How-To Guide:
axis360

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CREATE A LOGIN

Before you can read an ebook or listen to an audiobook, you must create a login:

1. Go to the Axis360 page by navigating there from the KCKPL eCommunity homepage and selecting “Login” in the top right-hand corner.
2. Enter your Library Card or eCard number along with your pin and select “Login”.

![Login dialog box](image)

**DOWNLOAD THE APP**

If you would like to read/listen on a mobile device, you must download the Axis360 app.

1. Go to either the Amazon store, Google Play, or iTunes depending on your device

![Mobile Apps](image)

2. Once the app is installed, you can sign in with your library card or eCard number and begin checking out items.
LOGGING INTO THE APP

After downloading the app, you will need to search for our library (Kansas City Kansas Public Library) in the “Search for My Library” box.

Select our library and then enter in your Library ID # (the number on your barcode or your eCard number) and your library pin. Then select “Login”

READ NOW IN BROWSER

To read your eBook on your Desktop computer in the Internet Browser.

1. After checking out an eBook, click the “Read Now in browser” box which will appear on your title. NOTE: You can navigate to checked out items in “My Library”
Currently Reading

Captain Underpants and the Terrifying Return of Tippy Tinkletrousers
Pilkey, Dav
DUE JAN 03, 2019
READ NOW

Kingdom of Ash
Maas, Sarah J.
DUE DEC 27, 2018
READ NOW

Captain Underpants
Pilkey, Dav

Book Series:
Captain Underpants
2. Your item should automatically open in the browser. If the item does not open, then you must allow pop-ups on the page. For example in Chrome, the item will not open until you locate the blocked pop-ups box on the top right of the page and you select to allow access.

3. The eBook opens to be read in the browser. Use the left and right arrow keys or click the arrows on the page to advance the pages.
Another option to read eBooks on your Desktop computer is to download the title as an Adobe Digital Edition document

1. When you have checked out an item on your computer, locate it in “My Library”.
2. Select from the drop down “Download”

3. Once the download completes, open it to begin reading in Adobe Digital Editions
CHECK OUT AN ITEM

Instructions are the same both on the app and website.

1. Search for the item you want or browse in different categories

2. Once you’ve selected an item, click on the “Checkout” button and it will be placed into your account instantaneously.
WHERE ARE MY CHECKED OUT ITEMS LOCATED?

You will find your checked out items:

a. On the Desktop click the three bars in the top left-hand corner and select “My Library” or “Checkouts”
b. On iOS device, checked out items will appear on the opening screen under “My Library” and can also be found by selecting the “My Stuff” icon:

c. On Android, select the three books icon to see your items:

**HOW TO READ EBOOKS**

To read an Axis360 eBook you can either read in browser on a desktop computer or download the Axis360 App to read on a mobile device.

**On the Desktop computer:**
See “Read Now in Browser”
On the App:

1. Locate your checked out items and select “Download Now” to get eBook title.
2. After download is complete the eBook should automatically open up to begin reading or select “Read Now”

HOW TO LISTEN TO AUDIOBOOKS

On the Desktop Computer:

- After checking out an eAudiobook title on the website, click “Listen Now”
• The audiobook player will open in another tab with controls to play, fast-forward, rewind, etc.

On the App:
• After checking out an eAudiobook in the app, select “Listen Now” or “Continue” if you have already started listening
HOW TO PLACE A HOLD?

When you locate an item that is currently checked out that you would like to place a hold on take the following steps:

On the website:

1. Find the item you wish to put a hold on and select the “Place Hold” button.
2. After the title is placed on hold, you will receive an email when it becomes available for you to checkout.

In the app:

1. When you find an item to place on hold, select “Place on Hold.”
2. After the title is placed on hold, you can check on the hold status by going to the “My Stuff” tab and selecting the “On Hold” tab. You will receive an email when it becomes available.
HOW TO REMOVE A HOLD?

On the website:

To remove a hold, click the three bars in the top left hand corner and select “Holds” then select “Remove Hold.”
In the app (iOS):
If you wish to cancel your hold at any time, locate the hold under the “My Stuff”, “On Hold” tab
1. Swipe to the left on the hold item to reveal the “Remove Hold” option

2. Select “Remove Hold” to take this item of your hold list.

In the app (Android):
1. Locate the title in “My Stuff” and select the 3 vertical dots to open up the “Remove Hold” button. Click to remove this hold.
RETURNING CHECKED OUT ITEMS

Items will automatically return once your checkout period is over, but you can return them early if you are finished, have reached your 5 item limit, and would like to check out another item.

On the Website:

a) After logging in, click the three lines in the top left hand corner and select “Checkouts”.

b) Locate your currently checked out item and select the “More Options” drop down list on the item you wish to return and select “Return.”
c) The item is now removed from your account.
On the iOS App:

a. Under “My Stuff”, swipe to the left of the item you wish to return to reveal the “Return” button

b. Select “Yes” to confirm returning item
2. On the Android App:
   a. Under “My Stuff” select the three square dots to the right of the item you wish to return
   b. Select the “Return” pop up that appears

WHERE CAN I SEE HOW MANY ITEMS I HAVE CHECKED OUT?

You can have 5 items checked out at a time. To locate how many items you have currently checked out and how many items remain:

On the Desktop Computer:
   1. Login with your card number
   2. Select the avatar of your account located in the top right hand corner
   3. View your checkout numbers in the box on the screen:
Limits

CHECKOUTS
3 remaining of 5 allowed

HOLDS
1 Holds

RECOMMENDS
4 remaining of 4 allowed this week
On the app:

1. Select “My Stuff” or “Account” (“Manage Account” on Android) to see how many items you have checked out and how many remain.

HELP

- Having trouble? Email eContentLibrarian@kckpl.org for additional help.
- Find helpful troubleshooting tips and tricks on Axis360’s: