Turning On & Getting Started with a Laptop

1. One of the first steps to getting your laptop up and running is to first open up the laptop
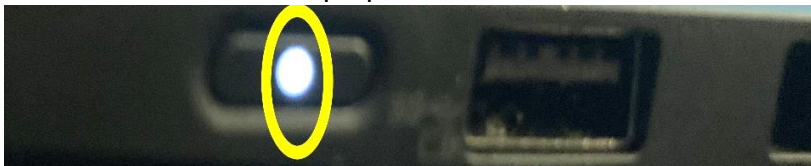
   a.

2. Once the laptop is opened, the power button will need to be turned on so that the laptop can function.
   a. This button is located on the side of the laptop and is a really small rectangle.

   The Power Button

   b. Once the power button is pressed there will be a glowing white light from the power button. This indicates that the laptop is on.
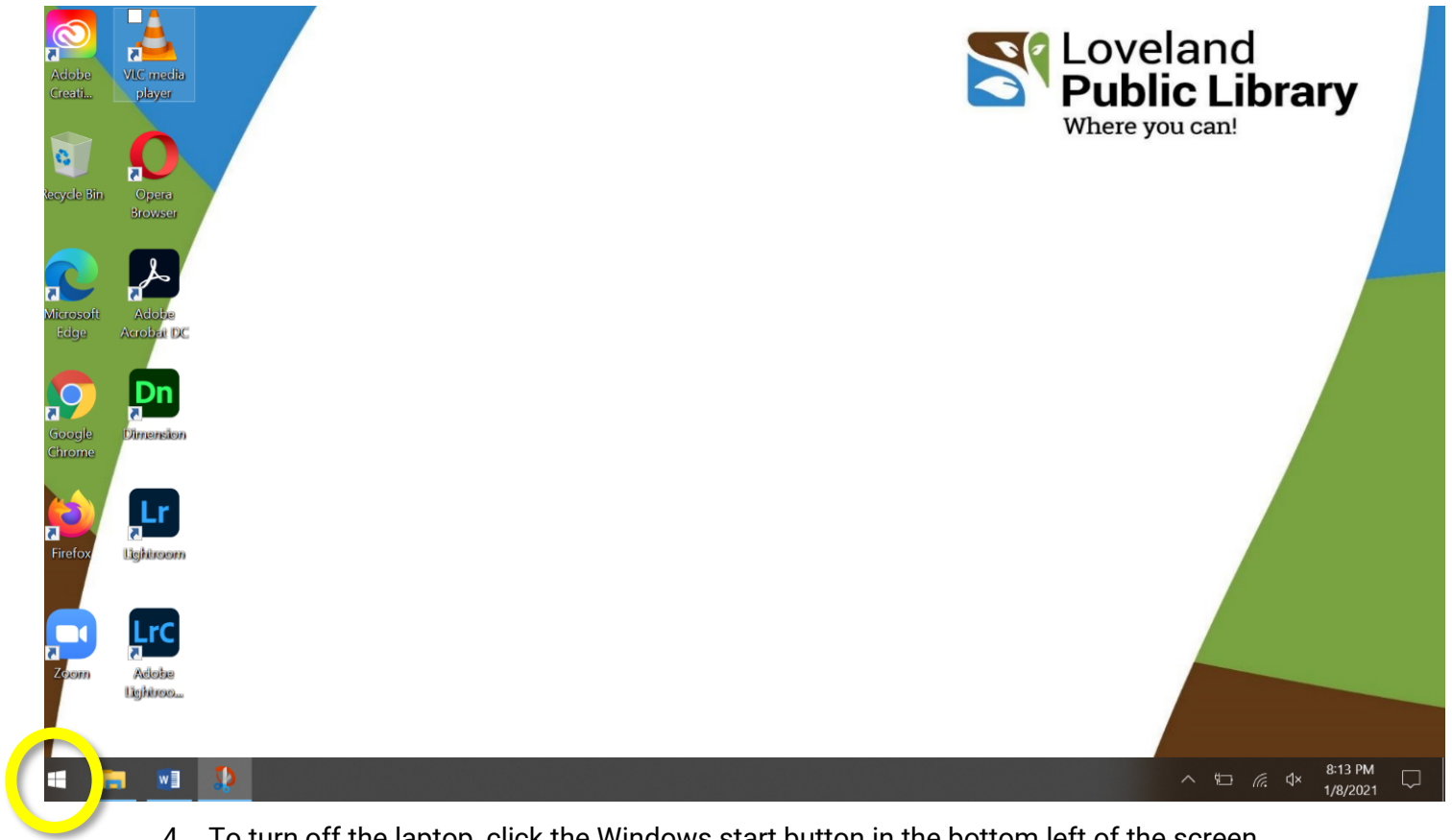

3. If the laptop is ready to go but will not turn on when the power button is pressed, the battery may need to charge for at least 10 minutes before the laptop will power on.
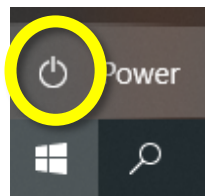
a. The cord that charges the laptop plugs into the opposite side of where the power button is located on the laptop. When the laptop is charging, there will be an orange light next to the charger cord outlet.

b. Now that the computer is up and ready to use you can open a browser, check emails, documents, and so much more! There are more instructions to using a browser in this packet.

4. To turn off the laptop, click the Windows start button in the bottom left of the screen.

    a. Click the Power icon. It looks like a circle with a line through it

    b.

        i. Click Shutdown to completely turn off the laptop.