

Using the Computer



- **IMPORTANT NOTE:** This computer does NOT have a CD-ROM drive.
- If the monitor shows a box saying “**Check Signal Cable**” or if the monitor power button is yellow, **TURN THE COMPUTER ON.**
- **LOG IN** using your campus username (w#) and password.
- **APPLICATIONS** installed on the computer are listed in the Start menu.
- USB ports are located on the front of the computer.
- Any files saved to the computer will be removed when the computer is restarted. If you want to keep a document you are working on, save it to your H:\ or K:\ drive or a flash drive.
- **Remember to LOGOFF the computer** at the end of your session by double-clicking the red “Logoff this Computer” icon on the desktop.

For Network File Access

- Double click the **Computer** icon on the desktop.
- Under the **Network Location** area, you should see a list of locations.
- **Home (H:)** contains your personal files, and **Shared (K:)** contains your departmental files.
- Double click these locations to access your network files.

**If you need assistance with your classroom, contact the Help Desk
at x4827 from the classroom phone.**