

Set Up Your Laptop on Campus

Connect to the Docking Station

The docking station provides ports for the laptop, monitors, keyboard, and mouse, and it also facilitates the connection of your laptop to the USAA network. The docking stations listed below all have an “UP” port for connectivity; however, the battery charging feature is mostly available with the docking stations that have the *Type-C Power Delivery* connector of the *Type-C* cable.

Docking Station	Dock-to-Laptop Cable	Laptop Port Needed
	UP port, <i>USB 3.2 Gen 1 Type-C cable with Type-C connector</i> (to laptop), with uplink speed of 5 Gbps 	USB Type-C Power Delivery port 
	UP port, <i>USB 3.1 Gen 1 Type-C (cable with Type-C connector)</i> (to laptop), with uplink speed of 5 Gbps 	USB Type-C Power Delivery port 
	UP port, <i>USB-A to USB-B (3.0) cable</i> 	<i>USB 3.0 Superspeed Data Sync Cord</i> USB-A port connector (laptop) 

Laptop with Docking Station - Working on Campus

1. Ensure the docking station is connected to a power outlet and powered up.
2. Find the connecting cable from the docking station with the loose end for the laptop.
3. Plug the cable's connector, such as the USB-C cable, into the Power Delivery port or USB port of your laptop.

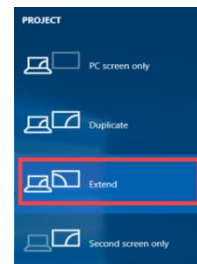
Note: If your docking station does not have a *Type-C* cable with a USB-C connector, you can bypass the docking station for power. Use your laptop charger to connect directly to a power outlet to keep your laptop battery charged.

Get Started with Your Laptop

1. Push the **Power** button to start your laptop.
2. Sign into your laptop as you normally do.

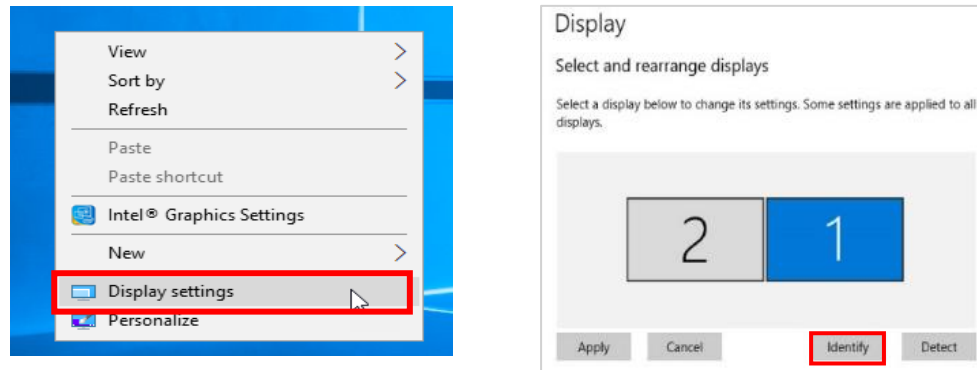
Configure Your Dual Monitor Display

1. Press the **Windows** key and the **P** key at the same time to trigger the projection menu.
2. Select **Extend**.
3. Once your laptop display is exported, close the laptop lid.
4. Test the dual displays.
 - If your Recycle Bin is on your left monitor and your mouse moves correctly between the screens, your configuration is set up correctly.
 - If you see the Recycle Bin on your right monitor or your mouse does not move properly between the monitors, follow the steps below to reset the configuration.

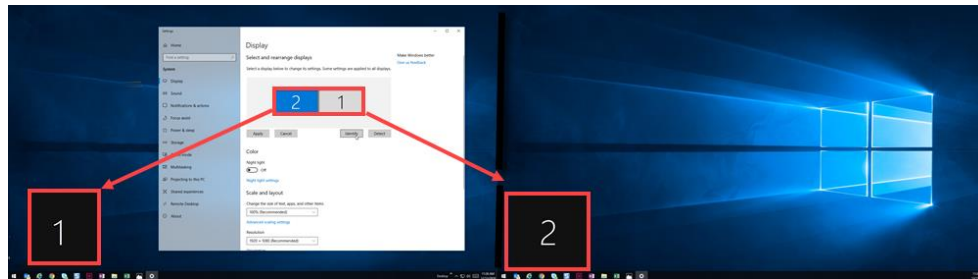


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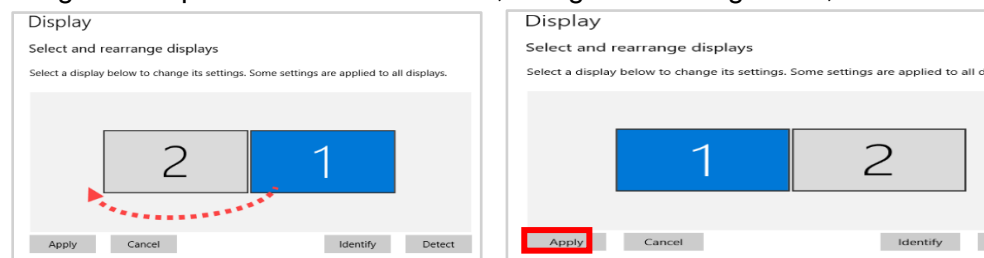
- a. Right-click on your desktop and click **Display settings**, then select **Identify**.



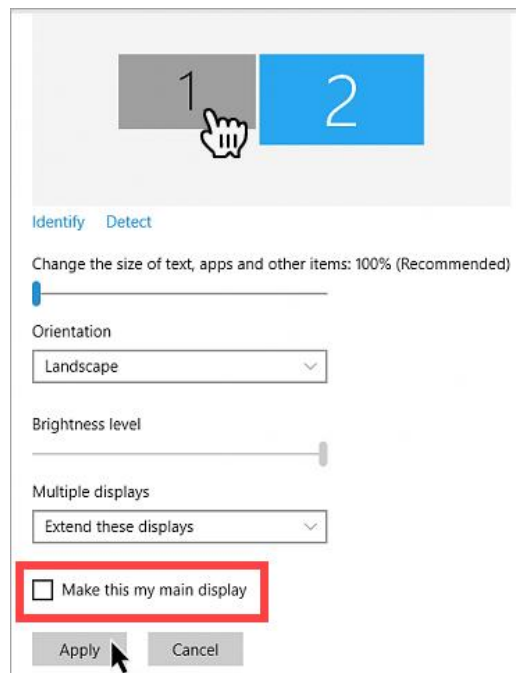
- b. Look for large identifying numbers to appear on your monitors.



- c. If the numbers on the screen do not match what was identified for each monitor, click to highlight the monitor you want as your primary display.
- d. Drag and drop the monitor to the side, straighten the alignment, and click **Apply**.



- e. To set your preferred display as your primary monitor (generally on the left), select the monitor, scroll down to **Make this my main display** to click on the **check box**, then click **Apply**.



Additional Resources

- [Go/DockingStationWiki/](#) to learn more about docking stations and review FAQs.
- [Go/TechSpot/](#) to find resources about IT equipment.
- [Go/IThelp/](#) to launch a chat with Scout, an intelligent virtual agent that can provide online support.