



Candoo How to iPhone Guide, Part 1

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How to iPhone Basics

If your iPhone does not look like the below image, this means you have an older iPhone. Please skip to page 6 to view your "iPhone Basics". If your iPhone looks similar to the below image, this means you have a newer iPhone.



To **Power On**, press and hold the “sleep/wake” 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 “sleep/wake” button and the “Volume Down” button at the same time.



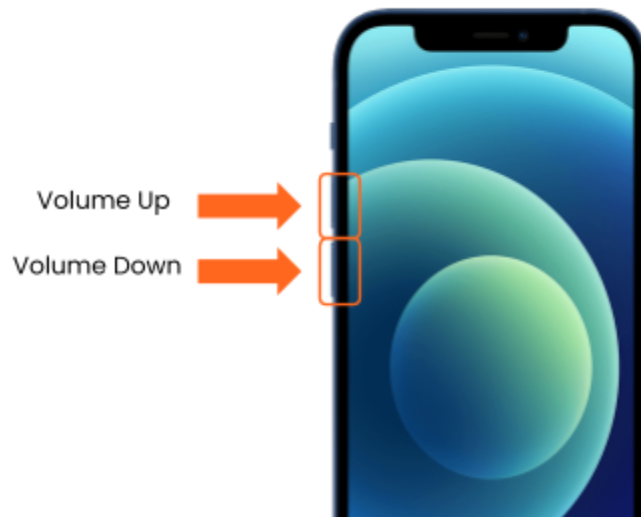


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Once you see “slide to power off”, touch and hold the red power button and slide it from left to right.



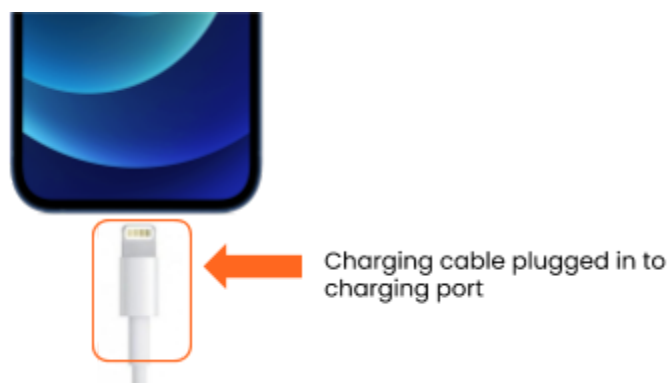
To **Adjust your Volume**, press the upper part of the “volume button” to raise your volume and the lower part of it to lower your volume.



To **Silence your Phone**, move the “ringer button” down until you see orange. This will silent your phone and it will not ring when you get calls or messages. To unsilence your phone, move the ringer button up until the orange is no longer visible.



To **Charge your Phone**, plug your charging cable into the bottom of the device.



**To continue to the next section, please skip to page 9.



iPhone Basics for Older iPhones





To **Power On**, press and hold the “sleep/wake” 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 and the “Volume Down” button at the same time.



Once you see “slide to power off”, touch and hold the red power button and slide it from left to right.



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 **Silence your Phone**, move the “ringer button” down until you see orange. This will silent your phone and it will not ring when you get calls or messages. To unsilence your phone, move the ringer button up until the orange is no longer visible.



To **Charge your Phone**, plug your charging cable into the bottom of the device.



How to **Unlock your Phone**

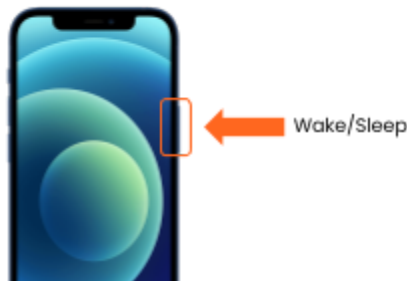
If you have the older version of the iPhone please skip to page 11 to learn how to unlock your phone.

Step 1

Make sure that your phone is powered on. If your phone is off, please make sure to power it on.

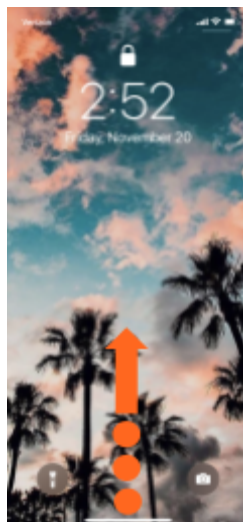
Step 2

Once you are sure your phone is on, turn on your screen by pressing the “wake/sleep” button.



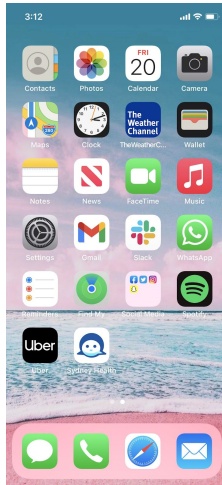
Step 3

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



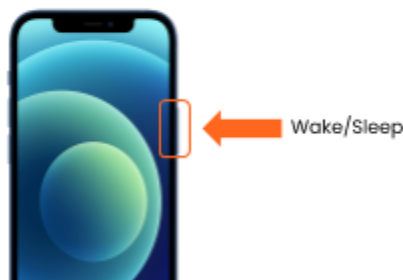
Step 4

You will know your phone is unlocked, when you see your “Home” screen. Please note that your “Home” screen may look different.



Step 5

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

**To continue to the next section, please skip to page 13.

Unlock your iPhone for Older iPhones

Step 1

Make sure that your phone is powered on. If your phone is off, please make sure to power it on.

Step 2

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



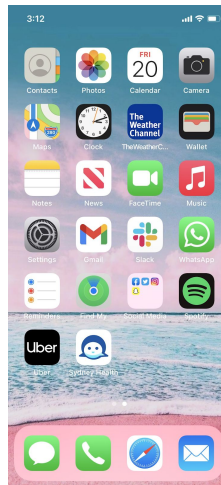
Step 3

To unlock your phone, press the circle "home" button towards the bottom of your screen with your finger.



Step 4

You will know your phone is unlocked, when you see your "Home" screen. Please note that your "Home" screen may look different.



Step 5

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



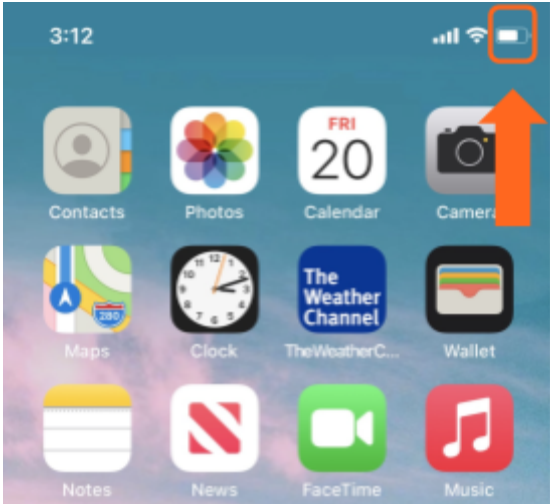
**Please note, when the screen is locked, the phone remains powered on, but enters a battery-saving "sleep" mode that allows it to continue to receive new emails, etc. Your phone can be immediately woken from sleep mode by pressing the "Power/Lock button" again. If you power your phone off completely,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



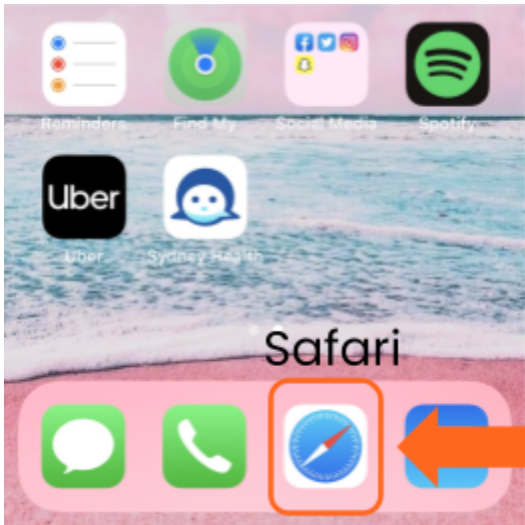
How to Use your Home Screen

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.

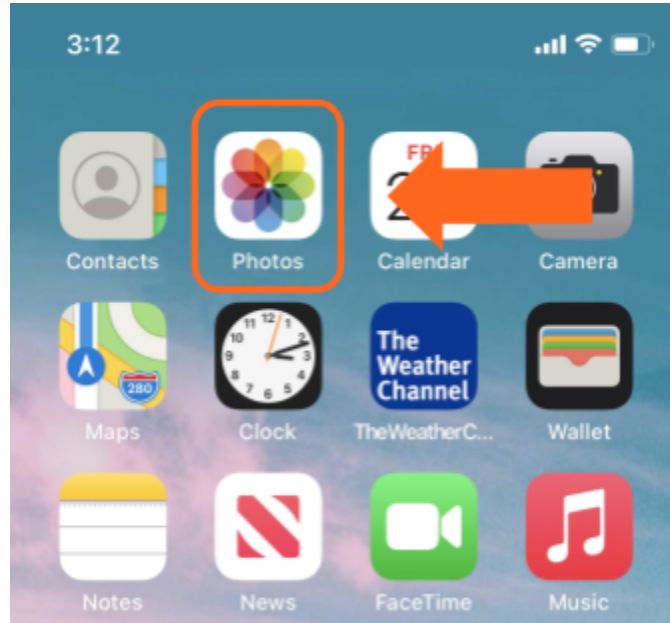


To **Access the Internet**, tap on "Safari".

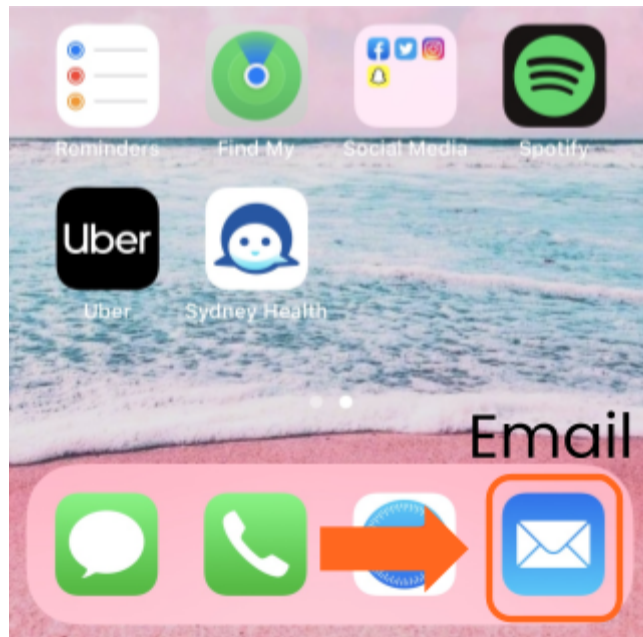




To view **Photos**, tap the button labeled “Photos”.



To access **Email**, tap the “Email” button.



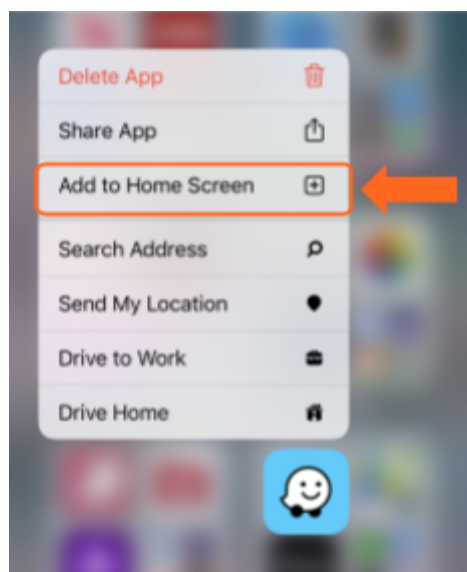


**The next two steps are for newer iPhones ONLY.

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 from right to left** to view your "App Library".



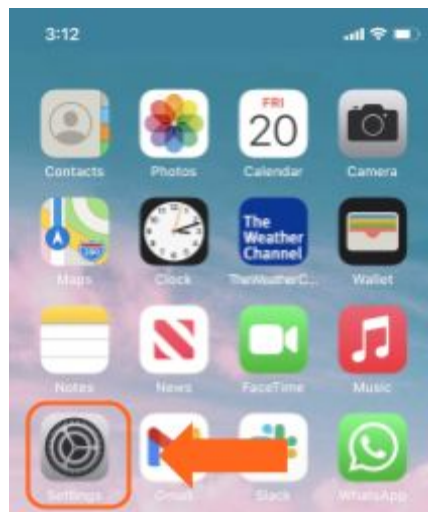
To add a missing app to your home screen, tap and hold on the app until you see the option "Add to Home". Tap "Add to Home Screen" and a shortcut to the app will be placed on your home screen.



How to Connect to WiFi

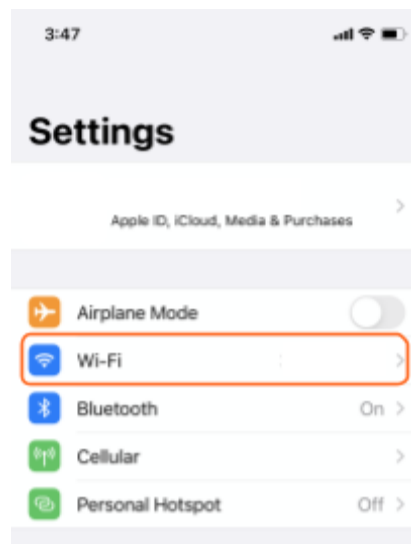
Step 1

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



Step 2

Once in “Settings”, tap “Wi-Fi”.





Step 3

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



Step 4

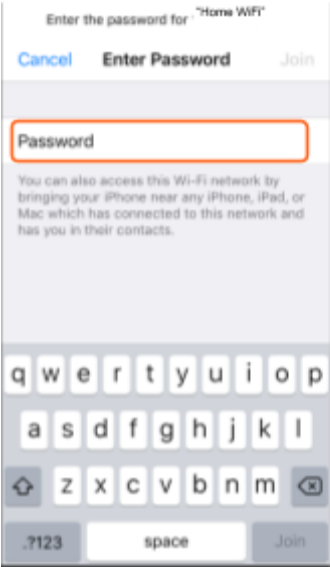
Once your WiFi is turned on, a list of your “available networks” will be displayed. Tap on the proper network. If you don’t know which network is yours, ask a friend or family member to help you.





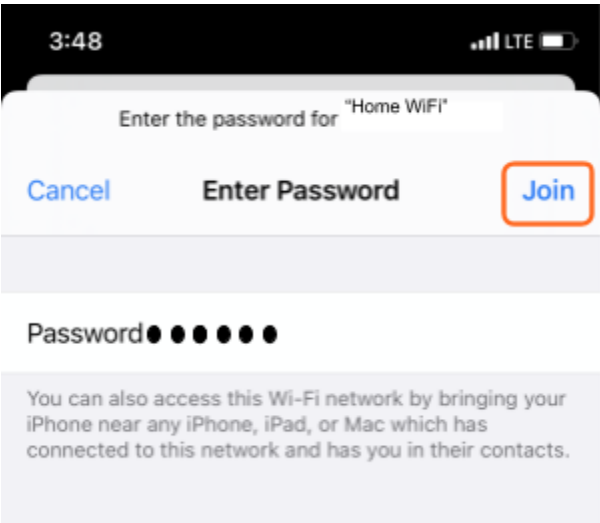
Step 5

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 "Join" to connect to your Internet/Wifi.

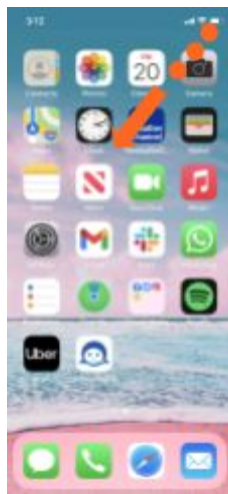


How to Adjust Brightness

**If you have an older iPhone, please skip to the next page.

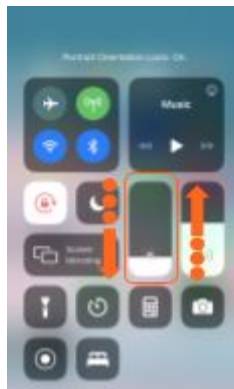
Step 1

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



Step 2

After you swipe diagonally across your screen, you will see a variety of options. The brightness bar has a little sun. To make the screen brighter, swipe up so the bar shows more white space. To make your screen dimmer, swipe down so the bar shows less white space.

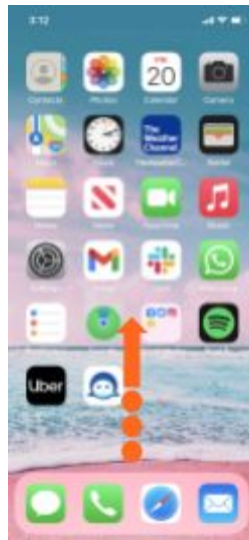


**To continue to the next section, please skip to page 21.

Adjust Brightness for Older iPhones

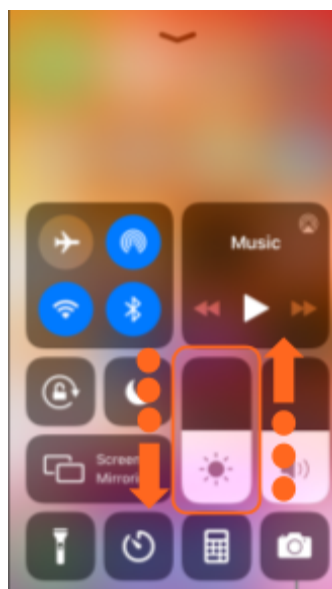
Step 1

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



Step 2

The brightness bar has a little sun. To make the screen brighter, swipe up so the bar shows more white space. To make your screen dimmer, swipe down so the bar shows less white space.



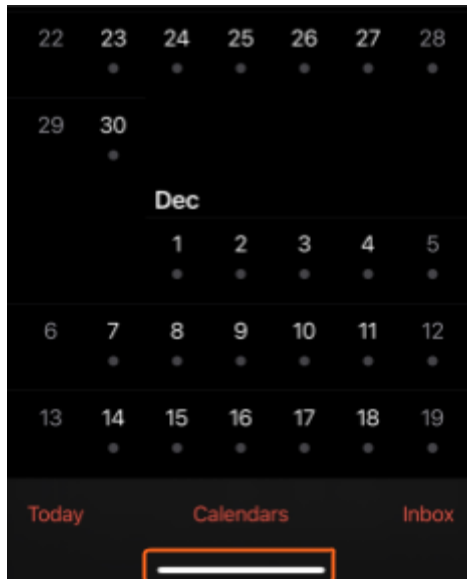


How to **Navigate on your iPhone**

**If you have an older iPhone, please skip to page 23.

The newer iPhones do not have any Navigation buttons. The white bar at the bottom of your screen acts as your navigation. To navigate with your new iPhone, you will need to swipe to navigate from place to place.

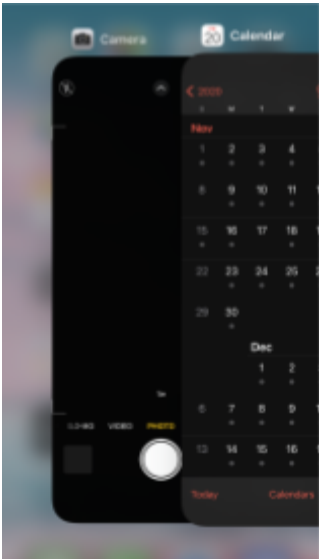
To **Return to the Home Screen**, gently swipe up on your screen. This will bring you back to the home screen on your phone.



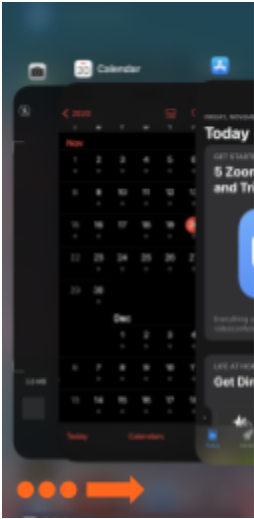


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To go **Back to the Previous Screen**, swipe up and hold until you see the below image. Tap the image immediately to the left to return to the previous screen.



To **View Recently Used Apps**, swipe up and hold until you see the below image. You can view all recently used apps by swiping from left to right.



** To continue to the next section, please skip to page 25.

Navigate on your iPhone for Older iPhones

If you have an older iPhone with the “home” button, this acts as your navigation button.

To **Return to the Home Screen**, press the “home” button. This will bring you back to the home screen on your phone.



To go **Back to the Previous Screen**, double tap your home button and tap the image immediately to the left to return to the previous screen.



To **View Recently Used Apps**, double tap the home button. Your screen should look like the below image. You can view all recently used apps by swiping from left to right.

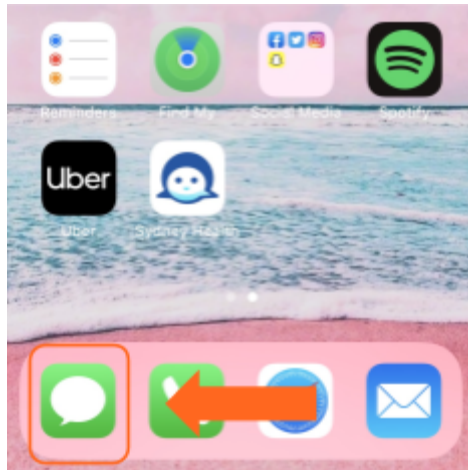




How to Send a Text Message

Step 1

On your home screen, tap on the “Messages” app. It’s green with a white speech bubble.



Step 2

Tap the image that looks like a pen and paper in the top right hand corner to begin a new text message.





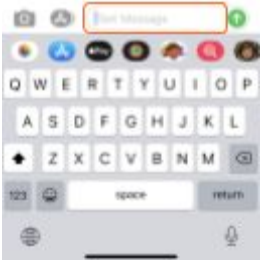
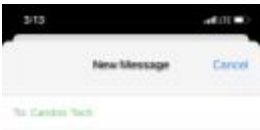
Step 3

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



Step 4

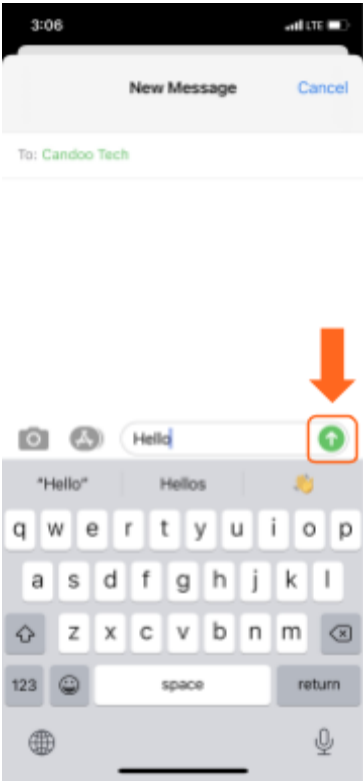
Once you add the person you'd like to text, tap in the area where the arrow is pointing up and type your message into the box.





Step 5

Press the send button (it looks like a circle with an up arrow) to send your message.

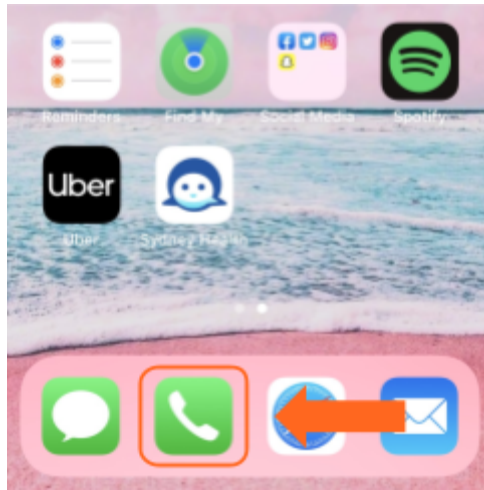




How to Dial a Phone Number

Step 1

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



Step 2

To **dial a number**, tap “keyboard” and dial the number.

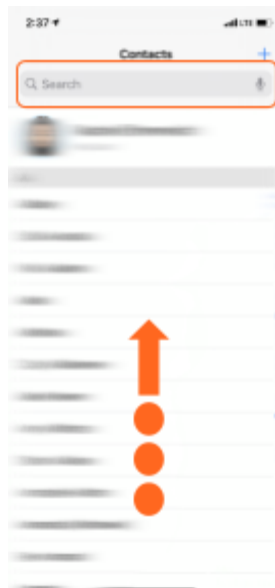




To call the number dialed, tap the green phone.



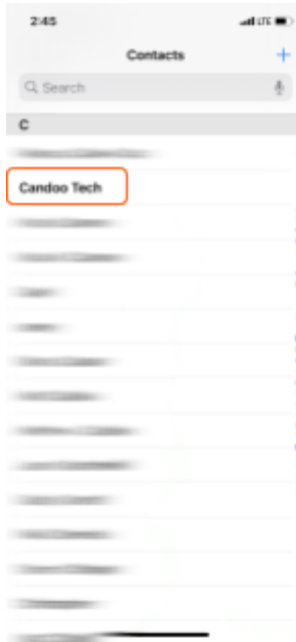
To **call someone in your contacts**, tap “contacts” and look for the person you want to call. You can either tap in the search bar and enter their name or swipe up to view your contacts.



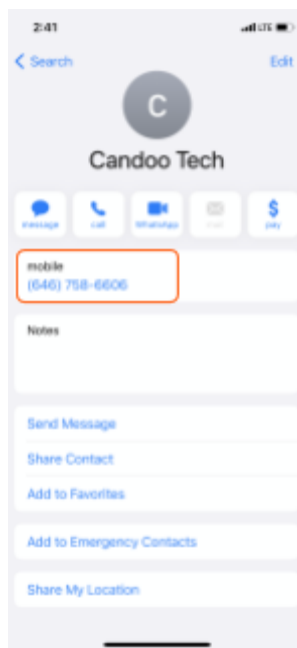


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Once you find the person you want to call, tap on the person's name.



Tap on the person's phone number to begin calling them.





How to Add a Contact

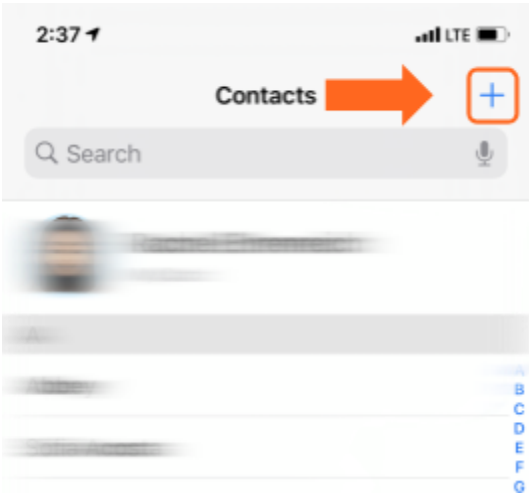
Step 1

On your home screen, tap on the “Contacts” app. It looks like a phone book.



Step 2

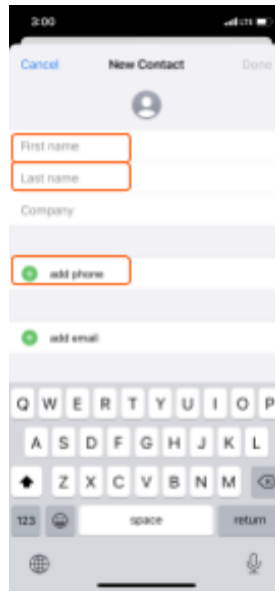
Tap the blue plus sign (+) in the top right hand corner to add a contact.





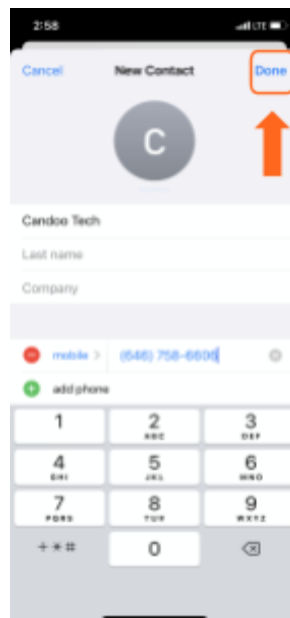
Step 3

Type in the person's name and phone number. You may need to swipe the screen with your finger to see the phone number field.



Step 4

Once you finish typing in the person's information, tap "Done" in the top right corner to save the contact.

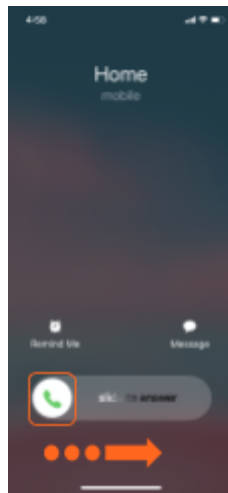




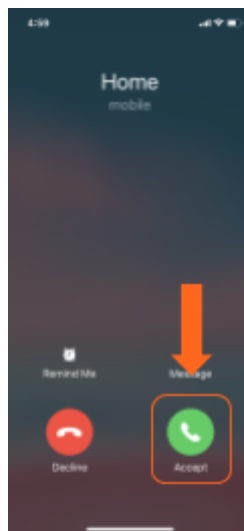
How to Answer a Call

Step 1

If your phone is locked, your phone will say “slide to answer”. To answer the call, swipe the white circle with a green phone from left to right to answer the call.



If a call comes in while you are using your phone, tap the green button that says “accept” to answer.



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