



COLLABORATORIES

Instructions for Connecting the
DiMenna-Nyselius Library Loaner Laptops



Table of Contents

Part 1: Dell Latitude E5500

- How to Connect to the **Planar Monitor** (Areas 1-5) p. 2
- How to Connect to the **Samsung Monitor** (Areas 6-10) p. 3
- How to Connect to the **Internet**
 - Wirelessly p. 4
 - Using the Ethernet Cable p. 5

Part 2: MacBook

- How to Connect to the **Planar Monitor** (Areas 1-5) p. 7
- How to Connect to the **Samsung Monitor** (Areas 6-10) p. 8
- How to Connect to the **Internet**
 - Wirelessly p. 9
 - Using the Ethernet Cable p. 10



Part 1



Instructions for Connecting the **Dell Latitude E5500** Loaner Laptops



How to Connect the **Dell Latitude E5500** to the **Planar Flat Panel Monitor** (Areas 1-5)

Figure 1

No light means that the monitor is **off**; **Source Button**

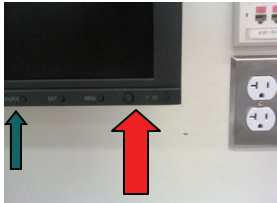


Figure 2

The **VGA port** is the second port from the left on the laptop



Figure 3

A **green light** indicates that the monitor is **on**



1. Turn the **laptop off**.
2. Turn the Planar **monitor off** (indicated by the **light being off** next to the power symbol on the lower right hand corner of the monitor- see Figure 1.). *If the light is green or yellow, toggle the power button in order to turn it off.
3. Connect the **VGA cable** to the laptop (see Figure 2).
4. Turn the **laptop on** and, if prompted, log in using the username and password located on the top of the screen. **Wait for the desktop** to appear.
5. Turn the Planar **monitor on** (see Figure 3). The Planar monitor should automatically choose the appropriate mode for the laptop, enabling the desktop to appear. *If not, press the **Source button**, located four buttons to the left of the Power button, until the desktop appears (toggle) (see Figure 1).

How to Connect the Dell Latitude E5500 to the Samsung Flat Panel Monitor (Areas 6-10)

Figure 1

An **orange** light indicates that the monitor is **off**.

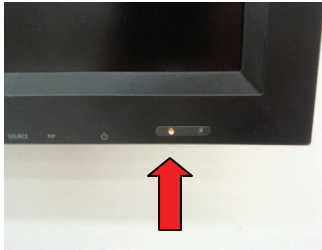


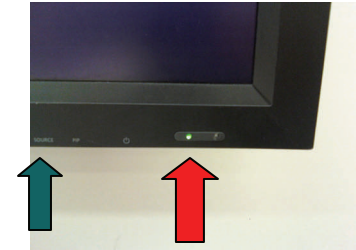
Figure 2

The **VGA port** is the second port from the left on the laptop.



Figure 3

A **green** light indicates that the monitor is **on**; **Source Button**



1. Turn the **laptop off**.
2. Turn the **Samsung monitor off** (see Figure 1). *If the light is green (on), press the power button located underneath the power symbol to turn it off.
3. Connect the **VGA cable** to the laptop (see Figure 2).
4. Turn the **laptop on** and, if prompted, **log in** using the laptop username and password located on the top of the laptop screen. **Wait for the desktop** to appear.
5. Turn the **Samsung monitor on** by pressing the **Power button** (located underneath the power symbol). A green light indicates the monitor is on (see Figure 3).
6. Put the Samsung monitor in “PC” mode by toggling the **Source button**, located underneath the **Source symbol**, two buttons to the left of the power button (see Figure 3). The desktop should appear on the monitor.

How to Connect the Dell Latitude E5500 to the Internet Wirelessly

Figure 1

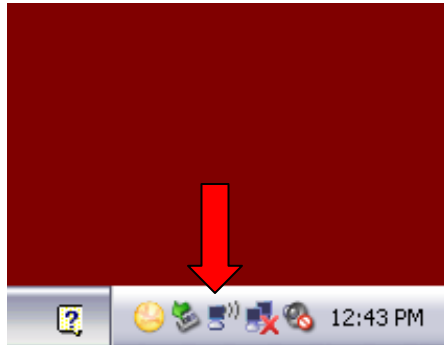


Figure 2

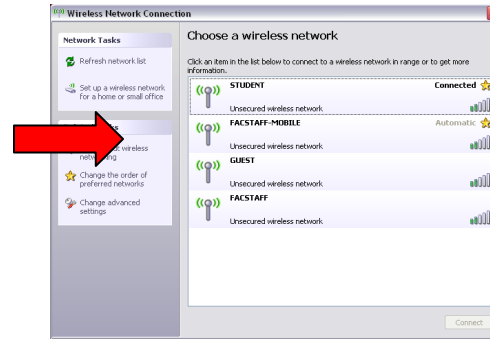


Figure 3

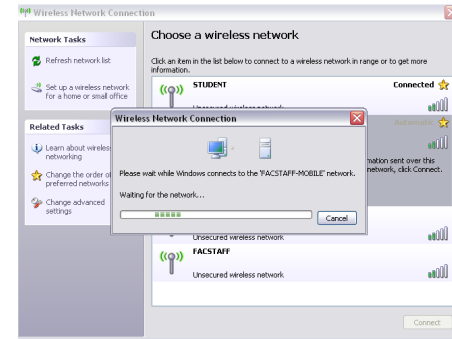
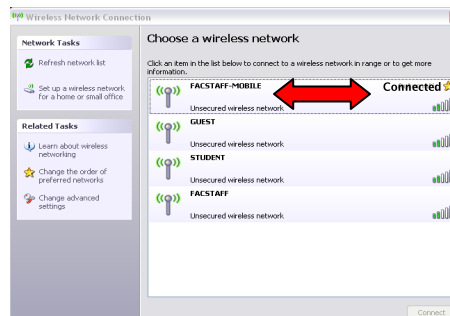


Figure 4



1. **Locate the wireless connection icon in the taskbar** of the laptop (see Figure 1).
2. **Right-click** on the icon.
3. Click **“View Available Wireless Networks”**
4. **Double-click** on the network **FACSTAFF-MOBILE** (Figure 2).
5. Allow the network to **load** (see Figure 3). Once it has finished loading, the word **“Connected”** should appear to the right of the network (see Figure 4).
6. **Open a Web browser.**

How to Connect the **Dell Latitude E5500** to the **Internet Using the Ethernet Cable**

Figure 1

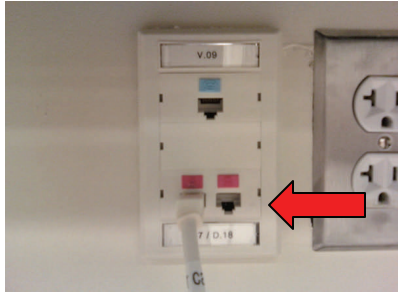


Figure 2

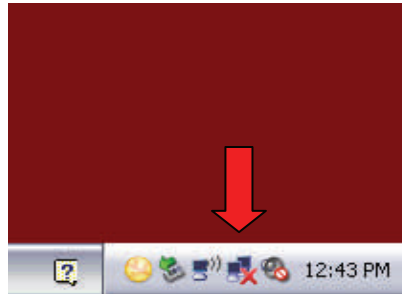


Figure 3

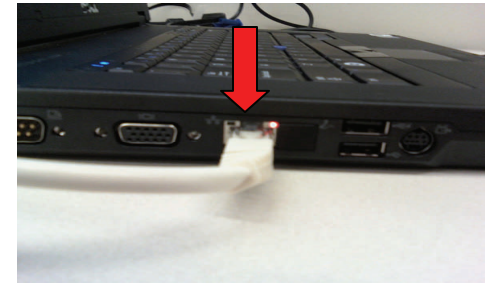
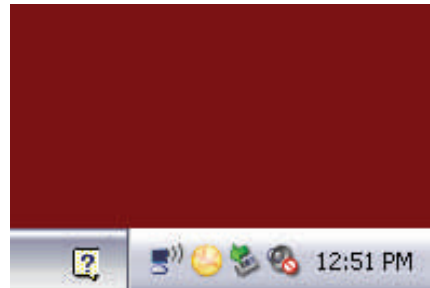


Figure 4



1. **Connect the Ethernet cable to the Wall Ethernet port** (see Figure 1) (Before you connect the Ethernet cable to the laptop, the taskbar should include a disconnected network symbol (see Figure 2)).
2. **Connect the opposite end of the Ethernet cable to the Laptop Ethernet port** (see Figure 3). After connecting the Ethernet cable to the laptop, the disconnected network symbol will disappear (see Figure 4). Open a Web browser.

Part 2



Instructions for Connecting the **MacBook** Loaner Laptop



How to Connect the MacBook to the Planar Flat Panel Monitor (Areas 1-5)

***Note:** You will need to check out the **MacBook Mini-DVI to VGA Adapter** at the **Circulation Desk** in order to connect to the Planar Flat Panel Monitor.

Figure 1

No light means that the monitor is **off**; **Source Button**.

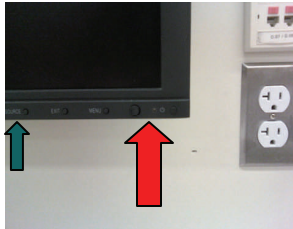


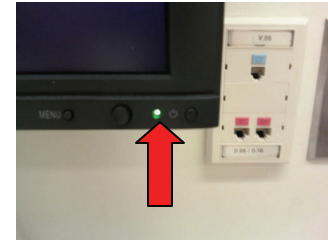
Figure 2

Connect the **MacBook Mini-DVI to VGA Adapter** to the **Mini-DVI port** located three ports from the left on the MacBook (left). Then, connect the **VGA cable** to the free end of the adapter (right).



Figure 3

A **green light** indicates that the monitor is **on**.



1. Turn the **laptop off**.
2. Turn the **Planar monitor off** (Indicated by the **light being off** next to the power symbol on the lower right hand corner of the monitor- see Figure 1.). *If the light is green or yellow, toggle the power button to turn it off.
3. Connect the **VGA cable** to the laptop (see Figure 2).
4. Turn the **laptop on** and log in using the username and password located on the top of the laptop screen. **Wait for the desktop** to appear.
5. Turn the **Planar monitor on** (see Figure 3). The Planar monitor should automatically choose the appropriate mode for the laptop, enabling the desktop to appear. *If not, press the **Source button**, located four buttons to the left of the Power button, until the desktop appears (toggle) (see Figure 1).

How to Connect the **MacBook** to the **Samsung Flat Panel Monitor** (Areas 6-10)

***Note:** You will need to check out the **MacBook Mini-DVI to VGA Adapter** at the **Circulation Desk** in order to connect to the Samsung Flat Panel Monitor.

Figure 1

An **orange** light indicates that the monitor is **off**.

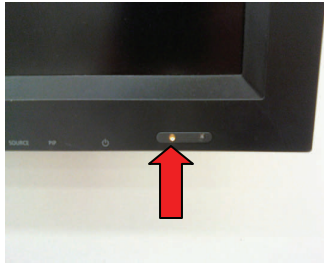


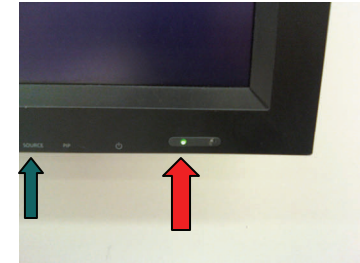
Figure 2

Connect the **MacBook Mini-DVI to VGA Adapter** to the **Mini-DVI port** located three ports from the left on the MacBook. Then connect the **VGA cable** to the free end of the adapter.



Figure 3

A **green** light indicates that the monitor is **on**; **Source Button**.



1. Turn the laptop **off**.
2. Turn the Samsung **monitor off** (see Figure 1). *If the light is green (on), press the power button, located underneath the power symbol, to turn it off
3. Connect the **VGA cable** to the laptop (see Figure 2).
4. Turn the **laptop on** and **log in** using the laptop username and password located on the top of the laptop screen. **Wait for the desktop** to appear.
5. Turn the Samsung **monitor on** by pressing the **Power button** (located underneath the power symbol). A green light indicates the monitor is on (see Figure 3).
6. Put the Samsung monitor in "PC" mode by toggling the **Source button**, located underneath the **Source symbol**, two buttons to the left of the power button (see Figure 3). The desktop should appear on the monitor.

How to Connect the MacBook to the Internet Wirelessly

Figure 1

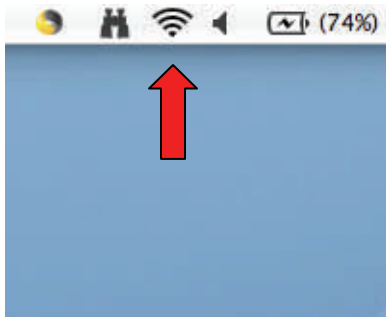
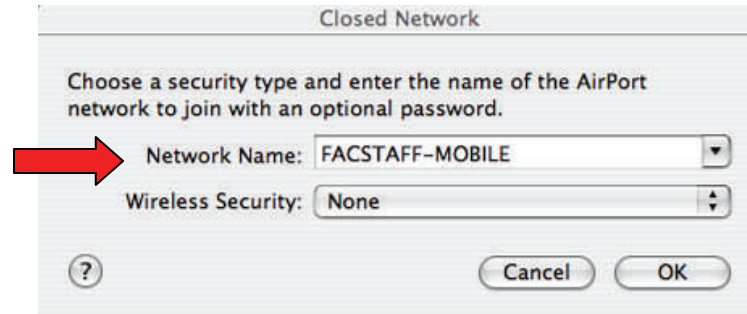


Figure 2



1. Click on the **Airport symbol** (Figure 1) and make sure **Airport is Turned On**. If it is not **On**, click “**Turn Airport On**” and click on the **Airport symbol** again.
2. **Click** on the network **FACSTAFF-MOBILE***.
3. **Open a Web browser**.

*Troubleshooting: If FACSTAFF-MOBILE does not appear under available networks, click “Other...”, type it in, and click OK (see Figure 2). The network should now appear.

How to Connect the **MacBook** to the **Internet** Using the **Ethernet Cable**

***Note:** You will need to check-out an **Ethernet Cable** at the **Circulation Desk** if you do not already have one.

Figure 1

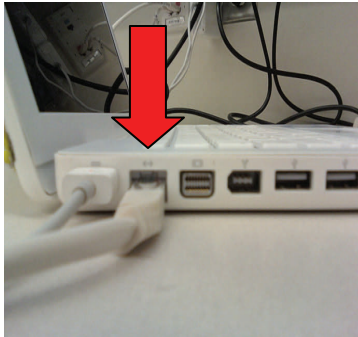


Figure 2

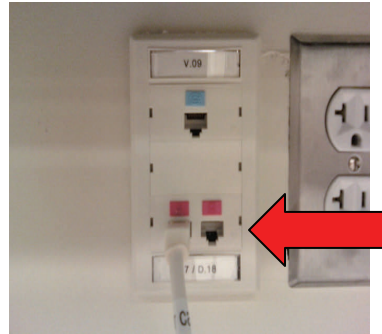
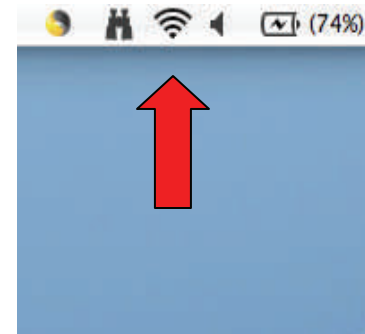


Figure 3



1. Connect the **Ethernet cable** to both the **Laptop Ethernet port** and **Wall Ethernet port** (See Figures 1 and 2).
2. Click the **Airport symbol** (Figure 3) and make sure **Airport is Turned Off**. If it is not **Off**, click “**Turn Airport Off**”.
3. **Open a Web browser.**

Need Technical Assistance?



If further assistance is needed, please contact the **Circulation Desk**, located on the **main level** of the library, at **(203) 254-4000 ext. 2188** and ask for **Technical Assistance**.

