

Taking Equipment to an Alternate Work Location (Laptop Users)

Overview

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

Steps

1. Decide what you really need at your alternate work location.

Item	Does it need to go to alternate location?	Ask yourself...
Laptop and power cord	Yes!	
Monitor and power cord	Maybe	If you have more than one monitor, how many do you need at home?
External keyboard	Maybe	Do you want to use it instead of your laptop keyboard?
External mouse	Maybe	Do you want to use it instead of your laptop mouse?
Docking station and power cord	Maybe	Are you taking a monitor home? If yes, take the docking station
Printer and power cord	Probably not	Do you need to print at home or print to a TAMUS printer?

2. Obtain **approval from your supervisor** for any equipment you plan to take with you and **complete** the Temporary Alternate Work Location Inventory form.
3. 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.
 - Don't drop anything!
4. **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 (e.g., leave the monitor power cord plugged into the monitor).

This completes **Taking Equipment to an Alternate Work Location**. Contact helpdesk@tamus.edu if you need help.