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| --- | --- |
| **Name of temporary member** |  |
| **Name of resident being visited**  |  |
| **Start date of temporary membership** |  |
| **End date of temporary membership** |  |
| **Information for Temporary Members of the Computer Sharing Centre** * **When using a shared computer, please sign in and out.** (Sign-in sheets are in the clip folders next to each computer). There is no booking system, however, when all three computers are in use it is understood that members will log off after a maximum of an hour.
* **Personal laptops** can be connected to the wired network in the Centre via the cable near the small laptop table by the window (the cable is in the wall socket behind the table). Alternatively wireless access to the internet (within a range of 50 mtrs) requires the WEP code which is available from the Computer Sharing Centre Manager or Supervisor.
* **Please do not eat or drink in the Centre**.
* **There is a charge of 5p for each page printed on the main black and white laser printer.** (Please put money in the tin provided).

*The other printers are for use during the weekly one-to-one lessons only.** **Please wear the head phones when required.**
* **Please leave the room as you would wish to find it.**
* **If you experience any problems** when using the computers, please write a description of them on the “Any comments?” sheet in the clip folder next to the computer with the date.

**I have read the Code of Conduct and agree to adhere to it:****Date****Signature** |

The log on password is “hellox” where “x” is the number of the computer you are on e.g. for computer 1 type “hello1”.

If you see a person in the Computer Sharing Centre who does not look as if they belong, just ask “are you a member?”, only members or temporary members can use the shared computers. Information regarding the Centre is on the notice board.