Disconnecting & Reconnecting

Computer, Dock, Peripherals & Monitors

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Purpose: This document will guide you through the process to disconnect computer equipment prior to relocating offices and then reconnecting the equipment.

Preparation:

- Save anything you are working on and exit your applications.
- Complete a shutdown of your computer or laptop.
  - o Take a picture using your mobile phone of the back of your computer, dock, and monitor.
- Unplug the power cords from the wall outlets.
- Remove any USB external drives.

If you've been provided a large plastic bag, please place all peripherals and micro desktop inside, however we recommend you place your laptop safely in storage boxes if provided or take it home with you.

Laptop Disconnection Process:

1. **Display Port Cable:** Remove the Display Port cables.
Note some versions of the cable have a clip you need to press down on prior to removing it.

2. **HDMI Cable:** Remove any HDMI cables.

3. **USB Cables:** Remove all USB cables from the dock and laptop. These are generally for your keyboard, mouse, headset, or external web cam.

4. **Network Cable:** Push the clip in and gently remove cable. The other end of the cable will be connected straight into the data outlet on the wall data socket. *Network cables can vary in colour.*

5. **Power Plug**: Remove the power cable.
Note it may still show a blue LED light, however this will discharge in a few seconds after disconnection.

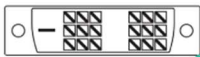6. **USB C or Display Port Cable**: Remove this cable if installed, however it's rarely utilised.

Monitor Disconnection Process:
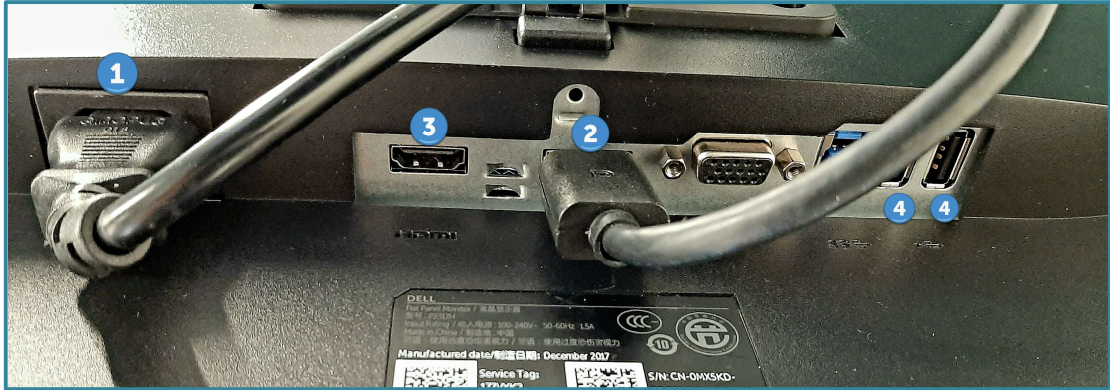
Note: We have a large variety of monitor models at UniSA and the majority utilise Display Port or HDMI cables. We may have some older monitors using DVI-D cables (*white end connector*).

1. **Power Plug**: Carefully remove the power cable ensuring you have removed it from the wall outlet first.

2. **Display Port Cables:** Remove one or more Display Port cables if present. *Note some types of the cable have a clip you need to press down on prior to pulling it out.*

3. **HDMI Cables:** Remove any HDMI cables.

4. **USB Cables:** Remove all USB cables from the monitor. Some monitors have USB ports also on the side of monitors.

Micro Desktop Disconnection Process:

1. **Power Plug**: Remove the power cable.

2. **HDMI Cable:** Remove any HDMI cables.

3. **Display Port Cable:** Remove the Display Port cables. In the photo above there are two different types of the cable, one with a clip (*red arrow*) and one without.

4. **USB Cables:** Remove all USB cables from the dock and desktop. These are generally for your keyboard, mouse, headset, or external webcam.

5. **Network Cable:** Push the clip in and gently remove cable. The other end of the cable will be connected into the data outlet on the wall data socket.

Reconnecting after your move:

The process to reconnect your computer involves connecting your cables into the ports as shown in the photos on your phone or those in this document.

Once you have connected all the cables into the Docking Station or Micro Desktop power on the device and confirm the following:

- Keyboard and mouse are working.
- You have network connectivity.
- Mouse cursor flows between multiple screens (if applicable).
- USB headset is working (if applicable).

Cable management is also important, and some office desks will have trays under the desk to prevent cables from hanging. If you don't have a tray like below, please ensure cables are not obstructing your work area.

Multiple Monitors

After you have connected your monitors if your mouse cursor is not moving between multiple screens correctly follow the instructions below to resolve.

1. Click on **Start** and open/search **Settings.**
2. Click on **System** and then click on **Display.**
3. Click the **Identify** button *this will indicate where the monitor is logically.*
4. If they're showing in the incorrect location select a monitor and drag it to the correct physical spot and click **Apply**. *Ensure the monitors align per the image below.*
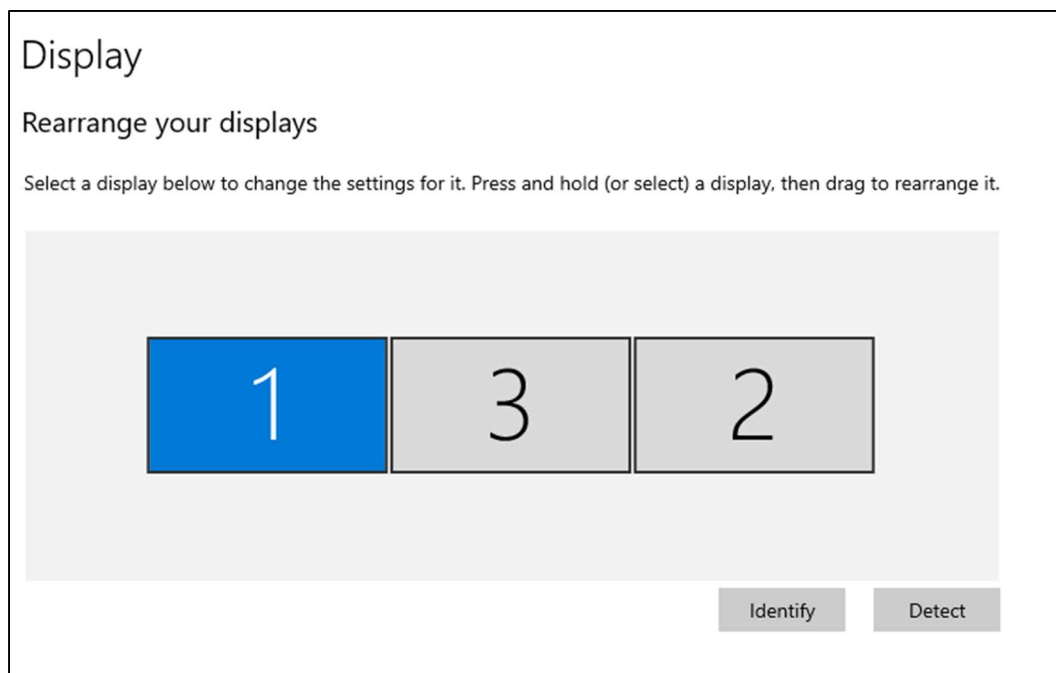
Do you need help?

If you require assistance with any of above please liaise with your colleagues or manager to see if they can assist you. If you still require assistance please contact the IT Help Desk on (08) 8302 5000 or x25000.