Maxwell® Windows® 10 Tablet PC Configuration Manual

For use with the Maxwell® RSC (Cat.# AS4500)
and Maxwell® FSC (Cat.# AS4600) Systems

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All technical literature is available at: **www.promega.com/protocols/**

Visit the web site to verify that you are using the most current version of this Technical Manual.

E-mail Promega Technical Services if you have questions on use of this system: **genetic@promega.com**

1 Maxwell® Instrument and Tablet PC

Your Maxwell® Instrument is controlled by Maxwell® software on a touchscreen Tablet PC that is provided with the system. This document describes the setup and configuration options for the Tablet PC provided with the Maxwell® RSC and Maxwell® FSC Systems.

Your IT department or site Administrator should configure the Tablet PC according to the IT rules and IT procedures pertinent to your site. The following is a set of guidelines for your IT personnel or site Administrator.

We do not recommend loading additional programs onto the Tablet PC because these may interfere with the instrument operation.

Some institutions require antivirus software installed on PCs within the institution. If installing an antivirus program please ensure it is set to manual, not automatic, update.

Antivirus scanning will slow the performance of the Tablet PC and may affect the performance of the Maxwell® Instrument while it is processing samples.

Additional recommendations:

*   Disable automatic Windows® updates and virus scans
*   Disable automatic power off, sleep or hibernation settings
*   Disable "Fast Startup". Set the power button to Shut Down not Sleep.
*   Disable any other automatically or manually started software that would consume PC resources during operation.
*   Ensure there are no domain policies that would overwrite any of the above settings.

Note: The Tablet PC that is provided with Maxwell® System has already been configured for the settings listed above.

Depending on your institution's IT policy, you may or may not be able to configure or change the settings for the Tablet PC if it is connected to your site network domain.

The first time you use your Maxwell® Instrument and Tablet PC, you should check the configuration of the following options. Settings can be changed later if required by following these instructions again.

Information provided in this document is not meant to be a single instruction set for installing and configuring the Tablet PC. Rather, the instructions provided herein are intended to be used as individual descriptions of how to configure various options within the Tablet PC environment. Perform the instruction sets that are applicable to your particular site.

2 Glossary

For users who are unfamiliar with the Windows® 10 operating system, this section describes terms and actions common to this operating system.

'Lock' Screen: Once local Windows® user accounts with password protection or network domain user accounts are configured on the Tablet PC, users need to sign into the Tablet PC to access the Maxwell® software. When the tablet is started, restarted or in a locked state, the 'Lock' screen will be displayed. Swipe upward from the bottom of the 'Lock' screen to access the currently configured Windows® user accounts on the system and select one to sign in.

Scroll: While various touch gestures have been incorporated into Windows® 10 for use with touch compatible devices, scrolling is one we will focus on in this manual. To scroll an area, place your finger on the screen in the area you wish to scroll and move your finger in the direction you want to shift the items on the screen.

Touch: On a touch-enabled device, touching an item is equivalent to performing a left mouse click on a standard PC. When prompted to touch an item, gently tap the item with your finger and remove your finger immediately.

Double-Touch: On a touch-enabled device, double-touching an item is equivalent to performing a double click on a standard PC. When prompted to double-touch an item, gently and rapidly tap the item twice with your finger and remove your finger immediately.

Touch and Hold: On a touch-enabled device, touching and holding on an item is equivalent to performing a right mouse click on a standard PC. When prompted to touch and hold an item, place your finger on the item and leave it there for approximately 2 seconds. After 2 seconds, a square will form around the item and the right-click menu for that item will be displayed.

Swipe: Access to the Taskbar on the bottom of the Tablet PC screen requires a swipe gesture. Touch just below the bottom of the screen and move your finger upward to swipe up.

'Desktop' Screen: The 'Desktop' screen (Figure 1) is the starting point for the instructions provided in this document. The Taskbar at the bottom of the 'Desktop' screen can be accessed by swiping upward from the bottom of the screen. The Taskbar displays icons that provide access to the various functions described in this document. On the left side of the taskbar are the **Start** button and the **Search** button. On the right side of the taskbar are the **Wi-Fi** button and the **Keyboard** button. These buttons will be referenced throughout this document.

Note: If the Taskbar does not appear when swiping upward from the bottom of the screen, touch any other part of the screen and then perform the upward swipe from the bottom of the screen again.

Figure 1. The 'Desktop' screen. At the bottom of the 'Desktop' screen is the Taskbar. Access to the options and settings referenced in this document is provided by the Start, Search, Wi-Fi and Keyboard buttons (indicated with orange circles from left to right) in the Taskbar. Swipe upward from the bottom of the screen to expose the Taskbar.

'Start' Menu: The 'Start' menu (Figure 2) is the major access point for settings and functions on the Tablet PC. The left side of the 'Start' menu contains buttons for Accounts, Settings and Power.
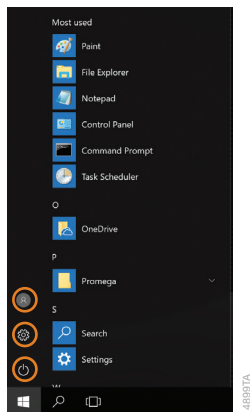

Figure 2. The 'Start' menu. The left side of the 'Start' menu displays buttons for Accounts, Settings and Power (indicated with orange circles from top to bottom).

3 Adjust Volume Settings

Volume settings on the Tablet PC can be adjusted through one of two means:

1. Touch the **+/−** rocker switch next to the power button on top of the tablet to increase or decrease the volume of the speaker on the Tablet PC.

2. Swipe up from the bottom of the tablet screen to expose the task bar. Touch the **Speaker** icon on the right side of the task bar to open a volume slider. Use the slider to increase, decrease or mute the speaker on the Tablet PC.

4   Configure Date and Time Settings

The date and time set on the Tablet PC are used for instrument reports and the instrument run log to indicate when a function was performed on the Maxwell® Instrument. These instructions are intended to be used when the Maxwell® system is run as a stand-alone device (i.e., not connected to a network domain). To connect to your site internet domain, consult with your IT department and follow the instructions in Section 9, Connecting to a Network. When connected to a network domain, the Tablet PC will assume the date and time settings specified by the domain.

Note: If the tablet is connected to your site internet domain, your IT department should be consulted on date and time settings. Do not use these instructions if the Tablet PC is connected to your site network domain.

1. Close the Maxwell® software if it is open. If not at the 'Home' screen, touch the **Home** button in the upper left corner of the user interface. Touch the **X** in the upper left-hand corner of the screen and then confirm that you want to exit.

2. From the 'Desktop' screen, swipe upward from the bottom of the screen to expose the Taskbar and then touch the **Start** button on the left side of the Taskbar. Touch the **Settings** button to open the 'Windows Settings' screen (Figure 3).
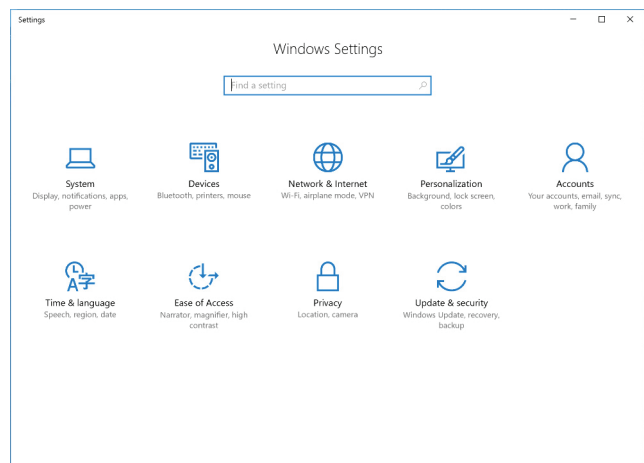

Figure 3. The 'Windows® Settings' screen. The 'Windows Settings' screen provides access to multiple functions that can be used to configure options and settings for the Tablet PC.

3. Touch the **Time & language** button on the 'Windows Settings' screen to open the 'Time & language' screen (Figure 4).
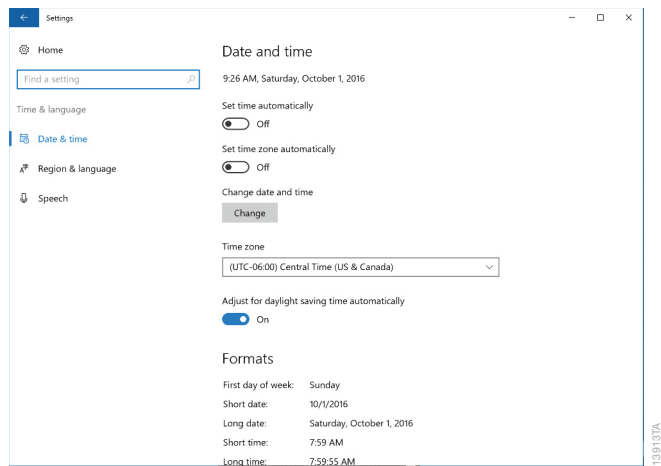

Figure 4. 'Time & language' screen. Settings for date and time can be modified from this screen.

4. The 'Date and time' screen displays the current date, time, time zone and daylight saving time settings on the Tablet PC. Check to see whether these match the current date, time, time zone and daylight saving time for your location.

Changing the Time Zone and Daylight Saving Time settings

5. Use the drop-down menu under the Time Zone heading to select the time zone appropriate for your location.

6. Below the drop-down box for setting the time zone is the 'Adjust for daylight saving time automatically' switch. Make sure this switch is in the on position if your location observes daylight savings time during the summer hours, otherwise make sure the switch is in the off position.

Setting Date and Time

7. If the date and time shown on the 'Time & language' screen still do not accurately reflect the date and time in your location, first confirm that the switch beneath the 'Set time automatically' heading is in the off position, then touch the **Change** button below the 'Change date and time' heading.

8. On the 'Change date and time' screen (Figure 5), use the drop-down boxes to select the appropriate date and time for your location.
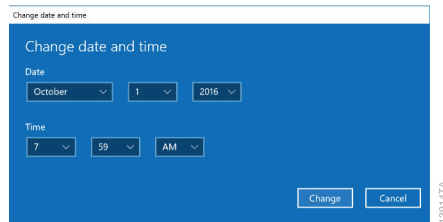

Figure 5. Adjusting date and time. Use the drop-down menus on the 'Change date and time' screen to adjust the displayed date and time on the Tablet PC.

9. Once you are satisfied with the date and time settings touch the **Change** button to save the date and time settings. If you wish to discard your changes touch the **Cancel** button.

10. You will be returned to the 'Time & language' screen. Touch the **X** button in the upper right corner of the screen to return to the 'Desktop' screen.

5 Managing Local Windows® User Accounts

Operator credentials and access levels for the Maxwell® software are controlled through assigning accounts in the Windows® operating system to one of two Promega access-level groups. The sections below detail the process of adding and removing local Windows® user accounts that can be assigned to the access-level groups for the Maxwell® software. The instructions for adding and removing local Windows® user accounts are intended to be used when the Maxwell® system is run as a stand-alone device (i.e., not connected to a network domain). To connect to your site internet domain, consult with your IT department and follow the instructions in Section 9, Connecting to a Network.

When your Maxwell® System arrives, the Tablet PC will be configured with a Windows® user account called User. This account is not password protected and is configured to have Windows® administrator access rights as well as Maxwell® software administrator access rights.

Note: If the tablet is connected to your site internet domain, your IT department should be consulted on how to add or remove users on the Tablet PC. Do not use these instructions if accounts on your company domain are used to access the Tablet PC.

5.1 Creating Local Windows® User Accounts

If the Maxwell® System is run as a stand-alone device (i.e., not connected to your site domain), you can create local Windows® user accounts on the Tablet PC for each user of the system. To create a new user in the Maxwell® software, you will first have to create a new account in Windows® 10 and then assign this account to one of the Maxwell® software access-level groups. Below are instructions for creating a new, local account in the Windows® 10 operating system.

Notes:

a. If the tablet is connected to your site internet domain, your IT department should be consulted on how to add users to the domain that can be used on the Tablet PC. Do not use these instructions to create a new local account on the Tablet PC if accounts on your company domain are used to access the Tablet PC.

b. Only a Windows® user account with administrator-level access in Windows® can create new local accounts in the Windows® operating system.

1. Close the Maxwell® software if it is open. If not at the 'Home' screen, touch the **Home** button in the upper left corner of the user interface. Touch the **X** in the upper left-hand corner of the screen and then confirm that you want to exit.

2. From the 'Desktop' screen, swipe upward from the bottom of the screen to expose the Taskbar and then touch the **Start** button on the left side of the Taskbar. Choose the **Settings** icon to open the 'Windows Settings' screen (Figure 6).
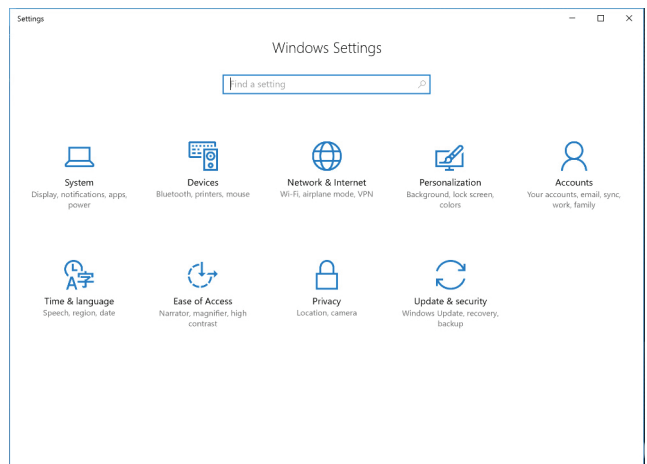

Figure 6. The 'Windows Settings' screen. The 'Windows Settings' screen provides access to multiple functions that can be used to configure options and settings for the Tablet PC.

3. Touch the **Accounts** button on the 'Windows® Settings' screen to open the 'Accounts' screen (Figure 7).
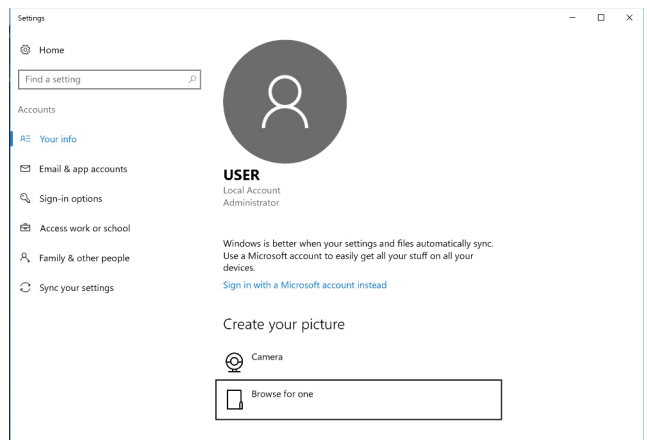

Figure 7. 'Accounts' screen. Settings related to Windows® user accounts can be managed from the 'Accounts' screen.

4.   From the list on the left-hand side of the screen, touch the **Family & other people** button to display account settings for this PC (Figure 8).
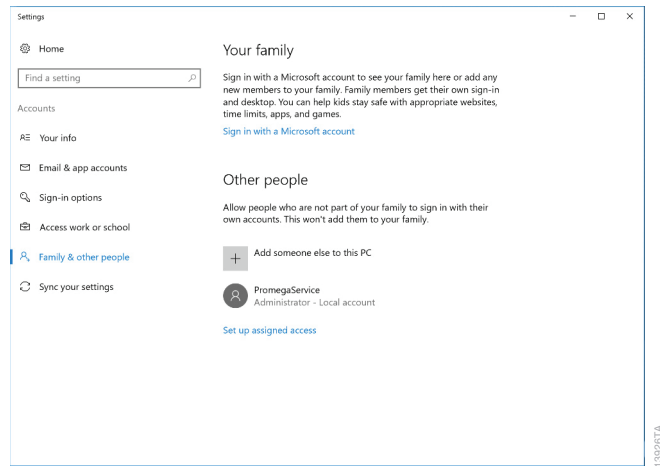

Figure 8. Managing accounts. Windows® user accounts can be created, removed and managed from the 'Family & other people' tab of the 'Accounts' screen.

5.   To add a new user account, touch the **+** sign next to the 'Add someone else to this PC' heading. This will open the 'Create an account for this PC' screen (Figure 9).
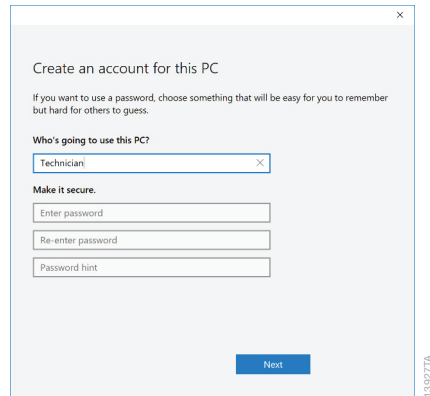

Figure 9. Creating a new account. Enter name and password information to define the sign in settings for a new Windows® user account on the 'Create an account for this PC' screen.

6.   On the 'Create an account for this PC' screen, enter the user name, password and password hint for the new local user account where indicated. Then touch **Next** to create the new user account and return to the 'Accounts' screen.

  Note: Touch the **Keyboard** icon at the bottom right-hand side of the screen to open the on-screen keyboard for typing information into text boxes. Touch the **X** in the upper right-hand corner of the on-screen keyboard to close the keyboard.

7.   The new user account should now be listed under the 'Other people' heading on the 'Accounts' screen.

8. By default, the new user account will have user access level rights within the Windows® 10 operating system. If you desire the new user account to have administrator rights, touch the user account under the 'Other people' heading to open options for that user (Figure 10).
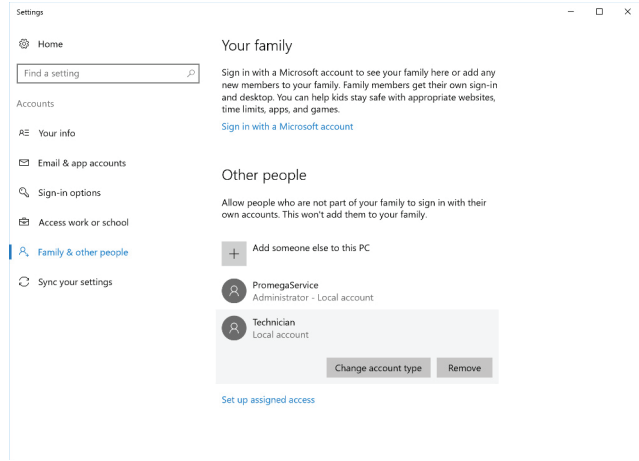

Figure 10. Assigning account options. Touch any of the listed Windows® user accounts to access options for changing the account type.

9. Touch the **Change account type** button to open the 'Change account type' screen (Figure 11). Using the drop-down menu under the 'Account type' heading, choose whether this user should have Administrator or Standard User access rights within the Windows® 10 operating system. Touch **OK** to save these changes or **Cancel** to discard the changes for this user and return to the 'Change account type' screen.

   Note: Changing the account type for a user only affects their access level in the Windows® 10 operating system, not in the Maxwell® software. Follow the instructions in Section 6 to change access level rights within the Maxwell® software.
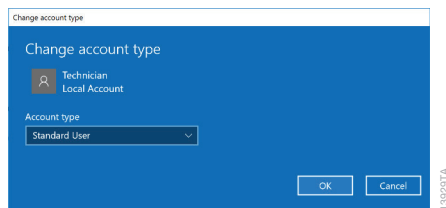

Figure 11. Changing account type. Use the drop-down menu on the 'Change account type' screen to assign the selected Windows® user account Standard User or Administrator access rights in the Windows® operating system.

10. You have now added a new account to Windows® 10. Touch the **X** in the upper right-hand corner of the 'Accounts' screen to close the screen. Proceed to Section 6 to assign access levels for the Maxwell® software to this new account, or repeat these steps to create additional accounts.

5.2   Removing a Local Windows® User Account

If the Maxwell® System is run as a stand-alone device (i.e., not connected to your site domain), you can remove local Windows® accounts on the Tablet PC that are no longer necessary. Below are instructions for removing a local Windows® user account in the Windows® 10 operating system.

Notes:

a. Only a Windows® user account with administrator-level access in the Windows® operating system can remove accounts.

b. If the tablet is connected to your company internet domain, your IT department should be consulted on how to limit access to the Tablet PC. Domain users logged into the Tablet PC will not have access to run the Maxwell® software unless they have been added to one of the Promega access groups (Section 5). Do not use these instructions to remove an account on the Tablet PC if accounts on your company domain are used to access the Tablet PC.

c. Make sure the local Windows® user account to be deleted is signed out of the Tablet PC (refer to Section 6, Managing the current active account).

1. Close the Maxwell® software if it is open. If not at the 'Home' screen, touch the **Home** button in the upper left corner of the user interface. Touch the **X** in the upper left corner of the screen and then confirm that you want to exit.

2. Confirm that the Windows® user account to be removed is not signed into Windows®. From the 'Desktop' screen, swipe upward from the bottom of the screen to expose the Taskbar and then touch the **Start** button on the left side of the Taskbar. Choose the **Accounts** icon from the left side of the 'Start' menu to open the Account information popup (Figure 12). Other user accounts will be listed and indicated as signed in if the account is currently signed in on the Tablet PC.
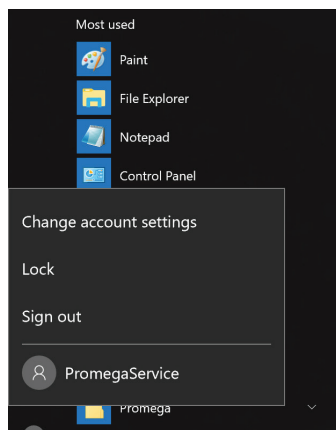

Figure 12. Account information popup. Accessed from the 'Start' menu, the Account information popup displays the Windows® user accounts on the Tablet PC and indicates which accounts are signed in.

3. If the account to be removed is signed in on the Tablet PC, touch that account name in the Account information popup to switch to that account. Once you have changed to the account to be removed, from the 'Desktop' screen, swipe upward from the bottom of the screen to expose the Taskbar and then touch the **Start** button in the lower left-hand corner of the screen. Choose the Accounts icon from the left side of the 'Start' menu to open the Account information popup. Touch **Sign Out** to sign out of the account, which will be removed.

4. After signing out, sign back into an account with administrator-level access in Windows® operating system.

5. From the 'Desktop' screen, swipe upward from the bottom of the screen to expose the Taskbar and then touch the **Start** button on the left side of the Taskbar. Choose the **Settings** icon to open the 'Windows Settings' screen (Figure 13).
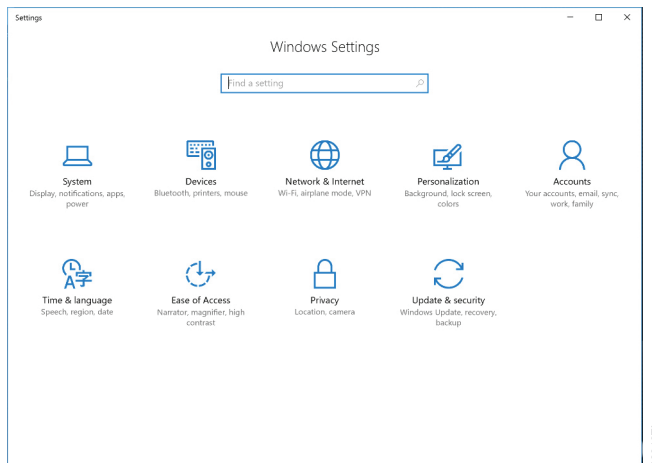

Figure 13. The 'Windows Settings' screen. The 'Windows Settings' screen provides access to multiple functions that can be used to configure options and settings for the Tablet PC.

6. Touch the **Accounts** button on the 'Windows Settings' screen to open the 'Accounts' screen (Figure 14).
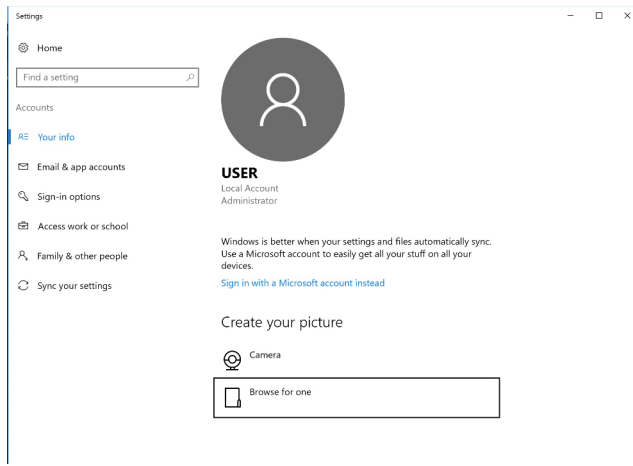

Figure 14. 'Accounts' screen. Settings related to Windows® user accounts can be managed from the 'Accounts' screen.

7. From the list on the left-hand side of the screen, touch the **Family & other people** button to display account settings for this PC.

8. Under the 'Other people' heading, touch the user account you wish to remove to open options for that user (Figure 15).
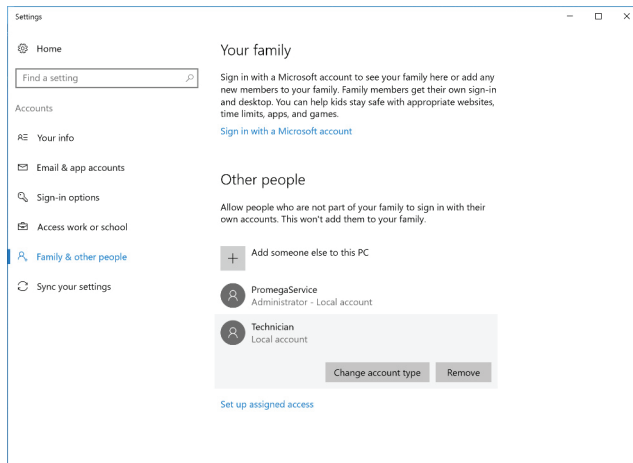

Figure 15. Removing an account. Touch any of the listed Windows® user accounts to access the ability to remove an account.

9. Touch the **Remove** button to open the 'Delete account and data?' screen. There will be an indication that removing a user account will remove all of their data from the PC. Touch **Delete account and data** to remove the selected account or **Cancel** to retain the account and return to the 'Accounts' screen.

   Note: Removing a Windows® user account will only remove data in Windows® for this user account, it will not affect any of the data generated by this user in the Maxwell® software.

10. If you touched **Delete account and data**, you have now removed a local Windows® user account from Windows® 10 and that account should no longer show up in the list of accounts shown under the 'Other people' heading on the 'Accounts' screen. Touch the **X** in the upper right-hand corner of the 'Accounts' screen to close the screen.

5.3 Changing the Appearance of the 'Desktop' Screen for New Windows® User Accounts

The first time a new account logs in, there will be a few seconds delay while Windows® prepares the new user account and then the user will be presented with the Windows® 'Desktop' screen. The Maxwell® software icon will not appear on the 'Desktop' screen. Follow the instructions below to add the Maxwell® software icon to the Windows® 'Desktop' screen.

Getting to the Maxwell® software

1. If you do not add the Maxwell® software icon to the Windows® 'Desktop' screen, you will have to access the 'Start' menu to open the Maxwell® software.

2. From the 'Desktop' screen, swipe upward from the bottom of the screen to expose the Taskbar and then touch the **Start** button on the left side of the Taskbar.

3. From the installed programs in the main part of the 'Start' menu, scroll down to see the Promega folder. Touch the **Promega** folder to expand the items within the folder.

4. Touch and hold the Maxwell® RSC or Maxwell® FSC item for two seconds, then release to open the options popup. Touch the **Pin to Start** item (Figure 16, Panel A). This will create an icon for the selected Maxwell® software on the right side of the 'Start' menu (Figure 16, Panel B).
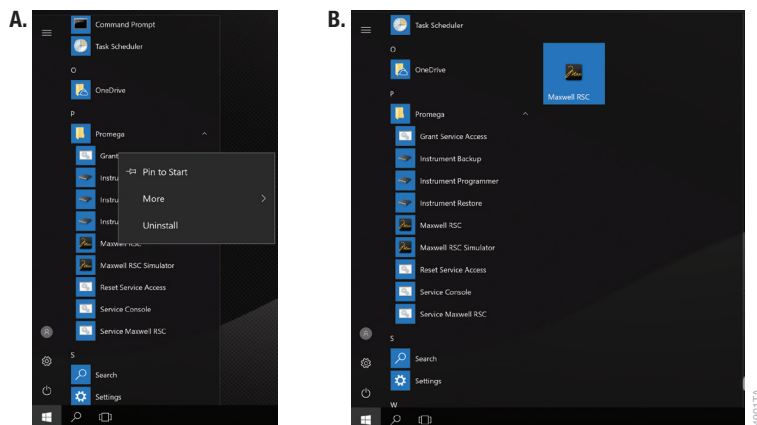

Figure 16. Creating a Maxwell® software icon. Panel A. Identify the Maxwell® RSC or Maxwell® FSC icon in the Promega folder shown in the list of installed items on the Tablet PC. Touch and hold the Maxwell® RSC or Maxwell® FSC icon to open the options popup. **Panel B.** After touching **Pin to Start,** the selected icon will appear to the right of the installed items in the 'Start' menu.

5. To add the Maxwell® RSC or Maxwell® FSC icon to the Desktop, touch and hold the icon on the right side of the 'Start' menu until you see the Name group header displayed. Now touch and drag the icon onto the 'Desktop' screen.

6. The Maxwell® RSC or Maxwell® FSC software icon will appear on the desktop. Double-touch the Maxwell® RSC or Maxwell® FSC software icon to open the Maxwell® software. Alternatively, you can touch the **Start** button and touch the appropriate Maxwell® software icon on the right side of the 'Start' menu to open the Maxwell® software.

6 Managing Maxwell® Software Access Levels for a Windows® User Account

Access levels within the Maxwell® software are controlled by assigning a Windows® user account to a Promega access-level group. The Maxwell® software supports the following user roles.

PromegaUser: PromegaUsers have the following capabilities:

1. Select and run preloaded methods
2. View and export results

PromegaAdministrator: PromegaAdministrators have the following capabilities:

1. All PromegaUser capabilities
2. Import/Delete purification methods
3. Specify sample tracking requirements
4. Set software options
5. Determine UV sanitization options

When your Maxwell® System arrives, the Tablet PC will be configured with a Windows® user account called "User". This account is not password protected and is configured to have both Windows® administrator access rights and administrator-level access rights to the Maxwell® software.

Note: The PromegaService group is only for use by Promega Service Representatives. Do not assign users to the PromegaService group.

6.1   Assigning an Account to a Promega Access-Level Group

The instructions below detail the steps involved in adding a Windows® user account (whether local or domain) to one of the Promega access-level groups on the Tablet PC. All Windows® user accounts that will have access to the Maxwell® software must be added to either the PromegaUsers or PromegaAdministrators groups.

Notes:

a.   The PromegaService group is only for use by Promega Service Representatives. Do not assign users to the PromegaService group.

b.   Only a Windows® user account with administrator-level access in the Windows® operating system can assign accounts to a Promega Access-Level Group.

1.   Close the Maxwell® software if it is open. If not at the 'Home screen', touch the **Home** button in the upper left corner of the user interface. Touch the **X** in the upper left-hand corner of the screen and then confirm that you want to exit.

2.   From the 'Desktop' screen, swipe upward from the bottom of the screen to expose the Taskbar and then touch the **Search** icon on the left side of the Taskbar.

3.   Touch the **Search** text box, then touch the **Keyboard** icon on the right side of the Taskbar to open the on-screen keyboard and enter the text "lusrmgr.msc" (Figure 17, Panel A). Touch the **X** on the on-screen keyboard to close the keyboard. Under the 'Best match' header an item called "lusrmgr.msc" should appear. Touch this item to open the 'Local Users and Groups (Local)' screen (Figure 17, Panel B).
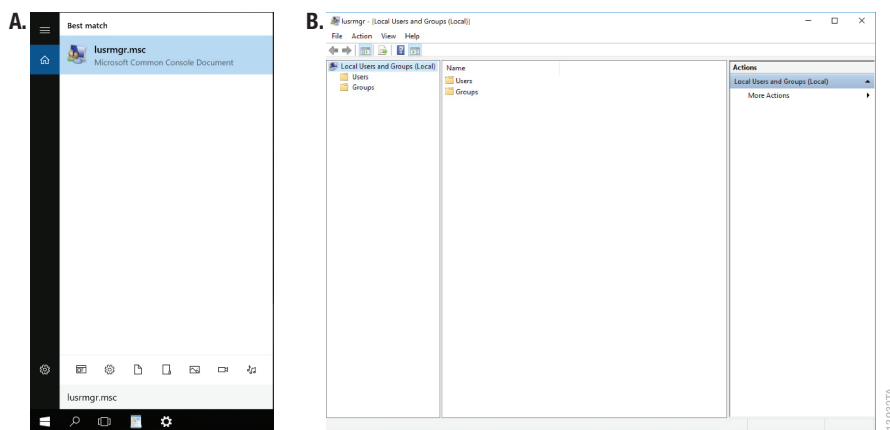

Figure 17. Accessing Users and Groups. Panel A. Touch the **Search** button in the taskbar and enter "lusrmgr.msc" into the search window to bring up the lusrmgr.msc item. **Panel B.** Touching the **lusrmgr.msc** item from the search list opens the 'Local Users and Groups (Local)' screen.

4. Double-touch the 'Groups' folder in the center part of the window to open the folder (Figure 18).
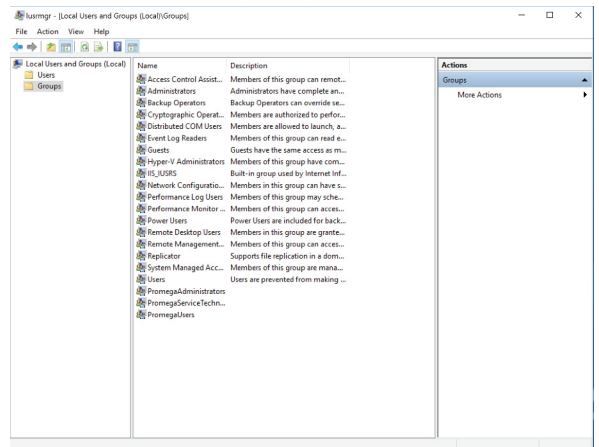

Figure 18. 'Groups' folder. Access the **PromegaAdministrator**s and **PromegaUsers** groups from the 'Groups' folder on the 'Local Users and Groups (Local)' screen.

5. There will be a list of groups shown in the center part of the screen. Near the bottom of this list you will see two groups (**PromegaAdministrators** and **PromegaUsers**) that are used to assign access level rights for the Maxwell® software to Windows® user accounts.

   Note: The PromegaService group is only for use by Promega Service Representatives. Do not assign users to the PromegaService group.

6. Depending on the access level you wish to enable for a particular user account, double-touch either the **PromegaAdministrators** or the **PromegaUsers** list item.

7. This will open the 'PromegaAdministrators Properties' or the 'PromegaUsers Properties' screen (Figure 19, Panel A). Under the 'Members:' section of the window touch the **Add...** button.

8. Now you will see the 'Select Users' screen (Figure 19, Panel B). In the section of the screen titled *Enter the object names to select*: you should type the username(s) of the account(s) that you wish to add to the selected group.

   Note: Swipe upward from the bottom of the screen to expose the Taskbar and then touch the **Keyboard** icon on the right side of the Taskbar to open the on-screen keyboard for typing information into text boxes. Touch the **X** in the upper right-hand corner of the on-screen keyboard to close the keyboard.
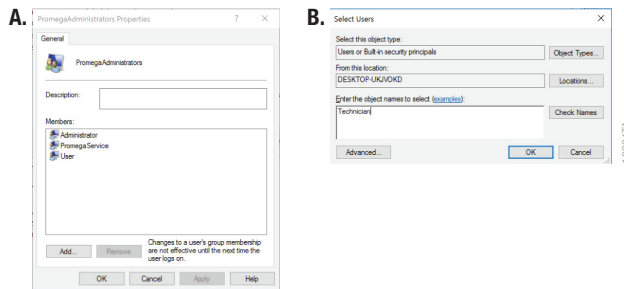
Figure 19. Adding users to a Promega group. Panel A. The 'PromegaAdministrators Properties' or 'PromegaUsers Properties' screen lists the Windows® user accounts currently assigned to the specified group. Touch **Add…** to add a new Windows® user account to the group. **Panel B.** On the 'Select Users' screen, enter the Windows® user account(s) names to be added to the selected group in the text box.

9. To check that the username you have entered is recognized by Windows®, touch the **Check Names** button. If the username is not recognized, a 'Name Not Found' window will open. Double-check the spelling of the username and enter it again.

10. Touch **OK** to accept the username(s) that you have assigned to this group, then touch **OK** in the 'Properties' screen and close the 'Local Users and Groups (Local)' screen.

11. The username(s) that you have assigned to the specified group should now be capable of running the Maxwell® software with the specified access level.

12. Restart the tablet for new account access levels to take effect. To do this, touch the **Start** button in the lower left hand corner of the screen, then touch the **Power** icon and select the **Restart** item (Figure 20).
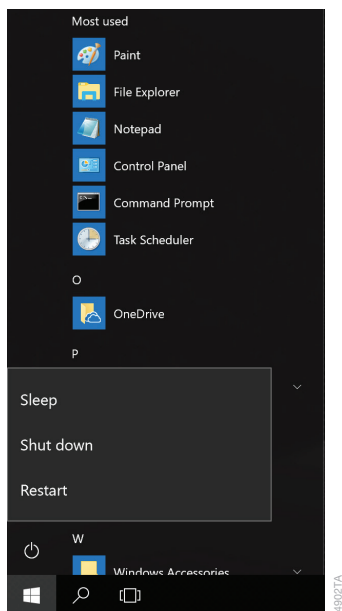

Figure 20. Power options popup. Touching the **Power** button from the 'Start' menu opens the Power options popup. This popup presents options for managing the Tablet PC power state.

13. To check the appropriate access level for the account, sign in to the tablet as that account (See Managing the current account below) and open the Maxwell® software.

14. Touch the **Settings** button on the 'Home' screen of the Maxwell® software. If the account has Administrator-level access to the Maxwell® software, t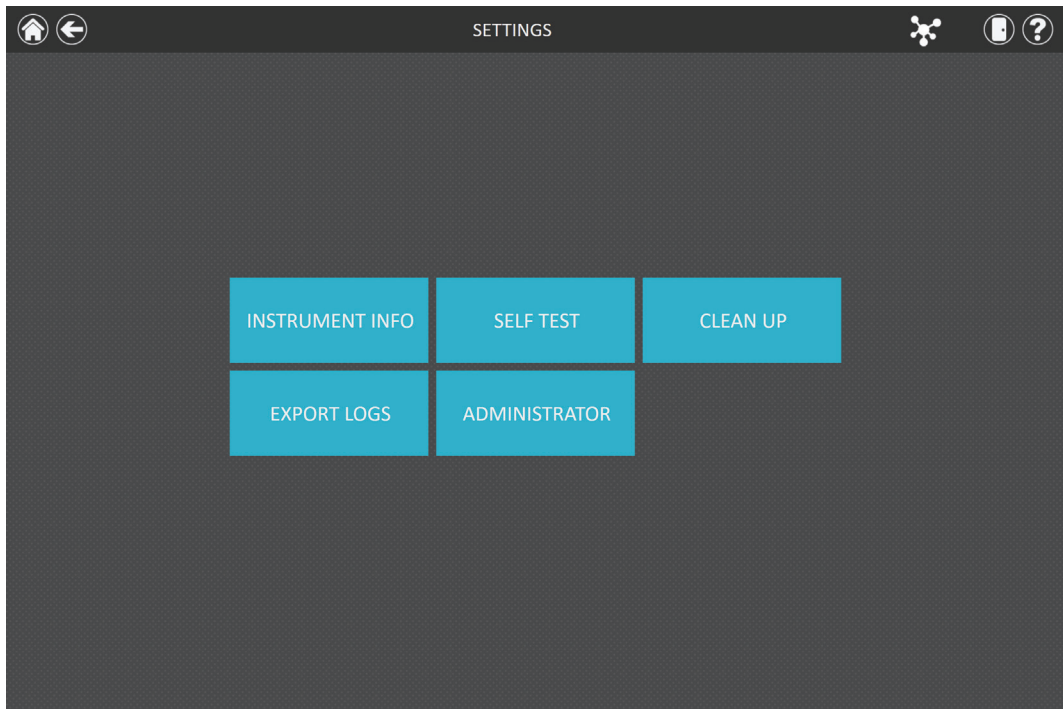he Administrator button will appear on the 'Settings' screen (Figure 21). If the account has only User-level access to the Maxwell® software, the Administrator button will not appear on the 'Settings' screen.

Figure 21. Maxwell® Software 'Settings' screen. Windows® user accounts that have been added to the PromegaAdministrators group will be able to see the Administrator button on the Maxwell® software 'Settings' screen.

6.2   Removing an Account from a Promega Access-Level Group

Access levels within the Maxwell® software are controlled by assigning a Windows® user account to a Promega access-level group. The instructions below detail the steps involved in removing a Windows® user account from one of the Promega access-level groups. Once removed from Promega access-level groups, the specified Windows® user account will no longer have access to the Maxwell® software.

Note: Only a Windows® user account with administrator-level access in the Windows® operating system can remove accounts from a Promega Access-Level Group.

1. Close the Maxwell® software if it is open. If not at the 'Home' screen, touch the **Home** button in the upper left corner of the user interface. Touch the **X** in the upper left corner of the screen and then confirm that you want to exit.

2. From the 'Desktop' screen, swipe upward from the bottom of the screen to expose the Taskbar and then touch the **Search** icon on the left side of the Taskbar.

3. Touch the **Search** text box, then touch the **Keyboard** icon on the right side of the Taskbar to open the on-screen keyboard and enter the text "lusrmgr.msc" (Figure 22, Panel A). Touch the **X** on the on-screen keyboard to close the keyboard. Under the 'Best match' header an item called lusrmgr.msc should appear. Touch this item to open the 'Local Users and Groups (Local)' screen (Figure 22, Panel B).
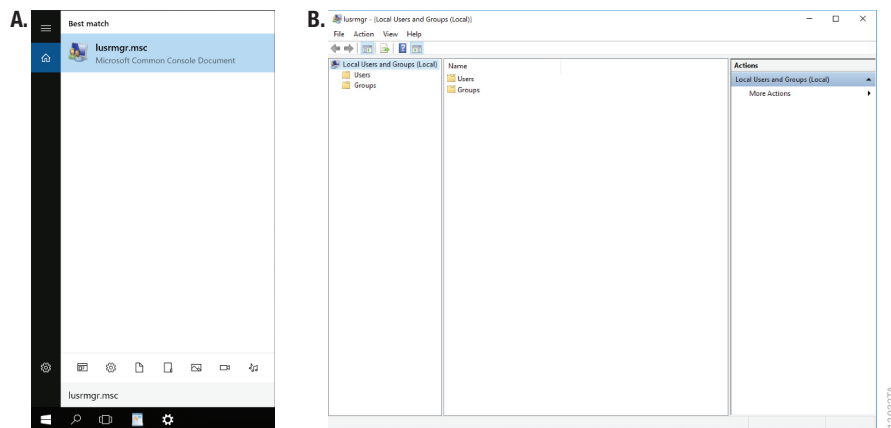

Figure 22. Accessing Users and Groups. Panel A. Touch the **Search** button in the taskbar and enter "lusrmgr.msc" into the search window to bring up the lusrmgr.msc item. **Panel B.** Touching the **lusrmgr.msc** item from the search list opens the 'Local Users and Groups (Local)' screen.

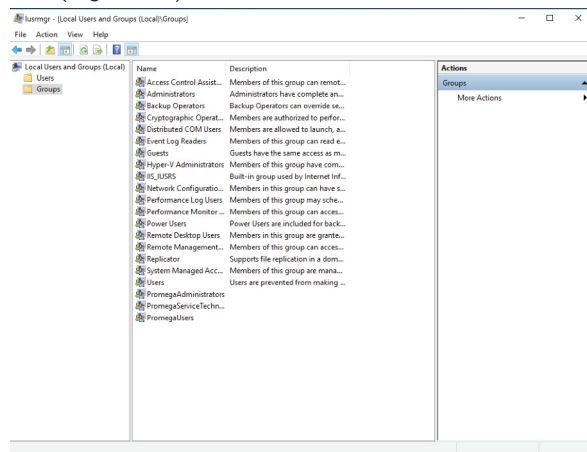4. Double-touch the 'Groups' folder in the center part of the window to open the folder (Figure 23).

Figure 23. Groups folder. Access the PromegaAdministrators and PromegaUsers groups from the Groups folder on the 'Local Users and Groups (Local)' screen.

5. There will be a list of groups shown in the center part of the screen. Near the bottom of this list you will see two groups (**PromegaAdministrators** and **PromegaUsers**) that are used to assign access level rights for the Maxwell® software to Windows® user accounts.

6. Depending on the access level from which you wish to remove a particular user, double-touch either the **PromegaAdministrators** or the **PromegaUsers** list item.

7. This will open the 'PromegaAdministrators Properties' or the 'PromegaUsers Properties' screen. Under the *Members:* section of the screen, touch the name of the user you wish to remove from this Promega access group (Figure 24).
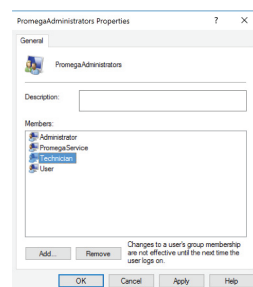

Figure 24. Removing a Windows® user account from a Promega access-level group. Touch the Windows® user account you wish to remove from the selected Promega access-level group and then touch the **Remove** button.

8. Touch the **Remove** button to remove this user from this Promega access group.

9. Touch **OK** on the 'Properties' screen to accept the changes or touch **Cancel** to discard the changes. Either selection will return you to the 'Local Users and Groups (Local)' screen.

10. Close the 'Local Users and Groups (Local)' screen by touching the **X** in the upper right corner of the screen.

11. Restart the tablet for new account access levels to take effect. To do this, touch the **Start** button in the lower left hand corner of the screen, then touch the **Power** icon and select the **Restart** item (Figure 25).
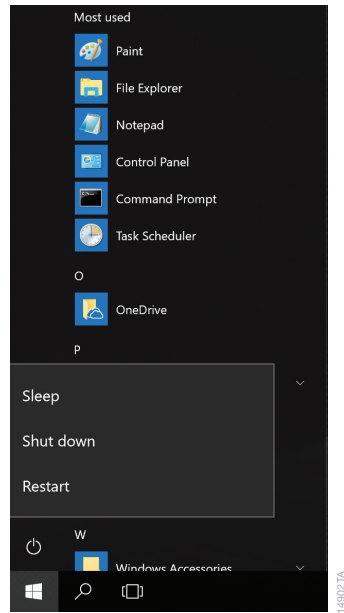

Figure 25. Power options popup. Touching the **Power** button from the 'Start' menu opens the Power options popup. This popup presents options for managing the Tablet PC power state.

7 Managing the Current Active Account

To correctly annotate functions in the Maxwell® software with the user that performed the function, Windows® users need to switch to their account between sessions on the Maxwell® software. Upon creating local Windows® user accounts that are password protected or when connected to a network domain to use domain accounts, operators will need to sign in to the Windows® operating system. Use the following steps to switch users or sign out.

When starting from a currently signed-in account

1. From the 'Desktop' screen, swipe upward from the bottom of the screen to expose the Taskbar and then touch the **Start** button on the left side of the Taskbar.

2. Touch the Accounts icon to open the Account information popup (Figure 26).
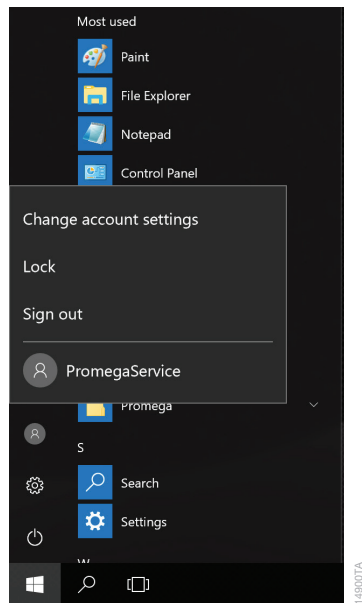

Figure 26. Account information popup. Accessed from the 'Start' menu, the Account information popup displays the Windows® user accounts on the Tablet PC and enables the current user to Sign out of the Windows® operating system.

3. If you wish to sign out of the tablet, touch the **Sign out** item from the list. This will sign the current user out of the tablet and return to the tablet lock screen.

4. If you wish to remain signed into the tablet, but wish to switch the current user to another account, touch the username for the account you wish to open from the list of users. If the account is currently signed in, the tablet will simply open to that account. If the account is not signed in, password entry may be required prior to opening to that account. If required, enter the account password to proceed.

When starting from the tablet 'Lock' screen

1. From the Tablet PC 'Lock' screen, swipe up from the bottom of the tablet to view the list of accounts on the Tablet PC.

2. Touch the username of the desired account to open, then touch the **Sign In** button.

3. You may need to enter a password for the account to unlock the Tablet PC.

8 Shutdown and Restart

Occasionally you will need to shut down or restart the Tablet PC. The instructions below detail the process of shutting down or restarting the Tablet PC.

1. Close the Maxwell® software if it is open. If not at the 'Home screen', touch the **Home** button in the upper left corner of the user interface. Touch the **X** in the upper left-hand corner of the screen and then confirm that you want to exit.

2. From the 'Desktop' screen, swipe upward from the bottom of the screen to expose the Taskbar and then touch the **Start** button on the left side of the Taskbar.

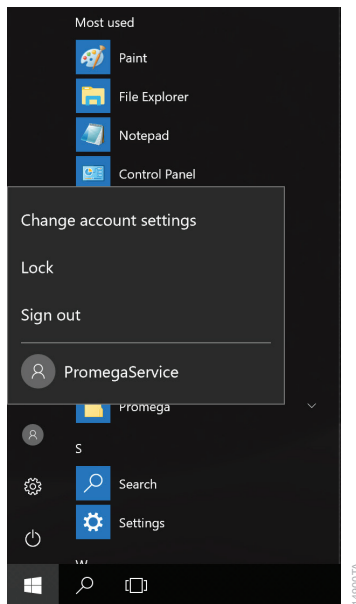3. Touch the **Power** icon to open the 'Power' menu (Figure 27).

Figure 27. Power options popup. Touching the **Power** button from the 'Start' menu opens the Power options popup. This popup presents options for managing the Tablet PC power state.

4. If you wish to shut down the Tablet PC, in the 'Power' menu touch the **Shut down** item.

5. If you wish to restart the Tablet PC, in the 'Power' menu touch the **Restart** item.

6. The Tablet PC will perform the selected item and either shut down or restart.

9   Connecting to a Network

The Maxwell® Tablet PC can connect to local networks through a Wi-Fi connection. If you want to connect the Tablet PC to a site network through a Wi-Fi connection, follow the instructions below. Alternatively, an Ethernet Adapter (Cat.# AS8403) is available to directly connect to an ethernet port for access to a network (Figure 28).

Figure 28. Ethernet Adapter (Cat.# AS8403) for wired Maxwell® Tablet PC connection.

Note: Consult your site IT department when connecting to the network so that the rules and regulations regarding network access for your site are followed.

The following is a set of guidelines for your IT personnel or site Administrator.

We do not recommend loading additional programs onto the tablet PC because these may interfere with the instrument operation.

Some institutions require antivirus software installed on PCs within the institution. If installing an antivirus program, please ensure it is set to manual, not automatic, update.

Antivirus scanning will slow the performance of the Tablet PC and may affect the performance of the Maxwell® Instrument while it is processing samples.

Additional recommendations:

- Disable automatic Windows® updates and virus scans

- Disable automatic power off, sleep or hibernation settings

- Disable "Fast Startup". Set the power button to **Shut Down** not Sleep.

- Disable any other automatically or manually started software that would consume PC resources during operation.

- Ensure there are no domain policies that would overwrite any of the above settings.

Note: The Tablet PC that is provided with Maxwell® System has already been configured for the settings listed above.

1. Close the Maxwell® software if it is open. If not at the 'Home screen', touch the **Home** button in the upper left corner of the user interface. Touch the **X** in the upper left corner of the screen and then confirm that you want to exit.

2. From the 'Desktop' screen, swipe upward from the bottom of the screen to expose the Taskbar and then touch the **Wi-Fi** button on the right side of the Taskbar to open the 'Wi-Fi' menu (Figure 29).
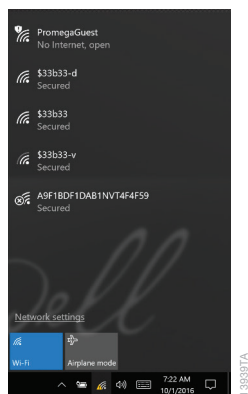

Figure 29. 'Wi-Fi' menu. The 'Wi-Fi' menu indicates the status of the wireless network connectivity of the Tablet PC. Touch the **Wi-Fi** button to turn the Tablet PC Wi-Fi connection on or off. Touch any displayed network to attempt a connection to that network.

3. If the Tablet PC Wi-Fi is currently on, at the top of the 'Wi-Fi' menu, you will see a listing of the available networks. If the Tablet PC Wi-Fi is currently off, touch the **Wi-Fi** button to turn the Wi-Fi on. Once Wi-Fi is enabled, the available networks will be displayed at the top of the 'Wi-Fi' menu.

4. Select one of the available networks to attempt a network connection.

5. Enter any user name and password information if requested for connection to this network. Consult with your site IT department when connecting to your site network.

6. Touch the **Connect** button and the Tablet PC will attempt to connect to the specified network.

7. Alternatively, the Maxwell® Tablet PC can connect to local networks through an Ethernet Adapter (Cat.# AS8403). Use one of the three USB ports on the back of the instrument to connect this Ethernet Adapter to a wired connection (see Figure 30).
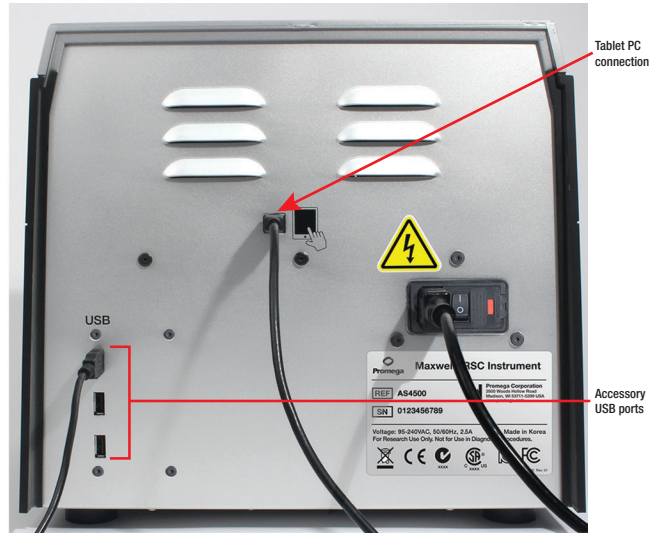

Figure 30. Ethernet Adapter connections. For a wired connection with your Maxwell® Tablet PC, use the Ethernet Adapter (Cat.# AS8403) to connect to a USB port on the back of a Maxwell® RSC/FSC Instrument.

10 Adding a Network Printer

From the Maxwell® software, you can print reports using a network printer. The printer you wish to use with the Maxwell® software needs to be located on your network and the Tablet PC should be connected to your network.

Note: Consult your site IT department when connecting to a network printer.

1. Close the Maxwell® software if it is open. If not at the 'Home' screen, touch the **Home** button in the upper left corner of the user interface. Touch the **X** in the upper left corner of the screen and then confirm that you want to exit.

2. From the 'Desktop' screen, swipe upward from the bottom of the screen to expose the Taskbar and then touch the **Start** button on the left side of the Taskbar.

3. Touch the **Settings** button to open the 'Windows® Settings' screen (Figure 31).
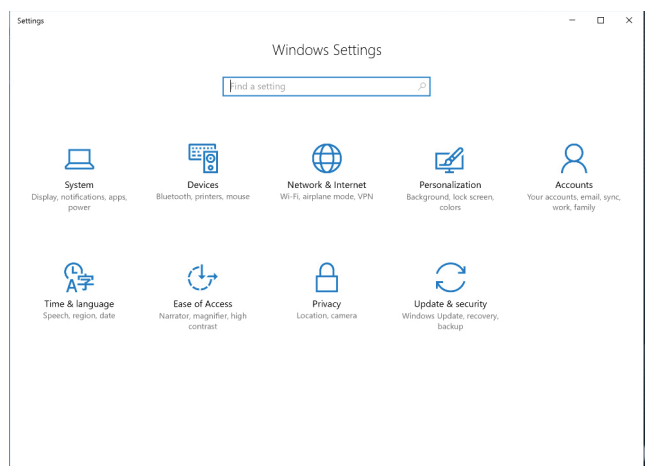
Figure 31. The 'Windows® Settings' screen. The 'Windows® Settings' screen provides access to multiple functions that can be used to configure options and settings for the Tablet PC.

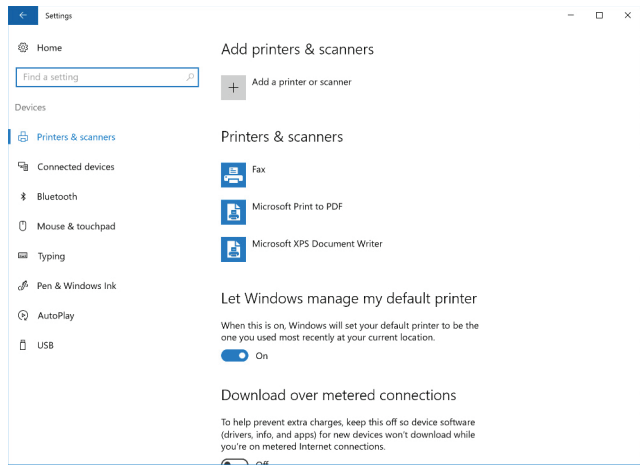4. Touch the **Devices** button on the 'Windows® Settings' screen to open the 'Devices' screen (Figure 32).

Figure 32. 'Devices' screen. Connecting to a network printer can be performed from the 'Devices' screen. The Tablet PC must be connected to a network to access network printers.

5. Touch the **+** button next to the 'Add a printer or scanner' heading. The Tablet PC will automatically search the network for available printers that can be selected. This may take a while.

6. Once available printers are found, select the desired printer from the list and touch the **Next** button. If the desired printer was not found on the network, consult with your IT department to resolve the issue.

7. Follow on-screen instructions for adding this printer to the Tablet PC.

11 Summary of Changes

The following changes were made to the 12/22 revision of this document:

1. Section 9, Connecting to a Network, and Figures 28, 29 and 30 were added.

2. Notes were changed from numerical to alphabetical listing.

3. Font and template were updated.