

QuirkLogic Quick Reference Guide: Configuring Your Quilla (for Administrators)

This Quick Reference Guide provides Administrators the four easy steps to start using your Quilla once you take it out of the box. To access the settings for Quilla, tap on the **“Main Menu”** icon and then tap on the **“Settings”** icon.

In order to set up your Quilla, ensure you are signed-out of the device. You can verify this by tapping the “Main Menu” icon at the top right-hand corner of the display and ensuring the Sign-in icon is present.

Step 1: eWriter Settings

On the “Settings” screen, tap on “eWriter Settings” and use the keyboard to enter a descriptive name for the device. For example, you may want to use the name of the office or meeting space to identify the location of the eWriter.

Tap in the dialog box and using the on-screen keyboard, enter the new Quilla name and tap the “Save” button. Once saved, the device name is displayed at the top of the “Status Bar” and in the “Display Mode” screens to help users differentiate the current device from others that the user may also be logged into.

Step 2: Connect to the Network

On the “Settings” screen, tap on “Networks”. You will be able to configure settings for “Ethernet” and “Wi-Fi”.

Note: If Quilla is connected to Ethernet and a Wi-Fi network simultaneously, Quilla will use the Ethernet connection by default. If Quilla is disconnected from the Ethernet and is configured for Wi-Fi, then it will automatically connect to the last used wireless network.




Ethernet

If you are using an Ethernet connection, tap **“Ethernet”** and check the relevant parameters for your connection. Then tap the **“Save”** button on the display. The Ethernet connection is located at the top of the Quilla on the back near the power connector.

Wi-Fi

If you are using a Wi-Fi connection, tap “Wi-Fi”. A list of locally available Wi-Fi connections will appear. Tap on the Wi-Fi connection name you want Quilla to connect to. If the connection requires a password, enter it and then tap “Connect”.

To connect to a Wi-Fi network with an authentication page (e.g. office guest connection, hotel conference room) after selecting the Wi-Fi connection:

Place finger at top, middle of screen and drag your finger down one inch.	A dialogue window will appear. Select “Sign into Wi-Fi”.	An authentication page will appear. Tap in each dialog box and enter the credentials to access this network using the on-screen keyboard.
		

Then exit out of the Wi-Fi page and the Settings page.

Step 3: Check for a Software Update

Prior to conducting an upgrade, the remaining battery life is greater than 25% for a software update to occur. Note: the battery life is displayed on the “Battery” icon on the “General” tab.

On the “Settings” screen, tap on “General” and “System” to check for software updates and to update your Quilla. On the screen that appears, tap the “Check” button to have Quilla check for the latest software update. Each update contains all previous fixes so only the latest update needs to be installed. If an update is available, the “Download” button will appear and Update Available is displayed. Tap that button to initiate the download. Progress of downloading step is displayed.

Once the update is downloaded, a checkbox will appear. Tap it to accept the End User License Agreement (EULA) and to proceed with the update. The “Install” button will appear. Tap that button to initiate the installation. Progress of the installation step is displayed.

Step 4: Log In and Get Started

You can now get started with using your Quilla. Click on the Main Menu and tap Sign In. As the Administrator, you can create QuirkLogic user accounts for your users so that they can create a library of content and access all of the features in our real-time ideation ecosystem.

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