Instructions For *Lyman Maynard Stowe Library's* Laptop Computers

UCONN HEALTH

Revised 12/2022

Laptop Equipment

The following 2 items are included with the laptop loan:

Laptop Computer

Dell AC Adapter

The following items are optional and must be requested:

USB CD/DVD player with cable

USB Mouse

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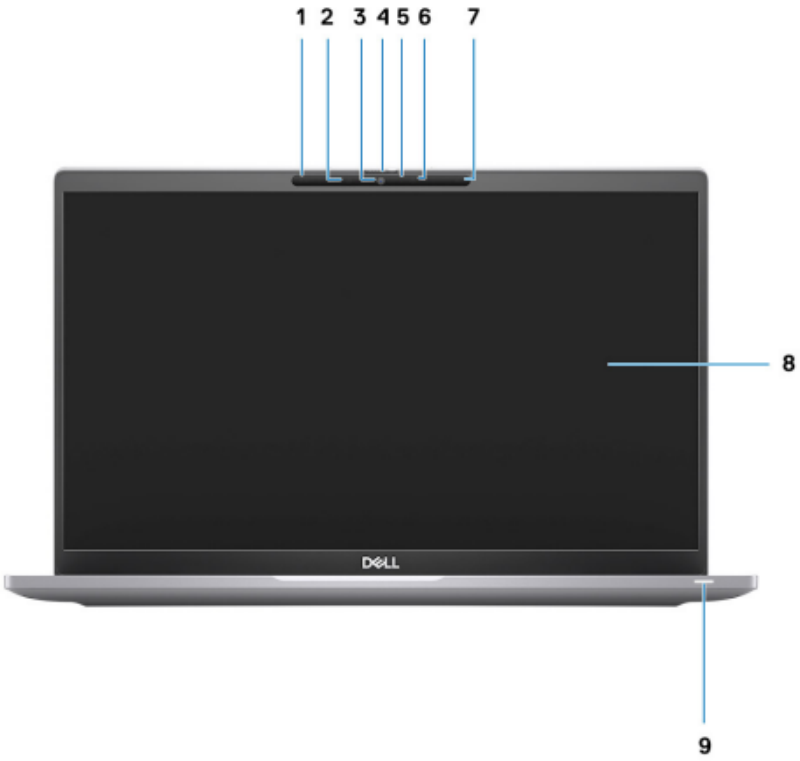
Specifications at a glance

Dell Latitude 7420

Battery:	Primary 3-cell 42W/HR Battery
Dimensions:	Width: 12.6”/321.3mm Height: .68”/17.27mm Depth: 8.2”/208.7mm
Display:	14.0 FHD (1920x1080) Wide View Anti-Glare WLED-backlit
Graphics:	Intel Iris Xe Graphics
Hard Drive:	256GB Full Mini-Card Mobility Solid State Drive
Memory:	8GB DDR4x Memory
Operating System:	Windows 10 Enterprise 64-bit
Optical Drive:	External USB 8X DVD+/-RW
Processor:	11th Gen Intel(R) Core(TM) i5-1145G7 Processor 2.6 GHz
Weight:	2.7 lb
Wireless:	Intel AX201 Tri Band Wireless + Bluetooth 5.1

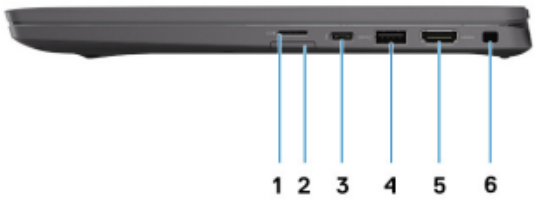
Quick Tour

Latitude 7420 – Front View



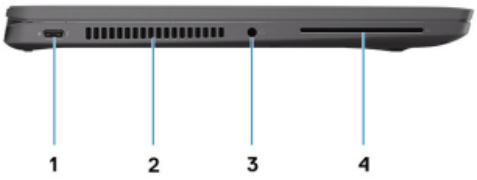
1. Proximity sensor (optional)
2. IR emitter (optional)
3. RGB or IR Camera (optional)
4. Camera shutter
5. Camera status LED
6. IR emitter (optional)
7. Ambient Light Sensor (ALS) (optional)
8. LCD panel
9. LED indicator

Latitude 7420 – Right Side View



1. microSD-card slot
2. micro-SIM card slot (optional with WWAN configuration only)
3. Thunderbolt 4 port with DisplayPort Alt Mode/USB4/Power Delivery
4. USB 3.2 Gen 1 port with PowerShare
5. HDMI 2.0 port
6. Wedge-shaped lock slot

Latitude 7420 - Left Side View



1. Thunderbolt 4 port with DisplayPort Alt Mode/USB4/Power Delivery
2. Air vents
3. Headset (headphone and microphone combo) port
4. Smart card reader slot (optional)

Frequently Asked Questions

Use of the laptop is on a "self-service" basis. Printed instructions are provided to help you connect the cables and operate the laptop. Refer to the instructions for assistance.

Library staff is not available to provide software application (Word, Excel, etc.) support. Utilize the "Help" menu in the application or refer to books in the library (see Library's OneSearch) regarding that application.

- **Is this laptop encrypted?**
  Yes, with BitLocker.

- **How do I log in?**
  Before leaving the UConn Health campus, the person **using** the laptop (**not** the person checking out the laptop, if different) **must** log into the laptop using a UConn Health username and password. **This is a requirement of UConn Health IT Security.**
  If you do not complete this step, you will not be able to use the laptop.

  For detailed instructions see **Logging On To The Laptop** (p. 10)**.**

  Note: If you are checking out the laptop for someone else to use, then **that person** must log into the laptop using **their** UConn Health username and password, or **they will not be able to use the laptop.**

- **Can I save to the hard drive?**
  Yes. Documents saved to the hard drive will be deleted when the laptop is returned to the Library. You may also save to external media such as a USB drive.

- **Can I install hardware/software on the laptop?**
  Perhaps. Your UConn Health username is **not** an administrator on the laptop. If the hardware/software you wish to install requires administrator rights, you will not be able to install it. If you require hardware/software that is not installed on the laptop, you should test it prior to any event, presentation, etc.

- **Where is the DVD/CD drive?**
  This laptop does not have an internal DVD/CD drive. An external USB DVD drive can be checked out from the library separately.

- **Can the next person using the laptop see my documents?**
  When the laptop is returned to the Library, your profile is deleted.

- **Can I email from this laptop?**
  Yes. UConn Health's email URL is: https://outlook.office.com/ . You may use any browser but the functions within the email program work best with Microsoft Edge.

- **Can I print from this laptop?**
  The laptop prints to the color and black & white printers in the public area of the Library utilizing Pharos/UnipriNT software. See **Printing from the Laptop** for instructions.

- **Can I do word processing on the laptop?**
  Yes, Microsoft Office 365 including Word, Excel, PowerPoint, etc., are installed.

- **What about access to other programs, like SPSS?**
  Access Storrs' UConn AnyWare with your NetID from https://store.anyware.uconn.edu/Citrix/AnywareWeb/
  Please select **Use Light Version.**
  NetID information: https://netid.uconn.edu/

- **Are the programs on the PC compatible with my data?**
  The laptops are running Windows 10 Enterprise 64-bit with Microsoft Office 365 32-bit.

- **Can I "dial out" using this PC?**
  No. This laptop does not have a built in modem.

- **Can I connect to the UConn Health or other networks?**
  The first login to this laptop **MUST** occur on the UConn Health network with your UConn Health username and password.

  For off-campus use, contact the appropriate IT personnel, such as hotel, conference center or institution staff for instructions on connecting to their network.

- **Which Internet browser should I use?**
  Firefox, Chrome and Edge are installed on the laptops. If you encounter a problem viewing a site with one browser, try another.

Setting Up and Turning On the Laptop

You may use the laptop with either AC or battery power.

If you choose to use battery power, the display may not be as bright as with AC power.

Before Turning on the Power

Connect the following devices prior to turning the laptop on to insure that the computer recognizes them correctly. If you have forgotten to do so, you can try connecting them after the power is on, and if they don't work correctly, simply reboot the computer.

- **USB mouse**

To connect the computer to external AC power, follow these steps:

1. Plug the AC adapter into the USB-C connector as shown in the image below.

2. Plug the power cord into the AC adapter (if disconnected).

3. Plug the other end of the power cord into an AC outlet.

Turn on the Laptop –

Open the laptop and press the **rectangular, black** power button on the upper right (above the backspace key).

Logging On To The Laptop

UConn Health IT policies: https://health.uconn.edu/policies/policies-specific-areas/specific-area-information-technology/

Logging In

First Time -

This is a UConn Health IT Security requirement.

Before leaving the UConn Health campus, the person **using** the laptop (**not** the person checking out the laptop, if different) **must** log into the laptop using a UConn Health username and password.
This is a requirement of UConn Health IT Security.
If you do not complete this step you will not be able to use the laptop.

Note: If you are checking out the laptop for someone else to use, then **that person** must log into the laptop using **their** UConn Health username and password, or **they will not be able to use the laptop.**

The Library cannot provide a username and password to access the laptop.

Subsequent Logins –

After the first login, you **do not** have to be connected to the UConn Health network to use your username and password to log into the computer.

For wireless network log on instructions please see the **Wireless Networks** section (p. 11) of this manual.

Internet Access and Printing

If you are connected to the UConn Health network, you will have internet access and the ability to print to the Library's public printers.

About your username and laptop rights –

Your username will give you standard user rights on the laptop, not administrator rights. **You will not have the ability to install hardware and software that requires administrator rights.**

You should test the laptop prior to any event, presentation, etc. to be sure that all necessary hardware and software is installed and working as needed.

Wireless Networks

The two primary wireless networks at the Health Center are the **UConnHealth-GUEST** (public) and the **UConnHealth-SECURE** (secure).

Before you can use the wireless network, you must follow the laptop login instructions on page 10.

For wireless networks outside of UConn Health you will need to follow the providers' instructions for access to their networks.

Using UCH WiFi On Campus

Click on the wireless icon in the System Tray to show available networks.

UConnHealth-SECURE Network

UConnHealth-SECURE is a secure network that requires a UConn Health username and password for access.

To manually connect to UConnHealth-SECURE, single click on the wireless icon .
Click on UConnHealth-SECURE and then click on **Connect.**
Enter your UConn Health username and password in the box that appears.

Proxy access is not needed when using this network to access subscribed Library resources.

UConnHealth-Guest Network

This is an open and unsecured network provided primarily for patient use.
Never use it to transmit patient information or any other information that comes under HIPAA guidelines.
To manually connect to UConnHealth-GUEST, single click on the wireless icon .
Click on UConnHealth-GUEST and then click on **Connect.**
Follow the instructions and prompts provided once you access the internet.

Once connected you can follow the same procedure to disconnect.

When using the UConnHealth-GUEST network and accessing subscribed Library resources such as ejournals or databases, you will have to use your proxy login, just as if you were off campus.

Printing From The Laptop

The laptop prints using the same printers and printing software that are loaded on the public workstations in the Library.

The same charges and procedures will apply.

If you are connected to the UConn Health network (wired or wireless) you are able to print to the color or black and white printer in the Library.

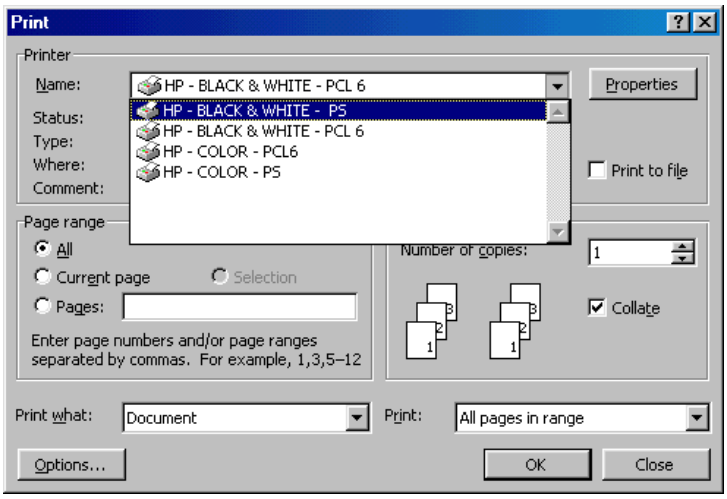
You must have a **Vendacard** to release your job at the printing station. It is the same card that is used for copying. You may purchase a Vendacard at the Circulation Desk.

To Print

You may print in the following ways –

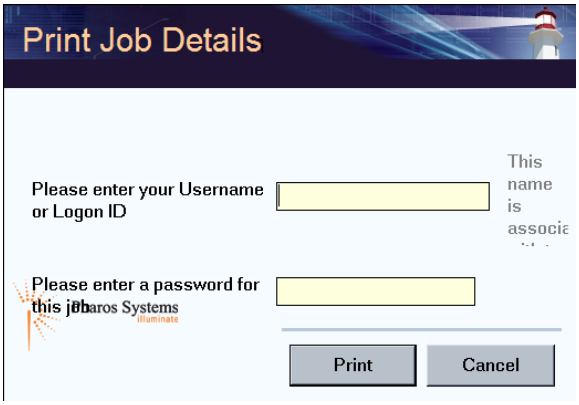
- The browser's **Print** button (**May not** give you the option to switch printers).
- The browser's **File, Print** menu entries (**Will** give you the option to switch printers).
- The specialized **Print** button of the application you are in (This is particularly important when printing **PDF** documents or at a database provider site such as EBSCO).

At the **Print Dialog** box, you may switch printers between **Black & White** and Color.



At the **Pharos PopUp** box you must enter a **User Name** and a **Password** of your own creation.

- The name identifies your job at the printing station and the password prevents it from being printed by another person.
- Multiple jobs may use the same name and password.
- The same information may be used for both name and password.



IMPORTANT NOTE:
Your print jobs will only be queued for 3 HOURS, after that time they will automatically be deleted.

Using The Mouse And Touchpad

You may use either the built in touchpad or a USB mouse.

USB mouse - the mouse should be connected to the USB port **before** turning on the computer.

The USB 3.0 port can be found on the right side of the laptop.

Both the USB mouse and the touchpad will work when the USB mouse is plugged in.

Connecting an External Monitor or Projector

Important change – this laptop **does not** have a traditional VGA port .

Available ports: HDMI, mini-DisplayPort, USB-C, and Thunderbolt 4 ports.

Refer to the laptop Quick Tour (p. 6) for port locations.

Confirm that the external monitor or projector is compatible with these types of ports.

The Library has HDMI cables available for check out. Ask at the circulation desk.

After connecting and turning on the laptop and external device, press the **Fn** and **F8** keys simultaneously to switch the display between the laptop and external device.

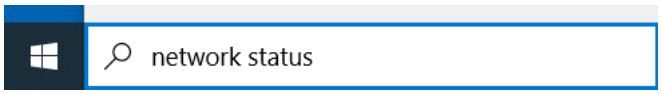
Remote (Off Campus) Access to UConn Health with AOVPN

IT information about telecommuting –
https://health.uconn.edu/information-technology/it-guide-to-telecommuting/

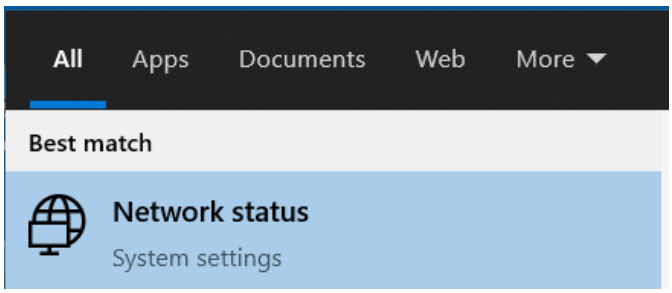
Library loaner laptops are equipped with **Always On VPN (AOVPN)** which automatically connects with the UConn Health network from any off campus location with a WiFi connection.
Note: WiFi is the preferred method of connection.

Check Status of AOVPN

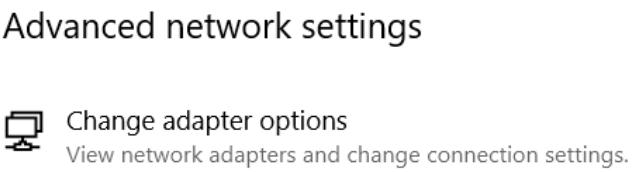
Enter **Network Status** in the Windows 10 search box:



Click on **Network Status**:



Click on **Change adapter options**:

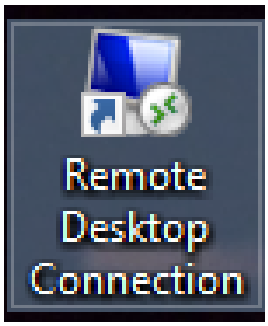
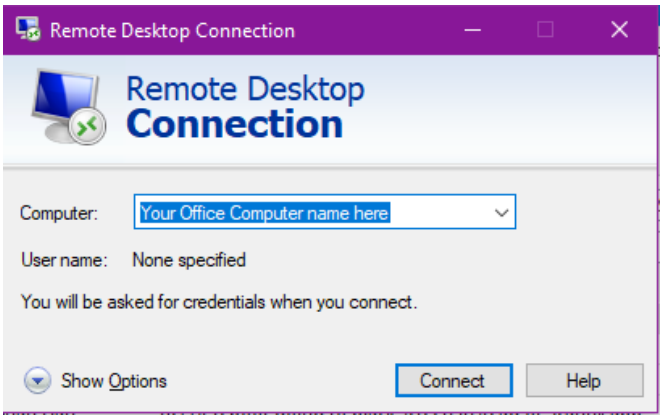


View the **Device Tunnel** icon status:

Connected to UConn Health AOVPN (off campus)	Disconnected from UConn Health AOVPN (on campus)

If the icons do not display as expected and you cannot connect to UCH resources, such as your office desktop, contact the IT Helpdesk.

Connecting to UConn Health Resources with AOVPN

With AOVPN, you may still connect to UCH resources using a browser and https://remote.uchc.edu/ but it is not required.

To access your office desktop while using AOVPN, click on the **Remote Desktop Connection** icon on the laptop and enter your office computer's name and your UCH login credentials as needed.