



Berkeley Public Library Hotspot and Chromebook Laptop Quick Start Guide

Getting Started with Your Hotspot

1 Turning on your Hotspot

- To turn on the Hotspot hold down the power button for 3 seconds. The power button is located in the top left corner of the device.
- When the device is on you will see the Wi-Fi indicator light up blue.

Figure 1.



Hotspot Indicator Lights



↓ ↓ ↓ ↓
Wi-Fi Signal Battery SMS
Indicator Indicator Indicator Indicator

2 Charging the Hotspot


- As you use the Hotspot you will notice the light change on the Battery Indicator. When the light changes to one red light it means the device is down to 0-14% charge and will need to be plugged in soon in order to recharge.
- To charge the hotspot, plug the provided cable into the port on the front of device as shown in Figure 1.

What are Chromebook Laptops?

A Chromebook is a laptop that runs on the Google Chrome Operating System. Chromebooks primarily use Google's Chrome web browser and Google's wide variety of cloud based apps as well as apps available through their Google Play app store.

Getting Started with Your Chromebook Laptop


1 Turning on your Chromebook Laptop

- Turn on the hotspot by holding down the power key on the top of the hotspot for 3 seconds. The Wi-Fi indicator should be lit.
- To turn on the Chromebook Laptop press and hold down the the power button () located in the top right of the keyboard.
- If the Laptop displays a message reading "Network not available please connect your Chromebook to sign in", make sure hotspot is powered on.
- Once on, choose **"LibraryHotspot"** from the list of available Wi-Fi connections. When asked for a password type in **"Berkeley"** (This is case sensitive).

2a

Signing in if you **DO** have a Google Account

- A window will appear saying "Sign in to your Chromebook". If you have a Google account (an e-mail that ends in @gmail.com) sign in with your e-mail and password.
- A window will appear saying "You're signed in!" and ask you to click accept and continue.
- A window for "Google Play apps and services" will appear. You can either skip or allow.
- You are now signed in to your Chromebook!

- If you would like to create a Google Account, once signed in as guest, you can click the Chrome icon () in the bottom center of the screen.
- Enter the accounts.google.com/signup into the URL bar. You will be asked to fill out your name as long with a password and username.
- Once completed you can use this e-mail and password to log into next time you sign in!


2b

Signing in if you **DO NOT** have a Google Account

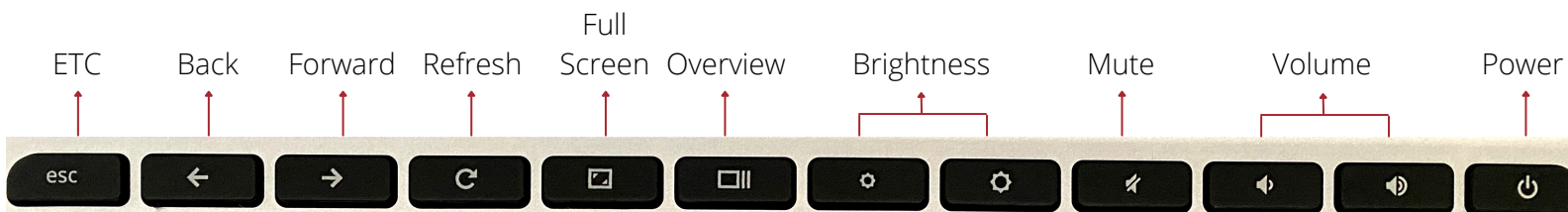
- At the bottom left of the screen click the "Browse as Guest" button. This will allow you to use the Chromebook Laptop without logging in. When you use the Chromebook Laptop as a Guest User, any files downloaded to the laptop and your browsing history will be deleted when you log out.

3

Turning off your Chromebook Laptop

- Press and hold the power button () in the top right of the keyboard.
- Select Power Off on the left hand side from the options.
- Your Chromebook will now be powered off.

Quick Keys



Chromebook Ports



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www.berkeleypubliclibrary.org/laptops

