Using the vending machine

You can borrow a device for four (4) hours at a time and maximum three (3) times a day. The device must be returned 15 minutes before the facilities close: in Kuopio check the Oppari opening hours and in Joensuu check the library opening hours (excluding the 24/7 facility users in Joensuu).

You have to register as a user of the service when using the machine for the first time. You accept the Terms of Service as you borrow a device.

Registering

1. Press "Is this your first time?"
2. Give your phone number (remember the area code)
3. Give your username as username@uef.fi and your password
4. Read e.g. your library card on the reader
5. You will receive a PIN-code to your phone that you will need for borrowing. Save the PIN-code!

Borrowing

1. Press the device you want to borrow
2. Read your library card on the reader
3. Give your PIN-code (if you don't have the PIN-code, you can ask for a new one)
4. Take the device when the door opens, remember to shut the door

Check in

1. Choose the device you want to check in

2. Read your library card on the reader
3. Choose "Check in item" or if necessary "Leave reclamation and check in item"
4. Attach the device Attach the device to its **power** and **network** cords and shut the door

Using the laptop

1. Connect to a wireless connection (UEF-open or Eduroam)
2. Log in to the computer as username@uef.fi
3. Restart the computer after use, your data will wipe out of the computer
4. Don't save anything on the computer, use e.g. Onedrive as the data cannot be restored from the computer after use

Using the iPad

1. If necessary, connect to a wireless network (UEF-open or Eduroam)
2. Remember to log out of every service you have used
3. Delete the browsing history, it won't delete itself automatically

The Terms of Service

You accept these Terms of Use if you borrow a device.

1. You can borrow a device for four (4) hours at a time and maximum three (3) times a day.
2. If you find that the device is faulty, return the device and choose option "Leave reclamation and check in item".
3. You will receive a notification 30 minutes before the lending time ends.
4. If you fail to check in the device before the lending time ends, the university will take the needed measures.
   - The use of your user account is prevented
   - There will be a charge of 100 € per every late 24 hours
5. The borrower is fully in charge of the device during the loan. The borrower will be accountable for the repairs of the device or charged the full purchase price (incl. taxes) if the device is broken or not checked in.
6. The IT Services of University of Eastern Finland is in charge of the administration of the devices. Guidance can be asked from the IT Servicedesk and the Oppari.