



KEEPOD QUICK USER GUIDE

March 2015

You now are officially a Keepoder and can now make use of all the benefits related to Keepod and personal computing. The following are some points of information about how to use your Keepod, and some best practices to make your use most enjoyable.

How to start and shutdown a Keepod

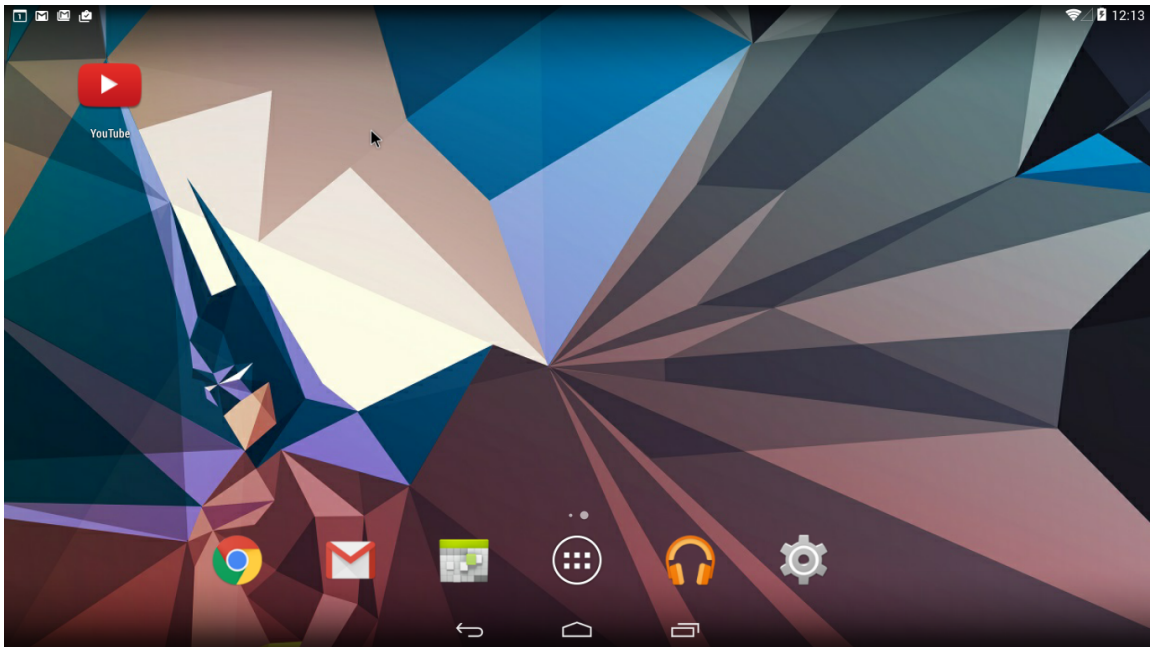
1. Make sure that the computer where you want to use Keepod is powered off
2. Plug in the Keepod into one of the computer USB ports
3. Turn the computer on
 - The Keepod will start (boot) automatically if the computer is without a hard-drive, or if the BIOS settings of the computer have been set to boot from USB. **We recommend these settings for computers that are in much use by Keepoders**
 - To start Keepod from a computer that was not configured as described above, please start the computer while pressing the button that enters the boot sequence (There is no standard for boot options. Generally the first screen when you turn on the computer tells you what to press to reach the boot menu or the BIOS settings, example - F12 / F2 / Delete button) and choose the "boot from USB" option. [More info here](#).
4. **Important-** when finished using the Keepod, shutdown the computer before extracting Keepod device.

This is done by going to the right corner menu (also known as the **Quick Settings** panel) and choosing "shutdown" option.



Screens

1. The **Home Screen**

Turn on, unlock your device, and you see your home screen. We can think of this as a desktop of sorts, but unlike a traditional MS-Windows desktop PC device, you can have as many home screens as you want, which you simply swipe left/right to access by left clicking and holding your mouse on an empty place on the screen and moving left/right. You can place a whole variety of app shortcuts, app groups, and widgets on your home screen(s).



2. The bottom line buttons on your screen is the **Action Bar**. Like the status bar, it never goes away, even when it seems as though it has. The status bar displays three symbols (left to right)

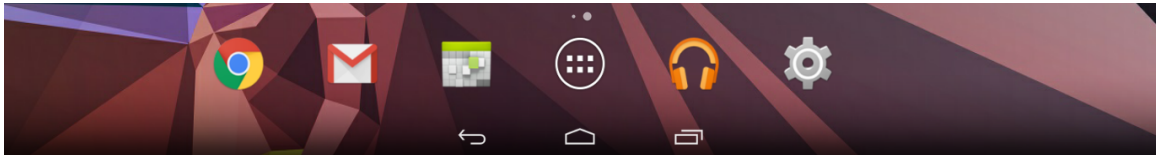
- ☐  **Back-** go back to the previous screen
- ☐  **Home-** Go back to the home screen



- **Recent Apps**- This button allows you to view and manage recently-opened apps at almost any time

You should always see these three navigation elements wherever you are on your device.

The second line, just above the Action Bar is the **Favorite Tray**. It allows you to pin certain apps such as your browser and email so no matter what home screen you are on, you can always access them.

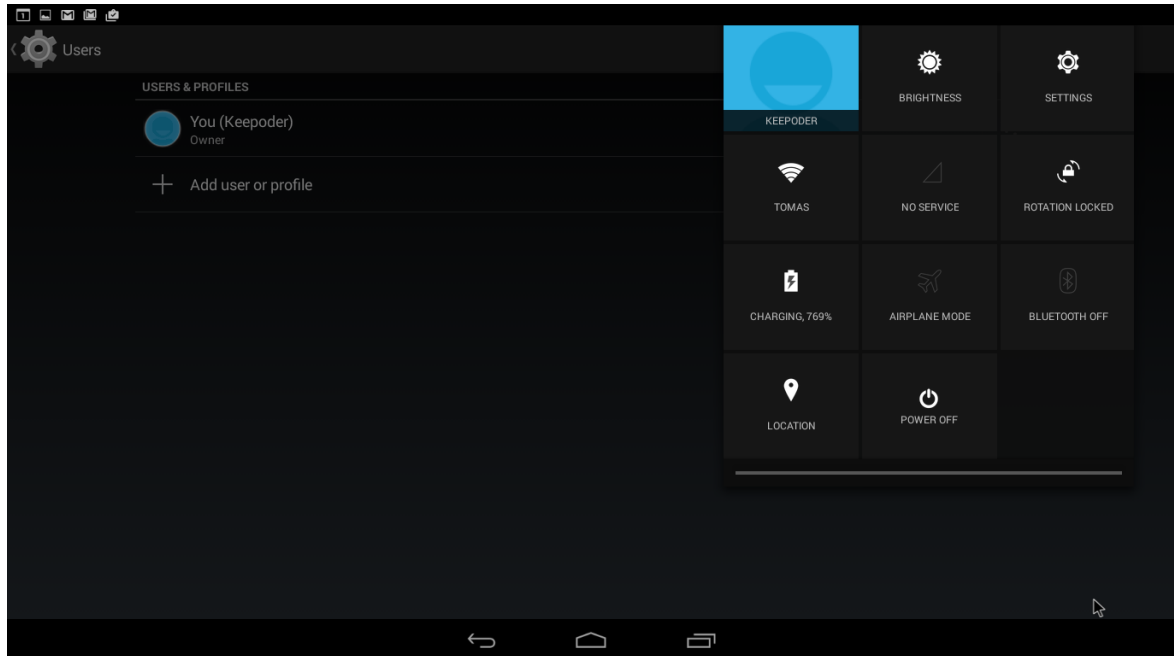


The **App Drawer** is the centre icon of the Favorite Try and opens up the place where all your apps shortcuts hang out.



2. The **Quick Settings Panel**

The Quick Settings panel allows you to access a whole array of device features, such as WiFi, battery status, settings and more. This is also where you turn off the Keepod and computer.



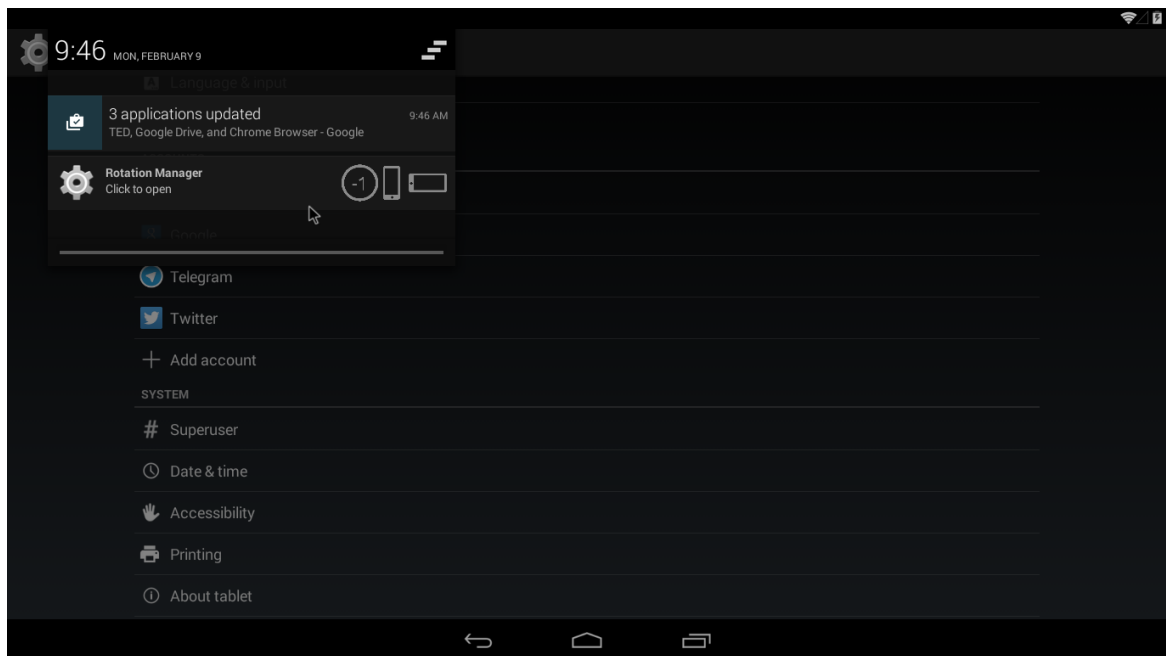
To access the Quick Start Panel you need to move your mouse to the **Status Bar**, on the top right corner of the Home Screen.



Click and hold the left mouse button and drag down. Pull down entirely and then let go of the mouse.

3. The **Notifications**

With notifications, the system and apps can notify you when something needs attention, such as an e-mail, text message, or something app-specific such as a Facebook alert.



Pull down on the status bar's left side to see all your notifications, which you can then attend to or clear out. You can pull it down by clicking and keeping the left mouse click pressed and pull the mouse down.



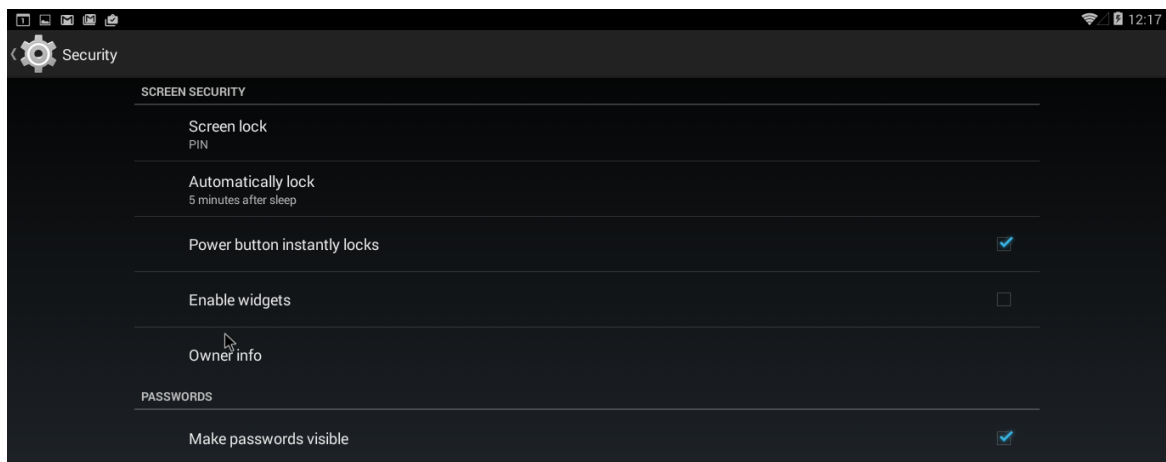
First time setup - Best Practice

When you first use your Keepod there are some first steps you need to do to personalize the Keepod and ensure its security. All of these steps are done through **Settings**.

Get to know your Settings, this is how you will achieve maximum control over your device. There are two ways to access settings, you can either open the app tray and tap the “Settings” shortcut or you can pull down the “Quick Settings” panel and choose “Settings” from the choices.

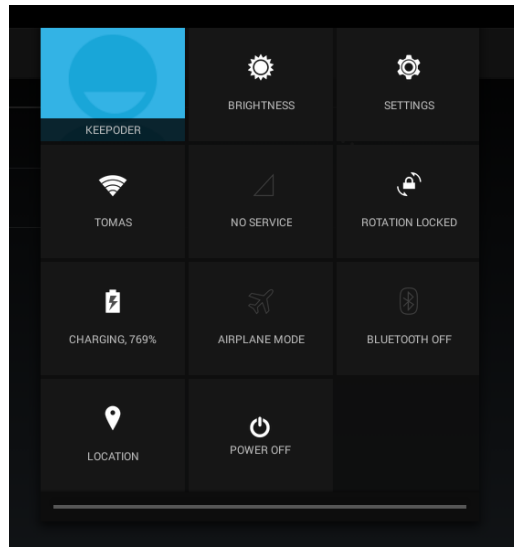
Once you have opened settings you can:

1. Security with **Screen Lock**- locks your device and prevents others to access your data in case your Keepod is lost or stolen.
 enter Settings → Security → Screen Lock → chose the type of PIN you would like
 → set the PIN



2. Connect to internet- If you have internet connection at the location you are using the Keepod, there are 2 options to connect to the internet:
 - a. Cable- connect the the cable to the computer you are working on and you are set to go
 - b. WiFi- You can enter both through the Quick Settings Panel and through regular Settings. Choose the local network and enter network code if

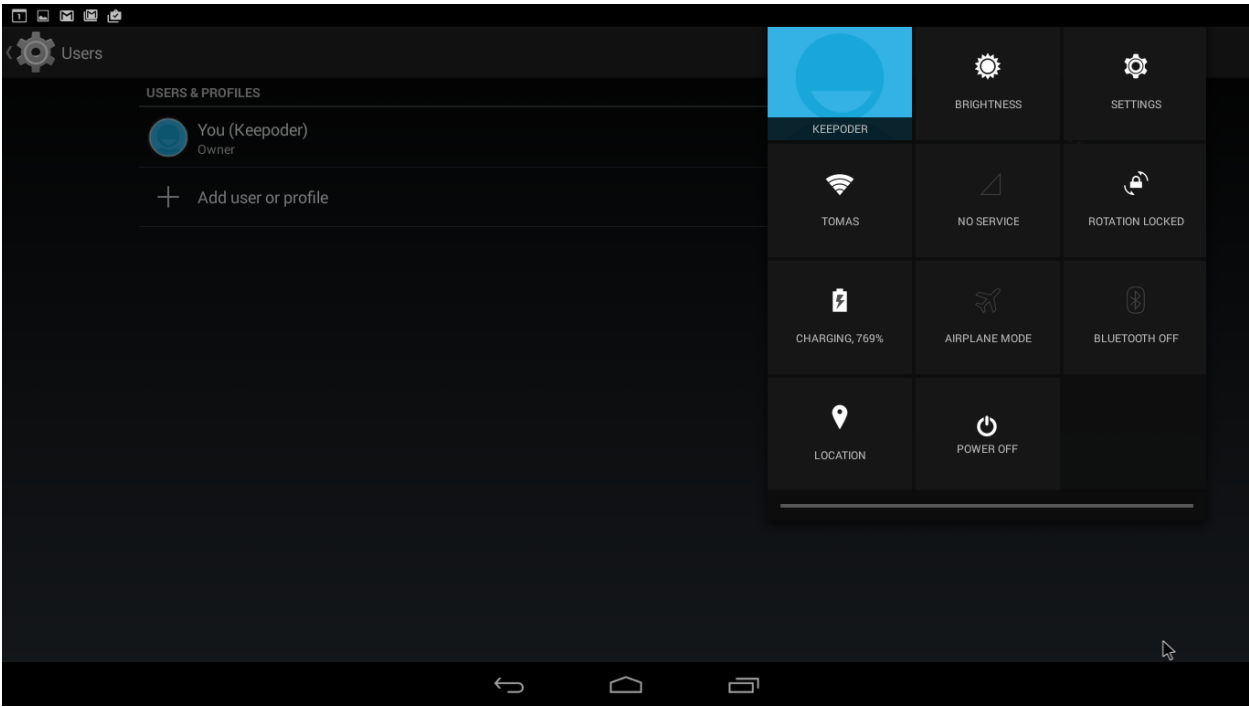
requested. This procedure has to be done each time you get to a place where there is a new network you did not connect to in the past



3. Add a **Google Account** to enter email, app store, browser, etc. You can enter your Google account into the settings and this will automatically connect you to your email and the Google app store, remember your browsing history and much more.

If you have a Google account, all you need to do is go to settings → enter Users. Then You enter your name, email account and any additional information you would like, and press Done. After pressing Done you will go back automatically to the User page and see your user name in the list.

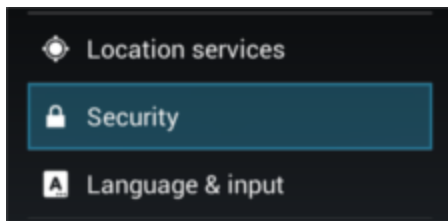
You will also see your user name in the Quick Settings Panel.



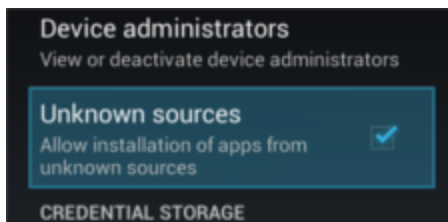
Downloading Apps

To download app, we recommend you to use "Aptoide App Store". In the Aptoide store you will find most if not all the formal and un-formal apps for android, you can look for an app by name, by category (Games, Education, Business) or to look for the Top Downloaded Apps.

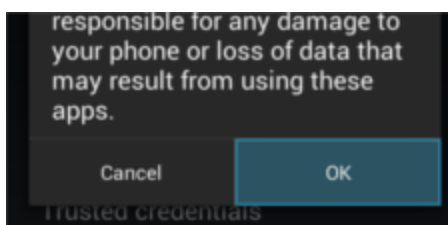
Step 1. Go to the Settings menu



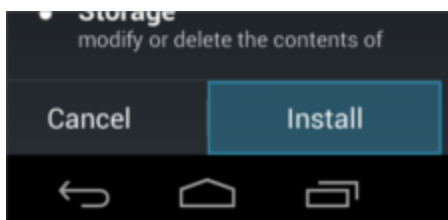
Step 2. Select "Security"



Step 3. Tick "Unknown sources" checkbox



Step 4. Then tap OK



Step 5. Now you can download and install Aptoide. Download the APK file from [Here](#), after finish download, open Notification center and click on the filename to install the Aptoide store

To Uninstall apps

Go to Settings-apps-choose the app you want to remove- then click Uninstall

Recommended Apps

For best usage of Keepod and best user experience, we recommend using the following apps for each subject. you can of course install any other app you would like, it is just a recommendation.

1. Browser - Google's Chrome browser is a suitable fast and easy to use internet browser for surfing the web
2. Email - if you have a gmail account, the gmail "Inbox" app would do you right. alternatively, you can use *MailDroid* which can be found in the Aptoide store.
3. Messenger - again here, depending on the account you have, google hangouts is a cool and easy to use messenger. we can also recommend using Telegram for secure chats and Skype for chats and voice/video calls.
4. for local files exploring, *ES File Explorer* is a highly recommended app that has various features and allows you better access to your local drive and files.
5. wanna watch YouTube ? there's an app for that as well!
6. the list goes on as Keepod is a dynamic Operating System with various applications supported, over 1.1 Million, in case you were wondering.

Other Settings

1. Languages

Keepod comes with English language set as default for its menus and keyboard layout. In order to change it to other supported languages or change other related settings such as spell checking, you should do the following:

- a. within the settings menu, go to **“language & input”**
- b. choose the option you wish to change:
 - i. language
 - ii. spell checker
 - iii. keyboard layout
 - iv. voice recognition
 - v. there is also a setup for mouse configuration

For any questions please see

<https://keepodhelp.zendesk.com/hc/en-us>

Have fun!