

## READ ME FIRST: Setting Up and Using Your Computer

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Welcome to Haverford! The Academic Computing Center (ACC) looks forward to working with you during your time here. If you brought a computer to campus, here are some tips for setting the computer up and keeping it in good working order.



### SET UP YOUR COMPUTER SYSTEM

1. Make sure you have the items listed below. Keep all items, including the installation disks and paperwork, handy in the event of computer problems.
  - ✓ Your computer—including system disks, invoice, and warranty card
  - ✓ Microsoft Office—including installation disks and product key
  - ✓ Network cable
  - ✓ ACC booklet, *Connect to Haverford's Network (DormNet)*
  - ✓ ACC Handout, *Compatibility Issues with Microsoft Office*
2. Locate the **grounded electrical outlet** and **network jacks** in your room. (Inquire with Physical Plant or the HCA Office if you cannot find these.) Position your system within reach of both the electrical and network outlet. If you purchased your cable from ACC, you can trade your 14' cable for a 25' cable at the Help Desk in Stokes 204.
3. Plug a **surge-protected power strip** into the grounded outlet. Power strips are available at the bookstore.
4. Set up your computer as per the instructions that came with your system.
5. **Fill out your warranty card or web form.**
6. Install **Microsoft Office** as directed in the Microsoft documentation. Test Microsoft Word by opening it and typing some text. If you have a printer, test that too. If you have any trouble, refer to the *Get Help* section below.
7. Read the handout, *Compatibility Issues with Microsoft Office*, to avoid problems sharing documents with others. Install or configure software as recommended for your version of Office.
8. Review the booklet, *Connect to Haverford's Network (DormNet)*, for connection instructions and additional information about computing at Haverford.



## CARE FOR YOUR COMPUTER

These tips will help keep your equipment in good repair, and your term paper and other data safe.

- **BACK UP your data!** The most valuable part of your system is often the work you create with it. It is your responsibility to protect your work through regular backups.

If you bought the external hard drive ACC recommended for your system, install the software that came with your drive and configure it to perform regular backups. If needed, see our recommendations for a backup drive on the web at <http://www.haverford.edu/acc/sales>.

You can also backup term papers and other current projects to the Storage server. See page 19 of the *Connect* booklet.

- **Keep food, drink and cigarettes away from the computer.**
- **Always use a grounded outlet and surge-protected strip.** If lightning is nearby, turn your computer off and unplug it from the wall.
- **Follow all the guidelines for protecting your system.** These are published on the web site <http://www.haverford.edu/acc/protect>.
- **Only install software you need.** Avoid possible software conflicts and other problems from non-essential software.
- **If you have a problem,** it is your responsibility to get it fixed and to follow-up if the problem returns.



## GET HELP

You can get plenty of help using your computer.

- **ACC web site,** <http://www.haverford.edu/acc>  
The ACC web site has general information, documentation, and computing tools, as well as up-to-date news.
- **Help Desk**  
The Help Desk provides trained staff to help with your particular needs.  
Hours:           Monday: 9:00 AM to 9:00 PM  
                      Tuesday - Friday: 9:00 AM to 5:00 PM  
Telephone:      (610) 896-1480  
Email:            [helpdesk@haverford.edu](mailto:helpdesk@haverford.edu)  
In Person:       Stokes 204
- **Submit a help request over the web to contact your RCC**  
HELPME Form: <http://www.haverford.edu/acc/helpdesk/HELPME>