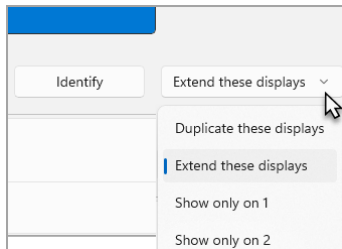# Configure your 24 inch monitors
Induction

Business systems training

This guide is designed for people working in an agile environment where there are two standard 24 inch monitors at the desk.

Configure Monitors

Same screen is displayed on all monitors
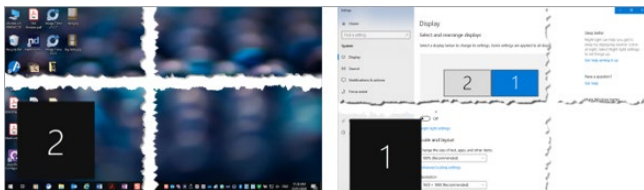
1 Right click on your desktop.

2 Select Display settings.

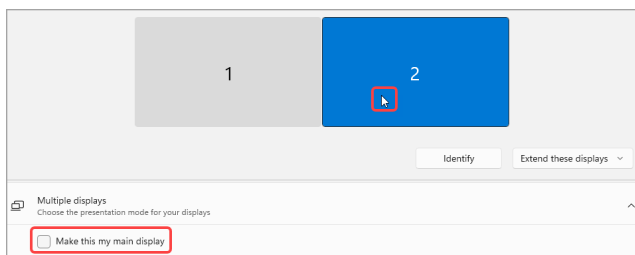3 Click the arrow next to Duplicate these displays and select Extend these displays.

Main display

If your screens are not configured to your liking:

1 **Right-click** on the desktop.

2 Select **Display settings**.

3 Click on **Identify**, which will display a large 1 and 2.

4 Select which monitor you would like as your primary screen by highlighting that monitor in the window.

5 Under the Multiple displays heading, select the **Make this my main display** checkbox.

The screens will "resize" momentarily and then be set.
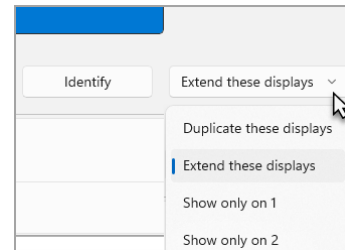
Time saver: If your mouse moves the wrong way between your screens, click and drag the image of screen 1 to the screen 2 position. Click Apply to save the changes or Cancel to revert to the original setting.
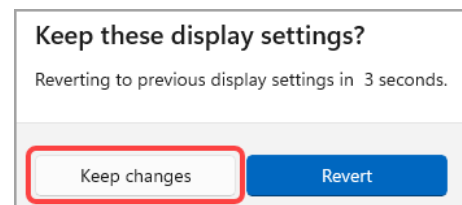
6 Close the **Display** window.

To use your laptop as a third screen

1 Open your laptop screen.

2 **Right-click** on the desktop.

3 Select **Display settings**.

4 Choose the **Extend these displays** option.
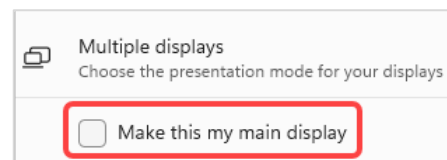

5 Tap **Keep changes**.

Time saver: You may need to do this on the touch screen of your laptop as your mouse may not be active on your laptop.

6 Click **Identify** to see which numbers have been assigned to the screens.

Information: Your laptop screen will always be allocated number 1.

7 Click the screen you wish to set as your main display, and select the **Make this my main display** checkbox.

8 Close the window.

To configure your monitors to a Portrait orientation

1 Right click on your desktop.

2 Select **Display settings**.

3 Click **Identify** then click the screen you wish to change the orientation for.

4 Scroll down to **Display orientation**, click the arrow and select **Portrait**.

5 Turn the monitor clockwise.

6 Select **Keep changes**.

Common problems

Monitors not displaying

If you have taken your laptop away from the desk (to a meeting for example), and when you return the monitors do not display, please follow the steps below:

1   Unplug and then reconnect the USB-C power/display connector into the side of the laptop.

2   Open the laptop screen.

3   Wait for the laptop display to appear on the monitors.

4   Close the laptop screen (if that is your preferred display configuration).