1. How to Open
   
   A. Notice the latch in the middle of the front of the computer. (Figure 1.1)

   B. Push the latch inward at the top of it, and raise the top of the computer up. (Figure 1.2)

2. Connecting Power Supply
   
   A. Keep the laptop plugged into the power supply if at all possible to keep it charged. If you need to run it off the battery, the battery should last about two hours before it needs charging.

   B. Take the power supply adapter and its accompanying cords out of its bag.

   C. Locate the power jack on the right side of the computer (Figure 2.2)

   D. Plug the adapter into the jack. (Figure 2.3)

   E. Insert the regular plug at the other end into a wall jack.
3. The Mouse

A. The laptop has a built-in “Mouse”. It is the screen look a like on the front of the keyboard. (Figure 3.1)

B. The two buttons on the keyboard by it represent the right and left click buttons on the mouse. (Figure 3.2)

B. Most people, however, prefer the regular external mouse, like thy have with their desk pc. To connect the external mouse….

1. Take the mouse out of the bag
2. Locate the mouse jack on the left side of the laptop. (Figure 3.3)
3. Before you inset the mouse, notice where the teeth like grooves will match up inside the plug.
4. Gently push the plug into the jack. If there is any resistance, be sure you check to see if the plug is lined up so you do not bend any of the pins inside the plug. (Figure 3.4)
4. Interchangeable Floppy and CD Rom drives

A. Locate the Floppy drive on the left side in the front of the computer.
B. The latch on the side of the computer must first be pulled out, for the drive to release. (Figure 4.1)
C. This and the CD ROM drive in the bag are interchangeable, you are able to slide one out and insert the other.
D. Figure 4.2 shows how to change them out and insert the other.

5. Connections: Ethernet

A. The Ethernet card in the Dell Lap top is located in the side of the computer. (figure 5.1)
B. Take the Ethernet adapter out of its plastic bag. The end that you will plug into the laptop looks like (Figure 5.2)
C. To disconnect the Ethernet adapter squeeze together the sides and the plug will come out. (Figure 5.3)
6. How to shut off power

A. Be sure to go through the Windows shut down with the laptop. Just as you would you desktop pc. You will want to guard against thinking the pc is shut off when it really isn’t when you put it away. Otherwise, you will find a dead battery the next time you want to use it.

B. Make sure all applications are closed.

C. Then click on the Start button on the bottom left corner of your screen. (Figure 6.1)

D. Select “shut down”…(Figure 6.2)

E. Before you close the laptop, wait until all lights are off and screen is black.

F. You will hear it power down.