



Whitby Public Library Mobile Hotspot Instructions (Novatel MiFi 7000)

Created: December 11, 2018

Mobile Hotspot Device at a Glance

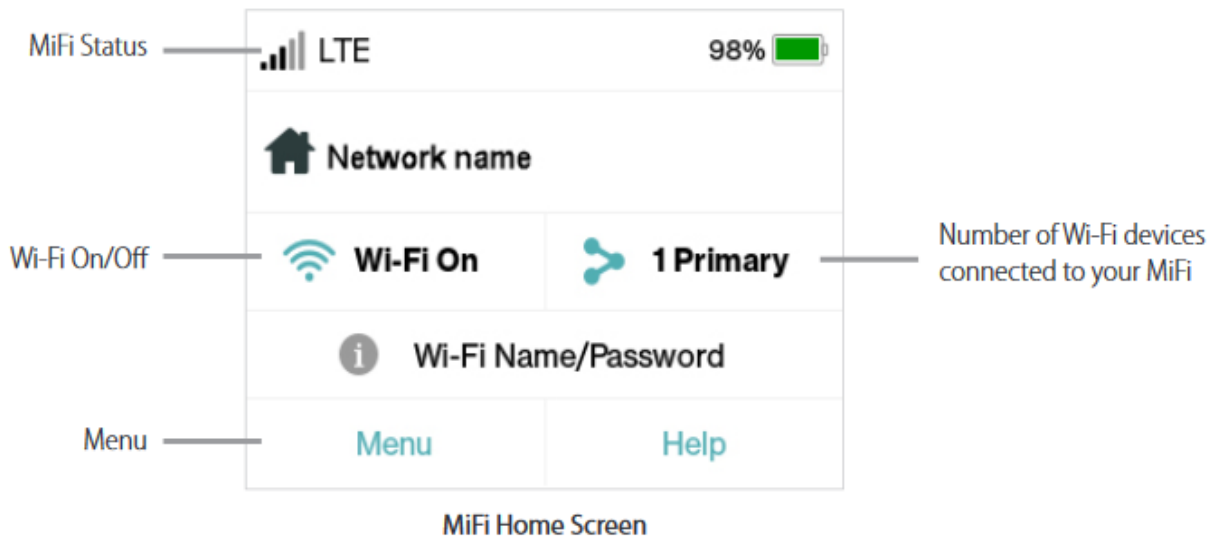





1. **SIM Card Slot** – Staff Access Only.
2. **Universal Charging Port (USB)** – Use to charge one additional wireless device.
3. **Power Button** – Powers the MiFi 7000 on and off.
4. **QuickCharge Port** - Use to connect the QuickCharge charger.
5. **Color Touchscreen (2.4 in)** – Displays device status, data usage, and number of users connected.




Use the **adapter and USB cable** to connect to the wall outlet to charge the hotspot. The **plug only fits one way** to connect the device. **Do not use excessive force** to insert the plug.


Mobile Hotspot Home Screen Indicators




-  Indicates network signal strength
-  Indicates data traffic activity
-  Battery level

Mobile Devices


1. Press and hold the **Power button**  for a few seconds to turn on the hotspot device. The home screen will display.
2. Ensure that your device's (phone, tablet, etc.) **Wi-Fi** is turned on. The Settings menu on your device is where Wi-Fi setup is usually found.
3. Select the **WPL-XX** network from the list of wireless networks in your device settings. (Example **WPL-11**, **WPL-12**, etc.)
4. To obtain the Wi-Fi password, tap the **Wi-Fi name/Password** on the home screen of the hotspot.
5. Enter the **Wi-Fi password** as it appears under **Wi-Fi Password** into the settings of your device.
- 6.** Allow 1 – 2 minutes for your device to authenticate. Your device will not auto-connect to the Hotspot whenever in range. **Computers with Wireless Capability**

1. Press and hold the **Power button**  for a few seconds to turn on the device. The home screen will display.

2. Left-click the wireless connection in your System Tray  in the bottom, right-hand corner of your screen.
3. Select the **WPL-XX** network from the list of wireless networks in your device settings. (Example **WPL-11**, **WPL-12**, etc.)
4. Tap the **Wi-Fi name/Password** on the home screen of the hotspot.
5. Enter the **Wi-Fi password** as it appears under **Wi-Fi Password**.
6. Allow 1 – 2 minutes for your device to authenticate. Your device will not auto-correct to the Hotspot whenever in range.

Computers without Wireless Capability

(The Library is not responsible for changes to your computer settings or configuration if you choose to connect your computer to the hotspot device.)

1. Power **Off** the Hotspot by holding the Power button  for a few seconds.
2. Connect one end of the USB cable to an available slot on your PC and the other end to the Hotspot. Press and hold the Power button to turn on the device.
3. Allow 1 – 2 minutes for your PC to auto-connect to the Hotspot.