



TT&L Hotdesking Pilot

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How many days am I required to be on campus?

Staff are required to be on campus a minimum of 2 days per week.

Do the days need to be the same each week?

One day must be the 'team cohesion' day which is the same each week. The second day, and any additional days, do not need to be the same each week as flexibility is required due to the nature of the work in TT&L.

Do I need to book a desk for the 'team cohesion' day?

No. Each team has been assigned an office for this day, so desk booking is not required. The relevant offices will be unavailable for booking on these days. The offices have been designated as below for the team days:

Team	Day	Office
Academic Affairs	Monday	3.2 West Theatre
Academic Practice	Tuesday	3.06 Foster Place
Micro-credentials	Wednesday	2.5 West Theatre
Quality Office	Thursday	2.5 West Theatre

Days outside of the 'team cohesion' day must be booked in Booking System.

Who do I contact if I have difficulty with the Hotdesking Booking System?

A step-by-step [User Guide](#) is available on the TT&L website. Staff should first consult the User Guide if they encounter any issues. If the problem is not addressed by the User Guide, please contact Steph at reillys8@tcd.ie

Do I need to bring my laptop each day I'm on campus?

Yes, staff are required to use their laptops for hotdesking. Each desk has been set up to facilitate this.

How do I connect to the College Network?

Wi-Fi and wired connections are available in each office.

Instructions for connecting to the **Wi-Fi network** are available on the [IT Services website](#).

When using the **wired network**, please ensure the ethernet cable (red or grey) is **plugged directly into your laptop**. Do not plug it into the docking station. Docking stations are not registered on the College network as they must be assigned to a specific user.

Staff should have both a wired and wireless network connection set up on their laptops. If staff are unsure as to what connection type they have, please contact IT Services with the name of the laptop.



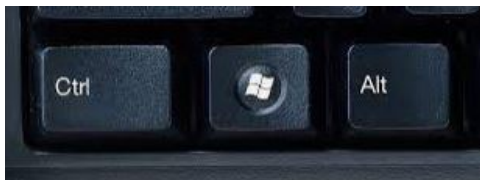
To find the name of the laptop go to **Settings – System – About**.
Under **Device Specifications** you will see the **Device Name** as shown below.



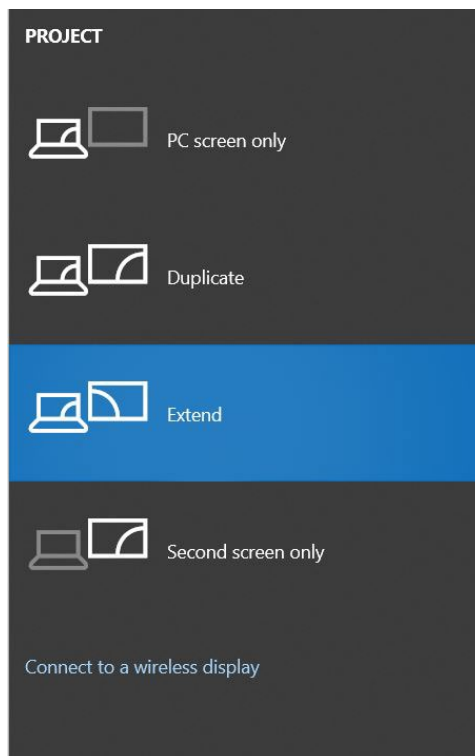
How do I use multiple monitors with my laptop?

Each desk will have two monitors. When you connect your laptop to the dock you have the option to use the two monitors in addition to your laptop screen or use the two monitors on their own.

On the keyboard, hold down the **windows key and P**. The windows key is located between Ctrl and Alt.



This will bring up the Project menu. The current setting will be highlighted.



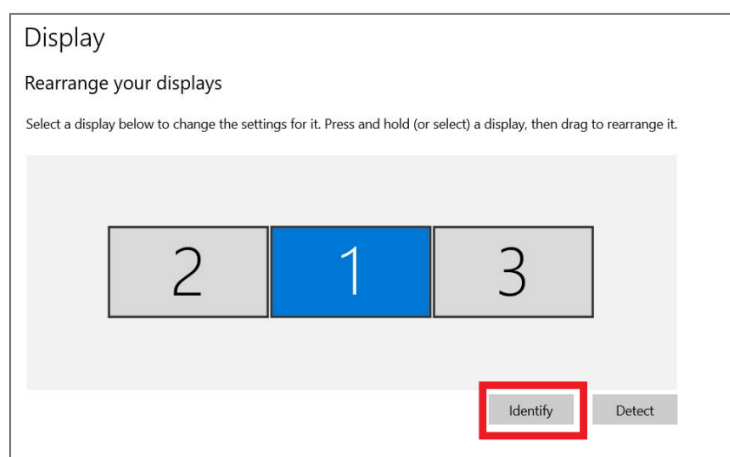
To use the monitors in addition to the laptop screen, select **Extend**.
This option is recommended so staff can easily use Teams/Zoom on their laptop as webcams will not be provided.

To use the monitors only, select **Second screen only**. Your laptop screen will turn off.

Check that you can easily move your mouse across the screens by going from the left screen across to the right. If this doesn't work, you will need to rearrange the displays.

Rearranging the displays

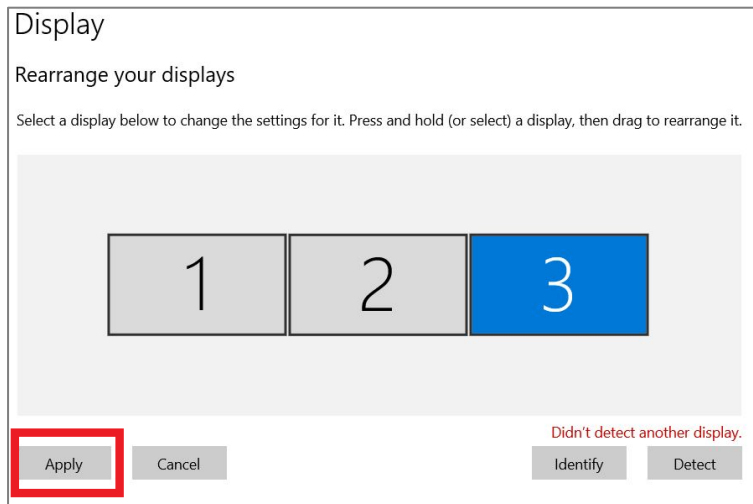
Go to **Settings – System – Display**.





Click **Identify**. The number assigned to each monitor will appear on each screen.
You can click and drag the box representing the monitor that needs to be 'moved' so that they are in the correct order.

Once you have done this, click **Apply**.



Try again to move your mouse in the correct direction across the screens. Rearrange the displays as needed until you are happy.

Will I be able to print from each office?

Yes. Laptops can be set up to connect to the printer in each office. Information on this is available on the [Hotdesking Information page](#) on the TT&L website.

Please note, laptops should be connected to the **wired network** when setting up the printers.

How do I access the offices?

There are keys stored in safe boxes on the wall outside each office. The code will be provided by Steph via email.

Once the door is unlocked the key must be immediately returned to the safe box.

Will lockable storage be available?

There will be 12 lockers available in office 2.5 West Theatre to accommodate staff working in the West Theatre offices.

There will be 6 lockers available in office 3.06 Foster Place to accommodate staff working in this office.

Will I have my own locker?

No. Space restrictions mean we are unable to designate a locker to each staff member. Lockers should be emptied at the end of each day and the key left in the lock.

If staff will be in the same building on consecutive days, items can be left in the locker overnight.



Will headsets be provided?

Yes. Headsets are available from Steph in Office 1.4 West Theatre.
Headsets must be used by all staff during Teams/Zoom calls.

Will hand sanitiser and wipes be provided?

Yes. There will be hand sanitiser and disinfectant wipes available in each office. Staff are requested to wipe down the desk at the end of the day.

Who do I contact if there is an issue with the office/equipment?

Contact Steph at reillys8@tcd.ie