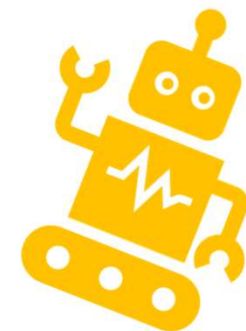


Kawaguchi City【For Pupils・Parents】

Instruction Manual for taking the Terminal back home



June 2021.

UCHIDA YOKO Co., LTD.

1. Preparation

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4. Help desk for parents

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I .Preparation

1-1. Turn on the power

From the next page, we will explain procedures when you turning on the power of a personal terminal.

Content

- Turn on the power

Preparation

- Your own personal terminal

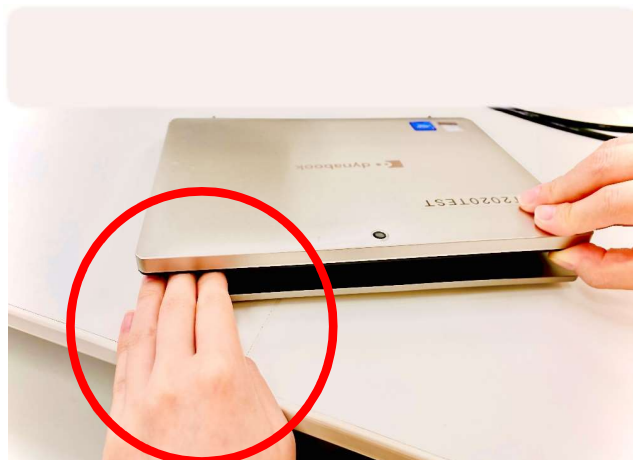
Charge the battery before start using.

⚠ This step requires full charged battery.



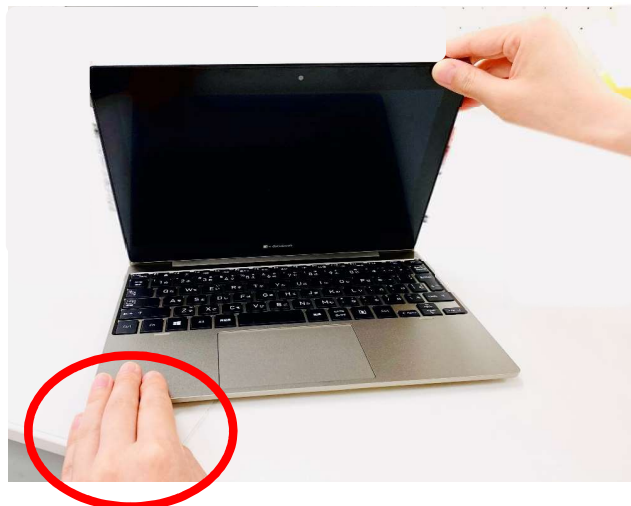
Let's turn on the power.

① Open the Terminal



Slide in fingers between screen and keyboard.

② Secure the main body



Open up the screen by holding the keyboard part.

③ Press the power button



Find a button on the upper edge on the right side and press it once.

⚠ Attention

- Do not press it too hard.
- Press it only once. Do not repeat pressing it. It might break the Terminal.

Let's turn on the power.

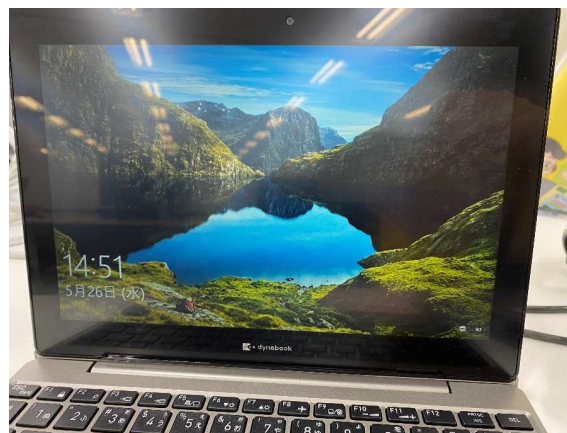
④ Wait for the activation



Wait until this 「dynabook」 logo appears on the screen.

⚠ Do not press other buttons before you see this logo on the screen

⑤ Screen comes up



Soon this screen comes up. Start-up procedure is done.

Next:
Let's sign into the
Terminal!



1-2. Sign into the Terminal

From the next page, we will explain necessary procedures for signing into the Personal Terminal.

Content

- Sign in with your ID and Password

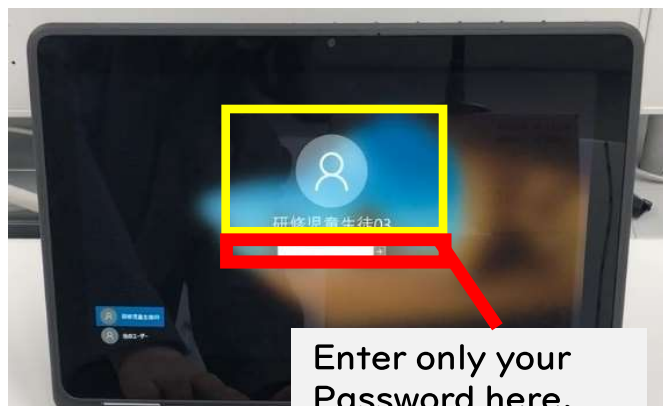
Preparation

- Your ID and Password.
- ID is a character string starts with “s”.
 - ⚠ Do not use other person's ID and Password.
 - ⚠ Do not open your ID and Password.
 - ⚠ Never lose your ID and Password.



Try signing in with your ID and Password.

①Enter your Password



Enter only your Password here.

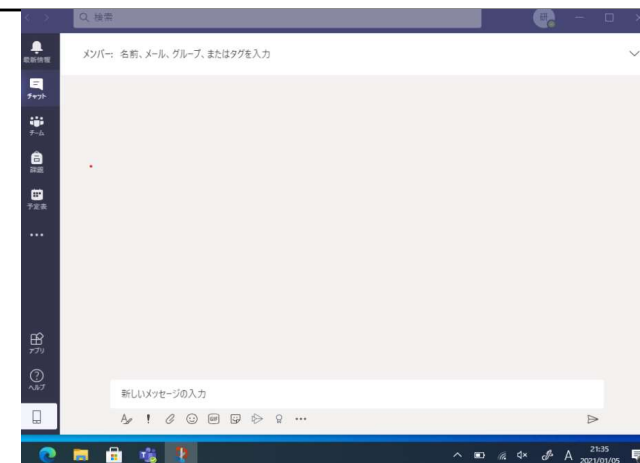
Once you signed in at school, your name is supposed to pop up in a yellow frame. After the second time, you just enter your Password to sign into the Internet.

②Desktop screen will appear. Then wait.



If the Password is validated, the screen will change to this blue(desk top screen) one.

③Starting up of “Microsoft Teams”



“Microsoft Teams” starts up then you are safely signed in.

1-3. Connect to Wi-Fi

From the next page, we will explain necessary procedures to connect your Terminal (Laptop PC) to Wi-Fi

Content

- Connect the Terminal (Laptop PC) to Wi-Fi

Preparation

- Personal Terminal (Laptop PC)

First, you have to turn on the Terminal.


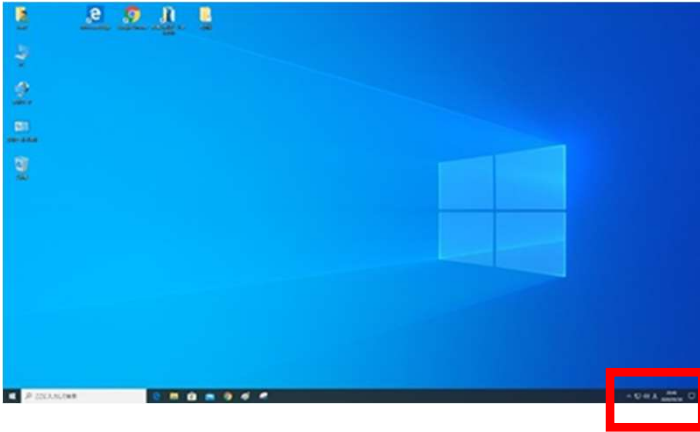



⚠ [I-1. Turn on the Terminal]

Please check [I-2. Sign into the Terminal].

- (If the connection is already set-up,) Wi-Fi network name (SSID), Password

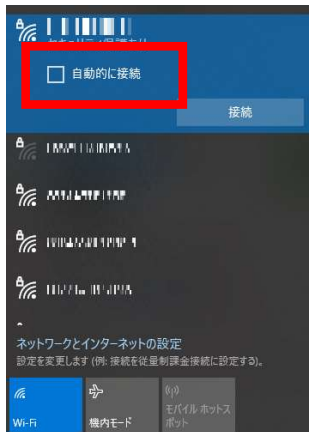


Try Wi-Fi connection

①Proceed to desk top screen	② Click “Earth” icon	③Click the name of Wi-Fi you want to connect
		
<p>Open the desk top screen.</p>	<p>Click the “Earth” icon at the lower right on the screen.</p> 	<p>Click the name of Wi-Fi (SSID) you want to connect.</p> <div> <p>If you have no idea what the name of Wi-Fi (SSID) is, ask your parents.</p>  </div>

Try Wi-Fi connection

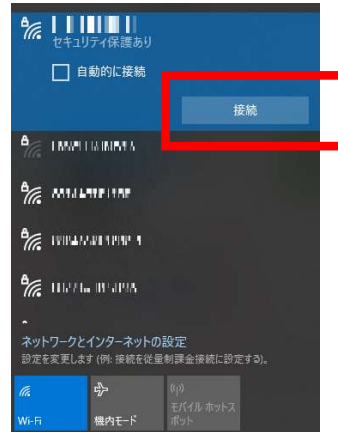
④ Tick “自動的に接続” indication to remove it



Tick the box on the side of “自動的に接続” (connects automatically) indication by clicking to remove the function.

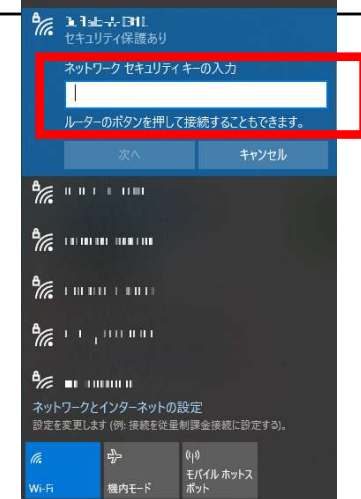


⑤ Click “接続” indication



After procedure ④ is done, click “接続” (connect) indication.

⑥ Enter Wi-Fi Password



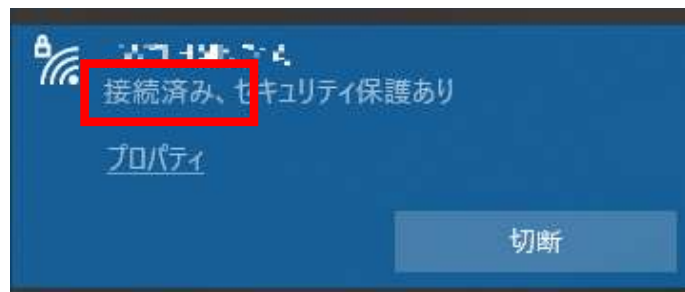
Enter Wi-Fi Password, then click “次へ” (to next) indication.

If you have no idea what the name of Wi-Fi (SSID) is, ask your parents



Try Wi-Fi connection

⑦ Connected to Wi-Fi



Your connection is completed when “接続済み” (connected) is indicated on the screen.

Now you get an access to Internet via this Terminal at home.



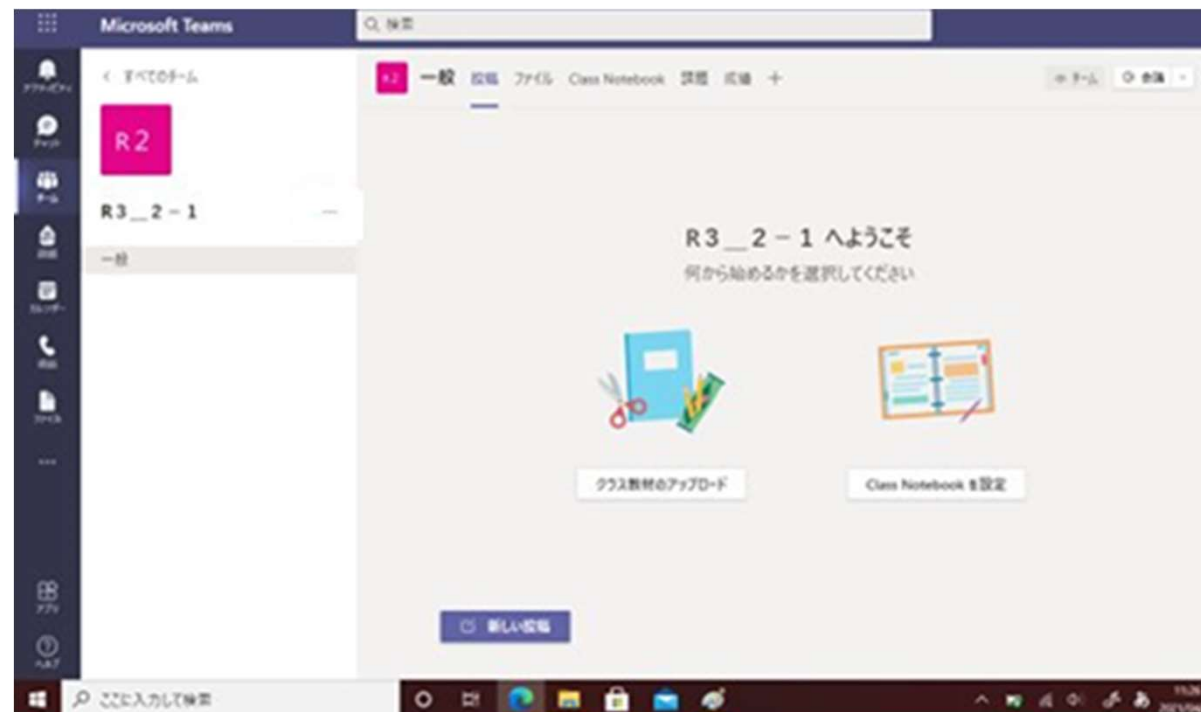
2. “Teams” application

2-1. Access “Teams” application and join the team

From the next page, we will explain necessary procedures to access “Teams” application and join the team.

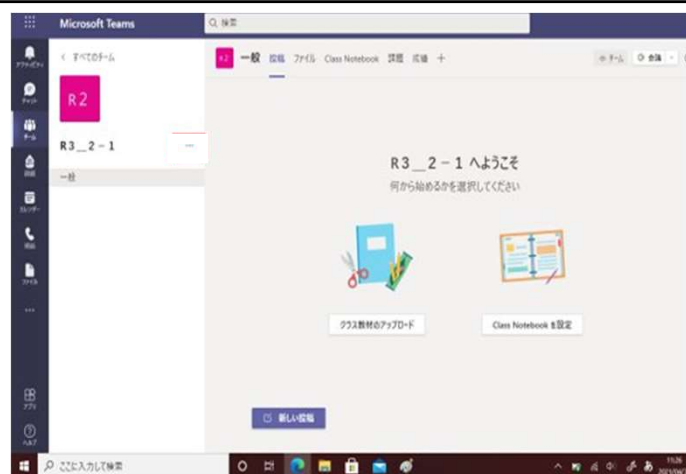
Content

- Access “Teams” app. and join the team you are to participate in.



Access “Teams” application and join the team

① Open “Teams” app.

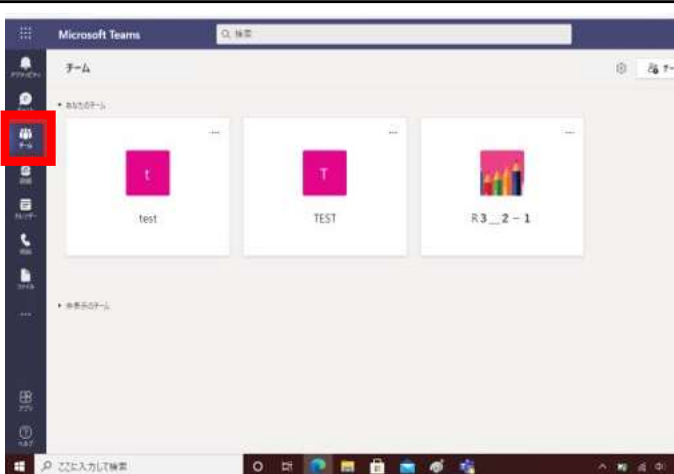


“Teams” app. opens automatically when you signed-in.

⚠ To enlarge the screen, click ☐ at the upper right (next to “×” mark).



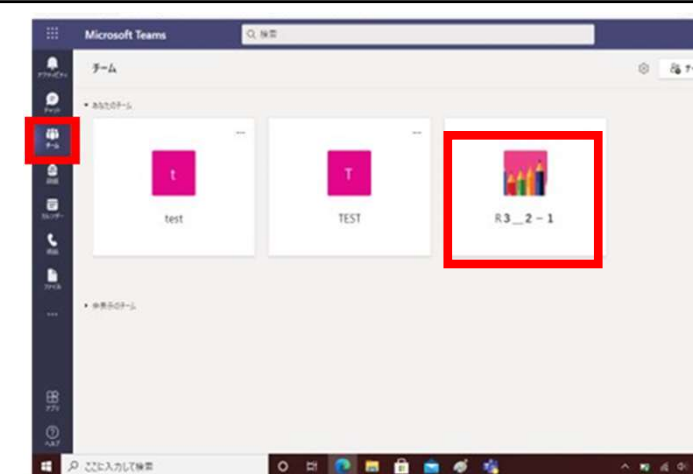
② Click “チーム” icon



Click “チーム” icon on the left bar.



③ Click the name of team



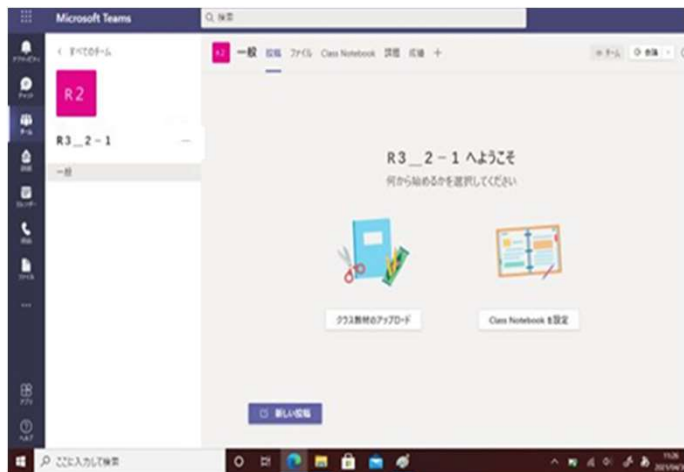
Click the name of the team you want to access.

⚠ Attention

If you click the wrong team, back to ② and do the procedure again.

Access “Teams” application and join the team

④ Access the team



If you get the above screen,
you have accessed to the team
you want to join.

2-2. Export files (material you made)

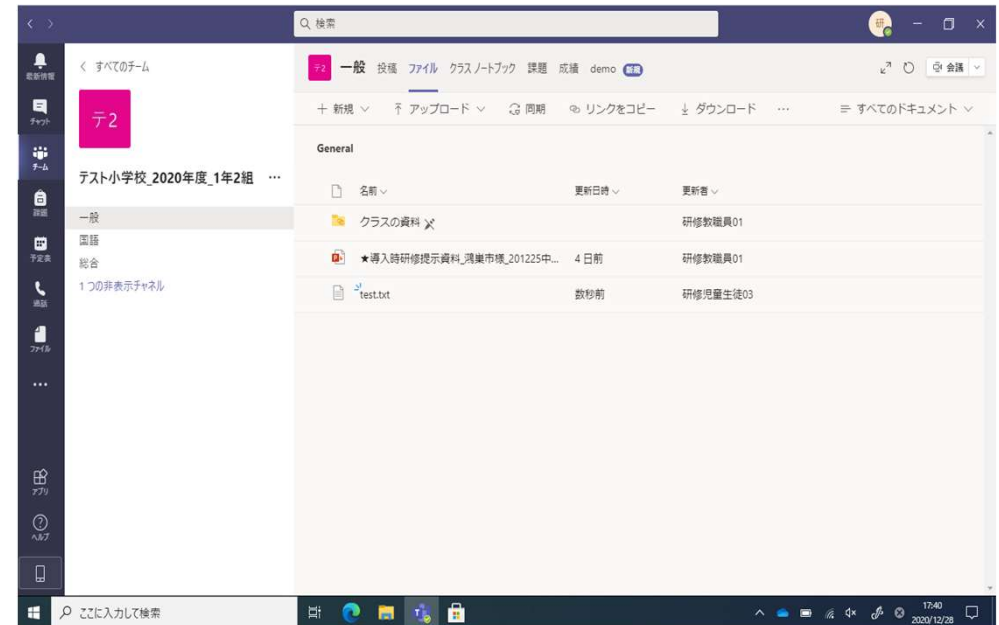
From the next page, we will explain necessary procedures to export files (material you made) to “Teams” app.

Content

- Export files you made to “Teams” app.

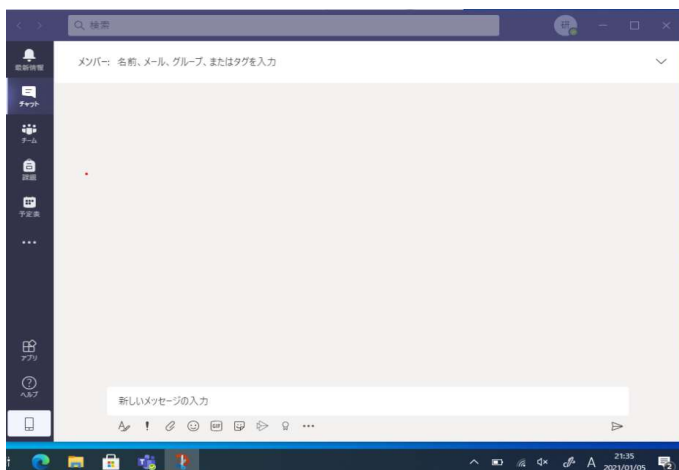
Preparations

- Export files (material you made)
Save as files on Word or Excel before exporting.
⚠ You need to make files for the following procedure.




Open the team to which you want to export a file (material you made)

① Open “Teams” app.

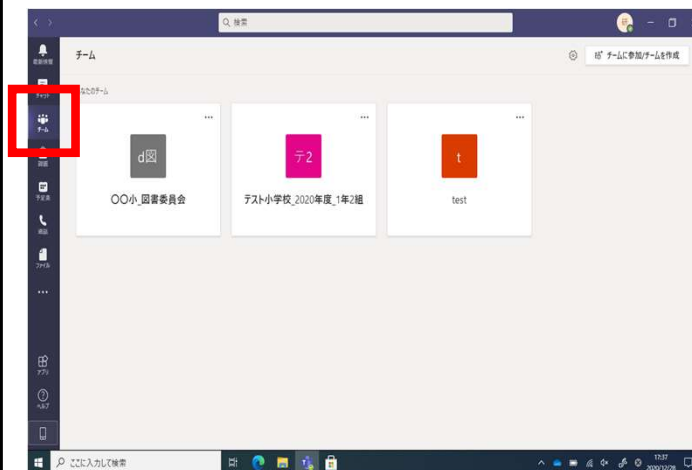


“Teams” app. opens automatically when you signed-in.

⚠ To enlarge the screen, click  at the upper right (next to “×” mark).



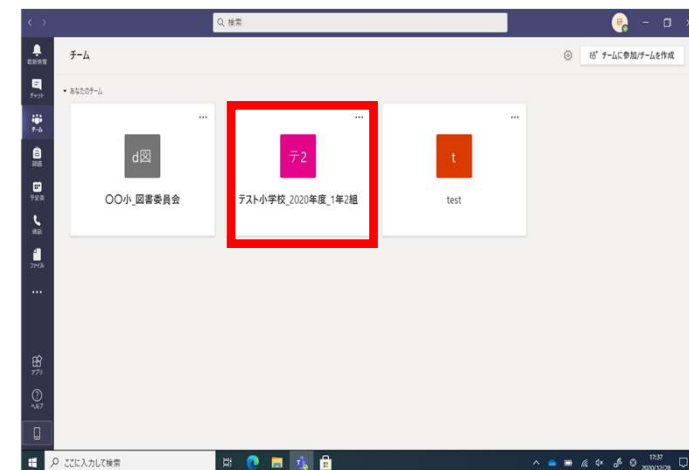
② Click “チーム” icon



Click “チーム” icon on the left bar.



③ Click a team to which you want to export a file



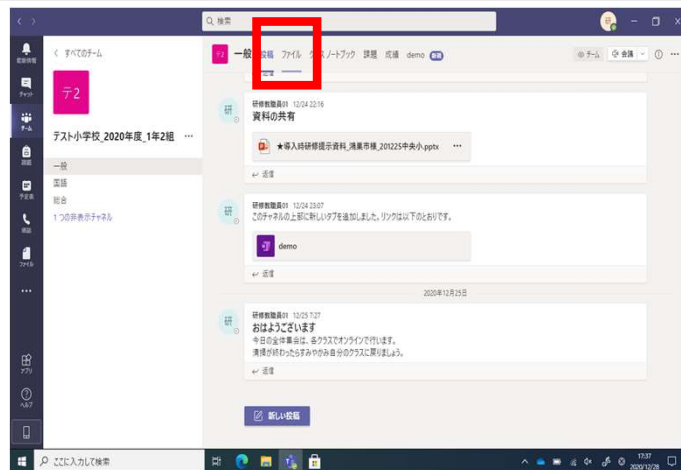
Choose and click the team to which you want to export a file.

⚠ Attention

If you click the wrong team, back to ② and do the procedure again.

Choose a file

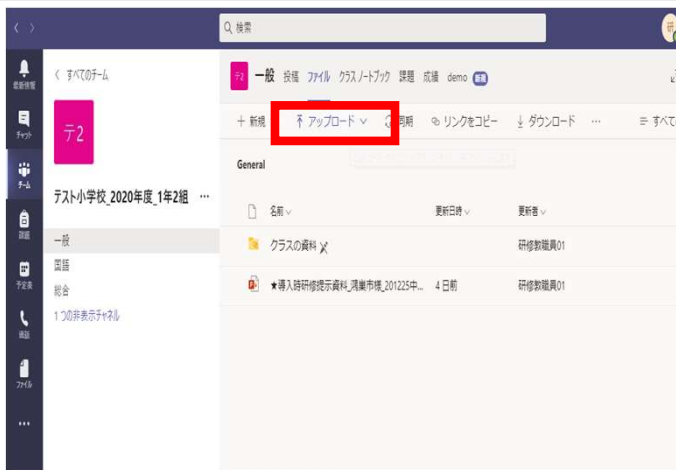
④ Click “ファイル” indication



Enter the team by clicking the team name.

Then, click “ファイル” indication on the bar above.

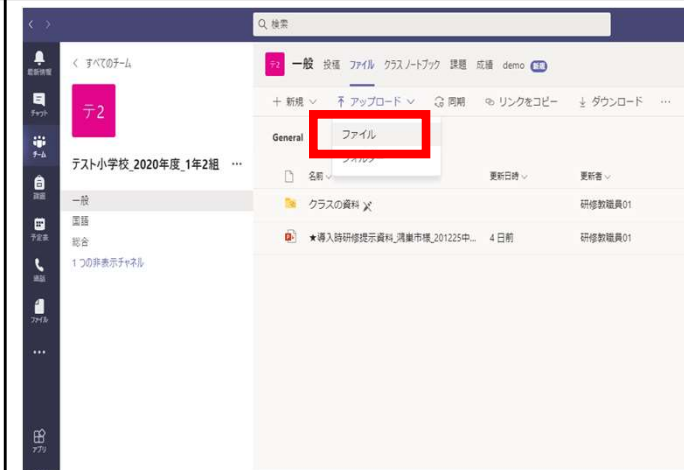
⑤ Click “アップロード” indication



New menu pops up under the “ファイル” indication.

Click “アップロード” indication.

⑥ Click another “ファイル” indication

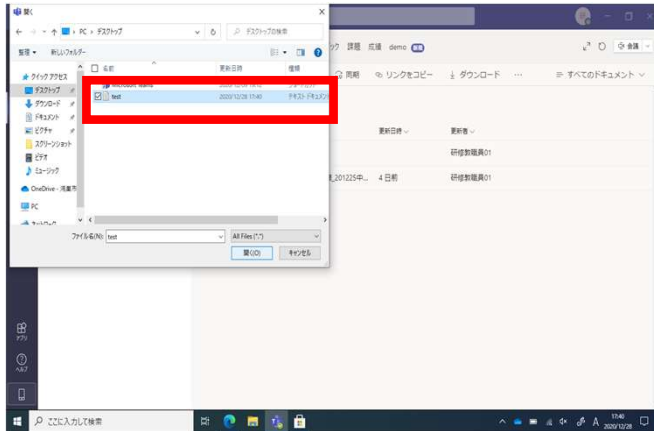


Click “アップロード” indication, you will have “ファイル”, and “フォルダ” indications under it.

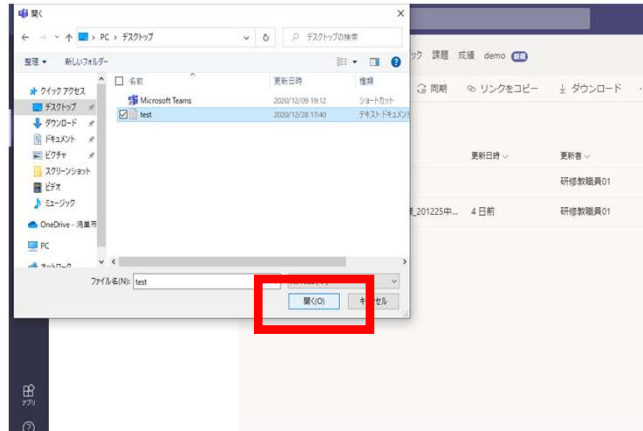
Choose “ファイル” indication and click it.

Export files to “Teams” app.

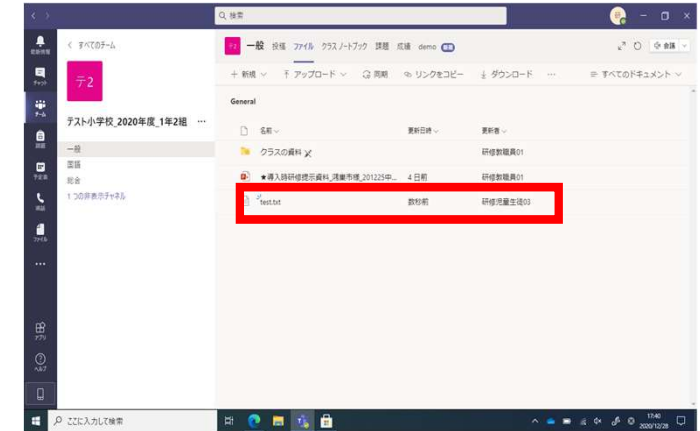
⑦ Click the file you want to export



⑧ Click “開く” indication



⑨ File is exported



When this screen comes up, choose and click the file you want to export to “Teams” app.

Click “開く” indication.

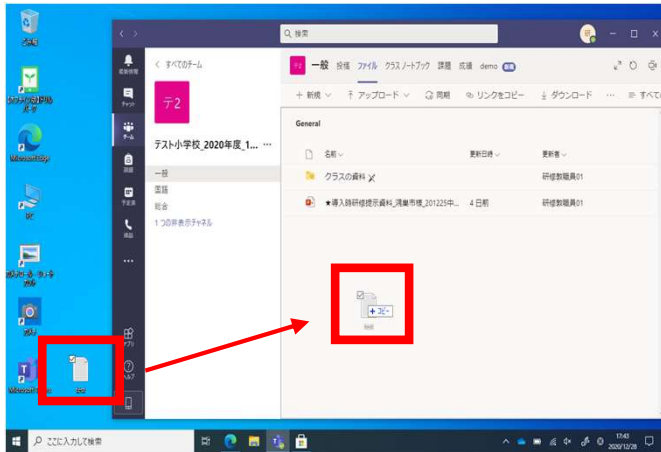
When another screen shows your file name, your file was exported to the “Teams” app.

Now you can export files to “Teams” app.



Another way to export files to “Teams” app.

★To export files more easily...



Click the file icon, keep clicking and move the cursor on the “Teams” screen. Release the finger from the cursor on the place you want to export the file.

This technic is called, “Drag-and Drop”



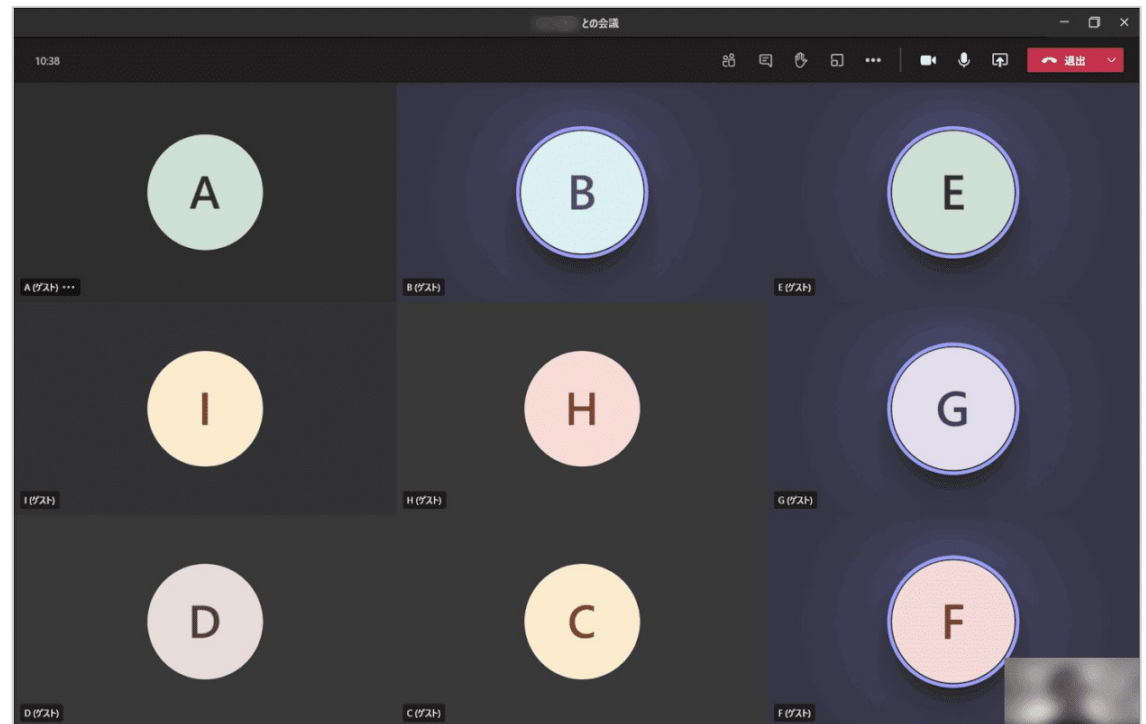
3. Online Classes

3-1. Join an Online Class

From the next page we will explain procedures to join online classes via “Teams” application.

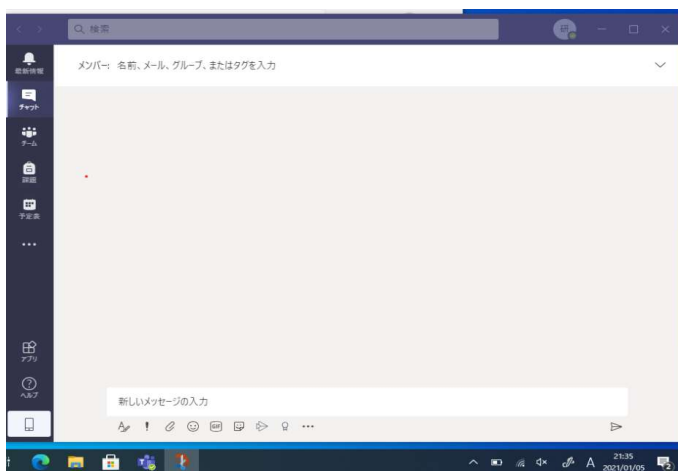
Content

- Join an online class from Schedule on “Teams” app.
- Join an online class from “Teams” app. channel.

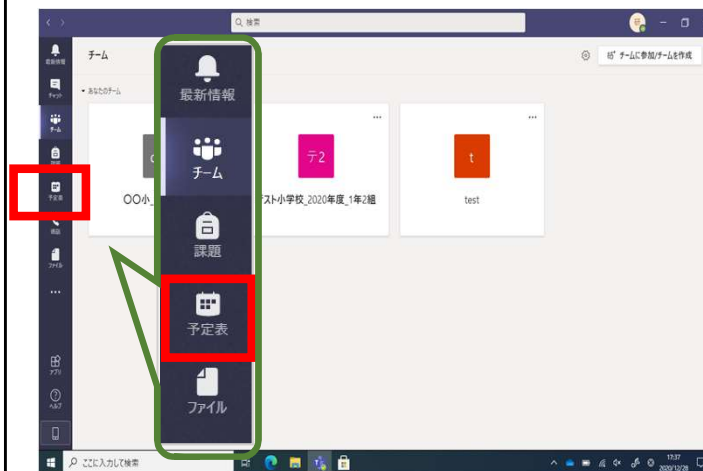


Join an Online Class from Schedule on “Teams” app.

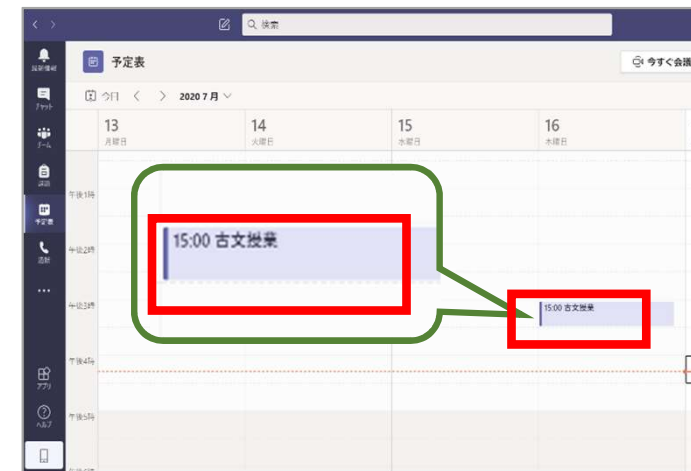
① Open “Teams” app.



② Click “予定表” icon



③ Choose and click a class you join



“Teams” app. opens automatically when you signed-in.

⚠ To enlarge the screen, click ☐ at the upper right (next to “×” mark).



Click “予定表” icon on the left bar



⚠ It may be indicated as “カレンダー” icon.



From the Schedule popped up on the screen, choose and click the class you want to join.

Join an Online Class from Schedule on “Teams” app.

④ Click “参加” indication



Click “参加” indication popped up on the upper right.

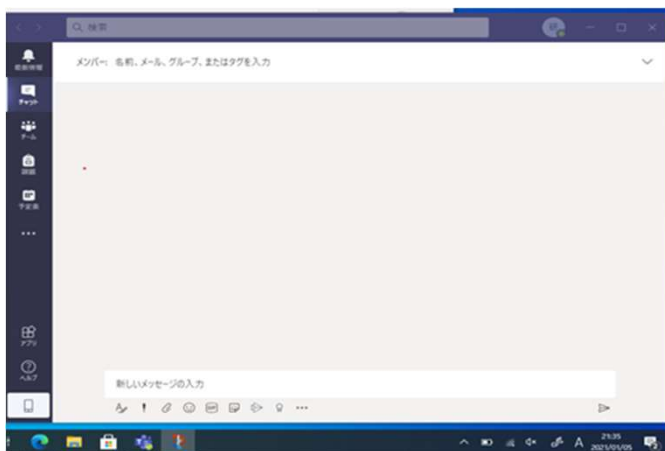
Now, you can join an Online Class.



From the next page on, we will explain how to join an Online Class from Channel.


Join an Online Class from “Teams” app. channel

① Open “Teams” app.



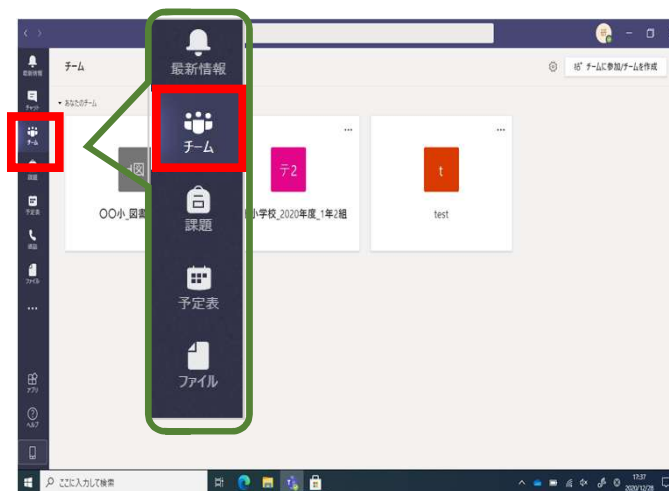
“Teams” app. opens automatically when you signed-in.

⚠ To enlarge the screen,

click  at the upper right (next to “×” mark).



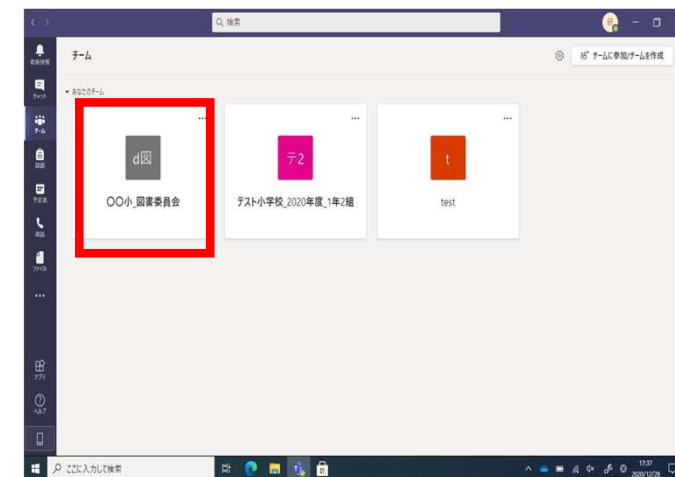
② Click “チーム” icon



Click “チーム” icon on the left bar.



③ Click the team(class) you want to join



Choose and click the class you want to join from the list.

Join an Online Class from “Teams” app. channel

④ Click “投稿” indication

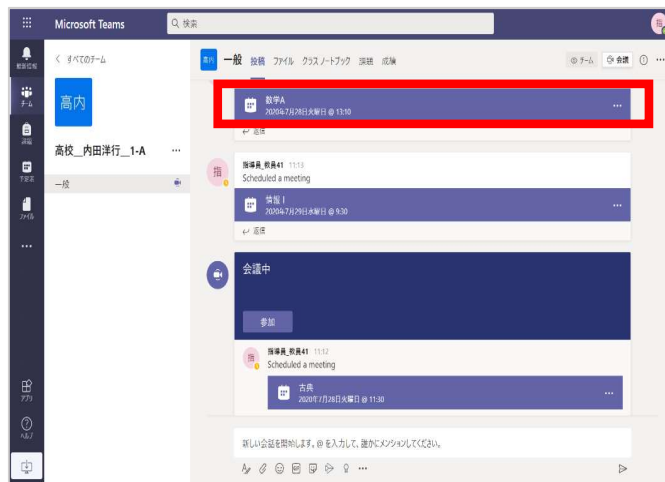


Click “投稿” indication on the upper side.

“一般” indication on the left side of this screen is the name of channel.



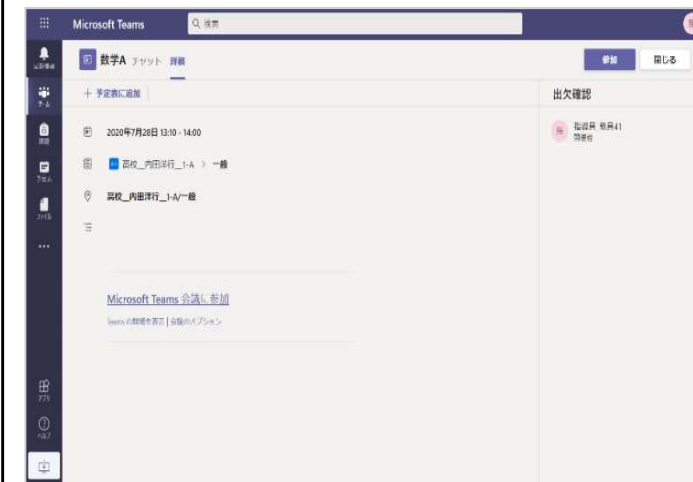
⑤ Click “scheduled classes”



Choose and click the class you want to join.

⚠ If someone else is already started the class, “会議中” (In Meeting) indication is indicated on the screen. Click “参加ボタン” (Join Button) indication to join the class.

⑥ Scheduled class detail appears on the screen



Class detail like above appears on the screen.



Join an Online Class from “Teams” app. channel

⑦ Click “参加” indication



⑧ Click “今すぐ参加” indication



Click “参加” indication on the upper right.

Click “今すぐ参加” indication.

Now, you can join an class from channel.



3-2. Operate the screen during

Online Class

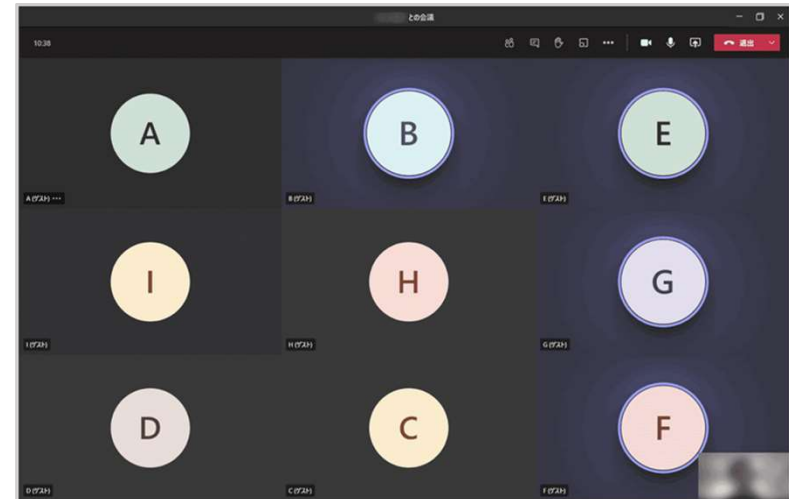
From the next page, we will explain how to operate the screen while taking Online Class via “Teams” app.

Content

- Operate the screen while taking Online Class via “Teams” app.
- Raise your hand in Online Class

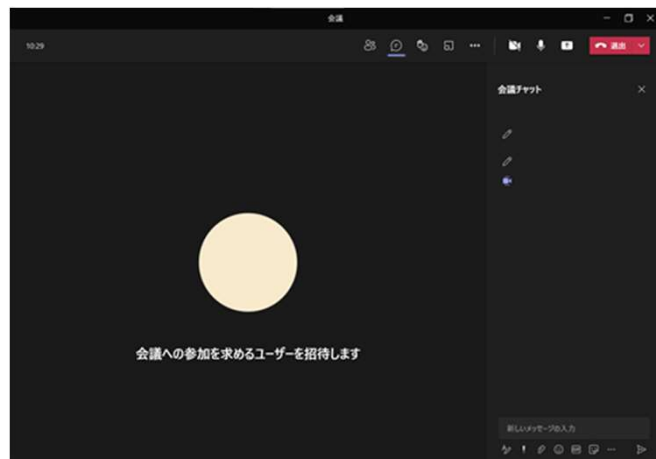
Preparation

- Join the class via “Teams” app.
Check [[3-1.Join an Online Class](#)] first.



Let's learn how to operate the screen while taking Online Class via "Teams" app.

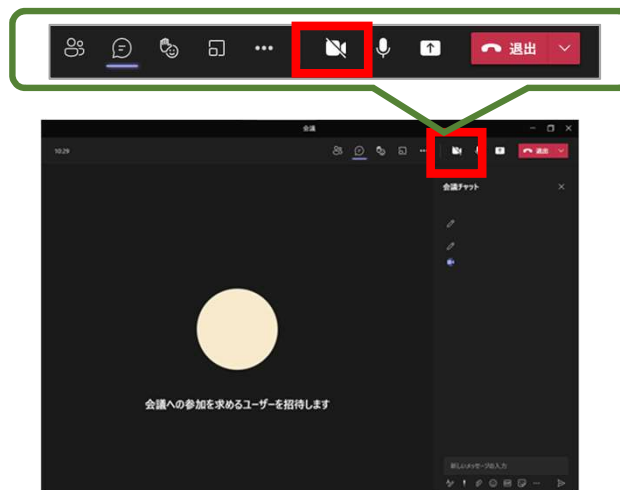
① Online Class screen




This is an Online Class screen on "Teams" app.

⚠ Reffer「3-1. Join an Online Class」to open this screen. All you have to do is join the class.

② Click "video" icon

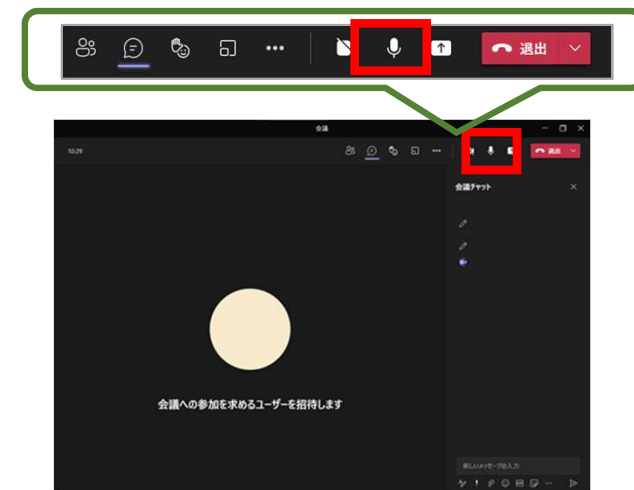



Let's click video  icon first. You can switch On and Off of video function from here.



⚠ Your face is on the screen while video icon is turned "On".

③ Click "microphone" icon



Let's click microphone  icon. You can switch On and Off of microphone function from here.

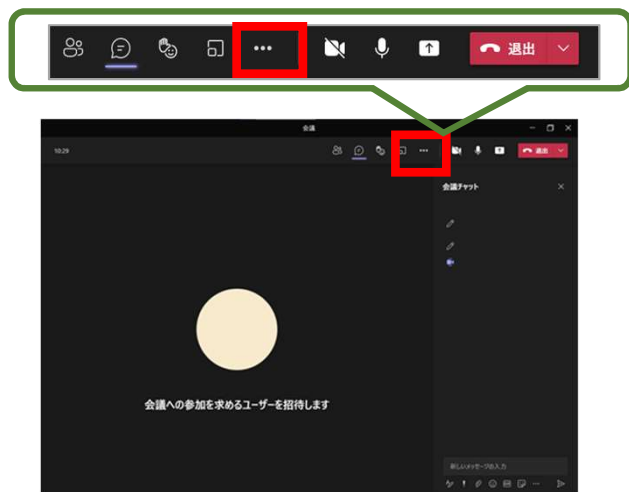


⚠ You can speak with others while microphone icon is turned "On".

3-2. Operate the screen during Online Class

Let's learn how to operate the screen while taking Online Class via "Teams" app.

④ Click "...” icon

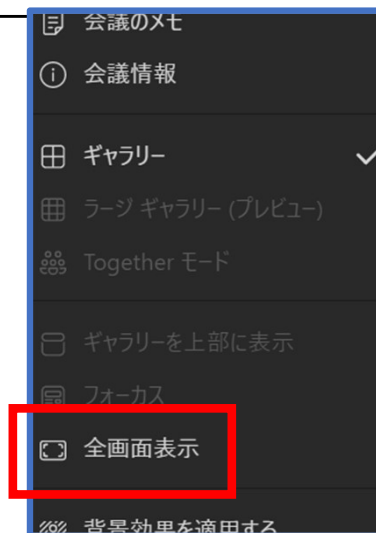


Let's click "...”



icon.

⑤ Click “全画面表示” indication

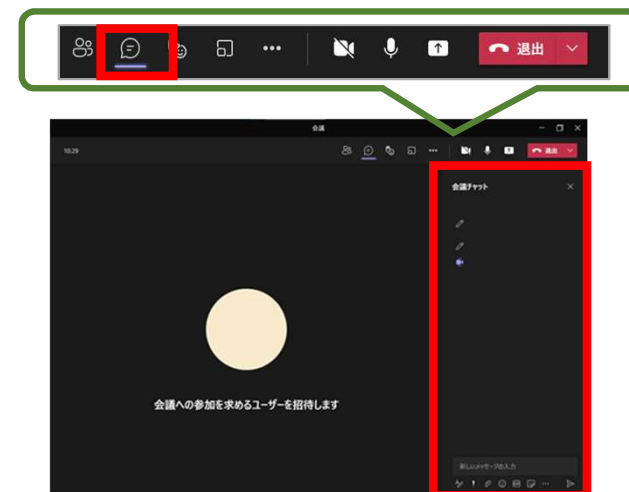


From the menu, choose and click

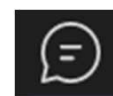
“全画面表示” indication.

Click this indication to get the largest screen while taking Online Class.

⑥ Click “Chat” icon



Let's click “Chat”



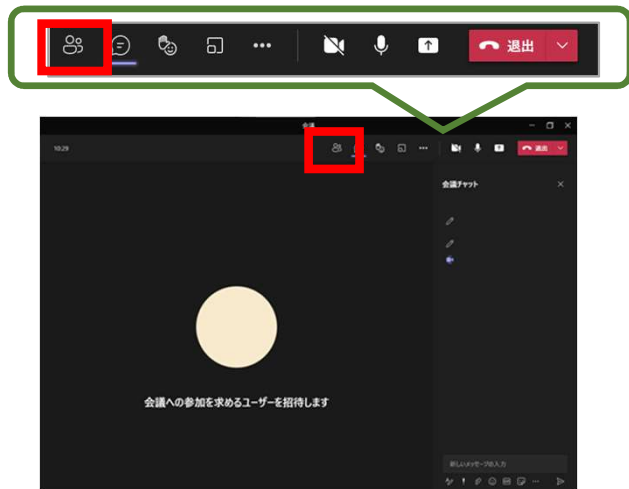
icon.

Chat Box will appear on the right.

Click again to make the Box disappear.

Let's learn how to operate the screen while taking Online Class via "Teams" app.

⑦ Click "Participants" icon



Let's click "Participants" icon. 

Participants are indicated on the right side of the screen. Click again to make the indication disappear.

Next, try to raise your hand in Online Class.

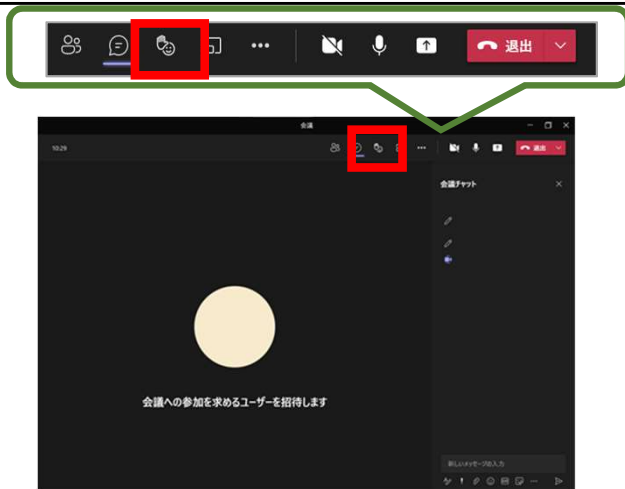


3-2. Operate the screen during Online Class

For Pupils・Parents

Let's learn how to operate the screen while taking Online Class via "Teams" app

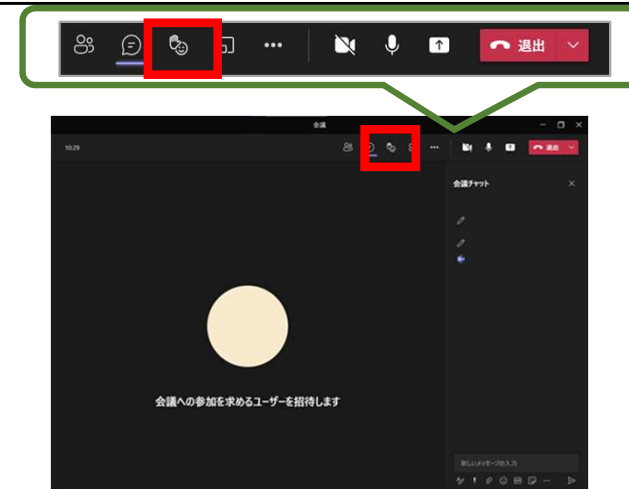
① Click "Raise a hand" icon



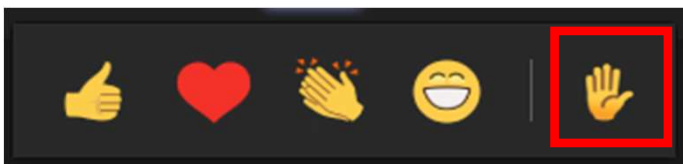
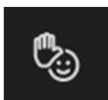
② Click "Participants" icon



③ To lower the hand



Let's click "Raise a hand" icon. Raising hand icon appears on the right.



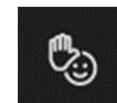
The other four icons on the left are used to indicate your reaction such as "likes", etc.

"Raise my hand" icon appears on the right to your name.



That indicates you are raising a hand in that Online Class.

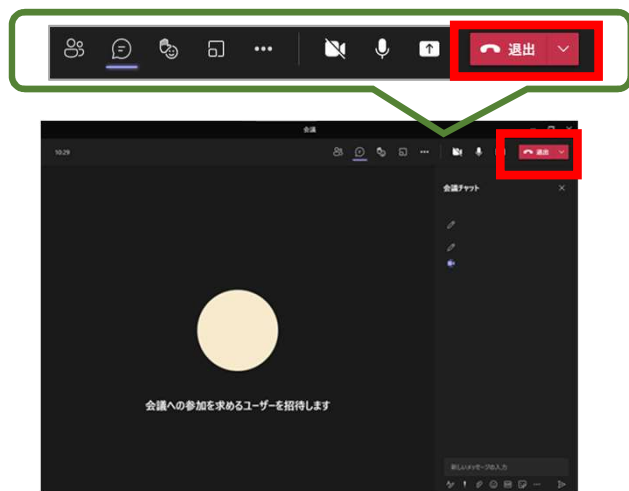
Click again "Raise a hand" icon.




"Raise my hand" icon on the right to your name disappears. That makes you lowered your hand.

When the “Teams” app. Online Class is over, leave the classroom.

④ Click “退出” icon



Click “退出”  icon when the Online Class is over.

The screen will be closed, that makes you have left the classroom.

⚠Attention

This procedure is not to end the class but you just leaving the classroom.

Now, you are ready to take Online Classes via “Teams” app.



4. Help desk for parents

4-1. Inquiries

We set up a help desk for parents to respond further questions about the use of the personal Terminal at home.

★ Kawaguchi City School Help desk for parents ★

Period: June 16 (Wed), 2021 ~ September 15 (Wed), 2021.

TEL: [0120-002-293](tel:0120-002-293)

◆Hours: 9:00~21:00

※Inquire via FAX, E-Mail, please contact

FAX: 0120-305-795

E-Mail: kawa-help@esco.co.jp



5.Other

5-1. “Teams” manual updating

Basically, “Teams” app. is automatically updated, although it cannot be updated smoothly after a long-term no-use period.

If the picture below appears on the screen when you start “Teams” app., please follow the following procedures.

- ① Leave the Terminal connected to the Internet for about an hour.

(Can use the Terminal by minimizing “Teams” screen)

- ② Reboot the Terminal

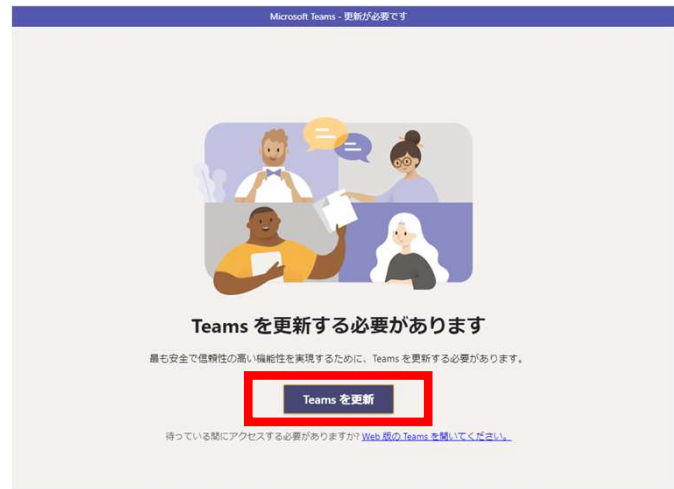
<In case procedures above did not work, >

- ③ Follow the “Teams” manual updating instruction from the next page on.



Let's update “Teams” app.

① Click “Teamsを更新” indication



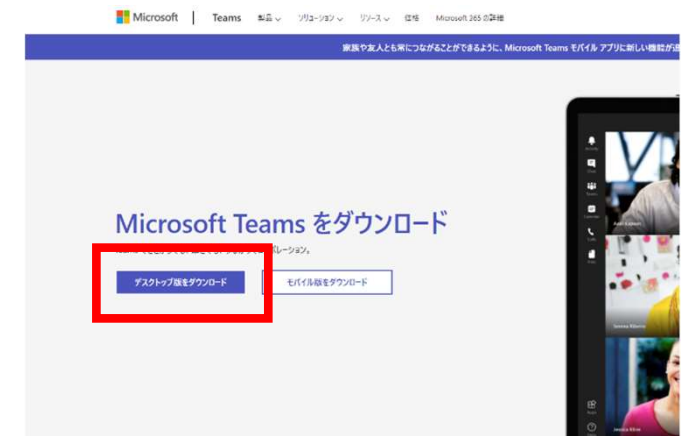
When an above blocking page appears on the screen, click “Teamsを更新” indication.

② Click “日本語に切り替える” indication



Click “日本語に切り替える (switch to Japanese)” indication. (this might not be appeared on the screen)

③ Click “デスクトップ版をダウンロード” indication



Click “デスクトップ版をダウンロード” indication.

⚠ Might be indicated in English ;
[Download for Desktop].

Let's update "Teams" app.

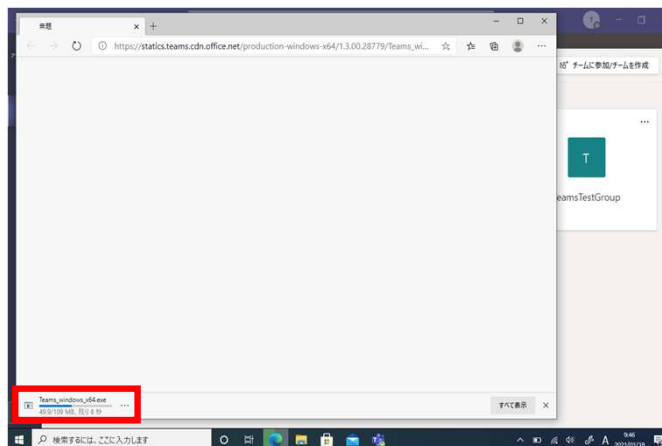
④ Click "Teamsをダウンロード"
indication

仕事用の Teams をデスクトップにダウンロード



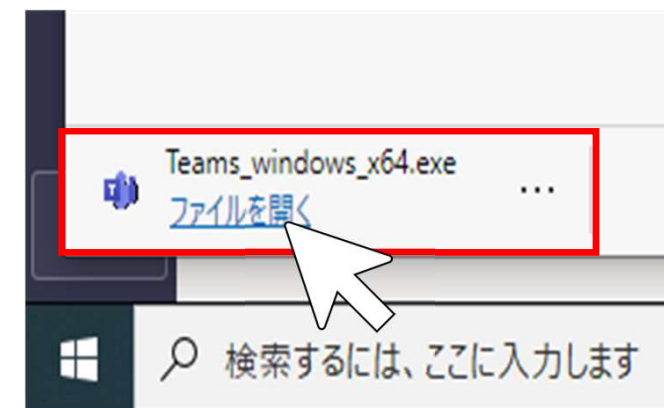
Click "Teamsをダウンロード"
indication.

⑤ After the step ④, wait for
the update



After the step ④, it starts
downloading
"Teams_windows_x64.exe".

⑥ Click "ファイルを開く" indication

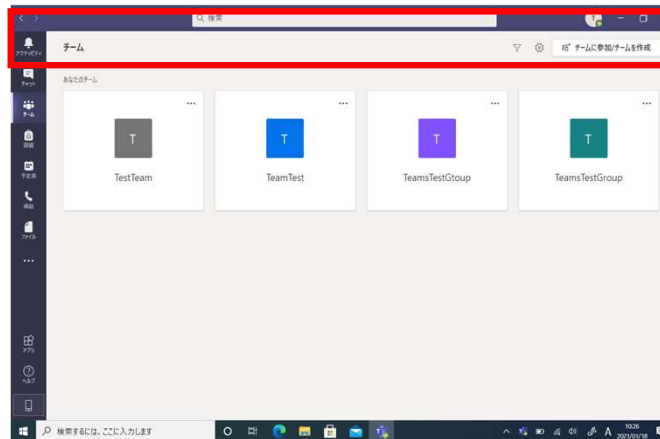
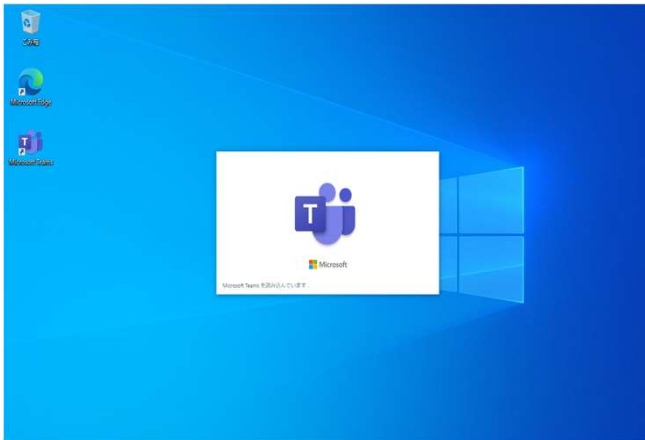


After downloading
"Microsoft_Windows_x64.exe",
click "ファイルを開く" indication.

Let's update "Teams" app.

⑦ "Teams" app. is automatically rebooted

⑧ Make sure there is no alert message on the screen



"Teams" app. is automatically rebooted.

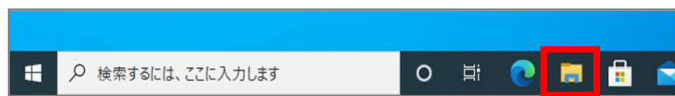
After "Teams" app. is rebooted, make sure there is no alert message on the screen.

Next, we learn how to delete downloaded files.



Delete the downloaded files

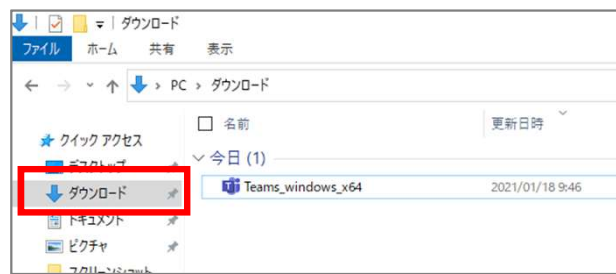
① Click "Explorer" icon



Click "Explorer" icon. (shown below)

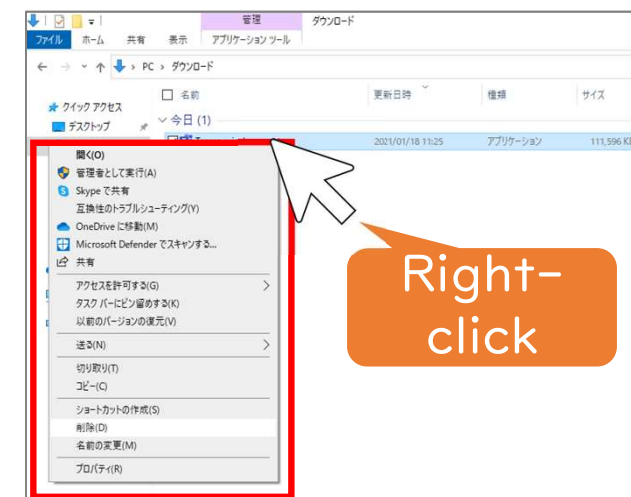


② Click "ダウンロードフォルダ" indication



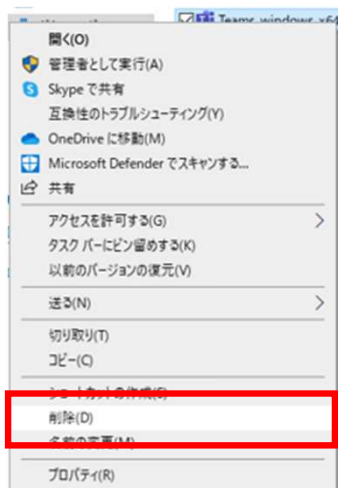
Choose "ダウンロード" indication from the left bar.

③ Right-click 「Teams_windows_x64.exe」 indication

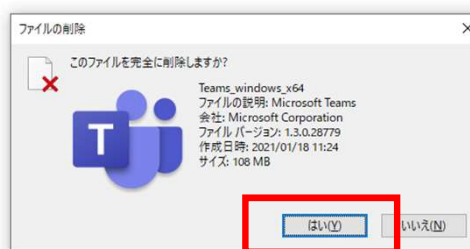
Right-click
「Teams_windows_x64.exe」
indication.

Delete the downloaded files

④ Click 「削除」 indication



⑤ Click “はい” on confirmation screen



From the menu, choose and click 「削除」 indication.

※Or, hit [Shift key] and [D key] at the same time.

⚠ Be careful not to delete other files.

Click “はい” to the question ; “このファイルを完全に削除しますか?”.

That's all!
Let's chat with teachers
and friends.

