

Rachel Carson Hoteling Training Manual

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Version Control

| Version | Date | Description of Changes | Author |
|---------|-----------|--|---------------|
| 1.0 | 11/20/23 | Initial Draft | Nathan Shaner |
| 1.1 | 1/24/24 | Update (consolidated) | Jose Garcia |
| 1.2 | 11/7/2024 | Removed How to Provide Feedback Section and Removed Reserving space instructions, etiquette rules updates to remove rules on reserving locations | Nathan Shaner |

Welcome

Thank you for your interest in our pilot program for creating hoteling space in the Commonwealth of Pennsylvania. What follows are instructions for where this space is located and how to use it.

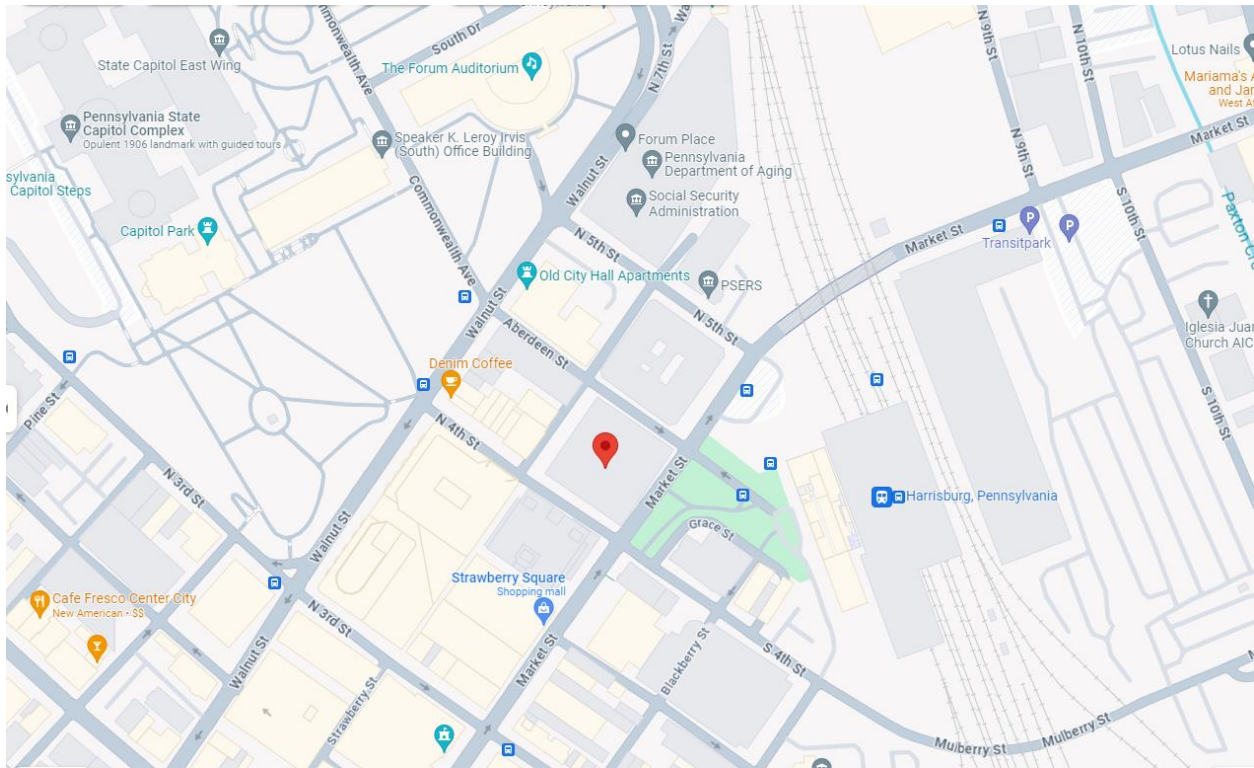
Directions to get to the Hoteling Location

Our hoteling space is located on the first floor of the Rachel Carson building at:

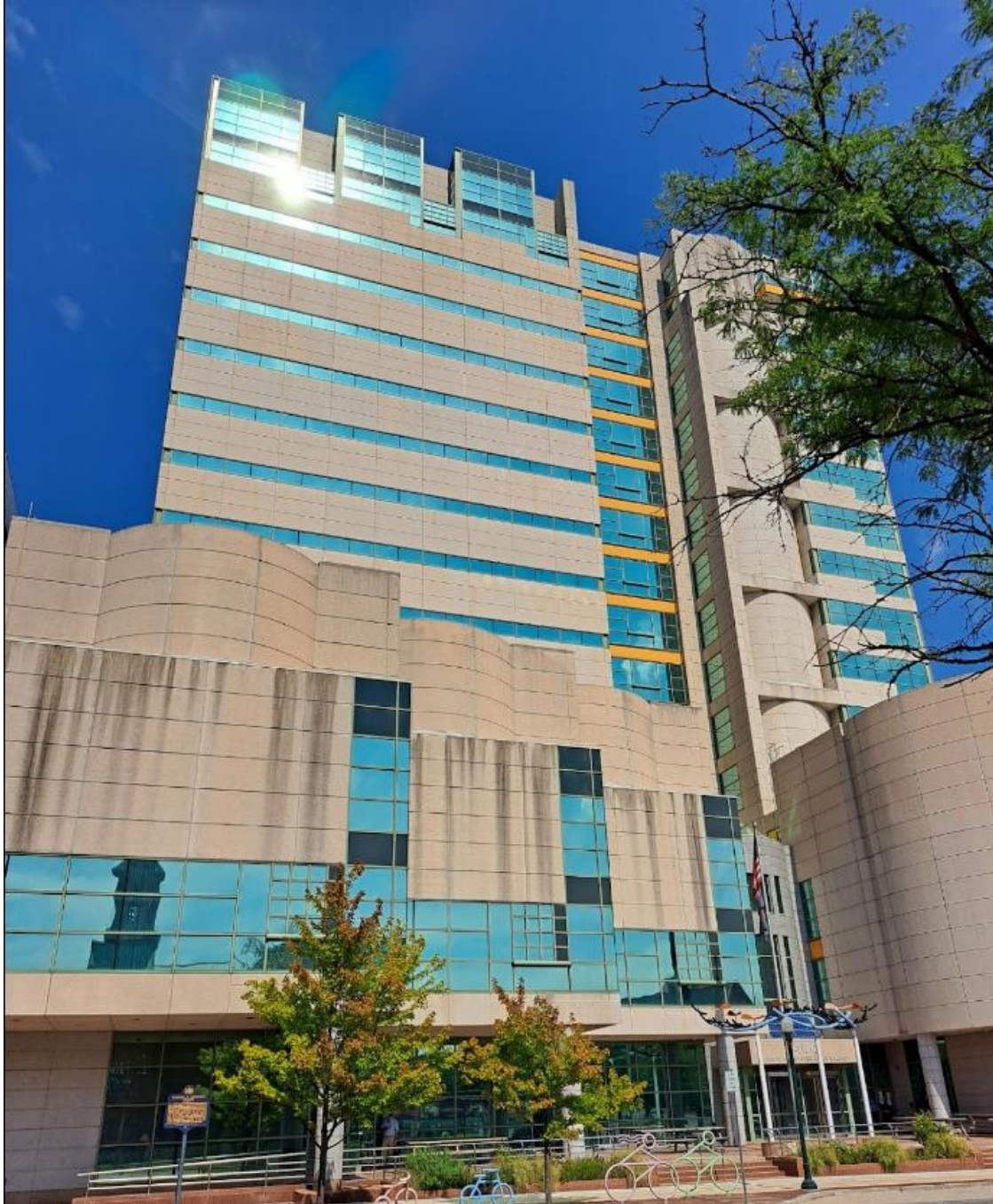
400 Market St
Harrisburg PA 17101

This location is near the train station and other major Commonwealth of PA State Government buildings.

Map



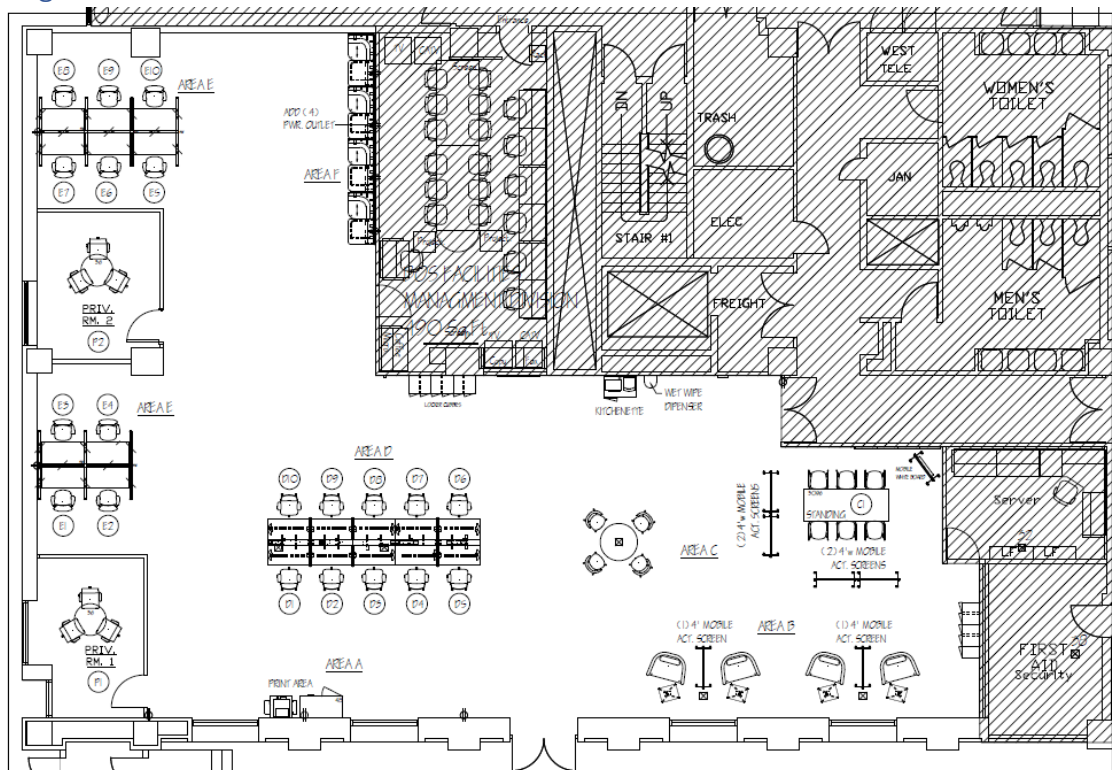
Building Entrance



Floor Plan



Hoteling Area Floor Plan



How to Reserve a Hoteling Space

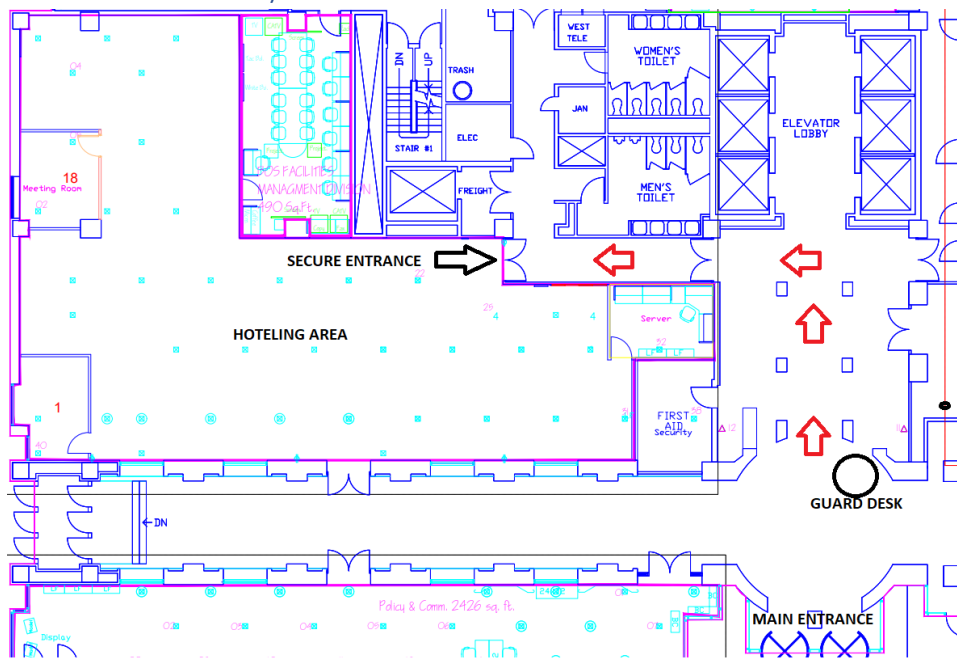
Spaces in the hoteling area are provided on a first come first serve basis.

How to get badge access

As a Commonwealth employee, your badge should grant you access to the Rachel Carson hoteling space via the secure entrance (see floor plan below).

Should you have any issue accessing the space, please see the building security guard for a guest badge to the space. Each guest will be required to sign in at the Guard Desk (see location on next page). They will be required to show ID and sign into the log-book. The guard will then issue the guest with a RSCOB Visitor Pass and an access badge. This badge only has access to Room 102. When the guest is finished utilizing the hoteling space, they must return the visitor pass and access badge, as well as sign out at the guard desk.

Location of Security Guard

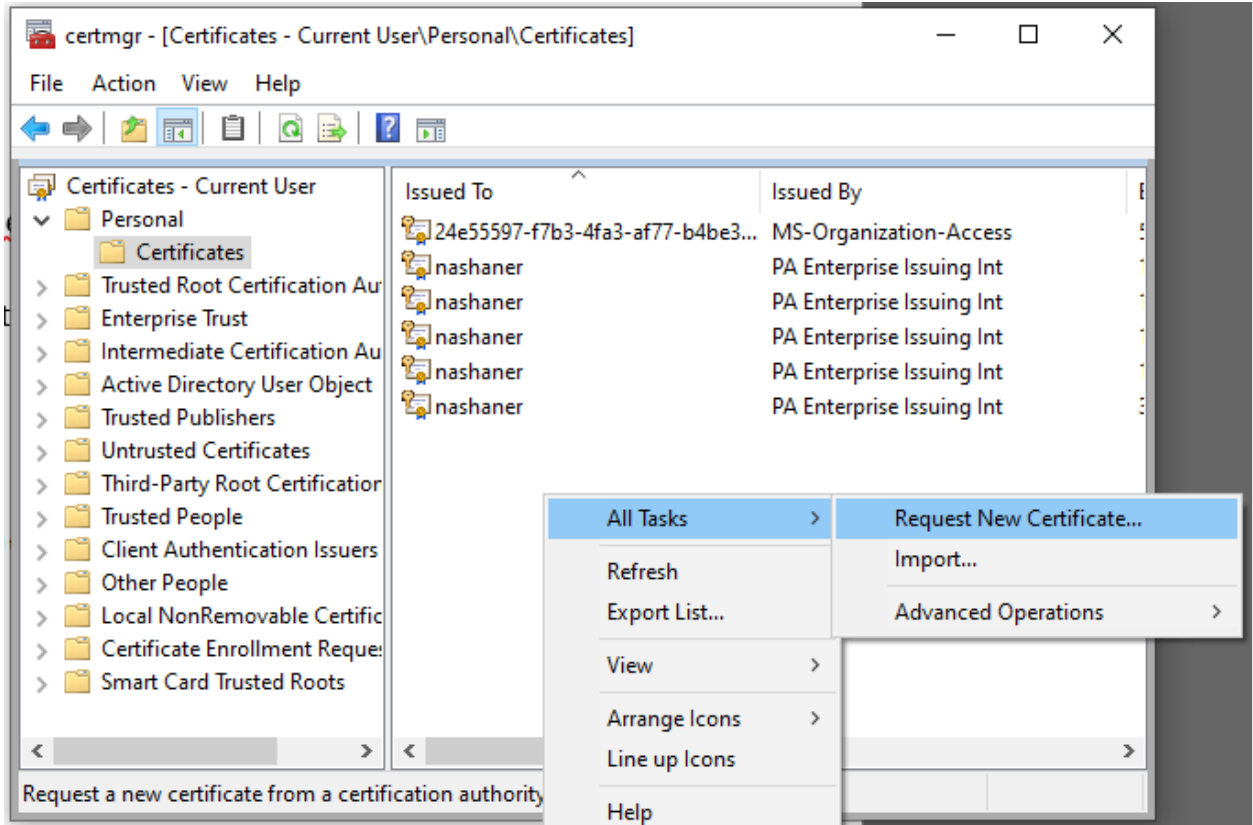


How to Connect to Wifi/Network for CODE PA and DCED

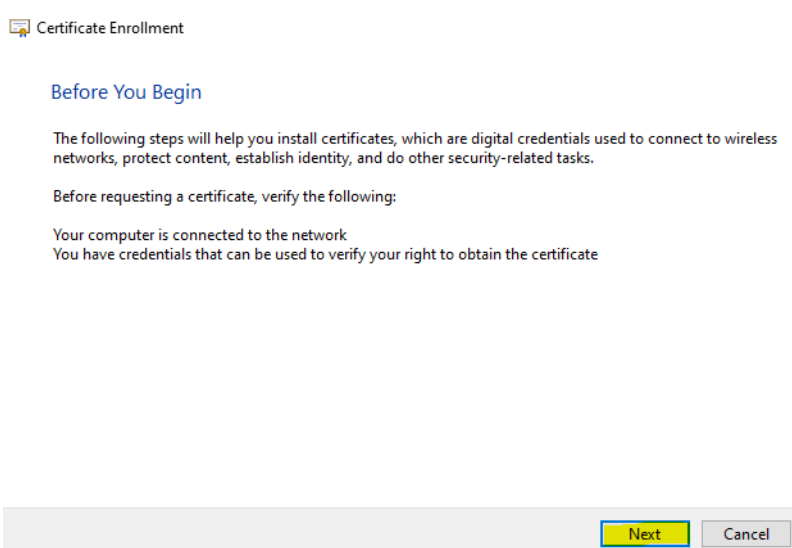
To facilitate easier network access in this location – COPA_CAMPUS Wireless access has been installed. If you do not currently have Wifi Access – you should contact your local help desk and submit a ticket to obtain access. Once that ticket is complete, follow the steps below to setup your new access.

Steps to Perform in Home Office


1. Right Click (or windows+R) start > Run and type in certmgr.msc
2. Right Click the Personal folder
3. Right Click and selection All tasks > Request new certificate



4. Choose Next:



5. Leave Active Directory Enrollment Policy checked and click Next

 Certificate Enrollment

Select Certificate Enrollment Policy


Certificate enrollment policy enables enrollment for certificates based on predefined certificate templates. Certificate enrollment policy may already be configured for you.

| Configured by your administrator | |
|------------------------------------|-------------------------|
| Active Directory Enrollment Policy | ▼ |
| Configured by you | |
| | Add New |

Next


Cancel







6. Check the box next to your template (Wireless user) then click enroll

 Certificate Enrollment

Request Certificates

You can request the following types of certificates. Select the certificates you want to request, and then click Enroll.

 More information is required to enroll for this certificate. Click here to configure settings.


| | | |
|--|--|-----------|
| <input type="checkbox"/> SCUPCodeSigning |  STATUS: Available | Details ▾ |
| <input type="checkbox"/> SPMVRDeviceAuth |  STATUS: Available | Details ▾ |
|  More information is required to enroll for this certificate. Click here to configure settings. | | |
| <input type="checkbox"/> SPMVRDeviceAuth20 |  STATUS: Available | Details ▾ |
|  More information is required to enroll for this certificate. Click here to configure settings. | | |
| <input checked="" type="checkbox"/> Wireless User Access |  STATUS: Available | Details ▾ |

Show all templates

Enroll


Cancel

7. The request and import should succeed and you can click finish.

 Certificate Enrollment

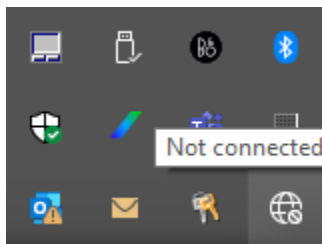
Certificate Installation Results

The following certificates have been enrolled and installed on this computer.

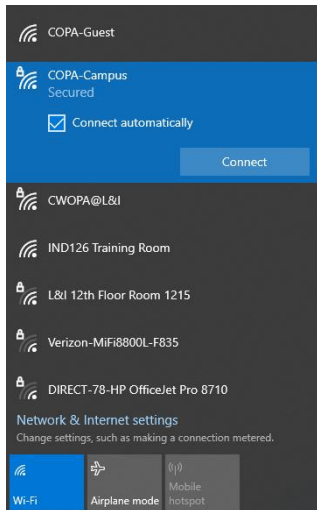
| Active Directory Enrollment Policy | | |
|--|--|-----------|
| <input checked="" type="checkbox"/> Wireless User Access |  STATUS: Succeeded | Details ▾ |

Finish

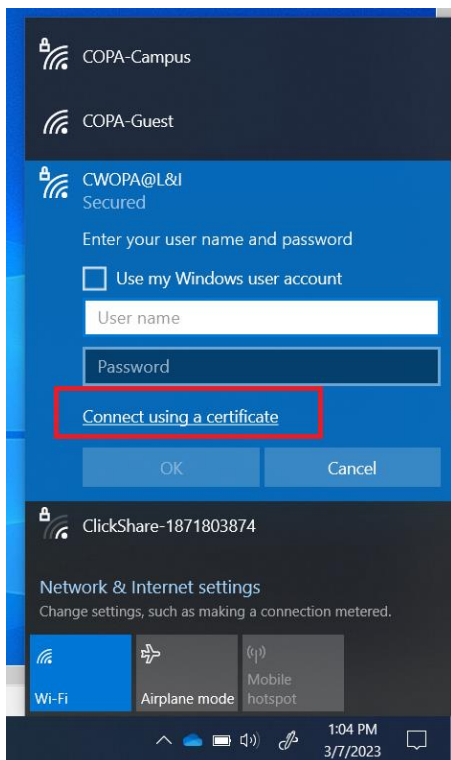
8. In the system tray – select this wireless icon



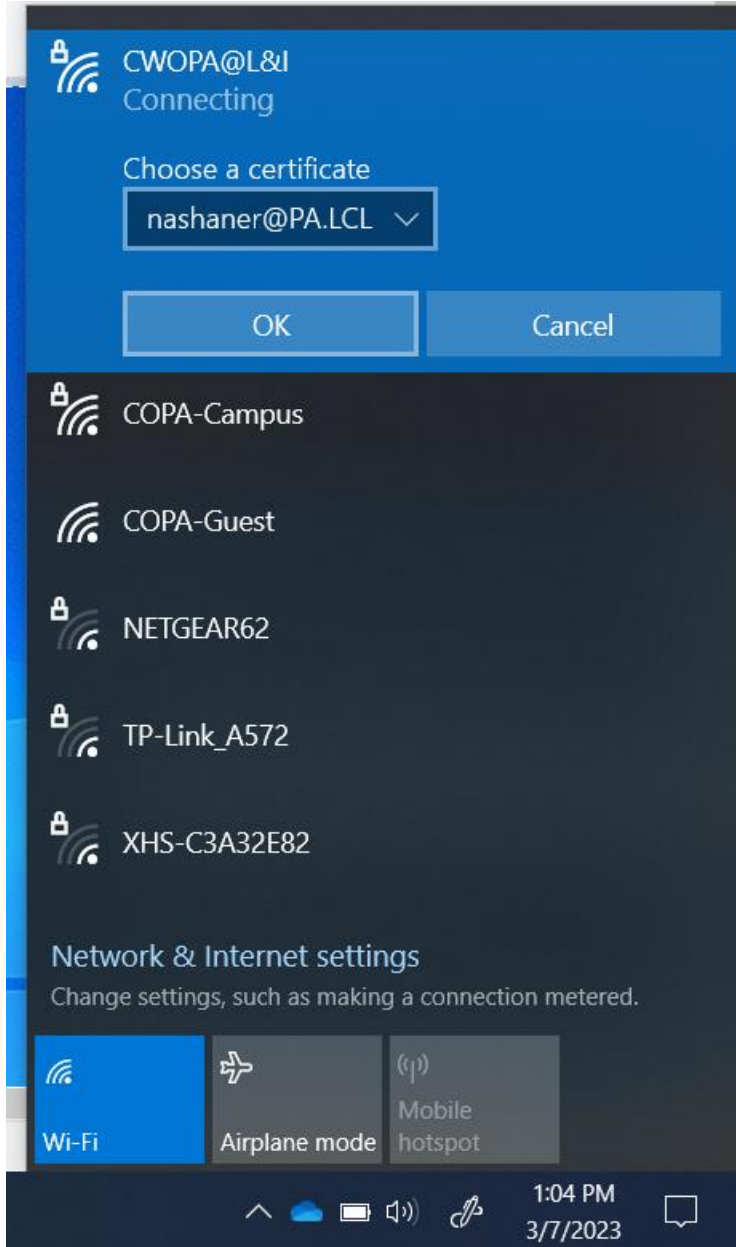
9. Select COPA-Campus – make sure Connect automatically is checked.



10. Select Connect using a certificate.



11. Choose <your cwopa ID>@pa.lcl and then Ok



CWOPA@L&I
Connecting

Choose a certificate

nashaner@PA.LCL

OK Cancel

COPA-Campus

COPA-Guest

NETGEAR62

TP-Link_A572

XHS-C3A32E82

Network & Internet settings

Change settings, such as making a connection metered.

Wi-Fi Airplane mode Mobile hotspot

1:04 PM
3/7/2023

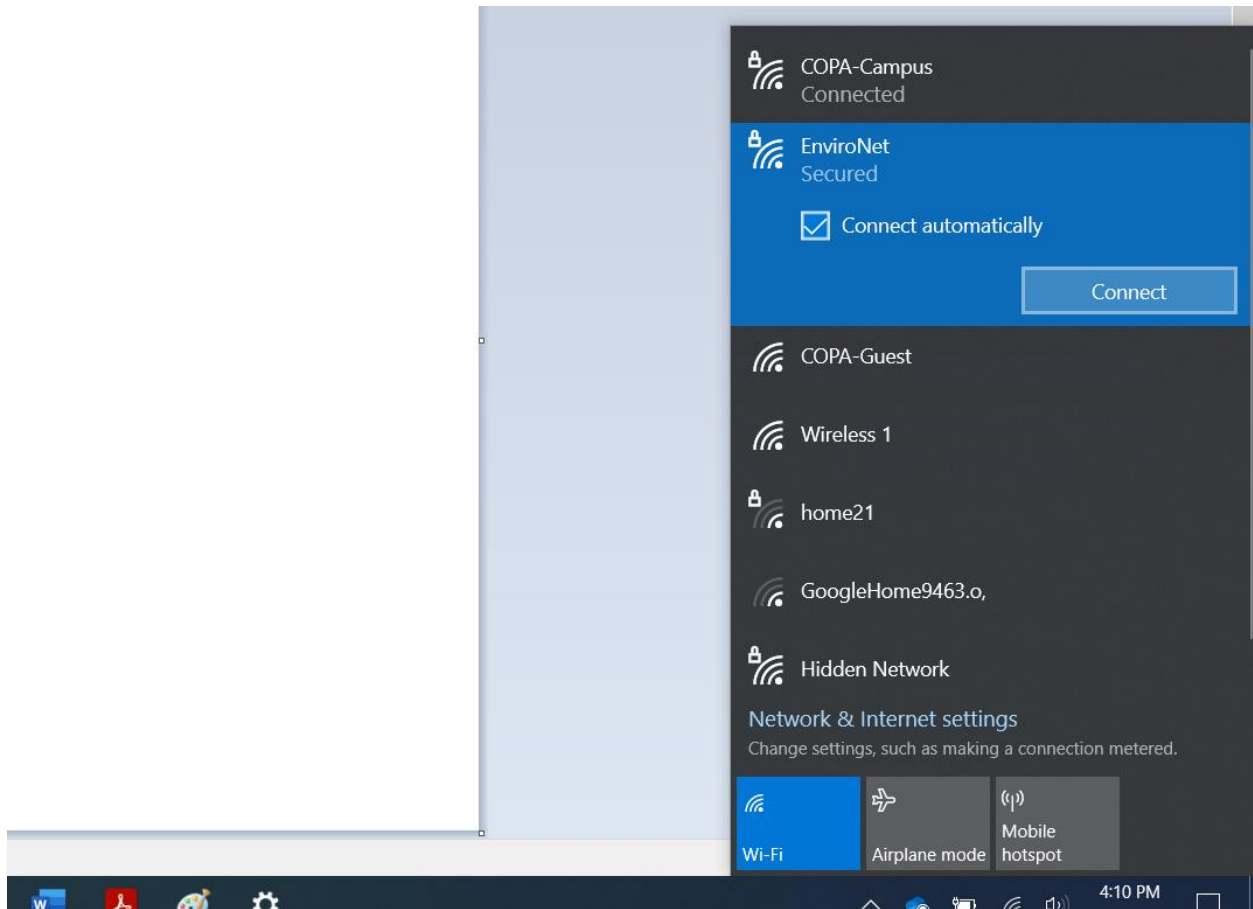
Who to call for IT Technical Support

Staff experiencing issues connecting to Wi-Fi and/or utilizing the RCSOB hoteling space should contact the GGDC Help Desk at (717) 783-1087).

How to Connect to Wifi/Network for DCNR and DEP

DCNR and DEP staff will have access to EnviroNet automatically. To connect to EnviroNet select it from the wireless access menu in the system tray

Connecting to EnviroNET



Instructions for Using the Docking Station and Monitor -

All of the workstations (Area D and Area E) are equipped with a Monitor, Keyboard and Mouse. To use this equipment – start by blocking in the docking station cable located in each area.

Plug-in Docking Station/Monitor Keyboard

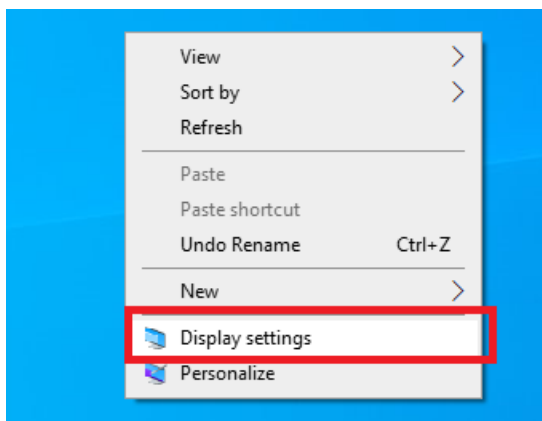


Once plugged in – the mouse and keyboard should immediately work.

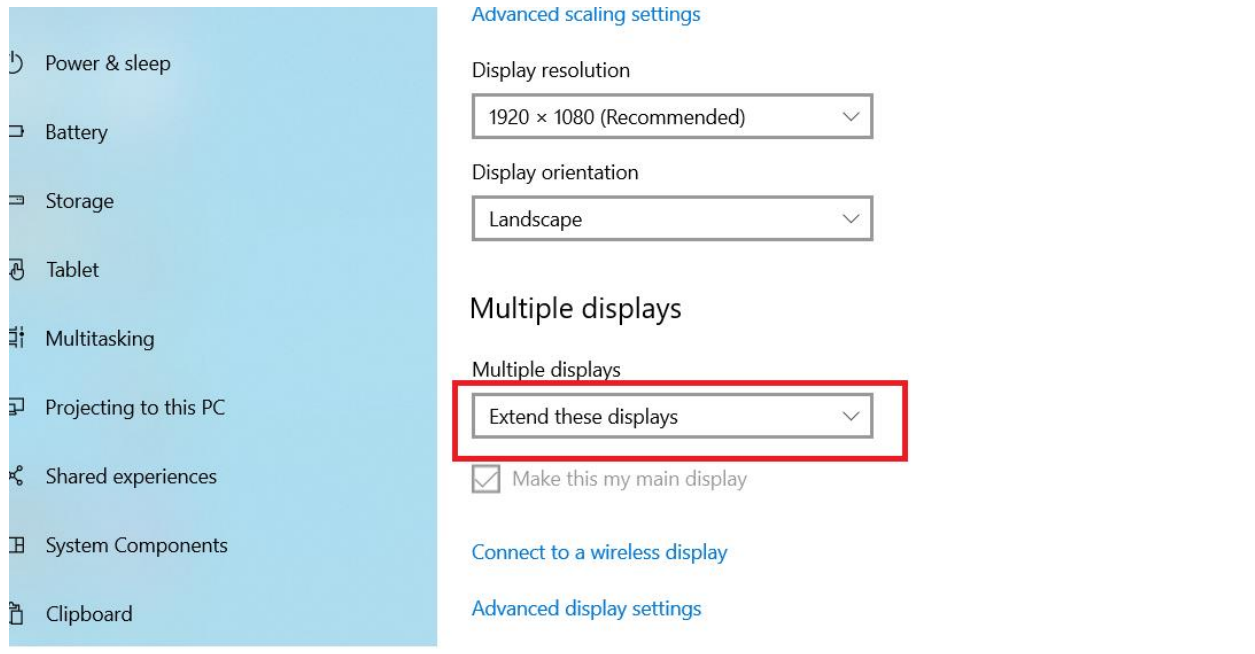
Extend Desktop (optional)

By Default – when the docking station is plugged in – the monitor and the laptop will both show the same screen. Some users prefer to have each monitor operated as a separate screen. To do this.

1. Right click on your desktop and select Display Settings



2. Select extend these displays from the multiple displays drop down list.



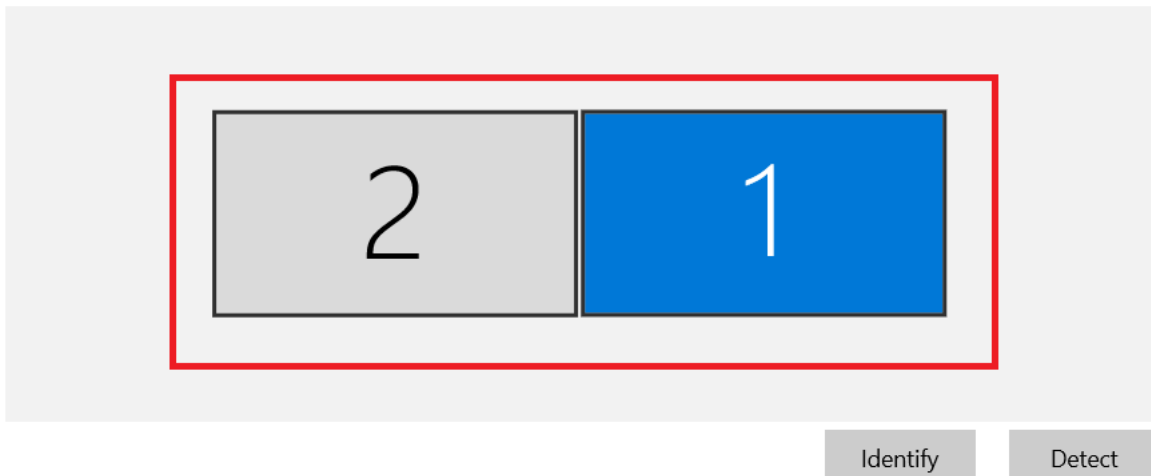
The screenshot shows the Windows Settings application, specifically the 'Display' settings page. On the left is a navigation pane with various system settings. The 'Multiple displays' section is expanded, showing a dropdown menu with 'Extend these displays' selected and highlighted by a red box. Below the dropdown is a checked checkbox for 'Make this my main display'. Other options like 'Connect to a wireless display' and 'Advanced display settings' are visible at the bottom.

3. You may need to drag and drop the monitors to align with your desk setup here:

Display

Rearrange your displays

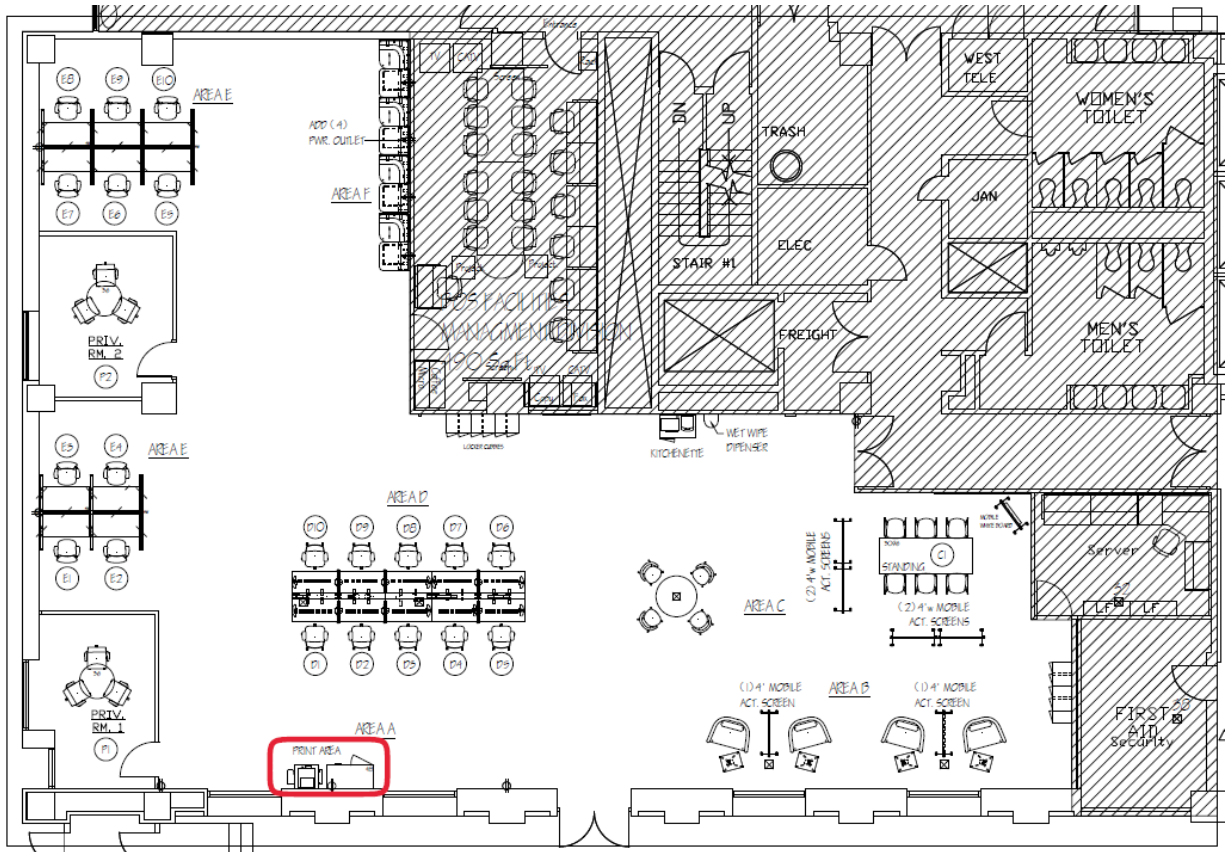
Select a display below to change the settings for it. Press and hold (or select) a display, then drag to rearrange it.



How to Connect to a Printer/Copier

There is a small Printer/Copier that can be used in this space. This Printer is not connected to the State Network. It can be used by walking over to the printer, powering it on, and plugging it into your computer using the USB Cable. The fax and email capabilities of this device are not available.

Location of Printer



How to Power on Device

Press and hold the power button (see red box)



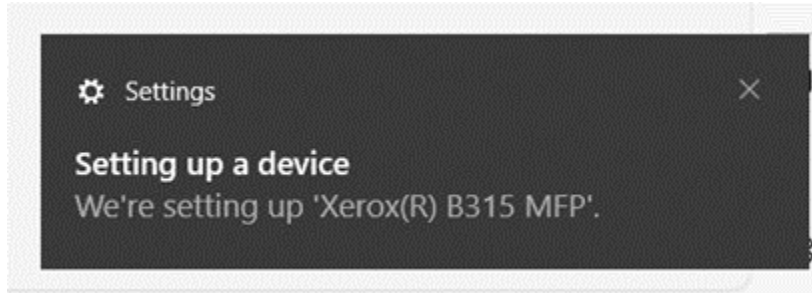
Plug-in Device Using USB Cable



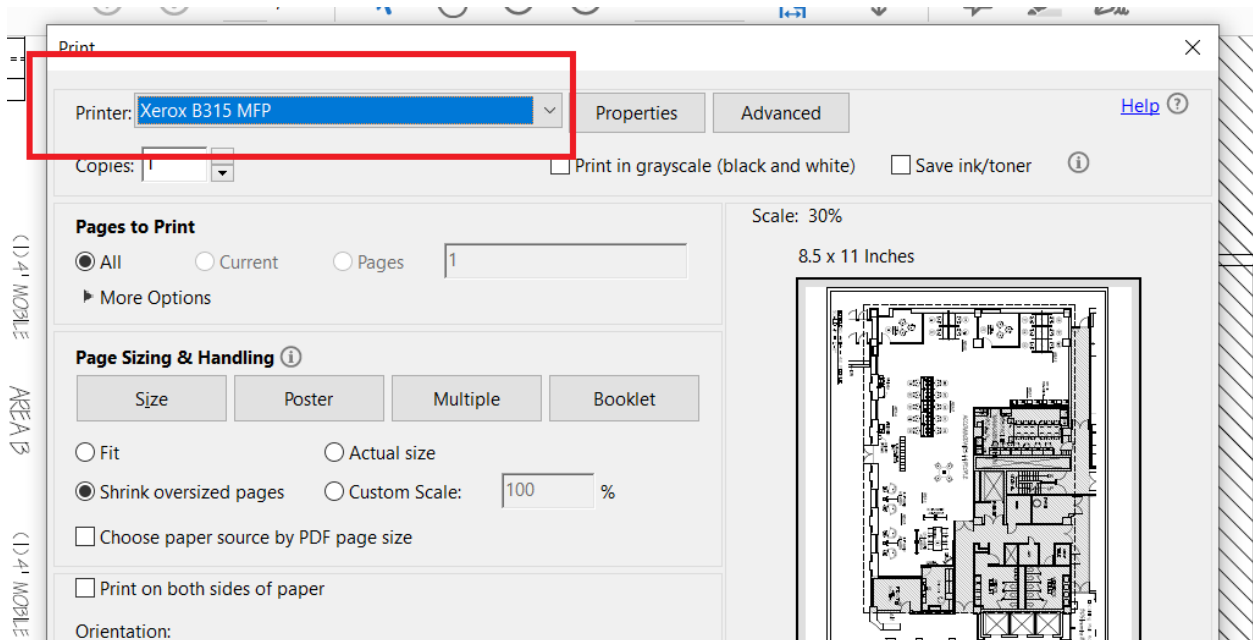
Select a Printer

The software to use the printer should automatically install. Users will need to select Xerox B315 MFP from the drop down list below before printing.

- When the cable is initially plugged in to your laptop, you should see the following message:



- NOTE - Set-up of the printer should occur within 3 – 5 minutes. You may need to check for status messages behind other open windows on your desktop for completion.



Etiquette Rules

Unlike other Commonwealth space – this hoteling location has an open floor plan. We request that all users of this space observe the following rules of etiquette.

- Use a headset for meetings as to not disturb others in the area.
- There is only 1 card reader to enter the space. You can exit the other door without a card read – but please make sure this door shuts behind you for security reasons.

- All food will be thrown out of the refrigerator at the end of the week.
- Please clean up after yourself. Cover food in the microwave and clean up any food splatter.
- DGS custodial staff will dispose of any food left in the refrigerator first thing every Monday morning.

Instructions for using lockers -

Instructions for using the lockers will be taped to the lockers. Contact Bill Wilson (building manager) at wfwilson@pa.gov if you have any trouble with the lockers or other facilities in this area.