Monitor Quick Start Guide

DELL-E2216HV 22" Monitor

The box/ packaging contains the following parts:

- Video cables
- Power cord
- HDMI to VGA adaptor
- Stand parts
  - o Base
  - o Shaft
- Monitor

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

Set up the monitor on the stand:

1. Open the box flat on a table and slide out the contents.
2. Remove the base, shaft and cables.
3. Push the shaft down on the base until it clicks.

4. Remove the screen from the packing but leave it in the bag.
5. Place it face down on a table.
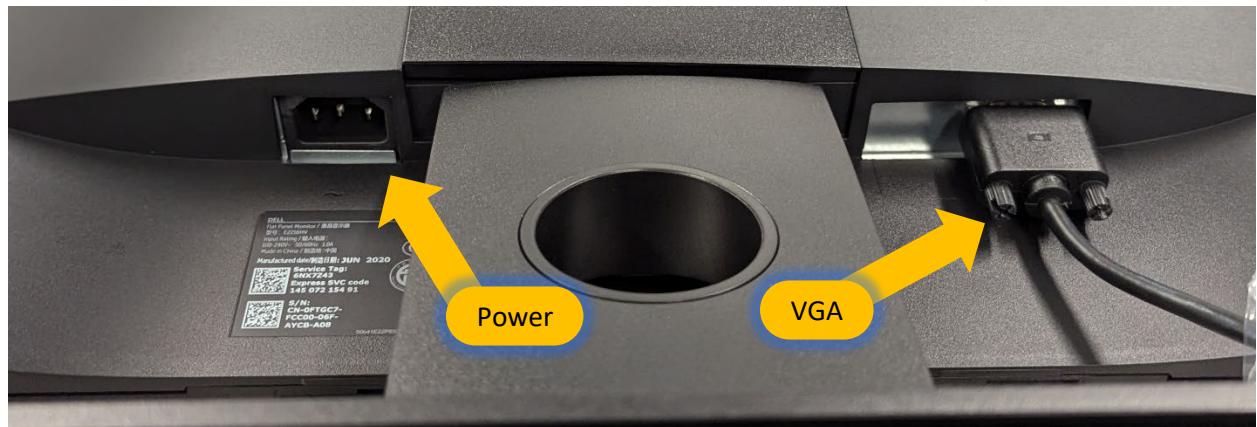6. Push the shaft onto the screen until it clicks.

7. Place the cover over the square space where it fits.
8. Keep the monitor flat on the table for the next steps.

Connecting and turning on the monitor

1. On the back of the monitor, facing downward are two connectors. One for power and the other is a VGA connector for video. With the monitor still face down on the table, connect to cables.

2. 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. Plug it in the monitor first.
3. If it is not already connected, connect the VGA cable to the VGA port.
4. Once the cables are connected, you can stand up the monitor.
5. Connect the other end of the VGA cable to the HDMI to VGA adaptor.

6. Press the **power button**. If you are facing the front of the monitor, it is in the lower right corner. It will light when on and will pulse when in standby.

7. Connect the HDMI connector to 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.