



CHARLOTTE MECKLENBURG

LIBRARY

Getting Started with



Your MeckTech Computer





## About MeckTech Computers

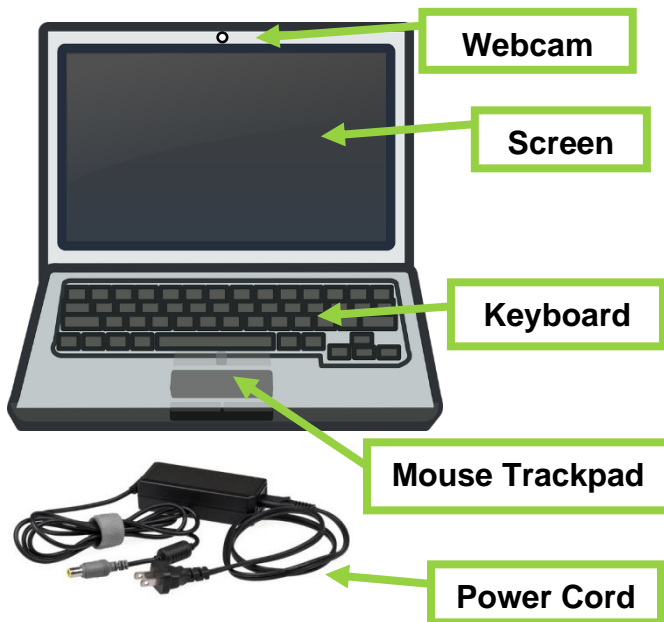
The MeckTech computer you have received is a refurbished laptop that uses a Linux Operating System. An operating system (OS) is software that manages everything on a computer including all software and hardware. Linux OS is like Windows or Mac OS, but Linux is free and open source (meaning it is free for anyone to use, edit, or modify).

Your device also comes with Libre Office, Linux’s free software that is similar to Microsoft Word or Google Docs.

## What is a Laptop?

A laptop is a compact computer that can easily travel with you. You can connect additional accessories to a laptop computer, but it comes in the box already connected to a screen, keyboard, and a type of mouse called a “trackpad.”

Connecting the power cord to the laptop and a power outlet is the only hardware setup required.



**Laptop:** This the combined computer, monitor/screen, keyboard, and mouse trackpad.

**Power cord:** This will plug into the laptop and allow you to charge your computer. Your laptop may need to be plugged in at all times to properly function.

**Webcam:** Your computer has a built-in camera, called a webcam. This will allow you to participate in video calls via Zoom.

**Accessories:** Additional accessories can be connected to your laptop via the USB port, which is a rectangular port used for connected external devices.

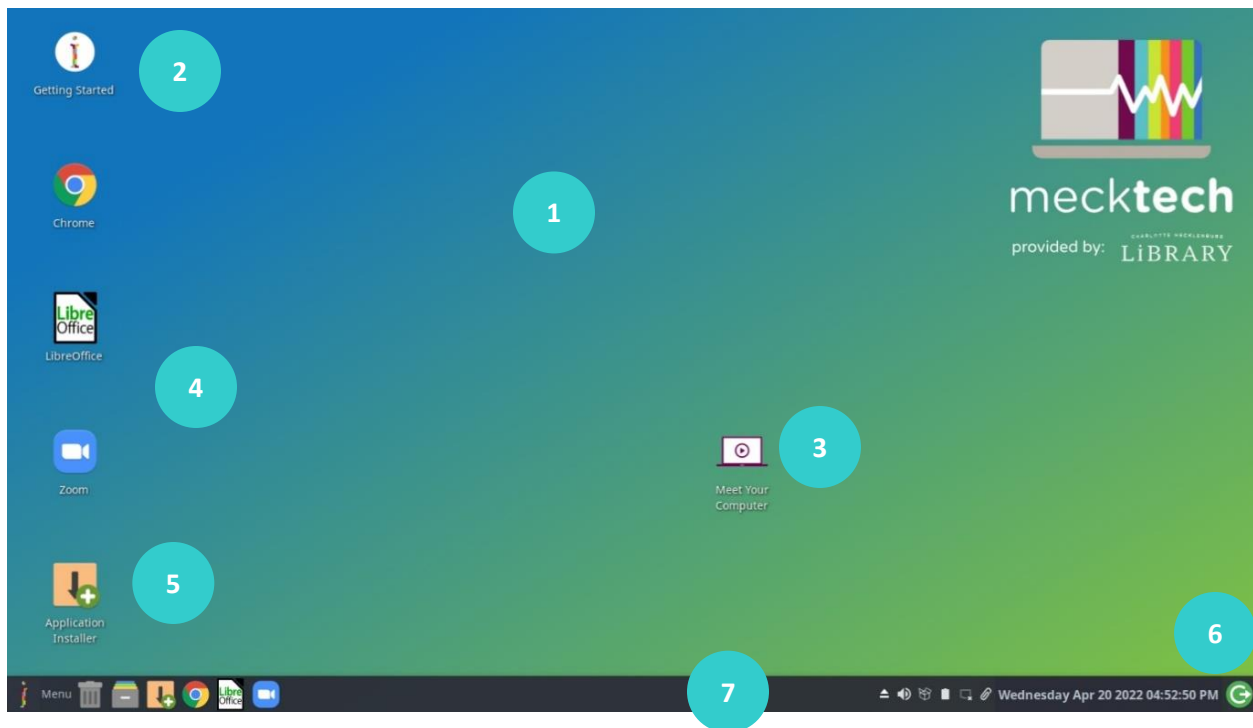


USB Port



**Power On:** Once everything is connected, make sure you plug in your laptop computer to power. You can then turn on the computer and use it normally.

## Navigating Your Computer



1. **Desktop:** The display area of the screen when you first start the computer. You can see app icons, folders, toolbars, and more!
2. **Getting Started:** Double click the “Getting Started” file on the desktop for tips on how to get started with your new laptop.
3. **Meet Your Computer:** Double click the “Meet Your Computer” file to play a video to help you get started with your device.
4. **Apps (Applications):** You can see different icons for apps on the desktop. Your laptop will come with several apps including the Google Chrome web browser, LibreOffice, Zoom, and an Application Installer. To open an app, use the mouse to double click the app icon.
5. **Application Installer:** This is where you will go to download a new app or update an existed app. You can access this from the desktop shortcut to the icon on the task bar.
6. **Account Information:** Click the icon in the far-right corner to log out, shut down, or switch users for the computer.
7. **The Task Bar:** At the bottom of your screen is the taskbar. Here you can find the menu, trash, shortcut icons to different apps, the volume control, network capabilities (such as WI-FI) and a clock.








## Navigating the Taskbar

At the bottom of your screen is the taskbar. Here you can find the menu, trash, shortcut icons to different apps, the volume control, network capabilities (such as WI-FI) and a clock. Below is a description of each icon.



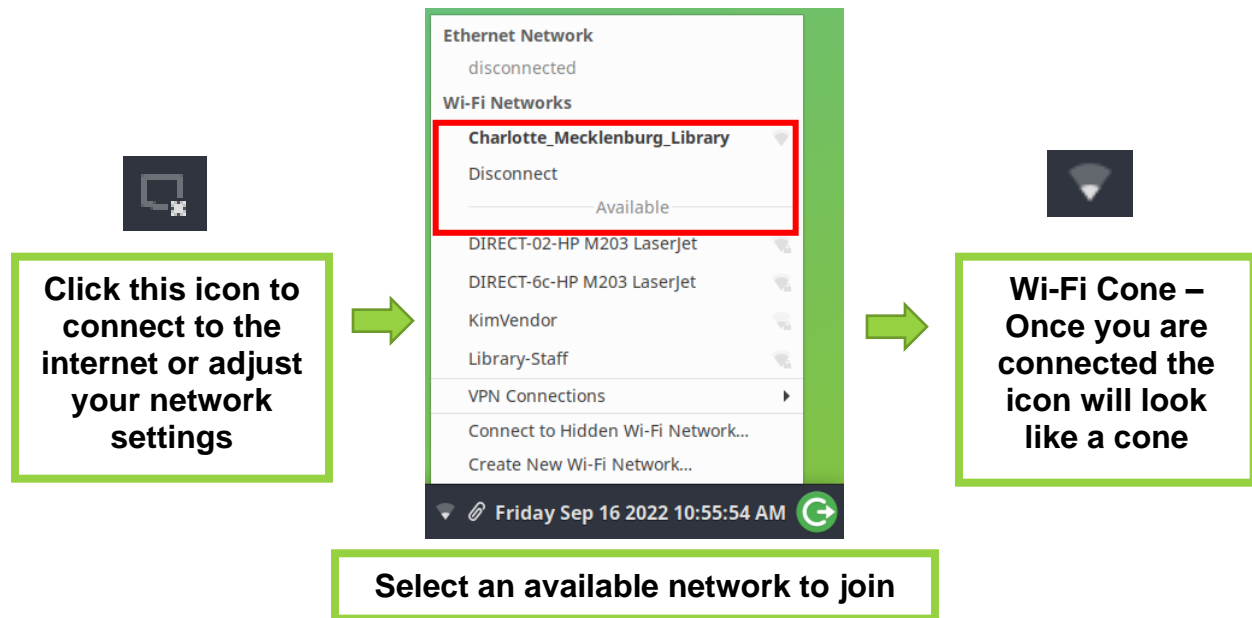
Name	Icon	Description
Trash		Any deleted items will show here.
File Manager		This will display all of the files and folders stored on your computer
Application Installer		This is where you will go to download a new app or update an existing app. You must use this to install apps, you cannot download them from the browser.
Chrome		Google Chrome web browser is installed on your MeckTech Computer. Click the Google Chrome icon to begin browsing the internet. When you open the browser, you will see a start screen with customized links to help you get started.
LibreOffice		LibreOffice is a free and open-source office suite. Programs in LibreOffice allow you to create and edit your own work. It comes with multiple programs to suit your needs.
Zoom		Zoom is an app used for making video calls. Click this icon to launch Zoom or join a Zoom meeting.




Name	Icon	Description
<b>Unmount</b>		Use this icon if you need to eject a USB device, such as a flash drive. This will allow you to safely remove your flash drive without damaging your files.
<b>Audio</b>		Use this icon to adjust the volume of your computer or mute the audio.
<b>Bluetooth</b>		Use this icon to connect or manage a Bluetooth device. You can select “Add New Device” to pair an external device wirelessly.
<b>Updates</b>		You can use this button if you need to update your computer. If no updates are needed, you will not need to use this icon.
<b>Battery</b>		This icon will display the status of your battery. You can also use this to adjust the brightness of your screen.
<b>Wi-Fi</b>		Click this icon to connect to a wireless internet network. It is important to connect to Wi-Fi when you are using your computer for the first time.
<b>Clipboard Manager</b>		This icon will allow you to adjust your setting when you use the copy, cut, and paste functions on your computer.

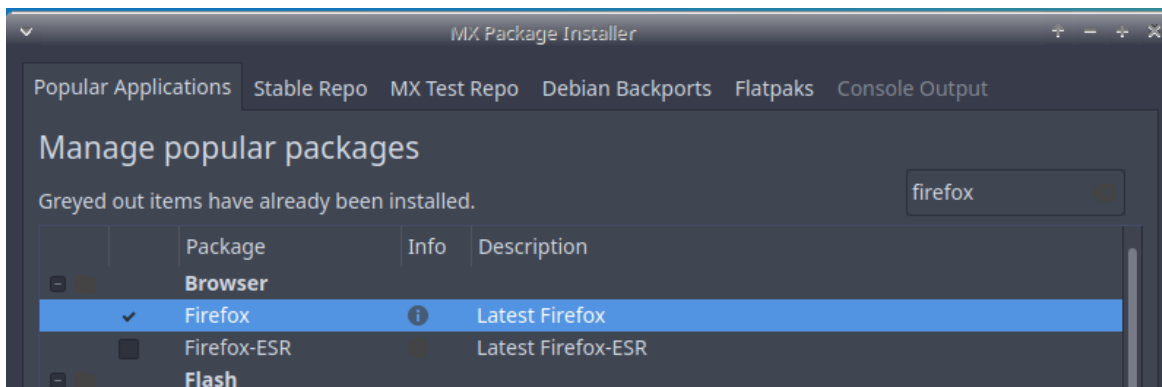
## Connecting to Wi-Fi

Wi-Fi is one way to connect to the internet through a wireless router. Wi-Fi has unlimited usage but does have limited range. You can connect to Wi-Fi using the taskbar at the bottom of the desktop.



## Using the Application Installer

 The application installer allows you to download new apps, update existing apps, and uninstall apps. Not all programs are compatible with a Linux operating system, but the application installer allows you to search the existing list of options. You will find things like “ksnip” for screenshotting and “audacity” for audio editing. On this computer, you cannot download software from the browser like you can on a Windows or Mac computer. You must complete these tasks using the Application Installer.



## Create documents with LibreOffice

LibreOffice is a free and open-source office suite. Programs in LibreOffice allow you to create and edit your own work. It comes with multiple programs to suit your needs. You do not need Wi-Fi to use LibreOffice. On your MeckTech device, you will have access to:



**Writer** - word processing and desktop publishing  
*Compare to: Microsoft Word and Google Docs*



**Calc** - spreadsheet program  
*Compare to: Microsoft Excel and Google Sheets*



**Impress** - creating and editing slides for presentations  
*Compare to: Microsoft PowerPoint and Google Slides*



**Draw** - create documents with graphics and diagrams  
*Compare to: Microsoft Paint and Google Drawings*



**Base** - management for databases  
*Compare to: Microsoft Access*



**Math** - an editor for math and science formulas; can be used alone or with other LibreOffice applications.

## Connecting to Bluetooth Devices

You can use Bluetooth devices such as a keyboard, mouse, and headphones with your MeckTech laptop. Your Bluetooth device may connect automatically, but if not please review the [MX Linux OS User Manual](#) on the [MeckTech Support](#) page for further instructions.

<https://cmlibrary.libanswers.com/mecktech>



To view the Bluetooth devices you can connect to:

1. Click the Bluetooth icon in the taskbar, then select **Devices** from the menu
2. Select the device you want from the **Bluetooth Devices** window; click the **Search** button if you do not see the device



## Resources

The following resources can be accessed from the library's resource page:

<https://www.cmlibrary.org/resources>

### **GCF Learn Free**

Find many Microsoft Office, Google Suite, and basic-to-advanced digital literacy lessons for free on [www.gcflearnfree.org](http://www.gcflearnfree.org). They have both text-based and video tutorials on a wide variety of topics.

### **LinkedIn Learning**

Access a library of video tutorials from beginner to advanced level on a variety of technology topics on LinkedIn Learning (formerly Lynda.com). LinkedIn Learning allows you to track your progress and download resources from tutorials. You can view lessons at home or in the library using your library card.

### **Northstar Digital Literacy**

This resource provides interactive online assessments and practice exercises to help individuals master computer and software skills such as using email, navigating the internet, and using Microsoft Word, Excel, and PowerPoint. Learn to navigate technology in your daily life with assessments on topics such as Social Media, Google Documents, Supporting K-12 Distance Learning, and Career Search Skills. Receive certification in one or more topics by completing an assessment (score 85% or higher) during a virtual Library proctored session.

### **1-on-1 Technology Tutoring**

Charlotte Mecklenburg Library offers 1-on-1 tutoring with a library staff member or volunteer. You can call your library branch to check availability or check out our online calendar at [www.cmlibrary.org/calendar](http://www.cmlibrary.org/calendar).



The **MeckTech Computer Kit Program** distributes free laptops to Mecklenburg County adults without a home computer. Each kit includes a refurbished laptop optimized for accessing the internet, joining virtual meetings, creating documents, and more. For more information visit:

[www.mecktech.org](http://www.mecktech.org)



**DigiLit** is a digital literacy program provided by Charlotte Mecklenburg Library. To find out more information about this program, download class handouts, and access additional resources, visit:

[www.cmlibrary.org/digilit](http://www.cmlibrary.org/digilit)