

# ***Mercy Tablet Instructions***

## What you should receive

1. Box with your tablet and accessories
  - a. Main battery
  - b. Power supply
  - c. Pen and tether
2. Box with your external multi-bay and cords.
3. Box with your HP DVD/CD RW (fits into multi-bay)
4. Box with your ultra-slim extended battery.
5. Box with your Microsoft Office 2007 software. Office 2007 is pre-loaded on your tablet, you will only have to enter the license key from the software case the first time you launch one of the Office applications. Your Office 2007 license allows you to load the software on 2 other computers in your household.

## Operating System

Your tablet ships with a Windows Vista license. Your tablet ships loaded with Windows XP. You will be able to upgrade to Vista free of charge if and when Mercy High School decides to switch it's supported Windows operating system or when you graduate or leave Mercy. Your tablet also ships with McAfee Enterprise Anti-virus. This software will protect your computer from many viruses malicious attacks. It will update itself once you connect to the Internet.

## Start up and Logging On

The first time you turn your tablet on you will see the following screens:

1. Windows XP Welcome, click next
2. Dates and Currency, leave the default settings and click next
3. Time Zone, (Eastern time, US/Canada) leave the default settings and click next.
4. End User License Agreement, Select "I Agree" and click next.
5. Computer Name, change your computer name to 2710p-(Last name, First Initial). For example if your name is Jane Doe, change your computer name to 2710p-DOEJ, then click next.
6. Administrator Password, change the Administrator password to "mercy" and click next.
7. Register Windows screen, if you are connected to the internet you can complete this screen or you can just click on Skip.
8. Click Finish and you new tablet will reboot.

You now will create your own account on the tablet:

- Once your tablet reboots you will be presented with the Novell client login
- Check the **Workstation only** box on the Novell Client.
- Login using the user name of "Administrator" and the password of "mercy".
- Once logged in go the Control Panel, then to User Accounts, Create User Account
- Create a user that consists of your last name and first initial, so for example if your name is Jane Doe, your user name will be **doej**
- Give yourself a password of "mercy", you will be prompted to change this the first time you log into the network at school. (**When you come to school and login make sure the Workstation Only box is always unchecked**)
- We also recommend that you change the password to the Administrator account for security purposes. Make sure you remember what you change it to by writing it down in a secure place.

## Wireless Settings

Follow these steps to configure your tablet for the Mercy wireless network, **before you bring it to school:**

- After completing the process in the Logging On section, make sure you have an internet connection and go to this URL: **<http://websites.mhsmi.org/wireless>**
- Click on the link to download the wireless configuration files
- When the download has completed double click the mhsw.exe file.
- The proper files will be extracted and the Mercy wireless configuration will then be installed.
- Your tablet is now ready for school use. You can delete the mhsw.exe file when you are finished.

If you have any problems completing these tasks please call or email Mr. Bank at 248-893-3522, [gtbank@mhsmi.org](mailto:gtbank@mhsmi.org) or Mr. James at 248-893-3590, [tfjames@mhsmi.org](mailto:tfjames@mhsmi.org)