Setting up your iPad with the settings that suit you:

1. Set the auto-lock time: Go to Settings>General>Auto-Lock (2 mins, 5 mins, etc.)
2. Settings>General>Restrictions:

   - From here you can enable restrictions on allowing the use of Safari, iTunes, deleting apps, installing apps, Camera, content of music and podcasts, require password for all purchases. You have to set a passcode to enable restrictions: when you select enable restrictions it will ask you for a password

3. Bluetooth can connect wirelessly to keyboards: Settings>Bluetooth switch on and then it will discover devices

4. Settings>General >Keyboards>Add new keyboard> you can select from various languages e.g. Japanese; you can select edit to remove the keyboard.

Once you have selected the alternative language keyboard you can select to use it in any situation where the keyboard is available. Simply hold the Globe button and the options for keyboards will appear.
5. Settings>Sounds: you can set the iPad to play a sound whenever you get a new message, email, FaceTime call, calendar alert, reminder. You can also set sounds for sending mail, pressing keys and locking iPad.

6. Using spotlight is a very handy way to search your apps titles and text in notes, calendar and notes, mail - to and from, subjects, titles of videos, podcasts, songs, Swipe to the right to bring up the spotlight option

You can also sign into Facebook or Twitter account to enable you to post directly from many of the apps on the iPad. Settings>Facebook; the same can apply for your Twitter account.
7. **Privacy:** privacy settings lets you see and control which apps and system services have access to location services, and to contacts, calendars, reminders and photos. Location services location based apps such as reminders; maps and camera gather and use data indicating your location. You can turn this of or on: Settings>Privacy>Location Services. You can turn it off or on for some or all apps and services. Turn off access to private information: Settings>Privacy, you can see which apps have requested and been granted access to the following information: Contacts, calendars, reminders, photos, Bluetooth sharing, Twitter and Facebook

![Location Services settings](image)

**Using FaceTime:**
Add your email addresses to FaceTime in Settings>FaceTime – you will need to add your email addresses here:

![FaceTime settings](image)

Make sure that it is verified. You can have more than one email address here.
Tap on the FaceTime icon and then open up the Contacts list, choose a name, then tap the phone number or email address the person uses for FaceTime.

You will need to go into the Lowther Hall address book: tap on Groups at the top of your screen in Facetime to find your School email contact list:
Drag your image to any corner

Mute: You can hear and see but the caller can see but not hear you.

Switch cameras

Make a call now!