

Set Up Your Desktop PC on Campus

Welcome back to the office!

This document will help you set up your PC. Refer to the diagrams on this page for specific port locations. You can find the model number on the front of the PC just below (or to the right of) the Power button. If you encounter any issues, contact the IT Service Desk at (210) 456-9999.

Dell 7050 - One brass screw on the back



Power connection Do not use Display port cable Keyboard, Camera, Mouse, and Headset USB Ethernet cable

Dell 7060 - Two brass screws on the back



Power connection 2 Display ports USB Ethernet cable

Dell 7080 - One brass screw on back



Power connection 2 Display ports USB Ethernet cable port

Before you connect your new PC, notice the desk beam has a sticker that shows the active (hot) Ethernet port. **Plug your Ethernet cable into that port.** You will connect this cable to the back of the PC in an upcoming step.

You will now complete your PC setup by connecting your desktop PC to the monitors and setting up your accessories. Refer back to the diagrams as needed.

- Place the PC on the desk and connect the **power adapter** to the **power connection port** on the PC.
- Plug one **monitor display port cable** into the **display port**.
 - Make sure the slant on the display port cable matches up with the slant on the PC and that the button on the cable is facing up when connecting the display port cable.
 - If you have a 7050 model, do **not** use the port labeled HDMI on the PC.
- Plug the other **monitor display cable** into the second **display port**.
 - For the 7050 model, plug into the port at the top right corner.
 - For the 7060 and 7080 models, plug into the port directly next to the first display port cable.
- Connect the **keyboard, mouse, camera,** and Plantronics **headset** USBs into the four **USB** ports.
- If you prefer, you can plug the **headset** into the USB port in the **front** of the PC.
- Plug the **Ethernet cable** into the **Ethernet cable port** on the back of the PC.
- Connect the **power cord** to the **power adapter** and plug the 3-prong end into the power outlet.

Get Started with Your Desktop PC

Your PC is connected directly to the network through the Ethernet cable and does not require a VeloCloud. When you turn on the PC, it should connect automatically to the network without any intervention on your part, and your PC should work as expected.

If you have any issues, call the IT Service Desk at (210) 456-9999.

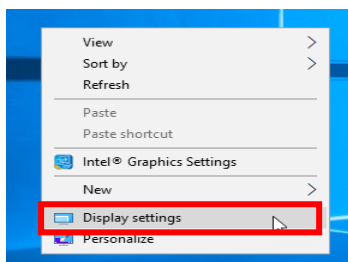
- If your PC has not auto started, push the **Power** button on your PC. Allow a few minutes for the PC to fully boot up.

- Sign in to your PC as you normally do.
- Configure your dual monitor display if necessary. Refer to the instructions in the following section.

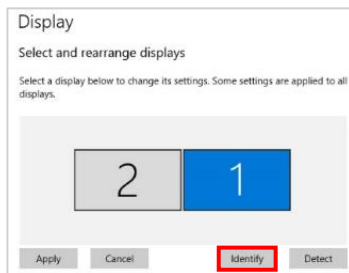
Configure Your Dual Monitor Display

If your login screen is on your left monitor and your mouse cursor moves correctly between the screens, your display is set up correctly. If you see the login screen on your right monitor or your mouse cursor does not move properly between the monitors, follow the steps below to correct the configuration.

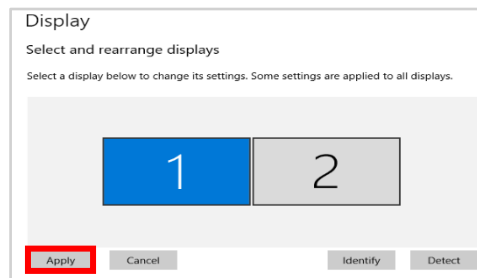
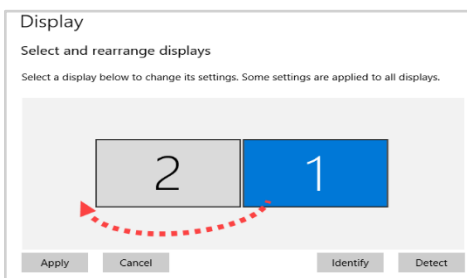
- Right-click on your desktop and click on **Display settings**.



- Click **Identify**. Numbers will appear on both of your monitors. (Remember where the numbers appear because you will need to change the screens based on those numbers.)



- Under **Select and rearrange displays** position your cursor on the monitor labeled 1 and with your mouse, click and drag monitor 1 to the other side of monitor 2 to match the numbers from the previous step. Click **Apply**.



- To set your primary monitor (generally on the left) scroll down to “Multiple displays” and check **Make this my main display**. Click **Apply**.