

A Guide to Your Device



**Carers
Leeds**
Working together to support carers

Included in this guide:

- Overview
- External Features
- Using the Control Panel
- Checking Notifications
- Your Settings
- Using the Keyboard
- Using the Camera

Overview

Welcome to your Android Device. This guide is here to help you become familiar with your device and its functions. Read this if you ever get stuck or need a reminder on how to get around.

If you have any further questions, please feel free to contact 0113 380 4300 for more support.

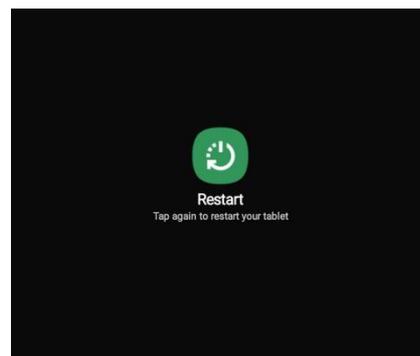
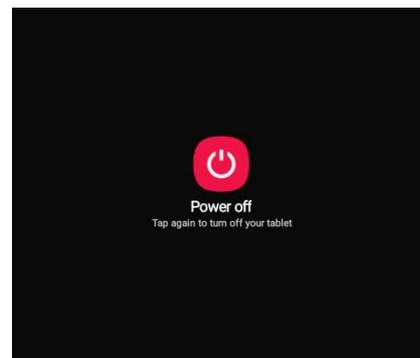
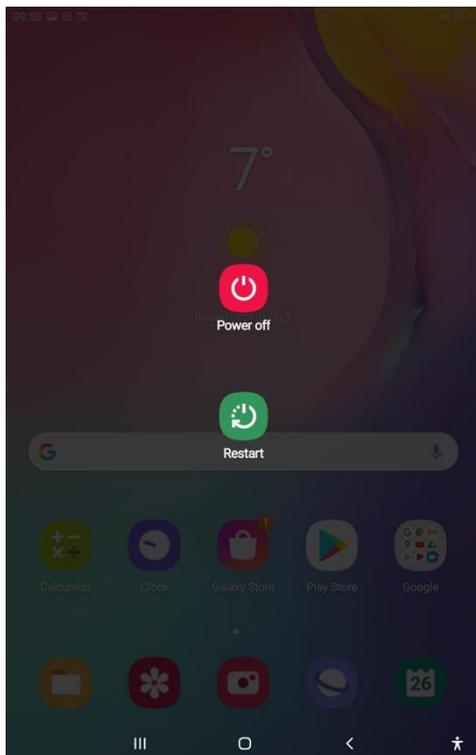


External Features of Your Device



To turn your device on:
Hold the power button down for three seconds.

To turn your device off:
Hold the power button down for three seconds. This will bring up two options. Tap the top button to turn off, or the bottom button to restart. Tap again to confirm.



To turn your device screen on:
Press the power button once.

To unlock your device:
Swipe upwards with your index finger on the screen.



To turn your device screen off (to lock your device):
Press the power button once.

Using the Control Panel

This is your control panel.



This control panel will always appear at the bottom of your screen and is how you navigate between pages/apps.



This button takes you back to your home-screen. For instance, if you want to come out of an app you can tap this button.



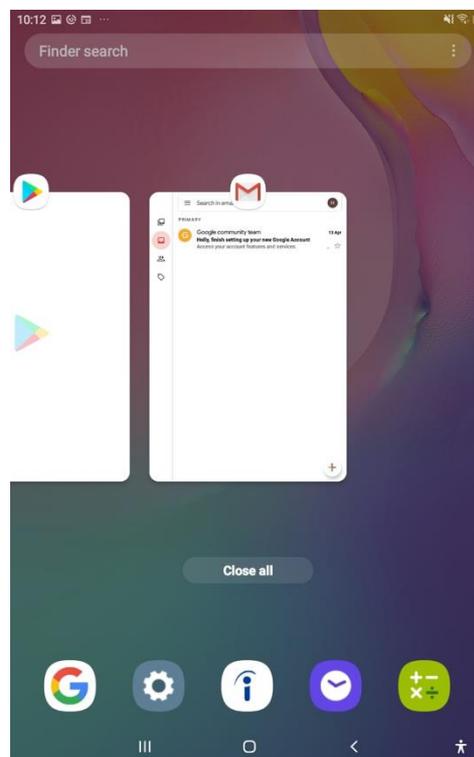
This button takes you back a page. For instance, if you are changing your brightness settings and want to go back to the main settings once finished, you can tap this button.



This button will show you all open apps and allows you to quickly switch between them/close them. For instance, if you were watching a programme on BBC iPlayer but wanted to check a WhatsApp message, you would tap this button and then tap on the WhatsApp app.



If you want to close certain apps, drag the app that you would like to close upwards with your index finger. Alternatively, tap 'Close All' to close all open apps.

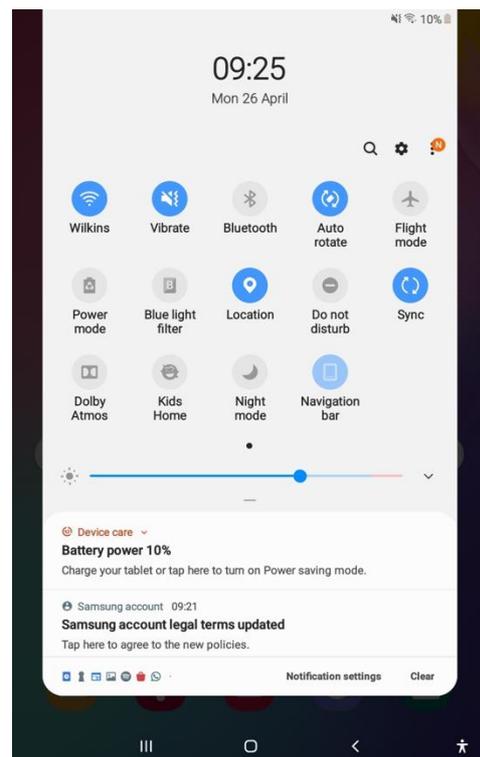
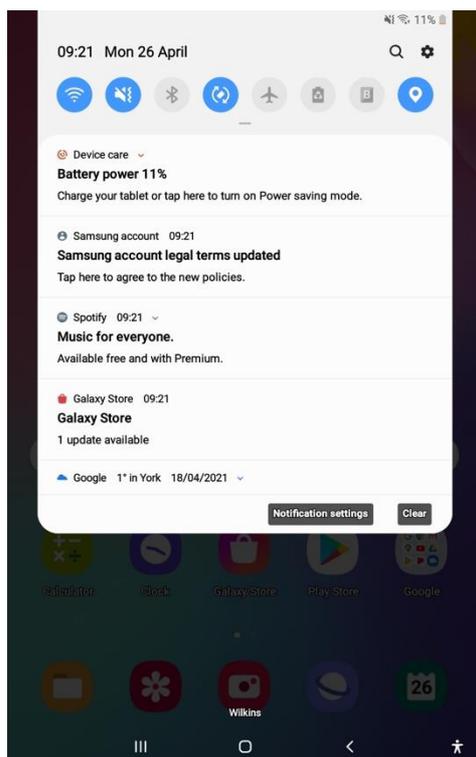


Checking Notifications

You can quickly check notifications (i.e. emails and messages) from your home screen.

To do this, drag your finger down from the very top of the screen.

To bring up your quick settings, drag down again.



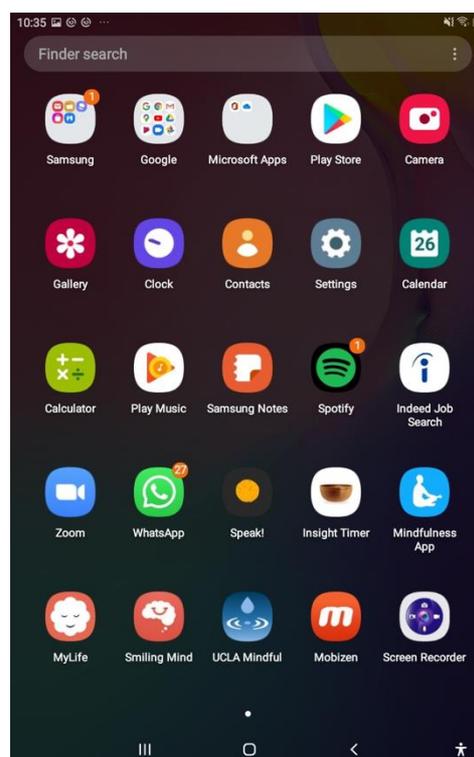
To turn certain settings on or off, tap the relevant icon. You will know if a setting is on as it will be blue. A grey icon means the setting is off.

To go to any setting in more detail (i.e. Wi-Fi) press your finger down on the icon and it will automatically take you to the place you need to be.

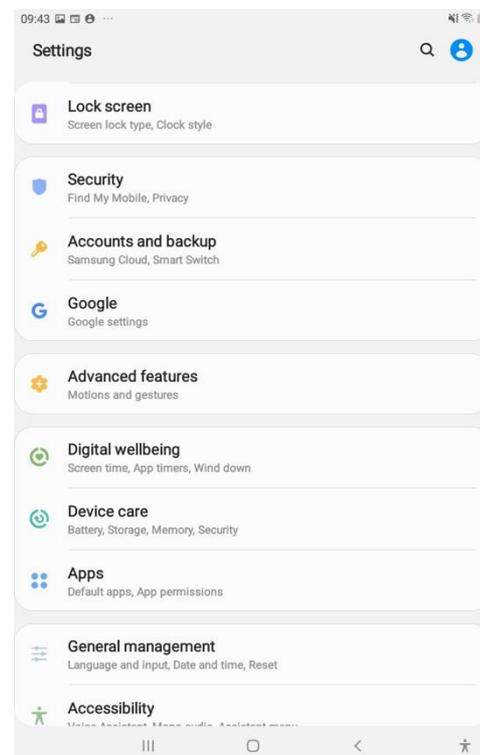
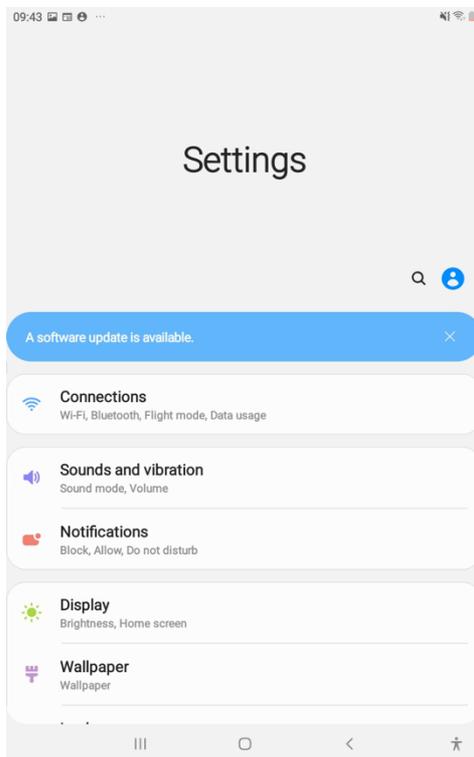
Easily adjust your screen brightness by sliding the brightness bar to the left/right.

Your Settings

Find all your applications by swiping your index finger upwards on the middle of your home screen.



Tap on the 'Settings' icon.

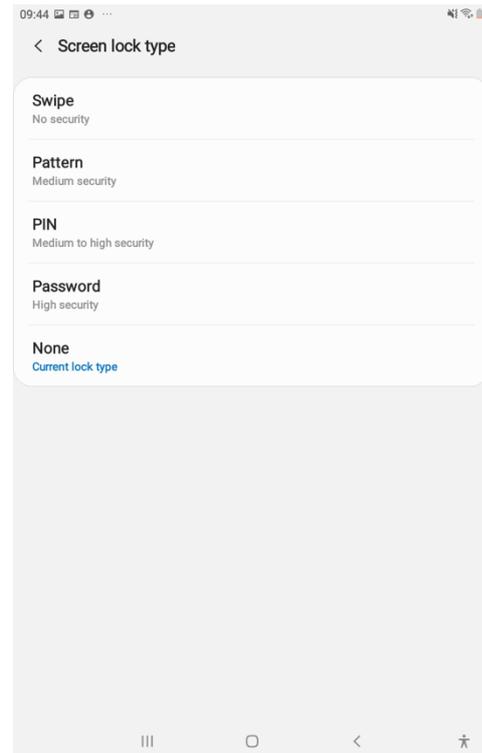
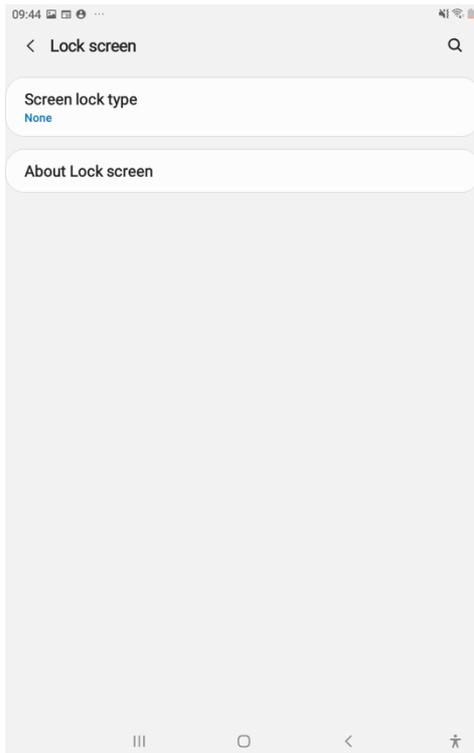


Here, you can change a variety of settings on your device to suit you.

For instance, if you would like to make your device password protected (to increase security):
Tap on 'Lock screen'.

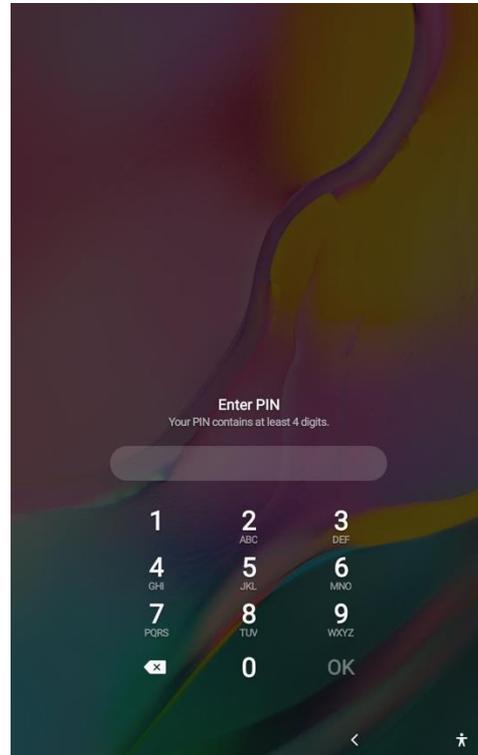
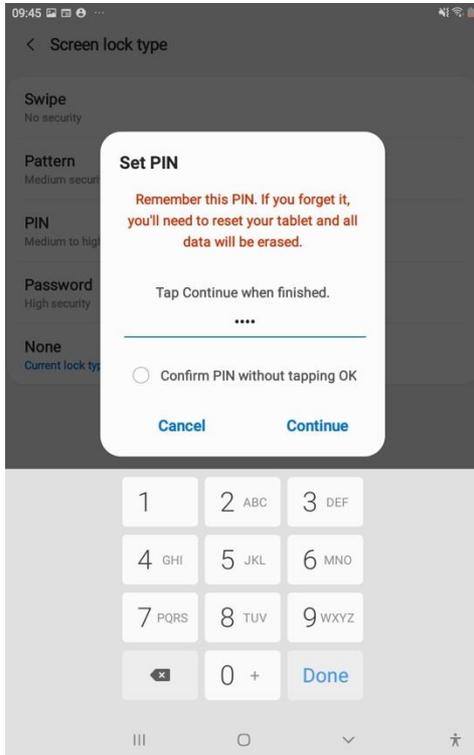
Tap on 'Screen lock type'.

Select the type of password you would like to create.

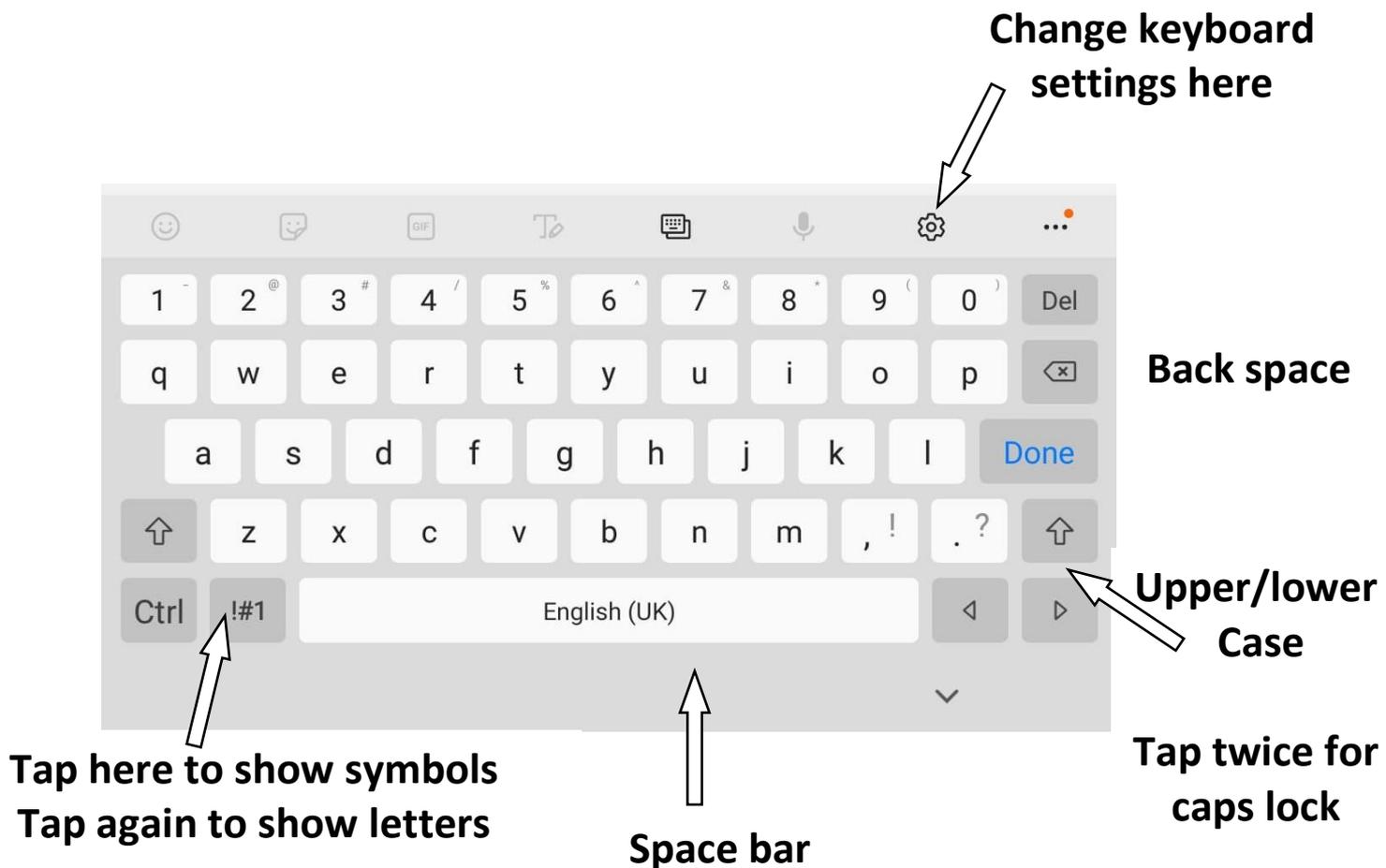


For instance, to create a PIN, tap on 'PIN' and tap 'Continue' when done. When you next go to unlock your device, it will ask you to enter this PIN. Make sure you remember it!

Your Device



Using the Keyboard



Using the Camera

From your home-screen, tap the camera icon.



To take a photo, tap the circle on the screen.

To turn your camera to the front camera, tap the switch camera icon.

To view your photos, tap the gallery icon. (The white flower in the red background.)



To change camera mode (i.e. if you want to record a video) drag your finger left to right over the camera options to change mode.



To take a screenshot (a picture of your screen), simultaneously press the power button and the volume up button. These appear like pictures in your gallery.