

Logging onto a New or Reimaged Windows Laptop/Desktop

This page and many other tutorials and directions can be found at:

<https://bit.ly/pennstafftutorials>

The first time you log onto a Windows machine (new or just new to you or reimaged), you need to do the following:

1. Power up the Computer
2. Hit enter to get to the login screen when the pretty picture shows up.
3. On left side, click "Other User"
4. Login with your network credentials Username (no @pennfield.net) and password..
5. Once it is up and running, Open Chrome
6. Click already a user login. It is in the middle of the screen.
7. Login with your email address and password
8. Link and sync
9. Make chrome the default browser. There should be a link that shows up with that and then under webbrowser, click on edge then choose Chrome.

Find Me Sharp and Find Me Lexmark printers are already installed.

HIGH SCHOOL ONLY:

We have switched out your desk equipment to work with the new laptop. You have a new monitor and docking station.

1. PLEASE- DO NOT move your teacher desks. They must stay as is.
2. Don't connect to the dock on your desk until you
 - a. Log onto your laptop (not plugged into the dock)
 - b. Look at the date and time in the corner.
 - c. Right click on the date/time, and choose "Adjust Date/Time"
 - d. Make sure the time zone is set to Eastern (US and Canada)
 - e. Shut the computer down and then start it up.
 - f. Plug it into the dock. It will start installing things. You need to wait a minute or two and then you should be able to use the mouse, keyboard and monitor.

Other things to do:

Turn off notifications - They will drive you nuts.

1. Go to the windows button in lower left corner and click
2. Click on the gear shift to get to the control panel
3. Click "System"
4. Then click notifications on the left

5. Turn all things off on the right side

Change Power Settings

1. Go back to the control panel
2. Click on System
3. Then Power and Sleep on the left
4. Change any of those setting to your desired timing
5. Click "Additional Power Settings on the right side"
6. Where it says, "When I close my lid" make it say "Do Nothing"
7. I suggest making the power button turn off the machine and the sleep button make it sleep.

To add a Printer at home

1. It can't be an old printer. If this process does not work, then it is probably too old
2. If the printer is wireless, make sure the printer and the laptop are connected to your home wifi network.
3. If the printer is not wireless, connect the printer to the laptop. It should bring up a wizard to install when it is detected. Follow the steps it shows.
4. Wireless, go to the windows button in the lower left corner and click. Then choose the gear shift on the left side.
5. That should open the control panel
6. Choose printers, Add printer or scanner, it will then detect. Find the correct one and install.