



Parker Connected Communities

Alcatel JOY TAB Guidebook

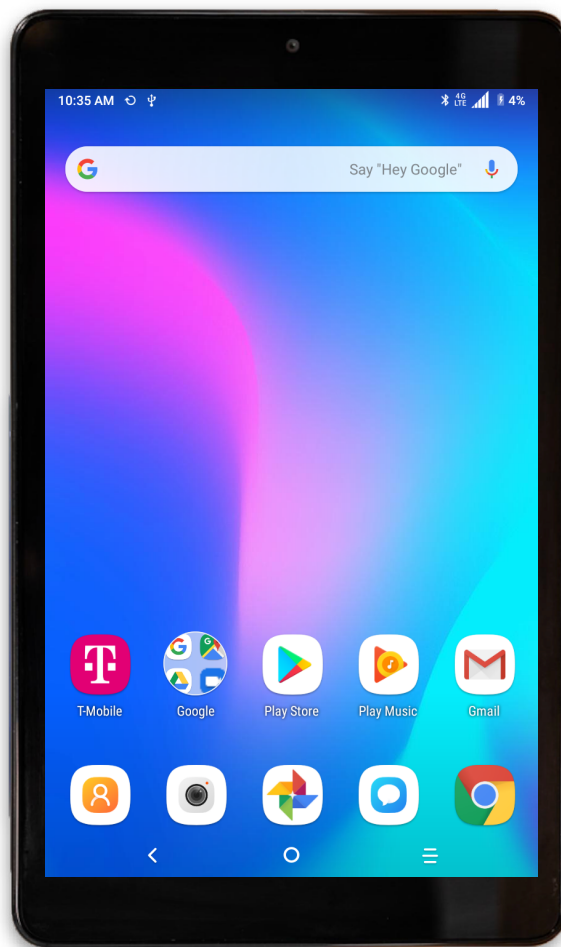
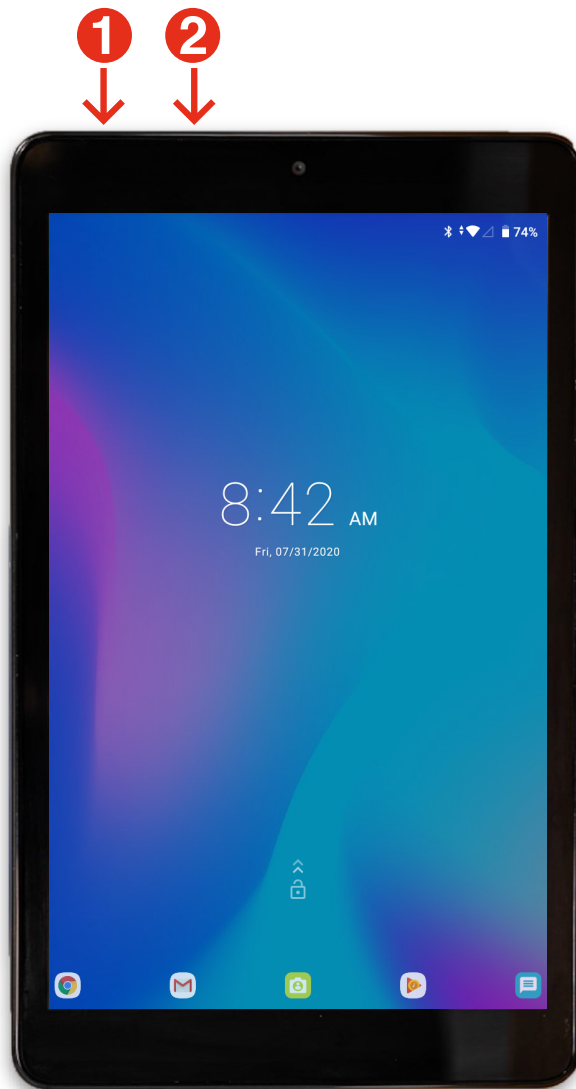


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To access a playlist of videos on the topics covered in this guidebook, go to: ***bit.ly/joytabplaylist***

Getting to Know the Alcatel JOY TAB



- 1 Headphone Jack
- 2 Charging Port
- 3 Power/Sleep
- 4 Volume Up & Down
- 5 To Unlock the tablet, swipe up on the screen twice.

To turn on the tablet when it is completely off, hold down the power button.

To wake up the tablet from sleep mode, press the power button once.

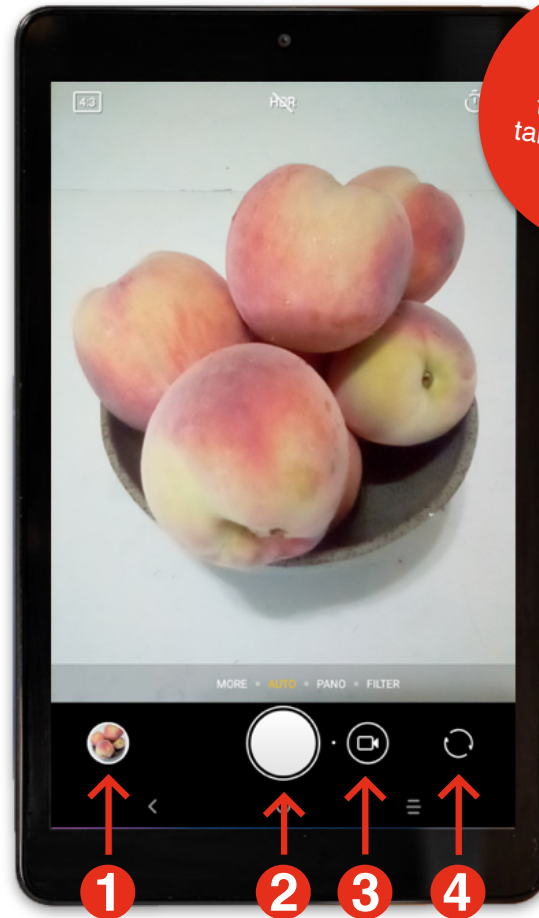
- 6 **Back** - Takes you back to the last place you were.
- 7 **Home** - Takes you back to the Home Screen.
- 8 **Recent Apps** - Allows you to switch between open apps.

Using the Camera



To open the Camera app, tap this icon on the home screen.

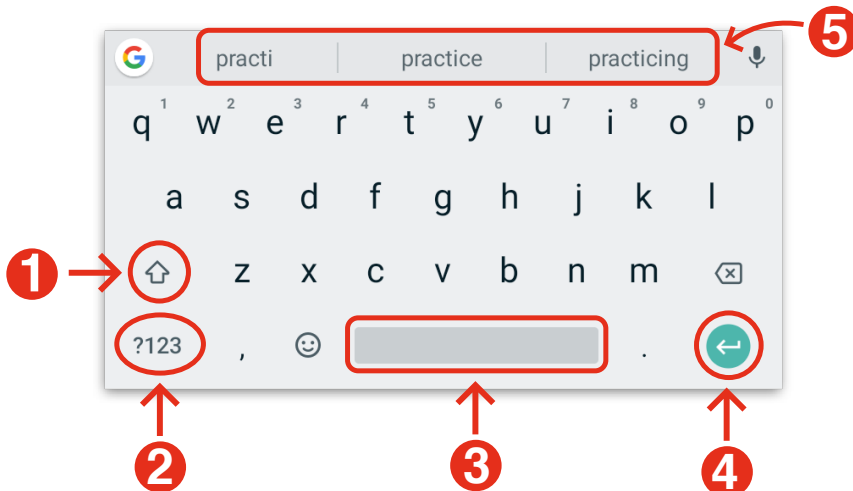
- 1 **Photo Gallery** - Tap to view the photos and videos you've taken.
- 2 **Shutter Button** - Tap to take a picture.
- 3 **Video Mode** - Tap to switch to video mode. The shutter button will become a red record button. Tap it to start recording a video, and tap it again to stop.
- 4 **Swap Cameras** - Tap to switch between the rear-facing camera and the front-facing (selfie) camera.



TIP:
Rotate the tablet 90° to take pictures in landscape mode.

Touchscreen Typing

On touchscreen devices, the keyboard only appears when you need it. When it is not visible, tap in the space you are going to type and the keyboard will appear.



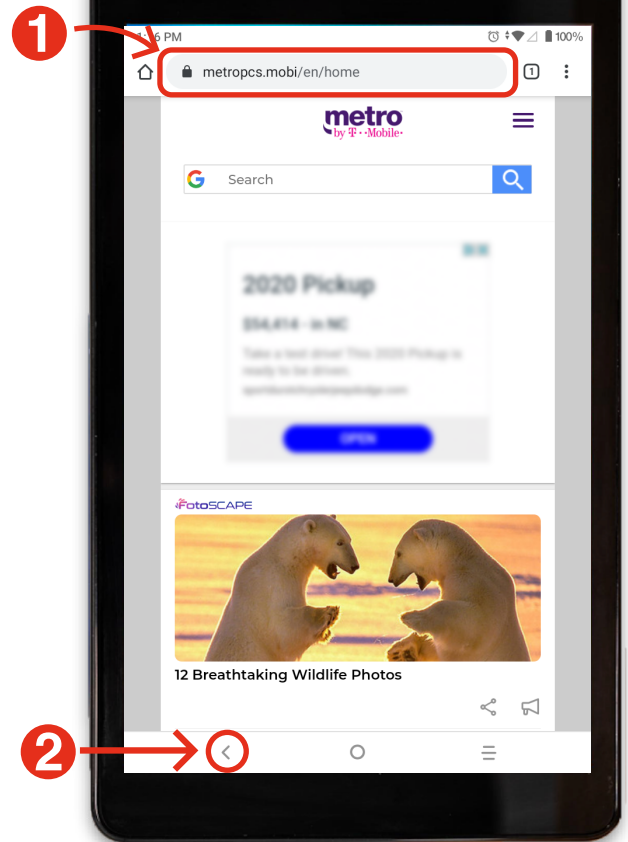
- 1 **Shift** - Tap once to capitalize the next letter you type. Tap twice quickly to turn on caps lock. Tap again to turn it off.
- 2 **Numbers & Symbols** - Tap to switch the keyboard view in order to type numbers, punctuation and symbols.
- 3 **Spacebar**
- 4 **Return**
- 5 **Suggestions** - As you type, suggestions will appear. If you see the word you are trying to type, tap it to complete the word automatically.

Surfing the Web



Google Chrome is the web browser that comes on Android tablets. You can access Chrome by tapping this icon on the Home Screen.

- 1 Address & Search Bar** - Tap the URL to bring up the keyboard. Type a URL for a different webpage, or type in something to search on Google, then tap → on the keyboard. Tap again to turn it off.
- 2 Back** - Takes you to the last page you were on.



Google Apps



Gmail is an easy to use email app that saves you time and keeps your messages safe.



Google Drive is a safe place to back up and access all your files from any device. Easily invite others to share and view your files.



Google Photos is the home for all your photos and videos, automatically organized and easy to share.



Google Play Store is where you search for Android tablet apps, games, music, movies, TV, books, magazines & more.

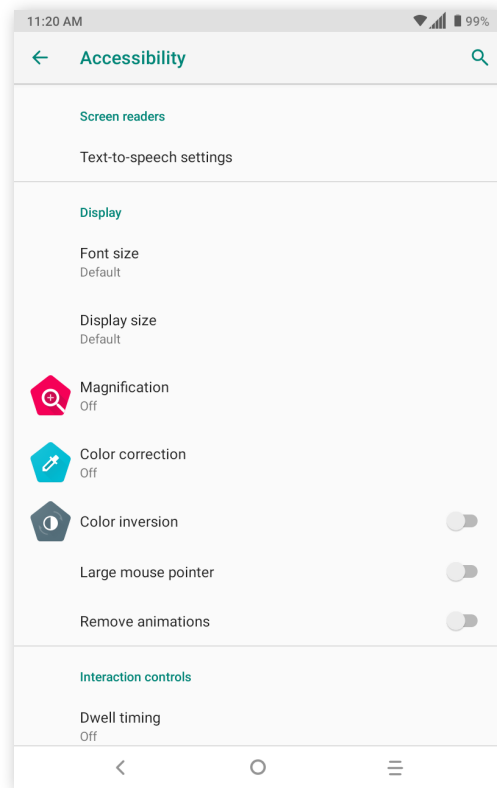
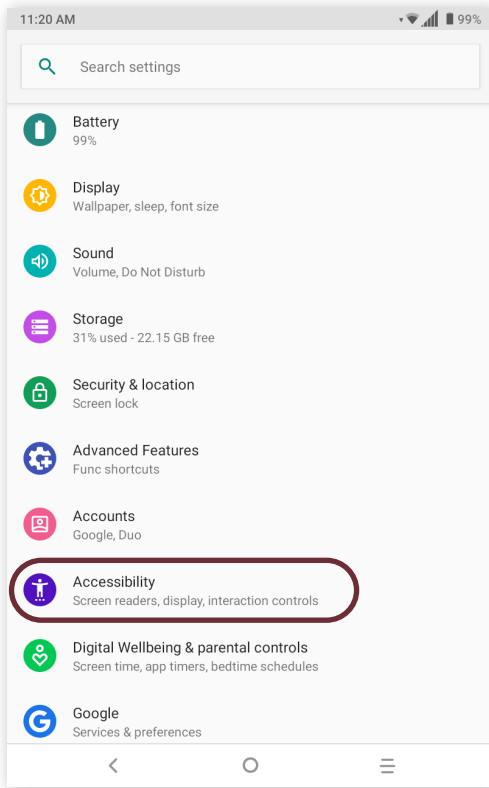


Google Keep lets you take notes, share them with others, and access them from your computer, phone or tablet.

Tablet Settings

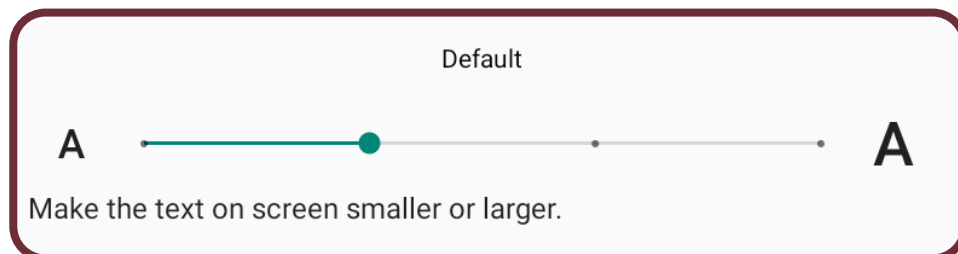


With the Alcatel JOY TAB you can change the device's settings to better suit your needs. Settings you can change include font size, display size, and others that help make text and objects on the screen easier to understand. To get started, open **Settings** from the app drawer and select **Accessibility**.



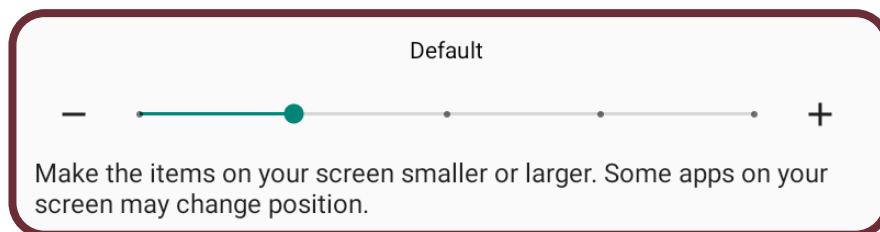
Font Size

To change the font size, open **Accessibility** in settings and tap **Font size**. Use the slider to make the font big enough for you to comfortably read the sample text displayed. Your chosen font size will be applied to text on the device.



Display Size

To change the size of objects on the display, open **Accessibility** in settings and tap **Display size**. Use the slider to make objects big enough for you to comfortably see the sample images displayed. Your chosen size will be applied to objects on the device.



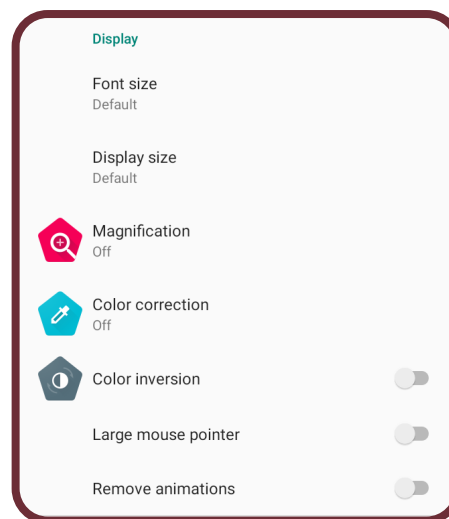
Other Settings

Magnification: You can zoom in on objects on your screen in two ways. You can tap three times or use a shortcut.

Color inversion: You can invert colors on screen to help with visibility. This will change white objects to black and black to white.

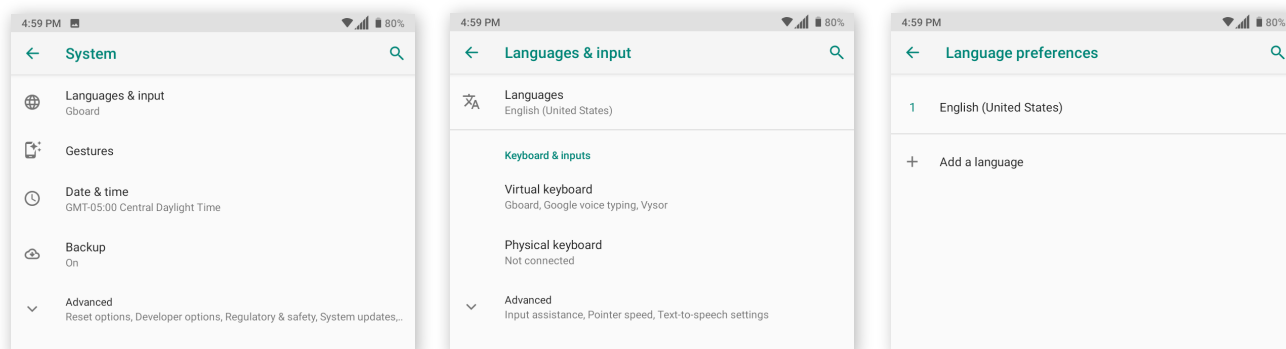
Large mouse pointer: Makes pointer larger when using a mouse for better visibility.

Remove animations: Removes transition animation such as those that occur when opening apps to improve visibility and increase performance.



Language

You can change the keyboard language in settings if you require a different alphabet. To add languages open System in the Settings menu then tap **Languages & input**. Tap **Languages** then tap **Add a language** to select a language to add to your keyboard. To select your alphabet when typing, tap and hold the spacebar then select your language.

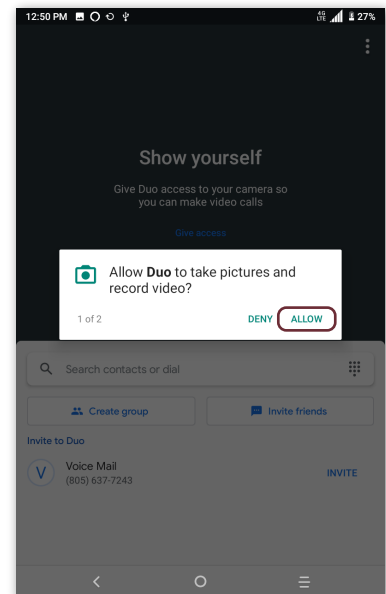
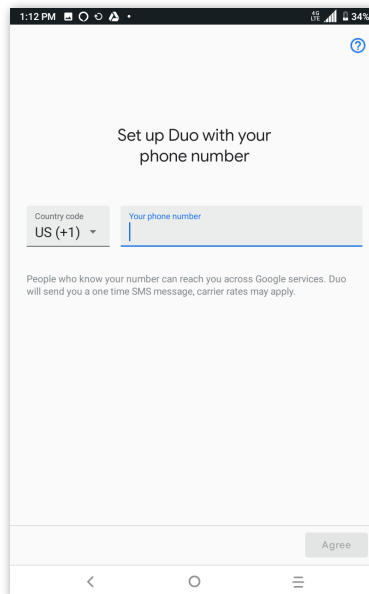
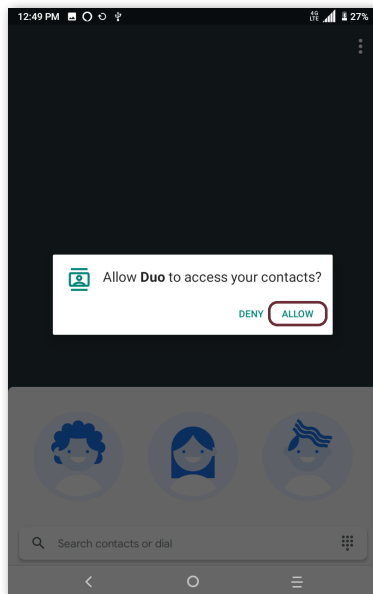


Video Calling

With your tablet you can stay connected to friends and family using video calling. Video calling allows you to use the built-in camera of your tablet to have face-to-face conversations with your loved ones. There are many apps that allow you to make free video calls to other users of that app. Some popular messaging apps have video calling capabilities. The Google Duo app allows you to make video calls with other Duo users by simply entering their phone number or selecting users already in your contacts. You can invite others to this service if they are not yet Duo users.

Duo Setup

1. Tap the Google folder on the home screen then tap Duo. 
2. Tap **I agree**.
3. Tap **Give Access**.
4. Tap **Allow** then enter your tablet phone number and tap **Agree**.
5. Your number will be automatically verified. Tap **Allow** then **Allow** again to continue.

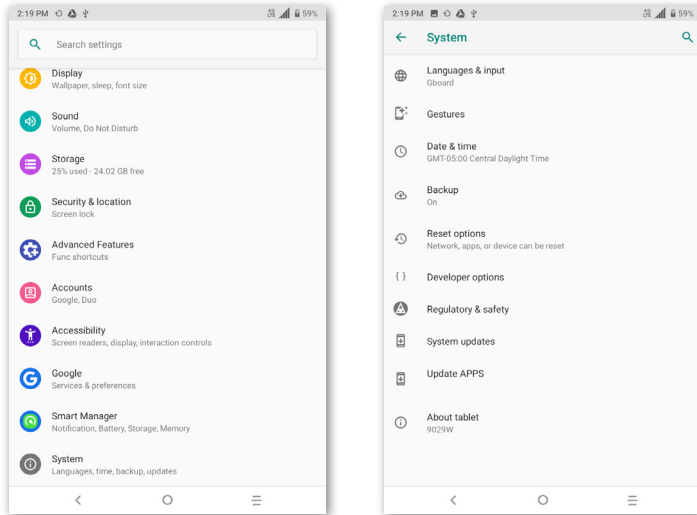


6. To add your Google account to Duo tap the **menu icon**  on the top right then tap **Settings**.
7. Tap **Add account** then tap **Agree**.

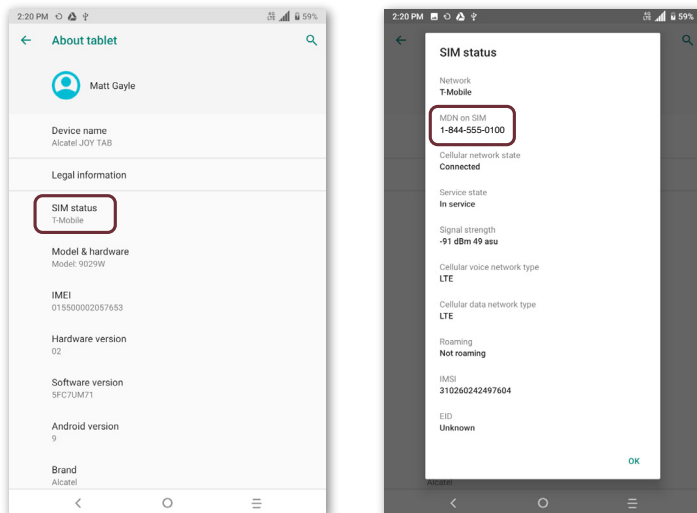
Tablet Phone Number

To find your tablet phone number follow these steps.

1. Swipe up on the home screen to open the app drawer.
2. Find and select **Settings**. 
3. Scroll to the bottom of the settings menu and tap **System**.
4. Tap **Advanced** then tap **about tablet**.



5. Tap **SIM status**. The pop-up will show your tablets phone number under **MDN on SIM**.

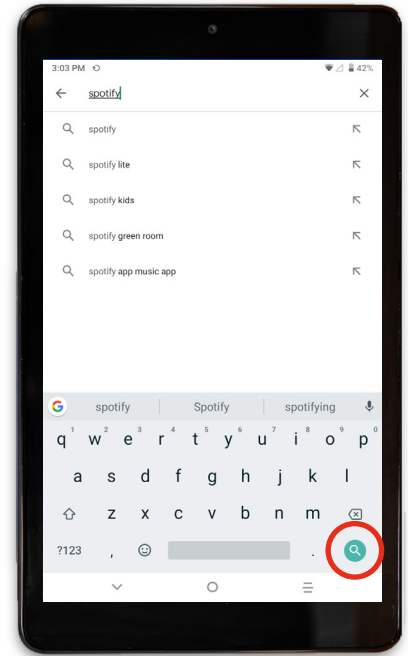
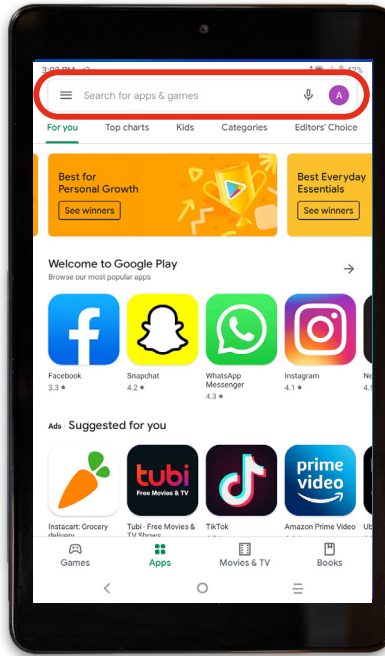


Making Video Calls

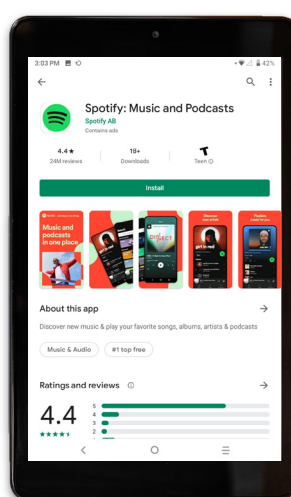
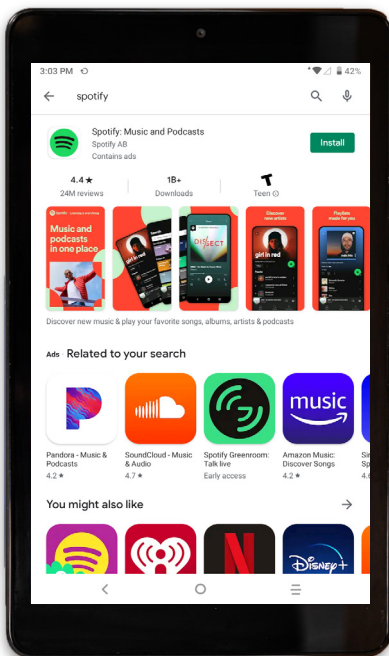
1. Open the **Duo** app.
2. You can either tap the top search bar to dial a number or scroll down to select a user already in your contacts. If a person in your contacts list is not a Duo user tap **Invite** to ask them to join.
3. Tap **Video call** to ring the selected contact. When they accept you will be able to see and hear each other. Tap  to hang up.

Downloading Apps

- 1 To download apps onto your Android device, visit the **Google Play Store** by tapping on the app on your homescreen.
- 2 Tap the **search bar** at the top.
- 3 Type the name of the app you would like to download, then tap the **magnifying glass** at the bottom.



- 4 Tap the name of the app to see more information. If you don't see the app you're looking for, swipe up from the bottom to show more results.
- 5 Most apps are free to install, but some have a one-time fee. Before you download the app, you can swipe up to read more details and reviews of the app.
- 6 After you tap on **Install**, you will be asked to confirm your download. After that, the app will begin to download which can take a few minutes.



To download, tap **INSTALL** or the price of the app. If the button says **INSTALL**, that means the app is free.

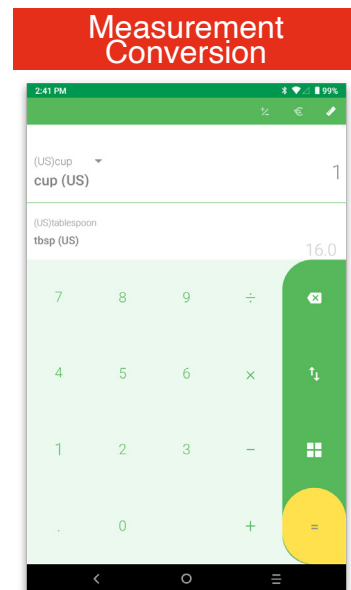
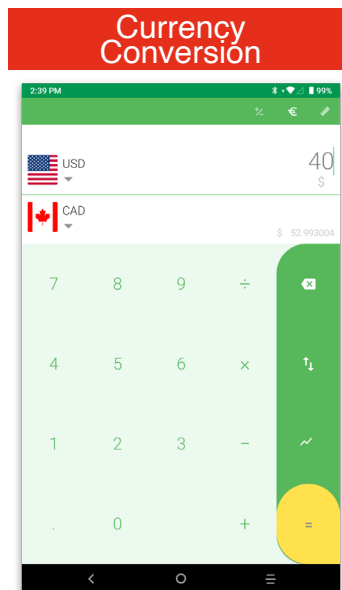
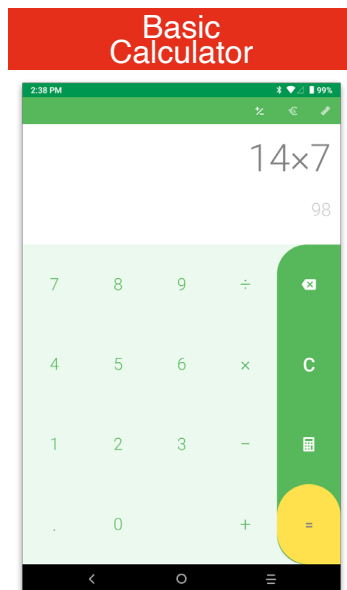
Once the download is **complete** you will see the app on your homescreen. From then on, just tap on the app to use it.

Productivity Apps

Calculator App



Whether you are paying bills or calculating a tip, having a calculator available on your tablet is very handy. The Calculator app does more than your average calculator – in addition to simple arithmetic, it can do currency and measurement conversions. Use the three buttons at the top of the screen to change the calculator mode.



Calendar App



The Calendar app on your tablet is a great way to keep track of appointments and other events that you have scheduled. The calendar has several ways of showing your schedule, so it can act like your wall calendar and your appointment book. It will even remind you ten minutes before the scheduled event so you'll know it's time.

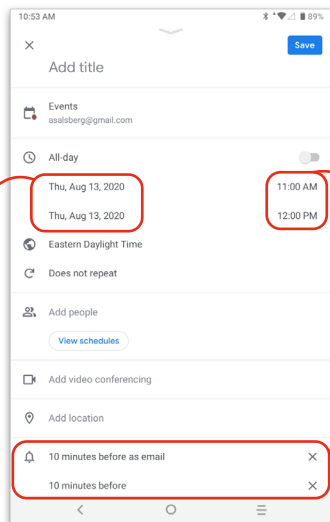


Create an event



Change calendar view

Creating an Event

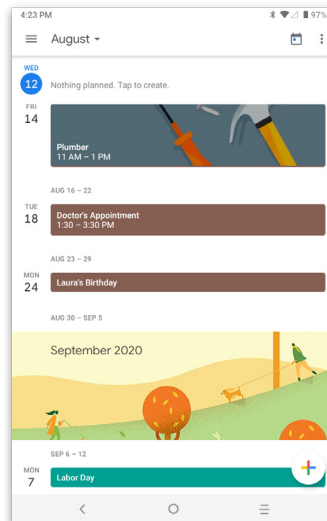


Adjust date

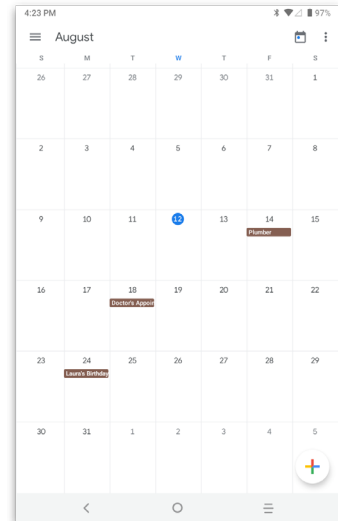
Adjust start and end time

Add or remove reminders

Schedule View



Month View

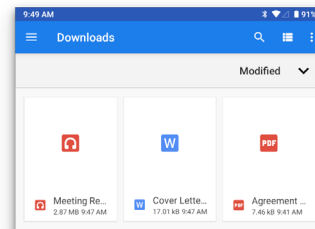
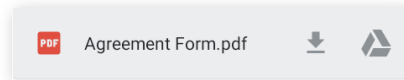


Downloads App



Any time you download a file from an email or website, it will show up in the Downloads app. You can tap a document to open it, but some documents require additional apps to open them.

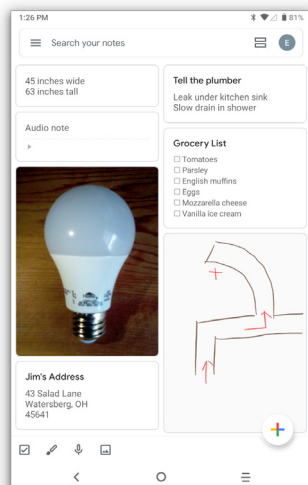
This is what an attachment looks like in an email:



Keep Notes App



Keep Notes is a note taking app that can do more than your average notebook. You can create lists and then check off items as they are complete. If you don't feel like typing, record a voice memo. And if words can't capture it, take a photo, or draw with your fingertip!



Take a new note



Make a list



Start a drawing



Record a voice memo



Take a photo

Medical Apps

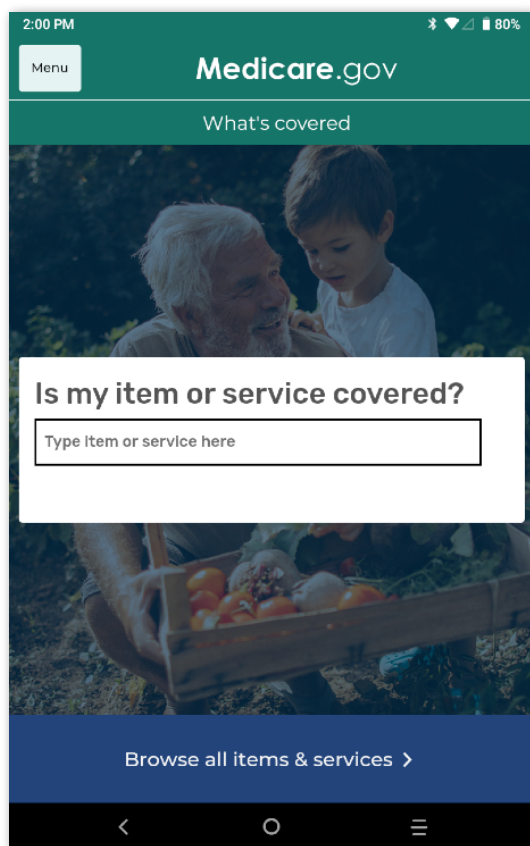
There are lots of different apps that can help you to stay on top of your health and get answers to questions about health, medicine and insurance. Here are a couple of the most useful medical apps.

What's Covered



Understanding what is and isn't covered by your Medicare insurance can be confusing. What's covered is the official Medicare app. It's designed to answer questions about Medicare Part A and Part B coverage. Use the app to learn about what services your Medicare plan covers, eligibility requirements and costs. It can also help you find out about preventative services, so you stay healthy.

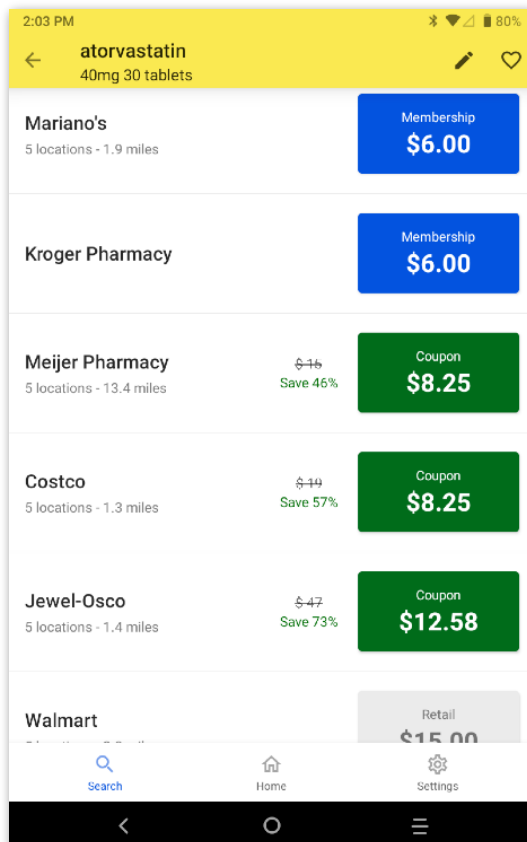
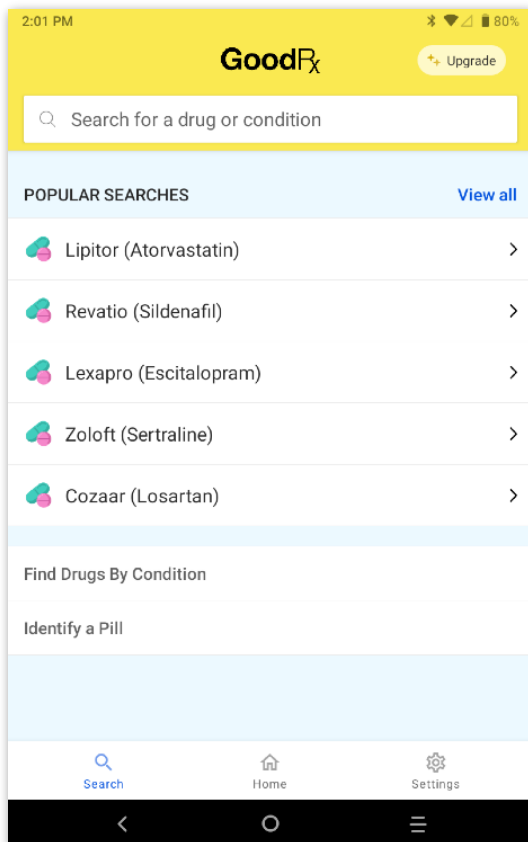
Search for a condition to find out about your coverage.





Prescription prices vary from pharmacy to pharmacy, and it can be hard to find the least expensive option. GoodRX is a price comparison app for prescription drugs. It helps you find the lowest price for the medication at a pharmacy near you. Alerts can be setup to let you know when there is a sale price for your medication. It can even provide coupons directly in the app, and there is no need to print them out; simply show it to the pharmacist right on your tablet screen!

Search for a particular drug to see the best deals near you.



Social Media

Social media apps allow you to connect with people in your life. They include popular services like Facebook and Twitter, which are free to join. All social media services let you post content for other users to see, and allow users to interact with posts, generally by liking or commenting. When a user "likes" a post, it shows that they enjoyed or appreciated it.

Each of these social media platforms have distinct communities and different ways of distributing content to their users. Businesses also use social media to sell their products and connect with clients. On all of these social media platforms you have control over whose content you'd like to stay updated on, but there will always be sponsored content mixed in, which advertisers pay to be seen.

Social media platforms have privacy settings so that you can set the rules on who is allowed to see what you post and interact with you.

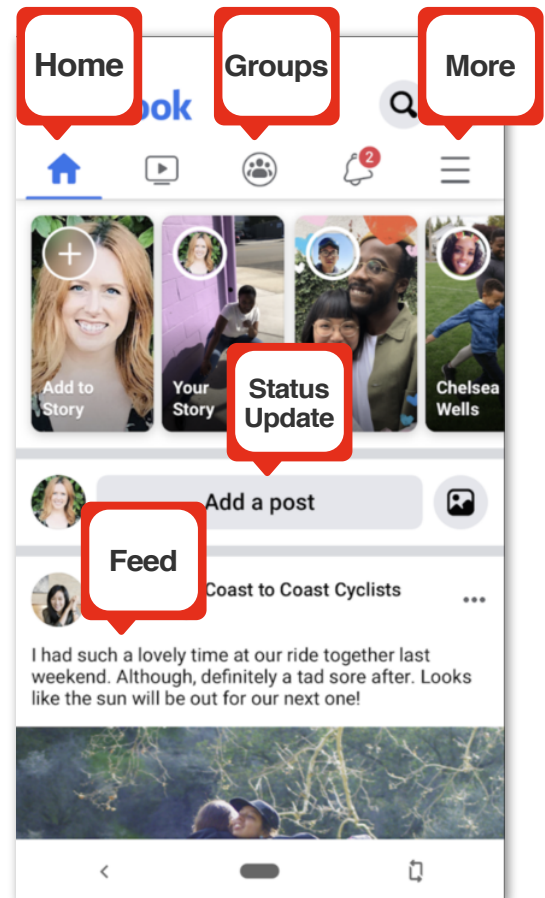
Facebook



Facebook is a great way to stay updated on the lives of friends and family. You can also follow and interact with local businesses and get news updates on public figures.

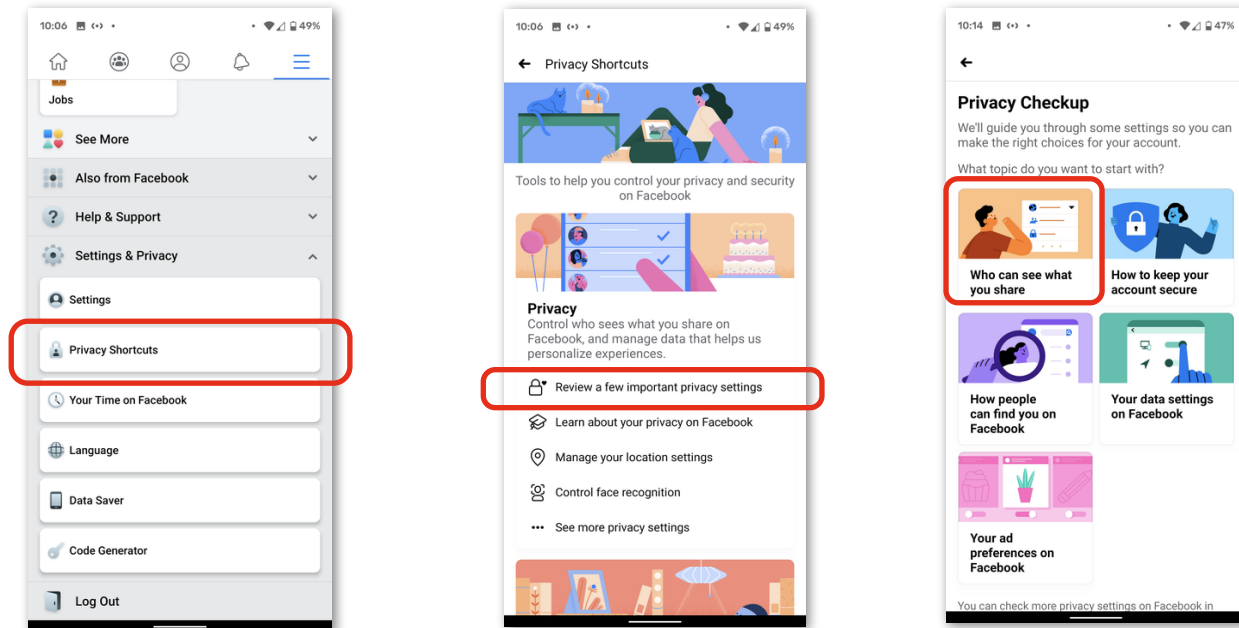
Using Facebook's **status update prompt**, you will be able to post a message that is visible to your followers, which can include text, pictures and video. Your followers can then interact by liking or commenting. Your post, along with the posts of those you follow will appear to you on your feed.

Your feed is the standard landing page you will view that is continuously updated with new posts. You can also use Facebook Messenger to directly chat with one of your friends in a private conversation, this part of Facebook works similar to using a cell phone, you can message, voice call or video call through the app.



Facebook Privacy Settings

Facebook has many privacy settings that let you decide who is allowed to view what you post and how they are able to interact with you. On the Facebook app, you can change your privacy settings by using **Privacy Shortcuts** in the **Settings & Privacy** section of the menu tab. In the privacy shortcuts section you can complete a short privacy checkup by tapping “**Review a few important privacy settings.**” When you select “**Who can see what you share,**” Facebook will walk you through all the steps needed to update your privacy settings.



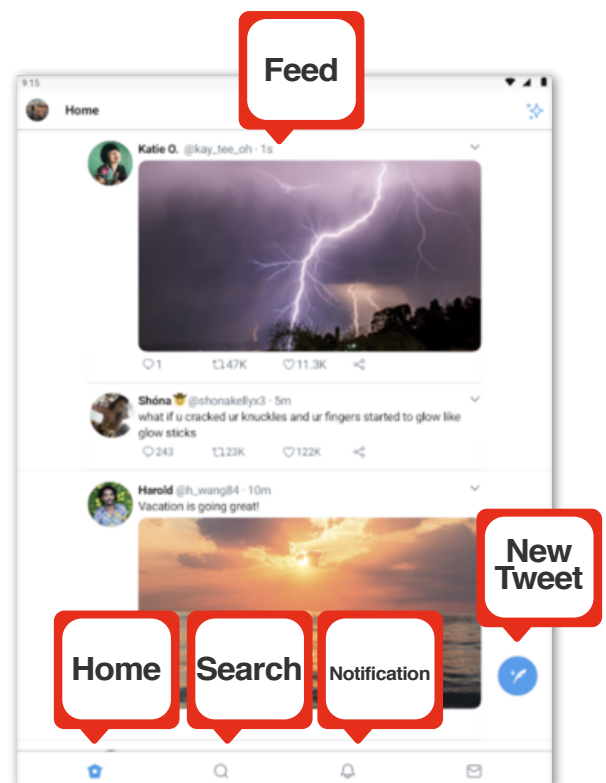
To get started with Facebook, download the app at the **Google Play Store**.

Twitter



Twitter is a social media platform based on the idea of sharing **tweets**, which are short messages, videos or pictures that can be distributed to a large audience quickly. Twitter is commonly used by celebrities, businesses, and some government organizations to send timely information to their followers. Individuals also use Twitter to communicate with their friends and family through these tweets.

To get started with Twitter, download the app at the **Google Play Store**.



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Parker Connected Communities