

# Phone setup and provisioning

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Before sending a phone out with a new respondent, you must ensure that all data from previous respondents has been removed from the device. Below are instructions for erasing data from the device and performing the setup for the new respondent.

Key terms:

- **Launcher menu:** This is the way of accessing all applications installed on the device. The launcher icon is a circle with six (6) dots and is at the bottom of every main screen.
- **Notification slider:** This is where notifications will appear on the device. It is accessible on all screens by pulling down from the status bar at the top of the screen.
- **Settings menu:** This is the location where most device settings are configured. This is accessible by pulling down the notification slider and selecting the settings icon near the top (the icon looks like slider switches on the Galaxy Nexus or a gear on the RAZR Maxx). It is also accessible from a separate icon within the launcher.

## Erase Data – Galaxy Nexus

1. Open the settings menu screen
2. Select “Backup & reset”
3. Near the bottom of the screen, select “Factory data reset”.
4. The phone will ask you to confirm that you want to do this. Select “Reset Phone” near the bottom of the screen.
5. The phone will now reboot, erasing all data from the phone. When this is complete you will be prompted to complete initial setup of the phone.

## Setup Phone – Galaxy Nexus

1. Step through the initial phone setup welcome screen.
  - 1.1. Select the primary language for the phone (English)
  - 1.2. “Got Google?” – This prompt requests you to enter your Google account to connect various services to the phone. You should say no here. (No)
  - 1.3. “Make it Google?” – The phone will now prompt to create an account. You should not create an account. (Not Now)
  - 1.4. Enable Location services – The next prompt asks which location services you should use. The default has both options checked and you should keep these enabled. Press the forward arrow key to continue.
  - 1.5. The phone will prompt for a first and last name. You may leave these blank.
  - 1.6. The phone will confirm that initial setup is complete.
2. Install survey applications
  - 2.1. First, enable installation of applications from non-market sources

- 2.1.1. Open the settings screen and select “Security”
    - 2.1.2. Under device administration, check the box for “Unknown sources”. This allows installation of applications from the CHRR web site.
    - 2.1.3. The phone will ask you to confirm this change. Select “OK”
  - 2.2. Open the browser and navigate to <http://go.osu.edu/ohiostudyapp> which will redirect your to <http://www.chrr.osu.edu/content/ohiostudy/downloads.html>
  - 2.3. Click both the “Ohio Study Survey” and then “Barcode Scanner” to download these applications.
  - 2.4. In the notification bar, you will see the download progress. Once complete you may click on the notification to install the applications. If you dismissed the notifications without installing, you will find the application installers using the “Downloads” application in the launcher menu.
  - 2.5. Create a shortcut for the Ohio Study Survey on the main screen by opening the launcher menu, long press the Ohio Study Survey icon (note the icon is the OSU logo) and dragging it to a spot on the main screen.
3. Initial phone setup is now complete.

## **Erase Data – Droid RAZR Maxx**

1. Open the settings screen
2. Select “Privacy”
3. Near the bottom of the screen, select “Factory data reset”.
4. On the next screen make sure to select the option “Erase internal storage”.
5. The phone will ask you to confirm that you want to do this. Select “Erase everything” near the bottom of the screen.
6. The phone will now reboot, erasing all data from the phone. When this is complete you will be prompted to complete initial setup of the phone.

## **Setup Phone – Droid RAZR Maxx**

1. Step through the initial phone setup welcome screen.
  - 1.1. Select the primary language for the phone (English)
  - 1.2. The phone may notify you that the phone number was activated. Select (Next).
  - 1.3. Click “Start the setup”
  - 1.4. The phone will prompt to setup Verizon backup assistant. Skip this step (Skip).
  - 1.5. The next screen asks if you want to send or receive email. Click next to bypass this option. (Next)
  - 1.6. The phone will warn about location gathering service. Select (Next).
  - 1.7. Enable Location services – The next prompt asks which location services you should use. The default has no boxes checked. You should click each option to ensure that all services are enabled. You will be asked to agree when you do so. When finished, select “Next”.
  - 1.8. The phone will prompt you to perform a guided tour. Bypass this by selecting (Next).
  - 1.9. “Make it Google”. The phone will prompt you to create or sign in with an existing Google account. Skip this by pressing “Not Now”.

- 1.10. You are now finished with initial setup. Select (Done).
2. Install survey applications
  - 2.1. First, enable installation of applications from non-market sources
    - 2.1.1. Open the settings screen and select “Security”
    - 2.1.2. Under device administration, check the box for “Unknown sources”. This allows installation of applications from the CHRR web site.
    - 2.1.3. The phone will ask you to confirm this change. Select “OK”
  - 2.2. Open the browser and navigate to <http://go.osu.edu/ohiostudyapp> which will redirect your to <http://www.chrr.osu.edu/content/ohiostudy/downloads.html>
  - 2.3. Click both the “Ohio Study Survey” and then “Barcode Scanner” to download these applications.
  - 2.4. In the notification bar, you will see the download progress. Once complete you may click on the notification to install the applications. If you dismissed the notifications without installing, you will find the application installers using the “Downloads” application in the launcher menu.
  - 2.5. Create a shortcut for the Ohio Study Survey on the main screen by opening the launcher, long press the Ohio Study Survey icon (note the icon is the OSU logo) and dragging it to a spot on the main screen.
3. (Optional) You may want to perform extra setup for the RAZR Maxx to improve the user’s experience.
  - 3.1. Remove applications that can be uninstalled.
    - 3.1.1. Enter the settings screen and select “Apps”
    - 3.1.2. Goto the “Downloaded” which may be uninstalled.
    - 3.1.3. You may uninstall any application other than “Ohio Study Survey” and “Barcode scanner”
  - 3.2. Cleanup unused icons from the home screen.
  - 3.3. Disable auto notifications about Wi-fi
    - 3.3.1. Open the settings screen and select Wi-fi
    - 3.3.2. Click the menu option and select advanced
    - 3.3.3. Uncheck the box for “Notify me” and “Open network”
4. Initial phone setup is now complete.