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

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

![Reservation Screen](image)

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.