Texas Woman's University | Office of Technology

iPad: Quick Reference Guide

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Getting Started

The purpose of this guide is to assist both the novice and the expert in using their iPad effectively at TWU. For those that just need a reminder, feel free to jump to the appropriate topic. For those that would like a walkthrough, enjoy following along, step-by-step. If after reading through this guide, you still have questions, please do not hesitate to contact the Service Desk via our extension, 81-3971.

What Is All of This Stuff?

So you have received your iPad, but there are all sorts of other things in the box. What is important? What does it do? The following list provides details about each item.

iPad

Below is a diagram of the various buttons, switches, and ports on the iPad.

10W USB Power Adapter

In other words, this is the charger. You will need to connect the "Dock Connector to USB Cable" to this charger when charging your iPad from an outlet.

Dock Connector to USB Cable

This cable provides a connection from your iPad to your computer or from your iPad to your charger, depending on what you are trying to accomplish. For more about this, refer to **Charging the iPad** and **Syncing with iTunes**.

Extractor Pin

This tiny pin is used to access your SIM card, which is a small plastic card that allows your iPad to connect to a 3G network, if you choose to purchase a data plan. If you lose the pin provided, a paperclip is also an acceptable alternative.

Documentation

Apple provides you with an Important Product Information Guide, Reference Card, and Apple stickers. Feel free to refer to this documentation, as well as this guide, since the information is similar.

First Time Setup

Follow the steps below to get your iPad up and running:

1. Press the On/Off/Sleep/Wake button on the top right of the iPad.

2. Press the Home button and slide to unlock. If you are unable to locate the Home button, please refer to page 2.

3. On the next screen, choose your language and then tap **Next.**

4. Select United States as your Country and then tap **Next**.

5. If this is your first iPad, choose **Set Up as New iPad**. If you have a backup on iTunes, choose **Restore from iTunes Backup**. Tap **Next**.

6. On the Location Services page, you may choose to either enable or disable location services. The Service Desk suggests that you enable this setting. After you make your selection, tap **Next**.

7. Your iPad will then prompt you to choose a wireless network. If you are on campus while setting up your iPad, you can select **twunet** and then tap **Next**.
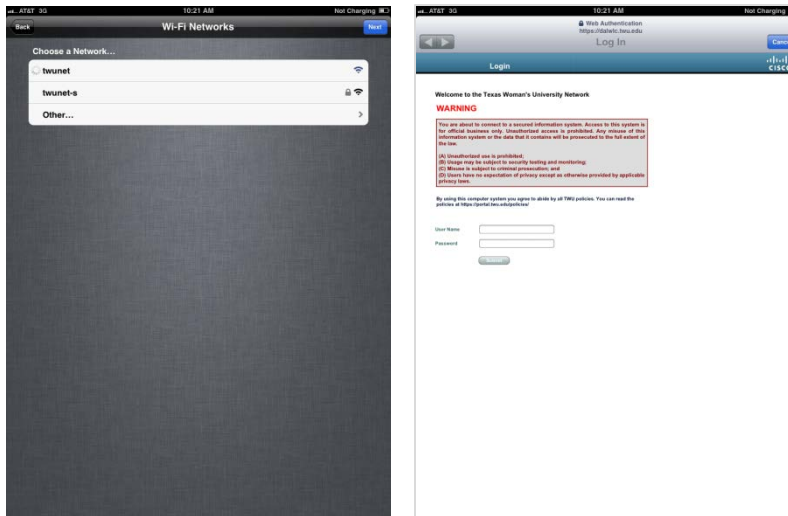
A browser will pop up, asking for your id and password to allow you access to the wireless network. Enter in your information and tap Submit.

If you are off campus while setting up your iPad, you will need to connect to an available wireless network near you.

8. Sign in with your Apple ID. If you do not have an Apple ID already, then tap **Create a Free Apple ID**. It is important to know that all of the apps you purchase or redeem will be associated with this ID. Tap **Next**.

9. After you sign in, you will be shown the iPad terms and conditions. After reading, tap **Agree**.

10. Wait while your Apple ID is set up.

11. The following screen is to set up iCloud. Apple describes this feature in the following way, "iCloud stores your photos, apps, contacts, calendars, and more and wirelessly pushes them to your devices." If you have a PC or Mac OS X 10.6.9 or higher, then you have the ability to use iCloud. If not, then tap **Don't Use iCloud** and download iTunes (newest version available at http://www.itunes.com) to your computer.

   The Service Desk suggests that you use iCloud, because you will not have to remember to connect your iPad to your computer to sync all of your contacts, calendars, apps, etc.

   Make your selection and then tap **Next**.

12. If you chose to use iCloud, you will be asked if you want to back up to iCloud daily. Tap **Back Up to iCloud** and then tap **Next**.

13. Select **Use Find My iPad** and then tap **Next**.

14. Select **Automatically Send** and then tap **Next**.

15. Congratulations! Your iPad is now setup. You should see the following screen:

Your iPad will now begin to sync the items you selected to your iPad.

Connecting to the Internet

To add your email account and connect to TWU's Exchange server, your iPad must either be connected to a 3G or local wireless network. If you signed up for a data plan with your mobile service provider, then you will have 3G service. If not, you will need to connect to a wireless network. You may use any wireless network available to you, but if you are setting your email up while on campus, you can connect to *twunet*. To do so, please follow the steps below:

1. Tap **Settings** > **Wi-Fi**.

2. Under Wi-Fi networks, there is a section called Choose a Network. Tap **twunet**.

3. Press the Home button and then tap **Safari**.

4. In the address bar, type in any website and then tap **Go**.

5. You will then be redirected to a TWU login page. Enter your portal id and password. You are now connected to the TWU wireless network!

To locate wireless hotspots on campus, visit http://www.twu.edu/downloads/iss/hotspots.pdf.

Charging

Typically, there are two ways to charge your iPad:

- Connecting the iPad to an outlet using the 10W USB power adapter and the included USB cable
- Connecting the iPad into a high-power USB 2.0 port on your computer using the included USB cable

Note: Few PCs have the required **high-power** USB 2.0 port needed to charge the iPad when connected to your computer; however, most Macs do have it.
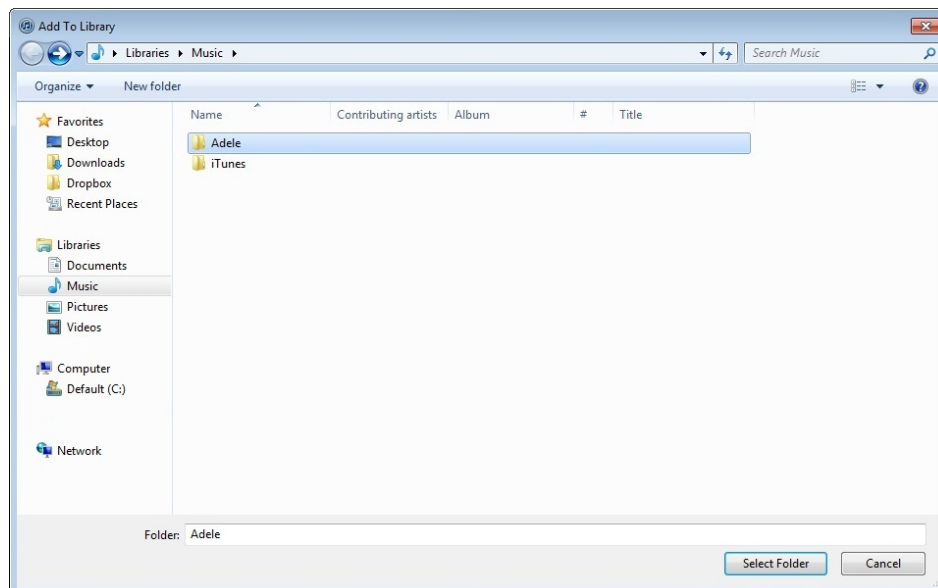
Adding Media

To add media, such as music, videos, and pictures, to your iPad, you must first add them to iTunes and then sync your iPad. The following example shows how to add an album to your iPad. The steps are the same for other music, videos, and pictures.

1. Open iTunes

2. Go to **File** > **Add Folder to Library**
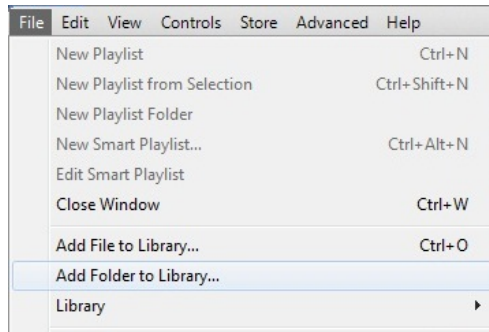
3. Select which album and click **Select Folder**.

The album you chose is now in your iTunes library, but there is one more step involved to get it onto your iPad.

4. To transfer it to your iPad, click your iPad under **Devices**.

5. In the iPad summary pane, click **Sync** in the lower right side.

iTunes will begin copying the album to your iPad. Do not disconnect your iPad from your computer during this process.

Note: If you just want to add one file, on step #2, click **Add File to Library** instead of **Add Folder to Library**.

Installing Apps

The App Store on your iPad offers thousands of apps. To install one of these apps, follow the steps below:

1. Make sure you are connected to a wireless network or have 3G access.

2. Tap **App Store** on the Home screen.

3. Browse for an app, then, once you have found one you want, tap the gray box with the price or the word "FREE" next to it.
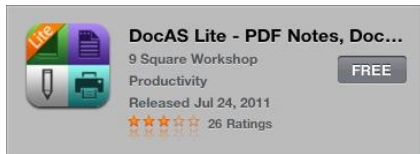
4. A green box with the text "INSTALL APP" will replace the gray one, tap it.
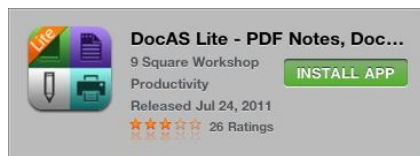
5. Sign in with your Apple ID. If you have not setup an Apple ID, then tap **Create New Apple ID**.

6. Once you are logged in, you will have to input your credit card information, if you have not done so already. This is required even if the app you are downloading is free.

The app you selected should now download to your iPad and an icon will be placed on the screen. You can also purchase apps with iTunes using the iTunes Store.
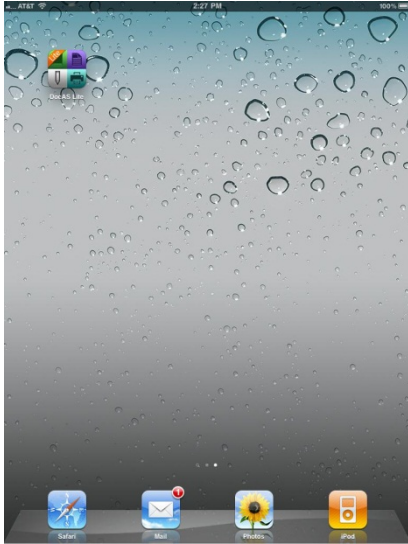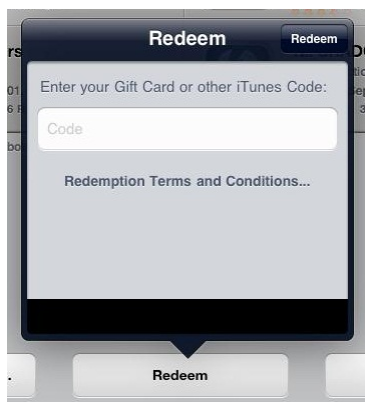
Redeeming Apps

Upon receiving your iPad, you will notice that the Service Desk provides some basic applications that may be redeemed through the App Store. Your department may also purchase apps for you and you will need to "redeem" these in the same manner.

1. Make sure you are connected to a wireless network or have 3G access.

2. Tap **App Store** on the Home screen.

3. Drag your finger from south to north (this can also be described as 'drag up') until you reach the bottom of the App Store's main page.

4. Tap **Redeem**.
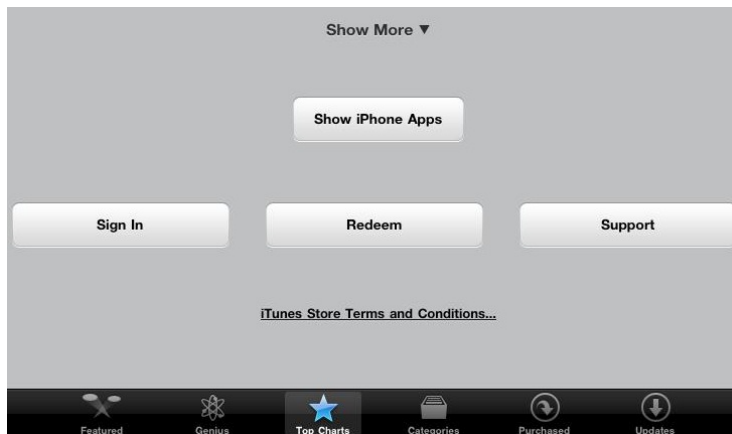
5. A box will appear asking you to enter your Gift Card or iTunes Code. Enter your iTunes Code. Here is an example of what this code may look like: AAL4KRA7FP39.

6. Tap **Redeem**, located in the top right of the same box.
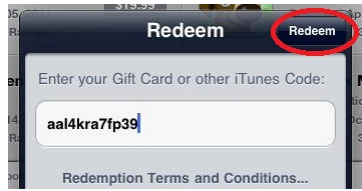
7. Another box will come up thanking you for redeeming your app. At this point, you may redeem another app or simply exit the App Store.
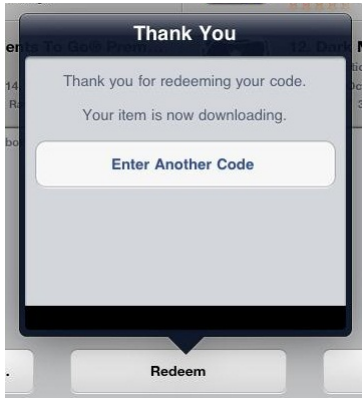
Your app is now downloading and will soon appear on your screen. It is now also permanently linked to your Apple ID, so if you delete it or receive another iPad, you may download it again at no extra cost.

Deleting Apps

If you no longer wish to have an app on your iPad, you may delete it. If you would like to reinstall the app again, you may download it from the App Store on your iPad. All apps are permanently linked to the account from which they were purchased.

1. **Tap** and **Hold** the icon of the app you would like to remove until it starts to wiggle.

2. **Tap** the x on the top left of the app icon.

3. You will be asked if you want to delete the app, tap **Delete**.

4. Press the **Home** button to exit.

The app is now removed from your iPad. To prevent the app from re-syncing to your device, follow these steps:

1. Connect the iPad to your computer.

2. Under devices, click your iPad.

3. Click **Apps** located in the top on the summary pane.

4. Deselect the app you deleted from the Sync Apps list.

Updating iPad Software

Periodically, Apple will release updates for the iPad. You can check the software version of your iPad by tapping **Settings** > **General** > **About** > **Version**. There are two ways to update your iPad, wirelessly and using iTunes. You may use either method, however it is easiest to update wirelessly.

Wirelessly

1. Make sure you are connected to a wireless network.

2. On your iPad, tap **Settings** > **General** > **Software Update**.

3. If an update is available, you will be asked whether or not you would like to install it. Select **Yes**.

Using iTunes

1. Make sure you are using the latest version of iTunes (newest version available at http://www.itunes.com), and then connect your iPad to your computer.

2. When iTunes opens, select your iPad under **Devices** located on the left.

3. In the iPad Summary pane, click **Check for Update**.
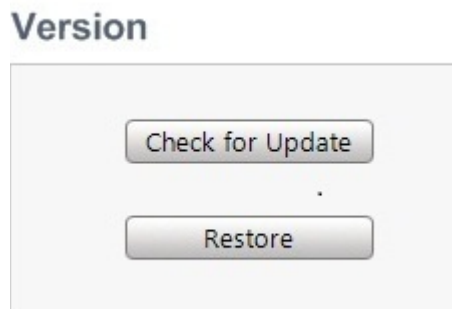
4. Click **Download and Install**. Do not disconnect your iPad until the update has finished.

Setting Up Your Email

If you were able to sync to the Exchange server with a different tablet before or if you created your Portal account after June 2009, your account should already be enabled. If this is not the case, please contact the Service Desk at 81-3971. We will process your request then contact you when your account has been setup for syncing.

Adding TWU Exchange Account (syncing email, calendar, and contacts)

Setting up your TWU Exchange Account allows you to sync your TWU email, calendar, and contacts. To add your email account and connect to TWU's Exchange server, your iPad must either be connected to a 3G or local wireless network.

1. At the Home screen, tap **Settings** > **Mail, Contacts, Calendars** > **Add Account** > **Microsoft Exchange**.

2. On the next screen, enter the following information:
   – Your **Email** address (e.g. *jpioneer@twu.edu*)
   – *fs* for **Domain**
   – Your **Username**
   – Your **Password**
   – A **Description** (the default is "Exchange," but may change it)

   Tap **Next**.

3. Your iPad will attempt to connect and you *may* receive the message "Unable to Verify Certificate." Tap **Accept**.

4. On the next screen, enter *owa.twu.edu* in the **Server** field. Tap **Next**.

5. You *may* receive the "Unable to Verify Certificate" a second time. Tap **Accept**.

6. Choose which items you would like to sync. Tap **Save**. Your iPad is now configured!

Changing Your Email Sync Options (optional)

By default, your iPad is configured to sync three days worth of mail and one month of your calendar.

To sync email messages that are more than three days old, do the following:

1. At the Home screen, tap **Settings**, then **Mail, Contacts, Calendars**. Under Accounts, select your TWU Exchange account.

2. Tap **Mail Days to Sync**.

3. Select how far back you would like to synchronize email messages.

To sync calendar events that are more than three days old, do the following:

1. At the Home screen, tap **Settings**, then **Mail, Contacts, Calendars**. Under **Calendar**, tap **Sync**.

2. Select how far back you would like to synchronize calendar events.

Lookup an Email Address from the TWU Global Address List

Even without syncing to your TWU contacts, you can still reach the TWU global address list to look up a TWU student, faculty or staff member's email address.

1. Open **Mail**.

2. Tap the **Create Mail** icon at the lower right hand corner of the screen.

3. Within the **To:** field, tap on the plus sign on the right and then tap **Groups**.

4. Select the Exchange account. This may appear as *yourusername*@twu.edu (Exchange).

5. Type in the name of the person you would like to contact and click on the magnifying glass to search for the global address list.

6. Select the person you would like to contact.

Note: The next time you look up a contact, it may default to the TWU global address list. To change back to your personal contacts, just go to step 3, then select your default email address.

Lookup a Phone Number from the TWU Global Address List

You can look up a TWU faculty or staff member's extension from the TWU Global Address List.

1. Unlock your **iPad**.

2. Tap **Contacts** and then tap **Groups**.

3. Select the Exchange account. This may appear as *yourusername*@twu.edu (Exchange).

4. Type in the name of the person you would like to contact and click on the magnifying glass to search for the global address list.

5. Select the person you would like to contact. Since the phone numbers are listed using the campus extensions, you will manually have to dial the full number (Ex: Denton campus: 940-898-XXXX).

Note: The next time you look up a contact, it may default to the TWU global address list. To change back to your personal contacts, just follow steps 2 and 3, and then select your default contacts.