

# Step 10

**Mobilphones, pads, computers  
and one drive**

Jan -18  
Liljedalsdata.se

# Beginning

This course will show some common use of mobilephones and pads specially in communication between your common working place and outside this.

We start with an orientation of a quite simple mobile phone Doro 507S. This phone will not be a part of connection between mobile, pads and computers.

Samsung 5 J is a more advanced phone where you can handle mail, camera and cloud service. All units have to be connected to microsoft account.

Acer one 10 is a combination of a computer and a pad. A pad is something like a mobile phone but you cannot phone by all pads. An advantage with this special combination is you may use a common keyboard and USB connection. You may connect mouse, printer and USB memory. In spite of this the computer is easy to handle on journeys. Acer one 10 is 19x26 cm.

It is not sure it is mistakes by user if something goes wrong. There are errors in most apps. Specially new systems like windows 10. In some programs it even is very hard to find the right way to go on because it is very hard to understand the creators thoughts. Try to find another way.

The phone we are handling is called phone 1. In some exercises we check the phone we are calling to or from which we call phone 2.

## Clean up all units

### Create mailaccounts

Create 6 mailaccouts as in step 3 and 4. In adresslist you will see the accounts that wil be used here and you may write your alternatives in row 2, 4, 6, 8, 10, and 12.

Use the nailprogram that belongs to tour accounts and check no mails are in your accounts.

### Clean up your mobile corresponding to Samsung J5

Click google and click gmail

Clicka combined inbasket

Mark Mer/edit all and click delete

Click microsoft apps/one drive and check it is empty

Click galleri and delete all photoes and videoes

### **Clean one drive and gallery on your pad**

Explorer on pad is not like explorer in computer. Here you have to work with keyboard on screen and touchbottoms. To move area with folders to the left you have to drag in area to theleft of arrows up and down and vertical list. If you want to delete a file you mark the square by the file and click delete on top of screen. If you feel unshore there is more about explorer in pad on page 22.

### **Clean one drive in computar**

You have experince of explorer since earlier. Below one drive there might be folders you are not able to delete. Folders created by yourself you always are able to delete

## **Doro 507S mobilephone**

One of the most simple mobilphones is Doro.



## Inside the phone



You must sign a subscription with any supplier. This means you get a SIM-card, a pincode and a pukcode. SIM-card will be installed in phone. Do this by pulling backpart down, take away battery and pull SIM-card up.

od. SIM-kortet ska installeras i telefonen. Gör detta genom att dra bakstycket nedåt, ta bort batteriet och skjut in simkortet

You even may use cashcard. Then you buy a SIM-card in a shop. The card will also be loaded with money. This you do by calling a phonenumber and register a code you receive.

If you need to shut off the phone f.ex. while a speech is going on you keep the red button down for a while. It also may happen you lose contact to the net. Then you keep the red button down for a while until you get the possibility to register your pincode. If you fail three times you have to register your pukcode.

## Batterycharge

You must see to the battery is charged enough. This you do with the adapter following the phone. On top of the display you can see status of battery.

# Doro 507S

Conclusion of screen and bottoms

Mottagning		Batteri	
	Datum		
	Tid		
Text		Text	
Se text	UPP meny	Se text	
Grön knapp	NED meny	Röd knapp	
Snabbval A	Snabbval B	Snabbval C	Meddelande
	1 2 ABC	3 DEF	
4 GHI	5 JKL	6 MNO	
7 PQRS	8 TUV	9 WXYZ	
*	0 _	#	

## To call and receive calls

Dial number to phone 2 and press green bottom. Press red bottom to finish.

Call from phone 2 to phone 1 and answer by pressing green bottom.

Tryck röd knapp när du vill avsluta.

## Missed call

Call from phone 2 to phone 1. Don't answer.

When you have missed a call you can see read in left text field. You even get the phone number which have been searching you on screen.. Number is marked and you may call by pressing green bottom. You have a conclusion of outgoing, ingoing, and missed calls in Menue List of calls

## Menue List of calls.

Arrow right outgoing calls

Arrow left ingoing calls

Hyphen missed calls

Check list of calls is correct compared with your three calls.

## **Answering machine**

Answering machine is included if you have Telia as a supplier. If you have ordered this and call from phone 2 you can hear it by calling 133.

## **Menus**

In left textsquare you can read Menue in start position of the phone. If ou press left bottom you get some of menues. You are able to walk forward and backward among the menus by arrow up and arrow down ten you will find these menus.

**Phonebook**

**Messages/SMS**

**List of calls**

**Alarm**

**Calendar**

**Pocket calculator**

**ICE**

**Adjustments**

Press red bottom for starting position. Press green bottom for last positionn.

Choose menue by left textbottom

## **Phonebook**

Phonebook

New kontakt

ICE

Name person 1

Name person 2

Add

Backwards

Press left textbottom to add

Name

Sv

Sv mens keyboard is in textposition. Write name of the person you want to write the phone number of. If you want to write number of PER you press the bottom 7 to get P. You will get an capital P. Press bottom 3 two times for e and bottom 7 three times for r.

Press bottom DOWN until f.ex. mobile and registrate mobilenummer to Per.  
Now you get digits by automatic.

Press left textbottom to save.  
Choose menu phonebook  
Mark Per  
Press left textbottom for alt  
Choose call to call Per.

ICE always will be in phonebook to show your personal information f.ex.  
your clothest relatives. How to registrate this is shown later.

## Messages/SMS

Messages

Write message  
Inbasket  
Outbasket

OK                      Backwards

Make sure write message is markt.

Click left textbottom for OK.

Write message  
123  
We arrive at 16.00

To                      Delete

Above square is written 123 or Sv this means you have numeric keyboard or  
keyboard for swedish text though not åäö you shift with bottom for #.

Bottom 1 will get a number of signs f.ex. @ and ?  
Bottom \* give in textposition also a number of signs f.ex. \$ och £  
Bottom 0 give in textposition blank.

By pressing To you can choose between giving a number or choose  
somebody in phonebook.

Check message in phone 2

## List of calls

List of calls

Arrow right	Liljedalsdata (5)	Outgoing call from mobile
Arrow left	Liljedalsdata	Ingoing answered call
Hyphen	Liljedalsdata	Ingoing missed call

By pressing Alt you can choose between

Show

Delete

Delete all

Show give you number and time

## Alarm

If you click ON you may registrate a time for alarm either one time or one time per week.

When you have decided a point of time you can choose between changing or closing.

## Kalendar

You decide date and time when you will be reminded of f.ex.a meeting.

## Pocket calculator

Pocket calcylator

+

-

X

/

=

Give number t.ex.123

Mark way to count t.ex. x

Give number t.ex. 5

Mark = 615

## ICI

ICI

Name

Birthday  
Length  
Weight  
Insurance  
Contact 1  
Contact 2

## **Adjustments**

**Common**  
**Sound**  
**Display**  
**Call**  
**Message**  
**Safealarm**  
**Security**

Common

Date & time  
Language  
Startup guide

Means you can choose date, time, signal, volume, size of text

Numbers of your own

Block function

Means you can block ex. alarm, pocket calculator o.s.v.

Sound

Sound adjustments

Change signal of calls, volume of sound, type of call

Signal

Volume of call

Silence

Type of call

Error signal

Display

Background

Size of text

Volume

Light of display

Strength of light

Call

Letter box of voice

Fast choice

Here you may connect bottoms ABCD to names and numbers

## Samsung J 5

We will continue with Samsung J 5 which is a more complicated phone.

### Inside the phone

To get the phone to work you have to sign a subscription with a supplier. You will get a SIM-card, a pincode and a pukcode. SIM-card will be installed in the phone. Do this by lifting cover in bottom of the phone take the battery away and push the SIM card into its place.

You even may use cashcard. Then you buy a SIM-card in a shop. The card will be loaded with a sum of money you can use for calling. This you do by calling and registrate a code you will get in the shop.

Beside your simcard there is a possibility to install a memorycard. This is the same as an USB memory and means you can store a lot of photos in your phone.

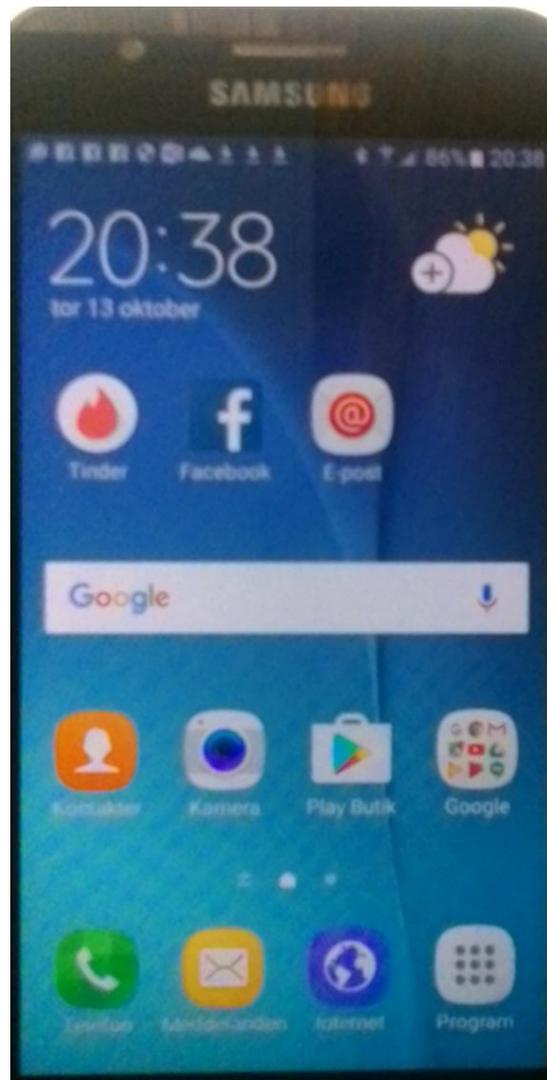
### Charge of battery

You have to check your battery is charged enough. This you do with the adapter following the phone. On top of display you can see status of charge

Start the phone by pressing bottom on right hand side.

Now you will see page with messages with f.ex. missed calls.

Sweep over screen and click bottom down the screen.

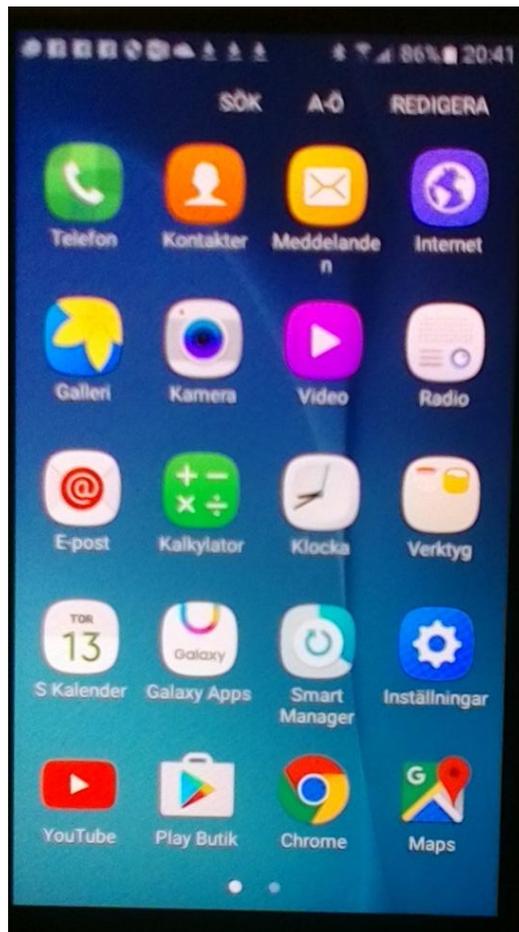


Here you have a number of apps/programs.

Click icon program

Even here you have a number of apps.

When you have a number of points in lower part of screen there are more pages you can reach by sweeping or click on points.



If you click the right point you will find some more icons among other microsoft apps/one drive. One drive will now be empty. Here are even icons for word on line, excel on line and power point on line. These will be used in handling the pad futher ahead.

Clicka Adjustments/Display/Displaytimeout and choose a suitable time.

Clicka Adjustments/language and choose a suitable keyboard.

## A first tour

When you turn on the phone you get to message page where you f.ex. see somebody have tried to rech you.

Sweep over message page.

Click bottom down screen.

Now you get googlepage

Here you will find the following programs/apps

Email  
Camera  
Play store  
Google  
Phone  
Contacts  
Messages  
Internet  
Programs

Click bottom program.

Phone	Mail	Smart manager
Contacts	Calculator	Assortments
Messages	Watch	Youtube
Internet	Tools	Play shop
Gallery	Calender	Chrome
Camera	Galaxy app	Maps
Video		
Radio		

Back to googlepage by bent arrow.

### **To call and resieve calls**

Click phone or contacts.

Click keyboard down to the right.

Click number to phone 2

Click green reciever

Finish call by red reciever and go to app page by bent arrow.

Call from phone 2 to phone 1 by square of dots

Answer the call by sweeping.

This is adjustment when phone is new. You can change to pressing green bottom

???????+????????????????????????????????????

Finish by red bottom.

Close both phones.

### **Missed calls**

Call from phone 2 to phone 1 but dont answer. Now you get message you have missed a call.

### **Phone answer**

You may registrate number of phone answer by clicking Contacts/Assortments/Assortments for letterbox of voices

### **Closing the phone**

Close the phone by pressing On/Off bottom longer than usual.

Now three bottoms are shown

Press shut off

Call phone 1 from phone 2

Now you get the message the reciever cannot taket the call.

This way to close your phone you can use for instance when you want not to be disturbed.

When you start the phone again you maybe have to give your pincode.

### **SMS**

Go to googlepage and click programs

Click messages

Delete old messeges by clicking MORE/DELETE

Click pencil end of screen to the right

Click reciever .

Write number to phone 2

Click Give message

Write: We arrive to you 11.00 (Click SYM to get digits)

Now your language will be written on blank bottom.

Click a send

Check your SMS has arrived to phone 2. Click MORE/ALL/DELETE

Return to googlepage

## Camera

Click gallery and clean up all pictures and videos

Click camera

Click page programs and choose camera.

By clicking camera you can choose between normal photo and selfie.

Take a photo by clicking bottom with camera.

In end of screen you can see the photo and if you click it you have a better look.

You can delete it by clicking trash bag

Go to gallery.

Click the photo

Take another photo and check it in gallery.

Here you will see the two pictures

If you want to delete pictures you click on it and delete by trash basket.

Click MER/Share

Mark the pictures you want to transport to one drive.

Click Share.

Click Siple sheere.

Bottom ???????? is pocketlamp

Now the pictures on all computers having windows 10, one drive and the same microsoft account.

Write the both pictures on row 13, 14 adress list.

## Mail

### Create mail accounts and clean up

In step 3 and 4 you have been working with mails. Use. **Use a common computer and create new accounts and clean up from old mails from all accounts.**

Check you have accounts corresponding to [bengtsson5559@gmail.com](mailto:bengtsson5559@gmail.com), [andersson@studyit.eu](mailto:andersson@studyit.eu), [johnbanks@studyit.eu](mailto:johnbanks@studyit.eu), [gertrudhof@studyit.eu](mailto:gertrudhof@studyit.eu), [training@studyit.eu](mailto:training@studyit.eu) och [emmas@liljedalsmarina.se](mailto:emmas@liljedalsmarina.se). These are on row 1, 3, 5, 7, 9 and 11 in adresslist. Write your accounts on row 2, 4, 6, 8, 10 och 12

Click programs and mail

Make sure you have Combined Inbasket

**Send mail from corresponding [andersson@studyit.eu](mailto:andersson@studyit.eu) to corresponding [training@studyit.eu](mailto:training@studyit.eu)**

Click up anderssons adress

You will have a better view by vertical mobile than horizon

Click above the shown adress

Click envelope down to the right

Click from the adress of Anderssons

Click to the adress of training

HEAD LINE: Order

Click in message square

Your order is booked to be delivered 9 okt.

Click SEND

Now you may check your mail in mailprogram at one.com.

Clicka envelope

**Send mail from correspondig to [bengtsson5559@gmail.com](mailto:bengtsson5559@gmail.com) to corresponding to [emmas@liljedalsmarina.se](mailto:emmas@liljedalsmarina.se)**

Mark from Bengtssons adress

Mark to Emmas adress

HEAD LINE: Order

Your order is booked to be delivered 24 okt

Regards Bengt

Click Send

**Answer mail sent from [andersson@studtit.eu](mailto:andersson@studtit.eu) to [training@studvit.eu](mailto:training@studvit.eu)**

Change to adress for training

Change to adress for andersson

Click envelope

HEAD LINE: Order

Click in curson in square of message

We are ready to recieve order

Regards Training AB

Click Send

Answer mail sent from [bengtsson5559@gmail.com](mailto:bengtsson5559@gmail.com) to [emmas@liljedalsmarina.se](mailto:emmas@liljedalsmarina.se)

Click pencil

Mark from adress of emma

To adress of bengtsson

HEAD LINE: Order

We are ready recive order

Regards Emma

Click SEND

Check all mails in mailprogram at your computer.

### **Phone book**

Click bottom Contacts.

Click + down to the right

Write phone 2 as name and phone number

Click Save

### **Calling a contact**

Click phone

Click the contact

Click green reciever

Click MORE/DELETE if you want to delete contacts

Click LOGG if want an overview of latest calls.

## **Calkylator**

Write 125  
Mark x  
Write 9  
Markera =  
Result 1 125

# **Acer one 10**

## **Beginning**

Pad/Computer has ca 30 Gb harddisk and cardreader which says you are able to purchase a memory card to increase memory. Explorer looks the same way in pad/computer. The big differens is you have to click by touch in pad and when you for instance want to delete a file you have to mark it and click in top of screen to delete it.

.Vidare finns HDMI-port så att du kan koppla till en större skärm om det skulle behövas. Uttag för högtalare och mikrofon finns också.

## **The pad**

Take away the pad from keyboard.

Start pad and sweep up over screen.

A keyboard pop up and you can login to your pad. If get no keyboard click arrow right where you are expected to write your password.

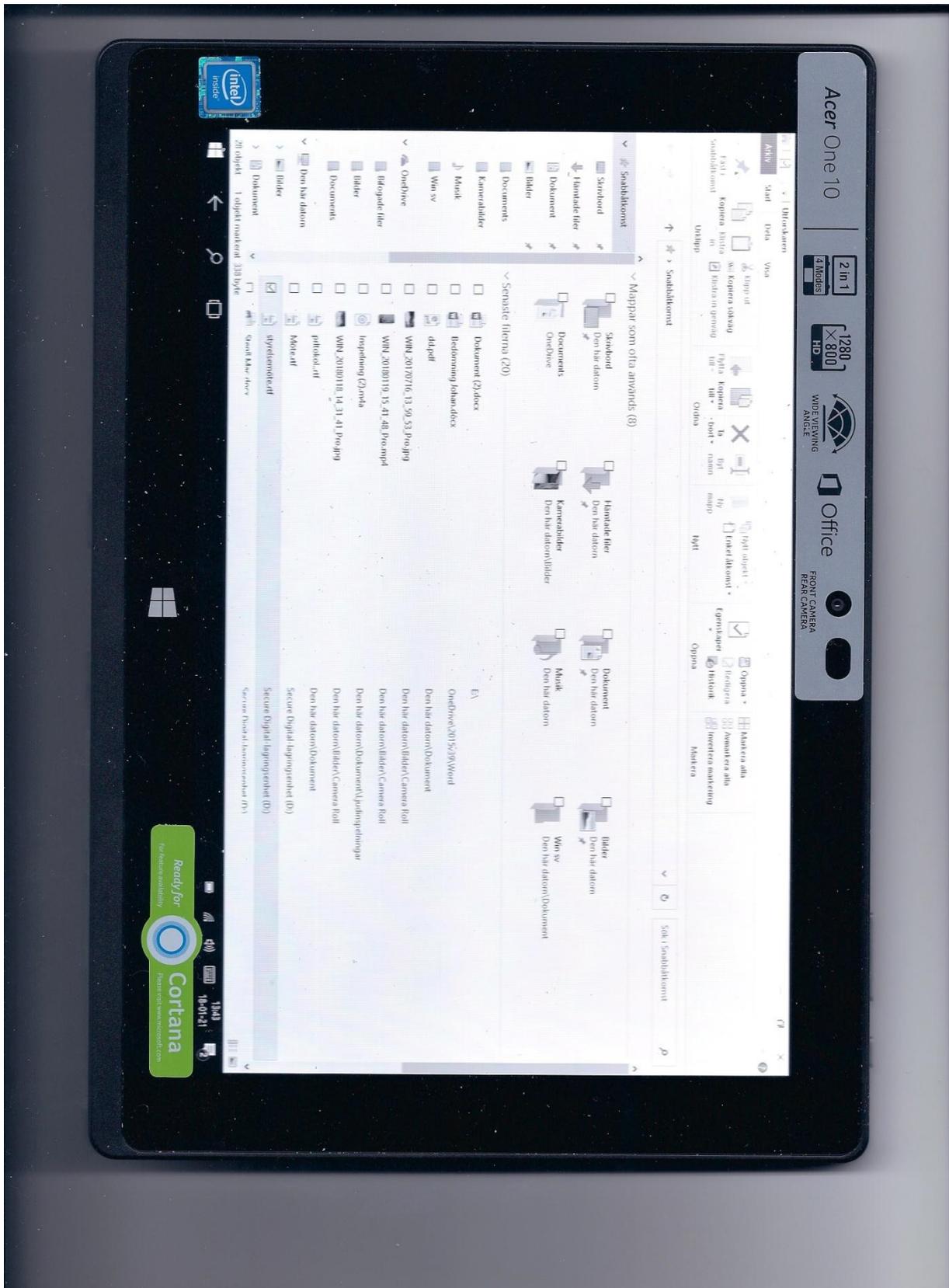
If you miss your keyboard in the future you may click on keyboard to the right in bottom of screen.

Click rectangle with arrow down to the right and make sure surfingpad is activated which means rectangle with text surfingpad will be blue. On top of screen there are three icons giving different looks of screen. The startpage which is now we call startpage 2. Now even icon 2 is marked. If you mark icon 1 you f.ex will be able to start explorer down to the left on screen. When you mark icon 3 you have a lot of program reachable on screen and of course we will call this startpage 3.



Startsida 2

# Utforskaren



Explorer reminds much of the usual explorer but if you look closer you see. For example you are not able to handle files as usual. To delete a file you mark it and click delete it on top of screen. If you want to create a folder you click new folder on top of screen. Some folders in One drive you are not able to delete but folders you create by yourself you are able to mark and delete.

If you look in area of folders you find Secure Digital-lagringsenhet (D:) This is memory card situated in left side of pad..

## Camera

Click startpage 3.

Sweep the screen to see all icons.

Click ikon Camera

You may change between usual camera and selfie by arrow icon on top to the left.

Take a photo by clicking camera to the right of pad.

Return to startpage 2.

Check your photo by clicking photoes startpage 3.

Return to camera

Take another photo and check result.

If you want to delete picture in future you click + trash basket Om du vill ta bort bilder i framtiden klickar du + papperskorg

Pictures are copied to one

Wite your two pictures in list of adresses row 15 and 16 16.

## Mail

### **Create mailaccounts and clean up**

In step 3 and 4 you have been working with mail accounts. **Use a commun computer to create new mailaccounts to create new accounts and to clean up from old mails.**

Check you have mail accounts corresponding to [bengtsson5559@gmail.com](mailto:bengtsson5559@gmail.com) , [andersson@studyit.eu](mailto:andersson@studyit.eu) , [johnbanks@studyit.eu](mailto:johnbanks@studyit.eu) , [gertrudhof@studyit.eu](mailto:gertrudhof@studyit.eu) , [training@studyit.eu](mailto:training@studyit.eu) and [emmas@liljedalsmarina.se](mailto:emmas@liljedalsmarina.se). These are on row 1, 3, 5, 7, 9 and 11 in list of adresses. Write your accounts at row 2, 4, 6, 8, 10 and 12

Click e-post från startsida 2.

Click + and check you have all accounts

**Send mail from corresponding [johnbanks@studyit.eu](mailto:johnbanks@studyit.eu) to corresponding [gertrudhof@studyit.eu](mailto:gertrudhof@studyit.eu)**

Click New mail or + from start page

Click johnbanks

Check the account of john banks is marked

Write to: [gertrudhof@studyit.eu](mailto:gertrudhof@studyit.eu)

HEAD LINE: conferens 4 aug

Click i square for messages

Thank you for our conferns

Regards John

Click Send

**Send mail from corresponding [training@studyit.eu](mailto:training@studyit.eu) to corresponding [bengtsson5559@gmail.com](mailto:bengtsson5559@gmail.com)**

Click + Ny epost

Click Bengtsson

HEAD LINE: Christmas greeting

Merry christmas wish Training AB

Regards Eva

### **Answer mail from johnbanks till gertrudhof**

Click + New mail

Mark account gertrudhof

HEAD LINE: Conferens 4 aug

Thank you. It was very nice.

Regards Gertrud

Klick Send

### **Answer mail from training to bengtsson**

HEAD LINE: Christmas greeting

Merry christmaas from Bengt

Click Send

### **Wordpad**

Here keyboard will hide part of page. Test by holding pad vertical.

Start wordpad at startpage 3

Write as head line: Protocoll at boarder meeting 161010

Clicka/Archive/Save and save protokol in One drive/Dokument as boarder meeting.

Write at row 17 in list of adresses

### **Word on line**

You need to have pad horizontal to see all commands.

Click icon Word on line at startpage 2

Delete files by clicking arrow down to the right of name of file and delete.

Click emty document.

Your name is Andersson and you have a factory making

Lamps are sold in Swedan, Britain and Germany

John Banks is working as your interpreter in England and Gertrud Hof is your interpreter in Germany

Write as head line in word on line: Instruction of mounting a lamp.

Write as next head line Swedish

Skruva fast foten på lampan med hjälp av bulten

Klicka dela uppe till höger

Write corresponding to [johnbanks@studyit.eu](mailto:johnbanks@studyit.eu)

Click share below adress

Click Achive/Save

Mark Change name and change to Instruction Swedish <Enter>

Click window

**John Banks**

Go to mailprogram at one.com

John Banks has got mail.

Open mail by opening it

Click Show

Click Edit in one drive.

Now John Banks can see the swedish instruction

Write as head line: English

Screw the the foot to the lamp by using the bolt

Click share on top to the right

Write corresponding to [gertrudhof@studyit.eu](mailto:gertrudhof@studyit.eu)

Click share below adress

## **Gertrud Hof**

Go to one.com webmail and log in as corresponding to [gertrudhof@studyit.eu](mailto:gertrudhof@studyit.eu)

Gertrud hof has got mail

Gertrud Hof now can see the swedish and english instruction

Writ as head line Deutch

Skruve das foot an die lampe mit das bult

Click share ontop to the right

Write corresponding to [andersson@studyit.eu](mailto:andersson@studyit.eu)

Click share below adress

Logout

## **Andersson**

Go to one.com webmail and loggin as corresponding to [andersson@studyit.eu](mailto:andersson@studyit.eu)

Andersson now can see the finished istruction in three different languages

### **Excel on line**

Keyboard will hide booking scedule but try to use the pad vertical..

## **Andersson**

Klicka ikonon Excel on line startsida 2.

Delete files by klicking arrow down and choose delete from list

Click empty page

Your name is Andersson and you hire out cottages for tourists

John Banks and Gertrud Hof are two of your guests

Create this scedule for booking.

Bokningsschema												
Vecka	Stuga A	Stuga B	Stuga C									
29												
30												
31												

Click Share on top to the right

Write corresponding to [johnbanks@studyit.eu](mailto:johnbanks@studyit.eu)

Click Share below adress

Click Archive/Save and change name to Booking scedule

Click Close

### **John Banks**

Logga in to one.com/webbmail as corresponding to [johnbanks@studyit.eu](mailto:johnbanks@studyit.eu)

Now you probably have got a mail.

Click Show on one drive

Click edit in browser

John Banks is booking cottage B week 30 by an x

Click Share

Write the adress to corresponding [gertrudhof@studyit.eu](mailto:gertrudhof@studyit.eu)

Logout

## **Gertrud Hof**

Login to one.com/webbmail as [gertrudhof@studyit.eu](mailto:gertrudhof@studyit.eu)

Now Gertrud Hof will see booking by John Banks

Gertrud Hof is booking cottage C week 31

Logout as gertrud hof

## **Andersson**

Logga in to one.com/webbmail as [andersson@studyit.eu](mailto:andersson@studyit.eu)

Now Andersson can see the three bookings

## **Alarm**

Click Alarm and watch

## **Calender**

Mark one day and write what happens and time.

## **Calculator**

Write 125

Mark x

Write 9

Mark =

Result 1125

## **Computer**

Put pad and keyboard together

Start computer and login

Click rectangel with arrow and deactivate surfplatteläge (brown colour)

The big advantages are you reach routines you are used to. You have a keyboard and are able to install printer, mouse and USB-memory.

Check by list of adresses your document and pictures are in one drive.

# Computer at home

Check that files and photoes are in one drive.

Consider Windows 10 is new and there are still errors.

Good luck!