

Connecting Your Company Laptop and Equipment

Windows Users

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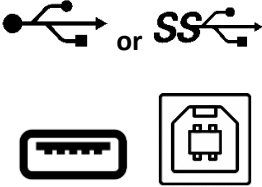




Equipment Checklist

<input checked="" type="checkbox"/>	Equipment	<input checked="" type="checkbox"/>	Cables
	Laptop		Portable Laptop Power Supply Cord
	Monitor (1 or 2)		Monitor Power Cord (1 or 2)
	Docking Station		Docking Station Power Supply Cord
	Keyboard		Display Port OR HDMI Cable (1 or 2)
	Mouse		USB Cable (for monitors with built-in camera)
	USB Headset		

**If you did not receive an item listed above,
please contact Mercury’s IT Service Center @ 714-671-6558 on your first day**

(Monday-Friday: 5am-6pm PT; Saturday: 7am-1pm PT; Sunday: Offline)

Cable Connection Reference

Type of Connection	Symbol	Cable
DisplayPort		
HDMI		
USB		
USB-C		
Monitor Power Cord		

Setting Up Your Monitor and Docking Station

Connecting your computer monitor to power

- Locate the monitor power cord and connect it to the appropriate port on the back of your monitor, then connect the other end to a power source. Each monitor requires its own power cable.
- Ensure all connections are firmly plugged in.

Connecting your docking station to power

- Use the provided power supply cord (cord will have a power adapter attached) to connect your docking station to a power source.
- Ensure connections are firmly plugged in.

Connecting your computer monitor to the docking station

- Look for either a DisplayPort or HDMI type connection on the back of the monitor.
- Connect the appropriate cable to the back of your monitor, then connect the other end to the matching port on the back or side of your docking station.
- Ensure all connections are firmly plugged in.

Note: It is recommended to utilize a power strip with surge protection to power your company equipment.

Connecting Your Laptop, Camera, and Accessories

Connecting your laptop to the docking station

- The docking station will have a single USB-C cable attached to it. Use this cable to connect to an available USB-C port on the side of your laptop.
- When connected, the docking station will provide power to your laptop to keep the battery charged AND will allow your laptop to be displayed on your monitor screen(s).
- When using the laptop on its own (no docking station), use the portable laptop power supply cord to keep the battery charged.
- If your monitor is not receiving a signal from the docking station after connecting, try unplugging and re-plugging the USB-C connection or press the power button on the docking station to reset the connection.

Connecting your built-in camera

- To use your laptop's built-in camera and your laptop as an additional monitor display, be sure to place your laptop next to your monitor, so you can easily open and close your laptop. Look for a sliding cover near the top of your laptop screen to uncover your camera.
- If your monitor has a built-in camera, locate the additional USB cable sent with your monitor and connect one end to your monitor, and the other end to an available port on your docking station.

Connecting your mouse and keyboard to the docking station

- Using the attached USB cables, locate an available USB port on the back or side of your docking station and connect the keyboard and mouse accordingly.
- The docking station will provide power to both your keyboard and mouse.

Connecting your headset

- Connect your USB headset directly to your laptop using one of the available USB ports on the side of your laptop.

How to Extend Your Display to Multiple Monitors

If you have multiple monitor screens connected, you may want to *Extend* your display so that all monitors act like one big monitor, extending the desktop across all of them. To adjust the display settings for your computer, follow one of the two options below:

Note: These instructions do not apply if you are accessing a *Virtual Desktop System*.

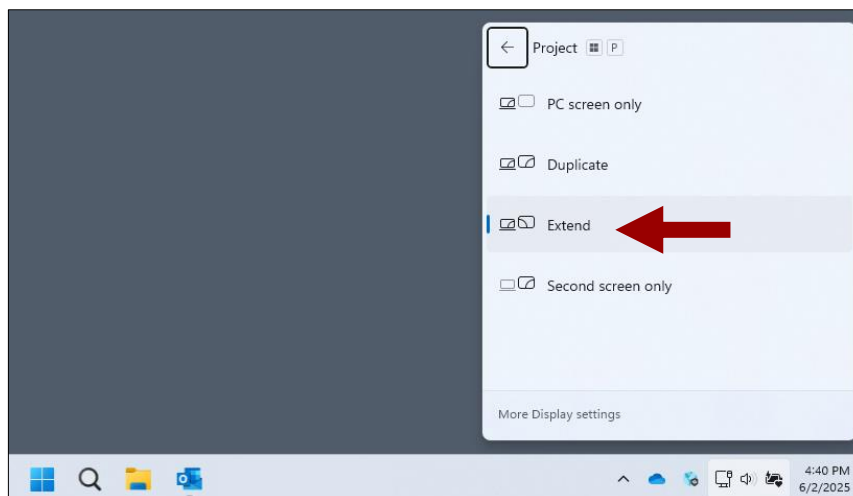
Option 1: Using your keyboard

Step 1

Press the **Windows key**  + **P**.
The Project menu will display on the right side.

Step 2

From the right-side menu, select **Extend**.



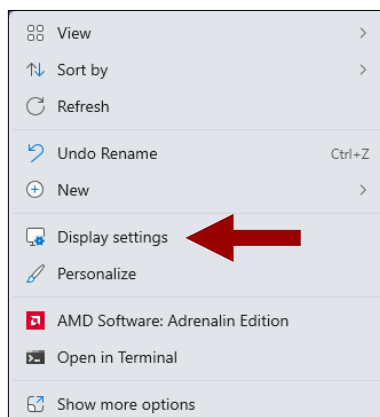
Option 2: Using your mouse

Step 1

Right-click on a blank area of your desktop screen.
A menu will display on your desktop.

Step 2

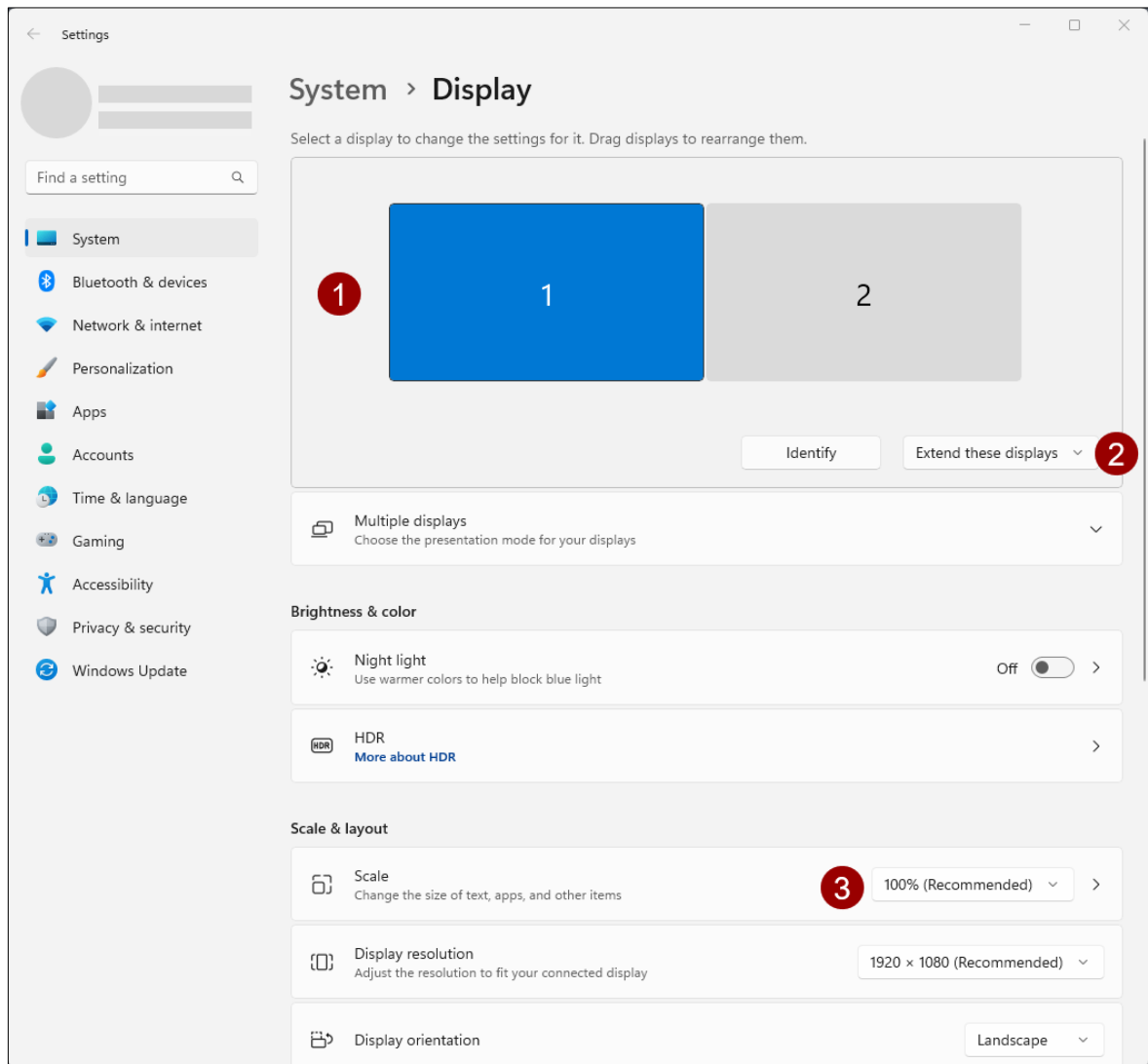
Select **Display Settings** from the menu.



Step 3

Use the **Display** settings screen to adjust your monitors to your preference:

- 1:** The selected monitor is shown in blue. If you select the second monitor it will show the information for that monitor. You can rearrange the order of the monitors by clicking and dragging the monitor boxes to match your physical monitor setup.
- 2:** To extend the display across multiple monitors, select **Extend these displays**. This will enable the two monitors to work as separate screens.
- 3:** The **Scale and Layout** percentage should match on both screens. *Your desktop may not display correctly if the percentage is higher than 100%.*



Computer Care Recommendations

- ✓ At the end of each day, shut down your computer and disconnect it from its power source to prevent your computer from overheating.
- ✓ If you encounter any issues with network connection, applications, or systems, please first try restarting your computer to see if that resolves the issue. If the issue persists, please contact the IT Service Center at 714-671-6558.
- ✓ If your computer gets damaged, please open a WESS request or contact the IT Service Center for a replacement.