

Instructions and Key Functions of the Laptop

- Internet access is always available automatically within (Your Provider's Name) Wireless signal areas. The connection to the Internet is automatic whenever you turn you PC on. You do not need to connect to a wired or wireless network to gain access, although you can if you wish or in the event you are in an area not covered by the (Your Internet Provider's Name) Wireless signal.
- The Internet provided connects via company facilities to provide compliance with corporate computer use policies including content filtering and logging. The policy can be found at this address [http://www.\(Your Company's Name\).com/policy/](http://www.(Your Company's Name).com/policy/)
- The laptop is configured with Microsoft Office, antivirus, your email, and shortcuts to the (Web Portal's Name) web site.
- The laptop is configured with a "remote control" service that allows the (Your Company's Name) IT Helpdesk to connect to your PC to repair, collaborate and support your laptop wherever you are. Please note: the laptop requires an (Your Company's Name) IT Administrator for any modifications to the system.
- If you need assistance with the laptop, printer or any application, please contact the (Your Company's Name) IT Helpdesk at (telephone number) during normal business hours (Monday to Friday, 8:00AM to 4:30 PM) or for critical after-hours support contact (Name of IT Professional), Supervisor, IT Services (telephone number). This number is an after-hours cell phone, therefore, if the call is not immediately answered, please leave a message and someone will return your call shortly.
- If you need assistance with (Web Portal's Name) application, you can reach their IT Helpdesk for technical support directly at 1-866-123-4567.
- (Your Company's Name) provides access to the Internet via (Your Internet Provider's Name) Wireless unlimited Internet use plan. If you cannot access the Internet, it is likely due to a signal problem. Please try relocating to a location with better cell phone signal.
- The laptop is preconfigured with the printer driver for your printer (either your own, or the provided equipment). You should just need to plug the cable from the printer into the back of the laptop.

To open the laptop:











- Slide the silver lever on the front of the case to the right and lift the display.

To turn on the laptop:

- Press the round power button on the top of the keyboard to power the system on.

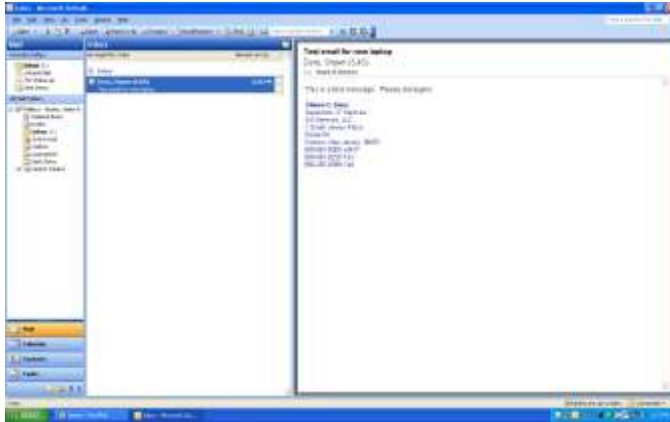
{Insert Photo}

Sample Laptop Instructions for the Board of Directors

Application	Function
 Calculator	Standard calculator
 Diligent Boardbooks	Link to the (Web Portal's Name) website to access (Your Company's Name) Board materials
 Internet Explorer	Internet Explorer – launches web browser to access Internet web pages.
 Microsoft Office Excel 2003	Microsoft Excel – spreadsheets, charts, etc.
 Microsoft Office Outlook 2003	Microsoft Outlook – access to (Your Company's Name) email account (your name@(Your Company's Domain Name .com)
 Microsoft Office PowerPoint 2003	Microsoft PowerPoint – presentations
 Microsoft Office Word 2003	Microsoft Word – word processing, documents
 SJI Remote Email	Link to (Your Company's Name) email over the Internet (via web browser). This functions as a backup in case you have an Outlook problem.
 South Jersey Industries Website	Link to the (Your Company's Name) website (Type link here)
 Windows Explorer	Windows Explorer – allows for browsing files on your PC.

Sample Laptop Instructions for the Board of Directors

- I. To access your (Your Company's Name) email account (FirstInitial.LastName@DomainName.com) click on **START** then **Microsoft Office Outlook**. This will open Outlook to the screen below.

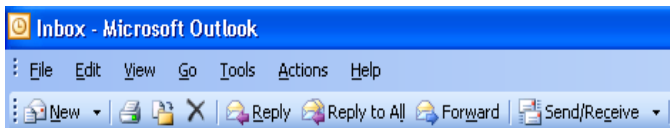


The left side shows the various folders (Inbox, Sent Items, contacts)

The middle area shows the new messages (Ex: email messages received) and reference statement

The right side shows a preview of the email message.

- II. To view an email message, click on the message. You will be able to read the message on the right side. Scroll arrows will appear if needed.
- III. To send a new email message click the **NEW** button at the top of the screen.



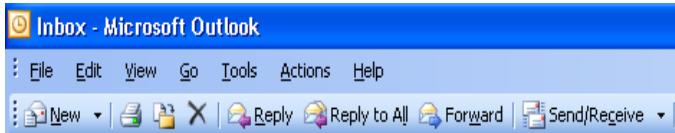
Type in the email address of the recipient (ex: _____@_____.com).

In the Subject area, type in the reference line you wish to appear. Type your message in the large white box and click **SEND**.



Sample Laptop Instructions for the Board of Directors

IV. To **REPLY** to an email message click the **REPLY** button at the top of the screen.



The recipient will automatically appear, type your message and click **SEND**.



V. To access the (Web Portal's Name) for board member materials, click on the

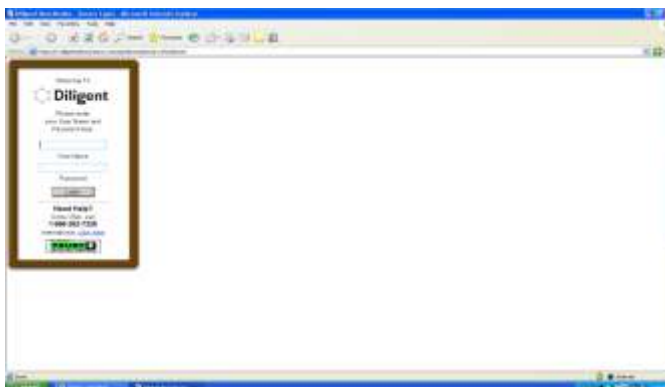


Diligent Boardbooks

icon on the Start Menu or the desktop.



The screen below will open.



- Enter your (Web Portal's Name) user name and password. If you forget your password, or need assistance with (Web Portal's Name) application, you can reach the (Web Portal's Name) Helpdesk for technical support directly at **1-866-123-4567**.