

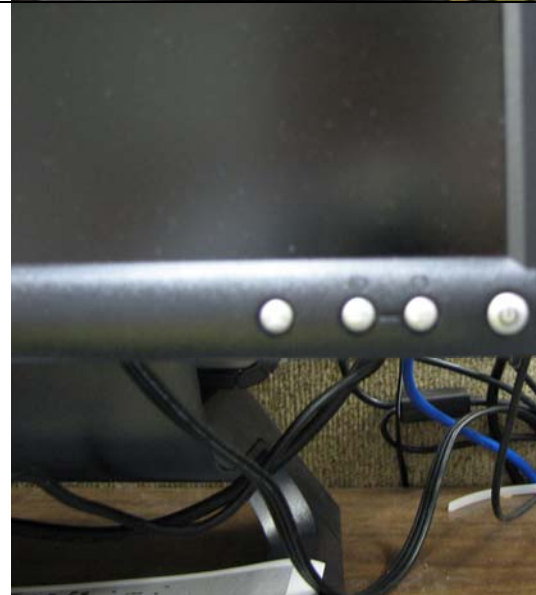


Turning on computer and monitor


Locate power button above Dell logo on the side of desktop. See photo. Press once to turn on power to the desktop.



The next step is to check and see if the monitor is turned on. The power button is located in the lower right hand side of the monitor. See photo. Green light indicates that the power is on. Yellow light indicates that the monitor is on stand- by or unplugged. To turn on monitor move mouse or press any key on the keyboard. If the power light is off the monitor is off. Press the power button once to turn on monitor.





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| <p>The next step is to check to see if power is turned on to desktop speakers. The power switch is located on the front on the speaker. See photo.</p> <p>Simultaneously press ctrl - alt- delete to sign on. Most of our presenter stations have the user name and password on the top right of the monitor.</p> |  |
| <p>Example: user name: <u>presenter</u> password: <u>presenter</u>. On every presenter station in Region 8 the user name and password is the same.</p> | |
| <p>If you need to store information on the network to be retrieved by other users, save it to the V:\ drive. Select start on the bottom left of your screen then click on my computer. Choose the V: drive to save your information files.</p> | |
| <p>Please safely shut down computer. You may leave the monitor on.</p> | |