

## Instructions for shutting down the Maggie Law Laptop and Computers at close of business

Lower deck laptop:

Prior to switching off power extension.

Move arrow to start icon in bottom left corner of screen, click and move arrow to the off button that is to the left of the padlock icon, click and the laptop will shut down.

You can now turn the power extension off.

Upper deck computers:

Move arrow to bottom right hand corner of screen to exit session icon (red) click and an exiting session icon will pop up in the middle of the screen sign out now, click then wait until Chrome has come on screen, move arrow to bottom left hand corner shutdown button and click and computer will shut down.

You can now switch the power extension off.