Your New Docking Station

The components of your docking station:

- Laptop
- Monitor
- Docking station
- Wireless Keyboard and Mouse with USB connector
- Travel Bag
- Power Cord

Procedure to dock/undock your laptop:

To Dock the Laptop

- Center your laptop above the docking station and **gently** push down until it clicks into place on the docking connector.
- The docking switch blue light will come on if the laptop is seated correctly.
  - If the station will not seat, check the eject lock switch (under the eject button) on the side to be sure it is in the open position. (open is toward the rear of the station)
To Undock the Laptop

- Close any open programs on your laptop or shut down the laptop
- Close the cover
- Push the eject button and lift the laptop from the docking station
  - If the laptop will not undock, check the lock button on the side to be sure it is in the unlocked position.

Wireless Keyboard and Mouse
The wireless keyboard and mouse take AA batteries. The mouse has an off switch on the bottom. The keyboard has an off switch on the upper right corner. If they stop working, check the switch first.

The USB connector is plugged in to the back of your docking station. If you plan on using the wireless mouse and keyboard elsewhere, be sure to move the connector to a USB plug directly on your laptop.

Classroom Use

Docking in the Classroom
The classrooms currently equipped with docking stations are:

- TJM 104 (note this room does not have a ceiling mount projector)
- TJM 114S
- TJM 203 (computer lab, an alternate computer is also in use)
- TJM 228
- TJM 230
- TJM 325

When you enter the classroom, dock your laptop; turn on the projector with the remote and power up your laptop.

Playing a DVD
Once you insert a DVD in the laptop you will get the following dialog box. Choose one of the options to play your DVD.
You can also go to the Windows start button, select all programs and launch either the Windows Media Player or PowerDVD from that location.

The Wireless Items of Note

**Outlook** – you can use your email through Outlook while docked, or undocked and still on campus. If you take the computer home you will need to use the web portal to check your Oakmail.

**Internet connection** – you can use the wireless internet connection while on campus. You do not need to login through the homepage to connect to the internet with your laptop if you are undocked.

**U Drive** – you can access your U drive through My Computer while you are docked or undocked. You will need to use the Nimbus [http://nimbus.peru.edu](http://nimbus.peru.edu) connection to access it when off campus.

**Printer** – you can use the copy machine to print even if you are not connected to your docking station and you have access. If you want to use the printer at your desk, you need to be docked.

Basic Care of Your Laptop

Laptops are easily damaged, please take care to:

- Avoid: Liquids, heat, and dust
- Keep the air vents clear; do not let it set on a soft surface such as a pillow
- Do not touch the lens in the DVD drive
- Plug and unplug the power cord and other accessory devices gently
- Turn it off prior to putting it in the case
- Back up your data frequently
- Secure your office, laptops are easily stolen
Basic Care of Your Laptop Battery

Your laptop has a Lithium Ion technology battery; fully discharging it periodically will not extend the battery life.

Windows 7

Screen Resolution - Monitor Views

Dell Laptop Display and Monitor setup for Windows 7:

Right click your mouse and choose “Screen Resolution”
You can also duplicate (clone) your desktop in the classroom by choosing the “Connect to a projector” link or by using the dropdown under “Multiple displays”.

Click on the Duplicate option to clone the view of your laptop monitor on a classroom projector.

**Duplicate these Displays:** Use this option to clone your desktop to a projector.

**Extend these displays:** Use this option in your office to extend your monitor to a second screen.

**Show desktop only on 1 or 2:** This setting will disable the other screen.

Please note that the second monitor or projector must be connected to the VGA port to duplicate or clone a display.
Clean up your view of the desktop
When you are using your laptop to present, you can temporarily clear the desktop icons so they are not visible on the classroom display.

Right-click your desktop to get to the shortcut menu

To show your icons again, reverse the process.

Searching for Programs and Documents
Windows 7 allows you to easily find and retrieve your programs and documents. Click the start button, found in the lower left corner of your screen and type a portion of the program or file name in the box and it will retrieve anything with that information. (It finds outlook email too!)
Power Options
Configure settings to control battery usage, sleep settings, and the ability to turn off your display after the computer has been idle for a predetermined period of time.

To change your sleep settings: Select Start, Control Panel, System and Security, Power Options, or Start, Control Panel, Power Options depending on your configuration.

The power options control panel opens.

Select Never under the Plugged in Options and Save Changes
Sleep Settings:

Sleep is a power-saving state that allows a computer to quickly resume full-power operation (typically within several seconds) when you want to start working again. Putting your computer into the sleep state is like pausing a DVD player—the computer immediately stops what it’s doing and is ready to start again when you want to resume working. (Microsoft, 2011)

By default your laptop will go to sleep when you close the lid. This setting can be changed by selecting “Choose what closing the lid does” and changing the option from the dropdown list.

To activate any changes made click [Save changes] at the bottom of the page.
IE Trusted Sites

Add the Blackboard Website to IE Trusted sites:
(Necessary to open Office documents directly from Internet Explorer).

Starting from the Blackboard website:
1. Choose “Tools”
2. “Internet Options”

3. Select the “Security” tab
4. Click on the “Trusted Sites” icon
5. Click the “Sites” button

6. “Add”
   “http://perustatecollege.blackboard.com”
7. Uncheck the box to “Require server verification (https:...”
8. Click “Close”
**Wireless**

The wireless on your laptop will work on campus without you having to make any changes. If you wish to use the laptop on your home wireless system, use the icon indicated below to open the Network and Sharing Center.

*If you are unable to connect to the internet - the first thing to check is the wireless switch on the right-hand edge of your laptop to be sure it is in the on position.*

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**Security / Password Settings**

You can lock your laptop at any time by using the Window+L key combination.
Nimbus

Instructions for accessing the PSC private cloud, nimbus.peru.edu:

Open your internet browser (Internet Explorer, Firefox, Safari, Chrome, etc.).

In the address bar (the place where you type in web addresses), type in the web addressnimbus.peru.edu

Log in to the Bobcat Cloud with your usual Outlook email or workstation login username and password. My username is in the example below.

Click on the “Log In” button or press enter. Your “web desktop” will appear in the browser window.

The four icons on the desktop you will probably use the most are the Oakmail icon, ImageNow icon, My Files icon and the myPSC icon. Double-clicking on any of these will open up the respective application. The My Files application will show you files on the network drives that you have permission to access. At a minimum, you should see your “U” drive.
From this screen you will be able to access (usually) by double-clicking on the file. The application will attempt to open the file with the corresponding application on the computer you are running the browser on. For example, if you double-click on a MS Word document, it will try to open the file with the local Microsoft Word application.

Applications such as Oakmail and ImageNow will automatically login to the proper account using the same credentials you used to access Nimbus. For other applications such as myPSC and Blackboard, you will need to use the Password Manager to setup the ability to seamlessly login to these accounts from Nimbus.

To access the Password Manager click on the paw print icon in the lower left hand corner of your screen and choose “Password Management”.

From the Password Manager screen enter your login and password information for any sites you wish to access directly through Nimbus. Click on “Update Stored Passwords” and click on the X in the upper right hand corner of the screen to exit the screen.
You will now be able to access the accounts you added directly from the icons in Nimbus. Anytime you change a password for any of these sites you will need to update the information you have stored in the Password Manager.

**KBox**

Access KBox to download the software program for the Mimio.

Access the help desk through the homepage, Faculty and Staff, K-Box Work orders. Or link [http://helpdesk/](http://helpdesk/)

Use your computer/Oakmail login and password.

Select the Software Library Tab
Select the software to install and click. Be patient, it takes several minutes for the software to start the download. Follow the on-screen instructions.

- Software to use the Mimio is “Install Mimio Studio”
- Software to use the clicker system is “Install Classroom Performance System”
- Software to use the Tablet system is “Install Interwrite Workspace”

**Resources:**
If you are accustomed to using Office 2003, this link may help you find commands in Office 2010. [Where are the commands I need?](#)

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