



University of Edinburgh



Library Systems Department

Laptops General Use

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| Author | <i>Keith Matheson</i> |
| Tested by | <i>Not Ready</i> |

1 Document Control

1.1 Amendment History

| Version | Date | Description | Initials |
|----------------|-------------|--|-----------------|
| 1.0 | 4/3/99 | Current and Initial Version (awaiting testing) | KM |
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1.2 Filename Path

Document can be found at the following path:

\lib-srv1\images\document\training\train0066.doc

Toshiba 4080XCDT Laptop

Connecting the Laptop Mains Cable

Working Offline

With the laptop you should find the following cables:

- 1 x Power Lead
- 1 x Modem Cable
- 1 x Australia / United States Modem Adapter
- 1 x Ericsson Phone to Laptop Cable

When using the laptop for offline work, you will only require to use the power lead. Connect the power lead to the small mains port at the back of the laptop (marked "DC in 15V").

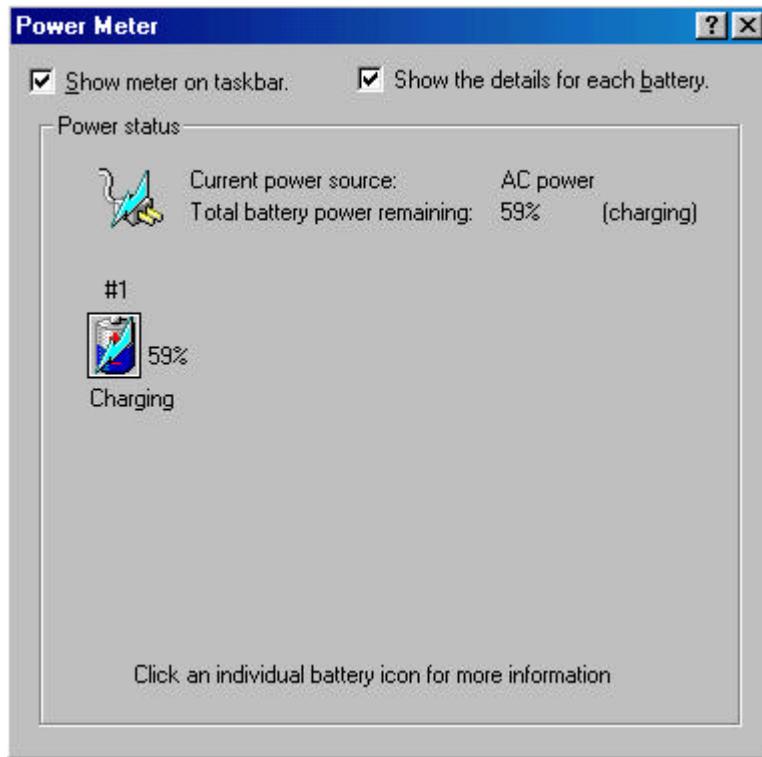
The Battery

When the mains adapter is not plugged into the laptop, the computer's main source of power comes from the removable battery pack. There is no need to remove the battery pack from the laptop because it will constantly charge whilst the computer is connected to a mains socket and is switched on.

Should the battery power begin to run out, you will be alerted by a battery indicator flashing orange. The orange flash indicates that the battery only has a few minutes supply left and you should save your files and switch to mains power. You can plug in the mains whilst the computer is switched on, this will not effect your files. You can check the status of the battery at any time by double clicking on the power indicator icons displayed at the bottom right of the screen on the taskbar, see below:



By clicking on these programs you will be able to view the following information dialogues:



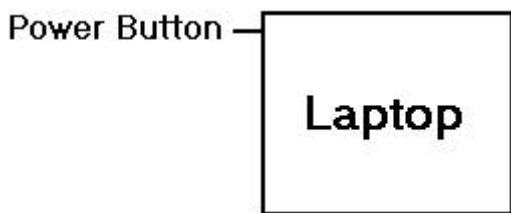
This allows the user to see the status of charging, in this case the battery is charging and the current power level is 59%. We can also see that the current source of power is AC power.

The life of a fully charged battery varies depending on the task you are completing. For example, if you have a few application open at the one time, the processor will be under a greater strain, therefore the battery will run out quicker.

Note: The battery can take 500 charges in its lifetime. The Systems department can arrange a new battery at any time.

Turning on the Power

To turn on the power, press and hold in the button located on the left side of the laptop. You will see the indicators at the bottom of the laptop flash as the machine powers up.



The computer will take a minute or so to fully power up. When complete you will see a cloud desktop with Toshiba written across it.

The Desktop

The operating system used in the laptop is Windows 98. Windows 98 works in much the same way as Windows 95 except that it is much better for multimedia purposes. Windows 98 is also thought to be the most efficient operating system for laptops.

The desktop will display the most frequently used items, see below:



You will be able to access all the Microsoft Office applications from the desktop, ie Word, Excel etc.

The desktop works in the exact same way as the library common desktop.

The Local Drives

The hard disk inside the laptop is split into 4 parts which have drive names, these are: C: D: E: and F:

The floppy disk is drive A:

The CD Rom device is drive G:

To access the drives, double-click the “My Computer” icon located on the desktop:



You will see a list of your available drives along with the Control Panel Folder and Dial Up Networking folder. See below:

A screenshot of a Windows "My Computer" window. The window title is "My Computer". The menu bar includes File, Edit, View, Go, Favorites, Help, and a toolbar with Back, Forward, Up, Cut, Copy, Paste, Undo, Delete, Properties, and Views buttons. The address bar shows "My Computer". The main area displays a list of objects in a table format. The columns are Name, Type, Total Size, and Free Space. The items listed are:

| Name | Type | Total Size | Free Space |
|--------------------|---------------------|------------|------------|
| 3½ Floppy (A:) | 3½ Inch Floppy Disk | | |
| Apps (C:) | Local Disk | 1.99GB | 955M |
| Files work (D:) | Local Disk | 1.99GB | 1.99G |
| Files home (E:) | Local Disk | 1.99GB | 1.99G |
| Misc (F:) | Local Disk | 46.9MB | 46.9M |
| Sh888 (G:) | CD-ROM Disc | 198MB | 0 byl |
| Printers | System Folder | | |
| Control Panel | System Folder | | |
| Dial-Up Networking | System Folder | | |
| Infrared Recipient | System Folder | | |
| Scheduled Tasks | System Folder | | |

At the bottom left, it says "Select an item to view its description." At the bottom right, it says "11 object(s)" and "My Computer".

The hard disk has 6.5 Gigabytes of space.

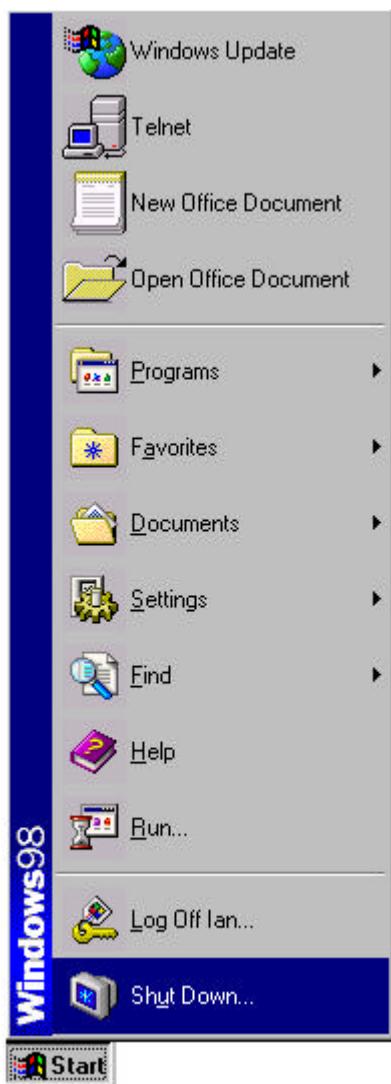
Double click on a drive to see the contents.

My Documents Folder

When saving any Microsoft Office file, the save location will automatically default to a folder called “My Documents”, however you can select any folder you wish to save documents.

Power Down

When you decide to switch the laptop off, click on the “Start” menu and select “Shut Down...”, see below:



The screen will become shaded and a dialogue box will appear, as in the example below. Highlight Shut down and click on OK.

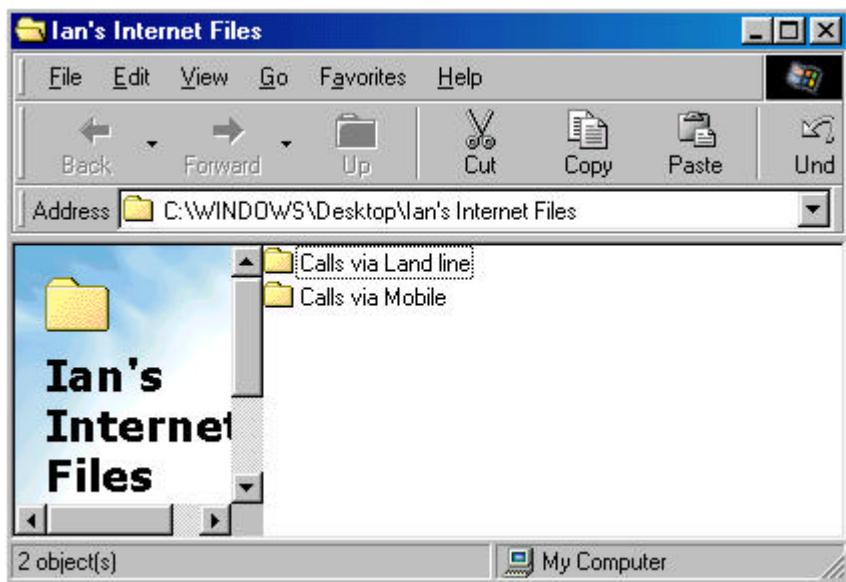


The computer will begin to shut down, you will be alerted by a message when it is safe to switch off the computer. Switch off the computer by holding in the power button.

Connecting to Mail and the Internet using an Australian Land Line

Make sure the modem cable provided is connected with one end in the laptop and one in the telephone point.

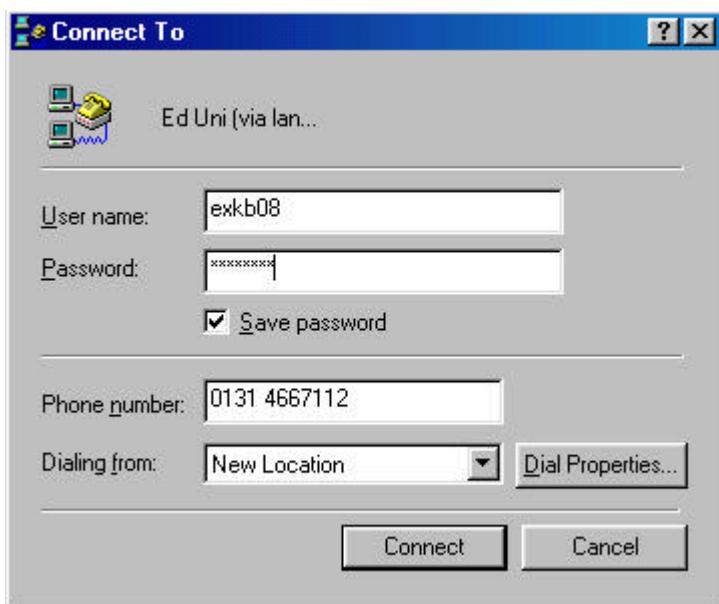
To connect to holyrood, first we must dial into the Edinburgh University server. To do this, click on the folder "Ian's Internet Files" located on your desktop. You will now see two further folders, as follows:



Double Click on the “Calls via Land Line” folder. You should now get three numbered options. Click the dialup icon to connect:



You will now get the dialup dialogue box for dialing into the university server, as follows:



The dialogue box contains all the necessary username and password details. However, if the password is missing, it is novosj1d

The phone number is set to dial from Scotland. This must be changed to the full number you would dial from Australia including country code. Make sure to include any number which may be required to access an outside line (ie 9). To edit the phone number, click on the number and inserted the modified digits and when fully satisfied click connect. You can also change the details of the phone number by clicking on Dial Properties and selecting Australia, this should prefix the number with the necessary international codes to make a connection.

When you have clicked connect, you will see the modem status which informs you that it is dialing. You should at this stage hear a series of beeps as the modem communicates with the server.

Once a connection has been made, the server will check the provided username/password information and allow access. When full access is granted, you will see the following box, click close.



There is also a small icon which indicates connection on the taskbar:



If you wish to see how long you have been connected, click on this icon for information.

Disconnect

To disconnect a session, double click the icon and choose disconnect.

Accessing Mail

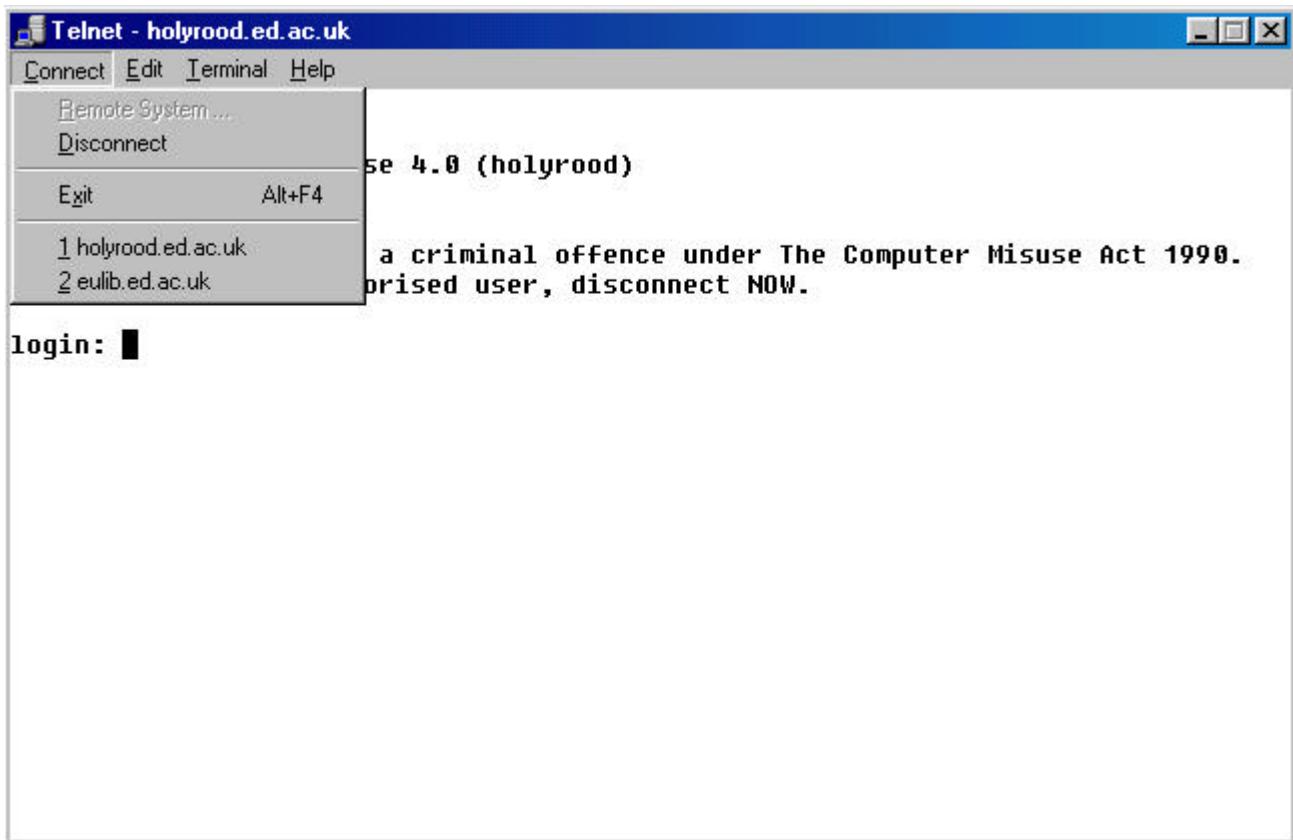
Once connection is achieved, you can access holyrood mail. To do this, return to the desktop, click on “Ian’s Internet Files” and then “Calls via Land Line” and then the icon “2 – Click to Access Holyrood”.



2 - Click to
Access ...

Clicking this icon will automatically start a telnet session to holyrood where you can then log in and type “pine” <enter> to read your mail.

To disconnect from the Holyrood session, select “Disconnect” from the “Connect” menu:



Browsing the Internet



3 - Click to Access t...

If you wish to browse the internet, make sure you are still connected and select the above icon “3 – Click to Access the Internet”. This will start the Internet Explorer Browser and you can enter URLs as normal. This may be considerably slower than in the library.

Accessing Hotmail

Type the url: <http://www.hotmail.com> and you will enter the hotmail website. Enter the following details:

Username: **ianmowat**
Password: **laptopone**

Your hotmail email address is ianmowat@hotmail.com

Connecting to Mail and the Internet using the Ericsson SH888

To make a connection via Mobile phone, place the infrared port of the mobile phone, directly in front of the infra red port of the laptop (marked with a blue star) as close to each other as possible.

Select “Ian’s Internet Files” folder and then select “Calls Via Mobile”.

Now use the instructions as above and the number should be dialed from the mobile phone instead. Make sure the full international codes are prefixing the number.

Note: Connections made via mobile are around 3 times slower than normal phone lines.

Make sure the phone and laptop remain unmoved throughout a mobile telephone connection otherwise connection is terminated.

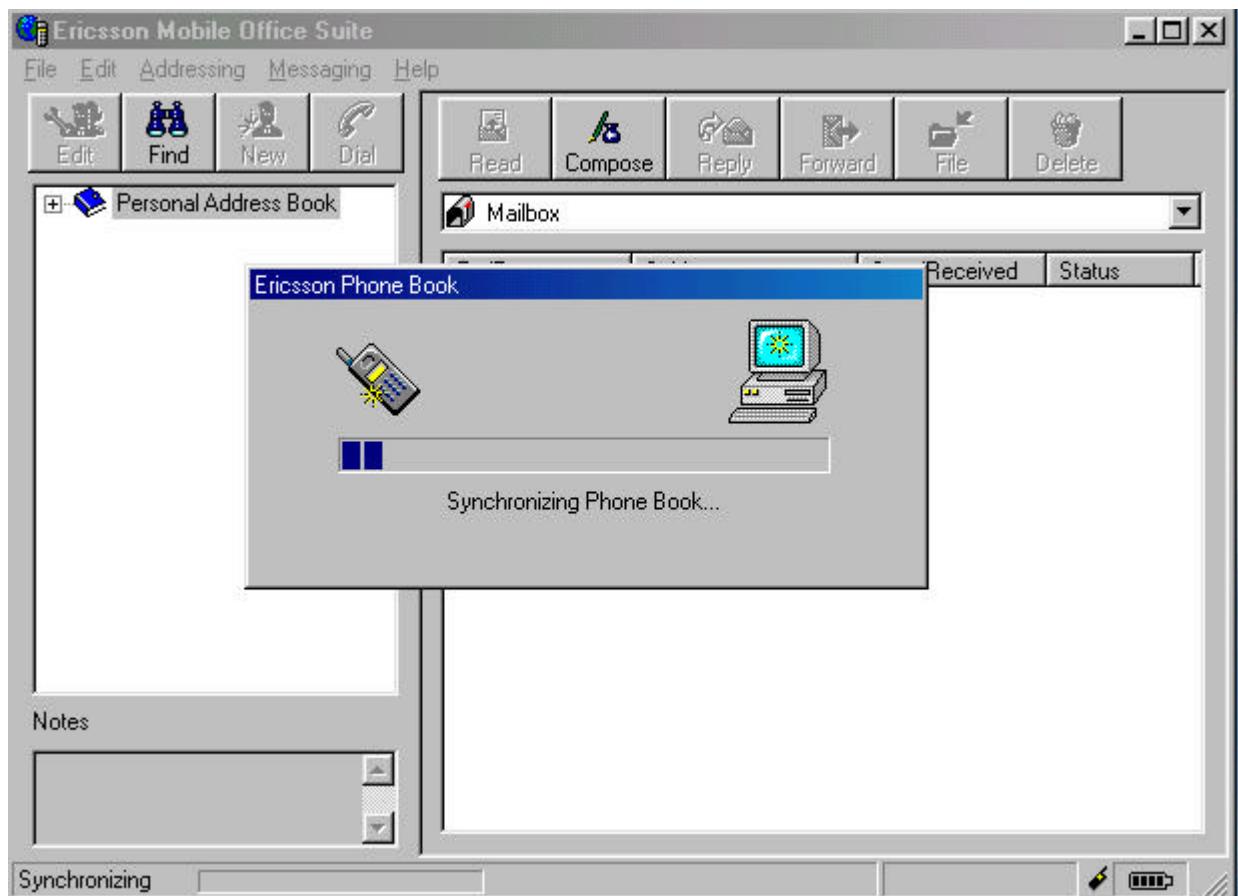
Using The Address Book

To enter telephone numbers into the address book of the phone using the laptop, do the following:

- Place mobile phone as before in line with infra red port of laptop.
- Click on the Ericsson Mobile Office Suite Icon

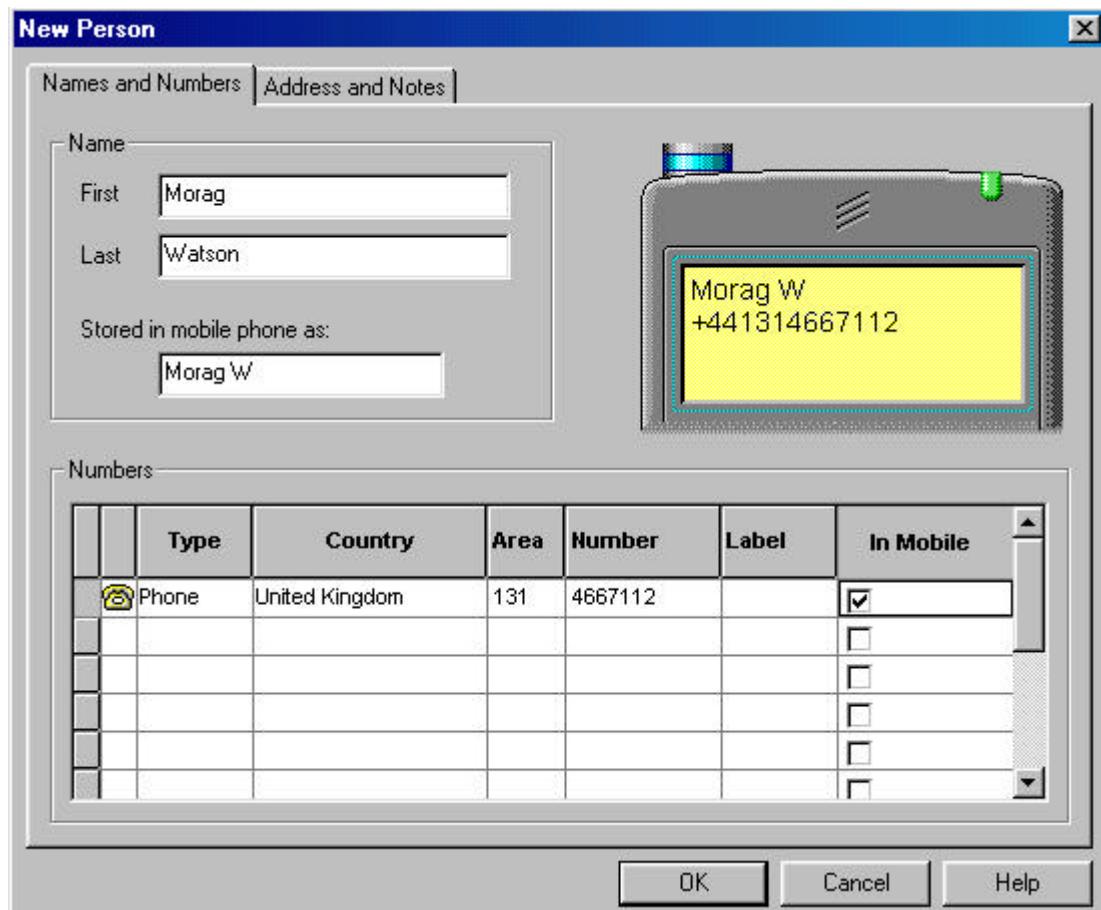


- You should now see the following box:



The phone will immediately start to synchronize with the laptop so that both address books are the same. Once this is finished, click on new to enter a new person into the address book:

You will see the following:



Make sure when you enter an area code, that you miss the initial "0" from it. This will allow the number to be dialed from any country because the full international code is included. Click ok to enter the number. Your phone will automatically be updated.