

# SSTA Laptop as a Desktop User Documentation

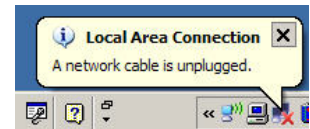
When the laptop is in the port replicator (dock) it behaves as a desktop. When the laptop is out of the docking station and off the network it becomes a laptop, and is configured to have the home directory and Outlook available off line.

## **Removing and replacing laptop from dock**

*When the laptop is in the dock it behaves as a normal desktop*

**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

**Important:** Make sure any new offline files are synchronized to the network by manually synchronizing the folders

- a. Right click My Documents
- b. Select Synchronize

## **Connection methods and Logging in**

- *You will be the only person that can log onto this laptop when out of the dock.*
- *Make sure that you do not log onto more than one machine at a time. This is especially important if the laptop is out of the dock.*

## Password

*It is advised that you keep track of when your password will expire (on your Outlook calendar, for instance), and change your password a day or two before it will expire. Your password expires 30 days from the time you last changed it.*

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

## Pal2.0 wireless

1. Turn the wireless switch to on
2. Wait for the Pal2.0 notice to login
3. Login with your Career Account and password.

## Internet Service Provider for off campus

1. Home - You will need to connect to your personal ISP just as you do your home computer.
2. Off campus – travel
  - a. Check with the hotel for internet connection provided

## Virtual Private Network (VPN)

The Cisco VPN client is installed on your laptop. You will need to login to VPN if you are at home or off campus and need to access Purdue resources.

## Accessing Files

### Remote Access to IT Resources (V.1.6) Interim.

See URL for complete information:

[http://www.purdue.edu/policies/pages/information\\_technology/v\\_1\\_6\\_interim.html](http://www.purdue.edu/policies/pages/information_technology/v_1_6_interim.html)

### *Reason for this Policy*

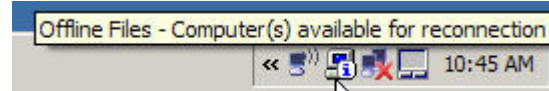
*This policy defines standards for connecting to the Purdue University network from any remote host. These standards are designed to minimize the potential exposure to the University from damages which may result from unauthorized use of University resources. Damages include the loss of Sensitive or Restricted Data, including Protected Healthcare Information (PHI); loss of intellectual property; damage to public image; or damage to critical internal systems.*

## Directories and Drives


1. The folders and files on your laptop's hard drive are encrypted.
2. Home Directory
  - a. Your home directory is cached on the hard drive. If you make changes to your documents on your h: drive when off line, it will synchronize with the network when you return it to the dock. Off line folders and files will be noted by a blue arrowed circle. (See graphic to the right)
3. Department Share




- a. Your S: drive will be available when you are connected with available ISP and have connected to Purdue VPN.
  - b. Your S: drive will be available when you are connected with PAL2.0
4. Working offline and the network becomes available:
- a. If there have been no files modified while offline, CSC (Client Side Caching - A.K.A., "Offline Files") will automatically reconnect and you will be working Online.
  - b. If there have been files modified while working offline, CSC will change the indicator icon in the notification area to show that the server is available for reconnection, but will not automatically reconnect. You must click on the icon to initiate the reconnection and to work Online.



## Applications

1. Outlook
  - a. Message bubble will appear when Outlook is open for the first time.
    - i. *"MS Outlook is setting up a local copy of your mailbox. It may be several minutes until all of your data is copied."*
  - b. When Outlook is syncing an icon will appear on the task bar. 
  - c. A message will appear when folders have been updated.
 

All folders are up to date.  Connected ▾
  - d. Do not use Outlook Web Access (OWA). You should be able to use Microsoft Outlook from the Start menu even if you are off campus.
2. Purdue University VPN Client
  - a. You must be connected to Purdue University VPN and available ISP to be able to access Purdue resources off campus.

## Hardware

1. Pieces/parts – what's in the bag?
  - c. Nylon bag
  - d. Extra Battery
  - e. 2 mice
  - f. 2 Power supplies
  - g. Telephone cable
  - h. DC Cable for auto and Auto Air adapter with cables in zippered vinyl bag. See manual for descriptions.
  - i. The Laad units come with a keyed security cable which can be used to lock the laptop to a stationary object. The locks come with two keys. SSWT will be keeping one key, and the other key will be given to the user.
  - j. Luggage tag for identification
  - k. Manuals
2. What's on the desktop
  - l. Port Replicator
  - m. Keyboard
  - n. Monitor – will be replaced when arrives
3. Wireless card

- o. Leave the wireless switch in the off position unless you are trying to connect to a wireless network. Leaving the wireless switch off while you are logging in will speed the login process.
- 4. Battery
  - p. Battery life depends on how you use the laptop. If you want maximum battery life, set the screen to be as dim as possible when on battery power. Change the brightness of the screen by holding Fn key and using the up and down arrows to adjust the brightness.