Introduction to the IM Training Laptop

*Click on the info button to read the slide narration or click on the audio button to listen to the information

Objectives

By the end of this module you should become familiar with and be able to do the following:

- Unpackage the laptop

- Turn the laptop on and login

- Understand the basic laptop features

- Connect the laptop to the internet

- Understand the rules for using the training laptop

Receiving the Training Laptop

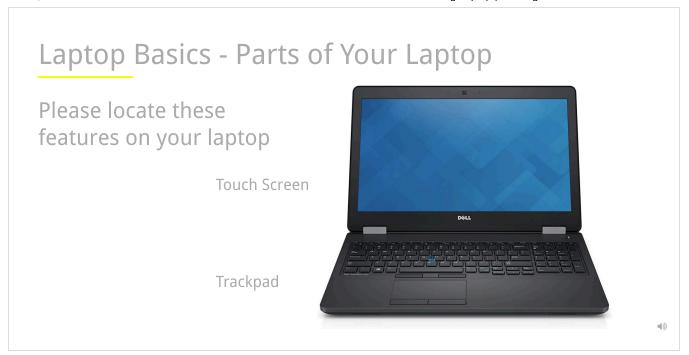You will receive the laptop approximately 1 week prior to the training class

o Shipping box and packaging materials

o Laptop / charging cord

o MiFi device (if requested)

o Return shipping label

o Printed instructions

Start-Up Guide

Follow the steps in the
printed start-up guide

Laptop Basics - Parts of Your Laptop

Please locate these
features on your laptop

Touch Screen

Trackpad

Laptop Control Options

Trackpad (yellow)

Touchscreen

Pointing Stick (red)

Option to connect a personal mouse

Laptop Basics - Parts of Your Laptop

Tip: The cord will light up blue when it is plugged in

Plug in power cord here

Connect MiFi Device

If you received a MiFi device:

Plug in device

Turn on the device

Tip: If you have another network source available
(establishment/home), it is allowed and advised to
use that source instead of the MiFi for the best
connection

Turn on the Laptop

Press the Power button

Be sure the laptop is plugged in first

Laptop Logon

When prompted, at the same time, press the CTRL-ALT-
DELETE keys.

Log Into the Laptop

Enter the username and password

View the Desktop

FSIS Training Site shortcut

Online Testing shortcut

Connect to the Internet

If you have access to a
hardwire connection, plug in
the network cable here

Connect to the Internet

Wi-Fi

Audio Options

Use laptop speakers
(default)

Audio Options

Use personal headphones

To ask a verbal question, you
will need to use a
headphones with a mic or
unplug them and use the
computer mic

Adjust Audio Volume

While pressing the function (Fn) key, press the F2 or F3 key to decrease or increase the volume. You will see the volume level appear in the upper left of your screen.

Adjust Screen Brightness

While pressing the function (Fn) key, press the F11 or F12 key to decrease or increase the brightness

Rules for Using the Training Laptop

- Treat laptop/MiFi as any other FSIS property

- Keep the shipping box and packaging
  materials to use for the return shipping

- Keep your laptop/MiFi charged/plugged in

- Laptop has limited capabilities

- No email (no eVPN connection)

- Internet limited to FSIS training websites

Summary

You should now be familiar and be able to do the following:

- Unpackage the laptop

- Turn the laptop on and login

- Understand the basic laptop features

- Connect the laptop to the internet

- Understand the rules for using the training laptop

Module 1 Completed

When finished, please close
this presentation, check the
completion box, and move
on to Module 2