



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

To print this guide, go to "File" and click "Print".

Table of Contents

How to **Android Basics**.....2

How to **Unlock your Tablet**.....5

How to **Use your Home Screen**.....7

How to **Connect to Wifi**.....9

How to **Adjust Brightness**.....12

How to **Use Navigation Buttons**.....14

How to **Enable/Disable Rotation Lock**.....15

How to **Android Basics**



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

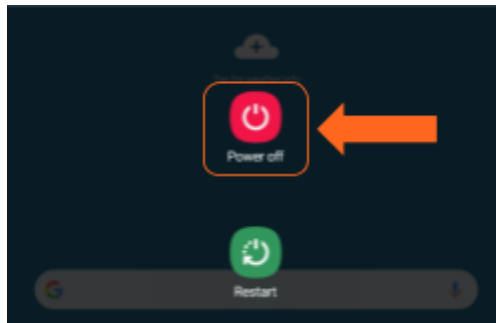
To **Power On**, press and hold the "power/lock" button until the screen lights up. It can take a few minutes for the device to finish starting up.



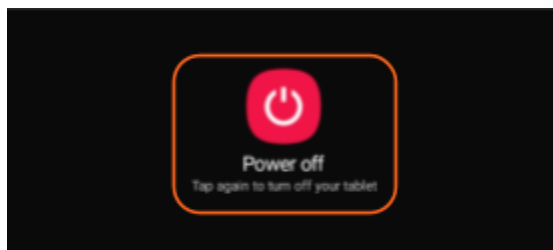
To **Power Off**, press and hold the “power/lock” button.



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 tablet**, 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 Tablet**

Step 1

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

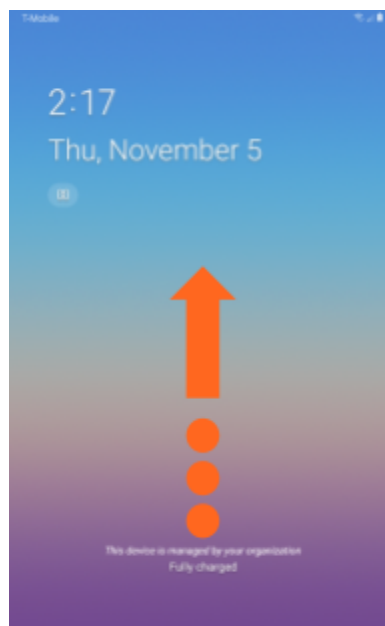
Step 2

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



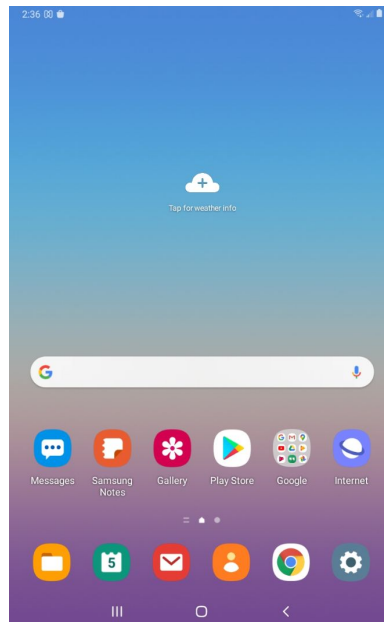
Step 3

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



Step 4

You will know your device is unlocked, when you see your “Home” screen.



Step 5

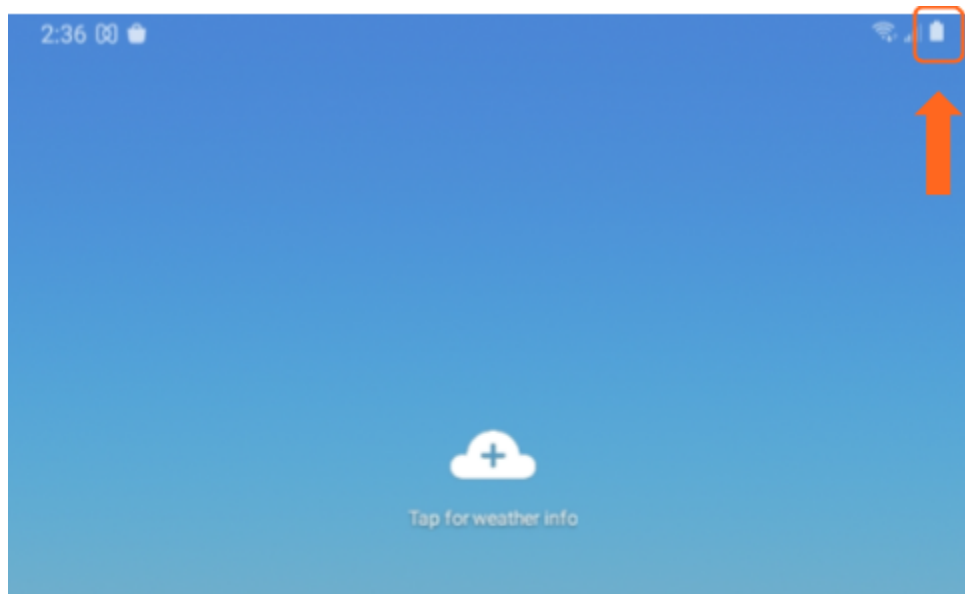
To turn off or “lock” your screen and prevent accidental key presses, press the “power/lock button”.



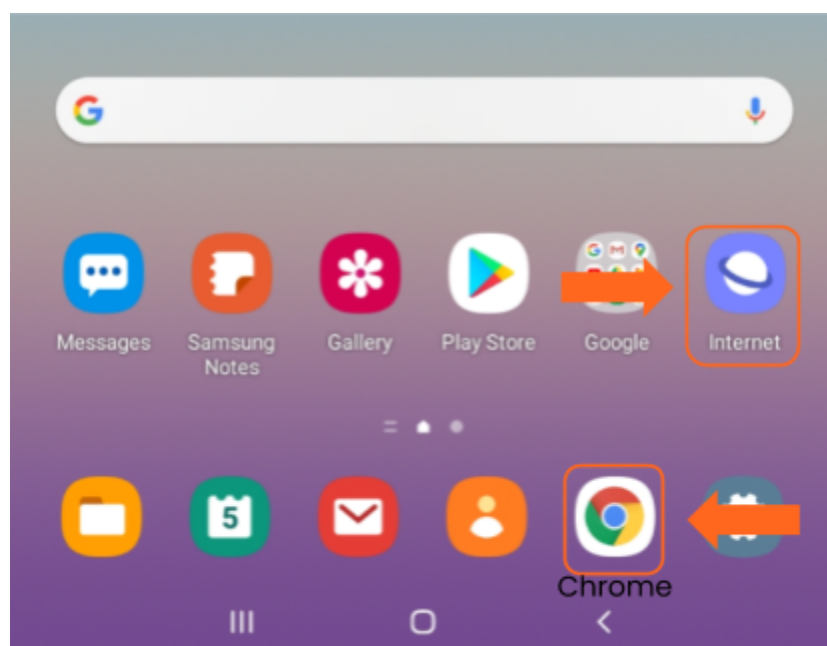
**Please note, when the screen is locked, the tablet remains powered on, but enters a battery-saving “sleep” mode that allows it to continue to receive new emails, etc. Your tablet can be immediately woken from sleep mode by pressing the “Power/Lock button” again. If you power your device off completely,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

How to Use your Home Screen

To view your **Battery Level**, look at the icon on the top right corner of your screen.



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

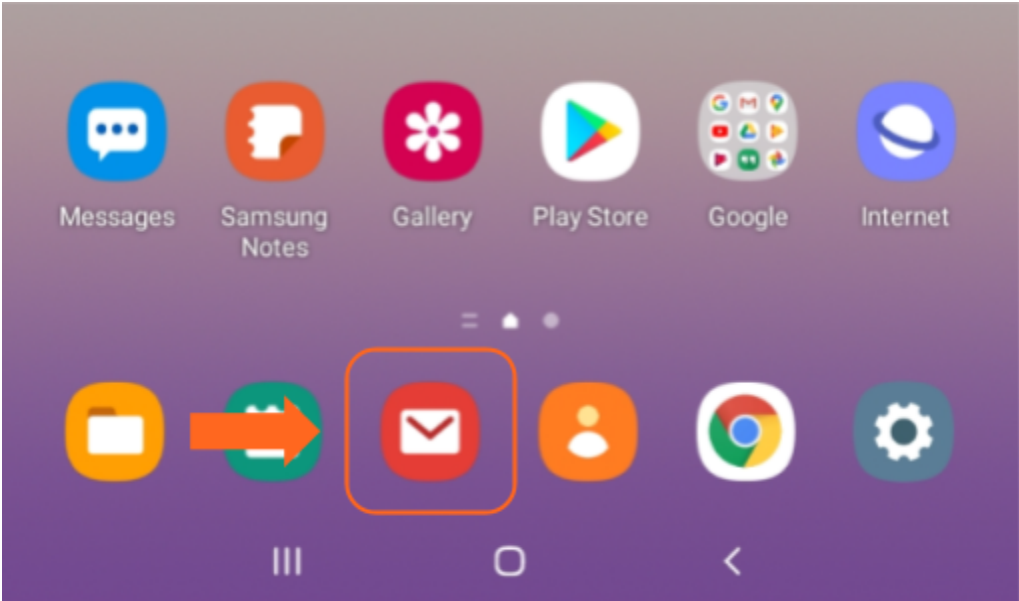




To view **Photos**, tap the button labeled "Gallery".



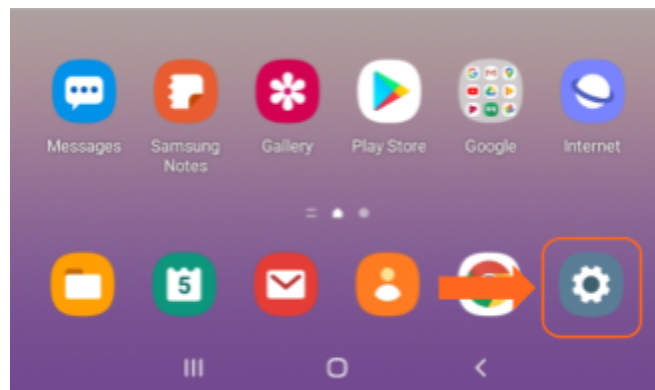
To access **Email**, tap the "Gmail button".



How to Connect to WiFi

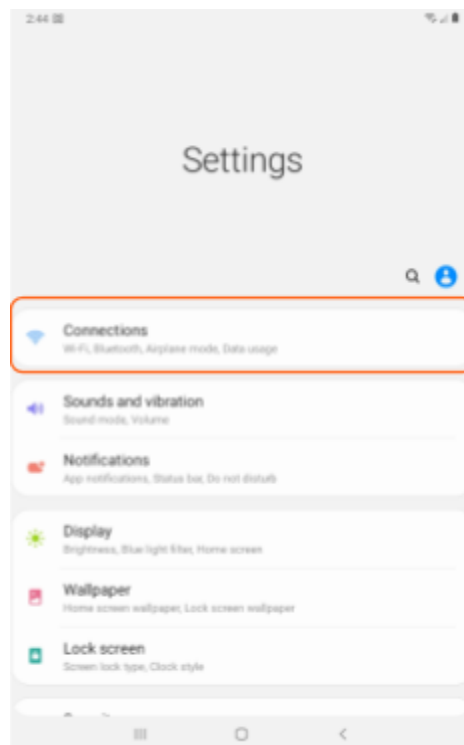
Step 1

On your home screen, tap "Settings".



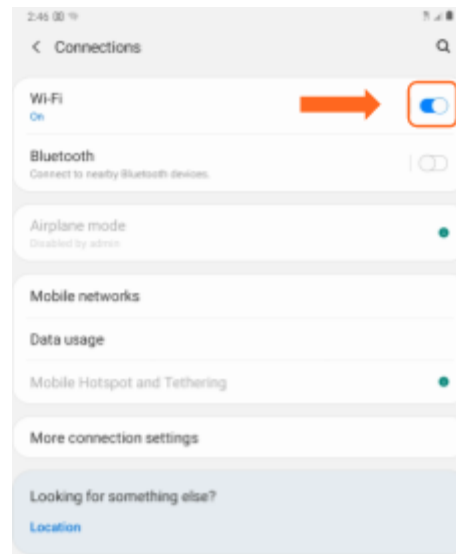
Step 2

Once in "Settings", tap "Connections".



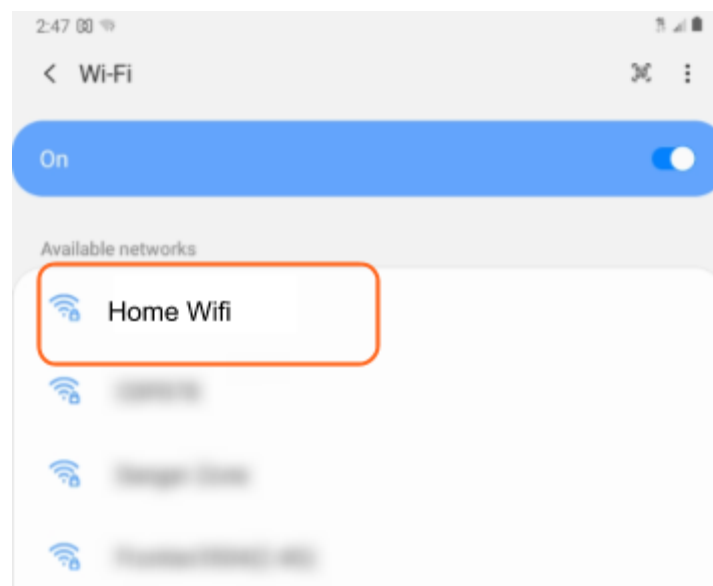
Step 3

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

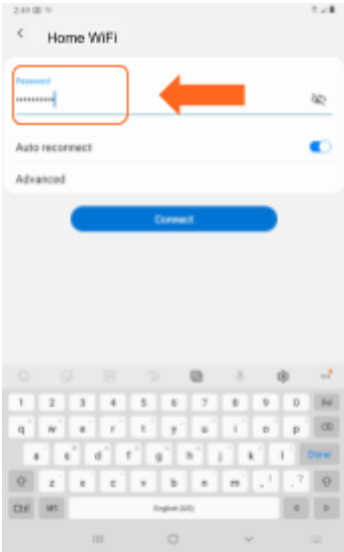
Once your WiFi is turned on, a list of your “available networks” will be displayed. Tap on the proper network. If you don’t know which network is yours, ask a friend or family member to help you.





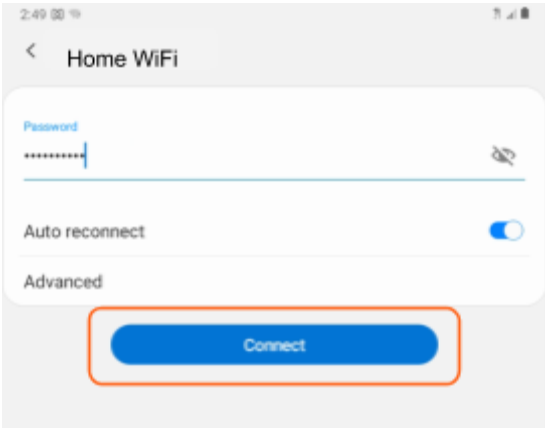
Step 5

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

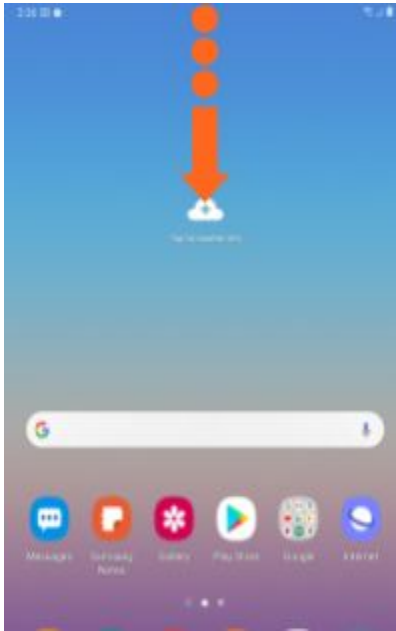
Once you type in your password, tap "Connect" to connect to your Internet/Wifi.



How to Adjust Brightness

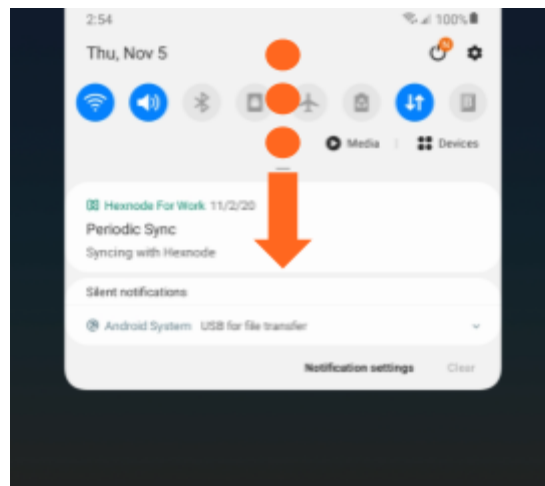
Step 1

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



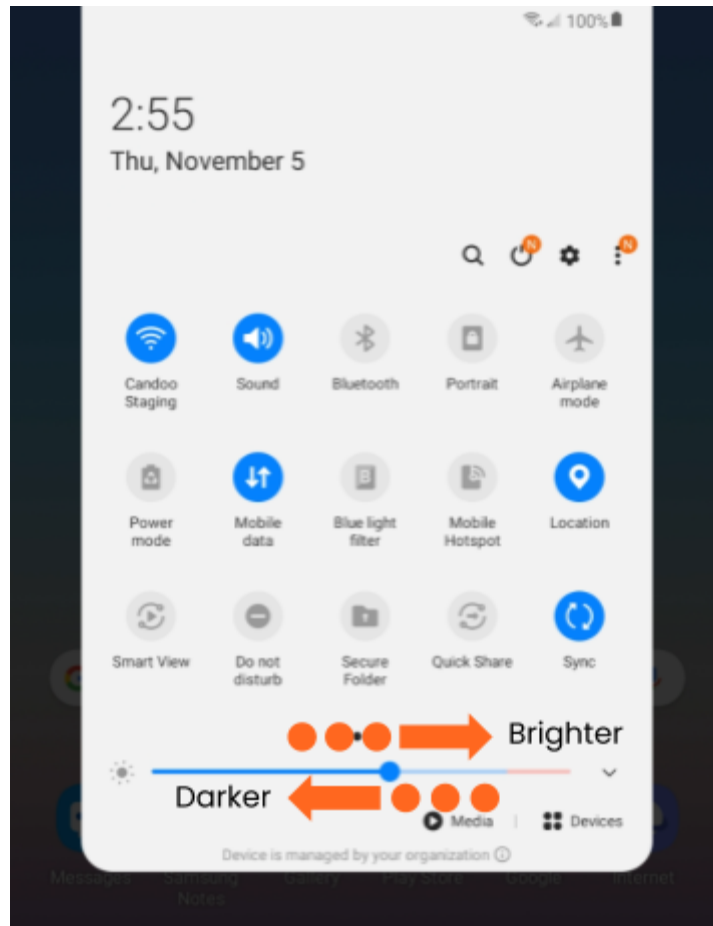
Step 2

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.

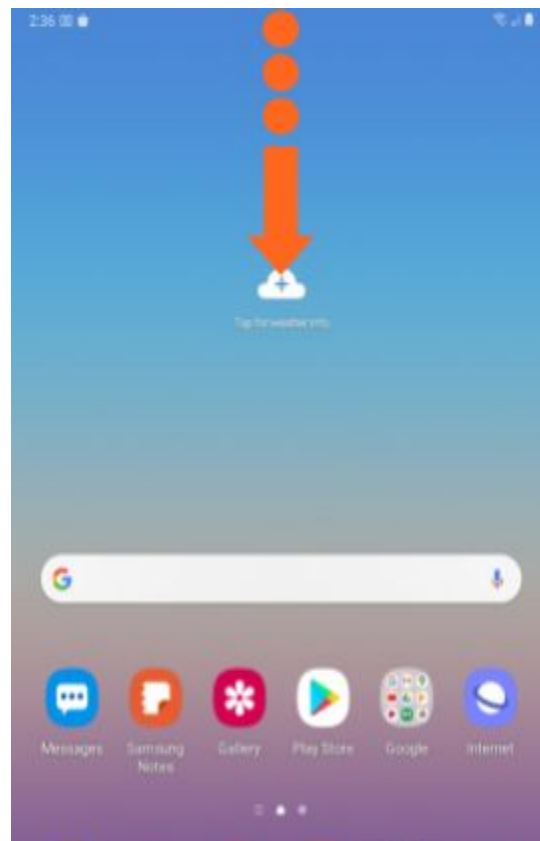


How to Allow Screen Rotation and Enable Rotation Lock

On your tablet, you have the ability to either allow auto-rotation, which enables the screen to change direction as you move it or lock the rotation so the screen does NOT change direction. Follow the below steps to enable or disable Screen Rotation.

Step 1

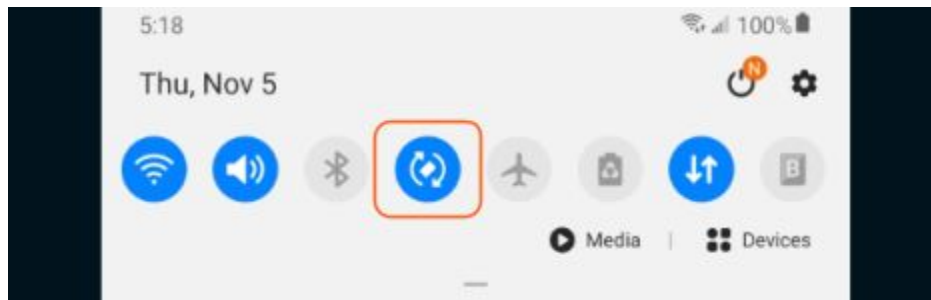
On your home screen, swipe from the top of your screen towards the bottom of your screen.



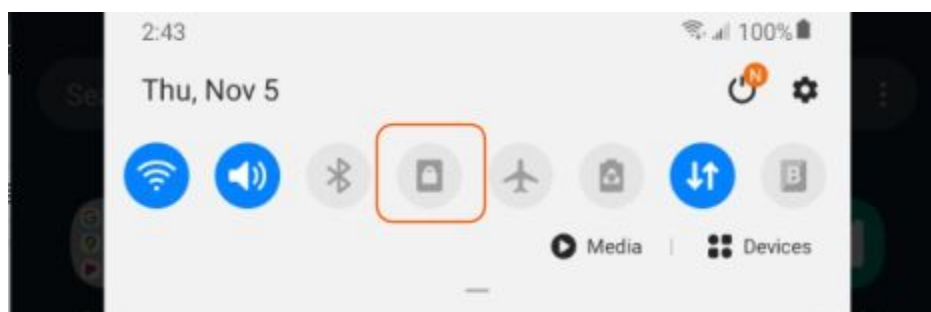
Step 2

Once you see the “white menu”, look for the fourth button from the left (circled below). This button allows you to enable or disable automatic rotation of the screen when you rotate the tablet.

If the button is highlighted in blue like the below image, this means that your screen rotation is unlocked. Your screen will change direction when you rotate the tablet between the vertical and horizontal position.



To change it so that your screen does not rotate when the tablet is rotated, tap the button. Once it is greyed out and shows a lock symbol, this indicates that screen rotation lock is ON.



This feature is useful if you'd like to read or watch something on your tablet while laying down – the rotation lock will prevent the screen from rotating when you don't want it to.

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