



# MOBILE PHONE TRAINING

A Guide to using Mobile Phones

Proudly supported by



Roinn Cumarsáide, Gníomhaithe  
ar son na hAeráide & Comhshaoil  
Department of Communications,  
Climate Action & Environment



GETTING  
STARTED  
Tús Maith

# MOBILE PHONE BASICS

## Main types of phone

The most popular make of phones in Ireland are:



**SAMSUNG**



## Phone design

Phones come in all colours, shapes and sizes. If the keypad is not visible, your phone may be a 'flip' phone (hinged) or a 'slider' phone (keypad becomes visible when the front cover is pushed up).



## Easy to use phones

Phones like Emporia have large buttons and a large screen for ease of use.



*Emporia*

### EXERCISE:






Have a look at the different types of phones in the class:

- What type of phone do you have? .....
- What is your phone number? .....

**TIP:** Sellotape your phone number to the back of your phone.

## Mobile phone operators and networks:

In Ireland there are 5 mobile phone operators:

|                       |   |   |  |   |   |
|-----------------------|---|---|--|---|---|
| <b>MOBILE NETWORK</b> | O2  | Vodafone  | Meteor   | Three   | Tesco   |
| <b>LOGO</b>           |  |  |  |  |  |
| <b>PREFIX</b>         | 086   | 087   | 085  | 083   | 089   |

### EXERCISE:

- Which network do you use? .....

## Payment options

There are 2 ways to pay for mobile phone use:

**Pre Pay** (phone credit) and **Bill Pay** (monthly bill).

### EXERCISE:

- Which payment option do you use? .....

## Switching your phone on and off

The on/off function is different on each phone. Your phone might have a power button on the top, or there may be a button on the front of the phone.



### EXERCISE:

- Switch your phone off and on again
- You may be asked for a 4 digit PIN number.

What is your PIN number: .....

## Locking and unlocking your phone

If you carry your phone in your pocket or in a handbag, you can accidentally hit a key or number. To prevent this, you can 'lock' your phone until you need to use it.

**Step 1:** Press the Menu key

**Step 2:** Press \*

**Step 3:** To unlock, do the same.

## Main features of mobile phone

The middle section contains the navigational buttons and call/end call buttons.



The screen displays the Menu options. You can customise your screen.

The keypad contains numbers for dialling a phone number and letters for writing text messages.

### EXERCISE:

What is displayed on your phone screen? *(Tick the boxes)*

- Phone operator name or logo
- Power level
- Signal strength
- Clock
- Menu
- Message (envelope)
- Go to
- Names/contact
- Anything else?

## Charging your phone

The charger outlet is usually on the bottom or the side of your phone.



### EXERCISE:

- Do you know how to charge your phone?
- What does the battery charge display look like on your phone?
- How do you know if you need to charge your battery?

# USING YOUR PHONE

## Finding your way around your phone

To move through the phone's menu, you use the **Navigation** or **Centre** button.

This button is different on each type of phone. It is the biggest button on the phone and will be either square or round. It's also called the **Select Key**. Pressing the outside of the button, you can move up, down, left or right.



The left and right buttons let you select the text on the bottom left and right of the screen. For example, this might be 'Go to' and 'names', or it might be 'menu' and 'contacts', or 'options' and 'exit'.

*Examples show Nokia. Other phones differ.*

## Making the screen brighter

To save the battery the phone goes into Sleep mode and the screen darkens.

To brighten, press the Up Arrow.

## Answering the phone

**To answer a call**, press the **green** (or left hand) button.

**To finish or cancel a call**, press the **red** button.

### EXERCISE:

- Do you know what your phone sounds like – would you recognise your ring tone?



## Making a call

To **make a call** enter a number using the key pad. The numbers will be displayed on your screen as you press them.

### EXERCISE:

- Phone the mobile number of the person beside you, or the volunteer helping you to use your phone. What is their number? .....
- Get your partner or tutor to call your phone. Can you see their number on your screen?

### TIPS:

- **If you are calling another mobile phone the number will have an 08 prefix**
- **If you are calling a landline, remember to enter the county code, e.g. (01; 065; 091) even if you are ringing from the same county.**

## The Phone Menu

When you press the **Menu** button on the phone you will see either a list or icons of the phone's many applications, including:

- Phonebook or Contacts
- Call log or Call Register
- Messages
- Settings
- Organiser
- Applications



### EXERCISE:

- Using the Up, Down, Left or Right Arrows, see what you have on your phone.

**TIP: One press of the Red Button brings you back to the Home Screen.**

### The most important applications are:

- Contacts or Phone Book – you can store all your phone numbers in the phone.
- Messages – for sending and receiving text messages.
- Call Log or Register – details the calls you have received, dialled and missed.
- Settings – lets you change the appearance of your screen, sound volumes & ring tones.

## Check for missed calls

**Step 1:** Press Menu Key

**Step 2:** Use down arrow (insert or scroll left or right) to find Call Register or Call Log

**Step 3:** Select Missed Calls

### EXERCISE:

- Check if there are any missed calls on your phone
- Check the details to see when the call was made

## Adding a name and number

To add a number to your phone:

**Step 1:** Enter the number using the keypad

**Step 2:** Press the centre key

**Step 3:** Enter the person's name

**Step 4:** Press the centre key

### EXERCISE:

Add an ICE number (In Case of Emergency).

- What is the name of your emergency contact? .....
- What is their number? .....
- Instead of entering their name, enter ICE .....
- The name that will appear in the contacts will be ICE: .....

## Calling someone in your phonebook

**Step 1:** Press Names/Contacts (top right select button)

**Step 2:** Use the Down Arrow to scroll through the names. Or you can press the letter key (e.g. B if you are looking for Bernie)

**Step 3:** When the name you want is highlighted, press the green call button to make a call

For I press this key 3 times; For C press this key 3 times; For E press this key twice

# TEXT MESSAGES

Text messages have a symbol shaped like an envelope:



## To read a text message:

- Step 1:** Press Menu/Centre key
- Step 2:** Select **Message** (and maybe **My Messages**)
- Step 3:** Find **Inbox**
- Step 4:** Highlight a message
- Step 5:** Press **Select** or **Options & View**

## Sending a text message

- Step 1:** Press the **Menu/Centre key**
- Step 2:** Select **Messages**
- Step 3:** Select **Create Message**
- Step 4:** Select **Text Message**
- Step 5:** Enter message – Hi from (your name)
- Step 6:** Select **Send**
- Step 7:** Enter number of your partner or tutor & press **Send** or select **Search** to bring you to the **Phone book/Contacts**

Video tutorials on mobile phones available online at [www.digitalowl.org](http://www.digitalowl.org)

### NOTES

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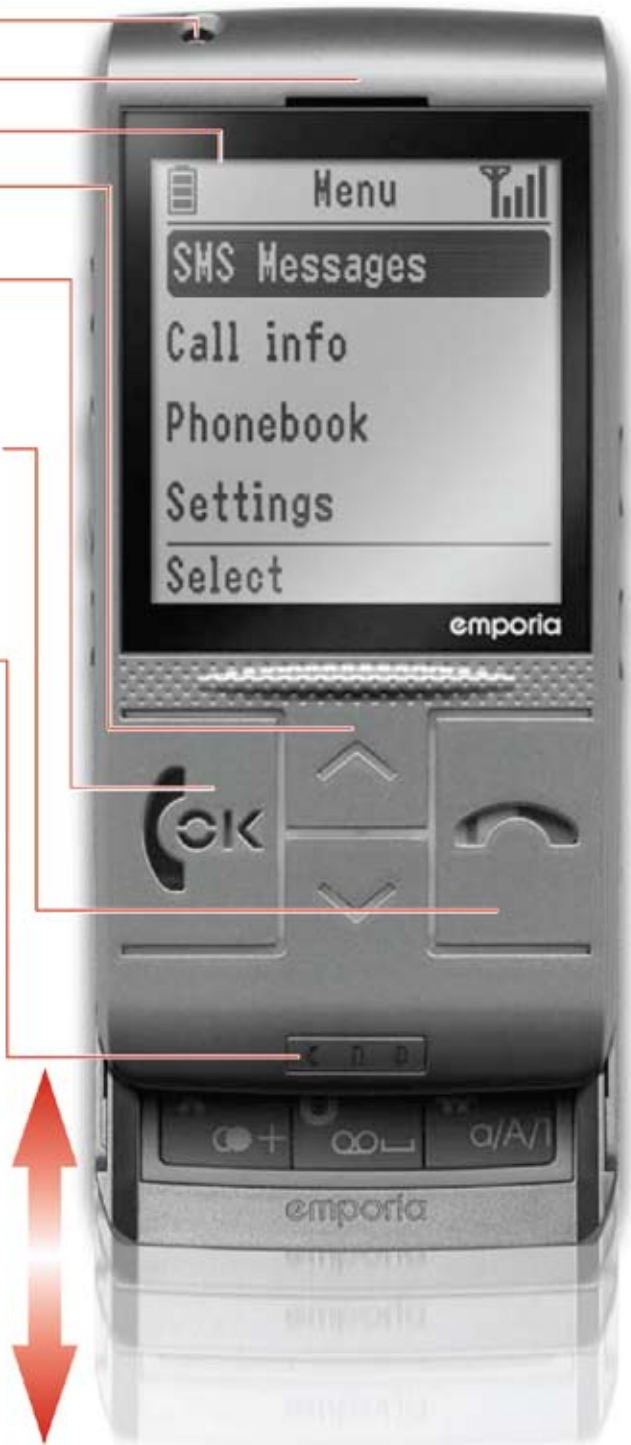


# USING THE EMPORIA PHONE

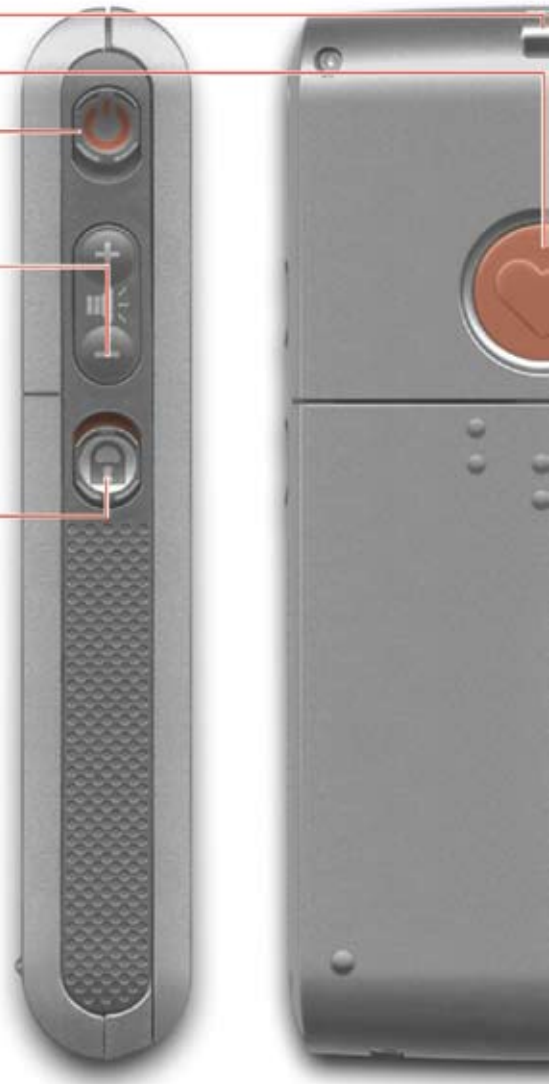
## 1 START

### 1.1 WHAT ARE ALL THE BUTTONS FOR?

- **Flash light** 
- **Loud speaker** 
- **Screen (= Display)** 
- **Arrow keys**    
Pages in phone book and menu
- **Pick up/OK-button** 
  - ▶ Pick up
  - ▶ Confirmation of commands which appear in Display via this button
- **Hang up/Back/Delete-button** 
  - ▶ Hang up
  - ▶ Confirming commands which appear on the display through these keys (mostly back or delete)
- **Signal lights**
  - ▶  Green: flashes during incoming calls
  - ▶  Red: flashes when battery is empty - please charge
  - ▶  Orange: flashes when charging, constantly lit, if battery is full
- **\* -Button:**
  - ▶ Long press: 10 most recently dialled numbers
  - ▶ Two short presses: + (for country code, e.g. +43 for Austria)
  - ▶ SMS: Additional characters (?!,.)@-+\$\$€\$¥ etc)
- **0 -Button (∞=Answer machine):**  
A long press to connect to the answer machine
- **# -Button (a/A):**
  - ▶ Switch between upper and lower case text when writing an SMS



- **Hole for strap** —————
- **Emergency call button** —————
-  **On/Off slide** —————  
Slide up to switch on, down to switch off.
-  **Volume control** —————
  - ▶ Alter receiver volume when phoning
  - ▶ Telephone rings: ⊖ press to mute the ring (rings again on next call)
-  **Key lock** —————  
Prevents accidental pressing of the buttons (Slide up to switch on, down to switch off)



### SYMBOLS IN THE DISPLAY



Battery indicator



Call diversion



Alarm clock switched on



Ring out

3:33

Time



Signal strength



**Charger connector**

**Flash light**  
Press button and hold it down until flash light switches on

**Alarm Clock button**  
Slide up to switch on the alarm clock function and down to turn it off.

**Hands free**  
Switch the hands free equipment on and off by pressing the button.

**Battery compartment**  
High performance Li-Ion rechargeable battery



**Roaming**

In case you are abroad, this symbol replaces the signal strength - and you know that phoning is more expensive now.



**Top 10**

The most important numbers at the beginning of the phone book, independent of the alphabet (See chapter 4.2.4 - Top 10, determine in the menu with phone book)

**Emporia LIFEplus User Guide available at:**

[http://matobmobile.co.uk/downloads/Emporia\\_life\\_plus\\_user\\_guide\\_eng.pdf](http://matobmobile.co.uk/downloads/Emporia_life_plus_user_guide_eng.pdf)

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