



Workstation Setup Guide


Welcome back to the office! As we transition to a more flexible and modernized workspace, it's important to ensure that you're equipped with the necessary knowledge to set up and adapt your workstation effectively. Below is a comprehensive guide to help you get started:

Typical Workstation Components:

Your workstation includes the following items:

- 1 desk (some are sit/stand desks)
- 1 ergonomic chair
- 1 docking station with USB cable
- 2 computer screens
- 1 power bar
- A cabinet with a key to secure your items if you need to step away from your workstation (for daily use only)

How to Setup Your Equipment:








- Connect your equipment to the docking station.
 - [How to connect a docking station](#)
- Install a printer if necessary, but we encourage a paper-less office.
 - [How to install a printer](#) 

Adapting and Adjusting Your Computer Workstation:

A properly adjusted workstation allows you to adopt a natural and comfortable posture. Ensure your work is properly organized, and periodically change even the most comfortable posture. Refer to the following link on [iService](#) for guidance and images on adjusting your workstation for optimal comfort.

Technology Setup:

Our office technology has been modernized to accommodate unassigned seating and Activity-Based Working (ABW). Here are some tips to help you set up for a productive day:

- Connect your computer to a [universal docking station](#)  upon arrival.
- Log in with your ESDC username and password to access the network. Some [work locations](#) use Wi-Fi, requiring VPN connection.
- If using multiple screens or printing, reconfigure your [monitors' settings](#)  accordingly to match your offsite setup and configure a [printer](#) .
- Refer to [Boardroom Booking Services](#)  and [Boardroom Video Conferencing Guides](#)  on iService for hybrid meeting setup or for more information about how to book boardrooms.
- Sanitize your workstation using provided disinfecting wipes both at the start and end of your day. For more information, visit: [Toolkit for Employees: In the Workplace](#) .
- Leave your workstation as you found it. Do not move equipment. If equipment is missing, submit a request to the [National Service Desk](#) , for assistance.
- Watch the [Technology in a Flexible Work Model](#) Tech Tip video to familiarize yourself further with ESDC workstations and the technology available in the office.

If you require additional support with technology while working in the office, you can contact a [Workplace Experience Navigator](#) (WEN) for assistance. The WEN network is composed of colleagues who have volunteered to help with common technology issues in the office.

We hope this guide helps you navigate your workstation setup effectively. Should you have any questions or require assistance, please use the instructions below.

Employees: to report OHS issues, please speak with your manager or supervisor.

Managers: please submit all service requests to the [Human Resources Service Centre](#), using the [General HR Inquiry](#) form (select the appropriate Occupational Health and Safety category).