



By choosing an OPEQ refurbished computer, you are actively participating in our mission to contribute to a green and connected future.

Over the past 25 years, OPEQ has given a second life to more than 250,000 computers and provided more than 70,000 hours of paid internships each year to young people from all regions of Quebec.

We enjoyed preparing this computer especially for you, and we thank you for supporting our commitment to sustainable and socially responsible computing.

The OPEQ team

#### **1.** PRELIMINARY STAGE

Before turning on your computer for the first time, please make sure that:

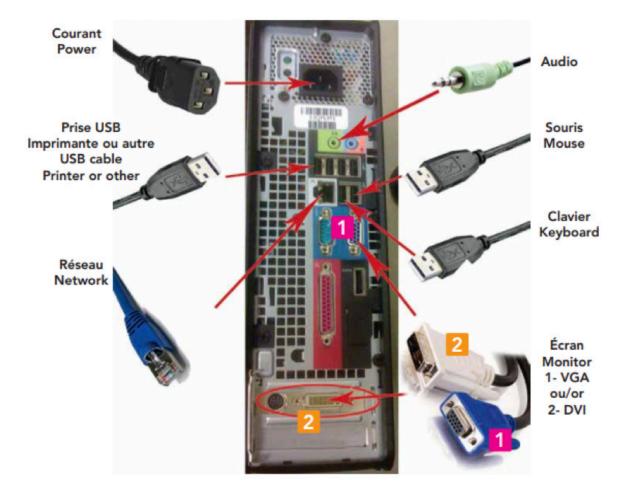
- No damage is visible on the device,
- All wires are connected in the correct positions (see Connection Guide on next page),
- No speakers, microphones or headphones are connected.

#### Now you can start your computer!

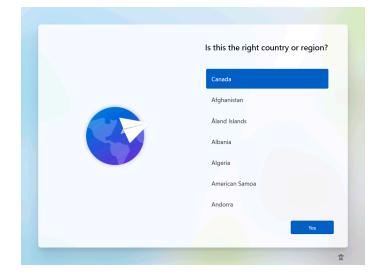
### **2.** CONNECTION

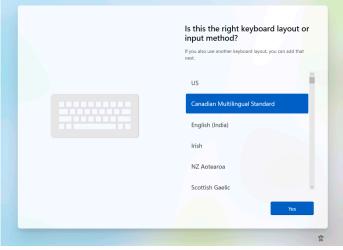
Voici une représentation du panneau arrière d'un ordinateur pour faire les branchements. Veuillez noter que la position des prises sur votre panneau peut être différente. Le câble audio et le câble réseau ne sont pas inclus.

Here is an illustration of a computer back panel to make the connections. Please note that the position of the connections on your panel may be different. The audio cable and the network cable are not included.



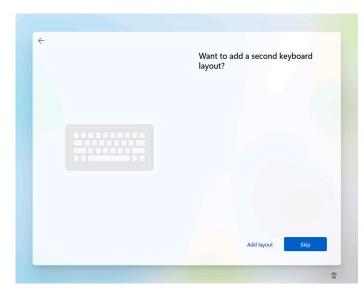
## **3.** STARTING GUIDE





- 1. Select the "Canada" region.
- 2. Click on "Yes."

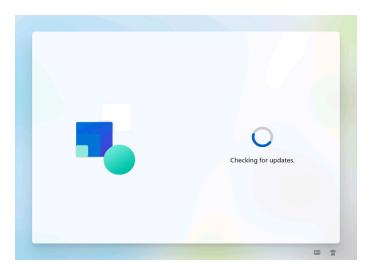
 Choose the keyboard layout "Canadian Multilanguage Standard."
Click on "Yes."





5. Click on "Skip"

If your computer has a wireless card, make sure you have screwed the antennas according to the Connection Guide, then follow the steps below. Otherwise, skip to step 10.



6. Check the name of your network before making your choice and have the password ready (often given by your Internet provider or written on your router).

7. Select your network's name.

8. Enter your password in the text field.

9. Click on "Next."

10. The computer automatically checks for updates. Expect them to be completed. This may take several minutes.

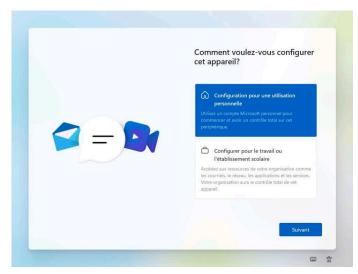
IMPORTANT: Do not interrupt the search.

	Please review the License Agreement	Let's name your device Make it yours with a unique name that's easy to recognize when connecting to it from other devices. Your device will restart after you name it.
ne	Your use of this conference is subject to the terms and configured of the license segment by which you catomical this coherence. If you area as yourne license catomical this coherence. If you are not your volume license agreement. You may not use this coherer of you have not validaly acquided a license for the software from Microsoft or its licensed distributors.	Name your device       Can't contain only numbers       No more than 15 characters       No ispace or special characters other than hyphen ( - ), dasher (- and -), and underscore ( _ )
	Accept	Skip for now Next

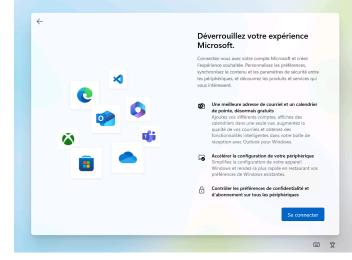
- 11. Read the Microsoft license agreement.
- 12. Click on "Accept" to continue.

13. <i>F</i>	At this	step, y	/ou ca	an ch	oose	to e	nter a	a name	for
your	device	е							

(Ex. « PC\_Carl). Otherwise, click on « skip for now » and continue to step 15.14. Click on "Next."



- 15. To create an account for your computer, choose "Set up for personal use ".
- 16. Click on "Next."



17. At this point, click on "Sign in ".

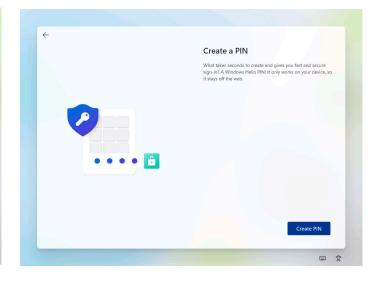
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	Let's add your Microsoft account		Let's add your Microsoft account
	Microsoft		Microsoft
	Sign in		← cferbellechasse@outlook.com
	Email, phone, or Skype		Enter password
	No account? Create one!		Password
	Sign in with a security key ③ Sign-in options		Forgot password?
	When you sign is well make into send to your account available account function or important things its your account on the theorem and the send to be barried to the end accommendation of the send to be send to be send to be account of the Oscinity teed makes that you agree to the Microsoft Services Agreement and Privaty Buttomere		
	Learn More Next		Sign in
	m		

- 18. Enter your Microsoft email address.
- 19. Click on "Next ".

If you don't have a Microsoft email address, you can easily create one by simply clicking "Create one! "and following the steps. 20. Please enter your password that is linked to the Microsoft account you entered earlier.21. Click on "Sign in".

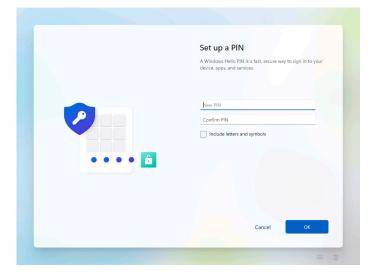
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22. Wait a moment, so that Microsoft can validate the information you previously entered about your account.



23. Next, Microsoft will ask you to create a  $\ll$  PIN  $\gg$  code, in order to improve the security of your account.

24. Click on "Create PIN ".



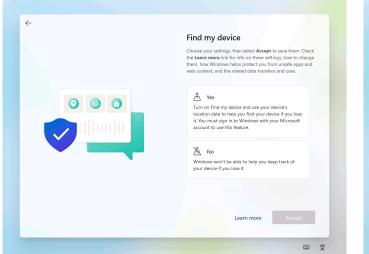
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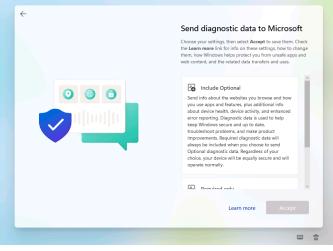
25. Enter the PIN you wish to use to log into your account from your computer.

26. Enter your PIN code a second time, in order to validate it.

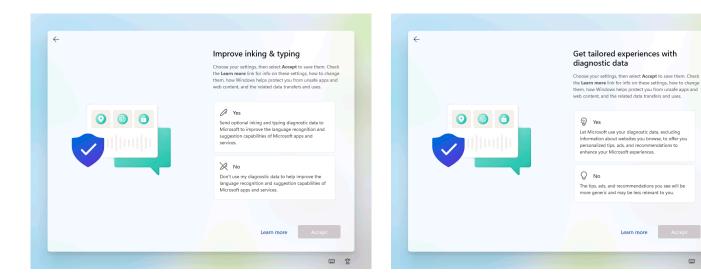
27. Click on "OK ".

- 28. Select an option.
- 29. Click on "Accept ".





- 32. Choose an option.
- 33. Click on "Accept."



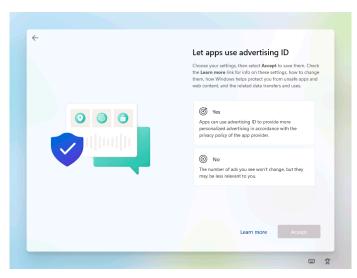
34. Choose an option. 35. Click on "Accept."

30. Choose an option.

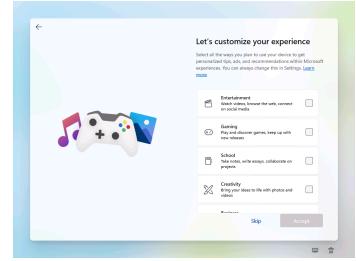
31. Click on "Accept."

- 36. Choose an option.
- 37. Click on "Accept."

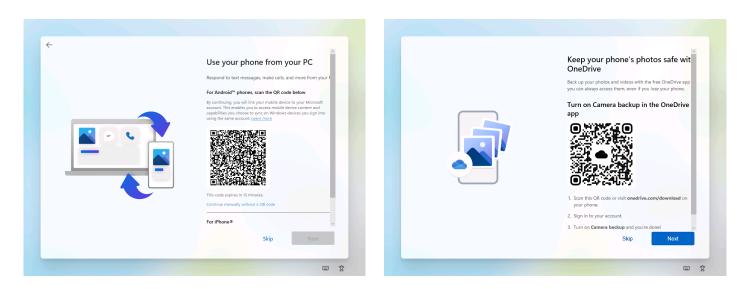
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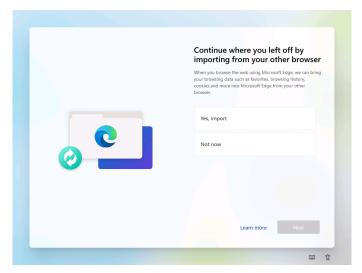
- 38. Choose an option.
- 39. Click on "Accept."



40. Choose the options you are interested in.41. Click on "Accept" or on "Skip " if you want skip this step.



- 42. If you want to use your cellphone on your computer, you can scan the "QR code."
- 43. Click on "Accept" or on "Skip " if you want to ignore this step.



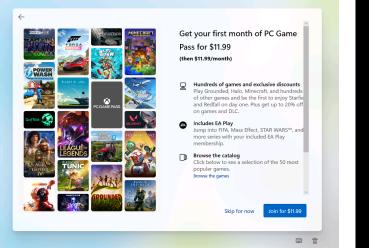
	You're in luck: You've landed a
	free trial of Microsoft 365
	Family
	Premium Office apps
	Get a creative boost with smart assistance features in Word, Excel, and PowerPoint.
	Share your subscription
_	Share one convenient subscription with up to 5 other people.
	Accessible anywhere
	Keep your stuff secure with 1 TB of cloud storage per person.
	Credit card required. After your 1-month free trial, you'll
	be charged \$109.00 plus applicable taxes per year. Subscription continues to be charged at the regular
	price and selected term, unless cancelled in Microsoft
	Decline Microsoft 365 Continue

44. Click on "Continue, " if you want to take advantage of the offer, otherwise choose "Decline."

45. Click on "Join for 1.00\$, " if you want to take advantage of the offer, otherwise choose "Skip for now".

÷	Get more cloud storage with Microsoft 365 Basic
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46. Click on "Continue, " if you want to take advantage of the offer, otherwise choose "Decline.



47. Click on "Join for 1.00\$, " if you want to take advantage of the offer, otherwise choose "Skip for now".



48. Wait a moment so that Windows can create your account according to the options you have previously chosen.

# You are now ready to use your computer.





**Need technical assistance** Operation, configuration or software use Phone: 1 877 617-6737 then dial 3 then 3.



**To make a donation** E-mail: don@opeq.qc.ca Phone: 1-877 617-OPEQ (6737)

Please don't hesitate to contact us if you have any questions or comments, or if you'd like to find out more about our organization and projects.

