

IRSC Computer Classroom/Lab Workstation Start-up Procedure

These procedures describe steps for starting a session in an IRSC computer classroom or lab. This handout was written assuming that all of the computers in these rooms are identically configured with Microsoft® Windows® XP Professional operating systems and Microsoft® Office 2007 applications software suite. If the computer in your classroom does not seem to conform to these instructions, check with your instructor for assistance.

Essential Steps:

1. The video display monitor has a separate power switch from the system unit (computer tower case). For this reason, it is often unintentionally left switched on by prior users. If it is still on, the round power switch will be slowly flashing green. If it is not already on, press the round power switch.
2. The system unit is best switched on after all other peripheral devices. So once, the monitor is on, you should press the large round power switch on the face (middle) of the tower case. The tiny green power light should light up and the computer will start its self-test and "boot-strap" procedure to load the operating system.
3. After Windows® is loaded, it will detect the college network and attempt to connect your computer (a.k.a. "workstation") to it and (thru it) to the Internet. This process will welcome you by displaying a dialog box instructing you to press three keys simultaneously to logon. Locate and hold down the two keys labeled "Ctrl" and "Alt" with one hand and tap the key labeled "Delete". This should display another dialog box in which you can enter a user name and a password. The "User name" is identical for all workstations in each room. It is typically named after the room (for example "V120") and is often identified as "Login ID" on a label atop your monitor. The user name already should appear in the box on the screen; but if not, click in the box and type it.
The "Password" box should be left blank.
A third ("Logon to:") box may be visible. It typically contains "LABS". It should be left alone unless instructed otherwise by your instructor.
Finally, press the Enter key on the keyboard.
4. After the logon process is complete, a "desktop" (picture oriented screen menu of icons and buttons) should appear displayed on top of some background image. You should see a screen button labeled "Start" in the lower left-hand corner of this desktop. Use it to start programs or open windows as needed.