iBook Care Guide

Floydada Junior High School

Version 5

Getting to know your iBook

The Start Up Process

Your iBook is sitting in front of you. What do you do to get it up and running? First, let's open it. Push the long silver button on the front **(figure 1- a)** to release the latch and open carefully. The iBook is hinged on the back **(figure 1- b).** Adjust the screen to the best viewing angle.

Now, turn it on. The power switch is located on the upper right of the keyboard **(figure 2)**. Press it. You'll hear the famous Apple "chime" which indicates the computer is starting up. It may take as long as a minute before you see the next screen, so don't get impatient. If the iBook was already turned on when you pushed the button, it will come up in a few seconds without the chime. You'll see several different screens as the iBook starts up.
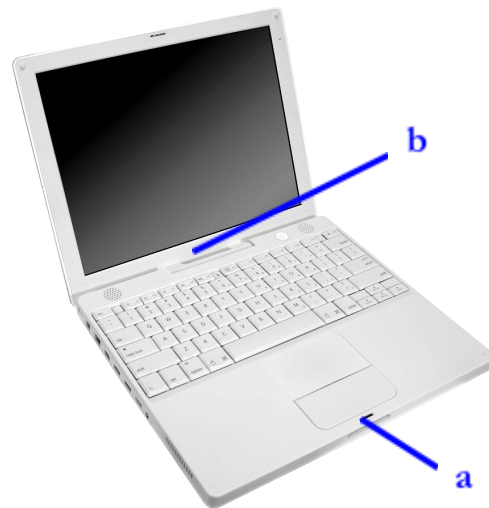

figure 1

figure 2

Ports on the iBook

The left side of the iBook contains all the ports you'll need to connect digital cameras, camcorders, printers, video projectors, science probes, iPods, etc. Let's look at each one a little closer working from left to right.

Modem Port

The port on the far left is the modem port **(figure 3)** to which you can connect a telephone line. The iBook has a 56K modem built in. The modem port would most likely be used at home with your own Internet provider than at school. Due to the number of Internet providers, it will be very difficult for school technology coordinators to set up everyone's iBook for use at home. Fortunately, Internet providers have technical support people who can help.

Ethernet Port

The second port from the left is the Ethernet port **(figure 4).** This port is used to hardwire your iBook to your school network. If your iBook has a wireless card, this port may not normally be used at school. This connection can also be used at home if you have a small network or, perhaps, a cable or DSL modem.

FireWire Port

The third port from the left is the FireWire port **(figure 5)**. This is an extremely fast connection that is used with digital video cameras, some CDROM burners, and the Apple iPod, for example. FireWire is "hot swappable," which means the computer does not have to shut down to remove or connect a FireWire device. To "un-mount" a FireWire device, drag the device icon to the "Eject" **(figure 6)** on the Dock, which is what the Trash Can icon turns into when you move the device icon over it.
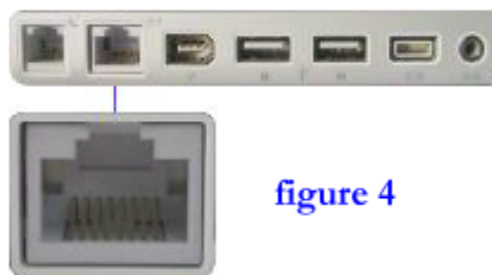
figure 3

figure 4

figure 5

figure 6

USB Ports

Fourth and fifth from the left are the USB ports **(figure 7)**. Printers, microphones, and digital cameras connect to the iBook through these ports. USB is also "hot swappable" but not as fast as FireWire. But once again, you must remember to "un-mount" your device when you are done using it.

Video Port

The sixth port from the left is the video port **(figure 8)**. A 4-inch long VGA Display Adapter called a "video dongle" **(figure 9)** allows the iBook to be connected to a video projector or an external VGA monitor. The ability to project what is on the computer is very useful in class demonstrations and for displaying student projects. Another "dongle", the Video Adapter **(figure 10)** allows the iBook to be connected to a television or VCR via RCA video or S video cables. Again this is very useful for class demonstrations and for displaying student projects as well as video recording them.

Audio Port

The final port is the Audio port **(figure 11)**, which is used to plug in headphones or for exporting audio to a device with RCA audio cables.
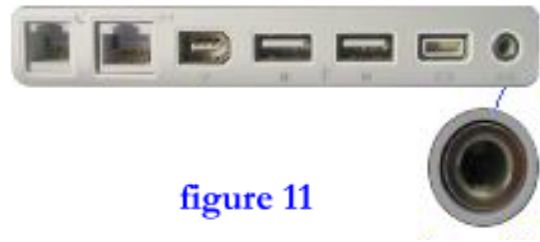
figure 11

figure 7

figure 8

figure 9

figure 10

Preferences pane. If you have used a mouse in the past, you may need some time to adjust to the Trackpad. To move the pointer, move your finger along the track pad, but be sure that you are only touching it with one finger, as multiple points of contact result in erratic pointer behavior. To select an item, click the button below the track pad **(figure 12 - b)**. To open an item, using the button below the Trackpad, double-click on the icon for item you wish to open.

Resetting the iBook

If your computer does not respond and you want to restart it, push the Apple, Control and Power buttons simultaneously **(this is known as a soft reset).** The computer should restart automatically. If that does not work, then press the power button **(figure 2)** and hold it down for five seconds **(this is known as a hard reset)**. You'll then have to release and push the power button again to restart the iBook. Anything not saved will be lost if you restart your iBook in either manner.

Track Pad

Although the Trackpad **(figure 12 - a)** is used instead of a mouse, a USB mouse can be plugged into either of the USB ports and is configurable through the System
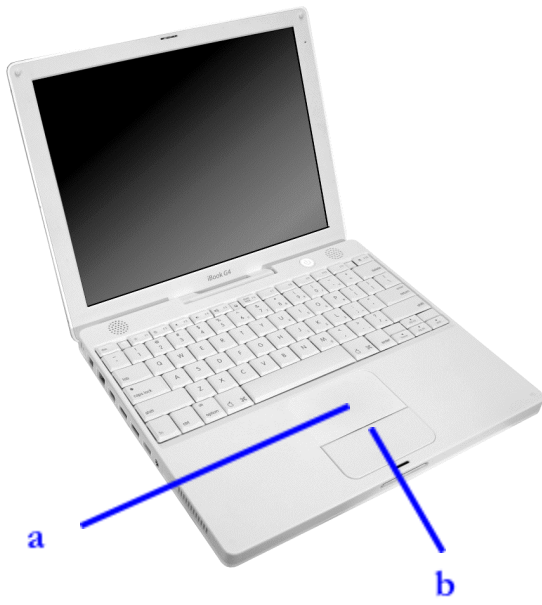

8

figure 2

a

b

figure 12

Battery

A fully charged iBook battery **(figure 13-a)** can provide up to six hours of use, dependent upon application usage, network activity, and other system settings. You can check the battery's condition by closing the iBook cover, turning the device over, and pushing the button **(figure 13-b)** above the four green LEDs that indicate the condition of the battery. More green lights indicate more battery charge. One green light indicates the battery needs charging soon. It takes between 2 and 3 hours to fully charge a battery. When the power adapter is plugged in, the battery is recharged whether the computer is off, on, or asleep. However, the battery charges more quickly if the computer is off or asleep. You can also check your battery usage through the battery icon in the tool bar section on the upper right hand corner of the display.

The charging port **(figure 14)** is on the right side towards the back. Plug in the power adapter, being careful to plug it straight in, firmly seating it. When you plug in the power adapter, the ring around the plug will turn amber or green indicating the charging condition. Amber means it is charging and green indicates the battery is fully charged. The green and amber lights will appear if the charger is completely plugged in

(Note: if the plug is only partially plugged in, the light will also be green, however the battery may not be fully charged).
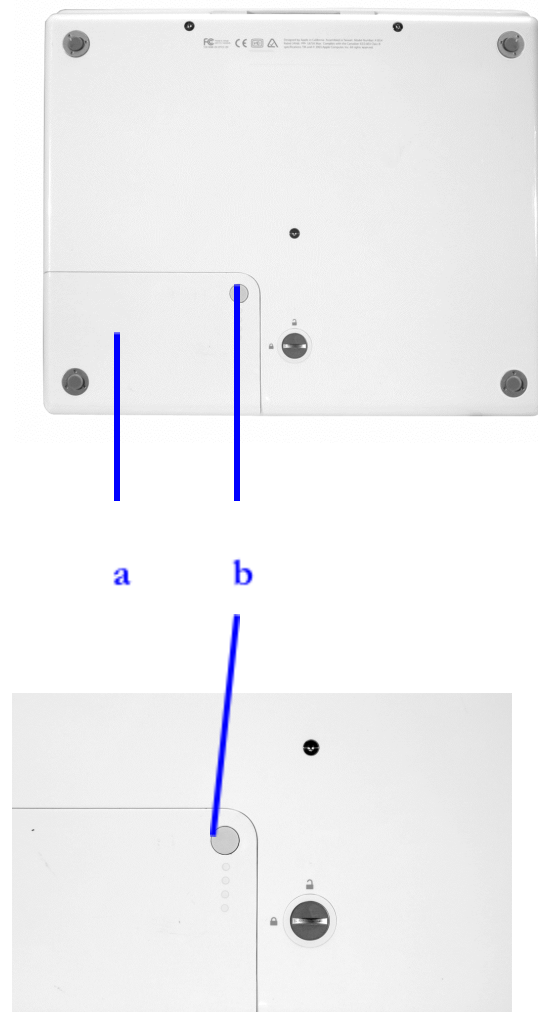

a b

figure 13

10

figure 14

figure 14

Your New Notebook

A new battery from the factory will ship with a partial charge, and should be able to sit on the shelf for about 18 months. Be sure to fully charge your iBook when you plug it in for the first time, and then run Software Update to ensure you have the latest software. Apple periodically releases updates that may improve battery performance.

Consumability

Consumable parts are those that are not expected to perform as new for the entire period of the warranty. For example, tires are not expected to provide the same level of performance at the end of a car's warranty as when the car was brand new, therefore tires are expected to provide a minimum level of performance for only a certain number of miles. Batteries, due to their chemical components, are considered consumables and will, over time, lose their ability to hold a charge. A battery that does not hold a charge as it did when it was brand new will not be eligible for warranty replacement, unless those symptoms are caused by a defect in the battery.

Depletion

A battery is depleted when it has exceeded the manufacturer's specified number of discharge cycles. The number is determined by the manufacturer and is not standardized. However, a properly maintained iBook battery is designed to retain up to 80% of its original capacity after 300 full charge and discharge cycles. Typically you accumulate these full cycles across many partial discharge cycles, but the end result is that the length of time the battery can hold a charge is reduced. Battery depletion over time and with usage is normal and is not considered a defect. You may choose to replace your battery when it no longer holds sufficient charge to meet your needs.

Standard Maintenance

For proper maintenance of a lithium-based battery, it's important to keep the electrons in it moving occasionally. Apple does not recommend leaving your portable plugged in all the time. An ideal use would be a student who uses her iBook at school, then plugs it in at the home to charge. This keeps the battery juices flowing.

Increasing the battery life of your computer

Here are some tips for battery conservation:

- Disconnect bus-powered USB or FireWire devices when not in use.
- Remove CD and DVD discs when they are not in use.
- Reduce screen brightness using the brightness controls (F1 and F2) on the computer's keyboard.
- If you have an Airport card installed, but are not using an Airport network, turn Airport off.
- Turn off Bluetooth when not in use.

Battery Storage: Pack 'em up before you leave

If you are not going to be using your iBook over the warm summer months or for more than six months, here is a tip for storing batteries so they will be ready when you return.

Apple recommends that you remove and store the battery with a 50% charge. If you store a battery when it's fully discharged, it could fall into a deep discharge state, which renders it incapable of holding any charge. Conversely, if you store it fully charged for an extended period of time, the battery may experience some loss of battery capacity, meaning it will have a shorter life. Be sure to store the ejected battery in an air-conditioned room or closet.

Calibration of the Battery

You can calibrate your iBook computer's lithium ion battery for best performance. The iBook's battery has an internal microprocessor that provides an estimate of the amount of energy in the battery during charging and discharging. The battery needs to be recalibrated from time to time to keep the onscreen battery time and percent display accurate. You should perform this procedure when you first use your computer and then every couple of months thereafter.

Follow these steps:

1. Plug the power adapter in and fully charge your iBook's battery until the battery indicator lights turn off and the adapter plug ring goes from amber to green, which indicates that the battery is fully charged.
2. Disconnect the power adapter and use your iBook. When your battery gets low, you will see the first low battery-warning dialog on the screen. Continue to use your iBook until it goes to sleep. At that point the battery has been sufficiently drained for calibration.
3. Finally, connect the power adapter and leave it connected until the battery is fully charged again.

You have to fully charge and then discharge your battery only once to calibrate it. After that, you can connect and disconnect the power adapter when the battery is at any charge level.

Tip: When the battery reaches "empty", the computer is forced into sleep mode. The battery actually keeps back a reserve beyond "empty", to maintain the computer in sleep for a period of time. Once the battery is truly exhausted, the computer is forced to shut down. At this point, any open files could be lost. Therefore, it is important that you find an electrical outlet and connect the adapter before the forced shutdown occurs.

Display

The iBook offers a brilliant 1024 x 768 pixel native resolution — ideal for doing everything from working on spreadsheets to displaying your movies and digital pictures in millions of colors. What's more, the iBook display scales down beautifully, again with millions of colors, for special games and applications optimized for 800 x 600 or 640 x 480 pixel resolutions.

The iBook LCD is adjustable for your viewing pleasure. In order to prevent damage to the LCD, LCD Bezel or LCD brace, do not open the iBook past its natural stopping point **(figures 15 a & b)** where the LCD bezel touches the bottom case, approximately 136 degrees.

figure 15 a
Correct

figure 15 b
Incorrect

Optical Drive

The Optical Drive is located on the right side of the iBook **(figure 16)**. It is a slot loading drive mechanism and has no tray to eject. To insert media into the drive, simply slide a disc into the slot until the iBook "pulls" the disc in. After a few seconds, the CD or DVD icon will appear on the desktop. To eject media, push and hold the F12 key **(figure 17)** for 3 seconds. The disc may take a second or two to respond and eject. Note that if you have a Combo Drive, DVD's take longer to mount than CD's. To eject the media, drag the CD or DVD icon to the Trash icon on the Dock. (it will change to "Eject") **(figure 18)**.

Sleeping and Shutting Down

When you put your iBook to sleep by closing the cover, it uses very little power and you can leave it turned on for several days without running down the battery very much. However, it is recommended to shut the computer down at the end of the school day, so the computer is not on when you go home. This will help to protect the hard drive.

To shut the computer down go to the blue apple **(figure 19)** in the menu bar and select "Shut Down".
When you shut down your iBook, all applications quit, whereas applications can be running, with documents open, when the computer is asleep.

figure 16

figure 17

figure 18   figure 19

Caring for your iBook

The iBook is well built and it is a great tool for the school, but it is not a toy!

Remember it is still a computer and like any piece of electronic equipment, it needs to be treated with a certain level of care. There are several things you can do to ensure your iBook's operation and offer yourself a trouble-free and rewarding experience.

1) It is portable and you can take it everywhere.

One of the best features of your iBook is the fact that it is portable. It enables you to take your homework, reports, presentations, games and music wherever you go. When transporting your iBook, there are a few simple things you can do to protect it.

- Leave your iBook in your backpack when you are not using it.
- When you put your iBook in your backpack, remember that it is still in there. Don't throw the backpack on the floor, use it as a backrest on the bus, cram it in your locker, etc.
- Keep sand and water away from the iBook. As portable as the iBook is, please don't take it to the beach.
- Do not subject your iBook to extreme heat or cold.
- Leaving it in an unventilated car or in the sun may damage the computer.
- Keep your iBook dry and protect it from rain and snow.
- If your iBook has been exposed to cold conditions for an extended period of time, let it warm up before you use it.
- Do not eat or drink while using your iBook.
- Close the lid of your iBook before carrying it from one location to another. This ensures all mechanical and moving parts are not damaged during transit. Moving the iBook with the lid open also makes it more difficult to handle.

2) Remember, it is fun to use and it is a computer

● Close the iBook carefully - from center of screen - don't slam the LCD shut!
● Be careful not to leave pencils or pens on your keyboard when closing your iBook.
● Do not use your iBook as a folder to store papers.
● Use the iBook on a flat, hard, stable surface.
● Do not insert things, especially metal, into openings of your iBook.
● Be Patient! Sometimes computers need to take a few seconds to think - so don't start pounding on the keys if response is not immediate.
● Plug-in your iBook when you get home from school so that your battery is fully charged for the next day.
● Remember, hard drives do not like to be bounced around and screens will break if enough pressure is applied to them.

3) CD-ROM Drive

● Follow these instructions to eject a disc from the drive:
    1. Quit all applications that are using files on the disc.
    2. Press the media eject key (F12), at the upper-right corner of the keyboard.
    3. Remove the disc from the slot.
● You can also eject a disc by dragging its icon to the Trash or remove it during the start-up process by holding down the clicker button on the track pad immediately after the start-up "chime".

4) Cleaning

● To keep the screen clean, do not touch it with your fingers.
● Should you need to clean the screen, use a clean, lint free soft cloth or any cleaning product that is certified for use on LCDs. The case should be carefully wiped in the same way. Be very careful when wiping the keyboard.
● Do not use water or any other unapproved cleaning solutions on your iBook.

5) Cables

- Cables should be lined up straight with the connecter when inserting and removing. Be sure to grasp the plug, not the cord, and pull it straight out when disconnecting.
- If your battery isn't charging, do not wiggle the power cord back and forth. Try removing it and inserting it again. If it still doesn't work contact your Apple support person.
- Be careful not to jerk the iBook around when cables are attached.
- Be conscious of where your AC Adapter is plugged into the wall to avoid tripping over it and ultimately damaging the iBook.

6) Theft and breakage

Theft and breakage could become issues if proper precautions are not taken. Your school has or will develop policies to ensure proper use and care of the iBooks. Be sure you familiarize yourself with your school policies before assuming responsibility for an iBook.

The Apple warranty will cover most hardware damage that may occur. However, negligence, accidents, and malicious damage are not covered. Please refer to your school's policy to report and handle these types of damage.