



Attachments



Mouse Skills



File Management



Searching



Keyboard



Computing



Internet



E-Mail



Formatting



Online Shopping

This guide will help you set up your School iPad. If you already have Wifi at home please go to **Section 2** of this guide.

If you have been given a Mifi box for home connectivity please go to **Section 1** of the guide.

If you have any difficulty setting up the devices you have received from the school just call Glasgow Life's Digital Support Freephone Helpline on **0800 158 3974** for free and friendly advice to help you get up and running.

First Steps



Both the iPad and Mifi box (if supplied) should come out the box with the battery already charged. Often the battery is not fully charged so it's always a good idea to plug the devices in and let them charge up for an hour or so before you begin to use them.

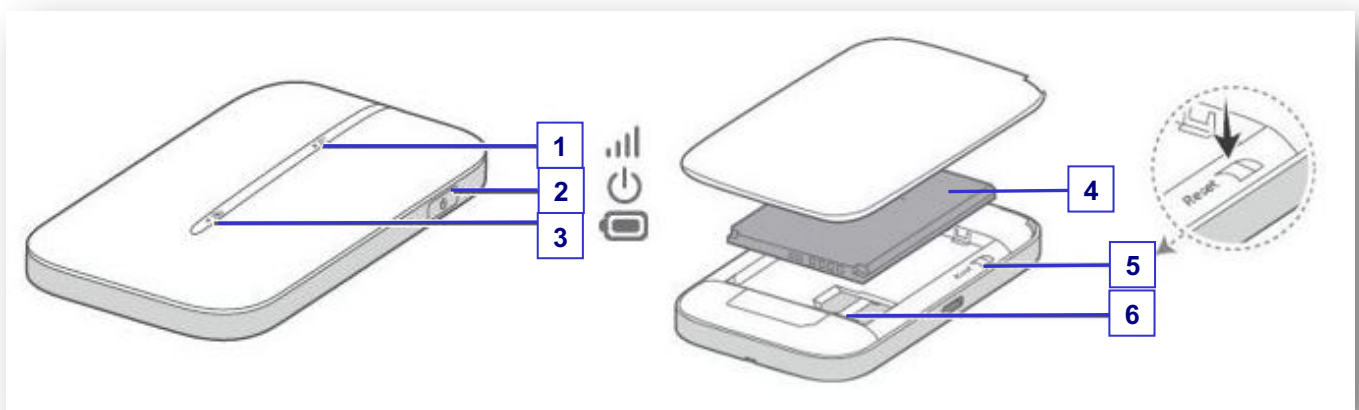
Section 1

Setting up your Mifi Box

Understanding your MiFi Device

The Mifi box uses the same SIM card you would find in a mobile phone to connect one or more devices to the internet. It's worth remembering that connecting multiple devices to a Mifi box will slow your connection – most Mifis will normally handle 3 or 4 devices quite well. Mifi boxes normally come with a small charge already on the battery but it's worth using the supplied USB cable to charge them up when you first take them out the box.

1. The first thing to do is insert the SIM card in the SIM Card slot (6).
2. Then insert the battery (4) as shown below – be careful to insert the battery the right way round.
3. The network name (SSID) and Password (Wifi Key) are usually on a label underneath the Mifi cover or on the bottom of the unit – take a note of these as you'll need them to connect your device later.
4. Now press and hold the power button (2) for a couple of seconds to turn the Mifi box on.
5. Make sure that the Signal Strength LED (1) turns green – this shows that the Mifi has connected to the internet.
6. You should now be connected. See **Section 2** for how to connect your iPad to the Mifi box.
7. Remember, if you get stuck on any of these steps just call us on 0800 158 3974.



1	Signal Strength LED	Displays the strength of the MiFi signal
2	Power Button	Switches on the Device
3	Battery Power LED	Displays battery power level
4	Battery	Insert Battery (metal slits towards prongs)
5	Reset	Allows user to reset device to original settings
6	SIM Card slot	Insert SIM Card here

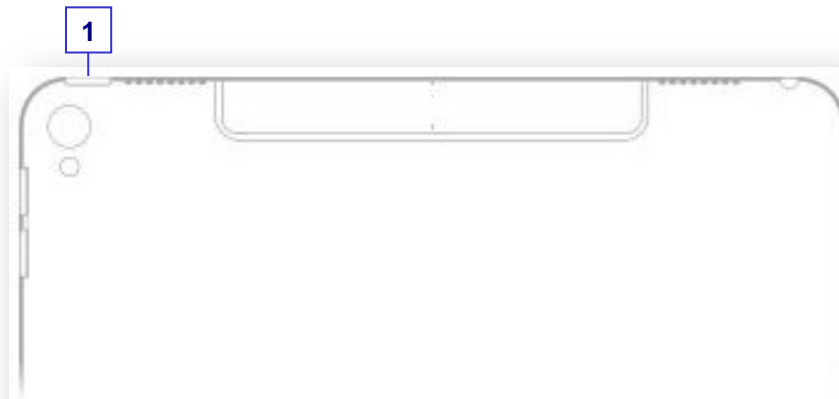
Signal LED Colour	Reason
Green	Strong Signal
Yellow	Weak Signal
Red	No internet access

Battery LED Colour	Reason
Green	Full charge
Yellow	Partial charge
Off	Switched off

Section 2 Connecting your School iPad to the Mifi Box or home Wifi

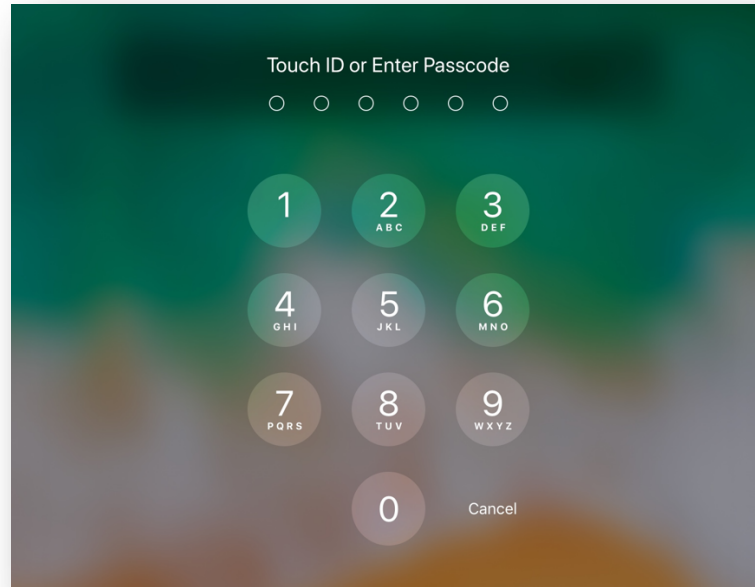
1. Switching on the iPad

To Switch on the iPad just press and Hold the Power button (1) until the Apple logo appears on the screen:



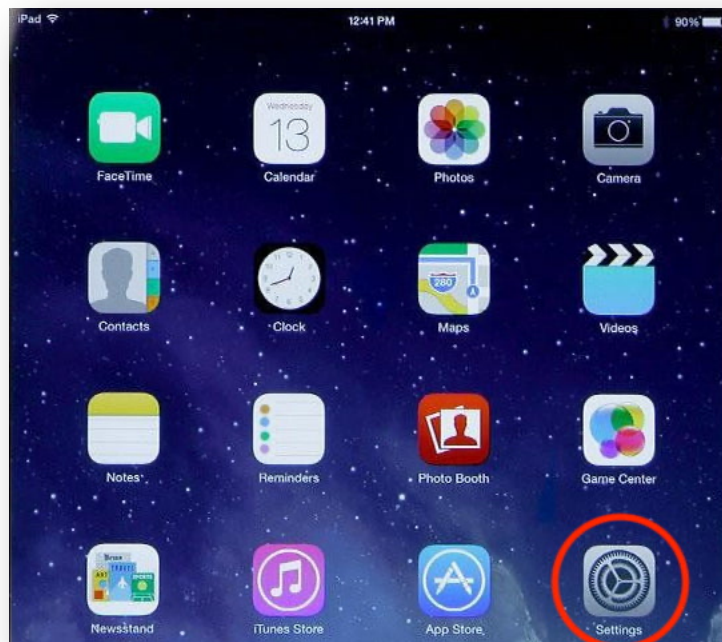
2. Enter the Passcode

The Passcode is used to unlock the iPad, pupils set up the Passcode at school with help from the teacher or DLOL so you should have a note of it already. If you are unsure about using the touchscreen please check **'Touchscreen Controls & Onscreen Keyboard'** in **Section 3** at the end of the guide.



3. Connecting the iPad to your Mifi or home Wifi

Next, tap the 'Settings' icon on the home screen:





4. Wifi Settings

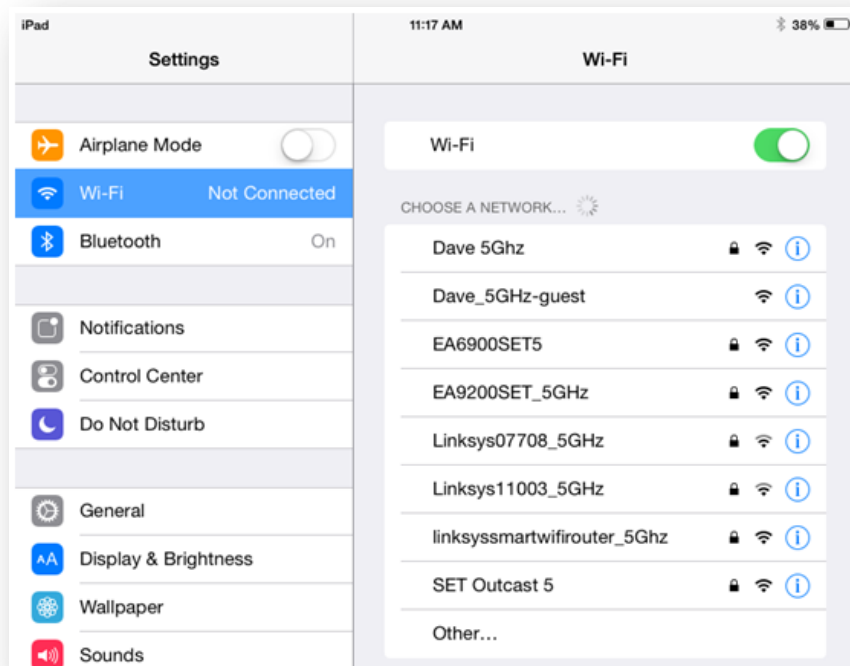
When the Settings app is open then tap on 'Wi-Fi' (top left in the illustration below). Then make sure that Wifi is switched on – tap on the Wi-Fi button (top right in the illustration below) if it is not showing green. When the Wi-Fi button is switched on you should see a list of available networks.

- a. **Mifi:** If you are using a Mifi box, look for the Mifi Network name (or SSID) that came with the box on the list of available networks. When you tap on this you will be prompted to type in the Password (or Mifi Key) that came with the box. Check Section 1 above if you're not sure about this.
- b. **Home Wifi:** Look for your home Wifi network name on the list of available networks. When you tap on this you will be prompted to type in your home Wifi password.

5. Connected?

If the  symbol appears at the top of the screen, your iPad is connected to a Mifi or Wi-Fi network.

To double check, the Safari icon  to view a webpage.

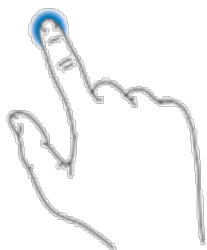


6. Help and Advice

You should now be connected and ready to go. Remember if you get stuck on any of these steps just call us on the Freephone Helpline for free friendly advice to get you up and running.

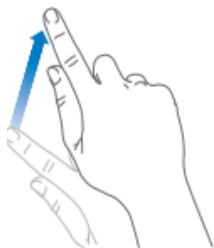


1. Your iPad is controlled by an on screen keyboard and touchscreen controls. These can take a bit of practice if you're a new user but you'll quickly get used to them:

**Tap**

Tap once to open an App or type a letter on the keyboard

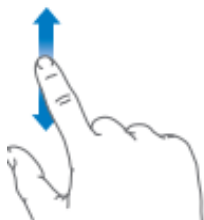
(Tap and hold to select an item or a word)

**Drag**

Press and hold to move item around the screen.

Example

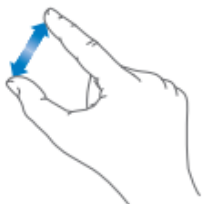
Can be used to remove an App from the Home Screen

**Swipe**

Slide finger up, down, left or right

Example

When moving from one page to another or to open the Easy Settings Panel

**Pinch/Resize**

Used to make an object bigger or smaller

Example

Can be used to make text or an image bigger or smaller

