Thank you again for joining the 1 to 1 computer program at Gleneagles Secondary College. We have put this First Steps Computer Orientation Guide together to ensure the safe and smooth transition to using your new computer at home and school. Please pay careful attention to the details below.

1. **Record your computer serial number and order details for future reference:**

   Take a photo or write down your computer serial number and order details - these details can be found on the side of the box next to the order details sticker from EduNet. These details are very important for warranty and insurance purposes should you need to log a claim.

2. **Unbox the computer and plug in:**

   Unbox your computer immediately once you get home & then plug in the charger to the computer (note the yellow connector which looks similar to a USB cable), then the wall socket, then power up the computer.

   ! You have 2 business days (from the date of collection) to ensure that the device powers up and is not DOA (Dead on Arrival), otherwise a warranty claim will be required to be lodged. Please contact EduNet (www.edunet.com.au or 1300 338 638) immediately if there are any hardware faults.

3. **From the launch screen progress to the login screen using one of these methods:**

<table>
<thead>
<tr>
<th>Launch Screen</th>
<th>Use these methods to display LOGIN screen</th>
<th>Action to take</th>
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<tbody>
<tr>
<td>[Image]</td>
<td>Keyboard Shortcut</td>
<td>Press any key</td>
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<tr>
<td></td>
<td>Mouse/Stylus Shortcut</td>
<td>Click anywhere on the screen.</td>
</tr>
<tr>
<td></td>
<td>Touch Shortcut</td>
<td>Swipe from the bottom of the launch screen vertically to expose login screen.</td>
</tr>
</tbody>
</table>

4. **When the login screen loads select the generic "User" account:**

   If you picked up your computer during January, your computer will not yet have the final list of software, and it won’t have a personalised and unique school user account just yet. You have been provided a temporary user login for the duration of the Dec/Jan school holidays so you can still play with and become familiar with your new computer. Simply click on the "User account" to login – no password is required to access all the listed programs. No administrator access is available. Please note: when the student returns to school at the start of Term 1 the student will be required to return the computer to the IT service centre where technicians will re-image the computer (wipe and re-install the complete list of software), add the students’ username/login details and connect the student computer to our school network.

If you have further questions about the 1-1 program please refer to our website for details: [www.gleneagles.vic.edu.au](http://www.gleneagles.vic.edu.au)
Students will be contacted when they return to school to find out when they will need to return their computer for re-imaging. In most cases, students will only be without their computer for about half the school day.

Note - you may receive a Windows 8.1 or Office “Activation error” when using the computer over the holidays. This issue will be resolved when the student re-images their computer in 2015.

Important: any data that the student creates on the temporary user account will need to be backed up prior to returning to the IT service centre as this will be wiped when the computer is re-imaged. It will be the students’ responsibility to copy any data back to their new account.

5. Using Windows 8.1:

Windows 8.1 is an operating system designed for touch screen, stylus-based input and traditional keyboard entry. The first time you log in to the new user account you may be prompted to follow an overview tutorial which shows you how to interact with Windows 8.1.

6. Connecting to your home network:

On the START screen (tiled menu that displays after login) - type the words "wifi" and the search menu will appear. Select “Connect to a Network” > then select your Wireless Network and enter in your password to connect.

7. Name and label your computer, charger, stylus and any accessories:

Like the school uniform, there are several hundred students at school with identical computers, chargers and bags so it is important that you personalise and protect your investment. Use sticky labels with your name and student ID and place them on the bottom of the computer and the AC power adaptor. If you have the 11e Yoga stylus you could also attach a label or engrave. We strongly recommend the use of a permanent black marker to label the carry case with the student’s name so it can be easily identified. For a more permanent labelling solution we strongly recommend a professional engraver to write your child’s name on the computer.

DO NOT engrave or use a label for the 12.5” Thinkpad Yoga – active digitizer as there are delicate electronic components and it may void the warranty. A label will block the storage chamber for the active digitizer.

We have secured a special Gleneagles engraving discount at Mister Minit (Endeavour Hills Shopping Centre) - ph: 9706 1943 (Richard).

For $20.00 Richard will engrave your full name on the computer. For an additional $10.00 he can also engrave your 11e Yoga stylus (NOTE – DO NOT engrave the 12.5” ThinkPad Yoga’s Active Digitizer).

Simply cut out this coupon & present to Mister Minit (Endeavour Hills only) to claim this discount offer.

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