ASiAPAC

a Keppel company

Windows

Onboarding Guide

For students using Lenovo 13W 2-in-1

This **onboarding guide** is meant to help students who are onboarding to Intune on their **Windows devices.**

Instructions

To ensure you get your device smoothly,

- Sit according to your index number.

- **Do not touch** any items without instructions.

- Place your EZ-Link/Transitlink card on the top right hand corner of your table.

- Wait patiently and quietly while the contractor verify your identity.

We will begin the device check when everyone is ready.

Unboxing

Lay the box on a stable flat surface and perform the following steps with **care**:

Step 1:

Open the flaps on the top of your box.

REMINDER:
Do not put anything on TOP of your devices.

Step 2:

Lay the box down on a flat surface.
Remove device and adapter from the box.

Step 3:

Remove protective layer covering the device.

Item Checklist

Ensure you have received each and every one of the items as follows:

1. Lenovo 13W 2in1   2. Laptop Charger   3. Laptop Carrying Case   4. USB Mouse

NOTE:
Once checked, **leave only your device and charger** on the table.
Keep the box and accessories away.

Surface Defects Check

Check the exterior, screen and keyboard for any surface defects.

Screen

1.	Pen slot	5.	HDMI*
2.	USB-A (USB 5Gbps)	6.	USB-C* (USB 10Gbps), with PD & DP
3.	USB-A (USB 5Gbps)	7.	USB-C* (USB 10Gbps), with PD & DP
4.	Kensington* Nano Security Slot™	8.	Combo audio jack

Please raise your hand if you notice any defects.

Charging

Step 1:
Plug in power cord to charging adapter.

Step 2:
Remove plastic from the power cord, plug it into the power socket and turn on the power.

Step 3:
Plug in charger to the slot at left side of laptop.

Device Power On

Step 1:
Press the power button.

Step 2:
Wait for device to boot-up.

Power Button

NOTICE:

Follow each step closely.

DO NOT skip any steps and move ahead.

If you do not follow the instructions closely, you may need to run through the steps from the beginning again.

PLEASE TAKE NOTE:
There might be some variation in the steps due to the different Window Operating System versions. Please raise your hand if any of your steps are different and the ITD admin support staff will provide advice and assist you.

WARNING:

<u>DO NOT</u> install any apps (eg. Chrome) on your device during the process.

If you do install any apps on your own, we will need to reset your device. You will need to <u>stay back 2 – 3 hours</u> to reset your device.

Getting Started (Windows)

Setting up your device.

Step 1a:

Scroll down and Select 'Singapore'.

Is this the right country or region?

Singapore

Afghanistan

Åland Islands

Albania

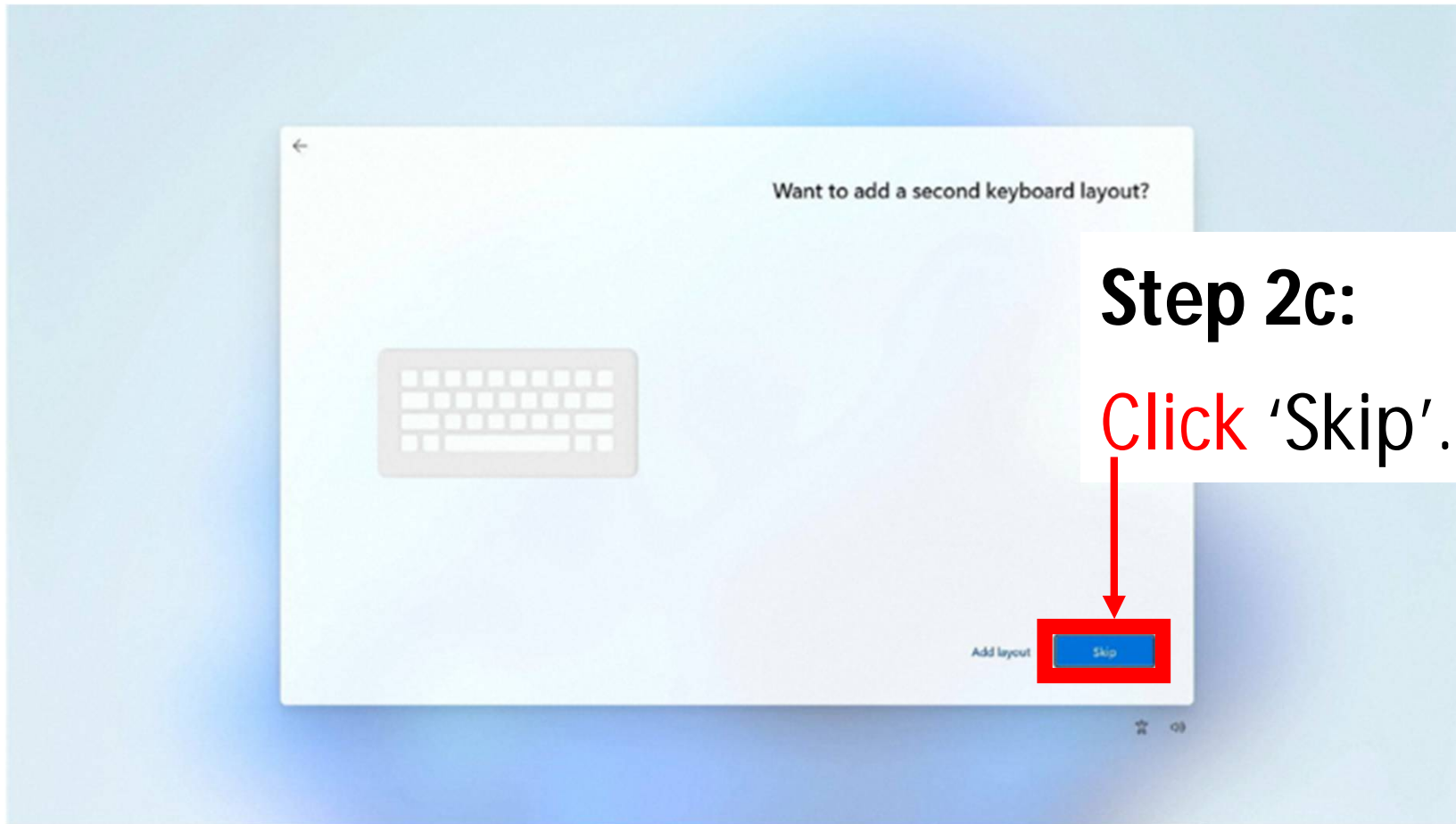Algeria

American Samoa

Andorra

Step 1b:

Click 'Yes'.

Yes

Step 2a:

Select 'English (US)'.

Step 2b:

Click 'Yes'.

Is this the right keyboard layout or input method?

If you also use another keyboard layout, you can add that next.

US

Canadian Multilingual Standard

English (India)

Irish

NZ Aotearoa

Scottish Gaelic

United Kingdom

Yes

Step 2c:

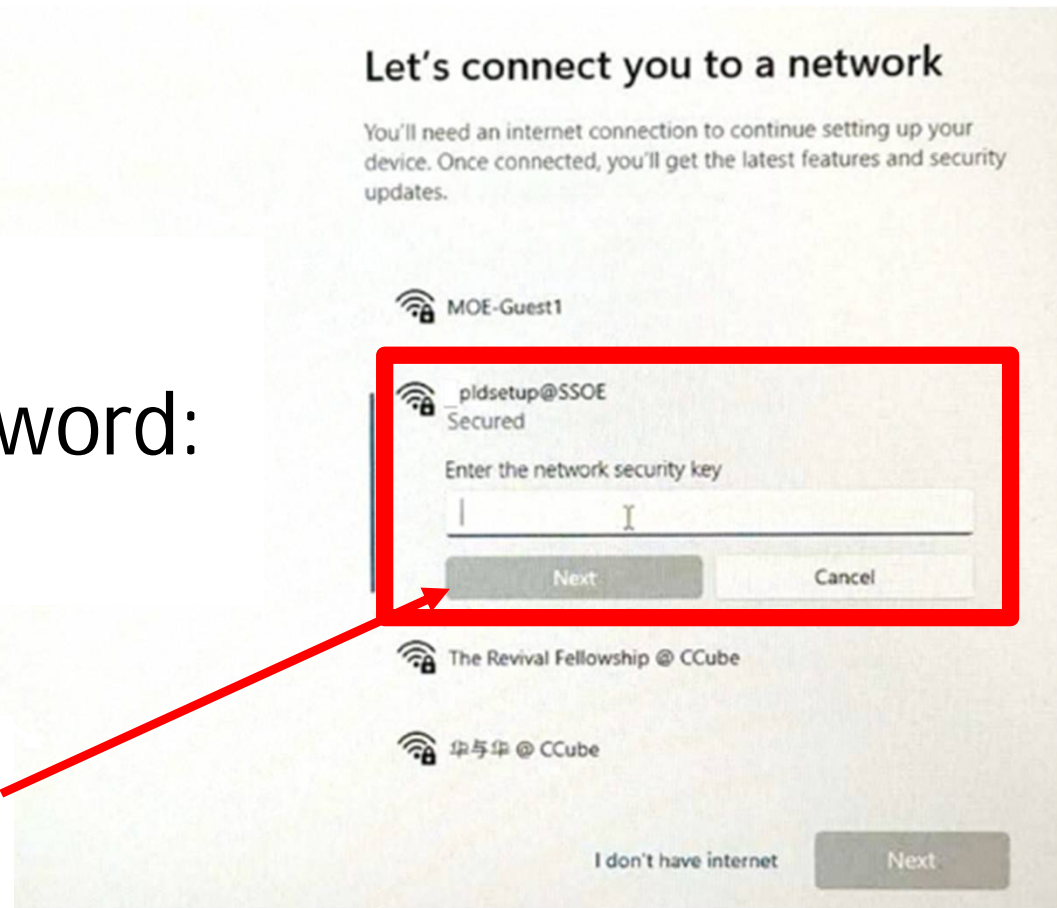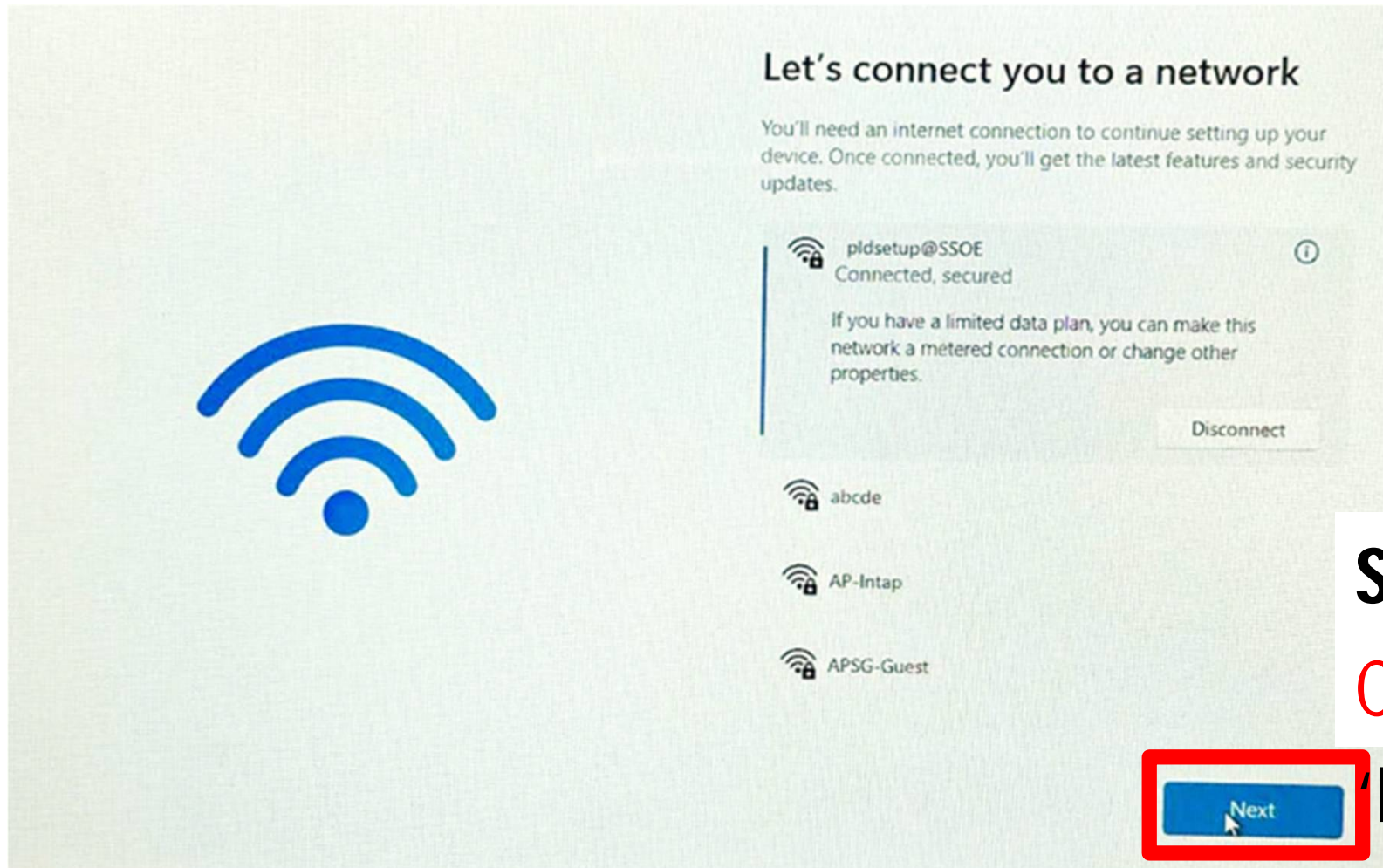Click 'Skip'.

Step 3a:

Click

'Connect'.

Step 3b:
Enter the password:
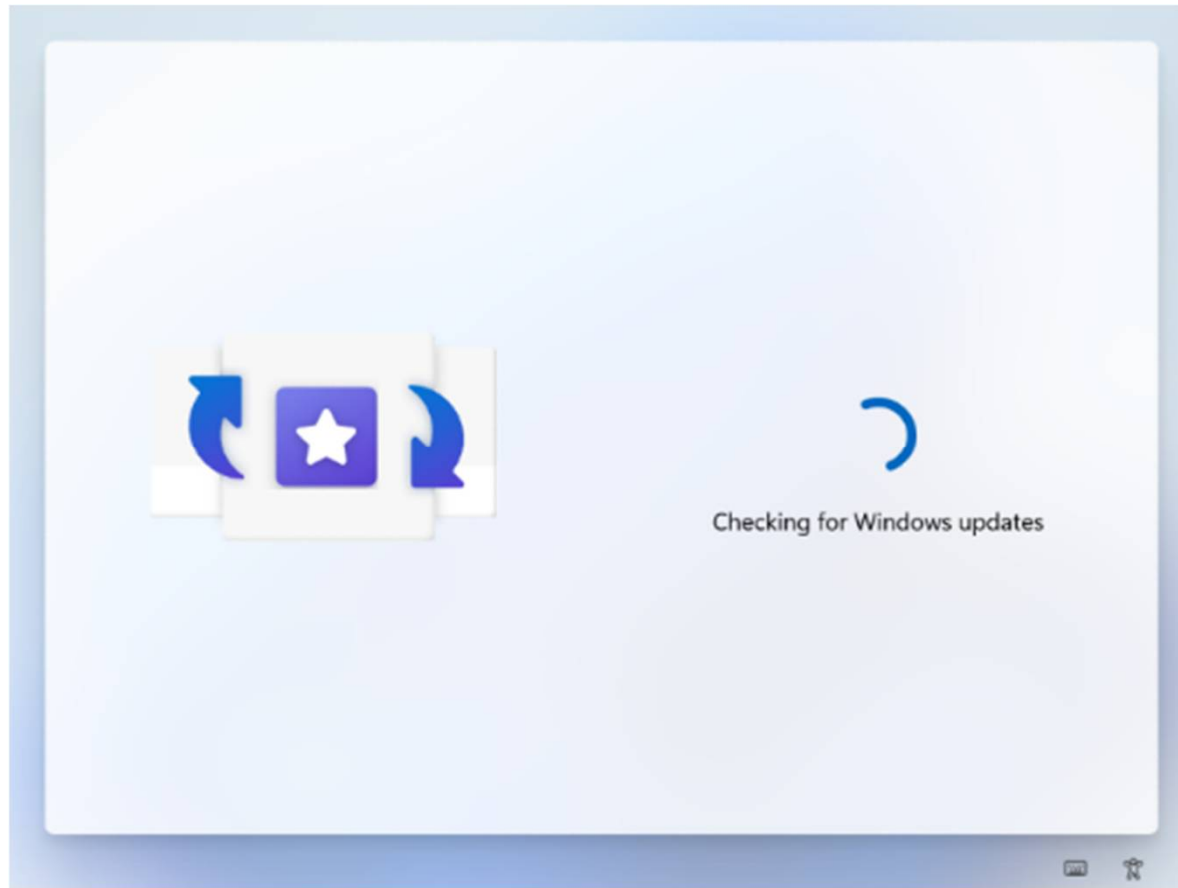PDLP@2026

Step 3c:

Click 'Next'.

Step 3d: Click 'Next'.

Step 4: checking for updates & device may restart

Step 6a:

Key in your Student iCON email address e.g. full_name@students.edu.sg

Let's set things up for your work or school

You'll use this info to sign in to your devices.

Sign in

aad_student93@students.edu.sg

Sign in with a security key ⑦

Sign-in options

Choosing **Next** means that you agree to the Microsoft Services Agreement and privacy and cookies statement.
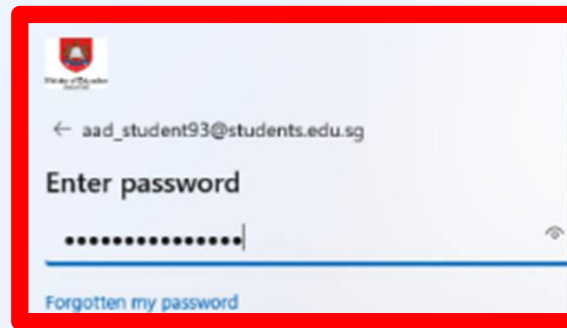
Next

Step 6b:

Click 'Next'

Step 6c:

Key in your Student iCON account password

Let's set things up for your work or school

You'll use this info to sign in to your devices.

← aad_student93@students.edu.sg

Enter password

••••••••••••••

Forgotten my password

Sign-In Page

PLEASE TAKE NOTE:
If you forgot your password, raise your hand for assistance.
DO NOT try to login more than **3 times**. Else, your account will be **locked**.
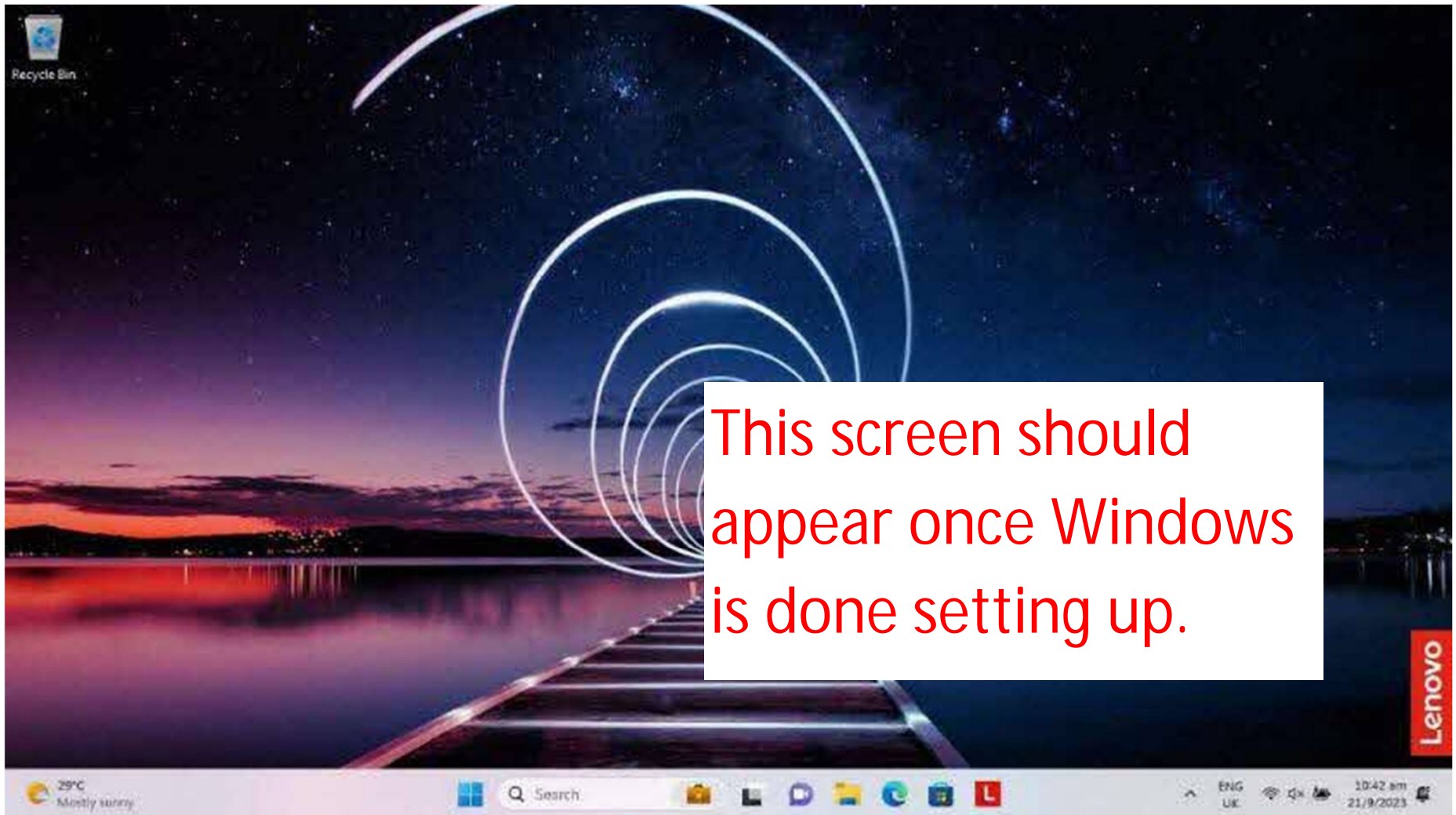
Sign in

Step 6d:

Click 'Sign In'.

Windows will begin setting up.

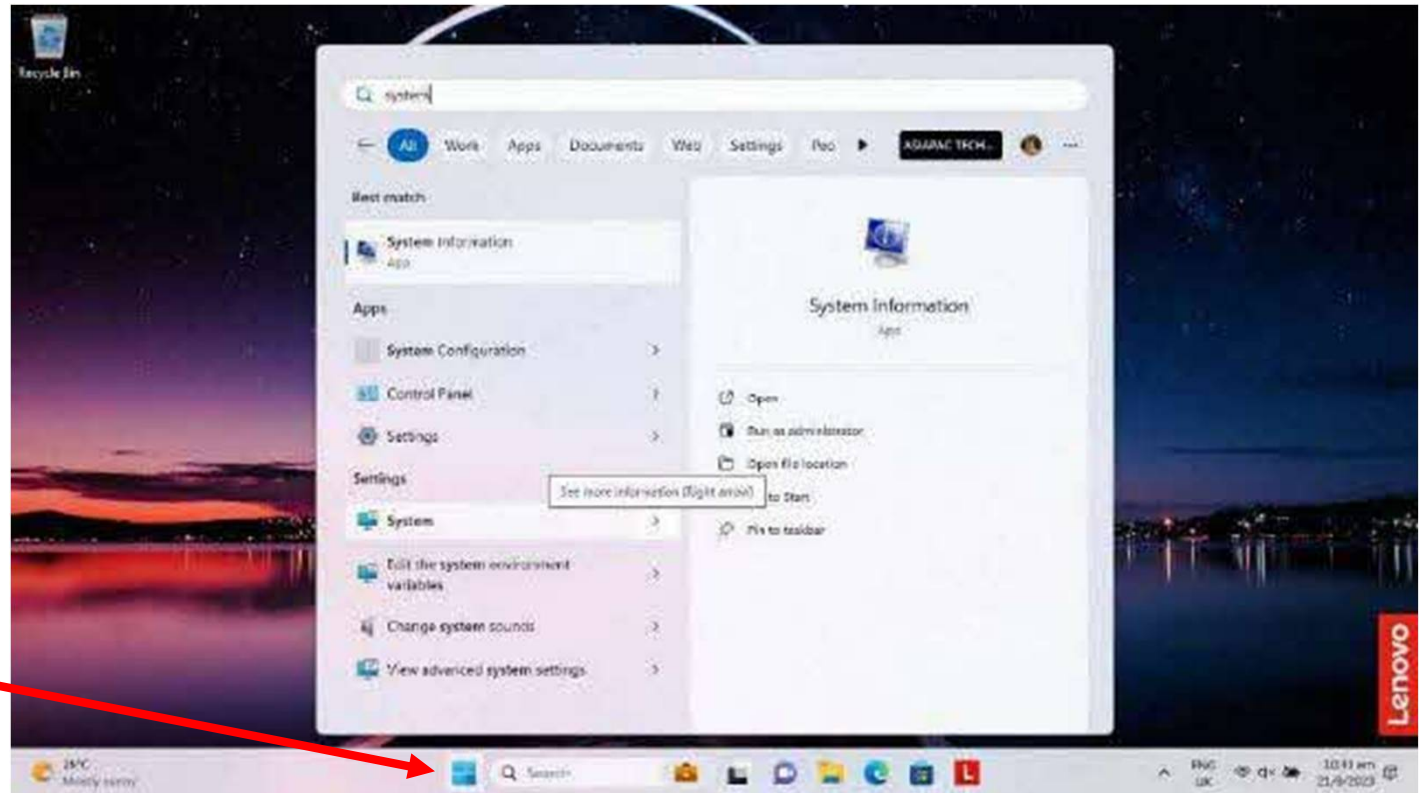This screen should appear once Windows is done setting up.

Checking of Processor and RAM
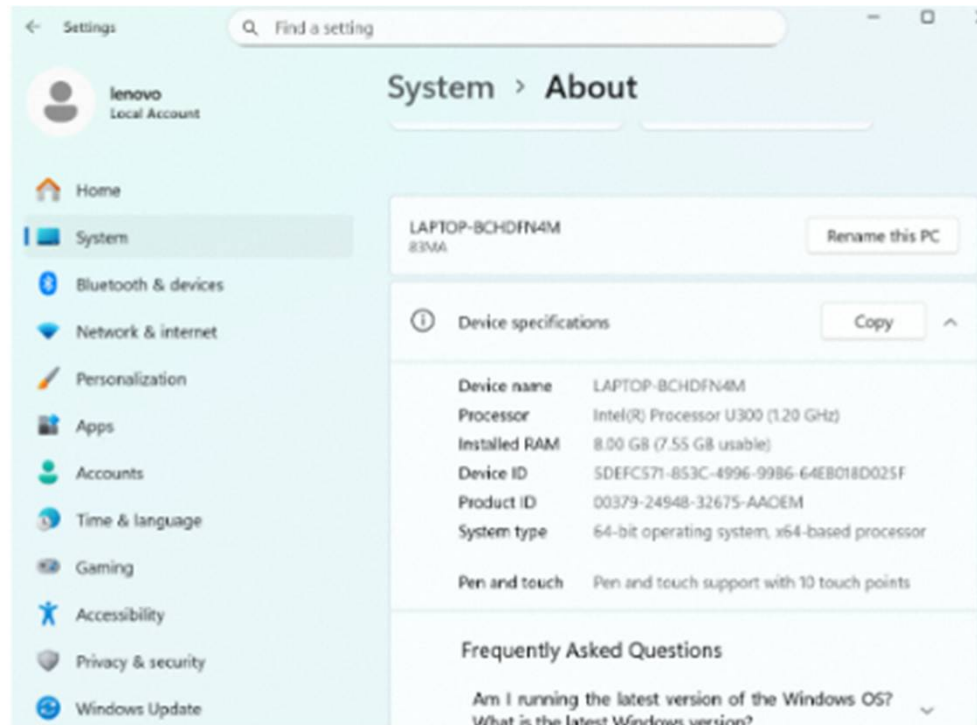

Step 7a:

Right Click the 'Windows' key.

Checking of Processor and RAM

Step 7b:
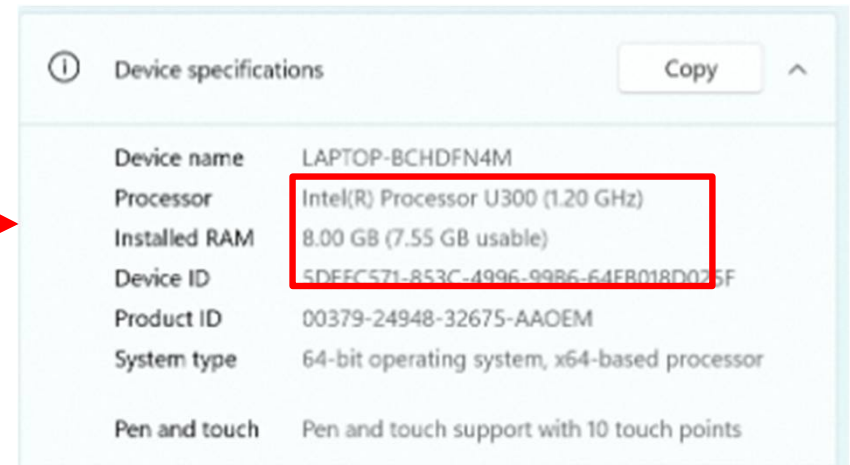Click 'System'.

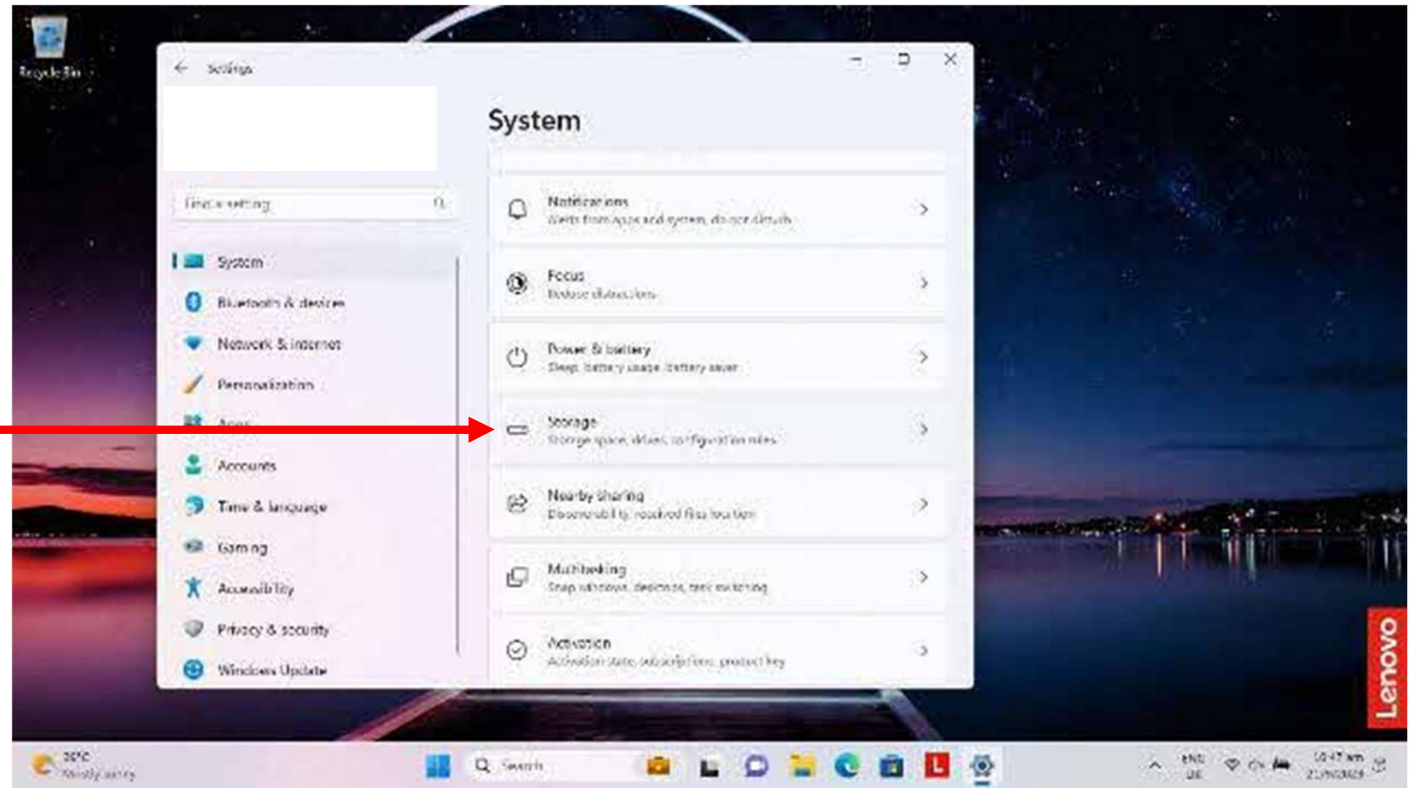# Checking of Processor and RAM

(schools to customise)

Step 7c:

Ensure the processor is 'Intel(R) U300/Intel Core 5 120U' and installed RAM is '8.00GB/ 16.00GB' .

Checking of Storage

Step 8a:
Click 'Storage' .

Checking of Storage

(Schools to customise)

Step 8b:

Ensure there is minimally '117 GB'.

System > Storage

Windows-SSD (C:) - 117 GB

47.9 GB used   69.0 GB free

Installed apps   12.9 GB/47.9 GB used >

Other   5.70 GB/47.9 GB used >

Temporary files   579 MB/47.9 GB used >

Show more categories

Note: Windows has always calculated hard drives as powers of 1024 while hard drive manufacturer use powers of 1000.
128GB is the unformatted size. (64 / (1.024*1.024*1.024) = 119.21 GB)
After formatting, the size should appear minimally as 117 GB.

Checking of Storage

(Schools to customise)

Step 8b:

Ensure there is minimally '238 GB'.

Windows (C:) **238 GB**

30.7 GB used   27.5 GB free

This is how your storage is used and how you can free up space.

Other	4.99 GB
Manage other large folders

Apps & features	4.28 GB
Uninstall unused or undesired apps & features

Temporary files	512 MB
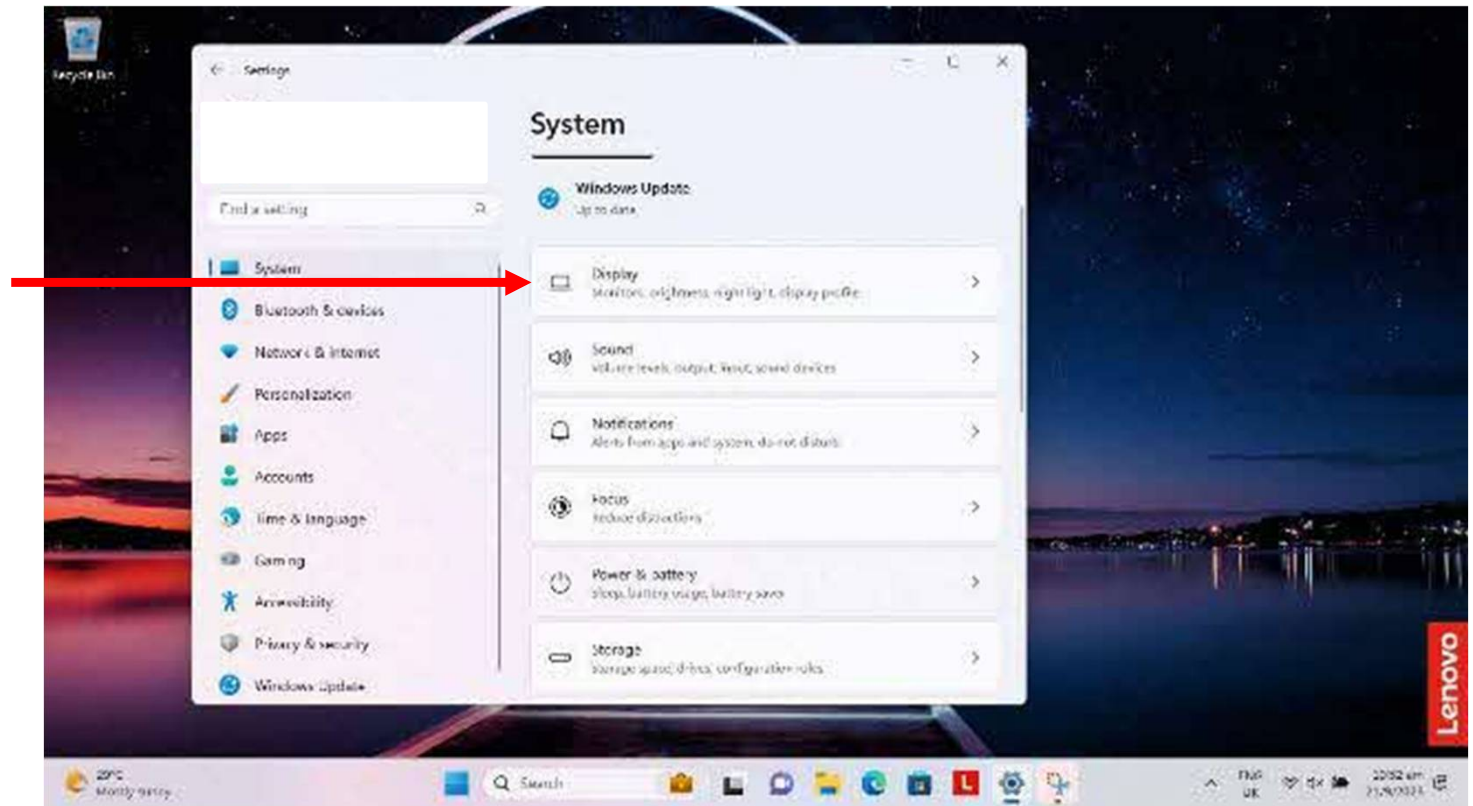Choose which temporary files to remove

Show more categories

Note: Windows has always calculated hard drives as powers of 1024 while hard drive manufacturer use powers of 1000.
64GB is the unformatted size. (256/ (1.024*1.024*1.024) = 238.42 GB)
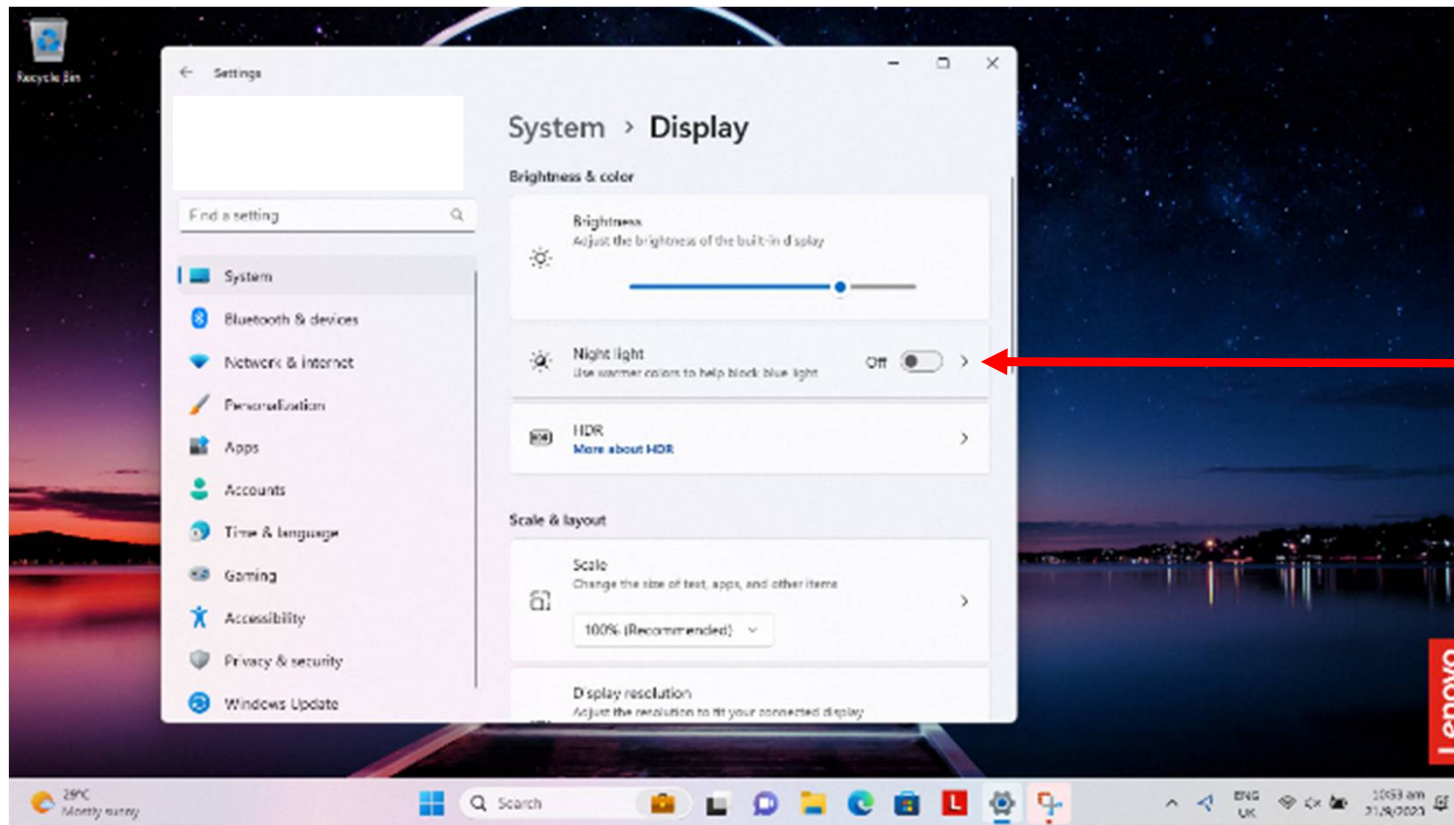After formatting, the size should appear minimally as 238GB.

Enabling Night Light

Step 9a:

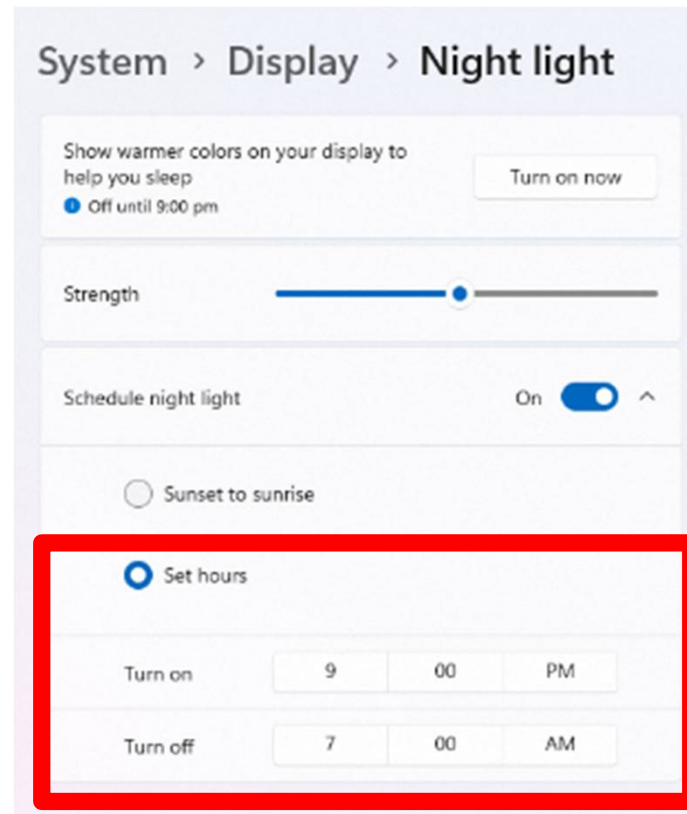Click 'Display' .

Enabling Night Light

Step 9b:

Click on 'Night light settings' .

Enabling Night Light

Step 9d:

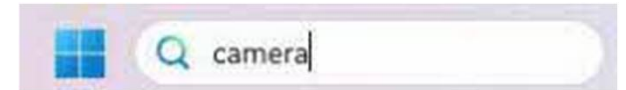Check that the scheduled night light is from 9pm to 7am.

For your information:
Night Light strategically alters your display's colour temperature towards the warmer end of the colour spectrum, making the display easier on your eyes at night.

Checking of Camera

Step 11a:

Type 'Camera' into the search bar

Step 11b:

Open the camera app to launch camera.

Step 11c:

Make sure that the camera is working and image from the camera is visible.

Step 11d:

Click on the switch camera icon to check the other camera.

Please raise your hand if your camera is not working.

Compulsory: Complete the File Management and Data Back-up Module

1. Please access and complete the ***A1.2g File Management and Data Back-up***, an SLS self-paced module at **https://go.gov.sg/sls-dlts-8**, or from the SLS MOE Library:

https://go.gov.sg/sls-dlts-8

A1.2g File Management and Data Back-up

Learning Outcomes

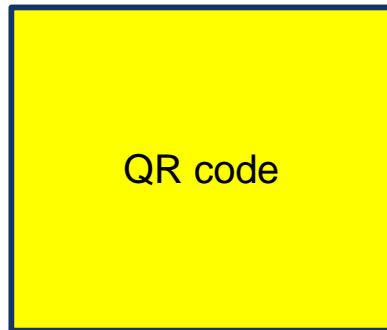Target Audience:
Lower and Upper Secondary

2. The URL and QR Code above can also be found in the ***Student Device Information Kit*** published on <your school website>.

3. This SLS module introduces you to the basics of digital file management on PLDs. Through this module, you will:

    a. understand that managing and backing up data is essential;
    b. learn tips to organise files using folders and appropriate file names;
    c. demonstrate the ability to **manage and back up data on your own PLD.**

Compulsory: Complete the Basic Module on AI and AI-enabled Features in SLS

1. Please access and complete the ***Basic Module on AI and AI-enabled Features in SLS***, which has been assigned by your school at <https://... The SLS module Attempt URL>. Alternatively, you may scan the following QR code to access the module:

QR code

1. Please complete the module by <date>.

2. Through this module, you will:
   a. explain what is Artificial Intelligence (AI) and identify examples of AI;
   b. identify the AI-enabled features on SLS (Learning Assistant - SALiS, Short Answer Feedback Assistant, Speech Evaluation Tool) and understand how to interact with them; and
   c. identify and protect themselves from the risks associated with the use of AI.

Acceptable Use Policy (AUP) for EdTech Resources

1. <For schools to edit this slide to include the school's customised AUP.>

Acceptable Use Policy for EdTech Resources

Congratulations!

You have completed your installation successfully.

For further enquiries, please contact:

Contact 1: (E.g. DMA Administrator)

Contact 2: (E.g. Desktop Engineer)

Technical Support: (pdlp.support@asiapac.com.sg)

Sales Enquiry: (pdlplenovo@asiapac.com.sg)

*Note: Schools to indicate the necessary contact details and remove this note when done

End of Check

- **Ensure** you have signed on the receipt.

- **Click** the Power Button on the side and shutdown.

- **Keep** and remember to take all your accessories with you when you leave.

- **DO NOT** leave the class until you are told to do so.

> **NOTE:**
> Your device/accessories original boxes should be kept for 7 days for any 1 to 1 exchange should issues occur.

Ministry of Education
SINGAPORE