

# AAS Tax Site Tablet

## The following steps have to be done at the Tax Site

### Logging onto the Tablet

- Enter password
  - Password=siteaas1

### Connecting To Sites Wi-Fi

- Settings -> Connections -> Wi-Fi
- Choose WiFi network name
- Enter password and tap Connect

### Adding the Site Printer

- Open Dell Document Hub from home screen
- Accept License Agreement
- On sign-in screen, choose Skip this step
- Choose Device Monitor
- Wait until printer shows up (tablet will scan the network)
- Choose printer from list
- Tap printer to view options
- Tap Test Print on bottom left

## How-To's

### How to Check Email

- Open Gmail App
- Use triple horizontal line symbol on left to choose appropriate email account
- There are two email accounts on each tablet, one is for the site and the other is for PNC cards
  - (The email beginning with "AAS" is for PNC )

### How to print from Chrome

- Click the ellipsis to the right of the address bar
- Choose Share
- Choose Dell Document Hub

### How to print from Gmail

- Click the ellipsis in the top right of an email message
- Choose Print

\*Each tablet has the following web sites saved on the Home Page: Save to Win, PNC, Financial Coaching Interest Form, Gmail, Printer App