Getting started with your Hotspot

Charging the Hotspot – When the Hotspot battery indicator shows a low battery, it is time to charge the Hotspot.

1. Plug the micro-USB connector of the Hotspot power cable (labelled A) into the micro-USB port on the front of the Hotspot (labelled A).
2. Plug the Hotspot power cable into an electrical socket.
3. Confirm that the battery is charged by turning on the Hotspot and checking that the device's home screen shows a full battery.
4. The Hotspot is ready to be used.

Turning on the Hotspot.

1. Hold down the power button for 3 seconds.
2. When the device is on you will see the home screen light up.

Connect the Hotspot to a Chromebook.

1. Turn on the Hotspot.
2. Click the Clock display in the lower right bottom of the screen.
3. Click Settings.
4. In Network Settings, select Wi-Fi.
5. A list of available networks display. Select the Wi-Fi name of the Hotspot.
6. Note: Press the Power button on the Hotspot several times until the Hotspot name appears on the Hotspot LCD display.
7. Enter the password of the Hotspot.
   - Note: Press the Power button on the Hotspot again. The Hotspot password appears on the Hotspot LCD display.

Getting started with the Chromebook.

1. Turn on the Chromebook.

   a) Plug the micro-USB connector of the Chromebook power cable (labelled B) into the micro-USB port (labelled B) on the Chromebook.

   b) Plug the Chromebook power cable into a power outlet.

   c) Press the power button in the top right corner of the keyboard.

2. Sign in as a guest.

   a) Click on the Browse as Guest button in the lower left bottom of the screen.

   - Note: Your Usage will not appear in browser history and won't leave other traces like cookies after you sign out. Files you download won't be saved. Save your files to a USB, or to a cloud document service like OneDrive, and Google Drive.

3. Sign out as a guest.

   a) Click the Clock display in the lower right bottom of the screen.

   b) Click Exit Guest.

4. Shut off Chromebook.

   a) Press the power button in the lower left bottom of the screen.

   b) Click Shut Down.

Chromebook help

Go to https://support.google.com/chromebook/?hl=en#topic=3399709 in your internet browser.

Getting started with the Printer

1. Turn on the Printer – The print B&W and color print cartridges are installed.
    a) Plug the printer power cable connector (labelled C) into the power cable port (labelled C) of the Printer.
    b) Plug the printer power cable into a power outlet.
    c) A yellow light will display on the left side of the printer.
    d) Lift the lid of the printer and press the power button.
2. Connect the Printer to the Chromebook.
    a) Plug the USB-B (square plug) (labelled D) end of the printer cable into the printer cable port (labelled D) of the printer.
    b) Plug the USB plug (flat plug) (labelled D) end of the printer cable into the USB port (labelled D) on your Chromebook.
3. Install the Printer on the Chromebook. (The settings will keep until you disconnect the printer cable from the Chromebook)
    a) Turn on the Chromebook.
    b) Sign in the Chromebooks as a Guest.
    c) Click the clock display in the lower right bottom of the screen.
    d) Click Settings.
    e) Click Advanced.
    f) Click Print and Scan.
    g) Printer list will open. The printer that you connected to the Chromebook (HP Office Jet 200) will be listed.
    h) Click Save.
4. Print a document.
    a. To print the page, document, or image you are viewing, press Ctrl + p.
    b. Next to Destination, select the down arrow.
    c. Click See More.
    d. Select your printer.
    e. Select Print.

The USB Thumb Drive included in this kit is yours to keep.

Email questions to libraryebooks@glendaleaz.com

www.glendaleazlibrary.com • 623-930-3600

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Glendale Public Library is a division of the City of Glendale Community Services Department.