Laptop via Docking Setup

There are different types of docking stations Brick and Locking

Step 1 – Placing the equipment

Decide where you want your computer to go

- Make sure you have a working Internet connection nearby. Although a laptop can work via wifi a wall connection will increase speed of network.
- Make sure power is nearby

Decide how to make do with the room you have

- Do not connect any wires until you are sure where your equipment will go
- Start by putting the keyboard/s and mice on the table where you want them to go
- Place the monitor/s on the table where you want them to go

Find room for the laptop and dock

- Cords from docking station need to reach all monitors, network and power points
- If docking station is stationary (locking) it will remain in its location
- If docking station is mobile it can be arranged nearby laptop

Step 2 – Connecting the monitor

- Push power plug **ALL THE WAY** into the display. **Push hard**!
- Connect video cable to the display. Fasten screws if present.
- Connect other end of video cables to dock.
Step 3 – Connecting power, keyboard, mouse

- Push power plug **ALL THE WAY** into the dock.
- Plug in USB mouse and keyboard/s into dock
- Push power cables **ALL THE WAY** into the power strip. **Push hard**!
- Power on power strip and be certain switch is not where your feet will hit it and possibly turn everything off.

Step 4 – Audio

- Plug your **headphones** into the **GREEN** port on the side or back of your dock (green is for headphones, blue and pink are for microphones)
- If you have **external speakers** or **monitor with built in sound**, connect the audio plug into a **GREEN** port in your dock. Speakers and some sound bars will need **separate power** too. If your sound bar or headphones are USB plug into USB port on dock

Step 5 – Internet/Ethernet

- Connect Ethernet cord into ethernet outlet in wall (usually ports have an orange inset on wall)
- Cords have a clicking sound when plugged in all the way. Cord should not exceed 6 feet when possible
- Plug other end into your dock.

Step 6 – Connect laptop to docking station

- If Locking style place laptop into dock and verify it clicks into place
- If Brick style connect cables to laptop generally only one or two
- Now turn on monitors first
- Turn on laptop second and wait for laptop to boot completely
- After booted if you do not use laptop screen while docked close laptop lid and verify system stay awake. If it falls asleep you will need to adjust setting in control panel – select power options and select “Choose what closing lid does” you can select Plugged In drop down and choose “Do nothing” this will let PC stay on while on dock and lid closed.

Step 7 – Test

Once everything is connected, plugged in and powered on, you need to test:

- Log into your account (Usually your wustlkey for Accounts domain PC’s)
• Start the web browser
• Test to make sure internet is working
• Go to a website with sound and make sure sound is working

Troubleshooting

• Machine is not turning on
  o Verify power strip has power by trying to plug a light or clock into strip
• Internet is not working
  o Try another wall port – not all ports are active
• Sound is not working
  o Verify sound bar is turned up and volume on PC is turned up
• No Video being displayed
  o Try setting the proper source on monitor VGA/DVI/Display port/HDMI

Need additional help

• Call 314-933-3333 to get phone help right away
• Need on-site tech assistance please call 314-933-3333 or email ithelp@wustl.edu to schedule with our WUSM ITSS team.