



## Welcome back to campus!

Information Management and Technology (IM&T) welcomes you back to a full in-person experience on campus!

In collaboration with UNC Integrated Marketing & Communications (IM&C), the following guide was created to help reduce the need for tickets for workstation setup when you return to campus. There will be numerous faculty and staff bringing equipment back, and it is encouraged that you attempt to set it back up in your office, as you did at home, before submitting a ticket. Watch a video of how to set up your workstation at [unco.edu/information-management-technology/returning-to-campus/](http://unco.edu/information-management-technology/returning-to-campus/). As always, IM&T is here to help if you get stuck or something is not working. If all else fails, submit a Help Desk ticket at [help.unco.edu](http://help.unco.edu).

### SETTING UP YOUR WORKSTATION

#### Dell Laptop Dock

There are two types of docking stations for your DELL laptop. The WD19 is rectangular, while the WD15 is more of a square. In other words, they are similar in form and factor— with the exception of the monitor ports (the one shown in the video is a WD19).

##### WD19 Dock (Front)

1. USB-C input
2. USB input
3. Speaker/microphone combination jack



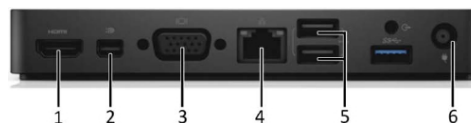
##### WD19 Dock (Back)

1. Audio line-out to speakers
2. Display port for monitor
3. Display port for monitor
4. HDMI port for monitors
5. USB-C input
6. USB input (for your keyboard & mouse)
7. Ethernet input (network port to phone)
8. Power supply input for docking station



##### WD15 Dock

Similar to the WD19 Dock, the WD15 has a mini-HDMI display port instead of a full-size display port. HDMI and VGA (3) ports are for displays/monitors. Ethernet (4) or network cables should be plugged into the wall interface, as well as your network phone, and from the network phone to your docking station. See Phone Connections on following page.



1	HDMI Cable for Monitor	5	USB Cable or USB Receiver for Mouse and Keyboard
2	Mini Display Port Cable for Monitor	6	Docking Station Power Supply
3	VGA Cable for Monitor		
4	Ethernet Cable		

Please Note: This cable may be included with Dell monitors, but IS NOT necessary to complete setup.



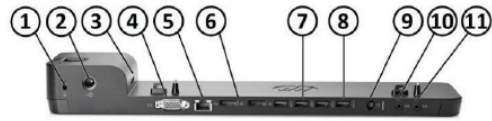
## HP UltraSlim Docking Station – Rear side

### HP Slim Docks

Ethernet or network cables should be plugged into the wall interface, as well as your network phone, and from the network phone to your docking station. See Phone Connections below.

### Connecting Your Slim Dock

Ensure the docking station power supply plugs into location 9 (shown in the picture) and not 2 (on the far left).



- |  |                              |
|--|------------------------------|
| 1. Lock slot (lock not included)                       | 7. USB 3.0 ports (3)         |
| 2. Docking station cable lock slot (lock not included) | 8. USB 3.0 charging port (1) |
| 3. Side docking connector                              | 9. Power connector           |
| 4. VGA port  | 10. Line in jack             |
| 5. LAN/Ethernet port                                   | 11. Line out jack            |
| 6. DisplayPort 1.2 (2)                                 |                              |

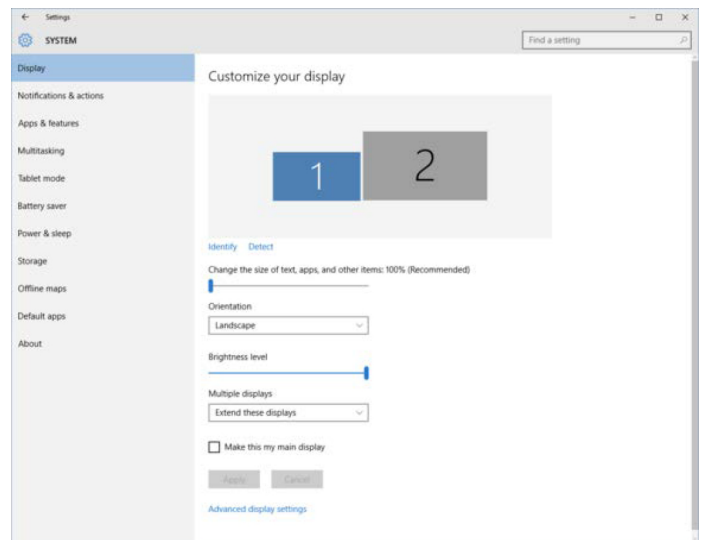
### Types of Monitor or Video Connections

In the video we talked about Display Port and HDMI mainly, but in the graphic to the right you will see each type of video/monitor connector. The monitor will also need power.



### Adjusting Multiple Screens

1. Right-click anywhere on the Desktop
2. Select 'Display Settings'
3. Left-click 'Identify'
4. Select the monitor you would like to adjust and drag it to the appropriate location
5. Left-click 'Apply'
6. Nicely done!



### Phone Connections

Ethernet or network cables should be plugged into the wall interface, as well as your network phone, and from the network phone to your docking station, as shown in the graphic below.

