

# Computer Know How Series

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**Setting up new devices** – Thursday March 12<sup>th</sup> 2020 @ 2pm

<http://www.aehost.net/morpd> or <http://www.morpd.com>

- 1) Basic needs to prep for new devices.
  - a. Account credentials for any online services.
  - b. Internet connection and Ethernet Cable or Wi-Fi SSID (Network Name) and Key (Network Password).
  - c. Basic knowledge of computer or device usage.
- 2) Computer, Smartphone or Tablet.
  - a. Basic setup is similar on all devices. All manufactures or brands (including but not limited to).
    - i. Dell, HP, Lenovo, Google, Microsoft, Apple, Acer, Samsung, LG, etc.
  - b. Initial Setup.
    - i. Physically unpack, setup and connect devices.
      1. Not much documentation is provided but most manufactures provide a QuickStart Setup Guide to aid in general setup steps.
      2. Devices with a battery should be charged for 6-8 hours before usage on battery.
    - ii. Complete Out of Box Setup Wizard.
      1. Various questions and steps prompted after initial boot of the device.
      2. Create or Sign in to Microsoft Account, Apple iCloud, Google Account (current or new).
        - a. Preferably use your current email and not a new one to ease confusion.
    - iii. Install applications (sourced from CD, DVD, Internet).
      1. Most software can and should be downloaded to get the latest version available.
      2. Hardware devices including printers and scanners.
    - iv. Transfer data from existing system (optional).
      1. By USB device, network connection, Cloud Account/Service or other means.
    - v. Personalize settings as needed.
      1. Display, mouse/trackpad, storage locations, background and other configuration.
  - 3) Recommendations
    - a. Use an account to authenticate usage of the device (Username and Password/PIN/Passcode/Biometric).
    - b. Record Device Identification information for record (In case it's lost or stolen at later date).
      - i. Commonly found on physical device or Settings App.
        1. Manufacture, Model, Serial Number, Copy of Receipt, etc.
    - c. Protect your device (each device has its own needs)
      - i. Battery Backup.
      - ii. Data Backup (local and/or cloud)
      - iii. Screen protector and/or case.
      - iv. Warranty (The standard warranty is normally sufficient for hardware failures).
    - d. Physically and digitally maintain your device to protect it.
    - e. Review User Guide Tips App to learn about device functionality
    - f. Don't be afraid, take classes, experiment and ask questions.