**QUICK GUIDE**

**Configuring Extended Desktop**

**Windows XP**

1. Use the keyboard button combination to toggle to dual view `Fn+F4` (HP) or `Fn+F5` (Toshiba).
2. Right click anywhere on your desktop.
3. Left click **Properties**.
4. In the Display Properties, select the **Settings** tab.
5. Identify your display arrangement:
   - Display 1 is the currently active screen
   - Display 2 is currently inactive screen (DIMMED)
6. Select the inactive display
7. Tick **Extend my Windows desktop onto this monitor.**
8. Tick **Use this device as primary monitor.**
   **TIPS:** Always use the larger monitor as your primary display.
9. Now both displays are active.
10. Look at the physical monitor arrangement.
    a) If your primary monitor is on the left and secondary monitor on the right, click **Apply**.
    b) Click **OK** to complete.
   **Else**
    a) If your primary monitor is on the right and the secondary monitor in the left, then you have to click and drag the screen 2 to the left of screen 1.
    b) Click **Apply**.
    c) Click **OK** to complete.
Windows 7

1. Right click anywhere on your desktop
2. Left click
3. Identify your display arrangement
   - Display 1 is the currently active screen (Blue screen)
   - Display 2 is currently inactive screen (Black screen)
4. Select as shown:
   Multiple displays: Extend these displays
5. Click OK to complete.

   **Note:** Windows 7 automatically select the external monitor as the primary display and display 2 will be the primary display by default.

6. Look at the physical monitor arrangement.
   c) If your primary monitor is on the left and secondary monitor on the right, click .
   d) Click OK to complete

   **Else**

   d) If your primary monitor is on the right and the secondary monitor in the left, then you have to click and drag the screen 2 to the right of screen 1.

   e) Click .
   f) Click OK to complete.