

## Equipment Basics

GES provides benefit counselors the necessary equipment for each enrollment assignment. This equipment includes, but limited to a combination of the following items:

- Laptop
- Printer
- Monitor
- Wireless Keyboard
- Mouse
- Headset
- Aruba
- Cisco Phone
- Air Card
- Signature Pad

Included with the equipment are the required connectivity and power cords for each device.

GES will test equipment prior to distribution to be sure the equipment is functional.

GES inventories all equipment and pre-assigns equipment to Benefit Counselors with asset identification tags.

### Locating the Asset ID Tag

Upon receipt of your equipment, verify the Asset ID tags on the equipment you receive match the Asset ID numbers on the Equipment Agreement you sign.



### Laptops

The laptop issued to you will be ready for use upon receipt. Laptops are equipped with a laptop power cord. The Asset ID tag is located either on the top of the unopened laptop screen side or on the bottom right corner of the laptop keyboard once opened.

Laptop login:      **Username:** Enroller      **Password:** GES2022



### Printers

Your issued printer is ready for use. It has been tested and equipped with pre-installed software drivers for use. There is a test page inserted under the cover for testing verification. The printer comes with power and USB cords to plug into the

laptop. The Asset ID tag is located on the top of the printer or on the underside of the print.

A troubleshooting guide is available on [www.enrollerinfo.com](http://www.enrollerinfo.com)



### **Signature Pads**

Topaz Signature Pads have been tested and pre-installed on your laptop. The Asset ID tag is located on the underside of the signature pad just below the manufacture label.



### **Monitors**

Asus monitors are tested and pre-installed on your laptop and ready for use. Monitors come with a 6 foot USB C cable. Depending on the laptop, you will plug the monitor into a USB port or USB C port. The Asset ID tag is located on the backside of the monitor.



### **Air Card (Hot Spot)**

GES will test Verizon air cards prior to shipment. The air card is ready for use upon receipt. The Asset ID tag is a white label located on the backside of the Air Card with the office address and a 3 digit Asset ID with Password.

### **Instructions for using the Verizon Air Card (Hot Spot):**

- Keep hot spot **PLUGGED IN AT ALL TIMES** while using device.
- Up to 6 users can be connected to one hot spot before connection gets disrupted.

**To Power on:** Press and hold power button until display screen lights up. Light below the power button will turn on and will be flashing.

**To find device name:** Press the power button 2 times, the name will appear on display screen.

**To find device password:** Press the power button 3 times, the password will appear on displayscreen. Also, this can be found on the backside of device on the Asset ID tag.

**To connect to device:** Go to internet/Wi-Fi setting on laptop, select the hot spots device name, and type in the password when prompted. It can take a minute to connect to device.

**To power off:** Press and hold power button until the display screen shows “Goodbye”. The light below the power button will turn off.