



# Knowledge Commons Computers

1. For the Seats & Spaces Reservation Page: [Click here](#)
2. Select the options below and then select **Show Availability**.

1

Location

Chancellor Oppenheimer Library

2

Zone

Vincent Kolbe Knowledge Commons

3

Category

Knowledge Commons Computers

Capacity

Single Seat Booking

Accessible

An accessible space/seat is required.

Powered

Power is required at the space/seat.

4

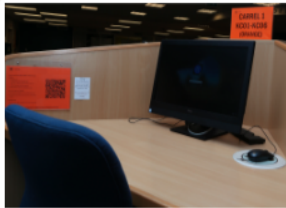
Show Availability

3. The info button shows the seat information and features of the computer and directions to seat.

- Info KC01
- Info KC02
- Info KC03
- Info KC04

KC01
✕

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**GO TO CARREL 1: KC01-KC06 (ORANGE)**

*Operating system: Windows*

♿ Accessible Friendly: No

🔌 Power Available: No

**Directions**

Enter the Chancellor Oppenheimer Library (Main Library). Walk past the information/security desk, the Vincent Kolbe Knowledge commons is on the right hand side.

Close

- 4. Select the date (you can view seat availability two weeks in advance). Select a green slot. The booking slot will change from green to orange once selected.**

Thursday 2 June 2022

Go To Date < >

**Use the Arrows to change the date!**

Seat	11:00am	11:30am
Info KC01	Unavailable/Padding	Unavailable/Padding
Info KC02	Your Booking	Your Booking
Info KC03	Available	Available

Available   
  Your Booking   
  Unavailable/Padding

- 5. Default slot is 2-hours. You can book a seat for a maximum of 4 hours per day, which can be booked at once or at different times.**

**You can change your booking using the arrow.**

KC02: 10:25am Thursday 2 June 2022 until...

12:20pm 2 June, 2022  
 12:25pm 2 June, 2022  
 12:25pm 2 June, 2022

- 6. Select *Submit Times*.**

- 7. Read the TERMS AND CONDITIONS and Select *Continue*.**

- 8. Fill in the booking Form. The system will limit you to a 4 hours per day.**

Fill out this form to complete the booking.

Full Name \*

Email \*   
Enter @uct.ac.za, @myuct.ac.za addresses only

Student or Staff Number \*

Affiliation \*

Faculty \*

I adhere to terms and conditions \*  Yes

I adhere to wearing a mask at all times and sanitising my hands and space \*  Yes

I adhere to checking in within 15 minutes with the QR code at the desk or my booking will be automatically cancelled by system. \*  Yes

## 9. You will be sent a Confirmation email with the check-in code.

The following bookings have been confirmed:

Chancellor Oppenheimer Library >> Vincent Kolbe Knowledge Commons >> KC Computers

**KC01:** 12:35pm - 2:35pm Wednesday 1 June 2022.

Directions:

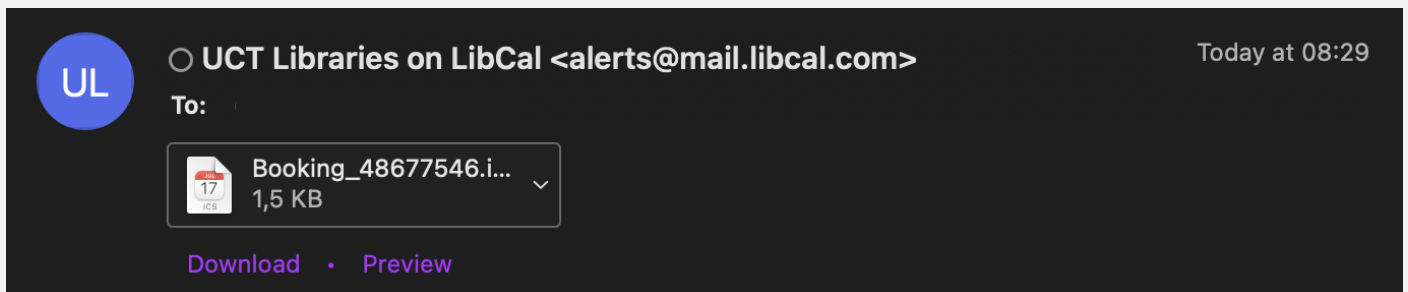
**KC Computers:** Enter the Chancellor Oppenheimer Library (Main Library). Walk past the information/security desk, the Vincent Kolbe Knowledge commons is on the right hand side.

When you arrive for your booking:

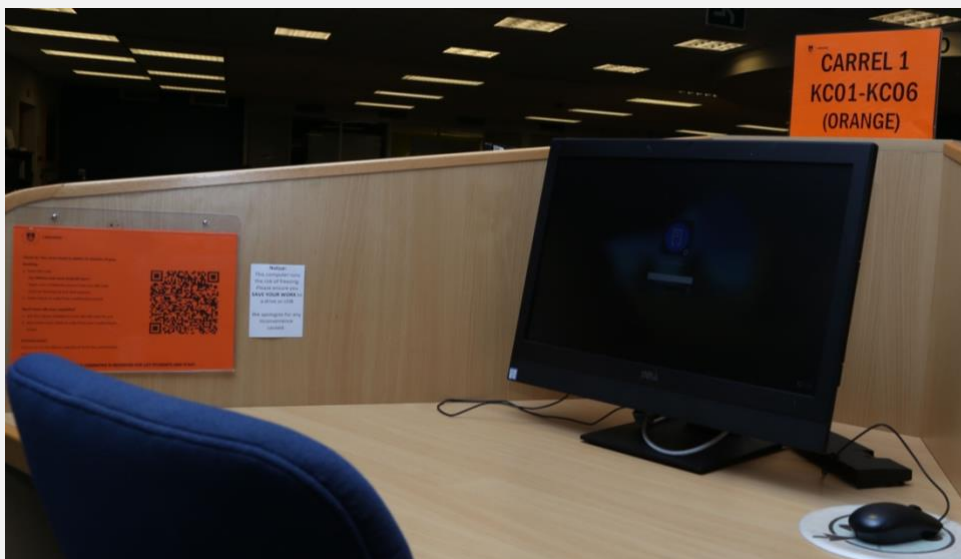
1. Scan the QR code (Your booking will be automatically cancelled after 15 minutes if you have not checked in.)
2. Enter this code: **5MS**

To Check Out Early: <https://uct.ac.za.libcal.com/r/checkout>

## 10. You can add the ical link to your Outlook or Google calendar to keep track of your bookings



## 11. Scan the QR code at the seat.



## 12. Put in the check in code from your email.

Check In

Enter the Check In code that was emailed to you when you created your booking.

Check In Code



- **A seat must be booked in order to use the Knowledge Commons**
- **Bookings can be made 2 weeks in advance**
- **Bookings are limited to a maximum of 4 hours per person per day, which do not have to be consecutive hours.**
- **Check in using the QR code at the desk within 15 minutes of arrival or the session will automatically be cancelled by the system. Use the code from your confirmation email to check in.**

***Note: You are able to check in using the QR code 5 minutes before your booking if the seat is empty.***

- **Check out if you finish early.**
- **If your seat is unoccupied for 15 minutes your booking will be cancelled - e.g. If you have a 4-hour slot and leave for an hour, the remainder of your booking will be cancelled.**

### **Please Adhere to Library Rules**

- **Show your valid student or staff card on arrival.**
- **Abide by the strict seating arrangement in place.**
- **Do not consume any food or beverages in the library.**