

Part III: INFORMATION SHEET FOR LAPTOP USE

DO NOT, under any circumstances, leave laptop computers or any valuables unattended in the Libraries. The Libraries are **NOT** responsible for lost or stolen laptops, personal computers, their components, or any other lost or stolen items.

Hints for laptop use on the network:

1. Users must be within the wireless access areas of the Libraries. In the TJ Library, refer to the signs for wireless access areas located between the elevators and near the stairs.
2. Power-up your laptop. Power cords should not be placed in walkways. Choose tables closer to power outlets to keep power cords from becoming a tripping hazard.
3. Hit Control, Alt & Delete when prompted.
3. Connect using the Cisco VPN Client - Open the Cisco VPN Client, and click Connect. Enter your Gateway ID and password when prompted.
4. Once the VPN Client is connected, reenter your Gateway ID and password on the Log On to Windows menu.
5. You may save your data to the Samba network drives located within "My Computer". Also, you may save data to your personal USB flash drives or send files via email. To print in the Libraries, open your file on a computer in the Library Research Commons.
6. Please keep in mind that Laptop computers are made to withstand the rigors of portable use; however, they are delicate electronic equipment and require certain care to insure proper operation. The following guidelines are provided to help you get the most from your use of a laptop computer:
 - ❖ The computer should be placed in its collapsed or folded position any time that it is to be moved. Always place the computer in its carrying case before transporting it.
 - ❖ Do not plug in or unplug an external device such as a mouse unless the computer and the external device are turned off.
 - ❖ Since the laptop computer contains a magnetic hard disk, do not expose it to any magnetic fields that could damage the contents of the hard disk.
 - ❖ To ensure your privacy, remove all stored files from the computer before returning it. The library is not responsible for any files remaining on the computer once it is returned. For maintenance purposes, the hard disks will be periodically restored.