


Boot and green dot

- You should turn your computer off every night and turn it back on in the morning (actually shutdown and turn on your computer, not just shut the lid).
- *Your macbook needs regular restarts.*
- When you turn on your computer and login you should always wait until a green dot appears saying “Network Accounts Available”  Network Accounts Available .
- This will only happen at school, when you are at home the dot will stay red and that is fine.

Home Printers

- To add your home printer you will just need to plug in your printer to your macbook.
- If it is a wireless printer you will just need it turned on.

- You should not need to (and cannot) install anything at all to get printing to work.
- You can see if the printer is added in System Preferences – Print & Fax.
- If you don't see your printer in that list press the + button near the bottom left and you should see it.
- If you get a Drop box saying ‘Print Using:’ ensure it does not say below it that it will download the driver from Apple as you will not be able to do that.

- If it does say that then choose ‘Select Printer Software...’ from the Print Using drop box and search for your printer model.
- If it doesn't show up or the printer is not in the list see IT Support.

Printing

- You can only print to the printer called Library (ironically it is also located in the Library)
- If you do not have this printer in your printer list you should restart your computer and wait for the green dot.
- When you print a page you will be asked for a username and password.
- You must change your username to your actual computer username (ie. 109222) and enter your normal computer password.
- If the page doesn't print and the printer icon in the dock starts bouncing around then you have to click the icon.

- If the print job says ‘On Hold (Authentication Required)’ then you need to press the big ‘Resume’ button above it and re-enter your password. Again ensuring you change your username to your actual computer username.

- You must always ensure you have printing credit in order to print.
- To check your printing credit you can go to Safari, then when in SIMON you can click the link on the left called ‘Papercut – Print Monitor’.
- Log in to that to see your current balance, and any transactions you have done.

- Alternatively, you also have a Dashboard Widget called Papercut that you can use to check your credit.
- Each page costs 10 cents.
- When you run out of credit you can top it up at the front office.

Backup

- Any data that you store on your Macbook is not automatically being backed up and it is up to you to keep your own backups.
- You should always have your information in at least 2 separate locations, such as on your macbook as well as on an external hard drive or USB.
- Keeping it only on your USB/external hard drive and not in another location is **not** a backup.
- Your backup can be as simple as copying your documents to your USB/hard drive.

- Also ensure that you save your work regularly, at least every 10 minutes.
- Saving often and keeping backups will help you avoid the terror that is losing your work.