

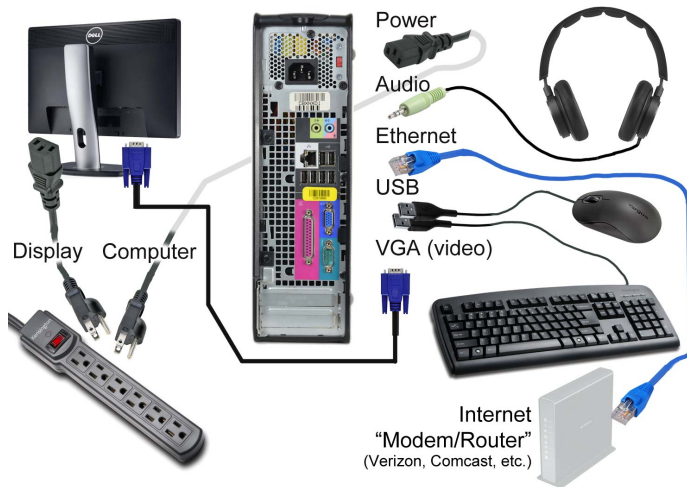
Congratulations on your DESKTOP computer from The Philadelphia Children's Foundation ("PCF") !

## DESKTOP COMPUTER SETUP

PCF provides: desktop computer, monitor, ethernet cable, mouse, keyboard, and cables.

We DO NOT provide: power strip, head phones or speakers, or mouse pad

To connect your desktop computer is fairly simple. To assist, we created the diagram below:



**Your MONITOR needs two cables:**  
**power** (to an outlet or power strip) and **video** (blue connector cable to the computer)

**Your DESKTOP needs:**

- Power to outlet or strip
- Video to monitor (see above)
- Internet (ethernet) cable to your internet modem/router (no wi-fi on desktops)
- USB keyboard
- USB mouse
- Audio (headphones or speaker)

PLEASE MAKE SURE YOU PUSH THE CABLES ALL THE WAY INTO THE VARIOUS PORTS. It is especially important that you **push the power plugs all the way into the outlets and devices** so other (thinner) cables cannot get in between and short things out!

You can place the computer flat on a table (with the monitor on top) or on its side. Please check the maker's name/logo to ensure it is not upside down. Place small pieces of thin rubber to prevent it from sliding around if needed.

## USING THE COMPUTER

When you turn the computer on, you can choose between Student or Admin (Parent) users.

<p>Student user:</p> <ul style="list-style-type: none"> <li>• no password needed to get it</li> <li>• Browser clears cache and other settings when they quit</li> <li>• Student users cannot update or make significant changes to the machine</li> </ul>	<p>Admin (parent) user:</p> <ul style="list-style-type: none"> <li>• Browser does not clear itself every time</li> <li>• You are able to update and add programs</li> <li>• You are able to connect printers, etc.</li> <li>• Your default password is "TeacherTemp" (see enclosed PDF on how to change)</li> </ul>
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Please see [our basic user guide](#) on how to change your name & password, add printers & programs, etc.

## OTHER NOTES

Some important final notes:

- You should not need to update the machine for some time. You can, but we generally discourage unless it is needed.
- We use Linux which is easy to use but a lot more resistant to viruses and malware.
- Each user can edit their Browser settings if you do not like the defaults.
- **IMPORTANT: YOU SHOULD NOT STORE IMPORTANT FILES ON THE MACHINE ITSELF.** Please use Google docs (free) or another cloud service instead. That way, computer users can access their info from anywhere and we can easily swap out (or update) your computer if needed.

We hope you will enjoy and get use from this computer. Most importantly, we hope you will ensure your student spends time on educational websites to help them with their learning. Your school will provide you with specific information on how to access, suggested weekly usage time, etc.

## SUPPORT / HELP

The machines are fairly self explanatory but in case of a problem, The Philadelphia Children's Foundation will be available to offer support on a limited basis:

- We will be available at your student's school from time to time to answer questions and swap out broken equipment.
- You can email us for support. Please visit <https://phillykids.org> for details.
- It is very difficult for us to respond to phone messages; please email us instead.
- Please remember we are a volunteering organization with limited capacity and funds so things may take a little longer.

## MADE POSSIBLE BY...

These computers were donated by Philadelphia companies. Private and corporate financial donations enable us to purchase the parts needed to refurbish them. Volunteers assist in the refurbishing process. Please visit our website for details about our sponsors at <https://phillykids.org>

If you are willing and able, please email [info@phillykids.org](mailto:info@phillykids.org) a picture of your student using the computer. You do not have to show their face. Our donors love seeing the fruits of their donations and our efforts!



Home: <https://phillykids.org> & Video: <https://phillykids.org/video>