Using the Computer
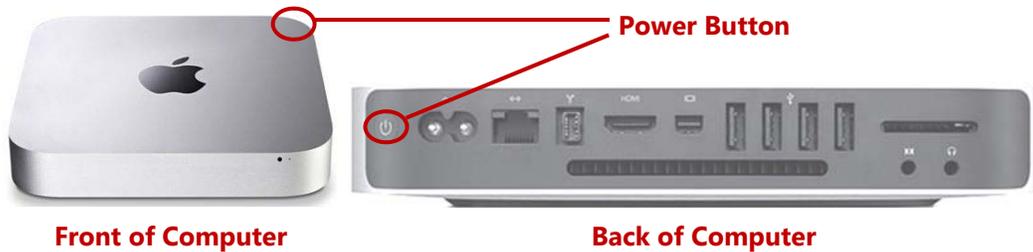

Power Button

Front of Computer   **Back of Computer**

- **IMPORTANT NOTE:** This computer does NOT have a CD-ROM drive.
- Computer is located on the top of the teaching station.
- If the monitor shows a box saying **"Check Signal Cable"** or if the monitor power button is yellow, **TURN THE COMPUTER ON.**
- Turn on computer on the back right side of the Mac and select **Windows** or **Mac** using the arrow keys.
- If prompted, **LOG IN** using your campus username (w#) and password.
- **APPLICATIONS** are listed in the Start menu in Windows and in the Dock (bottom of screen) on a Mac.
- USB ports are available by using the powered USB ports located on top of the instructor station.
- 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.
- To change operating systems, double-click the "Logoff" or "LOGOFF this Computer" icon. This will return you to the Operating System selection screen.
- **Remember to LOGOFF the computer** at the end of your session by double-clicking the red "Logoff" or "LOGOFF this Computer" icon on the desktop.

For Network File Access

Macintosh

- Double click on the **Faculty/Staff or Student Files** icon on the desktop.
- Type in your campus username and password and click the **Connect** button.
- Icons will appear on the desktop. The "Home" icon holds your personal files; the "Shared" icon holds your department's files.

Windows

- 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.