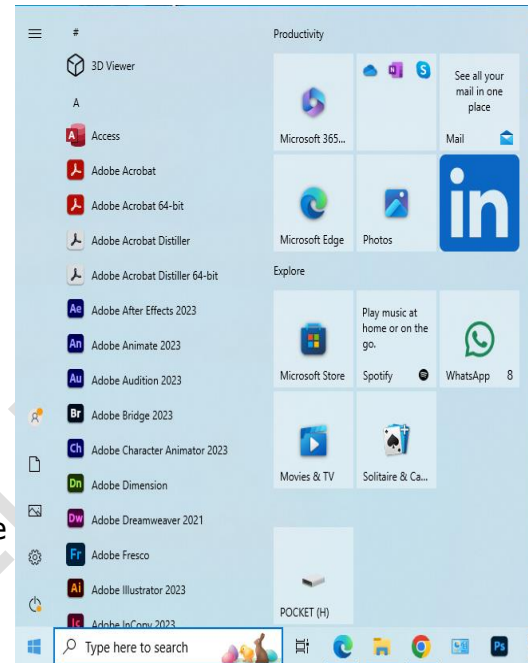# ICT LAB GUIDELINES

NOTE THAT the primary purpose of the computer lab resources is for academic research study and class assignments. The use of internet is limited to teachers assigned activities or classwork

To boot the PC follow these steps

1. Switch on the wall socket.
2. Switch on the UPS
3. Ensure all computer cables are connected properly
4. Switch on the monitor
5. Switch on the System Unit.
6. Wait for the system to finish the boot process before issuing any command

To turn off the PC follow these steps

1. Close all the running programs.
2. Locate the Start Button at the lower left corner of the screen
3. Select Shut Down. Click on it
4. Wait for the PC to power down
5. Put off the UPS and wall socket before leaving

If you face any challenge consult the instructor for assistance

"Dos " and "Don'ts" of the ICT Lab

1. Chewing gum, food or drinks are not allowed in the computer lab or anywhere near a computer
2. Respect the equipment. Do not remove or disconnect parts, cables or labels.
3. Personal internet use for chat rooms, instant messaging (IM), or email is strictly prohibited
4. Do not download or install any programs, games, or music on the Lab PC
5. Do not personalize the computer settings. (This includes desktop, screen saver, etc)
6. Ask permission to print.
7. If by mistake you get to an inappropriate internet site, stop where you are and consult your tutor
8. Lab users should maintain professional and courteous communication. Electronics devices should be used on a professional level
9. No obnoxious or belligerent quarrelsome behaviour will be tolerated

Air Conditioning

The lab is air conditioned; doors and windows must be kept closed. To prevent dust.

CONSEQUENCES:

Student / Users shall be held responsible for any damage caused to the systems