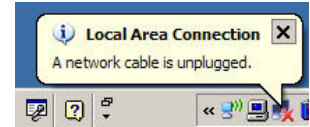


Laptop as a Desktop- Quick Reference Guide

Removing and replacing laptop from dock

Removing laptop from dock - **REMEMBER**: Regardless of which scenario, **always press the undock button before removing the laptop from the dock!**

1. *Scenario*: You're going to use the laptop immediately after taking it out of the dock (e.g., taking it to a conference room down the hall)
 - a. Press the undock button
 - b. When the eject light is illuminated, it is okay to take the laptop out of the dock by pressing the eject button
 - c. The laptop will remain on (up to the time limit for standby mode). You need only open the lid to start using the laptop.
 - d. If going to a location on campus, connect to PAL2.0 as you will have disconnected from the network. You will get a message that A network cable is unplugged.
2. *Scenario*: You're going to use the laptop later (e.g., packing it to take home for the evening or weekend)
 - a. Shut down Windows – WAIT FOR SYNC PROCESS
 - b. Remove laptop from dock.



Returning laptop to dock

- a. Place laptop on docking station. Press down on both back corners of laptop until it connects.
- b. Mouse and keyboard will sound as they connect. Watch for activity light for hard drive on front of dock.
- c. Turn off wireless card

Connecting Offline with access to Purdue Resources

Login with Cached credentials – You will be able to login with your Career account and password even if you are not connected to the network.

On Campus

1. **Login to Pal2.0 wireless if you are on campus**
 - a. Turn the wireless switch to on
 - b. Wait for the Pal2.0 notice to login
 - c. Login with your Career Account and password.



Off Campus

1. **Login to Internet Service Provider for off campus**
 - d. Home - You will need to connect to your personal ISP just as you do your home computer.
 - e. Off campus – travel
 - i. Check with the hotel for internet connection provided
2. **Login using Virtual Private Network (VPN)**
 - f. The Cisco VPN client is installed on your laptop.