Purpose

The purpose of this document is to identify & define the procedures for remote workers to disassemble, pack, and ship Carvana PCs and peripheral equipment.

PC & Monitor Breakdown

There are two types of monitors that an employee may have been assigned. These monitors are Viewsonic and Lenovo. Some personnel will have a Viewsonic monitor setup (image right) and others will have a Lenovo monitor (image left).

Viewsonic Monitor

For those with Viewsonic monitors, follow the instructions below to prepare them for shipment:

Step	Action
1	**Lay** the monitor on a flat, clean surface
2	On the back of the monitor, **locate** the four (4) screws that secure the monitor to the base

Step	Action
3	**Remove** the identified screws with a Phillips head screwdriver **Tip:** To avoid loss during packaging, please place the screws in a plastic bag or tape them to a sheet of paper so that they are easily identified and easy to find.
4	Begin removing the base by locating the tab on its underside
5	Pull the tab up and turn it to the left to loosen the screw

Step	Action

Step	Action
6	Once fully loosened, lift the base to remove (as it is sitting on a hook)
7	Once apart, your monitor should appear as in the image below:
8	End

Lenovo Monitor

For those with Lenovo monitors, follow the instructions below to prepare them for shipment:

Step	Action

1	Lenovo monitors have a button release on the back. Locate the button release.
2	Push the button release upward and hold & lift
3	Lift the stem arm upward

Lenovo Monitor (Continued)

Step	Action

4	Begin removing the base by locating the tab on its underside
	Tip: Some have described this as looking like a big letter "C" eating a small "o". If you do not see it, it is mostly likely due to the fact that the bottom can move. You may have to use your finger by placing it in the hole and moving the base left or right until you uncover the tab.
5	Once you find the tab, pull it up and turn it to the left to loosen
	Tip: If you can't loosen with your hand you can use a Phillips Screwdriver or a Flat Head Screwdriver

Lenovo Monitor (Continued)

Step	Action
	Once fully unloosened, **pull** the base from the stem

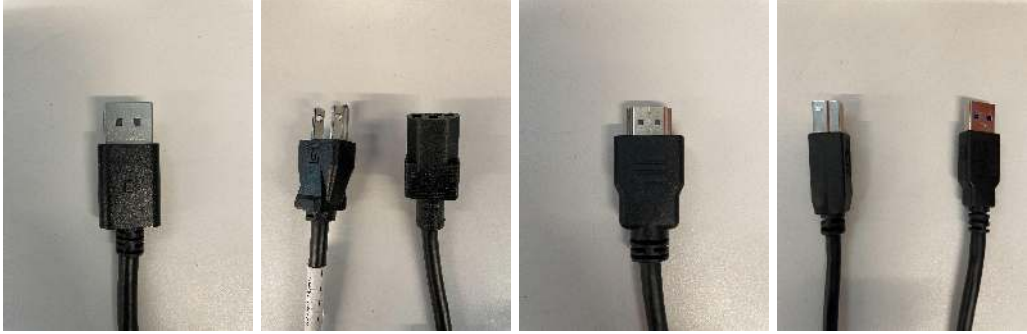| Step	Action
6	
7	Once apart, your monitor should appear as in the image below:

Monitor Box: Preparing For Shipment

If you are a user who is returning three separate shipments, I.E, Two Monitor Boxes (Intact) and the return box, please continue to follow the instructions listed in this section.

If you do not fall under this, please continue forward in the document for "**Packing & Shipment".**

Monitor Box Setup

Step	Action

1	This is what the contents of your monitor box should look like. You should have (1) Base, (1) Stand, (1) HDMI OR Display Cable, (1) AB Cable, and (1) Power Cable
	For reference, this is what the cables should look like
	If you are missing a cable, please continue to ship your items. No need to replace them. Please wrap or bag cabling neatly.
	There are two layers of Styrofoam, if at all possible, please ensure they are intact and not broken apart. If this is the case, please continue to "**Packing & Shipment".**
2	The second layer of styrofoam which houses the monitor.

3	Place the monitor face down like so.
4	Then place that top layer over the top.

	This is how your final layout will look like. ● **Base** - Lower Left ● **Cable** - Lower Right ● **Arm Mount** - Top
5	You only need a small amount of tape over the flap of the box. If your box is not in the best of conditions, please place more in areas that need it.

6	
	Place your return label on a visible portion of the box.

Packing & Shipment:

Preparing for Shipment

Regardless of which brand of monitor you have, when finished taking them apart, please wrap any and all cords for your system (if you are able to tie, tape, or place in a plastic bag, then this is fine). Prior to packing, perform a check to ensure you have all equipment. Here is what you should have:

1. (2) Monitors
2. (2) Stems
3. (2) Monitor Bases
4. (2) Monitor Power Cords
5. (2) HDMI Cables
6. (2) Adapters
7. (1) Keyboard
8. (1) Mouse
9. (1) Chromebook / Chromebox / ThinkPad
10. (1) Chromebook Power Cord

Packing

To pack your equipment, perform the following:

Step	Action
	To pack the monitors, lay the Monitors on top of each other face to face with a piece of bubble wrap or cardboard between them to protect the screens.

1	 For extra protection please tape all 4 sides to keep the monitors from bumping together
2	The best way to pack the box is to first put the bases in first (with the bottom up) and place the cord and any adapters around them

Packing (Continued)

Step	Action
	Place the Monitors on top of the bases and place the Chromebook on top of the Monitors

Step	Action
3	
4	Place the keyboard on top of the Chromebook

5	Place the mouse on top of the keyboard and place the stems along the edges of the monitors.
	The package should look similar to the following:

If you have a box that has room in it, please place bubble wrap (newspaper or similar material) around the sides and tops of the box to keep the equipment from moving and becoming damaged