



OHIO
UNIVERSITY

Technology Quick Start Guide Individual Work Stations

Connect to the double or wide screen monitors

1. Connect the mouse and keyboard to your laptop with one cord via the provided USB-3.0 plug.
2. Connect your laptop to the “StarTech.com” box via your device’s USB 3.0 or USB-C port.
 - a. Determine your laptop’s connection type (USB 3.0 or USB-C)
(USB-3.0 ports are often blue in color or labeled **SS**)
 - b. Connect the plug directly to your device
 - **USB 3.0:** Connect the plug directly to your device.
 - **USB C:** Secure the adaptor to the end of the plug, then connect to your device.

Both cables should be connected for proper use (Steps 1 and 2)



Note: Your device screen should automatically mirror to the Samsung television.

3. Log into your device to begin using the monitors as a **mirrored** device.

Extend display

By default, the monitors will mirror your device screen. However, you can change your device settings so the monitors function as an extension, allowing you to display different content across multiple screens.

Windows 10 machines

1. Right-click any free space on your desktop.
2. Select **Display settings**.
3. Under “Multiple displays”, select **Extend these displays** or **Extend on 1 and 2** from the drop-down menu.
4. Select **Keep these display settings**.

To change the order of the laptop and monitor screen(s):

1. Select **Detect**. (The number of available displays should be noted).
2. Select **Identify** to determine the current screen order.
3. Drag the monitor icons to the desired position.
4. Click **Apply** to update display settings.

Mac machines

1. Access “System Preferences” from the dock or the launch pad app.
2. Select **Displays > Arrangement**.
3. Uncheck the box labeled **Mirror displays**.

To change the order of the laptop and monitor screens, drag the monitor icons to the desired position. (The selected monitor will be outlined in red on the screen.)

Disconnecting from the monitors

1. Remove the display and mouse/keyboard plugs from your laptop.

Power supply

A desktop power supply is provided for laptop and other device charging.

There is an additional USB power supply to charge mobile devices and other USB compatible devices.

(This device can also be used to access files on a USB flash drive after connecting a laptop to the “Blackbox”.)




Video conferencing

Video conferencing functions the same as it does in your usual work space.

Note: For participation in virtual meetings that may include sensitive information, relocate to a semiprivate or private space. Otherwise, utilize headphones and the meeting chat to communicate sensitive information.

Troubleshooting

Widescreen display blank or not powered on?

Press and hold the power button on the monitor located directly under the LG symbol ( LG) for 3-5 seconds.