

## Setup Guide

The following items are included in your box:

A



**1 X Laptop**

B



**1 x AC Adaptor**

C



**1 x Power Cable**

Pictures are for illustration purposes only- The items you receive may visually differ from those above.

If your AC Adaptor (Picture B) is not already connected to your Power cable (Picture C), connect them. Your laptop charger is now ready to use. When the laptop battery is running low, plug the one end into your wall socket, and the other end into your laptop, and charge when necessary.

NOTE: Please note that unnecessary charging of your laptop could result in deterioration of battery life. Only charge your laptop when your battery is running low.

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You are now ready to use your laptop.

**Press the power button on your laptop.**

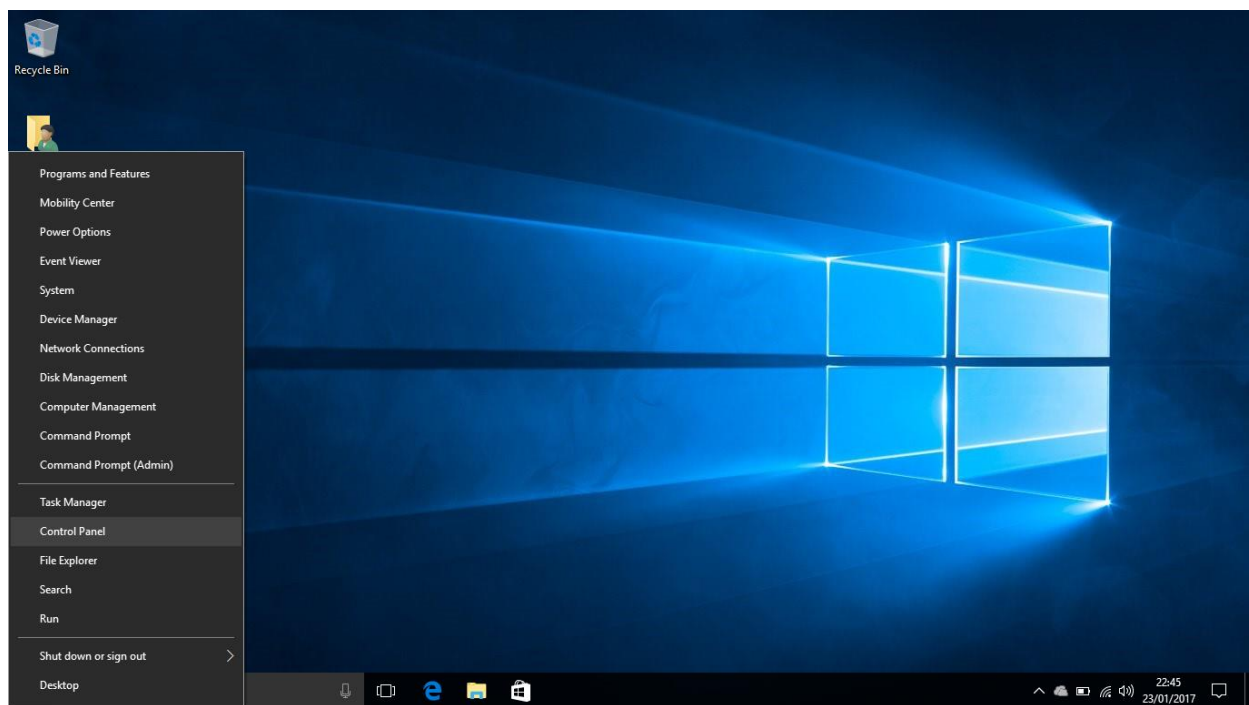
This is normally situated along the top of your keyboard, underneath the screen.

## Personalising your Windows 10 Professional

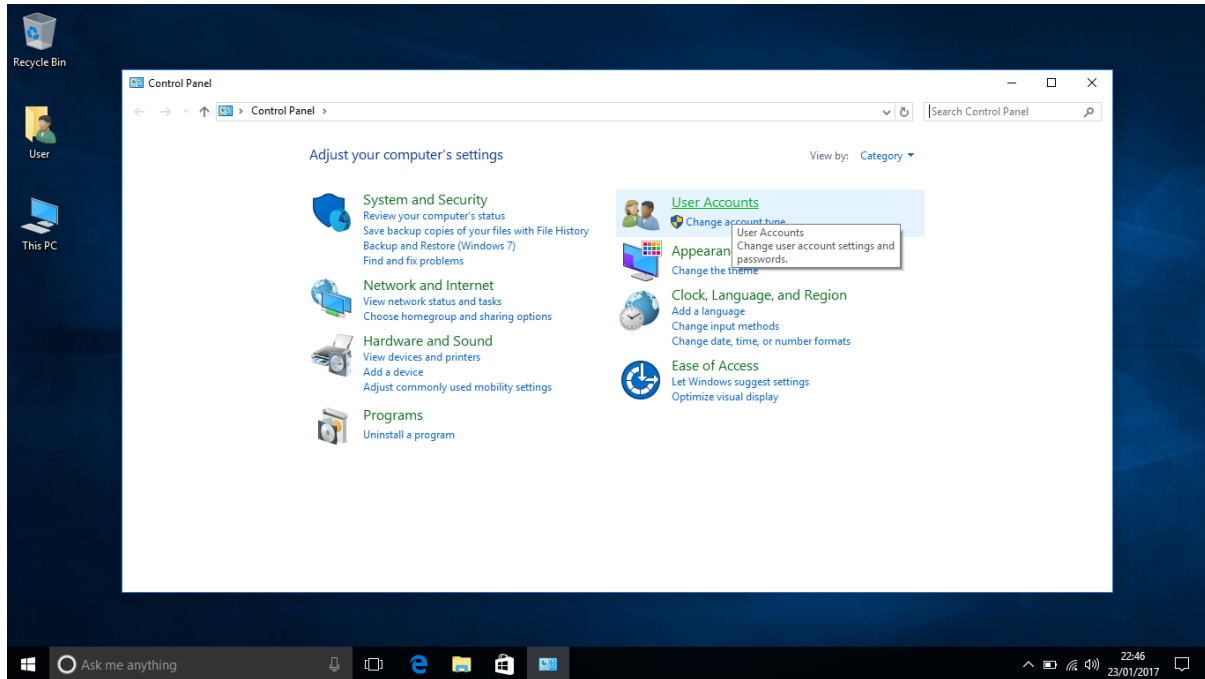
### 1. Changing your User name

All Windows 10 PC's come with a standard Username as "mypc" or "User"

To change your user name, you'll need to right click on start and click Control Panel

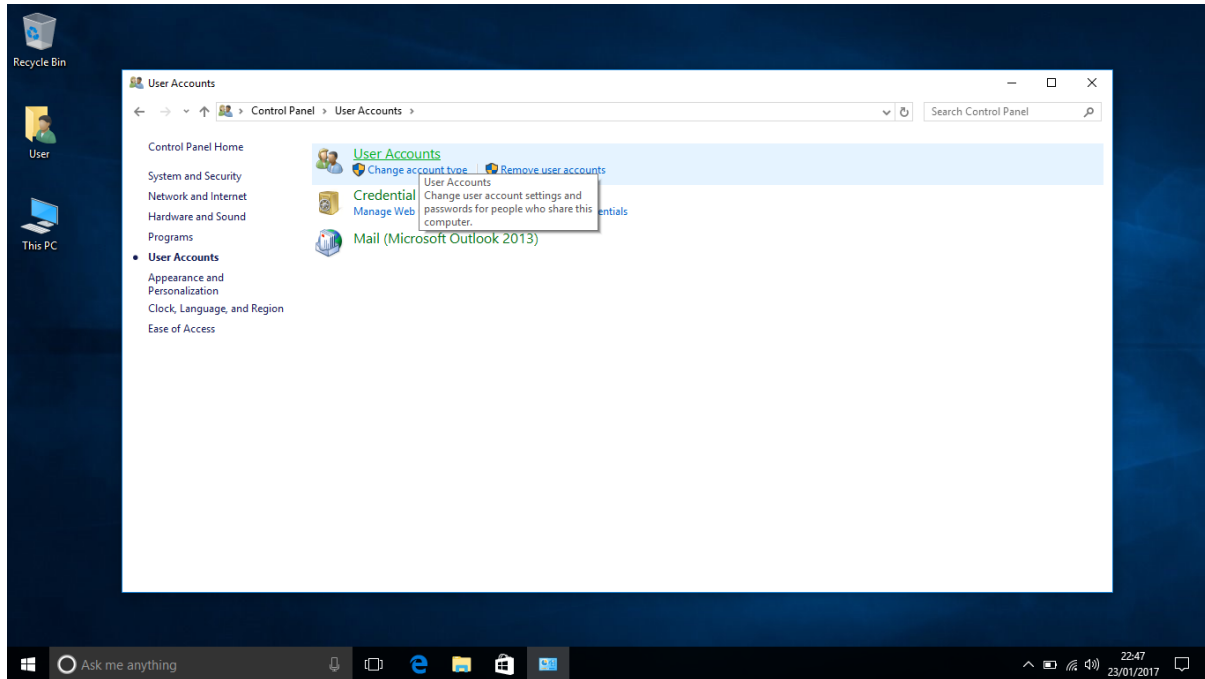


Click 'User Accounts'

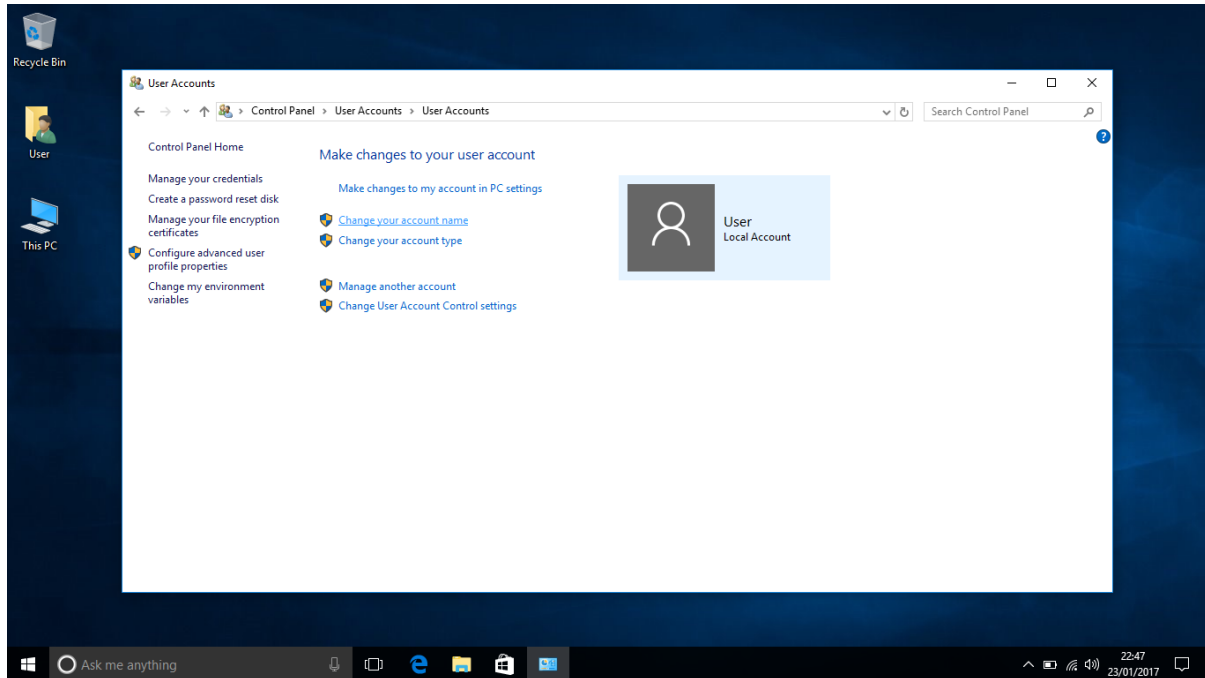


# getonline@home

Click User Accounts again





Then Click 'Change your Account name'




# getonline@home

Then finally, change your Account Name;

 Change Your Name

 > Control Panel > User Accounts > User Accounts > Change Your Name

Type a new account name

 User  
Local Account

This name will appear on the Welcome screen and on the Start screen.

Change Name

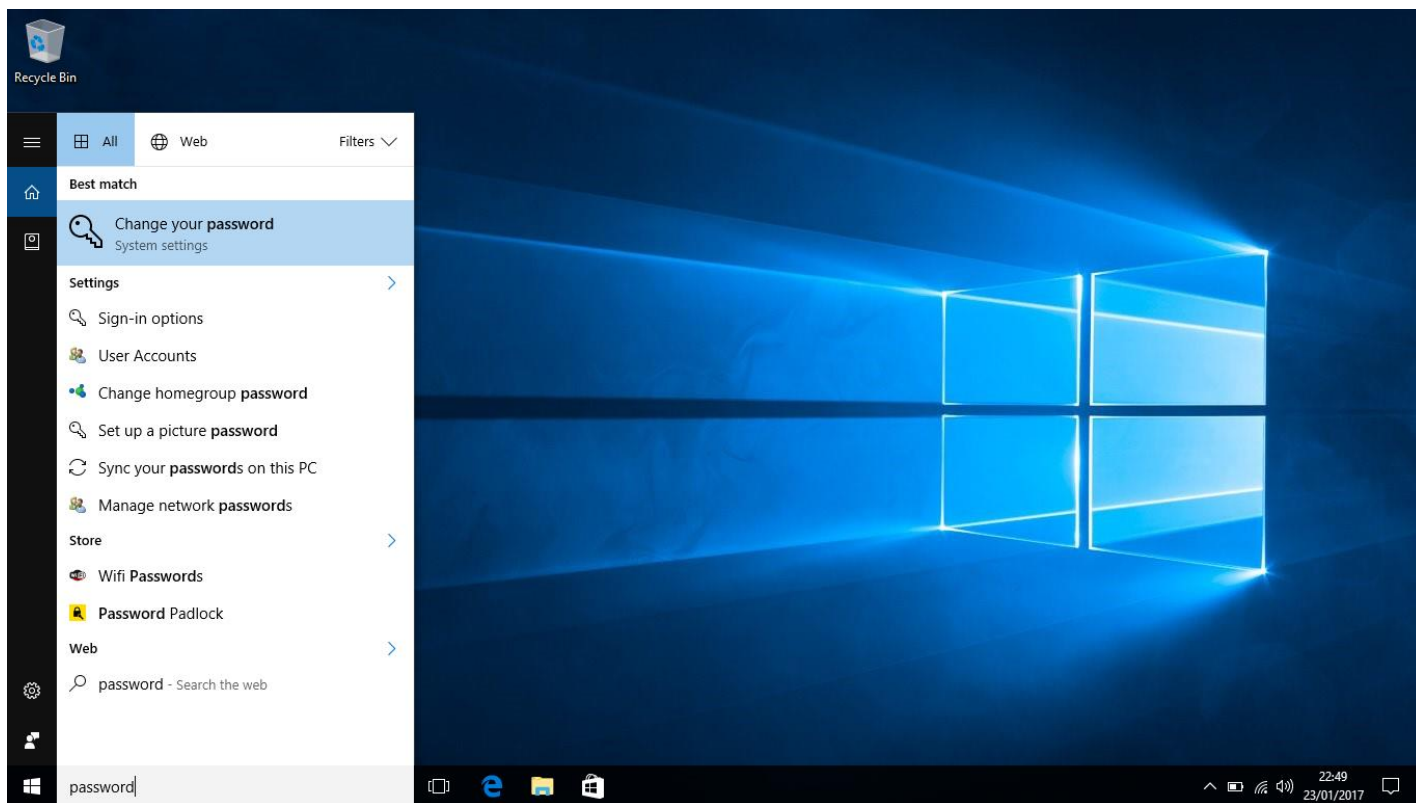
Cancel

# getonline@home

## 2. Setting your Account password

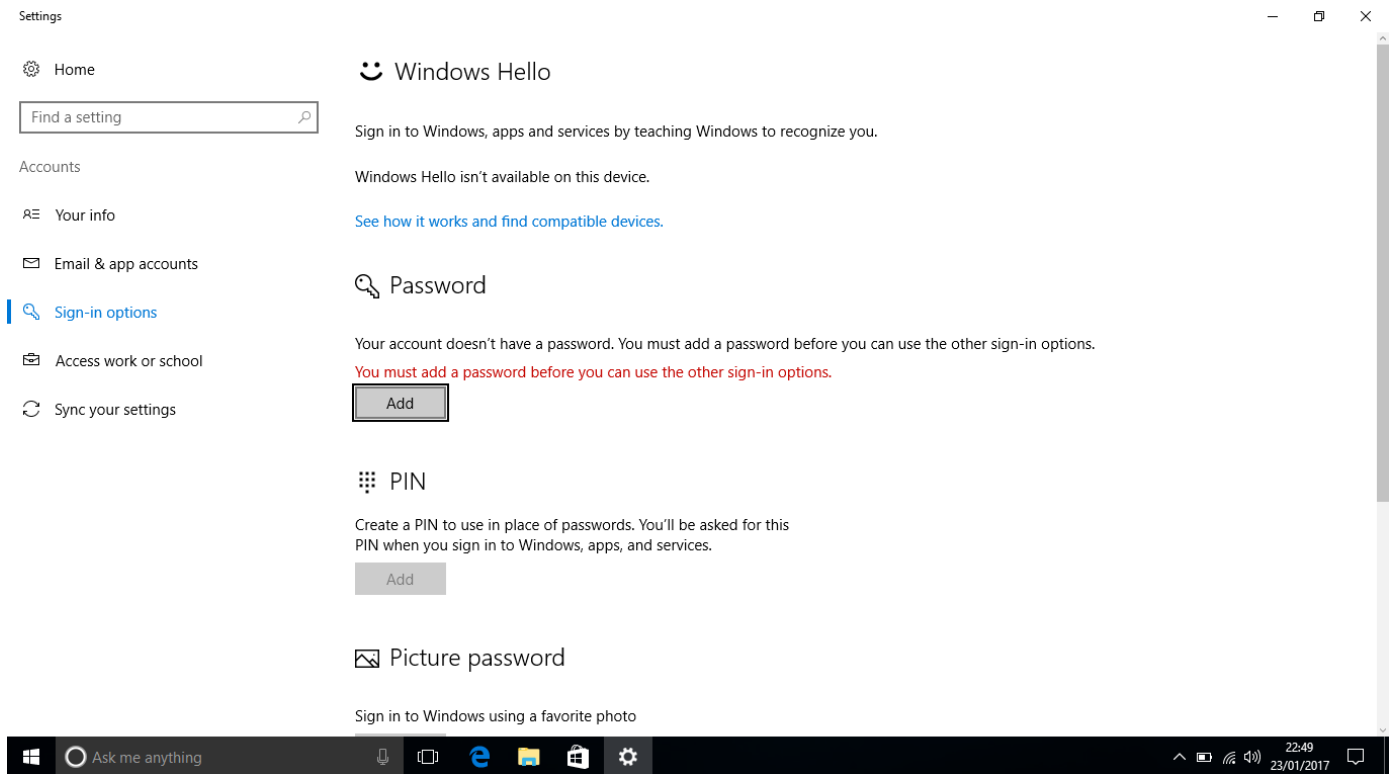
Every PC purchased is set up without setting a password, A password on your PC is Highly recommended for Security details.

Firstly, Type in Password in the search bar on the right of the start bar,



# getonline@home

Secondly, click add, then choose a suitable password



**Click “OK” and your password will be applied instantly.**

**ENJOY!**