

Equipment Setup Guide

Laptop

Power on your laptop and login with your Brown & Brown Office 365 business credentials. Keep the laptop powered on and connected to the internet while applications and updates are being installed; this can take a while the first time you login. Going forward, you will be prompted to update your laptop monthly.

Docking Station

You will receive a docking station. Assemble the power cord and connect your docking station to a power source (wall outlet).



Plug the docking station into the laptop and power on the docking station.



Wireless Keyboard & Mouse

Plug the small USB dongle that came with the wireless keyboard & mouse into a USB port on your docking station. Turn the keyboard on using the power button located on the top edge of the keyboard, above the 10-key number pad. Turn the mouse on by toggling the on/off switch on the bottom side.

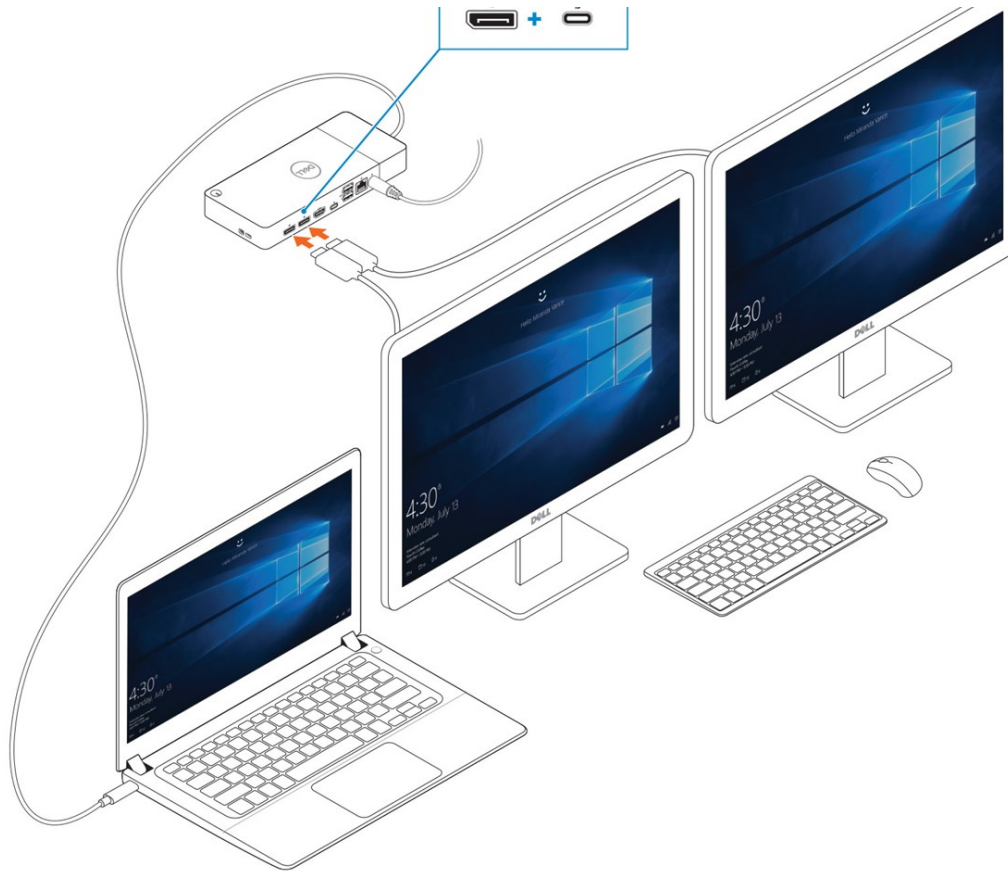
Monitors

Plug the three-prong power cord into each monitor and connect it to your power source (wall outlet).

Then, connect each monitor to the docking station using the DisplayPort cables.

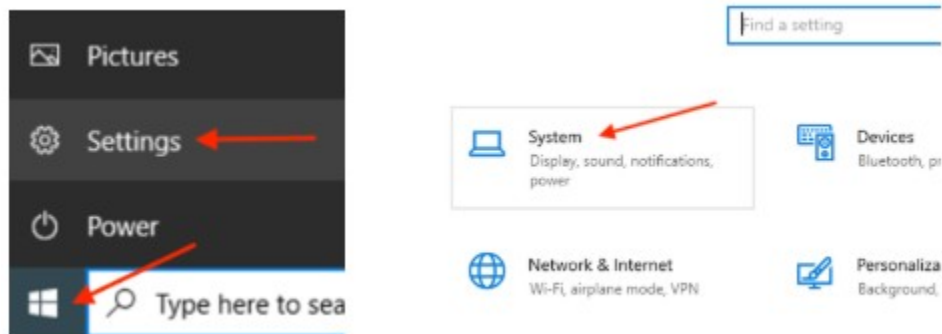


If the screen turns off when you close the laptop lid, on your laptop navigate to Control Panel > Hardware & Sound > Power Options > Choose what closing the lid does > when I close the lid on battery & plugged-in set to “do nothing”

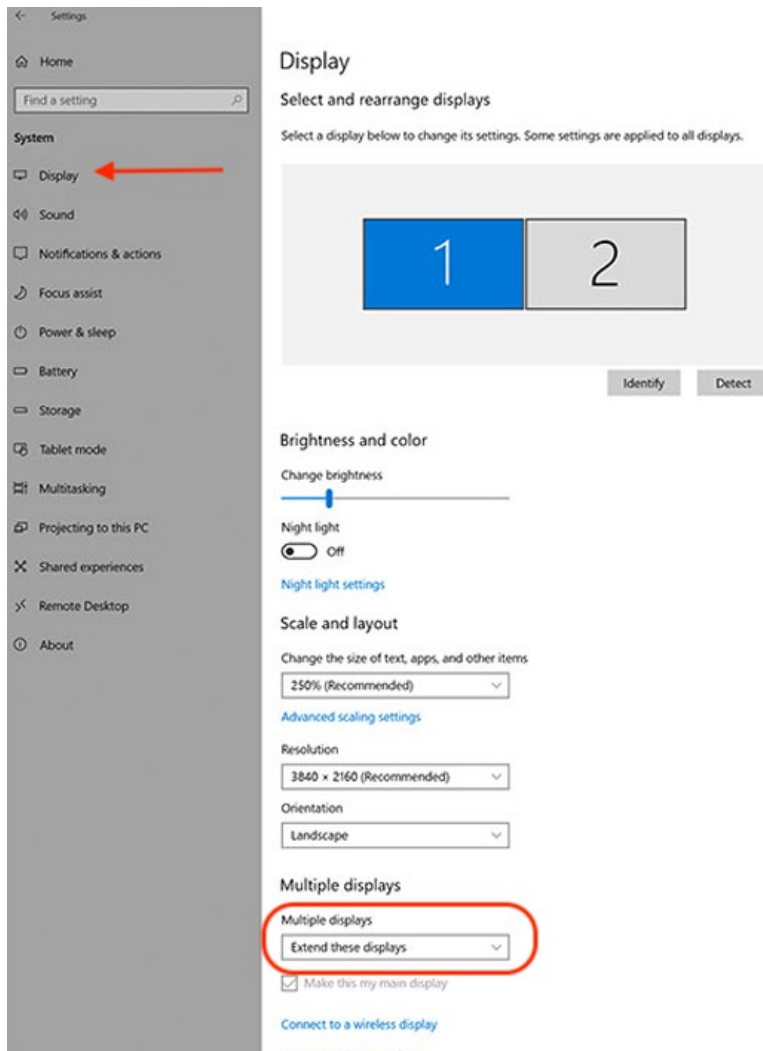


Configuring Your Monitors

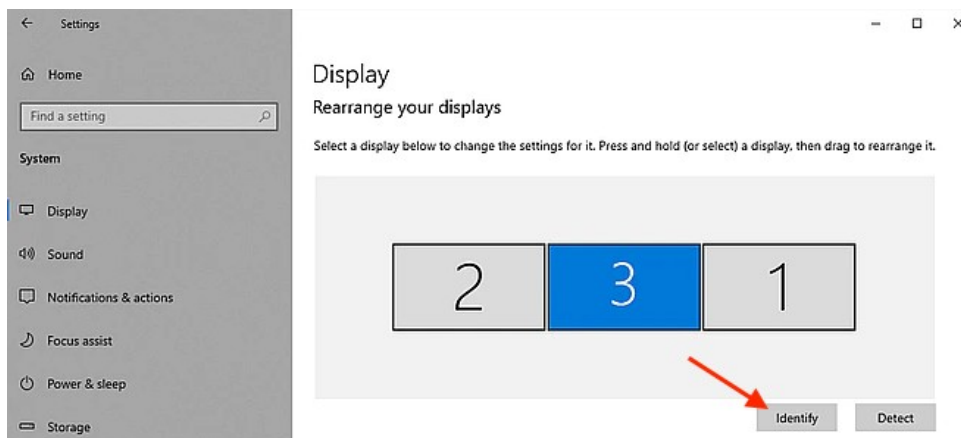
If your monitors are not in the appropriate order (left to right), click the Windows Start Menu on your laptop and select Settings and then System.



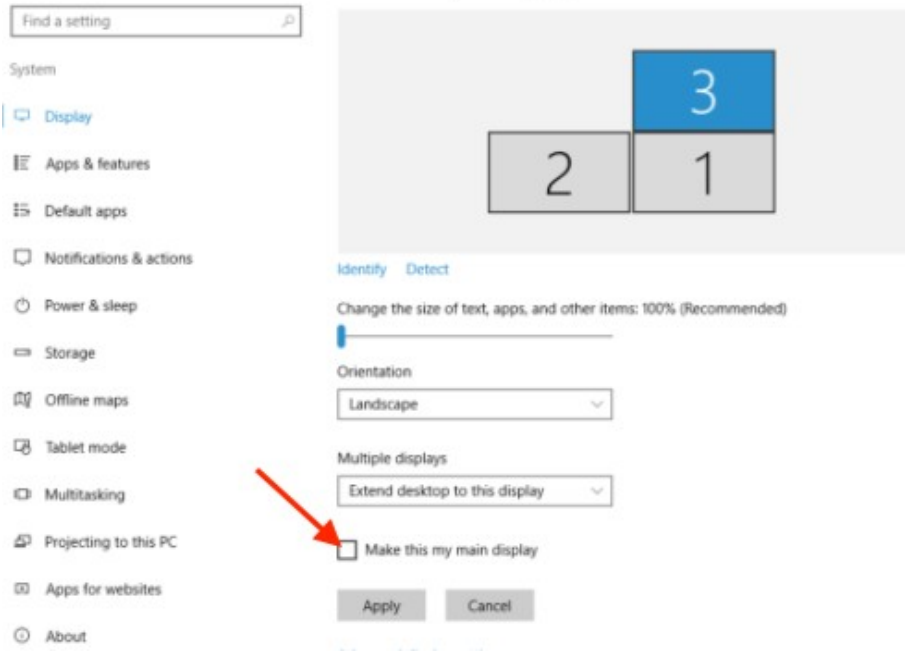
Select Display and under Multiple Displays select Extend these displays.



Click Identify and a number will briefly appear on each monitor.



Select the monitor you would like to be your primary display so that it's highlighted blue and check the box next to **Make this my main display**.



You can drag the screens to modify the configurations, for example if you want to access the third monitor by scrolling your mouse directly upward from monitor one, you can position monitor three above monitor one and select **Apply** to save the configuration.

If you need assistance, please call the Arrowhead Programs help desk at 877-233-1455.