

Times Change Computer Policies

Eight Personal Computers (PCs) & one Macintosh (Mac) computer are available at Times Change for **JOB SEARCH Purposes ONLY**. You can use them to prepare resumes and covering letters, for job search on the Internet and to practice your computer skills. Computer hours are **9:30 a.m. to 12:30 p.m. and 1:30 p.m. to 4:30 p.m. Monday to Thursday** and on **Friday 9:30 to 12:30**.

Please read the following points carefully, and sign the 'Contract for Computer Use' card **BEFORE** you use our computers.

1. a. You may book the computer for a **maximum of two hours per day**, in one or two hour sessions. You may book the computer one week in advance starting Thursdays. **If you do not show up within 15 minutes of your appointment, the computer will be given to another client.**
b. We ask that you always **check in at the reception desk** before you begin. Do not just sit down at an available computer.
2. We provide free access to the Internet for Job Search purposes only!!! **YOU CAN SEND AND RECEIVE E-MAIL, HOWEVER ONLY JOB SEARCH RELATED ATTACHMENTS CAN BE DOWNLOADED.** Please do not download programs from the Internet...for example music programs.
3. Please use only Times Change paper in the computer printer. **Printing is free for up to 10 pages a day for job search related material ONLY.**
4. You can use your floppy disk or USB Flash (Memory) Stick at Times Change, provided it is free of viruses. Our system will check your files when you open them and if they are infected access will be denied.

PLEASE SAVE YOUR OWN DOCUMENTS ONLY. COPYING PROGRAMS IS ILLEGAL AND IT IS STRICTLY PROHIBITED.

5. We expect that you already know how to use computers and the software programs, if you don't please ask for help. You are not permitted to practice Windows 2007 on our computers.
6. We do offer **introductory workshops**. For more information please ask the Receptionist.
7. Computer based tutorials are available in the computers for you to develop your skills. Please ask for help to get started.
8. At the reception desk, there are **CD/DVD tutorials, computer manuals and reference books** for several computer programs--you can sign these out and use them in the computer room. **They must not be removed from Times Change.**

PLEASE DO NOT EAT OR DRINK IN THE COMPUTER ROOM
**** THANK YOU ****

REMEMBER TIMES CHANGE IS A PERFUME FREE ENVIRONMENT