



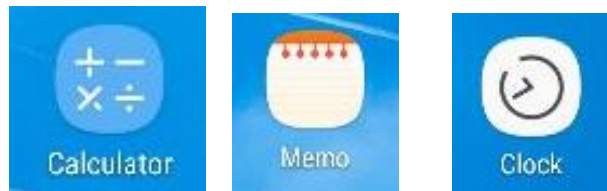
Connect Through Tech

Tech Coaching Quick Start Guide

Using a Smartphone to Access Resources

Pre-Installed Quick Apps Android Galaxy

*updated 4/7/2020
v 1.0*





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Benefits

One of the reasons cell phones are so popular is because they are portable. This means all the things they are capable of doing, you can do “on the go”. You don’t need to pre-plan anything and you don’t need to be at home to take advantage of the help an app can provide.

This guide covers three apps you are likely to find useful. All are free, pre-loaded apps. This means they are available for use immediately, with no set up and no fees to purchase or use it. What they all have in common is that there is not much you need to learn to be able to use them. Manufacturers chose these because of their universal appeal.

Calculator – calculations can be done wherever you are

Memo – always have a handy place to write down whatever you need like the name of a recommended restaurant, shopping and to do lists, or a question you want to remember to ask later. You will never have to worry about forgetting to bring it with you!



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Benefits (continued)

Clock – this app can set alarms (with optional snooze), set timers, and instantly display the time anywhere in the world you have friends or family.

(See separate Quick Start Guides for *Google Calendar* and *Google Maps* apps)



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Prerequisites

- Android smart phone, operating system 8.x (Oreo) or later
- Active mobile provider (e.g. Verizon, Sprint, AT&T)



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Introduction

An “app” (short for application) tells your phone how to do a specific set of tasks. In the past, when you wanted to accomplish a specific task, you needed to buy a specific tool. Now your phone has many tools conveniently at your fingertips.

In this guide, you can learn how to use three pre-installed apps: *Calculator*, *Memo* and *Clock*. Each section has its own brief introduction.

Once you review how to use them, enjoy experimenting with them. Remember this guide is always available for you to refer back to if you need a reminder on how to do something.

Google Assistant (Android program that responds to your voice) can be used to perform functions by voice. Some things to know:

1. Some Android phones may not have **Google Assistant** pre-installed. If not, the app can be downloaded from the Google Play Store.
2. The **Google Assistant** works differently at different times. Be patient and try the suggestions below one



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Introduction (continued)

at a time until it responds. If it continues to be unresponsive, switch to completing tasks by hand.

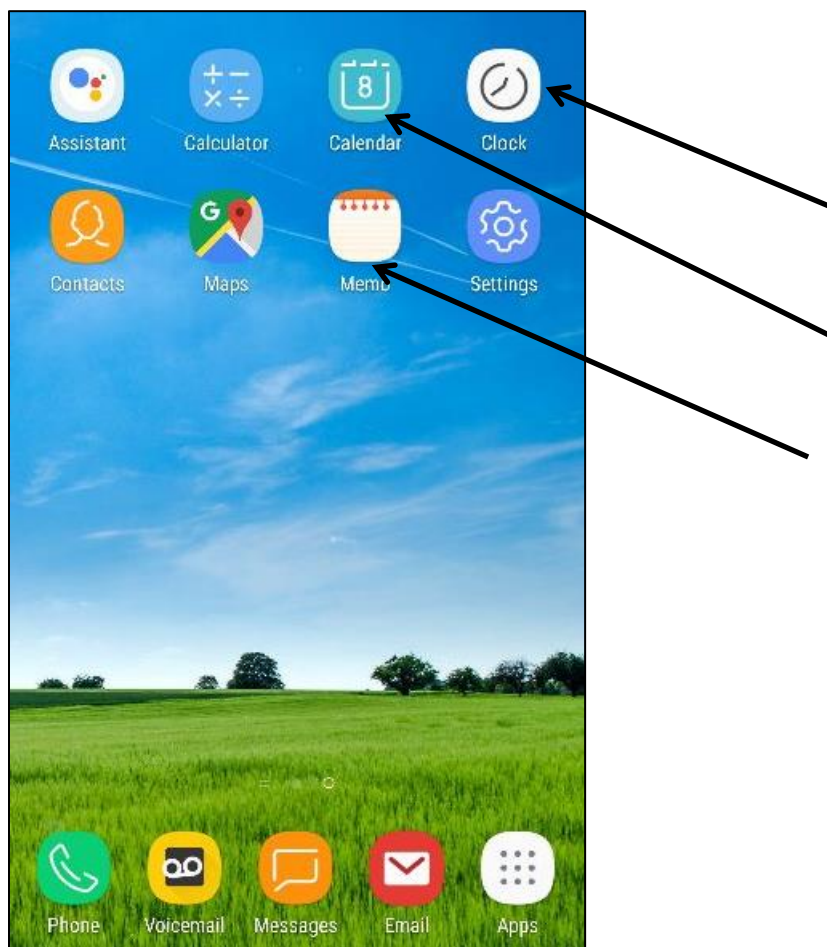
- a. double tap the home button (this is the method used in this guide)
 - b. **click** (tap) the **Google Assistant** app.
 - c. say “OK Google” or “Hey Google” (if needed, activate this feature in Settings - ask your coach to show you how)
 - d. if a blue microphone appears at the bottom of your screen, tap microphone and begin speaking
3. **Google Assistant** may not always understand your request. This is not because you are doing something incorrectly. Simply try rewording what you want to do. You may have to experiment to find out what works best on your phone.



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How to Start Your Apps

Step 1. To start any of the apps discussed in this Guide, **click** (tap) on the related app icon.



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

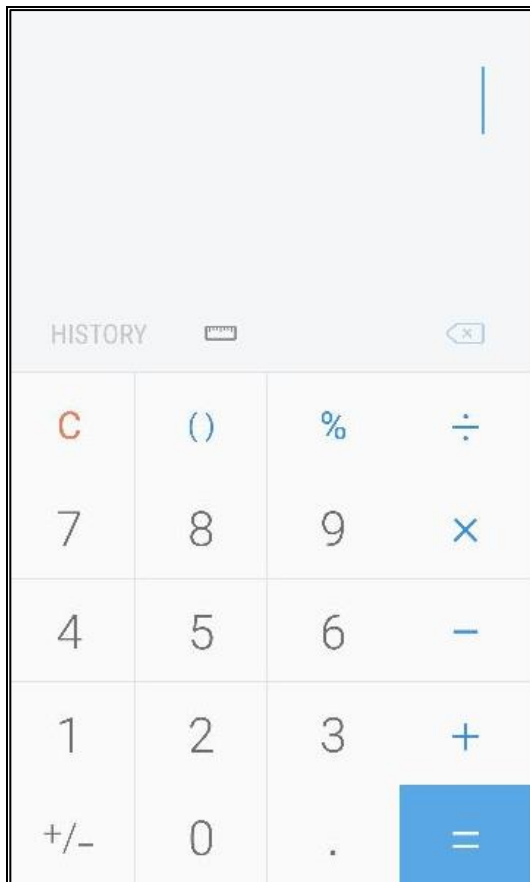


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Calculator

Be able to do any calculations, no matter where you are.

After **clicking** (tapping) the *Calculator* app (see page 8), you will view an on-screen calculator, similar to hand-held calculators you may have used in the past. Use just like a hand-held one.



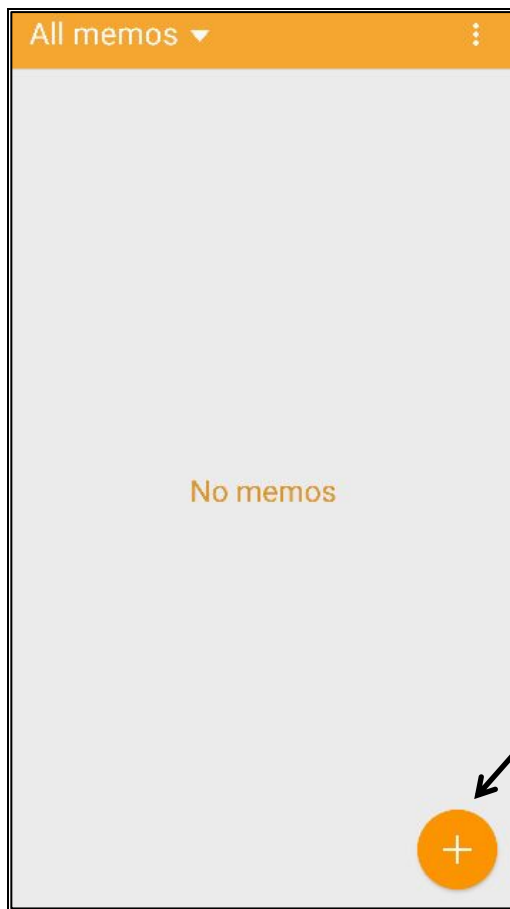


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Memo

Write down anything you want, for referring to whenever you want. No more shopping lists left behind. You can even send them to other people.

Step 1. **Click** (tap) on the *Memo* app (see page 8), then **click** (tap) the Orange Plus Sign in bottom right corner to add a new memo.

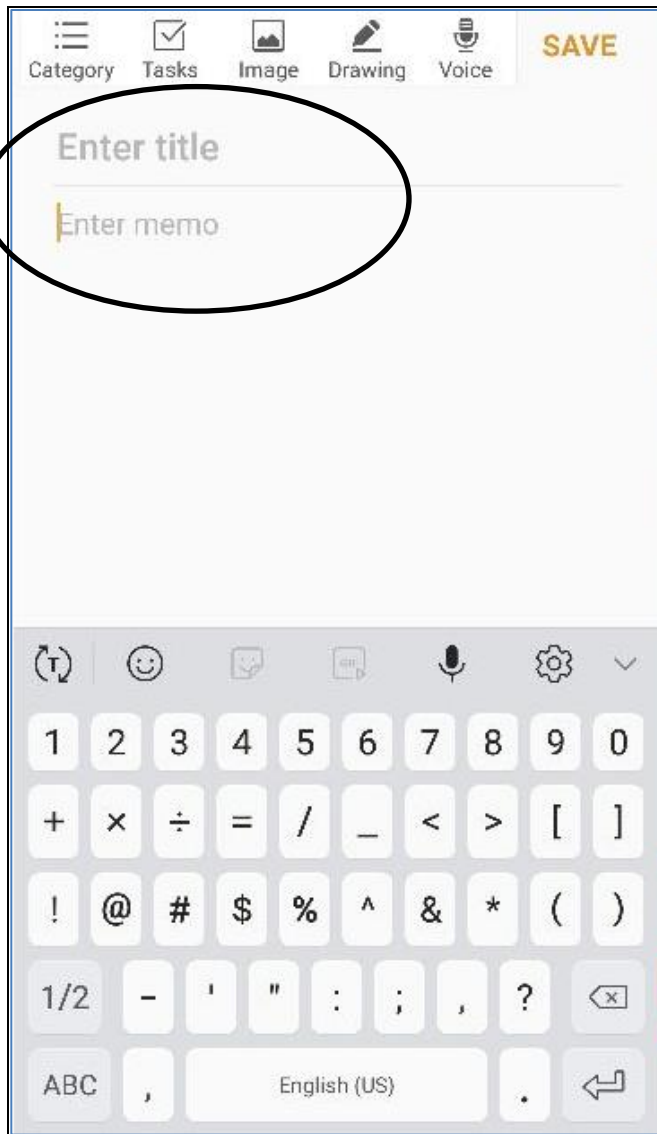




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Memo (continued)

Step 2. **Enter** (type) title and details (memo) for note. If desired, experiment with the top menu to add an *Image* or *Voice* to add an audio message.

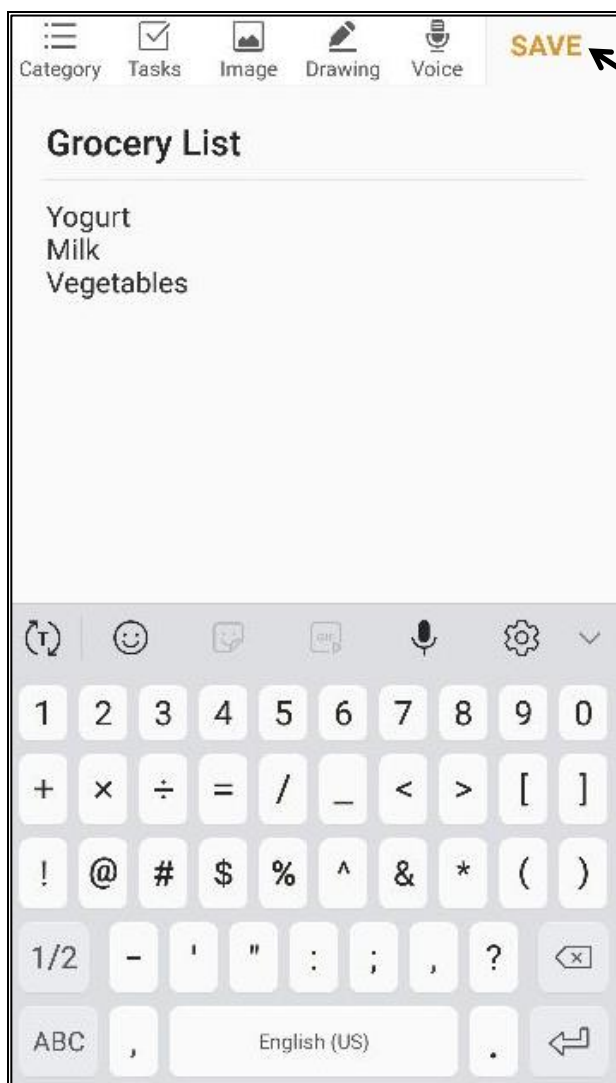




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Memo (continued)

Step 3. When finished, **click** (tap) Save to save your memo.

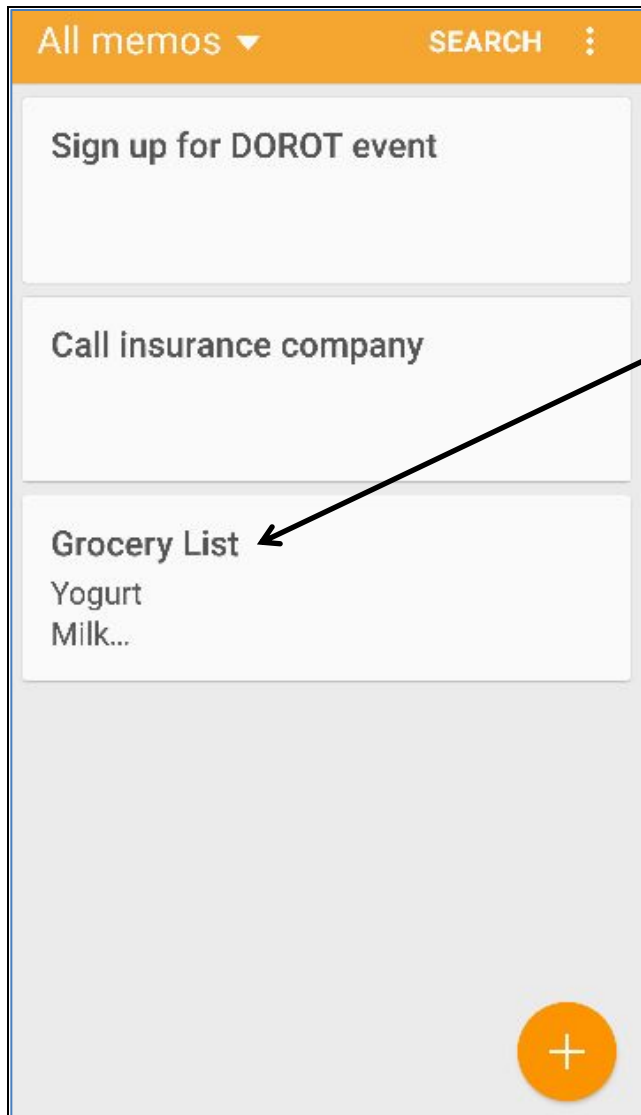




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Memo (continued)

Step 4. After creating several notes, you will see them listed, as shown below. **Click** (tap) on the note to view, edit or share.

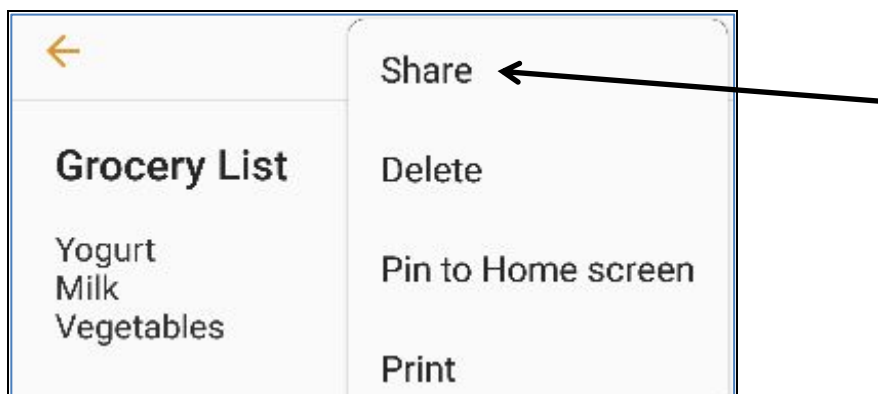
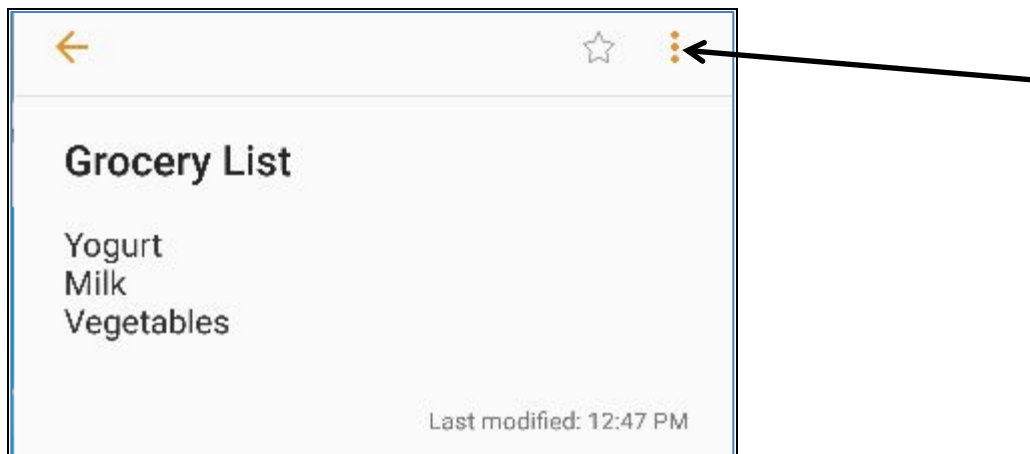




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Memo (continued)

Step 5. You can now view or edit your note. To share your note with someone else, **click** (tap) on three vertical dots in upper right corner then **click** (tap) Share.

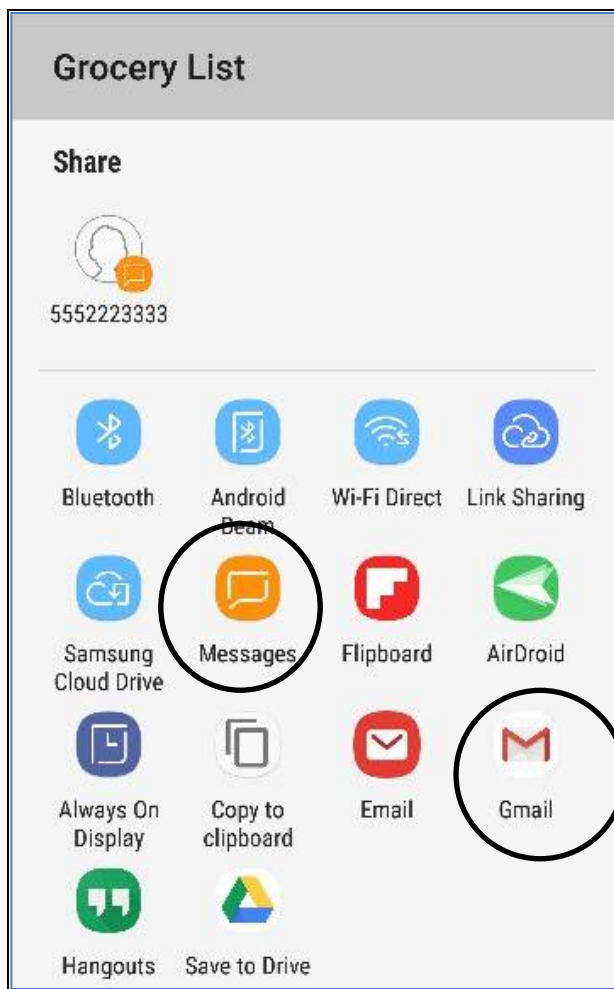




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Memo (continued)

Step 6. The most useful sharing options are *Messages* and *Gmail*, which you choose by **clicking** (tapping) on these buttons. For more information on these ways to communicate with others, ask about other Quick Start Guides.



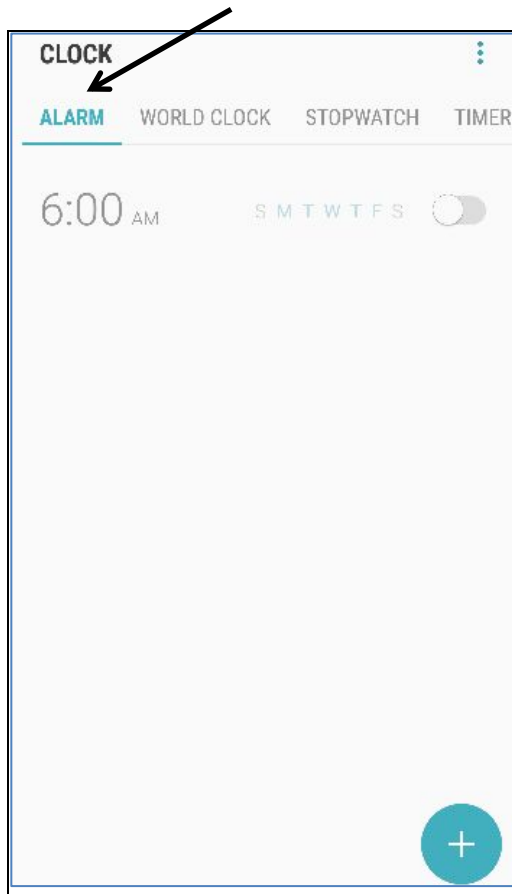


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Clock

A watch, an alarm, a stopwatch and more! Whatever mini-app you choose will highlight in blue at the top of your screen.

After **clicking** (tapping) the *Clock* app (see page 8), the menu on the top of the screen will display icons for 4 “mini-apps.” The first time you run the *Clock* app, you will default to the *Alarm* mini-app, described below.





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Alarm By Voice

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



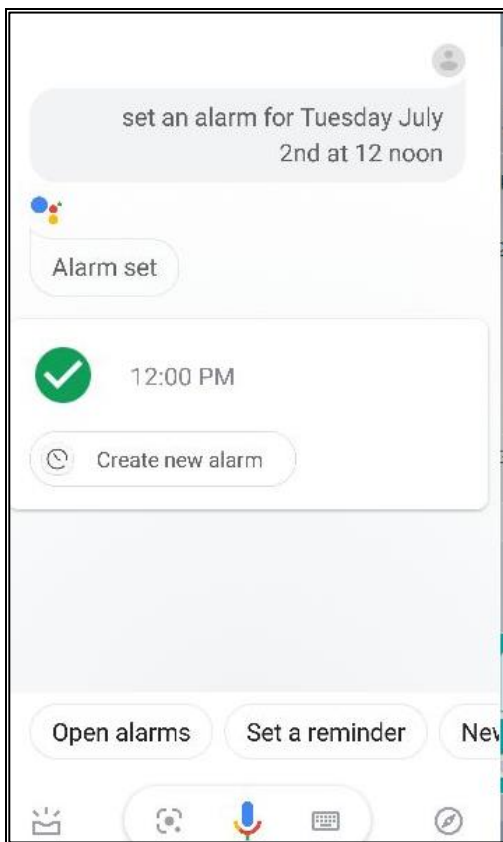


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Alarm By Voice (continued)

Step 2. Say “Set an alarm for Tuesday, July 2 at 12 noon.

Google Assistant (Android program that responds to your voice) will respond “Your alarm’s set for Tuesday, July 2 at noon” and display the screen below. If phone does not respond to your voice, revisit the Introduction section on using **Google Assistant**.



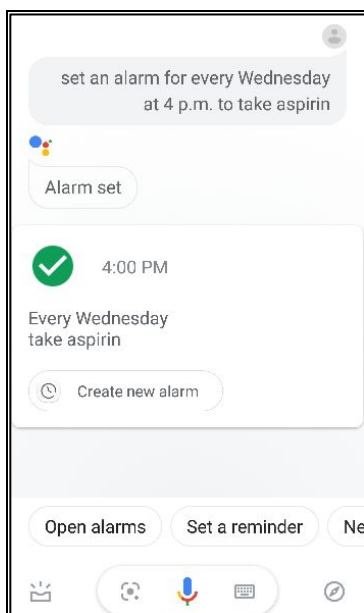


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Alarm By Voice (continued)

Step 3. You can also tell **Google Assistant** (Android program that responds to your voice) to set it for every Tuesday for a recurring alarm and what the alarm is for to have it labeled. For example, say “Set an alarm at 4 PM every Wednesday to take aspirin.” If the phone does not respond to your voice, revisit the Introduction section on using **Google Assistant**.

Google Assistant will respond “Done.” Your alarm called Take Aspirin is set for every Wed at 4 PM” and display the screen below.

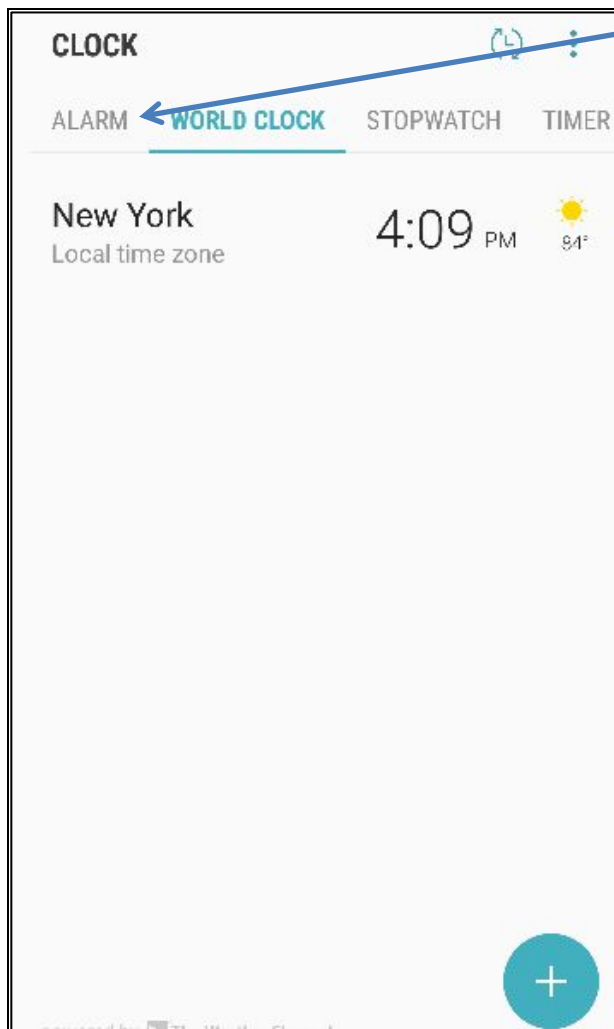




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Alarm By Hand

Step 1. **Click** (tap) on the *Clock* app (see page 8), then **click** (tap) on the *Alarm* mini-app on top of screen (if *Alarm* is not blue and underlined).

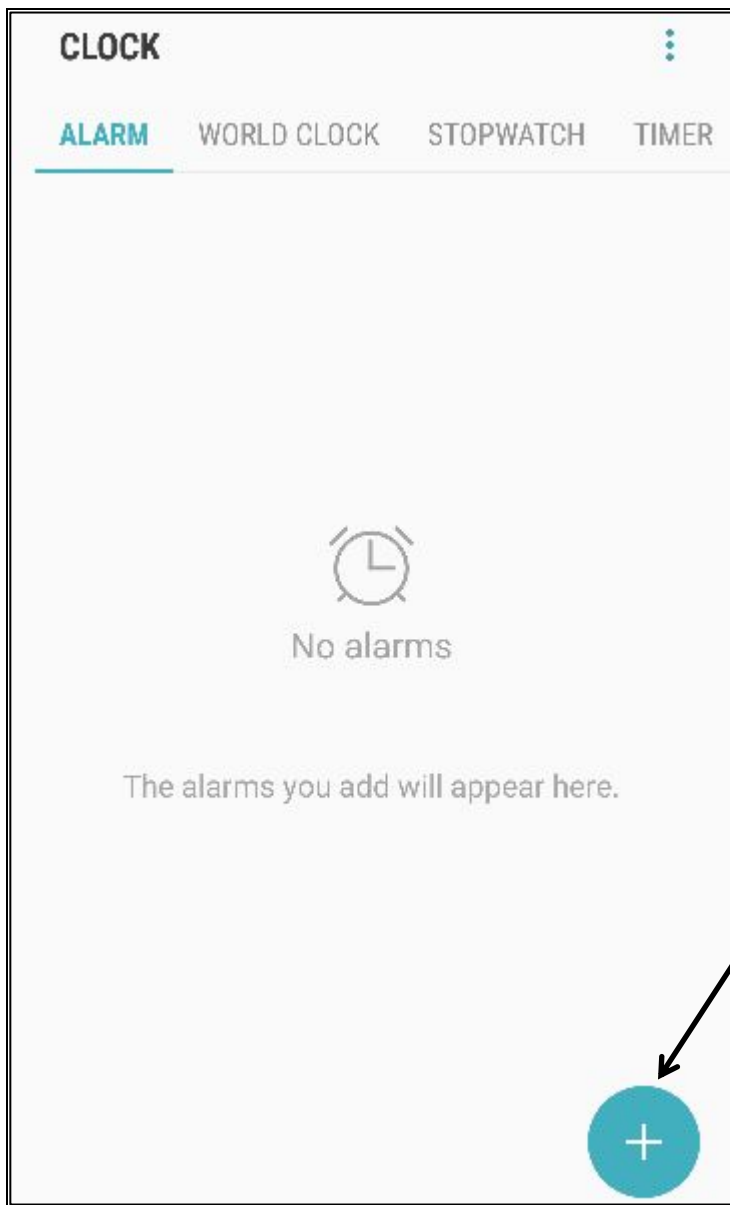




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Alarm By Hand (continued)

Step 2. **Click** (tap) on *Plus* Sign to add an alarm.

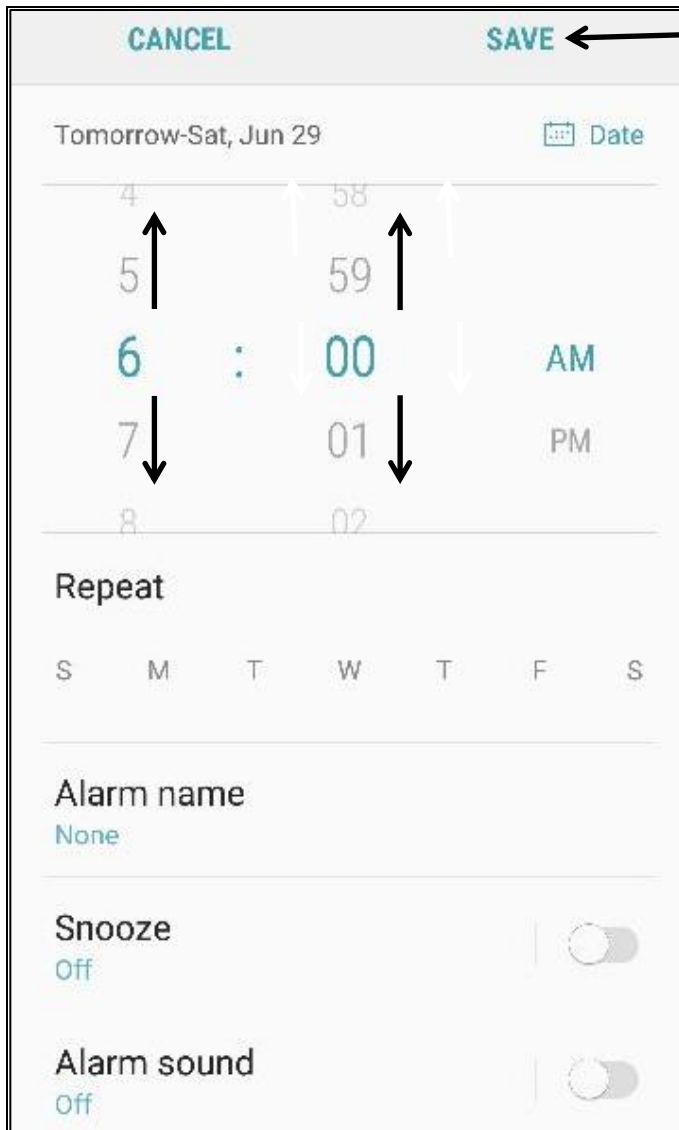




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Alarm By Hand (continued)

Step 3. Scroll hour & minutes up and down to set time you would like alarm to ring. **Click** (tap) Save when done.

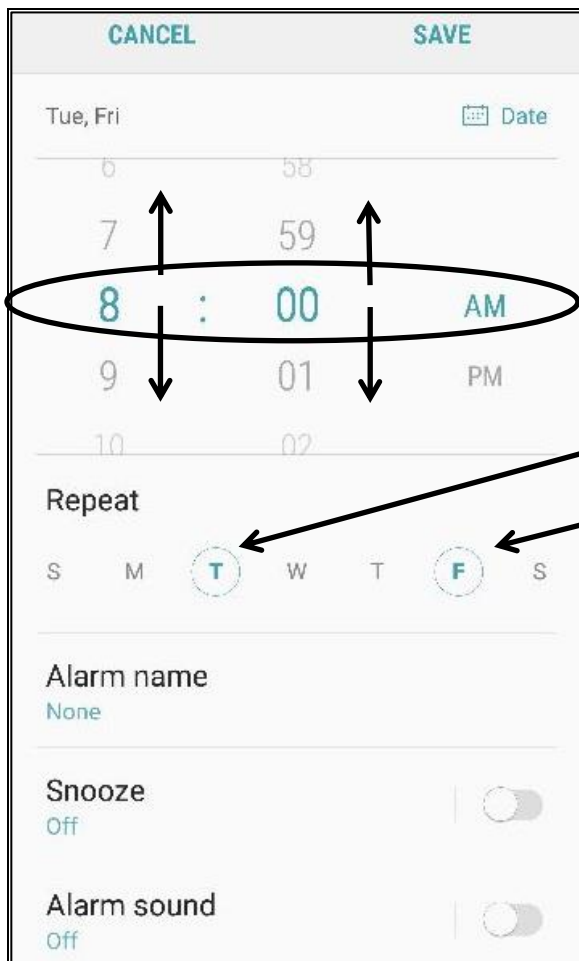




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Alarm By Hand (continued)

Step 4. To select the time your alarm will ring, **scroll** on the hour and minute columns at the top of the screen. To select specific days, use the buttons in the middle of the screen. In below example, alarm is set to ring at 8 AM on Tuesday and Friday.

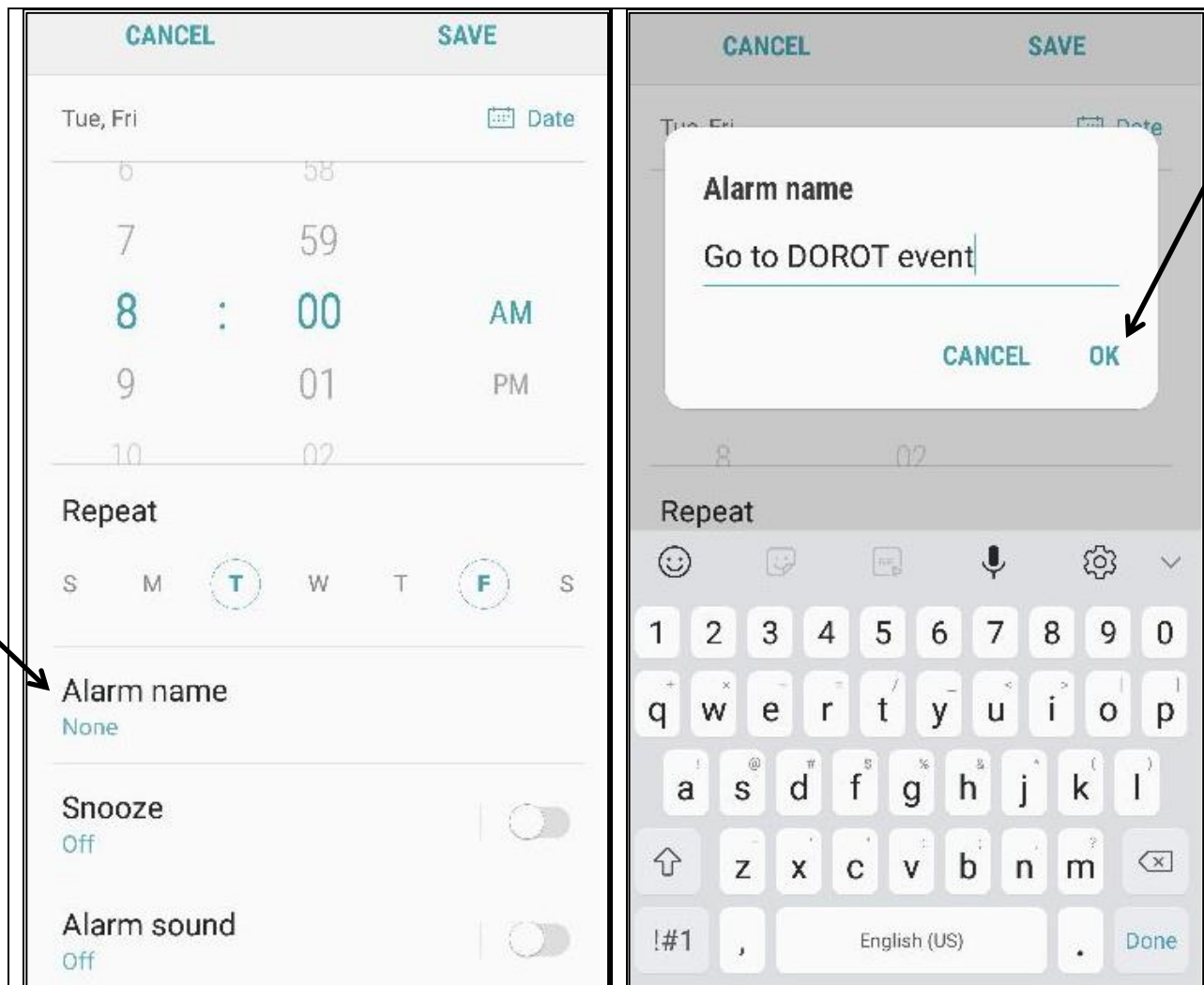




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Alarm By Hand (continued)

Step 5. To remind you what the alarm is for, **click** (tap) on *Alarm name*. In below example, 'Go to DOROT event' is **entered** (typed) as the label. **Click** (tap) **OK** when done.

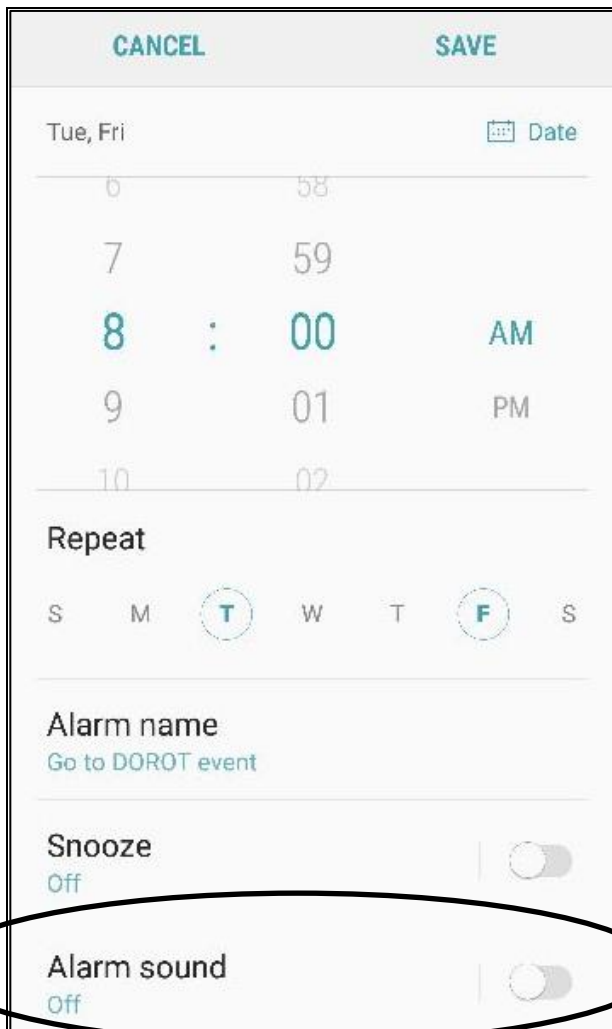




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Alarm By Hand (continued)

Step 6. To select a sound for your alarm, **click** (tap) on *Alarm Sound* switch at the bottom of screen to turn on this option, then **click** (tap) on the words *Alarm Sound* to select the sound you wish to hear.



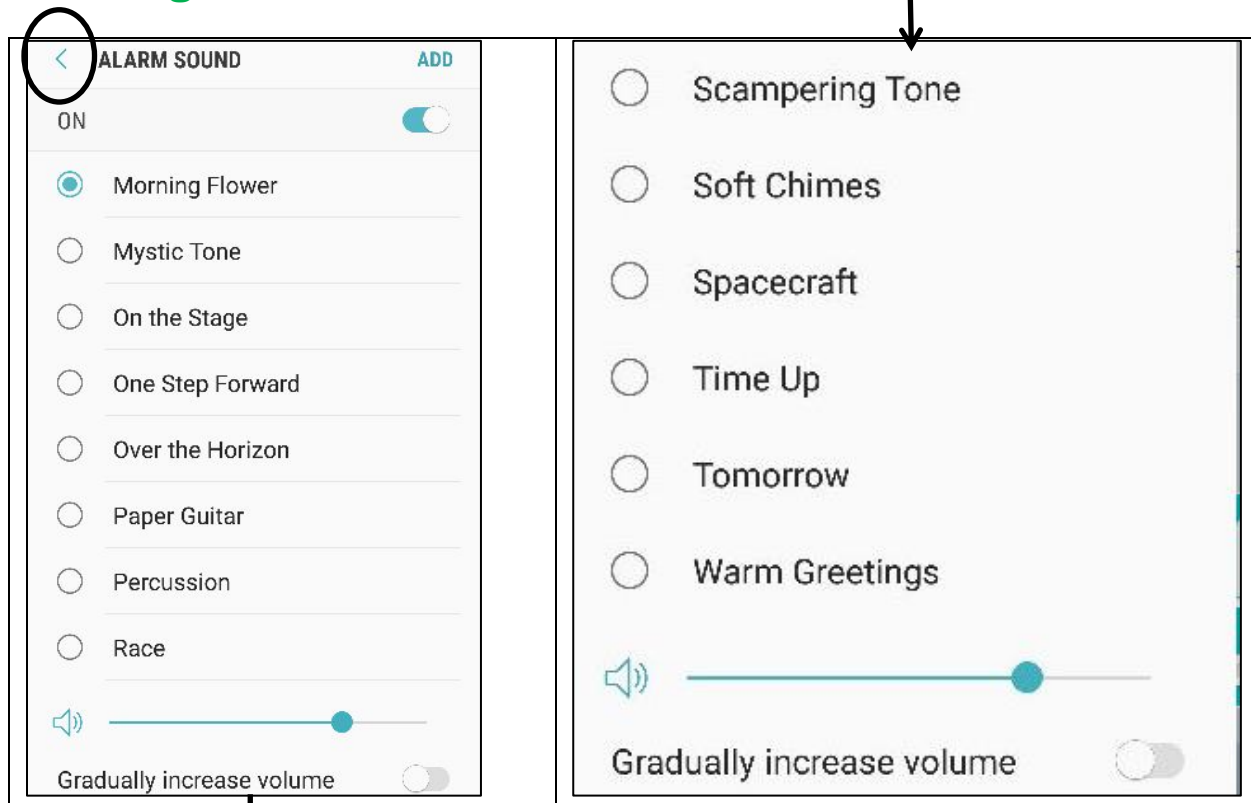


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Alarm

By Hand (continued)

Step 7. Scroll down to view all available **ringtones** (sound phone makes). It does not change the sound your phone makes when receiving a call. **Clicking** (tapping) on each will give you a preview. If desired, you can also **click** (tap) on the switch to *Gradually increase volume* of alarm sound. When you have selected the sound you want, **click** (tap) on left arrow in upper left corner of screen to save the **ringtone**.

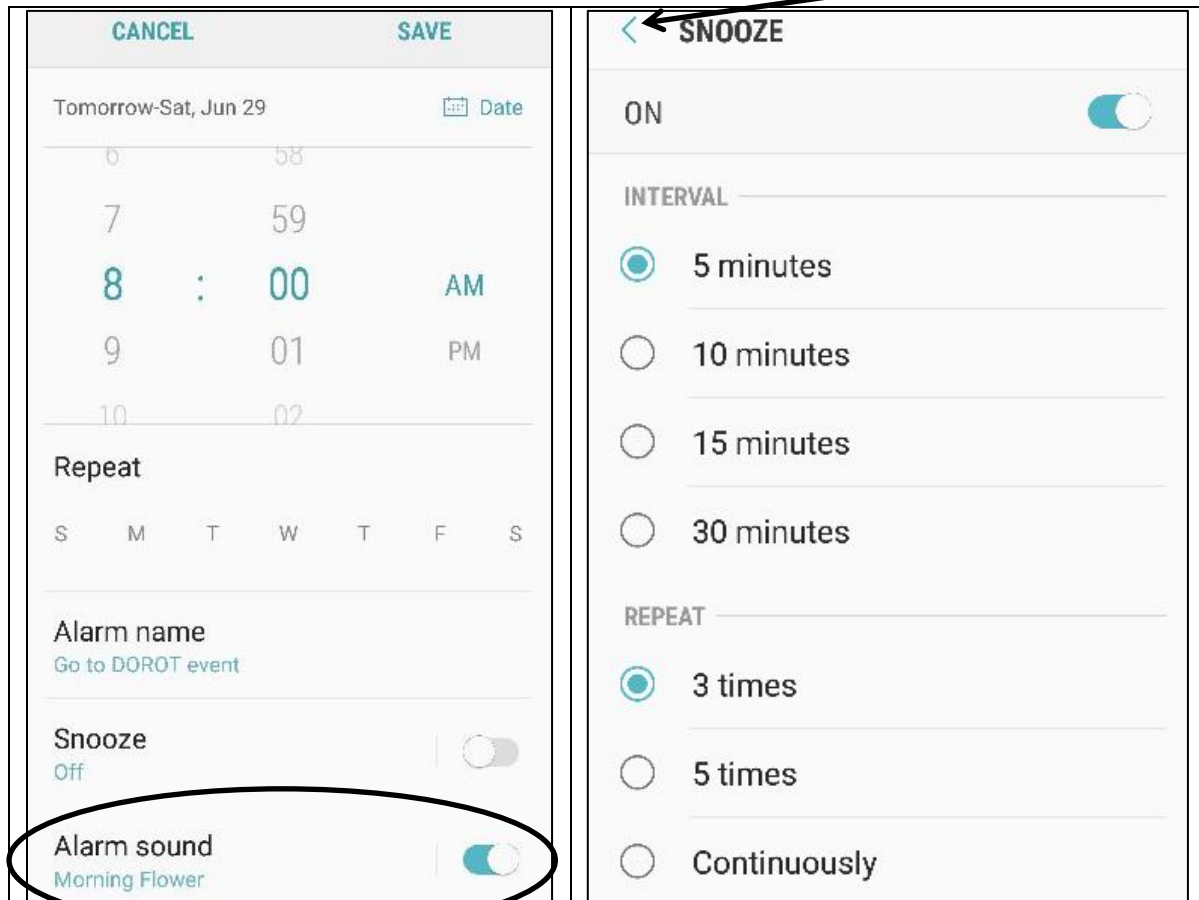




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Alarm By Hand (continued)

Step 8. Do you want to snooze your alarm and having it ring again after a brief delay? **Click** (tap) *Snooze* switch, then **click** (tap) on Snooze option (it will turn green). In below example, we've selected a 5-minute snooze which will repeat 3 times. To save, **click** (tap) left facing arrow in top left corner of screen.

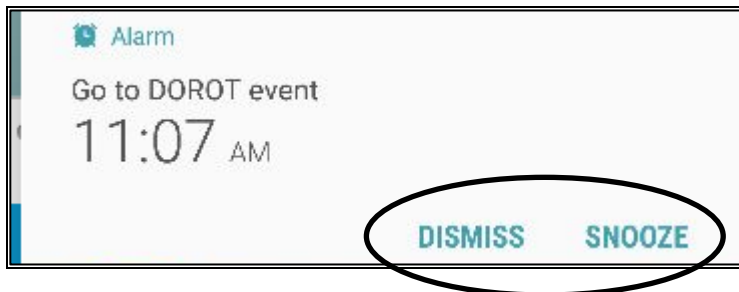




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Alarm By Hand (continued)

Step 9. When the alarm rings, **click** (tap) *Snooze* to repeat alarm in 9 minutes. Don't need the snooze? **Click** (tap) *Dismiss*.



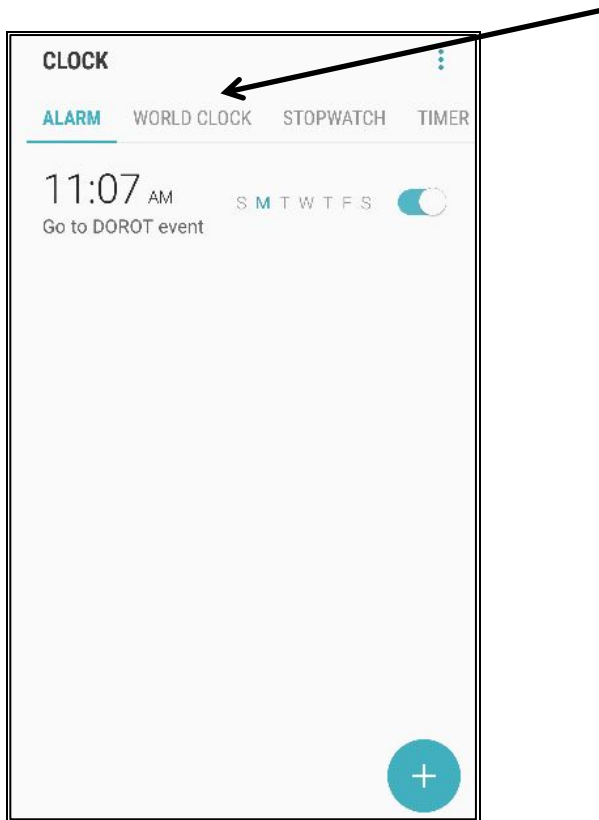


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World Clock

Initially, the World Clock will display current time and temperature in your home city. **Click** (tap) on *Plus Sign* to add other cities in different time zones where family or friends live. No more remembering how many hours ahead or behind they are!

Step 1. **Click** (tap) on the *Clock* app (see page 8), then **click** (tap) on the *World Clock* mini-app on top of screen (if *World Clock* is not blue and underlined).

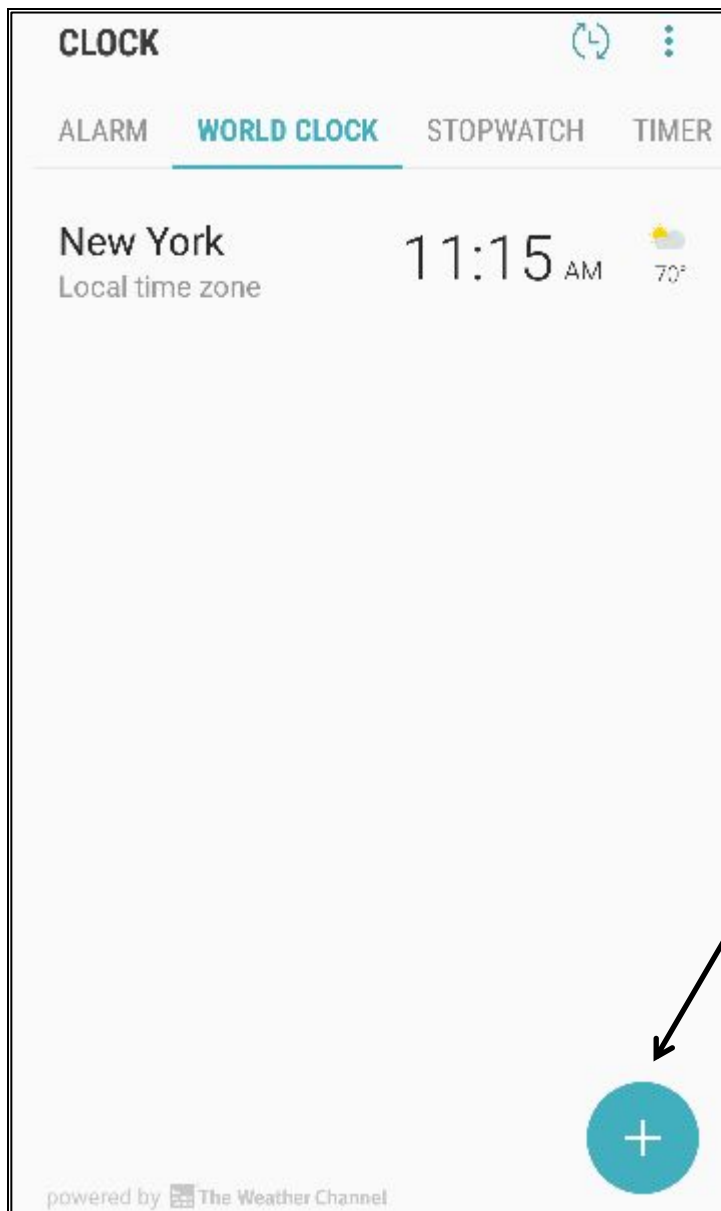




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World Clock (continued)

Step 2. To add another city, **click** (tap) on *Plus Sign* on bottom right of screen.

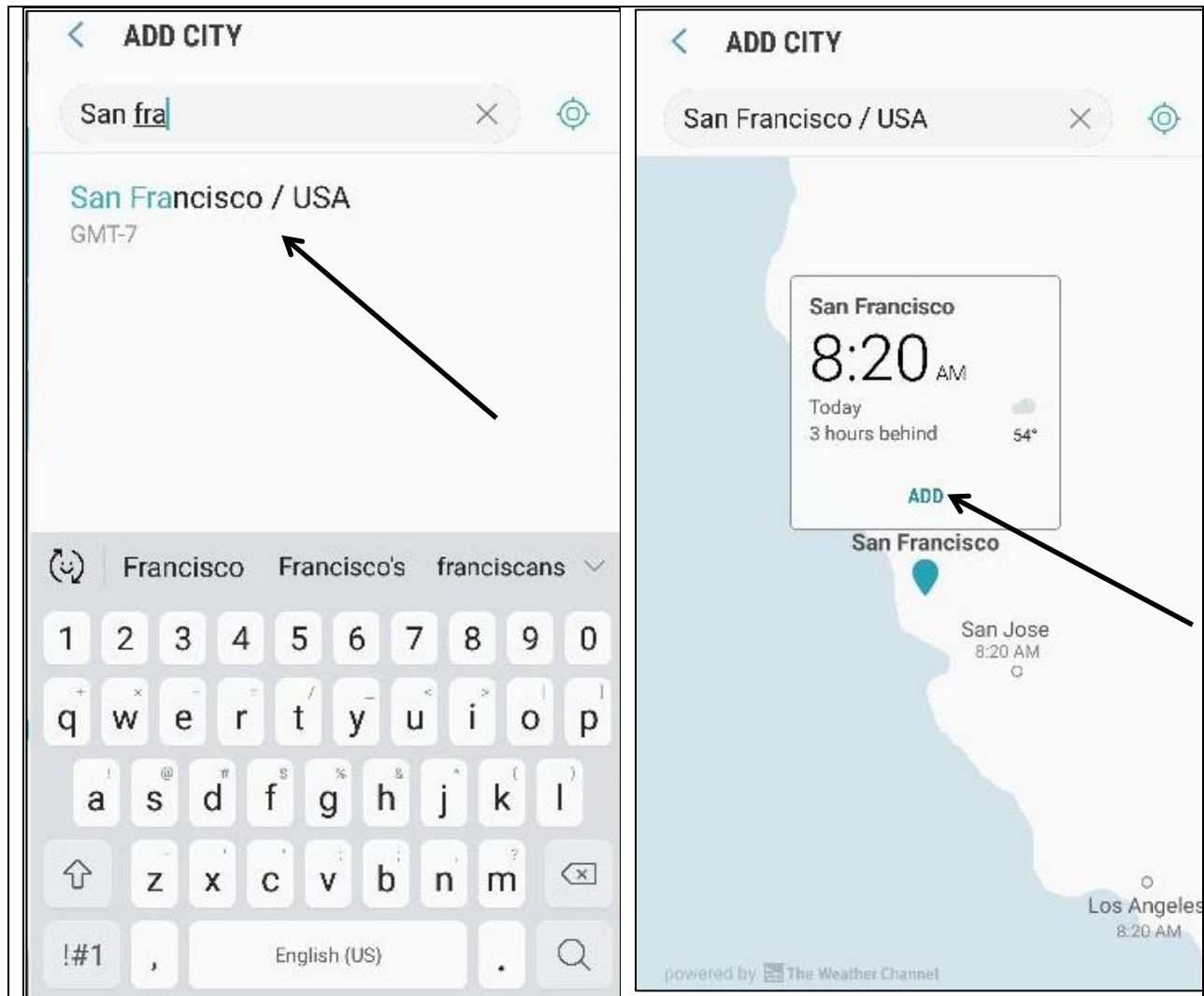




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World Clock (continued)

Step 3. In example below, we will add San Francisco. After starting to **enter** (type) San Francisco in the search box (on left below), **click** (tap) on *San Francisco, U.S.A.*, then on *Add* (on right below).

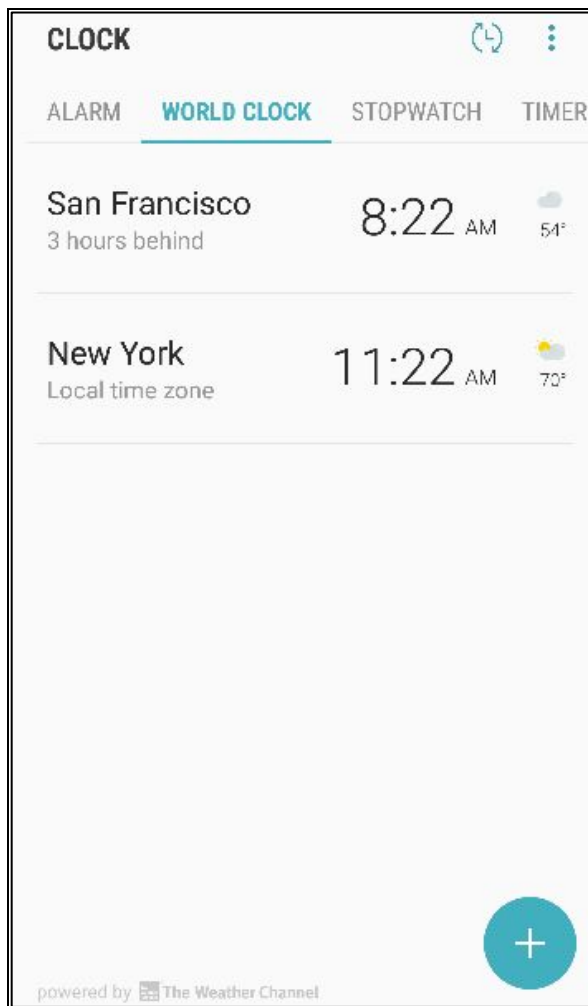




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World Clock (continued)

Step 4. World Clock now displays current time and temperature for both locations.

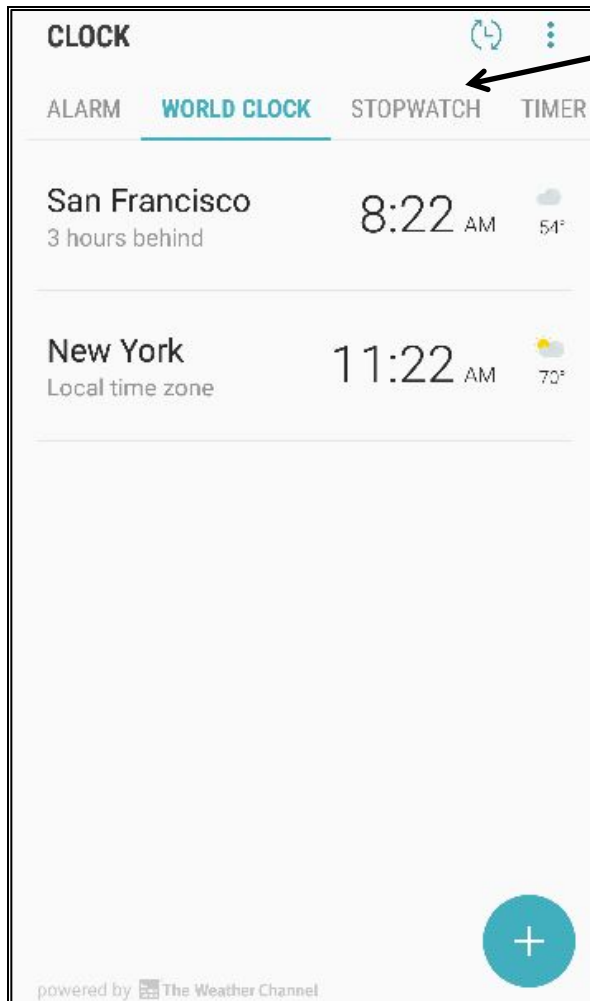




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Stopwatch

Step 1. **Click** (tap) the *Clock* app (see page 7), then **click** (tap) on the Stopwatch mini-app on top of screen (if *Stopwatch* is not blue and underlined).

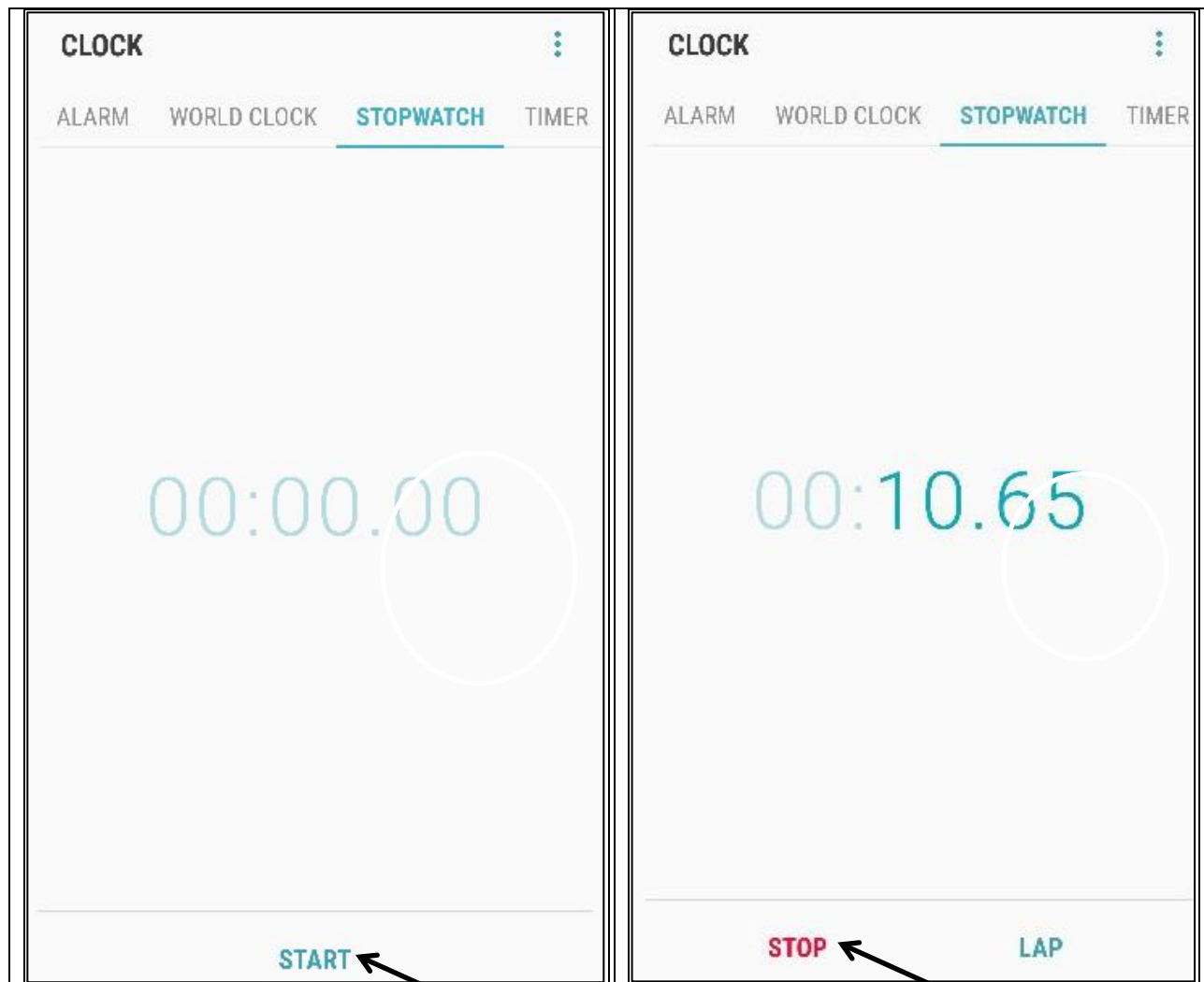




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Stopwatch (continued)

Step 2. Like a traditional stopwatch, this app tracks time of an event or activity. **Click** (tap) *Start* to start and *Stop to end*.





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Timer By Voice

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





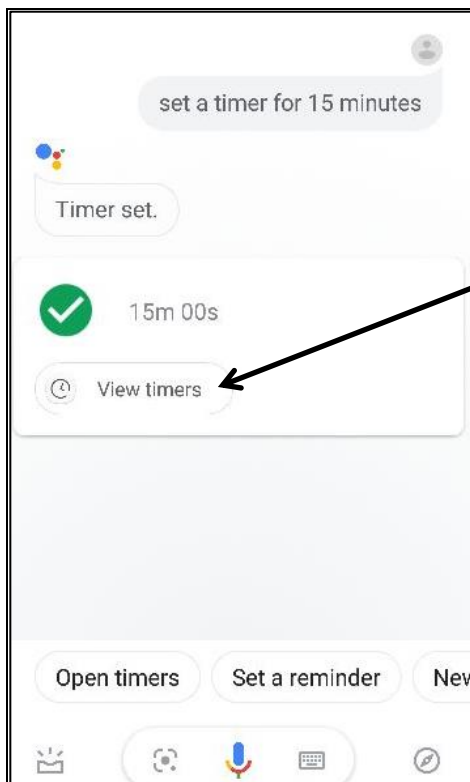
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Timer By Voice (continued)

Step 2. Say “Set a timer for 15 minutes”

Google Assistant (Android program that responds to your voice) will respond “Alright – 15 minutes – starting now” and display below screen. If the phone does not respond to your voice, revisit the Introduction section on using **Google Assistant**.

Click ‘*View timers*’ to display a countdown screen.

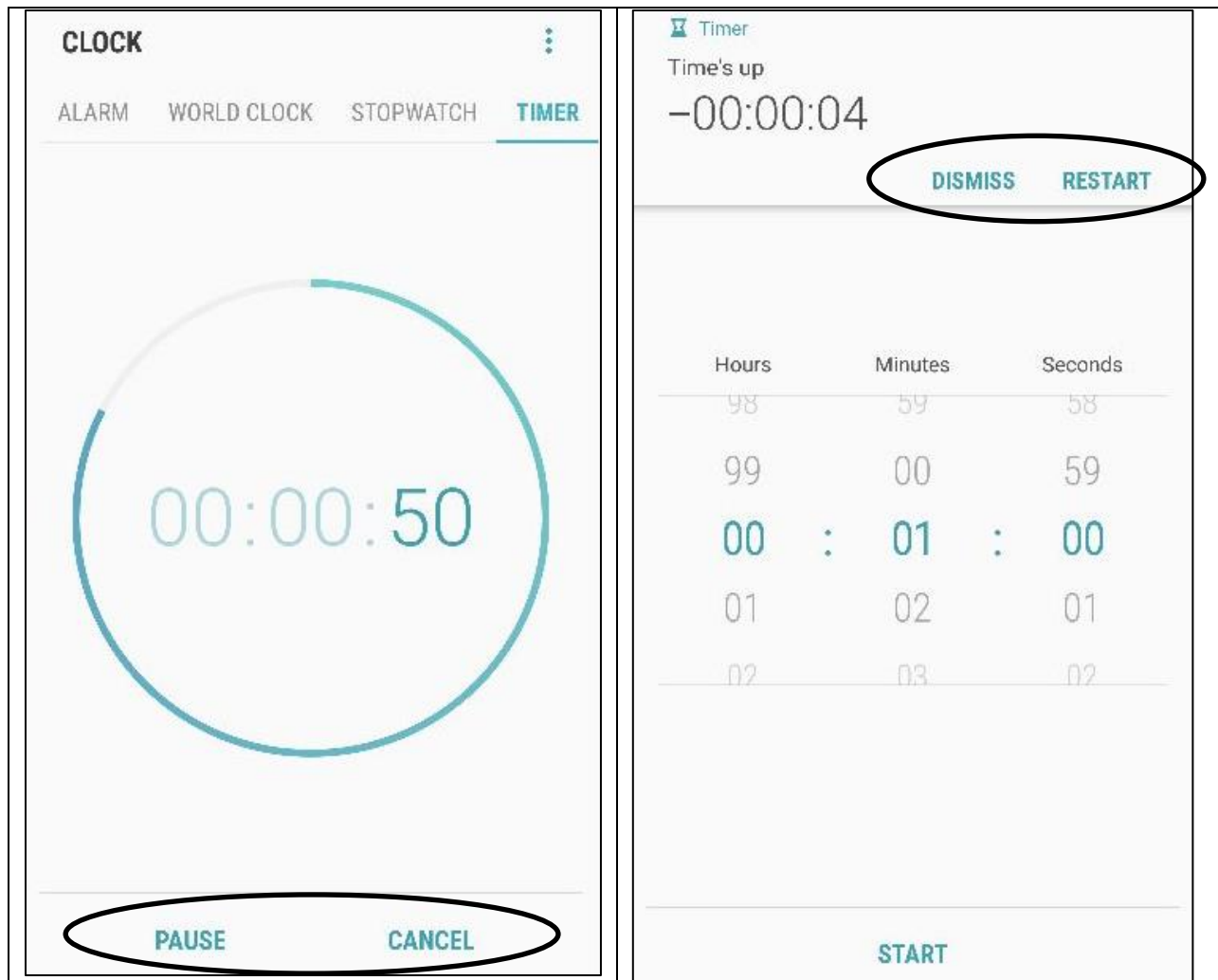




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Timer By Voice (continued)

Step 3. Your screen will countdown the time remaining on your timer. If desired, you can *Pause* or *Cancel* the timer with the buttons on the bottom of the screen. When timer sounds, **click** (tap) *Dismiss* to end or *Restart* to repeat.





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Timer By Hand

Step 1. **Click** (tap) on the *Clock* app (see page 8), then **click** (tap) on the *Timer* mini-app on top of screen (if *Timer* is not underlined).

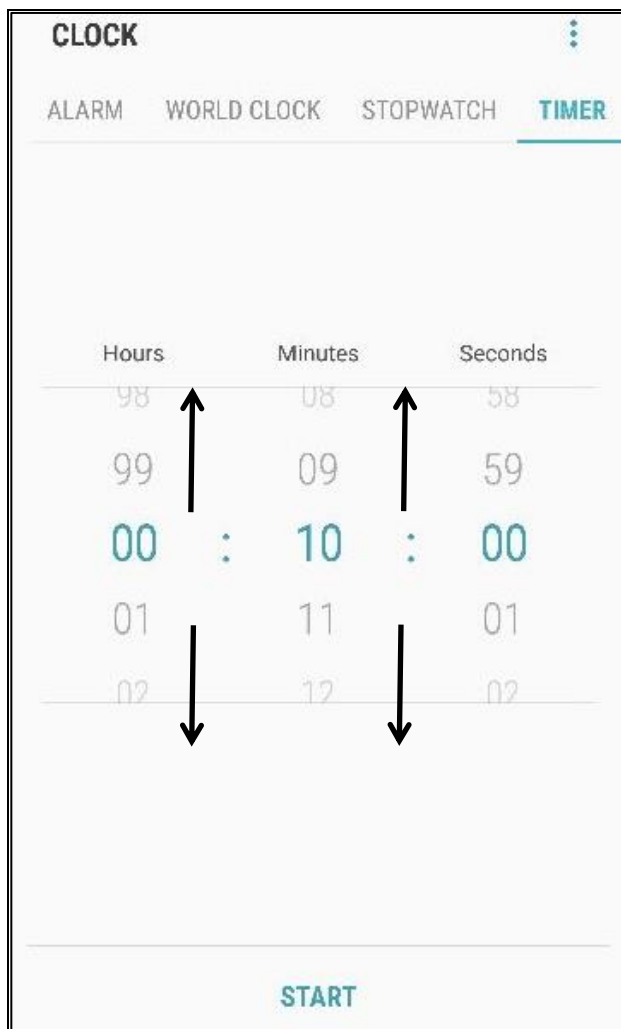




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Timer By Hand (continued)

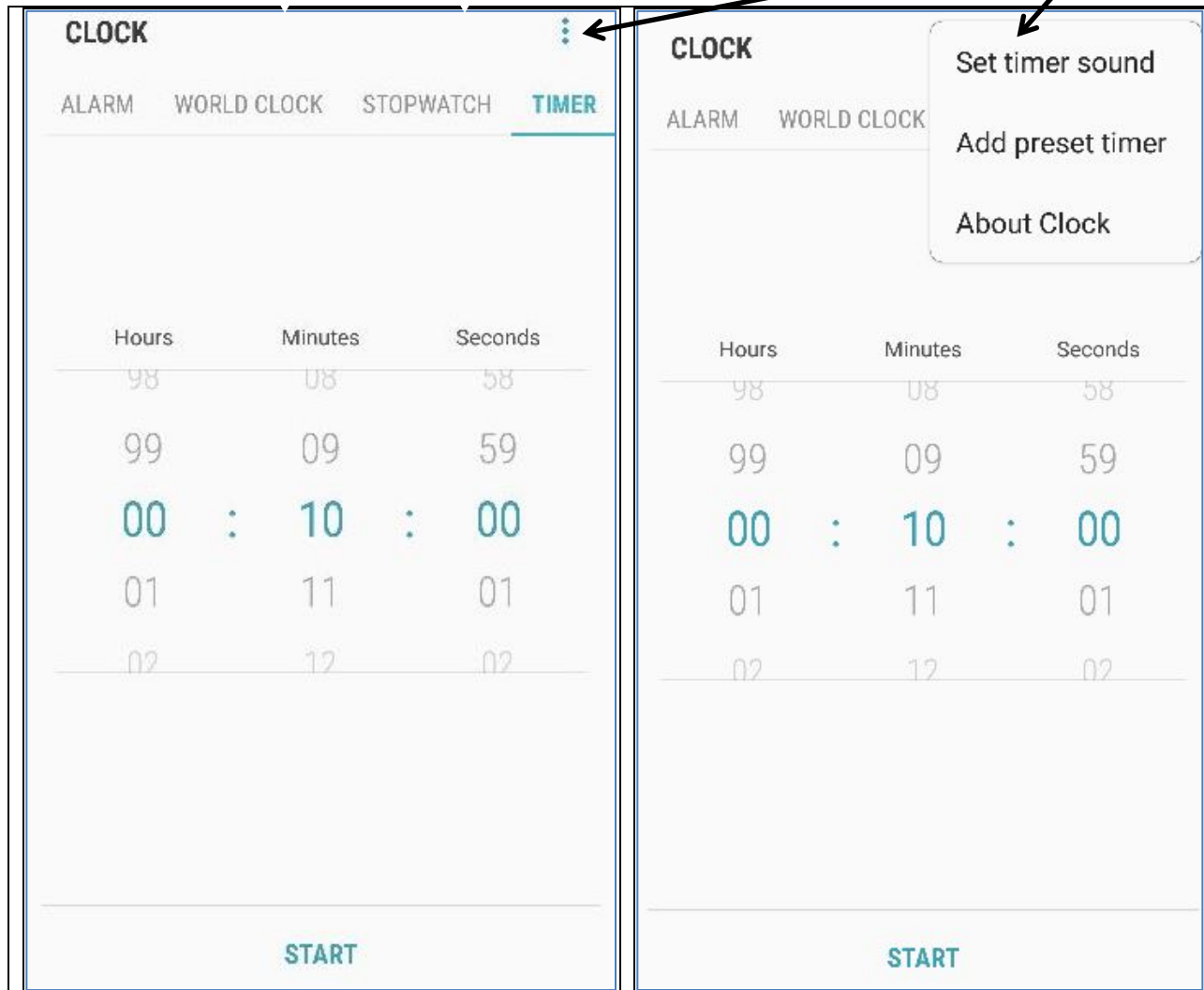
Step 2. This app will set a timer to sound after a specified number of hours, minutes and even seconds, which you select by scrolling, as shown below. Below, a 10-minute timer is selected.



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Timer By Hand (continued)

Step 3. To choose the specific sound the alarm will make, **click** (tap) on the three vertical dots in upper right of screen, then **click** (tap) *Set timer sound*.

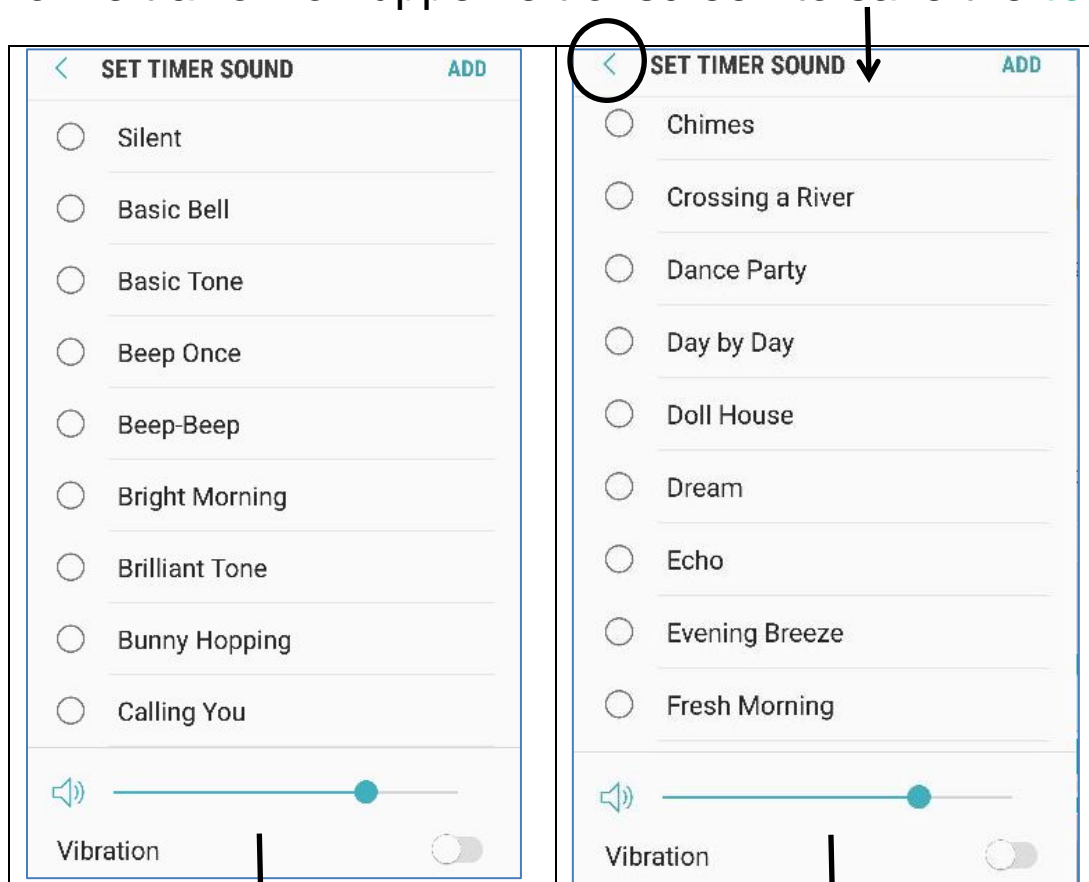




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Timer By Hand (continued)

Step 4. Scroll down to view all available **tones** (sound phone makes). It does not change the sound your phone makes when receiving a call. **Clicking** (tapping) on each tone will give you a preview. If desired, you can also set your phone to vibrate in addition to sounding the tone. When you have selected the sound you want, **click** (tap) on left arrow on upper left of screen to save the **tone**.

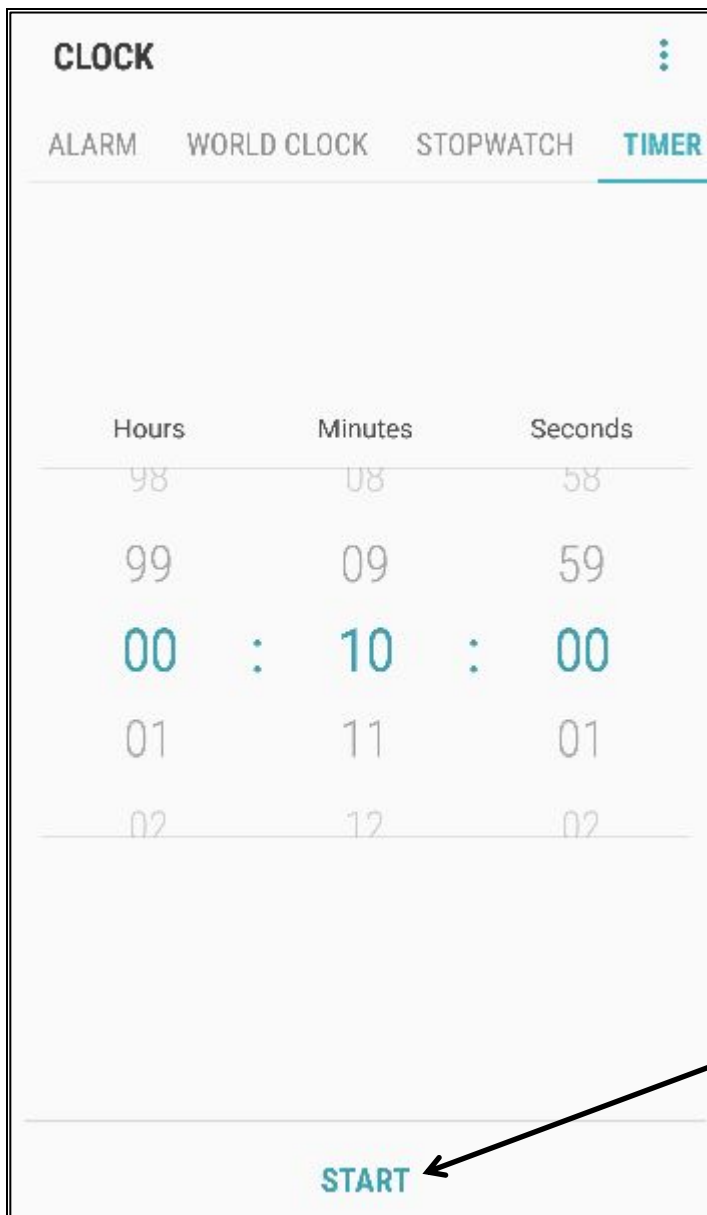




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Timer By Hand (continued)

Step 5. **Click** (tap) *Start* to begin timer.

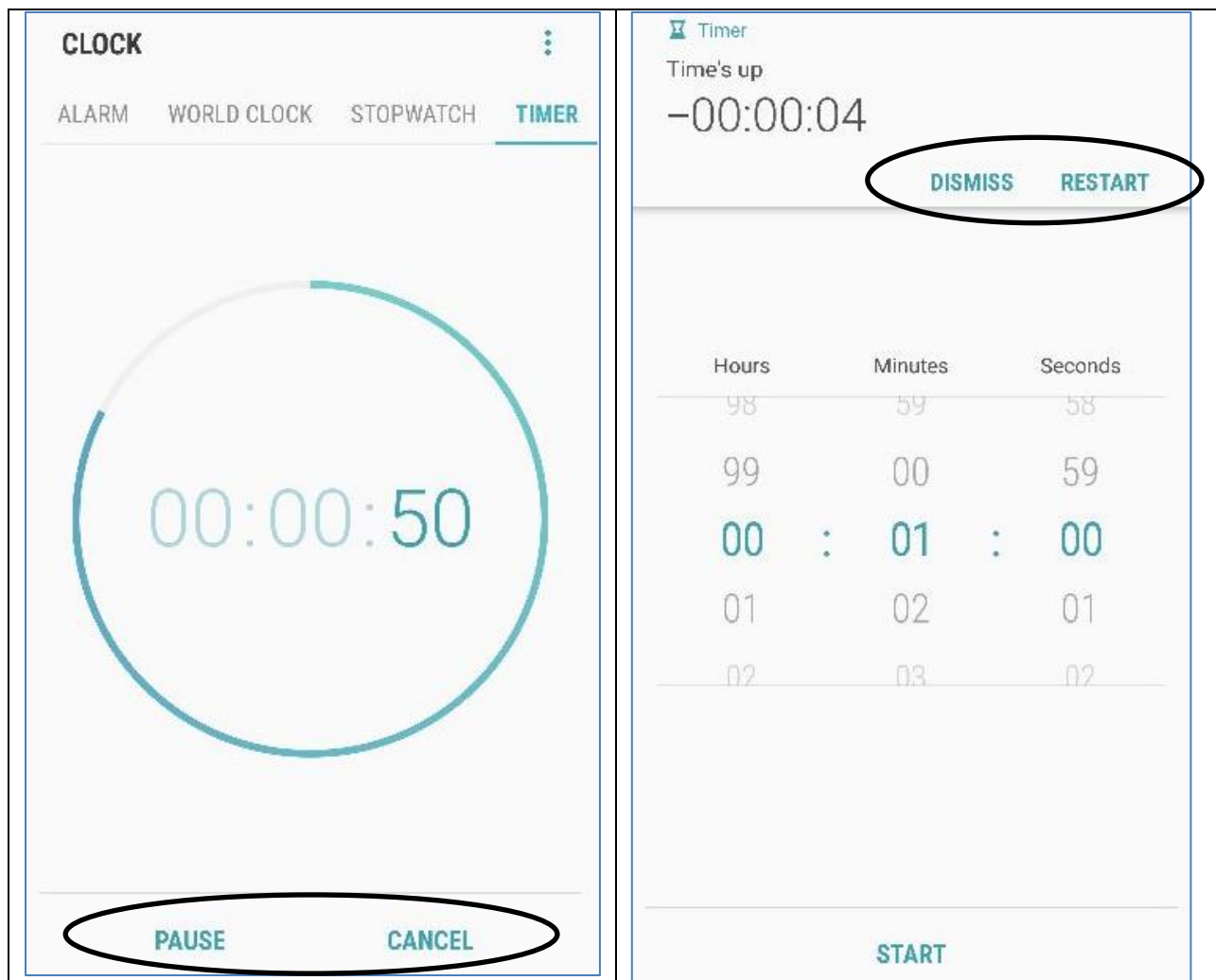




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Timer By Hand (continued)

Step 6. Your screen will countdown the time remaining on your timer. If desired, you can *Pause* or *Cancel* the timer with the buttons on the bottom of the screen. When timer sounds, **click** (tap) *Dismiss* to end or *Restart* to repeat.





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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.