



Quick Guide

How to Use the Legal Kiosk



Things you can do from the Kiosk Homepage:

- Search for legal resources
- Apply for legal aid
- Apply for jobs or benefits
- Go to virtual meetings (zoom court, lawyer meeting, etc.)
- Look at or upload exhibits to MNDES
- eFile court forms
- and more



Things you need to do from the Kiosk Desktop:

- Accessibility tools
- Scanning documents
- Volume control
- Microsoft Word, Excel, and PowerPoint
- Looking at downloads and documents
- **Ending your session**

How to Switch Between Kiosk Homepage and Kiosk Desktop

- Hold down the **ALT** key on the keyboard and then press the **tab** key. This shows all open applications and the desktop. Then click on the one you want to use.

Stay Logged On

The Legal Kiosk has a timeout feature. You need to make sure to move the mouse or use the keyboard at least every 20 minutes

- **If you don't**, a pop up warns that the kiosk will restart in 60 seconds
 - Click **Cancel** to stop the restart and keep going with your session

Change the Volume

- Go to the Kiosk Desktop
- Click the **Volume Control** button
- Move the slider to change the volume



Volume Control

End Your Session

- Go to the Kiosk Desktop
- Click the **End Session** button
 - Clicking the End Session button clears everything for your privacy
 - *Do not turn the kiosk off with the power button.* If you do, it won't turn back on.



End Session

Need more help?

Get help by clicking the  **How to Use This Kiosk** button on the bottom of the Kiosk Homepage.