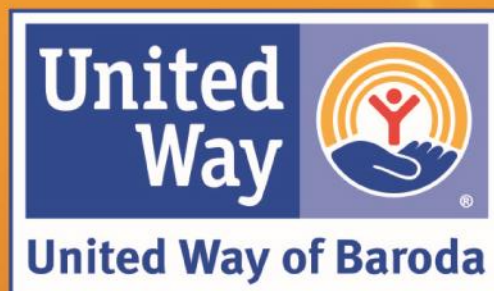


SMART PHONE USER MANUAL FOR GOLD CARD MEMBERS

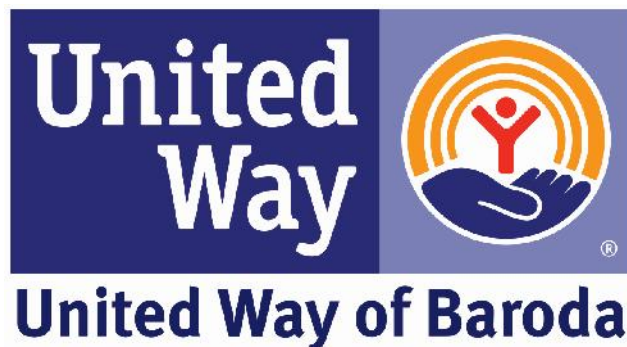


VISION

**UNITED WAY OF BARODA ENVISIONS CREATING AN ENABLING
AND SUSTAINABLE ENVIRONMENT FOR IMPROVED QUALITY
OF LIFE OF LESS PRIVILEGED PEOPLE**

MISSION

**TO SERVE AS A CATALYST BY PROVIDING OPPORTUNITY FOR
OPTIMAL HEALTH, EDUCATION AND LIVELIHOOD
GENERATION ESPECIALLY FOR THE VULNERABLE AND LESS
PRIVILEGED COMMUNITY IN GUJARAT**



PERSONAL MEMORANDUM

Name: _____ Date of Birth: _____

Address: _____

Phone Number: _____ Mobile: _____

Blood Group: _____

In Emergency please contact

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Important Telephone Numbers

Names	Contact No.		Contact No.
Police	100	Family Doctor	
Fire	101	Dentist	
Ambulance	108	Solicitor	
Blood Bank	1910	Insurance Agent	
Railway Station	139	Travel Agent	
Airport	0265 248 5356		
Traffic Control	103		
State Transport, Vadodara	0265 279 4700		
Gujarat State Consumer Helpline	1800-233-0222		
GEB	1) 1800 233 2670 2) 19124		
Women Helpline – domestic violence, teasing, employment etc.	181		

Getting Started – How to Use a Smartphone

Module -I

Introduction of phone

- Mobile switch on /off
- How to put phone on general mode
- Battery charging
- Inserting SIM card and memory card

Phone features

- Setting of date and time
- Add / new contact number
- Calling
- How to use keyboard
- Texting
- View & delete message
- Wallpaper setting
- How to use Camera
- Gallery
- Calculator
- Flash light
- How to start Internet
- How to start Wi-Fi

Module -II

Website Explorer

- Google Chrome
- Gmail

Social Media

- Playstore
- Whatsapp
- Facebook
- Instagram
- Youtube

Module -III

Internet Banking

- Net banking

Module –I

TURN YOUR DEVICE ON OR OFF

Turn the Device On

- ▶ Press and hold the **Power/Lock** key until the device starts up.

Turn the Device Off

1. Press and hold the **Power/Lock** key until the Device options menu displays.
2. Tap **Power off**.
3. On the window that appears, tap **POWER OFF**.

Note: If your device is not responding, press and hold both the Power and Volume Down keys simultaneously for more than 7 seconds to restart the device.

HOW TO CHARGE THE BATTERY

- Firstly charge your phone by inserting the charging pin in the slot as shown in the image
- Then connect the adapter to the switch board, turn On the switch for charging

Caution: Never receive any phone call while phone is charging, switch off and then receive the call



HOW TO INSERT SIM CARD

- Carefully push the SIM card out of the wallet-sized plastic card carrier
- Turn your phone off
- Remove the back panel of your phone and the battery. You'll see a SIM card slot
- Insert your SIM card as per the image over there



A smart phone Guide

MEMORY CARD

- Locate the memory card slot and open the memory card slot cover on the side of your device
- Insert the memory card into the slot until it locks in the slot
- Close the memory card slot



BUTTONS ON SMARTPHONE



- There are icons on your smartphone which you can select and can quickly use apps and features.
- This icons on screen helps you in quickly accessing the phone and do calling and messaging as it is frequently used.

SET DATE AND TIME

- To set your date & time firstly go to the settings there will be already an option of “Date & Time” tap on that
- Fix the date accordingly
- Also, you can set time according to your preference



ADDING CONTACTS

- This icon is for contacts you can save name and number of your people for calling
- In contacts you don't have to remember the number of particular person just have to type name and you can call them
- If you want to add person's number here is an option for you to add the contact, this is icon particularly for adding contacts in your contact list



A smart phone Guide

- You just have to tap on “add contacts” and there will be option for you to save their name and number
- After filling’s once name and number you can see their name in your contact list

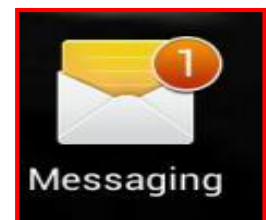
CALLING

- To make a call on your phone look for the phone icon and tap on it
- Look for the keypad symbol and tap it, a keyboard with number will appear
- Tap on particular name or number you wish to call



TEXTING

- This icon is for messaging, tap on the name of the person you want to read /write message
- The message are in the form of conversation so you can read older messages you have sent to that person and the ones they sent back to you

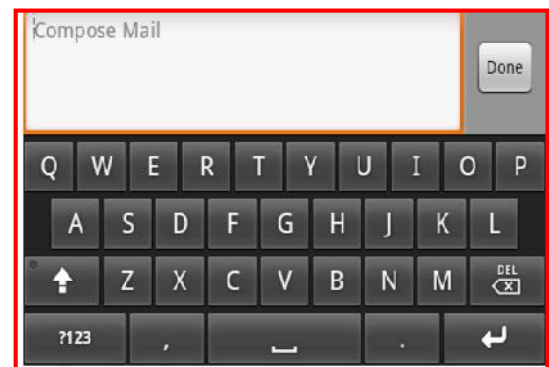


Once you have opened the message from a contact, the option **type to compose** or **enter the message** will appear on screen allowing you to type your message.

HOW TO USE KEYBOARD

Tap here for typing any symbol or number

- For typing tap where you would like to type and the keyboard will appear automatically
- You can also type numbers with 123 written on screen where you will find numbers and also symbols +, -, x etc.
- Space Bar we can give space in between words or numbers
- Also there is DELETE option, if you have mistakenly written something you can delete or retype
- After you are done with typing tap on DONE / SEND so that you can send that message
- Enter Button (↵) can be used for typing text in the new line.



VIEW AND DELETE THE MESSAGE

- For deleting the messages, there will be a dustbin symbol icon which indicates the deleting option while tapping on that option the messages will be deleted, this option is common icon for deleting and can delete photos, videos, chats etc.
- For viewing the messages, whenever any message is received; you will get an option for view and close while selecting the view option one can view the message that is received

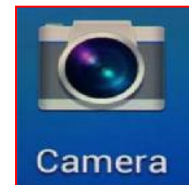
WALLPAPER SETTING

- By this icon setting you can go in option of changing the wallpaper (picture on the desktop) it can be any picture, also pictures from gallery.



HOW TO USE CAMERA / VIDEO AND WHERE ARE THE PICTURES AND VIDEO BEEN SAVE

- To take a picture look for the camera app, tap on it,
- The camera will appear and there will be a circular button on screen for you to tap to click a picture
- Circular button with red button or circle with video symbol is used for recording video
- To view all your photos and videos tap on the Gallery icon.
- All of the apps can be organized together on the home screen. To get back to the home screen at any time, press the home button.



CALCULATOR

- There will be a calculator in your phone in which you can quickly calculate



HOW TO ADJUST SOUNDS IN PHONE

General mode:

- Firstly go to settings, then go to sounds and vibrations and tap on general mode.
- In general mode you can hear your ringtone and also adjust volume of your preference.

Silent mode:

- Suppose you are at place where you want no sound in your phone just tap on silent mode

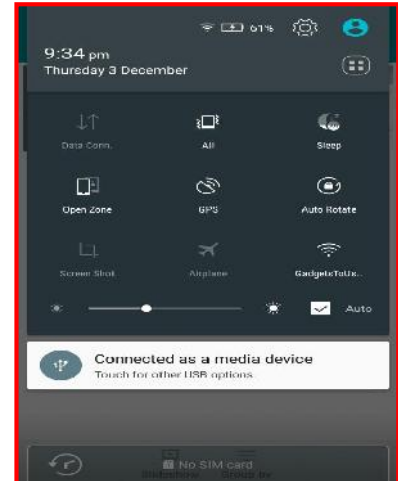
TORCH/ FLASHLIGHT

- Allows you to use your device as a flash light. You can also set it to blink and adjust the brightness.

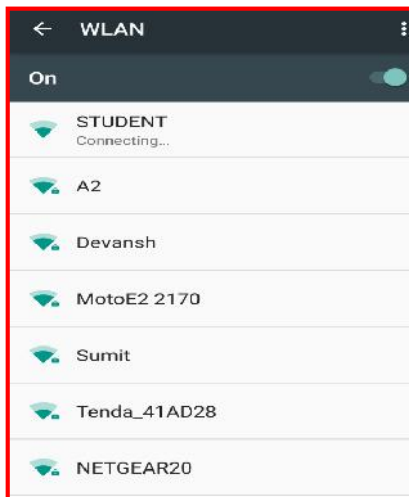


HOW TO START INTERNET

- While scrolling down the notification bar there is an option of data connection, from there you can turn on the mobile data and you can access the internet



HOW TO START WIFI



- Open the Settings app
- Choose Wi-Fi or Wireless & Networks
- Choose a wireless network from the list
- If prompted, type the network password
- Touch the Connect button

Module – II

WEBSITE EXPLORER

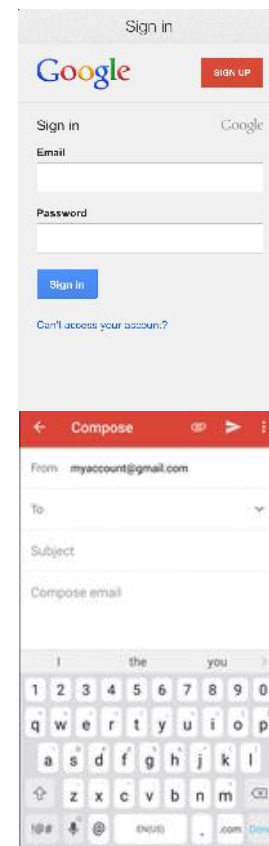
Google Chrome:

- A web browser is a type of software that allows you to find and view websites on the Internet. There are many different web browsers, but some of the most common ones include Google Chrome, Internet Explorer, Safari, **and** Mozilla Firefox
- Each website has a unique address, called a **URL** (short for **Uniform Resource Locator**). When you type a URL into the browser's **address bar** and press **Enter** on your keyboard, the browser will load the page associated with that URL



How to use Gmail:

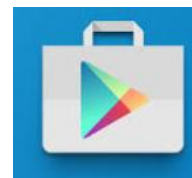
- Gmail is service provider for Emails, we can make Email account in Gmail for free.
- If we don't have Email Account added in Mobile phone we can't use may applications in the Smart Phone.
- Login Screen of Gmail Account
- Open your Gmail inbox
- In the left sidebar, click COMPOSE. A new email opens near the bottom corner of your Gmail window
- Choose a window size that's right for you using the buttons in the upper corner of the compose window
- Just start typing to compose your email



SOCIAL MEDIA

Playstore:

- Play store is an app from which you can install/download apps like whatsapp, facebook, instagram etc. Besides Social networking site, you can also download games from play store.



Whatsapp:

- Tap on install button to install Whatsapp in your device
- After that enter for verification of code received on your mobile number to register your number to with Whatsapp
- Also whatsapp have video calling and voice calling with the help of internet



Facebook:

- To use **Facebook** first sign up and get a new **Facebook** account through your mail Id by clicking on the Facebook icon
- Go to www.facebook.com and fill out the "Sign Up" form on the right. You should give your real first and last name along with your email address and the rest of the form should be filled
- Click the green "sign up" button at the bottom when you're done



Instagram:

- Log on to www.instagram.com
- You can log in with your facebook Id or mail Id
- Take or upload a photo or video.
- Choose to add a filter, then type # followed by text or emoji in the Caption field (example: #flower)
- If you want to add a hashtag (#) to a post you've already uploaded, edit the caption or include your hashtag in a comment on your photo.



YouTube:

- In order to get personalized results, create playlists, or comment on other videos, users must create a YouTube account or associate their YouTube account with their global Google account
- YouTube can "learn" your preferences; for example, you can look for videos that help you learn how to play the guitar
- The next time you visit YouTube, if you're signed into your Google account, YouTube will automatically serve up more videos that teach you how to play the guitar.
- You tube is the part of learning things and education for everyone to know something and using of that by the people in all of the world.
- It is a communicator channel between peoples in all of the world.
- By your own ID you can put any videos on you tube channel for watching by others.
- It generate and promotes online discussion



Module-III

NET-BANKING

FEATURES OF NET-BANKING

- Check Account Statement.
- Transfer Funds.
- Open a Fixed Deposit.
- Pay Utility Bills.
- Open Deposits.
- Recharge prepaid mobile/DTH and a lot more.
- Buy General Insurance.
- Pay Taxes.
- Order Cheque Book.
- Track your Deliverables.
- And many more financial and non-financial services.

(1) Set Up Your Online Account

- Once you have an account with any bank, you will be able to go into their website and enable online access to your accounts
- You will need some kind of identification that is associated with your account, such as a Social Security number, Federal ID number, driver's license number, birth date and/or account number. Follow the online instructions for opening an account and gather the information you will need to proceed
- On the homepage of your bank's website, look for an option to "Enroll," "sign up," or "open an online account." Or " Register account"
- Call or visit the bank and ask a banker for help if you have trouble setting up your online account

(2) Choose a secure user name and password

- Follow the online portal’s requirements for the username and password. For extra safety, include special characters, numbers, and upper and lowercase letters in your password
- Select a username you don’t already use for another account. If you’re using your name, consider adding numbers to make it more unique
- Avoid using the same password for multiple accounts. Also, avoid using birthdates, social security numbers, and other identifiable information in your passwords or usernames
- Don’t share the above information with anyone



(3) Set up your contact information

- As part of the sign-up process, you will likely be asked for your contact information. Match this to the information your bank already has on file
- When inputting your contact email address, make sure to use an email account that you check daily or frequently in case the bank needs to send you any important information via email, or in case you lose or forget your password and need to be emailed a new one

(4) Learn your way around the portal

- Once you’ve setup your account, take some time to click around the banking portal and learn where things are
- Find the “logout” button so you can securely log out of your banking sessions each time you finish
- A banker or customer service agent from your bank would likely be available to help show you around the website. Give your bank a call or visit a branch for help if you feel you need it.



(5) Getting things done with digitally

- One great feature of online banking is the option for getting digital or electronic bank statements rather than the traditional paper statements
- Most online banking portals will have a tab where you can view your statements in electronic form, sometimes as a PDF that you can also save to your own hard drive



(6) Use Online Bill payment:

Remember Note:

Only set up automatic or scheduled payments if you are sure the funds will be in your account on the day those bills will process. You won't want to get hit with any overdraft fees.

Some of the transactions you can do through Net Banking are:

- Check your account balances and download 5 year account statement in 5 formats, instantly
- Book Fixed Deposit / Recurring Deposit
- Pay Utility Bills
- View your Credit Card details and pay your Credit Card Bills
- Recharge your Prepaid Mobile & DTH Connection



(7) Apply for lines of credit or loans through the online portal

- Once you are a customer of a bank and have an account with them, you can often use the online banking portal to sign up for new accounts as well.
- Once you're logged in, all the information the bank has on file for you can be accessed, so applying for new lines of credit, opening new accounts, or even applying for loans or mortgages can sometimes be done right from the comfort of your home.



(8) Use a mobile banking application

- Many banks have smart phone apps you can download and access. Simply search for your bank in the app store on your smart phone and download the application
- Some banks even offer the option to deposit cheques with the camera on your smart phone. You can also use these apps to transfer money, monitor account balances, and locate nearby ATMs and branches



(9) Be alert while banking on your smart phone

- Make sure no one can see your screen if you are banking online in a public place
- Cover the screen of your phone or laptop with your hand if you're worried about prying eyes, or simply wait until you are at home or in a private place to access your online banking information



General Advice

Do:

- Turn your handset off at least once per week for a few hours.
- Back up your data on a regular basis (at least once per month). This will avoid loss of contacts, photos etc. when problems occur.

Don't:

- Use your phone in the bathroom. Steam is one of the biggest causes of water damage.
- Leave the device in your car. Cars can get warm in sunlight and this will damage both the battery and circuitry of the device.
- Use in the rain (even the light “spitting” type).
- Let young children play with your device. This can lead to many problems from high data usage to water damage.

Data – Monitoring & Usage

Do:

- Use Wi-fi whenever available.
- Avoid downloading attachments over mobile data where possible.

Don't:

- Leave apps running in the background. Many apps constantly download updates in the background (i.e Sky Sports etc).
- Stream video over mobile data.
- Upload / download photos over mobile data.
- Update apps over mobile data (use Wi-fi as many app updates can be large).

Battery – Health & Life

Do:

- Use the supplied charger.
- Avoid fully discharging your battery.
- Turn off vibration.
- Reduce screen brightness.
- Close unnecessary apps.

Don't:

- Store in warm / moist environments (i.e in direct sunlight or in a car).
- Leave GPS enabled (disable it when not required).
- Leave Wi-fi or Bluetooth enabled (disable it when not required).

Status Bar

The Status Bar at the top of the Home screen provides device information (such as network status, battery charge, and time) on the right side and notification alerts on the left.

Status Icons



Battery is fully charged.



Battery is low.



Battery is charging.



Vibrate mode is enabled.



Mute mode is enabled.



The device is connected to a 4G LTE wireless network.



Signal strength.



Wi-Fi is active.



No wireless network is available.



NFC (Near-Field Communication) is enabled.

Notification Icons



Missed call.



Call in progress.



Call is on hold.



Call is using speakerphone.



New email has arrived.



New Gmail has arrived.



New voicemail message has been received.



New text or multimedia message has arrived.



Download of a file or app is in progress.



File is being uploaded or sent.



Location service (GPS) is active.



App updates are available from the Google Play store.



App updates are complete.



Keyboard is in use