



# Phone Settings



# Phone Settings

## What We Are Going to Cover

- Settings app
- Connections
- Sounds *e.g. volume*
- Notifications
- Display *e.g. text*
- Accessibility *e.g. Magnifier, talkback, voice access*
- Home Screen
- Biometrics

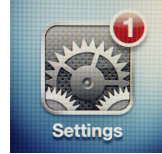


# Settings App

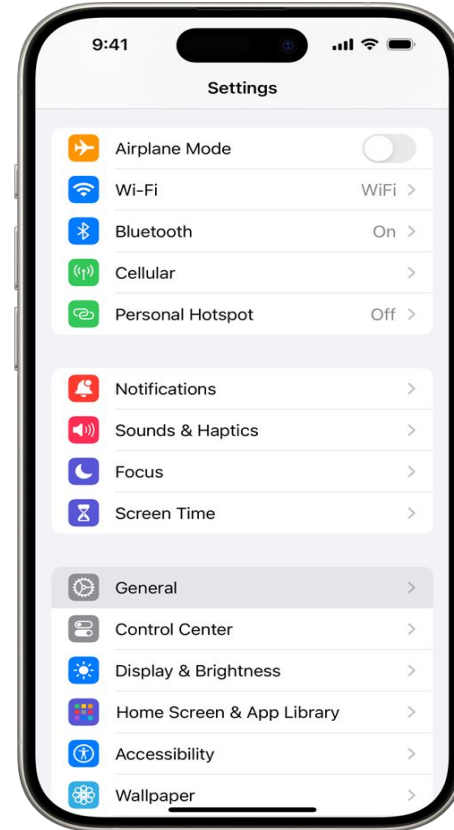
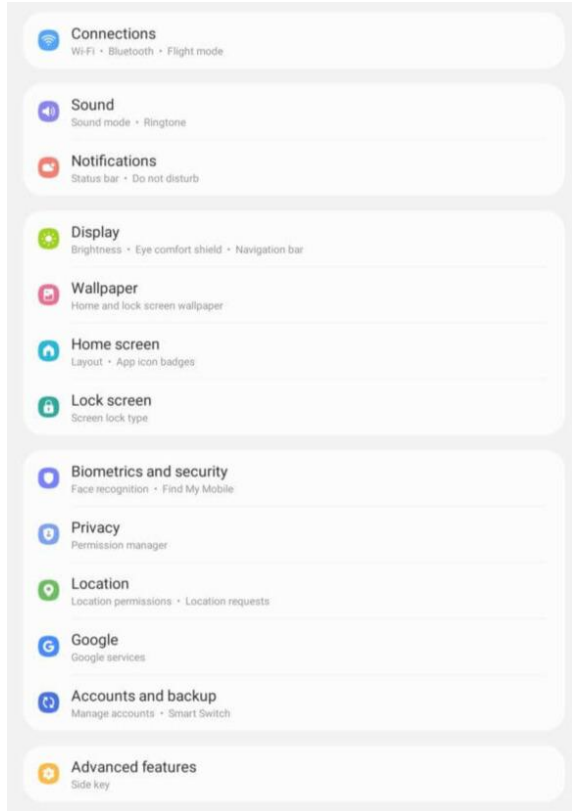
The Settings App is a built in system application on your mobile phone/tablet

## Key Features:

- You can access the **Settings app** by ‘**swiping down or up**’ on your **Home Screen** and **tapping** on the icon (top left) or going to your **Apps library** (by ‘swiping’ left or right) and **tapping** on the ‘Settings app’.
- It allows you to ‘*customise and manage*’ your phone’s functions and appearance.
- Within the ‘Settings app’ you can access ‘*sub menus*’ that allow you to manage/control features like *Sound, Display, Notifications, Accounts, Security etc.*



# Settings App (cont)



# Connections (Android)

**Connections:** To access **tap** on the 'Settings App', scroll down and **tap** on 'Connections or Network/Wi-Fi'. Here you can:

- **Turn on Wi-Fi** - **tap** on 'Wi-Fi' and 'turn on' wi-fi button. **Tap** again to reveal 'available Wi-Fi networks' and **select** Wi-Fi network to connect to.
- **Turn on Wi-Fi Calling** - **tap** on 'Wi-Fi Calling' and **select** 'mobile network' to **turn on** Wi-Fi calling to make free calls using Wi-Fi
- **Turn on Bluetooth** - **tap** on 'Bluetooth' and **turn on**. This will allow you to 'connect/pair' with other devices. e.g. *car, speakers, other smartphones*
- **SIM manager** - **tap** on 'SIM manager' and here you can **manage** your 'SIM Cards' (*useful if you have 2 SIMs in your phone*) and **add/download** an eSIM (if option available)
- **Mobile Networks** - **tap** on 'Mobile networks'. Here you can **turn on/off** 'data roaming' e.g. when travelling

# iPhone/iPad (connections)

To access your connections on iPhone/iPad **go to: 'Settings'**

- **To Turn on *Wi-Fi*** - **tap** on 'Wi-Fi' and 'turn on' wi-fi button. **Tap** again to reveal 'available Wif-Fi networks' and **select** Wi-fi network to connect to.
- **To Turn on Bluetooth** - **tap** on 'Bluetooth' and **turn on**. This will allow you to 'connect/pair' with other devices. e.g. *car, speakers, other smartphones*
- **Mobile Networks** - **tap** on 'Cellular/Mobile'. Here you can **turn on/off** 'mobile data' and 'roaming' e.g. when travelling (*follow the on screen instructions*)

# Notifications

**Notifications:** These are ‘alerts’ when you **receive**: *an email, text message, App alert etc.* To access **tap** on the ‘*Settings App*’, scroll down and **tap** on ‘*Notifications*’. Here you can:

- **Turn on *App notifications*** - **tap** on ‘App notifications’ and **select** each app to **turn on** or **change** the ‘App notification settings’
- **Change Notification pop-up style** - **tap** on ‘Notification pop-up’ and **choose** how notifications ‘pop up’ on your screen when you receive them e.g. ‘*brief*’ or ‘*detailed*’.
- **Turn on Do not disturb** - **tap** on ‘Do not disturb’ and **turn on**. This allows you to **mute** calls, notifications and alerts e.g. for certain time period or while sleeping

# Sounds

**Sounds:** To access **tap** on the *'Settings App'*, scroll down and **tap** on *'Sounds & Vibration'* (*'Sounds & Haptics'* on *iPhone*). Here you can:

- **Turn on** *'Vibration only'* or *'Mute'* - Useful if in a 'quiet place' e.g. library or Cinema:
- **Turn on** *'Vibrate while ringing'*
- **Change your Ringtone** when your phone rings by **tapping** on *'Ringtone'* and **selecting** a ringtone from the list
- **Adjust Volume** for *'Ringtone/phone ring'*, *'Notifications'*, *'Media'* e.g. Music etc. by **tapping** on *'Volume'* and adjusting volume using **'sliders'** to increase or decrease volume (**Note:** you can also adjust Volume by pressing *'+/- buttons'* on side of the phone)
- **Change System Sound Volume** for *'touch screen'*, *'dialing keypad'*, *'Keyboard'* etc by **tapping** on *'System Sound'* and turning sounds on/off

# Display

**Display:** To access **tap** on the 'Settings App', scroll down and **tap** on 'Display' (*Display & Brightness on iPhone*). Here you can:

- **Change Dark mode settings'** - e.g. light or dark screen
- **Adjust brightness** *'by swiping 'slider left or right' to increase/decrease brightness or turn on/off 'Adaptive brightness' or 'Extra brightness'*
- **Change Font Size** by **tapping** on 'Font size' and changing 'font size', 'font style',
- **Change Screen timeout** by **tapping** on 'Screen timeout' and **selecting** time period from the list e.g. 2 mins (**Note:** default is 30 seconds)
- **Adjust Screen zoom** by **swiping** *'slider left or right' to 'increase/decrease' size of items on your screen*
- **Turn on Accidental Touch** - *protects phone if in pocket or handbag*
- **Turn on Touch Sensitivity** (if available) - increases 'sensitivity' of screen if using screen protector

# Accessibility

**Accessibility:** To access **tap** on the ‘*Settings App*’, scroll down and **tap** on ‘*Accessibility*’ (**Note:** *To use on Android you need to have the full ‘Accessibility suite’ which you can download from Play Store*).

## **Vision enhancements (Android:**

- **Display mode:** Here you can choose to ‘enlarge display’ and make font **Bold** and ‘highlight’ app icons on your screen
- **Colours & Clarity:** Can make **high contrast** changes to ‘fonts’ and ‘keyboard’ so they are more visible by **turning on** features
- **Size and Zoom** - Here you can **select** ‘Magnification’ or ‘Magnifier’ to ‘magnify’ screen or use phone as a ‘Magnifier. To turn on **tap** on ‘Magnification’ or ‘Magnifier’ and follow on screen instructions

**Vision (iPhone):** Similar features to Android e.g. Magnifier etc. **Go to:** Settings > Accessibility > Vision (*follow on screen instructions*)

# Accessibility (cont)

**Talkback (Android):** Provides spoken feedback so you can use your device without looking at the screen

- **Select** 'Talkback' then **tap** to ***turn on/off***
- **To use Talkback:**
  - ***Swipe right/left*** 'to move between items'
  - ***Double tap*** 'to activate an item'
  - ***Drag two fingers*** 'to scroll'

# Accessibility (cont)

**Voice access (Android):** let's you control your device hands-free, use voice commands to open apps etc. e.g. 'Open Gmail'

**To turn on Voice access:** *(this may vary slightly depending on Android device)*

- **Scroll down and tap** 'Interaction & dexterity'
- **Scroll down and tap** 'Voice Access'
  - **Swipe right/left** 'to move between items'
  - **Tap to turn on/off** and follow on screen instructions

**Voice control (iPhone):** let's you control device in similar way to Android phone using voice commands (with Siri)

- **To turn on Voice Control:** **Go to** Settings > Accessibility > Voice Control. **Tap** 'Set Up Voice Control'. Follow the on screen instructions. *(A download may be required from your App store).*
- **To turn off:** Use 'Siri ( i.e. 'Turn off voice control') or **go to:** Settings > Accessibility > Voice Control

# Home Screen

**Home Screen (Android):** To access **tap** on the '*Settings App*', scroll down and **tap** on '*Home screen*' Here you can:

- **Change App size** on 'home screen' and 'App library screens' by using **slider** to 'increase or decrease size of apps'
- **Change Home Screen Grid** by **tapping** on 'Home screen grid' and selecting '4x6' or '5x6'
- **Edit apps** by **tapping & hold** on an app and then
  - **Select** options by **tapping** on 'Remove' or 'Uninstall'.
  - **Move** the app on the 'Home Screen Grid' by **dragging & dropping**

**Home Screen Quick Panel (Android) - swipe down** on the home screen to reveal 'Quick Panel' shortcuts *e.g. Screenshot, Torch etc.* **Tap** icon to **turn on/activate** shortcut. Here you can also access '*Wi-Fi*', '*Bluetooth*' and '*Power*' shortcuts

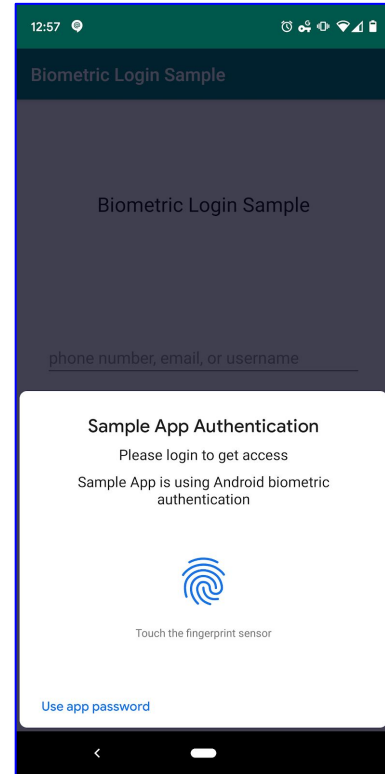
**Home Screen (iPhone):** you can edit apps by **tapping** empty area on the home screen until they 'jiggle', then **choose** on screen options *e.g. remove, rearrange etc*

# Biometrics

## Lock screen/biometrics for Android:

**Tap** on the '*Settings App*', scroll down and **tap** on '*Lock screen/biometrics*'

- **To set up/change screen lock security** - **tap** on 'Screen lock & biometrics', **enter** PIN/Password and **select** either 'PIN', 'Password' or 'Pattern', *and follow on screen instructions*
- **To set up Biometrics** (e.g. Fingerprint) - scroll down and **select** either 'Face recognition' or 'Fingerprints' *and follow on screen instructions*



# Biometrics (cont)

For iPhone: *Go to Settings > Face ID & Passcode*

- **To set up Face ID** - *select 'Set up Face ID', enter 'Passcode' and follow on screen instructions. (You can choose to use Face ID for unlocking phone, apps etc.)*
- **To set up Touch ID** *(iphone SE, 8 & earlier only)* - **select 'Touch ID & Passcode', enter 'Passcode', tap 'Add a Fingerprint' and follow on screen instructions**



**Any Questions?**