Basic Cheat Sheet for Wireless Access at the Montgomery County-Norristown Public Library

The best reception for wireless in the building is on the main floor toward the windows that overlook the parking lot. The second best area is the table area between the MC collection and the audio cassette collection.

Wireless is not strong outside these areas and is generally not available in the Community room, second floor, etc.

There are three methods of using wireless at this library.

Guest – an individual may sign on for 15 minutes without an acceptable library card number and password.

Day Pass – patron requests a day pass at the front circulation desk. This is good for a maximum of four hours and must be returned to the front desk before leaving the building.

Patron sign on – a patron has a library card number that is current and in our system. They have also assigned a password to that account. If a patron does not already have a password assigned to their account, they should visit the front circulation desk to create one or using one of the Online Catalogs create a password to be associated with their barcode number. Passwords must be at least 4 digits or letters in length and are case sensitive. The password will not be known or visible to any staff member. If the password is forgotten, library staff will need to delete the password from the account and have the patron start over with creating a new password. This sign on is also good for four hours.

Locating the Network.

Many laptops have a switch or an option that needs to be turned on before the wireless can be accessed. The location and process will vary from manufacturer to manufacturer. (Note: The wireless card must be installed and set up as well. Consult with the manufacturer or the manufacturer's documentation for this information.)

Then the patron would need to launch their wifi (wireless) finder. This function may sometimes be found on the taskbar but could also be located elsewhere depending upon the make and model of the computer.

When the wifi finder has found the local connections, the NPL connection (Norristown Public Library) should be selected to access the wireless service this library provides.

(Note: There may be others listed which belong to other sites nearby. Please do not attempt to select one of these).

Our library's wireless connection is not considered to be a secure network and the connection will most likely remind the patron of this fact.

When the connection is made, the computer software will inform the patron of the fact that a wireless connection has been made.

It is now necessary to launch the browser which is installed on the computer.

Once launched, the patron should see our webpage information with the library's user agreement displayed. The patron must agree to abide by the user agreement.

Then scrolling down to the bottom of the screen, the sign on box is displayed. Patrons with wireless passes or library cards in our system will sign on with that information. Guests will simply sign in as a guest for their 15 minutes.

2/7/11