

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. These PC terminals can use Windows 11 as the basic software (OS), Microsoft Office 365 as the application software, and software used in classes, etc.

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.

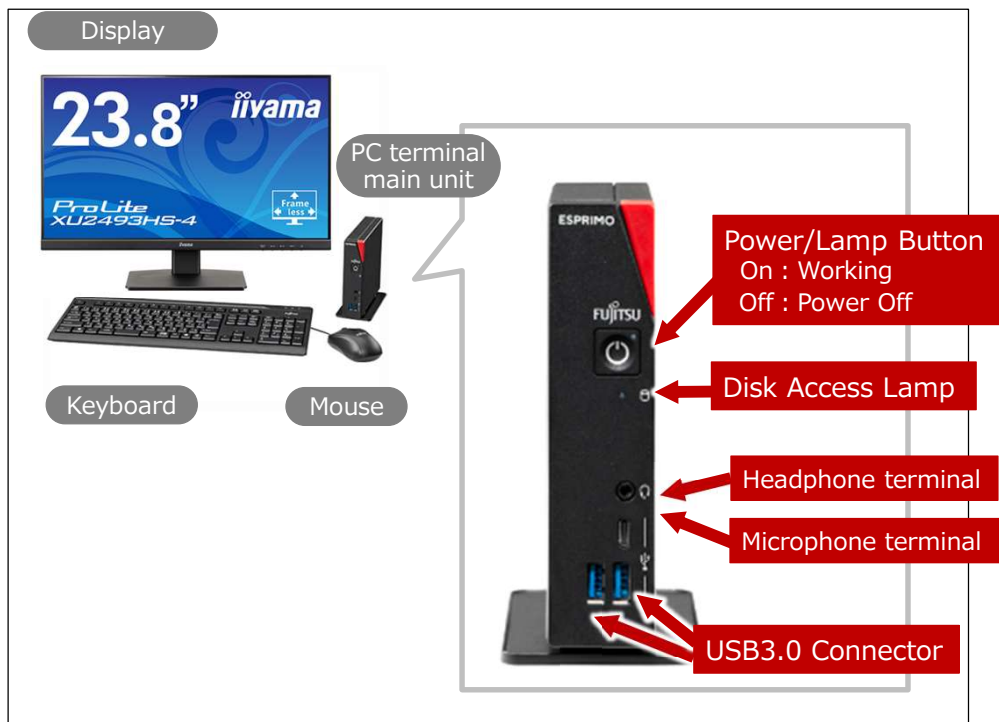
### ●About Printing●

For the 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.

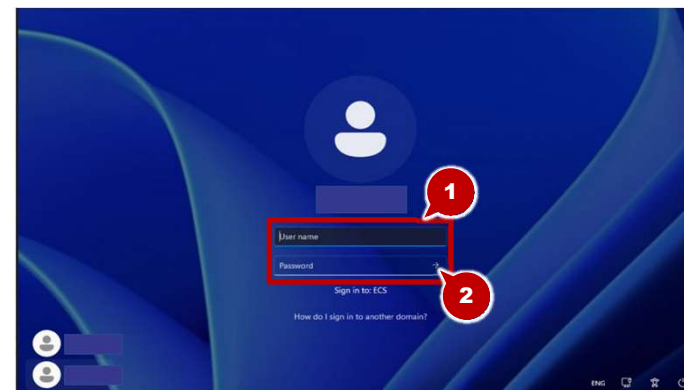
[https://www.s-coop.net/service/other\\_service/copy/](https://www.s-coop.net/service/other_service/copy/)

### Starting/Finishing for use



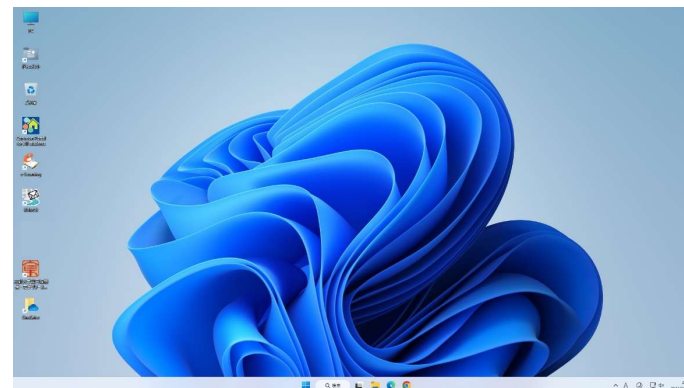
## 【 1 】 Start using PC terminals

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).
- The ECS-ID is an eight-character identifier "a0XXXXXX". (where [X] is a number)



5. Your desktop will appear if you log on successfully.

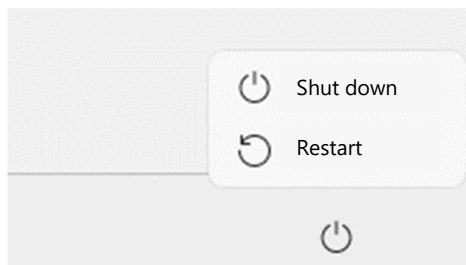


## 【2】Finish using PC terminals

### \* Caution \*

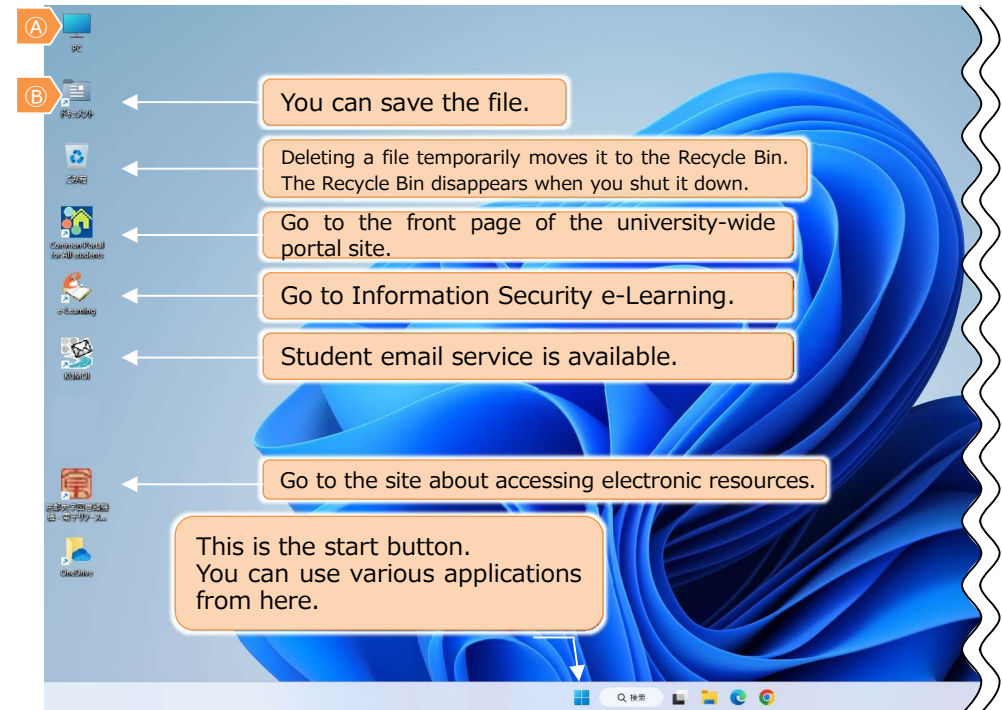
- Do not leave logged on.  
There is a risk that it will be misused by others.
- If you do not operate it for a certain period, it will automatically lock.  
If you leave it in the locked state for 10 minutes, it will automatically log off.
- When you finish using the PC terminal, please confirm that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

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



- This completes the operations for finish using.
- Select "Restart" instead of "Shut down" when busy or when other users are waiting.

## What does 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.

When you save a file, save it to the following location:

- ◆ M drive ... Double-click (A) to select the M drive.
- ◆ Documents folder on the desktop ... (B) (Document folder is located 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, 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)

<b>Microsoft Office</b>	Word : Word Processor
	Excel : Spreadsheet
	PowerPoint : Presentation
	Access : Database Management
<b>Web Browser</b>	Firefox
	Google Chrome Microsoft Edge
<b>Multimedia Playback (Audio/Video)</b>	Windows Media Player
<b>Text Editor</b>	Emacs
<b>Other</b>	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.

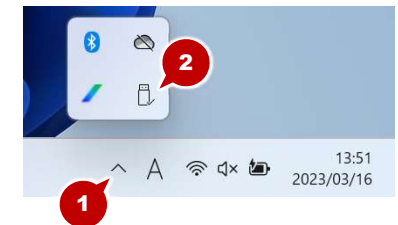
### ◆ Connecting Devices to USB Ports

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

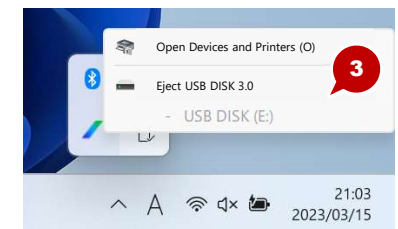


### ◆ Removing the Device from the USB Port

1. Check the name of the USB device you want to remove.
2. Click  in the task tray ( Figure ① ) .
3. Click  ( Figure ② ) .



4. 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 laptop with the battery fully charged.

#### 【5】Request to Users

- OSL and satellite schools are places where many users gather. Please make sure everyone can use the facilities comfortably.
- In OSL and satellite classroom, please observe the basic manners such as keeping quiet and making concessions when it is crowded.
- Bringing in food and drink is prohibited in OSL and satellite classroom. 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](mailto:support@iimc.kyoto-u.ac.jp)

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