

## HOW TO USE THE RESERVED PC

### ACTIVATE RESERVATION

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

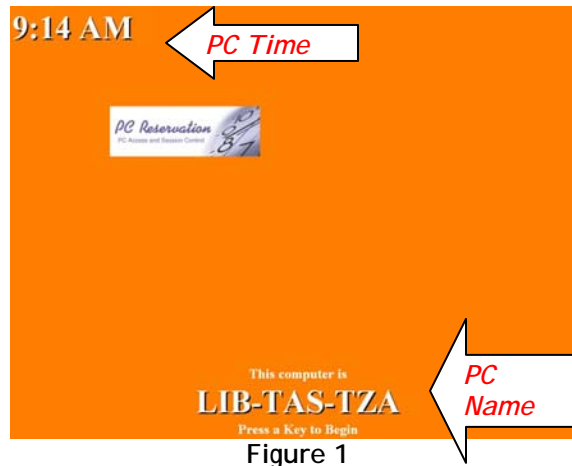


Figure 1

2. If the PC is being reserved, Reserved - 1:00 PM text will be displayed in red color with the time of reservation.
3. If you are the person who reserved the PC, key in your Library Barcode and PIN number in the authentication box. Refer to Figure 2
4. The PC will automatically log in and user is now free to use the PC.

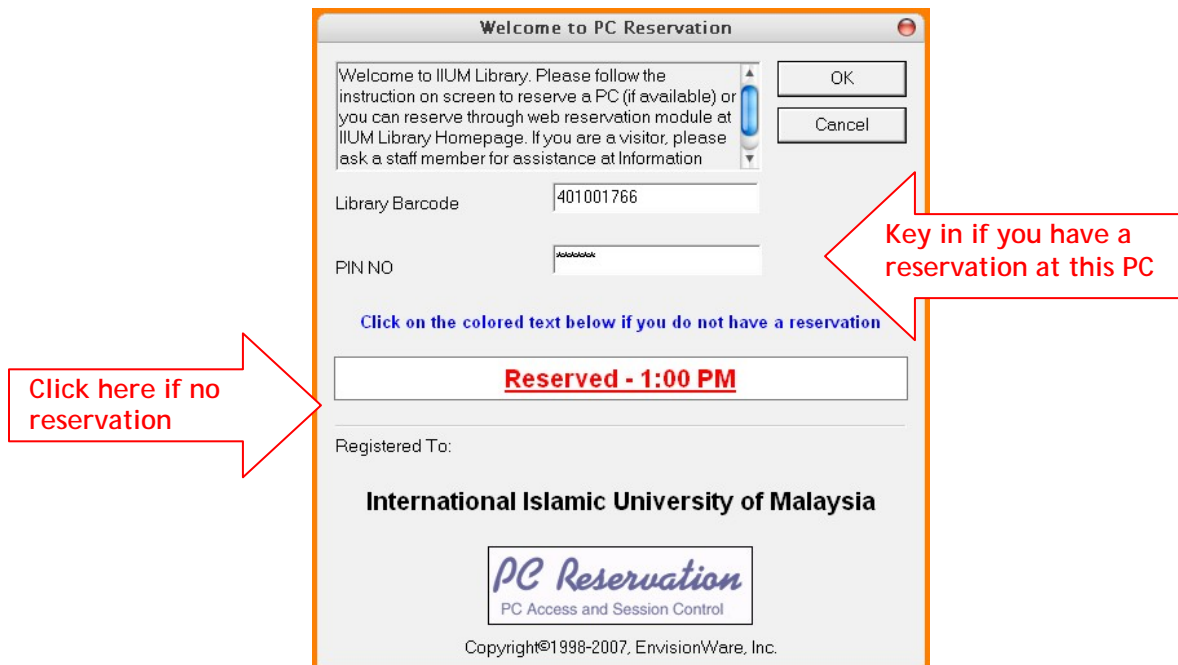


Figure 2

- The timer bar will be displayed at the top of the screen as a reminder to your session availability. Refer to Figure 3

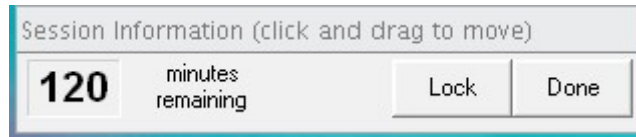


Figure 3

## LOCKED SESSION

- User can locked the session if they need to do something else without losing the reservation, i.e. need to go to the toilet.
- Press the 'Lock' button at the timer bar. Set any password to temporarily lock the PC. Refer to Figure 4.

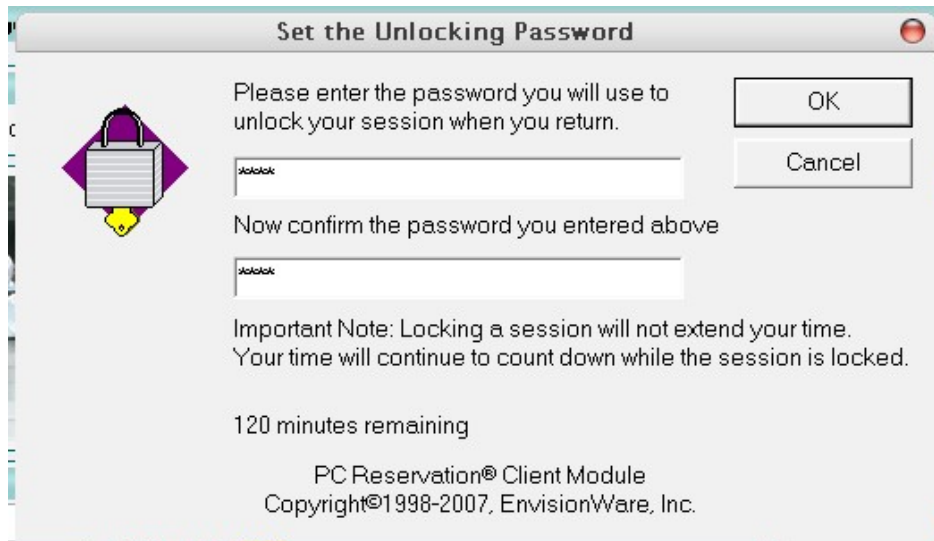


Figure 4

- The PC will be temporarily locked until the user come back to unlock the PC. Refer to Figure 5.

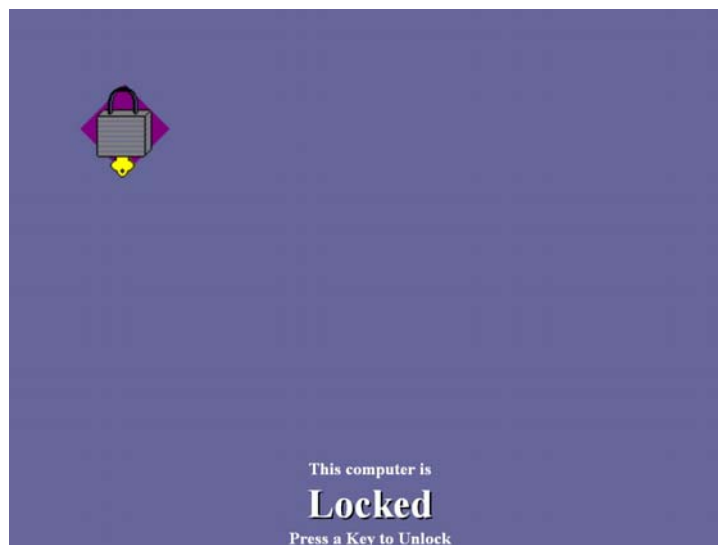


Figure 5

9. Press any key to unlock and key in the password that has been set to lock and then press 'OK' button. Refer Figure 6.



Figure 6

## END SESSION

10. Press 'Done' button at the timer bar to end current session. Refer Figure 7.

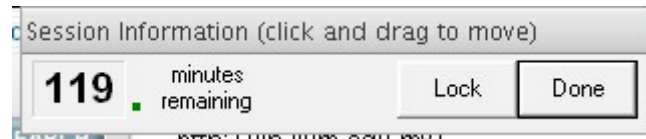


Figure 7

11. Press 'End Now' button to end current session. The session will end and you will need to reserve again to use the remaining minutes for the day. Refer to Figure 8

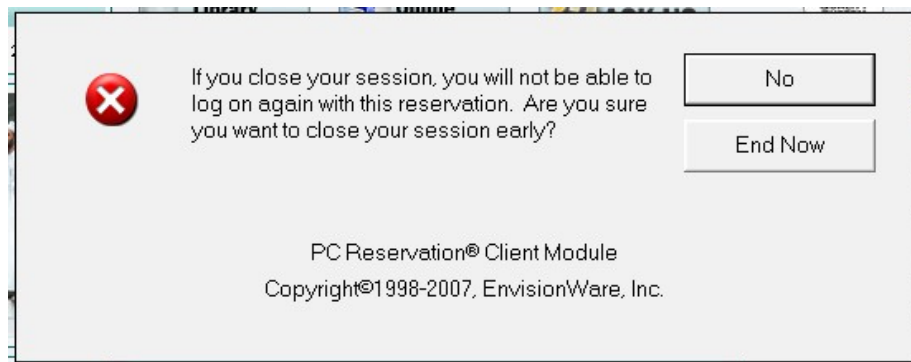


Figure 8