LEARNPAD®

Tablets for Schools

WORKBOOK 10.1″
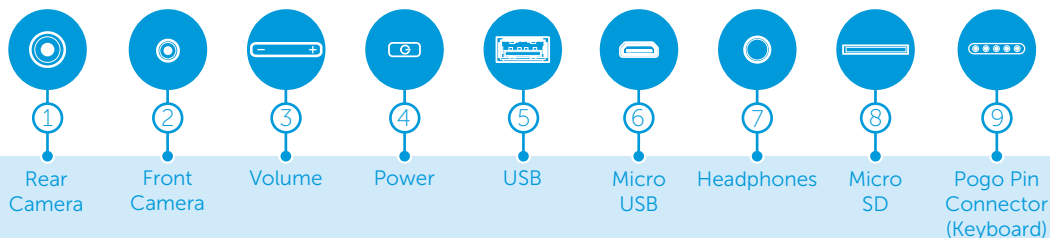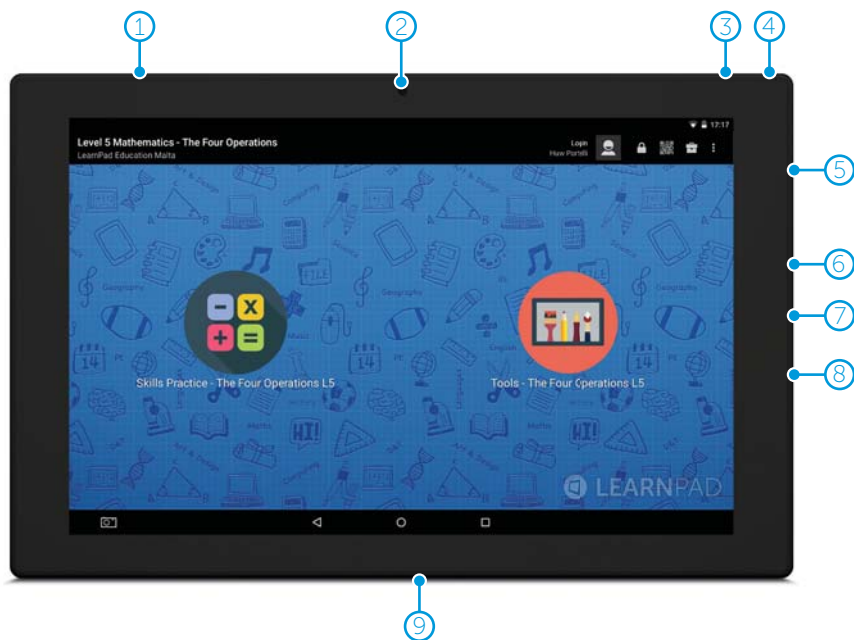## TEACHER INSTRUCTION MANUAL

one tablet/child

LearnPad Workbook 10.1"

PLEASE READ ALL INSTRUCTIONS FULLY

This will give you an introduction to the LearnPad Workbook 10.1" educational tablet and accessories. It will highlight the key features of the device, and ensure that both teachers and students are able to begin using the equipment correctly and safely.

Your LearnPad Workbook has been enrolled in your school and named for you. You will need to connect it to the WiFi both at school and at home. Your school should provide you with a QRKey to scan for your workplace network; you can generate a QR for your home connection by visiting http://digital.edu.mt/wifi

1	2	3	4	5	6	7	8	9
Rear Camera	Front Camera	Volume	Power	USB	Micro USB	Headphones	Micro SD	Pogo Pin Connector (Keyboard)

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Tablet instructions

You will be using the Power/Sleep button on top of your tablet for these instructions. For the button location, see number 4 on the diagram on page 1.
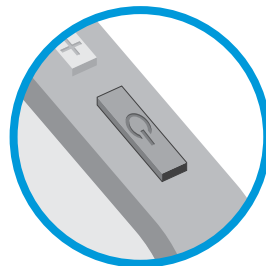
④ POWER/SLEEP

Turning on your tablet

Press and hold the Power/Sleep button located on the top of the tablet.

## Putting your tablet into sleep mode

Press the Power/Sleep button once for Sleep mode. The screen should switch off and will be in Sleep mode.

Unlocking the screen from sleep mode

To unlock the tablet, press the Power/Sleep button once to wake from Sleep mode.

Turning off the tablet

Press and hold the Power/Sleep button until a menu appears containing the Power Off option. Tap 'Power Off'. The tablet will begin the shutdown process then turn off.

④ POWER/SLEEP

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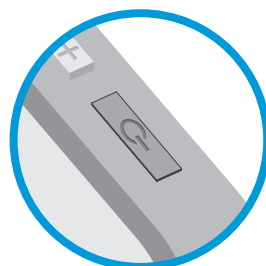
Volume

To increase the volume of the tablet, press the + symbol on the volume button located at the top of the tablet. To decrease the volume, press the − symbol. For the button location, see number 3 on the diagram on page 1.
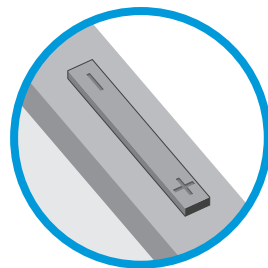
③ VOLUME

Headphones

To insert the LearnPad headphone connector, please ensure you only use the headphone port located on the side of the tablet. For the headphone port location, see number 7 on the diagram on page 1. Please see page 27 for more information about the safe usage of headphone volume.
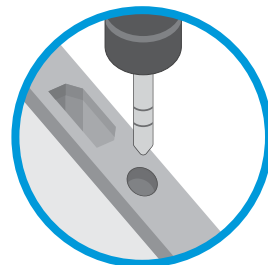
⑦ HEADPHONES

Using connectors and ports

NEVER force any connector into a port on the device. If the connector does not fit into the port, double check the connector and port to ensure they are positioned correctly and make sure nothing is obstructing the port.

Charging the tablet's battery with the AC Charger

The tablet is equipped with a rechargeable battery which will require charging using the AC Charger provided, prior to use. It is important to only use the AC Charger provided. The Micro USB AC Charger port is located on the side of the tablet. To see the Micro USB AC Charger port location, see number 6 on the diagram on page 1.
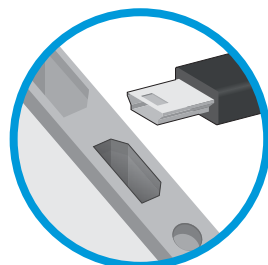
⑥ MICRO USB

Follow these steps:

1. Make sure the electricity is switched off on the wall socket.

2. Carefully put the charger's Micro USB connector into the correct port on the side of the tablet.

3. Put the charger's plug end into the wall socket.

4. Turn on the electricity to start charging.

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If the battery is charging when the device is off, an animated battery meter icon will light up on the dark screen. When the battery meter icon is full, the battery is fully charged.

10%
Battery

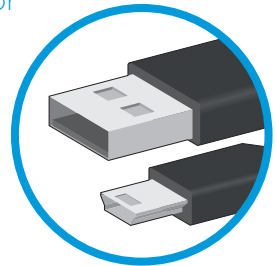Charging
at 10%

Charging
at 50%

Charging
at 100%

If it is charging when the device is on, the battery meter at the top of the screen will show the charging status and the charge level.

Charging the tablet's battery with a USB connector

The tablet may also be charged via a Micro USB to USB connector; however, this charging method will take much longer. The Micro USB connector port is located on the side of the tablet. To see the Micro USB port location, see number 6 on the diagram on page 1.

⑥ MICRO USB

REMINDER:

- ⊘ Charge the device in a well-ventilated area.
- ⊘ Whilst charging the device, do not cover it with anything.
- ⊘ For power or battery issues, please contact Support.
- ⊘ Keep the battery fully charged.
- ⊘ Save energy by using the sleep function when you're not using the tablet for long periods of time.
- ⊘ Always ensure the tablet is in the protective case.
- ⊘ Shut down the tablet when not in use.
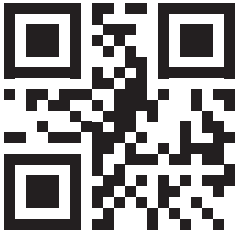
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USING YOUR LEARNPAD

Your LearnPad Workbook is an Android tablet with custom software designed specifically for classroom use. Your pupils will be using exactly the same device, so by becoming familiar with your LearnPad you'll gain a better understanding of their classroom experience and of how the tablet can be used in creative, engaging teaching.

Finding your way around the LearnPad
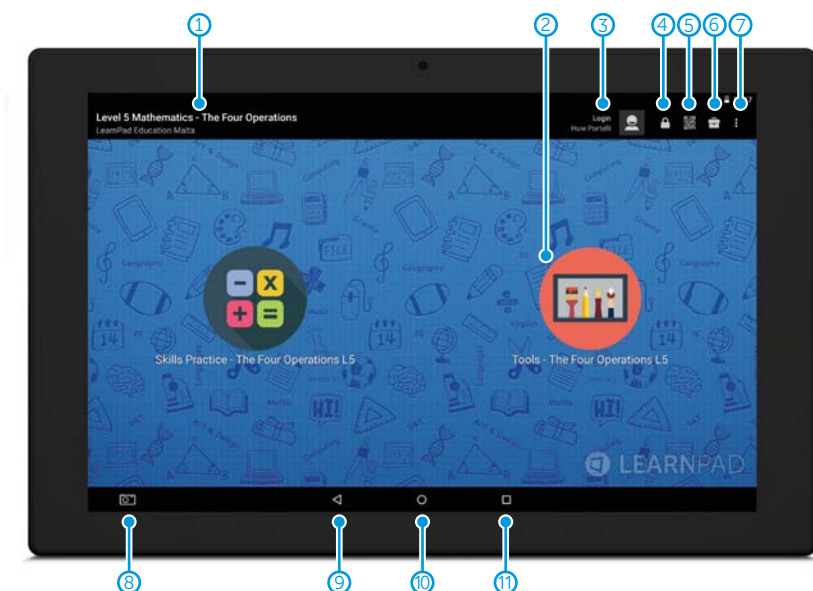
1. Find out which lesson profile is loaded onto the LearnPad

2. Open a Category to access Apps and links

3. Log in to your account

4. Unlock into Teacher mode

5. Open the QR Key Scanner

6. Access the Toolbox

7. Tap to find the Teacher menu

8. Take a screenshot

9. Go back

10. Go to the Lesson Profile home screen

11. See which Apps are running and switch between them

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When you press the Home button on a LearnPad, you will always return to the home screen of the Lesson Profile that is loaded onto the device at that moment. This is a little different to most tablets; it's a very useful feature because it means that student attention can remain focussed on a certain set of resources.

You may wish to keep the *Getting Started for Teachers* Lesson Profile loaded onto your device while you become familiar with it. Open the QRKey Scanner and hold your device's camera parallel to this QRKey to launch the Profile on your LearnPad. Inside, you will find short instructional videos and information about using the devices in class.

GETTING STARTED
FOR TEACHERS
(Scan me)

You can always switch to any other lesson profile by scanning its QRKey in your *Teaching the LOF with LearnPads – Level 5* book, or by sending it from the Dashboard (see page 17).

Using your Stylus Pen

Your Stylus Pen has been specially designed for use with the LearnPad Workbook and is not compatible with other tablets. It's really useful for drawing and other fine work, but you can also use your finger on the screen if you wish.

STYLUS PEN

The Toolbox

The Toolbox is filled with tools-based Apps that can be used across the curriculum. Unlike the other content, the Toolbox remains the same regardless of which Lesson Profile is loaded onto a LearnPad.

	Author	Easily create eBooks with text and images.
	Animator	A simple stop-motion animation App. Tap the three dots in the top right to export to the Gallery.
	WorkSpace	Multi-page App for intuitively dragging and dropping images and text. Press and hold on a single page to send it to ClassCloud or save in the Gallery.

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	Browser	Child-focussed browser for whitelist-only internet access. Choose from links inside the current Lesson Profile.
	eBook Reader	Open PDF or EPUB files.
	LearnPad Office Suite	Create and edit documents, spreadsheets and presentations with MS Office compatibility. Save to Internal Storage and find your files in Documents.
	Logo	Begin learning to instruct an on-screen turtle with sequences of directions.
	Notes	Take simple notes and send straight to ClassCloud.
	Presenter	Type a script, press record and read from the autocue while the front-facing camera records.
	Q-Files Encyclopaedia	Search for child-friendly, accurate information on a wide range of topics. Screenshot interesting paragraphs or images and drop into WorkSpace.
	Sound Recorder	Record your voice and find it again in the Documents folder.
	Camera	Swipe from the left to switch to video mode; tap the three dots to access options.
	Gallery	Find your photos and videos in the Gallery.

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For more detailed information about how to use some of these Apps in the classroom, take a look at our training videos, which you'll find in the *Getting Started for Teachers* Lesson Profile. The majority of the teaching ideas in your *Teaching the LOF with LearnPads – Level 5* book are based around using these Apps creatively.

The Teacher Menu

To access the Teacher menu, you will need to tap the padlock along the top bar of your LearnPad and enter the Teacher password for your school. By default, the password is set as 101Teacher.

When your LearnPad is unlocked into Teacher Mode, you will be able to access the Teacher menu by tapping the three dots in the top right of the screen and selecting Teacher.

The Teacher menu contains Apps and Tools that are useful for teachers, but not suitable for unsupervised student access. This includes Chrome (for web browsing without student restrictions), access to the Device Settings, and other useful tools. You will also notice that when you have one of our LOF-linked curriculum Lesson Profiles loaded on your LearnPad, the Teacher menu contains activity examples and links to digital versions of the relevant pages from your *Teaching the LOF with LearnPads – Level 5* book.

Handing In to ClassCloud

ClassCloud is a secure online storage space for files. Documents, images, videos and other files can be sent to your school's ClassCloud quickly and easily. Teachers can then view, share and download them. You can send files whenever you see the Share icon.

SHARE ICON

① Tap the Share icon, then look for the blue ClassCloud icon.

② Give the file a name and tap Send. It will then arrive in the school's ClassCloud (to find out more about how to access this, see page 22).
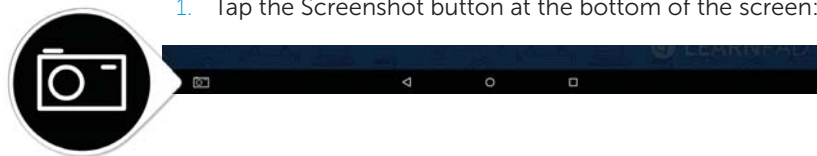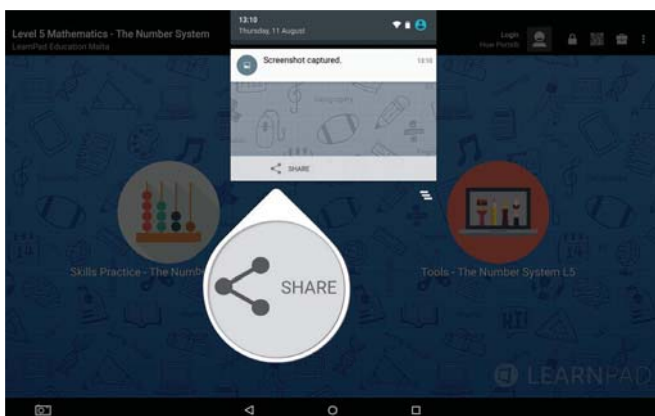

CLOUD ICON

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Handing in a screenshot

A screenshot can be a simple, effective way to capture evidence of work on a LearnPad.
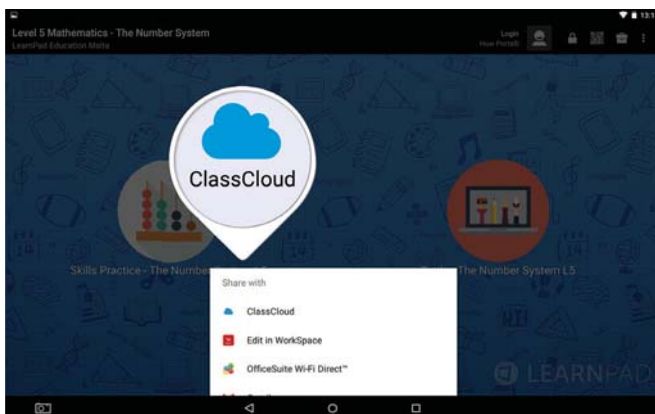
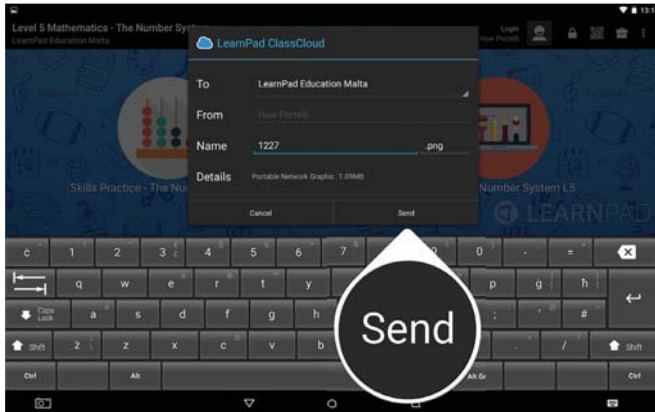1. Tap the Screenshot button at the bottom of the screen:

2. Swipe down from the top of the screen to open the notifications bar:

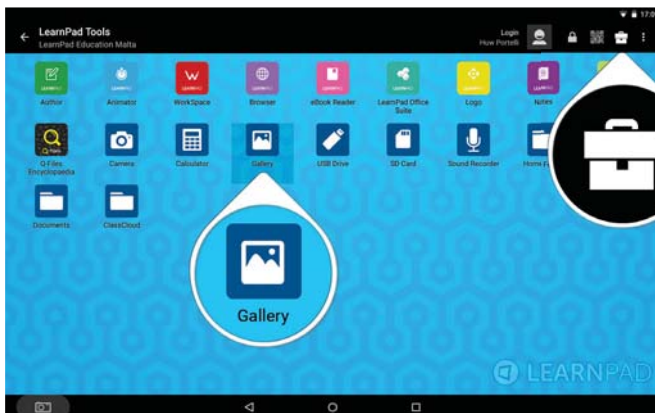3. Tap the Share icon underneath your screenshot and choose ClassCloud from the list:
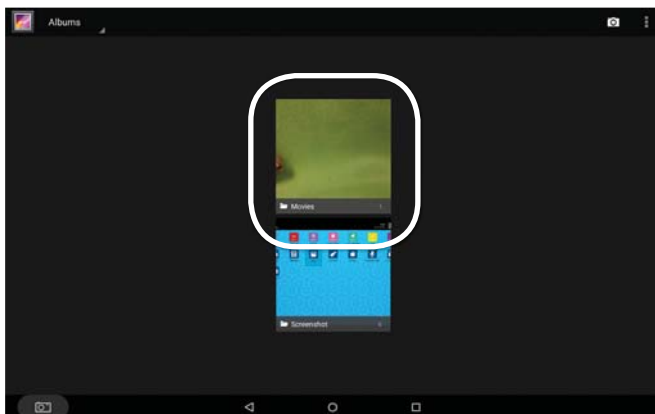
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4. Name your image and tap send.

Handing in an image or video from the Gallery

If students have taken a photo, recorded a video, or exported an animation, this is how they can Hand In their files:

1. Tap the Toolbox and open the Gallery:

![LEARNPAD]

2. Find your video or image by opening the correct album and tapping the thumbnail:

3. Once you've found the file you want to send, look for the Share icon in the top right:
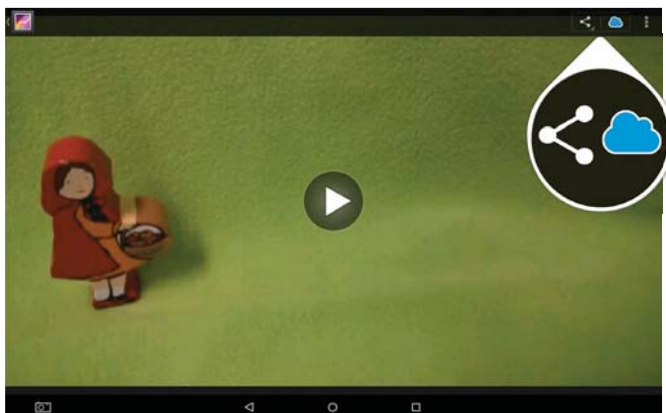

4. Tap the Share icon and choose ClassCloud from the list (or tap the blue cloud if you can already see it), then name your file and send it.

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Handing in another type of file

Sometimes your students may have created another type of file, such as a document, presentation or spreadsheet. Send these to ClassCloud using the following steps:
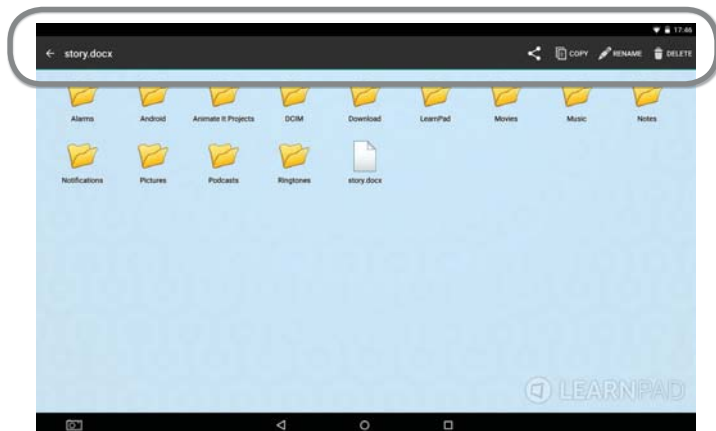
1. Save the file onto your LearnPad (if you are using LearnPad Office Suite, just tap the Save icon and make sure you save the file in Internal Storage):
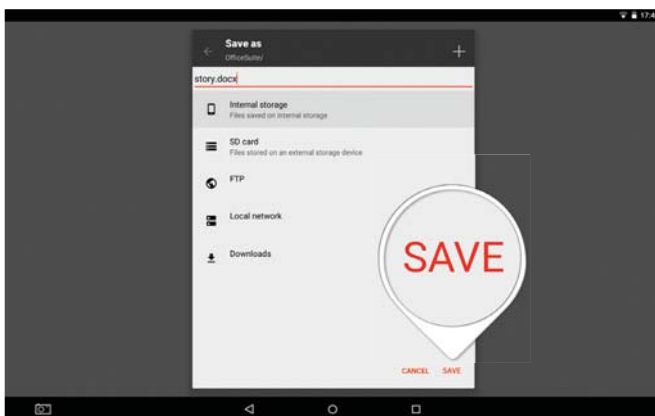
2. Browse to find the file's icon. Usually it will be in the Toolbox in a folder called Documents.

3. Press and hold on the file icon or name until a black bar appears at the top of the screen. This is the File Management bar.

4. Tap the Share icon on this black bar and choose ClassCloud as before.

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Using the ClassConnect portal

To manage student devices, create customised content and view your students' work, you'll need to use the ClassConnect portal. You should receive an email inviting you to join your school's ClassConnect organisation (please check your Spam or Junk folders if you have not received this; if you still require an invitation, contact Support).

When you click the link in this email, you will be prompted to register on the website. Choose a memorable password. You will then be prompted to agree to the End User License. Once you've done so, your account is registered and you will be logged in.

To access the ClassConnect portal in the future, simply visit: http://digital.edu.mt and log in with your details (the best browser to use is Chrome). You will be directed to the page below:
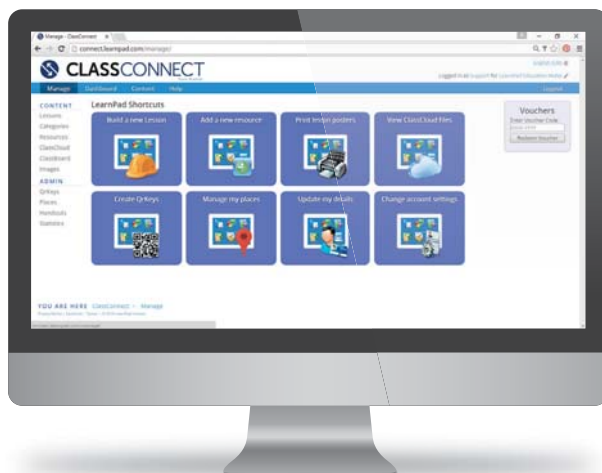

The next part of this guide will run through the key parts of the site and how they can be of use to you in the classroom.

Controlling and viewing student LearnPads

LearnPad's simple Dashboard interface gives the teacher complete control over devices in the classroom.

To access the Dashboard, you'll need to log on to the ClassConnect portal and look for the Dashboard tab along the top. Clicking this will take you to the Dashboard view.
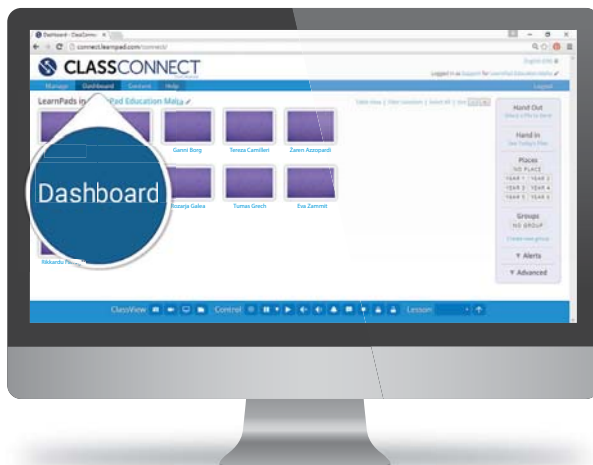
Here you'll be able to see all the LearnPads in your school. If you only wish to see and control the devices in your own classroom, pick your class name from the right hand side of the screen and select 'Filter Selection' at the top.
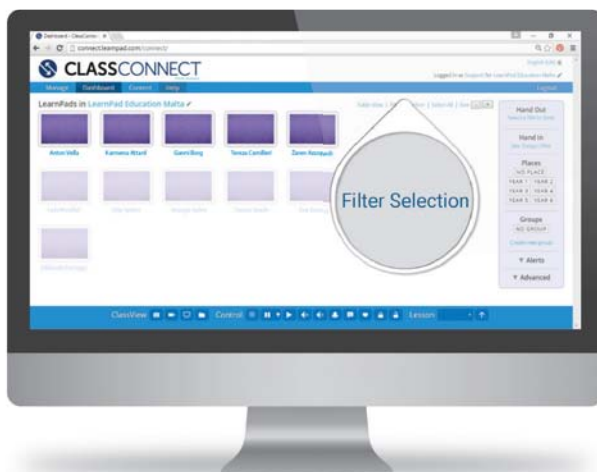
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ClassView allows you to see what's happening on students' screens

Along the bottom of the Dashboard are the buttons you'll need:

Take a screenshot from a single LearnPad remotely.

Stream multiple screens (use + button to zoom in).

Mirror a single LearnPad in full-screen mode.

Cast the screen of the selected LearnPad to all other devices.

Browse the files on a single selected device.

Control

Scan for local LearnPads on the network.

Turn off the LearnPad screens (use the drop-down to add a PIN).

Wake the screens up again.

Mute the devices.

Un-mute the devices.

Play an alert sound on the LearnPads.

Send a message (appears as a notification).

Ask LearnPads to check in with the server.

Lock LearnPads into student mode remotely.

Unlock LearnPads into teacher mode remotely using the Teacher password.

Launch a specific resource on the devices.

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To the right of all these buttons is the Lesson control; from here, you can choose any Lesson Profiles that have been selected as favourites by your school, or that have been created by teachers in your school. Just choose the one you'd like to send from the drop-down menu and click the up arrow to send the Lesson Profile to the selected LearnPads.
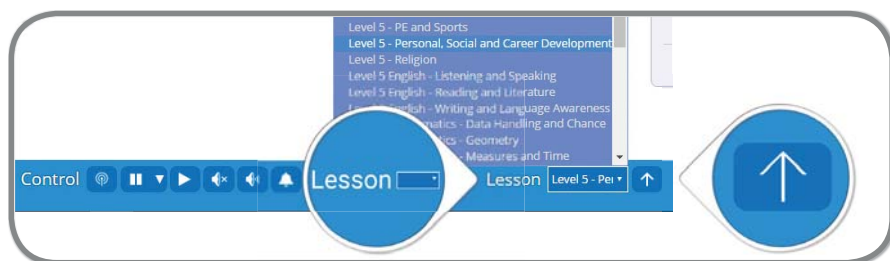
From the Dashboard, you can also Hand Out files to the selected LearnPads. This is very useful for sending documents or worksheets you have previously created, or for sharing images to individual students.

Simply click to select the devices, then click 'select a file to send' under Hand Out on the right hand side of the screen.

Select the file by browsing through your computer's documents and click Open to send it.
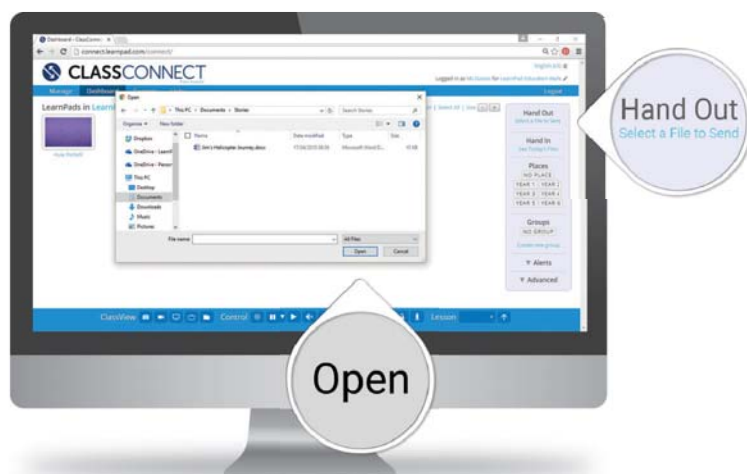
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The file will be sent to the tablets, and a notification will appear at the top left of the LearnPad's screen. Students will need to swipe down to open this notification and find the file.
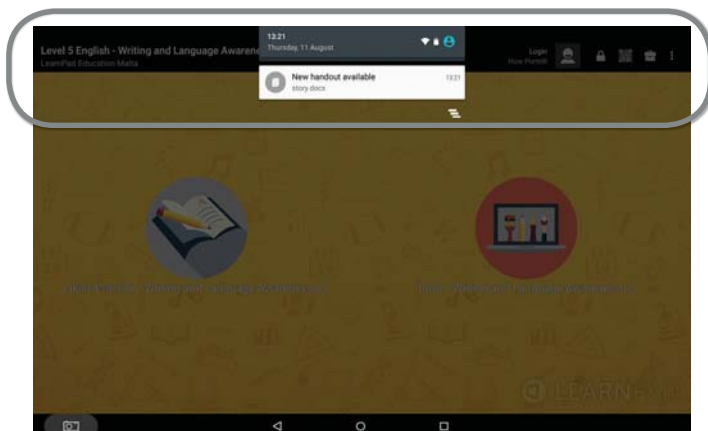
Finding curriculum content

We have created a range of Lesson Profiles containing links, Apps and ideas mapped to the Learning Outcomes Framework. You will be provided with a book containing teaching ideas for the relevant Outcomes for your year group; each area of the curriculum has its own custom-made Lesson Profile that can be loaded onto the LearnPads. It is easy to load the Lesson Profile you wish to use onto your own LearnPad by scanning a QRKey in your book *Teaching the LOF with LearnPads – Level 5*.

When you need to load a Lesson Profile onto several LearnPads at once, for example when you are using it with a group of students or with your whole class, it is easier to send the Lesson from the Dashboard. To do this, follow these simple steps:

On the ClassConnect portal, click the Content tab at the top of the screen. From here, look for the colourful Curriculum Selector:
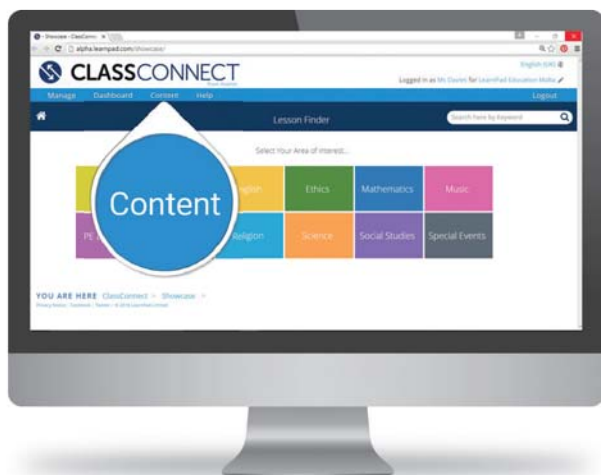
Then simply click through to find the relevant subject and LOF Level for your age group:
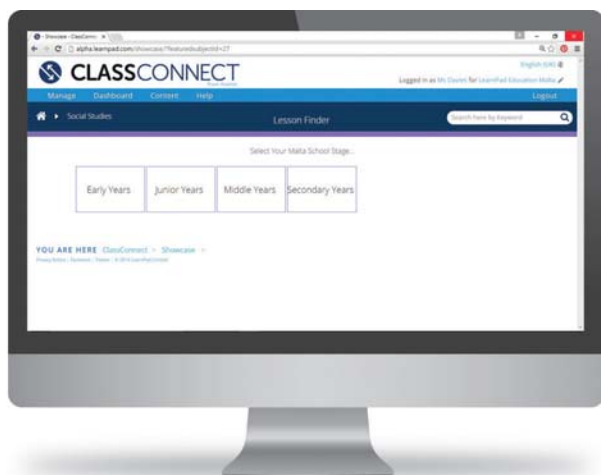
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When you have found the relevant Lesson Profile, click the star at the top right of it to select it as a favourite for your school:

Now click back to the Dashboard tab and select the LearnPads you wish to load this Lesson Profile onto, then choose it from the list in the Lesson control:
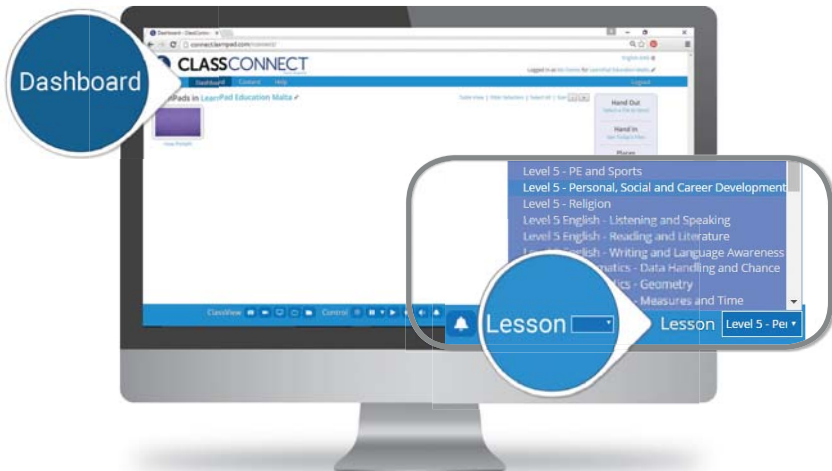
It should load onto the selected LearnPads within a few seconds.

Accessing your school's ClassCloud to store classwork securely

ClassCloud is a secure online storage space for your students' work. Find out about how to Hand In work to ClassCloud in the Using Your LearnPad section of this booklet (or watch our instructional video, which can be found in the Getting Started for Teachers Lesson Profile).

To see, share and download the files your students have sent to ClassCloud, you will need to click the Manage tab on the ClassConnect portal. Select ClassCloud from the sidebar, or use the 'View ClassCloud files' button:

This will take you to the ClassCloud view:

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By default, you will be able to see all the work that has been Handed In by devices in your school. To view only the work from your own class, type: your name/class name, into the search box and press enter. You can also search for an individual student's work in this way.

This ClassCloud view is a great way to share student work with the rest of the class; display it on your board or screen and refresh the view to see work arriving. This can be particularly effective when students are Handing In video files or animations, as they can be played as thumbnails on-screen or expanded to full-screen mode.
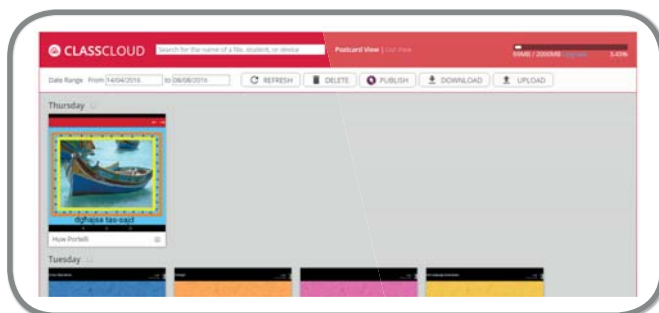
It is also easy to download files to your computer, for saving locally or printing. Simply click the tick boxes at the bottom right of the thumbnails you wish to download, then click the Download button along the white bar. You may need to respond to a dialogue box to allow multiple file downloads.
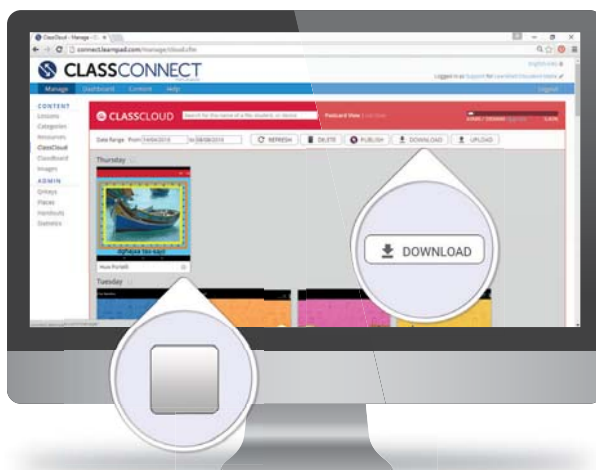
Publishing to ClassBoard to engage with parents

It's really easy to publish to your school's ClassBoard feed from the ClassCloud view: just click to select an image or video that you'd like to share with parents, and click the Publish button.
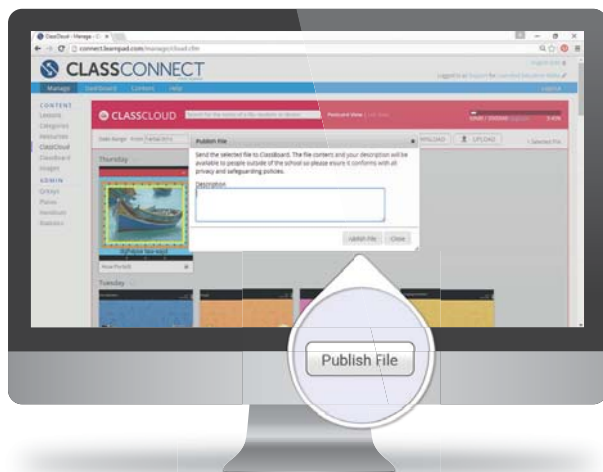
This gives you a preview of what parents will see when they access your school's ClassBoard feed using the dedicated App (available for iOS and Android) and enter your school's unique Access Token, which you can see on the right of the screen.
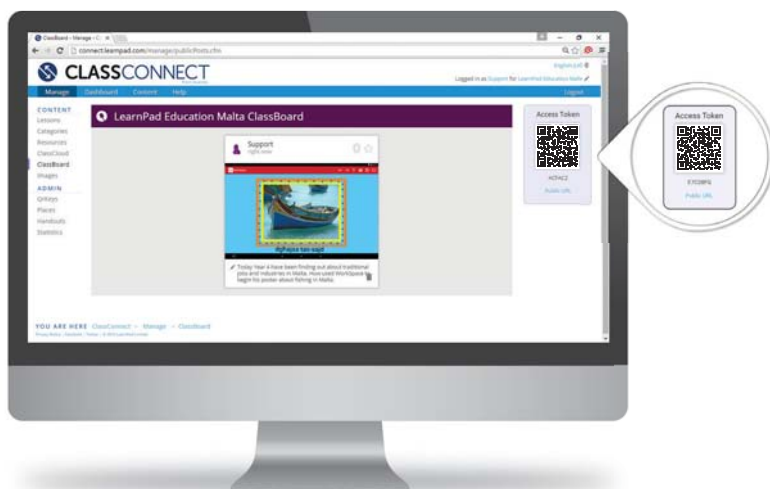
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Troubleshooting

My LearnPad won't turn on. What should I do?

Make sure you are pressing and holding the power button for a few seconds before releasing it. If this has no effect, charge the device for several hours and try again. If you are still experiencing problems, contact the Support team.

Lots of the resources I wish to access are 'greyed out' or are not loading correctly.

It sounds like your LearnPad is not connected to a network correctly. Make sure that you have connected your device to a WiFi network by scanning the relevant QRKey (and ensure you've also scanned a proxy QRKey if required to access your school's network). You should see a white WiFi icon in the top right of the screen.

If the LearnPad is connected to the WiFi network and you are still experiencing problems, turn the device off, wait a few seconds, and turn it on again. If this does not resolve the problem, contact Support.

I've sent a command to a LearnPad from the Dashboard but it isn't working.

On the Dashboard, make sure that the relevant LearnPad's thumbnail appears in colour. If it is grey, this indicates that there is a problem with connecting the Dashboard and the device. Seek advice from Support.

If the LearnPad's thumbnail does appear in colour, follow these steps: on the LearnPad, tap the three dots in the top right of the screen and choose Check for Updates. This should fix the issue. If you are still experiencing problems, turn the device off, wait a few seconds, and turn it on again. If this does not resolve the problem, get in touch with the Support team.

I've forgotten my password for the ClassConnect portal.

Visit the portal login page and click 'Forgot your password?'. You will be prompted to enter your email address in the box provided and a new password will be sent to that address. If you do not receive the email within a few minutes, make sure you check your Spam or Junk folder.

Important Cleaning and Safety Instructions

REMINDER:

Routinely check the tablet, charger, USB cable and accessories for proper and safe condition. If there is any damage or broken parts, such as a fractured or cracked screen (display), immediately remove the item from use and contact Support.

CLEANING INSTRUCTIONS

Caring for the Tablet

- ⊘ Disconnect all cords before cleaning.
- ⊘ Clean the product with a slightly damp cloth.
- ⊘ Do not use abrasive products on the screen.
- ⊘ Do not use soap, detergent or other chemicals.
- ⊘ Never submerge the unit in water.
- ⊘ Allow to dry thoroughly before re-use.

Caring for the Rugged Tablet Case

The case is made of rugged materials and is designed to withstand daily use. Treat the case with care. Occasionally, the case may become soiled. To clean it, remove the tablet from the case, then use a clean cloth and warm soapy water to wash the soiled area. Allow the case to thoroughly dry before re-inserting the tablet.

Caring for the Headphones

Ensure that you maintain the headphones by regularly cleaning the ear piece with suitable hygiene products. Do not use harsh chemicals or abrasive cleaning products.

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SAFETY INSTRUCTIONS

TABLET

PROTECT YOUR BODY:

When using a tablet device, it is possible that repetition of certain motions or remaining in certain positions for long periods of time may cause discomfort in the hands, neck, shoulders or other parts of the body. Reduce risk of discomfort and repetitive motion injuries by using the tablet in a comfortable position and by taking a 10 to 15 minute break every hour. If you experience any injury or ongoing discomfort, stop use and seek medical advice.

WARNINGS:

- ⊘ Do not place objects on top of the tablet.
- ⊘ Avoid any heavy impacts caused by collision or dropping your tablet as this may damage it.
- ⊘ Do not have food or drink around the tablet or accessories.
- ⊘ DO NOT GET WET. Do not use the tablet and its accessories in the rain, near sinks or in other wet or highly humid locations.
- ⊘ Do not attempt to dry the tablet or its accessories with an external heat source such as a microwave or hair dryer.
- ⊘ Do not store or expose the tablet or accessories to fire, flammable or explosive materials, liquids or gases.
- ⊘ Some parts on the tablet are delicate; be gentle and treat with care.
- ⊘ Do not add or remove any stickers to the tablet.
- ⊘ Do not expose the tablet to direct sunlight.
- ⊘ Do not leave the tablet in high temperatures as electronic devices and plastic parts may warp in heat.
- ⊘ To ensure correct ventilation, do not block cover slots, holes or openings on the tablet. Do not place on soft furnishings such as carpets, rugs or beds.
- ⊘ The underneath and sides of this product may become warm after a long period of use. This is normal.
- ⊘ DO NOT REPAIR OR MODIFY. The tablet does not contain any user-serviceable parts. Service should only be provided by Support. If the tablet or accessories have been in contact with liquids, punctured or subjected to a severe impact or fall, immediately remove this product from use and contact Support.

HEADPHONES

PROTECT YOUR HEARING:

Long-term exposure to loud sounds at high volume may result in permanent hearing loss. When using headphones, it is recommended that the product is listened to at lower volumes for shorter periods of time. Set the volume whilst in a quiet environment; turn the volume down if you cannot hear people speaking near you. Limit the listening time to 90 minutes, followed by a quiet period. The louder the volume, the less time required before your hearing may be affected. If you experience ringing in your ears or hear muffled speech, stop listening and have your hearing checked.

STATIC ELECTRICITY:

In certain dry environments, static electricity can build up in headphones and cause a small quick static discharge when plugging the headphones into a device. To prevent this static discharge from occurring, do not use in extremely dry environments or touch a grounded unpainted metal object to discharge static electricity before connecting the headphones to the device. Do not connect to the AC wall outlet if wet or damaged.

WARNINGS:

- The headphone cord could be a strangulation hazard. Keep out of reach of children under 3 years.
- Do not pull on the cord of the headphones. This may cause the cable to fray and cause harm.

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STYLUS

WARNINGS:

- Take care when using the stylus provided; it is small and pointed by design and may cause harm to a child/person if not used in the way it was designed to be used.
- If the stylus is broken in any way, discontinue use and contact Support.

CHARGER

WARNINGS:

- Misuse of the AC Charger can cause electric shock. Only use the AC Charger provided with the tablet. The model number is PS12A050K2000BD.
- The AC Charger should be periodically examined for conditions that may result in the risk of fire, electrical shock or injury to persons, such as damage to the cord, plug, blades, housing or other parts. If any such conditions are present, the AC Charger must not be used. Contact Support.
- The AC Charger or USB cords could be a strangulation hazard. Keep out of reach of children under 3 years.
- Do not prolong body contact with AC Charger cable or USB cords while connected to a computer or AC outlet to avoid injury.
- Do not connect or disconnect with wet hands.
- The tablet is only to be charged by persons who can demonstrate safe usage of plugging in and removal of charger from electrical outlets.

RECHARGEABLE LITHIUM-ION BATTERY

DO NOT ATTEMPT TO REMOVE THE BATTERY:

This device has in internal, non-removable, rechargeable Lithium-ion polymer battery. For your safety, never try to remove the battery and never use a damaged battery or charger.

WARNINGS:

- Do not attempt to open the back cover or remove the battery, as you may damage the device. If the battery needs replacing, contact Support.

- Do not dismantle, cut, crush, bend, puncture or otherwise damage the battery in any way.

- If a battery leaks, do not let liquid touch the skin or eyes. If this happens, immediately flush the affected areas with water, or seek medical help.

- Do not modify, attempt to insert foreign objects into the battery or immerse or expose it to water or other liquids.

- Batteries may explode if damaged. Use the battery and charger for their intended purpose only. Improper use, or use of unapproved or incompatible batteries or chargers may present a risk of fire, explosion or other hazard and may invalidate any approval of warranty. If you believe that battery or charger is damaged, discontinue their use and contact Support.

Disposal of Waste Electrical & Electronic Equipment (WEEE)

This symbol on the product or on its packaging indicates that this product should not be treated as household waste. Instead it should be handed over to a suitable collection point for the recycling of electrical and electronic equipment. By ensuring this product is disposed of correctly, you will help prevent potential negative consequences for the environment and human health, which could otherwise be caused by inappropriate waste handling of this product. The recycling of materials will help to conserve natural resources. For more information about the recycling of this product, please contact Support.

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NOTES:

Tel: 2599 2777

http://digital.edu.mt

If you require any assistance, please contact us.