



Technology Helper

MOVING THE CAFETERIA COMPUTER TO THE CAFETERIA

1. Go to the start button, and select shut down.
2. When the computer screen reads “It is safe to shut down your computer”, push the blue button on the right of the computer.
3. Disconnect the blue internet cord from the computer.
4. Unplug the computer.
5. Wheel the computer into the cafeteria and plug it into the outlet.
6. Push the blue button to start the computer.
7. When the login box comes up, key in **Username: Avon** and **Password: Avon**
8. Double click on the meal program icon to start the program.

Returning The Computer to the Office

1. Close out of Café Terminal.
2. Go to the start button and choose shut down.
3. When the computer screen reads “It is safe to shut down your computer”, push the blue button on the right of the computer.
4. Return the cart to the PE office.
5. Connect the blue internet cord to the back of the computer.
6. Plug the computer cart into the wall.
7. Push the blue button on the right side of the computer to start the computer.
8. When the login box comes up, key in **Username: Avon** and **Password: Avon**
9. **Leave the computer running.**