XSLATE® R12 Tablet by Xplore™

Model iX125R1

User Guide

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The end user may access only one language version of the operating system.

L'utilisateur final ne peut accéder qu'à une seule version linguistique du système d'exploitation.

Der Endbenutzer darf nur auf eine Sprachversion des Betriebssystems zugreifen.

De eindgebruiker heeft slechts toegang tot één taalversie van het besturingssysteem.

L'utente finale può accedere a una sola lingua del sistema operativo.

El usuario final sólo podrá acceder a una versión de idioma del sistema operativo.

Loppukäyttäjä voi käyttää vain yhtä käyttöjärjestelmän kieliversiota.

Användaren har endast tillgång till en språkversion av operativsystemet.

Slutbrugeren har kun adgang til ét af operativsystemets sprogversioner.

Sluttbruker kan aksessere kun én av operativsystemets språkversjoner.

O utilizador final pode alcançar somente uma versão de língua do sistema de exploração.

O usuário final pode acessar apenas uma versão de idioma do sistema operacional.

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Getting Started 1

Features

The XSLATE R12 Tablet PC is a sleek and lightweight 12.5" rugged tablet that provides robust computing power and a variety of integrated features to support any mobile workflow, including a screen with a full-high definition (FHD) of 1920x1080 pixels.

The XSLATE R12 Tablet PC includes these features:

- Intel® Core™ i5 or i7 vPro™ Processors (i7 Processor includes Intel vPro™ technology)
- Windows® 10, 8.1, or 7 Pro 64-bit
- USB 3.0 and HDMI ports and an SD (memory) card slot
- Integrated 8.0 MP documentation camera and 2.0 MP web camera
- 64GB Solid State Drive (SSD options up to 256GB)
- 4 GB or 8 GB DDR3L 1600MHz SDRAM memory
- Intel® HD Graphics 4200
- Corning® Gorilla® Glass for increased display damage resistance
- 9-Axis MEMS sensor (Accelerometer, eCompass, Gyroscope) with an ambient light sensor
- Dual input—digitizer pen and capacitive 10-point touch
- 12.5" wide viewing angle display with full-HD Resolution (1920 x 1080) and View Anywhere® display
- Intel Display Power Saving Technology (DPST)
- Hot-swappable battery
- Integrated 802.11a/g/n/ac Wi-Fi® and Bluetooth® 4.0
- Integrated fingerprint reader
- One optional internal wireless:
  Integrated mobile broadband with Global Navigation Satellite System (GNSS) support
  or
  an integrated Global Positioning System (GPS) with Satellite-based Augmentation System (SBAS) support
- The TCG Trusted Platform Module (TPM) 1.2 for hardware-based security is built in.
- Absolute® Data & Device Security (DDS), formerly Absolute Computrace, is an option. This DDS software lets you identify and locate your tablet in case of loss or theft and lets IT manage and respond to risk assessments. The DDS software is installed on your tablet, so all you need is a license that you can buy from the **Xplore™ web site**.

The following features must be factory installed and are available by ordering the optional SlateMate® accessory with the tablet at the time of purchase:

- 1D/2D barcode scanner
- Integrated 13.56 MHz high-frequency RFID reader
- Serial port

Optional Features

This section describes the optional features available when you purchase your tablet.

Mobile Broadband with GNSS

You can purchase an XSLATE R12 Tablet PC with an **optional** embedded mobile broadband with Global Navigation Satellite System (GNSS) module that enables you to connect to a variety of mobile broadband networks for sending and receiving data wirelessly. You can typically use mobile broadband anywhere you can use your mobile phone. Mobile broadband is based on cellular network technology, so you can use it in more places than other local area wireless technologies.

The GNSS receiver uses the U.S. Global Positioning System and the Russian Global Navigation Satellite (GLONASS) System to determine the current location, altitude, heading, and horizontal velocity of the XSLATE R12. You don't need a network connection or an account with a mobile broadband network carrier to use the GNSS receiver. You can use it with your preferred mapping applications to find your current and desired locations.

NOTE: The GNSS module is not available on systems equipped with optional GPS with Satellite-Based Augmentation System (SBAS).

For information on setting up mobile broadband, see **USING LOCATION SERVICES** on page 49.

Discrete GPS with SBAS

You can purchase an XSLATE R12 Tablet PC with an optional embedded discrete *Global Positioning System* (GPS) module that supports the *Wide Area Augmentation System* (WAAS) for improved accuracy in the United States, *European Geostationary Navigation Overlay Service* (EGNOS) for improved accuracy in Europe, and *Multifunctional Satellite Augmentation System* (MSAS) for improved accuracy in Japan. The proper augmentation system is detected based on your location. No special selection is required. The augmentation feature uses signals from geostationary satellites to improve on the reliability and accuracy of the signals from the GPS satellites. You can use it with your preferred mapping applications to find your current and desired locations.

NOTE: This option is not available on systems that have an optional mobile broadband with GNSS.

Security

Your XSLATE R12 includes several features that you can use to enhance the security of your data and serve as the foundation for complementary security technologies. The core security features include password-protected BIOS, networking control, optional Absolute® **(DDS** tracking software, a built-in fingerprint reader, and the **TCG Trusted Platform Module** (TPM) 1. 2.

TPM Protection

With the built-in TPM 1.2 and Infineon Security Platform tools, you can create and manage digital certificates, user and device authentication, full disk data encryption, and restricted network access. These features are most commonly used by enterprises and enabled by the system administrator.

Data and Device Security (Absolute DDS)

The XSLATE R12 Tablet PC comes with an option for Absolute® Data & Device Security software (**DDS**), formally known as Absolute Computrace Complete. This software offers enhanced data protection, improved IT asset management, and managed computer theft recovery. With DDS software, organizations can track, manage, and secure their entire computer fleet—including remote and mobile devices—on or off the network.

You can purchase a license to enable the DDS software, which is already on your tablet. To purchase and enable the software, go to the **Accessories** site for the XSLATE R12 tablet, scroll down, tap **Securities Software**, and tap **Buy**.

Under the Absolute Computrace section, tap **Click Here to Purchase**.

Other Optional Features

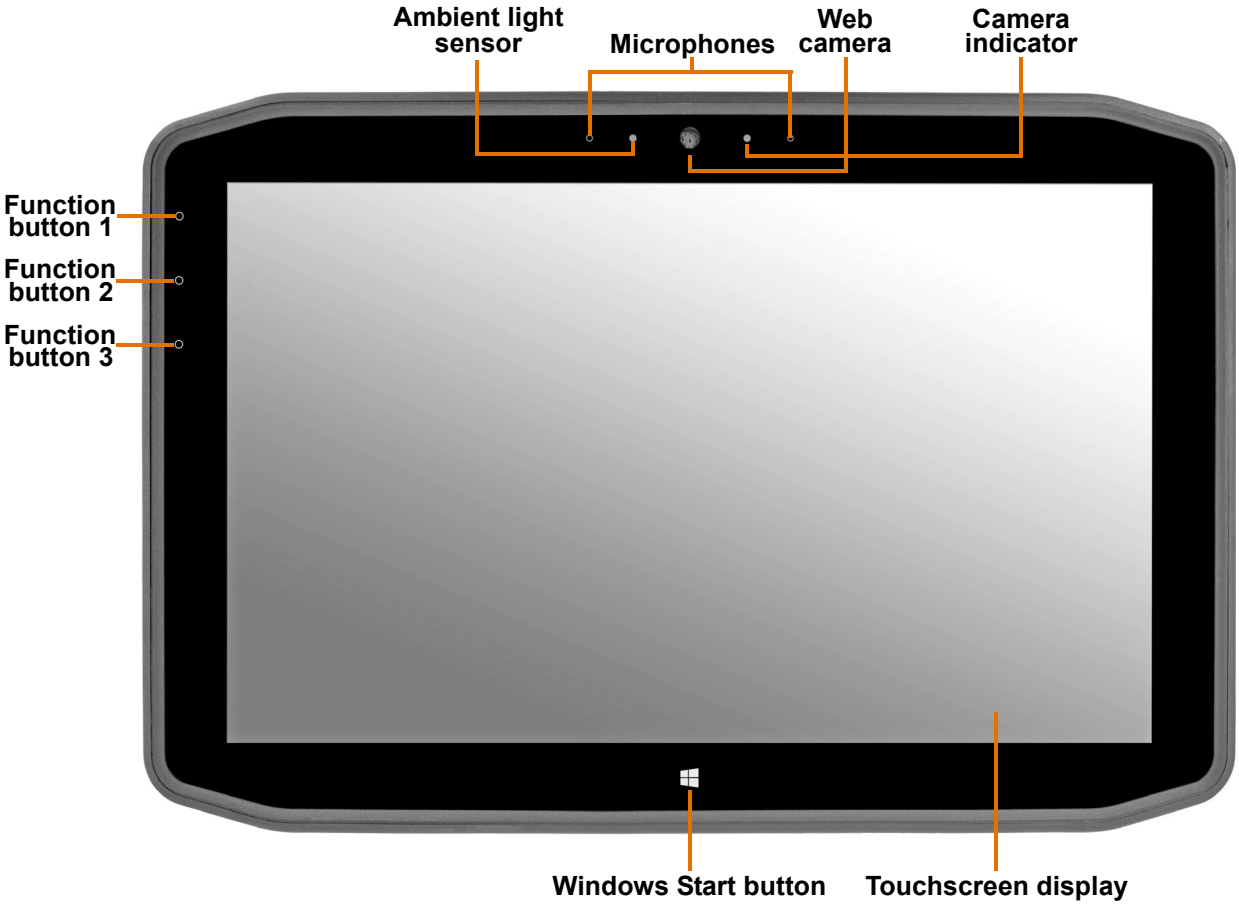
Other XSLATE R12 optional features include:

- SlateMate® module—See **Using the SlateMate Module (Optional)** on page 42.
- Barcode scanner (included with SlateMate)—See **Barcode Scanner** on page 43.
- RFID reader (included with SlateMate)—See **Using the RFID Reader** on page 44.

Overview of the XSLATE R12 Tablet

The following photos show the buttons, slots, and ports on the XSLATE R12 Tablet PC.

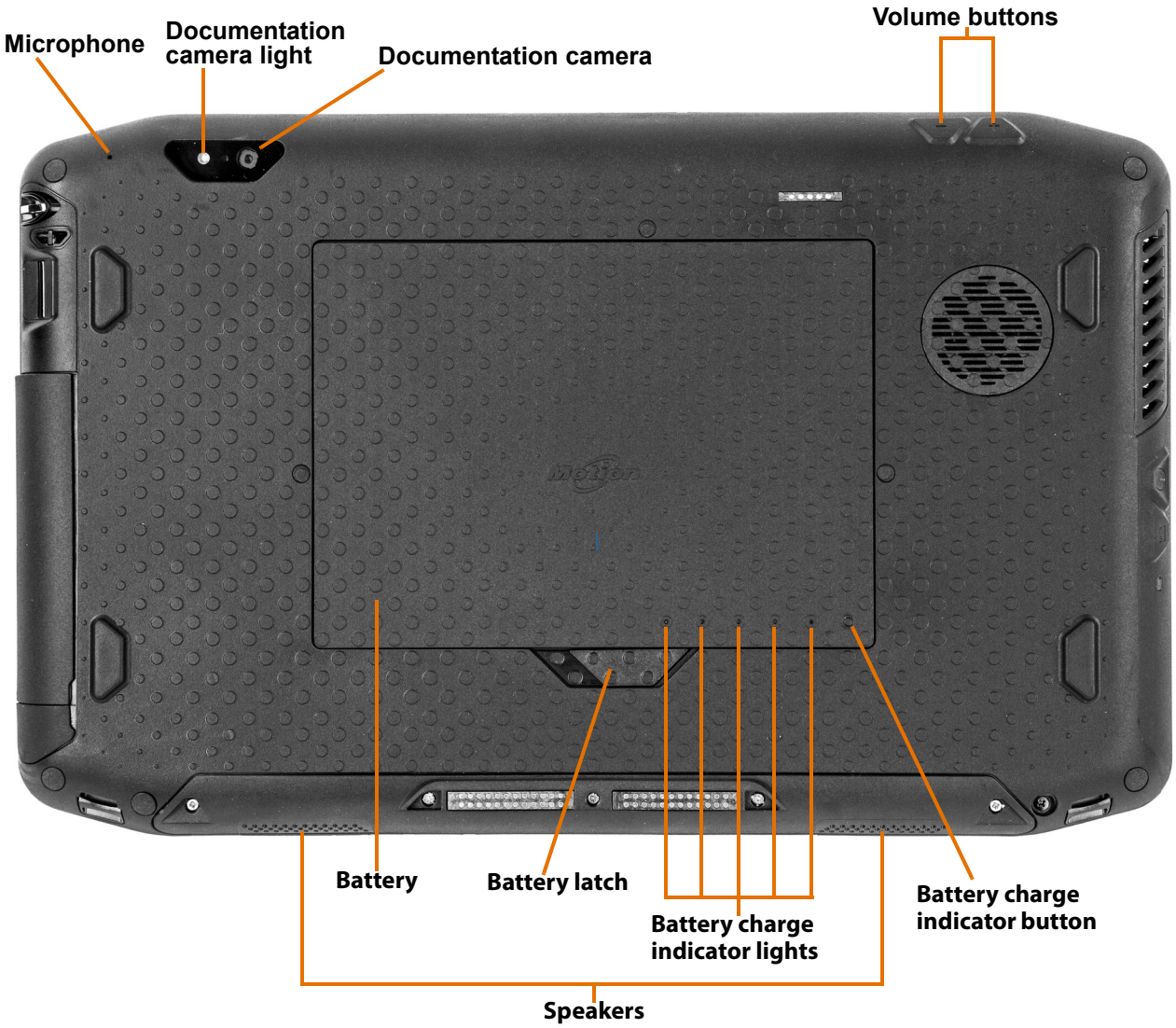
Front



Function button 1	Press to display the Tablet Center; press and hold for Windows® Journal.
Function button 2	Press this button for the xCapture Pro™ application. Press and hold to display the *Pictures* directory.
Function button 3	Press for Tablet PC settings or barcode scanner (if equipped with SlateMate). Press and hold for on-screen keyboard.
Ambient light sensor	Measures the light in your environment and can automatically adjust the brightness of the display.
Microphones	Front array microphones that optimize sound detection for speech recognition and voice recording.
Web camera	Interact with people online, stream video, or capture color images with a 2MP web camera.
Camera indicator	This light indicates that the web or documentation camera is active.

Windows Start button	Opens the Windows Start screen or the Windows desktop.
Touchscreen display	Use your finger or pen to access all the functions of the XSLATE R12 on the 12.5″ display.

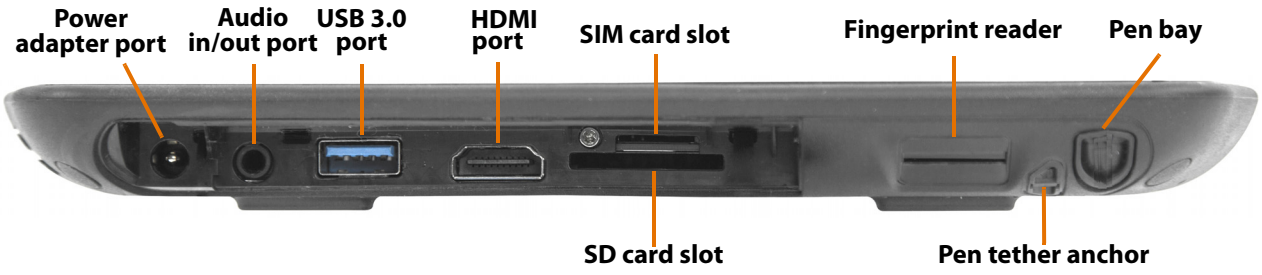
Back



Microphone	Used for detecting sound when the documentation camera is in use.
Documentation camera light	Provides light for the documentation camera.
Documentation camera	8MP autofocus camera that takes photos you can save to your hard drive in BMP, JPG, and TIFF formats.
Volume buttons	Use to adjust volume up or down.
Battery	Powers the tablet when it is not plugged in or docked.
Battery latch	Releases the battery.
Battery charge indicator lights	Indicate the level of battery charge.

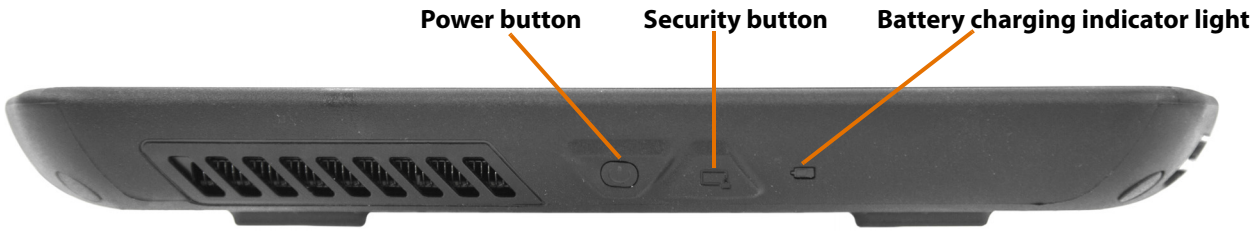
Battery charge indicator button	Press to view charge indicator lights.
Speakers	Use for listening to audio.

Right Side



Power adapter port	Connect the power adapter.
Audio in/out port	Supports external stereo speakers, a stereo headset, or a stereo headset with microphone using a standard TRS or TRRS 3.5 mm plug.
USB 3.0 port	Connect a USB device such as a mouse, digital camera, printer, or external storage device.
HDMI port	Connect digital audio/video devices such as an external digital monitor.
SIM card slot	Required for some mobile broadband networks. If required, your cellular network carrier provides the SIM card.
Fingerprint reader	Scan your fingerprints for added security.
Pen bay	Store the pen when not in use.
SD card slot	Use with an SD memory card to play media files, view files from your camera or other devices, or to use for extra file storage.
Pen tether anchor	Loop a pen tether through this attach point to keep your pen with the tablet.

Left Side

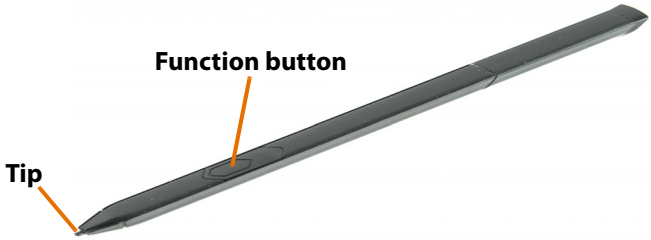


Power button	Turns the tablet on and off.
Security button	Use to log on to or lock the tablet. Equivalent to **Ctrl**+**Alt**+**Del** on a keyboard.
Battery charging indicator	This light indicates the battery charging status: green for fully charged, amber for low or charging.

Pen

The XSLATE R12 Tablet PC supports touch with a pen, with your finger, and with an XSLATE R12-Series digitizer pen. You might find the pen handy when you want to write a quick email or take notes. The pen is particularly effective for precise data entry and navigation.

The XSLATE R12 digitizer pen includes a pressure-sensitive tip and a function button. There are no batteries in the pen and it does not need external power.



You can purchase additional pens from the **XSLATE R12 Accessories** web page under the **Input Devices** link.

Starting Your XSLATE R12 Tablet

This section has steps for powering up and setting up the XSLATE R12Tablet PC.

Powering Up the Tablet

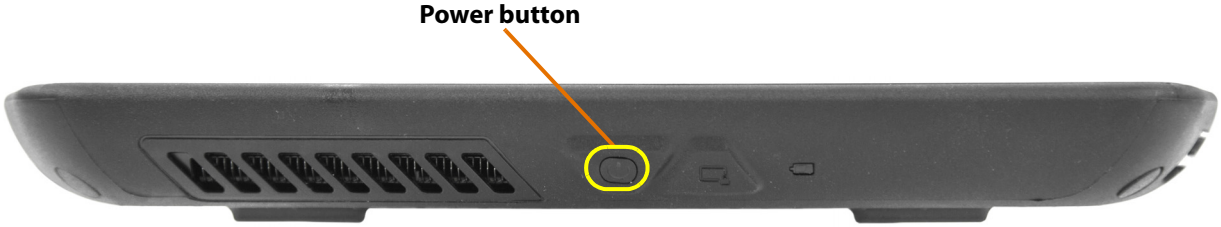
1. Open the port door located at the bottom of the right side of the XSLATE R12 to expose the power adapter port and plug in the AC adapter.

2. Plug the power cord into an outlet.

   The battery charging indicator on the XSLATE R12 turns **amber** to indicate that the battery is charging.

3. Keep the tablet on AC power until the battery is XSLATE R12 fully charged. (The battery charging indicator turns **green**.) You don't have to wait until the tablet is fully charged to turn it on.

4. Press and release the **Power** button in the center of the left side of the XSLATE R12 to turn it on.



Connecting to a Wireless Network

The XSLATE R12 tablet includes built-in Wi-Fi® and Bluetooth® technology. Your tablet might also be equipped with mobile broadband.

Setting Up Wi-Fi

To enable Wi-Fi, follow these steps.

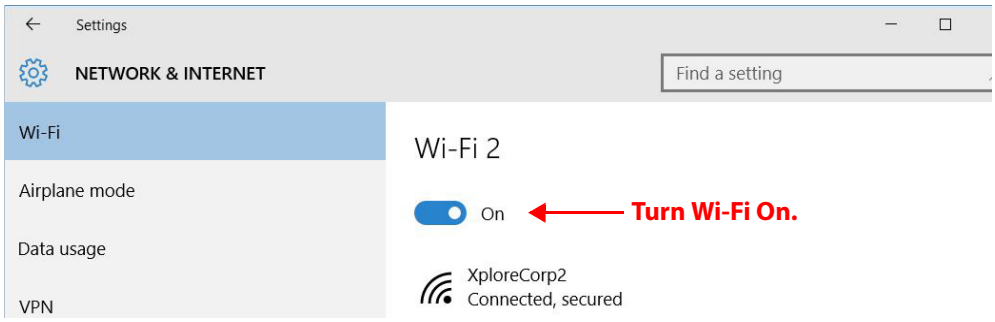
1. Swipe in from the right side of the screen and tap **All Settings**.

   The Settings menu appears.

   NOTE: You can also display the Settings menu by tapping the Windows Start button, ⊞, and then tapping **Settings**, which is the same as All Settings.
   If you are in *Tablet Mode* the Start button works differently. Tap the **All Apps** button just above the Start button and scroll down to the **S** section and tap **Settings**.

2. Tap the **Network and Internet** icon.

3. Tap the Wi-Fi slider to turn it **On**.



4. Select a wireless network from the list of available networks.
5. Follow the on-screen instructions.

Setting Up Bluetooth

To enable Bluetooth, follow these steps.

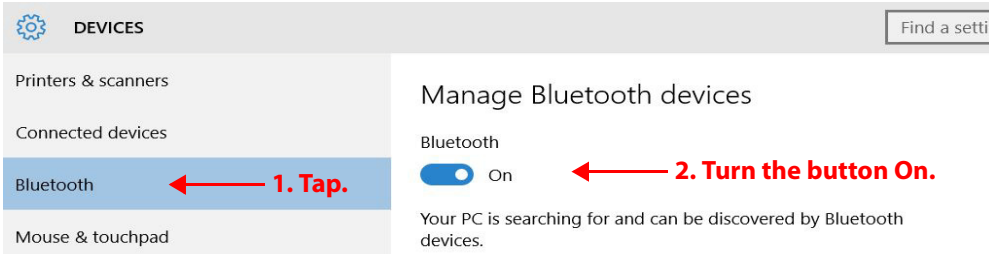
1. Swipe in from the right side of the screen and tap **All Settings**.

   The Settings menu appears.

2. Tap the **Devices** icon.

   The Devices menu appears.

3. Tap **Bluetooth** in the left pane.



4. Tap the Bluetooth button to turn it **On**.
5. As your tablet discovers the Bluetooth devices that are turned on, you can tap them and tap **Pair** to begin the pairing process.

Setting Up Mobile Broadband with GPS (Optional)

If you purchased your R12 with the optional mobile broadband module, you can connect to high-speed cellular networks worldwide.

Important: Before you can connect to a mobile broadband network, you must have an active account with a cellular network provider **and** a SIM card in your tablet for mobile broadband access.

For instructions to set up mobile broadband, see **Connecting to a Mobile Broadband Network** on page 26.

Locking and Unlocking Your Tablet

When you leave your Tablet PC for a while, you can lock it to prevent unauthorized access. Press the **Security** button and then tap **Lock** on the screen.

You can also configure the power button to shut down your Tablet PC, or to put it in Sleep or Hibernate mode to save power when you press the power button.

Note: The power button blinks when the tablet is in *Sleep* mode.

Locking the Tablet

1. Press the **Security** button on the left side of the tablet.

   A menu is displayed.

2. Tap **Lock**.

   or

3. If a keyboard is attached, press **Ctrl**+**Alt**+**Delete**.

Unlocking the Tablet

1. Press the **Security** button or **Ctrl**+**Alt**+**Delete** on the keyboard again.
2. Enter your password to unlock the tablet. (Unless this has been disabled.)

Using Sleep Mode

Use *Sleep* mode when you go away for a short period of time. This mode conserves battery power while you're away and when you return, your desktop is the same as you left it.

Putting the Tablet in Sleep Mode

1. Save your files. (This step isn't required, but it is a good precaution.)
2. Press and release the **Power** button.

   While in Sleep mode, the power button blinks.

Waking up the Tablet from Sleep Mode

1. Press and release the **Power** button.

   The tablet quickly resumes activity and your desktop is the same as you left it.

   Note: If you have security enabled on your tablet, you need to unlock the Tablet PC.

Modifying Sleep Mode

You can modify the timing of sleep mode in the same way as you set up or modify hibernate mode in the next topic. Modify either mode in the *Power and sleep* settings.

You can also open the Tablet Center to adjust the power plan, the function of the Power switch, and the timing of sleep mode, hibernate mode, and the display.

Setting Up the Hibernate Mode

NOTE: You can also use this procedure to set up the **sleep mode**.

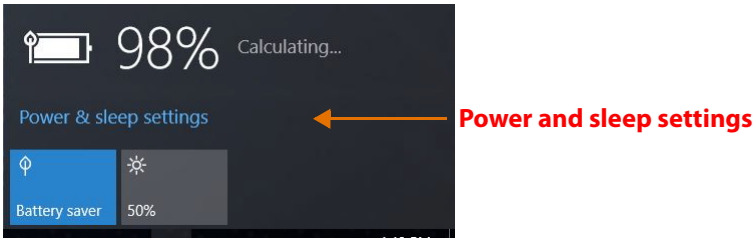
If you intend to leave your tablet for several hours or more, you can put the tablet in *Hibernate* mode. When you return and start up again from hibernate mode, your desktop is the same as you left it.

Important: If you have security enabled, you need to unlock the Tablet PC.

It takes longer to start up from Hibernate mode than from Sleep mode, but it consumes very little power, saves data to disk beforehand, and is still faster than starting your tablet after shutting it down.

1. Tap the **Battery** icon in the notification area on the right side of the taskbar.

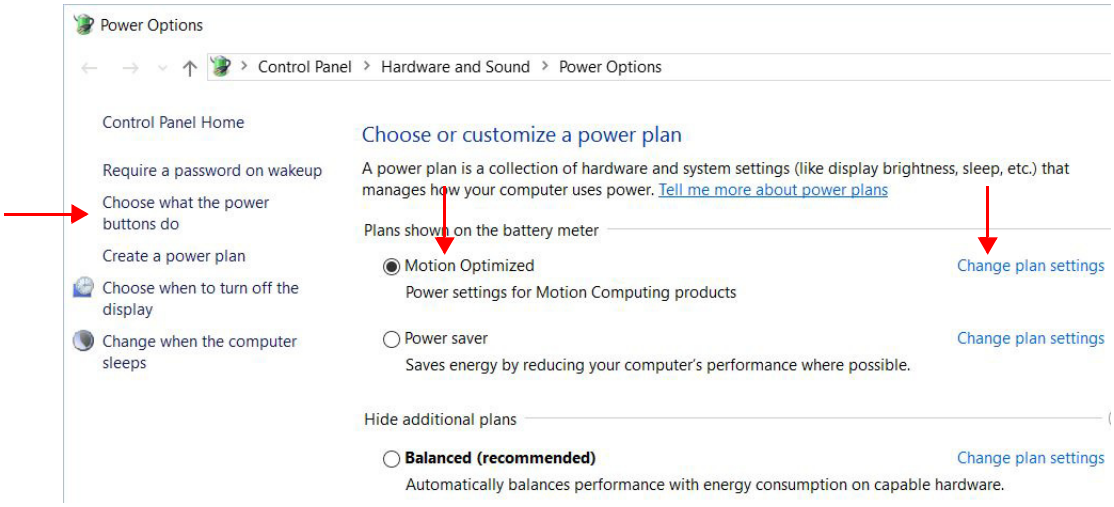
   A power window appears.



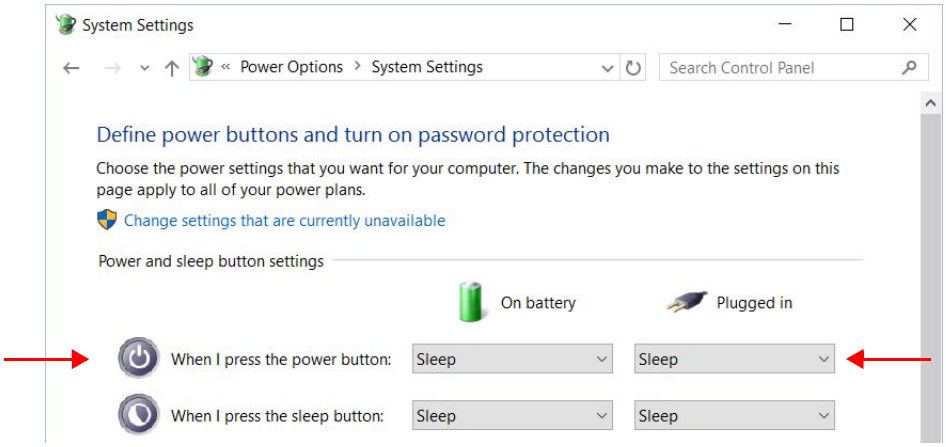
2. Tap the words: **Power and sleep settings**.
   The System menu appears and the Power & sleep pane is highlighted. This pane displays the settings to make the screen turn off automatically and to set the sleep timer for the tablet.

3. In the right pane, under *Related settings*, tap **Additional power settings**.

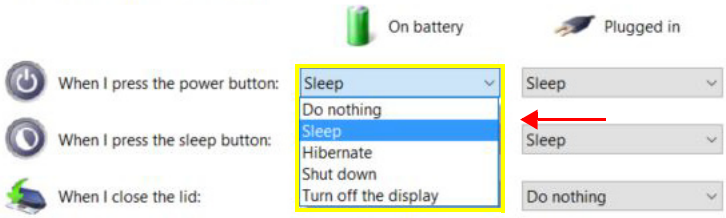
   The Power Options menu appears.
   Use this menu to choose a power plan and to change what those plans do.



4. In the left pane of the Power Options menu, tap **Choose what the power buttons do**.
5. Use this menu to set the power button to one of the following actions: Do nothing, Sleep, Hibernate, Shut down, Turn off the display.



6. Choose what the power button can do from this list.



NOTE: The Power button on the XSLATE R12 can act as a sleep button. **There is no dedicated sleep button on the XSLATE R12.**

7. You can also select **Sleep** or other options.

HIBERNATE MODE: After setting up the tablet with the Hibernate mode, you can tap either of the tablet buttons to put the tablet into hibernate mode or return to where you were working when you left it in Hibernate mode. When you put the tablet into this mode, your desktop is saved on disk. When you restart the tablet, it is slower to display the desktop as you left it, but it is faster than rebooting and opening all your work.

NOTE: For more information on power options, see **POWER SETTINGS** on page 28.

Becoming Familiar with Your Tablet

After you have set up your XSLATE R12, take a few minutes to become familiar with your tablet.

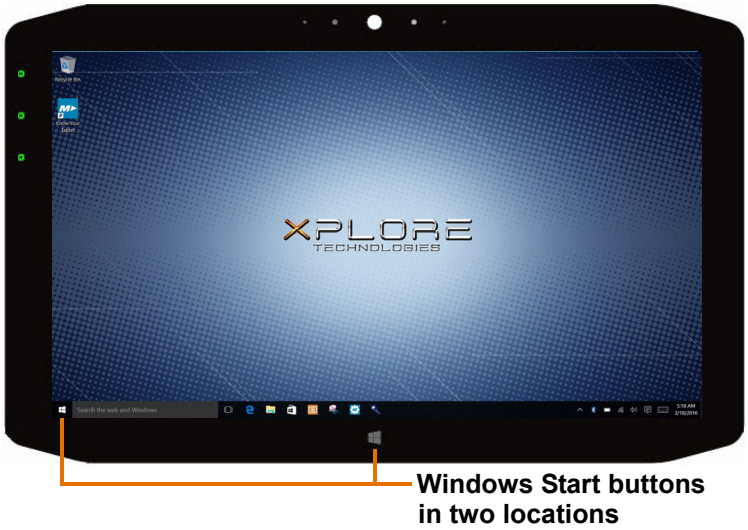
- Calibrate the touch. You can adjust the touch settings by calibrating the digitizer. (The digitizer is software that detects the position of the pen or your finger on the touchscreen display.)
- Use Xplore tools to configure basic Windows 10 settings, customize your tablet according to your work style, and to access XSLATE R12 documentation, Support, and Accessories.
  - See **Using the Tablet Center** on page 18 and
  - See **Accessing the Know Your Tablet Application** on page 14.
- Open the writing panel and provide handwriting samples to improve the recognition of your handwriting. See **Entering Text by Handwriting** on page 34.
- Take photos or use the web camera. See **Using the Cameras** on page 37.

Using the Windows Start Button

The Windows® Start button is on the center edge of the front of the tablet and in the lower left corner of the screen.

Press this button to open the Windows Start screen. It displays the desktop icons, but they do not fill the screen. If you are running an application, it remains on screen while the icons are displayed.

If the Start screen icons are visible, you can tap the button to close them. You can also press and hold the Start button to display a menu that includes the **Desktop**.



The Start button works a bit differently in tablet mode. See the next section for details.

Tablet Mode Interface

To choose table mode, swipe left from the right edge of the screen and tap the **Tablet mode** tile. You get a different user interface.

If you like tablet mode, explore it and use the Windows help to learn more.

Tablet Mode and the Start Button

In Tablet Mode, the Windows Start button, , works a little differently. If you are using an application on screen and you can see the Start button, you can tap it to toggle between your desktop view and a single application. You can also press and hold the Start button to display a menu that includes the **Desktop**.

- If an application fills the entire screen and you cannot see the Start button, then you can swipe left to right to shrink the application window. After shrinking it, you can close the application window with the close button (X). You can also see the Start button and can tap it to return to the desktop icons.
- You can also press the Start button in the center-bottom perimeter of the tablet to display the desktop icons.

Tablet Mode and Taskbar Visibility

If you like to see the taskbar while in tablet mode, you can turn it on. By default, it is off.

1. To keep the taskbar visible in tablet mode, swipe left from the right edge of the screen and tap **All Settings**.
2. In the Settings window, tap **System**.

   The System window appears.
3. In the left pane of the System menu, tap **Tablet mode**.

   The Tablet mode window appears.
4. In the right pane of the System menu, tap to make sure the button called *Hide app icons on the taskbar in tablet mode* is turned **Off**.

   This setting makes the taskbar visible in tablet mode.

Accessing the *Know Your Tablet* Application

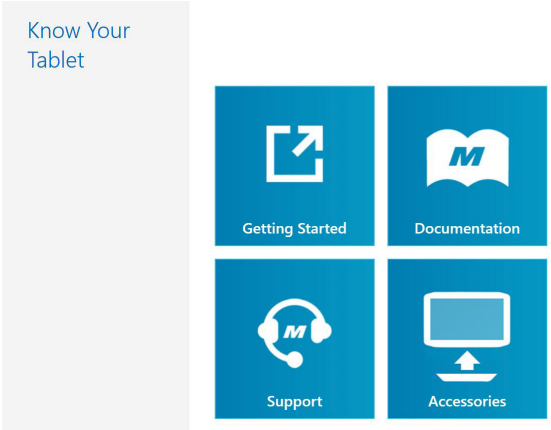
The *Know Your Tablet* application provides easy access to XSLATE R12 user documentation and the Support and Accessories web sites.

1. Locate the *Know Your Tablet* tile on the Windows® 10 Start screen or the desktop.

   This tile opens an application with resources for using your tablet.

2. Tap the **Know Your Tablet** tile to open the application.

   The application screen displays 4 tiles.



3. Tap the tile for the resource you want.

   These four tiles provide different information and help in using your XSLATE R12 Tablet PC. Each is listed here with a description.

   - **Getting Started**
     Opens the *Getting Started Guide*, which provides basic information about operating your Tablet PC.
   - **Documentation**
     Lets you open user documentation for the XSLATE R12 tablet. You can view the PDF files on line or save them to disk.
   - **Support**
     Links to the Support web site, which provides information about products, technical support, and customer or professional services.
   - **Accessories**
     Opens the Xplore site for accessories and products that you can view and purchase for your XSLATE R12 Tablet PC.

Optional Setup Tasks

Creating a Recovery Drive

After setting up the XSLATE R12 the way you like it and installing applications, create a recovery drive on an external USB drive. A recovery drive lets you start your tablet and access recovery and troubleshooting tools if you encounter any issues with your Windows installation. For more information, see **Creating a USB Recovery Drive** on page 55.

Attaching the Pen Tether

The XSLATE R12 pen comes with a tether so that you can attach the pen to your tablet to avoid misplacing it.

1. Slip one end of the tether through the hole at the end of the pen, and pull the pen through the loop until it is tight.
2. Slip the other end of the tether through the attach point on the XSLATE R12, then pull the pen through the loop until it is tight.

You can purchase additional pen tethers from the **Xplore Accessories** web page.

Connecting the Tablet to a Docking Station

A variety of docking solutions for the XSLATE R12 are available for purchase on the **Xplore Accessories** web page.

The docking station for the XSLATE R12 adds functionality to your tablet, including port expansion for Ethernet, VGA and HDMI monitors, and USB devices such as printers, keyboards, and mice. The docking station also charges the tablet and includes a charging bay for an extra battery. Mobile docks are also available for your XSLATE R12 and enable you to mount your Tablet PC in a variety of vehicles. For details on installing and using the docking station, see the *User Guide* of your docking station.

Connecting the Tablet to a Display Monitor

Connect a display monitor to your XSLATE R12 Tablet PC using either the VGA or HDMI port on the docking station or the HDMI port located on the side of the tablet.

For More Information

The *Know Your Tablet* application is located on the desktop and the Windows Start screen of the tablet. Open this application to view the *Getting Started* document, which provides information and tips to help you get started using your XSLATE R12 quickly.

> **NOTE:** If you don't have access to a particular feature or setting on your Tablet PC, contact your system administrator for additional information.

This user guide describes the full set of XSLATE R12 features and provides instructions for common tasks. The rest of this user guide is organized as follows:

- Chapter 2, **USING YOUR XSLATE R12 TABLET** on page 17:
  Provides instructions for basic XSLATE R12 tasks including how to customize your tablet to fit the way you work using the Tablet Center, how to use the cameras, how to set up speech recognition, and more.
- Chapter 3, **CARING FOR YOUR XSLATE R12** on page 57:
  Provides suggestions for the care and maintenance of your Tablet PC.
- Chapter 4, **TROUBLESHOOTING AND FAQS** on page 61:
  Provides answers for common issues you might encounter as you use your XSLATE R12.

You can find other useful information on the **Xplore Technologies** web site:

- **Support**
- **Free Training Videos**
- **Knowledge Base for the XSLATE R12**
- **Accessories**
- **XSLATE R12 Overview**

> **NOTE:** This user guide is available in **French**, **German**, **Spanish**, and **Portuguese** on the Xplore web site.

Using Your XSLATE R12 Tablet 2

Using the Cameras on page 37This chapter provides information about the following tasks:

- Using the Tablet Center on page 18
- Configuring the Tablet PC Settings on page 20
- Setting Up the Display on page 20
- Configuring the Tablet Function Buttons on page 22
- Setting Up Wireless Connections on page 24
- Power Settings on page 28
- Sensors Settings on page 30
- Entering Text by Keyboard on page 31
- Entering Text by Handwriting on page 34
- Using the Function Buttons on page 35
- Connecting an External Monitor on page 36
- Using the Built-in Microphones on page 36
- Using the Cameras on page 37
- Using the SlateMate Module (Optional) on page 42
- Using the SlateMate Module (Optional) on page 42
- Using the RFID Reader on page 44
- Using the Battery on page 45
- Changing the Power Plan on page 48
- Using Location Services on page 49
- Using Bluetooth on page 50
- Using the Fingerprint Reader on page 51
- Inserting and Removing a SIM Card on page 52
- Using the SD Card Reader on page 53
- Backing Up Your System on page 54
- Restoring Your System on page 54
- Finding Other Software on page 56

XSLATE R12 Tablet PC Applications

Your tablet includes these two Xplore™ applications to help you configure your XSLATE R12® Tablet PC to fit your needs, to manage common Windows 10 settings, and to access resources for more information.

	Tablet Center	Provides a central location for accessing and configuring the many commonly used Windows 10 settings.
	Know Your Tablet	Provides easy access to Documentation, Support, and Accessories.

Using the Tablet Center

You can use the Tablet Center to access and configure the most commonly used Windows® 10 settings.

Opening the Tablet Center

1. There is a Windows Start button in the middle bottom of the front of the tablet and another one in the lower left corner of the display. Tap the **Start** button and scroll down to see the Xplore icons.

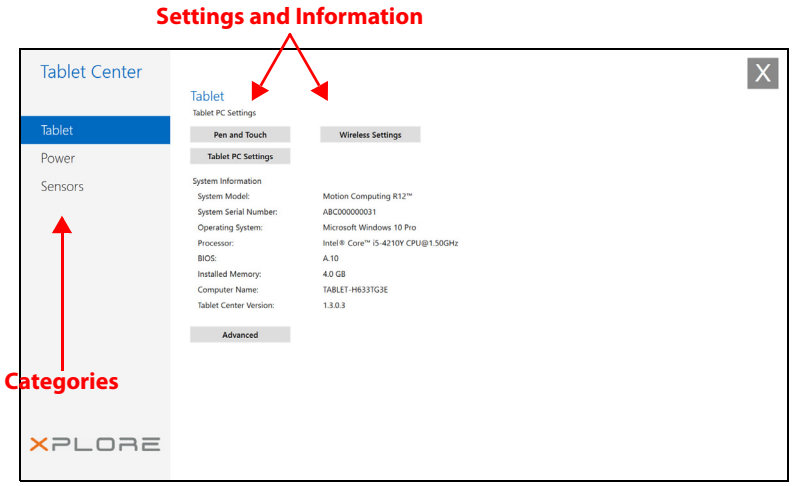
2. On the Windows 10 Start screen, locate and tap the **Tablet Center** tile.

   The Tablet Center is displayed.

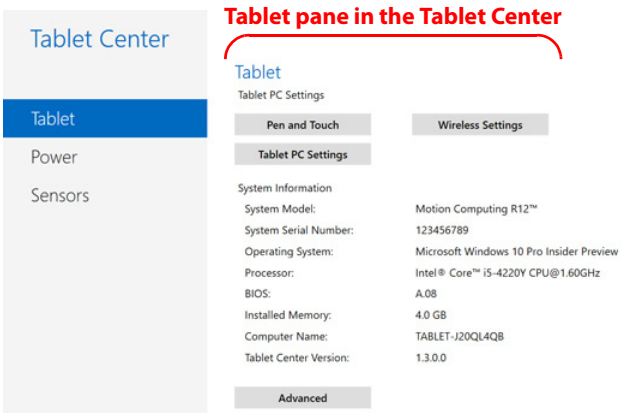
   TIP: A short cut to the Tablet Center is to tap **Function button 1** on the upper left on the front of the tablet. (It is at the very edge of the glass.)

The Tablet Center is organized into *categories* in the left pane.

The pane to the right of the categories displays information about your tablet and gives you access to the settings.



Tablet Interface Settings



You can view and set the following configuration options in the Tablet Center application. The four highlighted rectangles on the right pane are selectable.

- **Pen and Touch**
  Provides access to Windows® Pen and Touch configuration options.
- **Tablet PC Settings**
  Use these settings to configure your display, and button actions, and set left- and right-hand options.
- **Wireless Settings**
  Lets you view, configure, and connect to available wireless networks.
- **Advanced**
  Lets you view all system information for your Tablet PC.

Adjusting Pen Options

1. To change pen settings, tap **Pen and Touch**.
2. Select the **Pen Options** tab.

   NOTE: You can adjust the Double-tap and the Press and Hold settings, but not the Single-click.
3. Tap **Double-tap** or **Press and Hold**.
4. Tap the **Settings** button and use the form that appears to adjust the settings.

Adjusting Touch

1. To change touch actions, tap **Pen and Touch**.
2. Select the **Touch** tab.
3. Tap **Double-tap** or **Press and Hold**.
4. Tap the **Settings** button and use the form that appears to adjust the settings.

Configuring the Tablet PC Settings

This section shows you how to

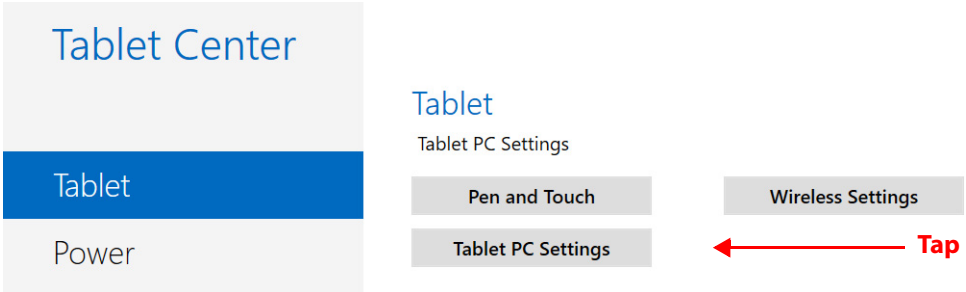
- Set up your pen and touch input for one or multiple screens
- Calibrate the pen and touch
- Configure the tablet function buttons
- Set up for left- or right-hand use

Setting Up the Display

You can set up the display for pen or touch. You can do this for one or multiple screens.

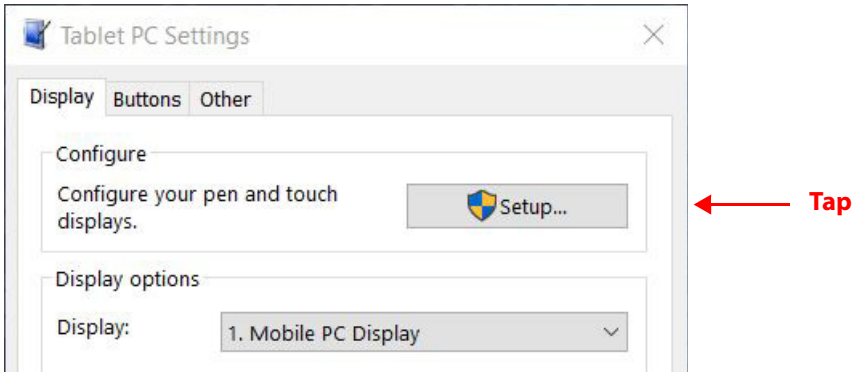
1. Open the Tablet Center.

2. In the Tablet Center form with Tablet highlighted in the left pane, tap **Tablet PC Settings** in the right pane.



The Tablet PC Settings form opens.

3. Make sure the **Display** tab is selected. (The Display tab is the default.)



4. Tap **Setup** next to *Configure your pen and touch displays*.

   This setting is useful for assigning pen or touch to the appropriate display when one or more displays are connected to the tablet.

   A form asks you which type of screen you want to configure.

   For example, you might have an external monitor that you use with touch, whereas you usually use a pen on the tablet.

5. Tap **Pen Input** or **Touch Input**, depending on the type of input you want to use on the display as follows:

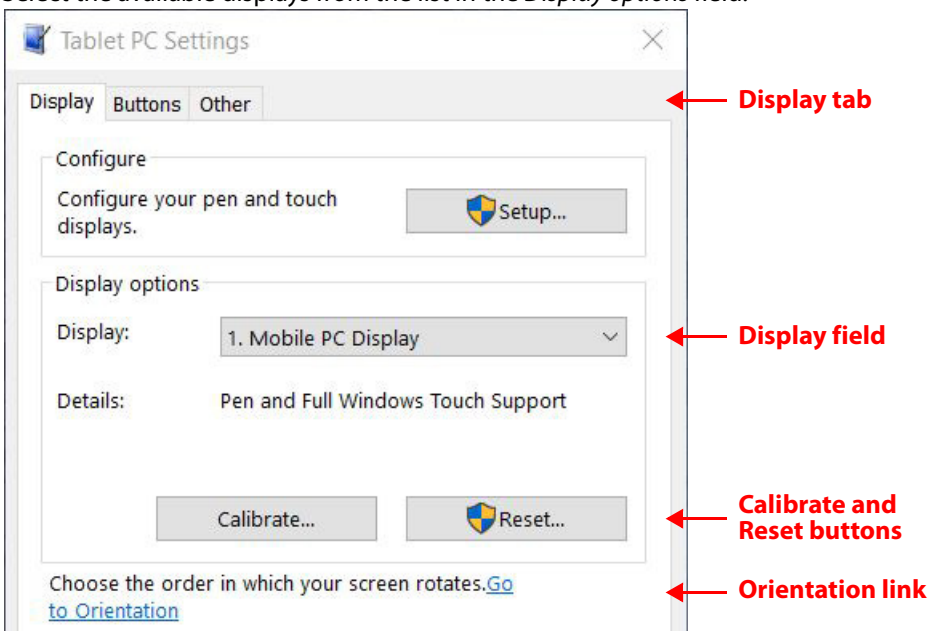
   a. If you select → Pen Input, then the next step asks you to tap the screen with the pen to identify it as the pen input screen.

   b. If you select → Touch Input then the next step asks you to touch the screen that you want to use as a touchscreen.

6. Click **OK** in the Display tab or choose another option from the form.

Setting the Display Options

1. In the Display tab, you can configure display options (for your screen). Select the available displays from the list in the *Display options* field.



2. Tap the **Calibrate** button to configure touch and pen input options, or tap **Reset** to reset the options to the default settings.

3. To adjust the screen orientation sequence setting tap the **Go to Orientation** link and choose the order in which your screen rotates.

   a. Choose the preferences from the lists.

   b. Click **OK** to confirm them and return to the Display tab of the Tablet PC Settings.

Configuring the Tablet Function Buttons

You can configure the three function buttons on the front of the tablet. Each has two functions.

1. Open the Tablet Center.

2. In the Tablet Center form with Tablet highlighted in the left pane, tap **Tablet PC Settings** in the right pane.

   The Tablet PC Settings form opens.

3. In the Tablet PC Settings form, tap the **Buttons** tab.

   The Buttons tab is displayed.

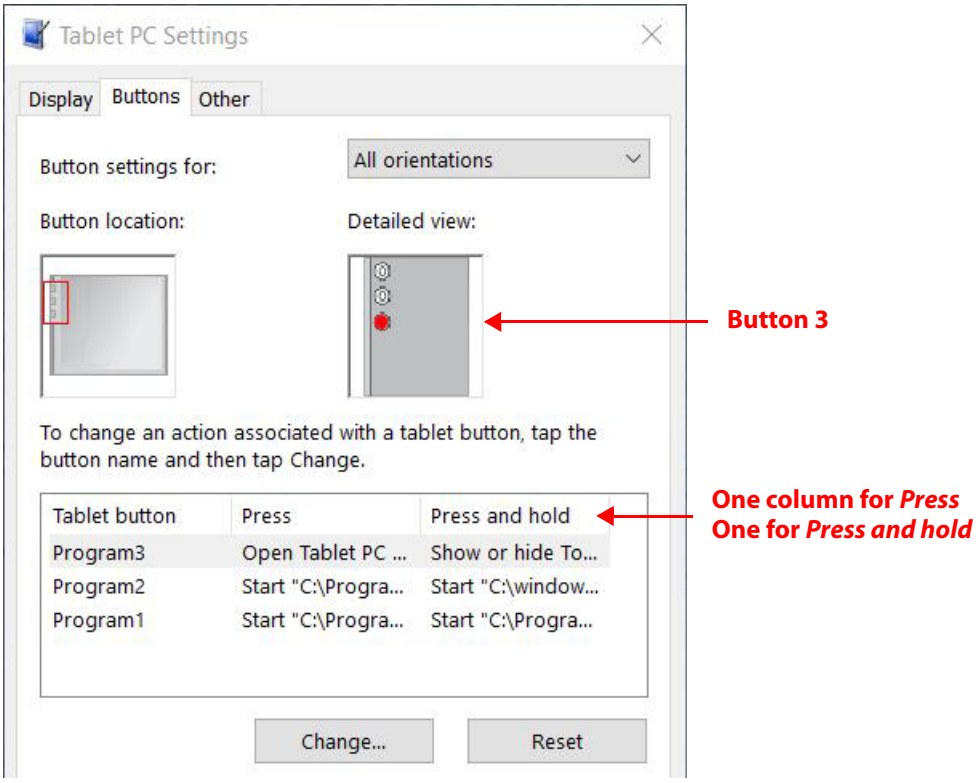
   Use this tab to configure the Function buttons.

4. Select the primary or secondary orientation for which you want to change the button settings from the **Button settings for** drop-down list.

   TIP: You can configure different button settings for different orientations. For additional information on the front panel buttons, see USING THE FUNCTION BUTTONS on page 35.

5. Select the button to change.

   The currently selected button is shown in **red** on the form.



6. Tap **Change**.

   The Tablet Button Actions form displays the settings for the selected button.

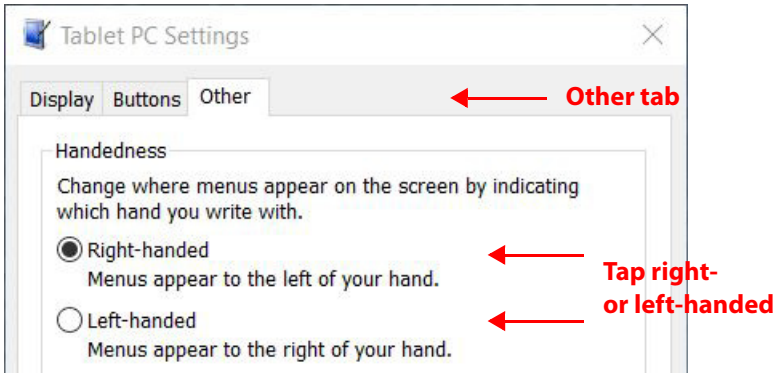
7. Select the appropriate action for the button.
8. For some actions, you must enter more information, such as the location of a program to start. You can select an action for **Press** and another for **Press and hold**. For more information, tap **WHAT IS PRESS AND HOLD?** on this form.
9. Click **OK** to confirm the changes you have made.

   The form closes.
10. To reset the buttons to their default values, tap the **Reset** button on the Buttons tab.
11. Click **OK** to close the Buttons form when you are done.

Configuring the Menus for Left or Right Hand

Use the *Other* tab to choose the hand you use for your tablet.

1. To select the left- or right-handed option, tap the **Other** tab in the Tablet PC Settings window.



2. Tap **Right-handed** or **Left-handed**.
3. Click **OK**.

Setting Up Wireless Connections

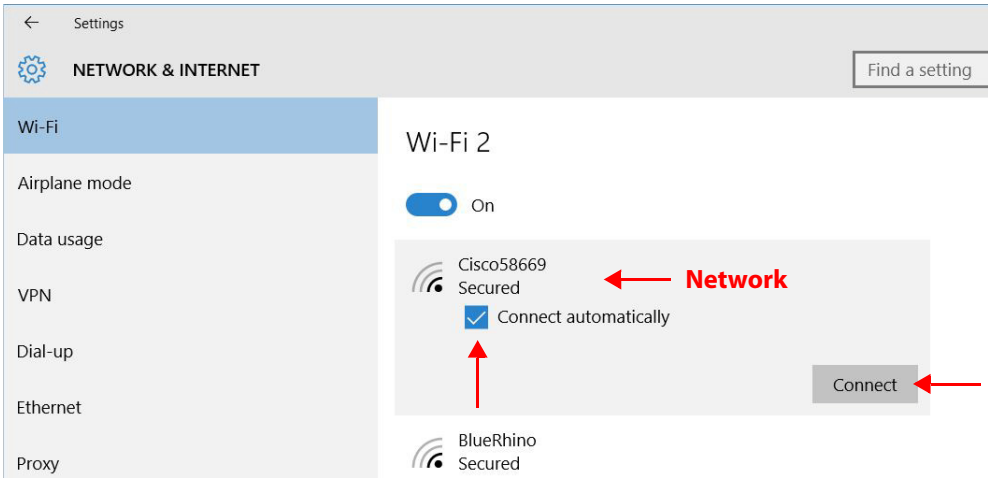
The wireless settings in the Tablet Center provide you with access to the Windows® Networks menu, where you can view and connect to available mobile broadband, and Wi-Fi® networks. You can also turn *Airplane* mode on or off in this menu, which disables all wireless communication on the Tablet PC.

Connecting to a Wi-Fi Network

1. Open the Tablet Center by tapping the icon.
2. Tap **Wireless Settings**. Wireless Settings

   The Windows Network & Internet form opens.

   The list of available wireless networks is displayed in the *Wi-Fi* pane on the right.

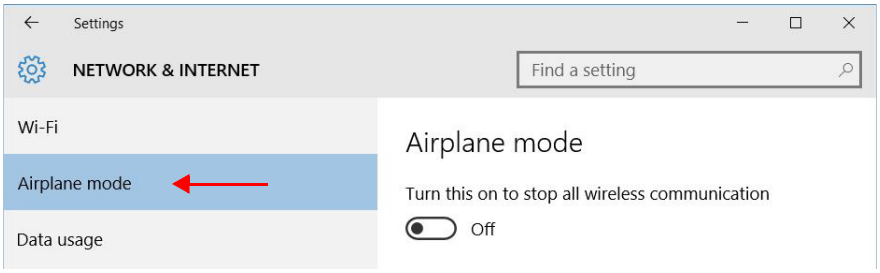


3. Tap your network.
   a. To use this network on a regular basis, select **Connect automatically**.
   b. Tap the **Connect** button and enter the network security key when prompted.

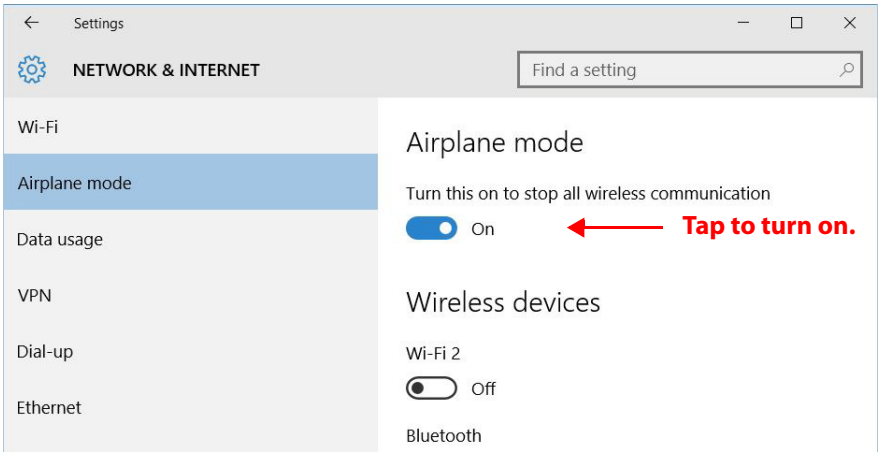
Temporarily Switching Off Wireless Devices

Check with your airline for exact rules on using your Tablet PC and Wi-Fi while traveling. If required, you can disable all of your wireless devices using the Tablet Center.

1. To turn off the wireless devices in your tablet, open the Tablet Center.
2. Tap **Wireless Settings** on the **Tablet** screen. **Wireless Settings**
3. In the left pane, tap **Airplane mode**.



4. In the right pane, turn **on** Airplane mode.



When this switch in on, the wireless devices are turned off.

5. Turn Airplane mode **off** to resume the use of wireless devices on your tablet.

Connecting to a Mobile Broadband Network

Important: Before you can connect to a mobile broadband network, you must have an active account with a cellular network provider **and** a SIM card in your tablet for mobile broadband access.

Inserting a SIM Card

1. If you don't have a SIM card in your tablet already, turn off the tablet.
2. Insert a SIM card into the SIM card slot on the right side of the tablet.
   See **Inserting and Removing a SIM Card** on page 52 for **details** about inserting a SIM card.

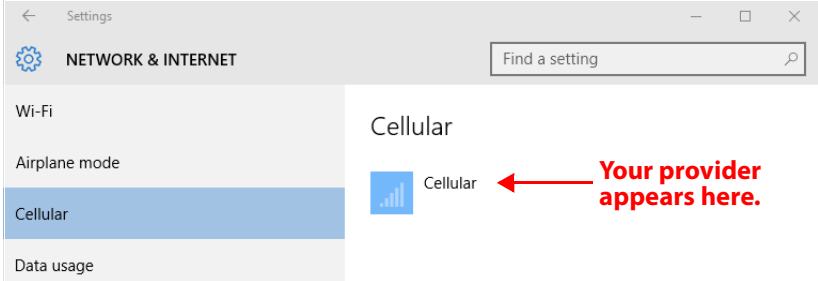
   After inserting the SIM card, the mobile broadband detects the SIM from your provider and automatically configures the mobile broadband for use on your cellular network.

Setting Up Mobile Broadband

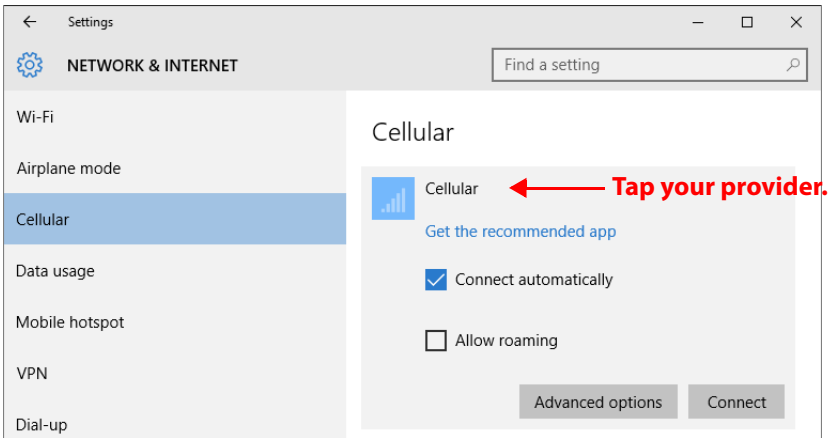
With the SIM card and an active account with a cellular network provider, you can connect to a mobile broadband network.

1. Open the Tablet Center by tapping the icon.
2. Tap **Wireless Settings** on the Tablet Center screen.

   The Windows Network & Internet menu opens.
3. Tap **Cellular** in the left pane if is it not already highlighted.



4. Tap your mobile broadband provider.



5. If you want to connect automatically in the future, select the **Connect automatically** check box.

6. Tap **Connect**.
7. If prompted, enter the *access point name* (APN) or access string, the user name, and the password. (You can find these in the information that came with the device or with your mobile broadband service.)

   If the entries in the previous step were correct, then you are connected to the net.

   TIP: To view options and settings for the mobile broadband network, press and hold your pen or your finger on the network name until a square appears. Select from the pop-up menu.

Advanced Information

You can use the **Advanced** settings in the Tablet Center to view all system information for your Tablet PC.

System Information lists categories in the left pane and details about each category in the right pane. The categories include:

- **System Summary**
  Displays general information about your computer and the operating system, such as the computer name and manufacturer, the type of basic input/output system (BIOS) your computer uses, and the amount of memory that is installed.
- **Hardware Resources**
  Displays advanced details about your computer hardware and is intended for IT professionals.
- **Components**
  Displays information about disk drives, sound devices, modems, and other components installed on your tablet.
- **Software Environment**
  Displays information about drivers, network connections, and other program-related details.

Viewing Information about Your Tablet PC

1. Tap **Advanced** on the Tablet Center screen. Advanced

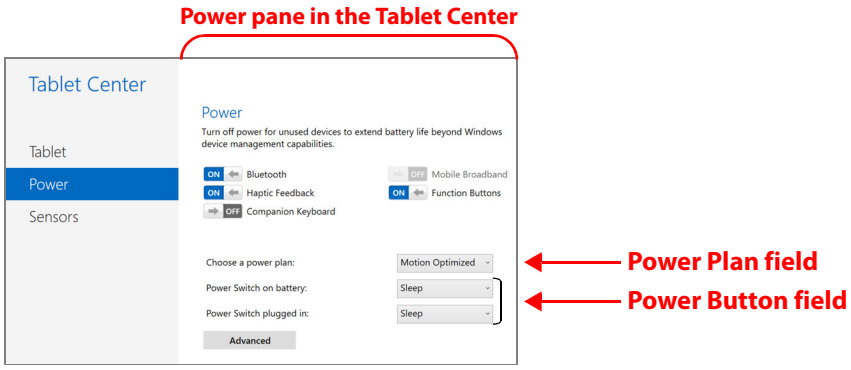
   The System Information window displays information about the hardware, the operating system (OS), and system information.
2. To find a specific detail in System Information, type the information you are looking for in the *Find what* field at the bottom of the window. For example, to find your computer Internet protocol (IP) address, type IP address in the *Find what* field, and then tap **Find**.

   TIP: You can save system information by tapping **File > Save**, typing a name for the file, and then tapping **Save** again.

Power Settings

Use the Power pane for these tasks:

- Turn off power for unused devices or features to extend battery life.
- Choose a power plan.
- Change how the power button functions when on battery power or when plugged in.
- Advanced settings to choose or customize a power plan for your Tablet PC.



To disable unused devices so that you can extend the battery life of your Tablet PC, tap the switch beside the devices that are on to turn them off. To enable these devices, tap the switch to turn them on.

Changing the Power Plan

In the Power pane of the Tablet Center, tap the drop-down menu beside **Choose a power plan** and select the power plan you want.

- Setting the power plan to **Power Saver** reduces the performance of the tablet while saving power.
- There are other power plans to choose from as shown on the Power menu.

When you press and release the power button, the tablet can go into one of the following modes:

- **Sleep**—The tablet pauses all activity immediately and quickly resumes when awakened. This saves power when you're away from your tablet for a short time. However, you will lose unsaved data if there's a power failure.
- **Hibernate**—The tablet saves the contents of memory to the hard drive and shuts down. Press the power button to restore the desktop exactly as you left it.
- **Shut down**—Tablet shuts down. Pressing the power button reboots the tablet.

By default, the tablet goes to sleep when you press and release the power button. To wake up your tablet, press and release the power button again. You can put the tablet in Hibernate mode or shut it down completely from the Start menu.

You can change how the power button behaves when it is pressed either to hibernate or to shut down the tablet. You can set the behavior individually, depending on whether the tablet is running on battery or plugged in.

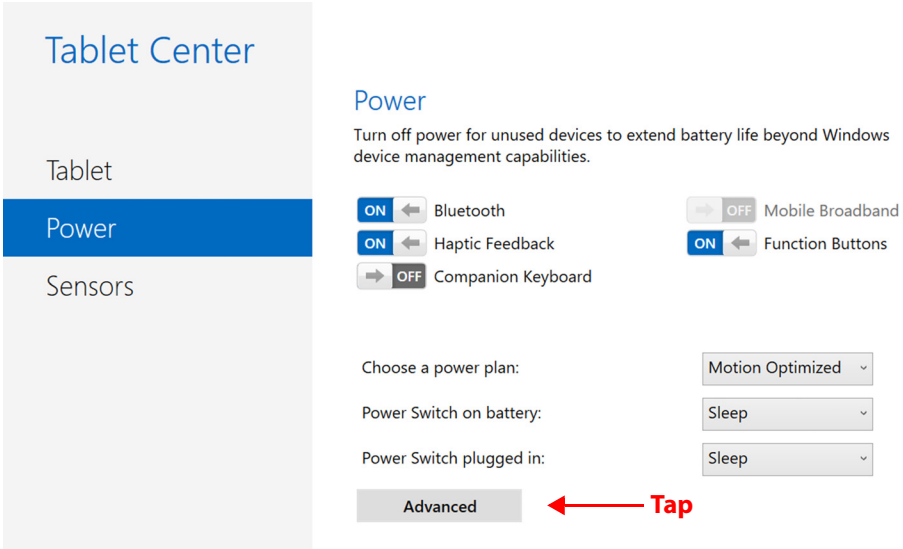
Changing What Happens When the Power Button Is Pressed

- Tap the drop-down menu beside **Power switch on battery** and select the action the power button performs when your Tablet PC is on battery power.
- Tap the drop-down menu beside **Power switch plugged in:** and select the action the power button performs when your Tablet PC is on battery power.

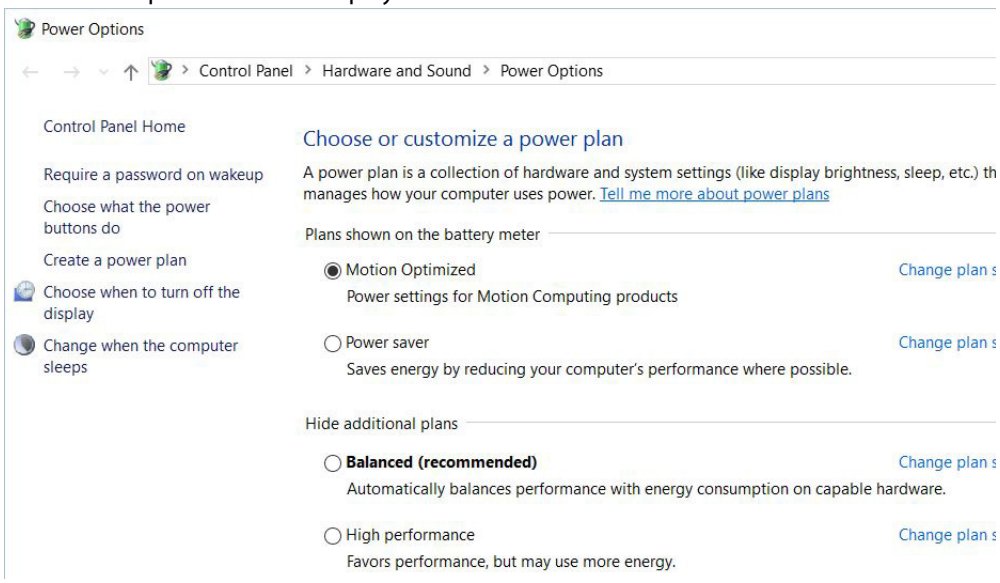
Configuring Advanced Power Settings

The Advanced settings in the Tablet Center's Power screen provide you with access to Windows Power Options menu, where you can create your own power plan, customize the power plan for the tablet, adjust the screen brightness, set a password on wake-up, choose when to turn off the display, and change when the Tablet PC sleeps. You can also turn off these function: external keyboard, Bluetooth, mobile broadband, and function buttons on the tablet.

1. In the Tablet Center, tap the Power category in the left pane, tap **Advanced** in the right pane.

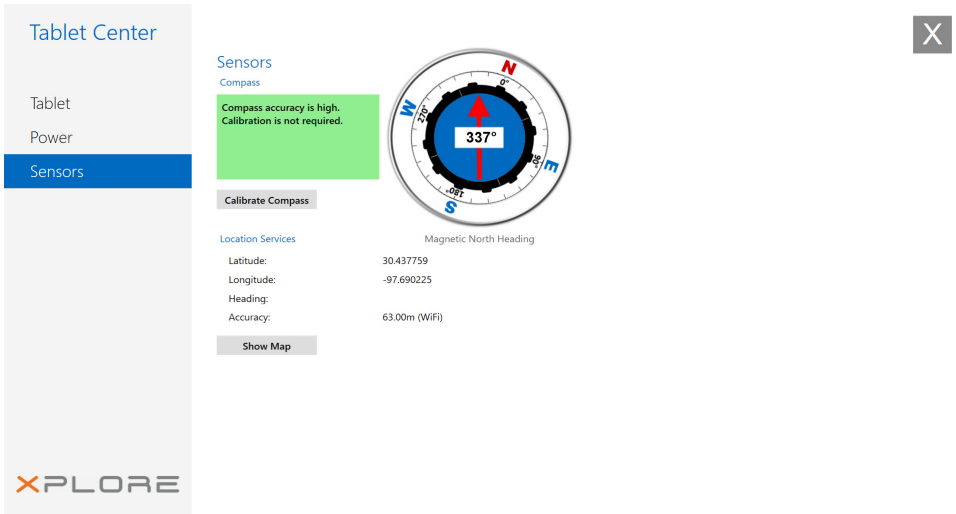


The Power Options menu is displayed.



2. Choose or customize a power plan, or select a task from the left pane for more settings.

Sensors Settings



Compass

The on-screen compass displays the direction of the magnetic north pole relative to the orientation of the tablet. Additionally, the compass accuracy status is displayed; if the compass needs to be calibrated, you will see a notification alerting you to calibrate the compass. To calibrate the compass, tap **Calibrate Compass** and follow the on-screen instructions.

Location Services

Location Services provides information about the current position of the tablet—latitude, longitude, heading, and accuracy. **Accuracy** provides two pieces of information: the number shown gives an approximate radius of accuracy in meters. For example, "55.0m" means that the position shown is accurate within 55 meters. Adjacent to that number, in parentheses, is a phrase that defines the source of the current position fix. This source will be one of the following:

- **Cellular**—The position was obtained from cellular network data.
- **Satellite**—The position was obtained from satellite data.
- **Wi-Fi**—The position was obtained from Wi-Fi network data.
- **IP Address**—The position was obtained from an IP address.
- **Unknown**—The position was obtained from an unknown source.

Showing the Map

When you tap **Show Map**, Internet Explorer opens and you see the location of your Tablet PC in Bing Maps.

NOTE: You need an active Internet connection to view current map data.

Entering Text by Keyboard

You can use different methods to enter text with your XSLATE R12. You can use an on-screen touch keyboard or the handwriting panel. There are several on-screen keyboards in Windows 10.

Using the Windows On-screen Keyboards

1. To open the default on-screen keyboard, choose one of these actions:

   a. Tap in a text field or other area where you can type, such as the URL field in a web browser. (If this does not work, see **Making a Keyboard Appear When Tapping in a Text Field** on page 32.)

   or

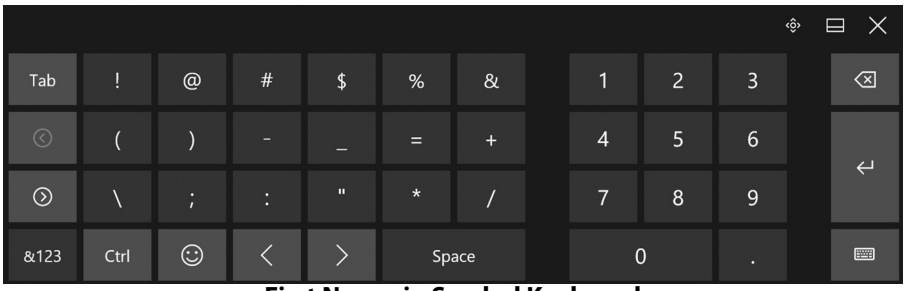
   b. Tap the **Keyboard** icon in the Windows notification area of the taskbar.

   The default on-screen keyboard appears.

Default Keyboard

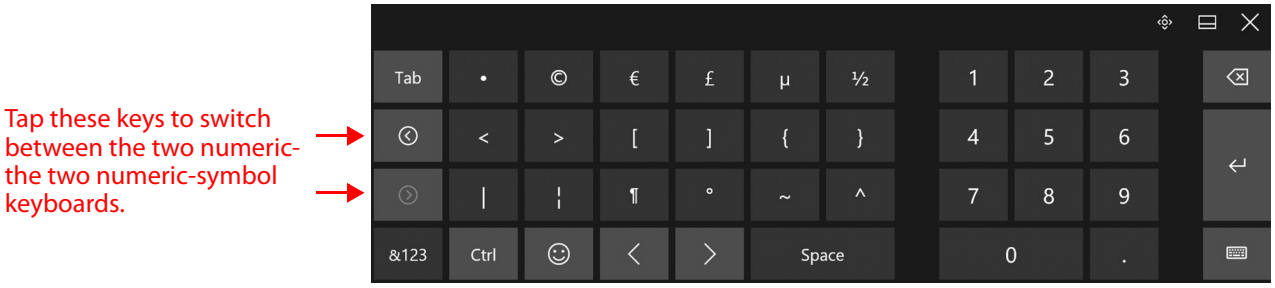
   In addition to the default on-screen keyboard, Windows 10 provides other keyboard layouts for entering text. You can use an expanded keyboard, which provides additional keys or a keyboard that includes a numbers keypad.

2. Tap the **&123** key in the lower left corner of the default keyboard, to switch to the keyboard that includes the numbers keypad, punctuation, and symbols.



First Numeric-Symbol Keyboard

3. You can access a second numeric-symbol keyboard by tapping the keys on the left side.



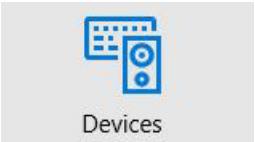
Second Numeric-Symbol Keyboard

4. To switch back to the default keyboard (alphabetic), tap the **&123** key.
5. When you have a keyboard on the screen, you can tap the keyboard icon in the lower right corner of that keyboard to display a menu for switching to different keyboards and also for language preferences.
6. You can also switch to a split keyboard that lets you view the center of the screen. Tap the split keyboard icon on the Keyboard Preferences menu.

Making a Keyboard Appear When Tapping in a Text Field

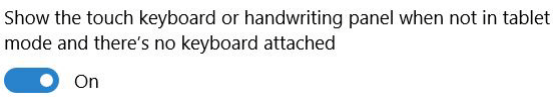
To make an on-screen keyboard pop up when you tap in a text field, follow this procedure.

1. Tap **Settings** in the Start menu, **or** swipe left from the right edge of the screen and tap **All Settings**.
2. Tap the **Devices** icon.



3. In the Devices menu, tap **Typing**.

4. In the Typing menu, scroll to the end of the right pane.
5. Turn the last button **ON**.

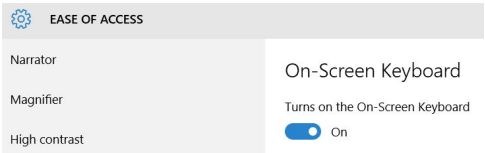


Now when you tap in a text entry field, a keyboard appears automatically.

Accessing the Full On-screen Keyboard

There is also a keyboard that has more keys like an external keyboard. To activate this fuller on-screen keyboard, follow these steps:

1. Swipe left from the right edge of the screen and tap **All Settings**.
2. Tap **Ease of Access** on the Settings menu.
3. Tap **Keyboard** in the left pane.
4. Tap to activate the on-screen keyboard.



The full on-screen keyboard appears.

After Displaying This Keyboard

1. To minimize this keyboard but keep it available during your session, tap the Minimize button, — , in the upper right of the keyboard.
2. To reopen it after you minimize it, tap its icon, , in the taskbar to bring it up again.
3. To close it, tap the **Close** button, x .

   The keyboard closes and disappears from the taskbar.

Keeping the Icon on the Taskbar

To make an icon permanently available,

1. When the icon is on the taskbar, **press and hold** the icon (right-click of a mouse).

   A few commands pop up.
2. Select **Pin to taskbar**.

   The full keyboard icon stays on the taskbar even after you shut down the tablet.

Entering Text by Handwriting

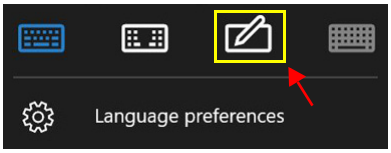
In addition to keyboards, you can enter text by writing with the tablet pen on the handwriting panel. When you write on the handwriting panel, your writing converts to digital ink. *Digital inking* is the process of converting your handwriting to text.

1. Tap in a text field or other area where you can type, such as the text entry field in a web browser.

   Make sure a keyboard appears. If one does not appear, then tap the **Keyboard** icon in the notification area so that you see a keyboard.

2. In the lower right corner of the default touch keyboard, tap the **Keyboard** icon to change the keyboard.

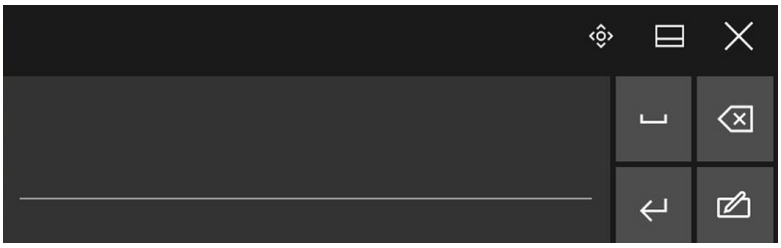
   The Keyboard Preferences menu appears and you can choose a keyboard or set language preferences for language-specific keyboards.



Keyboard and Language Preferences

3. Tap the **Handwriting** icon.

   The handwriting panel opens.



Handwriting Keyboard

   Use the pen to begin writing in the handwriting panel. Your handwriting is converted to text.

   TIP: The more you write, the more accurately Windows software detects your handwriting style.

4. To close the on-screen keyboard or handwriting panel, tap the **Close** icon in the upper right corner.
   To dock the on-screen keyboard or handwriting panel on the bottom of the screen, tap the **Minimize** icon in the upper right corner.