Doing Hybrid Well

Setting up your shared workspace with a Windows PC Device

Follow these set-up instructions when using a Windows PC device.
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
STEP 1: Select Start > Settings > System > Display. Your PC should automatically detect your monitors and show your desktop. If you don't see the monitors, select "Detect".

STEP 2: Scroll down to the "Multiple displays" dropdown and select "Extend these displays".

STEP 3: Click "Identify" to identify the screens and drag the screen icons into an orientation that reflects the physical layout of your desk.

STEP 4: Select "Apply" and close the settings menu.

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 and select Webcam.

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

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