bcls

BERKELEY COUNTY LIBRARY SYSTEM

User Guide

MiFi30

MiFi30 User Guide

MiFi30
30 Day checkout, Ages 18+, No Renewals

Kit Includes:
Chromebook (+ charger), JetPack (+ charger), Mouse, User Guide, & Case

Fines:
Overdue: $2.00 per day, $10.00 maximum
Lost Chromebook: $300.00
Miscellaneous Lost Fees:
MiFi Unit (JetPack): $50.00, Mouse: $20.00, Case: $50.00, Cables: $25.00 (each)
Lost Kit (7+ days overdue): $420.00

Verizon Wireless JetPack
Jetpacks can be used for multiple devices. Network connection strength depends on user's location. JetPack can charge through an outlet or through the Chromebook. The battery can last up to 20 hours, depending on the type of use.

Samsung Chromebook 2
Ending your session, closing the device, or turning off the Chromebook removes any data, saved pages, passwords, and changes to settings. If you do not have a Google account, you may use a flashdrive to store and share files.
Not all sites will be Chrome compatible.
The average battery life is 8 hours, depending on the type of use.

Other Information:
MiFi30 kits MUST be returned to the front desk
— *Do not return kits to bookdrops!*
If the kit is overdue, the Jetpack will not work at all, and the Chromebook will only have access to a specific library webpage for five-minute intervals.

If you require further assistance,
please contact your local Berkeley County Library:

Daniel Island: 843-471-2952	Moncks Corner: 843-719-4223
Goose Creek: 843-572-1376	Sangaree: 843-695-1208
Hanahan: 843-553-0047	St. Stephen: 843-567-4862

http://berkeleylibrarysc.org/email-us/

Samsung Chromebook 2

Overview

No	Subject	Contents
1	Illumination sensor(Optional)	A sensor that senses the ambient brightness of the Chromebook. When it is dark, the display gets darker. When it is bright, the display gets brighter.
2	Camera Operating LED	This indicates the camera operating status.
3	Camera	Using this camera, you can take still pictures and record video.
4	Microphone	You can use the built-in microphone.
5	LCD	The screen images are displayed here.
6	Power Button	Turns the computer on and off .
7	Keyboard	A device to enter data by pressing the keys.
8	Touchpad	Use the touchpad to move the pointer on the screen or click items.
9	Power LED	Turns blue while the computer is turned on. Shows the battery's charging status while the computer is turned off. ● Red: Battery charging is in progress. ● Green: Battery is fully charged.

Left View

No	Subject	Contents
1	DC Jack	Connect the AC adapter that supplies power to the Chromebook.
2	Chargeable USB 3.0 Port	You can connect USB devices to the USB port such as a keyboard/mouse, digital camera, etc. Using a chargeable USB port, you can access or charge a USB device.
3	Digital Video/Audio Port (HDMI) (Optional)	You can connect an HDMI cable to this port. Using this port, you can enjoy digital video and audio on the TV.
4	Micro SD Card Slot	This slot is for micro SD cards.

Right View

| No	Subject	Contents
1	Earset / headset Jack	Use this jack to connect your earset or headset.
2	USB 2.0 Port or Chargeable USB 2.0 Port (Optional)	You can connect USB devices to the USB port such as a keyboard/mouse, digital camera, etc. Using a chargeable USB port, you can access or charge a USB device.

Turn the Computer On and Off

Turn the Computer On

To use the Chromebook, you have to connect to the Internet and then log in with your Google account.

1 Connect the **AC adapter.**

2 If you open the LCD panel, the computer is automatically turned on.
     If the LCD panel is already opened, press the power button.

3 **Power LED** is lit while the computer is turned on.
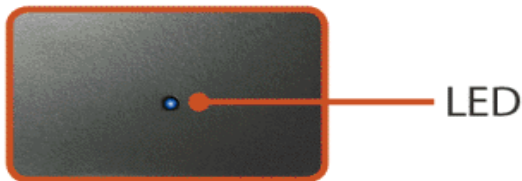
Turn the Computer Off

Press and hold the Power button for about 8 seconds to shut down the Chromebook.
Press and hold the Power button for about 2 seconds to lock the system.
In this lock state, press and hold the Power button for 2 seconds to shut down the Chromebook.
To shut down the Chromebook when the system has frozen unexpectedly, press and hold the Power button for at least 8 seconds.

Controlling the power of the Chromebook

	If the Lid is closed	When there is no input for a predetermined period of time	If the Power button is pressed
Signed-in state	Enters sleep mode	Enters sleep mode	The state changes to the signout state.
Signed-out state	The computer is turned off	The computer is turned off	The computer is turned off

Press any key or swipe the touchpad to wake the Chromebook from sleep mode.

Keyboard

Shortcut key functions and procedures are discussed in the following sections.

> - The keyboard image may differ from the actual keyboard.
> - The keyboard may differ depending on your country. The following mainly describes the shortcut keys.

Shortcut Keys

Here is an overview of the shortcut keys on the top row of the keyboard.

| Shortcut Keys	Function
←	Go to the previous page in your browser history.
→	Go to the next page in your browser history.
⟳	Reload your current page.
⊡	Open your page in full-screen mode
☐‖	Enter Overview mode, which shows all windows.
☼	Decrease screen brightness.
☼	Increase screen brightness.
🔇	Mutes the sound. In Mute mode, press the 🔊 key to cancel the Mute function.
🔉	Decrease the volume.
🔊	Increase the volume.

Shift Key

Hold the Shift key down to enter upper case letters.

shift
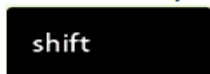
Hot key function

Press the following keys at the same time. You can check the hot keys in Chrome OS.

ctrl + alt + ?/
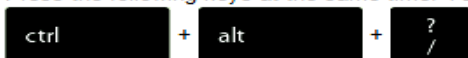
Search key

Where you'd find the Caps Lock key on a traditional keyboard, we've put the Search key.

🔍

Press the Search key to move the pointer to the address bar of the apps list.
If you really need Caps Lock, go to the Settings page to make the Search key behave like a Caps Lock key.

Touchpad

> notes
> - Touch the touchpad with your fingers only. Anything other than your fingers, such as a ball-point pen, will not be recognized by the touchpad.
> - The pictures in this manual may differ from the actual screenshots and the appearance of the touchpad may differ depending on the model.

Basic Touchpad Functions

Moving the cursor on the screen

Place your finger on the touchpad slightly and move your finger.
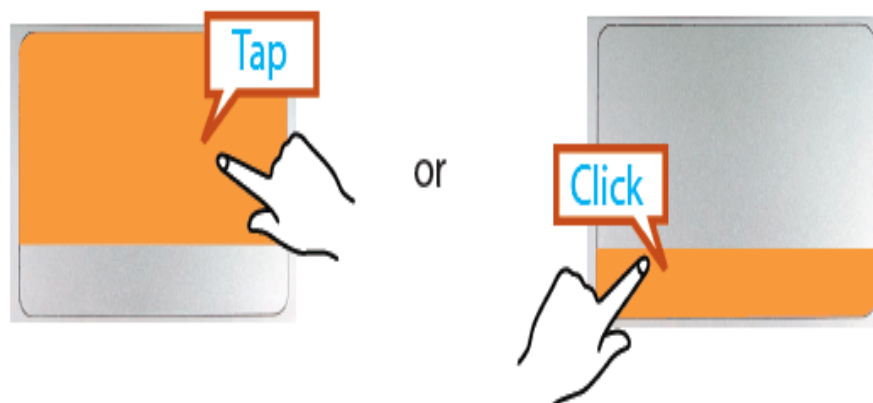
The mouse cursor will move accordingly. Move your finger in the direction you wish to move the cursor.
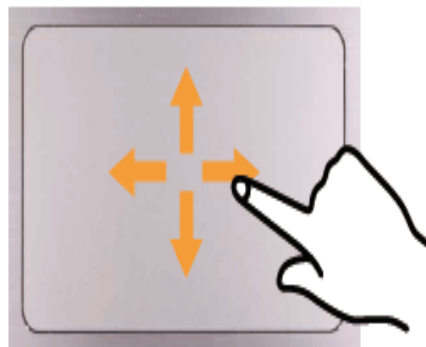
Click Function

To click on an item, place a finger on the touch area and tap once.

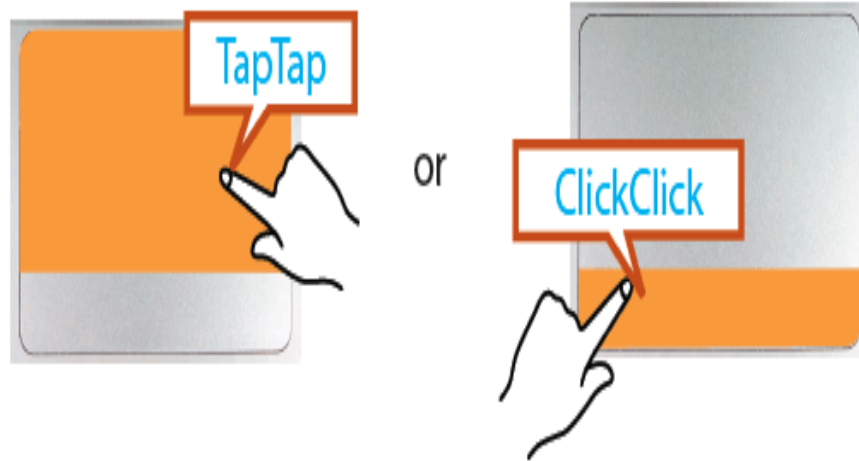You can also do this by clicking once on the click area.

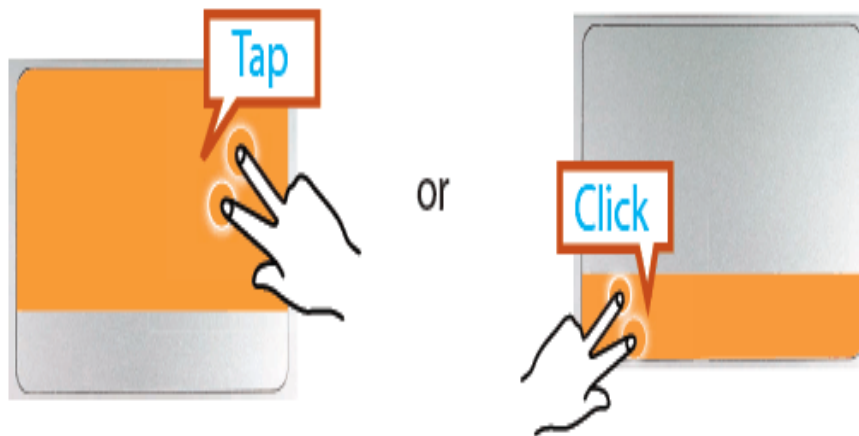Tap or Click

Double-Click Function

To select an item, place a finger on the touch area and quickly tap twice.

You can also do this by quickly clicking twice on the click area.

Right Button Function

To right-click, place two fingers on the touch area and tap once.

You can also do this by placing two fingers on the click area and clicking once.

Drag Function

Dragging refers to moving an item to another place after selecting it.

To drag an item to a new location, press the click area and hold while dragging the item to the new location.

Adjusting your Touchpad Settings

If your touchpad is too sensitive, you can adjust your settings by following these steps:

1 Click the list icon ☰ on the top-right corner of your browser.

2 Select **Settings**.

3 Go to **Device > Touchpad** speed, and change the settings as appropriate.
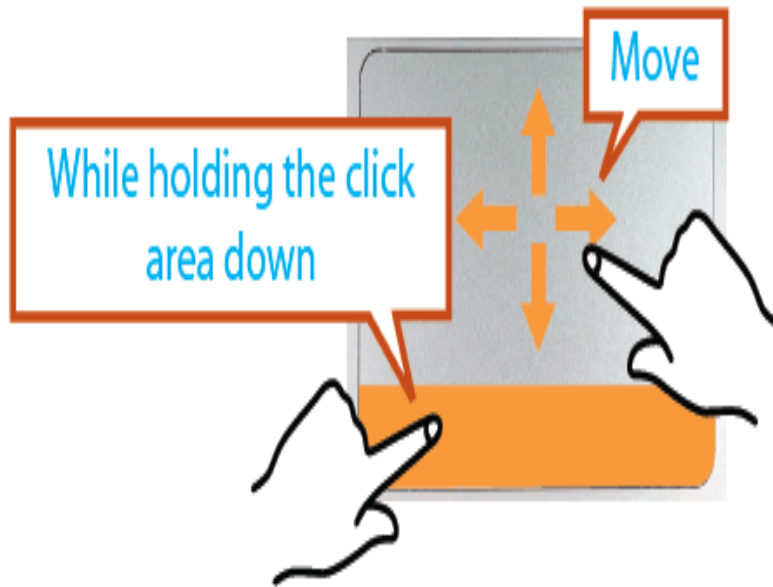
Right Button Function

To right-click, place two fingers on the touch area and tap once.
You can also do this by placing two fingers on the click area and clicking once.
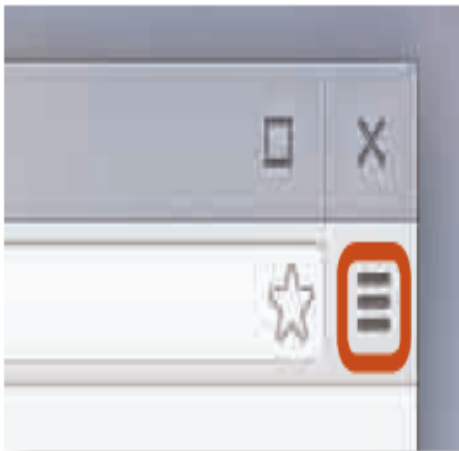

Drag Function

Dragging refers to moving an item to another place after selecting it.
To drag an item to a new location, press the click area and hold while dragging the item to the new location.
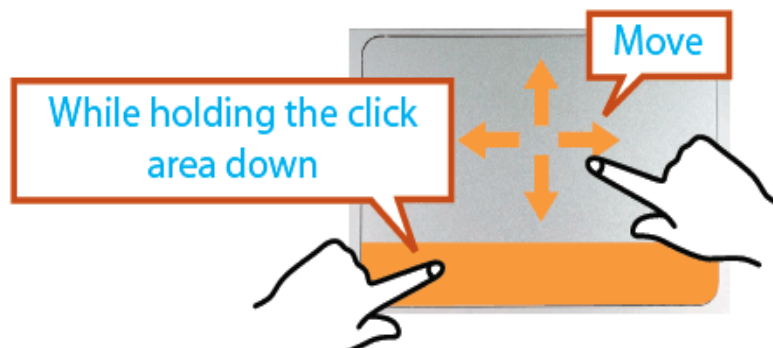
Adjusting your Touchpad Settings

If your touchpad is too sensitive, you can adjust your settings by following these steps:

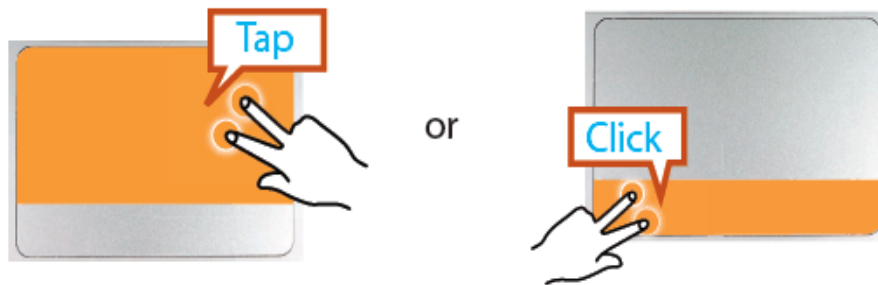**1** Click the list icon ☰ on the top-right corner of your browser.

2 Select **Settings**.

3 Go to **Device > Touchpad** speed, and change the settings as appropriate.

Network (Optional)

Connecting to a Network

If there is an AP, you can connect to the Internet via the AP using the Wireless LAN connection.

Connecting to a Wireless Network

1 Click the network icon on the bottom-right corner of the log-in screen, and the Wi-Fi list appears.

2 To connect to a network, simply select its name in thenetwork menu.

3 If the connection is successfully established, the network icon is displayed as .

notes
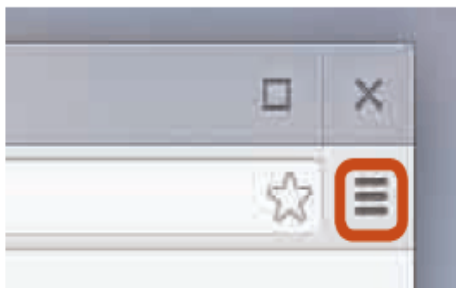- If the network is not properly connected, it is represented as .
- The number of activated bars in the network icon represents the signal strength of the wireless LAN.

LCD Brightness Control

Adjust the LCD brightness by pressing the [⚙] key to decrease brightness or the [⚙] key to increase brightness.

Whenever you press the [⚙] key, the LCD brightness increases by one level.

How to Charge the Battery

Connect the AC adapter to the power input jack on the Chromebook.
The battery will start charging. When charging is complete, the Charge LED turns green.

Status	Charge LED	
Charging in progress	🔴	Red
Charging complete	🟢	Green
Turned on	🔵	Blue

Measuring the Remaining Battery Charge

To check the remaining capacity of the battery, click the battery icon on the bottom- right of the screen.

Battery Usage Time Information

A battery is an expendable supply, so when using it over a long time, the capacity/battery life is shortened. If the battery life is reduced to under half of its initial time, we recommend purchasing a new battery.

When not using the battery for a long time, store the battery after charging it to 30-40% of its capacity. This extends the battery lifetime.

The browsing interface

Once you're signed in, you're instantly on the web. Here's a quick overview of the interface you'll see:
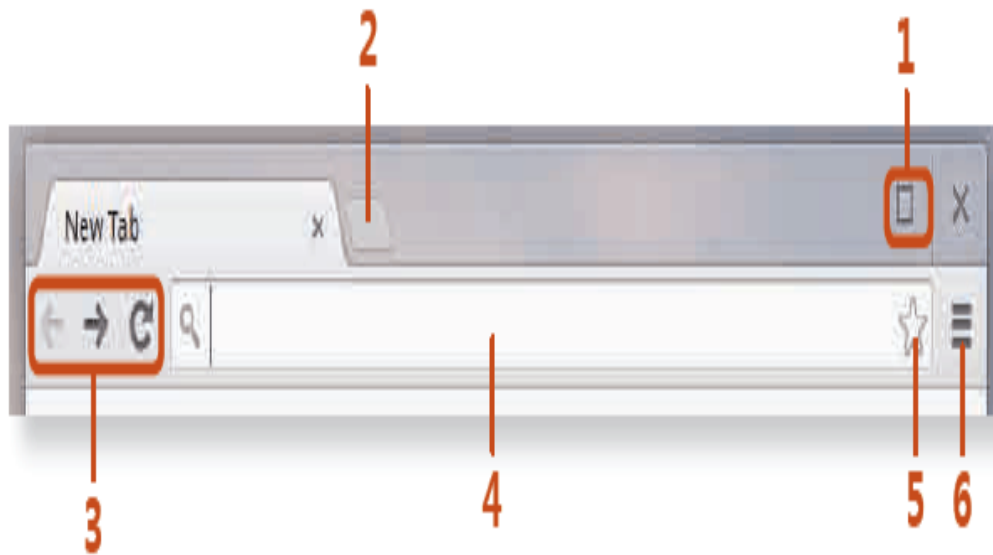
No	Menu	Function
1	Resizing button	Minimize the window or move it to the left or right.
2	New tab button	Click to see your apps and most visited sites.
3	Navigation buttons	Go back, forward, or reload your page.
4	Address bar	Search or enter a web address.
5	Bookmark	Bookmark the page.
6	Setting	Click to adjust your browser settings.

To learn about using the browser, visit the Help Center at https:// support.google.com/chromebook..

Connect your printer to Google Cloud Print

In order to print using the Google Cloud Print service, first connect your printer to the service. Google Cloud Print can print to either a Cloud Ready printer that can connect directly to the Internet or a classic printer that is plugged into a Windows or Mac computer with Internet access. If you are using a Chromebook and you attempt to print, you will be prompted to set up Google Cloud Print to connect a printer.

Using your Chromebook at work or school? Your network administrator might connect one or more printers for you, which will be available when you're signed in to your work or school account. Learn about using a managed Chromebook

Connect a Cloud Ready printer

If your printer is Cloud Ready, follow your manufacturer's provided instructions or see setup information for Cloud Ready printers.

Connect a classic printer

To connect your classic printer, enable the Google Cloud Print connector using a Windows or Mac computer that's connected to the printer. You'll need Google Chrome ☑ to be installed on the computer. If you're using Windows XP, make sure you also have the Microsoft XML paper specification pack ☑ installed.

⚠ Don't try to plug your printer into your Chromebook--it won't work!

Once Google Chrome is installed, follow the steps below to enable the Google Cloud Print connector in Google Chrome.

1. Turn your printer on.
2. Log in to your user account on the Windows or Mac computer.
3. Open Google Chrome.
4. Click the Chrome menu ≡ on the browser toolbar.
5. Select **Settings**.
6. Click **Show advanced settings**.
7. Scroll down to the "Google Cloud Print" section. Click **Add printers**.
8. If prompted, sign in with your Google Account.

If you signed up for 2-step verification ☑, you need to enter an application-specific password instead of your Google Account password. You can generate the application-specific password on your Authorizing applications and sites ☑ page.

9. Select the printers you want to connect, and then click **Add printer(s)**.

The printer is now associated with your Google Account and connected to Google Cloud Print. You can print to this printer whenever you're signed in with the same Google Account on your Chromebook.

Need a Google Account?
Visit gmail.com and select
"Create an Account"

Google

One account. All of Google.

Sign in to continue to Gmail

Enter your email

Next

Need help?

Create account

One Google Account for everything Google

Create your Google Account

One account is all you need

A single username and password gets you into everything Google.

Take it all with you

Switch between devices, and pick up wherever you left off.

Why create a Google Account?

With a Google account, you have free access to Gmail, Google+, YouTube, and more, all with one username and password!

Having a Google account also allows you to save and share files with Google Drive and save webpages with Google Chrome.

Name

First | Last

Choose your username

@gmail.com

Create a password

Confirm your password
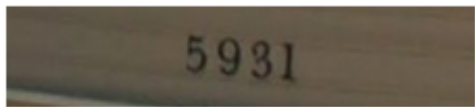
Birthday

Month | Day | Year

Gender

I am...

Mobile phone

Your current email address

Prove you're not a robot

☐ Skip this verification (phone verification may be required)

5931

Type the text:

Location

United States

☐ I agree to the Google Terms of Service and Privacy Policy

Next step

Learn more about why we ask for this information.

Why Google asks for your information at sign-up

A Google Account gives you access to services such as Gmail, YouTube, and Google+. We ask for some personal information during sign-up in order to keep your account secure and make sure you have a great experience, no matter which Google service you use.

Name. Your name will be used across Google services. For example, when you create content that you want to share with others, your name will appear with this content.

Username. You will use your username, which will also be your new Gmail address, to sign in to your Google Account. Your username isn't case sensitive, and you can use letters, numbers, or periods. We'll help you out with some suggestions if you're having trouble finding a username you like.

Password. Keep your account secure by choosing a good password. When creating a password, be sure to do the following:

- Choose a smart password.
- Do not reuse this password on another site.
- Use our strength meter to help ensure your password is difficult to guess.
- Use at least eight characters.

Date of birth. Your date of birth helps us provide you with things like age-appropriate settings. We won't display it without your permission.

Gender. We will use your gender for things like improving our messages. For example, we will use the term "he" or "she" if you share a photo with someone. Anyone who views your profile or receives a message like this will know your gender -- it is public by default. But you can change who can see your gender once you've created your Google Account. If you specify "other" instead of "male" or "female," or choose to keep your gender private, we'll use gender-neutral terms (e.g., "Pat shared their photo with you.").

Mobile phone. Having a mobile phone number on your account is one of the easiest and most reliable ways to help keep your account safe. Since you have physical possession of your phone, we can provide easier ways for you to get back into your account if you ever forget your password. And we can use it to challenge unusual accesses to your account. This field is optional, but strongly recommended if you have a mobile phone.

Current email address. Current Email Address should be an additional email address, such as an address you used before signing up for your Google Account. For new Google Account users, providing this address allows for useful features including helping people find you, aiding in account security and recovery, and providing an alternate address for notifications from Google services. You can update this email address through your Account Settings.

Location. Enter your country or territory of residence in this field.

After you've created your account, you can review or edit this information through your Account Settings page. (Note that you cannot modify your date of birth on this page once you've created your account.)

Creating a strong password

To keep your account safe, here are a few tips on how to create a strong password:

Use a unique password for each of your important accounts ⌃

Use a different password for each of your important accounts, like your email and online banking accounts. Re-using passwords is risky. If someone figures out your password for one account, that person could potentially gain access to your email, address, and even your money.

Use a mix of letters, numbers, and symbols in your password ⌃

Using numbers, symbols and mix of upper and lower case letters in your password makes it harder for someone to guess your password. For example, an eight-character password with numbers, symbols and mixed-case letters is harder to guess because it has 30,000 times as many possible combinations than an eight-character password with only lower case letters.

Don't use personal information or common words as a password ⌃

Create a unique password that's unrelated to your personal information and uses a combination of letters, numbers, and symbols. For example, you can select a random word or phrase and insert letters and numbers into the beginning, middle, and end to make it extra difficult to guess (such as "sPo0kyh@ll0w3En"). Don't use simple words or phrases like "password" or "letmein," keyboard patterns such as "qwerty" or "qazwsx," or sequential patterns such as "abcd1234" which make your password easier to guess.

Make sure your backup password options are up-to-date and secure ⌃

Make sure to regularly update your recovery email address so that you can receive emails in case you need to reset your password. You can also add a phone number to receive password reset codes via text message. Many websites will also give you the option of answering a security question if you forget your password. If you can create your own question, try to come up with a question that has an answer only you would know. The answer shouldn't be something that someone can guess by scanning information you've posted online on blogs or social networking profiles. If you have to choose a question from a list of options, such as the city where you were born, try to find a way to make your answer unique by using some of the tips above. That way even if someone guesses the answer, they won't know how to enter it correctly.

Keep your passwords secure ⌃

Don't leave notes with your passwords to various sites on your computer or desk. People who walk by can easily steal this information and use it to compromise your account. If you decide to save your passwords in a file on your computer, create a unique name for the file so people don't know what's inside. Avoid giving the file an obvious name, such as "my passwords." If you have a difficult time remembering multiple passwords, a trusted password manager may be a good solution. Spend a few minutes checking out the reviews and reputations of these services.

Verizon Wireless JetPack

Components

❶ **Universal Charging Port** — Use to charge one additional wireless device.

❷ **Jetpack 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 Jetpack 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 Jetpack on and off, and turns display back on when device is in power-saving mode.

Status Indicators

DISPLAY ICON	DESCRIPTION
No icons	The Jetpack is powered off or not receiving power, or the screen is in power-saving mode.
Network Signal Strength	More bars indicate more signal strength.
Activity Indicator	If this icon is displayed, data is being transferred between your Jetpack and connected device(s).
Network Indicator	Displays the type of network to which your Jetpack is connected.
Roaming	If this icon is displayed, your Jetpack is connected to a network outside the home network area.
International Roaming	If this icon is displayed, your Jetpack is connected to a network outside the United States.
Messages	If this icon is displayed, you have unread Verizon system messages.
Connected Devices	If this icon is displayed, it shows the number of devices connected to your Jetpack.
Battery Charge Indicator	Displays remaining battery power
Battery AC Charging Indicator	Displays when the Jetpack is connected to the AC charger.
Battery USB Charging Indicator	Displays when another device is connected to the Jetpack and charging via a USB cable.

CAROUSEL ICON

Wi-Fi		Scroll and select the icon to display the Wi-Fi name, password and URL.
SIM		If this icon is displayed, there is no SIM card installed.
		If this icon is displayed, your SIM is locked. Real-time data usage meter will not display.
		If this icon is displayed, there is a SIM error. Check to be sure your SIM card is properly installed.
Connected Devices		Scroll and select the icon to display the number and IP address of connected and blocked devices .
Data Usage		Scroll and select the icon to view the amount of data used as of the current date and the usage billing cycle.
Message Center		Scroll and select the icon to display unread messages, and to save or delete read messages.
About Jetpack		Scroll and select the icon to display Internet connection status and Jetpack information, including model, SW version, wireless number, IMEI, and battery level.
Help		Scroll and select the icon to display Jetpack Admin website connection instructions, Advanced Features, WPS, Unlock SIM, and Tips.

FRONT PANEL

Power Indicator		When the display is off and the Jetpack is turned on, the Power indicator blinks.

Accessing the Network

4G LTE

With LTE bandwidth you can get the broadband speed you require to work efficiently outside the home or office. You can connect to the Internet, access your corporate intranet, check your email and download attachments at speeds that are up to 10 times faster than 3G*.

4G Mobile Broadband with LTE*
- Download: typical download speeds of 5-12 Mbps.

- Upload: typical upload speeds of 2-5 Mbps.

3G Mobile Broadband with EVDO Rev. A
- Download: typical download speeds of 600 kbps–1.4 Mbps with bursts up to 3.1 Mbps.

- Upload: typical upload speeds of 500-800 kbps with bursts up to 1.8 Mbps.

Wi-Fi 802.11a/b/g/n
- 802.11a uses the 5.0 GHz frequency with a bandwidth up to 12 Mbps.

- 802.11b uses the 2.4 GHz frequency with a bandwidth up to 12 Mbps.

Power the Jetpack On and Off

Power On

- Press the Power Button until the Jetpack display lights up. After the initial startup screens display, the Home screen and menu options are available.
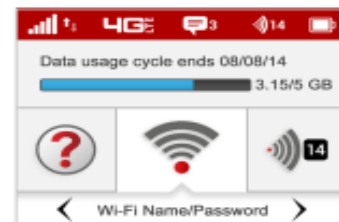
Power Off

- Press and hold the Power Button until the display shows **MiFi**. The Jetpack will continue its shutdown process for several seconds and then automatically turn off the display.

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BERKELEY COUNTY LIBRARY SYSTEM

Inspire. Inform. Illuminate. OPEN UP!

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2301 Daniel Island Drive
Daniel Island, SC 29492
(843) 471-2952

HANAHAN
1216 Old Murray Court
Hanahan, SC 29406
(843) 553-0047

MONCKS CORNER
1003 Highway 52
Moncks Corner, SC 29461
(843) 719-4223

SANGAREE
595 Sangaree Parkway
Summerville, SC 29483
(843) 695-1208

GOOSE CREEK
325 Old Moncks Corner Rd
Goose Creek, SC 29445
(843) 572-1376

ST. STEPHEN
113 Ravenell Drive
St. Stephen, SC 29479
(843) 567-4862

M.O.R.E. BOOKMOBILE
100 Library Street
Moncks Corner, SC 29461
(843) 719-4247

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