How to operate the External iPad Keyboard

Plug in the keyboard as shown:

A red light indicates it is charging
and turns green when fully charged.

We recommend charging it for at least 1 hour before using.
You can charge it for less time and keep it plugged in while using.
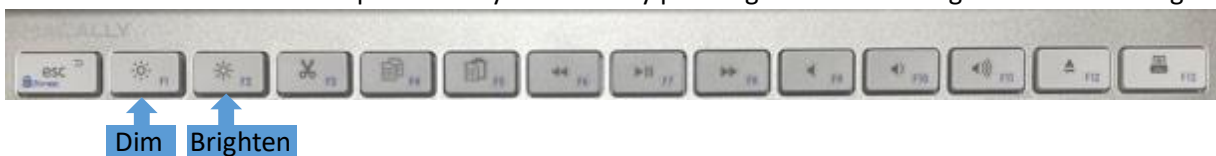
How to connect the keyboard with the iPad:

1. Touch on the gray settings icon on the iPad home screen
2. Scroll to the top left hand side and touch on Bluetooth so it turns blue
3. The Bluetooth button on the right should be green. If it is gray, touch the gray side of the button to turn it on
4. Turn on the **Keyboard** by sliding the top right switch from red to green
   All three blue lights will come on
   Then the blue light above B1 will blink rapidly as it sends out a signal
   A new line should be displayed on the iPad screen: "MACALLY ACE…"
5. Touch on the "MACALLY ACE…" line on the iPad and select **pair** – it should now say connected
   (If pairing was unsuccessful touch OK, then turn off the keyboard and back on to try again. If more than 1 line of "MACALLY ACE…" shows up try pairing with the bottom line.)

Once the keyboard is connected to the iPad, it should automatically connect the next time the keyboard is turned on

Test the connection and top row keys:

1. Touch the Safari icon on the iPad screen to open Safari
2. Then touch inside the white search box at the top
3. Start typing on the keyboard to see if it works
4. Press the Key in the top right corner of the keyboard shaped like a house.
   This should close the Safari window and take you automatically back to the iPad desktop
5. Test the to ensure that the top row of keys is active by pressing the dim and brighten the screen light keys

Dim   Brighten

If the screen light dims and brightens you are all set

If nothing happens when these are pushed then hold the Fn key and press the esc key once

Test the dim and brighten keys again to see if they now change the screen brightness

Functions of Top Row Keys

Esc - Exits full screen mode of a video playing

F1 – Dims the screen light

F2 – Brightens the screen light

F3 – Cuts the selected item

F4 – Copies the selected item to the clipboard

F5 – Pastes the contents of the clipboard

F6 – Doesn't work with the iPad

F7 – Play/Pause a video

F8 – Hold to fast forward a video

F9 – Mute the volume, press again to unmute

F10 – Lower the volume

F11 – Increase the volume

Reminders

The TAB key can be used to navigate from one cell to the next. Press and hold the SHIFT key and tap the TAB key to navigate to the previous cell. However, this doesn't work if there is a radial button within the line of questions.

The cursor must be in a cell for the keyboard to work. Here are some examples:

- To login to CAPI you must touch the login field, then when you see the cursor flashing then you can type your login number on the keyboard.
- To add a comment, you must first touch within the comment box for the keyboard to work.

Common iPad Task	Possible on keyboard? If no, use hand.	How to do it:
Unlocking iPad	Yes	Press Home key located above division symbol on number pad twice, type password and press enter
Opening CAPI App	No	
Logging into CAPI App	Yes	Tap the "Login Id" field on the iPad, and then type your Login ID on the keyboard. Press "Tab" to change to the "Password" field to type in your password. Press "enter" to login
Cell to cell navigation	Yes	Press the Tab key to change cells. Cells will change from left to right. If there is not a cell to the right, it will move down to the next available cell.
Selecting Survey	No	
Page to page using "**Next**" or "**Previous**"	No	
Scrolling Screen	No	
Selecting Radio Buttons	No	
Selecting Multiple Choice/Check Boxes	No	
Cut, Copy, and Paste	Yes	Press the "CMD" button with the letter z (for cut), the letter c (for copy), or the letter v (for paste). Other shortcuts are available in the User's Guide provided with each keyboard
Text and Number Data Entry	Yes	Tap the empty field in the survey you wish to fill out, and then type it on the keyboard.
Drop Down Selections	No	