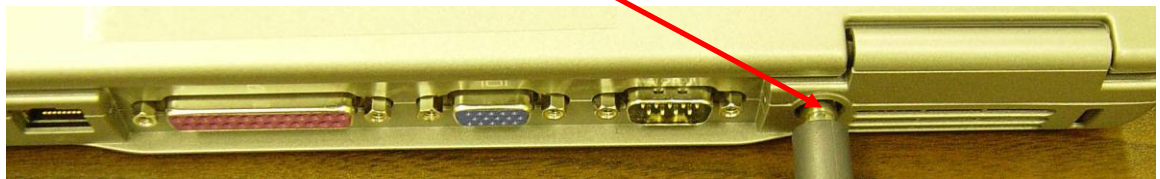


Laptop Computer User's Guide @ McDermott Library

Once you turn the computer on, READ the disclaimer that appears and click OK if you agree to the terms and conditions of use. If you do not, you should turn the computer off, close the cover, return the computer to the briefcase and return all units to the Circulation Desk.

Getting Started

- While the laptop battery should be fully charged when you check it out, it is suggested that you utilize the power cord that is included in the briefcase whenever possible. This will keep the computer from running low on power and possibly shutting down; thereby losing any data you have not saved.
- Be sure to plug the power cord into the laptop (right side as you look at the back) first before plugging it into an available wall outlet.



- If you prefer to use the mouse to navigate, it should be plugged into one of the USB ports on the back of the computer (left corner as you look at the back):



- The external floppy drive plugs into the same location as the mouse. There are 2 separate USB ports, one on top of the other for your use.



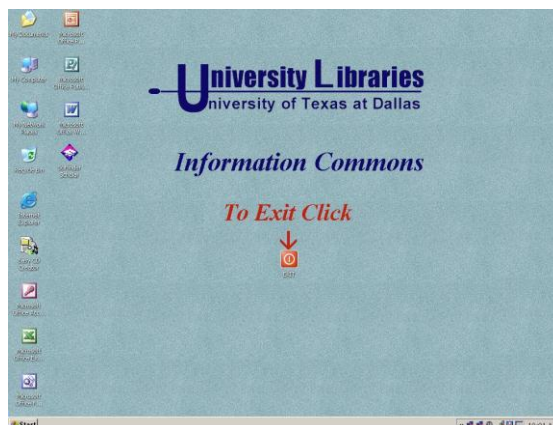
- If you are using a headset to listen to a CD or DVD presentation, the connection is on the left side, toward the front, as you face the keyboard.



- To begin using the laptop, open the top and locate the on/off switch.



- Press the switch to turn the computer on.
- Your screen should look like this when the computer is ready to use:

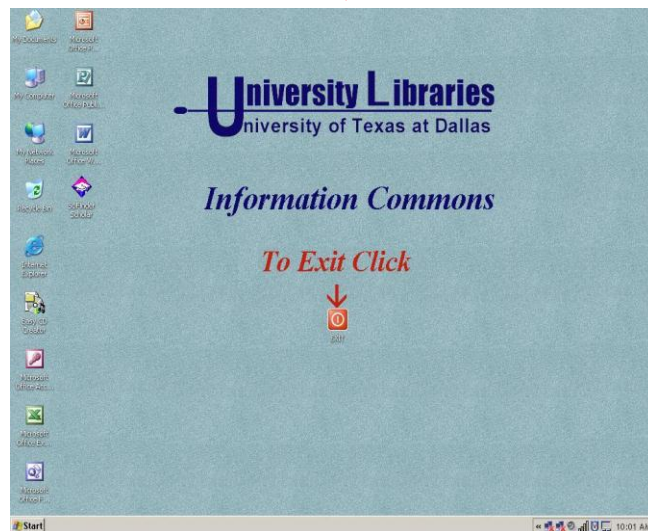


Shortcuts to all the programs are down the left side of the screen. Internet accessibility is available through the Internet Explorer link.

Finished?

- When you are finished with your work and ready to turn in the computer, be sure you have saved your work to a diskette or memory key (“thumb drive”), burned to a CD-R/CD-RW, e-mailed, and/or printed. Documents saved to the hard drive will automatically be cleared when the computer is rebooted or powered off.

Clicking the “Exit” button in the middle of the screen will shut the computer down.



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