


## Using the NOOK 1<sup>st</sup> Edition (grey case)










### Power and Charging

Turn the NOOK on and off using the silver button on the top edge of the device. Press once to turn on, or put back to sleep. To turn the NOOK completely off, press and hold for about 7 seconds.

Connect the NOOK to a USB port or a wall outlet to charge. The light on the bottom edge of the NOOK will indicate that it is charging, and will turn off when it is fully charged.

### Using the Touchscreen

Touch the  Home button located just above the color touchscreen. Slide your finger along the screen to view more icons.

-  **the daily** unique content from Barnes & Noble, subscriptions and lending notifications
-  **my library** all of your eBooks, PDFs, and other documents
-  **shop** Barnes & Noble's eBookstore (*note: you may not purchase books on a Library NOOK*)
-  **reading now** shortcut to what you're currently reading
-  **games** the NOOK comes loaded with chess and Sudoku
-  **wifi** Wi-Fi settings
-  **audio** controls for music and audio books
-  **web** beta version basic web browser
-  **settings** preferences and user settings

Use the action buttons while in a menu.

- Up** (^) button to move up the reading screen.
- Down** (v) button to move down the reading screen.
- Select** (°) button to select an item on the screen or acts as the "enter" key.
- Scrollbar** to scroll up and down the screen.
- Back** (<) button to take you back to the previous screen.

### Reading a Book


Tap *my library* on the touchscreen. Be sure you are viewing *My B&N Library* for B&N eBooks. Others will be found in *My Documents*. Use the up or down arrow buttons to highlight the eBook you want to read. Tap Select (°) on the right side of the touchscreen.

To turn the page, use the previous (<) / next (>) page turn buttons on the sides of the Nook to turn pages while reading. You can also swipe the touchscreen once it turns dark to turn the page.


For user guides, manuals, and video tutorials, see [www.barnesandnoble.com/nook/support/](http://www.barnesandnoble.com/nook/support/).

## Using the NOOK Simple Touch (black case)

### Power and Charging


Turn the NOOK on and off by pressing and holding the  logo on the back of the cover, for about 2 seconds.

Charge the NOOK using the included cord. The smaller end should go in the microUSB port at the bottom of the device. You will need to connect the other end to a regular USB port to charge.

To wake up your device, press the  Home button located just below the touchscreen. You may need to unlock the NOOK by swiping your finger across the touchscreen, left to right.

### Getting Started

The NOOK has two ridges on the left and right side of the touchscreen. These can be used to turn pages or scroll up and down a list.

The  Home button beneath the touchscreen will also bring up the Quick Nav bar when you are reading a book. This will give you the following options:

**home** return to the home page

**library** all of your eBooks, PDFs, and other documents

**shop** Barnes & Noble's eBookstore (*note: you may not purchase books on a Library NOOK*)

**search** find books in the library and shop

**settings** preferences and user settings

On the home screen, the book symbol in the top left corner will return you to the book you are currently reading. The status bar shows the battery status and whether you are connected to Wi-Fi.

### Reading a Book

Tap *library* on the Quick Nav bar. Be sure you are viewing *All* documents. Use the arrows at the bottom of the page, or the left & right ridges, or swipe vertically to move through the list. Tap to the book you want to read.

To turn the page, use the left & right ridges buttons or swipe (left to right turns to the previous page, while right to left turns forward). Tap the screen once to bring up viewing and navigation options. Tap and hold over a word to highlight or look up the definition for that word.

For user guides, manuals, and video tutorials, see [www.barnesandnoble.com/nook/support/](http://www.barnesandnoble.com/nook/support/).

## **NOOK Rules**

To request a book to be purchased and loaded onto the Nook, please email the Library at [reference@ccsnh.edu](mailto:reference@ccsnh.edu).

- Borrowers must be 17 years of age and sign a contract at time of checkout.
- The NOOK will circulate for a two week loan period. No renewals are allowed.
- The replacement cost of the NOOK will be \$213.90. The replacement fee of \$213.90 will be charged if the item is not returned, or is returned broken or unusable (this will be determined by the Library Director.)
- Overdue fines for the NOOK will be \$10.00 per day. If the device is more than 20 days overdue with no explanation, the full replacement fee, \$213.90, will be paid.
- The NOOK must not be registered by users at Barnes & Noble to purchase item or connected to a personal computer with Adobe Digital Editions.
- No existing programs or titles should be removed from the NOOK while it is in the borrower's possession.
- Any device malfunctions and/or problems should be reported to Library staff immediately.
- The NOOK must not be used by children, dropped, or allowed to come into contact with water.
- All parts of the device, including USB cable, plug, and case must be returned with the NOOK.
- The NOOK should be returned *directly to a Library staff member*. It may not be returned through the book drop or left at an unattended desk.