

How to attach your netbook to a wireless internet connection:

1. Left click on the icon, located at the bottom right on the screen, which looks similar to the pictures on the right. It will resemble five bars, like the signal indicator on most cell phones. The icon could either have a red X or a yellow sun on it.



2. After you have left clicked on the icon a list of wireless connections will appear.

3. You will need to select (left click) on the connection you wish to connect to.



4. If the connection is encrypted then you will be prompted for the password. This password was set during the initial wireless setup and is **not** something that St. Teresa's Academy will be able to assist with.

How to attach your netbook to a wired internet connection:

1. You can plug in any network (also called an Ethernet, cat5, cat6 or patch) cable to your netbook. Look for the connection similar to the picture on the right.
2. Once you have plugged it in it may take a few seconds for it to configure itself. There should be no passwords or setup instructions you'll need to follow. It should be automatic.



How to attach a printer to your netbook:

1. You will need to connect all printers (wired and wireless) to your netbook via a USB cable first. You'll be able to set up a wireless printer as wireless after the initial USB installation.
2. Please allow the netbook sufficient time to locate, download and install the printer drivers. It could take anywhere from a few seconds to several minutes, depending on the model.
3. **Please note that there are some multi-functional printers that require access to protected system resources.** These printer drivers will need to be installed by a St. Teresa's Academy technology member.
 - a. If during the installation you are prompted for an administrator password then you'll need to notify Jeff Zimmerman via Moodle. Please Moodle Jeff the make and model of the printer. He will send you a return Moodle message with further instructions.

How to attach your netbook to a full size monitor, keyboard and mouse:

You can attach your netbook to a full size monitor, keyboard and mouse by following these steps.

1. The netbooks can be connected to a full size VGA monitor. The VGA connection looks like the image to the right.
 - a. The netbook should automatically detect the monitor once it is connected. When this happens the display on the netbook may look distorted, depending on the resolution of the external monitor. This is normal.
 - b. By default, if your netbook is plugged into power and not running on battery then you can close the lid without it hibernating or shutting now.
2. You can plug in most USB devices to your netbook. This includes keyboards and mice.
 - a. Simple plug in the USB cable to any USB port.
 - i. Please allow a few seconds for it to detect and install the device.
3. **Do not force the cable to connect. Doing so may bend or break the pins in the cable.** If the cable will not connect then please do **not force it**. Bring your netbook to the help desk and let a technology member examine it.



Charging your netbook:

1. **It is your responsibility to have a full charge each morning before the first period!** It is also your responsibility to bring your charger with you each day. While we do have loaner chargers, there is no guarantee one will be available.
4. Again, **do not force the cable to connect. Doing so may bend or break the pins in the cable.** If the cable will not connect then please do **not force it**. Bring both your netbook and charger to the help desk and let a technology member examine it. **Broken power cable pins are not covered by warranty.**
2. By default the netbooks are configured to hibernate, while running on battery, when the lid is closed. Simply close the lid at the end of class and proceed to your next period. All you need to do is open the lid, wait a few moments and log back in.
 - a. If the computer does not wake up after a few moments when the lid is opened then you may need to press the power button once.
3. Please make sure that your netbook is charging. The Dell netbook chargers have a green light on the charger unit and the Lenovo netbooks will have a light on the side of the netbook where the charger connects to it.
 - a. If the lights are not on then ensure that both of the charger pieces are snug and have not come loose.
 - b. Please visit the help desk if your netbook will not charge.