



Cell Phone Survival Guide

Now that we know a little about the basics to using cell phones, you can use this guide as a summation of the different aspects of the cell phone.

Creating Contacts

1. Contacts are necessary in order to make your phone easy to use.
2. A contact is a person whose information is stored in your phone, including phone number and name.
3. To create a contact in your phone, first find the “Contacts” button. This varies widely depending on the specific phone you have but here are a few examples:

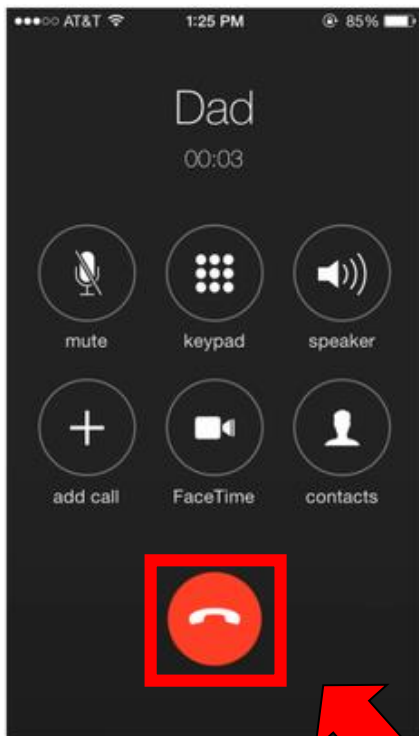


4. Once you click on the “Contacts” page, you will want to find the button that says “Add New Contact.” Once you do this, you will be prompted to type in all the information about the person, including phone number and name.
5. Once you do this, click “Done” and your contact will be created!

Calling

1. There are two ways in which you can call someone:
 - I. Phone Number: If the person you wish to call is not one of your contacts, use this option. There are two main ways in which you can type in his/her phone number: (1) if you have a physical number pad on your phone, just simply begin typing the phone number or (2) if there is no number pad (this usually occurs on smartphones like iPhones or Androids), look for the button that says “Phone,” go to “Keypad,” and then type in the number.
 - II. Through Contact: If the person you want to call is already a contact (this is usually the case), you can simply click on the contact to call him/her. To do this, first go to the “Contacts” button (like you did when creating new contacts). This will bring up a list of your contacts. Find the one you want to call and select his/her name by either tapping it (if touch screen) or using the “OK” button on your phone (if not touch screen). There will then be an option to “Call” the contact. If not, try clicking on the phone number itself (if touch screen) or clicking on the green phone button (if not touch screen).
2. Once you are in the call, there are a few things you should be aware of:

- I. Speaker: If you do not want to hold the phone up to your ear while talking, you can choose this option so the volume of the phone is increased, therefore allowing you to put the phone down and still be able to hear and talk.
- II. End: Choose this button when your call is over to stop the call. It looks like:



Receiving Calls

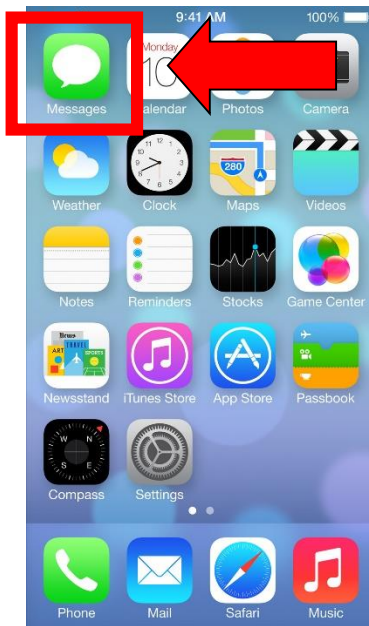
1. You can also receive calls from other people.
2. When this happens, your phone will “ring” and you will be able to see who is calling you.

3. If the person calling is a contact of yours, it will show the person's name. If the person is not a contact, it will show the person's phone number. **If you do not recognize the name/number of the person calling, do not pick up.**
4. There are two options you have when receiving a call:
 - I. Accept: This means you will take the call and "pick up." This immediately begins the conversation with the other person.
 - II. Decline: This stops the call and will not begin the conversation. Choose this when you do not know the other person calling.



Texting

1. Texting is very similar to an email. The difference is that texting is done through your phone and is a much quicker, informal way of communicating.
2. To text a person, first find the "Texting" or "Messaging" button on your phone:



3. Once you locate the texting area on your phone, it will take you to a list of previous “conversations” (text messages) you have already started with other people.
4. To begin a new message, find the “Create New Message” button or an icon that looks like a pencil (for iPhones).
5. This will take you to a setup similar to an email:
 - a. To: This is the person to whom you are sending the text. If the person is already a contact of yours, just type in his/her name. If not, then type in his/her phone number.
 - b. Message: After that, click on the blank space underneath where you are supposed to write your message. Type in your message and then click the “Send” button, usually on the top right or bottom right part of the screen.
6. You can also receive text messages. If someone sends you a text message, your phone will beep and show you what the message is. Like an email, you can reply to the message or delete it.

7. Because texting is meant for quick, simple communication, there are many acronyms and special symbols used to shorten the length of your message.

Examples include:

- a. lol = laughing out loud (used to convey a happy emotion)
- b. thx = thanks
- c. u = you
- d. ur = your

Wrap-Up

This is the basis for cell phone usage. If you have any questions or concerns, please feel free to ask the instructor or (if you are by yourself) to send an email to technocademy@gmail.com regarding any questions you may have.

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