

CUMBERLAND COUNTY BOARD OF COMMISSIONERS  
JULY 10, 2012 – 2:30 PM  
117 DICK STREET, 5<sup>TH</sup> FLOOR, ROOM 564  
SPECIAL MEETING – IPAD TRAINING  
MINUTES

PRESENT: Commissioner Marshall Faircloth, Chairman  
Commissioner Jeannette Council (departed 4:00 p.m.)  
Commissioner Jimmy Keefe  
Commissioner Charles Evans  
Commissioner Ed Melvin  
John Patrick, Information Services  
John Roberson, Information Services  
Carolyn Price, Administrative Coordinator  
Howard Abner, Assistant Finance Director  
Kellie Beam, Deputy Clerk to the Board

ABSENT: Commissioner Kenneth Edge  
Commissioner Billy King

Chairman Faircloth called the meeting to order and called on John Patrick and John Roberson of the Information Services Department who provided the iPad training. The following presentation ensued:

iPad Care

- Do not drop it on hard surfaces. It is glass and it can break.
- Do not place objects on top of the iPad that weigh more than 2 pounds
- Do not use unapproved cleaning devices to clean the iPad screen or the iPad itself. Clean the screen with a soft, slightly damp, lint-free cloth such as one approved to clean eye glasses.
- Do not clean it with window cleaners, glass cleaners, aerosol sprays, abrasives, or alcohol
- Do not leave iPads in locations where temperatures will be above 85 or below 32 degrees Fahrenheit
- Keep it out of water or extremely humid locations
- Do not dry it with an external heat source, hair dryer (it's been attempted)
- Do not leave in car over night
- Do not use unapproved stylus' to perform any operations on the iPad

Sleep/Wake Button Functions

- Lock iPad – Press the Sleep/Wake button
- Unlock iPad – Press the Home button or the Sleep/Wake button, then drag slider
- Turn iPad off – Press and hold the Sleep/Wake button for a few seconds until the red slider appears, then drag the slider
- Turn iPad on – Press and hold the Sleep/Wake button until the Apple logo appears

Mr. Roberson reviewed the iPad home screen, various function buttons and connectors. Mr. Roberson then reviewed hand gestures for moving screen to screen and applications loaded onto the iPads to include Notability for note taking. Mr. Patrick explained the Secure Content Locker and how to access the Safe Water Task Force minutes and other materials contained therein. Mr. Roberson explained email, DocsToGo and web browsing in addition to accessing Board of Commissioner meeting agendas and minutes. Mr. Patrick and Mr. Roberson responded to questions and provided individual assistance as requested.

There being no further business, the meeting adjourned at 4:19 p.m.

Approved with/without revision:

Respectfully submitted,

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Kellie Beam  
Deputy Clerk to the Board