

# Instructions for using the Self Service Station

This booking system will allow you to make PC bookings for the next available PC and/or in the next 7 days. Alternatively you can make a booking at any of the PCs (1 -12) for that PC only.

## Reserve A Computer

Options available are:

a) Next Available PC – Enter your library card number or guest pass number and PIN, then select a 60 minute PC ('Public Internet') or a 30 minute PC ('Public Internet – 30 minute').

or

b) Future reservation – Enter your library card number and select a 60 minute PC ('Public Internet) or a 30 minute PC ('Public Internet -30 minute), then enter the date and time you wish to book it. Select 'Make reservation', then enter PIN number to book.

A receipt will be printed.

## Release A Print Job

1. Enter your library card number and user PIN. View and select the jobs you wish to print.
2. Collect printout from the Xerox next to the kiosk.

**Note: You must have money charged to your account to enable printing.**