Desktop PC Setup

Step 1 – Placing the equipment

Decide where you want your computer to go

- Make sure you have a working Internet connection nearby (in wall)
- Make sure power is nearby

Decide how to make do with the room you have

- Do not connect any wires until you are sure where your equipment will go
- Start by putting the keyboard/s and mice on the table where you want them to go
- Place the monitor/s on the table where you want them to go

Find room for the computer CPU’s/Desktops
• underneath the display (facing forward or sideways)?
• standing on its side next to (or behind the computer)?
• stacked on top of other computers?
• or the floor? (only if there is no spill hazards)

Step 2 – Connecting the monitor

• Push power plug ALL THE WAY into the display. Push hard!
• Connect video cable (see types above) to the display. Fasten screws if present.

Step 3 – Connecting power, keyboard, mouse

• Push power plug ALL THE WAY into the computer. Push hard!
• Plug in USB mouse and keyboard/s
• Push power cables ALL THE WAY into the power strip. Push hard!
• Power on power strip and be certain switch is not where your feet will hit it and possibly turn everything off.

Step 4 – Audio

• Plug your headphones into the GREEN port on the front or back of your computer (green is for headphones, blue and pink are for microphones)
• If you have external speakers or monitor with built in sound, connect the audio plug into a GREEN port in your computer. Speakers and some sound bars will need separate power too. If you sound bar or headphones are USB plug into USB port on back or front of computer

Step 5 – Internet/Ethernet

• Connect Ethernet cord into ethernet outlet in wall (usually ports have an orange inset on wall)
• Cords have a clicking sound when plugged in all the way. Cord should not exceed 6 feet when possible

Step 6 – Test

Once everything is connected, plugged in and powered on, you need to test:

• Power on the display first
• Power on the computer second
• Log into your account (Usually your wustlkey for Accouts domain PC’s)
• Start the web browser
• Test to make sure internet is working
• Go to a website with sound and make sure sound is working

Troubleshooting

• Machine is not turning on
  o Verify power strip has power by trying to plug a light or clock into strip
• Internet is not working
  o Try another wall port – not all ports are active
• Sound is not working
  o Verify sound bar is turned up and volume on PC is turned up
• No Video being displayed
  o Try setting the proper source on monitor VGA/DVI/Display port/HDMI

Need additional help

• Call 314-933-3333 to get phone help right away
• Need on-site tech assistance please call 314-933-3333 or email ithelp@wustl.edu to schedule with our WUSM ITSS team.