

Samsung GALAXY Note™



NEW USERS QUICK GUIDE



Employee Instruction Book
Samsung Galaxy Note

VERSION 1.1
2012 - AUG



Contents

Setting up Email	1
Adding Contacts	3
Adding Calendar Events	4
Making a Call	5
Sending a Text Message	6
Email Messaging	7
Phone Camera	10
Viewing Photos	11

Symbols Used in this Manual



Tap Here



Tap and Hold

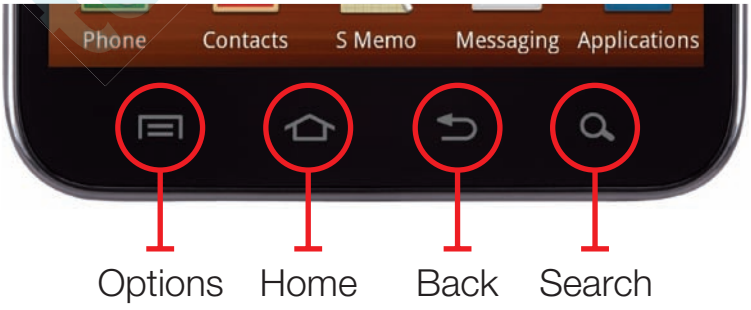


Swipe this Way



Enter Text Here

Panel Buttons



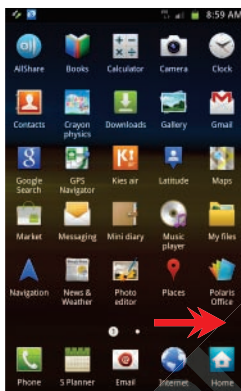
Adding an E-Mail Account

1



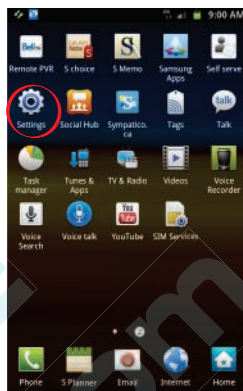
Tap "Applications"

2



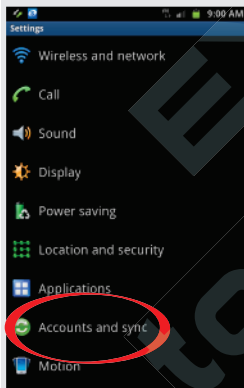
Swipe Right
(or tap the dot for
Screen 2)

3



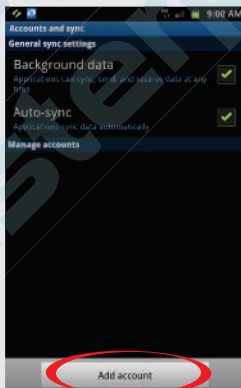
Tap "Settings"

4



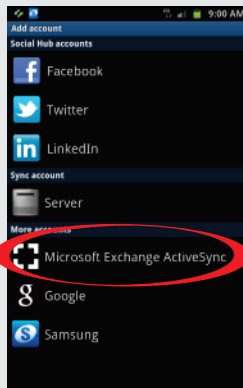
Tap "Accounts and
sync"

5



Tap "Add account"

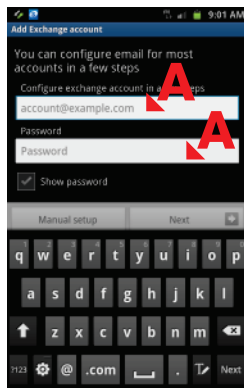
6



Tap "Microsoft
Exchange
ActiveSync"

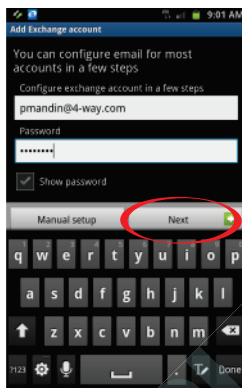
Adding an E-Mail Account

7



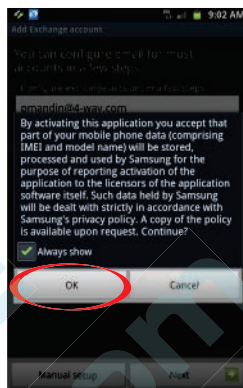
Enter your email address and account password.

8



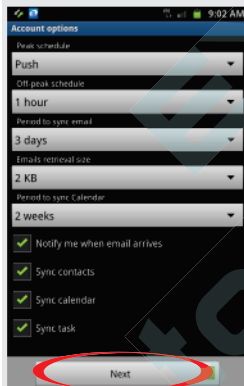
Tap "Next"

9



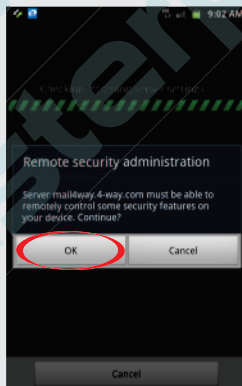
Tap "OK"

10



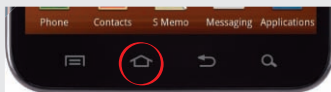
Choose your sync settings (shown settings are fine).
Tap "Next"

11



Tap "OK", and tap "OK" or "Next" on the following screens.

12



When finished, tap the "Home" button.

NOTE

For longer battery life, it is suggested that you set your sync options to longer intervals. This reduces the number of times in a day that your phone checks the server. Setting it to longer intervals can improve battery life between charges.

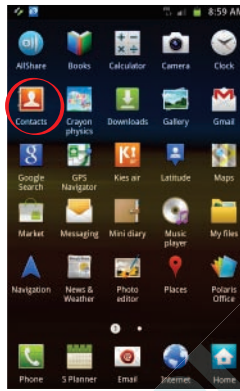
Adding a Contact

1



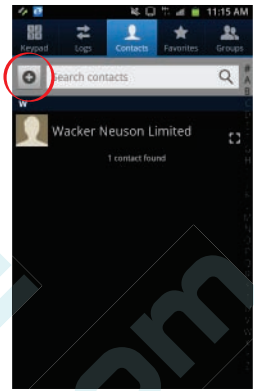
Tap "Applications"

2



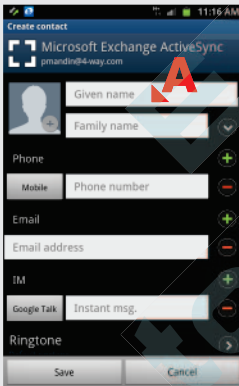
Tap "Contacts"

3



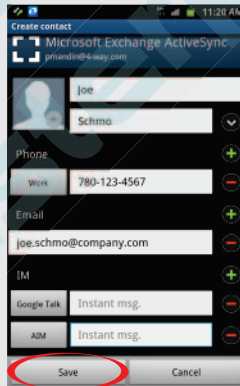
Tap "Create Contact" (the "+" button at the top)

4



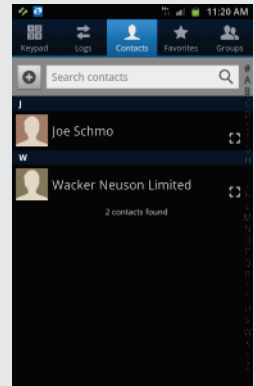
Enter the contact's information in the fields. The "+" and "-" buttons can be used to add or remove fields.

5



Tap "Save"
This contact will now be saved.

6



Tap "Create Contact" to add another, or the "Home" panel button to exit.

Adding a Calendar Event

1



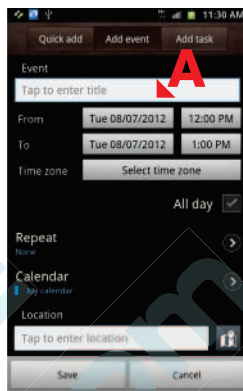
Tap "S Planner"

2



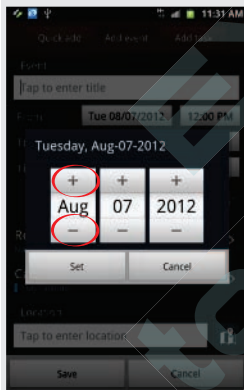
Tap "Add"

3



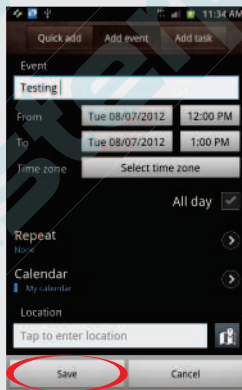
Enter Event name, date/time, details.

4



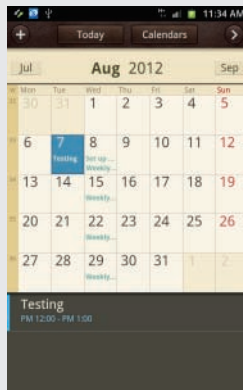
Use the "+" and "-" buttons to set the correct date and time.

5



Tap "Save"
This event will now be saved.

6



Tap "Create Contact" to add another, or the "Home" panel button to exit.

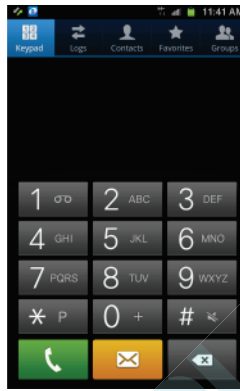
Making a Call

1



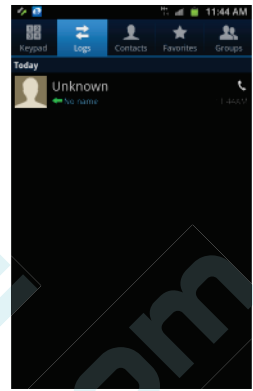
Tap "Phone"

2



Use the keypad to enter the number.

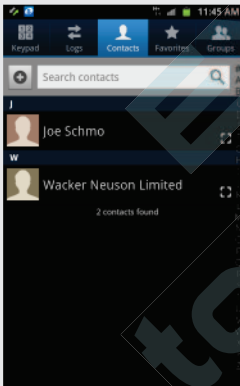
2A



Select a number from the call log.

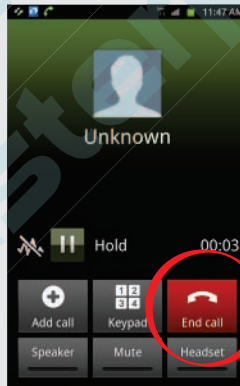
OR

2B



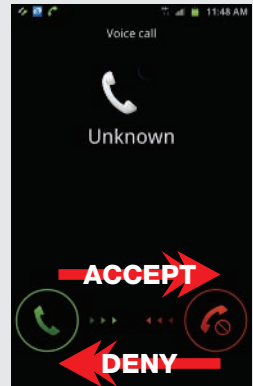
Select a Contact from your Contacts list.

3



To end the call, tap the red button.

4



To accept an incoming call, swipe right.
To deny, swipe left.

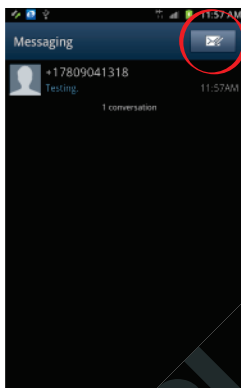
Sending a Text Message

1



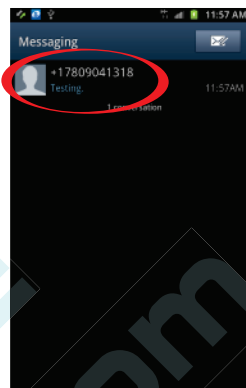
Tap "Messaging"

2A



Tap "New Message"

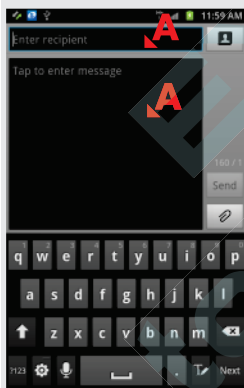
2B



Tap on an existing Conversation.

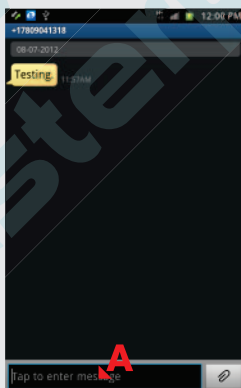
OR

3A



Enter a phone number, or select from your Contacts. Then type your message.

3B



Enter a message to the conversation.

4



When you have new messages, a little bubble will appear by the "Messaging" icon.

Email Messaging

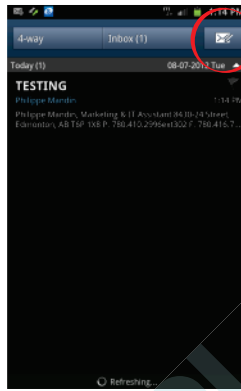
Sending an Email Message

1



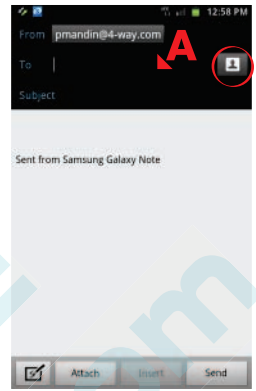
Tap "Email"

2



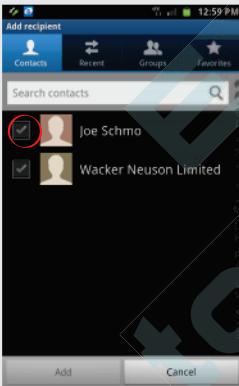
Tap "New Message"

3



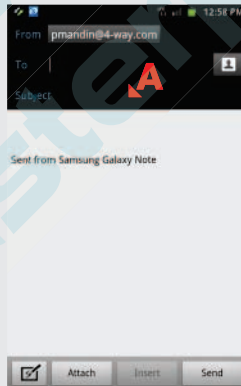
Enter a recipient.
OR
Tap "Contacts"

3A



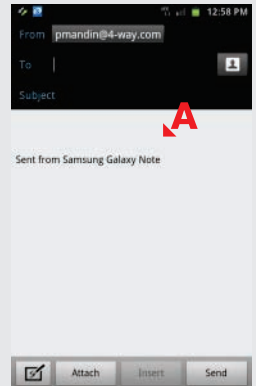
Select the contact(s)
you want to send an
email to.

4



Enter a subject for
the email.

5

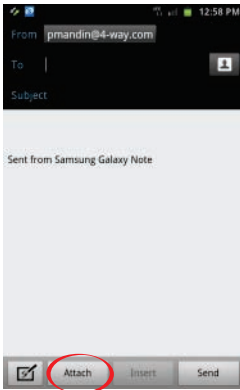


Enter body text for
the email.

Email Messaging

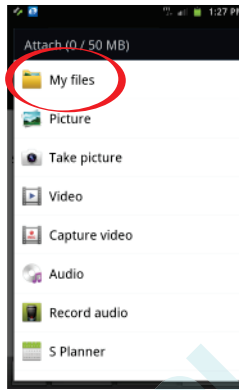
Sending an Email Message

7



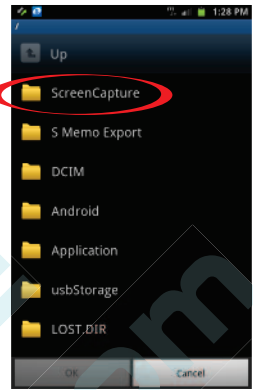
If you want to attach a file, tap "Attach"

8



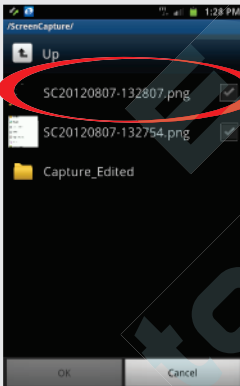
Select what you wish to attach. In this example, a file in "My Files" will be used.

9



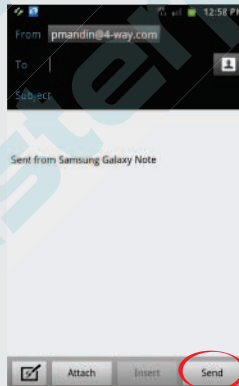
Select the folder containing the file (if it is in a folder).

10



Select the file(s) you want to attach. You can attach multiple files with the checkboxes. Tap "OK"

11



When you are ready to send your email, tap "Send".

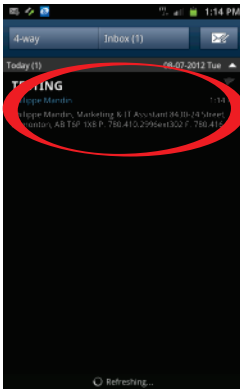


When you have new email(s), it will show in the notification bubble on the "Email" icon.

Email Messaging

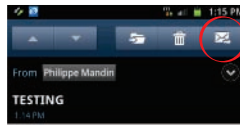
Replying to an Email Message

1



Open the email message you wish to reply to.

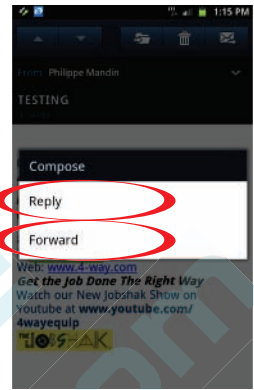
2



Philippe Mandin, Marketing & IT Assistant
4-WAY
EQUIPMENT RENTALS
8430-24 Street, Edmonton, AB T6P 1X8
P: 780.410.2996 ext302 F: 780.416.7693
Web: www.4-way.com
Get the Job Done The Right Way
Watch our New Jobshak Show on
Youtube at www.youtube.com/4wayequip
TIO 5-AK

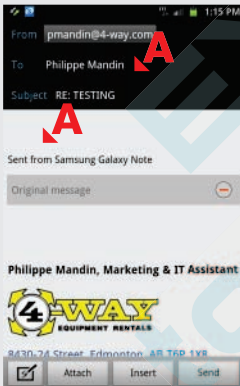


3



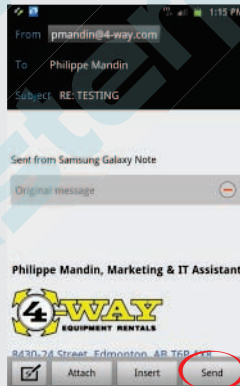
Tap “Reply” or “Forward”.

4



Enter or select the recipient (if forwarding).
Enter text for the reply/forward, attach files, etc.

5



When you are ready to send your email, tap “Send”.

NOTE

Generally, you should avoid emailing files over 2MB in size. Most email programs will alert you when your attachment is too big. Large files cause large drains on network services, particularly when dealing with cell phone connections.

Phone Camera

Quick Guide



To access the Camera, tap “Camera” on the home screen.



This is the focus reticule. Tap anywhere on the screen to set the focus point.



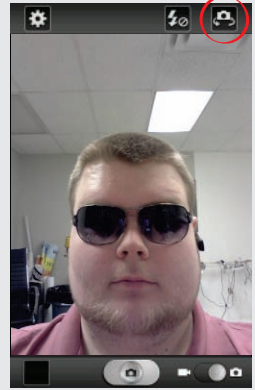
This is the shutter button. Tapping this will take a picture and automatically store it.



This slider toggles between still photos and video.



This is the flash toggle. Tap this to turn the flash on, off, or to automatic mode.



This button switches from the main camera (back of the phone) to the screen-side “face” camera.

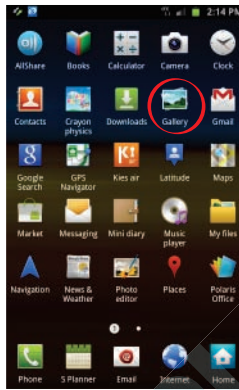
Viewing Photos

1



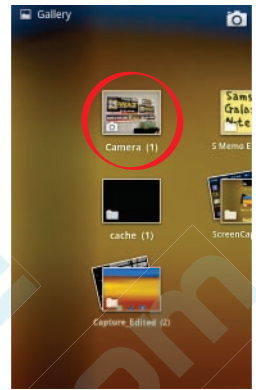
Tap "Applications"

2



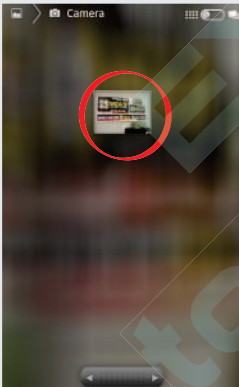
Tap "Gallery"

3



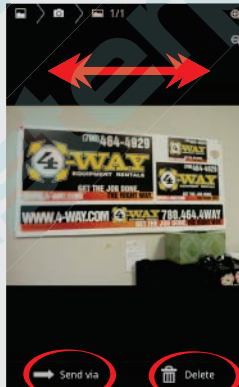
Tap the appropriate photo set (usually "Camera").

4



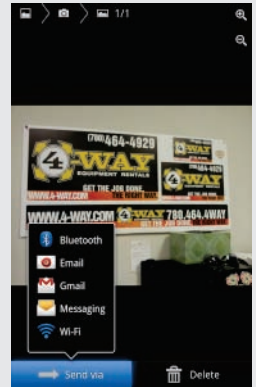
Select the photo you wish to view.

5



You can swipe back and forth to view multiple photos, delete them, or send them to others.

6

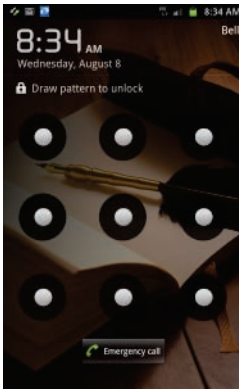


You can send photos in a manner of ways. (with email and messaging, it is sent as an attachment).

Screen Lock

Accessing Lock Settings

1

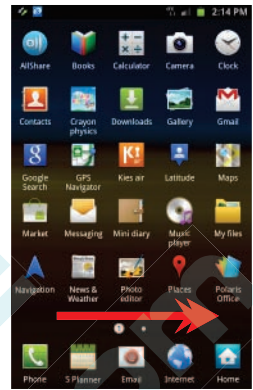


The Screen Lock feature is a way to prevent accidental or unauthorized use of your phone's functions.

2

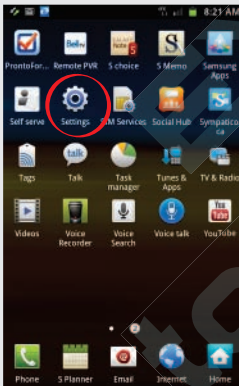


Tap "Applications"



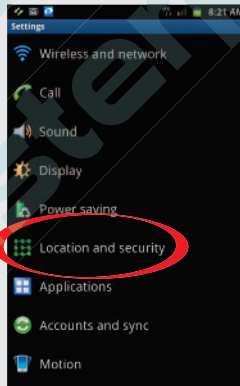
Swipe right or tap the second screen "dot".

3



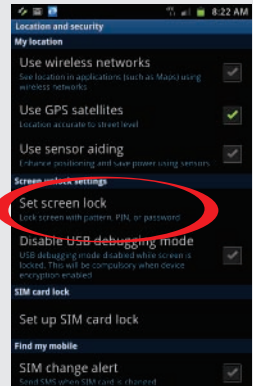
Tap "Settings"

4



Tap "Location and Security"

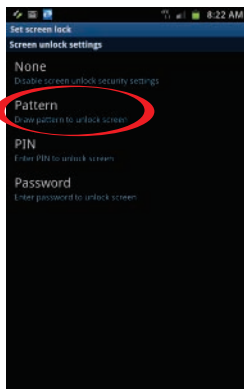
5



Tap "Set Screen Lock"
(This option changes to "Change Screen Lock" when a lock is set.)

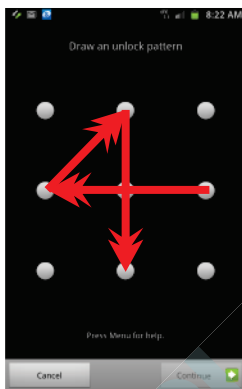
Drawing a Pattern

1



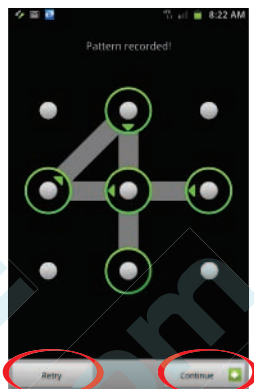
There are three kinds of Screen Lock: Pattern, PIN, and Password. Tap "Pattern"

2



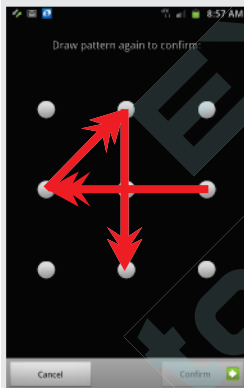
Draw a pattern connecting at least four of the dots.

3



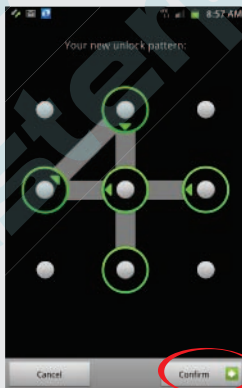
When you are happy with the pattern, tap "Continue"
To try again, tap "Retry"

4

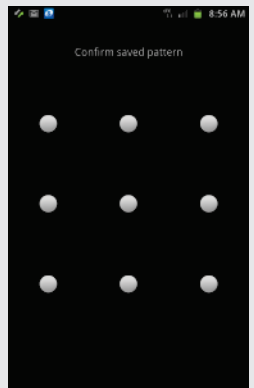


You will be asked to confirm the pattern.
Re-draw your unlock pattern.

5



Tap “Continue”

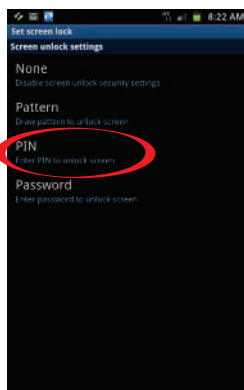


If you wish to change your Screen Lock type or pattern, you will be asked to re-enter your current one.

Screen Lock

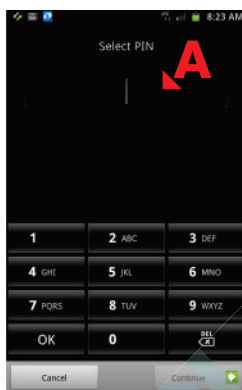
Using a PIN

1



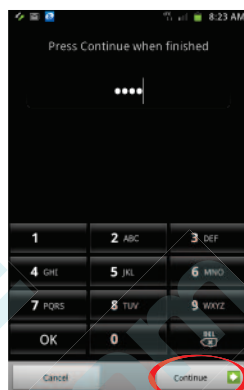
There are three kinds of Screen Lock: Pattern, PIN, and Password. Tap "PIN"

2



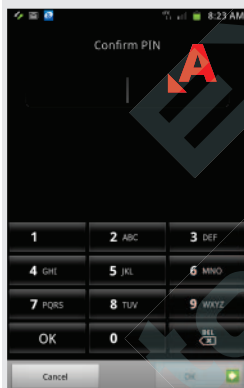
Enter a PIN for unlocking the phone. This must be at least four numbers.

3



When you are happy with the PIN, tap "Continue"

4



You will be asked to confirm your PIN. Re-enter it.

5



Tap "Continue"

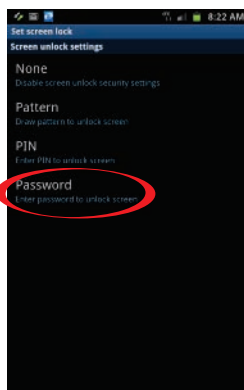


If you wish to change your Screen Lock type or PIN, you will be asked to re-enter your current one.

Screen Lock

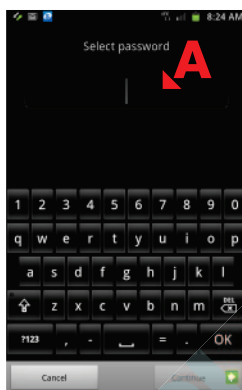
Using a Password

1



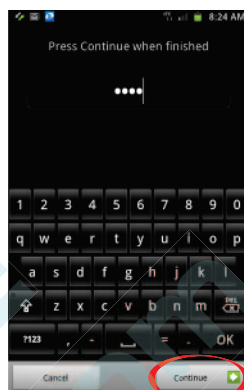
There are three kinds of Screen Lock: Pattern, PIN, and Password. Tap "Password"

2



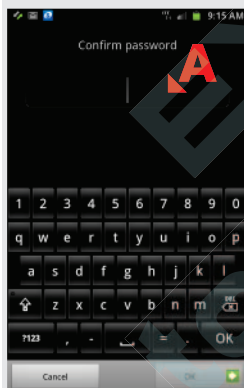
Enter a password for unlocking the phone. This must be at least four characters.

3



When you are happy with the password, tap "Continue"

4

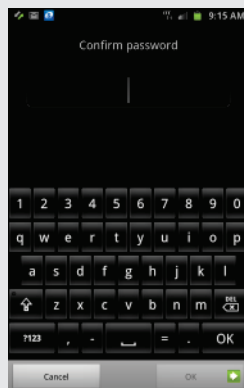


You will be asked to confirm your password. Re-enter it.

5



Tap "Continue"

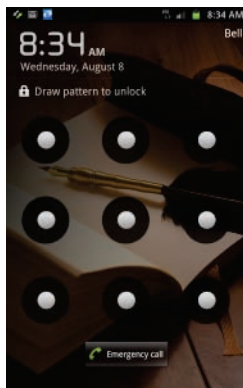


If you wish to change your Screen Lock type or password, you will be asked to re-enter your current one.

Screen Lock

Screen Time-Out

1

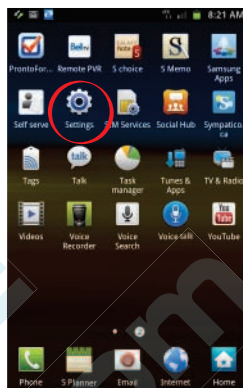


The Screen Lock automatically engages after a set amount of time. To change this:

2

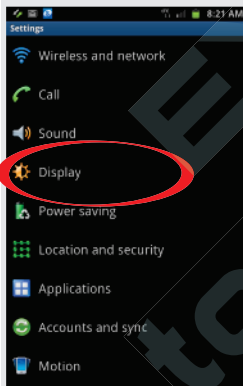


Tap "Applications"



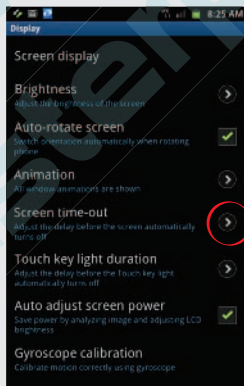
Locate and Tap "Settings"

3



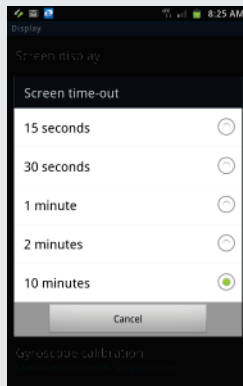
Tap "Display"

4



Tap the arrow next to "Screen time-out"

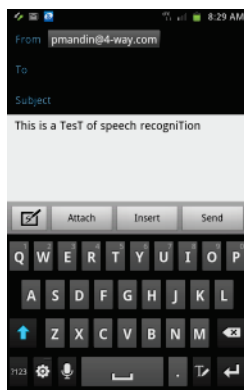
5



Select the time-out duration. This can affect battery life, but it is generally just a matter of preference.

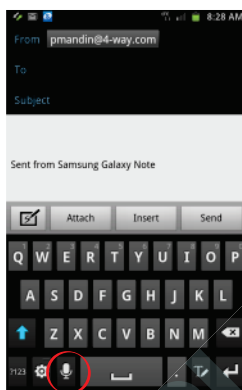
Speech-to-Text

1

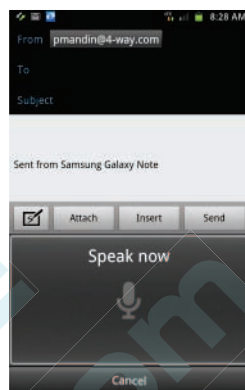


The Samsung Note has Speech-to-Text software that can (within reason) translate spoken words into text.

2

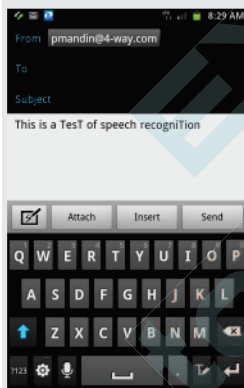


In most text entry fields, you can tap the microphone to start Speech-to-Text.



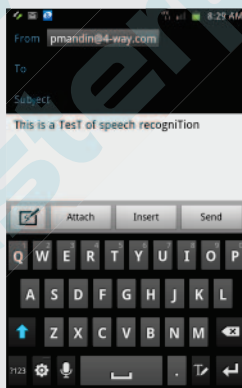
When prompted, speak clearly towards the phone. It will transcribe after a few seconds of silence.

3



Speech-to-Text will render what it thinks you've said as text on the screen.

4



You may need to revise what was transcribed, as the software can easily 'mis-hear' words.

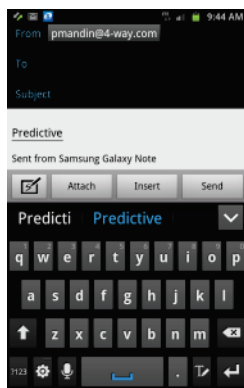
NOTE

Some accents, mumbling, hesitation, or words with many similar-sounding alternatives can (and often will) confuse the software. When using Speech-to-Text, make sure to speak as clearly as possible, and even slow down a bit.

Predictive Text (XT9)

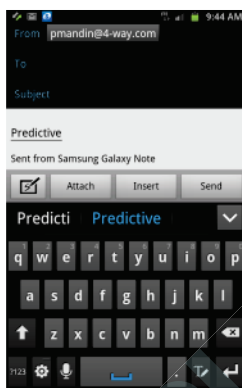
How to Use

1

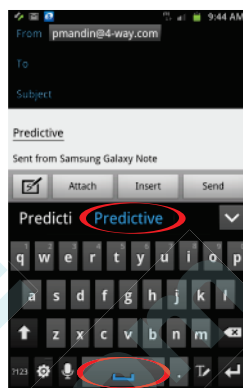


Android Phones come with Predictive Text, also known as XT9.

2

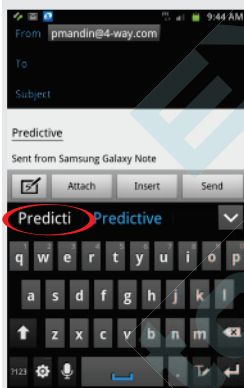


As you type, XT9 will suggest words from its dictionary that you might be typing out.



To use a suggested word, tap it. Or, if XT9 has already filled in the proper word, simply hit the space bar.

3



A WORD ON XT9

XT9 is a powerful tool, allowing experienced users to type messages much faster, but it does take time to get used to it. Many simply turn it off out of frustration.

This is a matter of personal preference, and instructions for disabling the predictive text are included in this guide.

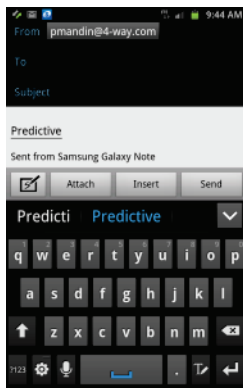
If you do not see the right word in the suggestions, tap on the far left to use just what you've typed already.

Predictive Text (XT9)

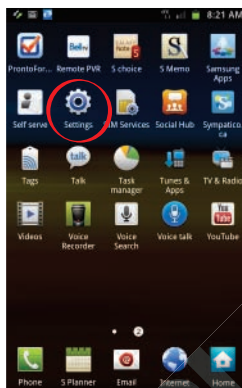
Activate and De-Activate

1

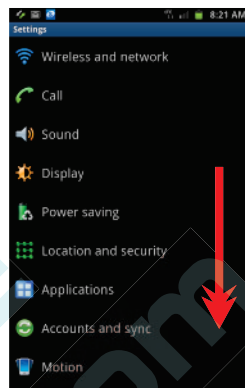
2



Android Phones come with Predictive Text, also known as XT9. While this function can be helpful, you may wish to turn it off.



To turn off XT9:
Access the
“Settings”
application.
(XT9 is on as default)

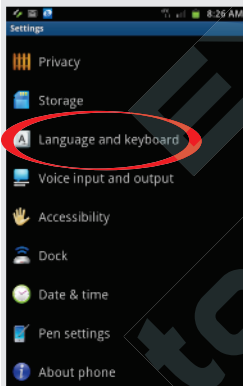


Swipe down to the
bottom menus.

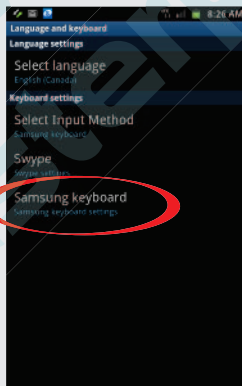
3

4

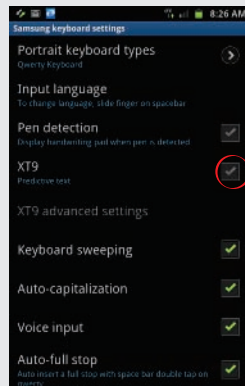
5



Tap “Language and
keyboard”



Tap “Samsung
keyboard”



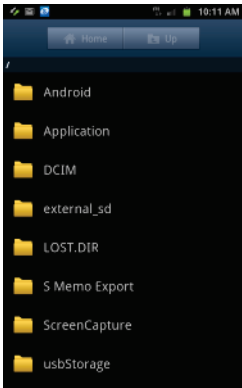
Tap the arrow
beside “XT9”
This can also be
used to turn the
function back on if
you wish.

Understanding the File System

(AKA Where do my Files Go?)

1

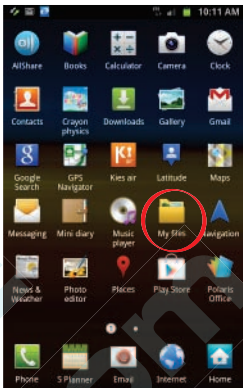
2



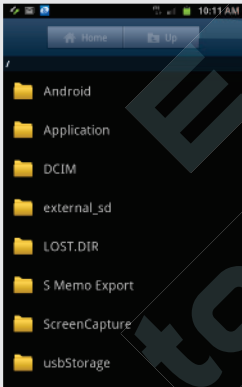
Android Phones store files in a folder system similar to a computer's operating system (like Windows or MacOS).



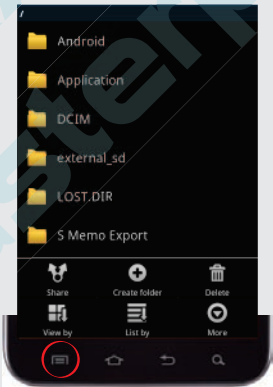
To access the phone's files:
Tap "Applications"



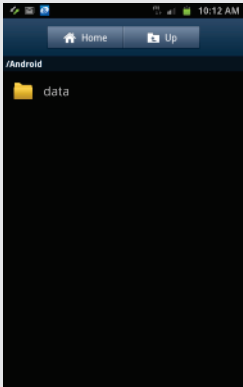
Tap "My Files"



This screen shows all available file folders on the phone.



To add, delete, share, or sort folders, tap the "Options" button on your phone's bottom panel.

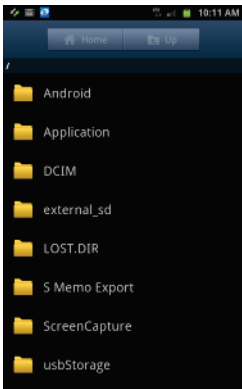


Tap a folder to open it and see its contents.

Understanding the File System

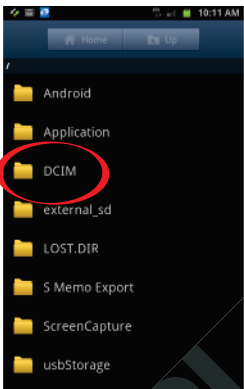
Common Folders

1

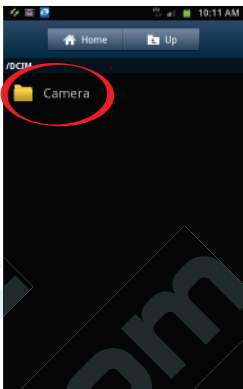


Generally, you will only need to access a few of these folders - you can add your own to store files, forms, etc.

2

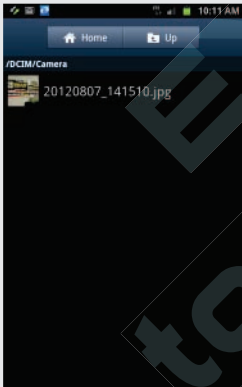


Accessing pictures on your phone through the file system:
Tap "DCIM"



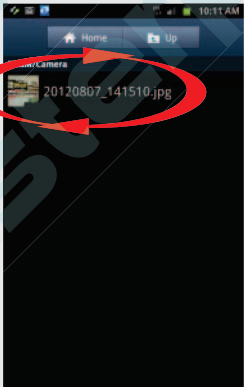
Tap "Camera"

3



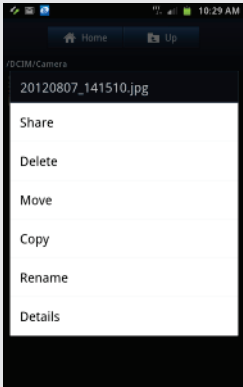
This screen shows the pictures stored in the camera's folder, with preview thumbnails.

4



To send, move, delete, rename, etc. a file, tap and hold on it.

5

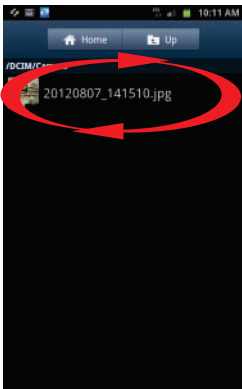


This menu shows the options available for that file.

Understanding the File System

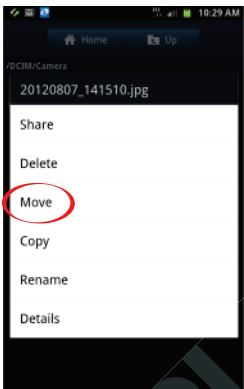
Working with Files

1



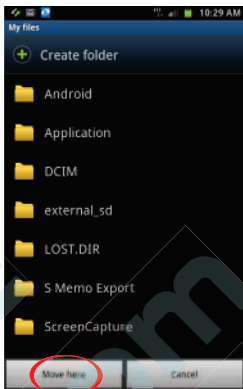
Tap and hold on a file to bring up the option menu for that file.

2



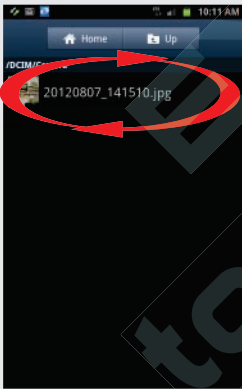
To move a file, tap "Move"

3



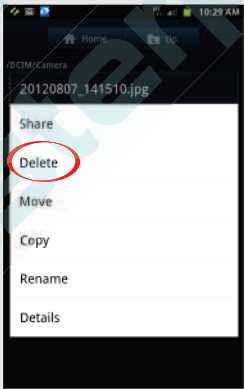
Tap through the folders to find where you want to put a file. Then, tap "Move here"

1A



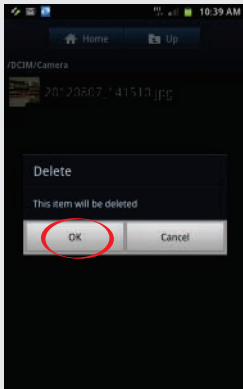
Tap and hold on a file to bring up the option menu for that file.

2A



To delete a file, tap "Delete"

3A

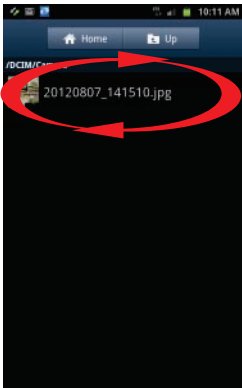


Tap "OK" to permanently delete the file.

Understanding the File System

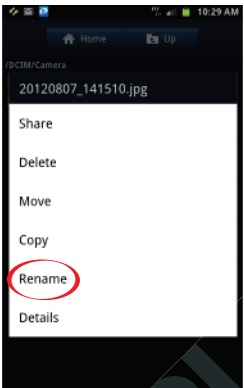
Working with Files

1B



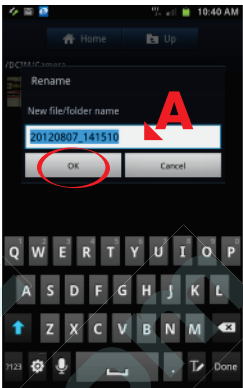
Tap and hold on a file to bring up the option menu for that file.

2B



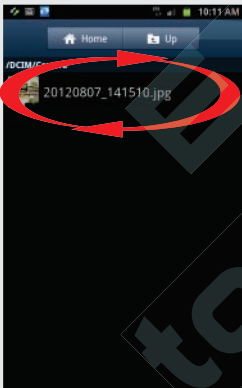
To rename a file, tap "Rename"

3B



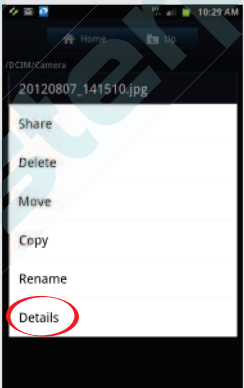
Enter a new name for the file. Tap "OK" when you're finished.

1C



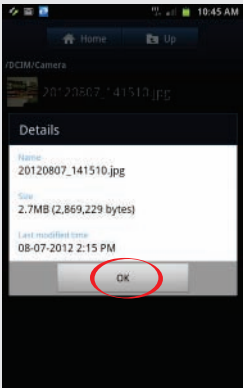
Tap and hold on a file to bring up the option menu for that file.

2C



To view details of a file, tap "Details"

3C



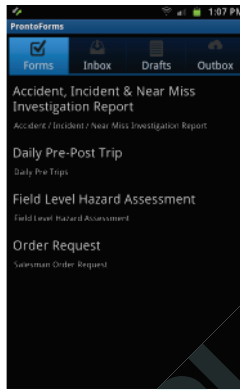
Tap "OK" to close the details window.

ProntoForms

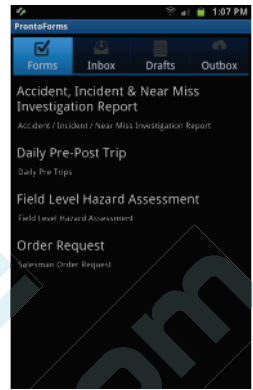
FORMS



To access ProntoForms, tap its icon. You may have to go into your Applications screen to find it.

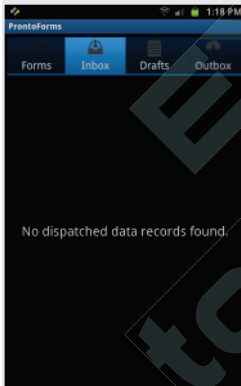


This is your 'home' screen. The tabs at the top show four types of lists.



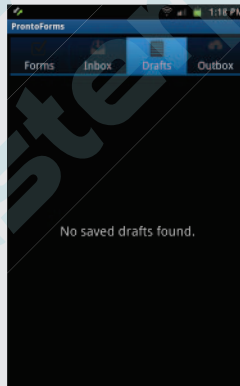
The Forms Tab will show what forms are available for you to fill out.

INBOX



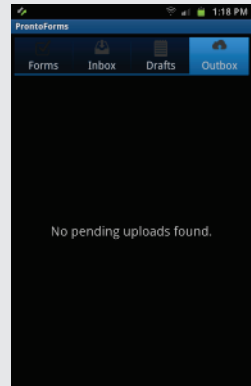
The Inbox tab will show any data dispatched by the server to your device.

DRAFTS



If you begin filling out a form but need to leave it for later, it will be saved to the Drafts tab.

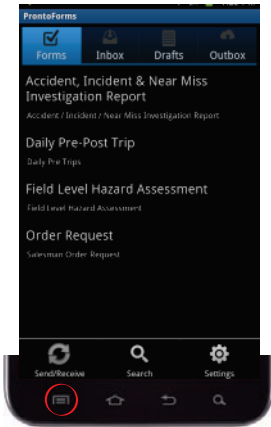
OUTBOX



The Outbox stores completed forms waiting to be sent to the server.

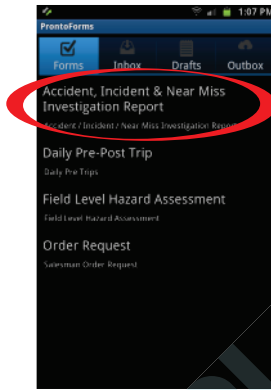
ProntoForms

1

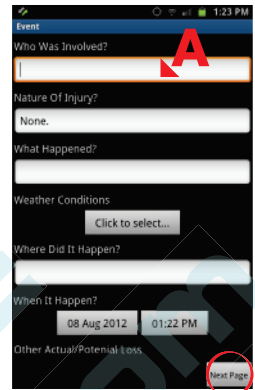


By pressing the “Options” panel button, you can send and receive, search your tabs, or change settings.

2

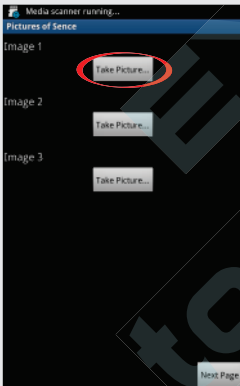


To fill out a form, go to your Forms tab and tap the appropriate form.



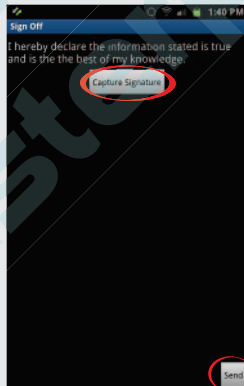
Fill out the form fields. When you are done, tap “Next Page” to continue. Fill out the entire form.

3



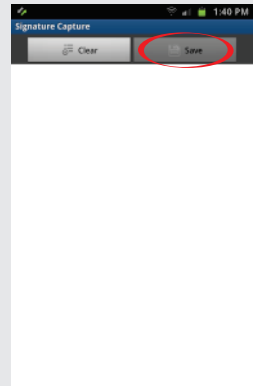
You can attach images to certain reports.

4



Reports should be submitted with a signature. Tap “Capture Signature” When the form is signed, tap “Send”

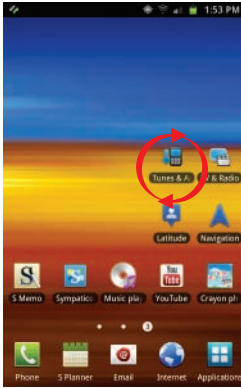
5



Capturing a Signature can be done with the phone’s stylus. Tap “Save” when done.

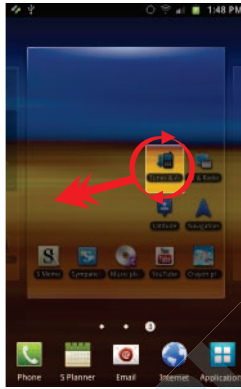
Icons

1



To move an icon or widget around your home screen(s), tap and hold it.

2



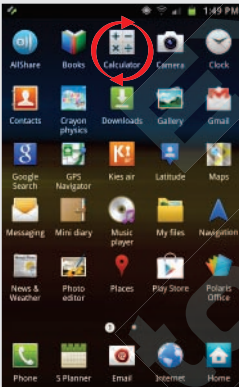
While still holding your touch on the icon, drag it to where you want to place it, then release.

3



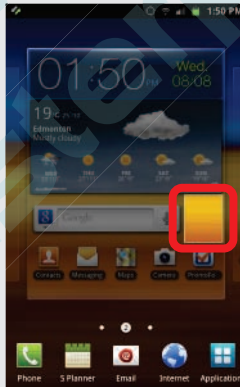
You can drag icons across screens by hovering at the edge with a held icon.

1A



The process for moving an icon from the Applications screen to a home screen is the same. Tap and hold an icon.

2A



Icons can be placed on home screens by dragging and releasing. Hover on the edge to switch screens.

3A

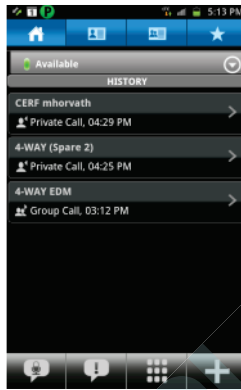


Icons can be removed by dragging them to the "Remove" area at the bottom of the screen while 'held'.

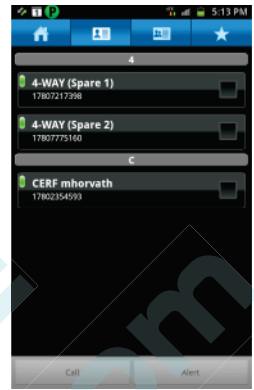
Push-to-Talk



Tap the "Push to Talk" app's icon. You may have to access the Applications screen.



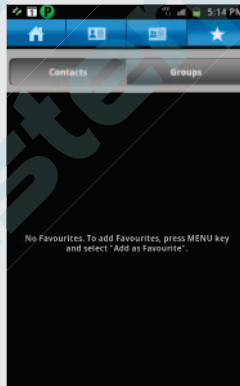
This is the Home Screen. From here, you can view your active calls and conversations.



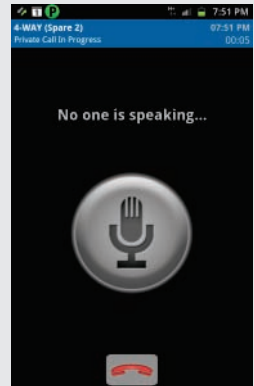
This is your Contacts Screen. You can add/remove contacts, see who is available, and create new call groups.



This is the Groups Screen. This shows call groups you are signed into as a participant.



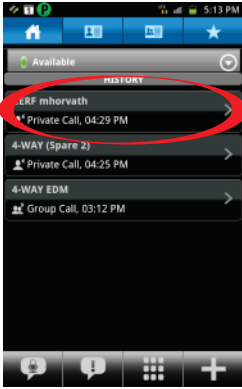
This is the Favourites Screen. Users and groups you've marked as favourites show up here.



This is the call screen. Press and hold the big button to talk to the user(s) you are calling.

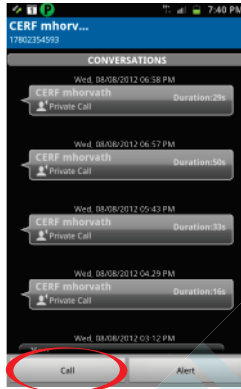
Push-to-Talk Calls

1



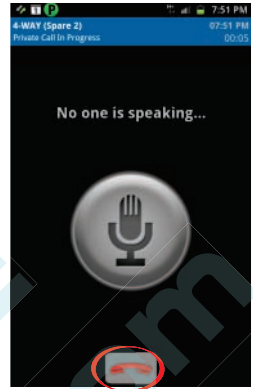
To resume a call with someone you recently talked with, tap the conversation on the Home Screen.

2



To start a new call session, tap "Call". You can also send a non-voice alert to a contact by tapping "Alert".

3



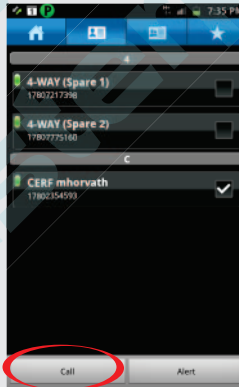
To end a call, tap the "End Call" button at the bottom.

1A



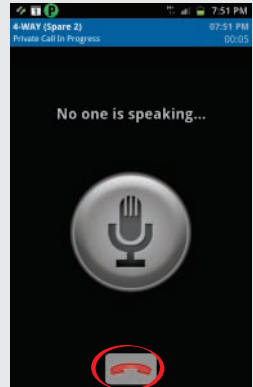
You can also start a call session from the Contacts screen. Tap the check-box beside the contact(s) you wish to call.

2A



Tap "Call" to start a call session with the selected contact(s). This conversation session will be added to the list on your Home Screen.

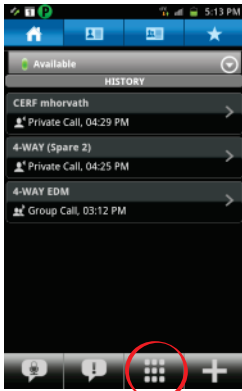
3A



To end a call, tap the "End Call" button at the bottom.

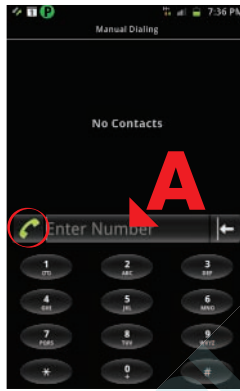
Push-to-Talk Calls

1B



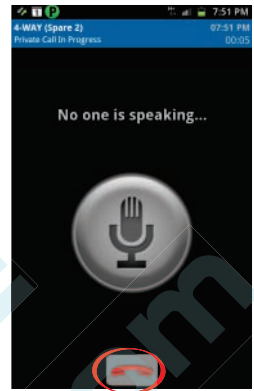
If you want to call someone not in your contacts, or cannot find them in the list, tap "Manual Dialing"

2B



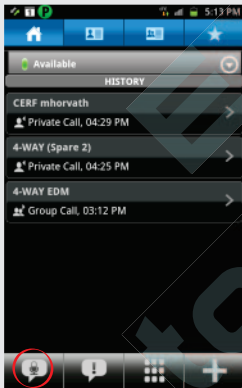
Enter your contact's phone number, and tap the "Call" button.

3B



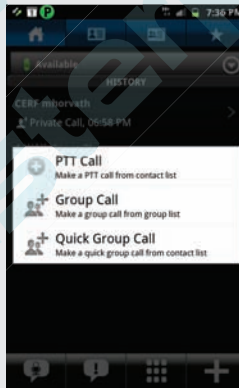
To end a call, tap the "End Call" button at the bottom.

1C



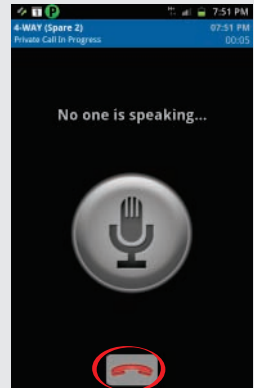
You can also start a call session by tapping the microphone button at the bottom of the Home Screen.

2C



This will bring up a menu with a few options for starting a call session.

3C

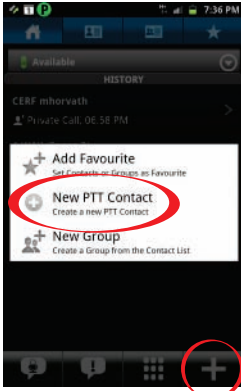


To end a call, tap the "End Call" button at the bottom.

Push-to-Talk

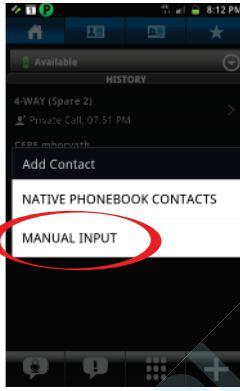
Add Menus

1



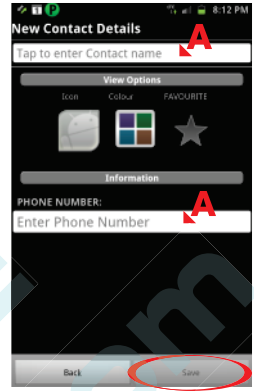
To add a contact, tap the "+" button on the Home Screen, then tap "New PTT Contact"

2



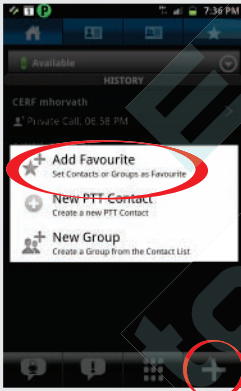
You can select from your phone's contact list, or tap "Manual Input" to directly enter the information.

3



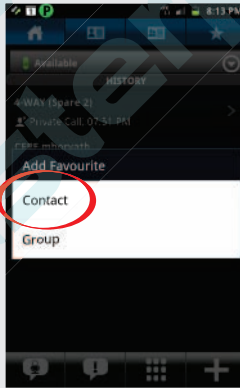
Enter the new contact's information. When you're done, tap "Save"

1



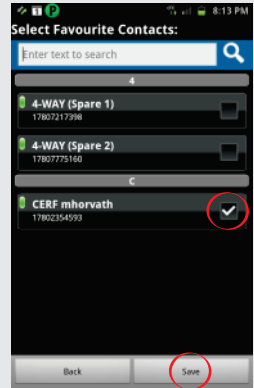
To add contact(s) to your favourites list, tap the "+" button, then tap "Add Favourite"

2



You can select either individual contacts, or groups.

3



Select the contact(s)/group(s) you wish to add, then tap "Save"

**If you just can't figure
your problem out...**

Contact the IT guys

Michael Horvath
or
Philippe Mandin

**And we'll help set
you on the right track.**

EXAMPLE
toasterpip.com

Samsung GALAXY Note™