Computer Lab User Manual

Welcome to the Computer Lab!

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duction:

come to our computer lab! This manual is designed to help you make the most of your time here. Whether you're a student, faculty member, or visitor, we want your experience in our lab to be productive and enjoyable.

2. Equipment Overview:

Our computer lab is equipped with the following:

- Desktop computers
- Printers
- Scanners
- High-speed internet access

3. Lab Rules and Guidelines:

To ensure a pleasant experience for everyone, please adhere to the following rules:

- No Food or Drinks: Food and drinks are strictly prohibited in the computer lab. Spills can damage equipment and create unsanitary conditions.
- Respectful Behavior: Treat fellow lab users, lab staff, and equipment with respect. Harassment, bullying, or any form of disruptive behavior will not be tolerated.
- Quiet Zone: Maintain a quiet atmosphere conducive to studying and working. Keep noise levels to a minimum to avoid disturbing others.
- Personal Belongings: Do not leave personal belongings unattended in the lab. The lab is not responsible for any lost or stolen items.
- Software and Internet Usage: Only use software and browse the internet for educational or research purposes. Accessing inappropriate or unauthorized content is strictly prohibited.
- Save Your Work: Save your work frequently to prevent loss of data. Use external storage devices or cloud services to back up important files.
- Printing Policy: Printing is intended for academic purposes only. Please be mindful of paper and toner/ink usage and avoid unnecessary printing.
- Log Out and Shut Down: Log out of your accounts and shut down the computer properly when you're finished. Failure to do so may compromise your privacy and security.
- Technical Issues: Report any technical issues, equipment malfunctions, or damages to lab staff immediately. Do not attempt to fix or modify equipment on your own.
- Emergency Procedures: Familiarize yourself with emergency procedures posted in the lab. In case of fire, evacuation, or other emergencies, follow instructions from lab staff and exit the premises safely.

4. Using the Computers:

- Log in using your assigned credentials.
- Familiarize yourself with the software available.
- Use the internet responsibly and follow our acceptable use policy.
- Printing is available for academic purposes only. Please limit your printing to essential documents.

5. Troubleshooting:

Encountering issues? Here are some common solutions:

- If the computer is slow, try closing unnecessary programs or restarting the system.
- For printing problems, ensure the printer has enough paper and toner/ink.
- If you're unable to connect to the internet, check your network settings and ensure the cable is securely connected.

6. Contact Information:

For assistance, please contact:
Mr. Arvind
Lab Assistant (Mob./Whatsapp: 9451101027)

For Major Concerns, please contact:
Mr. Rakesh Paijwar, Assistant Professor (SelectionGrade)
Incharge Computer Lab (Mob./Whatsapp: 9452296970)

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