

Printing Your Work

You can print from the laptop by following the directions in Printing handout (available from the kiosk by the Library Service Desk or at <http://www.viu.ca/technology>).

You must have a copy/print card to pick up your print job at the printer. You can buy a copy/print card from card dispensers in the Library and Bldg.255, or from the Library Service Desk.



To Shut Down the Computer:

Click on Start in the lower left corner of the screen; click on Shut Down; click on OK to *Shut down computer?* The laptop will automatically turn off.

Please do not turn the computer off using the ON switch.

Need Help?

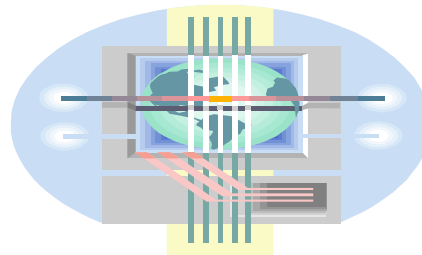
Staff at the Reference Desk in the Library can provide assistance in the use of library laptops, network cards, and some Microsoft Office applications. Reference staff can also assist in the use of Internet resources.

You can check out a laptop or network card, for in-library use only, at the Service Desk.



Laptop Policies

- Borrowers need a valid VIU ID/Library card in good standing and will be required to sign a Statement of Responsibility.
- The laptop is loaned to Vancouver Island University students, faculty and staff on a first-come, first-served basis, for 4 hours, for use in the Library only.
- The laptop is not renewable.
- Please do not leave the laptop unattended at any time. You are solely responsible for the laptop while it is checked out to you, and you will be accountable for any damage, loss, or theft.
- You will be billed for reasonable repair or replacement costs up to \$2,000 if the laptop or components are damaged, lost or stolen.
- You are also responsible for any violations of VIU's Policy 45.01: Use of Information Technology (<http://www.viu.ca/policies/policy.asp?rdPolicyNumber=45.01>)



**Vancouver
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www.viu.ca/library

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LAPTOP Borrower's Guide



www.viu.ca/library

Tel: 250-740-6330

Laptop Borrower's Guide

A wireless-ready laptop is available **for use in the library** by VIU students, faculty, and staff. The laptop is equipped with a wireless network card, Microsoft Office, Internet Explorer, etc. Present a valid VIU ID card at the Service Desk to check out a laptop for 4 hours. Wireless network cards for use with your own laptop can also be checked out at the Service Desk. For more information on wireless connectivity:
<http://www.viu.ca/technology>



Using the Wireless Card

- The wireless card protrudes from the lower right side of the laptop.
- Please do NOT remove the wireless card; removing it may cause damage.
- Please be careful not to damage the card.
- If you would like to check out a wireless card for use with your own laptop, ask at the Service Desk.

How It Works

- Wireless networking is available throughout the Library building.
- It is best to plug the laptop into a power source whenever possible. Most power outlets can be found along the North and West walls of the library. If not plugged in, power for the laptop comes from a rechargeable battery. Staff will endeavor to keep the battery charged, but cannot guarantee it will be fully charged when the laptop is checked out to you. Some activities, such as running a CD, will deplete the battery more quickly. When the battery is running low, a warning message will appear. Save your work often!
- Network ports are available on the main floor of the Library. You may borrow a network cable from the Service Desk by presenting your VIU ID card.
- A touch pad, located below the keyboard, is used instead of a mouse. Lightly move your finger to control the cursor. The blue keys below the touch pad function as the right and left mouse buttons.
- Remember that you are solely responsible for the laptop while it is checked out to you and **DO NOT LEAVE IT UNATTENDED AT ANY TIME.**

Use of the VIU's wireless network is limited to VIU students and employees, and is subject to the terms and conditions specified in Vancouver Island University's Policy 45.01: Use of Information Technology, <http://www.viu.ca/policies/policy.asp?rdPolicyNumber=45.01>

Getting Started

To open the cover, slide the latch, located in the center top of the front surface, to the right and lift up the cover.

The ON switch is located on the left side above the keyboard. Turn on the laptop by sliding the black ON switch to the right. It will take the laptop a minute to boot up. Do not press the blue button, which is used to suspend operation of the laptop.

Saving Your Work

- Save your work often!
- Do not save your files to the laptop hard drive. All the files on the laptop are erased periodically. It is essential that you save your work to your Discovery account U: drive, a USB drive, or a floppy disk (the A: drive). Floppy disks can be purchased at the Loan Desk for \$1.00.
- Follow the instructions for saving in whatever application you are using. For most applications, simply click File and Save As.
- When the Save As dialog box appears, specify the drive by naming the file: a:yourfilename.