POLYCORP

TURN ON PROCEDURE

To Turn ON the system

1. Ensure that all network cables are correctly linked

2. Ensure that all units are connected to a 230v supply

3. Ensure that there is paper in the printer

4. Ensure that all units are switched off (check the switch at the rear of each unit)

5. Turn on the 230v wall-outlet supplies

6. Turn on each computer - the magenta LOG ON screen will appear

7. Turn on the printer

8. Turn on the switch on the rear panel of the POLY 1 disk unit

9. Insert the subject disk in drive Ø

    Make sure that the side with the label faces up.

    Close drive door

10. When the 'scratching' has ceased from Ø drive, LOG ON to the POLY nearest the master unit:
                     Type first name; press ENTER key
                     Type surname;   press ENTER key

11. Enter the date and time as requested

12. When date and time are entered and the Ø drive ceases to be active, the users on the remaining computer units may LOG ON

    ALL units will then display the MENU.

TURN OFF PROCEDURE

To Turn the system OFF:-

1. Press the EXIT Key on all units

2. When all units show iether the MENU or the magenta LOG ON
    screen, open the door of the disk drive by pushing the door
    release bar.

3. Remove disk from drive

4. Turn OFF the disk unit

5. Turn OFF each POLY unit

6. Turn OFF the 230v wall outlet supplies.