opeq
Pour un avenir vert et branché

Start-up guide

January 2023

By using an computer refurbished by OPEQ, you are participating to our mission which is to encourage social integration, reemployment and ecoresponsible recycling.
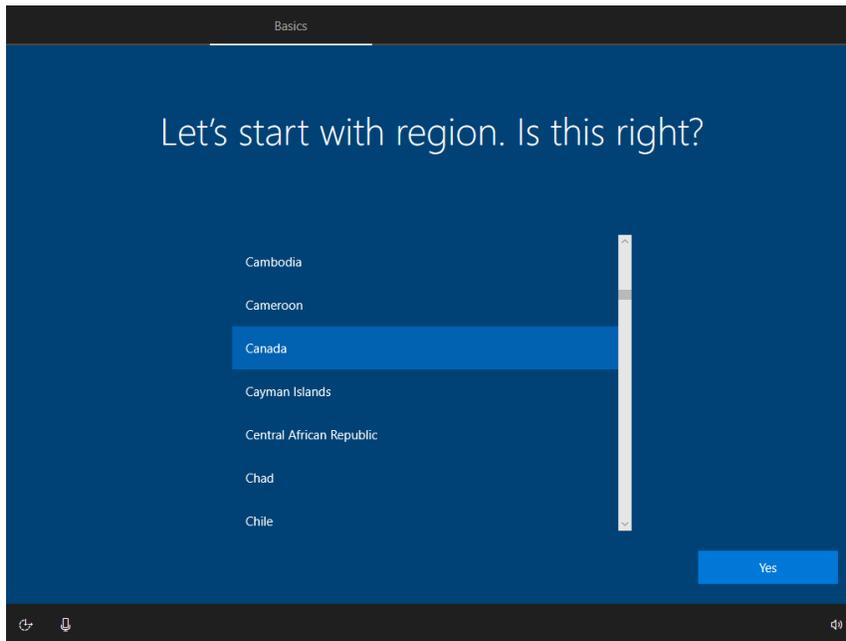
For 20 years, OPEQ has given a second life to more than 250 000 computers and more than 70 000 hours of paid internships every year to young people in Quebec.
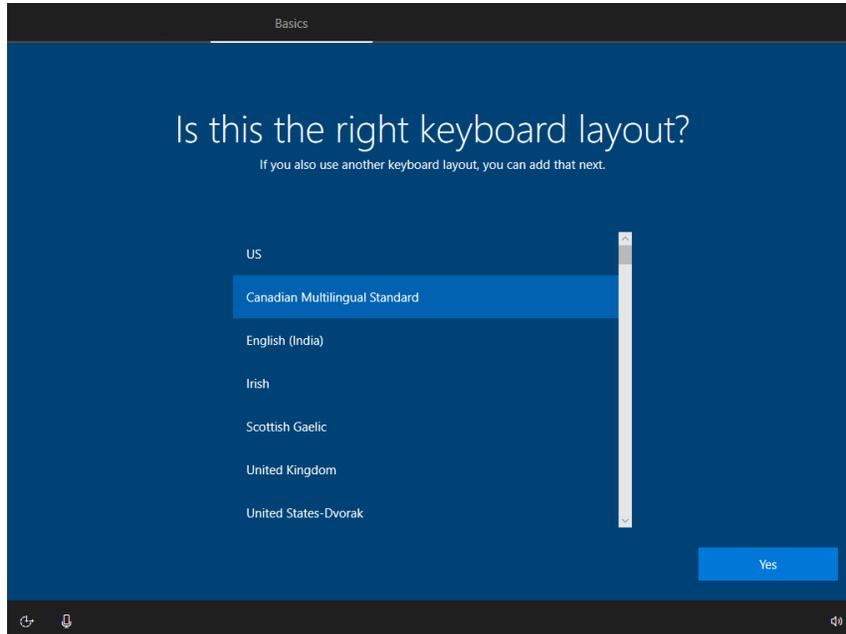
It was a pleasure to prepare this computer for you,

The OPEQ team

BEFORE starting your computer for the first time, make sure...

- There is no visible damage on the device;

- All the wires are connected at the right places
  (refer to the Connection guide);

- There are no speaker, microphone or headset connected.

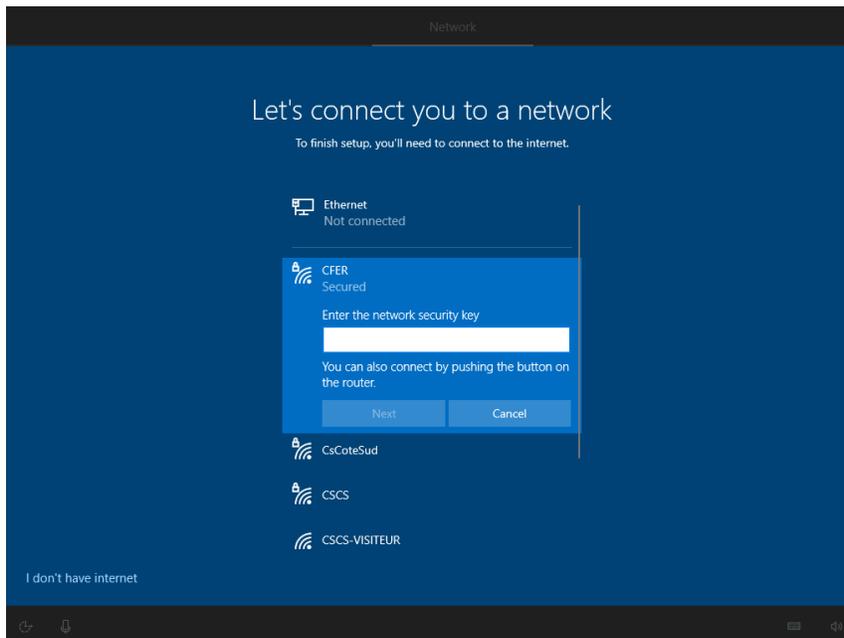You can now start your computer!

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

3. Choose the keyboard layout "Canadian Multilanguage Standard".
4. Click on "Yes".
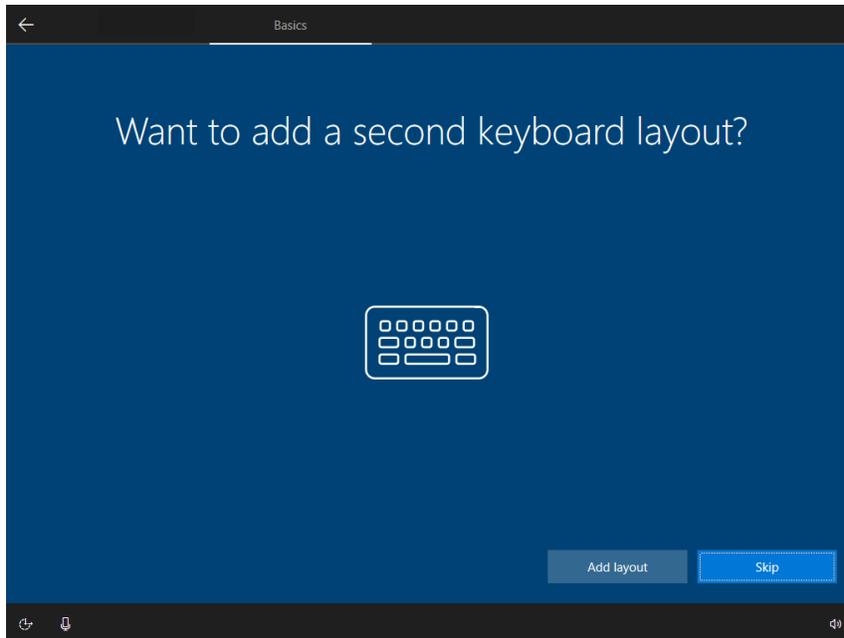
5. Click on "Skip ».

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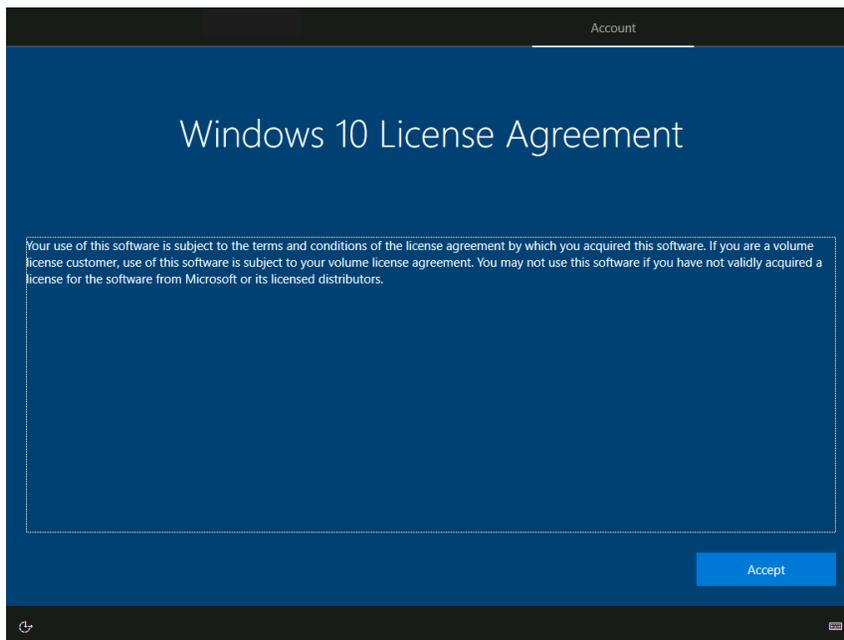Otherwise, skip to step 10.

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.
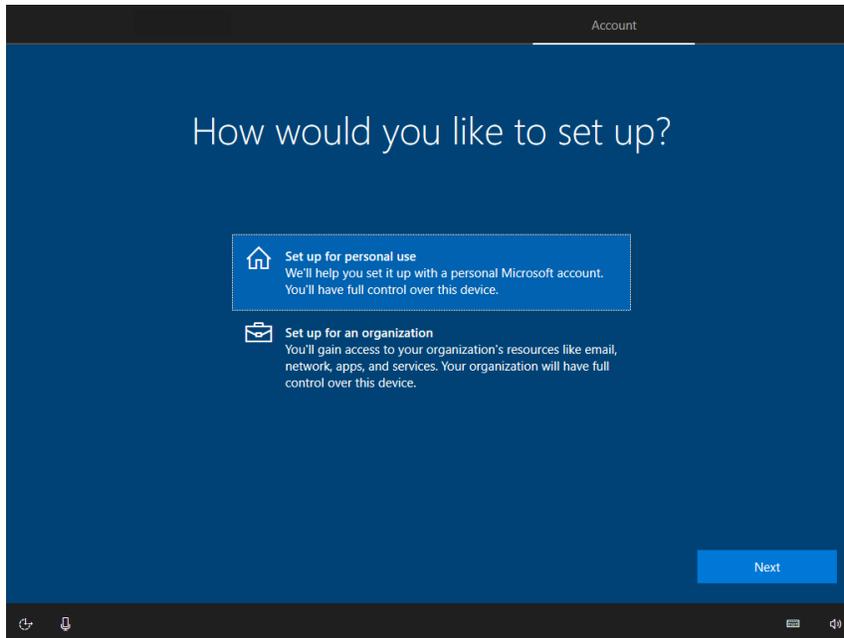9. Click on "Next".

Network

Now we have some important setup to do.
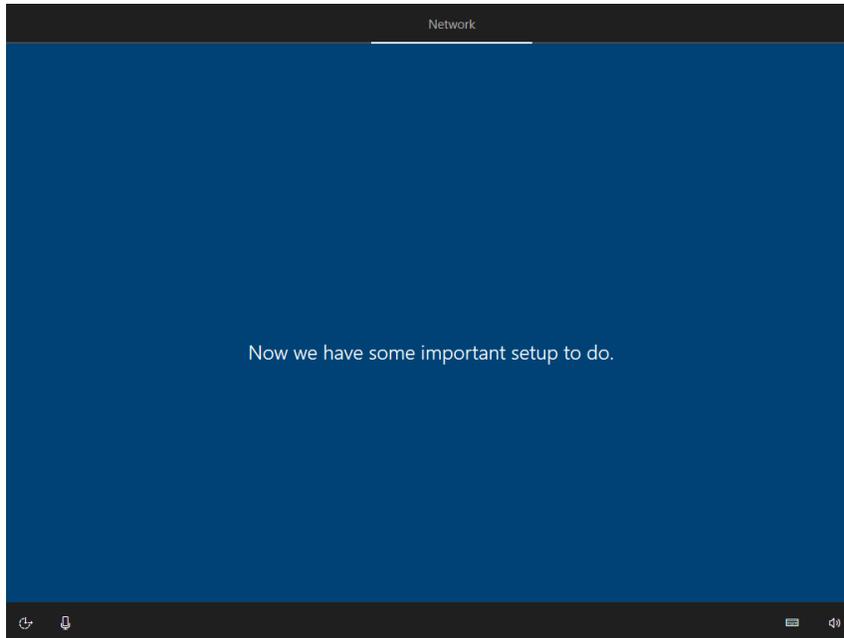
10. The computer automatically checks for updates. Wait for them to be completed. This may take several minutes.

IMPORTANT: Do not interrupt the search.

Account

Windows 10 License Agreement

Your use of this software is subject to the terms and conditions of the license agreement by which you acquired this software. If you are a volume license customer, use of this software is subject to your volume license agreement. You may not use this software if you have not validly acquired a license for the software from Microsoft or its licensed distributors.

Accept

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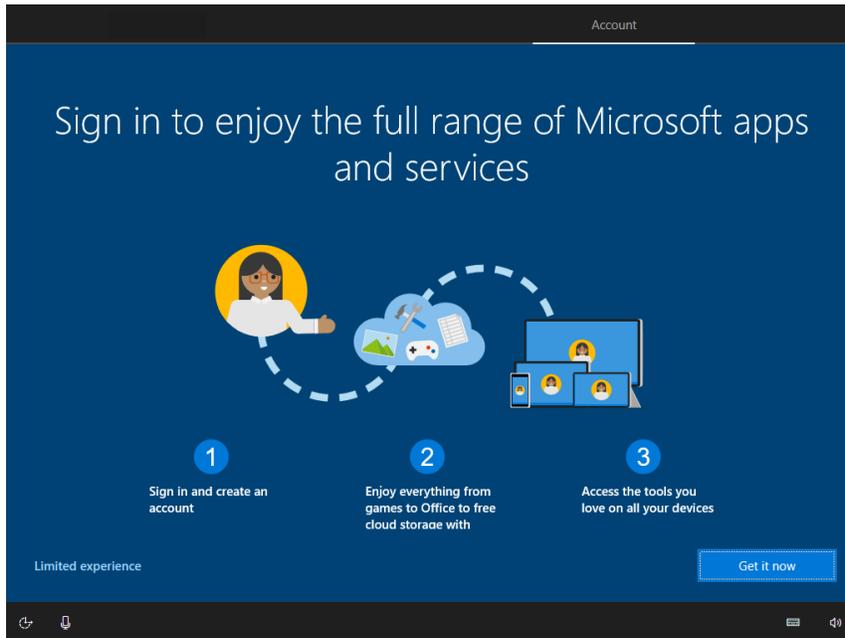12. Click on "Accept" to continue.

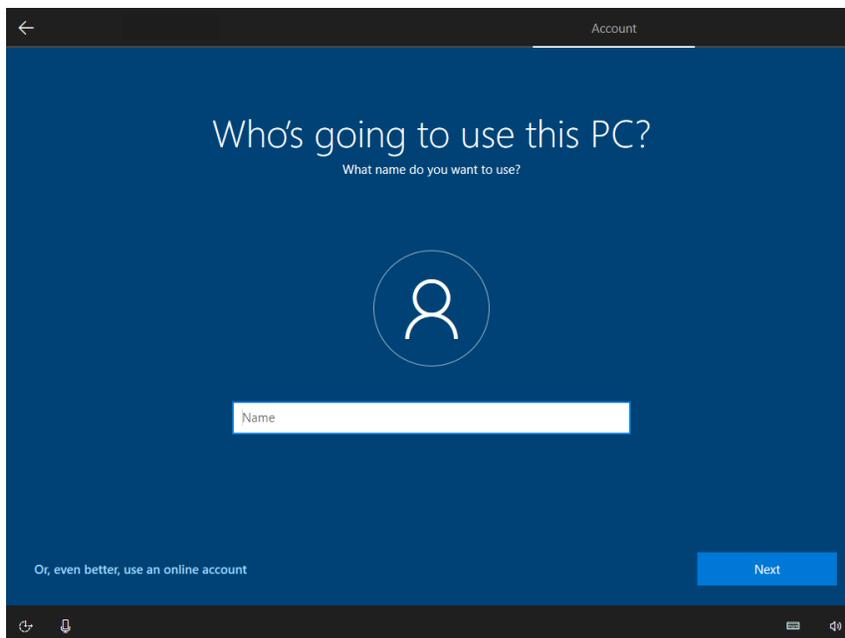13. Select "Set up for personal use".
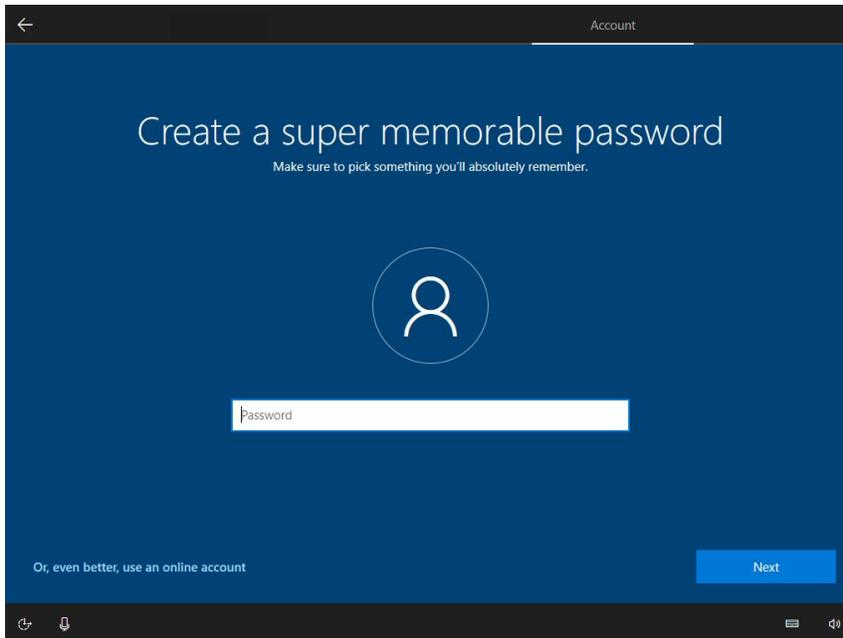14. Click on "Next".
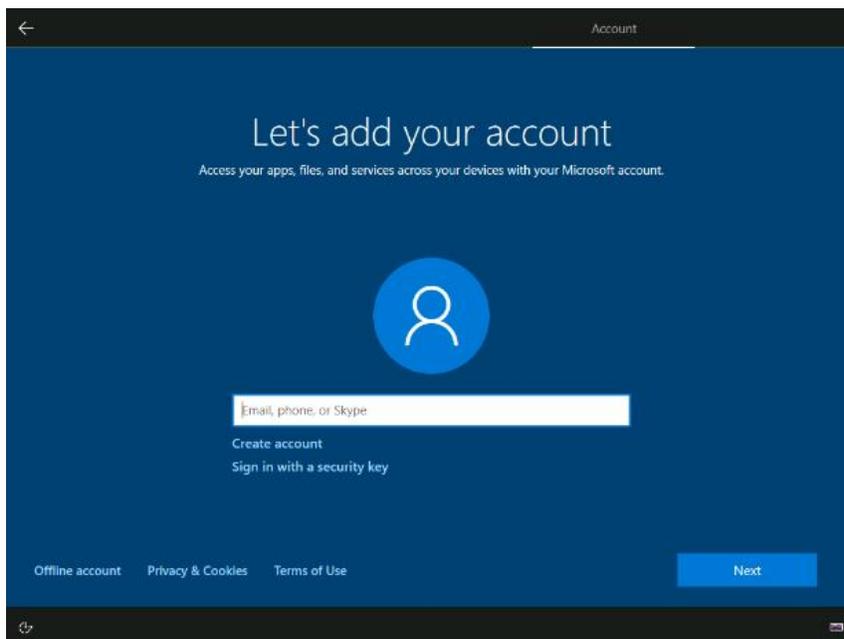
15. Click on "Offline Account".

We strongly suggest that you create a local account. You can always reconfigure your computer later, no choice is permanent.
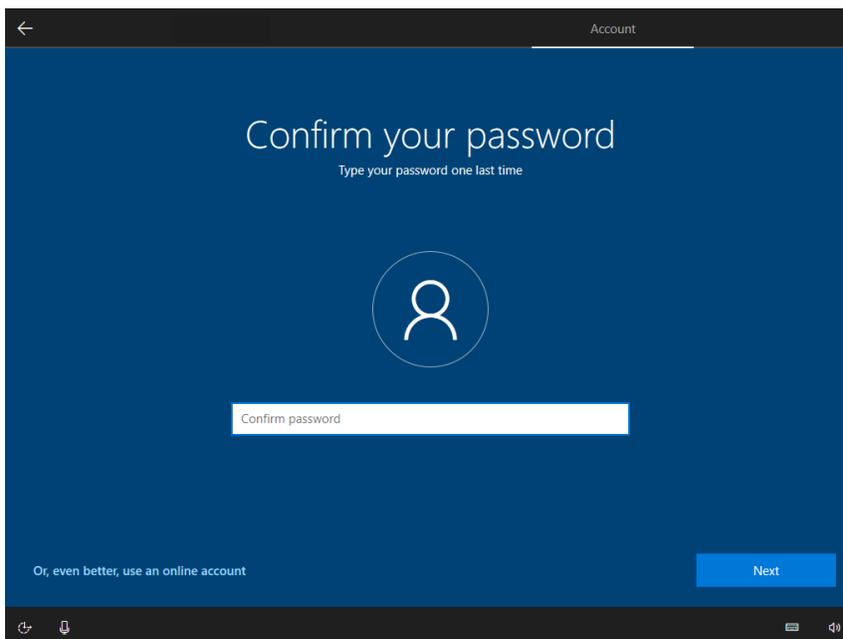
16. Click on "Limited Experience".

17. Enter your name in the text field.
18. Click on "Next".

![OPEQ logo - Pour un avenir vert et branché]

Create a super memorable password

Make sure to pick something you'll absolutely remember.

Password

Or, even better, use an online account

Next

19. If you want to protect your user account with a password, enter it in the text field. Otherwise, leave the field blank and press "Next".

It's important to remember your password, because if you forget it, you will no longer be able to use your computer without the help of a technician.

You can click on the eye to the right of the text field to see your password.

Confirm your password

Type your password one last time

Confirm password

Or, even better, use an online account

Next

20. If you choose to use a password, you must enter it again in the text field.
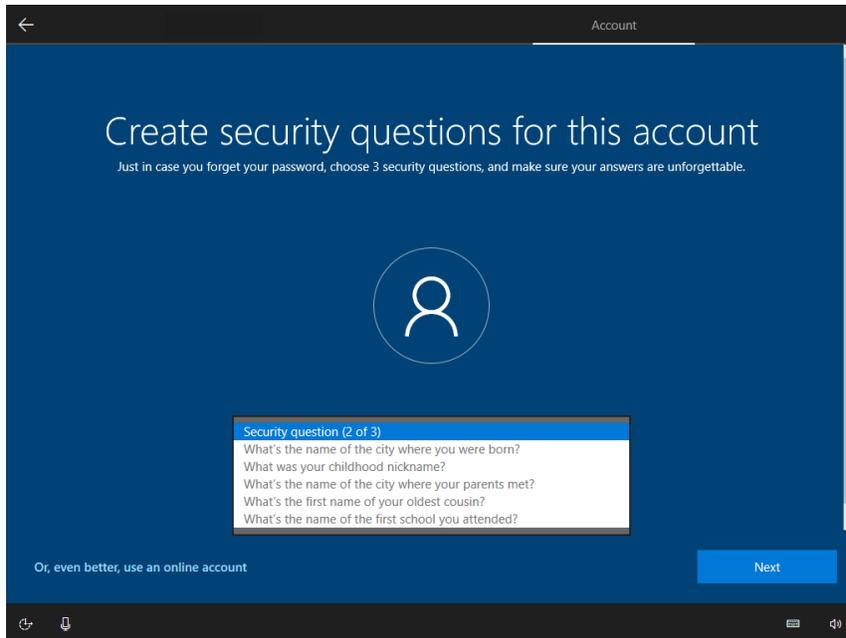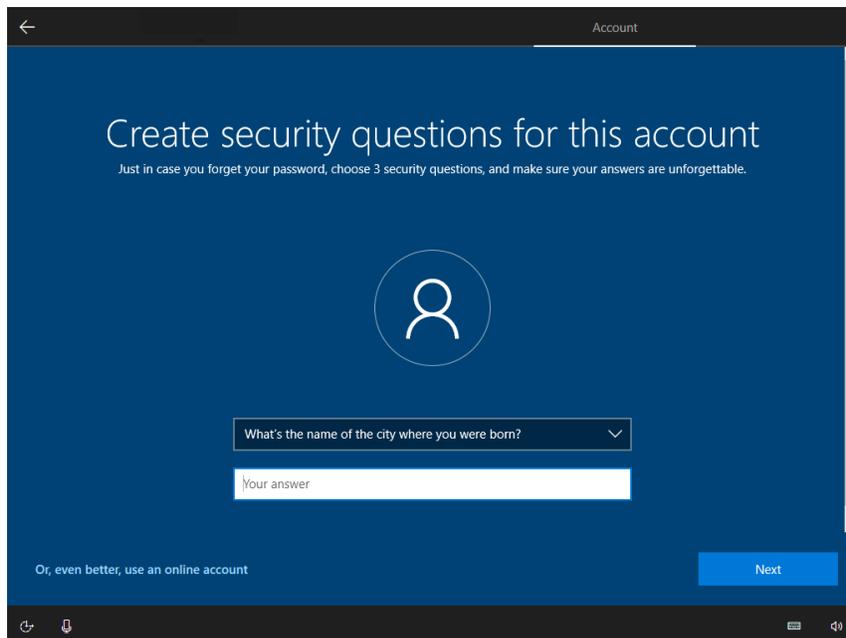21. Click on "Next".
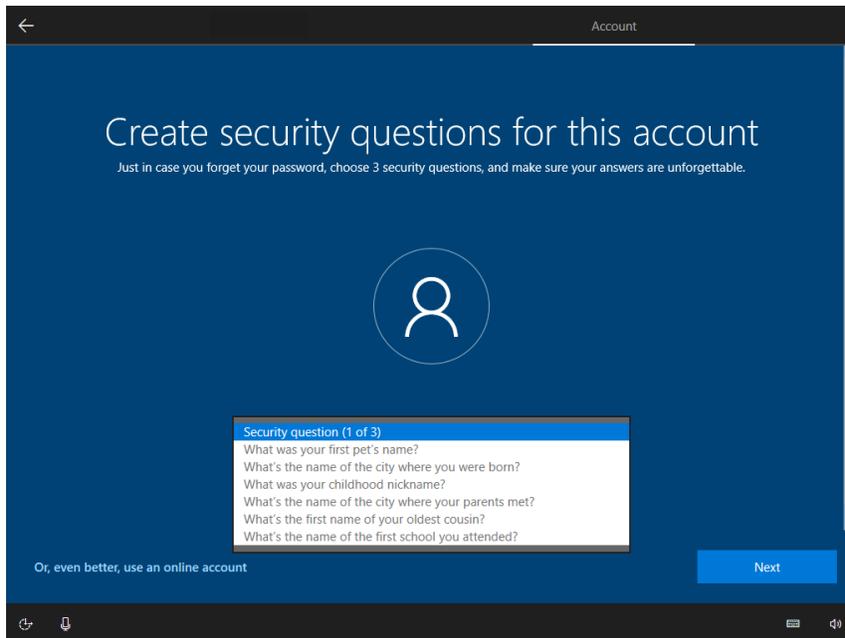
22. If you have entered a password, select a first security question.
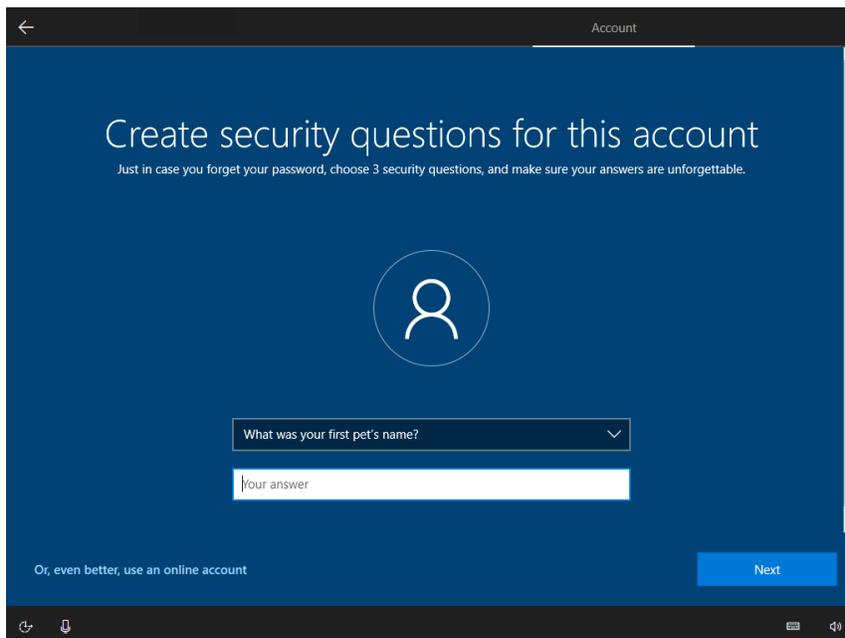
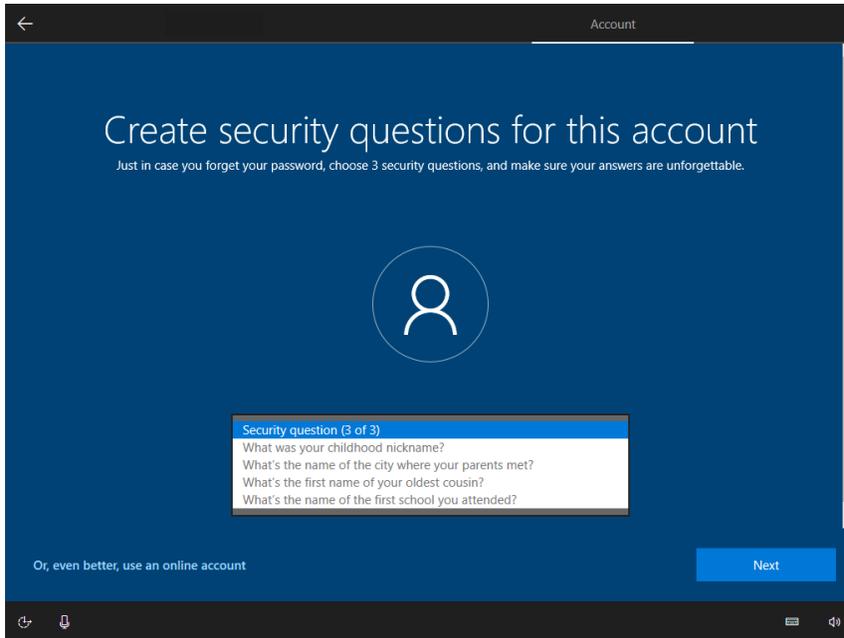23. Enter the answer to the first security question.
24. Click on "Next".

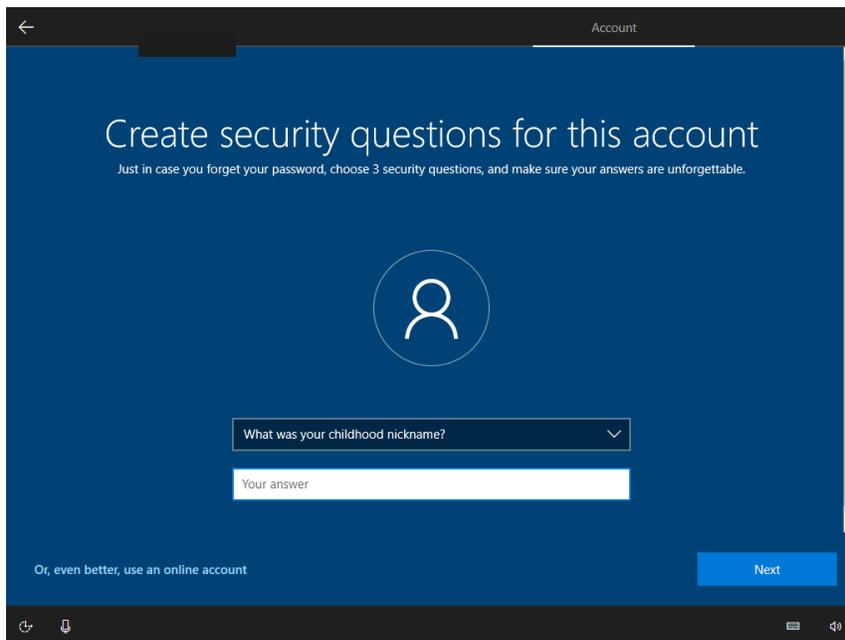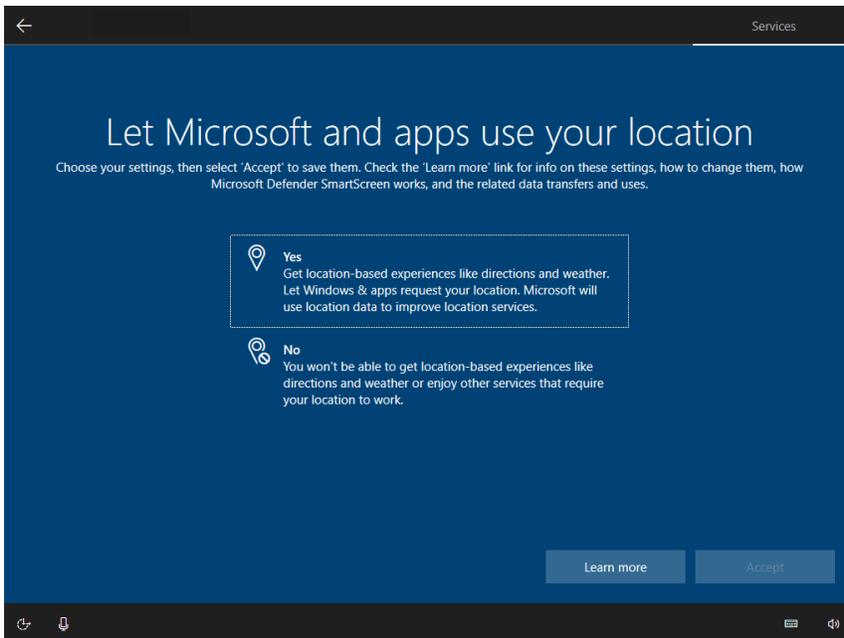25. Select a second security question.

26. Enter the answer to the second security question.
27. Click on "Next".

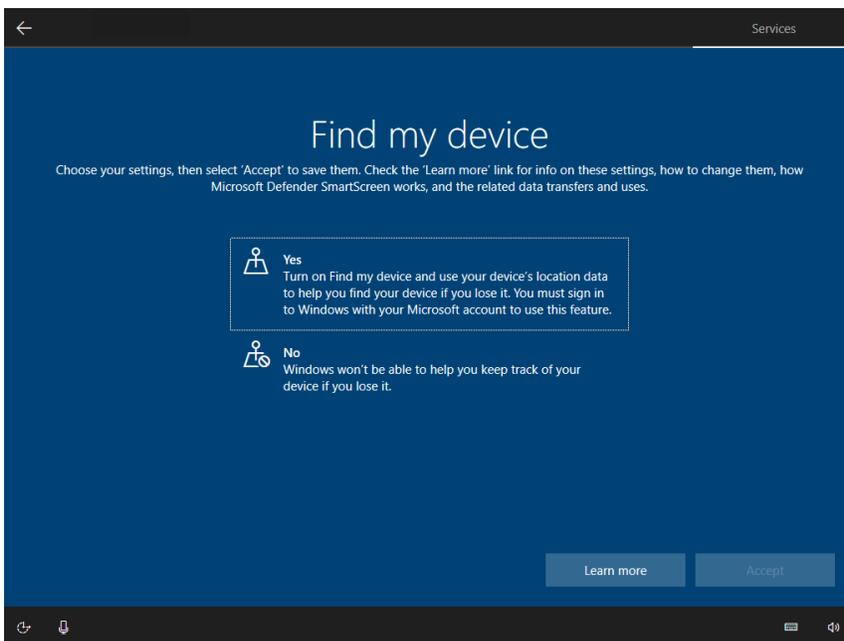28. Select a third security question.

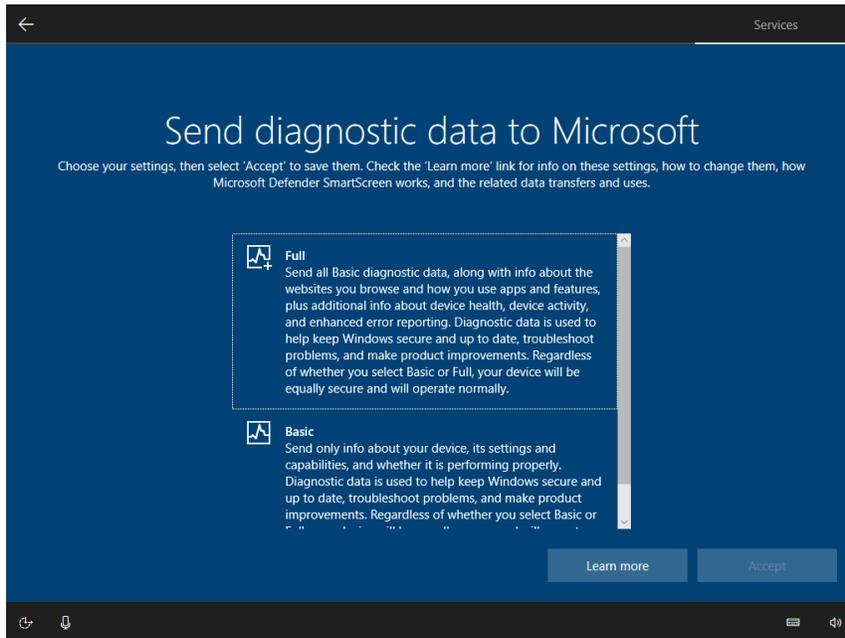29. Enter the answer to the third security question.
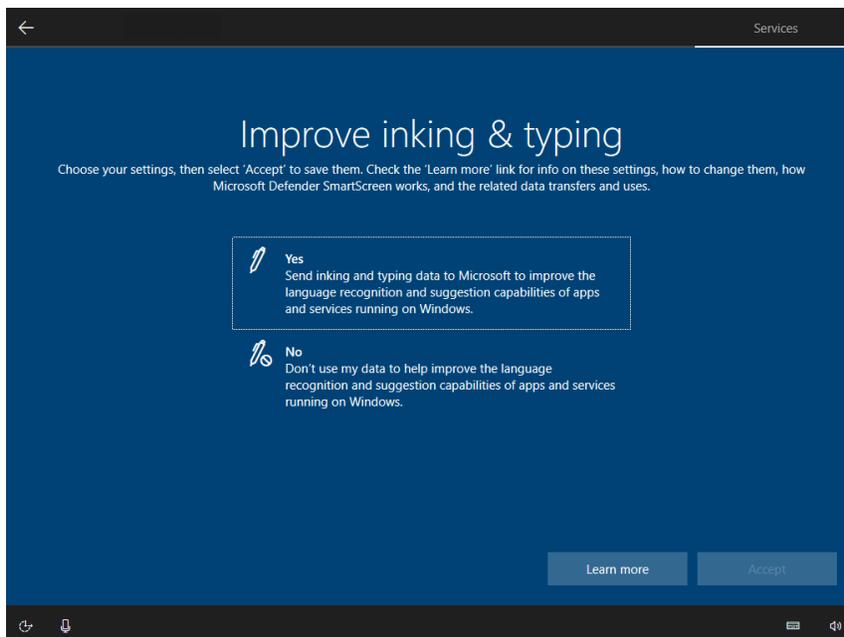30. Click on "Next".

31. Select an option.
32. Click on « Next ».
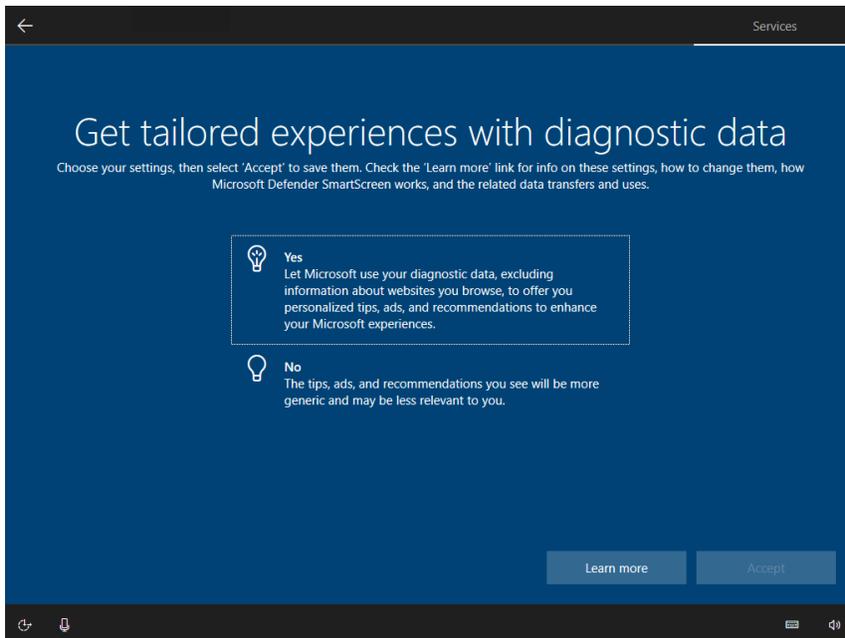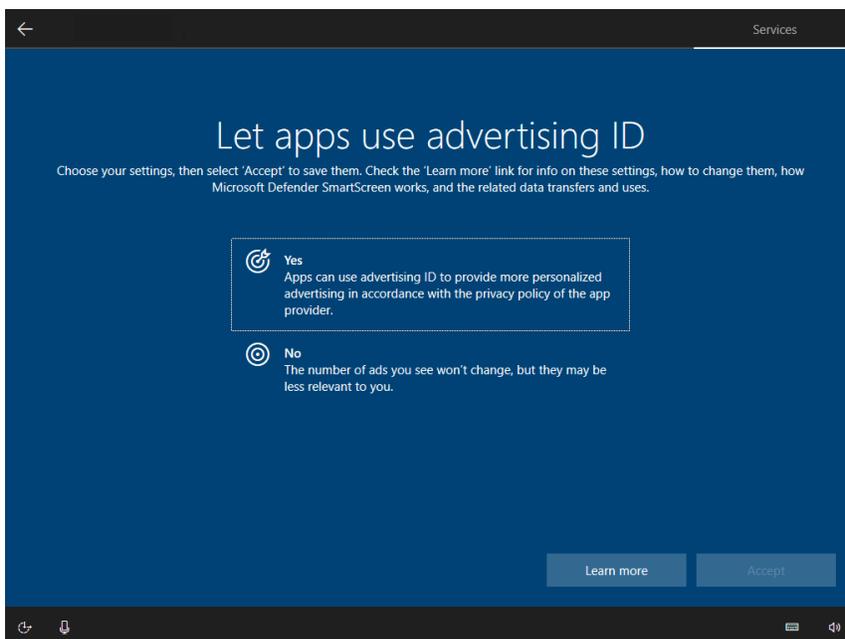

33. Choose an option.
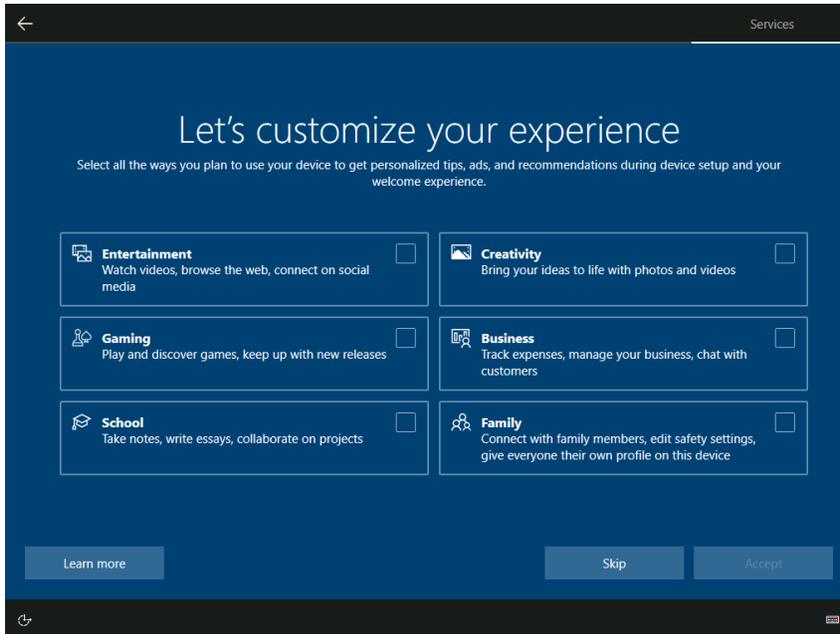34. Click on "Next".

35. Choose an option.
36. Click on "Next".

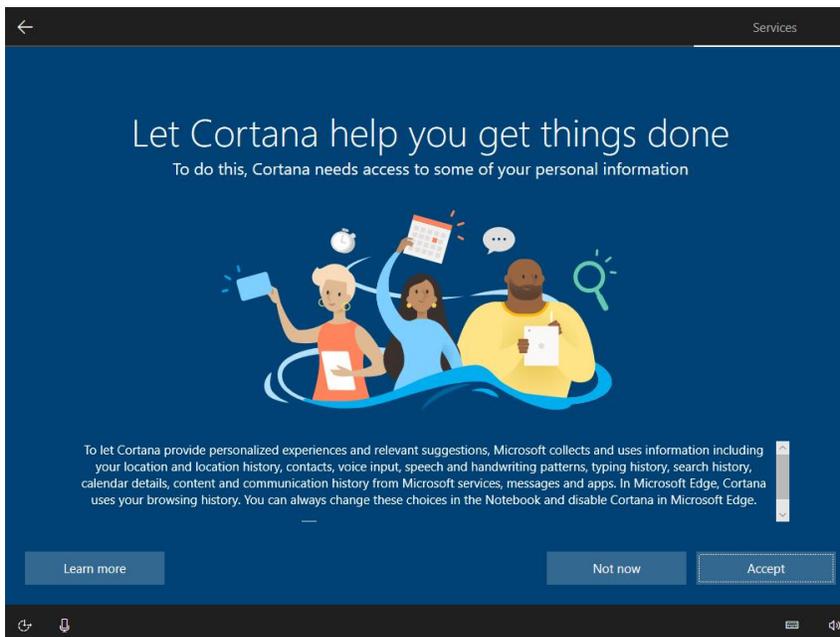37. Choose an option.
38. Click on "Next".
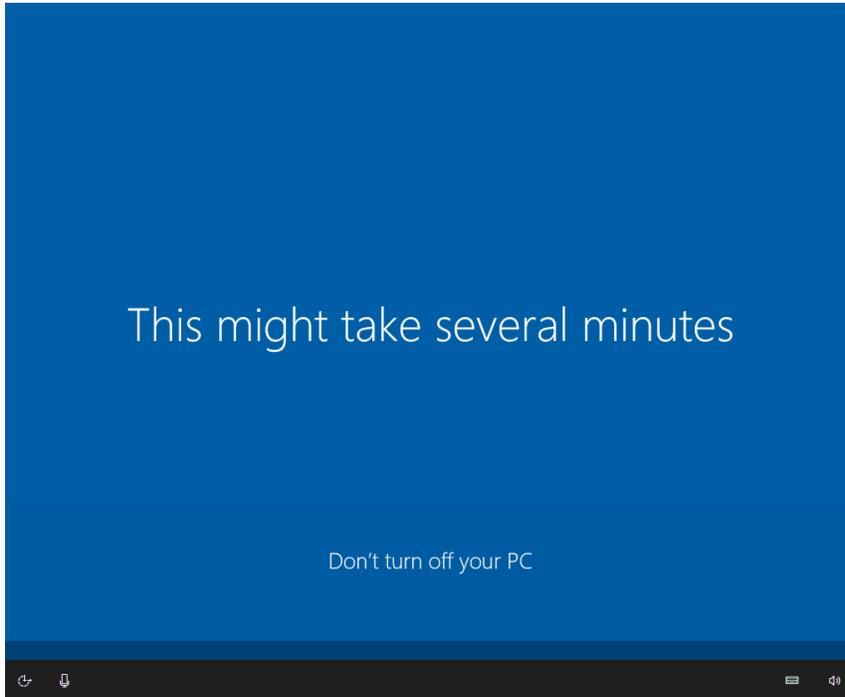
39. Choose an option.
40. Click on "Next".

41. Choose an option.
42. Click on "Next".

43. Select all options you want and click on "Accept". You can also click on "Skip", if you want skip this step.

44. If you want to use Cortana, Microsoft's personal assistant, click on "Accept", otherwise click on "Not now".

![This might take several minutes — Don't turn off your PC]

45. 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.