

Topics for Routines and Procedures

Cracked computer screens

The biggest cause for cracked computer screens is impact to the screen area.

Can a thumb drive be connected to my Mac.

Yes, insert it into the USB port.

How do I eject a thumb drive

You must ctrl click on the drive and select eject, or right click the mouse button and select eject.

How to connect to home wireless network

This is the hardest question to answer because of the many types of wireless connections available. In most cases the name of the wireless network will appear under the wireless umbrella, you select the name close the window, and log onto the Internet.

Connect mouse/keyboard to computer

Yes, you can only use a USB mouse or keyboard. You can use any brand.

How do I know the charge of the battery

Press the button on the battery to check your level

Can I burn a cd

Yes, a burn folder must be created.

What do I do if the computer is not working

Put in a request for repair form available in the Media Center.

Can I install programs

No, students cannot install programs.

Can I install music

Yes, but you are responsible to back up your files.

Can I use headphones

Yes, with permission of your teacher.

How do I clean the screen

1. Turn off the computer or display. You may need to turn off the computer in order to turn off some Apple displays.
2. Dampen a clean, soft, lint-free cloth with **water only**.
3. Wipe the screen. Do not spray liquid directly on the screen