iPad Mini Config (Facilities / Custodial)

Facilities / Custodial staff use iPad Mini to take with them on work requests to track work in SOM Service Center. These are the setup instructions.

**Information**

**GENERAL CONFIGURATION:**

1. Power on
2. English > United states > YaleGuest > I agree > wait 30 seconds > done s> enable location services > passcode options > don’t add pass code > continue > setup as new ipad > don’t have an apple id or forgot it? > set up later in settings > don’t use > agree > turn on siri > don’t send > get started > Settings > general > software update (ensure it has latest iOS 9.2.1) > Download and Install > Install Now (iPad will reboot and install)
   Wait approximately 10 minutes for update to complete.
3. Launch safari > go to service.som.yale.edu
4. Once loaded, tap the button to the right of the address bar, a square with an arrow protruding through the top, then tap Add to Home Screen. Change the title from “BMC Footprints” to SOM Service Center. Tap Add.
5. Tap, hold and drag the shortcut to the left side of the screen and hold until you have a view of the main home screen. Release and press the home button.
6. Go back to Safari tap the button to the right of the address bar, a square with an arrow protruding through the top, then tap Add to Favorites. Change the title from “BMC Footprints” to SOM Service Center. Tap Add.
7. From the home screen tap Settings > Wi-Fi > to the right of YaleGuest tap the I in a circle > Forget this network > Forget

**USER SETUP:**

1. From the home screen tap Settings > Wi-Fi > YaleSecure > User enters yale\netid and password > Join > Trust.
2. From the home screen tap Settings > Passcode > Turn On Passcode
3. User selects 4 digit passcode and enters it twice.
4. From the home screen tap Settings > iCloud
   User logs on with iCloud account (might need to create generic iCloud account for SOM Facilities) > Agree > Agree > Don’t Merge
5. User logs on with iCloud account (might need to create generic iCloud account for SOM Facilities) > Agree > Agree > Don’t Merge
6. Turn Off: Contacts, Calendars, Reminders, Notes (Delete), News
7. Ensure Backup and Find My iPad remain ON
8. Tap FindMyiPad > turn ON Send last location

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