

Computer & Technology Resource Center

Your Bay Area Non-Profit E-Waste Collector

www.ewastecollective.org (415) 883-1428

Congratulations!

We hope you enjoy your free UBUNTU (Xubuntu 14.04) computer system
Ubuntu is an African word meaning "humanity to others" or "I am what I am because of who we all are."

User Name: ctrc Password: ctrc (lower case)

About the Linux Xubuntu 14.04 Operating System

We place the Linux Xubuntu operating system on our computers because it is free and a great alternative to Microsoft Windows. Through the installed Ubuntu Software Center you can download free programs created just for your system. It has been developed by a large international Linux community of which you are now a part of!

About the One Year Exchange Warranty

From the date of your receipt, if they malfunction, we will exchange your computer or monitor. Please note that we do not retrieve data. We recommend that you back up your files regularly. We reserve the right to refuse to replace your computer if it fails due to misuse and/or extreme operator error. Attempting to exchange a computer other than the one we gave you would mean immediate and permanent program disqualification. After the one year warranty, you have the option to re-apply for another refurbished system. Text or call Janny at 510 367-1717 when you need technical assistance.

DO YOU APPRECIATE YOUR free COMPUTER? Please send a thank you letter to support our program to Computer & Technology Resource Center, Placement Dept. 42 Digital Drive, No. 3, Novato CA 94949. You can also send an email to info@ewastecollective.org.

MOST FREQUENTLY ASKED QUESTIONS

WHAT KIND OF COMPUTER DO I HAVE? You have a PC Pentium 4 desktop computer with the Xubuntu operating system. The system **CAN NOT** run Windows or Apple products. Compare this information against system requirements when choosing new hardware, peripherals and software.

HOW DO I SET UP MY COMPUTER? Your computer came with a computer, a monitor, two power cords, a keyboard and a mouse. Check the picture to see how to set up your computer properly. The USB keyboard and mouse are interchangeable. You can plug them into any available USB port.

Install the other power cable into your monitor (*not featured here*). The blue monitor cable needs to be attached to the monitor **and** the computer. The two remaining cords in the picture are for your speakers (*not provided*) and your Internet high speed connection (*cable and other equipment to be provided by your Internet Service Provider*)

Now you are ready to turn on your computer. Press the power ON button on the front of the monitor. Press the power ON button on the front of your computer.

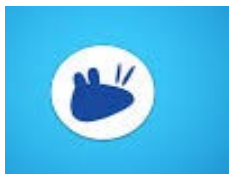


Your computer may look different from the one featured here.

WHAT IS MY PASSWORD? After turning on your computer, it will stop at the SIGN IN screen, choose the user name (ctrc) HIT ENTER Type in the password (ctrc) and click OK. Anytime your computer asks for a password use (ctrc). Always lowercase.

HOW DO I PROTECT MY COMPUTER?: Always turn your computer on and off correctly to avoid technical problems. Use a computer surge protector to avoid electrical surges that can cause serious damage. **Turn off your computer** before unplugging any plugs or installing or un-installing components. Keep all drinks and/or food away from your computer.

The Xubuntu operating system is not as plagued with viruses as other more popular systems. It is still important to practice good common sense when browsing the Internet. Do not open emails from unknown sources. Do not go to unsolicited or suspicious websites. Do not enter sensitive information unless you are 100% positive the source is legitimate. Pop-ups or websites that offer to rid your computer of viruses or to make it go faster are usually malicious programs that can harm your computer. We recommend not clicking on unsolicited pop ups.



HOW DO I FIND GAMES AND DOWNLOAD MORE PROGRAMS?

At the top and on the left of your desktop is a small blue and white icon that looks like a mouse. (see picture) Under this menu, you will find the software/programs that have been loaded onto your system. Left click on the mouse icon to open the menu. On the right under favorites you can find programs by category. If you would like to see all programs by name, click on ALL and the programs will open on the right side of the window in alphabetical order. NOTE: Some of our computers may open into a drop down menu that more similar to the Windows Start menu, depending on which update the computer received before being donated.

The Ubuntu Software Center located under the mouse menu will help you find and download Xubuntu Linux programs for your operating system, many are free. You can search by category or the name of the software program you are looking for. You must have the Internet to download programs.



HOW DO I TURN OFF MY COMPUTER? Under the mouse menu in the bottom right of the window you will see a black and white shut down icon. Left click the red SHUT DOWN icon. After your computer completely shuts down - turn off your monitor. To save energy turn off your surge protector.

WHERE CAN I TYPE A LETTER? Open the APPLICATIONS menu, in the right hand column open the office menu. then move your mouse to the left and open LIBREOFFICE WRITER. You can access other programs under the same menu. LibreOffice is user friendly and similar to Microsoft Word. Visit www.libreoffice.org for more information.

CAN I OPEN MY OLD MICROSOFT WORD FILES? If the file does not open automatically, Open a blank document under LibreOffice. Click FILE, Click OPEN. Navigate to the file you wish to open and click OPEN. The program will attempt to translate the file and open it. Warning: Some files may not be compatible with LibreOffice.

You can save LibreOffice documents into Word documents. Under the SAVE AS menu click ALL FORMATS choose the file type: Microsoft Word 97/2000/XP.

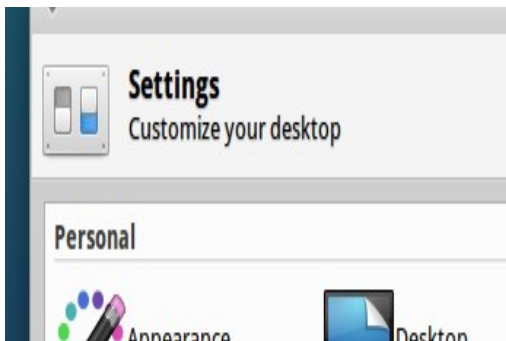
A little more on LibreOffice: To move documents from one system to another, we recommend purchasing a flash drive which can be read by Windows, Apple and Linux machines. Using email to send the document to another system is another option.

Also, pictures can be imported from the INTERNET into your LibreOffice writer document using the save as function. You can access this function by right clicking on the image you want and choosing SAVE IMAGE AS then saving it to your desktop or picture folder. Then from your document go to the INSERT menu, choose IMAGE and navigate to the image you would like to insert. Click several times on the image to open the manipulation menu. Again, we recommend that you regularly back up important files.

HOW DO I READ MY CD ROM? Push the OPEN CD button located by the CD ROM Drive on your computer. Place your CD Rom (face up) in the CD slot. Your computer will read the CD and place an icon on your desktop. REMINDER: Xubuntu is a Linux based product, it can NOT read or run programs that are written for the Windows or Apple operating systems. **Therefore Windows/ Apple CD's will not work in your computer.** Most CD's start automatically or you will be asked to choose a program to open it with.

CAN I PLAY MY MUSIC CD'S AND SEE MY PICTURES? All systems come with a sound card all ready installed where you can plug your speakers/earphones (*not provided*). Music CD's will *usually*, automatically be opened by your music program. Multi-media programs can be accessed under the main menu and then under the MULTIMEDIA menu.

You can view pictures in that are in JPEG or PNG format. You can also download them from your email inbox, from a CD and a flash drive. You can manipulate pictures by accessing the programs under GRAPHICS menu under your main menu.



WHAT KIND OF PRINTER CAN I GET? You can purchase a USB printer designed for PCs. Xubuntu has a comprehensive list of printer drivers that are already loaded on your machine. Choosing a printer within this list is highly recommended.

REMEMBER: Physically install your printer while your system is completely turned off. Printers (6 months or older) are easier to configure because XUBUNTU may already have the driver. Brand new printers are difficult to configure because you will not be able to read the CD that comes with it. The driver is written for Windows or the

Apple systems only. You can attempt to download a Linux printer driver from the INTERNET. Hewlett Packard, Canon and Epson printers are recommended. To access the printer control panel go to MAIN MENU then choose SETTINGS which is located at the bottom right of the window to the left of the shut down icon. (*see picture for a visual of the SETTINGS ICON above*) You may need to enter the password: "ctrc" to proceed.

IS MY COMPUTER WIRELESS?

No, your computer is NOT wireless. To Access the Internet you must use a cat 5 cable to physically connect your computer to the modem that your service provider sent. (*see picture on the right*) (*It is not included in your donation but may come with your modem.*) If there is a wireless signal that you would like to use to access the Internet you can purchase a USB Wireless Device that will make your computer wireless. We recommend devices from manufactures Belkin or Netgear.



HOW DO I GET ON THE INTERNET? Your computer has the ability to go on-line after you subscribe to an Internet Service Provider. Choose a DSL/HIGH SPEED INTERNET PROVIDER that is compatible with your operating system. You may not have to buy a modem if your service provider can send you one for free.

Comcast and AT&T U-Verse work with our systems but their technicians may not be familiar with Xubuntu so support may be minimal. Technicians may tell you that your system does not work with their service and/or they do NOT have technical support for LINUX/XUBUNTU. This can be a frustrating experience, here are some helpful tips:



With both providers, the registration step is in the way of accessing the Internet. Both AT&T and Comcast have registration limitations that require the web browser Internet Explorer. Internet Explorer is only available under Microsoft Windows. Google Chrome has a Linux version that you can download. If you choose to download Google Chrome, let us know about your experience so we can pass along the information to other recipients.

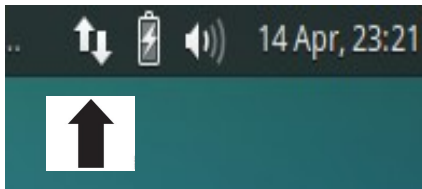
Once your computer is registered you have access to the same Internet experience as everyone. Let your provider know that you would like to register using Mozilla Firefox which is available under MAIN MENU / on the right side – choose INTERNET / on the left side choose MOZILLA FIREFOX WEB BROWSER.

Tip: Hold down your left mouse button on the Mozilla Firefox Icon, drag it to your desktop for easier access.

Share the following information with the service technician

Use the written installation instructions to install your modem and connect it to your computer.

- ◆ Your computer has a working network card that has been designed to read most high speed DSL Internet connections like Comcast and AT&T U-Verse.
- ◆ Your computer comes pre-installed with Mozilla Firefox. Do not attempt to download Internet Explorer because it is only for Windows computers.
- ◆ Ask to speak to a higher level technician, one familiar with Linux systems who can walk you through a manual registration or register your computer over the phone.
- ◆ If your computer is successfully registered and all the lights on your modem flash green, follow these instructions: Click on “mouse” menu, click on Internet, click on Firefox Web Browser. Type in a website address: try www.google.com. If your computer opens the website you are on line.

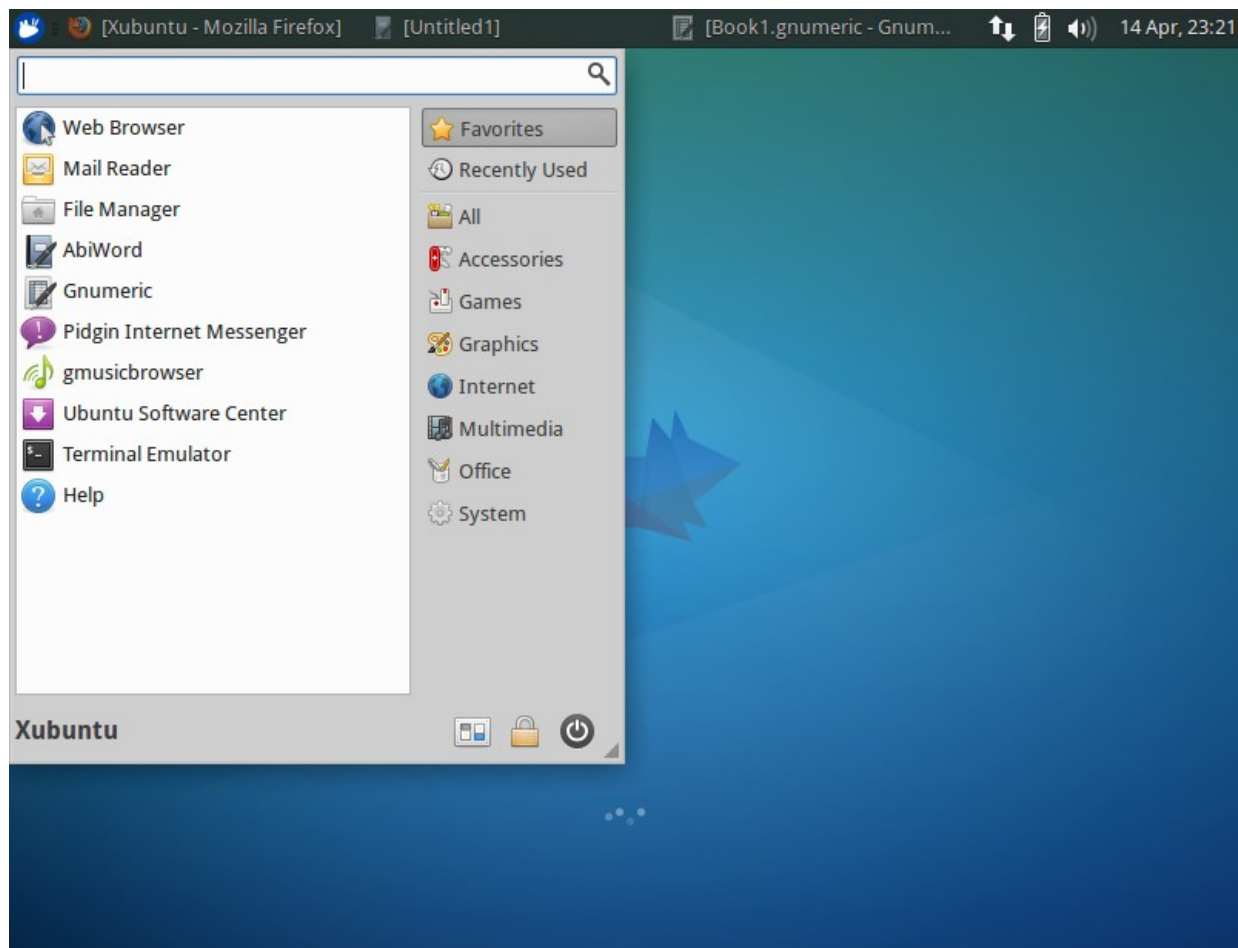


- ◆ If you still can not get on line, open the Internet connection icon (it looks like two arrows, one up one down) located at the top of your desktop on the right hand side to the left of the sound icon. Make sure the WIRED CONNECTION 1 is connected. Sometimes when your computer does not go online, turning your connection off and on may fix the problem.

- ◆ For persistent problems please contact CTCR: Text 510 367-1717 or during regular business hours call 415 883-1428.

CAN I UPGRADE MY COMPUTER? Yes, but it would be wise to research your computer system, specifically your motherboard limitations before you upgrade or add other components. You will need additional details and instructions than what we have supplied you with.

You can install a Windows operating system on your computer. We recommended seeking technical assistance and researching best options.



HOW DO I LEARN MORE ABOUT UBUNTU? The help menus on your computer are located under the main menu. Check out your local library and bookstores for Linux and Ubuntu books. And www.Youtube.com has numerous video tutorials on Linux and Xubuntu. Get specific and search for Xubuntu 14.04.

ENJOY YOUR NEW COMPUTER!