Electronic Devices User Guide

Craven-Pamlico Regional Library

TOPS & SPOTS
TAKE-HOME TECH

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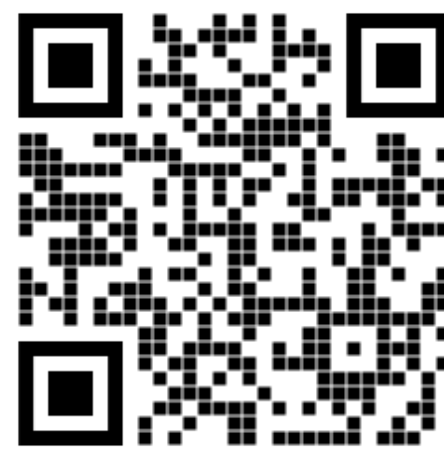
DEVICE LOANING INFO

We respect your privacy, therefore, **all data** stored on the device(s) you borrow will be **wiped** after you **sign out** of the account. If you have any important data that needs to be saved, **back up the data** to an external storage source such as a USB flash drive or cloud storage (e.g., OneDrive or GoogleDrive).

All electronic devices **MUST** be **returned INSIDE**. If they are **damaged**, any devices returned through the **book drop** will **incur a fee**.

If an item remains overdue for an extended period, we will **remotely disable** the device until it is returned.

Make sure every item the device was checked out with is returned and in working order, otherwise, a **fine** will be charged to your account to **replace the damaged/missing item.**

Devices repeatedly returned dirty, damaged, or late may result in the patron losing device borrowing privileges.

The standard **checkout period** for electronic devices is **two weeks**. If there are no holds on the item, you can extend the checkout for up to two weeks. Please note that **overdue fees are $1 per day.**

Replacement cots & Charges (Depending on Model):
Hotspot: $80-150
Laptops & Routers: $300-450
Tablets: $300-500
Power cable with plug: $15-50
Protective case(s): $15-50
Overdue fines: $1 per day
Returns to outside book drop: $5
Cleaning charges: up to device cost

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HOTSPOT USER GUIDE

Basic Controls:

Turn on the hotspot by long pressing the power button. The screen will light up once it's being powered on. It may take a **few moments** to fully **power on** before use.

To navigate the menu, press the menu button at the top of the device (depending on the device.) If you need to click on a channel, tap the power button once.

To charge the device, insert the cable into the charging port at the bottom of the device.

Things to note:

Certain devices **do not** have **streaming capabilities**. If you require additional assistance, please consult the Library staff for help.

You **will be responsible** for the **care** of the device(s) that are checked out under your library account. Please make sure to properly care for and clean the device(s). Spills, food, or other substances found on devices **will incur** a **cleaning fee** on your account.

How to Access the WiFi:

Click on "2.4 GHz WiFi INFO." You will see the WiFi network name and the password for the device next to the locked icon.

To connect your device to the hotspot, make sure your hotspot device is powered on. If it goes to sleep, you can tap the power button to wake it up again.

Then, go to the list of WiFi networks, look for the hotspot name, and type in the password.

You should now be connected to the internet.

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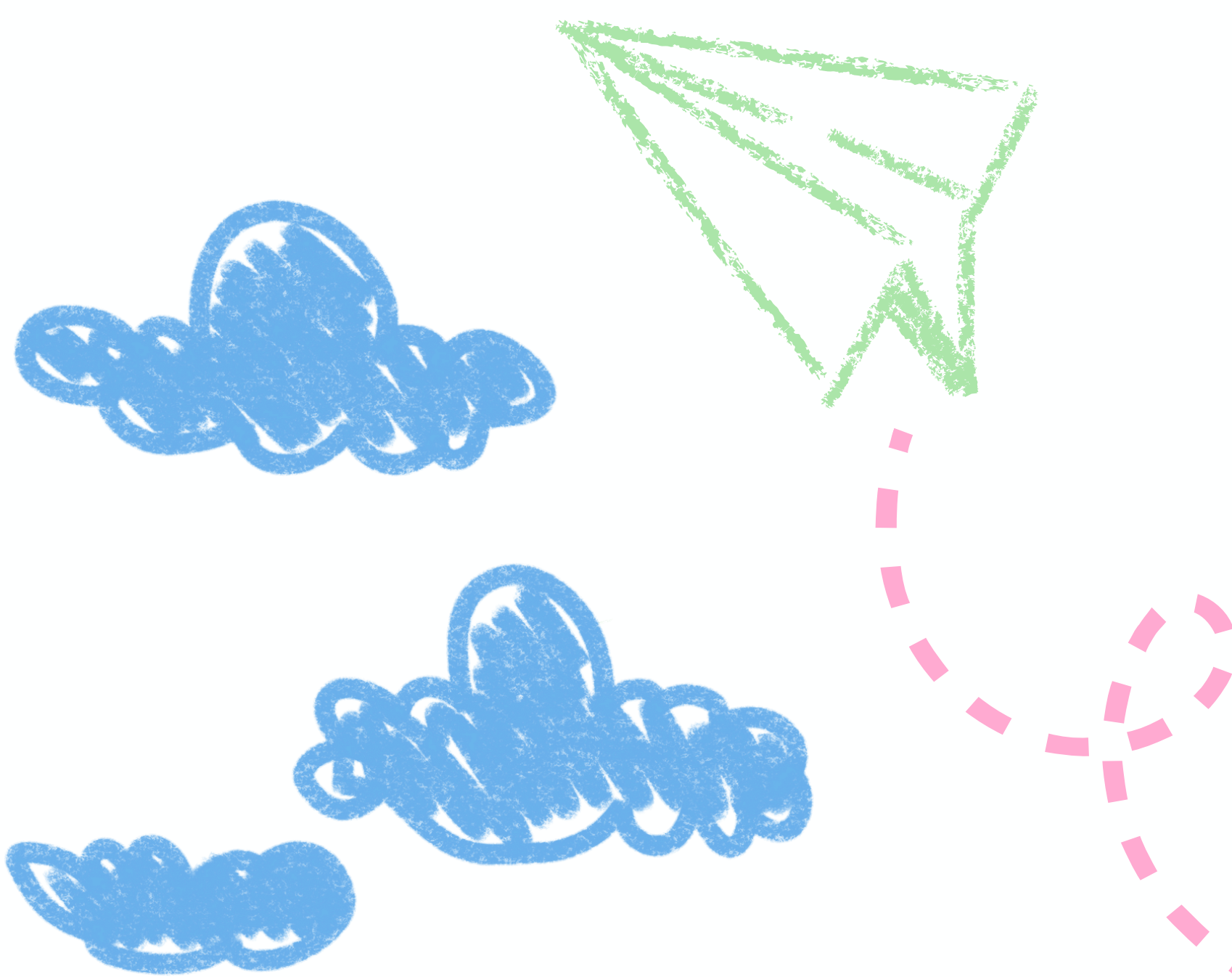
HOME ROUTERS USER GUIDE

Kajeet Router Guide

Take out the components of the box. You will see a power cable, an instruction manual, and the router.

Plug in the power adapter, then **connect** the **power cord** to the port on the back of the router that is labeled "**DC**."

Locate the LED indicator labeled "Power" to the left of the "DC" port. Once the **LED displays** a solid **green light**, the router is fully **powered on**. If the LED is **blinking red** or amber or the LED is off while the device is plugged in, please **contact your library staff for help.**

The WiFi Network Name (SSID) and Password will be located on the front of the router.

Once the device is ready for use, check the list of available Networks on the device you wish to connect to the Internet, locate the device's SSID, and input the password.

You should now be connected to the Internet.

ATEL Router Guide

Take the components out of the box. You will see a power cable, an instruction manual, and the router

Plug in the power adapter, then **connect** the **power cord** to the port on the back of the router that is labeled "**DC**." It may take a minute for the device to fully power on.

You will know the router is powered on when the "**Power**" LED indicator lights up **green**.

The WiFi Network Name (SSID) and Password will be located on the front of the router.
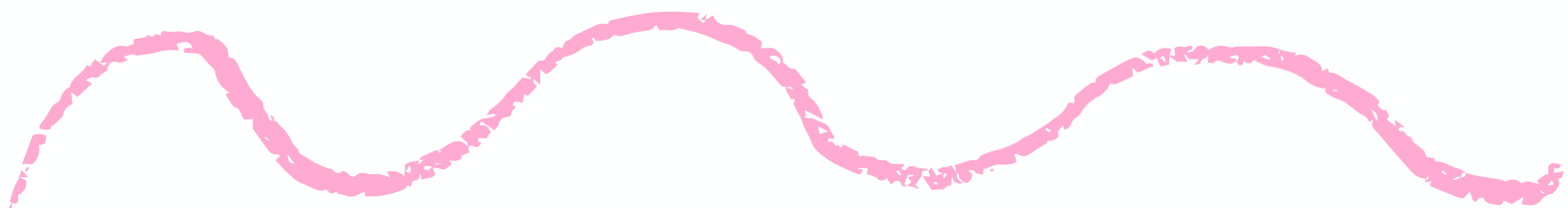
Once the device is fully powered on and ready for use, check the list of available Networks on the device you wish to connect to the Internet, locate the SSID, and input the password.

You should now be connected to the Internet.

Reminder!

Please keep all cardboard that comes with the box and return everything as it was packed.

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LED INDICATOR DESCRIPTIONS

Signal	On	Green	Good signal.
	On	Blue	Normal signal.
	On	Red	Weak signal.
	Blinking	Red	Error.
	Off	---	No Signal.
5G Network	On	Green	Device is in a connected state with 5G Network.
	Off	---	Device is in a disconnected state with 5G Network.
4G Network	On	Green	Decice is in a connected state with 4G Network.
	Off	---	Device is in a disconnected state with 4G Network.
WiFi	On	Green	Client is connecter over WLAN.
	Off	---	No Client is connected over WLAN.
Power	On	Green	Indicated device is powered On.
	Off	---	No input power to the device.

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CHROMEBOOK USER GUIDE

Basic Controls:

To turn on the Chromebook, hold down the power button. It may take a moment for the device to power up. Once the device is on, read and accept the agreements and log in as a user. Make sure you are **connected** to a **wifi** network **before proceeding.**
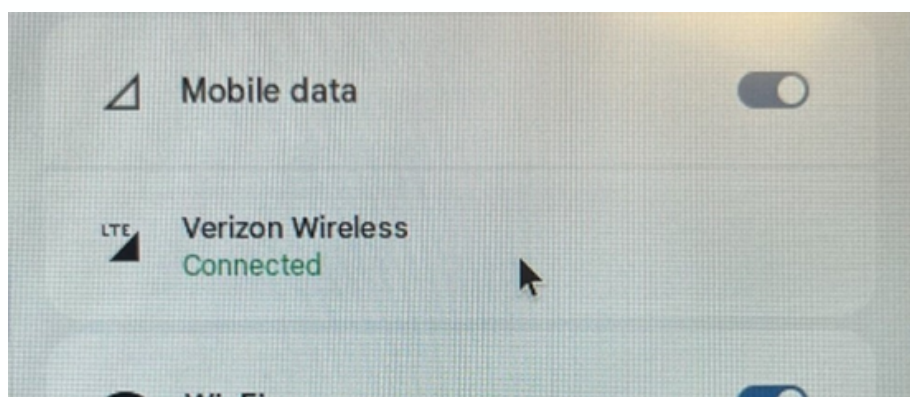
Getting started with the Kajeet CTL Verizon Chromebook

Step 1: Click on the Quick Settings Panel at the bottom right of your screen (where the time displays).

Step 2: Click on Not connected or "no-networks."
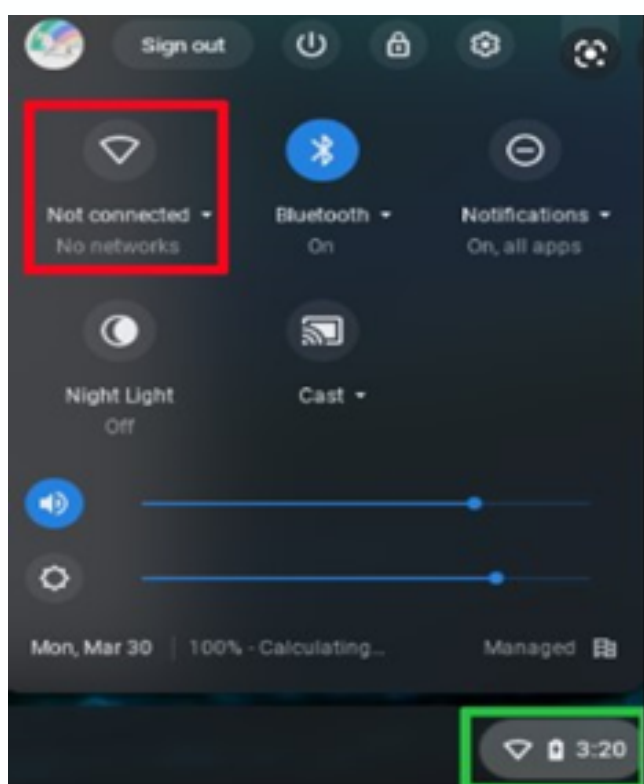
Step 3: Under Mobile data make sure this is turn on and select Verizon Wireless. This should say connect once done.

If using Wi--Fi Wifi Network, see step 4.

Step 4: If using your own Wi-Fi select your network name, or SSID and enter the password if it calls for one and/or accept the user agreement.

Chromebooks WILL NOT save your data!

To **protect your privacy**, once you log out, all data stored on the account **will be wiped**. Make sure to **back up** any important data.

Since it is a Chromebook, you will **only** be able to access **Google Chrome**. If you need to use any website like Excel sheets or Word, you will have to use the Google version. Google documents can be converted and reformatted into Word documents.
If a Chromebook is reformatted or overdue, it will be **disabled remotely** by the library. Please notify the library of any damage or software issues.

Important Note!

Devices with the **yellow tag** have a **built-in hotspot**. They can be used anywhere.
The devices with a **white tag do not** have a built-in hotspot and therefore will need a Wi-Fi connection. If you require additional assistance, please **consult** the **Library staff for help.**

IPAD USER GUIDE

Basic Usage:

To wake the iPad from being shut down, hold down the power button.

To wake from sleep mode, simply tap the power button or screen.

To fully power off, hold down the power button and volume button furthest from the power button.

Always **make sure you're connected to wi-fi** before continuing, otherwise the applications may not work!

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Some Tips & Tricks!

Pull down from the upper right corner to use the Control Center. If you hold down on the wifi or Bluetooth buttons, you can easily choose a network or device this way. This is also where you can screen record or lock your device's screen orientation.

To open the window view, do a long swipe up from the very bottom. This may be a little tricky, so try to do it slowly.

IMPORTANT NOTE

One important thing to note is that you can only **sign in** as a **guest**. This is so that when the device is returned and signed out, all the **previous data** will be **wiped** (so make sure to save any important data on backup storage!)

Another thing...

Because you can only sign in as a guest, there may be **some apps that are inaccessible** due to needing an Apple ID to function. The apps that can't be used include:
Clips, Garage Band, iMovie, Keynote, Numbers, and Pages.

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