Hardware

Working with the Device Manager
The Device Manager allows you to manage device drivers, modify hardware settings, and check to see if hardware is working correctly.

1. Click the Start button.
2. Select Control Panel from the right side of the Start menu.
3. Click the Hardware and Sound shortcut.
4. Click the Device Manager shortcut under Devices and Printers.
5. Click the arrow next to a device type to view the specific device information.
6. Select a device and click the buttons on the toolbar to manage the device. (Note that any changes you may make may affect the way a device functions.)
7. Optional: To change the view, click on the View menu, and select Devices by type, Devices by connection, Resources by type, or Resources by connection from the resulting menu.
8. Click the Close button.

Installing a Printer
1. Click the Start button.
2. Select Control Panel from the right side of the Start menu.
3. Click the Hardware and Sound shortcut.
4. Click the Add a printer shortcut under Devices and Printers.
5. Select Add a local printer or Add a network, wireless or Bluetooth printer.
6. Click the Next button.
7. Follow the wizard to install the printer.

Setting a Default Printer
1. Click the Start button.
2. Select Control Panel from the right side of the Start menu.
3. Click the Hardware and Sound shortcut.
4. Click the Devices and Printers shortcut.
5. Right-click the printer you want to set as default.
6. Select Set as default printer from the resulting menu. (A green checkmark will appear above the printer that is set as default.)
7. Click the Close button.

Working with the Keyboard
1. Click the Start button.
2. Select Control Panel from the right side of the Start menu.
3. Click the arrow on the View by box.
4. Select Large icons or Small icons from the resulting menu.
5. Click the Keyboard shortcut.
6. Do any of the following:
   - To change the repeat delay, click and drag the Repeat delay slider.
   - To change repeat rate, click and drag the Repeat rate slider.
   - To change the rate of cursor blinks, click and drag the Cursor blink rate slider.
7. Click the OK button.
8. Click the Close button.

Working with the Mouse
1. Click the Start button.
2. Select Control Panel from the right side of the Start menu.
3. Click the Hardware and Sound shortcut.
4. Click the Mouse shortcut.
5. Do any of the following:
   - To switch the functions of the mouse buttons, check the Switch primary and secondary buttons box.
   - To change the double-click speed, click and drag the Speed slider.
   - To enable ClickLock so that you can highlight or drag without holding down the mouse, check the Turn on ClickLock box.
   - To change ClickLock settings, click the Settings button.
   - Click and drag the slider and click the OK button.
6. Click the OK button.
7. Click the Close button.

Setting AutoPlay Options
1. Click the Start button.
2. Select Control Panel from the right side of the Start menu.
3. Click the Hardware and Sound shortcut.
4. Click the AutoPlay shortcut.
5. Optional: Check or clear the Use AutoPlay for all media and devices box.
6. Click the arrow on the button next to the media or device you want to change options for.
7. Select an option from the resulting menu.
8. Click the Save button.
9. Click the Close button.

Programs

Uninstalling a Program
1. Click the Start button.
2. Select Control Panel from the right side of the Start menu.
3. Click the Uninstall a program shortcut under Programs.
4. Select the program you want to uninstall.
5. Click the Uninstall/Change button.
6. Follow instructions in the dialog box that appears.
7. Click the Close button.

Running a Program as Another User
To run a program as another user, the user must have a password protected account.
1. Press the Shift key and right-click the shortcut to the program or the program’s .exe file.
2. Select Run as different user from the shortcut menu.
3. Enter the name for the user in the User name box.
4. Enter the password for the user in the Password box.
5. Click the OK button.
Note: The next time you run the program, it will run as the default user.