

## Loan Policies

- You must be 18 years or older to check out an iPod kit.
- iPod kits are available only at the main library branch in Coldwater.
- The loan period is 2 weeks, with the option of one renewal if no one else has reserved the kit.
- iPod kits may be returned to any library branch during normal hours. Do not place the kits in the book drop.
- If the iPod kit is overdue, normal overdue fees will be incurred: 10¢ each day, with a maximum of \$5 assessed.
- You will be charged for any items missing or damaged from the iPod kit. Charges are listed on this .

## Replacement Costs

• iPod Shuffle	\$ 80
• USB Dock	\$ 30
• Power Adapter	\$ 30
• FM Transmitter	\$ 30
• Cassette Adapter	\$ 13
• RCA Adapter	\$ 10
• Mini-plug Adapter	\$ 10
• Carrying Bag	\$ 7
• Processing Fee	\$ 5

**Total Replacement Cost \$ 215**



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# IPOD SHUFFLE

## User's Guide



[www.branchdistrictlibrary.org/ipod](http://www.branchdistrictlibrary.org/ipod)

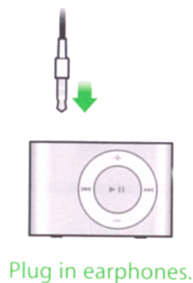
**Branch District Library  
10 E. Chicago St.  
Coldwater MI 49036  
517-278-2341**

# iPod Shuffle User's Guide

## Ways to Listen

### Earphones

The easiest way to listen to the iPod is with earphones. However, for sanitary reasons we do not include any earphones in the kit. You will need to use your own earphones.



### Cassette Adapter

Plug the connector cable into the iPod's earphone jack, then insert the cassette adapter into your cassette player. Adjust the volume on the iPod as needed. Some car cassette players do not like these adapters and may spit them back out without playing. In this case, you'll need to use the FM Transmitter.

### FM Transmitter

If you don't have a cassette player in your car, you can use the FM transmitter. Plug the power adapter into your car's accessory power outlet, then insert the connector cable into the iPod's earphone jack. Press the Up and Down arrows together on the right side of the FM transmitter to turn it on. Tune your radio to the frequency displayed on the transmitter, then press Play on the iPod to hear your book, adjusting the volume as needed.

In the Branch County area, 88.7 is a good channel to try. The transmitters will be set to this frequency initially, but you can change it to whatever channel you want by pressing the up and down arrows on the transmitter. The transmitter will turn off automatically when you stop playing your iPod or when you unplug the power adapter.

### Mini-Plug Adapter

Some car stereos have auxiliary input jacks for devices like iPods. To use this adapter, plug one end into the iPod's earphone jack and the other end into your stereo. Adjust the volume on the iPod as needed.

### RCA Adapter

You can use the RCA adapter to play the iPod through your home stereo, or even your TV or VCR. Insert the mini plug into the iPod's earphone jack. Find an open RCA jack on your TV, VCR, or stereo and plug

the red and white ends into matching colors on your device. You'll then need to tune your TV or VCR to the correct auxiliary input. Adjust the volume on the iPod as needed.



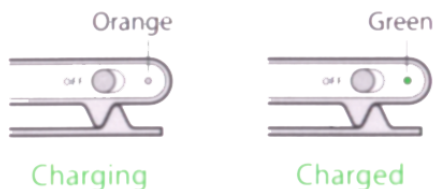
## Charging the iPod

When fully charged, the iPod Shuffle should be able to play for about 12 hours. We will try to charge them at the library, but if the kits are circulating quickly, you may need to plug the iPod in to charge it once you check it out.



If it's not already, connect the USB cable from the iPod dock to the power adapter. Set the iPod gently onto the dock then plug the power adapter into an electrical outlet.

The iPod will be charged to 80% in about 2 hours. A full charge will take about 4 hours. While the iPod is charging, the indicator light on top will glow orange. When it is fully charged, the light will glow green. When the iPod has a very low charge, the light will glow red.

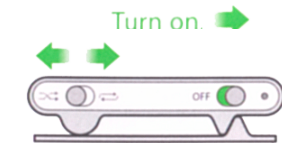


## Using the iPod

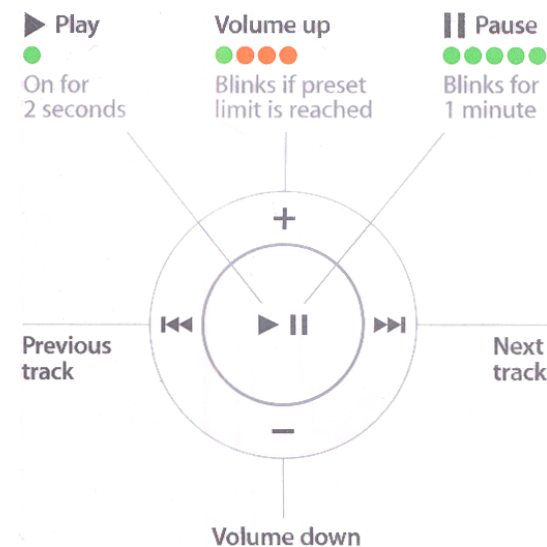
- Turn the iPod on or off by sliding the switch as shown in the picture.



- You can play the tracks on the iPod in order, or you can shuffle them.



- The light next to the power switch will provide feedback in the form of blinking green and orange lights. The basic functions are shown below.



### All buttons

- On while any button is pressed when Hold is off
- On while any button is pressed when Hold is on

### Hold

Press for 3 seconds to toggle Hold on and off.

- Hold on
- Hold off

You can also hold down the Previous and Next Track buttons while playing to quickly scan through the current track.