

How to use an unattended computer

1. Find an available Express or Public computer in the library. Available computers display a screen like the one below.



This computer is available for the maximum time of 1 hour, others may display less time.

2. Click to log on.

3. Accept the Terms and Conditions of use by clicking OK.

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4. Type your **library Barcode Number** in the **Logon ID** box and your **PIN** in the **Password** box

5. Click OK.

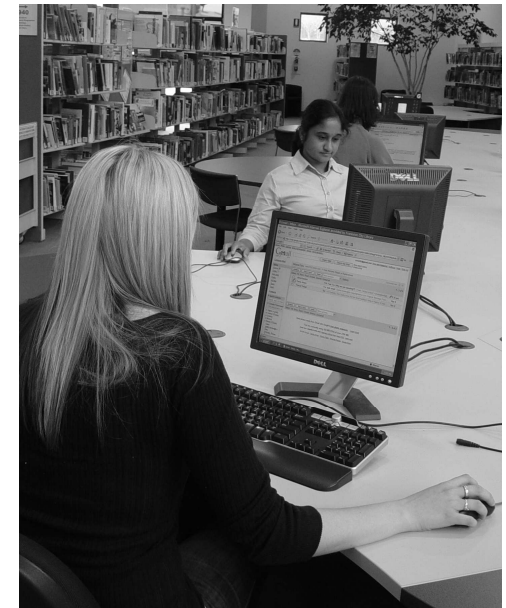


In this example you are now logged on to a Frankston Library service computer for up to 1 hour. You may choose to end your session at an earlier time.

Important – Remember to log out when you have finished using a computer so other people can use your left over time allocation!

Guide to Booking Computers @ Frankston Library

Now it is even easier to make an advance booking for a computer at Frankston Library Service. Simply follow these steps to access a range of software and the Internet.



You may make an advance booking on the dedicated computer located at Frankston and Carrum Downs Libraries, on any public PC or via the link on our Web site: www.frankston.vic.gov.au/library



Frankston Library: (03) 9784 1020
Carrum Downs Library: (03) 9782 0418

How to schedule a computer booking

You will need your **library barcode number** located at the bottom of your Frankston Library service card. You will also need to know your **PIN**.

If you do not have a **PIN**, staff will be able to assist you.

1. Double click the icon located on the desktop



Book a Computer

2. Type your **library barcode number** in the **Logon ID** box and your **PIN** in the **Password** box

3. Select a the Branch using the drop down arrow

- Frankston
- Carrum Downs

- a. Select the Computer Type
- b. Enter the booking time in minutes up to a maximum of 120 minutes.
- c. Select the Day of the booking.
- d. Select Time of the booking.
- e. Click the Reserve a Computer button.

4. Check the Computer Name you have been assigned and the Scheduled Time of your booking.

Please Note:

It is **NOT** possible to select individual computers. The Reservations module will assign the next available computer automatically in the type selected.

4. When you click OK you will be taken to the **Your Details** screen below.

Double check the booking Start Time, Duration and the assigned Computer Name.

If incorrect **Cancel** and return to **step 3**.

The Your Details screen also allows you to see **Most Recent Reservations**, **Sessions Completed Today**, **Minutes Completed Today**, **Maximum Scheduled Reservations Allowed** etc.

Membership No.	19026961	User Group	public
Alias	19026961	Card ID	
Sessions Allowed Today	Unlimited	Minutes Allowed Today	120
Sessions Completed Today	0	Minutes Completed Today	0
Total Sessions Completed	0		
Maximum Pending Scheduled Reservations Allowed			2

Start Time	Requested Duration	Computer Group	Computer Type	Computer	
26 April 2007 1:00pm	120 Minutes	Public PC	Public PC	Test PC	Cancel!

5. Write down your booking details if you need to do so and then ensure that you **Log Off**.

When the time for the booking arrives the booked computer will show the screen below.

Simply log on using your **library barcode number** and **PIN**.

You will have 15 minutes to log on from the beginning of your booking time. If you don't log on, then the computer will be made available for other users.