Monitor Preparation

Testing, Cleaning, Inventory and Packing

What is needed

monitors

2 computers running Ubuntu, with VGA cables

Cleaning supplies: rags, spray bottles of cleaner

Packing supplies: bubble wrap, clean packing tape

Inventory supplies: masking tape, marker laptop with bar code reader and inventory spreadsheet



Testing

1. Remove all cords that come with the monitor and store for future use



2. Plug monitor into power and attach VGA cable from computers
3. Check image. Is it normal?



4. Check screen. Is it scratched. Minor scratches can be removed by rubbing with cotton and Vaseline. Wipe excess Vaseline from screen

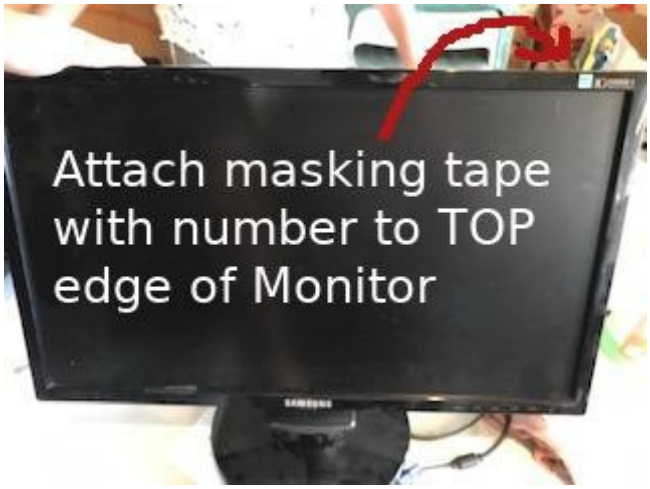
Cleaning

1. Clean monitor with rag and spray cleaner



Inventory

1. Place a piece of masking tape on the TOP edge(faces up) of the screen.



2. Enter the serial number bar code, make and model into the spreadsheet



3. From the spreadsheet obtain the Monitor Number and write this number with mark on the masking tape

Packing

1. Monitors are packed as pairs. The 2 monitor are placed screen to screen. One monitor is first turned upside down.



2. Tape a piece of bubble wrap to cover one of the 2 screens
3. Bring the 2 monitors together, hold tightly together and use packing tape to **tape them together**



4. Unroll a piece of bubble wrap long enough to go around the 2 monitors 2x. Tape one end to the monitors. Circle the monitors 2x with the bubble wrap pulling as tightly as possible. Tape the other end



5. Place the pair into a Gaylord box

