








# Samsung Tab A7 User Guide





# Table of Contents

Chapter 1: Tablet Basics.....	2
CHAPTER 1B: Photos and Videos.....	19
Chapter 1C: Google Assistant.....	23
 Chapter 2: YouTube.....	26
 Chapter 3: Google Chrome.....	31
 Chapter 4: Google Translate .....	37
 Chapter 5: Zoom.....	44
 Chapter 6: Email.....	50
 Chapter 7: Entertainment.....	59
 Chapter 8: Cybersecurity.....	66



# CHAPTER 1A

## Tablet Basics

# Chapter 1: Tablet Basics

- **Tablet hardware**
  - Turning tablet on and off
  - Restarting tablet
  - Charging tablet
- **Gestures**
  - Interacting with your tablet using touch
- **Navigation Bar**
- **Keyboard**
  - Language
  - Writing function
- **Settings**



# Tablet and Accessories

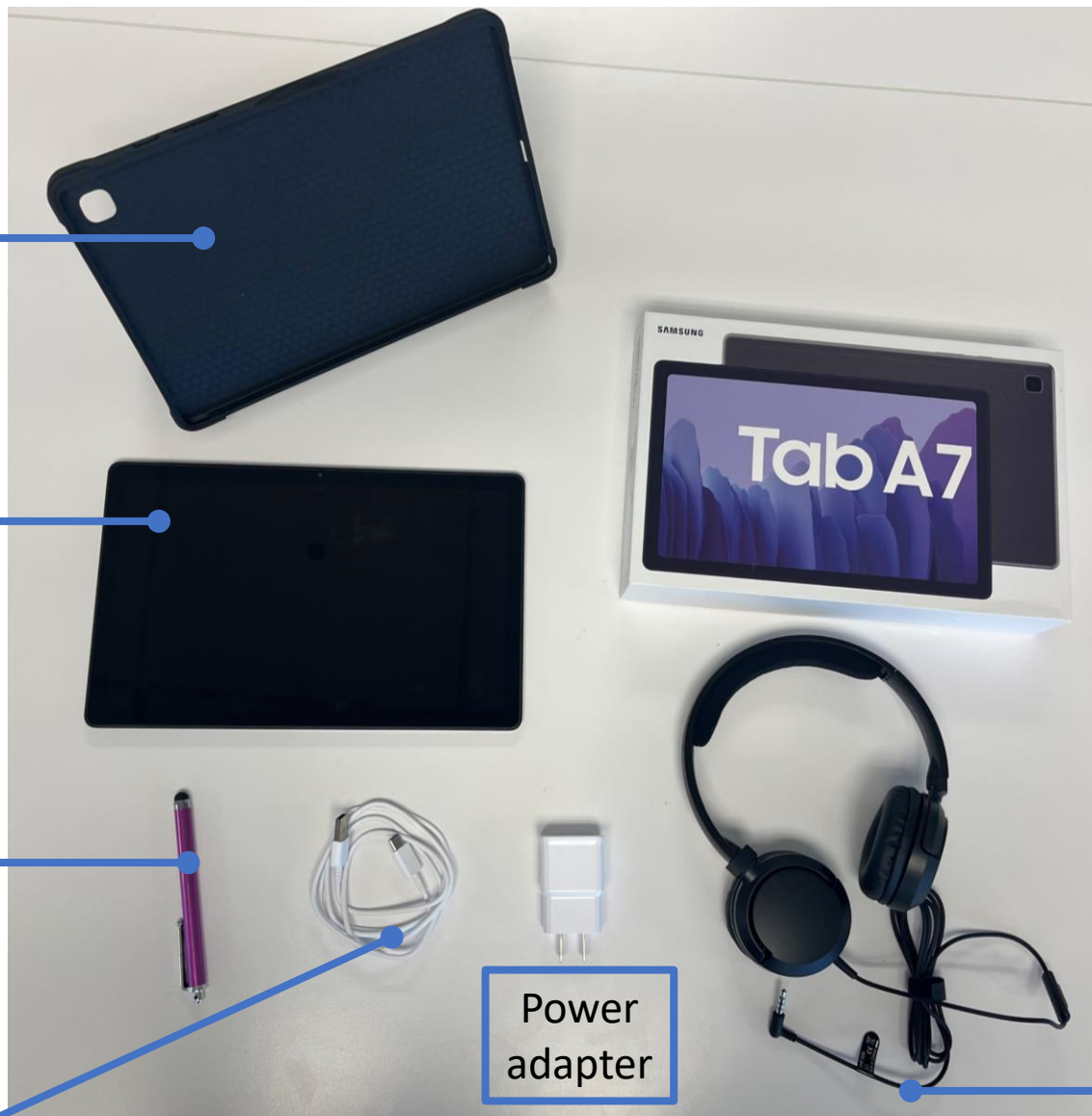
Tablet Case

Tablet

Stylus

USB-C  
Charging  
cable

Power  
adapter



## Plugging in your headphones

1.



2.



Headphones

# Tablet Hardware

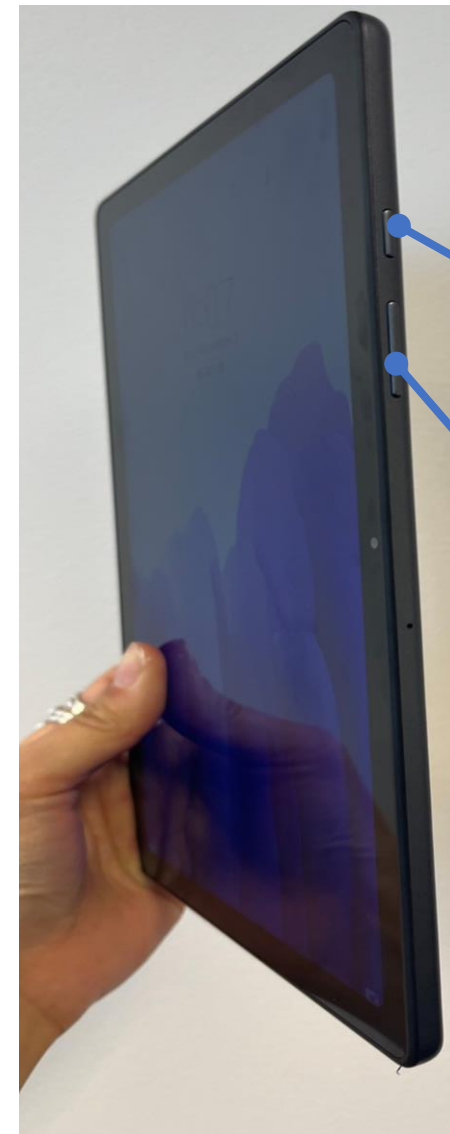
Front View



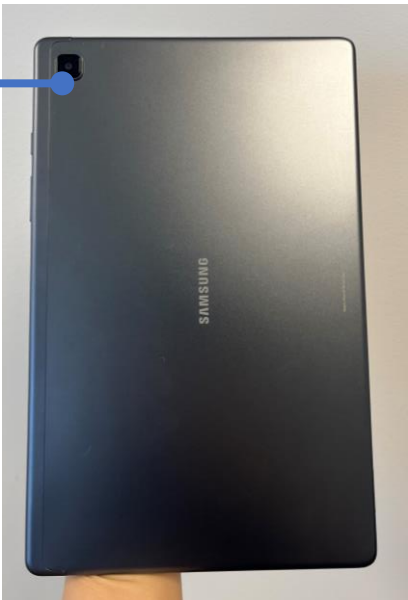
Top View



Side View

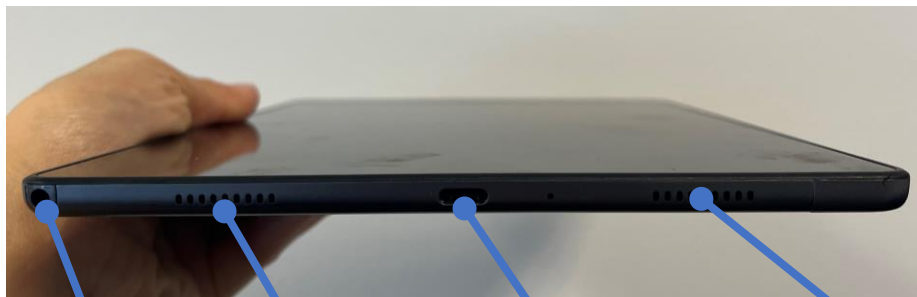


Back Camera



Back View

Bottom View



Headphone jack

Speaker

Charging port

Speaker

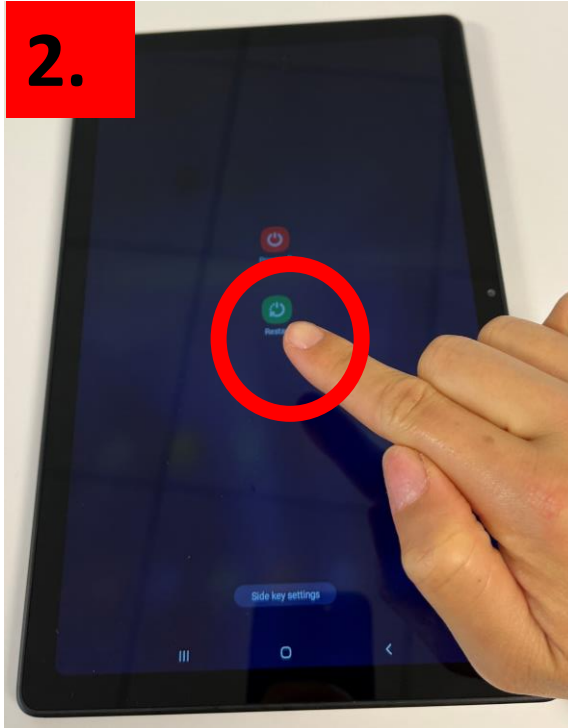
# Restarting Your Tablet

1.



Press down on the “Power” button for 3 seconds

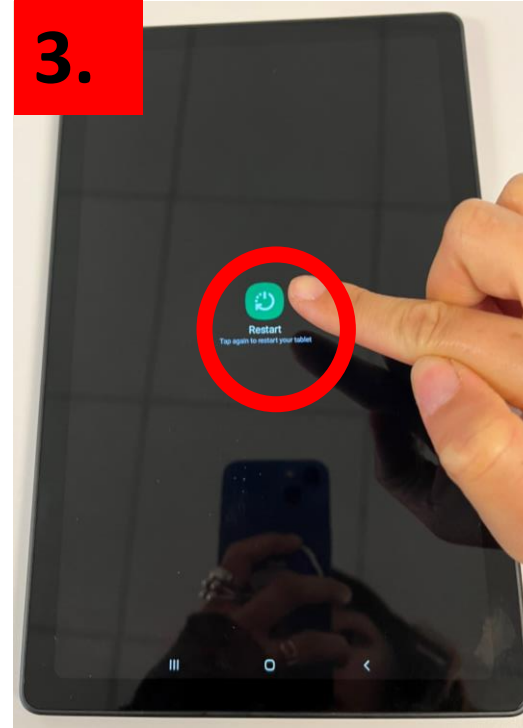
2.



Tap the green “Restart” button



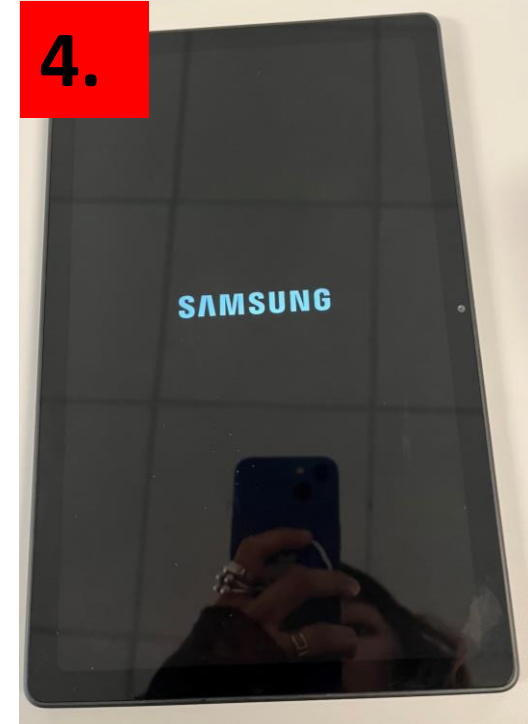
3.



Tap the green “Restart” button one more time



4.



Success! Your tablet is now restarting



## WHY RESTART MY TABLET?

- Applications such as Google Duo, YouTube, or Camera are not working as usual
- Touchscreen is slow to respond or not responding at all
- Device is unexpectedly heating up
- **If you are experiencing any issues with your tablet, the first thing to try is restarting it!**

# Charging Your Tablet

1.



2.



3.



1. Plug in USB-C charging cable to power adapter
2. Plug USB-C charging cable into to tablet charging port
3. Plug power adapter into power source

To preserve your tablet battery, remove the device from the charging cable when it is completely charged

TIP



# Having trouble with your tablet?

## Quick Tips

If Touch Screen does not work, try restarting your tablet.

If your device does not turn on, please charge your tablet for at least 30 minutes. After 30 minutes, hold power button for 5 seconds or until device turns on.



## Your Personal Support System

**First Step:** Go to your User Guide for easy tips on fixing your tablet

**Second Step:** Ask one of your pod members for help

**Third Step:** Ask a friend or family member outside of the community for help

**Fourth Step:** Visit the Tech Help Desk Hours (see below)

## Tech Help Desk Hours

Every Tuesday  
and Wednesday  
2:30 - 3:30 PM



## Vista Tower

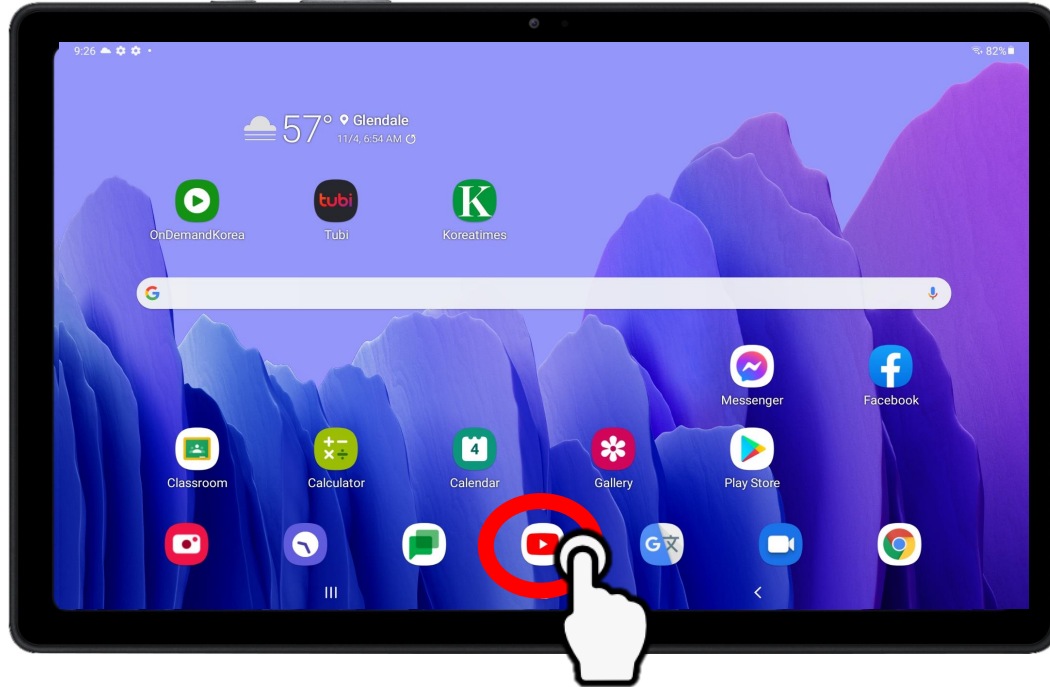
3000 Leeward Ave  
Los Angeles, CA 90005

FRIENDLY REMINDER:  
ENJOY THIS BEAUTIFUL DAY!



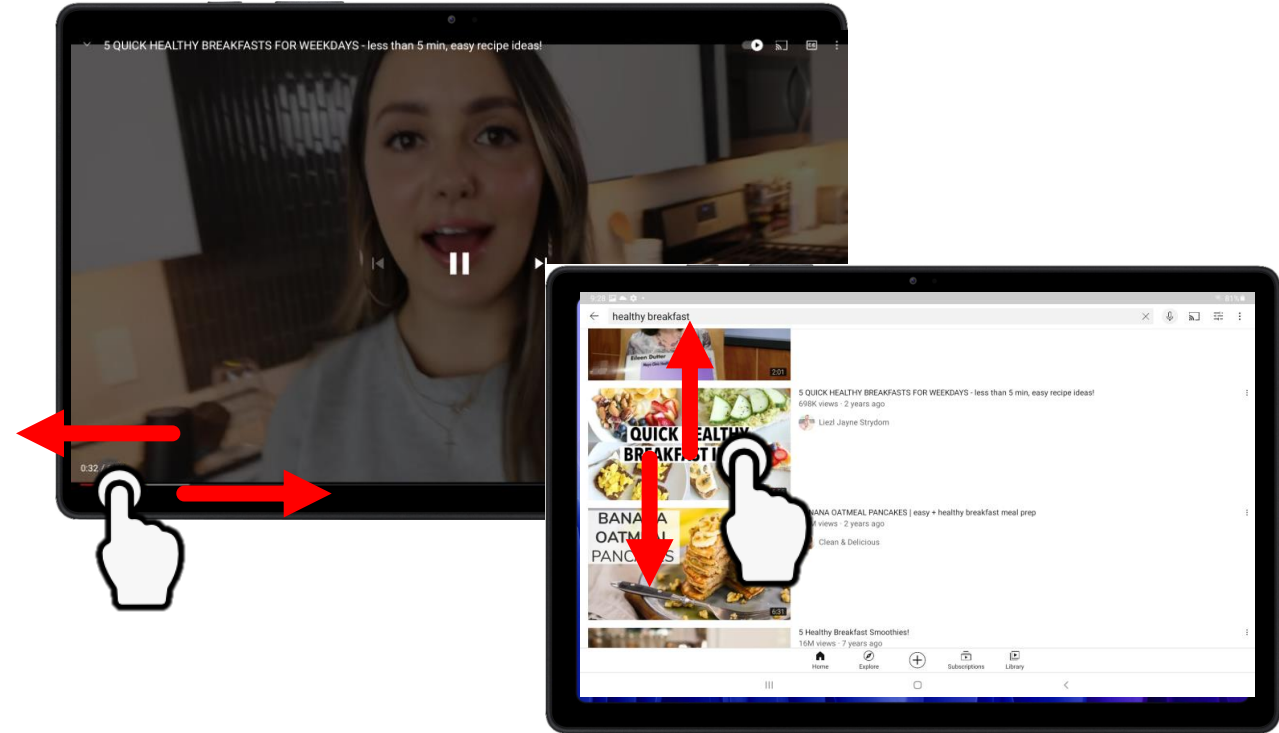


# Gestures



## TAP

- Gently tap your finger on the tablet screen and release
- The primary gesture used to select buttons and open applications

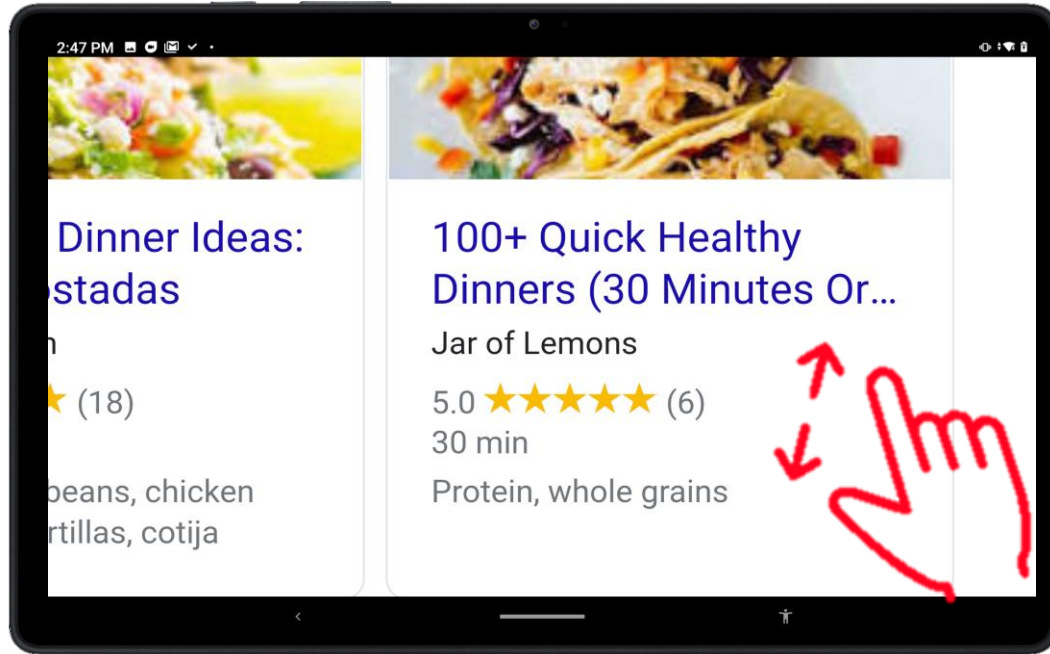


## SCROLL

- Lightly press your finger on the tablet screen and drag across vertically or horizontally
- Scrolling is used to fast forward or rewind YouTube videos, scroll up and down websites, etc.



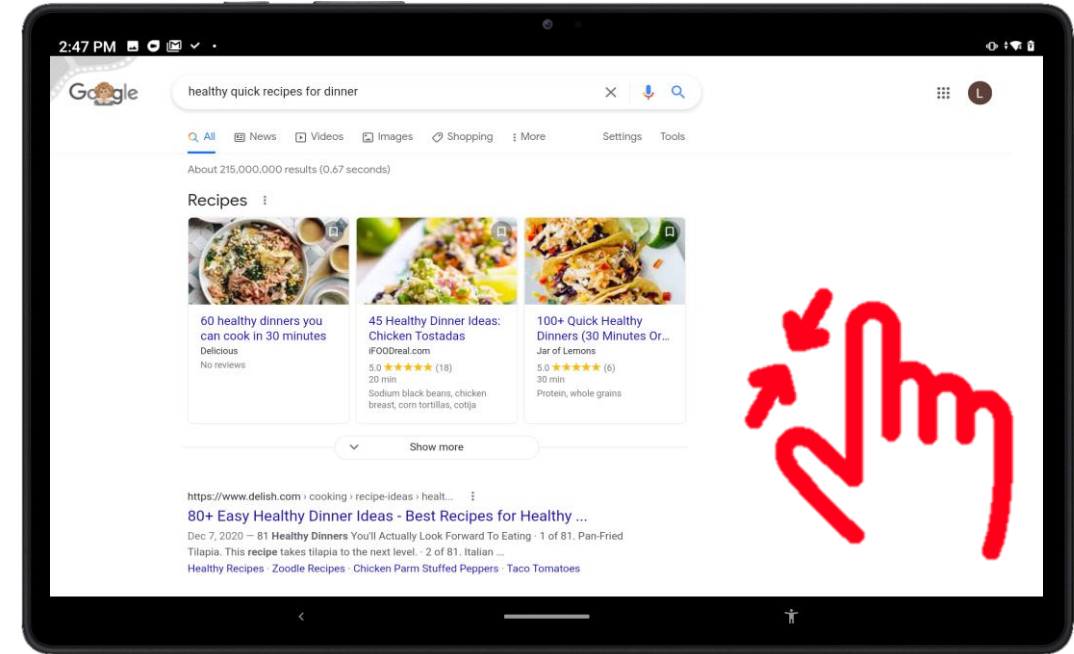
# Gestures



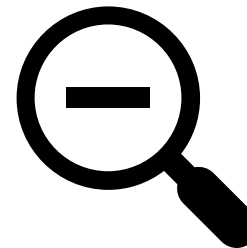
## SPREAD



- The spread gesture is used to zoom in on photos or text
- Lightly press your pointer finger and thumb on the screen at the same time and spread them apart



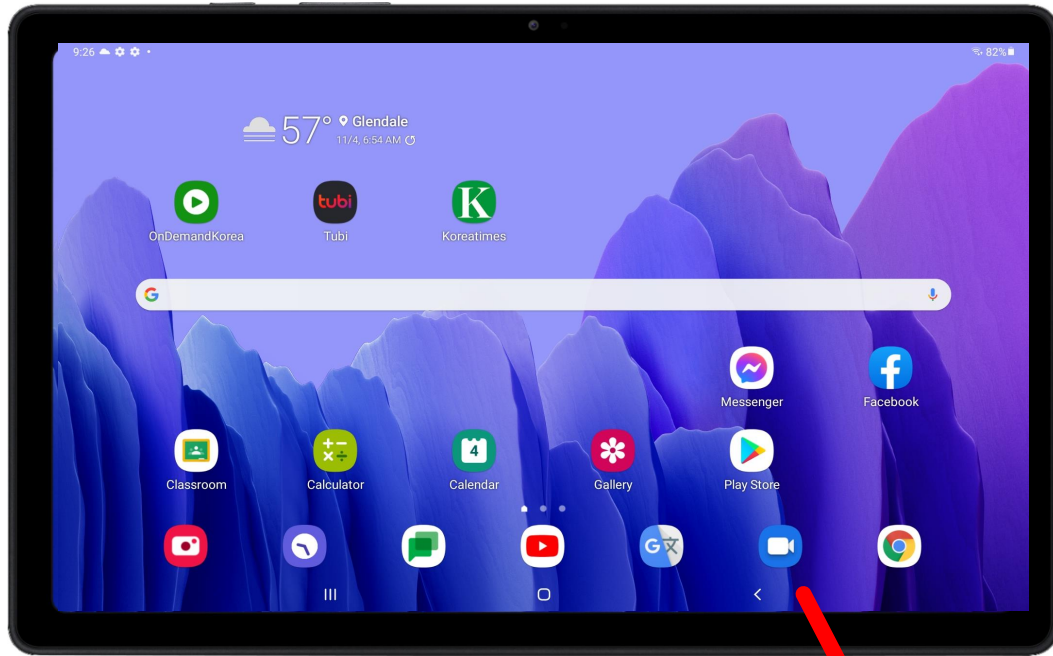
## PINCH



- The pinch gesture is used to zoom out of photos or text
- Lightly press your pointer finger and thumb pads on the screen at the same time and pinch them together



# Navigation Bar



View all open  
applications

Go to home screen

Go to previous  
screen

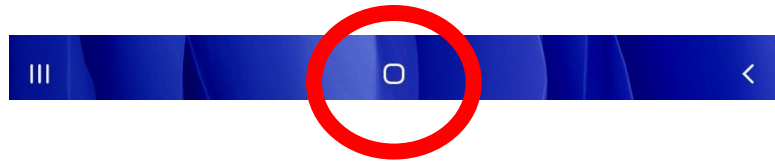


# Navigation Bar – In Action

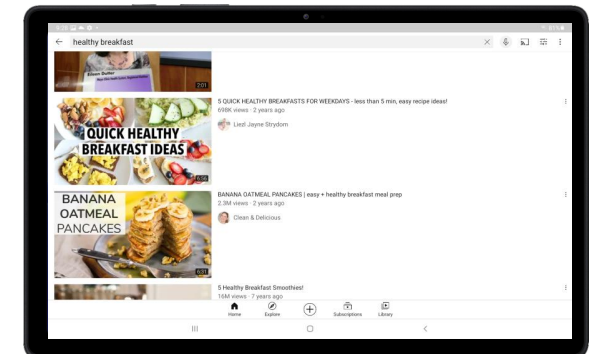
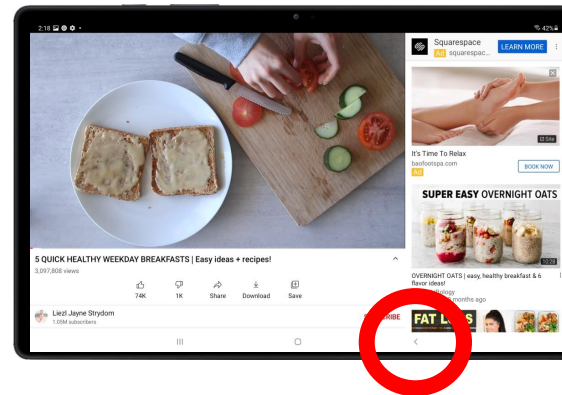
**View all open applications**



**Home screen**



**Go back to previous screen**



# Keyboard – Basics

Change the keyboard from English to Korean by tapping the globe symbol



English Keyboard



Korean Keyboard

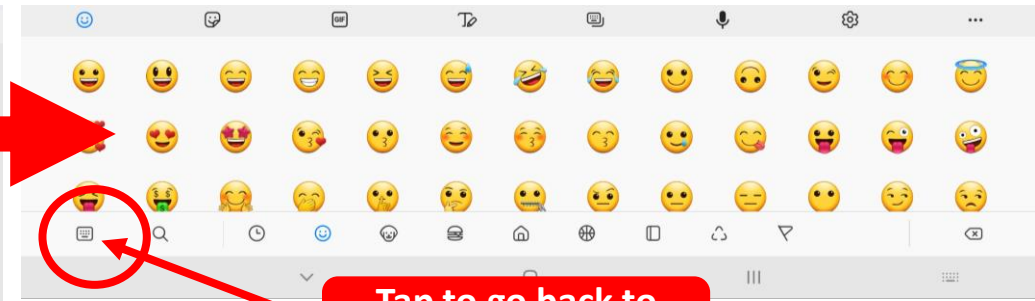


Access symbols by tapping the “symbol” key

!#1



Access emojis by tapping the smiley face

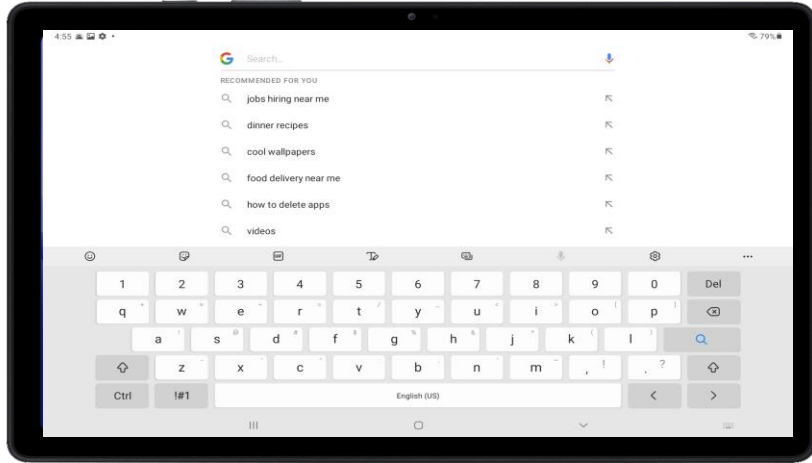


Tap to go back to keyboard



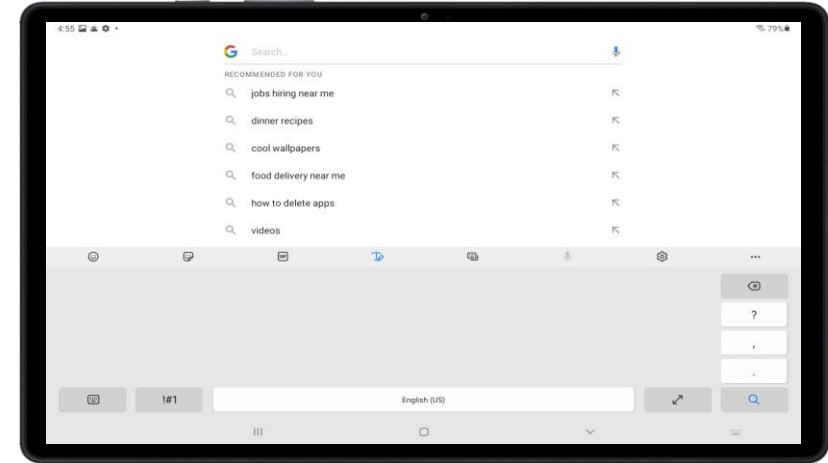
# Keyboard – Handwriting Feature

1.



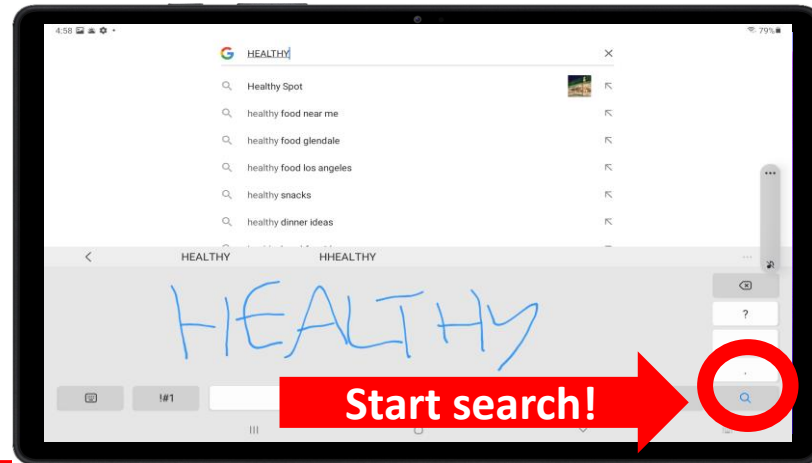
Tap on the “Handwriting” icon on the top row of the keyboard

2.



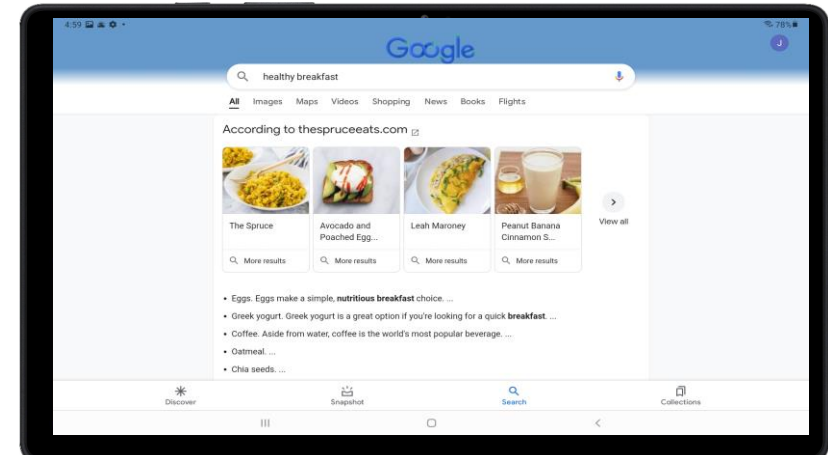
The keyboard will disappear and you will see a gray box

3.



With your finger or stylus, write in the gray box what you are looking for – you will see your writing turn into text in the search bar

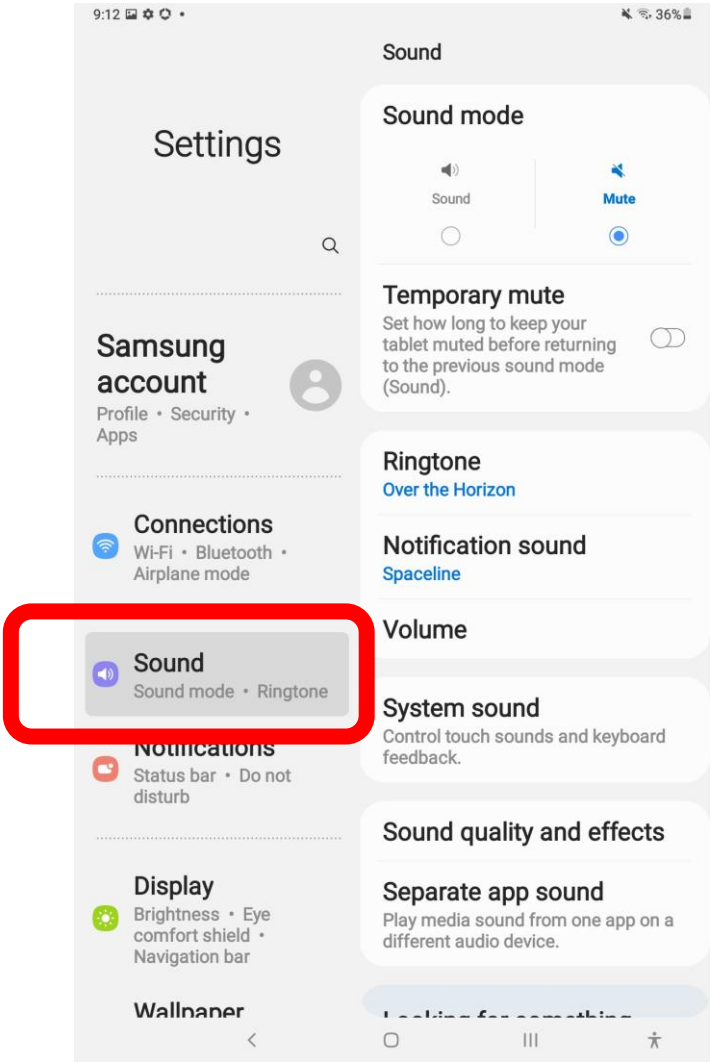
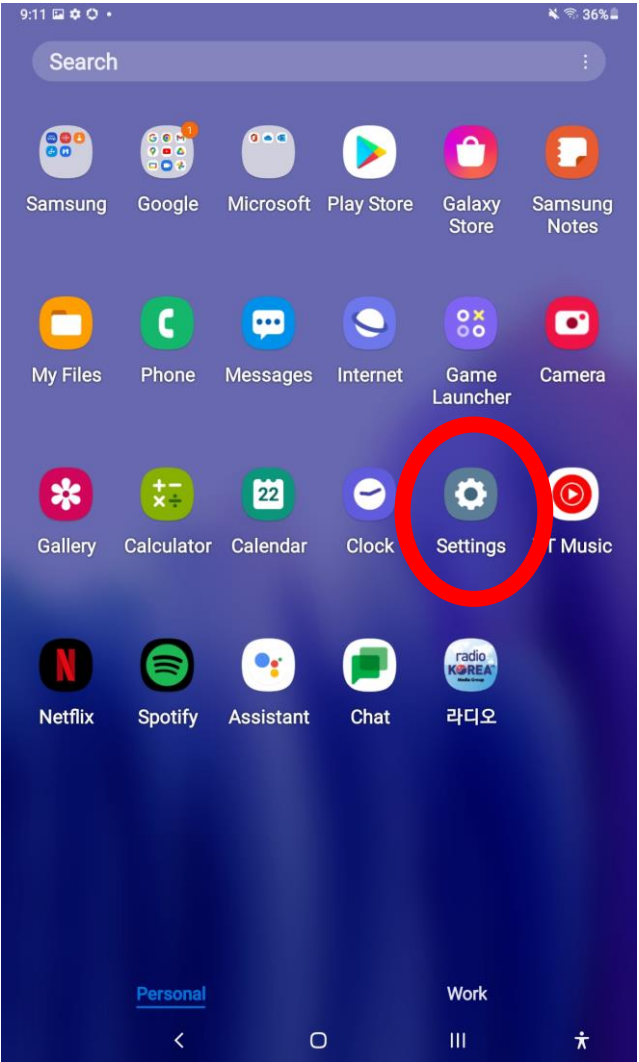
4.



Success! Your handwriting was translated into text!



# Settings - Sound



Mute or Unmute sound

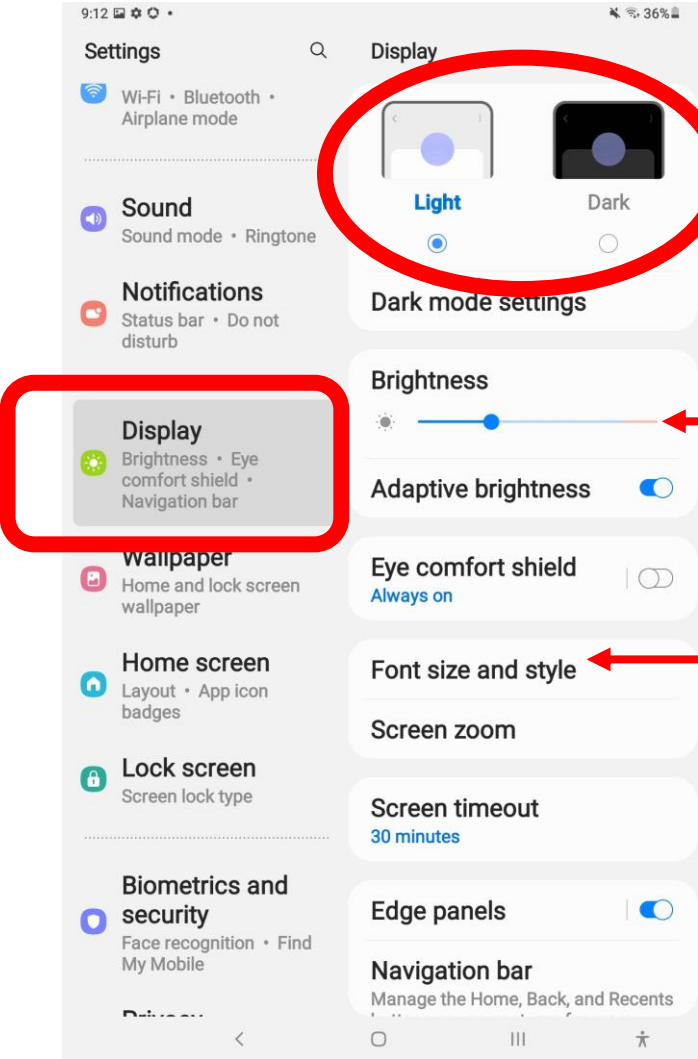
Change notification sounds



You can also quickly raise or lower the volume on the side

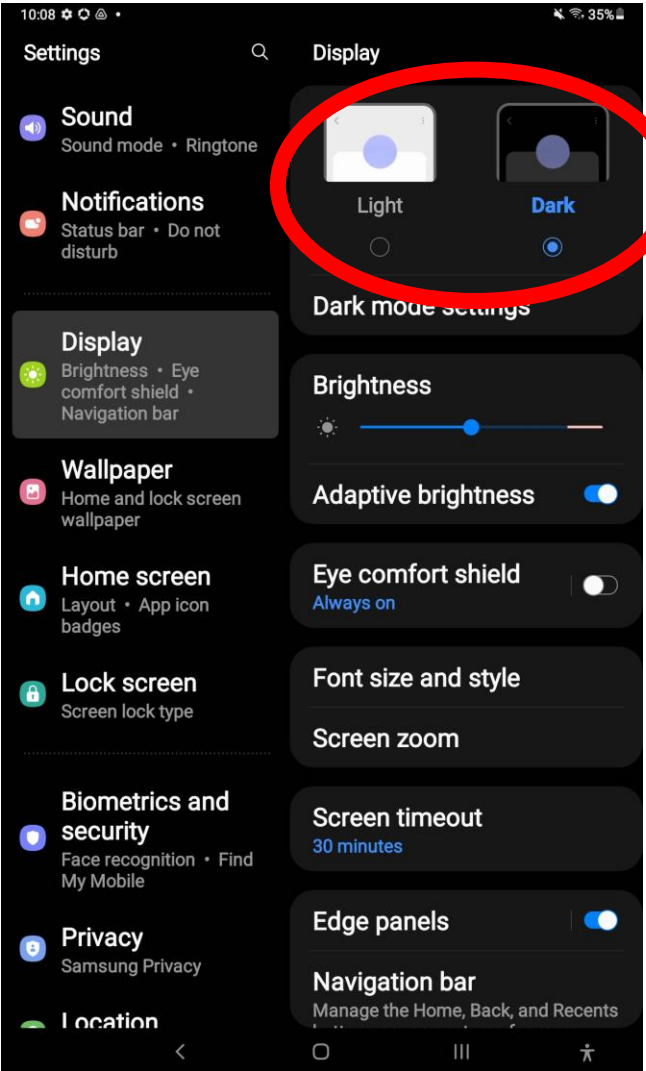


# Settings - Display



Change screen brightness

Tap to make font larger



Light to Dark mode



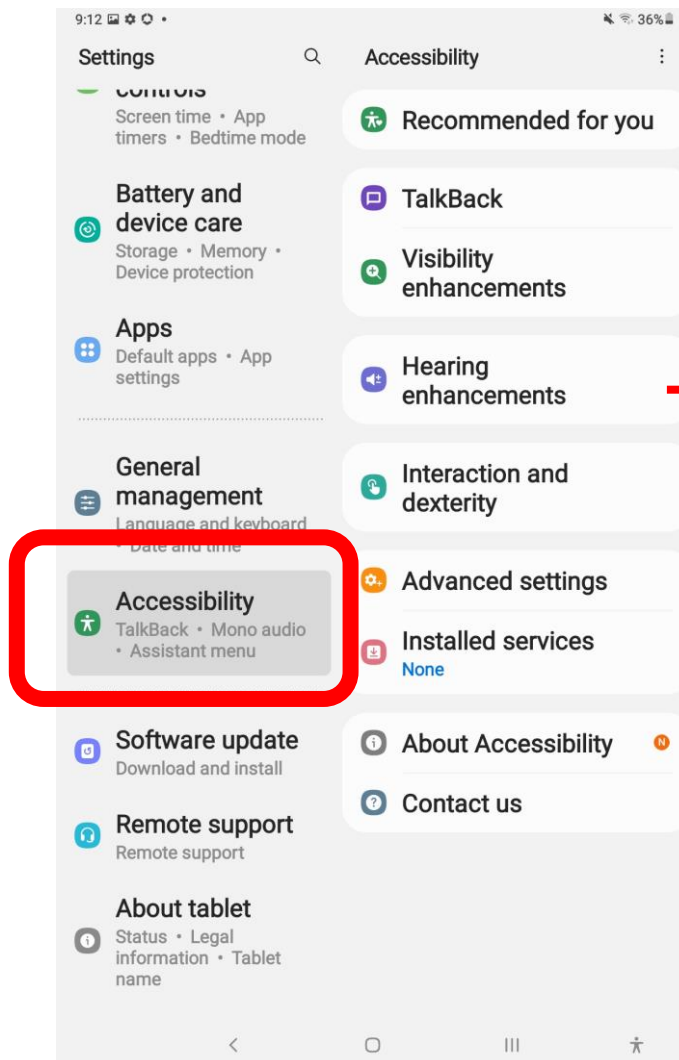


# Settings - Accessibility



Accessibilities settings are great for improving your tablet experience – you can increase volume, magnify text or change the color.

Accessibility settings are especially helpful for those with visual or hearing impairment.

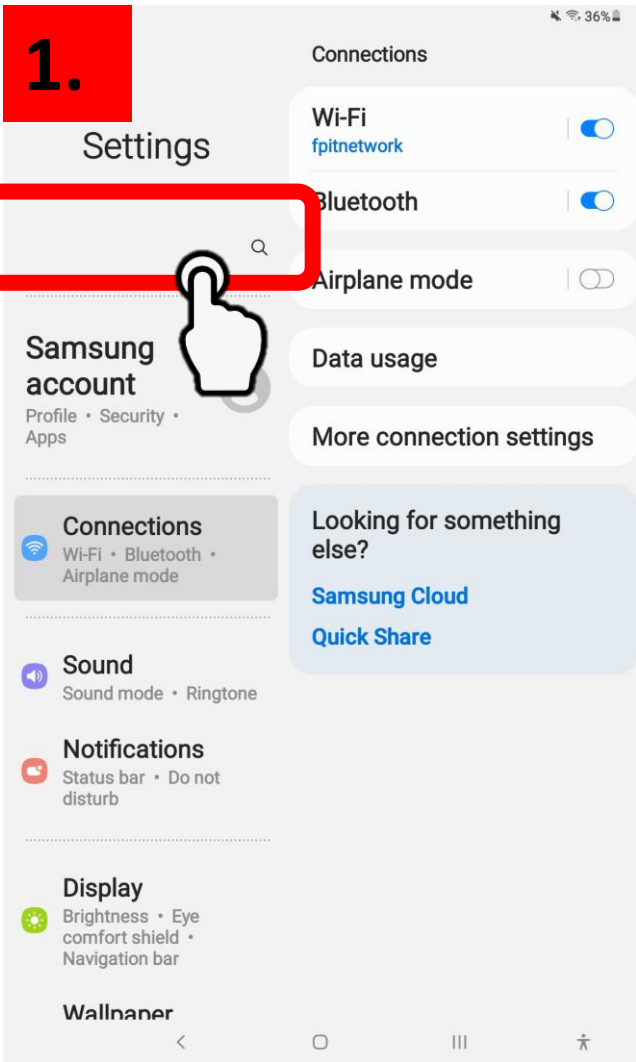


**Vision  
Enhancements**

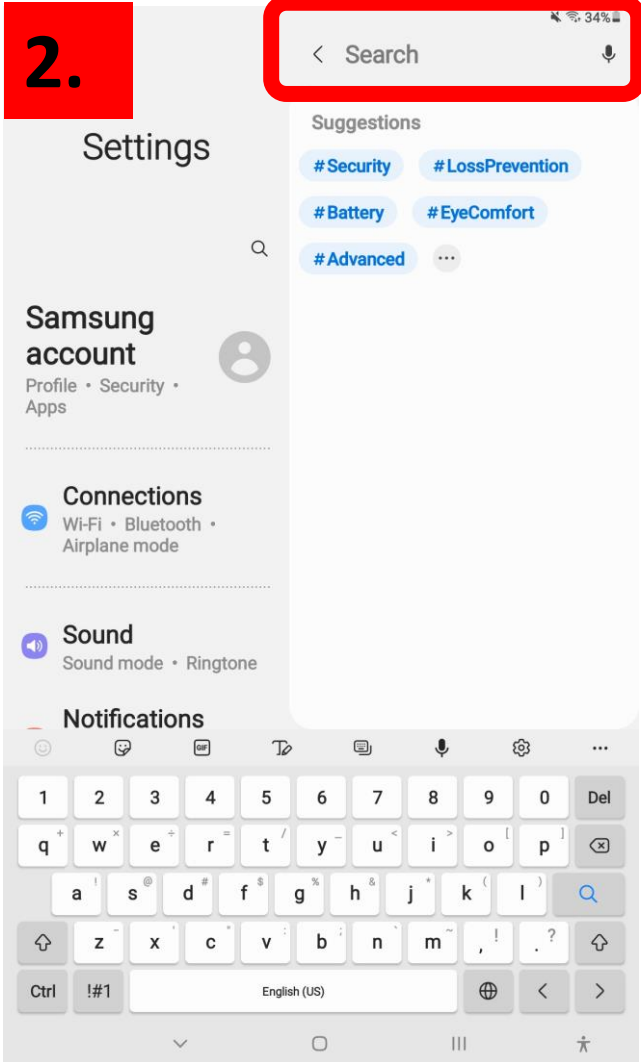
**Hearing  
Enhancements**

# Settings - TIP

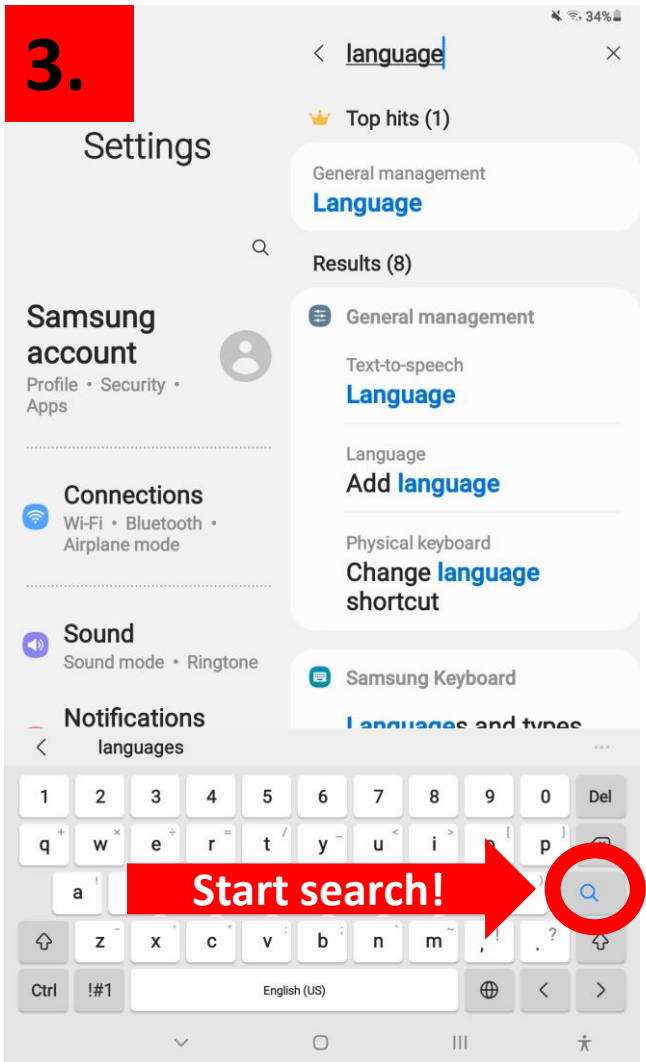
  
Can't find what you're looking for in settings?  
  
Try searching for it!



Tap on the magnifying glass 



Type in what you're looking for



Tap the magnifying glass to start search. Scroll down to view results



# CHAPTER 1B

## Photos and Video

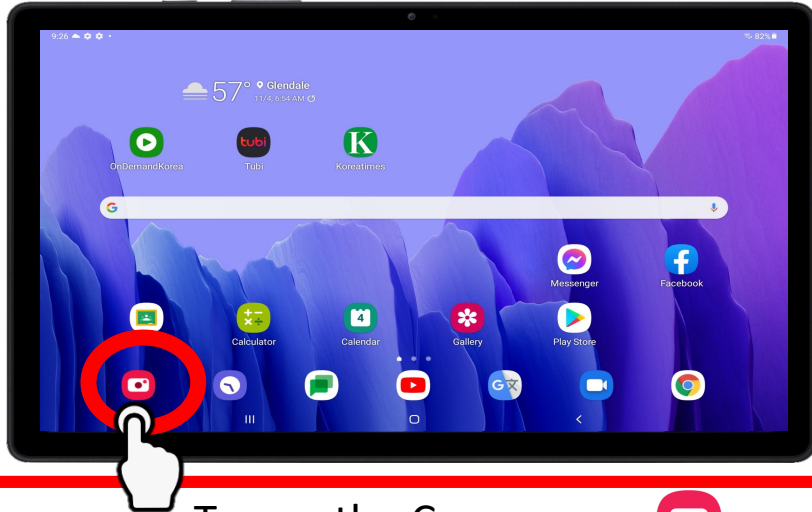


# Chapter 1B and 1C: Camera and Google Assistant

- **Photos**
- **Videos**
- **Google Assistant**

# Taking Photos

1.



Tap on the Camera app 

2.



Tap the white button to take a photo

3.



For more detailed shots, zoom in on your subject and THEN tap the white button to take a photo

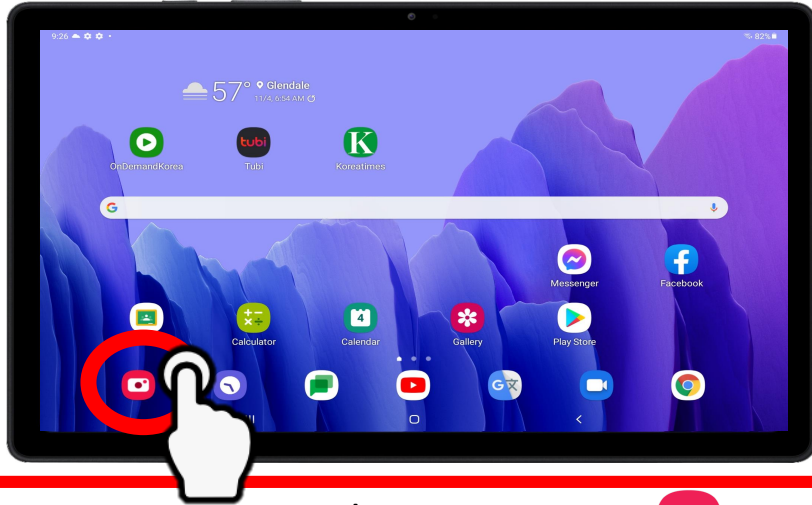
TIP

- Zoom in on your subject by SPREADING your index finger and your thumb on the screen.
- Zoom out by PINCHING your index finger and thumb.

Refresh your memory on gestures on page 9!

# Taking Videos

1.



Tap on the Camera app 

2.



On the bottom of the screen, tap “VIDEO”

3.

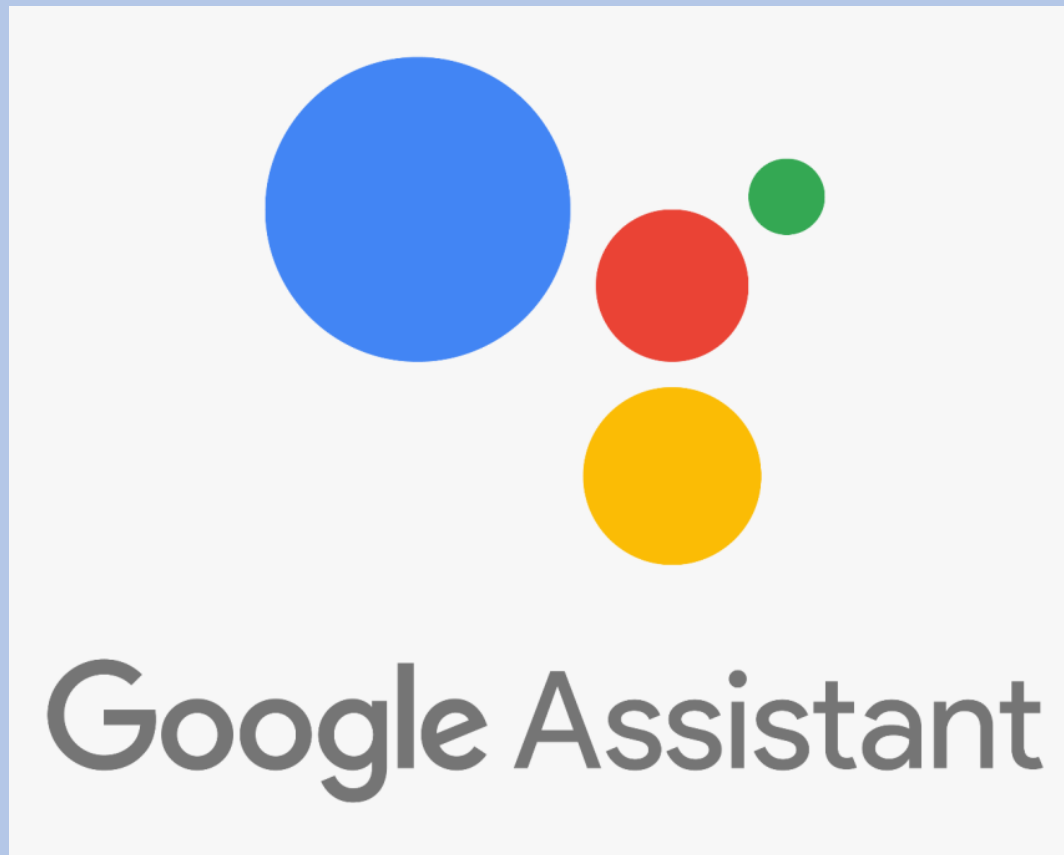


Tap the white and red “Record” button 

4.



You are now recording a video! You will see the timer on the top blinking



# CHAPTER 1C

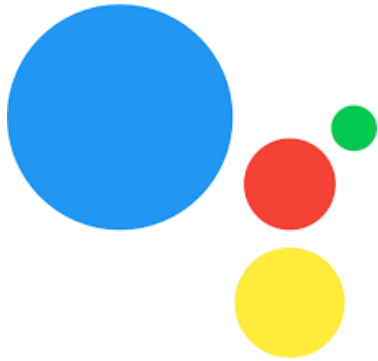
# Google Assistant



# GOOGLE ASSISTANT

Your device can be your own personal voice assistant. You can wake up your device by saying “Hey Google” or “OK Google.” Once you say “Hey Google” or “OK Google”, your device is ready for your questions or commands.

Here are a few questions and commands you can try:



“Hey Google, what is the weather?”

“Hey Google, play classical music on YouTube”

“Hey Google, play NPR News”

“OK Google, tell me a joke”

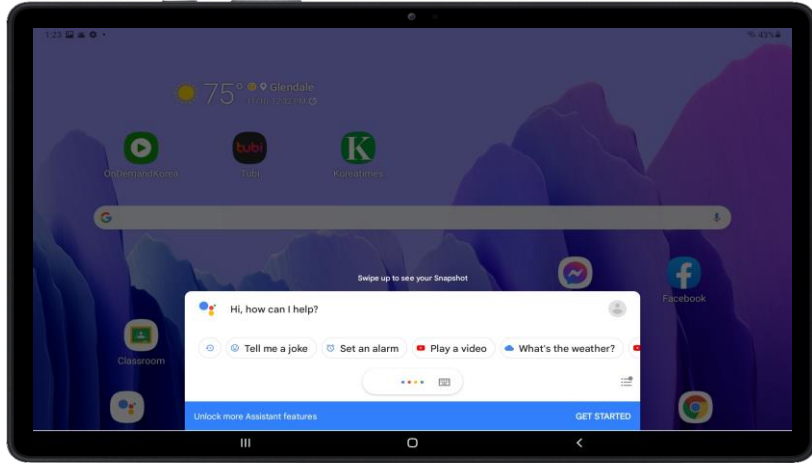
## TIP

- **Be as detailed as possible**, “OK Google, play [SONG NAME] by [ARTIST] on YouTube”  
“OK Google, play Viva Las Vegas by Elvis on YouTube”
- **Enunciate** your words as clearly as possible
- **Speak LOUD**
- **Practice!** The more you talk to your device, the more familiar it will become to recognizing your voice.



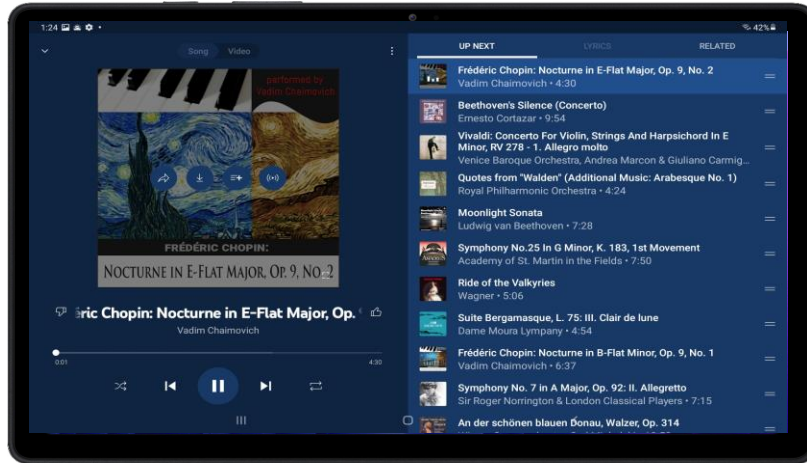
# Google Assistant

1.



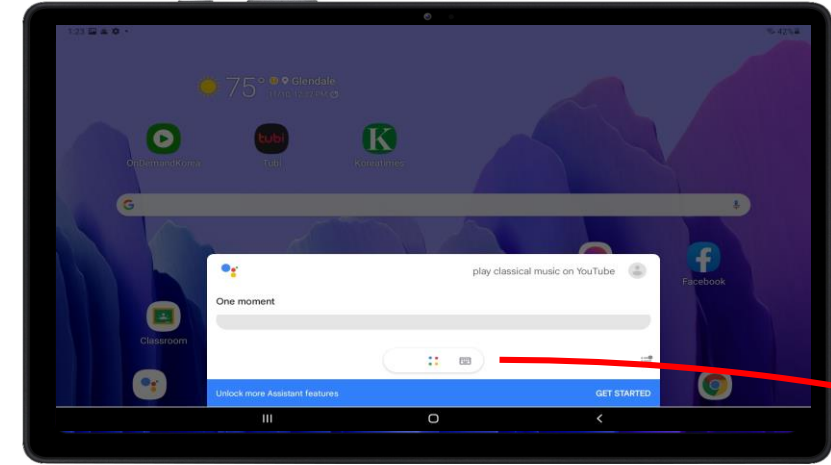
Say, "OK Google"

3.

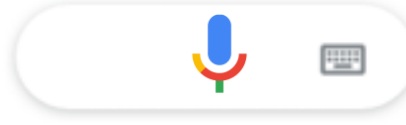


Success! Your device is now playing a classical music playlist on YouTube

2.



Say, "Play classical music on YouTube"



Google Assistant is ready for a command

Google Assistant is listening to you speak

Tap microphone to speak to Google Assistant



## CHAPTER 2

YouTube



## WHAT is YouTube?

YouTube is an app where users from all over the world can upload videos to share. Users are able to watch, like, share, comment, and upload their own videos.

## WHY should I use it?

YouTube is an amazing resource – whether you want to listen to your favorite song, learn how to cook a healthy breakfast for one, learn a new exercise routine, or just want to catch up on the latest news, it's all on YouTube.

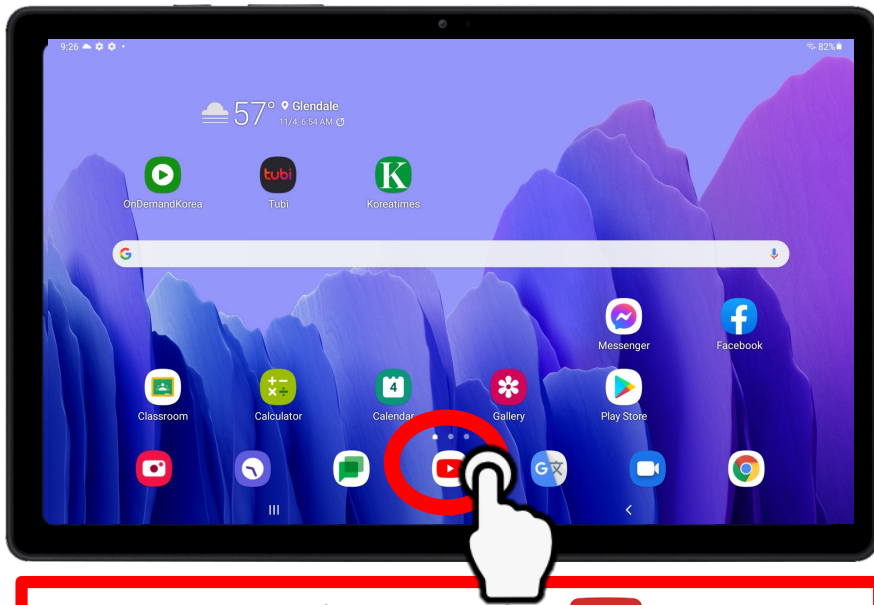
## HOW do I start using YouTube?

First – think of something that makes you smile. Is it a song from your childhood? Cute baby animals? Learning a new recipe? Learning a new craft? Exercising? Now, let's start searching on YouTube!



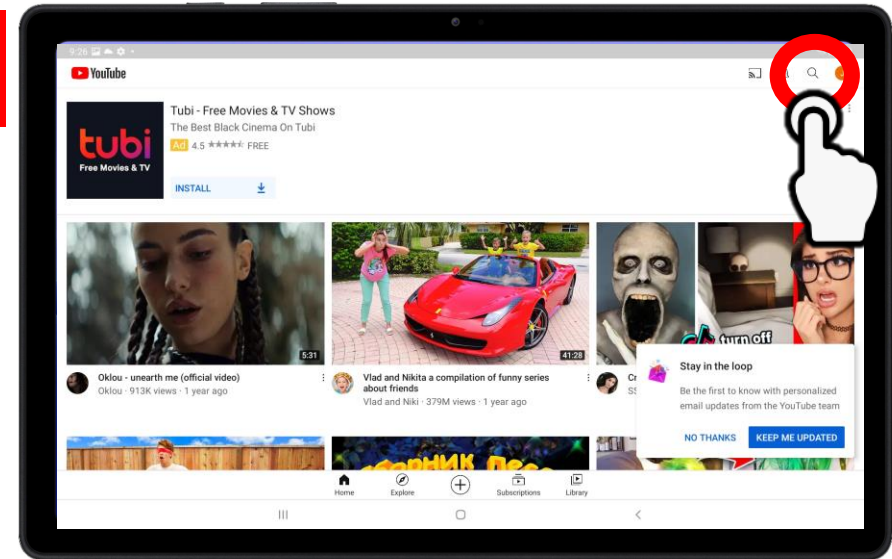


1.



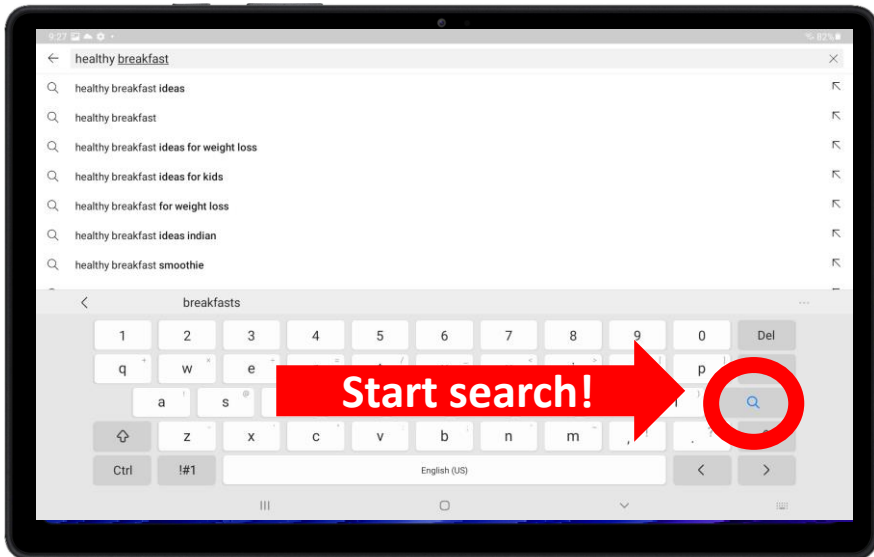
Tap on the **YouTube** app

2.



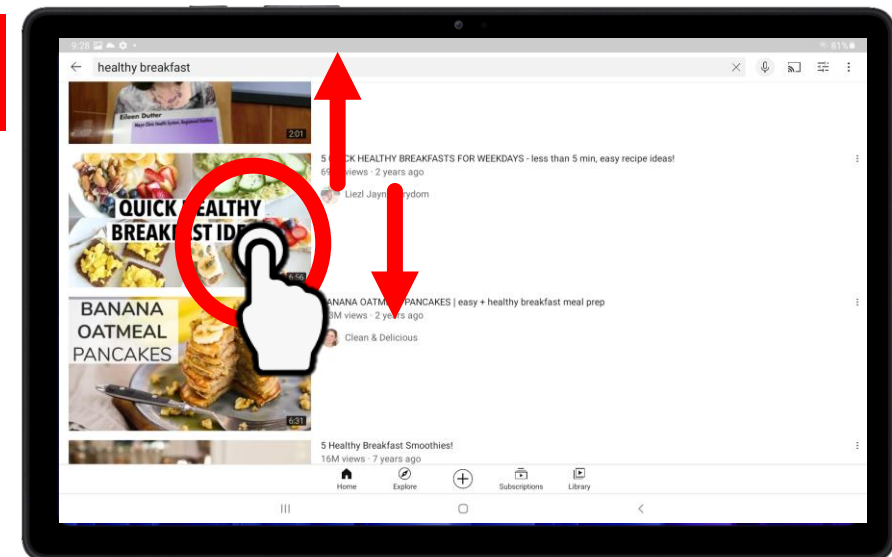
Tap on the **Search** icon

3.



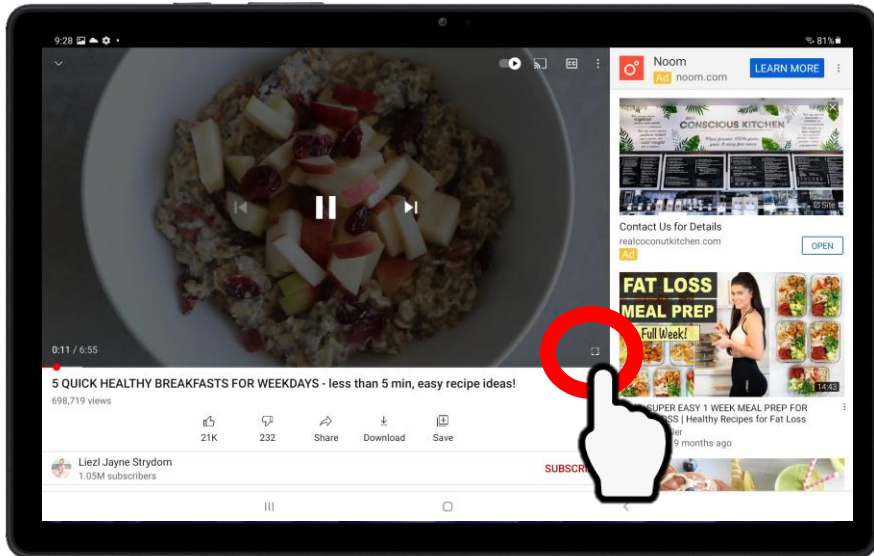
Type what you're looking for and tap the **Q** icon


4.



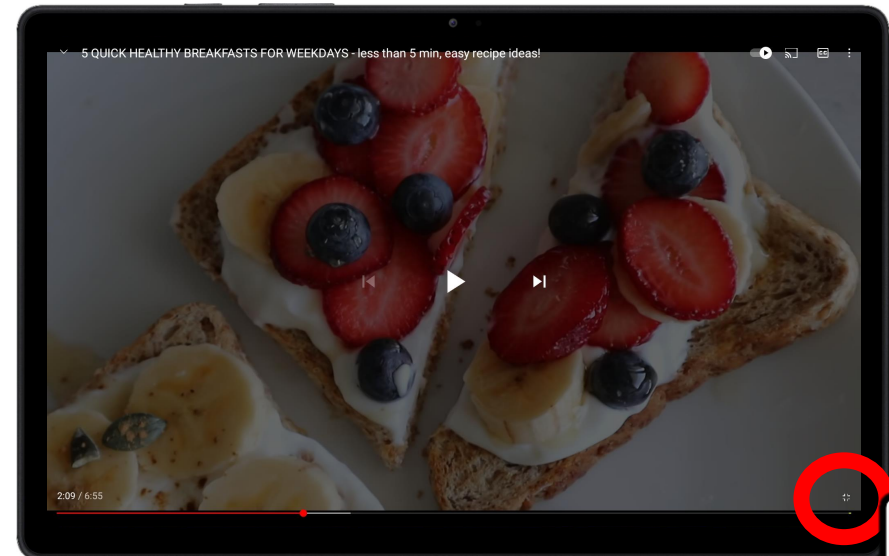
Scroll down and tap the video you want to view


5.



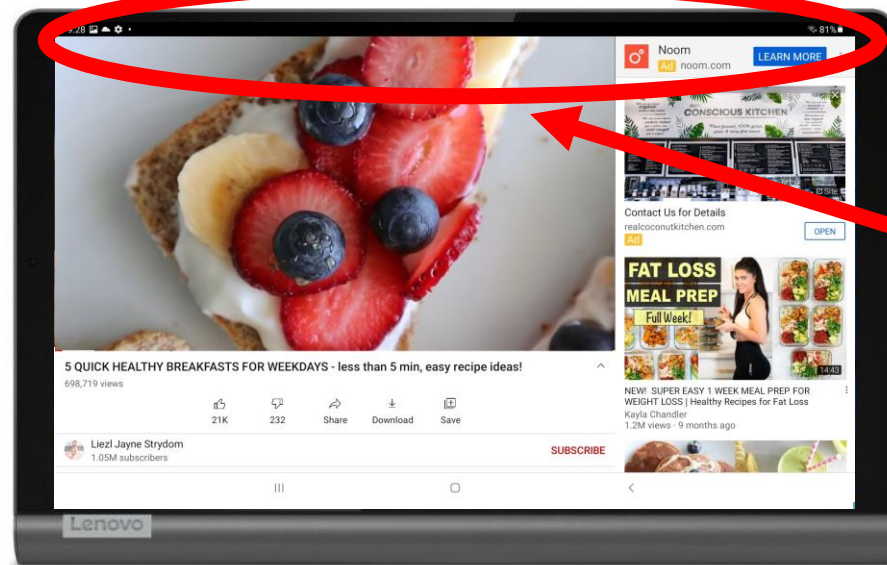
To make the video larger, Tap the “Full Screen”  icon on the bottom right

6.



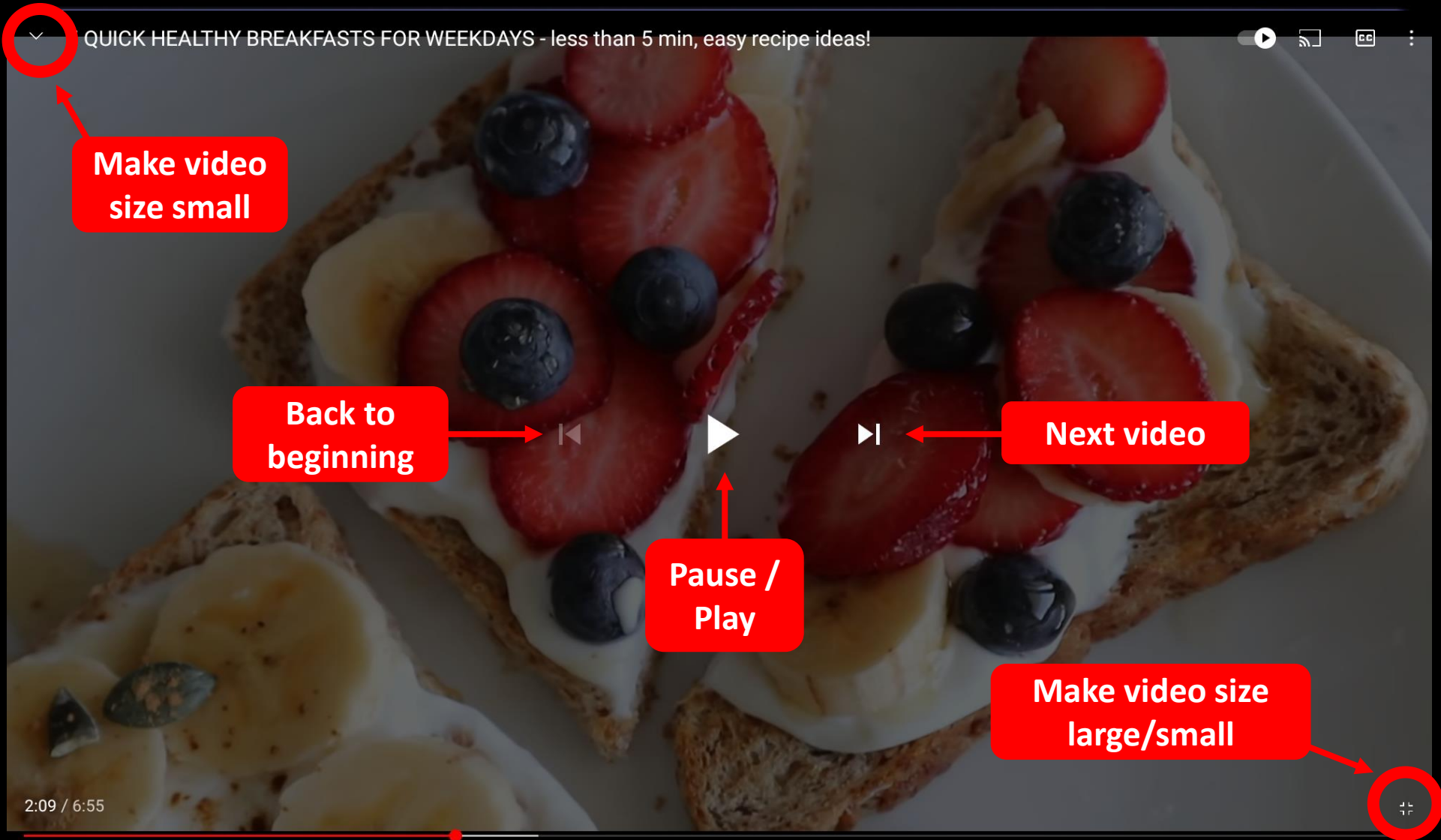
To make the video smaller, Tap the “Small Screen”  icon on the bottom right

7.



**Swipe DOWN from the top of your screen to view search bar and find a new video**

You have successfully searched for a YouTube video!





# CHAPTER 3

## Google Chrome

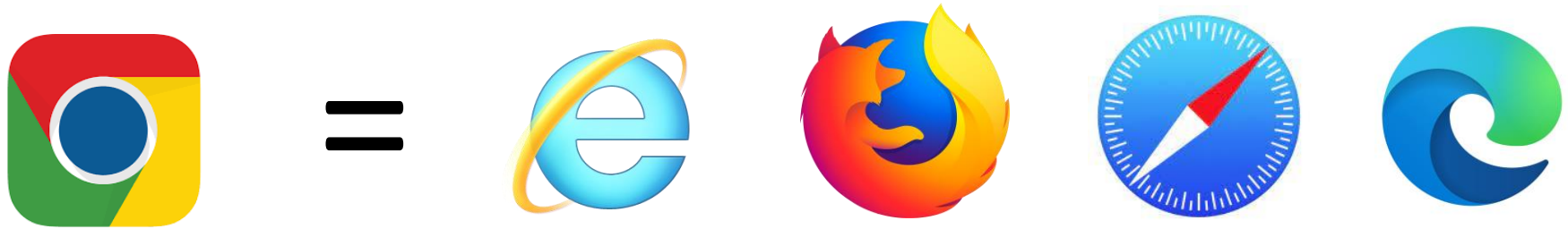




# Google Chrome

## What is it?

Google Chrome is an Internet Browser - similar to Internet Explorer, Firefox, Safari, and Microsoft Edge



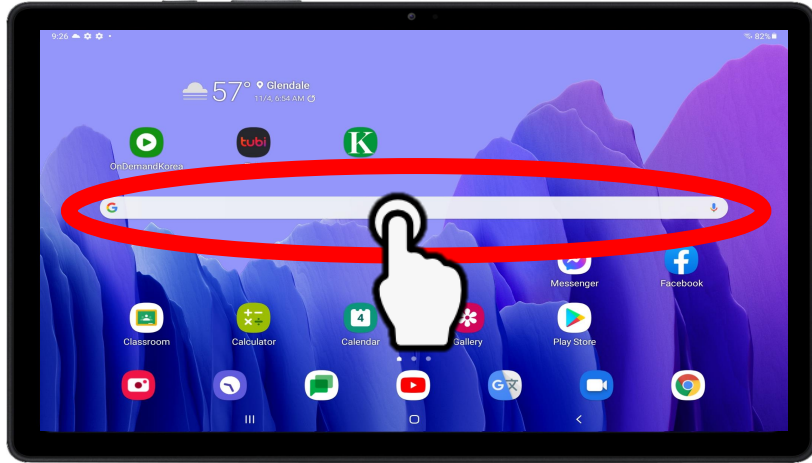
## Why would you use it?

- Look up information on your health
- Look up nearby locations such as restaurants, the post office, or pharmacies
- Search for recipes
- Look up topics that you're interested in (history, creative arts, world news, etc.)



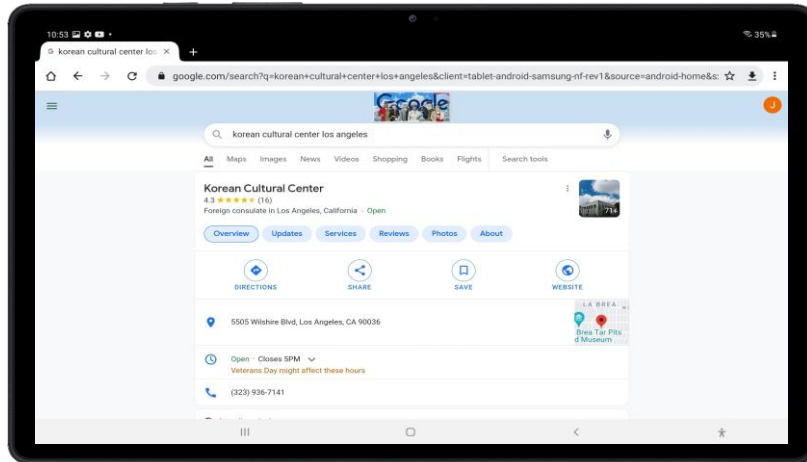
# Google Searches

1.



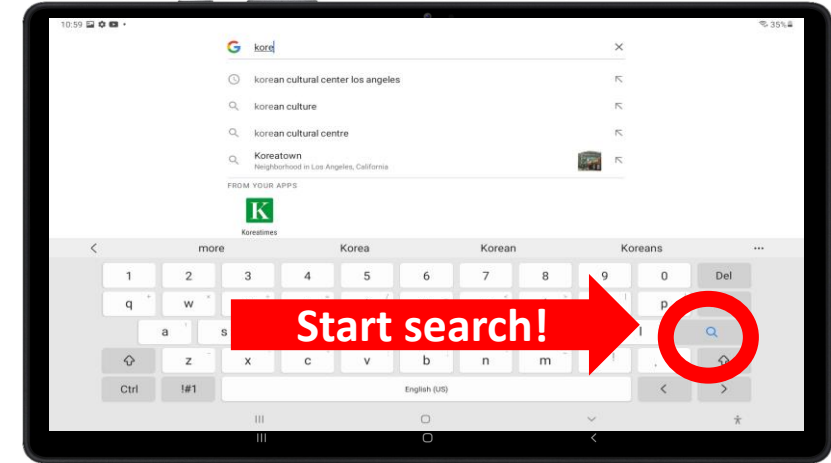
On the home screen, tap on the Google search bar

3.



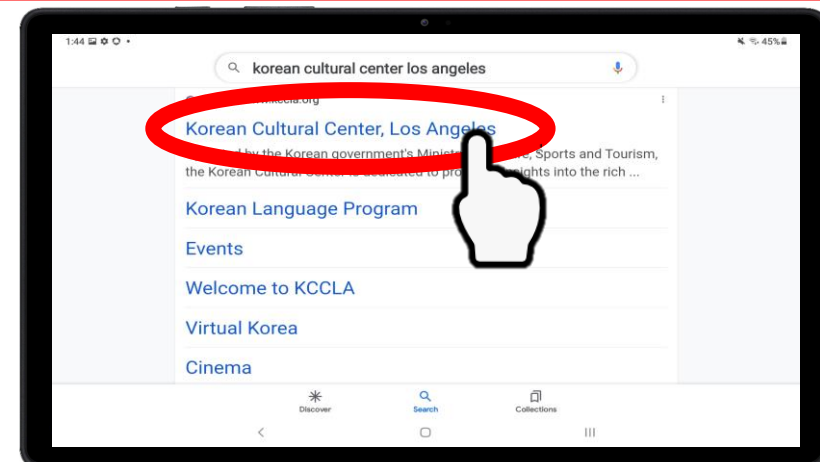
Scroll down to see search results

2.



Type in what you're looking for and tap the magnifying glass 🔍

4.

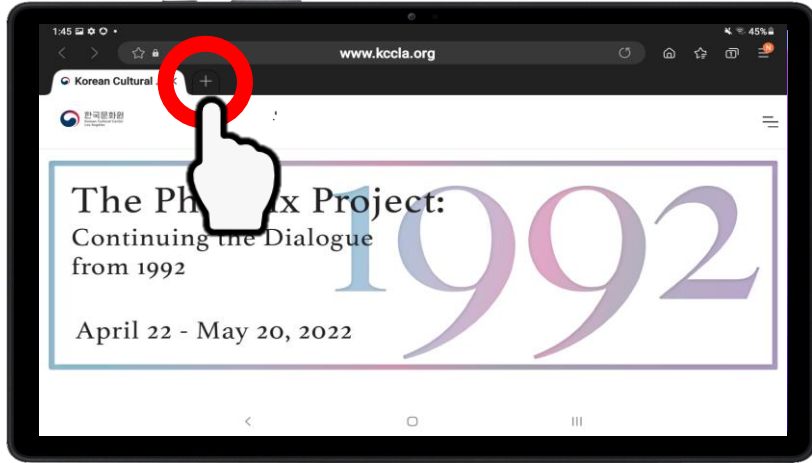


Blue text = website that you can visit



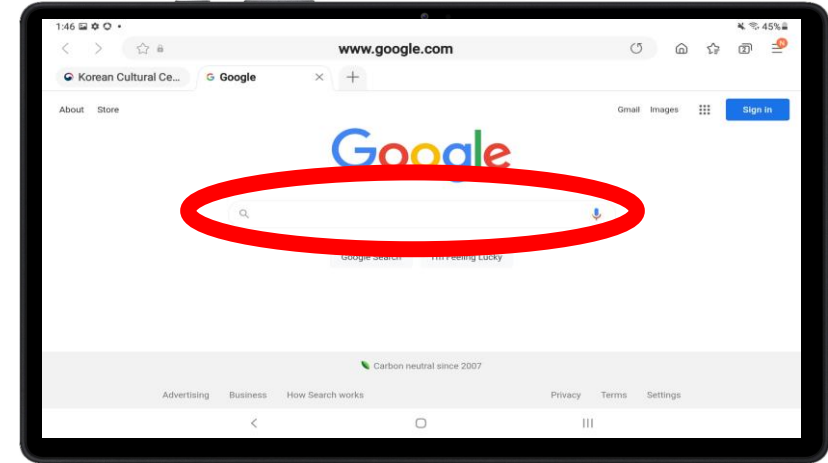
# Google Searches

5.



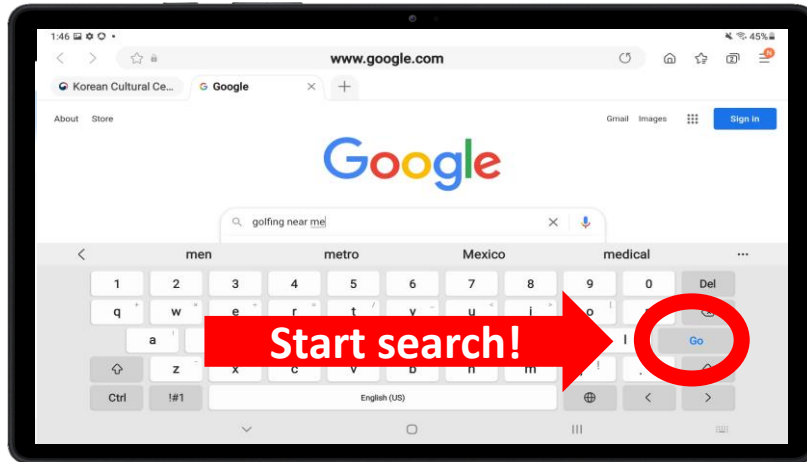
Let's say you want to look up something else.  
Tap on the "+" icon to open a new tab

6.



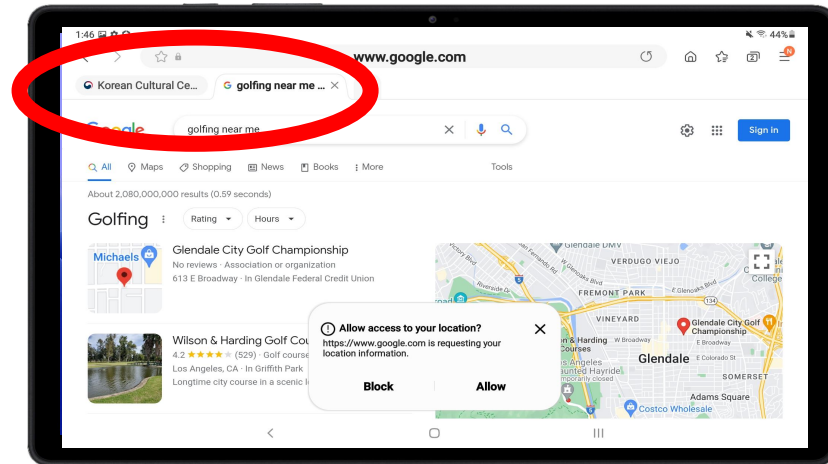
When you open a new tab, you will see the  
Google homepage. Type in your search.

7.



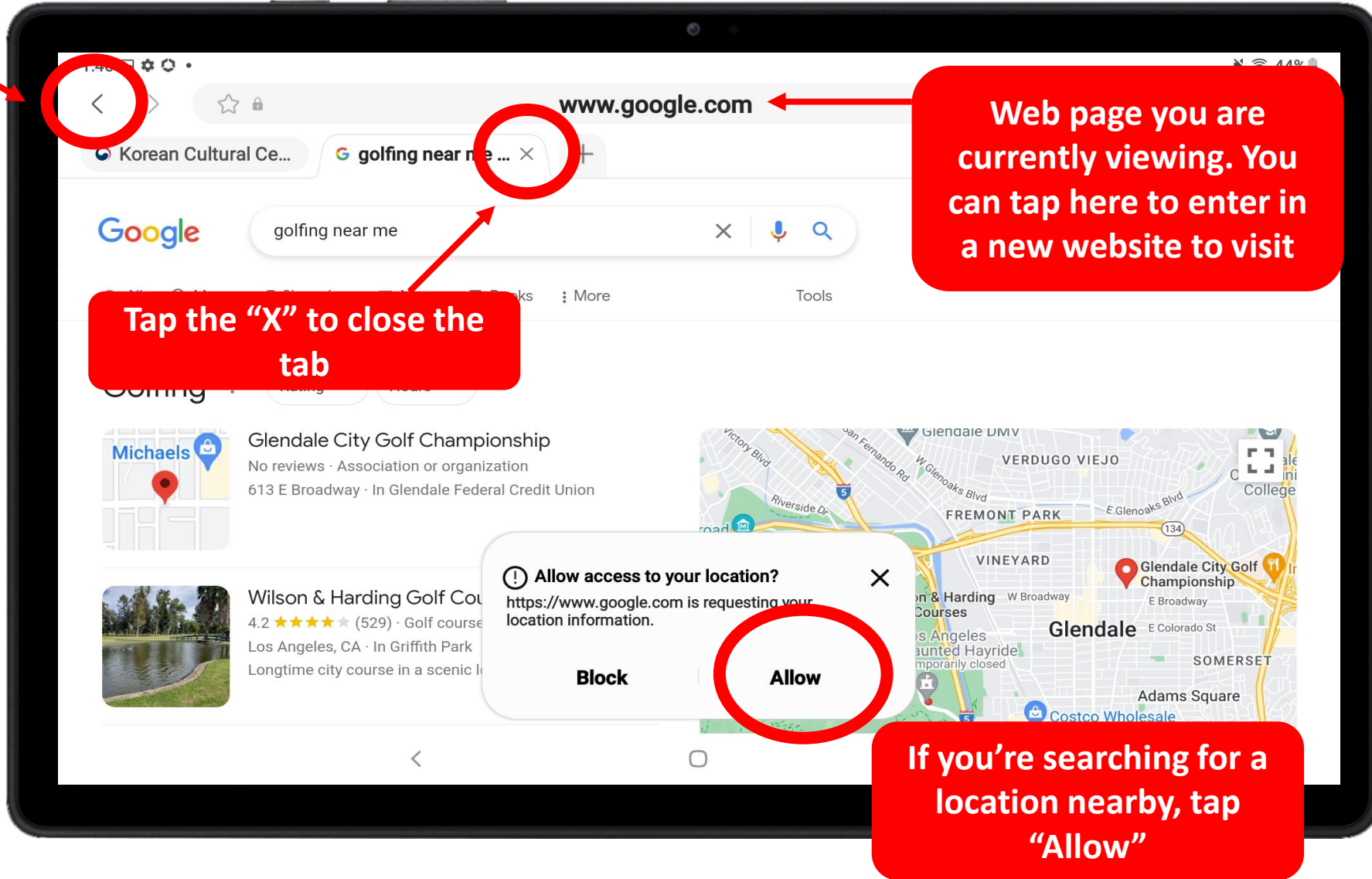
When you're ready to search, tap "GO"  
on the keyboard

8.



Scroll down to see search results. Notice how there are 2 tabs at the  
top. You can switch between websites by tapping on these tabs

Takes you  
back to  
previous page







# Google Searches – Tips and Tricks

## 1. Be specific

Be as specific as possible when searching on Google. This will help narrow down your search results.

*For example, if you want to look up the manual for your Smart TV*

**X** *NO: Sony TV manual*

**✓** *YES: Sony BRAVIA XR X90J TV manual*

## 2. Location

If you're looking for a nearby location, type in "near me" or your zip code at the end of your search

*Post office near me*

*Post office 90005*

*Zion Market near me*

## 3. Try different wording

Having trouble finding what you're looking for? Try wording it differently.

*For example, if you're looking for a supplement for liver health, there are many different ways to search:*

- *Healthy liver supplement*
- *Vitamin for liver health*
- *Vitamins good for liver*
- *Liver vitamin and minerals*
- *Good vitamins for liver*



# CHAPTER 4

## Google Translate



# Google Translate

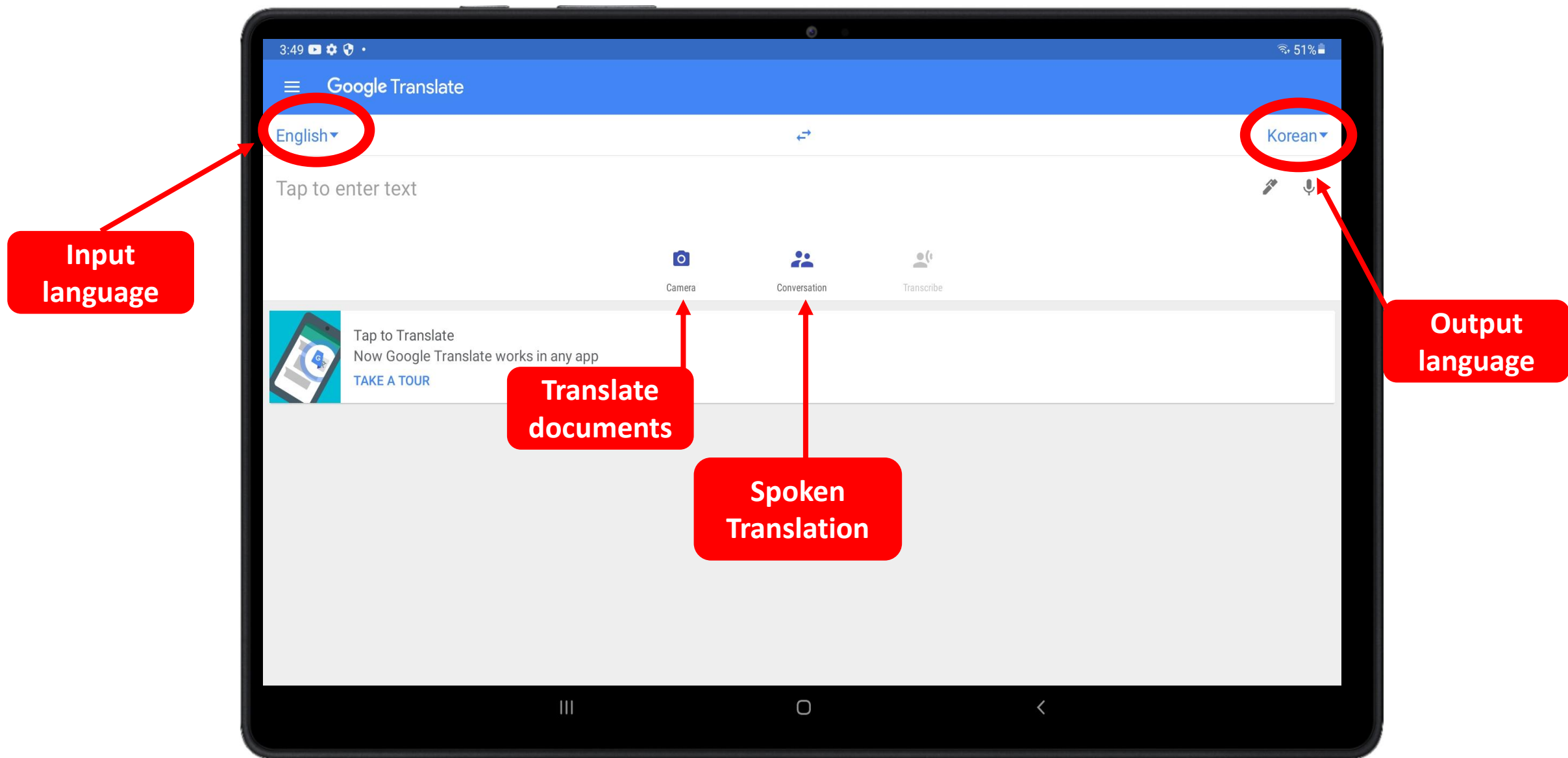


## WHAT is Google Translate?

Google Translate is an app that translates other languages, whether it be text on paper like a bill or flier, a live spoken conversation, or simply typing in text

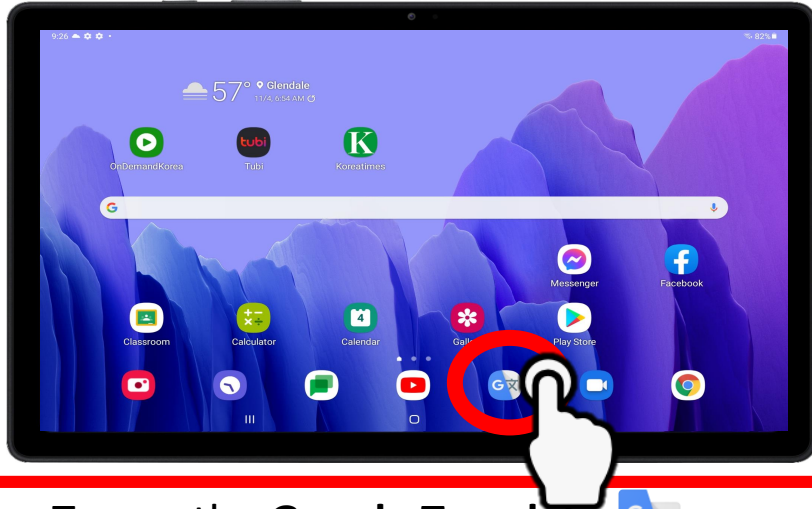
## WHY should I use it?

Use Google Translate to communicate with your neighbor who speaks a different language. You can also use it to communicate with the staff at your community.



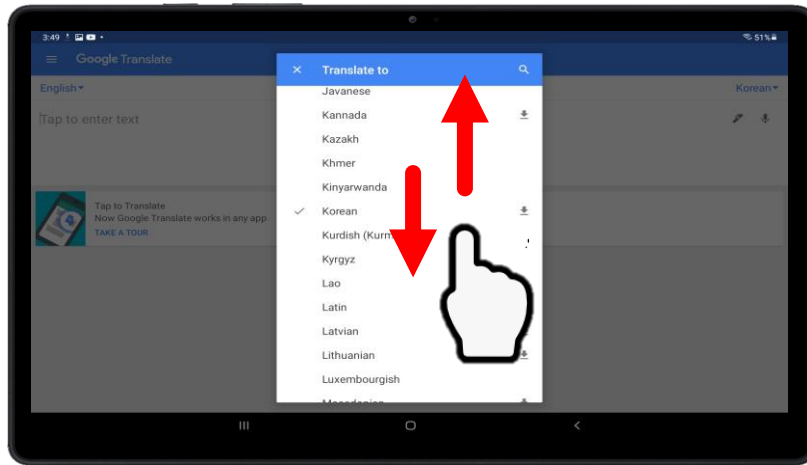
# Text Translation

1.



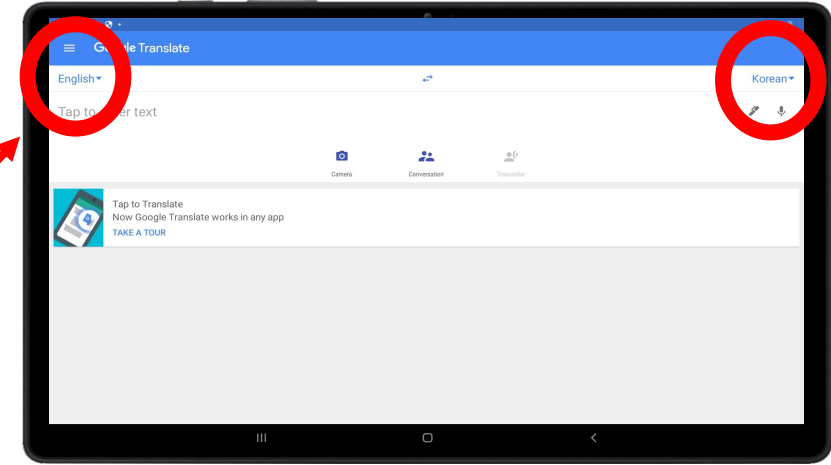
Tap on the **Google Translate** app

3.



Scroll down to find your language

2.

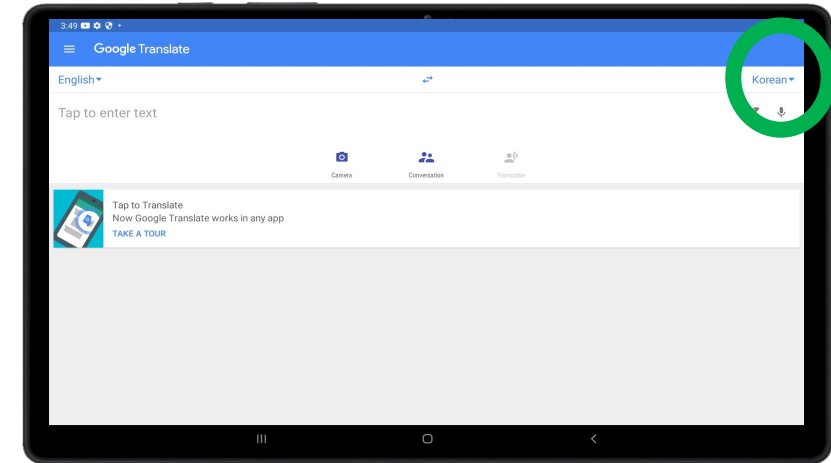


Input language

Output language

Select the "Input" and "Output" languages

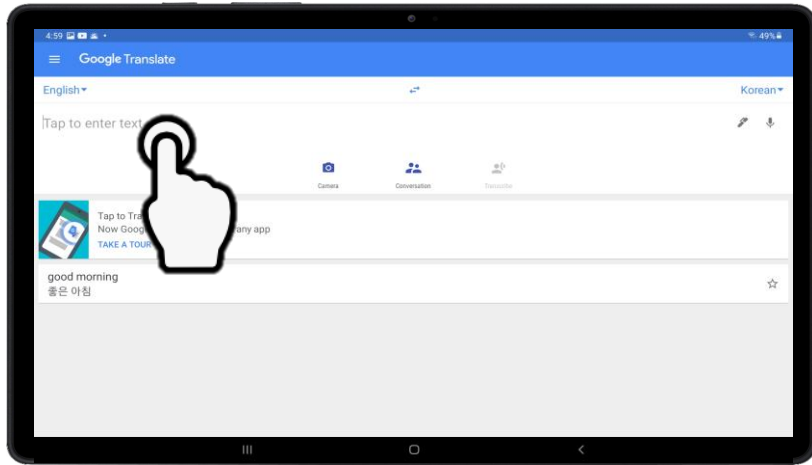
4.



Great! Your languages are now setup.

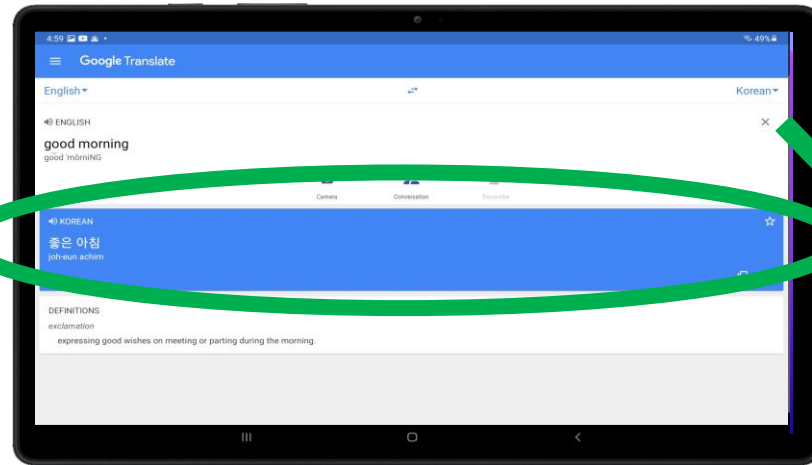
# Text Translation

5.



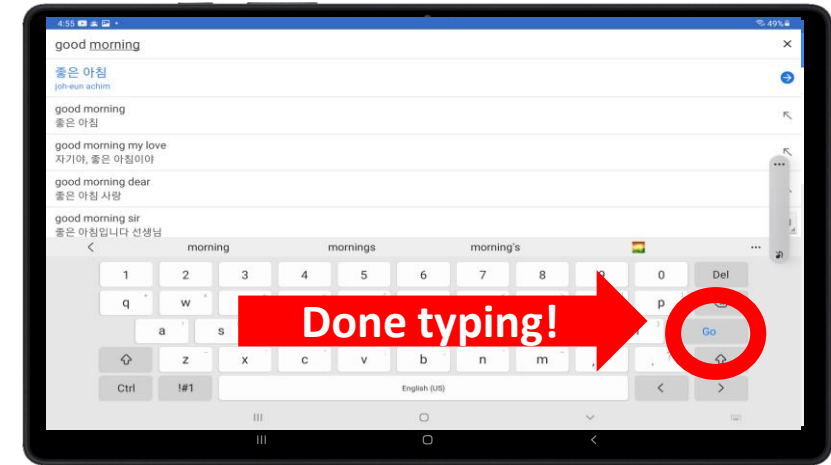
Tap on the text box “Tap to enter text” to start typing

7.



Your words are now translated in the blue box!

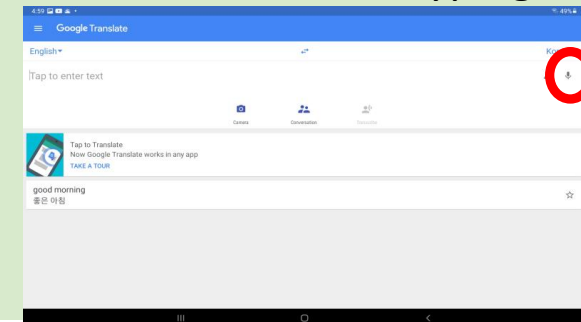
6.



Once you're done typing in what you want to translate, click the blue “Go” button

TIP

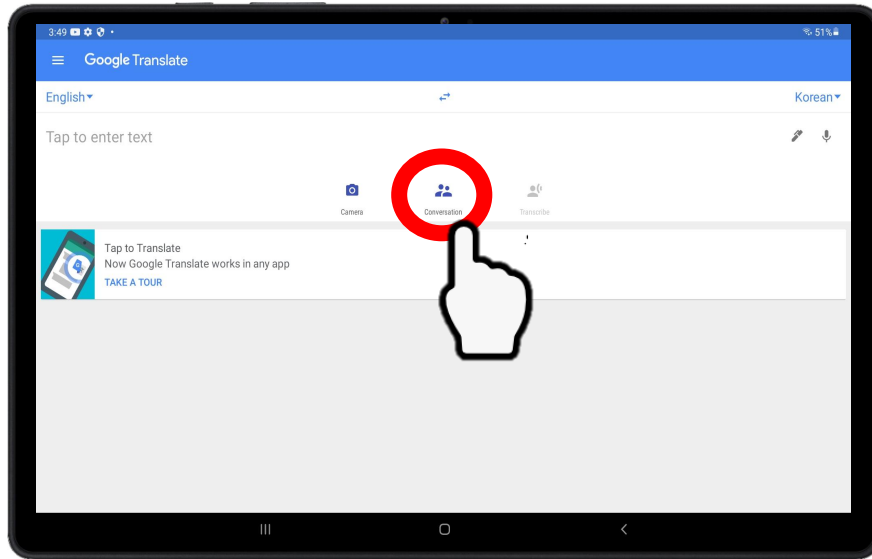
Do you have a hard time typing? Click on the microphone to speak the words that you need to translate instead of typing





# Spoken Translation

1.



Tap “Conversation” 

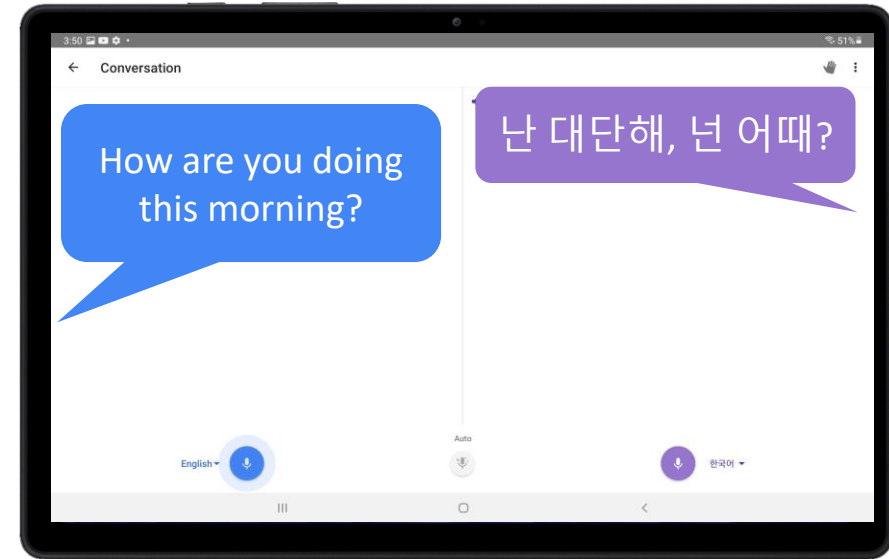


Tap microphone to start translation



Listening, ready to translate

2.

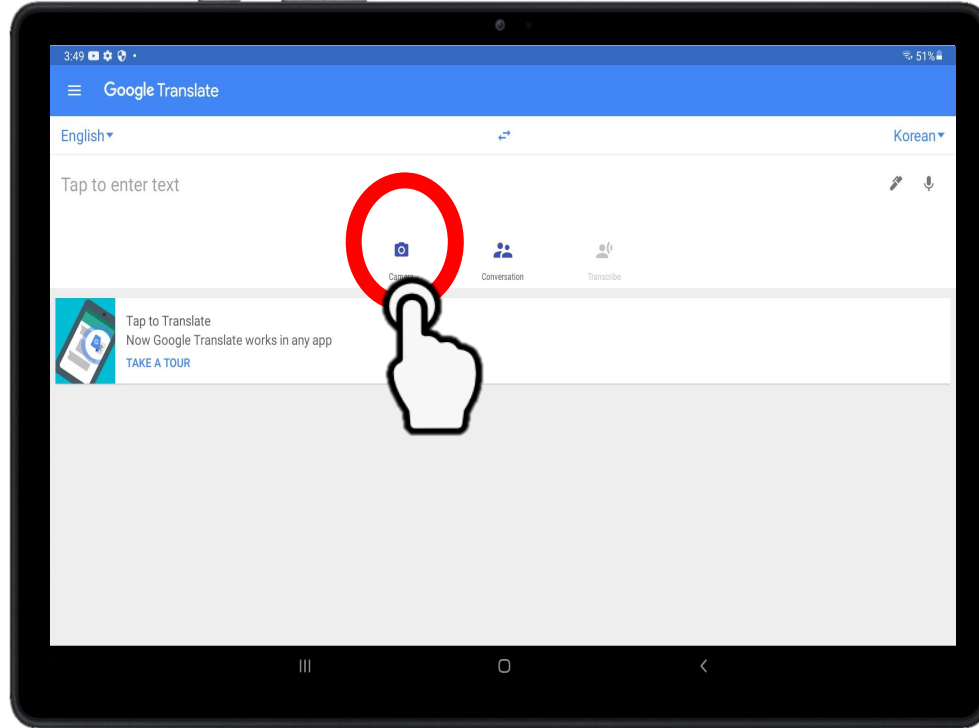


Tap the microphone on the side of the language you want to translate



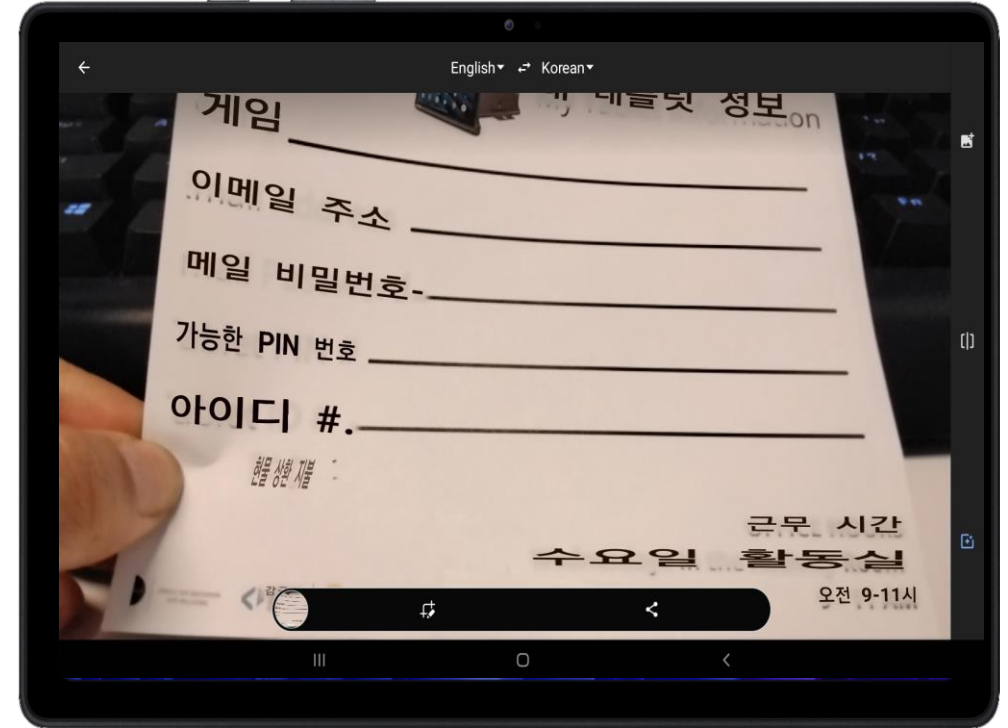
# Photo Translation

1.

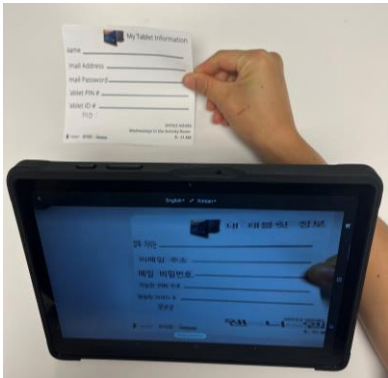


Tap the "Camera" icon 

2.



Using the back camera, point at the document that you want to translate



TIP

Instead of holding your tablet, prop your tablet up using the case and put your document in front of the back camera.



# CHAPTER 5

Zoom



# ZOOM

## WHAT is ZOOM?

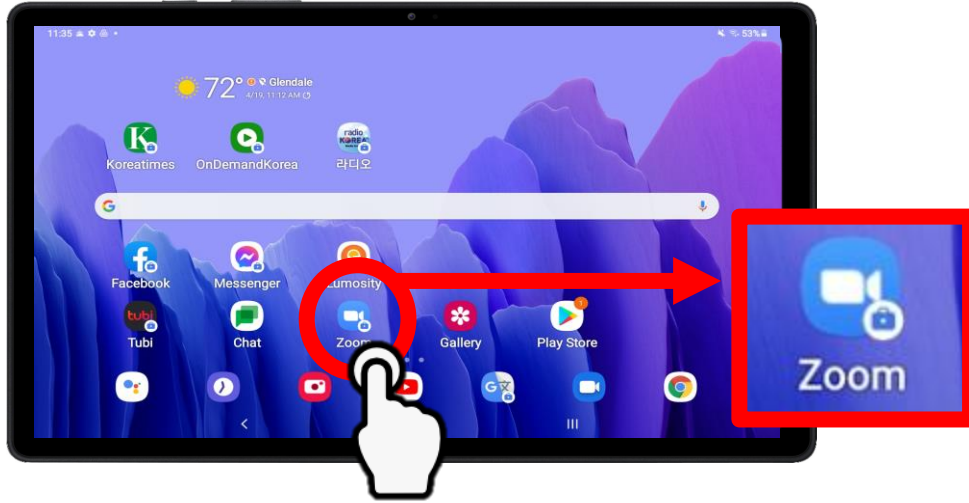
ZOOM is a free and popular video conferencing app where you can meet and talk with people from the comfort of your own home! Zoom is not just used for meetings, but also to view church sermons, to talk with friends and family, and to attend classes.

## WHY should I use it?

ZOOM is an excellent tool to stay connected with your friends and family that live far away. ZOOM is also a great way to attend lifelong learning workshops and to view your church sermons from home.

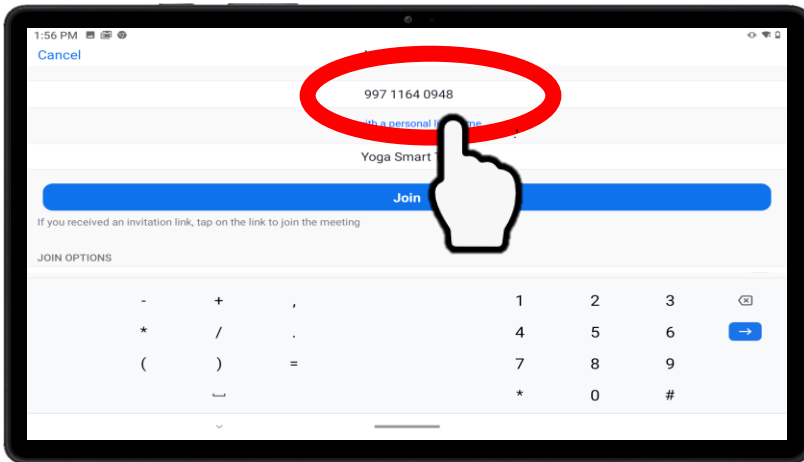


1.



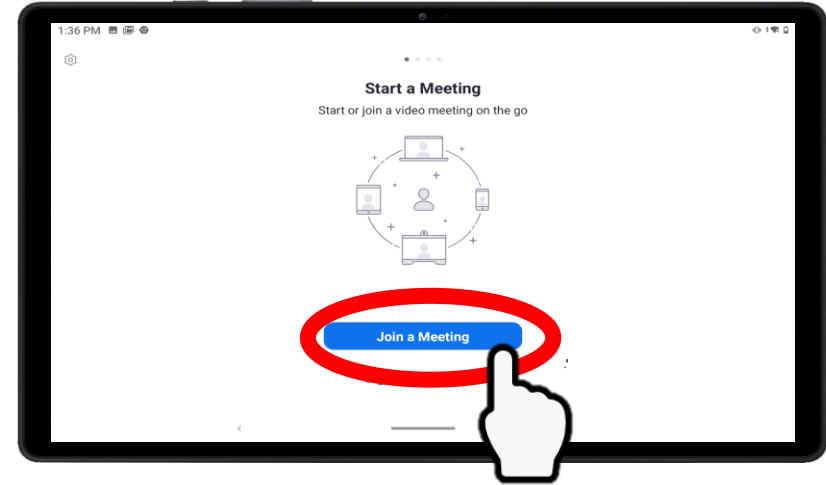
Tap on the **Zoom app**

3.



Enter in the 11-digit **Zoom Meeting ID** and tap “Join”

2.



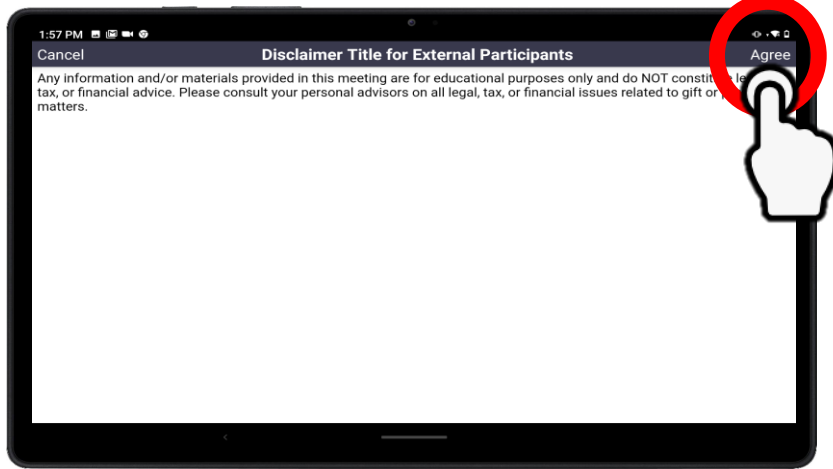
Tap “Join Meeting”

4.



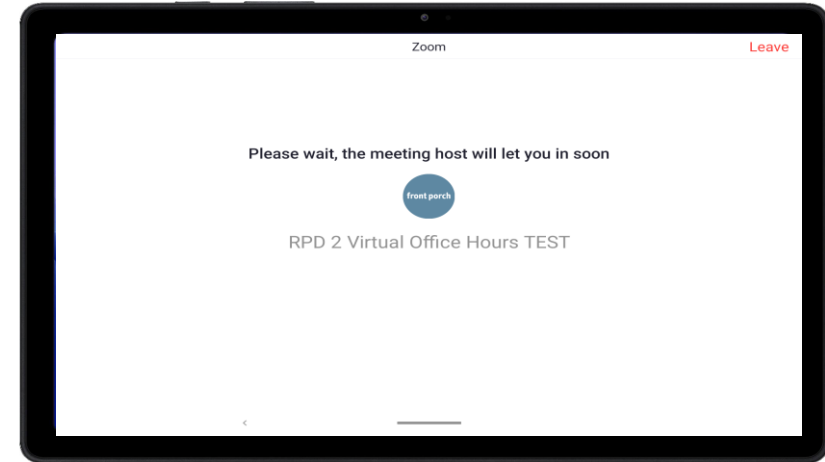
**Wait** for the meeting to start

5.



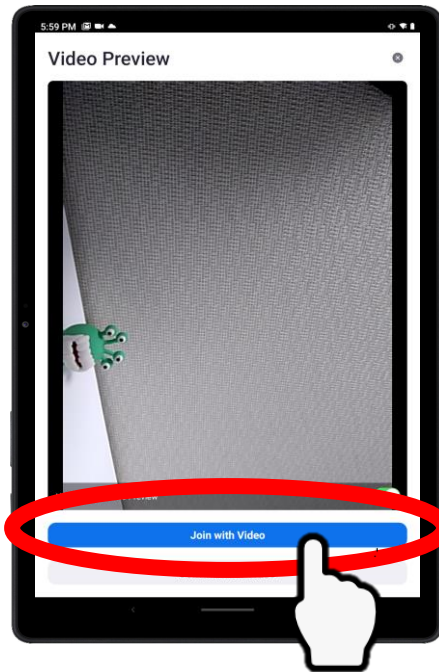
Tap “Agree” on the top right

6.



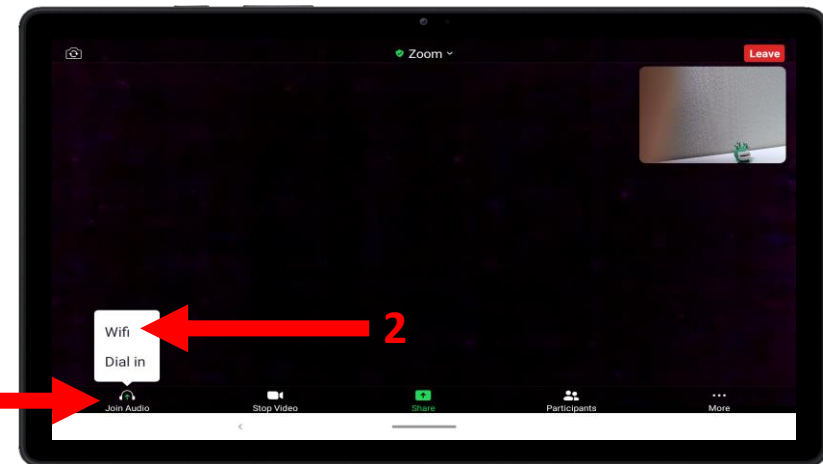
Wait for host to let you into the meeting

7.



You will see a preview of your video. Tap the blue button “Join with Video” when you’re ready to join the meeting

8.



Once you’re in the meeting, tap “Join Audio” and then tap “Wifi”





Microphone ON  
Video ON



Microphone OFF  
Video OFF



Mute or  
unmute  
yourself

Turn video  
on/off

Attendee list

More settings

# Zoom Meeting Invitation Example

Accepted on 11/30/2021 7:01 PM.

Organizer Davis Park

Subject FPCIW interview w/Joana

Location <https://zoom.us/j/94305215438>

Start time Thu 12/2/2021 4:00 PM ☐ All day event

End time Thu 12/2/2021 4:50 PM

Center For Innovation & Wellbeing is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://zoom.us/j/94305215438>

Meeting ID: 943 0521 5438

One tap mobile  
+12133388477,,94305215438# US (Los Angeles)  
+12063379723,,94305215438# US (Seattle)

Dial by your location  
+1 213 338 8477 US (Los Angeles) |  
+1 206 337 9723 US (Seattle)  
+1 253 215 8782 US (Tacoma)

Meeting ID: 943 0521 5438  
Find your local number: <https://zoom.us/u/acCs4ZuSpC>

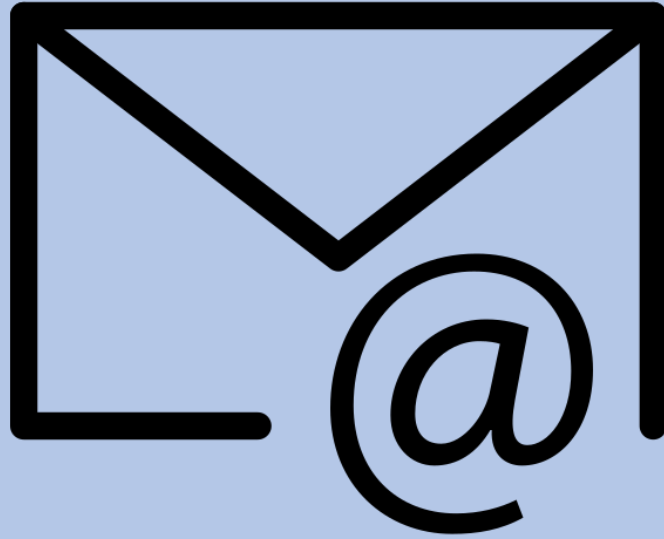
Meeting Organizer

Meeting Topic

**Meeting Link:**  
Click this link  
to join the  
Zoom meeting

**Meeting ID:**  
Enter in the  
11-digit  
Meeting ID  
(see step 3)

**Join by phone:**  
If joining by  
phone, enter in  
one of these  
phone numbers



# CHAPTER 6

Email

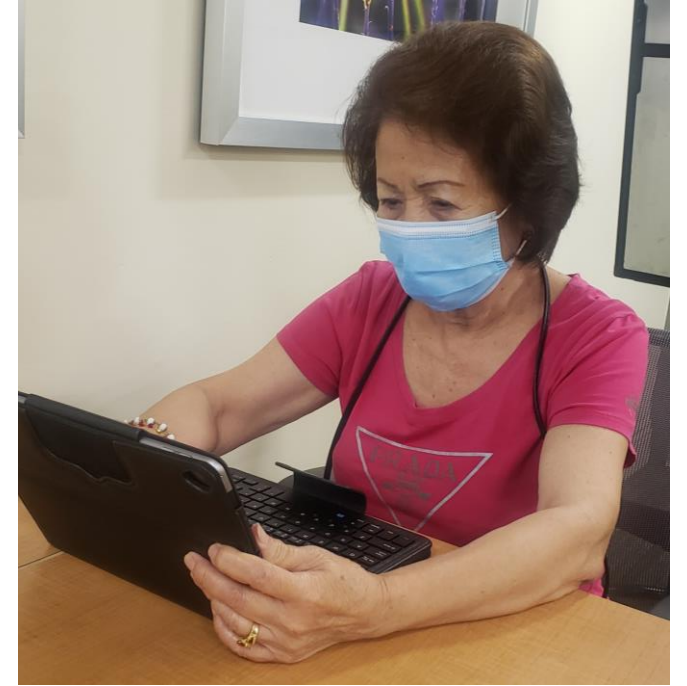
# Email

## WHAT is email?

Email, aka ELECTRONIC MAIL, is a digital message sent from one device (a tablet, phone, or computer) to another device.

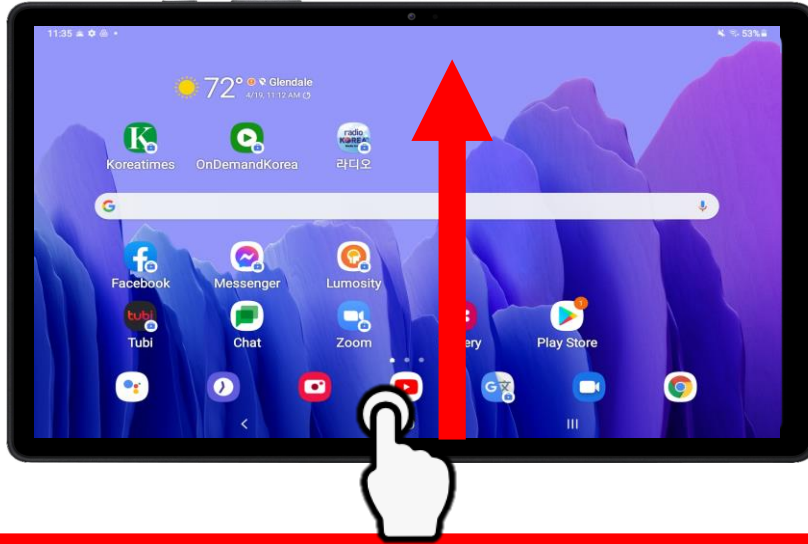
## Gmail? Hotmail? Yahoo? iCloud? What's the Difference?

These are different email company providers. Think of these companies like your phone provider (T-mobile, AT&T, Verizon). You have a phone plan with one of these providers, but you're still able to call people who don't the same phone provider.



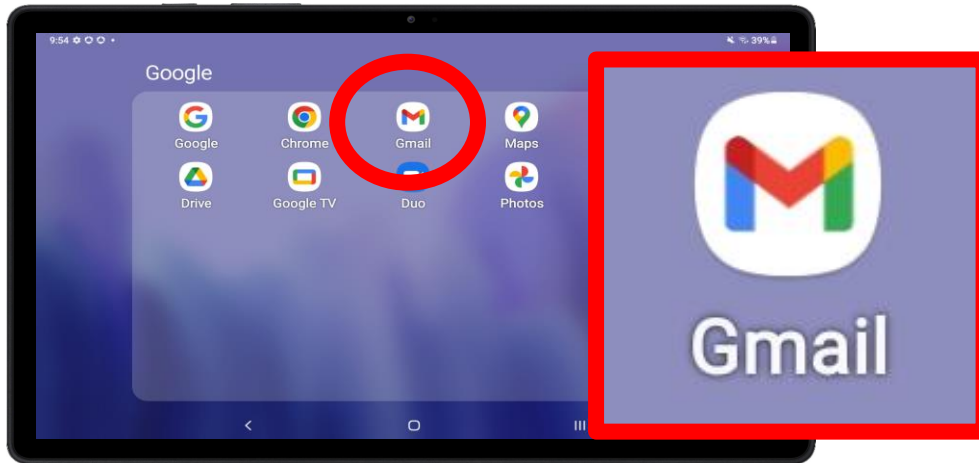
# Email

1.



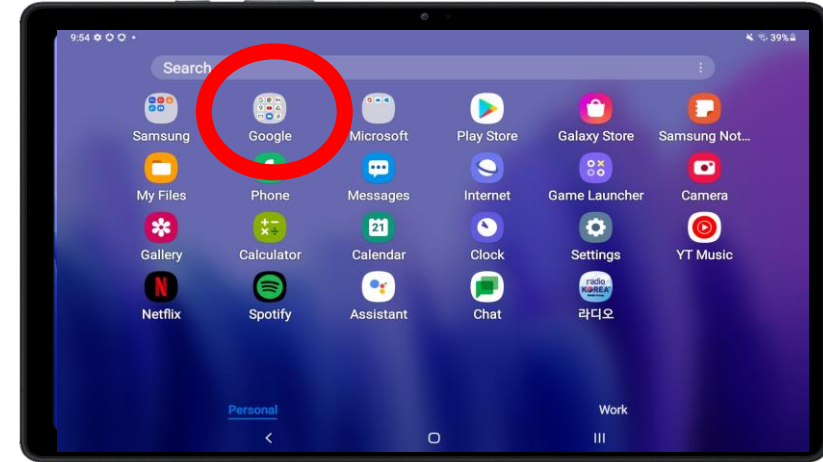
Swipe up from the bottom of your home screen

3.



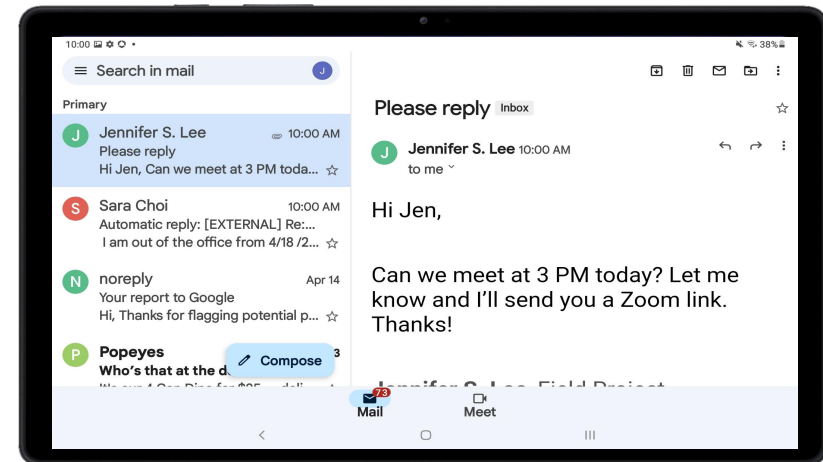
Tap the "Gmail" icon

2.



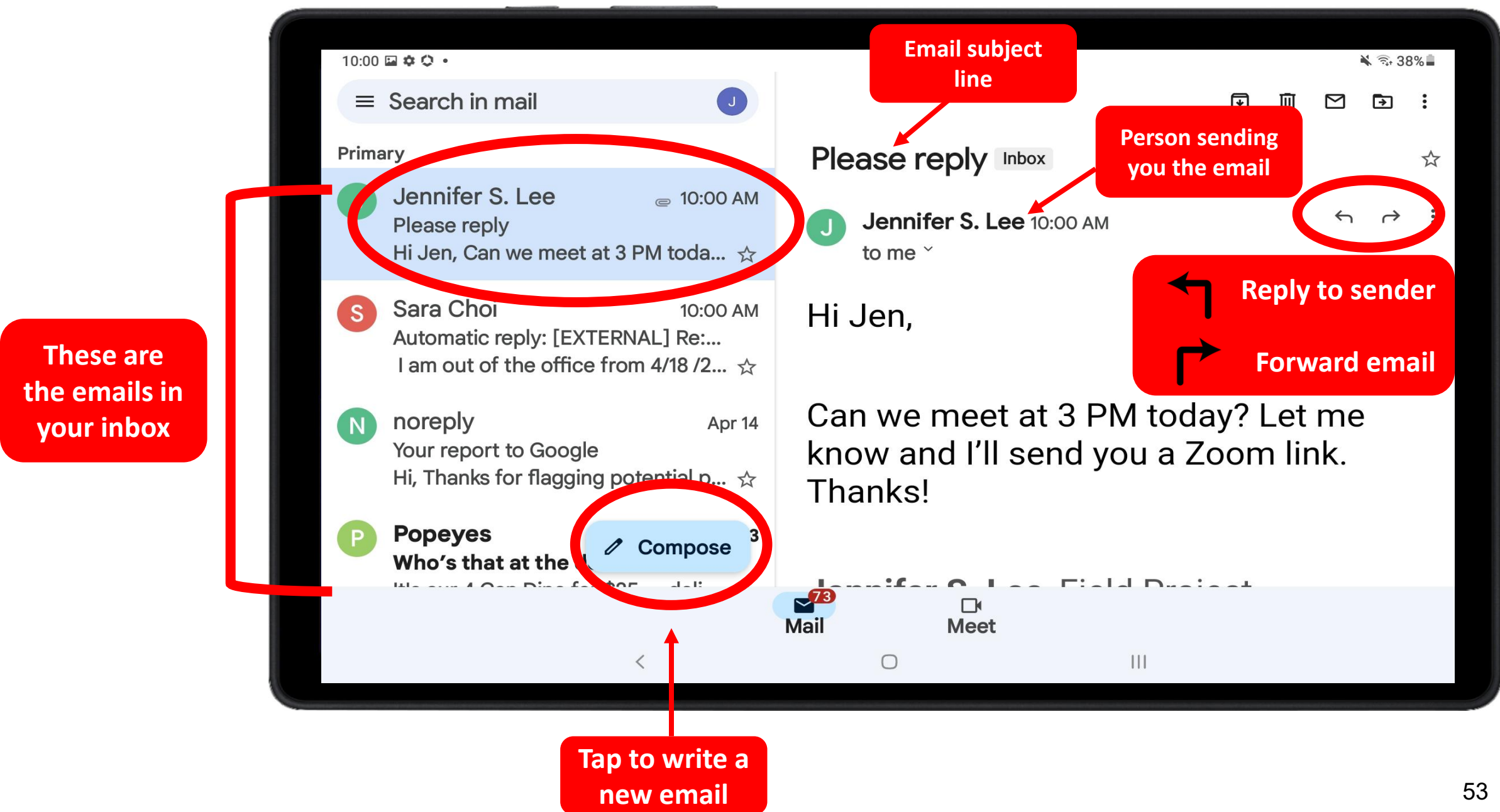
Tap the "Google" app folder

4.



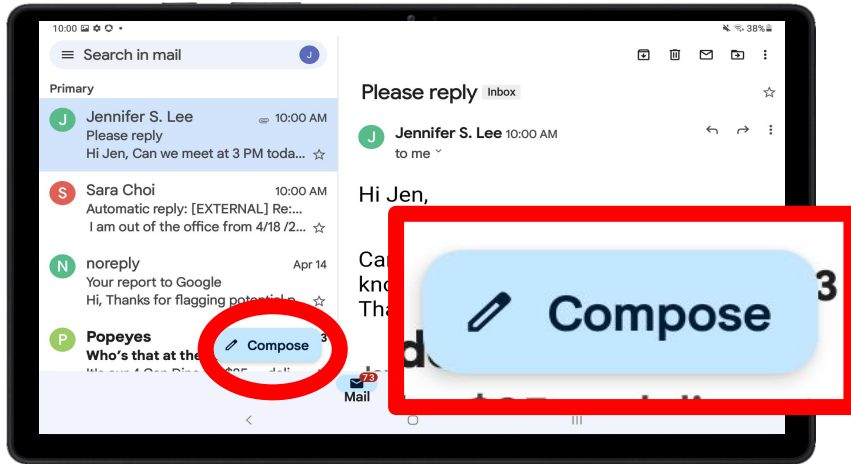
This is your INBOX





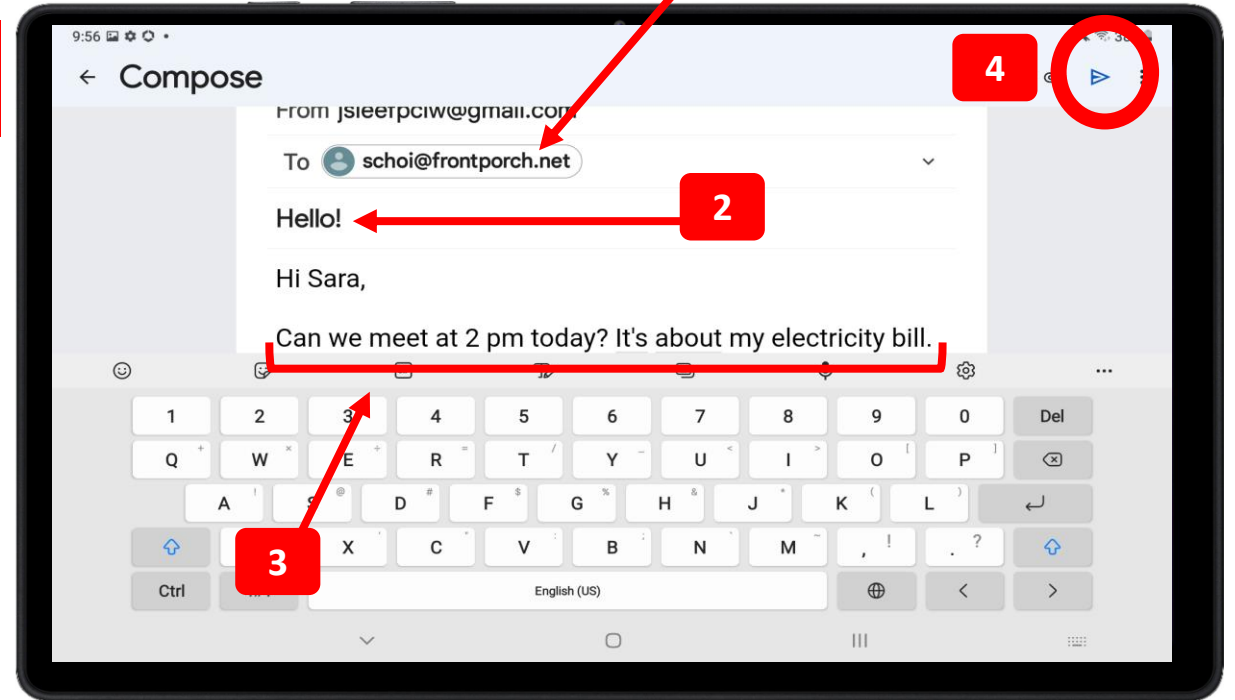
# Send a New Email

1.

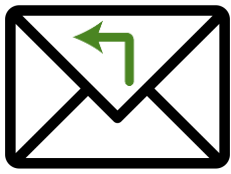


Tap on the blue “Compose” icon

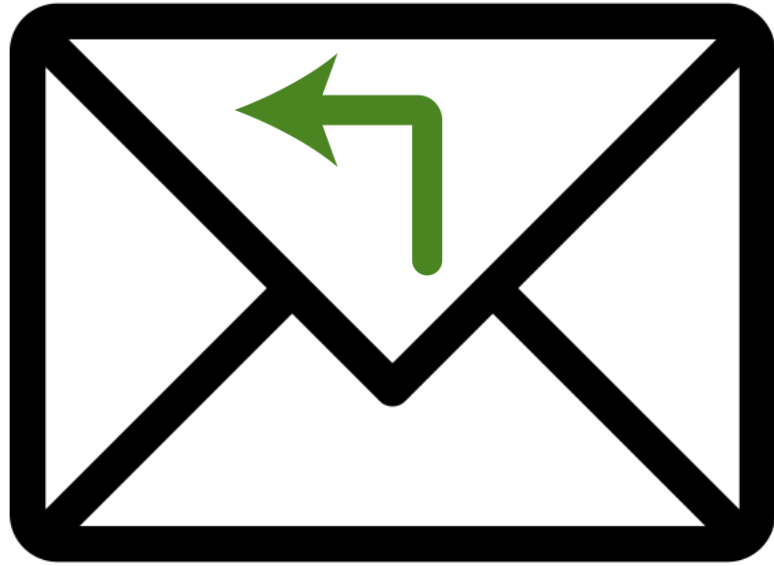
2.



1. Person you are sending the email to
2. Email subject line – type in what the email is about
3. Email contents – this is the message you are sending
4. ➤ SEND icon – tap icon when you’re ready to send



# Reply to an Email

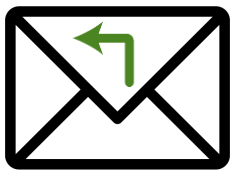


## What does it mean to “Reply to an email”?

When you “reply to an email”, you are responding to an email that you received.

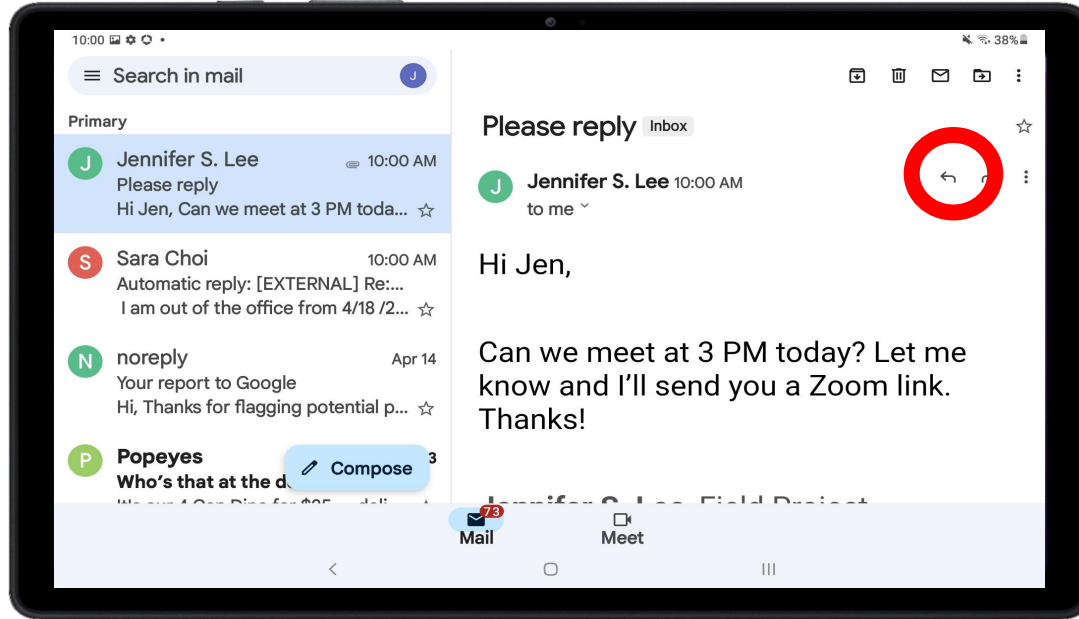
## When would I need to reply to an email?

If someone is asking you a question in an email, you would “Reply”. It’s similar to having a conversation over text – a friend will send you a message and you will send them a response.



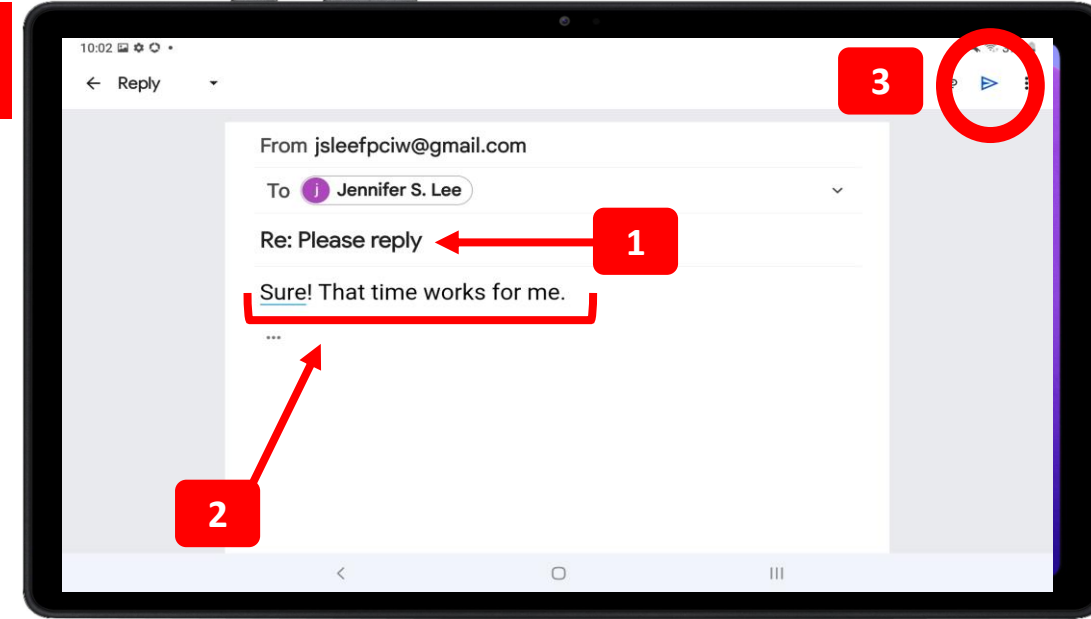
# Reply to an Email

1.

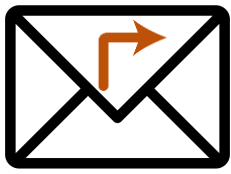


Tap on the “Reply” arrow ↩

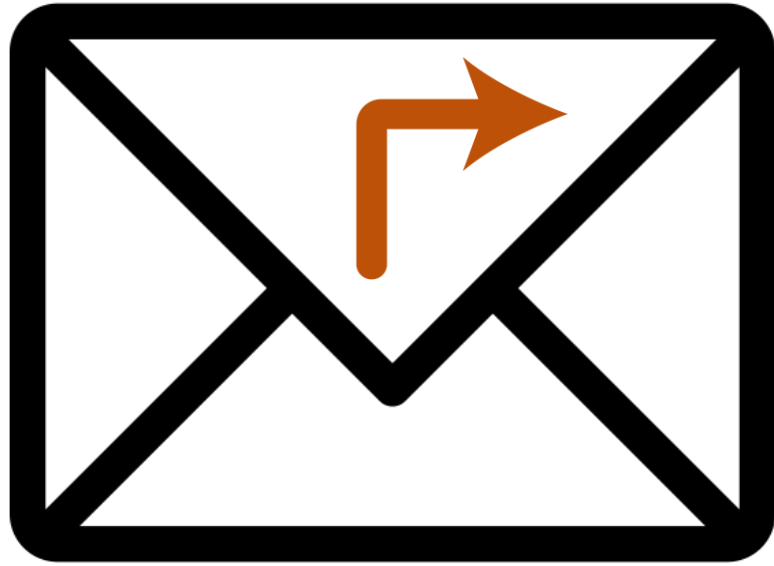
2.



1. The subject line will automatically populate  
Notice how it starts with “Re:”, signifying that you are REplying to the sender
2. This is your message
3. SEND icon – tap icon when you’re ready to send ➡



# Forward an Email



## What does it mean to “Forward an email”?

When you “forward an email”, you are sending an email that you have received to someone else.

## When would I need to forward an email?

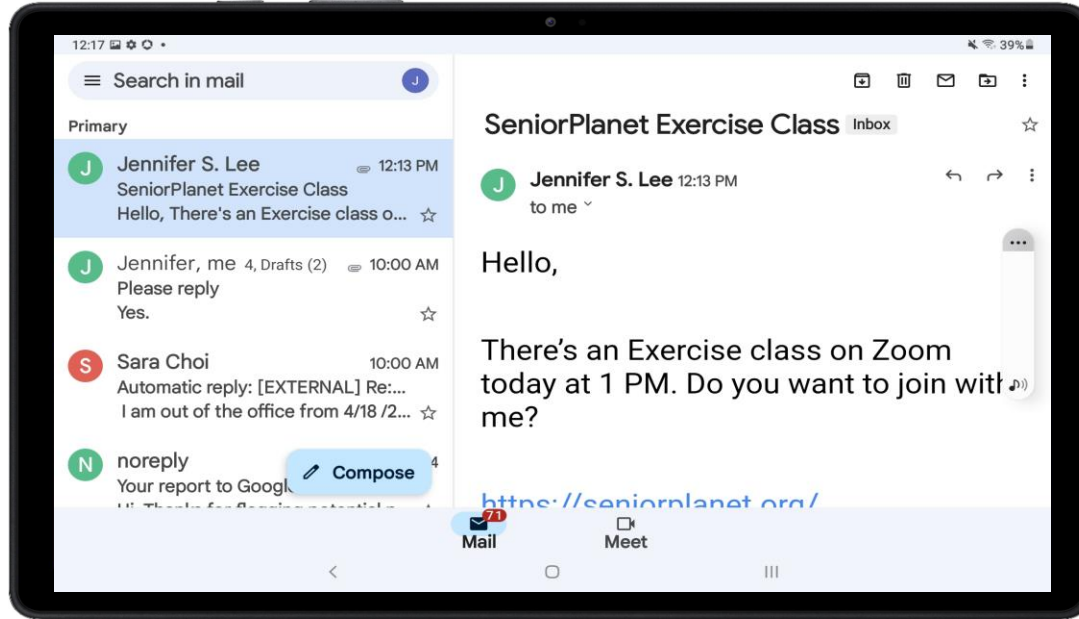
Let’s say you have received an email invitation to join an exercise class on Zoom. The email contains the date, time, and Zoom Meeting ID. You plan on attending the exercise class, but you also want to invite your friend. You would **forward** your friend(s) the email invitation!





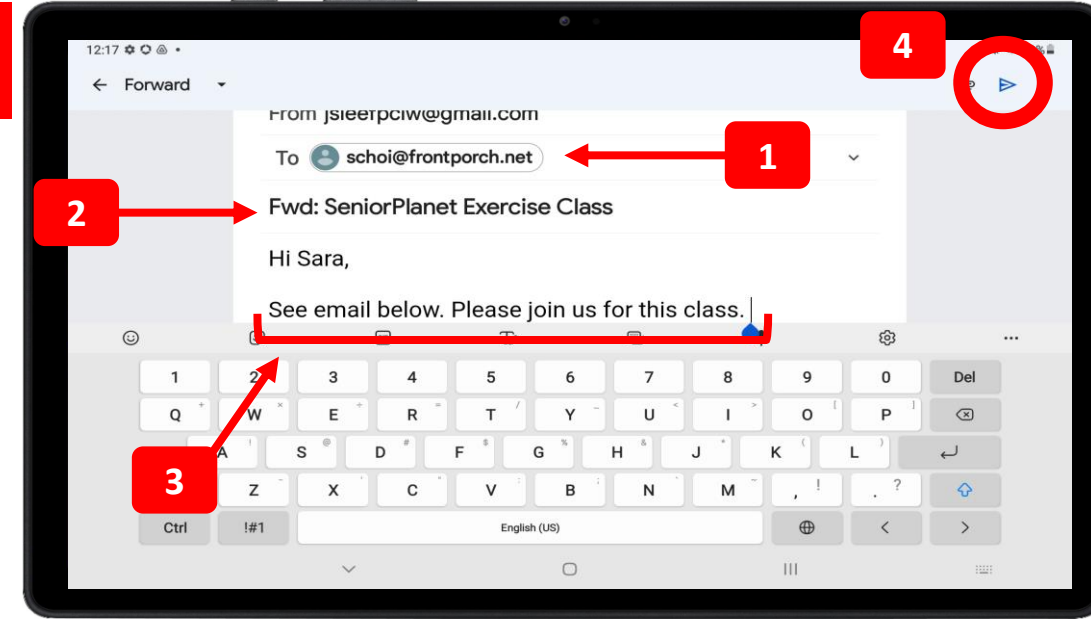
# Forward an Email

1.



Tap on the “Reply” arrow ↩

2.



1. The email of the person you want to forward the email to
2. The subject line will automatically populate. Notice how it starts with “FWD:” signifying that you are FORWARDING the email to someone else
3. You can add a message explaining the email that you are forwarding
4. ➤ SEND icon – tap icon when you’re ready to send



# CHAPTER 7

## News & Entertainment

# Agenda



- Korea Times: Digital Korean newspaper. Stay in the loop with the latest news from Korea and around the world.



- OnDemand Korea: Your source for Korean movies and TV shows.



- Radio Korea: Listen to live radio broadcasted from Korea.



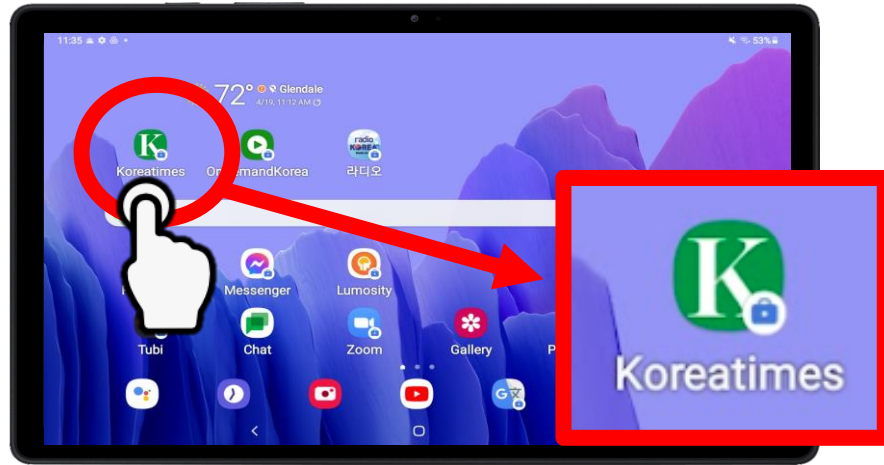
- Tubi: Free TV shows in movies in English, Korean, Chinese, and Spanish



- Luminosity: Fun games that may improve your memory!

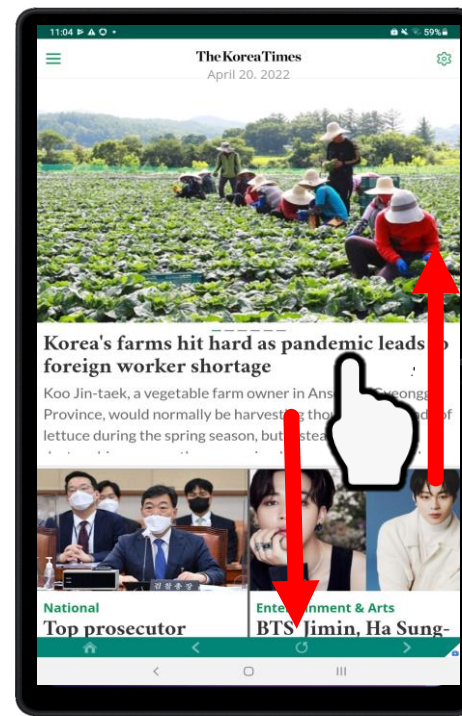
# K Korea Times

1.



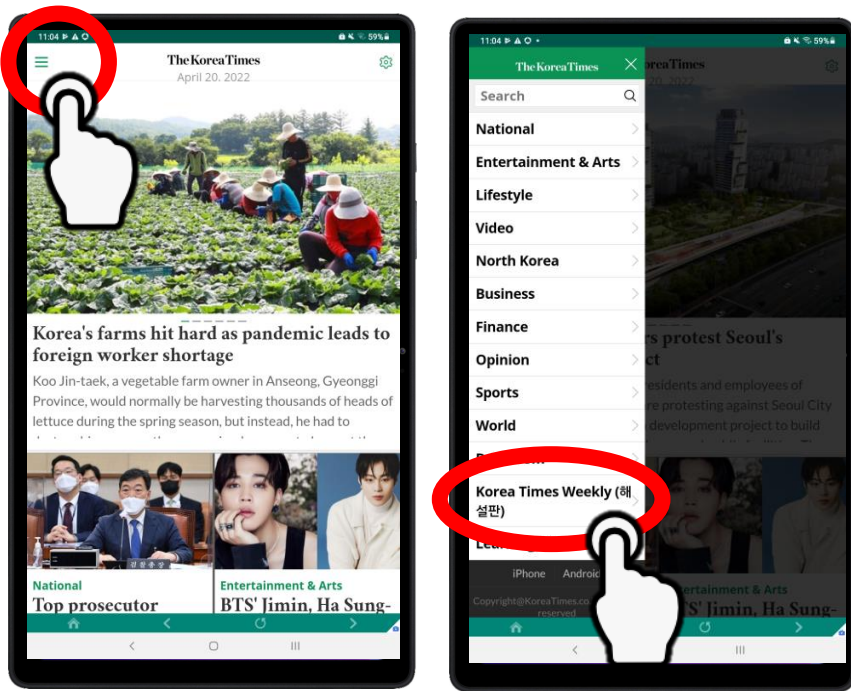
Tap the "KoreaTimes" app

2.



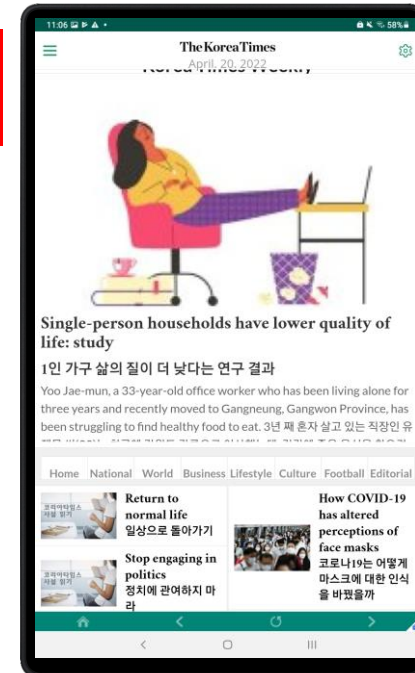
Your tablet will automatically switch to vertical mode. Scroll down to view more stories

3.



Tap the menu bar  at the top left corner to view news sections. Select "Korea Times Weekly"

4.

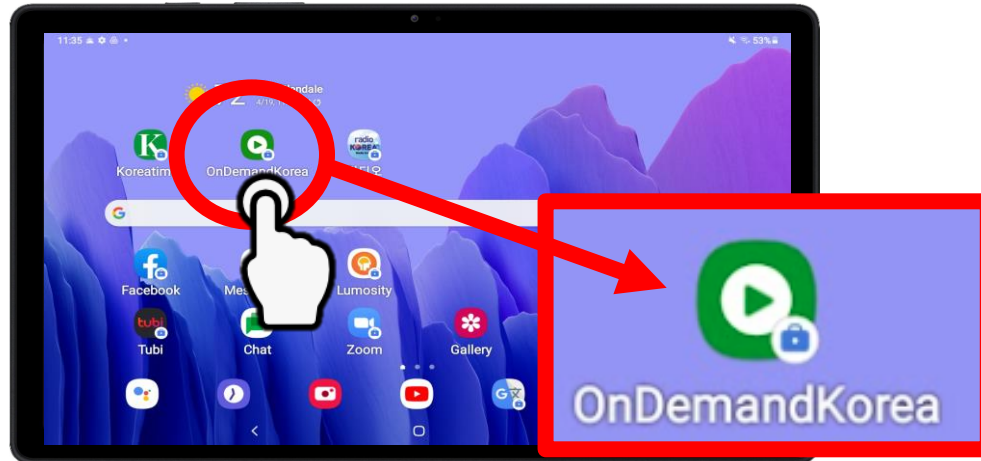


View popular Korean articles with English and Korean text



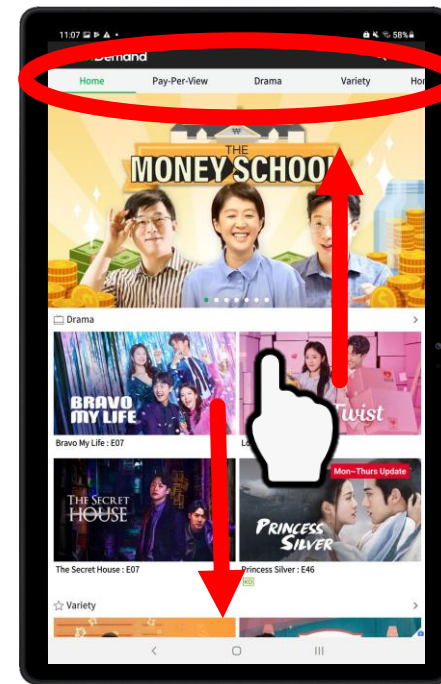
# OnDemand Korea

1.

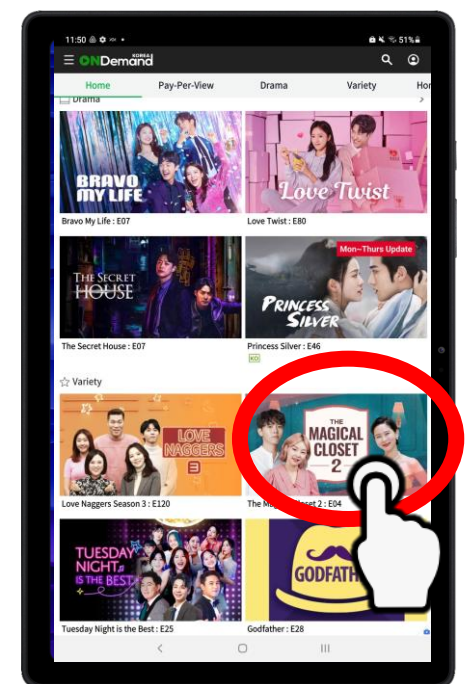


Tap the "OnDemand Korea" app

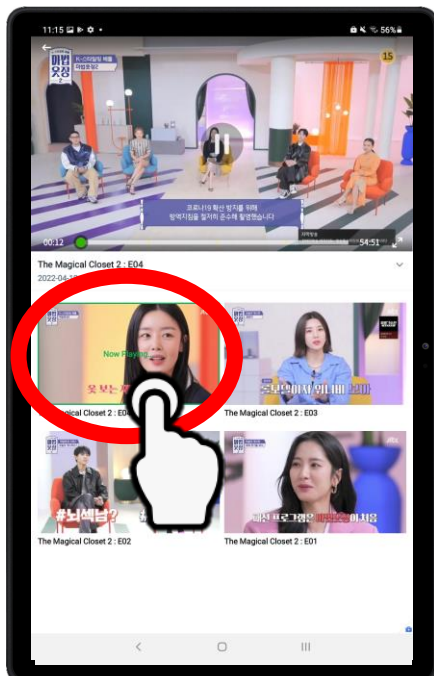
2.



Use your tablet vertically to search for a show. The top bar shows different genres. Click on a show to watch



3.



Go back to find another show

Pause/play



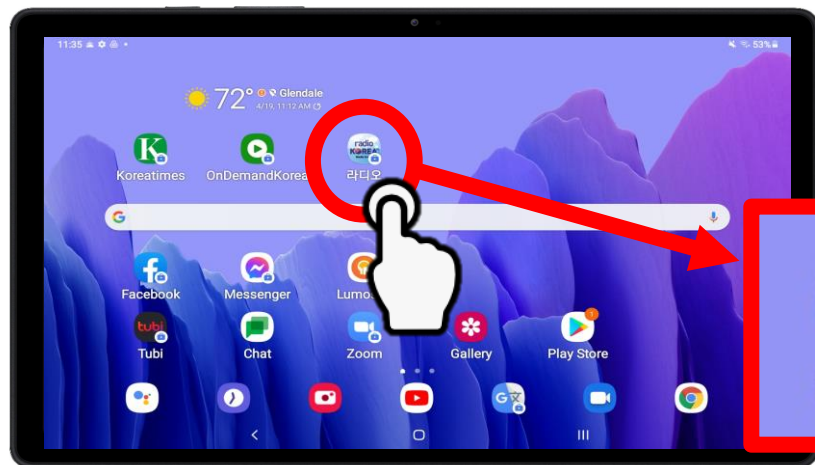
Make screen smaller

You will see the different episodes available to watch. Click on an episode to play. Now, your tablet will automatically change to horizontal mode.



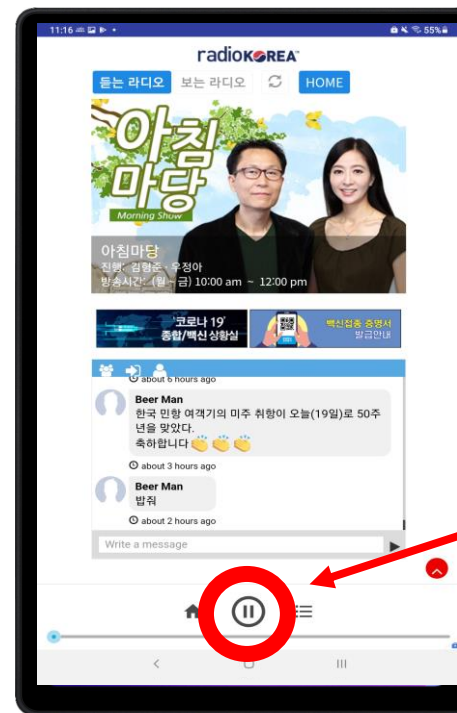
# Radio Korea

1.



Tap the “Radio Korea” app

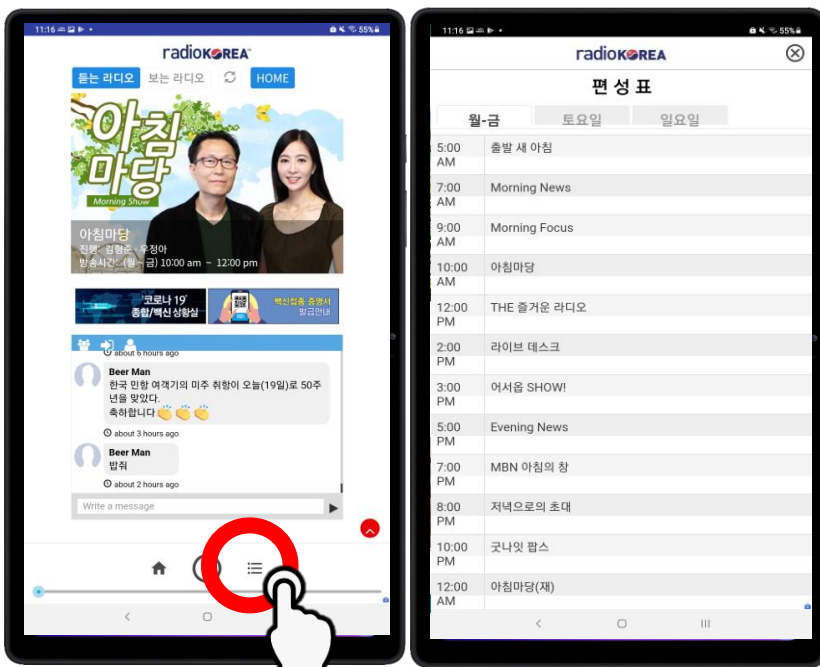
2.




Your tablet will automatically switch to vertical mode

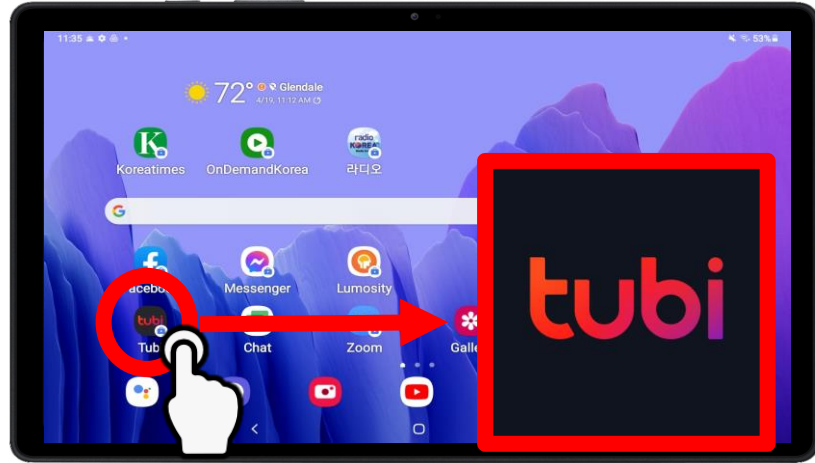
Pause/play

3.



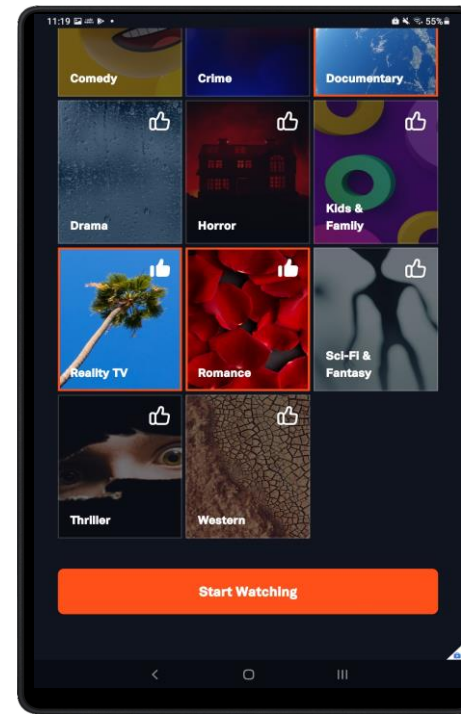
Tap the menu bar  on the bottom to see the radio schedule

1.



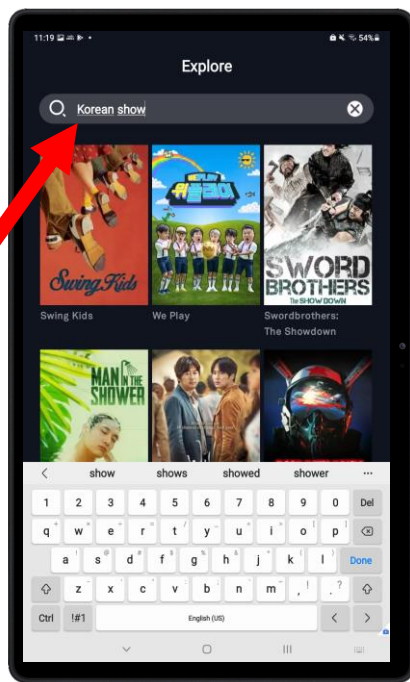
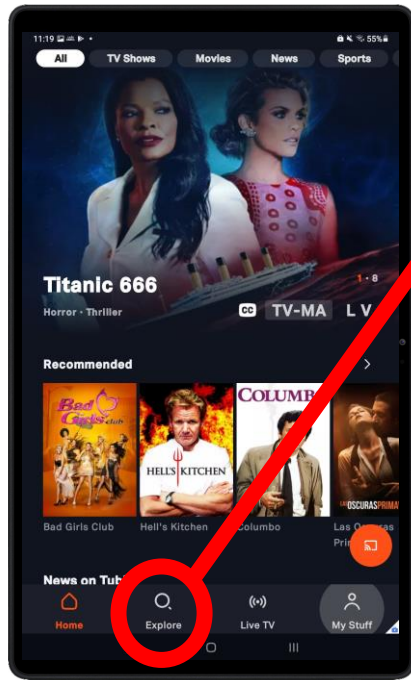
Tap the "Tubi" app

2.



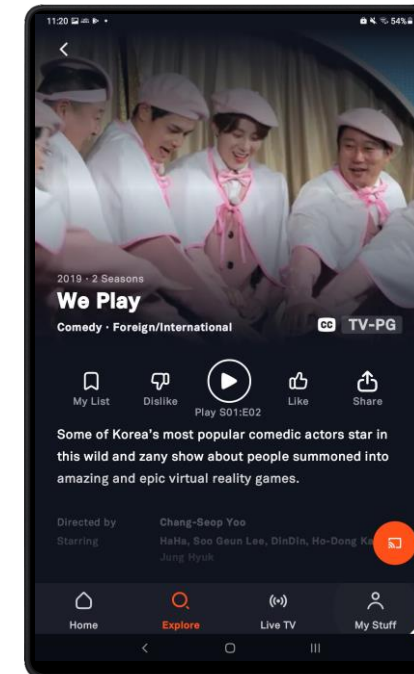
Your tablet will automatically switch to vertical mode. Select your favorite type of TV and movies to watch

3.



Scroll down to view more shows and movies. Click "Explore" on bottom to search for something specific

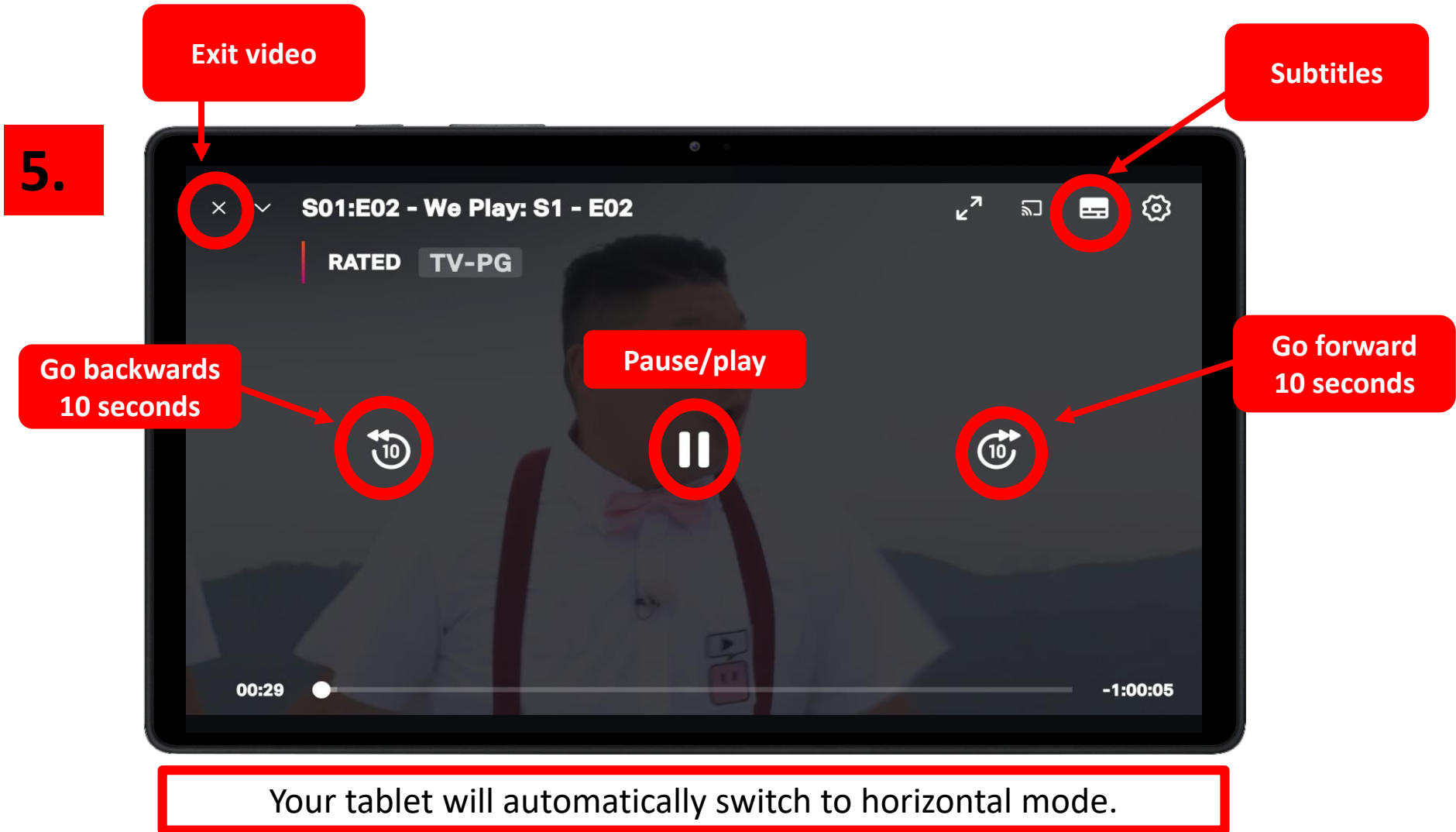
4.



When you select a show or movie, you will see a description page. Click "Play" icon to start watching



# Tubi





# CHAPTER 8

## CYBERSECURITY

# Helpful Tips on Preventing Fraud

- Never put confidential information in an email or text message. The message may not be secure.
- Never disclose any sensitive personal information on social media or in public forums.
- Never give information like a bank account number or password in response to a phone call, email or other online request.
- Create long and difficult passwords (at least 12 characters) using letters, numbers, symbols, and upper- and lower-case variations.
- Avoid using personal information (name, age, SSN, address) in your username or password.
- If you find your computer is slow, unresponsive, or you are getting an unexpected error message, please contact a family, friend or your community representative because your device maybe infected with a virus.

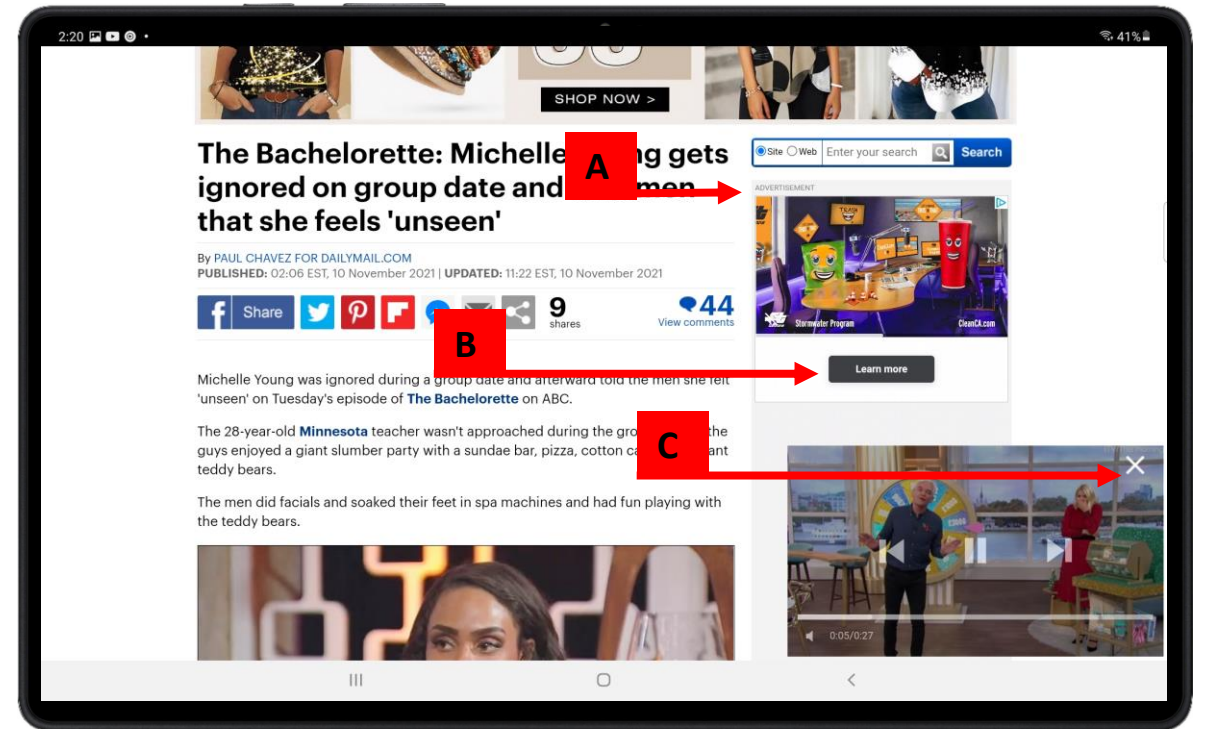
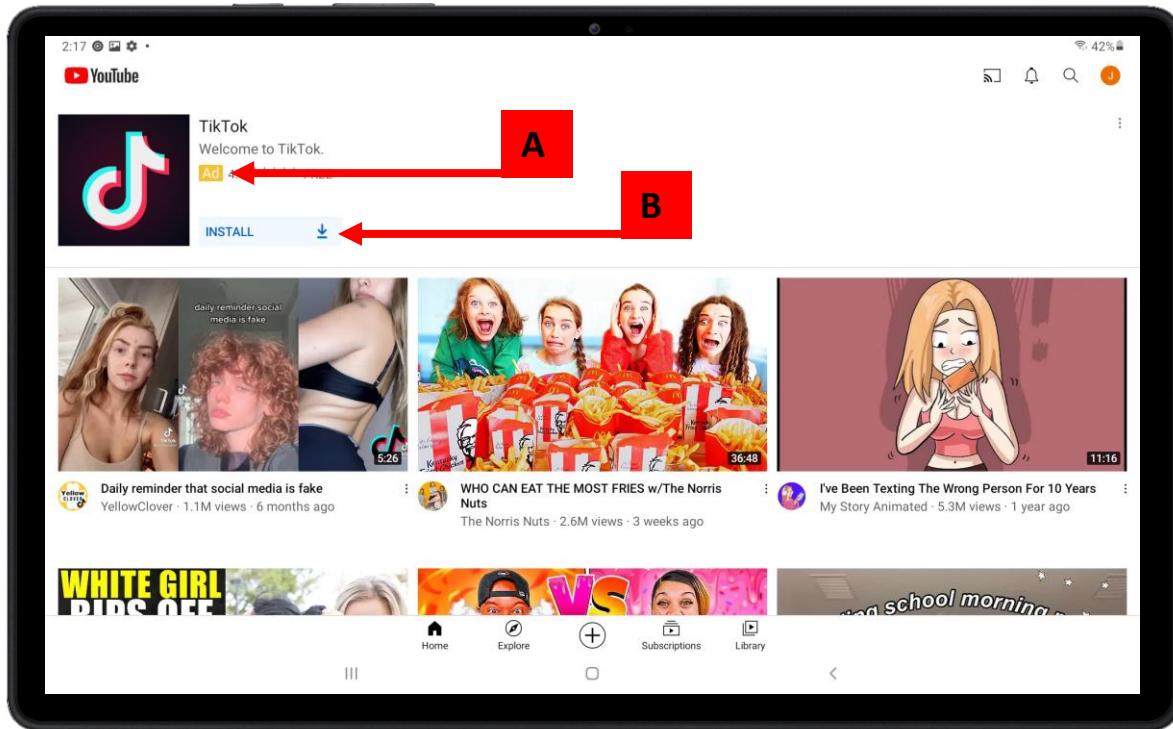
## DO YOU NEED ADDITIONAL SUPPORT? TRY THESE FOUR STEPS:

1. Review your Tablet Handbook, it may answer your question.
2. Ask your neighbor, friend, or family member for help on Google Chat!
3. Attend an in-person training session at your community.
4. Ask your Social Service Coordinator for help.





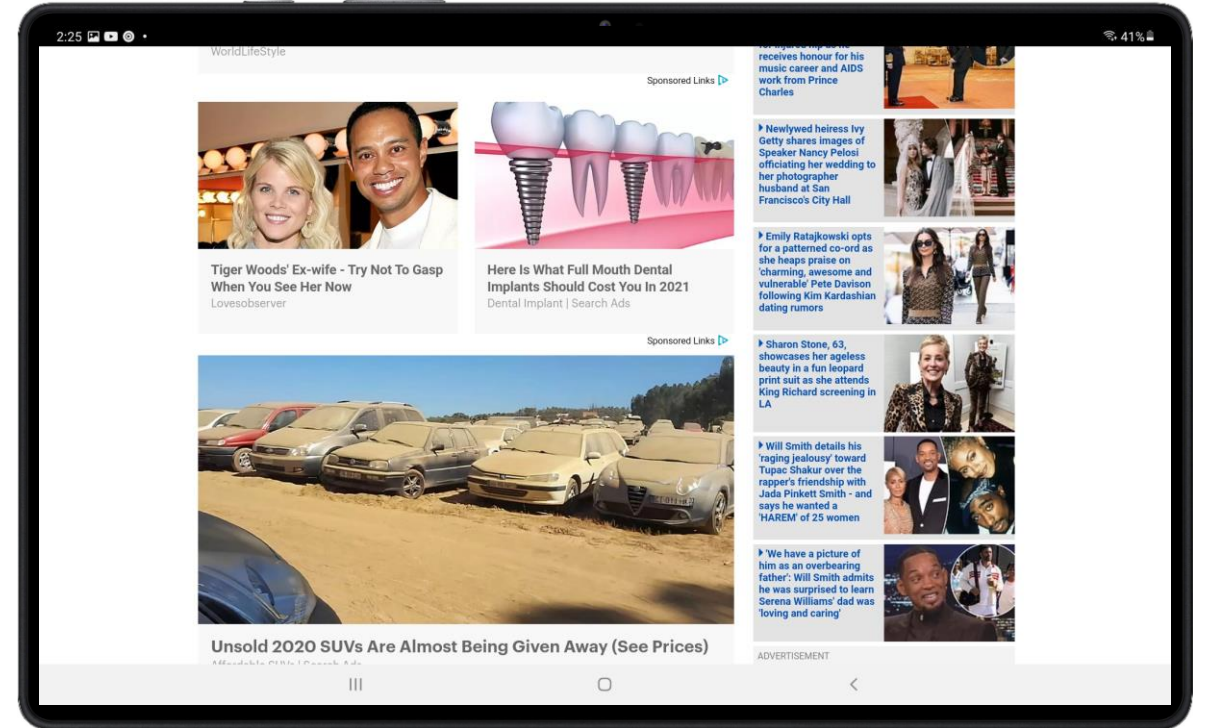
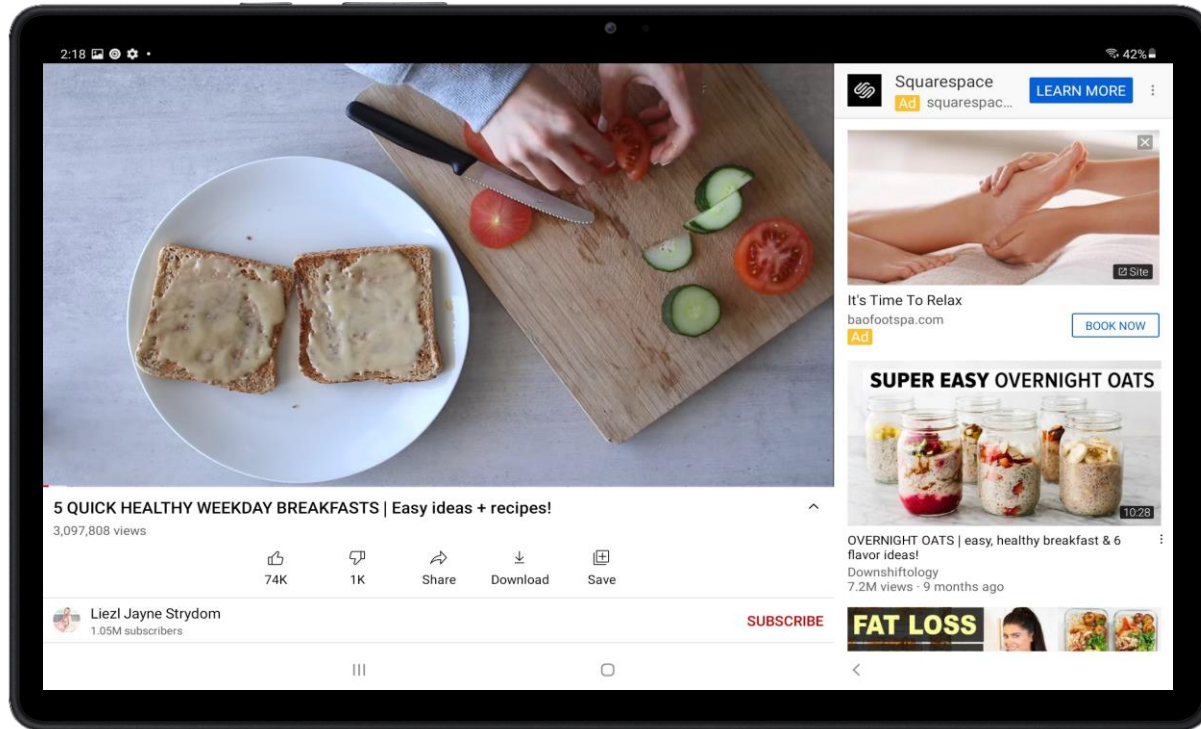
# Advertisements to Avoid



## HOW TO SPOT AN ADVERTISEMENT

- A. Advertisements MUST state that they are an advertisement
- B. Advertisements will typically prompt you to click a button to install or download a program
- C. Advertisements may randomly pop up as videos or windows – you should see an “X” to close the window on the top right hand corner of the pop up.
  - Keep an eye out for the “Ad” symbol and look carefully before you click!
  - If you do accidentally click an advertisement, close out of the program or look for the “X” to exit the advertisement

# CyberSecurity Exercise



## HOW TO SPOT AN ADVERTISEMENT

- Can you spot the advertisements?
  - How do you know they are advertisements?

# Having trouble with your tablet?

## Quick Tips

If **Touch Screen** does not work, try restarting your tablet.

If **your device does not turn on**, please charge your tablet for at least 30 minutes. After 30 minutes, hold power button for 5 seconds or until device turns on.



## Your Personal Support System

**First Step:** Go to your User Guide for easy tips on fixing your tablet

**Second Step:** Ask one of your pod members for help

**Third Step:** Ask a friend or family member outside of the community for help

**Fourth Step:** Visit the Tech Help Desk Hours (see below)

## Tech Help Desk Hours

Every Tuesday  
and Wednesday  
2:30 - 3:30 PM



## Vista Tower

3000 Leeward Ave  
Los Angeles, CA 90005

FRIENDLY REMINDER:  
ENJOY THIS BEAUTIFUL DAY!

