

## PRINTING

All PCs are connected to printers—both black and white and colour printers. (The exceptions are the 6 PCs for University of Brighton account holders at the RSCH Library from which you cannot print.)

To use the print facilities you will need to buy a printing/photocopying card from the Library desk which you can load with credit as you need it. Print prices per sheet and for printing/photocopying cards are on display at the Library desk and near each of the printers.

Full instructions on how to print are displayed by each of the print release PCs. If you would like a copy of the instructions to keep, ask for a copy at the Library desk.

## SCANNING

Each library provides access to a scanner. Instructions on use are kept next to the scanners, but if these are missing please ask at the Library desk.

## COPYING

Each library provides access to a photocopier. At the RSCH and PRH libraries there is a charge for copying. You will need to buy a printing/photocopying card from the Library desk which you can load with credit as you need it. Print prices per copy and for printing/photocopying cards are on display at the Library desk and near each of the printers.

## LOGGING OFF

Please don't attempt to reserve PCs for a long time by locking the screens. If you are going to leave your PC for more than 20 minutes, please log off. If you do leave your PC unattended for a long time, the PC may be rebooted and any unsaved work lost.

# Computing in the Library



## OUR FACILITIES

All libraries provide you with access to PCs connected to the BSUH network. Additionally our Mill View library has a number of SPFT PCs.

Standard applications on these PCs include the Microsoft Office suite, web browsers (IE/Firefox), Adobe Acrobat Reader, Windows Media Player and Citrix.

PC access is available 24 hours a day at the RSCH and PRH libraries, if you are a member of the library registered for 24 hour access. You will need your own Trust login to access PCs out of hours.

This leaflet outlines the key IT facilities offered by the libraries. Detailed instructions on how to use the facilities are available from the Library desks.

The Library, Audrey Emerton Building, <b>Royal Sussex County Hospital</b> Brighton 01273 523300 bsuh.library@nhs.net	The Library, <b>Princess Royal Hospital</b> Haywards Heath 01444 441881 x5596 www.bsuh.nhs.uk	The Library, Sussex Education Centre, <b>Mill View Hospital</b> Hove 01273 321984 x202587 @BrightonSx_LKS
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## LOGGING ON

Our library PCs require a BSUHT IT login account. Mill View library also has a number of Sussex Partnership Foundation Trust PCs. Please ask library staff if you are SPFT or Sussex Community Trust staff trying to access your Trust's IT services from our PCs. If you are not from any of these Trusts, please ask us about logging on.

6 PCs at the RSCH Library are dedicated to University of Brighton users. You will need a University of Brighton or BSMS logon. These PCs are not connected to a printer.

## NHS.NET Email

Please use the desktop shortcut to the nhs.net web mail login. Trying to use Outlook may not work and also could be very slow to start.

## Guest logins

During staffed hours we are able to log you on with a guest username and password. Please ask at the desk for details. This facility is not available out of hours. Printing requires library staff intervention under these logins.

## WiFi ACCESS

BSUH staff connect to the "BSUH" WiFi network using their usual login credentials.

Those without a BSUH login may connect to "NHS WiFi". Registration is required and provides three days access periods.

Eduroam is available for those with an academic IT account; i.e. accounts that end with .ac.uk.

## BSUH NHS TRUST INTERNET POLICY

This applies to all BSUH PCs. A copy is available at the Library desk.

## VIRUSES AND MALWARE

The Library PCs are scanned for viruses and malware. If you do get a virus alert please contact IT on x2700, or 0300 303 8082 if you are at the Sussex Education Centre.

## SAVING YOUR WORK

Work can be saved on BSUH-supplied encrypted USB sticks or to your networked folders. Do not save work to the C: drive of the computer as the PC hard drives are regularly cleared, putting your work at risk of deletion.

## USB memory sticks

Only BSUH-supplied encrypted USB sticks can be used to save work carried out on Library PCs. You can buy one from the Library desk. You can read data from any stick but will not be able to save.

## Network drives

If you are logged on using your own login you should be able to see your shared network folders in which you can save your work. If you are unable to see your shared network folders, contact IT.

## Emailing work

As a last resort you can email work to yourself to retain a copy. But please be aware that data sent in this way will not be encrypted unless you use an nhs.net email account.

## ACCESSIBILITY

An accessible workstation is located in the RSCH library with a height adjustable desk and software to aid reading, writing and studying.

The same software is installed on designated PCs in the libraries at PRH and MVH. All PCs are labelled but staff can advise.

## LISTENING TO AUDIO FILES

Headphones are available from the Library front desk.

Please only listen to audio content via headphones to avoid disturbing fellow library users.

