iPad Training

Section 1:
iPad Set Up

iPad Pro 12.9 inch
4th Generation
Wi-Fi

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Set Up and Tip Task Sheets for
iPad Pro 12.9, 4th Generation, Wi-Fi

Section 1:
iPAD SET UP

Table of Contents

iPad Information Log

Complete when setting up an iPad
Please keep this in a safe location!

iPad belongs to: _____

Funding provided by: _____

iPad information: see the back of the iPad box

iPad model (example: Mini, Pro 10, Pro 12, Air)	
Model number	
Serial number	
Memory capacity	
Date iPad set up	

Code Information

WIFI Network	
WIFI password	
Pass Code to open iPad (optional)	

Apple ID/e-mail
    Your name
    DOB	

Apple ID password	
Email Address	
Email Password	
Phone number used to set up verification code	

iPad Name:
    First
    Last	

App Name and Password

Some of the apps require a name and a password to access them and sign into later.

You can use this table to help keep track of that information. It is best to try to use the same sign in and password but sometimes added information is needed.

App Name	Sign in or Log in Information	Password
For Example: Facebook, Text ME, Walmart	Use this space to keep track of your Sign in or Log in information for each App.	Note your password for each App. Use this table to keep track of your information, or make your own.

iPad Box Information and Learning Buttons

1. iPad Pro Box Front	
2. iPad Pro Box Back	
3. iPad Pro Serial Number - keep the box in a place where you can find it. You may need to reference your Serial Number or other information on the back of the box.	

4. Box Contents: iPad, charger cable and plug. Fold out "Welcome to iPad Pro" and Safety and Handling sheet.	
5. Serial number and model Number - located on back of iPad.	
6. Power On – "On" Button- located on top, right side. Hold for 5 seconds.	
7a. Power Off - Press the **Power Button** and the **Volume Up Button** together for about 5 seconds to shut down the screen. A **power off slider** should appear.	

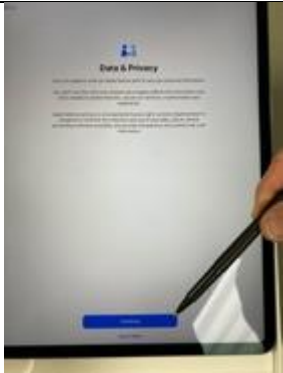|	
7b. Power Off – press and slide on the **power off slider** to turn off. The yellow arrow is pointing where to press and slide.	
8. Volume Up – press the top button.	
9. Volume Down – press the bottom button.	
10. iPad Pencil Charger - attach Apple Pencil to the magnetic connector on the side below the Volume buttons. Apple Pencil Is a separate purchase.	

Charging

NOTE: It takes approximately **3 hours to charge the iPad** while not being used.

11. Battery Indicator – is located in top right-hand corner of the screen. This **indicates the battery%** available.	
12a. Charging - the charging cable can plug into the iPad and Power Block with either end.	
12b. Charging - when charging, ensure the cable **"clicks"** when pushing it into the iPad. You can feel the "click" and even hear it.	
12c. Charging - a lightning bolt will appear in the top right-hand corner when charging.	

Activating iPad

13. Opening Screen.	
14. Swipe up from bottom.	
15. Select Language.	
16. Select English.	

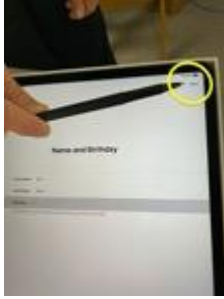|	
17. Device-to-device migration - If you have another Apple device (iOS 12.4 or later) and choose to set up the iPad on the same Apple ID, **you can use this screen to transfer data automatically**. For example, data includes all of your contacts.	
18. Set up manually - when not migrating two iOS devices, select **"Set up Manually."**	
19. Select country.	
20. Choose Wi-Fi network.	

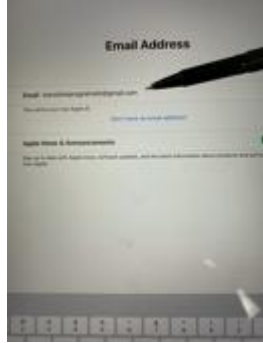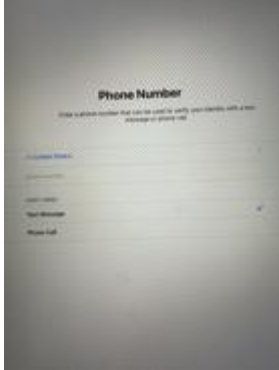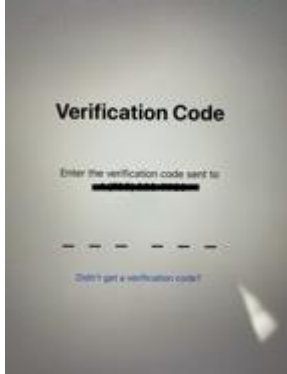|	
21. Enter Wi-Fi Network Password.	
22. Select "Next" - at the top right-hand corner of screen.	
23. Wait for set up to finish.	
24. Data & Privacy – Tap on **"Continue"** at bottom of screen.	

25. Face ID – tap on **"set up later in settings"** at the bottom of the screen.	
26. Create passcode. <mark>IT IS OPTIONAL</mark>. Tap on **Passcode Options** at bottom of screen.	
27. Passcode options: see 2 boxes below.	

1. Custom Alphanumeric Code – Combination of Letters and Numbers (ex. A12BC3D). **2. 6 Digit Custom Numeric Code** – Numbers only (ex.123456).	**3. 4 Digit Numeric Code –** provides a simplified passcode (ex. 1234). **Custom Alphanumeric and 6 Digit Custom Numeric are the most secure,** however, if the individual has **memory issues,** either using a 4 Digit Code or no code at all maybe the best option.

28. Create a Passcode - For this example **we did not use a passcode.** They can be hard to remember.	
29. Apps & Data. These are the options that will show up on the screen. 1. Restore from iCloud back up 2. Restore from Mac or PC 3. Move data from Android 4. Don't transfer Apps and Data- most frequently used and the one used for this example.	
31. Sign up with Apple ID – Individuals will need their email/Apple ID to continue. Your Apple ID is the email that is linked to your device. The password is one you set up to go with your email that is linked to the device if you choose. The password can be different if the user chooses. Please refer to your iPad Information Log.	
32a. Apple ID – If you have an existing Apple device, enter your existing Apple ID (email address) here. If not, continue to 32b.	

32b. Don't have an Apple ID. If you do not have an Apple ID, tap on the statement indicated by the pointer. This way you can create a free Apple ID which will be in the next slide.	
33. Create a free Apple ID. Tap on **"Create a Free Apple ID."**	
34a. Name and Birthday. This picture is showing the information that will need to be entered to create a new Apple ID.	
34b. Close-up of Name and Birthday – so you can see the screen and information needed	

35. Enter name and birthday, then tap on **"NEXT."**	
36. Enter Email address if you have one. If not, go to next box.	
37a. Don't have an email address. Tap on **"Don't have an email address?"**	
37b.Creating email address: User may need help creating this. Enter your email address. **Note: Passwords for Apple ID: Apple requires 8 characters in their password and must include at least one upper case and one lower case and one number.**	

38. Email address has been entered.	
39. Enter your Password TWO times. Tap on **"Next"** in the top right-hand corner of the screen.	
40. Phone Number – please use a phone number that can be used to verify your identity with text message or phone call	
41. Verification Code - this is a one-time code. Enter the code from your smart phone on the dotted lines.	

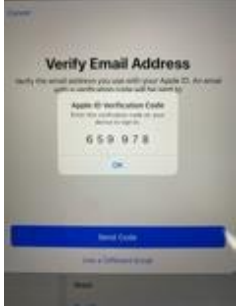|	
42. Terms & Conditions – Read the Terms and Conditions and then tap on **"Agree"** in the bottom right-hand corner of the screen.	
43. Creating a new Apple ID – it may take a few minutes to create your account.	
44. Express settings - Tap **"Continue"** at the bottom of the screen.	
45. Keep iPad up-to-date. Select **"Continue."**	

46. Siri - This is a great feature to use. It's recommended to set up Siri to allow you to use your voice to ask question, such as "What's the temperature today?" or "What appointments do I have today?" It can be used to also set alarms. Select **"Continue"** at the bottom of the screen.	
47a. Siri set up. **Note: You will be asked to talk to Siri and the screen will prompt you on what to say.** There are several of these requested for the set up. When finished select continue.	
47b. Siri set up – another prompt for completing the Siri set up.	
48. Siri is ready – Siri set up is complete. Siri will recognize your voice whenever you say, **"Hey Siri."** Tap "Continue" at the bottom of the screen.	

49. Improve Siri & Dictation - allows Apple to store audio of your Siri and Dictation interactions from this iPad. Select **"Share Audio Recordings"** at the bottom of the screen.	
50. Screen time – locks out programs to limit App use. Select **"Set up later"** at the bottom of the screen.	
51. App Analytics – Tap **"Share with App Developers"** at the bottom of the screen.	
52. True Tone Display – Tap **"Continue"** at the bottom of the screen.	

53. Appearance – select either Light or Dark screen appearance based on preference. Tap on **"Continue."**	
54. Go Home – Swipe up from bottom and tap on **"Continue."**	
55. Quick Access - tap on **"Continue."**	
56. Switch between recent Apps – select **"Continue."**	

57. Quick access controls – select **"Continue."**	
58. Welcome to iPad.	
59. Welcome – Swipe up to get started.	
60. Home Screen – will open with all the pre-loaded Apps available.	

Finishing iPad Set Up

61. Settings App – Select the Settings App.	
62a. Verify email address – Select **"Verify Email."** The email that you use for your Apple ID will receive a verification email. You need to open the email and select **"Validate Hyperlink."**	
62b. Select Code – tap on select code.	
63. Select "Finish setting up iPad." And follow prompts.	

64. Face ID – Select **"Set up later in settings."**	
65. Select "Passcode options."	
66. The iPad user has multiple options. For this example, a passcode was not used.	
67. For this example, "don't use password."	