



Using Your Dell Laptop as a Desktop Computer

The following is a quick orientation for using your new Dell Laptop computer.

While Connected to the SUNY LAN:

If you will be using the Dell Laptop as your desktop computer your monitor, mouse, power cable, and LAN cable will be connected directly to your Port Replicator. Shut down, hit the power button, and hit the release button on the Port Replicator to remove the Dell Laptop.

While in the office the Dell Laptop will work just like any other desktop computer. Hit Ctrl Alt Delete to get to the Windows Logon screen. Type in your username and password and be sure the Log on to: box is set to SYSADMIN. Once you logon the various network drives that you will have access to will be mapped.

Synchronizing Outlook:

When you are in the office and close Outlook at the end of the day it will automatically synchronize all your Outlook folders to the Offline Store file. When you work offline you will see all the Outlook folders and messages just as when you last closed Outlook. Create e-mail messages, calendar entries, appointments, etc. and when you're done hit the F9 key. Outlook will start the dial-up process, send any unsent e-mail, and re-synchronize so that all the changes made offline will be updated.

While Home or On the Road:

Connect the telephone cable from the modem jack on the back of the Dell Laptop to the telephone wall jack. Then turn on the Dell Laptop.

If you need to use a file that is stored on a network drive at the office, for example the Y drive:

At the Windows Logon screen type in your User name, Password and SYSADMIN and then check the "Log on using dial-up connection" option. Then select the appropriate phone number. This will map your network drives automatically so you can access your files on the Y: drive. Copy your file from the Y: drive to the C: drive (the Dell Laptop's harddrive) to work on it. This will eliminate the possibility of corrupting your work file should you loose connection. Once it's copied, close your connection by right clicking the connection icon in the bottom right hand corner of your desktop and click disconnect.

If you only want to browse or check for e-mail:

In addition to the standard icons on the desktop you will have a Dial-Up Connection icon called SUNY Local. When at home or travelling connect to the telephone line and double click this icon. Select the appropriate phone number, the modem will dial in and make the connection. Using this icon will bypass the program that maps your network drives on the SUNY LAN. Browse the web or check for e-mail as normal.

Virtual Private Network (VPN):

If you have broadband internet service, such as RoadRunner or DSL, this is a good option for accessing your shared drives and e-mail. If you have been approved for a Cisco VPN account and your Dell Laptop has been setup for VPN use here is how to use it:

1. Log into Windows. Be sure your LAN cable is connected or, if using wireless, be sure the switch on the left side of the Dell Laptop is pulled forward to turn on the wireless adapter. Look for the green Wi Fi light.
2. Once you are connected to the LAN double click on the SUNY VPN.cmd icon.
3. Log into Cisco VPN using your LAN user id and password. Click the Continue button.
4. Hit Enter to continue to map your shared drives and network printers.

Once successfully connected via Cisco VPN you can access your shared drives and use Outlook just as you do at your desktop PC.