Short Manual

How to set up the Lenovo Tab 4 8 (TB-8504F) for the iAct programme?
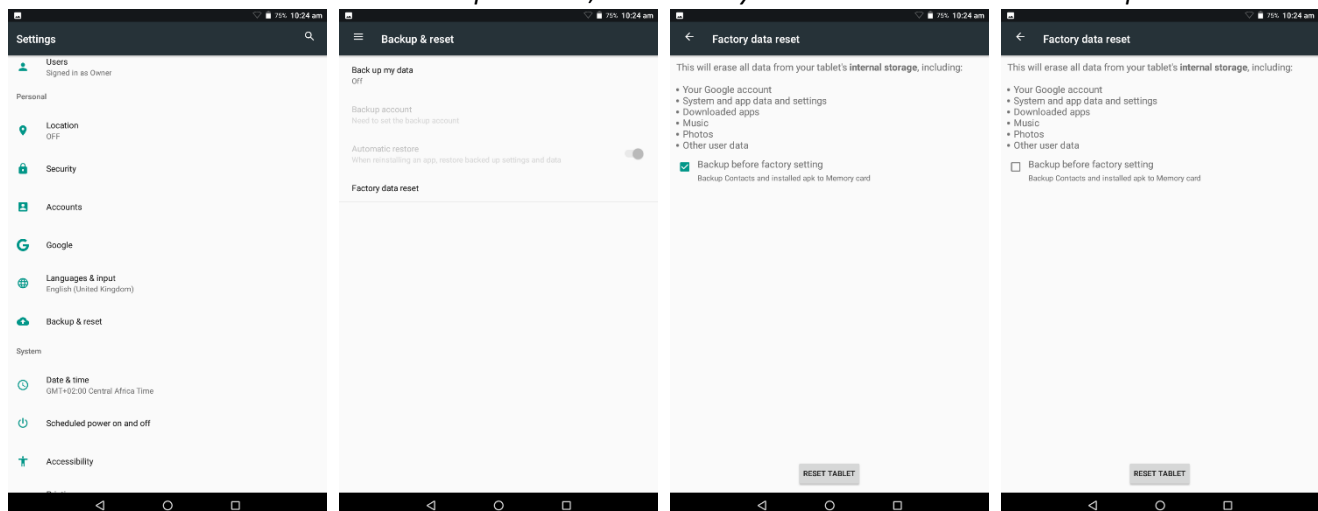
a. Reset
b. Basic set-up and cleaning
c. Installing the iAct application
d. Software Updates

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a. RESET

It is important that each tablet is set up the same way at the beginning of the course. If something goes wrong in the set-up process, it might be better to start anew (instead of investing a lot of time into identifying the points, which need to be corrected for a complete result).

In order to start the reset procedure:
- remove SD card, if mounted
- open *shortcuts* (by swiping down from the very top of the screen);
- select *settings* (the gear-wheel icon on the top right);
- select in the "Personal" section *Backup & Reset*, then *Factory Data Reset and* deselect *Backup.*
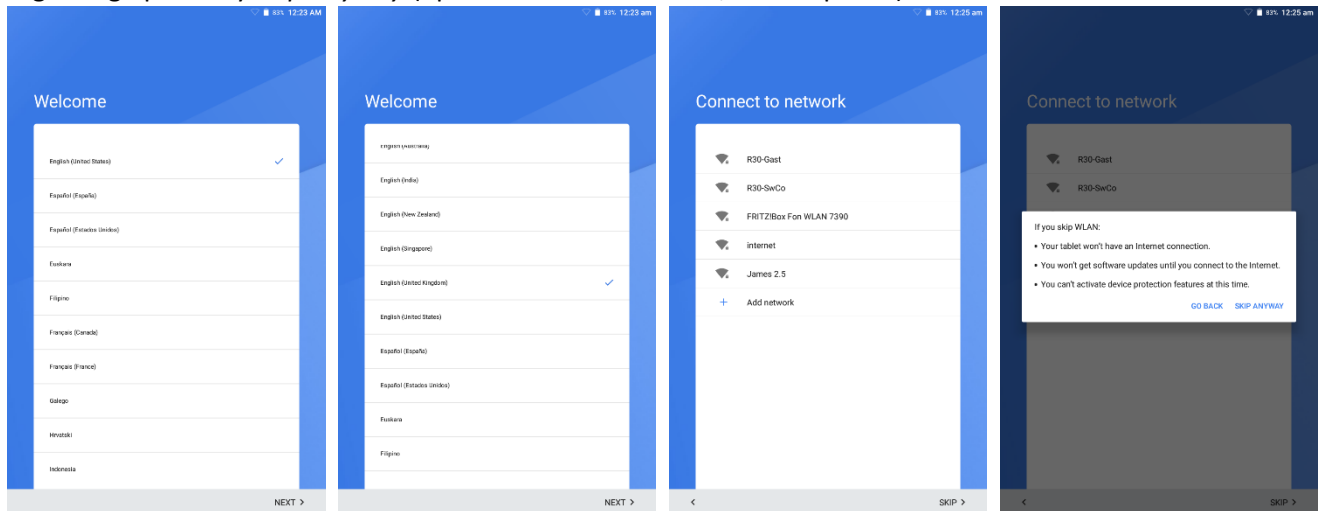

Finally, make sure that no SC card is in the tablet, press *Reset Tablet* and confirm with *Erase Everything*.
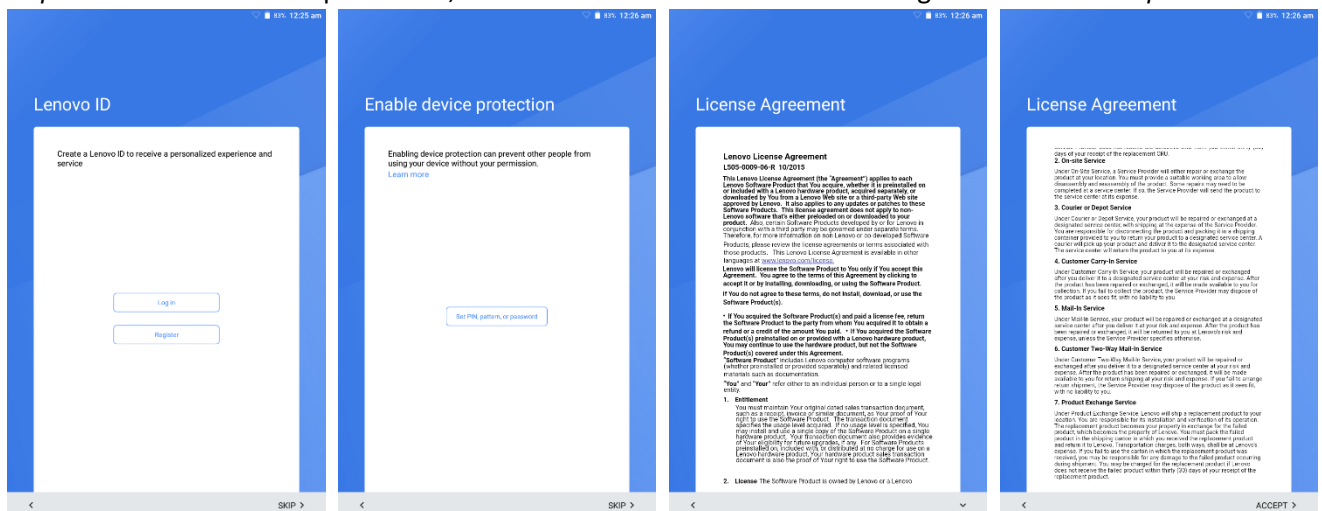
b. BASIC START-UP and CLEANING

It is important that unseasoned users don't get distracted by too many icons of apps (which they can't make use of anyway, particularly because of lacking internet connection), so these icons need to be removed or hidden.
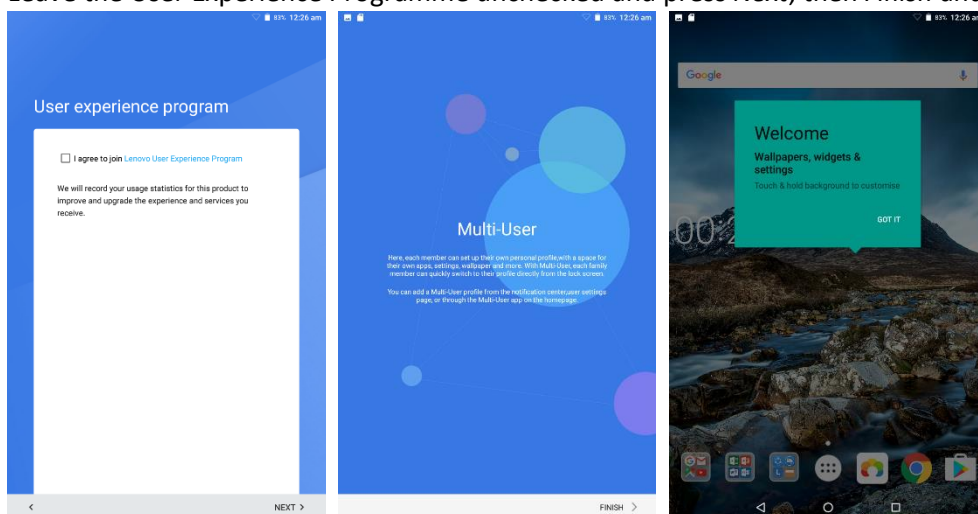
1. Select *English UK* (after scrolling slightly) and press *Next*, then *Skip* WiFi connections as well as the warning regarding update by *Skip Anyway* (update can be done later, see chapter d).
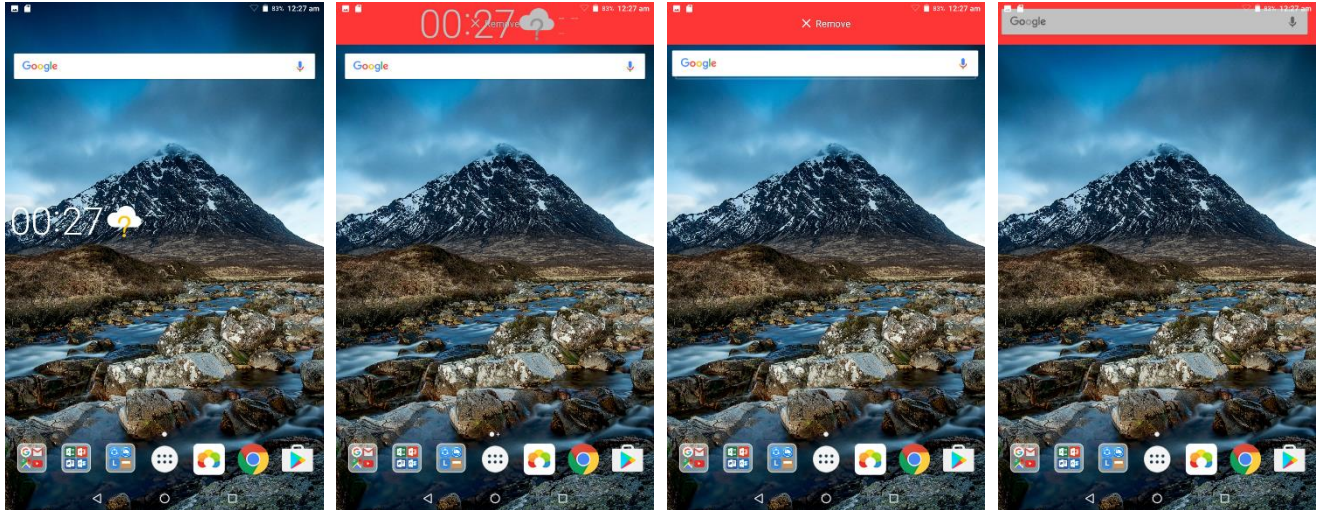

2. *Skip* Lenovo ID and device protection, scroll down to the end of the license agreement and *Accept*.
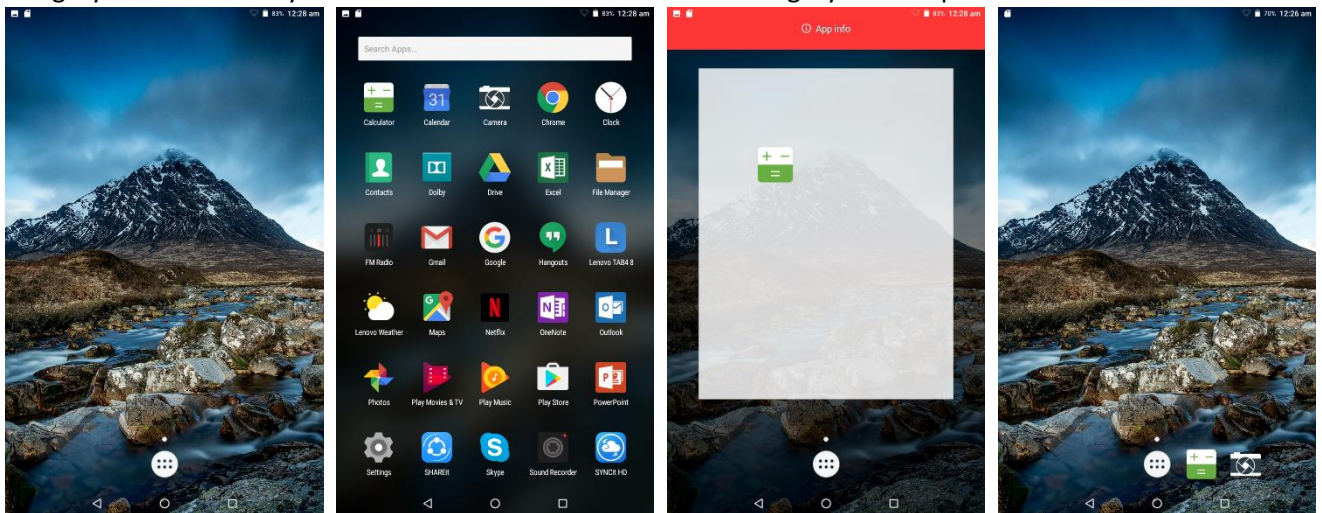

3. Leave the User Experience Programme unchecked and press *Next*, then *Finish* and press *Got it*.
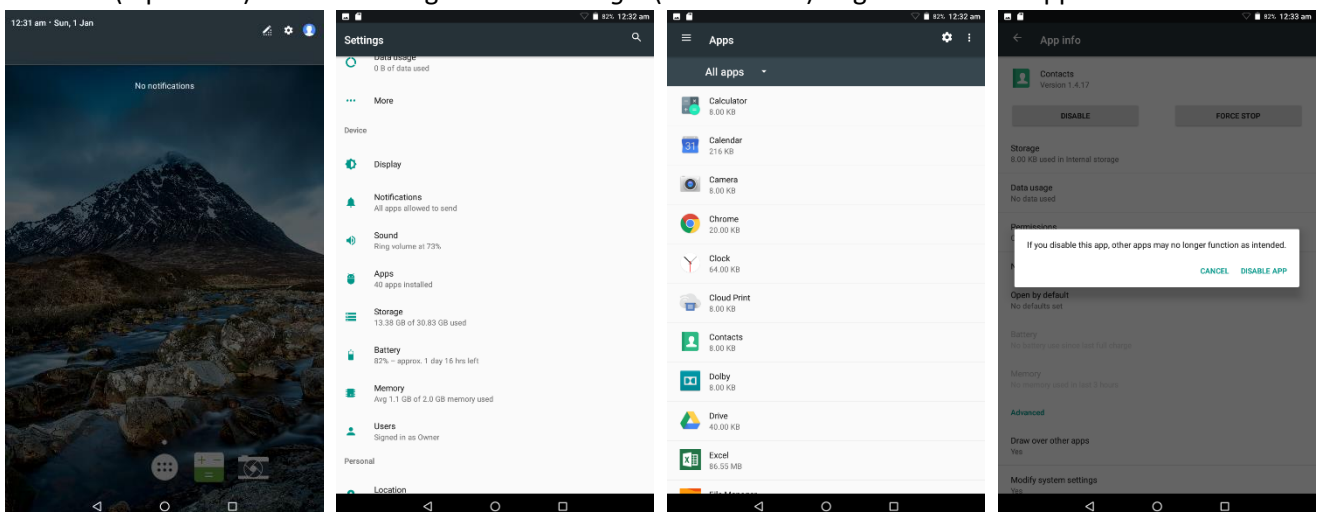
4. Hold & drag the *clock/weather field* (on the middle left) up and over the *Remove* sign, so that it disappears from the surface. Proceed with the *Google search* field in the same way.
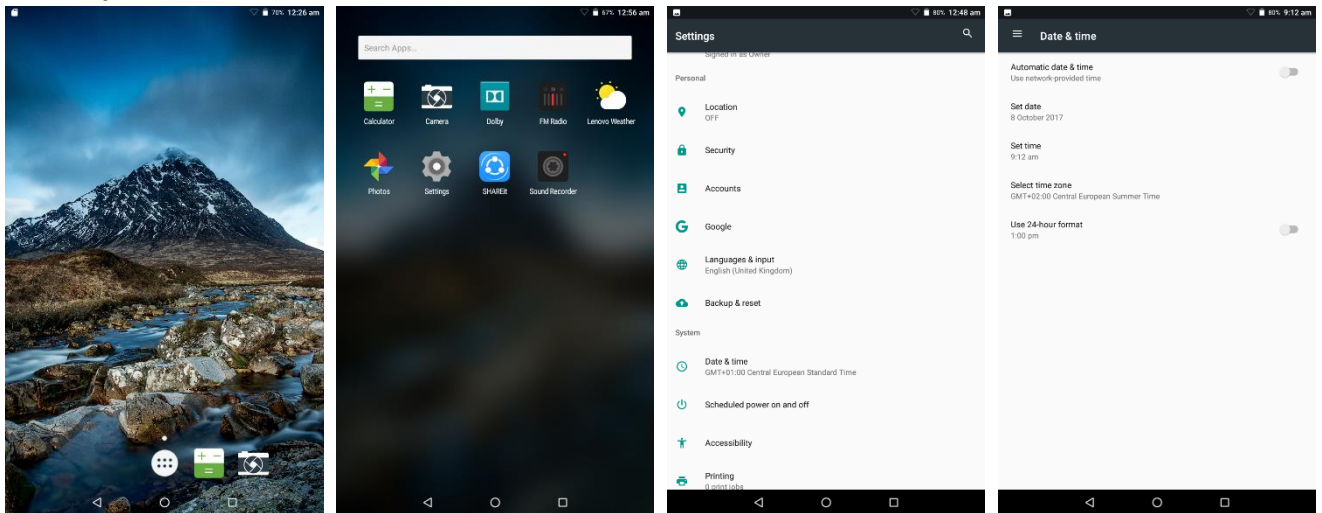
5. Repeat this will all icons and folders in the bottom (permanent) row, so that the home-screen is empty (the *all apps* icon cannot be removed). Tap the remaining *app page* icon and hold & drag the *Calculator* icon through the grey area to the very bottom of the screen besides the round grey icon. Repeat this with the *Camera* icon.
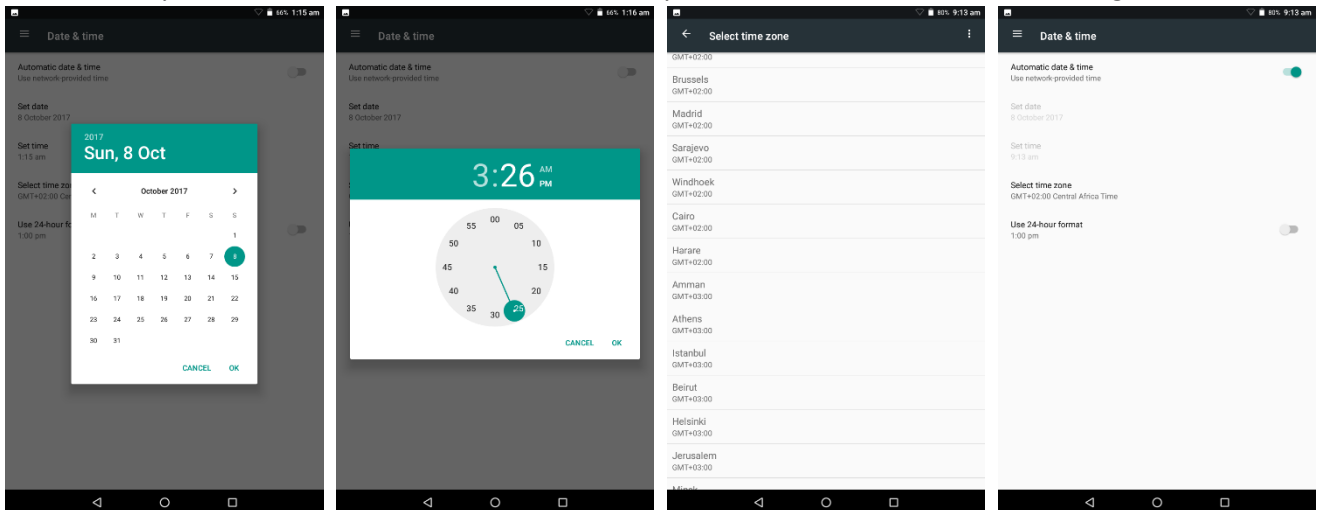

6. Open *shortcuts* (by swiping down from the very top of the screen), select *settings* (the gear-wheel icon on the top right) and select in the "Device" section *Apps*. Then delete/hide all apps except *Calculator, Camera, Photos, File Manager* and *Google Keyboard* by repeatedly pressing the next icon in the list, pressing *disable* or *uninstall* (if possible) and confirming this. Use *triangle* (back button) to go back to the apps list.

7. Go back by pressing the *circle* (home button), press the *all apps* icon (grey, round, with six dots) and check whether only the desired and permanent/undeletable apps remain (otherwise go back and disable/uninstall the respective apps). Swipe down from the top of the screen, select *settings* (the gear-wheel icon on the top right) and select in the "System" section *Date & Time*. Switch off *Automatic Date & Time* and switch on *Use 24-hour format*.
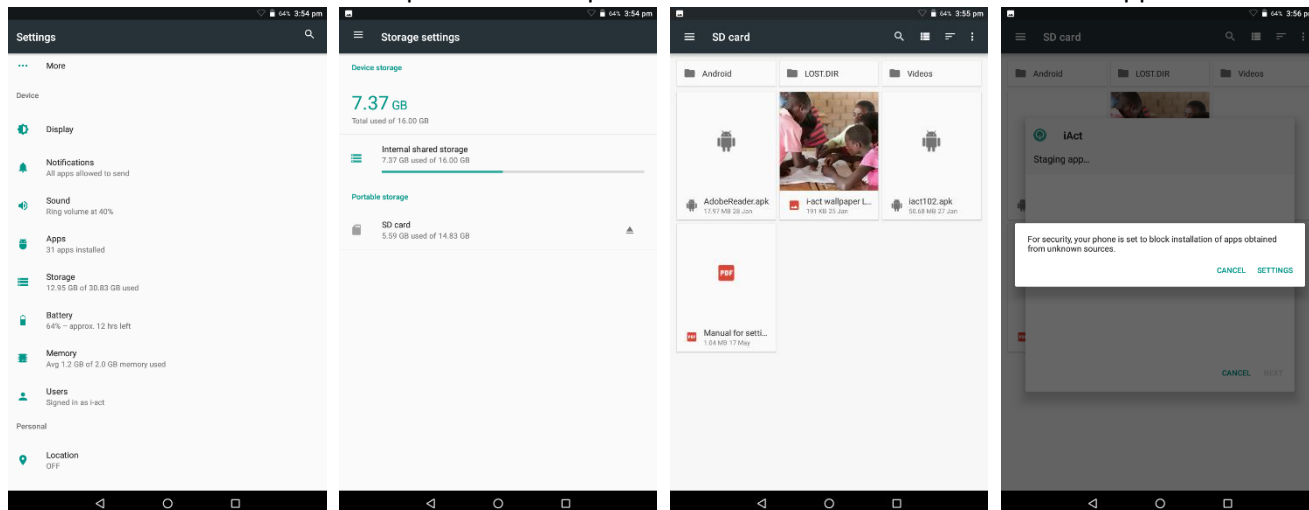

8. Go to *Select Time Zone* and select Central Africa Time (Harare GMT +2:00). Then select *Set Date*, chose and confirm today's date. Do the same with *Set Time*. Finally, switch on *Automatic Date & Time* again.
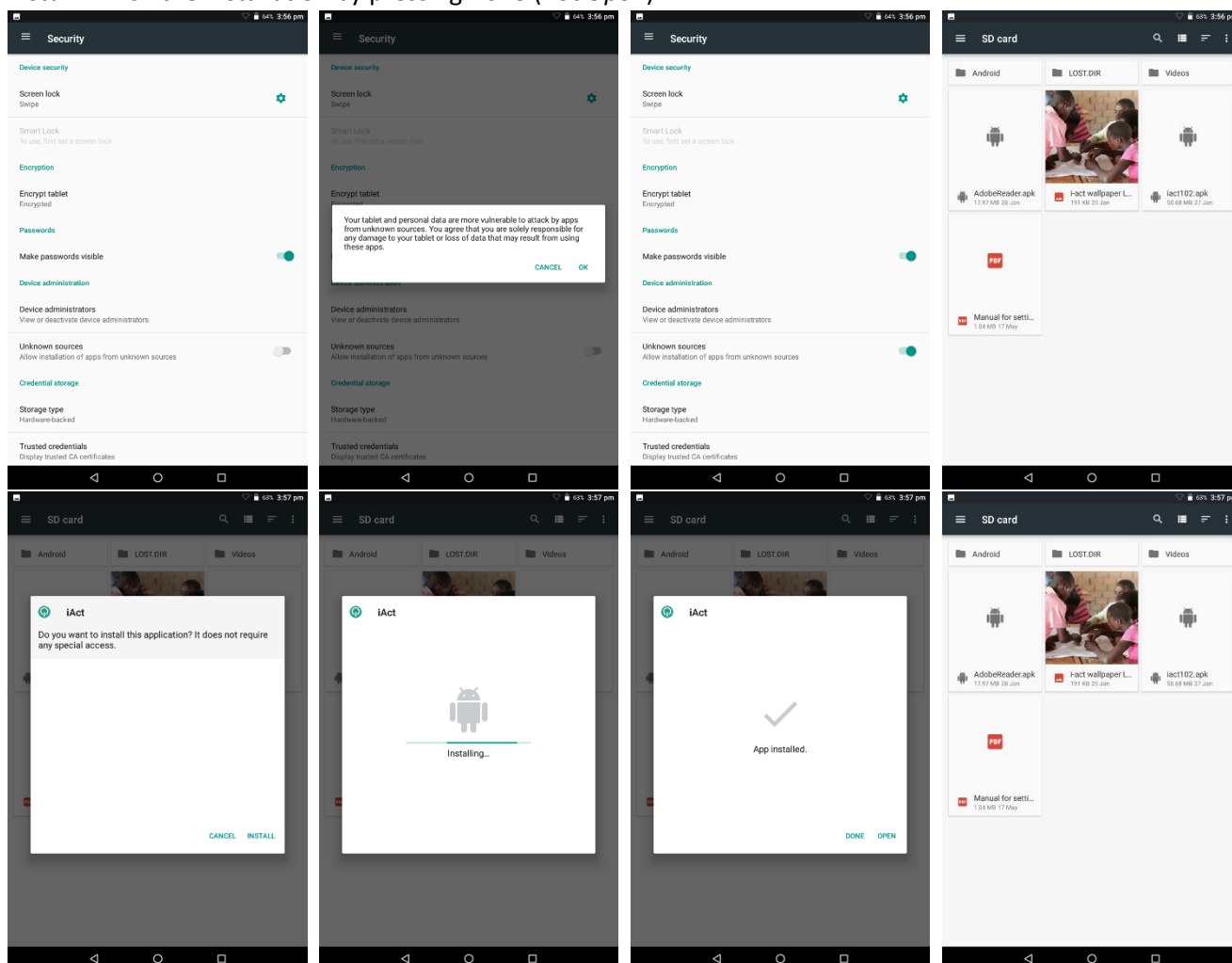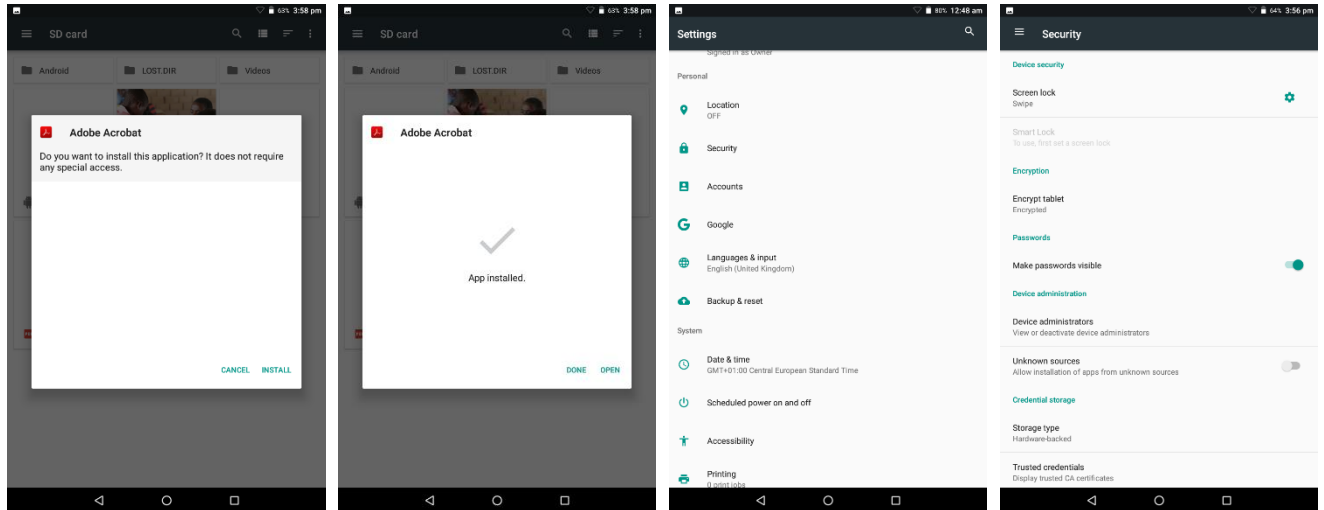
c. INSTALLING THE iAct APPLICATION

1. Insert a micro SD card with the folder *Videos*, which contains all 4+39 iAct videos (never change any names) and sub-folders with the application file (*iact.apk*), the pdf reader (*AdobeReader.apk*), the *wallpaper* file, the iAct *logo* and this set-up manual. Wait a few seconds, then swipe down from the top and look for the notification regarding the SD card. Tap *Set-Up*, select the first option ("use as portable storage") and confirm with *Next* and *Done*. Swipe down from the top again and press *Clear All* to remove the SD-card notification. In any case, then go to *Settings*, select in the "Device" section *Storage* and *SD-card* (don't hit "eject SD card), go to the folder *Videos* and *iAct* and press the iact.apk file to start the installation of the course app.
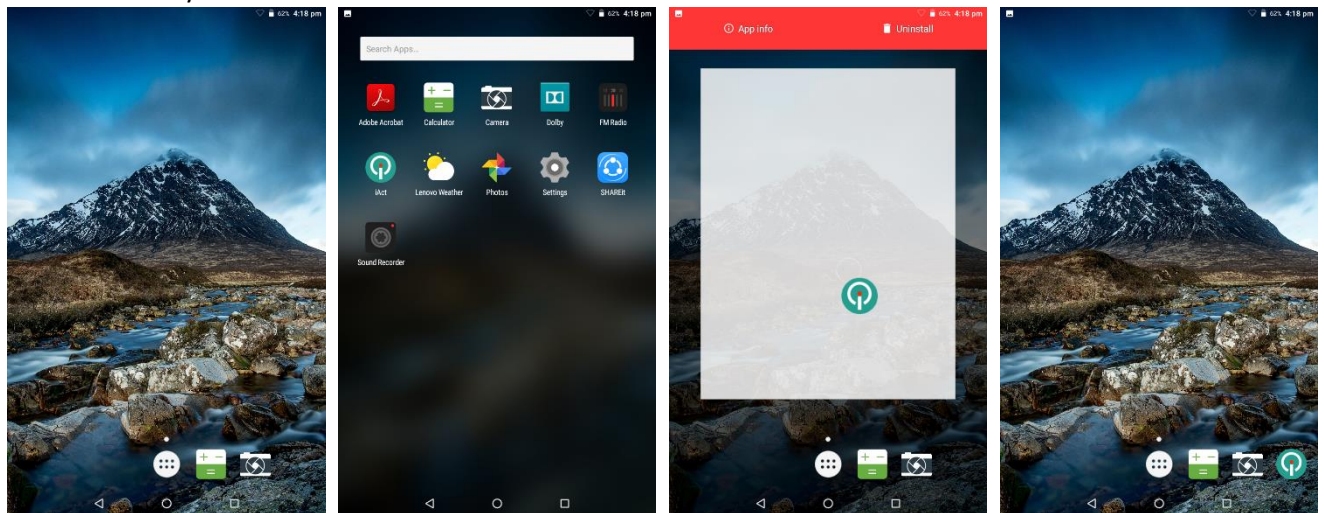

2. Before you can finish, you need to press *Settings* and switch on *Unknown Sources* (confirm with *OK*). After going back (triangle) and pressing the iact.apk again, the installation can be completed after reconfirming *Install*. Finish the installation by pressing *Done* (not *Open*).
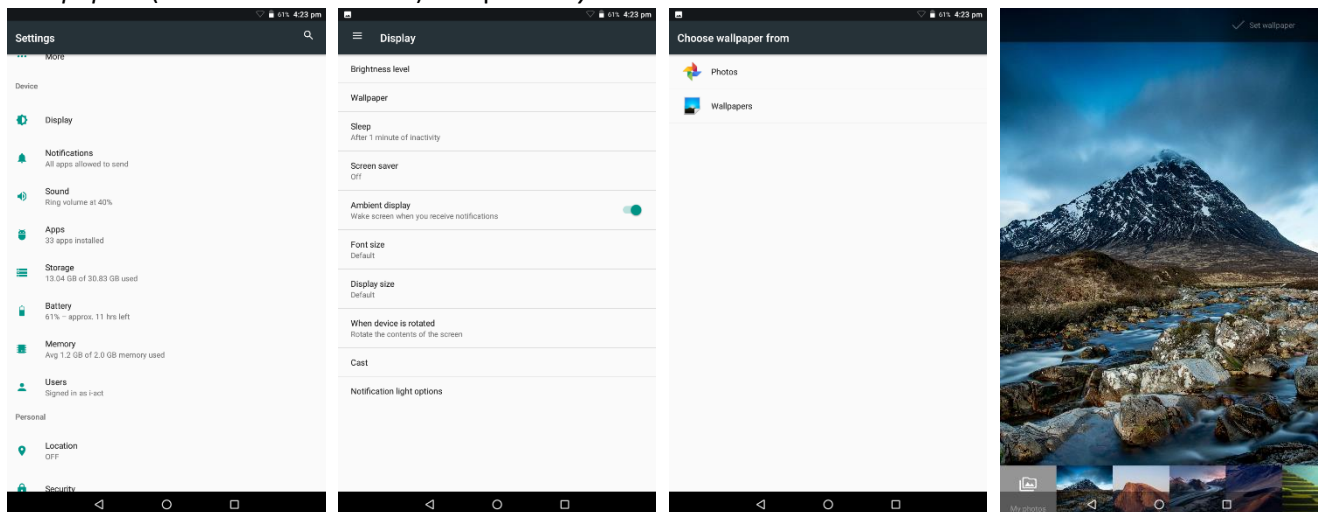
3. Then press the AdobeReader.apk, press *Install* and finish installation again with *Done*. Finally, swipe down from the top and open *settings* (gear wheel) and in the "Personal" section *Security* and switch off *Unknown Sources*. Tap the *home button* (circle).
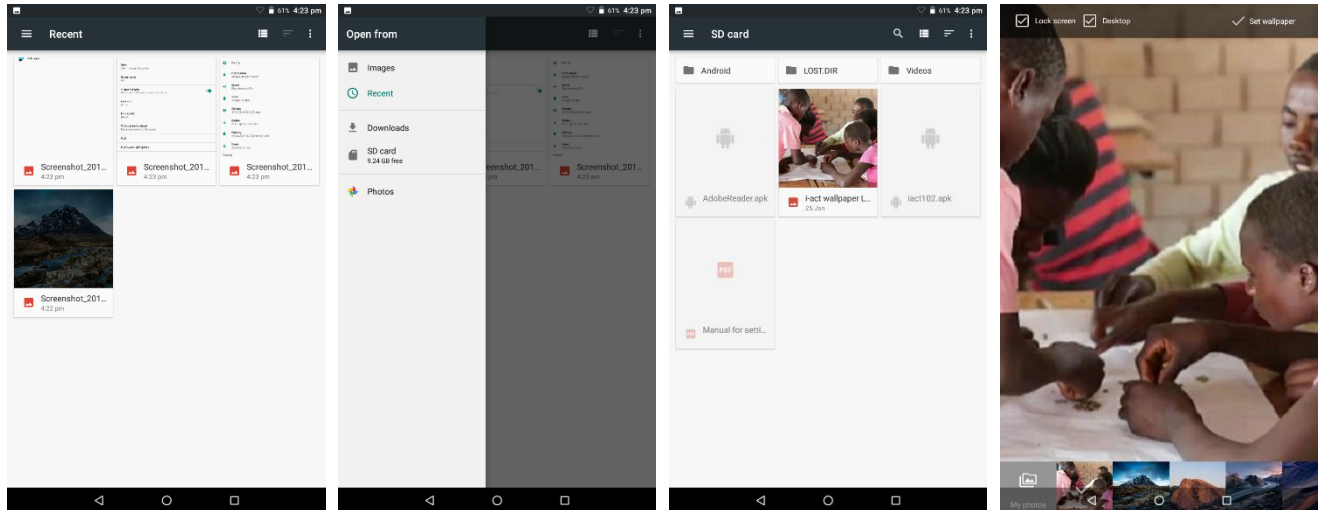
4. Go to the *all apps page* (grey round button) and move (by holding & dragging) the *iAct icon* through the grey area to the very bottom of the screen besides the camera icon.
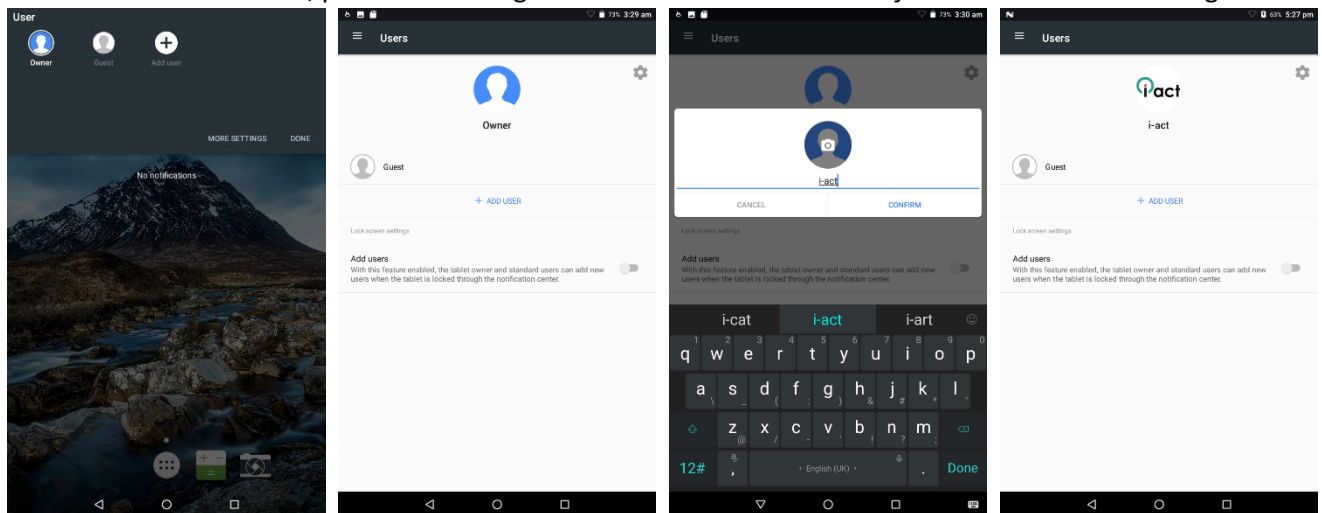

5. Swipe down from the top, open *Settings* and the select in the "Device" section *Display.* Select *Wallpaper*, then *Wallpapers* (confirm: *Allow* access) and press *My Photos*.
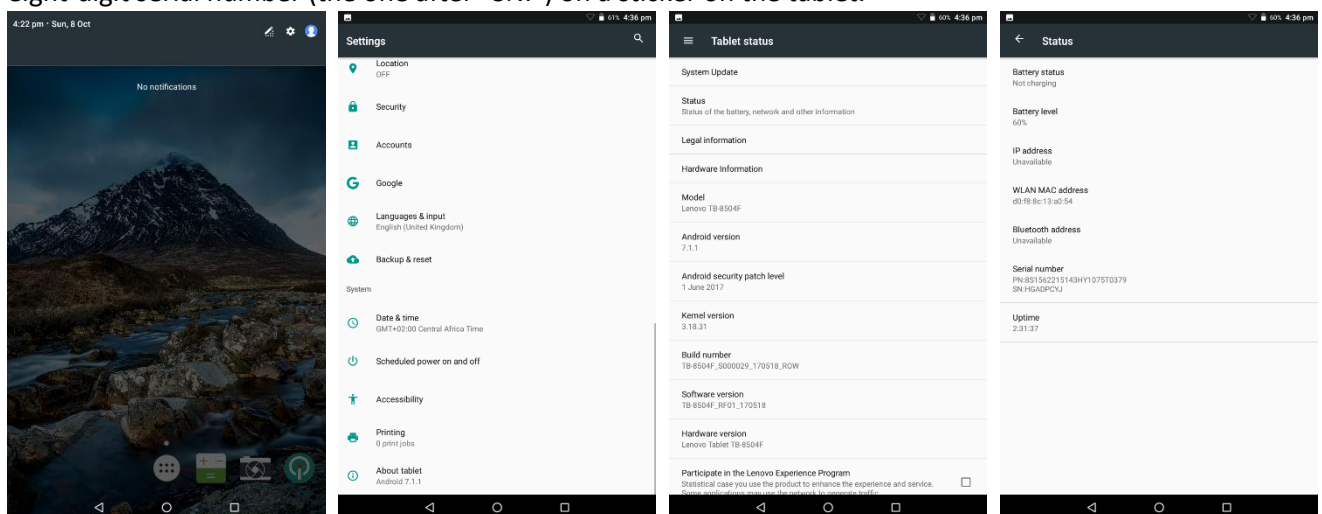
6. If you don't see the sources list, open it with the *menu* (three lines on the top). Select the *SD card* as source, to to the folder "Videos" and the sub-folder "iAct LenovoTab4". Finally, select the file "LenovoTab4 iAct wallpaper" and confirm by *Set Wallpaper*.
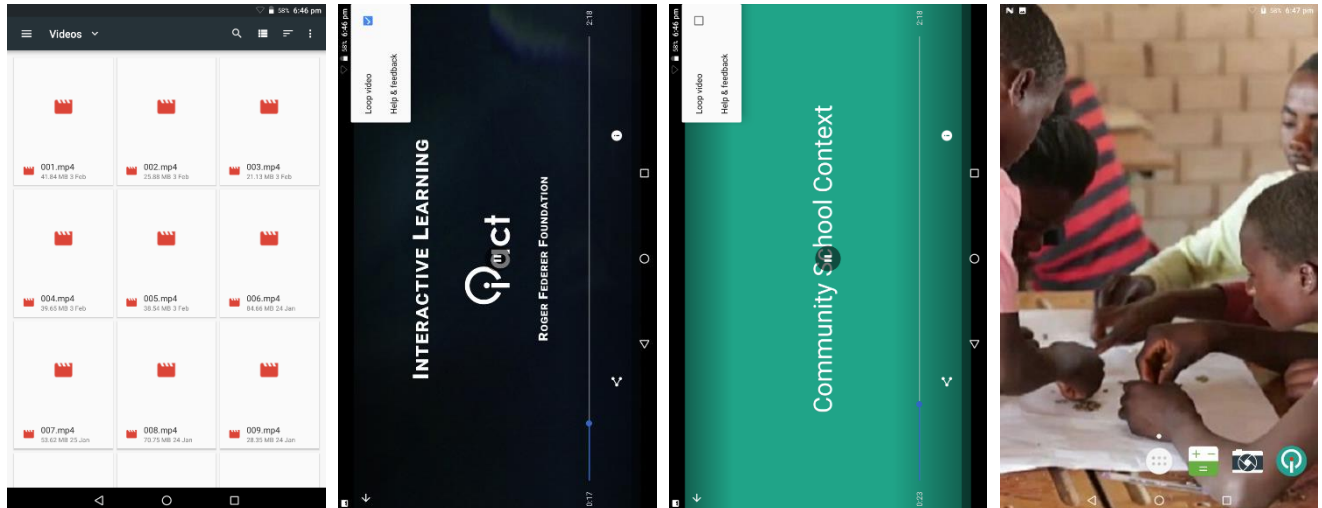
7. Swipe down from the top and select the blue *user icon* on the top right. Then select *More Settings*, press the blue *Owner* icon on the top and overwrite the name with "iAct". Then hold the blue *icon*, select *Gallery* and the folder "iAct LenovoTab4", press the iAct logo and finish with *Done* and *Confirm*. Use *home button* to go back.
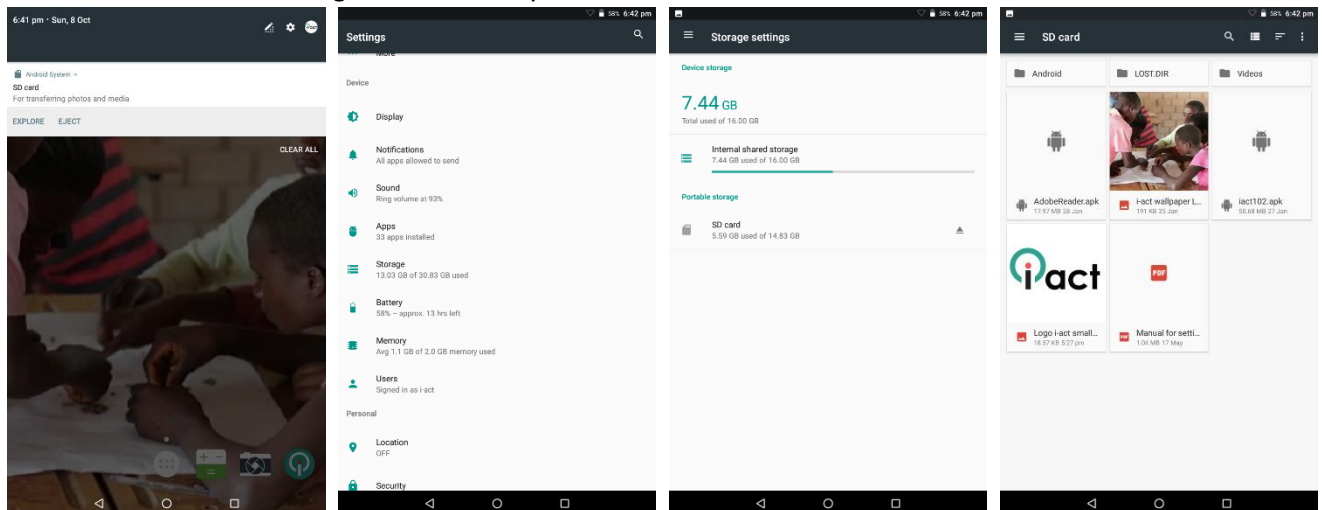

8. Go to *settings* again and select in the "System" section *About tablet* and then *Status.* Note down the tablet's eight-digit serial number (the one after "SN:") on a sticker on the tablet.
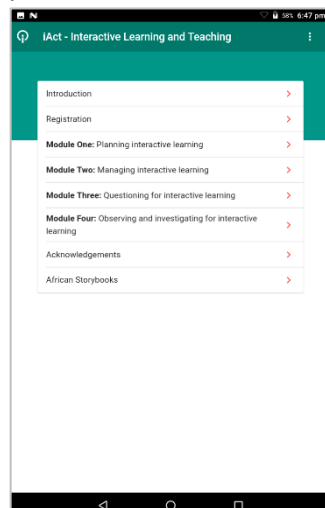
9. Swipe down from the top, open *settings* and the select in the "Device" section *Storage.* Select the *SD-card* and the folder *Videos* (you might need to press the three lines top-left first), press any video to start the video app for a first time. Confirm *Got it*, press somewhere on the video screen to show the context menu (three dots on the top right) and de-select *loop video*. Go back by home button.

10. Swipe down from the top to open *Settings* and the select in the "Device" section *Storage.* Select the *SD-card* (maybe you have to press the top left menu for this) and press the pdf-file in the folder "Lenovo Tab4" (the manual) to start the *AdobeAcrobat* app for a first time. Turn the tablet from portrait to landscape and back to check whether screen changes automatically. Go back with *home button*.
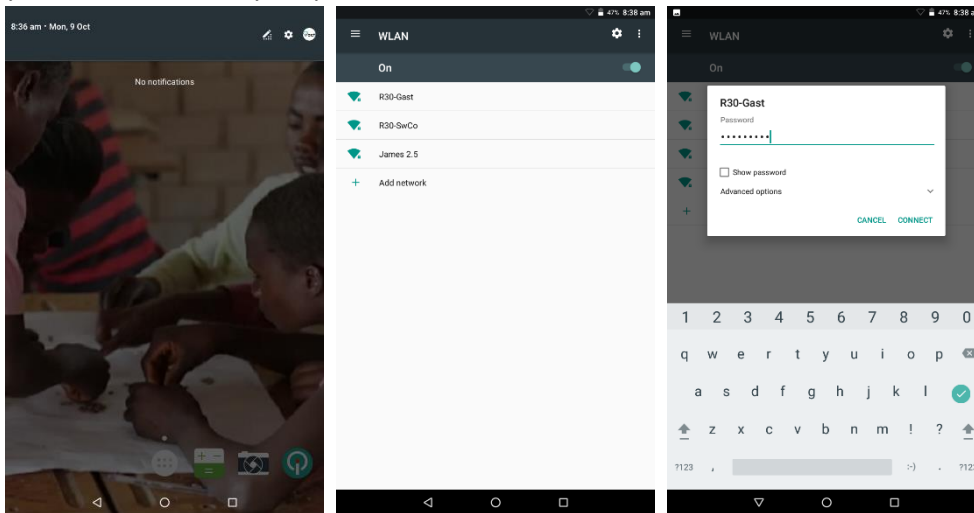

11. Finally, start the iAct app once, just to be sure that it works. You can open a module and a weekly unit, but if you move forward within that weekly unit (red dots), you need to go back to the first step before leaving.

d. SOFTWARE UPDATE (optional, if time allows)

The app might run properly without a system software update, but updates potentially increase the stability. For this, swipe down from the top and open *settings*, then select in the "Wireless & Networks" section *WLAN*. Select your network, enter your password and *Connect*.

Swipe down from the top to select the gear wheel for *Settings* again. Select in the "System" section *About tablet*, then *System update* and follow the procedures, if an update is offered. As there might be several updates (appearing one after the other), repeat this until you see the message: "You have the latest system version".