# Breaking down your computer

1. Close all programs.
2. Click on the Windows Start button in the lower left corner of the screen.
3. Click on the power icon and shut down the computer.
4. Unplug the mouse and keyboard from the back of the computer.
   * Note: They are plugged into the USB ports on the computer.
   * To facilitate setting up the computer again, carefully wrap the keyboard cable around the keyboard.
   * Also, neatly wind up the mouse cable.
5. Unplug the power cable from the back of the computer. The power cable comes in two pieces so be sure not to leave one piece behind.
6. Unplug the network cable from the back of the computer. If this length will work for you to plug into your router at home, you will need to take this with you. If not, we will supply you with a longer cable, and you can leave the cable at your desk here at NGL.
7. The monitor has two cables plugged into it.
   * One is the power cable.
   * The other is the video cable.
   * If you like you can leave these plugged into the monitors. Wrap the cables around the monitor stand after unplugging the video cables from the computer and the power cable from the electrical outlet.
   * Make note of which monitor is on the right and which one is on the left. Also make note of which port they are plugged into in the back of the computer (left or right). It’s easiest if you tape a sticky note on the monitor and on the end of the video cable noting right and left.
8. Under your desk you will be unplugging four cables. One is the power adapter for the computer, two are the power cables for your monitors and one is the network cable from the data jack.
9. Also, take the surge protector with you if there is one under your desk.

You’re ready to go! Please travel safely with the equipment.

# Setting up your computer

1. To set up your computer, you essentially do everything in reverse from the breaking down procedure.
2. Set the PC on your work surface.
3. Plug the keyboard and mouse into your computer. They only fit in the USB ports.
4. Set the monitors on the desk (left and right from your sticky notes) and plug them into the back of the computer (left and right from your sticky notes).
5. Some of the monitors use adapters on their video cables. On occasion these come loose so do not forget them at NGL, and make sure they are plugged in tight when you do your setup.
6. Plug the network cable into the back of the computer.
7. Plug the power adapter into the back of the computer.
8. With everything plugged into the computer, you can now plug the monitor power cords into electrical outlets, plug the computer power cord into an electrical outlet and plug the network cable into the data jack on your router.
9. Turn on your computer and turn on the two monitors.
   * If you don’t get any display or no power from your PC, recheck all the connections.
   * If your displays are switched, you need to switch which ports they are plugged into in the back of the PC. Don’t worry about plugging something into the wrong port on the computer. Each item only goes into one specific port.

Congratulations, you are now ready to use your equipment to work remotely!