

# Setting Up Your Dell Latitude 5410

Welcome to your new Dell Latitude 5410 laptop, provided as part of the Kent County Council Device Access Scheme.

This guide will walk you through turning on your laptop for the very first time and getting it ready to use. Please work through each step in order, and do not worry if something looks slightly different on your screen — just follow the instructions as closely as you can to how the set up best suits you.

## Getting Started

**1**

### Remove the laptop from the box

Carefully take the laptop out of its packaging. You should also find a power adapter (a black cable with a rectangular plug at one end). Keep all packaging in case you need to return the device. Place the laptop on a flat, stable surface such as a desk or table.

**2**

### Connect the charger

Take the power adapter and plug the small end into the charging port on the side of the laptop. The port is rectangular and fits the plug in only one direction, so do not force it. Plug the other end of the charger into a wall socket and switch it on. A small light on the laptop may glow to confirm it is charging.



**Tip:** It is a good idea to charge the laptop for at least 30 minutes before turning it on for the first time.

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### Turn the laptop on

Open the lid by lifting it from the front. Then press the power button, which is in the top-right corner of the keyboard. It may have a small fingerprint scanner built in.

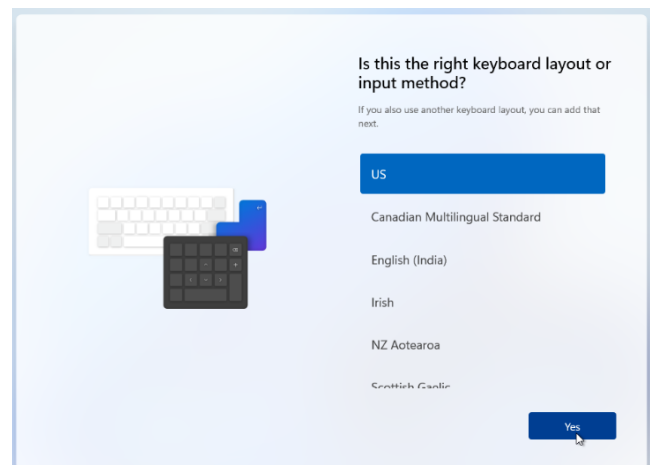
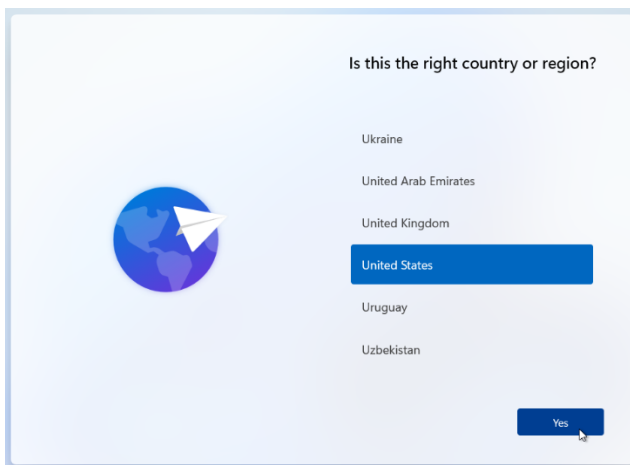
The laptop will take a minute or two to start up. You will see the Dell logo appear on screen, followed by the Windows loading animation. This is completely normal — just wait for it to finish.

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### Choose your language and region

Once the laptop has loaded, you will be asked to choose your language and region.

Select "**English (United Kingdom)**" from the list, then click "Yes" to confirm. On the next screen, select your keyboard layout — "United Kingdom" is correct for a standard UK keyboard. Click "Yes" again, then "Skip" on the next screen.



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### Connect to Wi-Fi during setup

The laptop will now ask you to connect to a Wi-Fi network. Look for the name of your wireless network in the list shown on screen.

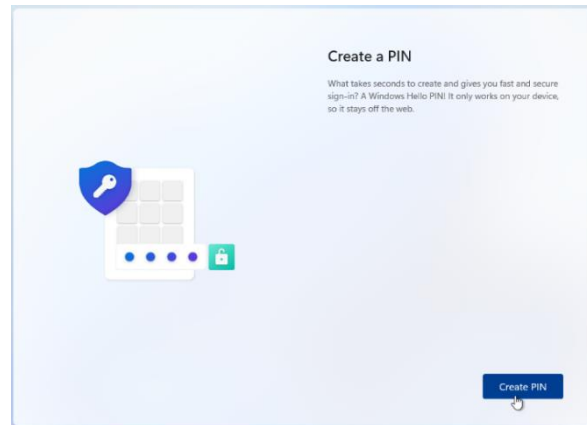
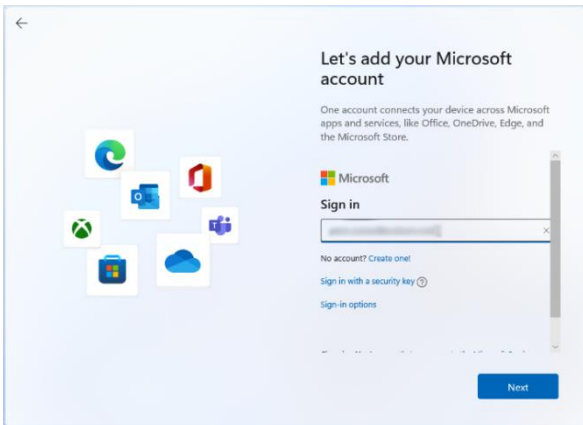
Click on your network name, then click "Connect". You will be asked to enter your Wi-Fi password. Type it carefully — passwords are case-sensitive — then click "Next".

If you do not have Wi-Fi available right now, look for a small "I don't have internet" link at the bottom of the screen. You can connect later using the Wi-Fi guide.

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### Sign in with your account

If you're signing in with a Microsoft account, enter the email address and password associated with it. If you don't have a Microsoft account, click **Create One** and follow the steps to create it. If you prefer to use a local account, click the **Sign-in options** link at the screen prompting you to add your Microsoft account. At the next screen, click the **Offline account > Skip for now & follow steps**.



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**Complete the Windows setup screens**

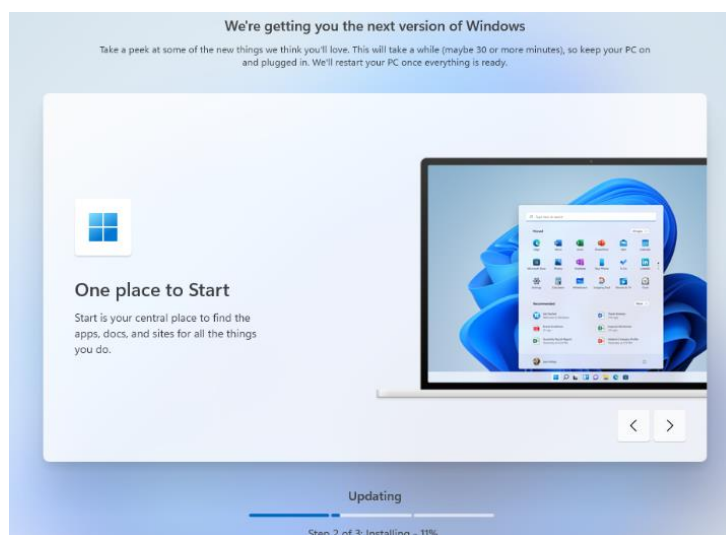
You may be asked whether you want to set up a PIN. This is a short number you can use to log in instead of your full password. If asked, follow the prompts to create one — make it something memorable but not obvious, such as not 1234.

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**Wait for Windows to finish setting up**

Once you have completed the setup screens, Windows will take a few minutes to get everything ready. You will see messages such as "Getting things ready" and "Just a moment" on the screen.

Please do not turn the laptop off during this stage. Wait until the screen changes to show the Windows desktop, which looks like a background image with a bar along the bottom.



**Tip:** Your desktop is the main screen you will use every day. The bar along the bottom is called the Taskbar, and the button with the Windows logo (bottom-left or bottom-centre) is called the Start button.

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### Check for Windows Updates

Before you start using the laptop, it is important to install the latest updates. Click the Start button, then click the Settings icon (it looks like a cog or gear wheel).

In Settings, click on "Windows Update" in the left-hand menu. Then click the blue "Check for updates" button. If any updates are found, click "Download and install" and allow them to complete. The laptop may restart automatically — this is normal.

Well done! Your laptop is now set up and ready to use.

## Need a hand? Visit a Digital Hub

If you get stuck at any point or would like some extra help getting started, Kent County Council's Digital Hubs are here for you. Digital Champions are friendly volunteers who can walk you through using your laptop in person, at no cost.

Service	<a href="#">Digital Hubs   Engagement   Digital Inclusion &amp; Capabilities   Digital Kent</a> <a href="https://www.digitalkent.uk/information/projects/engagement/hubs">https://www.digitalkent.uk/information/projects/engagement/hubs</a>
Email	digitalhubs@kent.gov.uk
Phone	03000 410950