



Self Service Computer Reservation

Effective January 4th, 2010

Placing a reservation for a computer

Step One:

Go to the public self-service station in the computer lab and select “Reserve a Computer.”



Reserve a Computer

Welcome to PC Reservation

Welcome to the Longmont Public Library. Please select a menu choice and then follow the wizard screens to make your reservation. A reservation requires a library card or a guest pass. Please contact the staff lab monitor if you need further assistance.

Next Available PC

Future Reservation

Cancel

Longmont Public Library

PC Reservation
PC Access and Session Control

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Step Two:

In the welcome screen, you have two options:

- Choose “**Next Available PC**” to be put into the queue for the next computer that becomes free.
- Choose “**Future Reservation**” to place a reservation for sometime later—either later in the day or later in the week.

Step Three:

- If you asked for the next available computer, you will be prompted to scan or enter your library card number.
- If you asked for a future reservation, you will also need to enter the time and date that you would like to make the reservation.

Library Card Number

Next

Cancel

PC Reservation® Reservation Station
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Reserve a Computer

Library Card Number

Make Reservation

Find a PC in the following Area

(Any)

Select one of minutes

Assign the next available computer

Make a reservation for a future time

Today

At 12 : 30 PM

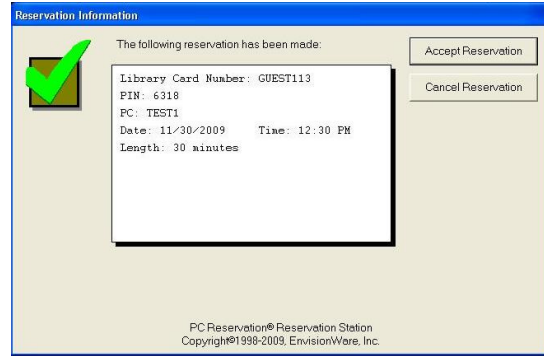
Cancel

PC Reservation® Reservation Station
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Click “Next” or “Make Reservation” to continue.

Step Four:

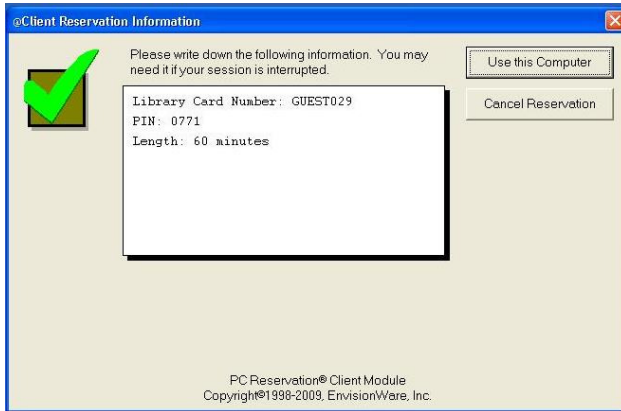
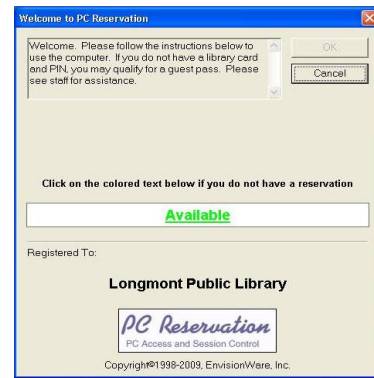
If the requested time and terminal are available, you will receive a confirmation. Click “**Accept Reservation**” to confirm the reservation. The reservation will tell you which computer station you have been assigned, when your reservation is scheduled, and how long your session will last.



Signing on to a computer station

Step One:

Walk up to an open computer terminal (or your reserved station at the scheduled time) and click on the colored status marker (which will display “**Available**” or “**Reserved**” depending on the situation).



Step Two:

Enter your library barcode number when prompted and click “**OK.**”

You will receive a confirmation window indicating how long your session will last. Click “**Use this Computer**” to begin.

Step Three:

You are now signed into the computer!

The **Session Information** window will let you know how much time you have remaining in your session.

When you are finished using the computer, click “**Done**” to end your session.

