Introduction to Lenovo ThinkPad 2
Contents

Introduction ..................................................................................................................... 5
What is in your Pack ......................................................................................................... 6
Care and Maintenance ..................................................................................................... 6
   How to clean your Lenovo Tablet .............................................................................. 6
   Information about Battery Life .................................................................................. 6
   How to Charge your Tablet and Bluetooth Keyboard .............................................. 7
   Additional Charging Options .................................................................................. 7
Physical Connections .................................................................................................... 8
   Bluetooth Keyboard .................................................................................................. 9
   Using Your Lenovo Tablet with Bluetooth Keyboard .............................................. 10
Powering up your Tablet and Logging in ..................................................................... 11
Turning the Bluetooth Keyboard On and Off ............................................................... 12
Lock or unlock your Tablet ......................................................................................... 12
Using your Device at Home ....................................................................................... 13
   Connecting to a Wireless Network .......................................................................... 13
   Disabling the Proxy Settings .................................................................................. 15
Troubleshooting and Tips and Tricks .......................................................................... 16
   Device not responding ............................................................................................. 16
   App not responding (frozen) ................................................................................... 16
   Wireless connectivity ............................................................................................... 17
   How to disconnect/connect to the Wireless Network .............................................. 18
   Turning Bluetooth On or Off .................................................................................. 19
   Disconnecting the Bluetooth Keyboard (Unpair) .................................................... 19
Connecting the Bluetooth Keyboard (Pair) ................................................................. 19
   Onscreen Keyboard not displaying when Logging In .............................................. 21
   Changing your Password ....................................................................................... 23
   Packing the Tablet and Keyboard ......................................................................... 24
Notes ............................................................................................................................ 25
e-Learning Videos ....................................................................................................... 27
Introduction

The Tablet you have been provided with to use at school has been purchased by your parent or carer. You will use this Tablet in Years 7, 8 and 9.

It is important that each student understands their responsibilities on how to care for their Lenovo Tablet and to avoid personal injury, property damage or accidental damage to your Lenovo Tablet. The following points must be read and understood:

- Ensure that you bring your Lenovo Tablet to school each day and that it is fully charged. The school is not responsible for providing students with charging facilities for the Tablets.
- When you are not using your Lenovo Tablet you must secure it in your locker. You must also ensure you padlock the locker appropriately.
- When you are transporting your Lenovo Tablet to school and between classes, please keep the Tablet in its case to prevent damage.
- Do not drop, bend, puncture, insert foreign objects or place heavy items on your Lenovo Tablet as sensitive components inside might become damaged.
- The Lenovo Tablet screen is made of glass; therefore it might break if the Tablet is dropped on a hard surface. In the event that the glass chips or cracks, do not touch the broken glass or attempt to remove it from the Tablet. Stop using the Tablet immediately and contact your school IT support service.
- Do not disassemble or modify your Tablet, as it is a sealed unit. Attempting to open or modify your Tablet will void the warranty.
- Do not immerse your Tablet in water or leave it in a location where it can be saturated with water or other liquids.
- It is advisable to regularly clean your Tablet and Bluetooth keyboard to ensure their full life span.
What is in your Pack

You will find the following items in your pack.

Please note: The school has recorded the serial numbers of the items for warranty purposes and has asked each student and parent to sign receipt of the items.

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 x Lenovo Tablet</td>
</tr>
<tr>
<td>1 x Bluetooth Keyboard</td>
</tr>
<tr>
<td>1 x Power Adapter</td>
</tr>
<tr>
<td>1 x Micro USB to USB Cables</td>
</tr>
<tr>
<td>1 x Case</td>
</tr>
<tr>
<td>1 x Stylus</td>
</tr>
</tbody>
</table>

Care and Maintenance

How to clean your Lenovo Tablet

- Before cleaning your Lenovo Tablet please unplug all cables and power down the Tablet.
- To clean stains and smudges from the Tablet screen, use a soft lint-free dry cloth. It is recommended to do this every few days.
- It is advisable not to eat and drink whilst using your Lenovo Tablet to prevent food crumbs and liquids getting into the keyboard.
- Do not use screen cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia and abrasives to clean your Tablet.

Information about Battery Life

Tablet

- The battery life of the Lenovo Tablet will provide up to 10 hours of continuous use.
- It is necessary for you to charge your Lenovo Tablet each night, so that it will have a full battery at the start of each school day.

Bluetooth Keyboard

- The battery life of your Bluetooth keyboard will last up to 30 days.
- Our recommendation is to charge the Bluetooth keyboard fortnightly, which would enable continuous use of the keyboard.
- The keyboard’s battery light will illuminate amber instead of green, indicating reduced battery level. Charging should be commenced as soon as possible to enable ongoing use of the Bluetooth keyboard. (Refer to Page 9 for more information about the LED status.)
How to Charge your Tablet and Bluetooth Keyboard

Your Lenovo Tablet comes with a power adapter and USB cable for charging both the Lenovo Tablet and Bluetooth keyboard.

Only one device can be charged at a time using the following steps:

1. Plug the power adapter into a standard power outlet.
2. Connect one end of the USB cable to the power adapter and the other end to the power port on the Lenovo Tablet or Bluetooth keyboard.

NOTE:
- The Lenovo Tablet must be on to charge and may take up to 3 hours to fully charge.
- The Lenovo Tablet battery level should not be allowed to go below 10%.
- The Bluetooth keyboard will take up to 3 hours to fully charge.

3. Disconnect the power adapter from your Lenovo Tablet or keyboard when the battery power is full. You can also leave the power adapter connected to operate the Lenovo Tablet from mains power.

VERY IMPORTANT - Tablet needs to be charged each night

Additional Charging Options

If the Lenovo Power Adaptor is unavailable, other options are detailed below. However, the duration to charge the Lenovo Tablet or Bluetooth keyboard may be impaired.

- Charging Options for the Tablet
  - Lenovo Adapter and cable (up to 3 hours)
  - Connected to personal computer using the USB cable (extends use, but slowly discharges the battery of the Tablet)

- Charging Options for the keyboard
  - Lenovo Adapter and USB cable (up to 3 hours)
  - Phone charger with USB cable (slow)
Physical Connections

The diagram below provides an overview of your Lenovo Tablet; information about the location of the connectors, details of the various controls and features.

1. Stylus
2. SIM Card
3. Micro SD card reader
4. Power button
5. Headphone/Microphone port
6. Volume controls
7. Screen rotation lock button
8. Mini HDMI
9. Power port
10. USB port
11. Front camera
12. Windows button
**Bluetooth Keyboard**

The diagram below provides an overview of the Tablet’s Bluetooth keyboard and stand.

Before you can use your Bluetooth keyboard you will need to pair it with your Tablet. *Refer to Page 12 for more information about the LED status*

---

<table>
<thead>
<tr>
<th></th>
<th>Bluetooth Keyboard</th>
<th>Must be paired with a Lenovo Tablet to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>TrackPoint</td>
<td>TrackPoint is a cursor-positioning device that enables you to point, select, drag and scroll without moving your fingers from a typing position.</td>
</tr>
<tr>
<td>3</td>
<td>Hot keys</td>
<td>Hot keys allow you to quickly control associated functions by holding down Fn key and pressing a hot key.</td>
</tr>
<tr>
<td>5</td>
<td>Stand</td>
<td>The stand holds your Tablet in a horizontal or vertical position.</td>
</tr>
</tbody>
</table>

**LED Status**

<table>
<thead>
<tr>
<th>LED Status</th>
<th>LED Colour</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fading in</td>
<td>Green</td>
<td>Keyboard is on</td>
</tr>
<tr>
<td>Blinking twice at one second intervals</td>
<td>Green</td>
<td>Keyboard in pairing mode or establishing a connection with the tablet</td>
</tr>
<tr>
<td>Blinking five times</td>
<td>Green</td>
<td>Connection with the tablet is established</td>
</tr>
<tr>
<td>Blinking three times</td>
<td>Amber</td>
<td>Battery power is low</td>
</tr>
<tr>
<td>Fading out</td>
<td>Green</td>
<td>Keyboard is off</td>
</tr>
</tbody>
</table>

**NOTE:** When the keyboard is plugged into mains power, the light beside the cable will blink while charging and go off once fully charged.
Using Your Lenovo Tablet with Bluetooth Keyboard

When using your Tablet with a Bluetooth keyboard place the keyboard on a solid surface. The keyboard can support the Tablet in two positions.

Exercise: Use the Tablet with the Keyboard

1. Place the *Bluetooth keyboard* on a solid surface
2. Open the lid at the back of the keyboard to provide a stand for the Tablet as seen in Figure 1

![Figure 1 - Tablet holder open](image)

3. Holding the *Tablet* with two hands, place in the stand guide as seen in Figure 2
   The *Tablet* can also be placed vertically in the stand guide with the stylus at the top, as seen in Figure 3

![Figure 2 - Tablet in landscape position](image)

![Figure 3 - Tablet in portrait position](image)
Powering up your Tablet and Logging in

Switching on the Tablet for the first time, will be a longer process than subsequent power ups, due to the one time configuration process that occurs at the first log in.

Exercise: Power up Tablet and login

1. Press the **Power** button to turn on the Tablet
   The Diocese of Broken Bay Acceptable Use Policy screen will be displayed.
2. Tap with your finger on **OK**
   The **Lock screen** will be displayed.
3. Swipe from the bottom edge of the screen to the middle of the screen
4. Enter your **User name** using the onscreen keyboard
5. Tap with your finger in the **Password** field and then enter your password using the onscreen keyboard
6. Press `[Enter]` on the onscreen keyboard
   **NOTE:** The first power up will take a little longer, as Windows 8 will demonstrate some of the new gestures to use with the system.
7. Watch the screen for some of the Windows 8 gestures.

Windows 8 provides a few methods for logging in and entering your password credentials; these being:

- Log in using the usual method of **Username** and **Password**
- Log in using your **Username** and then a 4 digit **PIN** number instead of your password*
- Log in using your **Username** and then enter a gesture combination on a selected photograph instead of your password

**NOTE:** *For instructions on how to set up a 4 digit **PIN**, refer to Page 68 of the “Using Windows 8.1 on your Lenovo ThinkPad 2” guide in the section called “Personalisation”.*
Turning the Bluetooth Keyboard On and Off

To conserve battery life of the keyboard, you might like to turn it off if it will not be used for a while. Next time you want to use the keyboard you will need to turn it on.

The **Power switch** is located in the upper left corner of the keyboard.

<table>
<thead>
<tr>
<th>Exercise: Turn the Keyboard off and on</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Slide the <strong>Power switch</strong> to the right to turn on the keyboard</td>
</tr>
<tr>
<td>The <strong>green LED</strong> will <strong>fade in</strong> to indicate the keyboard is turned on.</td>
</tr>
<tr>
<td>2. Slide the <strong>Power switch</strong> to the right and hold it for at least three seconds.</td>
</tr>
<tr>
<td>3. The <strong>green LED</strong> will <strong>fade out</strong> to indicate the keyboard is turned off.</td>
</tr>
</tbody>
</table>

Lock or unlock your Tablet

When you are not using your Lenovo Tablet we recommend that you lock it. Once you have locked your Tablet, you need to dismiss the **Lock screen** to use it again.

If you have not used your Tablet for a while it will lock automatically.

<table>
<thead>
<tr>
<th>Exercise: Lock and unlock your Tablet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ensure that you are logged in to your Tablet</td>
</tr>
<tr>
<td>2. Press the <strong>Power</strong> button on the top right of your Tablet to lock it</td>
</tr>
<tr>
<td>Your Tablet will lock.</td>
</tr>
<tr>
<td>3. Press the <strong>Power</strong> button again to display the <strong>Lock screen</strong></td>
</tr>
<tr>
<td><strong>NOTE:</strong> You can also press the <strong>Windows</strong> button to display the <strong>Lock screen</strong>.</td>
</tr>
<tr>
<td>4. Use the Swipe from bottom edge of the screen gesture to dismiss the <strong>Lock screen</strong></td>
</tr>
<tr>
<td>You will then be able to log in.</td>
</tr>
</tbody>
</table>

Using the Camera without unlocking

The Tablet’s camera can be used without unlocking the Tablet by swiping down from the top edge, while the Lock screen is displayed.
Using your Device at Home

There are two things that you will need to do to connect to your home network – connect to the network wirelessly and disable the Proxy Settings.

Connecting to a Wireless Network

Windows 8 lists available networks so that you can select one to connect to.

Exercise: Connect to a wireless network

1. Ensure that the Start screen is displayed.
2. Swipe from right edge to display the Charms Bar.
3. Tap Settings.
4. Tap the Network icon (upper left of the six icons).

5. Tap on the network name that you want to connect to.

NOTE: Select Connect automatically if you use this network regularly and Windows 8 will automatically connect to the network any time your device is within range.
6. Tap Connect. Windows 8 will scan for the security settings of the network and then prompt you for a security key (*if applicable*).

7. Enter the key carefully to ensure accuracy.

8. Tap Next. Once connected, you will be able to choose whether or not to enable sharing on the network.

9. If you are on a *private network*, such as one in your home, select Yes; if you are on a *public network*, select No.
   Once you are successfully connected, the *network icon* will change to indicate the strength of your connection.

**NOTE:** You can disconnect using Steps 1 to 5 above; and then tap *Disconnect.*
Disabling the Proxy Settings

As well as connecting to a network (other than the school network), you need to prevent your device from using the school Proxy server to browse the web.

Exercise: Disable Proxy Settings

1. Ensure that the Desktop is displayed.
2. Tap the Internet Explorer icon on the Taskbar.
3. Tap on Tools (top right corner of the window).
4. Tap Internet Options.
5. Tap Connections tab.
6. Tap LAN Settings.
7. Untick Use a proxy server for your LAN (These settings will not apply to dial-up or VPN connections).
8. Tap OK, and then tap OK again.

NOTE: When you return to school, this setting will turn back on automatically.
Troubleshooting and Tips and Tricks

There may be occasions when the Windows 8 device does not perform as expected. In order for you to continue using your device as quickly as possible there are some actions you can do yourself that may fix some problems.

Device not responding

If the device is not responding, often performing a restart can fix this.

1. Swipe from the left edge of the screen to display the Charms bar

2. Tap Settings
3. Tap Power
4. Tap Restart
   The device will log you off and then restart.

App not responding (frozen)

If an app is not responding you may need to close it.

1. Hold down [Ctrl] + [Shift] + tap [Esc]
   Task Manager will be displayed listing running apps.

2. Tap the app that you want to close
3. Tap End task to close the non-responding app.
Wireless connectivity

The Windows 8 device uses wireless to connect to the DBB network at a school. When moving the device around the school the wireless signal may vary in strength. Following are two techniques to determine wireless connectivity.

Lock screen

On the Lock screen there is a battery level icon and an icon for wireless connectivity status and signal strength.

Display the Charms bar

Swipe from the right edge of the screen to display the Charms Bar. This will also display the battery level, wireless connectivity and signal strength on the lower left side of the screen.
How to disconnect/connect to the Wireless Network

The steps below detail how to a manually disconnect and reconnect the device to the school's wireless network. This may resolve a wireless connection issue.

1. Swipe from the right edge of the screen to display the Charms Bar.
2. Tap on Settings
   The wireless connectivity icon will show that you are connected to the CSO Broken Bay wireless network and will also indicate the signal strength.

3. Tap on the network icon named CSOBrokenb...

4. Tap Disconnect

5. Tap the network icon named CSOBrokenb... on the list of Networks

6. Tap Connect
   NOTE: If this does not resolve the wireless connectivity issue. Please communicate your issue to the Service Desk on 9847 0222 or servicedesk@dbb.org.au. A ticket will be logged for the school's field technician to assist when he is next at your school.
Turning Bluetooth On or Off

One of the first actions that you can try if the Bluetooth keyboard is not working properly is to turn the Bluetooth setting off and then on again.

1. Swipe from the right edge of the screen to display the Charms Bar
2. Tap the Settings Charm
3. Tap Change PC settings
4. Tap PC and Devices in the navigation pane on the left
5. Tap Bluetooth to display Manage Bluetooth devices
6. Tap On (to turn Bluetooth off)
7. Wait at least 30 seconds, and then tap Off (to turn Bluetooth on again).

Disconnecting the Bluetooth Keyboard (Unpair)

The Bluetooth keyboard has already been paired with the Tablet. Occasionally, there may be an issue where the keyboard does not communicate properly with the Tablet. If this occurs, then you may need to first unpair the keyboard and then pair it again with the Tablet.

1. Swipe from the right edge of the screen to display the Charms Bar
2. Tap the Settings Charm
3. Tap Change PC settings
4. Tap PC and Devices in the navigation pane on the left
5. Tap Bluetooth to display Manage Bluetooth devices
6. Tap ThinkPad Keyboard
7. Tap Remove device
   Removing device may appear briefly and then the ThinkPad Keyboard will no longer be displayed Manage Bluetooth devices screen.
8. Follow the Steps below to reconnect the Bluetooth keyboard.

Connecting the Bluetooth Keyboard (Pair)

Before you can use your Bluetooth keyboard with your Lenovo Tablet you will need to connect (pair) them. Bluetooth technology establishes a wireless connection with other Bluetooth-enabled devices over a distance of up 10 metres. So it is important that when you follow the steps below to pair your Bluetooth keyboard, that you do this away from other students who are pairing their keyboards.

Refer to Page 9 for information about the LED status of the Bluetooth keyboard.
Exercise: Pair the Bluetooth keyboard with the Tablet

1. Use the Swipe in from the right edge of the screen gesture to display the **Charms bar**
2. Use the Tap gesture on the **Settings** charm

![Start](image1.png)

3. Use the Tap gesture on **Change PC settings**

![Start](image2.png)

4. Use the Tap gesture on **PC and Devices** in the navigation pane on the left

![Start](image3.png)
5. Use the Tap gesture on Bluetooth to display Manage Bluetooth devices
6. Turn on the Bluetooth keyboard (using the switch above the keyboard on the left)

7. Use the Tap gesture on Pair for the ThinkPad Keyboard
8. Type the 8 digit number that is shown on your screen; and then press [Enter]

Your Lenovo Tablet will now be paired with the Bluetooth keyboard.

9. Swipe from top edge to bottom edge to close the PC Settings app.

**NOTE:** To unpair the Bluetooth keyboard from the Tablet, refer to Page 22 of this guide.

**Onscreen Keyboard not displaying when Logging In**
If the on-screen keyboard does not display at the login screen, please follow the steps below to activate it.

1. Tap the Back arrow

![Back arrow](image)

The Diocese of Broken Bay message will display.

2. Tap **OK**

3. Tap the **Username** icon

![Username icon](image)

4. The onscreen keyboard should now display.

**NOTE:** If this does not resolve the keyboard issue. Please communicate your issue to the **Service Desk** on 9847 0222 or servicedesk@dbb.org.au. A ticket will be logged for the school’s field technician to assist when he is next at your school.
Changing your Password

Your username and password provide access to your account within the school’s network of computers and also your Lenovo Tablet. Your password can be changed at any time if you are logged into one of these computing devices.

Use the following steps to change your password using the Lenovo Tablet.

1. Ensure that you are logged into a school computer or your Tablet
2. Hold down [Ctrl] and [Alt] keys and then tap [Delete] key
   The screen will display several options, including Change a password
3. Tap Change a password
4. Enter your existing password in the Old password field
5. Enter your new password in the New password field
6. Enter your new password again in the Confirm password field
7. Press [Enter] key or tap ➔
   Your password should now be changed.

Ctrl + Alt + Delete keys on the Lenovo Bluetooth keyboard
Packing the Tablet and Keyboard

It is highly recommended to always transport the Lenovo Tablet and the Bluetooth keyboard in the case provided.

Packing the Tablet and keyboard properly in the case should ensure that no damage is caused to these items.

1. Ensure that the Tablet has been Shut down or is in Sleep mode
2. Ensure that the keyboard is switched off, if not using for an extended period
3. Ensure that the Stylus is in the holder of the Tablet
4. Place the Tablet in the rear pocket of the case with the screen facing forward and the camera at the top
5. Place the keyboard in the front pocket of the case with keys facing the Tablet
6. Ensure that the flap separating the two pockets is in position
7. Close the case.
e-Learning Videos
Use the links below to watch a topic’s video

Lenovo ThinkPad 2
Student Tablet Guide: http://1drv.ms/1uCSoAy
Windows 8 Guide: http://1drv.ms/1zCGcaG

Introduction to the Device – Lenovo ThinkPad 2: https://vimeo.com/116909211

Windows 8
Introduction to Windows 8  https://vimeo.com/116909368
Opening and closing Apps  https://vimeo.com/116909366
Using the Apps view  https://vimeo.com/116497122
Switching between Apps  https://vimeo.com/116497397
Arranging multiple Apps  https://vimeo.com/116909210
Charms bar  https://vimeo.com/116927892
Internet Explorer on the Start screen – Read view  https://vimeo.com/116497124
Creating a Microsoft account  https://vimeo.com/117874621
Introduction to OneDrive  https://vimeo.com/117874622/

Personalisation:
Pin or unpin Apps  https://vimeo.com/116928240
Rearrange tiles on the Start screen  https://vimeo.com/116928290
Pin a website to the Start screen  https://vimeo.com/116928239
Change the Start screen background  https://vimeo.com/116927891

Password Options:
Create a PIN password  https://vimeo.com/116928236
Create a Picture password  https://vimeo.com/116928235

PC Settings:
Change Power and sleep  https://vimeo.com/116927889
Add a language (for keyboard)  https://vimeo.com/116927885
Set default printer  https://vimeo.com/116497394

Troubleshooting:
App not responding  https://vimeo.com/116927888
Laptop not responding  https://vimeo.com/116928238