

What software is on each computer?

Catalog Computers

Search the catalog from any computer in the building. Special catalog-only stations are located throughout both floors of the library.

All Computers (Except catalog)

All have the following default software. See other lists for additional specialty software.

Library Catalog & Databases
Internet Explorer (Internet)
Mozilla Firefox (Internet)
Microsoft Office Professional
Word 2007
Excel 2007
PowerPoint 2007
Publisher 2007
Access 2007
Movie Maker 2
DVD & Music Player
CD Burning Software (Roxio)
Corel PhotolImpact X3

1st Floor – Kids’ Library North

(First-come, first-served-no reservation)
Educational Games for young kids

1st Floor-Kids’ Library South

(May be reserved with an EPL card)
Educational Games for older kids.

A note on filtering:

In compliance with the federally mandated provisions of the Children’s Internet Protection Act, the Elmhurst Public Library filters all Internet access. Computers on the first floor in the Kids’ Library are filtered for more categories of information than on the second floor.

In accordance with the Supreme Court ruling on this legislation, anyone over the age of 17, with a valid photo ID, who needs to view a site for research purposes should ask a librarian at the second floor Information Desk to change the filtering status.

Chat, Instant Messaging, and social networking sites are not available for minors ages 0–13-years-old on library computers.

For details, visit www.elmhurstpubliclibrary.org.

2nd Floor Information Commons & Teen Area

(May be reserved with an EPL card)
Mavis Beacon Teaches Typing

2nd Floor Creative (Art) computers

(May be reserved with an EPL card)
Adobe Creative Suite, Master Collection
Acrobat 8 Professional
After Effects CS3 Professional
Contribute CS3
Dreamweaver CS3
Encore CS3
Fireworks CS3
Flash CS3
Illustrator CS3
InDesign CS3
Photoshop CS3 Extended
Premiere Pro CS3
Soundbooth CS3
HP Scanning (Photos/Graphics/Negatives/Slides Scanning)
OmniPage v16 (Text/OCR Scanning)
FTP
DVD Burning

2nd Floor–Accessibility

Dragon Naturally Speaking
JAWS Professional
Open Book
Zoom Text

2nd Floor–Assistive Technology Room

(May be reserved with an EPL card)
Boardmaker for Windows
Dragon Naturally Speaking 8.0
JAWS Professional
Kurzweil 3000
Write Outloud
Zoomtext
Magic Touch screen enlarger/touch screen
Headphones with microphone
Scanner
Powered adjustable-height workstation

Computer classes are offered in the computer lab.

Using Computers at the Elmhurst Public Library

The Elmhurst Public Library (EPL) has 70 computers available to the public as well as internet plug-ins and a wireless network throughout the building. To use the library’s computers you must have ONE of the following:

- an Elmhurst Public Library card **-OR-**
- a library card from another public library which has been registered to check out items at EPL **-OR-**
- an EPL Guest computer use card available at the Checkout Desk

Please ask library staff if you need assistance.

How do I log on?

1. Enter your **Library Card Number & PIN/Password**. Click **[OK]**.

What is a PIN? A PIN (Personal Identification Number) is a **self-created** password that can have numbers and/or letters in it. Be sure to create a PIN that you will remember.

2. After you log on, you will be required to accept the **Library Internet Use Agreement**. Read the policy and click **[Accept]** in order to use the computer.

STAFF HELP

INFO18

the Elmhurst Public Library

To use this computer enter your information below, then click OK to log in.

Library Card Number: PIN:

powered by SAM

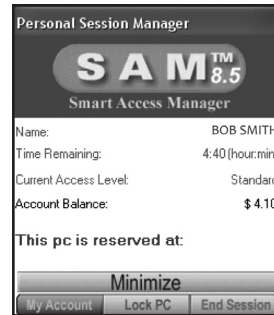
Elmhurst Public Library

125 S. Prospect Ave., Elmhurst, IL 60126 • 630-279-8696 • www.elmhurstpubliclibrary.org

How long can I use the computer?

Elmhurst Public Library cardholders may use the computers for up to eight hours a day in two-hour sessions on the second floor and 60-minute sessions in the Kids' Library. Guests have up to three hours a day in 60-minute sessions on the second floor and 30-minute sessions in the Kids' Library. You must log on again after each session ends.

1. Once you log on, a “**Personal Session Timer**” window appears. (See right.)
Click [**Minimize**] to move it to the taskbar.
 - A countdown clock displays “**Time Remaining.**”
 - An “**Inactivity**” warning displays if a computer is idle for too long.
 - A “**Timeout**” warning displays before a session will end.
 - A “**Library Is Closing**” warning displays before the library closes.
2. Click [**Lock Computer**] to temporarily lock your session (e.g. pick up a print job, etc.).
Note: *Your session time will still count down.*
3. Always click [**End Session**] when finished to prevent other people from using your account.



NOTE: To protect your data, please transfer it to a portable storage device or e-mail account. Flash drives/memory sticks are recommended. There are no floppy drives on the computers. All data is automatically erased from computers at regular intervals.



How do I print?

1. Choose File-Print from the menu bar. The standard Windows dialog box will appear. Select the printer you would like to use. Both black & white and color printers are available. Choose the number of copies you would like to print.
Click [**OK**].
2. The SAM “**Printer Management**” window will appear. See left. You can either **Print** the document [Print Now] or **Cancel** the print job [Don't Print] at this time.
SAM always allows you to review charges prior to printing. Please check the number of pages, price per page and total charge.
3. Click [**Print Now**]. SAM will print your document, and it will deduct the amount from your library card account.



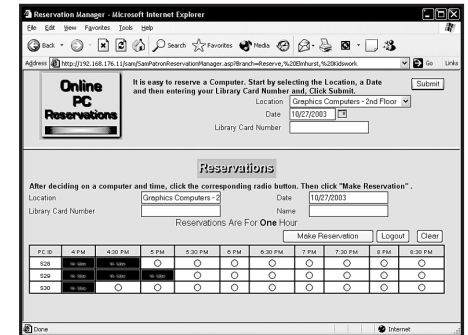
How do I pay for printouts?

You use your library card account to pre-pay for computer printouts. You can add money to your account at machines located on the first floor and second floor or at the Checkout Desk.

Simply print as you normally would. A box will pop up showing your balance. Printouts are 10¢ for black & white and 50¢ for color.

How do I reserve computers?

1. EPL cardholders can reserve a computer from any library catalog computer in the building. Click [**Reserve a Computer**] from one of the library catalog computers.
2. Select the location of the computer and date. Enter your library card number. Click [**Submit**].
3. Click a radio button to select the time you'd like.
4. Click [**Make Reservation**].



How do I use my laptop?

Plug-in

Elmhurst Public Library is 802.3 compatible running an Internet Protocol (IP) based network. You can find plug-in locations in tables, in carrels and near lounge chairs throughout the library.

- **You will need:** a laptop computer, Network Interface Card (NIC) with an RJ45 Connector and a Category 5e Ethernet cable.
- Set your computer's operating system (Windows, Macintosh OS, Linux, etc...) to use the following convention: IP to use DHCP.
- For Windows laptops, under TCP/IP Properties click [**obtain IP address automatically**].

Wireless

Elmhurst Public Library is 802.11a and 802.11b compatible.

- **You will need:** a laptop computer with a wireless Network Interface Card (NIC) configured to use the library's Internet connection.
- Set your wireless device's software using the following configuration:
 - Mode: **Infrastructure** (the connection method)
 - SSID: **ElmLib** (the name of the wireless network—case sensitive)
 - WEP: **disabled** (disables Wired Equivalent Privacy)
 - IP or network settings: **DHCP enabled or obtain IP address automatically.**

Printing

You cannot print to an Elmhurst Public Library printer from a laptop.

Security

WiFi (wireless access) poses the same risks to your personal information as other Internet connections.

NOTE: While library staff will try to help when you need technical support, they are not responsible for your equipment. Please refer to the owner's manual for your equipment.