

# LIBRARY PC BOOKING SYSTEM

## INTRODUCTION

In response to user requests to increase availability of our student access PCs, we are implementing a PC Booking application across all of our Campus libraries. This application controls PC session lengths and gives opportunity to book a PC in advance. For your convenience, walk-up 30 Minute Express PCs will be available for quick tasks along with book-able 2 Hour Use PCs for more extensive work.

There are two major components to the new system:

- Session Management
- PC Booking

## SESSION MANAGEMENT

There are two types of session length

- 2 hours – this session can be extended for an extra 1 hour as long as no-one needs the pc
- 30 minutes – this session cannot be extended and are only intended for quick printing or checking of email

**Using a PC at the Campus Libraries will remain much the same as it always has, but there are a few new things to be aware of:**

- Log into the PC by pressing **Ctrl + Alt + Delete** on the keyboard and type in your **Active Directory (AD) Username and Password**
- You will receive warning messages at **10, 5 and 3 minutes** before your session ends. The PC will automatically log you off and reboot at the session end
- If you leave your computer unattended for **15 minutes** during a session, the PC will automatically log you off and reboot



*PC login screen*

## PC BOOKING

From the beginning of **second semester** you will be able to pre-book access to a computer via a web interface. In order to ensure fairness, the following guidelines apply

- Bookings can be made up to **7 days** in advance
- Users are limited to **3** outstanding bookings at one time
- Your booking will automatically be cancelled if you do not turn up within 10 minutes of your booking start time
- You cannot book a PC on behalf of another person