

Your HP 8450 Notebook Computer



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IDENTIFYING YOUR BASIC HARDWARE

Your laptop computer comes with the following components:

- 1) Power Cord
- 2) AC Adapter
- 3) Battery (should already be installed on computer underside)



You will also receive a USB Travel mouse, computer bag and cable lock.

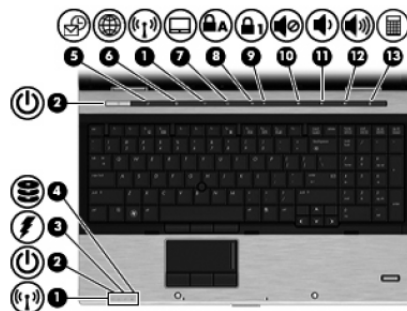


Use only the AC adapter provided with the computer for this computer.

YOUR LAPTOP COMPONENTS

LIGHTS

- 1) Wireless lights (2)
- 2) Power lights (2)
- 3) Battery light
- 4) Drive light
- 5) HP QuickLook light
- 6) HP QuickWeb light
- 7) TouchPad light



- 8) Caps lock light
- 9) Num lock light
- 10) Volume mute light
- 11) Volume down light
- 12) Volume up light
- 13) Calculator light

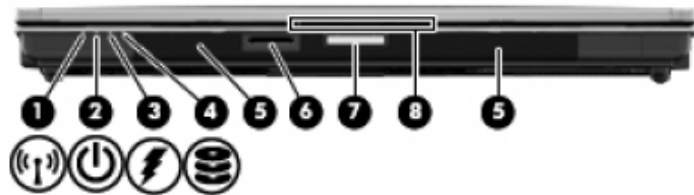
BUTTONS, SWITCHES AND FINGERPRINT READER



- 1) Power button
- 2) QuickLook Button
- 3) QuickWeb Button
- 4) Wireless button
- 5) TouchPad button

- 6) Volume mute button
- 7) Volume down button
- 8) Volume up button
- 9) Calculator button
- 10) HP Fingerprint Sensor

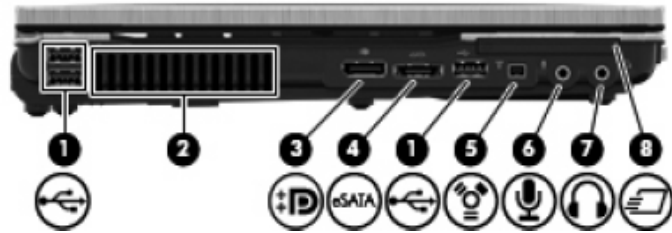
FRONT COMPONENTS



- 1) Wireless Light
- 2) Power light
- 3) Battery light
- 4) Drive light

- 5) Speakers (2)
- 6) Media Card Reader
- 7) Display release button
- 8) Business card slot

LEFT-SIDE COMPONENTS



1) USB Ports (3)

2) Vent

3) DisplayPort

4) eSATA port

5) 1394 port

6) Audio-in (microphone) jack

7) Audio-out (headphone) jack

8) ExpressCard slot

RIGHT-SIDE COMPONENTS



1) Smart card reader

2) Upgrade bay

3) 3.0 SuperSpeed USB ports (2)

4) RJ-45 (network) jack

5) RJ-11 (modem) jack

6) Security cable slot

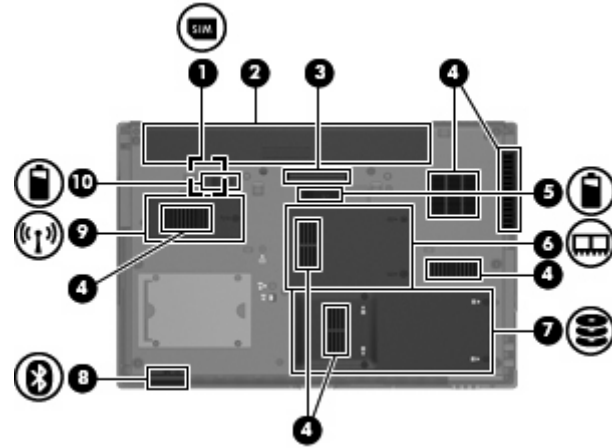
REAR COMPONENTS



1) External monitor port

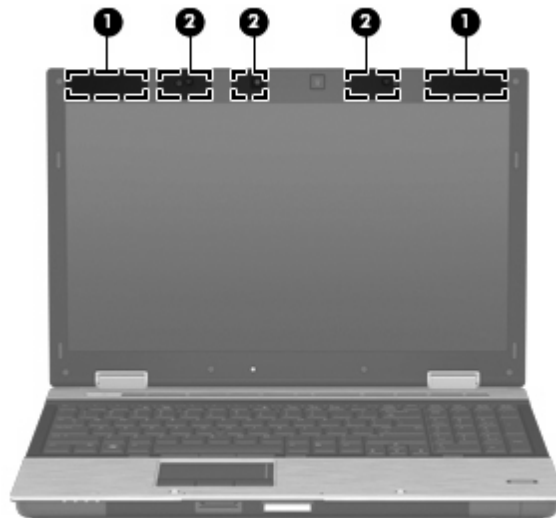
2) Power Connector

BOTTOM COMPONENTS



- 1) SIM slot
- 2) Battery bay
- 3) Docking Connector
- 4) Vents (6)
- 5) Accessory battery connector
- 6) Memory module compartment
- 7) Hard drive bay
- 8) Bluetooth compartment
- 9) Wireless module compartment
- 10) Battery release latch

WIRELESS ANTENNAE

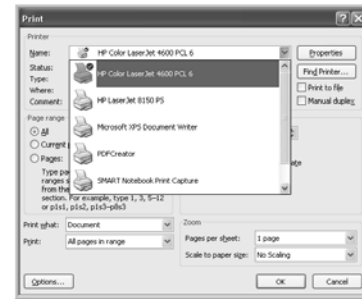


- 1) WWAN antennae (2)
- 2) WLAN antennae (3)

*The antennae are not visible from the outside of the computer. For optimal transmission, keep the areas immediately around the antennae free from obstructions.

CONNECTING TO A PRINTER

Your computer has already been configured to access all current district printers. The default printer should be set to your current classroom printer. If you are having difficulties connecting to your printer, please verify within the print settings that you have selected the correct printer.



Adding a Printer

1. Select Printers and Faxes from the Control Panel
2. Select Add a Printer
3. You will need to determine if you are connecting to a local printer (perhaps a home printer) or a network printer (at school) to continue.
4. Please refer to your printer set-up instructions for a home printer.
5. You will need the Printer address (ex. 10.181.24.249) from the printer to complete the process.



CONNECTING TO A COMPUTER NETWORK

Your computer has the following networking capabilities:

- Local area network (LAN)
- Wireless local area network (WLAN)
- Wireless wide area network (WWAN)
- Bluetooth

Your computer has been configured by TPS Technology Services to connect to any current network systems within the district.

If you plan to connect the computer to a home network, use the **Network Connections** within the Control Panel, and **Create a new connection**. Please refer to your home network settings for connection keys and information.



The computer display (lid) must be open before you can connect to a wireless network!

QUICK TROUBLESHOOTING

THE COMPUTER IS UNABLE TO START UP

To turn on the computer, press the power button. When the computer is turned on, the power light turns on.

If the computer and the power light are not turned on when you press the power button, adequate power may not be available to the computer.

The following suggestions may help you determine why the computer will not start up:

- If the computer is plugged into an AC outlet, be sure that the AC outlet is providing adequate power by plugging another electrical device into the outlet.
- If the power light on the front of the computer is blinking rapidly, replace the AC adapter with one having a higher power rating, and then plug the adapter into an AC outlet.



Use only the AC adapter provided with the computer or one approved for this computer.

- If the computer is running on battery power, plug the computer into an AC outlet using the AC adapter, start the computer, and allow the battery to charge.

THE COMPUTER SCREEN IS BLANK

If the computer is on but the screen is blank: the computer may be in the Sleep state or in Hibernation; the computer may not be set to display the image on the computer screen; or the display switch may not be functioning properly.

Try the following suggestions to resolve the issue:

- To exit Sleep or Hibernation, briefly press the power button. Sleep and Hibernation are energy saving features that can turn off the display. Sleep and Hibernation can be initiated by the system while the computer is on but not in use, or when the computer has reached a low battery level. To change these and other power settings, select **Start>Control Panel>System and Maintenance>Power Options**.
- To transfer the image to a computer screen (external monitor), press **fn+f4**. On most models, when an optional external display, such as a monitor, is connected to the computer, the image can be displayed on the computer screen or the external display, or on both devices simultaneously. When you press **fn+f4** repeatedly, the image alternates between the computer display, one or more external display devices, and simultaneous display on all devices.

SOFTWARE IS FUNCTIONING ABNORMALLY

Follow these suggestions if the software becomes unresponsive or responds abnormally:

- Save your work and close all applications. Restart the computer by clicking the **Start menu**, clicking the arrow next to the **Lock** button, and then clicking **Restart**.
- If you are unable to shut down the computer with this procedure, try the following emergency shutdown procedures in the sequence provided:
 - Press **ctrl+alt+delete**. Then, in the lower-right corner of the screen, click the Power button.
 - Press and hold the power button for at least 5 seconds, until you see the computer shut down.
 - Disconnect the computer from the external power and remove the battery.

THE COMPUTER IS UNUSUALLY WARM

It is normal for the computer to feel warm to the touch while it is in use. But if the computer feels unusually warm, it may be overheating because a vent is blocked.

If you suspect that the computer is overheating, allow the computer to cool to room temperature. Be sure to keep all vents free from obstructions while you are using the computer.

The fan in the computer starts up automatically to cool internal components and prevent overheating. It is normal for the internal fan to cycle on and off during routine operation.



CAUTION: To prevent overheating, do not obstruct vents. Use the computer only on a hard, flat surface.

AN EXTERNAL DEVICE IS NOT WORKING

Follow these suggestions if an external device does not function as expected:

- Turn off the device and computer. Turn the computer on again first, and then the device.
- Disconnect and reconnect all cables and power cords, being sure that all device connections are secure.
- Be sure the device is receiving electrical power.
- If the device is a printer, be sure the printer has ink and paper.

CALLING TECHNICAL SERVICES FOR HELP

If you have exhausted all the suggestions listed for troubleshooting, and still have not been able to resolve your issue, contact the TPS help desk (BERT) at 253-571-2378 for further assistance.

POWERING YOUR COMPUTER

CONNECT THE COMPUTER TO EXTERNAL POWER

To connect the computer to external AC power:

1. Plug the AC adapter into the power connector on the computer.
2. Plug the power cord into the AC adapter.
3. Plug the other end of the power cord into an AC outlet.

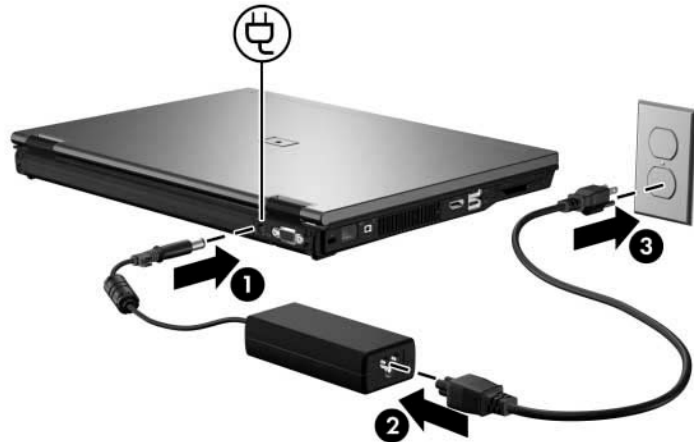
When the computer receives AC power, the battery begins to charge and the battery light (on the front of the computer) turns on. When the battery is fully charged, the battery light turns off.

Leave the computer connected to external power until the battery is fully charged and the battery light turns off.

TURN ON THE COMPUTER

To open the computer:

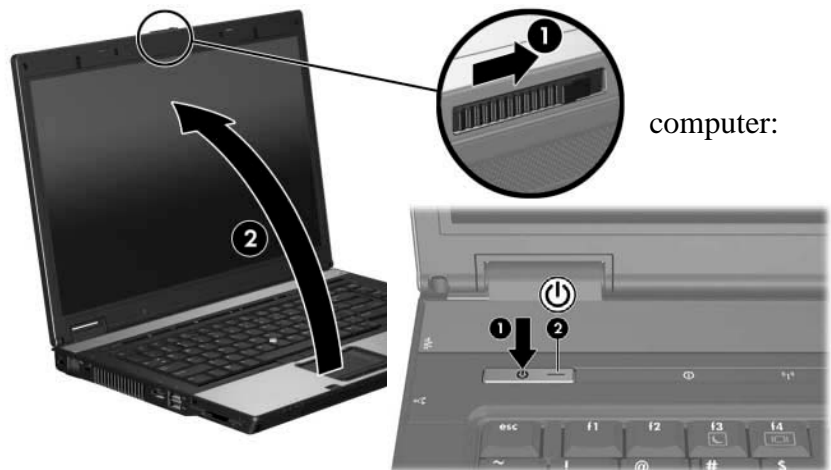
1. Slide the display release latch to the right to release the display.
2. Raise the lid.



To power on the

Press the power button.

The power light on the power button turns on.



TURNING OFF THE COMPUTER CORRECTLY

Whenever possible, turn off the computer by using the standard shutdown procedure.

1. Save your work and close all open applications.
2. Shut down the computer by clicking the Start button, then choose Log off or Shut Down.
3. You can now choose to Shut Down your computer, or put it in **Stand by** mode through the Shut Down menu.



The Windows XP Desktop Image

When your first turn on your computers, the screen will have a basic “desktop”. This is the image you see on the screen.

The desktop will have icons of files and parts to the computers that have been saved in a way that they show up on the desktop.



ICONS

Icons are a picture on a screen that represents a specific file, directory, window, option, or program. Icons can be moved anywhere on the screen.

The **Recycle Bin** holds all items you delete from the computer. You can drag items into the Recycle Bin to get rid of them, or use the File Menu to delete the items. Double clicking on the **Recycle Bin** allows you to see the contents and drag items back out of the Recycle Bin if needed.



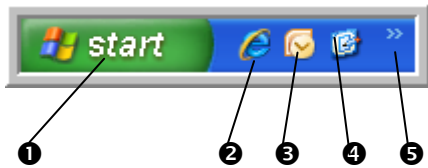
Application Shortcuts can also be placed as Icons on your desktop. Adobe Photoshop, Outlook E-mail, and Microsoft Word are shortcuts visible on this particular display. Double clicking on the icon opens the application without needing to go through the Start menu.

Folders can be placed on the desktop for ease of visibility also. Double clicking the folder will display the contents.

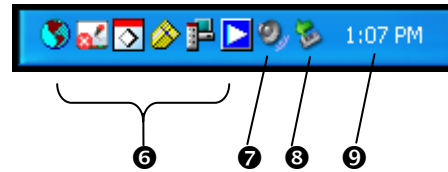
The remaining icons here are all individual **files** saved on the desktop. You see a PDF file and a Microsoft Word file in this example.

THE TASKBAR AND NOTIFICATION AREA

The Taskbar and Notification area is another menu on the computer. You will find it along the lower edge of your monitor. The **Taskbar** is located in the lower left corner contains shortcuts to applications such as Word and the Internet. The **Notification Area** is located in the lower right corner and contains system functions such as volume control, ejecting a USB device, and viewing power functions.



- 1) Start menu
- 2) Internet Explorer
- 3) Outlook eMail
- 4) Show Desktop
- 5) Expand selections



- 6) Various application tools
- 7) Speaker/Volume
- 8) Safely Eject Disk
- 9) Time

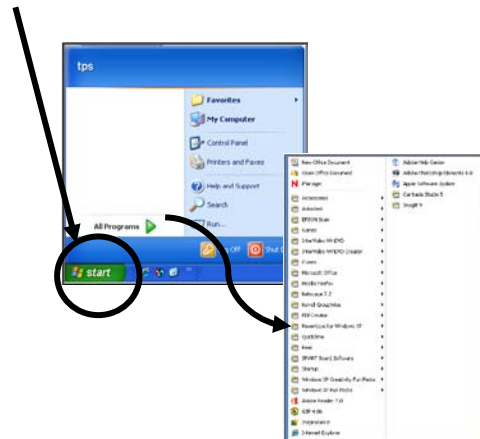
THE START MENU

Most applications on the computer will be found in the Start menu. Use your mouse to click on the **Start menu**.



From there, click on All Programs and navigate through the menu of choices to find what you are looking for.

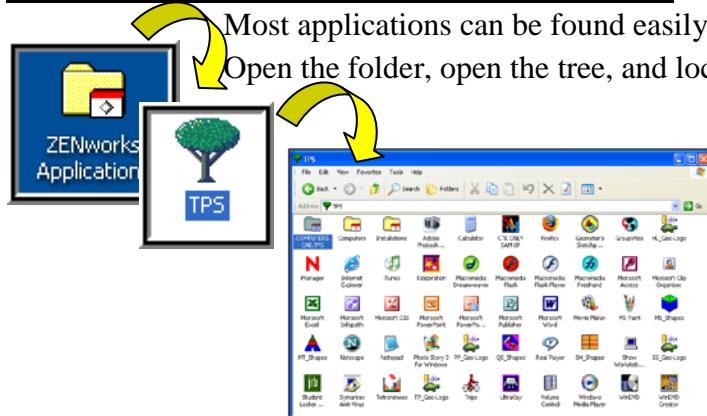
the computer will be found in the Start menu. Use



USING APPLICATIONS

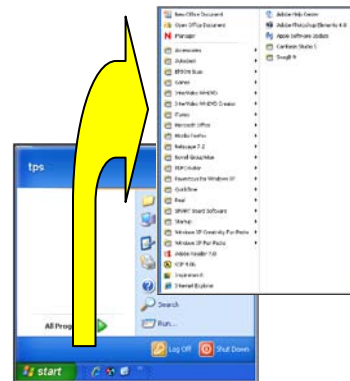
OPENING AN APPLICATION THROUGH ZENWORKS

Most applications can be found easily in the ZENworks folder on the desktop. Open the folder, open the tree, and locate the program you are looking for.



ALL PROGRAMS

Applications can also be found in **All Programs** within the Start Menu. Use the scroll bar if needed to access further programs out of view.



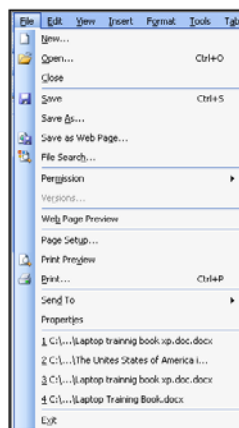
APPLICATION SHORTCUTS



Shortcuts may also be placed in the Taskbar, on the Desktop, or within the ZENworks Folder. A single click on these shortcuts will open the application.

CLOSING AN APPLICATION

Select Exit from the File menu or click the **red X**



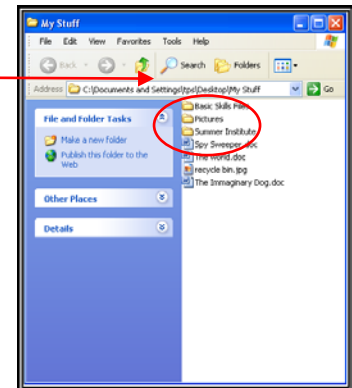
★ * Note! If you have not saved, you will be prompted to do so if you need.

OPENING SAVED FILES

You have two ways to open a saved file. You can go directly to the file and open it, or open it through the application.

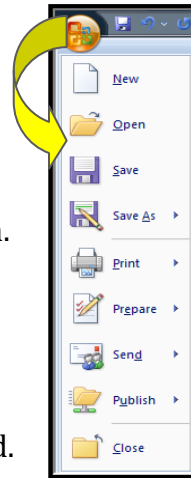
OPENING THE FILE DIRECTLY

Open the folder where your file is saved. Double click to open the file.



OPENING THE FILE THROUGH THE APPLICATION

1. Open application (ie. Word)
2. Use the File Menu to select Open.
3. Navigate to correct file and double-click to open.
4. If the file does not open by double-clicking, it will usually open by opening the application first.
5. If you receive a file that will not open, ask the sender to resend it with the file extension added.



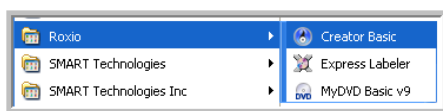
BACKING UP FILES


You can save your files and folders to a CD, DVD, or Mass Storage Device (Flash Drive, Thumb Drive, USB Drive). Doing so enables you to transfer files to another computer, as well as have a back up copy of your work. *Note! Most CD's and DVD's are a one-time use item. You can only save items to them once. You can view the items as often as you wish, but you cannot edit and re-save to the same disk. Be sure you know where the most recent or correct version of your file is located.

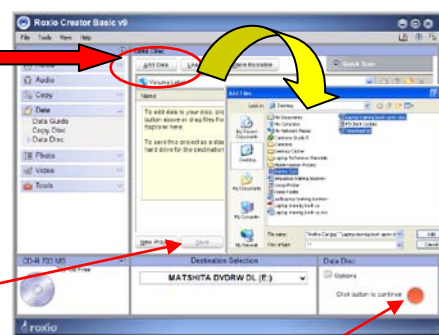
BACKING UP TO A CD OR DVD:

You will need to use the Roxio software application to burn your files to a disk.

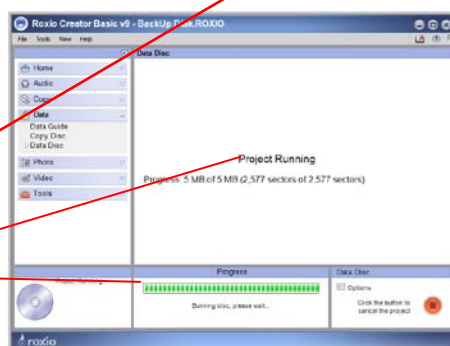
1. Open Roxio Creator Basic. Select Data Disk.



2. Select **Add Data**, navigate to the files or folders you wish to add to the disk. You may use the control key to select multiple files.
3. You may use the **Options** button to specify Type, Mode, and File System options, as well as identifying if you are creating one disk or multiple copies of your data.
4. Use **Save** to create a name for your disk and save an image copy to your computer (optional).
5. When ready, click  red button to create disk.



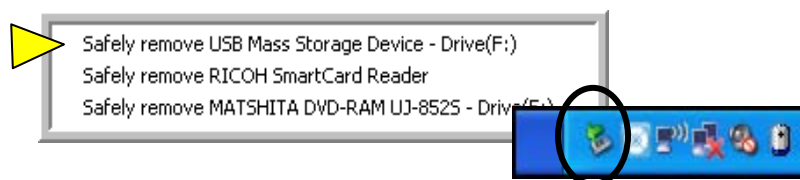
You will see a message letting you know the data is copying, as well as the progress bar.



BACKING UP TO A MASS STORAGE DEVICE:

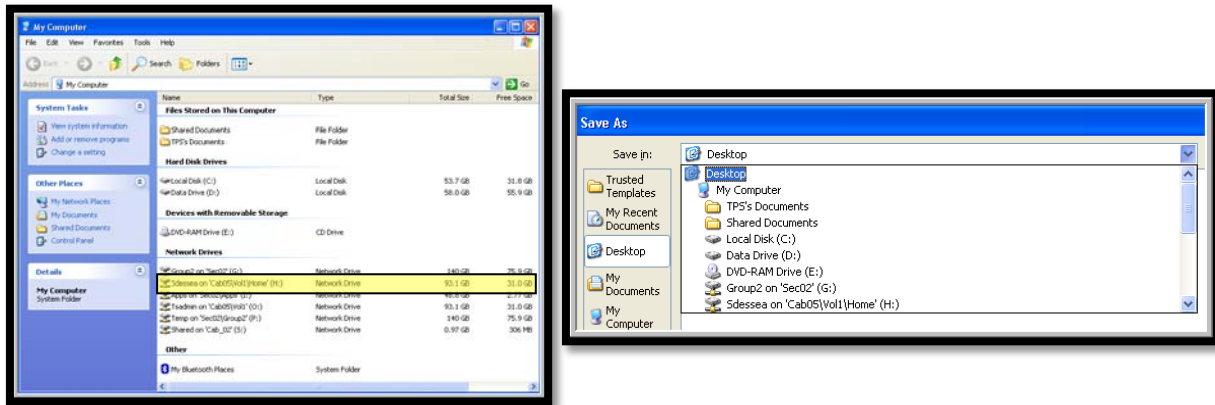
Saving your files to a Mass Storage Device (Flash Drive, Thumb Drive, USB Drive) has many benefits. Doing so enables you to transfer greater quantities of files to another computer, as well as have a back up copy of your work. USB devices are re-usable. You can edit your files, and save them onto your storage device again.

1. Connect your USB mass storage device to your computer.
2. Drag items you wish to save to your device. This process makes a copy of the original file currently on your computer.
3. If you wish to save folders with all their content (i.e., My Pictures), you may wish to first compress the folder to save space. Right-click the folder and select "Send To: Compressed (zipped) Folder." You may now drag the zipped folder to your back-up folder on your USB device.
4. Be sure to safely eject your USB device before removing it from your computer.



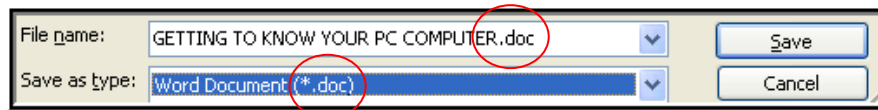
SAVING FILES TO YOUR H DRIVE:

Your H Drive is a storage space outside of your computer. Files saved in your H Drive will be backed up regularly and are protected in the event something happens to your computer. You can edit your files, and save them onto your H Drive again. You must be within the district and logged on with your Novell Login to access your H Drive. You can back up files and/or save files to your H Drive just the same as a CD/DVD or USB Device.



FILE EXTENSIONS

When you save, an extension is automatically added to the name. Extensions tell your computer what program to use when opening it. Therefore, it is recommended that to keep the extension ending on your file name.



Common file extensions include:

.doc – Word document

.xls = Excel

.ppt = PowerPoint

.jpg, .jpeg, .tif, .gif, .pct .psd = various image formats

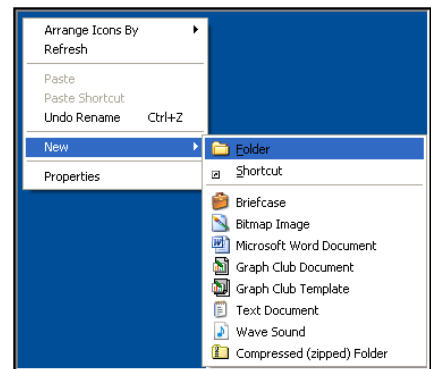
File Management

You will need to be able to organize and manage your saved files on your computer. You can create file folders and save your electronic documents inside your folders, just as you would create file folders, save your papers in them, and store them in a file cabinet. Doing this makes it much easier to locate files in the future, saving time and reducing the need to recreate the document the next time you need it.

MAKING A NEW FOLDER

With the desktop background window on the computer monitor, right-click your mouse and select **New**, slide over and click **Folder**. You will see a folder appear on your screen.

New Folder will be highlighted, meaning you can begin typing and the text will be replaced with your title.

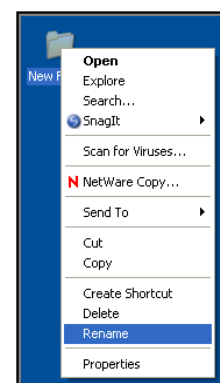


RENAMING A FOLDER

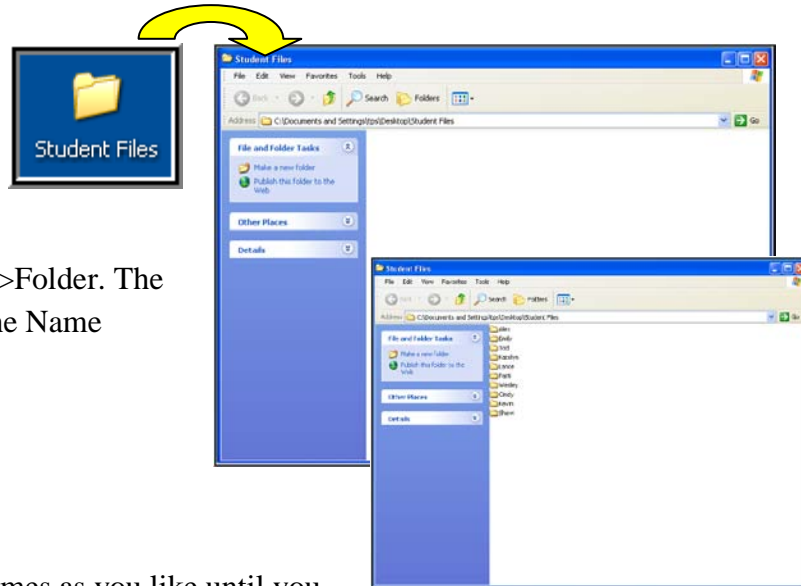
If the name of the folder (New Folder, Reading...) is not highlighted, or you want to change the name to something else, right-click your mouse and select **Rename**. The folder name will become highlighted, and you can now enter your new name.

ADDING MORE FILES

You can continue to make as many folders as you need. Sometimes it is also nice to create a folder inside a folder. For example, you may want to make a folder for Student Files. Inside this folder, create additional folders for each of your students.



1. Double-click the folder (Student Files) to open.



2. Right-click and select New>Folder. The new folder will appear in the Name column.
3. Name the folder.
4. Repeat steps 1-3 as many times as you like until you have all you need.

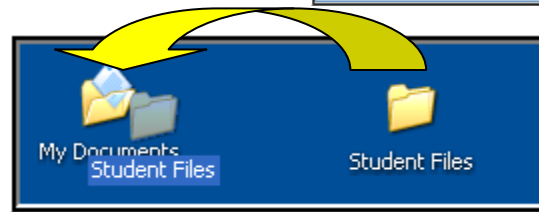
MOVING FOLDERS

Keeping your folders on your desktop is not a recommended practice. It is much easier to inadvertently delete items on the desktop, and these folders are more visible to others.

Also, many machines in Tacoma Public Schools are protected by Deep Freeze. On these computers, you MUST save to the Documents folder, your H Drive, or an external device such as a thumb drive. Folders saved to the desktop on machines with Deep Freeze will be automatically deleted on any restart.

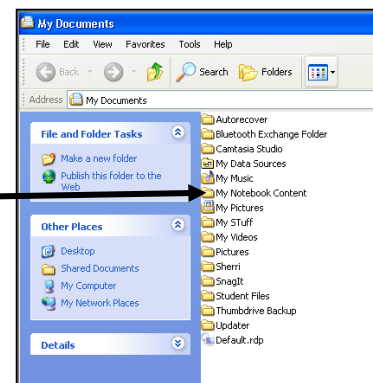


To move folder (Student Files), hold the left-click and drag it on top of where you want to move it – i.e. the Documents folder. When it moves over the Documents folder, you will see that folder highlight. At this time, you can let go of the mouse click button and the Student Files folder will drop inside and disappear off the desktop.



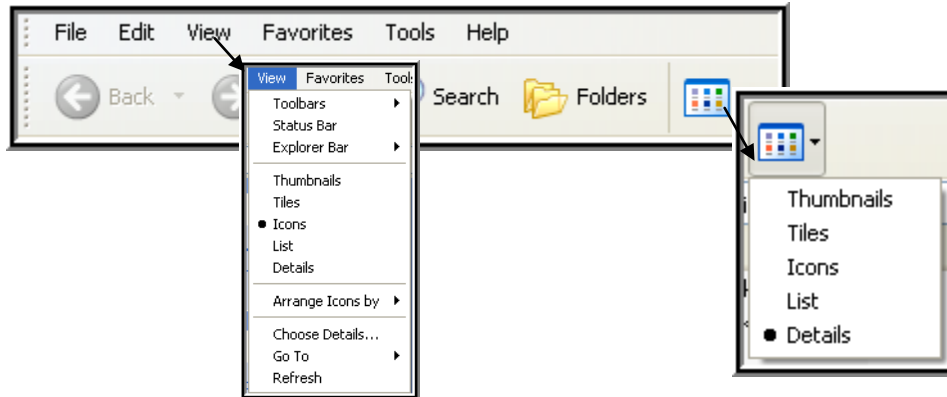
Double-click the Documents folder to see the contents.

Files can be moved through the same click and drag method.



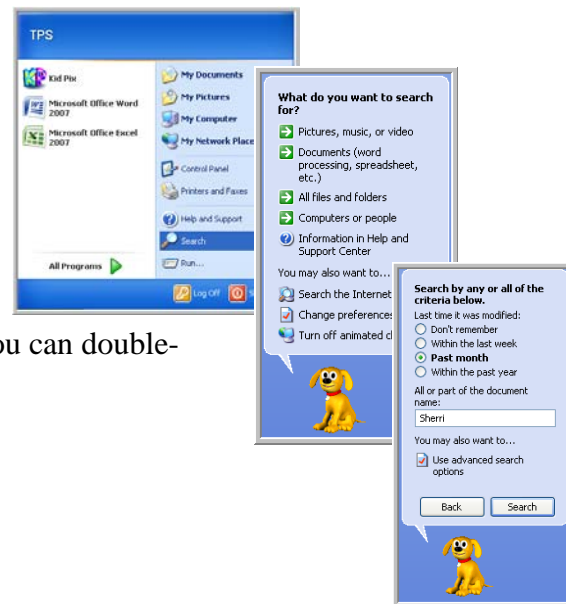
VIEW OPTIONS

You can change the layout of the contents of a folder through the View Options in the menu or View icon in the menu bar. Options include Thumbnails, Tiles, Icons, List and Details.



LOCATING LOST FILES

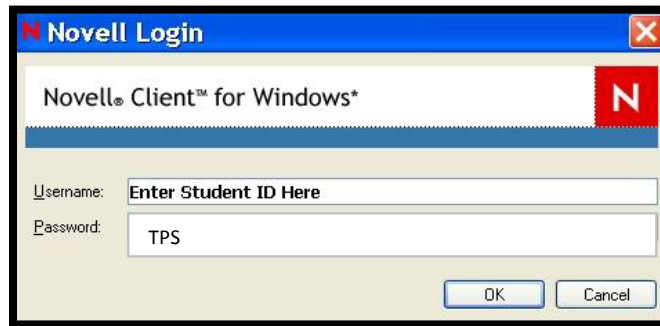
1. Select Search from the Start menu.
2. Identify what you want to search for.
3. Fill in fields. You can further refine by date/size. Click search. A list will generate showing any files matching your criteria. You can double-click to open the file when you find it.



STUDENT LOCKERS

LOGIN/PASSWORD PROCEDURES

Students are automatically entered into our Novell Network by ESIS enrollment which will create a default student ID and password. Students will see the following login screen. They should enter their student ID and the default password shown and press enter. 08-09-Tacoma is the default password for the start of the school year.



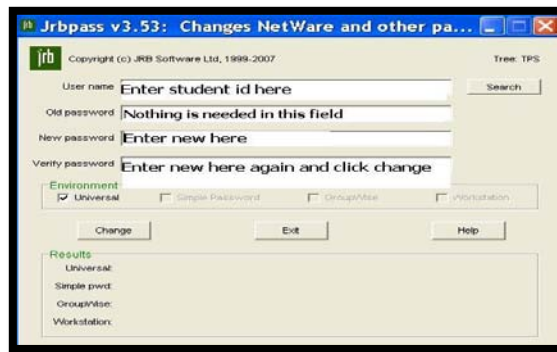
After initial login, the student will be prompted to change their default password.

PASSWORDS MUST CONTAIN THE FOLLOWING: 2-15 Characters – No special characters required, all student passwords will expire next summer. A default password will be provided at the start of the following new school year.

JRB UTILITY

All teachers may use the following utility to change a forgotten student password:

Please click on your ZENworks Applications folder on your desktop then TPS and then on the **jrb** Student Locker icon to bring up the password change screen. (If you don't see the **jrb** icon, please call x2378 to be added to the list.)



CREATING CLASS GROUPS IN IMANAGER

Overview

Creating groups allows you as the instructor to have a digital inbox/outbox system with the students in your classes. Teachers will have a folder where they can drop assignments, but students have read-only rights to this folder. Students will have a Turn-in folder to return work to the instructor; teachers will have read-only rights to this folder to protect the integrity of that work. Read-only rights do not allow the user to edit the file. Creating lassgroups is quick and relatively easy using iManager. Once set up, both the teacher and students will see a common Students' G Drive icon on the desktop that provides them with these resources.

CREATING A GROUP

1. Open iManager from the ZENworks Applications Folder and log into the system using your Novell Login information. This is the same information that you use to log into your computer. Set the tree to TPS.
2. Click **Class Groups** to open the menu.
3. Click **Create Group** to set up all of your groups.
4. Give your group a **unique name**. This is required so that you can identify your group AND no other teacher will use or has used that group name.

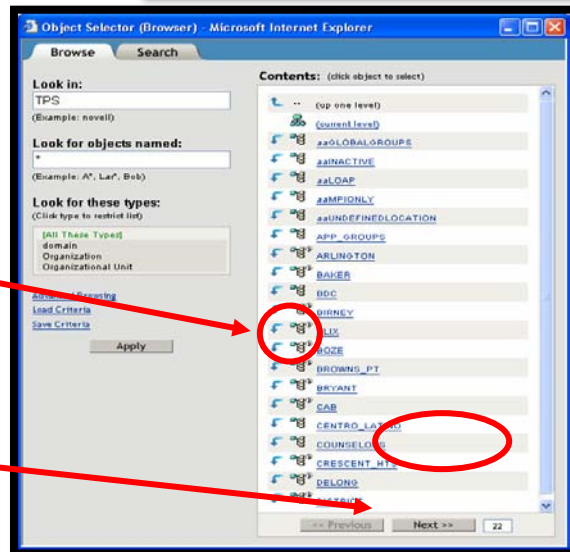
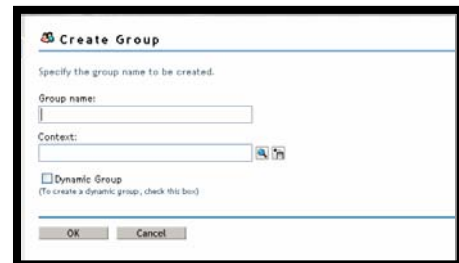
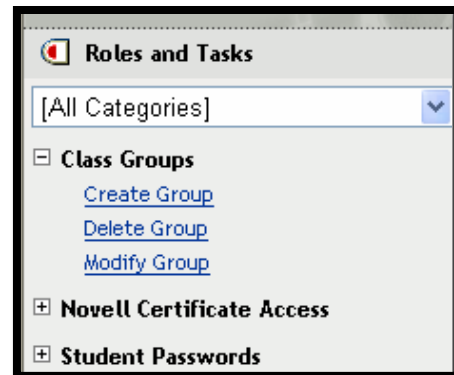
Example: Lokey Math P1
Non-example: English

Include your name, subject, and period.

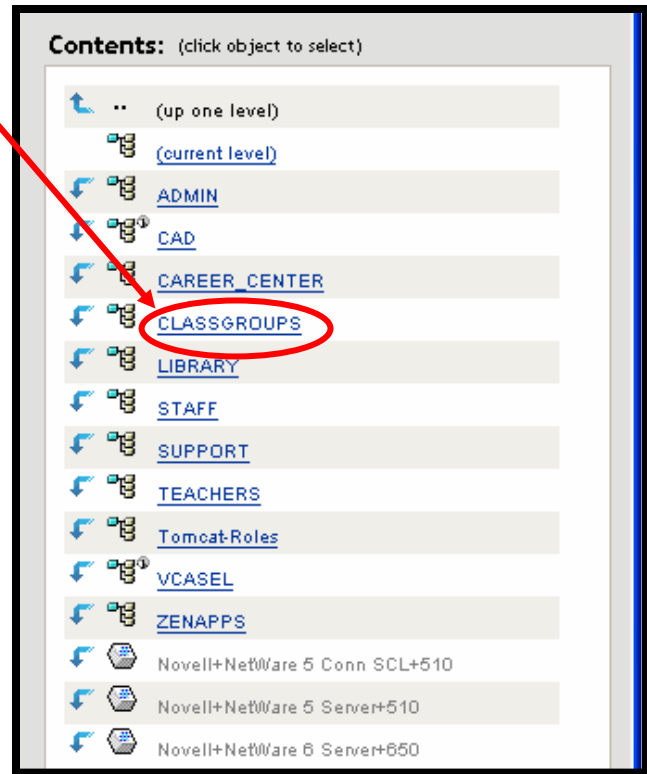
5. Find your **Context** by clicking on the **Object Selector** (the magnifying glass icon).

Use the down arrow symbol to enter a school.

Find your School using the **Next>>** and **<<Previous** buttons

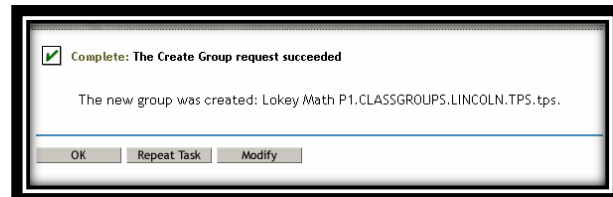


- When you are in your school directory, click on the CLASSGROUPS directory.
- You will be returned to the Create Group window with the appropriate Context completed.



Note: You can enter or copy/paste this context in this field for future groups OR repeat the above steps for each group.

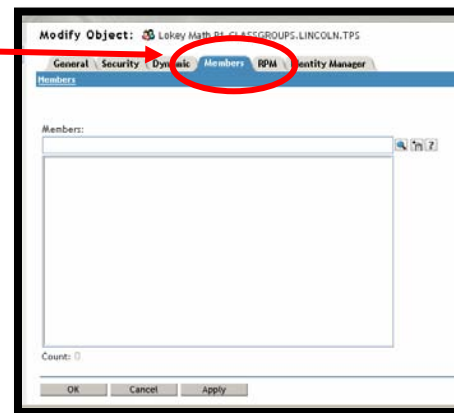
- Press OK to complete your group. You will receive confirmation that your group has been created unless there is a conflict with your group name.



ADDING STUDENTS TO YOUR GROUP

NOTE: You will need a class list with student ID numbers to complete this section.

- While still at the confirmation screen, press the **Modify Button** to add students.
- Then click on the **Members Tab**.
- In the **Members Field**, enter each student's ID number followed by .ACTIVE.STUDENTS
Example: 1234567.ACTIVE.STUDENTS
- Press the **ENTER Key** to ADD a student. Select a student and press the **Delete** key to REMOVE a student.
- When you've added your entire class, Press **OK**.

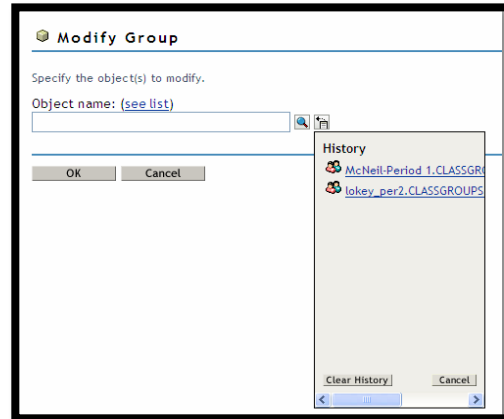


Repeat the steps in this handout to add additional Class Groups.

MODIFYING GROUPS

If you want to change members of a group, add or delete, you can do so at any time.

1. Click **Modify Group** under the **Class Groups** menu.
2. You can navigate to your group as you did under creating a group OR you can use the **History menu**. Click on the **History button** to the right of the magnifying glass.
3. Select your class group and press **OK**.
4. Click on the **Members tab** and add or delete members as above.
5. Press **OK** when finished.



CREATING A SHARED WORKSPACE WITH STUDENTS

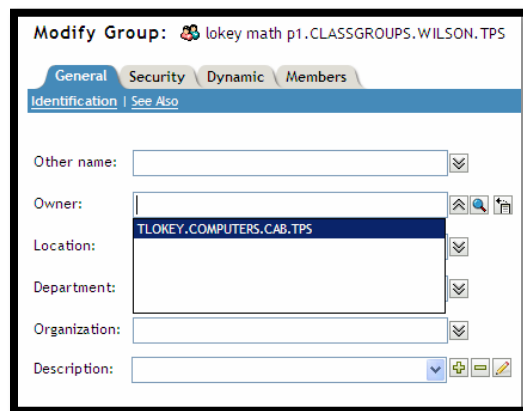
Some teachers, such as Yearbook instructors, will want to have a space where both teachers and students have both read and write permissions; that is, teachers as well as students will have the same capabilities to add, edit, or delete files. Only teachers who truly know that they want or need this function should proceed.

1. Create your group per above instructions.
2. On the **General Tab**, enter your students as **Owner**.

Example:

1234567.ACTIVE.STUDENTS

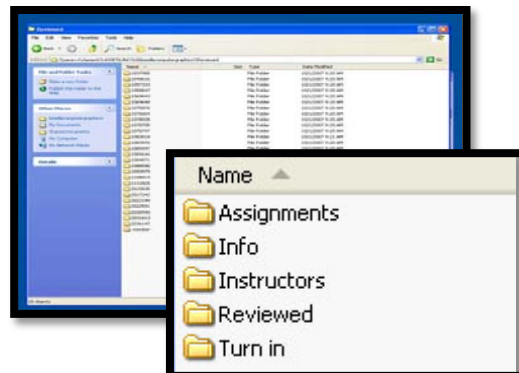
3. Press **OK** when finished.



USING CLASS GROUPS



Now that you have created your class groups, both you and your students will share a Students' G Drive icon on your desktop. Teachers and students will both see the folders below.



Within the Reviewed & Turn in folders (*above*), teachers will see a list of student folders by student ID (*right*). Students will only see their own folder.

Folder permissions refer to one's ability to read, create, edit, or delete files within them.

Folder	Teacher Permissions	Student Permissions
Assignments	All	Read Only
Info	All	Read Only
Instructors*	All	All
Reviewed**	All	Read Only
Turn in**	Read Only	All

* Only if you set up shared workspace (see above)

** Students can only see the folder designated by their student ID number. No other student account information is visible.