HP Guide

On the HP tablet you will find the following:

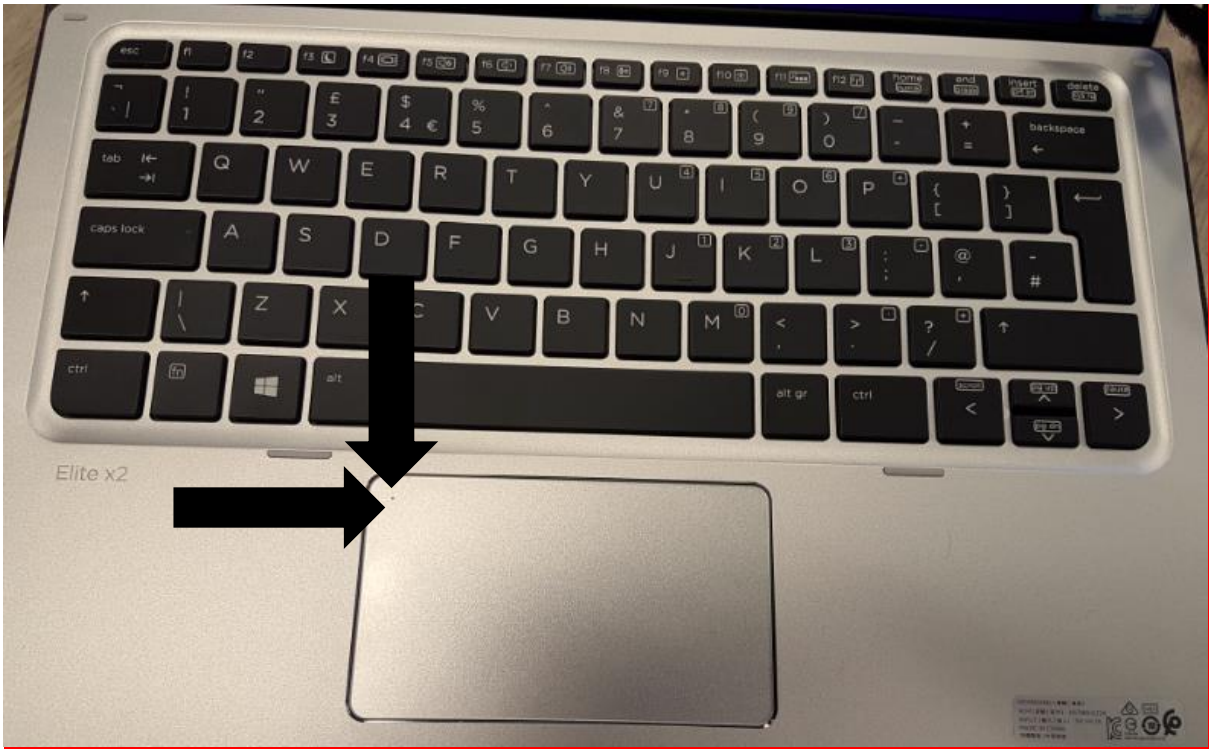
- Power on/off button – Depending on how you look at the tablet it can be found on the left handside or the top of the tablet.

- Charging port - Depending on how you look at the tablet it can be found on the right handside or the bottom of the tablet.

- USB port – This can be found next to the charging port.

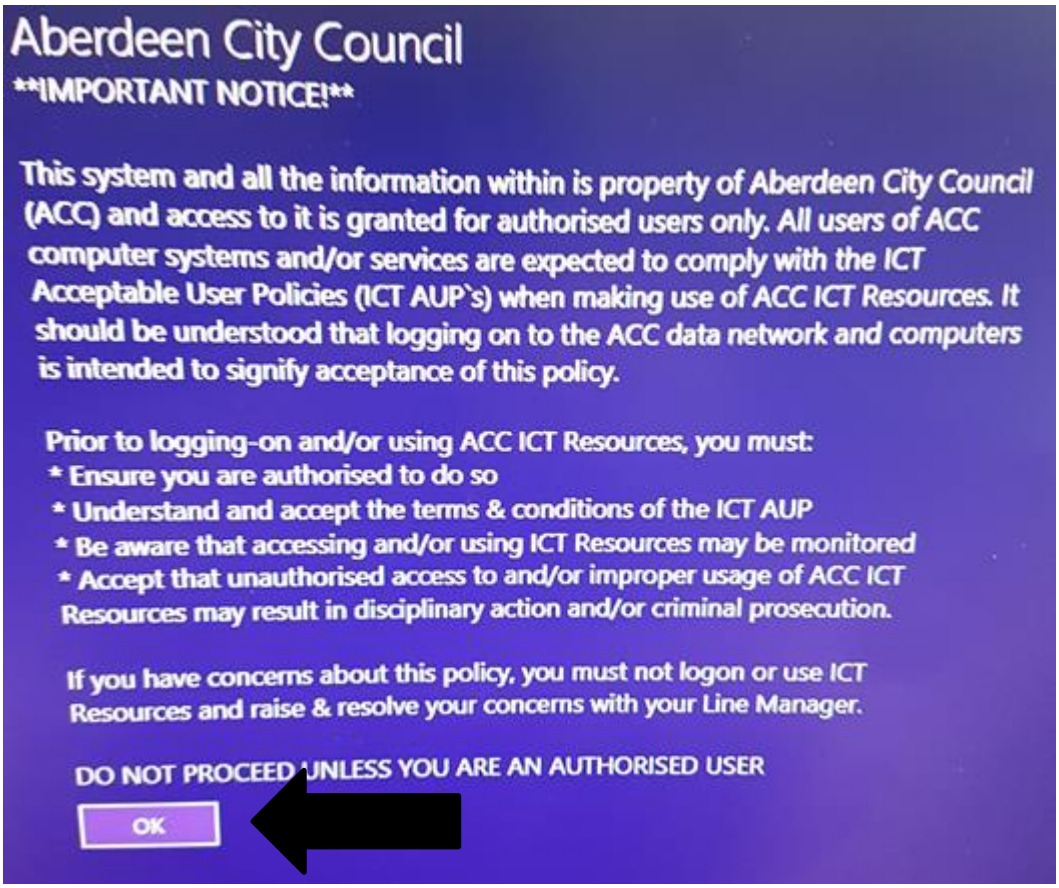
- Tablet stand - There is a stand available for the tablet this can be found on the back of the tablet and can be pulled out by lifting it from the bottom.

- Keyboard attachment – There is a keyboard attachment for your tablet. If the tracker pad does not work check to see if red light is on. If the red light is on the tracker pad and keyboard will **NOT** work. To get the tracker pad to work – double click the pad until the red light goes off. The pad and keyboard should now work.



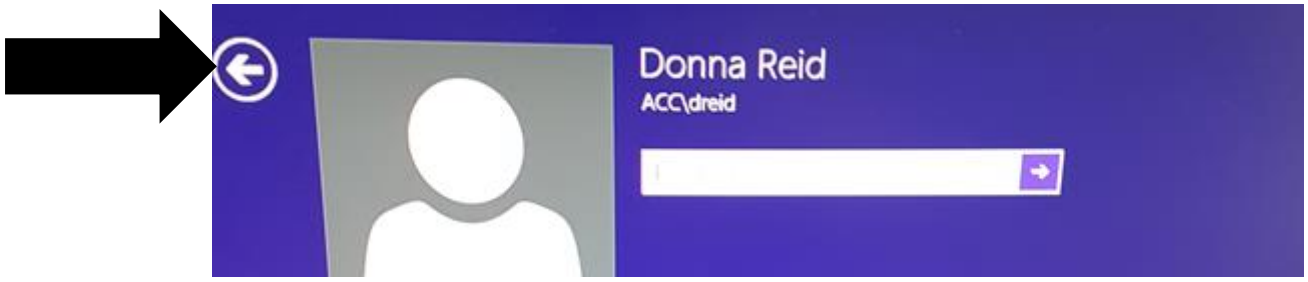
Logging into tablet –

- When you switch on your tablet you will get the following screen – click ok.

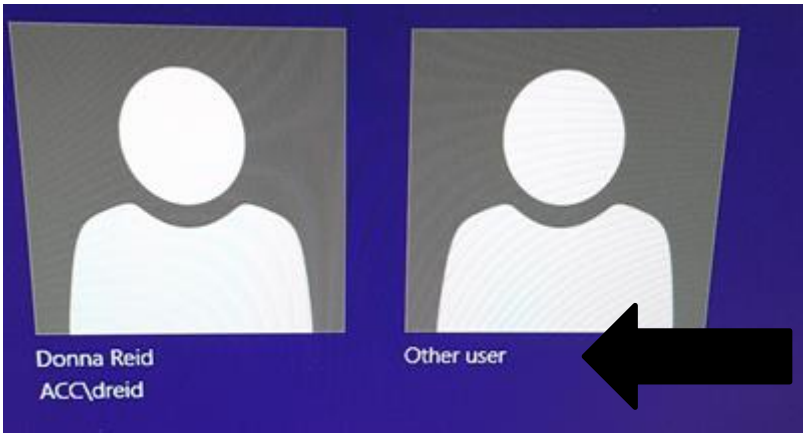


- You will then get the following screen. Press any key on the keyboard.

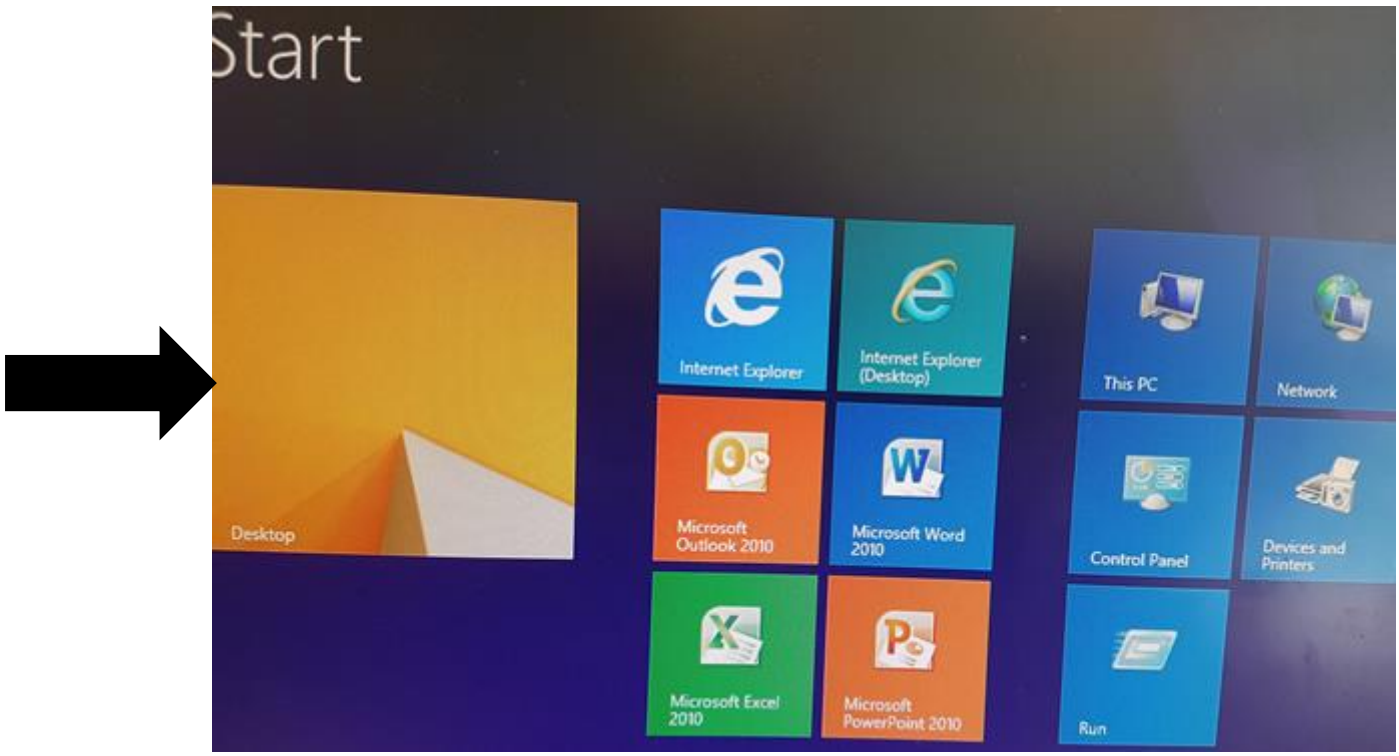
- You may get the following screen with someone else's name in the box. If you do then click the back arrow.



- Select **other user.**

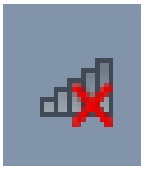


- You will then get the tile screen. You can click on Desktop tile. This will give you access to your desktop icons.



Connecting to WIFI outside council premises.

- Once you have logged on to your laptop, locate the wireless manager in the bottom right of the screen. Assuming you are not connected to any other Wi-Fi network, it should look like this:

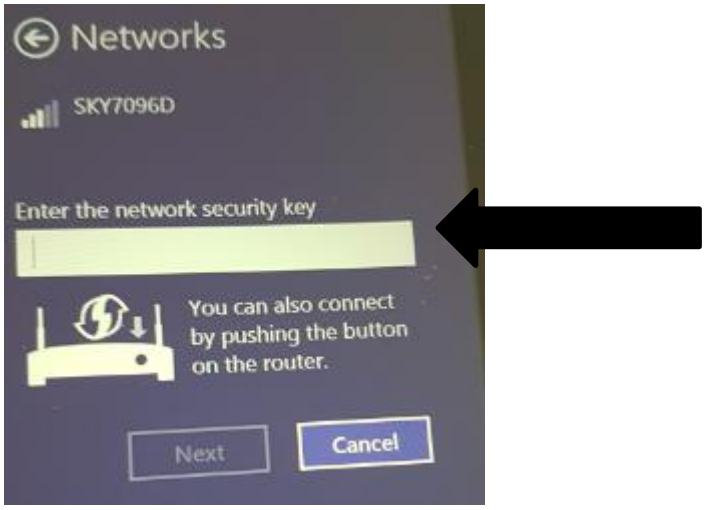


- Click once on the icon and the following box should appear and show you the Wi-Fi networks available to you:

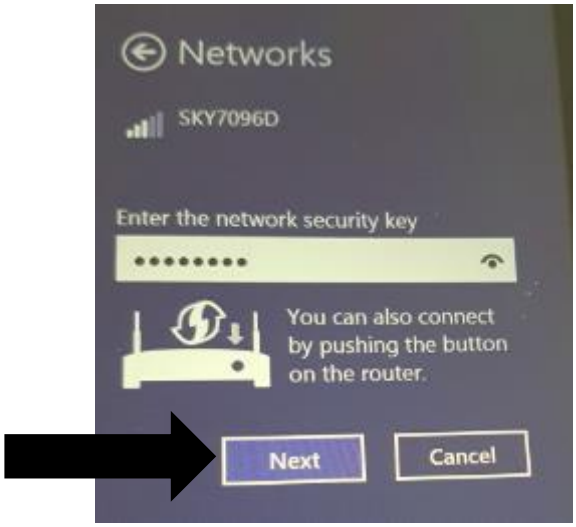
- Locate your Wi-Fi network name on the list (this will vary depending on router). If you are unsure, most suppliers' routers (sky/bt etc.) come with a card with the name and the security key (SSID).

- Click the network you want to connect to, then click connect.

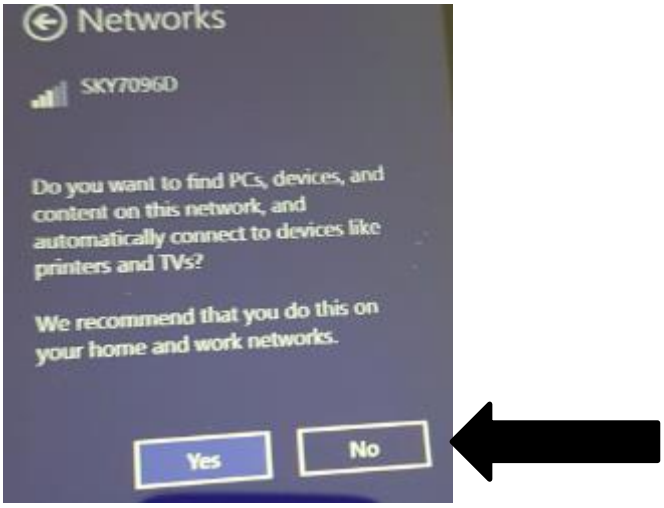
- The following box should appear asking for the SSID (Network Security Key), enter it here - this can usually be found on a card or the rear of an IPS supplied router:



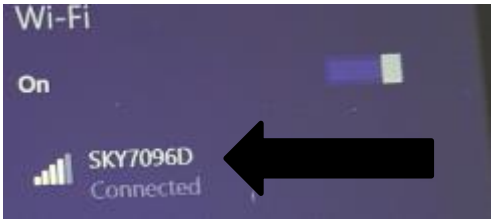
- Once you have entered the security key click **next.**



- The following screen will appear - Select No



- You are now connected to your chosen Wi-Fi network:



- Once connected, the connection icon in the bottom right of the screen should look similar to this:

- To connect to the council network when working from public Wi-Fi space e.g. hotels/train/bus etc. you will need to click the **ACC Remote Access** icon on your desktop. This will allow you to sign in to a public Wi-Fi point as all have a page that you need to accept their terms.

- Double click on "**ACC Remote Access**" shortcut on your desktop:

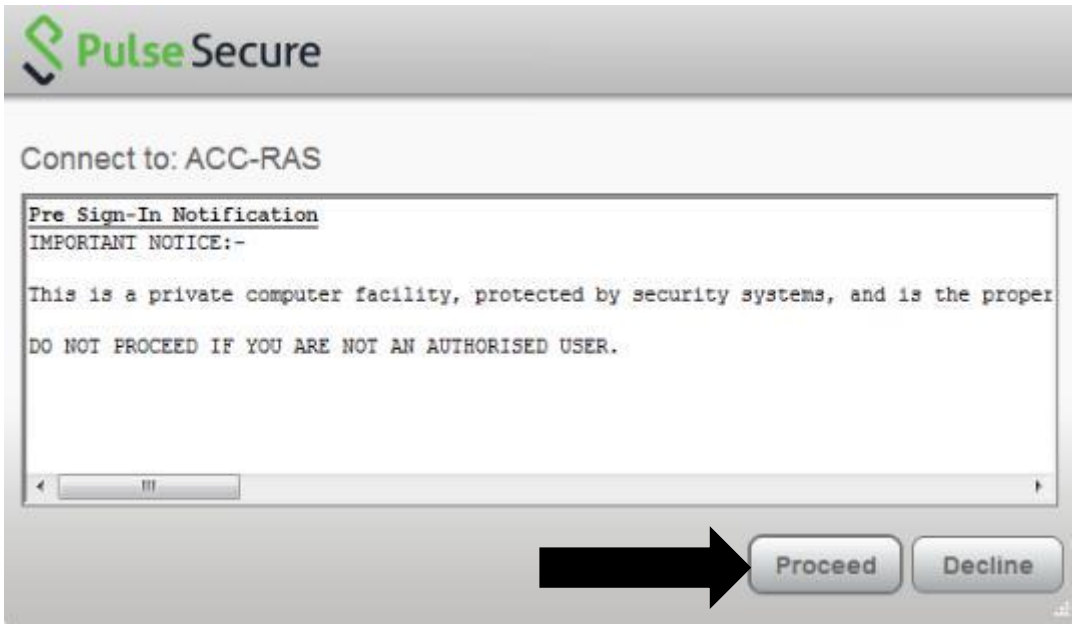
Pulse Secure Connection - Connecting to Pulse Secure - This provides a secure network connection to ACC corporate network.

- You can now make your Pulse Secure Connection.

- Double click on the following symbol in the bottom right of your screen beside the date/time:

- The following box will open, click Connect.

- The following box will open, click Proceed.



- Enter your Username and Password (the username and password you use to log on everyday)

- Click Connect

- Once connected you will see the following:
- To disconnect when you're finished, click Disconnect.

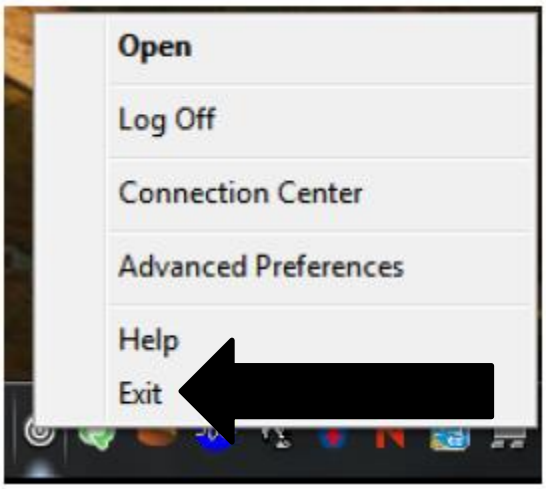
Access to network drives

- For your network drive access (B drive) you will need to run the 'Map Drives' icon on your desktop (shown below).

- If you are working remotely using YourDesktop and YourDesktop doesn’t connect after you have made your secure connection with Pulse Secure, you can do the following to resolve the issue:

- Right Click on the Citrix Receiver in the bottom right of the screen.

- When you right click you will get the following:
- Click Exit.

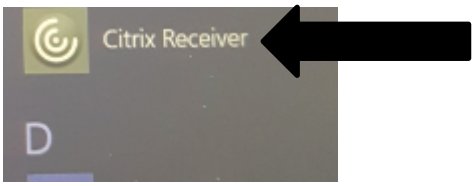


- Once the Citrix Receiver has closed (the icon disappears)

- Click on the Start Menu

- Click on the down arrow icon

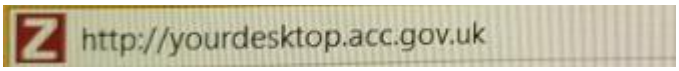
- Click on the Citrix Receiver as shown on the menu below



- The Citrix Receiver should now connect.

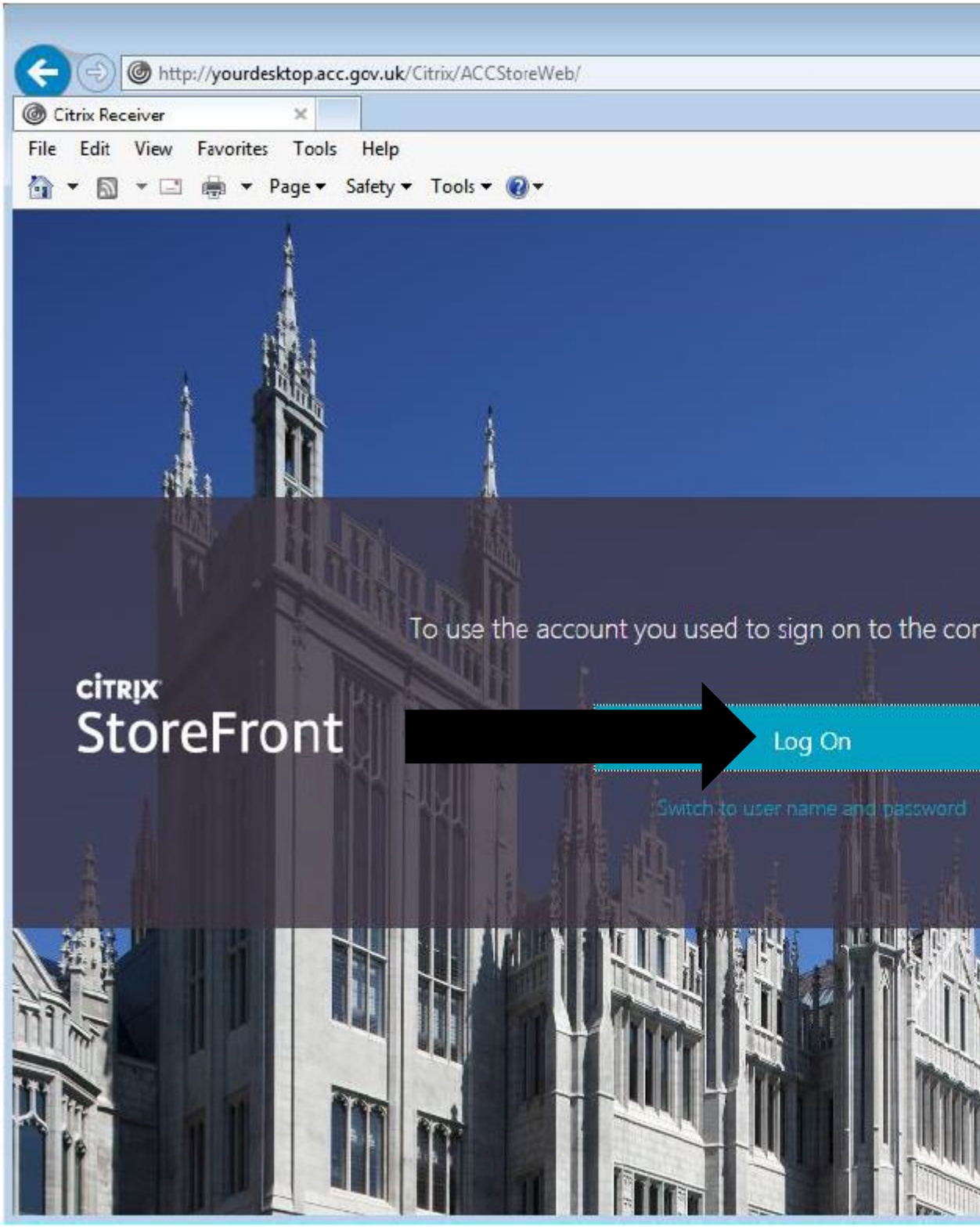
- If it still doesn't connect
- Open internet explorer

- Enter the following url: http://yourdesktop.acc.gov.uk



- The following page will load (assuming you have made your pulse secure connection.

- Click Log On and follow the on screen instructions.

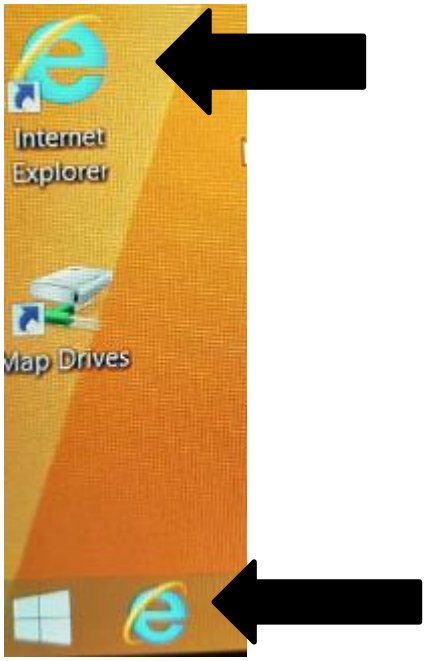

http://yourdesktop.acc.gov.uk/Citrix/ACCStoreWeb/
Citrix Receiver
File Edit View Favorites Tools Help
Page Safety Tools
To use the account you used to sign on to the cor
CITRIX
StoreFront
Log On
Switch to user name and password

Accessing emails on HP Tablet

- When you have logged into your tablet and have your desktop icons displayed you can click on the Microsoft Outlook 2010 icon.
- This will open up to your Outlook mailbox.

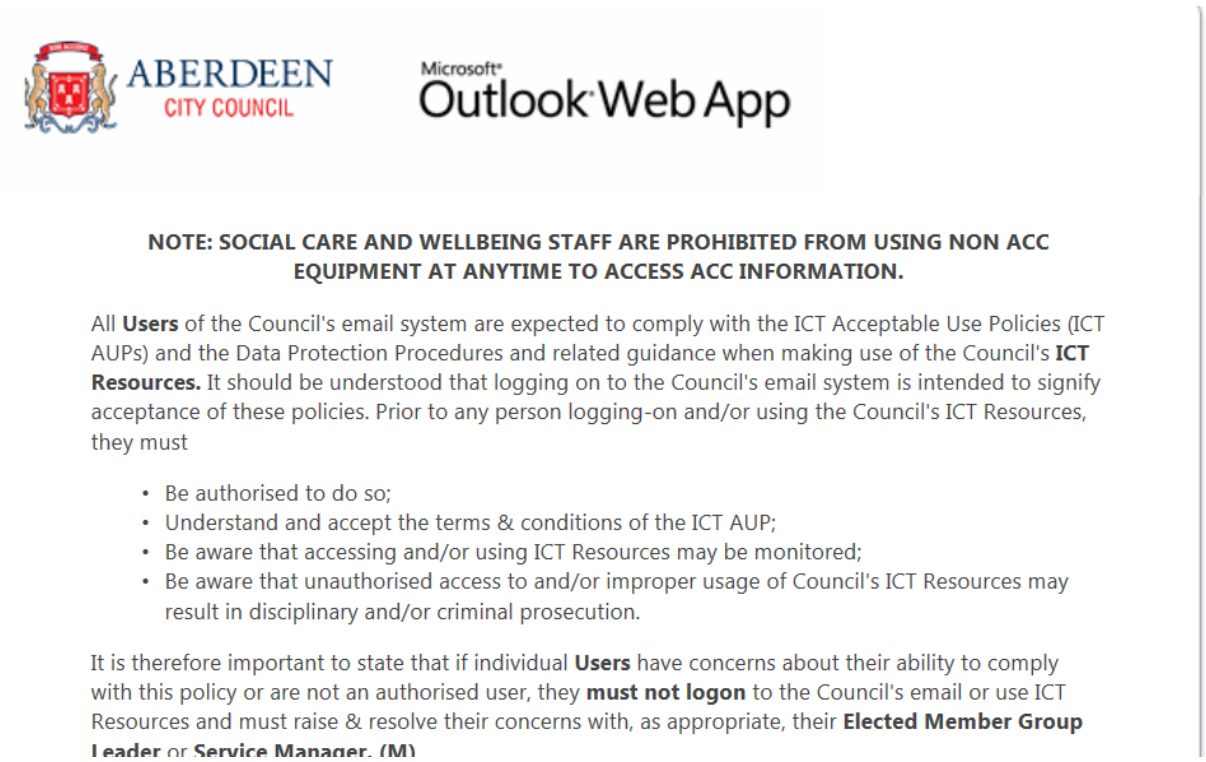
- You can access your Outlook mailbox also via webmail. To do this just follow these steps:

- Open up Internet Explorer by clicking the icon on desktop or bottom left of screen. You should connect to The Zone.

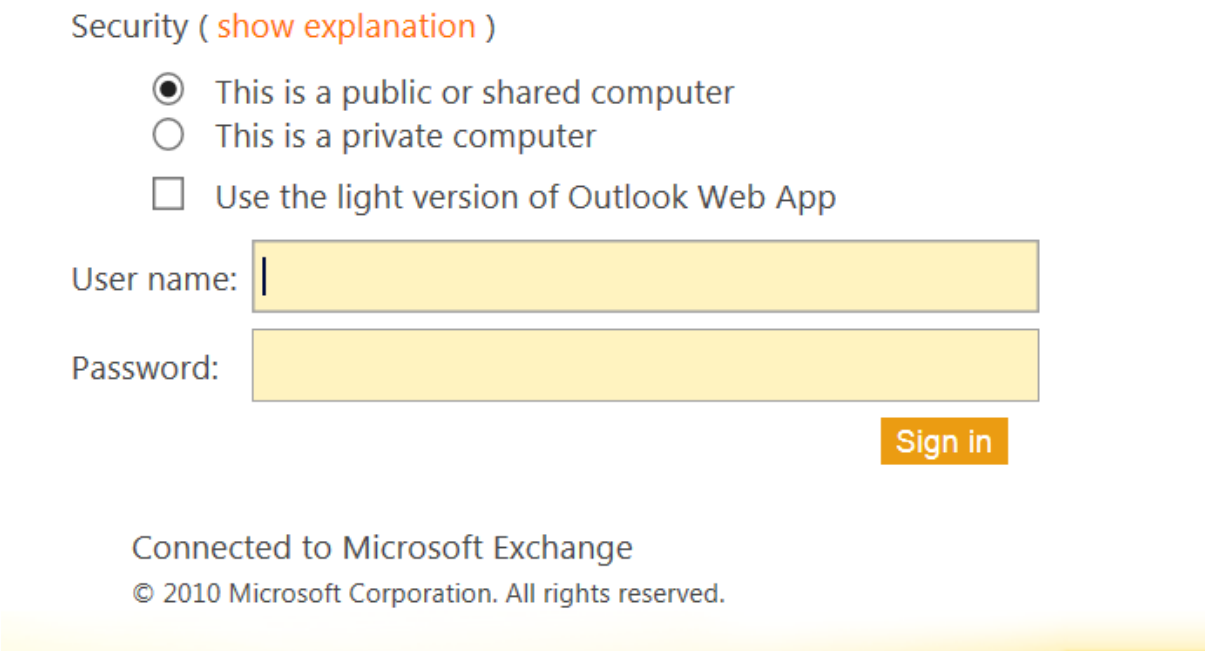


- This will then bring up The Zone. From here you can click on Outlook tab.

- Once you click on the Outlook tab the following page will appear .



- You should enter your user name and password



- You can now log in with your user name and password.