How to move a desktop computer

Before you move

1. Back up any data that is stored only on this computer
2. Take a photo of the rear of your computer. This will help you know where to plug the cables back in at your new desk. You might even prefer to make small labels or use color-coded stickers for the cables.
3. Disconnect all cables.
   a. Neatly coil loose cables up and place them in a box or bag.
   b. Coil any remaining cables around their accessories (mouse/keyboard/etc), and place those accessories in the box or bag.
4. Place any computer(s) or monitor(s) back in the original boxes if you still have them, otherwise transport with care.
5. Add labels on boxes, bags, or monitor base—do not place labels on the monitor screen

After you move

1. Unpack your equipment and cables
   a. Position the monitor(s), computer, keyboard, mouse, etc where you want them on your new desk.
   b. Position any peripheral equipment (printer, scanner, etc).
   c. Unpack the cables and place them near the computer.
2. Re-connect equipment
   a. Reference the photo you took before you moved. Otherwise, the image below shows where the most important cables get plugged back in.

3. Power On & Test
   a. Log onto your computer
   b. Access email
   c. Access an off-campus website
   d. Access your network shares
   e. Play an audio file; are your speakers working?
   f. Do you have a webcam and/or microphone? Try a test call in Teams or Zoom.
   g. Can you print & scan?

If you can do everything from step 3, you are all set.

Reminder: VoIP Phone

In many situations, your computer will gain access to the network via a port on your VoIP Phone. If you are moving your VoIP Phone as well, you will want to plug it back in correctly in your new location.

Additional instructions available here: How to Move Your VoIP Phone

Need more help? Contact the ITS Service Desk.