

A good remote work setup helps you be productive while working from home. The following guide helps employees be Remote Ready at UNC-Chapel Hill by detailing how to connect your work laptop to an external monitor.

To begin setting up your external monitor or TV at home be sure all devices (monitors, computers and/or TVs) are plugged in and turned on.

Equipment Required

Computer with an HDMI port

- Computers with VGA or Mini Displays may be used with an Adapter

HDMI Cable

- You will need an HDMI adapter or the appropriate cable for computers without HDMI ports

External Monitor or TV with an HDMI port

Step 1: Connect to your Computer

- Connect your computer with one end of the HDMI cable. The HDMI port on the computer is usually on the side of the laptop.
- If your computer does not have an HDMI you will need the appropriate adapter or cable



Step 2: Connect to Monitor (or TV)

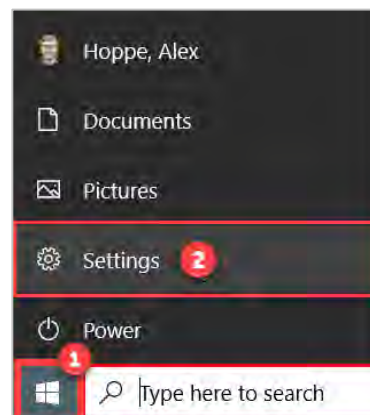
- Connect the other end of the HDMI cable to your monitor or TV. The HDMI port is usually located on the back of the monitor or TV.
- If the monitor or TV has multiple HDMI inputs make note of the port number you connect to.

Step 3: Switch to HDMI Input

- Use the TV Remote or Monitor buttons to switch the monitor to input number you plugged your cable into.
- Your computer screen should appear on the external monitor. If not complete steps 4 and 5.

Step 4: Detect External Display

- On your computer open the start menu by clicking the Windows icon in the lower left corner.
- Click the gear to open settings.
- Click **System**.



- Scroll down to view detected displays and click **Detect**. By default your displays will be duplicated. To use two separate screens follow Step 5

Step 5: Extend Displays

- Scroll down to Multiple Displays.
- In the drop down menu select, **Extend Desktop to this Display**.
- Accept the settings in the pop up.

Multiple displays

Multiple displays

Extend desktop to this display

Make this my main display

Connect to a wireless display

Advanced display settings

Graphics settings

Adjusting Display Order

- To adjust how your displays are ordered or organized open the start menu by clicking the windows icon in the bottom left of your screen.
- Click the gear to open settings.
- Click **System**.
- Scroll to **Rearrange your Displays**
- Click **Identify** to locate the display you wish to reorder.
- Click and drag the display to the location that matches your setup.

Rearrange your displays

Select a display below to change the settings for it. Press and hold (or select) a display, then drag to rearrange it.

3 2 1

Identify Detect

Adjust Scale and Display Resolution

Not every display has the same resolution and capabilities. To adjust the settings for individual screens including color and resolution follow the steps below.

- In the **Rearrange your Displays** section select the display you want to adjust the settings for.

In display settings scroll to **Scale and Layout**.

- To adjust the size of text, apps, and images on the screen adjust the scale in the drop down menu.
- Adjust the resolution of the screen by selecting the display resolution in the drop down menu.
- Adjust display orientation by selecting from landscape or portrait in the drop down menu.

Scale and layout

Some apps won't respond to scaling changes until you close and reopen them.

Change the size of text, apps, and other items

100% (Recommended)

Advanced scaling settings

Display resolution

1920 × 1080 (Recommended)

Display orientation

Landscape

Additional Resources

Access UNC Remote Ready resources online at: <https://go.unc.edu/RemoteReady>

Watch video tutorials online: <https://go.unc.edu/RemoteReadyVideo>

