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## *Activation for Upgrade Mobile Devices*

*Carriers: AT&T / T-Mobile/ Verizon*

*\*Activations must be completed during normal business hours. If support/troubleshooting is needed it will not be available after hours, weekends, or holidays.*

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### **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/>
- SHC (Stanford Health Care): Call Service Desk at 650-723-3333 (available 24/7)
- SCH (Stanford Children's Health): Call IS Service Desk at 650-498-7500 (available 24/7)

If you are transferring your service from another mobile carrier. Please listen and save your voicemails as you will lose your voicemails. (You will set up a new voicemail box with the new mobile carrier.)

#### **1. Charge**

Plug in and fully charge your new mobile device.

#### **2. 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.

#### **3. Setting up your device**

- **iPhone – Set-Up**  
<https://support.apple.com/en-us/HT202033>
- **iPhone [iOS Devices]:** Back up your old data and sync it with your new iOS mobile device  
<https://support.apple.com/en-us/HT203977>
- **Samsung Galaxy [Android Devices]:** Back up your old data and sync it to your new Galaxy mobile device.  
<https://www.samsung.com/uk/support/mobile-devices/how-do-i-set-up-my-new-device/>
  - You can opt to back up your Photos, Contacts, Applications, etc. via your Google Suite account. <https://support.google.com/android/answer/2819582?hl=en>

## READY TO ACTIVATE YOUR NEW MOBILE DEVICE

Please make sure the end user has their new device in hand and an alternate means of contact (Desk phone, Zoom, Slack, or Personal Number to reach out to).

**\*You must use the sim card provided with your new device, iPhone XS models and above use E-SIM**

### AT&T

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

1. Go to <https://www.att.com/activations/activatewireless>
2. Enter the mobile number and ZIP Code (94063 or 94305)
3. Select Continue and follow the prompts to complete the device activation.

### T-Mobile

Contact us at:

- Stanford University & Stanford Children's Health call 650-725-4357 (5-HELP) Opt. 3, select 1 for paging services or 2 for mobile services.
- Stanford Health Care call 4-HELP (650-724-4357) – option 4.

### 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](https://www.verizonwireless.com/simulators).

### 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 3)

*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.

6. **Note:** Alternately, you can set up voicemail by pressing and holding the number 1 key.

#### **iPhone Voicemail**

<https://support.apple.com/en-us/HT201436>

#### **Samsung Galaxy 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 on managing your voicemail.

#### **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. If the device was purchased by Stanford, once you activate your new phone, Mobile Device Management (MDM) is preinstalled and will have you sign in via Remote Management for University and SHC clients.

##### **University**

- For additional information: Visit [mdm.stanford.edu](http://mdm.stanford.edu) on your mobile device web browser.
- For additional assistance: Please call 650-725-4357 (5-HELP) Opt. 3, select 1 for paging services or 2 for mobile services..

##### **SHC**

Call the SHC Service Desk at 650-723-3333 Option 2.

##### **SCH**

Call the IS Service Desk at 650-498-7500 (available 24/7) to install Intune.

When your new device has been activated and you have successfully moved over all your personal information, contacts, data & photos then follow the steps below before turning in your old device.

#### **4. 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: <https://uit.stanford.edu/service/mobiledevice/management> 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. The 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.

### **Additional Support**

#### **Stanford University & Stanford Children’s Health**

Business hours (Mon–Fri, 8am – 5pm): 5-HELP 650-725-4357 (5-HELP)  
Opt. 3, select 1 for paging services or 2 for mobile services.

#### **Stanford Health Care**

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