

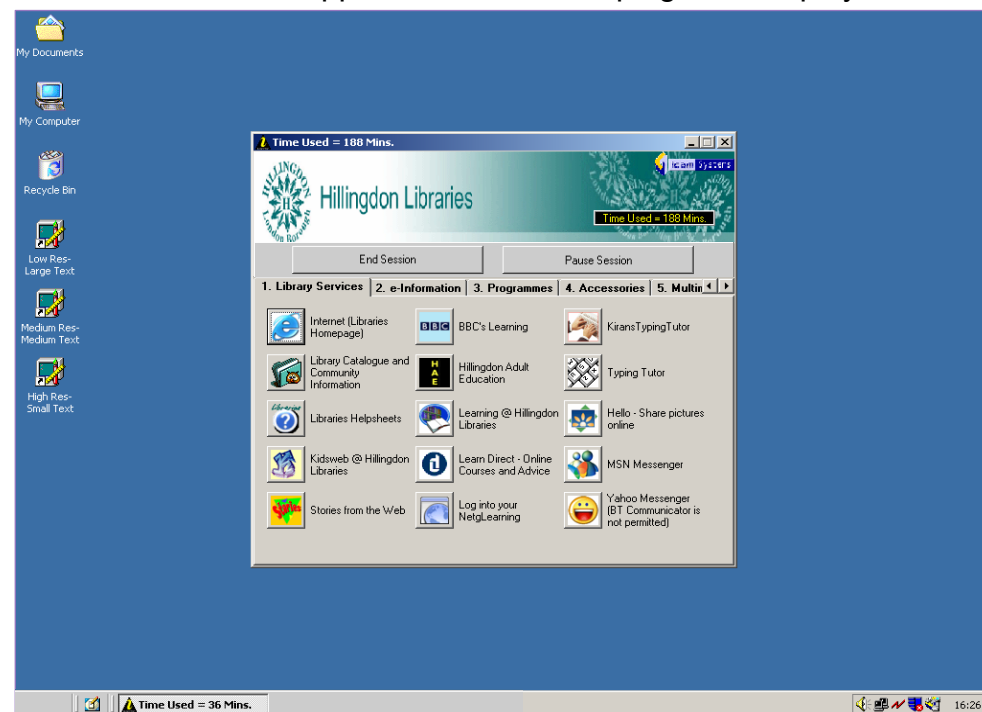
Getting Started: Using the Library PCs

- When you book a PC, at the library counter, the library staff will ask you for either your library card (if you are a member) or your last name.
- Once the PC is booked the library staff will tell you the number of the PC you have booked and its location. The numbers are displayed on or above the PC.
- In the pop-up box on the screen, type in your library card number or your last name (the name you gave to the staff), and click **OK**.



- Read and acknowledge our **Terms and Conditions** (Computer Usage Policy) by clicking on the green tick box with your mouse.
- DO NOT just press <Enter> as this will end your session.

- The PC will then become released and ready for you to use.
- The start button is hidden and instead there is a **Launcher Pad** which provides icons and links to a wide range of services, websites, software applications, viewers, plug-ins and players.



- The next few pages provide an insight into the software and services that are now available for **free** through all PCs in Hillingdon Libraries.
- Printing charges still apply - ask a member of staff for details.

Plug in your USB Pen Drive or Floppy Disk and access your documents via **My Computer**. **Note:** Any files you delete from your USB Pen Drive or Floppy Disk will be deleted straight away (they are NOT placed in the Recycle Bin) and will NOT be recoverable.