Hoteling Stations

If you are predominantly off campus but need to be on campus for meetings—or are in need of a change of scenery—we do have limited Hoteling Stations available at this time.

Each Hoteling Station comes with:

- Setup work with both Dell and Mac computers distributed within the last 3 years. The dock will charge your computer, so there is no need to plug in your charger as well.

Using the Hoteling Station

The keyboard and mouse at the Hoteling Stations are wireless. Please be sure to turn on before working.

**Mouse:** Button on bottom of wireless mouse turns it off and on.

**Keyboard:** Button on top right corner of the keyboard turns it off and on.

**Battery Power and Charging**

The power icon is located on bottom right (Windows) or upper left (Mac) of computer screen. If charging, it will look like one of the following icons:

![Battery Icon](image)

This signifies that your computer is “Plugged in” and charging.

**Speakers:** Either already plugged into the dock, or you’ll need to plug them into your computer via the audio port. A green light on the speaker will indicate that the speaker is turned on. If not, turn the large nob to the right and it will click into the on position and the green light will turn on and also controls the volume.

**Webcam:**

The webcam is already connected. When you open Zoom or Teams—and your laptop is open—be sure to select which camera you want to use as the system will automatically chose the laptop camera.

**Phone:**

If your Hoteling Station has a phone, you can make outgoing calls. Please use Jabber on your computer to receive phone calls from your phone number.

**Set Monitors Output to Match Your Work Style**

Monitors can be physically adjusted to match the height that you are comfortable working with. Simply grab the left and right side of the monitor and gently raise or lower the entire monitor screen.

Connect to the dual monitor setup by plugging the USB-C connector to your computer. Your computer should automatically detect the setup and you’ll be able to start working within moments.

**Windows 10: Extended Display**
1. Select Start (the Windows Icon on the bottom left of the screen) > Settings > System > Display. Your PC should automatically detect your monitors and show your desktop. If you don’t see the monitors, select Detect.
2. In the Multiple displays section, select an option from the list to determine how your desktop will display across your screens.
3. Once you’ve selected what you see on your displays, select Keep changes.

![Display settings page]

**Note:** You can change the resolution of your displays. Use recommended resolution to get the most out of your displays.

**Windows: Mirroring Display**

You can also choose to duplicate on only specific monitors by changing what do to with the multiple displays.

<table>
<thead>
<tr>
<th>If you want to</th>
<th>Choose</th>
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<tbody>
<tr>
<td>See things on one display only.</td>
<td>PC screen only</td>
</tr>
<tr>
<td>See the same thing on all your displays.</td>
<td>Duplicate</td>
</tr>
<tr>
<td>See your desktop across multiple screens. When you have displays extended, you can move items between the two screens.</td>
<td>Extend</td>
</tr>
<tr>
<td>See everything on the second display only.</td>
<td>Second screen only</td>
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**Windows: Rearrange Display**

In Display, there is a section marked Select and rearrange displays. From here you can drag and drop each display to rearrange them according to their physical layout on your desktop.

**Note:** When rearranging monitors in the Display settings page, make sure that all monitors align at the top perfectly. Otherwise, you may have problems moving the mouse cursor between monitors from the corners.

Once you’re happy with the setup, click the Apply button.

**Mac: Extended Display**

You can arrange your displays in any configuration to create an extended desktop. For example, you can set your displays side by side to create one large continuous desktop.

On your Mac, choose Apple menu 🍎 > System Preferences, click Displays, then click Arrangement.

**Mac: Mirroring Display**

1. On your Mac, choose Apple menu 🍎 > System Preferences, click Displays, then click Display.
2. Set both displays to the same resolution.
3. Click Arrangement, then select Mirror Displays.

**Mac: Rearrange Display**

When you connect one or more displays to your Mac, you can arrange them in any configuration in the Arrangement pane of Display System Preference.

1. On your Mac, choose Apple menu 🍎 > System Preferences, click Displays, then click Arrangement.
2. To arrange the displays, click on the graphic representation of the display and drag it to a different position.
3. You can also drag the menu bar to any display.

**If you run into any issues, please contact the Helpdesk via phone at 617-432-4357.**