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## Welcome to your iPad!

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### The OtterBox Case

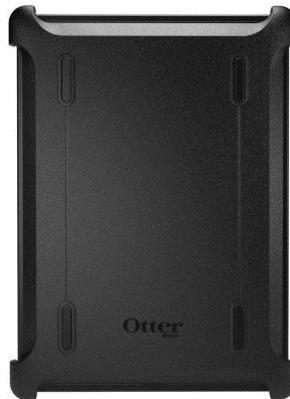
- Multi-layer iPad Air cover designed to protect against potential damage from drops, bumps, dust and scratches
- Versatile shield stand provides additional protection during transport and convenient typing and viewing angles



Horizontal Stand



Vertical Stand



Screen Cover

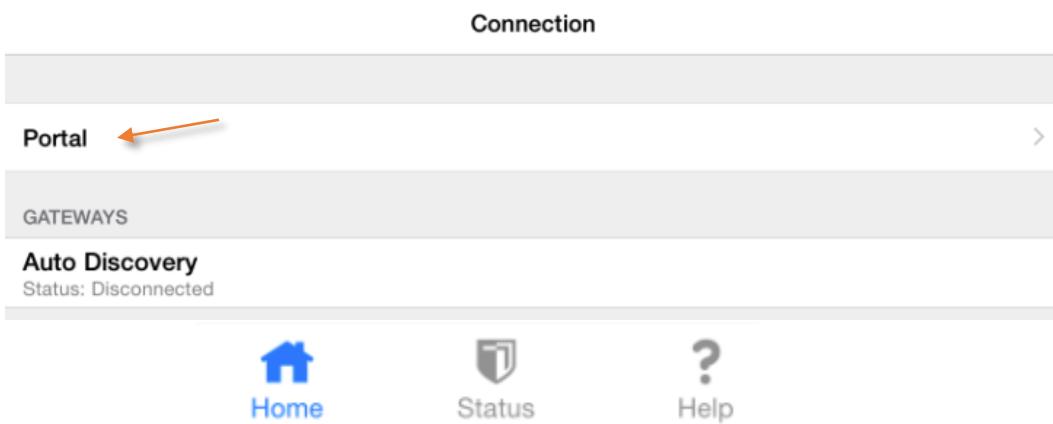
# How to connect to GlobalProtect and Build 2 Win (B2W)

**Note: You must be disconnected from Wi-Fi to access GlobalProtect & B2W**

1. Open the GlobalProtect app – This app allows access to the Whissell network / B2W



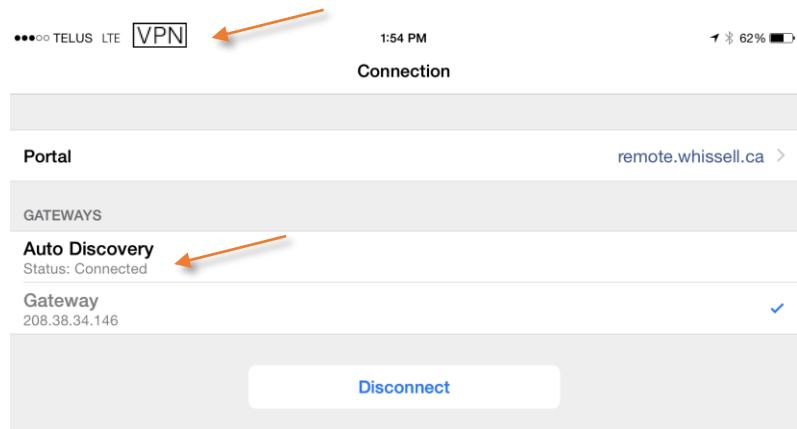
2. On the Home tab – Click Portal



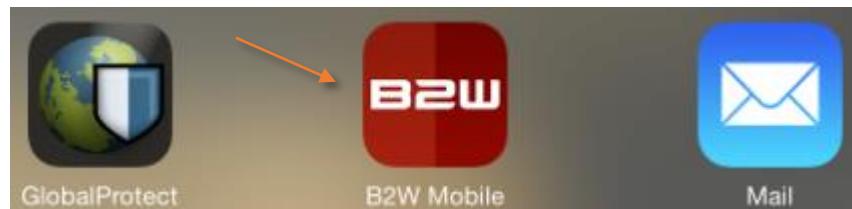
3. Select Connect – if your username and password is not auto-saved, enter it here.

Portal	remote.whissell.ca
Username	kimberlyk
Password	*****
<b>Connect</b> 	

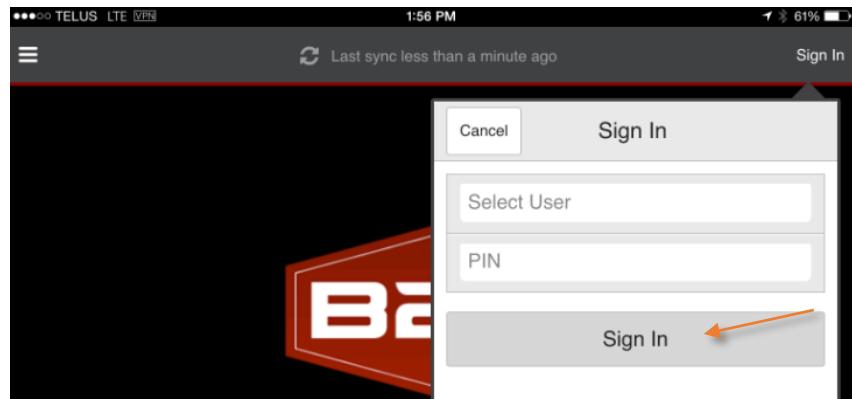
**4. You are now connected!**



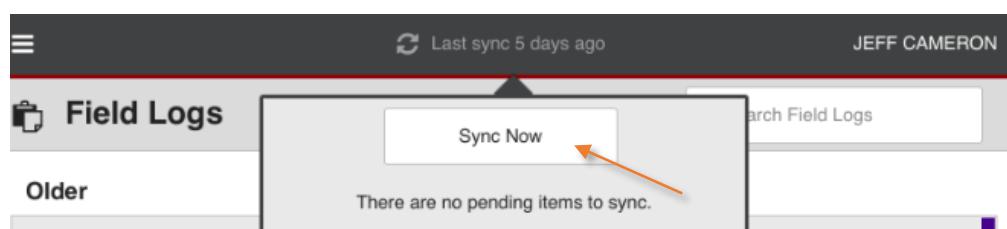
**5. Open the B2W Mobile app**



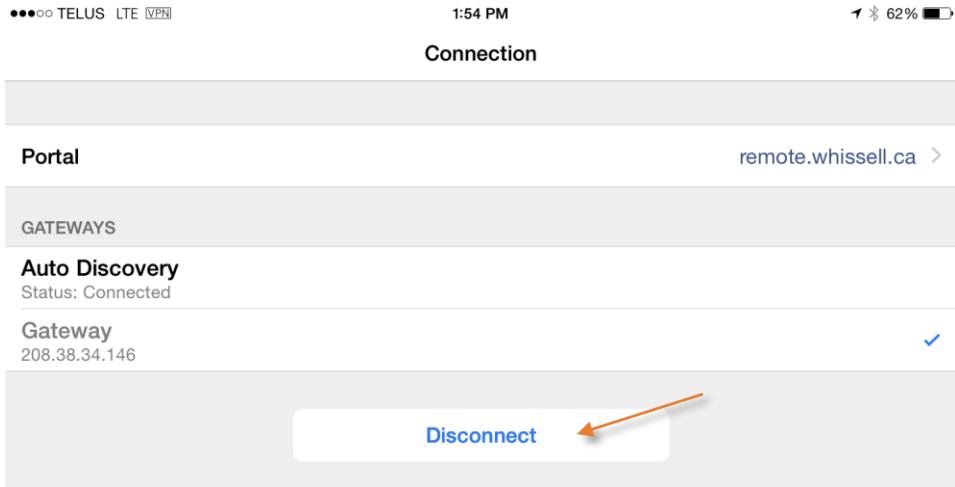
**6. Select your username from the list and enter the unique pin given to you. Then select sign in.**



**7. Click on the "Last sync" text to bring up the Sync Now option – B2W should be synced whenever you're doing time to get updates**

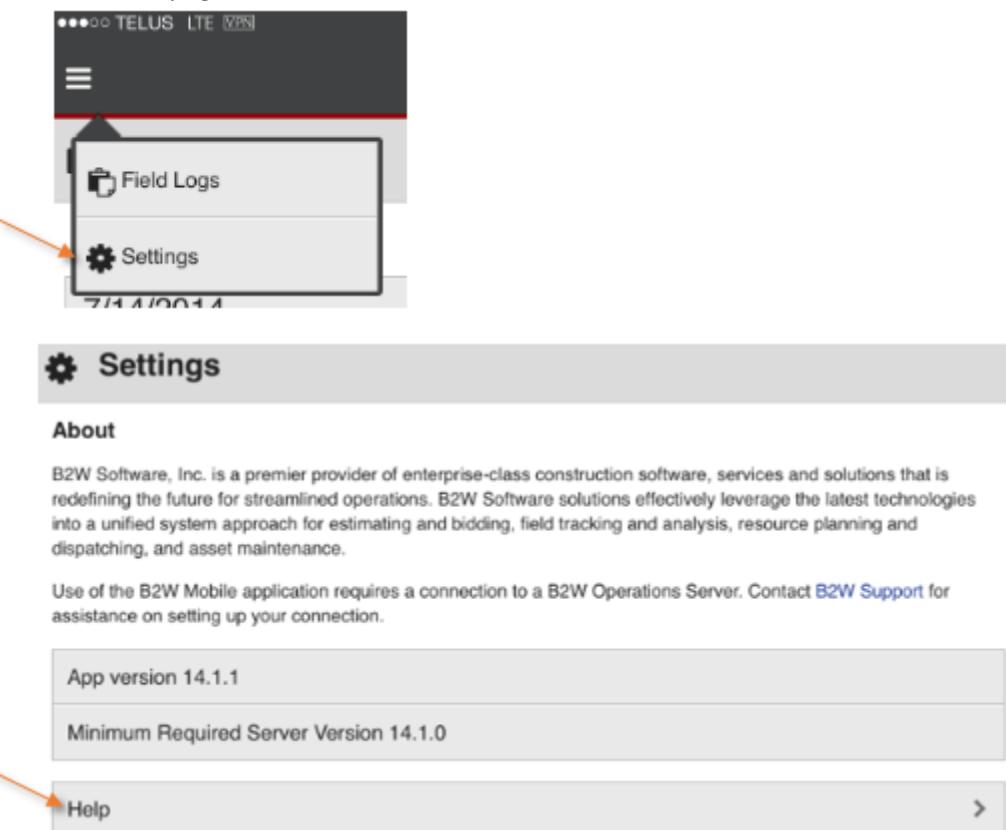


# Don't forget to disconnect from GlobalProtect when you're done!



## B2W Tutorial:

- Please review the detailed tutorial for the B2W app under **Settings > Help**. Slide your finger across the screen to view the other pages.



# How to take a picture

1. Here is the lens of your camera



2. Open the Camera application



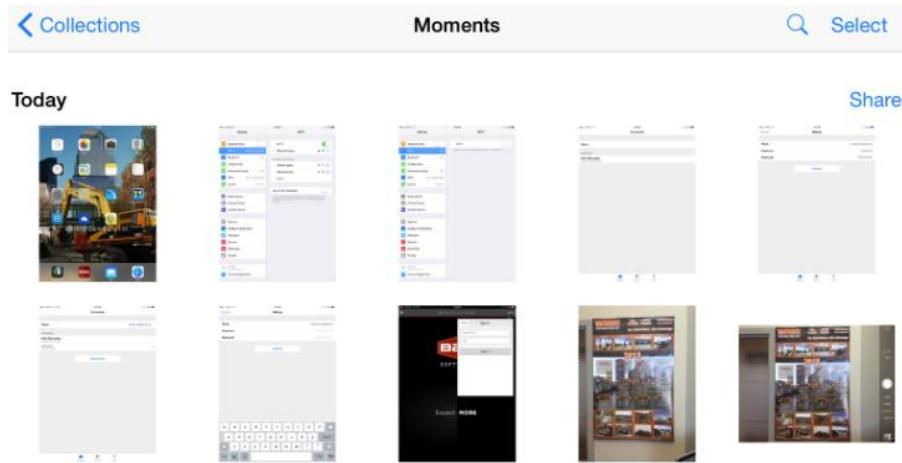
3. Press the white button to take a picture



4. To view your pictures open the Photos app



5. Your photos will be organized by Date and Location



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To upload photos see document:

**"iPad Users – Transferring pictures from the iPad to the Cloud"**

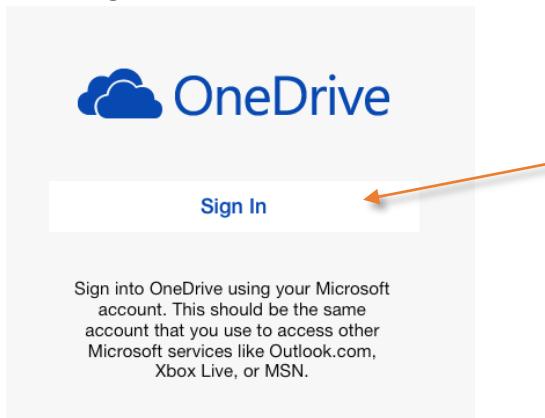
# Transferring pictures from the iPad to the Office

**\*\*Please inform your Project Manager in the office that you are transferring photos\*\***

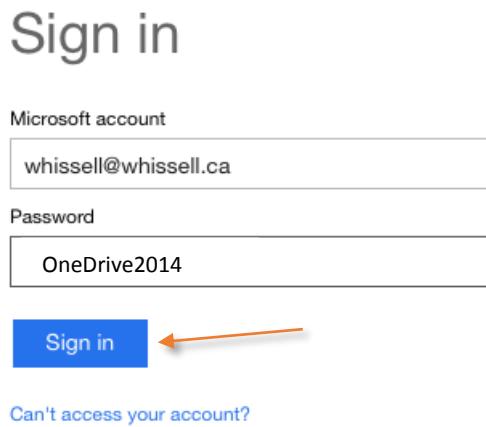
**1. Open the OneDrive App**



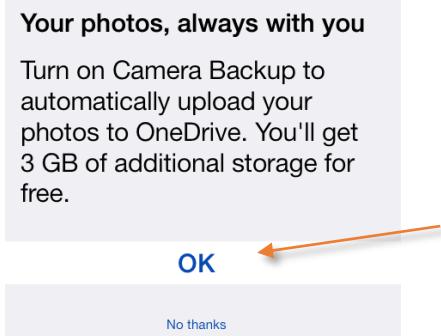
**2. Select Sign In**



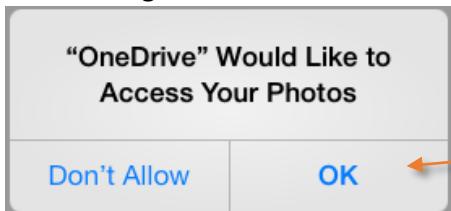
**3. Login with Username: whissell@whissell.ca – Password: OneDrive2014**



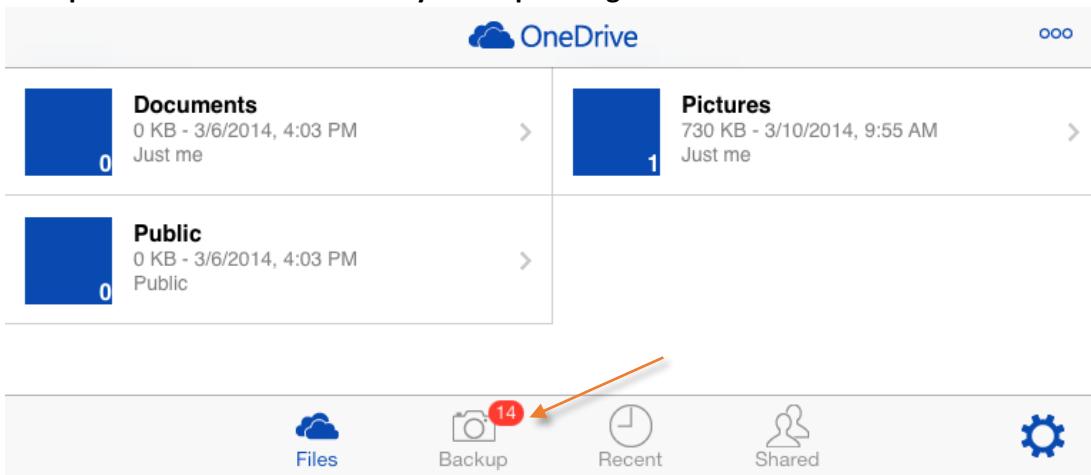
**4. Select OK**



**5. Select OK again**



**6. Your pictures should automatically start uploading**



**7. To verify the upload, the Backup icon should be going down in numbers**



**8. Once there are no more files left on the Backup icon – the upload is complete.**

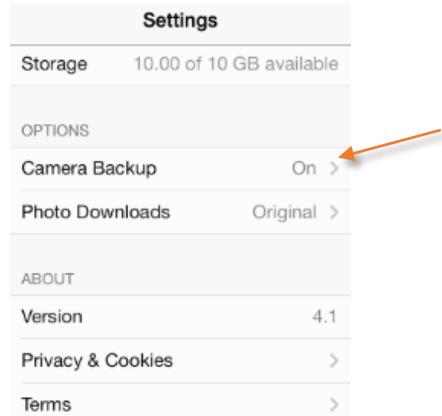
**You must contact your Project Manager so they can transfer those photos to the Corporate Picture Drive.**

# Troubleshooting

1. If the upload is not taking place please click on the settings button

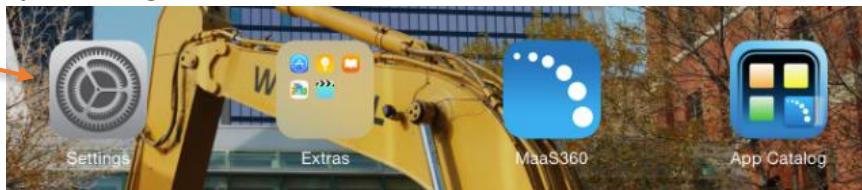


2. Ensure Camera Backup is On and try again

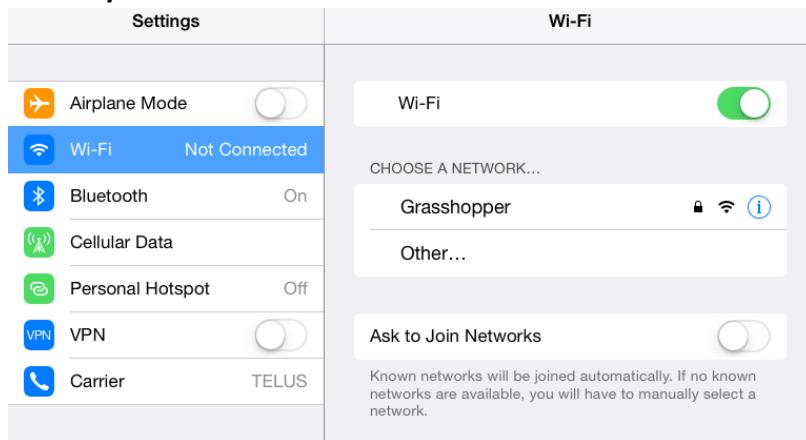


# How to connect to home Wi-Fi

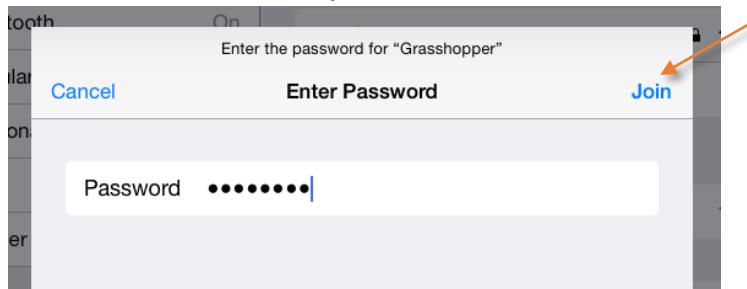
## 1. Open Settings



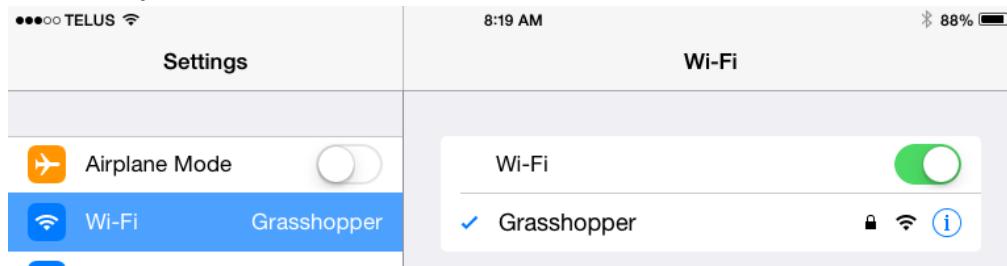
## 2. Choose your Wi-Fi network



## 3. Enter in the Wi-Fi network password then select Join



## 4. Once you see a check beside the Wi-Fi connection and a wireless icon on the top left of your screen you have successfully connected to Wi-Fi



## 5. Wi-Fi must be turned off to connect back to the GlobalProtect VPN / B2W

# Troubleshooting

1. Ensure you have good signal strength (top left corner). If you have low bars, the area you're in could be affecting iPad performance.



2. If you have an app that has stopped responding properly, and will not close by the normal method of pressing the home button, here's how to force it to close down: Double-press the home button to bring up the Multitasking Bar and then tap and drag the window you'd like closed upward.
3. Turn off the iPad by holding down the power button for 5 seconds. Then slide your finger across the screen's power off button. Turn the iPad back on.



4. If you are still having issues: Do a "Hard Reset" by holding down the power and home buttons down at the same time for 30 seconds. Turn the iPad back on.

