

How to use the Computer Lab

**You must have a library card.
If you do not have one Please go to the
Circulation desk.**

1. Sign in on the KIOSK computer, KIOSK computer is located at the lab entrance, by typing in your Name and Library card number.
2. KIOSK computer will assign an empty computer to you, go to the assigned computer.
3. Click on Login in Button, Yellow key in lower left corner of screen.
4. Type in your complete library card number, using no spaces.
5. Read and agree to computer lab policy.

**Now you have access to the
Software and Internet**

Computer Printing Instructions

1. Click on File,
2. **Click on Print,
3. Click on Ok
4. At Pop Up Window type in a User Name (must be at least 1 character)
5. Go to Print Station

****We suggest you use Print Preview first!**

When using Word make sure you are using NORMAL VIEW**

**Print Station Instructions:
Cost of prints is 10 cents a page**

6. Click on Green Box – “Click here for job list” to see print jobs.
7. Type in User ID – (same as you used at computer)
8. Place money in coin-op machine. (located on right side of Print Station).
9. At Print Station List of Jobs screen click on the jobs you want printed (There will be a check mark in the last column when job is selected.).
10. Click on Print selected jobs button. (located bottom right corner of screen).
11. Pick up job off printer.

***Assistance can be requested from the
staff at Circulation or Reference Desk.***