

C.C. Mellor Memorial Library

Hotspot and Laptop Lending Program

Hotspot quick start guide

About this hotspot

A hotspot can connect any Wi-Fi enabled device to the internet. Hotspots are great for travel or other situations where Wi-Fi may not be available.

CCM hotspots may be checked out for 1 week by library cardholders ages 18 and up. CCM hotspots may not be renewed or requested.

Note: Carnegie Library of Pittsburgh hotspots and Chromebook bundles may be subject to different loan rules than C.C. Mellor Library hotspots and Chromebook bundles.

① Before you start

Charge the hotspot

- Plug the Micro-USB cable into the hotspot.
- Plug the AC adapter into an electrical outlet.
- Charge until the battery charge indicator shows the battery is fully charged.

Get ready

- Make sure you are in an area covered by the Sprint 3G or 4G LTE network (not roaming).
- If you have a LAN connection, disconnect it.
- Make sure your device's Wi-Fi mode is turned on.

② Power up the hotspot

Press and hold the power button on the top of the hotspot to power it on or off. The hotspot will activate automatically.

③ Connect your device

Press the power button to cycle through the hotspot menu, which includes the Wi-Fi network name and Wi-Fi password.

- From your computer, display the Wireless Network Connections window, and then click View Wireless Networks.
- Select the Wi-Fi network name as displayed on the hotspot, and click Connect.
- Enter the Wi-Fi password, also displayed on the hotspot screen.
- Launch your computer's web browser.

④ Return to the library

When your checkout period is over, return the hotspot to a library staff member inside the library.

Do not return the hotspot in the book drop!

C.C. Mellor Memorial Library

Edgewood • 1 Pennwood Avenue, Pittsburgh PA 15218 • 412-731-0909
Forest Hills • 4400 Greensburg Pike, Pittsburgh PA 15221 • 412-436-2390

Chromebook quick start guide

About this Chromebook

A Chromebook is a personal computer that runs Google Chrome as its operating system.

Chromebooks will not save your work. When a Chromebook is powered off, the memory will automatically reset. Be sure to save your work to a cloud location (e.g. Google Drive) or to a USB flash drive or USB hard drive.

All CCM Chromebooks circulate in a bundle with a charger, a Wi-Fi hotspot and a mouse.

Chromebook bundles may be checked out for 1 week by library cardholders ages 18 and up. Chromebook bundles may not be renewed or requested.

For more information about using Chromebooks, visit <https://www.google.com/chromebook/howto/>

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Getting Started with Chromebooks

- Power on the Chromebook using the power button on the keyboard.
- Select a Wi-Fi network.
- Sign in to your Google account, or sign in as Guest. In order to log in with your Google account, you must be connected to Wi-Fi.

Mobile printing quick start guide

About mobile printing

Send your print job from anywhere and pick it up at CCM Edgewood. Prints must be picked up the same day during library hours. Printing is \$0.20 per black and white page, \$0.50 per color page.

To print an email from any device:

1. Open the email you wish to print
1. Forward the email to:
ccmml-print-bw@printspots.com or
ccmml-print-color@printspots.com

To print from a laptop:

1. Go to **www.printeron.net/ccmml/print**
2. Select the Black & White or Color Printer
3. Enter your email address
4. Browse to find the file or enter the URL of the file you wish to print

5. Click the green print button
6. You will receive a confirmation that your job has been sent successfully

To print from a smartphone or tablet:

1. Download the PrinterOn App from your device's app store
2. Add a printer by searching for **EIN CC Mellor Memorial Library Color** or **EIN CC Mellor Memorial Library Black and White**
3. Choose the type of item you would like to print
4. Click the green print button
5. Add your email address
6. You will receive a confirmation that your job has been sent successfully

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