

Computer Room Policies

Computer hours: **Mondays to Thursdays** 9:30am - 12:30pm
Mondays to Thursdays 1:30pm - 4:30pm
Fridays 9:30am - 12:30pm



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

Eight Personal Computers (PCs) and 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. **Please read the following points carefully and sign the 'Contract for Computer Use' card BEFORE you use our computers:**

Booking and Using Our Computers:

- Always check in with the Receptionist at the Front Desk before you go to the Computer Room.
- Bookings can be made one week in advance starting on Thursdays (by phone or in person).
- Computers are available for a **maximum of two hours per day, up to six hours per week.**

Cancellations, Arriving Late, and No Shows:

- Please always call if you are not able to come to your appointment.
- After 3 missed appointments with no call, we reserve the right to ask you to access the computers on a drop-in basis only.
- If you do not show up within 15 minutes of your appointment, the computer will be given away.

Important Notes and Reminders:

- Please do not download programs from the Internet. Example: music programs.
- Only use Times Change paper in the printer. **Printing is free for up to 10 pages per day for employment related material ONLY.** If you need more than 10 pages, there is a charge of 10 cents per page. Please pay for the extra pages at Reception.
- You can use your floppy disk or USB Flash (Memory) Stick at Times Change, provided it is free of viruses.
- **PLEASE SAVE YOUR OWN DOCUMENTS ONLY. COPYING PROGRAMS IS ILLEGAL AND STRICTLY PROHIBITED.**
- We expect that you already know how to use computers and the software programs. If you do not please ask for help. Please do not change the default settings on our computers.
- We do offer **introductory workshops**. For more information please ask the Receptionist.
- At the reception desk, there are **CD/DVD tutorials, computer manuals, and reference books** for several computer programs. These can be signed out and used in the Computer Room ONLY.

Please Do Not:

Eat or drink in the Computer Room OR wear perfume at Times Change

--Thank You