Plainfield-Guilford Township Public Library

Using Kanopy on Windows computers

Kanopy is a collection of movies and TV shows.

- Each month you will receive 30 tickets.

- Each video requires a certain number of tickets to borrow.

- The loan period varies by the type of video.

- All videos will be automatically returned at the end of their loan period.

Kanopy can be used on:

- Android mobile devices

- Apple mobile devices

- Amazon Kindle Fire devices

- Desktop or laptop computers (Windows, Mac and Chromebook)

- Streaming media players (Amazon Fire TV, Apple TV and Roku)

How to set up Kanopy:

1) On your computer, open a web browser and go to

   www.kanopy.com

2) If you already have a Kanopy account, click "Log in" and enter your e-mail address and password; otherwise, click the orange "**Get Started**" button.

3) Click the orange "Find Your Library" button. Where it says "Find Your Public Library," search by zip code **46168**. From the search results, select **Plainfield-Guilford Township Public Library**. Click "Select this library" to confirm.

4) Where it says "Add Your Library Card," enter the number that's on the back of your Plainfield library card and click the orange "Continue" button.

5) Enter your name, e-mail address and create a password that's at least 6 characters. When you are ready, click the orange "**Sign Up**" button.

6) Check your e-mail account for an e-mail from Kanopy (you may need to check your spam folder). Click the link in this e-mail to verify your e-mail address. Then you can begin using Kanopy.
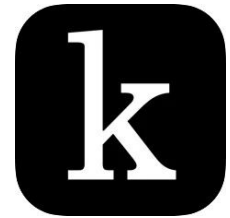
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kanopy   Browse   My Lists   Q Search

How to navigate Kanopy:

There is a menu bar at the top of the screen to help you navigate Kanopy:

—**Kanopy icon**—The main page for the entire collection.

—**Browse**—Use the drop-down menu to browse by subject (new additions, documentaries, etc.)

—**My Lists**—Has tabs for: **Continue Watching** (items you currently have checked out), **My Watchlist** (items you've bookmarked) and **Custom Playlists** (lists of related videos that you can create).

—**Search** —Search for a specific item.

—**Ticket icon**—Shows how many of your 30 tickets you have remaining.

—**Account name**—Shows your account settings, including options to change your e-mail address, password or library card number.

How to borrow an item:

1) Browse or search to find an item you want.

2) Click on an item to see its details. Click on the orange "Play" button to borrow it. It will automatically begin playing.

3) The number of your remaining tickets for the month will be updated on the Kanopy menu bar.