

# Enjoying the Computer Center



**2200 Pioneer Avenue, Cheyenne**  
**307.634.3561 • LaramieCountyLibrary.org**

**Monday - Thursday: 10AM-9PM**  
**Friday - Saturday: 10AM-6PM • Sunday: 1-5PM**



2/2013

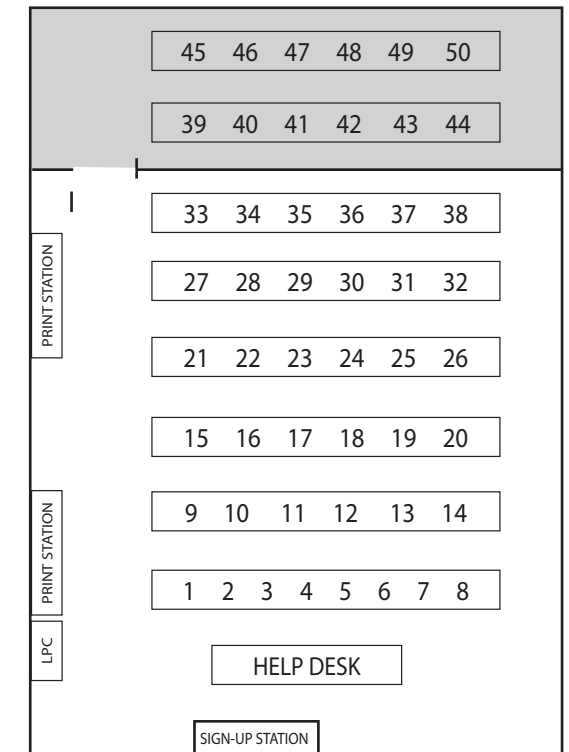
## GETTING STARTED

- Go to the Sign-Up Station.
- Enter your library card number and PIN.
- The Sign-Up Station will assign you a computer - click Sign Up.
- When your computer is ready, go to that station and re-enter your library card number and PIN. (Your PIN defaults to "WYLD" until you change it.)
- Your session will last 30 minutes - be sure to save your work prior to the end of the session. You get automatic 30-minute increases when no reservations are pending.
- Please don't touch the screens - doing so can cause permanent damage.
- When done, log-out of your session but leave the PCs powered "on" for the next user.
- To print, click "File/Print" or the print icon in the program you're using.
- Go to the Print Release Station, which is by the glass wall in the room.
- Follow instructions on the screen. You will need to have money on your account (through your library card) to print.
- Pick up your copies at the designated printers.

## HELPFUL HINTS

- **LIBRARY CARD & PIN:** You need to have your library card to access the computers in the Computer Center. Your PIN defaults to "WYLD" when you first get your card. Please change this as soon as possible, preferably to a four-digit PIN.
- **VISITORS:** Visitors can obtain a special guest card for \$1 (good for one day) available at the Computer Center's Help Desk.
- **COMPUTER ASSIGNMENT:** Once you sign in, you will be given the next available computer. If all stations are taken, computers are assigned in order of reservation. Please inquire at the Help Desk if you have any special needs.
- **LIBRARY CODE OF CONDUCT & INTERNET POLICY:** When you log on, the Code of Conduct and Internet Policy will provide valuable information about library conduct, including Computer Center usage.
- **COMPUTER ASSISTANCE:** The Help Desk staff offers assistance with logging onto a computer, locating programs, and solving technical difficulties, but cannot provide in-depth individual instruction. To help you, Laramie County Library System offers various computer classes and has reference manuals for many programs; just ask us for details. Also, many programs have "help" options to guide you through the troubleshooting process independently.
- **SAVING YOUR WORK:** When creating your own documents, save your work often; our computers automatically remove all work when the computer reboots at the end of a session. Save your documents onto your own thumb drive or CD before the computer reboots at the end of your session.
- **TIME:** You receive a 30-minute session, and you are welcome to sign up again for additional sessions. If you are working on a task that cannot be saved and requires additional time (online tests, job applications or downloading major files), the Help Desk staff may be able to extend your time. You get automatic 30-minute increases when no reservations are pending.
- **PRINTING:** Printing is \$.10 per page; and color printing costs \$1.00 per page.
- **CONVERSATIONS & PHONE CALLS:** Please limit conversations and noise while in the Computer Center, and use language appropriate to all listeners when you talk.
- **BEVERAGES:** You may enjoy beverages with a secure lid in this room. Otherwise, please leave your beverage at the Help Desk.
- **LIBRARY PAYMENT CENTER (LPC):** Add money to your account using the LPC. You can then print from the computers, simply by using your library card number.

## Computer Center Map



## The Computer Center offers 50 public computers featuring:

- Internet access
- Microsoft Office 2007 including Word, Excel, Access, Publisher and PowerPoint
- Library catalog
- Photo editor
- CD burner
- Resume wizard
- Encyclopedia Britannica Online
- Web design software
- Software for those with visual disabilities
- Tutorials on how to use a mouse
- and so much more!

**If you have any questions,  
please ask the staff at the Help Desk.**