Using a COW

Need Help?
If you would like to book a training session, please call the Audiovisual Technician at the campus nearest you to setup an appointment.

Cloverdale 604 598 6041
Langley 604 599 3209
Richmond 604 599 3350
Surrey 604 599 2216

Introduction
The Computer on Wheels Laptop’s auto login to a generic desktop – libcow and does not require a username and password. If you want to access your KPU Personal Drive (K), you will need to Switch User and logon the laptop using your KPU credentials.

Access to the KPU wireless network is available on campus only. When you are on campus and logged on the KPU network you will have access to your Personal (K) and (R) common drives.

Any files saved to this computer are not secure or protected under the Freedom of Information Protection of Privacy. Save your work to a USB stick, or cloud storage.

Standard Software Applications

Software
Windows
Adobe distiller
Adobe Forms Central
Canadian Tax Principles Textbook (in FITACCP471 folder)
Chrome
Cisco Packet Tracer
FireFox
Internet Explorer
JCreator
Microsoft Office 2016
Notepad++
Tableau Public
Visual Studio

MultiMedia Applications
Java
Quicktime
VLC media player
Windows media Player

Kwantlen Applications
IT Service desk Remote Assistance

Custom Applications
DeepFreeze
IPEVO
Papercut Client
Skype for Business
VIA
Visualizer
### Operating tips
Place the COW 10-12 feet from the screen for the best image.

Re-focus the projector if you move the equipment closer or further away from the screen.

<table>
<thead>
<tr>
<th>Standard Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
</tr>
<tr>
<td>Data projector</td>
</tr>
<tr>
<td>Sound system</td>
</tr>
<tr>
<td>Mouse</td>
</tr>
<tr>
<td>Cart</td>
</tr>
<tr>
<td>VHS/DVD combo unit</td>
</tr>
</tbody>
</table>

### Care and Handling
Use caution when moving equipment.

Do not disconnect any equipment without permission from the library.

### Basic Operation
1. Plug the extension cord attached to the cart, into an electrical outlet.
2. Power ON the monitor and the laptop. Logon to the libcow account.
3. Power ON the projector by pressing the ON/Power button.
4. Save your work to a USB stick or cloud storage.

### Shut Down
1. If using a USB stick, point to the task bar and right click on “show hidden icons.” Move the mouse over the USB device and click “Safely remove hardware and eject Media.” You can now safely remove the USB stick.
2. On the lower left corner of the desktop, click the Windows button, then click Power, Shut down. Close the laptop.
3. Power OFF the projector. Leave the extension cord plugged into to allow the fan to cool the projector.
4. Once the fan on the projector has stopped unplug the extension cord and wrap it into place on the cart.
5. Place all items in the carry case.

### Connect to KPU Secure Wi-fi
1. In the task bar, click the Wifi icon.
2. Click on KPUSecureEmployee or KPUSecureStudent Wifi
3. When prompted enter your KPU login credentials.
4. Click Connect.

### Access Personal and Common drives
1. When the laptop is booted to the desktop, connect to the KPUSecureEmployee Wifi using the instructions above.
2. Click the Start button, then click switch user.
3. When prompted, enter your KPU login credentials.
Using the VHS/DVD combo unit
1. Power ON the Laptop, projector and VHS/DVD combo unit.
2. On the projector press the Source button and select video.
3. Insert a VHS cassette or DVD into the VHS/DVD combo unit and press play.
4. On the projector use the volume buttons to increase the volume.
5. Power ON the speakers and adjust the volume.