

LAPTOP BORROWER'S GUIDE

The Natchitoches Parish Library offers a laptop checkout service to its patrons at both the Main Library in Natchitoches and the Northeast Branch in Campti. Laptops are made available for both in-house and at home use.

What type of laptop does the library offer?

LENOVO N22 CHROMEBOOK



Chrome OS Cloud Operating System
Processor Speed: 1.6GHz
Memory: 4GB Ram
Hard Drive: 16GB
Built-In Speakers
11.6" Display
2 USB Ports (2.0/3.0)
HDMI Output
1.0M HD WebCam
Memory Card Reader (SD/MMC)
10-hour Battery Life

About Lenovo N22 Chromebooks

What is a Chromebook?

Chromebooks are similar to a standard laptop and can be used for creating documents, accessing the Internet, and communicating via email and video conference. Chromebooks run the Google Chrome operating system, which uses the Google Chrome web browser with an integrated media player. With limited offline capability and a boot time, according to Google, of 8 seconds, Chromebooks are primarily designed to be used while connected to the Internet. Instead of installing traditional applications such as word processing and instant messaging, users add cloud-based web apps from the Chrome Web Store.

What software is available on the Chromebooks?

| Operating System | Chrome OS |
|---------------------|--|
| Office Productivity | Google Drive which includes: Google Docs (similar to Word) Google Spreadsheet (similar to Excel) Google Presentations (similar to Powerpoint) Google Drawings (similar to Illustrator) |
| Browser | Google Chrome with: Flash, Java, Quicktime |
| Media | Youtube Picasa |

CHROMEBOOK QUICK START GUIDE

Getting Started

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1. **Power up the Chromebook:** The Chromebooks should start up in about 8 seconds. To turn it on, simply open the lid or press the power button.
 2. **Select a Wifi network.**
 3. **Sign in with your Google Account:** Enter your Google Account username and password in the sign-in box and click "SIGN IN." If you do not have a Google Account, click "CREATE A GOOGLE ACCOUNT," or click "SKIP SIGN-IN" and browse as a GUEST.
 4. **Browse:** After you sign in to your Google Account, you're ready to browse online. You're also automatically signed in to the Google services you choose to use, with access to your Chrome bookmarks, settings, apps, and extensions.
 5. **More information:** If you're wanting to know how to master Chromebook essentials, visit the online "GETTING STARTED," guide. Type in the following URL and click on a topic to view more information: google.com/chromebook/knowyourchromebook
 6. **Log out:** When you're finished working, hold down the power key for a few seconds to shut the Chromebook down. The Chromebook is now ready to provide a brand new experience to the next library patron, without giving them accidental access to any of your information.

Common Questions

How do I print?

While connected to the Internet, you may send print jobs to the library's Main Branch in Natchitoches by following these steps:

1. Go to <http://www.printeron.net/npl/secondstreet>;
2. PRINTER: Choose either BLACK AND WHITE or COLOR printer;

3. USER INFO: Enter your email address;
4. SELECT DOCUMENT: browse your computer to find and select the file you wish to print;
5. Click on the green print icon to submit your print job;
6. Once processed, you will receive a print job reference number along with a message stating, "YOUR REQUEST HAS BEEN PROCESSED."

Print pricing is subject to the same policies as in-house computer users.

How do I save my work?

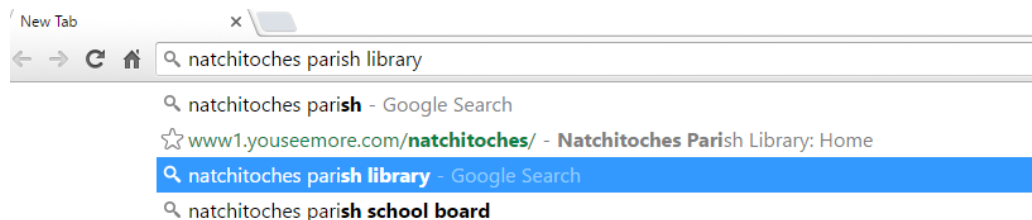
Save your work by using a USB drive (available for purchase at the library), e-mailing files to your personal e-mail address, or using a service such as Google Docs to store your files. Please keep in mind that files you save to the Chromebook will not be there when you turn it back on.

Where are wireless hotspots available?

- Natchitoches Parish Library, Main Branch
450 Second St.
Natchitoches, LA 71457
- Natchitoches Parish Library, Northeast Branch
3129 Hwy. 71
Campti, LA 71411
- Front St.
Natchitoches, LA 71457
- McDonald's
304 Keyser Ave.
Natchitoches, LA 71457
- Wal-Mart
925 Keyser Ave.
Natchitoches, LA 71457
- Taco Bell
127 South Dr.
Natchitoches, LA 71457
- Burger King
915 Keyser Ave.
Natchitoches, LA 71457

Things to try on the Chromebook

1. **Test out the omnibox**, which doubles as both a Google search engine and a web address bar.















2. **Use the Web, don't worry about software** - Listen to music. Watch a movie. Edit photos. The Chromebook runs thousands of Web apps. When you're signed in to your Google Account, open a new tab and click the Chrome Web Store icon to find the latest apps.
3. **Get work done, anywhere** - Create documents, spreadsheets, presentations and even drawings instantly, using the available apps.








4. **Enjoy unlimited entertainment** - Instantly watch your favorite shows streaming from Netflix or YouTube, or listen to your favorite songs with apps like Pandora,[®] or Internet Radio.
5. **Stay in touch** - With a built-in webcam and microphone, you can easily place a call, have a video chat, or host a Google+ Hangout without any need for downloads or drivers. You can also use instant messengers like Google Talk or IMO to chat with friends and family.
6. **Store and share your files and photos safely online** – your data and documents are safe, using services like Google Docs and Box.net.
7. **Get comfy** - Chromebooks come equipped with a keyboard optimized for the web, including a dedicated search key, a new row of web-enabled keys, and a comfortable, full-size layout that doesn't cramp your fingers.

Keyboard Shortcuts

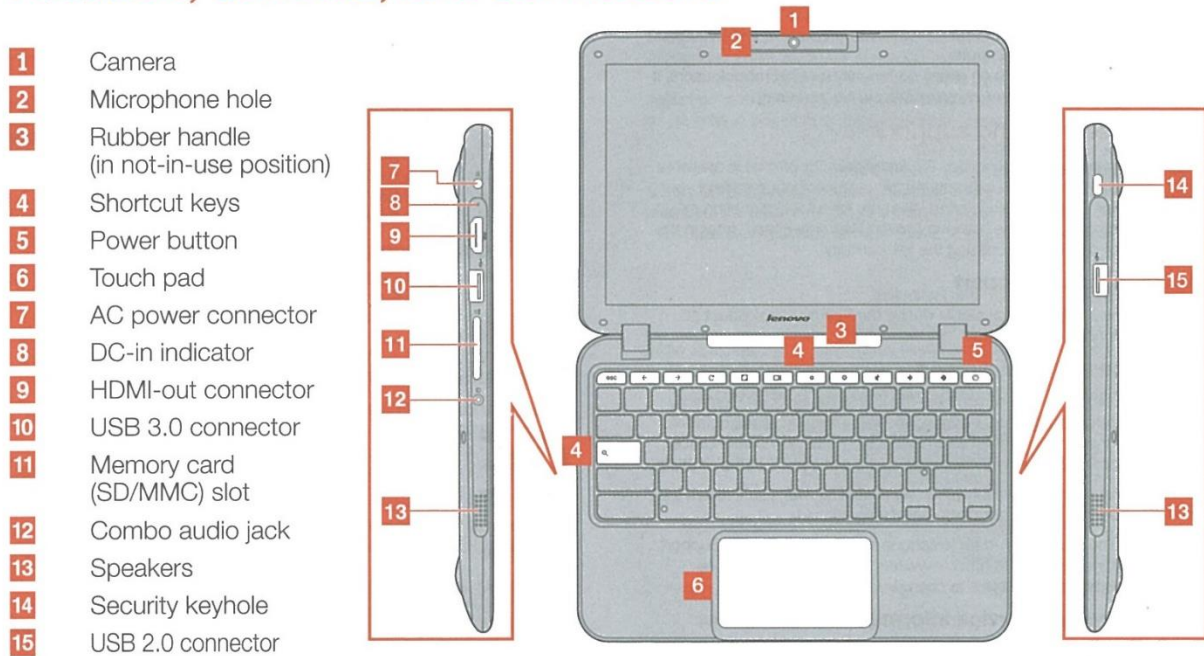
One Key

| | | | |
|---|---------------------|---|-----------------------|
|  | Back |  | Decrease brightness |
|  | Forward |  | Mute |
|  | Reload page |  | Volume down |
|  | Full screen |  | Volume up |
|  | Switch window |  | Power off/Lock screen |
|  | Increase brightness |  | Search |

Two-key combinations

| | | | |
|--|-----------------------|---|-----------------------------|
| Ctrl -  | Take screenshot | Alt -  | Toggle caps lock |
| Ctrl - -: | Zoom out | Alt - Shift: | Cycle through input methods |
| Ctrl - +: | Zoom in | Alt - [: | Dock window left |
| Ctrl - 0: | Reset zoom | Alt -]: | Dock window right |
| Ctrl - D: | Bookmark current page | Alt -  | Back |
| Ctrl - R: | Reload page | Alt -  | Forward |
| Ctrl - N: | Open a new window | Alt -  | Page up |
| Ctrl - M: | Minimize window | Alt -  | Page down |
| Ctrl - W: | Close tab | Alt -  | Switch primary monitor |
| Ctrl - ?: | Start Help | Shift - Esc: | Start the task manager |

Features, controls, and connectors



BORROWING INFORMATION

Borrowers:

- Must be over the age of 18;
- Have a valid Natchitoches Parish Library card with a history of library use for approximately six (6) months;
- **At the time of checkout:**
 - Have a library record currently in good standing (i.e. no overdue books or outstanding charges);
 - Present a valid Natchitoches Parish Library card;
 - Present a Louisiana driver's license or state issued identification card;
 - Agree to the terms of checkout by signing an agreement form.

Checkout/Check-In:

- Borrowers bear the responsibility for items due to neglect, abuse, loss or physical damage.
- Devices are available on a first-come, first-served basis. They cannot be reserved ahead of time.
- Each household may only check out one (1) device at a time.
- Devices will be checked out for a period of three (3) days.
- Devices checked out may not be renewed.
- Devices may be checked out again after a one (1) week waiting period per household.
- Devices shall not be put in the book drop or overnight drop box. They must be returned to a Natchitoches Parish Library staff member who will inspect the device to ensure it is intact and working properly.

- Devices must be returned to the library on the due date at least thirty (30) minutes before closing. The borrower must remain at the library until a staff member has inspected the device to ensure it is intact and working properly.
- Devices may not be used for illegal purposes, including but not limited to, pirating, illegal downloads, viewing child pornography, etc.
- If a device is lost, damaged, or stolen, borrowers are responsible for the replacement cost of the device and any accompanying accessories (case, USB, etc.) plus any accrued overdue fines.
- If a device is not returned, it will be shut off, considered stolen, and turned over to the police.

Fees:

- A \$10.00 per day fine will be assessed if items are not returned on time. *Fines are assessed on Sundays and/or days the library is closed.*
- Physical damage or loss:
 - Chromebook (Lenovo N22) = \$185.00
 - Carrying case = \$15.00
 - Charger & cable = \$35.00

Information:

- Laptops can connect to the Internet utilizing wireless access points at home or anywhere free or paid wireless access is available.
- Borrowers must provide their own accessories (e.g. mouse, headphone, USB drive). The use of the accessories must not require the installation of any software on the laptop.
- Borrowers may not install any software onto the device.
- Borrowers may not alter, delete, or copy any software loaded onto the laptop, or otherwise change existing software or hardware configuration.

**IF YOU EXPERIENCE PROBLEMS WITH THIS DEVICE,
PLEASE CALL LIBRARY STAFF AT (318) 238-9224.**