

Making Friends with your Faculty Laptop 2010 edition

Before you start up your new Lenovo R400 faculty laptop for the first time, make sure you are plugged into the OC network using an Ethernet cable. This will let you log onto the network and get the correct username and password loaded onto your laptop so you can start it up without being connected next time.

You can identify an active network port by:

- The yellow colour on the wall port (blue is for printers)
- When you plug the cable into your laptop you get flashing lights (no flashing light means the wall port is not actually connected to anything in the wiring closet)

Press the power button at the top of the laptop's keyboard. It will do some Windows XP startup things for a couple of minutes. After a while you'll get a login screen.

Enter your username which is your ID number (300xxxxx). Your network password should be available from whoever requested the creation of your account. Choose EMP as what you would like to log into.

Wait another minute or so for the desktop to appear and the hourglass to stop appearing.

What you get on your desktop:

MyDocuments is a secret T: drive on your laptop. 'T' is for thawed space. Your computer has Deep Freeze security software installed. While Deep Freeze is activated, anything saved to your computer (except in the thawed space) will vanish when you reboot. This prevents lots of problems with viruses, corrupted files and unwanted downloads. You can also get to the T: drive from Start | Run | type T: and hit enter.

MyComputer shows:

C: drive is the hard drive in the laptop

D: drive is the optical drive. It can burn CDs and DVDs

300xxxxx (EMP.OC) is your personal space on the OC network.

NetworkFiles (EMP.OC) is shared space on the OC network for you to share files with your department.

OC VPN – when you're running wireless or off-campus you can use this virtual private network to access EMP.OC as if you were plugged into a network port on campus. Your credentials are your outlook email username and password.

Standard OC software you'll find in Start | Programs:

- Office 2007 – Word, PowerPoint, Excel ...
- ThinkVantage Presentation Director – use when you connect your laptop to an external monitor or projector. You can also hold Fn and press F7 to launch the Presentation Director.
- VideoLAN VLC media player – preferred application for playing video files and DVD content
- Adobe Reader – for viewing PDF files
- Internet Explorer – web browser
- Outlook Express – doesn't really work – use the full version of Outlook in Office 2007
- Windows Media Player – plays some types of media, not for DVDs
- Windows Movie Maker – for creating movies

Using DeepFreeze:

In the bottom right of your screen there's an icon that looks like two yellow cylinders. It's called Okanagan College – Workstation Manager. If you right click on it you can pull up to Deep Freeze and select Thaw Workstation. The next time your computer starts it will not be frozen and you can install software. You can choose to keep it unfrozen for up to 5 reboots. To freeze it again, right click the Workstation Manager icon, pull up to Deep Freeze and select Freeze Workstation. The next time your computer reboots it will be frozen in the current configuration.

Setting up your Outlook email:

Do not use Outlook Express.

Instead click Start | Programs | Office 2007 and use the full version of Outlook. When it asks for your username put in OUC\flastname (first initial and last name). Your Outlook Exchange password should be available from the person who requested that your account be set up. Note: Outlook does not run over the wireless network. Use the Outlook Web Access version instead. It's available under Employees on the OC home page.

Connecting to the OC wireless network:

If you're not plugged into the network using an Ethernet cable you can still get internet and network access using wireless. First, check to see whether the wireless radio icon (looks like tower with radio waves) just above the laptop's power button is lit up. If it's not, look for the wireless radio switch on the front of the computer and turn it on.

To get on the web using wireless:

Launch Internet Explorer. You should be taken to a page that asks for your myOkanagan username and password to let you use the wireless network. If that page doesn't appear, have a look at the icons with an X through them at the bottom right of your screen. There's one called Wireless Network Connection. Right-click and select View Available Wireless Networks. Select the OC unsecured wireless network and click Connect. When it's successful you should get a star beside the word Connected. Now try your web browser again.

If you want the computer to remember to connect to the OC unsecured wireless network (so you don't have to select it every time) open Deep Freeze, reboot as thawed, then run through this process of selecting the OC unsecured wireless network.

Your myOkanagan username is your employee number (300xxxxxx)

Your myOkanagan password should be available from the person who requested that your account be set up.

Setting up your printer:

Locate the multifunction photocopier/printer nearest your location and figure out its name. (ie. Printer-065). Launch Internet Explorer. Go to <http://klo-iprint/ipp> (or kal-iprint/ipp, sal-iprint/ipp, pen-iprint.ipp) and choose that printer from the list. You may get a window asking you to install the i-print client. Go ahead, then locate your printer again and proceed. If the process seems to stall or fail, look down to your taskbar and see if there's a pop-under asking you for a username and password. It seems to want an old Novell username/password. You may have to contact IT Services to solve this one. (And make sure you use Deep Freeze to thaw your computer before you set up your printer or you'll have to repeat the process every time)

To change your default printer:

If you neglected to select the check box to 'make this your default printer' when you were setting it up you can go to: Start | Settings | Printers and Faxes | then right click the printer you want and pull up to Set as Default Printer

Do MS Office applications show the author as somebody other than you?

To correct an existing document click the MS Office button. Click Prepare and select Properties. Change the author name and save the file.

To set up new documents to have your name click the MS Office button in Word, then click Word Options. In the Popular tab under Personalize your copy of MS Office change the user name. This username will now appear in all new MS Office files you create.

To convert a document to a PDF:

Pull down File to Print and select PDFCreator as your printer. This will turn any document into a PDF file and save it where you specify on your computer.

Connecting your laptop to an LCD projector:

Turn on the LCD projector. Connect the VGA cable to the port on your computer. Connect the audio cable to the headphone jack on your computer. Start your computer. If all goes well your computer should recognize there's an external display connected and automatically show the image on both the laptop screen and the display. If not, hold down the blue Fn (Function) key at the bottom left of the keyboard then press F7 at the top of the keyboard. This should launch the Presentation Director which lets you choose to put the 'Same display on notebook and monitor/projector'

Playing a DVD:

Place the DVD in the disc tray. A window should pop up asking what you want to do:

- Play DVD Movie using Windows Media Player – doesn't work – compatible DVD encoder is not installed on your computer
- Play DVD Movie using VLC media player – doesn't work – cannot open disc
- Play DVD using VideoLAN VLC media player - works

Connecting to your network files over wireless or from off-campus:

Launch OC VPN. Use your Outlook email username and password. After a few minutes you should be able to click the EMP.OC icons to access your network files.

Remember to use Deep Freeze to freeze and protect your computer unless you're installing software or doing other set-up tasks.

Logging in to Blackboard CE 8:

First log into myOkanagan, then click the myCourses Blackboard icon near the top right.

For tutorials and more information

see <http://www.okanagan.bc.ca/administration/itservices/edtech/elearn.html>

Getting tech support:

Visit the IT helpdesk in person – it's located in the northeast corner of the atrium in the KLO Centre for Learning.

Use the AskUs FAQs at <http://mycusthelp.ca/okanagan/>

Send email to servicerequests@okanagan.bc.ca

Phone local 4444.

For more information about IT Services for Faculty visit

http://www.okanagan.bc.ca/administration/itservices/IT_Services_for_Faculty_and_Staff.html