

## Getting Started – How To Use a Smartphone

### Introduction to using Smartphones

Smartphones are used to make phone calls and send text messages but they can also be used for accessing the internet and check your emails, search the internet and much more.

There are many different brands of smartphones e.g.

- iPhones – made by Apple
- Android Phones made by Samsung, HTC, etc.
- Windows Phones made by Nokia

The difference between each phone is that they have a different operating system developed by the different manufacturers.

You can use your fingers to control the touch screen of your phone or you can also use a pencil like device called a stylus which makes it easier to use. You will find a stylus for sale in most electronic shops.



#### A word you will see a lot of: Apps

It is short for the word application. It is a shortcut that allows you to go directly to the programme or website you wish to access. It is represented by a picture or symbol. You will see lots of apps on your phone.

\*Please note that the different brands of smartphones will have slightly different symbols and keys. Everything in this manual may not appear exactly as it does on your phone.

## Buttons on your Smartphone

**Earphones slot:** you can insert earphones here.

**Volume Control**

**Sleep/Wake Button:** This button will turn the screen off and on. It will also turn the phone off by pressing it for 5 seconds; to turn the phone back on press and hold it for 5 seconds.

**Home Button:** Pressing this button at any time will exit whatever you are doing and return you to the home screen



## Scrolling through the Phone and Applications

A smartphone comes with a number of pre-installed apps which allow you to do different things on the phone. In order to access these you will need to tap on the app you want to use. For example to set an alarm you look for the clock app and tap on it

Your tutor will show you how to set the alarm on your phone.



To take a picture look for the camera app, tap on it, the camera will appear and there will be a circular button on screen for you to tap to take a picture

To view all your photographs, tap on the Gallery App.



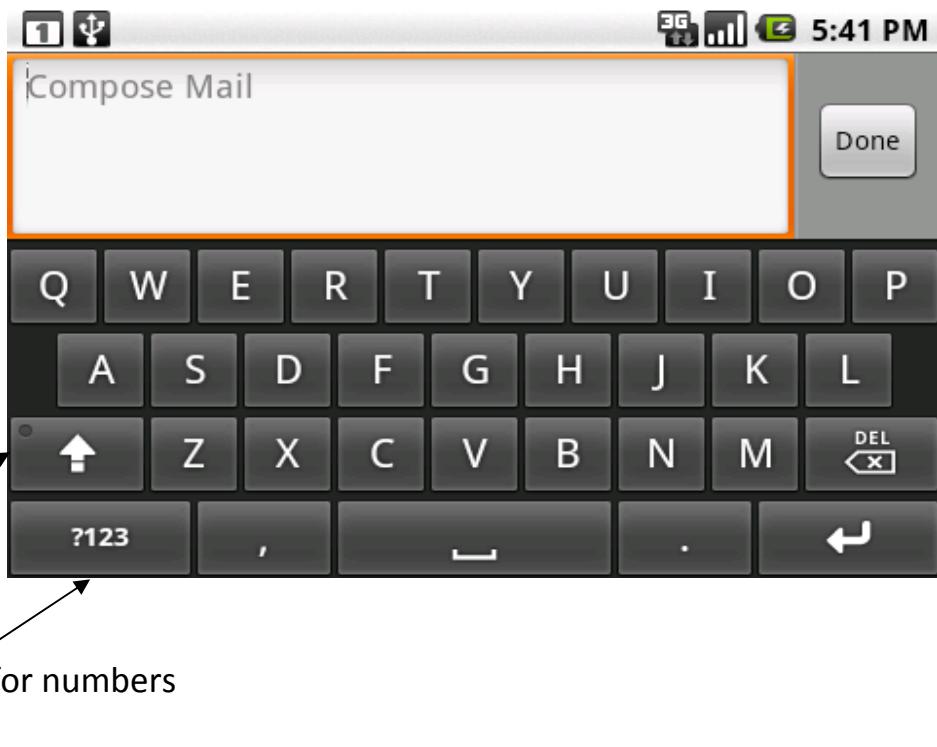
All of the apps can be organised together on the home screen. To get back to the home screen at any time, press the home button.

There will be too many apps to fit on just one screen, so you will need to scroll across to the next page of apps to see all of the apps on the phone. Don't forget you can press the home button at any time to get back to the home screen.

## Using the keyboard

To make the keyboard appear on screen you need to tap where you would like to type and it will appear automatically.

Tap where you want to type and the keyboard will appear



Tap this key to delete

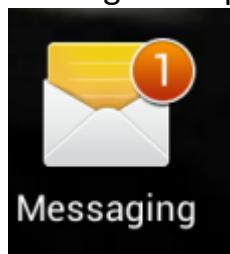
Tap the Shift key to change to and from capital letters. Double tap for all capitals

Tap this key for numbers and symbols

## Texting and Calling

### Texting

The apps for texting is called **Messaging**. The number of unread text messages you have will appear in number form e.g. the image below show 1 unread text message. To open messages tap on the messaging app.



This will open up your messages, then tap on the name of the person you want to read the message from. The messages are in the form of a conversation so you will be able to read older messages you have sent to that person and the ones they sent back to you.

To send a message: Once you have opened the message from a contact, the option **type to compose** or **enter message** will appear at the bottom on the screen. Tap this area and a keyboard will appear on screen allowing you to type your message. To send the message: tap on the word **send** or on an envelope with an arrow symbol.

## Calling

**To make a call on your phone** look for the phone icon and tap on it.



Look for the **keypad** symbol and tap it, a keyboard with numbers will appear. Dial the number you wish to call and tap on the phone symbol for the third time. This will make the call.

**To call a contact you have saved to your phone:** tap on the phone symbol, look for a picture of a person or the word **Contacts** on screen. Scroll up and down with your fingers until you find the name of the person you wish to call. Tap on their name and the tap on the phone symbol.

## Adding Contacts



The easiest way to add a contact is to tap on the phone symbol as if to make a call, and then key in the number. You should see a + sign or **Add to Contacts**, tap this and it will ask if the contact is a new one or an existing one. Select new or create contact. With some phones it will then ask if you would like to store the contact on your phone or your sim card. If you save it to the sim, then you can move your contacts easily if you get a new phone. Enter the person's name and tap on Save. You can also view your contacts through the contacts icon on the smartphone.



Contacts

# Mobile Data

## Phone Plan

There are two main types of phone plans; Pay As You Go or Bill Pay. Which one do you have? Are you paying for Data?

If you have Internet Access on your phone at all times this means you are paying for **data**. You are allowed a certain amount of **data** per month. The standard amount varies on how much you pay for your phone plan but it is usually around 500 MB to 1GB. These data allowances are usually more than adequate for a regular smartphone user.

Some phone plans come with unlimited data, this offer of unlimited data usually comes with a minimum phone contract for 1 to 2 years.

**Tip:** To check phone credit:

**Vodafone:** dial \*174#

**Meteor:** dial 1742

**O2:** dial \*100#

**3 mobile:** dial 1744

Search Google to check other phone provider options for checking phone credit

## What uses data?

Programmes that use the most amounts of data are video and audio such as Spotify or YouTube. If you have Wi-Fi at home you can connect to the internet through this and reduce the amount of Data you use on your phone plan.

## Not Paying for Data

If you do not pay for data you use you can log into Wi-Fi to access the internet on your phone. Wi-Fi is available in many cafés, public buildings and at home if you have broadband. (see page 7)

## Going Abroad?

If you are going abroad make sure that you turn the data off on your phone to ensure that you don't get caught with roaming charges. To do this go to **Settings – Wireless and Networks – Mobile Networks** – tap on **Data Enabled** and make sure that there is no tick in the box. It may be slightly different from phone to phone, if in doubt go to Google and type in the name of your phone and “ how to turn off data” and you should find the answer.

## Connecting to Wi-Fi

Wi-Fi or wireless internet allows you to access the internet without using your mobile data. If you have broadband at home you can also connect your smartphone to this internet signal.



To connect a smartphone to the Wi-Fi: tap on **Settings** icon

Under **Wireless and Networks** tap on Wi-Fi.



Check that the Wi-Fi option is turned on then select the Wi-Fi network you want to connect to and enter the password. If the word *connected* appears under the network name then you are connected to the Wi-Fi.

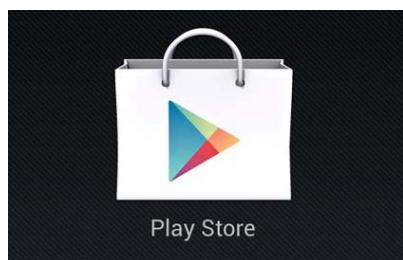
For some of the Wi-Fi networks you will need a **password**.

At home your **wireless network name (SSID)** is normally the name of your internet provider followed by some numbers for example: eircom409781. Once you click on the wireless network name you may be asked to enter a password. The name of the wireless network and password is written underneath your router (the black internet box) and is the password is normally called: **WEP Key or Wireless Key**.

For Wi-Fi public places like libraries, hotels and cafés some may require a password and some may not.

## Apps

Apps (applications) are shortcuts that allow you to get straight into the website you are looking for. Lots of different organisations and companies have their own apps.



In order to download an App you need to search for it in the Play Store. You need to log into the Play Store with your Gmail address, if you do not have a Gmail address you need to create one.

**There are hundreds of different Apps, some you need to pay for, but the majority of the most popular ones are for free.**

Here is a list of some apps that you might find useful



**RTE Player:**  
catch up on missed programmes



**What's App:**  
free texts to others who have What's App



**Viber:** free calls and texts to other users who have the viber app



**Snapchat:** Allows you to send and receive photos and video which you can only see for 10 seconds.

### Popular Apps

News RTE News

Sky News

Irish Times

The Journal.ie

### **Other Apps**

Met Eireann

Tune In Radio – radio from around the world

Facebook

Twitter

Journey Planner – for public transport options  
YouTube - watch videos on your phone  
Skype - allows you to make free phone calls with video  
Epicurious – recipes  
Pinterest – art and design  
Solitaire and Bridge Apps  
Instagram – for photo sharing

**If you are concerned about how much data you use these Apps will check**

**Data Usage** for iPhones

**3G Watchdog** for Android

**Data Sense** Windows phones have this pre-installed app

## Email

You can send and receive email directly to your smartphone.

If you have Hotmail, or another email service you can tap on the email app and follow the instructions on screen.

**Tip:**



This is the icon for the Gmail App.

**Tip:**



This is the icon for the Email App.

If you have a Gmail account you can go to the App Store and download the Gmail app on your phone.

### Gmail – opening and replying to email

- Tap on the Gmail App.
- When the app is opened you will see the inbox on the left hand side. Click on inbox to open your emails. You can read an email simply by tapping on the email.
- You can reply to the email by tapping reply, some phones may have a reply symbol instead.  
Once you tap *reply* the keyboard will appear on screen.
- To write a new email tap on the word compose or the envelope symbol with the + sign. You will need to type the email address in the to: bar and the email in the main body of the email, tap send

