

Connecting your laptop to a second monitor.

Service Center laptops are equipped with one or more of these types of monitor ports:



VGA



HDMI



Mini Displayport

The monitor from your desk either has a VGA, DVI, or both connection types.



The simplest method for connecting your laptop to a second monitor will be similar to waking into a presentation room at work and hooking up to a podium..

- If your laptop has a VGA port (the larger laptops with 10-key pads have this) please use the blue VGA cable to connect your laptop to the monitor

- If your laptop has a Mini DisplayPort or an HDMI port, you will need to use your own dongle to convert this signal for the VGA cable. At this time, we do not have extra converter dongles for everyone and you may need to talk to your supervisor about how to purchase this accessory if you don't already have one.



HDMI to VGA dongle



Mini DisplayPort to VGA dongle

To control the display settings on the second monitor, press the **Windows logo key + P**, and then choose one of the four options:

- **PC screen only.** You'll see everything on your PC. (When you're connected to a wireless projector, this option changes to Disconnect.)
- **Duplicate.** You'll see the same things on both screens.
- **Extend.** You'll see everything across both screens, and you can drag and move items between the two.
- **Second screen only.** You'll see everything on the connected screen. The other screen will be blank.