



canopus Laptop To Monitor Connecting Instructions

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Laptop To Monitor Connecting Instruction Manual

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CANOPUS LONDON DESKS

Each of the desks at the Canopus 22B office has a screen, keyboard, mouse, and charging pod as standard. To connect to the screen, keyboard, and mouse, the occupant must plug the USB-C cable that is on the desk, into his/her laptop as per the illustration below.



KEYBOARD

All the desks are issued with a standard logic keyboard. The keyboard should automatically connect to your laptop when the laptop is connected to the USB-C cable as per the previous instructions.

If the keyboard is unresponsive, please make sure the keyboard is switched on as per the illustration below.

If the button is to the right of the slide, the keyboard is powered.

Keyboard



If the keyboard was switched on, but unresponsive, please switch it off (slide the button to the left) and back on, paying close attention to the power light to the left of the button. If the led lights up, try to type again. If the led does not light up, or the keyboard still does not work, please report it to the Tech desk and find an alternative working space.

MOUSE

All the desks are issued with a standard logic mouse. The mouse should automatically connect to your laptop when the laptop is connected to the USB-C cable as per the first set of instructions.

If the mouse is unresponsive, make sure the mouse is switched on as per the illustration below.

If the button is to the right (On position), the mouse is powered.



If the mouse was switched on, but unresponsive, please switch it off (slide the button to the left) and back on, paying close attention to the power light on top of the mouse. If the led lights up, try to move the mouse again. If the led does not light up, or the mouse still does not work, please report it to the Tech desk and find an alternative working space.



MONITOR

The Samsung monitor on the desk has a power button to the bottom right of the screen.



If the light to the left of the power button icon is BLUE, the monitor is switched OFF. Press the power button under the monitor, in line with the power button icon to switch the monitor on.

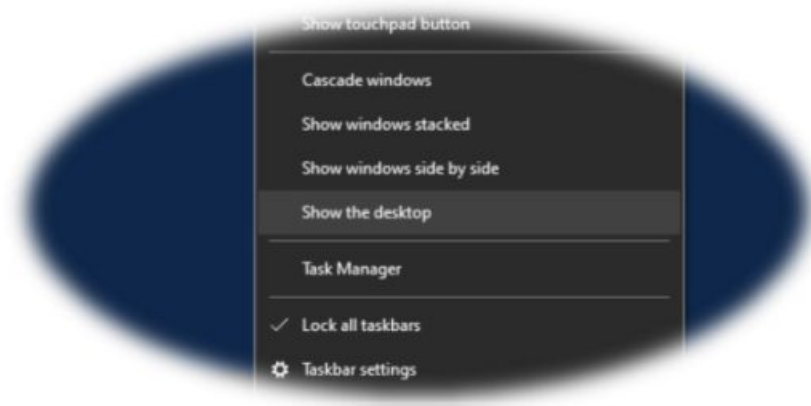


CONFIGURE THE MONITOR

Setup your laptop to display correctly on the external monitor.

DISPLAY SETTINGS

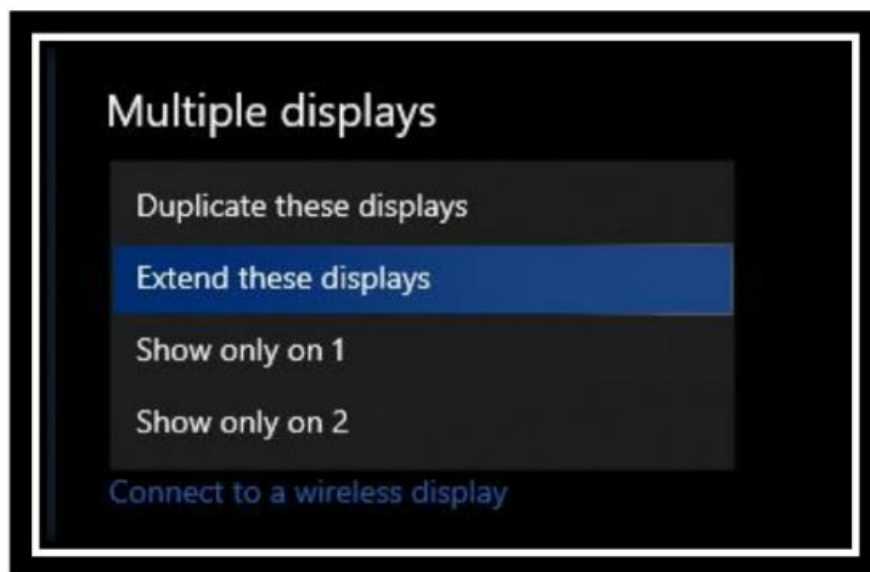
1. Go to your desktop. Right-click on an open space on the taskbar as per the illustration below and select Show the desktop.



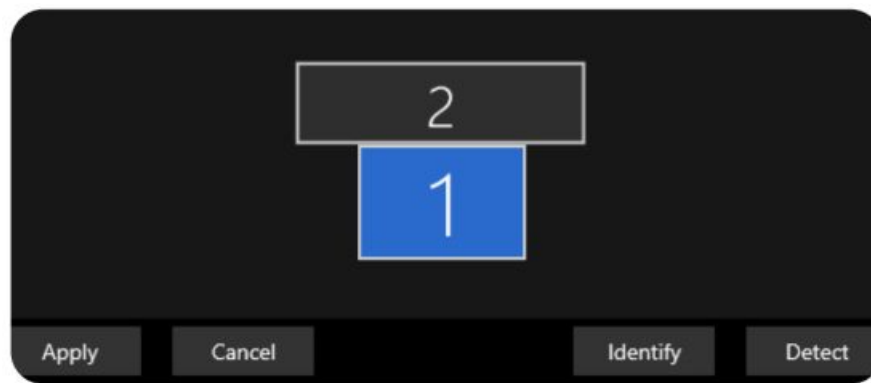
2. Right-click on the desktop and select Display settings.



3. Scroll down to the Multiple displays and choose Extend these displays.



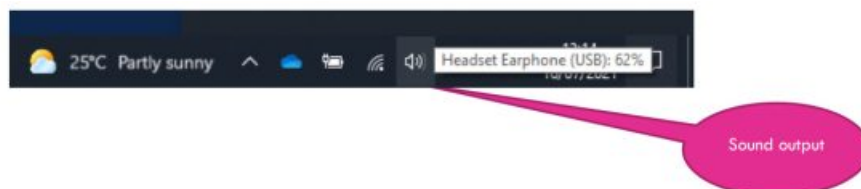
4. Go back to the top of the Display settings and configure the screen layout. The illustration below shows a logical display option where the laptop display is below the external monitor and the mouse will move from the external monitor at the top down to the laptop monitor.



CONFIGURE THE SOUND OUTPUT

To configure the sound output to use your laptop speakers instead of the external monitor speakers, follow the steps below.

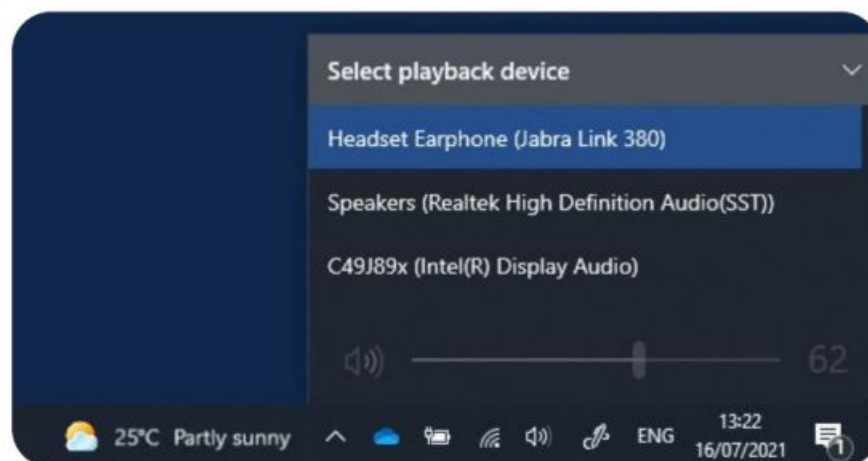
1. Left-click on the Sound icon on the taskbar as per the illustration below.



2. Hover over the up arrow that highlights the currently active sound output as per the illustration below.



3. Choose Headset..... if you have your headset connected. If not, choose Speakers (Realtek High Definition Audio(SST)) to activate the laptop speakers as per the illustration below.





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