

## Guided Access and Orientation Lock

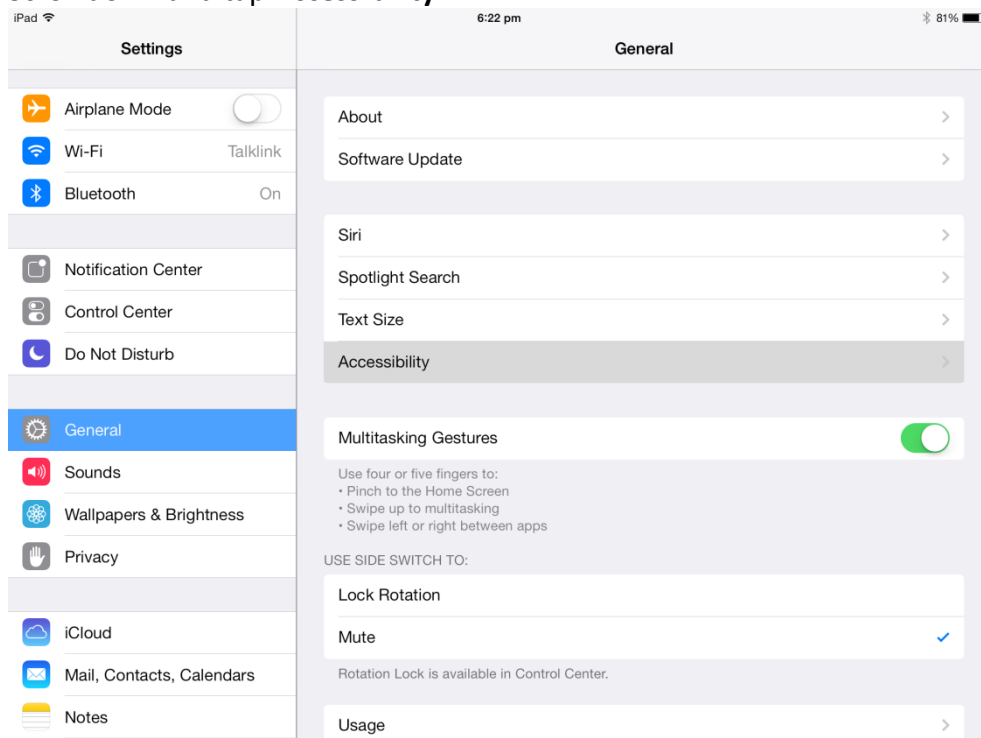
**In this guide:**  
**How to turn on/off guides access**  
**How to use orientation lock**

### How to turn on Guided Access

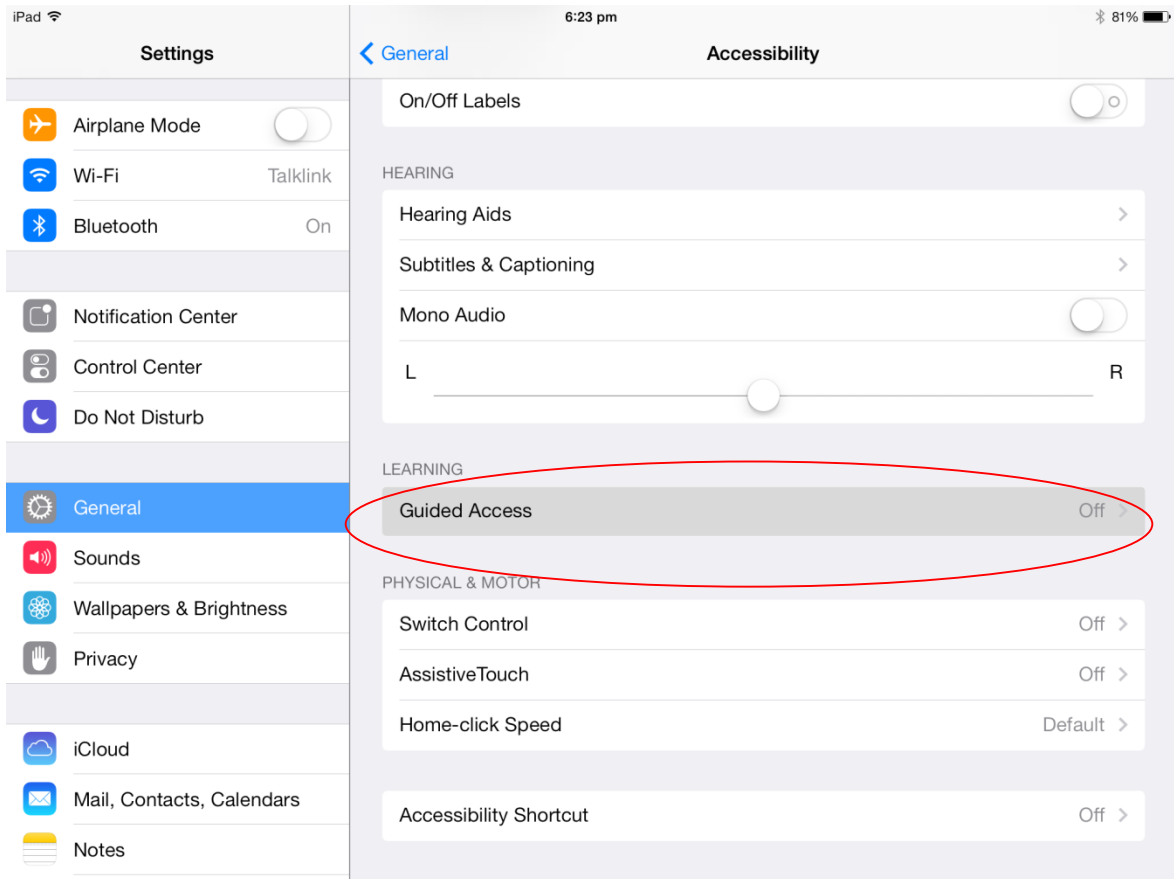
1. Launch **Settings** and select **General**



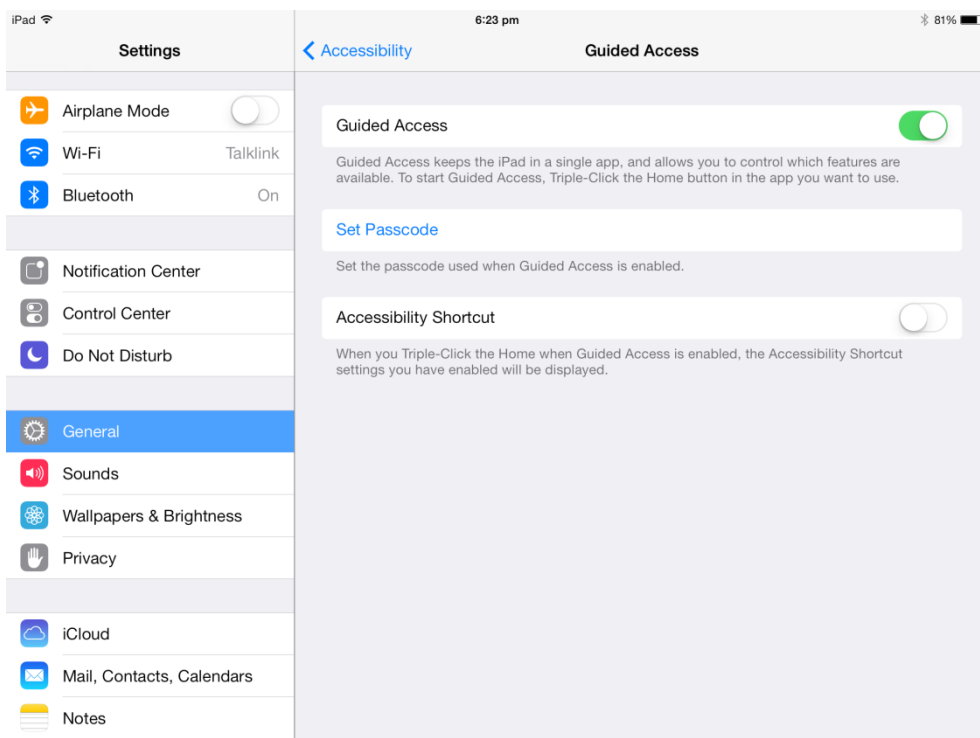
2. Scroll down and tap **Accessibility**.



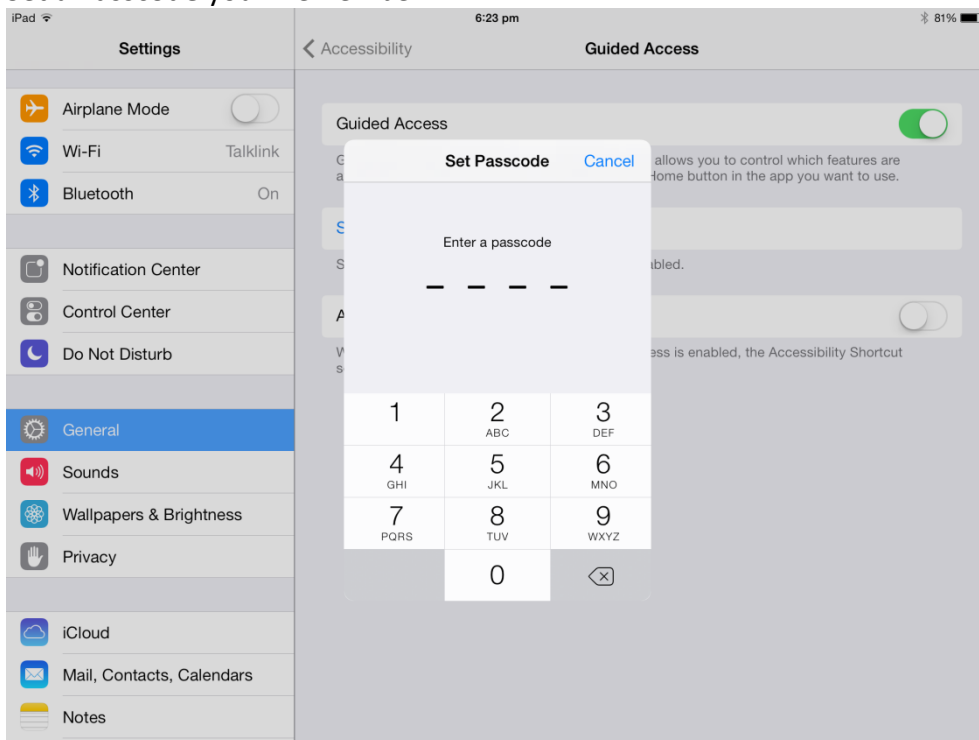
3. Scroll down and tap **Guided Access**.



4. Toggle Guided Access to **On** by moving the slider to the right until it goes green. This indicates that it is switched on.



5. Set a **Passcode** you'll remember.



If you don't set a Passcode immediately, iOS will have you set one the first time you use Guided Access.

6. Exit **settings** and launch the app that you want to use in guided access mode.
7. Triple-click the hardware **Home button** to start your guided access session
  - a. If you have other accessibility features turned on which are also activated by the **triple click home** feature, then a popup will appear and you will need to select guided access from the list
  - b. Otherwise, the device will prompt you to enter your four digit passcode
8. Adjust the settings for the session. You can do the following:
  - a. Disable app controls and areas of the screen
  - b. Prevent the device from responding to motions e.g. switching from landscape to portrait mode when it is rotated.
  - c. Turn off touch access altogether
9. Select **resume** at the top right of the screen to start your guided access session

### How to end a Guided Access session

1. Triple click the hardware **Home button** and enter your passcode
2. Select **end** at the top left of the screen

## How to turn on Orientation lock or mute

There is a small switch on the right hand edge of the iPad. When turned on, this can be used to either lock the orientation (stop the screen from rotating every time you turn the device) or mute the sound. You can change what this switch does by going to General Settings

