
Computer Lab Quick Guide

For students, instructors, and guests using the computers in Labs 111 & 211.



Getting Started

- Turn on any available computer.
 - **Login information:** See the reverse side of the room's QR code tent card.
 - Lab computers run **Windows 11** and include Microsoft Office, web browsers, and other standard applications.
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Saving Your Work

- **Important: Do not save files to the computer.**
 - Lab computers are **reset for each new session**, and files saved locally may be lost.
 - Save your work to **OneDrive or another cloud storage service**, or use a **USB flash drive**.
 - Before leaving, verify that your files have been saved successfully.
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Printing

- All lab computers can print to the HP LaserJet located at the rear of the room.
 - When printing, select the HP LaserJet from the available printers.
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+ Need Additional Software?

- Need an application that isn't currently installed? **Contact IT in advance.**
 - Additional software may be made available temporarily when requested.
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When Finished

- Save your work to your cloud storage or USB flash drive.
 - **Sign out or shut down the computer** before leaving.
 - Remember to take your **USB flash drive and personal belongings** with you.
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Need Help?

Front Desk Support: **847-665-4008 or, visit front desk**
Technology Support: **IT_Support@ucenter.org**