



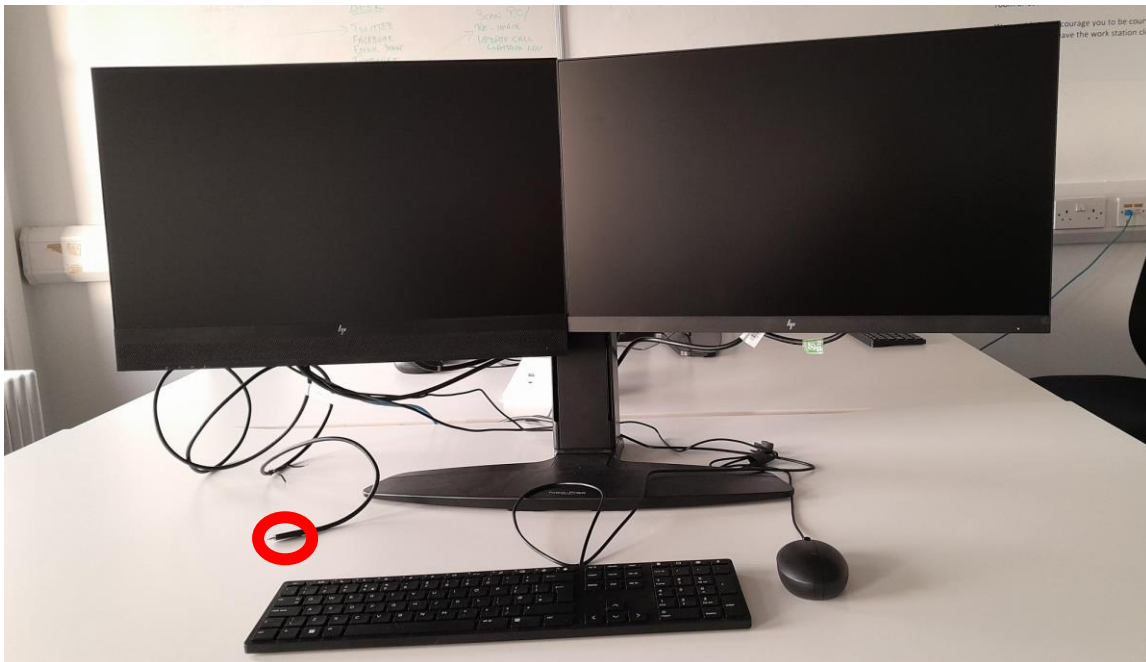
## Using the Docking Solutions

Staff office desks are being equipped with the facility to connect your University managed laptop to a docking solution via a single USB-C cable that will:

- Connect to **2 external monitors**, allowing you to work simultaneously across up to 3 screens (including your laptop screen if desired)
- Give you access to a **full-size keyboard and mouse** on the desk and an integrated or monitor-mounted **webcam**
- Provide you with a fast, **secure wired connection** to the University network – no need to connect to Wi-Fi (see below for more detail)
- **Charge** your laptop (unfortunately not the more powerful laptops such as **Zbook**)

Connecting your managed laptop is easy, but you may need to **configure the display settings** to your preference the first time you connect. Your managed laptop will remember your preferences for next time you connect.

The docking solutions will look similar to this. The **USB-C connection cable** is highlighted below:



### Connecting to the docking solution:

1. Connect the **USB-C cable to your laptop** – the cable on the desk will fit in this socket:



2. **Power on your laptop and wait** – it can take a few seconds for the laptop to connect to the monitors.
3. **Log in to your laptop** as you would do normally with your University credentials.  
**Please note:** you can also connect your laptop if it's already switched on/you're already logged in but it will take a few seconds for the monitors to recognise the connection.

**If you've used a docking solution or an external monitor with your laptop before** you may find you don't need to configure the device any further – you can put your laptop to one side and even close the lid if your preference is to just use the two desk monitors and desk keyboard and mouse.

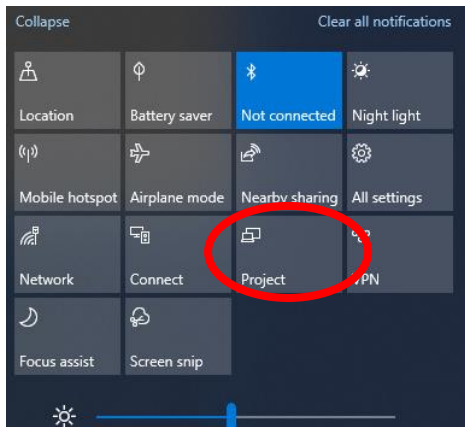
If you need to **configure your laptop** refer to the instructions on the next page: "Adjusting the display settings".

**When you've finished your work**, you can simply disconnect your laptop from the USB-C cable, either before or after you shut it down.

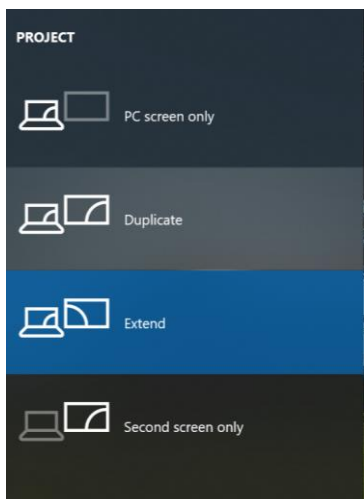
## Adjusting the display settings:

You may need to adjust the display settings to your preference depending on your individual laptop's settings. To use multiple monitors, you may need to:

1. **Press the Windows key**  $\square + P$ , or from the desktop select the notifications icon at the bottom left of the screen and then select **Project** from the menu:



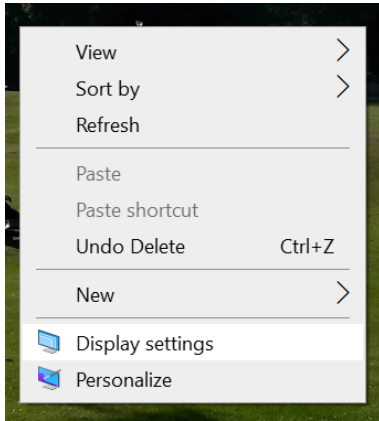
2. From the project menu select **Extend** screen :



## Arranging the screens:

You may also need to arrange the screens in the correct order so that your **mouse movements** intuitively carry over from one screen to the next.

1. **Right click** the mouse on your desktop

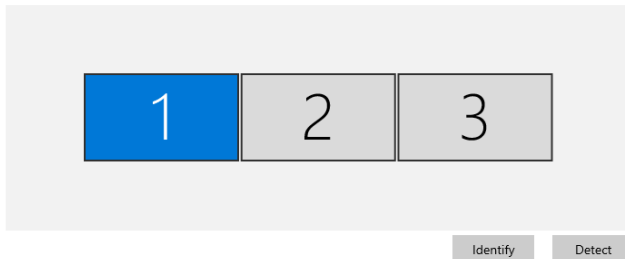




## 2. Open **Display settings**:

### Display

Rearrange your displays

Select a display below to change the settings for it. Press and hold (or select) a display, then drag to rearrange it.



- Once you've opened the display tab use the **rectangular graphics of the monitors** to arrange them to correspond to how they're set up on your desk (**drag and drop** them with the mouse)
  - Tip 1: use **"Identify"** to see which number display each device has been given.
  - Tip 2: you can **drag your laptop display below** the two desk monitors if you want to use all 3 screens intuitively with your laptop on the desk too.
- Please be aware that when connected to a docking solution your **VPN settings** on the laptop will change.
  - When plugged into your docking solution you will see this on your VPN settings:  
  
rather than the usual padlock which you will see when it is connected to WiFi:  

  - Once you disconnect from the docking solution and reconnect to WiFi your **VPN will automatically re-connect**.