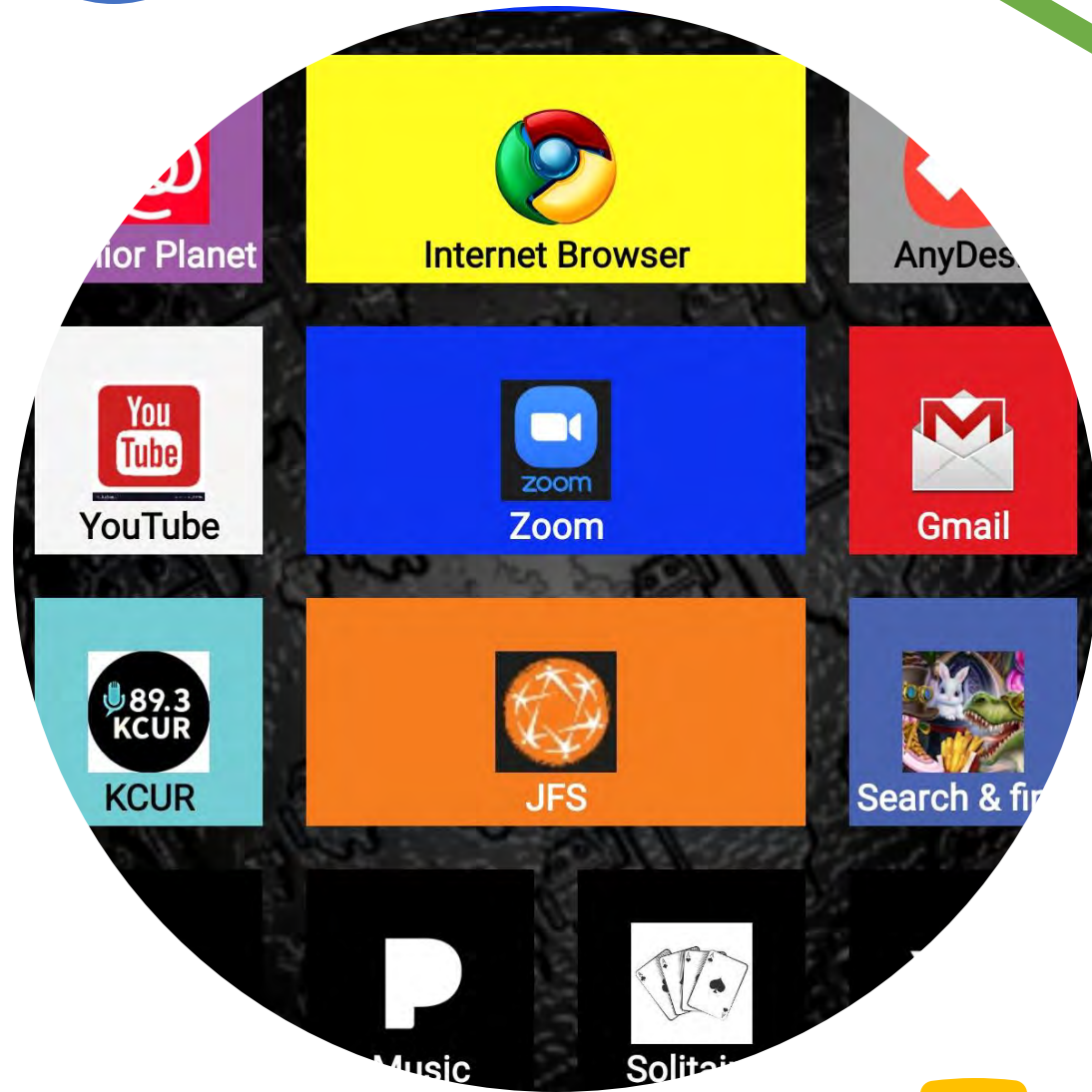


Tech Connect 2021

User Manual & Program Booklet



Welcome & Overview

We are so glad you are part of our Tech Connect Program! JFS has been working hard to prepare tablets, topics and get a group together for you to learn with. The next few months will go quickly! This manual will walk you through your tablet functions and will be a workbook if needed.

The Learning Topics on the right will be covered in group virtual meetings. Can't wait to see you on the screen!

Alison Tellatin, Mary Anne Atteberry &
Rachel Ohlhausen

Learning Topics

Prep: Schedule call & tablet tour

Week 1: Video Calls & Calendar

Week 2: Email & Internet Safety

Week 3: Games & Tablet Navigation

Week 4: Passwords & Entertainment Accounts

Week 5: Saving and Sharing Documents

Week 6: Library Books & Podcasts

Week 7: Delivery Services

Week 8: Communication & Social Media

Week 9: Community Programs

Week 10: Review & Next Steps

Tablet Features





Case & Accessories

- Your tablet comes with a hard-shell case and a removable strap. The case can be used to set the tablet up like a picture frame.
- The case is impact-proof, so if you drop it, it should be protected and function normally.
- If you need a keyboard, your tablet has a digital, touchscreen keyboard you can use.

Charging Your Tablet

Note: Your tablet should be fully charged when you receive it!

An empty battery requires up to four hours of charge time.

You can still use the device while charging.



How - To:

1. Insert the USB into the Charger Head.
2. Connect the smaller end of the USB into the charging port of the tablet.
3. Plug the charger head into the standard outlet.



Charger port

Caution: Use only charging devices and batteries approved by JFS or Samsung Brand. Samsung accessories are designed for your devices to maximize battery life. Using other accessories may cause damage.

Start Your Device

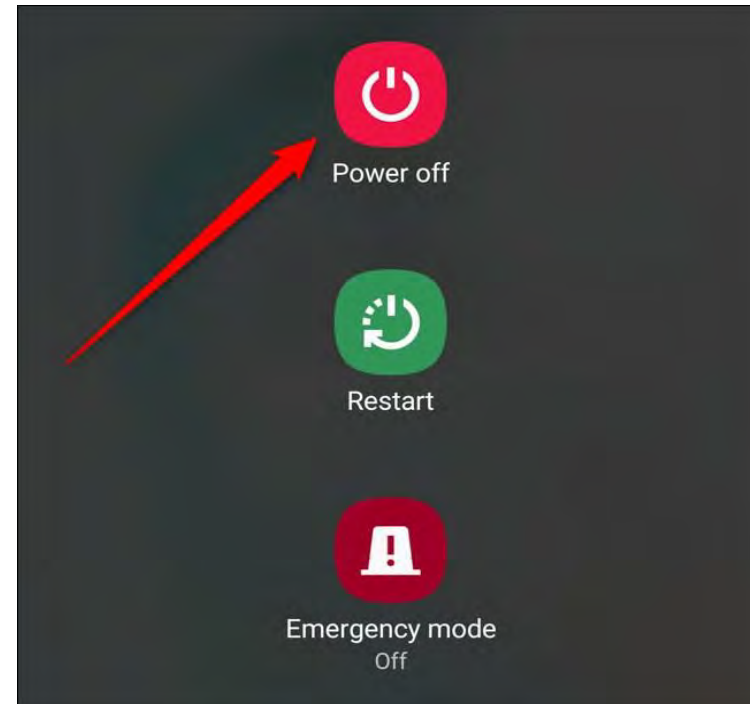
Use the Power key to turn your device on or off. Press and hold the **Power** button.

To turn the device off, press and hold the **Power** key, and tap **Power Off** on the screen. Confirm when prompted.

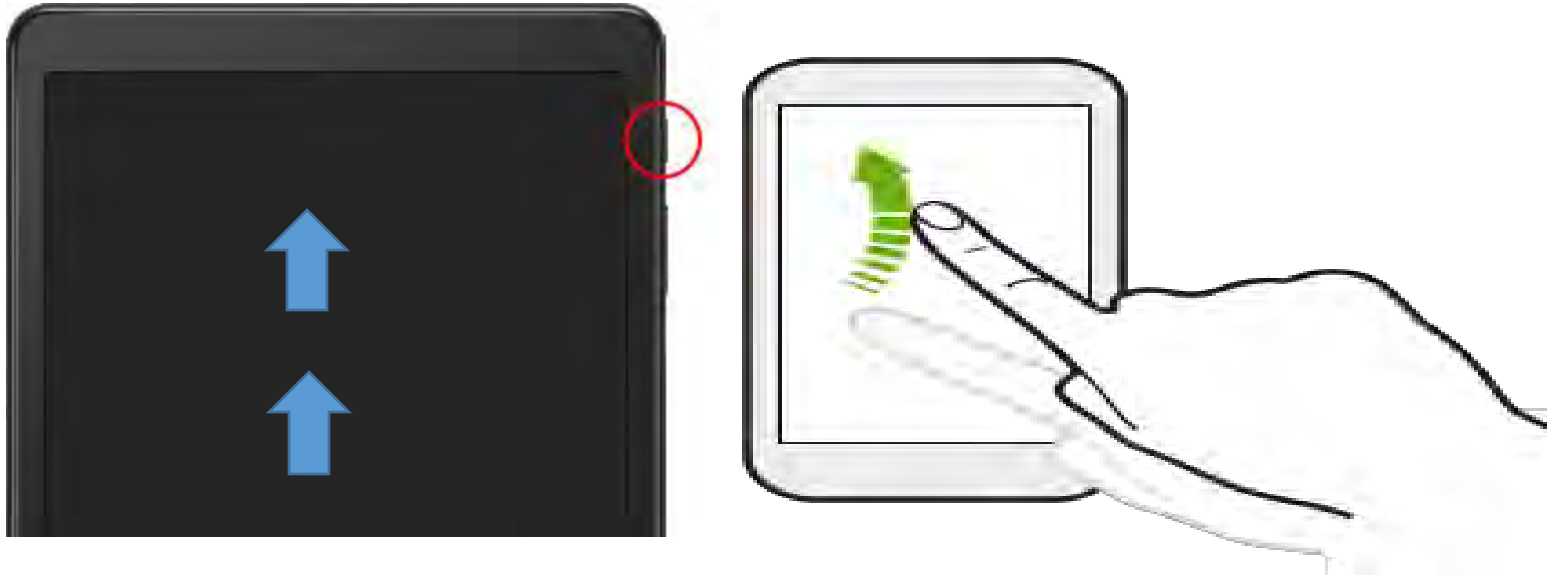
To restart your device, press and hold the **Power** key, and tap **Restart** on the screen.



Power key



How to Unlock Your Screen

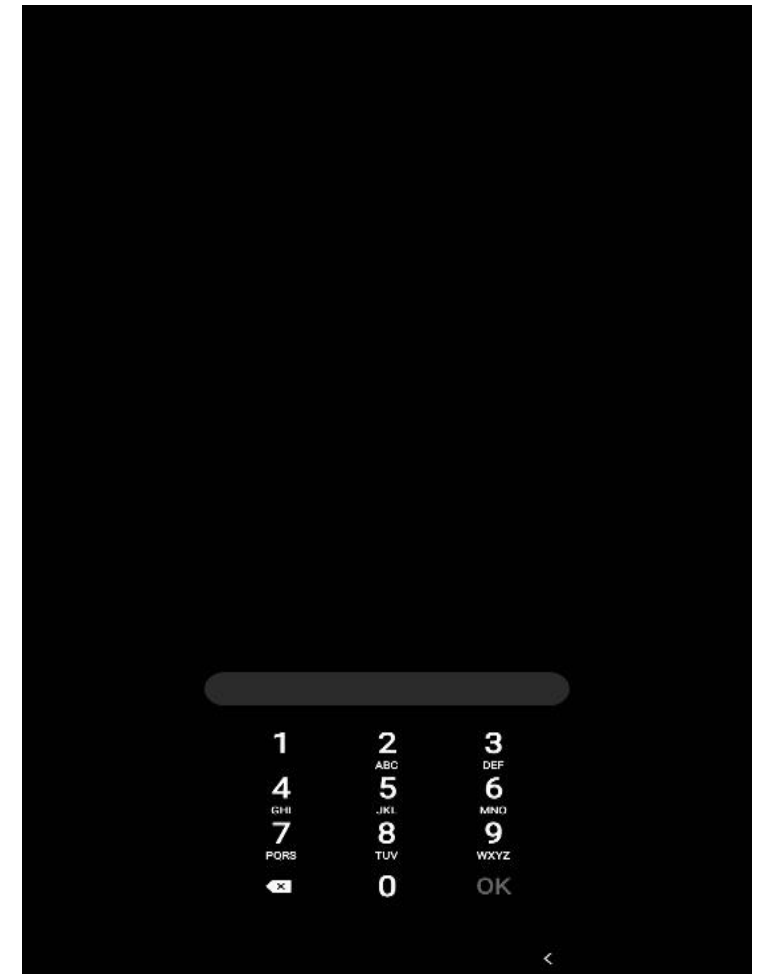


Samsung Galaxy Tab A (10.5) - Unlock Screen

1. Press the **Power button**.

- Swipe up from the center of the screen to the top of the screen
- Draw the current unlock pattern or type your PIN number.

*Tip: Do not use the same PIN as your debit card

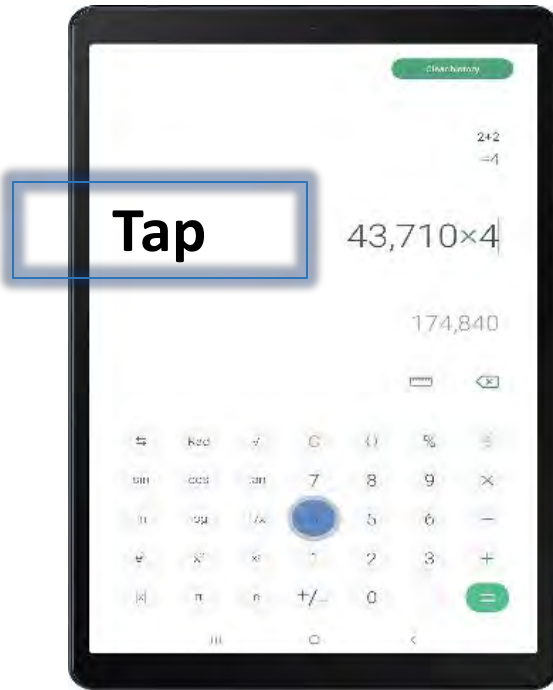


Type in PIN that you set up or that was provided by JFS.

My PIN number is: _____

Navigating Your Tablet

A touch screen responds best to a light touch from the pad of your finger or a tablet pen. Using excessive force or a metallic object on the touch screen may damage the glass surface and hurt the device.



Lightly touch items to select or open them.

- Tap an item to select it.
- Double-tap an image to zoom in or out.

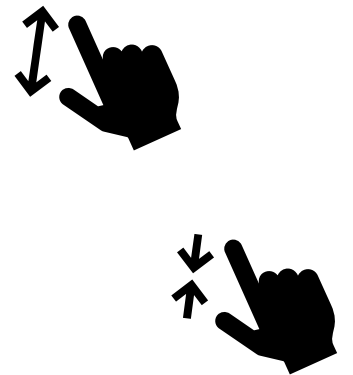


Lightly drag your finger across the screen.

- Swipe the screen to unlock the device.
- Swipe the screen to scroll through the Home screens or menu options.



Magnify or zoom in/out

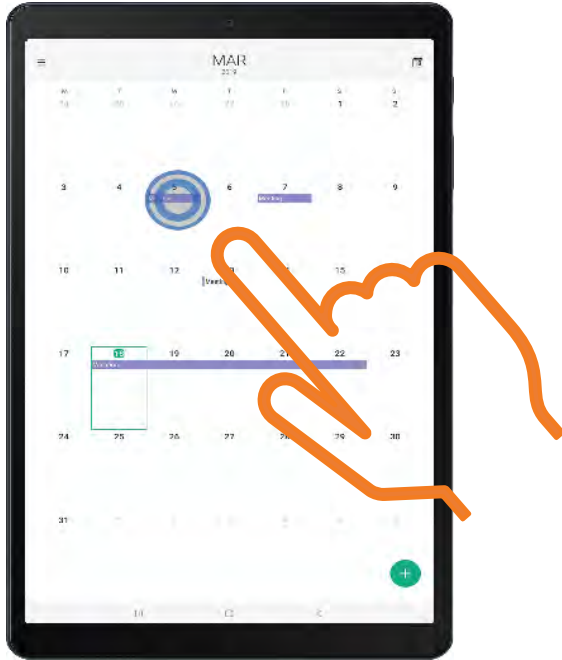


Bring your thumb and pointer finger together or apart to magnify or shrink images.

- In a pinching motion, move fingers together on the screen to zoom out.
- Move your fingers apart on the screen to zoom in.

Navigation Continued

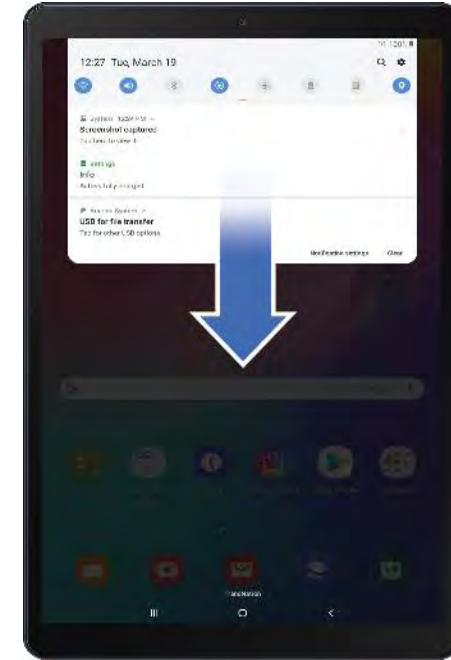
Touch & Hold



Touch and hold items to activate them.

- Touch and hold a spot to display a pop-up menu of options.
- Touch and hold a spot on your calendar to create a new event or reminder.

Drag & Drop



Touch and hold an item, and then move it to a new location.

- Drag an app shortcut to add it to a Home screen.
- Drag a widget to place it in a new location.

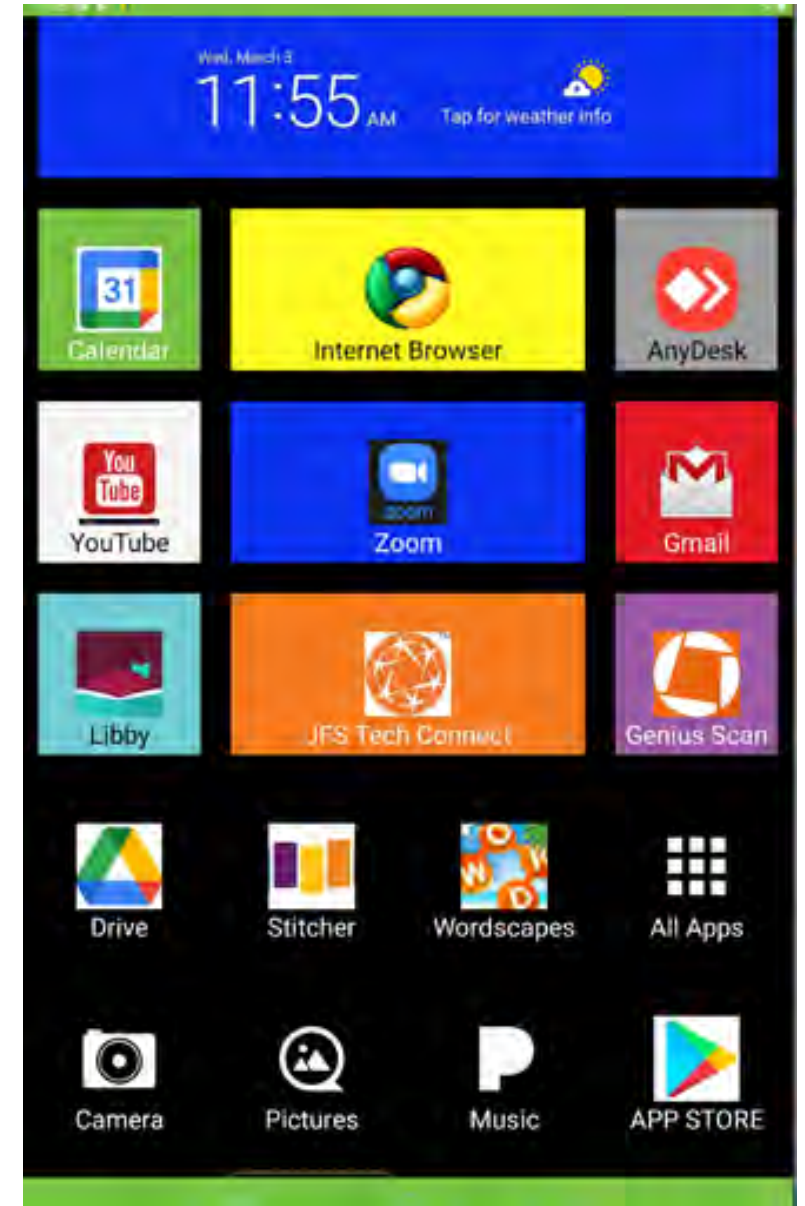
Tablet Vocabulary

- **Apps, Applications or Widgets** – Images or “icons” that you see and can tap to open a program or website. You might also think of it as a “button” on your screen.
- **Home Button** – Button located at the bottom of the screen. Looks like a small square. Takes you to your “launch page.”
- **Home Screen**- Start up screen once the device is unlocked.
- **Launcher** - another term for your home screen. Think of it as a “launch pad.” Where most things start from.
- **Link** - This is text that will take you to a new location if you tap on it. Often, they are [blue and underlined](#). Links will open your video calls for this program! You also want to avoid suspicious links or links you do not trust.
- **Navigation Bar**– The green bar at the bottom of your screen. It holds the home button or the previous page (the center circle, or the left-facing arrow).
- **Scroll**– An action, to move through options in a list. Like turning a page by going down through the list.
- **Settings** – Adjust features or change set-up (Text size, brightness)
- **Wi-Fi** – Technically stands for wireless fidelity, this is a term for wireless internet connections. Your tablet will need to connect to your wi-fi network at home. You can also connect to wi-fi at a café or library.
- **Zoom** – A video calling app we will use to host our conversations. It is also an action that you can do to “zoom in” or magnify a screen.

Home Screen/Launcher

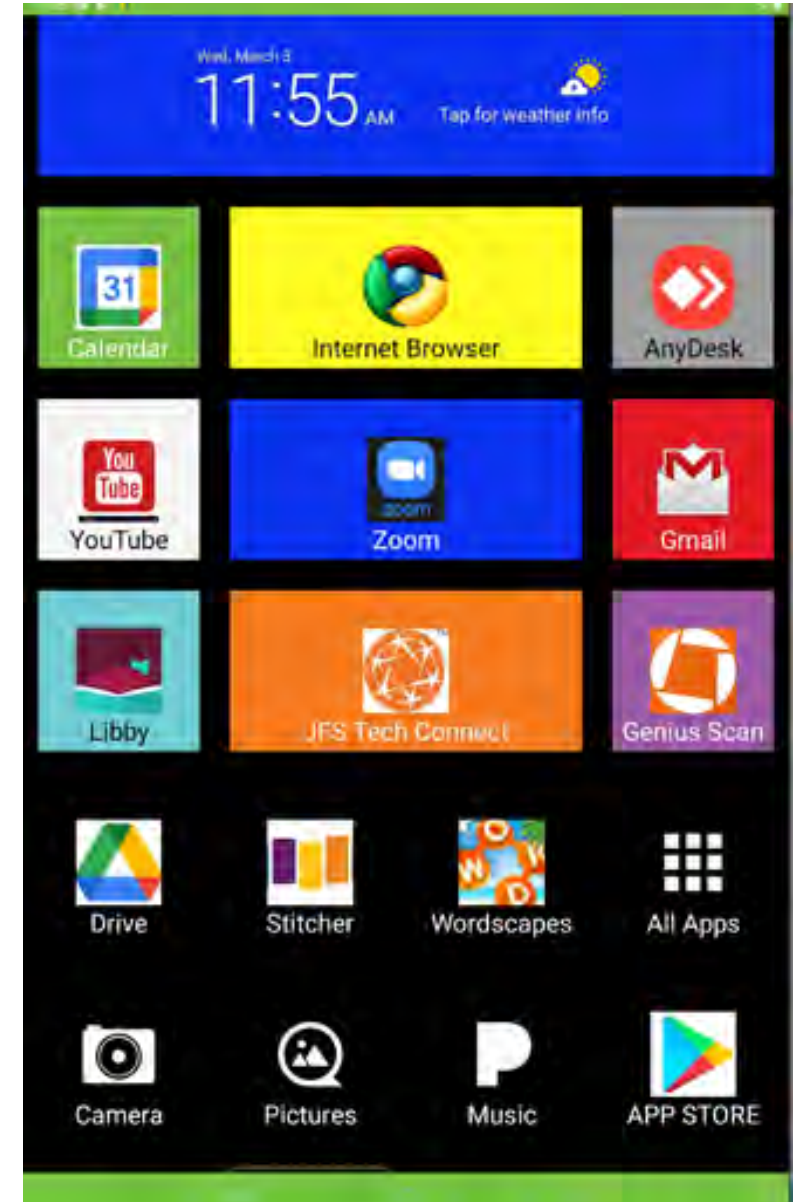
Your home screen will be like other participants' with some customizations made just for you! Let's explore:

1. **Libby** – Library app where you can read or listen to books!
2. **Internet Browser** – Technically "Google Chrome," this is a search tool you use to look up websites, businesses or anything you might like to know about.
3. **AnyDesk** – This is the tool JFS will use to help you problem-solve when needed! AnyDesk will allow our team to see your tablet screen and watch you work *or* show you where to tap.
4. **YouTube** – This is a video platform. You can find music videos, how-to videos, comedy and mini-documentaries.
5. **Zoom** – This big blue box is for video calls! JFS will use Zoom for our group meetings.
6. **Gmail** – This is your email inbox, like a virtual mailbox. You will use this app to write and respond to friends, family and JFS Staff. You also use Gmail to set up accounts for services!



Home Screen/Launcher

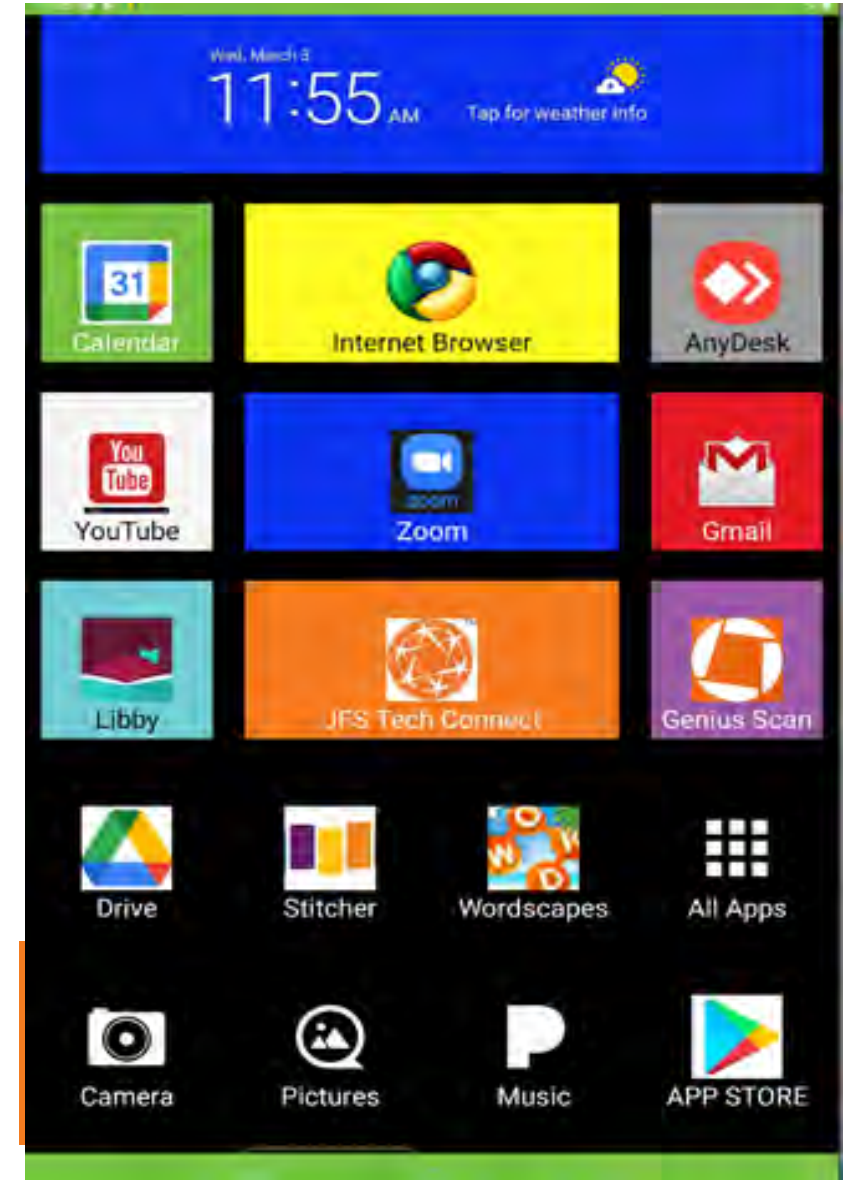
7. **Calendar** – This calendar is linked to your Gmail email. JFS will schedule our cohort meetings on this calendar. You can also set other appointments and reminders here.
8. **JFS** – This is a shortcut to the JFS Tech Connect class portal.
9. **Custom App** – This tablet shows "**Genius Scan**" which is an app that allows you to scan a document.
10. **Pictures** – This is where photos taken on this tablet will be stored.
11. **Pandora (Music)** - This is a radio app that chooses songs based on similarity to songs selected, your likes, dislikes and genre.
12. **Custom Spot** – This tablet has **Drive** which is to store files and pictures.
13. **Custom Spot** – This tablet has **Stitcher** for listening to podcasts.



Home Screen/Launcher

The bottom row of your Home Screen has a few tools, settings and a way to get new programs and other programs on your tablet.

- 14. **Camera** – This is the camera for the tablet. You press this app for taking photos.
- 15. **App Store** – This is the place to look through other programs that you want to add to your tablet.
- 16. **Settings** – This spot can help you adjust light settings, brightness, or text size. You may need to swipe up to see the Settings Icon.
- 17. **All Apps** - Where you touch to search through the other programs on your tablet. They will appear as a list in alphabetical order.

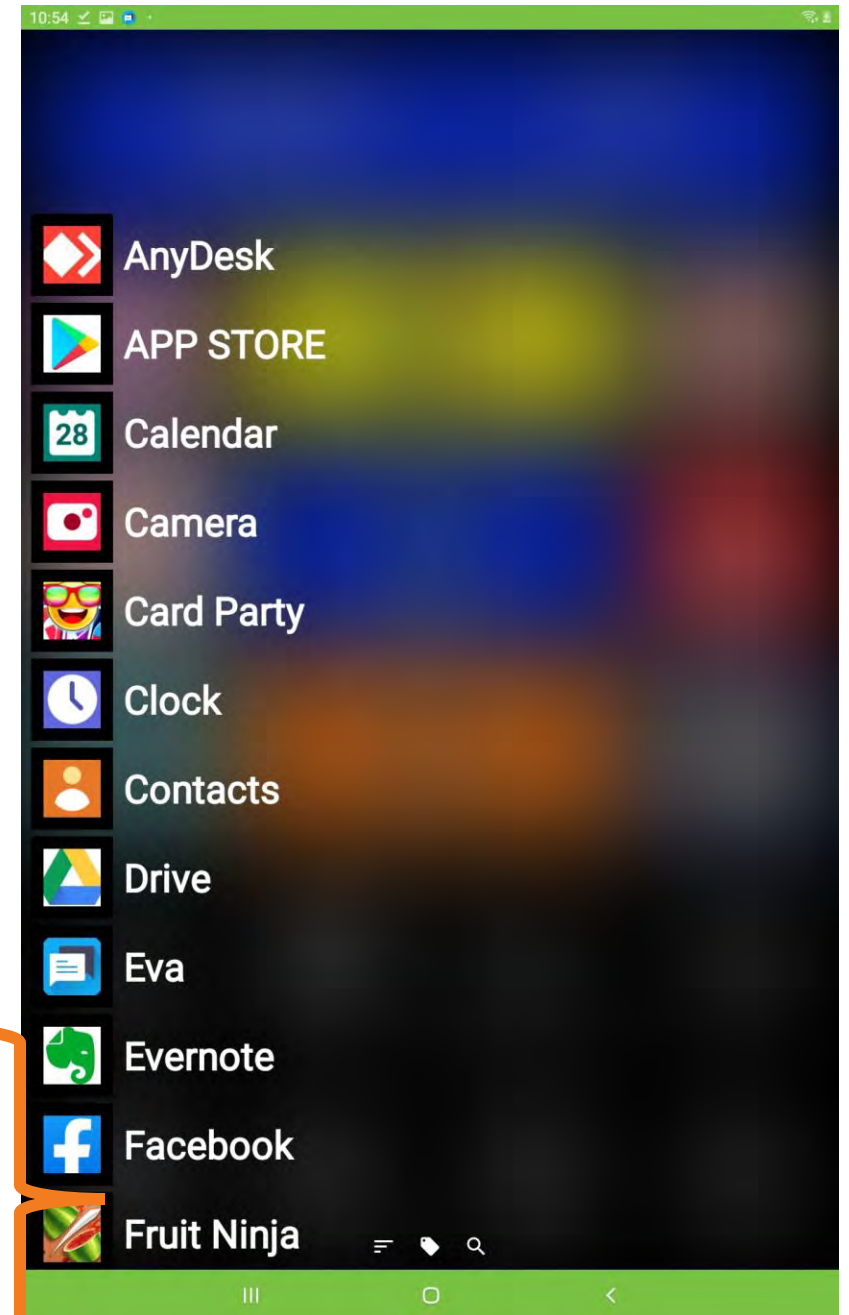


All Apps

This is the view you will see (or similar) when you tap "All Apps" on your home screen. You can now swipe or scroll and look through the apps on your phone or specifically search for what you are looking for.

You can hit the magnifying glass (enlarged below) to search for a specific app or program. A keyboard will pop up. Type the first few letters of the app you are looking for and every app beginning with those letters will appear.



The white square in the center of the bottom green navigation bar will take you back to your launch page.

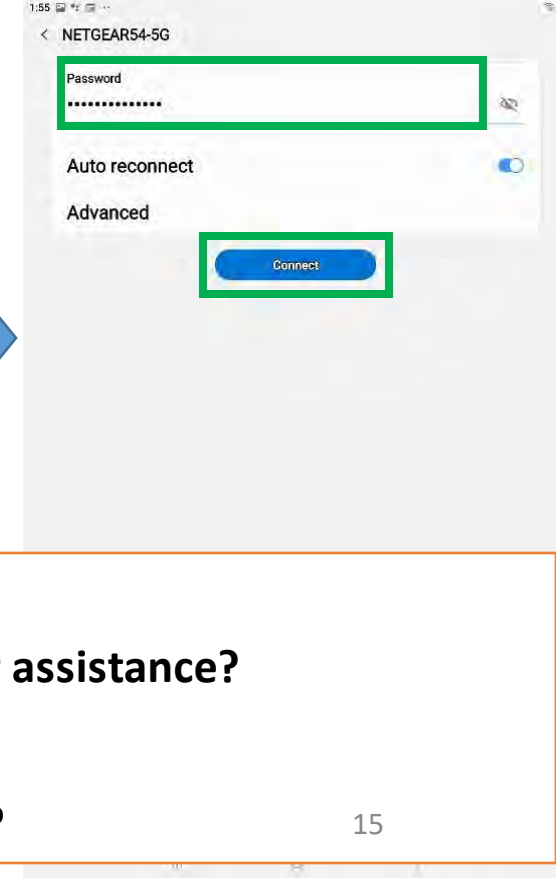
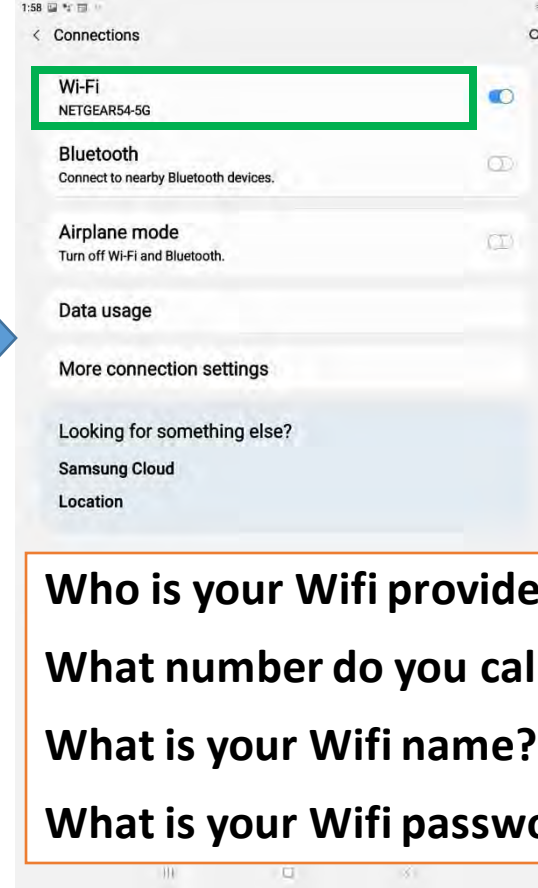
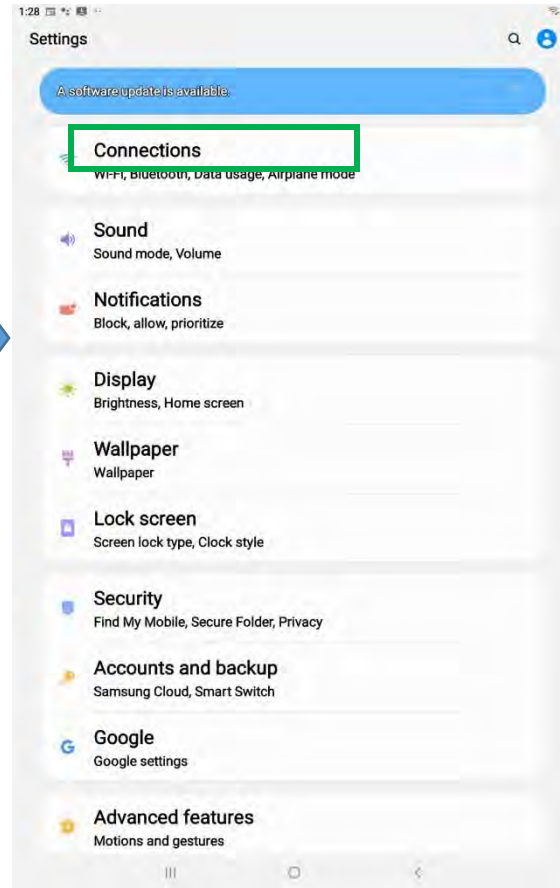
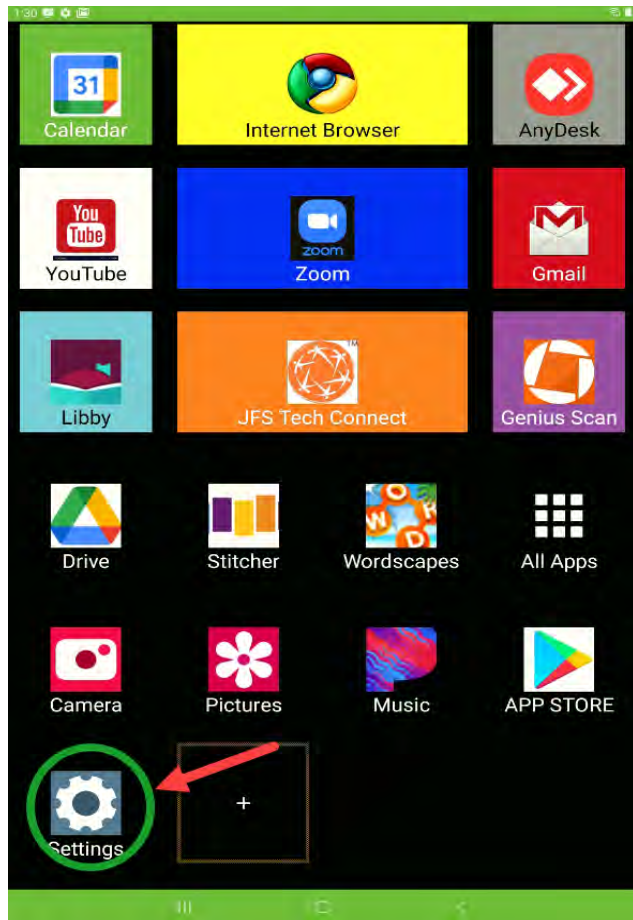


Wi-Fi

You can connect your device to a Wi-Fi network to access the Internet.

(Swipe up from the bottom to display the Settings icon)

1. From Settings, tap  **Connections** > **Wi-Fi**, and then tap  to turn on Wi-Fi and scan for available networks.
2. Tap the network and enter a password if required. It's recommended you keep your Wi-Fi password protected.



Who is your Wifi provider?

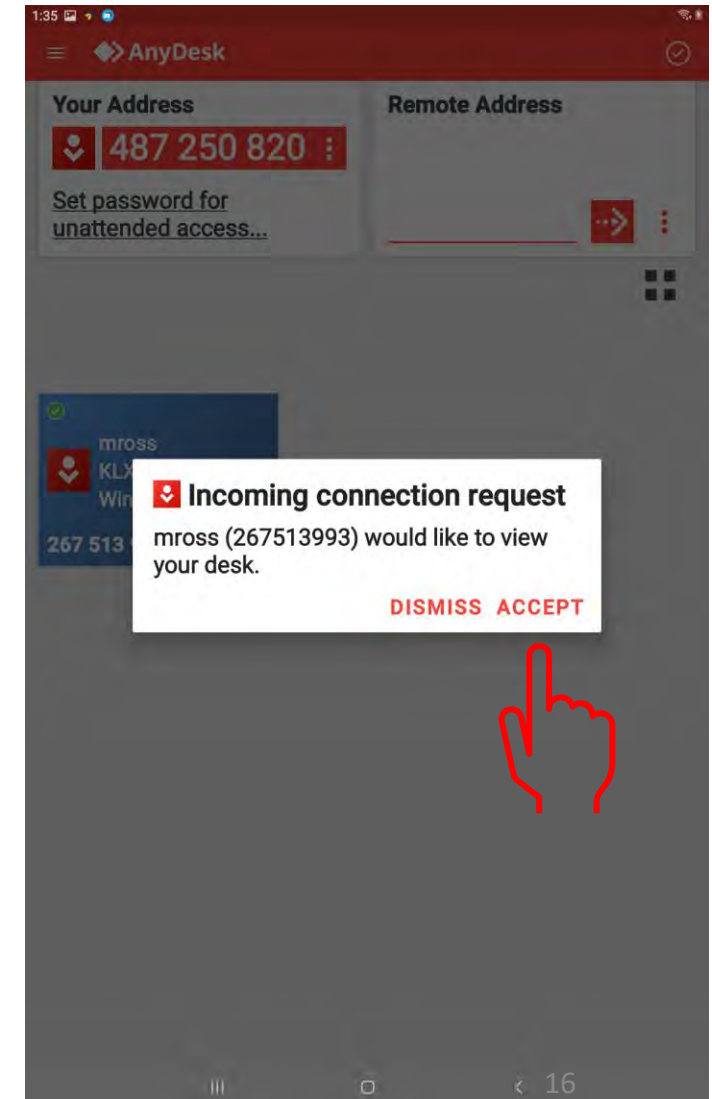
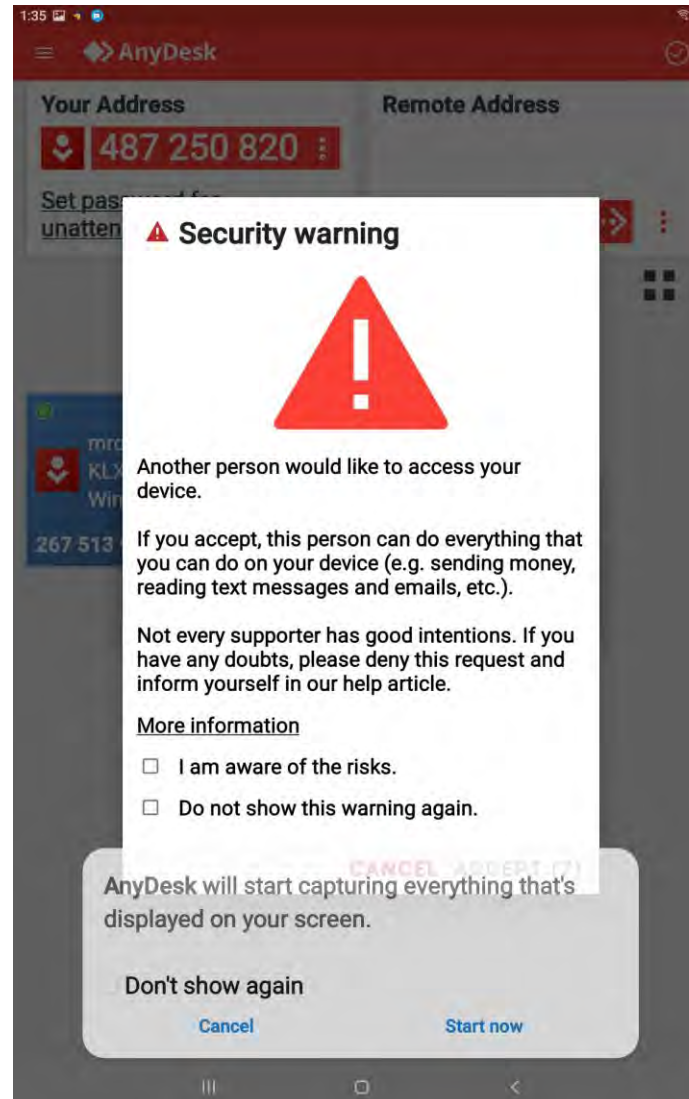
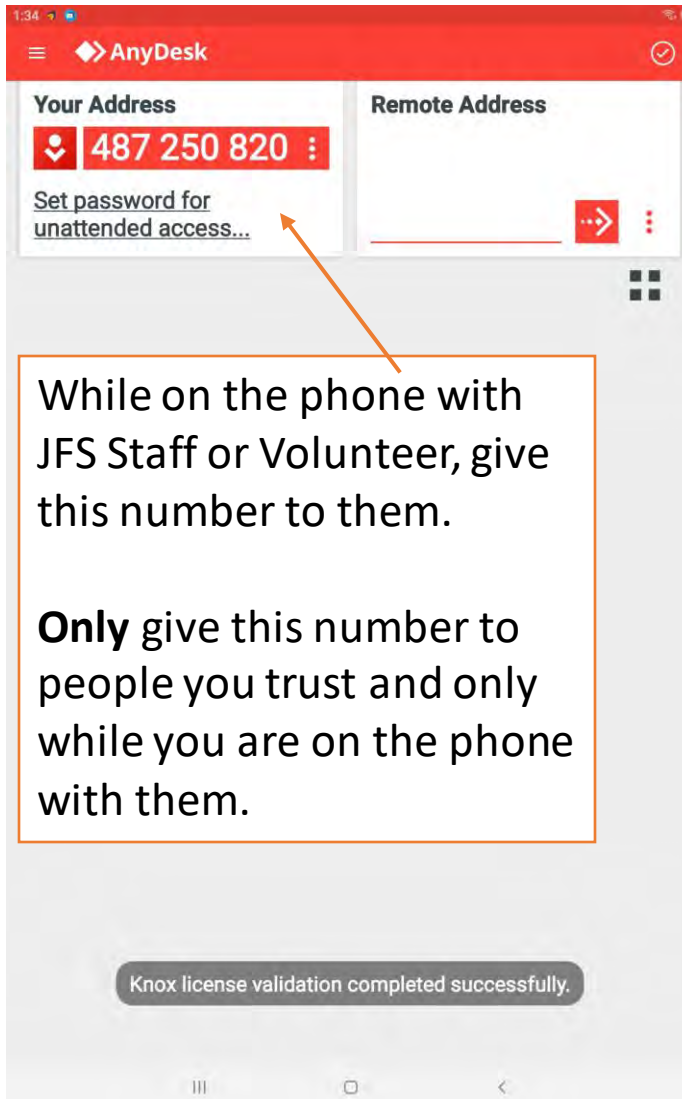
What number do you call for assistance?

What is your Wifi name?

What is your Wifi password?

How to Use AnyDesk

AnyDesk is a support feature on your tablet. You will use this app to show JFS Staff or Volunteers your screen. This will help them see what you see and allow them to walk you through a task or to show you how to do a task. All remote!

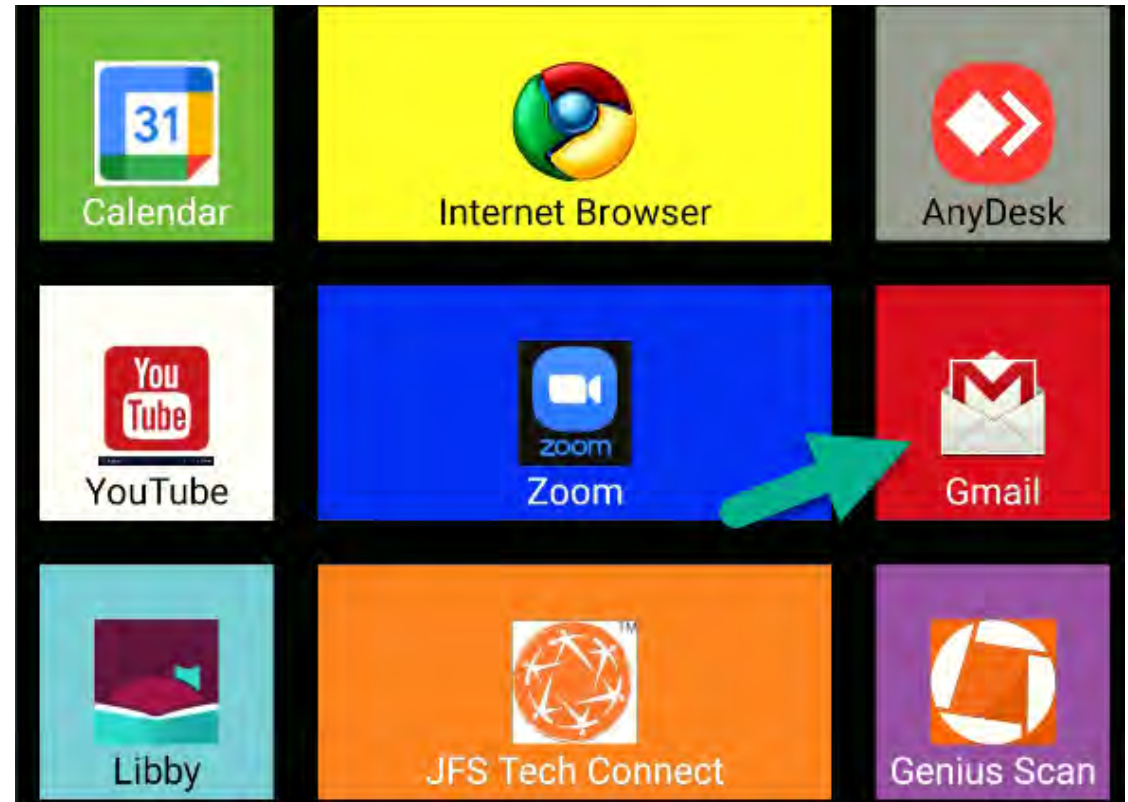


Email & Password

What is your Gmail? 

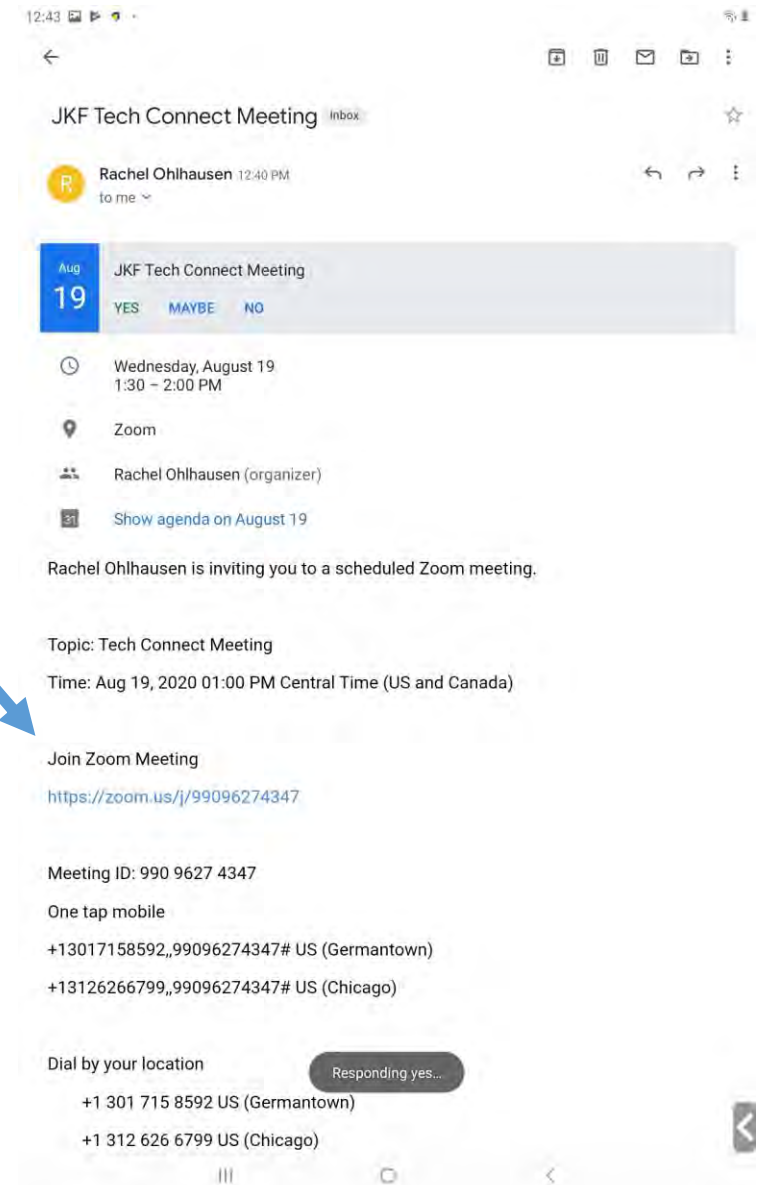
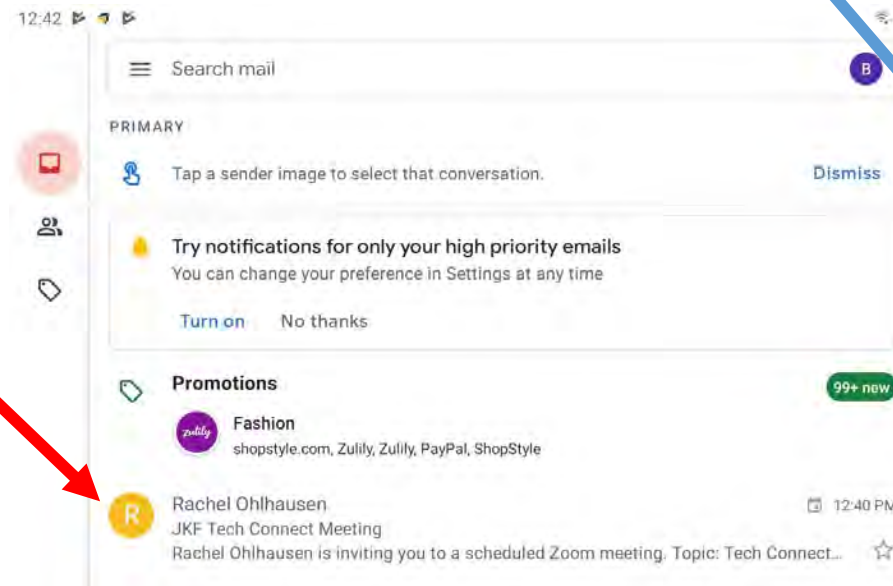
What is your email password? 

All program participants will use "Gmail" for their email. If you did not already have an account, you set one up with the JFS Technical Team. What is your Gmail address? This will be where we send updates for the program!

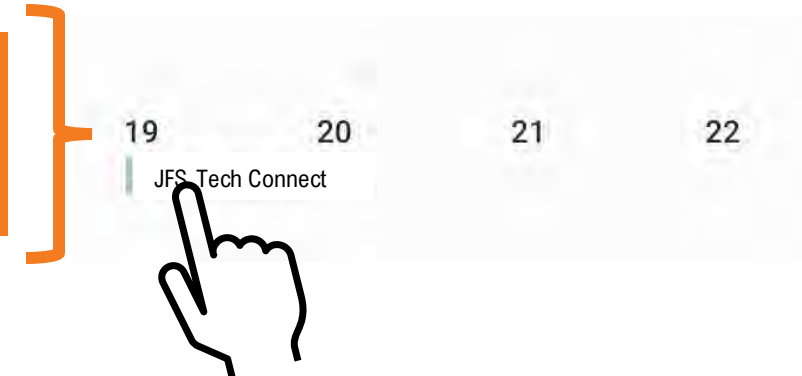
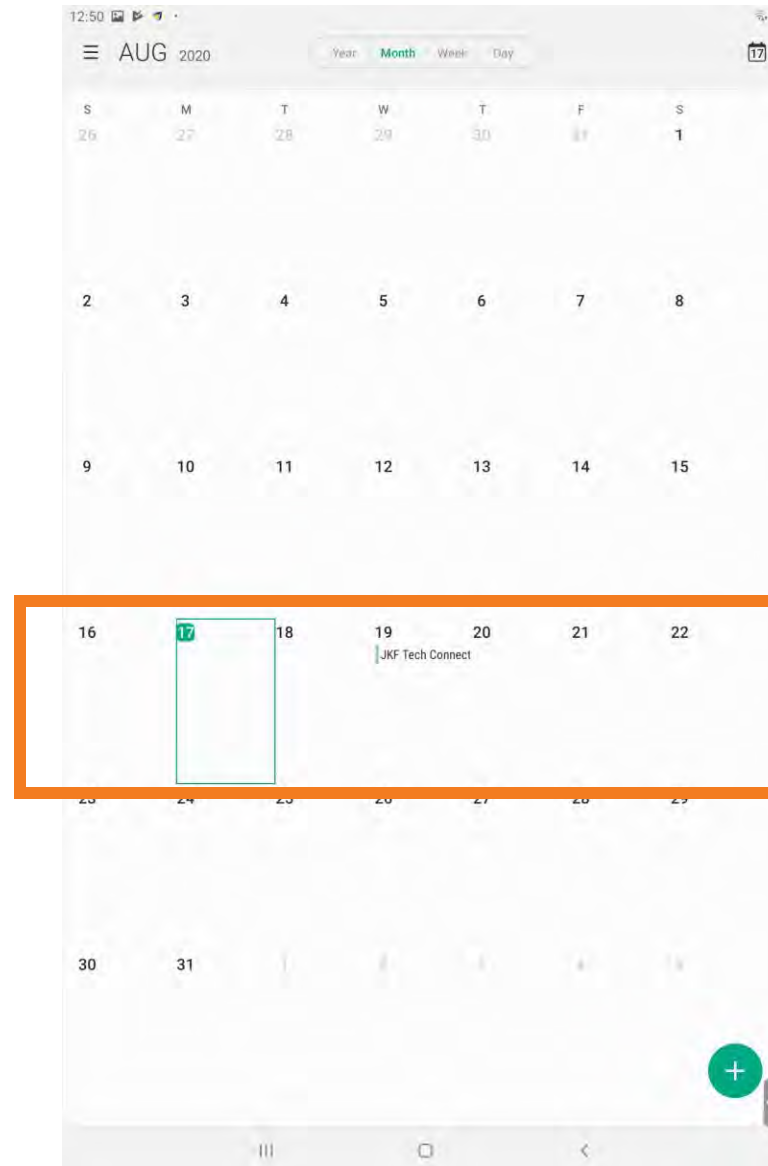
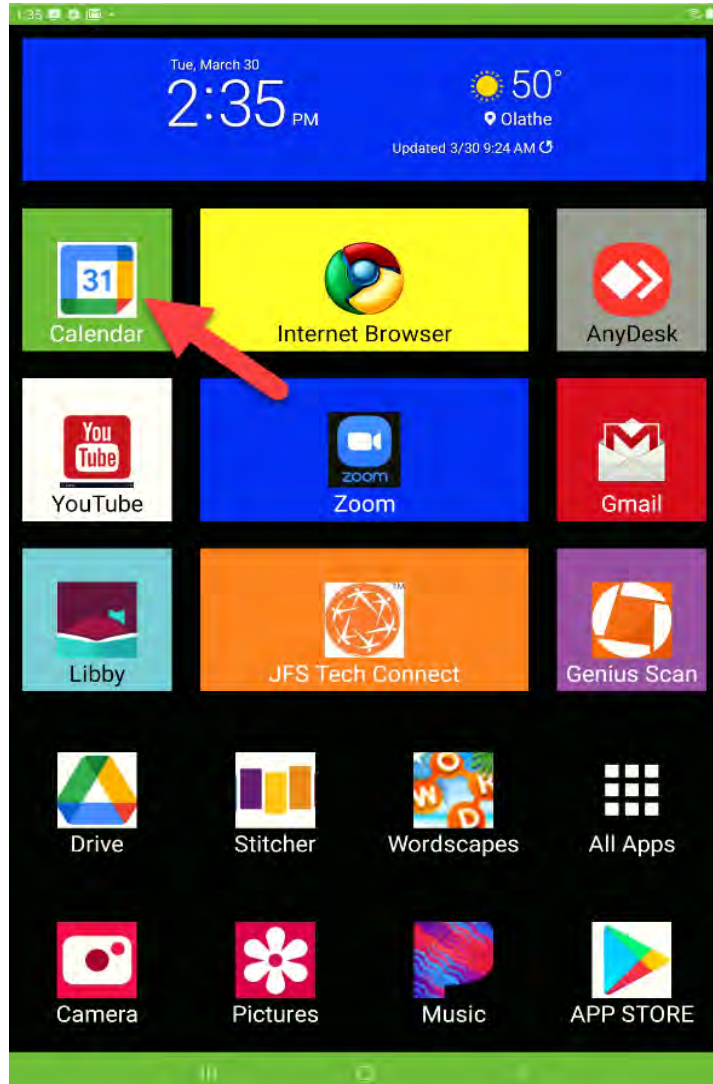


Video Calls – First Cohort Meeting

- The weekly meetings we will host will take place via Zoom, our video call app.
- You will get invitations via Gmail from either Rachel or Alison.
- Tap the email to open and accept the invite to add the call to your calendar.
- You will click the "Join Zoom Meeting" blue link to open the call, at the correct time.

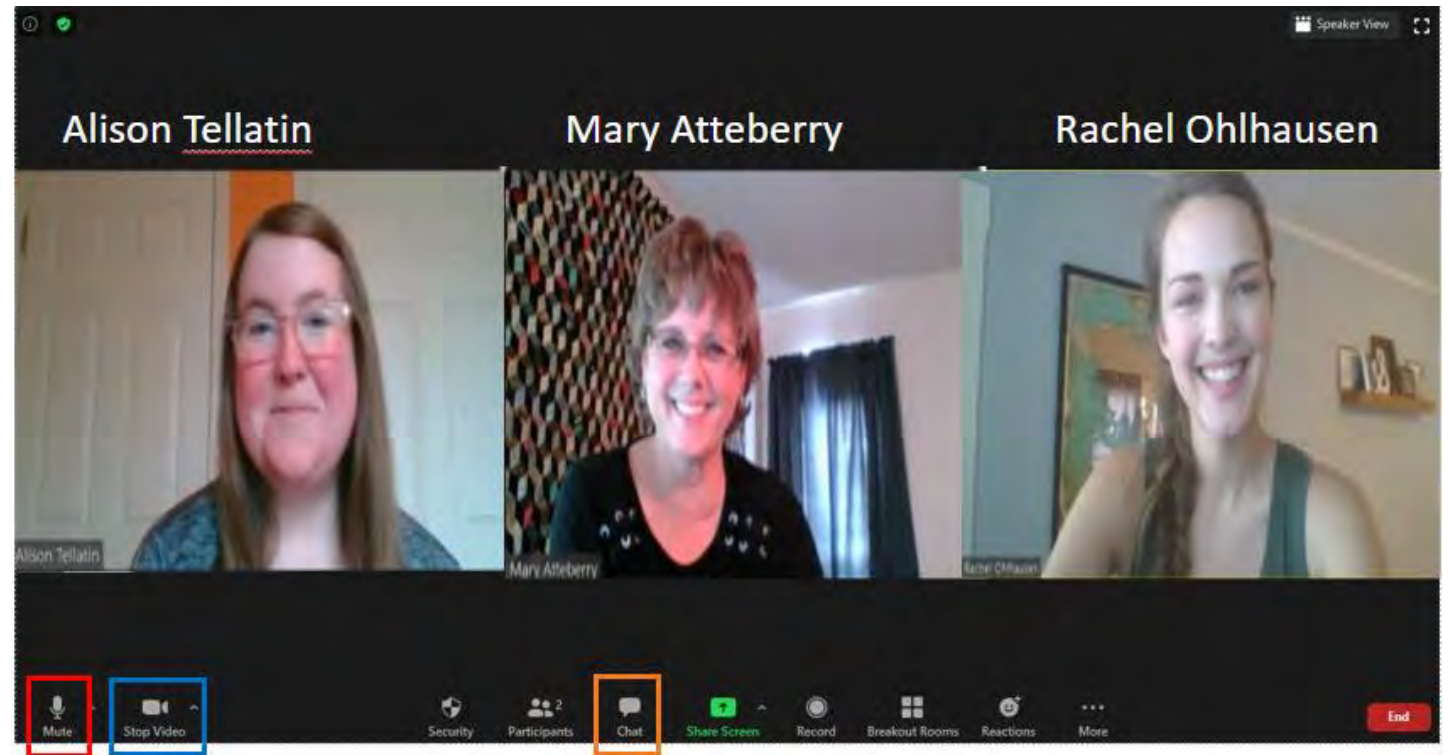


Calendar: How to Get to Meetings



Video Calls – First Cohort Meeting

- When you enter the call, you will see a similar screen- Alison, Rachel and Mary have already joined!
- **Mute** – Mute your sound during presentations and when listening. Click again to unmute and talk.
- **Video** – Click the video image to stop video or start video.
- **Chat** – This text box is where you can ask a question of the group while you are muted.



How to Schedule an Appointment for Help

Outside of our group calls, you can schedule 1:1 tech assistance with our volunteers or with Mary.



Call our Help@Home Number, 913-981-8880 to set up an appointment.

For day-of our Program Meetings, you can get technical support 30 minutes before a video call. Either email matteberry@jfskc.org for help or call Mary directly at 913-521-4359.