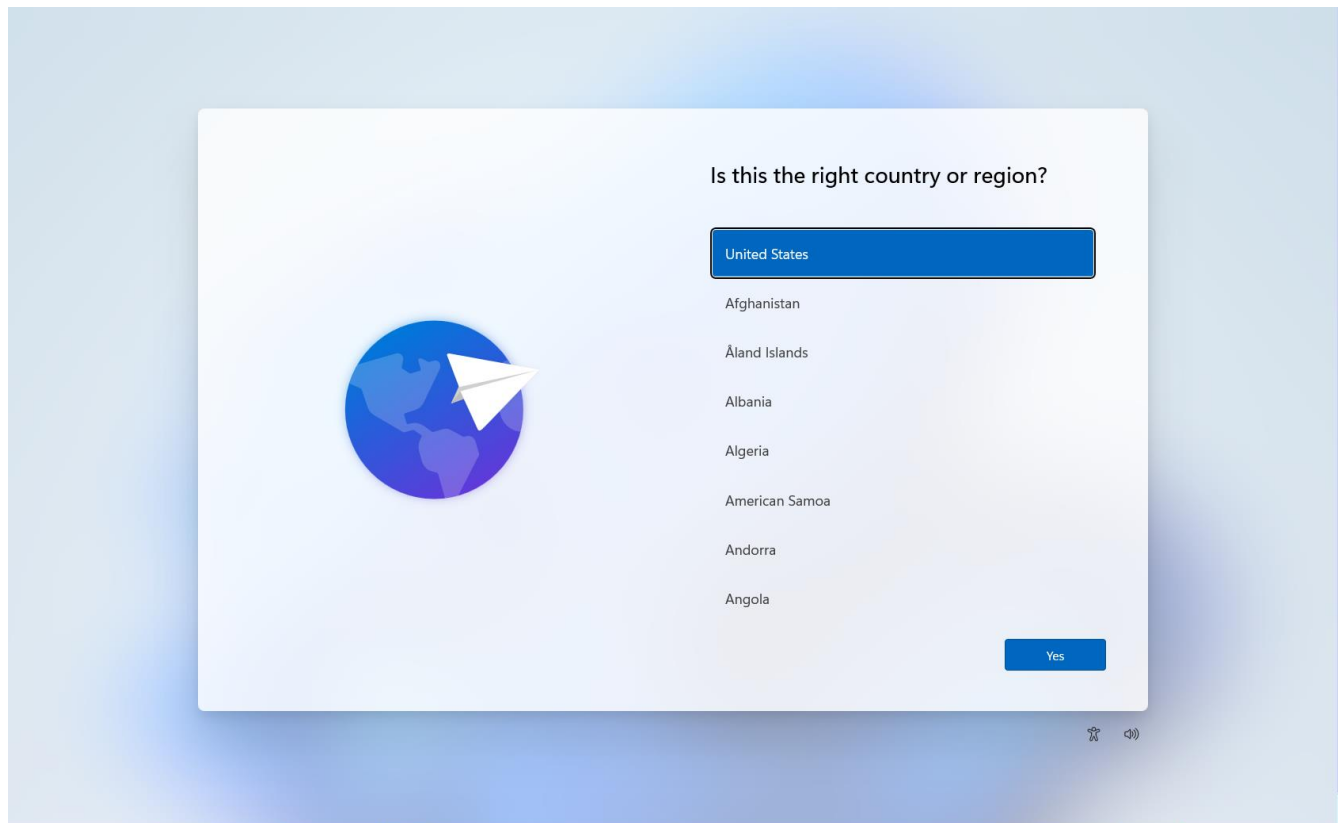
In case of any problems, feel free to contact your service desk at +41 43 211 88 88.

Let's start!

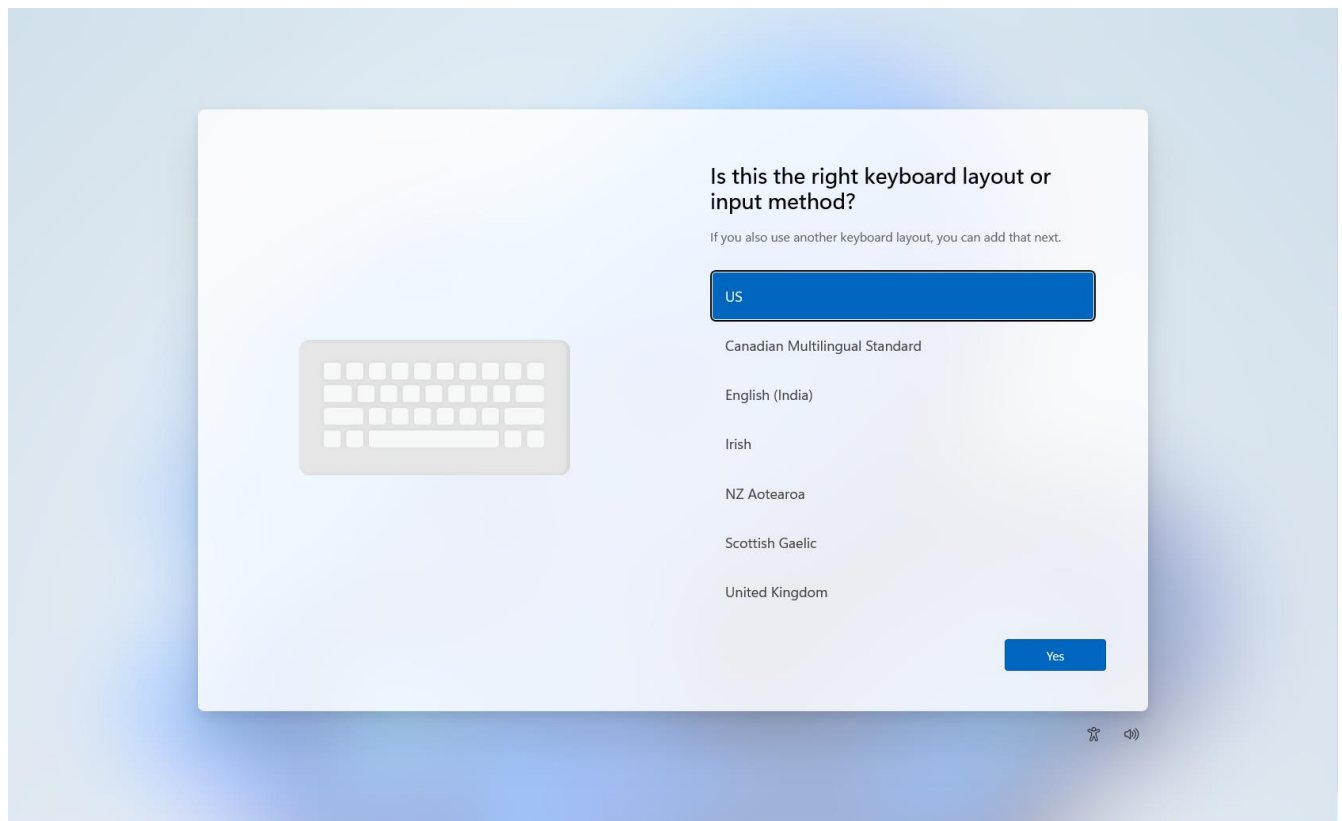
1. Power on your device. After a minute or two you will see this screen. Please choose your preferred language.



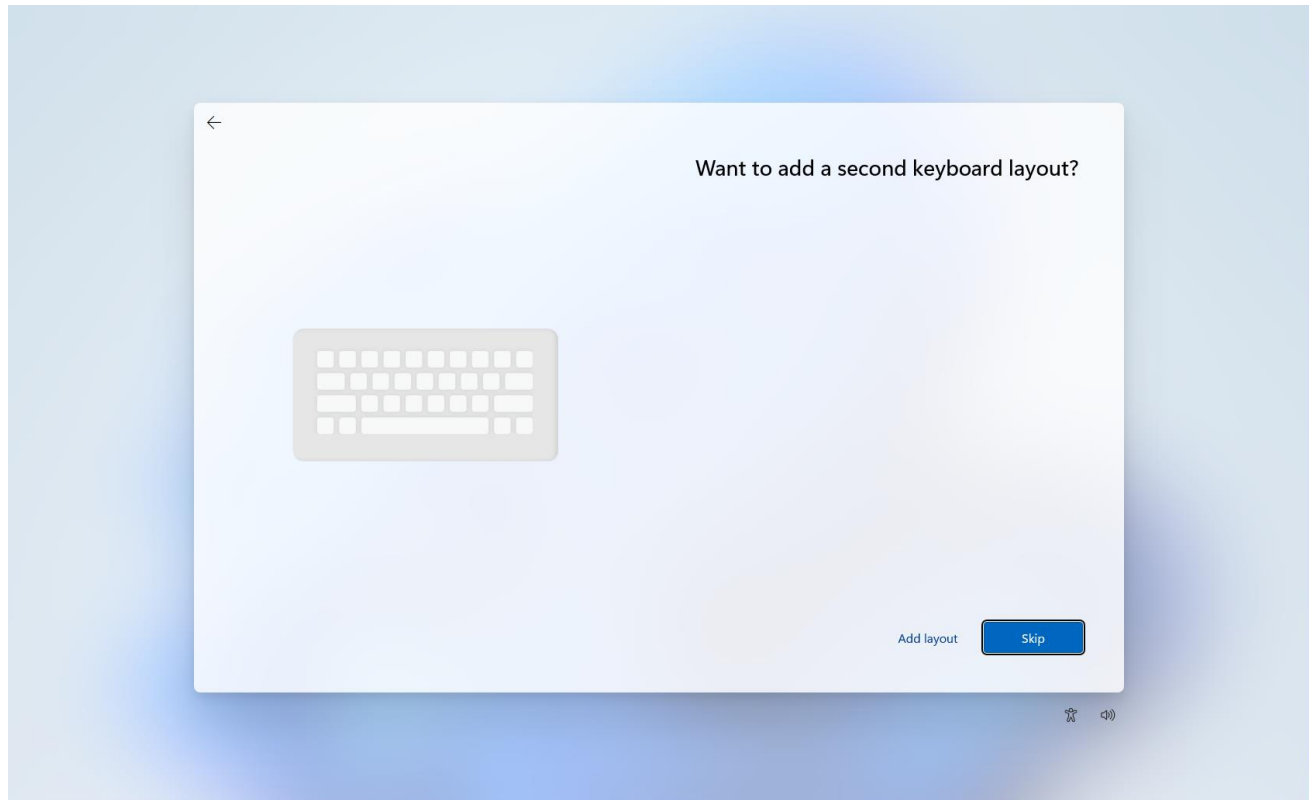
2. Please choose where you are. Date and number formats are determined based on your selection here.



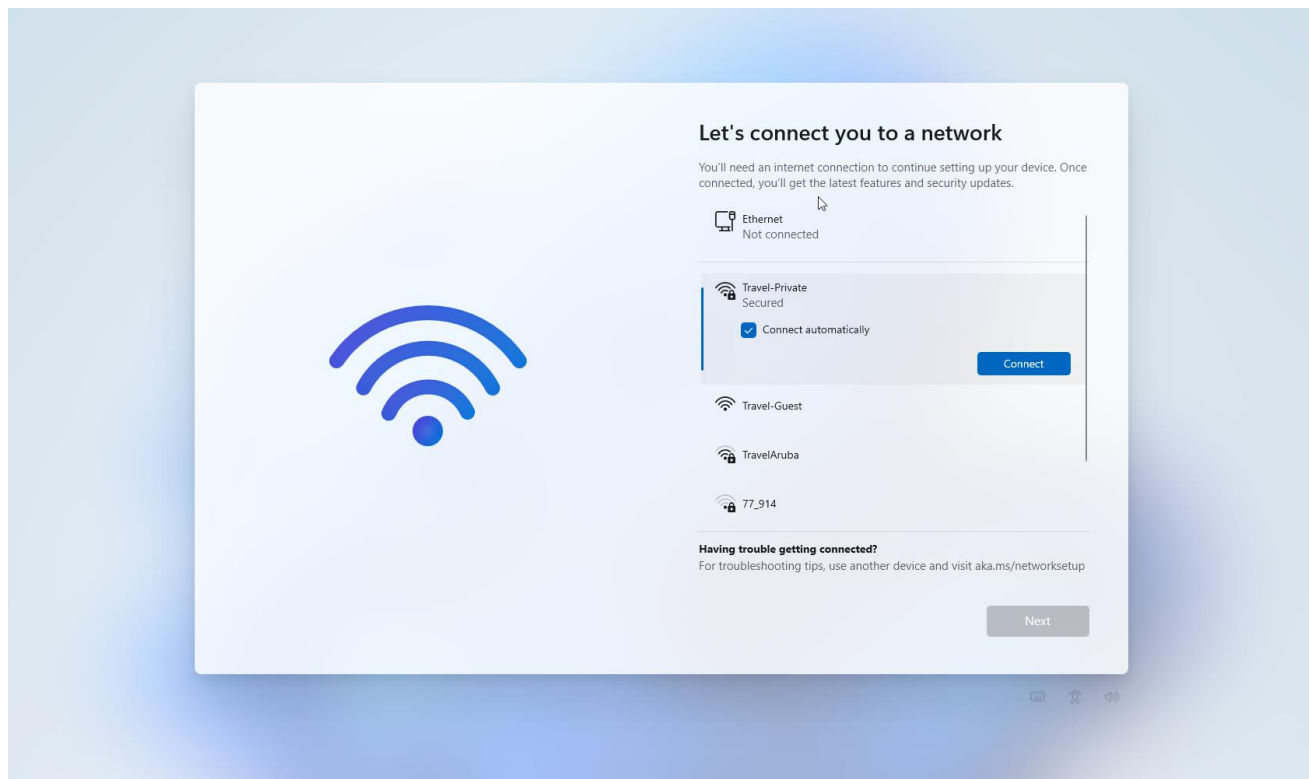
3. In this step you need to select your keyboard layout. Keyboard layouts can vary from region to region. If you are in Zurich you probably select Swiss German.



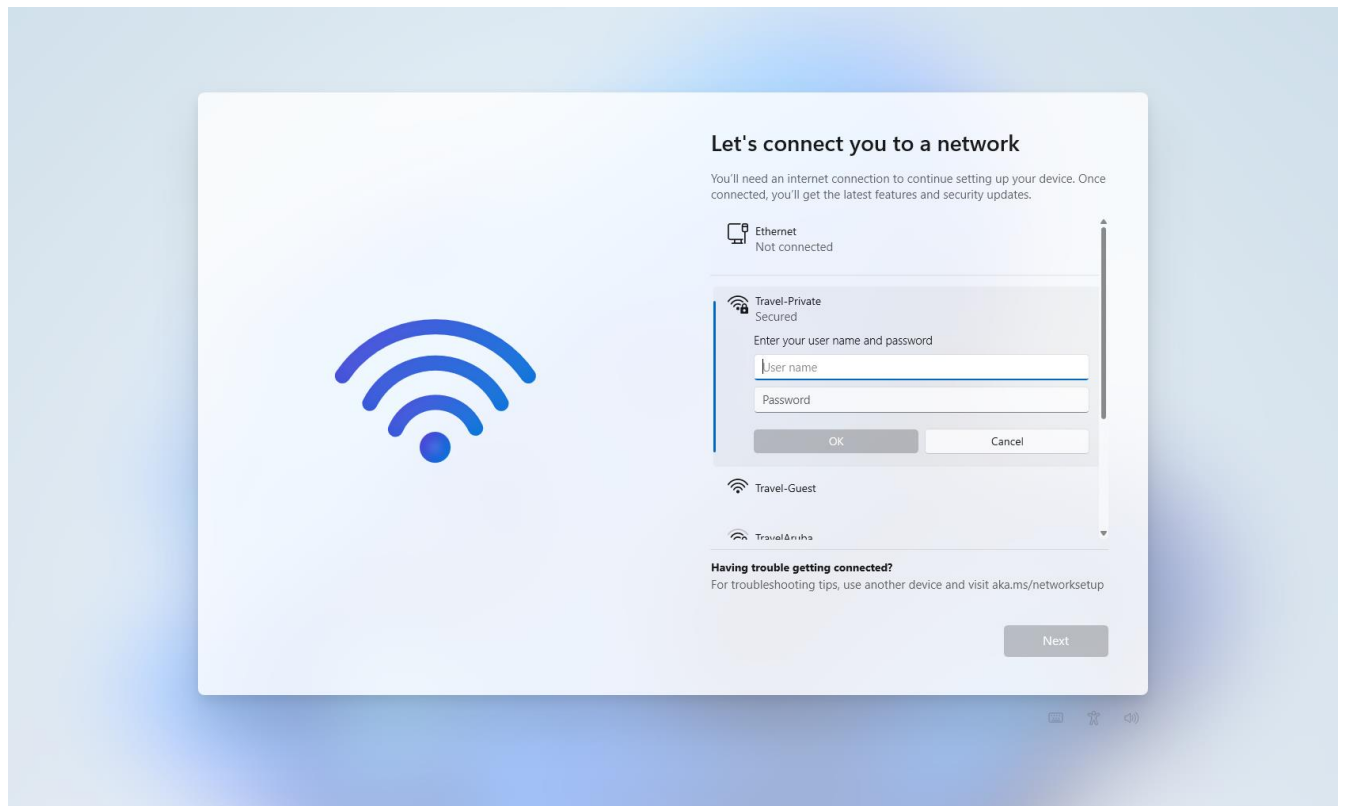
4. If you would like to add an additional keyboard layout you can add another one. Not many people need this so you can skip this very likely.



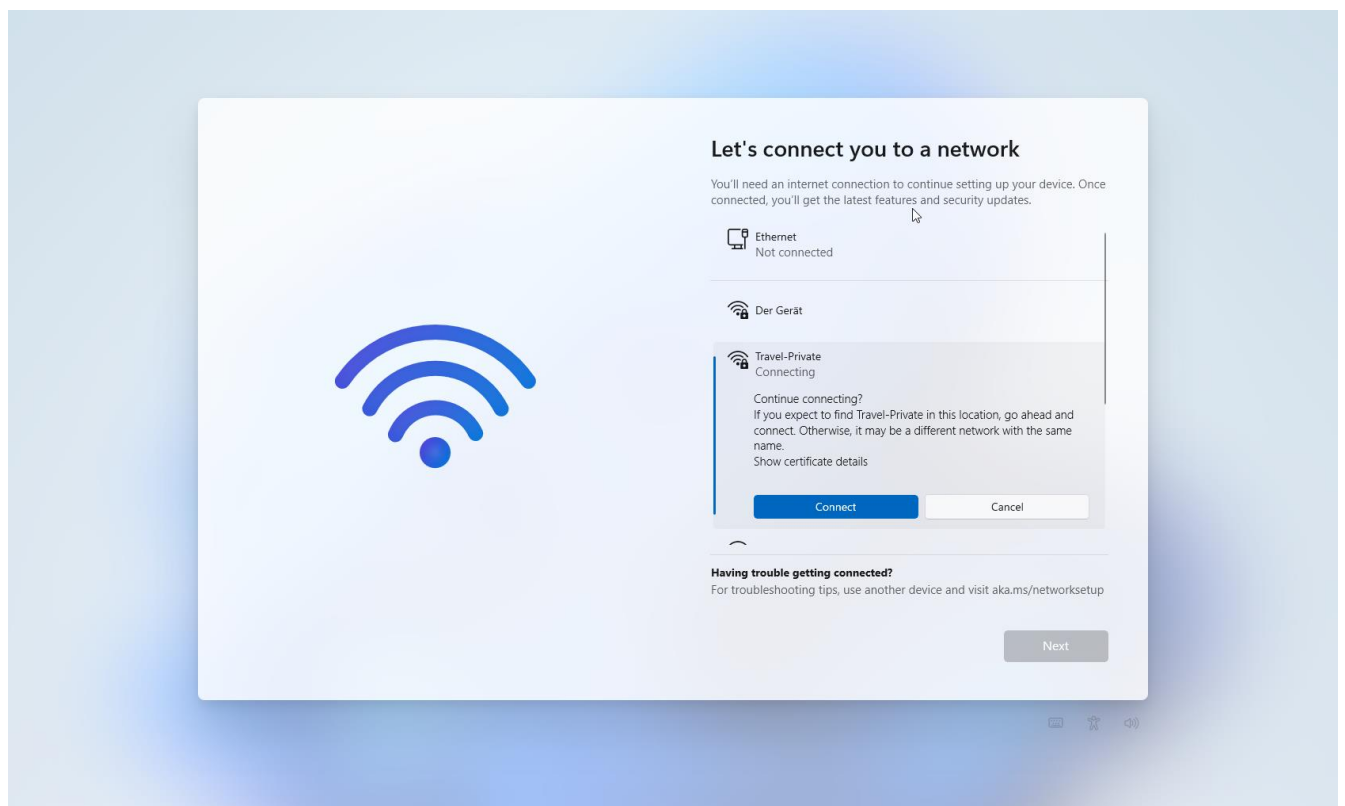
5a. If you are in an office and not connected to a network cable, this screen appears. Please connect your device to a network cable, click Next and go to step 7. If that's not possible, please select Travel-Private and click Connect. At some offices this network might be called HP-Private or HPF-Private. If you are not in an office go to step 6.



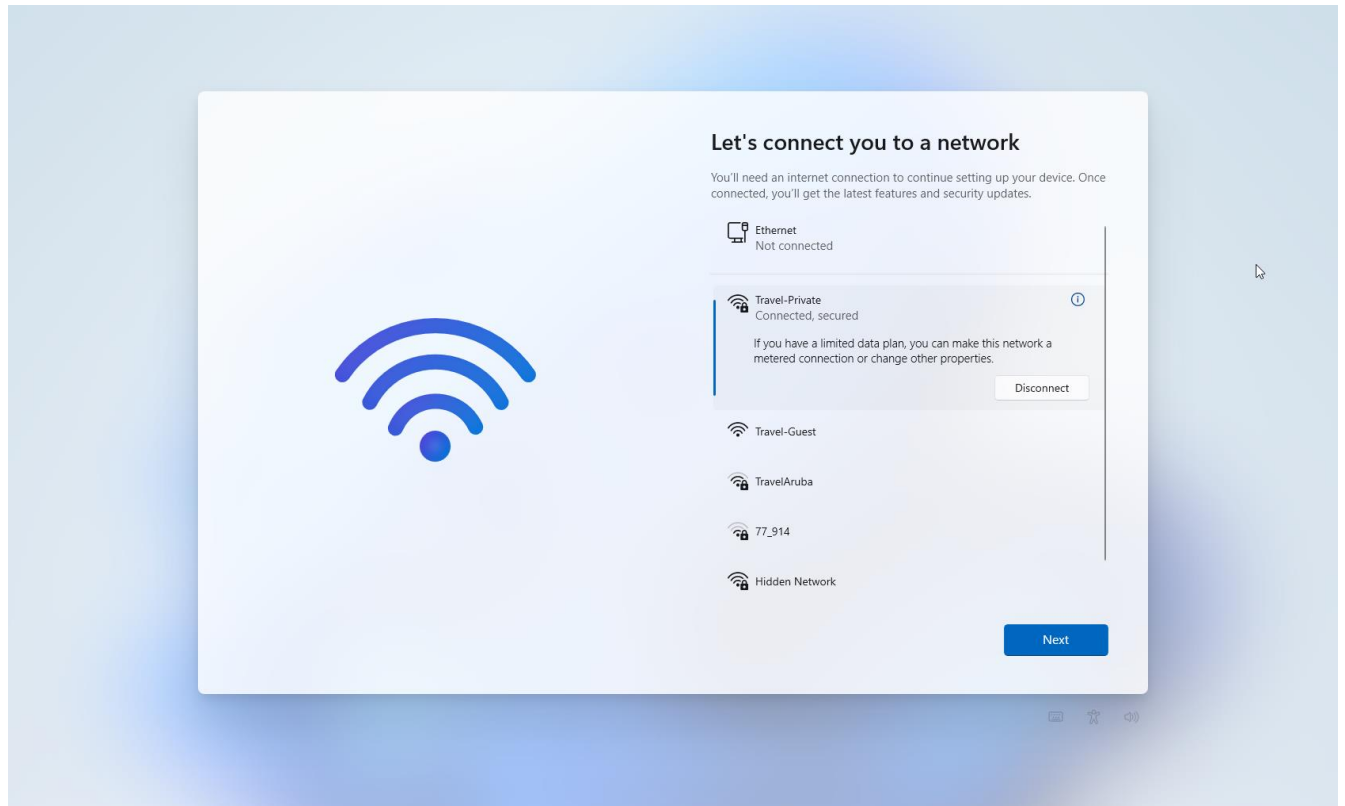
5b. Please enter your e-mail address and password.



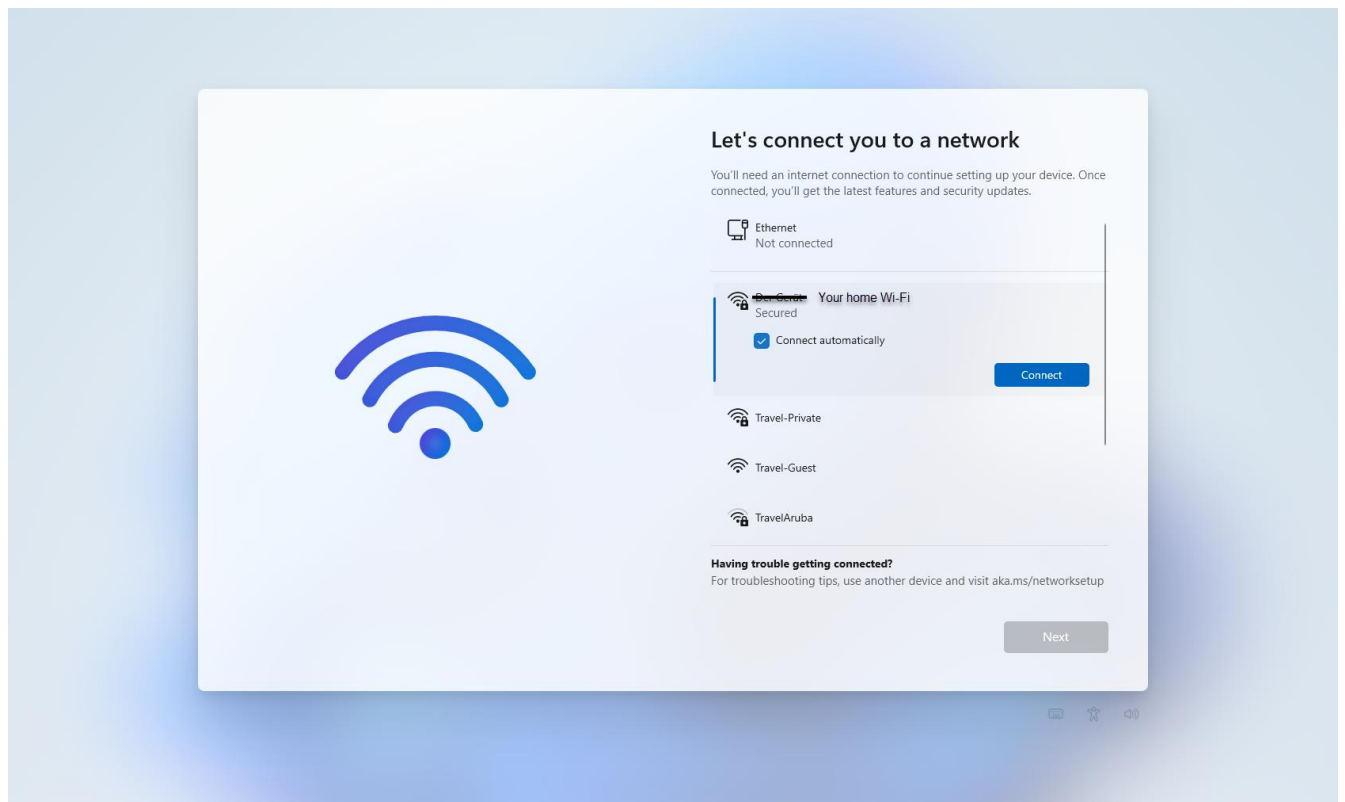
5c. Continue with Connect.



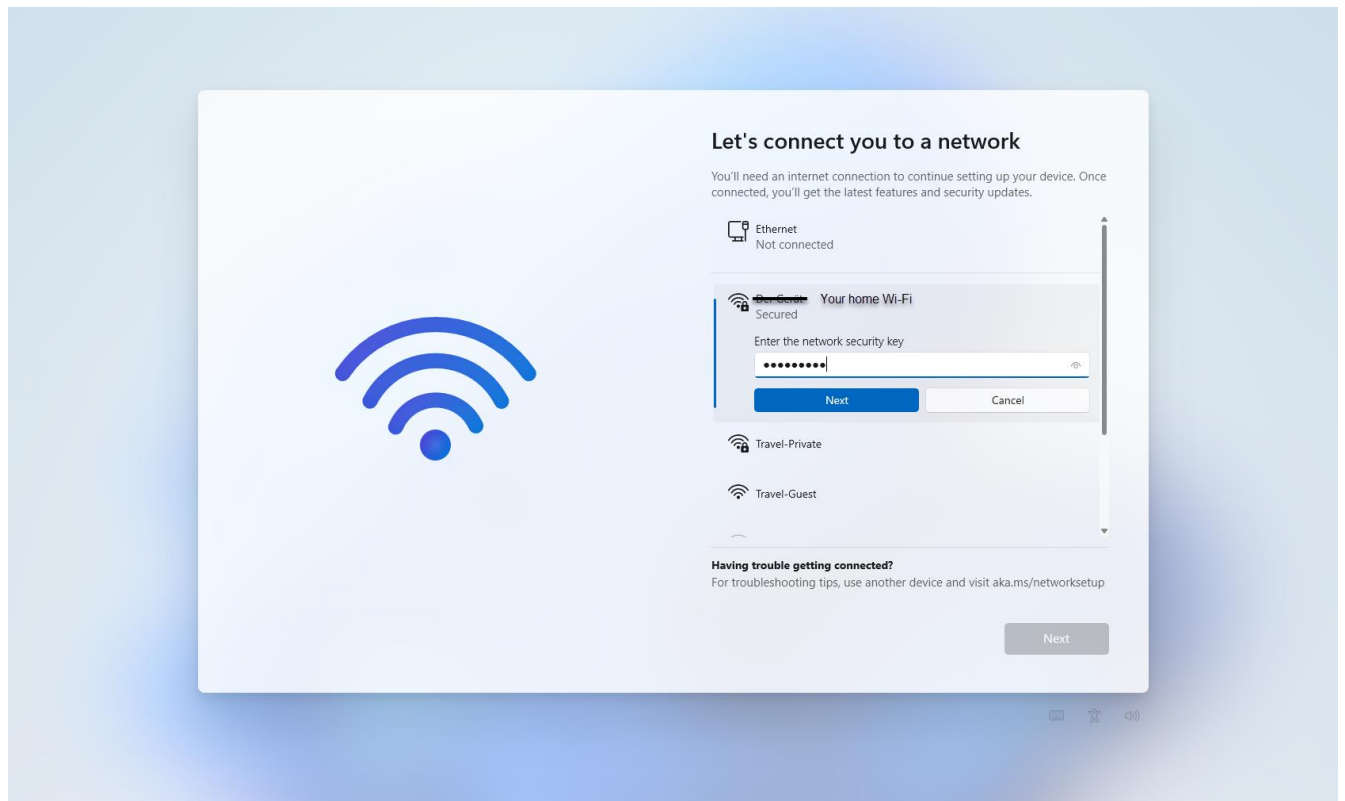
5d. As soon as you are online, you can continue with Next. Your device will be restarted. Go to step 7.



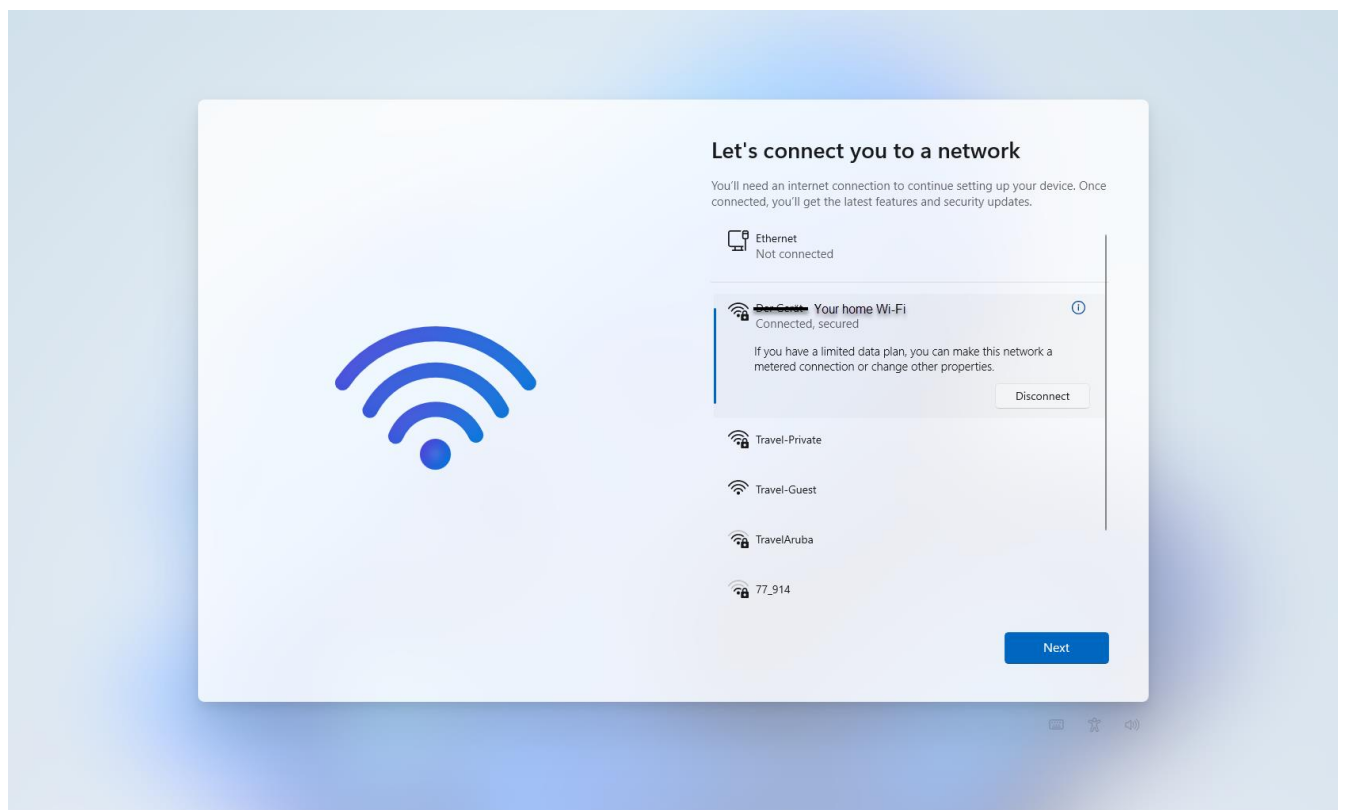
6a. If you are at home and not connected to a network cable, please select your home Wi-Fi.



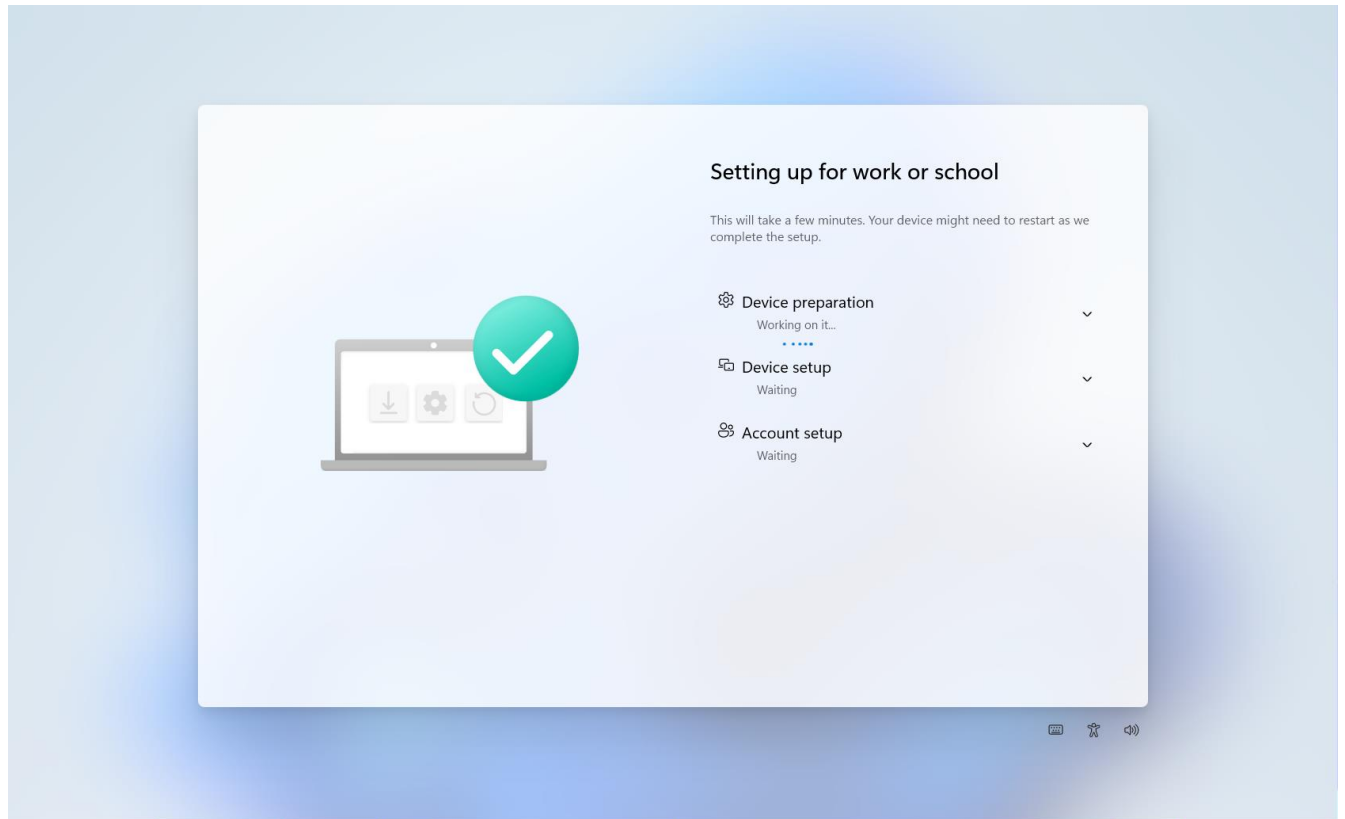
6b. Enter your Wi-Fi password.



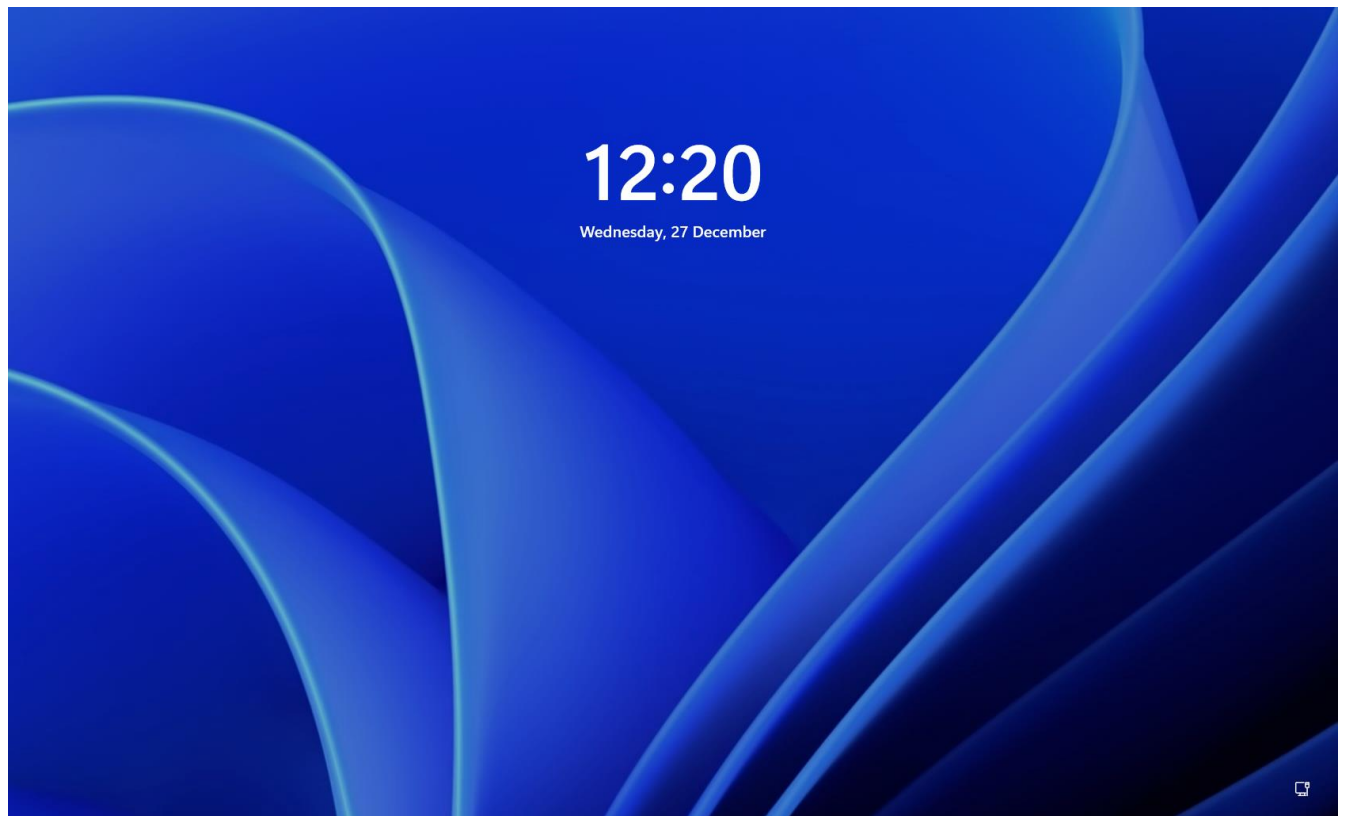
6c. As soon as you are online, you can continue with Next. Your device will be restarted.



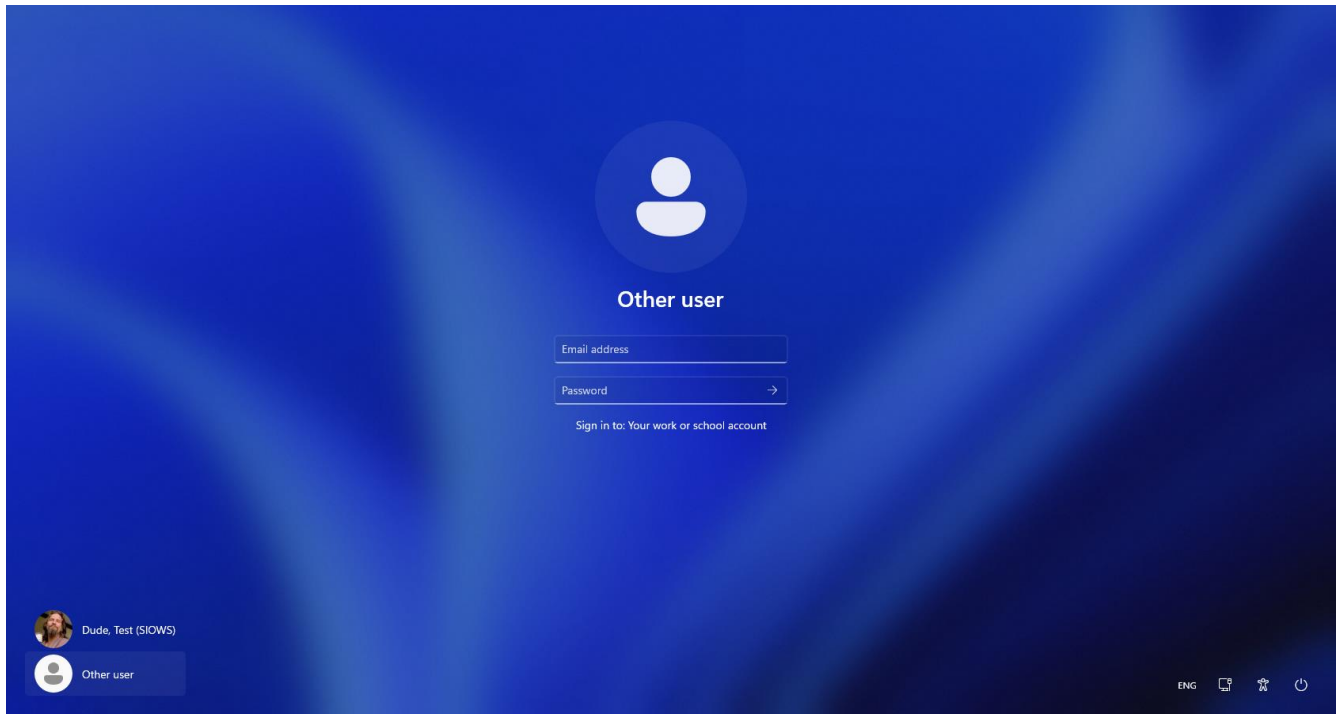
7. Now your device is going to be set up. This process depends on your internet connection speed. It can take up to an hour.



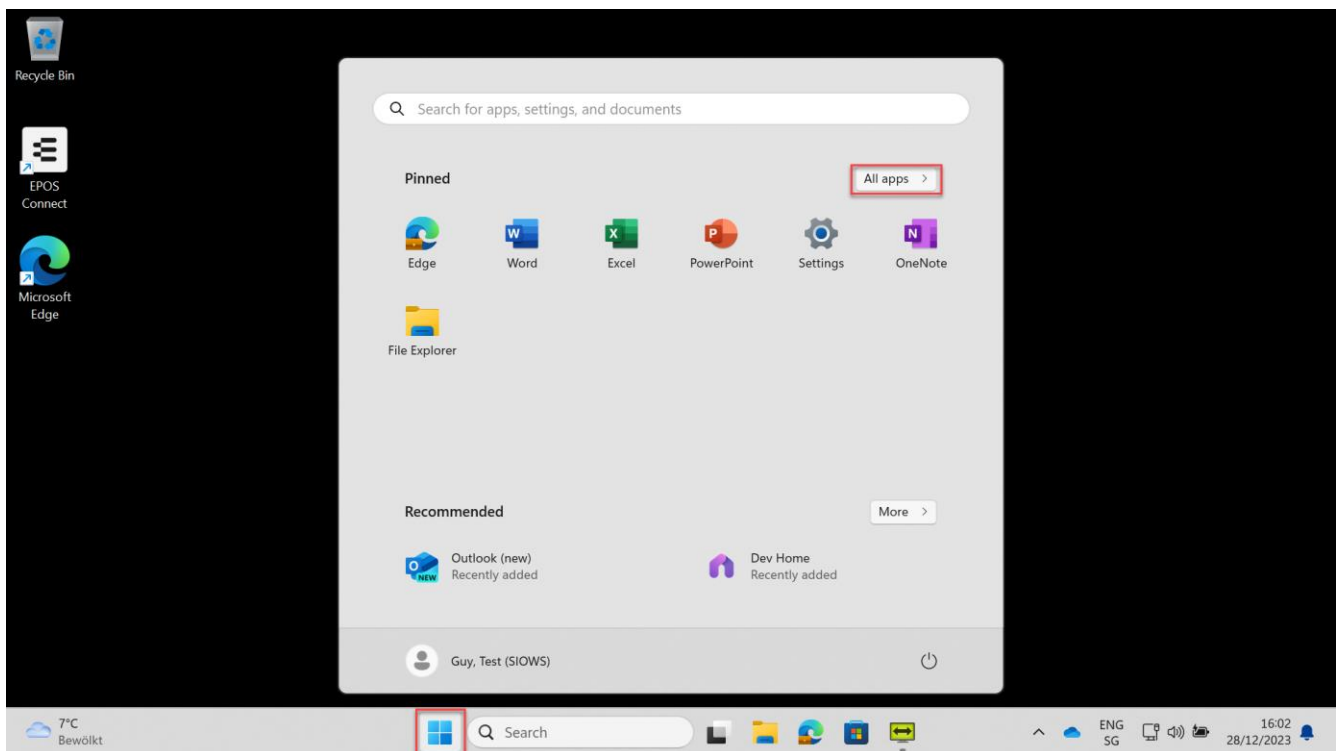
8. When your device is ready, you see this screen. Please hit enter.



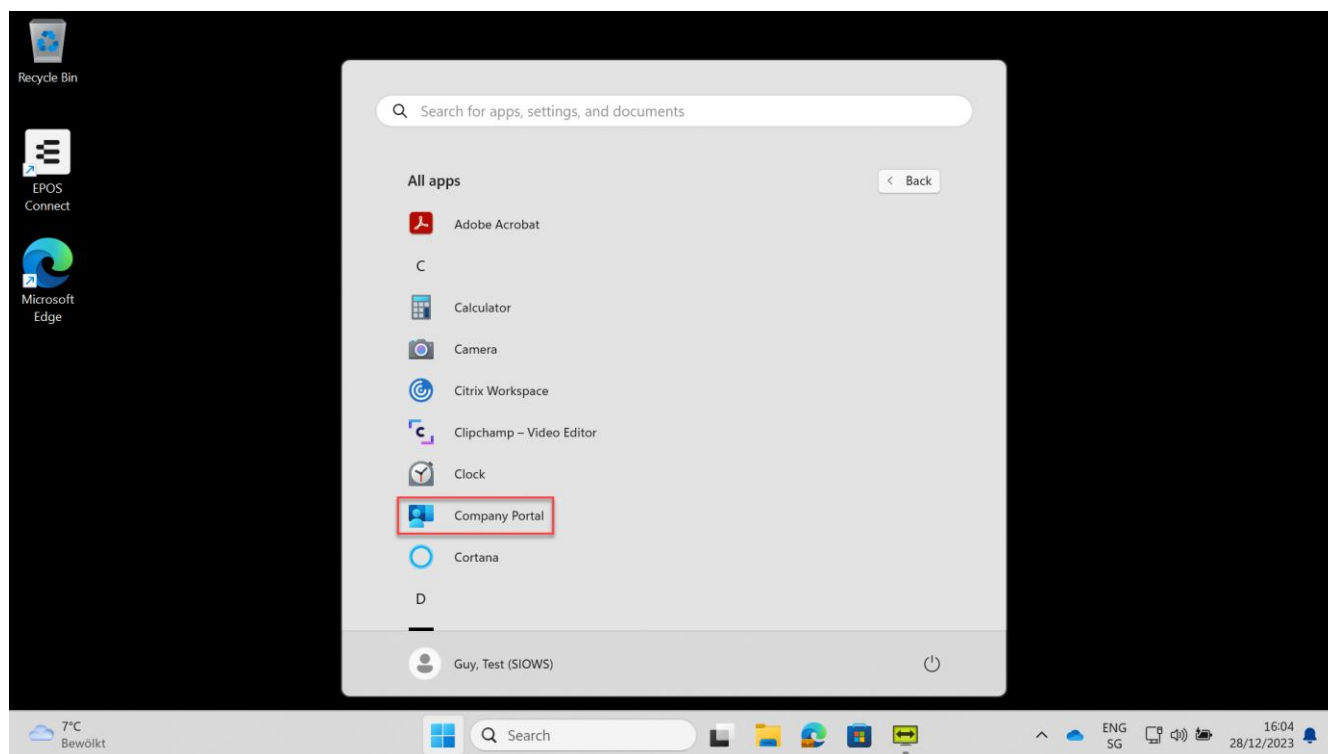
9. Please login with your e-mail address and password.



10. Congrats! Your device is set up. Some applications like Microsoft Outlook, Teams or Edge are already installed. If you need additional applications you can install these from Company Portal. You find it under All apps.



11. If your device is not set up in English, Company Portal will have another name like Unternehmensportal in German. Just refer to the icon.



17. You may be prompted to select a category. Please select Hotelplan and click Done at the bottom of the window. You may have to scroll.

