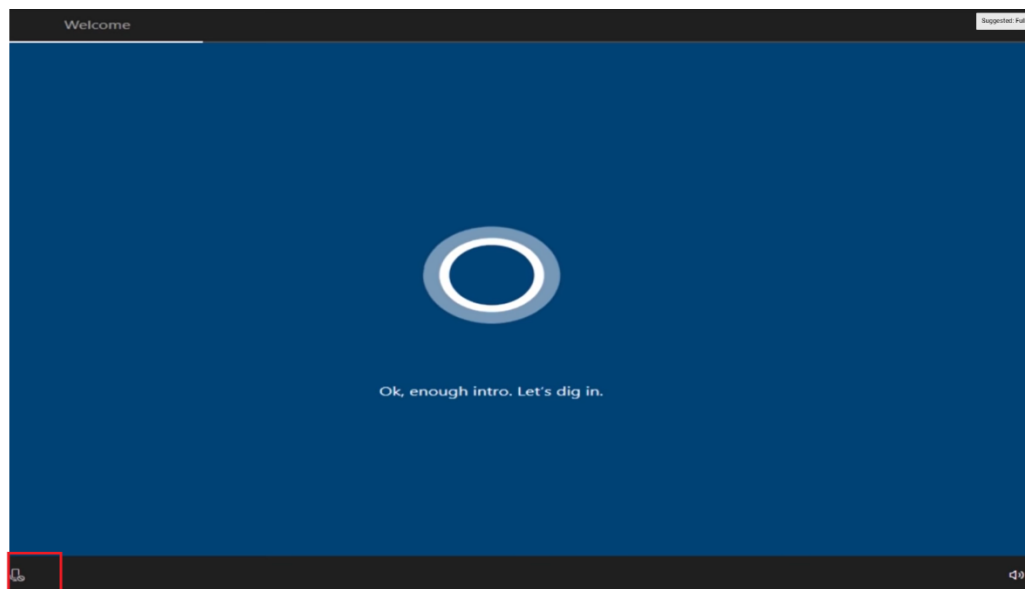## THINGS YOU NEED

- Your wifi password

- Your Wintec username/email and password

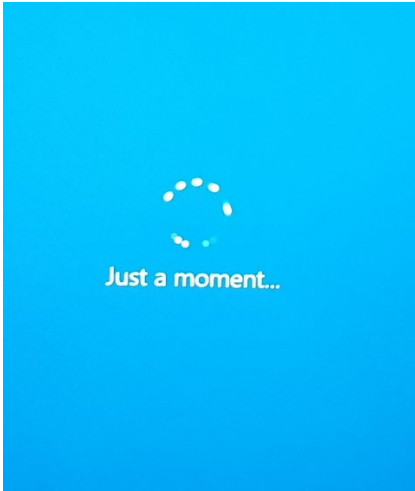- Laptop AC Adapter

SETUP YOUR DEVICE

1. Plug the AC adapter directly into a functioning wall outlet.

2. Verify the LED on the AC adapter is illuminated when plugged into an AC wall outlet.

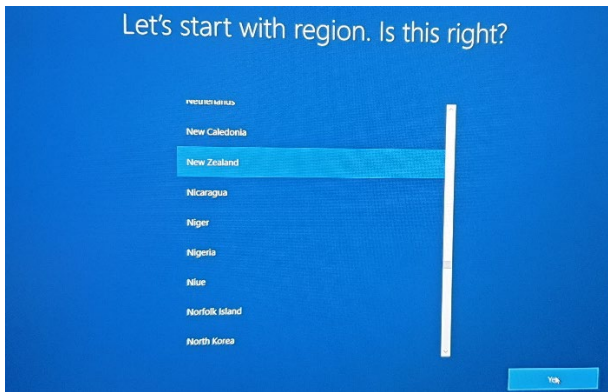   *NOTE: Some AC power adapters do not have an LED.*

3. Connect the other end of the AC adapter to the computer.

4. Please turn on the device

5. The personal digital assistant Cortana guides you through the process of setting up Windows 10. To adjust Cortana's volume, use the volume control icon ◀)) at the bottom right corner of the screen. To disable voice control and mute Cortana, click the microphone icon 🎤 at the bottom of the screen.
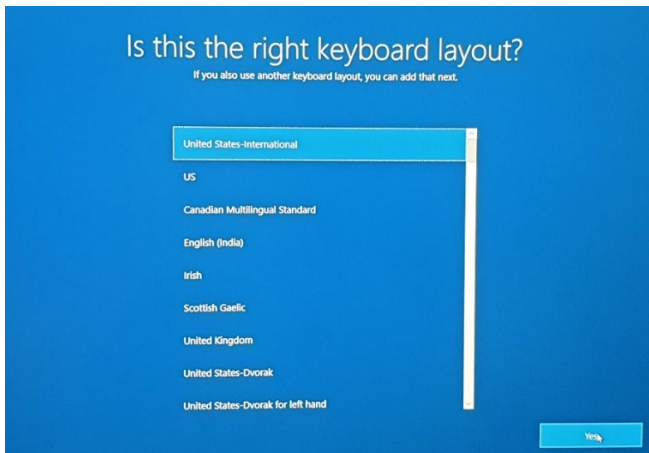
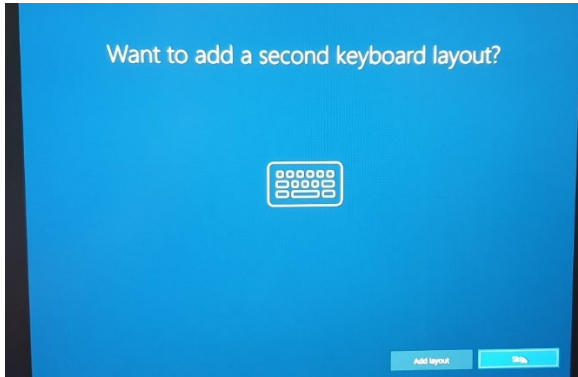6. After the Just a moment screen, the **Let's start with region. Is this correct?** screen displays.

Please Select New Zealand from the list, and then click **Yes**.
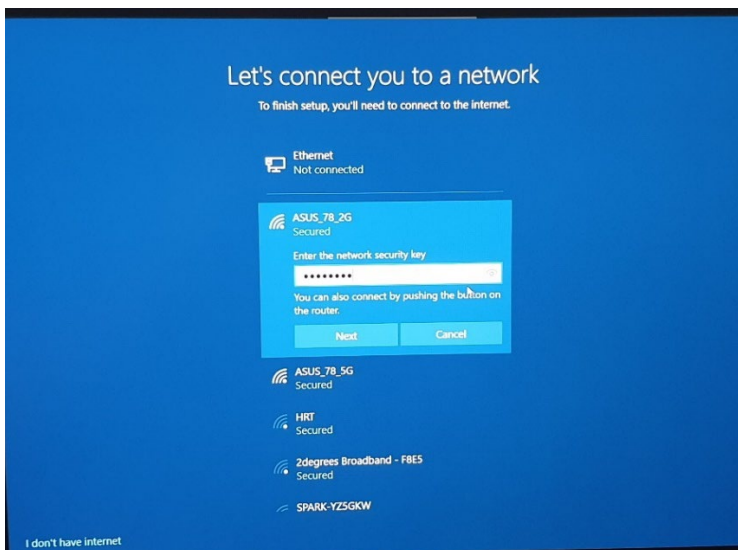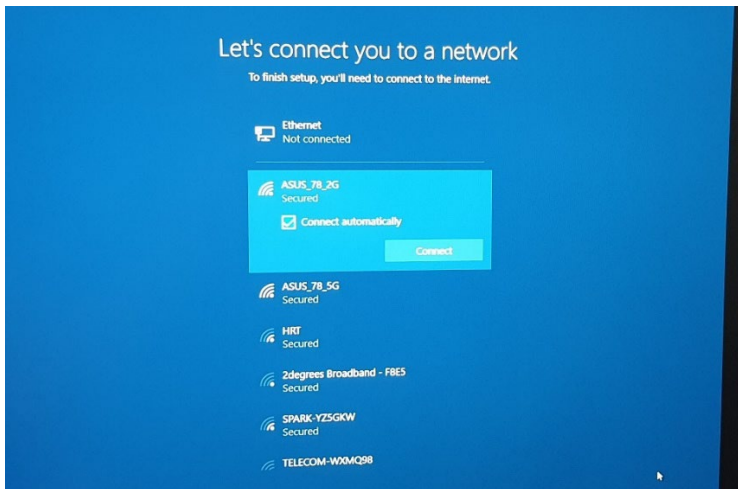

7. The **Is this the right keyboard layout?** screen displays. Select the desired keyboard layout, and then click **Yes**.
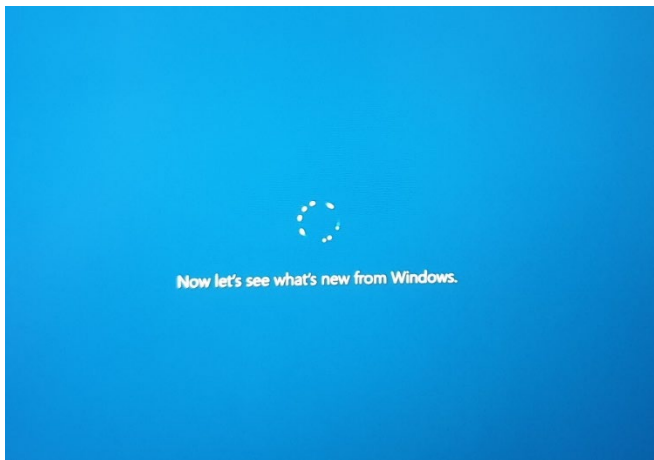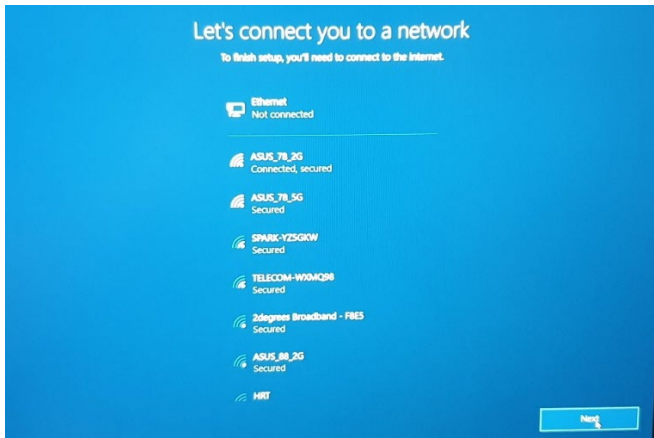
8. On the **Do you want to add a second keyboard layout?** screen, you can either follow the instructions for adding another keyboard layout or click **Skip**.
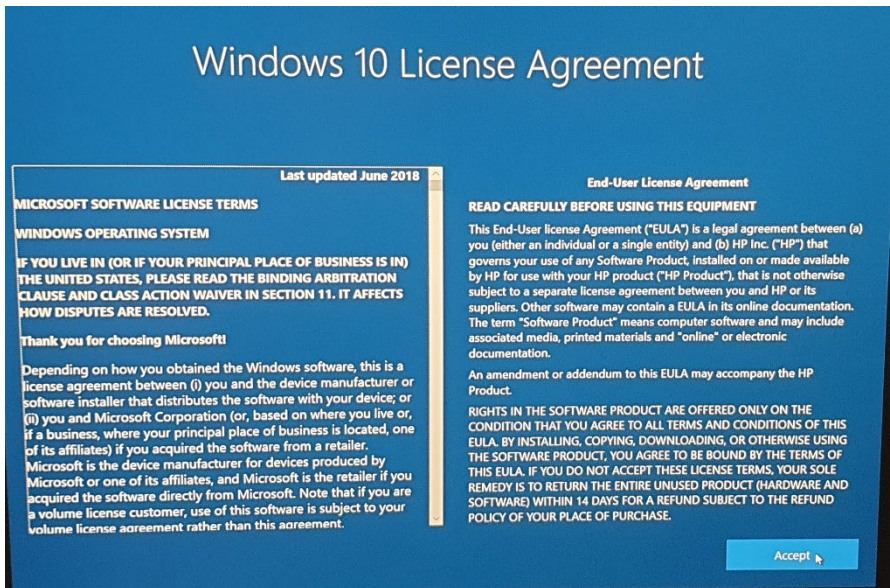

9. On the **Let's connect you to a network** screen, select from the available networks, type in your user name and password if necessary, and then click **Connect**.
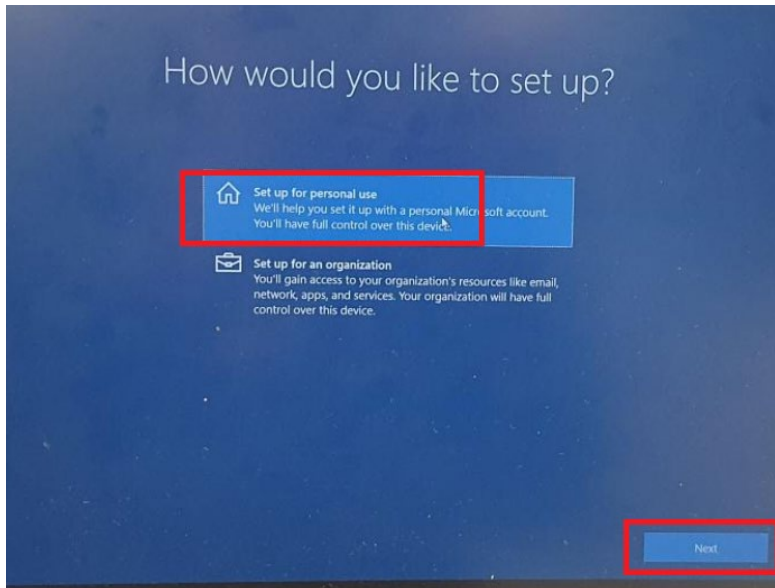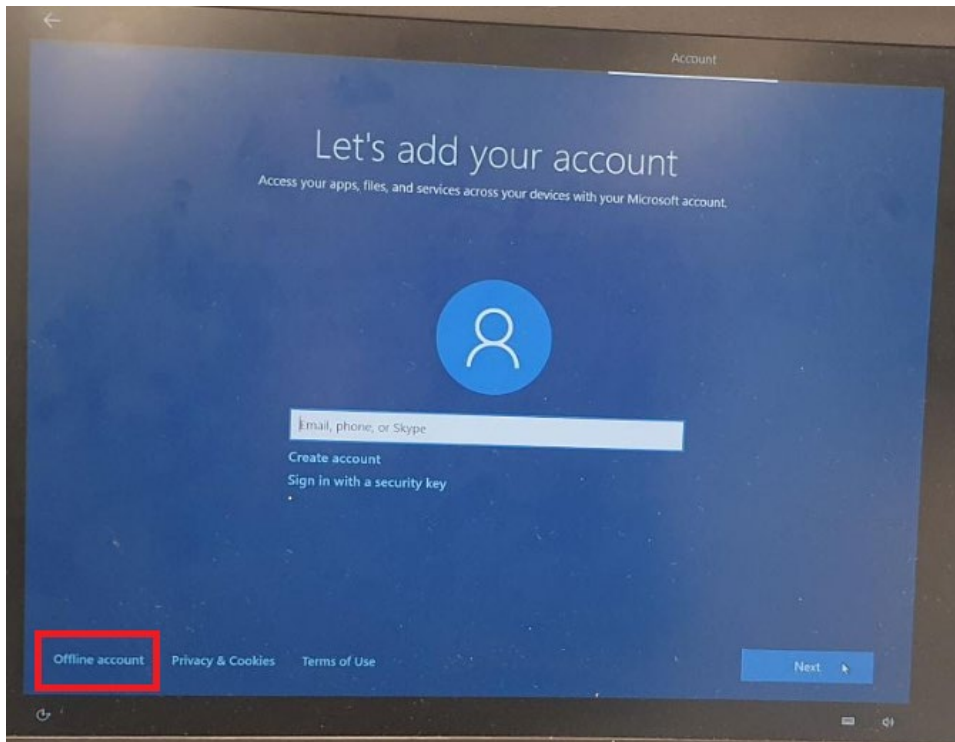
10. After a few introductory setup screens that require no action, the **Windows 10 License Agreement** screen displays. After reading the license agreement, to proceed, click **Accept** to continue.
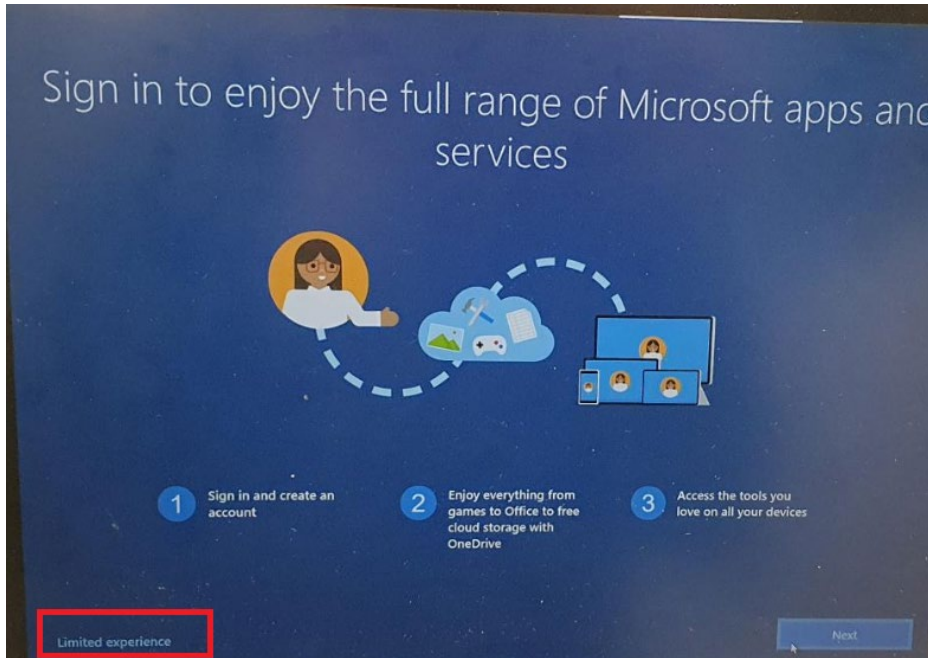
11. After the license agreement, **How would you like to setup** screen display. Please select **Setup for personal Use -> Click Next.**
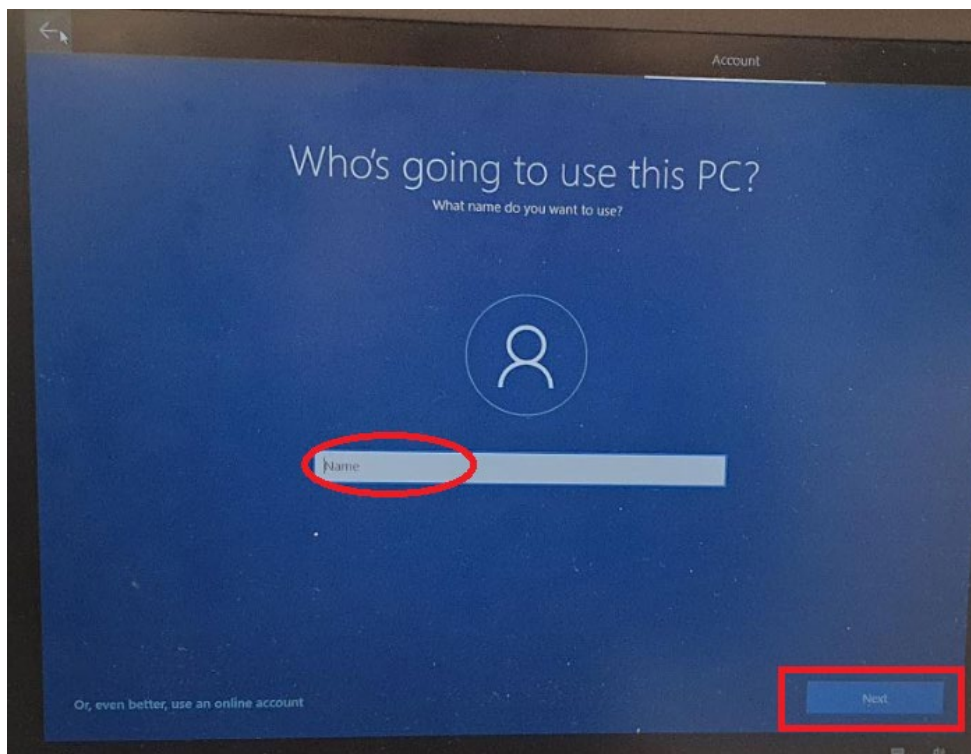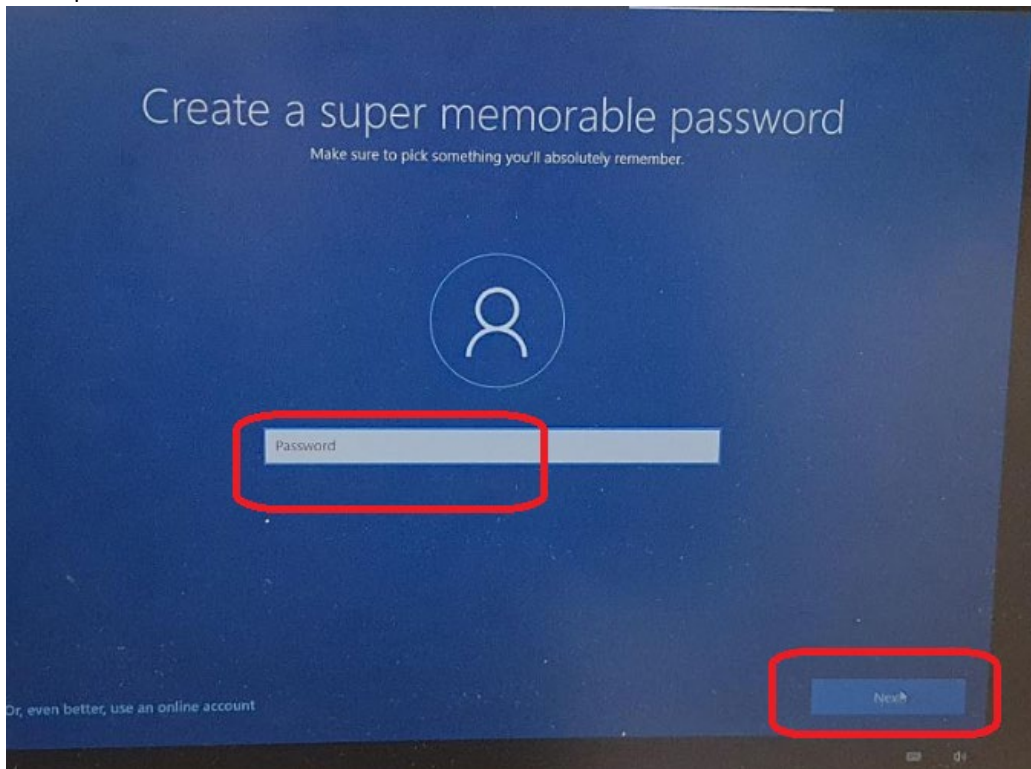

12. At this screen click Offline account
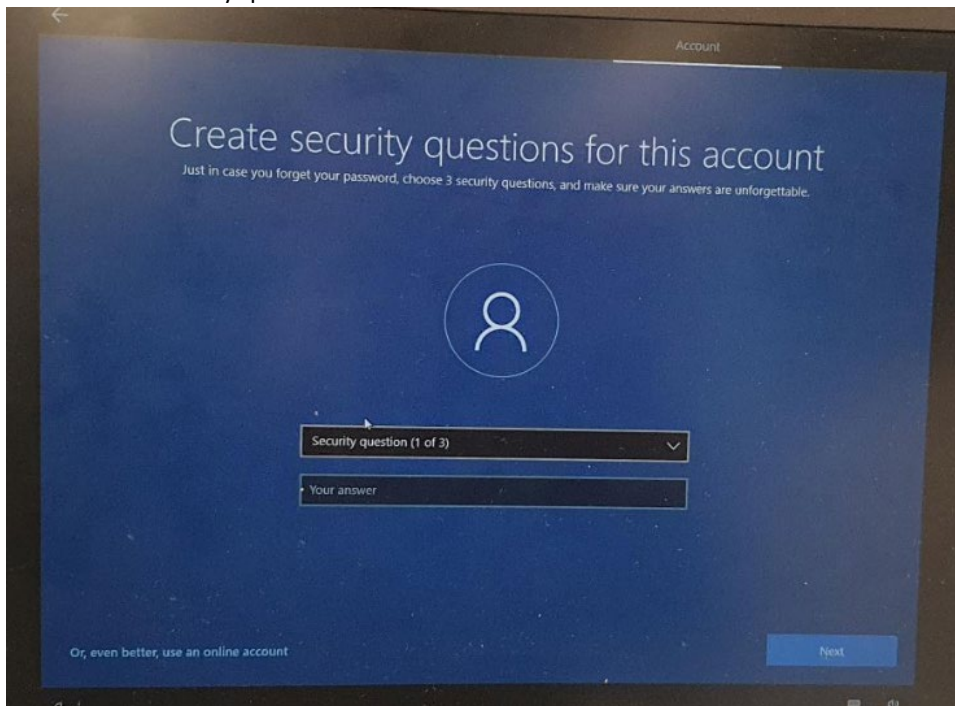
13. Select Limited Experience
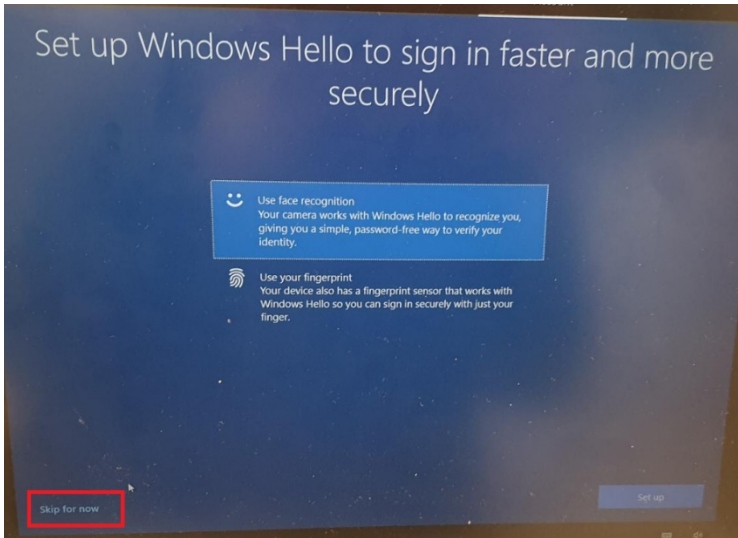

14. Type your name and click next
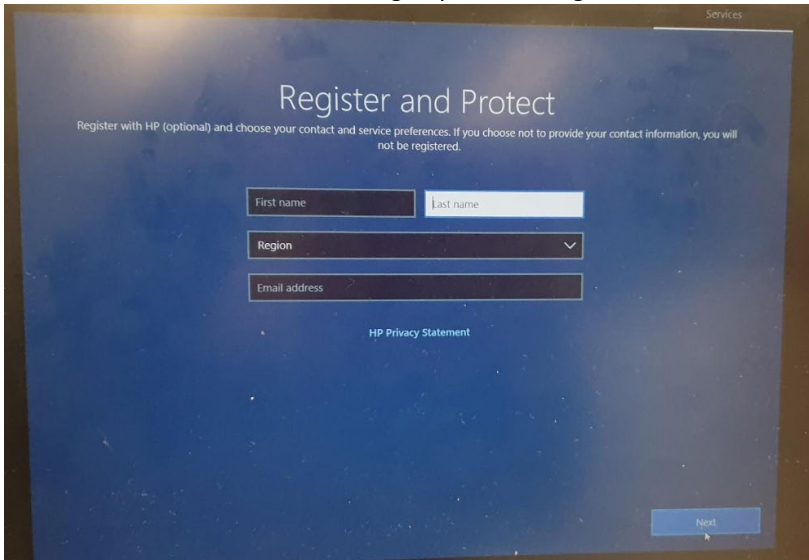
15. Enter password -> click Next

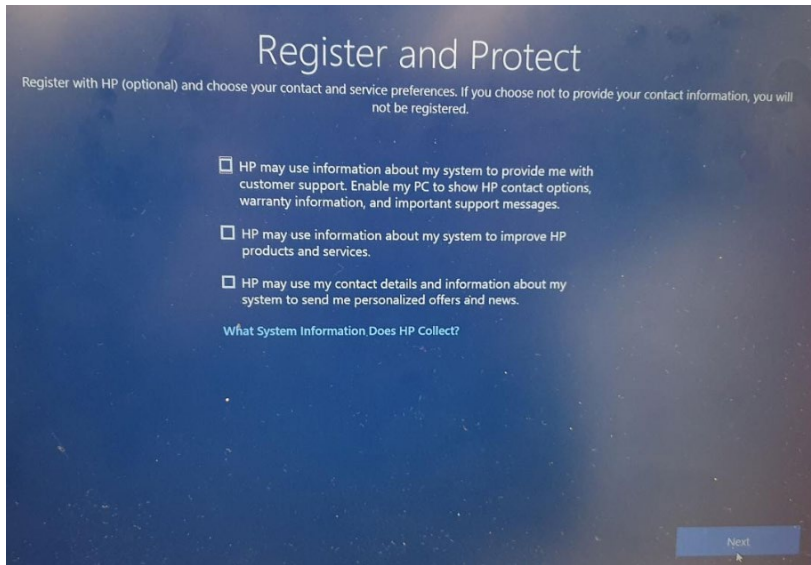16. Select the 3 security questions and Answers – Click Next

17. Skip face recognition

18. You can click next without entering any data at Register and Protect screen

19. Read any introductory screens describing the features of your computer, make selections when prompted, and then click **Next** up on completing each.
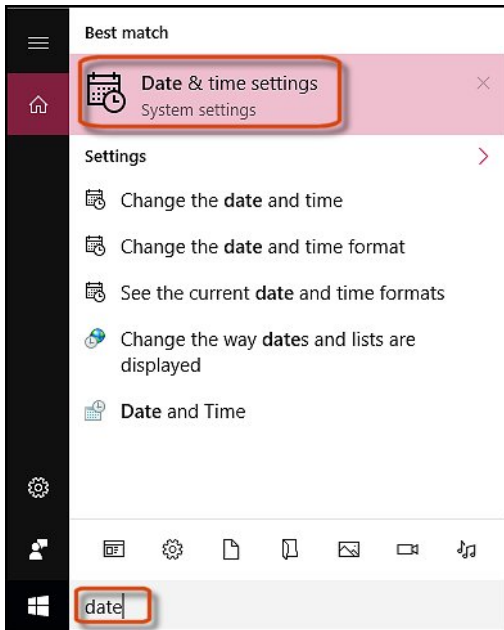
   You are now done with the initial setup process.

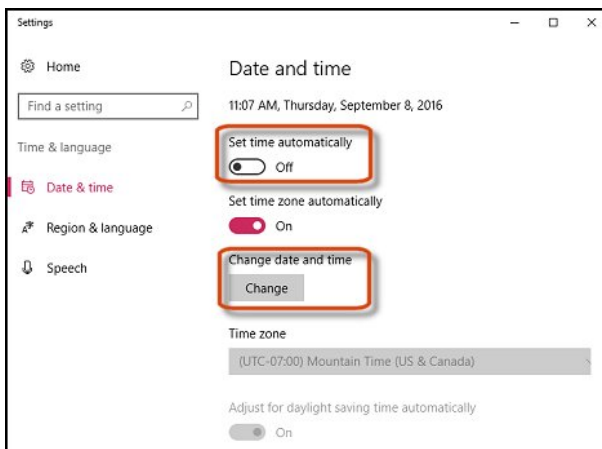1. In the bottom-right corner of the screen, find the date and time.

- If the date and time are correct, Congratulations! You have successfully set up Windows 10.

- If the date and time are incorrect, continue with these instructions.

2. To change the date and time, in Windows search for Date. In the results, click **Date & time settings**.
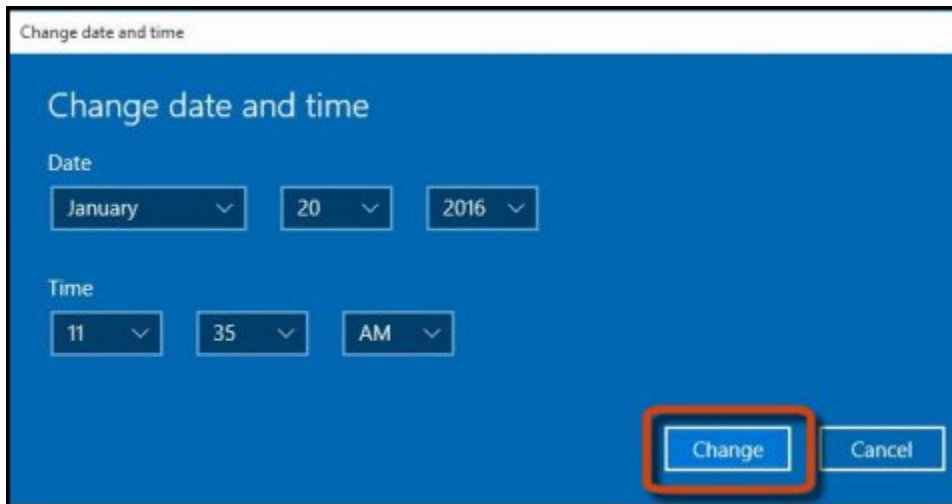

3. Move the **Set time automatically** slider to **Off**. Then, under **Change date and time**, click **Change**.
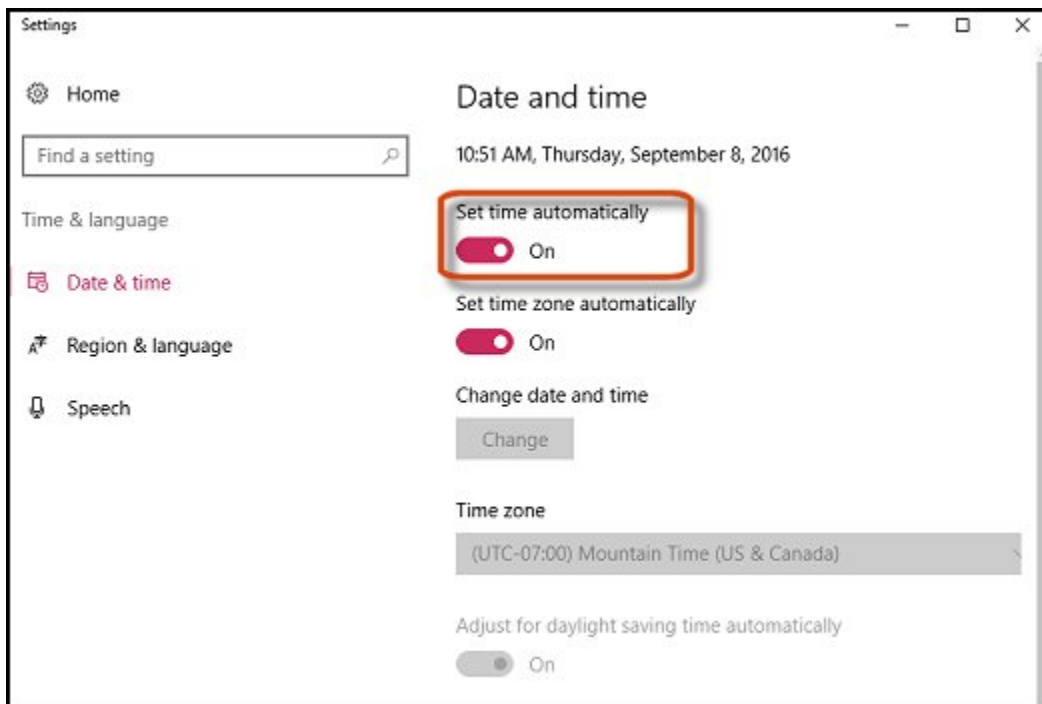
*NOTE: By default, the **Set time automatically** slider is set to **On**. If the computer is not connected to the Internet, the date and time might be incorrect.*

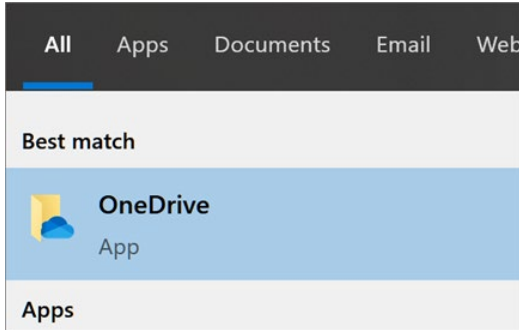4. Adjust the date and time as needed, then click **Change**.

5. If the computer is connected to the Internet, move the **Set time automatically** slider to **On**.
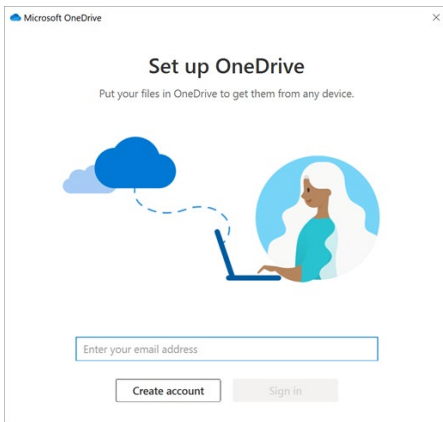
1. Select the **Start** button, search for "OneDrive", and then open it:
   - In Windows 10, select the **OneDrive** desktop app.

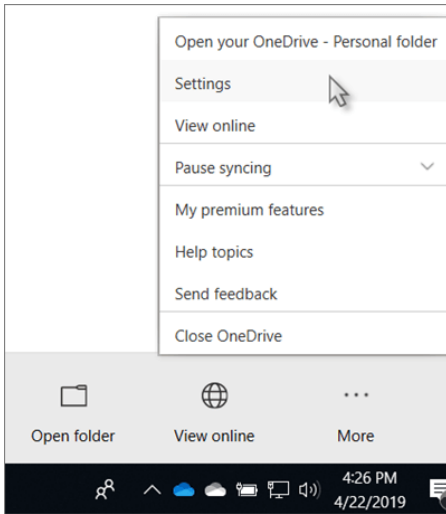2. When OneDrive Setup starts, enter Wintec email address, and select **Sign in**.

3. Select all the folders
4. Select the white or blue **OneDrive** cloud icon in the Windows taskbar notification area.

(You might need to click the **Show hidden icons** arrow ⌃ next to the notification area to see the **OneDrive** icon. If the icon doesn't appear in the notification area, OneDrive might not be running. Select **Start**, type **OneDrive** in the search box, and then select **OneDrive** in the search results.)

5. Select **More** > **Settings**.

6. On the **Settings** tab, scroll down to **Files on-Demand** -> select the **Save space and download files as you use them** box.