# Returning Equipment from an Alternate Work Location (Laptop Users)

## Overview

This job aid outlines how to determine which System Offices equipment and resources you need to bring back, how to unassemble and re-assemble your equipment and how to pack it for travel.

### Steps

1. Which equipment did you take to your alternate work location?

Did you complete and sign the [Temporary Alternate Work Location Equipment Inventory](http://it.tamus.edu/wp-content/uploads/2020/03/Temporary-Alternate-Work-Location-Equipment-Inventory.pdf) form?

* + - * If yes, use it to help you determine what needs to come back to the office. (If signed, it is with your supervisor or department head.)
			* If no, check your alternate work location for these items:
	+ Laptop and power cord
	+ Monitor(s) and power cord
	+ External keyboard
	+ External mouse
	+ Docking station and power cord
	+ Printer and power cord
1. Decide how you will get equipment to your alternate work location safely.
* Bring a blanket or quilt to protect the equipment.
* Take care to protect monitor screens, they are delicate and scratch or break easily.
* Protect the connection from the docking station that plugs into your laptop.
* Don’t drop anything!
1. Pack smartly
* Take a picture of the back of your docking station to help you plug everything back in.
* If needed, label connections with tape and a pen.
* Leave the power cord plugged into the device when possible (e.g., leave the monitor power cord plugged into the monitor).

This completes **Returning Equipment from an Alternate Work Location.** Contactthe Help Desk if you need help.