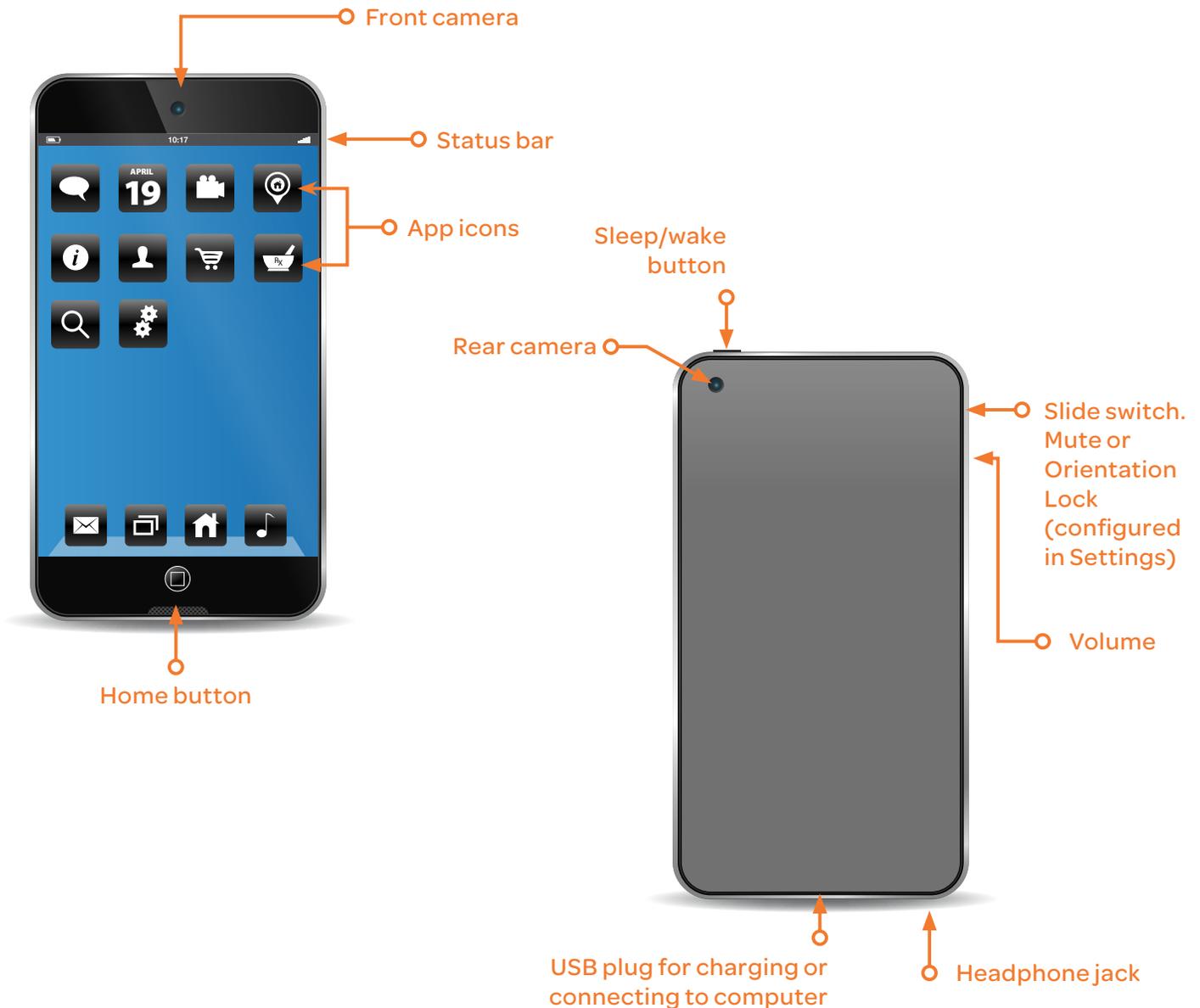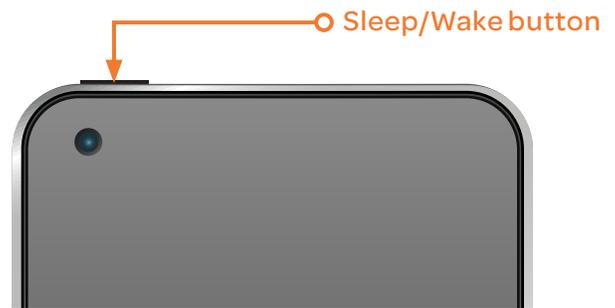# Smartphones *101*

Introduction to the Smartphone Layout

The smartphone has a number of external buttons and features. Some of these have more than one use. For instance, the **SLEEP/WAKE** button has one function for a single press, and another function for a long press. Let's dive in and learn the parts, terminology, and function of the smartphone's exterior layout. Your smartphone may differ slightly depending on the model.

Front camera

Status bar

App icons

Home button

Sleep/wake button

Rear camera

Slide switch. Mute or Orientation Lock (configured in Settings)

Volume

USB plug for charging or connecting to computer

Headphone jack

To turn on your smartphone:

Press and hold the SLEEP/WAKE button until the device logo appears on the screen. After about one minute, the tablet will be ready for use. You'll know because the screen will be lit.

To lock your smartphone:

Press the SLEEP/WAKE button briefly. The screen will go dark. A locked smartphone uses very little power, but is able to still receive updates, email, play music, and sound a wake up alarm. Your device will also lock automatically if unused for a set number of minutes. The auto-lock time is configurable in SETTINGS >GENERAL> AUTO-LOCK.

helpful hints:

Remember the HOME button. It'll always take you back Home!

Need help remembering all of your passwords online? Download a secure password manager app to keep usernames and passwords for various accounts in one location.

Did you know smartphones come with preloaded apps like a calendar, maps and more? Some other useful apps include:

WEB BROWSER:	CAMERA:	VIDEO CHAT:	APP MARKETPLACE:
To access and surf the internet	To take pictures with your tablet	To make video calls	To download new apps

You can also access your email on smartphones, but first, you must add your account. To add an account, go to SETTINGS > MAIL, CONTACTS, CALENDAR > ADD ACCOUNT. Select your email provider from the menu list that automatically appears and provide the required information (including email address and password) to configure your account.