<u>Using Android mobile phones</u>
<u>Timmy P7000 is used as an example</u>

The Timmy is a low cost but very useful smartphone, available in several models.
This guide is specifically for the top P7000 model, but others are similar.
It is one of the ANDROID system of smartphones.
It comes with a useful book type cover case which helps protect the phone and also
has an interactive window.

Ear phone

Front camera

Volume up/down

Camera & Flash/torch
Also Finger print sensor

ALDIMOBILE   4G   51%

7:55 am

7:55 am

On Off switch

TIMMY

4G LTE

Speaker

Menu
button

Home screen
button

Back
button

To **start**: Press and hold **ON Off switch** for a few seconds until it starts.
 To **put to sleep**: Press **briefly** (saves battery)
 To **wake up**: Press **briefly**
 To **shut down**: Press and **hold**, then tap **Power off**

The **Back button** is used to step back through current actions.
The **Home screen button** is used to display the Home screen
The **Menu button** enables adding of wallpapers and widgets.

The Home screen is the main screen of 2 or 3 working screens.   On these screens you place your Favorite APPs, with the most used on the home screen. The larger o the 3 white dots show which screen is active.

You can add further working screens if needed.

If you have APPs which you seldom use you can remove them from the working screens by tap and hold, then drag to the delete bin which appears at the top.
This does not uninstall the APP, simply removes the copy from the working screen.

Generally there are at least 2 Home screens.

Home screen
1 of 2
Working screens

The set of 5 icons at the bottom of the working screens can be changed, but these are some of the usual ones.

Phone   Contacts   All APPs   Gmail   Internet

The "All APPs" screens are the storeroom of all APPs currently installed on your mobile.

You can open an APP from there, but for APPs you use frequently, it is desirable to tap, hold and drag onto one of the working screens.

This puts a copy on the working screen for quick access.

There could be 2 or more screens of all APPs provided.

All APPs screen
1 of 2

What accounts do you need to operate?

At least – 2 accounts

1. An account with the **mobile service provider** (may also be known as ISP or Internet Service Provider), such as Telstra, TPG, Optus, Aldi, or one of many others. You need to register or sign up either on line or at the service provider's shop.
You will need to provide credit card or bank account details from which to pay the fees, also proof of identity, full name, date of birth, address, passport or driver's licence or other proof.

2. An account with **Google** for access to additional APPs, (applications) and other facilities such as a Gmail address, backups etc. Again proof of identity is needed. If you wish to purchase paid Apps you will also need to provide a credit card or bank details. These can be added later.

What does your phone come with?
All Android phones have built in APPs for:-

Phone calls,	Texting,	Contacts,	Internet browsing,
Taking photos,	Showing photos (Gallery),		Time and date,
Play store (source of more APPs),			Settings (change phone settings),
Gmail,	Calculator,		and many others.

There are generally more built in APPs, such as Music, Radio and many others.

These can differ for each make and model of phone.   These built in APPs are permanently installed and are not uninstallable (without serious intrusion), but you don't have to use them. Some may already be shown on the main screen/s, but can be removed from the main screen/s if not needed.   Others can be added to the main screen as required.
There can be so many that they are often called "bloatware".

You can start an APP by tapping on it from either the main screens (more convenient) or the APPs screens.

Holding the Home button for 2 or 3 seconds will display all recently used APPs. You can then quickly open any APP by tapping on it. You can clear all recent APPs by tapping on the garbage bin icon at the bottom.
                    More on using the phone later ----.

<u>Setting up</u> *The following instructions are intended as a general guide. If you are unfamiliar with mobile phones you may need additional help.*

1. **Install the SIM card**, some cards need to be activated, the supplier will advise. Many Android phones also have a socket to add extra memory by installing a Micro SD card. Follow any instructions for activating the SIM card.

<u>Very important</u>
*You must keep a record of your **accounts**, **account user names** (special names chosen at the time of activation), **passwords** and any **reference numbers** etc in a safe place. If you lose such details it can be cumbersome to recover them.*

2. **Date and time settings**. These are normally set to location of Sydney/Canberra Australia and automatic time and date. This uses network provided time zone settings to keep your clock accurate and also make changes for daylight saving.

3. **Setting up email**. You can set up an email address through your provider or via web mail through Gmail or Yahoo. There are advantages and disadvantages for both provider and web mail accounts. Many people have setup email accounts for both to get the best of both worlds. You can get help settings these up.

4. **Other settings**. You can also set up security settings to protect your phone from unauthorised usage by a password, swipe, pin number or fingerprint. These can be setup or changed at any time.
The phone can be left with open access. More on this later.

<u>Using smartphone</u>

1. **Making calls**.
Phone calls can be made in several ways.
> - by dialing the number
> - by selecting the number from a list of contacts already set up
> - by tapping on a preset icon on the home screen, - **speed dial**.
>   good for frequently used or emergency numbers.

2. **Volume**. You can alter the volume using the volume up/down buttons.

3. **Texting**.
You can also send and receive text messages. Often a better choice than voice mail. In some cases essential, such as banking, appointments, Centerlink and accessing protected sites.

4. Contacts

It is desirable to enter all your contacts, family, friends, associates and emergency numbers in your **Contacts listing**. From there you can quickly phone or text. Your favorites and emergency numbers can be added to the **Speed dial page**.

The **Speed dial page** appears each time you open the phone. You can just tap on any entry on that page to call.
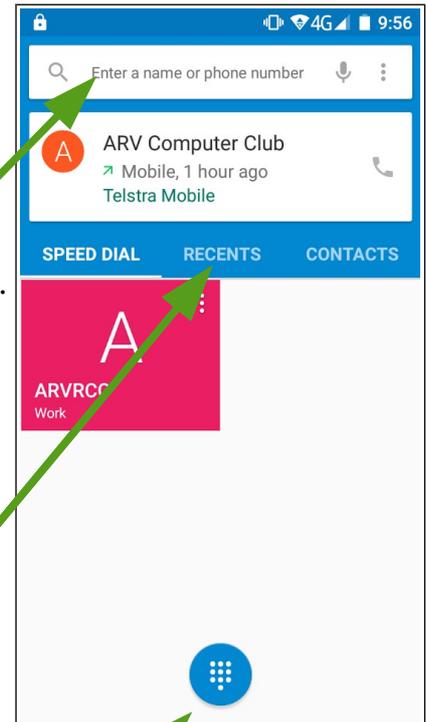
This page can also be opened by clicking on the phone icon, bottom left.

On this example there is only one Speed dial icon - ARVRCC.

From that page you can also quickly search for any Contact. By tapping on the search bar and typing the first few letters of the Contact. You can also click on the microphone symbol and speak the Contact name.

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RECENTS

Tapping on Recents open a list of recent calls.

CONTACTS

Tapping on CONTACTS open the Contacts listing which you can scroll down.

To direct dial a number, click the 9 dots icon, this displays dialing buttons.

Adding new Contacts

There are a number of ways to add a new contact, here is one.
From the **Home screen**

    Tap the blue icon with the figure head symbol (bottom 2nd from right).

    Tap the blue figure head with the + symbol.

    Tap on Name and key in the name, optionally add phonetic name and nickname

    You could record a photo, tap on **Change** and follow the directions

    Slide the screen up key in the first phone number

    Click on the Mobile down arrow and choose Mobile, Home etc

    Slide up to add other details if needed.

When finished, click on the left pointing arrow at the top left, the contact will be saved.

Working with screens and APPs

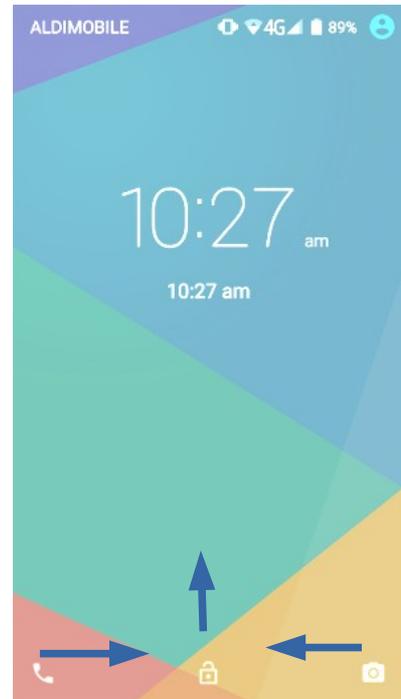There are several sets of screens starting with the "**Locked screen**".

Each time the phone is opened, a "**Locked screen**" first appears, this is usually set up with the time and date. If you require the phone to be secured against unauthorized use, this screen can be locked with a code number, finger print, "swipe" pattern or password. This can be set up at any time.

If it is unlocked, **swipe up** from the **padlock icon** to open the Home screen

   or --

– to make a phone call **swipe right** from the **phone icon,** opens the Speed dial screen.

– to take a photo **swipe left** from the **camera icon** to open the camera screen.

Home or Working screens

There are 2 sets of working screens, "**Home**" screens, where the most frequently used APP icons are place and an "**All APPs**" set of screens where all installed APPs are stored.

To open an APP tap on it.

To move between open screens **swipe to left or right**. Swipe is a movement without pausing (pausing on an APP icon will open it).

To jump to the **ALL APPs** screen tap on the white icon with 6 dots.

To return to the Main screen tap the center **Home screen** button.

An APP icon can be **copied** to the Home screen from the ALL APPs screen, by **tapping and holding**, then dragging to one of the Home screens.

The original APP icon remains on the APPs screen.

If an APP icon is no longer needed on the Home screen it can be deleted (but not uninstalled), by tapping, holding for about 3 seconds, then dragging to a "**+**" sign (or garbage bin), which will appear at the top of the screen.

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You can move an icon by tapping and holding for about 3 seconds. It is then free to be dragged to another spot or even another screen.

The ALL APPs Screens

This is an example of an All APPs screen.

APPs which are used frequently can be tapped, hols and dragged to one of the Working screens.

Most are easily recognize by their names.

More instructions

Further instructions on using individual APPs, installing/uninstalling APPs, using the phone, working with the mobile wireless network and local Wifi, will be covered in another document.

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