



# Using a Toshiba R850 Laptop with the Windows 7 (64 Bit)

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## User Guide

Version 1.0

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## Using your Laptop

### Connecting to a Wireless Network

To connect to a wireless network, follow the instructions below:

1. Turn on your laptop. The Novell Client Window will appear.
2. Click the **Computer Only Logon** link. This is located directly under the password field. See *Figure 1*.
3. Type your laptop Username and Password in the corresponding fields. **Note:** These credentials were given to you when you picked up your laptop.
4. Click the Arrow button located next to the Password field to log in.

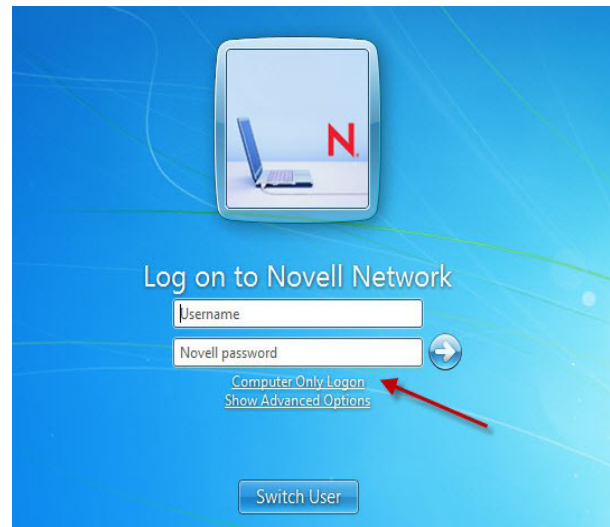


Figure 1

### Using the Wireless Network On Campus

Before you connect to the Douglas College wireless network, ensure all previous connections are cleared.

- Locate the **connect.bat** icon on the desktop. See *Figure 2*.
- Double-click the icon to clear wireless connections that may be held in the system's memory.

**Important:** If your laptop does not automatically connect. You will need to look in the systems tray. It is located at the bottom right-hand corner of your desktop. Read the next procedure, *Configuring your Network Connection* on page 4



Figure 2

## Configuring your Network Connection

If you do not automatically connect to the wireless network on campus, you may need to re-configure your network connect. The following instructions tell how to do this.

1. Click on the system tray located at the bottom right-hand corner of your desktop.
2. Click the **Network Connection** icon. See *Figure 3*. A contextual menu will appear
3. Highlight **Atheros AR9280 Wireless Network Adapter**.
4. Click **Repair (Reset IP Address)**. See *Figure 4*.

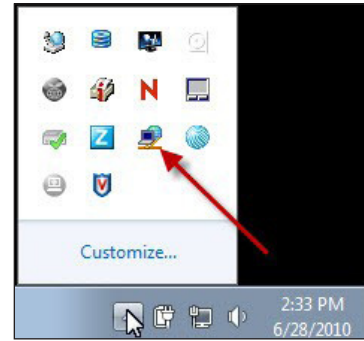


Figure 3



Figure 4

## Troubleshooting Configuration

If the laptop still does not automatically connect, click the wireless icon in the systems tray. See *Figure 5*.

- Click **DouglasCollege** to highlight your network selection. See *Figure 6*.
- Click **Connect**.



Figure 5



Figure 6

## Using the Internet

Once you have a wireless connection established, click the Internet Explorer icon to access the Internet. You will be presented with a login screen. See *Figure 7*.

- Type your Novell Username and Password into the appropriate fields.
- Click **Submit**.

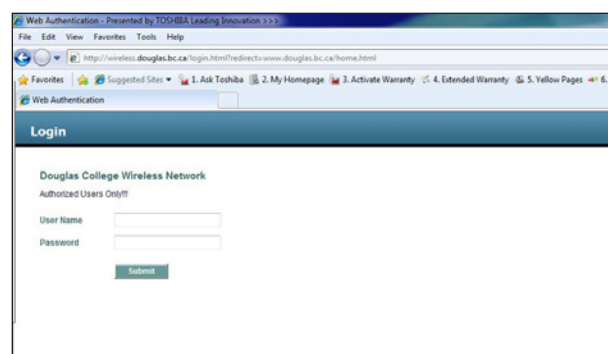


Figure 7

## Using a Wired Connection On Campus

When you use a network cable to connect to the college network, you will be able to print from the network folder and access your H:\ drive from the Computer folder on your laptop.

1. Register your port number — the number on the wall where you plug the network cable into — and your MAC Address with the Help Desk. (The Help Desk can be reached at 604.527.5660.)
2. Once you have received confirmation that your port has been configured to recognize your laptop, plug your network cable into your laptop and click the **Novell Logon** link. This link is located underneath the password field on the log in page. See Figure 8.
3. Type your Username and Password into the appropriate fields.
4. Click the Arrow button located next to the Password field to log in.



Figure 8

## Accessing Email from Home or with a Wireless Connection

You can access your GroupWise email from home.

1. Go to the Douglas College website: [www.douglascollege.ca](http://www.douglascollege.ca).
2. Click the **Employees** link, located at the top of the web page.
3. Click the **GroupWise (WebAccess)** link. See *Figure 9*. It is located in the centre column. A Novell GroupWise window opens. See *Figure 10*.
4. Type your Username and Password into the appropriate fields.
5. Click the arrow button located next to the Password field to log in.

**Note:** You can also select a connection speed. The default is High (Broadband). If you are using your laptop in an environment where there are several users on the network, you may want to select Low. You will have a pared down interface, but GroupWise functionality will not be affected.

6. Click the **Login** button.

### Direct Link

You can access GroupWise by typing the following direct link into the address field in your browser window:

<http://webgw.douglas.bc.ca>

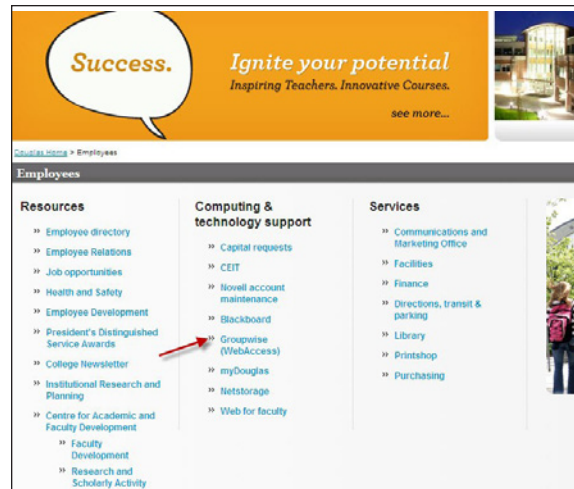


Figure 9



Figure 10

## Accessing Email On Campus

You can access your GroupWise desktop email client on campus with a wired connection to the college network. See *Using a Wired Connection on Campus* on page 5.

1. Locate the **GroupWise** icon on your desktop. See *Figure 11*.
2. Double-click on the icon.
3. Type your GroupWise Username (default is last name first initial) and Password into the appropriate fields.
4. Click **Login**.

**Note:** The GroupWise Desktop Client does not work with a wireless connection. Read the procedure *Accessing GroupWise from Home or with a Wireless Connection* on page 6.



**Figure 11**

## Accessing the H:\ from Home

You can access your H:\ drive from home by using Netstorage.

1. Go to the Douglas College website: **www.douglascollege.ca**
2. Click the **Employees** link, located at the top of the web page.
3. Click the **Netstorage** link. It is located in the centre column. See *Figure 12*.
4. Type your Username and Password into the appropriate fields.
5. Click **OK**.

### Direct Link

You can access Netstorage by typing the following direct link into the address field in your browser window:

**<http://dcfiles.douglas.bc.ca>**

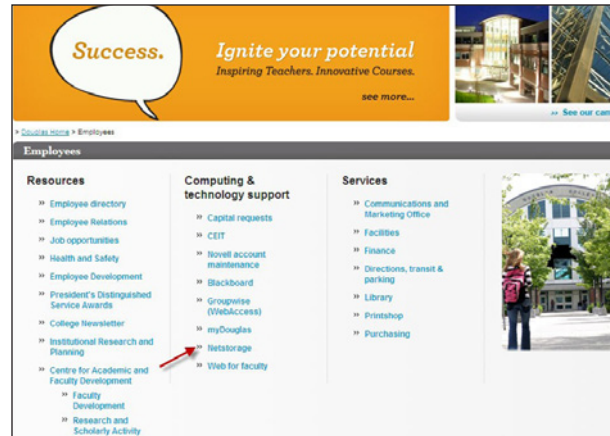


Figure 12

## Accessing the H:\ drive on Campus

You can access your H:\ Drive on campus through a wired connection. See *Using a Wired Connection on Campus* on page 5.

1. Connect your network cable to your laptop.
2. On the login screen, click the **Novell Logon** link.
3. Type your Novell Username and Password into the appropriate fields.
4. Click the Arrow button.
5. Open the Computer folder. See *Figure 13*.
6. Locate your H:\ Drive in the Computer folder and double-click on it. See *Figure 14*.

**Important:** Access to the H:\ Drive will not work with a wireless connection.



Figure 13

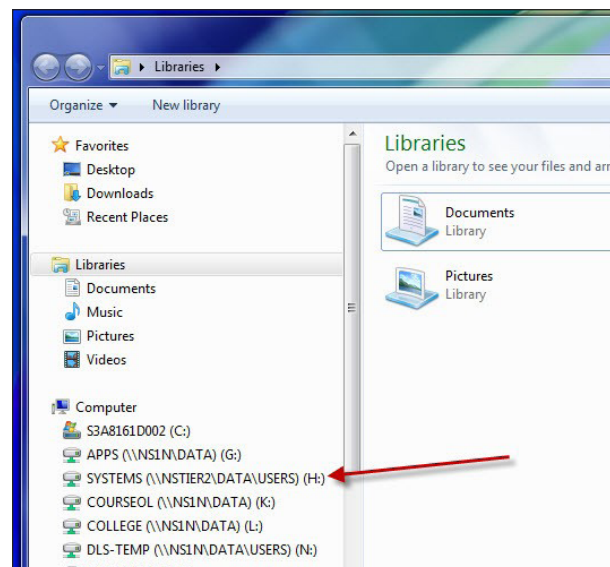


Figure 14

## Standard Software Suite

Your laptop comes pre-loaded with the following software applications:

- Windows 7, 64 bit
- Microsoft Office 2010
- Novell Client for Windows 7
- McAfee
- Novell Groupwise Desktop Client
- Adobe Reader
- Internet Explorer
- Banner

If your laptop encounters problems (a virus, etc.) which requires us to re-image or refresh your laptop, only the software listed above will be reinstalled.

Ensure you make a copy of any data on your C:\ to your H:\ when you are on campus. Contact the Help Desk 604.527.5330 if you require assistance.

## Your Laptop Battery

To prolong the life of the battery, plug your laptop into an electrical outlet whenever possible. If an electrical outlet is not available, a fully charged battery will last approximately 4 hours. You can recharge the battery at anytime. There is no longer a need to fully discharge that batter prior to recharging.

## Receiving Patches and Updates

Your laptop is set to receive patches and virus updates when you are plugged into a wired connection on campus. Depending on how long it has been since you were last connected, it may take a while to receive updates.

You can continue to work on your laptop, but you may experience a slower response speed while the updates are downloading. Additionally, you may be prompted to restart your laptop after the updates have been completed.

You can select "Restart Later" to continue to do your work, or "Restart Now" to apply the updates immediately.

## Using your Laptop in a Classroom

### Switching Between a Laptop & an LCD Projector

To switch between your laptop and an LCD projector, do the following:

1. Plug your laptop into the projector. In most classrooms, there will be a labeled outlet on the instructor's desk or on the wall behind the instructor's desk.

Instructions are available in each classroom either on the wall or in the instructor's desk. If you are connecting your laptop to the projector in a classroom for the first time, please arrive early to set up your equipment.

2. On your laptop, click the **Start** button. Then select **Connect to a Projector** from the list on the menu. See *Figure 15*.

Or, press the following keyboard combination: **Windows key + p key**

3. Select the display you desire. See *Figure 16*.

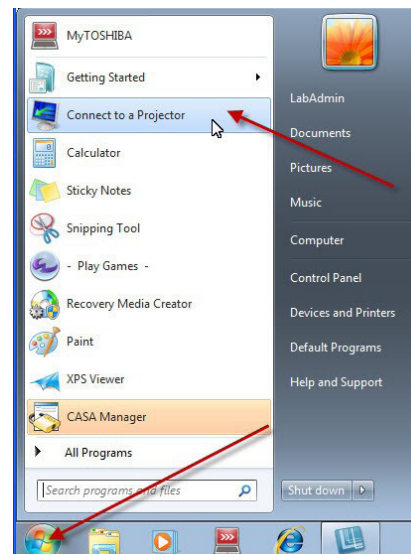


Figure 15

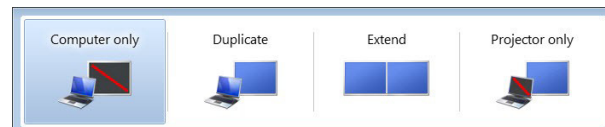


Figure 16

### Ejecting your USB Storage Device Safely

To prevent data corruption, it is important to follow these steps to safely remove your USB storage device.

To eject your USB, do the following:

1. Click on the arrow to open the additional item in the system tray.
2. Locate and click the **Safely Remove Hardware** icon in the systems tray. See *Figure 17*.
3. Click on the device you wish to eject. A pop-up message will inform you that your device is safe to eject. See *Figure 18*.

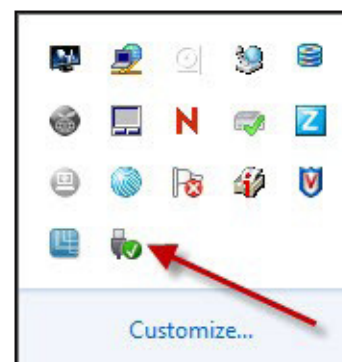


Figure 17

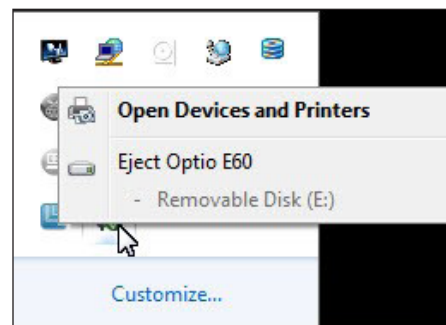


Figure 18

