

General rules for the use of student desktops

The following rules apply to **all** student desktops on campus:

- It is not permitted to be away from the pc for longer than 15 minutes. After 15 minutes the pc will automatically restart and somebody else can log in and use it.
- It is forbidden to prevent the automatic restart by placing material on the keyboard if you leave the pc for longer than 15 minutes.
- You are not permitted to install or run software that will prevent the pc from restarting.

Student desktops in the library

A student desktop in the library can be [reserved](#).

Please take into account the following:

3 types of PC

- **Individual** : the whole of the 2^e floor (silent study area) and the pc's with numbers 120xx or 160xx on the 1st floor.
- **Group**: pc's with double screens for 2-3 students on the 1st floor. Please note! One student may use a group pc, but a group always has precedence.
- **Xperience**: pc's in the DataLab or Editing and Viewing Room (1st floor).

The time

- You can only reserve a pc 24hrs in advance, not for the current day.
- You can reserve up to 20 hours in blocks of at least 30 minutes per week.
- You can reserve up to one month in advance.

Rules

- Please vacate a pc which has been reserved by somebody else.
- Your reservation becomes invalid after 15 minutes of the start of your allotted reservation time. The pc can then be used by another student.
- When the pc is locked, but not occupied, you need to wait for the automatic restart (15 minutes) before you can use it.

A couple of tips

- How can you see if a vacant pc has been reserved?
Go to the Workspace reservation system and select (top right): **'To the reservation overview panel'**. The reserved pc's are shown by colour, not their number.
- How can you see if the pc really been reserved by the student who claims he has reserved it?
Ask the student to log in to the reservation system on your pc. You do not have to close your own programmes. When they have logged in, you can check their pc reservations by selecting **'My reservations'**.