

Mobilise the Team

Telstra Connected Seniors™

How to ...

understand your mobile phone

Mobile phones make it easy to stay in touch with your loved ones and get more out of your day. Although new technology can seem daunting, mastering the basics of using a mobile phone is easier than you think. Here are some useful tips on working through menus, adding a contact to your Phone Book, and changing the volume on your phone.

What is a menu?

A menu is a list of options which allows you to select what you want to do (e.g. make a call, create a message). Each option in turn has its own menu list from which to choose. Different mobile phones have slightly different menus but most include the following options:

| | |
|------------------------------------|--|
| Call log (or register) | Call history, received calls, missed calls, dialled numbers |
| Phone Book (or contacts) | Names and contact details |
| Applications (or organiser) | Music, alarm, calendar, memo |
| Browser | Access to the mobile internet (BigPond® Mobile Services) |
| My Place | Access to BigPond Mobile Services, Mobile FOXTEL™ from Telstra, Yellow™ Mobile |
| My Files (or gallery) | Picture images, videos, sound recordings |
| Camera | Taking photos |
| Messages | (text) New messages, store incoming messages, sent messages, draft messages |
| Settings | Profiles, time and date, phone display settings, security features |
| Profile | Ring and key pad volume, vibrate |

How do I select a menu option?

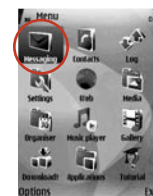
Menus can be accessed and selected in a variety of different ways, depending on the type of phone. For example, with a Samsung A412, follow these steps:

- 1 – The menu screen is usually accessed by pressing the OK button in the control panel

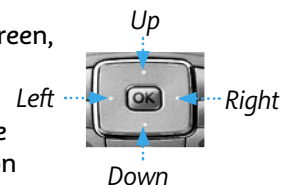
OK Button



- 2 – Your screen will have the following functions on the menu screen. The picture left shows the Message icon highlighted



- 3 – To navigate (move) around the menu screen, use the navigation buttons. This will highlight each of the different functions on the menu



- 4 – To make a selection, highlight the function you wish to access and press the Decision button or the OK button to select



Decision Button

- 5 – To return to the menu screen, choose the Back option
- 6 – To return to the main screen, choose Back again

Using menus to change your volume

Changing the Profiles menu enables you to select the appropriate type of volume you would like for your phone, depending on where you are and what you are doing. For example, with the Samsung A412, the Profiles options are:

| Profile | This means that the phone... |
|----------------|--|
| Normal | Rings as normal |
| Silent | Vibrates but does not ring |
| Driving | Is louder than a normal ring volume |
| Meeting | Does not ring or vibrate |
| Outdoor | Is much louder than a normal ring volume |
| Offline | Is not connected to the network. It is not turned off but will automatically divert to your voicemail (MessageBank) if someone tries to call you |

Changing your profile

To change your profile, you would generally follow these easy steps:

- 1 - Open your Menu options
- 2 - Select Settings
- 3 - Within Settings, select (Phone) Profiles
- 4 - By navigating up and down the list, select a different profile
- 5 - You may be asked to press OK or the phone may default to this setting
- 6 - Choose Back (or Exit) to return to the menu screen
- 7 - Choose Back again to return to the main screen

How to type and add a contact

Having a comprehensive contact list or Phone Book in your mobile means loved ones, friends and colleagues are just the press of a button away so there is no need for a separate address book. Read on for easy steps to create a new contact in your mobile Phone Book.

Typing a contact in your Phone Book with a Samsung A412

To add a contact into your Phone Book, you must first type a name/contact into your phone. Because the keypad of a mobile phone isn't big enough to contain a key for every letter of the alphabet like on a keyboard, mobile phones use the number keys instead. Numbers 2-9 each allow you to access three or four different letters.



Press each number key [1], [2], [3] or [4] times to get to the letter you want to use. The letters you can type with each number are written on the keypad.

For example: If you wanted to type **Mike**, for example, you would press:

- the number [6] once (m)
- the number [4] three times (i)
- the number [5] twice (k)

Saving a contact to your Phone Book

- 1 - Open your Phone Book
- 2 - Choose Options
- 3 - Scroll down to highlight Create Contact, then press Select
- 4 - Scroll and select SIM
(Note: Not all phones will have this option)
- 5 - Type the person's name you wish to add to your Phone Book in the box. Press the down Navigation button to move to the next box
- 6 - Type the person's phone number in the box. Press the down Navigation button to move to the next box
- 7 - Choose Save

Result: Your contact's name and phone number is now stored in your Phone Book



This information is brought to you by Telstra Connected Seniors™ - To help your club or community group learn more about these tools, visit www.telstraseniors.com.au and access news about free Sydney and Melbourne T[life] seminars sharing more ways to master technology.