iPad2 basics and configuration
“California State University, Fullerton’s Division of Information Technology recently conducted a pilot deployment of first-generation iPads to qualified administrators and faculty. Upon completion of this very successful iPad Pilot Rollout, Information Technology, in partnership with Academic Affairs, is now making the iPad2 available to all Full-time Faculty (including lecturers) and management.

Enacting transformative technology promotes sustainability, productivity, efficiency, and accessibility. Mobile information technology is essential in all our daily lives and providing tools that enhance and improve productivity while decreasing printing costs offer benefits beyond the obvious of being green and saving costs. Current iPad users have expressed productivity increases and paper reductions and find they enjoy their work and instructional experience.”
Topics to be covered:

- iPad at a glance
- Overview of installed apps
- Wireless network configuration
- Web Browsing
- Email configuration
- iTunes App Store
- Gifted Apps
- iBooks
- Face Time
- Managing iPad desktop
- Multitasking
- Productivity Demo
- Security
- A Gift!
Viewing in Portrait or Landscape

You can view iPad's built-in apps in either portrait or landscape orientation. Rotate iPad and the screen rotates too, adjusting automatically to fit the new orientation.

You may prefer landscape orientation for viewing webpages in Safari, for example, or when entering text. Webpages automatically scale to the wider screen, making the text and images larger. The onscreen keyboard also becomes larger, which may help increase your typing speed and accuracy. Lock the screen orientation if you want to keep the screen from rotating.

**Lock the screen in portrait or landscape orientation:** Double-click the Home button to view the Multitasking status bar, then flick from left to right. Tap ‌ to lock the screen orientation.

You can also set the Side Switch to lock the screen orientation instead of silencing sound effects and notifications. Go to Settings > General.
iPad Gestures

- Drag item
- Flick finger
- Tap
- Tap and hold
- Nudge
- Pinch
- Spread
- Slide finger
Wireless Configuration

• Tap on “Settings”, General, and Network. Then Select the “Wi-Fi” button
For “Security” select: “WPA2 Enterprise”

• Under “Choose a Network…” Select “Other”
• A box comes up asking for the network name, type in: FacultyStaff-Secure
• Then tap on the “Other Network” button to go back to the first screen
• Enter your campus username and password

• Tap the “Join” button on the iPad keyboard
• Accept the certificate that comes up

• You should now be joined to the campus network network
Web browsing and adding Bookmarks

- Bring up Safari
  - m.fullerton.edu/ipad
  - www.fullerton.edu
  - www.dailytitan.com
Welcome to the CSUF IT iPad homepage

This site was designed specifically for our campus iPad users to provide you with tools for the iPad platform. With more than 300,000 application (App) choices, IT's staff members have:

- carefully selected these applications,
- tested them in real world environments,
- paid strict attention to cost, functionality and stability

This recommended Apps list is a great way to jumpstart your iPad experience. Please use the "Feedback" button to comment on all aspects of your iPad device.
• Type in your campus email address: **username@exchange.fullerton.edu**
• Type in **AD** for the Domain
• Type in your campus username and password
• Enter **“CSUF email”** under Description
• Tap on **“Next”** when you are done
• Under the **Server** box enter: **campusmail.fullerton.edu**

• Tap on the “Next” button to continue
• Make sure **Contacts** and **Calendars** are turned on

• Tap “Save”
Additional Email Settings

- Go to Settings
  - Mail, Contacts, Calendars
  - Under Accounts tap on “CSUF Email”
  - Under “Mail Days to Sync” select 1 month
  - Tap Done
Additional Email Settings

Change Signature

• Scroll down and tap on “Signature”
• Erase “Sent from my iPad” and put in your own Signature
Check your email

- Tap on the Mail Icon your task bar

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<table>
<thead>
<tr>
<th>Mailboxes</th>
<th>Inbox</th>
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**Check your email**

- Tap on the Mail Icon your task bar

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**Christian Lazaro**
Re: yo
C'ya! On Fri, Nov 19, 2010 at 6:56 PM,
Marquez, JP <jpmarquez@exchange.fullert...

**Manriquez, Chris**
Re: Fdc printer swapped
Great job thanks Chris Manriquez
Information Technology On Nov 19, 2010,...

**Ramirez, Hector**
FW: Website Statement
FYI. This is the statement that is displayed on the training website. We talked about th...
App store and iFullerton

• Open the “App store” on your home screen
• Type in “ifullerton” in the Search box

• Select the ifullerton for iPad app and install
• Use your campus assigned iTunes account
  • username-itunes@fullerton.edu
Gifted Apps

Open your Inbox and look for the “iPad Apps” message:

• Shareplus Pro
• Keynote
• iTap RDP
• Documents to Go Standard
• PDF Expert
• Noterize
• Penultimate

To install, click on the link from your iPad, or enter the code into the App store redemption screen.

iTap RDP
Link:  
Code: E4X7ME6NW6MF

Penultimate
Link:  
Code: A79HAPFWLPRJ
iBooks

- Open iBooks

- Tap “Store”

- Search for “iPad user Guide For iOS 4.3”

- Tap on “Download”

- Enter your iTunes login information
FaceTime

• Bring up FaceTime
• Sign in to FaceTime with your **iTunes account**
Tap “+” to add a contact

- Enter an iTunes account email address
- Tap “Done” when you are finished

Tap here to call
Managing iPad Desktop

Moving apps:
- Tap and hold the app you want to move - Hold until apps begin to move
- Drag app around to desired location
- To delete an app tap the X button
- When you are done press the home button

Folders:
- To make a folder drag one app on top of another
- Name the folder
Multitasking

App Bar

- Double Tap Home button
- Tap and hold apps to close them
- Tap “−” sign to close apps
Productivity Demo

- VPN Demo
- Penultimate
Enable Passcode

- Tap on "Settings", "General"
- Select "Passcode Lock"
- Tap on "Turn Passcode On"
- Enter 4 digit passcode for your iPad

![Image of iPad settings showing how to enable passcode]

Turn Passcode On
- Change Passcode
- Require Passcode Immediately
- Picture Frame
- Erase Data

Erase all data on this iPad after 10 failed passcode attempts.
Security

• If your device is lost or stolen immediately wipe the device

• OWA remote wipe
  • Will remotely wipe your iPad in the event that it is lost/stolen
  • This can be done through the campus Outlook web access portal

• Procedure
  • Log into Outlook web access at: http://email.fullerton.edu/
Click on “Options”, “See All Options”
• Select your iPad
• Click on “Wipe all data from Device”
• Click on “Remove Device from List”
Warranty and replacement

- No quick replacement at this point, please be gentle with them
- 1 yr Warranty on device
- Sync frequently
Paper Work

- Please fill out two forms:
  - Mobile Device & iPad Protocol form
    - Remember to Date both forms
    - “Name of Appropriate Administrator..” = Your Boss
    - “Property Number” is on the back of your iPad on silver tag
    - Keep pink copy for your records
Advanced iPad Classes
held on Friday in PLN-420

Filesharing: gain easy access for personal and confidential files
  • Demonstration of Dropbox and Shareplus Pro

Notetaking & E-forms: take handwritten notes, write-on electronic docs, fill & sign e-forms
  • Demonstration of Penultimate, Noterize, & PDFExpert

Office Automation: create, edit, & present from your iPad
  • Demonstration of Keynote, Documents to Go (Standard), also include the mirroring capability on the iPad2

Remote Access: reach your office computer from the iPad
  • Demonstration of Junos Pulse, iTap RDP to reach PC, iTap VNC to reach Mac

Email: ittraining@fullerton.edu to enroll
A Gift!

- Leather case
- Stylus

Please make sure you have handed in your custody release forms before you leave.

Thank you!