



# Setting up Your Android Tablet



# Table of Contents

<b>BENEFITS</b> .....	<b>2</b>
<b>PREREQUISITES</b> .....	<b>3</b>
<b>TURNING ON YOUR DEVICE</b> .....	<b>4</b>
<b>SETTING UP</b> .....	<b>7</b>
PICKING YOUR LANGUAGE .....	7
USER AGREEMENTS .....	9
CONNECTING YOUR TABLET TO THE INTERNET .....	11
SIGNING INTO YOUR GOOGLE ACCOUNT .....	17
CREATING A GOOGLE ACCOUNT.....	21
GOOGLE ASSISTANT (VOICE COMMAND).....	36
GOOGLE SERVICES.....	37
PROTECTING YOUR PRIVACY .....	38
FINISHING STEPS.....	40
<b>NAVIGATING AROUND YOUR TABLET</b> .....	<b>43</b>
YOUR HOME SCREEN.....	43
WAYS TO HOLD YOUR TABLET .....	47
LOCKING YOUR TABLET .....	48
UNLOCKING YOUR TABLET .....	49
TURNING OFF YOUR TABLET .....	51
<b>NEXT STEPS</b> .....	<b>52</b>

## BENEFITS

Welcome to your new Android Tablet!

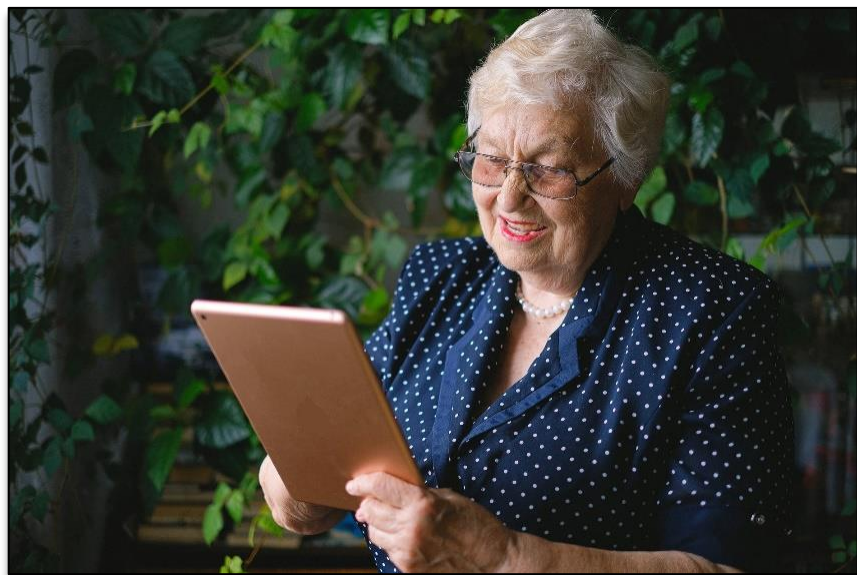
Devices like tablets and smartphones are widely used because they make it easy to stay connected with friends and family and access resources. Be it by video, e-mail or voice, a tablet is a great tool for staying independent and social. Your tablet has a larger screen and a longer lasting battery than a phone and is easily portable, so you can use it anywhere.

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*“This experience has helped me to be more comfortable with technology and increased my confidence. You can do this, give it a couple of tries don’t get scared!”*

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This guide is the first in a series of topics for new tablet users. It will cover how to turn on and set up your device and understand its basic



features. You will only need to set up your tablet once. Your DOROT Tech Coach will be there to help you as you go through the steps.

## PREREQUISITES

You will need the following items to complete the steps in this guide. Please make sure you have fully charged the tablet before you turn it on for the first time!

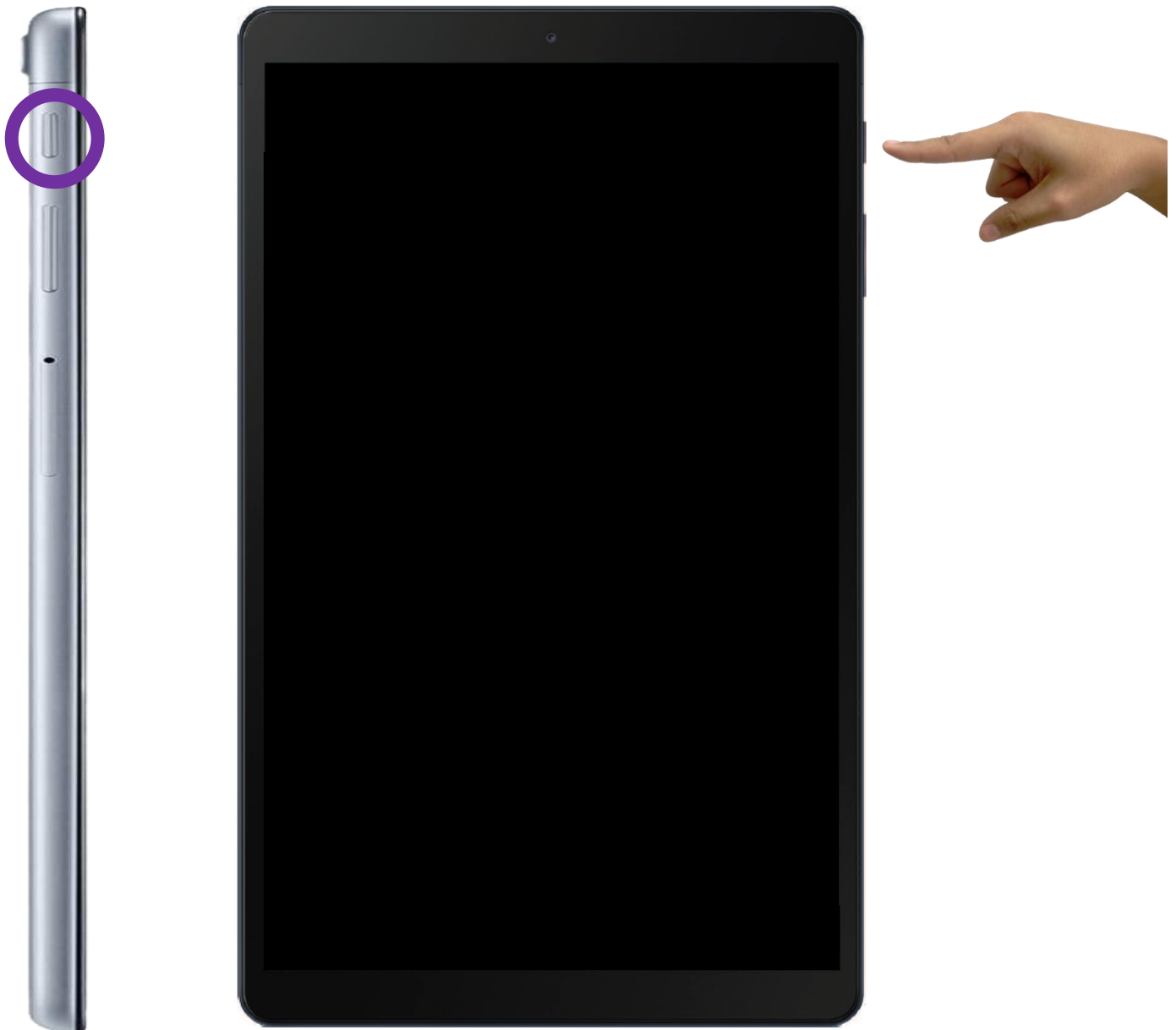
- Android smartphone or tablet
- Internet connection
- Google account

# TURNING ON YOUR DEVICE

## Finding the Power Button

### Step 1

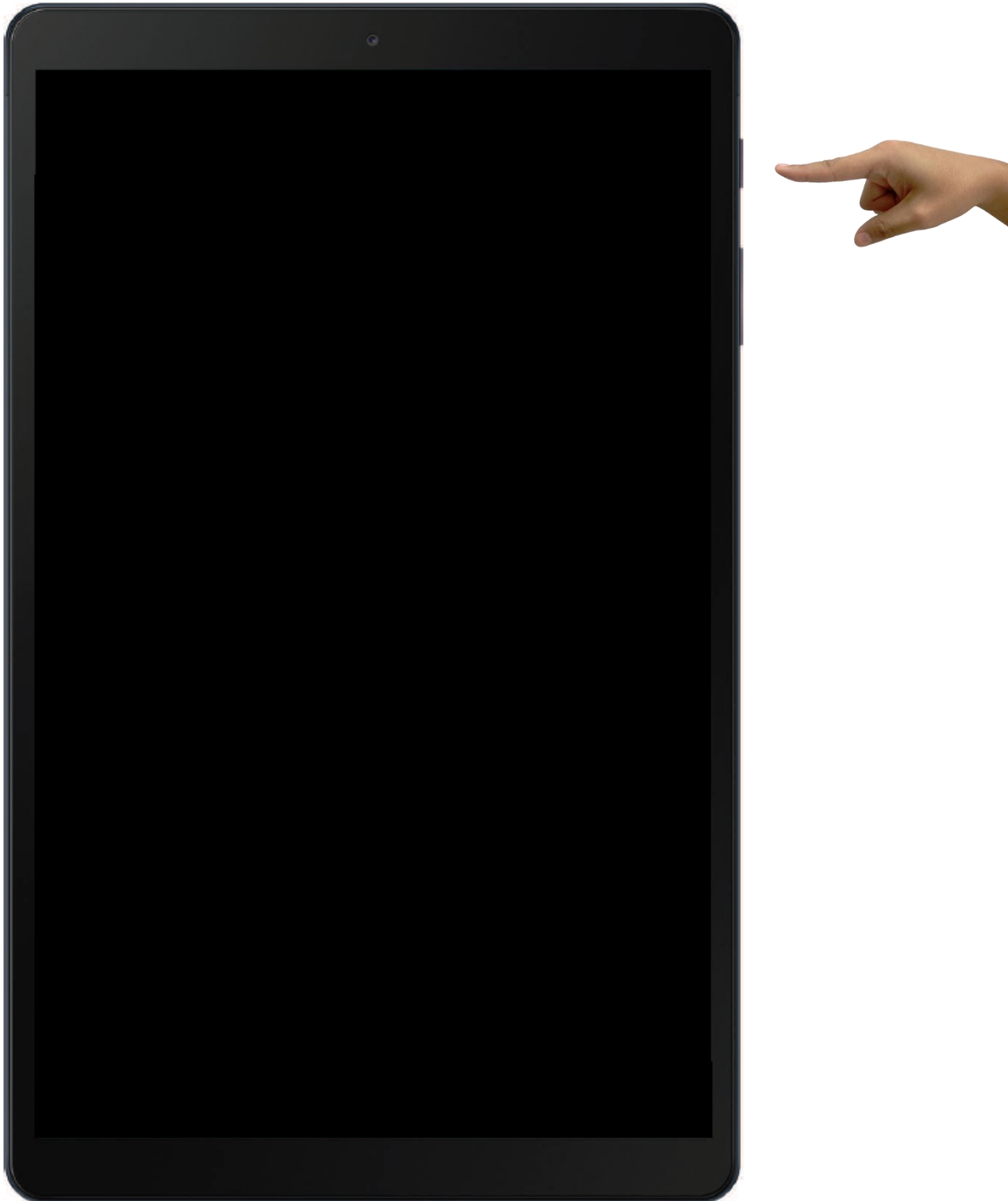
Please make sure you have charged your tablet before continuing. Charging is covered in the **Before Your Visit** checklist. To turn on the tablet, locate the power button on the right side of the tablet.



# Hold Down the Power Button

## Step 2

Press and hold the power button until the tablet turns on. You will know it has turned on because the screen will light up.



# Your Tablet is Turned On!

## Step 3



Congratulations, you have successfully turned on your tablet for the first time! You can let go of the power button once the screen has been turned on.

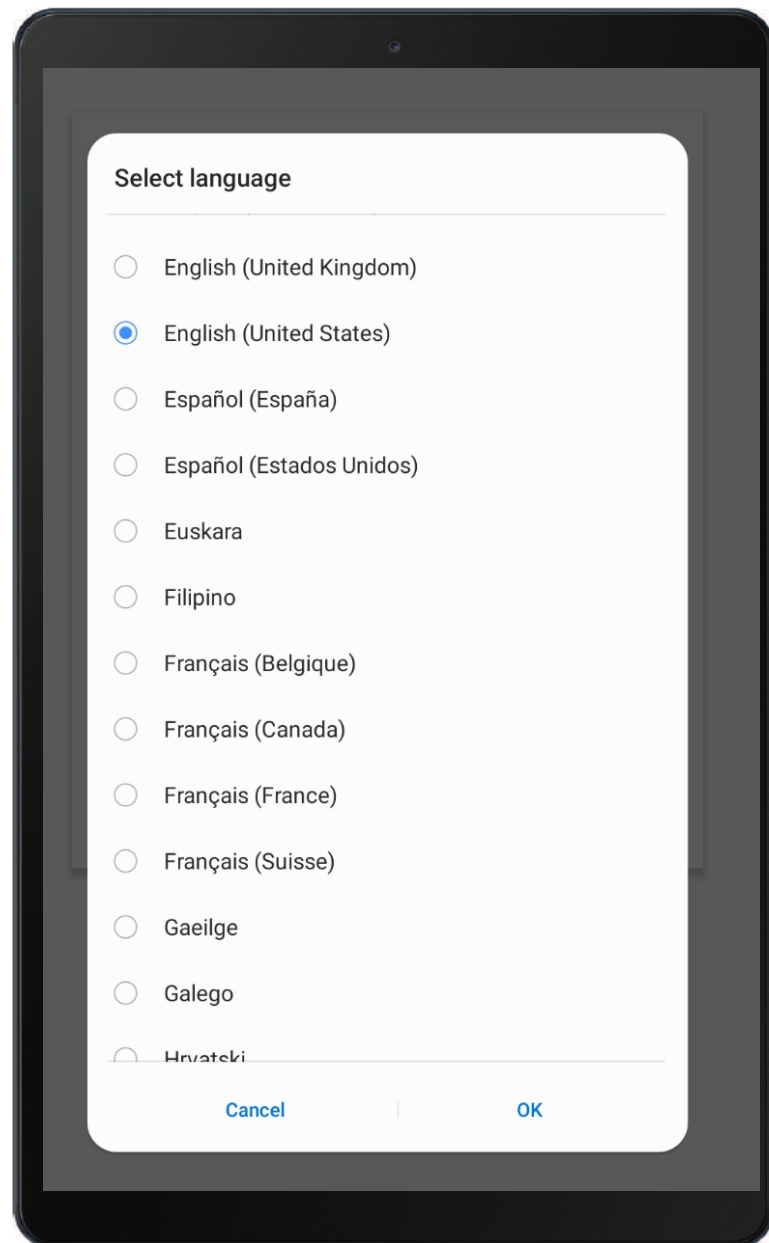
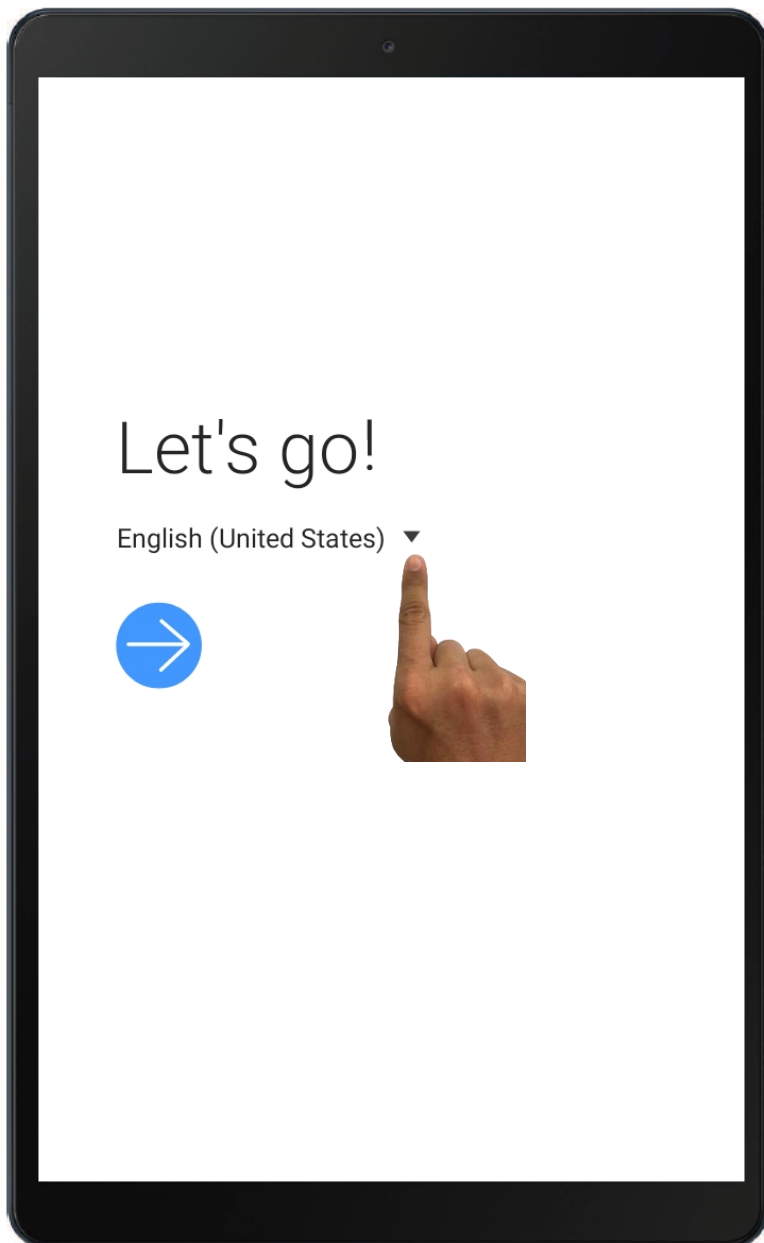


# SETTING UP

## Picking Your Language

### Step 1


Welcome to your new tablet! This very first screen will allow you to select your preferred language. It is pre-set for English. If English is your preferred language **click** (tap) on  to continue and skip to page 9. If you would like to change the language, start by **clicking** (tapping) on  .





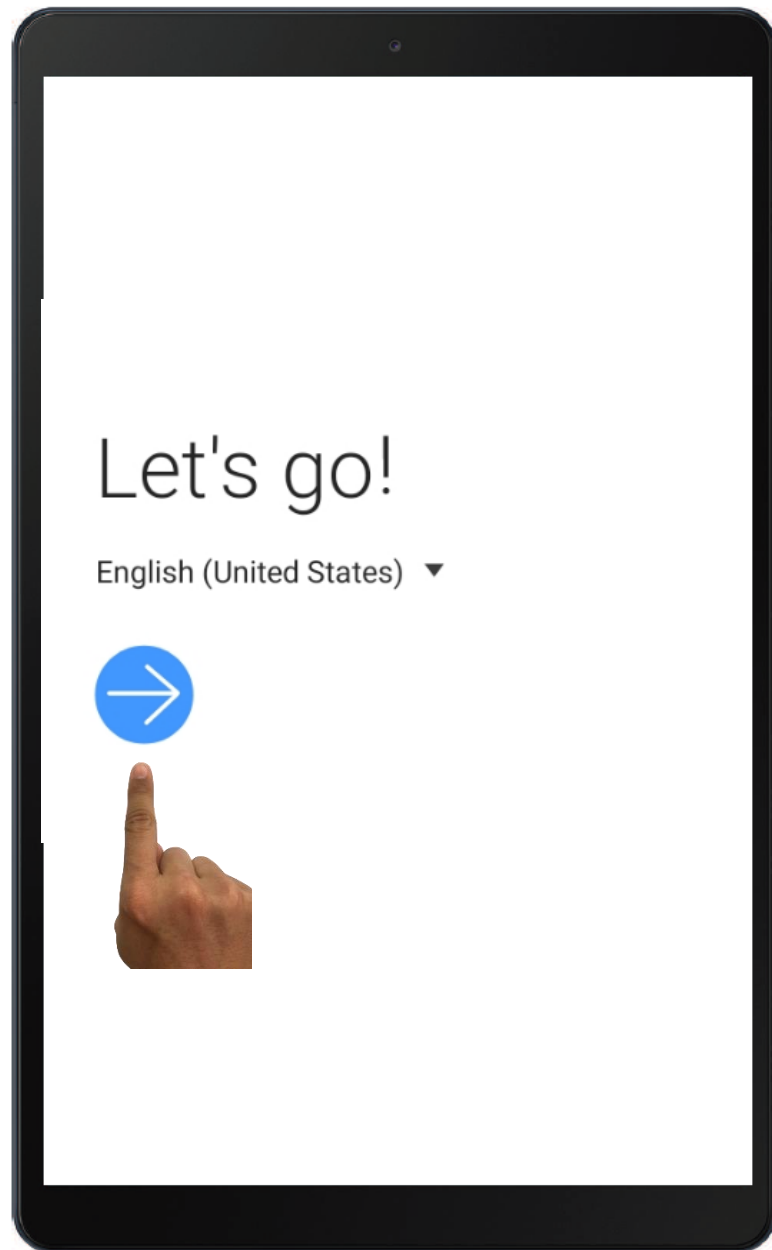
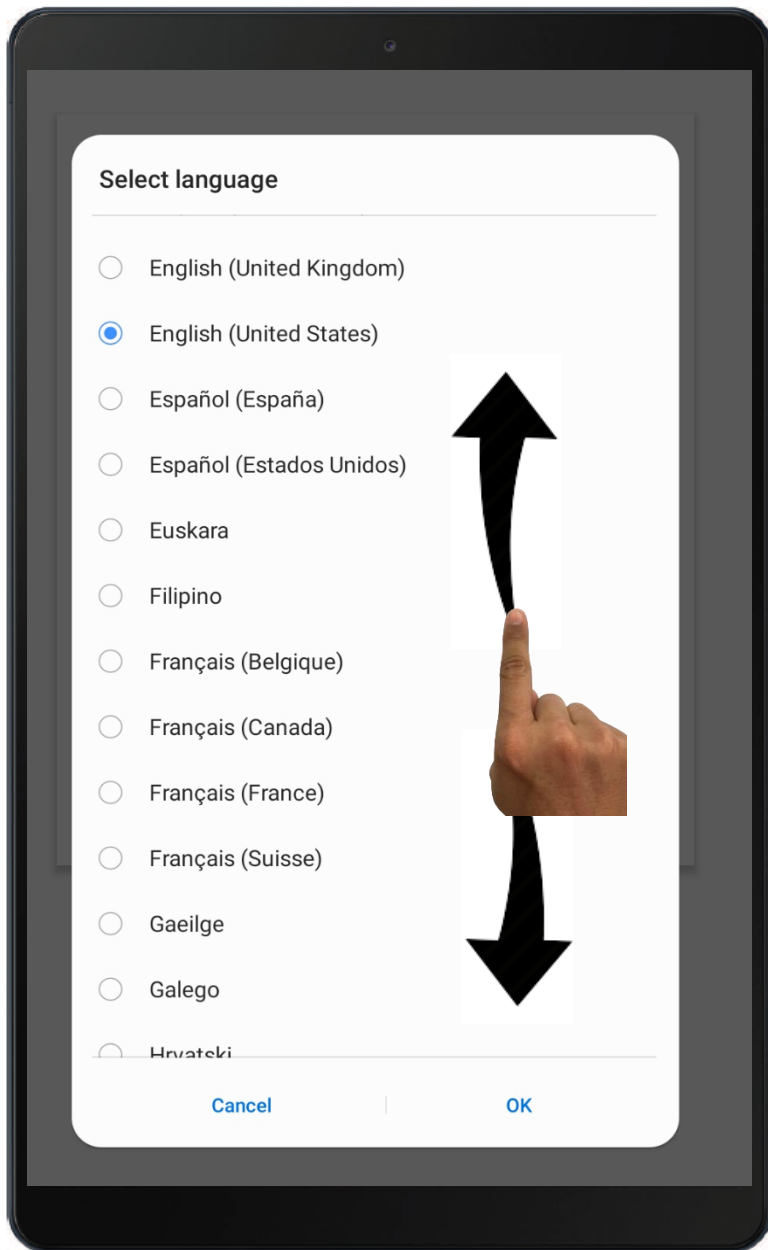


# Picking Your Language

## Step 2

If you would like to change the language, **click** (tap) the  button next to your preferred language.

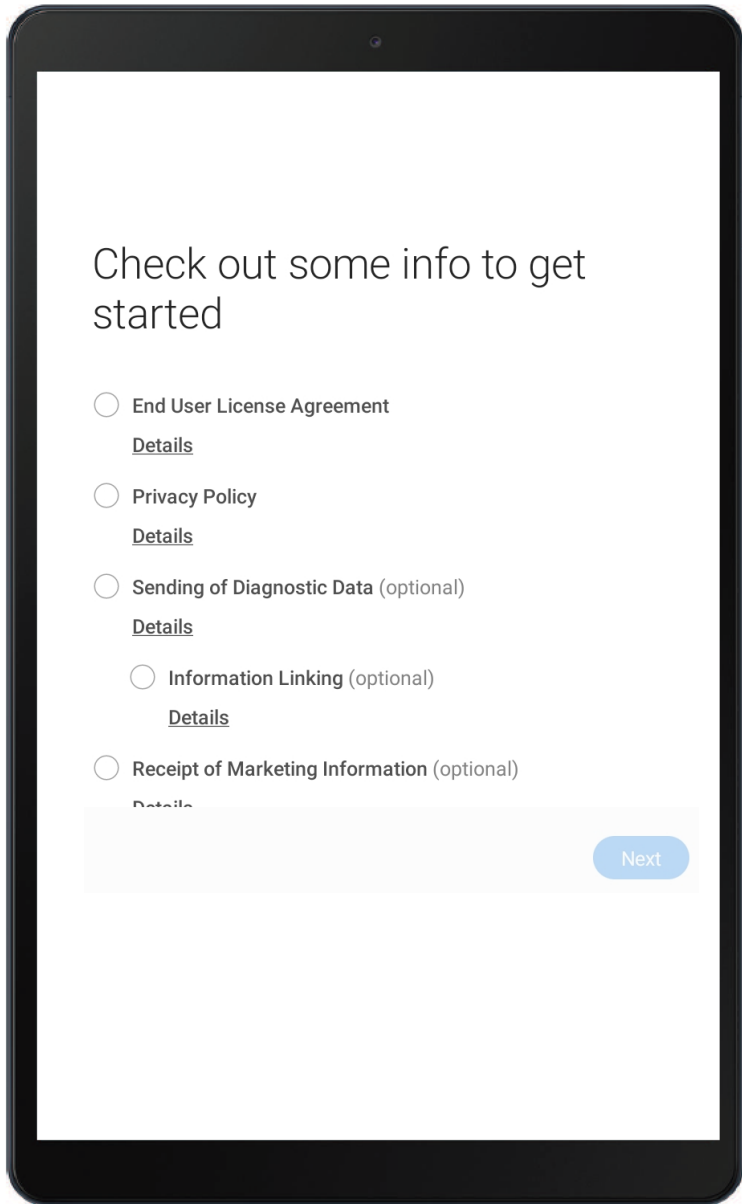
It will turn blue  when it has been selected. You can see all languages by **scrolling**. To **scroll**, touch the screen and slide your finger down or up. You can finish picking your language by **clicking** (tapping) on  .



# User Agreements

## Step 1

Great, we are moving along! This next screen will ask you to indicate that you agree to the User Agreements before allowing you to continue. Below is a brief explanation of each agreement.



### **End User License Agreement:**

Specifies the legal boundaries you will be held to when using your tablet. By agreeing to this you are agreeing to use your device lawfully.

### **Privacy Policy:**

Specifies that you trust Google to safeguard your information.

### **Sending Diagnostic Data:**

Specifies that if your device malfunctions, an automatic report is sent to Google, detailing what happened.

### **Receipt of Marketing Information:**

Specifies that you give Samsung the right to send you ads based on your tablet usage.

# User Agreements

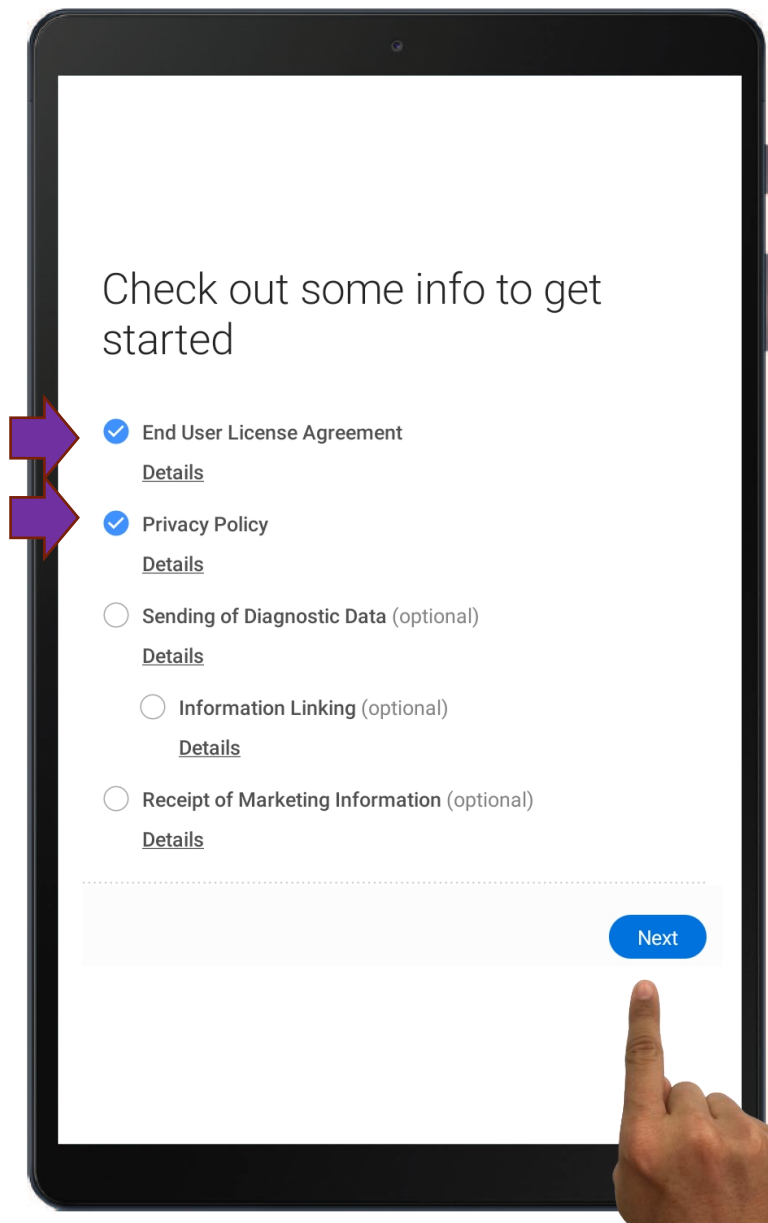
## Step 2 – Using Cellular Data - Activating

It is recommended that you only select the first two agreements to continue. Both are necessary for the tablet to work. Select the recommended agreements from the list by **clicking** (tapping) on the  button. It will turn blue  when it has been selected.

When you have finished with the User Agreements, **click** (tap) on



to continue.



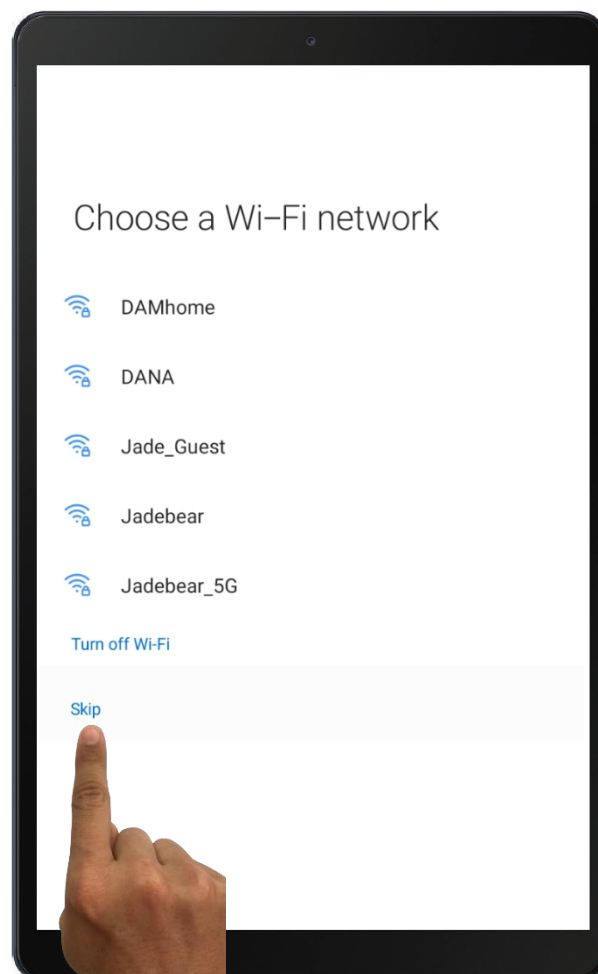
# Connecting Your Tablet to the Internet

## Step 1 - Using Cellular Connection

This step will allow you to connect to your home's **Wi-Fi**, if you have it. **Wi-Fi** is a method of connecting to the internet without any wires. If your device has its own internet connection, you can skip setting up **Wi-Fi**. However, if you wish to connect to your home's **Wi-Fi** skip to page 13.

To use the internet connection that has come with your device: **Click** (tap) on **Skip** . Your coach can return to this with you later.

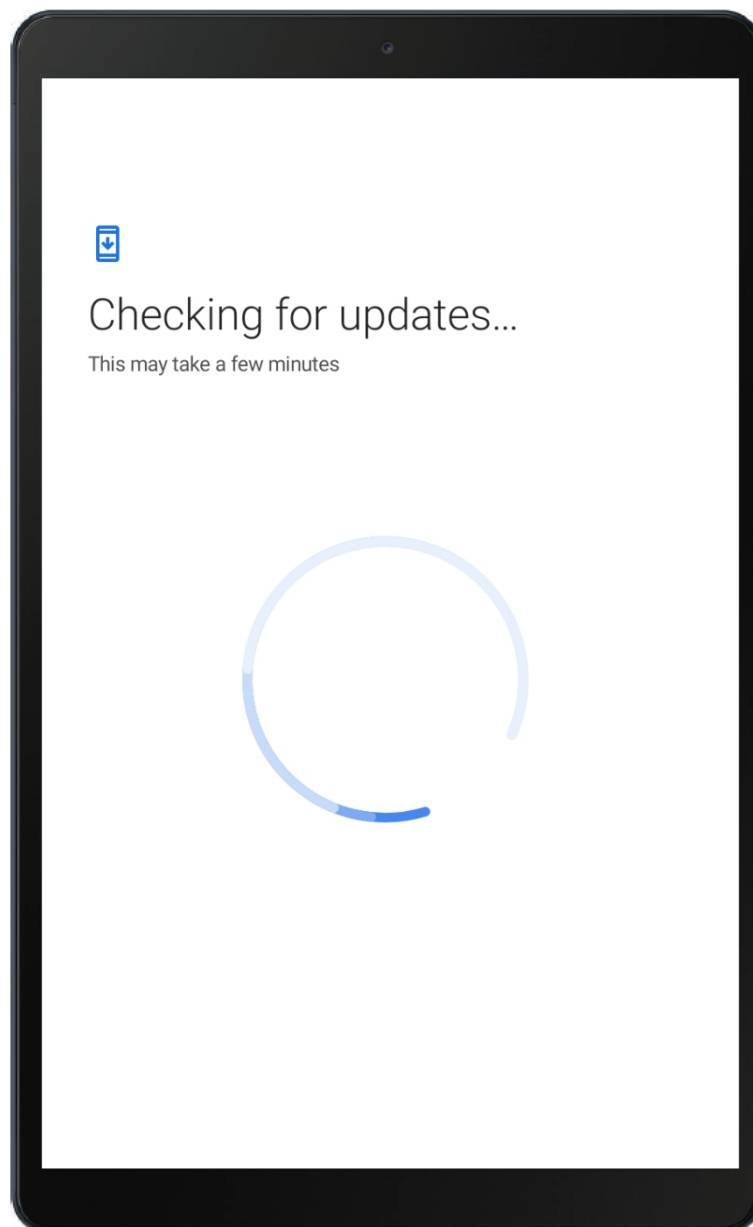
**Some Android devices do not have a default connection to the internet, in that case you will need to use **Wi-Fi** to connect to the internet.**



# Connecting Your Tablet to the Internet

## Step 2 – Using Cellular Data - Activating

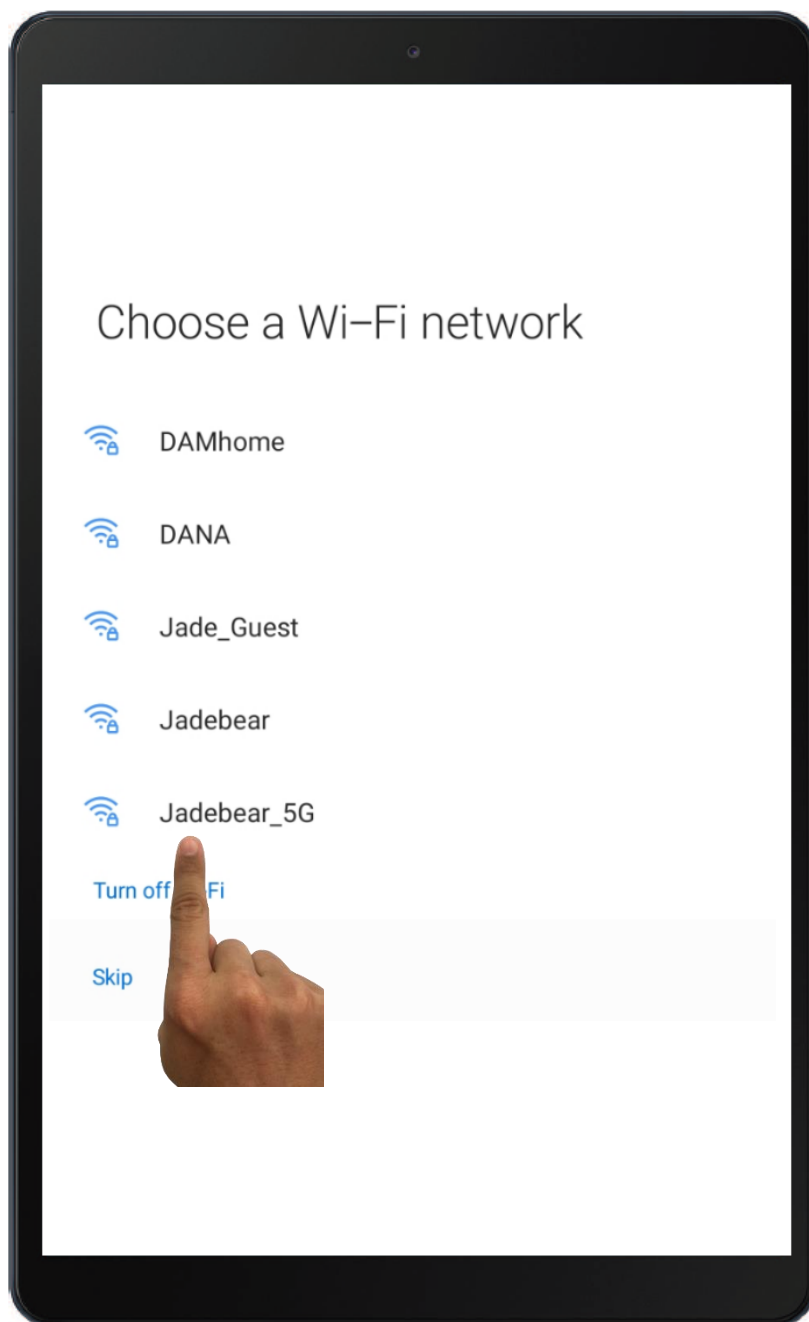
Once connected to the internet, your device will automatically look for **updates**. Just like the word implies, **updates** keep your device up to date with the most current information. It happens automatically; you do not have to do anything. This may take a minute or two! When you see a new screen referring to signing into a google account, the device has finished connecting and you can continue to page 17.



# Connecting Your Tablet to the Internet

## Step 3 – Connecting to Wi-Fi

If you chose to connect to your home’s **Wi-Fi** (wireless internet), you must know the name of your network. **Click** (tap) on the **connection** (network) name that matches your home **connection** (network). You can see all **connections** (networks) by **scrolling**. You can finish picking your **Wi-Fi** by **clicking** (tapping) on it.





# Connecting Your Tablet to the Internet

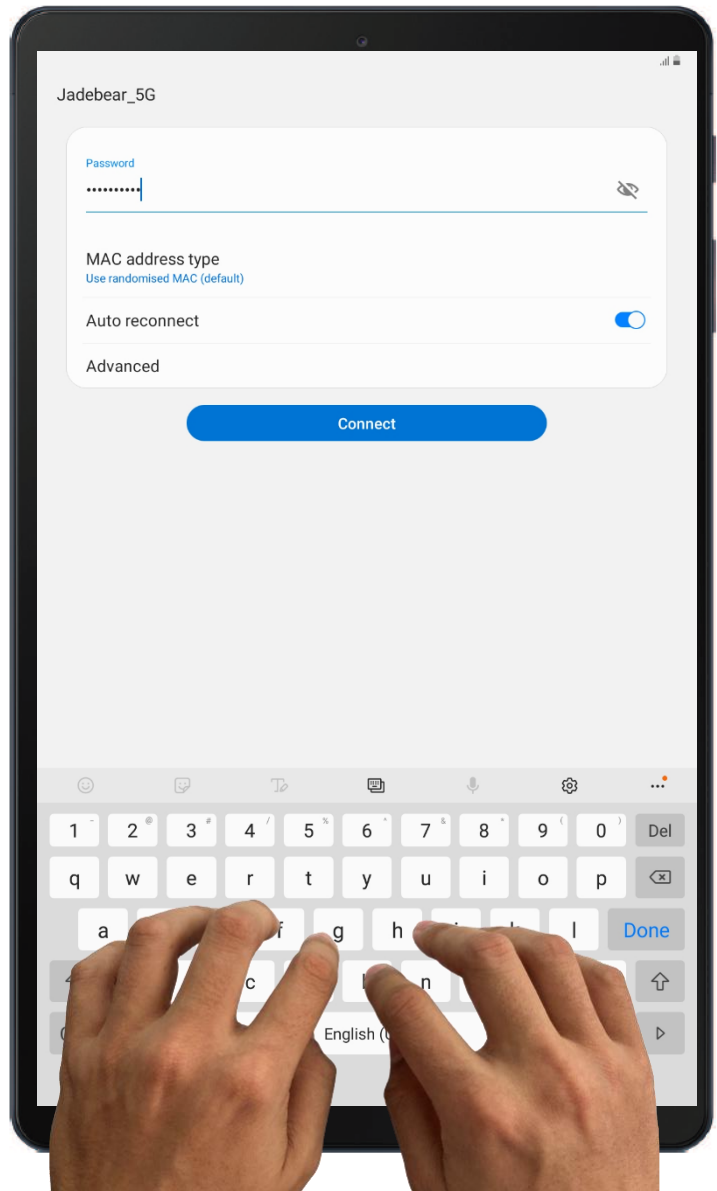
## Step 4 – Connecting to Wi-Fi Password

You will now see the keyboard on your screen.

**Enter** (type) in your password. You'll notice your password will be concealed behind black circles ( ●●●●●●●●●●●●●●●● ).

When you are done **entering** (typing) your password, **click** (tap) on 

If you want to see your password in plaintext, **click** (tap) on 

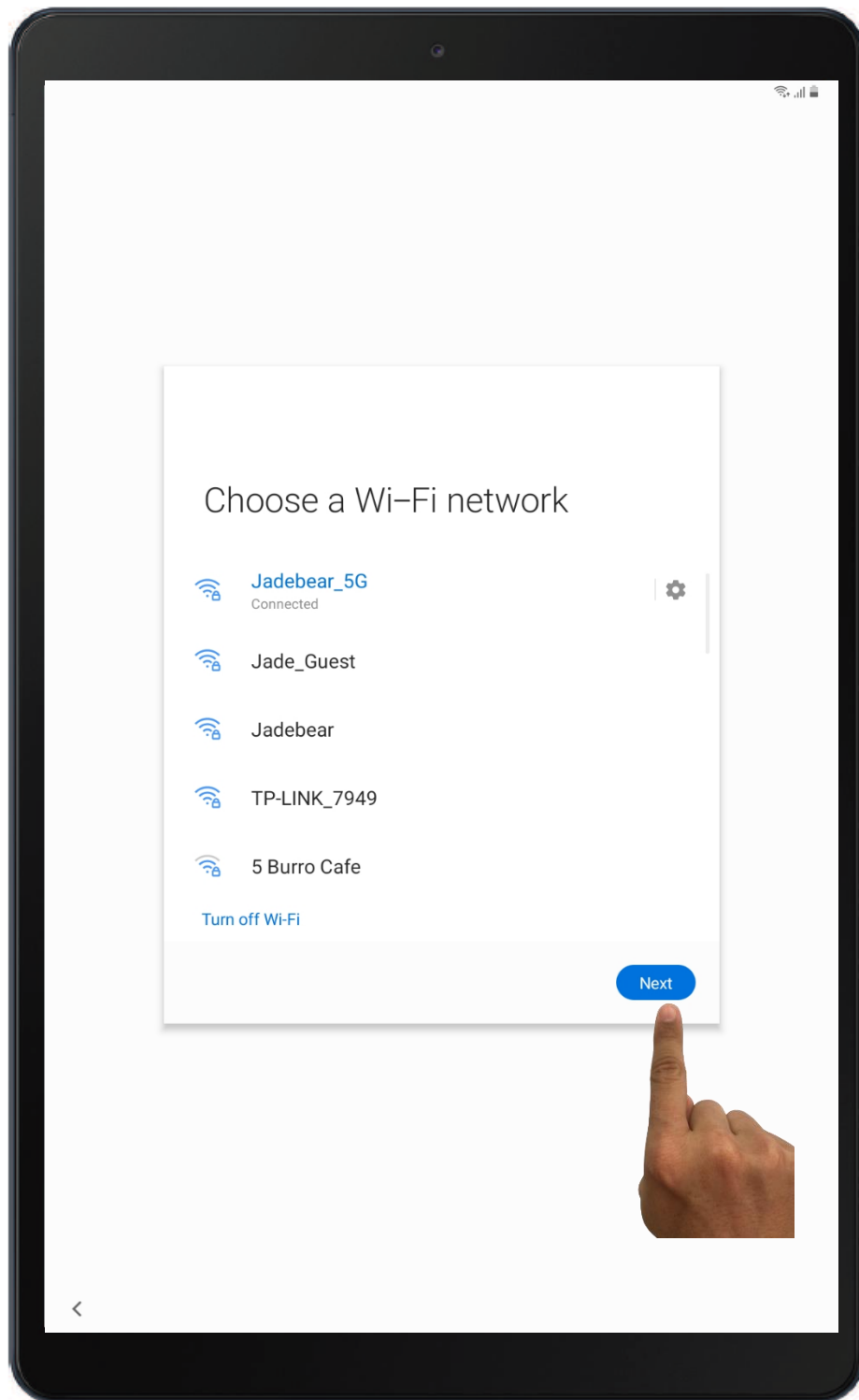


# Connecting Your Tablet to the Internet

## Step 5 – Connecting

Great! Looks like you were able to connect to your **Wi-Fi**.

**Click** (tap) on **Next**

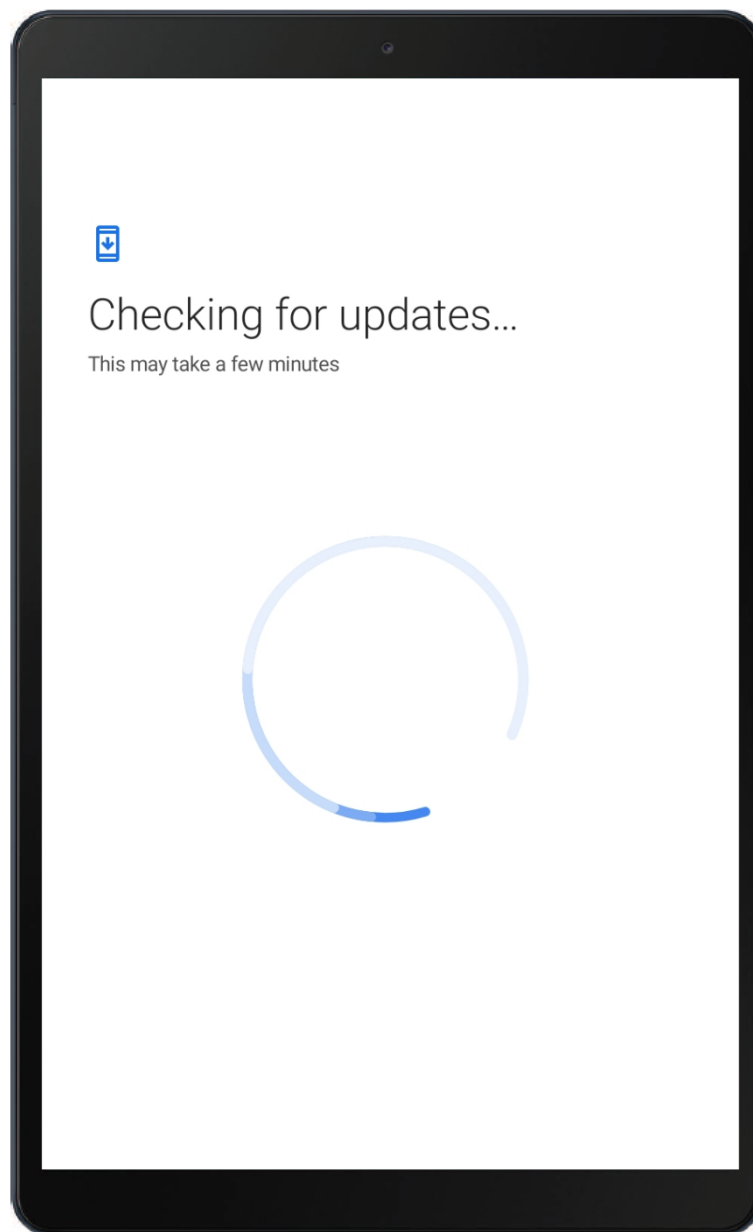




# Connecting Your Tablet to the Internet

## Step 2 – Using Cellular Data - Activating

Your device will automatically look for **updates**. Just like the word implies, **updates** keep your device up to date with the most current information. It happens automatically; you do not have to do anything. This may take a minute or two! When you see a new screen referring to signing into a google account, the device has finished connecting and you can continue.



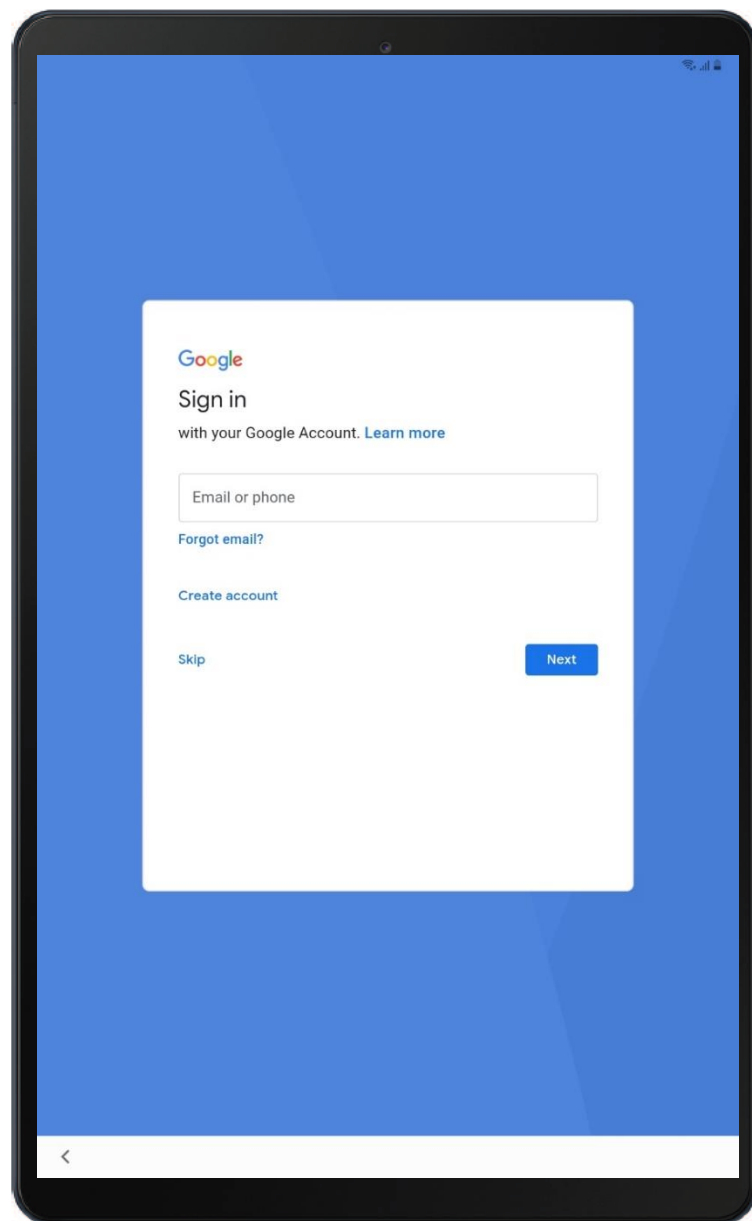
# Signing Into Your Google Account

## Step 1: Finding Your E-mail and Password

You're moving along! It's time to sign into your Google account with your email and password. If you do not already have an email, we'll walk you through the process of creating one. As you continue remember to keep your password private, even from your coach.

You will learn how to use your full Google account later, but for now, just enter your information.

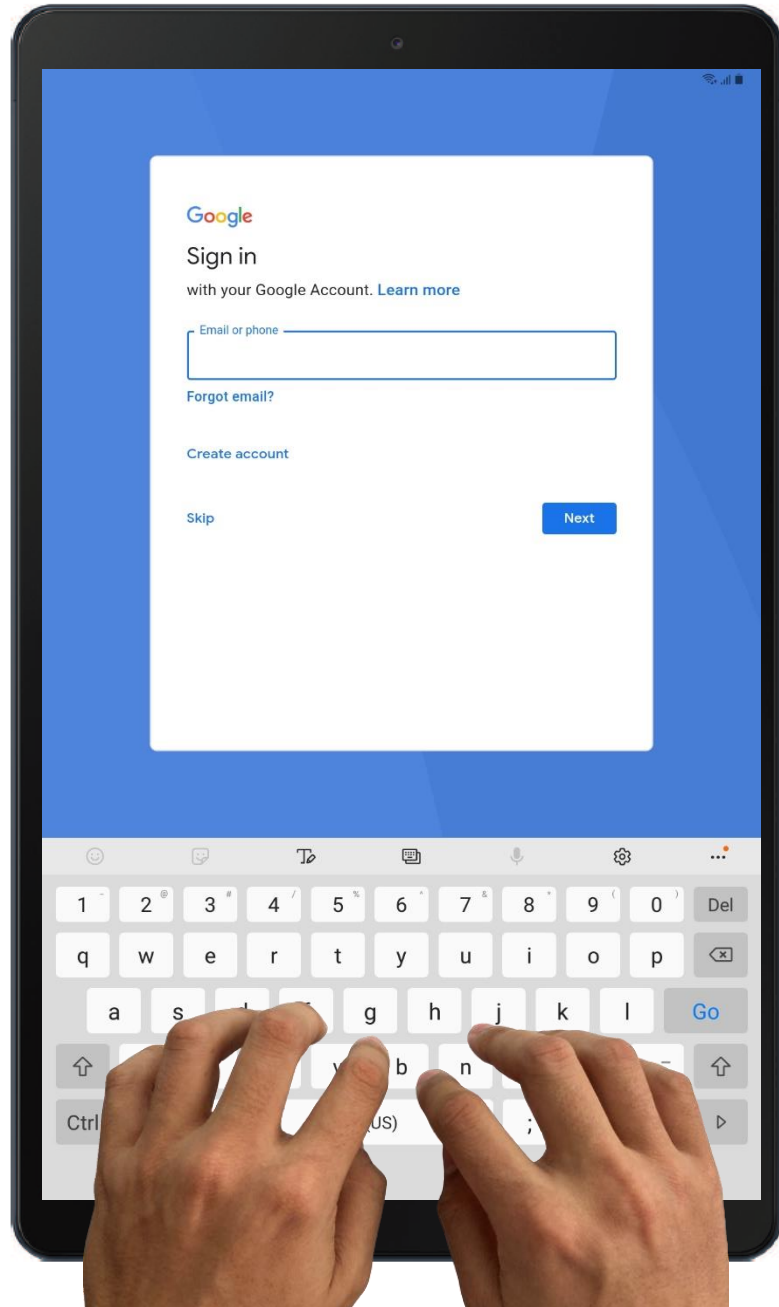
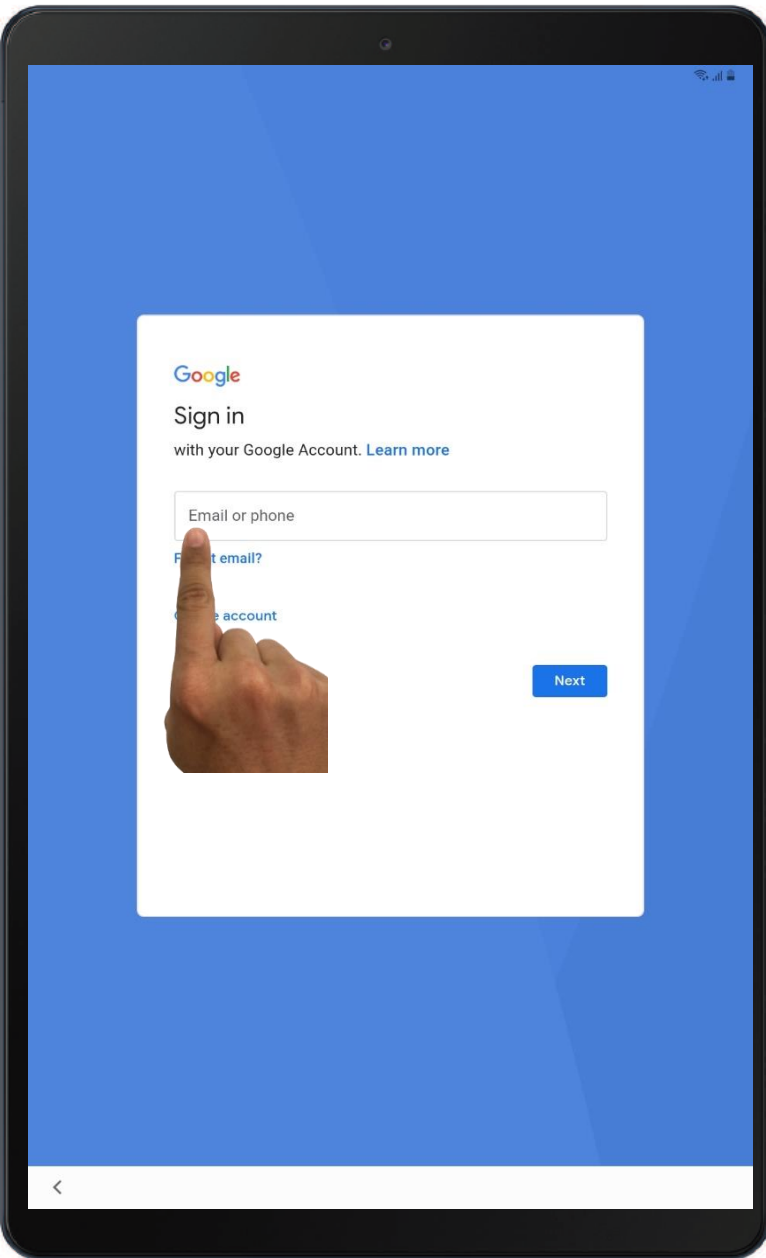
**If you do not have a Google Account skip to page 21.**



# Signing Into Your Google Account


## Step 2 – Getting Started

**Click** (tap) on . This will bring up the keyboard. Using the keyboard **enter** (type in) your email.

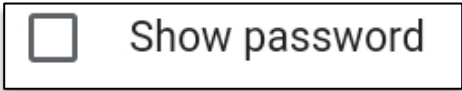


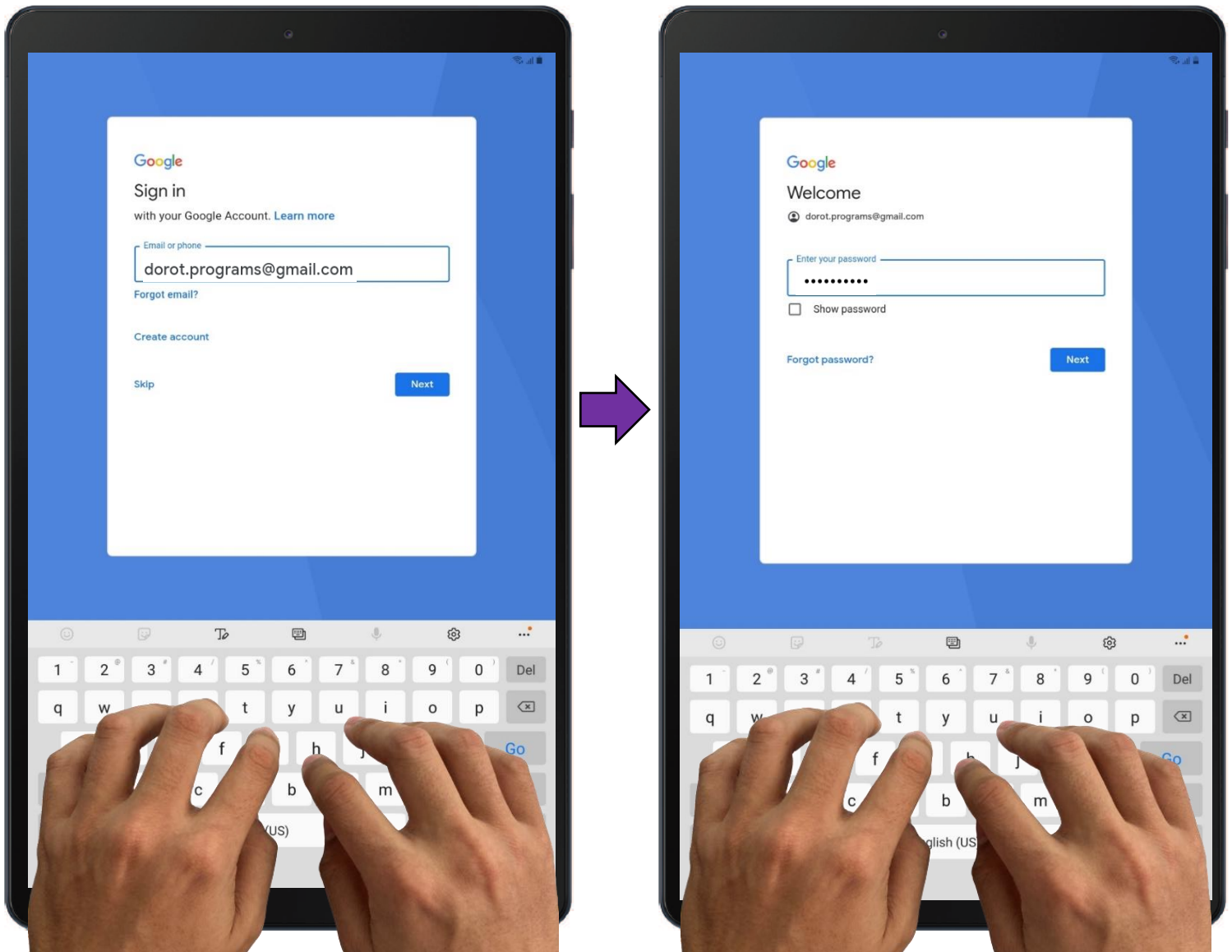
# Signing Into Your Google Account

## Step 3 – Typing in E-mail and Password

Once you've typed in your e-mail, **click** (tap) on 


Once your e-mail has been located, you'll be asked to **enter** (type in) your password. Using the keyboard **enter** (type in) your password. Since passwords are confidential, each character you type will show up as a dot.

If you want to see what you're **entering** (typing in) in plain text, **click** (tap) on 



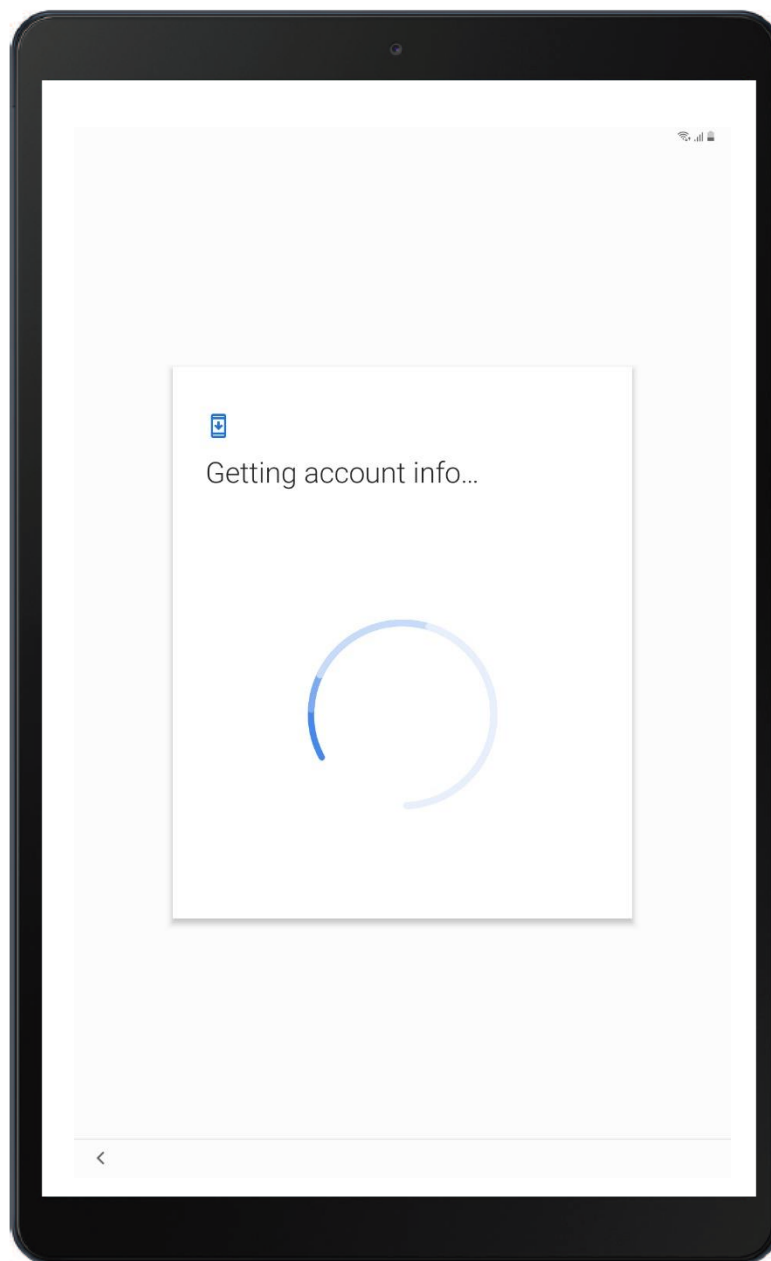
# Signing Into Your Google Account

## Step 4 – Getting Account Info

Once you've typed in your password, **click** (tap) on 

Give your tablet a moment to connect to the account. If you made a mistake while **entering** (typing in) your e-mail or password, you'll be asked to repeat the previous step again.

**Skip to page 35.**

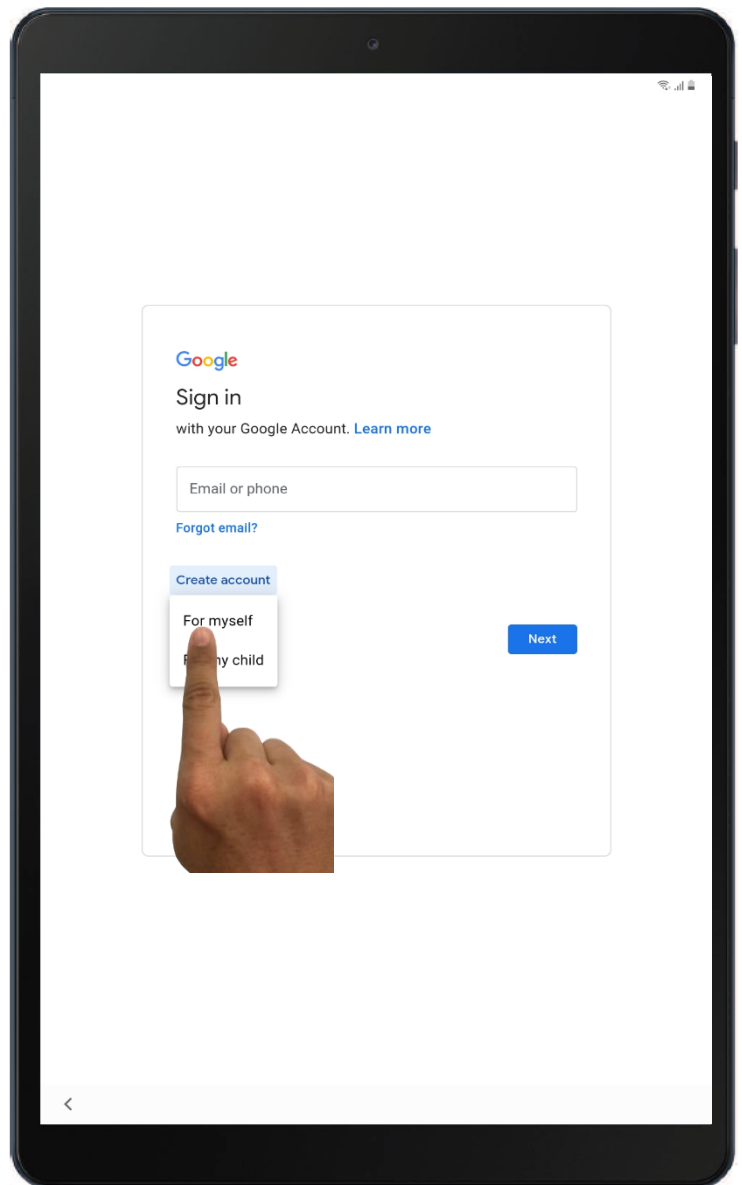
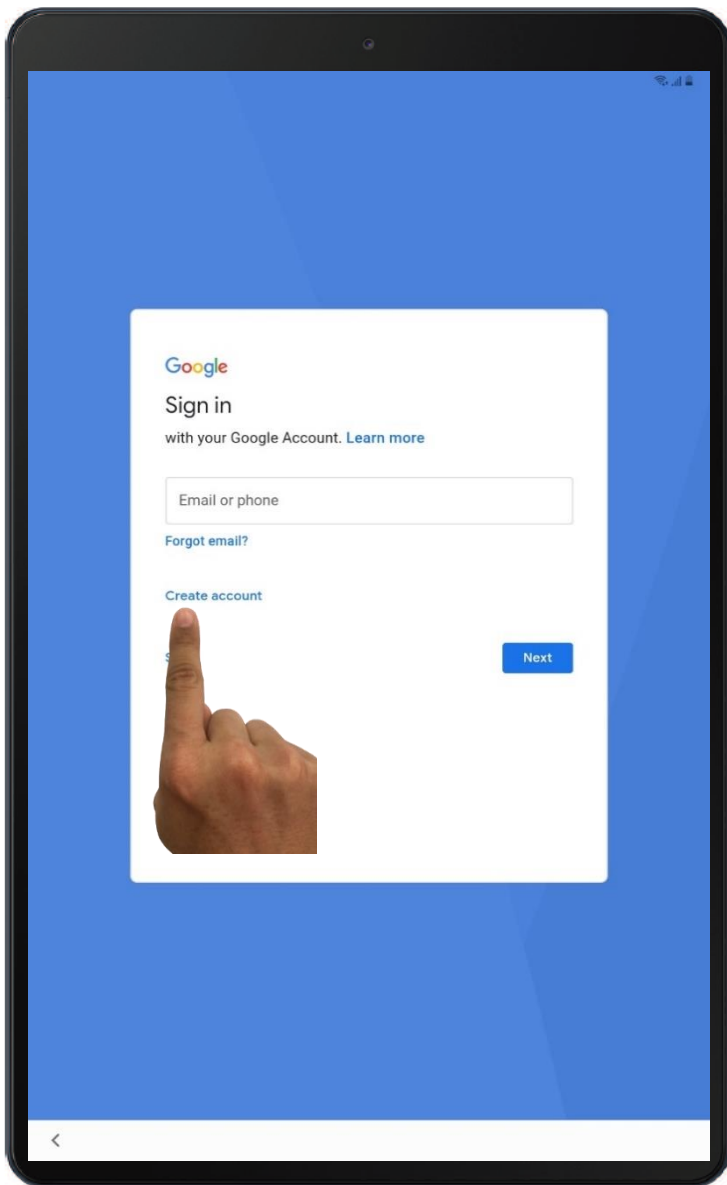


# Creating a Google Account

## Step 1 – Creating a New Google Account

So, you don't have a Google Account, no problem! To begin creating an account, **click** (tap) on **Create account**

Then **click** (tap) on **For myself**

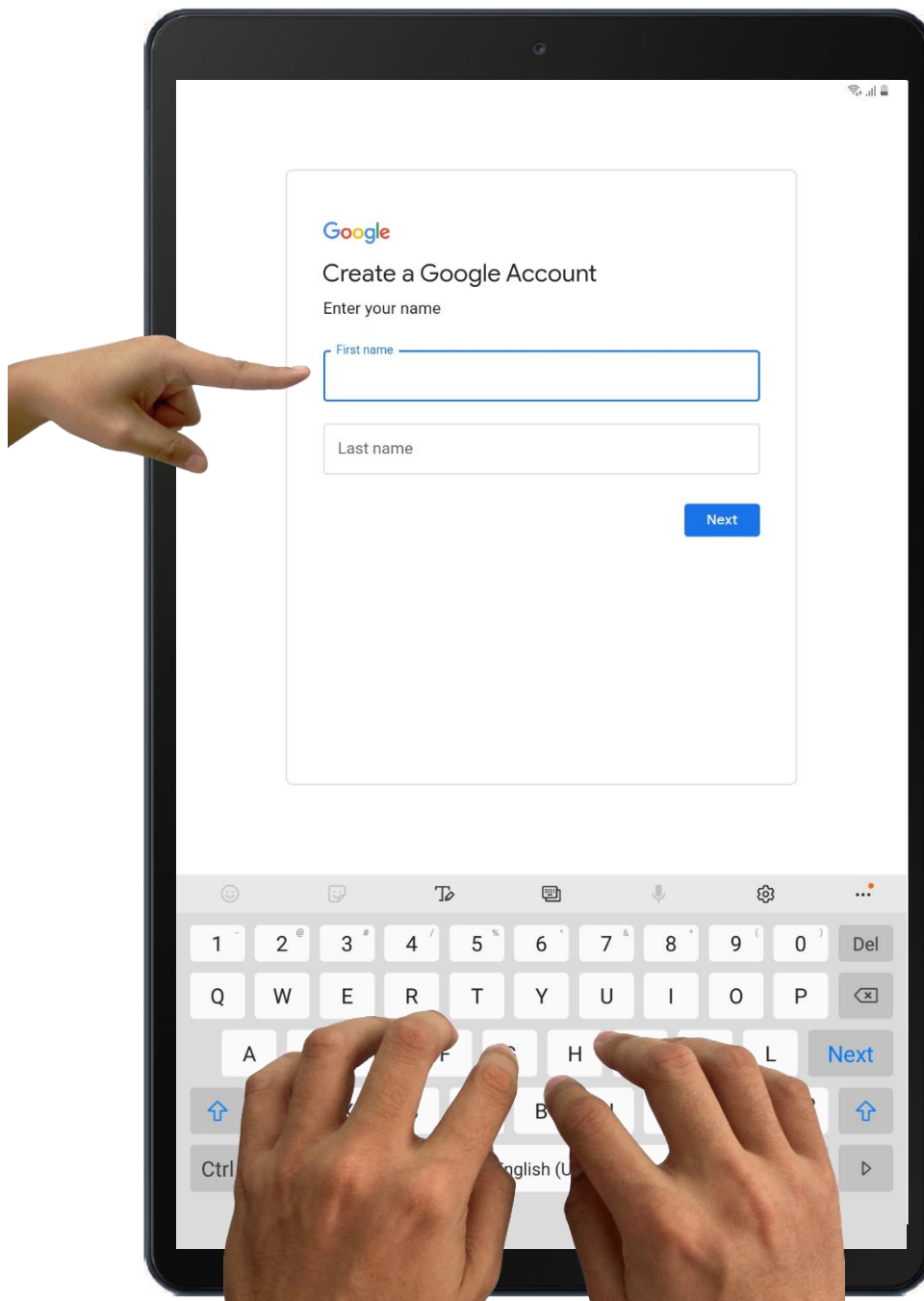


# Creating a Google Account

## Step 2 – Entering Your Name

Google will need some personal information from you before you can create a **Google Account**. Don't worry, this information is safe to share.

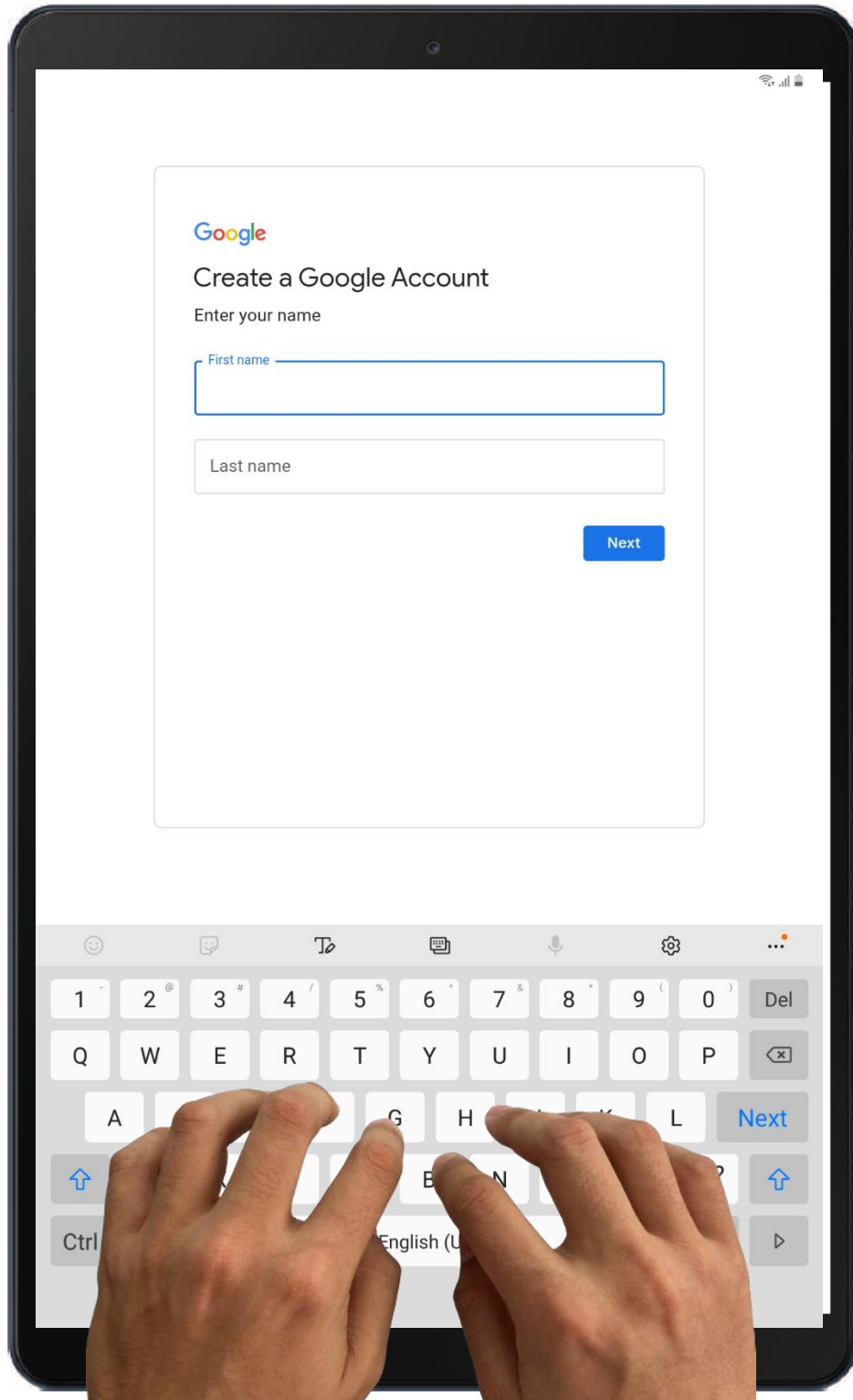
**Click** (tap) on “*First Name*” and you will see the keyboard appear on your screen.



# Creating a Google Account

## Step 3 – Entering Your Name

**Enter** (type) in your first name.

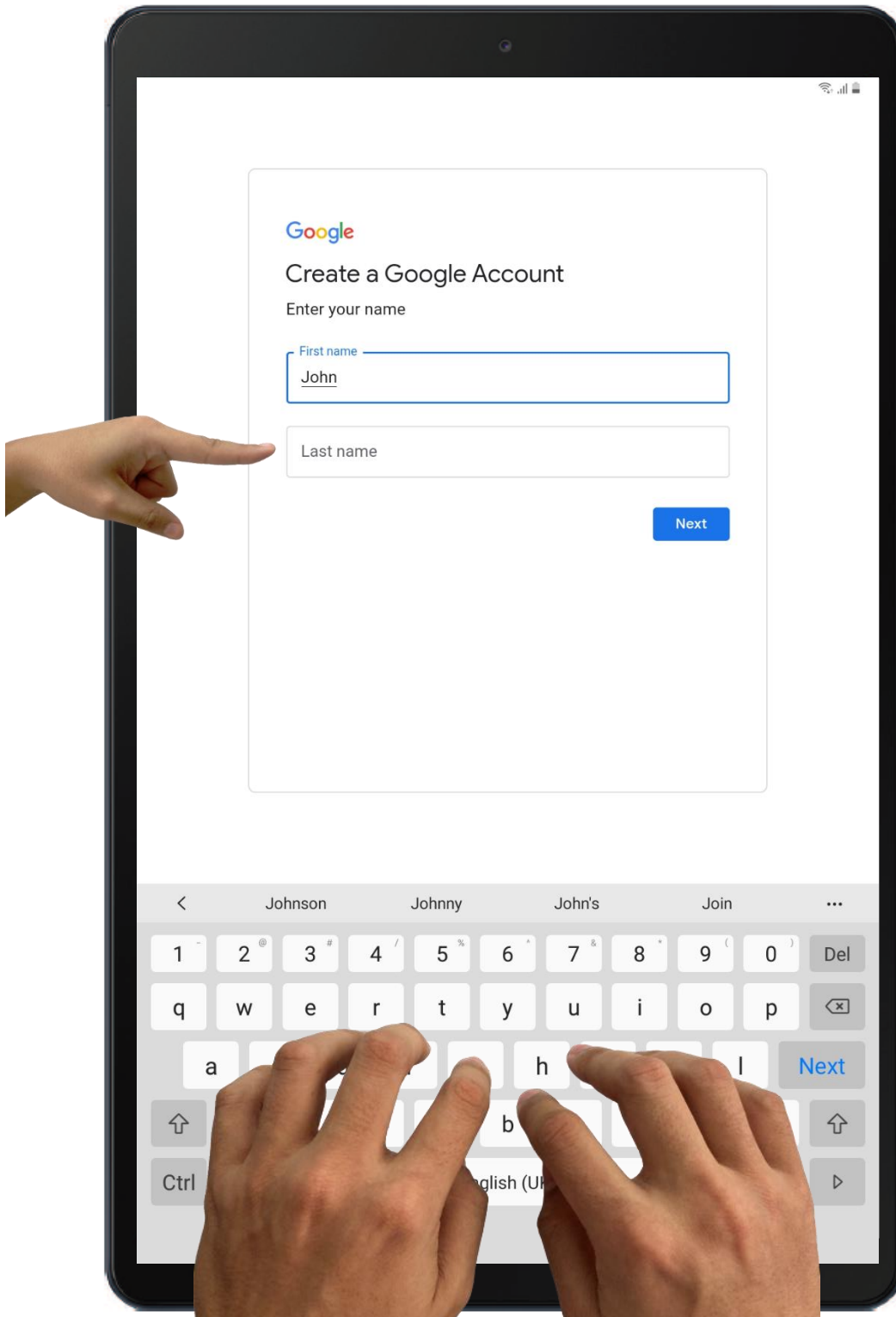




# Creating a Google Account

## Step 4 – Entering Your Name


**Click** (tap) on “*Last Name*” and you will see the keyboard appear on your screen.

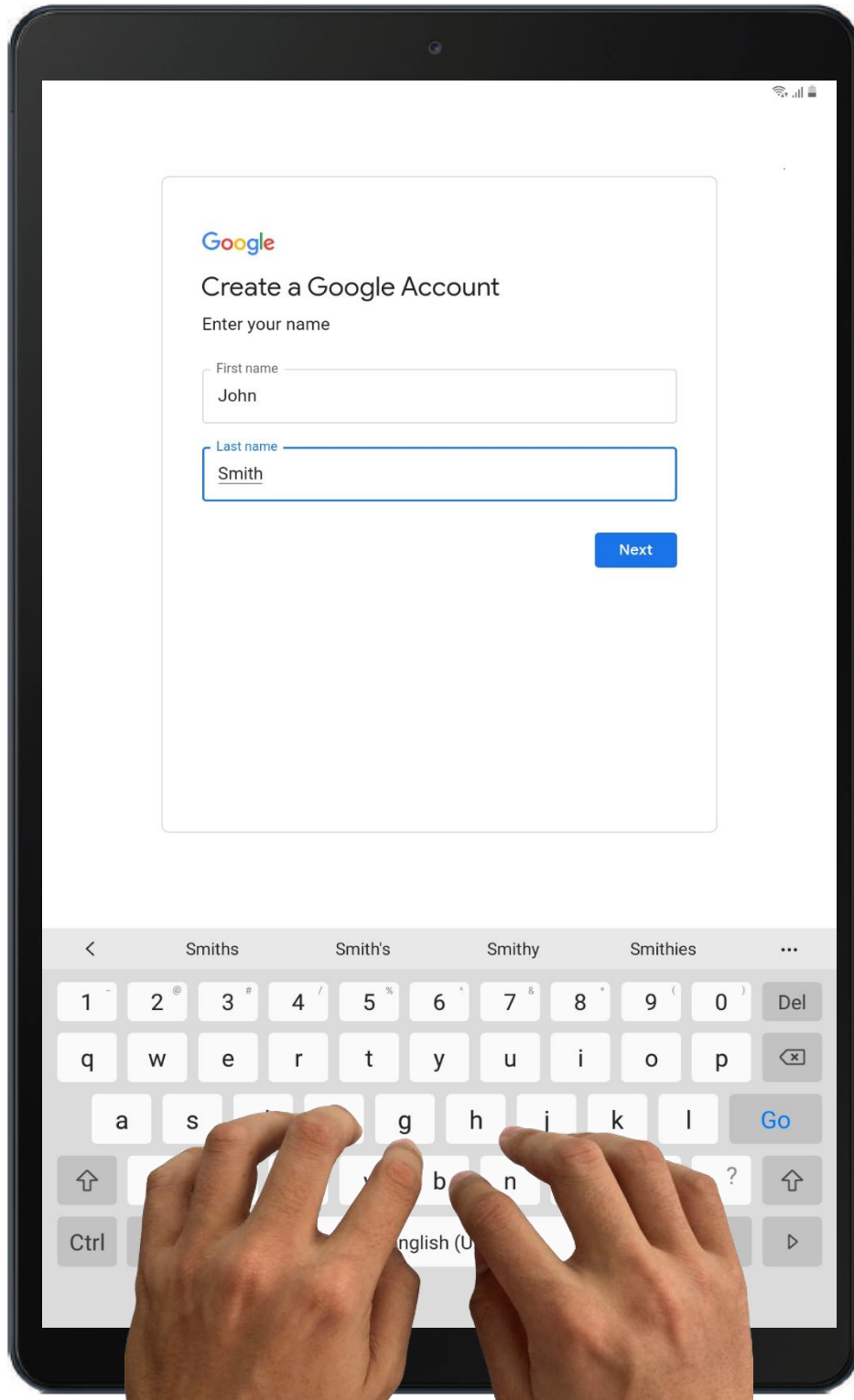


# Creating a Google Account

## Step 5 – Entering Your Name

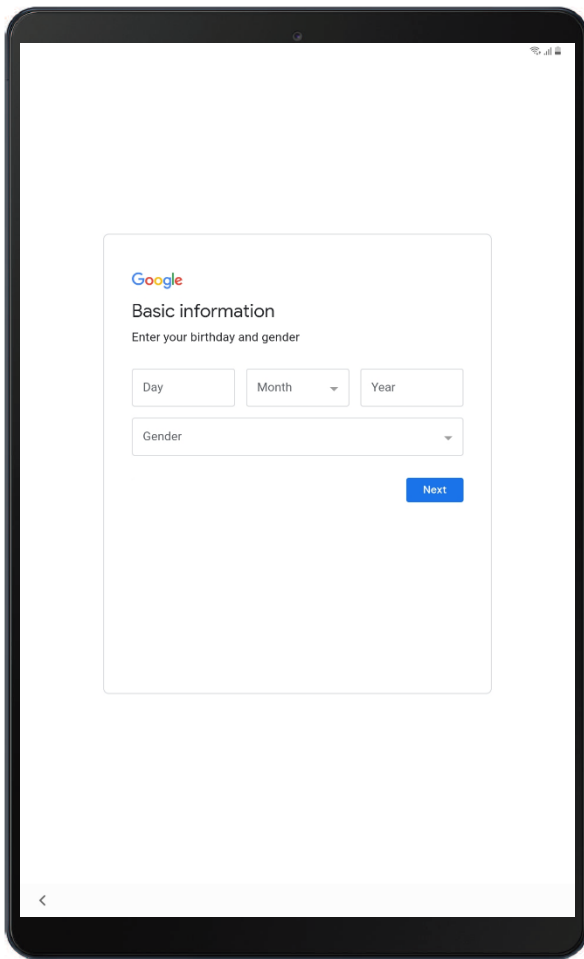
**Enter** (type) in your last name.

Then, **click** (tap) on 



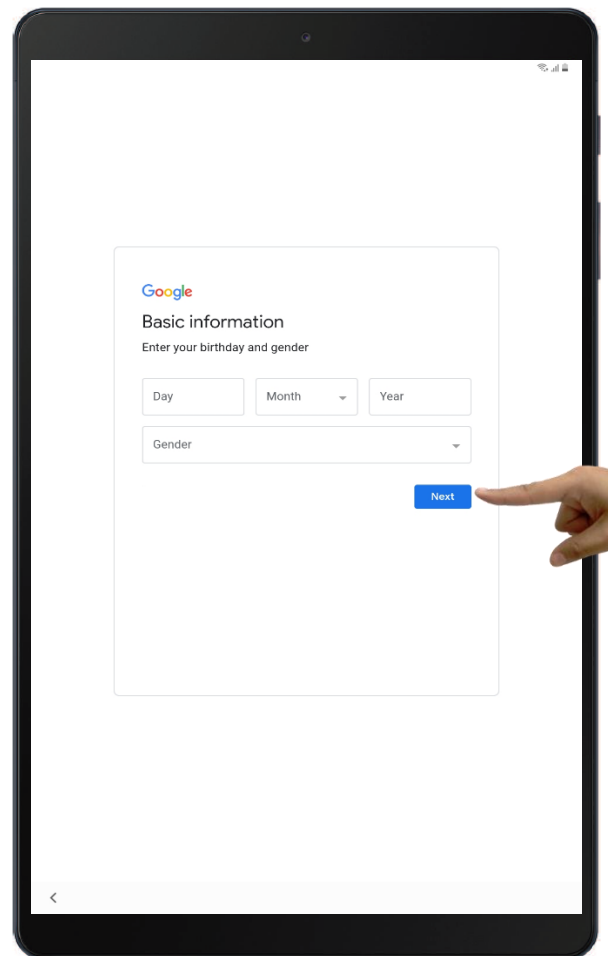
# Creating a Google Account

## Step 6 – Giving Your Birthdate



**Click** (tap) on the month, date, year, and gender. Tapping on each option will give you a chance to fill in your birthdate information. Don't worry, this information is safe to share. If you feel uncomfortable, you can use a different birthday. But be aware that this information will be needed if you ever need to reset your account at any time.

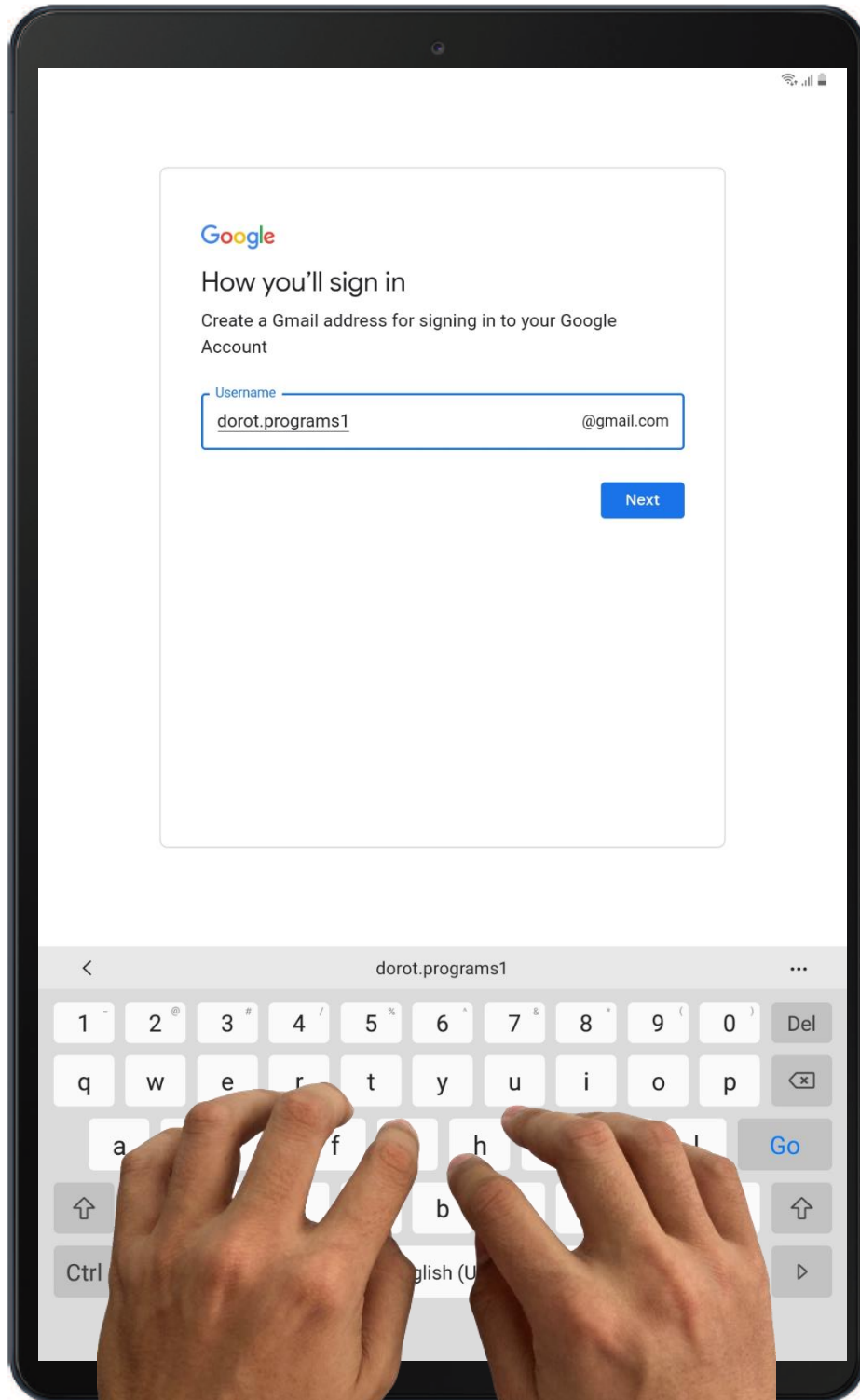
When you are finished **click** (tap) on



# Creating a Google Account

## Step 7 – Giving Your E-mail a Name


**Enter** (type) in a **handle** (name) for this new e-mail address. In the example below, we have named the e-mail “dorot.programs1” Take your time and pick out a name you are going to remember.

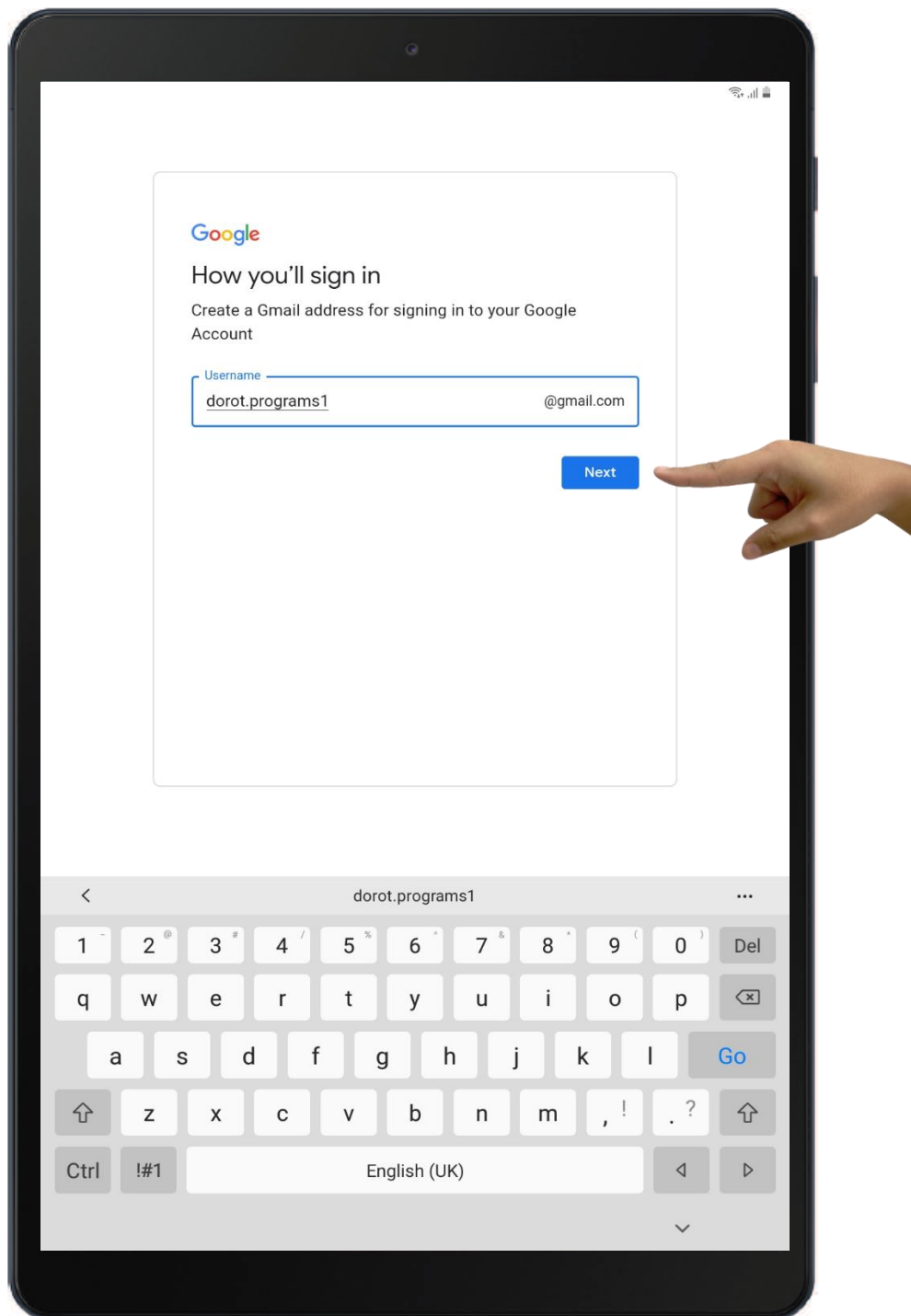


# Creating a Google Account

## Step 8

Great! Looks like you are ready to continue. Your new e-mail address will end with “@gmail.com.” In the example below, the e-mail address would be “dorot.programs1@gmail.com.”

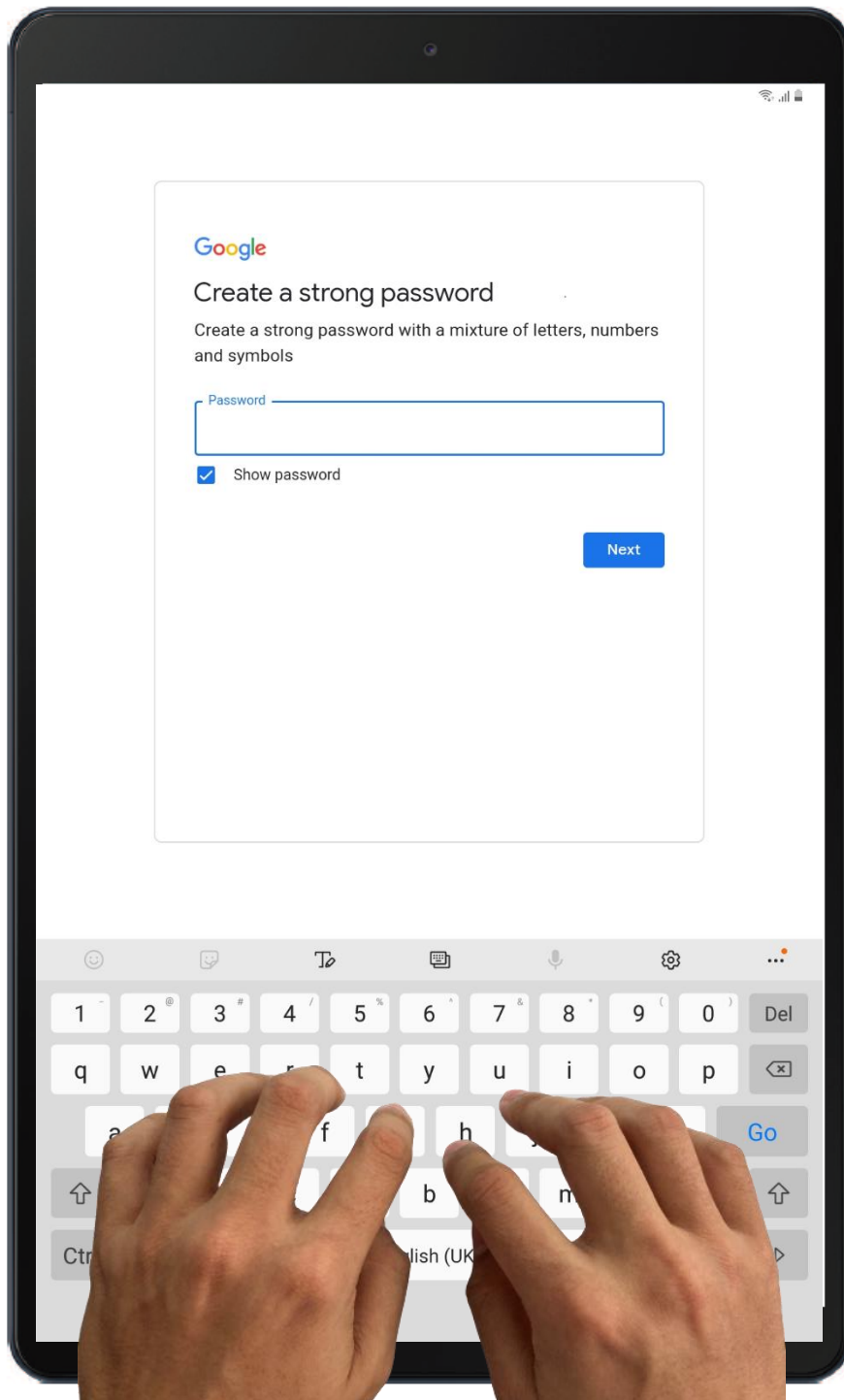
**Click** (tap) on 



# Creating a Google Account

## Step 9


Give your new e-mail a password! Make sure the password is at least 8 characters long, has a number, an uppercase letter, and a lowercase letter. Keep your password private, even from your coach. To begin entering in your password, **click** (tap) on “*Password.*”

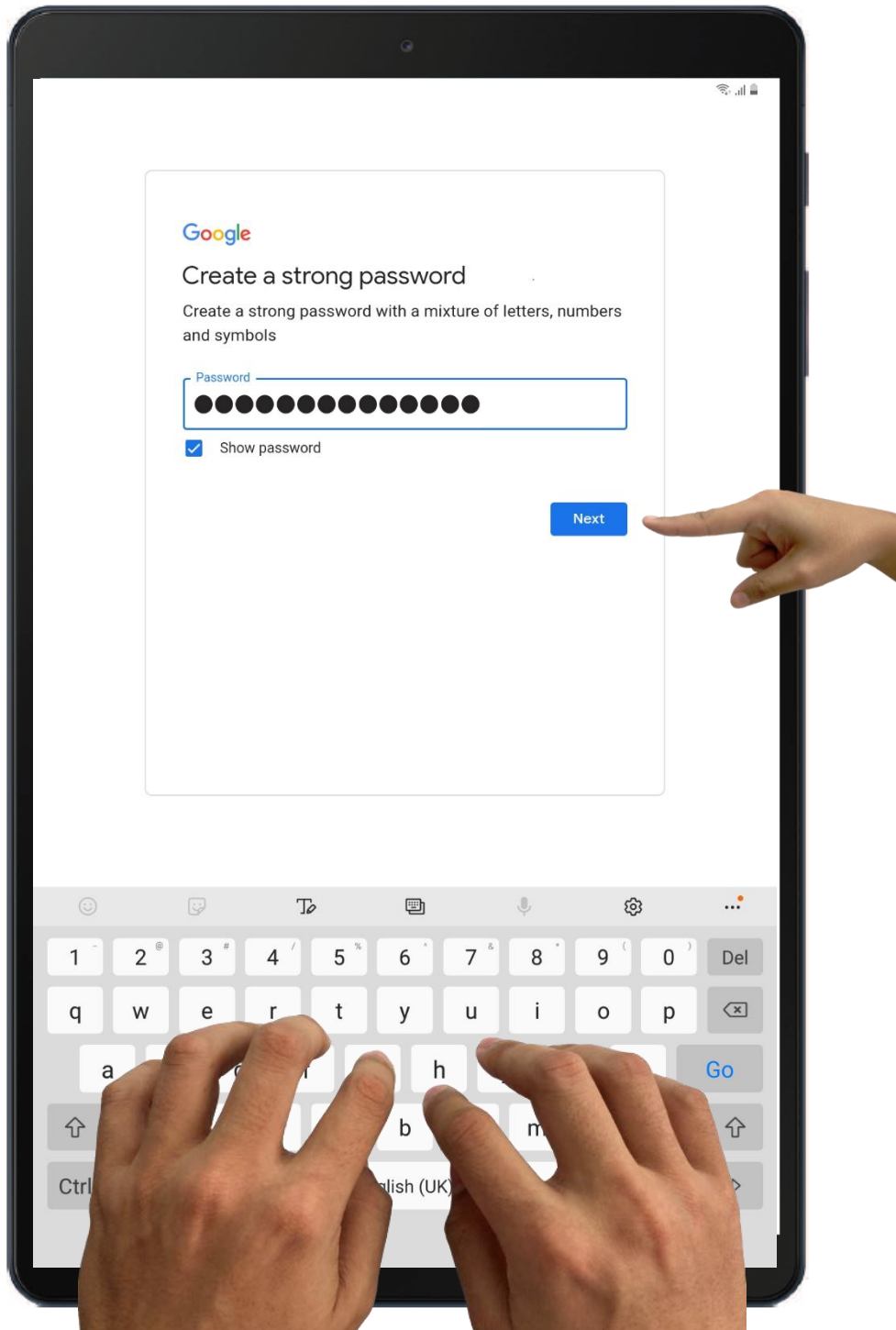


# Creating a Google Account

## Step 10

**Enter** (type) in your password.

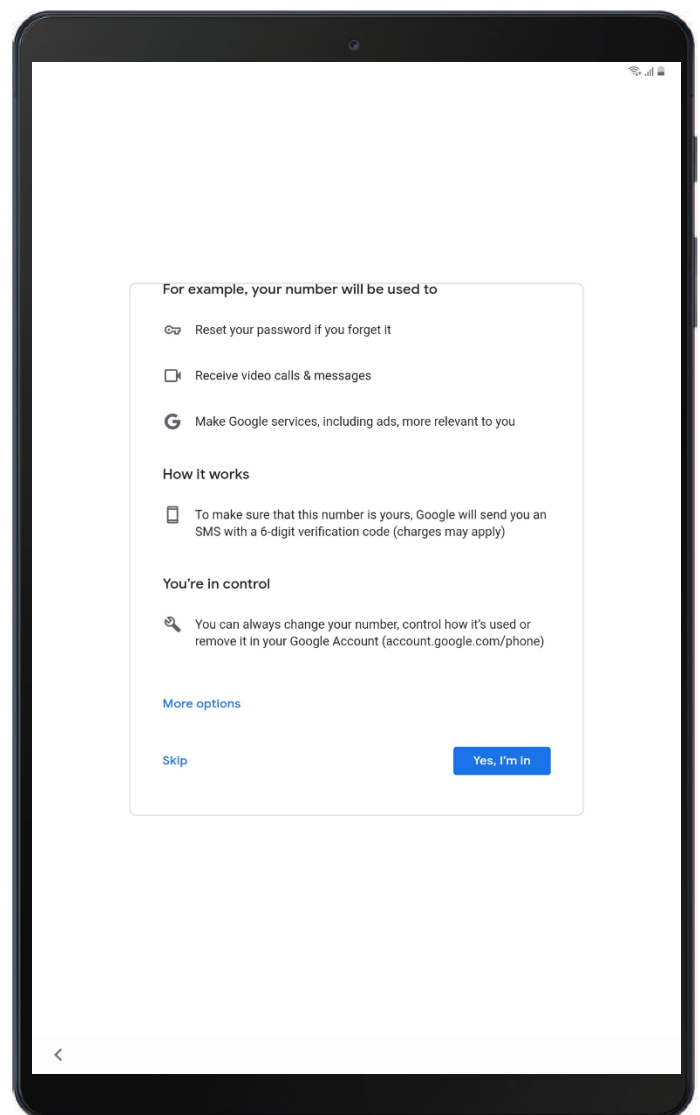
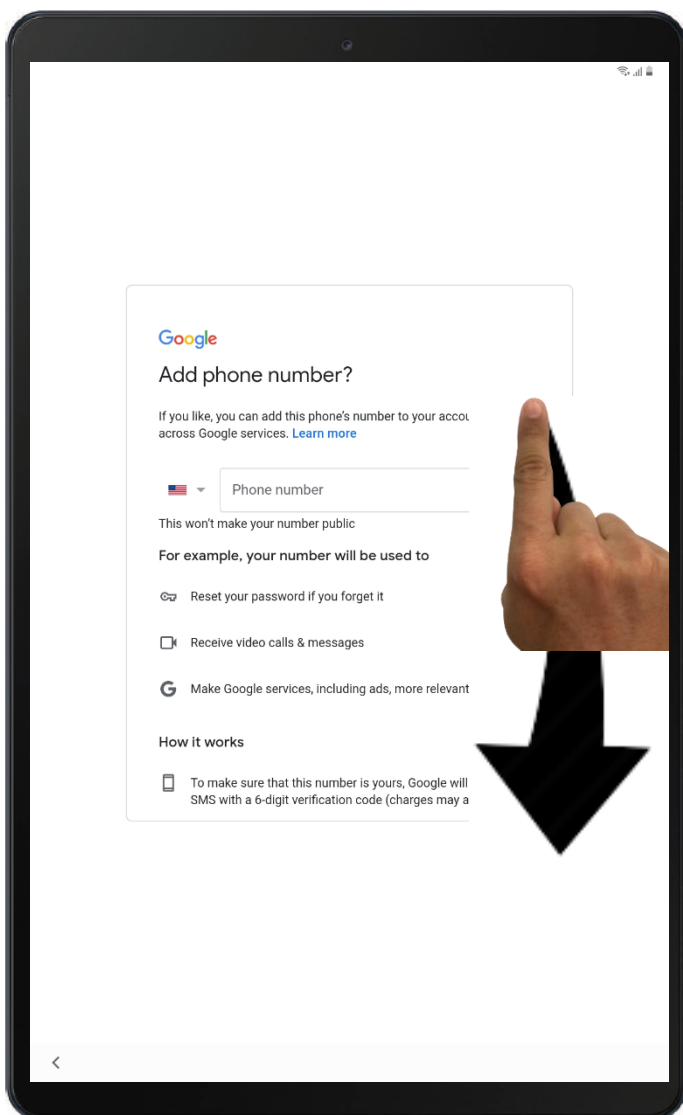
Then, **click** (tap) on 



# Creating a Google Account

## Step 11

This next step will ask you to share your phone number. **We do not recommend completing this step just yet.** If you're interested in linking your phone number to your new account, your coach can help you later. For now you can avoid entering your phone number by **scrolling** down on the current page and **clicking** (tapping) on **Skip** (located on the bottom left corner). You can **scroll** by **clicking** (tapping) on the screen and sliding your finger down or up.





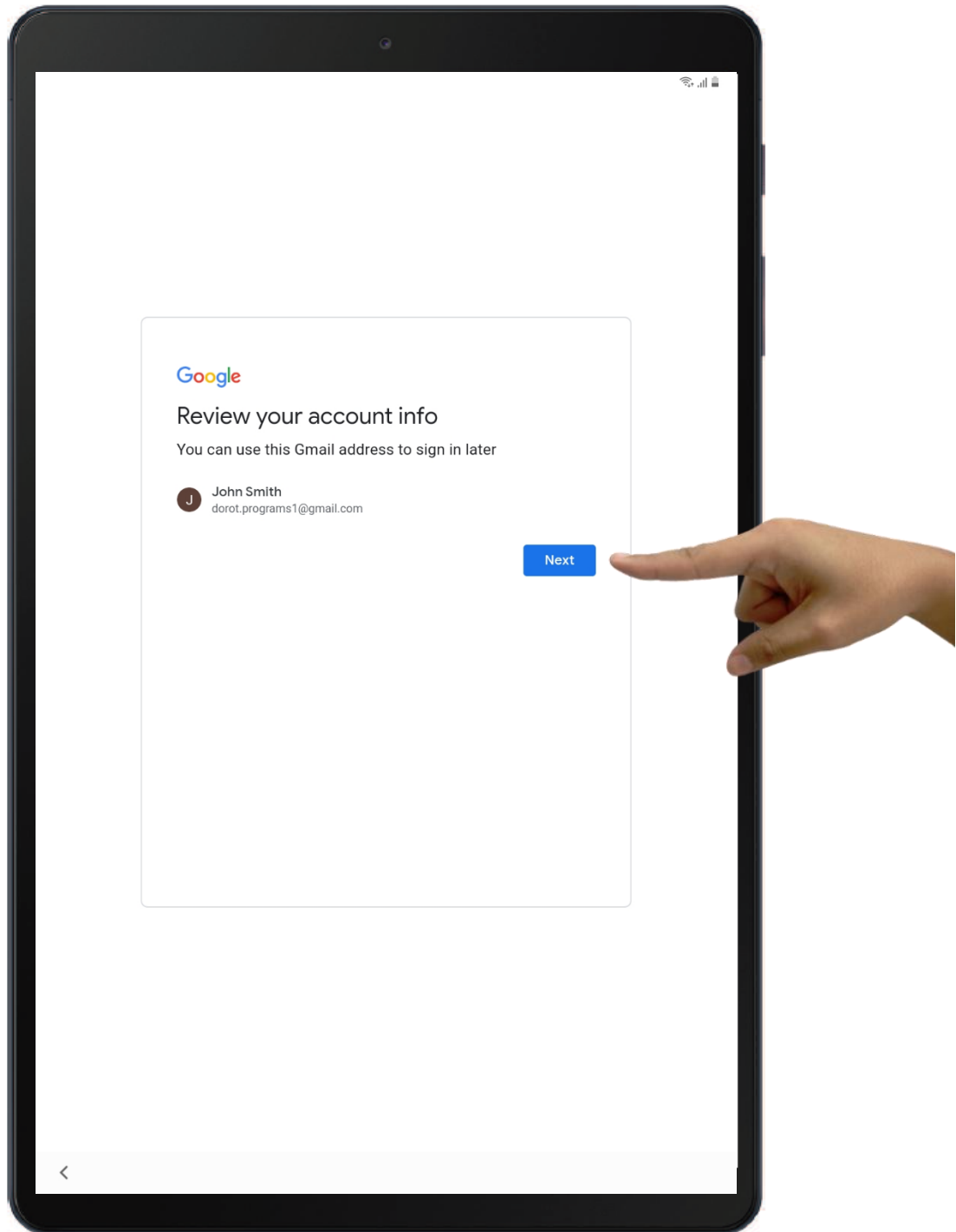
# Creating a Google Account

## Step 11 – Review Account Information

Almost done creating your new account.


**Click** (tap) on

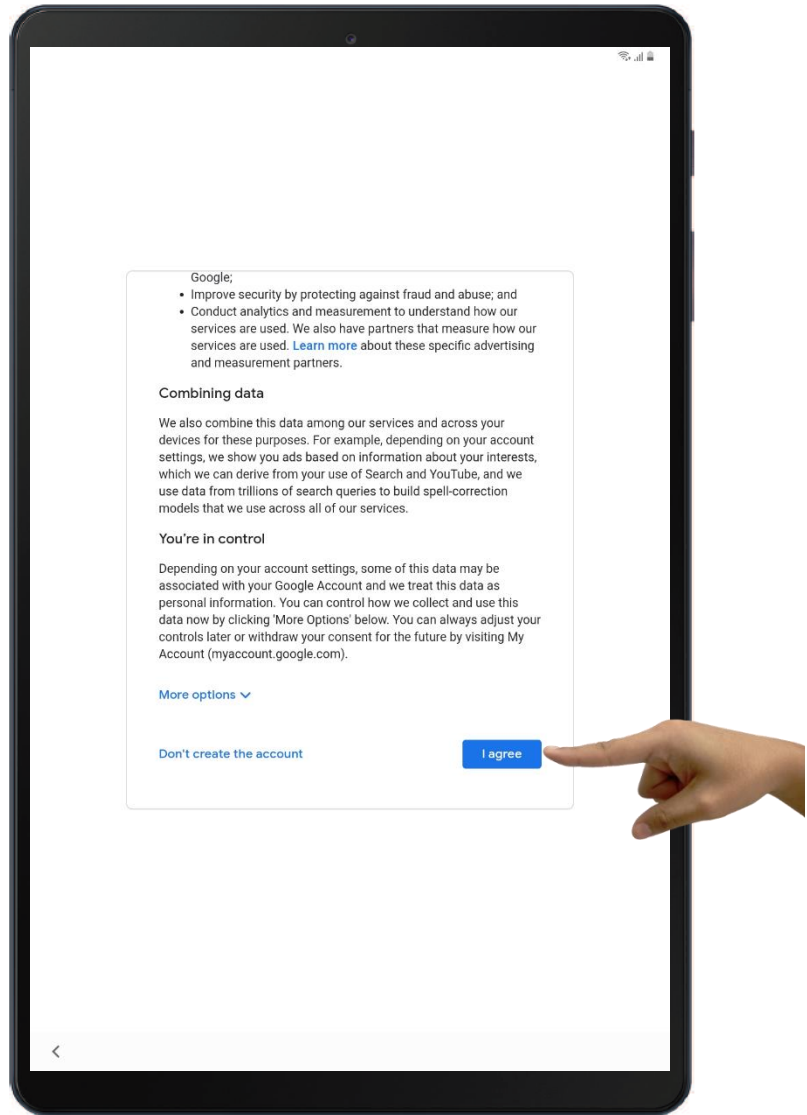
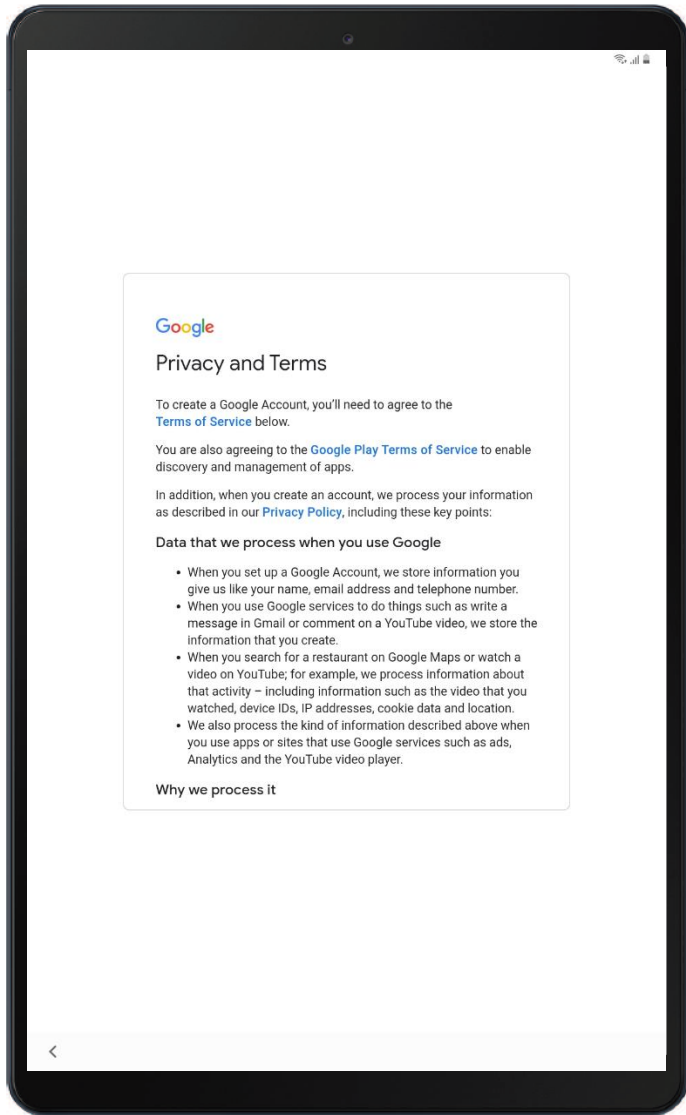
Next



# Creating a Google Account

## Step 11 – Finishing Up!

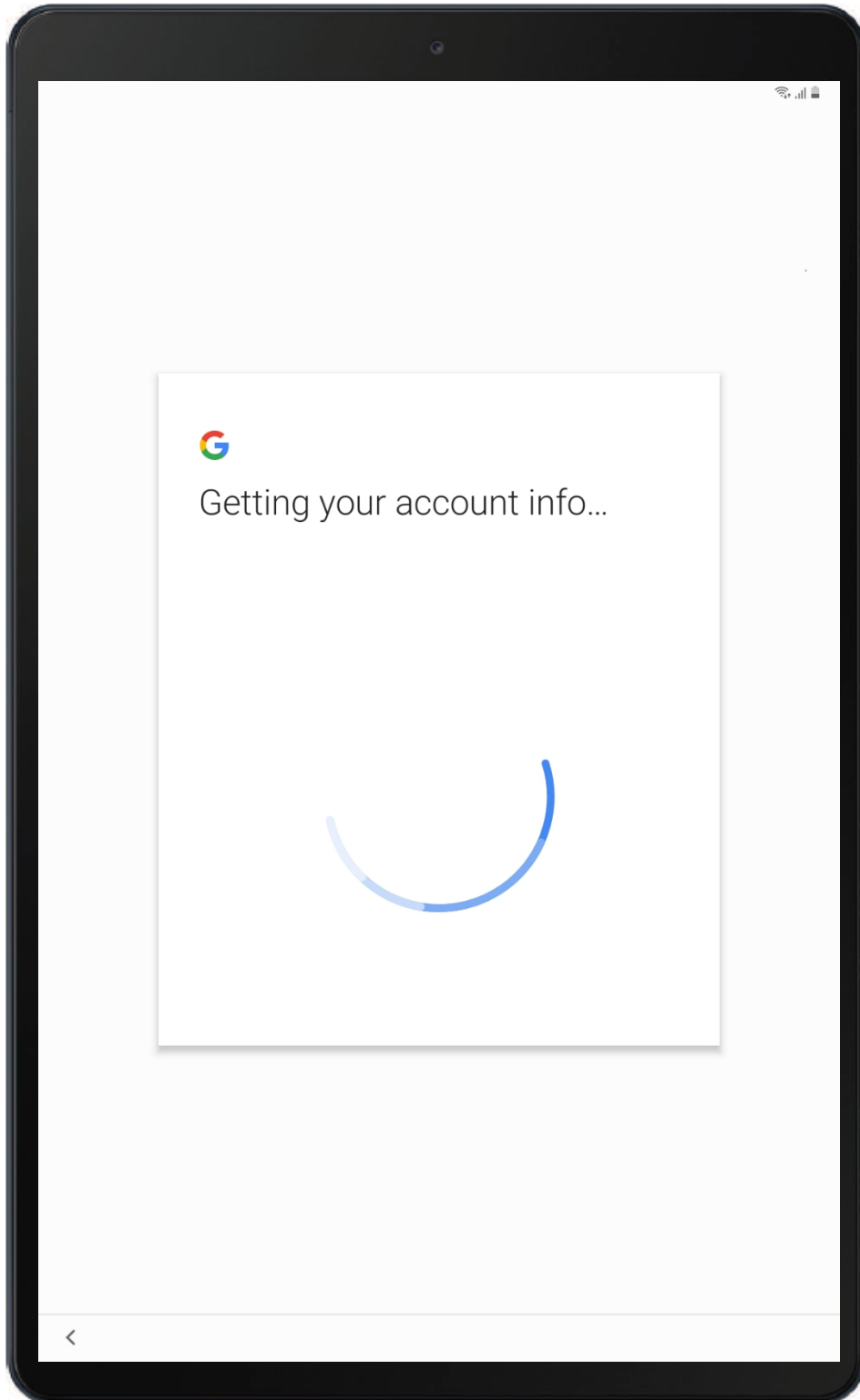
To finish creating your account **scroll** down on the current page and **click** (tap) on 



# Creating a Google Account

## Step 11 – Signing In

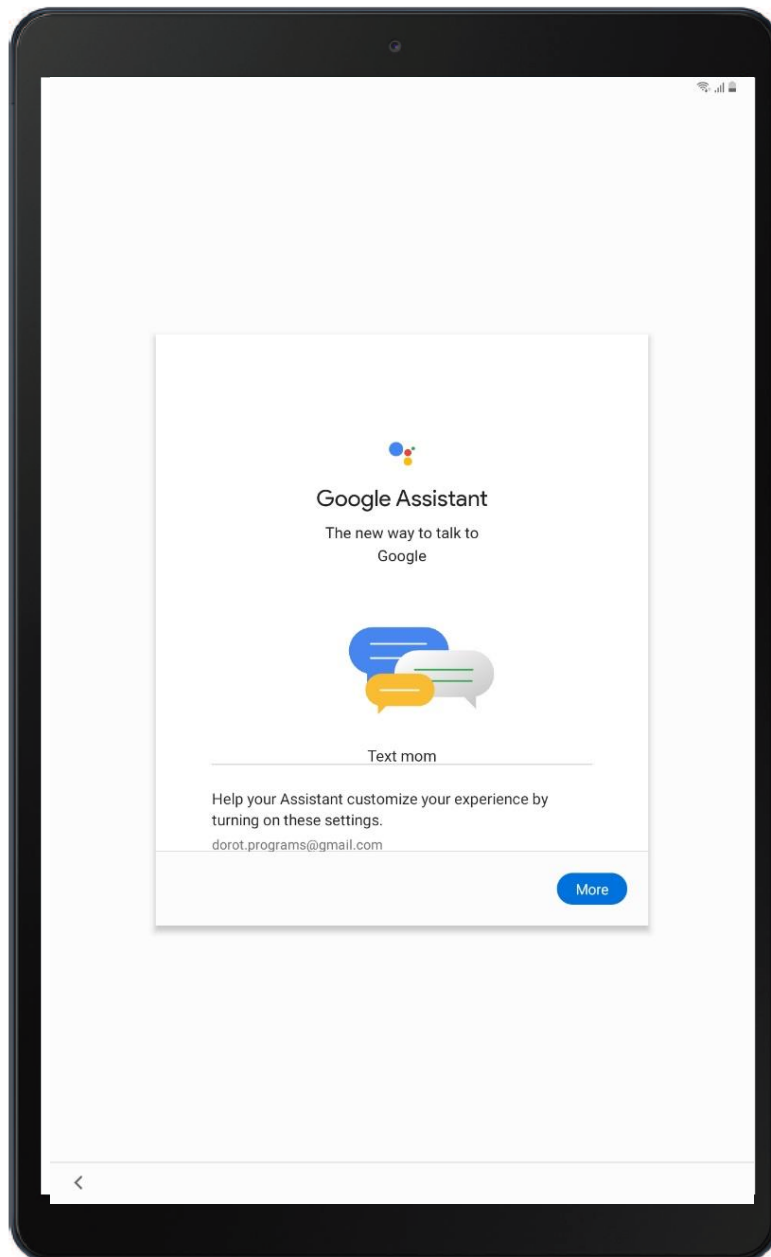
Great job! Your tablet will begin signing you in to your new account. Give it a second!



# Creating a Google Account

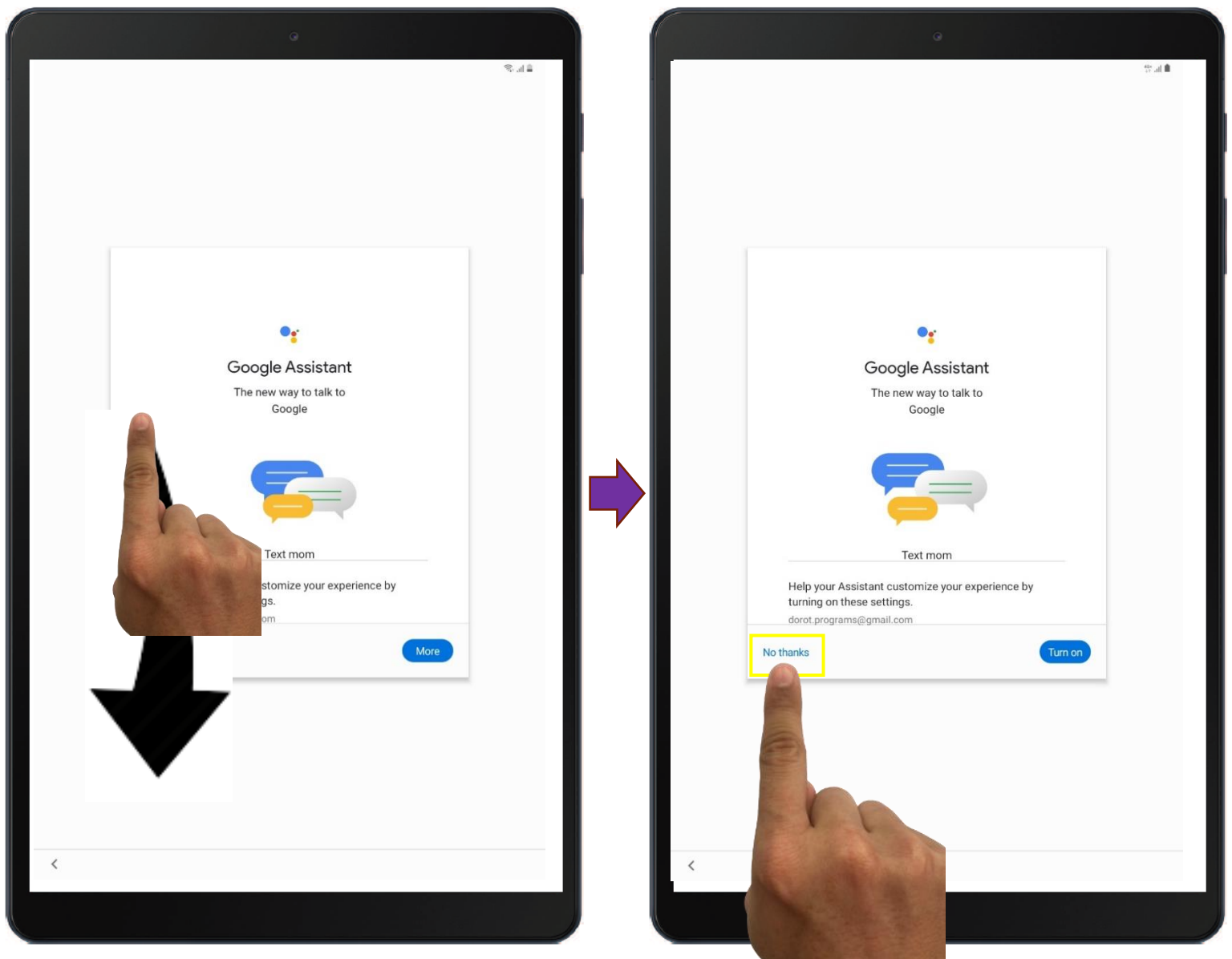
## Step 12 – Signed In

Fabulous! You were able to sign into your Google account.



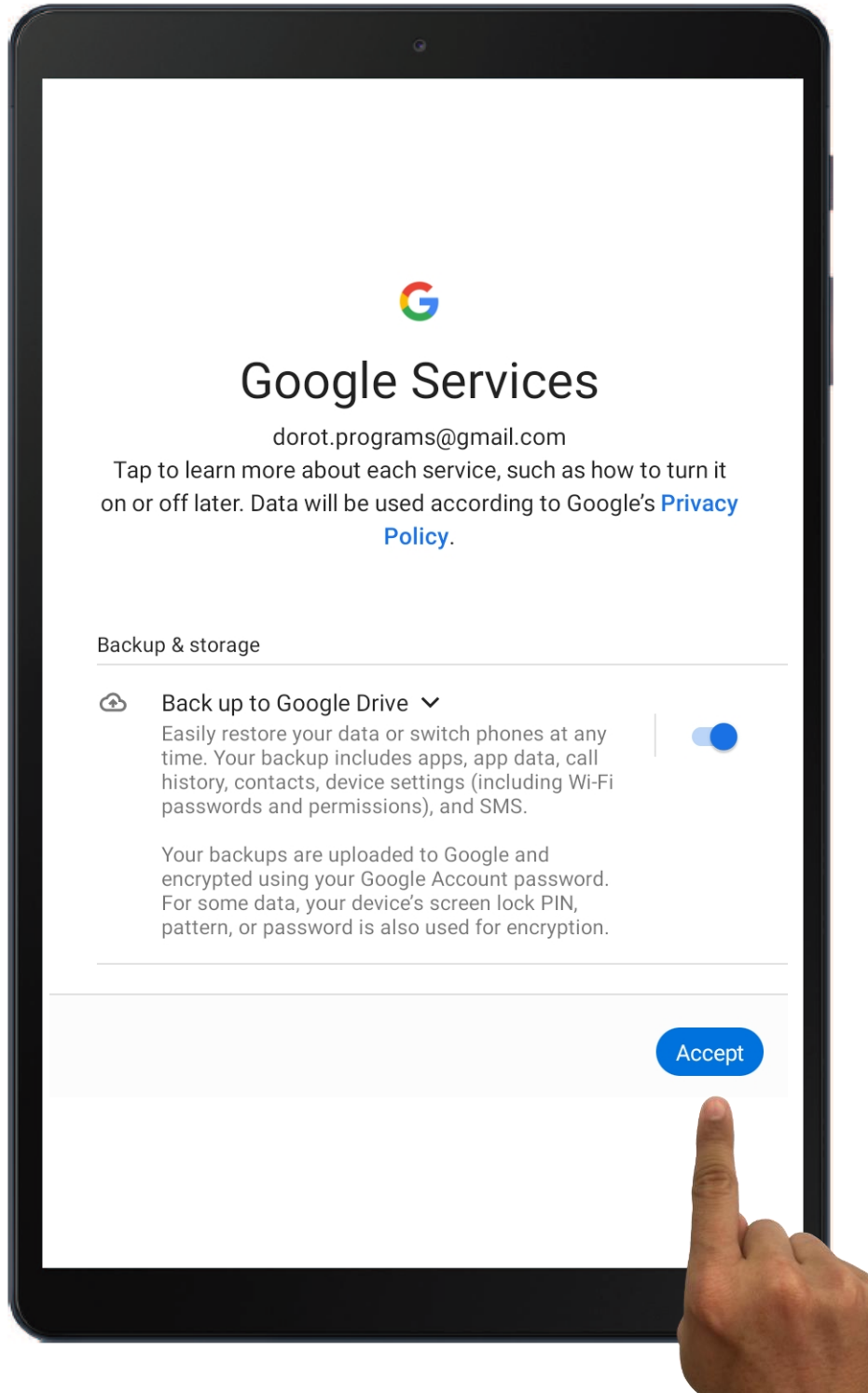
# Google Assistant (Voice Command)

Google Assistant allows you to use your tablet hands-free by only using your voice. While this is a great feature, for now it is recommended you do not enroll in Google Assistant. Your coach can help you set this up at a later time. You can avoid enrolling by **scrolling** down on the current page and **clicking** (tapping) on **No thanks** located on the bottom left corner. You can **scroll** by **clicking** (tapping) on the screen and sliding your finger down or up.



# Google Services

Finally, you need to accept Google Services before you can continue. **Click** (tap) on 

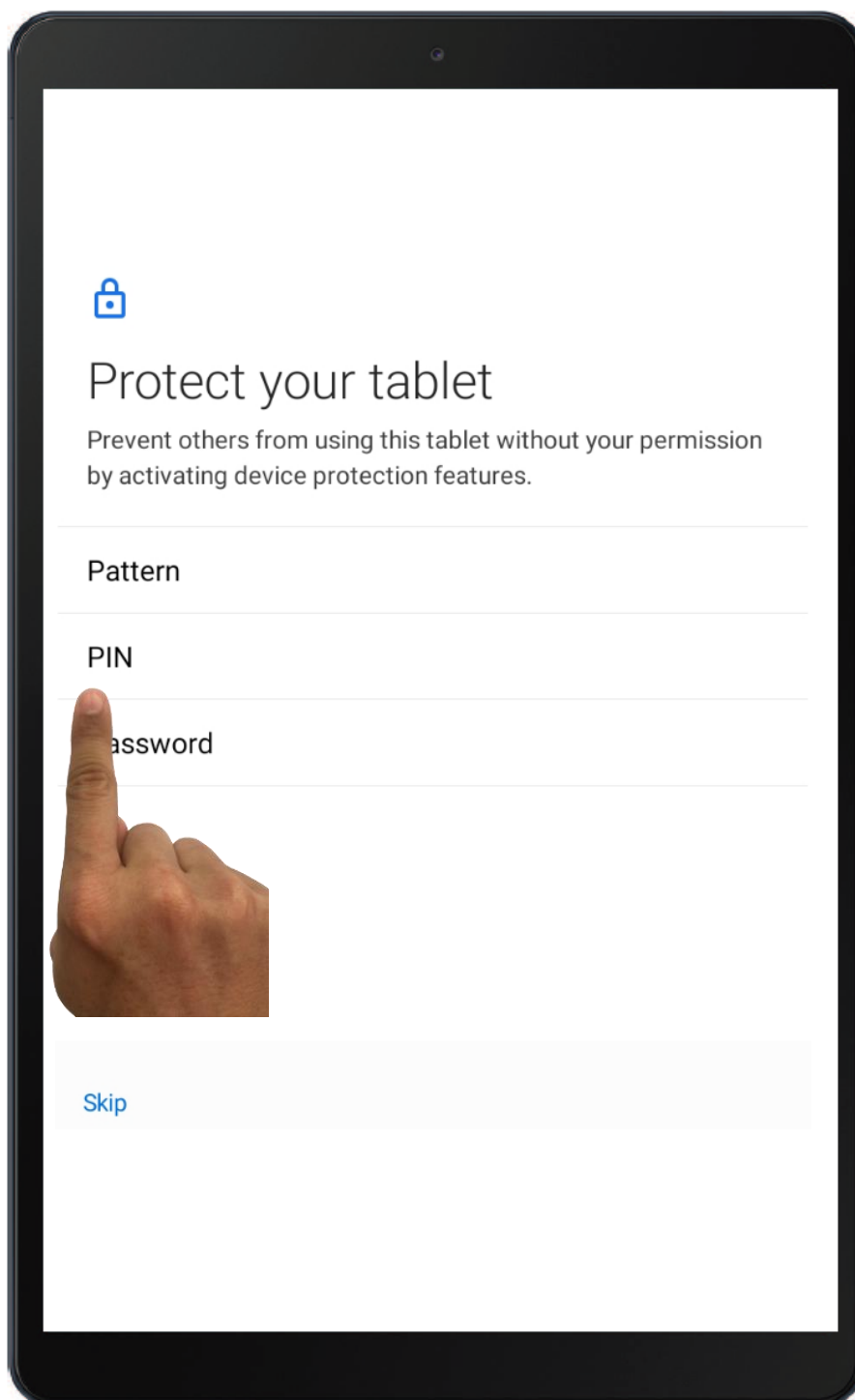


# Protecting Your Privacy

## Step 1

This step will help you prevent other people from using your tablet without your permission. The PIN option is highly recommended. A PIN is a special 4-8 digit number you create to unlock your device each time you use it.

To begin setting up your PIN, **click** (tap) on **PIN**



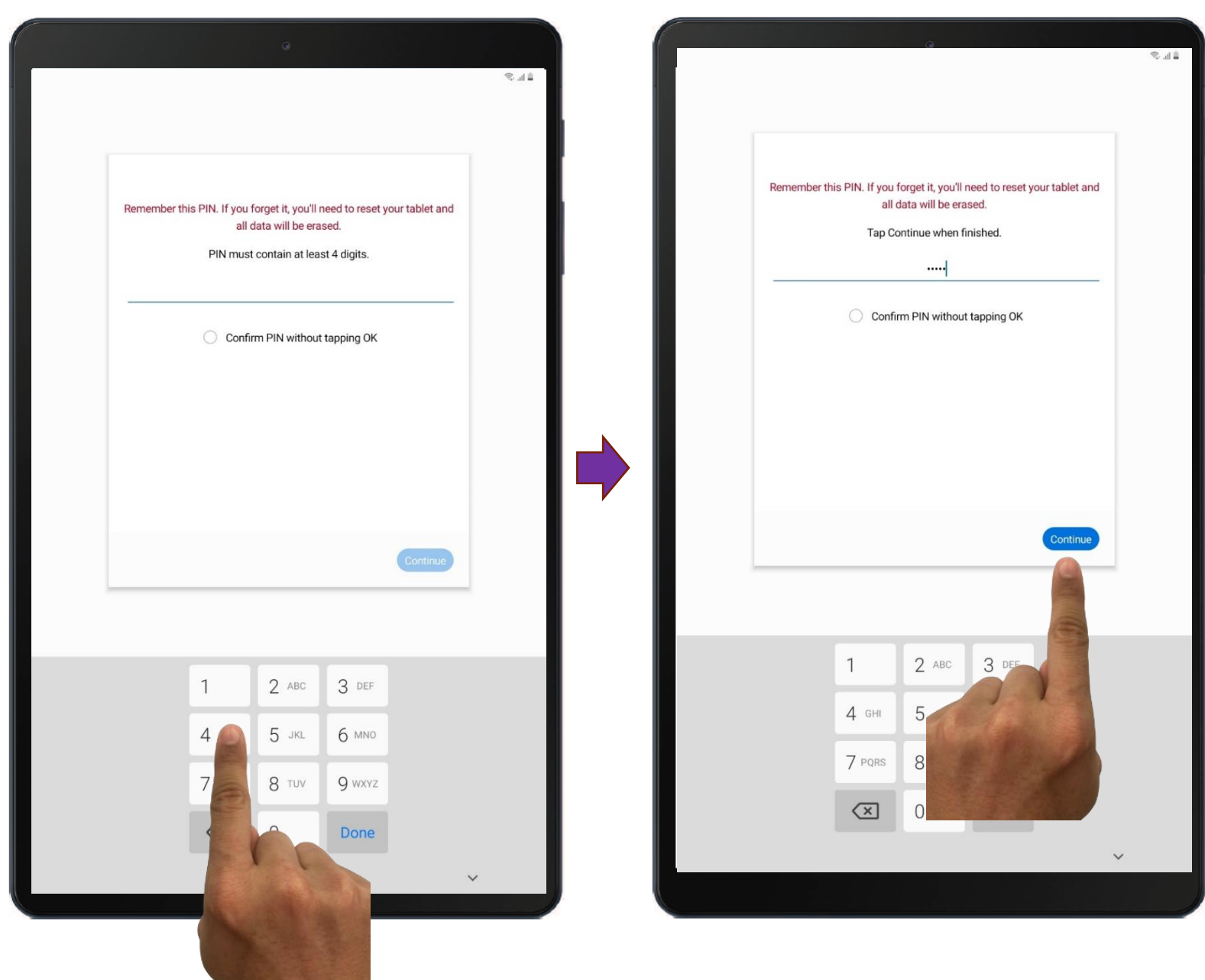
# Protecting Your Privacy

## Step 2

Selecting the PIN option will bring you to a page where you can **click** (tap) in your PIN using the number pad. It is recommended that you use a **4-5 digit** PIN and that you write it down.

Once you have created your PIN, **click** (tap) on 

You will be asked to confirm your PIN. Enter the PIN you chose once more and then **click** (tap) on 

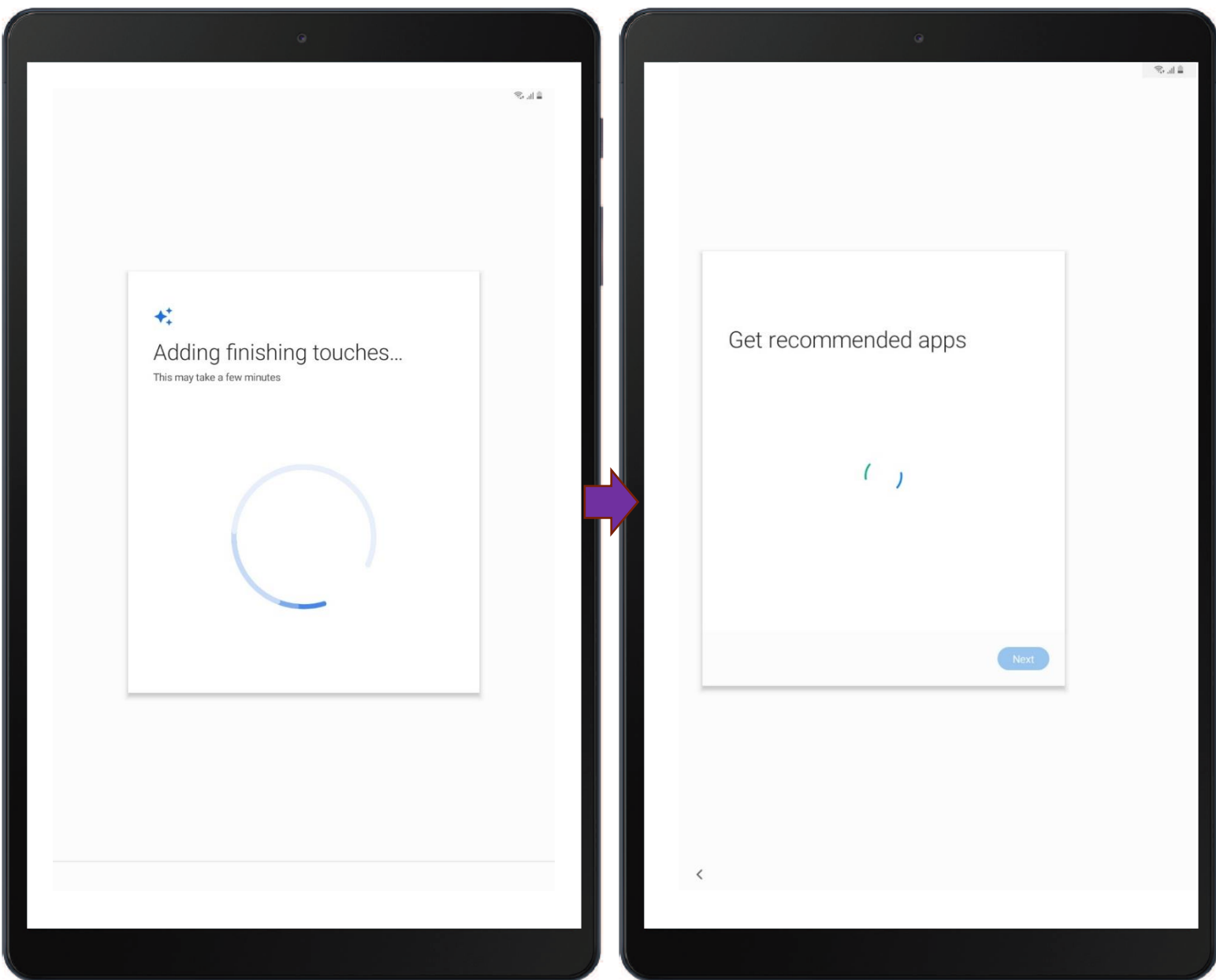




# Finishing Steps

## Step 1

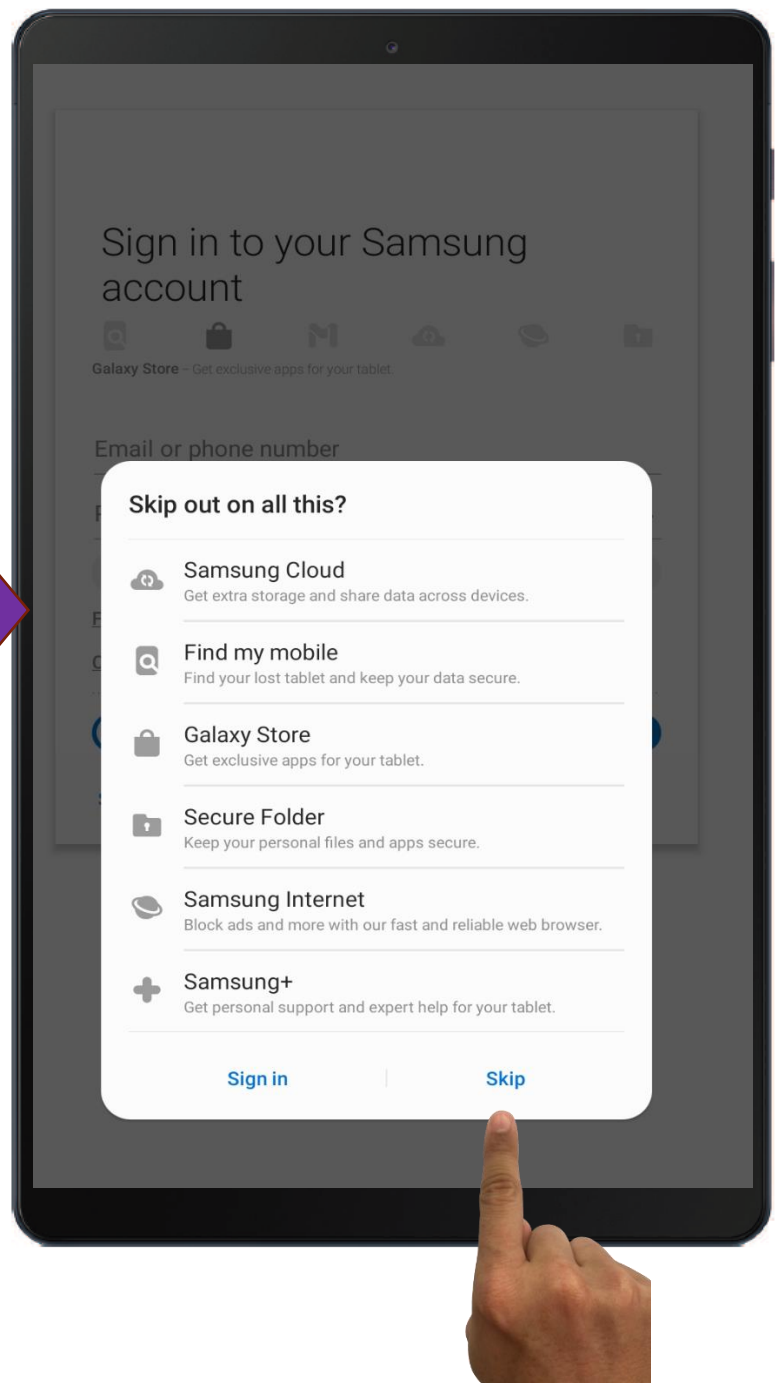
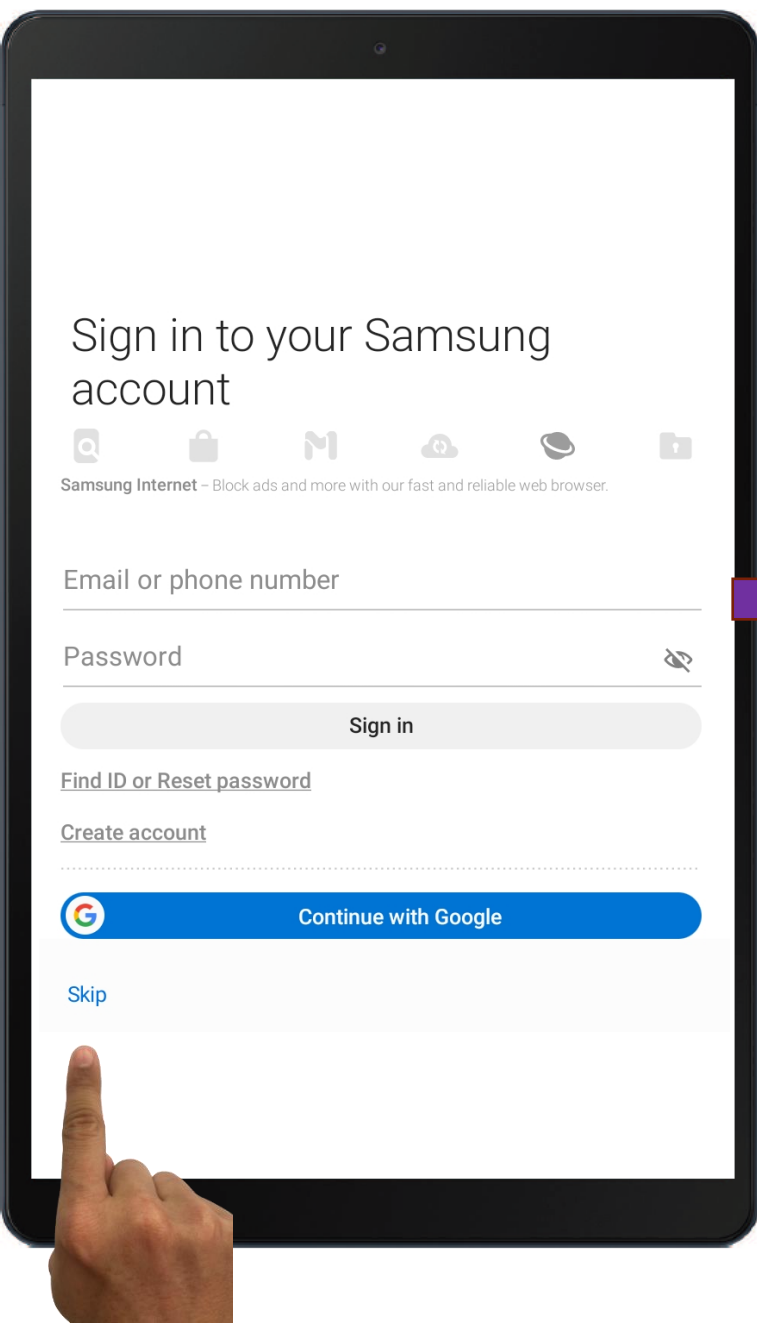
After confirming your PIN number, the next two screens will appear. You will not need to do anything. These screens indicate you are almost finished.



# Finishing Steps

## Step 2

This screen will ask you to sign into a Samsung account. It is recommended that you skip signing up for a Samsung account. You can do this by **clicking** on **Skip** . Then once again on the following screen **click** on **Skip**



# Finishing Steps

## Step 3

Great job! You have finished setting up your device! **Click** (tap) on **Finish** to complete the set-up process. You will now see your **home screen**! Your device is ready for use, and you will not have to complete this set-up process again.



# NAVIGATING AROUND YOUR TABLET

## Your Home Screen

### Step 1

This is your **home screen**. It is the starting point for anything you want to do on your tablet. Your home screen will contain **icons** (pictures) for useful **apps** (tools), like the weather and email.



# Your Home Screen

## Step 2 Navigation Bar

Let's take a closer look at your home screen. In particular, let's focus on the 3 **icons** (pictures) at the bottom of the screen.

Those 3 **icons** (pictures) at the bottom of the screen are called the **Navigation Bar**. The **Navigation Bar** helps you move from location to location on your tablet. After learning what each buttons does, try using them.

### Recent:

**Clicking** (tapping) on the Recent button will show you all the Apps that are currently open. You can then switch between open apps by tapping on the one you want to use.

### Back Arrow:

**Clicking** (tapping) on the Back button will take you to the previous screen from the one you are currently on. Essentially, it is a way to go back.



### Home:

**Clicking** (tapping) on the Home button will return you to the Home Screen from wherever you are on the device.

# Your Home Screen

## Step 3 Status Bar

Now let's focus on the **icons** (pictures) at the top of the screen. These **icons** (pictures) at the top of the screen are called the **Status Bar**. The **Status Bar** will let you know the time, battery charge, and reception strength.

### Time:

The top left corner will always show the current time.




### Battery Charge:

Your battery's current charge will be shown on the top right corner of the screen. When the number reaches zero your device will turn off. **Remember to charge your tablet before and after each coach visit.**




### Internet Reception:

The number bars will indicate the strength of your internet reception. The more bars you have the better the connection you will have to the internet.



# Your Home Screen

## Step 4 App Drawer

The **App Drawer** will show you all the **apps** you have on your tablet. **App** is short for “application”. Think of **Apps** as tools – these tools enable us to do various tasks, such as e-mailing, video chatting, and making calls. You can access the application drawer by **swiping**. Place your finger at the bottom of your screen and lightly drag up to bring up the **App Drawer**. Your coach will explain more.



# Ways to Hold Your Tablet

## Step 1

You can hold your tablet two different ways. Pick whichever way feels best to you. Changing how you hold the tablet does not change how it's navigated. The directions in the guide remain the same for both the horizontal and vertical orientations.





# Locking Your Tablet

## Step 1

**Locking** allows you to turn off the screen without having to completely turn off your tablet. This feature will help save the tablet's battery, so it does not need to be charged as frequently! To **lock** the tablet, all you need to do is press the power button.

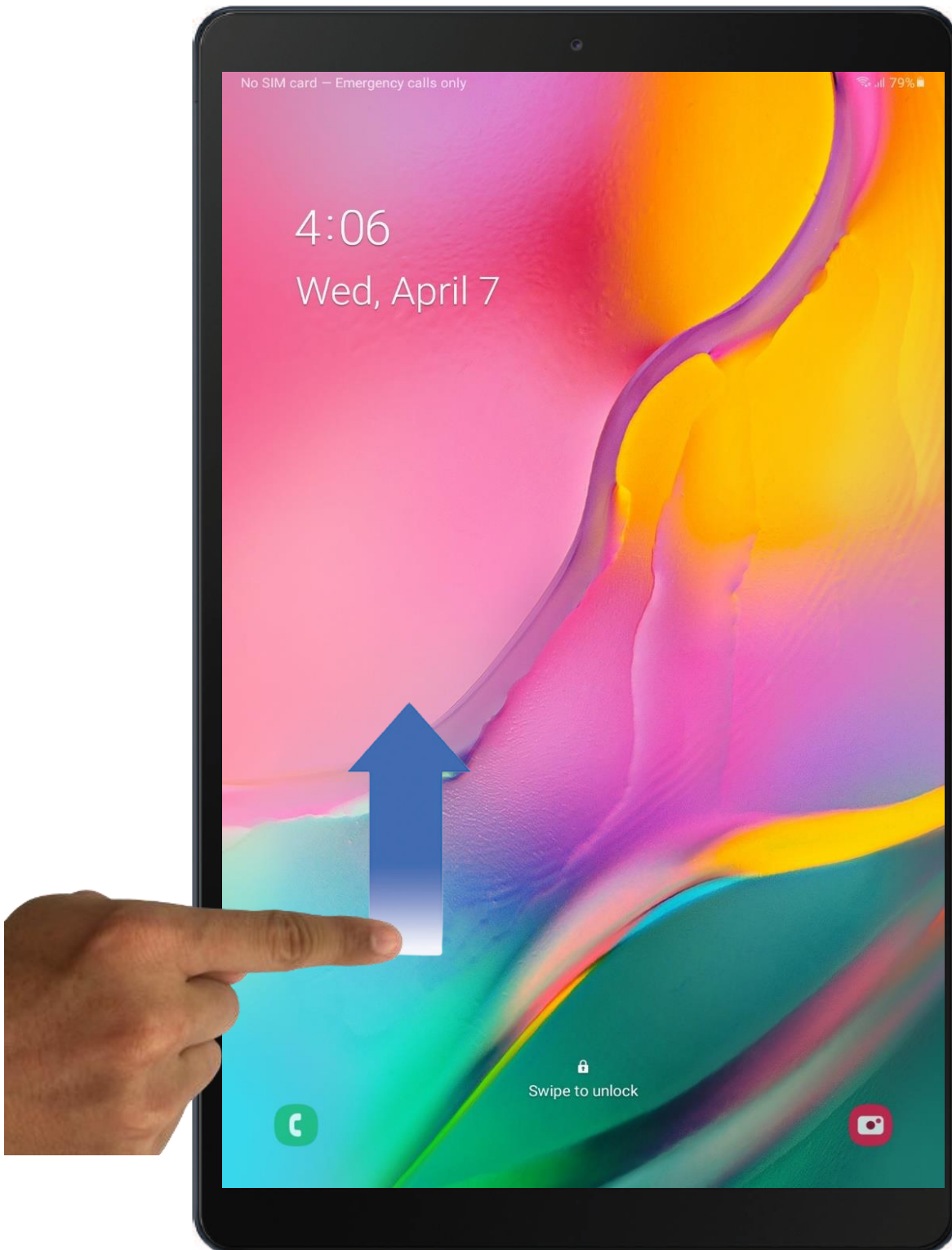
If you leave the tablet alone, it will automatically turn off the screen and become locked to save battery.



# Unlocking Your Tablet

## Step 1

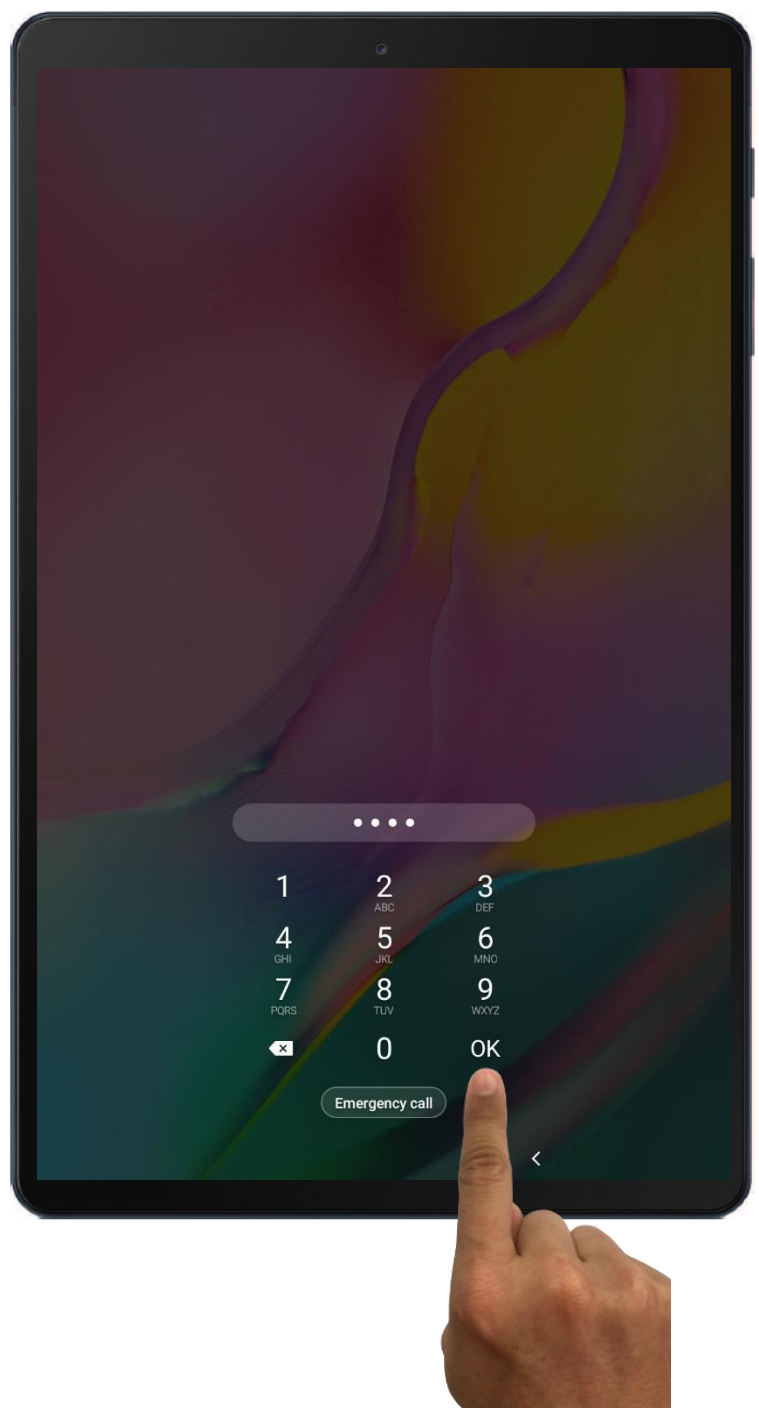
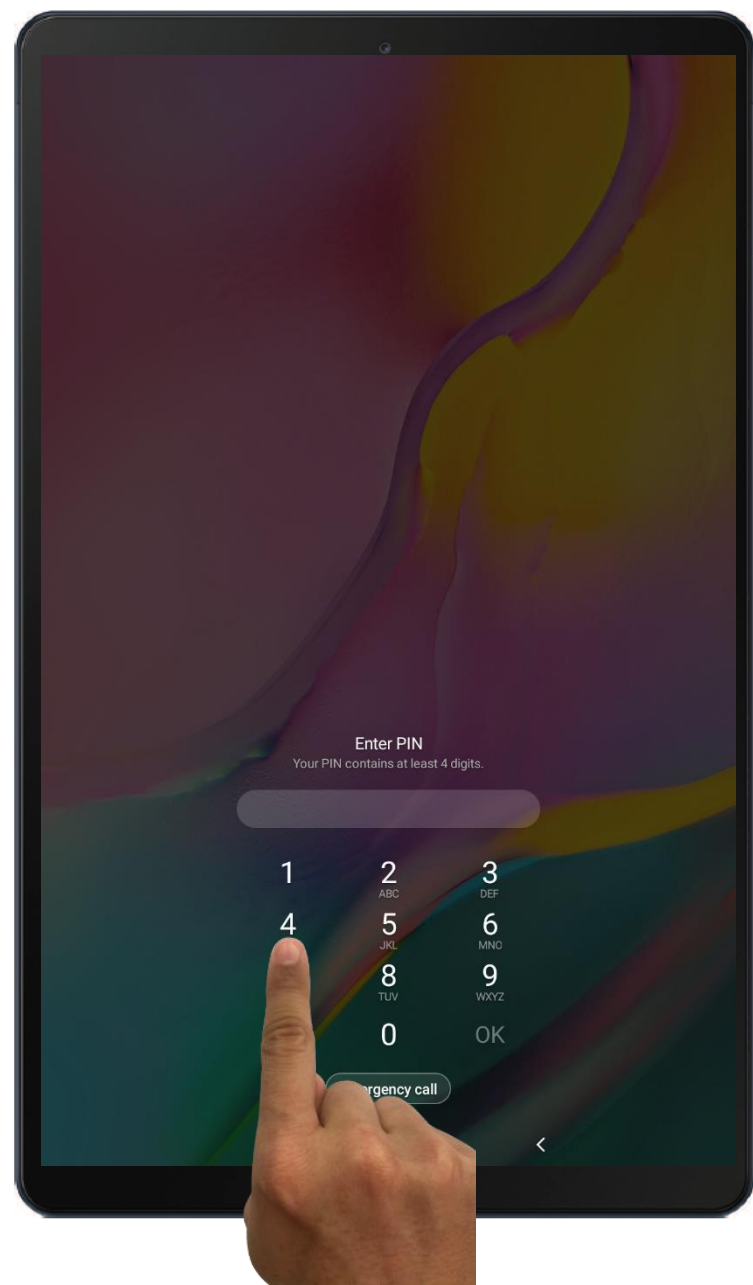
To **unlock** your tablet, press the power button and **swipe** up. If the tablet screen does not turn on after pressing the power button, check if the device has been turned completely off by holding down the power button!



# Unlocking Your Tablet

## Step 1

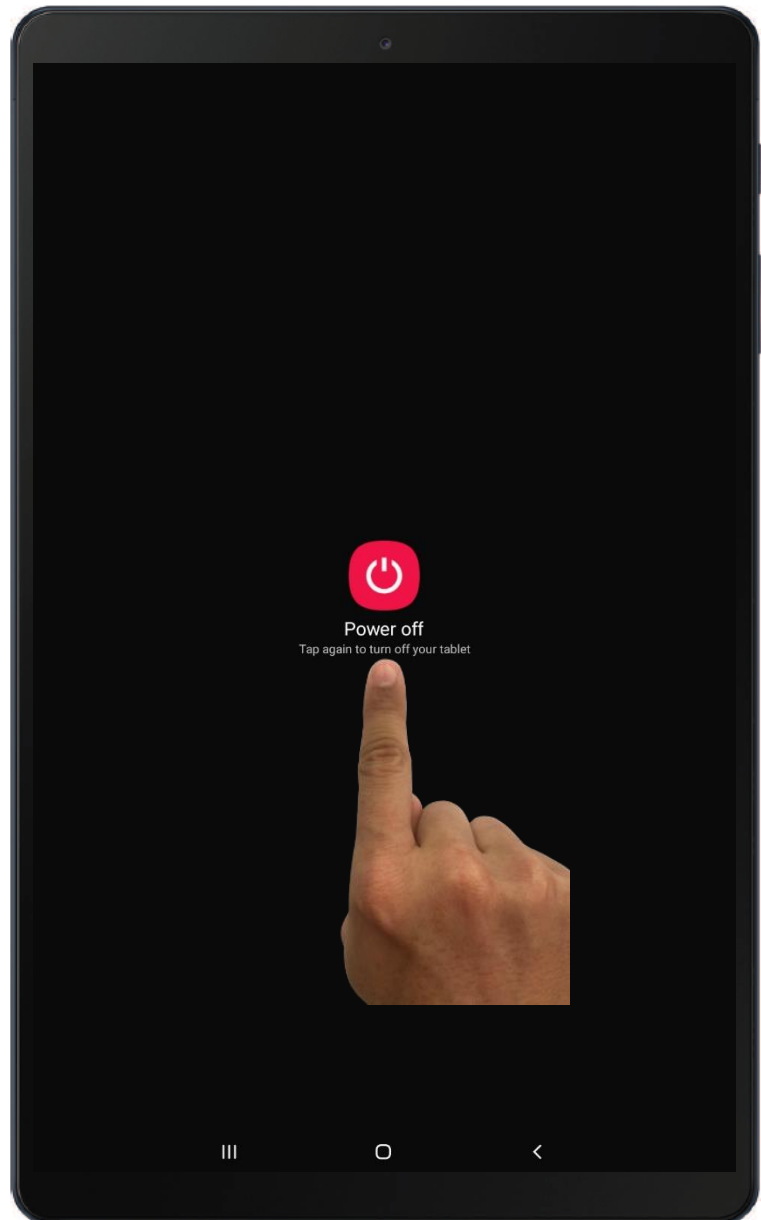
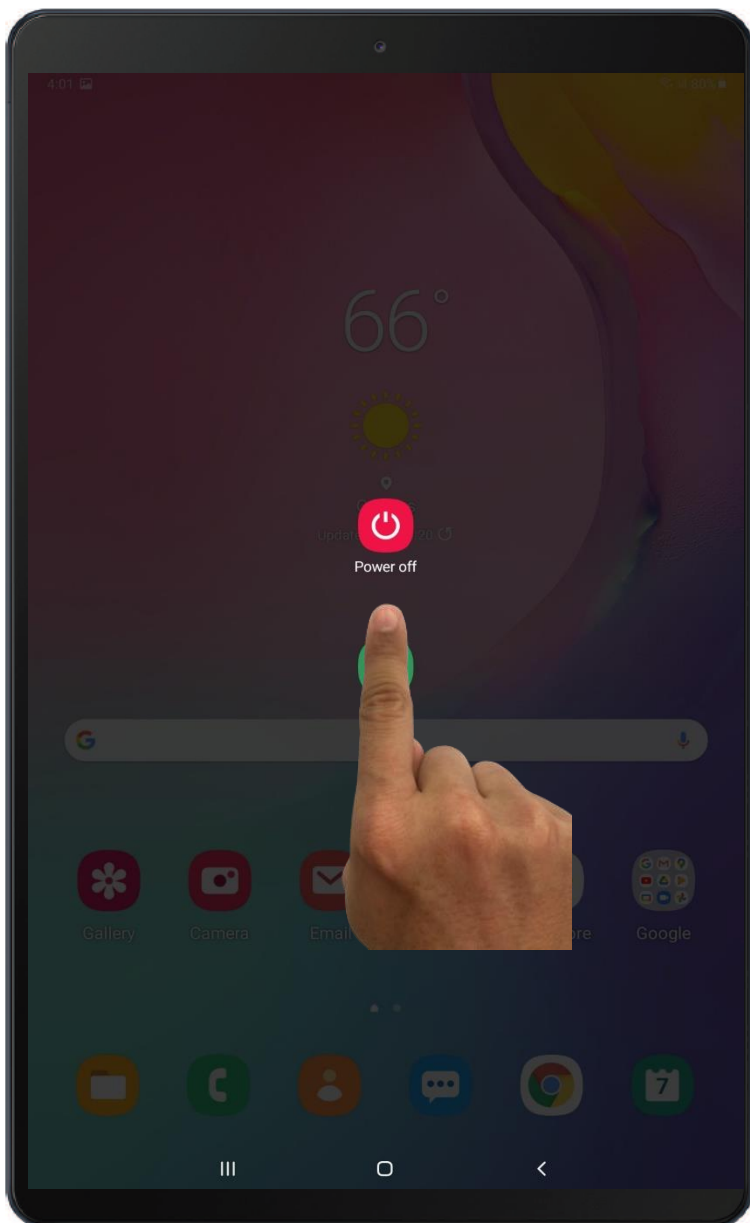
You will be asked to enter the PIN number you created earlier. If you forget it, remember you wrote it down earlier. **Enter** (type in) your PIN and press “OK.” You have now unlocked your tablet!



# Turning off Your Tablet

## Step 1

Press and hold the power button until the tablet asks you to **Power Off** or **Restart**. **Power Off** will turn off the tablet. **Restart** will turn off the tablet and then immediately turn it back on. **Click** (tap) on **Power Off** to turn off the tablet. It will ask you to confirm you want to turn off the tablet. Again, **click** (tap) on **Power Off**. You will know it has turned off because the screen will go black.



## NEXT STEPS

Now your tablet is set up and ready for you to use! If you have completed this entire guide, you may move on to the next guide in the series (see *New User Options* below).

### Next Visit Options:

<b>New User Options</b>
Zoom Basics
Accessibility Settings
E-mail Basics
Pre-Installed Apps
How to Use Google

DOROT hopes that you have found this guide useful and that it has made technology more easily accessible.

We would love to hear from you. You can contact us by calling 917-441-3706 or emailing us at [technologyhelp@dorotusa.org](mailto:technologyhelp@dorotusa.org)