

# *Tech Tips for Seniors*

## **Basic App Setup (iPhone)**

Press the back arrow < to return to the menu.

The most important thing you will do with your new iPhone, 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 apps come pre-installed on all iPhones: 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 top 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, Safari and other apps on your device.
2. Tap inside the empty boxes in the various categories and 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 Done 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 Edit 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 Edit, scrolling to the bottom of that contact's information and pressing the Delete Contact button.

## Phone

1. These five choices appear at the bottom of the screen when you tap the Phone icon: Favorites, Recents, Contacts, Keypad and Voicemail.
2. Tap the Favorites icon and press the + button to add the phone number of anybody in your list of contacts.
3. The Recents and Voicemail icons show 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. It will also let you write and send an E-Mail when you tap the E-Mail line of a contact's entry.
5. The Keypad icon 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: General and Sounds & Haptics.
2. The General setting will let you update your phone's operating system. You should check the Software Update option when you buy your phone and once a month to be sure your phone is up to date.
3. The Sounds & Haptics choice lets you select from a large number of possible ring tones, audible sounds and vibrations for the various

functions on your phone (incoming calls, text messages, sent mail, etc.). This topic also instructs your phone to vibrate instead of ringing, if you prefer to do that.

4. Scroll down in Settings and tap the Phone line to reveal several ways to manage your use of the Phone app. Here are four of the choices you will have: show your phone number or name on the call recipient's phone (Show My Caller ID), how to let you know that someone is calling you (Announce Calls), silence your phone from ringing if the caller isn't in your list of contacts (Silence Unknown Callers), and allow the free Privacy Star app, if installed on your phone, to block spam calls and display a caller ID (Call Blocking and Identification).

5. See the Manage Settings topic in the Table of Contents of this website for additional tips, such as the ability to silence your phone while you are driving (the Do Not Disturb setting).

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