

Intro

This laptop has been provided by the Digital Inclusion team to support Framework services users. Its aim is to provide internet connectivity so that you can connect to the internet yourself. Empowering you to access your own accounts, search for support and more, yourself. Please leave this laptop how you would like to find it and enjoy.

Important Info about your Data and Privacy:

- No recording is made (or is possible) of websites or content that you access while using this device.
- **No data is retained after you end your session.** Each guest session that is created, is a unique session and all browser data, such as passwords, open tabs and browsing history are deleted as soon as you end the session or close the laptop lid.

POWERING ON MACHINE

1. Check that the laptop is plugged into the wall socket and that the charger is plugged into the charging port on the top left port (from the keyboard)
2. Turn on the Lenovo Laptop press the Circular button on the top of the keyboard just below the screen.

CONNECTING TO THE INTERNET

The Laptop should automatically connect to the Public Framework Wi-Fi.

If you are having problems connecting

Check that the laptop is trying to connect to the internet by clicking the Wi-Fi button on the bottom left. It should say "FHA Public". If not, please ask for the password from reception and enter it into the FHA Public Wi-Fi option.

USING CHROME

1. When you start the guest session, Chrome will automatically open and you will be taken to Access4all's website and tabs should open for other websites you may need to access such as Zoom and Microsoft Teams.
2. There are also Bookmarks for websites you may need on the top left of the browser which you can click on to navigate to.
3. Open a new tab by clicking the + symbol as shown above.

SLEEP MODE AND SWITCHING OFF

This machine is on **a timer of 5 minutes, if it gets left for any longer it will log off to protect your data.** Please make sure that if you want to keep your session running do not leave the laptop inactive or you will lose all your progress.

Close your Chrome windows and then click the Time in the bottom righthand corners of the screen.

Click 'Exit Guest' or the Power Symbol to shut the laptop down

USEFUL WEBSITES

www.frameworkha.org: Details on all Framework services
<http://www.nottshelpyourself.org.uk> If you work with local people, or need information yourself as a resident of Nottinghamshire, then this is the best place to start.
<http://www.citizensadvice.org.uk> Find your local CAB office

<https://www.inspireculture.org.uk/> Inspire: Culture, Learning and Libraries is a charitable community benefit society delivering cultural and learning services across Nottinghamshire.

<https://www.goodthingsfoundation.org/learn/learn-my-way/> Learn My Way has free courses for you to learn digital skills to stay safe and connected

<https://www.gov.uk/sign-in-universal-credit> Sign in to your Universal Credit