



Customization Resources

Use the resources in this document to further customize your new device so that it meets the needs of your teaching style.

Changes

- Change defaults and homepage
- Change power settings
- Change computer name in AirServer
- Unpin/Pin to Task Bar
- Arrange tiles in Start Menu

Setups

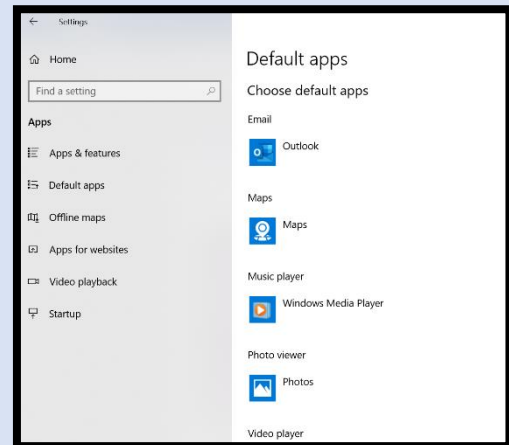
- Pen Controls
- Sign-in features
- Rotation Lock Settings
- Projection Settings
- OneNote Notebooks
- Notifications in TEAMS
- Import Favorites

Changes

Choose Defaults

Changing Default Apps

1. Open the start menu (Windows button)
2. Click the gear
3. Click Apps → Default Apps
4. Set e-mail default app to Outlook
5. Set Photo Viewer default app to Photos
6. Optional: change preferred web browser



Changing Your Browser Homepage in Google Chrome

1. Open Google Chrome
2. Click the ellipsis (...) → Settings
3. Scroll to the bottom to "On startup"
4. Select "Open a specific page"
5. Click "Add a new page"
6. Add your preferred homepage

Arrange Tiles in Start Menu

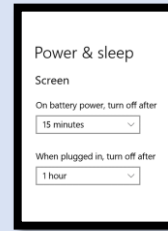
Frequently used programs can be dragged to the right of your start menu so they are more accessible.

1. Open the start menu (Windows button)
2. Find frequently used programs in the start menu
3. Click and drag them to the right
4. Right-click anything you want to remove and click unpin from start

Change Power Settings



Your laptop comes with default power settings that may cause the screen to go black while you're presenting due to inactivity. You can adjust these settings below.

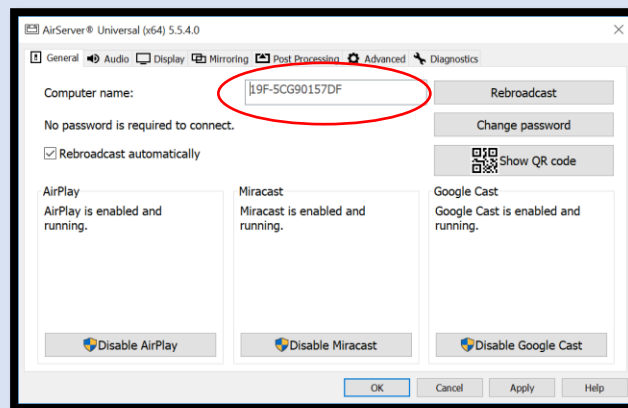
1. Open the start menu (Windows button)
2. Click the gear
3. Click System → Power & Sleep
4. Adjust the sleep settings to your preferred timing



Change Computer Name in AirServer

Change the name of your computer in AirServer so you can easily identify it when you are connecting with your iPad.

1. In the tray,  click the carrot and then the AirServer icon 
2. Click Settings
3. In the space next to Computer Name, change it to your last name
4. Click OK



Unpin/Pin Programs to Taskbar

Your laptop comes with several programs pinned to the taskbar. These can be customized to your liking.

To Unpin Programs:

1. Right-click the program on the taskbar
2. Click Unpin from taskbar

To Pin Programs:

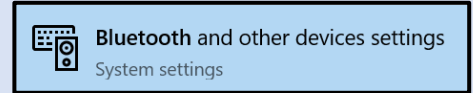
1. Find the program on your desktop or start menu
2. Right-click the program and select **pin to start** or **pin to taskbar**

Setups

Pen Controls

The Inking Pen on your device is automatically set to be used as a writing tool. It can be setup to function as a mouse click to be used with Power Point presentations.

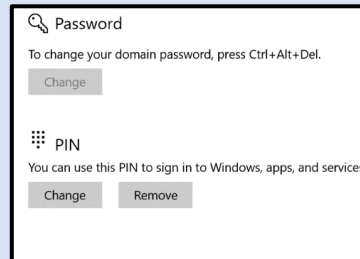
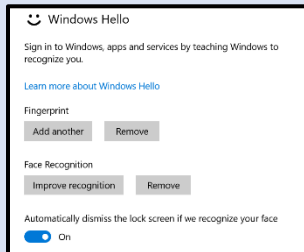
1. In Cortana Search Bar, type **Bluetooth** and select **Bluetooth and other device settings**
2. Click the Bluetooth radio button to **on**. You will see your computer name under the radio button as discoverable
3. Click the **+** to **Add Bluetooth or other device**
4. Select **Bluetooth**
5. Press and hold the button on top of your pen until you see a flashing blue light. This will help to pair your laptop to the pen.
6. Select **HP Active Pen**
7. Wait for the confirmation message to ensure proper setup
8. Select **DONE** to exit setup menu



Sign-In Features

There are multiple **Sign-In Features** available to you on your new device in addition to using your password. You can use Face Recognition, Fingerprint and/or PIN number.

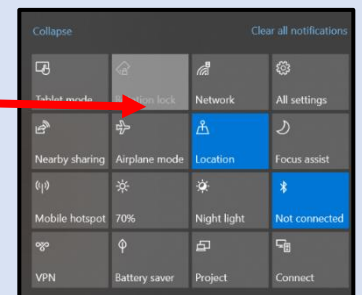
1. In Cortana Search Bar, type **Sign-In Options** (you will see a key icon)
2. Select the sign-in options you prefer. You can have multiple sign-in options.
3. Follow the prompts to complete your sign-in options.



Rotation Lock

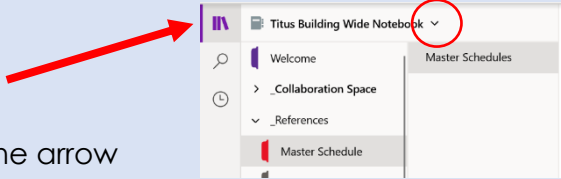
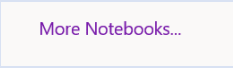
Rotation Lock will be for users who would like the view of their screen to stay in one view, regardless of how the device is folded or tented.

1. Click on the Command Center  icon in the bottom right corner.
2. Select **Rotation Lock** from this menu of choices.



OneNote Notebooks

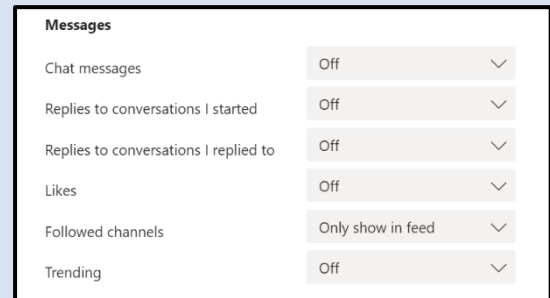
When using OneNote for the first time, you will need to re-open all of your Notebooks.

1. Open OneNote
2. Click the Notebook file in the left-hand navigation 
3. Next to the notebook that is currently open, click the arrow down
4. Click 
5. Select your notebooks and click open.

Notifications in TEAMS

To keep Chats, Conversations, and Notifications in TEAMS from being displayed on your computer while teaching, it is recommended that you change these notifications in settings.

1. In TEAMS, click on your profile picture in the upper right-hand corner
2. Click **Settings** → **Notifications**
3. Change settings to **Off**
4. Make additional changes as needed




Importing Your Browsers' Favorites

Google Chrome:

1. Click the ellipsis button (...) → Bookmarks → Import Bookmarks and Settings
2. Use the down arrow to select **Bookmarks to HTML file** → **Choose File**
3. Your File Explorer will open. Select your saved file from the OneDrive location.
4. Your bookmarks will appear on your Favorites Bar.

Edge:

1. Click the ellipsis button (...) → Settings → Import from another browser
2. Click **Import**
3. Select your saved file from the OneDrive location.
4. Click on the blue hyperlink **View Imported Favorites** 
5. Right click on your **Imported Bookmarks** folder and select **Open All**
6. On each site, select the star to add to your Favorites Bar.

**Your computer may automatically add each website to your Favorites Bar when you import from file.*