Clay Community Schools

Technology Department

iPad Setup Guide

FaceTime camera

Status bar

App icons

Multi-Touch display

Home

Sleep/Wake

Microphone

Headset jack

iSight camera

Side Switch

Volume up/down

iPad

Speaker

30 pin connector
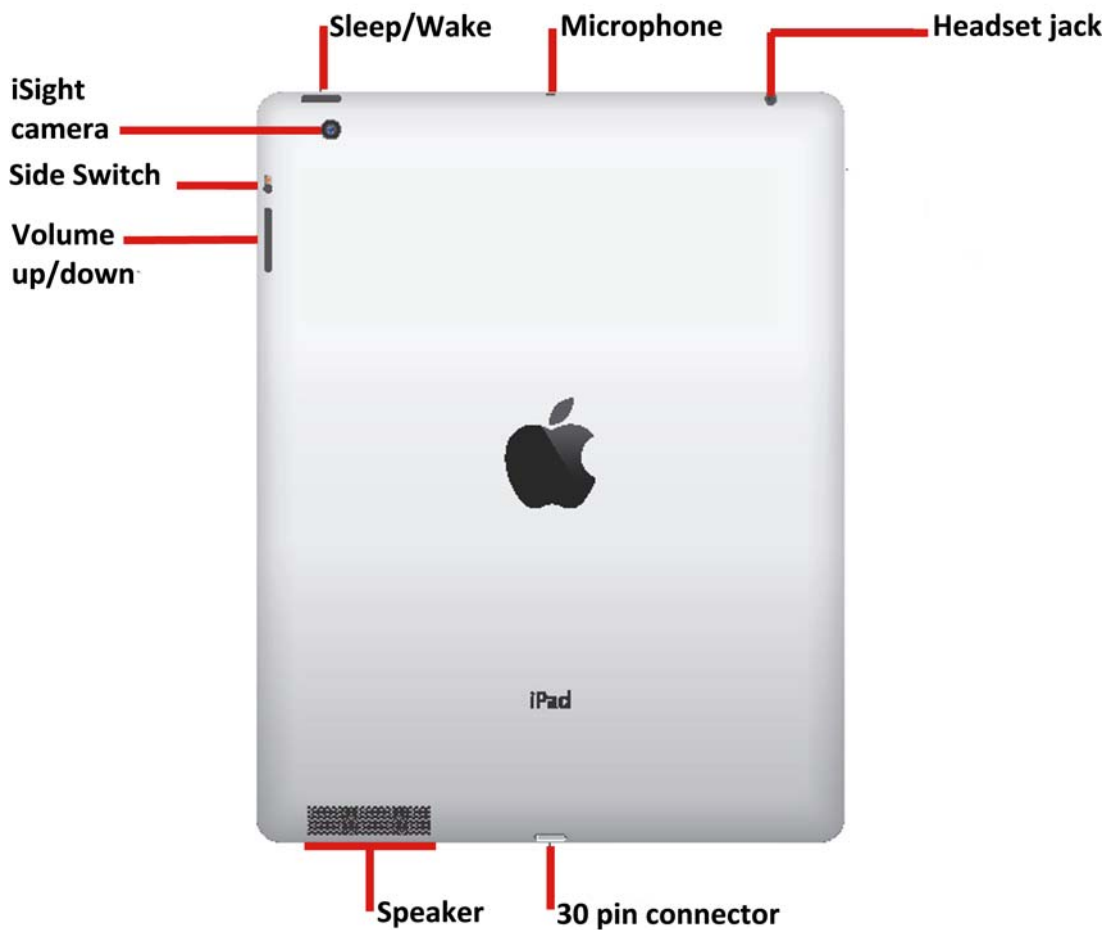
Buttons

A few buttons make it easy to lock iPad and adjust the volume.

Sleep/Wake button

You can lock iPad by putting it to sleep when you're not using it. When you lock iPad, nothing happens if you touch the screen, but music continues playing and you can use the volume button.

Sleep/Wake button

Lock iPad: Press the Sleep/Wake button.

Unlock iPad: Press the Home button or the Sleep/Wake button, then drag the slider.

Turn iPad off: Hold down the Sleep/Wake button for a few seconds until the read slider appears, then drag the onscreen slider.

Turn iPad on: Hold down the Sleep/Wake button until the Apple logo appears.

If you don't touch the screen for a minute or two, iPad locks automatically. You can change how long it takes the screen to lock, or set a passcode to unlock iPad.

Set the auto-lock time: Go to Settings > General > Auto-Lock.

Set a passcode: Go to Settings > General > Passcode Lock.
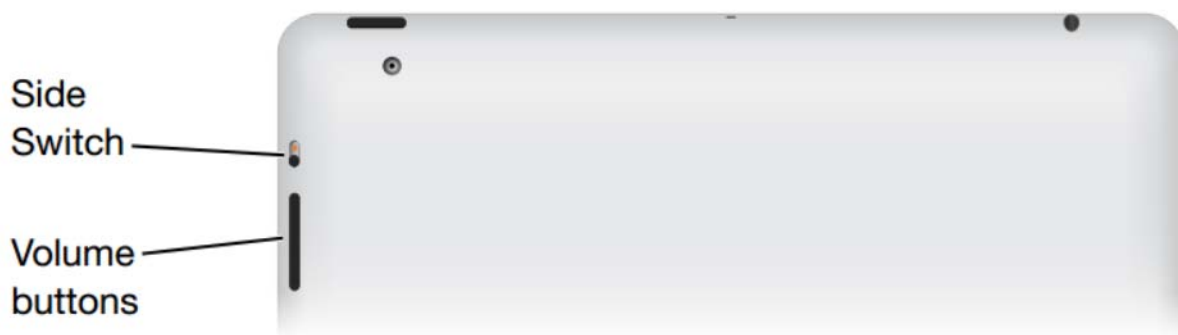
Home button

Home button

The Home button lets you get back to the Home screen at any time. It also provides other convenient shortcuts.

Go to the Home screen: Press the home button.

Display recently used apps: When iPad is unlocked, double-click the Home button.

Display audio playback controls:

- *When iPad is locked:* Double-click the Home button.

- *When using another app:* Double-click the Home button, then flick the multitasking bar from left to right.

Volume button and Side Switch

Use the Side Switch to disable audio alerts and notifications. You can also use it to lock the screen rotation and prevent the iPad display from switching between portrait and landscape mode.

Use the Volume button to adjust the volume of songs and other media, and of alerts and sound effects.

Adjust the volume: Press the Volume button up or down to increase or decrease the volume.

- Mute the sound: Press and hold the bottom end of the Volume button.

- Set a volume limit: Go to Settings > Music > Volume Limit.

Mute notifications, alerts, and sound effects: Slide the Side Switch down.

The Side Switch doesn't mute audio playback, such as music, podcasts, movies, and TV shows.

Lock the screen rotation: Go to Settings > General > "Use Side Switch to …," then tap Lock Rotation.

Basics

Using apps

You interact with iPad using your fingers to tap, double-tap, swipe, and pinch objects on the touchscreen.

Opening and switching between apps

To go to the home screen, press the Home button.

Open an app: Tap it.

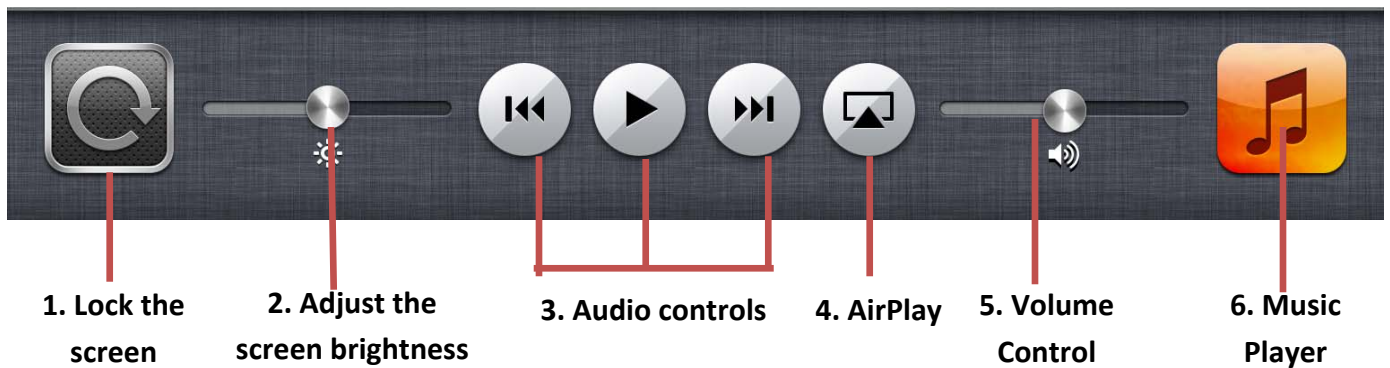To return to the Home screen, press the Home button again.

2.

1.

| SkyDrive | Calculator Pro | PowerTeacher | App Store | Safari | Settings |

View recently used apps:

1. Double-click the Home button to reveal the multitasking bar.

2. Tap an app to use it again.

Close recently used apps:

1. Touch and hold any app on the multitasking bar until it jiggles.

2. Touch the minus sign on the app to close the app.

| 1. Lock the screen | 2. Adjust the screen brightness | 3. Audio controls | 4. AirPlay | 5. Volume Control | 6. Music Player |

Multitasking bar

Double-click the Home button swipe the multitasking bar from left to right.

1. To lock the screen orientation tap the orientation lock icon.

2. Adjust the screen brightness by dragging the brightness slider.

3. Audio controls Previous Track, Play/Pause, Next Track

4. AirPlay - With AirPlay, you can stream music, photos, and video wirelessly to Apple TV and other AirPlay enabled devices.

5. Volume Control– adjust volume up/down.

6. Music Player - Access music player to play music stored on iPad.

Rearranging apps

Customize your Home screen by rearranging apps, moving apps to the Dock along the bottom of the screen, and creating additional Home screens.

Rearrange apps: Touch and hold any app on the Home screen until it jiggles, then move apps around by dragging them. Press the Home button to save your arrangement.

Create a new Home screen: While arranging apps, drag an app to the right edge of the rightmost screen until a new screen appears.

You can create up to 11 Home screens. The dots above the Dock show the number of screens you have, and which screen you're viewing.

- *Switch between Home screens:* Swipe left or right.

- *Go to the first Home screen:* Press the Home button.

Organizing with folders

You can use folders to organize the apps on your Home screen. Rearrange folders- do apps- by dragging them around your Home screens or to the Dock.

Create a folder: Touch and hold an app until the Home screen icons begin to jiggle, then drag an app onto another app.

iPad creates a new folder that includes the two apps, and names the folder based on the type of apps. To enter a different name, tap the name field.

When you finish, press the Home button.

Changing the wallpaper

You can customize both the Lock screen and the Home screen by choosing an image or photo to use as wallpaper. Choose one of the supplied images, or a photo from your Camera Roll or another album on iPad.

Change the wallpaper: Go to Settings > Brightness & Wallpaper.

Zooming in or out

Depending on the app, you may be able to zoom in to enlarge, or zoom out to reduce the image on the screen. When viewing photos, webpages, mail, or maps, for example, pinch two fingers together to zoom out or spread them apart to zoom in. For photos and webpages, you can also double-tap (tap twice quickly) to zoom in, then double-tap again to zoom out. For maps, double-tap to zoom in and tap once with two fingers to zoom out.

Multitasking gestures

You can use multitasking gestures on iPad to return to the Home screen, reveal the multitasking bar, or switch to another app.

Return to the Home Screen: Pinch four or five fingers together.

Reveal the multitasking bar: Swipe up with four or five fingers.

Switch apps: Swipe left or right with four or five fingers.

**Turn multitasking gestures on or off:** Go to Settings > General > Multitasking Gestures.

How to I take a picture of what is on the screen?

That's called a "screenshot". If you need to take a screen capture image of what's on your iPad screen - perhaps you created a picture using a drawing application or there was something on a website you wanted to remember or make a note about, just hold down the power button at the top and the home button on the face of the iPad. You'll hear a "camera" sound. Check the Camera roll for the image you just took.

Press this

Press this

How do I type characters for Spanish text?

When typing in Spanish or another language, one can use special characters by pressing and holding the appropriate letter on the keyboard, then sliding to that letter to type.
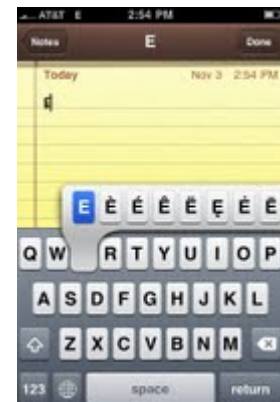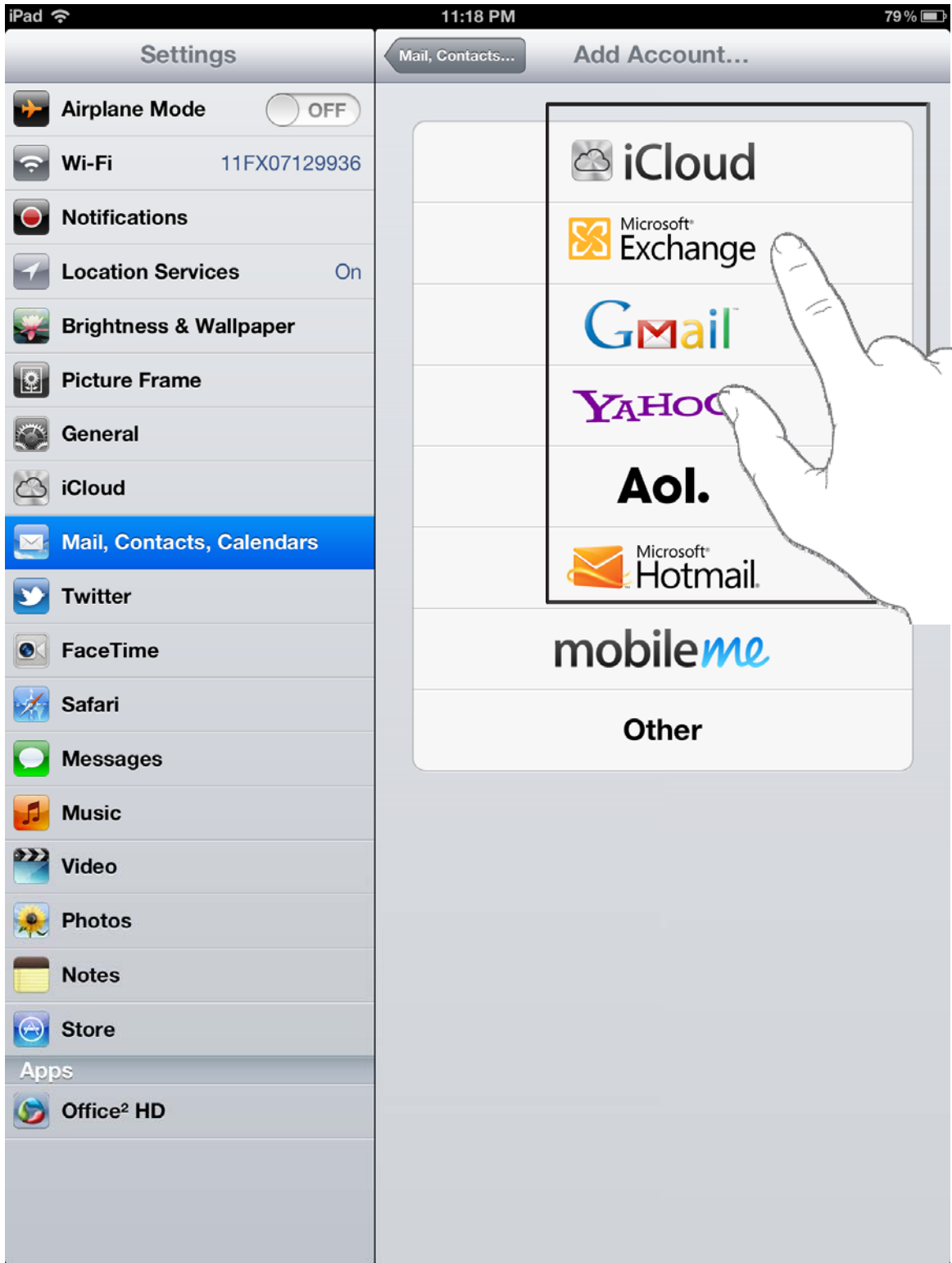
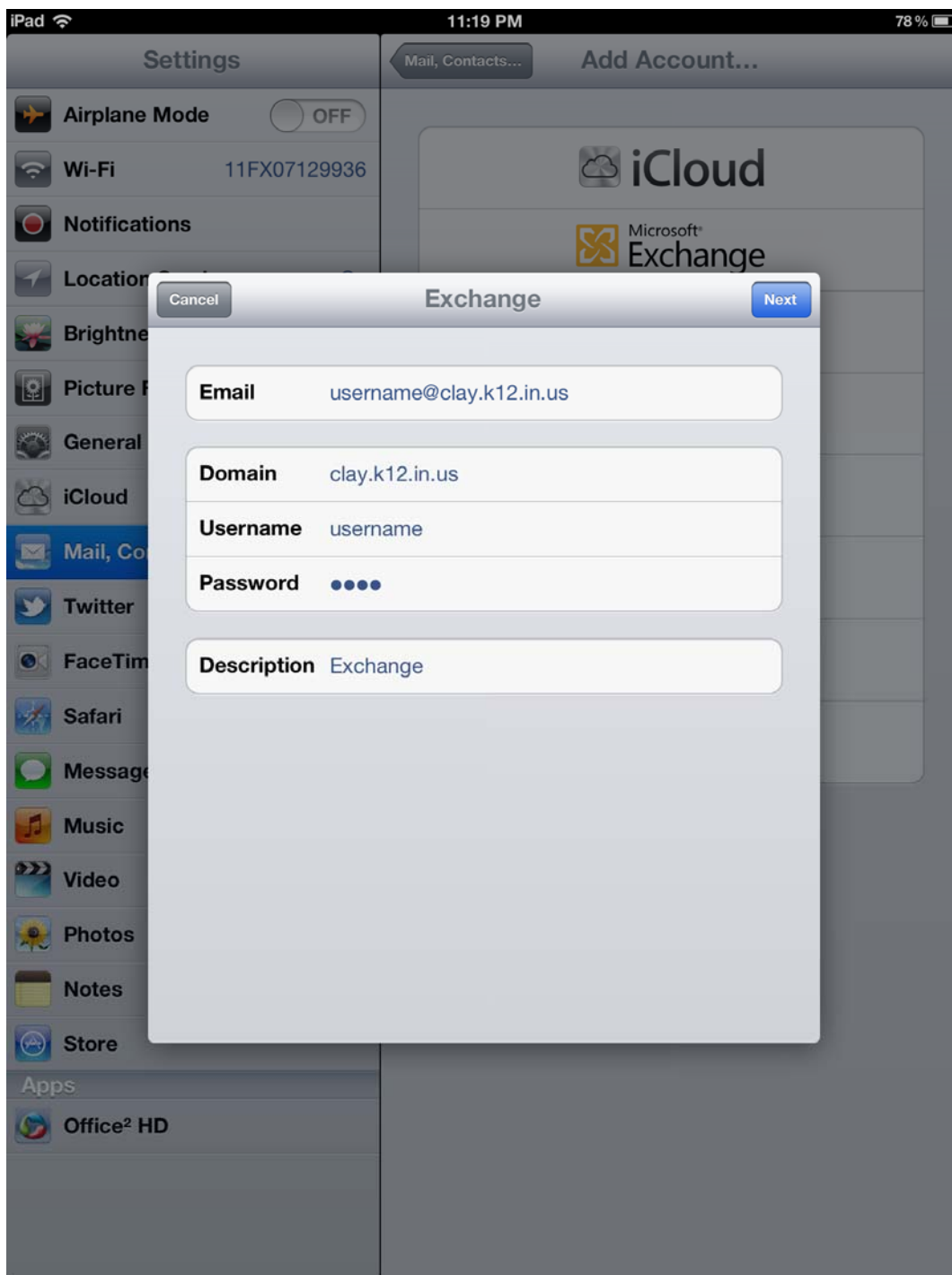# Setup iPad to receive School Email
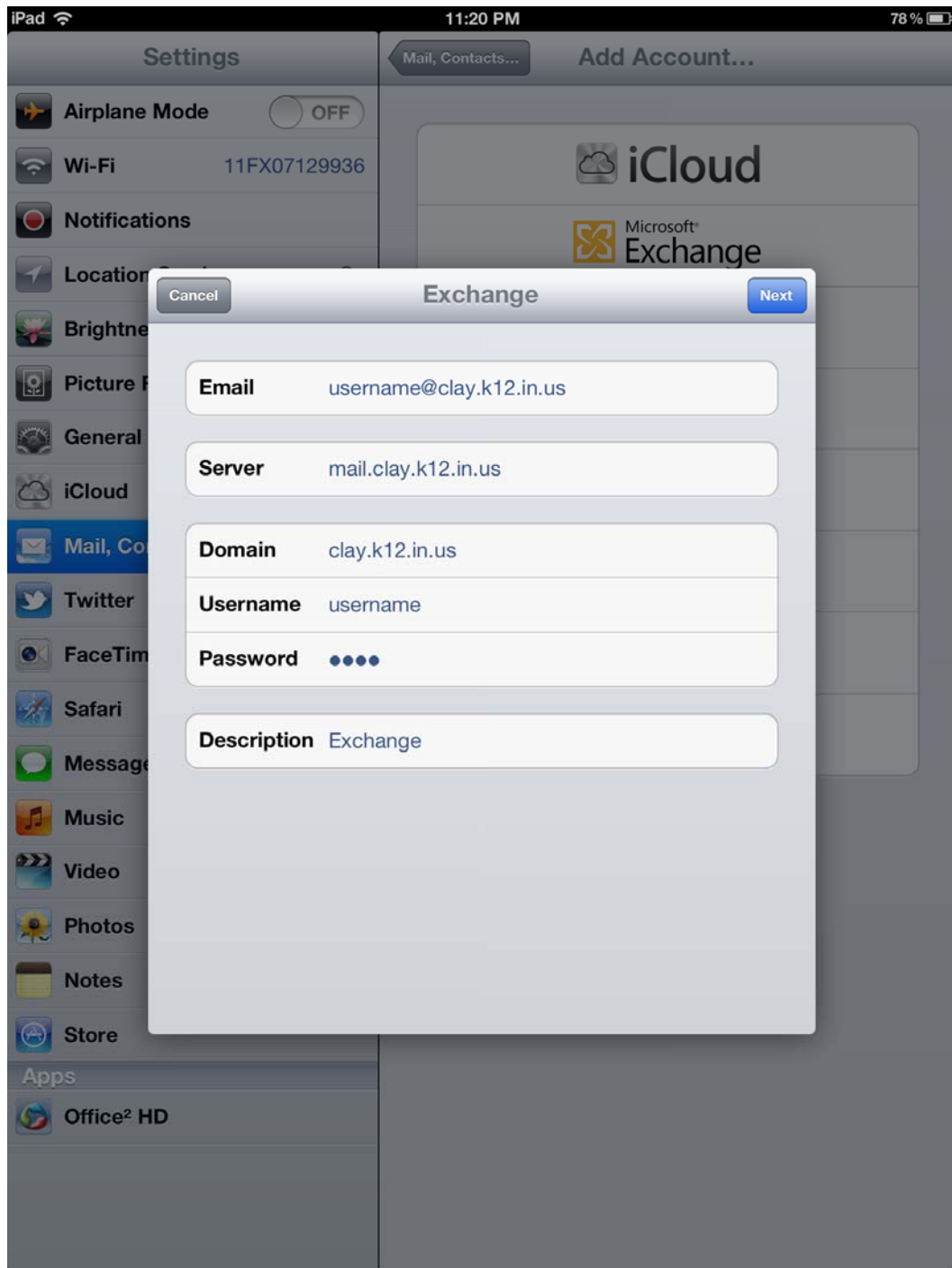

1. Click on Settings
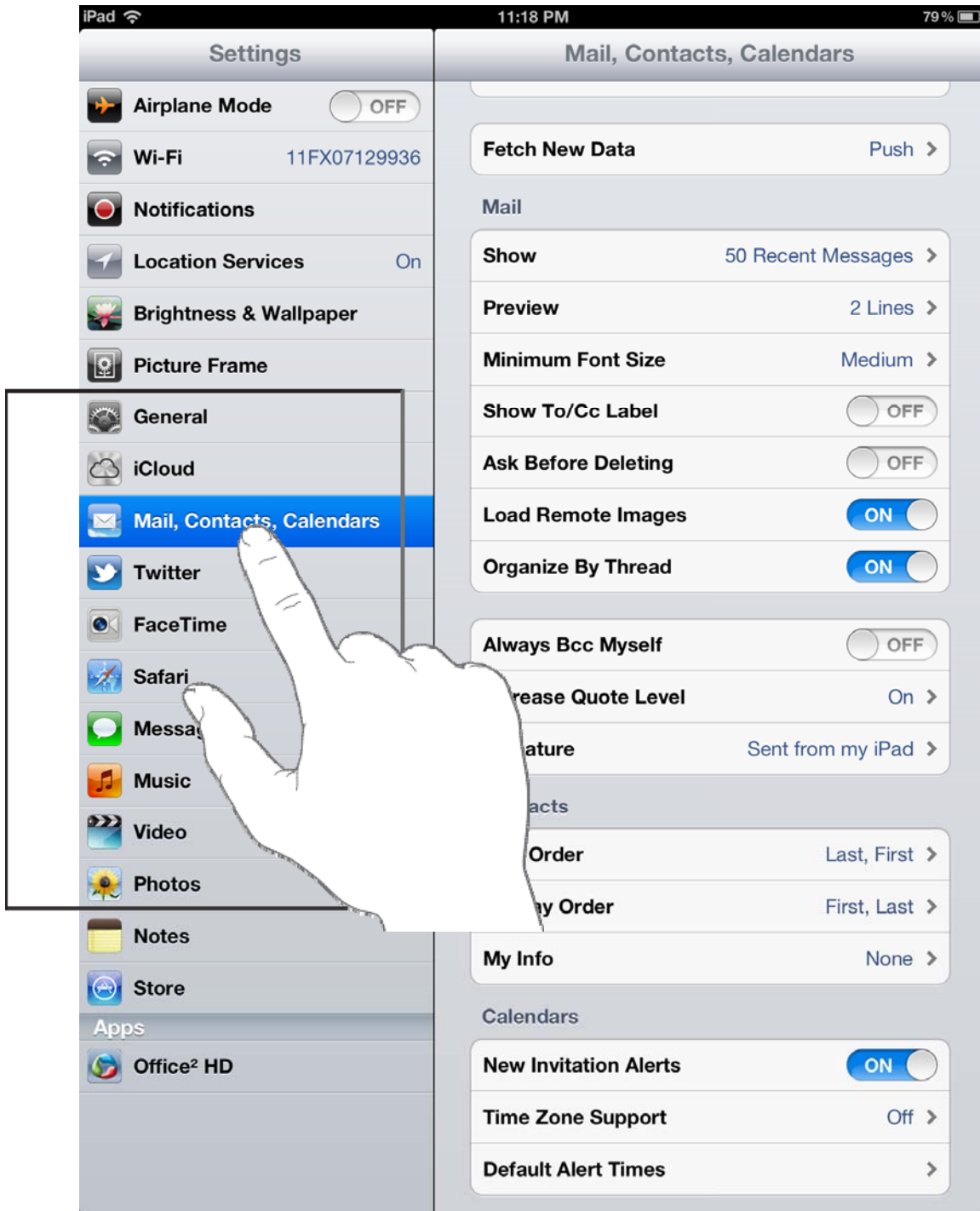
1. Click Mail, Contacts, Calendars
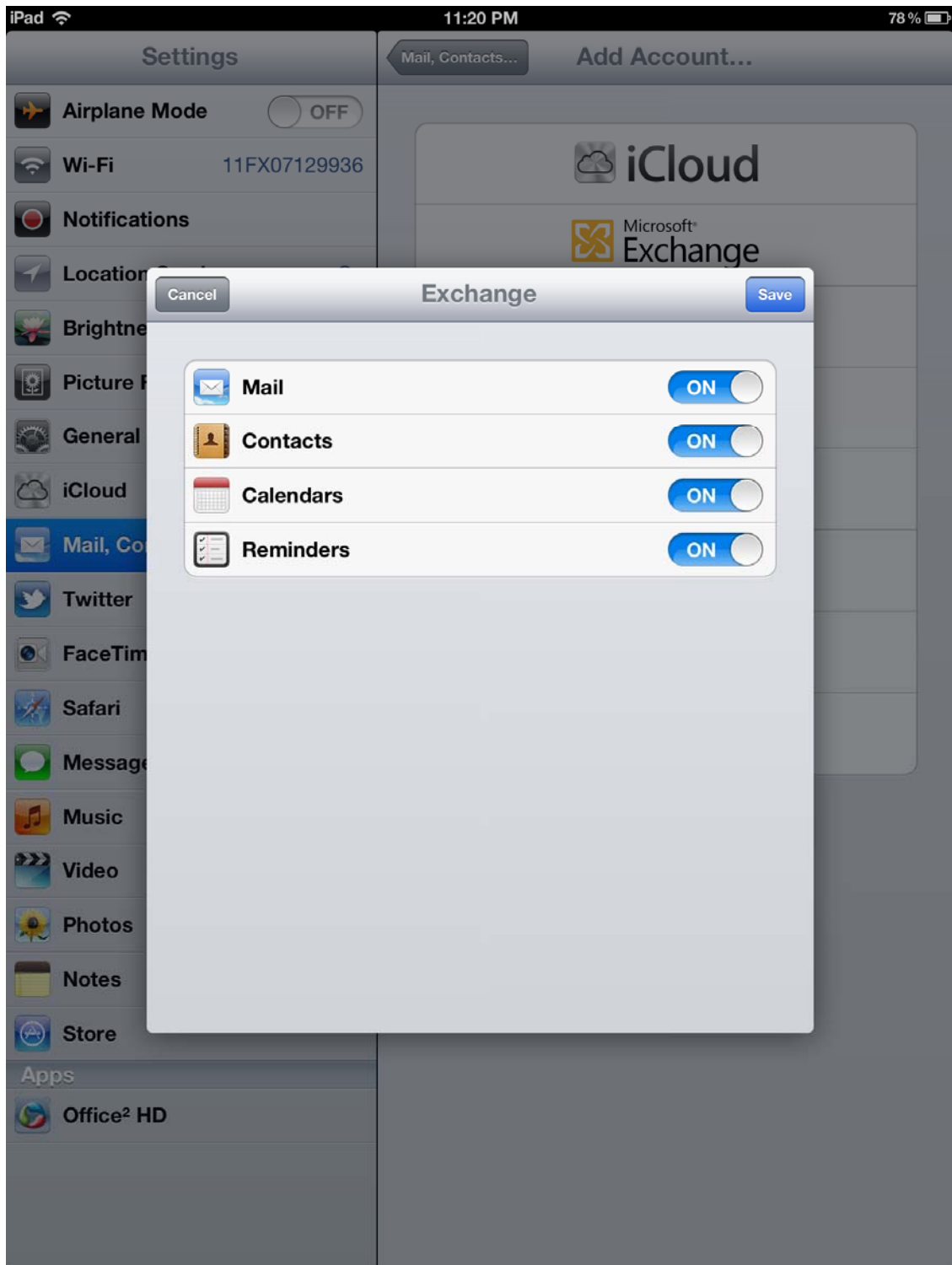
2. Click Add Account...

1. Click on Microsoft Exchange

1. Email - Enter your email address

2. Domain - Enter clay.k12.in.us

3. Username - Enter your username

4. Password - Enter your password

5. Click on blue Next Button

1. Server - Enter mail.clay.k12.in.us

2. Click on blue Next Button

1. **Click on Save**

2. **Click on Home button.**

Troubleshooting Procedures

1. Reset your network connection.

    If you can't connect to websites or Apple's App or other stores, tap the Settings icon on your Home screen, and then tap General > Reset Network Settings, which often cures network connectivity issues.

2. Restart your iPad.

    Press and hold the Sleep/Wake button, and then slide the red slider to turn it off. Wait a few seconds. Press the Sleep/Wake button to turn on the iPad again.

3. Reset your iPad.

    Press and hold the Sleep/Wake button and the Home button at the same time for at least ten seconds, until the Apple logo appears.