

Tablet User's Handbook



Student ID		
Name		
Tablet PC	No.	
Type Cover	No.	

Please write down all of the management No. in the above rental list.

When returning all of the rental devices, please make sure to confirm the numbers.

Welcome to JAIST

Welcome to JAIST. We have been lending a terminal PCs for all students as computing infrastructure for education and research in JAIST. You can get it and use for making reports and thesis, information gathering on the Internet, application processes for, and also for as a access terminal for supercomputers in JAIST. You can take advantage of portability, using not only at your booth but also in lecture rooms, seminar rooms and everywhere in JAIST. We can also put peripheral pieces of equipment such as display, keyboard, mouse, and tablet dock on your desk so that you can perform long-time work, comfortably as with like using desktop PCs. Please ask your supervisor if you want to use pieces on your desk.

Furthermore, we are also providing “JAIST cloud desktop service” which is windows desktop service on cloud environment. You can use several applications on this environment, and your data on the environment is supposed to be backed up. You also can use this environment from this tablet terminal. In addition, you also can use any supercomputers for your research during student years without any additional fee. Please take advantage of these environments.

The ICT infrastructure in JAIST is managed and operated by Research Center for Advanced Computing Infrastructure. We are offering several services. Enjoy your JAIST life.

情報社会基盤研究センター

Research Center for Advanced Computing Infrastructure

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As of Apr.1, 2025

1 Notice

1.1 Damage

- When a terminal PCs are damaged, because Microsoft Company need to know the damage situation, so please report the situation of the surface to Research Center for Advanced Computing Infrastructure (RCACI) as soon as possible.
- Since the bag is only for you to carry the equipment, but this bag is not recommended to be used in a daily living. Due to a terminal PCs do not have the protection function, once fallen or collision, please report to RCACI. When you put your keyboard cover in your bag directly, the key will be easily stuck and damage, please report to RCACI.
- When using a keyboard cover, a keyboard surface need to be inside.
- The keyboard cover connect with the body using magnetic mechanism, so you should carry the body of terminal PCs. If you carry the keyboard, a terminal PCs can easily fallen and broken.
- When the terminal PC was damaged or deformed, it is dangerous. Please report to RCACI as soon as possible.

1.2 Data backup

- When a terminal PC is in trouble, due to the structure of the data, the restoration is very difficult. So you should backup your important data regularly. It is recommended that you set up automatic backup of important data to cloud storage.

1.3 Windows Update

- Although Windows Update is minimized by the terminal setup at JAIST, the update may include specific Surface update which is not on a regular basis, so we recommend you to manually update.

1.4 Cases of abnormal operation

- To force shutdown, press and hold the power button for 30 seconds.

1.5 Terminal handling

- When you do not use the Surface for a long period of time, please return it to the Center. If necessary, you can apply to borrow the Surface again.
- There have been reported cases where accessories are lost by being left unattended for a long period.
- When your desk is changed, please move the following things at the same time too.
When you move the installed desktop and dock display in the center, please contact with the center by supervisor or floor manager.

Surface PC
TypeCover Keyboard
Power adapter

2 Surface Tablet PC and Accessories

2.1 Rental devices



The above 3 things are all rental devices. Please be careful not to lose or break any. When you move to another desk or another laboratory, do not forget to bring these devices with you.

2.2 Installed Equipment (USB-C Monitor type)



Installed equipment (without surface dock) is the above 4 devices. Please connect the Surface to the monitor with a USB-C cable as shown in the picture. By connecting the Surface and monitor with a USB-C cable, you can use the screen output and the USB-A port on the monitor side.

For detail information about the equipment and how to make a request a new equipment, please visit the following website.

<https://www.jaist.ac.jp/iscenter/en/pc/equipment/>

2.3 Installed Equipment (Surface Dock Type.)



Installed equipment (with surface dock) is the above devices.
Please connect the surface to the surface dock.

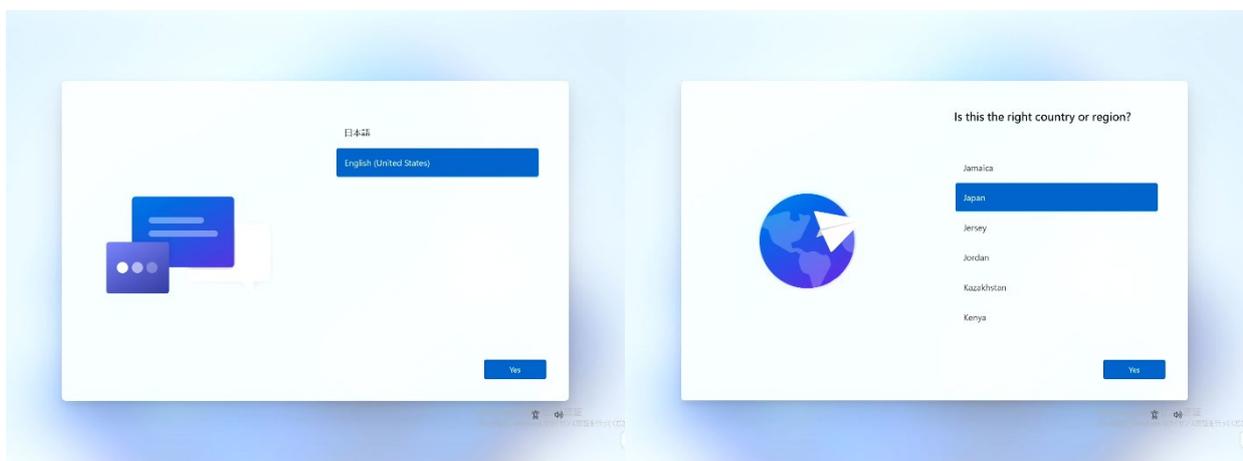
For detail information about the equipment and how to make a request a new equipment, please visit the following website.

<https://www.jaist.ac.jp/iscenter/en/pc/equipment/>

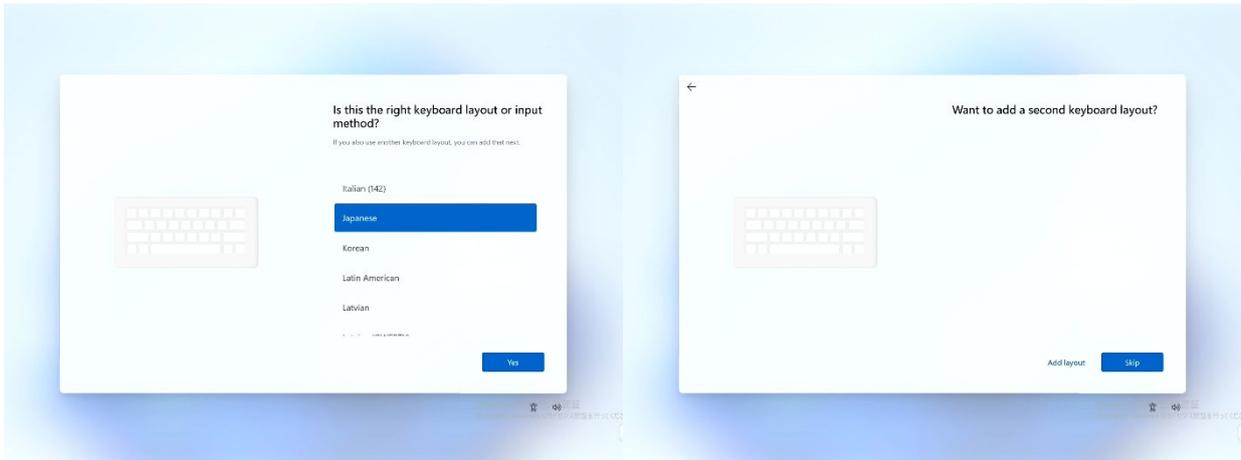
3 Setup

In the initial setup, you should charge the battery.
You should charge the battery before setup for more than 30 minutes, and keep charging.
During the setup procedure, the setup process cannot be interrupted.

3.1 Language Selection

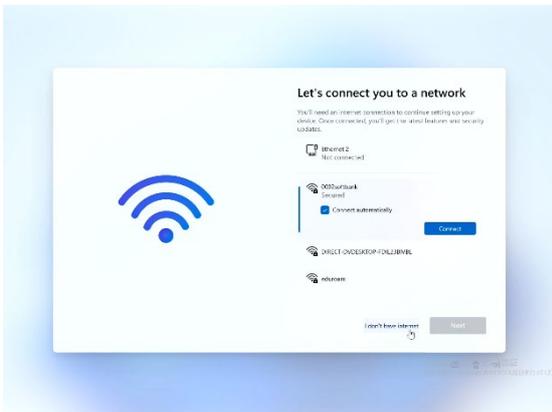


You can use English or Japanese.
And if you want to use other languages, you can install it later.
For regional settings, please select "Japan" which is your current location.



Please select the default "Japanese" keyboard layout.
Please add the second keyboard layout as necessary.

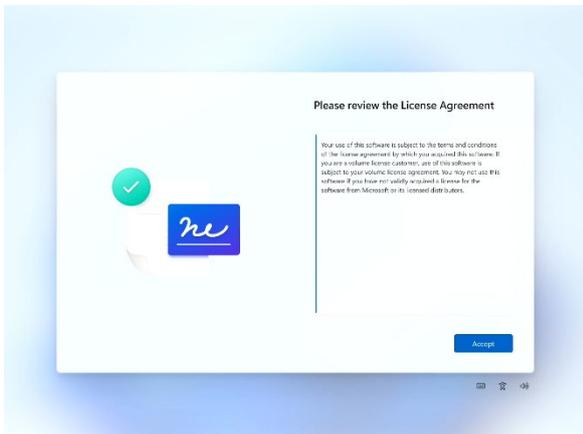
3.2 Network connection



If the terminal is not online, wireless LAN setting screen will be appeared.
If the network connection is available, please setup. if not, please just skip it.

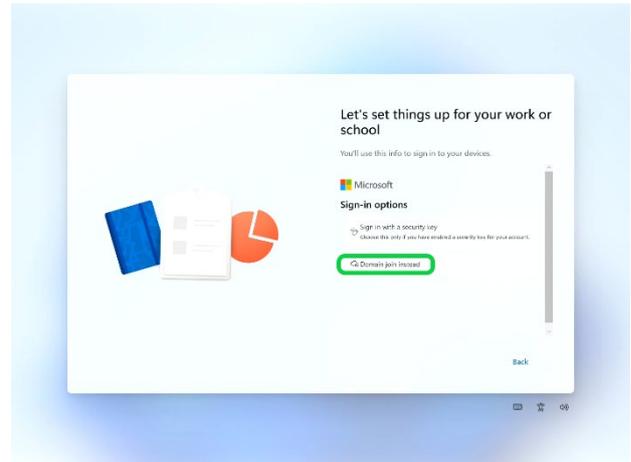
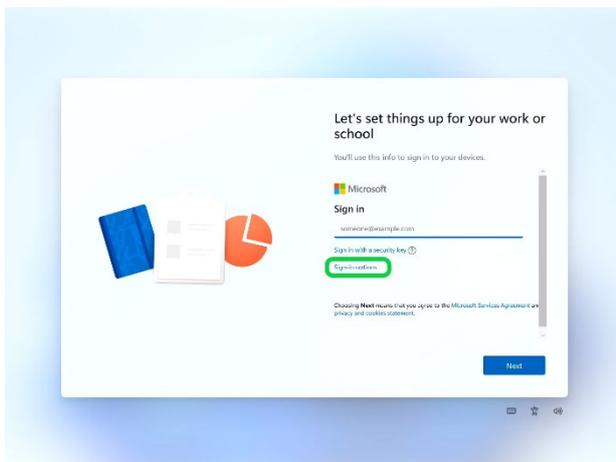
*The connection of Campus wireless LAN requires the digital certificate.
At the end of setup process, after acquiring digital certificate, please setup the certificate.
During the enrollment period you do not need to prepare the wireless LAN digital certificate.*

3.3 License agreement



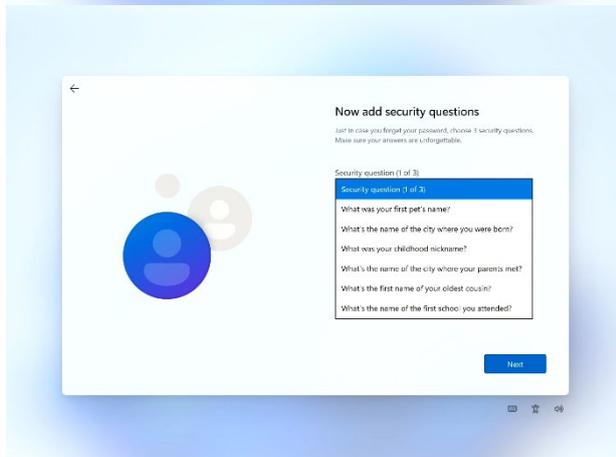
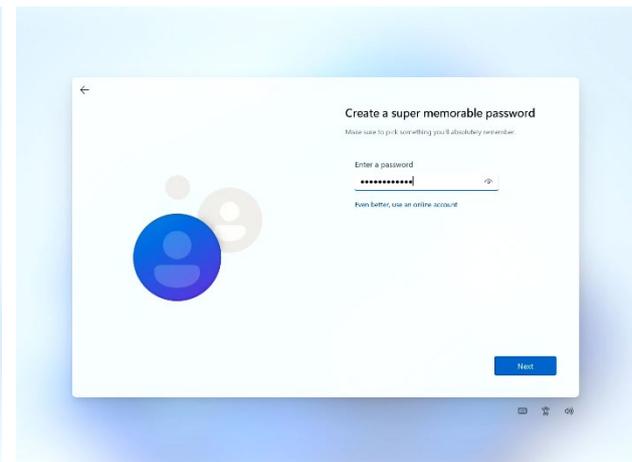
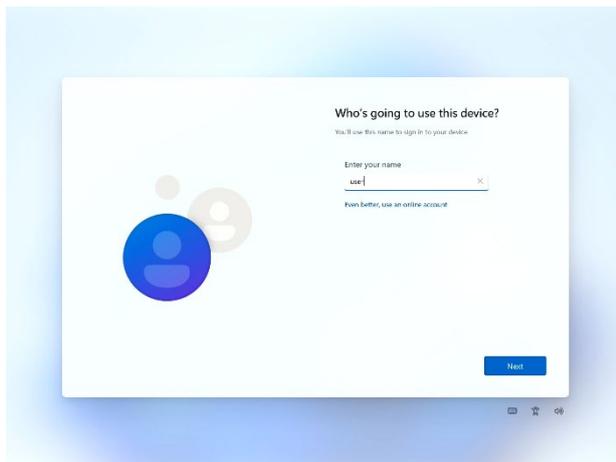
You should read and make sure the volume license agreement and click on "agree."

3.4 Sign in Window



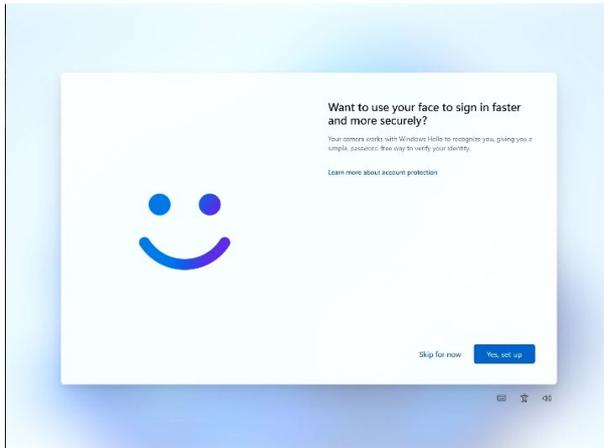
We recommend that you create a local administrator account. If necessary, you can link your local account to your Microsoft account later. Please select "Domain Join instead".

3.5 Account Creation



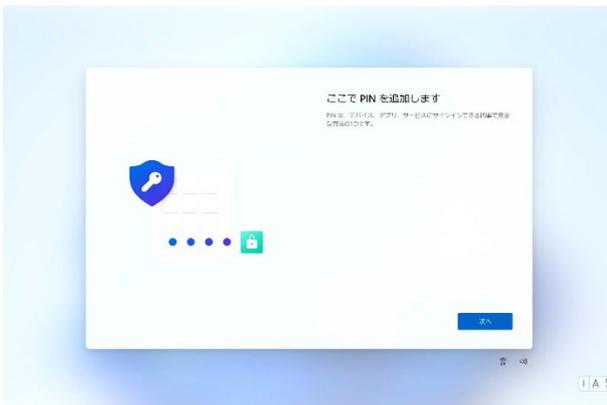
Please create the username and password for local administrator. Since the username and password to be set at this time are valid only for the Surface, you can freely setup any username, but we recommend you avoid using a password that is the same as what you use elsewhere.

3.6 Face Recognition



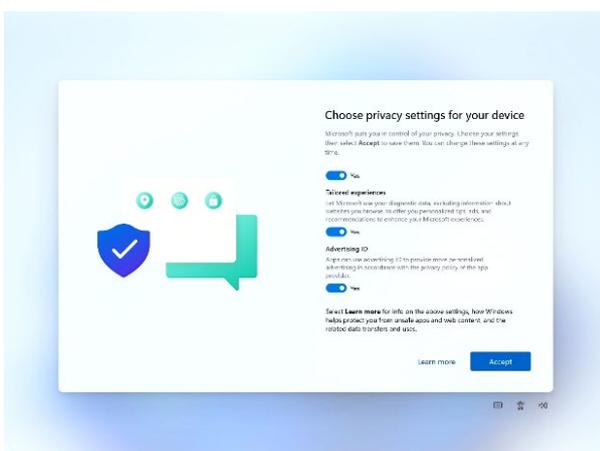
You can configure Windows Hello settings on devices that can use sign-in using face recognition. It can also be setup later after initialization.

3.7 Setting Up PIN



PIN code can be set.

3.8 Setting Up Device Privacy



Please change privacy settings as necessary.

3.9 Sign in

Setup is completed, the time will show on the desktop. Then you can sign in for the first time and the initialization operation will be performed, it may take a few minutes.

4 Wireless LAN Connection

JAIST offers Internet connection via wireless LAN, it is possible to access in almost all areas of the campus including each school building, lecture building, library, university hall and Tokyo campus except outdoor area. Moreover, by using Eduroam service, it is possible to use wireless LAN even at universities and other educational research institutes in both Japan and overseas.

When connecting to this university wireless LAN, it is necessary to install an electronic certificate. However, a network connection is required to obtain the electronic certificate.

Therefore, for the initial acquisition of the electronic certificate, please use one of the following methods. Connect Surface terminal to the docking station using wired LAN (use another online terminal to acquire, then copy it).

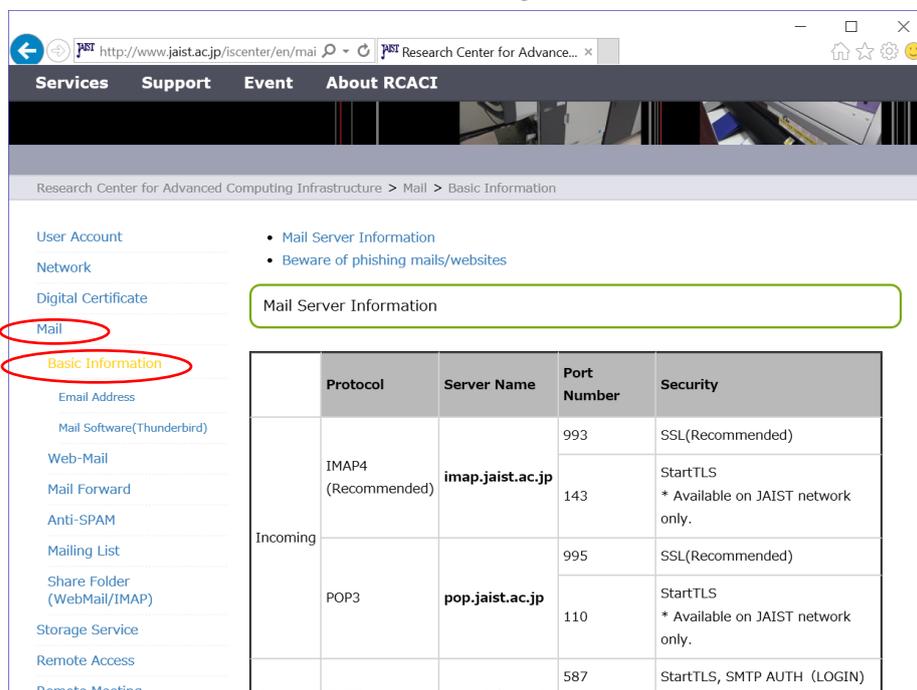
In addition, during the admission period, the school will prepare temporary wireless LAN access that does not require electronic certificate to allow the new students to acquire digital certificate by using that wireless LAN.

Make sure to use the correct time zone and data. It can cause other problems, such as online activation, etc.

4.1 Change the e-mail address

Since the electronic certificate contains the e-mail address information, it will be invalid if you change the e-mail address. If you wish to change your e-mail address, please change it before obtaining electronic certificate.

4.1.1. From 「Research Center for Advanced computing Infrastructure」 page, go to 「mail」 「basic information」 「e-mail address」 「Change the e-mail address」

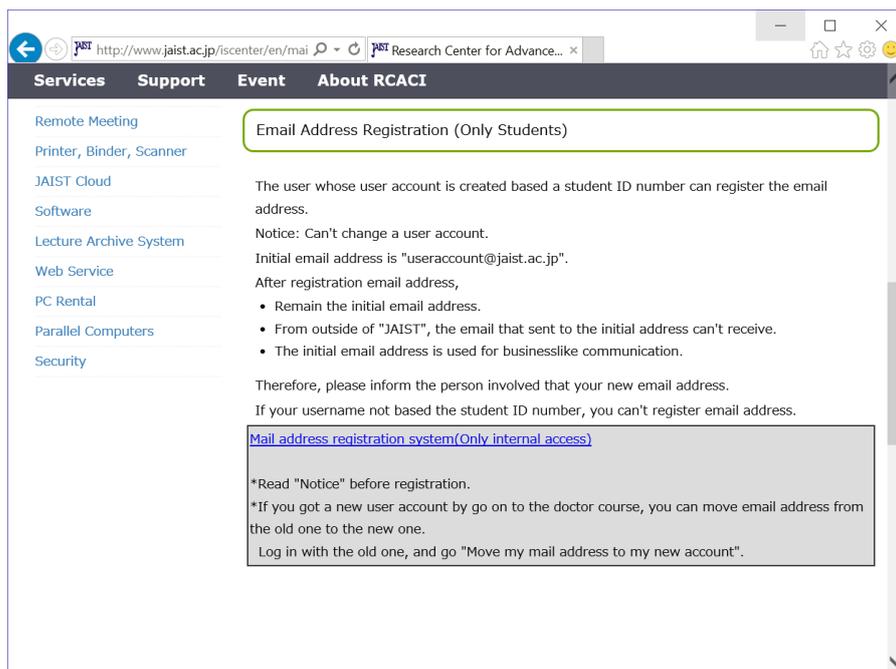


Mail Server Information

	Protocol	Server Name	Port Number	Security
Incoming	IMAP4 (Recommended)	imap.jaist.ac.jp	993	SSL(Recommended)
			143	StartTLS * Available on JAIST network only.
	POP3	pop.jaist.ac.jp	995	SSL(Recommended)
			110	StartTLS * Available on JAIST network only.
Outgoing	SMTP	smtp.jaist.ac.jp	587	StartTLS, SMTP AUTH (LOGIN)

4.1.2. After confirming the caution points 「Change the e-mail address」, click on 「mail address registration form」.

You can find 「mail address registration form」 the explanation about the registration rules.

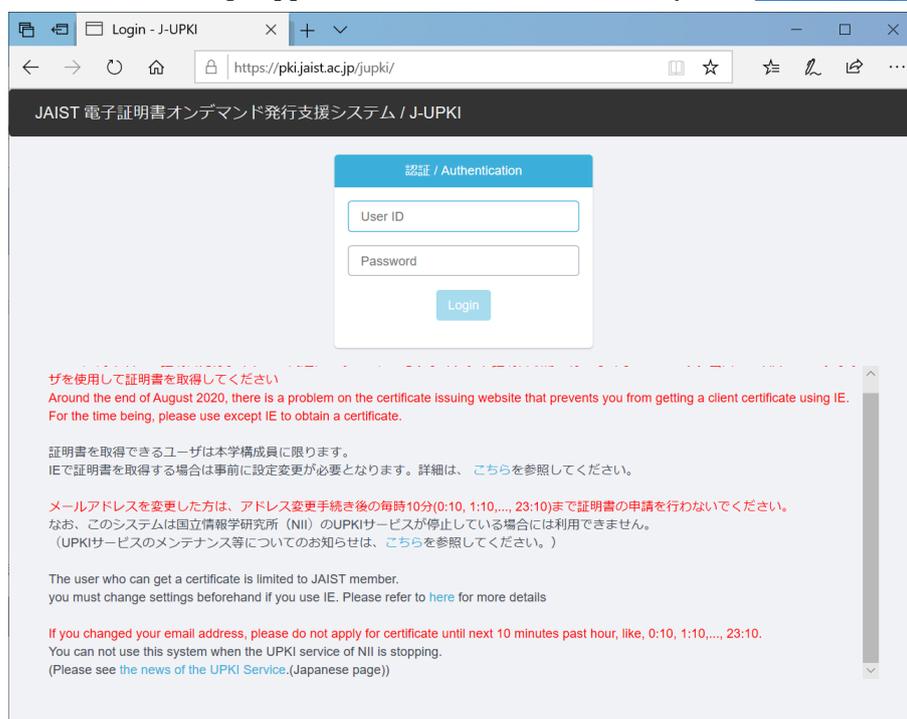


4.3.1. After understanding the rules, authenticate “JAIST account”. Please register your e-mail address.

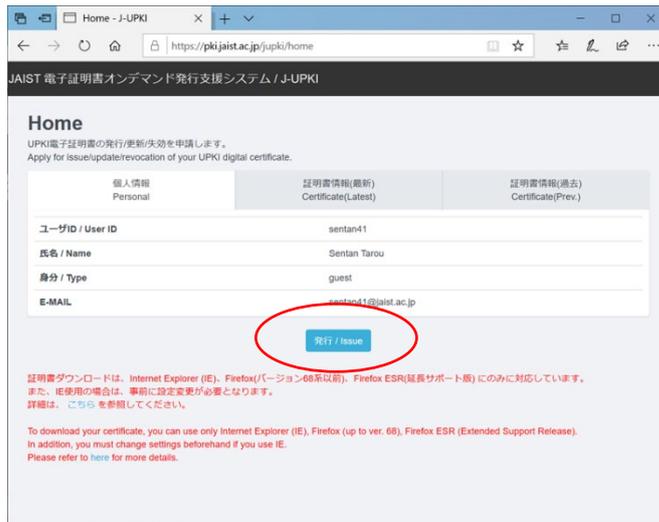
4.2 Acquiring and importing Digital certificate

To get the Digital certificate using the Microsoft Edge browser, follow the steps below. When you acquire the Digital certificate, it may be necessary to change the settings of the browser. Please refer to the「Research Center for Advanced computing Infrastructure」webpage for more details.

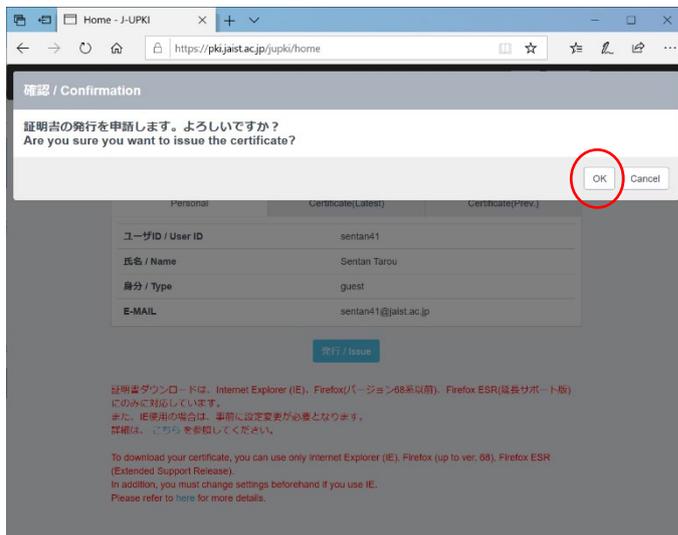
4.2.1. Start Microsoft Edge application. Access for J—UPKI system <https://pki.jaist.ac.jp/jupki/>, then login.



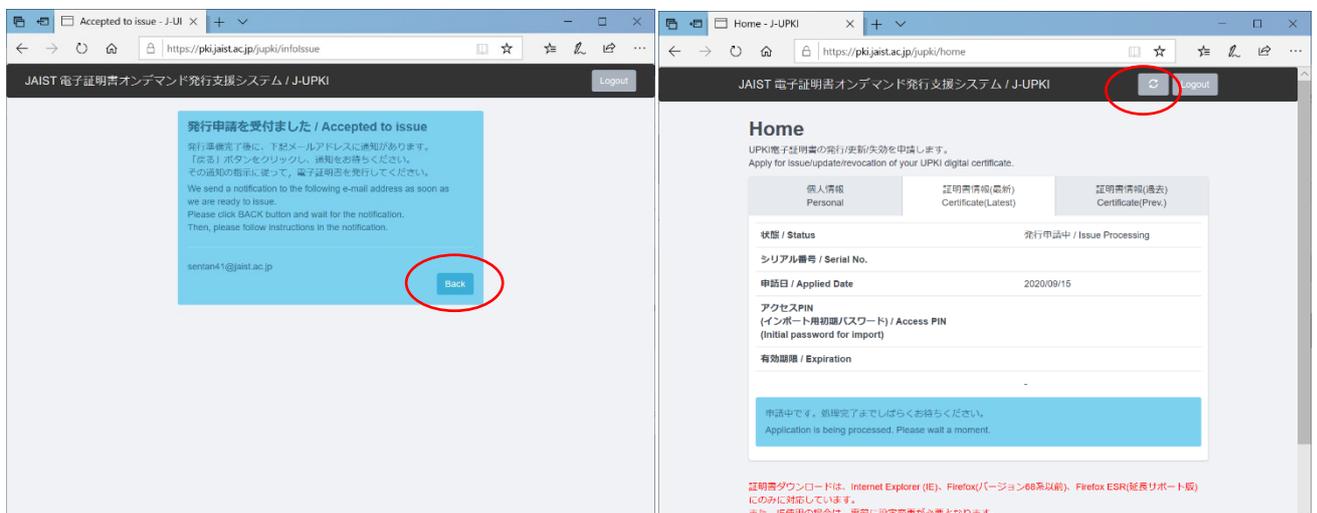
4.2.2. Please click [Issue].



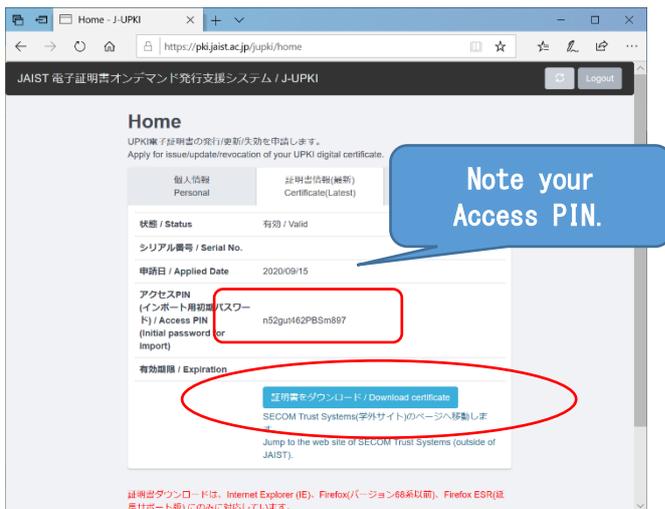
4.2.3. The preparation of Digital certificate will begin. Please click [OK].



4.2.4. You will be redirected to the application acceptance screen. Click the [BACK] button. During the application process, you should see the following screen. Please wait for a while and then click the reload button.



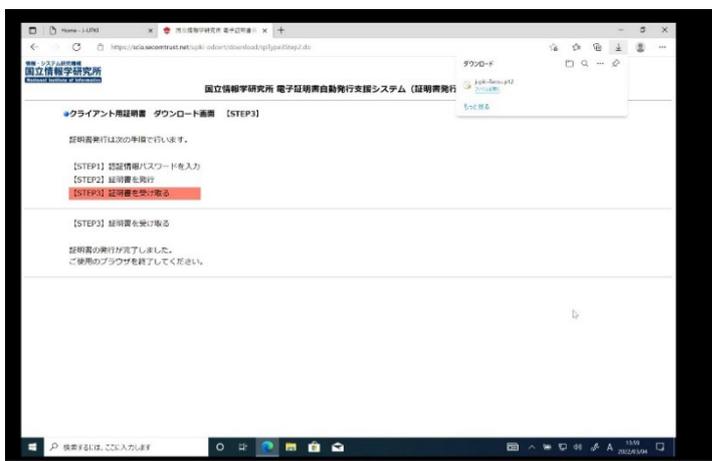
4.2.5. When the certificate download screen appears, note your Access PIN. Click on [Download Certificate] you will be redirected to the NII certificate issuance site.



4.2.6. Proceed to **【STEP2】** in NII's issuance of certificate website, do the Digital certificate [Issue].

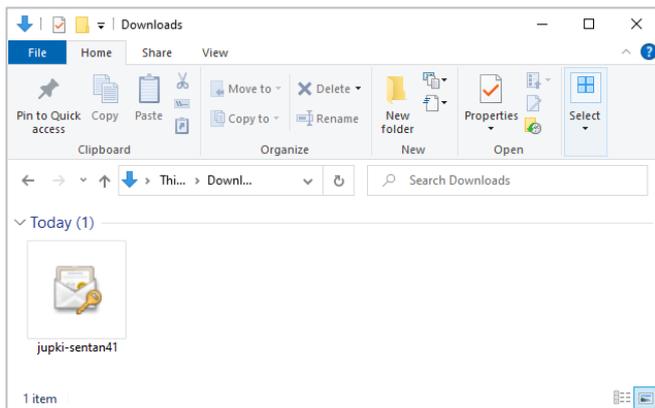


4.2.7. Your certificate file will begin to download. Save the file.

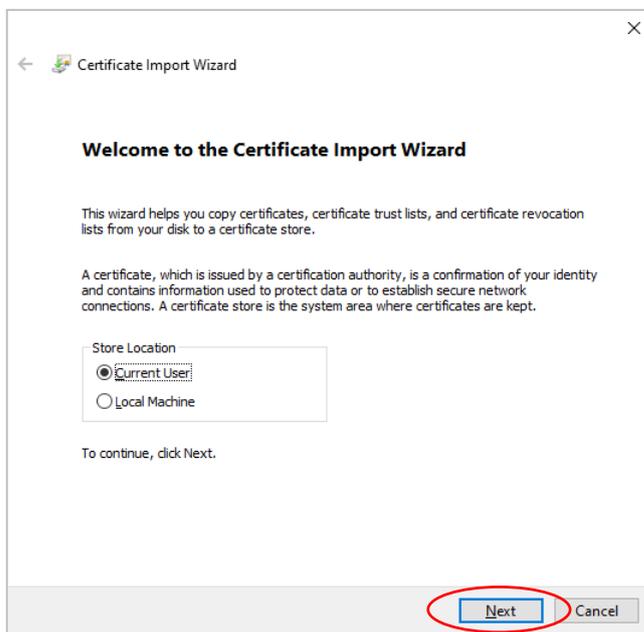


That's all you have to do to get your certificate. Please keep your certificate in a safe place until it expires. Next, we will explain the procedure for importing a certificate. If you are using a wireless LAN, you need to import the certificate into the Windows OS.

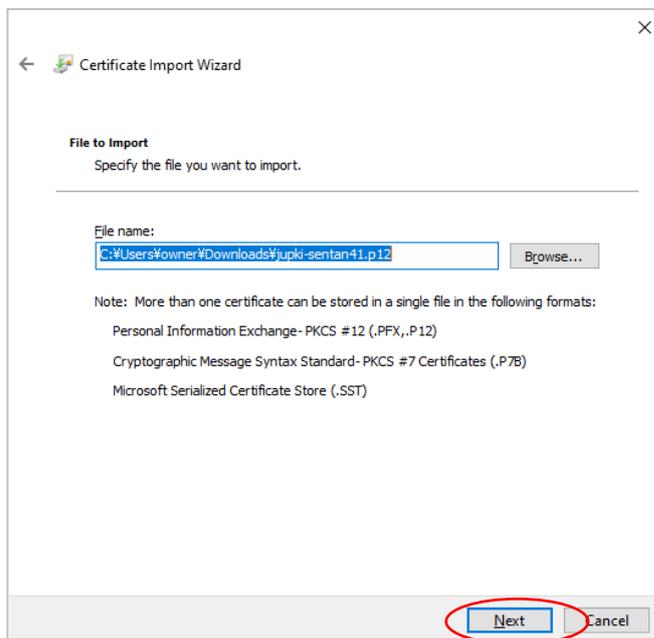
4.2.8. Open the saved certificate file by double-clicking it in “File Explorer” or similar tool.



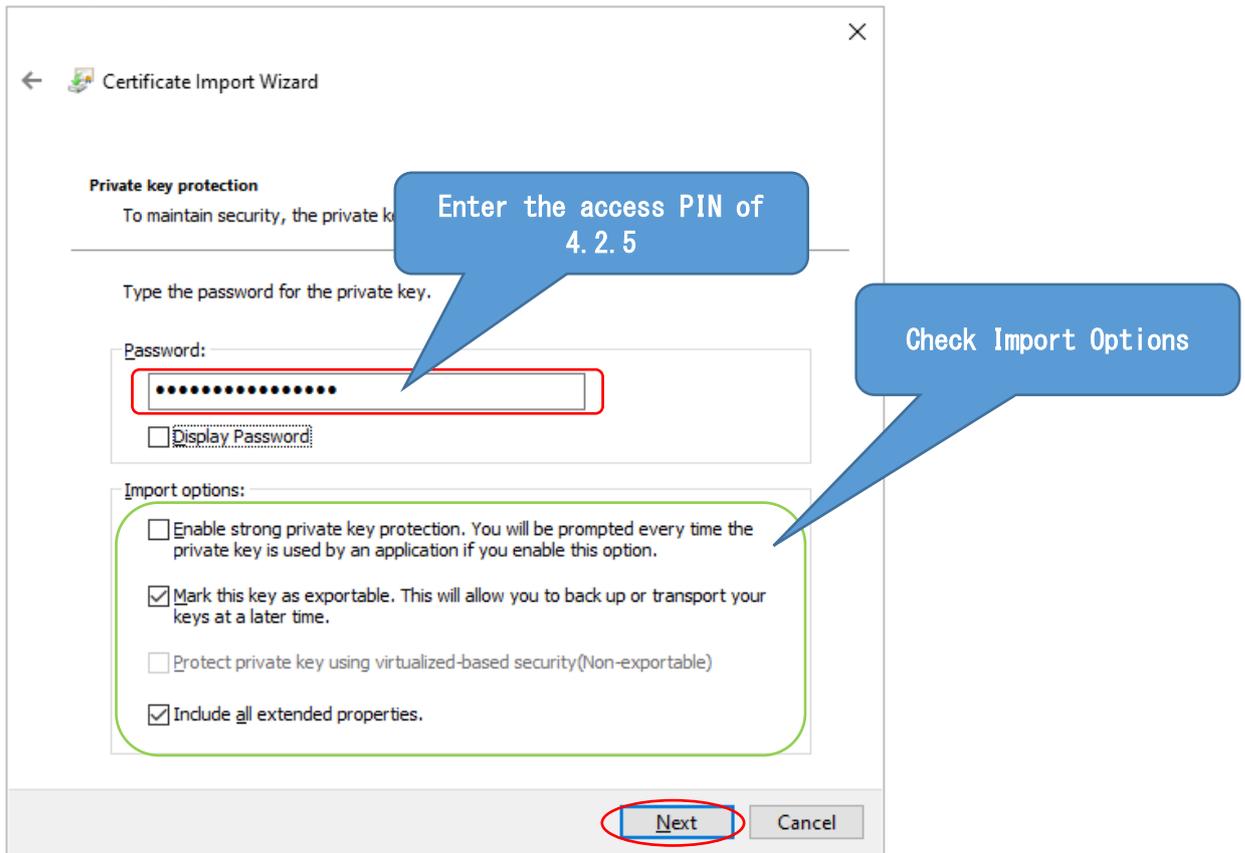
4.2.9. “Certificate-Import wizard” starts up. Click [Next].



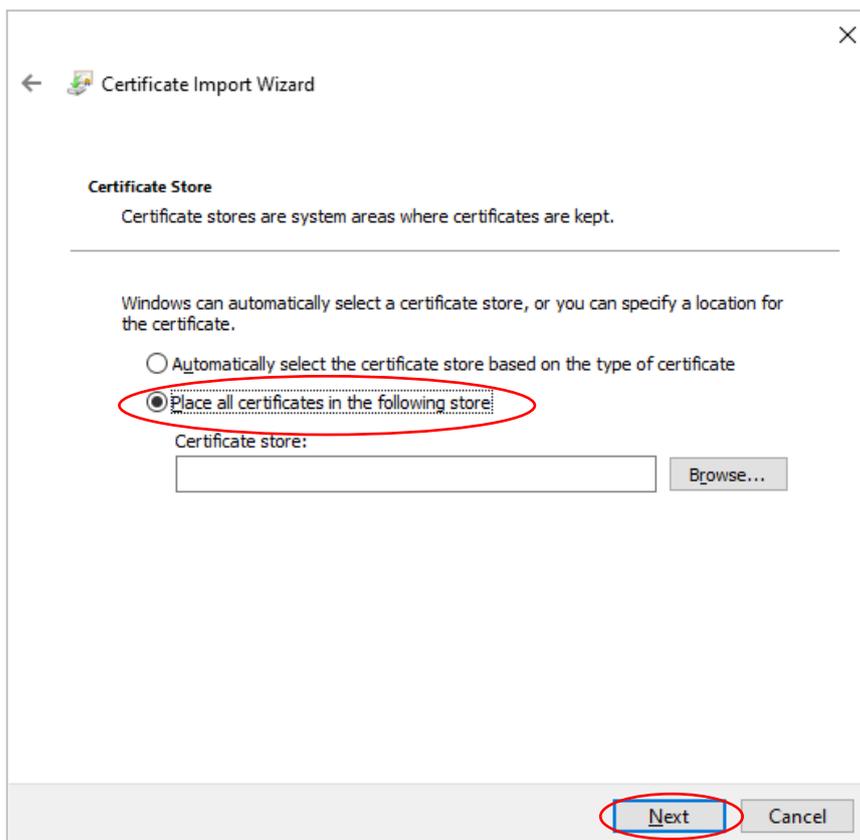
4.2.10. Confirm the file to be imported and click [Next].



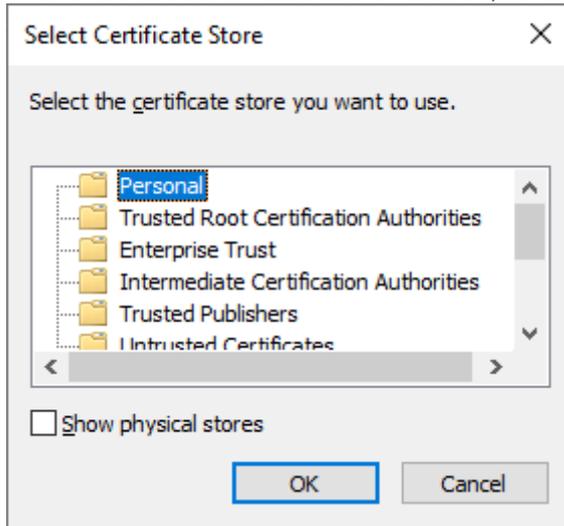
4.2.11. Enter the access PIN that you have memorized in step 4.2.5 in the “Password” area, make sure that the import option area is checked as shown below, and click [Next].



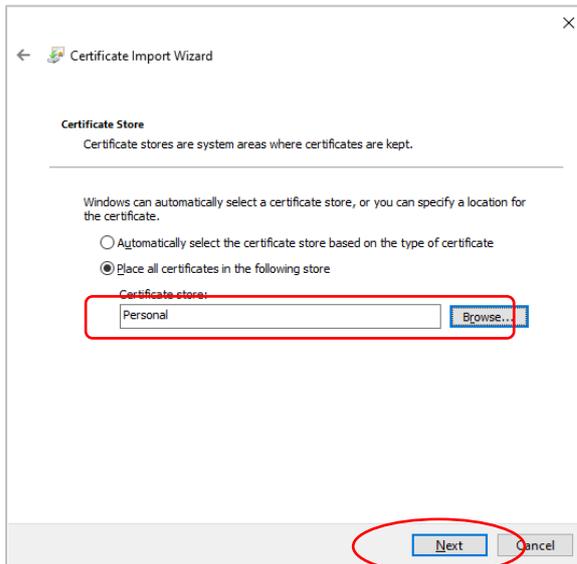
4.2.12. Check the box "Place all certificates in the following store" and click[Next].



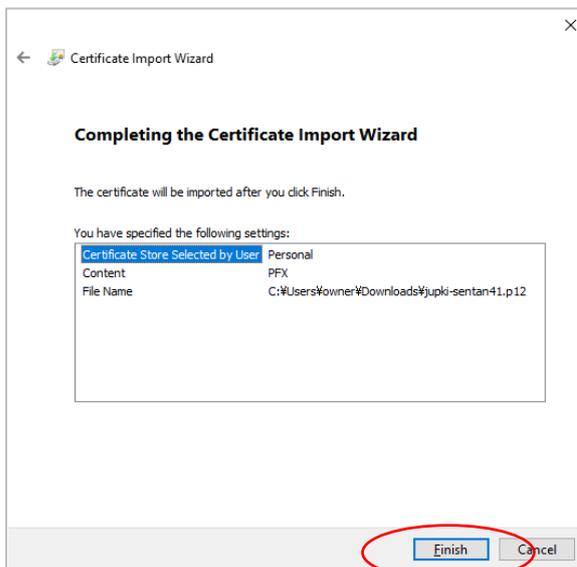
4.2.13. In the "Select Certificate Store" section, select "Personal" and click [Next].



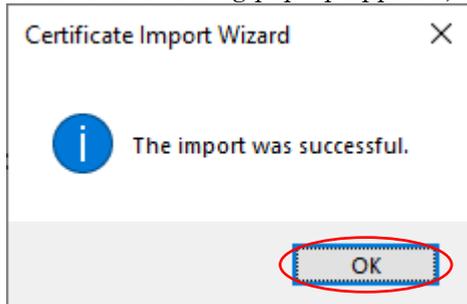
4.2.14. Once you have checked the "Place all certificates in the following store" box and made sure that the "Certificate Store" is set to "Personal", click [Next].



4.2.15. Click [Finish].



4.2.16. When the following pop-up appears, the importing process is complete. Click [OK].

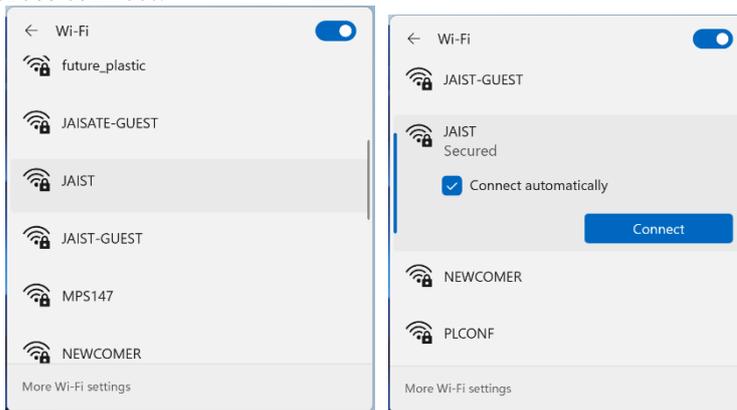


You have now completed the Acquiring and import of your Digital certificate using Microsoft Edge.

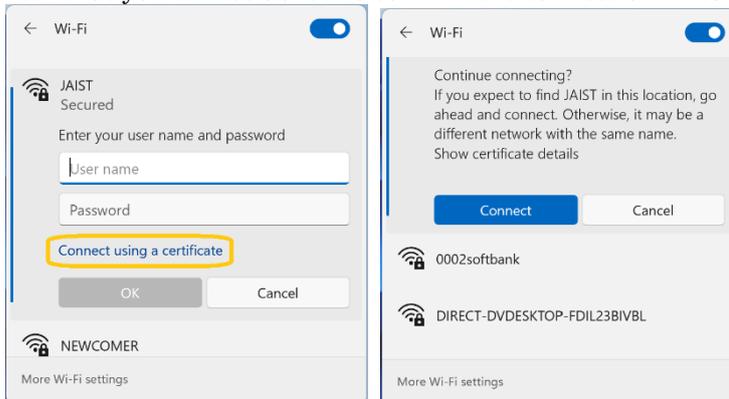
4.3 "JAIST" wireless LAN Connection

Open action center, click Wi-Fi icon. Usually, in Wi-Fi icon, the connected network access point names or available networks are displayed.

4.3.1. Please select "JAIST" in the display list of Wireless network. Check 「connect automatically」, then press connect.

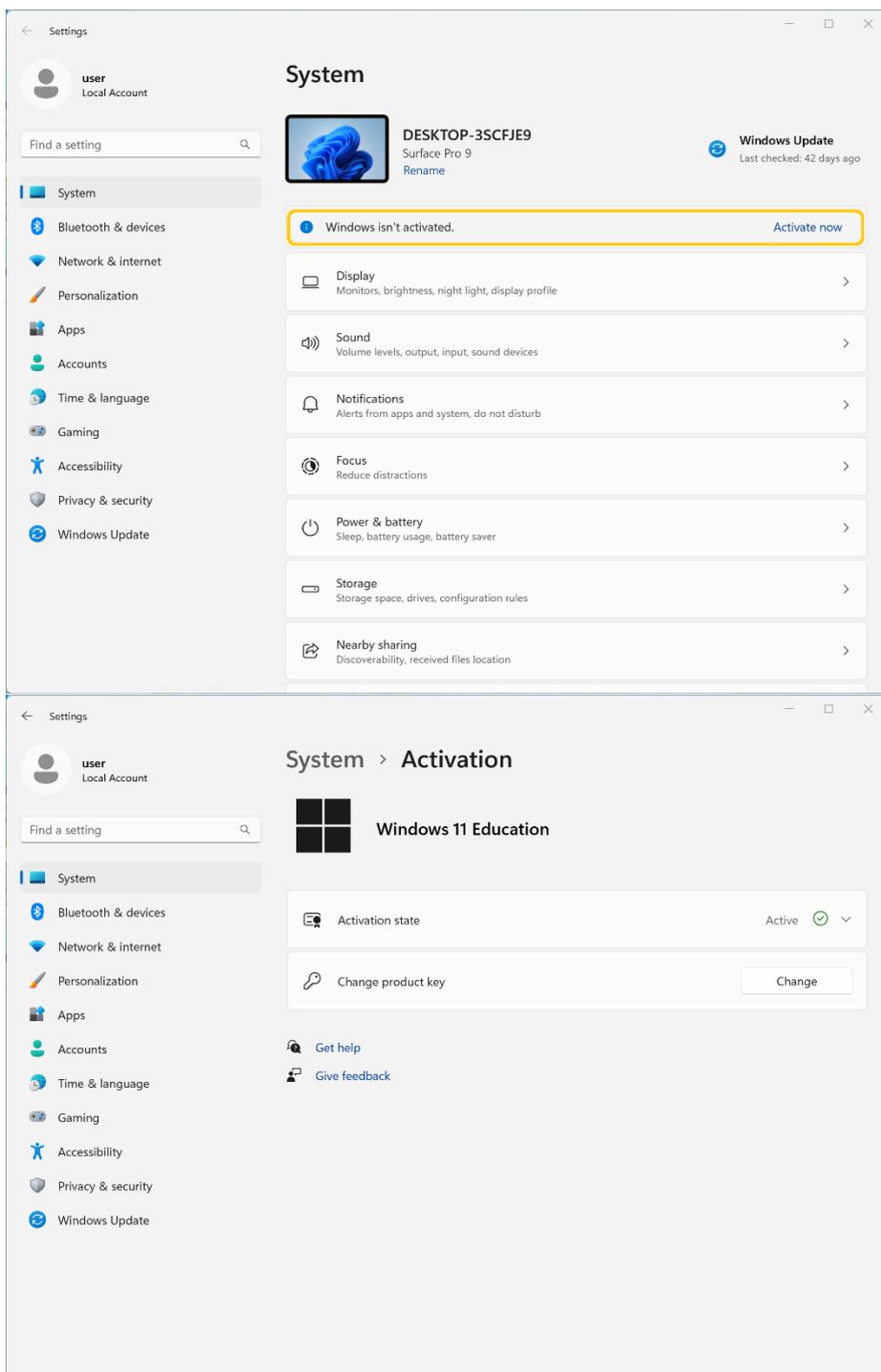


4.3.2. Please ignore the User name and password and select 「connect using a certificate」. If more than one certificate exists please choose 4.2 the acquired Digital certificate. After that you will be asked to confirm the connection. Please confirm the content and connect.



5 About Windows11

5.1 License authentication



This Surface terminal is using 「Windows11 Education」 OS Edition. It is necessary to obtain certification from the license server installed in our university within a certain period, and it will be done automatically when connecting to JAIST campus network.

If there is an indication "please authenticate Windows license", please connect to our JAIST network. Activation is done and the displayed indication disappears. Similarly, do the license activation for "Microsoft Office".

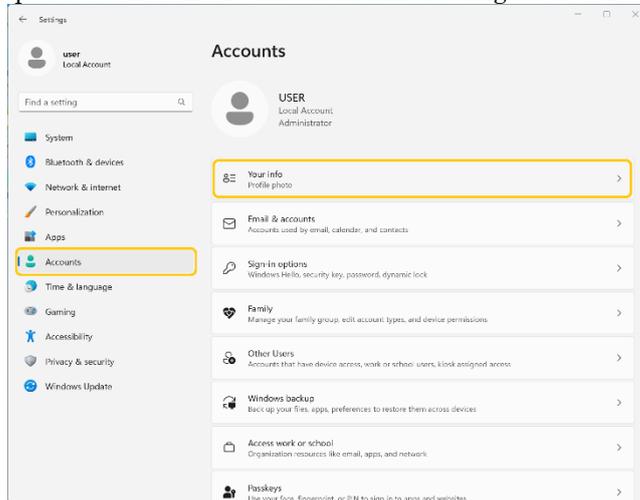
Activation cannot be performed unless the date and time of the terminal are set correctly.

5.2 Microsoft account

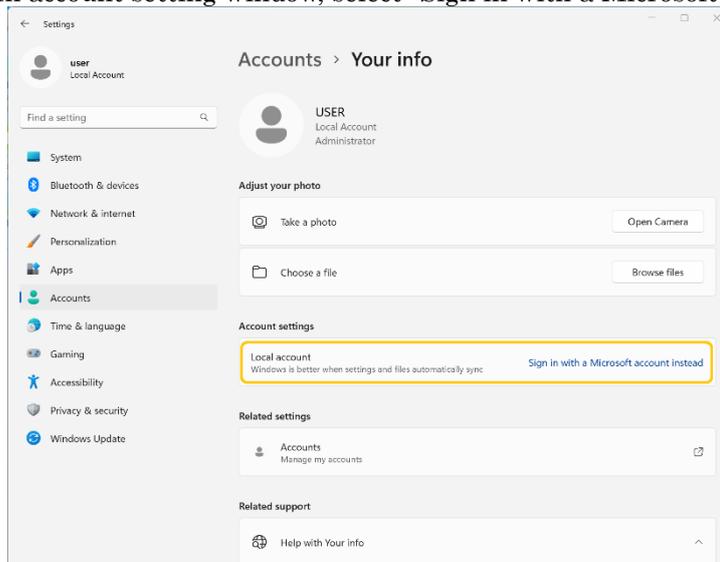
Microsoft account is ID for using Microsoft web service.

In Windows version after Window8, signing in by Microsoft account becomes possible to use Microsoft Web service. If you use Microsoft store, OneDrive and online back up, then you have to use Microsoft account. Please activate Microsoft account as follows, if the services are necessary for you.

5.2.1. Open Action Center and click “All Settings” button. Select “Account” in the setting window.



5.2.2. In account setting window, select “Sign in with a Microsoft account instead”.



You can use existing Microsoft Account, or you can create a new Microsoft account using existing mail-address, or using Outlook.com, if you have.

Notice that: If you create a new account with JAIST e-mail address, please read the follows carefully.

Initial e-mail address of JAIST is based on User ID. You can add the mail alias to your ID-based address. (ex: s1234567@jaist.ac.jp -> sentan@jaist.ac.jp)

But the important note is that ID-based address become JAIST-internal address after adding such mail address. Such internal address can't receive mails from outside of JAIST.

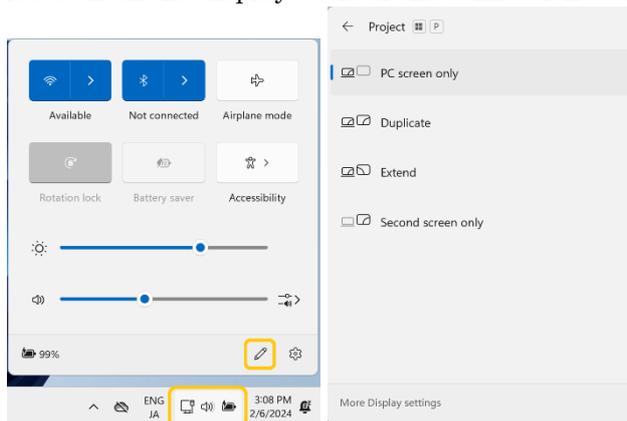
If you add your mail alias after creating your Microsoft account with ID-based address, important mails from Microsoft (external service of JAIST) become available.

5.3 Multi Display

In initial setting, the setting of monitor output is “duplicate”. As you connect the surface terminal to docking station or surface dock, surface display automatically duplicate to the monitor. If you want to change the setting, please refer to the following.

- 5.3.1. Open Action Center
- 5.3.2. Select “Project”
- 5.3.3. Select preferred output method.

When the surface doesn't recognize second monitor, such menu of “projector” will not be displayed. Please check the display cable or the connection to the docking station.



Action Center appears as a vertical panel on the right side of the screen when you *swipe* in from the right or tap a button in the Notification tray.

5.4 Function of “Restore factory settings”

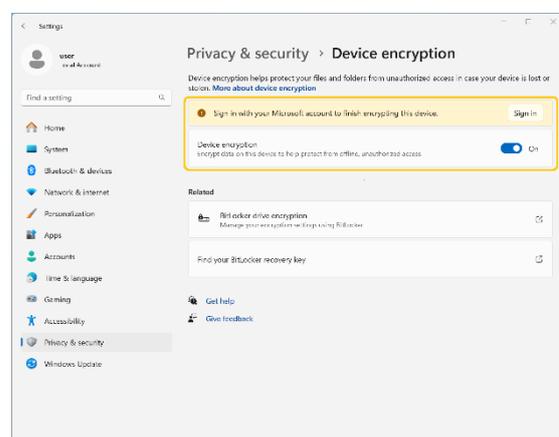
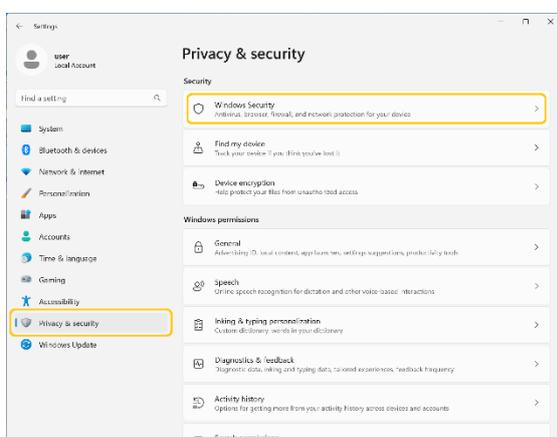
Windows (later than Windows 8) has a recovery option “Restore factory settings” as default function. This option removes all of customize for JAIST.

So we ask you not to use this function. If you need to initialize the Surface, please backup your data and bring the surface to RCACI. About one hour after, we can hand initialized surface to you.

5.5 How to enable device encryption

Device encryption is a function to prevent your data from unauthorized access in case the surface terminal is lost or stolen. If you leave the default setting, when the encryption function is active due to some defects, you will be unable to access to your surface. If you do not want to use this function, you can skip the following procedure.

- 5.5.1 Go to Start Menu and selects “All Setting”. In the settings window, selects “Update & Security”
- 5.5.2 In the update window, selects “Device encryption” and clicks "Turn off" on the screen.



6 Data Backup

6.1 Data Backup

Every year, several users have problems with their Surface suddenly not starting up. If Surface does not start up, it is not possible to retrieve the data stored in the disk of the Surface. In case unexpected trouble happen, be sure to make back up your important data. This section explains how to use OneDrive as a backup destination.

6.2 Setup OneDrive

- 6.2.1. Launch the installed OneDrive.
- 6.2.2. Input JAIST Mail address. JAIST-SSO login window will open and login with your JAIST account.



Changing Mail Address doesn't affect your JAIST Account.
If you are student, "s+<student number>" is a unique ID of your JAIST Account. It should be required to login to almost all of our systems.

- 6.2.3. The path to the OneDrive folder will be displayed.
By default, files placed in this folder are backed up online. In addition, it can automatically back up files on the desktop and in My Documents.
For more detailed information on how to use OneDrive, please refer to documents on Microsoft's website, such as the Onedrive User's Guide.



7 Available Service

7.1 Shortcut

Various services for students are introduced on our RCACI website.
You can access via the desktop shortcut on Surface PC, “About This Terminal”

8 When in Trouble

8.1 Query to Research Center for Advanced Computing Infrastructure (RCACI)

RCACI accepts your query in the following way.

- ✧ Query form:
<https://www.jaist.ac.jp/iscenter/en/support/form/>
- ✧ E-mail it-helpdesk@ml.jaist.ac.jp
- ✧ Reception desk: Information Science Building 2F I-24 (Weekday 8:30 – 17:00)

Terms and Conditions for Borrowing a Tablet PC

Research Center for Advanced Computing Infrastructure (RCACI)

1. **As the lending Tablet PCs are managed by JAIST, please use them carefully so as not to lose or damage.**
 - a. If you lose or damage the Tablet PC, please notify RCACI immediately and submit the report.
 - b. If you lose or damage the Tablet PC, you might be required to compensate for the replacement or repair.
 - c. It is strictly prohibited to lend the Tablet PC to other persons.
 - d. When moving a desk, please take only the Tablet PC and the accessories.
 - e. Please do not remove the management stickers attached to the Tablet PC, add anything such as affixing a sticker or draw a picture, etc.
 - f. In case you don't use the Tablet PC, please return them to RCACI immediately.

2. **When using the Tablet PC, please fully consider the security and not to violate laws and ordinances as well as public order and morality.**
 - a. Please make sure to use the Tablet PC in accordance with JAIST Security Policy and "Guideline for Using JAIST Information Environment".
Reference: <https://www.jaist.ac.jp/member/personal/security.html>
 - b. Please keep the Tablet PC in the latest security status through Windows update and Anti-Virus software execution.

3. **Please back up all necessary data stored in the tablet PC by yourself. RCACI could not manage it.**
 - a. It is recommended to back up your necessary data in case of device failure.
 - b. When using the services outside of JAIST, please judge to use by yourself on your responsibility, recognizing the risk of social issues caused by information leakage, etc.

4. **Device Managing Software is installed in the Tablet PCs.**
 - a. The hardware information and security status of the Tablet PCs managed by the managing software are NOT used for purposes other than management and security. But when it is required, the managing information might be used upon the permission of the Chief Information Security Officer.
 - b. When uninstalling/changing the managing software or OS itself of the Tablet PC, please contact RCACI.

5. **Please return the Tablet PC and the accessories to RCACI immediately in case you leave JAIST by the reasons of completing the courses, leave of absence/before graduation, Collaborative Education Programs, etc.**
 - a. Please return the Tablet PC with all of the accessories.
 - b. When RCACI requires for checking, etc., please bring the tablet PC and the accessories to RCACI promptly.
 - c. If the tablet PC is not returned after the due date, we will contact you by e-mail. If we are unable to contact you by e-mail, we may contact you using information held by other department of JAIST
 - d. In case the Table PC is not returned, the legal action could be taken.