



## COMPUTER USAGE INSTRUCTIONS

1. Before turning on the computer, all connections should be checked and if they are in order, the computer can be started.
2. Ergonomic occupational safety instructions should be followed when using the computer.
3. While the computer is running, cables should not be tampered with, the plug should not be unplugged unless necessary, and the power button should not be pressed directly.
4. Unreliable devices such as USB/Flash Drives/External Hard Drives/DVDs/CDs should not be plugged into the computer.
5. Programs with unknown certificates or those outside the scope of the course should not be run.
6. Unreliable internet sites should not be accessed.
7. Keys should not be pressed forcefully, and attempts to press multiple keys simultaneously should not be made.
8. The computer case, monitor cover, mouse, or printer internals should not be opened.
9. Playing games on computers is strictly prohibited, so such attempts should not be made.
10. Since computers in the laboratory are publicly accessible, personal data should not be stored on them.
11. Without the knowledge of the instructor, no program should be installed on the hard disk.
12. Virus and protection programs on computers should never be disabled.
13. While the computer is running, the cables of the monitor, mouse, keyboard, etc. should not be unplugged or plugged in.
14. The computer should not be reset or shut down without exiting programs.
15. When finished working, the computer should be shut down using the "start/shut down" command.
16. After shutting down the computer, it should not be turned back on again without waiting for 30 seconds.
17. If the computer malfunctions or starts emitting a smell while running, it should be shut down immediately, and then the responsible person for the lesson should be notified immediately.
18. If there is a problem with the computer, the responsible person for the lesson should be notified immediately.