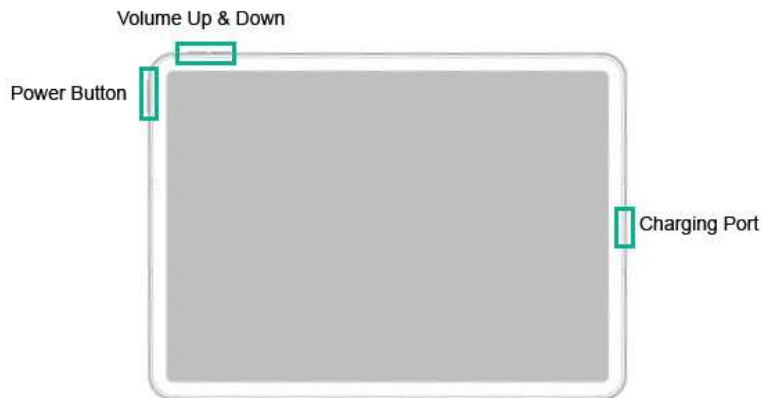










This Quick Reference Guide (QRG) reviews the basic functionality of the iPad.

## iPad Diagram




















## Keyboard Keys



	<b>Bluetooth 1 Pairing</b> key
	<b>Bluetooth 2 Pairing</b> key
	<b>Home</b> key
	<b>Lock</b> key
	<b>Apps Running</b> key
	<b>Language Symbol</b> key
	<b>Keyboard Hide/Show</b> key
	<b>Power</b> key (For Keyboard only)

## Common Buttons & Icons

	Apple icon
	Low battery icon
	Settings icon
	Airplane Mode icon
	Switch button (On)
	Plus icon
	Minus icon
	Camera icon
	Live Photo icon
	Timer icon
	Switch Camera icon
	Capture button
	Zoom button
	Outlook icon
	New Email icon
	Teams icon
	Share Screen icon

## Power On/Off and Unlock the iPad

### Power On

➤ From the iPad:

**STEP 1:** Hold down the iPad **Power** button until the Apple icon displays.

**NOTE:** If the Low Battery icon displays instead, plug it in to charge. It may need to charge for a few minutes before it will turn on.

### Power Off via Buttons

➤ From the iPad:

**STEP 1:** Hold down the iPad **Power** button and **Volume Down** button.

**STEP 2:** Swipe right on the turn off option.

**STEP 3:** Tap **Shut Down**.

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**STEP 4:** Swipe right on the turn off option.

### Unlock the iPad

➤ From the iPad:

**STEP 1:** Tap the iPad **Power** button or press the **Lock** key to bring up the lock screen.

**STEP 2:** Enter your passcode in the field.

**NOTE:** To lock the screen, tap the Power button or Lock key.

### Change Auto-Lock Settings

➤ From the Home Screen:

**STEP 1:** Tap the **Settings** icon in the Dock.

**STEP 2:** Scroll down the left pane.

**STEP 3:** Tap **Display & Brightness** .

**STEP 4:** Tap **Auto-Lock**.

**STEP 5:** Tap the desired duration.

### Navigation and Applications Overview

#### NOTE:

- To access the App Library, swipe all the way to the left.
- To access the Widget Screen, swipe all the way to the right.
- To access the Control Center (Quick Controls), swipe down from the upper right hand corner of the screen (where the Battery icon is located).

### Close Applications

➤ From the iPad:

**STEP 1:** Press the **Apps Running** key.

**STEP 2:** Swipe up on the app box.

### Add/Remove Quick Controls

➤ From the Home Screen:

**STEP 1:** Tap the **Settings** icon in the Dock.

**STEP 2:** Tap **Control Center** in the left pane.

#### NOTE:

- To add a control, tap the Plus icon.
-

- To remove a control, tap the Minus icon.

### Turn On Airplane Mode

- From the Home Screen:

**STEP 1:** Tap the **Settings** icon in the Dock.

**STEP 2:** Tap the **Airplane Mode** switch button.

**NOTE:** You can also turn on/off Airplane Mode by clicking the icon in the Control Center.

### Screenshot and Camera Functions

#### Take a Screenshot via iPad Buttons

- From the iPad:

**STEP 1:** Hold the iPad **Power** button and **Volume Up** Button.

#### Take a Screenshot via Keyboard

- From the Keyboard:

**STEP 1:** Press the **Lock** key and the **Volume Up** or **Down** key.

#### Take a Photo

- From the Home Screen:

**STEP 1:** Click the **Camera** icon in the Dock.

**NOTE:** The camera can also be accessed from the Control Center.

**STEP 2:** Click the appropriate mode: **Photo** or **Square**.

#### NOTE:

- To switch cameras, tap the Switch Camera icon.
- To zoom in, pinch two fingers together and then pull them apart.
- To zoom out, start with your fingers apart and pinch together.
- You can also control zoom with the Zoom button.

**STEP 3:** Tap the **Capture** button.

### Outlook and Teams Basics

#### Access Outlook

- From the Home Screen:

**STEP 1:** Tap the **Outlook** icon in the Dock.

**NOTE:** To create a new email, tap the New Email icon.

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### Access Teams

➤ From the Home Screen:

**STEP 1:** Tap the **Teams** icon in the Dock.

### Share Screen During a Teams Call

➤ From the call:

**STEP 1:** Tap the **Share Screen** icon at the bottom of the screen.

**STEP 2:** Tap **Share Screen** .

**STEP 3:** Tap **Start Broadcast** .

### Keyboard Basics

#### Pairing the Keyboard via Bluetooth

➤ From the Home Screen:

**STEP 1:** Tap the **Settings** icon in the Dock.

**Step 2:** Tap **Bluetooth** in the left pane.

**STEP 3:** Tap the switch button if Bluetooth is not already on.

**STEP 4:** Press and hold the **Bluetooth 1 Pairing** key for three seconds.

**NOTE:** A blue LED light will flash on the keyboard Power button.

**STEP 5:** Tap **Pair**.

**NOTE:** To pair a second Bluetooth device, use the Bluetooth 2 Pairing key and follow the same steps to connect it.