

Thin Client User Guide

Printing:

Select File / Print and select a print destination:

A – Physical printer – Select the object labeled **PTxxx0x (redirected xx)**. The printer may be located in another area if it is Networked or it should be located by the monitor.

B – PrimoPDF – This will create a PDF file. Select a location to save the file after clicking 'Print' (It may be necessary to click 'ok' several times to complete the process, even if it indicates that the process is not allowed.)

Using a Flash Drive:

Insert the flash drive into the front of the Desktop Unit, then:

- 1 – Click **Start** / Computer.
- 2 – A dialog box will be displayed. Double-click the Computer folder and a folder labeled USBDRVS on LSxxx## should appear.
- 3 – Double-click that folder and your flash drive 'name' will be listed. The most common name used is noname although other variations may appear including the manufacturer name.
- 4 – Double-click the 'name' and the files and folders on the flash drive will appear.
- 5 – Hit Refresh (F5) if the folders or files don't appear initially. It may take some time to appear.

Save a file:

Click File / Save As – this will open a dialog box allowing you to navigate to your flash drive as above. Then navigate to the folder desired to save the file.

Warning: There is no eject function. Verify that the files have been saved and the light is not flashing before removing the device.

Changing Keyboard Characters for Different Languages:

An icon can be found at the bottom left on the Task Bar to change language characters on the keyboard. Make the change by clicking the icon and then the appropriate language. In some cases, it helps to have the associated keyboard. This change only impacts '**keyboard input**'. Web pages can be viewed in different languages **only** if they have been provided in the desired language.

Using a mailto link:

Right click the link and 'Copy Shortcut'.

Open your web-based email client (Yahoo, Gmail ...) and Compose a new message.

Paste the shortcut in the To: field and **remove** the leading '**mailto:**'

Viewing a file, document, database or application:

When you click a hyperlinked file, the appropriate application or add-on will be launched to view the file. If a message indicates that the viewer is not available, report the information to the Reading Room Staff or on the survey.

Changing sound or magnification:

Sound – use keys in the upper right-hand of the keyboard.

Magnification – use Ctrl + '+' or Ctrl + '-' key combinations OR the 'zoom' feature of the application.

Deleting your session data:

To delete your session data (search history, cookies, and temporary internet files), you should terminate your session in one of the following ways:

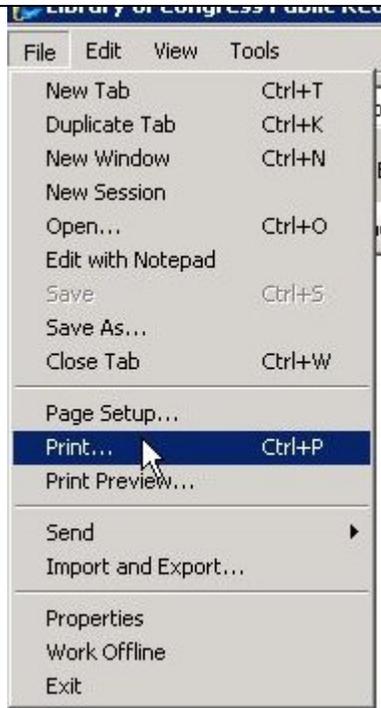
- 1 – Control + Alt + Delete. Then click Logoff.
- 2 – Click Start / Logoff.

Resolving Issues:

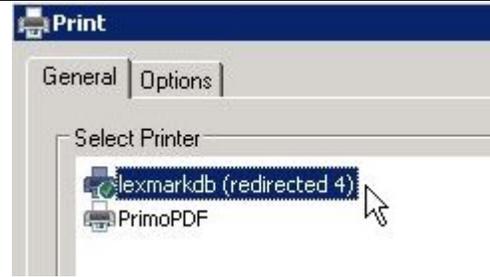
1. Move the mouse to create activity.
2. Do a Power off (Control + Quarter Moon Key) – maintains any saved data.
3. Stuck Keyboard – Power off

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Printing to Paper



Click File / Print.

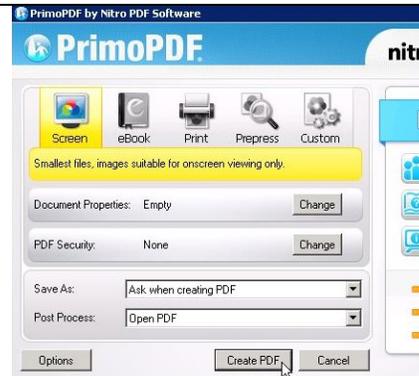


- The print window will display a physical printer (if available) and a link for PrimoPDF.
- Click the physical printer link. Change any options, then click 'Print'.
- Find your printout at the named printer.

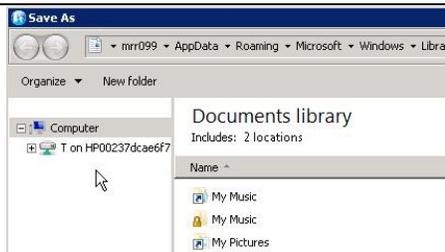
Printing to PDF



For a PDF file, double click the PrimoPDF link.



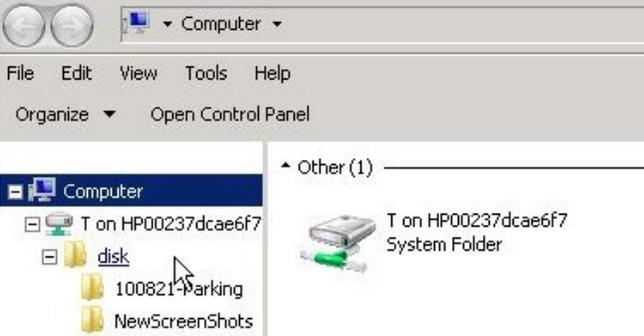
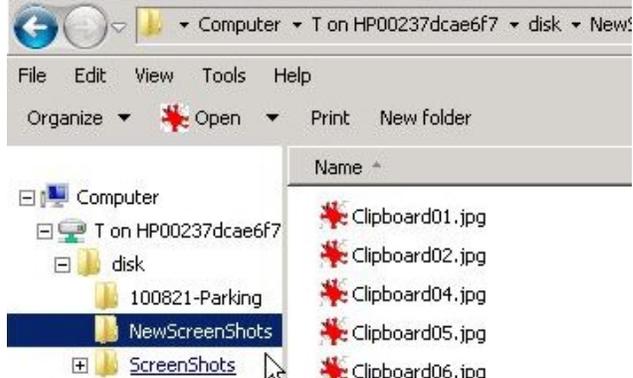
- The PrimoPDF dialog box will appear.
- Click Create PDF.



- A dialog box will be displayed to select a location to save the file.
- Determine the location, either on your flash drive or on the workstation (the workstation data will not be saved from session to session or after a timeout).
- Click Save.

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Using a Flash Drive

 <p>Click 'Start'.</p>	 <p>Click 'Computer'.</p>
 <p>Next the window will display the USBDRVs on xxxxx. Double click.</p>	 <p>The files and folders will appear in the window.</p>

Sound / Power



Sound: On the upper right of the keyboard, the sound can be muted, made softer, or made louder by pressing the appropriate key.

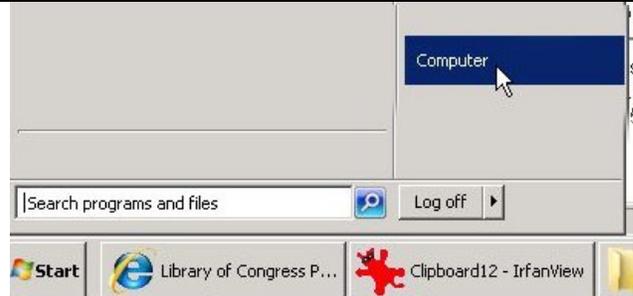
Power-off: The Control + the quarter moon key will power the unit off.

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Access the Control Panel for Usability Tools



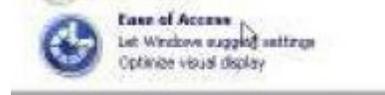
Click 'Start'.



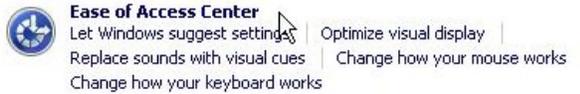
Click 'Computer'.



Click 'Open Control Panel'.



Click 'Ease of Access'.



Click 'Ease of Access Center'.

Make your computer easier to use

Quick access to common tools

You can use the tools in this section to help you get started. Windows can read and scan this list automatically. Press the SPACEBAR to select the highlighted tool.

- Always read this section
cloud Always scan this section



Not sure where to start? Get recommendations to make your computer easier to use

Explore all settings

When you select these settings, they will automatically start each time you log on.

-  Use the computer without a display
Optimize for blindness
-  Make the computer easier to see
Optimize visual display
-  Use the computer without a mouse or keyboard
Set up alternative input devices
-  Make the mouse easier to use
Adjust settings for the mouse or other pointing devices
-  Make the keyboard easier to use
Adjust settings for the keyboard
-  Use text or visual alternatives for sounds
Set up alternatives for sounds
-  Make it easier to focus on tasks
Adjust settings for reading and typing

Click the desired accessibility feature and make any changes to options required.

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Creating Screen Prints:

Use the IrfanView application found in the tray at the bottom of the desktop.

Go to: Options / Capture/Screenshot

Select options:

- Capture area

- Capture method

- Options

- After capture

Click Start

When ready use the function key to initiate the capture (default – Cntrl + F11)