(last updated 1/17/2020)

1. **<u>Locate the MPT PC and Bracket Shipment(s):</u>**

   a) Shipped direct to site.

   b) Shipped from STAR Imaging Lab and/or STAR Complex

   c) Should be labelled "MPT."

   d) Check manager office, UPC, claims, receiving, customer service, pickup storage areas, anywhere and everywhere.

   e) Contents:

      1. (1) 15' HDMI Cable

      2. (1) USB Keyboard

      3. (1) USB Mouse

      4. (1) MPT PC (Dell Optiplex model 3050)

   f) If tracking is not included on the woid, call NET Tech Support for tracking info.

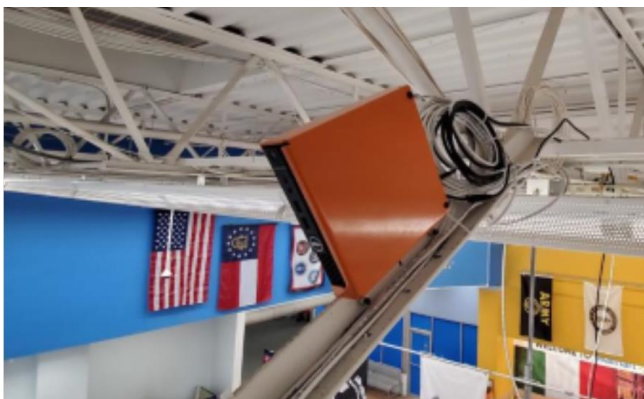   g) Mounting bracket may be shipped in a separate box with "BNSF LOGISTICS" on the side.

2. **Attach Bracket to Ceiling Beam**

    a) Figure out which ceiling beam to use.

        i. Locate GC installed duplex receptacle in ceiling directly above tower location. If power is NOT INSTALLED, report to NET Support at logout and continue with install.

        ii. Reference site plans to confirm duplex is in correct location directly above pickup tower.

        iii. Determine which ceiling beam is closest to the duplex and still directly above tower location.

        iv. The beam can be horizontal, vertical, or diagonal.

    b) Determine which orientation the bracket will need to install on the beam.

        i. Consider which way the MPT will sit in the bracket.

        ii. Best practice is for the data port side of the MPT to NOT face down (toward the floor).

    c) Attach bracket to ceiling beam.

        i. (Preferred)) Bolt the bracket to the beam using hex bolts, washers, and nuts. Toggle Anchors through the beam are also a good option.

        ii. (Alternate) Use self-tapping screws to screw directly into the beam.

        iii. Bolt/screw to the beam in three holes provided on bracket.

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3. **Insert MPT into bracket**

a) Secure the MPT in the bracket by installing bolt/nut stoppers in the four locations across the edge of the bracket. These stopper bolts/nuts prevent the MPT from falling out of the bracket.

b) Patch in the data cable and power cable. Dress both cables.

c) Patch in the HDMI cable. Within 12-15" of the MPT, strongly secure the HDMI cable (zip ties or Velcro) so that it can't be accidently unplugged from the MPT. Coil the rest of the HDMI cable neatly in the rafters.   Clearly label the end of the cable "Integrated ORB."

4. **Power up the MPT**

a) Data cable needs to be patched to a VLAN 25 port and plugged into the MPT prior to powering it on (Confirm by calling NET Support).

b) Make sure NET Support gets successful ping results on the MPT.

    a. IF MPT POWER IS NOT IN PLACE, OR IS NOT HOT, MAKE SURE TO REPORT IT TO NET SUPPORT AT LOGOUT.

c) All MPT configuration will happen remotely (by NET Support).

d) After the tower is installed, the tower provider/installer will drop the HDMI cable down and plug it into the integrated orb.