How to undock/dock a laptop computer for meetings

When heading to a meeting if you do not properly undock your laptop it may not display correctly. When returning from your meeting and putting the laptop back into the docking station if you do not properly dock the machine the display, keyboard and or mouse may not work properly.

Step-by-step guide

To undock laptop
1. On the keyboard press the Windows button (next to the bar) plus L at the same time to lock the machine.
2. Hit the release on the docking station to release the laptop
3. Head to your meeting, open the display press CTL/ALT/DEL to login to the laptop

To dock laptop
1. Before leaving your meeting, on the keyboard press the Windows button (next to the bar) plus L at the same time to lock the machine.
2. Close the lid on the machine.
3. Head back to your office, place the laptop back into the docking station.
4. Ensure it is securely docked by pressing until you hear the soft click.
5. Press CTL/ALT/DEL to login to the laptop

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