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

- Please be advised to **always** click on the icon on the Desktop named “Connect to Wireless Network” 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 **back up all your work to external storage devices,** 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](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/](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/](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.