

Here are some key points to your new laptop computer. If after reading over these points, you have any questions that were not addressed, please contact the Help Desk at x3737.

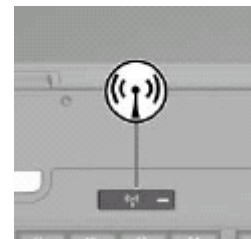
Logging in:

- **Network:** When logging onto the University of Dubuque's network, enter your network username and password. Do NOT have the **Workstation only** box checked.
- **Off Network:** To log onto the laptop when you are **not** connected to the University of Dubuque's network, place a checkmark in the **Workstation only** checkbox, and enter the username **ud** and password of **ud** (lower-case letters only). This will allow you to log onto the laptop, and have internet access, but no access to network applications.

NOTE: There is a folder on the C: drive of your laptop called '**Local User Documents**'. This folder is shared between the **Workstation only** login and any other user that logs onto your laptop. When you are NOT logged onto UD's network, you will always use this folder to save your documents. This way, when work is done off of the network, documents and files can be saved to this folder and then accessed freely when logged onto the network.

Wireless access:

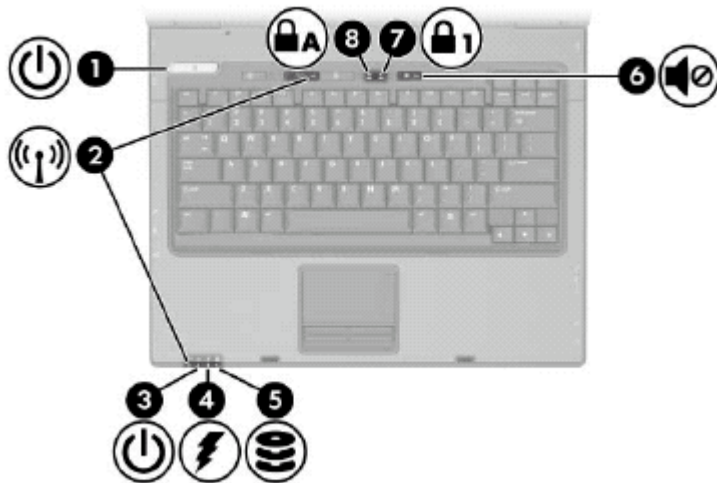
Your laptop has wireless capability built in. When not needed, disable the wireless card by pressing the wireless button (row of buttons above the functions keys; second button from the left). If running on battery power (not connected to AC adapter), the wireless function will drain the battery faster.



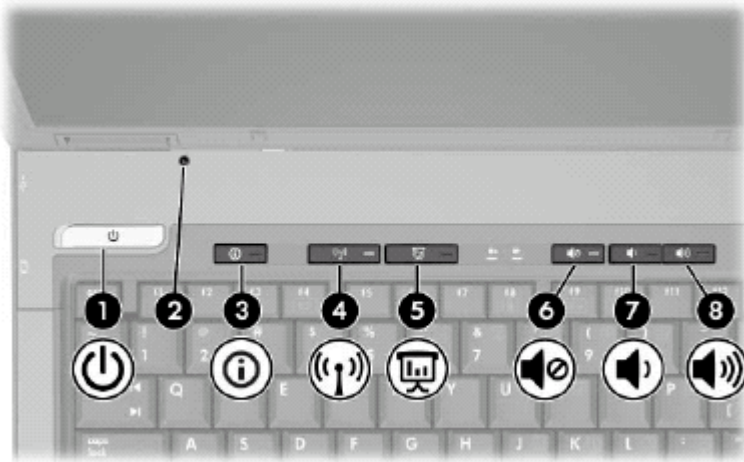
To change the speed of the backspace key:

To change the repeat rate of **any** key, go into the Control Panel, Keyboard Properties, and change the repeat delay to Short.

Button Overview:



1. Power/Standby Light:
 - Green: laptop is on.
 - Blinking green: laptop is in standby mode.
 - Off: laptop is off, or in hibernation.
2. Wireless Lights (blue):
 - On: an integrated wireless device is turned on.
3. Power/Standby Light:
 - Green: laptop is on.
 - Blinking green: laptop is in standby mode.
 - Off: laptop is off, or in hibernation.
4. Battery Light:
 - Amber: A battery pack is charging.
 - Green: A battery pack is close to full charge capacity.
 - Blinking amber: A battery pack is the only available power source and has reached a low-battery condition.
 - Off: If the laptop is connected to external power, the light is turned off when all batteries in the laptop are fully charged.
5. IDE (Integrated Drive Electronics) Drive Light:
 - Blinking: The hard drive is being accessed.
6. Volume Mute Light (yellow):
 - On: System sound is turned off.
7. Num Lock Light (green): (to turn on, hold the blue **fn** key in lower left corner of the keyboard and press the **end** key in the upper right corner)
 - On: Num Lock is on meaning the embedded numeric keypad is enabled.
8. Caps Lock Light (green):
 - Caps Lock is ON.



1. Power/Standby button

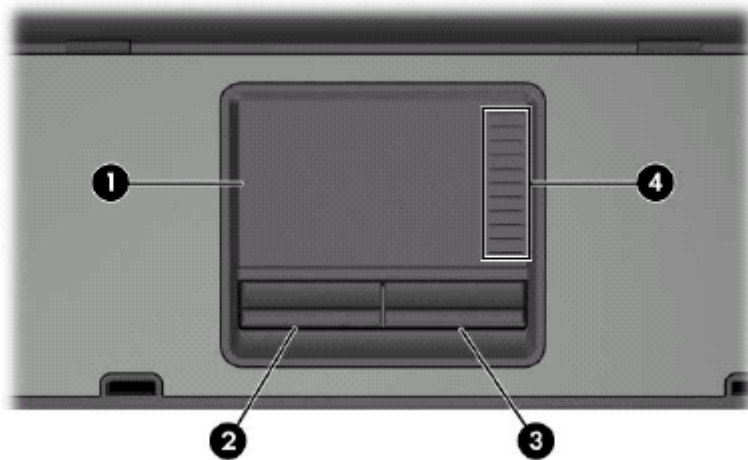
When laptop is:

- Off, press the button to turn on the laptop.
- In standby, briefly press the button to exit standby.
- In hibernation, briefly press the button to exit hibernation.

****If the laptop has stopped responding, and you cannot shutdown properly, press the power /standby button and hold for 5 seconds to turn off the laptop****

2. Display Switch: Puts the laptop in standby if the display is closed while on.
3. Info Center Button: Launches Info Center (if enabled by system administrator) **{currently not enabled}**
4. Wireless Button: Turns the wireless function on or off.
- a. To establish a wireless connection, a wireless network must already be setup.
5. Presentation Mode Button: Turns on Presentation Mode.
6. Volume Mute Button: Mutes system sound.
7. Volume Down Button: Decreases system volume.
8. Volume Up Button: Increases system volume.

TouchPad



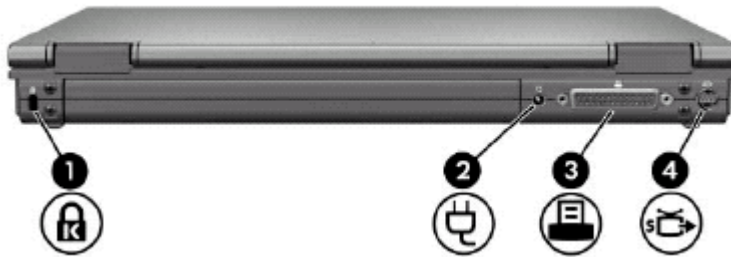
1. TouchPad: Moves the pointer.
2. Left TouchPad Button: Functions like the left button on an external mouse.
3. Right TouchPad Button: Functions like the right button on an external mouse.
4. TouchPad Scroll Zone: Scrolls upward or downward.

Function Keys



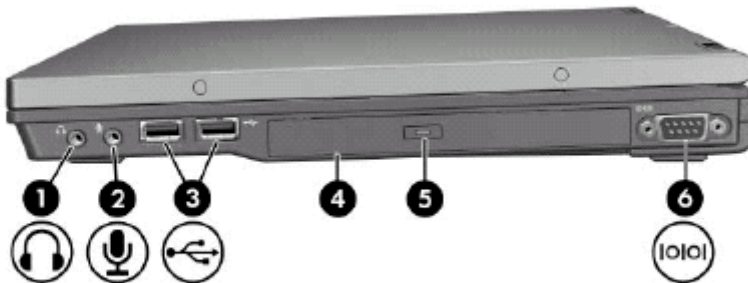
1. Function Keys: Execute frequently used system functions when pressed in combination with the **fn** key.
2. **fn** Key: Executes frequently used system functions when pressed in combination with a function key or the **esc** key.
3. Windows Logo Key: Displays the Microsoft Windows Start menu.
4. Windows Applications Key: Displays a shortcut menu for items beneath the pointer.
5. Keypad Keys: Can be used like the keys on an external numeric keypad. These are activated when Numlock is turned on.

Rear Components



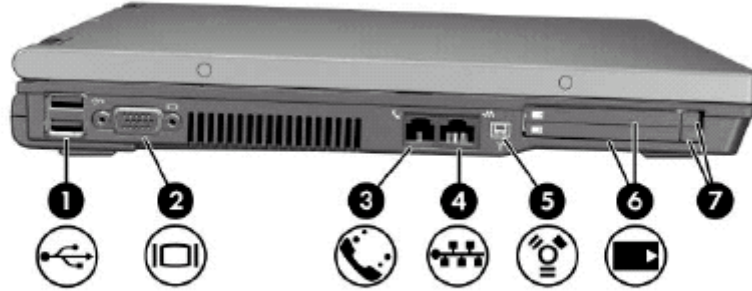
1. Security Slot: Attaches an optional security cable to the laptop.
2. Power Connector: Connects an AC adapter to laptop.
3. Parallel Port: Connects an optional printer.
4. S-Video-out Jack: Connects an optional S-Video device such as an overhead projector.

Right Side Components



1. Headphone Jack: For use with headphones or headset.
2. Microphone Jack: Connects optional microphone.
3. USB ports (2): Connects USB devices to the laptop.
4. CD-ROM/DVD Drive: For use with CDs/DVDs.
5. CD/DVD Eject Button: Ejects CD/DVD from drive.
6. Serial Port: Connects an optional serial device.

Left Side Components



1. USB Ports (2): Connects USB devices to the laptop.
2. External Monitor Port: Connects external monitor.
3. Modem Jack: Connects modem (phone) cable to laptop.
4. Network Jack: Connects network cable to laptop.
5. Fire Wire Port: Connects optional IEEE devices.
6. PC Card Slots (2): Place for additional PC cards.
7. PC Card Slot Eject Buttons: Eject additional PC cards.