



Information about your new laptop.

- It's optional. You do not have to accept it and can keep your old teacher and mimio PC/Laptop setup. Your teacher and Mimio setup cannot be a newer pc since those are for student software. Whereas teacher software will run on the older pc.
- This laptop will replace the teacher and the Mimio PC/Laptop in your classroom. The old desktops will be returned back to Dell or refurbished and reused as a student pc for schools/classrooms in need. This will allow for more desk space for you as well as giving you a lot more mobility.
- These laptops will automatically connect to LPS-wireless where available, you do not need to log in.
- You'll notice that it's currently logged in as a test account. You would need to select other user in the bottom left hand corner, and then your username (firstname.lastname) and your computer/email/Powerschool password.
 - The first initial login will be a bit slow since it's your first time, but rest assured that it's only for the first time. It's downloading all your settings, and any printer that you are currently mapped too. **YOU WILL NEED TO OPEN SOFTWARE CENTER AND KICK OFF MIMIO AND DOCUMENT CAMERA INSTALLS!**
- Since there are so many personal preferences out there, we do not provide a case. You will be responsible for a case should you so choose. We highly recommend it.
- We do not have spare chargers.
- A mouse can be available if requested.
- Laptops come with a 3-year manufacture warranty as well as 3-year accidental damage with repair/replacement for liquid spills, drops, electrical surges, and broken or cracked LCDs!
- You can connect it to your home Wi-Fi however you normally connect your devices. (However we will not provide support for this.)
- Home Printing – You will need to contact us with the model of your printer at home, the model, not just the Brand! We'll have to preinstall the printer driver, and then you can plug your printer in and it would install it. (However we will not provide support for this)
- Data backup - Once logged in you can use Google Drive File Stream, or Microsoft Onedrive. It's personal preference. Start these up, login with your LPS email. Anything saved here will save and sync to Google/Microsoft and can be accessible anywhere on any device. (Not just your laptop!)
- Security – When not using it, please secure it physically, but also shut it down or at least lock windows by using the Windows and the L key on your keyboard. (⊞ + L).
- It comes with a Noble Lock slot that will only work with Noble-compatible locks. Not Kensington!
- Software/Printing - Only IT has administrator access to install printers and software. This keeps the spyware and viruses down. Please contact us to have either installed or setup. Mimio/Hovercam and other LPS software is available through Software Center in the start menu without Administrator Access.
- Email – You can continue to use webmail through the webpage, or open up Outlook under your start menu.
- End of the year process would be up to the school, we highly suggest turning them in to the school to minimize the risk of damage or theft. Upon requests, the laptops can be reset to the original setting if they are feeling sluggish.



LAWRENCE PUBLIC SCHOOLS

Information System & Technology Department



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We will need the device/computer/pc/system name when contacting us for support. It can be found by right clicking on the start menu icon (■) in the bottom left hand corner, then go to system, then look for a line called either device/computer/pc/system name. It should be lps-zzzzz

Please feel free to reach out to us if technical assistance is needed.



Right Side	Left Side
1. SD Card Reader	6. AC Power
2. USB 2.0 (<i>For MimioView/Elmos/Hovercam/Standalone Printers</i>)	7. DisplayPort™ Over Type C
3. Micro-SIM Card Slot (optional)	8. HDMI (<i>For Projector</i>)
4. VGA (<i>For Projector</i>)	9. RJ45
5. Noble Wedge Lock Slot	10. USB 3.1 Gen 1
	11. Audio Combo Jack