

The Apple MacBook . . . A Tool for Learning!

On Loan to You from the State of Maine

Handle with Care:

- Do not move your laptop while it is performing any operation. After closing the lid, do not move the laptop until the sleep light pulsates. Moving too soon can damage the hard drive, cause loss of data and/or inable the hard disk from starting up.
- Do not share your laptop with others.
- Do not put your laptop into your backpack.
- Carry your laptop in its case, by the handle, and zipped in. (It shouldn't be out of its case when not being used.)
- During lunch store your laptop **IN** the hallway cabinets provided.
- During PE store your laptop **IN** the hallway cabinets provided.
- Do not stack your laptop on top of, or under, anything.
- Do not use your laptop on the edge of your desk where others may knock it onto the floor. Hold it as others pass.
- No snacking; and no liquids of any kind near your iBook.
- Close the computer lid carefully while not touching the screen.
- Use the laptop on a flat stable surface.
- Do not insert inappropriate things into the ports of the MacBook.
- Do not close pens, pencils, paper, or anything in your MacBook.
- Store & Charge your laptop at night in **your** homeroom cabinet slot.
- Identify & Use **your** charging adapter; not another hanging nearby.
- Do **NOT** mark the computer or its case in any way.
- Please leave the original ID in the pocket of the case.

Track Pad Use

- Keep your fingers and trackpad dry, wipe dry if it becomes moist.
- Never use any kind of cleaning solution on the trackpad.
- Use only one finger except when two finger scrolling.
- Do not use a pen or any other object on the trackpad.

Display notes

- The display is meant to open no further than 130°.
- Do not force the display open if you meet resistance.

CD or DVD Use:

You should insert only 120mm(4.7 in.) round discs. Other sizes or shapes will damage the drive.

- Allow a disc fully eject before removing or reinserting.
- If you can't eject a disc, try quitting any applications that are using the disc and try again. If that doesn't work, try restarting the laptop while holding down the trackpad button.

Powering the MacBook-The MagSafe Power adapter:

- The MacBook adapter port contains a magnet that can erase data on a credit card, iPod, or other devices. Keep these and other magnetic devies away from the MagSafe power port.
- The adapter can get very warm during normal use. Keep it uncovered. It may turn itself off to cool. In that event, unplug, let cool, then return to normal us

Battery info:

- It takes up to 4 hours to fully charge the battery. The battery charges quickest when the laptop is turned off.
- The adapter LED should glow orange when charging and glow green when charging is completed. If there is no orange glow upon nsertion, make sure it is seated correclty in the charging port. If it is and still does not glow, seek Mr. Goulette or Mr. Bowden.

Shut down vs sleep mode:

- For laptops to run efficiently, they should be shut down daily. They must be shut down if they will not be used for more than one day.
- Shut down by going to the Apple Menu and choosing shut down OR by pushing the power button once then pressing return.

Be sure your MacBook is completely shut down before closing the display. Otherwise, the computer gets stuck in a battle with sleep mode and the Hard Drive is not able to spin down. It then overheats when recharging. Determine shut down is executed by making sure you have a black screen as well as no active power light and no fan or drive noise.

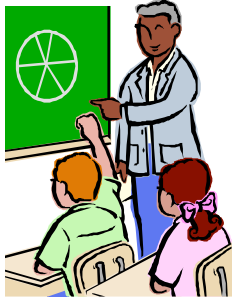
Cleaning

- Wipe the screen lightly with a dry, clean, soft cloth.
- Do not use any liquids on or try to clean any MacBook surfaces.

Cables

- Be careful not to move the MacBook when cables are attached. Ask for help if you have problems with your MacBook If your iBook needs a charge during class your teacher will assist you.

Classroom Use & Rules



-- Class activities are guided & supervised by teachers. Teacher permission is required for all student laptop use. Therefore, no laptop should be opened for use unless a teacher has directed it to be.

All use can be monitored remotely --

- Do not share any of your passwords.
- You alone are responsible for charging and caring for the laptop assigned to you.
- Charge your laptop while it is turned off & outside the bag.
- Do not access inappropriate materials.
- Do not view, send, or display offensive messages or pictures.
- Do not plagiarize or break copyright laws.
- Do not download music, games or other software.
- Do not damage the MacBook or interfere with the network.
- Always ask & receive permission to print.
- On the Internet, never reveal your name, address, tel. #. or any other personal information.
- All laptop use, including email, is for educational reasons only.

Quick Reference Survival Tips

- To locate a file or an application, in **Finder** go to **File** and **Find**. . (apple-F)
- Laptop is on; nothing works -- Hold down **ctrl & apple keys &** Press **power** to restart. Or Press power button for 10 seconds to force shutdown.
- An application stops working -- **Force quit** by holding down **option & apple keys and pressing-esc**. Choose the application you wish to force quit & click the force quit button each time it shows up. Then close the Force Quit Applications window.
- For printing issues, open the **Print Center**, double-click the printer, and check job status. If status is "stopped", click Start Jobs
 - To delete a job(s), select it(them), and click Delete (for multiple requests and "error" status)
 - You may have a corrupt font; try a different font.
- **Can't print; can't access Internet or e-mail --**
 - Are you on the network? Airport signal waves needs to be black.
 - Press on the waves; drag and release on William S. Cohen Network

Enter the password: 116404401

Click a checkmark in the box for Add to Keychain

- Wake-up Problems --
 - Press the caps lock key to see if it lights up, indicating the laptop is on.
 - Hold down the Power key for 5 sec. to power down. Watch to see that the caps lock key shuts off, indicating the laptop is off. Wait 5 sec. and start up. If laptop does not startup, plug it in and try to turn it on.
- Power management tips --
 - Dim the screen as much as possible without hurting your eyes.
 - Put the laptop to sleep by closing the lid when not being used. A shutdown will save more battery power only if the laptop is not used within 2 hours.
 - Do not turn on Speech recognition.
 - Quit applications not being used
 - Turn off airport when not being used
 - Disconnect any peripherals when not being used
- If loses battery power quickly, shuts down without warning, or will not Start Up -
 - Charger may not have been plugged in all the way -- so battery did not charge. Try again.

If laptop is not turning on, not waking from sleep, not charging the battery, or not recognizing the power adapter, the System management Controller may need to be reset: Do so by following directions below:

-Reset the System Management Controller (SMC):

1. Make sure computer is off, disconnect power adapter and remove battery.
 2. Press and hold the power button for 5 seconds, and then release.
 3. Reconnect the battery and then the power adapter.
 4. Press the Power button to restart the computer.
- If all survival tips fail, Completely fill out the Apple iBook Repair Form ([available from your teacher](#)) before bringing your MacBook for repair.