## Mobile / Cell phone - hot spot issues

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Mobile/Cell phone - hot spot issues

Purpose: Follow this procedure when a user needs support for the hot spot feature on a mobile phone or cell phone

Required Information:

Contact NameContact NumberClinic / Facility NumberMobile device number (MDN): (Device having the issue)Mobile phone make: (Apple, Samsung)Mobile phone model: (iPhone XR, iPhone 11, Samsung Galaxy S21 Ultra)Carrier: (AT&T;, Verizon)Detailed Description of the issue

## Troubleshooting Process:

- 1. Confirm with user that the issue matches the issue reported.
- 2. Please document required information and troubleshooting details in the Incident
- 3. Please attach referenced knowledge article to incident.
- 4. Please document the following information in the Description Field:

Mobile phone make: (Apple, Samsung)Mobile phone model: (iPhone XR, iPhone 11, Samsung Galaxy S21 Ultra)Mobile device number (MDN): (Device having the issue)Carrier: (AT&T;, Verizon)Is this a Personal Mobile Device? Yes or No

5. Follow the escalation process.

Classification Requirements

Category

Hardware

Subcategory

End User Mobile Phone - Android or End User Mobile Phone - iPhone

**Resolution Process** 

Please review/update Classification and provide customer with the Incident number for their reference prior to resolving.

Resolution Categorization

Resolution Code

Choose the appropriate option

**Resolution Category** 

Hardware

Resolution Subcategory

End User Mobile Phone - Android or End User Mobile Phone - iPhone

**Escalation Process** 

Please review/update Classification and provide customer with the Incident number for their reference prior to escalating.

Assign the Incident to the Following Group

DTI-EUX-FSS Ticket Allocation - L1

Published By: DTI-EUX-Unified Services Mobile Device Management – L3