# UBC LIBRARY LOANER LAPTOP USAGE FAQS

0. **IMPORTANT**! BEFORE USING THIS LAPTOP…

- ➢ Please be advised to *always* click on the icon on the Desktop named "<mark>**Connect to Wireless Network**</mark>" and follow the on-screen instructions to connect to the UBCSecure wireless network, and allow the computer to pre-configure various settings:
  - ▪ Active wireless internet connection
  - ▪ Automatic licensed use of installed software
- ➢ Please be advised that all usage of this laptop is subject to University's policy on responsible use of IT Facilities and Services, and the network traffic may be monitored.
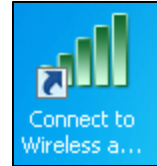
1. HOW DO I LOG INTO THE LAPTOP?

- ➢ This laptop will automatically log into a usable account for the patron.
- ➢ If your computer goes to sleep or hibernates, you may see the logon screen, just **click on the "Patron" icon or "Switch User" to automatically log into the account**.

2. WHAT HAPPENS TO MY FILES WHEN THIS LAPTOP IS RETURNED?

- ➢ This laptop *will be wiped* and rebuilt every time it is returned to the Library, and all files on this laptop *will be deleted*. Therefore, please <mark>**back up all your work to external storage devices**</mark>, such as the USB flash drive, optical media, or online storage services(including e-mail), before you return this laptop.

3. HOW DO I CONNECT TO THE WIRELESS INTERNET?

- ➢ Double-click on the icon on the Desktop named "**Connect to Wireless Network**".
  - ▪ Follow the on-screen instructions to connect to the UBCSecure wireless network.
- ➢ Or, alternatively, you can connect to the UBCVisitor wireless network.
  - ▪ Open the web browser, read through the Wireless Use Policy, and enter your e-mail address at the bottom to connect to the UBCVisitor network.
  - ▪ If you want to connect to the UBCSecure network, please go to http://autoconnect.it.ubc.ca.

4. HOW DO I PRINT TO THE PUBLIC PRINTERS?

➤ You will first need to connect to the internet, whether by following the "**Connect to Wireless Network"** utility on the Desktop, or manually.
➤ Once you have an active internet connection, please visit the following links for further instructions:
  ▪ Students/Faculty/Staff: http://services.library.ubc.ca/computers-technology/copy-print-scan/pay-for-print-students-faculty-staff/
  ▪ Visitors/Guests: http://services.library.ubc.ca/computers-technology/copy-print-scan/pay-for-print-visitors-guests/

5. HOW DO I ACTIVATE WINDOWS/OFFICE?

➤ You will need to double-click on the icon on the Desktop named "**Connect to Wireless Network**" and follow the on-screen instructions to connect to UBCSecure. Windows/Office will be activated in the process.

6. CAN I DOWNLOAD AND INSTALL SOFTWARE ON THIS LAPTOP?

➤ Yes, this laptop will be wiped and reloaded every time it is returned to the Library, and you have full administrator access to this laptop.
➤ Please be advised that all usage of this laptop is subject to University's policy on responsible use of IT Facilities and Services, and the network traffic may be monitored.