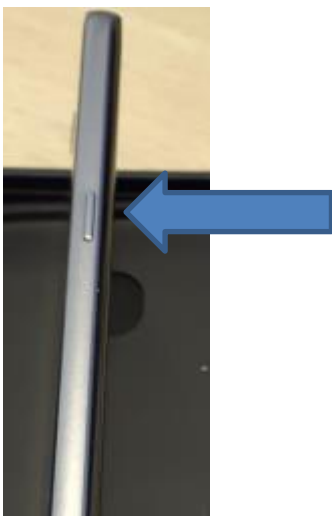


Samsung S7 – Handy Hints Guide

Power off/on

The power off/on button can be found on the right hand side on the side of the device.



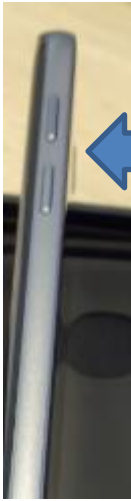
Home button

The home button can be found at the bottom of the device screen in the middle.



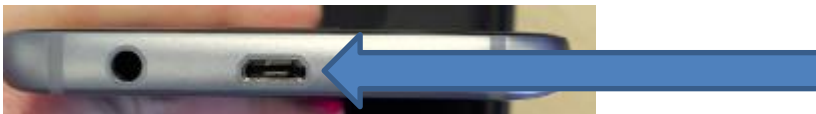
Volume

The Volume control can be found on left hand side on side of device.



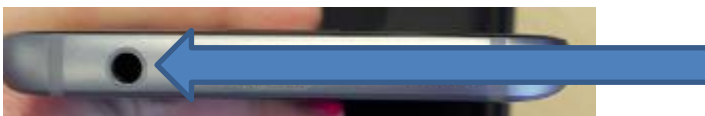
Charging port

This can be found on the bottom underneath of the device under the home button.



Headphones

This can be found on the bottom underneath of the device under the home button.



Airwatch password

You will be issued with a password enter this at prompt when you start up the device.

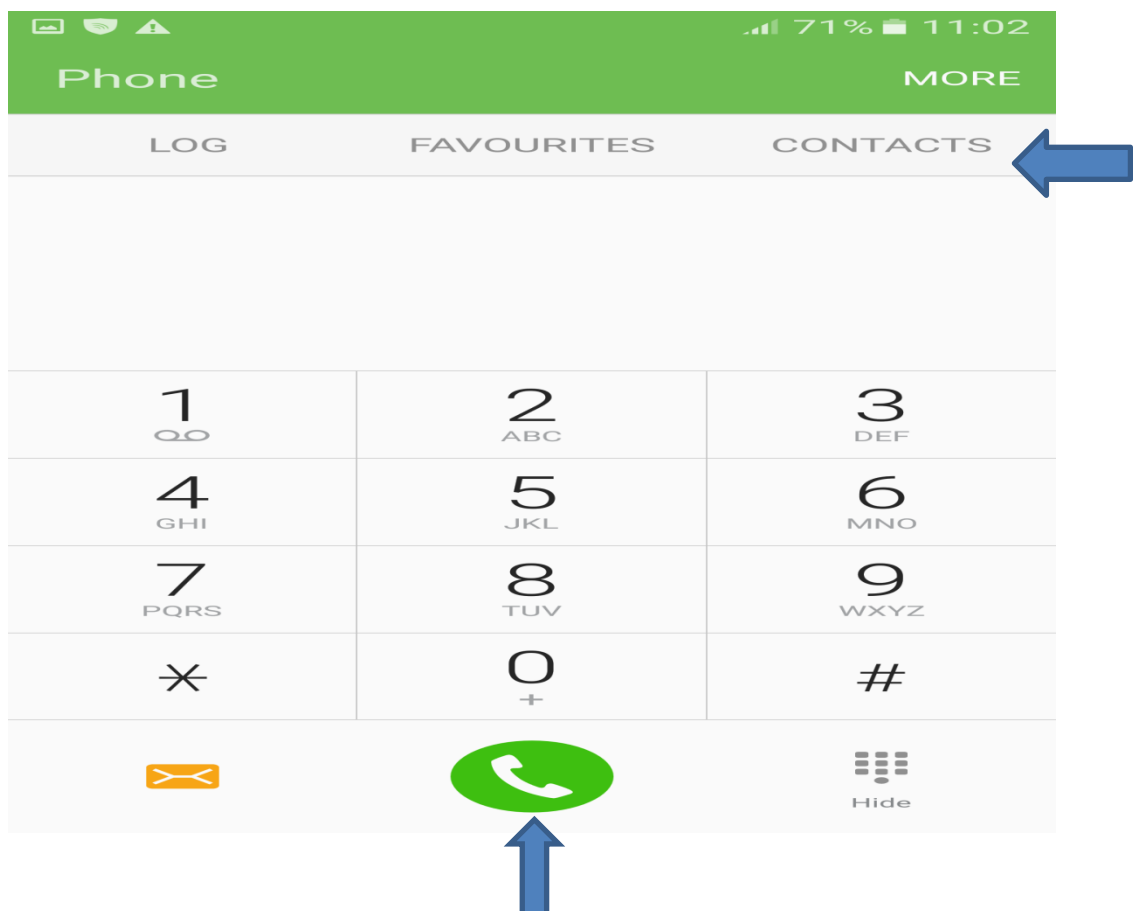
(When you need to change your password it needs to be 8 characters including a number)

We will go over the icons below that appear on your home screen.



Phone

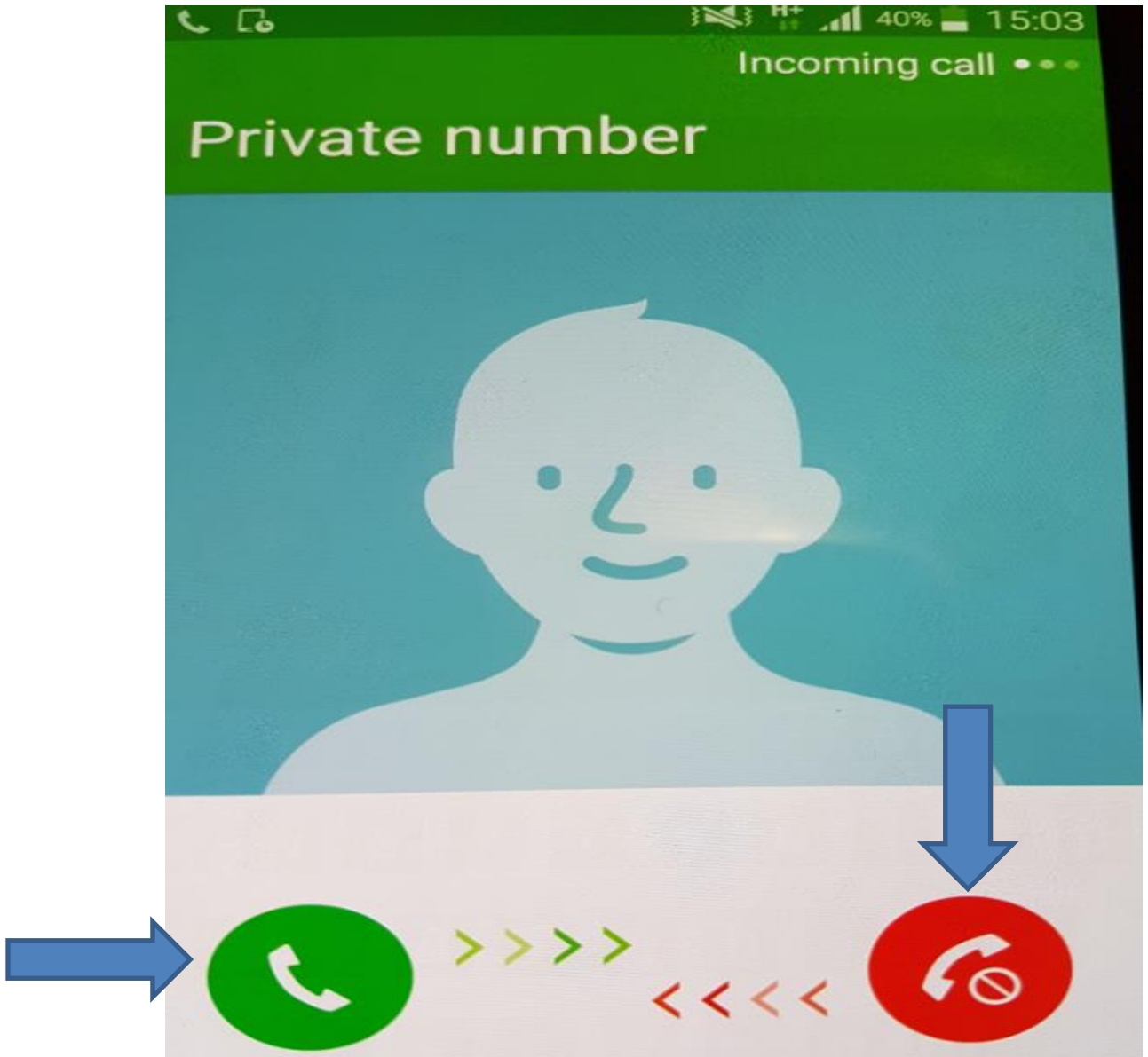
This icon allows you to make telephone calls. When you select this it will bring up a telephone keypad.



- You can dial a number then hit the green handset button.

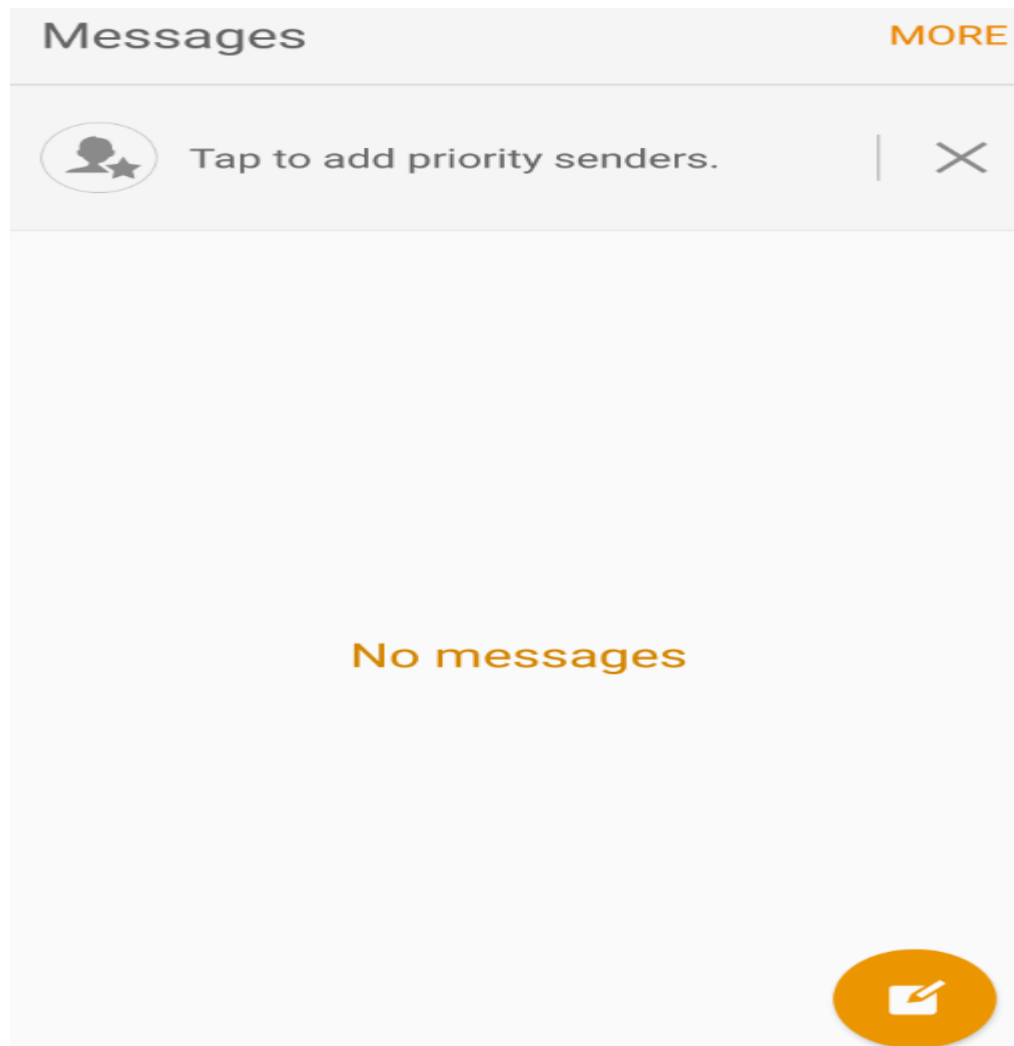
You can also select the contacts option and find a contact in your address book to call.

- To answer a call swipe **green icon** to left.
- To end a call or reject a call swipe **red icon** to right.



Messages

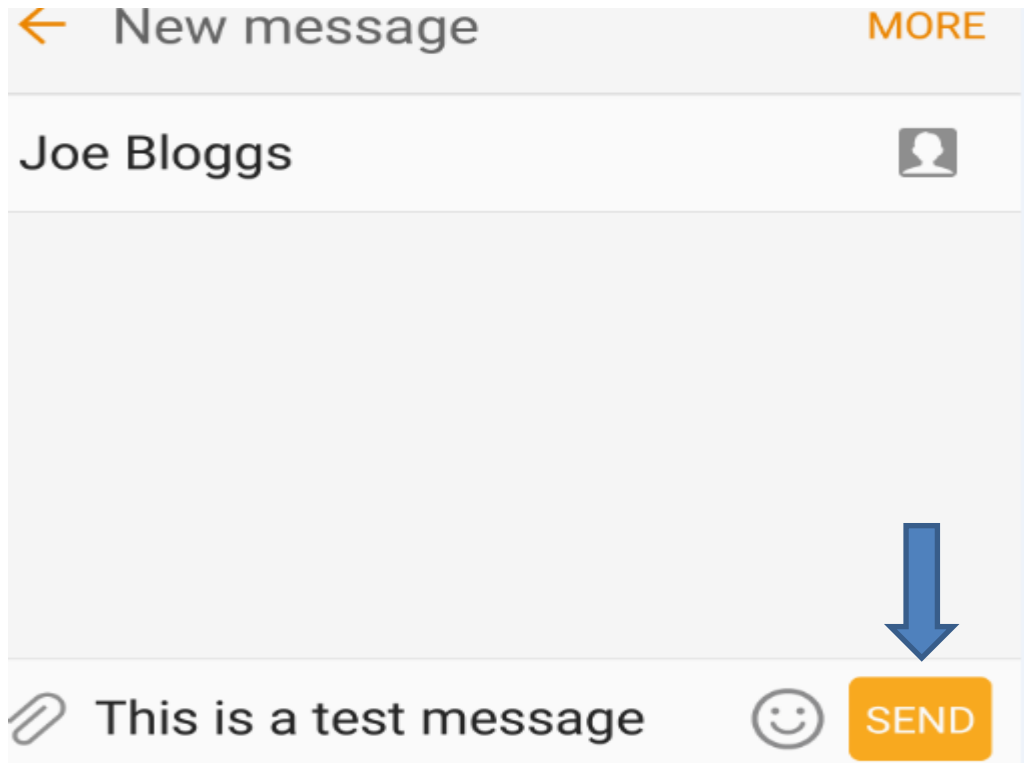
This is where you send and receive your text messages.



- To compose a text message just click on the icon above.

This will bring up a blank message for you to either enter a contact number or select a contact from your contacts.

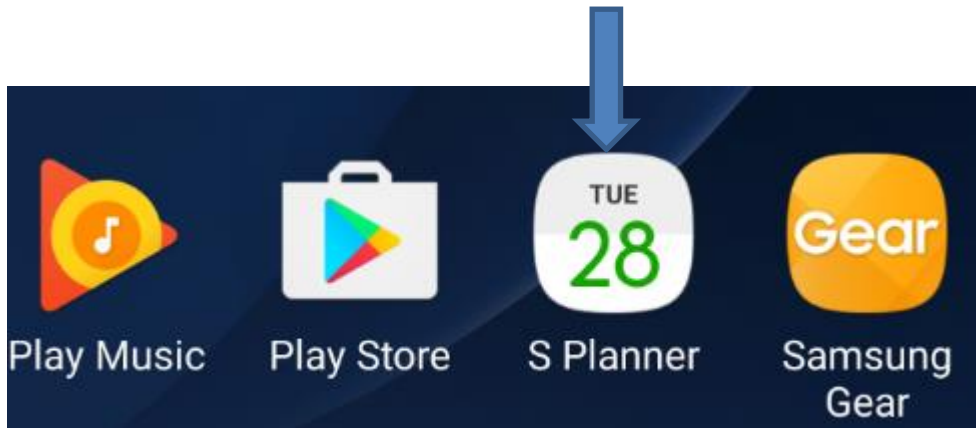
Once you compose the message you can then click the **send** button.



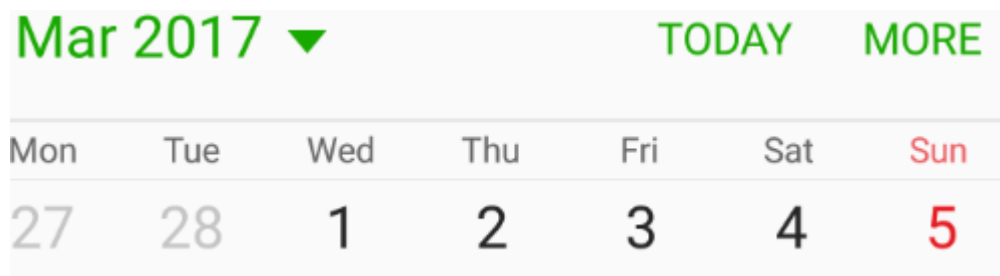
Calendar

You can add appointments into your calendar which will synchronise with your outlook.

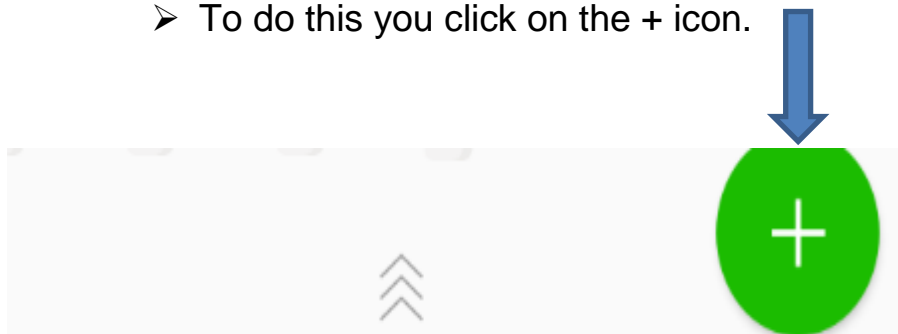
- Click on the SPlanner icon



- It will bring up your calendar from here you can add in appointments.

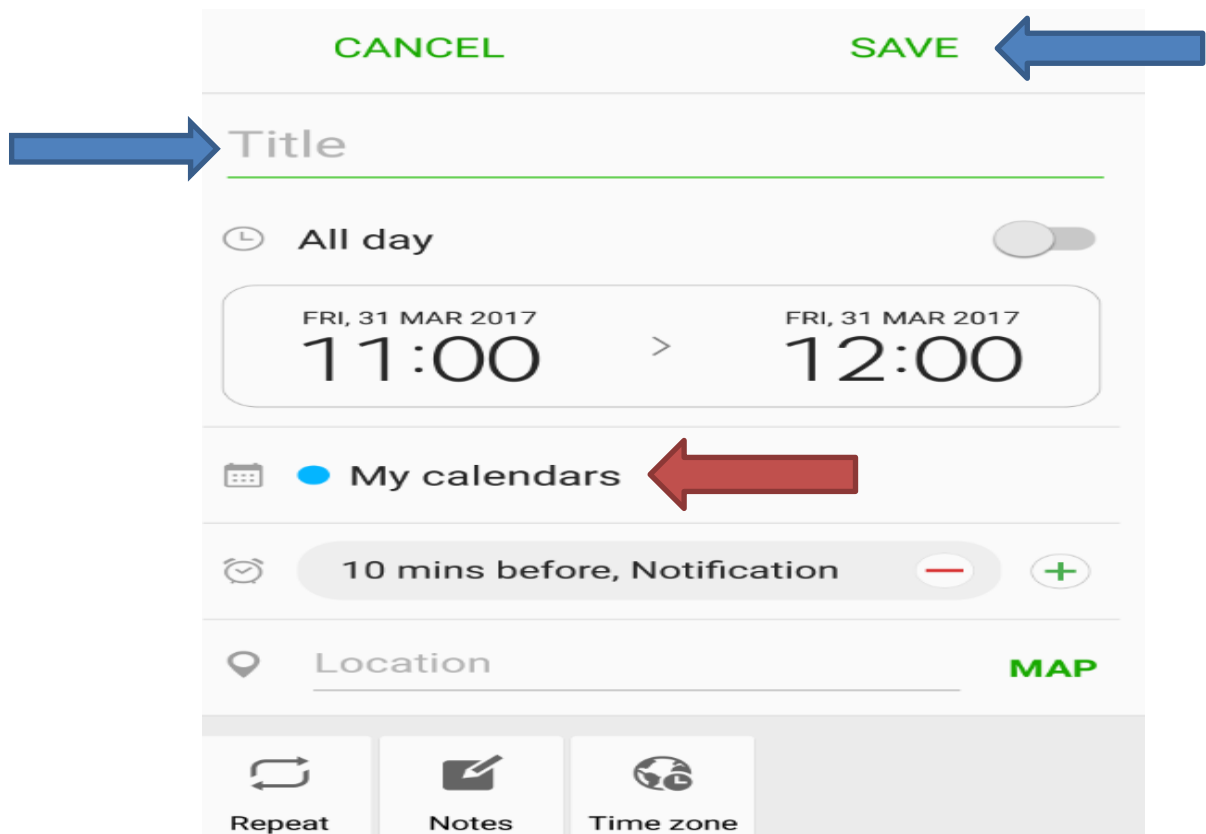


- To do this you click on the + icon.

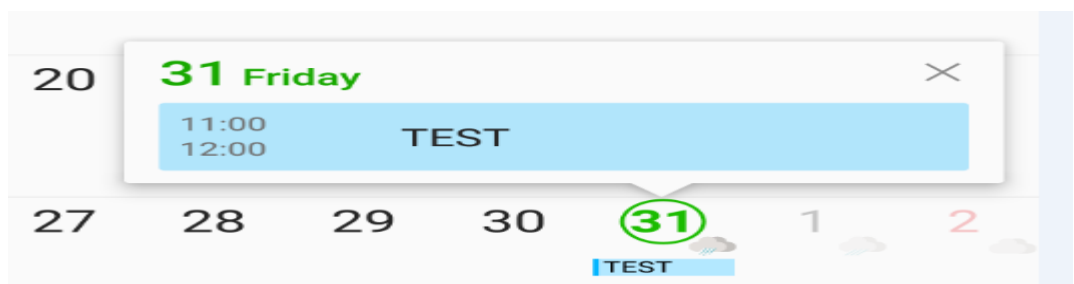


- You can then fill in the fields with a title, times etc then click **Save**.

*PLEASE NOTE – Where it says My calendars – this needs to be set to your outlook calendar eg JoeBloggs@aberdeencity.gov.uk *

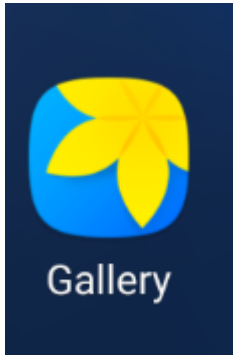


- This will update and should also update your Outlook.



How to find photos

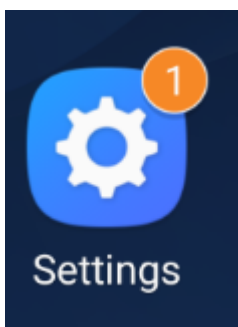
Any photos or videos you take will go in to your Gallery.



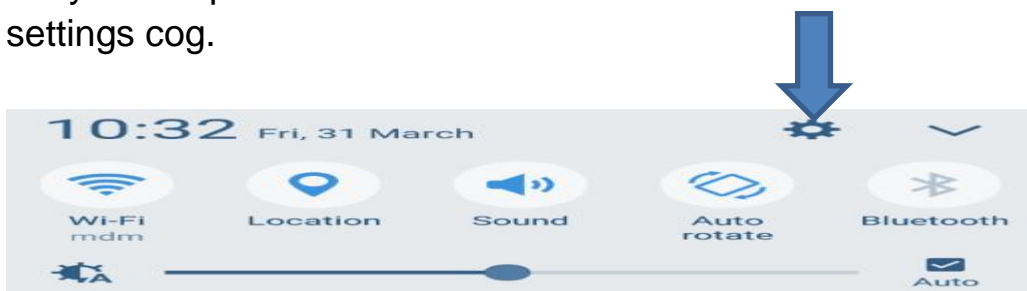
- You can retrieve these by going to the Gallery icon on your device. You can also download your photos and videos by connecting a USB cable and saving them onto your PC.

Settings

To access the settings section on your device you can select the **settings** icon.



- Or you can pull the screen down on the device and select the settings cog.



When in settings you can find options for the following:

- Date and Time
- Ring tones
- Bluetooth turning on and off
- Wi-Fi – Select the Wi-Fi icon if you want to select another Wi-Fi for example using your home Wi-Fi

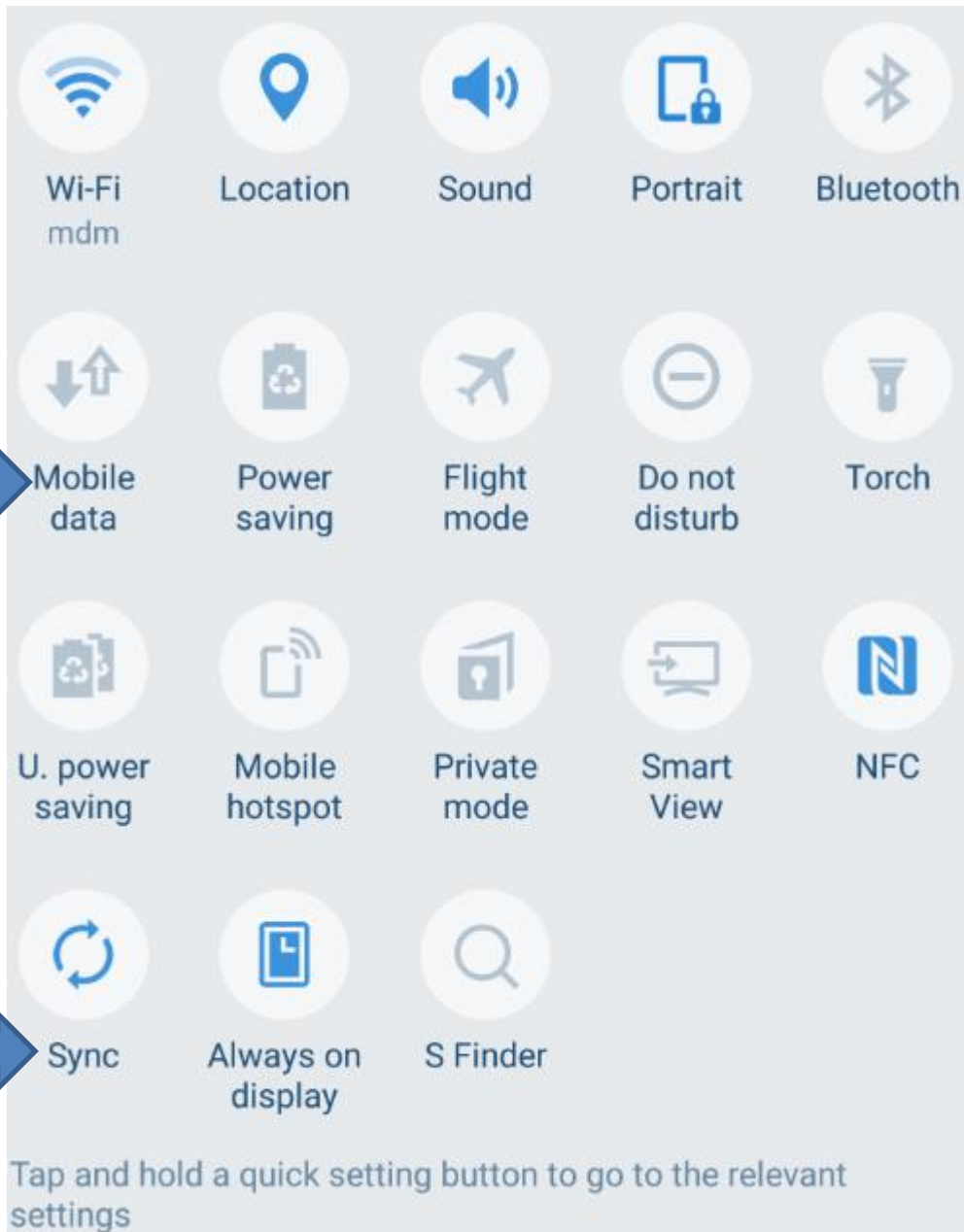
Charging

***Please Note –**

- When charging your device via your PC or via a non standard Samsung charger then it will be slower to charge your device. To get a quick charge we recommend you use your Samsung mains plug charger.

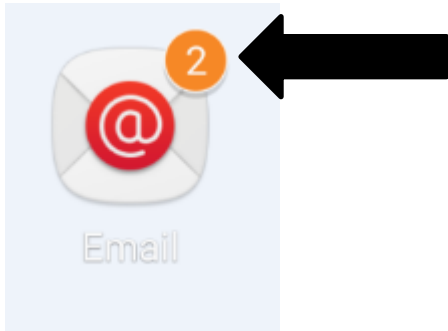
Mobile data

If you are having issues with your connection eg your emails are not coming through, no access to internet etc then please check that **Mobile Data and Sync** have been selected.



Email Icon

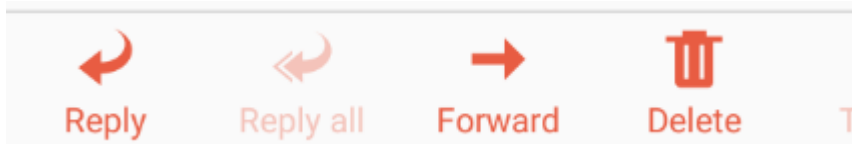
You will have an icon on your screen for access to your emails.



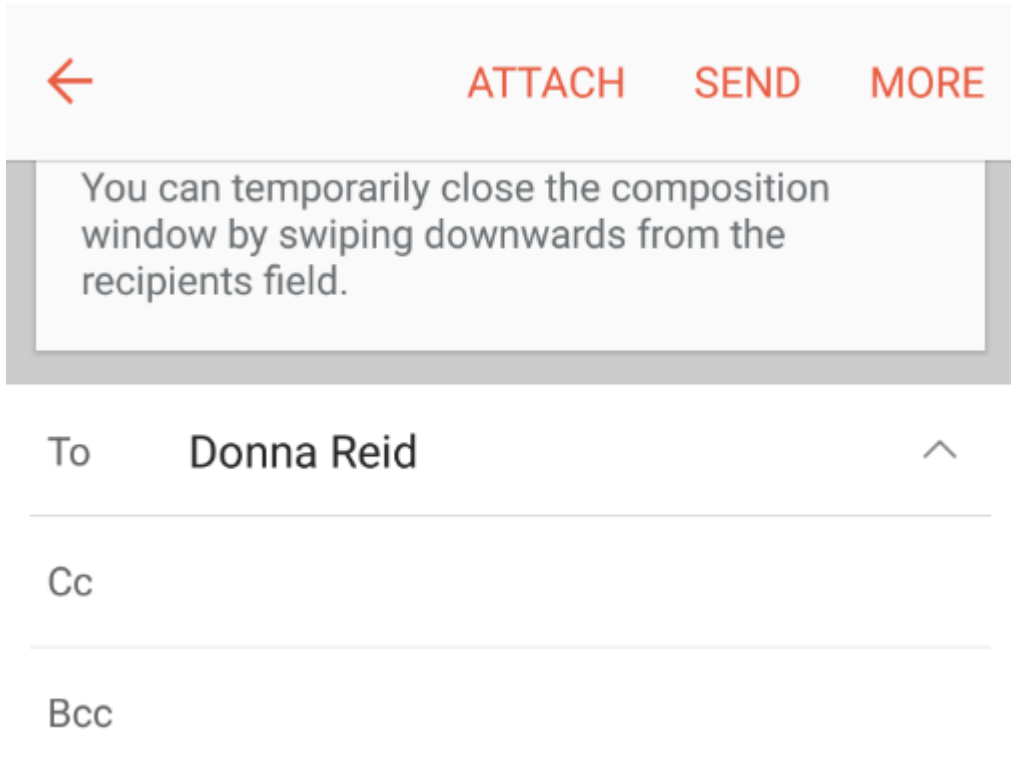
When an email comes in you will be notified and a number will appear on the icon – number will depend on how many unread emails there are in your inbox.

Click on the Email icon and you will access your email inbox. From here you can compose, reply, send emails etc.

- To reply to an email go into the email and select reply. You can also forward the email by selecting forward. If you want to delete the email select Delete.

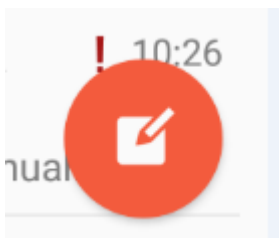


- If you want to send an attachment then select the Attach and from here you can select a document, picture etc. from your device. You can also copy and blind copy people into your reply by selecting Cc or Bcc. Once your email has been composed select Send.

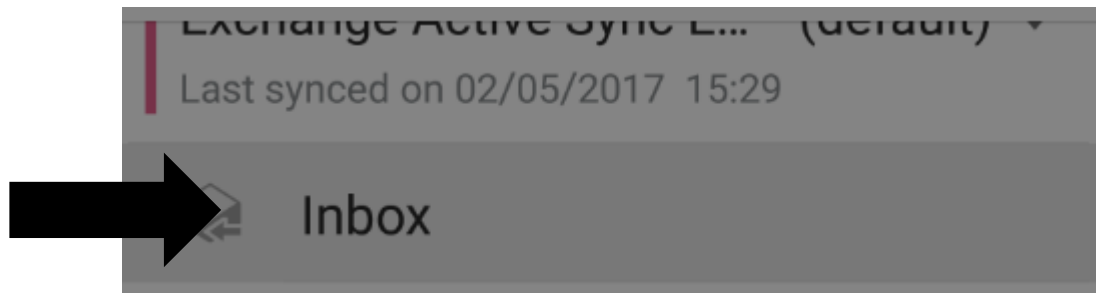


To compose an email

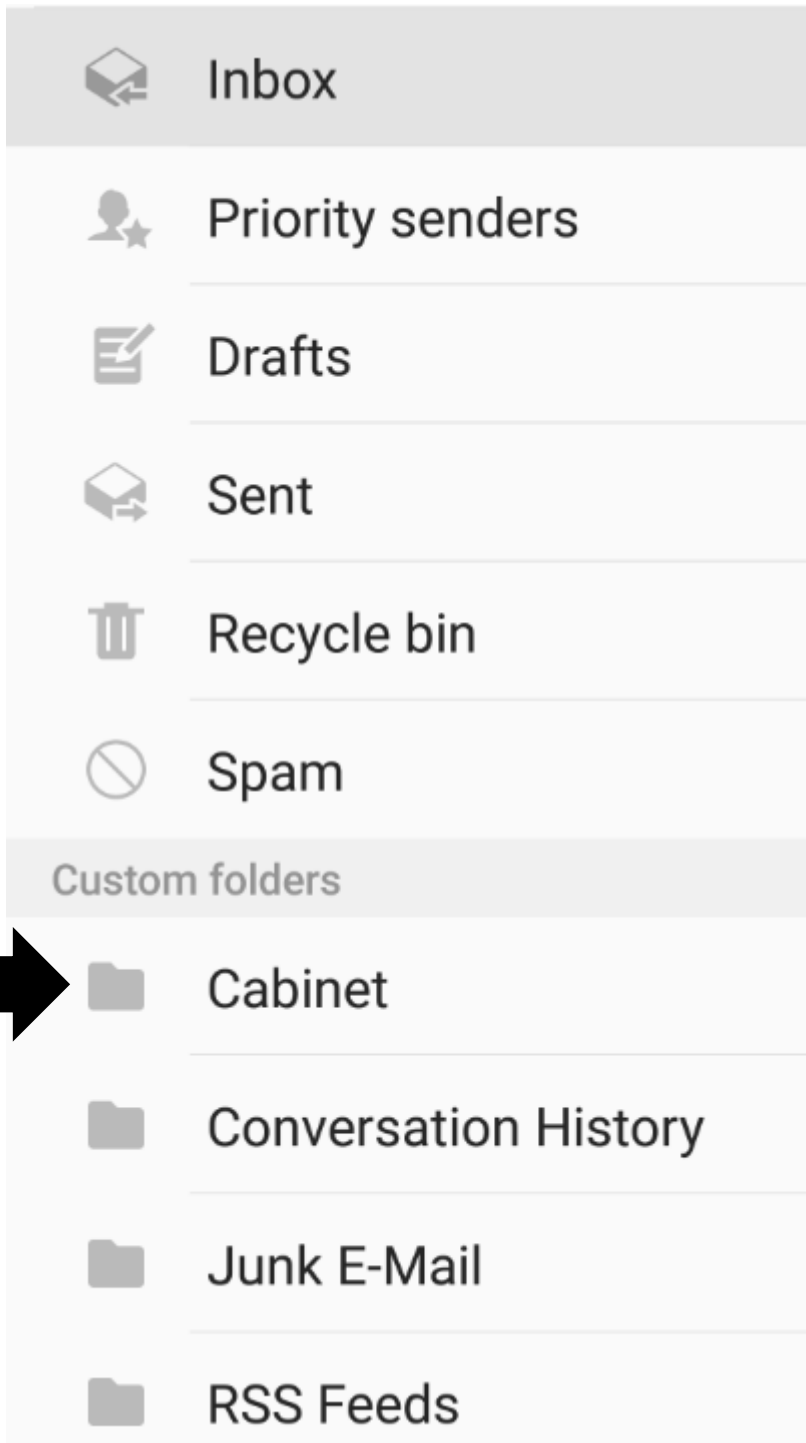
- In your inbox select the following icon – this will bring up a blank email for you to compose your message.



- You can access your cabinet on your device also – when in your inbox – select inbox



- The following screen will appear and from here you can access your email cabinet.



You can have your email set so you can be notified by an alert or just so a number appears.

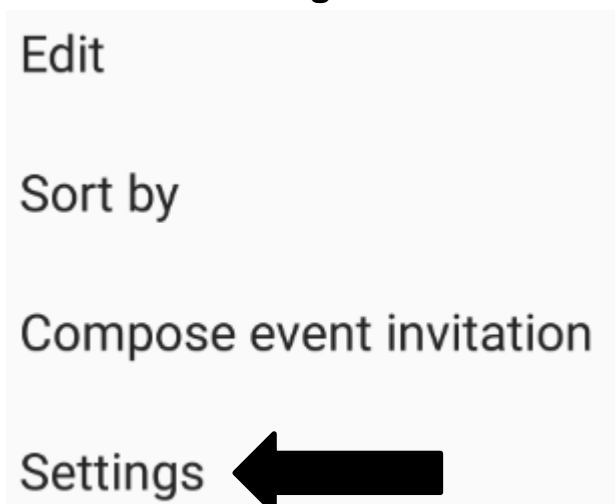


To set this up follow these steps:

- In your inbox select **more**



- Then select **settings**




- Select Notifications


Notifications
Receive notifications on the status bar from priority senders and added accounts.

- Select Exchange Active Sync Email

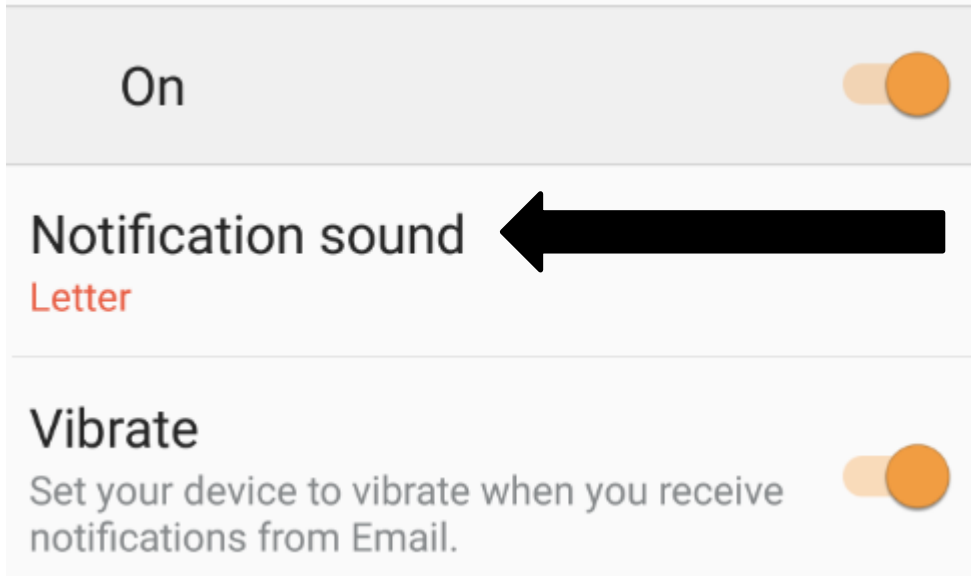
← Notifications

On 

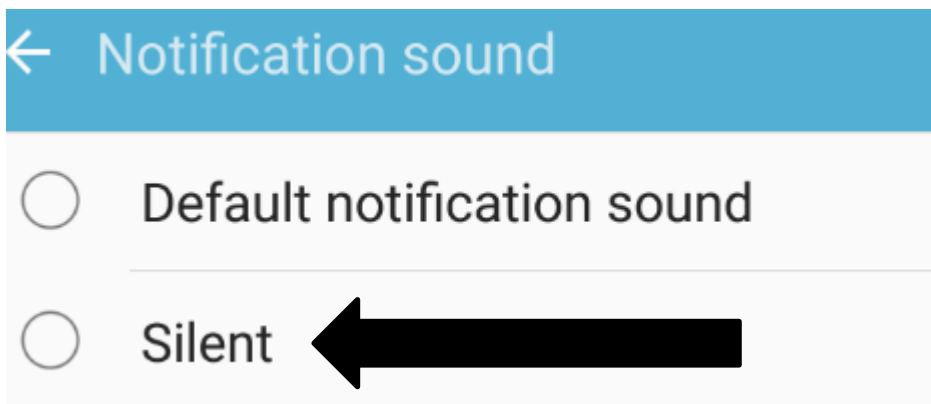
Priority senders
Letter

Exchange Active Sync Email 
Harpichord

- Select Notification Sound – If you do not want your device to vibrate when an email comes in then slide the orange button next to Vibrate to the left until its grey.



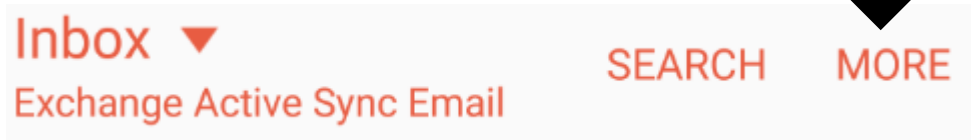
- From the list you can change the tone or set it to silent.



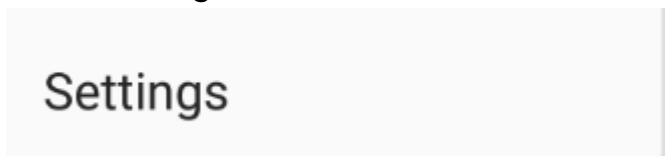
Email signature – how to set up on your device

To set up an email signature on your device follow these steps:

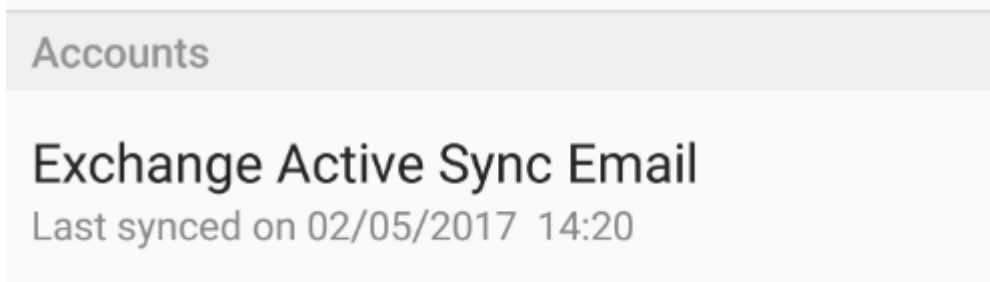
- Go into your email inbox and select more



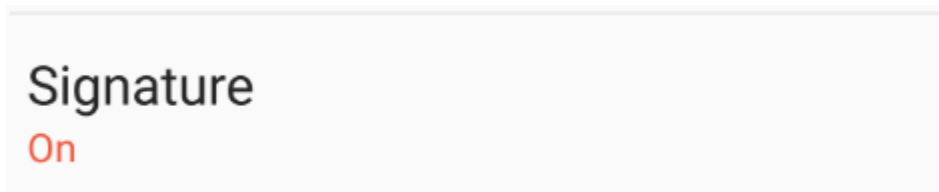
- Then settings



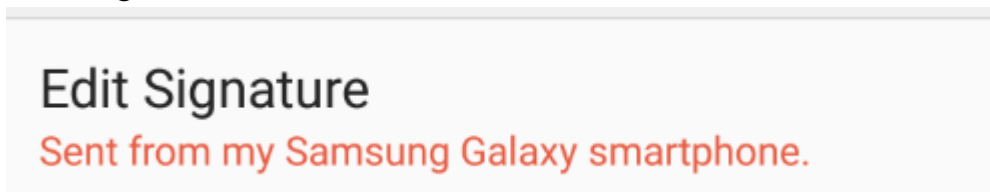
- Then Exchange Active Sync Email



- Select Signature



- Edit Signature



➤ Type in your signature and select Done

CANCEL

DONE

Sent from my Samsung Galaxy smartphone. |