

How Do I?

1. Connect to the Wi-Fi?
 - a. Open the network connections menu on your device – for most devices it looks like the signal level on your cellphone. Often in the lower right hand corner.
 - b. You will see a list of networks.
 - c. Open “VGPL guest.” There is no password.
2. Print from my device?
 - a. You can't
 - b. Printing can only be done using one of our networked patron computers
 - c. You should be able to email the document to yourself/save it to a flash drive, open the same on our computers and print
3. Print from a library computer?
 - a. Open the document
 - b. Go to the file menu
 - i. Upper left hand corner of document
 - c. Select print
 - d. A print menu should open
 - i. Printing defaults to double sided
 1. If this is not what you want, select preferences and where it says 2-sided, click on the box and select single sided
 - e. If it is a document from your email, make sure it is downloaded before you try to print
4. Check out an e-book?
 - a. Log into your library account.
 - i. Library card number and phone number or password.
 1. If you've created a password, you can't use your phone number.
 2. If you've forgotten your password, library staff can clear it so you can create a new one, but cannot retrieve it for you
 - b. Search for the material you want as you would any other library item
 - c. Select it
 - i. Check out limits
 1. E-books
 2. E-Audio
 3. New Items
 4. Reserves
 - d. Follow the instructions for checking out and transferring to your device
5. Library staff will not physically handle patron devices. If you need more assistance than this instruction sheet offers, we will try to assist you while maintaining social distance. If we cannot, we direct you to the following websites for assistance.