

XO Getting Started Guide

One Laptop Per Child XO Laptop

Acknowledgements

This Guide has been adapted from the “XO Australia Manual” produced by OLPC Australia. I would like to acknowledge the considerable contribution and guidance that OLPC Australia have made to this project.

References

<http://one.laptop.org/>
<http://www.laptop.org.au>
<http://laptop.moodle.com.au/manual/>



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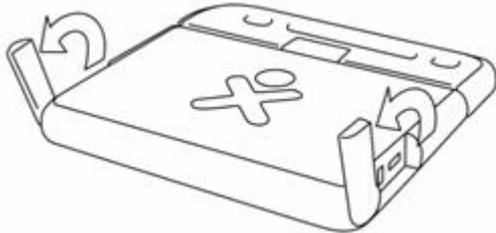
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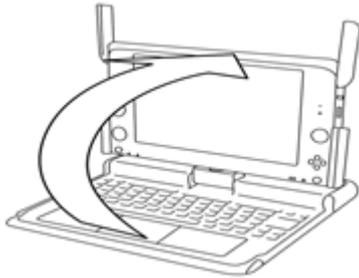
Getting Started With The XO

To Open the XO

1. Position the laptop with the handle away from you, and then rotate both of the antennae towards you.



2. Lift the front edge of the top of laptop, and then move the top upward away from you. You can hear and feel a slight click as you first lift the top.



To Flip the XO

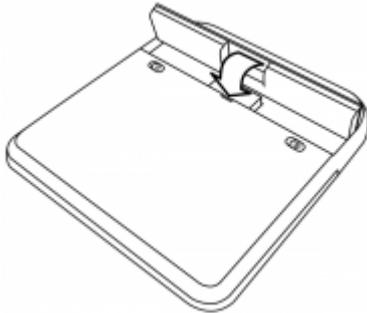
You can switch the XO so that the screen lies flat and covers the keyboard. This lets you handle the gamepad buttons more easily or read electronic books (ebooks), using the arrow buttons to page forward and backward.

3. Bring the display up to a 90-degree angle and rotate the antennae down.
4. Rotate the display 180 degrees until it is facing backwards.
5. Fold the display down onto the keyboard.
6. Press the rotate key to orient the display.

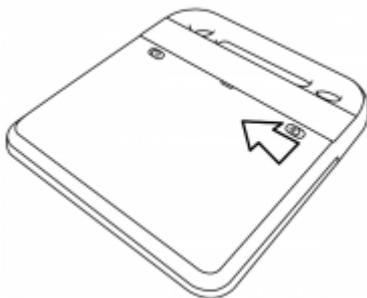
Installing the battery

There are two catches on the bottom of your XO, underneath the battery compartment. They can slide from side to side. When they are slid inwards, they are locked. When they are slid outwards, they are unlocked.

1. Before you install the battery, slide the right catch to the unlocked position. The left hand catch is spring-loaded, and will click when you push the battery in to place.
2. Along one edge of the battery are four small tabs. Line up the tabs on the new battery with the long edge of the battery slot that is closest to the handle.
3. Push down on the other side of the battery to slide it in to place. The left catch will click as the battery goes in.



4. Lock the battery in place by sliding the right catch to the locked position.



Charging the battery

1. Install the battery in your XO.
2. Plug the power adapter cord into your XO. There is a circular plug socket on the left of the screen.
3. Plug the power adapter into a power outlet.

The Battery indicator light will glow red when the battery is low and needs to be recharged. When your XO is plugged in to power and charging the battery, the battery indicator will change to yellow. When your XO is fully charged, the battery indicator will change to green.

Sometimes when your XO is sent to you, the battery might get very low and will not start up at all, even if you plug it in to the power outlet to charge. If this happens to you, take the battery out of the XO, then plug in the power cord. Start your XO, and then install the battery. The battery icon should light up, and the battery will start to charge normally.

More battery troubleshooting tips can be found at:
http://wiki.laptop.org/go/XO_Troubleshooting_Battery.

Caring for the XO

Your XO has no hard drive and only two internal cables. Your XO's plastic walls are thicker than most other laptops and it has cushions inside to protect the screen. The “bunny ears” antennas cover the sockets on the sides to protect them from dust and dirt, and the sockets also have covers on the inside to protect them.

Your XO is tough, but you still need to look after it. Some important things to remember about looking after your XO:

- Keep your XO clean and dry
- Don't drop, step, or sit on your XO
- If your XO gets dirty, wipe it with a damp cloth and dry it
- Don't put your XO into a pool or puddle of water

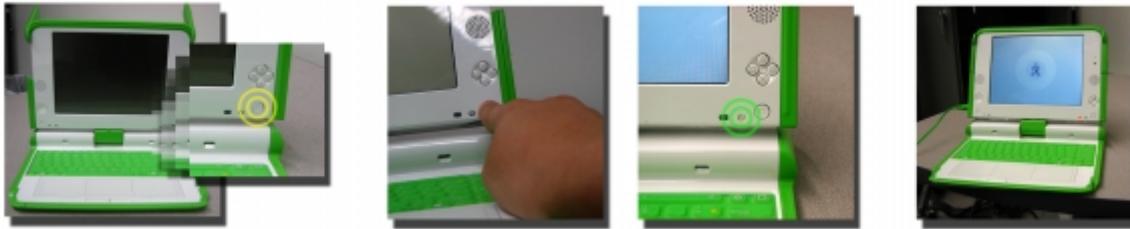
Do's:

1. After you turn the computer on, always make sure there is enough charge in the battery before using - (see the battery icon on the Home View).
2. Whenever possible, dim the screen to save power.
3. Turn off the computer if it is not going to be used for a long period of time.
4. After use, always close and lock the antennae before putting the laptop away.
5. Protect the computer from dust and water as much as possible.
6. Be gentle with your computer!!
7. If the computer stops working while you are using it, turn off using the power button.

Don'ts:

1. Never pull at the antennae ears (especially when opening the computer) or carry the computer by holding onto the antennae ears.
2. Do not scratch the keyboard or touchpad.
3. Do not press any keys when the computer is starting up.
4. Do not take the battery out while the computer is running.
5. Do not press the keys on the keyboard with anything other than your fingers.
6. Do not put stuff inside the different openings you see on the computer (e.g., USB ports, power jack, microphone/headphone jack etc.)
7. Avoid touching the screen. Do not touch the screen with any sharp object.

Starting and Shutting Down the XO



Starting the XO

To start your XO, press the **Power** button in the lower right corner of the screen. The XO will chime, and then show the startup screen for one or two minutes. The XO is ready to use when you can see the XO logo and a circle of activity icons. This is called the **Home View**.

If the battery needs charging, the battery icon next to the power button will glow red. To charge the XO, plug the AC adaptor into a power outlet, and into the charging socket on the left hand side of the screen.

Putting the XO to Sleep

Closing the laptop while it is running will put the machine into a 'Sleeping' state where it will consume only a small amount of power. While in this state, the power light will flash briefly every few seconds.

To resume operation, open the laptop and press the Power Button.

Shutting down the XO Completely

It is very important to ensure all activities are stopped and the XO is shut down properly.

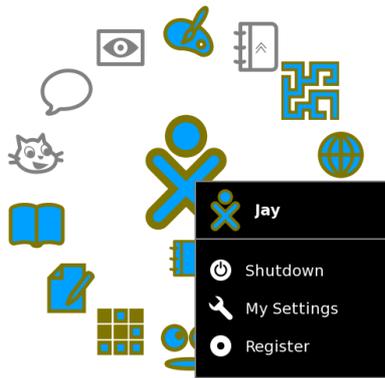
Make sure the power light is completely off and it is not flashing before putting it away.

When you have finished using your XO, it needs to be shut down in the right way. If it is not shut down in the right way, it might not start up properly next time you want to use it.

1. To shut down the XO, close any activities you have open, and return to the **Home View**. To get to the **Home View** easily, press the key with a single dot in a black circle on the keyboard. It is in the top row of keys, on the left. Then shutdown either from the **Screen**, or by the **Power Button** as below:-

2. **Screen** - From the **Home View**, click the middle XO icon. This will open a menu.

On the menu, click **Shutdown**. The XO will shut down, and the power light will go dark.



3. **Power Button** - Press the Power Button, wait for the screen to change to the Shutdown Screen, then push the Power Button again. The XO will shut down, and the power light will go dark.

Turning your XO off in the right way is important. Your XO needs to tidy up its files so that it can work quickly and find things when you want to use it again.

The Home View

The main XO view is called the **Home View**. All the Activities can be started from the **Home View**. You can do a few different things to see the **Activity View**:

- Switch to the **Frame** by pressing the **Frame** key. This is the key with a single black square on the keyboard. It is in the top row of keys, on the right. Click the **Home View** icon at the top of the **Frame**, on the left. This is the icon that looks like a white circle with one small black circle inside it:



- Press the **Home View** button on your keyboard. This is the icon that looks like a white circle with one small black circle inside it. It is in the top row of keys, on the left.
- If you are using a standard keyboard, press the **F3** key.

The **Home View** has different ways of arranging Activities:

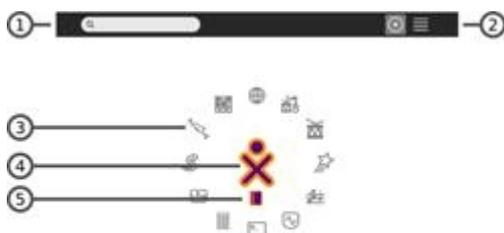
- **Ring View**: Your favourite Activities in a ring
- **List View**: All your Activities in a list

When you click an Activity's icon, the icon will flash or bounce in the middle of the screen while it starts. If the Activity does not start, then you will be taken back to the **Home View**.

Favourites View

The **Favourites View** shows your favourite Activities in a ring around the XO icon. Only Activities that have been starred as favourites appear in this view. For more information about starring favourites, see *List View* below.

This is what the **Favourites View** looks like. The numbers point to important parts of the **Favourites View**, which are explained below:



1. Search box

Use the search box to find Activities.

2. View modes

Click an icon to switch between **Ring** and **List** views.

The ring view will change to a spiral after many activities have been set as favourites.

3. Activity icon

Click an Activity icon to launch that Activity.

4. XO icon

Hover the pointer over the XO icon in the centre of the **Home View** to see a menu and to access the Sugar Control Panel.

5. Active Activity icon

The icon of an Activity that is running sits under the XO icon.

List View

The **List View** shows all the Activities you have installed, and lets you 'star' your favourite Activities.



1. Activity List

Each Activity in the list has a star is coloured in if the Activity is a Favourite. Only favourite Activities show up in Ring View. Click a star to colour, and click it again to clear it.

2. Activity Icon

Click the icon to launch the Activity. Hover the pointer over the icon to bring up the hover menu.

4. Scroll bar

The Activity list might be longer than the screen can show. Click the scroll bar and drag it up or down to see the rest of the list.

XO Menu

To see the **XO Menu**, hover the pointer over the XO Icon in the **Ring View**, or from the **Frame**, on the left.

This is what the XO Menu looks like:



You can use the **XO Menu** to shut down your XO, or access **My Settings**.

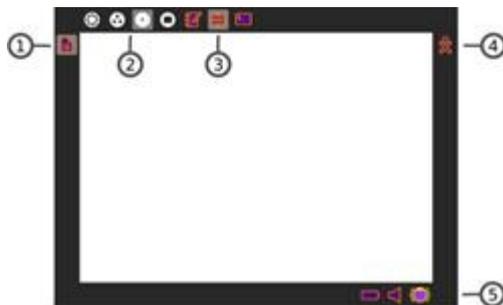
The Frame

There are a few different ways to open the Frame on your XO:

- Press the **Frame** key. This is the key with a single black square on the keyboard. It is in the top row of keys, on the right.
- Move your pointer to the top right corner of the screen and wait a moment. The Frame will appear automatically.
- If you have a regular keyboard installed, press **F6**.

You can change how your **Frame** appears by going to the **My Settings** menu from the XO icon in the **Home View**, or in the **Frame**.

The **Frame** lets you switch between Activities, see invitations and notifications, your buddies, and gives you information about your XO. When the **Frame** is open, it puts a black border around your screen, like in this picture. The numbers point to important parts of the **Frame**, which are explained below:



1. Clipboard

The clipboard is on the left of the **Frame**. You can drag images and text from your Activities to and from the clipboard. This is useful if you want to share information between Activities, or save them in your **Journal**.

When you have items in your clipboard, you can hover over their icons to **remove** them, **open**

them, or **keep** them in your journal:



2. Zoom menu

The Zoom menu is on the top of the **Frame**, on the left. Use the Zoom menu to switch between **Neighbourhood**, **Group**, **Home** and **Activity Views**.

3. Open Activity list

The list of currently open Activities is on the top of the **Frame**, on the right. The current Activity is highlighted. Click on the icon of a different Activity to switch between them. The **Journal** will always be listed here as a current Activity.

Sometimes you might see a circle in the open Activity list. This means that one of your current Activities has started something which is running in a different screen.

If you are sent an invitation, it will appear in the top of the **Frame** as well. It will be in the colour of the person's XO who sent it.

4. XO Menu

The XO Menu is on the right of the **Frame**. Hover over the XO icon to shut down your XO, or access **My Settings**.

5. System status

Battery, speaker, and network status appear on the bottom of the Frame. Each of these icons has a hover menu that lets you make changes or see more information.

Activities

What are Activities?

Sugar applications are called “Activities”. Activities include an application as well as sharing and collaboration capabilities, a built-in interface to the Journal, and other features such as the clipboard.

Activities you have specified as favourites appear as a ring of icons around the XO icon in the centre of the Home View. All the Activities you have installed are shown in the List mode of the Home View.

Some Activities allow Sugar users to work and learn collaboratively. For example, Write allows several users to collaboratively create a document. Read allows several users to read the same document or a teacher to share a book with an entire classroom. Memorise allows a group of users to play a game together.

Key Activities on the XO

Below is an overview of some key Activities found on the XO.



Write: Word processor
<http://wiki.laptop.org/go/Write>



Record: Still, video, and audio capture
<http://wiki.laptop.org/go/Record>



Paint (Oficina): Simple paint activity
[http://wiki.laptop.org/go/Paint_\(Oficina\)](http://wiki.laptop.org/go/Paint_(Oficina))



Maze: Maze game
<http://wiki.laptop.org/go/Maze>



Memorize: A game about finding matching pairs
<http://wiki.laptop.org/go/Memorize>



TamTamJam: Music composition and synthesis.
Tamtam has four separate activities : **TamTam Jam**, **Edit**, **Synthlab**, and **Mini**.
<http://wiki.laptop.org/go/TamTamJam>



Speak: An animated face that speaks whatever you type.
<http://wiki.laptop.org/go/Speak>



Chat: Text chat with other XOs.
<http://wiki.laptop.org/go/Chat>



Calculate: Basic calculator.
<http://wiki.laptop.org/go/Calculate>



Browse: Web browser
<http://wiki.laptop.org/go/Browse>



Read: Book/PDF reader
<http://wiki.laptop.org/go/Read>



Jukebox: Media player
http://wiki.laptop.org/go/Image_Viewer



Image Viewer: Simple image viewer
http://wiki.laptop.org/go/Image_Viewer



Moon: Moon phase viewer, includes Lunar phase information, eclipse data, and various display options. <http://wiki.laptop.org/go/Moon>



Implode: Logic game
<http://wiki.laptop.org/go/Implode>



Distance: Measure distance between two laptops
<http://wiki.laptop.org/go/Distance>



Measure: Oscilloscope and Data Logging
<http://wiki.laptop.org/go/Measure>

Launching Activities from the Ring in the Home View

To launch an Activity from the **Ring** in the **Home View**:

1. Switch to the **Ring** by clicking the **Favourites View** icon in the top of the **Home View** screen, on the right.
2. Find the Activity's icon in the **Ring** and click on it: (Your activities may display in a spiral if you have many favourites).

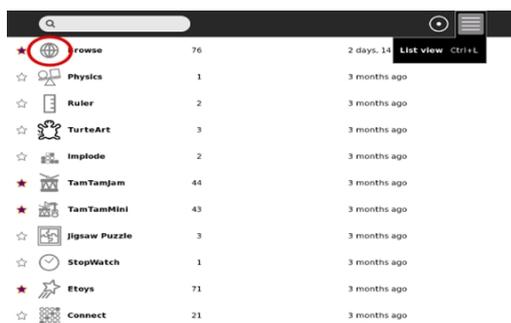


You can also launch the Activity by clicking the name of the Activity from the hover menu. See the hover menu by hovering the pointer over the Activity's icon.

Launching Activities from the List in the Home View

To launch an Activity from the **List** in the **Home View**:

1. Switch to the **List** by clicking the **List View** icon in the top of the **Home View** screen, on the right.
2. Find the Activity's icon in the **List** and click on it:



You can also launch the Activity by clicking the name of the Activity from the hover menu. See the hover menu by hovering the pointer over the Activity's icon.

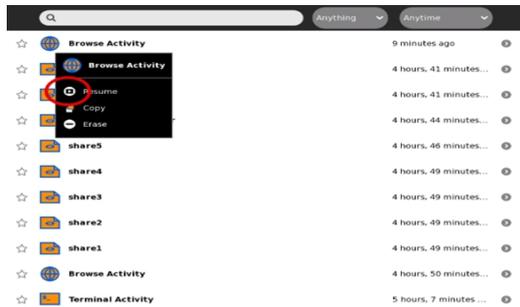
Starting and Resuming Activities

When you start an Activity from the Home View or from the Journal, it will start again from where it left off. So if you were halfway through working on a Write document, or in the middle of a game, you should be able to just start the Activity again where you were before.

If you want to start a new Activity instead of picking up where you were before, move your pointer over the Activity icon, and choose Start New from the hover menu.

To resume an Activity from the **Journal**:

1. Switch to the **Journal** by clicking the **Journal** icon beneath the XO logo in the **Home View** screen.
2. Find the Activity's icon in the Journal and click on it:

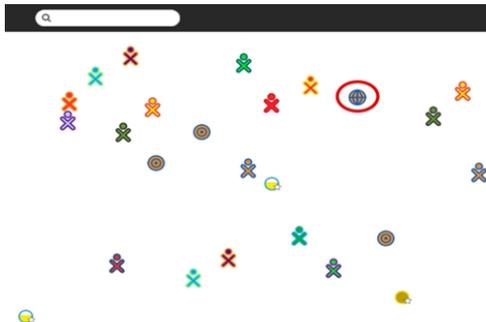


You can also launch the Activity by clicking **Resume** from the hover menu. See the hover menu by hovering the pointer over the Activity's icon.

Joining a shared Activity from Neighbourhood View

To join a shared Activity from **Neighbourhood View**:

1. Switch to **Neighbourhood View** by pressing the **Neighbourhood View** key. This is the key with a black circle with a ring of small dots in it on the keyboard. It is in the top row of keys, on the left.
2. Find the Activity's icon and click on it:

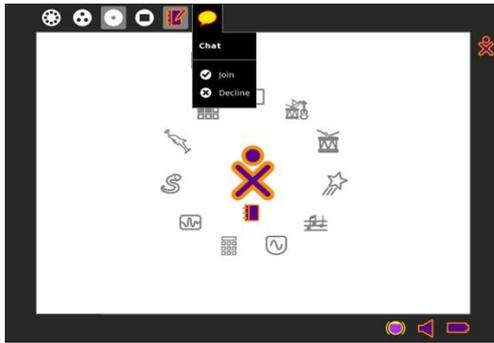


You can also launch the Activity by clicking the name of the Activity from the hover menu. See the hover menu by hovering the pointer over the Activity's icon.

Joining an Activity by accepting an invitation

To join an Activity that you have been invited to:

1. Switch to the **Frame** by pressing the **Frame** key. This is the key with a single black square on the keyboard. It is in the top row of keys, on the right.
2. Hover your pointer over the **Chat** icon in the top of the frame to bring up the hover menu.
3. Click **Join** from the **Chat** hover menu:



Switching Activities

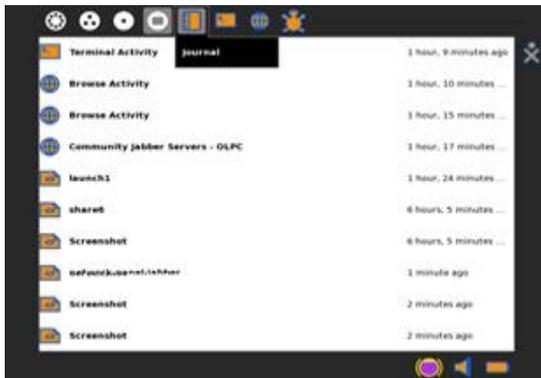
There are two different ways to switch between different Activities:

- In the **Frame**, click the icon of the Activity you want to switch to.
- Press **Alt+Tab** to cycle through all the open Activities until you reach the one you want. To cycle backwards, use **Alt+Shift+Tab**.

Note: You can use the **Clipboard** and the **Journal** to copy information between Activities.

Switching using the Frame

1. Switch to the **Frame** by pressing the **Frame** key. This is the key with a single black square on the keyboard. It is in the top row of keys, on the right. All the Activities that are currently running will be at the top of the frame, on the right:



2. Click the icon of the Activity you want to switch to:



Switching using Alt+Tab

1. Press the **Alt** key and the **Tab** key at the same time. The **Tab** key is the key with two arrows on it.

It is in the third row of keys, on the left. This will bring up the **Frame**.

2. Hold down the **Alt** key and press the **Tab** key until you get to the Activity you want to go to. Let go of the **Alt** key to remove the **Frame** and start using the Activity.

If you want to go through the Activities you have open in the opposite direction, you can use **Alt+Shift+Tab** (The **Alt** key, the **Shift** key, and the **Tab** key at the same time).

Exiting Activities

There are a few different ways to exit from an Activity and stop it running:

- Click the **Stop** icon in the Activity's toolbar.
- Click **Stop** on the hover or right-click menu of the Activity.
- Press **ctrl+Q** (press the **ctrl** key and the **Q** key at the same time).

Stopping an Activity Using the Stop icon

To stop an Activity using the **Stop** icon in the Activity's toolbar:

1. Click on the Stop icon in the Activity's toolbar at the top of the screen, on the right.



You can also stop the Activity by clicking **Stop** from the hover menu. See the hover menu by hovering the pointer over the **Stop** icon in the toolbar.

Stopping an Activity from the Frame

To stop an Activity from the **Frame**:

1. Switch to the **Frame** by pressing the **Frame** key. This is the key with a single black square on the keyboard. It is in the top row of keys, on the right.
2. Hover your pointer over the Activity's icon in the top of the frame to bring up the hover menu.
3. Click **Stop** from the hover menu:



Some Important Information About Running Activities

Sometimes, you might find that your XO starts running a bit slower than usual. This can happen if you have too many Activities open. Try using these instructions to close some Activities, and make your XO run a little bit faster.

The Journal

The **Journal** keeps track of everything you do with your XO. It will remember which Activities you have used, and when you save documents or other information, they will be kept in the **Journal** for you to find later. You can use the **Journal** to help you remember what you did yesterday or last week, to organise your work, and to help you realise how much you have learned with your XO.

The **Journal** keeps a lot of information, so sometimes it can be hard to find the thing you are looking for. To find things, try searching by typing the name of the thing you are looking for in the search bar at the top of the screen, on the left. You can also sort the way the **Journal** shows you information, by using the drop-down boxes at the top of the screen, on the right.

To get more information about an item in the **Journal**, hover your pointer over the icon for the item, and click on Select Details. The Details screen will give you a description of the item, and information about when you used it and who you collaborated with.

You can also save items in your **Journal** on to a USB memory stick or hard drive to keep a safe copy of them, or to use them on another computer. You can also save items from your **Journal** to a school network server, if you have one.

Showing the Journal



You can do a few different things to see the **Journal**:

- Press the **Journal** button on your keyboard. This is the icon that looks like a magnifying glass. It is in the top row of keys, on the left.
- Switch to the **Frame** by pressing the **Frame** key. This is the key with a single black square on the keyboard. It is in the top row of keys, on the right. Click the **Journal** icon at the top of the **Frame**, on the right. This is the icon that looks like a notebook.

For further information, refer to:

<http://laptop.moodle.com.au/manual/2012-the-journal>

File Storage

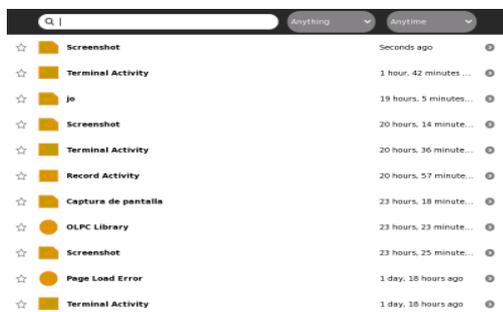
There are two different kinds of storage that you can use with your XO:

- Internal storage: This is the storage that your XO has inside it.
- External storage: This is storage that you plug in to your XO, like a USB memory stick or hard drive, or an SD memory card.

Internal Storage

Your XO can store about 1GB on its internal disk. Make sure you manage the files you store on your XO so that it does not run out of space for new files. If you need to, you can delete files using the Journal.

1. Switch to the **Frame** by pressing the **Frame** key. Click the **Journal** icon at the top of the Frame, on the right. It looks like a notebook. The **Journal** will open and show you a list of all the files stored on your XO's internal storage:



2. Hover the pointer over the **Journal** icon in the Frame to see how much space the internal storage has free:



3. Look for files that you can delete, such as old files or large files that you have copied to another location. You might want to delete video or audio files, as these are usually pretty big, or look for files that you have more than one copy of.

When you find a file you want to delete, hover over the icon and select **Erase** from the hover menu.

External Storage

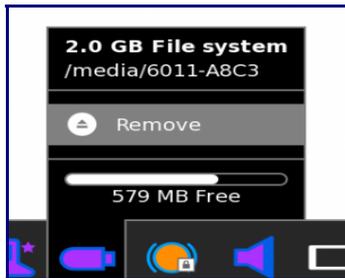
You can use lots of different types of external storage with your XO:

- USB memory stick: small sticks that plug straight into a USB socket on your XO. Some of them have flashing lights on the outside to show when data is moving between them and your XO.
- USB hard drive: An external hard drive that can connect to your XO using a short USB cable. These can generally store more information than a USB memory stick.
- SD memory card: A small, flat rectangular plastic card that can be inserted directly into your XO's card slot.

There are 3 USB ports on the XO that you can use with external storage. One is on the left of the screen, two are on the right. They are all protected by the antennae when the XO is closed. You will not be able to put a USB cable in upside down. If the USB does not want to go in, do not force it. Flip the cable over and try putting it in the other way. There is one SD card slot, which is underneath the screen, below the power button. You will need to rotate the screen anti-clockwise to be able to reach the slot. Push the card in with the metal teeth facing upwards until it clicks into place.

Removing an SD card or USB drive

Move the pointer over the SD card icon at the bottom of the **Journal** and click **Remove**.

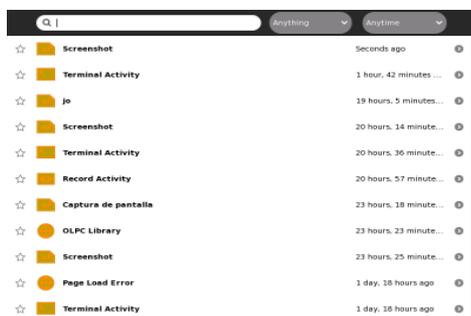


Safely removing a USB memory stick from your XO

When the USB icon disappears, it is safe to remove the USB drive from the socket.

Saving a File from the Journal to External Storage

1. Switch to the **Frame** by pressing the **Frame** key. Click the **Journal** icon at the top of the Frame, on the right. It looks like a notebook. The **Journal** will open and show you a list of all the files stored on your XO's internal storage:



2. Find the item you want to move to your external storage. Click the item's icon and drag it to the USB or SD icon at the bottom of the **Journal**.

Saving a File from External Storage to the Journal

1. Switch to the **Frame** by pressing the **Frame** key. Click the **Journal** icon at the top of the Frame, on the right. It looks like a notebook. The **Journal** will open and show you a list of all the files stored on your XO's internal storage:

2. Click the USB or SD icon at the bottom of the Journal. The Journal will show you a list of files on the external storage.

3. Find the item you want to move to your external storage. Click the item's icon and drag it to the **Journal** icon at the bottom of the **screen**.

Networks and Collaboration

Connecting to a Network

When you are using your XO, there are a few different ways of connecting to the internet and to any other XOs around you. Connecting to a Network

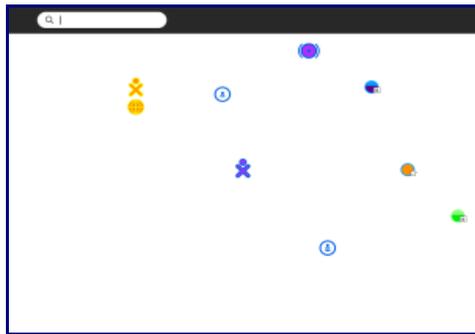
If your XO can connect to the internet, then it can share the internet connection with the other XOs around it using an ad-hoc network.

If there is no internet connection available, the XOs in your group can still talk to each other using ad-hoc networks. This means that you can still collaborate with the other XOs in your group, even when you can't access the internet.

Connecting to the Internet

You can connect to the internet from the **Neighbourhood View**.

1. Open the **Neighbourhood View**. Press the **Neighbourhood View** button on your keyboard. This is the icon that looks like a white circle with lots of small black circles in a ring inside it. It is in the top row of keys, on the left:



The Neighbourhood View on your XO

2. Choose an access point. If there is a wireless access point available, you will see an access point icon. Access point icons are coloured circles that might have a little star or a little padlock picture on them. If they have a star on them it means you have connected to them before:



If they have a picture of a padlock, you will need to put in a password to connect:



To disconnect from an access point, click on it again, or click on a new network instead.

Remember that even though internet access is provided through access points, not all access points are able to access the internet. Some access points might just let you access other computers in your

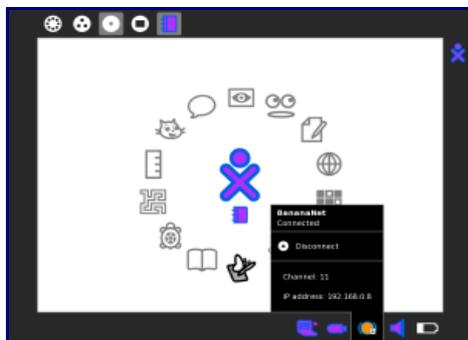
network.

3. Connect to the internet. Click the icon to connect, or click **Connect** from the hover menu. The icon will blink while it is trying to connect. When you are connected to the access point, the icon will show some rings around it:



To disconnect from an access point, click on it again, or click on a new network instead.

If you want to check your internet connection, switch to the **Frame** by pressing the **Frame** key. This is the key with a single black square on the keyboard. It is in the top row of keys, on the right. The internet access point icon will be at the bottom of the frame, on the right. Hover your pointer over the icon to see information about your connection:



Checking your internet connection from the Frame

Connecting to an Ad-Hoc Networks

Your XO uses ad-hoc networks to talk to other XOs around it and to share internet connections. Your XO will automatically connect to an ad-hoc network when it finds one.

You can see the ad-hoc networks available from the Neighbourhood View.

1. Open the **Neighbourhood View**. Press the **Neighbourhood View** button on your keyboard. This is the icon that looks like a white circle with lots of small black circles in a ring inside it. It is in the top row of keys, on the left.

2. Find an ad-hoc network to connect to. Ad-hoc network icons can look like a circle with rings inside it, or a circle with a dot and some dashes in it. Click on an ad-hoc network icon to join that network and collaborate with other XOs on that channel. If you click a new ad-hoc network icon, you will be disconnected from any other ad-hoc network you are connected to, and reconnected to the new one.

The little dot and dash symbols in the ad-hoc network icons are Mayan numerals. In Mayan numerals, a dot is 1, and a dash is 5. So a dot with a single dash under it is 6, a dot with two dashes under it is 11, and so on. If you hover your pointer over an ad-hoc network icon, it will tell you the name and number of the ad-hoc network.

Collaborating

There are two ways to collaborate with your friends using your XO:

- Invite a friend: start an Activity and send an invitation to your friend to collaborate with you.
- Share an Activity: start an activity and let anyone in your **Neighbourhood View** join in.

An Important Note About Sharing Activities

Not all Activities can be shared, and some Activities might be shared differently to how it is described here. Check the information on the Activity you are using to find out how you can share it with your friends.

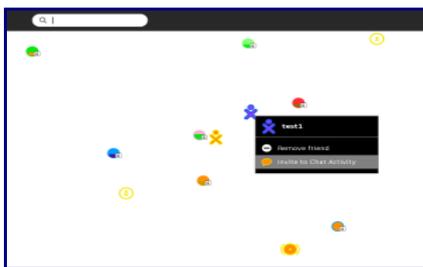
Invite a Friend to Your Activity

If you want a friend to join you in an Activity, start the Activity and then send them an invitation. You can invite as many friends as you like, but you need to send the invitation one by one. We decided to share the Chat Activity with our friend.

1. Start the Activity from the **Home View** by clicking on its icon.
2. Go to the Neighbourhood View. Press the **Neighbourhood View** button on your keyboard. This is the icon that looks like a white circle with lots of small black circles in a ring inside it. It is in the top row of keys, on the left.



3. Invite your friend. Find the XO icon of the friend you want to invite. Hover the pointer over their icon and choose *Invite To Activity* from the hover menu:



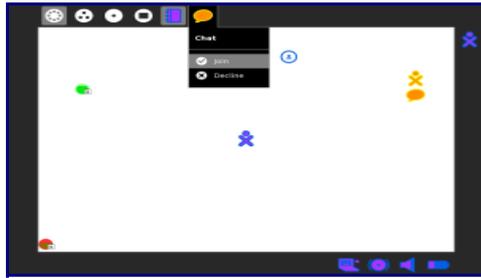
Inviting your friend to an Activity from the Neighbourhood View

When you receive a invitation, the icon of the Activity you have been invited to will flash in the top of the screen, on the left. The icon will be in the colour of the friend who sent you the invitation:



Receiving an invitation from your friend in the Neighbourhood View

Click on the blinking icon to accept the invitation and start collaborating with your friend.



Accepting an invitation from a friend in the Frame

Sometimes when you receive an invitation you might not want to collaborate right now. If this happens, you can decline the invitation from your friend. Hover your pointer over the blinking icon, and click on Decline in the menu to let your friend know that you don't want to collaborate.

Share an Activity

If you want lots of friends to join you in an Activity, start the Activity and then share it. This way, anyone in your **Neighbourhood View** can join your Activity. We decided to share the Record Activity with our friends.

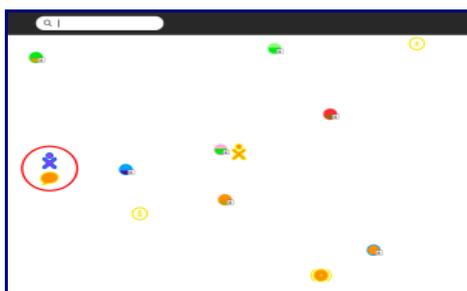
1. Start the Activity from the **Home View** by clicking on its icon.
2. Share the Activity. Click on the Activity icon at the top of the screen, on the left. The name of the Activity will show up in a box, with a Private icon next to it, on the right. The icon is a white circle, with a small black circle inside it. This means that your Activity is private. Hover over the Private icon, and click the My Neighbourhood icon from the hover menu. The My Neighbourhood icon looks like a white circle with lots of little black circles in a ring inside it.



Sharing an Activity with your neighbourhood

3. Go to the Neighbourhood View. Press the **Neighbourhood View** button on your keyboard. This is the icon that looks like a white circle with lots of small black circles in a ring inside it. It is in the top row of keys, on the left.

In the Neighbourhood View you will see the shared Activity icon for the Activity you shared underneath your XO icon:



Shared Activities in the Neighbourhood View

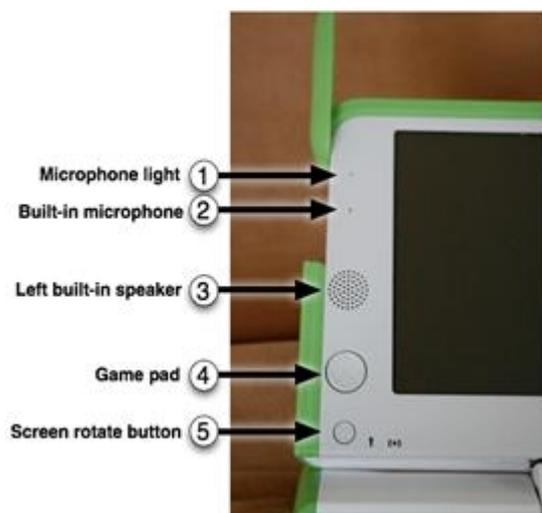
When a shared Activity appears in your Neighbourhood View, you can join in by clicking on the shared Activity icon.

Features and Ports

The XO laptop has many built-in features. These include a camera, microphone, speakers and wireless antennae. In addition, the laptop allows for the attachment of other external laptops. This is often done by plugging the laptops into connectors (some are more commonly referred to as ports, jacks or slots).

Backlit screen

The display functions in a full-colour mode similar to other laptop displays and in an ultra-low-power, ultra-high-resolution, black-and-white mode that is readable in direct sunlight.



1, 2 – Built-in microphone

There is both a built-in microphone (and an external microphone jack, which supports both AC and DC sources.) As a privacy measure, an LED above the microphone (1) lights up whenever the microphone is in use.

3, 8 – Built-in speakers

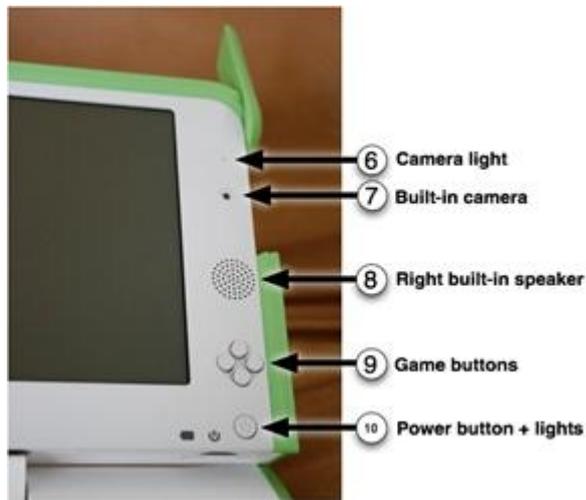
Internal stereo speakers and an amplifier provide a way to play music, videos, and anything you have recorded yourself. There's also a jack for external headphones or speakers.

4 – Game pad

Two sets of four-direction cursor-control keys can be game controllers. Since they still function when the screen is folded down into e-book mode, the XO creates a self-contained game playing pad including a controller.

5 – Screen rotate button

A button on the XO laptop's display frame changes the orientation of the screen, so it can be viewed right-side-up from any direction.



6, 7 – Built-in camera

The XO laptop has a built-in colour camera, enabling still photography and video recording. As a privacy measure, an LED above the camera (6) lights up whenever the camera is on.

9 – Game buttons

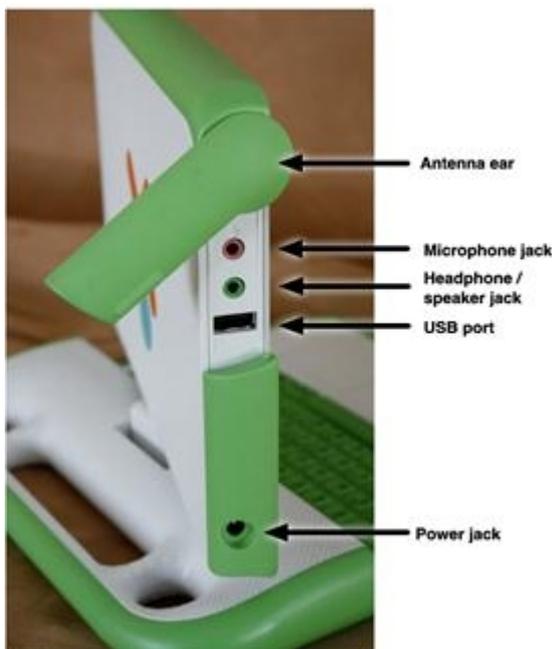
The game buttons can be used when the screen is folded down into e-book mode, creating a self-contained game player. The buttons are labelled with a circle, a square, a check, and an ×. These buttons are often used by Activities. For example, the circle button can be used as the shutter for the camera in the Record Activity.

10 – Power button, indicators

From left to right: the battery-level indicator; the power indicator; and the power button.

Ports

Along with offering unique connectivity options, the XO laptop can work with a wide range of external laptops.



Antennae ears

When the wireless antennae “ears” are rotated up, they provide the XO with a connection range

superior to those of conventional laptops. When down, they keep dirt out of the connectors and act as a latch.

External headphones and microphone jacks

Along with built-in speakers and microphone, the XO laptop features jacks for external headphones and an external microphone.

USB/memory ports

The XO laptop features three external USB ports to support a variety of plug-in peripherals (one seen in the photo above, and two others under the other “ear”).



Power jack

The XO comes with a power cord that can be plugged into any 110-to-240-volt AC outlet for charging. The power jack also accepts DC power from a solar panel for charging the XO laptop’s battery. This is where the cables from the XOP Storage Rack are connected.

SD memory card slot

There is a slot underneath the display that accepts SD memory cards for photos, video, and other content. Rotate the display so that the left-hand edge is over the keyboard-the slot is then accessible from below.

Keyboard and Touchpad



The keyboard that comes with your XO looks just about the same as a regular keyboard, with a few extra keys to make it more useful:

1. **Escape** key

The escape key is labelled with an × symbol on a black circle. The escape key is most commonly used in combination with the control key to quit activities (**Ctrl + Esc**).

3. **Control** key

The control key is used in combination with other keys to issue commands. For example, **Ctrl + c** copies to the clipboard; **Ctrl + v** pastes from the clipboard.

5. **Fn** key

The function key is used in combination with other keys as a modifier. For example, **Fn + Erase** is delete; **Fn + Up Arrow** is page up.

7. **Spacebar**

The spacebar key types a space. In the future, when used in conjunction with the function key (**Fn**), it will display the source code for the currently running Activity.

9. **Arrow** keys

The arrow keys are used for navigation; combined with the function key (fn), they

2. **Tab** key

The tab key is labelled with arrows pointing right and left and creates an indentation in a paragraph. Also, use it in combination with the Control, Shift and Alt keys to display open Activities. For example, **Alt + Tab** displays running Activities one after the other.

4. **Shift** key

The shift key is used in combination with other keys as a modifier, most commonly to shift between lowercase and uppercase in Latin-based alphabets.

6. **Alt** key

The alt key is used in combination with other keys to issue commands. For example, **Alt + Enter** toggles full-screen mode; **Alt + Spacebar** toggles the tray visibility. This example works in the Browse Activity but not in the Record Activity.

8. **Alt Gr** key

The alt graphics key is used in combination with other keys as a modifier, most commonly to select an alternative letter or generate an accented character. For example, on the US keyboard, **Alt gr + j** creates a euro sign €; **a + Alt gr + 4** creates á.

10. **Language** key

The language key is found on keyboard layouts that combine Latin and non-Latin scripts, going between

are used for page up, page down, home, and end.

11. **Enter** key

The enter key-in addition to its standard use-is used in combination with modifier keys. For example, **Alt + enter** toggles full-screen mode.

13. **Frame** key

The Frame key toggles the presence of the Frame on the screen. The Frame is the black border around the screen that holds the Activity taskbar, clipboard, wireless connections, battery level, and so on.

15. **Brightness** controls

The brightness keys lower and raise the brightness of the screen backlight. To turn the backlight off completely may take seven to eight button presses.

17. **Search** key

The search key takes you directly to the Journal and places the text cursor in the search box.

scripts so that you can switch between typing in English and Hindi by pressing it. On Latin-only keyboards, the language key has been replaced by a × and ÷ key.

12. **Erase** key

The erase key deletes the character behind the cursor (backspace). **Fn + erase** deletes the key in front of (or on) the cursor.

14. **Volume** controls

The volume keys lower and raise the audio level.

16. **View** keys

The four view keys, from left to right, take you to the Neighbourhood view, the Group view, the Home view, and the Activity view.

Special keys

Ctrl key has a solid diamond on it (◆);

Alt key has an open diamond on it (◇);

Esc key has a white × inside a black circle (ⓧ);

Tab key has double arrows on it (↹);

Tilde key has a tilde on it (~);

Frame key has an open rectangle on it (□);

F1 key is the same as the Neighborhood view key (⦿);

F2 key is the same as the Group view key (⦿);

F3 key is the same as the Home view key (⦿);

F4 key is the same as the Activity view key (◻);

Delete key is the same as Fn-Erase.

Page Up key is the same as Fn-up-arrow (↑).

Page Down key is the same as Fn-down-arrow (↓).

Home key is the same as Fn-left-arrow (←).

End key is the same as Fn-right-arrow (→).

Screen and Speakers

The top row of the XO keyboard has three long buttons.

The long button on the far right controls the lighting on the screen and the volume of the speakers.



The left two keys control the lighting.

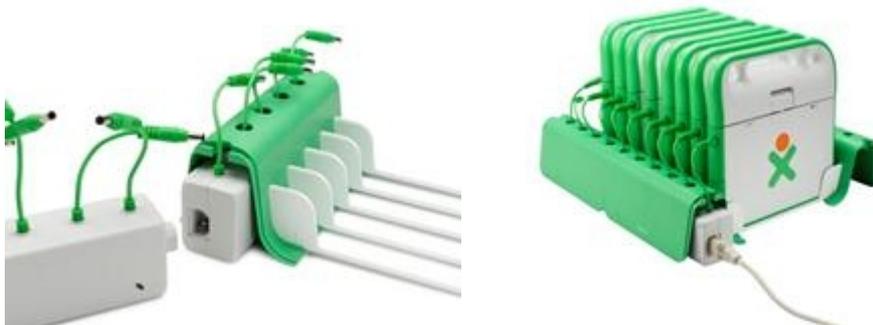
- Press the key with the small sun to dim the light on the screen. Press this key repeatedly to put the screen into a greyscale mode, which saves power.
- Press the key with the large sun to increase the brightness of the light. Press this key repeatedly to go to a colour mode.

The two keys on the right of this long button control the sound.

- Press the key with the small audio icon to decrease the speaker volume, which also saves power.
- Press the key with the large audio icon to increase the speaker volume.
- While starting the XO, press the small audio icon to decrease the volume startup sound. The next time you start the XO, it remembers that you silenced the startup sound previously, so it will not make the sound again until you press the large audio icon while starting up.

Storage and Charging in the Classroom

It is important to consider how your XO will be stored and used in the classroom, to make sure that you look after the machine, but also to ensure your safety and that of those around you. If your XO is not stored or used appropriately, it could become a safety hazard.



Normally, each XO is supplied with its own plug pack powersupply which allows it to be individually charged.

If you want to charge a lot of XOs, it is safer and easier to use an *XOP Powered Rack*. This lets you charge lots of XOs all at the same time from one power outlet.

Each *XOP Powered Rack* can charge five XOs, and you can connect up to twelve *XOP Powered Racks* together on one power outlet. This is safe because of the low-voltage power cables used.