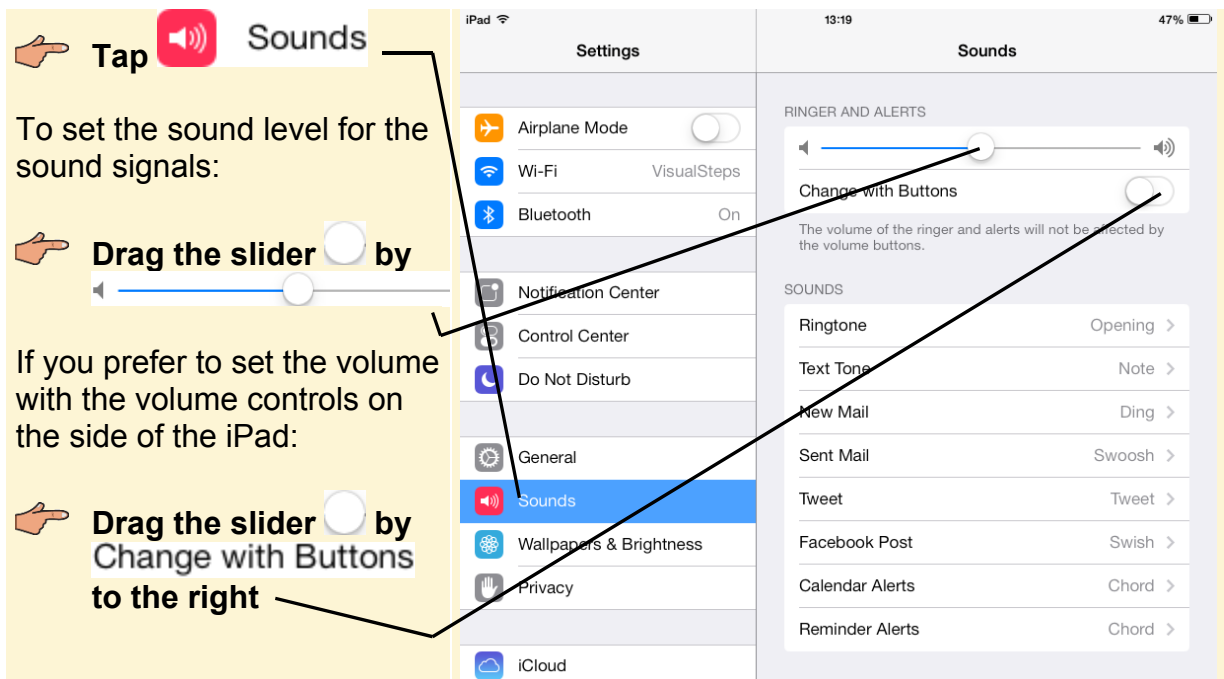



## 1.5 Sound Settings

Many actions and events on the iPad are associated with certain sounds. For instance, when you receive an email or lock the iPad, you will hear a sound signal. You can set up your own combinations of events and sounds, and select the volume level as well.


If you do not want to hear sounds for certain events, or for all of the events, you can turn the sound options off:

 **Open the Settings app**  1




**Tap**  **Sounds**

To set the sound level for the sound signals:

**Drag the slider**  **by**

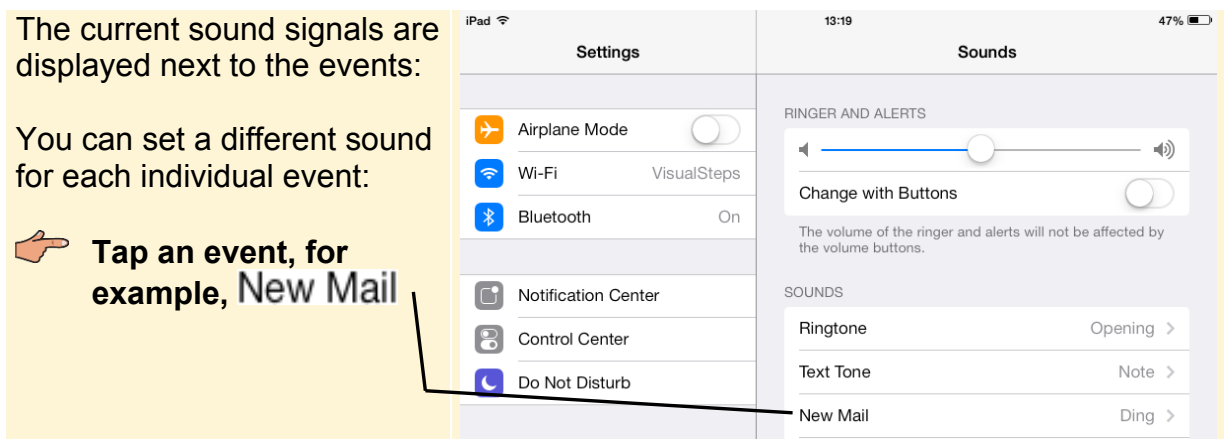
If you prefer to set the volume with the volume controls on the side of the iPad:

**Drag the slider**  **by**  
**Change with Buttons**  
**to the right**

The current sound signals are displayed next to the events:

You can set a different sound for each individual event:

**Tap an event, for example, New Mail**



**Tap an event, for example, New Mail**

You can select a sound from the list:

**Tap a sound, for example, Popcorn**

You will hear a sample of the audio file.

If you prefer not to hear any sounds, tap **None**.

Confirm these settings:

**Tap < Sounds**

**Tip**

**No sound when locking the iPad**

When the iPad is locked, you will usually hear a sound. If you prefer not to hear this sound:

**Drag the slider by Lock Sounds to the left**


## 1.6 Turning On the Rotation Lock

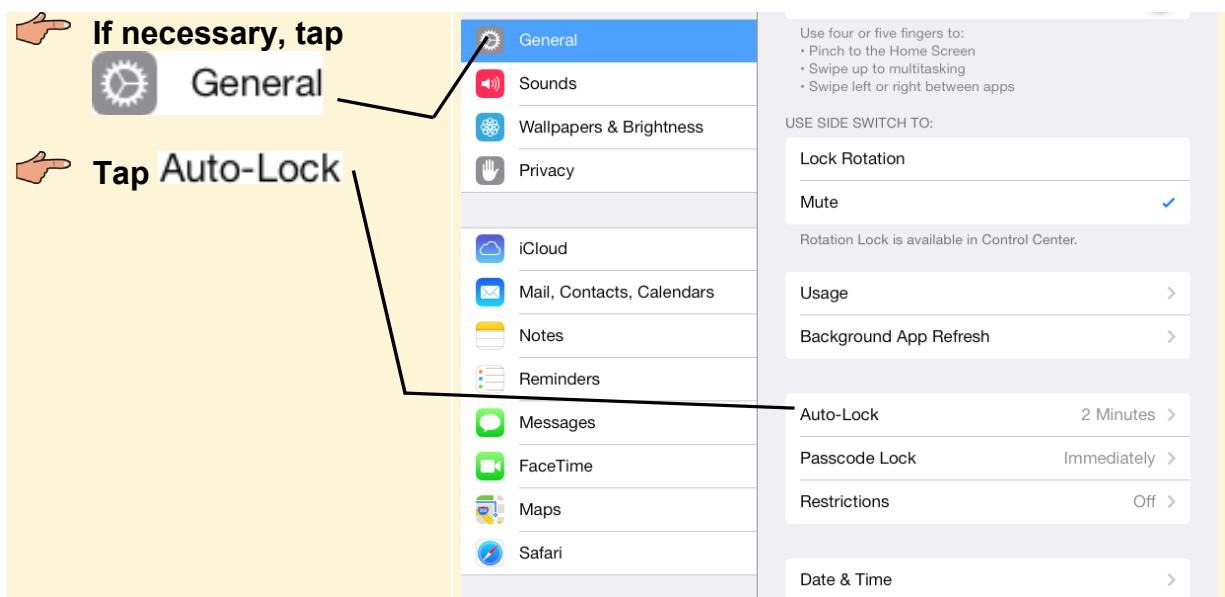
 **Open the Settings app**  1

The side switch on the iPad can be used in two different ways:

- *Rotation lock*: lock the screen in portrait or landscape mode.
- *Mute*: mute the volume of notifications and sound signals.

By default, the *Mute* function is selected. You can easily change the function of the side switch to *Rotation lock* if you prefer: You do that like this:

 **If necessary, push the side switch upwards**




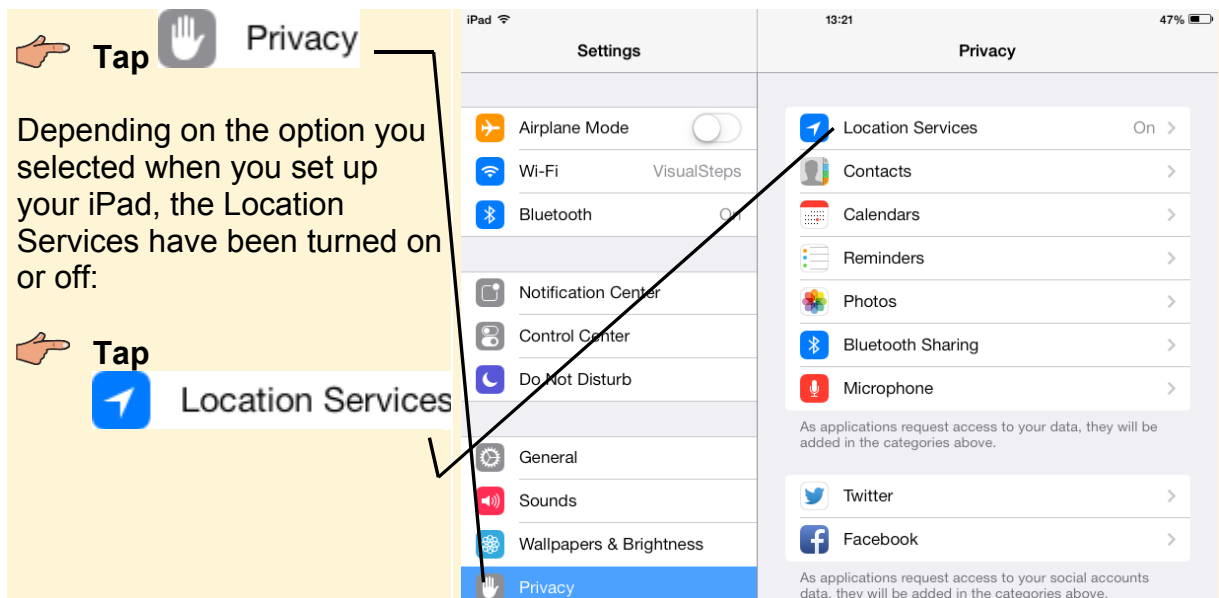
Now you can use the side switch to lock the screen in the current position.

## 1.7 Selecting Location and Privacy Settings

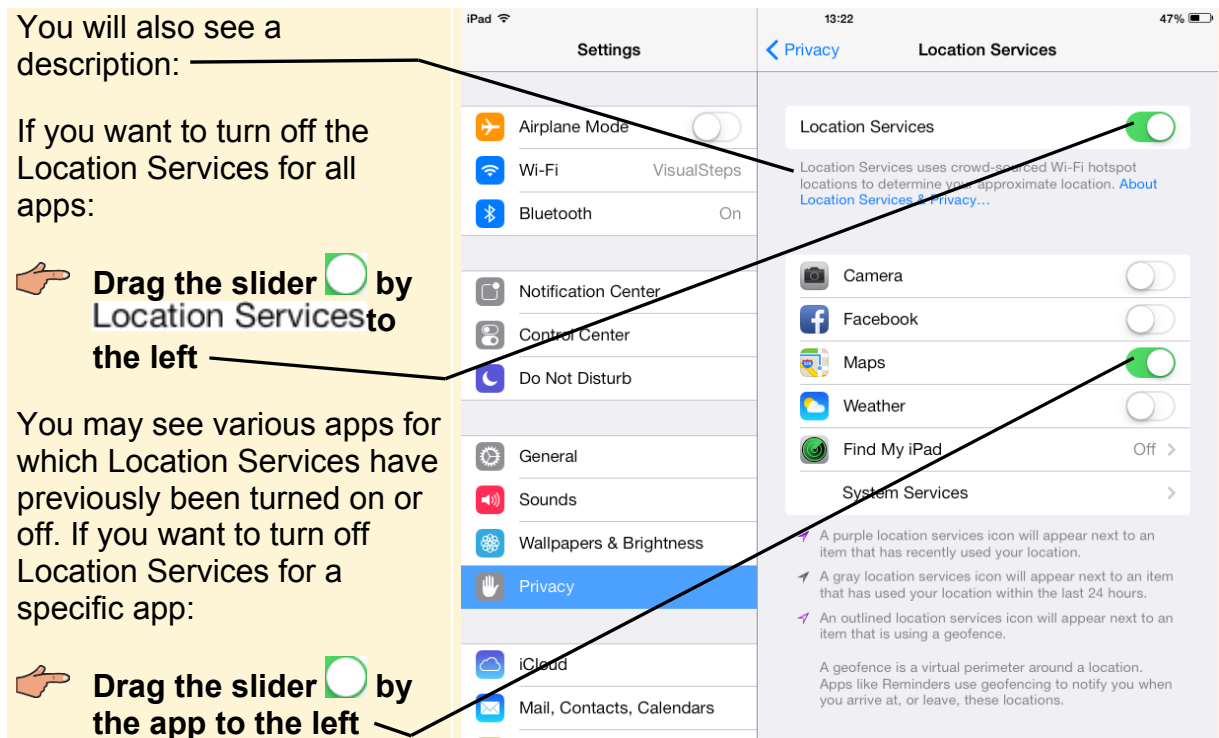
You may not reflect on this while you are using your iPad, but certain apps on the iPad may pass along sensitive personal information through the Internet. For instance, information on how you use your iPad, or the current location of the iPad. This last option is called Location Services. By the way, you will not just protect your privacy by turning off these options, you will be extending your iPad's battery life as well.

You can decide for yourself what type of data can be used by these apps. For example, you can turn off Location Services:

**👉 Open the Settings app**  1



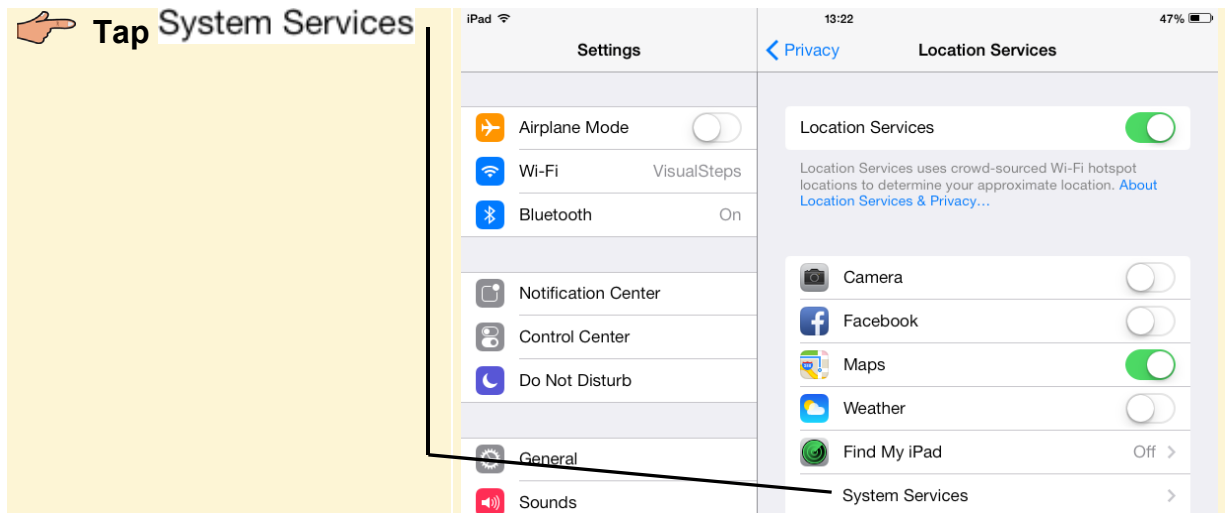
The settings for the Location Services are displayed:





 **Please note:**

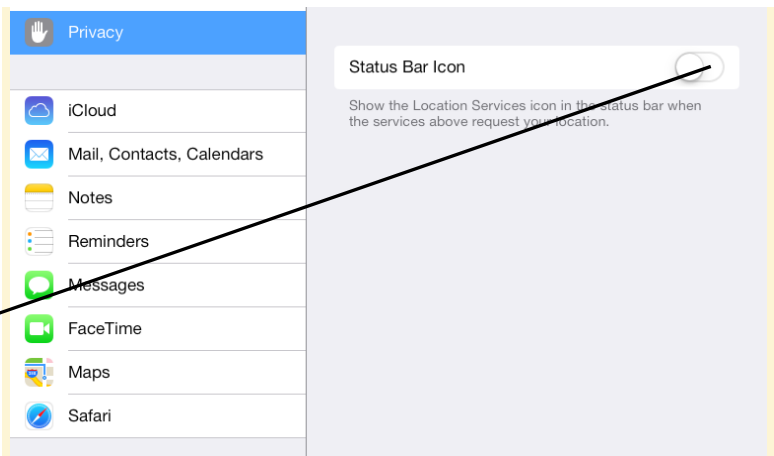
An app that uses Location Services will automatically ask you whether this option needs to be turned on again. Then you can choose the option you want to use. If you have turned off all Location Services, some apps may not function properly.

You can display an icon on the status bar if a certain app uses Location Services:




You will see the *System Services* screen:


 **Drag the slider  by Status Bar Icon to the right**

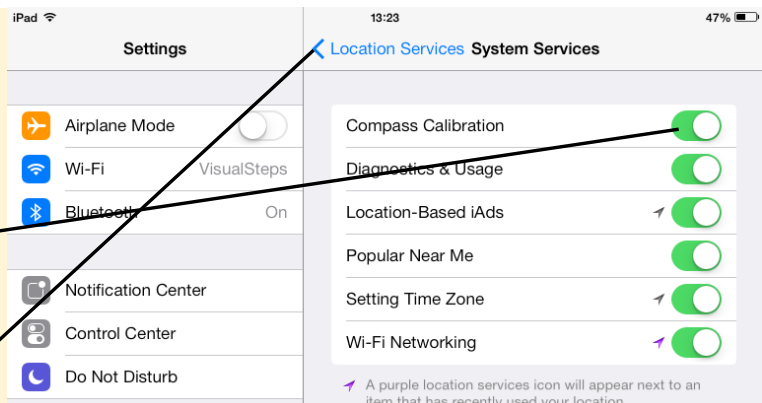


On the *System Services* screen you can see where the system has recently used Location Services. This may occur for example, when you set up the correct time zone for your area. For each function you can select a default setting and allow the system to use (or not use) Location Services.

To turn off Location Services for a specific function:

➔ Drag the slider  by the function to the left

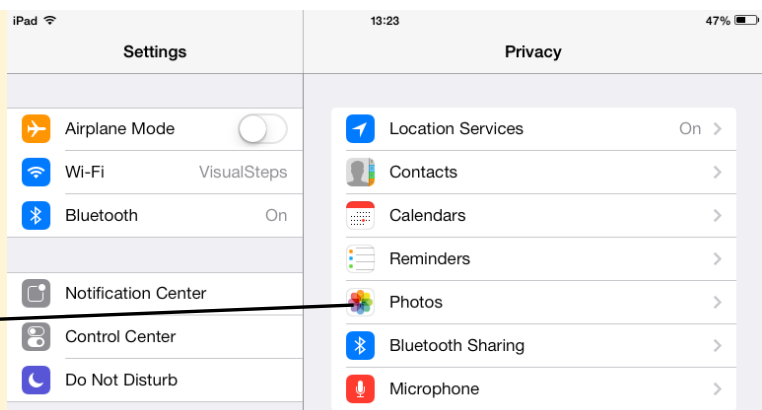
➔ Tap  Location Services




➔ Tap  Privacy

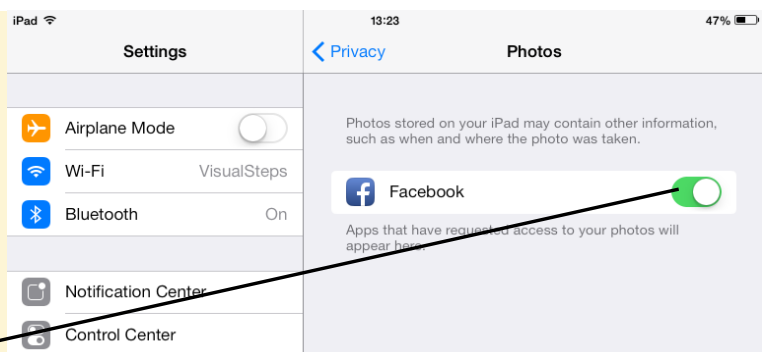
On the *Privacy* screen you can see which apps have tried to gain access to certain apps and functions on your iPad. In this way you can monitor the apps that try to gain access to your data, and disable or remove these apps, if you wish. You can find out which apps wanted to view your photos, for example:

➔ Tap  Photos

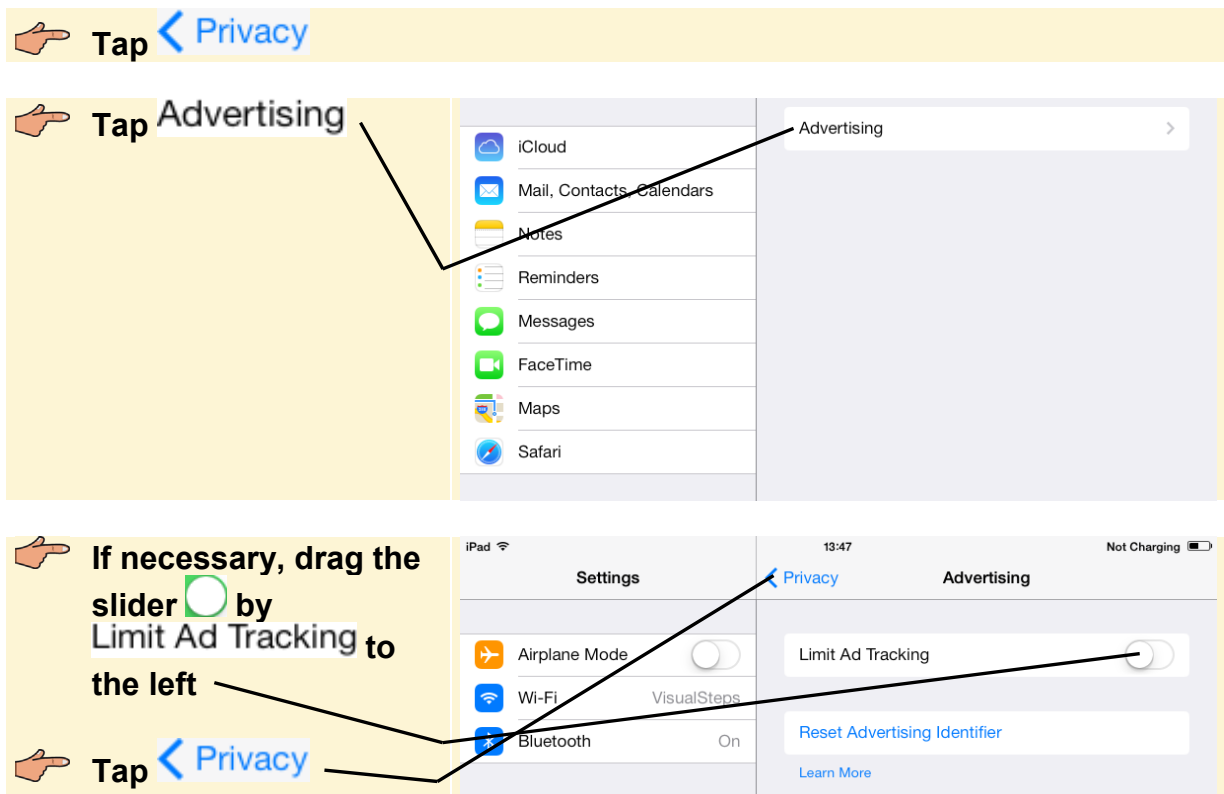


In this example the *Facebook* app has asked to access your photos, and has been allowed to view these photos:

If you want, you can drag the slider  by the app and block the access rights for this app:



On the *Privacy* screen you can also select an option to send on information from your iPad for advertising and diagnostic purposes (or you can choose not to do this):



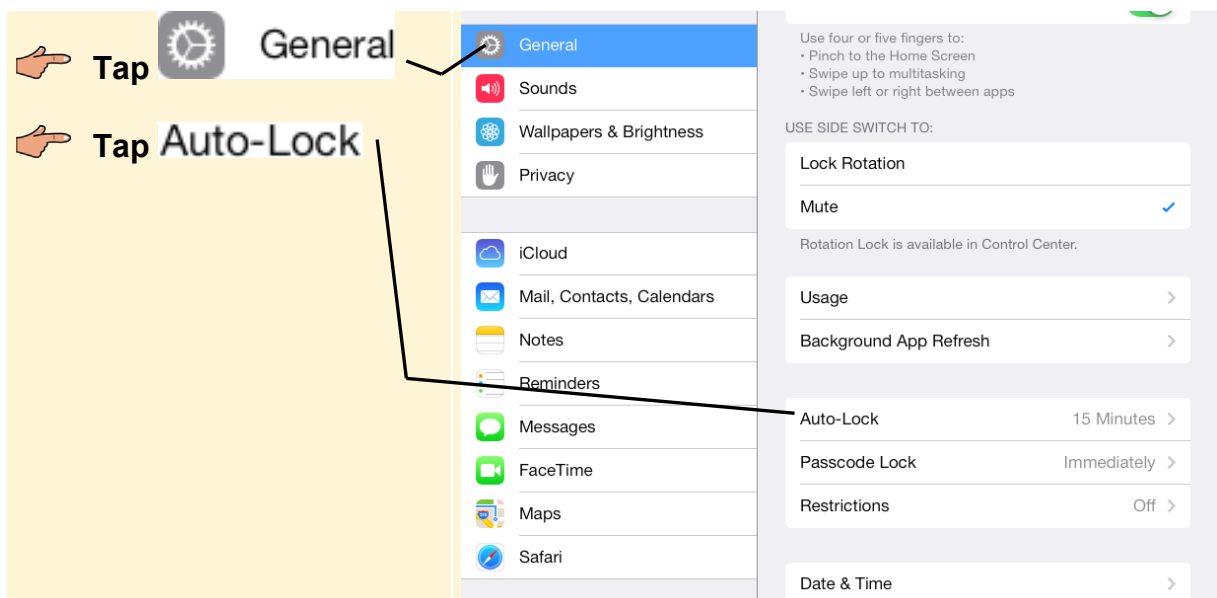
## 1.8 Setting Up the Automatic Lock

By now, you have probably come across the automatic lock feature while using your iPad. If you do not use your iPad for a certain period of time, the automatic lock will put the iPad into sleep mode and lock the device. The screen will turn dark and the activities on the iPad will slow down. This saves battery life.

By default, the automatic lock is set for two minutes. But many people feel this period of time is too short. What if you are lingering on a page while reading a book, or using the iPad while making notes, following a recipe as you cook or displaying sheet music? These are moments when you do not want your iPad to turn off so quickly.

Fortunately, you can change the amount of time to elapse before the automatic lock is activated:

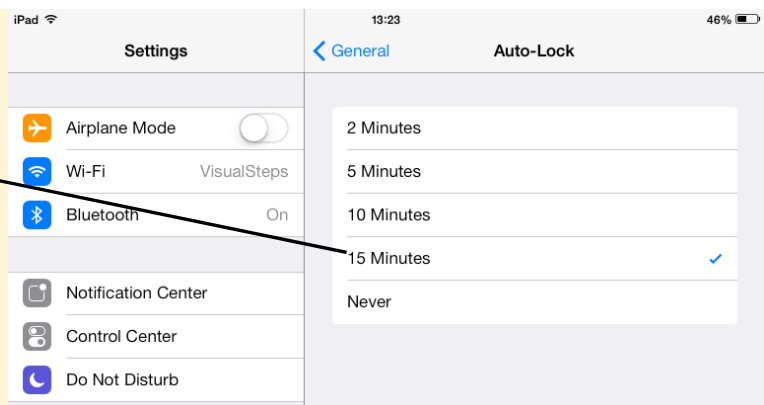




You can select various time periods:

Tap the desired period

If you do not want to use the automatic lock, you tap **Never**. But keep in mind that this will diminish the iPad's battery life.



### Tip

#### Manually put the iPad into sleep mode

Remember you can put the iPad into sleep mode yourself, for instance, when you need to go out for a while.

Briefly press the sleep/wake button

The screen will turn dark.

