

## IRSC Computer Classroom/Lab Workstation Start-up Procedure

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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® 8 Enterprise operating system and Microsoft® Office 2013 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 power switch (typically in the lower righthand corner) will be slowly flashing. If it is not already on, press the 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 power switch on the face (middle) of the system unit. A tiny power light (on or near that button) 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 screen showing the current time and date.
4. Next press the Enter key. This should display a dialog box showing the current account name that your computer will be using and a textbox in which you would normally enter a password. The "User name" is identical for all workstations in each room. It is typically named after the room (eg. "MD228 Classroom").
5. In our classroom sessions, the "Password" box should be left blank. Just press the Enter key on the keyboard.
6. After the logon process is complete, a "Start" screen (picture oriented screen menu of various tiles) should appear displayed on top of some background image. Click on (or on a touch screen, tap) these to start programs or open windows as needed.

If you are more familiar with the "desktop" style of screen used by earlier versions of Windows, you can launch it by clicking (or tapping) the tile labeled "Desktop" (or by pressing the keystroke combination +D. (The  key is called the "Windows Key".)