

How to LOGON and use a Library computer

You need to have your **Library Card Number**. This is the long number on your library card above the barcode.

You also need your **Pincode Number**. This is usually 4 digits . To be sure the information (hotmail details etc) you store on the computer is secure - **DO NOT** - let anyone see your pincode.

Talk to a member of the library staff if you lose or forget your Pin Number.

THE LOGON SCREEN WILL LOOK SIMILAR TO BELOW

Insert your numbers here.

The cursor must be flashing in the box before you can type.

When you type in the Pincode box your code will display as asterisks - ****

The diagram shows a light blue rectangular area representing the logon screen. At the top, the text 'Card Number' is centered above a white rectangular input field. Below this, the text 'Pincode' is centered above another white rectangular input field. At the bottom of the screen, there are two white rectangular buttons: 'LOGON' on the left and 'CANCEL' on the right. Red arrows point from the text instructions on the left to the input fields and buttons. One arrow points to the top of the 'Card Number' field, another points to the left side of the 'Pincode' field, and two arrows point to the 'LOGON' and 'CANCEL' buttons respectively.

Left click to proceed or press the enter key

Left click to start again

The above will take you to your desktop where you can start using the computer programs.



How to “LOG OFF” (end your session)

It’s advisable to close all the programs you have “open” before logging off
“Logging off” will leave the Logon Screen ready for the next user

