



IBM T60 THINKPAD MANUAL

IT SERVICES
OKANAGAN COLLEGE

www.okanagan.bc.ca/helpdesk



Table of Contents

Welcome to your T60 IBM ThinkPad	3
Starting your computer	4
ThinkVantage.....	4
Pointing Devices	5
Using an LCD projector.....	5
DVDs	5
CD Writing.....	5
Connecting to the OC wireless network	6
Customizing your desktop	7
A quick guide to careful saving	8
Using the network to share files with others.....	8
Using mystorage to access your F: drive	9
Connecting to the network through VPN (Virtual Private Network)	10
Web Browsers and pop-ups	11
People.okanagan.bc.ca	11
The standard OC software install.....	11
Novell.....	13
MyOkanagan.....	13
WebCT	13
Outlook	14
Telephone system.....	14
Important Note - Access databases	14
Another Important Note – Laptop Security	14
Ask Us.....	14
Where to go for help.	14

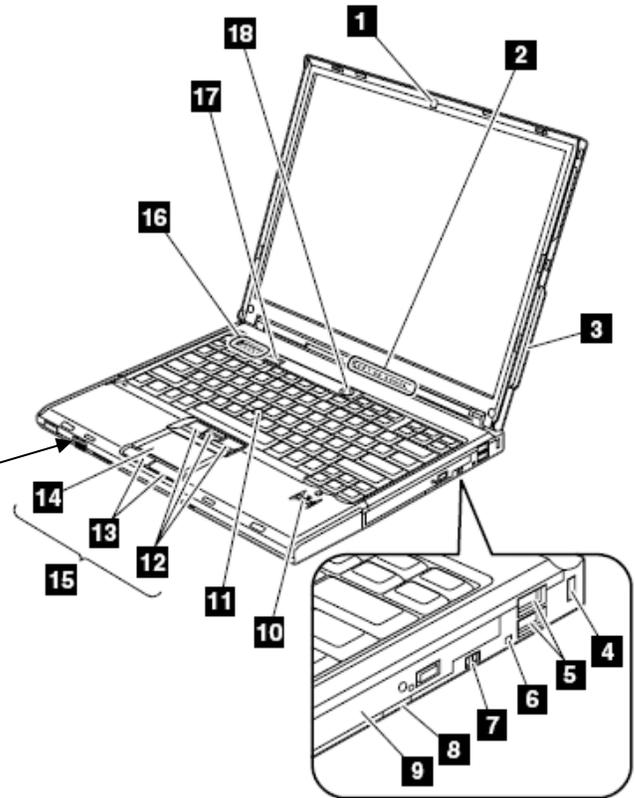


Welcome to your T60 IBM ThinkPad



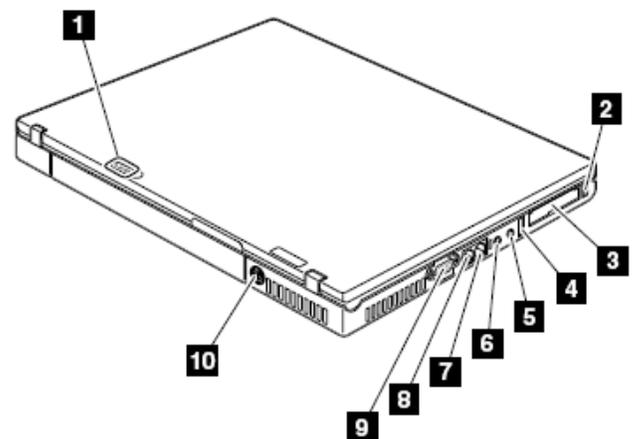
Front view:

1. ThinkLight
2. Status indicators
3. Wireless antenna
4. Security key hole
5. USB connectors
6. CD/DVD status
7. CD/DVD latch
8. CD/DVD eject button
9. CD/DVD drive
10. Fingerprint reader (not on all machines)
11. TrackPoint pointing stick
12. TrackPoint buttons
13. Touch pad buttons
14. Touch pad
15. UltraNav
16. Volume Control buttons
17. ThinkVantage button
18. Power switch
19. Wireless switch



Rear view:

1. Status indicators
2. PC Card eject buttons
3. PC Card slot
4. USB connector
5. Microphone jack
6. Stereo headphone jack
7. Ethernet network connector
8. Telephone modem connector
9. External monitor connector
10. AC power connector



User guide info at <http://www-307.ibm.com/pc/support>

Starting your computer

Press and hold the power button at the top of the keyboard (18) for a couple seconds. After the computer does some boot-up things, you'll see a Novell log-in screen asking you for a username and password.

If you're plugged in to the college network using an Ethernet cable from your laptop to a network connection on the wall, you can enter your Novell username and your Novell password (see page 12 for more details on what your Novell log-in might be). The computer will search the various servers to validate your account and after a few moments your normal desktop will appear.

When you're not plugged into the college network using an Ethernet cable, you have to put a checkmark in the box labeled *Workstation only* then enter your Novell username and password. If you need internet access, you can use the college's wireless network. See page 5 for more information on wireless.

Things you may need to plug in at this point

Ethernet cable - connects from left side of computer (7) to network port in wall.

Mouse - plugs into USB port (5) on right side of computer.

AC adapter - plugs into power connector (10) on back of computer.

ThinkVantage

The blue ThinkVantage button (17) launches the ThinkVantage Productivity Center which has shortcuts to the help desk, webmail and wireless connectivity.

Next to the ThinkVantage button, there are dedicated buttons to mute, lower, and raise the computer's sound output levels.

Your laptop has built-in speakers (just under the front of the keyboard) and a built in microphone (the two little holes below the Fn key bottom left of the keyboard.)

The microphone jack (5) only accepts microphone level inputs. You can't connect a line level signal such as the output from a tape recorder, or the headphone jack of a portable stereo. It will distort.

The little blue icons on some of the F keys at the top of the keyboard mean they have additional functions. You select those functions by holding down the blue Fn (Function) button at the bottom left of the keyboard, then pressing the appropriate F key.

For example:

Fn-F3 turns the computer's monitor off. Press any key to turn it on again. If you're connected to an LCD projector, you can use Fn-F3 to temporarily darken the projection screen.

Fn-F4 puts the computer to sleep and wakes it up again

Fn-F5 turns on your computer's wireless antenna on or off

Fn-F7 sends the computer's screen image to the VGA port on the right side (and through that to an LCD projector or external monitor)

Fn- F12 puts the computer into hibernate mode - it's like shutting down, but your open documents will come up again when you wake it up

Fn- Home and Fn-End make the computer screen brighter or darker (darker conserves battery power)

Fn- PgUp turns on a little light built into the top of the screen (for when you're doing presentations in the dark)

Fn-spacebar enlarges the screen view (useful when you want to show small text at giant size)

Pointing Devices (all 3 devices are active simultaneously)

Mouse - plug a mouse into any USB port.

TouchPad - slide your finger around on the touchpad (14). The buttons below the touchpad are left and right clicks.

TrackPoint - the pencil eraser-thing in the middle of the keyboard (11)

Put the tip of your finger on it and gently push in different directions. The 3 buttons below the space bar work with the TrackPoint. The outside buttons are left and right click, the middle button turns the TrackPoint into a scroller.

You'll get a little scrolling symbol on the screen. What part of the screen scrolls depends on where the symbol is.

I like to put my mouse in the lower USB port, leaving the upper port open for USB flash drives and other devices. There's also another USB port on the left side of the computer.

Using an LCD projector

If you turn on the LCD projector first, then connect the cable to the laptop's external monitor connector (5), then turn on the laptop, the computer will usually recognize the projector as an external monitor and show what's on the laptop screen up on the projection screen. If it doesn't, try Fn-F7 to run the Presentation Director and choose where to show the computer image. The Presentation Director lives at Start > Programs > Accessories > Administrative Tools > ThinkVantage.

DVDs

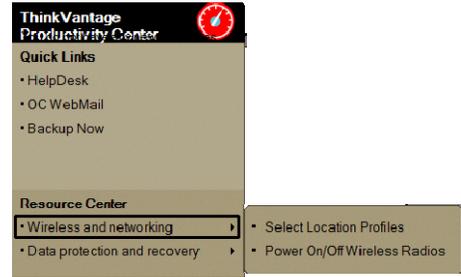
The standard CD/DVD drive (9) can play all kinds of CDs and DVDs. It can write to CD-R and CD-RW discs, but cannot record onto DVD discs. Press the button on the drive door to open the tray. and insert the disc. Gently push the tray back in to close it. If the window doesn't automatically come up asking which program to use to play a DVD, you can go to START > PROGRAMS > ACCESSORIES > ENTERTAINMENT > MEDIA PLAYER CLASSIC. Then pull down File to Open DVD.

CD Writing

Right click on a file or folder you want to put on the CD and select Send To > Drag-to-Disc Drive (D). To complete the process, open My Computer. Right click on the CD and pull down to "Write these files to CD." The disc will eject when it's finished writing.

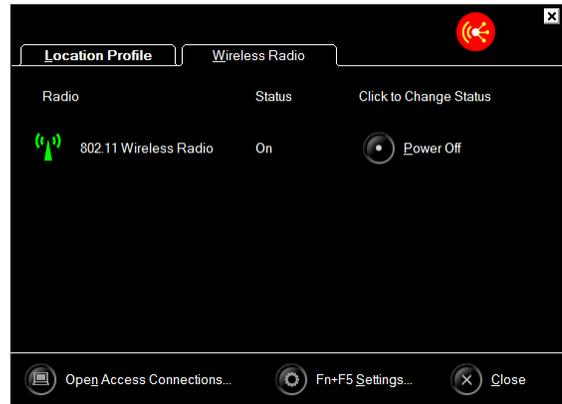
Connecting to the OC wireless network (from any campus)

Press the ThinkVantage button (17).
(or go to Start, Programs, Accessories, Administrative Tools, ThinkVantage, Productivity Center)



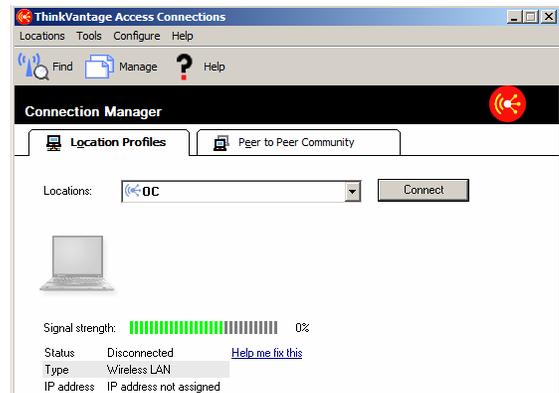
Turn on your Wireless Radio by selecting Power On/Off Wireless Radio and turning the Power On.

Note: there's also switch on the front of the laptop (19) that turns on the wireless radio. Make sure this switch is on before you try to connect.

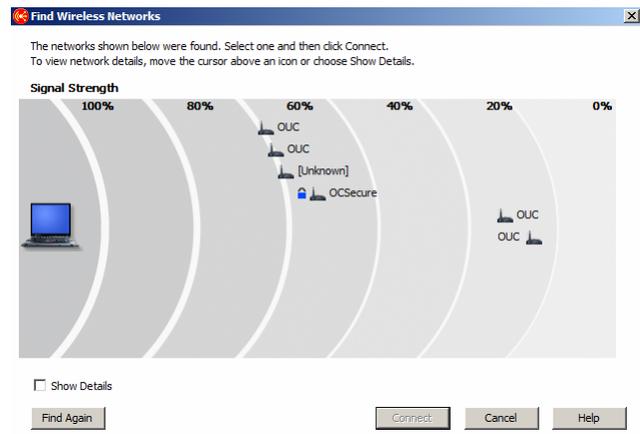


Click Open Access Connections at the bottom left of the screen.

Click the Find button at the top left of this screen.



You'll get a listing of all the available wireless connections. Click on the OC access point that looks most promising and click Connect.



Customizing your desktop

I like to put my commonly used applications on the task bar. Here's how.
Click Start, Settings, Control Panel, Taskbar and Start Menu.
Unlock the taskbar and click OK.

Locate your most commonly used applications (ie. MS Word) using Start, Programs ... and drag them down to the task bar. They'll show up at the bottom of the screen like this:



You can also use the same locate and drag process to put a shortcut on your desktop, but I think the taskbar version is tidier.

You can also change your Start menu from Classic to XP style using Start, Settings, Taskbar and Start Menu.

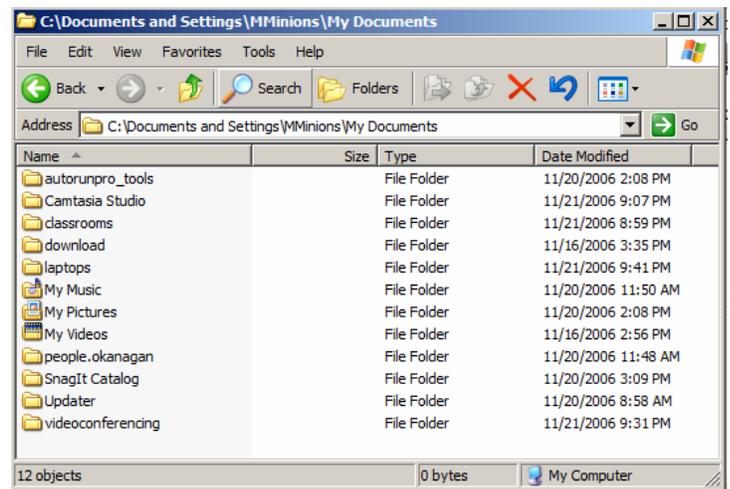


Where did my files go? A quick guide to careful saving.

There are several places where you can save your work. By default a file is saved to My Documents (but where exactly is that?)

If you click the Up icon 

you can sometimes figure out where you actually are. In this case it's not helpful because My Documents is just a shortcut on the desktop.



After some exploring I discovered that this instance of My Documents actually lives on the laptop's hard drive. By opening the My Computer icon on the desktop, I found a folder called Document and Settings, then MMinions, and finally My Documents. When I opened that folder, the address bar told me exactly where my files were: C:\Documents and Settings\MMinions\My Documents

When you're connected to the OC network through an Ethernet cable, you will have another My Documents folder that lives on a big network server. It's usually the F: drive. Always take a moment to figure out where your file is actually being saved - on the drive in your laptop, or on a network drive.

Using the network to share files with others.

Drive K: is shortcut that points to the root of the users' data drive on your home campus file server. Through drive K: you can access any file/directory that you have been given rights to. You cannot access, or even see, files and directories that you do not have rights to.

Every department has a shared folder that can be accessed through drive K: where shared files can be saved. Everyone in your department has rights to see, read, write, modify, create and erase files and directories in this shared area. Additionally there are shared folders for students/instructors and shared folders for all staff and faculty. The paths to each of these shared folders are as follows:

1. Shared Departmental: K:\adm\[department]\shared\, where [department] is replaced with your actual department.

As an example IT Services (once upon a time known as Computer and Media Services) has a shared folder at: K:\adm\cms\shared

2. Shared with All Staff and Faculty: K:\adm\shared\

Remember that this folder is wide open to all staff and faculty at OC.

3. Shared Instructor/Student: K:\ins\shared\

All staff and faculty have full access rights to this shared folder, but students have rights to only see and read files in this folder. Some of the directories below K:\ins\shared have been opened up to students to be able to write into for saving test results and assignments.

You can put files into the shared folders on drive K: and anyone with OC network access, and the proper rights, can access them. Usually you have to send them an e-mail telling them where to find the the files because some of the shared folders on drive K: are quite large and have a complex folder structure.

Accessing the OC network from off-campus

There are 2 ways to access files stored on the OC network when you're not plugged in to an Ethernet port on campus.

- 1 - using the mystorage web interface from any internet browser
 - login with Novell credentials
- 2 - using VPN (virtual private network)
 - login with email credentials, then run your Novell login

Using mystorage to access your F: drive

When you're running wireless or using the internet from home, you don't have a direct connection to the files on your OC network drive. However, you can retrieve a file using a web interface called mystorage.

Launch an internet browser and enter the following address: <http://mystorage.okanagan.bc.ca>
You will be asked for a username and password. Because this is your Novell network space, you need to enter your Novell username and password. After a few moments you will see a directory listing. Drive-F@OUC is your network My Documents folder.

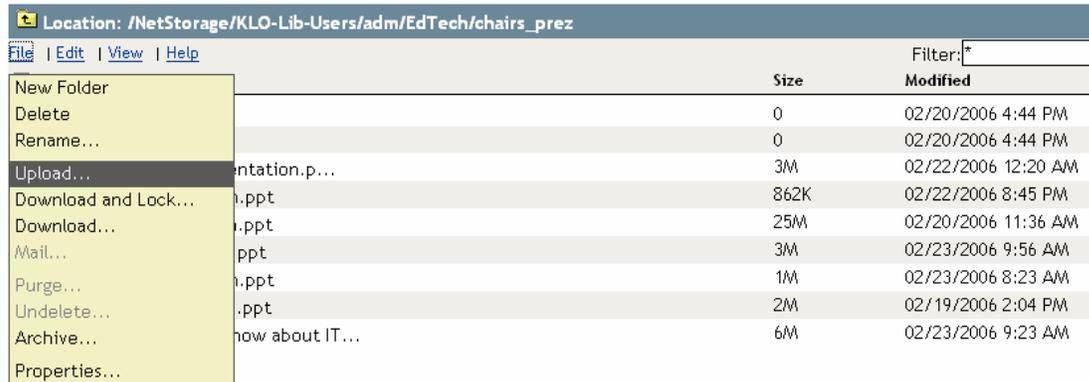
Open Drive-F@OUC and select the file you want and download it to your laptop. You then make the changes you want, then upload it back to your Drive F: My Documents folder.

Using mystorage to share a file when you're wireless or surfing from home.

Log in to <http://mystorage.okanagan.bc.ca> as above.

Open Kalamalka-Users, KLO-Lib-Users, Penticton-Users, or Sal-Users as necessary and navigate to the shared folder where you want to put the file.

Click on File and pull down to Upload to select the file you want to put on the K: drive.



Connecting to the network through VPN (Virtual Private Network)

VPN gives you full access to your network drives when you're logged in over wireless or from home.

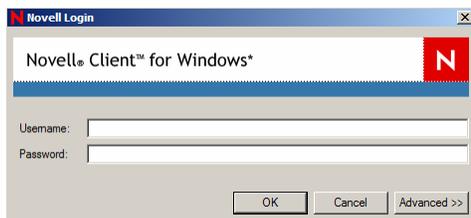
Click on the OC VPN icon on your desktop.

Log in using your e-mail username and password.



Logging into Novell

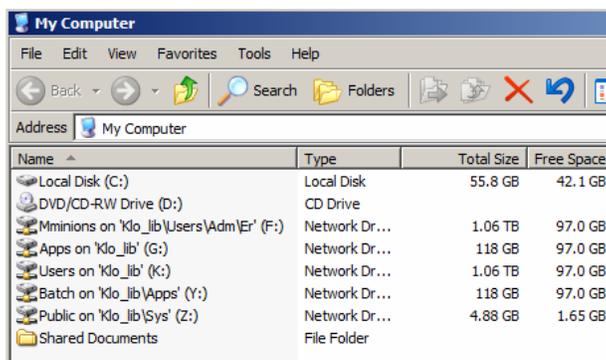
Once you connect through VPN, run the Novell Login to get access to your network files.



Your Novell log-in should automatically turn on iPrint which gives you access to your regular network printer

When you're connected through VPN you have to pay extra attention to where you're saving things.

The My Documents folder on your desktop of your laptop points to the folder on the hard drive of your laptop. To get at your My Documents folder on the network drive, open the My Computer icon. Your network drive is generally F:



If you don't have a VPN icon on your desktop you can add one:

Go to Start > Control Panel > Network Connections.

Create a New Connection.

Select Connect to the network at my workplace.

Select Virtual Private Network.

Call it OC VPN.

The IP address is: klo-vpn-1.okanagan.

If you don't have a Novell login icon on your desktop you can add one:

Go to Start > Programs > Accessories > Novell Login. Right-click and pull down to Send to Desktop (create shortcut).

If Novell Login doesn't appear under accessories, do a search for loginw32.exe. It should have an 'N' icon beside. Right click on the file and pull down to Send to Desktop.

Web Browsers and pop-ups

A pop-up is a little window that appears in front of a web page. Often they're used for annoying advertising so most web browsers are set to automatically block pop-ups. But some pop-ups are useful, even essential. Here's how to allow pop-ups from certain sites (like Okanagan.bc.ca)

Internet Explorer:

Pull down Tools to Pop-up Blocker to Pop-up blocker settings.

Enter the address of the website you want to allow pop-ups from and click Add.



Firefox:

Pull down Tools to Options and select Content.

Click on Exceptions and enter the address of the website you want to allow pop-ups from and click Allow.



Recommended sites to allow:

okanagan.bc.ca (OC site)

olc-new.okanagan.bc.ca (webct)

my.okanagan.bc.ca (OC portal)

To temporarily allow a pop-up, hold the Ctrl key while you click on the link.



People.okanagan.bc.ca

Web space is provided for faculty and staff to create personal web pages to support instructional delivery, scholarly pursuits or in support of their work at OC. You can request this space through the MyOkanagan Employee tab under OC Express Requests & Notices.

The standard OC software install.

options/upgrades to consider

browsing the web

MS Internet Explorer (v.6)

Firefox (free download)

(note: Firefox 2.0 is not currently compatible with My Okanagan)

MS Office (XP or 2003)

word processing - MS Word

presentations - MS PowerPoint

spreadsheets - MS Excel

viewing pdf files

Adobe Reader

creating pdf files

PDF Creator

Adobe Acrobat Professional

viewing/editing images

IrFan View

Adobe Photoshop Elements

MS Photo Editor (part of Office XP)

MS Office Picture Manager (part of Office 2003)

listening to audio
WinAmp

iTunes (free download)

recording/editing audio
none

Audacity (free download)

playing video
Windows Media Player

Quicktime (free download)
RealPlayer (free download)
FlashPlayer (free download)

editing video
Windows Movie Maker

Adobe Premiere Elements

uploading files to a website
FileZilla

creating web pages
1st Page 2000

Dreamweaver
Netscape Composer (free download)

A Quick Guide to usernames and passwords

Novell

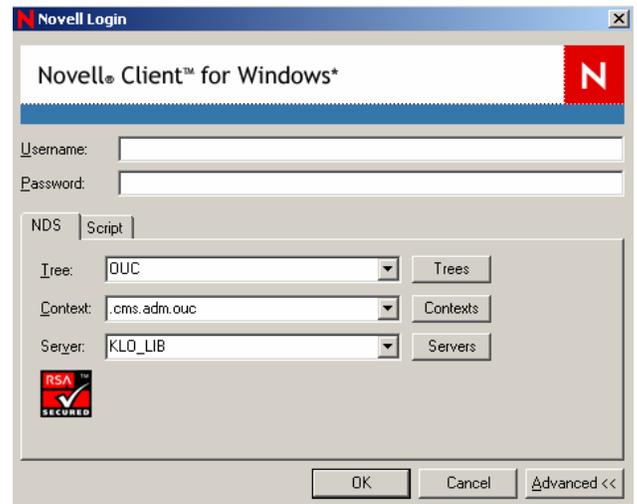
This gets you into the OC network. You can use any computer that's connected via an Ethernet cable (ie. Any computer in any lab at any campus). Note that when you're not connecting from your home campus it may take a little longer as the network has to search other servers to authenticate your identity.

The My Documents folder that comes up will be your network F: drive.

You also use your Novell login to get into your own laptop when it's not hardwired to the network by selecting *Workstation Only* and logging in. Every 180 days Novell will require you to change your password. You can't reuse a previous one. You will have a few courtesy logins under the old password so you don't have to change it immediately - you have time to think up a new one. Note that if you change your password on a machine that's hardwired to the network, but you haven't connected your laptop except by wireless, your laptop will retain the old password until it's connected using an Ethernet cable, at which point the new password will be activated on your laptop.

Your username and password will be sent to the person who requested that you be given a Novell account.

Once you've successfully logged in to Novell, it's worth making a note of your Tree, Context and Server. This information can be useful when you're having trouble logging in from a different computer.



MyOkanagan

Logging in to MyOkanagan gives you access to a range of content and services available only to OC staff and students. My Okanagan is organized by tabs, the selection and contents of which are specific to your role within the College.

Home gives you access to an e-mail account (yourname@myokanagan.bc.ca)

Most people set this up to forward to their regular e-mail (yourname@okanagan.bc.ca)

My Courses lists courses you are teaching or taking. Instructors can put some kinds of course content directly into MyOkanagan, or set it up to automatically launch the WebCT course.

The Employee tab has benefits forms, web reqs for purchasing, and lots of other useful administrative things under the general heading OC Express.

Your MyOkanagan account is created automatically when you become an employee.

Your username is your 9 digital OC ID number.

Your initial password is your date of birth in mmddyy format. If your date of birth is not available, your initial password will be the last 6 digits of your employee ID.

WebCT

This is an online Learning Management System. Every credit course offered at OC automatically has a WebCT course shell created for it.

Your username is generally your 9 digit OC ID number.

Your password is generally your birthdate in mmddyy format. (there are some exceptions - CS instructors and students often have their username and password created manually using some combination of their first and last names)

Outlook

MS Outlook is the standard e-mail client for OC.

The full version can be used when you're hardwired into the OC network.

When you're running wireless or surfing from home, you use the Web version which is accessed through Quick Links on the OC home page. (or <http://mail.okanagan.bc.ca/exchange>)

Your username is generally your first initial and your last name, all lowercase, no spaces or punctuation.

Your initial password should be available from whoever requested that your account be set up.

Telephone system

Dial the 4 digit local to connect to anyone within OC.

dial 9 +the local 7 digit number to make local calls.

dial * 3 then your personal 5 digit long distance code, then # 9 then the long distance number (you request your 5 digit long distance code using a form in OC Express.

To send somebody voice mail, dial 80 + their local.

The on-campus emergency number is 6699.

Important Note - Access databases:

If you are running Access 2003, do not open any shared Access 97 files. They will be converted to 2003 format making them unavailable to anyone running a previous version of the software.

Another Important Note - Laptop Security:

Do not leave your laptop unattended. You are responsible for this laptop until you return it to IT Services.

Ask Us

Where to go for help.

<http://www.okanagan.bc.ca/helpdesk>

Help Desk phone: 4444

IT Services Office Hours

M-F 8:30 - 4:30 (winter)

M-F 8.00 - 4.00 (summer)

WebCT Help

Phone: 4848

<http://www.okanagan.bc.ca/helpdesk>

<http://www.okanagan.bc.ca/edtech>

The screenshot shows the IT Services website helpdesk page. The page has a navigation menu on the left with links to 'IT Services Homepage', 'Educational Technology', 'Web Services', 'Contact Us', and 'Chair Orientation Presentations'. Below the menu is a search bar and a list of quick links including 'Okanagan College', 'Calendar 2006/07', and 'Staff Directory'. The main content area is titled 'IT Services' and contains a message about the online help system. It lists 'Service Requests' with categories like 'Desktop & Computing', 'Administrative Software', 'Telephone Requests and Problems', 'Network connection requests and problems', 'Audio Visual', 'Audio Visual Equipment Bookings', 'Other Requests', and 'Request Status'. There is also an 'Ask Us - Online Help' section with links to 'Search for Answers (All Categories)', 'Ask a question', and 'View Frequently Asked Questions'. The 'Online Help Categories' section lists various topics such as 'Audio-Visual Equipment', 'Computer Hardware and Software by Organization', 'Website', 'Phones & Telecommunications', 'Web Publishing (IronPoint)', 'SARMS', 'Remote Assistance', 'Banner', 'Computer Labs and Print Services', 'WebCT', 'Security - Viruses/Spyware', 'Wireless Network', 'Novell Network', 'IT Policies', and 'Email'. A note at the bottom states 'Note: Remote Assistance must be initiated by the Okanagan College Helpdesk.' The 'Contact Us' section at the bottom provides a link to 'Contact IT Services for support over the phone.'

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Mike Minions
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