

### OVERVIEW

Laptops are getting more and more common each year and a lot of people now have their own laptops which they prefer to use when teaching but we also supply laptops from our loan stock when requested. They are a very powerful and portable way of delivering teaching material and will no doubt be here in some shape or form for many years to come.

### AVSD LAPTOPS

All AVSD laptops are pre-loaded with Windows XP professional. They have guest user accounts set up to be able to log on to the machine. The username and password is usually stuck to the top of the case and/or inside the case next to the keyboard.

Our laptops all have network cards which are registered for roaming DHCP (i.e. you can use them at any network point on Campus), have wireless network cards, USB support, either internal or external floppy drives and CD or DVD drives.

They are pre-loaded with standard Campus Core software including all the common MS Office packages and are checked as often as possible but we ask that people delete any files they copy onto the machine when they are finished their session. Borrowers of our laptops are **NOT** permitted to install software on them.

If a user wishes to use the laptop with their own ISS profile then provided a live network point is available then this is easily done. Just type in your personal user id and password and change the domain to **CAMPUS**. You should then be able to access files on your H:/ as you would do in your office or on a lecture/cluster room PC.



### USING A LAPTOP WITH A DATA PROJECTOR

When laptops are borrowed they are usually going to be used in conjunction with a data projector. For the most part this process is fairly straightforward and instructions on how to connect the laptop to a data projector can be found on the help sheet – “[Data Projection Guidelines](#)”.

Sometimes however, even after following the instructions and having the data projector on the correct input channel, the laptop image is only visible on the laptop screen and not on the projection screen. More often than not the laptop has some sort of image toggle function. There are usually 3 stages to this function:-

- The image is on the laptop screen **only**.
- The image is on the projection screen **only**.
- The image is on **both** the laptop and projection screen.
- (There is sometimes a 4<sup>th</sup> setting where the image is on neither screen)

The way to execute the toggle function often differs between laptops and it's usually a case of identifying the correct key combination to achieve this. The most common way to 'toggle the laptop image is by holding down the **Fn** key (usually located at the bottom left of the keyboard) and tapping one of the function (F1 – F12) keys. You should usually be able to identify which function key it is by spotting an image of a laptop/monitor or the words **LCD/CRT** on the appropriate key.



The function keys



The Fn key

Make sure you wait a couple of seconds between each key press to allow for the laptop and projector to adjust their settings.

If ever the above doesn't work and there still isn't an image available and you're sure the correct input has been selected on the data projector then it's advisable to get the user to check their laptop documentation as on rare occasions the options to display the screen image through a projector are hidden away deep within the advanced graphics card settings. It's also advisable to try a different projector just in case the projector itself is faulty.