Desktop Computer Setup Guide

This guide is used to help navigate you through setting up a desktop computer. A lot of times the start of a new year can be stressful and you may be lost as to how to even start setting up everything. This guide will hopefully explain and help you setup your desktop computers. Please know that there will be different types of connections and computer but this is a basic guide that applies to most computers.

1. What You Have:

It happens. Hopefully you are forutiate enough to have all of these. So to start try spreating all the cable and put any that look the same together and just get everything untanggled. We willl now cover what all that mess is.

2. What You Need:

This is a list of all the different cables that you will need or may have to give you an idea of what they do and if you need them.

Monitor:

Desktop:

Keyboard/Mouse:

Network Cable:

VGA Cable:

Audio Cable:

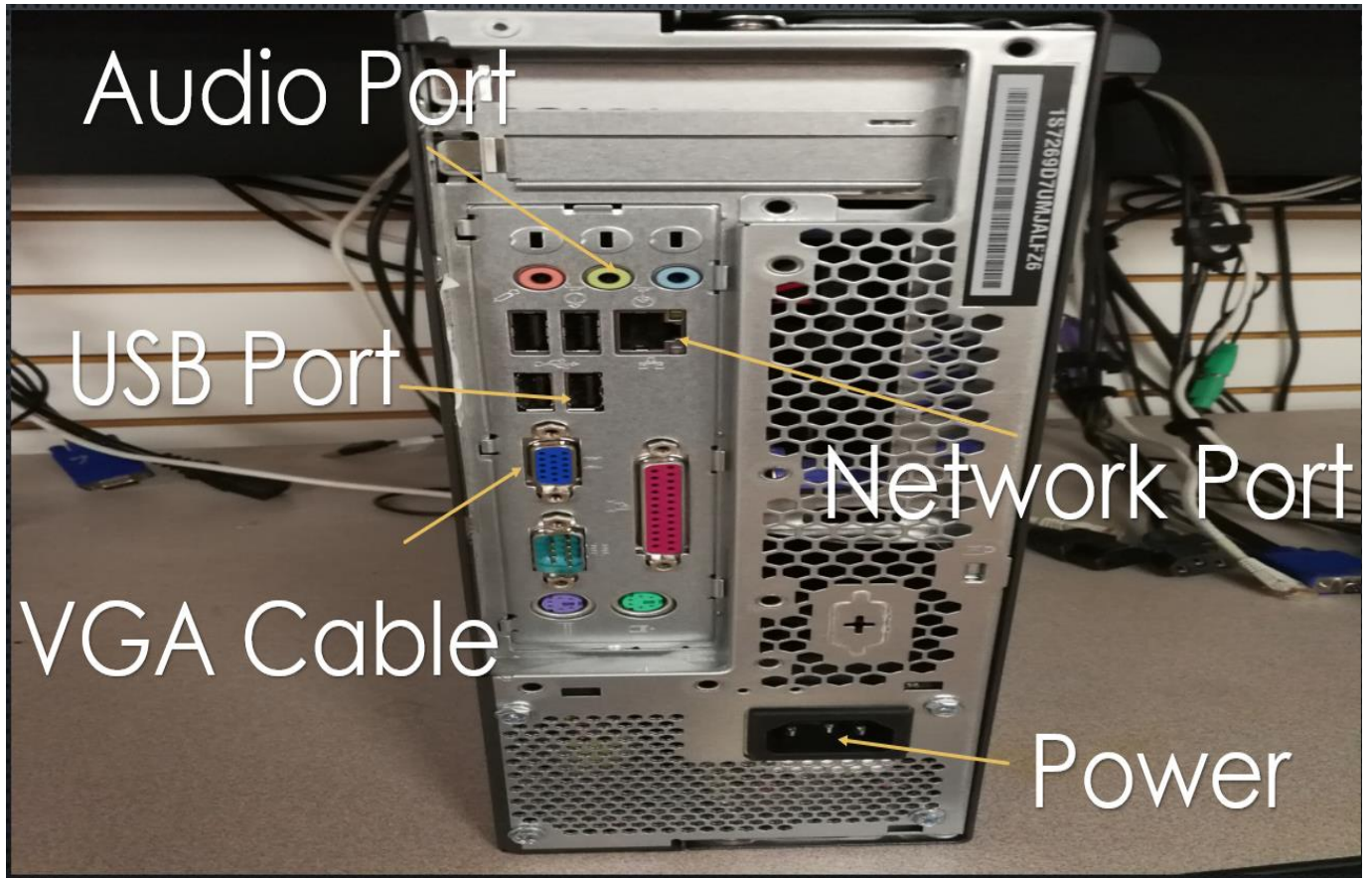

Printer Cable:

Power Cable:

3. What It All Does:

If you are ready to just hook everything up just skip to the next step. But if you would like to learn what each cable does then this is for you. Learing this will make it easier to hookup next time.

1. **Monitor:** The monitor is used to display images from the computer. Sometimes these can go out which will make you think the computer is messed up but actually the monitor is just broken. Also you may have times where it may display some weird colors or something. In these cases you might need to make sure all the cables a connected properly. See the steps below to check that.
2. **Computer:** The computer is where all the magic happens. It handles everything and all the cables above will connect to it in some way. There will be a guide later for some computer troubleshooting tips.
3. **Keyboard/Mouse:** I think everyones got this one. The technology dept can supply these if you loose one.
4. **Network Cable:** This cable is used to get internet/network access to your computer. They come in different colors and lengths so you might have something completely different than the one above. The technology dept can supply these if you loose one.
5. **VGA Cable:** This cable is used to transfer picture from the computer to a monitor or projector. Sometimes you may notice that your picture goes pink or green. Usally it is because this cable has wiggled out alittle and is causing your picture on your screen to look weird. The technology dept can supply these if you loose one.
6. **Audio Cable:** This cable is used much like the VGA cable to transfer sound from the computer to speakers, a tv, headphones,ect. These cables are broken a lot because of the kids as you probably know. The technology dept can supply these if you loose one.
7. **Printer Cable:** This cable is used to transfer data from a computer to a printer, Document Camera, Touch Devices, Ect. This cable is usally used to connect anything that is not audio or video. The technology dept can supply these if you loose one.
8. **Power Cable:** This cable is used to apply power to the computer and monitor. These will a lot of time be shorter cables. So a lot of times they will be plugged into a power strip.

4. Desktop Ports:

Audio Port

USB Port

VGA Cable

Network Port

Power

Monitor Ports:

Power

Audio

VGA

5. Monitor Setup:

1. Turn the monitor where the screen is face down on the table. This should make is easier to get to the ports on the back.
2. Take your power cord, VGA cable and audio cable (if the computer has one)and plug them in. There is only one way the power and VGA cables can go in so if you feel resistance tray flipping the cable over and trying that.
3. The VGA cable (Squar Blue/Black one) should have to screws on the sides. Once you get it plugged it those screws should line up and you can tighted them into the monitor. Do not tighted them to much because it will be hard to unhook it should we ever need to.
4. Once the cable are all plugged into the back of the monitor you can plug the power cord into a power outlet or surge protector.
5. The only cables left should be the VGA cable and audio cable. They will be plugged into the back of the computer. So get to a position where you can see the back of the computer and have enough length on those two cables to connect them.
6. Use the guide above to find where on your computer to plug in the audio cable and VGA.
7. After you are down this should be what you see at this point.

Note: Make sure to tighten the screws on that VGA cable on the back of the computer. Just like we did on the monitor.

6. Keyboard/Mouse Setup:

1. Setup the mouse and keyboard where you would like like and run the other end of the cable to the back of the computer.
2. Plug the end of the keyboard/mouse cable (which should be a regular usb end) into the usb port on the back of the computer. There is only one way it can go in so be careful.
3. Once you have them plugged in you should now see something close to this.

7. Printer/Elmo Setup

1. If you have a printer, Elmo or any other device there will be a spreate guide for that setup process but here is the quick one.
2. One end of the cable should look like a normal usb, the other end should have a barn or house shape to it.
3. Plug the usb in the same way you did the keyboard and mouse. And run the other end to your printer or Elmo.
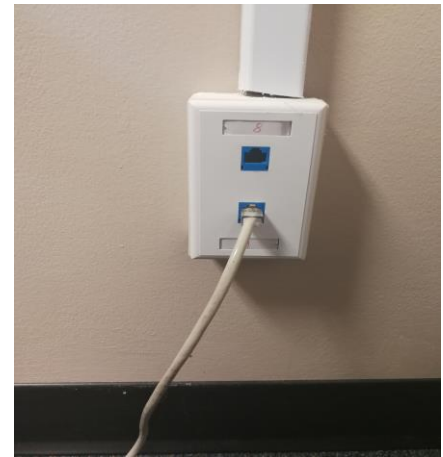4. Take a look at the picture below to know where to plug in the other end.

8. Network Connection Setup

1. For this setup you will need the network cable. Usally they are blue and around 5ft long but they do vary.
2. Both ends of this cable should be the same. One end will go to a box on the wall somewhere in your room. The other will plug into your computer and will allow you to gain interneto access.
   Note: If you only have two what we call "drops" in your room, that will be the max amount of desktop computers we can but in that room. These drops are the boxes on the wall where you plug in the network cable and connected to your computer. Be mindful of where these are when setting up your room.
3. The cable will be squar with a clip on the top. This clip just helps it latch in so that it will not pop out. Plug one end into the port on the wall and the other to the port on the computer.

4. There is only one way the cable can go in and it doesn't matter which end goes where. You should hear a click when it goes in.
5. There will be a guide for troubleshooting network problems later if for some reason you get everything up an going and can't login or have no internet access.
6. This is what you should have so far

9. Power

1. This is the last step, applying power to the computer.
2. You should have one cable left over now which should be a power cable like the one you used for the monitor. These are the same and can be used for either one.
3. Plug the box shaped end of the cable into the back of the computer and the plug end into the wall or a surge protector.
4. You should hear the computer try to start up and the lights should come on.
5. In some cases you may need to hit the power button to turn on the computer.
6. Also there should be a power button on the monitor as well so make sure you have a blue or green light on the monitor to make sure it is on and has power.

10. Done!

That is all she wrote. Your computer should be completely setup and ready to use! In some cases after they have been setting all summer some computers will have issues logging in but that is normal. It might take it awhile the first few times. And as always if you need further assistance please let us know and we would happy to help!

http://helpdesk.pearl.k12.ms.us:8080/

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