

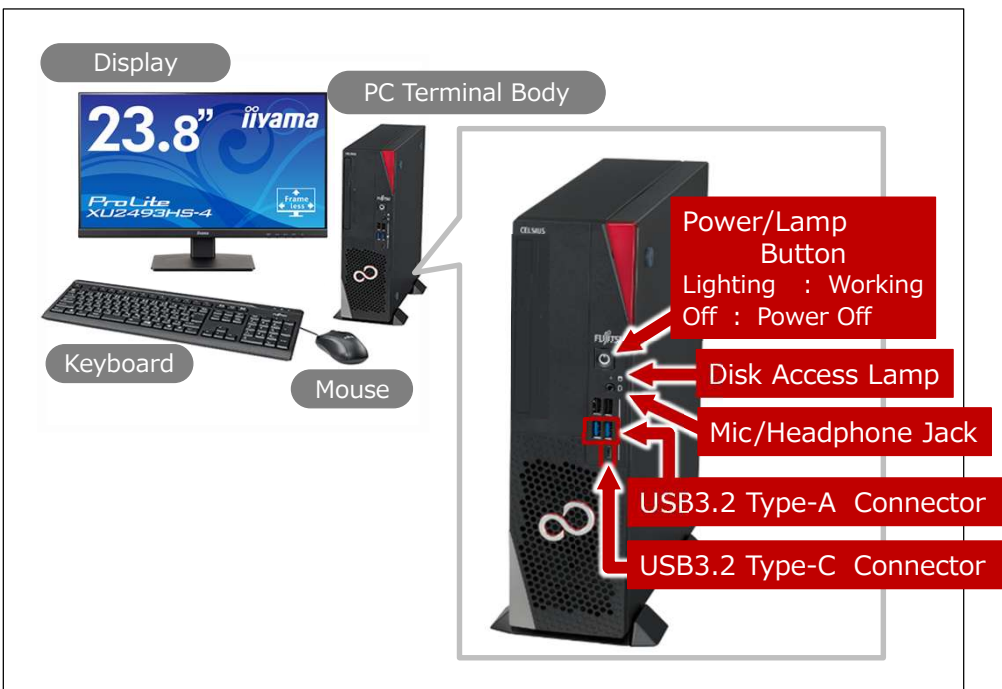
Personal computer terminals for education have been equipped at satellite classroom of the Faculty of Medicine, at ICT commons of ACCMS South Bldg., as well as at OSL of General Library, and Library in Yoshida South campus. Windows 11 as basic software (OS), Microsoft Office 365 as application software, and software used in classes, etc. can be used on these PC terminals.

Each user's file is stored on a file server located on campus and can be used from a PC terminal via the network. It is not possible for users to access a file belonging to a different user unless the file has special settings applied.

About Printing

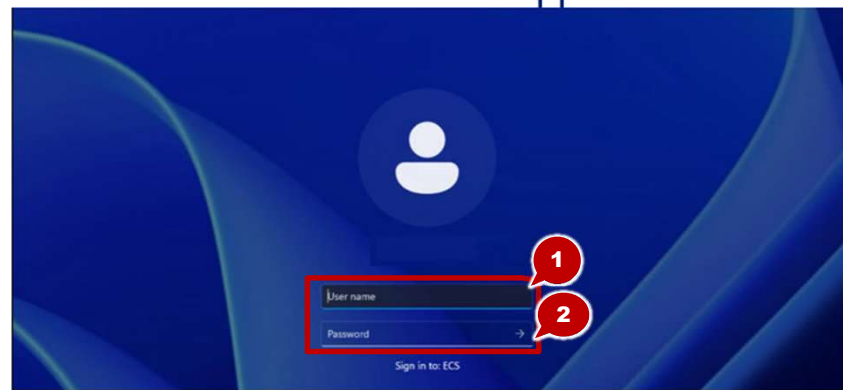
For file printing, we introduce Cloud On-Demand Print (paid service), a service provided by Kyoto University Co-op. For information on how to use this service, check the link below.
https://www.s-coop.net/service/other_service/copy/

Starting/Finishing for use



[1] Start using PC terminals

1. Turn on the PC terminal.
2. The startup process begins .
 - Please wait for a while until the logon screen appears .
3. Enter your username and password (Figure ①) .
4. Click [→] (Figure ②) .





- The username should be a student account (ECS-ID) or a faculty account (SPS-ID).
 - ECS-ID is the 8 character ID of "a0XXXXXX" . (where [X] is a number .)
5. Your desktop will appear if you log on successfully.

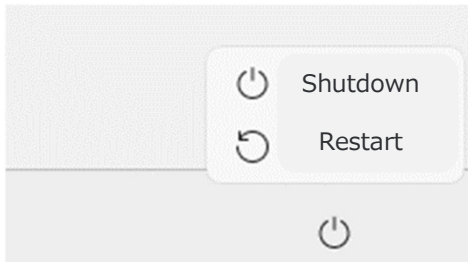


【2】 Finish using PC terminals

* Caution *

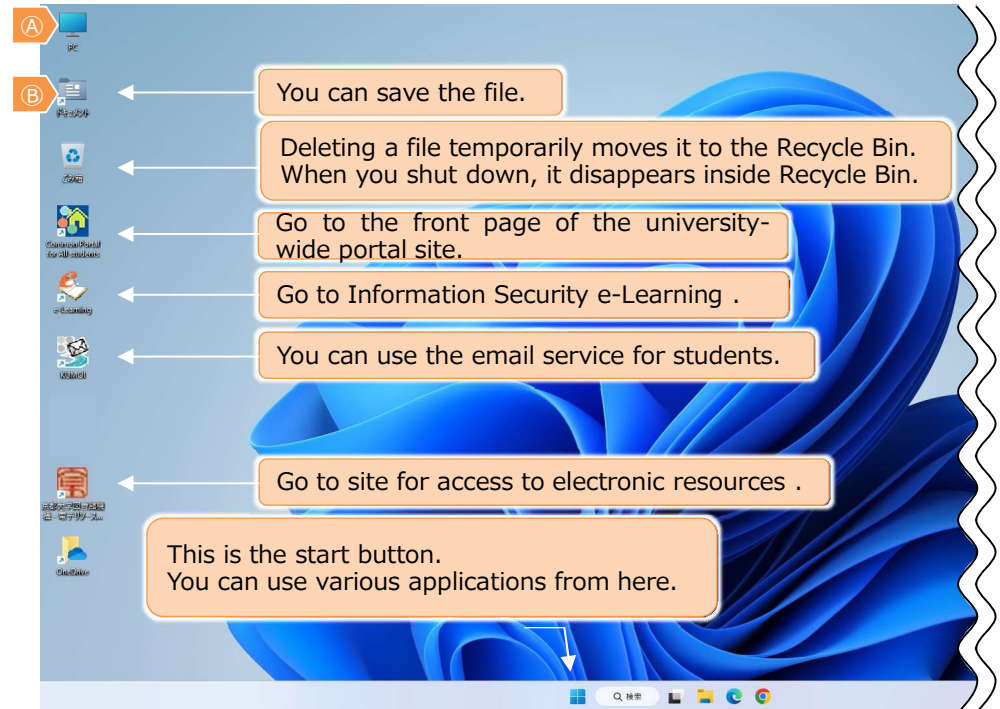
- Do not leave logged on. There is a risk that it will be misused by others.
- If you do not operate it for a certain period of time, it is automatically locked. If you leave it in the locked state for 10 minutes, it will automatically log off.
- When you finish using the PC terminal, please confirm that the shutdown has been completed. Shutdown may fail and remain logged on .

1. Quit all applications that you started .
2.  [Start] → Click  Power supply] .
3. Click [Shutdown].



- This completes the operations for finish using.
- Please select [Restart] instead of [Shutdown] during busy times or when other users are waiting .

What can Windows 11 do?



【1】 Save File

* Caution *

- If you don't save the file to the correct location, it will disappear when you shut it down. If you use cloud storage, you can exchange data with your personal computer.

Save the file to the following location .

- ◆ M Drive Double-click (A) above and select M drive .
- ◆ Documents folder on the desktop Above chart (B) (Document folder is on drive M)
- ◆ USB mass storage medium, etc.

You can use the M drive where your files are stored from any PC terminal.

[2] Introduction to Application Software

The educational computer system of Windows 11, has many useful applications installed. You can create reports and learn programming.

Available software can be started by following the program from the [Start] button in the lower left corner of the screen.

Some common application software (Partial)

Microsoft Office	Word : Word Processor
	Excel : Spreadsheet
	PowerPoint : Presentation
	Access : Database Management
WebBrowser	Firefox
	Google Chrome Microsoft Edge
Multimedia playback (Audio/Video)	Windows Media Player
Text Editor	Emacs
Others	Anaconda (Python3) : Programing
	Visual Studio Code : Programing
	R : Statistics
	Adobe Acrobat Reader DC : Document Browsing

[3] Handling USB devices

The following is how to use a Windows 11-compatible plug-and-play type (no driver installation required) USB mass storage medium, etc.

◆USB Connecting Devices to Ports

1. Connect the device to the USB port on the front of the PC terminal.



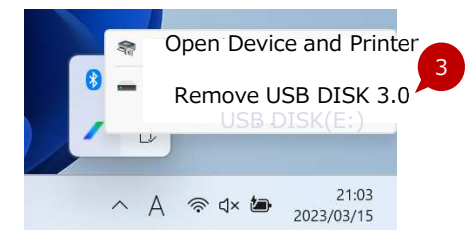
◆Remove the device from the USB port

1. Check the name of the USB device you want to remove. In the task tray  Click Next (Figure 1).

2.  Click (Figure 2).



3. Select the USB device you want to remove (Figure 3).



【 4 】 Using PCs brought in by users

If you use your personal computer in OSL or satellite classroom, please follow the following rules.

◆ About the Keyboard Mouse

Do not remove the keyboard and mouse.

◆ Use of permanent displays

You can connect your personal computer to the permanent display. When connecting to a personal computer brought in, Use the HDMI terminal of the permanent display. Be sure to provide your own cables.

◆ Use of power (outlet)

Consult with your local office regarding the use of electrical outlets. Please use the personal laptop with the battery fully charged.

【 5 】 Request to Users

- Please make sure everyone can use the facilities comfortably.
- Bringing in food and drinks is prohibited. This is to prevent devices such as computers from breaking down or getting dirty due to drinks or food.

Trouble Service
Counter

IIMC ICT Support Center, Kyoto University
(Academic Center for Computing and Media Studies, South Building, 1F)



Extension : 9009 (leads to teaching assistant)



support@iimc.kyoto-u.ac.jp

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