

Santa Fe Public Library Laptop Quick Start Guide

1. Turn on computer. Press any button or key to open the login screen.
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 Wi-Fi network you want to use
3. Enter Wi-Fi network passwords
4. Done, enjoy the web!

Available Programs and Browsers:

Windows 10 Microsoft
Office Suite
Adobe Acrobat Reader
Photos
Chrome
Firefox
Edge
Zoom, Skype, Webex, & more!

Important things to remember:

1. **Save your work!** Save any documents or items you are working on to a flash drive or a Cloud/Internet-based drive such as Google Drive.
2. When shut down (not in sleep mode), the computer will wipe all information. **Save your work!**
3. Do **not** return the laptop to a book drop. You must return it to a staff member.
4. There is a five-day grace period before fines will be assessed. On the sixth day overdue, a \$30 fine will be added to your account and **cannot** be waived.
5. If technology items are overdue, your library account will be locked until they are returned.
6. If laptops are not returned after three months, a police report will be filed for retrieval.
7. Call the Info Desk for any questions and assistance: Main Library: (505) 955-6781; La Farge: (505) 955-4862; Southside: (505) 955-2820



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