



Candoo How to **Android Phone Guide,** **Part 1**

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How to **Android Phone Basics**



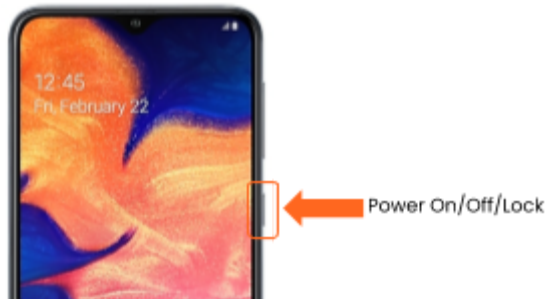
** Please note, the above picture is an example of what a typical Android phone looks like. Your phone may look slightly different from the picture below, but the function of all of the buttons should remain the same.



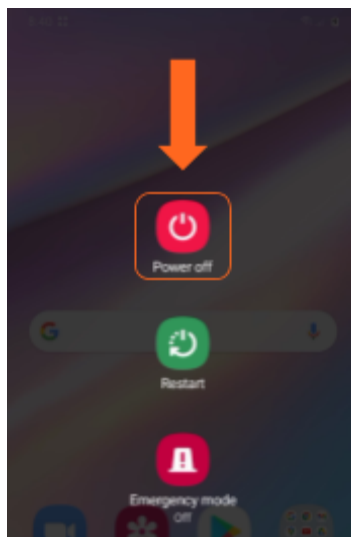
To **Power On**, press and hold the “power/lock” button until the screen lights up. It can take a few minutes for the device to finish starting up.



To **Power Off**, press and hold the “power/lock” button.

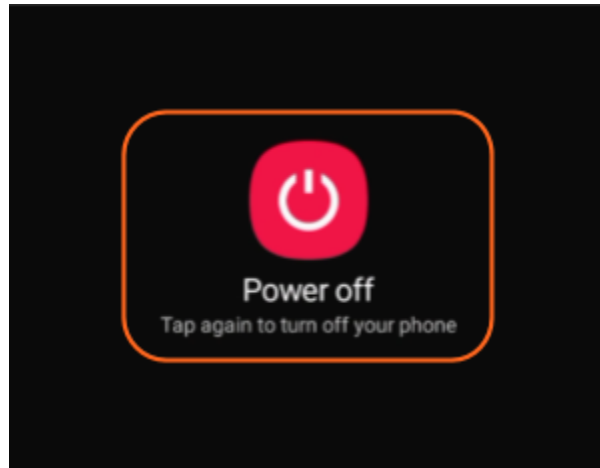


Once you see the red “Power Off” button, tap it.






To confirm that you want to power off your device , tap the red “Power Off” button again.



To **Adjust your Volume**, press the upper part of the “volume button” to raise your volume and the lower part of it to lower your volume.



To **Charge your Phone**, plug your charging cable into the bottom of the device. The charging cable should be inserted in with the USB symbol  facing up.



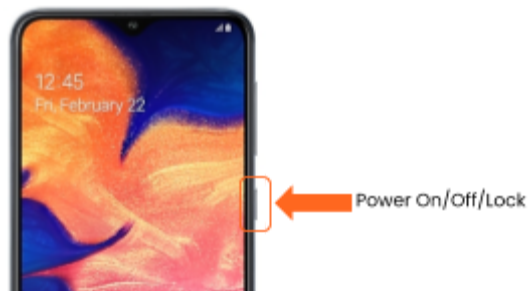
How to **Unlock your Phone**

Step 1

Make sure that your phone is powered on. If your phone is off, please make sure to power it on. Refer to page 2 for how to turn on your phone.

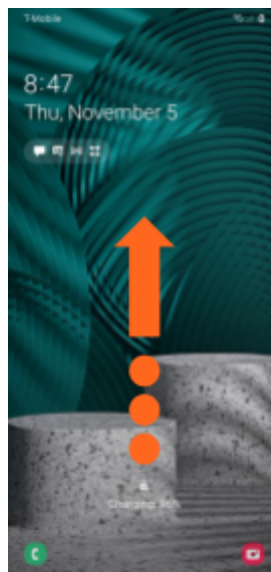
Step 2

Once you are sure your phone is on, turn on your screen by pressing the power/lock button.



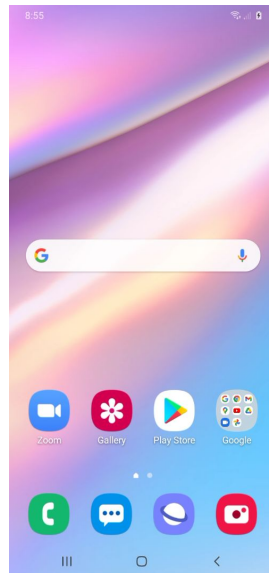
Step 3

To unlock your phone, use one finger to swipe up from the bottom of your screen to the top of your screen.



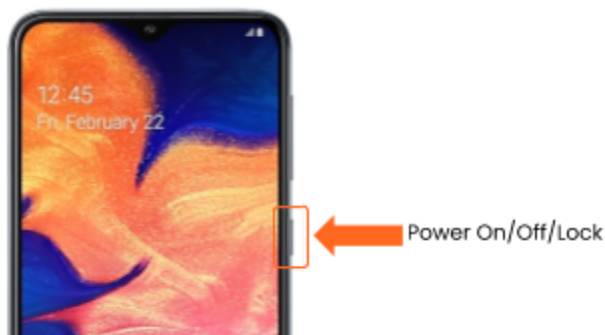
Step 4

You will know your phone is unlocked, when you see your "Home" screen.



Step 5

To turn off or "lock" your screen and prevent accidental key presses, press the "power/lock button".



**Please note, when the screen is locked, the phone remains powered on, but enters a battery-saving "sleep" mode that allows it to continue to receive new emails, etc. Your phone can be immediately woken from sleep mode by pressing the "Power/Lock button" again. If you power your phone off completely, your family and friends will NOT be able to reach you.

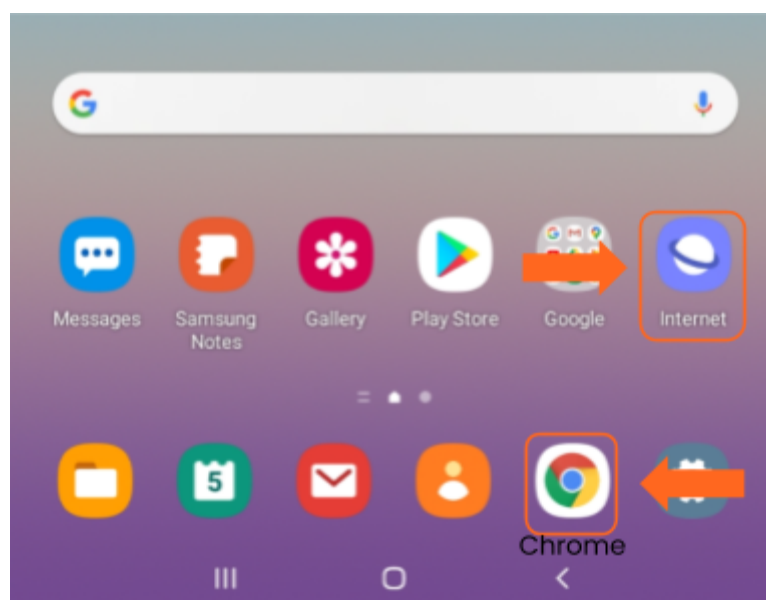
How to Use your Home Screen

The home screen shows information about your phone and contains shortcuts to the most commonly-used apps.

To view your **Battery Level**, look at the icon on the top right corner of your screen. The amount of power is indicated by how much of the battery icon is shaded in white.

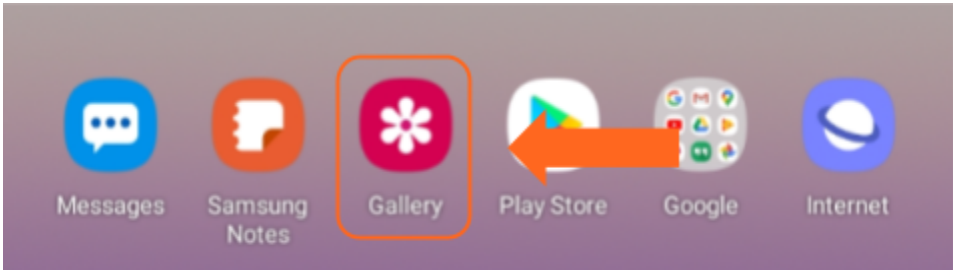


To **Access the Internet**, tap on either "Internet" or "Google Chrome".

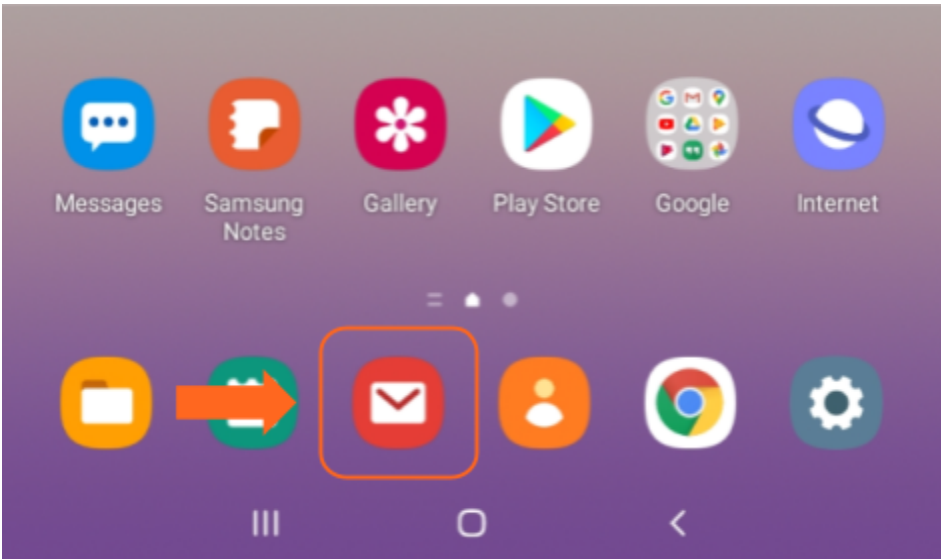




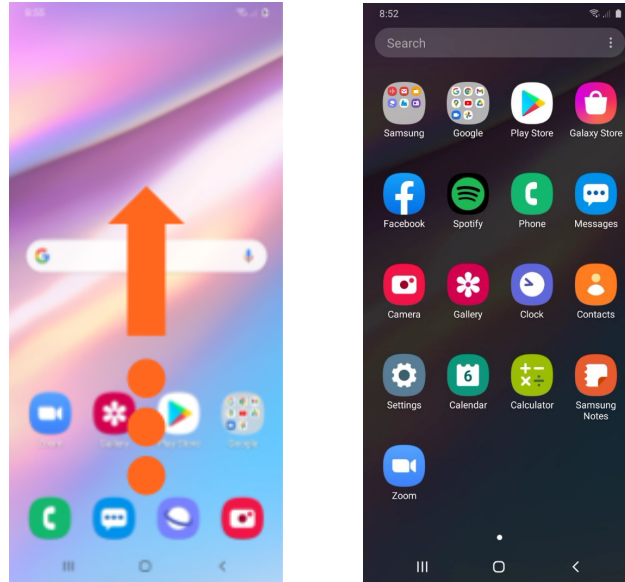
To view **Photos**, tap the button labeled "Gallery".



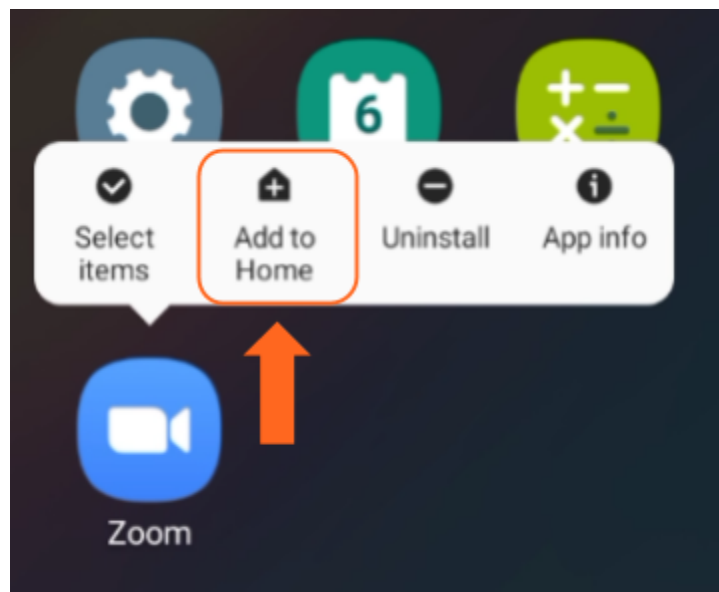
To access **Email**, tap the "Gmail" or "Email" button.



If you are unable to find one of the apps above on your home screen, it might still be installed. To view all installed apps, **swipe up** from the bottom of the screen.



To add a missing app to your home screen, **tap and hold** on the app until you see the option "Add to Home". Tap **Add to Home** and a shortcut to the app will be placed on your home screen.

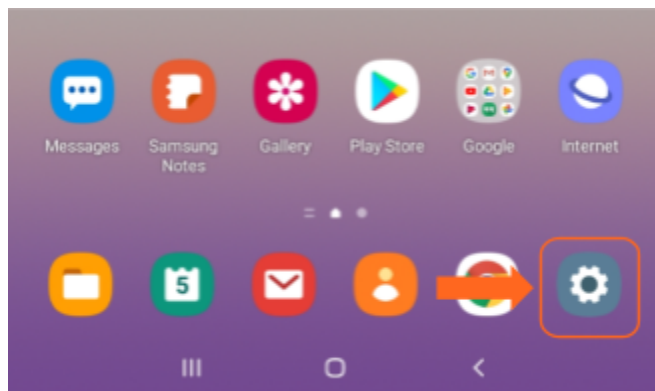




How to **Connect to WiFi**

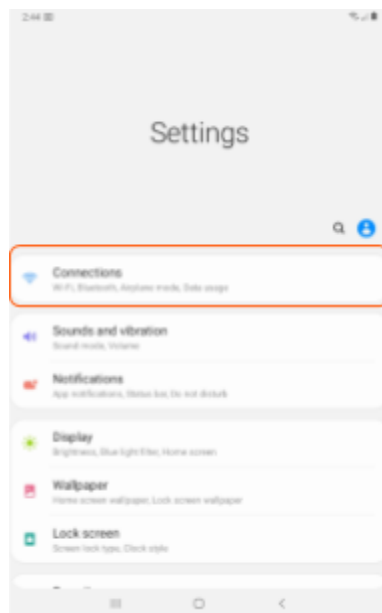
Step 1

On your home screen, tap “Settings” (gear icon). If you do not see the Settings app on your home screen, swipe up from the bottom of the home screen to view all apps.



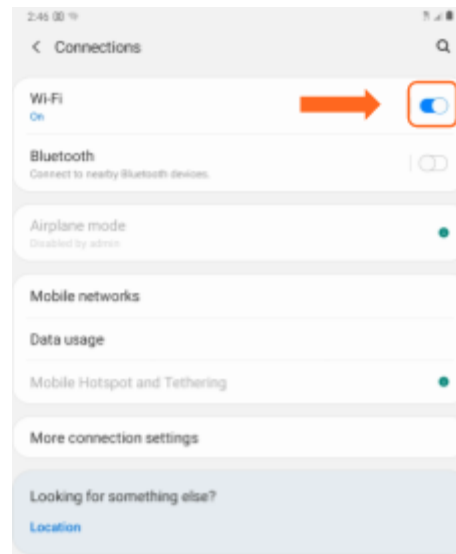
Step 2

Once in “Settings”, tap “Connections”.



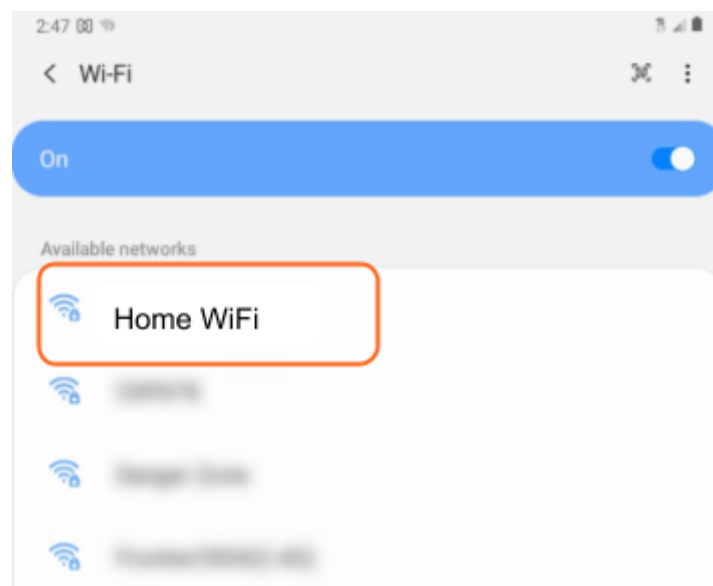
Step 3

Turn your WiFi on by tapping the white circle. If you see blue to the left of the white circle this signifies that your WiFi is turned on.



Step 4

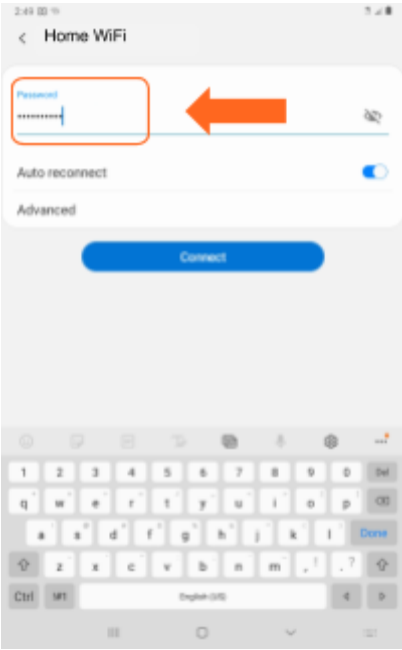
Once your WiFi is turned on, a list of your “available networks” will be displayed. Tap on the proper network. If you don’t know which network is yours, ask a friend or family member to help you.





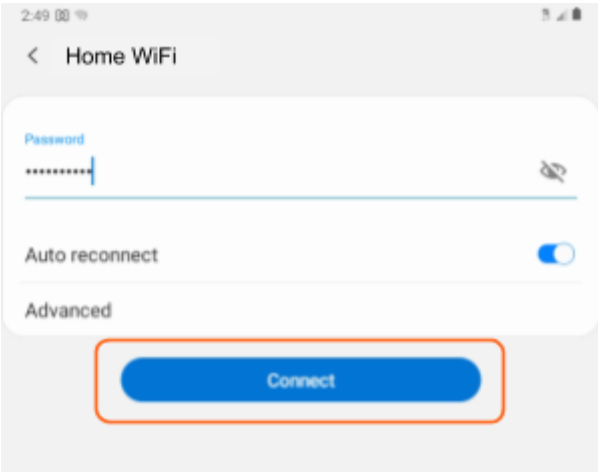
Step 5

Type in your WiFi password. If you don't know what your password is, ask your family member, friend or caregiver for assistance.



Step 6

Once you type in your password, tap "Connect" to connect to your Internet/Wifi.

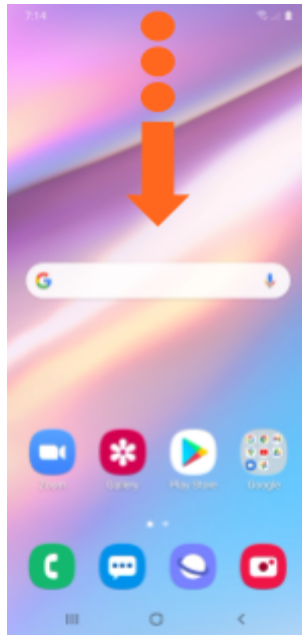




How to Adjust Brightness

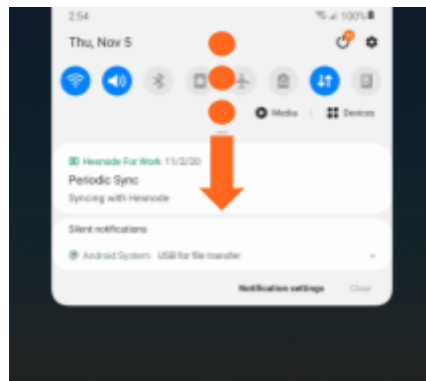
Step 1

On your home screen, swipe from the top of your screen towards the bottom of your screen.



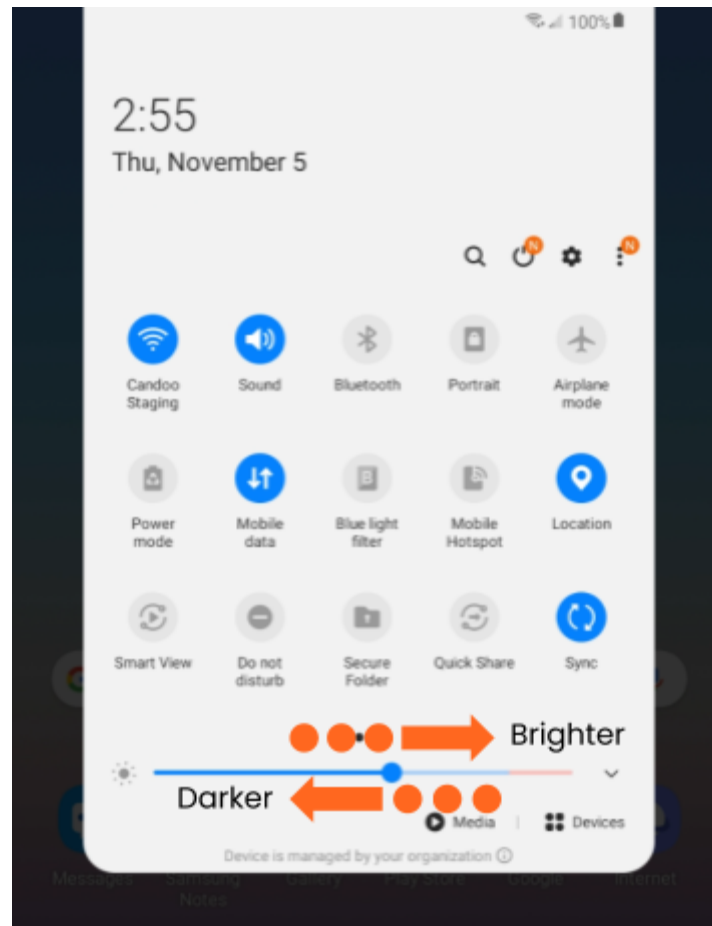
Step 2

After you swipe down, you will see the below screen. Swipe down again from the top of your screen to the bottom of your screen.



Step 3

The brightness bar will appear at the bottom of the white screen. To make the screen brighter, move the dot from left to right. To make the screen darker, move the dot from right to left.



How to Use Navigation Buttons

The Navigation Buttons at the bottom of your screen help you move from place to place on your tablet.

To go **Back to the Previous Screen**, tap the “back button” on the right.

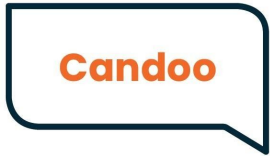


To **Return to the Home Screen**, tap the round button in the middle. This will bring you back to the home screen where you are on the device.



To **View Recently Used Apps**, tap the button on the left with the three lines. This will show you all the Apps that are currently open and allow you to switch to other open apps. Tap the App you want to open to be brought to that app.

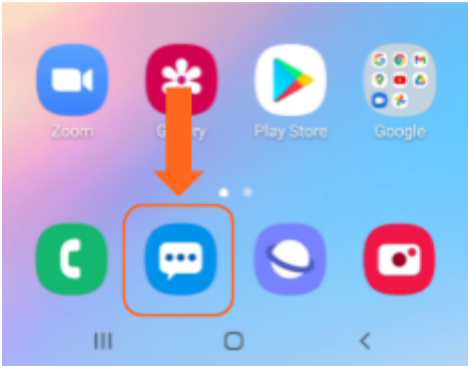




How to Send a Text Message

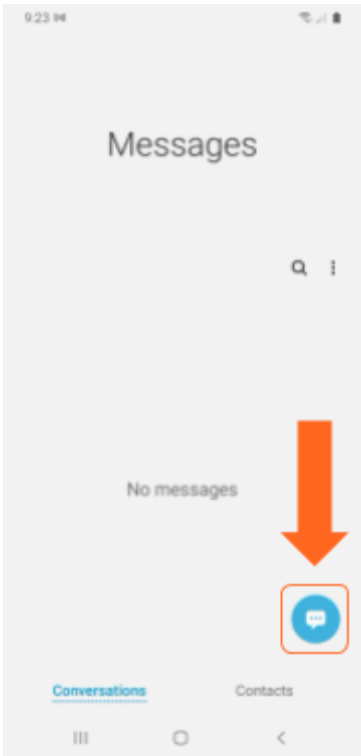
Step 1

On your home screen, tap on the "Messages" app. It's a blue speech bubble with three dots in it.



Step 2

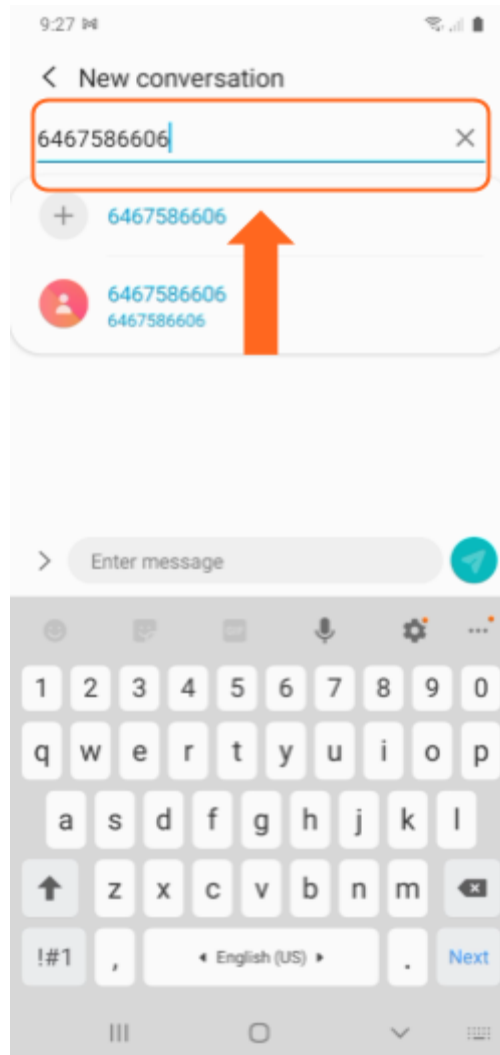
Tap the blue circle in the bottom right corner of the Messages app to compose a new text message.





Step 3

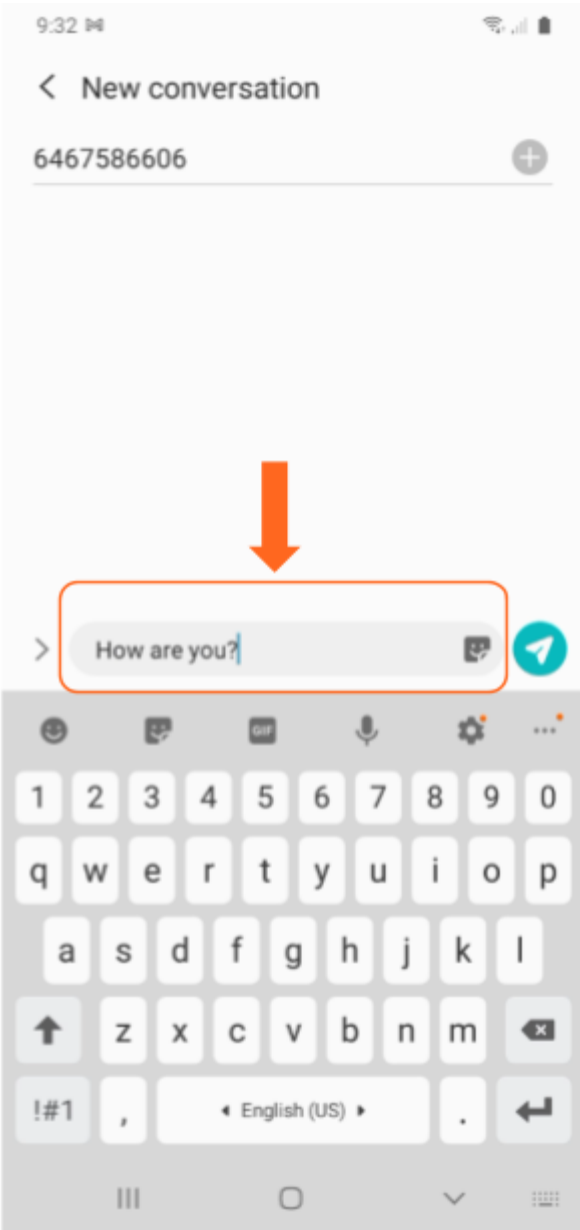
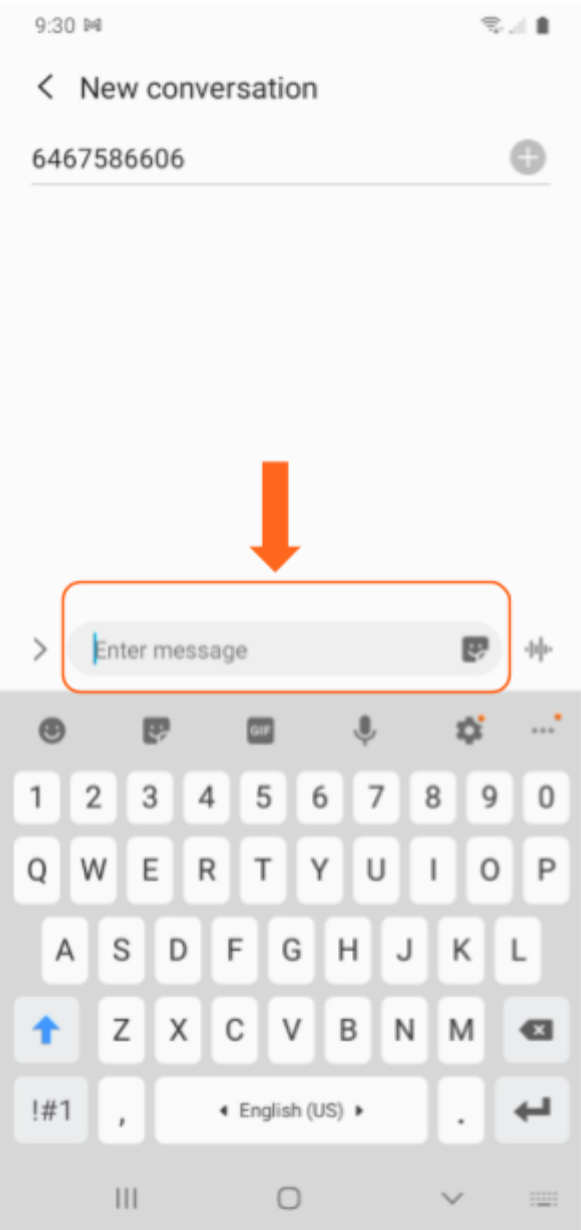
Type in the phone number of the person you want to text. If the person has already been added to your contacts list, you can type in their name instead.





Step 4

Tap in the area where it says "Enter message" and type your text message into the box.

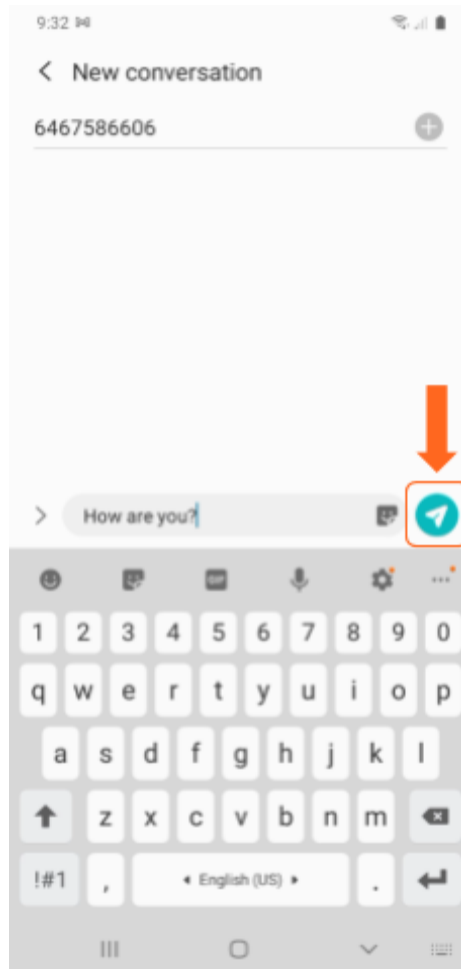




(646)758-6606
support@candootech.com
candootech.com

Step 5

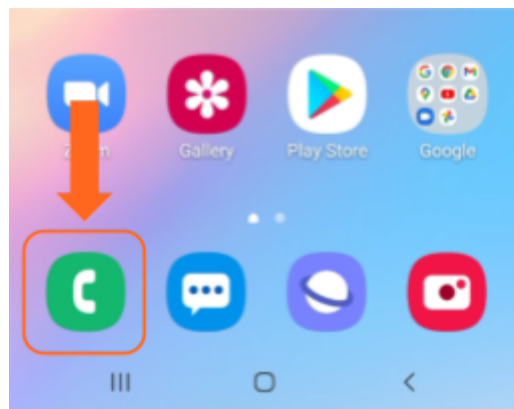
Press the send button (it looks like a paper airplane) to send your message.



How to Dial a Phone Number

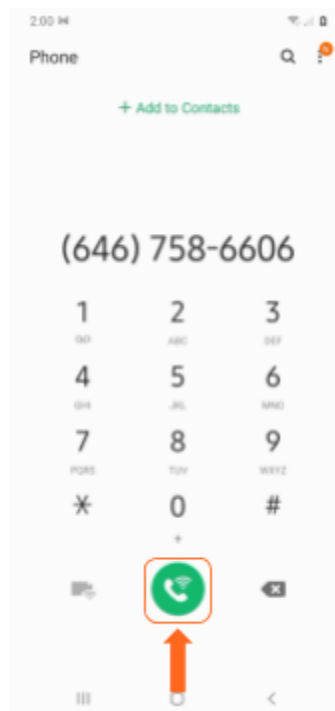
Step 1

On your home screen, tap on the green "Phone" app.



Step 2

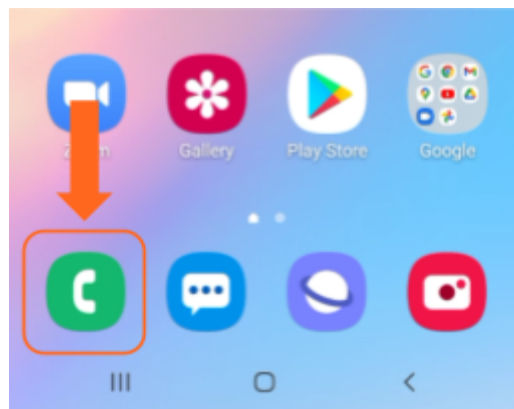
Type the number in, then press the green button beneath the keypad.



How to Add a Contact

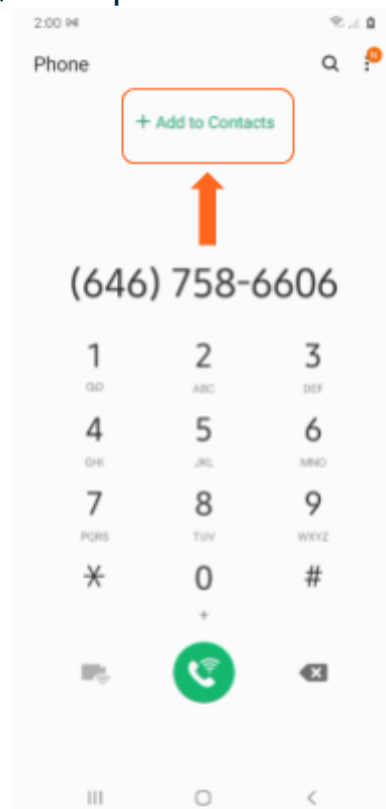
Step 1

On your home screen, tap on the green "Phone" app.



Step 2

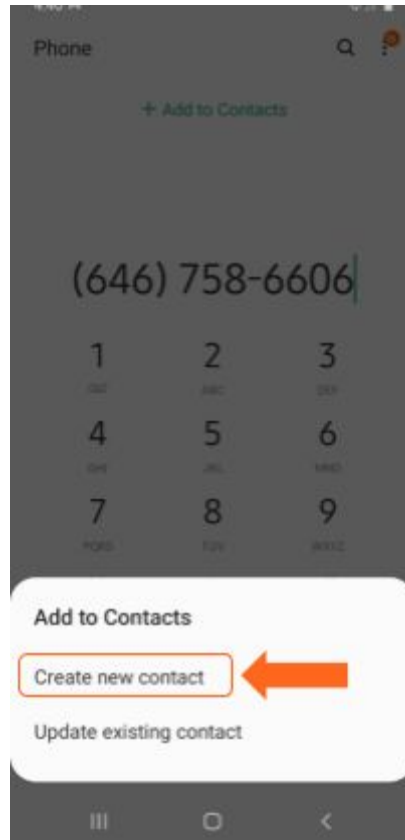
Type the number in, then press the "Add to Contacts" button.





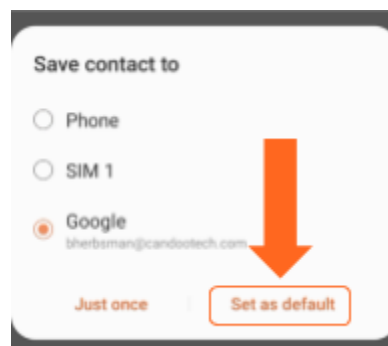
Step 3

Tap on "Create new contact".



Step 4

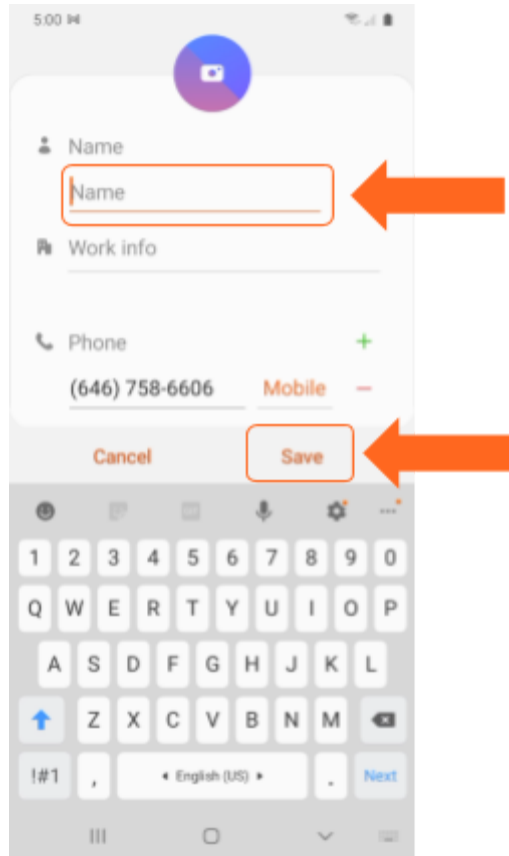
If you are asked where to save the contact, choose "Phone", or if you see the option for "Google", choose this option instead, then tap **Set as default**.





Step 5

Type the name of the contact in, then tap **Save**.

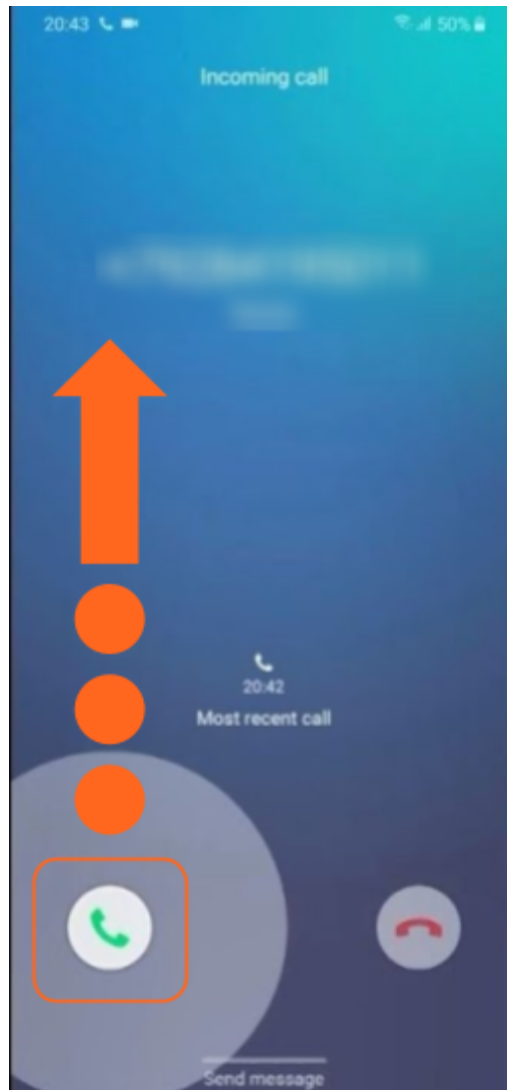




How to Answer a Call

Step 1

Tap and hold the green phone button, then drag the button outside the circle to answer the call.



**This is the end of Part 1. Please join us for Part 2.