
Durham College

Mobile Learning

Quick Reference Guide

Guide Book

Mobile Computing & IT Support Centre

“How-To” Common Tasks

...a resource to help you feel comfortable working with your

Apple Laptop and using many of the services available to you.

You will see examples of how to install a printer, burn a CD and

how to connect to the network.

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Mobile Program Students

All full-time students enrolled in a Durham College Mobile Program are required to participate.

Full-Time Students

All students who carry a minimum 60 per cent course load are considered full-time as specified by the institution.

Part-Time Students

Students who carry a course load of less than 60 per cent are considered part-time and will be charged a reduce rate for their participation in the Mobile program on a per semester basis.

Laptop use in summer months

All returning full-time students are eligible to retain their learning tool over the summer. Students are required to check in their laptop and/or alternate learning tool on the date communicated to them by the Mobile Computing & IT Support Centre. It is crucial that students return the laptop and/or alternate learning tool on the date specified by the Mobile Computing & IT Support Centre, prior to the end of summer, for reconfiguration for the following academic year. Students who fail to do so may be levied the late return fee of \$50.00 per day.

Protecting your laptop

- Carry your laptop in the Mobile Computing backpack or bag provided with your learning tool. This has been specifically designed to provide protection for your learning tool.
- Always lock the laptop, using the lock provided; never leave it unattended.
- Never leave the laptop inside a car where it can be visibly seen - place it securely inside the trunk or cover it up. Never leave the laptop in a car overnight: extreme cold can cause your display to crack.
- When going from extreme temperatures - to avoid screen damage (i.e. cold weather to heated indoor location), take your laptop out and open it up, wait until the temperature of your laptop gets relatively close to room temperature before turning on your laptop.

If damage occurs, the damage will be assessed by Mobile Computing & IT Support Centre Staff. DO NOT attempt to repair or take apart your laptop - this will void the warranty and create additional expense for you!

Best Practices!

- Always shut down your laptop by selecting SHUTDOWN from the Apple menu.
- Back-up your documents regularly. Although the staff of the Mobile Computing & IT Support Centre will do all they can to save your data, sometimes this is not possible.
- Be aware of what you install on your laptop and what differences you notice after installation. If you encounter problems immediately following an installation, this information may help the Mobile Computing & IT Support Centre staff to troubleshoot the problem for you faster.
- Use laptops on a flat dust free surface with the ventilation fans exposed to avoid overheating

Things to Do!

- Do pick up your laptop by the base;
- Always turn off your learning tool before putting it in your bag. This prevents it from overheating and causing damage to internal components;
- Use a soft dry cloth with a recommended LCD cleaner. Other products like water, alcohol, or windex may cause damage.
- Keep heavy objects off your laptop (ie: school books, leaning elbows on it) or pack tightly in a backpack or suitcase bag: too much pressure will cause internal damage or damage the screen;
- Try to avoid eating and drinking near your laptop to avoid any possible accidental spillage, as this type of damage is not covered by the warranty;
- Keep your laptop away from magnetic fields such as speakers, TV's, etc.;
- Avoid sticking stickers on your laptop;
- Always leave laptop or learning tool in a temperate location
- Keep your laptop away from desk lamps as they may melt the case;

Power Adapter Care

When storing, please wrap the power cable on your MAC power adapter correctly, as shown below on the left. Do not wrap the cable around the adapter as it will cause damage to the power cable, as shown below on the right.

Important Note:

This type of damage is NOT covered under warranty.



DO wrap your adapter like this.



DO NOT wrap your adapter like this.

How to Login

When you boot up your Apple Laptop, you will come to a logon screen.

Please enter the following information:

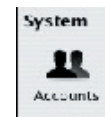
Student ID – Student ID number (eg. 100123456)

Password – durham (or what it was changed to in the orientation session)



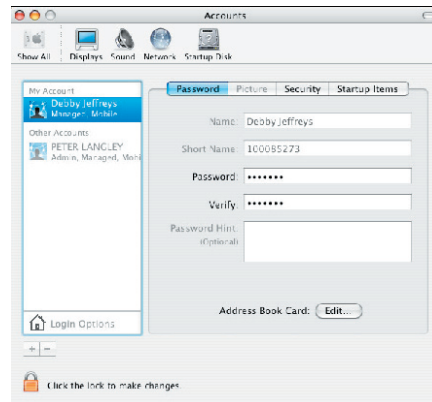
How to change your password

- If you have not already, it is wise to change your password
- After logging on click on System Preferences (located in the Doc) and click the Accounts icon
- Ensuring you have selected your user account, simply begin to type a new password in the password field
- Once you begin typing a box will automatically appear requesting you enter your current password
- After authentication, you will be taken back to the original accounts screen and asked to enter your new password and verify it



- Close the window by clicking the red button in the upper left corner of the window when your change is complete

You MUST be connected to the college network before changing your password, or you may not be able to access network resources.



Home Directories

When logged on to the campus network with your Apple laptop you can have access to a home directory (sometimes referred to as an H: drive).

- Go menu in the Finder, Connect to Server. Command-k is the short-cut. (Command key has an Apple icon and a symbol we often refer to as the “snowflake”)
- Enter the server’s IP name: itsosfps01 and click Add to favorites. Hit Return or click Connect.
- Enter your student password.
- Choose the share point Users2007. There should be a folder there with your



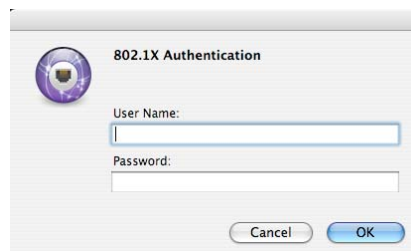
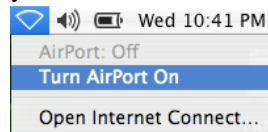
- student number.
- You get approx. 500MB. Drag your folder to the dock to the left of the trash icon. Disconnect. Use this icon as a short-cut

Wireless Access

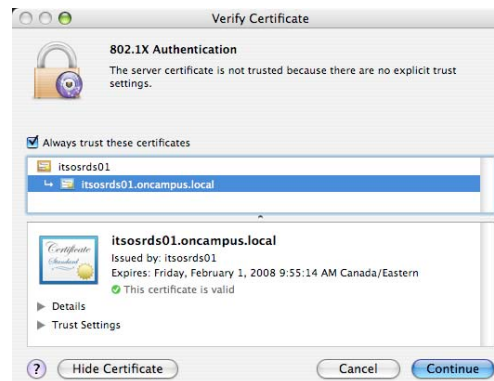
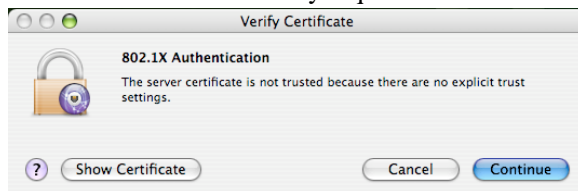
Wireless connection: turn on the wireless service (only when you need it as it draws lots of battery power), then select CAMPUS-AIR,

To connect

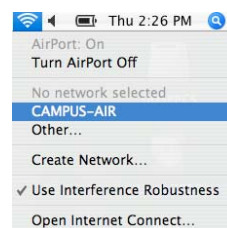
- Power up and log into your Apple laptop as you normally would
- First click on the pie piece shape in the top right corner of your screen to enable your wireless and ensure CAMPUS-AIR has a check beside it.
- A dialog box will come up, asking to put your name and password, type in your student number and password



- Another dialog box will appear, click on "Show Certificate", then click on "Always trust this certificate" and click on continue. This is only required for the first login



- The next time you log in all you need to do when you need wireless connection is to turn on the AirPort then select CAMPUS-AIR



Printers

Types of Connections

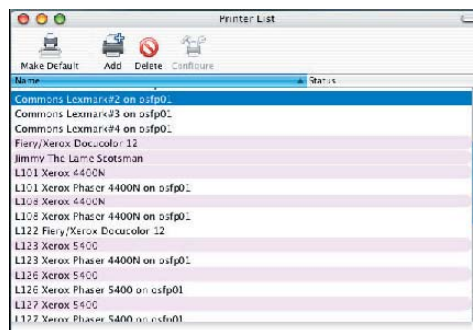
There are two types of printer connections; a Local Printer or a Network Printer. A printer is considered local when a cable runs from the printer and plugs directly into the back of your Apple Laptop. Installing a Local Printer is often very easy, as manufacturers may include software to easily install their printer drivers. A Network Printer is not physically attached to your Apple Laptop. You can only access this type of printer using a network connection. This is the type of printer you will be installing and/or accessing while you are on campus.

Printer Names

Before you set-up a network printer, it is important to understand how they are “named”. Given the example “PB221H1”, the “P” stands for “Printer”, “B221” is the room number, “H” is the manufacturer, in this case Hewlett Packard, the number “1” indicates that this is the first printer in the room. (There is an exception to that is the Fiery printer in room L122. If you are going to print to it, in the Printer Address field type PL122X1 and in the Queue name field type halt.)

Adding a Network Printer

- While under Finder (at the desktop) click the Go menu and select Utilities folder
- Double click on Printer Setup Utility
- Click on the Add icon and select IP Printing from the first popup menu
- In the printer address type **osfp01**
- In the Queue name put the **printer name**
- From the printer model popup menu select the make of the printer, then a list of all the models of this make will be listed, after choosing the model click the Add button.



The last printer added, will be the default printer, if you want to make another printer the default printer, just select the desired one and click on the Make Default button, you’ll notice the printer name will be in Bold.

Sleep and Shut Down

Using and understanding Sleep and Shut Down will help you maximize your battery life and allow you to work more efficiently. There are basically two ways of conserving battery life:

Sleep

From a user's point of view Sleep mode is similar to a screen saver. It will automatically go into sleep mode when the Apple laptop has not been used in a specific amount of time (often after five or ten minutes). This option does not automatically save your work, so although it isn't necessary to close any programs before putting your Apple laptop into sleep mode, you should save any work you want to keep. To put your Apple Laptop into sleep mode you can select Sleep from the Apple menu or by closing the lid of your Apple Laptop. To bring your Apple laptop out of sleep mode, press space bar or open the lid.

Shut Down

When you are finished using your Apple laptop for the day, you should fully shut it down. Do this by going to the Apple menu and selecting Shut Down, Click OK. Note: this will not automatically save your work. Please ensure that you save prior to shutting down.

CD and DVD Burning

A data disc is a CD used to store electronic data, such as the files that reside on your computer's hard drive. Unlike music discs, data discs are used to store files that are readable only by a computer, and cannot be played on your home or car stereo.

- A data CD can hold up to 700 MB of information and can be accessed with any computer equipped with a CD-ROM or CD recorder.
- Some Mac's are equipped with a DVD burner. A DVD burner can hold up to 4.7 GB of data
- A data disc is great for backing up your hard drive or storing important information such as your documents, reports, and spread sheets.
- Because of its portability, a data disc is very useful for sharing multimedia presentations, graphics, reports, and other academic information with colleagues or students.

Burn a Data Disk

- Insert a blank disk into the drive
- Copy files to the disk as you would copy them elsewhere on your computer (i.e. using drag and drop, or copy & paste)
- When you have your files on the disk, click File and select Burn Disk (or drag the disk to the Burn icon).
- In the dialogue box that appears you can select the Burn Speed and select Burn
- Eject your disk normally



Home Networks

Many students currently have or are planning to create networks at home. This can allow multiple users to access the Internet, share printers or files. College Apple laptops can be attached to wired or wireless home networks.

Internet

Students can access the Internet while on campus as they need it. However, many students want to be able to get online at home - your laptop is Internet ready for most high-speed Internet access. Here is some basic information on the different types of Internet connections available to help students decide which service will be best for them:

Cable

This high speed Internet service uses cable lines that are already in place and a cable modem. With this service you can surf the internet, watch TV and talk on the phone with no conflicts.

DSL (Digital Subscriber Line)

Using existing copper telephone wire and a DSL modem, service providers offer a high speed Internet connection. Similar to a cable connection, users can surf the Internet, watch TV and talk on the phone with no conflicts.

Home Usage Tip - IMPORTANT

When you are at home do not plug in your laptop to your home network until your laptop has started up.

Why?

When your laptop starts up and detects a network connection, it immediately looks for the oncampus network. If it doesn't find it immediately, it will continue to look until it times out. This process will take about five minutes.

Why visit Mobile Computing & IT Support Centre?

- network or configuration problems (i.e.: cannot logon to campus network, H: Drive or wireless network not accessible)
- laptop cleaning (screen & keyboard)
- cannot print, burn a CD or battery will not hold a charge
- missing or damaged laptop components (i.e.: power cord, AC adapter, network cable, security lock) – we have temporary loaners & sell replacement components
- laptop is damaged, won't turn on or is making an unusual noise
- cannot logon to laptop or machine boots up very slowly

Note: our repair turn-around time is approx. 2-3 hours for most repairs (dependent on service load at the time)

Contact Information

Mobile Computing & IT Support Centre
located in Room SW100 – Learning commons

Phone: 905.721.3333

Internal Extension: 3333

E-mail: itsupport@dc-uoit.ca

Hours of Operation

Mon - Thur 7:30am - 11:00pm

Fri 7:30am - 7:00pm

Sat & Sun 9:00am - 4:00pm

Summer Hours of Operation

Sunday May 22 - Sunday August 21

Mon - Fri 7:30am - 7:00pm

Sat 9:00am - 1:00pm

Sun Closed