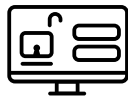


LOGGING IN

Use your SD72 credentials to log in.



GLOBAL PROTECT



You MAY be prompted to log into Global Protect. Use your **EMPLOYEE # AND PASSWORD**

PRINTERS



ALL of the printers for the location you are at are installed on this device. Just select the printer you would like to use from the dropdown printer selection from the specific application (Word, excel, etc.)

TTOC DEVICE

CONNECTING TO THE PROJECTOR



ELEMENTARY

The device can be connected to the projector TWO ways

1. HDMI input - this is located on the RIGHT-hand side of the device (#9). Plug the cord into this input. Make sure it is pushed in ALL the way.
2. Easy MP Projection - this will allow you to connect to the projector wirelessly. Watch [THIS](#) video to learn how to do this.

HIGH/MIDDLE SCHOOL

The device is connected to the projector via the **docking station** using the **USB C THUNDERBOLT port (#2)**. This is located on the LEFT-hand side of the device.

FILE ACCESS

Files on this device can be accessed TWO ways:

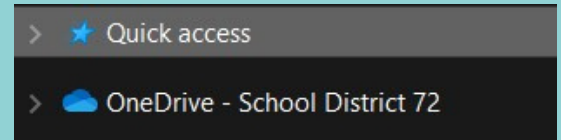


- Logging into [Office.com](#)
- Accessing them from OneDrive on the device itself.

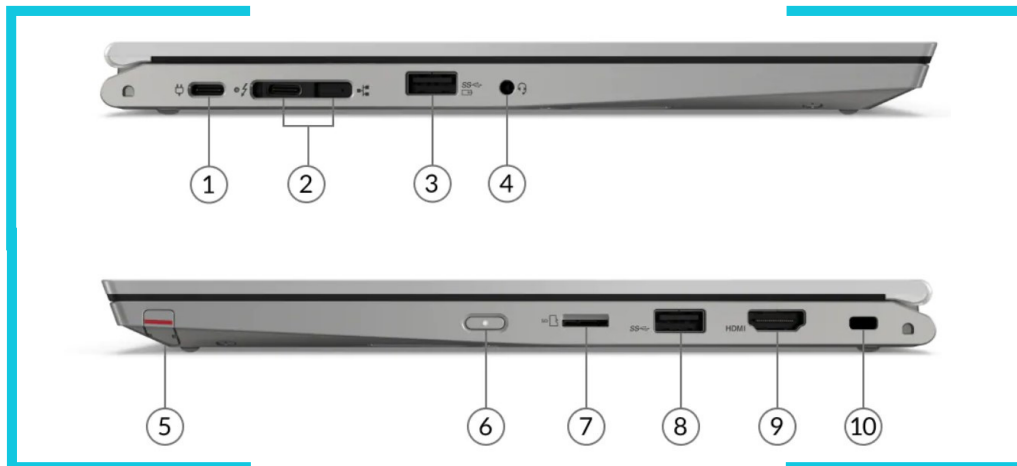
DEVICE ONEDRIVE ACCESS



To access the OneDrive on this device, click on the File Explorer icon (the little folder located in the taskbar) and select "OneDrive-School District 72".



IF you are prompted to log in, use your SD72 credentials and password.



DEVICE PORTS

1. Power in USB-C
2. USB-C Thunderbolt™ 4 - *High/Middle school projector connection*
3. USB 3.2 Gen 1 (always on)
4. Headphone / mic combo
5. Stylus/Pen (*pull hard, it's hidden in there*)
6. Power button
7. MicroSD card reader
8. USB 3.2
9. HDMI 2.0 - *Elementary projector connection*
10. Kensington lock slot