

Guide to use NHS Laptop

1. Open the Laptop and press the power button on the top right corner:



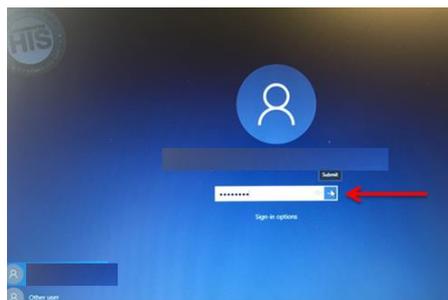
2. You will then see the DELL black logo and a blue screen after as shown in below screenshots:



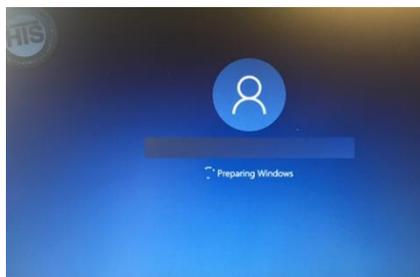
3. Press any key on the keyboard when you see this screen with Date and time as below:



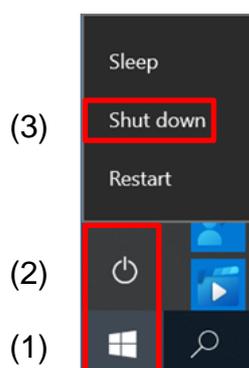
4. You will then see your Care Home's username and an empty white box underneath for password. Type in the password and press the Submit arrow (Speak to Care Home Manager for username and password)



5. Please wait while windows prepare to load:



6. To Power off the laptop – click the Windows start button (1) > Power logo (2) > Shut down (3)



End of Guide

IMPORTANT:

- At the end of each session, lock away all sensitive information. Store computer media in secure cabinets or safes.
- DO NOT WRITE DOWN USERNAME/PASSWORD ANYWHERE for Security reasons.
- Please keep log of some kind on who in Care Home used the laptop etc. for audit purposes e.g., Staff name, Date and time of use etc.

If you have any problems or require any assistance, please call our **Service Desk** team on **0116 295 3500** (select the option for general assistance). A member of our team will then call you back to assist you.