

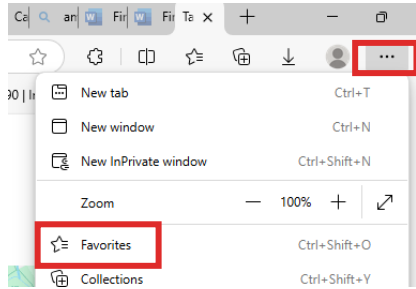


For information about the rest and to ask any questions that you may have, please reach out to the Project Team via the dedicated Teams Channel.

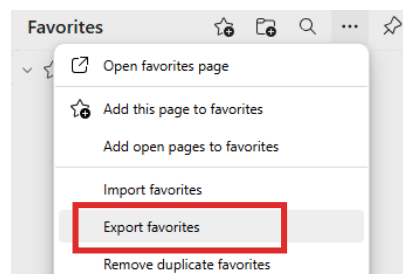
[GB CG T Laptop AutoPilot Build | General | Microsoft Teams](#)

You will see the section 'Instruction for Reset' on the next slide; this will take you through the reset process.

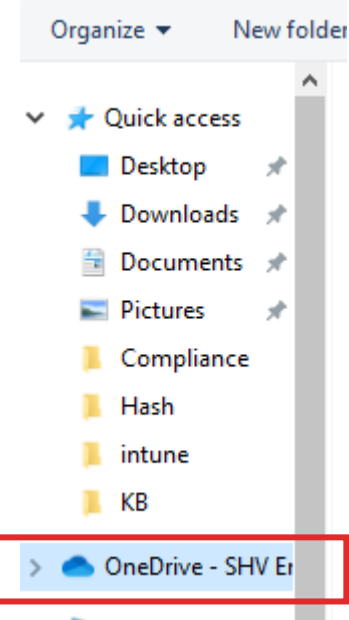
# Export your Bookmarks - Edge



Click the 3 dots in  
Edge > Favorites



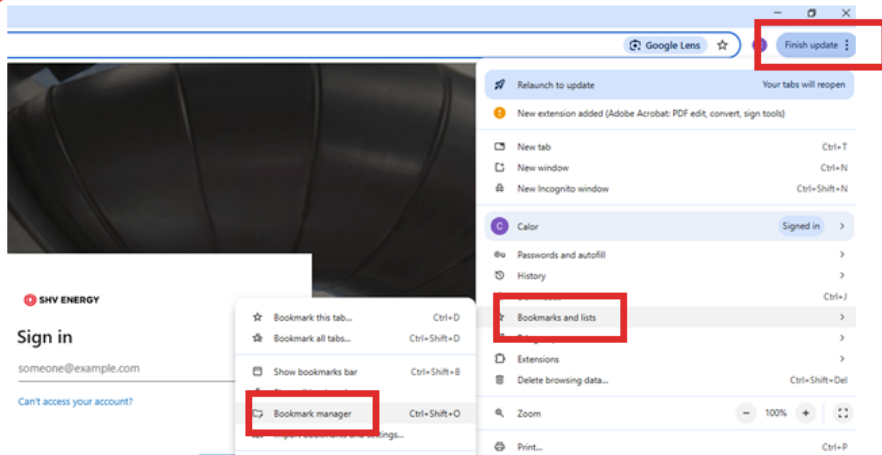
Click Export  
Favorites



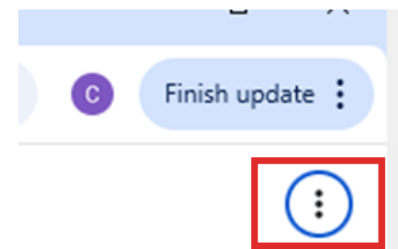
Save it in  
OneDrive

# Export your Bookmarks - Chrome

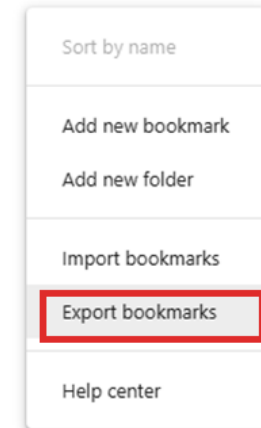
10



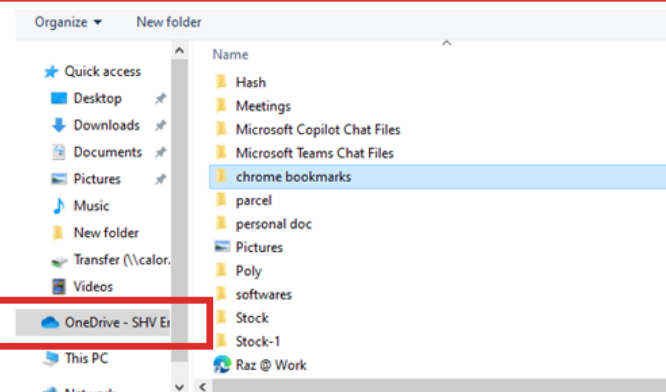
Launch Chrome  
Click the 3 dots  
Click Bookmarks and list  
Bookmarks manager



Click bottom 3 dots

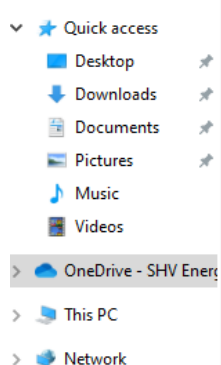


Click Export Bookmarks



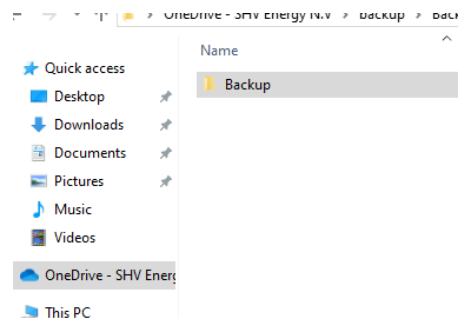
Save it to OneDrive

# Moving files to OneDrive



Open File Explorer

Click OneDrive



Create a folder in  
OneDrive  
E.g. name it Backup

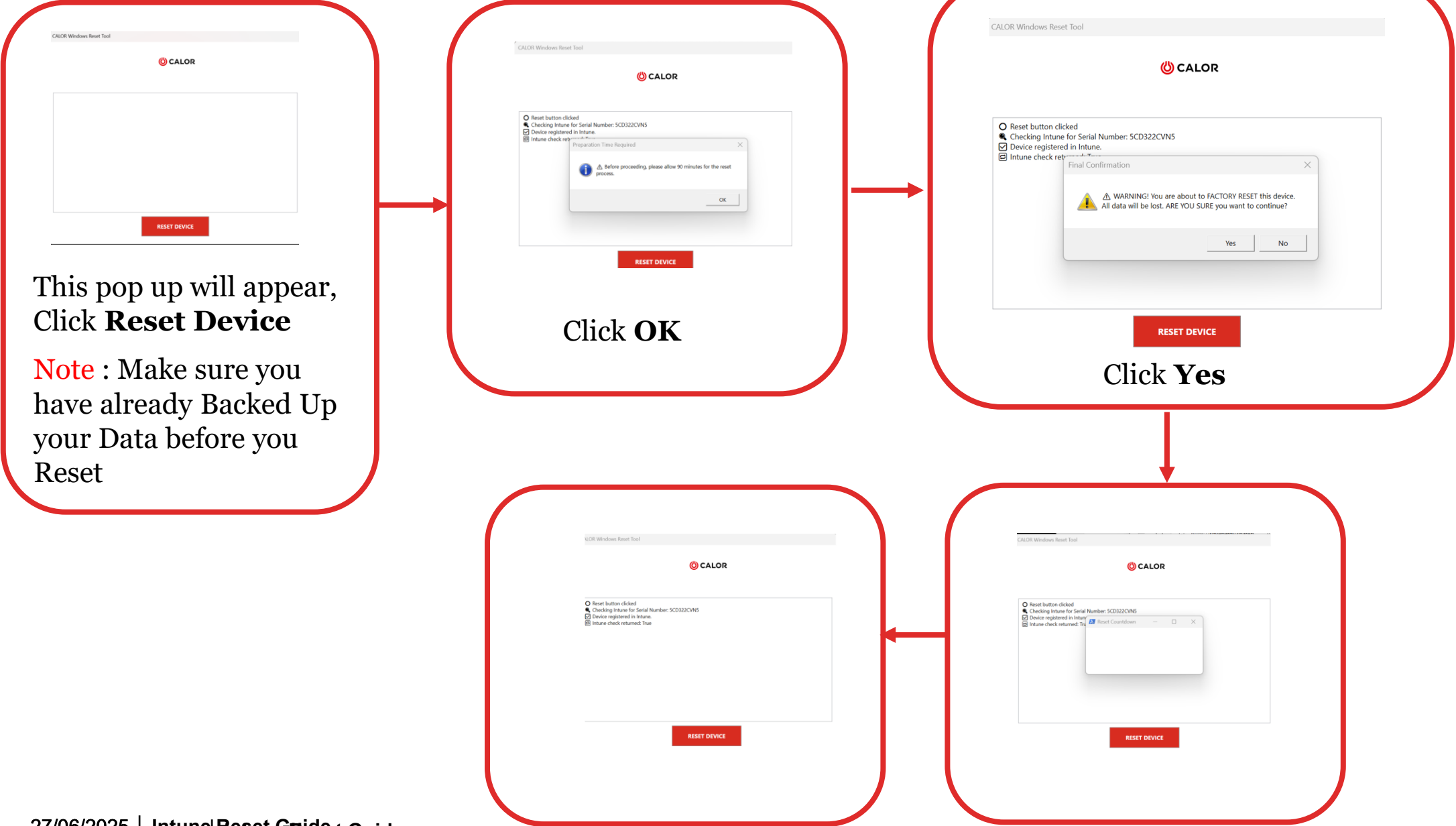


Copy your files from your C drive e.g.  
Document, Download, Desktop,  
Pictures etc. to the OneDrive

Give it some time to sync.  
Once the sync finish it should have  
Green tick

## OneDrive Status Icons:

1. **Green Circle with Checkmark** — *Locally Available:*
  - File is synced and available offline.
2. **Cloud Icon** — *Online Only:*
  - File is synced but only available online to save space. Opens when you double-click.
3. **Solid Green Circle with White Checkmark** — *Always Available:*
  - File is always available offline, even without an internet connection.
4. **Syncing Arrows** — *Currently Syncing:*
  - File is in the process of uploading or downloading.
5. **Red Circle with X** — *Sync Error:*
  - There was an issue syncing this file.



This pop up will appear,  
Click **Reset Device**

**Note :** Make sure you  
have already Backed Up  
your Data before you  
Reset

# Fail to Reset

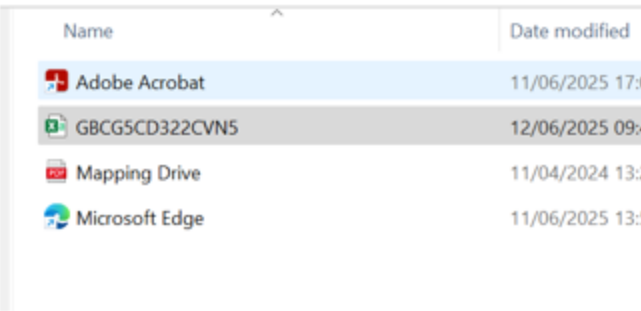


This pop up will appear,  
Click **Reset Device**

**Note :** Make sure you have already Backed Up your Data before you Reset

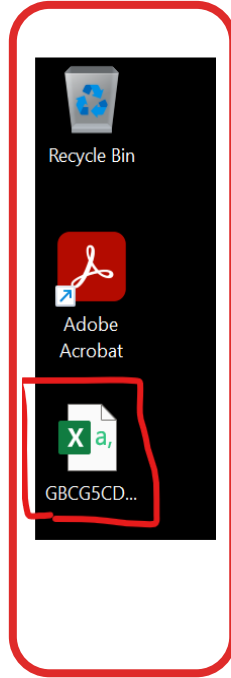


Click **OK**



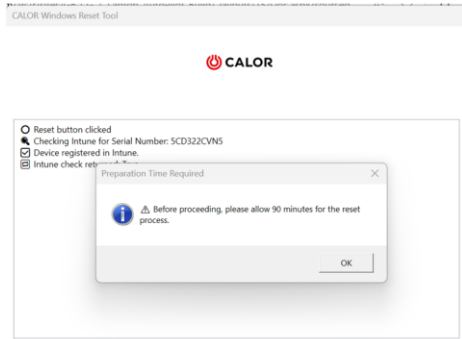
When clicking OK the reset tool will close and the following files will be highlighted.

Please attach this file to an email and send to – [raz.ali@Calor.co.uk](mailto:raz.ali@Calor.co.uk) and [Afhussai@calor.co.uk](mailto:Afhussai@calor.co.uk)

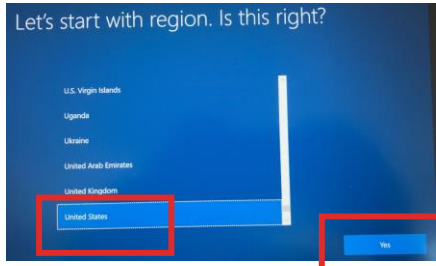




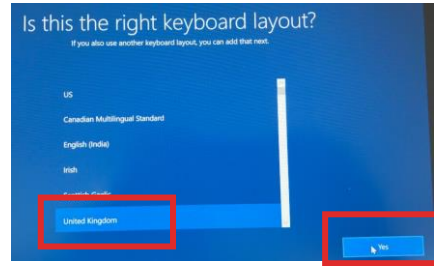




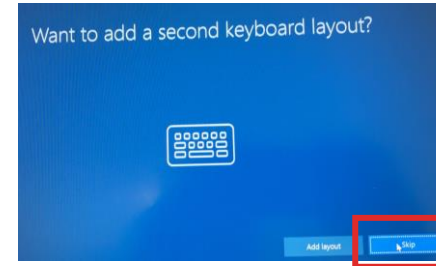
Once uploaded: Click Ok



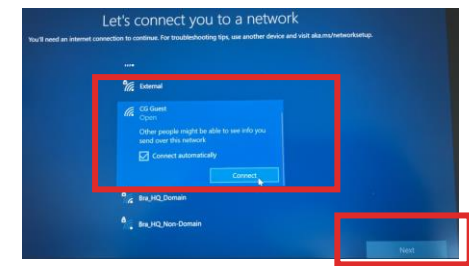
Click **United Kingdom**



Click **United Kingdom**



Click **Skip**



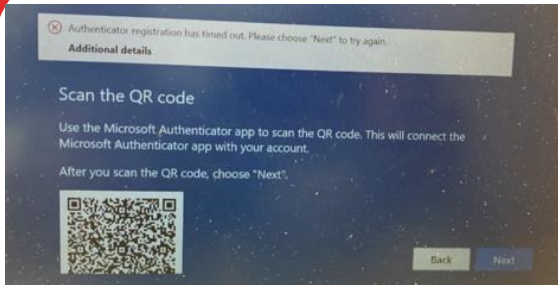
Select an **external Wi-Fi** network:

**CG Guest Wi-Fi**

tick the "Connect automatically" tick box

If you're at home, use your **home network**

**Do NOT connect via Corporate Wi-Fi** – Troubleshooting on next slide



If you don't have **MFA** set up, Microsoft will prompt you to do so by scanning a QR code



Approve via **MFA**



Sign in with your **Calor email address**

# Wi-Fi Troubleshooting

When your laptop is reset, you will be presented with the option to connect to Wi-Fi.

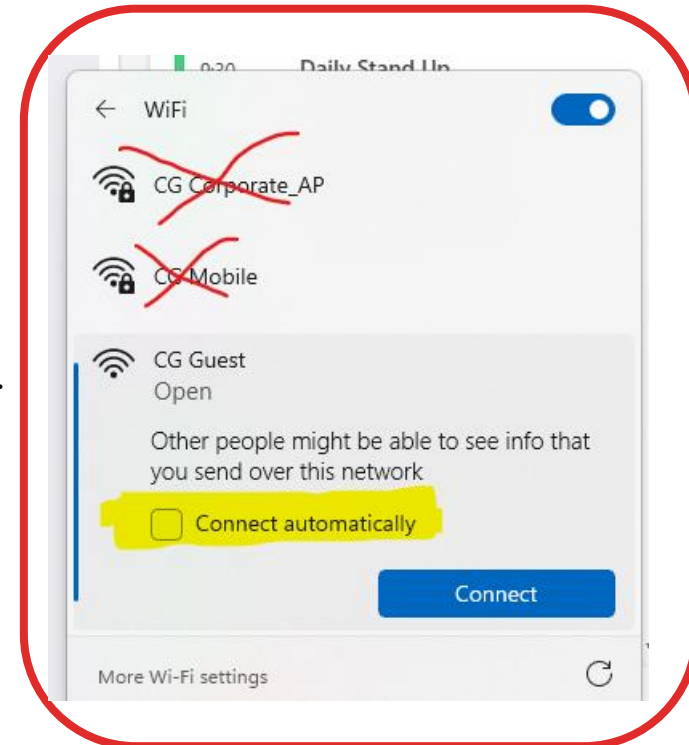
In the office or at a Calor site, only CG Guest should be used to build the laptop on, **never** CG Corporate\_AP and we advise also against using Ethernet. Please follow these steps if the laptop has made no selection of Wi-Fi after it has been reset.

1. Locate CG Guest in the choices
2. **Before** pressing connect to CG Guest ensure you first tick the "Connect automatically" tick box
3. Once this is ticked you can now press the connect button for CG Guest
4. Wait for the Captive portal to appear asking you to agree to the Terms and conditions and agree to these.
5. The build should now start automatically.

**NB. If the laptop build fails, please ensure the steps below are followed to check the Wi-Fi connection.**

So, if your laptop is attached to CG Corporate\_AP then you **must please** follow these steps.

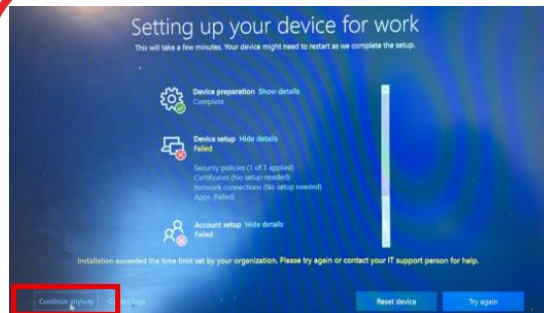
1. **Most important:** Untick "Connect automatically" for CG Corporate\_AP and then press the disconnect button.
2. Locate CG Guest in the choices
3. **Before** pressing connect to CG Guest ensure you first tick the "Connect automatically" tick box
4. Once this is ticked you can now press the connect button for CG Guest
5. Wait for the Captive portal to appear asking you to agree to the Terms and conditions and agree to these.
6. The build should now start automatically.



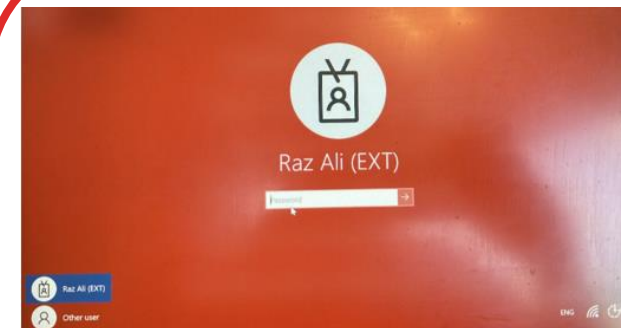




Once MFA is approved, you'll be brought to the next screen. Please allow some time for this process



If you see a screen with a warning, click **Continue anyway**



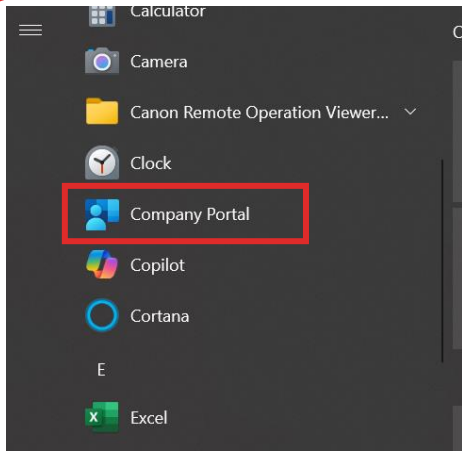
Sign in again with your Calor credentials

# Password not working?

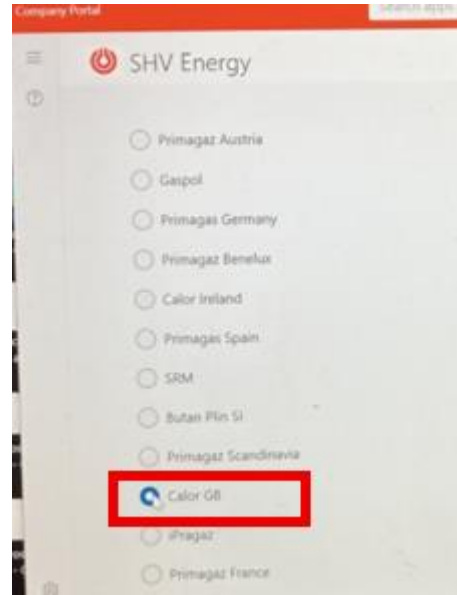
Your keyboard might be set to US instead of UK!

| Symbol    | US Keyboard Key Combo                | UK Keyboard Key Combo                    | Notes                             |
|-----------|--------------------------------------|--|-----------------------------------|
| @         | Shift + 2                            | Shift + ' (apostrophe)                   | Swapped with "                    |
| "         | Shift + ' (apostrophe)               | Shift + 2                                | Swapped with @                    |
| £         | ALT + 0163                           | Shift + 3                                |                                   |
| #         | Shift + 3                            | AltGr + 3 or sometimes Shift + #         | Different placements              |
| \         | Above Enter (near Backspace)         | Next to Left Shift (between Shift and Z) | Position differs                  |
| ~         | Shift + ` (backtick)                 | Shift + #                                | Backtick key moves                |
| `         | ` (pipe)                             | *Shift + *                               | Shift + ` (next to Z)             |
| €         | Not direct (Alt + 0128 or use AltGr) | AltGr + 4                                | Available on UK keyboard          |
| AltGr     | Not present                          | Present (right Alt key)                  | Acts like Ctrl + Alt              |
| Enter key | Narrow and rectangular               | Tall and vertical (L-shape)              | Different shape but same function |

# Once you've logged in



Open the **Start Menu**  
- Search for **Company Portal**  
- click **Company Portal**



Select **Calor GB**  
**Scroll Down > Done**

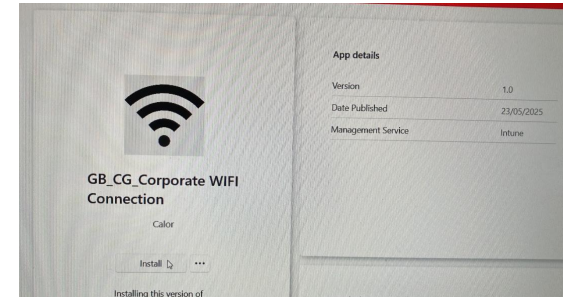


**GB\_CG\_Corporate WIFI  
Connection**

Calor

Reinstall ...

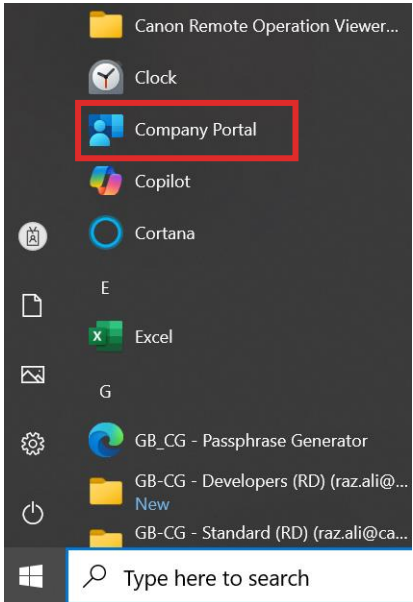
Click Apps > look for  
**GB\_CG\_Corporate\_AP  
WIFI**



Click Install > give it few minutes  
to complete

# Corporate Wi-Fi install

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Sign in to Company portal if haven't so



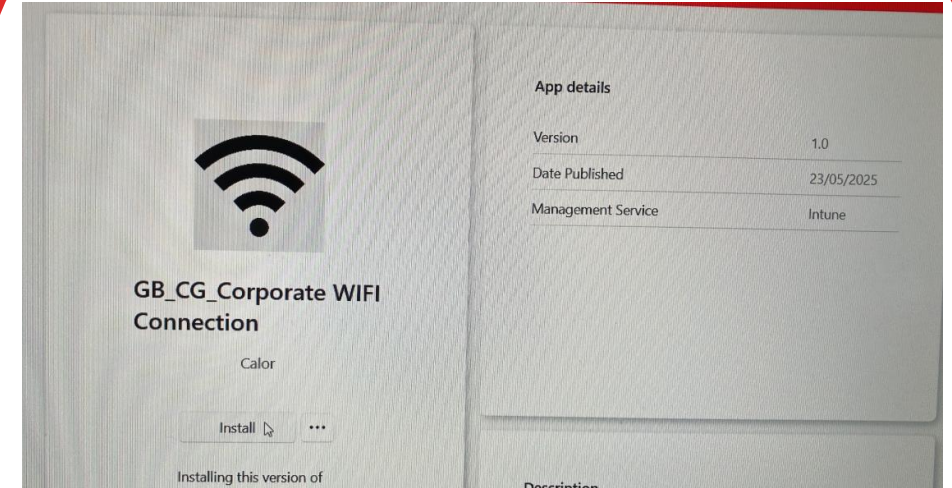
GB\_CG\_Corporate WIFI Connection

Calor

Reinstall

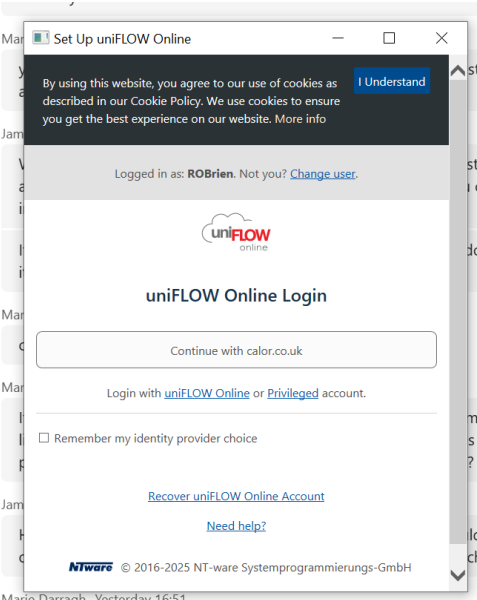


Click Apps > look for  
**GB\_CG\_Corporate\_AP  
WIFI**

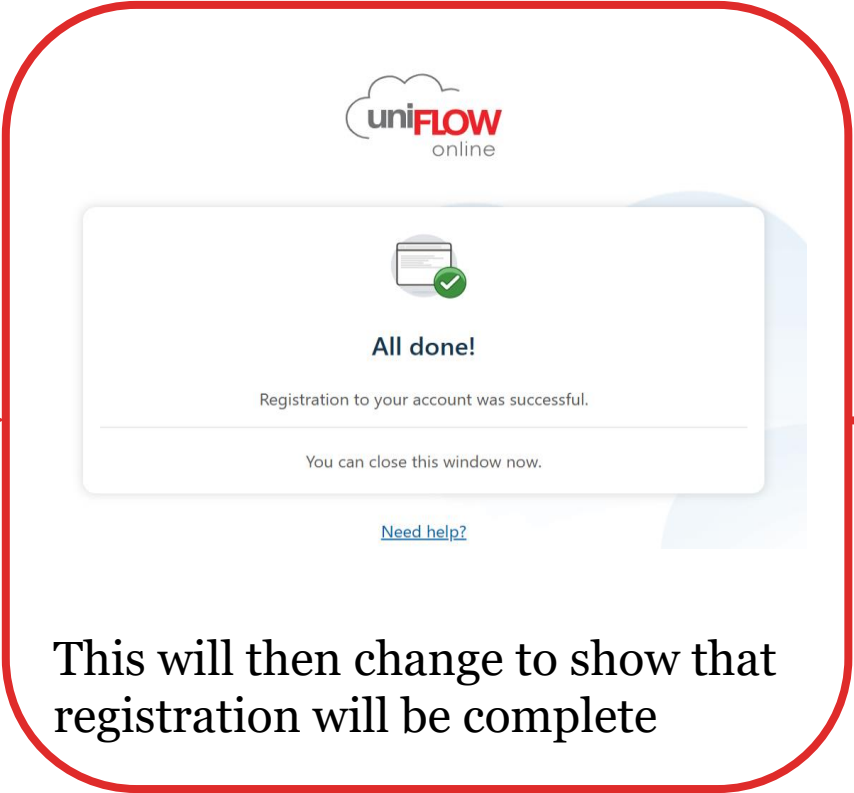


Click Install > give it few minutes to complete

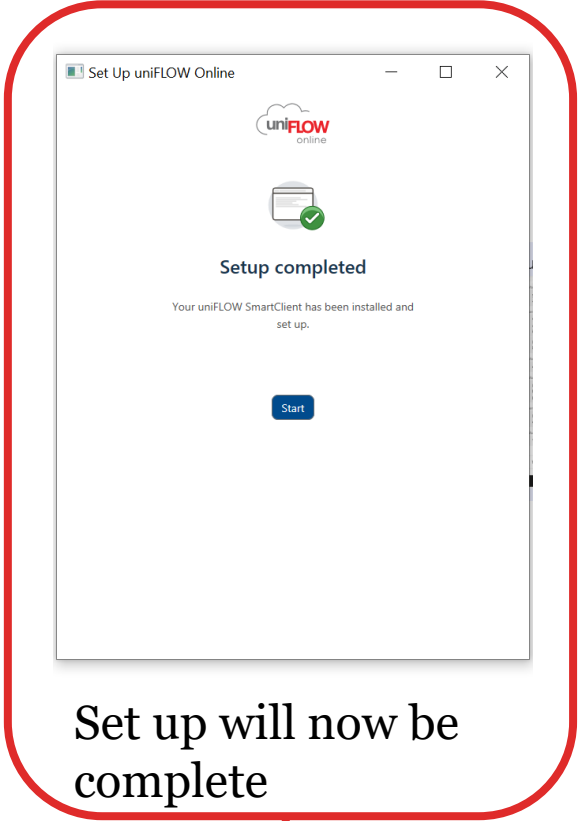
# Uniflow Set up



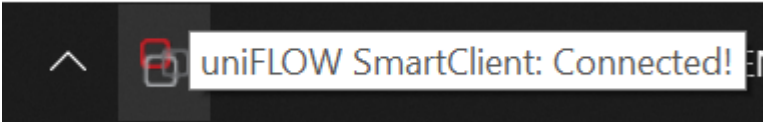
This pop up will appear, please enter your Calor email



This will then change to show that registration will be complete

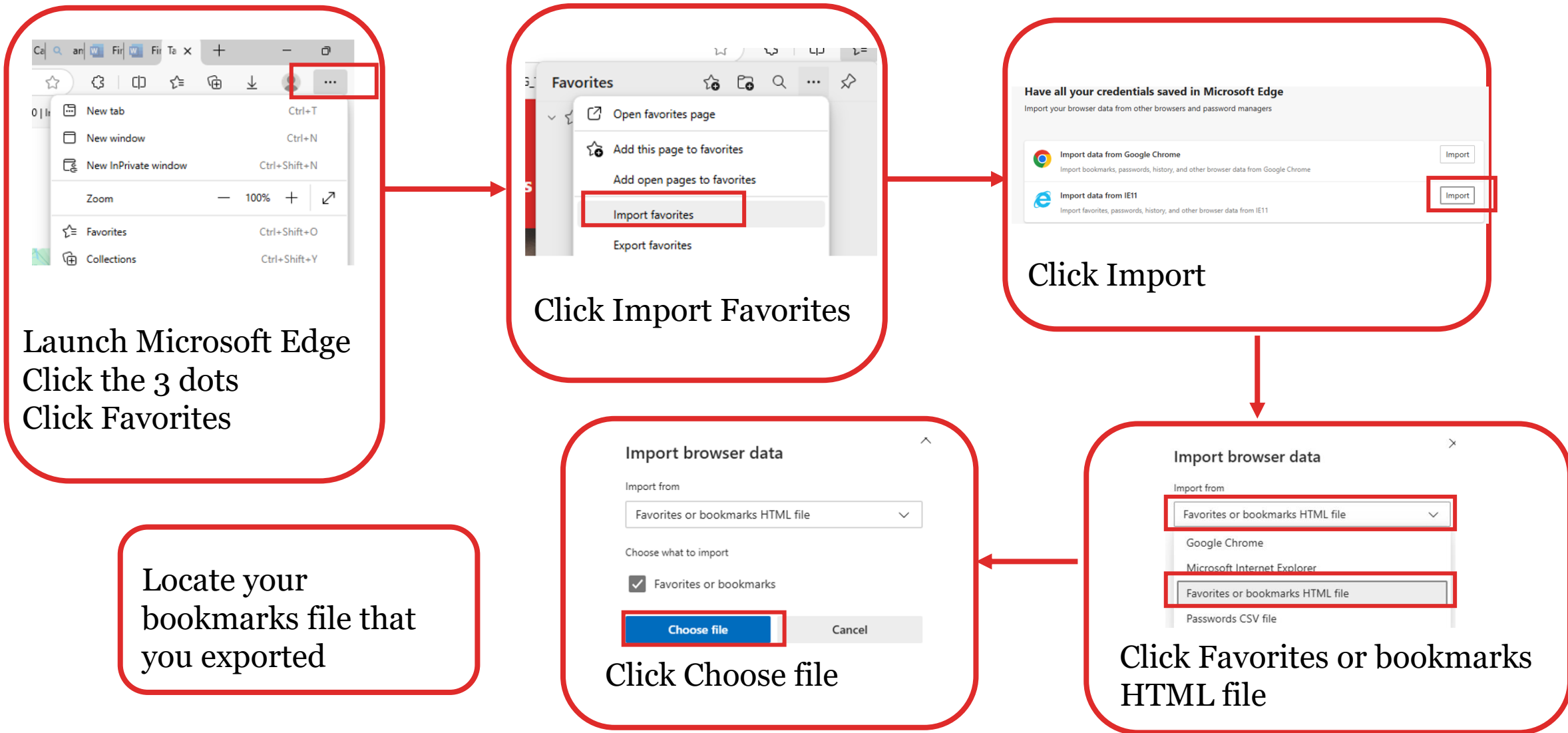


Set up will now be complete

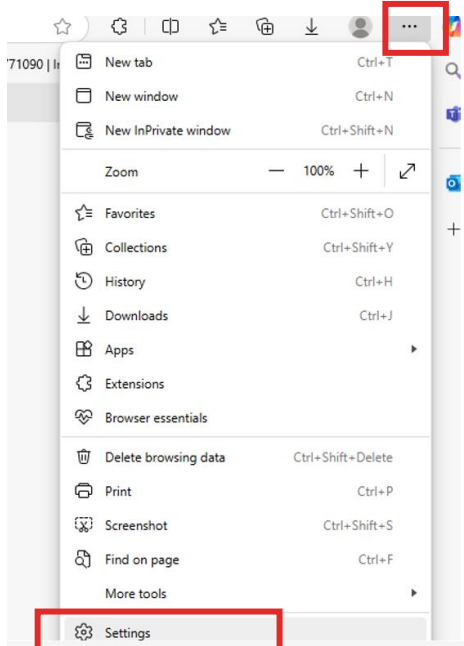


This final pop up will ensure that it has completed successfully

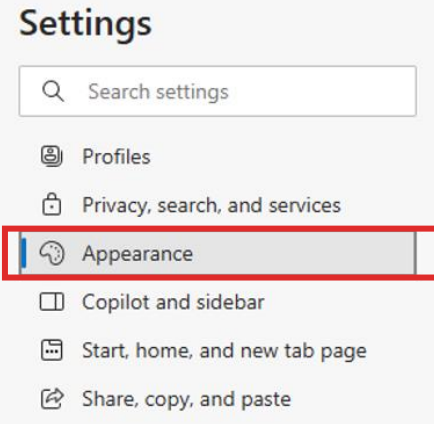
# Import Bookmarks - Edge



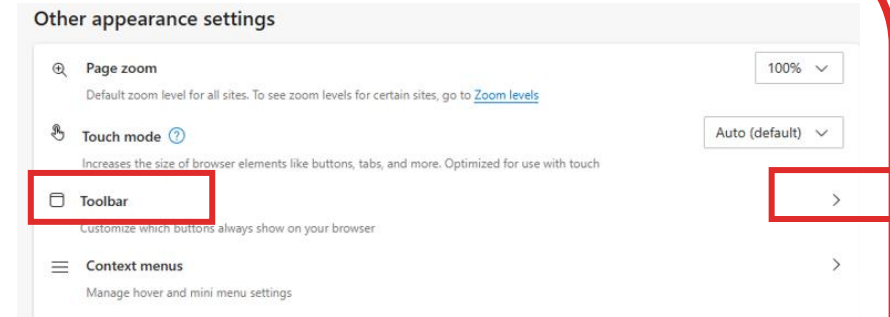
# Enable bookmarks - Edge



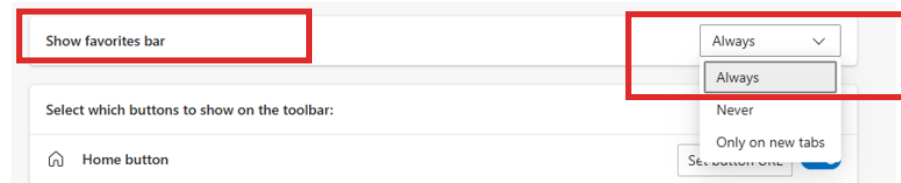
Launch Edge  
Click the 3 dots  
Click Settings



Click Appearance



Click Toolbar

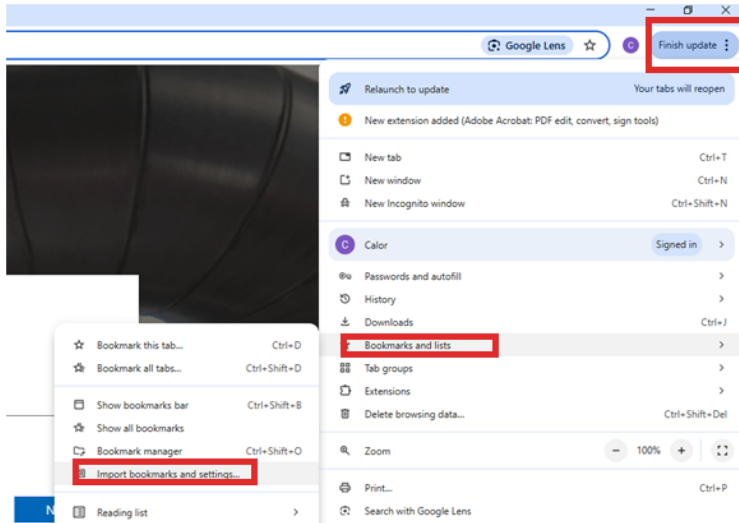


From show favorites bar drop down  
list Select **Always**



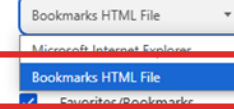
# Import Bookmarks - Chrome

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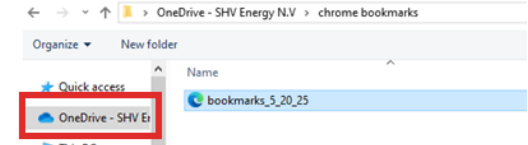


Launch Chrome  
Click the 3 dots  
Click Bookmarks and list  
Select Import Bookmarks and Settings

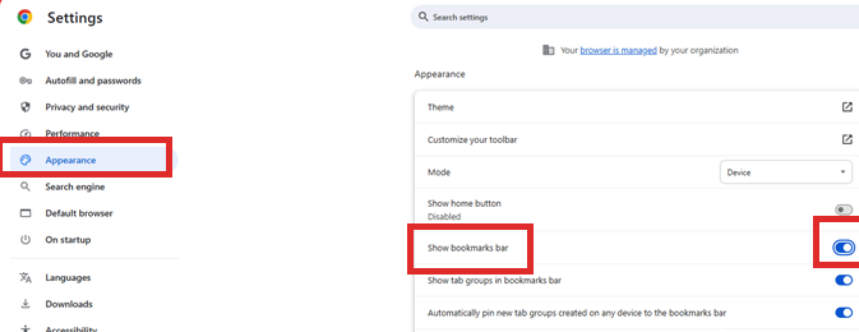
Import bookmarks and settings



From the dropdown list  
select Bookmarks HTML file



Locate the file you saved in  
your OneDrive



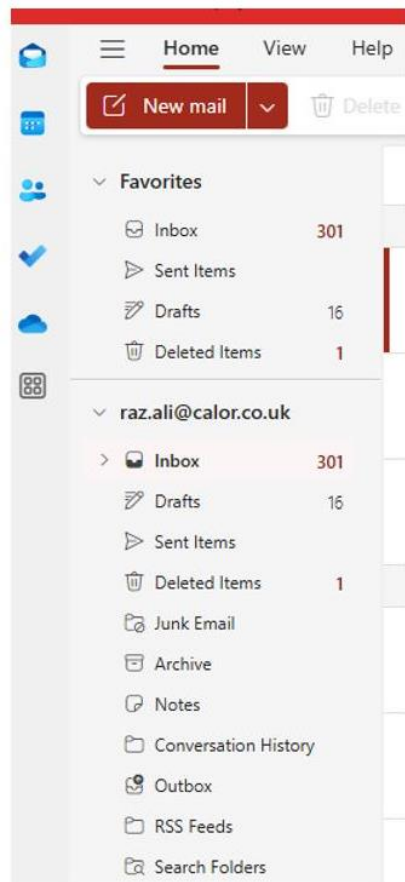
Launch Chrome > Click the 3 dots > Settings

Appearance > Enable Show bookmarks bar

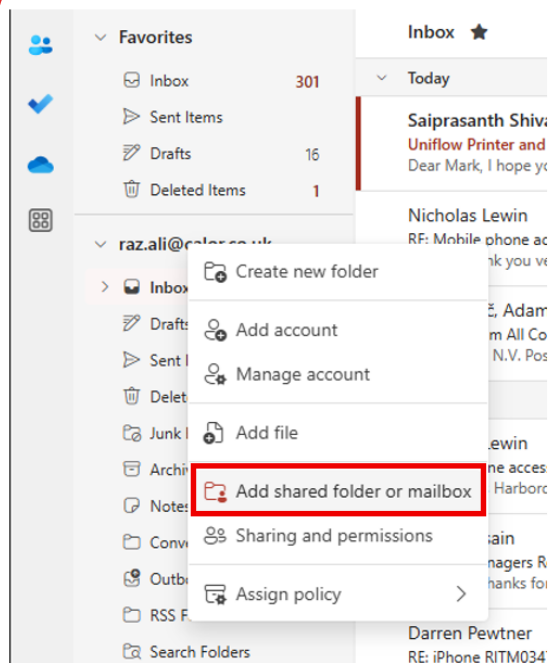


# Shared Mailbox Set up (App not Classic)

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Right click on your email address



Click “add shared folder or mailbox”

## Add shared folder or mailbox

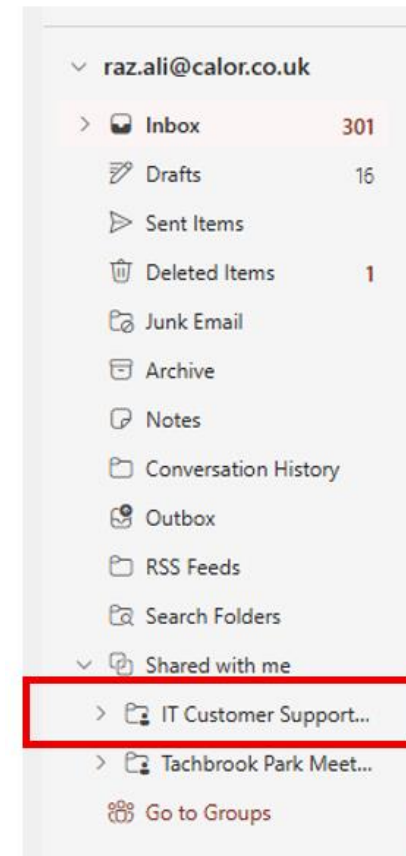
Enter the name or email address of a user who has shared folders with you.

IT Customer Support Desk X

Add

Cancel

Type the mailbox you wish to add



The mailbox will appear on your list