Setting up your shared workspace with a MacBook

Follow these set-up instructions when using a MacBook.
For Mac laptops to function properly with docking stations, software called "Displaylink Manager" needs to be installed and running. On UBC computers, this can be self-installed via the "self-service" application. Plug the docking station cable into your device. This will enable access to the network, additional monitors, and power to your device. Use the (smaller) USB-C connection if possible; it provides more functionality and charges your device.

MONITORS

Ventura and Big Sur / Monterrey Display Instructions:

STEP 1: Place your laptop into the physical position that you intend to leave it for the day

STEP 2: Plug the docking station into your laptop

STEP 3: Ensure "Displaylink Manager" is installed and running

STEP 4: Open "System Preferences"

STEP 5: Click "Displays"

STEP 6: Click "Arrange" (Ventura) **or** Click the "Arrangement" tab (Big Sur / Monterrey)

STEP 7: Drag your screens into your desired position

(holding down left-click highlights that screen with a red border)

STEP 8 (optional): If you would like your "dock" (aka "taskbar") on a different screen, note the mall band/strip at the top of one of the screens (under the "arrange" menu) and drag this small band to the desired screen

STEP 9: Close "System Preferences"

WEBCAM & HEADSET

STEP 1: Open webcam cover.

STEP 2: When connecting to a meeting via **Microsoft Teams**, follow these steps:

- To configure your **Video**, go to Microsoft Teams Settings/Device Settings/Video Settings/Select Webcam.

- To configure your **Microphone & Speaker** go to Microsoft Teams Settings, Select your headset device.

When connecting to a meeting via **Zoom**, follow these steps:

- To configure your Video, go to the Zoom Video icon, right click the dropdown icon and select Webcam.

- To configure your Microphone & Speaker, go to the Zoom Mute icon, click the dropdown icon and select your headset device.

PRINTING

- To print or add a printer, your laptop needs to be plugged into the docking station and Wi-Fi needs to be turned off.

- MacBooks require every printer to be configured manually – please submit a service ticket if you require assistance with this.

- Please be mindful of what printer (and in which building) you are printing to.

For technical inquiries, please contact the MedIT Service Desk at:

1.877.266.0666

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