Santa Fe Public Library Laptop Quick Start Guide

1. Turn on computer. Press the enter key to open the login page.

2. Choose SFPLUser

   Password: TechConnect

Connecting to the internet:

1. Click on the small world icon at the bottom right to see available networks.

2. Choose the wifi network you want to use.

3. Enter wifi network passwords.

4. Done, enjoy the web!

Available Programs and Browsers:

Windows 10 OS

Microsoft Office Suite

Acrobat Reader DC

Photos

Google Chrome

Firefox

Zoom, Skype, Webx, & more!

Important things to remember:

1. Please fill out the survey on your experience with the Santa Fe Public Library's Tech Connect program at: https://tinyurl.com/SFPLTechConnect.

2. **Save your work!** Save any documents or items you are working on to a flash drive or cloud/Internet based drive such as Google Drive.

3. When turned off or shut down, not just put in sleep mode, the computer will delete all information and reboot. So, **save your work!**

4. Do **not** return the laptop to a book drop. You must return it to a staff member. Returning to a book drop will result in suspension of technology borrowing privileges and $25.00 fine. The fine **cannot** be waived.

5. No renewals are allowed on technology. There is a five-day grace period before fines will be assessed. Fines accumulate at $5 per day for late returns and **cannot** be waived.

6. If technology items are overdue, your library account will be locked until they are returned.

7. If laptops are not returned after three months, a police report will be filed for retrieval.

8. Call the Reference Dept. for any questions and assistance: Main Library, 505-955-6781;

La Farge, 505-955-4862; Southside, 505-955-2820

Santa Fe Public Library
Community Services Department, City of Santa Fe, New Mexico

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