Selecting a Wi-Fi network
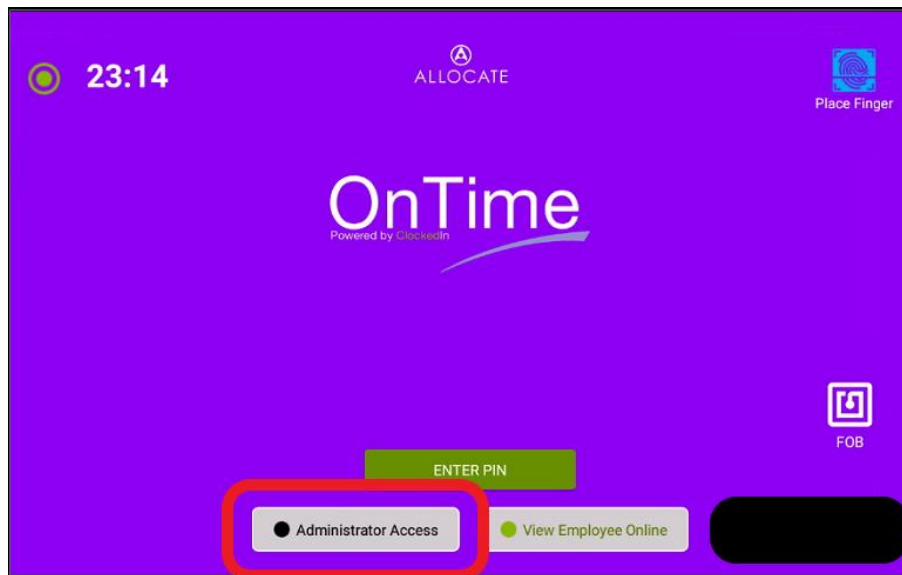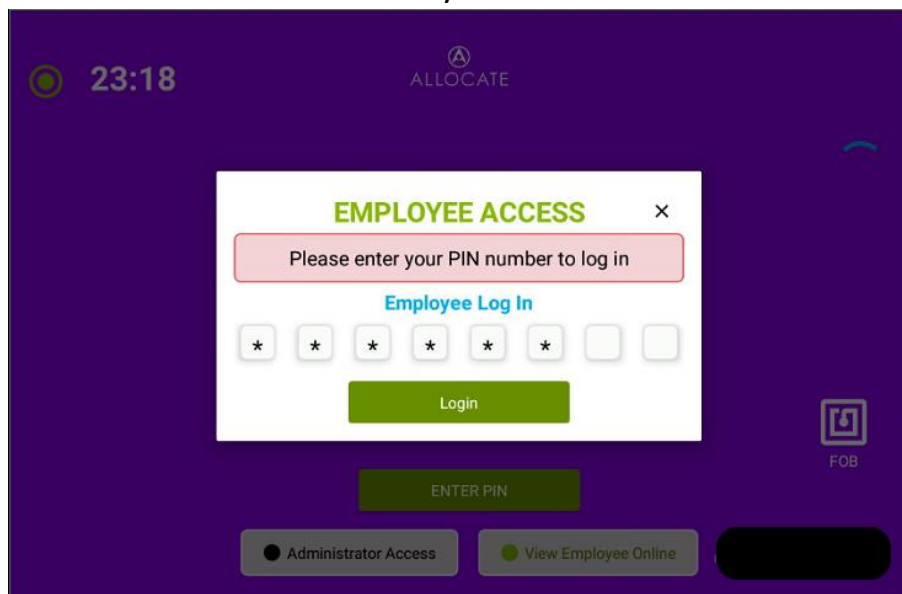
Please be aware, you will have approx. 15 seconds to complete each step before returning to the main employee login screen
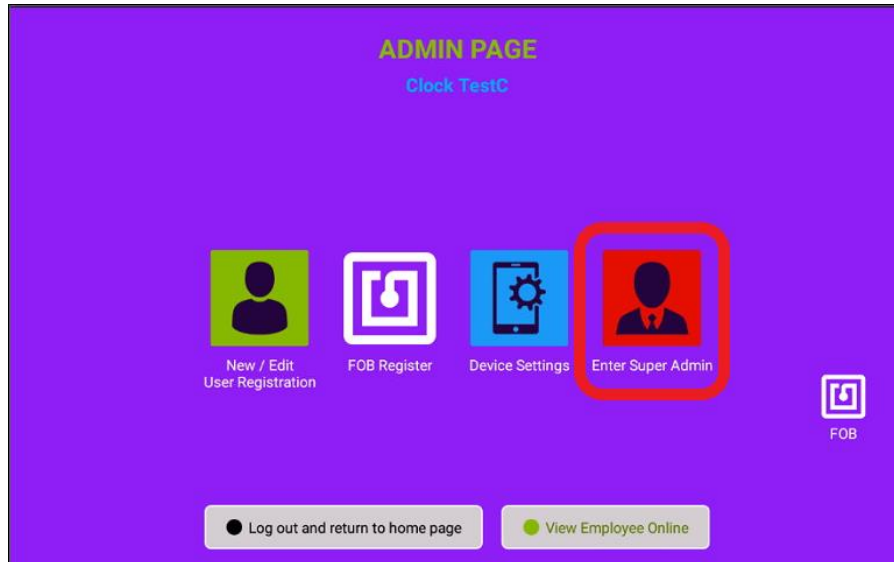
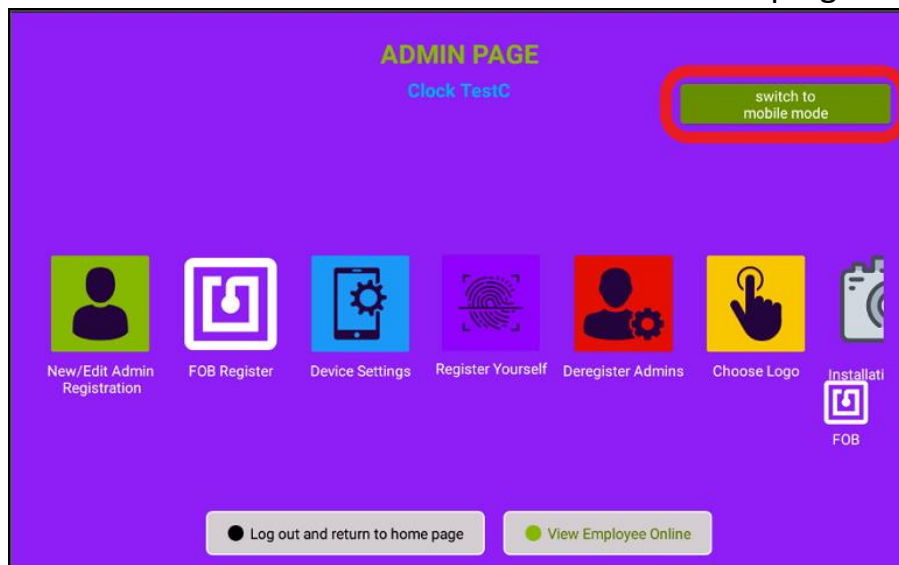1. Click 'Administrator Access' on the bottom left

2. Press 'ENTER PIN' and enter your Administrator Access PIN.

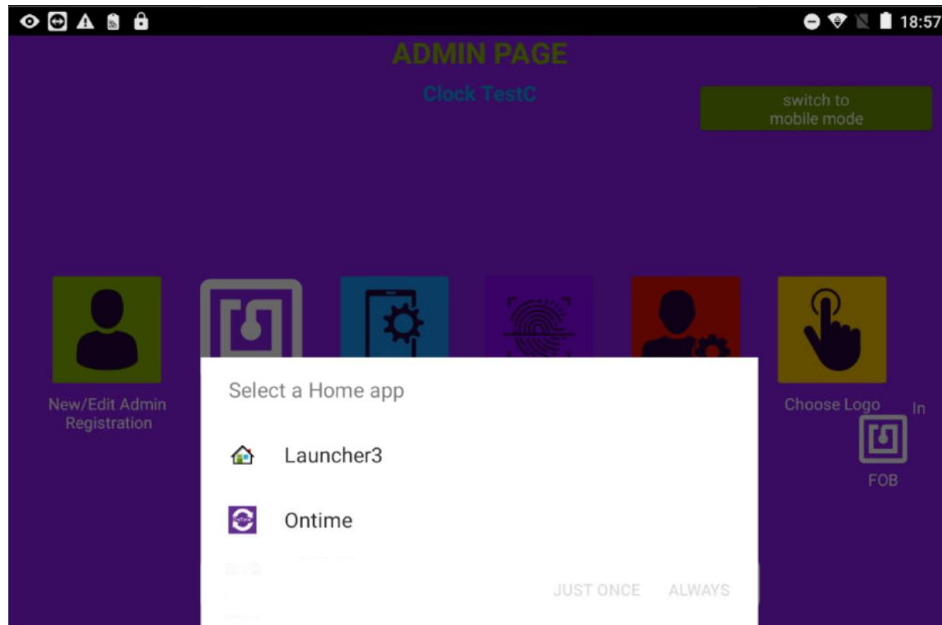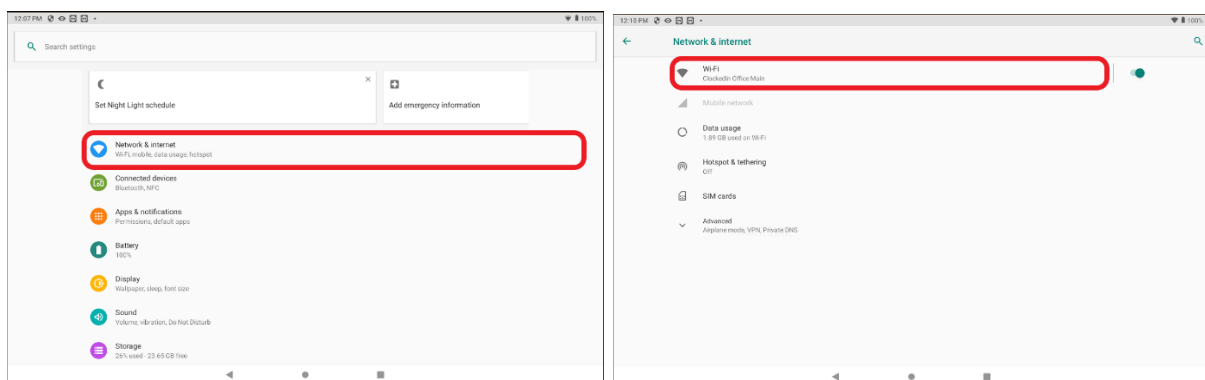3. Press the red 'Enter Super Admin' button

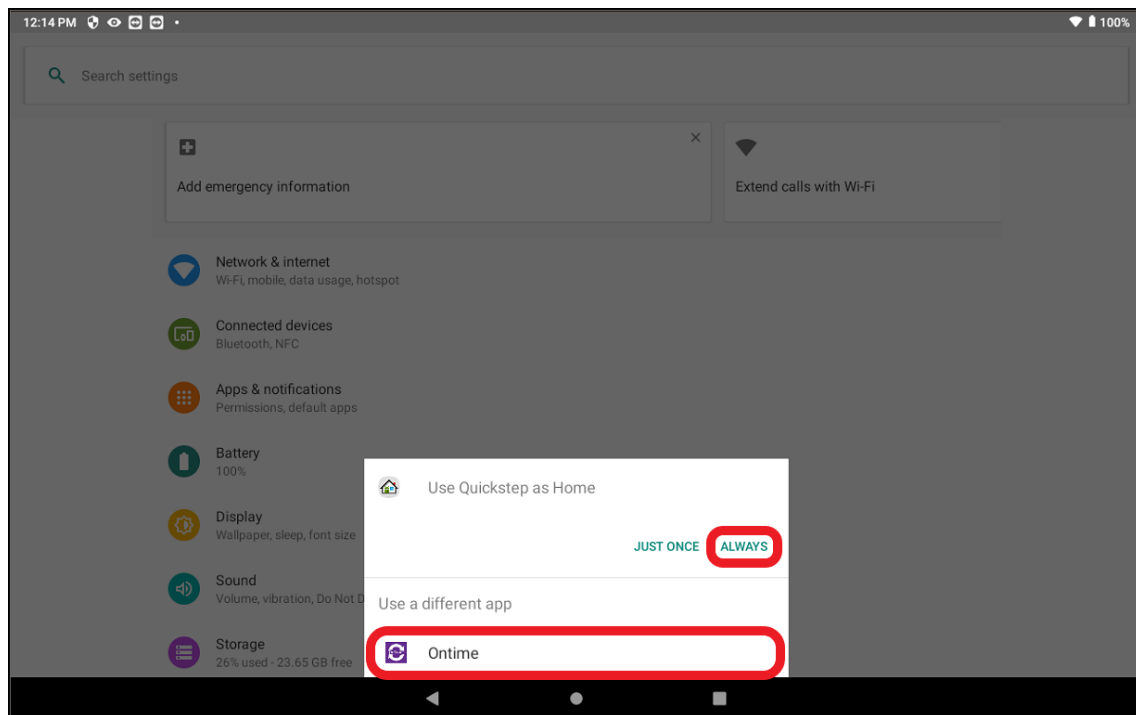4. Press the 'switch to mobile mode' button in the top right corner.

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5. This will then prompt you to select a launcher, depending on your device. You will need to choose the option that is not 'OnTime', ie. 'Quickstep' or 'Launcher3'. Select the 'JUST ONCE' option.

6. From here, you will need to find the 'Settings' app either on the home page or in the app drawer. This can be found by swiping up from the bottom of the screen.

7. Navigate to Network and Internet settings in the settings app, press Wi-Fi choose from the list of Wi-Fi networks and enter the password. Your systems administrator may need to ensure that the device's MAC address has been allowed to access the network.

8. You will then need to press the circular home button in the bottom centre of the screen. This will then give the option of selecting 'OnTime' as the home app for the device. You will need to ensure that it is set to 'ALWAYS'.

9. The device will then return to the SuperAdmin page. You can either choose to log out immediately or wait for the page to timeout and return to the main employee login page.