

# INSTRUCTIONS FOR USE OF MAC LAB ROOM

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1. Please be sure to complete a short training period with either Max or Pegie before using the lab the first time.
2. The lab should be unlocked if you have signed up in advance. If for some reason it is not open check with Max Crooks or Pegie Roberts.
3. Students are not allowed in the lab without a teacher. Please be sure you are one of the first to enter the room.
4. Turn on the exhaust fan, located on the wall to your left as you enter the room. The cooler fans are also located on the same wall if you need them.
5. The computers and monitors will need to be turned on, log on as student, password student.
6. The wireless connection should start automatically. If not connection will need to be established before the computer can be used for the internet or for printing.
7. All computers should be shut down at the end of your last class period of the day.
8. Turn off the fans and lights. Please check the exterior door, make sure it is closed securely.
9. Close the hall door, if it is not locked notify a custodian so it can be locked.