

# CFF Teacher Training Manual

## Lenovo ThinkPad R61

### Laptop Computer

*Adapted from the Queensland Department of Education, Training and the Arts*

#### Specifications

Intel® Celeron Processor 1.8 GHz  
Intel® PRO/ Wireless 3945ABG  
Genuine Windows® XP Professional2  
1.5 GB memory (2 DIMMs)  
80 GB HDD (5400 rpm)  
15.4" Widescreen WXGA  
Intel® Integrated GMA 965 Chipset  
CD-RW & DVD Reader \*  
Gigabit Ethernet & Modem  
4-cell Battery & Power Adapter  
PC card/4 in 1 Media card reader  
6.4 lbs/14.1" X 10.2" X 1.39"-1.52"

\*Laptop CD/RW & DVD Reader specs are different depending on whether it is a teacher or student laptop.



#### THE ANATOMY OF THE LENOVO R61 THINKPAD 14.1"

##### Front view of Lenovo R61 ThinkPad 14.1"

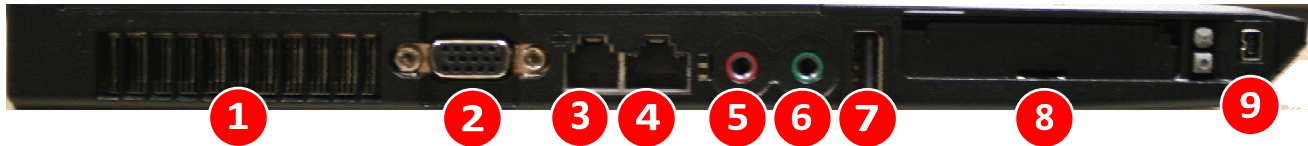


**Wireless radio switch:** You can use this switch to disable/enable the wireless radio of all the wireless devices on your ThinkPad computer.



**PC card/4 in 1 Media card reader:**  
Reads camera memory cards (SD, and others)

### *Left view of laptop computer*



- 1 Left fan vent:** The internal fan and vent enable air to circulate in the computer and cool the central processor. Note: To avoid impeding exhalation and inhalation, do not place any obstacle in front of the fan.
- 2 External monitor/projector connector:** You can attach an external monitor or a projector to your ThinkPad computer to display computer information. This port can also be used to connect a data projector.
- 3 Modem connector:** You can connect your computer to a telephone line with the modem connector. You need an Internet account to use this feature.
- 4 Ethernet connector:** Connect your computer to a Local Area Network (LAN) with the Ethernet connector. Two indicators, to the upper right and the lower right of the connector, show the status of the network connection. When your computer connects to a LAN and a session with the network is available, the upper right indicator is solid green. While data is being transmitted, the lower right indicator blinks yellow.
- 5 Microphone jack:** Capture sound by connecting a microphone to the red jack.
- 6 Stereo headphone jack:** Experience sounds by connecting a headphone or speakers to the green headphone jack.
- 7 USB connector (left):** The Universal Serial Bus (USB) connector is used for connecting USB interface-compatible devices, such as a printer or digital camera. Note: Your computer is compatible with USB 1.1 and 2.0
- 8 Express card slots:** Your ThinkPad computer has the ExpressCard/PC Card slots
- 9 IEEE 1394 Connector (Fire Wire):** Your ThinkPad computer has the IEEE 1394 connector, which is used for connecting devices that are compatible with the IEEE 1394 interface, such as digital video cameras and external hard disk drives.

### ***Right view of laptop computer***



Ultrabay: Your ThinkPad computer has a bay for Ultrabay devices, which are hot-swappable. An optical CD/DVD drive is installed in the bay of this laptop computer.

This drive can both play and record CDs, but can only read DVDs. Press the blue button to eject the tray. The green light indicates that the CD/DVD is being used.

2 USB connectors (right): The Universal Serial Bus (USB) connectors are used for connecting USB interface-compatible devices, such as a printer or digital camera. Note: Your computer is compatible with USB 1.1 and 2.0.

### ***Rear view of laptop computer***



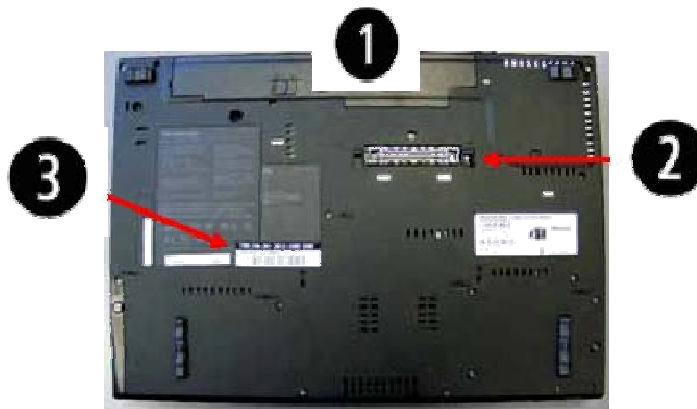
S-Video port: you can connect a television, projector, or other display via an S-Video cable here.

Power jack: A small round plug from the power adaptor provides main power to the laptop computer when connected.

Fan vents (rear): The internal fan and vents enable air to circulate in the computer and cool the central processor.

Note: To avoid impeding exhalation and inhalation, do not place any obstacle in front of the fan.

### ***Bottom view of laptop computer***



**1** Battery: Use your computer with battery power whenever AC power is unavailable.

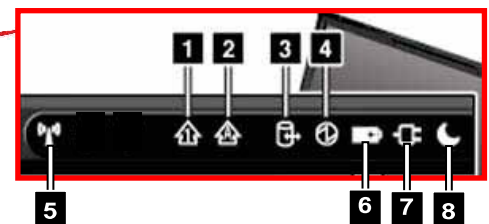


**2** Docking connector: With a ThinkPad Advanced Dock, a ThinkPad Advanced Mini Dock, or a ThinkPad Essential Port Replicator, you can extend the computer capabilities when you are in your office or home.



**3** The serial number (Identification label) on the bottom of the laptop computer is linked to you. You cannot swap laptops with other teachers.

### ***The keyboard display***



- 1. Numeric Lock**
- 2. Caps Lock**
- 3. Hard drive in use**
- 4. Power on**

- 5. Wireless on**
- 6. Battery status**
- 7. AC power status**
- 8. Standby status**

## Getting started

While a laptop computer allows you to operate using the batteries supplied, it is preferable that, when using the laptop computer for extended periods of time, you connect it to a power supply using the AC Adapter supplied.

### 1. Plug it in.

1



### 2. Open up the laptop. Locate the slider button at the top right side of the lid, gently slide it to the right, and then lift the lid (screen) until it is open. NOTE: You must never attempt to use any device to pry the laptop computer open.

2



### 3. Turn it on. The power button is above the center of the keyboard. Gently press and hold the button for a second or two until the laptop computer starts.

3



#### Did you know?

The power button is usually used only as an On switch - your laptop computer automatically turns itself off as part of the shutdown procedure.



#### Did you know?

If your laptop computer stops responding to keyboard or mouse input, you may be forced to turn it off. To do this, hold the power button down for at least 5 seconds to turn it off.

## Turning off your laptop

When you have finished using your laptop computer, **it is important to decide whether you want to turn it off (shut down), log off, place in standby mode or hibernate the laptop computer.** Proceed through the following steps to try shutting down your laptop computer.



1. Start
2. Shut Down. The Shut Down Windows screen is displayed
3. Select the Shut Down option if it is not already selected
4. Select OK. Your Laptop will go through a short shut down process and turn off automatically

OPTION	DESCRIPTION
Log Off	Logging off allows you to secure your laptop computer, requiring any user to log on before doing any work on it. Failure to log off or shutting down presents a security risk.
Shut Down	This is a state of being turned off: i.e. the laptop computer will have to restart before any programs can be run.
Restart	Selecting this option will shutdown Windows and then restart the computer. Note: This is useful after installing programs or when applications aren't working correctly. It never hurts to restart your laptop to refresh its memory.
Standby	To place your laptop computer in standby mode, press Fn + F4 (Also called sleep mode). This will help to prevent damage to the hard disk drive, and possible loss of data.
Hibernate*	Hibernate saves an image of your desktop with all open files and documents. It then powers down your laptop computer. When you turn on power, your files and documents are open on your desktop exactly as you left them. You can also do this by using the key combination: Fn + F12

\*Hibernate is not available on student machines.



### Did you know?

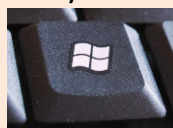
In most cases, simply closing the lid of your laptop will place your computer in Standby mode to conserve battery power.

If your battery is already low, closing the lid may place your computer in Hibernation mode to conserve even more power.



### Did you know?

Whenever you walk away from your computer for a while, it is highly recommended that you press the Windows Key + L in order to lock your workstation to prevent tampering with your files/e-mail.





## ***Keyboard shortcuts***

Keyboard shortcuts make it easier to interact with your computer because you don't need to use the mouse as often.

<b>KEYSTROKE COMBINATION</b>	<b>RESULT</b>
CTRL + X	Cut the selected item
CTRL + C	Copy the selected item
CTRL + V	Paste the selected item
CTRL + Z	Undo an action
CTRL + A	Select all items in a document or window
Windows logo key	Open or close the Start menu
Windows logo key + D	Display the desktop
Windows logo key + M	Minimize all open windows → Press again to restore all minimized windows
Windows logo key + F	Launch a "Find" window to search for files
Windows logo key + L	Lock your workstation to prevent tampering with your files
ENTER	Replaces clicking the mouse for many selected commands
ESC	Cancel the current task
DELETE	Delete the selected item and move it to the Recycle Bin
ALT + TAB	Switch between open items
ALT + F4	Close the current window
F2	Rename the selected item
CTRL + ALT + DELETE	Access workstation options, task manager, shutdown, etc.
Fn + F2	Lock your computer
Fn + F3	Adjust power consumption/saver settings
Fn + F4	Place your computer in Standby power mode ("sleep")
Fn + F5	Turn wireless on/off
Fn + F7	Turn on/off projector signal & Turn on/off laptop display
Fn + F12	Place your computer in Hibernation power mode
Fn + ScrLk	Turn on/off numeric keypad
Fn + Home	Increase screen brightness
Fn + End	Decrease screen brightness
Fn + PgUp	Turn on/off keyboard lamp (located above display screen on lid)

### **DID YOU KNOW?**

**To quickly increase/decrease or mute/unmute our laptop's master volume for sounds, use the round grey buttons near the top-left of your keyboard.**

## **Battery status**



Battery status indicator

WHAT YOU SEE	STATUS INDICATED
<b>Green</b>	The battery is charged between 80% to 100% of the capacity, and being discharged between 0% to 80% of the capacity.
<b>Blinking green</b>	The battery is charged between 20% to 80% of the capacity and being charged.
<b>Orange</b>	The battery is charged between 5% and 20% of the capacity and being discharged.
<b>Blinking orange (slow)</b>	The battery is charged between 5% to 20% of the capacity and being charged.
<b>Blinking orange (rapid)</b>	The battery is charged between 0% to 5% of the capacity and being charged.

## **The Battery**



Battery



Battery locking device

- 🔊 **It is good practice to run your battery down completely every month or so.**
- 🔊 **When charging, do not take your battery off charge until it is completely charged.**
- 🔊 **Continuous misuse of the battery may result in a shorter life.**

Battery life may vary, depending on usage and configuration. It also depends on what kinds of activities you perform with the laptop computer. If you often access the attached hardware (for example, CD ROM drive, modem, and LAN) the battery life can be considerably shortened. Power management options can assist in conserving your battery power and life.



## The AC Adapter



When the AC adapter is connected to an electrical outlet and your computer, it generates heat. You should avoid placing the adapter in contact with any part of your body.

Incorrect use and storage of AC power supply units can cause damage, particularly to the cable.



**This section of the AC Power Supply needs to be treated with care as constant bending can cause a fracture in the cabling!**

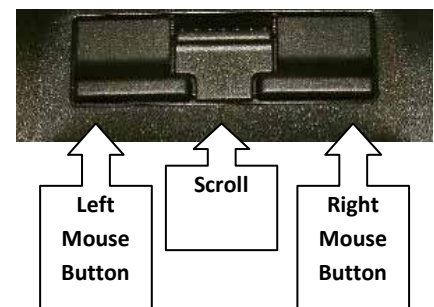
## TrackPoint Mouse

The pointer (or cursor) function of this laptop computer can be controlled through the use of the TrackPoint device on the keyboard. This device moves the cursor just like the mouse.



The buttons below the keyboard are the same as the left, right, and center mouse buttons. The center button, if held down with your thumb, will allow you to use the TrackPoint with your index finger to scroll through documents, web pages, and so forth (similar to the scroll wheel on a mouse)

As you get more experienced, you will be able to operate the left and right buttons with your thumbs as you move the pointer around the screen.



## ***Care and cleaning of your computer***

### **Cleaning the cover of your computer**

1. Prepare a mixture of a gentle kitchen-use detergent (one that does not contain abrasive powder or strong chemicals such as acid or alkaline). Use 5 parts water to 1 part detergent.
2. Absorb the diluted detergent into a sponge.
3. Squeeze excess liquid from the sponge.
4. Wipe the cover with the sponge, using a circular motion and taking care not to let any excess liquid drip on to the computer.
5. Wipe the surface to remove the detergent.
6. Rinse the sponge with clean running water.
7. Wipe the cover with the clean sponge.
8. Wipe the surface again with a dry, soft lint-free cloth.
9. Wait for the surface to dry completely and remove any cloth fibers from the laptop computer surface.

### **Cleaning your computer keyboard**

1. Absorb some isopropyl rubbing alcohol on a soft, dust-free cloth.
2. Wipe each key surface with the cloth. Wipe the keys one by one; if you wipe several keys at a time, the cloth may hook onto an adjacent key and possibly damage it. Make sure that no liquid drips onto or between the keys.
3. Allow to dry.
4. To remove any crumbs and dust from beneath the keys, you can use a camera blower with a brush or cool air from a hair dryer.

**Note:** Avoid spraying cleaner directly on to the display or the keyboard.

### **Cleaning your computer display**

1. Gently wipe the display with a dry, soft lint-free cloth. If you see a scratch-like mark on your display, it might be a stain transferred from the keyboard or the TrackPoint® pointing stick when the cover was pressed from the outside.
2. Wipe or dust the stain gently with a soft, dry cloth.
3. If the stain remains, moisten a soft, lint-free cloth with water or a 50-50 mixture of isopropyl alcohol and water that does not contain impurities.
4. Wring out as much of the liquid as you can.
5. Wipe the display again; do not let any liquid drip into the computer.
6. Be sure to dry the display before closing it.
  - To clean the laptop computer and the screen, use a slightly damp clean cloth and finish with a soft dry cloth. Do not use cleaning agents, detergents or solvents other than those described above.
  - Never spray or apply any liquids directly on the laptop computer case, keyboard, or screen.
  - Do not use paper towels to clean the screen - paper can scratch it.

### **Hard disk damage**

To prevent damage to the hard disk and subsequent data loss, you should press Fn + F4 or simply close the lid to place the computer in standby mode. Make sure the standby status indicator (crescent moon) is on (is solid green) before transporting the computer.