

Using the Computer

- 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.
- If you need to use a CD, DVD, or Blu-ray disc, follow these steps:
 - **CD/DVD with music or documents:** Use the CD/DVD player on the computer. Insert by pressing the eject button on the front of the computer.
 - **CD/DVD with a movie or television show:** Use the DVD/VCR player or Blu-ray player installed in the classroom.
 - **Blu-ray disc:** Use the Blu-ray disc player. Note that only some rooms have a Blu-ray player. If the room has a DVD/VCR player, it will not have a Blu-ray disc player.
- To eject a CD/DVD, press the CD player eject button on the front of the computer.
- 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.**