

## Netbook Info for Students

1. The netbook is slower than the desktop and laptop models. Be patient.
2. Students must log in at school before they can log in outside of school. Initial log in will take around three minutes. Next log in will take only 15-20 seconds.
3. School Printers. Can add school printers if the school printers are missing from list of printers.
  - a. Go to *Devices and Printers*, choose *Add a Printer* button along the top.
  - b. Select *Add a Network Printer*. Wait why the printers are located. Choose the correct printer—it should be one of the printers on *Nickel*.
4. Open Office.
  - a. *Registration*. First time will need to go through four registration screens.
    - i. Welcome – click “Next”
    - ii. User Name – Leave everything blank – click “Next”
    - iii. Online Update – Uncheck the *Check for updates automatically* box – click “Next”
    - iv. Registration – Choose *I do not want to register* - click “Finish”
  - b. *Printing*.
    - i. At school you may print to the school printers.
    - ii. From home, first save your file. Then Convert the file to a PDF file and save to a flash drive. (There is a button on the Standard Toolbar along the top called *Export Directly as PDF*, it says PDF on it. This will convert to PDF file for you. ) Then print this PDF file from home computer/printer.
5. Outlook. For students with Outlook email, you will see a message that states “There is a security problem. . .
  - a. Choose – Continue to this website (not recommended)
  - b. Choose – This is a public or shared computer
  - c. Put in user name and password
6. Internet access at home.
  - a. If your home has a wireless network, you will need to enter the WEP code and “connect” to the network.
  - b. If your modem is “hard-wired”, you will need an Ethernet cable to attach the netbook to the modem. Ethernet cables are available at most stores that handle electronics, eg. Meijer, Walmart, Staples, Best Buy, Target. All computers work faster when they are “hard-wired” into the modem.
7. Cleaning of the screen. The netbook screen is NOT a touchscreen. However, you may from time to time wish to clean the screen. The ONLY cloth to be used on the screen is a “micro-fiber” cloth similar to what is used on LCD tv’s, iPods, and other touch screens. DO NOT spray ANY cleaner directly on to the screen!