

# Olmsted County Kiosk Getting Started



## Kiosk Features

1. Touch Screen
2. Keyboard
3. Mouse Pad and Mouse Buttons
4. Handset (use to listen privately) \*

\*This is not a phone for making calls.

5. Scanner

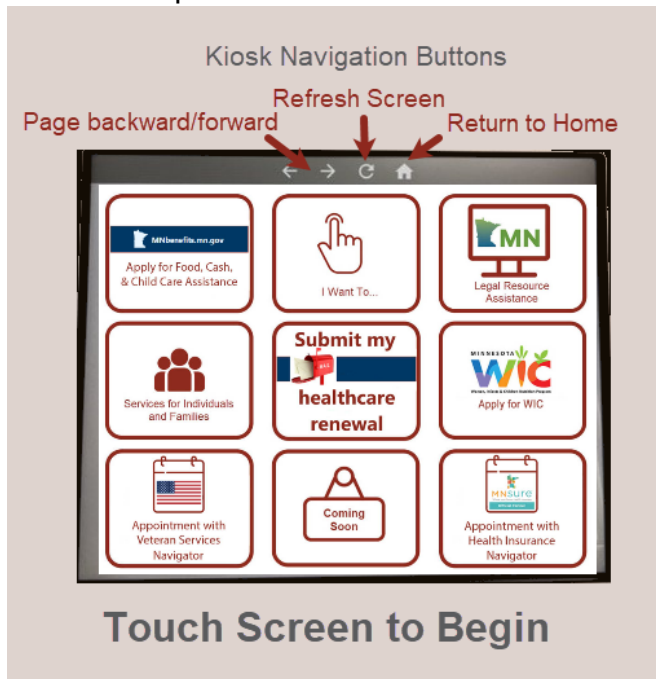
## Not Available

6. Bar Code Reader



## Understand the Home Screen

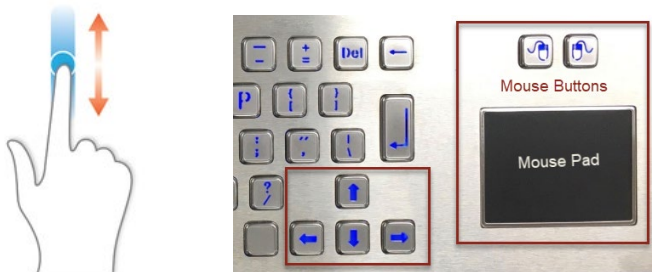
- The kiosk screen is touch sensitive.
- Tap firmly on the screen to select an option.
- If you press too long, a green box outlines the button. Tap again to make your selection.
- The navigation buttons at the top of the screen are available on all screens.



- Phone numbers, email address links, and upload buttons are not enabled on the kiosk.

## Scrolling

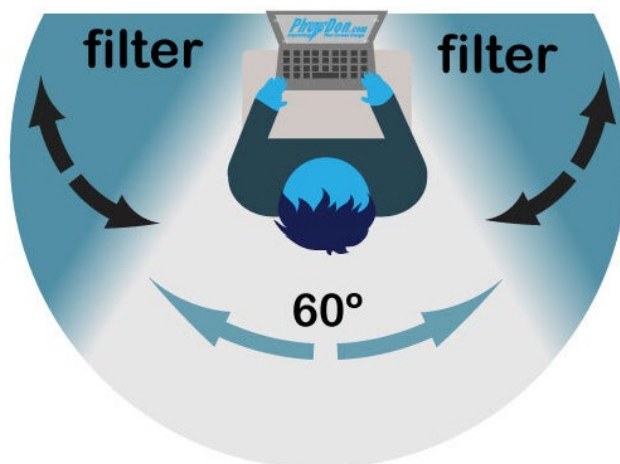
- Swipe up or down to scroll on the screen.



- Swipe toward side of screen for best scrolling results.
- Scroll using a screen scrollbar, found on some screens.
- Scroll using the arrow keys or mouse pad.

## Privacy Screen

- Kiosk has a privacy screen to limit side viewing.
- If you are entering personal information, continue to be aware of those near you, since the privacy screen cannot hide the kiosk screen from all angles.



## Time Out Screen

- A time out screen is enabled to protect your data.
- In 30 seconds, the screen will start a 10 second count down.
- You have 10 seconds to touch the screen or press any key on the keyboard to continue.

If the screen times out, all applications close and personal information is cleared, and the kiosk returns to the home screen. This is for data protection.



## Scan a QR code

When you see a QR code found on an Olmsted County Kiosk screen, and it is information you'd like to remember, you can capture the Olmsted County website link by scanning the QR code on your smart phone. Use the phone camera app to scan the QR code. You do not need a separate QR code reader application.



### To scan a QR code:

1. Open your phone's camera app.
2. Point the camera at the QR code.
3. Move your phone closer or further away until your camera identifies the QR code.
4. Tap the camera screen and the phone QR code reader automatically reads the code.
5. The associated link opens on your phone.

## Keyboard

Use the keyboard to:

- Type keywords to search for county information.
- Fill in forms.
- Navigate screens.

A mouse pad and mouse buttons are also available for screen navigation.

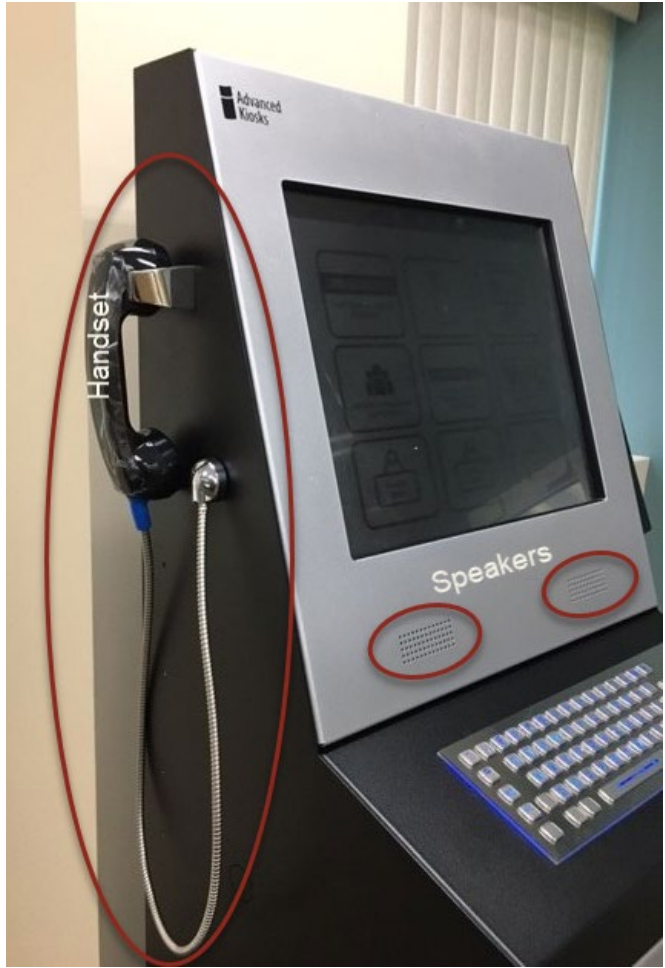
## Special Keys

**Caps:** If the keyboard is typing all caps, the caps lock key is on. Double click the **Caps** key to turn caps lock off and on.



## Handset and Speakers

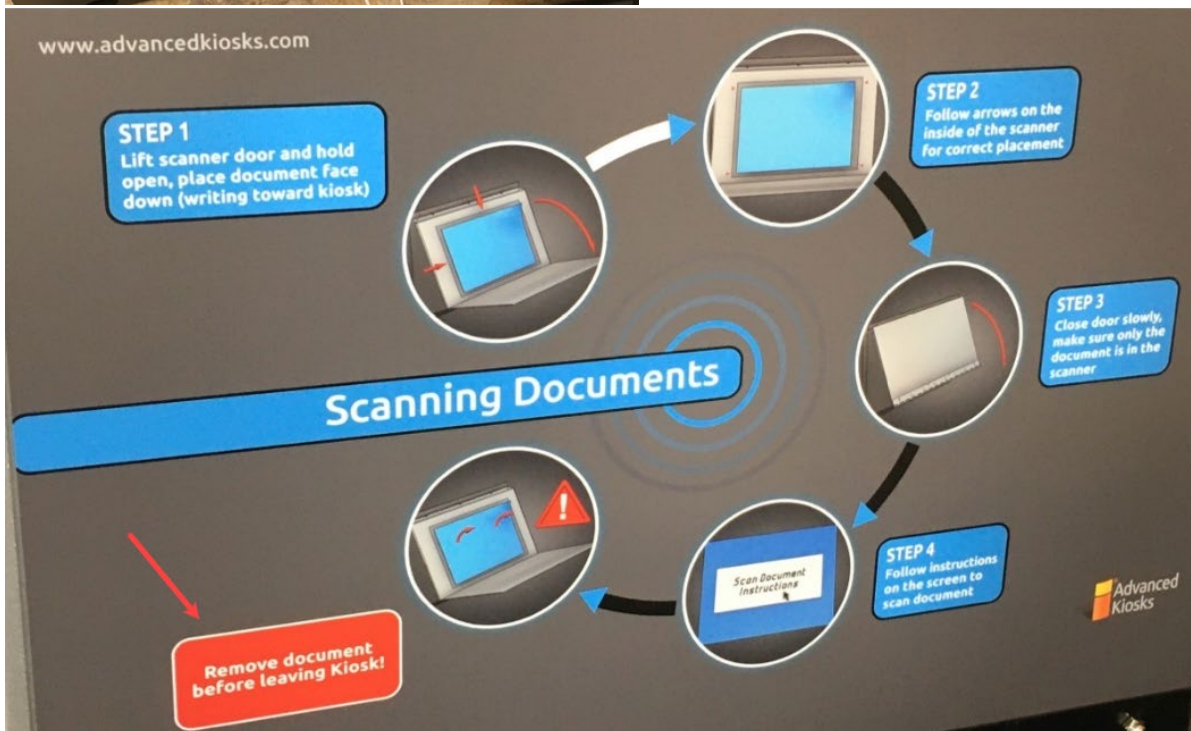
- To listen privately pick up the handset, to bypasses speakers.
- Hang up the handset, to listen through the speakers.
- You cannot make calls on the handset. The handset is an alternate audio device.
- Speaker and handset volume cannot be adjusted.





## Scanner

- To scan paperwork, open the scanner door on the right side of the kiosk and place document face down.
- Follow the steps listed on the scanner door.



Questions or concerns: Please email [olmstedkiosks@olmstedcounty.gov](mailto:olmstedkiosks@olmstedcounty.gov)