



This box contains a tablet you may use to take part in the HEU Equity Conference. It is yours to keep.

If you plan to use the tablet, please set it up as early as possible, to make sure you are ready.

HOW TO GET YOUR TABLET READY FOR THE EQUITY CONFERENCE

HEU EQUITY CONFERENCE
March 1-3, 2022



HOW TO USE THE TABLET FOR THE HEU EQUITY CONFERENCE

HEU is providing Samsung tablets to any Equity Conference participant who requests it, in order to increase accessibility to this online event.

You may keep the tablet after the conference, there is no need to return it.

BEFORE YOU BEGIN, YOU NEED

1. Access to Wi-Fi
2. A Google account
 - If you already have a Gmail address, use that as your Google account login. If you don't have Gmail, create a Google account at <https://www.google.com/account/about/> – and choose “create an account.”

STEP 1: CHARGE THE TABLET

The tablet comes with a charging cable and a USB charging block.

Fully charge it before use. This takes about four hours.

STEP 2: SET UP THE TABLET

Before you can use the tablet, you need to go through a setup process.

1. Turn the tablet on. The power button is on the upper-right side of the tablet.
2. Follow the instructions on the screen.

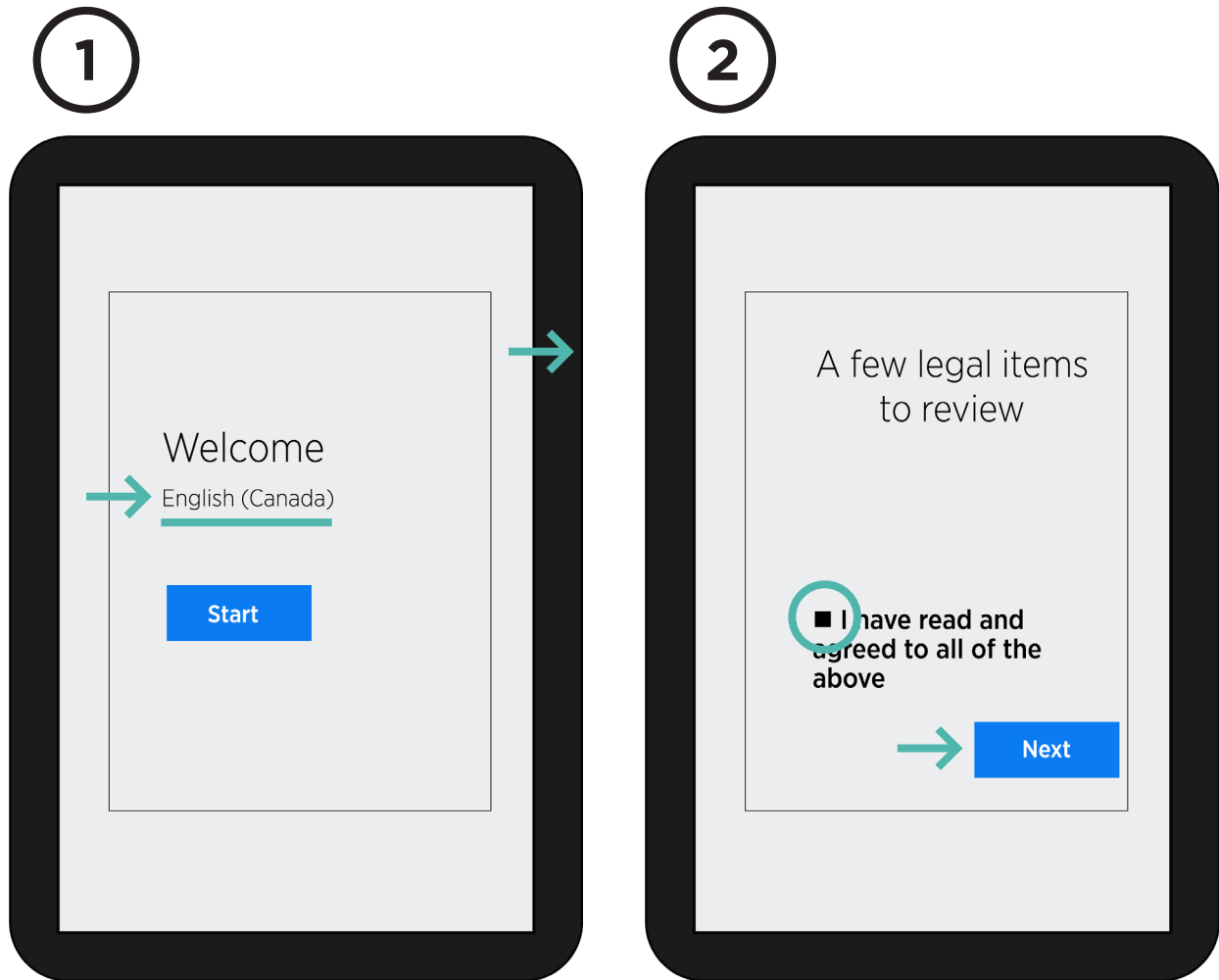
WATCH A VIDEO SHOWING THE SETUP STEPS

Hold your phone camera over this QR code to link to the video.

Or you can watch the video with this link: tinyurl.com/y5ya7sje



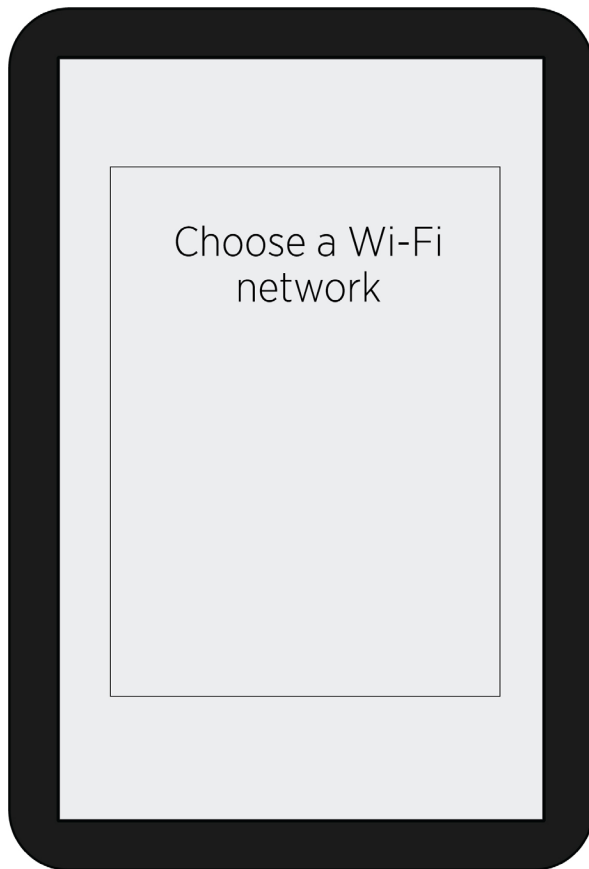
YOU WILL SEE THE FOLLOWING SCREENS DURING SETUP



Here you choose the language you prefer to use. After you choose your language, press and hold the volume down button which is the bottom part of the large button on the right side. Hold for 3 seconds until it says “unlock”. Then click start.

You must check the boxes to show you agree to the terms and conditions. You may need to scroll down a little to find the “Next” button.

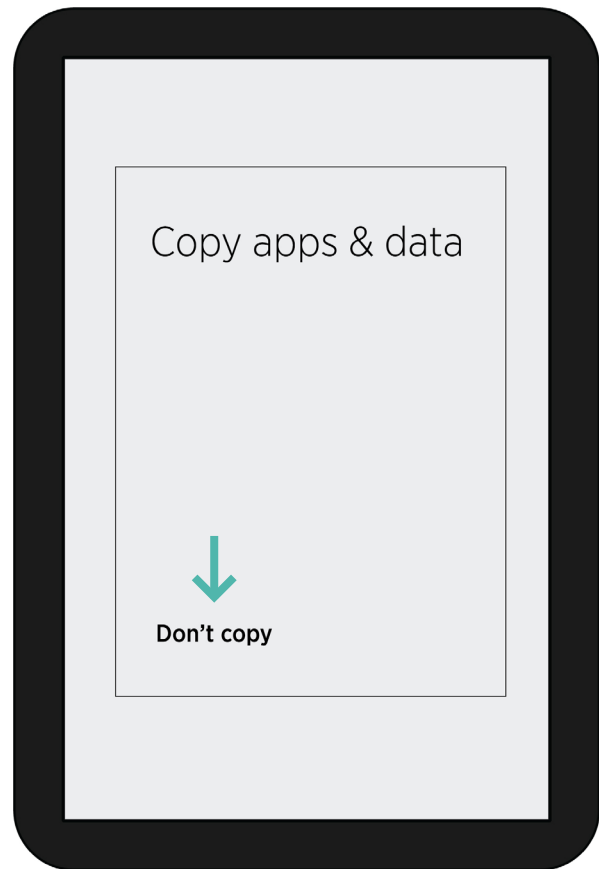
3



Log in to your Wi-Fi network here. You will need your password.

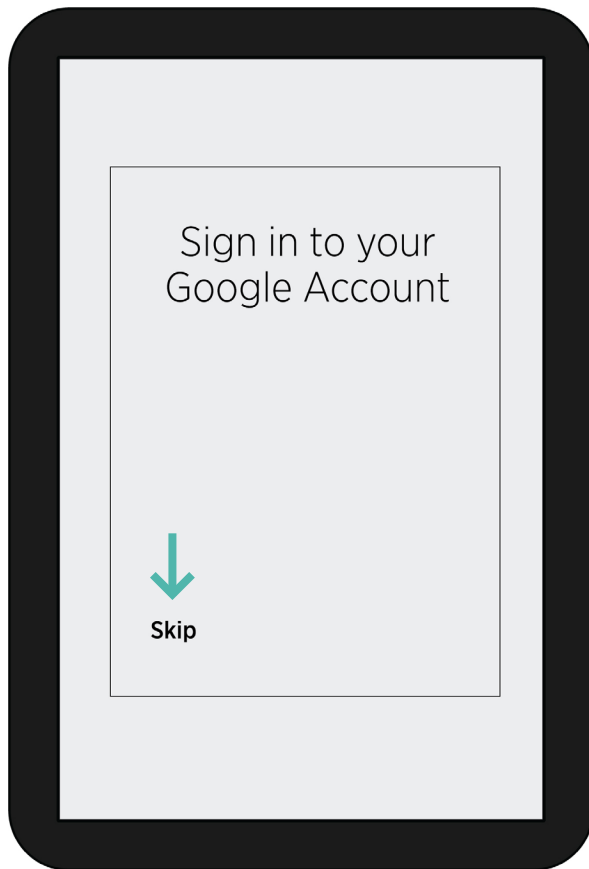
The tablet may take a few minutes to update and get ready, please be patient if you see a circle as it is working to start up.

4



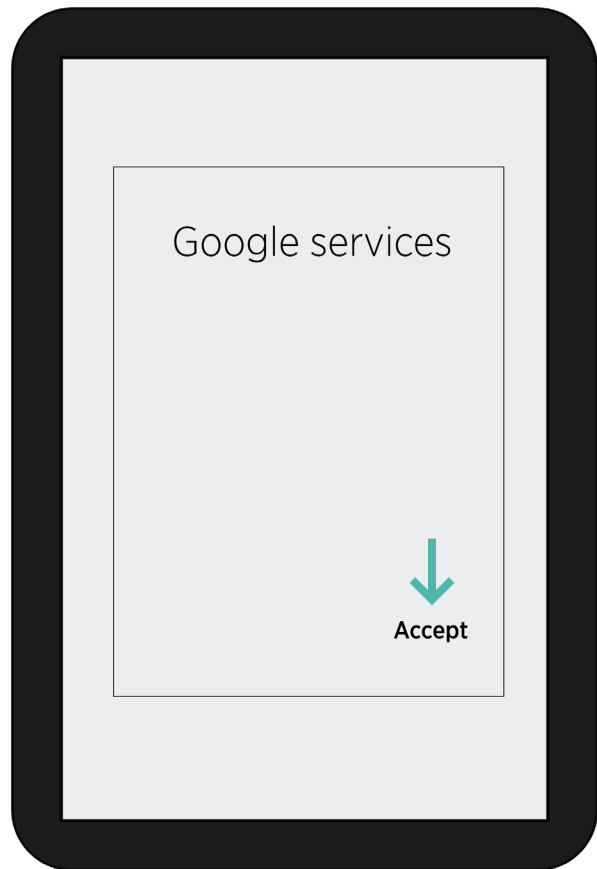
We recommend you do NOT "copy apps and data". To skip this step, choose "Don't copy" on the bottom left.

5



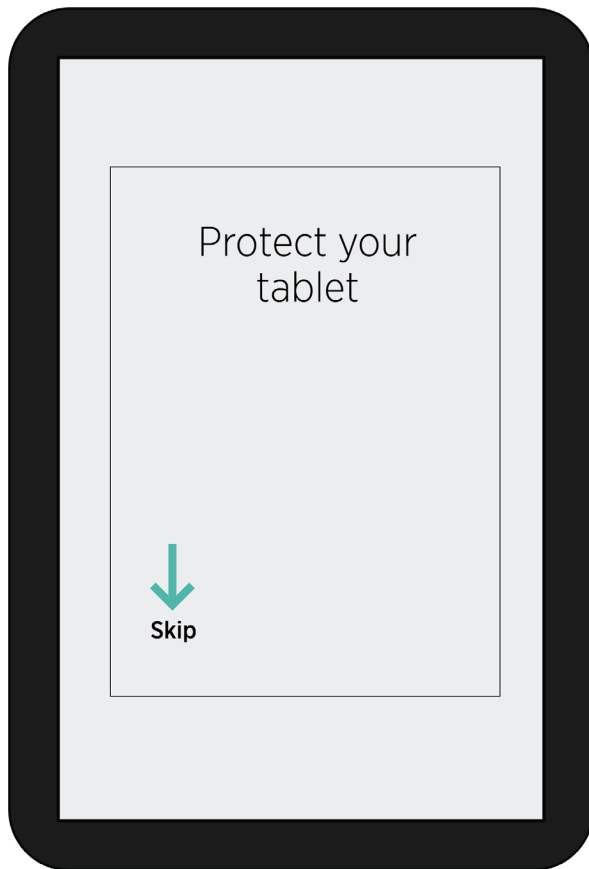
You can skip this for now, or you can sign in if you know your Google account information. Your choice.

6



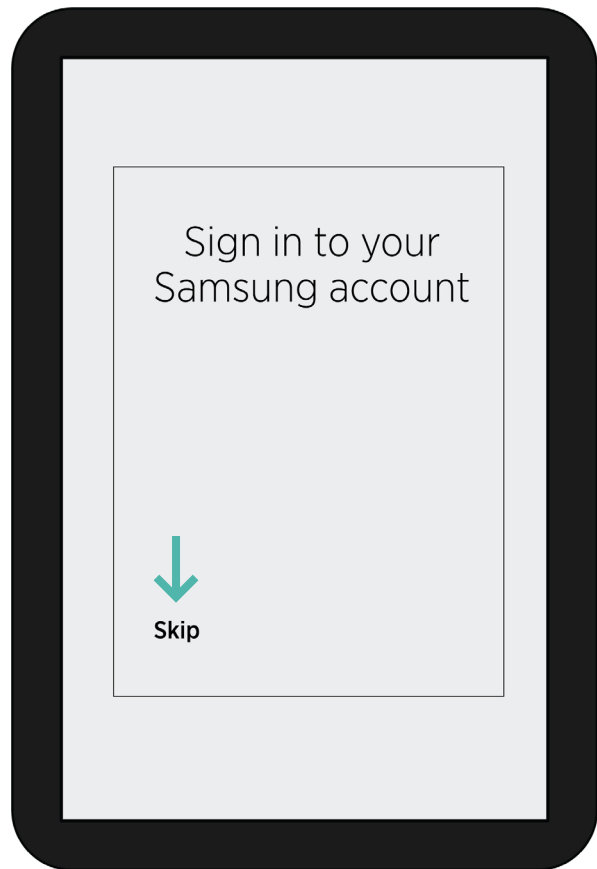
Go ahead and accept this. You can deselect services, if you wish.

7



You can enter a password or you can skip this step for now. You can always create a password later.

8



You do NOT need to sign in or create a Samsung account. Skip this step.

Once you have gone through the setup steps, and are connected to Wi-Fi, tap the FINISH button. Your tablet is now ready to use.

The “Home” button is the rounded square at the centre-bottom of your screen.

The next step is to customize your settings.

STEP 3: CUSTOMIZE YOUR SETTINGS

To find “Settings”, swipe up from the bottom of the screen. Your “Settings” icon looks like this:



HERE ARE SOME SETTINGS YOU MAY FIND USEFUL

Connections

Turn Bluetooth on to connect headphones or speakers.

Sounds

- Volume settings and mute.
- Notification sounds.
- Volume can also be controlled with a button on the right-side of the tablet, below the power button.

Display

- Change screen brightness.
 - If you want to keep your screen the same brightness at all times, turn off “Adaptive Brightness”.
- Screen time out (how long before the screen goes to sleep).
- Font size and style.
- Dark or light mode.

Home Screen

- Choose “add new apps to Home screen” to make sure that new apps you download are visible on your home screen.
- If you have already downloaded apps that are not showing on your “Home” screen, follow these steps:
 - Swipe up on the screen to see all apps.
 - Touch the app you want to make visible.
 - Choose “add to Home screen”.
 - Drag it to the location you want.

General Management

- In this section, go to “Date and Time” to make sure your tablet is set to “Pacific Daylight Time”.

STEP 4: FIND THE CHROME APP

To take part in the conference, you need two apps:

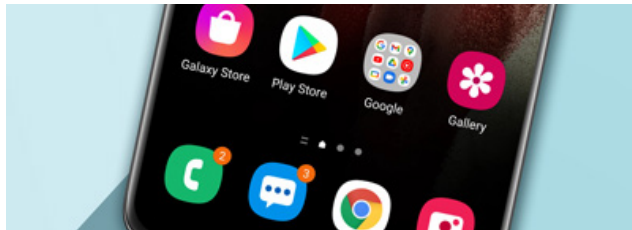
1. Chrome browser
2. Zoom

CHROME BROWSER APP

Chrome is already installed on the tablet.
The Chrome icon looks like this:



If you can't see it, it may be inside an app called Google, which contains Chrome along with other Google Apps such as Maps, Gmail and Drive.



Open the Google app. Touch and hold the Chrome icon, and then drag it out onto your home screen.

STEP 5: DOWNLOAD THE ZOOM APP

You will need to download Zoom from the Play Store.

Play Store requires you to log in with your Google account. See page 1 of these instructions for how to create a Google account.

Once you download Zoom, you can log into it using your Zoom account.

If you don't have a Zoom account, we suggest you create one, and add a profile picture and screen name. But you will be able to use Zoom without creating an account, if you wish.

USING HEADPHONES OR EARBUDS

You will need to use your own headphones or earbuds.

- If you are using plug-in headphones, you will need a set with a USB-C connection or a 3.5 mm jack. Apple earbuds with Lightning connector will not work.
- Headphone ports are on the bottom of the tablet.
- You can connect Bluetooth headphones or speakers by going to “Settings”, and choose “Connections”.

CHECK LIST

- Wi-Fi working?
- Sound working?
- Chrome installed?
- Zoom app downloaded and installed?
- Device fully charged?

YOU'RE READY FOR THE EQUITY CONFERENCE!

If you need any support with your tablet during the conference, please call 1 (800) 494-5123
Someone will be available to assist you anytime between 8:00 a.m. to 5:00 p.m. PST

