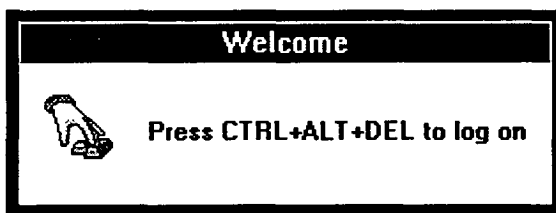


LESSON 3 - SIGNET-C4 Workstation

Lesson Objectives

- Review procedures to log on, log off, shutdown and change password on a SIGNET-C4 workstation
- Lock workstation during short periods of absence rather than leaving unattended or logging off
- Connect to network or local printers when you wish to print on a different printer than the default one
- Switch keyboard
- Connect to network drives or to a CD-ROM that has been installed for users
- Understand the drives available and how to change permissions
- Identify the SIGAPPS (Common) group icons

Logging On and Logging Off



SIGNET-C4 workstations use the Windows NT operating system.

To Log On:

1. Press **CTRL+ALT+DELETE** when prompted by the *Welcome* window. The *****ATTENTION***** dialogue box appears.
2. Click on the **OK** button. The *Welcome* dialogue box appears.