

iPad Programme

Welcome
Guide

HUNTINGTOWER

Co-Educational Day and Boarding School



Welcome.

In this brief guide you will find a brief overview of some basic features such as setting up your wireless Internet and email as well as a rundown on protecting your iPad using a good quality case.

There are also instructions regarding backing up your iPad. Please back up your iPad during the first few days, so that you will be able to restore the Huntingtower settings if they are lost for any reason.

What's in the box?

By now you've no doubt found everything but below is a list of items accompanying this guide:

- The New iPad
- Apple introductory booklet
- USB / charge cable
- Charge plug (in two parts – these slot together!)

Recommended Apps.

Apps which are recommended by or required by Huntingtower for you to use at school next year can be found by opening

<http://moodle.huntingtower.vic.edu.au/> and selecting Year 8 iPad

Resources, then following the links. The links will open directly to the app via the app store on your iPad.

Creating an Apple I.D.

In order to download apps you must first create an Apple ID (If you already have an ID skip these steps)

- Open the app store icon on your iPad.
- Scroll down to the bottom and select *sign in* then *Create New Apple ID*
- There are many sections to fill in on the form including, email address, password, security information and D.O.B
(Please do not use your Huntingtower email as your email ID address)

To Create an Apple ID account using a Computer you must first download and install iTunes www.apple.com.au/itunes

- Open iTunes and select the iTunes store button in the sidebar
- Select the '*Sign in*' button located in the toolbar at the top of the screen
- Select '*Create Apple ID*' then insert your information in the required fields

Screen Protection.

The iPad screen is made of highly scratch-resistant glass but can become slightly scratched or scuffed over a long time. This will not affect the performance of your iPad but can be unsightly!

To reduce the possibility of scratches and cracked screens you will be given a high quality screen protector that **must be applied** to your iPad. It is a clear piece of film with a small sticker in one corner. If you find you need additional screen protectors in the future, these can be picked up in many stores for a small price.

- Clean your iPad screen with a soft cloth
- Peel the protective film off one side of the screen protector (there are also instructions on the packaging)
- Carefully apply the screen protector to the iPad, lining up the hole in the protector with the home button.
- Use a firm card such as a student card or bank card to smooth out any air bubbles.
- Peel off the second film of plastic once the screen protector has been applied.

iPad STM Bag

To protect your new iPad from any possible damages you will also be handed a protective carry bag.

It is a requirement that your iPad is stored in the protective bag at all times (when not in use) to reduce any accidental damage.

Protective Cases.

Your parents should read this section too.

Due to their glass screens, when dropped on a hard surface iPads can break. All iPads at Huntingtower must be in a fully enclosing protective case at all times. If an iPad breaks while not in an appropriate case, it may not be covered by the insurance agreement and a higher fee may be incurred for repair.

Please find below a list of recommended cases. Any case which covers all sides of the iPad, including the corners, will provide some protection. You can pick up cases from many electronic and mobile stores, as well as online.

When buying a case, make sure the packaging specifies that it is for the iPad 4 or 'The New iPad'. Not all iPad 1, 2 & 3 cases will fit the iPad 4.

The official Apple iPad cover does not provide adequate protection as it only covers the front of the device, and detaches easily by accident.

Recommended iPad Cases

- STM Grip
- STM Skinny
- Belkin Cinema Folio
- Gecko Carbon Folio

Wireless.

Your iPad can be connected to the School's Wi-Fi network. To connect at School simply:

- Open the *Settings* app and select *Wi-Fi*
- The correct network should be listed, *Huntingtower-Secure*
- Select *Huntingtower-Secure* and enter your school username (eg, smithjohn) Followed by your password
 - A certificate window will appear. You will need to accept in order to have network access.

To connect to the Internet from home, or elsewhere, first make sure that there is a Wireless Internet connection available, and then follow these steps:

- Open the *Settings* app and select *Wi-Fi*
- Select your network from the list and enter the password if required
- If your network is hidden but you know the name, select *Other...* and then enter the network name and security type.

Email.

To configure your school email, follow these steps while connected to the Internet:

- Open the *Settings* app and select *Mail, Contacts, Calendars*
- Select *Add Account...*
- Select *Microsoft Exchange*
- Enter your school email address and password and tap next (e.g. if your name was John Smith, your email would be smithjohn@student.huntingtower.vic.edu.au)
- When you tap next, three new boxes will appear
 - o Server: exchange2010.huntingtower.vic.edu.au
 - o Domain: huntingtower
 - o Username: Your username (e.g. smithjohn)
- Tap next and you will be asked to select what you wish to sync from your school email. Leave everything set to 'On'.
- If you receive an error message, double check that everything is typed correctly.

To add a different email account, from *Mail, Contacts, Calendars* settings, select *Add Account...* and choose the appropriate type of account, e.g. Hotmail.

iPad Printing

Printing is now available on your iPad when connected to the Huntingtower-Secure network.

- You will need to install the printing app called '*papercut*'
- <http://printserve:9191/ios/install> Follow this link or enter the URL address into safari
- A window will appear, please select '*install*'
- Once the app has been installed return to the iPad home screen. Locate and open the '*Printing*' app
- You will need to sign into using your school login details

Backing up.

Creating a full back up of your iPad can save you a lot of time if you ever need to reset the device, or if it needs to be replaced. You can simply restore your latest backup to the device and pick up where you left off! To back up your iPad, follow these steps:

- On your computer, open iTunes (if you do not have iTunes you can get it from www.apple.com/au/itunes/)
- Plug the iPad into the computer using the USB cable
- On the left hand side of iTunes, your iPad will appear under *Devices*.
- Right click your iPad and select *Back Up*. That's all there is to it!
- If you should ever need to restore back up to your iPad, when you plug the device into iTunes, select 'Restore from backup'.

iCloud.

iCloud is an Apple service which allows you to automatically store backups of your data on a secure online server. If you ever need to reset your iPad, or if you use other Apple devices, you can sync this data back.

To set up iCloud, follow these steps:

- Open the *Settings* app and select *iCloud*
- Enter your Apple ID and password and select *Sign In*. If you do not have an Apple ID yet, tap *Get a Free Apple ID*
- You will be asked if you want to let iCloud use your location – you should select OK
- Choose what types of data iCloud should back up with the switches
 - o Make sure to turn Find My iPad on, as this will allow you to locate your iPad on a map if you ever lose it! To use this service, visit www.icloud.com on a computer.

iCloud will automatically back up that data whenever your iPad is charging from a wall socket and has an Internet connection.