Getting to know your iPad & case

Once you have unboxed your iPad, you can explore the physical features of the device including buttons and ports. Your iPad case includes a keyboard with shortcut keys which are described in this guide.

iPad features

Your 7th generation iPad has useful buttons and features that help when using the device.

Front & Rear

- **Home button**: The home button has several uses:
  - **Waking up your iPad**: If your iPad was on but has automatically gone to sleep (standby mode), pressing the home button once will wake your iPad and turn the screen back on.
  - **Home screen**: If you are browsing a website or using an app, pressing the home button once will return you to the iPad home screen.
  - **Siri**: Pressing and holding the home button for at least 2 seconds will activate Siri (the interactive virtual assistant).
  - **Switching apps**: Double clicking the home button will display recently used applications.
  - **Unlocking your iPad**: If you have enabled touch ID, resting your finger on the home button can be used to authenticate your fingerprint and unlock your iPad.
Power button
The power button has several uses:

- **Turning on your iPad**: To turn on your iPad, press and hold the power button until the Apple logo appears.
- **Sleep (standby) mode**: If your iPad is already on, pressing the power button once will put your iPad in sleep (standby) mode and the screen will turn off.
- **Waking up your iPad**: If your iPad is in sleep mode, pressing the power button once will wake your iPad and turn the screen back on.
- **Turning off your iPad**: To turn off your iPad, press and hold the power button until the screen dims and the 'slide to power off' message appears with a white circle to the left of it. Slide the white circle from left to right to ensure the device turns off.

Bottom edge

**Lightning port**
The lightning port can be used to charge your iPad and connect your iPad to your computer and other accessories. You will need your lightning cable that came with your iPad to do this. Plug the small end of your cable into the lightning connector port and the large end of your cable into the iPad power adapter or your Mac / PC’s USB port.
iPad case features
Your iPad case features an adjustable stand on the back, digital pen holder and keyboard with shortcut keys.

Keyboard shortcut keys

1) Home: go to home screen
2) Screen brightness: adjusts brightness up or down
3) On screen keyboard: shows/hides the virtual keyboard
4) Search: brings up iOS search field
5) Siri: activate digital assistant
6) Screenshot: take photo of current screen
7) Media controls: Back, Play/Pause, Forward
8) Volume controls: Mute, Volume up, Volume down
9) Screen on/off: locks iPad (7th Generation) screen
For IT help and support please contact the IT Service Desk team on

**Telephone:** 020 7921 4330  
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