



## **Quick Reference Guide: Library Computers and Wi-Fi**

The Ridgway Public Library offers free computer, internet, and Wi-Fi access and maintains CIPA compliance. All patrons or visitors must abide by the internet and computer use policies before using any library technology or internet service. See the staff member behind the circulation desk for a copy of these policies and to sign-in for computer use.

### **Can I bring my own device? How Do I connect to the Wi-Fi?**



- Yes, the Wi-Fi is free to use.
- “RPL Public Wi-Fi” is an unlocked/open network connection. Click on the Wi-Fi symbol to ensure this is the correct network.
- Open your favorite internet browser, and “accept” to the library’s internet and computer use policy on the splash screen.
- Users must accept the library’s internet policy splashscreen to continue to the internet.

### **Desktops and Laptops**

- All patron computers are free to use. If you have a preference of a laptop or desktop before you are assigned to a computer by the library staff, please let us know!
- The Microsoft Office Suite is available on all library computers.
- Video-calling capabilities are available on all library computers.
- The Ridgway Public Library offers accessible tools and technologies for your needs. For example, if you prefer to use a mouse while using the library laptop, ask the staff member behind the circulation desk. The library also has a large-print keyboard for use.

### **Troubleshooting Tips**

- Restart the computer/laptop if the screen or browser freezes. Click on the “start” windows icon on the bottom left of the computer’s desktop. Go to “power” and “restart” or “shutdown”.
- Perform a manual shut down if the computer is not responding. Do this by holding down the power button.
- Notify the library staff if the printer toner is low or if a notification pops up on the computer when you try to print.
- Notify the library staff of any computer or internet issues while you are using it.