Tips for successful printing:

- Use Print Preview to make sure you are only printing desired pages.

- Make sure that you have selected either the black and white (single or double-sided) or color printer before sending the print job.

- The coin/bill machine takes $1 and $5 bills, as well as change. A maximum of $10 can be deposited at a time. Dollar and 50¢ coins are not accepted.

- No single print job costing more than $10 can be successfully printed using the coin/bill machine. Please try to send the job in smaller pieces or see a librarian for assistance.

- Due to current software limitations, complex graphics may take an extended amount of time to print. If possible, please limit the file size when printing graphics to keep from tying up the printer.

- If you need to print with labels, special paper or an envelope, please see a librarian for assistance.
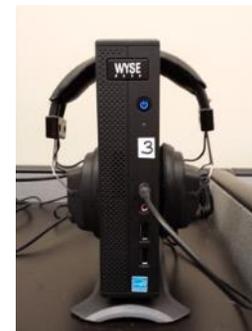

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Public Computer

Help Guide

PC Reservation
PC Access and Session Control

LPT:One™
Print Cost Management

The Basics

- A UHLS library card (in good standing) is needed to login to an internet computer.
- Guest passes are available for $1 to non-cardholders. Picture ID is required to purchase a guest pass.
- You will need to agree to the library's Internet Policy at login to be granted access.
- People under the age of 16 will be allowed access if a parent/guardian signed a permission slip.
- People under age 12 need to use the computers in the children's room.
- Each patron receives 2.5 hours of computer time per day, which can be used all at once or in multiple sessions.

Is the Computer Available?

- If you see a **red background**, the computer is not yet ready.
- If there is a login box, it should already have a user and password in the box. Click log on/OK. The green background should eventually appear.
- If there is no box, or the box is empty, click the start icon on the lower left and log off. The computer will log back in automatically and the green background should appear.
- If the above steps do not work to get to a screen with a green background, see a reference librarian for assistance.
- If you see a **green background**, you are ready for the next step (logging in).

When there are NO available computers:

- Use the print/reservation station located at the reference desk and enter library card number and last name.
- You will be assigned the next available computer and a start time. When your assigned computer is available, just enter your library card number and last name at that computer to begin your session.
- Your reservation will expire if you do not log in to that computer within 10 minutes from start time.

Logging In

- Go to a computer with a green background and move the mouse.
- To sign in as a patron, enter your library card number and last name. To sign in as a guest, enter your guest pass number.

Your Session

- The default session length is 1 hour.
- If your computer is not reserved, you will be asked (5 minutes before the session ends) if a 15 minute extension is desired. Extensions continue up to the daily allotment of 2.5 hours.
- If you need to leave the computer, click "other options" on the timer bar and choose "hide my screen." Create a password. The timer will continue to count down while your screen is hidden.
- If your computer is inactive for 15 minutes, the session will end.
- When you have finished your session, click "**end session**" on the timer bar. This will ensure that your remaining time is saved and your browsing history is erased before the next user.

Printing

- Get a print-friendly page via File > Print, printer icon (for PDF or web page), or Ctrl+P to send a print job.
- Wait for a price confirmation. **If you do not confirm, your print job will be canceled.**
- Take your card or guest pass to the print release station at the reference desk and scan the barcode.
- Click on the job(s) to be printed and click print.
- **Insert money** (bills or coins) into the attached payment machine: 15¢ for black/white, 30¢ for double-sided black/white, 50¢ for color
- The machine can take up to $10 at a time. If your print job costs more than that, you will need to send it to print in smaller batches and release them separately.

Please note: You can send your print jobs as they are completed, and wait to print until they have all been sent. Once you have sent them to the printer, they will be saved until closing, and can all be printed simultaneously.

Computers and printers will automatically shut down 10 minutes before the library closes.