

AV INSTRUCTIONAL GUIDE

Using a Laptop Computer

Introduction

A small portable computer, also called a notebook computer. The compact size allows for easy transportation. Laptops have all the capabilities of desktop computers, including the ability to use peripheral devices. Kwantlen laptops provide on campus wireless internet access.

Terminology

Term	Definition
AC adapter	Alternating current adapter. Provides power to the laptop and charges the battery.
CD/DVD Drive	Internal drive that reads various audio CDs, CDRoms and DVDs.
Memory stick/USB memory stick	Mass storage device, which plugs into the USB port on a computer. Used for saving and transporting files.
USB port	Universal Serial Bus – most computers have several of these ports used for plugging in USB devices.

What's in the bag

- | | |
|--|---|
| ✓ Laptop Computer | ✓ Mouse |
| ✓ AC adapter/charger | ✓ CD/DVD/RW drive |
| DeepFreeze Software(prevents users from installing software/saving on the hard drive) | |
| ✓ Power cord | ✓ Internet Access available to employees on campus only |

Care

- ✓ Keep away from extreme temperatures, heat, cold and moisture.
- ✓ When picking up a laptop, hold by the bottom. Do not pickup by LCD.

Get familiar with these parts of the Equipment

LCD and Open/Close
On/Off
Dual Display mode on your laptop

Volume Controls
Power Status Indicators

Power Status Indicators

Basic Operation

Setup

- Step 1** *Decide your method of power:* Use the internal battery or connect AC Adapter and plug into an electrical outlet.
- Step 2** *Attach the mouse:* before powering on the laptop.
- Step 3** *Open the laptop:* Using the latches, release the LCD and open the laptop.
- Step 4** *Power ON the laptop.* Push the power button ON.

Shut Down

- Step 1** *Save your work & close all applications:* Use a memory stick to save your work before shutting down. Do Not save to the hard drive. Save your work to a memory stick. Close all applications.
- Step 2** *If using a Memory stick:* Right click on the “safely remove Hardware” Icon in the task bar. Open and follow steps to Stop USB device before unplugging.
- Step 3** *Shutdown & Power OFF laptop.* From the start button shut down the computer.
- Step 4** *Disconnect AC adapter:* Unplug from electrical outlet and remove other end from laptop.
- Step 5** *Close the laptop:* Fold the LCD toward the keyboard to close and latch shut.
- Step 6** *Place items in carry case:* Check contents and place items in appropriate carry case.

Operating Tips

- ✓ If relying on battery power, check battery status often, and charge battery immediately if warning occurs.
- ✓ If computer goes into **Lock mode**, press **Enter** to unlock the computer.
- ✓ Audio is available through the internal speakers.
- ✓ Always safely remove USB devices before removing from computer.

Advanced Features Instructions

- ✓ Connecting external speakers
- ✓ Connecting a data projector

Troubleshooting

LCD is blank	Adjust LCD brightness control.
Unable to shutdown laptop	Press and hold the power button for 5 seconds and release.
Unable to eject memory stick	Save work, close files and try “Safely remove Hardware” again.

Training

If you would like to book a training session, please call the Audiovisual Technician at the campus nearest you to setup an appointment.

An Audiovisual Technician is available Monday – Friday 8:30 am – 4:30pm.

Langley campus	(604)599-3209	Richmond campus	(604) 599-2582
Cloverdale campus	(604)598-6041	Surrey campus	(604) 599-2216