

## To Use an Internet Computer

Internet computers are available on a first come, first serve basis. You may use any free computer. In order to use a computer, you must have either a library card or a guest pass. Patrons with library cards get up to five hours a day; visitors with a guest pass will get 90 minutes per day. Guest passes can be obtained at the circulation desk. You must have photo identification to obtain a guest pass.

In order to sign on to a computer, click on the word "Available." Click, "Login as Patron" and enter your 13 digit library barcode number (no spaces) and your PIN (the last 4 digits of your phone number) in the box that comes up, and hit enter. Then click "Confirm" and "Continue" on the next two screens. If you have a guest pass, you would click "Login as Guest" and enter the numbers on the guest pass.

If all the computers are busy, you may reserve a computer using our reservation system. There are reservation computers at the Reference Desk and Circulation area. You will need to know your library barcode number and your PIN. The wait usually ranges from five to ten minutes, but varies according to demand.

## Printing at the Broome County Public Library

You will need either a Broome County Public Library Card or a guest card in order to print your work. Printing is 15¢ per page, and the money must be added to your library card in advance at the Circulation Desk. The exception to this is that those with guest passes must print at the print station located across from the Circulation Desk where the job can be paid for by feeding cash into the vending unit.

## Print from a Library Computer

It is best to use Print Preview in order to make sure you don't print something you don't want.

From the File menu, select Print Preview.

Use the scroll bar to check both the number of pages you will be printing and if any are blank. If everything looks good, click the printer icon.

### **OR**

If you need to print multiple copies, choose Print from the File menu to bring up the Print Option box.

From here you can control the number of copies and the number of pages to be printed.

Once you have made your selections, click Print.

In order to release the print job, you also need to say OK to the following two messages:

1. Click OK to how much your print job will cost.
2. Click OK to the printer station location. This will send the job to all three print stations.

You must say OK to both these messages – this is what releases your print job to the printer stations.

Your job will stay in the print queue for about an hour. When you are ready to retrieve your printouts,

take your library card to any of the three print stations. If you use one of the two print stations in the Reference Area, you must have money on your library card. If you don't have money on your card or you have a guest pass, you need to print at the print station located across from the Circulation Desk. You will be able to pay for your print jobs by adding money to the vending device.

\*\* it is best to lock your computer while you are away from it by clicking on the Menu option at the bottom left of the screen, and then choosing Hide My Screen. This will stop anyone else from using your computer until you return.

### **At the Print Station** (Bring your library card or guest pass):

1. Click on Print Your Work Here.
2. Type or scan your barcode number (from your library card) with no spaces, or enter the guest pass number.
3. Type in your pin number (the last 4 digits of your phone number or the number on the guest pass) in the next box.
4. Click OK.
5. Highlight your print job (by clicking on it).
6. Click print.
7. Choose your payment option ("Pay From AAM Deposit Account" if you have a balance on your card or "Pay From Vending Device" if you have a guest pass or a \$0.0 balance on your library card).

### **Wireless Access Instructions**

Use the software that came with your wireless card or computer to configure the settings and to verify a connection to the library's wireless network.

SSID (network name) = **bclibrary**