



Procedures That should Be Carried Out By Front Desk Staff for Business Centre Computer

If the system freezes while a client is using it, or if the system would not work at all:

- 1.** Please unplug the system from the power box wait for at least five(5) seconds and plug back into the power box
- 2.** The system will reboot and reset itself and bring the client back to the same point where it was before the system freeze



Instructions for the Use Of The USB KEY

1. Click on START (bottom left hand corner of the screen)
2. Click on FILE MANAGER
3. Go to Relevant Application(MS Word MS Excel or PowerPoint) Click on File and open
Go to the drive where the USB key is connected and open your File

(Please note that the device will not pop up at the bottom right hand corner of screen)

PRINTING A Document from an Excel Spreadsheet

1. Click on START (bottom left hand corner of the screen)
2. Click on Excel Spreadsheet
3. Create your document
4. Click on print **Icon** On the MS Excel tool bar (top left hand corner of screen)
5. Click on Print



PRINTING A Document from Microsoft Word

1. Click on START (bottom left hand corner of the screen)
2. Click on Microsoft Word
3. Create your document
4. Click on print **Icon** On the MS Word tool bar (top left hand corner of screen)
5. Click on Print

PRINTING A Document from Internet Web Page

1. Select the information which you wish to print
2. Click on Print Icon on tool bar at the top of the screen
3. Click on print