



**HP ELITEBOOK**  
**2560P♦8460W♦8560W**



## Table of Contents

<b>LOGGING IN.....</b>	<b>2</b>
LOGGING IN USING NOVELL.....	2
CHANGING YOUR PASSWORD .....	2
<b>ABOUT YOUR COMPUTER.....</b>	<b>3</b>
REGISTERING YOUR COMPUTER FOR ON-CAMPUS WIRELESS ACCESS .....	3
INSTALLED SOFTWARE .....	3
POWER SETTINGS.....	3
LOCKING YOUR COMPUTER.....	3
RESTORING FILES FROM MY OLD PC.....	4
DELETING THE MY OLD PC FILES FROM YOUR COMPUTER.....	4
<b>USING WIRELESS .....</b>	<b>4</b>
OFF CAMPUS.....	4
<b>NETWORK RESOURCES AND STORAGE .....</b>	<b>5</b>
PRINTING.....	5
PERSONAL STORAGE SPACE (U:\ DRIVE) .....	5
SHARED STORAGE SPACE (S:\ DRIVE).....	5
ACCESSING THE U: AND S: DRIVES.....	6
REMOTE ACCESS TO DENISON RESOURCES.....	6
<b>PROTECTING YOUR DATA WITH ENCRYPTION.....</b>	<b>7</b>
WHY DENISON PROMOTES ENCRYPTION.....	7
WHEN AND WHY TO ENCRYPT DATA.....	7
WHY NOT JUST ENCRYPT EVERYTHING? .....	7
<b>BACK-UP PROCEDURE.....</b>	<b>8</b>
WHY WORRY ABOUT BACK-UPS? .....	8
BACK-UP TO THE NOVELL NETWORK.....	8
USING STORAGE MEDIA .....	8
<b>CONNECTING TO AN EXTERNAL DISPLAY .....</b>	<b>9</b>
<b>THUNDERBIRD EMAIL.....</b>	<b>9</b>
<b>HELP RESOURCES.....</b>	<b>10</b>
DENISON UNIVERSITY INFORMATION TECHNOLOGY SERVICES (ITS) .....	10
ADDITIONAL RESOURCES .....	10

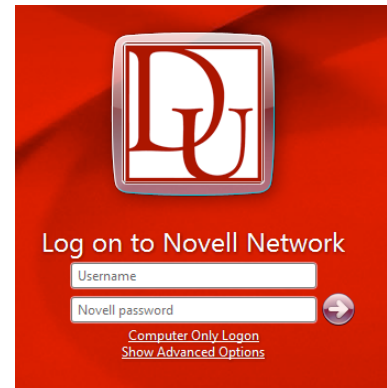
## Logging In

### *Logging in Using Novell*

The Novell login screen will appear every time you turn on your computer or wake it from sleep. The login process will change depending on your location and type of network connection.

When you are on campus and connected via Ethernet (network cable):

1. Enter your **username** and **Novell password** on the Novell login screen and click the **right arrow button**.
2. If you previously synched your Novell and computer passwords, your Desktop should appear after this. If you have distinct Novell and computer passwords, a second login screen will appear, titled "Novell login succeeded. Log on to this computer." Enter your **username** and **computer password** and click the **right arrow button**.



When you are off campus or connecting wirelessly on campus, you will not be able to log into the network. To access your computer in these circumstances:

1. Select the option **Computer Only Logon** link under the password field of the Novell login screen.
2. Enter your **username** and **computer password** and click the **right arrow button**.

### *Changing Your Password*

ITS recommends that you periodically change your Novell password to keep your information secure. To change your Novell password (used to log into Denison-owned computers), visit [www.denison.edu/its](http://www.denison.edu/its) and select **Change Your Novell/LAN Password Now** in the Password Change box in the lower right corner of the page. You can also change your email password and DU Self Service PIN by selecting the appropriate links in the same section.

To resynchronize your Novell and computer passwords you must be on campus and connected using a network cable. Until you perform this step you will need to continue using your old Novell password on the second login screen when logging into your laptop.

To resynchronize your Novell and computer passwords:

1. Log into Novell using your **username** and new **Novell password**.
2. You will see the error, "The local computer username or password is not valid." Click **OK**.
3. Log into the second login screen with your username and old Novell password.
4. To resynchronize your passwords, click the checkbox next to **Change your Windows password to match your Novell password after a successful login** and click the **right arrow** to log in.

## About Your Computer

### *Registering Your Computer for On-Campus Wireless Access*

The first time you open an internet browser when connected to the Denison network wirelessly, the Bradford Registration page will appear asking you to register your computer. The registration page will continue to appear every time you try to access the Denison wireless network until you register your computer. If you have not already registered your computer, please open a web browser and do so now, following the on-screen instructions.

### *Installed Software*

The following Denison standard software has been installed on your computer.

Windows 7	Internet Explorer	Novell client and utilities
Microsoft Office 2010	Firefox	McAfee Anti-Virus Software
Thunderbird email	Windows MovieMaker	WinSSH
Oracle Calendar	QuickTime	jEdit
Adobe Reader	iTunes	

**NOTE:** If you had additional, non-standard software installed on your old computer that you would like on your new computer, you will need the software media and license key to install it. (Please verify that it is compatible with Windows 7, 64-bit.)

### *Power Settings*

Laptops have power settings configured to conserve energy and extend battery use.

To adjust these settings, open the Windows **Start** menu, select **Control Panel, System and Security**, and then **Power Options**.

### *Locking Your Computer*

You can easily lock your computer so that it is password protected when you step away without having to close all your programs and shut down.

To lock your computer: press the **Windows**  and **L** keys simultaneously. A login box will appear.

To unlock your computer: enter your **Novell password** in the password field and click the **right arrow button**.

**NOTE:** If you move from an on-campus Ethernet connection to a wireless connection or to a connection off campus while your computer is locked, you will receive an error message when you try to log into Novell. Click **OK** to dismiss this error. Entering your **computer password** in the login screen that appears will provide you with access to your system.

### Restoring Files from My Old PC

- ◆ Any files/folders stored in the My Documents folder on a previous system have been placed in the My Documents folder on your new computer.
- ◆ Desktop shortcuts and files/folders stored elsewhere on your old computer have been placed in the **Restored Files** folder on your desktop.
- ◆ If you find files and folders missing, you can restore them using the **My Old PC** icon on your desktop. To restore files from **My Old PC**:
  1. Double-click on the **My Old PC** icon on your Desktop.
  2. On the left side of the window, browse to the file or folder that you want to transfer. To browse, double-click the drive and then single-click on the folders. The folders and files will show on the right hand side of the window.
  3. Select the file or folder to be transferred. Then, from the **File** menu, choose **Extract**.
  4. Browse to the location where you would like to copy the data, then click **OK**.

### Deleting the My Old PC Files From Your Computer

Once you are satisfied that you have recovered everything necessary from **My Old PC** you can delete the backup files to free up space on your computer.

To delete the **My Old PC** backup:

1. Navigate to **Computer** and select the **C:\ drive**. Within the **C:\ drive** folder, various files should appear with names similar to **<username>.gho**, **<username>.001**, **<username>.002**, etc.
2. Delete **all files** that exist within this series.  
NOTE: The number of files in this series on your computer will depend upon the quantity of files stored on your previous computer.
3. Delete the **My Old PC** shortcut located on the Desktop.

## Using Wireless

### Off Campus

When you are off campus near a Wi-Fi hotspot that provides free wireless access and would like to connect to the internet, clicking the wireless icon will show available networks. To connect to a network, click on the **network's name** to expand it in the list of available wireless networks and click **Connect**.



**CAUTION:** Please be aware that there are wireless viruses that will encourage you to connect to them with names like "Free Wi-Fi". Make sure you know the network you are connecting to before you connect.

## Network Resources and Storage

### *Printing*

Departmental network printers provide access to a laser printer without the cost of buying a printer for every individual. The printers for your department should be installed on your computer. If you find a printer missing, you can install it by visiting <http://printers.denison.edu>.

Lab printers may be installed from <http://triton.cc.denison.edu/ipp>.

NOTE: You will need to visit <http://www.denison.edu/printing> to release print jobs sent to lab printers.

If you have a personal printer, please follow the setup instructions that came with it.

We strongly encourage you to use duplex printing whenever possible.

### *Personal Storage Space (U:\ drive)*

Every faculty and staff member is given personal storage space on Denison's server to save files and documents. Instead of using the local C:\ drive of your computer when you save a file, you can use the U:\ drive, making the files accessible to you no matter which campus computer you log into and whenever you are connected to the Denison network. Files in your U:\ drive are only available to your Novell login. Files saved to your U:\ drive are backed up periodically to storage tapes that are securely stored by ITS.

### *Shared Storage Space (S:\ drive)*

Every faculty and staff member has access to the Shared (S:\) drive as well. Here you will find a **Departments** folder that contains the shared areas of every department on campus. Within your department's folder, you will find the following:

- ♦ **Work Area**—A secure place in which only members of your department can view, add, modify, and delete the information stored there.
- ♦ **Resources**—A place for your department to save files that are readable by those outside your department.
- ♦ **LAN Inboxes**—Contain folders for every employee in the department (listed by username). Anyone can place documents within an employee's LAN inbox, but only that individual employee can access them.

NOTE: Faculty/staff wishing to share information with students, to create "Assignment Inboxes" for student work, or to create a shared space for a project or other activity can do so by following the steps listed at:

[http://www.denison.edu/offices/computing/support/howdoi/network/shared\\_workspaces.html](http://www.denison.edu/offices/computing/support/howdoi/network/shared_workspaces.html).

### Accessing the U: and S: Drives

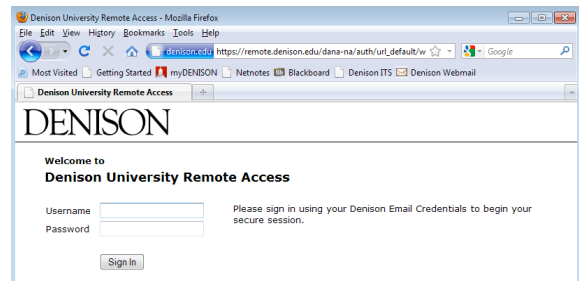
Novell will automatically connect the U: and S: drives when you log in to your computer when you are on campus and connected via network cable. When you are off campus or using wireless, please follow the instructions in the *Remote Access to Denison Resources* section.

### Remote Access to Denison Resources

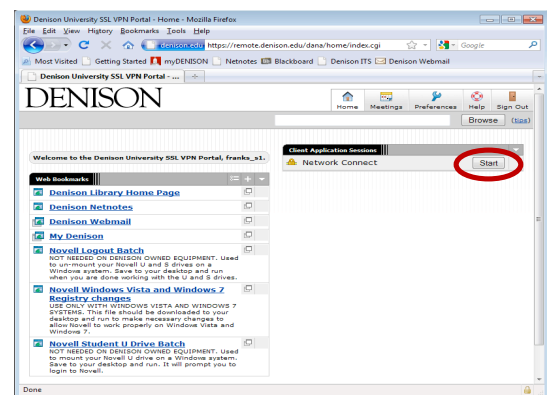
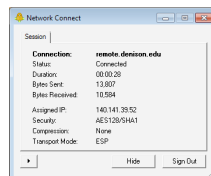
Establishing a Remote Access connection makes your computer a virtual part of the Denison network. This allows you to access resources, like the U: and S: drives or Library resources, that you could otherwise only access when on campus. When connected wirelessly on campus, using Remote Access adds a layer of security so your data cannot be easily read if it is intercepted. Network Connect is installed on your laptop by default.

To use Remote Access:

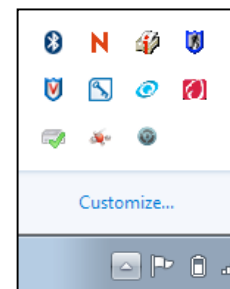
1. Open a web browser and go to <https://remote.denison.edu>.
2. Log in using your Denison **username** and **email password**. After logging in, you may see a security warning that reads, "The website's certificate cannot be verified. Do you want to continue?" Check the box next to **Always trust content from this publisher** and click **Yes**.
3. Wait for the SSL VPN Portal to load (this may take a few minutes). On the right side of the SSL VPN Portal, click the **Start** button to the right of **Network Connect**.



A dialog box showing the status of the connection will appear (you can minimize this if desired).



4. Log into Novell after seeing the status window for your connection. To connect to your U:\ and S:\ drives, you should now log in via Novell. Expand the toolbar in the lower right corner of your screen by clicking the **up arrow button**. Right-click on the **red N icon** that appears in the expanded toolbar tray and choose **Novell login**, logging in as usual in the window that appears.



## Protecting Your Data With Encryption

### *Why Denison Promotes Encryption*

We, as an educational institution, must protect the information we hold and help ensure that it is disseminated only when expected and intended. FERPA<sup>1</sup>, HIPPA<sup>2</sup>, and Ohio House Bill 104<sup>3</sup> are some of the driving forces behind this critical need.

When you have data stored on your laptop, you assume responsibility for protecting it. ITS recommends that you store sensitive data on an encrypted drive if you must carry it with you.

### *When and Why to Encrypt Data*

Of course, the best way to make sure sensitive data is secure is to store it only on Denison's network resources such as Banner or the Novell servers. In a situation where you must store sensitive data on your laptop for a limited time, we recommend using either encrypted media like a secure USB pen drive, an external hard drive, or using software encryption tools like TrueCrypt (available for download from <http://www.truecrypt.org/>).

### *Why Not Just Encrypt Everything?*

Encrypting everything on a hard drive is much like "placing all of your eggs in one basket." When you encrypt all files on a single disk, you are using a single key for all of the files. This means that if that key or the drive itself should become corrupted, there is no way for you or ITS to recover the data.

Another reason not to encrypt an entire hard drive is that it is only encrypted while the computer is turned off. While this is a very good way to protect your data while your computer is sitting in your office or hotel room, it doesn't protect anything at all while you're using the computer. There is no reason for any personally identifiable data you may have on your computer to be exposed and unencrypted simply because you'd like to catch up on the news. By using a small, encrypted volume for only the most sensitive data, you are decreasing the opportunities that a thief has for obtaining that data.

Again, the best way to protect data is not to have it on you. Keeping sensitive data on Denison's secure servers, like Banner and Novell, is strongly encouraged. Please see the section on Remote Access to Denison Resources for information on how to reach this data wherever you have internet access.

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1 <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

2 <http://www.hhs.gov/ocr/hipaa/>

3 [http://www.legislature.state.oh.us/bills.cfm?ID=126\\_HB\\_104](http://www.legislature.state.oh.us/bills.cfm?ID=126_HB_104)

## Back-up Procedure

### *Why worry about back-ups?*

If your files are saved and stored locally on the laptop's internal hard drive, the portability that a laptop offers comes with a serious risk. Should your laptop be lost, stolen, or damaged, all your files could be permanently destroyed. Backing up your important files regularly is the best way to protect yourself from this loss.

### *Back-up to the Novell Network*

The easiest way to back up any file you want is to simply copy it to your U:\ drive or an appropriate location on the S:\ drive. Anything that is stored on the U:\ or S:\ drives is backed up by ITS.

### *Using Storage Media*


Your laptop has a DVD/CD burner, multiple USB ports, and an eSATA port.

- ◆ Blank DVD/CDs are available at most retailers. They are great for making an archive copy of media, but standard discs do not allow for the saved files to be modified, and re-writable discs are typically less reliable for long-term storage.
- ◆ USB pen drives are very portable, and work in many ways like floppy disks did in the past. Be careful to always safely remove a USB pen drive. This can be done by clicking the USB icon by your clock and choosing to **Safely remove** the device. The main limitation to USB pen drives is size. The largest ones currently on the market are 64GB, which provide plenty of storage space for most users but will fill up quickly if you have multimedia files or applications saved to it.
- ◆ External hard drives are available in much larger storage sizes than USB pen drives. However, their physical size makes them less portable, and some may require their own power outlet. External hard drives can be found that connect to USB ports, firewire ports, or eSATA ports. The eSATA port gives the fastest transfer speeds, and the USB port is the most compatible with other computers. Many external drives have multiple ways they can connect, which lets you use whatever port best fits the situation. Some external drives will also come with software that allows them to easily be used for back-up purposes. Keeping a drive like this in your office exclusively to backup your laptop files is highly encouraged.



## Connecting to an External Display

If you are connecting your laptop to a projector or LCD display and want to see the image on both your laptop screen and the external display simultaneously:

1. Connect the display cable to the VGA port on the laptop.
2. If using an eClassroom projector, switch the display input on the podium to **Laptop**. If the laptop screen does not appear on the external display, press and hold the **Windows button**  and then press **[P]**.
3. If the image still does not appear on the external display, press **[Fn]+[F4]** until the image appears.
4. Once connected, your computer's resolution should automatically switch to the best setting for the particular external display. If the resolution does not appear to be correct, manually adjust the resolution\* by right-clicking anywhere on the **Desktop** and choosing **Screen Resolution**. Clicking **Detect** will automatically adjust your resolution to the best setting for the external display. You can also change the setting yourself. For an eClassroom projector, choose 1024 x 768.
  - ♦ Double-check your resolution before you change it so that you can change it back when you are ready. You will likely find that the resolution necessary when using a projector is not a setting you will otherwise wish to use for your laptop. You can also click **Detect** without an external display connected to readjust your resolution settings after changing them to use a projector.

## Thunderbird Email

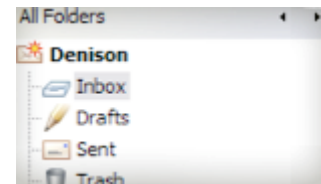


### Starting Thunderbird

The Thunderbird email client is the only supported client on Windows 7. To launch Thunderbird, click on its icon located in the quick launch area of your task bar (shown in the above screenshot). When you launch Thunderbird the first time you will be prompted to enter your email password.

### Locating Folders and Addresses

Once logged in, you'll see a listing of your folders on the left side of the window. You should see all of your email folders just as they were organized previously.



The migration process also imported your address book. To view your address book, go to the **Window** menu and select **Address Book**, or click the **Address Book** icon on the toolbar.



### Composing New Email

Click the **Write** button in the main toolbar and enter the email addresses of recipients. Any recipients already in your address book, as well as members of the Denison community, will appear automatically as you begin to type in the names. When you are ready to send the message, click the **Send** button.

## Help Resources

*Denison University Information Technology Services (ITS)*

Fellows Hall, Denison University  
Granville, OH 43023  
<http://www.denison.edu/its>

### ITS Help Desk

Please contact the ITS Help Desk with any questions or problems.

**Phone:** 740-587-6395

**Email:** [helpdesk@denison.edu](mailto:helpdesk@denison.edu)

**Location and Hours:** Visit [www.denison.edu/its/helpdesk](http://www.denison.edu/its/helpdesk)

When calling or emailing the Help Desk:

1. Please leave detailed messages, including the nature of the problem, your full name, and how and when we can reach you. If at all possible, give the Denison University inventory sticker number from your computer. (e.g. CS01234)
2. Be sure to mention the kind of computer you are using, including the model (e.g. Dell Latitude E6400). If the problem is printer related, then provide the type of printer (e.g. HP LaserJet 4240).
3. Write down any error messages you might be receiving. These can help us when diagnosing the problem.

### *Additional Resources*

To learn more about Windows 7 and Microsoft Office, check out the following resources:

- ♦ Online tutorials through Atomic Learning – <http://atomiclearning/highed>
- ♦ eBooks through Safari Bookshelf Online - <http://safari.oreilly.com/>

NOTE: To use these resources, you must be connected to the Denison network either on-campus or through Remote Access.