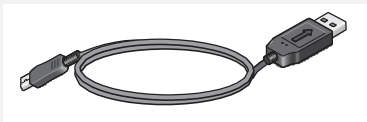


Quick Start Guide

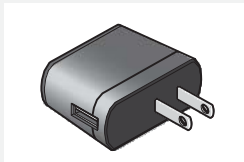
1. WHAT'S IN THE BOX



Library HotSpot




Micro-USB cable



AC charger
with USB port

2. BEFORE YOU START

Charge the Device

1. Plug the micro-USB cable into the device.
2. Plug the other end of the cable into the AC adapter and plug the adapter into an electrical outlet.
3. Charge until the battery charge indicator shows the battery is fully charged ().

Get Ready

1. Make sure you are in an area covered by the network (not roaming).
2. If you have a LAN (wired internet) connection, disconnect it.
3. Make sure your computer's Wi-Fi (wireless network connection) mode is turned on.


For technical support:

Call Manage Mobility at 800.931.5150

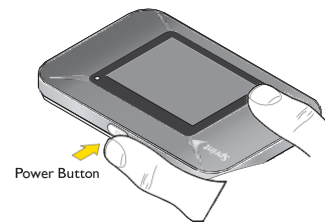
Enter the phone number found on the bottom of your hotspot box. Wait for the options and select 3 for Technical Support.

3. GET CONNECTED

Power Up the Device

If the device is not powered on, press and hold the **Power** button  on the top of the device for at least two seconds.

- The device will automatically activate. You will see instructions to connect your first device to the Wi-Fi network. (If the device does not activate, an alert will appear.)



Note: It can take several minutes for your device to connect with the network.

Wirelessly Connect Your Computer

On the Library HotSpot, Select **Wi-Fi Name/Password**. You will need this information to connect your Wi-Fi devices (PCs, laptops, tablets) to the network.

1. From your device, display the Wireless Network Connections window, and then click **View Wireless Networks**.
2. Select **Library HotSpot** (the specific Wi-Fi name is on), click **Connect**, and enter your Wi-Fi password, which is displayed on the LCD display screen under **WiFi Name/Password**.
3. Launch your device's web browser.
4. If you are using a Library Chromebook, the Chromebook will automatically connect to the HotSpot



4. Chromebook

Power Up the Device

If you have borrowed a Chromebook from your library, Press the **Power** button in the upper right hand corner of the keyboard



Library Chromebooks work just like library computers – when you turn them off or close them, it is like logging out of the computer.

Connect to Wifi

Your Chromebook will **automatically** connect you to your Library HotSpot. **Remember, this is the only network you are authorized to use.** Use of your Chromebook on other networks is a violation of the terms of the loan.

Take a Tour

Press **Ctrl /** at any time for a tour. Not all features will be available to Library Chromebooks.

Save to the Cloud

Chromebooks are designed to work in the cloud. This means that your files are stored safely on the internet, and you don't have to carry a drive with you. You may save to the cloud using free services from Google, Microsoft and others. Some of these services are available in the "Managed Bookmarks" folder in your browser. To use word processors or spreadsheets, you will need to sign up for one of these accounts.

For technical support:

Call Manage Mobility at 800.931.5150


Enter the phone number found on the bottom of your hotspot box. Wait for the options and select 3 for Technical Support.

5. Use a Thumb Drive

To Access Files on Your Thumb Drive:

1. Plug your USB drive in on either the **left** or **right** side of the Chromebook
2. A window will pop up in the lower left hand corner of the screen notifying you that you may access your files using the file manager.
3. You may also press **Shift Alt M**
4. Click the window to access the files.

To Save files to Your Thumb Drive:

1. Plug your USB drive in on either the **left** or **right** side of the Chromebook
2. When downloading a file, choose your USB Drive in the Download Manager
3. Be sure to **Eject** the drive by going to **File Manager (Shift Alt M)** and clicking on the **Eject** button next to your device. 

6. Stop. Think. Connect. (<https://www.staysafeonline.org>)

When you cross the street, you look both ways to make sure it's safe. Staying safe on the Internet is similar. It takes some common sense steps.

STOP: Before you use the Internet, take time to understand the risks and learn how to spot potential problems.

THINK: Take a moment to be certain the path ahead is clear. Watch for warning signs and consider how your actions online could impact your safety, or your family's.

CONNECT: Enjoy the Internet with greater confidence, knowing you've taken the right steps to safeguard yourself and your computer.