# eHealth Saskatchewan

# Setting up Vaccination Site Computer Equipment

## Acronym List

eHS     eHealth Saskatchewan
MiFi     Mobile Wi-Fi Hotspot
OEAP    Office Extend Access Point (WiFi & Wired)
SHA     Saskatchewan Health Authority
WiFi     Wireless Network Connection

## Review History

| Reviewed by | Review Date | Reason |
|---|---|---|
| KM TM - Jewsbury | April 9, 2021 | Publish to Vaccination Clinic website |
| | | |

## Version History

| Version | Implemented by | Revision Date | Approval | Reason |
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| 1.0 | KBA - Neudorf | March 16, 2021 | | Created for Vaccine Clinic Staff |
| 2.0 | KBA - Neudorf | March 19, 2021 | | Created for Vaccine Clinic Staff |
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| 5.1 | KBA - Neudorf | April 8, 2021 | KM TL - Jewsbury | Formatting |

# START HERE: How to Use This Document

This document is broken up into sections depending on the network connectivity planned for your site.  Please jump to the section that is relevant to you:

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**NOTE:** Should you encounter any problems with any of the steps described in these sections, please contact the **eHealth Service Desk** at **1-888-316-7446**.

# I'm using a Network Setup by IT

If IT has setup the network for the location prior to your arrival, you're all set! This network will behave similar to the ones at other SHA facilities where you can log into your laptop and launch applications as you normally would.

The steps below outline how to log into your laptop.

**NOTE:** Should you encounter any problems with any of the following steps, please contact the **eHealth Service Desk** at **1-888-316-7446**.

## 1. Log In to the Laptop

    a. Log into the laptop with your **username** and **password**:



## 2. Launch Applications

Once you have logged into the laptop, you are done and should be able to launch your applications using application instructions.

**NOTE:** Should you encounter any problems with any of the following steps, please contact the **eHealth Service Desk** at **1-888-316-7446**.

# I'm using an Internet Connection Provided by Building Owner or Third Party

When using a network provided by a building owner or 3rd party, there is a need to setup some additional equipment before you are able to log into your laptop and launch applications.

In your kit there should one of following two types of Office Extend Access Point (OEAP) devices:



**WiFi & Wired OEAP**

**WiFi Only OEAP**

Each of these OEAPs needs a **wired** Internet connection. Please ensure the building owner (or third party) shows you what port they have reserved on **their equipment** to provide you an Internet connection.

The steps on the following page outline how to setup the OEAP.

**NOTE:** Should you encounter any problems with any of the following steps, please contact the **eHealth Service Desk** at **1-888-316-7446**.

1. Setting up a WiFi Only Office Extend Access Point (OEAP)

These steps are only applicable for the **WiFi Only OEAP**.  If you have a WiFi & Wired OEAP, proceed to step 2 – Setting Up a WiFi & Wired Office Extend Access Point (OEAP) located on page 5.

    a.  Refer to the diagram shown on this page.  Each cable has a letter label which corresponds to a labeled port on each piece of equipment.

        Connect cables to ports that shared the same letter.

        "A" cables to "A" ports,
        "B" cables to "B" ports.
        "C" cables to "C" ports.

    b.  Connect the power cable with a "C" label into an electrical socket.

    c.  Once the cables are connected, turn the OEAP device over so the LED light (✳) is visible.  The light may flash as it's connecting to the network, but once connected the light will appear **green** in colour when your laptop is connected.

Once the OEAP is up and running, proceed to step 3 – Log into the Laptop on page 6.

## 2. Setting Up a WiFi & Wired Office Extend Access Point (OEAP)

These steps are only applicable for the **WiFi & Wired OEAP**.  If you have a WiFi Only OEAP, proceed to step 1 – Setting Up a WiFi Only Office Extend Access Point (OEAP) on the previous page.

a.  Refer to the diagram shown on this page.  Each cable has a letter label which corresponds to a labeled port on each piece of equipment.

Connect cables to ports that shared the same letter.

"A" cables to "A" ports,
"B" cables to "B" ports.

b.  Connect the power cable with a "B" label into an electrical socket.

c.  Once the cables are all connected, the LED (✳) on the OEAP device will flash green.  The light will turn solid **green** when a wireless device is connected.

Once the OEAP is up and running, proceed to step 3 – Log into the Laptop on the following page.

### 3. Log In to the Laptop

a. Log into the laptop with your **username** and **password**:



### 4. Launch Applications

Once you have logged into the laptop, you are done and should be able to launch your applications using application instructions.

![eHealth Saskatchewan logo]

# I'm using an Internet Connection Provided by a Desktop MiFi Device

If your kit includes a desktop MiFi device (as shown below), it will need to be setup prior to connecting the Office Extend Access Point that is also in your kit.



**NOTE:** Should you encounter any problems with any of the following steps, please contact the **eHealth Service Desk** at **1-888-316-7446**.

## 1. Setting Up a Desktop MiFi Device (Hub)

a. Plug the power adapter into the back of the MiFi device and into a regular wall power outlet (Ⓐ).

b. Turn the power switch on the back of the MiFi device to the **ON** position.

c. Observe the lights on the top of the MiFi device. Once the cellular signal lights (✳) are illuminated, the device is ready to use.

Your kit will also contain one of following two types of Office Extend Access Point (OEAP):

**WiFi & Wired OEAP**

**WiFi Only OEAP**

Each of these OEAPs needs a **wired** Internet connection that will be provided by the desktop MiFi device.

The steps below outline how to setup the OEAP.

## 2. Setting Up a WiFi Only Office Extend Access Point (OEAP)

These steps are only applicable for the **WiFi Only OEAP**.  If you have a WiFi & Wired OEAP, proceed to step 3 – Setting Up a WiFi & Wired Office Extend Access Point (OEAP) on the following page.

a. Refer to the diagram shown on this page.  Each cable has a letter label which corresponds to a labeled port on each piece of equipment.

   Connect cables to ports that shared the same letter.

   "A" cables to "A" ports,
   "B" cables to "B" ports.
   "C" cables to "C" ports.

b. Connect the power cable with a "C" label into an electrical socket.

c. Once the cables are connected, turn the OEAP device over so the LED light (✳) is visible. The light may flash as it's connecting to the network, but once connected the light will appear **green** in colour when your laptop is connected.

Once the OEAP is up and running, proceed to on the following page.

3. Setting Up a WiFi & Wired Office Extend Access Point (OEAP)

These steps are only applicable for the **WiFi & Wired OEAP**. If you have a WiFi Only OEAP, proceed to on the previous page.

a. Refer to the diagram shown on this page. Each cable has a letter label which corresponds to a labeled port on each piece of equipment.

Connect cables to ports that shared the same letter.

"A" cables to "A" ports,
"B" cables to "B" ports.

b. Connect the power cable with a "B" label into an electrical socket.

c. Once the cables are all connected, the LED (✳) on the OEAP device will flash green. The light will turn solid **green** when a wireless device is connected.

Once the OEAP is up and running, proceed to on the following page.

## 4. Log In to the Laptop

    a.  Log into the laptop with your **username** and **password**:



## 5. Launch Applications

Once you have logged into the laptop, you are done and should be able to launch your applications using application instructions.