

Using Android Phones

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Getting Started - Hardware

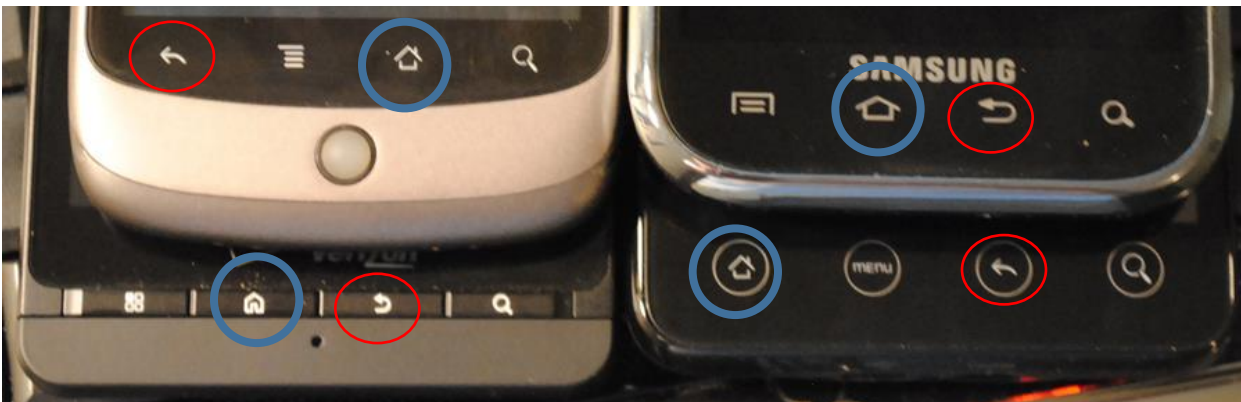
Phone Assembly

- Installing the SIM card - This is required to connect your phone to your service provider. The SIM card slot may vary depending on your phone manufacturer. Some phones place the SIM card slot behind the battery, under a flap or elsewhere on the phone. Be sure to consult your user's manual to indicate where to insert the SIM card.
- Installing a MicroSD card - An SD card is removable storage that can expand the total amount of space. This is entirely optional, however it may be necessary for storing more apps and other multimedia on the phone than what it is initially capable of storing. An SD card slot may appear under the battery cover and may support an SD card, mini SD card or micro SD card which depicts its physical size. Check with the user's manual of your phone to see what your phone supports.
 - **NOTE** – Not all Android phones support secondary storage.
- Charge the Battery – Typically done via micro USB cables but some models of Android phones use wireless chargers.

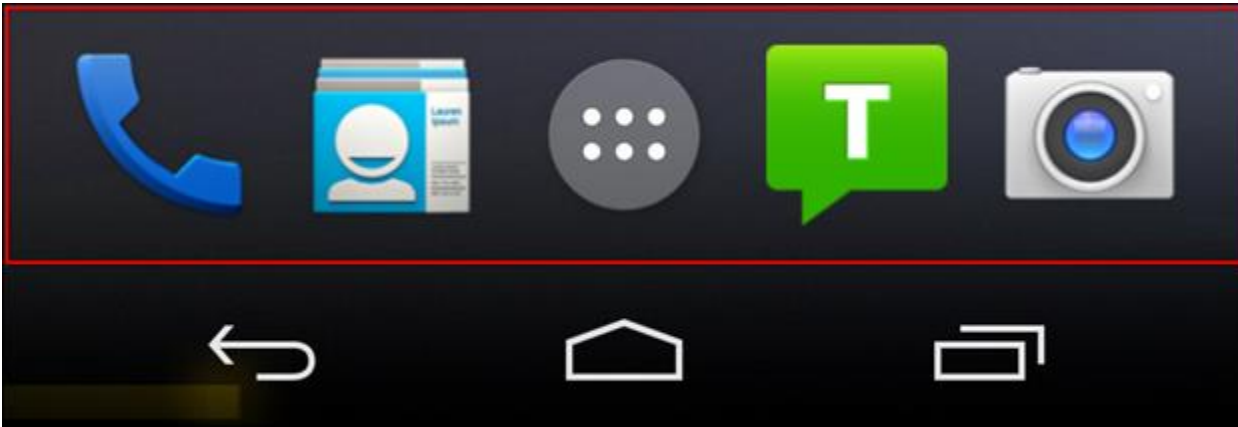
Accessories

- Phone Case
- Screen Protectors
- Belt Clip
- Car Charger
- Car Mount
- MicroSD Card
- Dock
- Wireless Charger
- Screencasting Dongle
- Bluetooth Headphones

Phone Features

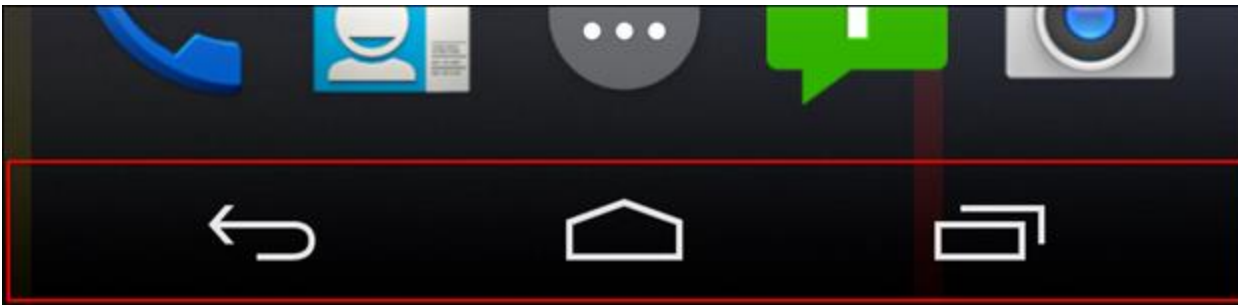


Features will vary from one phone to another but some buttons are consistent (highlighted above.)



Favorites Tray

The so-called Favorites Tray allows you to pin certain apps such as your contacts and phone dialer so no matter what home screen you are on, you can always access them. Further, you can stack apps in groups or if the whim strikes you, remove them altogether.

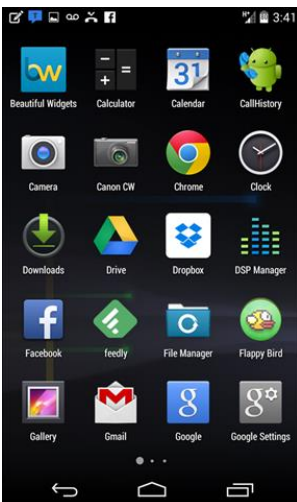


Action Bar

At the bottom of your device is the “Action bar,” which like the status bar, never goes away, even when it seems as though it has. The status bar almost always displays three symbols (left to right) back, home, and recent apps. It may also display three small dots when an app has extra options you can access.

App Drawer

Finally, there’s the app drawer. This is the center icon on the app tray that opens up the place where all your apps shortcuts hang out.

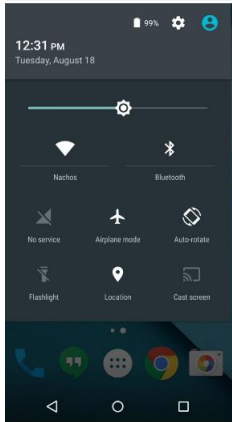


From here you can open them, uninstall, or pin shortcuts to the home screen.

Gestures

Many gestures are phone specific, but here are some helpful ones that are universal across Android phones:

- Quick Settings Access - Two fingers down from top of screen



- Notification Settings – One finger down from top of screen
- Quick Launch Camera – Home button twice quickly starts camera
- Google Now (“OK Google”) – Long hold or swipe up from home button
- Chrome Tab Switching – Swipe down from address bar in Chrome
- Enter Safe Mode – Power off phone. When the “Power Off” window opens up long hold the power off selection. This will open a screen asking if you would like to enter Safe Mode (no 3rd party apps)
- One Finger Zoom – Double tap screen and hold finger on 2nd tap, then slide up or down to zoom in or out
- Press and hold on blank space in home page to get to home page editing

Getting Started – Software

Configuring Your Android Phone

- System
 - Language and input – control preferred languages used, keyboard options, and text to speech pace
 - Battery
 - Power save
 - Fast charging options
 - Display batter settings
 - Overview of battery use
 - Storage
 - Check usage
 - Format external storage (SD Card)
 - Date and time
 - Help
 - About device
- Personal
 - Wallpaper
 - Set for lock screen and home screen
 - Multiple pictures are allowed

- Themes
 - Pre-packaged fonts, backgrounds, and color schemes available
- Home Screen
 - Turn Briefing on/off
 - Widgets
 - Expansions of apps to keep running on screen at all time. They command a large amount of the resources
 - Screen Grid
 - Control how much space you have for apps per screen
 - Add extra homepages
- Lock Screen and security
 - Fingerprint settings
 - Notifications on Lock Screens
 - Find my mobile
 - Encrypt SD card
 - Secure Startup
- Privacy and Safety
 - Location settings
 - App permissions
 - Send SOS messages
- Easy Mode
 - Toggle between Standard and Easy mode
 - Easy mode offers larger items and access to basic apps
- Accessibility
 - Tools for users suffering from vision, hearing, or dexterity impairments
- Accounts
 - View accounts registered to apps on phone and whether they are synchronizing
- Google
 - Check account settings and preferences associated with Google accounts and applications
- Backup and reset
 - Verify that your data is being automatically backed up (preferably to a Google account)
 - Reset settings on phone if necessary
- Device
 - Sounds and vibrations
 - Control ringtones, notification sounds, and system sounds/vibrations for different tasks
 - Notifications
 - Select which apps you want to receive notifications from
 - Advanced options allow more specific controls for some apps (lock screen notifications, sounds, priority settings, etc)
 - Display
 - Brightness
 - Screen timeout
 - Font/icon size
 - Screensaver
 - Advanced Features
 - Turn on or off a number of advanced gesture controls
 - Applications

- Specific settings for all applications
 - Particularly useful for storage controls
- Connections
 - Wi-Fi
 - Bluetooth
 - Airplane mode
 - Mobile Hotspots
 - Data Usage
 - Mobile Networks
 - NFC and payment
 - More connection settings
- Quick Settings
 - Quick access to the most popular options from the previous categories.

Apps

Installing

- Use the Google Play store to find available applications*
- Choose whether or not to allow requested permissions for the app
- Typically a shortcut will be added to the first available space on the home screen

*There are 3rd party downloading tools available for unsanctioned apps. These carry with a greater risk of virus or security issues.

Organizing

- Go to Apps button



- Drag selected apps to either “uninstall” or drag to the selected screen
- Once on home screen long hold on an icon to move or group shortcuts together

Widgets

- New apps will make new widgets available
- Return to home screen editing to find new options

Tips

Contact Widgets

Create a 1 touch contact to be able to quickly call or send a message to a particular person

Setup Google Play to Stream Music

Just because your music collections is in iTunes doesn't mean you can't have your songs on Android. To bring music songs over from iTunes, you could use an app like DoubleTwist, but I prefer streaming my music from Google Play, freeing up space on the phone for more photos, videos and apps.

Just install the Music Manager software on your computer, and tell it where your music library is located. The software will match your collection to Google's own library for free (similar to iTunes Match), and will upload any songs it can't match. Then, you can use the Google Play Music app for Android to play your songs. The app can also download albums and playlists for offline listening.

Use Google Play Website to Install Apps Remotely

The next time you find a good Android app suggestion on the web, don't bother taking out your phone to download them. As long as you have visited Google Play on your phone before, and have connected your Google account, you can remotely install apps through the Google Play website. Just click the blue "Install" or "Buy" button on any app page, then select your device from the drop-down list. The app should appear on your phone shortly thereafter.

Use Google Maps to Send Directions to Your Phone

If you are logged into your Google account when using googlemaps.com you can push directions directly to your phone.

Use Google Play's Refund Options

For purchased apps you have 15 minutes to return to the apps page in Google Play and press the "refund" button

OK Google

- "Call *contact*"
- "text *contact*"
- "directions to ..."
- "how to get to ..."
- "walking directions to ..."
- "where am I?"
- "map of"
- "remind me to ..."
- "note to self"
- "go to *website*"
- "email *contact*"
- "what's this song?"
- "listen to TV"
- "watch *moviename*"
- "play songs from ..."
- <https://www.cnet.com/how-to/complete-list-of-ok-google-commands/>