Additional Instructions and Tips for Your New Equipment
Updated: 7/21/2011

Use of Equipment

It is important to note that the equipment purchased for your library through the BTOP grant is for your public computing center. Equipment received through this grant should be used as such and not as staff equipment. This equipment is now your library's property.

Excess Equipment

It's possible that you may have received some equipment that is excess equipment. For instance, each desktop computer purchased from HP included a keyboard and a mouse. If you received an ADA desktop computer, we purchased a special keyboard and trackball mouse for that station; leaving you with an extra keyboard and mouse. You are welcome to keep these spares as replacements when other keyboards and mice fail in your public computing center. We purchased Ethernet cables for computers, printers, wi-fi equipment and switches. If you don't use all these Ethernet cables because you are using your library's existing Ethernet cables, just keep these extras as future replacements. Every computer was also provided with headphones, and each desktop was provided a webcam (the laptops have a built-in webcam). If you have received a piece of equipment that you cannot use in your public computing center please call the BTOP team to discuss a solution to get that piece of equipment back to the Nebraska Library Commission. We can provide you with a UPS number to ship it back at no cost to you.

Missing Items/Wrong Items

If you are missing something you expected or received the wrong items, please call a BTOP team member to discuss possible solutions.

Equipment Issues

If you have questions or issues with your new equipment, our website will have information to help you troubleshoot these issues. Check out our site at http://nlc.nebraska.gov/LBBNC/libs/ for useful links. If you have a question that you cannot resolve with the information provided on the website, you can contact Holly Woldt on the BTOP team for assistance. Should something be wrong with your equipment, we have purchased a 3-year warranty on most of the equipment. Check out the "Equipment Warranty Information" document in this packet for more information about warranties.

Desktop Wallpaper and Partner Services Icons Located on your New Computers

The Nebraska Library Commission has applied a grant related desktop wallpaper to your new grant-funded computers along with a "**Partner Services**" icon that you and your patrons can click on for valuable resources. If you received an ADA computer, there is an additional icon on that computer labeled "**ADA Help**" that will assist you and your patrons with resources about the specialty software installed on the ADA computer. Currently, there is limited information that you can access when you click on these icons. However, we will continue to add valuable information to these sites so that in time you and your patrons will find these icons very useful. We hope they will minimize the questions that your staff receives from patrons. These icons will also be valuable to your administrators and computer technicians for troubleshooting problems that might arise with grant purchased equipment. The "Partner Services" link will route you to our project training partner's resources. We hope that you maintain these icons on your computer desktops and check back periodically to see what new information has been added. If your library has implemented a standard desktop wallpaper/background for use on all of your computers, you may replace the Library Broadband Builds Nebraska Communities desktop wallpaper that is preloaded on your computers. However, when changing the appearance of your computers, we ask that you maintain the "Partner Services" icon and the "ADA Help" icon.

Software on your New Computers

Your new computers were imaged with software and the appropriate licenses were purchased for each computer. The license keys are provided for you in this packet under "Licensing Info". File this information in a safe place. Check out the "Setup Instructions" document for more detailed information on license keys and their use. When you initially start up each of your new computers, they will all be programmed with the same "Computer Name". In order to network your computers, you will have to change the names so each one is different. (Ex. Comp. 1, Comp. 2 etc.)
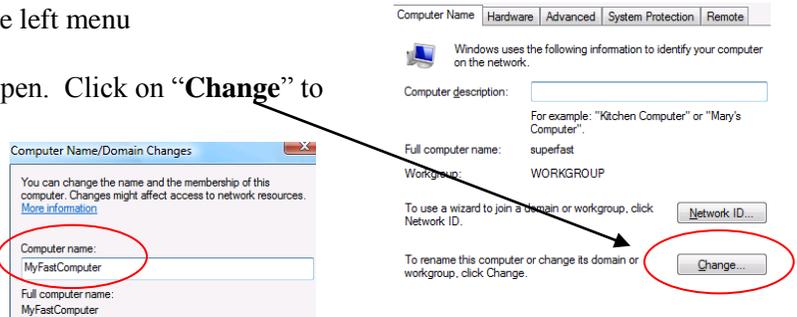
How to Change a Computer Name in Windows 7

#1 Click on the "**orb**" and right-click on the "**Computer**" option

#2 Click on Advanced system settings on the left menu

#3 The "**Systems Properties**" menu will open. Click on "**Change**" to rename the computer

#4 Change the name of the computer in the "**Computer Name**" box and click OK

#5 Reboot the computer

Electrical Issues/Slow Internet Speed

If you find that you need new electrical outlets for your new computers or if your Internet speed is not adequate for your newly expanded public computing center, please call JoAnn McManus on the BTOP team to discuss how we might be able to help.

Wish Lists

We can't grant everyone's wishes for more equipment but we don't mind writing them down in case we are under budget later in the grant period. Contact JoAnn to discuss equipment wishes you might have.

Local Kickoff Events & Public Computing Learning Nights

After you are comfortable with your new equipment and are ready to schedule an open house or kick-off event to show off your new equipment, we will be ready to help you with ideas and marketing tools. Hopefully, we can also have someone at your event from our team and from the training partners involved. We've been so busy getting to this point; we don't have this down to a science quite yet—but either way we're going to help you where we can. Angela or JoAnn will be available to discuss these activities with you when you are ready to begin planning.

Who can help?

The following BTOP Team Members at the Nebraska Library Commission are ready to assist:

JoAnn McManus	Holly Woldt	Angela Gunther Gonzalez
Project & Program Manager	Information Technology Manager	Grants Compliance Officer
(402) 471-4870	(402) 471-4871	(402) 471-4006
joann.mcmanus@nebraska.gov	holly.woldt@nebraska.gov	angela.gonzalez@nebraska.gov

More Information

Our website at http://nlc.nebraska.gov/LBBNC/libs/ will be updated periodically with new information and links that may be us use to you. Please check it out periodically.