



UNIVERSITY OF WISCONSIN
WHITEWATER

Instructional, Communication
& Information Technology



UW-W iPad User Guide

ICIT Technology Training and Advancement

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UNIVERSITY OF WISCONSIN
WHITEWATER

| ICIT

1 TABLE OF CONTENTS

1	Table of Contents.....	2
2	About.....	3
3	Technology Requirements	3
4	Live Video Training.....	4
5	Using Your iPad	5
5.1	iPad Overview	5
5.2	iPad Status Menu	6
5.3	Connect the iPad to a Computer	7
5.3.1	Backup iPad.....	7
5.4	Sleep/Wake Button.....	8
5.5	Screen Navigation	9
5.5.1	Return to Home Screen.....	9
5.6	Volume buttons and the Side Switch.....	10
5.7	Set iPad Name.....	10
5.8	iPad Security.....	10
6	Connecting to Wireless	11
6.1	Join a Wi-Fi Network.....	11
6.2	Join the UW-Whitewater Wi-Fi Network.....	11
6.3	Airplane Mode	11
7	Configuring Mail.....	12
8	Installing Software	12
8.1	Creating an Apple ID	12
8.2	ICIT Supported Software.....	13
9	Troubleshooting/Help.....	15
9.1	Where to get help	15

2 ABOUT

This iPad user guide covers the basic setup and instructions for using your UW-W campus owned iPad. This guide directly references many instructions from Apple's iPad device manual available [online](#). For more detailed information on using your iPad, please reference your iPad device manual.

3 TECHNOLOGY REQUIREMENTS

This guide is intended for UW-W campus owned iPad devices running IOS version 8.1 or newer.

4 LIVE VIDEO TRAINING

Interested in learning all about your Apple IOS device at your own pace? Check out the IOS 7: iPhone and iPad Essentials Training video course available for free for UW-Whitewater staff, faculty, and students at Lynda.com.

Video topics include:

- IOS 7 introduction
- Basic iPad/iPhone navigation
- Using the keyboard
- Syncing with your computer
- Using the phone to make calls, listen to voice mail, etc.
- Setting up email
- Surfing the web
- Using the camera
- Much more.....

You can view the IOS 7 Essentials video by clicking on the link below.

<http://www.lynda.com/iOS-tutorials/iOS-7-iPhone-iPad-Essential-Training/145212-2.html?org=uww.edu>

NOTE: You must have a valid UW-Whitewater Net-ID and password to view the video on Lynda.com.

5 USING YOUR IPAD

5.1 IPAD OVERVIEW



5.2 IPAD STATUS MENU

Below is a list of status menu icons that may appear in the top menu bar of your iPad device.

NOTE: Please reference your iPad device manual for information on enabling/disabling any of the services below.

Status Icon		What it means
	Wi-Fi	iPad is connected to a wireless network. The more bars the stronger the connection.
	Cell signal	iPad is in the range of a cell network. NOTE: Some UW-W owned iPads do not have the ability to connect to a cellular network.
	Airplane Mode	iPad is in airplane mode and WILL NOT allow internet or Bluetooth connections.
	LTE, 4G, 3G, Edge, GPRS	iPad is connected to an LTE, 4G, 3G, Edge, or GPRS cell network. NOTE: Some UW-W owned iPads DO NOT have the ability to connect to a cell network.
	Do Not Disturb	Do Not Disturb is enabled.
	Personal Hotspot	iPad is enabled as a personal hotspot to provide other IOS devices with an internet connection.
	Syncing	iPad is syncing with iTunes.
	Activity	iPad application or network activity. Some applications use this to show activity.
	VPN	iPad is connected to a VPN network.
	Lock	iPad is locked. Use sleep/wake button on top right of iPad to unlock device.
	Alarm	iPad alarm clock is set.
	Screen orientation lock	iPad screen orientation lock is enabled.
	Location Services	iPad location services is enabled allowing you to use applications that use GPS or location tracking.
	Bluetooth®	iPad Bluetooth service is enabled.
	Bluetooth battery	Displays the battery level of a supported and paired Bluetooth device.
	Battery	iPad battery level or charging status.

5.3 CONNECT THE IPAD TO A COMPUTER



Use the included USB cable to connect your iPad to your computer. Connecting your iPad to your computer lets you sync information, music, and other content with iTunes. You can also sync with iTunes wirelessly. To download iTunes please visit <http://www.itunes.com/download>.

Unless the iPad is actively syncing with your computer, you can disconnect it at any time. Look at the top of the iTunes screen, on your computer or on the iPad, to see if syncing is in progress. If you disconnect the iPad while it's syncing, some data may not get synced until the next time you connect the iPad to your computer.

5.3.1 Backup iPad

Connecting your iPad to your computer allows you to back up your device using iTunes on a Windows or Mac computer. Please see your iPad device manual for information on backing up your iPad data using iTunes.



NOTE: iTunes is not supported by the ICIT Helpdesk department.

5.4 SLEEP/WAKE BUTTON

Use the Sleep/Wake button, located on the top left of your iPad, to lock the iPad and put it to sleep if you're not using it. Locking the iPad puts the display to sleep, saves the battery, and prevents anything from happening if you touch the screen. You will still receive FaceTime calls, text messages, alarms, and notifications, and can listen to music and adjust the volume.

- **Lock iPad:** Press the Sleep/Wake button.
- **Unlock iPad:** Press the Home button or the Sleep/Wake button, then drag the slider that appears onscreen.
- **Turn iPad on:** Hold down the Sleep/Wake button until the Apple logo appears.
- **Turn iPad off:** Hold down the Sleep/Wake button for a few seconds until the slider appears onscreen, then drag the slider to the right to power off device.



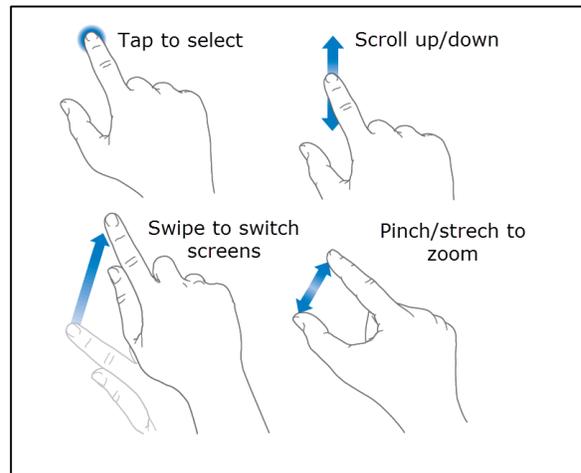
NOTE: If you don't touch the screen for two minutes, the iPad locks itself. You can change how long the iPad waits to lock itself, or set a passcode to unlock iPad.

- **Set the auto-lock time:** Go to  Settings > General > Auto-Lock.
- **Set a passcode:** Go to  Settings > Touch ID & Passcode.

5.5 SCREEN NAVIGATION

A few simple gestures—tap, drag, swipe, and pinch/stretch—are all you need to use iPad and its apps.

- **Tap:** Tap on an app/weblink/etc to select.
- **Scroll:** Touch the screen with your finger, then drag up or down to scroll.
- **Swipe:** Touch the screen with your finger, then swipe left or right to navigate through different applications, webpages, or the application menu.
- **Zoom:** Touch the screen, then drag and pinch the screen to zoom out, drag and expand your fingers to zoom in.



5.5.1 Return to Home Screen

To return to your iPad's Home screen, click the round "Touch ID sensor" button located at the bottom of your iPad. Please reference image located in section 4.1 of this manual for location of button.

5.6 VOLUME BUTTONS AND THE SIDE SWITCH

- Use the Volume buttons to adjust the volume of songs and other media, and of alerts and sound effects.
- Use the Side Switch to silence (mute) audio alerts and notifications or to prevent the iPad from switching between portrait and landscape orientation. (On iPad models without a side switch, use the Control Center.)



5.7 SET IPAD NAME

The name of your iPad is configured based off of your iTunes settings. You can change the name of your iPad device by going to  Settings > General > About > Name.

5.8 IPAD SECURITY

For additional security, you can require a passcode to unlock your iPad. From the iPad application screen, swipe left or right to locate the  Settings button. Tap the “Touch ID & Passcode” (some iPad models will say Touch ID) or “Passcode” (other models) options to set a passcode to lockdown access the home screen of your iPad.

6 CONNECTING TO WIRELESS

If a  (Wi-Fi) symbol appears at the top of the screen, you're connected to a Wi-Fi network. Your iPad will reconnect anytime you return to the same location.

6.1 JOIN A WI-FI NETWORK

1. Go to  Settings > Wi-Fi.
2. Choose a network by tapping one of the listed networks, then enter the password, if asked.

6.2 JOIN THE UW-WHITEWATER WI-FI NETWORK

To register your iPad to the UW-W Wi-Fi network you must follow a number of steps to authenticate your device. Please follow the detailed directions located on the ICIT Network Connectivity (Wired and Wireless) webpage for the most current instructions. <http://www.uww.edu/icit/services/network-connectivity>. Click on the Training/Documentation tab for detailed instructions.

6.3 AIRPLANE MODE

When traveling, your airline carrier may let you keep your iPad turned on if you switch to Airplane Mode. Wi-Fi and Bluetooth are disabled in Airplane Mode so you will be unable to use any applications that require wireless communication. You can listen to music, play games, watch videos, or use other apps that don't require Internet access.

Turn on Airplane Mode

1. Use your fingertip to swipe up from the bottom of the screen.
2. Tap the  (airplane) symbol, located in the top left of the Control Center screen, to enable airplane mode. The airplane will turn white when airplane mode is enabled.

NOTE: To disable airplane mode, follow the instructions above and tap the  (airplane) symbol again until it is black in color.

7 CONFIGURING MAIL

ICIT supports the use of UW-W email on iPad devices. For detailed instructions on configuring your iPad's  Mail program to receive UW-W email, please see the ICIT Email – Employee webpage for more information: <http://www.uww.edu/icit/services/email-employees>. Click the Training/Documentation tab for available configuration guides.

8 INSTALLING SOFTWARE

8.1 CREATING AN APPLE ID

Your Apple ID is the account you use for just about everything you do with Apple, including downloading apps from the App Store. If you already have an Apple ID, use it when you first set up the iPad, and whenever you need to sign in to use an Apple service. If you don't already have an Apple ID, you can create one whenever you're asked to sign in. You only need one Apple ID for everything you do with Apple.

8.2 ICIT SUPPORTED SOFTWARE

The ICIT Helpdesk department supports a number of applications available for download through the Apple Store. Detailed documentation on configuring the following applications can be found on the ICIT Services website.

- **Cisco Jabber** 

Cisco Jabber is an instant message client available for free from the App Store. Cisco Jabber allows you to chat with other UW-W employees, listen to voicemail, as well as make/receive phone calls as if using your UW-W phone on campus. For more information on installing and configuring Cisco Jabber on your Apple IOS device, please visit:

<http://www.uww.edu/icit/services/instant-messenger-jabber>. Click on the Training/Documentation tab for detailed reference guides.

NOTE: The ability to make/receive phone calls using Cisco Jabber for iPad requires special permissions by the ICIT department. Please email helpdesk@uww.edu to request Cisco Jabber for iPad telephone access.

- **Cisco WebEx** 

The Cisco WebEx for iPad application allows you to start scheduled meetings or join WebEx meetings from anywhere using a wireless internet connection. For detailed information on installing and configuring Cisco WebEx on your Apple IOS device, please visit the ICIT – Web Conferencing (WebEx) website located at: <http://www.uww.edu/icit/services/webex>. Click on the Training/Documentation tab for detailed instructions.

 **NOTE:** Features on the WebEx for iPad application are limited and should not be used as a replacement for hosting meetings from a computer.

- **Cisco AnyConnect VPN** 

The Cisco AnyConnect VPN client allows you to securely connect your iPad to the UW-Whitewater computer network from a remote location to access campus resources – such as a web link that is only accessible internally to UW-Whitewater employees. For detailed instructions on how to install and configure the Cisco AnyConnect VPN client on your iPad, please visit the ICIT – Remote Access (VPN) webpage:

<http://www.uww.edu/icit/services/remote-access>. Click on the Training/Documentation tab for a detailed reference guide.

- **Google Drive** 

The Google Drive for iPad app allows you to access files stored in your UW-W Google Drive account from your iPad device. For detailed instructions on how to install and configure Google Drive on your iPad, please visit the ICIT – Google Apps for Education webpage: <http://www.uww.edu/icit/services/google>. Click on the Training/Documentation tab for a detailed reference guide.

9 TROUBLESHOOTING/HELP

Many additional features on your iPad can be configured by referencing your iPad device manual. Please visit <http://support.apple.com/manuals/> to learn how to:

- Adjust screen brightness
- Change iPad wallpaper
- Manage and organize applications
- Connect an Apple wireless keyboard
- Use search and Spotlight search
- Changing sounds and alerts
- Etc.

9.1 WHERE TO GET HELP

For help with ICIT supported apps or iPad hardware issues, please email helpdesk@uww.edu.