Ergotron Tablet Management Cart
Syncing iPad® devices using iTunes®

Using Apple® iTunes software with a Macintosh® or PC computer and the Ergotron Tablet Management Cart allows you to transfer applications, music, books, photos, and other content from your iTunes library to multiple Apple iPad or iPod touch® devices in parallel.

Note: While this guide will provide you with helpful hints to get the most out of your Ergotron Tablet Management Cart when using iTunes, it is not meant to be a replacement for iTunes instructions. Please reference Apple's iTunes instruction manuals for detailed and up-to-date instructions regarding use of the iTunes program. Apple also publishes an iOS (current version) Education Deployment Guide which provides helpful instructions on how to implement a large number of iPads in an education setting. Please reference http://www.apple.com/itunes/education for information regarding the iTunes App Store Volume Purchase Program if you have questions regarding syncing paid applications across multiple iPads.

Another option, for Macintosh users, is the Apple Configurator application, a free app downloadable from the Macintosh App Store. This is a multi-step app that can be used to configure and supervise a fleet of devices with standard settings, apps, and documents. It also has the capability to do large scale iOS updates.
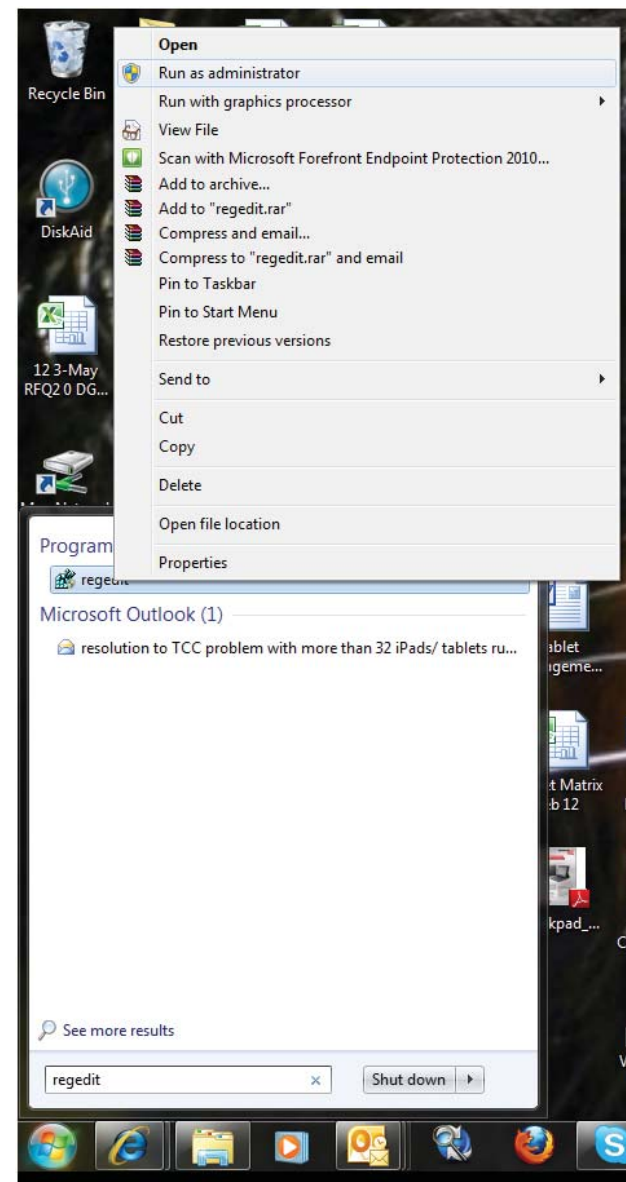
48 Tablet Cart Owners Only:

If you have a 48 device Tablet Management Cart, and you are using a PC as the master laptop for syncing, please complete the following instructions to change a registry setting to increase the number of worker threads. This will allow the Laptop to recognize 48 USB devices. If you are using an Apple Macintosh computer, you do not need to make this adjustment and can skip to the next section of instructions.
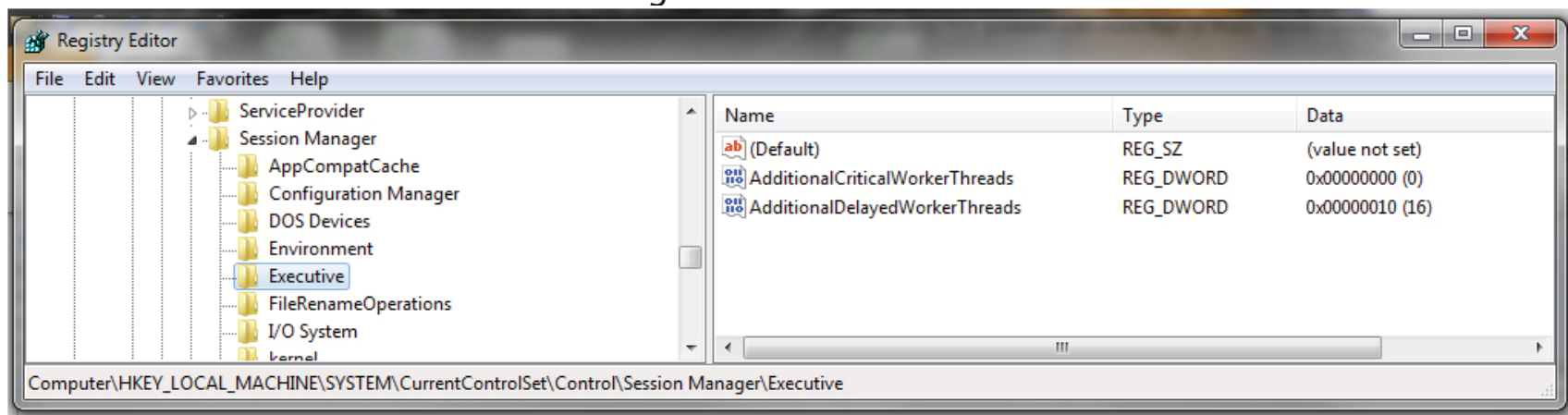
iPad, iPhone, and iPod touch are trademarks of Apple Inc., registered in the U.S. and other countries.

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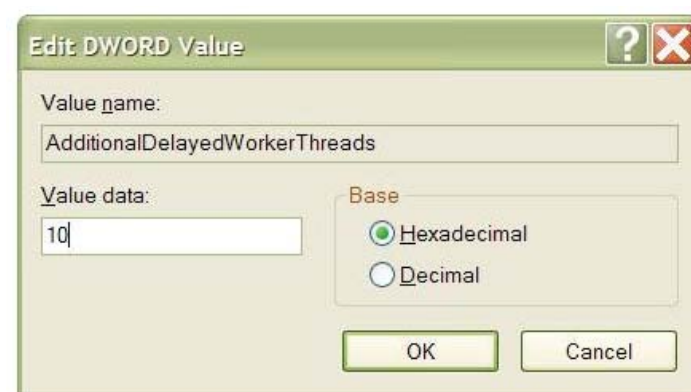To increase the number of worker threads, please follow the instructions provided by Microsoft® below:

1. From the Windows® Start menu, search for the program "regedit".

2. Run the program as a system administer by right-clicking the program and selecting "Run as administrator".

3. Go to H_KEY_LOCAL_MacintoshHINE/SYSTEM/CurrentControlSet/Control/Session Manager/Executive.

4. Before making any changes to the registry key, Ergotron recommends that you make a backup copy of the subkey. Select the "AdditionalDelayedWorkerThreads" file. Click the File menu, and then click Export.

5. In the Save box, select a location in which to save the backup copy. Create a name for the backup file in the File name box, and click Save.

6. Next, make the actual change. Right-click "AdditionalDelayedWorkerThreads".
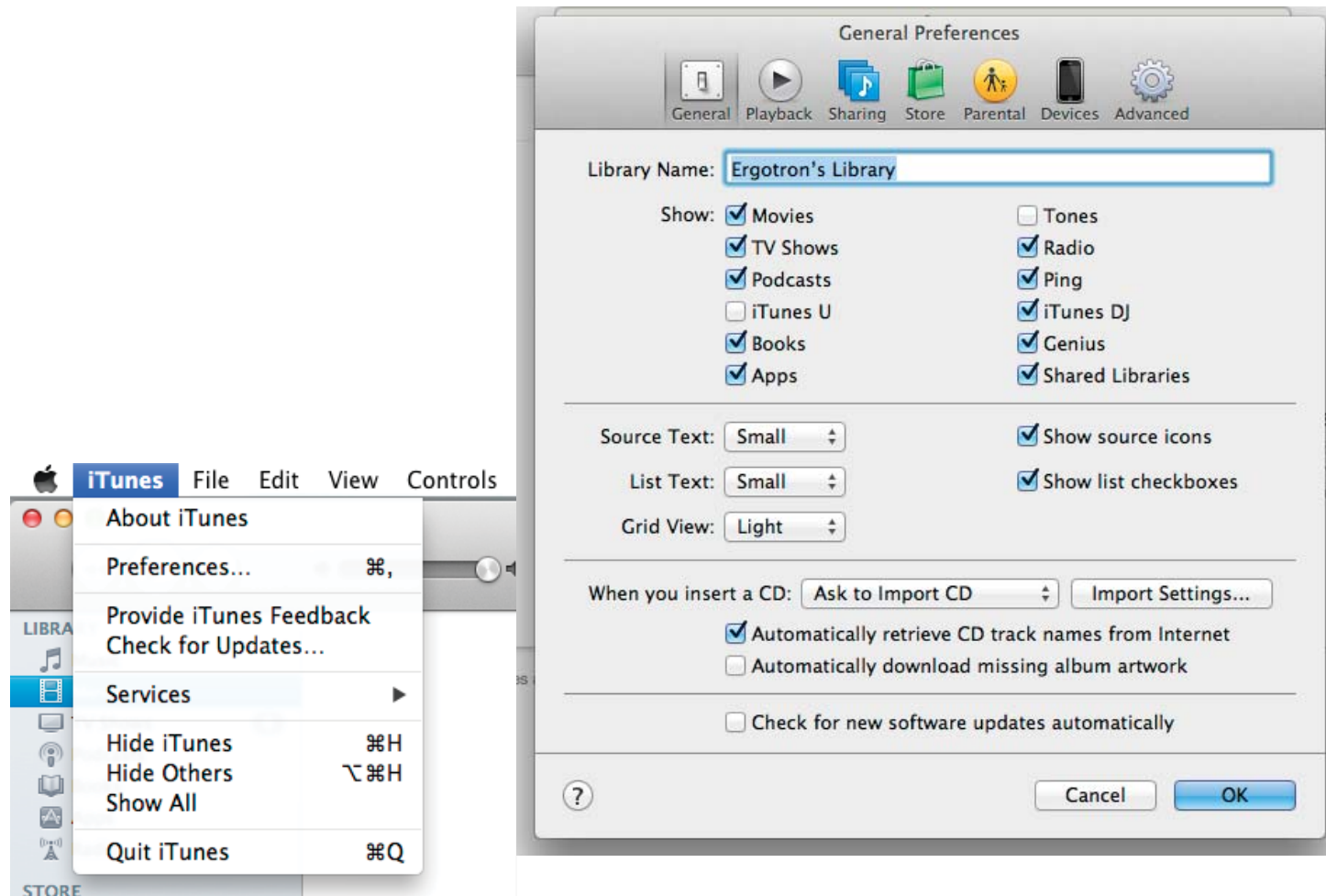
7. Enter 10 in the Value data field and select "OK".

8. Re-boot the computer. This will allow all 48 tablets in the Tablet Management Cart to communicate with the laptop.

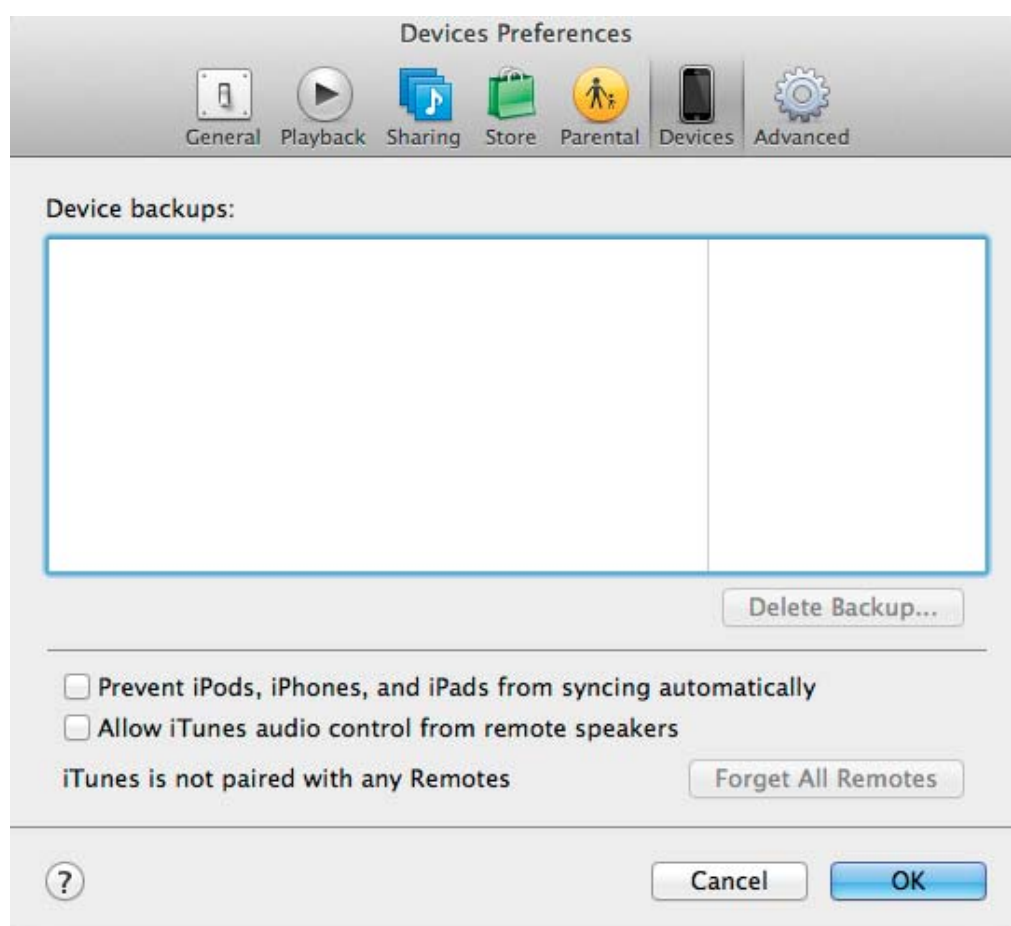Microsoft, and Windows are trademarks of the Microsoft group of companies.

iTunes Setup

There are a few settings that should be changed in iTunes to make it work best with the Ergotron Tablet Management Cart and your fleet of iPad devices.

1. Open the iTunes application on your master laptop. Select Preferences from the iTunes menu. On the General pane, uncheck "Check for new software updates automatically". This keeps the automatic update process from interfering with the syncing process. You can still check for iOS updates by manually clicking on the Check for Updates button on the individual iPad screens. For more on iOS updates, see the iOS Update section below.

2. Next, click on the Devices icon. Make sure none of the options are selected. The screen should look like this when complete. Click OK to save your changes.

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3. Prepare your iTunes library by downloading the Apps, Books, Music, etc that you intend to copy to your iPad fleet.

4. To speed up the syncing process when syncing multiple devices, Apple suggests disabling automatic backups. This can be accomplished using Apple Terminal (for instructions see Apple's iOS 5 Education Deployment Guide, Page 27) or a third party software such as BackOff by DigiDNA®.

iPad Setup

Before starting the syncing process, each individual iPad needs to be configured to work with iTunes and the Ergotron Tablet Management Cart correctly. This can be done by plugging each device into the master syncing laptop one unit at a time, or you can plug one unit in at a time within the cart.
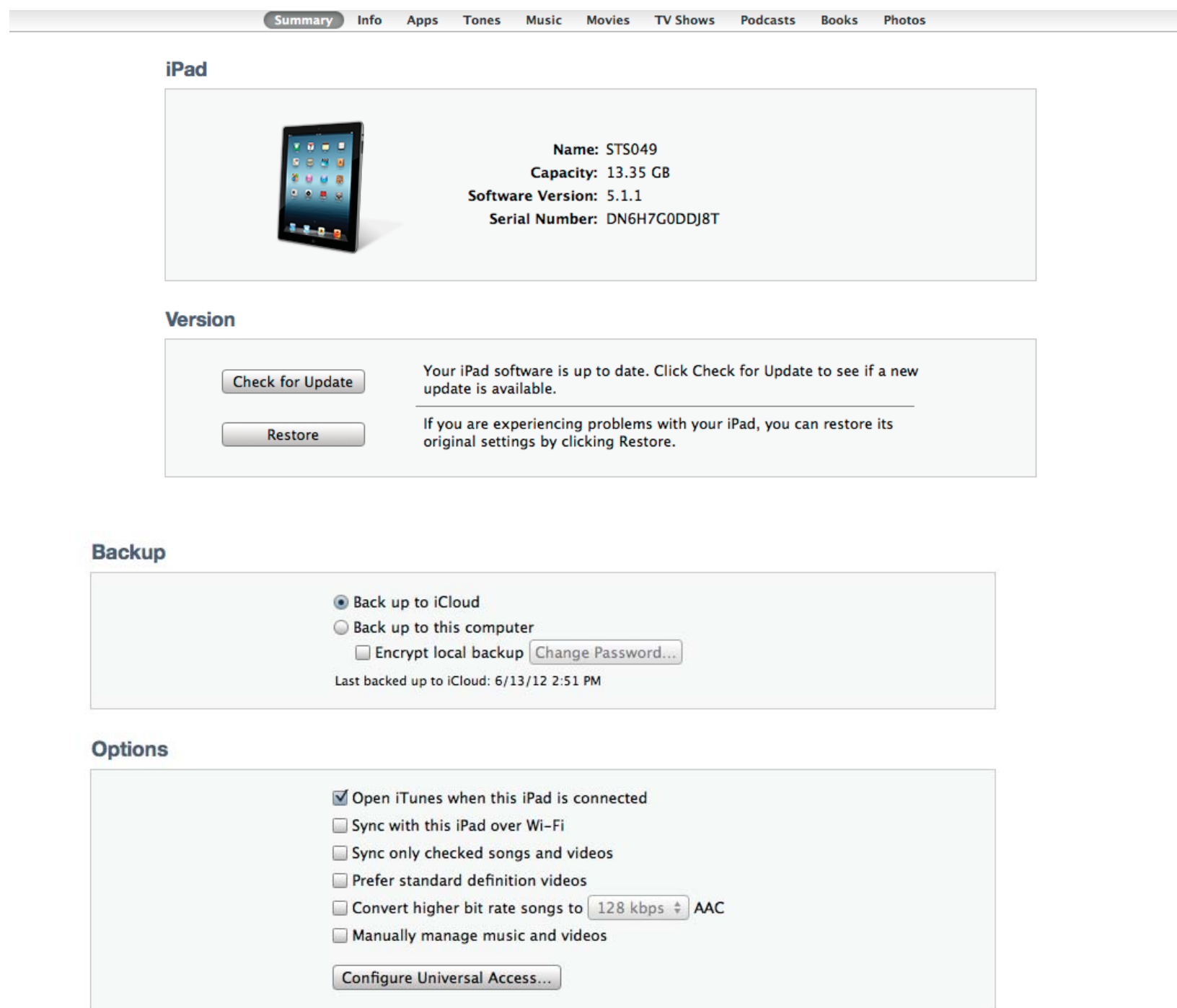
1. Setup your master laptop on top of the cart. Plug the power cord into the auxiliary outlet and the USB cable into the auxiliary USB plug. Plug the cart power cord into a wall outlet.

2. Plug iPad into the cart.

3. Open iTunes if it does not open automatically. Select your iPad device from the Device table on the left side of the screen.

4. The iPad registration screen will come up. Follow the prompts to log in or create an Apple ID and name your iPad.

5. Click on the Summary tab. Select "Open iTunes when this iPad is connected" and "Sync only checked songs and videos". Verify "Manually manage music and videos" is not selected (this function would require you to drag and drop your selections to each iPad).

6. Click on each of the tabs at the top (Apps, Music, Movies, TV shows, Books, Photos) and select which type of files you will want to sync on this device. Click the Sync or Apply button.

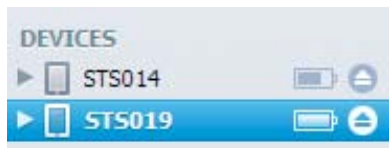**7.** Repeat Steps 2 – 7 with each iPad that will be used in this Tablet Management Cart.

Ready to Sync

1. When all the iPad devices have been configured, you are ready to charge and sync your tablets. Place each iPad in a slot in the module/cart. Plug each device in using the 30-pin USB connectors. Plug the cart or module into a wall outlet.

2. If the iPad devices are new, they should be charged for a minimum of 4 hours before attempting to sync.

 3. When ready to sync, connect one end of the USB cable into the USB port near the auxiliary outlet and the other into a USB 2.0 port on your Macintosh or PC.

4. i Tunes will open and syncing will start automatically. Each iPad will be listed in iTunes under the Device list on the left hand side of the screen. You will notice that the blue LED power indicator on each module on the Ergotron Tablet Management Cart will begin to blink slowly. This indicates the cart is in Sync mode.

NOTE: Please keep in mind that identifying the devices and syncing will take time, so please be patient. The time is dependent on the number of iPads being synced and the amount of data being transferred. It can range from a few minutes to 6 hours for 5GB of data on 48 devices. Please do not stop the process once it has been started.

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Note: If large amounts of data(>5GB) need to be transferred to 48 devices, it may be more convenient to sync one module at a time (16 units). This can be done by only plugging in iPads for one module at a time.

5. When syncing is complete, the Eject symbol will appear next to each device. At this time it is safe to eject the device by clicking on the Eject symbol or closing iTunes.

6. When syncing is complete, unplug the USB Cable from your Macintosh or PC so charging can begin. The blue LED power indicator will become solid indicating it is in charging mode. Charging will not occur while the USB Cable is plugged into the master laptop.

iOS Updates

Due to the functionality of the iTunes software, iOS updates can not be done across the whole fleet of iPad devices at one time. This will need to be completed one unit at a time. It can still be done with the units plugged into the cart. To update iOS on each iPad, select an iPad from under the Device list on the left side of the screen. Click on the Update button in the middle of the screen. Follow the prompts to complete the update. Updating time will varying depending on the size of the update from Apple. When one unit is complete, the next unit can be selected until all units have been updated.

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