

# Instructions for using the Public Booking PC's

30 Minutes

The booking system will allow you to book this PC only. If you want to make a future booking please use the Self Service Station.

If the screen says **Available** then click the text and enter your library card number or guest pass number and PIN. 30 minutes will be allocated and your time may be extended in 15 minute blocks (if available) up to a total of 120 minutes.

If you need to leave the PC temporarily, use the **lock** feature by entering a password. Whilst the PC is locked the time is still counted towards your allocation.

When you are finished with the PC please select **Done**.

If you need to print, you need to add money to your account at the desk and then proceed to the **Self Service Station** and select **Release a Print Job**.