

Operate Hardware and Personalise Software Settings (Android)

Scan the QR code below
to learn more about Set up and
Use Smart Devices competency:



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Introduction

The Digital Skills for Life (DSL) guide is a collection of booklets that is designed to help you learn essential digital skills for daily living. It offers step-by-step instructions and quick tips that empowers you to navigate the digital landscape confidently and safely.

It is designed for anyone who wants to pick up essential digital skills for daily living.

The DSL skills are grouped into 5 competency areas as shown in the diagram.

Learning Outcomes:

This guidebook focuses on the 'Set up and Use Smart Devices' competency, where you will learn:

- Able to set up and personalise a mobile device.
- Able to secure mobile device and accounts.
- Able to practise self-care by managing screen time.



Be Safe, Smart & Kind Online

Safeguard against cyber threats; Protect personal information; Develop a positive online presence.



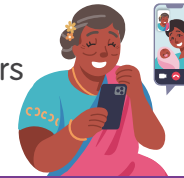
Explore Information Online

Search, view
and retrieve
information online.



Communicate Online

Connect
with others
online.



Transact Online

Carry out
online
transactions.



Set up & Use Smart Devices

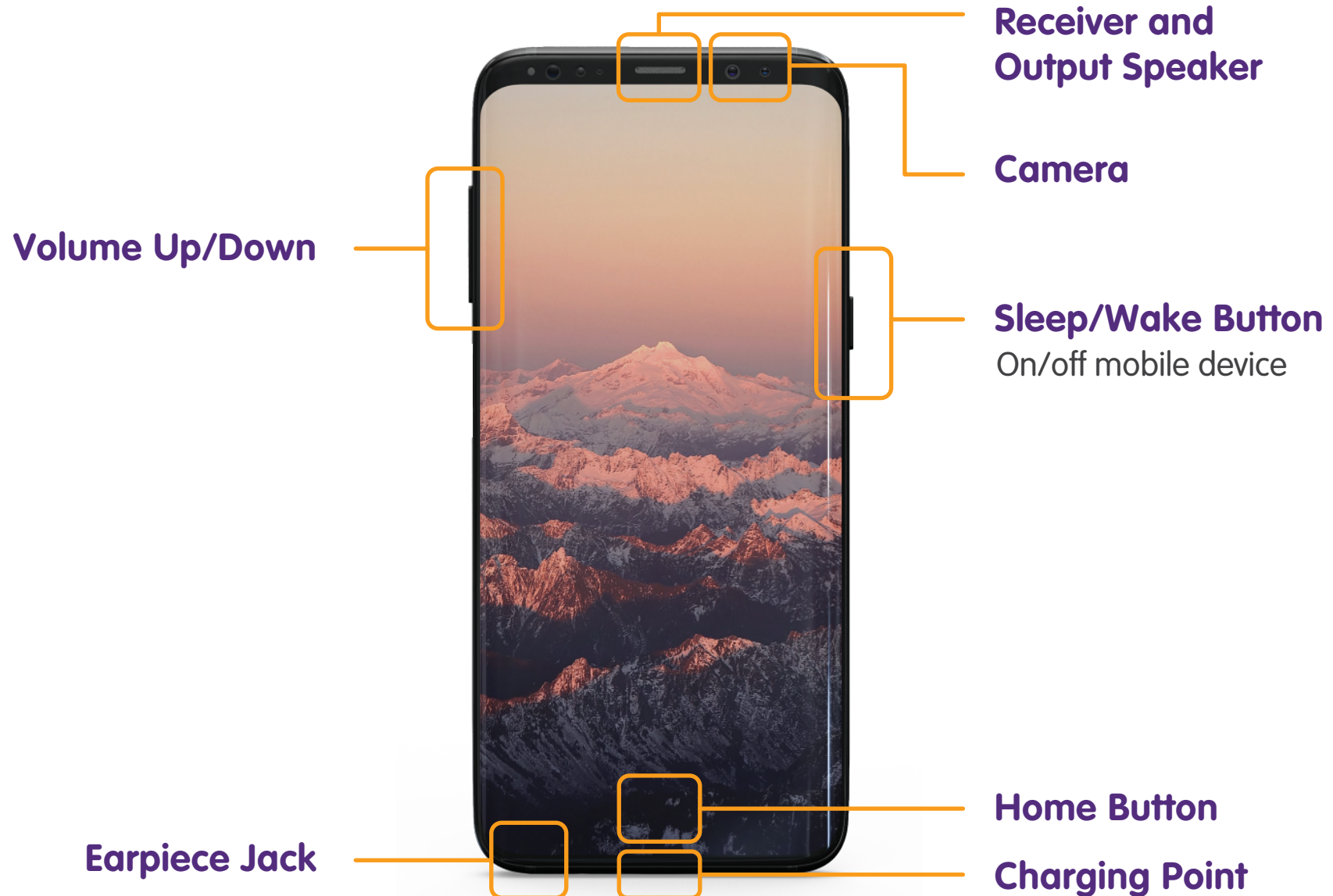
Set up and operate the basic hardware and software functions of your mobile device.



The guidebook is based on common software icons and mobile device settings. Please note that certain features may differ across different mobile devices and models.

Hardware Features Of Mobile Devices

This image is a broad guideline on where the buttons and switches are usually located. Please note this may differ across different mobile devices and models.



Secure and Lock Mobile Device

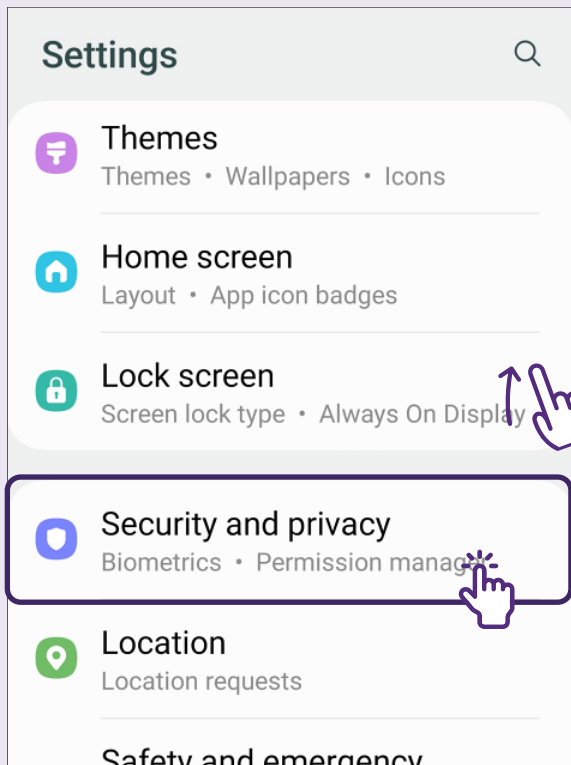
Set Pin

1 Select Settings

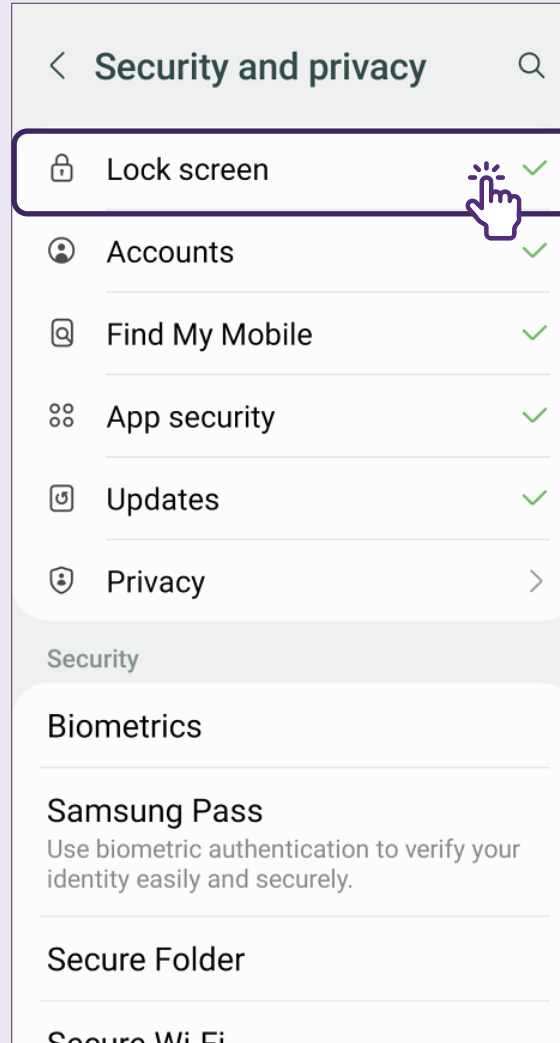


Find and tap the "Settings" icon.

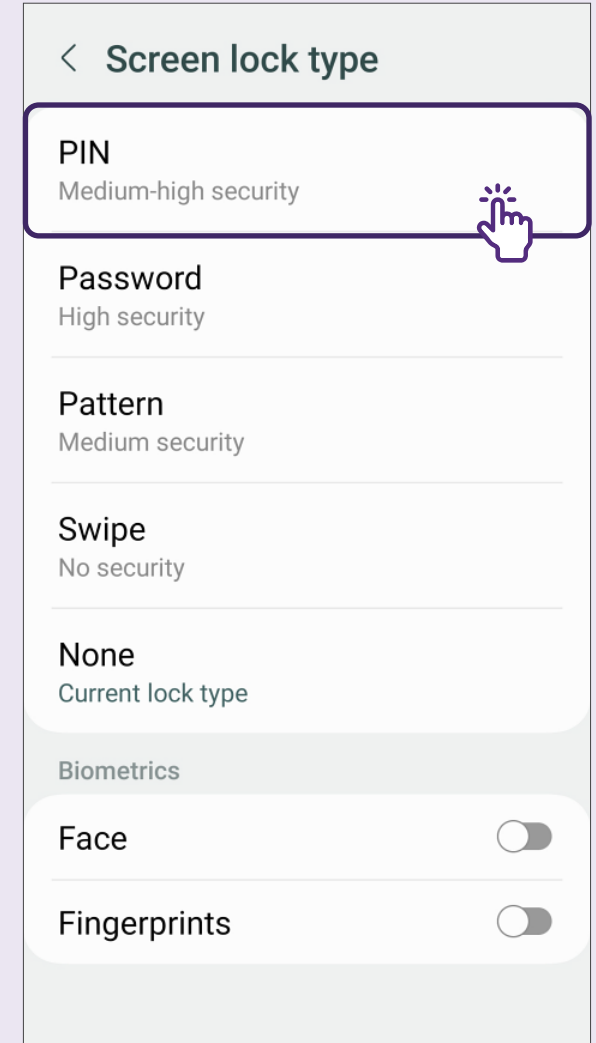
2 Select Security and privacy



3 Select Lock screen



4 Select PIN



5 Set PIN

Set PIN

Remember this PIN. If you forget it, you'll need to reset your phone and all data will be erased.

Tap Continue when finished.

....|

☐ Confirm PIN without tapping OK

Cancel Continue

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ

Create a pin that is complex but easy for you to remember.

Tips: Do not use something obvious like 1234 or your birth date **✗**.

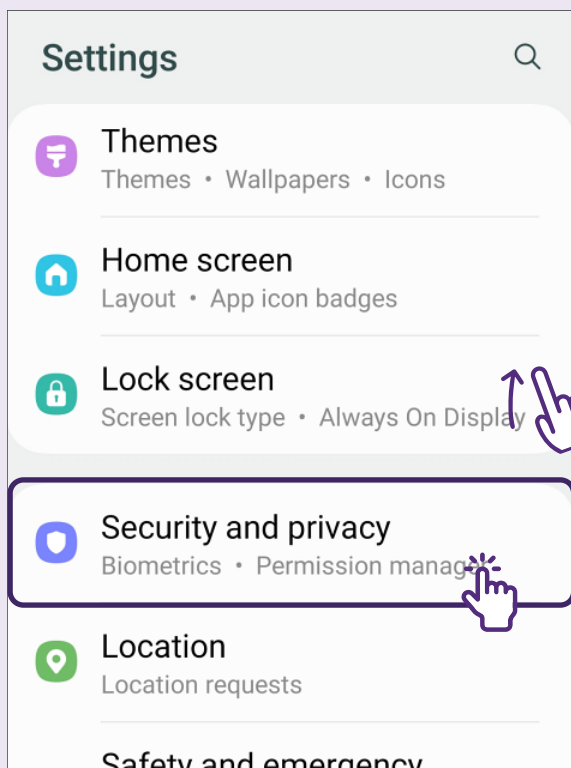
Set Pattern

1 Select Settings

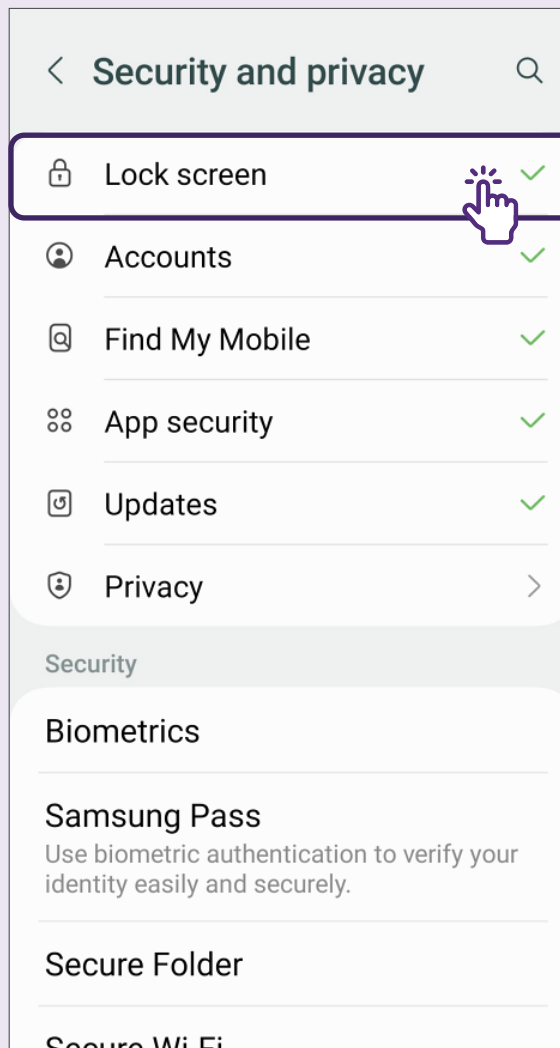


Find and tap the **"Settings"** icon.

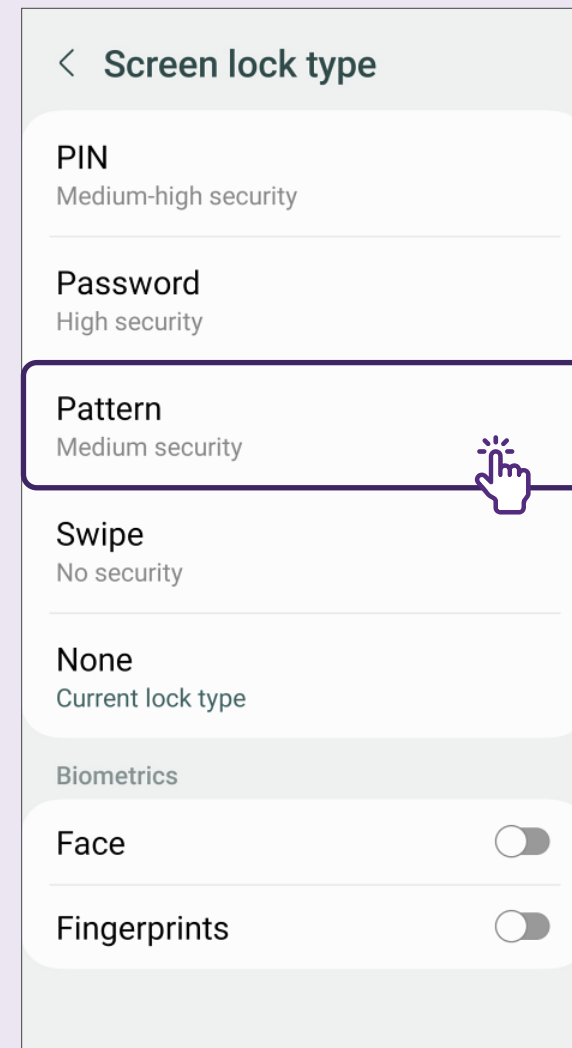
2 Select Security and privacy



3 Select Lock screen



4 Select Pattern

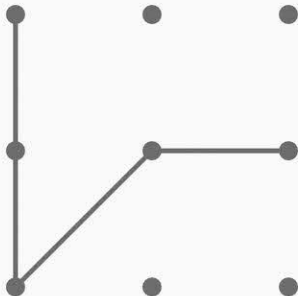


5 Set Pattern

SET PATTERN

Remember this Pattern. If you forget it, you'll need to reset your phone and all data will be erased.

Release finger when finished.



CANCEL

CONTINUE

Each dot can only be used once. To set a lock, it requires at least 4 dots.

Draw a pattern with your finger. Once you release, draw the same pattern again.

Tap **“Confirm”** after drawing the same pattern twice to confirm your pattern lock.

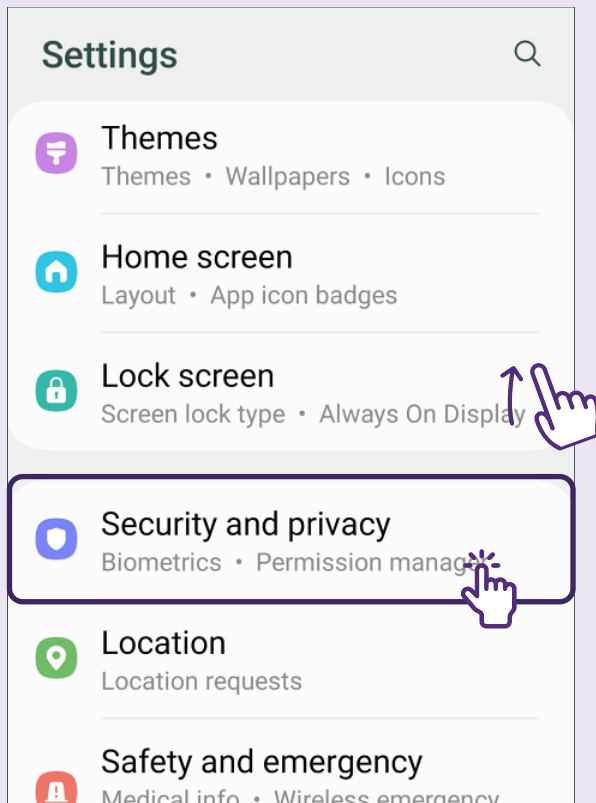
Set Facial Recognition

1 Select Settings

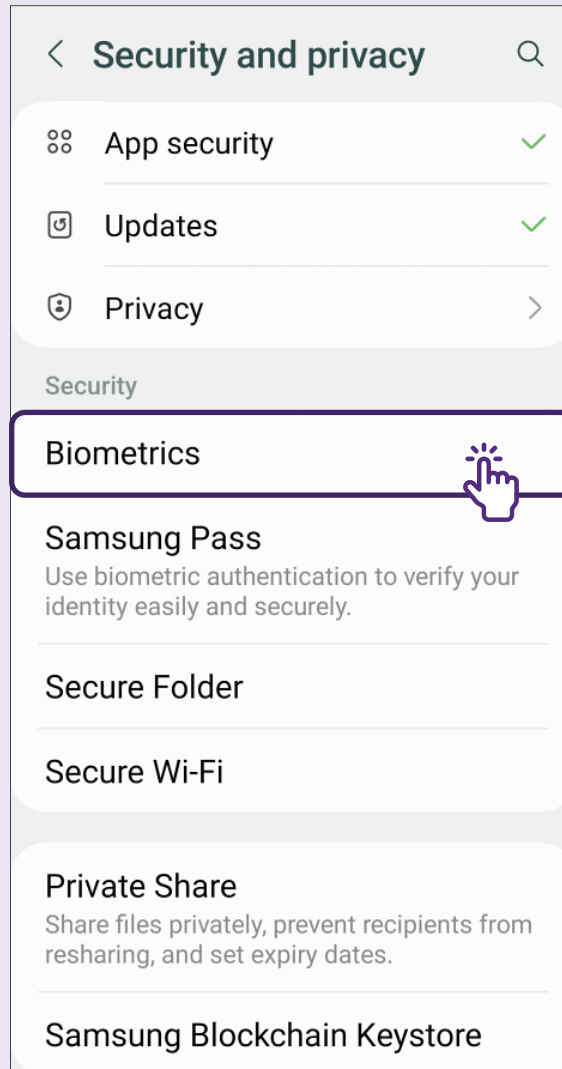


Find and tap the "Settings" icon.

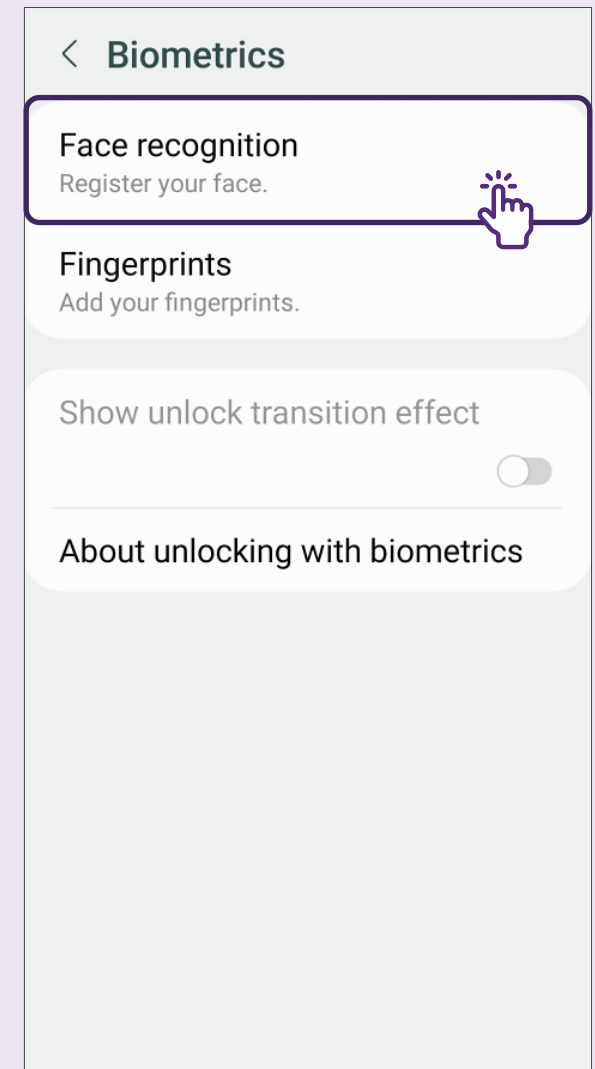
2 Select Security and privacy



3 Select Biometrics



4 Select Face recognition



5 Set Face recognition

A



Face recognition

A convenient way to unlock your phone and verify yourself in apps. Your face data is secured by Knox.

More about face recognition ▲

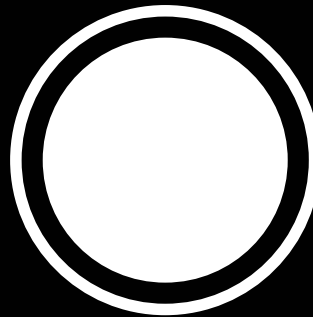
- Face recognition is less secure than other lock types because there is a possibility that someone who looks like you or who uses an image of your face could unlock your phone.
- Make sure your face is clearly visible during registration. Don't wear a mask, sunglasses, or a hat that covers your face.

Continue



Powered by
Knox

B



0%

Registering your face...

Hold the mobile device slightly away until you can see your entire face inside the circle.

Hold the position until the progress bar reaches 100%.

When you are done, adjust your desired settings.

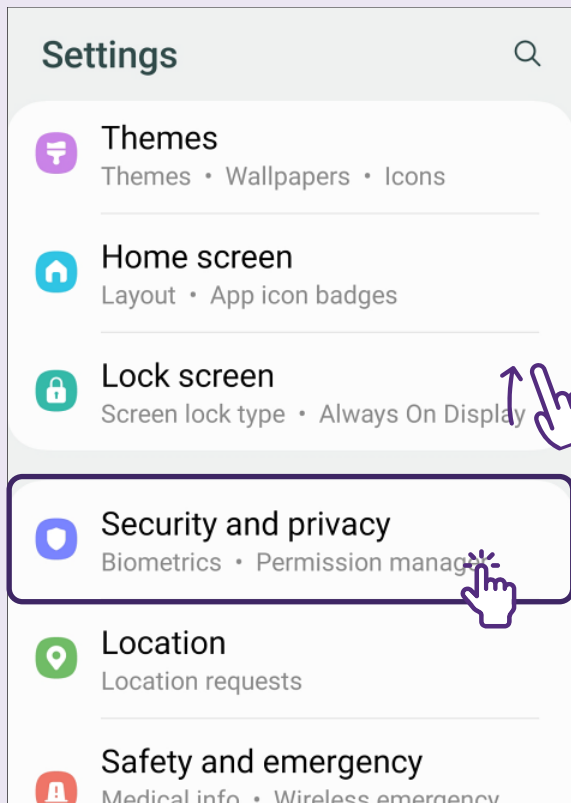
Set Fingerprints

1 Select Settings

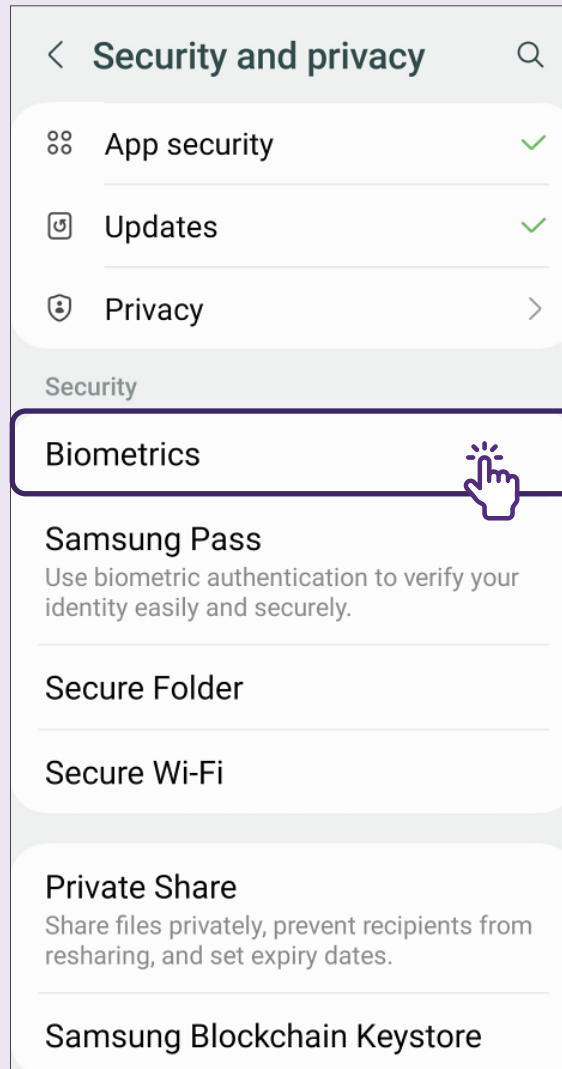


Find and tap the "Settings" icon.

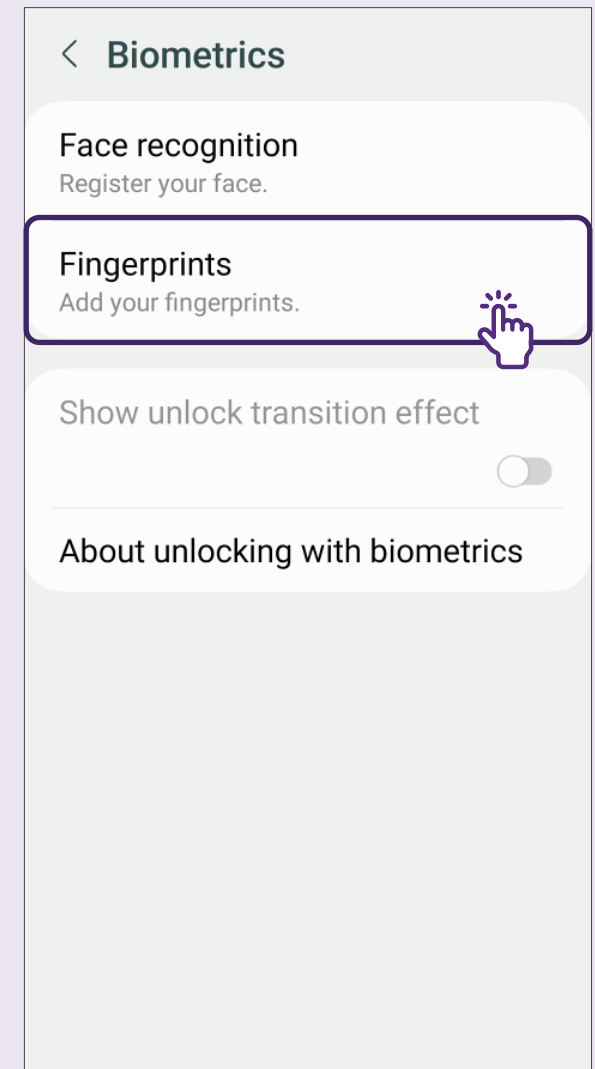
2 Select Security and privacy



3 Select Biometrics



4 Select Fingerprints



5 Select Continue



Fingerprints

A quick and easy way to unlock your phone and verify yourself in apps. Your fingerprint data is secured by Knox.

- Make sure that you don't use a screen cover while registering fingerprints.
- Thick protective film can affect performance. If you use a screen protector, check to make sure it's labelled as compatible with the on-screen fingerprint sensor.

Continue



Secured by Knox

6 Select Add fingerprint

< Fingerprints

Fingerprint 1

Add fingerprint



Check added fingerprints

Fingerprint unlock



Fingerprint always on

Scan your fingerprint even when the screen is off.



Show icon when screen is off

On Always On Display

Show animation when unlocking



About fingerprints

7 Scan Fingerprint

A



To get the best scan, press with the pad of your finger inside the circle, then lift it when the circle is fully highlighted. Repeat until you reach 100%.

Note that the location of the circle will move a little each time.

Register



Place your finger on the sensor, then lift it off when the percentage goes up.

B

Press your finger in the centre of the scanning target. Lift it when the circle is complete, then press again.

0%



Use the on-screen prompts to register your fingerprint.

Make sure to fully cover the fingerprint sensor with your finger to prevent strong light from entering the sensor.

8 Register Fingerprint

Fingerprint added

Add another?

100%



Add

Done



When you are finished, tap "Done".

Recognise Common Software Icons & Adjust Phone Settings

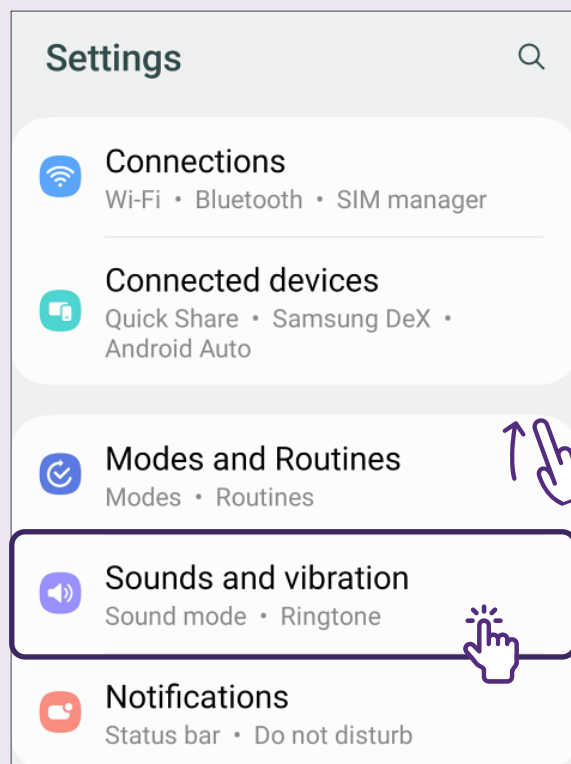
Sounds - Set Ringtone & Mobile Device Vibration

1 Select Settings

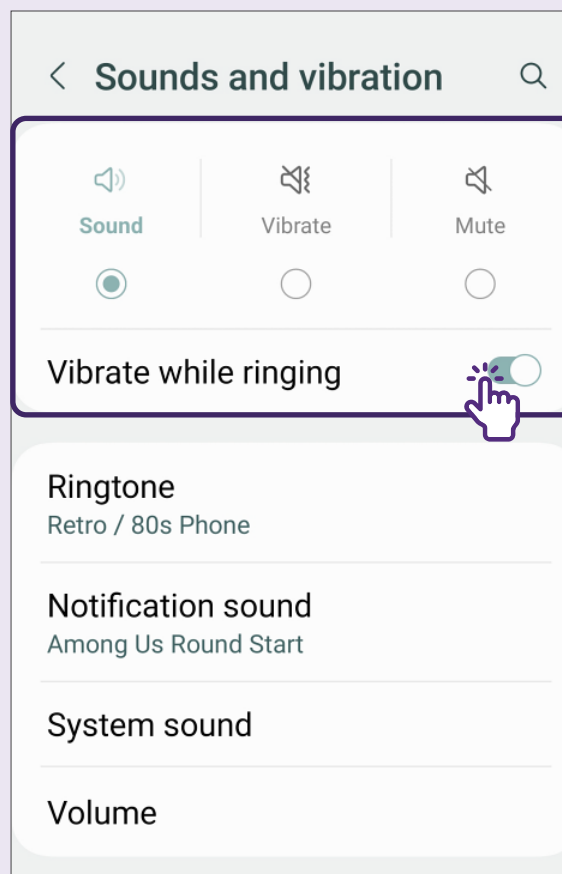


Find and tap the **"Settings"** icon.

2 Select Sounds and vibration



3 Adjust Volume and Vibration



Turn on: Green

Turn off: Grey

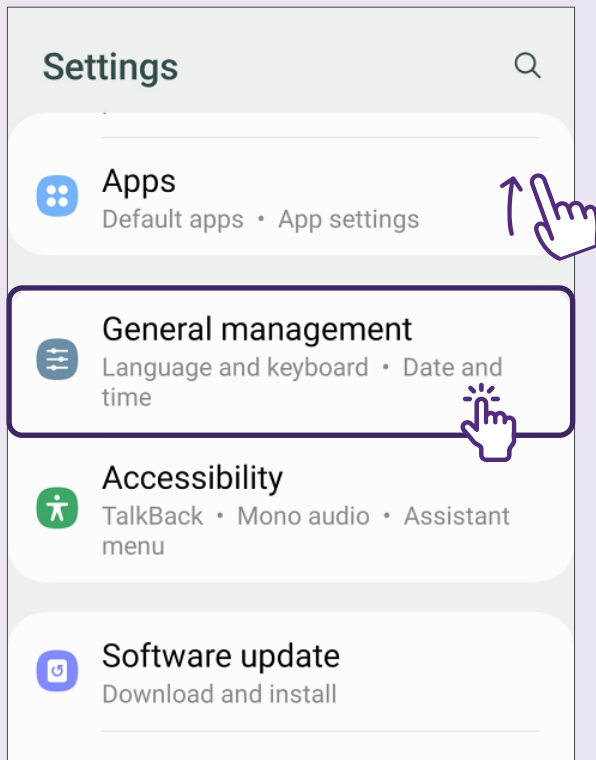
Screen Personalisation - Change Display Language

1 Select Settings

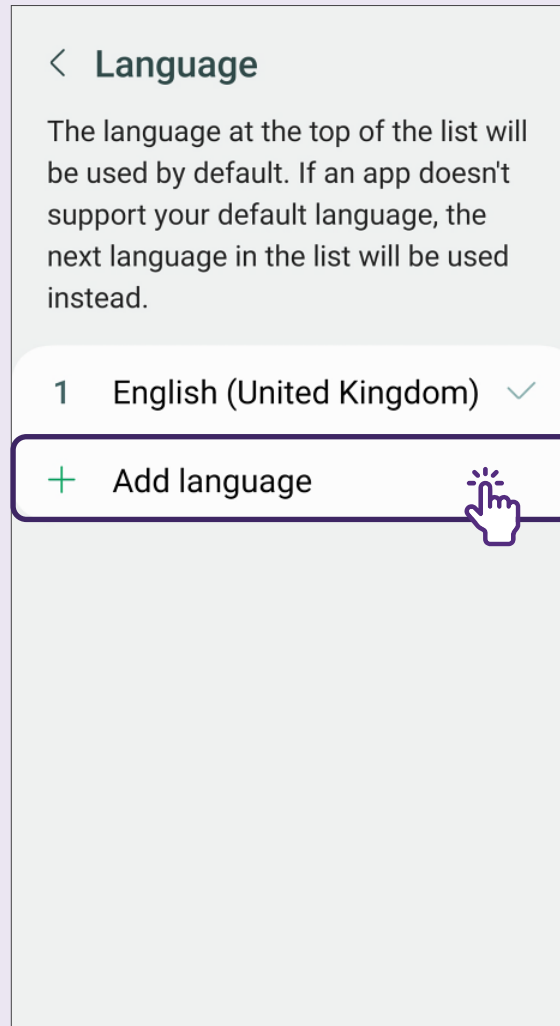


Find and tap the "Settings" icon.

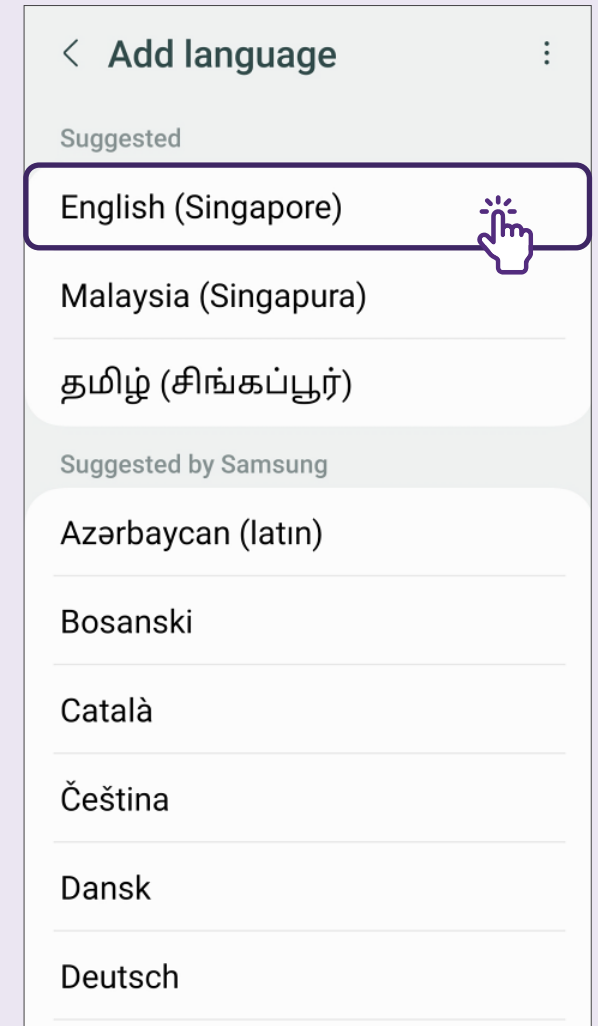
2 Select General management



3 Select Add language



4 Select Language



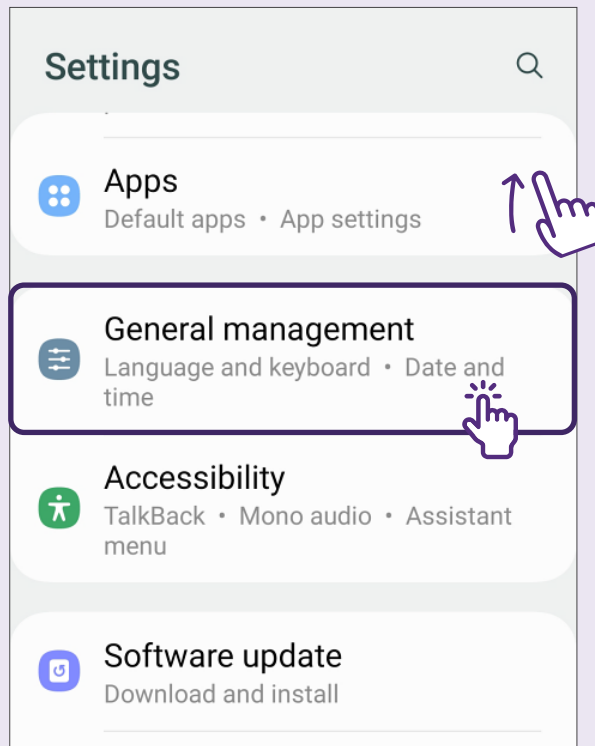
Screen Personalisation - Set Keyboard Preferences

1 Select Settings

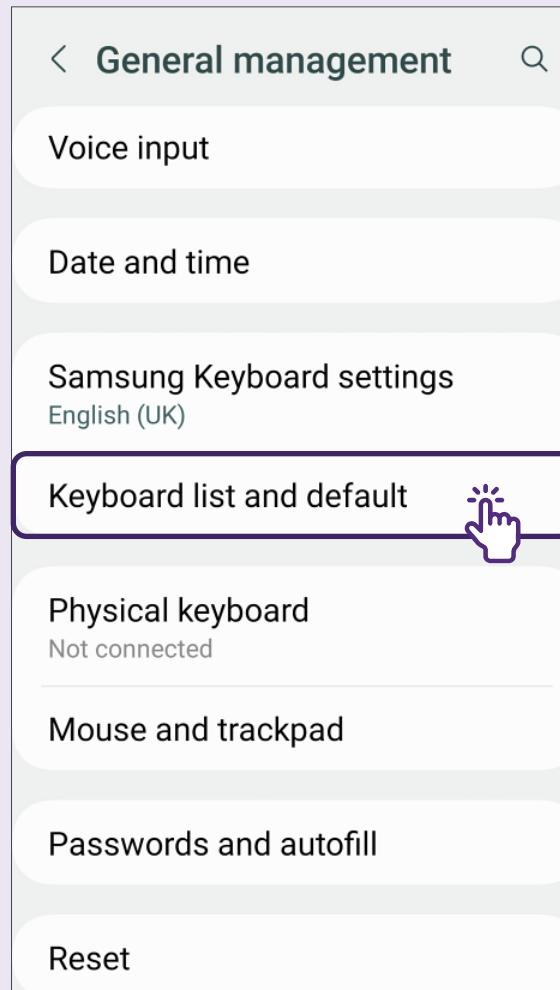


Find and tap the "Settings" icon.

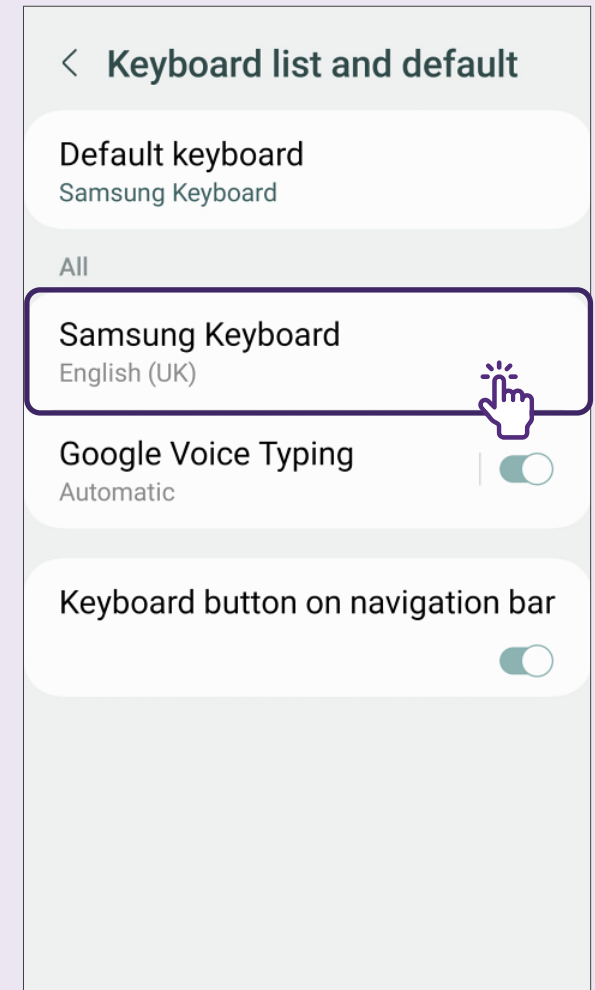
2 Select General management



3 Select Keyboard list and default



4 Select Keyboard



5



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has rounded corners at the top and bottom edges. The background behind the paper is dark grey.

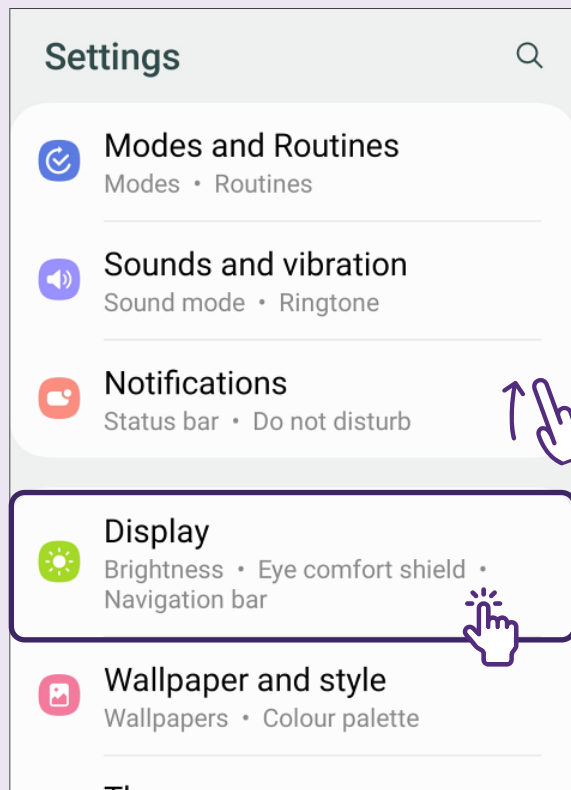
Screen Personalisation - Adjust Screen Display, Font Size & Brightness

1 Select Settings

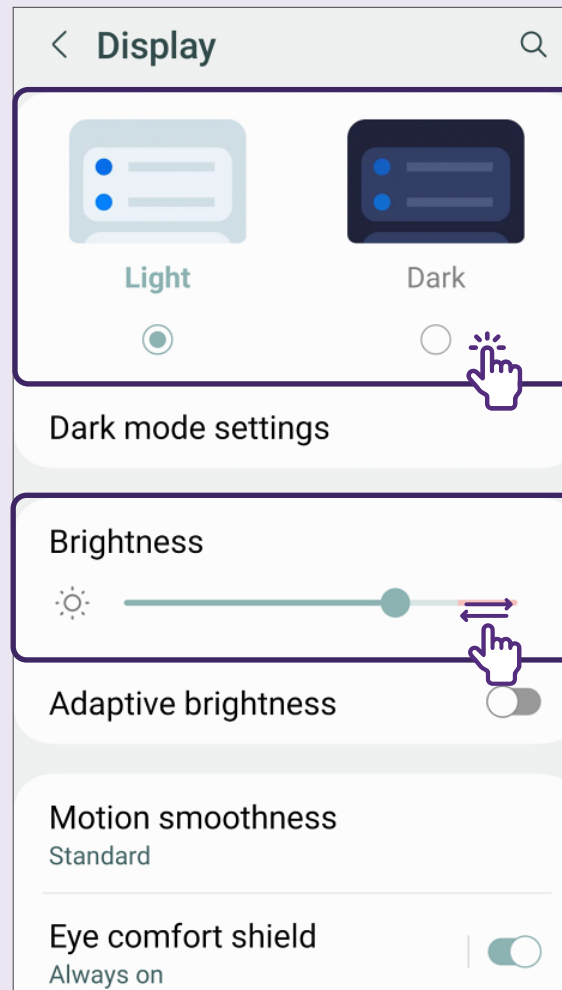


Find and tap the "Settings" icon.

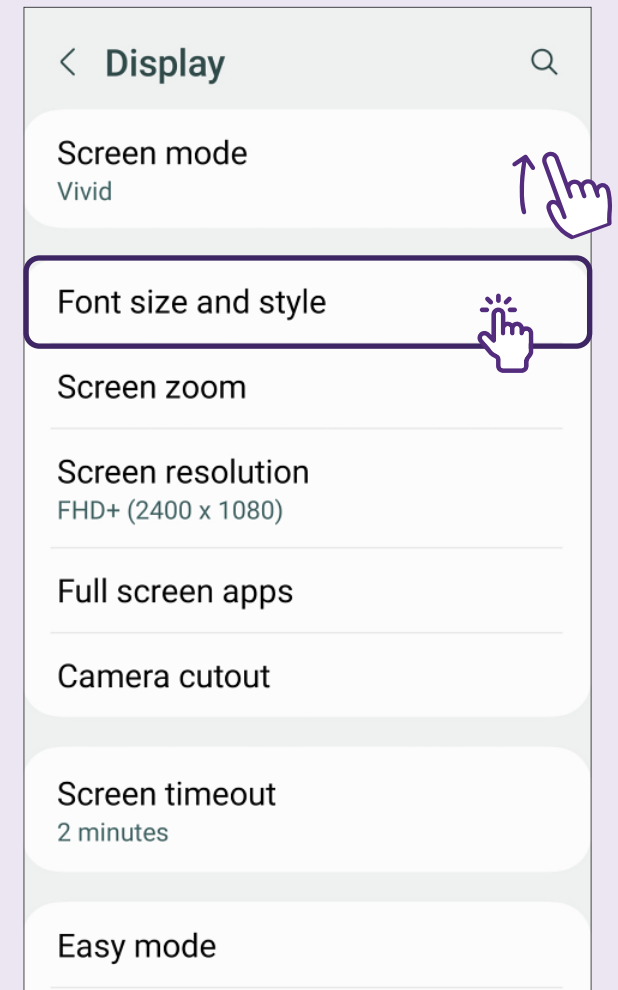
2 Select Display



3 Adjust Screen Display & Brightness



4 Select Font size and style



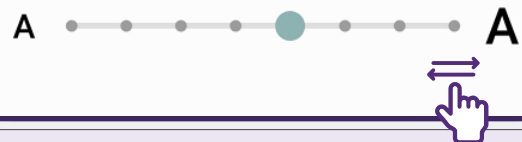
5 Adjust Font size

Main text will look like this.
1234567890!@#%&*()_+ -=

Font style
Default

Bold font ☐

Font size



Notes

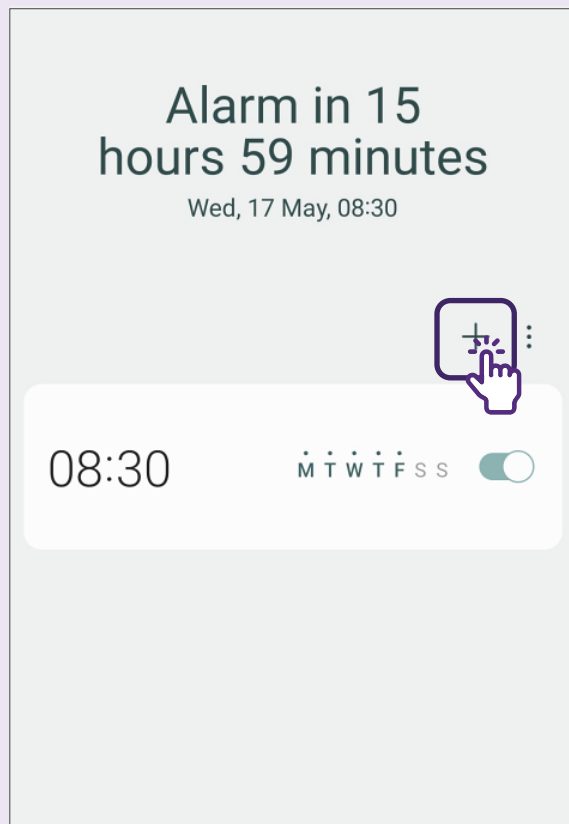
Set, Edit or Delete an Alarm

1 Select Clock

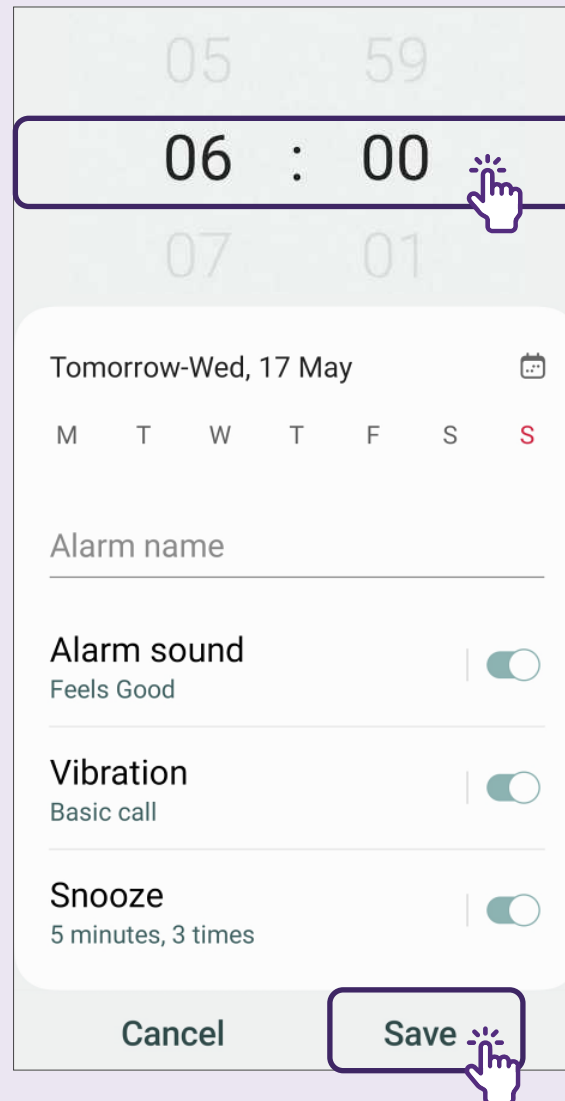


Find and tap the
"Clock" icon.

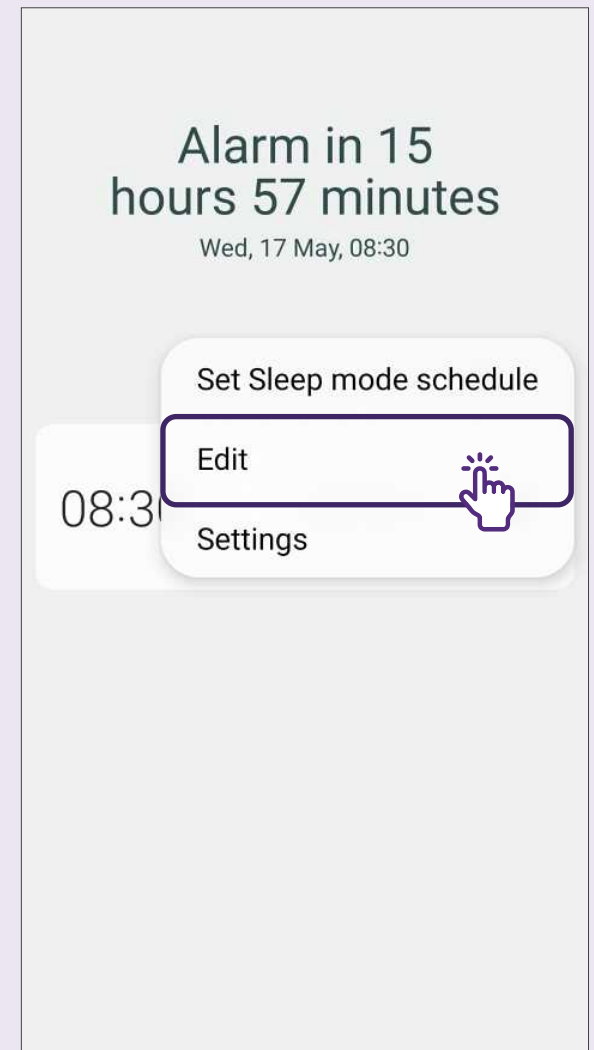
2 Add Alarm



3 Set Alarm



4 Edit Alarm



Notes

5 Delete Alarm

1 selected



All



08:30

MTWTFSS



Turn off



Delete all



Create & Edit Events in Calendar

1 Select Calendar



Find and tap the "Calendar" icon.

2 View List of Events

MAY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

17 May

10:00 | Meeting
10:00 - 11:00

Add event on 16 May

+

3 Add an Event

A

MAY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

16 May

Tap above to add a sticker for this day.

Add event on 16 May

+

B

Title

All day ☐

Wed, 17 May → Wed, 17 May

10:00 11:00

09 55

10 : 00

11 05

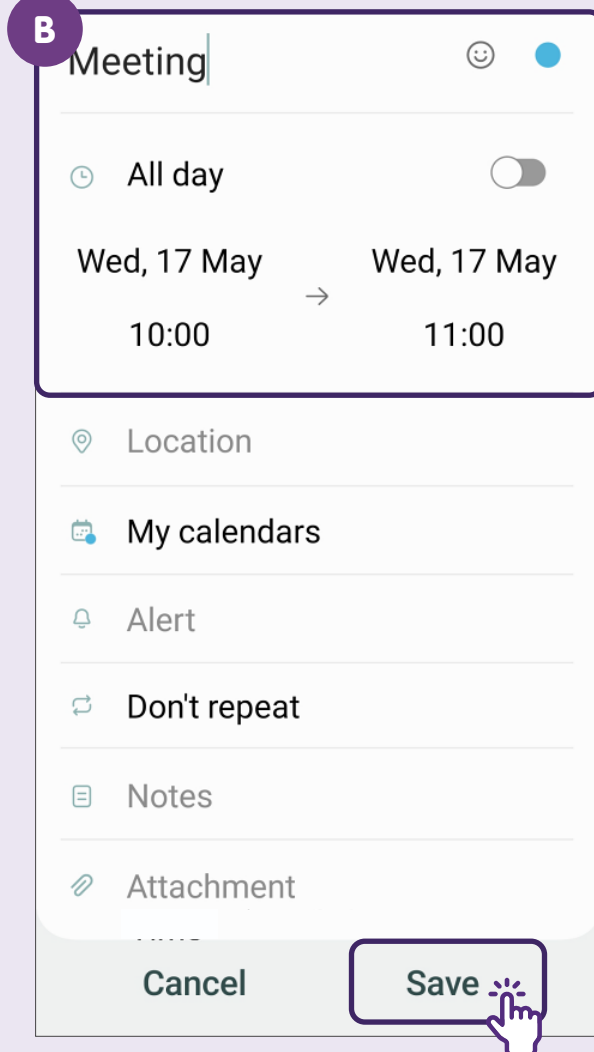
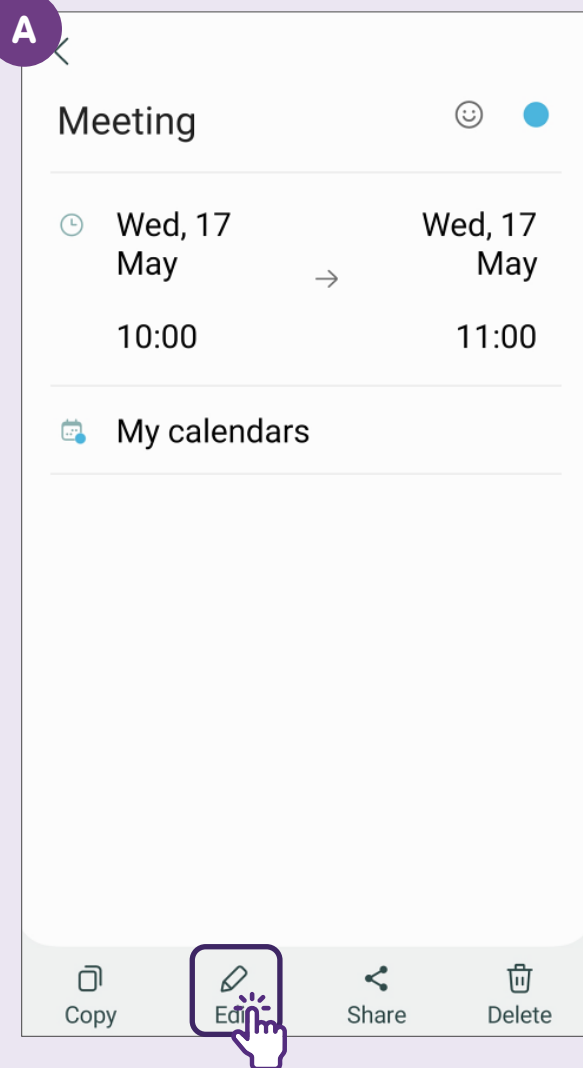
Location

My calendars

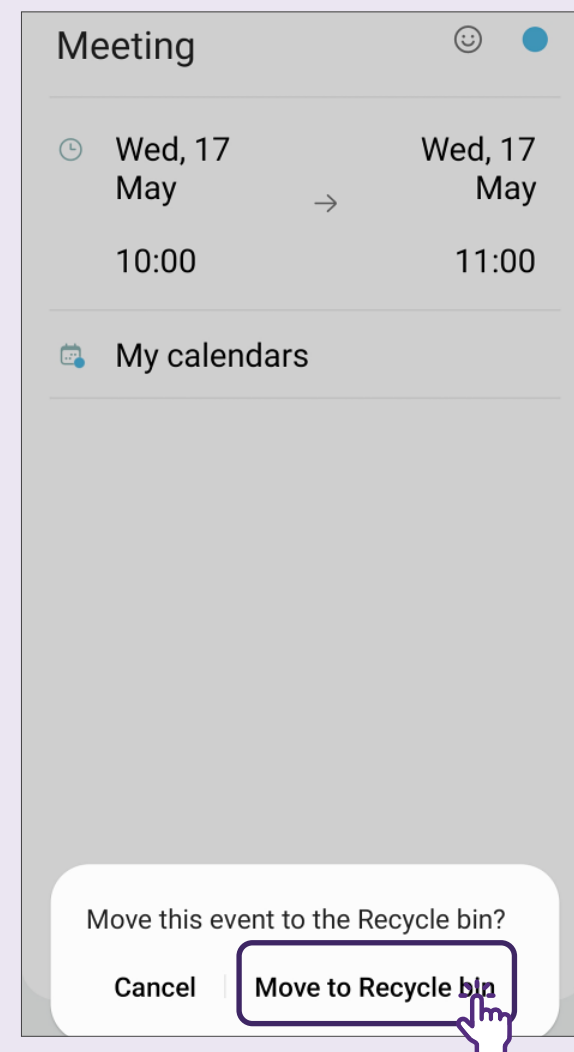
Alert

Cancel Save

4 Edit an Event



5 Delete an Event



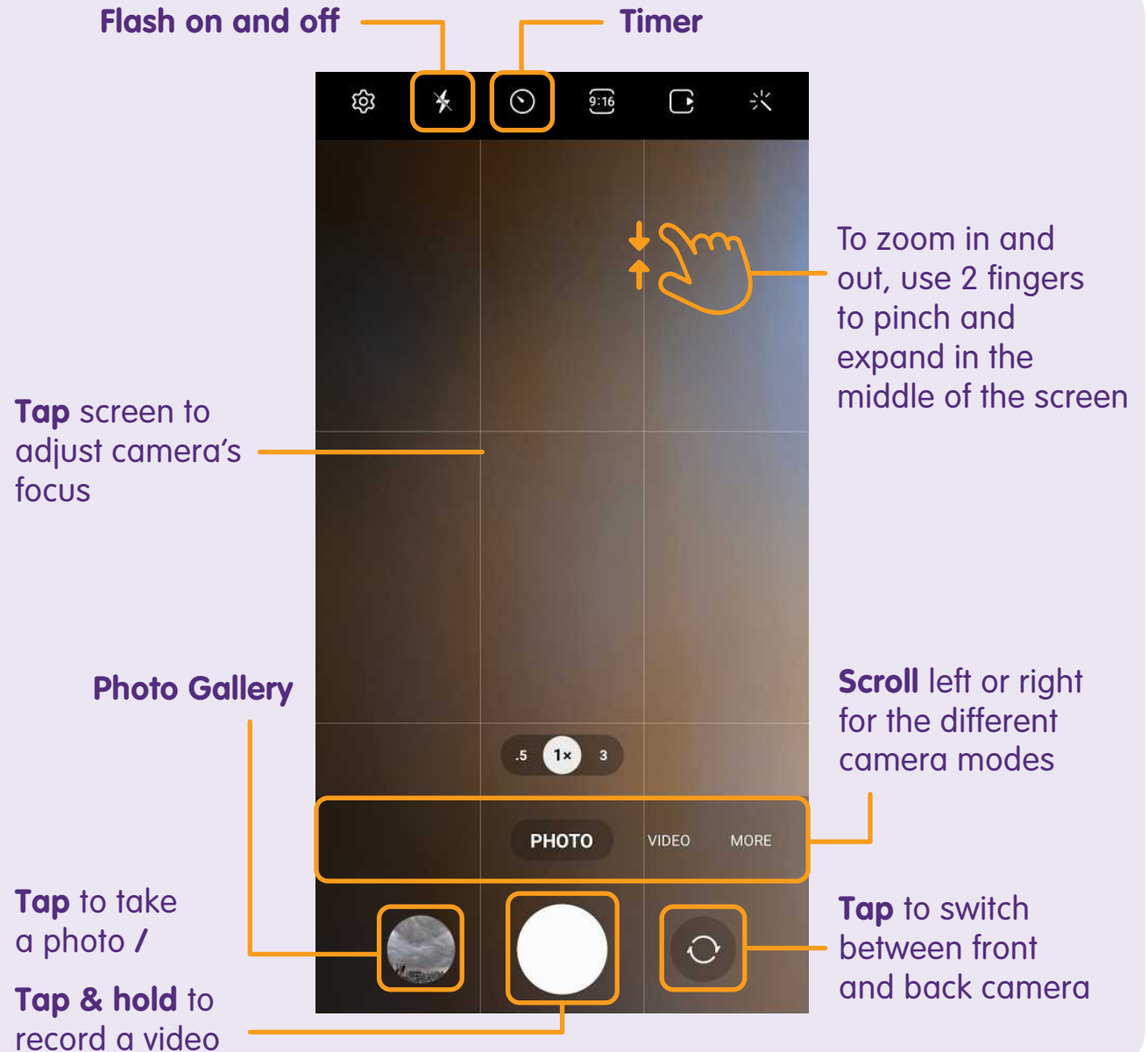
Basic Functions of Camera in Mobile Device

Camera Basic Features

1 Select Camera



Find and tap the
"Camera" icon.



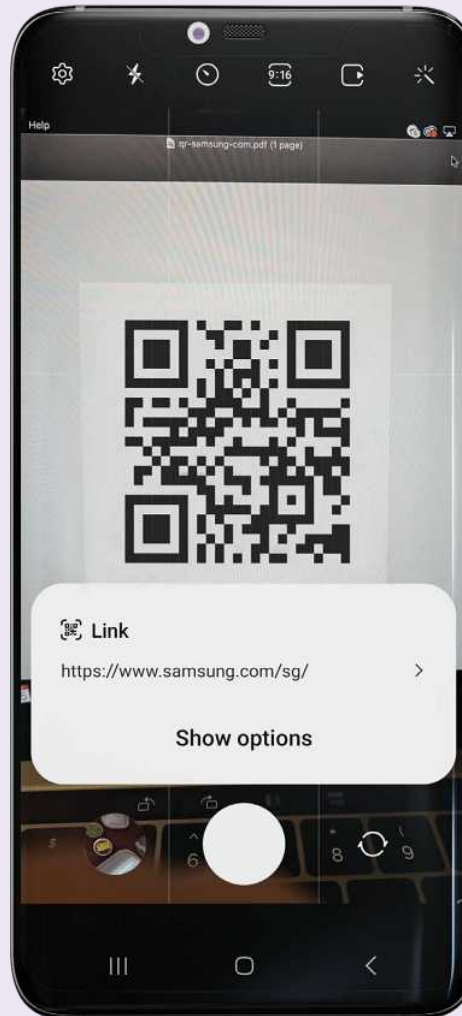
Scan a QR Code

1 Select Camera



Find and tap the
"Camera" icon.

2 Scan a QR Code

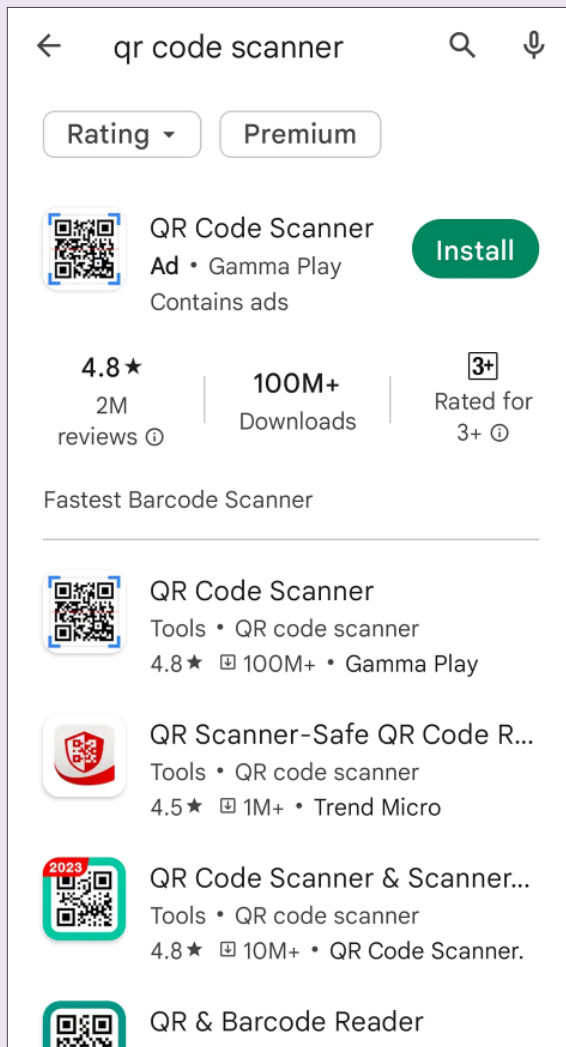


Once your mobile device recognises the QR code, it will show a notification.

Tap the notification to open the link associated with the QR code.

3

Scan a QR Code



If your mobile device does not have the Camera scan QR code function, you can download a scanner of your choice from Play Store.

Tips: Look at the number of downloads and read the reviews before downloading. Be aware of in-app ads and purchases.

Please take note:

There are recent scams involving QR codes being encoded with a fake link to direct users to fake websites that require login details.

- **Do not scan QR codes** in the form of stickers or flyers placed randomly in public places, especially if they offer vouchers or discounts.
- **Use a QR code scanner** that displays the link that the QR code leads to, allowing you to check if you are accessing the correct link.
- **Do not key in** any personal or financial information if the QR code leads you to a website that asks you to fill in your name, phone number etc.

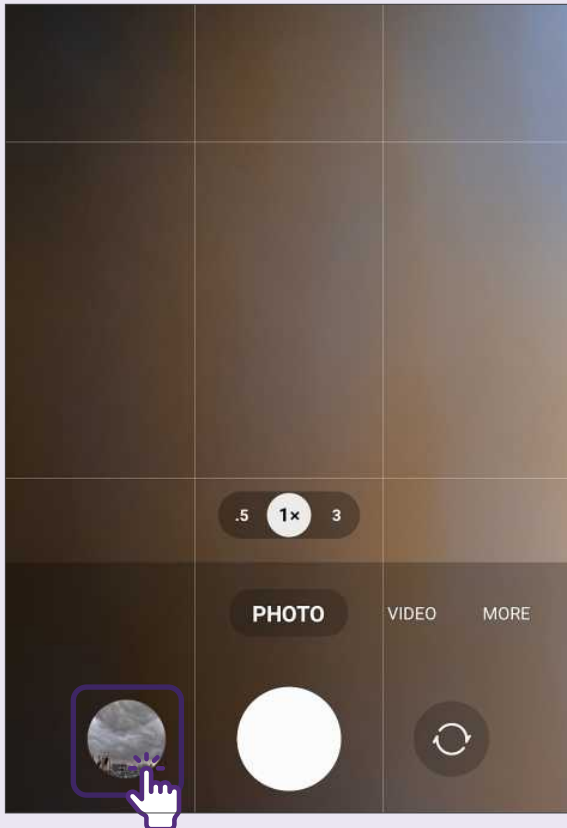
Personalise Wallpaper (From Photo Gallery)

1 Select Camera

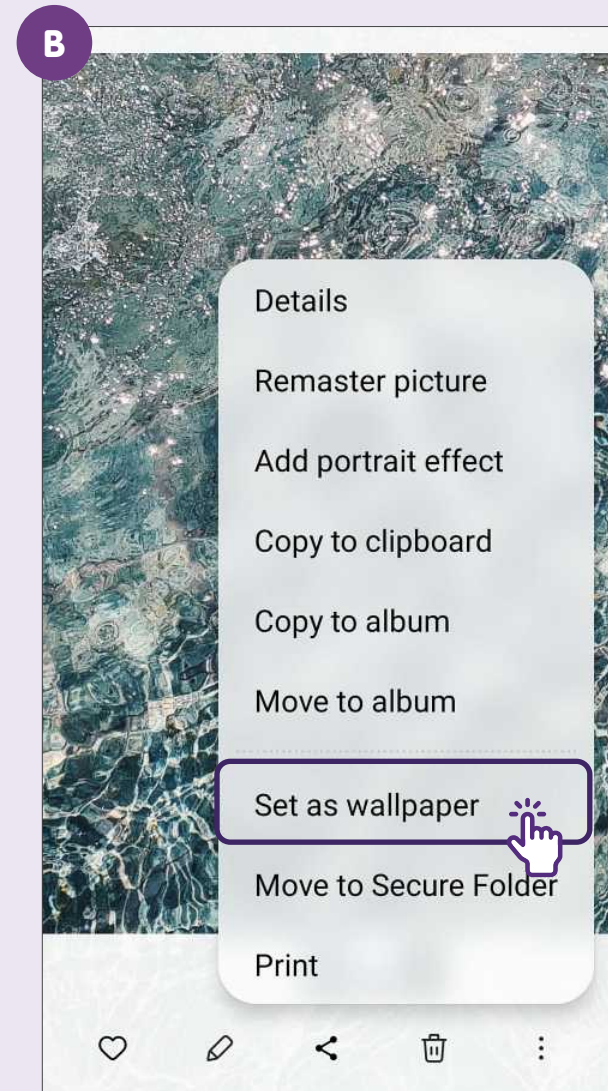
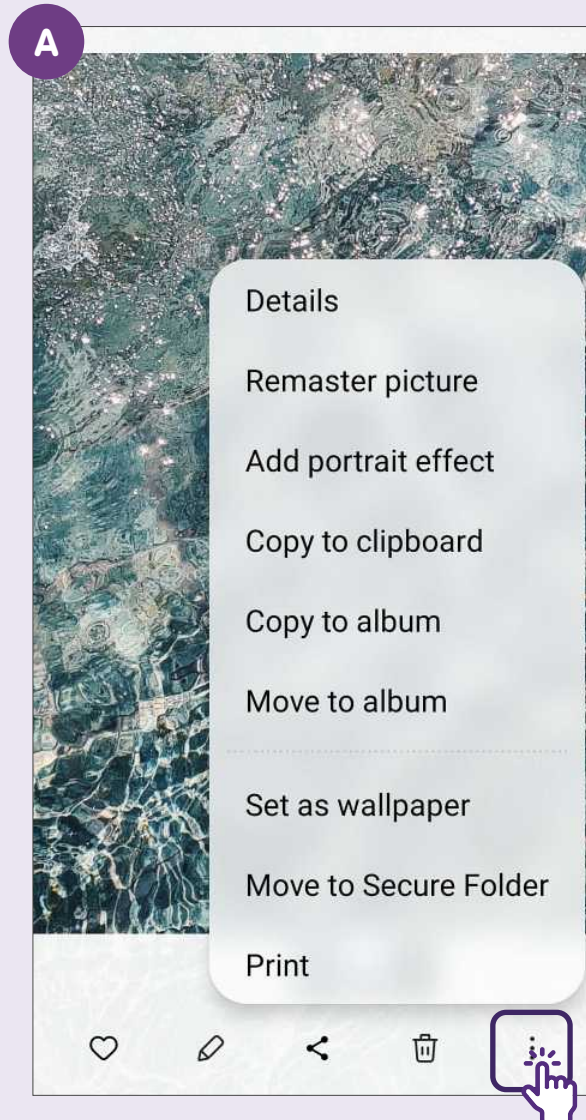


Find and tap the
"Camera" icon.

2 Select Photo Gallery

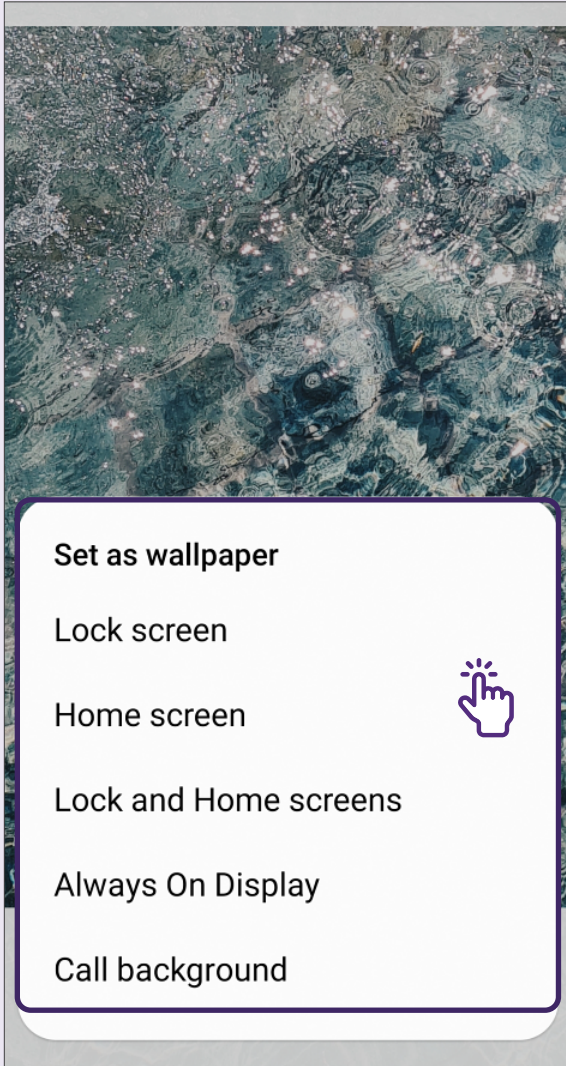


3 Select Set as wallpaper



Notes

4 Set Wallpaper

[illegible]

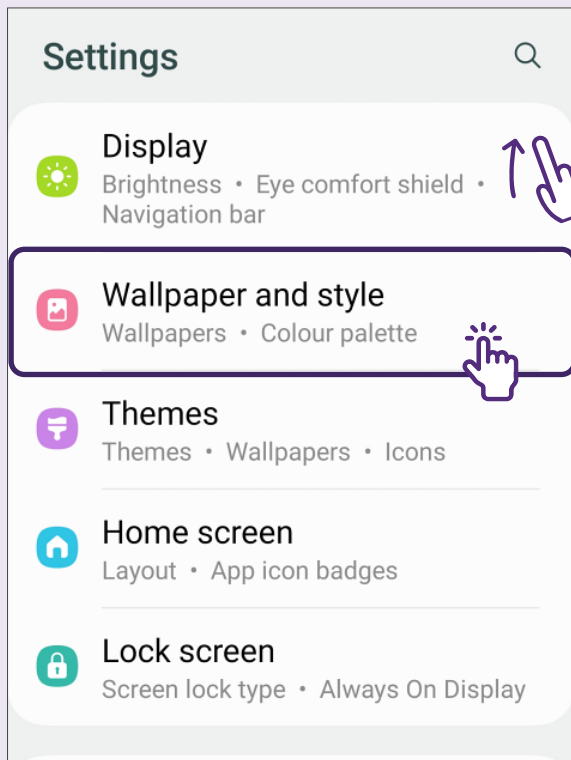
Personalise Wallpaper (From Settings)

1 Select Settings

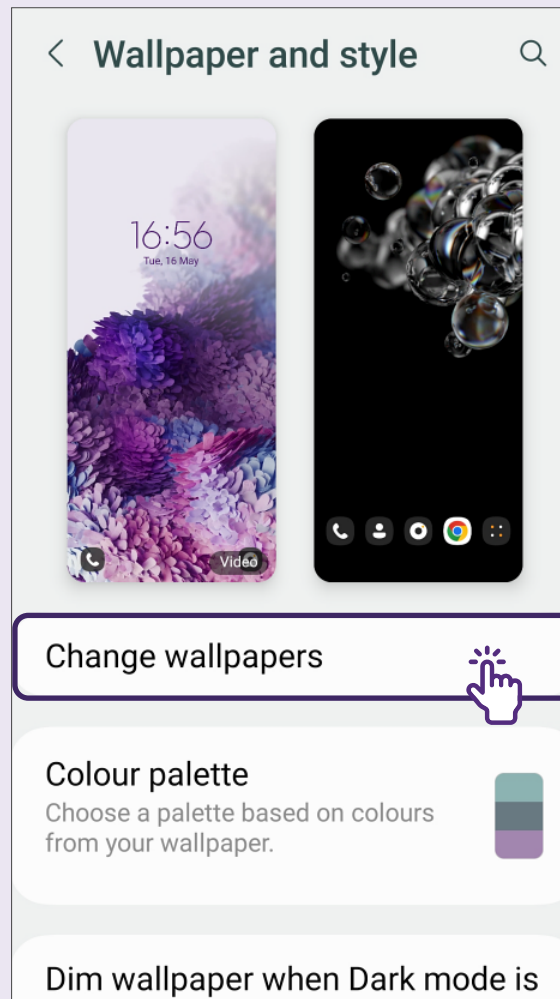


Find and tap the "Settings" icon.

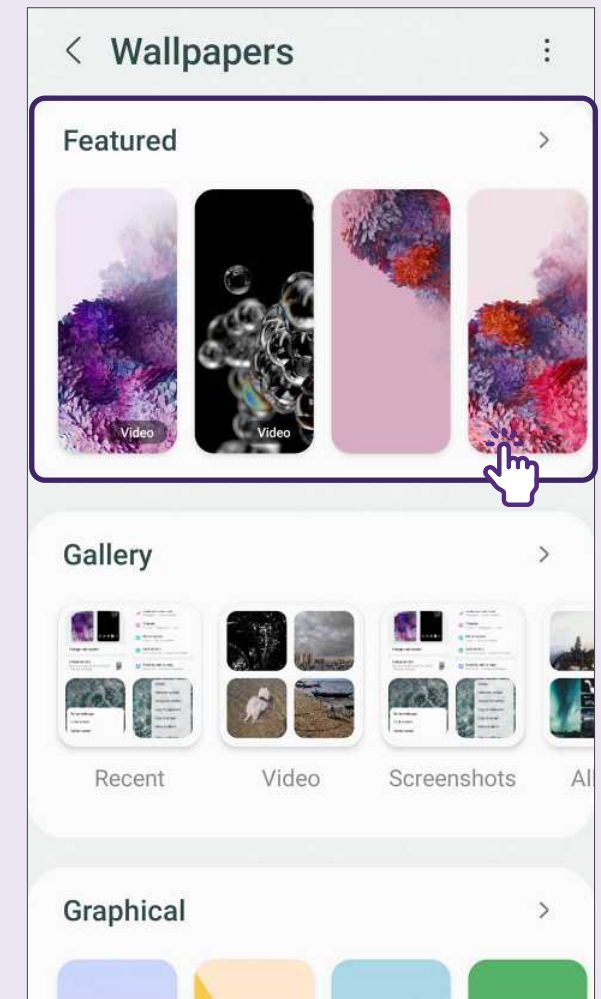
2 Select Wallpaper and style



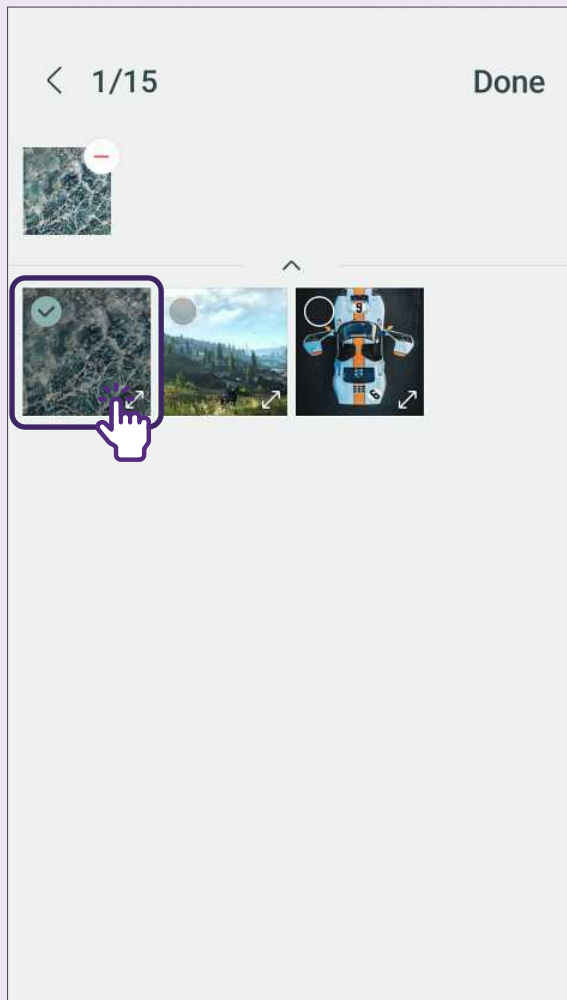
3 Select Change wallpapers



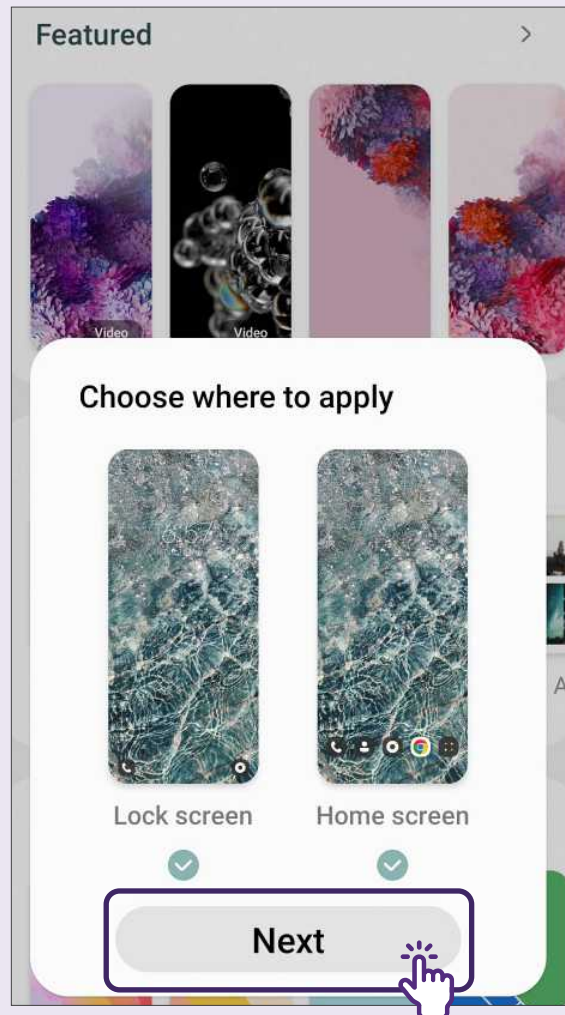
4 Select Featured



5 Select Wallpaper



6 Apply Wallpaper



Mobile Device Care - Common Battery Status Icon

1 Battery Level

This icon shows the **battery level** of the mobile device.



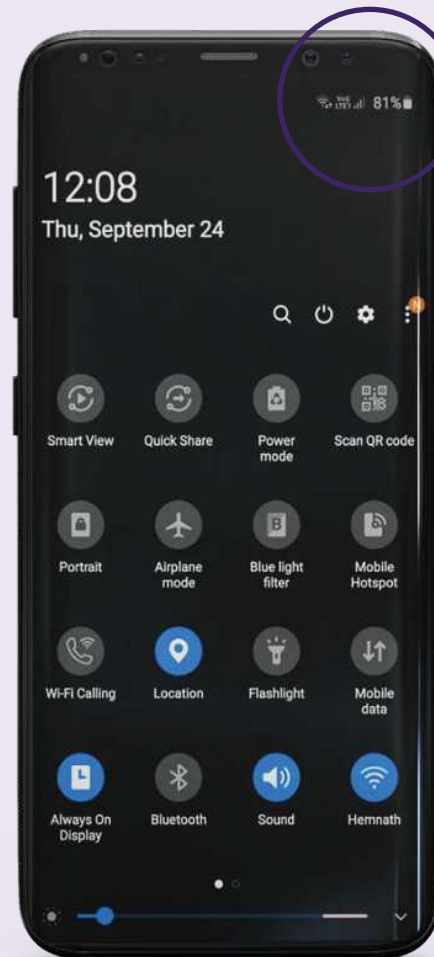
2 Charging Icon

This icon shows that the mobile device is **charging**.



3 Battery Icon Location

Location in the status bar.



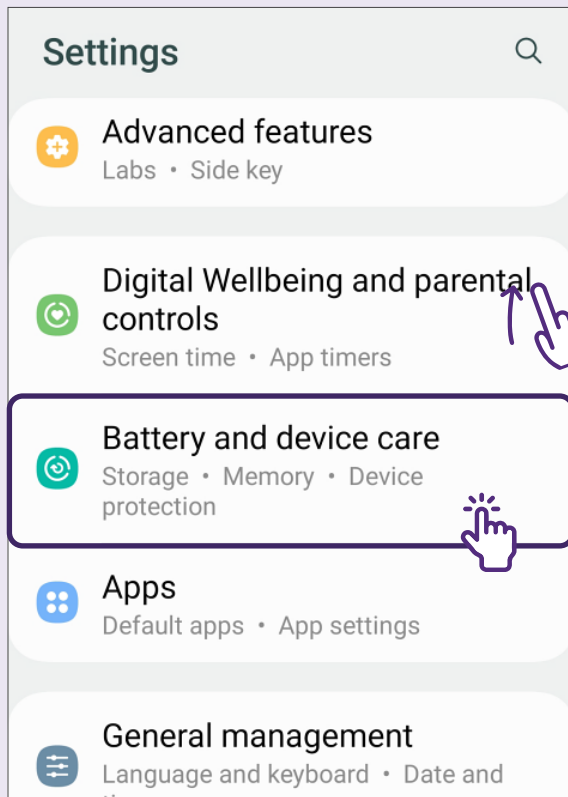
Mobile Device Care - Battery Settings

1 Select Settings

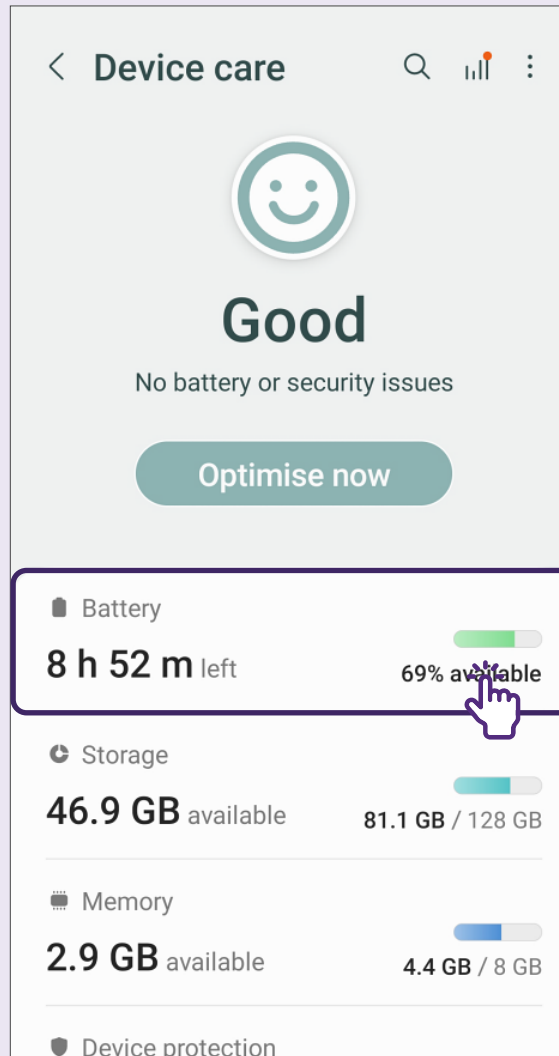


Find and tap the "Settings" icon.

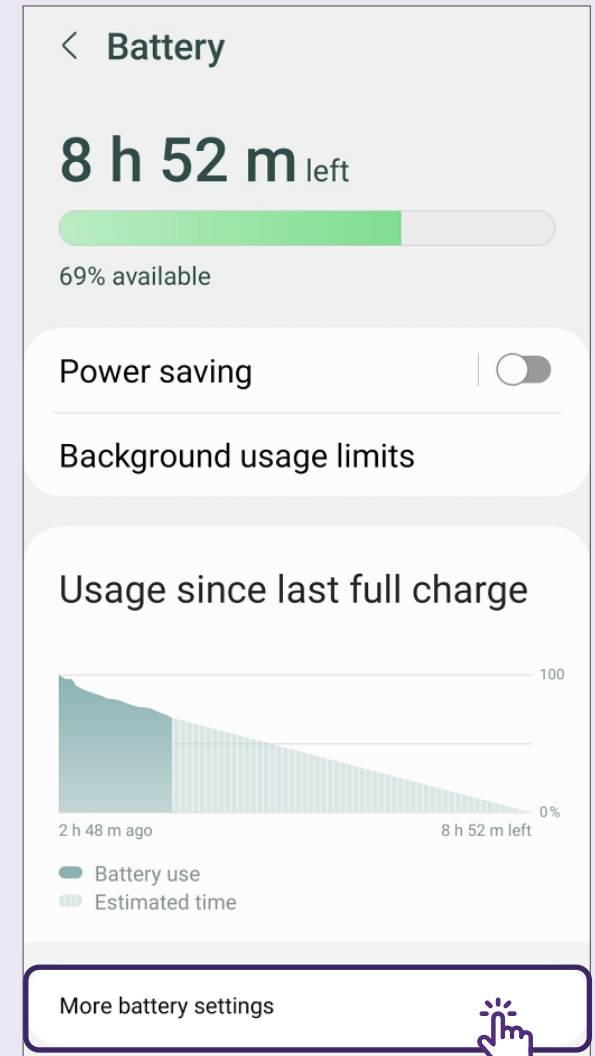
2 Select Battery and device care



3 Select Battery

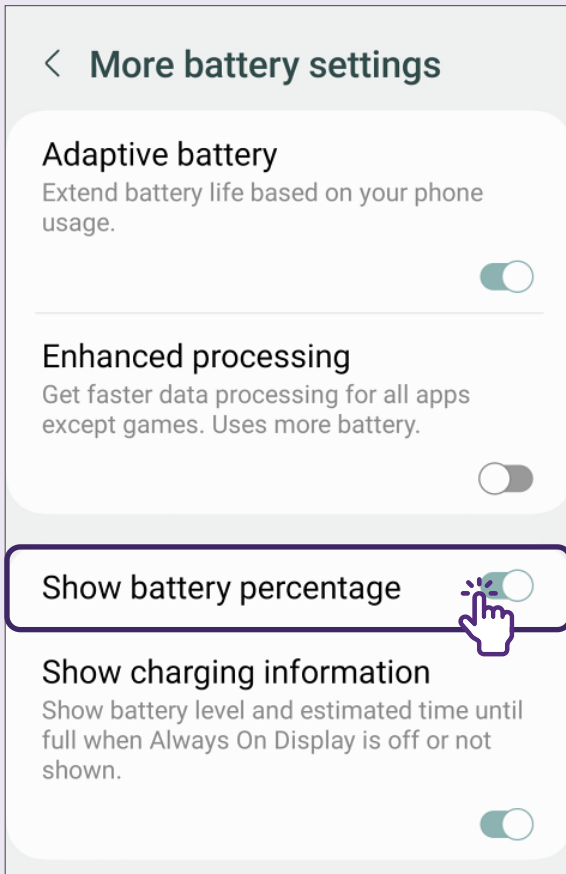


4 Select More battery settings



Notes

5 Select Show battery percentage



Turn on: Green

Turn off: Grey

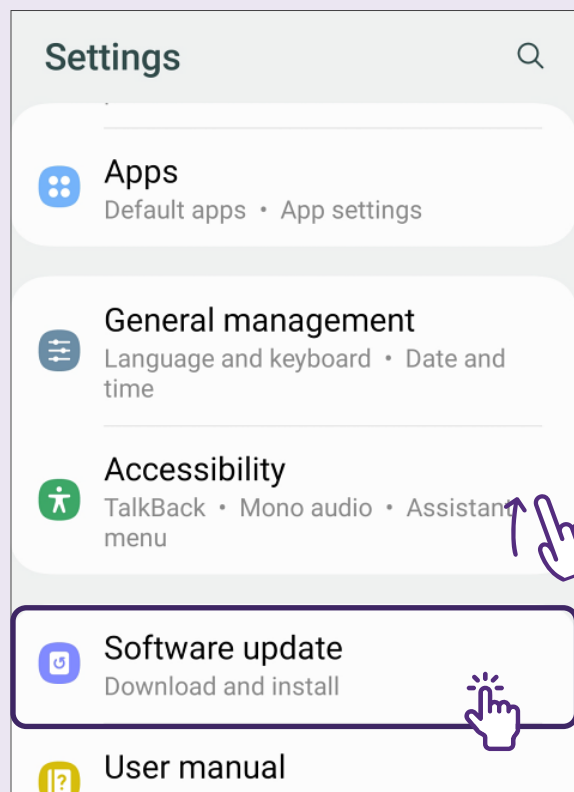
Mobile Device Care - Software Update

1 Select Settings

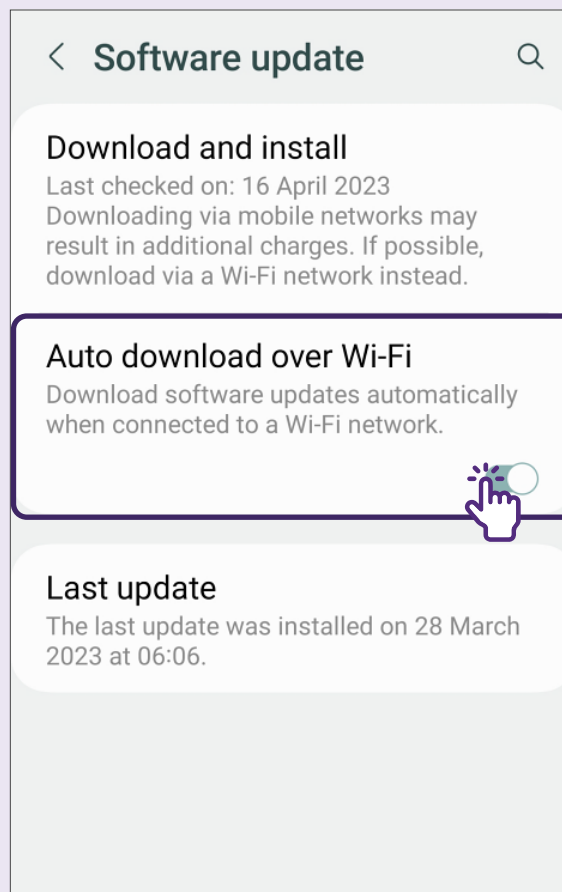


Find and tap the "Settings" icon.

2 Select Software update

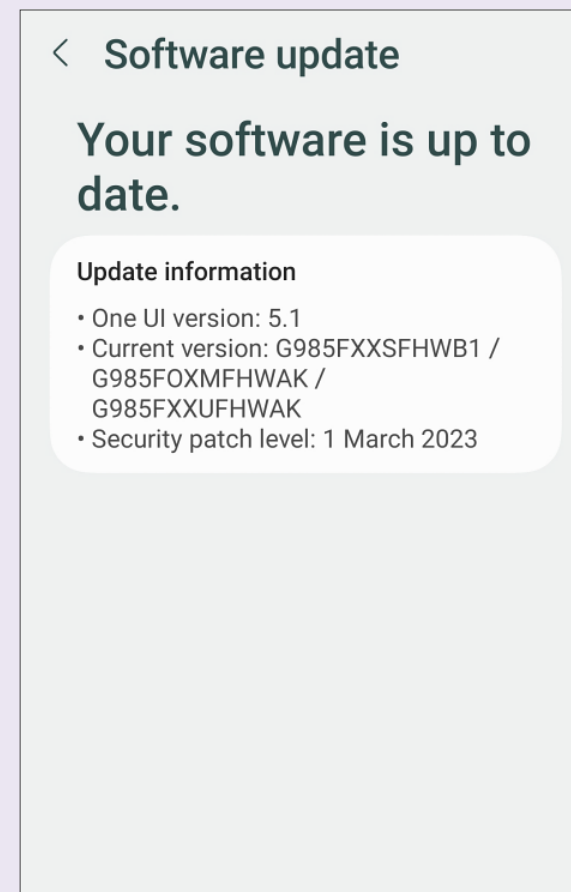


3 Turn on Auto download over Wi-Fi



Turn on: Green
Turn off: Grey

4 Select Download and Install



Check if the mobile device is updated to the latest version.

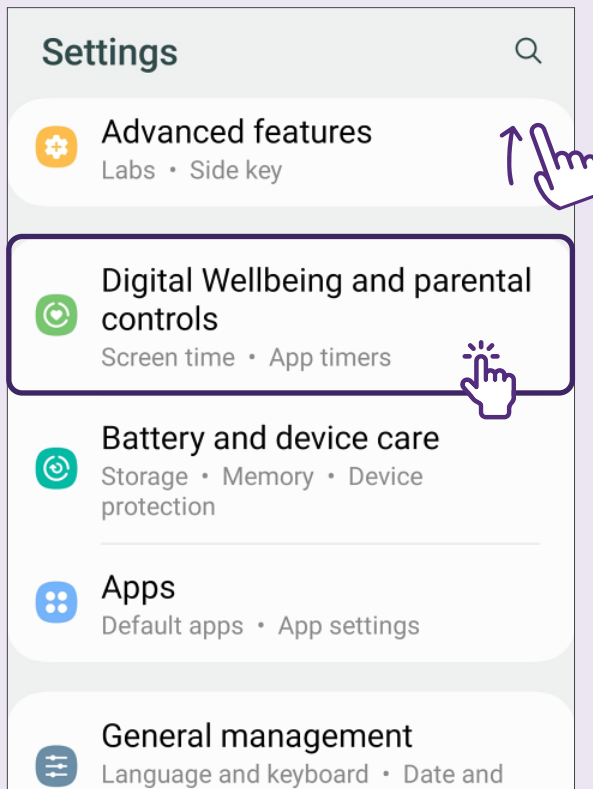
Screen Time - View Screen Time

1 Select Settings

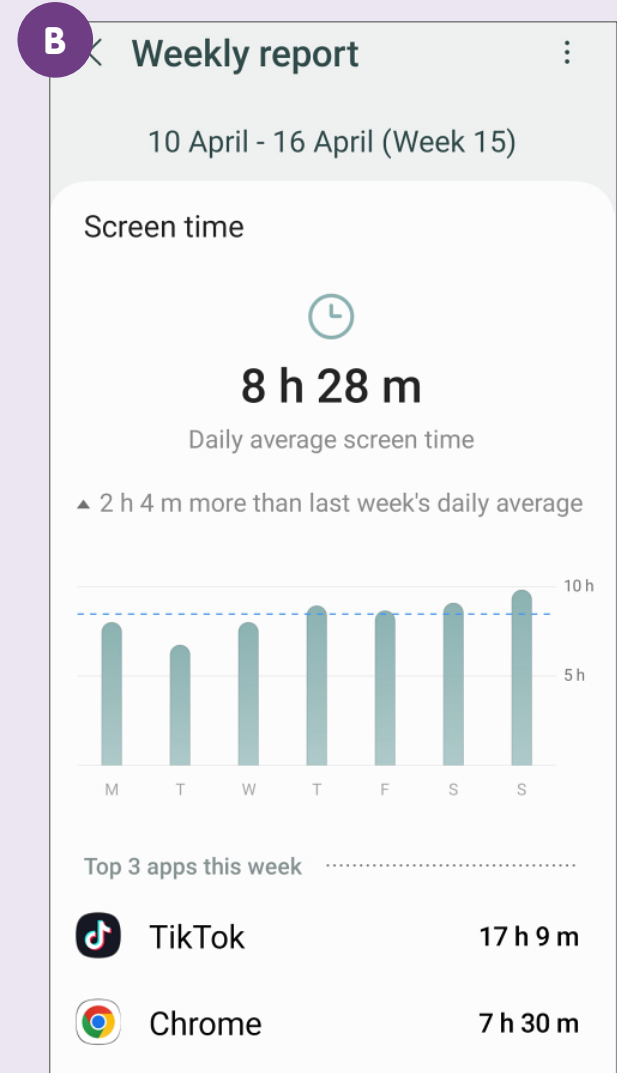
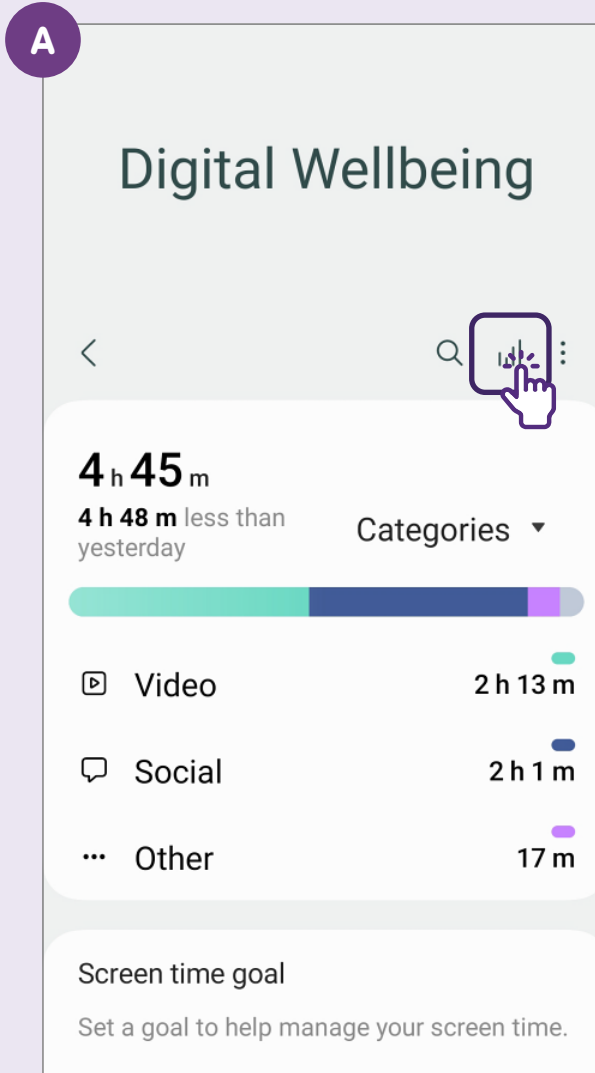


Find and tap the **"Settings"** icon.

2 Select Digital Wellbeing and parental controls



3 Tap on Weekly Report Icon



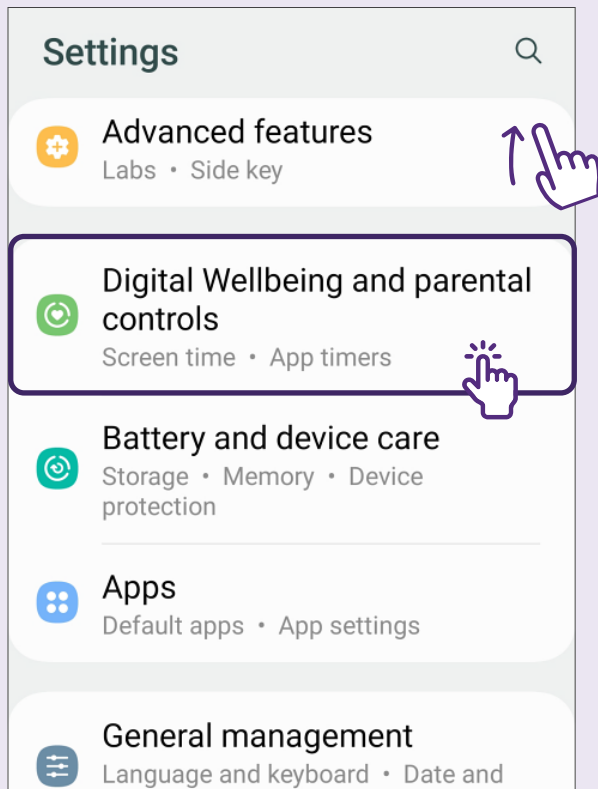
App Limits - Set App Timers

1 Select Settings

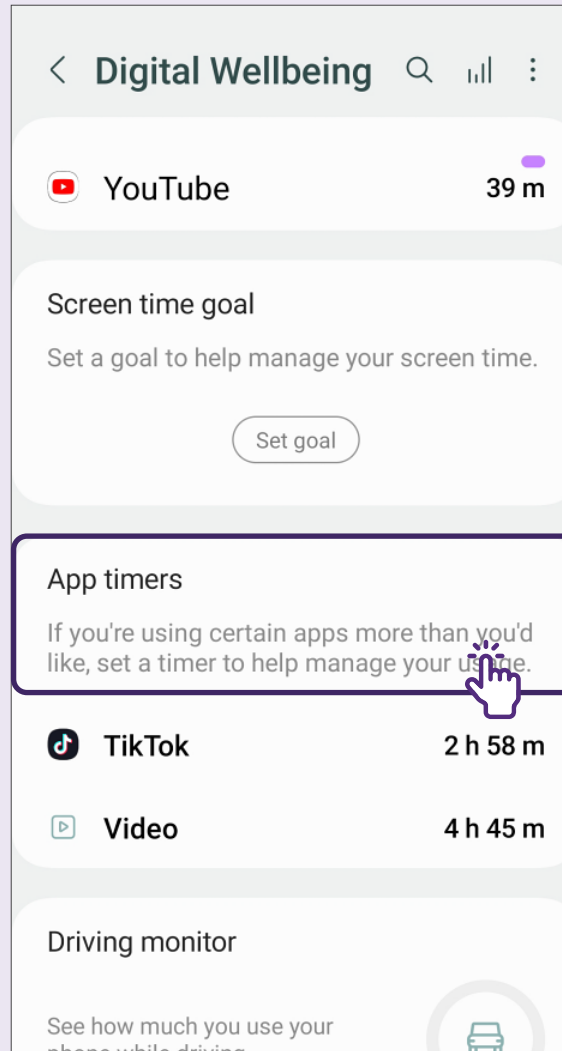


Find and tap the **"Settings"** icon.

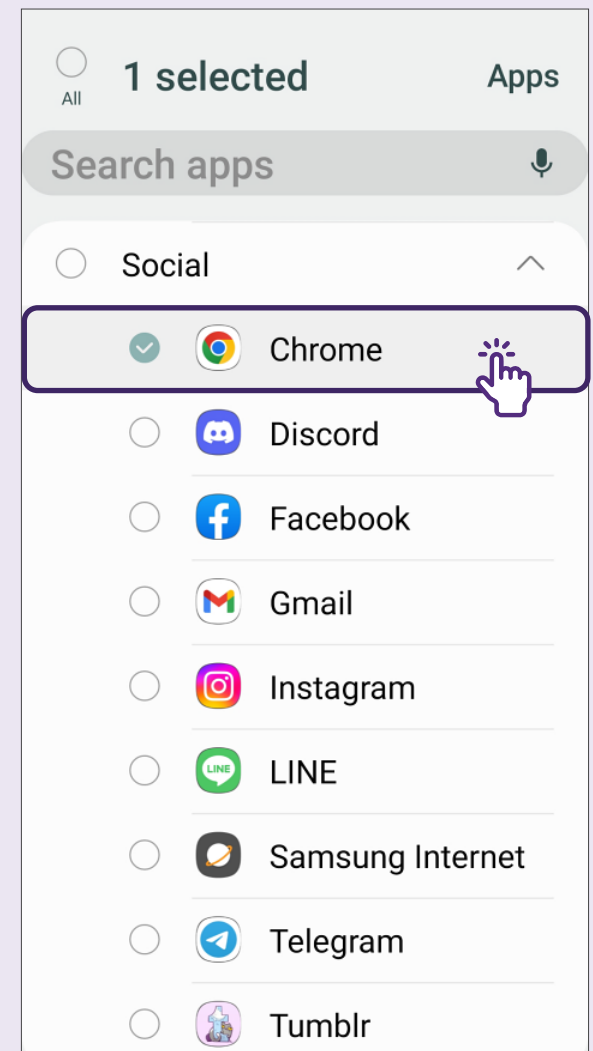
2 Select Digital Wellbeing and parental controls



3 Select App timers



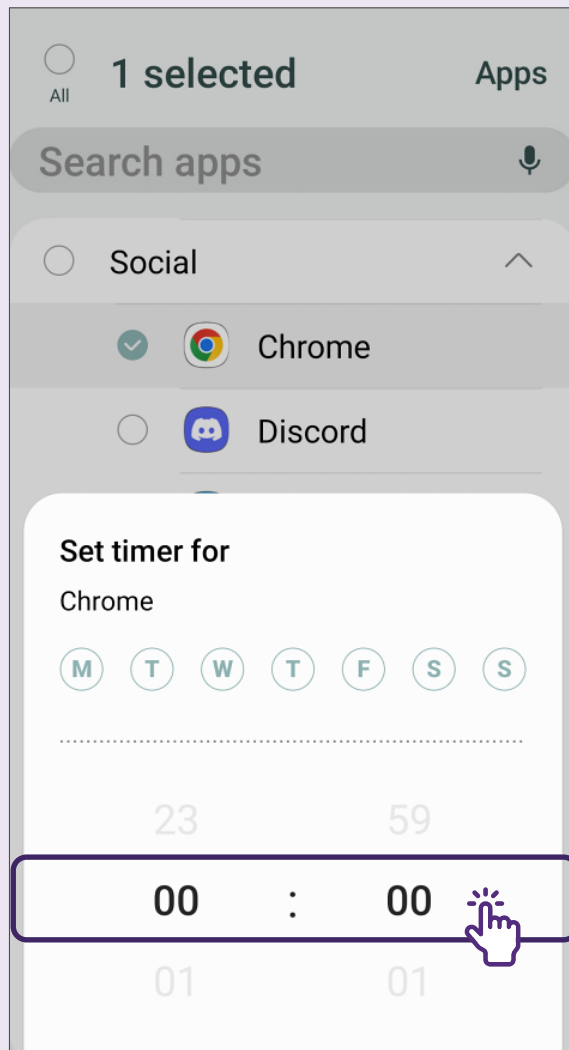
4 Choose App



Notes

5

Set Screen Time Limit for Your Apps



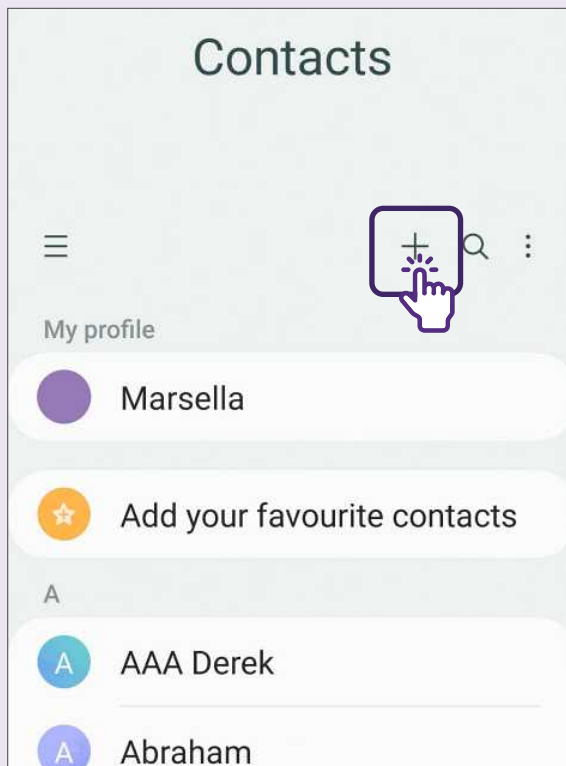
Add Contacts - via Phone Contacts

1 Select Contacts



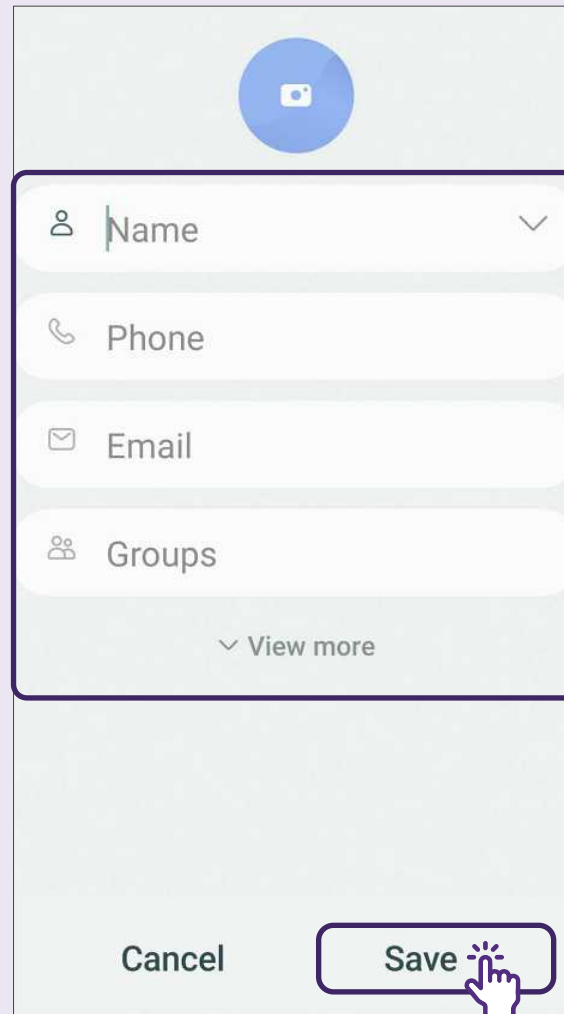
Find and tap **"Contacts"** on your mobile device.

2 Add Contacts



Tap on "+".

3 Enter Details



Fill in the details and tap on **"Save"**.

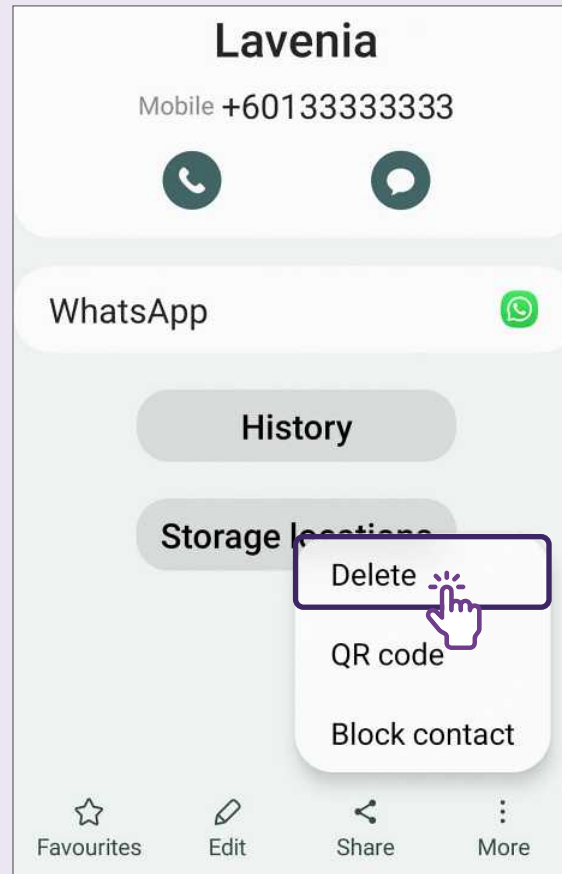
Edit and Delete Contacts

1 Edit Contacts



Go to Contacts app, tap the contact you want to edit and tap on **"Edit"**. Tap on **"Save"** after making the changes.

2 Delete Contacts



Tap on the contact you want to delete and tap on **"More"**. Select **"Delete"** and tap on **"Move to Recycle bin"**.

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has rounded corners on the left side and a slightly irregular edge on the right side, suggesting it might be a scan of a physical document. There is no handwriting or other markings on the page.

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Notes

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**For more information and
to find your nearest SG
Digital community hubs:**

IMDA Contact Centre

Hotline: +65 6377 3800

Email: info@imda.gov.sg

Website: digitalforlife.gov.sg



**Scan QR code to
visit the Digital for
Life Portal.**

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