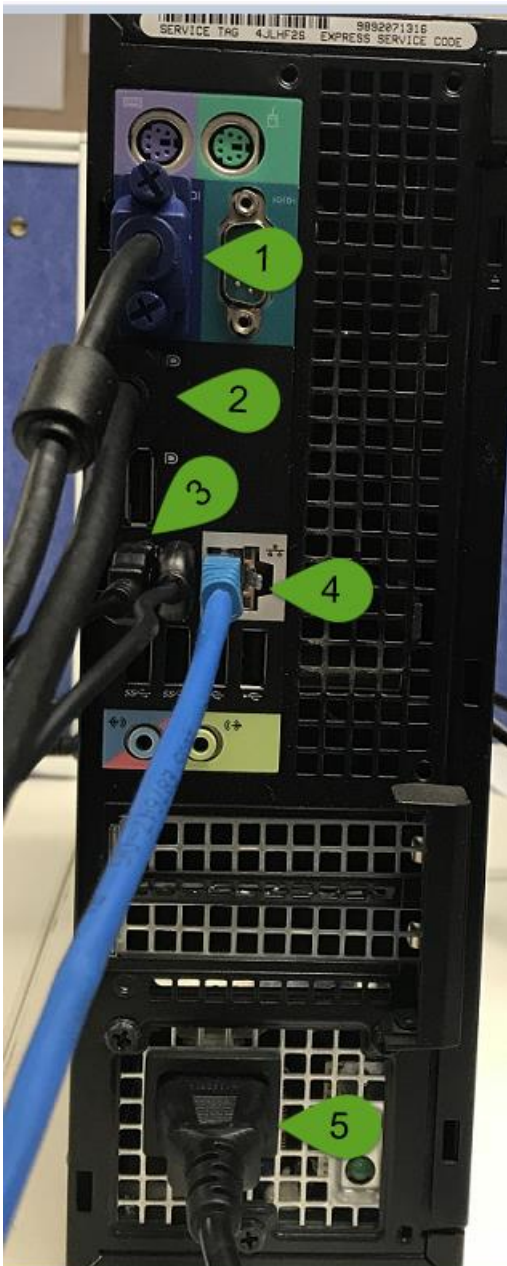

Disconnecting Your Computer, Monitor and Phone Prior to Moving Office

Turn Off Computer

Unplug power from Wall connector

Recommendation: Take a picture using your mobile phone of the back of your computer and monitor, so you have a reference (picture should be similar to below)



1. **VGA Cable** – (If present) you should be able to unscrew this using your finger (anticlockwise) if it is too tight you can use a screw driver

2. **Display Port Cable** – (If present, possibly more than one)

Some of these cables have a clip – push the clip in (if present) and gently pull out cable

3. **USB Cables** (mouse, keyboard, etc.)

Gently pull out cables

4. **Network Cable**

These will have a clip - push the clip in and gently pull out cable.

The other end of the cable will be connected either into the phone or straight into the wall socket - for both situations, disconnect cable from wall socket only (push the clip in and gently pull out cable) and if connected to phone, wrap network cables around phone

Pack up phone.

5. **Power Plug**

Gently pull out cables



1. **Display Port Cable** – (If present, possibly more than one)

Some of these cables have a clip – push the clip in (if present) and gently pull out cable

2. **USB Cables** (mouse, keyboard, etc.)

Gently pull out cables

3. **Network Cable**

These will have a clip - push the clip in and gently pull out cable.

The other end of the cable will be connected either into the phone or straight into the wall socket - for both situations, disconnect cable from wall socket only (push the clip in and gently pull out cable) and if connected to phone, wrap network cables around phone

Pack up phone.

4. **Power Plug**

Gently pull out cables

LCD Monitors



1. **Power Plug** - Gently pull out cables
2. **VGA Cable (Above)** – (If present) you should be able to unscrew this using your finger (anticlockwise) if it is too tight you can use a screw driver
2. **Display Port Cable (Below)** – Some of these cables have a clip – push the clip in (if present) and gently pull out cable



Packing and Labelling

Neatly place all cables, mouse, keyboard and telephone into plastic bag provided as per picture below



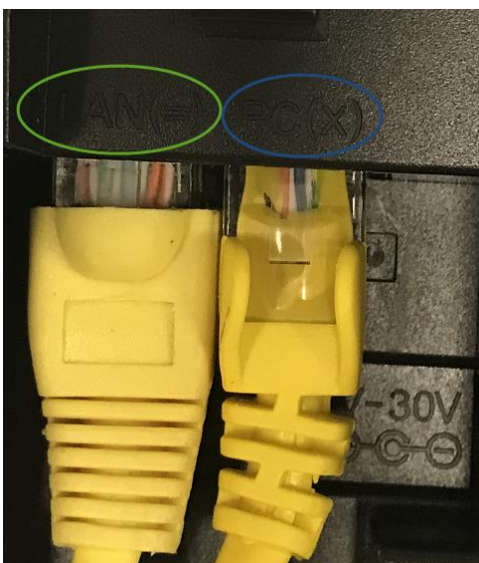
Affix correct labels on the all items, with destination room written on the label.

i.e.

- Back of monitor or monitor stand (DO NOT AFFIX TO FRONT - SCREEN)
- Plastic bag
- Desktop/laptop

Reconnecting after Office Move

Referring to the picture you have taken on your mobile phone, (or refer to the pictures on pages 1 – 3 in this document) reconnect all devices, the only gotcher is with the network cables, these should be reconnected as follows.



Underside of Phone

LAN – Connect to the Wall Socket

PC – Connect to your PC or Docking Station