# ILLINOIS VALLEY COMMUNITY COLLEGE Academic Support Center

### **Hotspot Setup Guide**

In addition to laptops, the Academic Support Center at IVCC provides internet hotspots for checkout. Please read the frequently asked questions if you have checked out one of these devices.

### **MiFi Hotspot**

### How do I turn on my hotspot?

Your hotspot should come with three components: the main hotspot, a charging cable, and an adapter that plugs into the wall. The hotspot itself may be low battery when you first receive it, so it is important to first charge it. Plug the charging cable into the adapter, and the adapter into the wall. Use the other end to plug into the hotspot. After charging, turn on the hotspot with the POWER ((U)) symbol.

### How do I connect to my hotspot?

Once your hotspot is on, the following screen should appear:



Tap the symbol that says Wi-Fi Name/Password. Try to avoid all other menu options. The following screen should give you the name of the network and your password:



Next, go on the device that you need to connect to Wi-Fi. From here, every device is different,

but you will be looking for a  $\widehat{\uparrow}$  symbol. Tap it, and it should show available networks. Click on the network that matches the name of the hotspot network, and then click connect. You should be prompted to put in the password provided on the screen of the hotspot noted above.

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### **Hotspot Tips**

Now that you have set up your hotspot, here are some things to keep in mind when using your hotspot.

What do all the other symbols in the display of the hotspot mean?

- You can determine if your hotspot is on by tapping the symbol underneath the Wi-Fi symbol.
- Below the people icon is where you can determine how many people are currently connected to your hotspot.
- The top bar shows how much data you have currently used with your hotspot.

### Does it matter how much data I use?

You should have access to unlimited data.

### What do I do if the hotspot states "no data available?"

Power down the hotspot. Remove the battery from the back. Put the battery back in and power it on.

### Should I change the settings on my hotspot?

Other than the main menu, your hotspot should be configured as the standard preferred by Illinois Valley Community College. You should <u>not</u> have to change anything.

### I don't see my hotspot when searching for my network. What should I do?

Verify that the hotspot is powered on and that the network is on (see page one). Also verify that it is fully charged: a low battery can affect the hotspot. Verify that your device is allowing you to properly search networks, and that it is able to connect to a Wi-Fi network.

### I'm still having trouble. Is there anyone I can contact with questions about my hotspot?

You can contact the IVCC Student Help Desk. Their hours are listed on their website at <u>www.ivcc.edu/shd</u>. You can either call them at 815-224-0318 or submit a ticket on their website.

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### How do I connect to my hotspot?

#### Connecting via Wired

- 1. Connect the hotspot to your computer using a USB-C cable.
- 2. Connect one end of the ethernet cable into the LAN port of the hotspot, and the other into your computer. You should be able to connect to the hotspot over the cable.

#### Connecting via Wireless

Tap the symbol that says Wi-Fi Name/Password. Try to avoid all other menu options. The following screen should give you the name of the network and your password. Next, go on the device that you need to connect to Wi-Fi. From here, every device is different, but you will be

looking for a right symbol. Tap it, and it should show available networks. Click on the network that matches the name of the hotspot network, and then click connect. You should be prompted to put in the password provided on the screen of the hotspot noted above.

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Alternatively, if you are attempting to connect using a smartphone, tap the scanner icon next to the password, then scan the QR code on the following screen (you can connect on a smartphone using the normal way as well).

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