





## Contents

Ways to roam .....	3
Roam between different locations: Put the laptop in your bag.....	4
Roam around your building: No need to put the laptop in a bag .....	9
Help and support.....	11

# Ways to roam

There are two ways in which you may work:

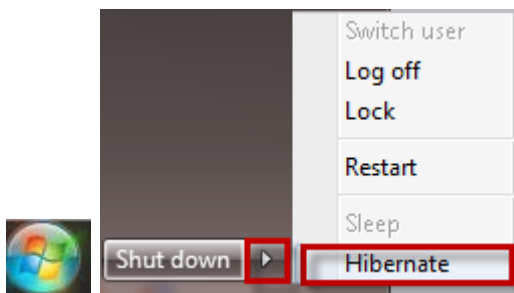
	<p><b>Roam between different locations</b></p> <p>Move between locations e.g. different buildings on campus or between campus and off-campus.</p> <p>Laptop is carried in your bag.</p>	<p><b>Follow steps A - D</b></p>
	<p><b>Roam around your building</b></p> <p>Move from your own desk to a nearby desk or meeting room in the same building.</p> <p>Laptop isn't placed in a bag.</p>	<p><b>Follow steps E - F</b></p>

# Roam between different locations: Put the laptop in your bag



## A. Hibernate then Undock

1. Save and close all files
2. With the laptop in the docking station choose **Start > Shut Down ► > Hibernate**



3. Wait for the **Power** button light on the docking station to go off, this may take a few minutes.



4. **Wait** until the power, wifi and hard drive lights on the front of your laptop have turned off.



The AC adapter light may remain on.



**Important:** While the power and hard drive lights are still active your laptop is in the process of hibernating. If you eject the laptop before the lights have turned off you may experience problems when you restart your laptop.

5. Press the **Eject** button or slide the lever on the docking station then lift the laptop.



6. Make sure there are **no lights** showing before you put the laptop into your laptop bag.

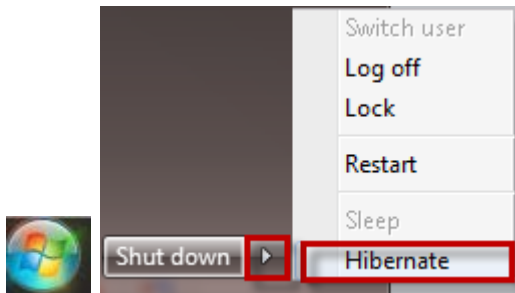
**Important:** If your laptop hasn't been fully hibernated or switched off it can overheat in your bag. This type of damage isn't covered by the laptop warranty. To prevent this make sure there are no lights showing on the front of your laptop before you pack it away.

## B. Resume in another location

1. Open the laptop lid
2. Turn the laptop on, either:
  - a. Flick the power switch
  - b. Press the power button
3. The screen will be blank. Wait for the screen to adjust its settings and display the screen prompting you for your PIN
4. Enter your PIN
5. Enter your University IT account **password** to **Unlock** Windows when prompted
6. The screen may go black for a few seconds, wait until your desktop or programs appear

## C. Hibernate when undocked

1. Save and close all files
2. With the laptop in the docking station choose **Start > Shut Down ► > Hibernate**



3. The screen will go blank. Before you close the lid, wait until the lights on the front of your laptop turn off.

**Important:** While the lights are showing your laptop is in the process of hibernating. If you close the lid before the lights have turned off you may experience problems when you restart your laptop.

4. Close the lid

**Important:** If your laptop hasn't been fully hibernated or switched off it can overheat in your bag. This type of damage isn't covered by the laptop warranty. To prevent this make sure there are no lights showing on the front of your laptop before you pack it away.

## D. Dock then Resume

1. With the lid closed, connect your laptop to the docking station as described in your docking station guide.
2. If you have a monitor attached to the docking station, keep the lid closed.
3. Press the power button on the **docking station** to turn the laptop on.

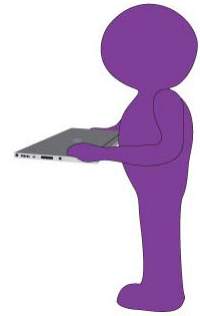


**Important:** If you use the laptop power button or switch to turn on the laptop when docked, the keyboard and mouse connected to the docking station may not operate.

4. Enter your PIN when prompted.
5. Enter your University IT account **password** to **Unlock Windows** when prompted. It will take a few seconds before the keyboard and mouse can be used.
6. The screen may go black for a few seconds until your desktop appears



# Roam around your building: No need to put the laptop in a bag



If you are going to a meeting or to another desk in the same building, you don't need to shut down or hibernate the laptop first.

## E. Undock while working

1. Save and close all files
2. With the laptop in the docking station with the lid shut, press or slide the **Eject** button on the docking station
3. Lift the laptop from the docking station, note that the laptop is still **on** so you shouldn't put it in a bag
4. In the new location lift the lid to continue working



## F. Hibernate then return to desk

1. Close the lid
2. If the power supply isn't connected, your laptop will hibernate. Wait for the lights on the front of your laptop to go out before you dock your laptop
3. With the lid closed, connect your laptop to the docking station as described in your docking station guide.
4. If you have a monitor attached to the docking station, keep the lid closed.
5. Press the Power button on the docking station to turn the laptop on.



**Important:** If you use the laptop power button or switch to turn on the laptop when docked, the keyboard and mouse connected to the docking station may not operate.

6. Enter your PIN when prompted.
7. Enter your University IT account **password** to **Unlock** Windows when prompted. It will take a few seconds before the keyboard and mouse can be used.
8. The screen may go black for a few seconds, wait until your desktop or programs appear

# Help and support

## University staff laptop web pages

You can find more information on the [IT Help website](#) including:

- [Travelling abroad with your University laptop](#)

<http://www2.le.ac.uk/offices/itservices/ithelp/my-computer/laptops/staff>

## Access this guide

You can use the web links within this document. An electronic copy is available on the IT Help website.

## IT Service Desk

Call 0116 252 2253 or email [ithelp@le.ac.uk](mailto:ithelp@le.ac.uk) to ask a question or report a problem.



@uolits

#### For more information

IT Services  
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University Road  
Leicester, LE1 7RH, UK

**w:** [www.le.ac.uk/itservices](http://www.le.ac.uk/itservices)

**t:** 0116 252 2253

**e:** [ithelp@le.ac.uk](mailto:ithelp@le.ac.uk)



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