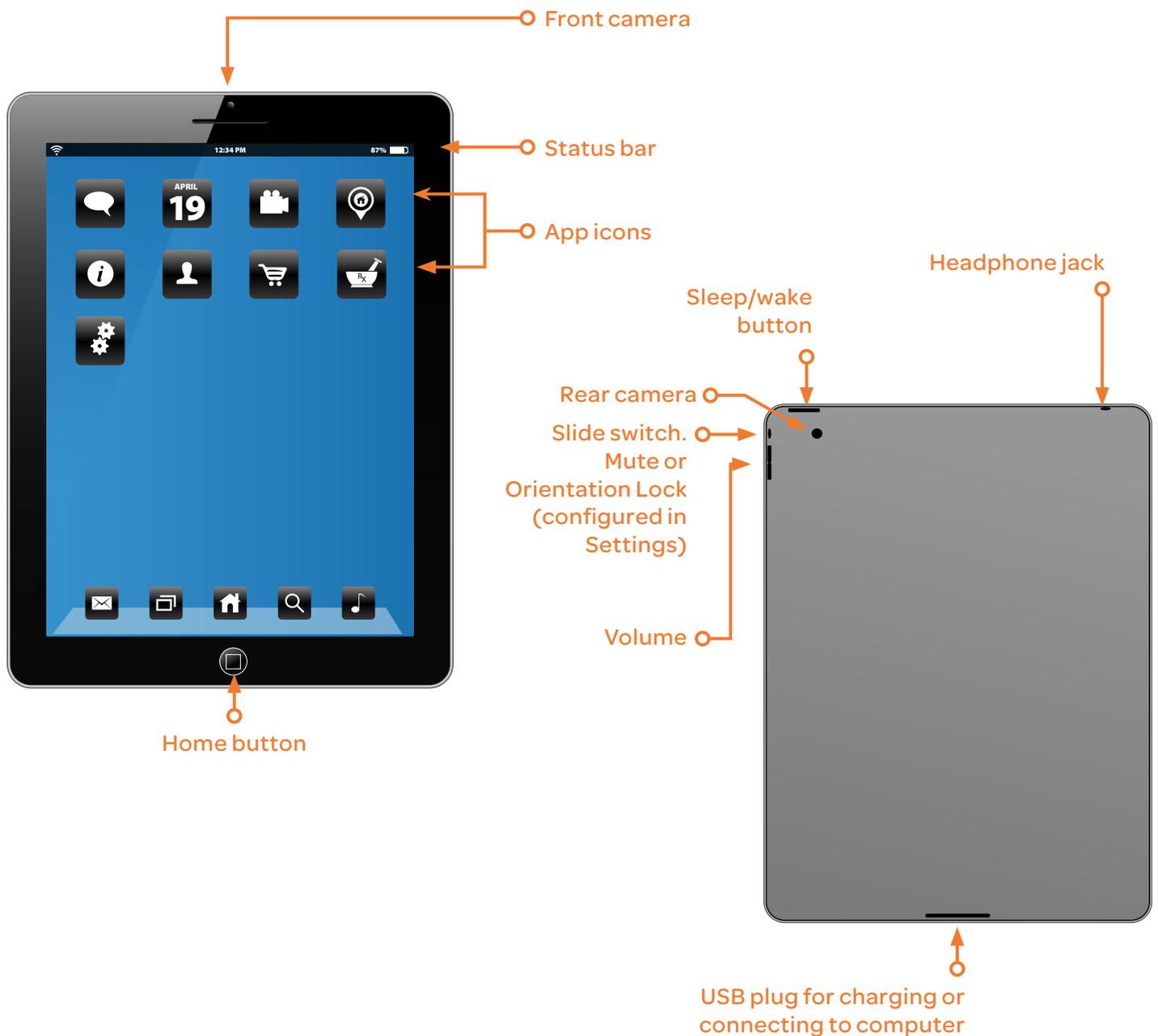


# Tablets 101

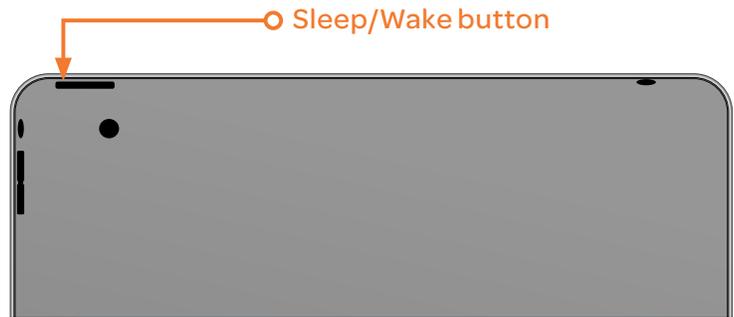
## Introduction to the Tablet Layout

The tablet has a number of external buttons and features. Some of these have more than one use. For instance, the **SLEEP/WAKE** button has one function for a single press, and another function for a long press. Let's dive in and learn the parts, terminology, and function of the tablet's exterior layout. Your tablet may differ slightly depending on the model.



## To turn on your tablet:

Press and hold the **SLEEP/WAKE** button until the device logo appears on the screen. After about one minute, the tablet will be ready for use. You'll know because the screen will be lit.



## To lock your tablet:

Press the **SLEEP/WAKE** button briefly. The screen will go dark. A locked tablet uses very little power, but is able to still receive updates, email, play music, and sound a wake up alarm. Your device will also lock automatically if unused for a set number of minutes. The auto-lock time is configurable in **SETTINGS > GENERAL > AUTO-LOCK**.

## helpful hints:

Remember the **HOME** button. It'll always take you back Home!

The side switch is normally used to mute the tablet, but can be configured to lock screen orientation instead. Go to **SETTINGS > GENERAL > USE SIDE SWITCH TO:** and choose **LOCK ROTATION**.

Need help remembering all of your passwords online? Download a secure password manager app to keep usernames and passwords for various accounts in one location.

Did you know tablets come with preloaded apps like a calendar, maps and more? Some other useful apps include:



### WEB BROWSER:

To access and surf the internet



### CAMERA:

To take pictures with your tablet



### VIDEO CHAT:

To make video calls



### APP MARKETPLACE:

To download new apps

You can also access your email on tablets, but first, you must add your account. To add an account, go to **SETTINGS > MAIL, CONTACTS, CALENDAR > ADD ACCOUNT**. Select your email provider from the menu list that automatically appears and provide the required information (including email address and password) to configure your account.

