

## Moving Your IT Equipment to the JCBC

This is not a comprehensive list of instructions for setting up your PC but a guide for avoiding damage to your equipment when packing and unpacking/installing at the JCBC.

### Use plenty of bubble wrap!!

Please use the protective anti-static bubble wrap provided by Harrow Green to wrap your computer and any peripheral items. Labels will be provided to be attached to your crates. These will be pre-printed with your group's floor and room number in the JCBC. Please affix two of these to each crate – one on the outside of the crate and one to the inside of the crate. Please attach a label to your computer before packing.

Golden rule of PC installation - most connections can only go one way round and require little effort to connect them. If it feels like you are having to use force then stop!

### Packing Up

Photos are your friend! You don't have to remember how every cable was connected, take several photos at different angles.

The moving company has protective bags (pizza bags) for screens. It is essential that these are used as PC screens can scratch and mark very easily.

Key things to remember:

- Feet on keyboards are easily overlooked - make sure they are folded flush to the keyboard as the feet can easily snap off and no one wants a wonky keyboard!
- Make sure all cables and leads are removed from both ends of the equipment. Do not wrap leads around the base of your monitor as they can easily break, we do not have spares. Make sure that all cables are packed in your IT crate.
- USB dongles for wireless keyboards and mice should be removed. Usually they have a place to store them in the device, so they don't get lost. This is mostly found in or near the battery compartment.



VGA and DVI Cables (pictured, blue VGA, white DVI) use thumb screws to hold them in place, these can be tight if they have not been removed for some time. If they are very tight sometimes the nut will unscrew instead, and the connector can come loose. If this happens please contact IT.

DisplayPort Cables have hidden prongs that secure the cable. Press down on the release tab and they will slide out.



Ethernet cables have a plastic retaining clip that can be easily snapped off especially when pulling them through cable guides



## **Setting up your new desk**

Remember the cable will only go in one way round, so don't force the cable.

When reattaching DVI and VGA cables do not over tighten the bolts as they can easily snap, just tighten until you feel resistance. Do not use a screwdriver to tighten.

If your network cable is damaged or not the right length (too long or too short), we have replacements. These are available in a box in the write-up area on each floor. Drop off your original cable in the box and take a replacement of suitable length.

Use the cable routing on the desk and don't pull cables too tight.

The new network ports in JCBC are for both phone and data and will detect automatically if a phone is plugged in.

Make sure monitor cables are plugged into the same ports they were in especially if the machine has a dedicated graphics card. This is where photos come in handy! If you have a multi monitor setup you may need to swap your cables over if your displays are the wrong way around.