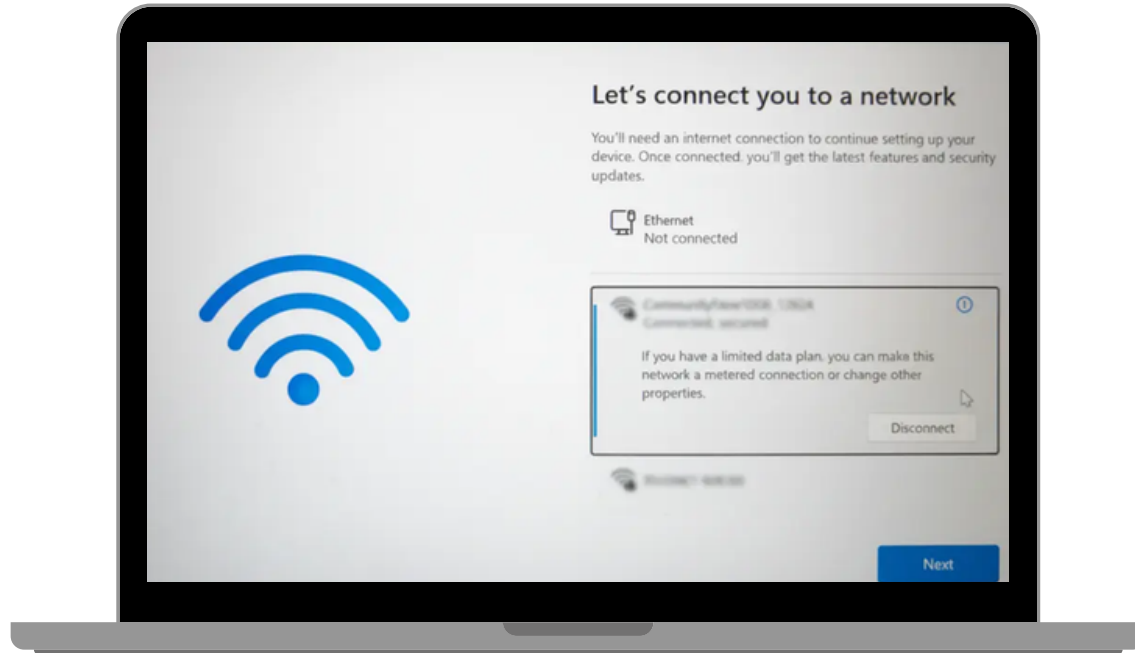
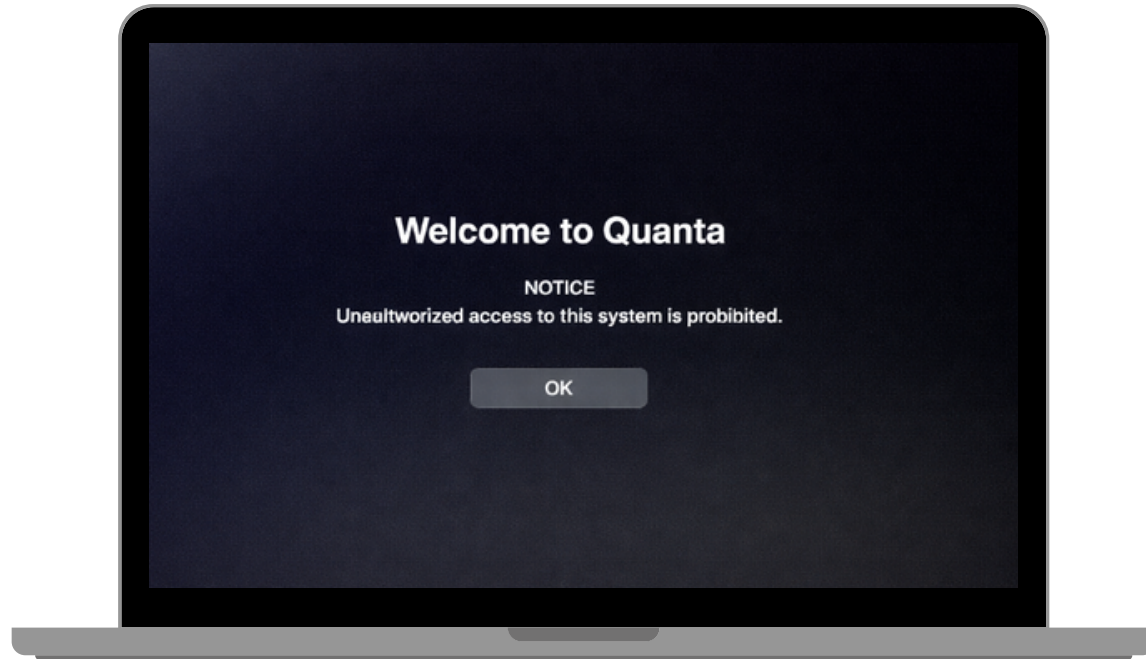


New Laptop Setup & Login Guide



STEP 1 - Power On & Connect to Wi-Fi

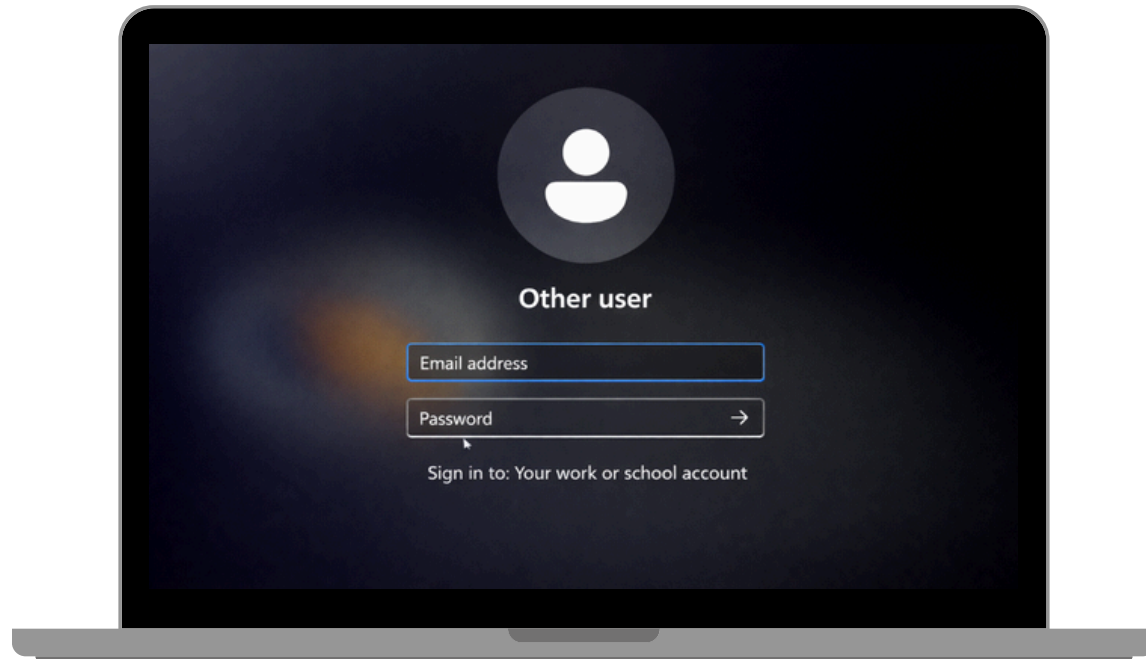
- Turn on the laptop.
- On the “Let’s connect you to a network” screen, choose one of the following options:
 1. **Wireless (Wi-Fi):**
 - Select your Wi-Fi network from the list.
 - Enter the Wi-Fi password and click Connect.
 2. **Wired (Ethernet) – Optional:**
 - If your laptop has a wired network port, you may plug in an Ethernet cable now.
 - Once connected, Windows will automatically detect the wired network.
- After the connection is established (Wi-Fi or wired), click Next to continue.



Step 2 : Welcome Screen

When the new laptop is powered on, the Quanta welcome screen will appear.

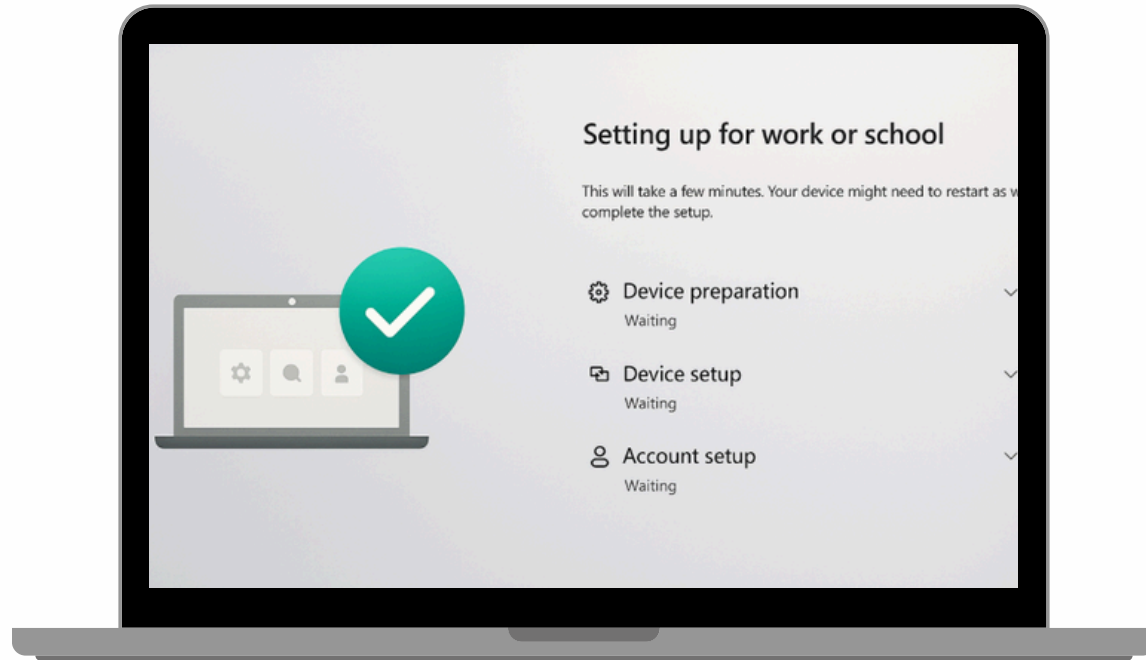
- The screen displays the company branding and system notice.
- Click “OK” to acknowledge the notice.
- Proceed to the login screen to continue with the account setup process.



Step 3: Sign In with Work Account

After clicking OK on the welcome screen, the login page will appear.

- Select Another user (if not already selected).
- Enter your company email address in the Email address
<username>@quantaservices.com your current company password
- Click the arrow (→) or press Enter to continue.

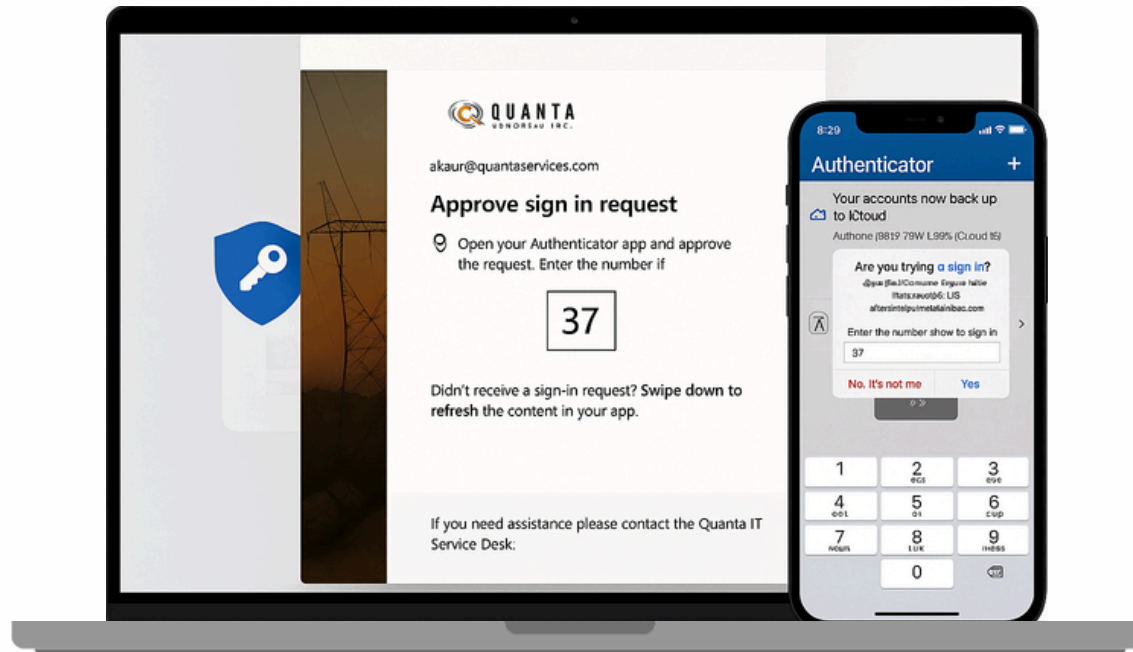


Step 4 – After Login: Device Setup

After logging in, the screen will display “Setting up for work or school.” At this stage, the system automatically configures the device for organizational use. The process includes:

- Device preparation – completes automatically
- Device setup – completes automatically
- Account setup – may take a few minutes

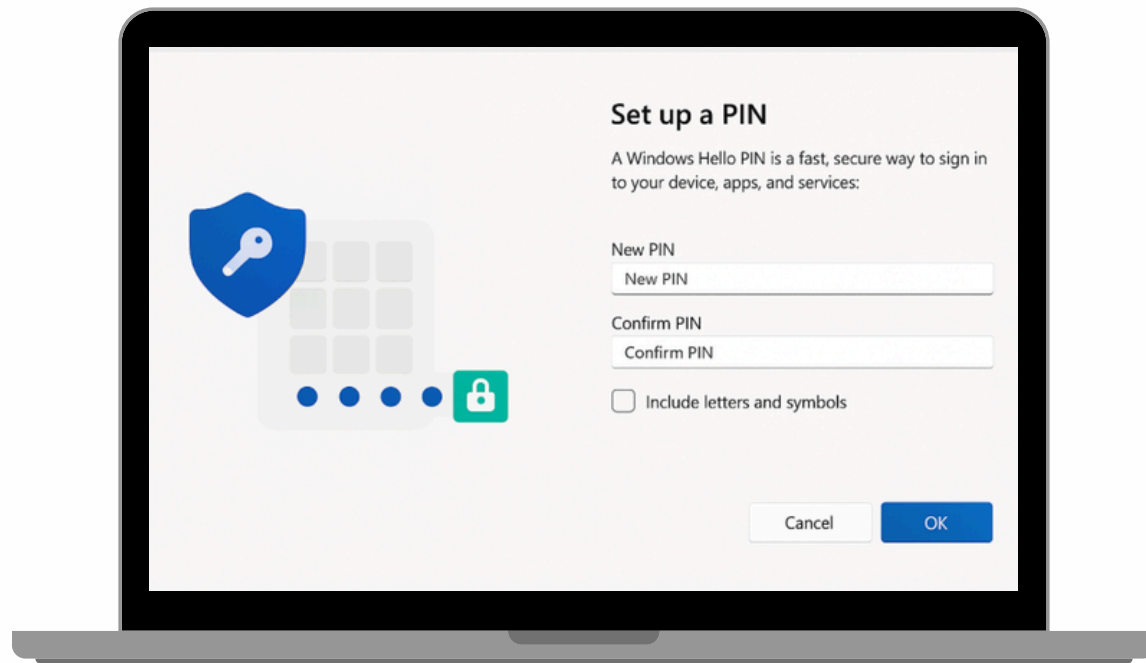
This step may take approximately 45 minutes to 2 hours, depending on your internet speed and connection stability. Please wait until all steps are fully completed. The device may restart during this process. Do not turn off or disconnect the device from the internet until the setup is finished.



STEP 5 - Steps to Approve Sign-In

Once the setup screen appears, you will be prompted to approve your login:

- Your computer will show a number.
- Open the Microsoft Authenticator app on your phone.
- Enter the number shown on the computer into the app.
- Tap Yes to approve the sign-in.

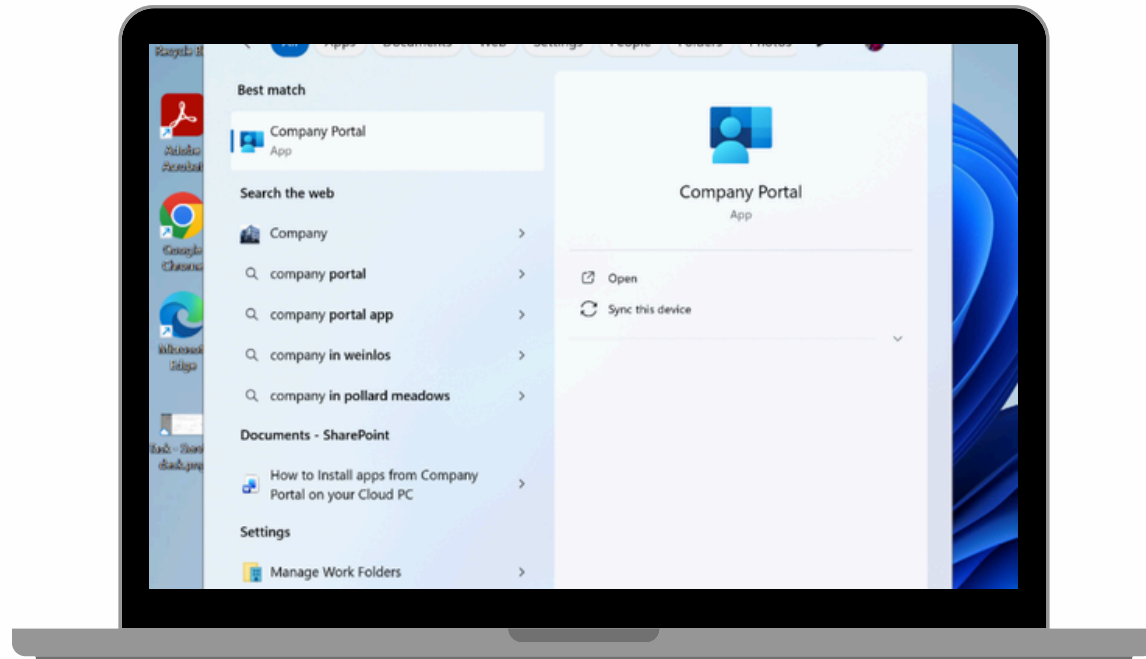


STEP 6 - Create Your Windows Hello PIN

On this screen, you'll set up your Windows Hello PIN, which you will use to sign in to your device.

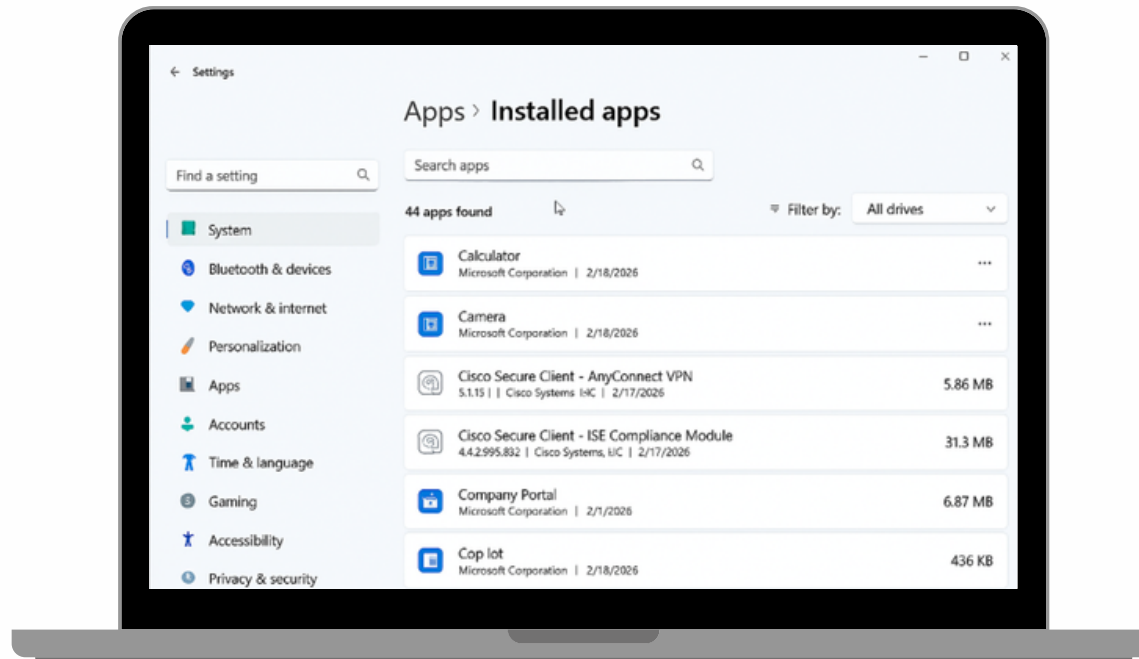
What to do:

- Enter a New PIN of your choice.
- Re-enter the same PIN in Confirm PIN.
- (Optional) Check Include letters and symbols if you prefer a more complex PIN.
- Select OK to continue.



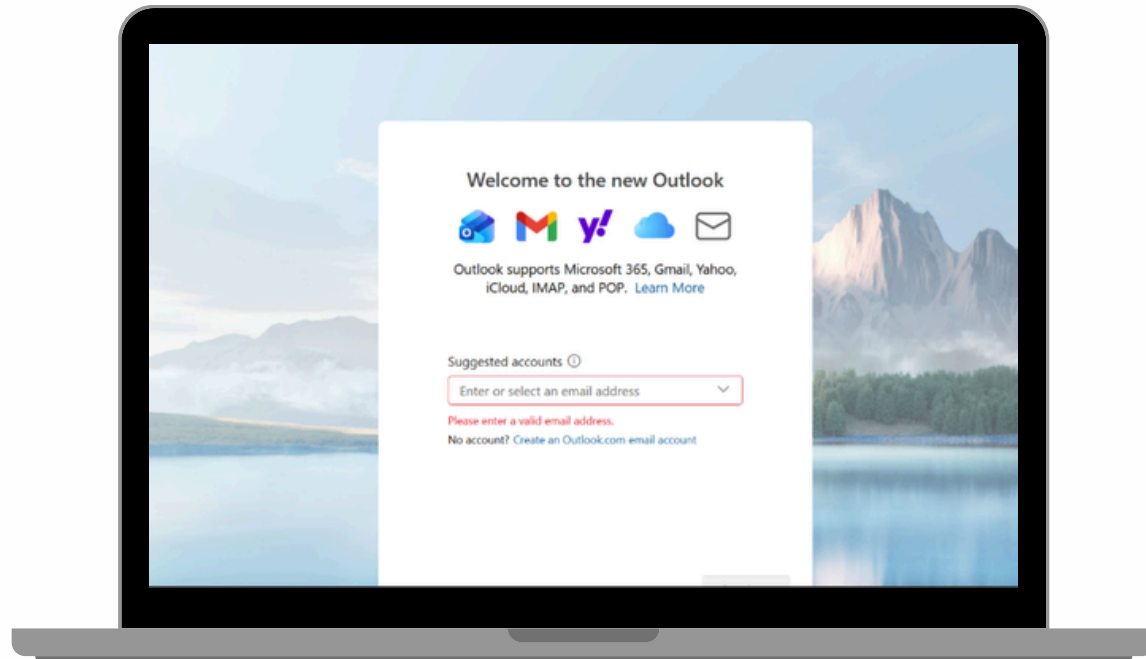
STEP 7 - Access the Company Portal

- Once setup is complete and you reach the Windows desktop, open the Company Portal app.
- Default applications (such as Adobe Acrobat, Google Chrome, Cisco Secure Client (VPN), and required policies/configurations) will begin installing automatically.



STEP 8 - Browse and Install Apps

- Inside Company Portal, browse the Quanta Managed Apps Library and install any additional applications required for your role.
- App installation may take an additional 60 minutes to 2 hours, depending on internet speed.
- Please keep the device connected and powered on during this process.



STEP 9 - Access your email

- Open Outlook, sign in with your Quanta email, and allow your mailbox to sync.