

EMPOWERING PUYALLUP

A Puyallup School District Technology Initiative

An Introduction to Your Yoga 11E Laptop

Caring for Your Computer at Home

- Charge your computer fully each night. Charging cords will not be available at school.
- Store the computer on a desk or table, not the floor.
- Protect your computer from:
 - Spills of food or drinks
 - Rain, direct sunlight, freezing temperatures
 - Small Children
 - Pets



Traveling to and from School

- Never leave your laptop unattended.
- Keep the computer in the case provided when not in use.
- Do not leave the computer in a car. It can be stolen, freeze in the winter, or get too hot in the summer.
- If you are afterschool for athletics or a club, talk with your coach or advisor about a safe place to store your computer.
- For a tethered stylus, keep the stylus attached to your laptop at all times. For a garaged stylus, return the stylus to the garage when not in use.

Saving Your Work

Your computer comes with the Puyallup School District's OneDrive. You have up to a terabyte of storage in the Microsoft cloud. All student work must be stored in the OneDrive to ensure you do not lose your work if your computer breaks. You can access your work anytime, anywhere with the OneDrive.



Using Wi-Fi at Home

1. After you log in to your device, click on the Wi-Fi icon on the taskbar.
2. Select your Home Wi-Fi networks name, check the box that says "Connect Automatically" and click "Connect".
3. You may have to enter your home Wi-Fi password. If you don't know your password, look on your Wi-Fi router. If you can't find it, you may need to call your internet provider.



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Installing a Printer at Home

(If you cannot automatically connect)

1. Find the manufacturer and model number of your printer.
2. Go to the manufacturers website and find the support page.
3. Enter the model number of your printer and search.
4. Once the model is found, download the latest Windows 10 drivers and run the setup. The installer should prompt you when to plug in your printer or find it on your wireless network.
5. After the printer is installed try printing a test page.

Solving Computer Problems

- The EdTec HelpDesk is open for students from 6:30 AM to 4:00 PM on school days.
- Call **253-841-8600** and choose Option 5.
- **From September 4th to the 13th, the HelpDesk will be open 6:30 am to 7:00 pm each day** to assist with home printing and Wi-Fi questions.
- In some cases, we may not be able to repair a laptop over the phone. After calling the HelpDesk, students will be instructed on how to exchange their computer for a loaner if necessary.



Ownership and Repairs:

Your computer is the property of Puyallup School District and must be returned each summer, or if you withdraw from any school. Any equipment that is not returned when you withdraw from school will be considered lost and students will be charged for the cost of a new computer and accessories.

Only official Lenovo accessories may be used with the computer. If you lose a pen, sleeve or power supply, replacements must be purchased through the school district.

If a computer is lost or stolen, students should report it immediately to the school security or administration. Your homeowners / renter's insurance may require a police report.

You may not alter or personalize your laptop. Do not apply any stickers or decals as you will be fined for the cost of removing them, or the damage they cause to the case. Only Puyallup School District EdTec Department staff are authorized to make repairs or alterations to any equipment, software or accounts. Students will be fined for the cost of repairing any damage to the software or hardware due to unauthorized repairs or alterations.