

## Santa Rosa Junior College - Information Technology

### Check-out Laptop: Windows PC

#### Introduction:

The Information Technology Department of the Santa Rosa Junior College is pleased to provide laptops for check-out to staff and faculty. Every effort has been made to make them usable for the most common tasks such as email, web, and office document needs. However, please understand that these laptops are repurposed, older equipment and should not be expected to perform like new equipment. To maintain high availability for all staff & faculty, these units are intended to have a limited loan period, not to exceed two (2) weeks.

#### Software Installation:

As stated above, the check-out laptops have been provided to be usable for the most common tasks. The laptops are running Windows 7, 32 bit Operating System. With that in mind, there are many standard software programs pre-installed for your use: Microsoft Office 2013 for office documents, web browser choices Internet Explorer or Firefox, and Acrobat for PDF reading and writing. If you require additional software, you may install it yourself and use throughout the duration of the loan period. Please ensure that you have a proper license before installing.

College email can be accessed through Outlook Web Application or Citrix. See the IT website for quick links to these resources: [it.santarosa.edu](http://it.santarosa.edu)

#### How to Logon to the laptop:

The laptop will automatically logon at startup. However, if you are prompted for a username or password, use the following:

Username: Loaner


(There is no password)

#### Saving documents:

You may save documents on the desktop for the duration of the loan period. However, we strongly encourage you to utilize another storage method, such as a USB flash drive. When the laptop is returned to us, we will restore the system back to the condition it was prior to you borrowing it. This means any software you installed or documents you have stored on the laptop will be erased. This is necessary to provide a consistent reliable system, to protect your data and privacy, as well as the data and privacy of the next person who will be using the system.

#### Wireless Network Access instructions:

The laptops include the ability to connect to wireless networks. Santa Rosa Junior College [Wireless coverage map \(PDF\)](#)

1. Wireless networks will show up in the Wi-Fi Taskbar icon(  ). Click this icon to see a list of networks available. To join, click the network. Keep in mind that some access points are open, while others require authentication.
2. If the Wi-Fi icon has a red x in the corner, you may have wifi turned off on the loaner machine. Check the side of the machine next to the headphone jack- there is a toggle switch to turn wi-fi on and off- and slide it to turn on wi-fi.

#### Loaner laptop bag inventory:

- 1) Dell Latitude E6400
- 2) Dell USB mouse
- 3) 90 watt Power Supply
- 4) Ethernet Cord

Please ensure all items are returned.