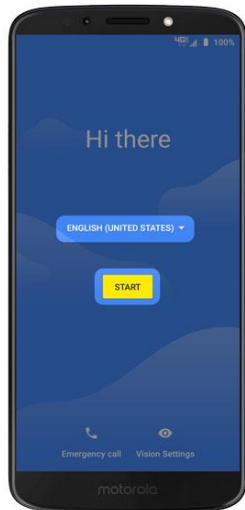


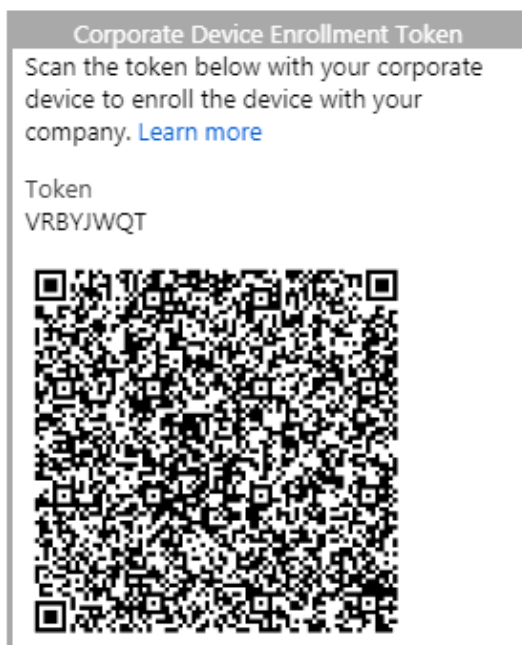
# Setting up your Corporate Motorola Phone

This guide will take you through the steps required to set up your corporate Motorola phone.

1. Insert your Sim card.
2. Plug in to charge the phone.
3. Turn on your Android phone.



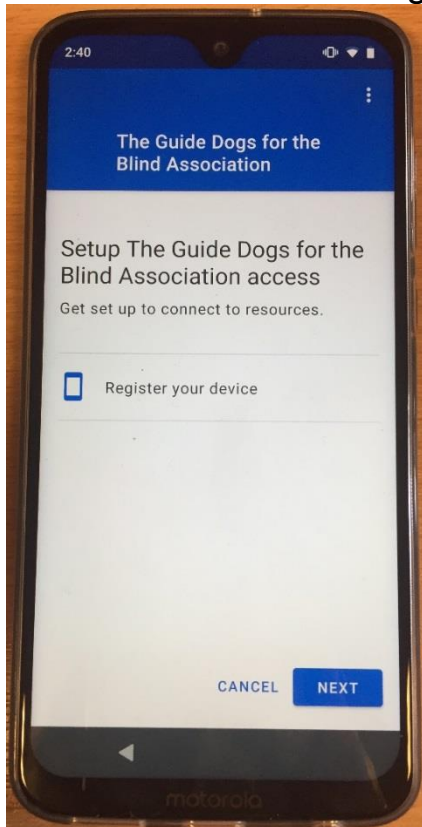
4. Use the following links for important information if you are a [magnification](#) or [speech](#) user.
5. Do not select the Start button, **tap the screen quickly 7 times**, anywhere on the 'Blue' background, to launch the QR code set up screen.
6. The camera feature will appear.
7. Use the camera to scan the below QR code to enroll your device.



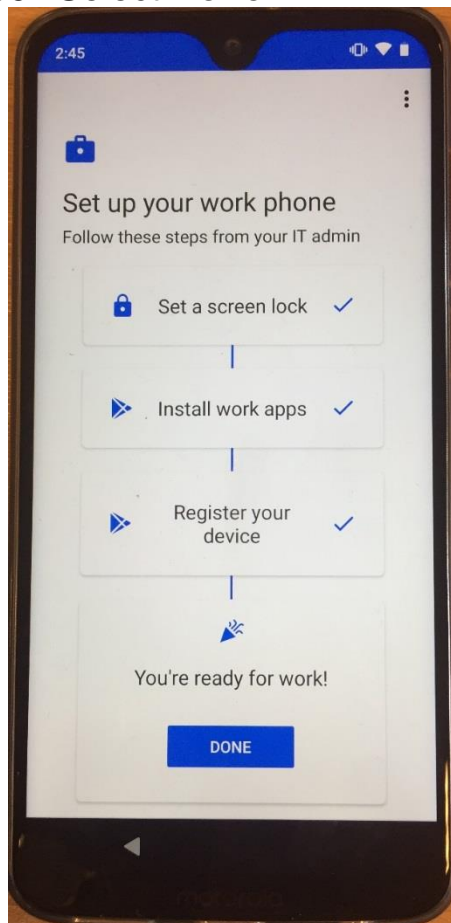
8. Choose a WiFi Network – connect to your WiFi network (if in a Guide Dogs office use **Guest Access WiFi**).

9. When selecting the Guide Dogs Guest Access WiFi – please select Guest Access.
10. You may need to enter a password to access the Guest WiFi, speak to your colleagues in your office to confirm this.
11. Once you have selected Guest Access and entered a password (where required, another screen will show where you must accept the terms and conditions for WiFi usage.
12. Please select “I agree”, you will then be redirected back to the WiFi network and are now connected to the internet.
13. Select the **Next** button
14. Select **Accept & Continue** on the “Set up your device” screen.
15. Select **Accept & Continue** on the Motorola Privacy screen.
16. Your device will start updating, please wait while this completes.
17. Untick the box then select **Accept & Continue** on the Welcome to Chrome screen.
18. You will be taken to the Microsoft Sign In – Enter your username@guidedogs.org.uk, (not your email address) e.g. hilu000@guidedogs.org.uk
19. Select **Next**.
20. Enter your network password (the password you use to log onto your Guide Dogs computer).
21. Select **Sign In**.
22. On the “Microsoft stay signed in” screen, select **Don’t show this again**.
23. Select **Yes**.
24. You will be re-directed to the “Set up your work phone” screen.
25. Set a screen lock.
26. Select **Start**.
27. Select **Continue without fingerprint** (please set the fingerprint up after enrollment).
28. Select **Password**; create then enter your password (set a strong password with 6 or more letters/numbers).
29. Re-enter your password and select **Confirm**.
30. On the notifications screen, select how you want notifications to show.
31. You will be re-directed back to the Set up your work phone screen.
32. Select **Install** on “Install work apps”.
33. Select **Next** for the InTune Company Portal.
34. You will be re-directed back to the “Set up your work phone” screen.
35. On the “Regsiter your device” screen, select **Start**.
36. Select **Sign In** on the InTune screen.
37. On the “Are you trying to sign in to Micrsoft InTune Company Portal” screen, select **Continue**.

38. Select **Next** on the “Register your device” screen.



39. Select **Done**



40. Please leave your device for 15 minutes while it updates and downloads the Company Apps.

You can find further guidance including how to use Skype and useful tips and tricks in the 'Motorola G7 Tips and Tricks' guide available on the following intranet page: [Corporate phones](#).

## Magnification users

1. On the Start screen there is a Visual Settings button at the bottom right. Press this to get a screen where you can increase font and other items size or turn on magnification. For magnification you must choose the second option, to magnify with button, because the triple tap option will prevent you using 7 taps to turn on the camera.
2. Magnify with button puts a symbol at the bottom right of the screen. Tap this and then tap the middle of the screen to turn on magnification. Use pinch and zoom to change magnification level, and two fingers to pan around the screen.
3. Magnification may turn off when a new screen loads, or a new app starts, so you will need to turn it on a few times during the setup process.
4. Magnification will not enlarge the keyboard; this is normal behaviour.
5. [Return to the setup process](#)

## Speech settings

1. To turn on TalkBack, press and hold both ends of the volume button for three seconds. Let go and then press them again for another three seconds. TalkBack will be announced, and you will be taken into a TalkBack tutorial which you can leave with the Back gesture.
2. Note that you must turn off TalkBack to do the 7-tap gesture that enables the camera for setup; you can then turn TalkBack back on.
3. [Return to the setup process](#)

**If you require any assistance please contact the IS Service Desk.  
Contact details are as follows:**

IS Service Desk – 0118 983 8384

Email: [IS.Servicedesk@guidedogs.org.uk](mailto:IS.Servicedesk@guidedogs.org.uk)

**End of document**