

College of Medicine Computer Packing Instructions

HPEB Move

Computer Packing

Each employee will need:

- 3 adhesive labels for computers without a printer
- 4 adhesive labels will be needed for computers with a printer
- 5 adhesive labels will be needed for computer with printer and a second monitor
- Monitor stand, wrist rests, etc. should be packed in boxes for the move crew

Computer Packing

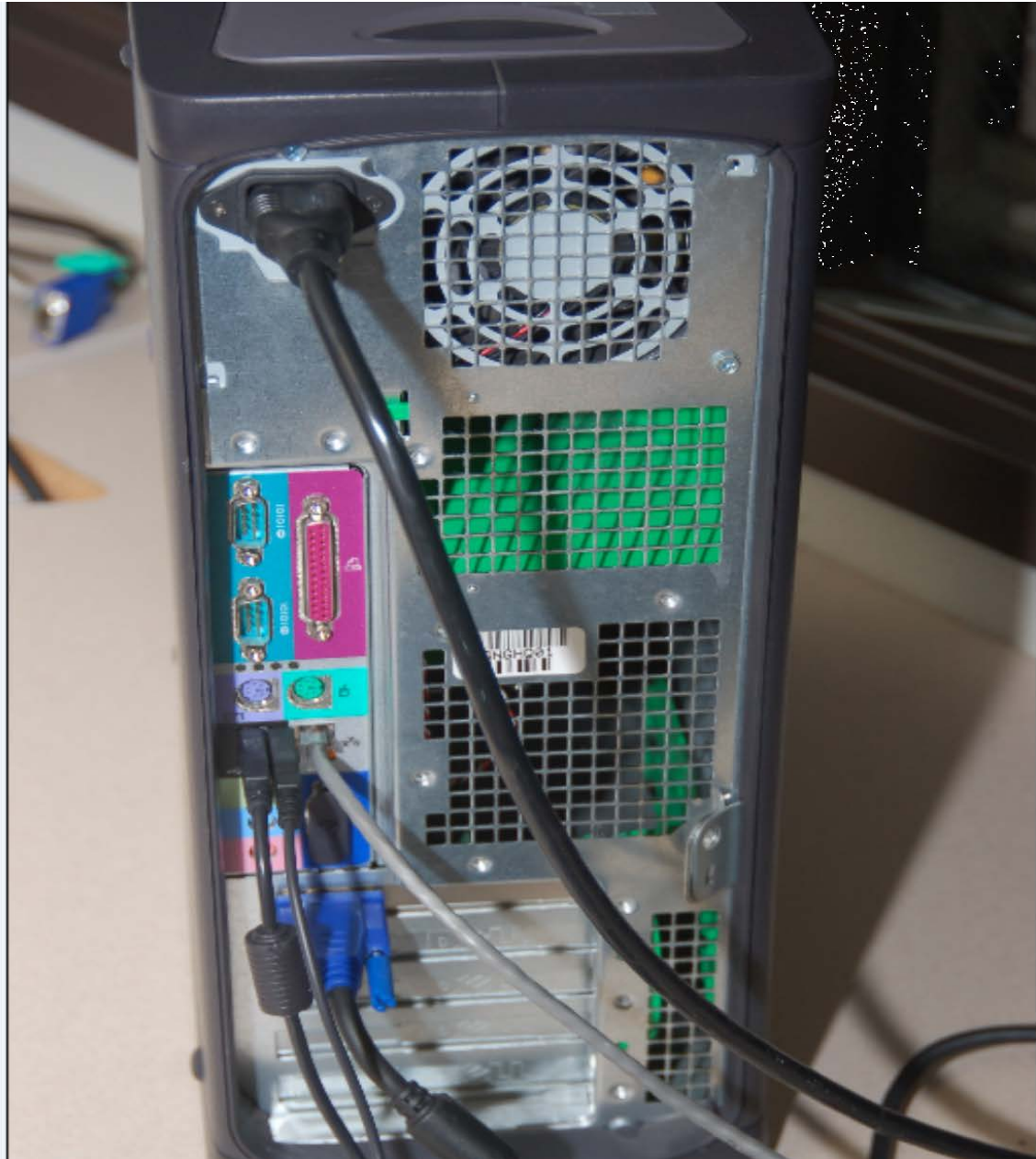
Front of computer prior to disassembly

Front of computer prior to disassembly



Computer Packing

Back of computer prior to disassembly



Computer Packing

Remove the power cable first



Computer Packing

Next, remove the speaker, mouse, monitor and keyboard plug ins. Note, monitor plug in may have to be unscrewed prior to removal.



Computer Packing

Wrap the cords of the keyboard, mouse and speakers around equipment and tuck loose end under coiled cords.



Computer Packing

Wrap power
cable in a small
loop and tuck
loose ends in



Computer Packing

Wrap monitor cable around base of monitor and tuck in loose end.



Computer Packing

Fill out and place small departmental adhesive label in upper right hand corner of the bag. On the opposite side of the bag tape large departmental sheet in the center of the bag with writing facing out.



Computer Packing

- Insert keyboard into bag first
- Then place power cords, computer mouse, and speakers in bag.



Computer Packing

Place departmental move label on the monitor in the upper left hand corner on the back side of the display panel



Computer Packing

- Place department move in label on top of the PCU.
- Avoid covering any other labels if possible.



Computer Packing

Arrange the CPU, Monitor and accessory bag on the center of your desk in the following fashion

