

On and Off

Everybody has a way they like to start and end the day; your computer is no exception.



PC

Power On

1. Press the **Power button** located on the CPU.
2. IF the monitor is powered separately, press the **power button** in the bottom right corner of the monitor.
3. If the computer does not start, make sure the power cord and all cables are properly connected. Check to make sure the plug is in the socket. Check the monitor cables as well.

Shut Down—Doing this daily will insure that you remember to log on to Novell.

1. Quit any open applications.
2. Click on **Start**.
3. Choose **Shut Down**.
4. Make sure the button in front of **Shut Down** is marked. Click on it if it isn't.
5. Click **OK**.

Restart

1. Quit any open applications.
2. Click on **Start**.
3. Choose **Shut Down**.
4. Make sure the button in front of **Restart** is marked. Click on it if it isn't.
5. Click **OK**.