Southern Connecticut State University

Computer Labs: Laptop Connection Stations

Introduction

This guide will detail how to connect your own laptop to one of our laptop connection stations, located within the Buley Library 100 computer lab. These stations are designed to provide students with a larger monitor to work on, while using their own laptop devices.

Equipment Provided

Each laptop station will be equipped with:
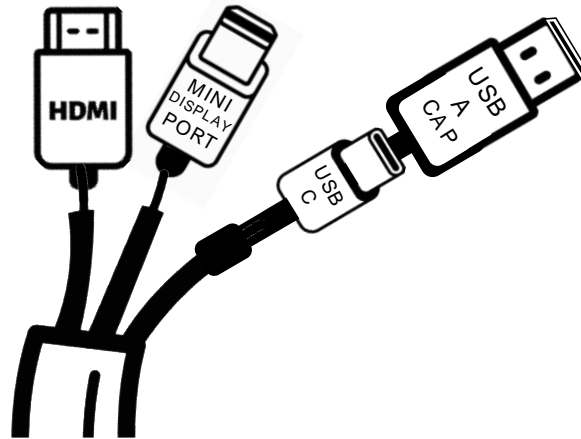- Keyboard
- Mouse
- HP 27" monitor
- Adapter cables:
    - HDMI
    - Mini Display Port
    - USB-A / USB-C

Connecting a Laptop

1. Place your laptop on or near the "Place laptop here" sign on the desk.

PLACE LAPTOP HERE

2. Connect your laptop using the cables provided: HDMI, Mini Display Port, USB-C or USB-A. Select from one of the configurations below. *Note: If you are not using the USB-C cable, you must plug in the USB-A cable <u>along with</u> one of the other two cable options – HDMI or Mini Display Port.*
   - Configuration 1: USB-C cable
   - Configuration 2: HDMI & USB-A
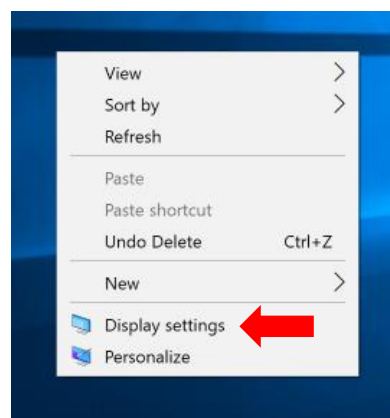   - Configuration 3: Mini Display Port & USB-A

Display Settings

Some display settings on your laptop may need adjusting once your computer is connected to the monitor.
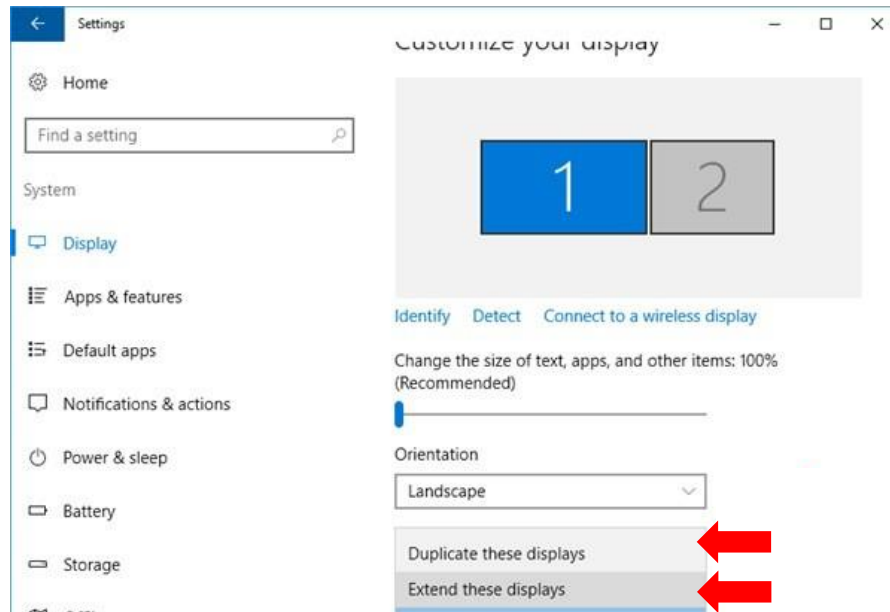
Duplicate / Extend Displays

You may choose to either use this monitor and laptop set up as a mirror image of one another, simply closing the laptop and using the larger monitor for all work, or using them as two separate screens. Depending on which option you choose, you will need to change the following settings.
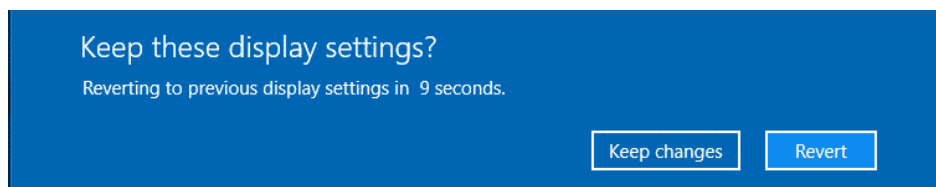
Windows:

1. With the monitor connected to the laptop via one of the provided cables, right-click on the desktop and select "Display settings".

2. You will see a drop-down menu with options such as "Duplicate these displays" and "Extend these displays". To have each screen be a mirror image of one another, select "Duplicate these displays". To have the screens be two separate desktop windows to work on, select "Extend these displays".

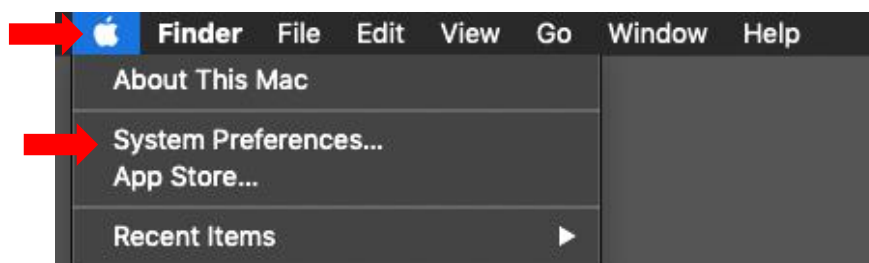3. After selecting either option, select "Keep changes".

4. If choosing to use the screens as two separate desktop windows, you may click and drag the screens shown on this page to arrange their contiuity as you wish.
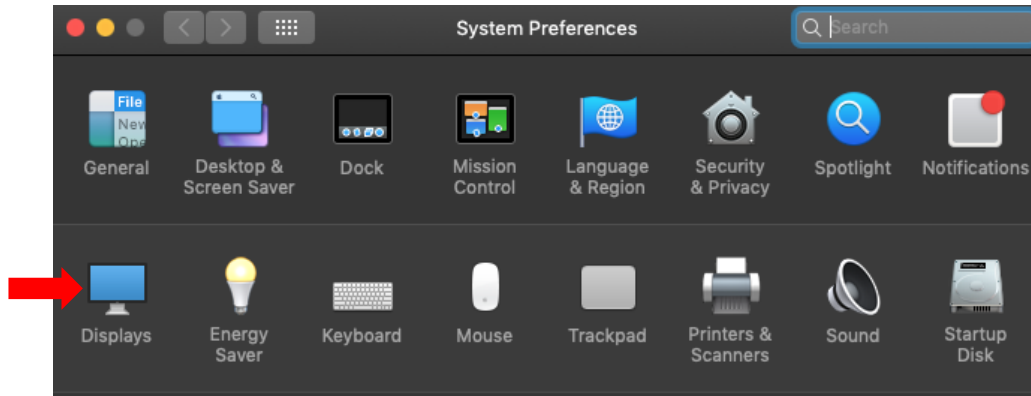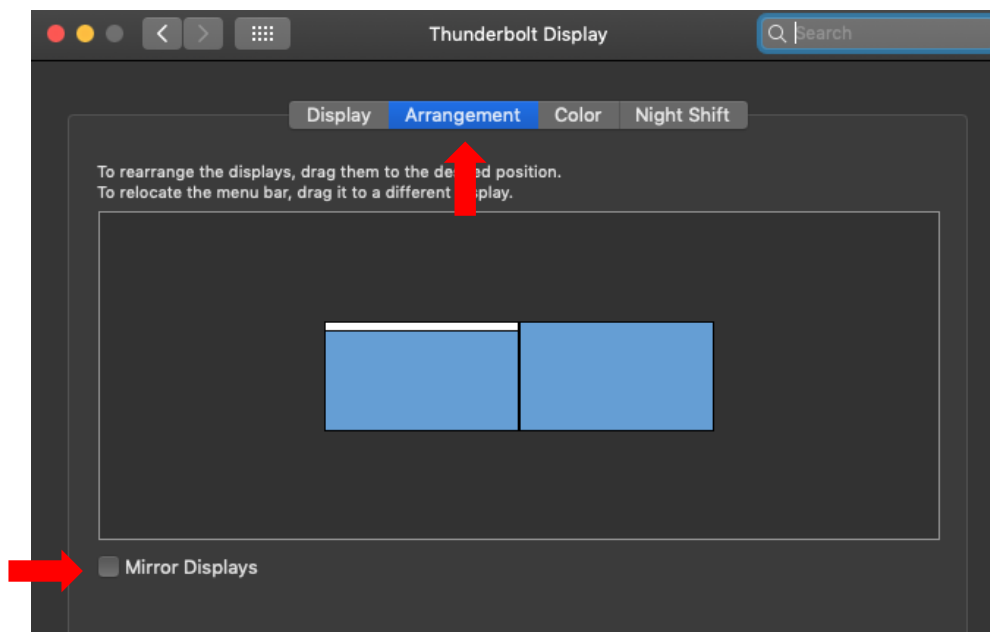

Mac:
1. With the monitor connected to the laptop via one of the provided cables, select the Apple symbol in the upper, left-hand corner of your screen and select "System Preferences".
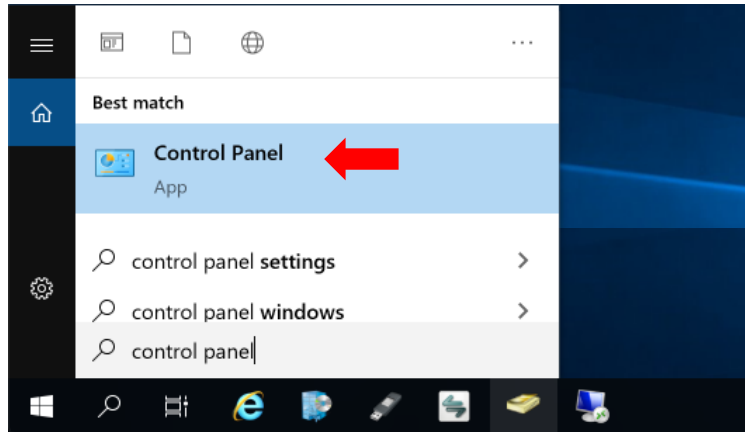
2. Select "Displays".

3. Select the "Arragement" tab. Here, you may click and drag the screens shown on this page to arrange them as you wish, or select "Mirror Displays" to use the one larger monitor as a reflection of your laptop.
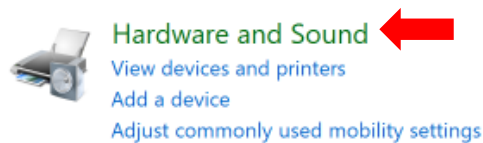
If you have a Windows computer and are intending to use the set up with just the larger monitor and you notice that once you close your laptop the monitor goes black, you may need to adjust the following settings on your laptop.
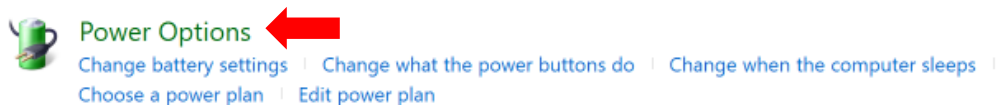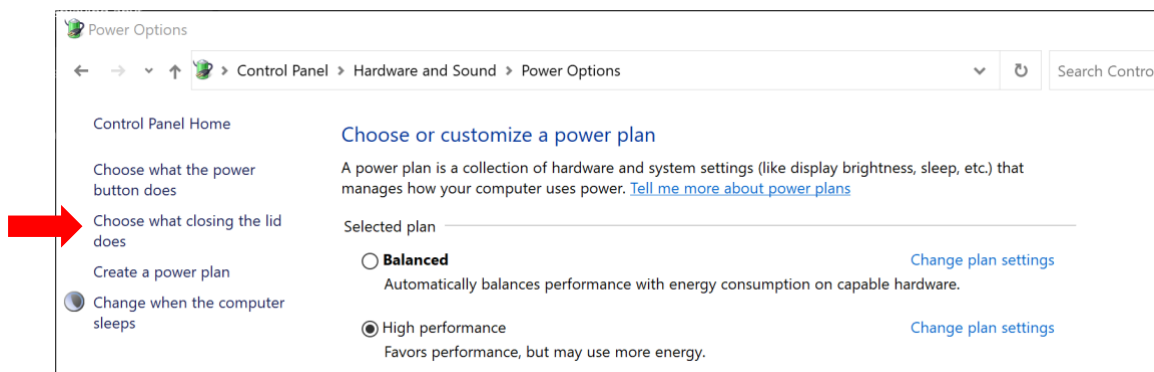1. Open your Start Menu and in the search bar, type "Control Panel" and open.

2. Select "Hardware and Sound".

3. Select "Power Options".

4. Select "Choose what closing the lid does" from the left-hand menu.

5. Next to "When I close the lid", select the two drop down menus for "On battery" and "Plugged in", and change each to "Do nothing". "Save changes" when finished.