

Sony Reader Wi-Fi* How-To Guide

*For other Sony eReaders, see eReaders How-To Guide



General eIndiana Digital Library Info

- Greenwood Public Library is part of the eIndiana Digital Consortium - <http://cidc.lib.overdrive.com>.
- Up to **5 items** (ebooks, audiobooks, & videos) can be checked out at a time.
- eBooks and audio can be checked out for 7, 14, or 21 days. Videos for 3, 5, or 7 days.
- Formats include EPUB, Kindle, OverDrive Read, and PDF for ebooks and MP3 for audiobooks. You can choose **OverDrive Read eBooks** to read an eBook **right in the browser** without downloading a special app.
- No late fees! – Titles will expire after the due date.
- Most eBooks and audiobooks can be returned early.
- You can renew most titles 1 time within 3 days of the title's expiration date.
- If an item is checked out, you can put a hold on it and receive an email notification when it is ready for you. You can have up to 5 holds at a time.

Available Formats

EPUB eBook
Open EPUB eBook
PDF eBook
Open EPUB eBook

What You Need

- Your library card (only *green* Evergreen Indiana library accounts will work)
- Your Sony Reader Wi-Fi
- WiFi access

Connect to a WiFi Network

1. Tap the black **Status Bar** at the top of the screen.
2. Put a check in the box next to **Wi-Fi**, then tap **Wi-Fi Settings**.
3. **Tap** on your Wi-Fi network to connect.

Register Your Reader

Note: You can skip these steps if you've already registered your Reader Wi-Fi through the Sony Reader store.

1. From your home screen, tap **Reader Store**.
2. Tap **Create Account**.
3. Follow the on-screen prompts to create your account. This creates and registers an Adobe ID for you with the same credentials.

Find Your Library

1. From your home screen, tap the '>' button at the bottom-right-hand-corner.
2. Tap **Public Library**, then **Discover More Here**. Outside the US and Canada, open your browser and go to search.overdrive.com.
3. Search for "46143" to find Greenwood Public Library.
4. Tap **Greenwood Public Library** (or **eIndiana Digital Consortium**) from the list of search results.
5. On the library details page, tap on **eIndiana Digital Consortium** to start browsing.

Browse, Checkout, and Download an eBook

1. On eIndiana (<http://cidc.lib.overdrive.com>) you can...
 - tap a title
 - tap **more...**
 - try a search
2. When you've found a title you want, tap **Add to cart**.
3. Tap **Proceed to Checkout**.
4. Sign in if necessary (choose **Greenwood Public Library** as your library and type in your library barcode starting with "26626...").
5. Tap **Confirm check out**, then **Download** to download your selection.
6. To open a freshly downloaded eBook, tap the **Status Bar**, then tap the title.

Return a Book Early

Titles automatically expire after 7, 14, or 21 days (depending what you set as the checkout period). However, you can return eBooks early.

1. From your home screen, tap **Books**.
2. Go to *Menu > Return Books*. The **Menu** button looks like this:



3. Tap the eBook(s) you'd like to return, then tap **Done**.

The title will be returned to your library and removed from your device.

If you'd like to delete an eBook without returning it (so you can download it later), you can do so by tapping **Delete Books** instead of **Return Books** in Step 2.

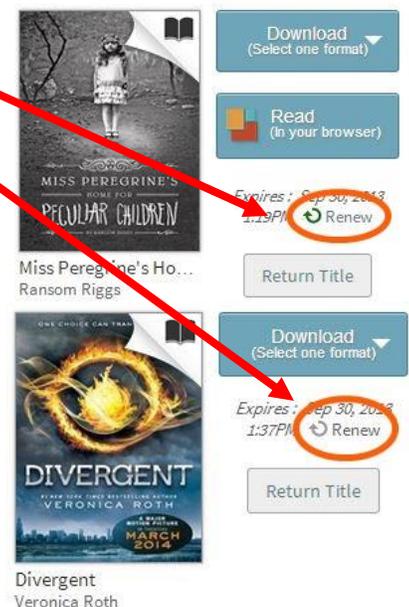
Renew a Title

Most titles can be renewed one time. Renewing puts you in line to borrow a title again once your first checkout expires. If there are already holds in the title, you can still "renew" it by putting yourself on the holds list (based off of <http://tinyurl.com/muel3hr>).

****The option to renew appears 3 days before the title is set to expire.****

1. Login into eIndiana's site (<http://cidc.lib.overdrive.com>) *on your computer—not your reader*.
2. Click **Sign In** in case it doesn't remember you. Then click the **Account** (person) icon to get to your account.
3. Go to your eIndiana **Bookshelf**.
4. Click **Renew**. If there are no existing holds on a title, the **Renew** icon will be **green** and you will be able to get the title immediately after it expires.
5. If there are existing holds on a title, the **Renew** icon will be **grayed out** and you will be able to join the holds list for the title and borrow it again when it's available.
6. Type in your renewal email address in the box that pops up and then click **Renew**.
7. Once you renew a title the **Renew** icon will have a checkmark next to it on your **Bookshelf**. You can also track holds on the **Holds** page of your account.
8. When you receive an email notice that the book is ready to be checked out, follow the link or go to your **Holds** list. Click **Borrow** to check out the item unless you set it to be automatically checked out.

Note: You must have one spot among the titles you have checked out (or return an item early) to finish the renewal. The book should pick up where you left off.



Change Your Checkout Settings

1. Sign in on the eIndiana site. Click the **Account** (person) icon.
2. Click the Settings icon (looks like two gears).
3. Click either **7 days, 14 days, or 21 days** below eBook and Audiobook to switch. Tap **3 days, 5 days, or 7 days** for video.

Lending periods

Set your lending period preference for each format.

eBook:	<input type="radio"/> 7 days	<input checked="" type="radio"/> 14 days	
Audiobook:	<input type="radio"/> 7 days	<input checked="" type="radio"/> 14 days	
Video:	<input type="radio"/> 3 days	<input checked="" type="radio"/> 5 days	<input type="radio"/> 7 days

Maturity Settings

You can customize your searches to always exclude certain content. To do this:

1. Sign in on the eIndiana site. Click the **Account** (person) icon.
2. Click the Settings icon (looks like two gears).
3. Scroll down to **Maturity level(s)** and choose your range.
4. Scroll down farther if you want to turn off **Cover Images** for mature adult titles.

Suspending a Hold

This feature allows you to temporarily suspend your hold for a title. Your position in the queue will continue to advance while your hold is suspended, but the hold will not be filled. If you make it to the first place in the waiting list while your hold is suspended, the title will go to the next user in line until your suspension period is over.

1. Sign in on the eIndiana site. Click the **Account** (person) icon.
2. Click **Hold**s.
3. Click **Options** and select **Suspend Hold**.
4. Choose the number of days you'd like to suspend the hold and click **Submit**.

Hold Auto-Checkout

You can choose to have your hold be automatically borrowed when it becomes available (rather than having to go into eIndiana and check it out within 3 days). *Note: You must have one spot among the titles you have checked out for this to work.*

1. Click **Place a Hold** for an unavailable item.
2. In the pop-up window, make sure there is a checkmark next to "Automatically borrow this title when it becomes available"
3. Click **Place Hold**. You will receive an email whenever a hold is automatically borrowed for you. The titles will then be on your eIndiana **Bookshelf** where you can go to download them to your Kindle account.

*Note: You can turn automatic borrowing on or off any title you have on hold. Just go to your account's **Hold**s page, select **[Edit]** under **Auto checkout**.*

Troubleshooting

- If you can't log into eIndiana, your library card may have expired or you might have an ineligible card. Call 317-885-5036 or visit the library to figure out the issue.

Further Help

- OverDrive Help - <http://help.overdrive.com/>
- OverDrive Video on Library Lending - <http://help.overdrive.com/#videos>
- OverDrive Sony Reader Wifi Device article - <http://help.overdrive.com/customer/portal/articles/1481653>
- Contact the library! - (317) 885-5036 or questions@greenwoodlibrary.us

Greenwood Public Library

310 S. Meridian St.

Greenwood, IN 46143



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www.greenwoodlibrary.us