

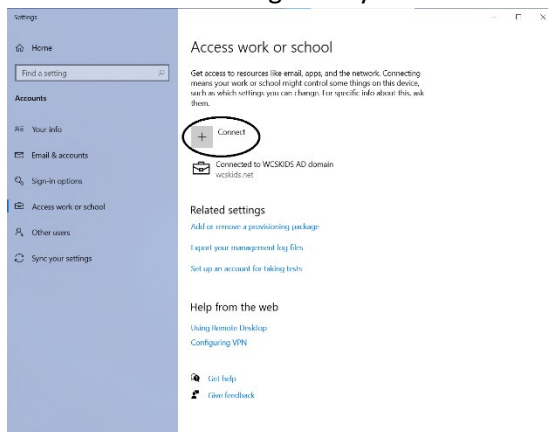
Dell 9520 Setup Instructions

Section 1: Basic Setup: Priority – Must be done in-district. ***(Approximately 10-15 Minute Setup)***

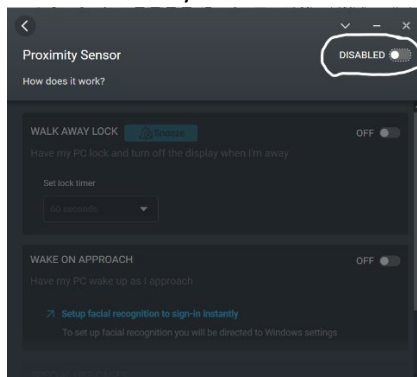
1. Press the power button (top right of keyboard)
2. Click “Continue” **only** if a white screen appears that says “Time-of-day not set – please run SETUP program”
3. Select “Yes” at the bottom right to keep English as the preferred language
4. Select “Yes” at the bottom right to keep United States as the region
5. Select “Yes” at the bottom right to use the US keyboard layout
6. Select “Skip” when prompted to choose laptop keyboard input
7. Connect to Wi-Fi. Select “WCS-Wireless”. Enter your WCS login. Click “Next”, then “Yes”, lastly “Next”
8. **Only if the screen appears** Select “Set up for an organization”, click “Next”
9. Login with your WCSKids email, click “Next.” Your computer may reboot, and this process may take some time. (6-10 minutes)
10. Login to your computer. This may take another 1-3 minutes
11. Once you login, **restart your computer**, and login again. This will allow your machine to complete policy updates

Section 2: Settings: Recommended – Can be done at home or in-district. ***(Approximately 10 Minutes)***


12. Confirm you are still connected to “**WCSPivateA**” WiFi (bottom right corner), if not, complete Step 7 again.
13. Click “Type here to search” at bottom left, type “Access work or school”, click the first result. Settings will open
14. Click “Connect” and sign into your WCS email. Once logged in, you can exit out of the Settings app




15. Click Start, search “Dell Optimizer”, open the first result
16. Click “Skip” then “No, I don’t consent” and “Continue”
17. Click “Proximity Sensor” and ensure “Proximity Sensor” is off. Close the program

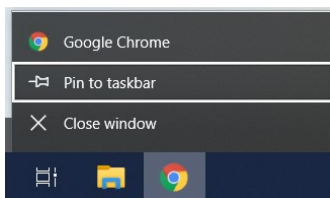


Section 3: Software: Strongly Encouraged - Can be done at home or in-district (Approximately 15-20 Minutes)

18. **If on-site**, access the F: drive (click on  file icon in Taskbar > **This PC** > **Apps (F:)**, then open folder “##NewLaptop##Teachers” at the top OR if **off-site (drive-up pick-ups only)**, visit <https://tinyurl.com/6mcptkh5> in Microsoft Edge Browser
19. **Off-site users ONLY:** download the listed programs from <https://tinyurl.com/6mcptkh5> (10-15 minutes)
20. **On-site and off-site users: choose building type (elementary/secondary)** click to install each program listed one at a time (starting top to bottom) by clicking through the on-screen instructions (10-15 minutes)
 - a. **You will have to click on each application file, and click through the install process (clicking accept, next, yes, etc for each installer).**
 - i. **“1_Change_TimeZone”** sets the time zone to EST. Press any key to move on after running.
 - ii. **“2_Google_Chrome”** Look for a pop-up to hit Yes on and complete.
 - iii. **“3_Image_Mate”** Look for a pop-up to hit Yes, then okay, then Next, Accept agreement and Next, Install, then finish
 - iv. **“4_Epson_Tools”** SECONDARY ONLY, click Okay, Next, Next, Accept and Next, Install, Finish
 - v. **“5_Global_Protect”** click “Yes”
 - vi. **ELEMENTARY ONLY “5_Smart_Notebook”** click Run, Yes, Accept agreement Next, Finish
21. **DOWNLOAD WebEx** - Visit wcskids.webex.com in Google Chrome, sign in (click down arrow, then Office 365), once logged in start a meeting. WebEx will download at the bottom left. Click on the installer to complete.

About Your New PC (Dell 9520)

- **3-Year Accident Protection** comes with your machine. Any functional issues or physical damage should be reported to the helpdesk so we can repair or replace your machine, **worry free**.
- **Connect to your Teacher Cart** by using the USB-C port positioned to the left side, furthest from you 
- **New Security Feature:** F4 key manually disables your microphone, a white indicator on the F4 key indicates your microphone is manually *disabled*.
- **New Security Feature:** F9 key manually disables your camera (when the camera shutter is red, your camera is not in use) a white indicator on the F9 key indicates your camera is manually *disabled*.
- **Pinning Frequently Used Programs to Taskbar:** Right-click on the open application in your menu bar, choose “Pin to taskbar”



- **Frequently Used Staff Websites** can be accessed from wcskids.net website under Employees tab in lieu of ZenWorks icons
 - **Creating Web Shortcuts on Desktop** in Chrome, click the 3 dots to top right > More tools > Create shortcut...
 - **Microsoft Edge** is a built-in web browser than can be used in place of Chrome or Firefox (if you prefer)
 - **Dell Optimizer** is a program you can use to change and optimize performance settings.
 - **In the classroom:** Be sure to plug the docking station into the rear USB-C port to ensure proper charging.
 - **Quick Assist** is the program IT staff uses to remote into your computer
- For any questions or concerns, please call the helpdesk at 11111 or (586) 782-6999. IT staff can remote into your computer and provide assistance.**