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The supervisor at my work asked me the other day to **help out** one of the new employees. She needs some basic **orientation** on how to **login** to our network. So I made an appointment with her to come to my **cubicle** for a little training session.

Jeff: Hi, Lucy, how are you **settling in**?

Lucy: Just fine thanks. **I appreciate you taking** the time to help me out with this software. **May I ask you what we will be** covering today?

Jeff: Sure. Before I do that, **could you tell me if** you've worked with this program before? That will help me figure out how to **proceed** .

Lucy: I've done a little work with it, but not much.

Jeff: Well, **it's a good idea to** have the manual ready, since it can get a bit **hairy**. You should start by logging in with your username and password.

Lucy: How do I do that?

Jeff: You can just click on the button in the corner. **Be sure to** enter the password you created. You can write it down until you memorize it, but **you might want to** keep it in a safe place.

Lucy: Okay. Then what?

Jeff: Well, then just select the network you want to work with, and you're all set.

Lucy: Great, thanks for your help, Jeff. **May I trouble you to** show me how to **print** reports **out** from the program?

Jeff: Sure. I'll do what I can to help.