Installing an Ethernet Card into a PC

Overview: This guide explains how to install a network card in your PC.

Preparation: It is important to make sure your computer is working properly and that an Ethernet Card is not already installed before proceeding.

NOTE: If you are not confident with installing hardware you should call the helpdesk and arrange for a technician. Opening your computer case can also void your warranty.

Procedure:

1. Shut down and unplug the power cable (required)
   Properly shutting down your computer will ensure no data loss while turning off your computer. If your computer does not switch itself off automatically, then press the Power Button on the front. (With new computers, you may need to hold the Power button for 4 Seconds to turn off). Unplugging the power cord makes the computer safer to open up.

2. Handle Computer Hardware correctly in the Installation Steps. (required)
   Please refer to your Mother Board Manual for instructions on handling your Computer Hardware.

Installation

1. Open the case
   Each case is different, though most commonly you will need to remove two screws to access the panel farthest from your mouse and keyboard plugs.

2. Find an available PCI slot
   You need to have one available PCI slot to install your Network Card into. PCI slots are found as an aligned group of white sockets, found near the lower rear section of the Mother Board (as shown in the picture). Once you have found a spare socket, check that aligning metal plate on the case has been removed (if not, do so by removing the screw or push outwards to unclip).

Mother Board with PCI Slots in top left. Zoom of PCI Slots
3. Align the Network Card into the slot and firmly insert the card.
   
a. Make sure that the Pinned edge of the Network Card Aligns properly into the PCI socket and rest card in the socket.
   
b. Check that the lower end of the metal face plate is not blocked and will freely insert further. Push the Network card into the socket by firmly pressing down on the top edge of the card with your thumbs.
   
c. The Network card should insert into the socket as far as the other PCI Cards in your Computer. Use the devices as a reference as to whether you have correctly inserted the card.
   
d. Once you have confirmed that the Network card has been inserted correctly, screw down the card.

4. Close computer case and plug in the power cord. This will be the reverse of how you unplugged and opened the case.

5. Plug in the Ethernet Cable
   Plug the Ethernet Cable into the Network Card that you have just installed.

6. Plug the other end of the Ethernet cable into the wall
   Plug the remaining end of the Network Cable into the RJ-45 socket in your room. Check it’s not your phone line, if you are unsure, please consult your College.

7. Power up your computer
   Press the Power button on the front of your case.

8. Check for Connectivity
   Check that the link light on the back of your Network Card is lit. If no connection then consult your college administration or CITG for further advise.

9. If everything is okay, move onto the appropriate software installation guide for your version of Windows.

Further Assistance: For further assistance please contact the helpdesk.
E-mail: help@citg.uq.edu.au
Phone: (07) 3878 0777
Tie Line: 777 from any college phone (kings 805 777)