

Massachusetts Rehabilitation Commission Quick Start Guide

DELL-P2222H 22" Monitor and DELL-P3221D 32" Monitor

The box/ packaging contains the following parts:

- Video and USB cables
- Power cord
- USB-C to Display port adaptor (22" monitor only)
- Stand parts
 - Base
 - Shaft
- Monitor

If any of the parts are missing or damaged, please contact support.

Take the cables out of the box and set them aside.

First, to set up the monitor on the stand:

1. Take the stand base and shaft out of the box.
2. Take all foam covers off the base, shaft, and monitor.
3. Place the monitor back in the box **face down**. Pull down the flap of the box between you and the monitor so it lays flat.
4. Connect the **base** of the stand to the end of the shaft.
5. Tighten the screw at the bottom of the base.



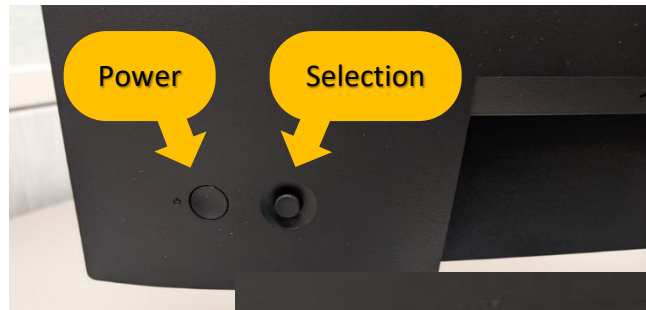
6. Connect the **stand** shaft to the monitor. Slide the top hooks of the stand shaft onto the corresponding square on the back of the monitor and rotate down. It should click in place.



7. The monitor is now fully assembled with the stand, and you can take it out of the box.

Turning on the monitor

1. The power cable has two ends: one plugs into an electrical outlet, and the other plugs into the corresponding port at the back of the monitor.
2. Once the monitor is plugged in, press the **power button**. If you are facing the front of the monitor, note that the power button will be on the *back* of the monitor, near the bottom right.



3. The first time you turn on the monitor, it will ask you to select language and to allow USB charging.
 - a. The other button on the back of the monitor acts as a selector, slide the button up, down, left, or right to highlight your choice, then push the button to select.
 - b. Press the button to start.
 - c. Select your preferred language.
 - d. Select if you want to allow USB Charging. This lets the USB ports on the monitor charge a connected device when the monitor is on.



4. The monitor will say “Scanning for signal” until a computer is connected.

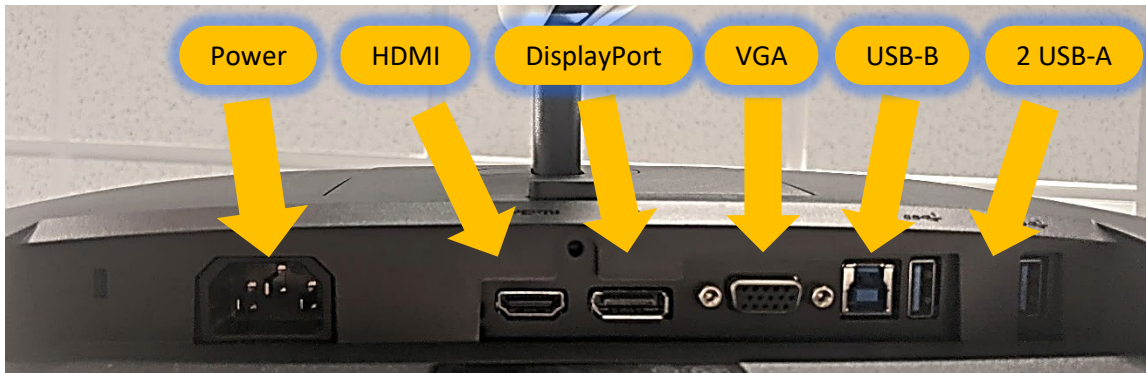
To use the monitor, you will have to connect it to a laptop or computer.

Ports and Connectors

If you look at the back of the monitor, you will see several ports with different purposes. From left to right, we have:

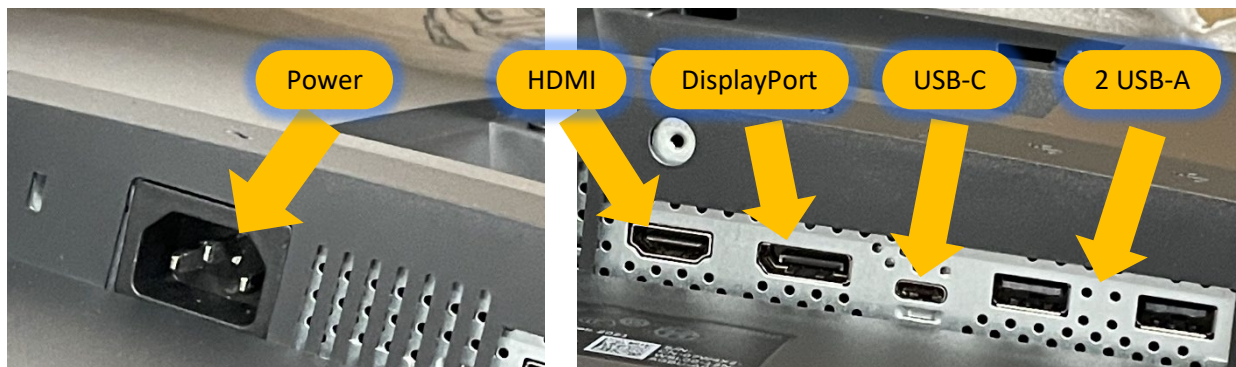
- **Power:** the power cable must be plugged in to turn on the monitor
- **HDMI:** to connect video and audio from a computer
- **Display Port:** to connect video and audio from a laptop/ computer
- **USB-C:** to connect video, audio, and peripherals to a computer (32" monitor only)
- **VGA:** to connect analog video from a computer (22" monitor only)
- **USB-B:** to connect peripherals to a computer (22" monitor only)
- **USB-A:** to connect to peripherals like keyboards, mice, thumb drives, printers, etc. provided the monitor is connected to a computer with the USB-B or USB-C cable.

Connecting the 22" monitor with your laptop



1. We will only be using the Power and Display Ports. The USB-B connection is optional.
2. Make sure the monitor is plugged into power.
3. Turn on your laptop.
4. You will need the DisplayPort cable and the USB-C to DisplayPort adapter.
5. Plug one end of the Display Port cable into the USB-C to DisplayPort cable.
6. Plug the other end of the Display Port cable into the Display Port at the back of the monitor.
7. Plug the USB-C end into the laptop.

Connecting the 32" monitor with your laptop



1. We will only be using the Power and USB-C cable.
2. Make sure the monitor is plugged into power.
3. Turn on your laptop.
4. You will need the USB-C to USB-C cable.
5. Plug one end of the Display Port cable into the USB-C to DisplayPort cable.
6. Plug the USB-C cable into the USB-C port on the back of the monitor.
7. Plug the other end of the USB-C cable into the laptop.

Changing between duplicated and extended display

When you first connect the laptop and monitor, the monitor will duplicate your laptop display, which means that both the laptop and monitor screens will show the same thing. You can change to extend the display which allows you to use both the laptop screen and the monitor with different items being displayed on both.

- Hold down the Windows key while pressing the P key. Either repeat pressing P until your preference is selected or use the up and down arrows to select.
- Your mouse should move from one screen to the other, but you may need to tell Windows what the positions of the monitors are.
 1. Press the Windows button or click on the start menu.
 2. Select Setting, which is a gear.
 3. Select System
 4. The window that comes up should be the Display settings
 5. Move the boxes around the figure to match the arrangement of your screens
 6. Click on the X in the upper right of the window to close settings.

