



DELTA³ R31 & R40 ThinkPads User Manual

**Academic 2003 - 2004
Version 2**





Contents



Introduction	4
Getting Help	4
First-time Setup of Your Username & Password	5
ThinkPad Models & Features	6
R31 ThinkPad	6
R40 ThinkPad	7
ThinkPad General Tips	8
Software	9
Key procedures	9
Shortcuts	10
Clipboard Shortcuts	10
Windows Shortcuts	10
Windows Explorer Shortcuts	10
Installing Software through Portal	11
Removing Programs	12
Mapping your Network Drive	13
IBM Record Now	14
IBM DLA	15
Rapid Restore	16
Base backup image	16
Cumulative backup	16
Most recent/incremental backup	16
Backing up your system	17
Archiving data to CD-R	17
Restoring Your System	17
Restoring files:	17
Restoring your system	18
Command Antivirus	19
Wireless	20
R31 Wireless Cards	20
Using the Wireless Card	20
IBM Access Connections	21
How to start IBM Access Connections	21
Using IBM Access Connections at Sheridan - Wired & Wireless Profiles	21
Using IBM Access Connections at Home	22
Battery & Power Management	29
Battery Management	29
Charging the battery	29
For a brand new battery	29
For a stored battery	29
Battery Fuel Gauge	29
Power Management	30
Power Saving Modes	30
System Status Indicators	31
Printing at Sheridan	33
Networked Printers	33
How Printers are named	33



Setting Up a Network Printer	33
Connecting at home	38
Using your modem & cable modem	38
Getting Connected	38
Dial-up Account Creation	38
Configuring the Connection	38
Changing the Default Connection	42
Creating a Dial-up Shortcut	43
Cable/DSL Setup Instructions	44
Sympatico Setup	44
Rogers@home Setup	44
Index	45

Introduction

This manual is designed to provide you with a short reference guide to the major features and functions of your assigned laptop. We are always happy to receive suggestions about topics you feel should be included in future versions.



The manual is available as a pdf [portable document format] file on the **DELTA³** website at <http://www.sheridanc.on.ca/mobile/students>. All of the manuals relating to laptop use at Sheridan can be found at this site.

Another useful link particularly for information on mail setup is the website maintained by Sheridan's IT department - see screen capture at the left. The link is <http://www.sheridanc.on.ca/~it>. As you can see from the screen capture, there is documentation as well as News and Service descriptions.

News

- [Notices of Service Interruptions](#)
- [Global Messages](#)

Services

- [Computing Skills Centre \(Open Access Labs\)](#)
- [Help Desk](#)
- [ITSC](#)
- [Services For Residence](#)
- [Telephone Services](#)

Mobile Computing

- [Mobile Computing - General Info](#)
- [Delta3 Student Information](#)

About Information Technology

- [I.T. Departments](#)

Documentation

Desktop:

[How to create a shortcut](#)

Managing Your Email:

[Staff/Faculty E-Mail](#)

[Netscape Messenger](#)

[Outlook 2000](#)

[Outlook Express](#)

[iPlanet WebMail](#)

[Student E-Mail](#)

[Netscape Messenger](#)

[Outlook 2000](#)

[Outlook Express](#)

[iPlanet WebMail](#)

Printing:

[Delta3 Printer Queues](#)

[Win95 Network Printer](#)

[Configuration](#)

Security:

[Virus Protection](#)

Getting Help

Support is available.

◆ If your laptop is not functioning correctly, please take it to the ITSC at either campus. At Davis room B195 and at Trafalgar room A125.

◆ If you are having difficulty with any of the procedures described in this manual and are a student please visit one of the drop-in rooms where a Tech Tutor may be able to assist you one to one. The drop-in rooms are C110 at Trafalgar and B128 at Davis. The schedule which describes the hours of operation is

listed on the mobile student website. If your problem occurs at a time when the drop-in centres are not staffed then visit either ITSC. Hours of operation are from 8 a.m. until 11 p.m Monday to Friday and 8 a.m. until 5 p.m. on Saturday and Sunday.

First-time Setup of Your Username & Password

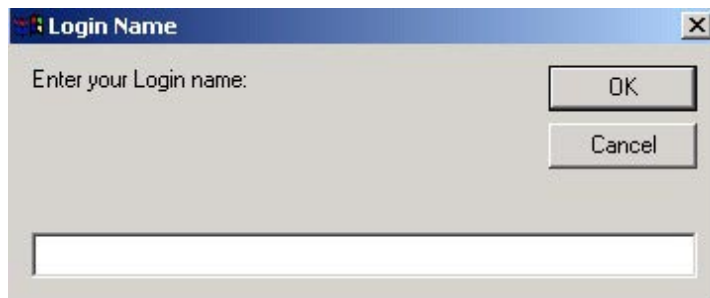


These instructions on the first-time set-up must be followed very carefully, or you will have to return to the ITSC to have your laptop re-imaged. Please ask for assistance if you are unclear about the steps to follow.

Press the **power on button** to turn on the laptop. Wait until you see the dialog box shown below.

Initial setup goes through multiple reboots and hardware configurations. On the final boot you will be presented with a window asking you for your login name.

- ◆ Enter your **network login name** in lowercase and click **OK**.



[A local account in the administrator group is created with your login name.]

- ◆ When you are presented with the next dialog box, remove the word **username** and key in your Sheridan network login name that you just keyed in the previous step. Do not enter anything on the password line, just click **OK**.





This dialogue box will ask you to change your password. Leave the Old password blank. Key in **your new password**. Press tab. Key in the **same password** where it says Confirm New Password. Click **OK**.

Windows 2000 will then take a few minutes to create your new user profile. This delay will only happen during this first setup of your account.

ThinkPad Models & Features

There are now 2 ThinkPad models on campus - R31 and R40. You have been issued the model corresponding to your program requirements.

R31 ThinkPad

This laptop is slightly smaller, faster (Mobile Celeron 1.13GHz (256)) and physically lighter with more hard disk space (20 GB) for storage and 128 MB RAM. It is compatible with the existing ThinkPad port replicators on the lecterns. The R31 has a 13.1 inch screen with a resolution of 1024 X 768. It also has an Intel 82830M Graphics Controller and an S-video out connection.

1.1.1 Two fully supported USB ports

The USB drivers are included in our software image and the ports are fully supported under Windows 2000. The industry is moving away from other types of connectors and most peripherals (keyboard, mouse, digital cameras and other devices) now available on the market use a USB port. If you need to purchase a new mouse, be sure to purchase one with a USB connector.

1.1.2 Infrared port

An infrared port is present in this ThinkPad model.

1.1.3 No internal floppy disk drive

Following the industry trend to retire floppy disks, the R31 does not come with



an internal floppy disk drive. You may use an external floppy drive available in the ITSC if you need to transfer data from a floppy drive onto your new laptop. However, the R31 is equipped with a 8x4x24x CD-RW so you can backup your data to CDs.

1.1.3 Wireless card

A wireless card is provided with this model which uses the PCMCIA slot. Please see the section on IBM Access Connections for operating instructions.

1.3.4 8 X 4 X 24 CD-RW

This laptop has a built-in CD player and burner.

R40 ThinkPad

This laptop is slightly smaller, faster (Mobile Celeron 2.0GHz (256)) and physically lighter with more hard disk space (30 GB after Rapid Restore Install] for storage and 256 MB RAM. It is compatible with the existing ThinkPad port replicators on the lecterns. The R40 has a 13.1 inch screen with a resolution of 1024 X 768. It also has an Ati Mobility Radeon Graphics Controller and an S-video out connection.

1.2.1 Two fully supported USB ports

The USB drivers are included in our software image and the ports are fully supported under Windows 2000. The industry is moving away from other types of connectors and most peripherals (keyboard, mouse, digital cameras and other devices) now available on the market use a USB port. If you need to purchase a new mouse, be sure to purchase one with a USB connector.

1.2.2 Infrared port

An infrared port is present in this ThinkPad model.

1.2.3 No internal floppy disk drive

Following the industry trend to retire floppy disks, the R31 does not come with an internal floppy disk drive. You may use an external floppy drive available in the ITSC if you need to transfer data from a floppy drive onto your new laptop. However, the R40 is equipped with a 8x4x24x CD-RW so you can backup your data to CDs.

1.2.4 Trackpoint and touch pad

In addition to the familiar trackpoint this model has a touch pad as well. The touch pad can be configured via "UltraNav Wizard".

1.2.5 DVD/CD-RW drive 16 X

This unit will permit you to play DVDs but not write DVDs. Or you can both play CDs and write both CD-R [read only] and CD-RW [read/write] CDs.

1.2.6 Built-in wireless

The R40 has a built in wireless capability. Please see the section on IBM Access Connections for operating instructions.



ThinkPad General Tips

1 CD ROM drive door

When closing the CD-ROM drive door, push in at the centre. You may use a paper clip in the small hole beside the eject button as an emergency eject. If you did not engage the bearings on the hub of the CD when you inserted it, it may have become jammed in the drive. Do not force the door open. **Take your machine to the Instructional Technology Support Centre.**

2 Shut down

To shut down the notebook, first select Shut Down from the Start menu, and then when the notebook completes shutting down, it will automatically turn itself off. If it does not, wait a few minutes before using the switch to turn it off.

3 Track Point

The red cap on the track point will eventually wear out. A new one may be purchased from the Bookstore. Avoid using the track point to play games. It was designed to provide mouse functionality without the inconvenience of carrying around a mouse. We suggest the purchase of a mouse for use at home.

4 Cursor Drift

If you notice your cursor is drifting, let the cursor continue until it stops. Do not fight it, you will not win! This is simply a sign that it is recalibrating. It can take up to one minute to recalibrate. If it does a lot of drifting, you may be pressing too hard or too softly on the track point.

Software

Key procedures

Base image

Laptops are loaded with an image for an academic year. When problems occur subsequent to an image creation, fixes are provided through updates called Service Packs. You should check Portal from time to time to see if there are any updates for you to install <http://portal.sheridanc.on.ca> .



Windows 2000 Operating System

All ThinkPad laptops come with Windows 2000 Professional operating system. MS Office XP, Netscape and Internet Explorer, Command Anti-virus, WinZip etc.) are on the base image as you can see in this screen capture. Some students and faculty will have to install additional program related software via Portal.

As Windows 2000 was designed to be primarily a professional work environment, it does not support some games or home-based types of software.

Users have more control of their computer under Windows 2000, which means you can more easily affect the machine's operation; for example, you must maintain your own local password. Further details are provided in some of the points below and other sections of this manual.

Command Anti-Virus

Just a note that anti-virus software is supplied as part of the software image on every laptop and automatically updates the definition files.

Local Password

When you receive your new laptop, and first log in, it will prompt you to enter a password. This is a "local" password and should be the same as your network [LDAP] password so that you have fewer passwords to memorize. If you change your network password through Portal, the local password will not automatically change at the same time. To change the local password to match your new network password, press Ctrl+Alt+Delete and then click **Change Password**. Follow the on-screen prompts.

Shortcuts



One way to guard against wrist strain is to use short cut keys rather than using the TrackPoint on the IBM ThinkPad. For example, you could press Alt plus Tab to switch between programs instead of using the TrackPoint to restore minimized applications. The table below shows the common Windows shortcuts that are great time savers.

Clipboard Shortcuts

Ctrl + C	Copy the current selection to the clipboard
Ctrl + X	Cut the current selection to the clipboard
Ctrl + V	Paste the current selection from the clipboard

Windows Shortcuts

Alt + F4	Close the current window or program
Alt + Tab	Switch between running programs
Ctrl + Tab	Switch between windows inside a program
Alt + Enter	Changes a DOS box from a window to a full screen

Windows Explorer Shortcuts

F2	Rename the currently selected file
F5	Refresh the list of files
Backspace	Go back a directory
Enter	Open or run the currently selected file

Installing Software through Portal

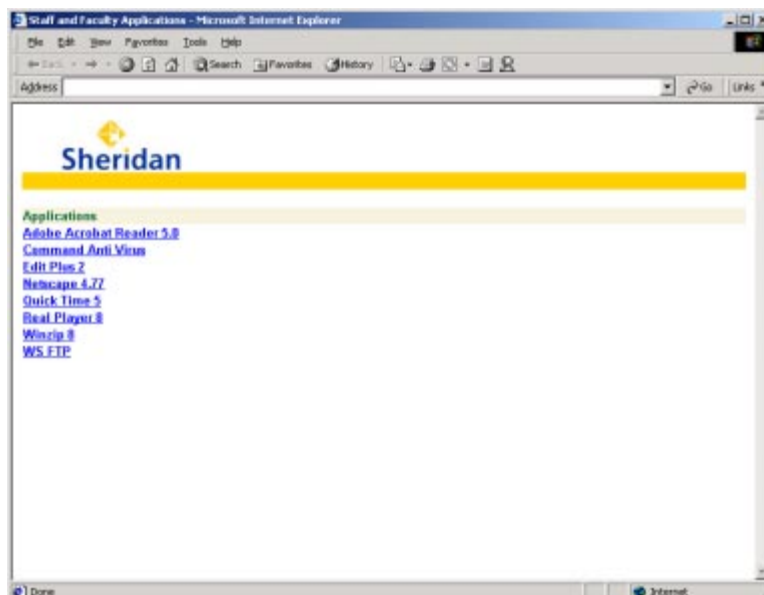
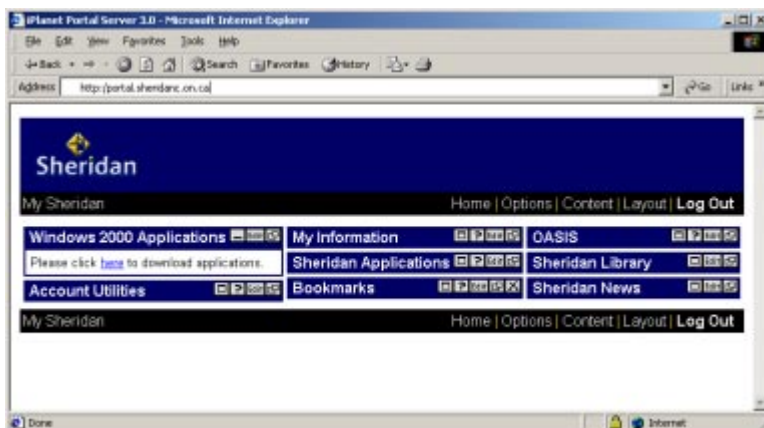


When you get your laptop, it will come with several applications pre-installed in the base image. These include Command Anti-Virus, MS Office XP, Netscape 4.77, and Winzip applications. The remainder of applications needed for your course will be available through a web interface.

[Using a secure browser either go to www.sheridanc.on.ca and follow the links to Portal or in the address bar of your browser enter the URL <https://www.portal.sheridanc.on.ca> to go directly to the portal site.]

How to install software

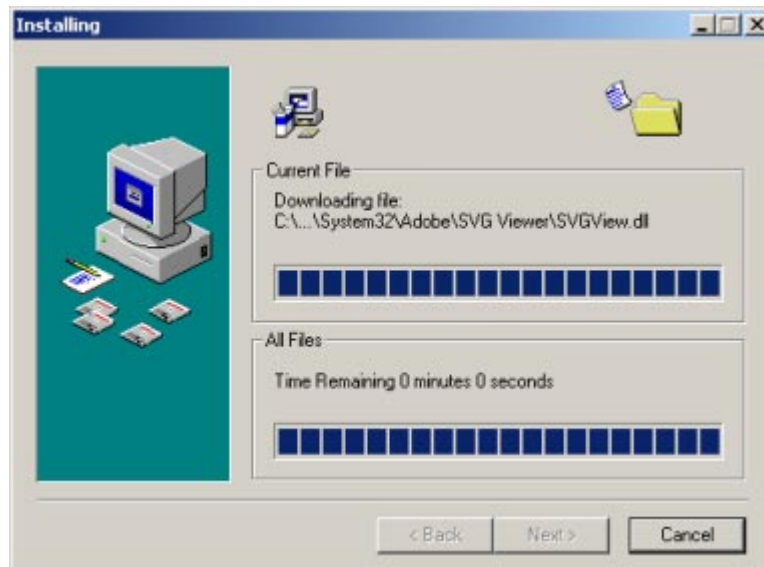
To install new programs to your Sheridan authorized laptop you should select the link labeled “**Windows 2000 Applications**” you will be presented with a screen and a list of applications available to you based on your blockcode. (You should contact your teacher or program coordinator to have your list corrected)



Select the program to install by left clicking on the **Hyper Link**. [You will repeat this for all the programs in the list you are offered but you can only install one at a time.]

Your computer will receive a small file and begin to download the program to your laptop.

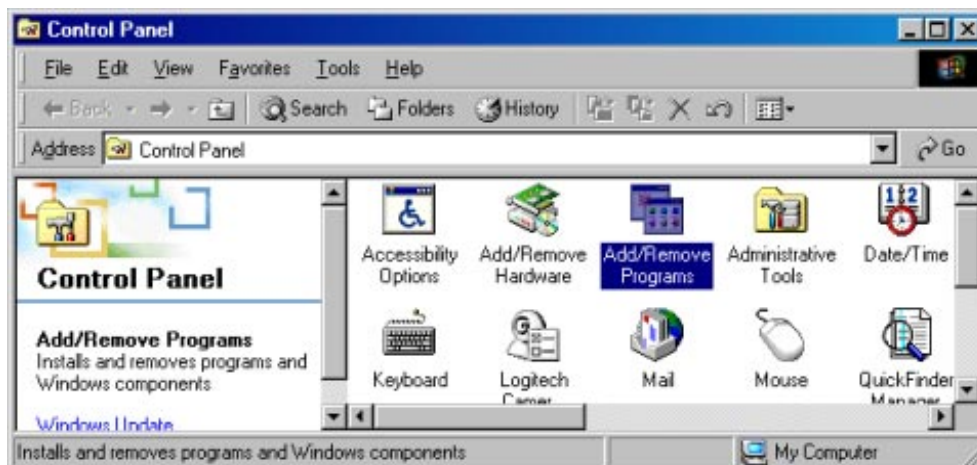
- Ignore the download times and file sizes presented and be patient.
- Some programs may require a restart of your computer to function properly.



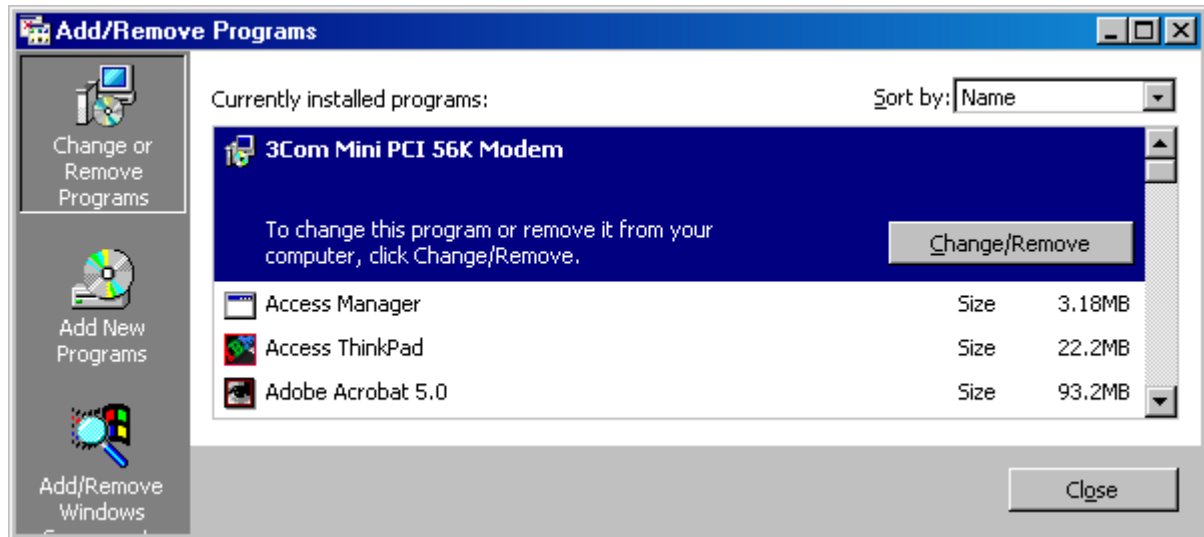
Removing Programs

When you install a program, files are installed in numerous places on the computer. In order to remove a program, **DO NOT** just delete the main folder where it was installed to. This will cause the Windows operating system to slow down considerably. Instead follow this short procedure to safely remove unwanted programs from your computer.

1. From the **Start** menu, select **Settings**, and click on **Control Panel**
2. The following window opens, select **Add/Remove Programs** and double click on it.



3. The Add/Remove programs window will open, select the program you wish to remove clicking on it. It will highlight, and a button will appear giving you the option to remove the program. Press the remove button, and follow the onscreen instructions to remove the program.



4. Some programs will require you to restart your computer after being removed. A dialogue box will let you know if you need to restart the computer. It is usually a good idea to restart the computer after removing programs, even if it's not required

Mapping your Network Drive

Home directories (e.g. networked g: drive) are not set up automatically. Every student automatically receives 30 MB of network file storage which is useful for keeping copies of important files as it is automatically backed-up by Information Technology. It is like having another hard drive to use except that this hard drive is not on your laptop but instead is on the Sheridan server. All drives are identified by an alphabetic character. The character that you should use for your network drive is g. In order to tell the system that you want to use your allocated network file storage space, you have to make this link [a process called mapping] yourself using the steps listed below.

From the desktop

Right click on **My Computer**

Select **Map Network Drive**

Select **g** and type the following in the space beside where it says **Folder:**.

If you are a student your folder is

\\oa-acadhome1\<user> Where **<user>** is replaced by your Sheridan username

If you are faculty or staff, please call the helpdesk to find out the name of your home server [folder name].



Make sure the **Reconnect at logon** button is checked

Click **Finished**.

It will prompt you to enter a username and password. Use your **Sheridan login**, and **network password**, and press **OK**

IBM Record Now

This software package is already on your laptop and will permit you to make music CDs and data CDs using your CD RW drive. For example, you may have a project which contains images and graphics and is large. You can burn a CD of this project or create a portfolio of some of your school work to use when job hunting. Here is what the interface looks like.

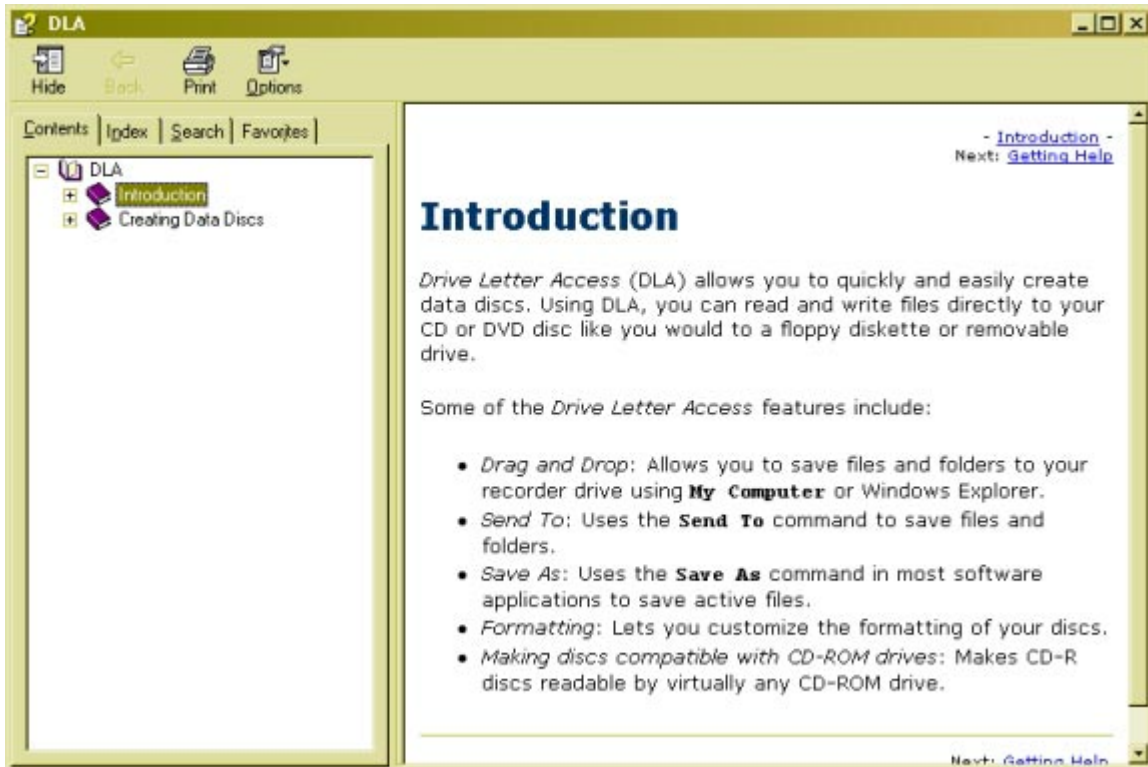


Students and faculty who use laptops with Linux on the base image do **not** have the program called **Rapid Restore** which is described in this manual. The **Rapid Restore** program provides an easy way to make backups of the contents of the laptop. If you have the Linux image on your laptop, then you will probably find **Record Now** an easy way to make periodic backups of your school work by burning a CD on a regular basis.

IBM DLA



Another useful program loaded on your laptop is IBM DLA. DLA stands for **Drive Letter Access**. It permits you to drag and drop files directly from My Computer or Windows Explorer onto a blank CD. It is an alternative to using Record Now though each program has its own value. If for example, you had a folder on your



computer called Portfolio which contained samples of your best work, you could periodically burn a CD using DLA by simply dragging the folder name onto the drive letter of your CD drive. And for backup purposes, if you do not have the **Rapid Restore** program, this is a great alternative. The instructions are straightforward and easy to follow but you do need to read them and work step by step.

Rapid Restore



This program is available to users of laptops with the base image that does not include Linux. Its purpose is to permit users to efficiently manage backups of their laptop contents. The description here is brief. More detailed information can be found on the **Self Help** link at <http://www.sheridanc.on.ca/mobile/students/>.

Essentially what you are doing is taking a snapshot of your laptop contents as they are when you receive your laptop. Then every time you make a major change the contents such as when you add a piece of software you add those changes to the backup file. Then on a scheduled basis you simply add to that file.

How does this help you? If you use Rapid Restore it will assist in the recovery of your data in the event of a problem. Your data files are always protected from inadvertant mistakes or big disasters. You have the ability to restore your computer to the state it was in before the mistake or disaster occurred. There are 3 types of backups which are described here.

Base backup image

Double click “Install IBM Rapid Restore Ultra” icon on your desktop to create the initial image backup of your system. This process will take up to one hour, but should be completed before you do too many changes to your system. The icon is located just above the Start icon on your taskbar.

We recommend that you do this when you get home soon after you receive your laptop. Usually, you would get organized at home, perhaps install your ISP connection or local home printer. If you do the base backup image before you do these types of changes to your system, if anything goes wrong when you are installing software, you can restore your image to its original state at home. You would not have to go to the ITSC the next day and have your machine re-imaged.

Once the initial Base backup has been created, you need to do:

Cumulative backup

A Cumulative backup should be completed whenever there is a *major* change on your system. Snapshots should be performed when software is updated, a new database or application is installed, or whenever a significant change occurs.

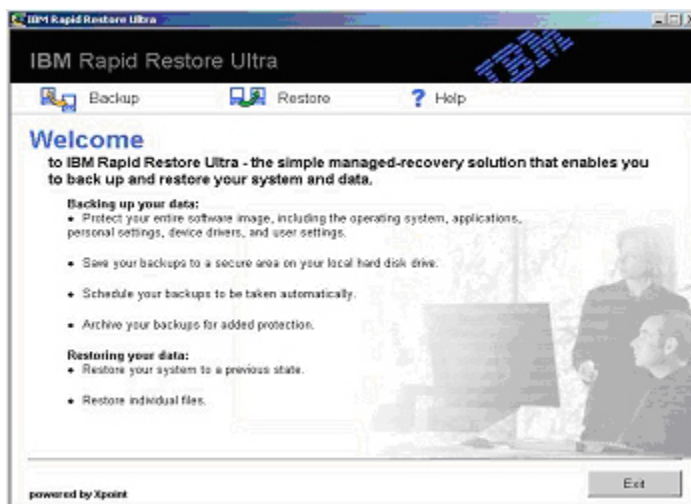
Most recent/incremental backup

Most recent backups should be created automatically using the Schedule feature. This will ensure that your data is backed up in case you experience a system problem.



Backing up your system

Weekly backups are automatically scheduled for you. To access Rapid Restore's main console use the **Start - Programs - Access IBM – IBM Rapid Restore Ultra** menu sequence.



1. Click **Backup**
2. Select **Schedule your backups**.
3. Select your options e.g. the default is set to Weekly on Monday at 8 pm.

Archiving data to CD-R

1. Access Rapid Restore's main console.
2. Click **Backup**.
3. Click **Archive your backups**.
4. You are prompted to insert a blank CD-R into your CD-R(W) drive. After inserting the CD-R, click **OK**.

Restoring Your System

Restoring files:

To recover one or more damaged or lost files, follow the steps below:

1. Access Rapid Restore's main console. (**Start - Programs - Access IBM – IBM Rapid Restore Ultra** menu sequence).
Click the **Restore** button.
2. Click the **Restore Files** button to open the single file folder within Windows Explorer.
 - From the Windows desktop, double-click the **My Computer** icon, and then click **Single File Restore**. The Windows Explorer program opens.



In Windows Explorer, click the **Single_File_Restore** folder. Within the folder there are two subfolders:

- i. Drive[C]_Cumulative_Backup_date_at_time (where date and time refer to the date and time of the backup, respectively)
- ii. Drive[C]_Most_Recent_Backup_date_at_time (where date and time refer to the date and time of the backup, respectively)

You might need to open additional subfolders beneath the root single file restore folder to locate the file you want to restore.

· **Note:** Only files created or modified since Rapid Restore was installed are listed in the single file restore folders. If the file you want to restore is not in either folder, you cannot restore it using this method; you will have to perform a complete recovery.

3. When you locate the file, either double-click or right-click the file to access the single file restore shortcut menu and select one of the following options:

- **Restore** - Restores file to its original location
- **Restore to** - Enables you to specify the folder to which you want to restore the file.

4. A message confirms the successful completion of the file's restoration. Click the **OK** button.

Restoring your system

To restore the entire contents of your hard disk from the Windows interface, follow the steps below.

1. Close all open application programs.
2. Access Rapid Restore's main console.
3. Click **Restore**.
4. Click **Restore your system**.
5. Select your desired Backup to restore.
6. Click the **OK** button to continue.
7. You are prompted that your computer is about to reboot. Click the **OK** button to continue.
8. Upon rebooting, Rapid Restore begins the restoration process. You can view the restoration's completion percentage by viewing the onscreen progress bar.

Command Antivirus



Command Antivirus software is part of the image on your laptop. However, for Command to detect new viruses you must keep the virus definition (def) files up to date. As updated files are placed on the college network, your system will automatically update your files as long as your password on the laptop is the same as your network password. If you change your password via portal then you need to change your local laptop password to match to ensure your virus definition files are kept current.

To check the date of your definition files do the following:

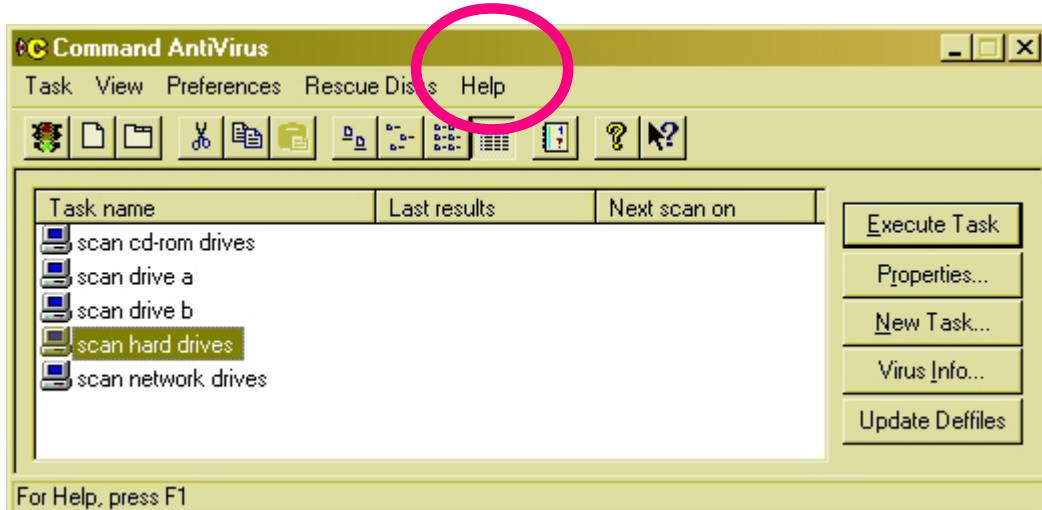
Start / Programs/ Command AntiVirus



Select **Help**
Select **About Command AntiVirus**

Check the date of the Sign.DEF and Macro.DEF files
As of August 26, 2003 the dates are:
Sign.DEF 08/22/2003
Macro.DEF 08/18/2003
Please note that this date will change often.

However, if the date on your files is older than the above, please go to the ITSC or call the Help Desk.



Wireless

New in September 2003 is the provision of wireless connectivity on the Trafalgar and Davis campuses. All ThinkPads will have wireless capability. The R40 has it built in and the R31 uses an external card. Wireless will greatly improve the ability of students to find a place to work on assignments at Sheridan as it will be available in many casual areas.

R31 Wireless Cards

Using the Wireless Card

Inserting the Card Into the Laptop

At the left side of your R31 laptop, you will see the PCMCIA card slot with a blue button.

Remove the plastic sheath covering the wireless card and insert it into this slot face up.



Once you have the card properly inserted, a small screen pops up on your laptop that reads "Found New Hardware". This indicates that Windows recognized the new device and is installing the driver for it into memory.

Once the "Found New Hardware" box is gone, you should see an icon in the bottom right on the Windows taskbar that looks like a wafer with a green arrow pointing south-west like this:

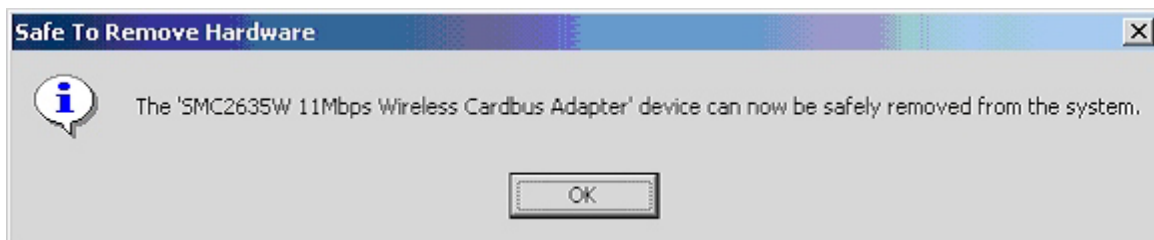


*This icon is what you use to safely remove your wireless card to ensure that you do not lose any data that you is being sent or received.

Removing the Wireless Card:

In order to safely remove your card you should follow the following steps.

1. Click on the aforementioned wafer icon at the bottom-right of your Windows taskbar, and follow the instructions on the EasyEject Utility.
2. When you see the following screen, you may now press the blue eject button and carefully and safely remove the wireless card from the side of your laptop and replace it in its plastic sheath.




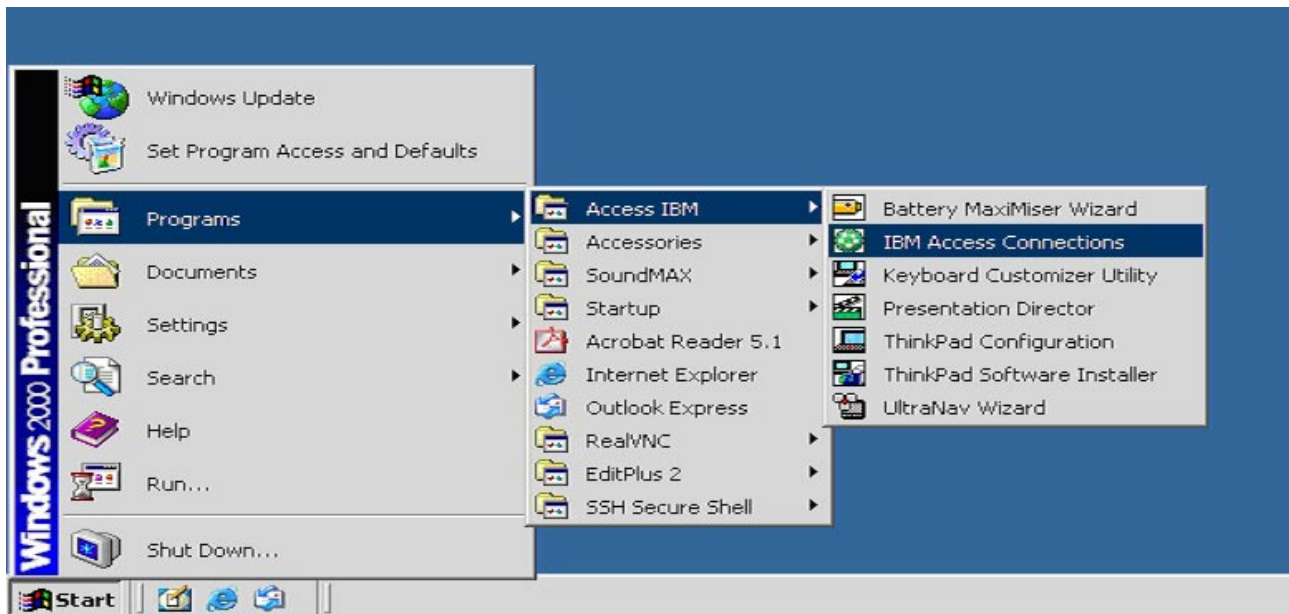
IBM Access Connections

IBM Access Connections is software that is included in the Sheridan Image that assists with the management of locations and networking connections.

How to start IBM Access Connections


You can start this program in one of two ways. Either

1. click on the icon on the task bar which looks like this  or




2. start it via the usual steps to start a program.

Using IBM Access Connections at Sheridan - Wired & Wireless Profiles

There are two IBM Access Connections profiles created for the user with the latest Sheridan Image - Sheridan wired and Sheridan wireless. By default when one connection is selected the other is DISABLED. When the wireless connection is selected IBM's lighted display icon will show the Wireless radio is active [on R40s only it looks like this ]

To change from wired to wireless or vice versa

Left click on the task bar icon  and select the desired profile (Sheridan Wired or Sheridan Wireless).

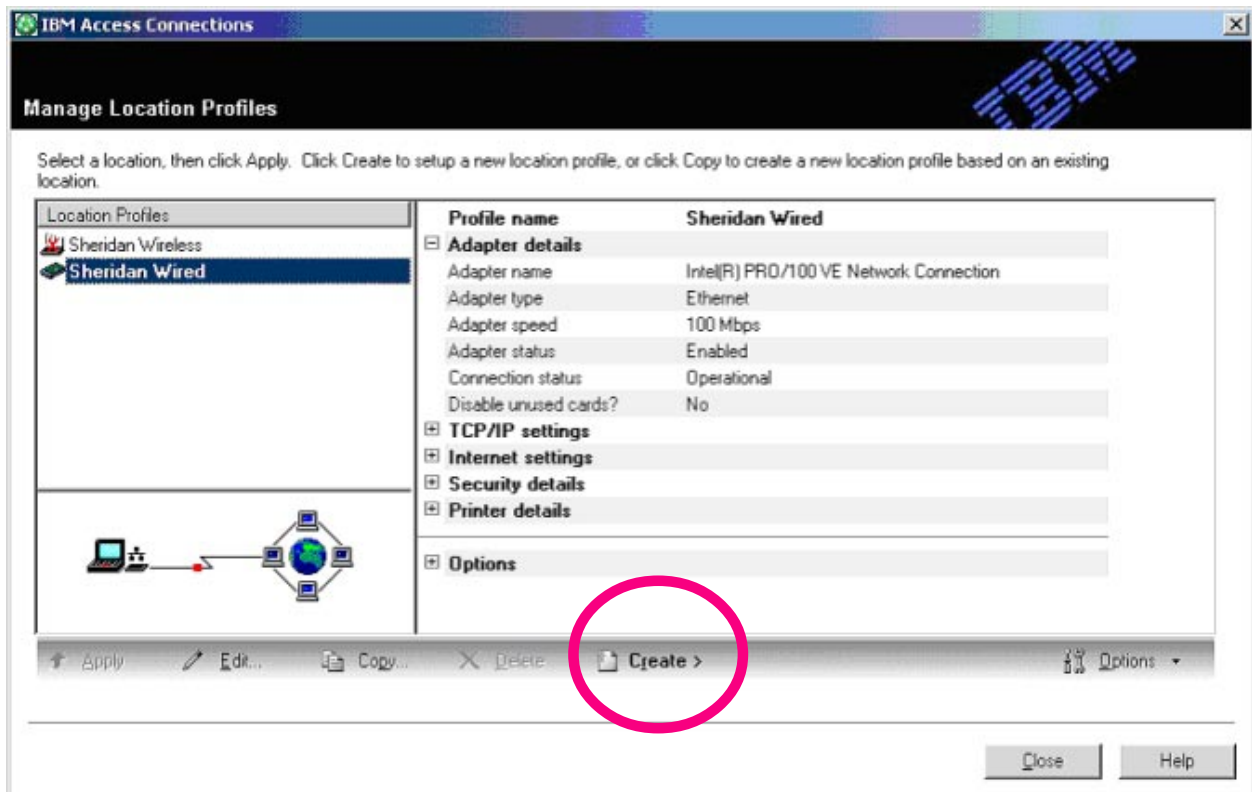


Using IBM Access Connections at Home

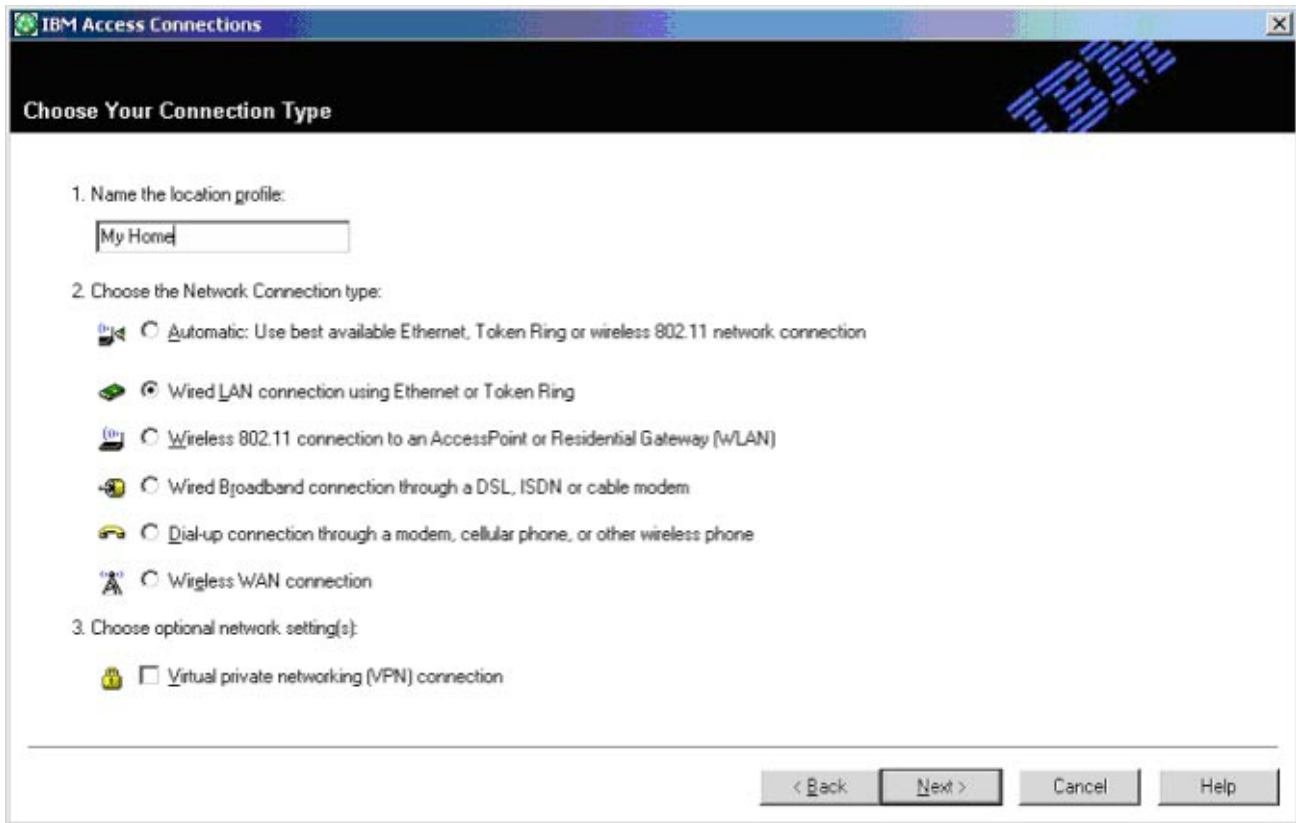
You can use IBM Access Connections for your home ISPs and Networks by following the instructions below and modifying any settings needed for your home (i.e. printers, modems, static IPs etc.) or by using the HELP menu within IBM Access Connections.

Creating a Profile

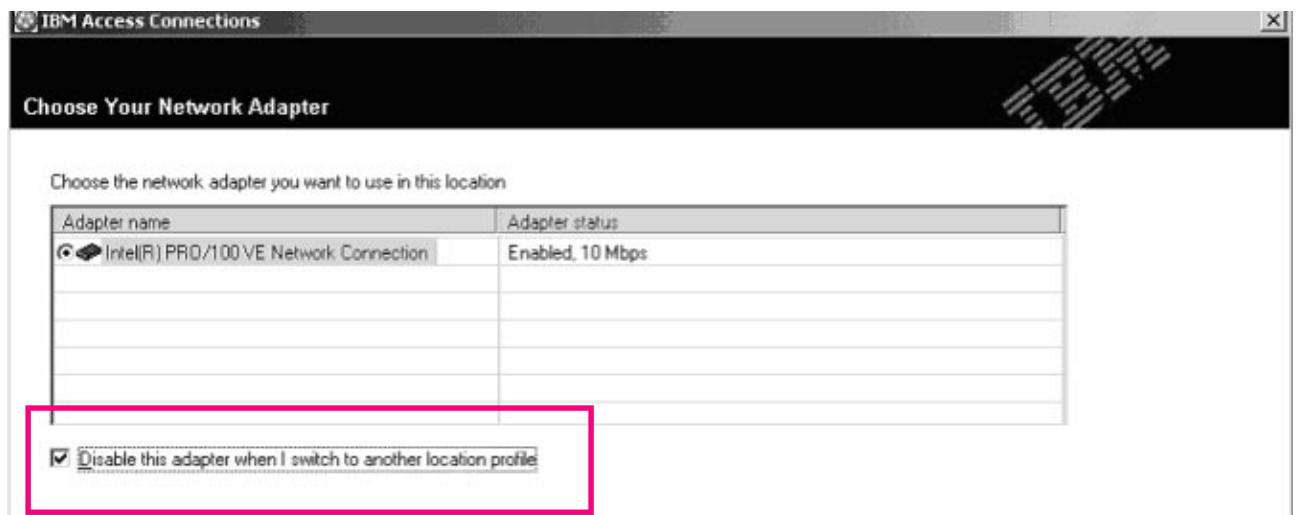
Launch IBM Access Connections. Select “Create” to make a new location profile.



The location profile must have a descriptive name and a desired connection type. In the example shown here for a profile for someone who uses Rogers cable, the profile name is My Home and LAN connection is selected.



During the profile creation you will be prompted to define the details of the profile. Note: you should choose the option **disable this adapter when I switch to another location profile** to prevent hard coded information that may be required by this profile from interfering with the functioning of other selected profiles.



This information is **not** required to connect to Sheridan's network but may be necessary if users wish to define static IPs and DNS for home or other networks.



IBM Access Connections

Edit Your TCP/IP Settings

Your current network settings are shown below and may not need to be changed. If you need to change your network settings, enter those settings below.*

Obtain an IP address automatically
 Use the following IP address:

IP address:
 Subnet mask:
 Default gateway:

Obtain DNS server address automatically
 Use the following DNS server addresses:

DNS server addresses, in order of use:

* Obtain this information from your system administrator or Internet service provider (ISP)

IBM Access Connections

Edit Your Advanced DNS Settings

Your current network settings are shown below and may not need to be changed. If you need to change your network settings, enter those settings below.*

Use the current Advanced DNS settings
 Use the following Advanced DNS settings

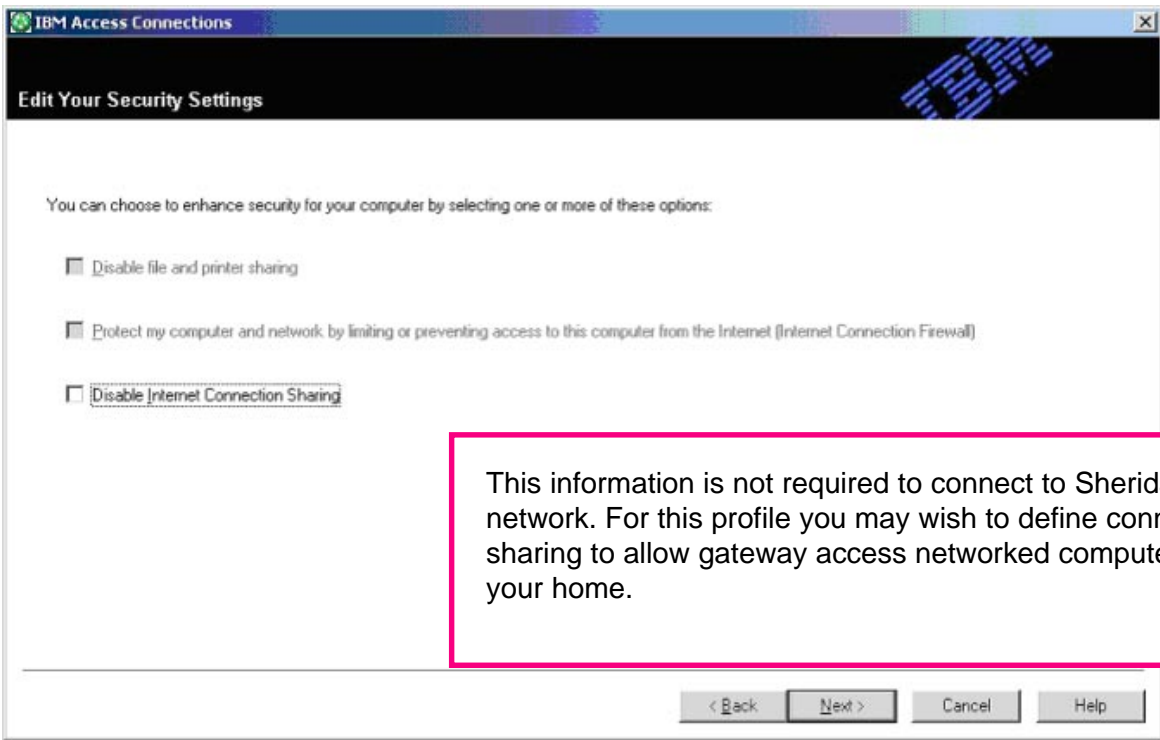
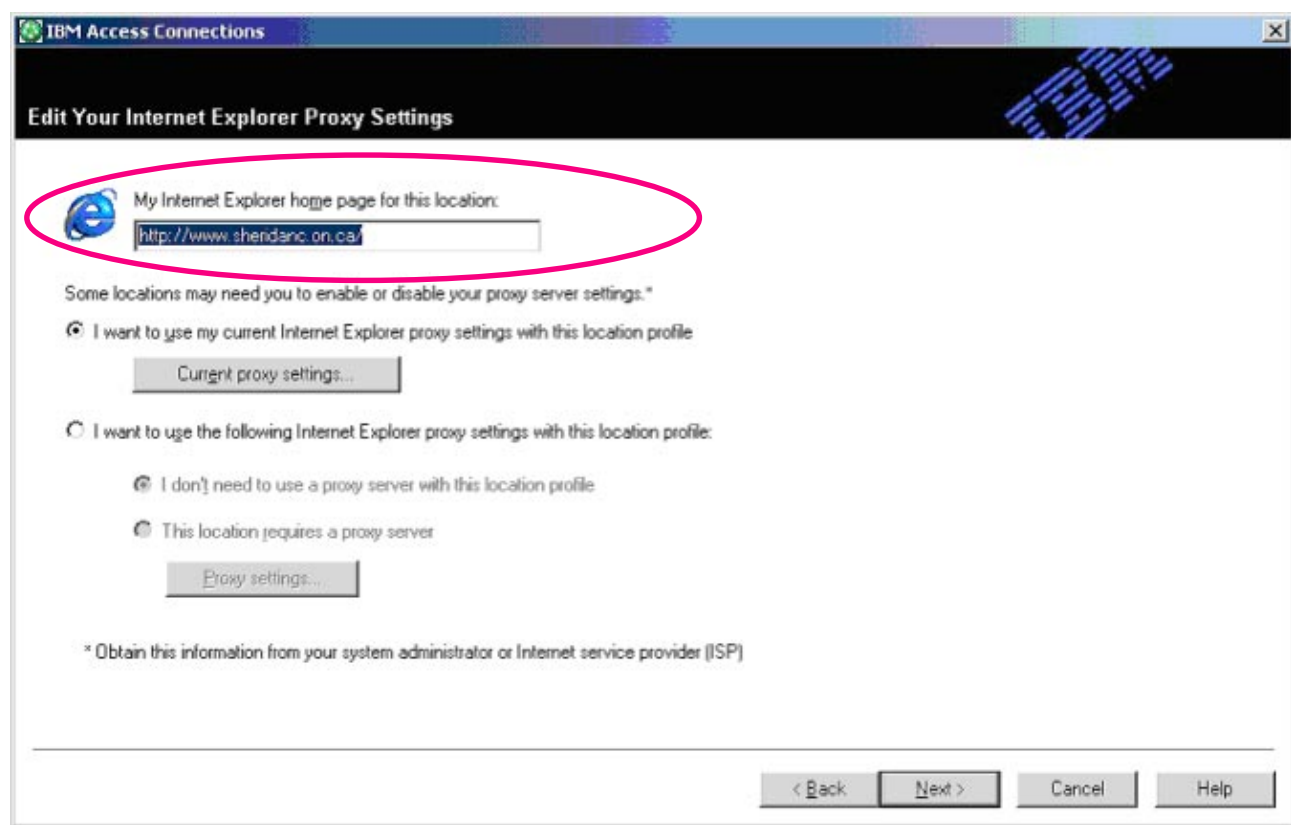
The following three settings are applied to all connections with TCP/IP enabled. For resolution of unqualified names:

Append primary and connection specific DNS suffixes
 Append parent suffixes of the primary DNS suffix
 Append these DNS suffixes (in order):

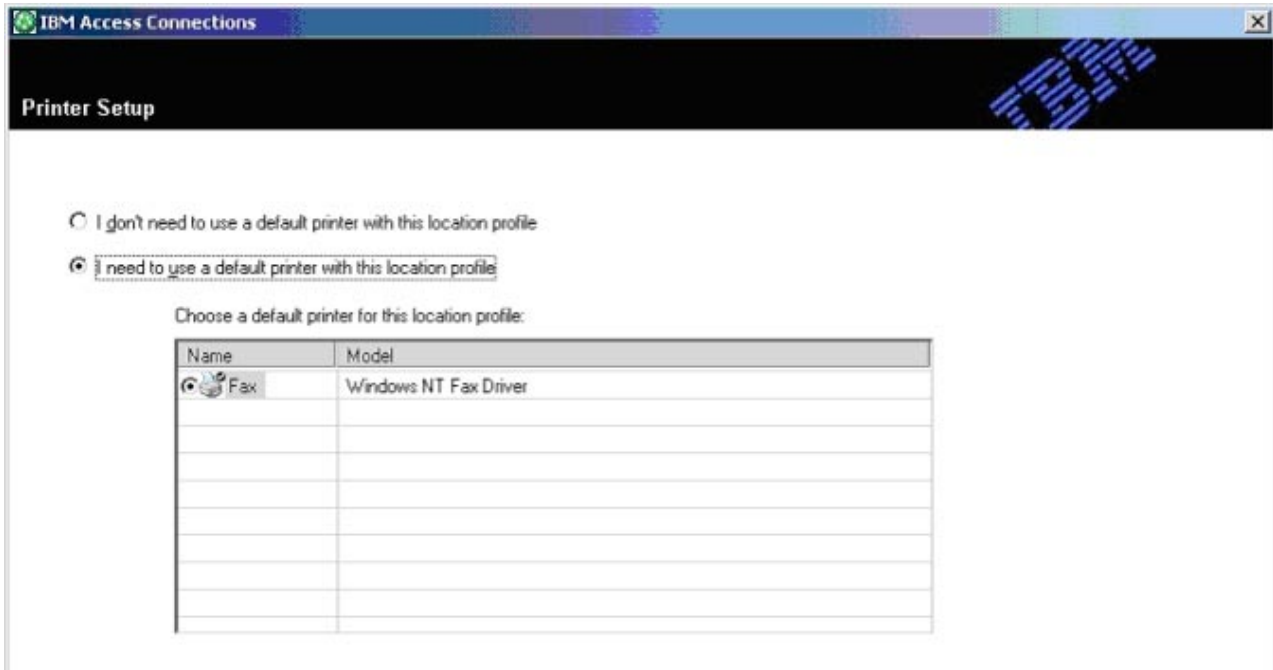
Register this connection's addresses in DNS
 Use this connection's DNS suffix in DNS registration

* Obtain this information from your system administrator or Internet service provider (ISP)

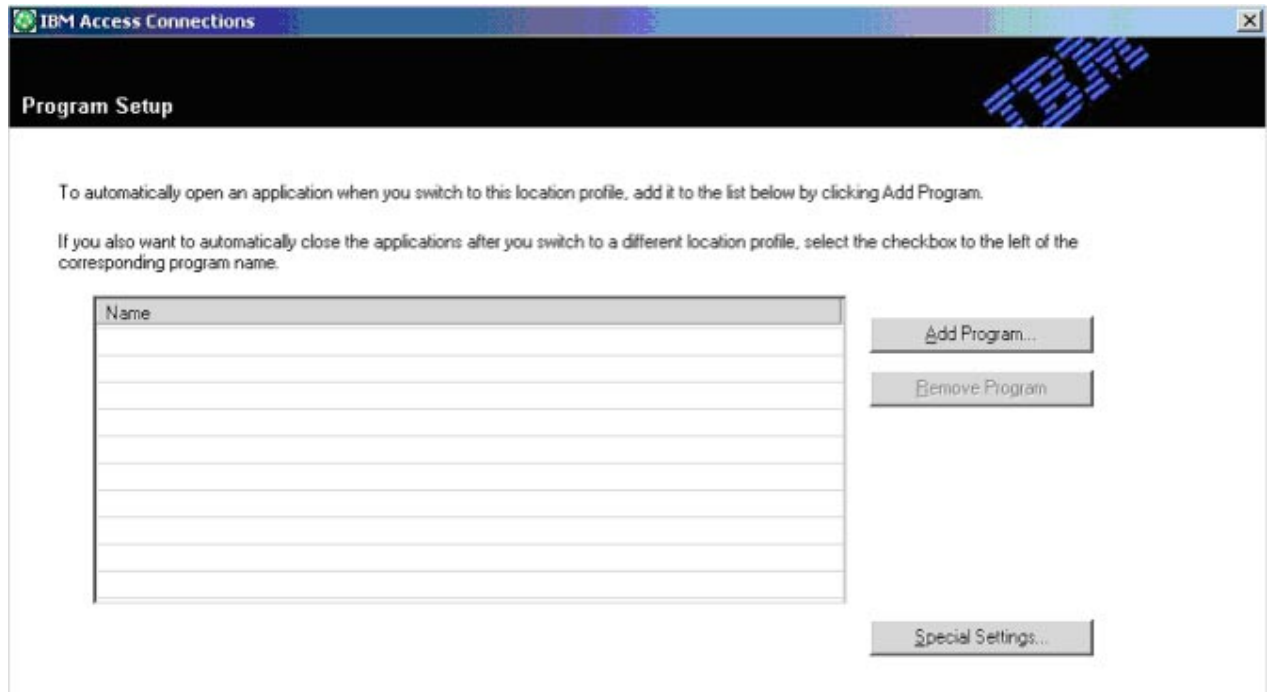
This information is not required to connect to Sheridan's network but you may wish to change your default page for your new profile as a visual indicator that the profile has changed locations.



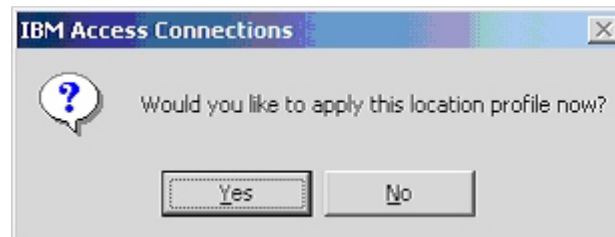
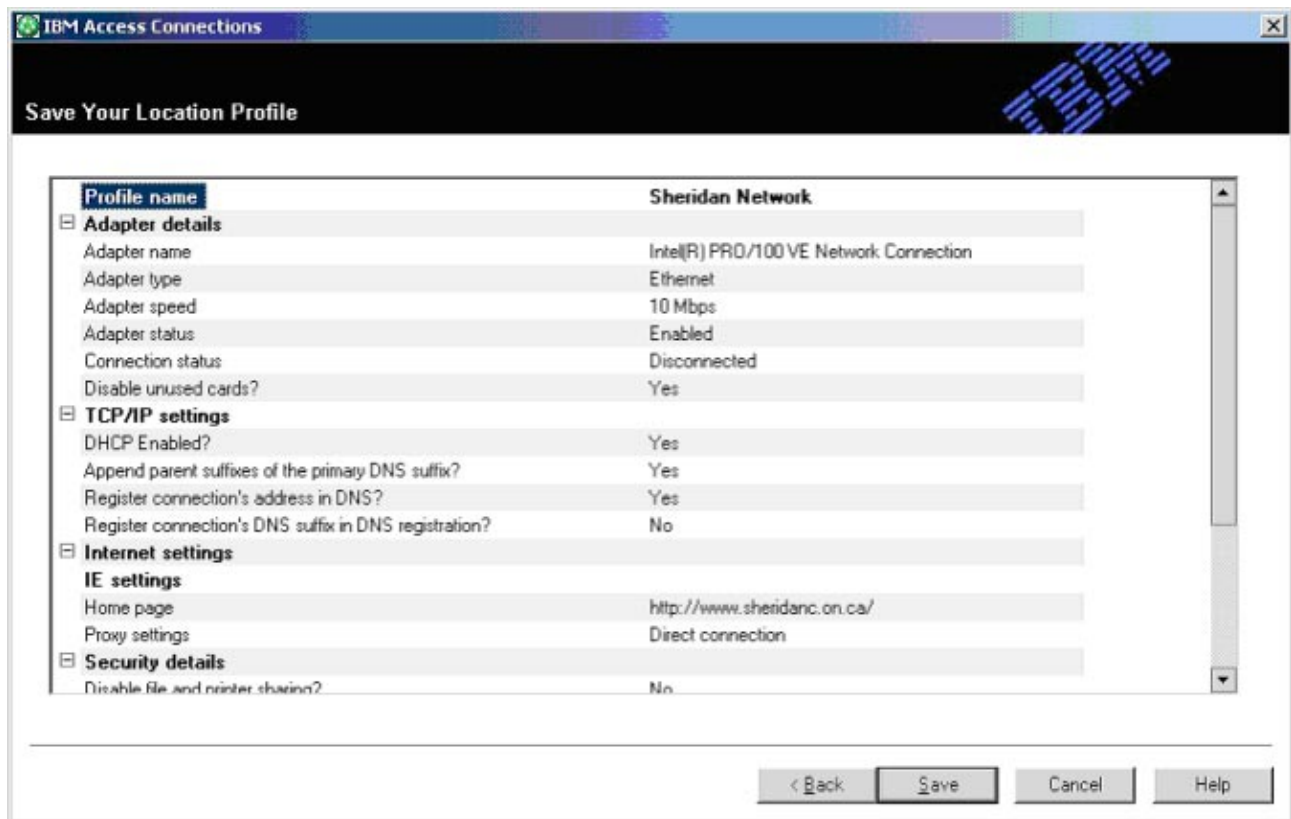
You can assign a default printer to a specific profile. For example if you have a colour bubble jet printer at home, you could make it the default printer for your home profile.



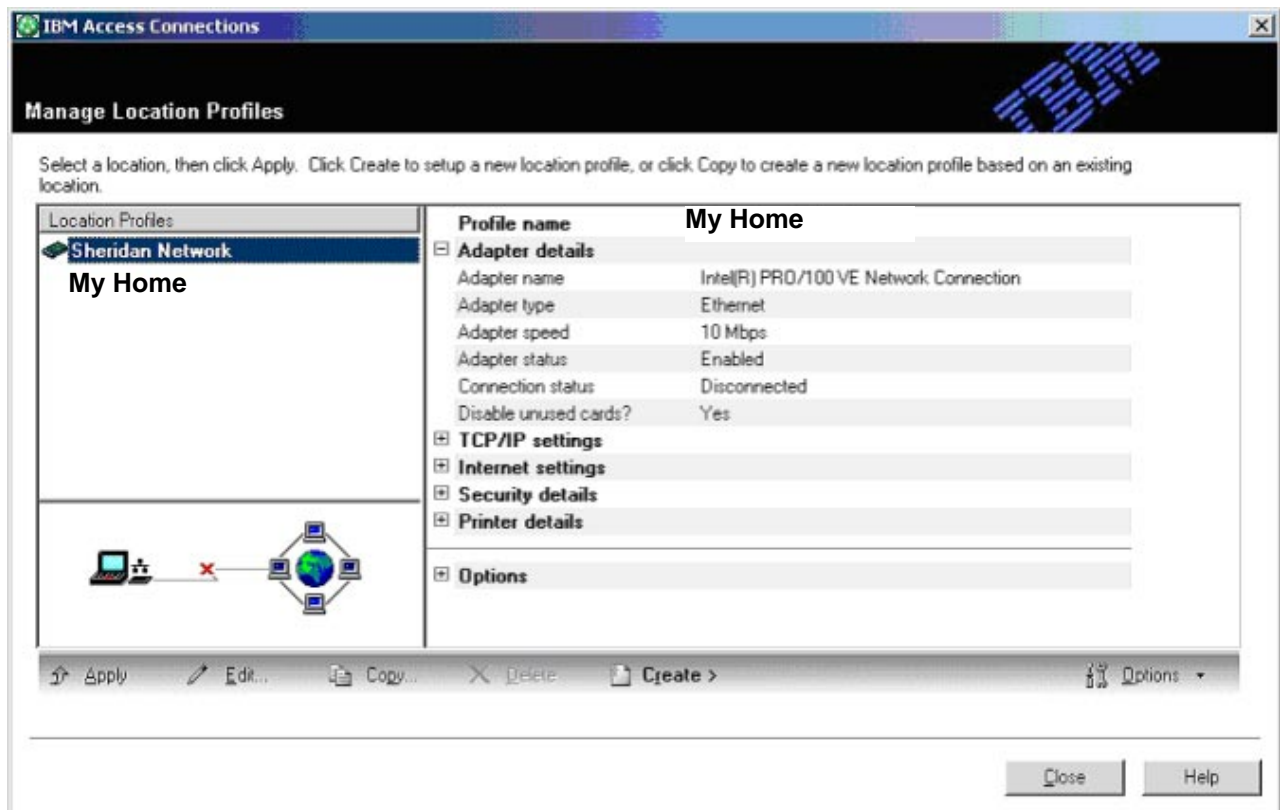
When LEAP PEAP WEP are determined or when there are multiple wireless profiles, third party applications can be launched such as you might wish to have a particular browser open automatically. You can add the program to the list using this screen.



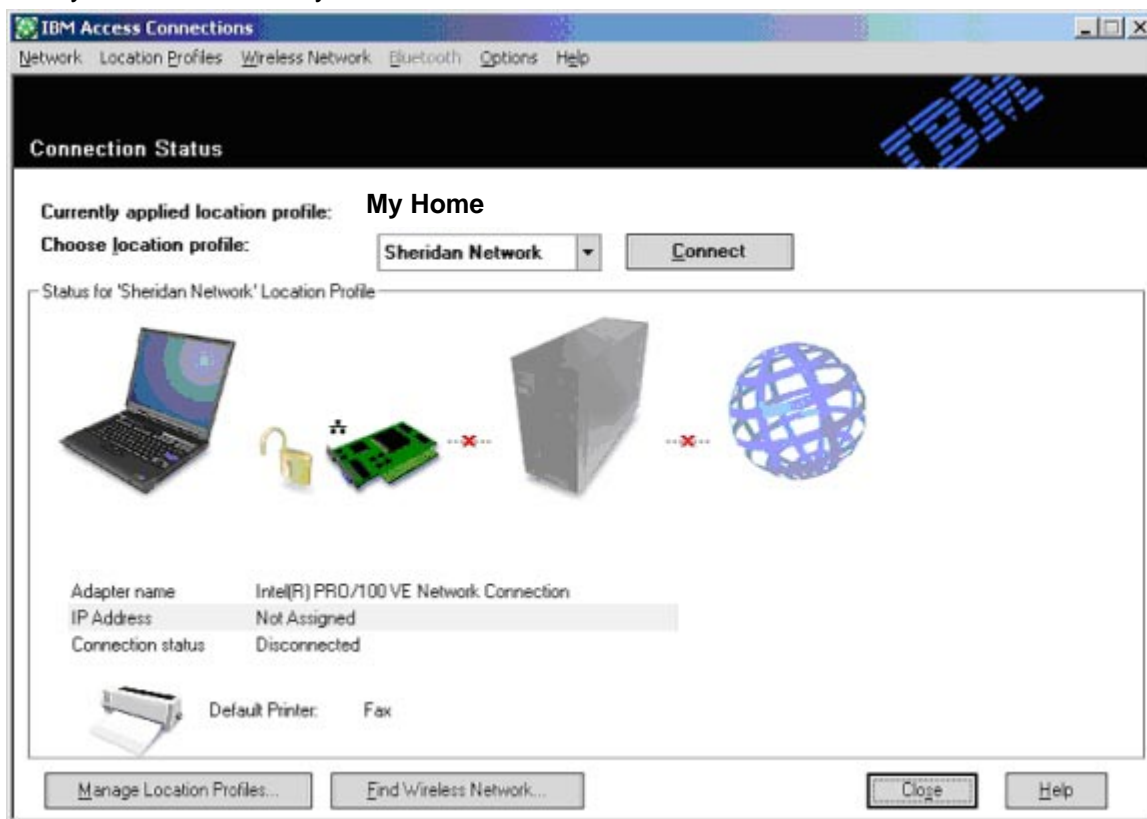
You will now be asked to save your profile and whether or not you want to immediately use it.



If you click on Yes, you will see that your new profile has been added to the list.



And you can see when you are connected.



The following instructions provide tips on how to obtain best battery condition to extend the battery rundown time. If proper battery care is not exercised, it is possible to make the battery completely unusable.



Battery & Power Management

Battery Management

Charging the battery

- You should use your computer until the battery is low before charging it. The computer will give you an audio warning signal and you can also monitor the amount of power left using the fuel gauge (see below). At this time, you may continue to work by plugging in the power adapter. You must fully charge the machine before using only battery power again.
- Once you have started charging the battery pack, do not stop it charging until it is **fully** charged. Partial charge or discharge causes a lack of uniformity of activated chemicals in the cell, and may cause performance degradation.

For a brand new battery

- If your battery is brand new, and you are charging it for the first time, cycle the battery (fully charge, then fully discharge) **three to five times** to activate all chemicals in the battery properly.

For a stored battery

- Cycling the battery three times is also recommended if you have stored the battery for a few months.

Battery Fuel Gauge

- Battery life is approximately 3 hours. This will vary according to the power modesettings, environment, etc. See tips below for more detail about power management. The remaining battery capacity information is displayed through the fuel gauge which is located on the task bar.

The **battery status indicator**, located on the indicator panel, also shows the current status of the battery pack.

A green status light indicates there is enough power for operation.

An orange status indicator shows the battery pack is being charged.

A blinking orange light indicates low battery. When this happens, you have about 30 seconds to connect the AC adapter to the laptop or the laptop will enter suspend mode.





The **battery icon**, located on the task bar at the lower right-hand side of your screen, provides useful information. Double click to get battery information.

Did you know?

In general, rechargeable batteries store electrical energy through chemical reaction - therefore, capacity will change by temperature, unused storage period, load condition and number of cycles used.

Tips

- Decrease LCD brightness to conserve battery power.
- Put the computer into suspend mode [close lid] if you need to take a quick break.

Power Management

Power Saving Modes

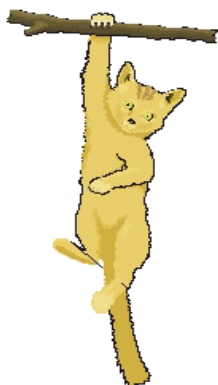
The ThinkPad provides three power saving modes which are recommended for when the system is not in use. The system enters standby or suspend automatically when the system is not used for the time set by the timer.

Standby

- to use standby, press **Fn + F3** keys
- press the spacebar to resume normal operation



LCD, HDD and audio are turned off.



Suspend

Use suspend when you are not using the laptop for a short period of time such as a 10 minute break.

- to use suspend, press **Fn + F4**
- OR**
- close LCD panel
- if modem card detects an incoming call while in suspend mode, the laptop automatically resumes normal operation

This stops all tasks and stores them in memory. Then all devices except memory are turned off.

- if connected to the network under battery power, the computer may turn power off to the PC card and stop communication with the PC card.
- if connected to the network under AC power, the computer enters suspend mode and all application programs stop.
- press the power button for a couple of seconds to resume normal operation. You will be prompted to re-enter your password.

Hibernation

Use hibernation when you are not using the laptop for a long period of time.



- to use hibernation, press **Fn + F12**

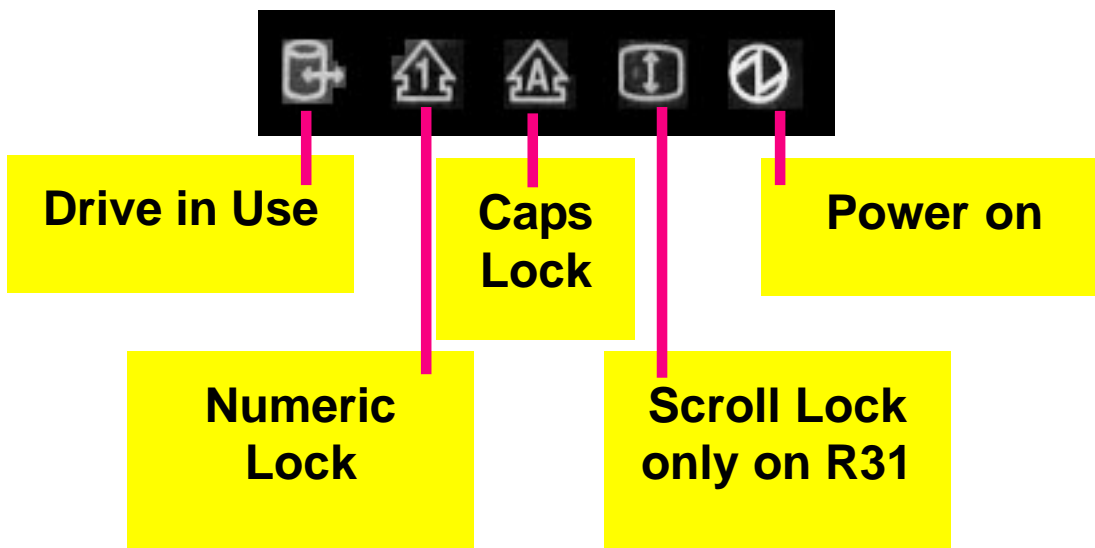
OR

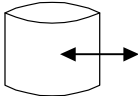


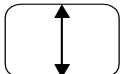
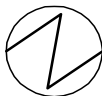
- click the hibernation icon in battery meter
- do not do this when connected to the network
- turn on power to resume normal operation. It takes a moment to restore from the hard disk and resume operation where you left off.

This stops all tasks, stores memory data and current status of computer in HDD. Then power is turned off

System Status Indicators

The system status indicators are located immediately below the LCD screen and show the current status of the computer by their colour or on/off state. They are explained on the next page in order from left to right.



SYMBOL	COLOUR	MEANING
1. Drive in use 	Green	Data is being read from or written to the hard disk, the diskette drive or the CD-ROM drive. <i>Do not enter suspend mode or turn off the computer when this indicator is on.</i>
2. Numeric lock 	Green	The numeric keypad on the keyboard is enabled. You enable or disable it by pressing and holding the Shift key and pressing the Num Lk key
3. Caps lock 	Green	The Caps Lock mode is enabled. In that mode you can enter all alphabetic characters [A-Z] without using the Shift key. You enable or disable it by pressing the Caps Lock key.
4. Scroll lock 	Green	In some applications, the arrow keys can be used as a screen-scroll function key, and the cursor cannot be moved with the arrow keys. Not all programs support this function. [You enable or disable this function by pressing the ScrLk key.]
5. Power on 	Green	The computer is operational. This indicator is on when the computer is on and is not in suspend mode.

Printing at Sheridan Networked Printers



Because each mobile classroom has a printer, you will have access to different printers. You will have to tell your computer which printers you will use by identifying the printer manufacturer, the printer model, and the name of the print queue that the output will be sent to. You will need 3 pieces of information:

1. Your timetable -This will tell you what rooms to setup printers for.
2. Type of printer in each of your classrooms

Because there are so many printers available at Sheridan, you will find the current list of manufacturers and models for each room on the IT website at

<http://www.sheridanc.on.ca/~it/help/printerqueues.htm>

3. Printer drivers

Each printer make and model comes with a set of instructions called drivers which tell the computer key information about how it works. The drivers for the printers are already pre-installed on your laptop. If there are new printers in the future, you will be able to download them via the web just as you would perform application installs.

How Printers are named

Sheridan printers have names. You will find it faster to locate specific printers for the rooms that your classes are in if you know how the name is assigned.

Example:

oa-e207a-e1

- ◆ the first two digits are either **oa** - if the printer is at the Trafalgar campus, or **br** – if the printer is at the Davis campus
 - ◆ the next digit series identifies the room number e207a - is room E207a
 - ◆ the next two digits identify the printer number e1 - printer number one in that room (If a room has multiple printers, they would be numbered e1, e2, e3 etc.)
- So the printer oa-e207a-e1 refers to printer 1 in room e207a at the Trafalgar campus.

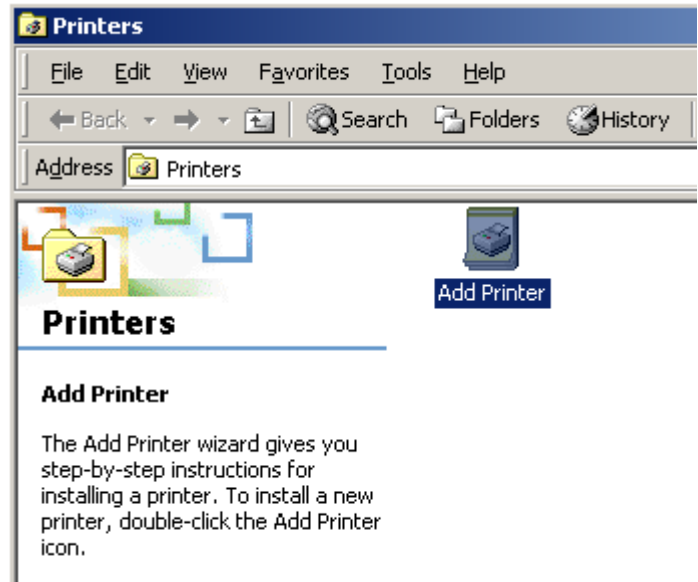
Setting Up a Network Printer

You must be connected to the Sheridan network to install a network printer.

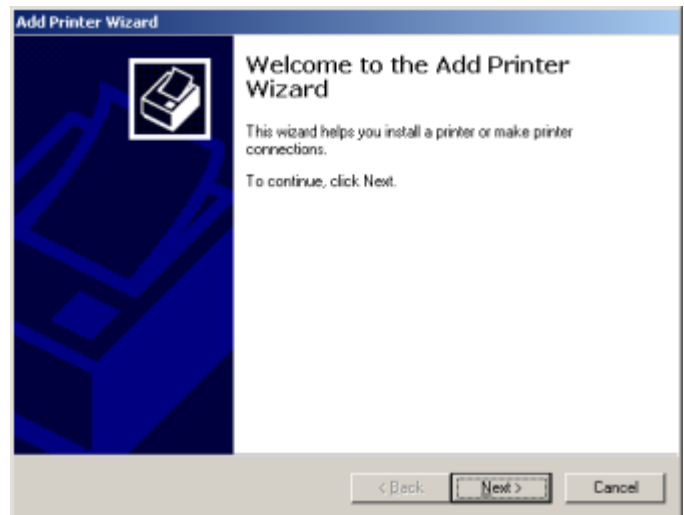
**These instructions are to assist the user in installing NETWORK printers, those that you will use at Sheridan. Though you will select a local printer in the setup it is really a networked printer, just that it is local to the server you are connecting to e.g. acadprint

**To reinstall your printer you need to remove the printer port created by this process. (from the printers window select file/server properties and delete the port)

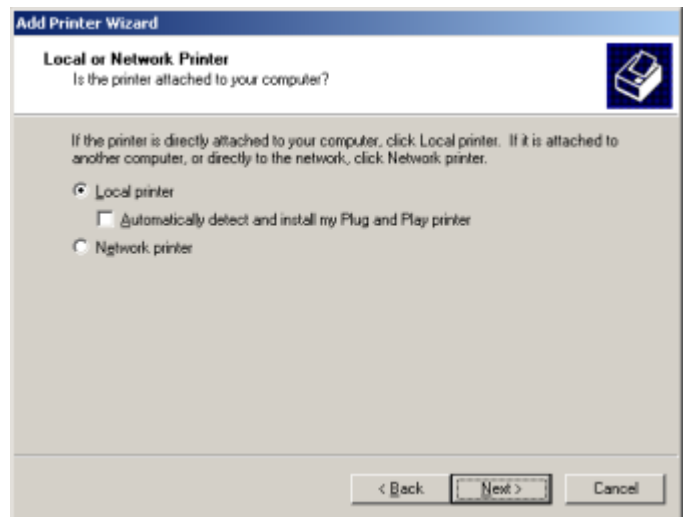
1. Select **Start/Settings/Printers**
Select **Add Printer**



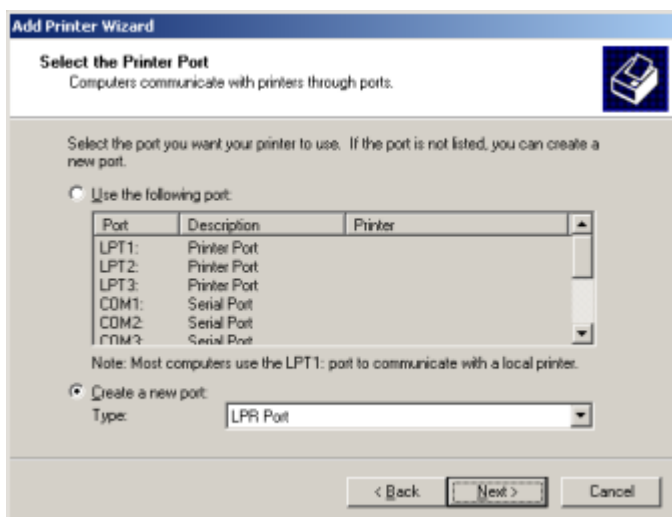
2. Select **Next**



3. Verify that Local printer is checked.
Uncheck "Automatically detect and install Plug and Play Printer".
Select **Next**

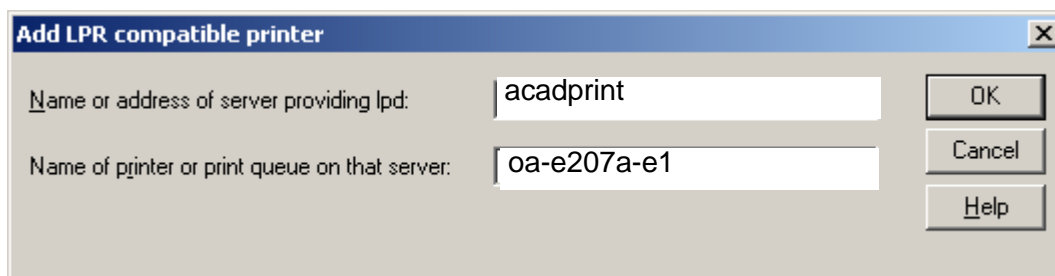


4. Select “Create a new port” and change to the LPR Port option. Select **Next**



5. Type the name of your print server which is oaprintserv.

In the top box where it asks for the Name or address of the server providing lpd, type **acadprint** for both Trafalgar or Davis.



In the lower box where it asks for the name printer or print queue on that server, type in the name of the printer in one of your classrooms. This is why you needed your timetable since all printers have the name of the room as part of their name.. Remember that you can get the name of the printers from <http://www.sheridanc.on.ca/~it/help/printerqueues.htm>. The model and manufacturer of the printer are also listed there and you will need that information for the next step.

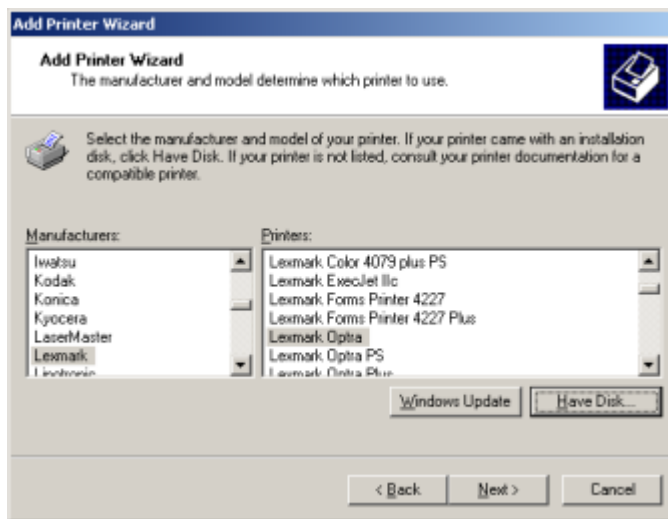
So in the example shown above, this person is installing a printer for room E207a at the Trafalgar campus.

When you have typed the required information in both boxes, press **OK**

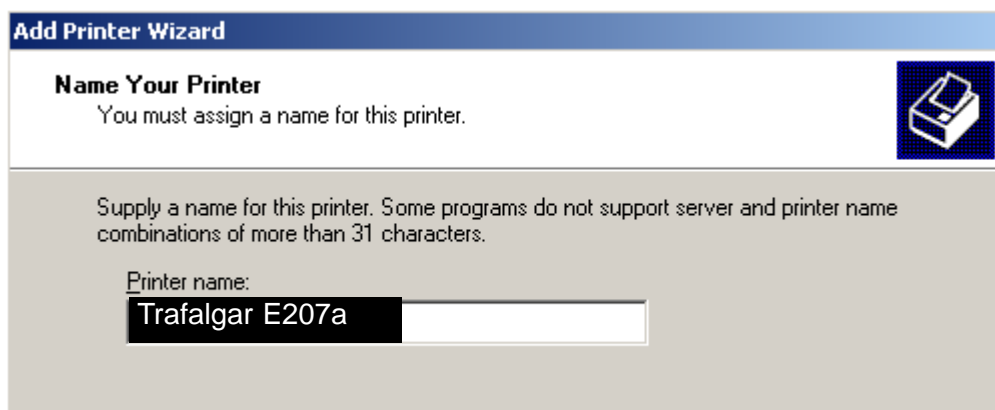
6. When you looked up the printer for the room on the web site, the manufacturer and model were listed of that printer were listed. This screen wants you to identify those items. Select the **printer manufacturer** e.g. Lexmark from

the left hand column and the **model** from the right hand column. Click on **Next**.

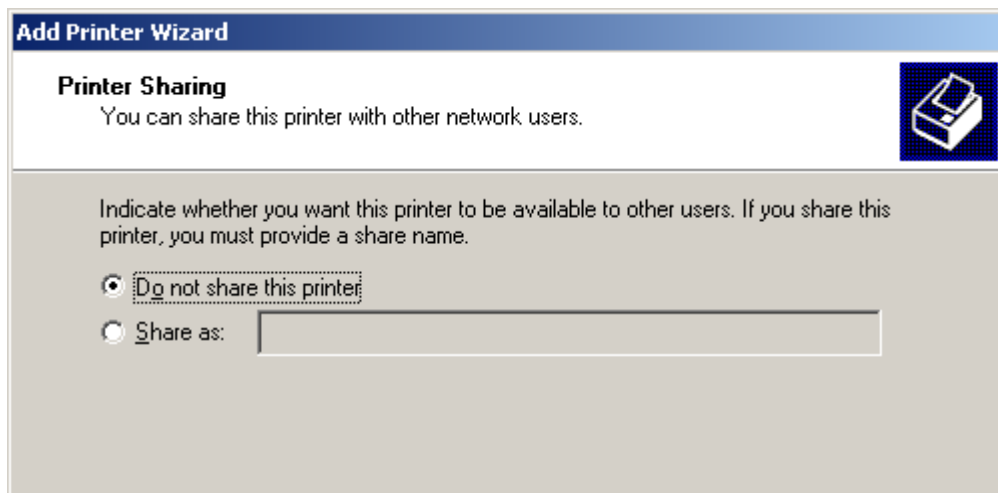
If prompted, always keep existing driver.



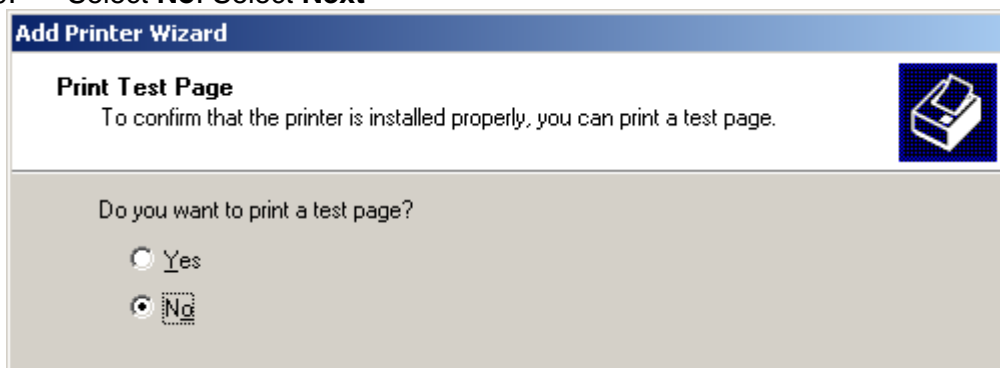
7. Type the desired name for your printer. Select **Next**



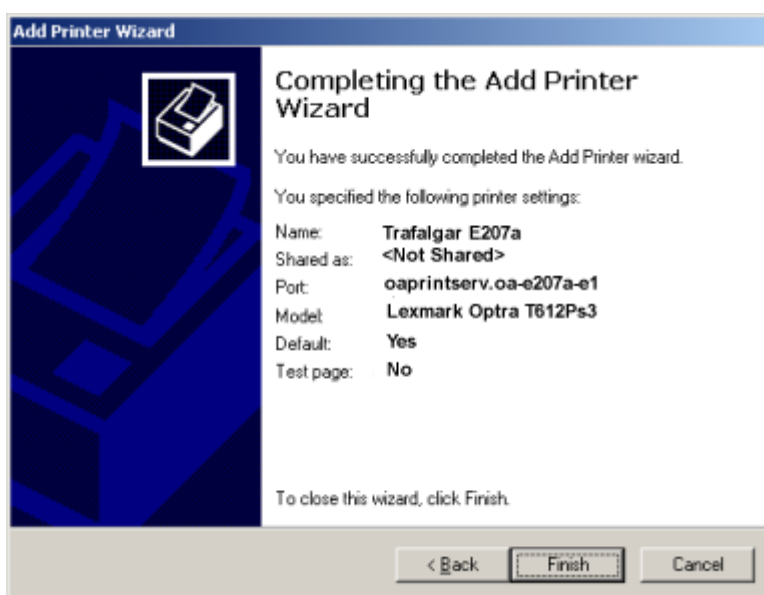
8. DO NOT share your printer. Select **Next**



9. Select **No**. Select **Next**



10. Select **Finish**



11. Select **Yes**. Your new printer should now be installed.



Connecting at home

Using your modem & cable modem



Each laptop comes with a built-in 56K V90 internal modem and a telephone cord. This will allow you to connect your computer to a telephone jack so that you communicate with computers elsewhere and fax machines.



Do not, under any circumstances, plug the modem into a digital telephone jack at the College. Using one of these jacks will destroy the modem. You should use the Ethernet port and cable to attach your computer to the College's network. Internet access is available from the network.

ISP

You will need to subscribe to an Internet Service Provider [ISP] to make the most use of your modem. This will allow you to access the Internet from home. You will have access to the World Wide Web and email, and be able to connect to other computers, including the Sheridan server that contains your home directory using telnet and ftp protocols (allowing you to fetch files in your g: directory, for example). Please do not sign up with AOL or CompuServe.

Getting Connected

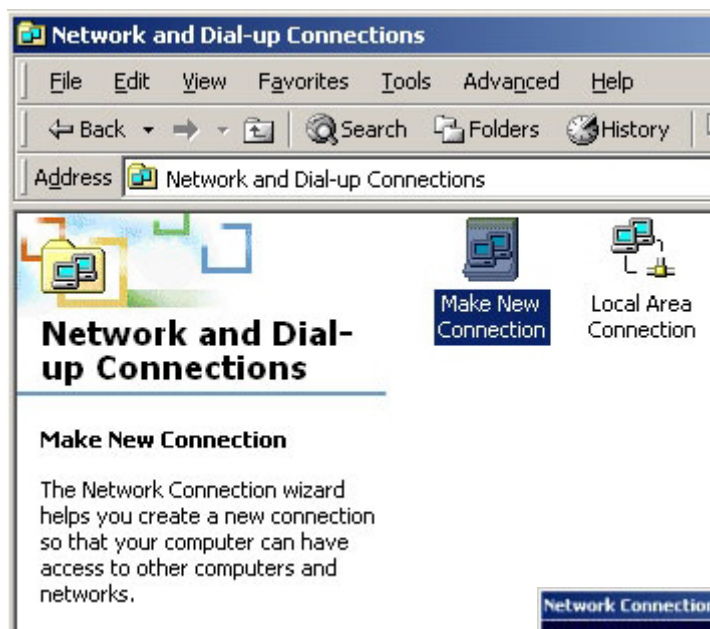
Dial-up Account Creation

To get connected to your ISP, the ISP provider may advise you to check and or change some setting in the Network Properties window. This is not necessary with the way we have configured Windows, and if you attempt to do so you will get an error message. Do not attempt to reinstall Windows. You will have to wipe your hard drive clean and reinstall the base image at the College if you attempt to install a personal version of Windows. The ISP provider may want you to ensure that you have the "Obtain an IP address automatically" button selected. Your computer is already configured this way.

This documentation has been provided to help configure your Internet Dial-up account. You will need to know your ISP's access number and your username and password for their service. If you do not know this information, you will need to contact your ISP for support (tip: often your username, password, and all required connection settings are written down in a welcoming booklet from the ISP).

Configuring the Connection

1. From the **Start** menu, choose **Settings** and **Network and Dial-up Connections**.



2. Double click the **Make New Connections**. The connection wizard will start.

The first dialog (right) simply welcomes you to the wizard. Click **next**.

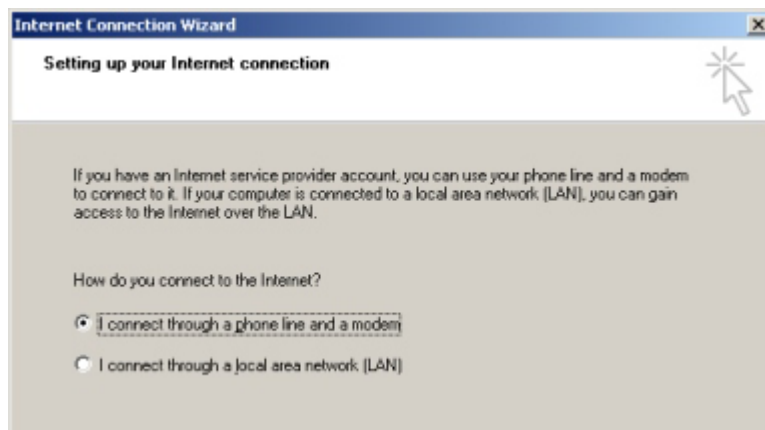


3. Choose **Dial-up to the Internet** and click **next**

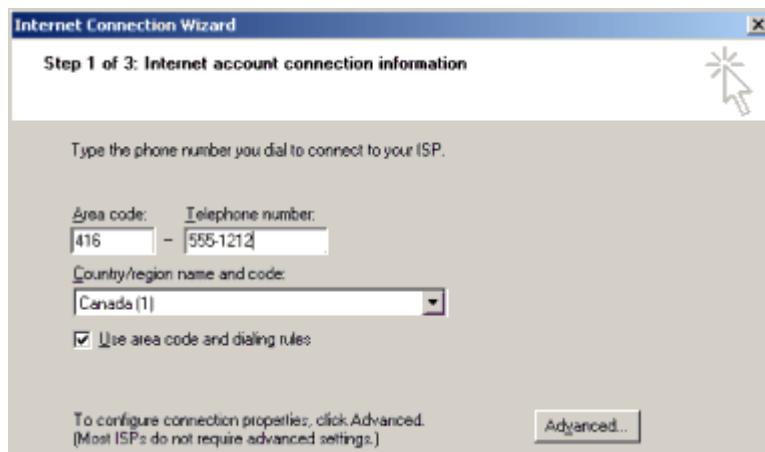
4. Choose "I want to set up my Internet..." and click **next**

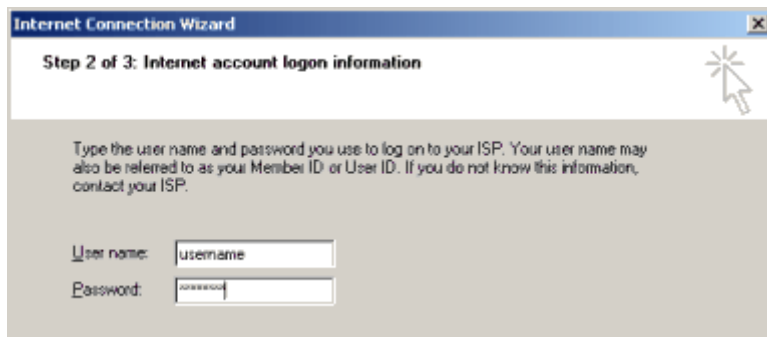


5. Choose **I connect through a phone line and a modem** and click **next**

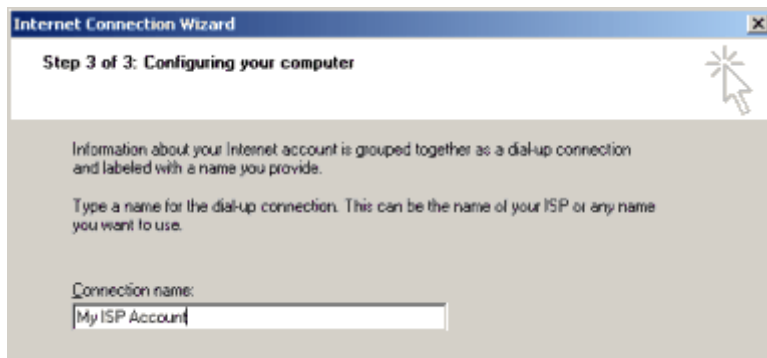


6. Enter your ISP's phone number and click **next**

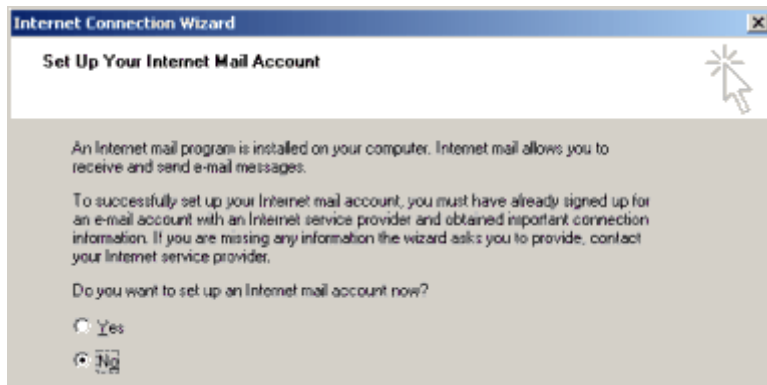




7. Enter your username and password and click **next**

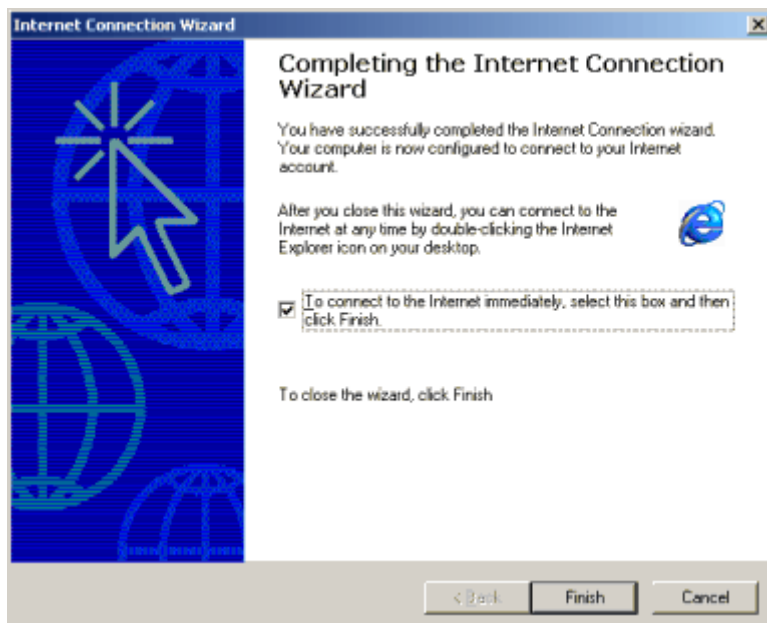


8. Rename the connection name to something meaningful – such as “My ISP Connection”



9. If you have already set-up your e-mail, choose **No** and click **Next**. If you want to set-up your e-mail now, click **Yes**.

Even if you choose no now, you will still be able to configure your e-mail settings later.

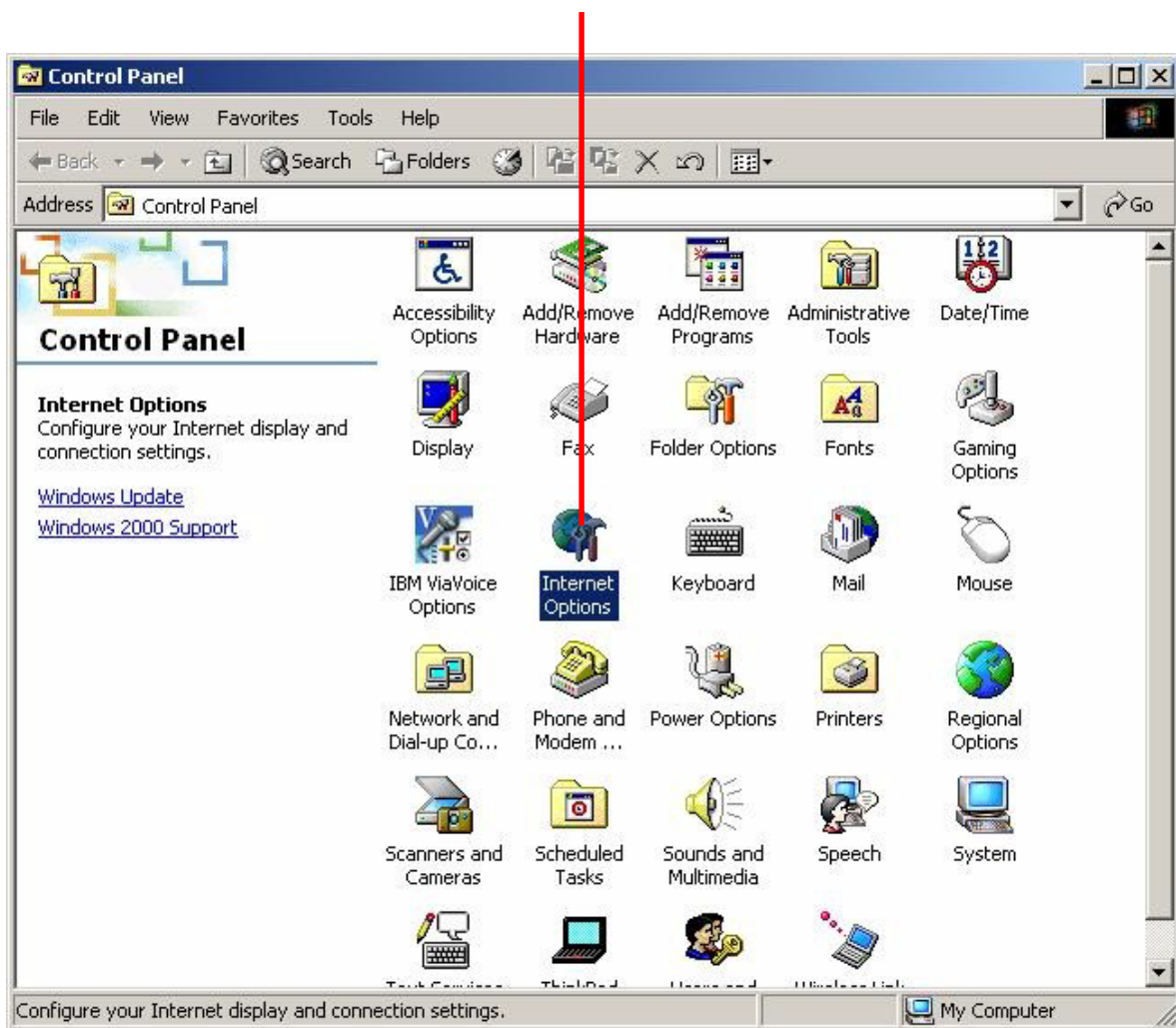


10. If you want to connect to your ISP now, leave the checkbox **checked** and click **Finish**. Removing the check and clicking finish will return you to the desktop.

Changing the Default Connection

Now that you have setup a dial-up connection, the computer needs to be told when it should use it. This will stop the computer from trying to dial-up to access the internet while it is on the Sheridan Network.

1. From the **Start** menu, choose **Settings** and click **Control Panel**
2. In the control panel, select the **Internet Options** icon, and double click on it.



3. On the screen that gets displayed, select the **Connections** tab along the top.



4. Select **Dial whenever a network connection is not present**. When selected it will have a black dot in the white circle.

Click on **OK** to close the window.

Creating a Dial-up Shortcut

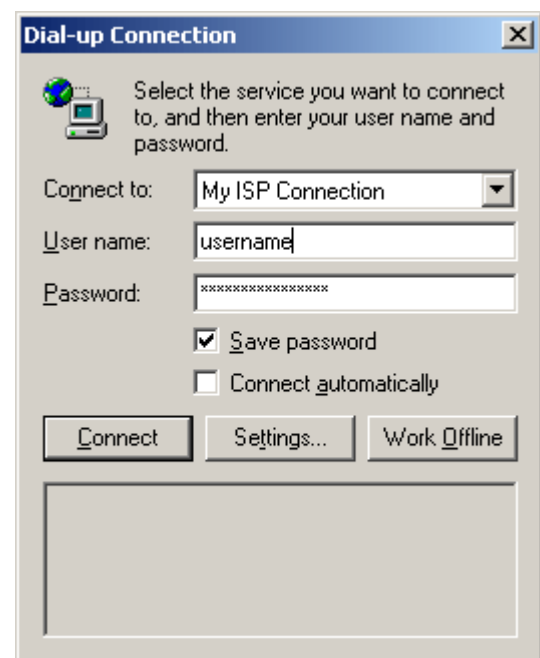
At this point, a new network dial-up icon has been created in the Network and Dial-up Connections control panel. To create a short-cut to this icon on your desktop, follow the following procedure.

From the Start menu, choose Settings and click **Network and Dial-up Connections**.

Select your dial-up account icon.

From the **File** menu, click **Create Shortcut**

A dialog will prompt you to create a shortcut on the desktop. Choose **Yes**



Cable/DSL Setup Instructions



***Note you are the “administrator” of your own computer. If you make an irreversible mistake you may need to have your computer re-imaged.

***Default settings are fine to connect to services such as Rogers@home, Shaw, Cogeco, etc. the only change that MAY be necessary is rename your computer’s hostname.

Sympatico Setup

If you have Sympatico HSE, you must use the CD’s provided by HSE. Install ONLY the access manager portion of HSE. Do not install any other components or you may be required to re-image before you can again connect to the College’s network. You do not need to rename your computer.

Rogers@home Setup

For most users Rogers is a plug and play setup. If you have an already connected desktop and are having difficulty please try the following.
You must first release the IP from your desktop before you plug in your laptop to the cable modem. This is how you do it.

1. On your desktop computer
Click on **Start**
Click on **Run**
Key **cmd**
2. You are now in command prompt
Key **ipconfig/release**
Your desktop now has its IP released.
3. Connect your laptop to your cable modem
4. Once Windows 2000 starts on your laptop
Click on **Start**
Click on **Run**
Key **cmd**
5. You are now in command prompt
Key **ipconfig/renew**
You are done.

In the event that this doesn’t work, please contact @Rogers at 416 448 7333

Index



B

Base backup image 16
battery fuel gauge 29
battery management - ThinkPads 29

C

Cable/DSL Setup 44
CD-R 17
Clipboard Shortcuts 10
Command Anti-Virus 9, 11
Command Antivirus 19
Control Panel 12, 42
Cumulative backup 16

F

fax/modem 38
FTP 38

G

g: drive 13

H

hibernation 31

I

IBM DLA 15
IBM Record Now 14
Internet Service Provider 38

L

LCD 30

M

mapping 13
memory key 20
modem 30, 38
MS Office 2000 9, 11

N

Netscape 11
Network Drive 13
Network Properties 38

O

OASIS 11

P

password 9
Portal 11
printer drivers 33
printer queues 33
printing
 ThinkPad 33

R

Rapid Restore 15
Rogers@home 44

S

shut down 8
software installation - ThinkPad 11
standby 30
Sympatico 44

T

telnet 38

U

USB 6, 7, 20

W

Windows Explorer Shortcuts 10
Windows shortcuts 10
Winzip 11
World Wide Web 38