



Setting Up Your
Macintosh[®] LC

Setting Up

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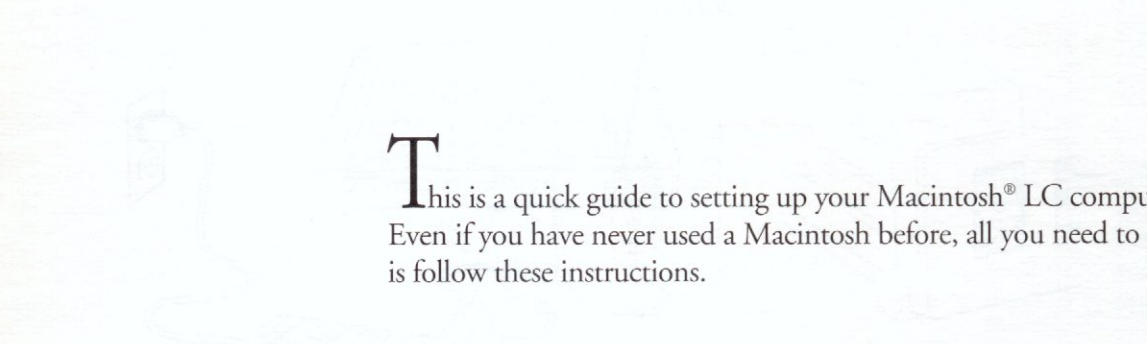
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Set up your equipment



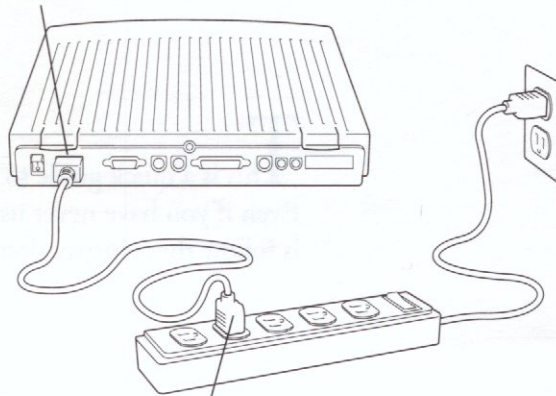
This is a quick guide to setting up your Macintosh® LC computer. Even if you have never used a Macintosh before, all you need to do is follow these instructions.

Plugging in the computer

Plug in the Macintosh before connecting anything to it. The plug grounds the computer and protects it from electrical damage while you are setting up.

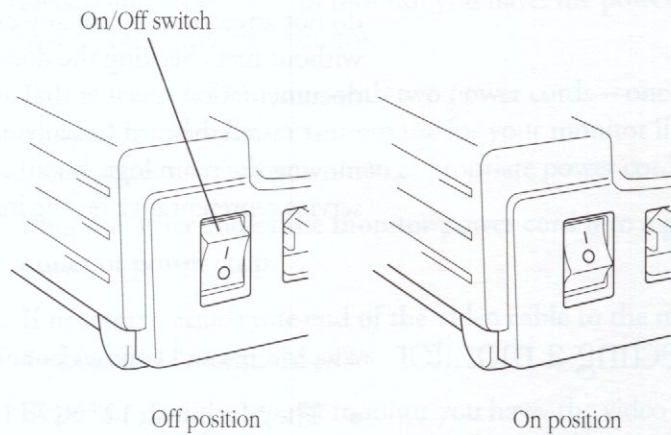
1. Plug the socket end of the power cord into the socket on the back of the computer.
2. Plug the other end of the power cord into a three-hole grounded outlet or power strip.

Power cord socket



Power cord plug

- ❖ *By the way:* To protect both yourself and the computer from electrical hazards, the Macintosh LC should remain turned *off* until you are finished connecting its parts. In the unlikely event that the computer starts up when you plug it in, turn the computer off. The on/off switch is on the back of the computer. Press the bottom of the switch (marked with an “O”) to turn the computer off. ❖



Installing an expansion card

You may have purchased an expansion card that provides additional video, coprocessing, networking, or some other capability for your Macintosh LC. Some expansion cards are designed so that you can install them yourself. Others can be installed only by an authorized Apple® representative. Check the documentation that comes with your card to see if you can install it yourself.

- ▲ **Warning:** To avoid damaging your computer and expansion card, do not attempt to install any expansion card in a Macintosh LC without first checking the documentation for that card. If the documentation specifies that an authorized Apple representative must install the card (usually because the installation requires moving the main logic board), be sure to have your Apple dealer or service representative do the installation. ▲

Connecting a monitor

The Macintosh LC provides built-in video support for these monitors:

- The Macintosh 12" RGB Display
- The Macintosh 12" Monochrome Display
- The AppleColor™ High-Resolution RGB Monitor

You may also be able to attach additional monitors if you have the appropriate expansion cards installed in your computer.

To connect your monitor, follow these steps:

1. Place the monitor on top of the computer.

If you have a very large monitor (a full-page or two-page monitor connected to an expansion card, for example), place it next to rather than on top of the computer.

2. If necessary, attach the monitor power cord to the monitor.

Depending on the type of monitor you have, the power cord may be built into the monitor.

The Macintosh LC comes with two power cords—one for the computer, and one that you can use for your monitor if the monitor does not come with an appropriate power cord.

3. Plug the other end of the monitor power cord into a grounded outlet or power strip.

4. If necessary, attach one end of the video cable to the monitor, and tighten the thumbscrews.

Depending on the type of monitor you have, the video cable may be built into the monitor.

5. Attach the other end of the video cable to the video port on the back panel of the computer.

The video port is marked with the video icon.



Video icon

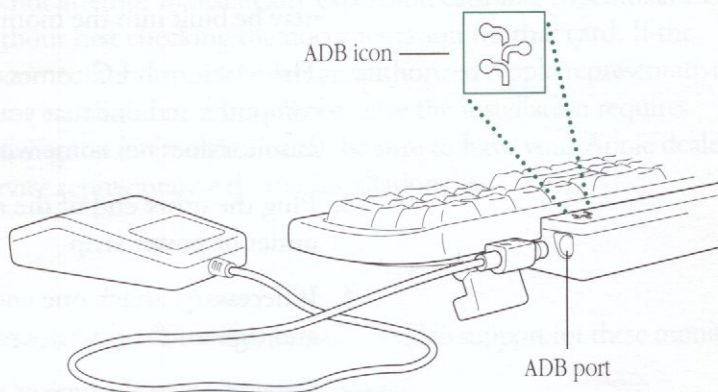
If you are connecting the monitor to a video expansion card, plug the monitor video cable into the external connector on the card, rather than into the Macintosh LC video port.

Connecting the mouse and keyboard

Follow these steps to connect the keyboard and mouse:

1. **With the keyboard facing you, plug the mouse cable into the port on the right side of the keyboard.**

The plug and the port are both marked with an Apple Desktop Bus™ (ADB) icon. Align the icons before you insert the plug. (The positions of the ADB port and ADB icon on your keyboard may be slightly different from those pictured.)



If you prefer to use the mouse with your left hand, plug the mouse cable into the port on the left side of the keyboard.

2. **Plug one end of the keyboard cable—both ends are the same—into the other port on the keyboard.**

If you plugged the mouse cable in on the right, for example, then plug the keyboard cable in on the left.

3. **Plug the other end of the keyboard cable into the ADB port on the back of the computer.**

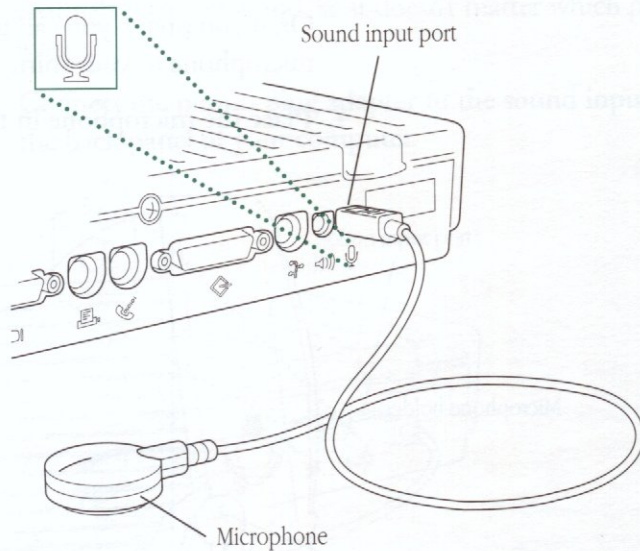
The port is also marked with the ADB icon.

Connecting the microphone or phono-plug adapter

The Macintosh LC comes with a microphone and a phono-plug adapter, both of which you can use to record sounds on your computer. If you want to record sounds from another audio source (lecture notes on a cassette tape, for example), use the phono-plug adapter instead of the microphone.

To connect the microphone, follow these steps:

1. **Plug the microphone into the sound input port on the back panel of your computer.**



- ❖ *By the way:* If you prefer, you can use any microphone with a plug that fits the sound input port. You aren't restricted to using the microphone that comes with the Macintosh LC. ❖

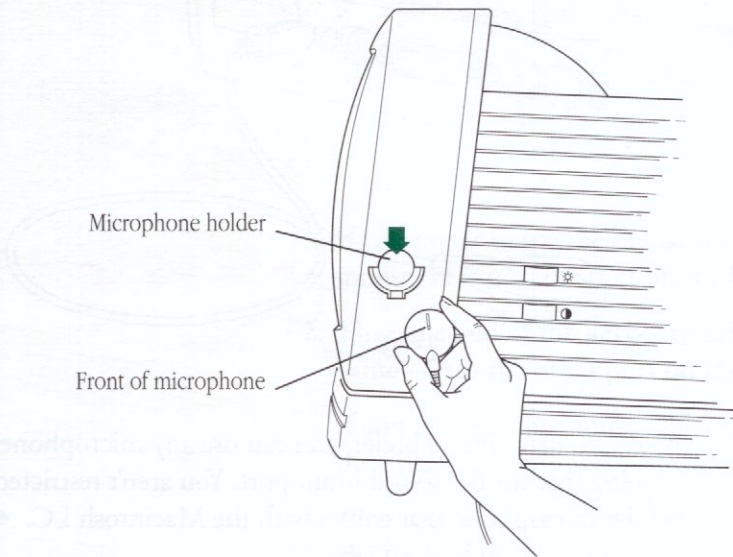
2. Decide where you want to place the microphone.

The microphone that comes with your computer is highly sensitive and (once turned on in your sound recording program) can pick up sounds within a range of several feet. You may want to attach the microphone to the side of the monitor or the top of the keyboard, or simply place it on your desk.

3. To attach the microphone to your computer, peel the paper backing off the microphone holder and press the adhesive side of the holder against a clean, flat surface.

Or, if you prefer, you can use the other holder to clip the microphone to your shirt.

4. Place the microphone in the holder.



The microphone is ready to use. There is no on/off switch on the microphone. Instead, the microphone is controlled by the application programs you use to record sounds.

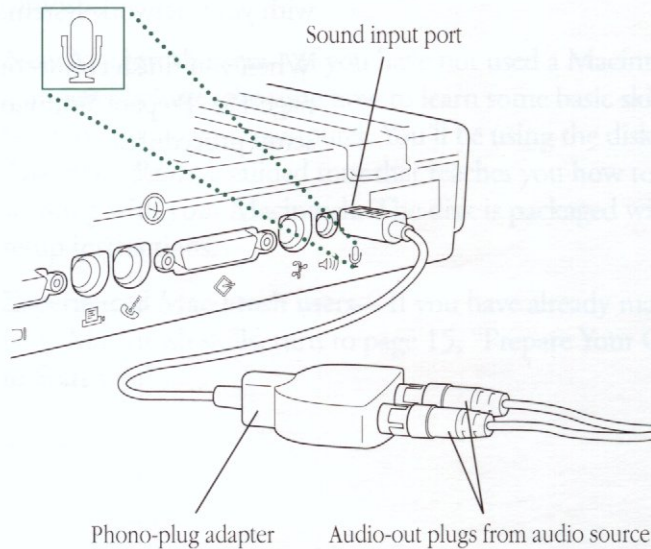
To attach the phono-plug adapter, follow these steps:

1. **Connect the audio-out cable from your audio source to the phono-plug adapter.**

If your audio source does not come with an audio-out cable, you can obtain one at an electronics store.

If you are connecting the phono-plug adapter to a stereo audio source, you can plug either the left or right channel audio-out cable from the audio source into either connector on the phono-plug adapter. The computer records in mono, mixing both channels into one sound, so it doesn't matter which plug goes where.

2. **Connect the phono-plug adapter to the sound input port on the back panel of your computer.**



- ▲ **Warning:** Be careful not to plug any sound *output* devices (such as a pair of headphones) into the sound *input* port. Doing so may cause damage to your audio equipment. ▲

Connecting peripheral devices and network cables

- ◆ **New Macintosh users**—If you are new to the Macintosh, you should wait to connect other peripheral devices (such as a printer or modem) and network cables. Instead, start using your computer now by continuing with “Learn Basic Macintosh Skills” on page 11. You need to learn these basic skills to turn your computer on and off correctly, and in some cases to complete the setup procedure.
- ◆ **Experienced Macintosh users**—If you are an experienced Macintosh user who has a printer, a modem, or any other peripheral device to use with your Macintosh LC, turn now to the manual that came with the device for instructions on connecting it.

Similarly, to connect your computer to a network, consult your network administrator, the LocalTalk® documentation that comes with the LocalTalk cables, or the owner’s guide that came with your network system.

When you finish connecting your system components, turn to page 15, “Prepare Your Computer to Start Up,” to complete the setup procedure.

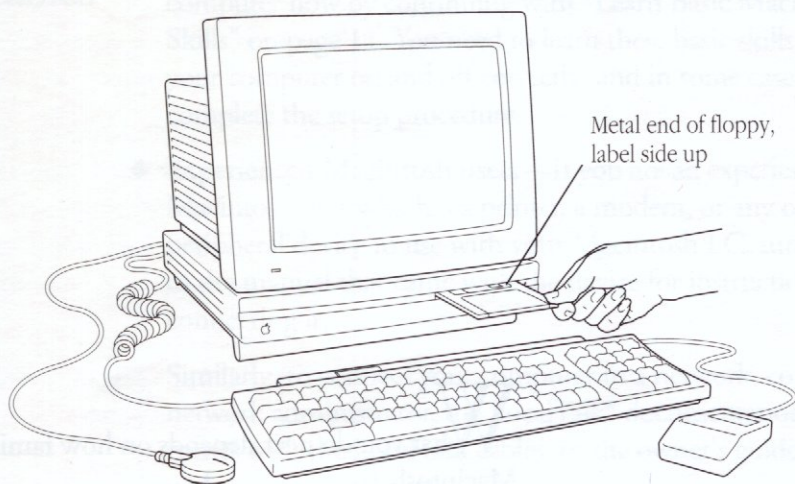
Learn basic Macintosh skills

What you do next depends on how familiar you are with the Macintosh.

- ◆ **New Macintosh users**—If you have not used a Macintosh computer before, take time now to learn some basic skills you'll need to operate your computer. You'll be using the disk labeled *Macintosh Basics*, a guided tour that teaches you how to start working with your Macintosh. The disk is packaged with these setup instructions.
- ◆ **Experienced Macintosh users**—If you have already mastered basic Macintosh skills, turn to page 15, "Prepare Your Computer to Start Up."

Starting the tour

1. Insert the *Macintosh Basics* disk into the disk drive, metal end first, label side up.



2. Turn on the monitor by pressing its on/off switch.

If you have an Apple monitor, the switch is on the back of the monitor and is marked with this icon:



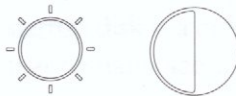
3. Turn on the computer by pressing the on/off switch on the back.

Press the top of the switch (marked with the "I" symbol) to turn the computer on.

You hear a power-on tone from the computer, and in a few moments you see a display welcoming you to the *Basics* disk. Just follow the instructions provided in the tour.

Adjusting the screen contrast

If the screen appears too dark, adjust its brightness and contrast controls. On Apple monitors, the controls are on the side of the monitor and are marked with these icons:



If you have questions about these or other monitor controls, see the manual that came with your monitor.

Quitting the tour

When you are ready to quit the tour, follow these steps:

1. **From any screen, click the button labeled “Topics.”**

This button takes you back to the tour’s Main Topics menu.

2. **Click the box labeled “Quit Macintosh Basics.”**

3. **Click “Yes” to confirm that you want to quit.**

The screen goes blank for a moment, and the tour disk is ejected from the disk drive.

Turn to the next page to finish setting up your computer.

Prepare your computer to start up

In order to start up, your computer must have a startup disk. A startup disk is a disk (it can be either a hard disk or a floppy disk) that contains special software called *system software*.

- ◆ **If you have a hard disk**, it's best to make it your startup disk. Skip ahead to the next section, "Making a Hard Disk a Startup Disk," on pages 16–19.
- ◆ **If you do not have a hard disk**, you can start up your computer using the disk labeled *System Startup*. Insert the disk in the disk drive, metal end first, label side up. Then switch on your monitor and computer. In a few moments the Macintosh desktop appears on the screen, indicating that your computer is ready to use. Turn now to "Turning the Computer On and Off" on page 20 for more instructions.

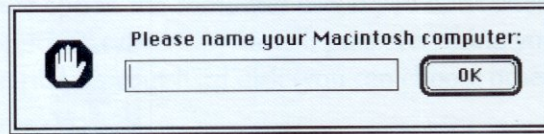
Making a hard disk a startup disk

If you have an internal hard disk, it's most convenient to use it as your startup disk. To be a startup disk, a hard disk must have system software on it. System software may already have been installed for you. Follow the instructions in this section to determine the status of your hard disk and install system software on it if necessary.

- ◆ **New Macintosh users**—If you just quit the tour, your computer is still turned on.
- ◆ **Experienced Macintosh users**—If you skipped the tour, turn on your monitor and the power to the computer now. (If you aren't sure how to do this, steps 2 and 3 on pages 12–13 provide instructions.)

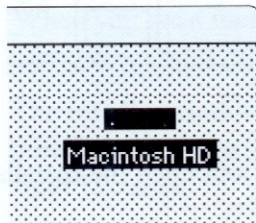
What you see on the screen at this point depends on whether system software has already been installed on your hard disk.

- If you see a message asking you to name your computer, then system software has already been installed.



Type your name (or any name you want to give your computer) and then click OK. The next thing you see is the Macintosh desktop, at which point your computer is ready to use. Turn now to page 20, "Turning the Computer On and Off."

- If you see the Macintosh desktop with a hard disk icon at the top-right corner of your screen, then system software has already been installed.



Your computer is ready to use. Turn now to page 20, "Turning the Computer On and Off."

- If you see an icon with a blinking question mark on your screen, then you need to install system software on the hard disk.



To install system software, you'll use the Installer program on the *System Startup* disk provided with your computer. Insert the disk into the floppy disk drive and follow these steps:

1. Click the *System Startup* disk icon and choose Open from the file menu. (Or just double-click the icon.)



System Startup

2. Find and open the Installer icon.



Installer

Click the Installer icon to select it, and then choose Open from the File menu. (Or just double-click the icon.)

The Installer's Welcome box appears.

3. Click OK to clear the Welcome box.

The Installer's main dialog box appears. This dialog box allows you to choose various installation options. The default option (the option the computer uses if you don't choose specific options), called Easy Install, puts everything you need to get started on your hard disk (you can choose other options later).

4. Click Install.

Messages on the screen report the progress of the system software installation.

5. When the computer prompts you, insert the *System Additions* disk.

The computer needs information from the *System Additions* disk to complete the installation process.

If you want to cancel installation for any reason, click the Stop button.

6. When you see a message reporting that installation was successful, click Quit.

The Installer window closes. (If you see a message saying that installation was not successful, you will need to begin the process again.)

7. Choose Restart from the Special menu to start up your computer from the hard disk (using the system software you just installed).

The computer ejects the *System Additions* disk when it restarts; you do not need to insert this disk again. Save your disks; you may need them later to create additional startup disks.

The next thing you see is the Macintosh desktop, at which point your computer is ready to use.

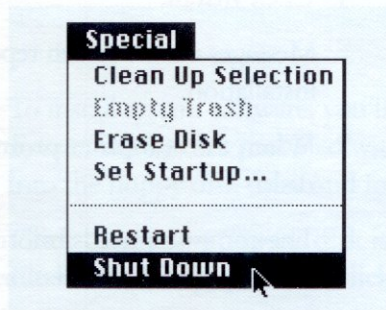
Turn now to page 20, "Turning the Computer On and Off."

Turning the computer on and off

You've seen that you start up your computer by pressing the on/off switches on the back of the monitor and the back of the computer.

Turning the computer off involves two steps.

1. Use the mouse to choose the Shut Down command from the Special menu.



Choosing Shut Down reads the hard disk for a fast restart the next time you turn on the computer. It also prompts you to save your work, if you haven't already done so, before turning the power off.

- ▲ **Warning:** If you switch off the computer before choosing Shut Down, you will lose any work you haven't previously saved onto a disk, and you risk permanently losing any open documents. ▲

2. When a message appears telling you it is safe to switch off your computer, press the on/off switches on the back of the computer and the back of the monitor.

Remember, you need to turn off both the computer *and* the monitor.

Learn more about your computer

Your computer comes with a variety of training and reference materials. Depending on your computer experience, the way you learn, and the way you use your computer, you may use all, some, or none of them.

- *Macintosh Basics*—If you are a new user and have not yet taken this tour, do so now. The tour provides essential training in basic Macintosh skills such as moving the mouse and working with menus and windows. You've already seen this disk if you worked through pages 11–14 of these instructions.
- *Getting Started With Your Macintosh*—If you are a new user who has completed the *Macintosh Basics* tour, your next step is to strengthen your basic skills using the book *Getting Started With Your Macintosh*. This book provides training in basic Macintosh tasks such as working with disks, getting started with software programs, and saving and organizing documents. This book reviews the material in the *Macintosh Basics* disk, covers some additional topics, and gives you experience working with the Macintosh.

- *Special Features of Your Macintosh LC*—Turn to this booklet when you are ready for a description of Macintosh LC features (those that are different from the features of other Macintosh computers), including its sound input capability. This manual also includes technical information about the computer.
- *Macintosh Reference*—As you work with your computer and encounter new questions, use this complete reference guide to find your answers. The guide is a comprehensive hardware and software reference book that is designed to help you get all the information you need as you work with your computer. An illustrated glossary defines Macintosh terms and concepts. This manual is for users who have completed the *Basics* disk and the *Getting Started* book, or who already have some Macintosh experience.

What next?

Please see your *Macintosh Reference* and the *Special Features* booklet for important safety information about your computer. Then:

- If you have any optional devices (such as a printer or modem) that you haven't yet connected to your computer, connect them now. See the manual that came with each device for instructions.
- Look at the programs you may have purchased along with your computer. See the manuals that came with the programs for instructions on their installation and use.

△ **Important:** Save this guide; it contains information not covered in the other manuals that came with your computer. △

The Apple Publishing System

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