

Instructions For *Lyman Maynard Stowe Library's* Laptop Computers



UConn
HEALTH

Revised 07/2020

Laptop Equipment

The following 2 items are included with the laptop loan:



Laptop Computer



Dell AC Adapter

The following items are optional and must be requested:



USB CD/DVD player with cable



USB Mouse



Network Cable

Contents

Laptop Equipment.....	2
Specifications at a glance.....	4
Quick Tour.....	5
Frequently Asked Questions.....	7
Setting Up and Turning On the Laptop.....	9
Logging On To The Laptop.....	10
Wireless Networks.....	11
Printing From The Laptop.....	12
Using The Mouse And Touchpad.....	13
Connecting an External Monitor or Projector.....	14
Remote (Off Campus) Access to UConn Health with AOVPN.....	15

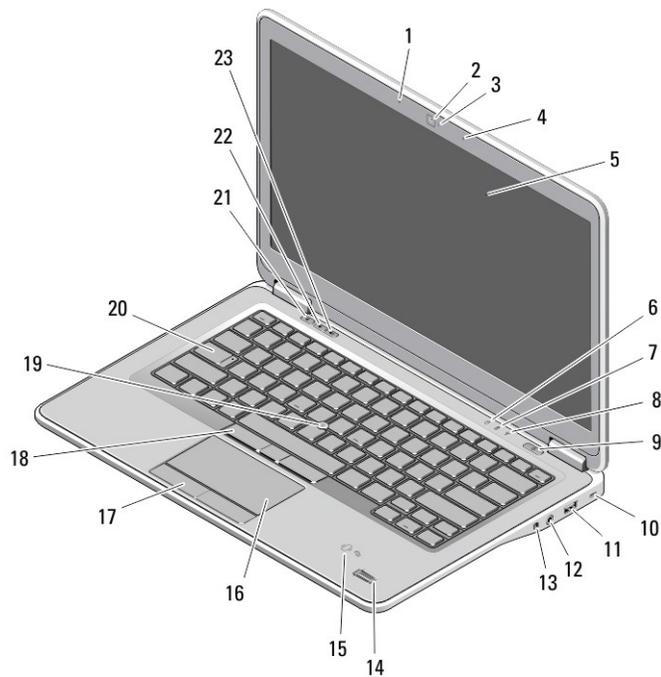
Specifications at a glance

Dell Latitude E7440 Ultrabook

	Battery:	Primary 4-cell 47W/HR Battery
	Dimensions:	Width: 13.2"/337.0mm Height: .8"/21.0mm Depth: 9.1"/231.5mm
	Display:	14.0 FHD (1920x1080) Wide View Anti-Glare WLED-backlit
	Graphics:	Intel Integrated HD 4400 Graphics
	Hard Drive:	128GB Full Mini-Card Mobility Solid State Drive
	Memory:	8GB (1x8GB) 1600MHz DDR3L Memory
	Operating System:	Windows 10 Enterprise 64-bit
	Optical Drive:	External USB 8X DVD+/- RW
	Processor:	4th Gen Intel(R) Core(TM) i7-4600U Processor 2.1 GHz
	Weight:	Starting at 3.6 lb
	Wireless:	Intel Dual Band Wireless- AC 7260 802.11ac/a/b/g/n 2x2 + Bluetooth 4.0 LE Half Mini Card

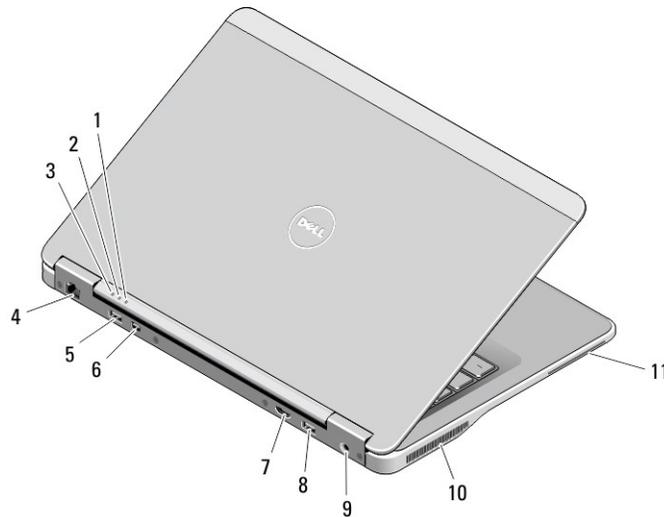
Quick Tour

Latitude E7440 – Front View



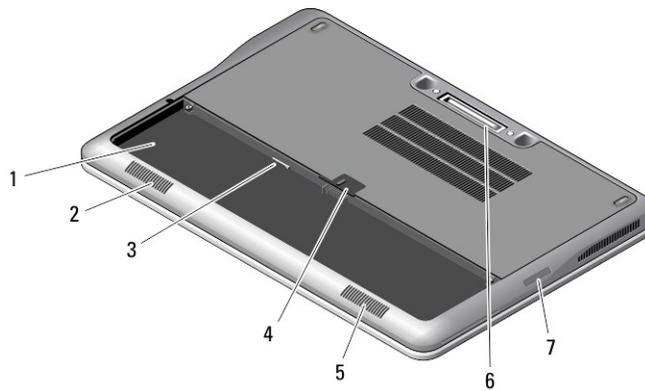
1. microphone
2. camera
3. camera status light
4. microphone
5. display
6. hard-drive status light
7. battery status light
8. wireless status light
9. power button
10. security lock slot
11. USB 3.0 connector
12. audio and microphone connector
13. wireless switch
14. fingerprint reader
15. contactless smart-card reader
16. touchpad
17. touchpad buttons (2)
18. trackstick buttons (3)
19. trackstick
20. keyboard
21. mute button
22. volume down button
23. volume up button

Latitude E7440 – Back View



- | | |
|-------------------------------|--------------------------------------|
| 1. power status light | 7. HDMI connector |
| 2. hard-drive activity light | 8. USB 3.0 connector with PowerShare |
| 3. battery status light | 9. power connector |
| 4. network connector | 10. cooling vents |
| 5. USB 3.0 connector | 11. smart card slot |
| 6. mini DisplayPort connector | |

Base View (without battery)



- | | |
|------------------|----------------------|
| 1. battery bay | 5. speaker |
| 2. speaker | 6. docking connector |
| 3. USIM slot | 7. SD card reader |
| 4. battery latch | |

Frequently Asked Questions

Use of the laptop is on a “self-service” basis. Printed instructions are provided to help you connect the cables and operate the laptop. Refer to the instructions for assistance.

Library staff is not available to provide software application (Word, Excel, etc.) support. Utilize the “Help” menu in the application or refer to books in the library (see Library’s OneSearch) regarding that application.

- **Is this laptop encrypted?**

Yes, with BitLocker.

- **How do I log in?**

Before leaving the UConn Health campus, the person **using** the laptop (**not** the person checking out the laptop, if different) **must** use a **wired** connection and log into the laptop using a UConn Health username, password and domain.

This is a requirement of UConn Health IT Security.

If you do not complete this step, you will not be able to use the laptop.

For detailed instructions see **Logging On To The Laptop** (p. 10).

Note: If you are checking out the laptop for someone else to use, then **that person** must log into the laptop using **their** UConn Health username, password and domain, or **they will not be able to use the laptop.**

- **Can I save to the hard drive?**

Yes. Documents saved to the hard drive will be deleted when the laptop is returned to the Library. You may also save to external media such as a USB drive.

- **Can I install hardware/software on the laptop?**

Perhaps. Your UConn Health username is **not** an administrator on the laptop. If the hardware/software you wish to install requires administrator rights, you will not be able to install it. If you require hardware/software that is not installed on the laptop, you should test it prior to any event, presentation, etc.

- **Where is the floppy drive?**

This laptop does not have an internal floppy drive. An external USB floppy drive can be checked out from the library separately.

- **Can the next person using the laptop see my documents?**

When the laptop is returned to the Library, your profile is deleted.

- **Can I email from this laptop?**

Yes. UConn Health’s email URL is: <https://itowa.uhc.edu/>. You may use any browser but the functions within the email program work best with IE.

- **Can I print from this laptop?**

The laptop prints to the color and black & white printers in the public area of the Library utilizing Pharos/UnipriNT software. See **Printing from the Laptop** for instructions.

- **Can I do word processing on the laptop?**

Yes, Microsoft Office 2016 products including Word, Excel, PowerPoint, etc., are installed.

- **What about access to other programs, like SPSS?**

Access Storrs’ UConn AnyWare with your NetID from <https://store.anyware.uconn.edu/Citrix/AnywareWeb/>
Please select **Use Light Version**.

NetID information: <https://netid.uconn.edu/>

- **Are the programs on the PC compatible with my data?**

The laptops are running Windows 10 Enterprise 64-bit with Microsoft Office 2016 32-bit.

- **Can I “dial out” using this PC?**

No. This laptop does not have a built in modem.

- **Can I connect to the UConn Health or other networks?**

The first login to this laptop **MUST** occur on the UConn Health wired network with your UConn Health username, password and domain.

After the initial logon, you may connect to the network wirelessly (UConnHealth-SECURE or the UConnHealth-GUEST network) or by using a network cable connected to the network jack on the back of the laptop and plugged into a **live** wall jack.

For off-campus use, contact the appropriate IT personnel, such as hotel, conference center or institution staff for instructions on connecting to their network.

- **Which Internet browser should I use?**

Internet Explorer, Firefox, Chrome and Edge are installed on the laptops. If you encounter a problem viewing a site with one browser, try another.

- **Can I use CDs or DVDs on this PC?**

Yes. An external USB CD/DVD drive can be checked out from the Information Desk.

Setting Up and Turning On the Laptop

You may use the laptop with either AC or battery power.

If you choose to use battery power, the display may not be as bright as with AC power.

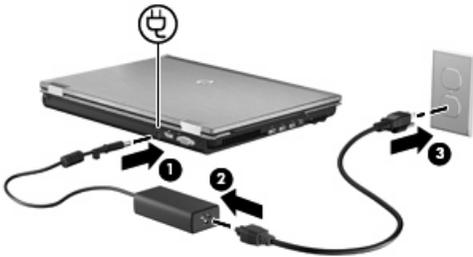
Before Turning on the Power

Connect the following devices prior to turning the laptop on to insure that the computer recognizes them correctly. If you have forgotten to do so, you can try connecting them after the power is on, and if they don't work correctly, simply reboot the computer.

- **Network cable**
- **USB mouse**

To connect the computer to external AC power, follow these steps:

1. Plug the AC adapter into the power connector **(1)** on the back of the computer.
2. Plug the power cord into the AC adapter (if disconnected) **(2)**.
3. Plug the other end of the power cord into an AC outlet **(3)**.



Turn on the Laptop –

Open the laptop and press the **rectangular, black** power button on the upper right (above the End/Insert keys).

Logging On To The Laptop

UConn Health IT policies: <https://health.uconn.edu/policies/policies-specific-areas/specific-area-information-technology/>

Logging In

First Time -

This is a UConn Health IT Security requirement.

Before leaving the UConn Health campus, the person **using** the laptop (**not** the person checking out the laptop, if different) **must** use a **wired** connection and log into the laptop using a UConn Health username, password and domain.

This is a requirement of UConn Health IT Security.

If you do not complete this step you will not be able to use the laptop.

Note: If you are checking out the laptop for someone else to use, then **that person** must log into the laptop using **their** UConn Health username, password and domain, or **they will not be able to use the laptop.**

The Library cannot provide a username and password to access the laptop.

Subsequent Logins –

After the first wired login, you **do not** have to be connected to the UConn Health network to use your username, password and domain to log into the computer.

For wireless network log on instructions please see the **Wireless Networks** section (p. 11) of this manual.

Internet Access and Printing

If you are connected to the UConn Health network, you will have internet access and the ability to print to the Library's public printers.

About your username and laptop rights –

Your username will give you standard user rights on the laptop, not administrator rights. **You will not have the ability to install hardware and software that requires administrator rights.**

You should test the laptop prior to any event, presentation, etc. to be sure that all necessary hardware and software is installed and working as needed.

Wireless Networks

The two primary wireless networks at the Health Center are the **UConnHealth-GUEST** (public) and the **UConnHealth-SECURE** (secure).

Before you can use the wireless network, you must follow the laptop login instructions on page 10.

For wireless networks outside of UConn Health you will need to follow the providers' instructions for access to their networks.

Using UCH WiFi On Campus

Click on the wireless icon  in the System Tray to show available networks.

UConnHealth-SECURE Network

UConnHealth-SECURE is a secure network that requires a UConn Health username and password for access.

To manually connect to UConnHealth-SECURE, single click on the wireless icon .

Click on UConnHealth-SECURE and then click on **Connect**.

Enter your UConn Health username and password in the box that appears.

Proxy access is not needed when using this network to access subscribed Library resources.

UConnHealth-Guest Network

This is an open and unsecured network provided primarily for patient use.

Never use it to transmit patient information or any other information that comes under HIPAA guidelines.

To manually connect to UConnHealth-GUEST, single click on the wireless icon .

Click on UConnHealth-GUEST and then click on **Connect**.

Follow the instructions and prompts provided once you access the internet.

Once connected you can follow the same procedure to disconnect.

When using the UConnHealth-GUEST network and accessing subscribed Library resources such as eJournals or databases, you will have to use your proxy login, just as if you were off campus.

Printing From The Laptop

The laptop prints using the same printers and printing software that are loaded on the public workstations in the Library.

The same charges and procedures will apply.

If you are connected to the UConn Health network (wired or wireless) you are able to print to the color or black and white printer in the Library.

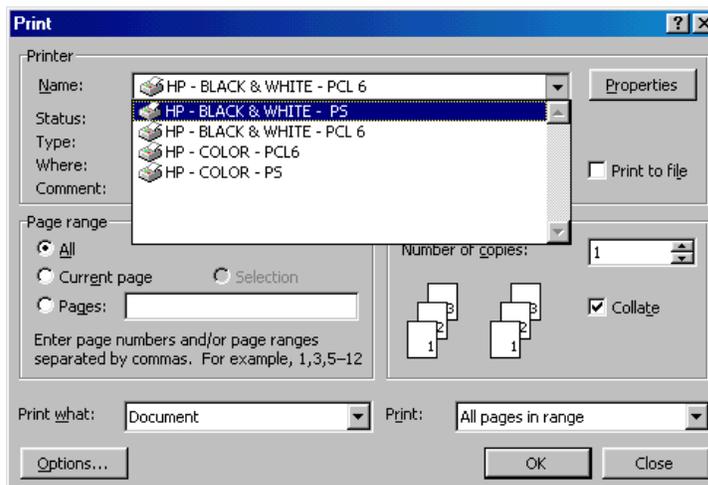
You must have a **Vendacard** to release your job at the printing station. It is the same card that is used for copying. You may purchase a Vendacard at the Circulation Desk.

To Print

You may print in the following ways –

- The browser's **Print** button (**May not** give you the option to switch printers).
- The browser's **File, Print** menu entries (**Will** give you the option to switch printers).
- The specialized **Print** button of the application you are in (This is particularly important when printing **PDF** documents or at a database provider site such as EBSCO).

At the **Print Dialog** box, you may switch printers between **Black & White** and **Color**.



At the **Pharos PopUp** box you must enter a **User Name** and a **Password** of your own creation.

- The name identifies your job at the printing station and the password prevents it from being printed by another person.
- Multiple jobs may use the same name and password.
- The same information may be used for both name and password.

IMPORTANT NOTE:

Your print jobs will only be queued for 3 HOURS, after that time they will automatically be deleted.

Using The Mouse And Touchpad

You may use either the built in touchpad or a USB mouse.



USB mouse - the mouse should be connected to the USB port **before** turning on the computer.

USB ports can be found on the back or right side of the laptop.

Both the USB mouse and the touchpad will work when the USB mouse is plugged in.

Connecting an External Monitor or Projector

Important change – this laptop **does not** have a traditional VGA port .

Available ports: HDMI connector, mini DisplayPort connector and USB 3.0 connectors.

Refer to the laptop Quick Tour (p. 6) for port locations.

Confirm that the external monitor or projector is compatible with these types of ports.

The Library has HDMI cables available for check out. Ask at the circulation desk.

After connecting and turning on the laptop and external device, press the **Fn** and **F8** keys simultaneously to switch the display between the laptop and external device.

Remote (Off Campus) Access to UConn Health with AOVPN

IT information about telecommuting –

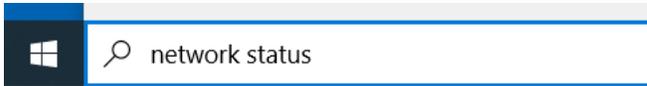
<https://health.uconn.edu/information-technology/it-guide-to-telecommuting/>

Library loaner laptops are equipped with **Always On VPN (AOVPN)** which automatically connects with the UConn Health network from any off campus location with a WiFi connection.

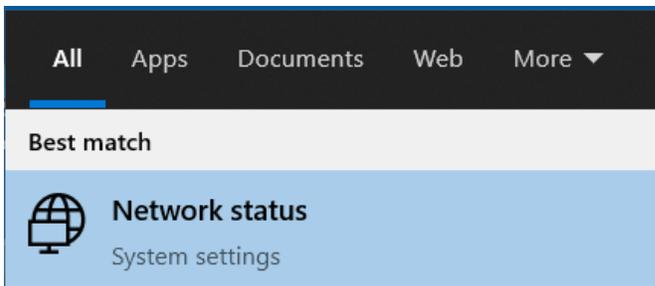
Note: WiFi is the preferred method of connection.

Check Status of AOVPN

Enter **Network Status** in the Windows 10 search box:

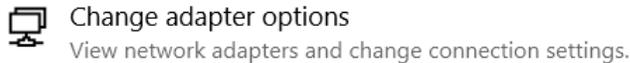


Click on **Network Status**:



Click on **Change adapter options**:

Advanced network settings



View the **Device Tunnel** icon status:

Connected to UConn Health AOVPN (off campus)	Disconnected from UConn Health AOVPN (on campus)
 DeviceTunnel uchc.net WAN Miniport (IKEv2)	 DeviceTunnel Disconnected WAN Miniport (IKEv2)

If the icons do not display as expected and you cannot connect to UCH resources, such as your office desktop, contact the IT Helpdesk.

Connecting to UConn Health Resources with AOVPN

With AOVPN, you may still connect to UCH resources using a browser and <https://remote.uchc.edu/> but it is not required.

To access your office desktop while using AOVPN, click on the **Remote Desktop Connection** icon on the laptop and enter your office computer's name and your UCH login credentials as needed.

