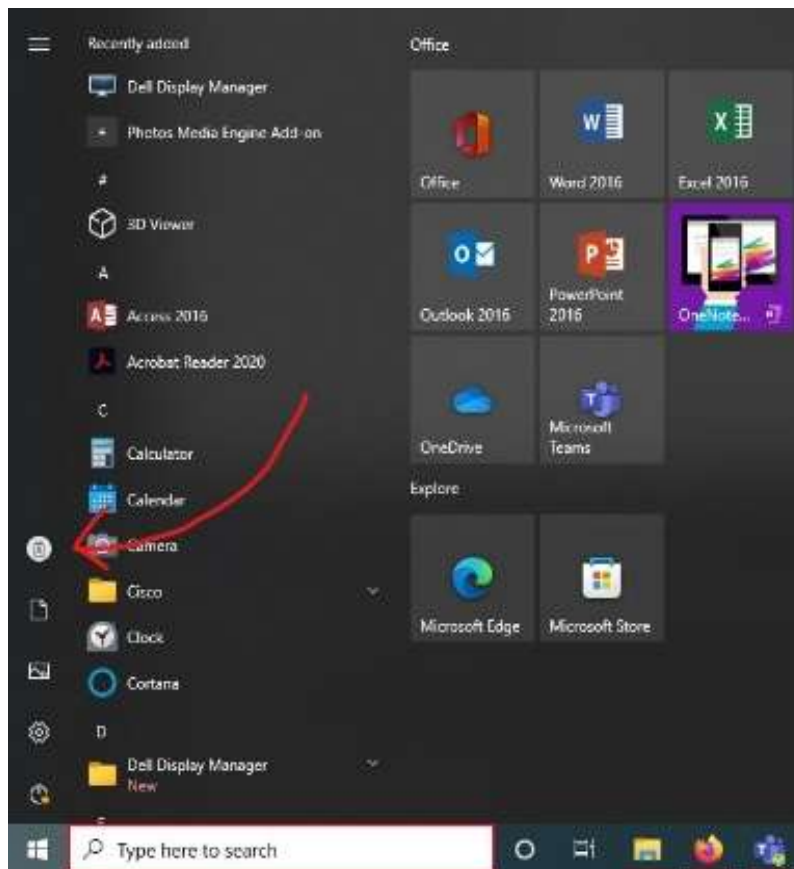


Akron-Summit County Public Library Laptop

Logging In & Security Tips

Note: When you first turn on your laptop, you will be automatically logged in. That means there is no password set for your user account. When you are on the lock screen and see “User”, leave the password field empty and press **Enter**.

- Whenever you are not at your laptop, we recommend you lock the device. Press the keyboard shortcut: Windows key and L at the same time, or by opening the Windows menu which is located at the bottom left corner of the screen. The red arrow in the picture below is pointing to the user icon. To manually lock the laptop, click the user icon and then click **lock**.



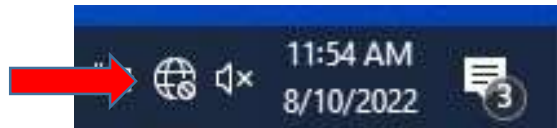
- From the lock screen, press any key to get back to the login screen.
- To unlock the laptop, click inside the password box and press the **ENTER** key on your keyboard.

Connecting to the Internet

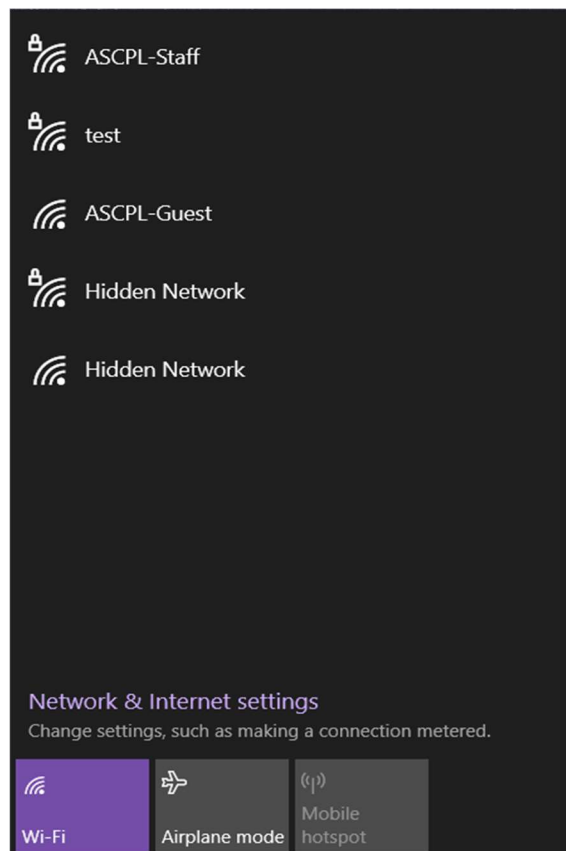
***Note: If the Library T-Mobile hotspot is on, then the laptop should automatically connect to the hotspot's Wi-Fi network named ASCPL-Hotspot.**

In order to do anything online, you will need to be connected to the Wi-Fi.

1. When you open up your laptop, move your mouse to the right-hand bottom corner of your screen. Locate the network icon.



2. Click on the network icon. You will see a list of Wi-Fi names.



3. Click on the Wi-Fi name you want to connect to. If you have a Library T-Mobile hotspot, the Wi-Fi name is listed in the hotspot instructions.
4. Enter password. **You are now connected to the internet.**

Laptop Layout

Left side view

- From the left, you will find a USB-C port (used for charging), a USB port, an HDMI port and an auxiliary port.



Right side view

- From the left, you will find a USB port, a micro SD card slot and a Kingston lock (not Input, nor output, just a lock, usually used for keeping a laptop in one place).




Using Taskbar Search & Start Menu


The search box and start menu can be used to locate applications. The search box and the Start Menu are both located at the bottom left-hand corner of your screen.



Looking for a long-lost app or program? There are several ways you can find what you need.







- Select **Start** , and then scroll through the alphabetical list on the left (if your Start screen is set to show as full screen, select **All apps**, and then scroll through the list).

Tip: To reduce scrolling you can select any letter in the list, then in the alphabet links that display, select a letter to jump down to that section. For example, select "T" if you're looking for the Teams app.

- Select the search button on the taskbar and type the name of the app or program.
- Press the Windows  key on your keyboard.

Meet your laptop



	Camera		Webcam privacy shutter
	Microphones		Power button
	Speaker		Trackpad

Tips about using the laptop

- Do not take apart the laptop.
- Do not get the laptop wet.
- Do not leave the laptop in a very hot or very cold environment for long periods of time.
- Always save whatever data you want to keep on a flash drive, or SD card.
- This laptop is property of the Akron-Summit Public County Library.
- The library is not responsible for any loss of personal data. **This Laptop will be wiped after check in at the Library to clear all personal data.**

Replacement Fees:

If you have damaged or lost any equipment, you will be charged a **replacement fee**.

Replacement fees for hotspot -

Hotspot: \$30

Case: \$25

Hotspot charger: \$10

Total for full replacement: \$65

Replacement fees for laptop -












Laptop: \$350

Laptop charger: \$50




Laptop case: \$35

Total for full replacement: \$435

Preloaded Apps

	Google Chrome: Used to browse the web.		Zoom: Video Conferencing, Cloud Phone, Webinars, Chat, Virtual Events.
	Microsoft Edge: Used to browse the web.		VLC: Multimedia player, plays most multimedia files as well as DVDs, Audio CDs.
	Firefox: Used to browse the web.		Adobe Acrobat Reader: View, comment, fill out, and sign PDF forms.
	Word: Word processor application. Lets you create professional-quality documents, reports, letters, and résumés.		Excel: Spreadsheet application. Used to format, organize and calculate data in a spreadsheet.
	PowerPoint: Slide show presentation application.		Publisher: Graphic design application with an emphasis on page layout and design, and less on word composition and formatting.
	Access: It's an easy-to-use tool for creating customizable database applications.		

Web Shortcuts

	Hoopla: Puts your public library at your fingertips. Anytime. Everywhere!		Kanopy: Stream thousands of films for free, thanks to the generous support of your public library or university.
	OverDrive: Start borrowing and reading with a library card or access through your school - no fees or subscription costs.		