

## Process for Setting up a New \_\_\_\_\_ Android Tablet

Steps for “out of box” setup of the new Android Tablet:

Set up tablet for use:

- Plug tablet into power source to charge for 4.5 hours (there is a partial charge out of box)
- After charged, when ready to use, turn tablet horizontally (long wise) with camera dot at top.
- Turn on tablet – do this by holding down button at the top. Keep holding until tablet starts up. (If at any time during setup your screen goes blank, press this same button once. (If an image of a lock shows up put your finger on the screen and drag it up toward top of page to unlock)
- You will see the word “Android” flash while the tablet starts up-wait
- When the word WELCOME appears on screen, select “English”
- Select WiFi NETWORK- Select available Internet access and enter password if needed (There is a checkbox you can tap if you wish to have the password show while typing) then tap “CONNECT”. This might take few minutes for it checks for updates.
- GOT ANOTHER DEVICE? Tap “no thanks”
- ADD YOUR ACCOUNT (skip)
- NAME – Add learner’s first and last name
- SET UP EMAIL - Skip
- PROTECT YOUR PHONE/TABLET - Decide if you want to password protect or not. Just remember if you password protect you need to REMEMBER the password. Write it down in secure location
- GOOGLE SERVICES confirm the first two items are checked and uncheck last box. Tap “NEXT”
- WELCOME - The wallpaper which is comes preloaded on the tablet is often busy for a new learner. To change it, touch and hold anywhere on the screen, you should see a square shows “Wallpapers” under it. Tap and

select “bubbles” and tap “set wallpaper” Feel free to take a photo later of something plain and make it the wallpaper.

- On the homepage tap on Gear that reads “SETTINGS” then tap, “DISPLAY”
- TO CHANGE “SLEEP” MODE TIMING-- to accommodate first time users (Sleep time is the amount of time before the tablet home screen turns itself black.)“SLEEP to change “sleep” time. Tap SLEEP and select at 10 minutes Tap “Display” on top left hand corner
- FONT SIZE if needed (Under Accessibility)
- SCREEN ROTATION (“Allow” screen to adjust when tablet is turned)
- CLOCK On the home page tap on gear that reads “SETTINGS” tap “Date & Time” > choose correct time zone.
- TO CLOSE APPS you have open tap on square on bottom right of homepage. This will bring up all apps you have open. You can either hit the large X at the bottom to close all or close individual apps by sliding them to the left.