

Congratulations on your computer from The Philadelphia Children's Foundation ("PCF") !
To learn about our donors, technical support, or to contact us, please visit <http://PhillyKids.org>

ABOUT THIS COMPUTER

PCF's mission is to support Philadelphia's youth and underserved population with access to technology, books and more. One of our programs is to provide refurbished corporate donated computers to Philadelphia schools, community centers, rec. centers, libraries, and, in some cases, to families directly.

Our computers use Linux ("Xubuntu" specifically) which makes them run fast and less prone to malware and viruses. They are very easy to use and are able to access all websites. Because our computers have been refurbished, we encourage users to utilize cloud-based tools such as Google drive, Dropbox, etc. as much as possible. That way, if something happens to the machine, you will never lose anything (and you can access your work from anywhere).

ACCOUNTS

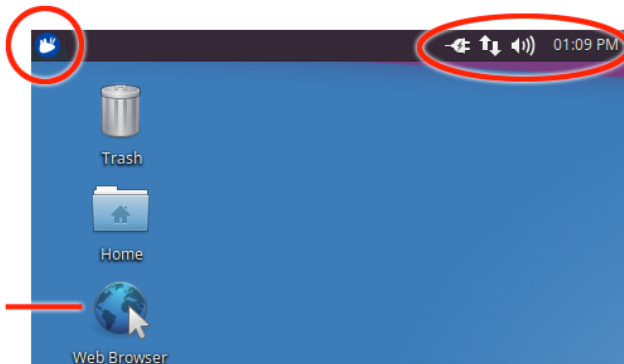
When you start up your computer, you can choose from the following accounts:

1. "Student" (no password) – meant for students but will work for most other users too. These users cannot change the machine. Their Browsers are set up to erase their sessions upon quitting.
2. "Admin" / "TeacherTemp" – meant for owners of the computer in case they wish to add software, update the machine, add a printer, make other changes. This password is also needed if the "Student" user wishes to make changes such as adding a wi-fi connection.
3. "PCF IT" – *our backdoor account in case you forget your password. Please do not delete this account.*

USAGE INSTRUCTIONS

In order to customize your computer, here are some basic usage instructions.

Xubuntu menu
for applications,
settings, etc.



Web browser

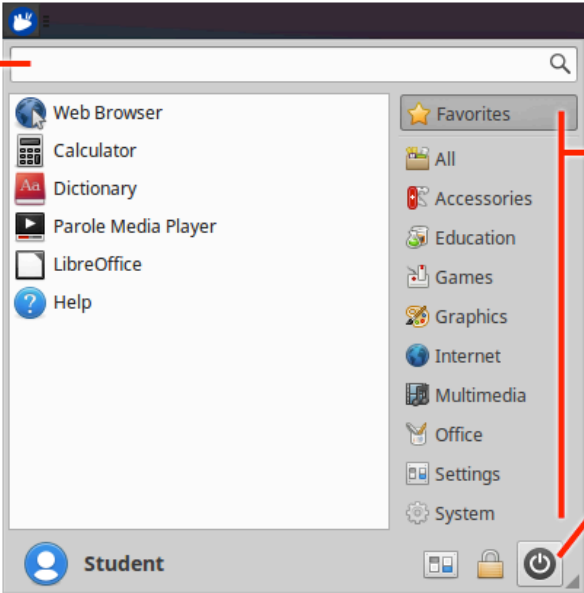
Task bar for networking, sound, etc.

Everything you need can be accessed through the "Xubuntu" menu at the top left.

A shortcut for the web browser should be on your desktop. If not, right-click the browser App from the Xubuntu menu and add one yourself.

Use the task bar for networking, sound settings, date/time, etc.

THE XUBUNTU MENU (accessed from the TOP LEFT of your machine):



Type here to find Apps quickly.

The default view is "Favorites". Right-click Apps to add them to your Favorites (or Desktop). Click and drag to reorder.

Name of the current user.

Instead of typing App names, browse available Apps by clicking these categories.

Click the power button to suspend or turn off the computer, or to log out (switch users).

The screenshot shows the Xubuntu application menu. At the top left is a search bar. Below it is a list of applications: Web Browser, Calculator, Dictionary, Parole Media Player, LibreOffice, and Help. To the right is a 'Favorites' section with a list of categories: All, Accessories, Education, Games, Graphics, Internet, Multimedia, Office, Settings, and System. At the bottom left, the current user is identified as 'Student'. At the bottom right, there are icons for window management, a lock, and a power button.

Personalizing the Admin Account (name & password changes): Xubuntu Menu > type "users" > click the Users & Groups App.

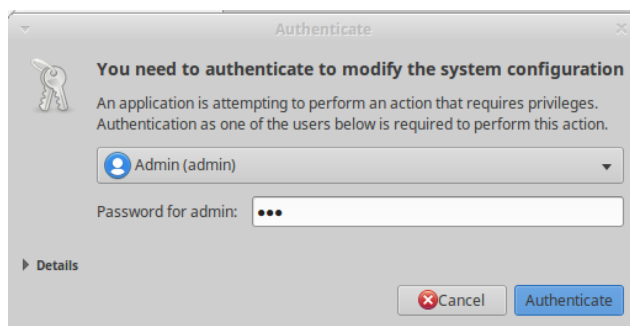
Touchpad/Mouse Settings (sensitivity, scrolling, etc.): Xubuntu menu > type "mouse" > use Mouse & Touchpad App.

Display (mirroring for projectors, etc.): Xubuntu menu > type "display" > choose Display app.

To Add Software: Xubuntu menu > type "Software" > click the software App (takes a minute to load the first time).

Updating (NOT recommended unless you need to): Xubuntu menu > type Update > Software Updater

MAKING CHANGES WHILE LOGGED IN AS "STUDENT"



The "Student" user is set up such that they are unable to make changes to the computer. For instance, to connect to a Wi-Fi network, add a User, etc., you must authenticate as an Admin. Whenever you are prompted, choose the Admin account and specify your password (default is "TeacherTemp").