Getting to know your Mobile Hotspot

<table>
<thead>
<tr>
<th>Part</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON/OFF Switch</td>
<td>Slide it to turn on/off the Hotspot.</td>
</tr>
<tr>
<td>micro-SIM card slot</td>
<td>Install the micro-SIM card (included).</td>
</tr>
<tr>
<td>WPS key</td>
<td>When the Wi-Fi function is enabled, hold it for more than 3 seconds to activate the WPS function.</td>
</tr>
</tbody>
</table>
| Charging/USB port           | • Charge your device.  
                                 | • Connect the client to your device via USB cable.                          |

LED Indicators

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network</td>
<td>Red solid</td>
<td>Limited or no service, no SIM card or SIM card error, registered to the LTE/UMTS/HSPA network.</td>
</tr>
<tr>
<td></td>
<td>Green solid</td>
<td>Registered to the UMTS or HSPA network and connected to UMTS or HSPA network.</td>
</tr>
<tr>
<td></td>
<td>Blue solid</td>
<td>Registered to LTE network and connected to LTE network.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wi-Fi</th>
<th>Blue solid</th>
<th>Wi-Fi is on.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Blue blinking</td>
<td>WPS is active.</td>
</tr>
</tbody>
</table>
| Battery   | Red solid       | The battery is low.  
                                 | (From 10% to dead)  
                                 | Please charge the battery.                                   |
|          | Green blinking  | The battery is being charged.                                             |
|          | Green solid     | The battery level is middle or high. (From 100% to 11%)                   |
|          | LED light off   | The battery is not inserted.                                              |
Connect your Wi-Fi device to your Mobile Hotspot

1) Power on your Mobile Hotspot

2) On your computer or other Wi-Fi enabled device, search for available Wi-Fi networks and select the APL Mobile Network
   (i.e. “APL Mobile Hotspot 10”)

3) Enter the password that you were given for the Mobile Network and click OK.

4) CONGRATULATIONS! You are connected.

5) Repeat on up to 10 devices.

WPS (WiFi Protected Setup) is a wireless networking standard that tries to make connections to wireless devices faster and easier.

To Use WPS:

1) Power on your Mobile Hotspot

2) Press and hold the WPS key for 3 seconds or more to start authentication process.

3) Enable the WPS function on your computer or other Wi-Fi enabled device and follow system prompts on your computer or other Wi-Fi enabled device.

 YOUR COMPUTER OR OTHER WI-FI ENABLED DEVICE MAY OR MAY NOT SUPPORT THIS.

Refer to the documentation that came with your computer or other Wi-Fi enabled device for further setup.

WPS is not required to use Hot Spot.
To check out a hot spot you must:
Be at least 18 years of age
- Show an Albany Public Library card:
  - in good standing with fines below $10.01
  - an account that has been open at least 60 days
  - Temporary and eCard holders may not check out devices
- Present one of the following forms of identification:
  - New York Driver’s License or ID Card
  - Government issued ID card, including military identification or Passport
  - University or School Identification

Rules
- Hot Spots are available on a first-come, first served basis and cannot be reserved.
- The hot spot loan period is 4 weeks. They cannot be renewed.
- Hot Spots accrue overdue fines at $1.00 for every day until the hot spot is returned; up to the replacement cost of the hot spot.
- Hot Spot must be returned to the APL checkout location/branch where they were borrowed. Once returned, you must wait one day to check out another hot spot.
- Replacement cost for loss or damage: (non-refundable)
  $30 – hotspot / $10 – case or charger
- To return it, a hot spot must be placed in the hands of a library staff member at the circulation desk by the borrower. Hot Spot cannot be returned via the book drop. The hot spot will not be discharged from your record until library staff has had an opportunity to verify that it is intact and undamaged.
- Damage or loss of the hot spot may result in loss of library privileges such as checking out materials, computer use, or future hot spot borrowing privileges until the tablet has been returned or the replacement cost $30 has been paid in full.
- The Library will not be held responsible for any damage or loss of data or media due to any cause while you are using the hot spot.
- Use of the hot spot to engage in personal business of a confidential nature is not advised because the Library is not able to ensure that such information will be protected from public view or access.
- You must comply with the library's Internet Use Policy while using any library computer, including hot spots:

Issued/Returned Checklist: ______________ (Due Date)

Out

In

Staff

Hot Spot

Staff

Power Cord/Charger

Case

I have read and understand the Albany Public Library Tablet Loan Agreement. I agree to abide by this agreement and understand that I may be financially liable for the tablet and accessories in the event that it is lost, stolen, or damaged and/or suffer loss of borrowing privileges.

Name (please print)__________________________________________ Date ________

Library Card Number________________________ Hot Spot Barcode Number

Signature________________________________________