User Guide

Customer Procedures

The Prince George's County Memorial Library System (PGCMLS) offers borrowable Kajeet LTE Chromebooks to PGCMLS cardholders ages 18 and above whose library cards are in good standing.

- Customers must have a PGCMLS adult or staff card (LINK and student accounts are not eligible).
- Customers must be using the Chromebook to support their long- and short-term goals of ensuring their families have access to much needed resources. Customers are in need of this device from the Library, because at least one of the following reasons describes their status and goals: financial stability, economic mobility, facing multiple barriers, and/or a member of a low income household.
- Customers must present their adult library card and a valid photo ID .
- Customers may borrow 1 Chromebook per customer.
- Customers may borrow the Chromebook for 3 weeks. As long as there are no hold requests from other customers, it will be renewable 1 time.
- Customers shall complete and sign a loan agreement.
- The customer is responsible for the Chromebook after checkout.

Chromebook Specifications

- Chromebook Model | CTL NL71CT-LTE
- Memory | 4GB DDR4 RAM, 32GB
- Battery | Up to 12 hours of battery life
- Camera | 1 HD 720p 180 degree rotating
- Touch screen
- Water-resistant keyboard with anti-peel keys

Each Chromebook is pre-loaded with the following applications:
- Google Chrome
- Google Classroom
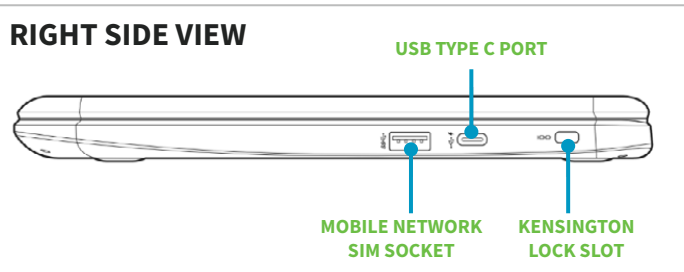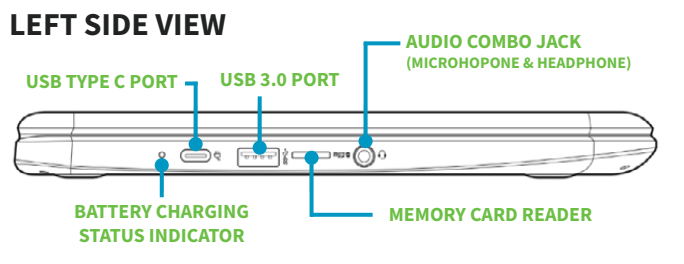- Skype
- Zoom

Quick Instructions for Customers

Need help getting started? The Quick Start Guide is enclosed and a link to the Chromebook User Guide is below. You can also find these resources at pgcmls.info/borrow-technology.
- Chromebook User Guide: tinyurl.com/Online2GoUser

Kajeet Sentinel-Ready™ LTE Chromebook (NL7)
Quick Start Guide

CAMERA

DISPLAY

POWER BUTTON

TOUCH PAD

LEFT SIDE VIEW

USB TYPE C PORT **USB 3.0 PORT** **AUDIO COMBO JACK** (MICROHOPONE & HEADPHONE)

BATTERY CHARGING STATUS INDICATOR **MEMORY CARD READER**

RIGHT SIDE VIEW

USB TYPE C PORT

MOBILE NETWORK SIM SOCKET **KENSINGTON LOCK SLOT**

Connecting to a Wi-Fi Network

1. Power on Chromebook.
2. Click on Wi-Fi icon on the bottom bar to open info box (see Fig. 1)
3. Click on Wi-Fi icon to open network pop-up (see Fig. 2).
4. Ensure 'Wi-Fi' button is toggled to the right.

   Wi-Fi

5. Select the Wi-Fi network you would like to connect to.

   Note: If you see the word "Connected" under the Wi-Fi network name you are connected to that network.

   Kajeet SmartBus Connected

6. When prompted, type Wi-Fi password and click OK.
7. Your device is now connected to the Internet. You will see the Wi-Fi icon in the bottom bar.

   9:18

Connecting to the Kajeet LTE Network

1. Power on Chromebook.
2. Click on Wi-Fi icon on the bottom bar to open info box (see Fig. 1)
3. Click on Wi-Fi icon to open network pop-up (see Fig. 2).
4. Ensure 'Mobile data' button is toggled to the right.

   Mobile data

5. Select the Mobile data network you would like to connect to.

   Note: If you see the word "Connected" under the Mobile data network name you are connected to that network.

   Kajeet Connected

6. Your device is now connected to the Internet. You will see the Mobile data icon in the bottom bar.

   LTE 9:18

Figure 1 (Info Box)

Figure 2 (Network Pop-Up)

TIP: The Chromebook will automatically switch between mobile data and Wi-Fi networks when both the Mobile data network and the Wi-Fi network are connected.
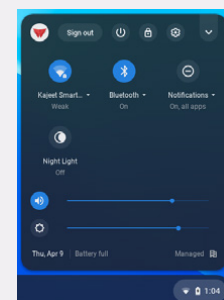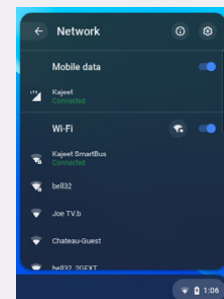
Connecting to WiFi

Chromebooks are relatively easy to use. Connecting to WiFi may be the most difficult step for some customers if they haven't done it before. Verify that you have the correct network name and password if you are having issues connecting to the internet.

Caring for the Chromebook

Here are a few tips for protecting the Chromebook:

- Keep the device in its carrying bag and in a safe place while not in use.
- Be gentle when using the touchscreen. Protect the screen by not closing any objects (e.g. headphones) in between the screen and keyboard.
- Chromebooks perform best in relatively cool areas. Avoid using it for long periods in direct sunlight or humid conditions.
- Open and close the Chromebook carefully. Close the Chromebook before carrying it around.
- Keep food and drink away from the device.
- Remove power cords from an outlet by the plug rather than by the cord.

Quick Instructions for Customers

- Customers may log into the Chromebook using a Gmail account or using a guest login.
- Customers will not be able to download apps from Google Play Store.
- Personal files and downloaded apps will not be saved.
- Users can save work to their flash drive or Google Drive.
- The Chromebook has a built-in webcam. Users may participate in video calls or meetings.
- The Chromebook is equipped with a microSD slot and combination headphone/ microphone jack (headphones not included).
- The Chromebook does not have a CD drive.

Saving Your Work

- Users may save work to their flash drive or Google Drive only.
- Files saved onto the computer will be deleted when the device is returned. Those files will not be retrievable.

Security Information

- Be sure that you keep the Chromebook in your possession at all times. You are responsible for any loss or damage while the device is checked out to you.
- Chromebooks can be easily damaged by impact or damage from liquid spills. Users should be extremely careful when using the device.
- Please do not modify security features or attempt to install software.

Returning a Chromebook

- The Chromebook must be returned to the branch from which it was borrowed.
- The device must not be returned in the book drop. Please return the device inside to the circulation desk.
- If damage to the device is discovered by staff, the costs will be added to the customer's account.
- The Chromebook will be disabled after 5 days overdue.

  ** Once the Chromebook is returned, customers may borrow another device, if one is available. The Library reserves the right to refuse service to customers who abuse equipment or who are repeatedly late in returning the device. The Library is not responsible for any liability, damages, or expenses resulting from the use or misuse of the Chromebook.

Malfunctioning Chromebooks & Accessories

Contact PGCMLS immediately if your Chromebook and/or accessories are malfunctioning. If Library staff determine that the device was purposefully or accidentally damaged, the customer may be responsible for replacement costs.
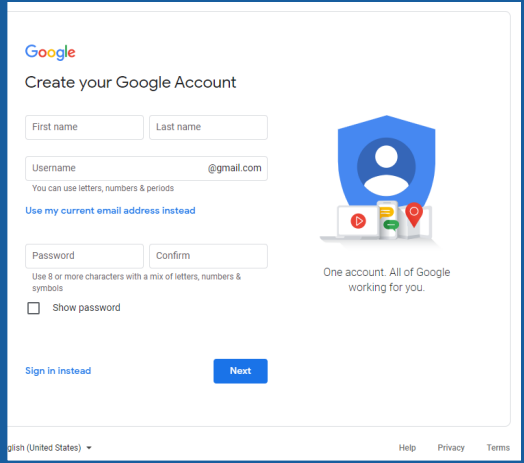
Need Help? Contact Ask a Librarian

If you need help using your Chromebook, please contact PGCMLS' Ask a Librarian service at (240) 455-5451 or askalibrarian@pgcmls.info. Visit pgcmls.info for current hours of operation.

How to Create a Google Account

A Google account gives you access to many Google products. With a Google account, you can do things like:
- Save files to Google Drive for access on any device
- Send and receive email using Gmail
- Watch and save videos on Youtube
- When you create a Google Account, Google asks for some personal info. By providing accurate info, you can help keep your account secure and make our services more useful.

Please review Google's Privacy Policy at
policies.google.com/privacy

Instructions

You can use your non-Gmail email address to create a Google account.

1. Go to the Google account Sign In page
2. Click create account
3. Enter your name
4. In the "Username" field, enter a username
5. Enter and confirm your password
6. Click next
7. Optional: Add and verify a phone number for your account
8. Click next
9. Use an existing email address to create a Google Account
10. Go to the Google Account Sign In page
11. Click create account
12. Enter your name
13. Click use my current email address instead
14. Enter your current email address
15. Click next
16. Verify your email address with the code sent to your existing email
17. Click verify

Protect your account with recovery info

If you forget your password or someone is using your account without your permission, updated recovery info makes it much more likely you'll get your account back.
- Add a recovery phone number
- Add a recovery email address
- For security tips, visit safety.google/security/security-tips

Frequently Asked Questions

How do I get started or how do I log in?
Customers may log into the Chromebook using a Gmail account or using a guest login.

How do I get a Gmail Account?
Go to google.com and click on create your google account.

Can I download apps?
Users may download additional apps from the Google Play Store (some apps may not download due to security settings).

Can I save my work to the Chromebook?
Personal files and downloaded apps will not be saved. Users can save work to their flash drive or Google Drive.

Does the Chromebook have a camera or can I participate in a zoom or video call?
Yes, the Chromebook has a built-in webcam. Users may participate in video calls or meetings.

Can I use headphones with the Chromebook?
Yes, the Chromebook is equipped with a microSD slot and combination headphone/microphone jack (headphones not included).

Does the Chromebook have a CD player?
Chromebooks do not have a CD drive.

How long can I use the Chromebook without power?
The Chromebook has up to 12 hours of battery life depending on what you are doing. Video meetings use more battery life.

Can I print from a Chromebook?
Yes, you may use mobile printing. Follow the easy instructions on our website

Can the Chromebooks be returned to the dropbox?
No, to assure the device is not damaged, the Chromebook must be returned inside at the branch where it was borrowed.