

ADJUST SCREEN RESOLUTION

To adjust the resolution of your display, right-click on the desktop background (minimize your applications) and select Graphic Properties:



Select the Display Settings tab and change Screen Resolution to your desired setting. Click OK.



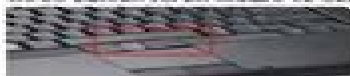
SAFELY USING YOUR LAPTOP BAG

Prior to placing your laptop into its bag, ensure that it is either shut down or hibernated - the power light will be off.



POINTING DEVICES

Your laptop has 2 built in pointing devices: 1) touchpad and 2) pointing stick. Plus a three button scroll mouse to ease scrolling.



To change your pointing device:

- Click on the Dell Touchpad icon in the lower right corner



- Select the touch pad or pointing stick option to disable and/or enable.
- Select the desired settings, click Apply then click OK.
- Tapping is a feature that allows a tap on the pointing device to be treated the same as a mouse click and may result in accidentally select text, etc. Disable tapping if you do not want this feature.



To the right of the power button is the Latitude Off® Button. This feature is not being used by GSK and should be disregarded.

DELL CONTROLPOINT UTILITY

The Dell ControlPoint Utility (DCP) is used to manage the laptop's power usage. Using this utility, you can configure your power settings to prolong a battery charge. To

USEFUL KEYSTROKES

Hot Key	Feature / Shortcut
Fn-DOWN	Brightness Down
Fn-UP	Brightness Up
Fn-LEFT	Ambient Light Sensor
Fn-RS	Next Display Device
Fn-F7	Launch Dell Control Point
Fn-F8	Display Battery Information
Fn-F9	Toggle Battery Charging Control
Fn-F1	Sleep
Fn-D	Toggle Display on/off

USING A PROJECTOR

Pressing **Fn + F8** will cycle between your laptop screen, your laptop screen and the projector, and the projector. Some projectors may require you to adjust your screen resolution. For best results when projecting, set your resolution to 1024 by 768 by 60Hz.

See IT Help or the Projection Guidelines in meeting rooms for additional help.

FURTHER ASSISTANCE

Further assistance with your Dell laptop and many other IT subjects is available by visiting IT Help. If you are unable to find an answer to your question at the IT Help site, please call the IT Help Desk.

Dell Latitude E4300 Laptop



CloudSmart@Gline



Welcome to your Dell Latitude E4300 laptop. This brochure will guide you through a number of options to help meet your individual working habits as well as your personal preferences.

The lid is held closed magnetically. To open the lid, put your finger on the front lip of the lid and lift.

DOCKING AND UNDOCKING

You can easily Undock your laptop while it is powered on, or powered off, by pressing the **Blue Undock** button on the port replicator.

The **Port Replicator** has two positions to accommodate different batteries. The **slider (highlighted in red below)** allows you to easily adjust for a standard battery by placing the battery bar in the forward position as shown, or for an extended battery by retracting the battery bar to the back position.



Version 10-2009-0001

MAXIMISING BATTERY CHARGE

The amount of time you can use your laptop without recharging the battery varies depending upon functions in use. Some ways to maximize the length of your battery charge include:

- Mute the volume
- Avoid playing music and watching DVDs
- Reduce your screen brightness
- Turn off wireless

For all other battery issues, please call the IT Help Desk.

LAPTOP POWER MODES

Standby/Suspend quickly resumes your laptop when moving between locations in the office. It conserves the battery by reducing power consumption.

- To go into Standby, close the laptop lid or select Start, Shut Down and then Standby.
- To resume use of the laptop, either open the laptop lid or press the power button on the laptop or port replicator.

Hibernation allows you to reduce laptop start up time when resuming by saving an image of the applications running on your laptop before powering the laptop down. Best practice is to save all open files before using hibernation.

- To Hibernation, select Start, Shut Down and then Hibernation.
 - To resume use of the laptop, press the laptop or port replicator power button.
- Always restart your laptop at least once a week to maximize performance.

BATTERY CHARGING CONTROL

WIRELESS BASICS

Dell Laptops are equipped with an internal wireless network card. The software required to support wireless will add to the start up time of your laptop.

If you experience problems with your home wireless connection, consider configuring your home access point to use channel 11.

Please see "Welcome to the World of Wireless" on IT Help for further assistance.

TURNING WIRELESS ON AND OFF

Some airlines require wireless to be turned off while in flight. There is a switch on the side of your laptop that allows you to turn wireless on or off without having your laptop powered on. A red indicator means wireless is off.



There is also a wireless power light which also shows the status of wireless. This light is located above the keyboard.



Blue light = wireless ON.

No light = wireless OFF.

Remember wireless must be ON for the wireless software to work.

ORDERING ACCESSORIES

Accessories are available through standard GSK external connector and include the

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M Mark



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