

Tech Tips for Seniors

Basic App Setup (Android)

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The most important thing you will do with your new mobile phone, obviously, is to make and receive phone calls.

There are three basic and most-used apps that should be configured in order to take advantage of your device's "smartphone" features.

These three apps come pre-installed on all Android phones: Contacts, Phone and Settings. Here's how to set them up.

Contacts

1. Start by tapping the Contacts icon on the screen and press the + at the bottom right of the screen. That will take you to a new screen where you can enter the name, phone number, street address, E-Mail address and a website address of any individual, company or location you may want to eventually access. Contacts also will interact with the Map, Phone, Mail and other apps on your device.
2. When you tap inside the empty boxes in the various categories, a keyboard with letters and numbers will appear. Enter your own information first and label your home address as “Home”. You can toggle back and forth between letters and numbers by tapping the ABC and 123 button at the bottom left of the keyboard.
3. Type the desired information in each box and tap the button at the bottom right of the

screen when you have finished. Repeat this sequence to add additional contacts.

4. To change an existing contact, scroll down your list of contacts, tap one of them to open it. Then tap the pencil icon in the upper right corner of the screen, make your changes and tap Done.

5. You can delete a contact by selecting an entry, pressing the three-dots icon and then pressing Delete.

Phone

1. These four choices appear on the screen when you tap the Phone icon: Favorites, Recents, Contacts and Keypad..

2. Tap the Favorites icon and press “Add A Favorite” to add anyone in your list of favorite contacts.

3. The Recents icon shows the latest calls you have received or made. You can clear those entries by pressing the Edit button, pressing the

circle next to a phone number and selecting Delete.

4. Tap Contacts icon to open your list of contacts. This app lets you automatically dial a phone number of the contact you select when you tap a phone number in that listing.

5. The Keypad icon at the bottom of the screen lets you dial a phone number manually, as you would on a land-line phone.

Settings

1. There are two important settings to configure on your new phone before you start. They are: Call Settings and Sound.

2. The Sound choice lets you select how you want to be alerted when someone is calling you, your choice of ring tones, the ring volume and vibration. The “Do Not Disturb” choice will let you choose to stop the phone from ringing.

3. The Call Settings setting will let you set up voicemail.

4. See the Manage Settings topic in the Table of Contents for additional tips.

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If you have questions about any of this, feel free to make a “Technology Tips” appointment on Tuesday mornings at Generations, when the center opens. Just call the main number: 215-723-5841.

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