



Libraries, Museums & Arts



Libraries WiFi Zone User Guide

Table of Contents

1	What is WiFi?	3
2	What equipment do I need?	3
3	How do I connect?	3
4	How long am I connected for?	3
5	Is there a download limit?	3
6	Can I print from my WiFi Device?	3
7	Disclaimers	4
8	Is there support available?	4
9	How do I configure my wireless device?	5
9.1	Confirm your SSID settings.....	5
9.2	Obtain an IP Address	6
10	How do I configure Microsoft Internet Explorer?	7
11	Using the WiFi Connection	8
11.1	Logon page	8
11.2	Connection Properties Window	9
11.2.1	Connection Properties Tab	9
11.2.2	Email Support	10
11.3	Content Restrictions	11

1 What is WiFi?

WiFi (Wireless Fidelity) is a wireless technology that connects you to the Internet, at high speed, using low power radio transmissions.

2 What equipment do I need?

You will need a wireless enabled (WiFi 802.11b or 802.11g) device and a standard Internet Web browser such as Internet Explorer or Firefox.

3 How do I connect?

- 1) Launch your web browser during your visit to any of our WiFi Zones, insert any URL (website address) into your browser's address box and you will be directed to the Library WiFi login page.
- 2) If you are already a Library member, enter your Library card number and PIN. If you are not a member you can join [online](#) or by visiting the library reception desk.

Please note: joining the library online requires the collection of membership card and confirmation of PIN at a Calderdale library

- 3) Once your details have been verified, your browser will display the website you originally requested. You are now connected.

4 How long am I connected for?

You are limited to 2 hours per day in total. This can be in one or more sessions. If your session becomes disconnected from the network then it will time out after ten minutes.

5 Is there a download limit?

Yes – you may download up to 200Mb per day. There is some small leniency in this regard within a single WiFi session but less so when the allowance is consumed over multiple sessions (and always subject to the one hour session limit).

6 Can I print from my WiFi Device?

No, printers are not currently available via the wireless connection. If you would like to print then please save the information to your device, and discuss with library staff options to print via the People's Network.

7 Disclaimers

The Library assumes no responsibility for the safety of equipment or for configurations, security or data files resulting from internet connection via the Library's WiFi-Zone.

Please do not leave your wireless laptop, PDA or other device unattended at any time.

It is solely the responsibility of the wireless device owner/user to provide anti-virus protection, and to configure their laptop/PDA settings to provide the appropriate security settings to control access from other wireless devices within the Library and the Internet itself. The Library cannot and will not take responsibility for damages incurred for incorrect, insufficient or incomplete security settings; or lack of adequate or up-to-date virus protection. Wireless users assume all risks in this regard.

The Library's WiFi Zone is a public access facility and is not secure by design. Information sent from or to your laptop can be captured by anyone else with a wireless device and the appropriate software, within approximately three hundred feet / ninety Metres.

No guarantee is provided that you will be able to make a connection to the Library's WiFi Zone.

8 Is there support available?

Please use the online FAQ documents to guide you in setting up and using the WiFi Zone.

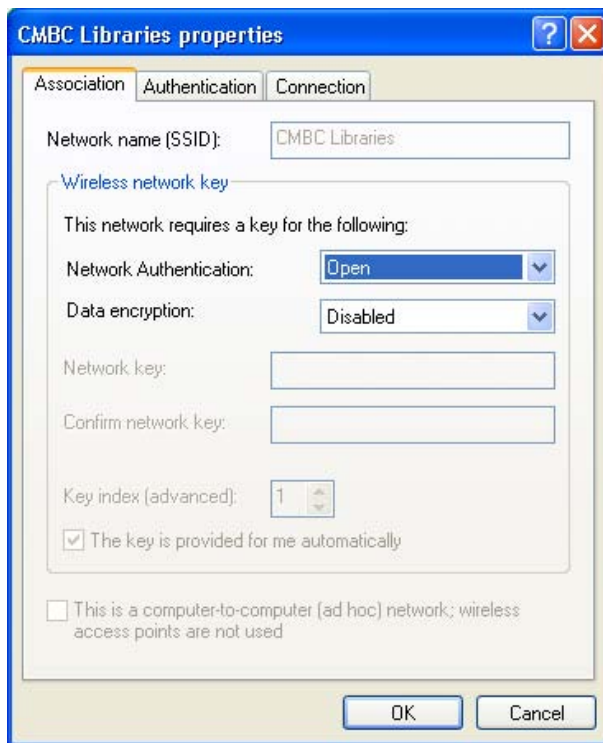
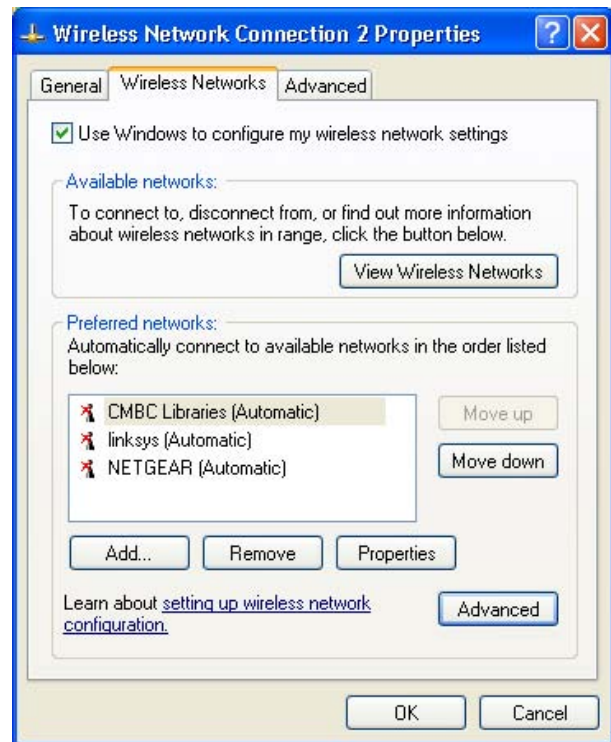
Staff cannot assist you with setting up your device.

We welcome suggestions as to how to improve this service. These should be forwarded to zonesupport@calderdale.gov.uk.

9 How do I configure my wireless device?

9.1 Confirm your SSID settings

- Click on the Windows **Start** button.
- Select **Control Panel**.
- Select **Network Connections**.
- Right-click on your wireless connection. Choose **Properties** from the menu.
- Select the **Wireless Networks** tab.



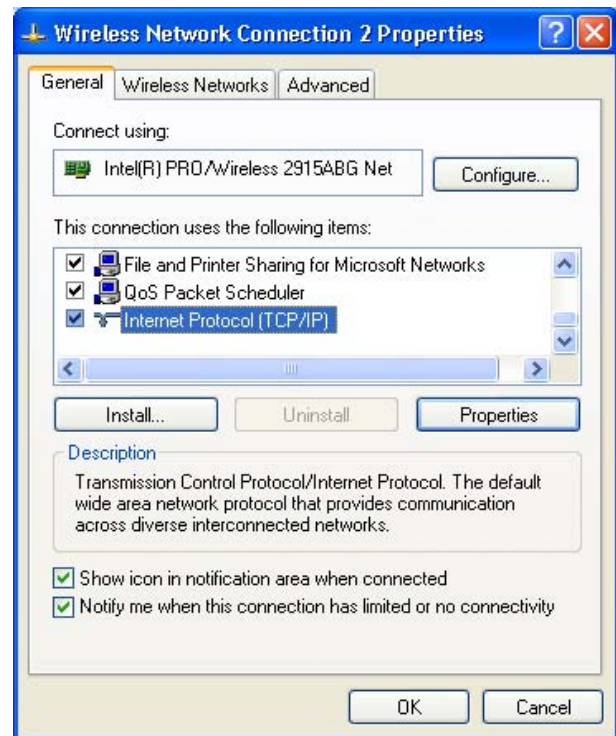
- The Network SSID '**CMBC Libraries**' should be visible. Ensure that **Network Authentication** is set to **Open** and that **Data Encryption** set to **Disabled**. Click OK.

- Click on the **Advanced** button.
- Ensure that **Access point (infrastructure) networks only** is selected.
- Close the Window and click OK.

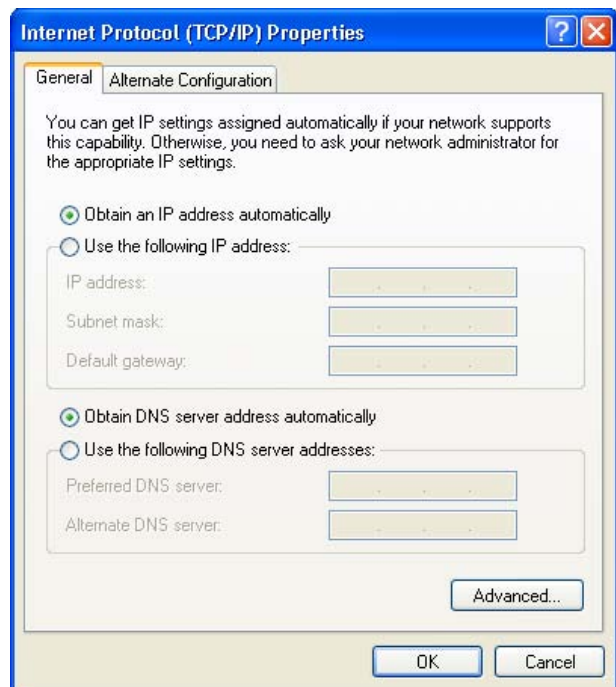


9.2 Obtain an IP Address

- a) Click on the **General Tab**, then select the **Internet Protocol (TCP/IP)** option and click on **Properties**.

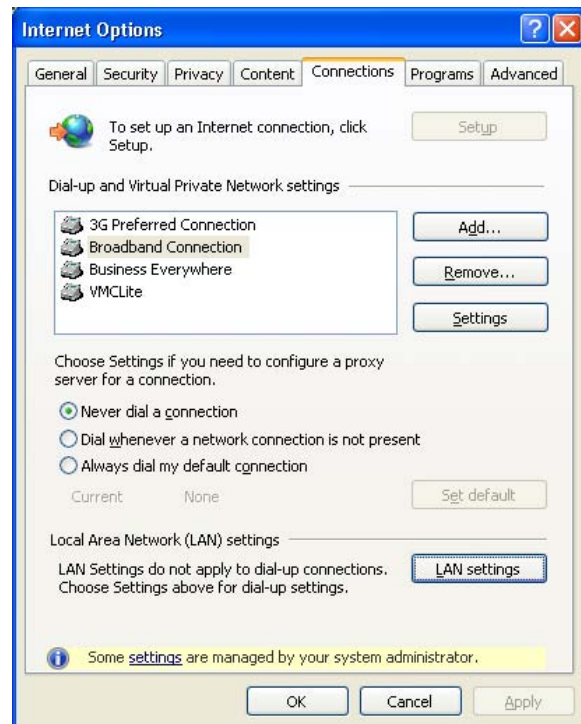


- b) Select **Obtain an IP Address automatically** and **Obtain DNS server address automatically**.
- c) Click **OK** to confirm.

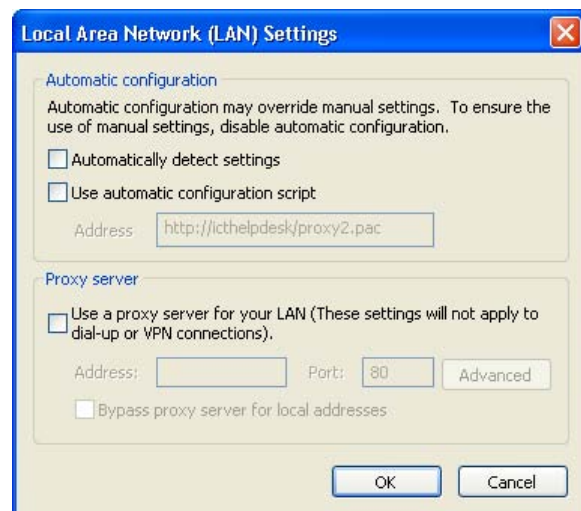


10 How do I configure Microsoft Internet Explorer?

- a) Open the browser and go to the **Tools** menu.
- b) Select **Internet Options**.
- c) Select **Connections**.
- d) Click **LAN Settings**.



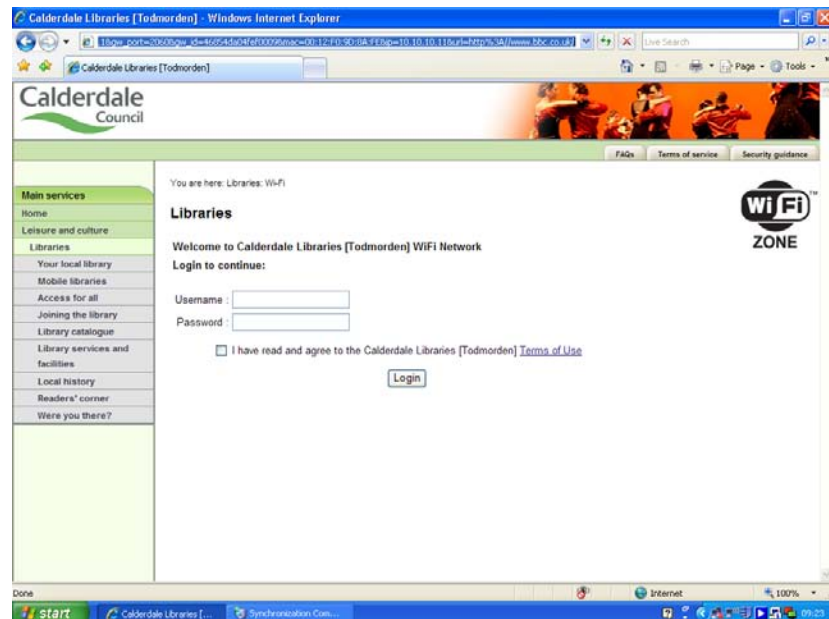
- e) Ensure that all three checkboxes are **NOT** selected.



11 Using the WiFi Connection

11.1 Logon page

On connecting to the CMBC_Libraries WiFi Zone network you will be presented with the logon page.



- 1) Enter your library membership number into the Username box.
- 2) Enter your password into the password box. If this is your first login then use the password provided by the Enquiry Desk staff when you registered. You should change this password immediately to something more memorable for you.
- 3) You must now confirm that you agree to the Calderdale Libraries terms of use. This covers both the specific WiFi Acceptable Use Policy and the standard rules of behaviour.
- 4) Click the Login button.
- 5) You will now be taken to the web page that you originally requested. In addition, a second window labelled 'Connection Properties' will pop-up. You are advised to keep this second window open but you will probably wish to minimise it. If you do close this window, your session will continue to work until your allowance is used or your session times-out. You will however lose access to the session information, logout, password changing and email-to-support functions as described below.
- 6) You may browse www.calderdale.gov.uk without login. For example, clicking on any of the links available on the left of the Logon page. This enables you to access the Calderdale web-site without using any of your daily allowances.

11.2 Connection Properties Window

This window comprises two tabs, one labelled ‘Connection Properties’ and the other ‘Email Support’.

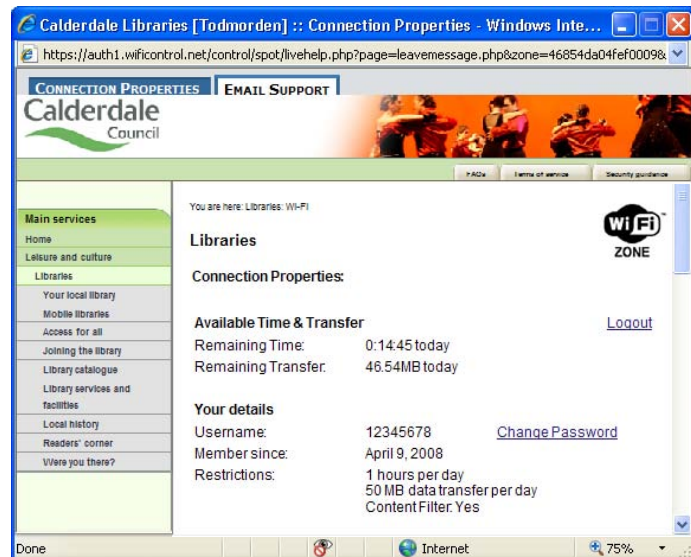
11.2.1 Connection Properties Tab

The connection properties tab is used to monitor and control your WiFi session

1. Session Information

The detail of your connection displayed here includes:

- Remaining daily time and transfer allowance,
- Your User details,
- Availability times,
- Links to Change Password and Logout pages.

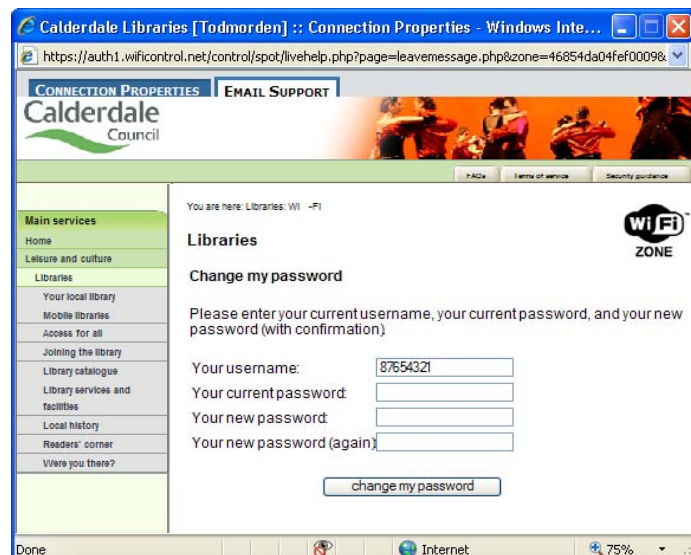


2. Change Password

To change your password to something memorable enter:

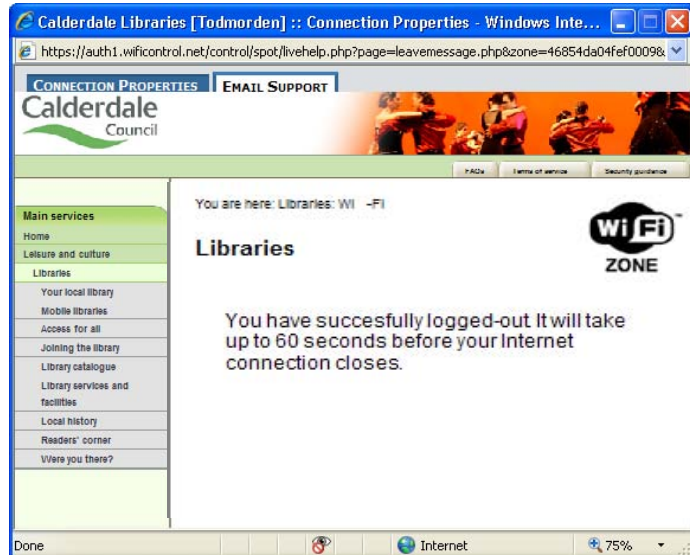
- your membership number,
- your current password,
- your new password twice,

then click the ‘change my password’ button.



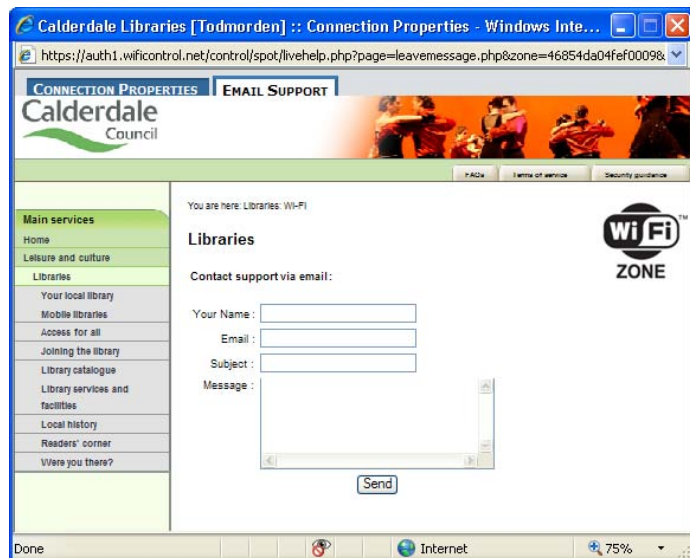
3. Logout

Using the Logout link to disconnect will close your connection tidily and preserve your remaining time allowance. The adjacent page will be briefly displayed to confirm.



11.2.2 Email Support

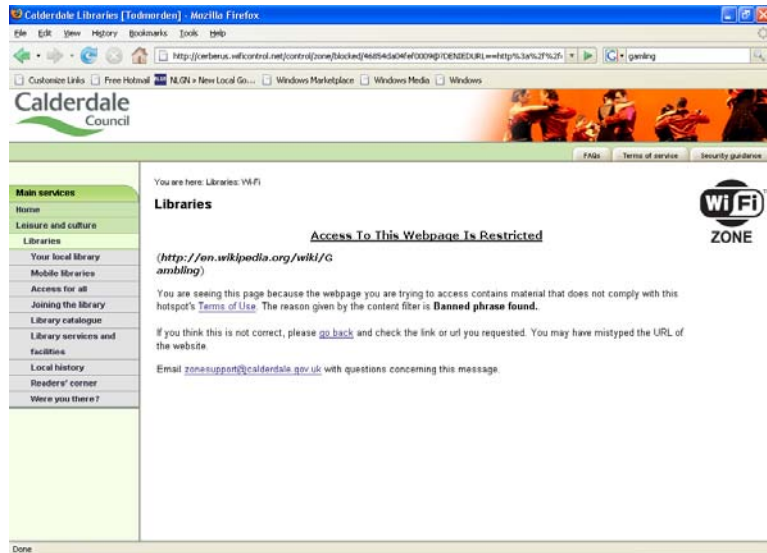
Use the 'Email Support' page to contact the Libraries WiFi Zone support team with comments, requests and suggestions. We welcome your feedback but please note that this is not an immediate response service.



11.3 Content Restrictions

As stated in the Terms of Use some internet content is not appropriate for viewing within the library.

Should you inadvertently access such material you would see a web page similar to that shown here.



If you believe that the blocking of the web page that you requested was over-restrictive then you may bring this to our attention via the 'Email Support' route, from the Connection Properties window, or by simply emailing zonesupport@calderdale.gov.uk. Your request would be reviewed and if we conclude that the web-site falls within our Terms-of-Use we will grant an exception.

This is not an immediate decision and Library staff cannot unblock access to web-sites on demand.



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This guide can be provided in
alternative formats on request.

