GOING HOME Transition Project
Assistive Technology for Kansans

Samsung Galaxy Tab A
8.4", 32 GB
Guide Booklet

Table of Contents

Log In Sheet for Samsung Galaxy Tab A

WiFi Network: _____

WiFi Password: _____

Gmail Address: _____

Gmail Password: _____

Phone Number: _____

Date of Birth: _____

My Support Person: _____

Device Information

Model: _____

Model Number: _____
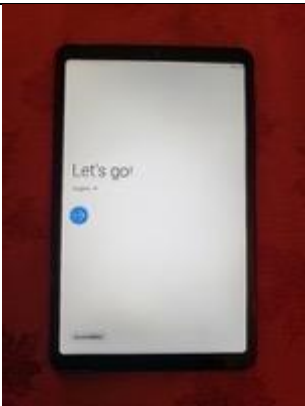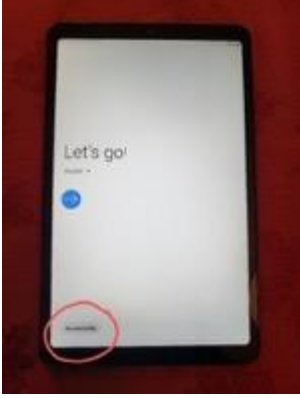
Serial Number: _____

Memory Capacity: _____
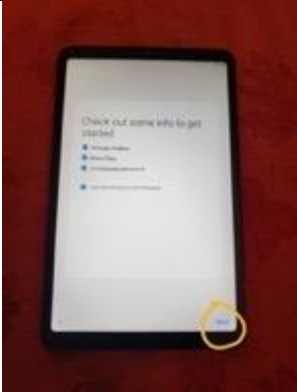
Date device was set up: _____
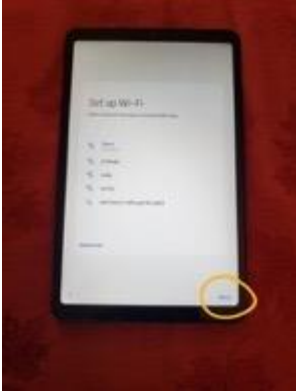
This log in sheet needs to be filled out for an established Gmail account and for creating a new Gmail account. It will be needed to set up the Samsung Galaxy Tab A.

Tab A - Initial Set Up Guide

Open the Box Contents include: • Tablet • Charging Block • Charging Cable (USB) • Sim Card Remover and instructions in small box	
Remove protective cover from Tablet. **Power On the Tablet**	
Hold Power Button Down until Tablet turns on. As it powers on it will take you to the **Set-Up Screen**.	

If **Accessibility** is needed during set up, touch the accessibility tab at the bottom left of the screen to bring up accessibility options. **Accessibility options do not need to be selected during set up unless needed. You can modify these options anytime.	
Accessibility Options Include: • Screen Reader • Visibility Enhancements • Interaction and Dexterity • Installed Services **Screen Reader -** Get spoken audio guidance and special controls that help you navigate without needing to see the screen.	
Visibility Enhancements - Here you can change size, contrast, and color to meet your needs. You can also turn on the magnifier window which will magnify contents on the screen.	
Interaction and Dexterity - Enhance or replace touch interactions and other controls.	

Installed Services	
Touch blue arrow on the screen. This page includes **terms and conditions, privacy policy**, if you would like to send diagnostic data and an agreement that you have read and agreed to all the terms and conditions above.	
Touch all four bubbles on the screen, they will turn blue with a white check mark, then click the **blue next button** in the bottom right corner.	
Mobile Data Plan – If you are planning to set the Tablet up with a mobile data plan you can touch the **SELECT PLAN** at the bottom right-hand corner	

If not, select the **NO THANKS** on the left-hand side of the screen.	
Set Up Wi-Fi – If you have Wi-Fi find your Wi-Fi name from the list, touch on your name.	
If your Wi-Fi requires a password it will bring you to the screen to **type in your password**. Type in your password, then click the blue **CONNECT** button	
Once the internet is connected, touch the blue **NEXT** button in bottom right-hand corner.	

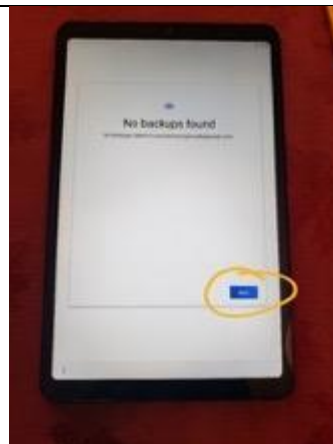|	
Bring your Old Data for quicker set up. Make your choice, then touch the **NEXT** in the bottom right-hand corner	
Checking for Updates Screen – This screen will install updates if needed. **Google Sign In Screen** – Refer to your Log in Sheet. Use that information to Sign In. Touch **NEXT** in the bottom right corner.	
It will then say if you have a backup found. If you have a backup, touch the backup. Then touch the **NEXT** button in the bottom right-hand corner. If you do not have a backup, touch the **NEXT** button in the bottom right-hand corner.	
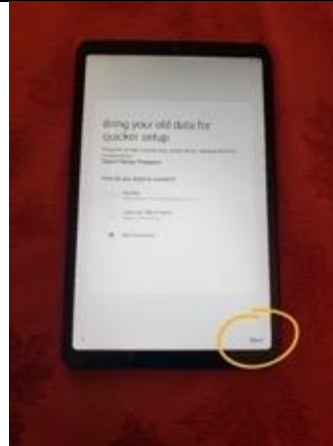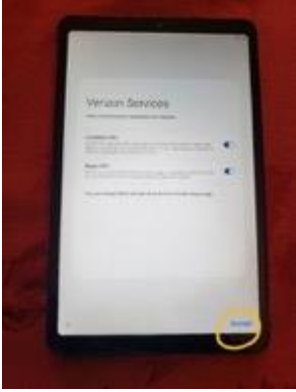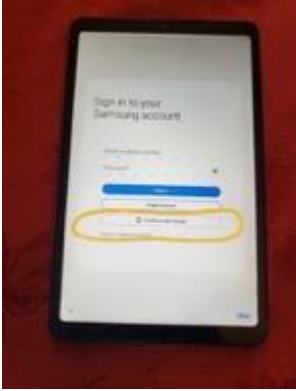
Protect your Tablet – This preventsothers from using this Tablet without your permission. If you choose an option, write it down on your log in sheet (page 4). **Options Include**- • Face Recognition • Pattern • Pin Password • Not Now After selecting touch **NEXT**. ** **This can be set up or modified at a later time.**	
Google Assistant – Help your assistant customize your experience by turning on these settings. You can choose to **TURN ON** or **NO THANKS.**	
Check out what's trending with Google – Touch the **NEXT** in the bottom right-hand corner. This will show top trending searches on google in your area per day.	

Google Services – Scroll down to the bottom of the page. Touch blue bubbles to turn on or off selections offered. Blue means on, gray means off. Then touch the blue **ACCEPT** at the bottom right-hand corner.	
Verizon Services – Help us to improve your services. Touch blue bubbles to turn on or off selections offered. Blue means on, gray means off. Then touch the blue **ACCEPT** at the bottom right-hand corner.	
Sign in to your Samsung Account – Touch the **CONTINUE WITH GOOGLE**	
Samsung wants to Access your Google Account – Touch the **ALLOW** button in the bottom right-hand corner.	

Welcome to Samsung Account – This is terms and conditions and touch the bubbles next to each one. When selected they will turn blue with a white check mark. Touch **AGREE** at the bottom right-hand corner.	
The Samsung Galaxy Tablet is now set up and ready to use.	
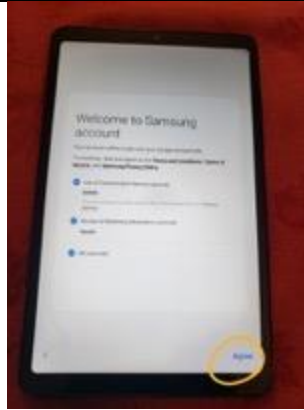
Orientation

Buttons on Samsung Galaxy Tab A **On/Off Button** – Top right side of Tablet top button	
Volume Up and Volume Down Button – Top right side of Tablet bottom button	
When you click the volume button to change volume there is a media volume, notifications volume, and system volume. There are three options when changing volume.	
Charging the Tablet – Bottom of Tablet middle port. As the Tablet charges there will be a symbol on the battery icon at the top right corner of the Tablet.	

The charger needs connected to the charging block and to the Tablet.	
The charging block plugs into an electrical wall outlet.	
Screen Controls at the bottom of screen. 1st control will take you to all open apps. 2nd control is the home button. 3rd control is the back button.	
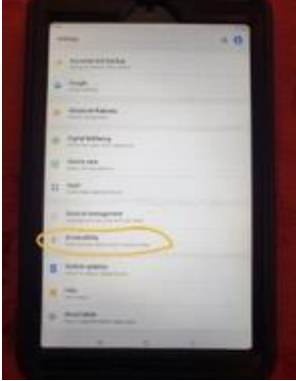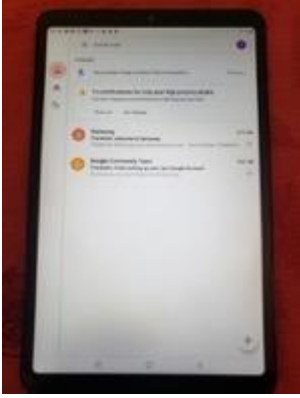
When you touch the button to the far left it will bring up all the apps currently on your tablet. Your tablet will not automatically close out your apps. They will be running in the background. To keep your Tablet running efficiently, you will need to go in and close all the apps from time to time. To do so, touch the **CLOSE ALL.**	
Home Button – The Middle Button at the bottom of the screen. No matter what app is open or where you are in the Tablet, if you touch the Home Button you will return to the Home Screen.	
Back Button - Far right button at the bottom of the screen. You can use this to go back. If you are in an app you can use the back button to return to a previous screen.	
Notification Bar – The notification bar is located under the Time and Date on the Lock Screen.	

If you have a notification it will show up on the notification bar. **Touch the notification bar** to bring up all notifications. If you want to read a notification touch it. To clear out the notifications touch the **CLEAR** Button in the bottom right-hand corner.	
Settings – This is where sounds, notifications, lock screen, and many other settings are that are available. Settings options seen in picture. Touch **accessibility** to see additional options.	
Accessibility Features – Main Menu options.	
Screen Reader - Get spoken audio guidance and special controls that help you navigate without needing to see the screen.	

Visibility Enhancements - You can change size, contrast, and color to meet your needs. You can also turn on the magnifier window which will magnify contents on the screen.	
Hearing Enhancements – Adjust the audio to help your hearing or use alternatives like texts.	
Interaction and Dexterity - Enhance or replace touch interactions and other controls.	
Advanced Settings – Manage direct access and other advanced functions.	

Installed Services - See other options.	
Other Apps That Will Be Helpful **Play Store** – This is where you will go to download any additional apps for your Tablet.	
Once you open the app there is a **search bar** at the top of the screen where you can type in the app you want to download. You can search for any app in the search bar.	
Once you search you can touch the app and it will open and you can touch **GREEN INSTALL BUTTON** to download that app.	

Google Mail This is how to get to the email you used to set up your Tablet. On the Home Screen the top row of apps furthest to the right is your Google App. Touch the Google App.	
All Google Apps will appear. The **Gmail app** is second to the right on the top row.	
Touch the app and it will open to your **Gmail**. There are many other apps available and on the Tablet. Some may be used and some you may want to remove from the Tablet.	

How to Assemble the Case: • Take apart case as seen in pictures below. • Put tablet in inner part of case. • Put case back together see pictures below.	
Step 1	
Step 2	
Step 3	

Step 4	
Step 5	
Step 6	
Step 7	

Information

Set up "Hey Google" – This will allow you to use your voice to navigate your tablet. Start by touching microphone on the right side of the google search bar on your tablets home screen.	
After touching the microphone it will say listening on the screen. You can say **"Hey Google what is the weather today?"** This will prompt you to a set up screen for Hey Google. Touch the **set it up button** in bottom right-hand corner.	
The next screen is asking for you to agree to using **Hey Google**. It will also tell you cues to use if your screen is off but you want to ask google a question. **Touch the I agree button in the bottom right-hand corner.**	
The next screen will say **Now Say**… and it will list a phrase such as "Hey Google" or "Okay Google". It will have you say four phrases. Make sure you are speaking as you normally would. This will help **Hey Google** be more efficient.	

When you have said all phrases and the **Hey Google** app has collected what it needs it will complete the blue circle and say "sounds good" at the top of the screen. Touch the **NEXT** button in the bottom right-hand corner of the screen.		
The next screen will say **Hey Google** is ready. Your device will now recognize your voice when you say "Hey Google" or "Ok Google" Touch **Finish** button in the bottom right-hand corner of the screen.		
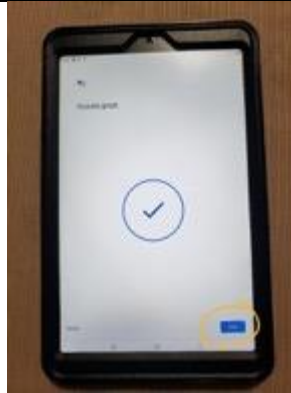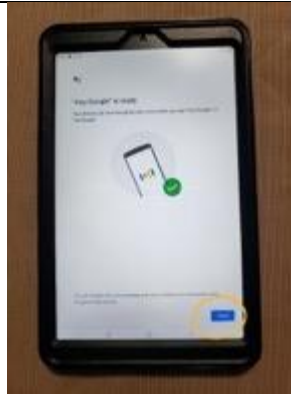
Alarms - On your home screen touch the app that looks like a clock. See picture of circled app. Alarms are a good way to set reminders for yourself. Examples include medication reminders throughout the day, wake up time, etc.		
The next step will be to touch **add alarm button.**		

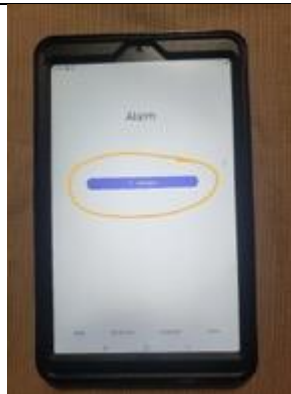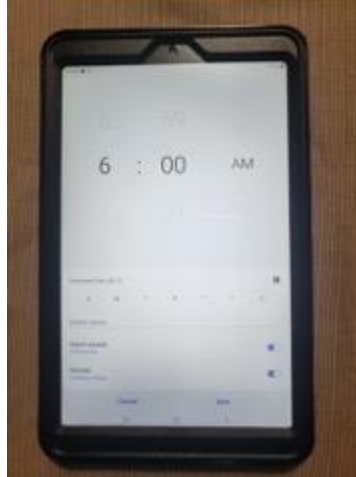|	
The next page will be setting up the alarm. You can **touch and scroll** to change the time and the AM/PM settings. You also touch the days of the week to select which days you want the alarm to go off. When you **touch the calendar** you can pick a specific day for the alarm to go off. If you touch where it says **alarm name** you can change this. An example would be changing to "Take Morning Medications."	
When you have entered all settings of the alarm you will touch the **SAVE** button in the bottom right-hand corner. **See picture example of an alarm for taking morning medications.** This alarm will go off the same time every day. You can also use **"Hey Google"** to set an alarm. Say **"Hey Google, set an alarm for 8:00 am to take medication."**	
Once you have saved the alarm it will take you to the main page of your alarm app. This will show all the alarms you have set. If you need to change an alarm you will touch that alarm and adjust it. If the alarm does not have a blue bubble beside it that means it is shut off. To turn it on simply touch the bubble.	
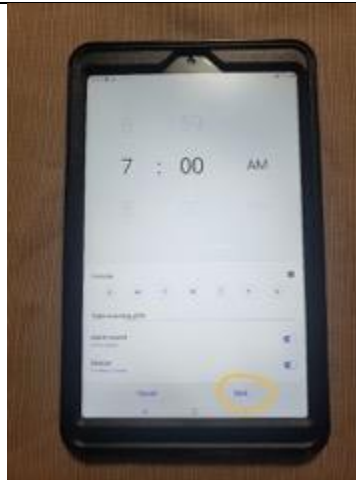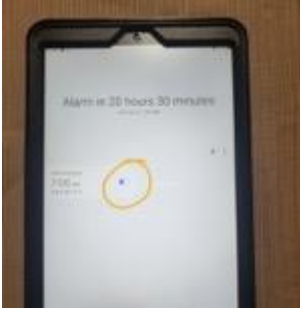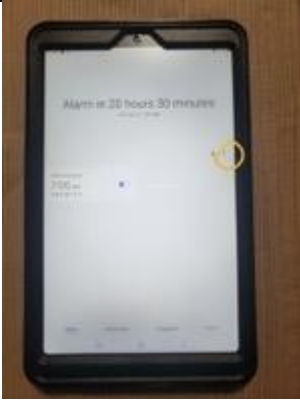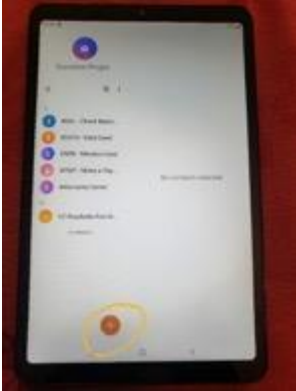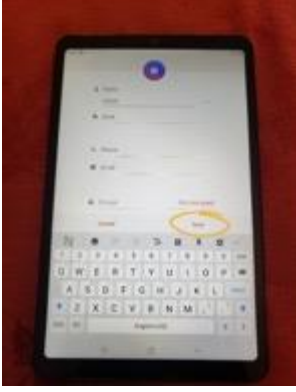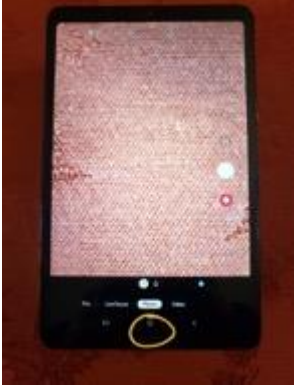
If the alarm does not have a blue bubble beside it that means it is shut off. **To turn it on or off simply touch the bubble.**		
If you want to **delete an alarm**. Touch the **three dots** in the top righthand corner of screen.		
After touching the three dots a drop-down menu will appear. **Touch delete.**		
It will then allow you to select the alarms you want to delete. **To select alarm simply touch the alarm.** You will then touch the **delete button** found in the bottom middle of your screen. **The alarm is now deleted.**		

Contacts - On the Home Screen go to the bottom row of apps it is third from the right, and is an orange app with a person on it.	
Touch the app. The app will open at the bottom of the screen is an orange circle with a + sign on it. **Touch the circle.** This will open a new contact.	
It will ask you to save the contact to the Tablet or to Google. **Save it to the Tablet.**	
It will then prompt you to enter name, phone number, email, for the contact. Enter all information. Touch the **SAVE** button in the bottom right corner.	

Taking a Photo - Touch the camera app located on the home screen on the tablet.	
It will open to the **main camera screen.**	
Aim the tablet towards whatever it is you are taking a picture of. Hold the tablet steady and touch the **white circle button** on the right-hand side of the screen.	
To **view the picture** you have taken touch the home button to go to the home screen.	

| Touch the **gallery icon** on your home screen. It is the white flower on a red circle. | |
| This will open up to your photo gallery. All photos you take will be saved here. To look at a picture **touch the picture**. | |

Social Media – Facebook is already downloaded and on the App Screen. All that is needed is to open the app and sign in or create an account if you do not already have one. You can easily download other social media from the play store. Once downloaded they will appear on the app screen and you will just log in or create a new account. Refer to Play Store instructions on page 17 to help download apps.	
Google Duo – It's already downloaded on the Tablet in Google Apps. When you touch the app it will ask to pull the contacts from your Tablet in and you can use those contacts to begin using Duo as long as your contacts have a google account.	
Google Hangouts – Needs to be downloaded from the Play Store. Once downloaded touch the app and follow the prompts. Google hangouts can be used across platforms as long as the individual has a google account. Refer to Play Store instructions on page 17 to help download apps.	
Games - The tablet comes with several predownloaded games. If you would like to download more refer to page 17 on how to download apps from the Play Store.	

Reminders - Use "Hey Google" to set reminders**.** Start by saying "Hey Google set a reminder at… An example is "**Hey Google,** set a reminder at 11:15 am for me to take my medicine." **After you start speaking it will appear on the screen.**	
It will then take you to the reminder screen and display the new reminder that you set.	
When "**Hey Google**" is done setting the reminder you will see the reminder on the screen. **At the bottom of the screen you have options change it, delete it, remind someone, or change it to pm.** **To delete** you can touch delete it or say "Hey Google, delete the reminder I set."	
The reminder will alert you with a sound and will pop up on your screen**. You can touch done or you can say "Hey Google, I am done with the 11:15 AM reminder."**	

Calendar - You can use the calendar manually or by using "Hey Google"	
To manually enter an event **Touch the calendar app.** **Once in the app you will touch the + button on the top right corner of the screen.**	
This will bring up a tab to enter event information. Type in name of event. Touch the time to change the time or date of event. You will then need to touch done and then **save** in the top right-hand corner.	

To use "**Hey Google**" you will use voice commands. **Say "Hey Google" can you put an appointment on my calendar?"** It will then prompt you through the questions of event title and time. It will then ask you to save it to your calendar.	

Internet – This will be helpful to search for public transportation, church websites and services, pharmacy services available, groceries on line for delivery or pick up, and other services.	
To **access the Internet,** go to the Home Screen. On the bottom row of apps it is the second from the left. It is the **Google Icon**. Touch the Google Icon. It may ask you to accept it. Touch on the **accept** button.	
It will give you a **search bar** under the Google in colorful letters. You can type using the keyboard or you can touch the microphone and speak what you want to search for.	

Weather - On the home screen of your tablet there is an app that shows the temperature outside. If you touch this app it will open the weather app that comes predownloaded on you tablet.	
When the weather app opens up you will see the current temperature and the hourly update of temperature thought the day.	
If you scroll down the weather app you will see the ten-day weather forecast and a radar map. You can touch the radar app to enlarge it and move around the map.	

Task Sheets

Pharmacy - Ordering Your Medications

Local Pharmacy

Local Pharmacies may not have an app to place order for medications. Most of the time you can call your local pharmacy to refill medications and arrange a delivery or pickup. Some local pharmacies will have a website where you can request refills and deliveries. Refer to accessing the Internet on page 31.

Pharmacy Phone Number: _____

Pharmacy Website: _____

Pharmacy App: _____

- Login Username: _____

- Password: _____

Chain Pharmacy

Chain Pharmacies such as Walmart, Dillions, Walgreens, etc. are likely to have an app you can download to your Samsung Galaxy Tab A. This will allow you to request refills and arrange a pick up or delivery. Refer to Play Store instructions on page 17 to help download apps.

Pharmacy Phone Number: _____

Pharmacy Website: _____

Pharmacy App: _____

- Login Username: _____

- Password: _____

Groceries

Local Grocery Store

Locally owned grocery stores may not have an app to order groceries. Most of the time you can call your local store and give them your list of items and arrange a delivery or pickup. Some local grocery stores may have a website where you can order groceries and arrange pickup or delivery. Refer to accessing the Internet on page 31.

Grocery Store Phone Number: _____

Grocery Store Website: _____

Grocery Store App: _____

- Login Username: _____

- Password: _____

Chain Grocery Store

Chain grocery stores such as Walmart, Target, Dillions, etc. will often times have an app you can download onto your Samsung Galaxy Tab A. This will allow you to order your groceries and arrange a pickup or delivery. Refer to Play Store instructions on page 17 to help download apps.

Grocery Store Phone Number: _____

Grocery Store Website: _____

Grocery Store App: _____

- Login Username: _____

- Password: _____

Telemedicine

Depending on what your doctor's office offers you can use telemedicine in different ways such as a phone call, video call or through a patient portal. A video or phone call would be forms of a virtual appointment.

Virtual Appointments

Virtual appointments can take place a few different ways such as a phone call or a video call. Usually when you are scheduling a virtual appointment, they will explain how the process will work. Sometimes you will be sent a link via email. This will allow you to click a link at a designated time to start a video conference call with your doctor or doctors. Other times it may just be a phone call scheduled at a certain time.

Patient Portal

A patient portal allows you to send and receive messages from your care team, ask for prescription refills, and set up appointments. You also will be able to see test results such as lab work and x-rays. Your patient portal will have a username, password, and possibly security questions. This will help in making sure your information remains secure. To log into your patient portal, you may have to download an app or go to your clinic's website. Refer to accessing the internet on page 31. Refer to Play Store instructions on page 17 to help download apps.

Login Username: _____

Password: _____

Security Question 1: _____

Security Question 2: _____

Security Question 3: _____