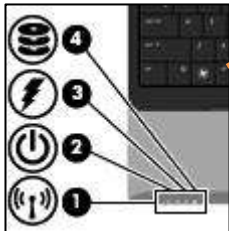


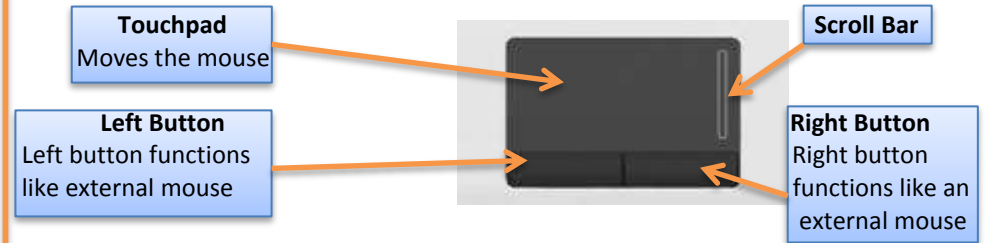
# 4.1 Remote Users: Laptop & Docking Station

## Getting Started

Within our Region, most Laptops are setup with a Docking Station & second monitor. There are a variety of models currently being used, but the basic features will remain the same for all & will look similar to the picture below.

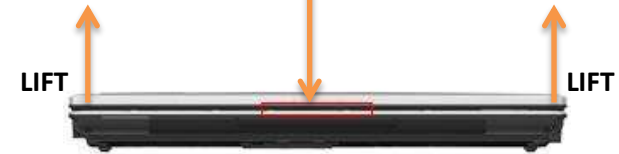


- Wireless:** **BLUE** a wireless &/or Bluetooth device is on  
**AMBER** indicates all wireless devices are off
- Power:** **ON** indicates laptop is on  
**BLINKING** – in sleep/standby mode  
**OFF** – switched off
- Battery:** **AMBER** – charging  
**TURQUOISE** – close to fully charged  
**BLINKING AMBER** – low battery level  
**OFF** – plugged in to power & battery fully charged
- Drive Light:** **BLINKING TURQUOISE** – Hard drive is in use



## Opening & Closing the Laptop:

- Open the laptop by sliding the **Lock Button** to the right & pull lid up



- Press the **'On'** button (see illustrations on previous page)
- Log on to your laptop (see User Guide 'Logging On, Logging Off, Locking & Unlocking Your Computer')
- To close, simply shut down & push the screen down onto the keyboard. Press firmly until you hear a click



# 4.1 Remote Users: Laptop & Docking Station

## Placing the Laptop on a Docking Station

1. A Docking Station is a simply way of connection your Laptop to power, the network & external monitor & will look similar to the one below:



2. To place you Laptop on the Docking Station, find the small line on the top of the Laptop & line it up with the small line on the Docking Station



3. Place the Laptop on top of the small **mounting** at the front of the **Docking Station** & press down firmly until it clicks into place



4. To remove the Laptop from the Docking Station, press the **release button** on the top right of the Docking Station

