



# Connect Through Tech

## Tech Coaching Quick Start Guide

Using a Smartphone to Communicate  
with Family, Friends and Others

### The Phone App Android Galaxy 8.x

*updated 4/7/2020*  
v 1.0





# Connect through Tech

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## Connect through Tech

### **Benefits**

Knowing how to use all the functions of your Phone app makes it as easy as possible for you to communicate with your family, friends and others. You can call people with a single tap or a voice command, identify who is calling you, and receive and listen to messages like you can on an answering machine. There are even fun features like having multiple people on a single call. This guide will show you how.



## Connect through Tech

### Prerequisites

- Android smart phone, operating System: 8.x (Oreo) or later
- Active mobile provider (e.g.: Verizon, Sprint, AT&T)
- Have completed session on *Contacts* OR already have at least 3 contacts entered on phone
- Google account added to smartphone (separate Quick Start Guide available if needed)



# Connect through Tech

## Introduction

The word “app” is short for application. An application tells your phone how to do a related set of tasks. In this guide, you will learn how to use your phone app.

A cell phone can do much more than a landline. This coaching session will describe different ways to initiate and receive phone calls, features to be aware of while on a phone call, and how to setup and manage voicemail. Your coach will support you as you use this guide to best set up your phone for the Phone app and practice the functions. You can refer to this guide anytime you want to do any of these steps independently. Please write or draw on the pages in any way that will help your independent use of the guide.

Different people like to communicate in different ways. When adding someone to your contacts, ask them if they prefer calls, text or email. Using their preferred method when you contact them will help you to get a quicker response.

There are different ways to make a call. Skip to the one(s) that suit you best. Be adventurous and maybe try something new!



## Connect through Tech

### Make a Call by Voice Person in Contacts

Step 1. Press and hold home button on bottom of phone to **open** (start) **Google Assistant** (Android program that responds to your voice).



Step 2. Say “Call” \_\_\_\_\_ (name of person).

If you have more than one phone number listed for this contact, **Google Assistant** will ask you which number to dial.

**Google Assistant** will respond, “Calling xxx-xxx-xxxx” (number you provided)

Call is placed.



## Connect through Tech

### Make a Call by Voice Person Not in Contacts

Step 1. **Click** (tap) home button on bottom of phone to start **Google Assistant** (Android program that responds to your voice).



Step 2.

Say “Call” \_\_\_\_\_ (number you want to call).

**Google Assistant** makes call.



## Connect through Tech

### Open Phone App

**Click** (tap) the *Phone icon* (picture) to **open** (start) the *Phone app*.



NOTE: *Phone icon* (picture) may be in a different location on your screen. As long as the **icon** (picture) is the same, it doesn't matter where it appears.



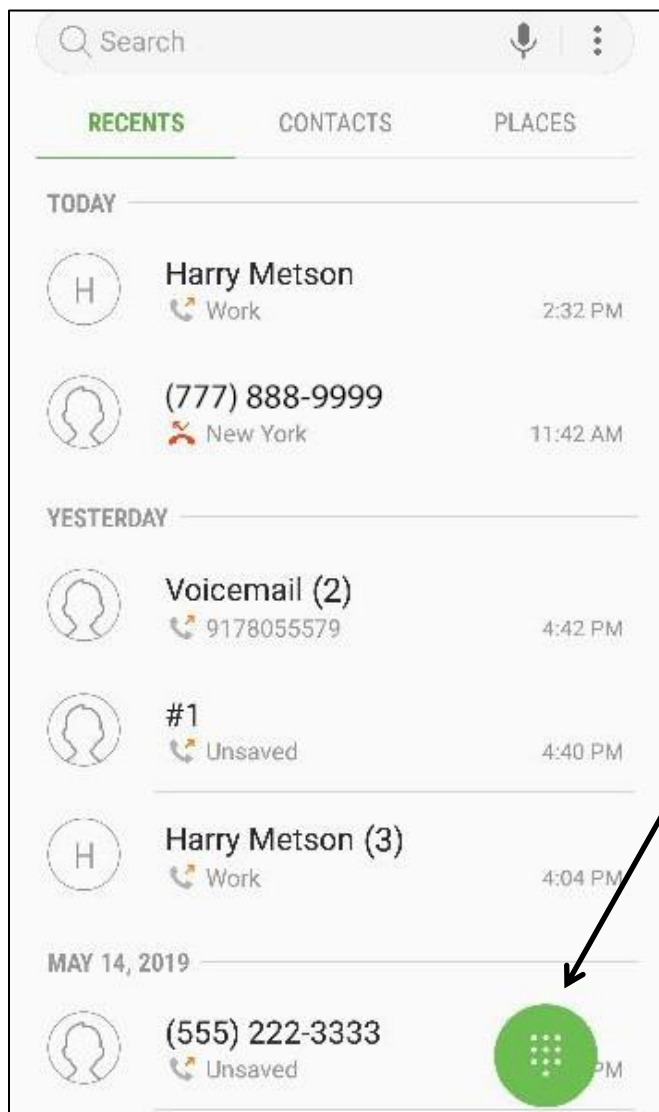


## Connect through Tech

### Make a Call by Dialing

Step 1. **Open** (start) the *Phone* app (see page 8).

Step 2. If you don't see keypad displayed, **click** (tap) Keypad **icon** (picture) to bring it up.

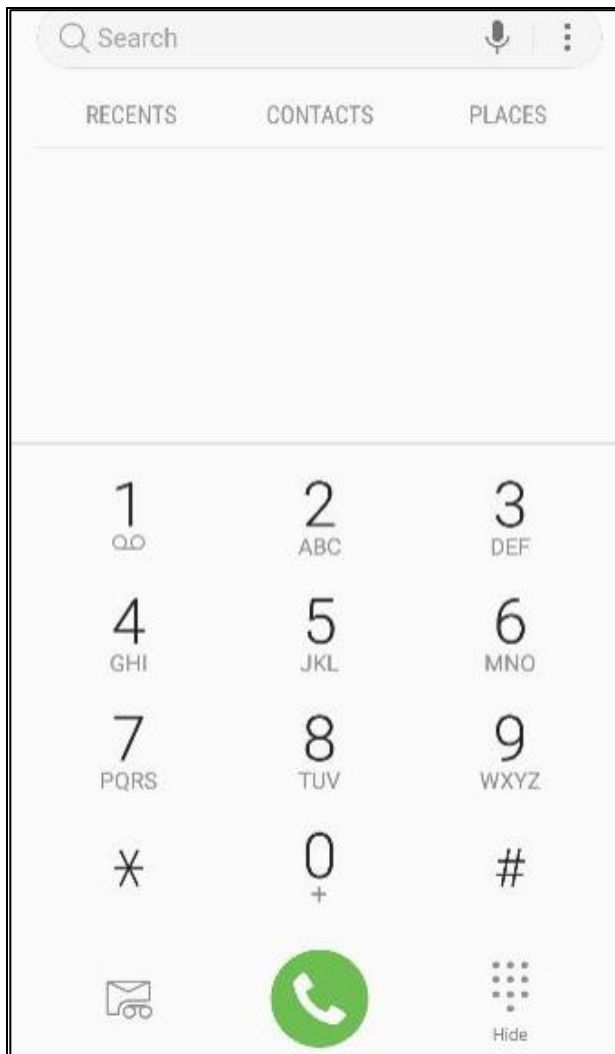




## Connect through Tech

### Make a Call by Dialing (continued)

Step 3. Use the dial pad on the bottom of your screen to **enter** (type) a phone number on keypad.

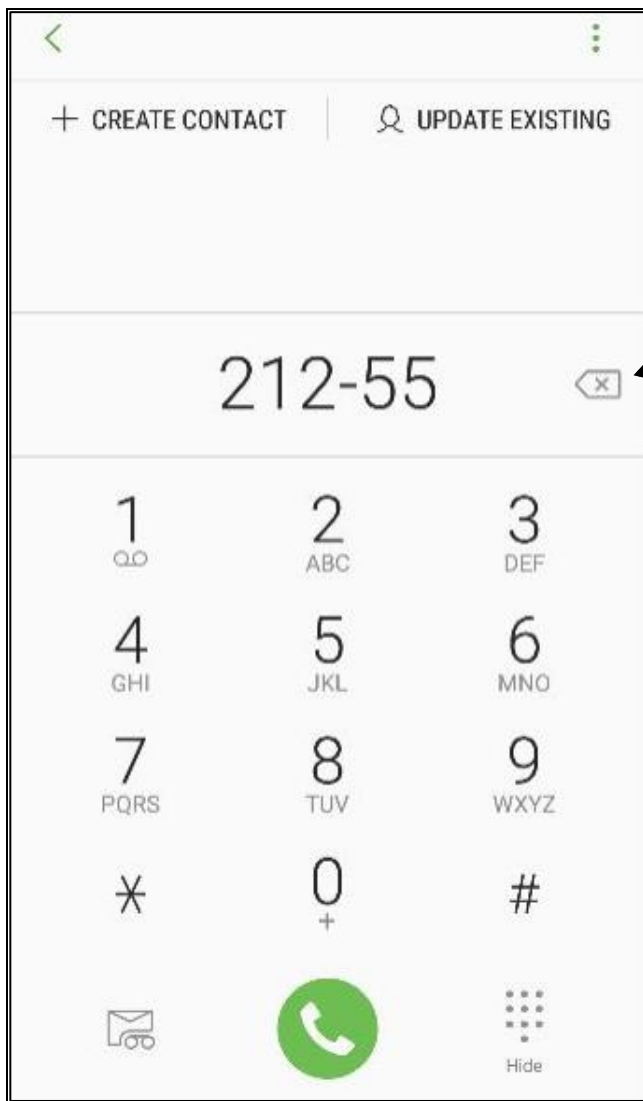




## Connect through Tech

### Make a Call by Dialing (continued)

Step 4. If you make an error, **click** (tap)  to correct.

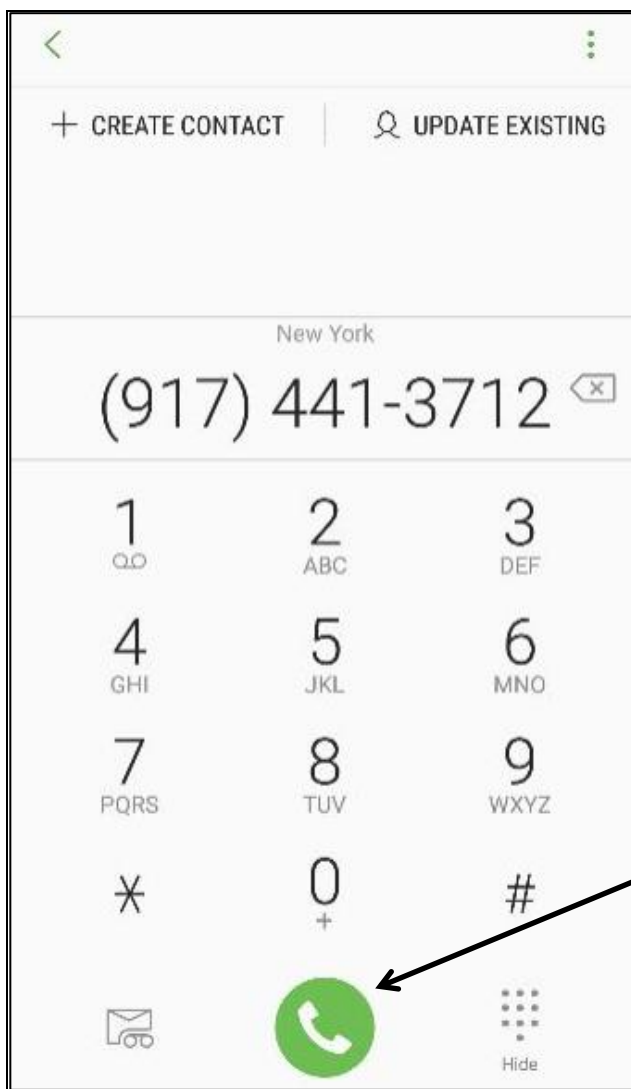




## Connect through Tech

### Make a Call by Dialing (continued)

Step 5. To connect the call, **click** (tap) the *Call button* on the bottom of your screen.



Call will be placed.

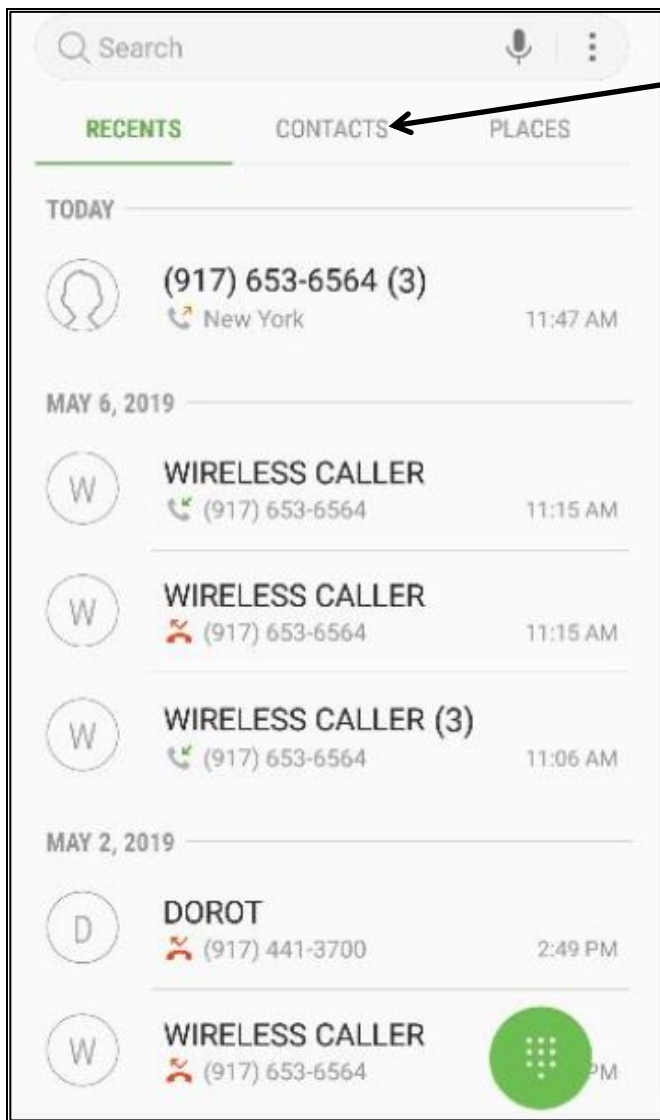


## Connect through Tech

### Make a Call from Contacts List

Step 1. **Open** (start) the *Phone* app (see page 8).

Step 2. If contacts aren't already displayed, **click** (tap) *Contacts* in top middle of screen.





## Connect through Tech

### Make a Call from Contacts List (continued)

Step 3. **Enter** (type) text in search box for first and/or last name.





## Connect through Tech

### Make a Call from Contacts List (continued)

Step 4. **Click** (tap) name of desired person to call.





## Connect through Tech

### Make a Call from Contacts List (continued)

Step 5. To place call, **click** (tap) *Call*.







## Connect through Tech

### Make a Call from Contacts List (continued)

Step 6. While on call, you can use respective icons to add extra volume, use speakerphone, mute line or display keypad, etc. When done, **click** (tap) red icon to hang up.



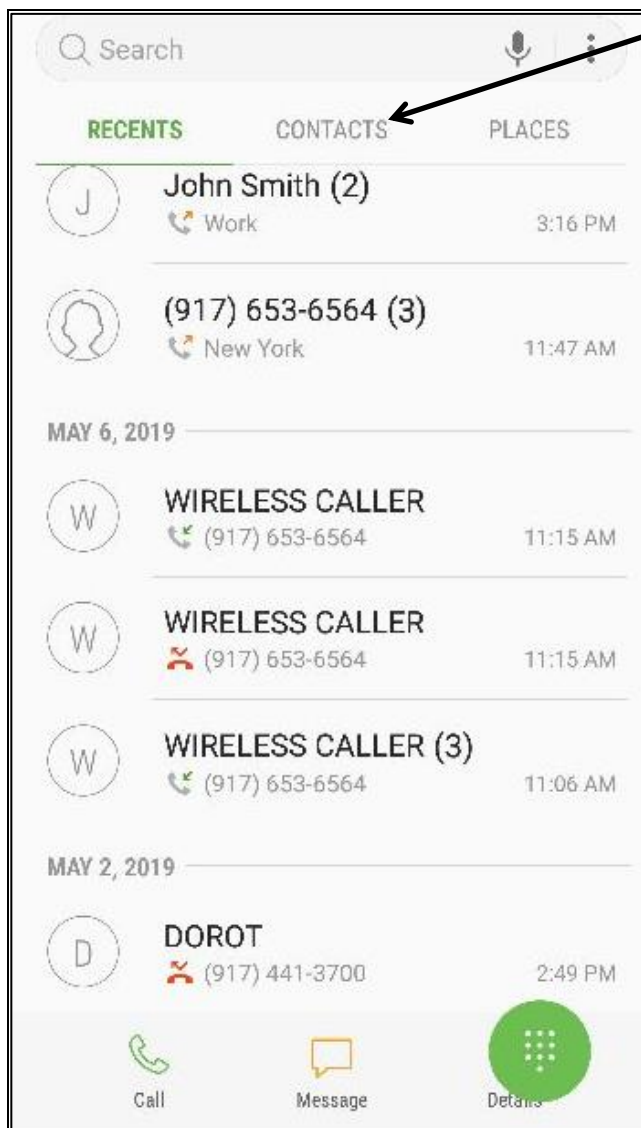


## Connect through Tech

### Make a Call from Favorites

Step 1. **Open** (start) the *Phone* app (see page 8).

Step 2. If contacts aren't already displayed, **click** (tap) *Contacts* in top middle of screen.

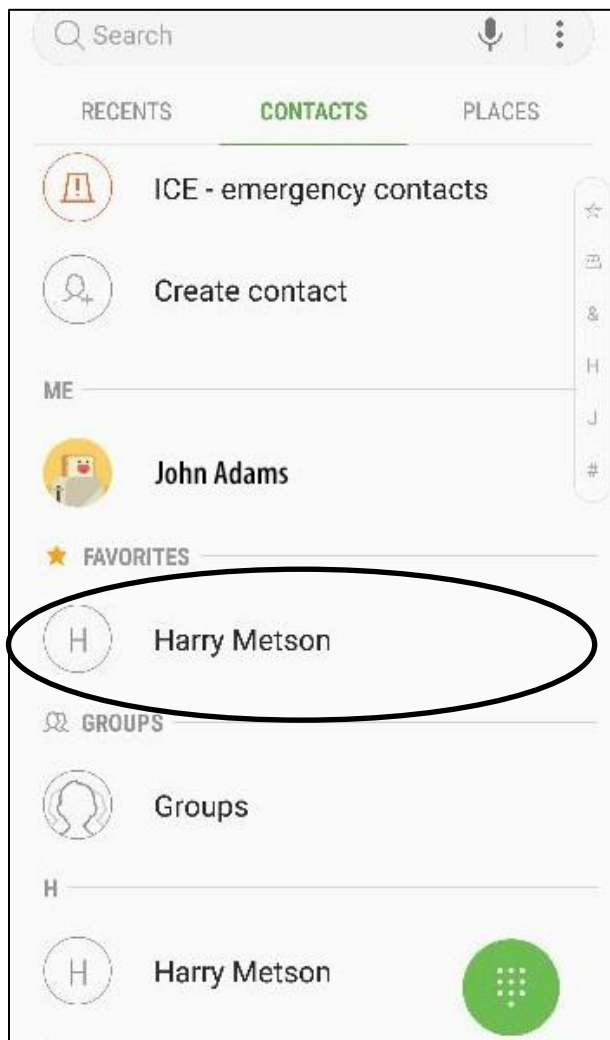




## Connect through Tech

### Make a Call from Favorites (continued)

Step 3. In middle of screen, find person(s) listed under favorites (people you contact frequently which you're previously designated as favorites) and **click** (tap) on name you want to call.

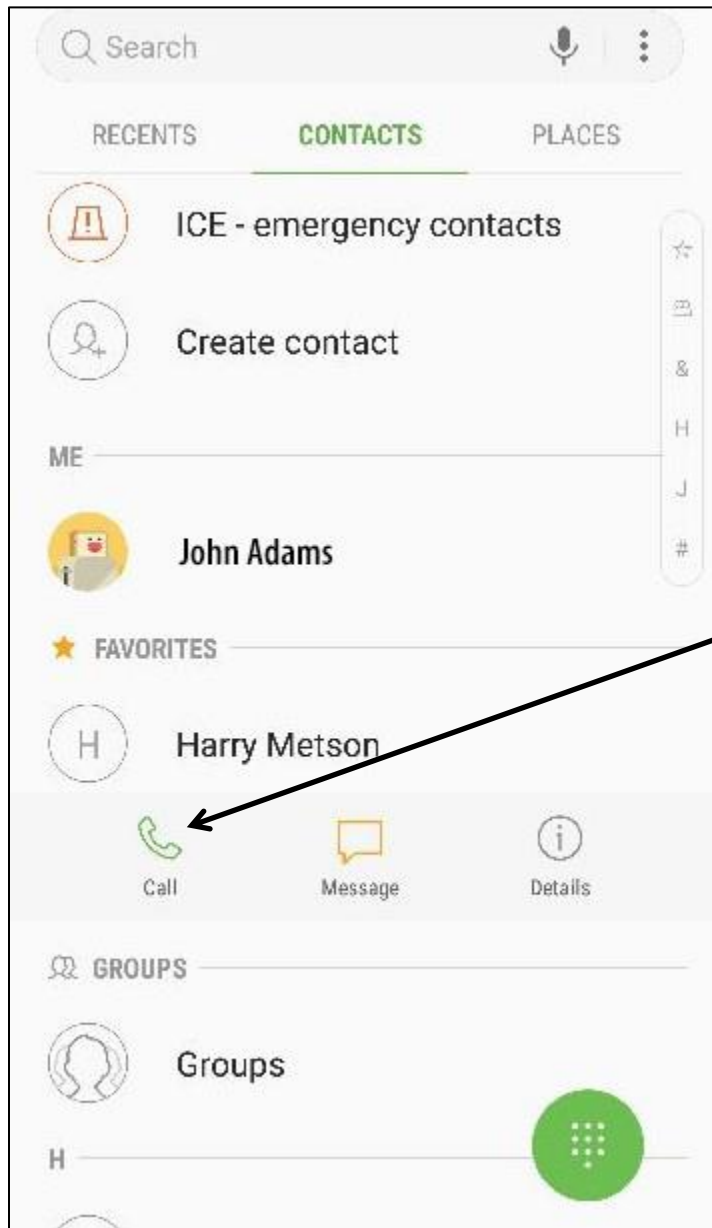




# Connect through Tech

## Make a Call from Favorites (continued)

Step 4. To place call, **click** (tap) *Call*.





## Connect through Tech

### Make a Call from Favorites (continued)

Step 5. While on call, you can use respective icons to add extra volume, use speakerphone, mute line or display keypad, etc. When done, **click** (tap) red **icon** (picture) to hang up.



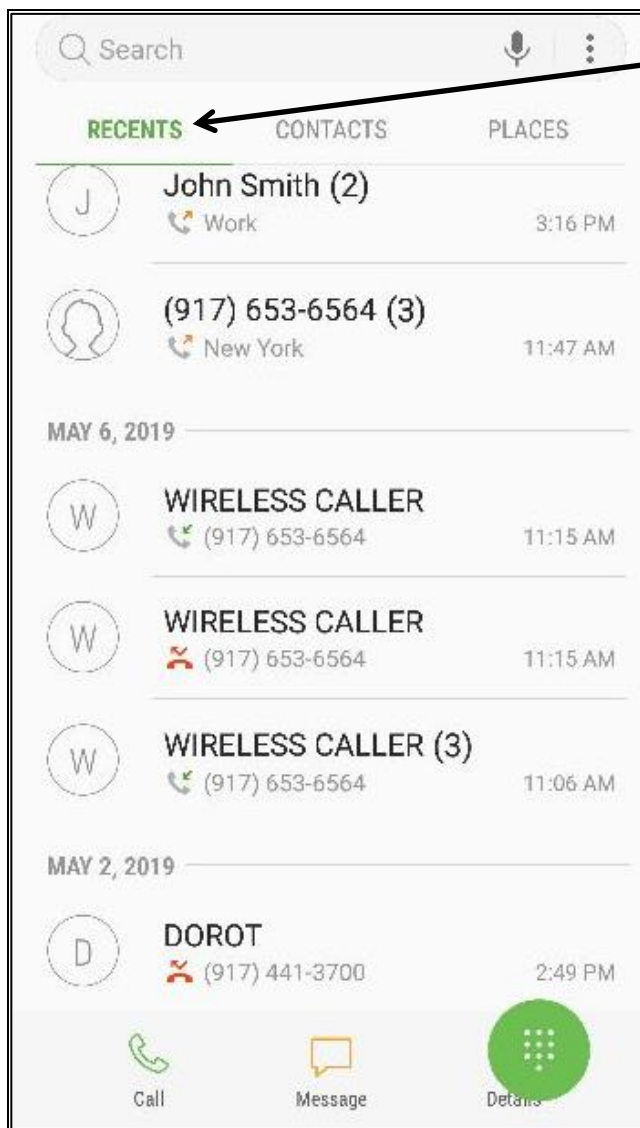


# Connect through Tech

## Make a Call from Recents

Step 1. **Open** (start) the *Phone* app (see page 8).

Step 2. If recents aren't already displayed, **click** (tap) *Recents* in top middle of screen.

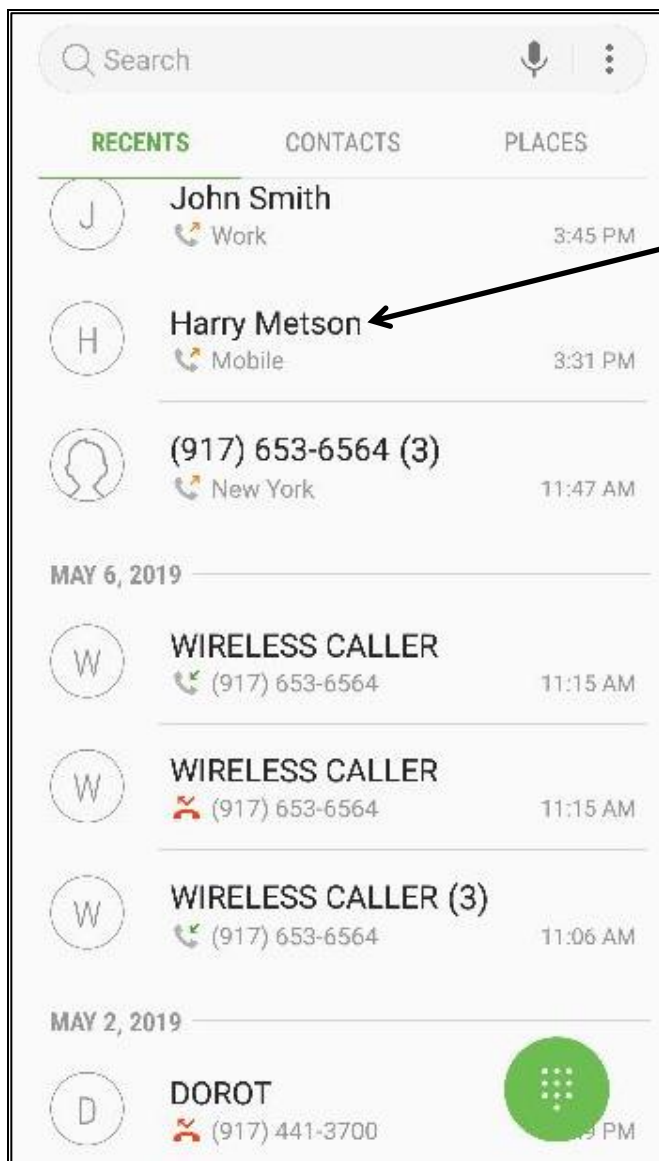




## Connect through Tech

### Make a Call from Recents (continued)

Step 3. From list of recent calls displayed, **click** (tap) on person you would like to call again.

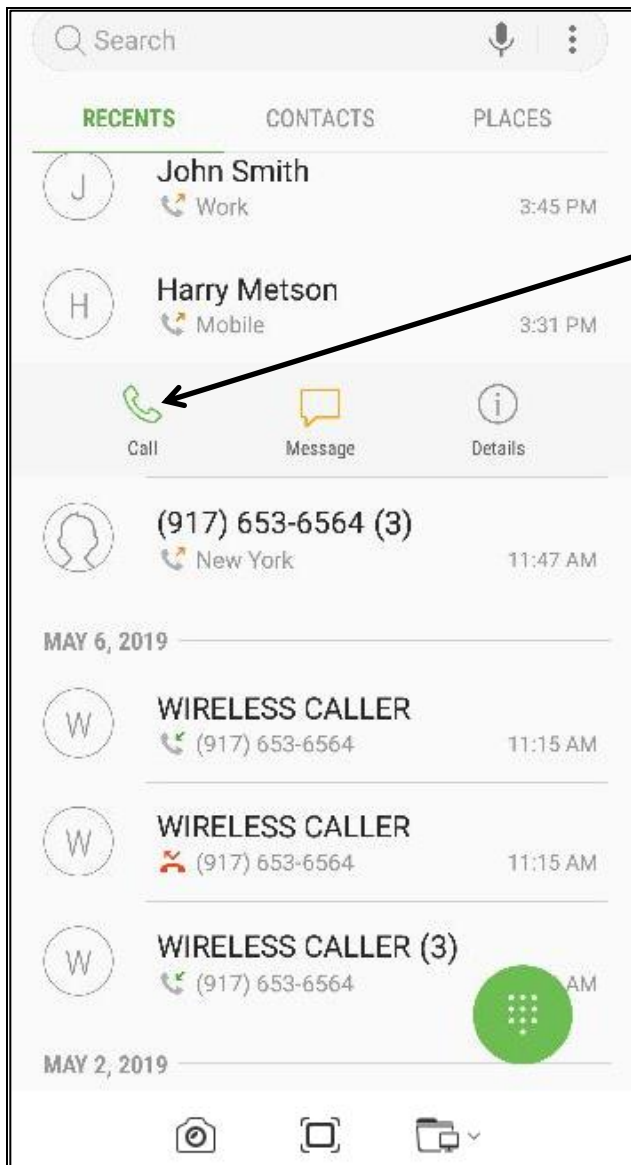




## Connect through Tech

### Make a Call from Recents (continued)

Step 4. To place call, **click** (tap) *Call*.







## Connect through Tech

### Make a Call from Recents (continued)

Step 5. While on call, you can use respective icons to add extra volume, use speakerphone, mute line or display keypad, etc. When done, **click** (tap) red **icon** (picture) to hang up.



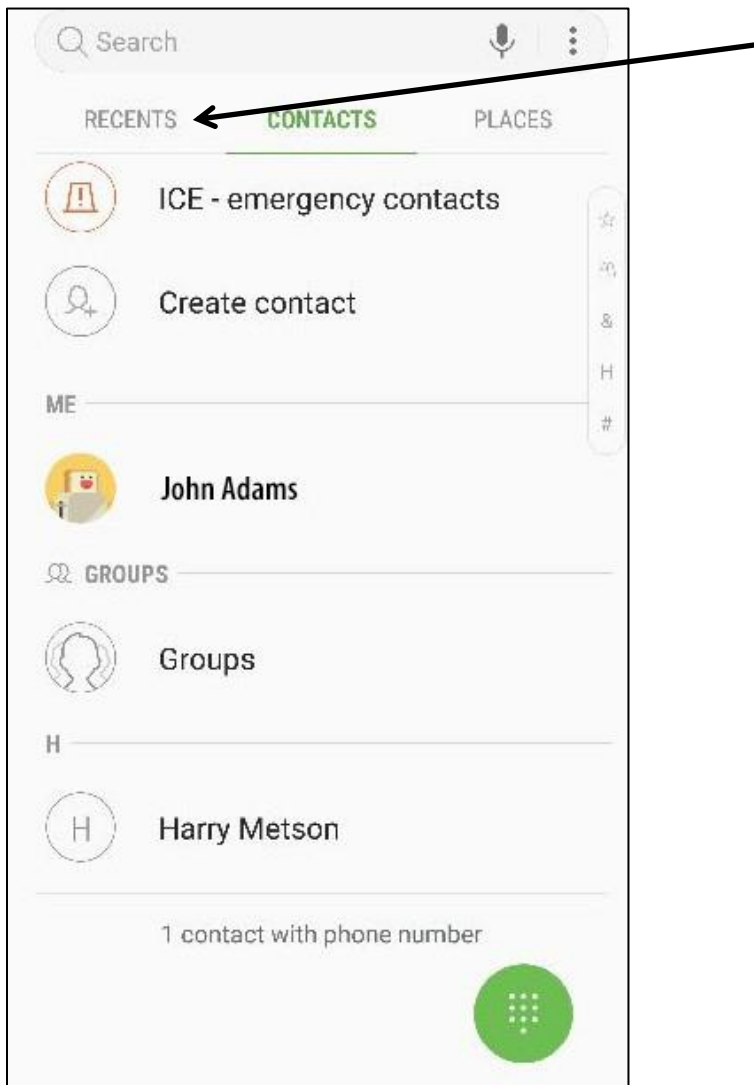


# Connect through Tech

## Block a Call

Open *Phone App* (see page 8).

Step 1. If recents aren't already displayed, **click** (tap) *Recents* in top middle of screen

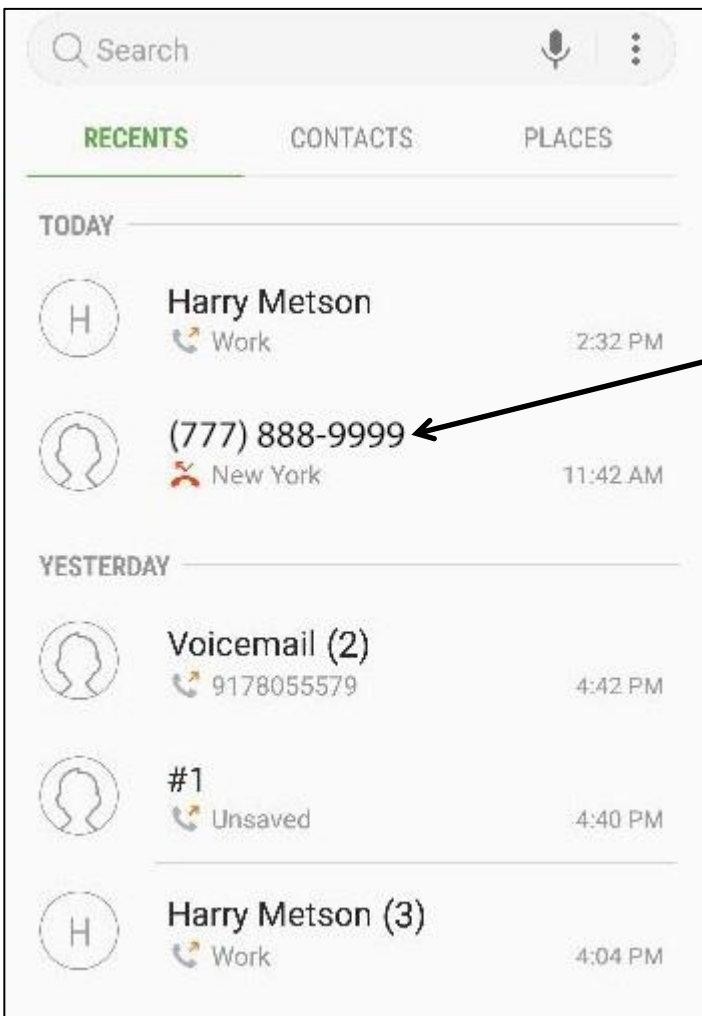




## Connect through Tech

### Block a Call (continued)

Step 2. From list of recent calls displayed, **click** (tap) on phone number you would like to block.

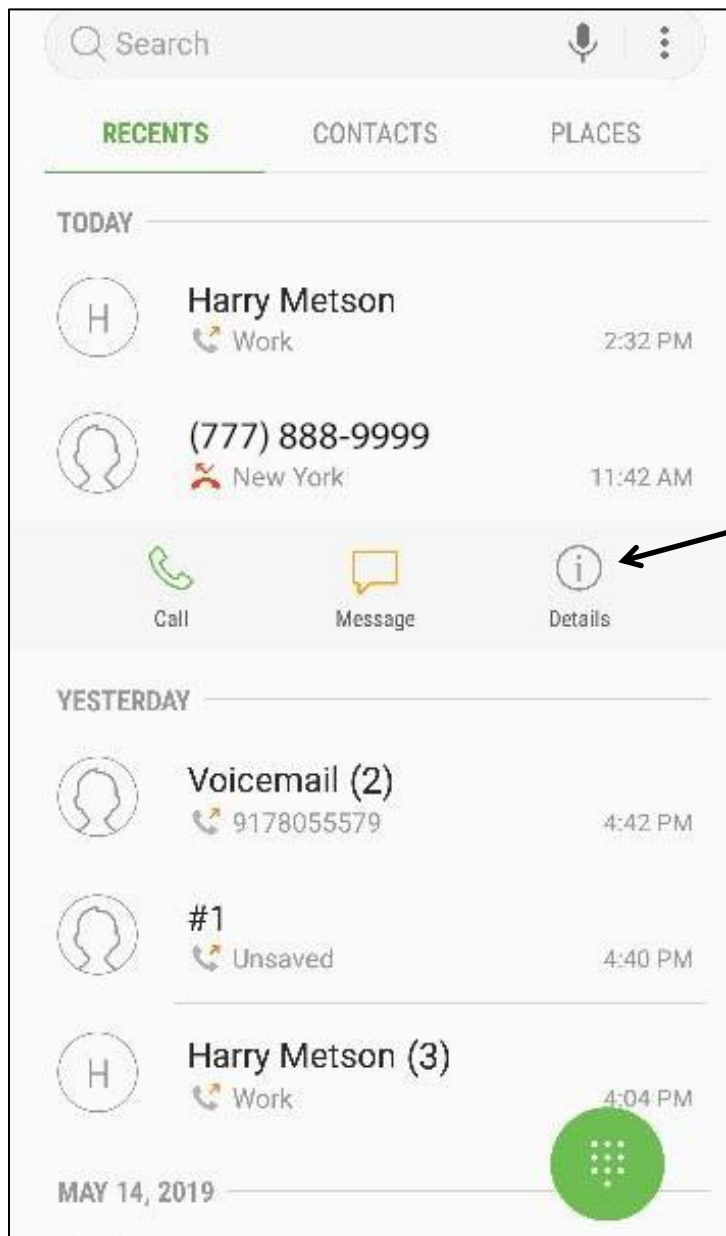




## Connect through Tech

### Block a Call (continued)

Step 3. For number you selected, **click** (tap) on *Details*.

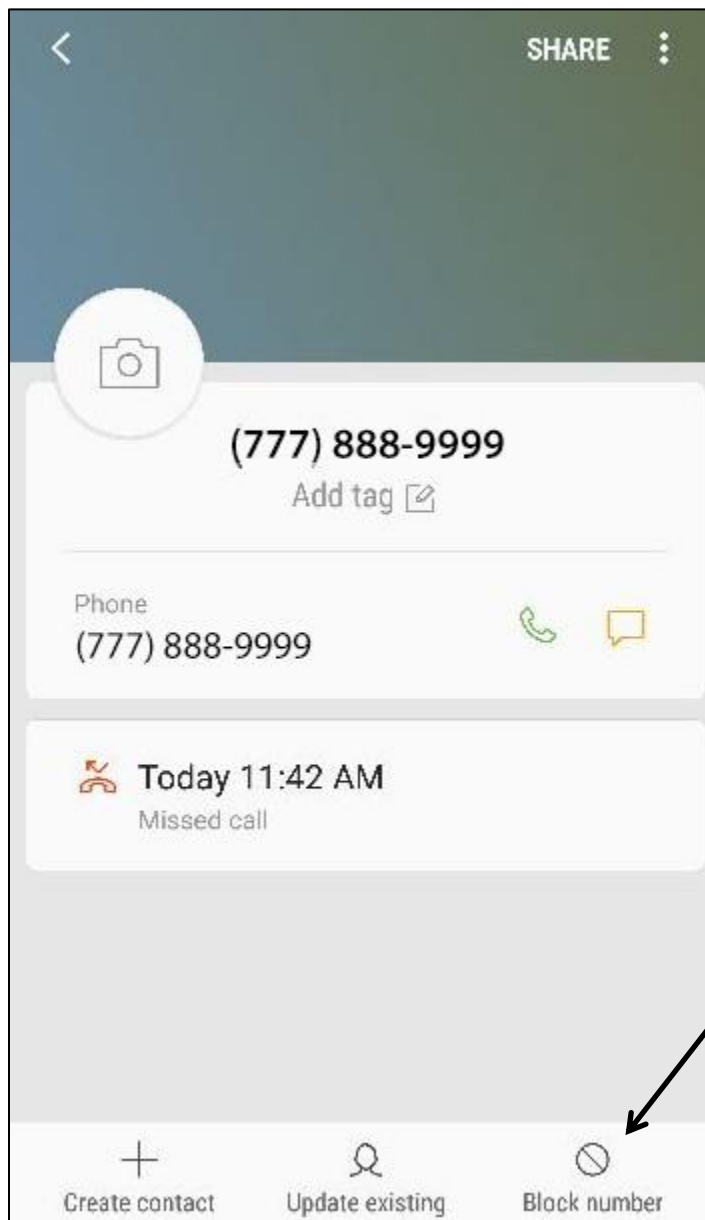




## Connect through Tech

### Block a Call (continued)

Step 4. **Click** (tap) on *Block number*.

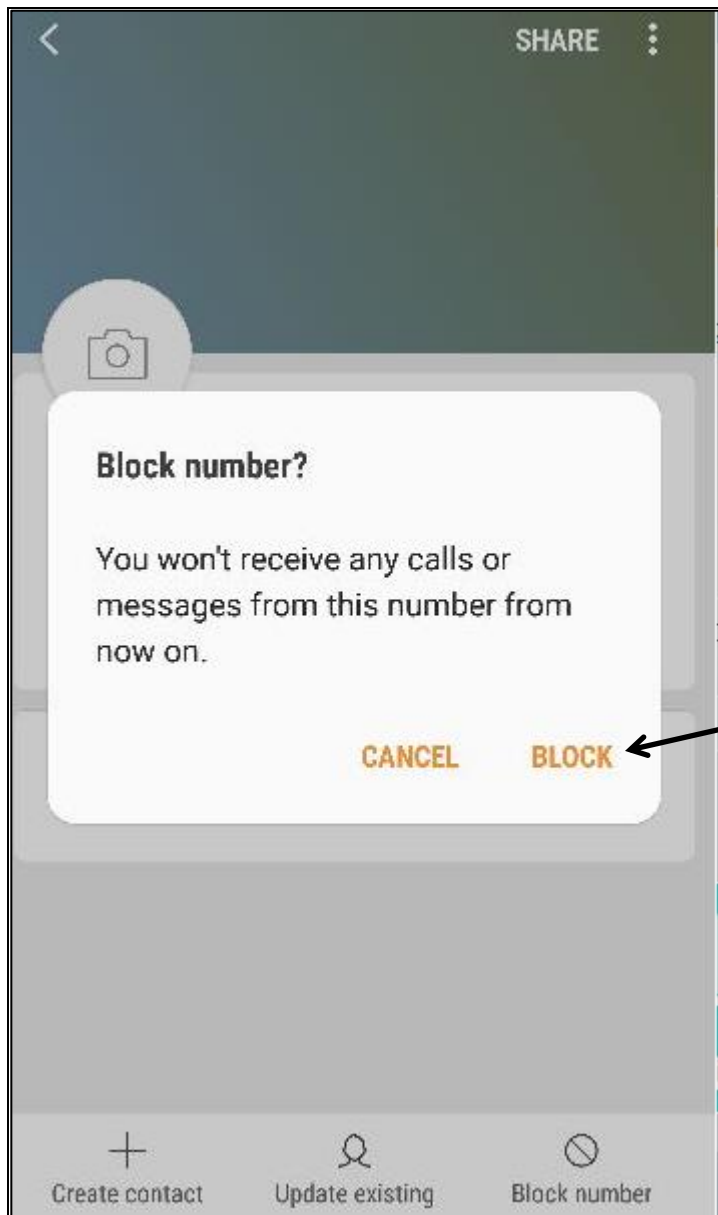




## Connect through Tech

### Block a Call (continued)

Step 5. **Click** (tap) *Block* on confirmation screen.

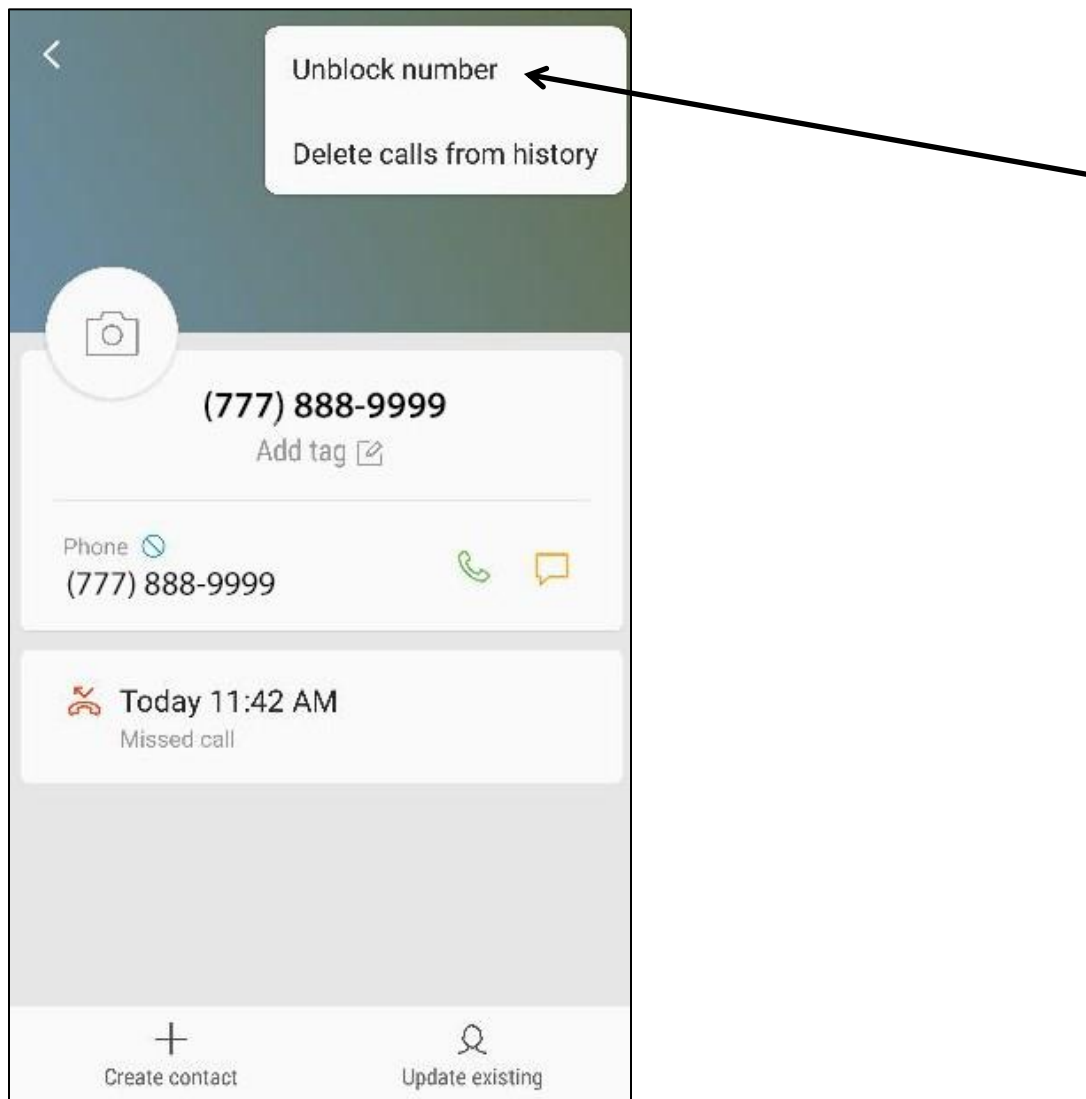




## Connect through Tech

### Block a Call (continued)

Step 6. If you change your mind later, you can return to step 4 to **click** (tap) on Details, then click (tap) *Unblock number*.



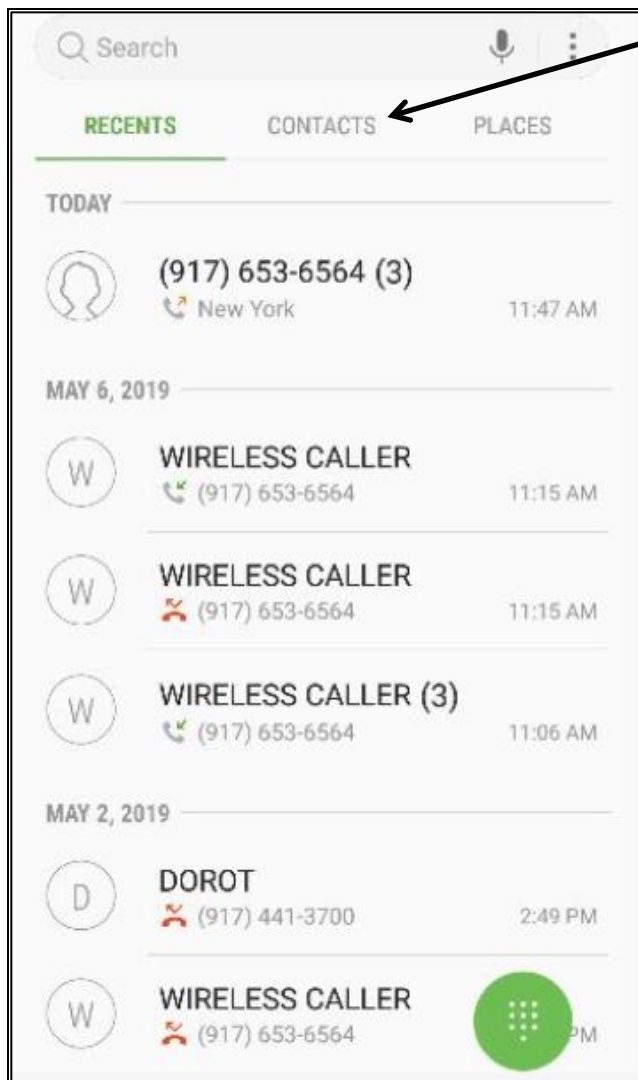


## Connect through Tech

### Make a Group Call Person in Contacts

Step 1. **Open** (start) *Phone* app (see page 8).

Step 2. If contacts aren't already displayed, **click** (tap) *Contacts* in top middle of screen.



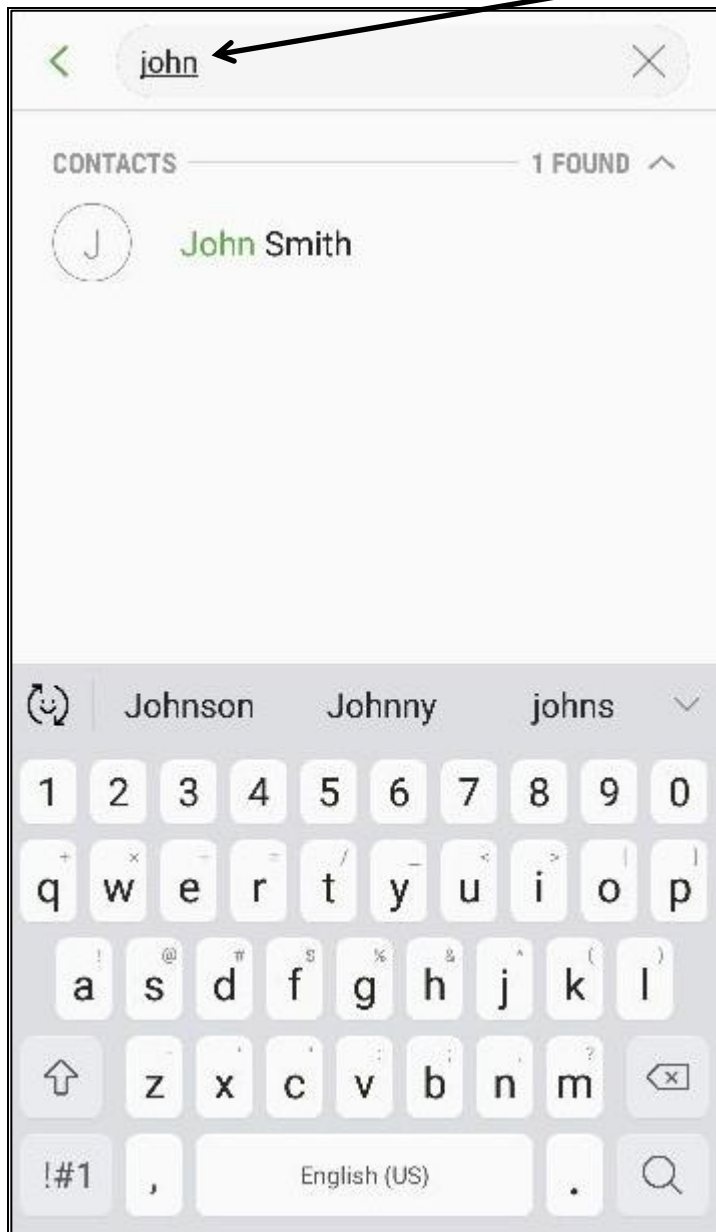




## Connect through Tech

### Make a Group Call Person in Contacts (continued)

Step 3. Search for person by either first or last name.





## Connect through Tech

### Make a Group Call Person in Contacts (continued)

Step 4. **Click** (tap) name of desired person to call.





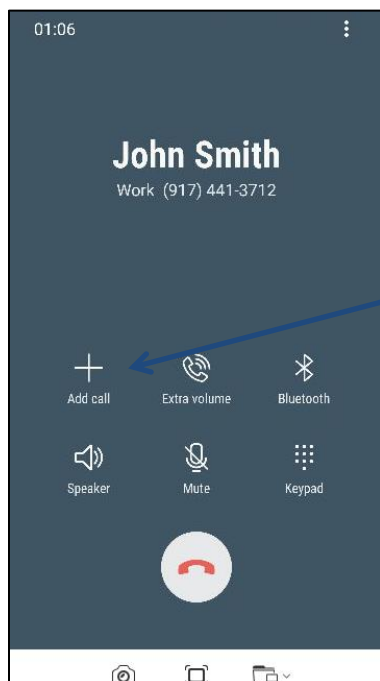
## Connect through Tech

### Make a Group Call Person in Contacts (continued)

Step 5. To place call, **click** (tap) *Call*.



Step 6. After person answers, **click** (tap) on *Add call* to add another person.

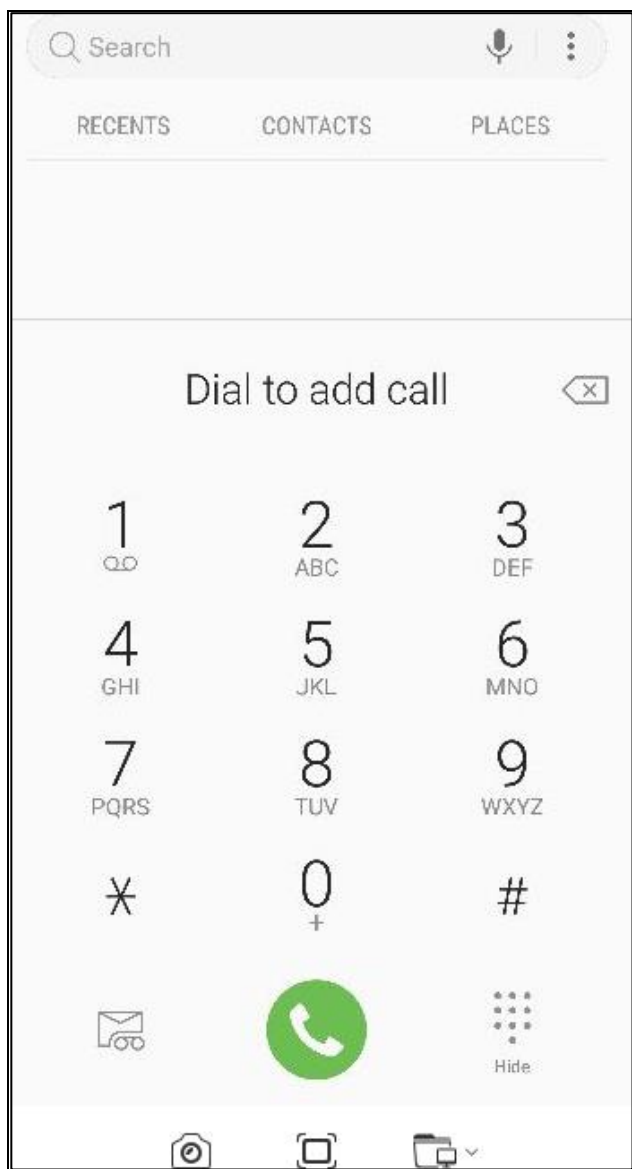




## Connect through Tech

### **Make a Group Call Person in Contacts (continued)**

Step 7. Screen will display keypad and search box to add another caller.

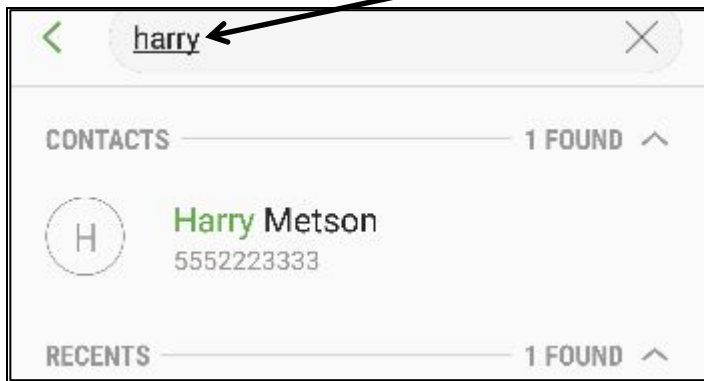




## Connect through Tech

### Make a Group Call Person in Contacts (continued)

Step 8. In search box, type name of another person in your contact list.



After name is displayed under Contacts, **click** (tap) on *Call*.

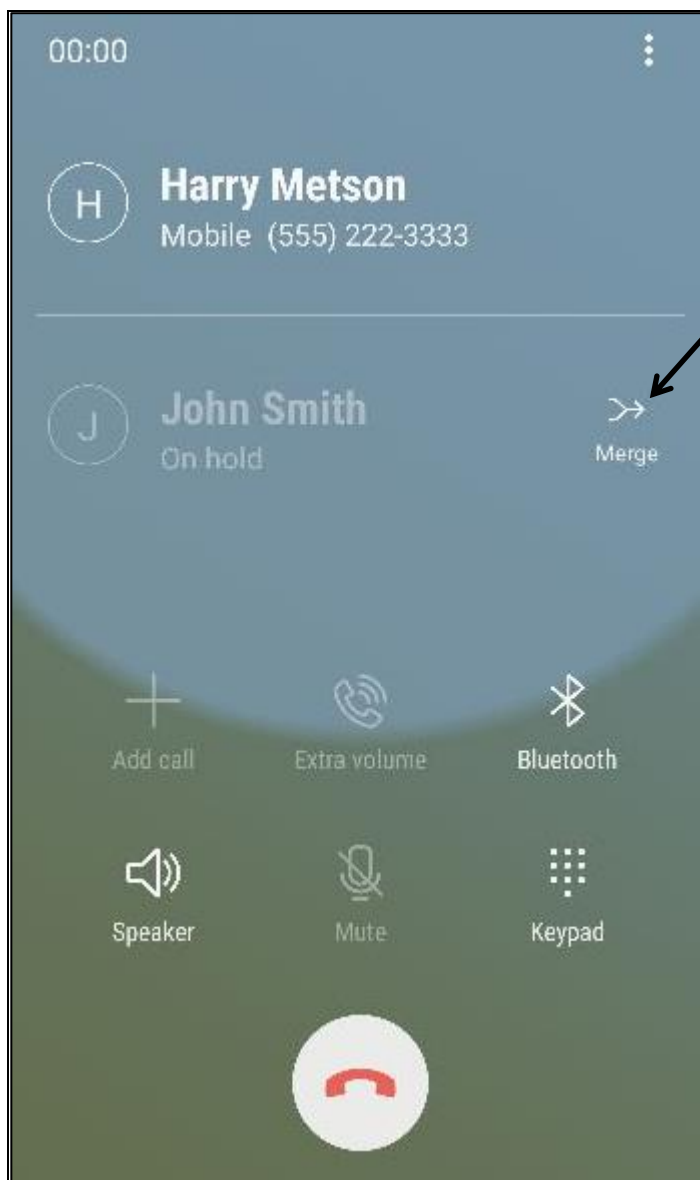




## Connect through Tech

### Make a Group Call Person in Contacts (continued)

Step 9. After second person answers, **click** (tap) *Merge* to speak to both people at the same time.

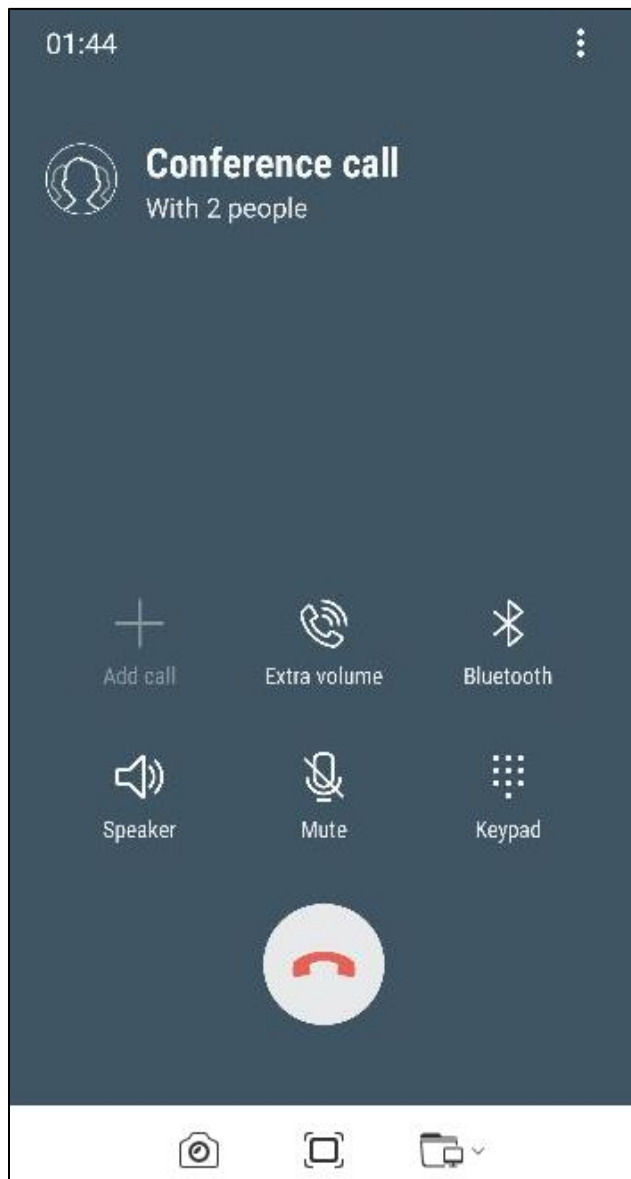




## Connect through Tech

### **Make a Group Call Person in Contacts (continued)**

Step 10. You can now speak to both contacts at the same time.



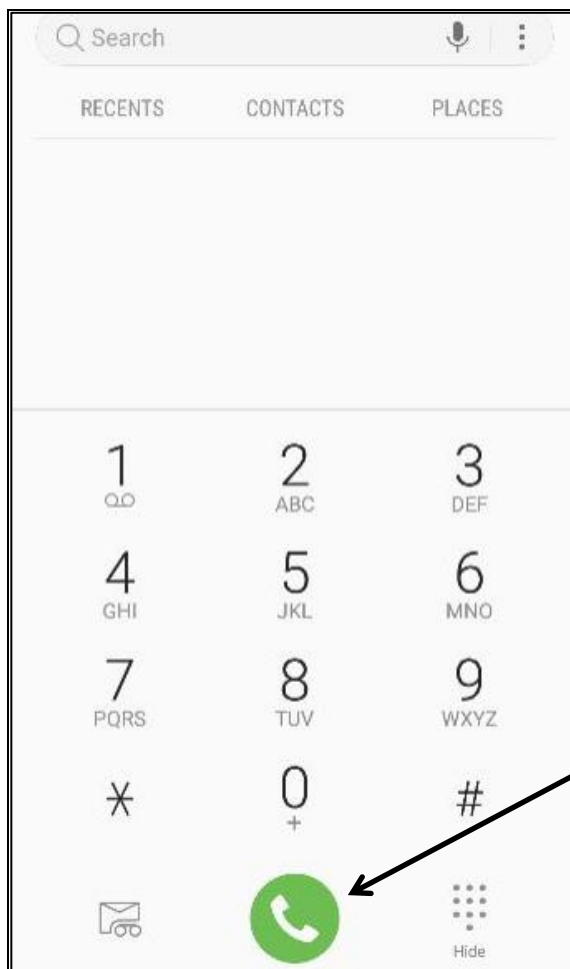


## Connect through Tech

### Make a Group Call Person Not in Contacts

Step 1. **Open** (start) the *Phone* app (see page 8).

Step 2. Use the dial pad on the bottom of your screen to **enter** (type) a phone number on keypad, then **click** (tap) phone **icon** (picture) to dial.



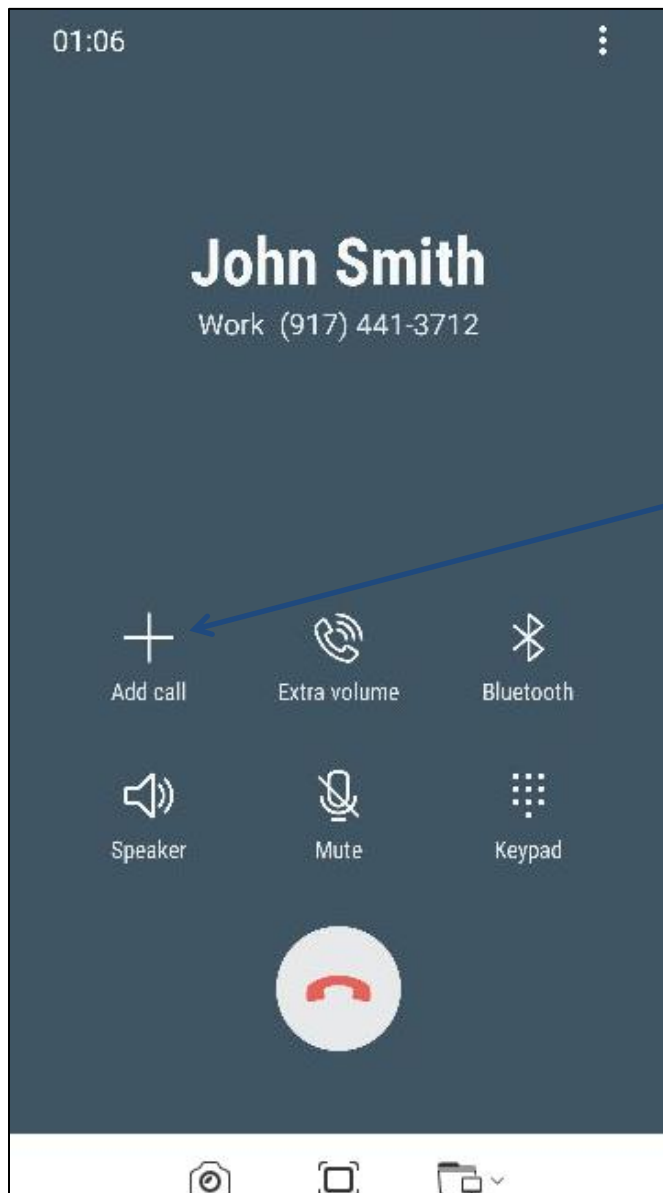




## Connect through Tech

### Make a Group Call Person Not in Contacts (continued)

Step 3. After person answers, **click** (tap) on *Add call* to add another person.





## Connect through Tech

### Make a Group Call Person Not in Contacts (continued)

Step 4. Enter another phone number on keypad, then **click** (tap) phone icon.

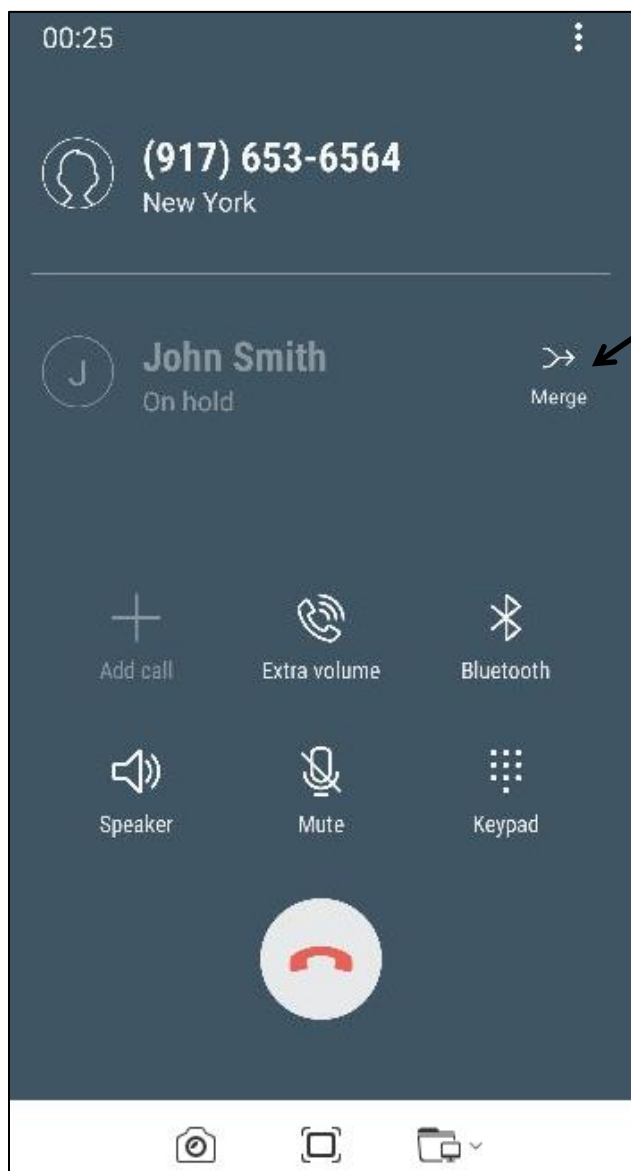




## Connect through Tech

### Make a Group Call Person Not in Contacts (continued)

Step 5. After other person answers, **click** (tap) *Merge* to speak to both people at the same time.

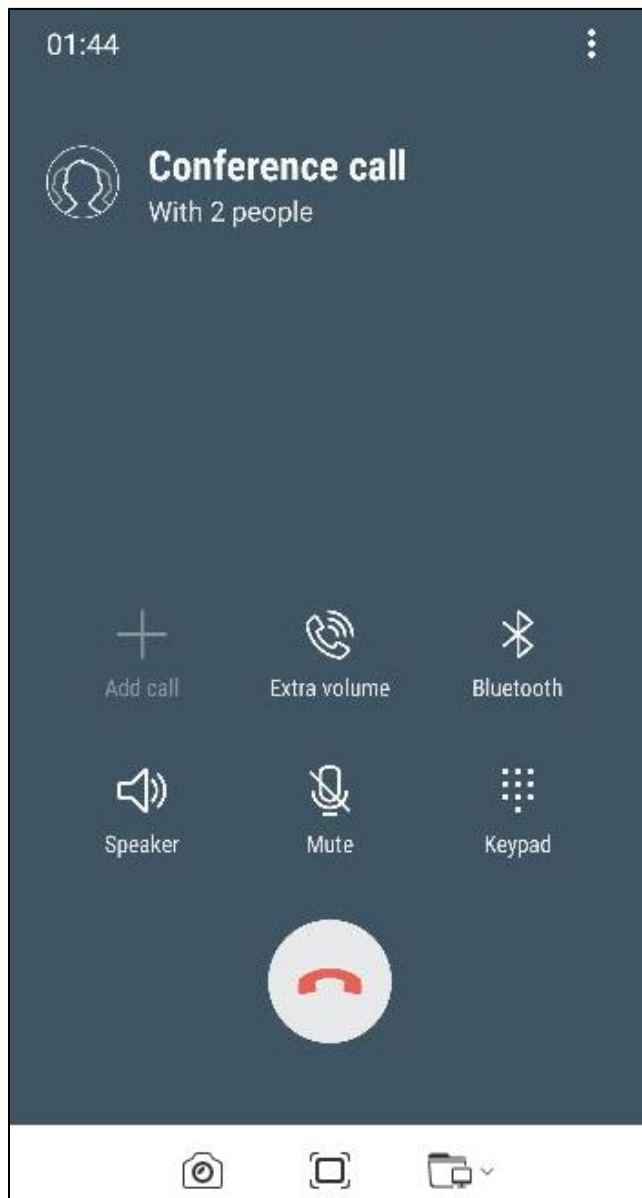




## Connect through Tech

### **Make a Group Call Person Not in Contacts (continued)**

Step 6. You can now speak to both contacts at the same time.





## Connect through Tech

### How to Setup a Voice Mail Greeting

Step 1. **Open** (start) the *Phone* app (see page 8).

Step 2. If it is not already displaying, **click** (tap) keypad **icon** (picture).





## Connect through Tech

### How to Setup a Voice Mail Greeting (continued)

Step 3. To call voicemail, press and hold 1 on keypad.

NOTE: If you haven't yet setup voicemail, you will be prompted to choose a 4 digit PIN to access and to select whether to record your name or to have your phone number announced to incoming callers.





## Connect through Tech

### How to Setup a Voice Mail Greeting (continued)

Step 4. **Enter** (type) voicemail password. Listen to the prompts on your phone if you prefer or you can continue following the steps below.

Step 5. Press 3 to change Personal Options, which is includes a greeting option.(If you have any new voicemail messages, you will need to listen to them before pressing 3.)

Step 6. Press 2 for greetings, then 1 to change your greeting, then 1 to record the greeting.

Step 7. When you hear the tone, record your greeting; when finished, press #.

Step 8. Press 1 to save greeting, 2 to play greeting, or 3 to re-record.

Step 9. **Click** (tap) red phone **icon** (picture) to disconnect from Voicemail.



# Connect through Tech

## Checking Voicemail

Step 1. **Open** (start) *Phone* app (see page 8).

Step 2. If it is not already displaying, **click** (tap) keypad **icon** (picture).







## Connect through Tech

### Checking Voicemail (continued)

Step 3. To call voicemail, press and hold 1 on keypad.





## Connect through Tech

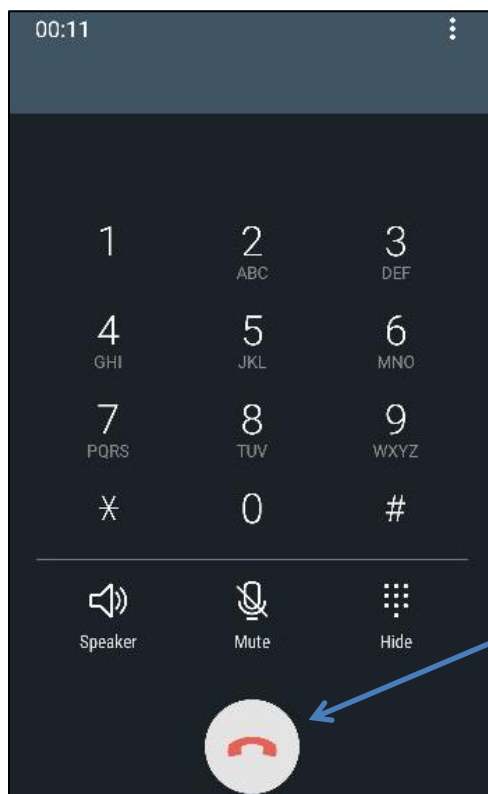
### Checking Voicemail (continued)

Step 4. Enter your password.

New messages will play automatically. After listening, you will have option to repeat message (press 4), delete message (press 7) or save message (press 9)

After listening to new messages, you will have option to listen to messages you have previously saved.

Step 5. **Click** (tap) red phone **icon** (picture) to end call.





## Connect through Tech

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

We would love to hear from you. Please share your comments through [technologyhelp@dorotusa.org](mailto:technologyhelp@dorotusa.org).