

STILLWATER PUBLIC LIBRARY LAPTOP GUIDE



Technical Support

This document is intended as a starter guide to introduce users to Stillwater Public Library laptops but is not comprehensive. Laptop users are expected to have basic computer and technical skills. Library staff cannot provide detailed technical support.

Turn on and charge the computer

The power button is on the upper right of the keyboard. Plug the power cord into the left side of the computer, in the port closest to the screen. The battery indicator light is on the lower right task bar on the screen. The headphone jack is closest to you on the left side. There are also two USB ports on that side that can be used for a memory stick, mouse, or other external device.



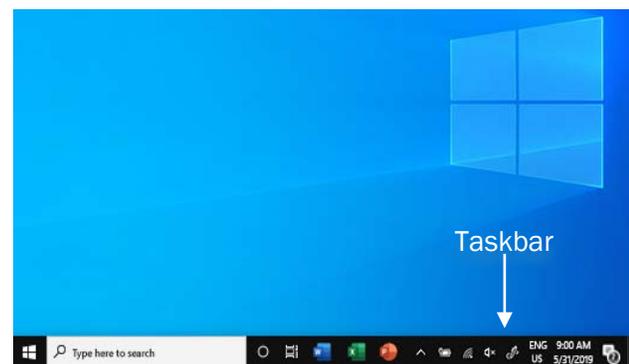
Ports & Slots

1. SD Drive | 2. USB2.0 | 3. VGA | 4. Noble Lock | 5. Power | 6. RJ45 | 7. HDMI | 8. USB 3.0 with PowerShare | 9. USB 3.0 | 10. Audio Combo

Connect to Wi-Fi

To access the Internet, connect to Wi-Fi. If you are using a library hotspot, instructions about how to connect to that hotspot are included with the equipment. The password for hotspots is *SPL_spot*.

- If you do not have a hotspot:
- Select the Network icon  on the taskbar.
- Choose the Wi-Fi network you want, then select Connect.
- Type the network password, and then select Next.



The network security key for the SPL-Guest network, available on the library's front lawn and 4th street parking area, is *stillwater guest* with a space between the two words.

Available Software

Laptops are running the Windows 10 Operating System. There are four browsers loaded: Firefox, Microsoft Edge, Internet Explorer, and Chrome. Staff recommends Chrome for most Internet use. Microsoft Office, including Word, Excel, and PowerPoint, is installed on the laptops. Additionally, Zoom and VLC media player are loaded. More programs may be downloaded, but it is the responsibility of the user to verify the safety of any program before downloading software.

Laptop and Internet Use

The Internet is not always a secure environment. Patrons handling activities that require confidentiality do so at their own risk. Illegal use of computer resources is prohibited. Examples of illegal use include, but are not limited to, the following: a) Attempts to alter or damage computer equipment or software; gain unauthorized access to resources or entities; b) Intentional propagation of computer viruses; c) Violation of software license agreements; d) Transmission or reception of speech not protected by the First Amendment; and e) Viewing material that violates federal, state or local laws or regulations.

Printing

The library will provide up to 10 pages of printing when you return your laptop. Because of the nature of the laptop lending program, all 10 pages are final and there is no option to revise them on the day of pick-up. Printing requests must be received one hour prior to your scheduled return appointment.

Attach a document and email it to our printer:

For black and white: washcolib-sw-bw@printspots.com

For color: washcolib-sw-color@printspots.com

Upload a document to print:

- Visit www.PrinterOn.com
- Select "Where Can I Print?" in the top navigation bar.
- Use the Directory to find WashCoLib Stillwater Public Library.
- Select Black/White or Color.
- Enter an email address to identify the print job.
- Upload a file and select the print icon.

Saving

The laptop will temporarily save any changes and documents you have saved to the computer, but the hard drive will be wiped clean once the device is returned. Please save any work to a personal storage device or service.

Laptop Care

Keep laptops safe from water and other liquids and take care not to drop it. Please do not leave laptops unattended. You are solely responsible for the laptop while it is checked out to you, and you will be accountable for any overdue fines, damage, loss or theft.

Return

Laptops may not be returned in book drop bins. Note time of your scheduled return appointment and return the laptop at that time to staff. Call 651-275-4338 if there are questions about your return time.

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