

Transitioning to WFH checklist

Complete these steps while you're in the office

- **If you have a laptop**
 - Print this document
 - Download and Save this document on your desktop
 - Restart your computer
 - You may take your mouse, keyboard and monitor (including monitor cables if needed), Power Supply
 - Take a picture of the cable connections before disconnecting for reference (including docking station)
 - Leave your desk phone and headset in the office
 - Shut Down computer when you leave

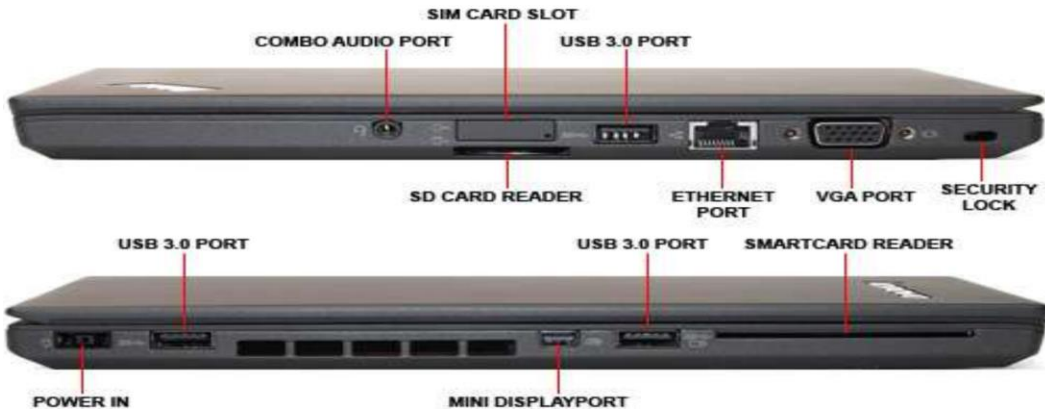
Laptop Model and Port image

(If you are unsure of the laptop you have open the laptop lid. In the lower right-hand corner of the laptop display will be the model number)

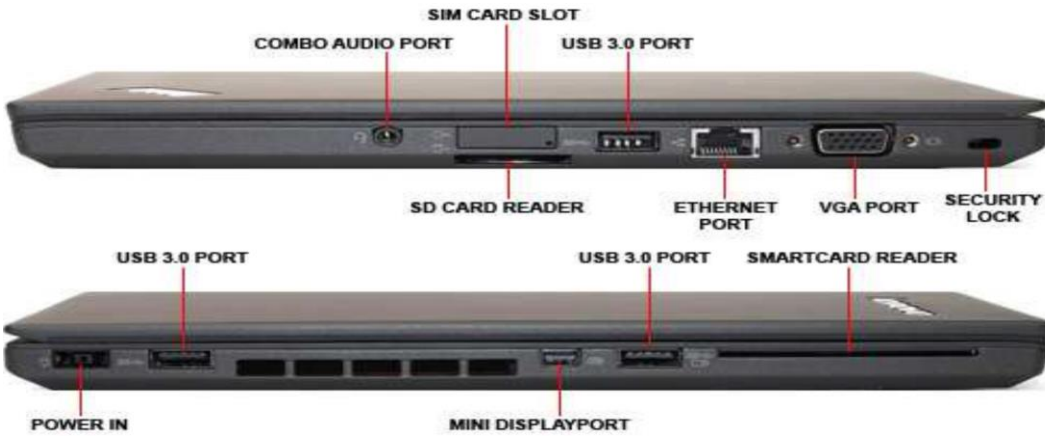
T440



T440s



T450s



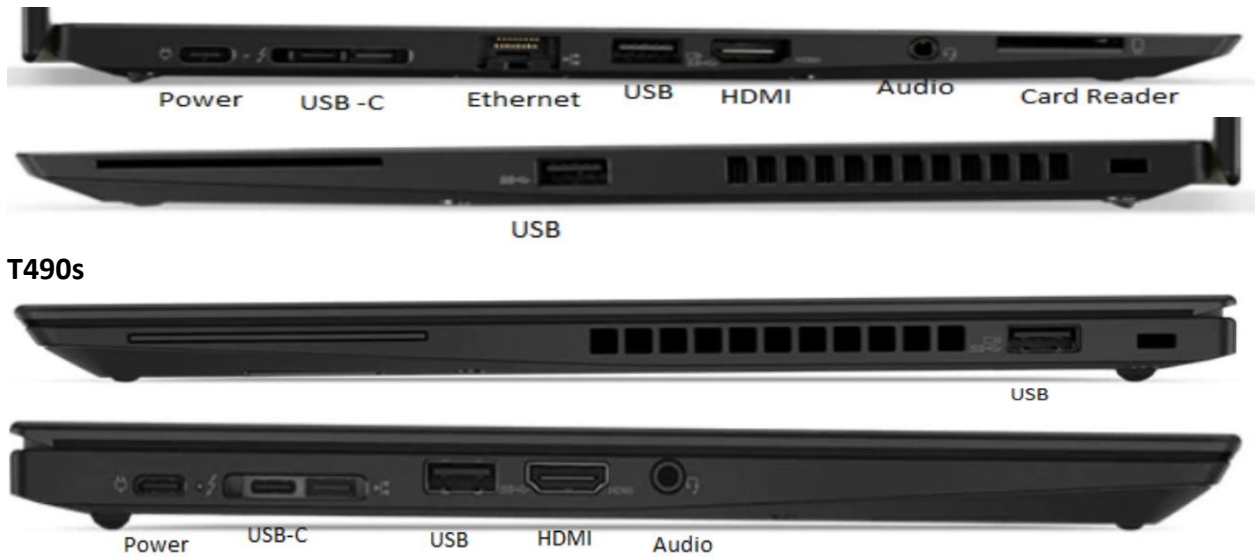
T460s



T470s



T480s



T490s

- **Desk Phones: DO NOT take your phone home**
 - Use **Cisco Jabber** on your computer OR your personal phone for conference calls. When using WebEx, select the 'Call Me' option and provide your phone number OR use your laptop microphone
 - If you need a headset to connect to your computer any USB headset with a mic will work.
 - [Jabber Instruction \(Link\)](#)
 - [Call forwarding instruction \(Link\)](#)

Complete these steps when you are home

- Setup your hardware
- Confirm your Internet Connection and **Phibro Direct Access**
- Confirm **Cisco AnyConnect** (backup VPN)
- Open Phibro Connect and go through MFA (Multi Factor Authentication)
 - [MFA Instruction \(Link\)](#)

Conferencing

- [Microsoft Teams Instruction Link](#)
- [WebEx Link to the site](#) (Existing user only)
- Bridge Number (Existing user only)

Reset Password / Account lock

If your account is locked it will automatically unlock after 15 minutes. If you forgot your password call the HelpDesk to have it reset.

Applications

- [Phibro Connect](https://pahc.sharepoint.com/) (<https://pahc.sharepoint.com/>)
- JDE Printing Instruction

Reference Document

- [Coronavirus Communication](#)
- [How to Guide – Work From Home Link](#)
- [Printing in PDF](#)

Need help?

If you need assistance or experience any issues you can:

- [Contacting the US Help Desk Instruction Link](#)
- Open a Track-IT ticket by emailing your issue to GetHelp@pahc.com. Include as much information about your problem in the body of your email.
- Contact Help Desk on 201-329-7090 and select option 1