

HOW TO RESERVE A PC IN LIBRARY

@CLIENT RESERVATION

1. Go directly to the available PC. Move the mouse/press any key at keyboard to activate the PC Reservation Screen. Note important details at the PC screen. Refer Figure 1

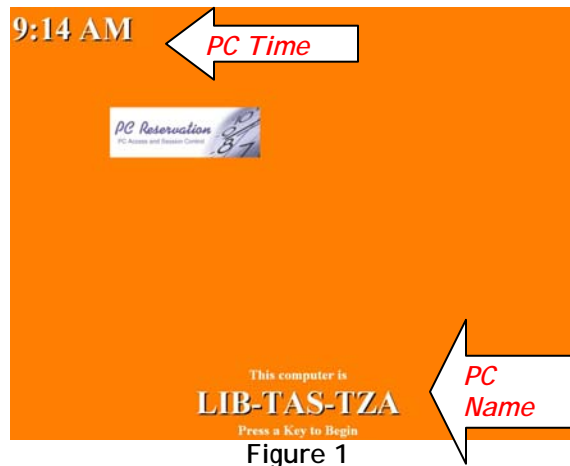


Figure 1

PC AVAILABLE

2. If the PC is available, Available text will be displayed in green color. Click on the colored text if you do not have a reservation. Refer Figure 2

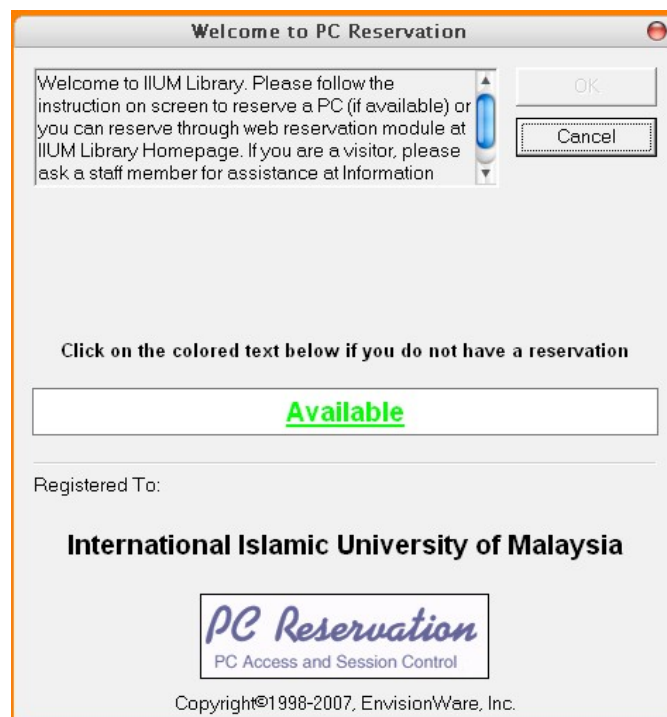


Figure 2

3. Key in your Library Barcode and PIN Number. Refer Figure 3
4. If the PC is available, user will get a full 120 minutes session.

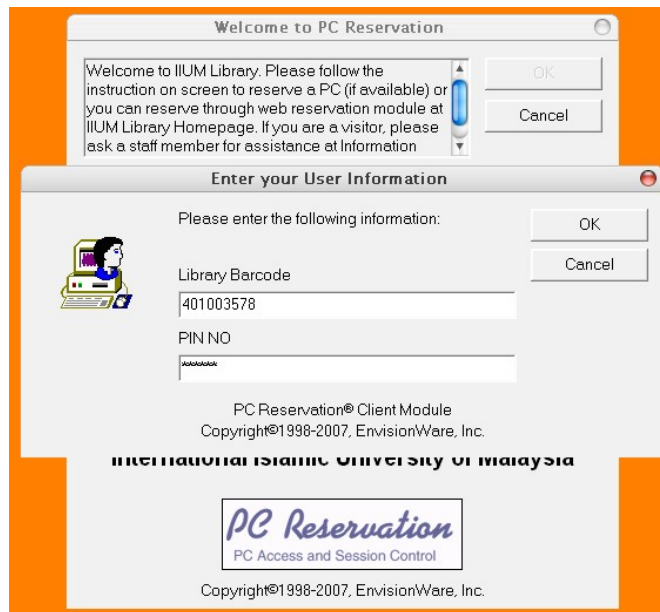


Figure 3

5. @Client Reservation Information will be displayed to show the length of the current available session. Refer Figure 4. Click 'Use this Computer' to start the session.

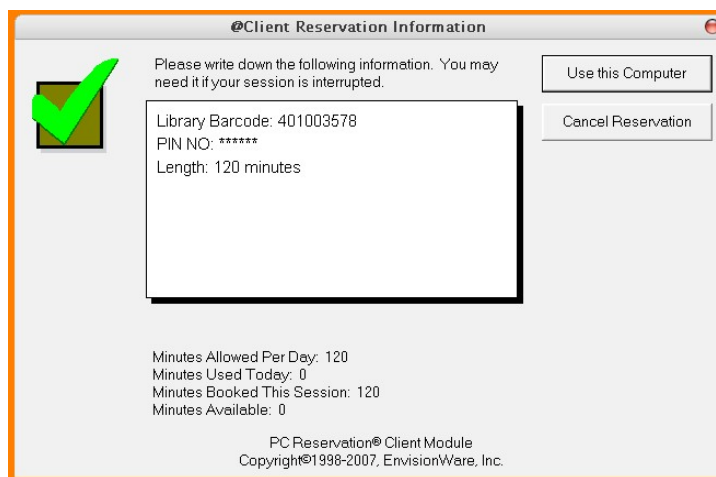


Figure 4

PC BEING RESERVED

Reserved - 1:00 PM

1. If the PC is being reserved, **Reserved - 1:00 PM** text will be displayed in red color with the time of reservation.

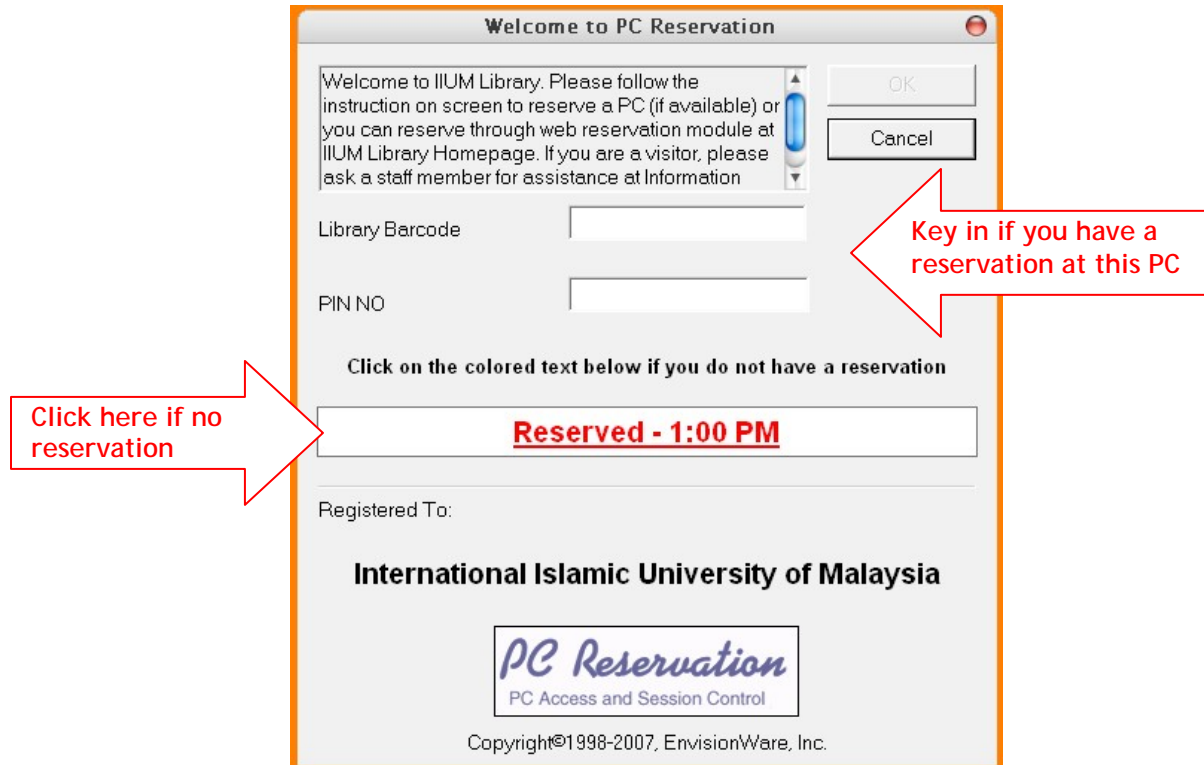


Figure 5

2. If you do not have a reservation, click on the colored text. If you are the person who reserved the PC, key in your Library Barcode and PIN number at the box. Refer to Figure 5
3. If the PC is being reserved but the time of PC being reserved is still long, user will get a short session by minimum of 10 minutes or any available time until the reservation starts. *i.e. if current time is 11.22 am and the reservations will only starts at 1.00 pm, users will get at least 90 minutes short sessions.*