**Getting Started:**

- **Download** the app from your device's app store.

- **Click** "Get Started."

- **Select** "Cedar Hill Traphene Hickman Library" from the list.

- **Enter** your library card number and PIN (last 4 digits of your phone number or your created password).

- **Click** "Login."

- **Skip** or navigate through the informational splash page to explore app features.

**App Features:**

- **My Account:** Check your library account by clicking the **blue My Account button**.

- **Catalog Access:** Browse the library catalog using categories.

- **Events:** View upcoming library events.

- **Study Room Reservations:** Schedule a study room appointment by clicking **Schedule** at the lower right of the page.

**Reserving a Study Room:**

- **Click** "Schedule" (lower right of the page).

- **Click** "Schedule a Visit."

- **Choose** a resource (preferred study room). **Note:** Each room lists included amenities.

- **Select** your preferred date and time (available in 1-hour increments, e.g., 10:00, 11:00, 12:00).

  - **Limit:** Two 1-hour reservations per day (total of 2 hours). Reservations must be made one hour at a time.

- **Click** "Continue," then "Confirm."

**Managing Your Reservation:**

- **View** your appointment by clicking "Schedule."

- **Click** on your appointment to see details.

- **Options:** Cancel, reschedule, or confirm your reservation.

- **Upon Arrival:**

  o **Click** "Arrived" when you reach the library.

  o **Click** "Check In" when your time starts to notify staff. **Failure to do so will forfeit your reservation.**

  o **Check Out** when you're done using the room.

## Library Catalog:

- **Search** the catalog by tapping "Search" in the bottom navigation menu.

- **Filter** results by location, format (e.g., physical books), or search type (Keyword, Author, Title, Subject).

- **Place Holds:** Tap the "Hold" button on a title's details page.

- **Wishlist:** Save titles by tapping the bookmark icon on the book jacket cover.

- **OverDrive Titles:** Check out available digital titles immediately or place holds for unavailable items.

## Viewing Checkouts:

- **Tap** "My Account" on your digital library card.

- **Tap** "My Checkouts" to view due dates and access digital titles.

- **Read Now:** Start reading or listening to digital titles directly in the app.

- **Send to Kindle:** Tap "Get Books" on the title's details page to send eBooks or eAudiobooks to your Kindle device.

## Automated Chat:

- **Access** by tapping the Chat icon in the navigation menu.

- **Ask** about library hours, holds, checkouts, or search the catalog by typing a title or author.

## Key Notes:

- **Set Times Only:** No 15-minute increments (e.g., 10:15).

- **Two Reservations Max:** Two 1-hour slots per day.

- **Check In/Out Required:** Ensure you click "Arrived," "Check In," and "Check Out" to secure your reservation.

**Happy Reading!**