



TUKWILA SCHOOL DISTRICT NO. 406

4640 South 144th Street, Tukwila, WA 98168
Telephone: 206.901.8000 · Fax: 206.901.8016

Laptop Orientation
New Teacher Orientation
Monday, August 26, 2013

In your Backpack

- Laptop Receipt Documentation, sign and turn it in
- Laptop
- Power brick
- Wireless mouse

Set up your computer - Plug it in and get ready to go.

Physical Features-Highlights only

- The power brick - (Watch for it getting unplugged!)
- The Latch
- Power Button
- USB Ports on three sides - Yellow one powered
- VGA Port
- DVD player/burner
- Speaker mute and volume
- Microphone mute
- Camera and Microphone
- Speakers
- Ethernet Port
- Wireless Network Indicator

Key Function Keys

- Fn-F5 - Wireless on or off
- Fn-F7 - To connect to external monitor or projector
- Fn-F8 - UltraNav
- Fn-PgUp - "ThinkLight" on or off
- Fn - F4 to put the computer to sleep

Log in to your computer (Tukwila1) (Will require password change)

Exploration

- Getting Started Folder - Computer - C - Getting Started (Pin)
 - Interactive Guides for Office and T420 User Manual
- Browsers - Chrome, Firefox and IE. Chrome default. - You are system admin

Log in to your computer (Tukwila1) (Will require password change)



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Adding a printer

- Get the model, make and IP number of the target printer.
- Select: Control Panel -> View Devices and Printers-
- Click on " Add a printer"
- Select "Add a local printer"
- Click: Create a new port -> select **Standard TCP/IP Port** (drop down arrow)
- Type in the IP address of the printer
- If your computer has the exact printer driver required all is well. Otherwise:
 - Select the printer driver closest to the make and model of your printer.
 - If a driver is not close, and there is a "universal" driver, use it.
 - Otherwise, call the Helpdesk at x8080 for assistance.
- Type the name of the Printer
- Select: **Do Not Share**
- Print a test Page if you want

Instructions also available on the Tech Support Website

Additional Assistance

- <https://sites.google.com/a/tukwila.wednet.edu/tech-support/>
- Extension 8080 is Helpdesk

Questions and Answers

End