

TRAINING DOCUMENT Title: Author: Revision Date: Page 1 of 1 Access to Windows Ben Cauchi 01 May 2009

## Access to Windows on the Training Room PCs

1. Turn the **POWER ON** 

The computer will load the HOST. Wait for the Welcome dialog box then press **Ctrl+Alt+Delete** to begin.

2. Log on to the HOST

Username:	Student	
Password:	Operat1ng	
Log on to:	(This Machine)	
Click	ОК	or press Enter

<u>Password</u> the **O** is upper case and the t is followed by the number one **1** <u>This Machine</u> is **Train01** to **Train12**. If this field shows **PCUG** use the **down arrow** to change it. You only have User Rights on the HOST.

3. Wait for **vmMENU** to load.

Enter a number 1-6 for the VM you want:

- $\mathbf{1} = XPO3vm \qquad \mathbf{4} = BegSIGvm$
- $\mathbf{2} = \mathbf{X}\mathbf{P}\mathbf{O}\mathbf{7}\mathbf{v}\mathbf{m} \qquad \mathbf{5} = \mathbf{D}\mathbf{i}\mathbf{g}\mathbf{S}\mathbf{I}\mathbf{G}\mathbf{v}\mathbf{m}$
- 3 = VBO7vm 6 = COURSEvm

No other number is valid.

The selected VM will Start.

You have Administrator rights on the VM. Use the VM as you would use any other PC.

- 4. When you finish, SHUTDOWN the VM as you would any computer, using the sequence: Start Turn Off Computer Turn Off
- 5. You will be returned to **vmMENU** You can enter another VM number 1-6 or select from these **Other Functions**:
  - $\mathbf{M} =$ Log On as Member on PCUG
  - $\mathbf{T} = \text{Log On as Trainer on TrainXX}$
  - $\mathbf{X} = \mathbf{Exit}$  and Shutdown the HOST

No other character is valid.

6. **Monitors** have automatic power saving and do not need to be powered off.

