COMPUTER LAB

MANUAL

Contents

1. Lab Guidelines

1.1 Lab Access Procedures

- To access the computer lab, follow these procedures:

  - Obtain the necessary permissions or access credentials from the lab administrator.
  - Adhere to the designated lab timings and availability, Monday to Friday 09:00 am to 06:00 PM.

1.2 Lab Etiquette

- To maintain a conducive environment, observe the following lab etiquette:

  - Maintain a quiet and focused environment by minimizing conversations and avoiding disruptive activities.
  - Do not bring food or drinks into the lab to prevent damage to the equipment.
  - Respect other users' space and equipment by not tampering with or moving their belongings without permission.

2. Lab Safety

2.1 General Safety Guidelines

- Your safety is important. Please follow these general safety guidelines:

  - Do not tamper with electrical equipment or cables.
  - Keep pathways and emergency exits clear to ensure easy evacuation if necessary.
  - Report any safety hazards or accidents immediately to lab staff or designated authorities.

2.2 Emergency Procedures

- Familiarize yourself with the emergency procedures in the computer lab:

  - Locate and become familiar with the nearest emergency exits.
  - In case of an emergency, remain calm and follow the instructions provided by lab staff.
  - Report any incidents or accidents to lab staff or emergency contacts immediately.

3. Computer Setup and Login

3.1 Computer Configuration

- The lab computers are configured with specific settings and software. Please note the following:

- Do not modify system settings or install unauthorized software on lab computers.
- If you require additional software or specific configurations, consult with the lab administrator.

3.2 Login Instructions

- To access the lab computers, follow these instructions:

  - Use the provided login credentials or user accounts assigned to you.
  - Keep your login information confidential and do not share it with others.
  - If you encounter any login issues, contact lab staff for assistance.

4. Basic Computer Skills

4.1 Operating System Overview

- Familiarize yourself with the operating system used in the lab:

  - The lab computers run Windows. Pay attention to the specific instructions for the operating system you are using.
  - Explore the desktop and familiarize yourself with the available features and tools.

4.2 File Management

- Learn how to manage files effectively:

  - Create, rename, move, and delete files and folders as necessary.
  - Organize your files and folders in a logical manner for easy retrieval.

4.3 Internet Browsing

- Utilize the internet for research and academic purposes:

  - Use the provided web browsers to access websites.
  - Practice safe browsing habits and avoid accessing inappropriate or unauthorized websites.

4.4 Keyboard Shortcuts

- Increase your efficiency with keyboard shortcuts:

  - Learn commonly used keyboard shortcuts for essential tasks such as copying, pasting, saving, and navigating between applications.

  9. Hardware and Software Installation

5. Hardware Installation

- Only authorized personnel should perform hardware installation in the computer lab.
- If you need additional hardware for a specific task, seek permission from the lab administrator.
- Never attempt to install or remove hardware components without proper guidance and authorization.

5.1 Software Installation

- Installing software in the computer lab requires adherence to specific procedures:

  - Consult with the lab administrator or designated staff before installing any software.
  - Obtain necessary licenses and permissions for software installation.
  - Follow the provided guidelines for installing software on lab computers.
  - Do not install unauthorized or unlicensed software.
  - Inform lab staff about any software installations to ensure proper tracking and management.

5.2 Updates and Maintenance

- Regular software updates and maintenance are essential for optimal performance:

  - Only authorized personnel should perform software updates or maintenance tasks.
  - Follow instructions provided by lab staff for updating software or system components.
  - Report any software issues or malfunctions to lab staff promptly.
  - Do not modify or remove system files or configurations without proper authorization.

5.3 Software Licensing and Intellectual Property

- Respect software licensing agreements and intellectual property rights:

  - Use software in the lab only as permitted by licenses and agreements.
  - Do not make unauthorized copies or distribute licensed software.
  - Avoid infringing on intellectual property rights by not using or sharing copyrighted material without permission.

5.4 Troubleshooting Hardware and Software Issues

- In case of hardware or software issues, follow these steps:

  - For hardware issues, inform lab staff immediately and avoid attempting to fix the problem without proper authorization.

- For software issues, consult the provided troubleshooting guide or contact lab staff for assistance.
- Report any persistent or recurring hardware or software problems to lab staff for resolution.

6. Troubleshooting and FAQs

6.1 Common Issues and Solutions

- Troubleshoot common software or hardware problems:

  - Refer to the troubleshooting guide provided to resolve common issues.
  - If you are unable to resolve an issue, contact lab staff for assistance.

7. Dos and Don'ts

7.1 Dos:

- Treat the lab equipment with care and report any damages or malfunctions to lab staff.
- Follow the lab policies and guidelines to ensure a productive and respectful environment.
- Keep your workspace clean and organized for efficient work.
- Save your work regularly to prevent data loss.
- Seek assistance from lab staff when encountering technical difficulties or other issues.

7.2 Don'ts:

- Do not bring food or drinks into the lab to avoid spillage or damage to the equipment.
- Do not share your login credentials with others to maintain account security.
- Do not modify system settings or install unauthorized software on lab computers.
- Do not engage in disruptive or inappropriate behavior that may disturb other lab users.
- Do not leave your personal belongings unattended.