



# Help Desk Newsletter

Volume 2 Issue 2

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## HAPPY HALLOWEEN FROM THE HELP DESK!

Make sure to stop by the Help Desk C203 during regular hours (8:00 a.m. to 7:30 p.m.) on Tuesday October 31, for some Halloween Treats!

## TRAVELING WITH YOUR LAPTOP

Always shut the notebook off before moving it. Any sudden jar or shock may permanently damage the hard disk. Hard disks are more resistant to shock if they are properly shut down. When transporting the notebook over any distance use a carrying case.

Do not place your notebook in a bag or carrying case while the notebook is in suspend mode or powered on. If you do, this will result in damage to the notebook.

### IMPORTANT DATES

Tuesday October 31

Stop by C203 for some Halloween Treats!

Wednesday November 22

Help Desk Closes at 3:00 p.m. for Thanksgiving Break

Thursday November 23

Thanksgiving —Help Desk Closed

Friday November 24

Closed



### LAPTOP RETURN DATES FALL 2006

**Location:** C203, MPC Student Computing Center, Taubman Center

**Date:** Dec 18 – Dec 22 (late fee applies after Dec 22, 3:00 p.m.)

Monday-Thursday

9:00 a.m.—7:00 p.m.

Friday 9:00 a.m.—3:00 p.m.

*Students:* If you are not registered for Spring 2007 classes you must return your laptop by December 22 at 3:00 p.m.

Failure to return your laptop (if not registered) will result in a \$20 per day late fee. (Late fees apply to working business days only.) Final exams held beyond Friday, December 22 will be accommodated with an email from the instructor.

All adjuncts not teaching Spring 2007 must return their laptops.

*Please back up your data prior to returning your laptop*



### USING LTU NETWORK PRINTERS

In order to print using one of the LTU network printers, you must be on campus and logged onto the network for printers to be accessible. The printers' names are the same as their location. To install a network printer follow these steps:

#### Adding printer

- Click the 'Start' button, lower left corner of the screen
- Click on 'Run'
- In the command box type : \\Apollo\[printer name] and hit Enter  
For Example: To print to the Help Desk: \\Apollo\C203
- The printer will connect and a window for the printer will be open

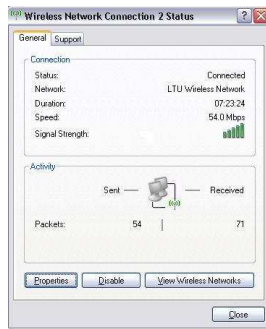


*There three main public printers are C203, E103 and E152.*

## WIRELESS NETWORK CONNECTION

To increase the power setting on your wireless card, which should help to improve network connectivity please complete the following steps:

1. Click on the start -> Control panel
2. Double click on Network Connections
3. Double click on Wireless Network Connection 2
4. The Wireless Network Connection 2 Status window should open



5. Next click on the Properties button
6. This will open the Wireless Network Connection 2 Properties window



7. Now click on the Configure Button
8. This will open the Intel® Pro/Wireless Network Connection window
9. Click on the advanced tab and scroll down to "Power Management"
10. Please click on the "Use default value" to unselect this option
11. Then move click and drag the setting bar all the way to the right
12. Click ok to close the Intel® Pro/Wireless Network Connections window
13. Now click ok to close the Wireless Status window
14. Now click ok to close the Wireless Properties window

## PROLONGING THE BATTERY'S LIFE AND USAGE CYCLES

There are things you can do to prolong the use of your battery.

- Use the AC adapter wherever an AC wall outlet is available. This will ensure uninterrupted computing.
- Store the battery pack at room temperature. Higher temperatures tend to deplete the battery's power faster.
- Make good use of power management function. Save to disk (hibernate) saves the most energy by storing current system contents in a hard disk space reserved for the function.
- To achieve optimal battery performance, you may need to do a battery calibration every 3 months. To do this:
  1. Fully charge the battery
  2. Discharge the battery by entering the BIOS setup screen. Let it remain at the setup screen until the Battery runs out.
  3. Fully charge the battery again.

### Help Desk Staff Directory

**C203 A. Alfred Taubman Student Services Center**  
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