


TB0425 Lenovo Tablet Setup

Stuga Service Engineer Tablet Setup

 Difficulty **Medium**

 Duration **30 minute(s)**

Contents

Introduction

Step 1 - Switching On for first time

Step 2 - Onedrive

Step 3 - DropBox

Step 4 - Email

Step 5 - E-Drawings

Step 6 - Zoom

Step 7 - Monday

Step 8 - TeamViewer and QuickSupport

Step 9 - Device Magic: Forms

Step 10 - Stuga Service WiFi

Step 11 - Check

Step 12 - Outlook.com

Comments

Introduction

Setting up all apps for the engineers Lenovo tablets.

Step 1 - Switching On for first time

For Samsung Galaxy Tab A7

Set Language English (UK)

Set Region United Kingdom

Restart

Check all privacy detail buttons

Connect to your WiFi

Check and install updates

Enter gmail account and click ok to all the reams of additional stuff

Step 2 - Onedrive

1. Go to the PlayStore and download the OneDrive app.
2. After app download press on app. Select the "Sign in" option. When prompted for username use:

stugaii@gmail.com (Where ii is the engineer initials)

3. and password: Tabl3t2018.
4. If any offers come up (i.e. OneDrive business) just close offers or select 'stay on basic'. You now have access to any resources you may be linked out to while using Device Magic

Step 3 - DropBox

1. Go to the PlayStore and download the DropBox app.
2. After app download press on app. Select the "Sign in" option b (this is much smaller than the other two options on screen). When prompted for username use: dbservice@stuga.co.uk, and password: th0mas

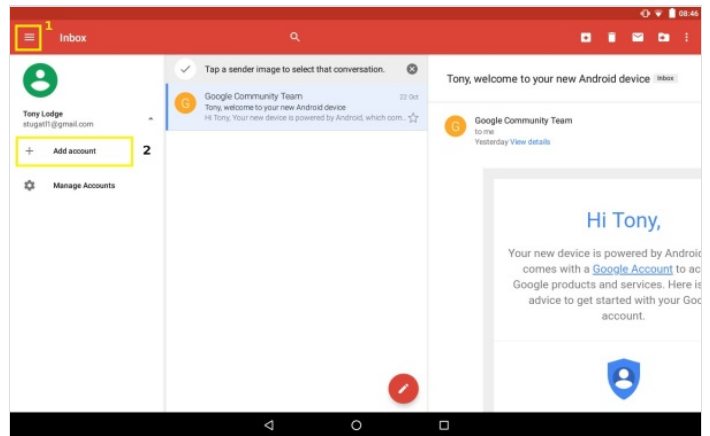
Step 4 - Email

1. This is for your company email. Go to the Gmail app.
2. Press on the icon on the top left corner (1), then your name to show a drop down menu. Press on add account (2).
3. Press on "Exchange and Office 365". When prompted enter your company email

stugaii@gmail.com (Where ii is the engineer initials)

and press next. Now enter your password and press next. Accept the terms and your email will be linked to Gmail on the tablet.

4. For a more familiar environment the engineers may download "Outlook". This will look more like the windows based system often used on computers



Step 5 - E-Drawings

Go to the PlayStore and download the e-Drawings app. This will cost (currently £1.25) therefore ask appropriate member for a company card.

Step 6 - Zoom

Go to the PlayStore and download the zoom app

Step 7 - Monday

Go to the PlayStore and download the Monday app.

Step 8 - TeamViewer and QuickSupport

1. Go to the PlayStore and download the TeamViewer app and the TeamViewer QuickSupport app.
2. Contact an employee with access to the TeamViewer Management Console (Administrator privileges). From there the engineer's name and email need to be filled in. as well as this a password will need to be allocated. Use: Stuga(ii) (Where ii are the initials of the engineer).
3. After the engineer has been invited they will receive an email for verification. They need to click the link in the email to verify the account.
4. After they have done this you can alter the user's shares. Go to the TeamViewer "User Management" console. Then go to the engineer's name. When hovering over the engineers name a gear symbol will appear on the right hand side. Click on this. Click "edit user". On the left click the "Shares" tab. Then go to add group and add all groups. Go to where it says read only and select "Full Control". Now click Add. Now Save.

Step 9 - Device Magic: Forms

1. Go to the PlayStore and download the Forms app.
2. Open the app and on the welcome screen select "Sign in to an Existing Team", type your engineer's full name and under "Organization key" put: STU855. Now press "Join My Team".
3. Contact an employee with access to the Device Magic management console. On this go to the devices tab and click the tick on the engineer's row.
4. Now on the table there will be a column called "Groups". On the engineer's row there will be many groups that they're signed up to. To change this click on the groups. Then check/uncheck the relevant groups for the engineer.

Step 10 - Stuga Service WiFi

Engineers will be supplied with a UniFi Wi-Fi router.

This will be used as an extra utility when gaining access to the internet for their tablets. Two connections are required:

1. A power plug socket.
2. An Ethernet port

Once these are plugged in there will be full access to the internet for your tablet from the customer's network up to 122 meters. You are welcome to use your phones on this also, the password is: *****

Step 11 - Check

Check for apps:

Google account
Device Magic Forms app
Device Magic Account Verified
TeamViewer app
TeamViewer Permissions
Monday
OneDrive app
Dropbox app
eDrawings app
Company Email
Skype app
Skype Contacts

Step 12 - Outlook.com

Create an outlook account for the user to enable Microsoft documents to be saved and used on the device

Account name stugaii@outlook.com where ii are the initials

Password th0masii where ii are the initials



...20/01/21 GMG

Discovered an outlook account for stugatablet@outlook.com on GM's table, but I have no record of a password for it to overcome this I have created a new account as above

