

## Handy tips for tablet usage

Upon receipt of your tablets, we advise checking the following:

- Have you received the correct number of tablets? Please bear in mind, you may be receiving tablets from various other events, depending on tablet numbers but it never hurts to check with Nominate staff if you believe you have received less tablets than what you have booked.
- Do all tablets have a stylus? On our tablets, these are located on the back of the tablet, on the bottom left hand side (when the tablet is turned over on the back, it will be on the left). The stylus slides into a little slot at the back of the tablet.



- Tablet numbers – Please advise Nominate staff what tablet numbers you have, as these can be used to link the tablet up to your event.
- Do you have a charger or need a charger? Our tablets should come with chargers or at least charging cords. If they have not, they use a micro USB charging cord, which is a fairly common cord. If your tablets have not come with chargers, please let Nominate staff know, as the previous event may not have sent them on. Pictured below is the micro end of the usb cord. It has 1 flat side and 1 curved side.



**1-2 days prior to the event, we advise checking the following:**

- Check tablets are charged. As tablets are possibly coming straight from another event/hirer, they are not always sent charged. Please plug them into the charging cords and power and double check. The tablet should come up with a percentage of charge. As close to 100% as possible is advised, that way, the tablet will last a majority of the event day. To plug the cord in, make sure you have matched the curved side of the cord with the curved side of the tablet. Some cords are quite snug, so make sure they are pushed in all the way and the percentage has shown on the screen to ensure they are charging correctly. The percentage will show on the screen even if the tablet is turned off. Tablets take a few hours to charge fully, so please ensure you have left enough time to charge.
- Check apps are up to date. IT normally try to ensure all app updates are done by Thursday at the latest, however sometimes the app store can be delayed in pushing the update out to the apps. Please check the app is up to date at least the night before as the update can take approx. 5 mins and you don't want to delay the starting of your event! To check if an app is up to date, turn on the tablet and click on the app. It will show the login screen. Once login is clicked, an update button will show. Once the update button is clicked, it will take you across to the google play store to update the app. If the app doesn't show an update button, you are ready to go and no update is needed. If your app isn't updating correctly or the update wheel spins for a long time (more than 2 mins), try connecting your tablet to wifi and updating again. Some tablets occasionally won't update over 4G/sim.
- Check your logins are working and classes are showing correctly. Once your event has been setup for scoring, you will be emailed your tablet logins. Sometimes this is the judge or event name or it can be linked to the tablet number. Tablet numbers can be found on the back of the tablet. Please advise Nominate staff on your preference of logins. Depending on login setup, logins may contain only certain classes or all classes. Please check to ensure the correct classes are showing on your tablet.

**The morning of your event, we advise checking the following:**

- Tablets are charged and turned on. Tablets will take a few minutes to turn on and be usable. We suggest turning them on prior to sending them out with pencilers/judges. To turn the tablet on, the button is on the top right hand side of the tablet and it's the smaller of the 2 buttons on the side. Press and hold the button in until the screen turns on.
- Tablet charge - tablets should last approximately 6-8 hours. We recommend checking tablets at lunchtime or on a longer break and plugging them into charge. Even a 30 minute charge can mean the tablet lasts the rest of the day. We would advise checking the charge on tablets around the 6 hour mark, to ensure they have enough charge to get through the rest of the event.
- Tablet care – tablets can get hot if left in the sun, so we advise when not in use that they are kept in the shade and out of the sun where possible. We also advise turning the screens off, not the entire tablet, just the screen. This can be done by pressing the power button but not

holding it. This will help to increase the battery life, as the battery will drain while the screen is active.

- Stylus care – When the tablet is not in use, we advise putting the stylus back into its slot. This helps to ensure that the stylus isn't lost, as they are quite small. The stylus will only insert back into the slot 1 way. If you insert it the wrong way, you will feel it doesn't easily slide in. Please don't force the stylus in, as it may get stuck. The stylus has a small piece which should stick out and face you, not the tablet. The other side should say Samsung and this faces into the tablet. When tablets are handed in at the end of the day, please check stylus's have been returned with each tablet. If they haven't, please ask judges to check their cars.

Red circled area is the piece which should face out.



Opposite side of stylus, which should face into the tablet.



#### After your event, we advise checking the following:

- Charge tablets – please charge your tablets the night before sending them back. This is appreciated by the next event hiring them!
- Check stylus's – please ensure all stylus's have been returned with tablets. If a stylus is missing, please advise Nominate staff as soon as possible, so that a replacement can be sent onto the next event. Stylus's are charged to the event if they are misplaced.
- Posting tablets – please turn off your tablets prior to posting. This can be done by holding in the power button until an option to turn off shows on the screen. Click the turn off button. You should be emailed on Friday afternoon with an address to express post the tablet to next. Please **express post** the tablet on Monday morning and email the tracking number to Nominate staff. Please ensure the Australia Post person puts an express post sticker on the box, not just your postage paid sticker.

Our on-call phone number is 1800 329 178 if you require any assistance over the weekend. Please note: our office number is not manned over the weekend, only the on-call number.