

Welcome to your tablet, from Jewish Family Services!

We hope this gifted tablet, through our “Tech for Seniors” program will provide you with much needed connection during this time! Below, you’ll find some information and pictures to help you get started- **Please read before using your tablet.** If you need more help:

- 1) Call our office at 919-676-2200 ext. 124 or email JFS@Shalomraleigh.org and we will set you up with a Tech Volunteer to guide and support you over the phone.
- 2) Watch the “tablet tutorial” videos we made for you on a variety of topics- they are saved on your tablet inside the “manuals” folder.

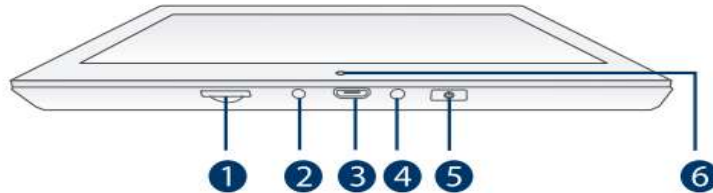
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Getting to know your tablet:

Getting to know your Tablet

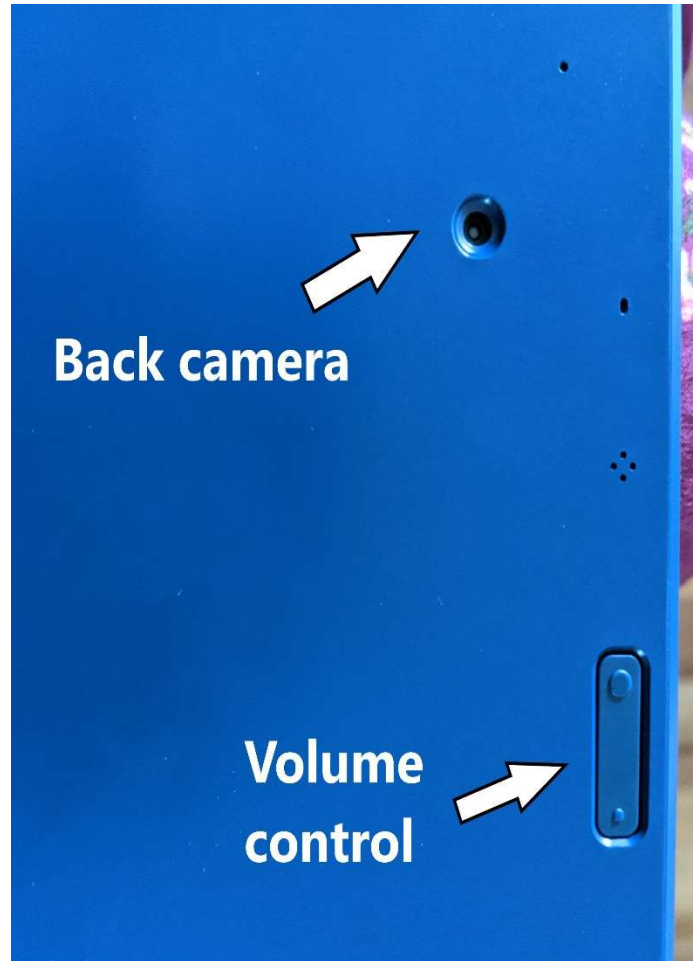
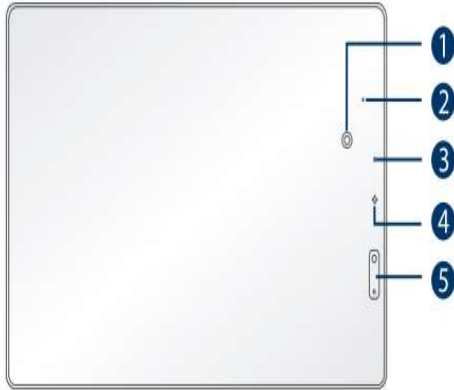
Left side view



- | | |
|---|---|
| 1 MicroSD card slot
Accepts microSD card (up to 128GB). | 4 Headphones jack
Headphones connection for personal listening. |
| 2 DC jack
Connect with 5V DC charger. | 5 Power button 
Press to enter standby/wake up mode, press and hold to switch On/Off the unit. |
| 3 Micro-USB port
Connect to a PC or USB storage device;
Or use to charge the tablet's battery (for charging at either OFF mode or Standby mode). | 6 Front camera |



Rear view

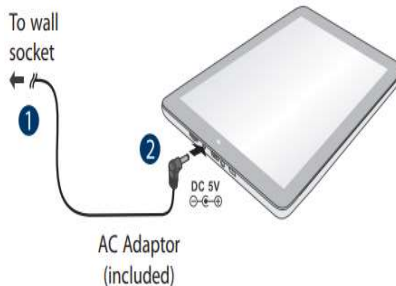


- 1** Rear camera
- 2** **Reset**
Reset the tablet (then press and hold the **Power** button for 4~5 seconds to turn on the unit).
- 3** **Charging indicator**
Blue (blinking): Charging
Blue: Fully charged
- 4** **Microphone**
For voice input.
- 5** **Volume +/- button**
Press to increase/decrease the volume.

Getting started

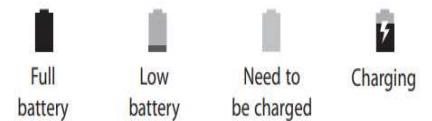
Charging the battery

Use **ONLY** the included AC Adaptor to charge the battery.



Battery icon

The battery icon in the upper-right corner shows the battery level or charging status.



Charging time will vary depending on remaining battery level. Charging from 0%, should take approximately 4-5 hours. Use **ONLY** the included AC adaptor. You may not be able to turn on your tablet for at least 20 minutes if the battery was fully drained.

IMPORTANT! Please Read.
We recommend fully charging your tablet before using it for the first time. For optimum performance, please connect the provided AC adaptor to your tablet when it falls below 20% charge.

Turning your tablet on/off:


- **Power On:** Press and hold for 4-5 seconds to turn on the tablet.
- **Power Off:** Press and hold the Power button until the Power off message displays, then tap it and the tablet will be powered off.
- **Volume:** Press the volume +/- buttons to increase or decrease the volume (you can do this on your keyboard, or if it is detached, on the back of the tablet as pictured).

Digital Terminology

<p>Tap: quickly touch and remove your finger from the screen or touchpad, aka “click”</p> <p>Swipe: drag your finger on the screen in one direction</p>	<p>Keyboard: the text entry device with buttons for letters, numbers, and symbols</p>	<p>Touchpad: the touch-sensitive area below your keyboard which moves the on-screen pointer (aka mouse). Interact by “clicking” and/or dragging it with your finger.</p>
<p>Application (app): an individual software program running on you device, each typically doing a different thing (like viewing or taking pictures, calling phones, etc)</p> <p>Log-in (login): aka “sign in”, your secret access details to open an app/website</p>	<p>Internet: aka “the web”, an inter-connected network of computers serving content (aka “website” or “site”) that you can view and interact with using an application referred to as a “browser”. Browsing the internet is referred to as “being online”.</p>	<p>Link: every piece of content on the Internet has a unique address (called a URL) like http://google.com, and when written out some apps will show it differently (like above) meaning that you can tap it to navigate to that address or website</p>


Signing in with your pin, and changing it:

Much like the lock on your door, a password or PIN is used to prevent other people from entering you tablet. Your current security PIN to sign in is **4785**. After you turn on your tablet, you will see a screen with the time and date, and a small “lock” icon at the bottom of the screen. “Swipe” the lock up and you will be asked to put in your pin to sign in to your tablet. If you would

like to change the pin, go to “settings” , scroll to “security & location”, click and then scroll to “screen lock”. You will need to put in your current pin and enter, and when the next screen

comes up, choose “PIN” and then set a new pin (must be at least 4 digits). Make sure to choose a secure number, but also one you can remember.

Connecting to the internet (WiFi):

In order to view websites, participate in a video call or check your email you must be connected to the internet. To start, make sure you know your WiFi network and password- you may have written it down somewhere, gave it to a family member, or you can call your internet company. When you have it, using your finger, swipe a hidden menu from the top of your screen. Long press on the first icon on your left  which will lead you to a list of WiFi networks. If you see yours, press on it and then you will put in your WiFi password. If it was put in correctly, you will now be connected to the internet, and will be connected automatically to it anytime you turn on your tablet at home. If you do not have internet access in your home at all, please give us a call, and we may have some funding to help you- 919-676-2200 ext.124.

Attaching and detaching the keyboard:

You can use your tablet with or without the keyboard. The keyboard is attached with magnetic latches and you can pull the screen up with a gentle rotation to either side (as pictured) to release the mechanism. When you want to re-attach it, push the two pieces together and the magnets will attach.



Current Applications and Links on your tablet:

Understanding the icons on your screen:

We loaded your tablet with basic applications, games and links that we thought would be useful for you. You can also download additional applications from the Play Store. Here are some descriptions of what you currently have:



Chrome: this is your browser to use to look for websites, Google, and open links from your email. Press on the logo on your tablet to open the application. Enter the website address that you would like to visit in the address bar at the top of the screen.



Play Store: using this application you can update your applications and download new ones. Make sure that your account is connected (our Tech Volunteers can help you with that!). For security purposes, only download applications from the Google Play Store- do not click on any emails or links that you receive and don't know the source.

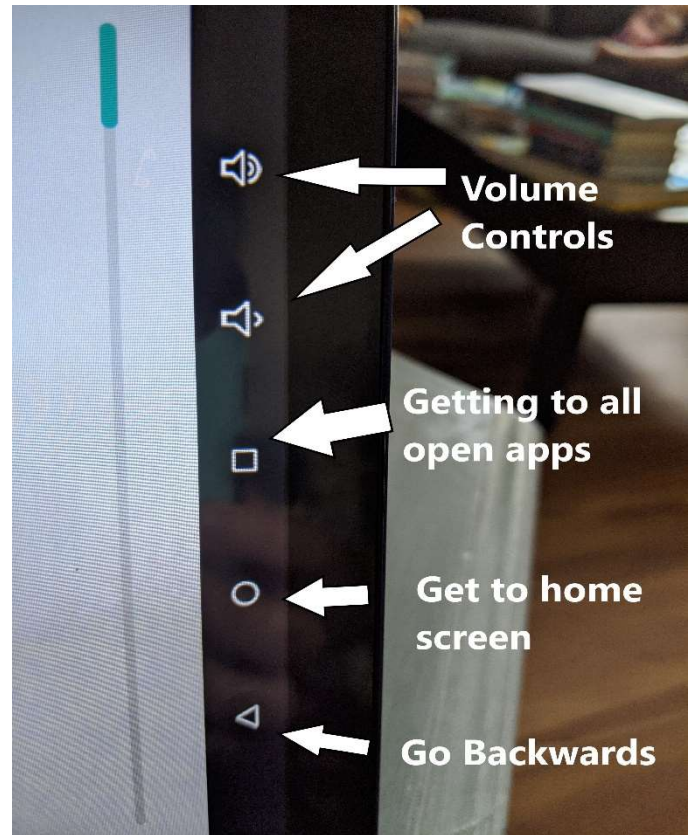


Tablet Settings: If you press on this icon on your tablet, it will lead you to change your tablet's settings (font size, display, and much more).



Zoom: This is a video application that many people use to connect to family & friends, or for virtual programming (like a book club at the JCC, or a religious service at your synagogue). There are two ways to join a meeting (we suggest to watch the video tutorial on Zoom that is saved on your tablet, under "manuals"):

- 1) If you received an "invite" on your email, press on the link and it will open Zoom.
- 2) If you didn't receive an invite but have a Meeting ID and password (if applicable)- Press on the logo on your tablet to open Zoom. Press Join a meeting, enter the meeting ID and



the meeting password. Make sure when setting up the tablet that you can see your image in the camera and that you are not muted.



YouTube: this is an application where you can watch videos. You will see that you have lots of tablet tutorials, meditations, yoga and fitness videos with that symbol already on your tablet. Clicking on them will lead you to the videos.



Facebook: This is a social media application that many people use to connect with friends, share what they are doing, view local events and more. If you already have an account, press on the logo on your tablet to open Facebook and enter your username and password to log-in.



Camera & Duo: these icons will lead you to your tablet's default camera and video applications. You can use these to take pictures from your tablet, record yourself and have video meetings with friends.

Security and Safety Online

Like the Wild West of yore, the Internet is a vast and sometimes lawless place where your personal and private information is used as currency. While most places you visit will be safe, there are many places that will try to trick you into giving them your passwords or other private information. This includes *both websites, emails, and applications*. We strongly recommend further reading at <https://www.aarp.org/money/scams-fraud>, and be careful of **scams** (fake opportunities) and **phishing** (pretending to be a legitimate website or app to steal your password or other info).

If you have any additional questions, need additional support, or if we can assist you with one of our other services and programs, please give us a call at 919-676-2200 ext. 124 or email us at JFS@Shalomraleigh.org