

## Setup, Backup, and Restoring iPad

**NOTE:** We suggest backing up the iPad before deploying it to the first patron. This way you can back up all the apps and settings without any patron data.

### Setting a new iPad to deploy:

1. Tap the screen to begin
2. Follow the prompts to complete the initial set up of the iPad.
3. On the “Quick Start” window select “Set Up With Out Another Device”
4. Join the iPad to a trusted nearby Wi-Fi network
5. Continue through the step prompts.
6. On the “Touch ID” menu select “Set Up Touch ID Later”
7. Select “Don’t use” when prompted.
8. Click on the link “Passcode Options”
9. Select “Don’t Use Passcode”
10. When prompted select “Don’t Use Passcode”
11. On the “Transfer Your data and Apps” Select “Don’t Transfer Anything”
12. When prompted sign into the iPad using a library issued iTunes account. (Never use a personal iTunes account on this step.)
13. Navigate through the remaining options.
14. On the “iPad Analytics” page select “don’t share”
15. Once complete navigate to the “App store”
16. Open the app store by tapping on the icon, when prompted select “Turn off Personalized ads”
17. Install the following apps on the iPad:

<input type="checkbox"/> Zoom	<input type="checkbox"/> RAINN	<input type="checkbox"/> Google Meet
<input type="checkbox"/> Webex	<input type="checkbox"/> MyInspira	<input type="checkbox"/> Valley Connect
<input type="checkbox"/> Telehealth	<input type="checkbox"/> HMH Now	<input type="checkbox"/> My Chart
<input type="checkbox"/> Summit + City MD	<input type="checkbox"/> DuckDuckGo	<input type="checkbox"/> Help App
<input type="checkbox"/> SMI Adviser	<input type="checkbox"/> Amwell	<input type="checkbox"/> Capital Health
<input type="checkbox"/> RWJBH TeleMed	<input type="checkbox"/> CVS	
18. Once complete hide all apps that are not included in the list above. To hide the application hold down the icon until the dropdown menu appears. Select “Remove app” > “Remove from home screen”



# Setup, Backup, and Restoring iPad (Continued)

19. Set DuckDuckGo as the default browser Tap the gear icon to open “Settings”.
20. Tap “Apps”
21. Scroll down on the right-hand side of the screen until you find “DuckDuckGo”
22. Tap “Default Browser”
23. Tap “DuckDuckGo” to add a check mark beside it.
24. The page should now show “DuckDuckGo” as the default browser.
25. Follow the steps below to add shortcuts of websites if an app is unavailable:
  - a. Navigate to the URL of the website within “Safari”.
  - b. Click on the share icon on the top of the browser. (The icon will appear as a square with an arrow pointing upwards.)
  - c. Select “Add to Home Screen”.
26. Open the “DuckDuckGo” application by tapping on the orange icon.
27. Tap on the “...” or the gear icon at the top right of the screen.
28. Tap the gear icon “Settings” to open settings
29. Tap “Data Clearing”
30. Tap “Automatically Clear Data”
31. Slide the button beside “Automatically Clear Data” to enable the setting
32. Below “Action” tap “Clear Tabs and Data”
33. Below Desired timing “App Exit Only” (This setting will clear data when the browser is closed)
34. Once the settings are changed the app can be closed.

**DuckDuckGo is the recommended Browser, once the application is closed the data is cleared.**

## Backing up a Device onto a Local Machine:

**These steps are to be performed before deploying the iPad:**

1. Download and install iTunes on to a desktop computer.
2. Once installed connect the iPad to the Desktop Computer using a USB cable.
3. Once connected click on the icon that resembles an iPad beside the “music” dropdown menu.
4. Beside the iPad icon on the upper left corner of iTunes tap “iPad” to name the iPad. (EX: “NJHC-EastBrunswick”)
5. Click on the button “Back Up Now” to back up the iPad to the machine
6. Once the Backup is complete the iPad can now be disconnected from the machine.

**A back up of the iPad has now been created. This backup includes all apps installed without the data.**

