

From: [COMIS Administrator](#)
Subject: iPad pick up - Class of 2025
Date: Tuesday, November 29, 2022 2:59:51 PM
Attachments: [image001.png](#)
[TabletHandoutInstructionsCO2025.pdf](#)

Class of 2025,

We believe in providing equitable access to technological tools to support your learning. For this reason, we provide all students entering Convergence with an iPad mini. This device is commonly used in clinical settings and provides access to many tools grounded in the notion of evidence-based medicine/practice. We are excited to be able to distribute these devices earlier this year, prior to the end of your current course, Human Development and Reproductive Health (HDRH)!

iPad Minis (and Apple Pencils) will be available for in-person pickup, beginning Monday Dec. 5 at the COMTS Helpdesk. You can come by between the hours of 8am and 4pm, Monday through Friday. Please pick up your device before the end of the day on Friday, December 16th.

You'll find setup instructions attached to this email and they are also available in the non-curricular calendar under Dec. 5 at 8am. We have provided the Office suite of apps as well as Google Chrome and Zoom for your iPads and those apps will download automatically during the setup process. More information and training on using PubMed and medical apps on your iPad will occur during Convergence in January. Medical apps will be sent to your iPads automatically prior to that session. Please don't add them manually.

Things you need to know/bring:

- Photo ID (license or UVM ID)
- You will need to know your MAIN CAMPUS netid and password to finish the setup process.
- You may want to know your [AppleID](#) and password as well.

Please submit a [Footprint](#) ticket with questions. You may not pick up a device for anyone other than yourself.

Thank you,
COMTS



University of Vermont
Larner College of Medicine
Technology Services

LCOM Support can be reached:

- Submit a Trouble Ticket at: <https://comis.med.uvm.edu/footprints>

Phone Support, Mon – Fri, 7:30 – 4:30 **802-488-5553**

- Online Resources: https://med.uvm.edu/techservices/comis/remote_toolkit

Class of 2025 iPad Setup Instructions

The iPads you are receiving are managed by LCOM and COMTS. This means that we ensure certain use parameters are in place and that we supply Office365 and certain medical reference and resource applications. You are welcome to use this iPad as a personal device and to purchase and install any application that you choose. Please keep in mind that use of this iPad for academic or clinical use is governed by the Computer Use Agreement you signed during orientation.


Before setting up your iPad, you will need the following: (Prior to handout)

- Your UVM main campus NETID and password. You can reset your main campus password by visiting <https://www.uvm.edu/account>
- Your LCOM comid and password. You can reset your comid password by visiting <https://accounts.med.uvm.edu>
- Your AppleID and password (**optional**) <https://appleid.apple.com>

Please note: Amalia Dolan from Dana Medical Library will deliver a presentation on PubMed and the use of an array of medical resource applications during Convergence in January. These apps will automatically appear on your iPad prior to her presentation. Please DO NOT download medical apps and setup accounts until she has provided access information.

1. To get started, unbox the iPad and press the power button on the top right edge of the iPad. You may need to plug the iPad into a power outlet.
2. Swipe up to open
3. Select Language
4. Select your country or region
5. Quick start or Manual? We would prefer you use the **manual** process for this.
6. Select Wi-Fi as HSID with LCOM credentials and click Trust for the certificate. If you are not on campus, you can use your home wi-fi. You will not be able to



- use wi-fi that requires acceptance of an agreement, like a guest network in a hospital.
7. Remote Management information (click Next upper right)
 8. Login to Remote Management with **UVM NETID and password** (main campus credentials) Click Next.
 9. Create Passcode for the iPad (twice, then click Next)
 10. Click Continue for Keep your iPad Up to Date
 11. Enable Location Services.
 12. YAY!
 13. Office365 apps, Zoom video conferencing and a selection of medical resource apps will download directly to your iPad. This can take several minutes to an hour or more to begin.
 14. Locate Outlook and click on the App icon
 - a. Enter your email address as first.last@med.uvm.edu and click Add Account
 - b. Enter your LCOM password when prompted and click Sign in.
 - c. Answer Maybe Later when prompted to add another account.
 - d. Answer the Enable Notifications prompt for Outlook and if you answered yes, then click Allow when the iPad asks you to confirm notifications.
 15. Close Outlook and Open Microsoft Word.
 16. Click the Settings icon  and verify that your LCOM account has been added. Once you add your account to Outlook, it will be added to all Office365 apps, including OneDrive, Teams and OneNote. Browse the other Office365 apps to verify.

Pair your Apple Pencil (2nd generation) with your iPad

Follow [this link](#) for instructions on how to pair your pencil.

Once you've paired your Apple Pencil, go to Settings > Apple Pencil and turn on Scribble and click Try Scribble to learn more about what the pencil can do. The links below may be useful as well.

- Learn how to [use your Apple Pencil with your iPad](#).
- [Use Markup](#) to add drawings, text, and shapes with your iPad and Apple Pencil.
- Learn how to [create an instant note from the Lock screen](#) or pick up where you left off on your last note.

If your Apple Pencil won't pair with your iPad

Make sure to center your Apple Pencil (2nd generation) on the magnetic connector on the right edge of the iPad.

[Restart your iPad](#), then try to pair again.

Go to Settings > Bluetooth and make sure that Bluetooth is turned on.

On the same screen, look under My Devices for your Apple Pencil. If you see it,

tap . Then tap Forget this Device.

If you don't see the Pair button, wait for one minute while your Apple Pencil charges. Then try connecting your Apple Pencil again and wait until you see the Pair button.

If you still don't see the Pair button, [contact Apple Support](#).

Please attach the enclosed sticker on the rear of your iPad to identify it as an LCOM device.

