

Community Txt Link

UR NVR 2 L8 2 LRN 2 TXT



**Muintir na Tíre
Community Alert**

**MOBILE PHONE
HOW TO GUIDE**

Funded under the Bene/IT Scheme supported by the



Department of Communications, Energy and Natural Resources
Rionn Cumarsáide, Fuinnimh agus Acmhainni Nádúrtha



Contents	Page
<i>Introduction</i>	1
<i>About Your Mobile Phone</i>	2
<i>Mobile Phone Layout</i>	3
<i>Using Your Phone</i>	4
<i>Locking and Unlocking your Phone</i>	4
<i>Your Pin Number and PUK Code</i>	4
<i>Switching your Phone On and Off</i>	5
<i>Switching your Phone to Silent Mode</i>	5
<i>Signal Strength and Battery Levels</i>	6
<i>Making a Call</i>	7
<i>Answering a Call (M1, M2 , M3)</i>	7
<i>Missed Calls</i>	7
<i>Saving a Person's Name and Number into Your Phone</i>	8
<i>Calling a Persons from the Contacts List</i>	8
<i>Add your ICE Contact Details.</i>	9
<i>Texting</i>	10
<i>Predictive Texting</i>	11





Introduction

This training course has been designed not only to help you use your mobile phone more effectively, but to give you some insight into the way your phone and the industry behind it operates. This workbook is yours to keep, please feel free to make any notes as you go along. It is important to note that although mobile phones have basically the same functions, how you access those functions may vary from phone to phone. Indeed Mobile phones can do many functions such as:

Store contact information

- Make task or to-do lists
- Keep track of appointments and set reminders
- Use the built-in calculator for simple maths
- Send or receive e-mail
- Get information (news, entertainment, stock market prices) from the internet
- Play simple games
- Integrate other devices such as PDAs and MP3 players

Types of Mobile phones

The three main styles are standard (Fig 1), where the keys and display are on the outside, clamshell or flipphone (Fig 2) where the phone folds in half, Slider (Fig 3) where the screen slides to reveal the keypad.



Fig 1



Fig 2



Fig 3

There are many makes of Mobile Phones on the Irish market the 3 most Popular are



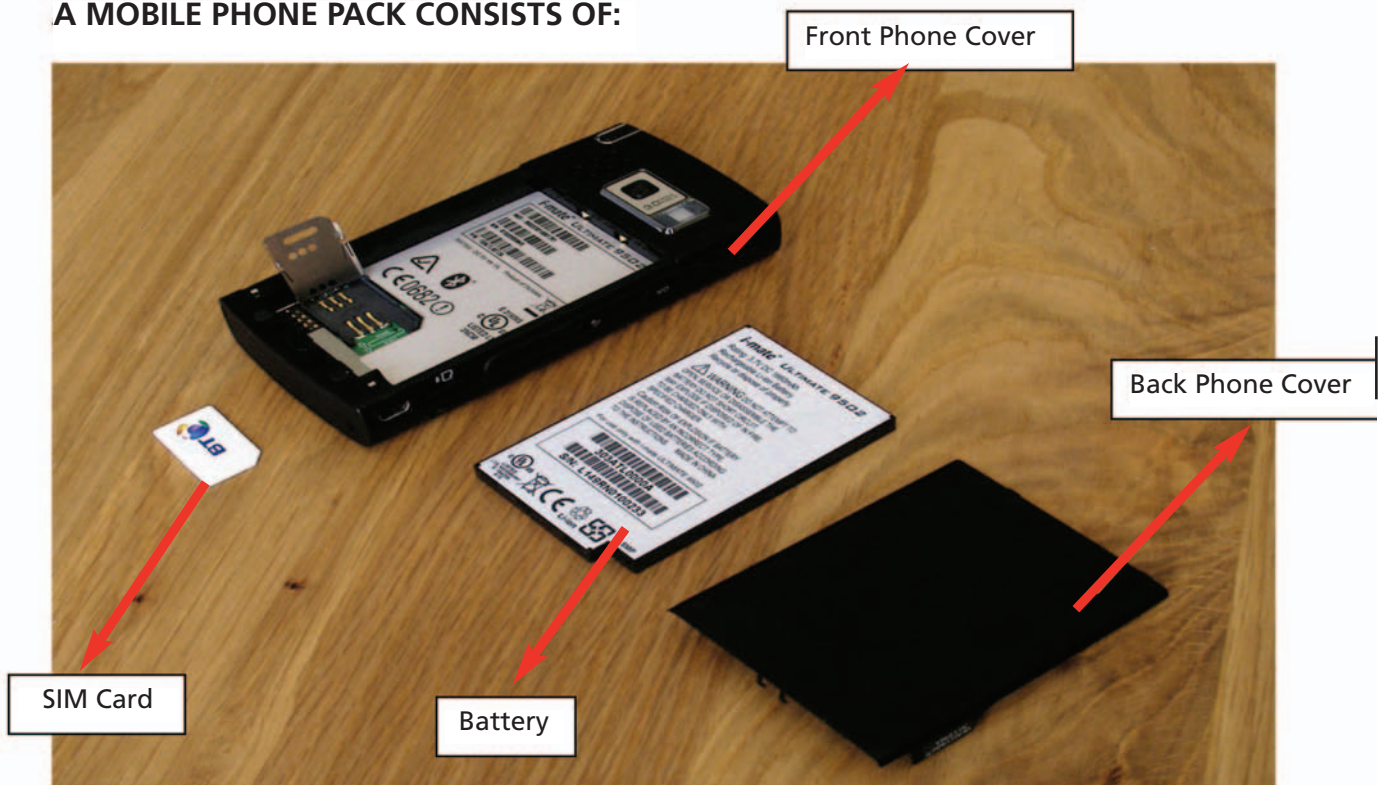
There are 6 mobile phone service providers in Ireland





1 About Your Mobile Phone

A MOBILE PHONE PACK CONSISTS OF:



As you can see from the picture, a mobile phone is generally made up of the following parts:

1. The Front Cover
2. The Back Cover
3. The Battery
4. The SIM Card

The SIM Card securely stores a unique number that identifies you on a mobile network. It also stores your PIN number.



2 Mobile Phone Layout

The layout of a typical Mobile Phone is given below

The Phone described here is a NOKIA 3310 which has the following features





3 Using your Phone

- The Navigation Key is also known as the Menu Key or the Select Key. It is the big button in the centre of the phone. The functions on the phone are grouped into different menus and you use the Navigation Key to move around these menus.
- If you want to return to the 'Home' Screen at any time, press the END Key (Red).

EXERCISE

Press the Navigation key a few times, looking at the different menus.

Press the END Key when you are finished to return to the 'Home' screen.

4 Locking and Unlocking your Phone

- When you are not using your phone for a while, the screen goes dark. The phone does this to save battery life. Many phones have a function where the keypad automatically locks. The reason for this is to stop you accidentally dialling numbers while the phone is in your pocket.
- Generally, it is the same procedure to lock and unlock your phone:

Press the Navigation Key, followed quickly by the star key ★

EXERCISE

Practice locking and unlocking your phone.

* Tip
Read the instructions displayed on the screen of your phone as you lock and unlock.

5 Your PIN Number and PUK Code

- Most phones will require a PIN number to access your phone. It is very important that you remember this number. If you do forget the number you have a second chance to unlock your phone if you have your 'PUK' code. Both of these codes are given to you when you first buy your phone. You should keep them in a safe place that is easy to remember.


EXERCISE

Make a note of your PIN number here





6 Switching your Phone On and Off

- Each phone has a different way of switching On and Off. Usually, there will be a button on top of your phone. Sometimes, you keep your finger on the END (Red) button for 5 seconds.
- Look for the power symbol 


This will indicate which button you need to press.


EXERCISE

Switch your phone off. Wait for a few seconds and switch it back on again. Remember you will need to know your PIN number for this exercise.

7 Switching your Phone to Silent Mode

- There may be times when you do not wish your phone to ring. You can do this by switching your phone to Silent Mode.
- The quickest way to do this:

Press the hash key # for a couple of seconds. You will see this symbol  displayed on your screen.
- To take your phone off silent and return it to normal mode, repeat the step above:

Press the hash key # for a couple seconds. This symbol  will disappear.
- Do not forget to switch your phone back to Normal Mode, otherwise you may not know if someone is trying to call you.

EXERCISE

Practice switching your phone from Normal to Silent mode and back again.





8 Signal Strength and Battery Levels

- Have a look at the picture on the right. This represents the screen on a standard mobile phone. This may not be exactly the same as your phone but most of the information will be almost the same.



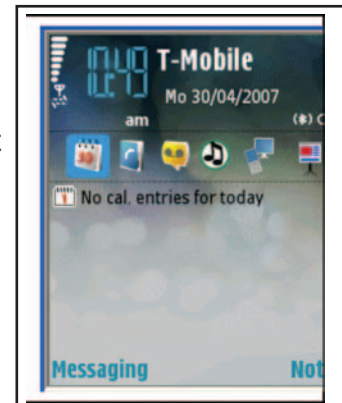
- In the top left hand corner, we have the Signal Strength Indicator. It looks like a little antenna.

- The fewer bars showing here, the weaker the signal strength and the more difficult it can be to maintain a call without being cut off. Signal strength is also known as 'Coverage'.

- In the top right hand corner, we have the Battery Level Indicator. The battery level shown here is Fully Charged. As time passes, the battery begins to run down. If you only have one or two bars, you should plug in your phone to charge. Your phone will begin to beep when the battery level gets critically low. If you do not charge your phone at this stage, it will turn itself off.



- The Charger is plugged into a wall outlet and connected to your phone. There is no specific length of time to charge your phone, each phone is different. There are also different chargers for different phones.



* Tip

If you have bad coverage in your house, try leaving your phone in a window.





9 Making a Call

There are two ways to make a call:

1. Type the phone number on the Keypad, then press the CALL Key (Green). Remember you will need to include the area code for a landline, i.e., 053, 01 etc. or the prefix for a mobile, i.e., 083, 086, 087 etc.
2. The other way to make a call is to look up a number saved in your Contacts. Select the Contact you want to call from the Menu and then Press the CALL Key (Green).

We will learn more about this later.

EXERCISE

Ask the person next to you what is their phone number. Call them and then ask them to call you.

10 Answering a Call

- To answer a call, press the CALL Key (Green).
- When you are finished the call, press the END Key (Red) to hang up.

11 Missed Calls

- To check if you missed a call, use the Navigation Key to Select the Call Register or Call Log from the Main Menu.
- Select 'Missed Calls'.

EXERCISE

Check your Missed Calls List to see what the number of last call you missed was. Then check the details to see what time and date the call was made.





12 Saving a Person's Name and Number into your Phone

- Use the Navigation Key to Select the Contacts Menu. This is your own personal phonebook that stores all the names and phone numbers that you add to it.
- To add a Name and Number to your Contact List:
- Type the phone number using the Keypad. Remember to include the area code or prefix.
- Press the Navigation Key.
- Enter the person's name.
- For example, to type the name Mary:
Press the number 6 once on the Keypad = m
Press the number 2 once on the Keypad = a
Press the number 7 three times on the Keypad = r
Press the number 9 three times on the Keypad = y
- We will learn more about this later.
- Press the Navigation Key Again

EXERCISE

Practice adding a name and phone number to your Contact List.

Add the name and number of the person sitting next to you into your Contacts list.

13 Calling a Person from the Contacts List

- Use the Navigation Key to Select the Contacts Menu. Use the Down Arrow on the Navigation key to Scroll Down through the List until the name of the person you want to call is highlighted. Then press the CALL key (Green).
- Alternatively, when you are in the Contacts Menu, you can type the first letter of their first name. For example, if you typed M, only the Contacts whose name begins with M will be displayed. When the name of the person you want to call is highlighted, press the CALL Key (Green).

EXERCISE

Once you have added the number of the person sitting next to you, go into your Contacts List and call them.





14 Add your ICE Contact Details

- In case of emergency (ICE) is a programme that enables first responders, such as paramedics, firefighters, and police officers, to identify victims and contact their next of kin to obtain important medical information. The programme was conceived in the mid-2000s and promoted by British paramedic Bob Brotchie in May 2005. It encourages people to enter emergency contacts in their mobile phone address book under the name "ICE". Alternately, a person can list multiple emergency contacts as "ICE1", "ICE2", etc.
- For example, Bridget would like to have her daughter Jane as her ICE Contact. How does she do this:
 1. Use the Navigation Key to Select the Contacts Menu
 2. Select 'Add New'
 3. Under the heading 'Name:' type ICE Daughter
 4. Under the heading 'Phone number', Bridget types in Jane's mobile phone number including the prefix.
 5. As Bridget already has Jane's number stored in her Contact List the following message will appear:

Number already in use for:
Jane Mobile
Continue?
 6. Bridget selects OK


EXERCISE

Add your ICE Contact.
If you wish to add more than one add ICE 1, ICE 2 etc.





15 Texting

- Texting is a way of sending brief written messages between mobile phones. It is also known as SMS (Short Message Service).
- Sending a text message:
 1. Use the Navigation Key to select Messaging
 Look for this symbol 
 2. Select Create Message
 3. Select Message
 4. The cursor is now flashing in the To box. Press the Navigation Key to Add the number of the person we want to send a text to.
 5. Use the Down Arrow on the Navigation key to Scroll Down through the List until the name of the person you want to text is highlighted.
 6. Press Select.
 7. Now you can begin to type your text message.
- Before you begin typing, have a look at the keypad on your phone. Each of the numbers on the keypad represents a group of letters. The exceptions to this are the numbers 1 and 0.
- Make sure that your phone is not in Prediction Mode:
 To do this hold the Hash key # for a few seconds. A list will appear, select Prediction Off. If Prediction On is in the list then Select Back.
- Now let's type the following message:

Hi My name is Maria

1. Press the number 4 twice on the keypad = H
2. Press the number 4 three times on the keypad = i
3. Press the number 0 once on the keypad = space
4. Press the # key to make the next letter a capital
5. Press the number 6 once on the keypad = M
6. Press the number 9 three times on the keypad = y
7. Press the number 0 once on the keypad = space
8. Press the number 6 twice on the keypad = n

EXERCISE

Having selected messaging option take a moment to look at the various options available such as create message, inbox etc.





9. Press the number 2 once on the keypad = a
10. Press the number 6 once on the keypad = m
11. Press the number 3 twice on the keypad = e
12. Press the number 0 once on the keypad = space
13. Press the number 4 three times on the keypad = i
14. Press the number 7 four times on the keypad = s
15. Press the number 0 once on the keypad = space
16. Press the # key to make the next letter a capital
17. Press the number 6 once on the keypad = M
18. Press the number 2 once on the keypad = a
19. Press the number 7 three times on the keypad = r
20. Press the number 4 three times on the keypad = i

Congratulations! You have just sent a text message 😊

This method is known as Normal Mode or Non-Predictive.

16 Predictive Texting

- Some people prefer to use the Predictive Texting Method. Also known as T9.
- To send the same text in Predictive Mode, follow the instructions as above except this time make sure Prediction is switched On when you hold down the hash # key.
- Now let's type the same message as above:

Hi My name is Maria

1. Press the number 4 twice on the keypad = Hi

Notice the letters h and i are both represented by the number 4. Predictive text guesses the word that you wanted to type. That is how by pressing the number 4 twice the Prediction is guessing you wanted to type Hi.

2. Press the number 0 once on the keypad = space
3. Press the # key to make the next letter a capital
4. Press the number 6 followed by the number 9 = M
5. Press the number 0 once on the keypad = space
6. Press the numbers 6 then 2 then 6 then 3 = name
7. Press the number 0 once on the keypad = space
8. Press the numbers 4 then 7 = is
9. Press the number 0 once on the keypad = space
10. Press the # key to make the next letter a capital





11. Press the numbers 6 then 2 then 7 then 4 then 2 = Maria
12. Use the Navigation Key to Select Send

- If you have typed a word but it is not the word being displayed on the screen, then press the star * key until the word you want appears. An example would be the word 'home'. The combination of numbers for the word home is:

Press 4 then 6 then 6 then 3

However, when you do this the word 'good' is displayed underlined. Press the star * key once and the word will change to 'home'. Press 0 to move on to the next word.

- There are some words that will not be stored in the Predictive Text memory such as people's name or the names of towns. In this case keep typing until you here a beep sound. Select 'Spell?' Now, you will need to manually type in the word like it was in Normal Text Mode. Select Save and the word will appear in your text. Press 0 to move on to the next word.





Tutors Notes:

A series of horizontal lines spaced evenly down the page, providing a template for handwritten notes.



