

Patron Easy Reference Guide

How To Log On:

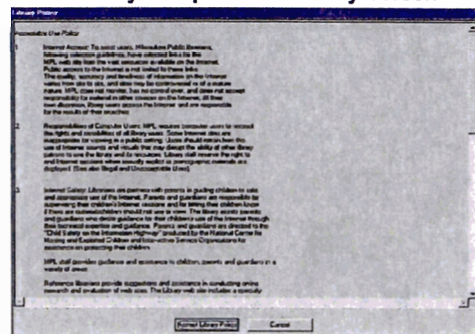
1) Enter **Library Card Number & Pin/Password** (if required) and **Click [OK]**. Password may either be patron self-created or existing patron PIN used to access the catalogue. Please verify with a staff member.

Log On Screen



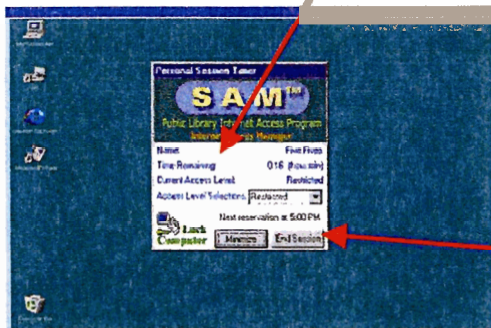
2) Upon initial log on, patron may be asked to accept the **Library Computer Use Policy**. If prompted, **Click [Accept]** in order to use the PC.

Library Computer Use Policy Screen



About Computer Session Time:

Once the user logs on, a **“Personal Session Manager”** appears. **Click [Minimize]** to move it to the taskbar.



- A countdown clock displays **“Remaining Session Time”**.
- An **“Inactivity Warning”** displays if a PC is idle for too long.
- **“Timeout Warnings”** display before a session will end.
- **Click [Lock Computer]** to temporarily lock your session (i.e. pick up a print job etc.). Note: *Your session time will still countdown.*
- The **“Library Is Closing Warnings”** display before the library closes.

*Always Click here to **[End Session]** when finished*

Important Privacy Notice

**The Library keeps no copy of user data
User data is automatically erased at end of session.**

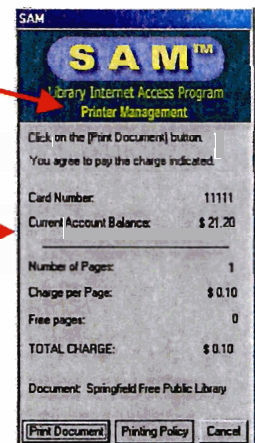
How To Print:

Click the print button as you normally do to print a document. The standard windows dialogue box will appear. Select how many copies you would like to print and **Click [OK]**. The **“Print Manager”** will appear. The user can either **Print** the document or **Cancel** the print job at this time.

**SAM always lets the user review charges prior to printing.
Review number of pages, price per page, and total charge.**

Click **[Print Document]**. SAM will print and record a charge in the user's account.

SAM automatically creates an Invoice (there is no charge for this page).
User should present Invoice with payment at the staff desk.



SAM always notifies the user before taking any action!