



CN Fi

CHECK OUT THE INTERNET

Patron Training

R10-15.15



Part 1: Program Terms and Eligibility

Eligibility & Terms of Use



To be eligible to checkout a hotspot, you must:

- Be at least 18 years old.
- Have a valid library card in good standing
- Agree to participate in surveys and other evaluations that will help the Library determine the merits of the program
- Agree to Verizon's acceptable use policy, which (among other things) prohibits illegal downloading.

Loan Terms



- Eligible patrons may borrow a kit for 2 (two) weeks
- There are no fees for this service!
- Chromebook must Only be Connected to Hotspot Network

What Comes in the Kit?



- Hotspot Box
 - Hotspot Device
 - Charging Cable
 - Instructions
- Chromebook Computer
 - Charging Cable
- Bag

Lost & Damaged Kits



If the hotspot or computer is lost, damaged, or not returned, there is a fine of \$100 **per device** and your library card privileges will be blocked until the device is returned or the fine is paid.

Just remember: What is most important is that these resources come back to the library so that they may be shared again with the community.



Part 2:

Hotspot Overview

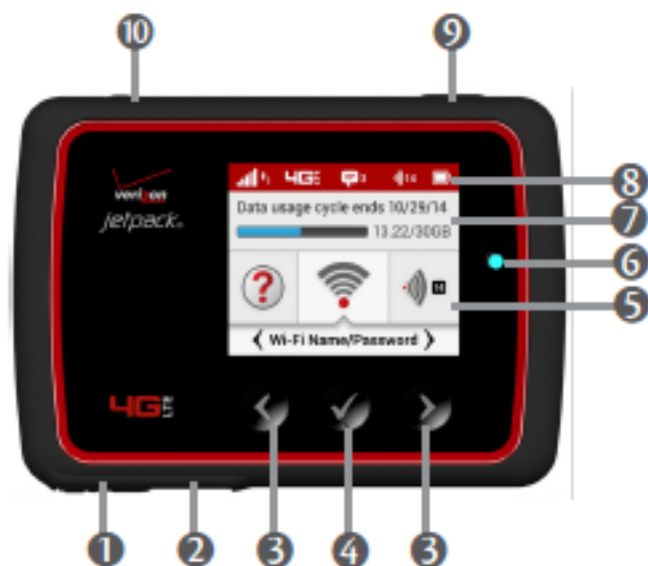
What is a Library Hotspot?



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What is a Library Hotspot?



- ❶ **Universal Charging Port** — Use to charge one additional wireless device.
- ❷ **HotSpot Charging Port** — Use to connect the wall charger or to tether a device.
- ❸ **Navigation Buttons** — Scrolls left/up or right/down through available menu options.
- ❹ **Select Button** — Use to select a menu option.
- ❺ **Home Screen** — Displays the status bar, data usage meter, and menu options.
- ❻ **LED Indicator** — When the display is off and the HotSpot is turned on, the LED indicator blinks.
- ❼ **Real-time Data Usage Meter** — Displays current data usage in GB and cycle end date.
- ❽ **Status Bar** — Provides connection and battery status, network signal strength, roaming status, number of unread messages, and the number of users connected with Wi-Fi.
- ❾ **Power Button** — Powers the HotSpot on and off, and turns display back on when device is in power-saving mode.
- ❿ **Test port** — Use for testing and diagnostics.

Power Management



- **Power On** — Turn the hotspot on by holding the power button until the device “beeps.” You will see the screen come on and an animation will display while the device starts up.
- **Power Off**— Tapping the power button will turn off the screen but not the device. Press and hold the power button to turn the device off.
- **Blue Light** — If the blue light is on or flashing, the device is *still* powered on.

Power Management



Your HotSpot will work from its charged battery alone, or when the device with the installed battery is plugged into a power source.

- **Battery** — Charge the battery by plugging in the wall charger. While the battery is charging the battery charging icon displays. When the battery is fully charged, the battery icon is solid.
- **USB wall charger** — You can use the HotSpot when the battery is installed and the charger is plugged into a wall socket. Please ensure the wall socket is located near the equipment and is easily accessible. The HotSpot battery charges while it is plugged into the charger.

Log In



- If you are using a Library Chromebook, the Chromebook will automatically connect to the HotSpot
- If you want to log in to the HotSpot using a different device (Cell Phone, Personal Computer, etc) you will need to obtain the password

Log In



- On the Library HotSpot, Select **Wi-Fi Name/Password**.
- From your device, display the Wireless Network Connections window, and then click **View Wireless Networks**.
- 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**.
- Launch your device's web browser.



Part 3:

Chromebook

Chromebook

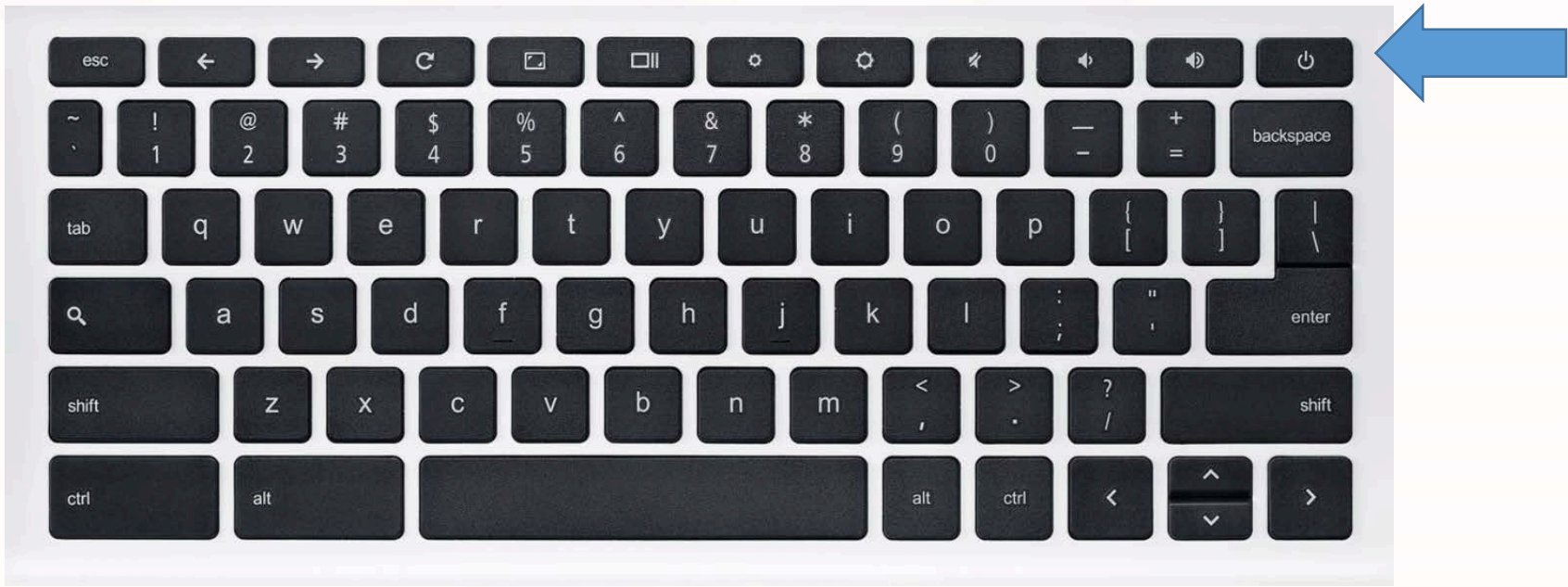


Chromebook



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



Chromebook



- You will be asked to agree to the terms of use policy every time you start up the computer
- Read carefully and remember to Browse Safely!
- If you have questions about the terms, ask your librarian

Chromebook



- Library Chromebooks work just like library computers
- You have access to the internet, but not to programs
- When you turn them off or close them, it is like logging out of a library computer – everything goes away.
- Make sure to save your documents to the cloud or a USB drive

Chromebook



- Check your “Managed Bookmarks” for helpful links and tools
- Use your email address to access cloud applications like Google Drive or Microsoft Onedrive for basic office tasks
 - You **must** have an email address from Google or Microsoft to use their Cloud Applications
 - Both Free! Look in your bookmarks on the Chromebook for details



Part 4:

Internet Tips & Safety

Data Usage



- To keep program going, you must use access responsibly
- Treat data like paper: Don't waste it!
- Don't leave streaming services on unless you are using them
- Try to download only what you need
- Abuse will result in slower speeds or termination of connection
- Think Safety! If you are doing something you wouldn't want people to find out about, think twice about doing it

Data Usage



Data Usage Chart			
	Day	Monthly	Data
Streaming: Video	16 mins	480 mins	5.57 GB
Streaming: Music	112 mins	3,360 mins	6.50 GB
Post Pictures (Social media)	124 Pic	3,720 Pic	5.95 GB
Web Pages	200 Web Pages	6000 Web Pages	5.76 GB
Send and Receive Emails including Attachments	200 Emails	6000 Emails	0.60 GB
<i>*The above numbers are estimates and data transfer amounts may vary.</i>			

Safe Browsing



- The HotSpot has a content filter designed to keep children safe on the internet
- No filter is perfect
- Make sure to talk with your family about safe browsing
- You **must** use the HotSpot network with the Chromebook
- You may connect any other device you own (Phones, Tablets, Computers) to the HotSpot if you wish. They will have the same filter in place.


Safe Browsing



- **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.

Privacy



- If you think you'd get in trouble if someone found out what you were doing online, don't do it!
- Never send a stranger your personal information
- Look for the lock sign  and "HTTPS" in the browser bar to make sure you are safe when transmitting personal information

Passwords



- **Don't just use one password.**
 - It's possible that someone working at a site where you use that password could pass it on or use it to break into your accounts at other sites.
- **Create passwords that are easy to remember but hard for others to guess.**
 - When possible, use a phrase such as "I started 7th grade at Lincoln Middle School in 2004" and use the initial of each word like this: "Is7gaLMSi2004."
- **Make the password at least 8 characters long.**
 - The longer the better. Longer passwords are harder for thieves to crack.
- **Include numbers, capital letters and symbols.**
 - Consider using a \$ instead of an S or a 1 instead of an L, or including an & or % – but note that \$1ngle is NOT a good password.
 - Password thieves are onto this. But Mf\$1avng (short for "My friend Sam is a very nice guy") is an excellent password.

Security



- **Never give out your password to anyone** (except your parents).
 - Never give it to friends, even if they're really good friends.
 - A friend can – accidentally, we hope – pass your password along to others or even become an ex-friend and abuse it.
- **Don't fall for “phishing” attacks.**
 - Be very careful before clicking on a link (even if it appears to be from a legitimate site) asking you to log in, change your password or provide any other personal information.
 - It might be legit or it might be a “phishing” scam where the information you enter goes to a hacker.
 - When in doubt, log on manually by typing what you know to be the site's URL into your browser window.

Need Help?



Contact Manage Mobility: 1.800.931.5150

Make sure you have the following information available:

- Tell them you are calling about CNYFi
- Look at the box your hotspot came in. The “phone number” of your hotspot begins with “315”
- Tell them it is a Verizon Device
- Tell them the issue you are having

Questions?

