

Internet Use Procedures

- In order to use one of the library's computers it is necessary to have a current library card. Troy-Miami County Public Library cards are issued to residents of Ohio, regardless of residential city. If you are temporarily in Ohio, you may qualify to use a guest pass.
- Patrons with \$10 or more in fines are prevented from using library computers.
- Library computers are available for 60 minutes at a time with a limit of two sessions per day, space permitting.
 1. To sign up for the use of a library computer, enter your library card number and PIN into the Computer reservation center.
 2. Choose a session length:
 - a. Express computer session runs for 30 minutes; cannot be renewed by patron.
 - b. Internet computer session runs for 60 minutes; can be renewed if there is no pending reservation for the computer.
 - c. You will receive a receipt with your pending computer reservation; the computer number and reservation time is on the receipt.
 - d. At your computer reservation time, you will log into the reserved computer using your library card number.
 - e. A pop-up box, in the lower right-hand corner of the monitor, shows the session timer.
 - f. If you need to step away from the computer during your session, for privacy and security reasons, please lock the computer using the session timer box. To unlock the computer, re-enter your library card number.
- In addition to the internet, the library computers have Microsoft Office software and many research databases.
 1. Library staff can answer general questions as time permits.
 2. To receive specialized assistance, it is necessary to set up an appointment with library staff.
- It is recommended that documents be saved to a flash drive. The computer has software that wipes the hard drive clean when the computer session ends.
 1. Flash drives are available at the check-out desk for \$10.00 each.
- To use the wireless internet service:
 1. Click on TMCPL name in the internet connection box on your device.
- Filters are not foolproof; sites may slip through controls and at other times, filters may block unintended sites.
 1. To request a site be unblocked or blocked, please fill out the "Website Filtering Reconsideration Form," it is available upon request or can be downloaded from the library's website.
 2. Turn the "Website Filtering Reconsideration Form" into a library staff member.
- Adult patrons (18 and over) have the right to request content filters be disabled, without justification, in a timely manner.
 1. To temporarily unblock all content, please ask a library staff member.

- Coin-operated printing in black and white or color is available.
 1. To print from a library computer:
 - a. Choose the print function for the item you want to print.
 - b. Choose to print in Black and White at 10¢ per page, or Color at 30¢ per page.
 - c. Choose how many copies you need.
 - d. Select the print job(s) you wish to print; click OK to print or Cancel to cancel the print job.
 - e. *At the Print Station*, scan your library card, click OK.
 - f. Choose the print job(s) you wish to print.
 - g. Deposit your coin/bill into the vending machine, then click Pay from Vending Device. Click OK. The job(s) will then be released to the printer.
 2. To print wirelessly from your device:
 - a. Method 1: Send as Email Attachment
 - i. Login to your email account and send/forward an email with the document to be printed as an attachment to one of two printers:
 - Black and White: tmcpl-mainbranch-blackandwhite@printspots.com or
 - Color: tmcpl-mainbranch-color@printspots.com
 - ii. This will send your print job to the Print Station located by the Information Desk.
 - b. Method 2: Upload to Web Portal
 - i. To get started, visit www.printeron.net/tmcpl/mainbranch.
 - ii. Select one of the library printers and enter your email address.
 - iii. Select document:
 - If printing from a website: copy and paste the website's URL into the text box.
 - If printing a document from your computer: click Browse and locate the file.
 - i. Click the green print button. This will send your print job to the Print Station located by the Information Desk.
 - c. Pick up your print job(s) at the Print Station
 1. At the Print Station, enter your email address.
 2. Select the print job(s) you wish to print and click Print.
 3. A window will pop up the total cost of the print job(s).
 4. Deposit your coin/bill into the vending machine, then click Pay from Vending Device. Click OK. The job(s) will then be released to the printer.

For privacy reasons, print jobs are deleted at the end of the day.