



## HP Compaq 8200 Elite



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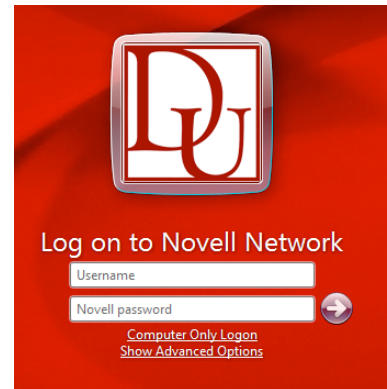
## Logging In

Following the First Time Login instructions provided in the Quick Start Card that accompanied your computer, your Novell login information should have been synchronized with your local computer login information. After this synchronization, each time you log into your computer you should just see a single Novell login window when you boot your computer.

To log in:

1. Enter your Denison **username** and **Novell password** in the Password field.
2. Click **OK**.

If you receive a message indicating that the system was unable to log you into Novell, write down the error message and contact the ITS Help Desk for assistance.



### Changing Your Password

The system may prompt you to change your passwords periodically. It is important to change your passwords when prompted in order to allow continued access to the system and 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.

## About Your Computer

### 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	

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

### *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 box and click **OK**.

## **Restoring Files/Folders from My Old PC**

### *Restoring Files*

All files and folders located on your old computer have been copied into the **Restored Files** folder on your new computer's Desktop. If any files or folders are missing from **Restored Folders**, you can restore them using the **My Old PC** icon on the Desktop. This icon provides a full backup of your old computer.

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 you wish to transfer. Then, from the **File** menu, choose **Extract**.
4. Browse to the location where you want 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.

## Thunderbird Email

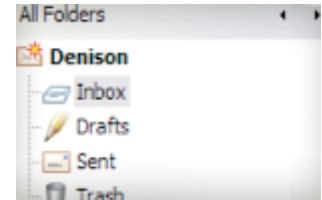


### *Starting Thunderbird*

The Thunderbird email client is the only ITS-supported client on Windows 7. To launch Thunderbird, click on the **Thunderbird** icon located in the quick launch area of your task bar. Each time you launch Thunderbird you will be prompted to enter your 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 on the old system.



### *Composing New Email*

Click the **Write** button in the main toolbar and enter in 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.

## Windows 7 and Microsoft Office 2010—Getting Started

If you are new to Windows 7 or Microsoft Office 2010, there are a number of resources available to help you quickly become comfortable, including:

- ◆ Training Workshops—Visit [www.denison.edu/its/training](http://www.denison.edu/its/training) for a list of training workshops scheduled for the summer.
- ◆ Documentation and Video Tutorials—Visit [www.denison.edu/its/documentation](http://www.denison.edu/its/documentation) and click the **Software** tab. Click the appropriate link for resources on a given application.
- ◆ Contact the Help Desk—The Help Desk can answer questions over the phone or schedule a visit for individual training.
- ◆ Online Tutorials—Visit <http://www.atomiclearning.com/highed> to access online tutorials for various software programs

NOTE: You must be connected to the Denison network to use Atomic Learning online resources.

## Network Resources

### *Printing*

The printers for your department should already 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>. You will need to visit <http://www.denison.edu/printing> to release print jobs sent to lab printers.

If you have a personal printer that plugs into your computer, it should automatically install the necessary driver the first time you plug it in.

We strongly encourage you to use duplex printing whenever possible.

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

Every faculty and staff member is provided personal disk space on the server for saving files and folders. 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 you. Files saved to your U:\ drive are backed up periodically by ITS to storage tapes that are securely stored.

NOTE: Files and folder stored in My Documents on your PC are automatically stored on the U:\ drive.

### *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, create Assignment Inboxes for student work, or 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/shared\\_workspaces.html](http://www.denison.edu/offices/computing/shared_workspaces.html).

## 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:

Fellows 100A

Phone: 740-587-6395

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

Summer Hours: 8:30am-12pm and 1-4:30pm

When calling or emailing the Help Desk:

1. Please leave detailed messages including the nature of the problem, your full name, and how/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 to diagnose the problem.