BEFORE YOU ACTIVATE YOUR NEW MOBILE DEVICE (FOR EXISTING NUMBERS):
If this device is replacing a lost or stolen device, you must report your missing device to:

- University and School of Medicine Clients: Visit [https://privacy.stanford.edu/](https://privacy.stanford.edu/)
- SHC (Stanford Health Care): Call Service Desk at 650-723-3333 (available 24/7)
- SCH (Stanford Children’s Hospital): Call SCH Service Desk at 650-498-7500 (available 24/7)

1. Charge
   Plug in and fully charge your new mobile device.

2. Protect your information by removing MDM from your old mobile device
   If your old mobile device is enrolled in the MDM service, please de-enroll it by going to: mdm.stanford.edu on the old mobile device's web browser.
   - For iOS devices: Please disable the "Find my Phone" feature within the iCloud settings.
     - Before you repurpose your old mobile device, please protect your privacy and the University’s data by removing your Apple ID account and wiping the device.
     
     **To Remove Apple ID**
     1. Go to Settings
     2. Scroll down to iCloud.
     3. Tap the Apple ID and tap Sign Out.
     4. Screen will prompt you for your email and Apple ID password once more.
     5. Unlocked devices can be repurposed or recycled
   - **To wipe the data from an iOS device**
     1. Go to Settings
     2. Select General->Reset->Erase All Content and Settings.
     3. The device will ask you to enter your passcode, then it will erase itself.

3. Check your old voicemail (Phones only)
   Check important texts and voicemails on your old device before you activate your new phone. You may not have access to those messages after you activate your new mobile device.

4. iPhone [iOS Devices]: Back up your old data and sync it with your new iOS mobile device

   **Samsung Galaxy [Android Devices]:** Back up your old data and sync it to your new Galaxy mobile device
   a. Download the Samsung Smart Switch app to transfer items directly from your old smartphone to your new Galaxy device.
READY TO ACTIVATE YOUR NEW MOBILE DEVICE

Please beware that once you turn on your new device, your old device will no longer work. Please make sure the end user has their new device in hand.

**AT&T**
Transfer your AT&T service to your new device online

2. Select your “Activation your device” and enter any required information.
3. Select **Continue** and follow the prompts to complete the device activation.

**Sprint**

**Verizon**
Transfer your Verizon service to your new device.
Call 1.877.807.4646 from any phone other than your new phone and follow the instructions.

**Turn off your old phone. Set up your new phone.**
For a walk-through of your phone, visit VerizonWireless.com/simulators.

**Mobile Device Management (MDM)**

MDM installs a configuration profile that sets a passcode and installs: Stanford email, calendar, and contacts. MDM also helps to protect and manage your device in the event of loss or theft.

Once you activate your new phone, please enroll in **Mobile Device Management** (MDM), by:

**University**
Visit [mdm.stanford.edu](http://mdm.stanford.edu) on your mobile device web browser.

*For additional assistance, please call 5-HELP (650-725-4357) - option 1.*

**SCH**
[https://intranet.lpch.org/mobile](https://intranet.lpch.org/mobile) or call 650-498-7500 (24/7)

**SHC**
Call 650-723-3333
**iPhone – Set-Up**


**Voicemail**

**Note:** If you are an existing customer and you have forgotten your voicemail password, you will not be able to access Voicemail until you reset your voicemail password. (Call 5-Help, Option 2)

You won’t receive any voice messages until you set up Visual Voicemail

1. Tap Phone > Voicemail > Greeting, then choose one of these options:
   - Custom (to record your own message)
   - Default (to use a generic greeting)
2. Tap Save
3. Tap Record when you’re ready to start recording
4. Tap Stop when you finish recording your message. To review your recorded message, tap Play. To re-record your message, repeat steps 2 and 3.
5. Tap Save.


**Samsung Galaxy S7 - Set up Visual Voicemail**

1. From the home screen, tap Phone.
2. Tap the Visual Voicemail icon.
3. Note: Alternately, you can set up voicemail by pressing and holding the number 1 key.
4. Tap START.
5. Tap OK.
6. Visual Voicemail is now ready for use. View the Access voicemail tutorial for tips to manage your voicemail.
7. Note: Go to Troubleshoot Voicemail for solutions to common voicemail problems


**Additional Support**

**Stanford University & Stanford Children’s Health**
Business hours (Mon–Fri, 8am – 5pm): 5-HELP (650-725-4357) – option 2, option 1.

**Stanford Health Care**
Business hours (Mon–Fri, 8am – 5pm): 4-HELP (650-724-4357) – option 4.