

## Mobile Tablet Device set up Instructions

Your Stanway Parish Council Mobile Tablet Device has been set up for you. Please follow these instructions to finish the configuration of your device. Please remember you are responsible for the security of the device and the data stored on it whilst it is in your possession.

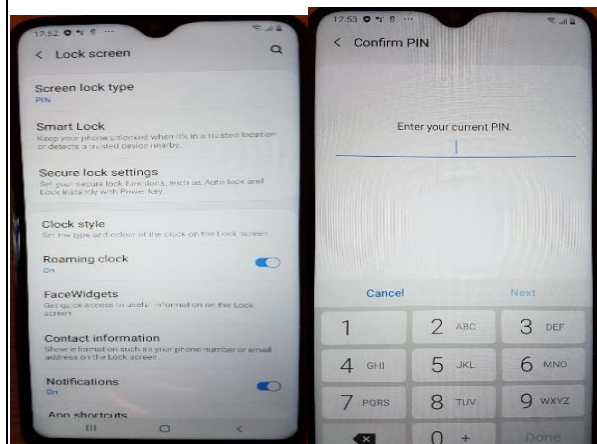
- Please note these phones have been handled, you are advised to remove the cover and gently wipe the phones with antibacterial glass cleaner if you can

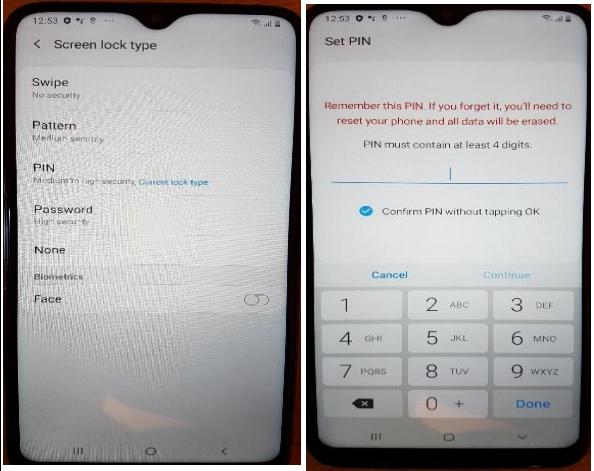
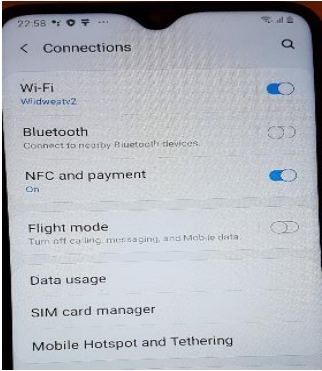
- After switching on the device please enter pin “1234” the main screen will display a folder with your SPC apps



- First you must Change the Pin. Make a note of the pin first and then enter it in the settings as follows

- Open the settings app at the bottom of the screen
- Go to “Lock Screen” option
- Go to “Screen lock type” option
- Enter current pin “1234”



<ul style="list-style-type: none"> <li>• Select Pin and change to number of your choice and hit “continue”</li> <li>• Enter new Pin again, and click ok</li> <li>• Now Close the settings app</li> </ul>	
<p>3. Next connect to your home Wifi network</p> <ul style="list-style-type: none"> <li>• Go back to Settings app and open “connections”</li> <li>• Select “Wifi” and follow instructions to connect to your home wifi network in the normal way.</li> </ul>	

#### 4. You are now ready to start using your SPC Apps

Enter your Office365 credentials when asked, when opening Outlook to set up your email

