Ergotron Tablet Management Cart or Module
Syncing iPads using iTunes

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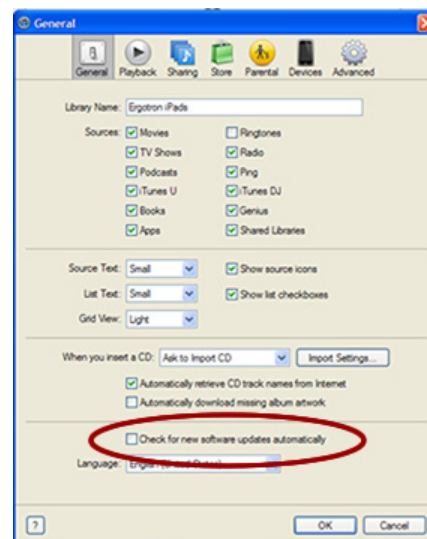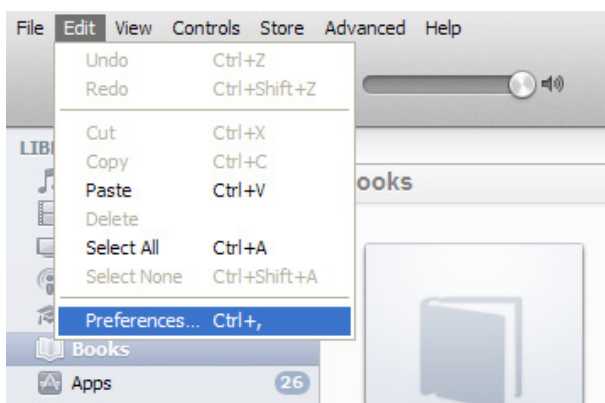*China* **86-769-86018920**

Using Apple's iTunes® software with a Mac or PC computer and the Ergotron Tablet Management Cart or Module allows you to transfer applications, music, books, photos, and other content from your iTunes library to multiple Apple iPad® or iPod Touch® devices simultaneously.

NOTE: While this guide provides helpful hints to get the most out of your Ergotron Tablet Management Cart or Module when using iTunes, it is not meant to be a replacement for iTunes instructions. Please refer to Apple's iTunes instruction manuals for detailed and up-to-date instructions regarding use of the iTunes program. For specific information on implementing a large number of iPads in an education setting, Apple has published the iOS 4 Education Deployment Guide (http://images.apple.com/education/docs/20110727_IOS_4_Education_ Deployment_Guide.pdf). If you have questions regarding syncing paid applications across multiple iPads please visit http://www.apple.com/itunes/education for information regarding the iTunes App Store Volume Purchase Program
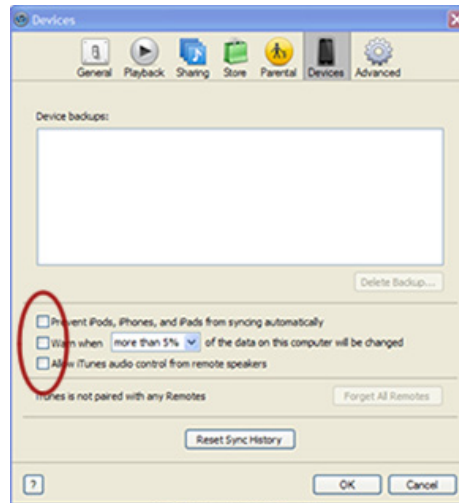
iTunes Setup

There are a few settings that should be changed in iTunes to make it work best with the Ergotron Tablet Management Cart or Module and your fleet of iPads.

1. Open the iTunes application on your master laptop. Select **Preferences** from the **Edit** menu. On the **General** pane, uncheck "Check for new software updates automatically". This keeps the automatic update process from interfering with the syncing process. You can still check for iOS updates by manually clicking on the Check for Updates button on the individual iPad screens. For more on iOS updates, see the iOS Update section below.

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2. Next, click on the **Device** icon. Make sure none of the options are selected. The screen should look like this when complete. Click OK to save your changes.

3. Prepare your iTunes library by downloading the Apps, Books, Music, etc that you intend to copy to your iPad fleet.

4. To speed up the syncing process when syncing multiple devices, Apple suggests disabling automatic backups. This can be accomplished using Apple Terminal (for instructions see Apple's iOS 4 Education Deployment Guide, Page 31) or a third party software such as BackOff by DigiDNA.

iPad Setup

Before starting the syncing process, each individual iPad needs to be configured to work with iTunes and the Ergotron Tablet Management Cart or Module correctly. This can be done by plugging each device into the master syncing laptop one unit at a time, or you can plug one unit in at a time within the Cart or Module.

1. Setup your master laptop on top of the Cart or Module. Plug the power cord into the auxiliary outlet and the USB cable into the auxiliary USB plug. Plug the Cart or Module power cord into a wall outlet.
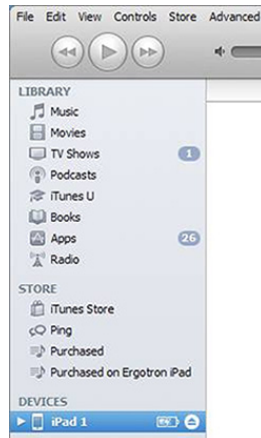

2. Select one iPad. Ergotron recommends setting your screen brightness at half level or less as the screen does stay on during much of the syncing process. Go to **Settings** and select **Brightness**. Click **Auto-Brightness** so it turns to Off. Slide the brightness slide to the left so it is positioned halfway between dim and bright.
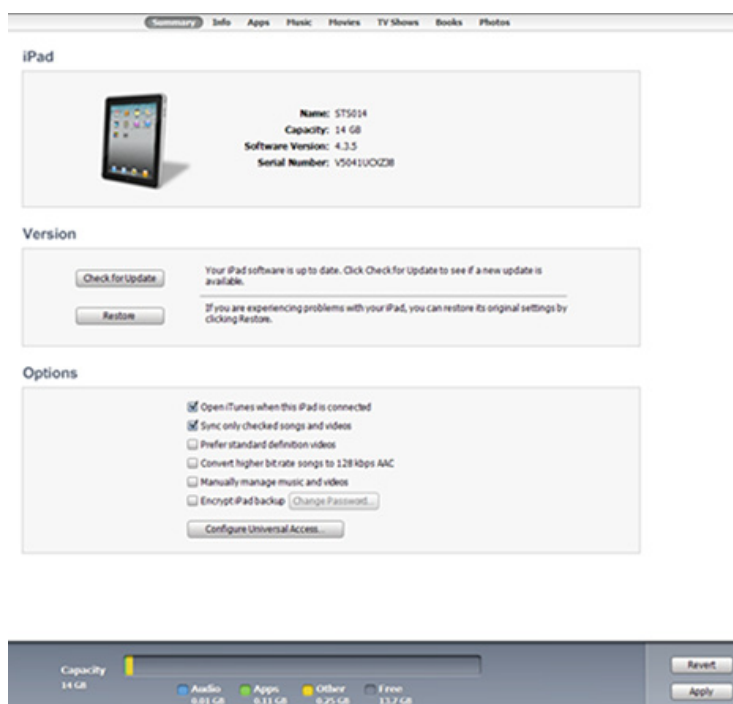
3. Plug iPad into the Cart or Module.

NOTE: If connected to a PC, during this time drivers will be loading, so wait until you get the message that your device is ready to use before proceeding to step 4.

4. Open iTunes if it does not open automatically. Select your iPad device from the Device table on the left side of the screen.

5. The iPad registration screen will come up. Follow the prompts to log in or create an Apple ID and name your iPad.

6. Click on the **Summary** tab. Select "Open iTunes when this iPad is connected" and "Sync only checked songs and videos". Verify "Manually manage music and videos" is not selected (this function would require you to drag and drop your selections to each iPad).

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7. Click on each of the tabs at the top (Apps, Music, Movies, TV shows, Books, Photos) and select which type of files you will want to sync on this device. Click the Sync or Apply button.

8. Repeat Steps 2 – 7 with each iPad that will be used in this Tablet Management Cart or Module.

Ready to Sync

1. When all the iPad devices have been configured, you are ready to charge and sync your tablets. Place each iPad in a slot in the module/Cart or Module. Plug each device in using the 30-pin Apple connector connectors. Plug the Cart or Module or module into a wall outlet.

2. If the iPad devices are new, they should be fully charged before attempting to sync.

3. When ready to sync, connect one end of the USB cable into the USB port near the auxiliary outlet and the other into a USB 2.0 port on your Mac or PC.

4. iTunes will open and syncing will start automatically. Each iPad will be listed in iTunes under the Device list on the left hand side of the screen. You will notice that the blue LED power indicator on each module on the Ergotron Tablet Management Cart or Module will begin to blink slowly. This indicates the Cart or Module is in Sync mode.

> **a.** If you are using a Macintosh, a spinning wheel next to each device will indicate syncing is in process. If you are using a PC, there will not be any spinning wheels, and the devices will not be identified on the left side of the screen until later in the syncing process.
>
> **b.** NOTE: Please keep in mind that identifying the devices and syncing will take time, so please be patient. The time is dependent on the number of iPads being synced and the amount of data being transferred. It can range from a few minutes to 6 hours for 5GB of data on 48 devices. Please do not stop the process once it has been started.
>
> **c.** If large amounts of data (>5GB) need to be transferred to 48 devices, it may be more convenient to sync one module at a time (16 units). This can be done by only plugging in iPads for one module at a time.
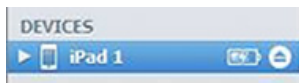
5. When syncing is complete, the Eject symbol will appear next to each device. At this time it is safe to eject the device by clicking on the Eject symbol or closing iTunes.

6. When syncing is complete, unplug the USB Cable from your Macintosh or PC so charging can begin. The blue LED power indicator will become solid indicating it is in charging mode. Charging will not occur while the USB Cable is plugged into the master laptop.

iOS Updates

Due to the functionality of the iTunes software, iOS updates can not be done across the whole fleet of iPads at one time. This will need to be completed one unit at a time. It can still be done with the units plugged into the Cart or Module. To update iOS on each iPad, select an iPad from under the Device list on the left side of the screen. Click on the Update button in the middle of the screen. Follow the prompts to complete the update. Updating time will vary depending on the size of the update from Apple. When one unit is complete, the next unit can be selected until all units have been updated.

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