☺ Job Aid: Setting Up an Internet Connection on Laptops at Satellite Clinics

Chapter 6: System Administration
Section 3: Satellite Clinics
Lesson: Satellite Clinics

To connect to TWIST on the laptop you need to establish an Internet connection. This job aid describes how to connect the laptop to the Internet using a building's wireless signal, or the air cards shown below.

Verizon MiFi 4510L

Sprint Overdrive Pro

Follow these steps:

1. Plug the air card into an electrical outlet using the provided adapter. It's best to run the air card from an electrical outlet as the battery life is limited.

2. Turn on the air card by holding down the power button for a few seconds. Power is the round button on the front of the device.

3. Wait for the display window to show it is receiving a wireless signal. Look for antenna symbol with vertical bars representing the signal strength.

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4. On the Lenovo T420 laptop bring up the 'Access Connections' tool by double clicking the bar graph symbol in the task bar. See image below, a gray bar graph represents a laptop not connected to an Internet signal. A green bar graph represents a connection.

5. The 'Access Connections' tool is used to connect the Internet signal from the air card, or the building's wireless signal, to the Lenovo T420 laptop.
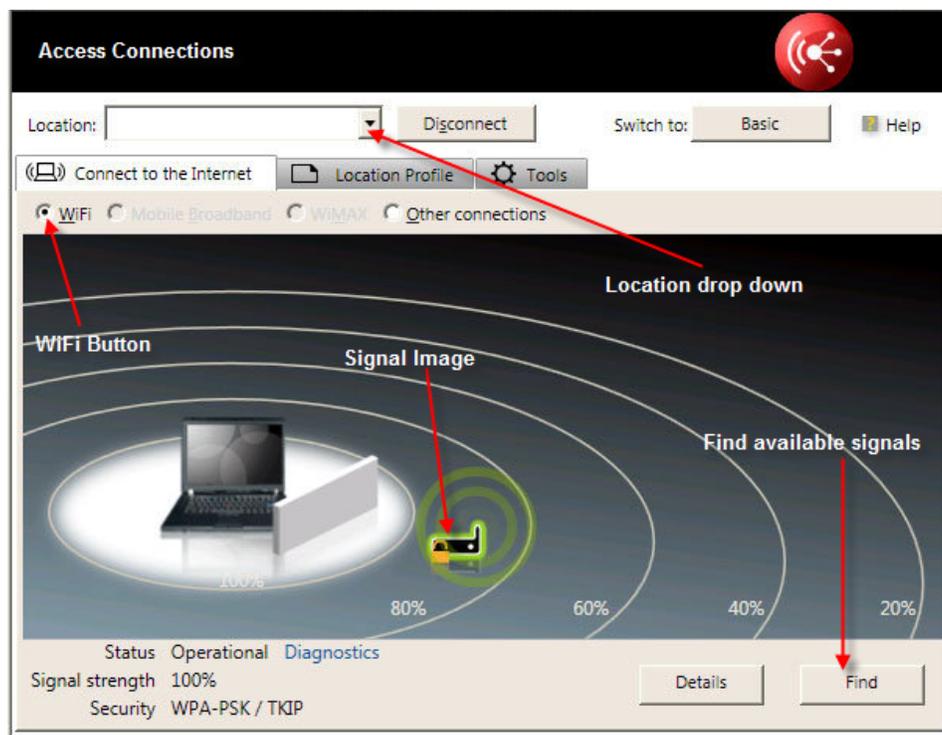
6. **The first time the air card has been used with the laptop.**
    - Make sure WiFi button is checked.
    - Click the location drop down to select the air card being used. If using the building WiFi any selection will work.
    - Click the Find button - this will bring up all available WiFi internet signals.
    - Double click the signal image for the wireless connection you would like to use. The system will then ask for a password. The Verizon MiFi password is located on the bottom of the air card. The Sprint Overdrive

Pro password is cited on the screen display. Enter the password & click OK.

- The system will ask about location – select "Work" location. When asked if you wish to save this location click Save.
- The bar graph symbol in the task bar will turn green when you are connected to the Internet. The signal image in Access Connections will also show green radiating circles, as seen in the image above.

7. **Use of an air card previously connected with the laptop**.
   The Access Connection tool will automatically connect you to the air card upon turning the air card on & finding a signal.

8. Double-click on the 'FamilyNet Web Access' icon on your desktop to access Citrix & TWIST.

7. When you are finished using the laptop, close TWIST & Citrix. Disconnect the laptop to the air card signal by going back into Access Connections. Click the 'Disconnect' button shown below. The green circles will no longer be emanating from the signal image & the Access Connections bar graph in the task bar will turn gray.

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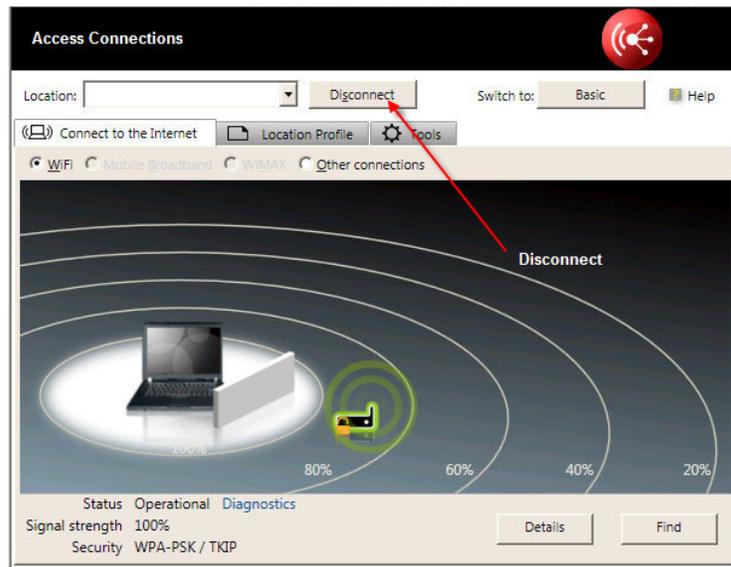
8.   Turn the laptop off and store in a secure location.