



# HEY ! Where's the cable?

## Bits and Bytes Wireless Laptop Operation

Your PCC campus Library has something new to offer instructors! There are 20 wireless laptop computers available for use within the Library Classroom ONLY. To utilize this technology is a two step process. The process is simple. Go to the URL below and complete the forms online.

**STEP ONE:** you must reserve the room.

<http://www.pcc.edu/library/webevent/index.htm>

**STEP TWO:** you must reserve the laptops.

After you reserve the room do not forget to click on the "here" link to reserve the laptop computers using the AV form. Or go to the URL below.

<http://www.pcc.edu/library/ims/avformlist.htm>

### Things to remember when using the wireless laptops:

- The laptops take 5 minutes to warm up.
- After sitting idle for 3 minutes they will go to sleep. 'zzzzz'  
To Wake Up: If there is a light lit on the right side, press the touch pad  
If all lights are off, press the power button
- The battery life on a full charge is approximately 1.5 hours. Directions for a "hot swap" are included in this handout if the battery should happen to run low during a session.
- If laptop files need to be saved, they should be saved to diskette in drive A:
- When the locked storage cabinet is opened, use the computers that have a "green" light flashing first. This indicator lets you know that the computer is fully charged.
- Always plug the computers in when you are finished. It takes 2 hours to fully charge the batteries.

## Wireless Laptop Setup

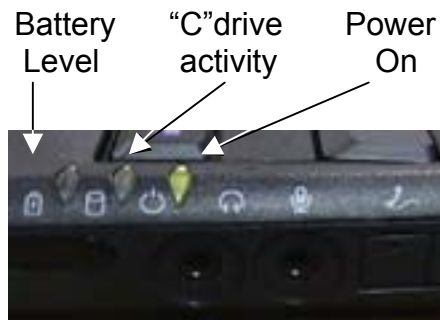
1. Remove the number of laptops needed from the charging storage unit: slide the computer out to the edge of the shelf and unplug the charging cable. Let the cable dangle off the edge for easier replacement.
2. With the computer in front of you, press the top release button which is located in the center in front



3. Press the On/Off button to start computer located at the top of the keyboard.
4. There is a shortcut to connect to the internet located to the right of the on/off button. Pressing this button will initiate Netscape Navigator.



5. The light indicators on the right side of the laptop represent:



6. If you would prefer to use a conventional mouse the plug is located on the back of the laptop. Simply plug it into the USB port and you will have control of your cursor from a "real" mouse.

### **When the Class is over**

1. The shut down process is simple, press the power button then close the lid securely.
2. When returning the laptop computers to the charging rack, replace the charging cable in the rear receptacle.



Charging Receptacle



Return to shelf inserting the charging cable end first. This allows the charging light to be visible to the next user.

3. Be sure the laptop charging case is locked before leaving the room.

### **To Hot-Swap the battery:**

Follow these steps only after getting a warning that the computer battery is running out.

1. From the Start menu, select "Shut Down". (But don't shutdown)
2. From the "Shut Down" window, select "**Stand by**", and "**OK**".
3. Wait until the green lights go out on the right side of your machine. (There should only be an orange light.)
4. Swap the batteries.
5. Press the computer "**Power**" button once. You will need to wait up to 45 seconds for the screen to reappear. (If you closed the monitor before switching the battery, just reopen it. Don't hit the power button.)