

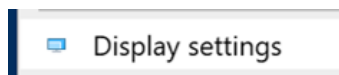
Quick Guide - London Screens Setup

Your screen resolutions will need altering, as the screens in Wellington House are higher resolution (4K) than before.

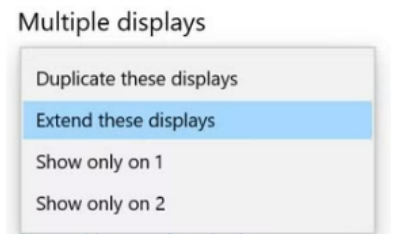
External screens will by default show the same content “Duplicated”. The guide will show how to setup multiple screens (2 or even 3). *Setup is once per different desk.*

⚠ Warning - change resolutions **before** opening VDI. If one opens VDI first and then changes screen settings, VDI may well error or freeze with a black screen.

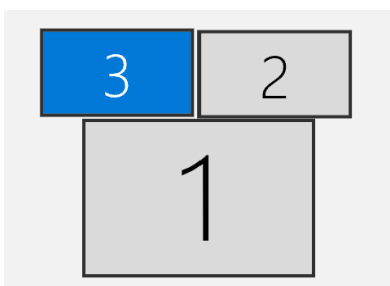
Step 1 - Plug your laptop into the dock. On laptop **blue** desktop (not **VDI**) right click anywhere on the blue background and click



Scroll down the Display settings screen and select the “**Extend Desktop**” option. When prompted ensure you click **Keep changes**.



Step 2 - At the top of the Display settings screen. Click **Identify** and all screens will briefly display a number.

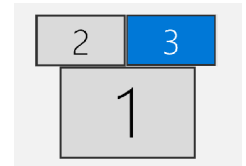


If the real world monitor order doesn't match the on screen visualisation, then **left click** on one of the displays and **drag and drop** it so that the order matches.

Then click **Apply** once happy.



Step 3 - Screen Resolutions... within the display settings screen. **Left click** on one monitor...



Once a monitor is selected (as above) scroll **down to the Scale and Layout section** and change the resolution to the below suggestion... (then repeat on each monitor) and you are done.

Scale and layout

Change the size of text, apps and other items



This must be set to 100% on all monitors. Check each monitor in turn. If not VF will GDI error.

[Advanced scaling settings](#)

Display resolution



○ **Dual Screen Recommended Settings**

Screen Scaling set to - "100%"



Screen Resolution on both external monitors set to - "2560 x 1440" (2K)

You will need to click on each monitor at the top of the Display settings screen and change each monitor



↶ See tips page below for alternative resolution

or

○ **Single Wide Screen Recommended Settings**

Screen Scaling set to - "100%"



Screen Resolution set to - "2560 x 1080" (wide full HD)



↶ See tips page below for alternative resolution



Hints and Tips Page



Change resolutions **before** opening VDI. If one opens VDI first and then changes screen settings, VDI may well error or freeze with a black screen. If VDI is already open - Close VDI and then change display settings and reload VDI.



Keep your laptop open as an extra screen is a great idea.

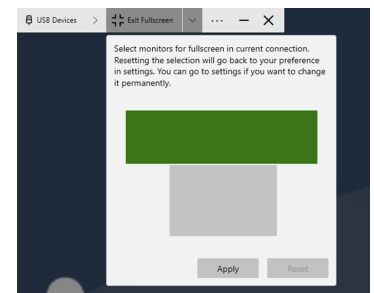


Pro Tip - You can change which monitor is your primary or “Main Display” - this is the monitor that will show the start menu and the notifications section.



At the top of the VDI bar, you can select which screens VDI will use.

At the top of the VDI bar, click the down arrow then click the monitors to use (they will turn green)



Once you have sat at a specific desk and set it up, you shouldn't need to set that specific desk up again.



Alternative Resolution - Dual Screen - If VF looks small in VDI, close VDI and use this second option. We can also recommend.....**1920 x 1080 (full HD)**



Alternative Resolution - Single Screen - On the larger single monitors a secondary option is..... **3440 x 1440 (wide 2K)** but VF will likely be too small



Once monitors are set, try to limit changing variables like shutting laptop screens etc. as this can crash VDI.



Avoid VDI black screens... before going to a meeting room, temporarily close VDI app and reopen in the room. Do the same before leaving the meeting room and reopen at desk.