COLLABORATORIES

Instructions for Connecting DiMenna-Nyselius Library Loaner Laptops
Table of Contents

Part 1: Dell Latitude E5500/PCs
- 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
  - Troubleshooting Wireless Networks  p. 11
  - Using the Ethernet Cable  p. 5

Part 2: MacBook/Macs
- 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 (PC)
How to Connect the **Dell Latitude E5500** to the **Planar Flat Panel Monitor** (Areas 1-5)

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 log in using the username and password located on the label inside of the laptop. 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)

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, log in** using the laptop username and password (located on the inside of the laptop), and **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**

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 either the network, **HOTSPOT**, **FFLDU**, or **FACSTAFF** (see Figure 2– HOTSPOT is selected). For access to the **Library Databases**, use either **FFLDU** or **FACSTAFF**.
   **Note:** Networks **FFLDU** and **FACSTAFF** require a Student ID Number and Password (Step 6).
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** and **proceed to the website** when prompted. If you are connected to either **FFLDU** or **FACSTAFF**, you must now enter your Student ID Number and Password (see Figure 5).
How to Connect the **Dell Latitude E5500** to the **Internet Using the Ethernet Cable**

1. **Connect** the **Ethernet cable** to the **Ethernet Wall 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 **Ethernet Laptop port** (see Figure 3). After connecting the Ethernet cable to the laptop, the “disconnected network” symbol will disappear (see Figure 4). Now open a Web browser.
Part 2

Instructions for Connecting the MacBook Loaner Laptops (Mac)
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 or other appropriate adapter at the Circulation Desk in order to connect to the Planar Flat Panel Monitor.

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 label inside of the laptop. 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 or other appropriate adapter at the Circulation Desk in order to connect to the Samsung Flat Panel Monitor.

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, log in** using the laptop username and password (located on the inside of the laptop), and 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**

1. Click on the **Airport symbol** (Figure 3) and make sure **Airport is Turned On**. If it is not **On**, click “**Turn Airport On**”.
2. Once the Airport is on, **click** on the **Airport symbol** again.
3. Click on either the network **HOTSPOT**, **FFLDU**, or **FACSTAFF***. For access to the **Library Databases**, use either **FFLDU** or **FACSTAFF**.

   **Note**: Networks FFLDU and FACSTAFF require a Student ID number and Password (Step 4).
4. **Open a Web browser**. If you are connected to either FFLDU or FACSTAFF, you must now enter your Student ID number and Password in the space provided on the Web page (see Figure 2).

   * **Troubleshooting**: If your desired network does not appear under available networks, click “**Other…**”, type it in, and click OK (see Figure 3). 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.

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

1. Click on the wireless connection icon.
2. Click on Properties (See Figure 1)
3. Click on the tab Wireless Networks (See Figure 2)
4. Click on Add… (See Figure 3)
5. Type in HOTSPOT (or FFLDU, or FACSTAFF) next to Network name (SSID) in the space provided and click OK (See Figure 4).
6. Click OK again (See Figure 5).
7. Follow steps 1-6 on page 4.
1. Click on the wireless connection icon.
2. Click on Properties (See Figure 1)
3. Click on the tab Wireless Networks (See Figure 2)
4. Click on Add… (See Figure 3)
5. Type in HOTSPOT next to Network name (SSID) in the space provided and click OK (See Figure 4).
6. Click OK again (See Figure 5).
7. Follow steps 1-6 on the page Wireless Instructions for Guests (PC).
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 Support.