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* HotSpot with SIM card and Battery
* HotSpot User Instructions
* Zippered Case

HOTSPOT Lending Agreement

The Library makes HotSpots available to its cardholders who are permanent residents of Manchester-by-the Sea.

**Borrowing Rules and Regulations**

* Permanent resident, 18 years of age or older. **Library card must be presented at time of checkout**.
* Library account is in good standing. Patrons with fines/bills of $10.00 and over are blocked.
* **Loan period is fourteen (14) days; one unit per household, no renewals**.
* **HotSpot must not be returned in any of the book drops**. Return only to MBTS Library.
* A returned HotSpot must remain available in the library for 24 hours before the same patron, or another patron living in the same household may check it out.
* Borrower assumes full responsibility for the cost of repair or replacement if the HotSpot is lost, stolen, or damaged. The fine for the entire unreturned/lost/damaged HotSpot is **$120.00** and library usage will be blocked until the fine is paid in full. The library does not accept replacement hardware, software, or peripherals in lieu of payment.
* If a HotSpot is not returned, its wireless service will be disconnected. The HotSpot will be unusable and reported to T-Mobile as lost/stolen.

**Proper Care and Use**

* **DO NOT remove the** **battery or SIM card** for any reason.
* If the HotSpot prompts you to update its software, you may accept.
* If device displays a warning or error message, turn off the device for a few minutes and then restart. There may be heavy network congestion and you may have to wait until the congestion period clears.
* **DO NOT leave the HotSpot plugged in.** Once fully charged, unplug it and let the battery run down before charging again.

**Health and Safety Information**

* Small parts may cause choking
* Avoid contact with anything magnetic
* Avoid contact with liquids
* Switch off when near explosive materials or liquids
* Avoid extreme temperatures
* Don’t take the device apart
* Only use with the accessories provided
* **Don’t rely on the HotSpot for emergency communications**

**Disclaimer**

* The Manchester-by-the-Sea Public Library is not responsible for damage to any removable drive, i.e., flash drive, or lost or corrupted files for any reason.
* The Manchester-by-the-Sea Public Library is not responsible for any computer viruses that may be transferred to user’s storage devices.
* Tampering with library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.

**HotSpot User Instructions**

**Connect up to 20 devices.**

|  |  |  |
| --- | --- | --- |
| **WiFi Name** | **Password** | **WiFi Mac ID** |
| Franklin T10 5712 | bd39698d | F46349CFA5BC |
|  |  |  |
| Franklin T10 2080 | e85e293c | F46349CFA839 |

1. Plug in and turn on the device by holding the power button until “WELCOME” displays.

2. On your computer or mobile device, open the application you would use to connect to the internet. Your HotSpot’s internet connection should now be available on your device.

3. Open your browser and you are good to go!

4. Turn off the HotSpot; hold the power button until “GOODBYE” displays.

HotSpot Lending Agreement Revised/Updated\_2023 April