

Printers, monitors & devices | Easy | 2 min read

How to set up a second monitor

A second screen gives you more room to work, for example email on one and a document on the other. Setting one up is usually simple.

What you need

- A second monitor with its power lead
- A cable to join it to your computer, such as HDMI, DisplayPort or USB-C. See our guide on cables explained.
- A spare video port on your computer

Check which sockets your computer has, and which your monitor has. They do not always match, so you may need an adaptor or a different cable.

Connect it

1. Switch the monitor on and plug in the power.
2. Join the video cable to the monitor and the computer.
3. Use the monitor's buttons to choose the correct input, such as HDMI 1 or DisplayPort.
4. Wait a few seconds. The computer normally detects it on its own.

Choose how it is used on Windows

Press the **Windows** key and **P** together. You will see these choices:

- **Duplicate** shows the same on both screens
- **Extend** gives you one large desktop across both
- **Second screen only** and **PC screen only**

Most people choose **Extend**.

To set which screen is on the left or right, open **Settings**, then **System**, then **Display**. Drag the numbered boxes into the same order as your screens on the desk.

Choose how it is used on a Mac

Open **System Settings**, then **Displays**. Your second screen should be listed. Look for an option to use it as an extended display or to mirror. In the arrangement area, drag the screens into the same order as on your desk.

If the screen stays blank

Check the cable is firm, the input is right and the monitor is switched on. Try a different cable or port. See our guide on a monitor saying no signal.

When to get more help

If your computer only has one video port, or the cable shapes do not match, we can recommend the right adaptor. Tell us the make and model of the computer and the monitor.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.