

HOW TO RESERVE A PC IN LIBRARY

SELF-RESERVATION STATION

A Self-Reservation Station with a receipt printer will be located at specified area for user to make a reservation of PC in library.

There are 2 type of reservation at Self-Reservation station:

- i) Next Available PC
- ii) Future Reservation

NEXT AVAILABLE PC

1. Go to specified Self Reservation Station at specified area.
2. Click on 'Next Available PC' button at Main Menu. Refer Figure 1



Figure 1

3. Enter Library Barcode. Click 'Next' button. Refer Figure 2

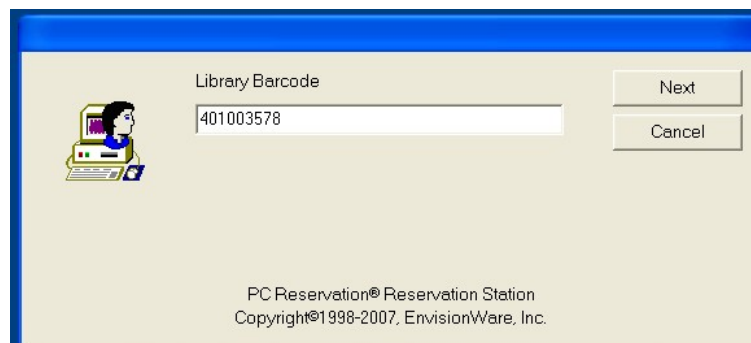


Figure 2

4. Enter 6 digits Library’s PIN Number. Click ‘OK’ button. Refer Figure 3.

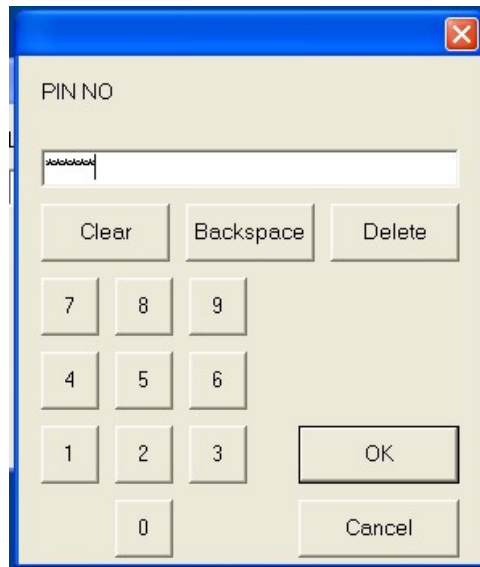


Figure 3

5. Click ‘Accept Reservation’ to confirm. Please take note of important information. Refer Figure 4

- i) PC Name
- ii) Date
- iii) Time
- iv) Length
- v) Description of Location

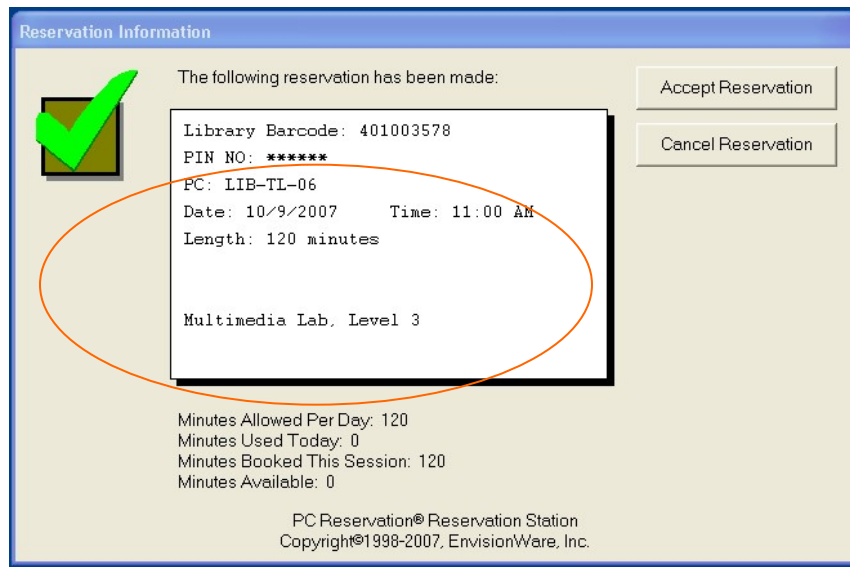


Figure 4

6. PC Reservation Slip will be printed. Please keep the receipt for future reference.

FUTURE RESERVATION

1. Click on 'Future Reservation' button at Main Menu. Refer Figure 1.
2. Enter Library Barcode, Select PC area and specify reservation details as in Figure 5. Click on 'Make Reservation' button.

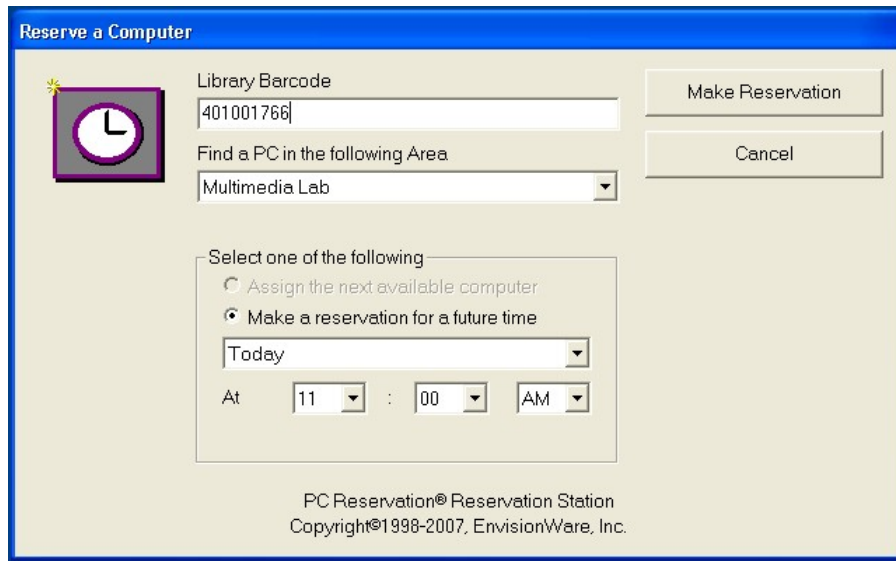


Figure 5

3. Enter Library PIN Number. Click 'OK' button. Refer Figure 6

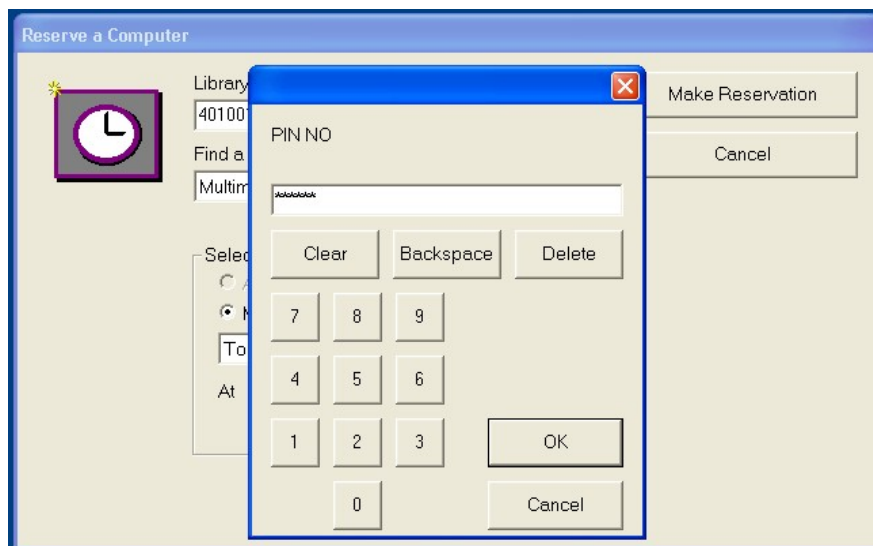


Figure 6

4. A confirmation slip will be displayed. Click 'Accept Reservation' to confirm. Please take note of important information.
 - a. PC Name
 - b. Date
 - c. Time
 - d. Length
 - e. Description of Location

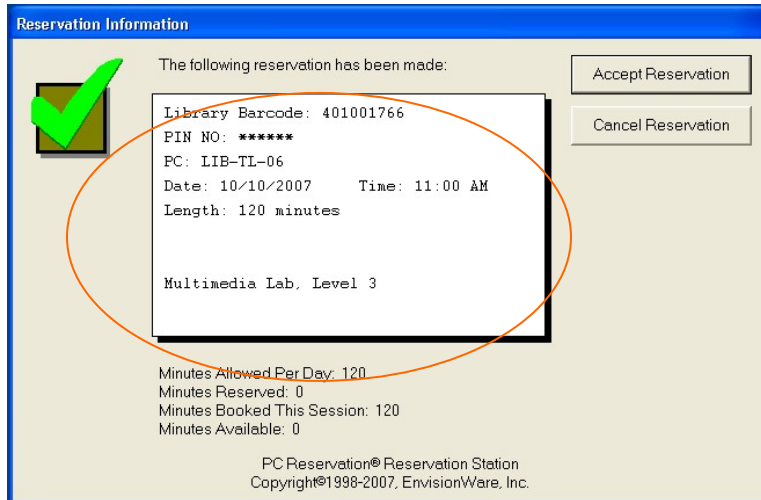


Figure 7

ADDITIONAL INFORMATION

1. If user already has 1 reservation and trying to make another reservation (in the same day), user will be prompted with a confirmation on whether they want to keep the existing reservation or cancel the reservation to allow for new reservation. Refer Figure 8

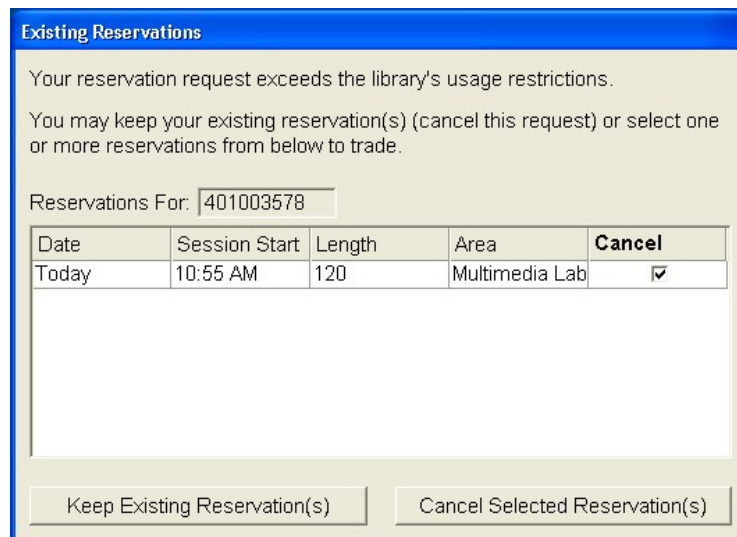


Figure 8

2. Select 'Keep Existing Reservation(s)' to keep the reservation or 'Cancel Selected Reservation' to make a new reservation. Old reservation will be deleted.