

## Personalizing your Laptop

Before using your laptop, please setup a system password. This will make your laptop useless to anyone unless they know your password. However, be sure to pick a password that you will remember so you are never locked out.

To set the system password, do the following:

1. Turn on your Netbook
2. Hit the F12 button (repeatedly) as the computer the begins to start up
3. Arrow down to the BIOS Setup and hit return
4. Arrow down to Security and hit return
5. Arrow down to System Password
6. Move the cursor over to "Enter the new password"
7. Left click on the touch pad
8. Enter your password and enter it again in the "Confirm new password" space
9. Click OK (The computer will come back to the password screen. Notice the old password no longer says not set).
10. Click Exit

This will now require you or anyone to enter your password to start up the laptop.

## Using your Laptop at School and Home

On your login screen you will notice spaces labeled:

User Name:

Password:

### At School

You then use the same login and password that you would use on any PC in the school. Nothing will be different.

### Printing with your laptop at school

**Any time after logging in**, Double Click in the folder labeled "Print Servers"

Double Click on **appserve (High School)** and will see all of the High School printers

Right click on the printer you want and click on connect.

When completed, close the windows and you are set to print.

That printer will now be added to your list of available printers.

### At Home

Once you have logged in once at school, you will continue to use that username and password at home. Even without Internet access, you will be able to use the other features of your Laptop at home.

Because every home is different, we will be unable to address any home connectivity issues. Check with your service provider with any questions.