

Operate Hardware and Personalise Software Settings (iOS)

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



WIFI AVAILABLE

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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.

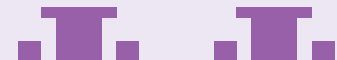
It is designed for anyone who wants to pick up essential digital skills for daily living.

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.



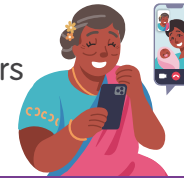
Explore Information Online

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

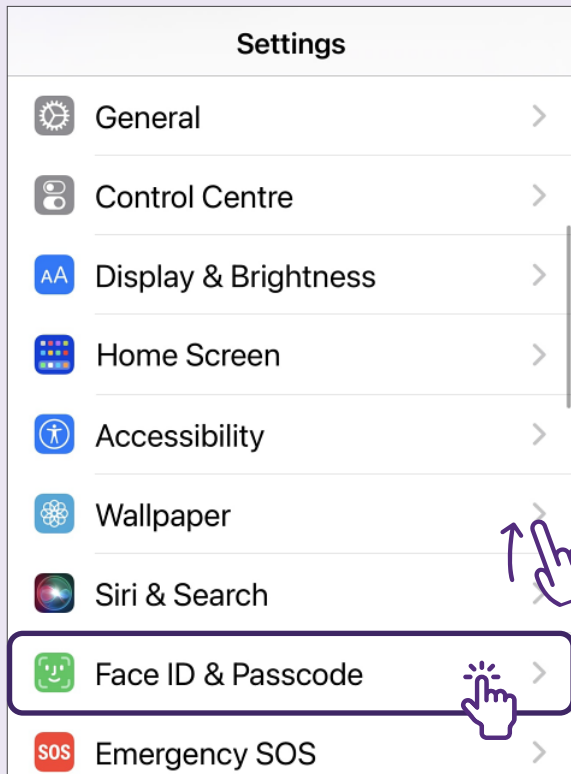
Set Passcode - With Face ID

1 Select Settings

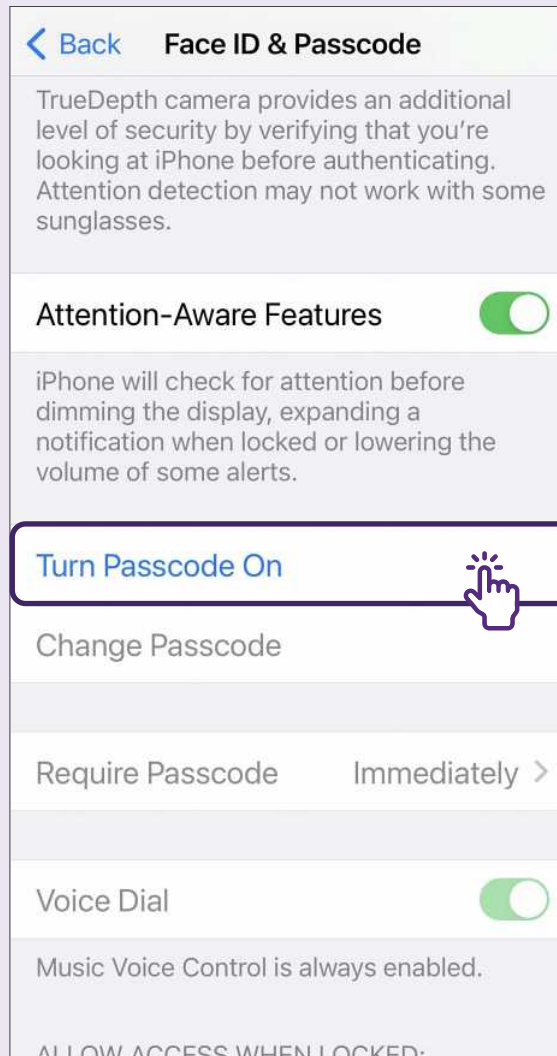


Find and tap the "Settings" icon.

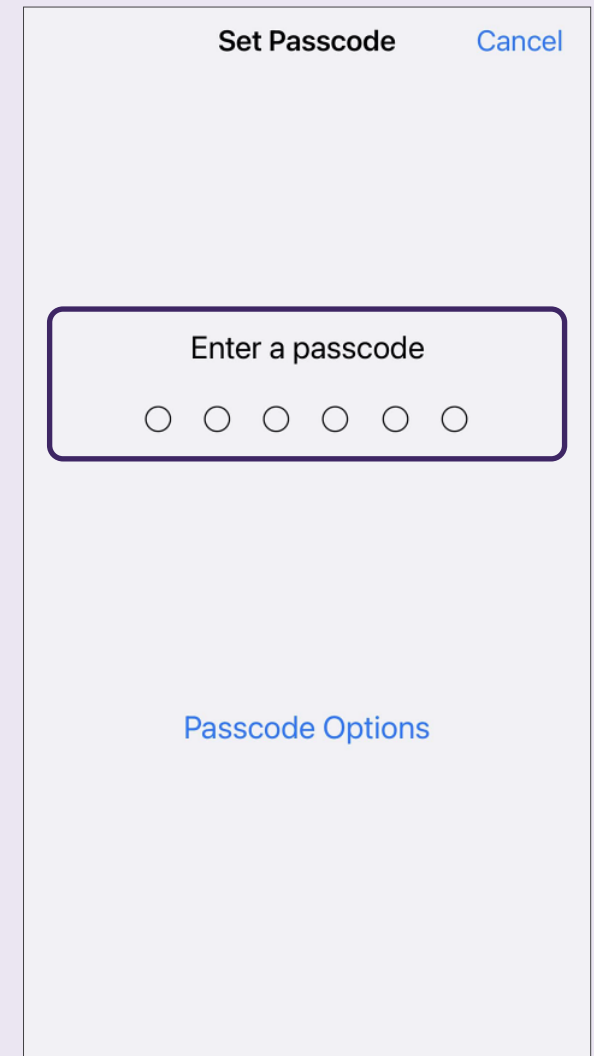
2 Select Face ID & Passcode



3 Select Turn Passcode On



4 Set Passcode



5

Set Passcode

Set Passcode [Cancel](#)

Enter a passcode

○ ○ ○ ○ ○ ○

Passcode Options

Custom Alphanumeric Code

Custom Numeric Code

4-Digit Numeric Code

[Cancel](#)

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

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

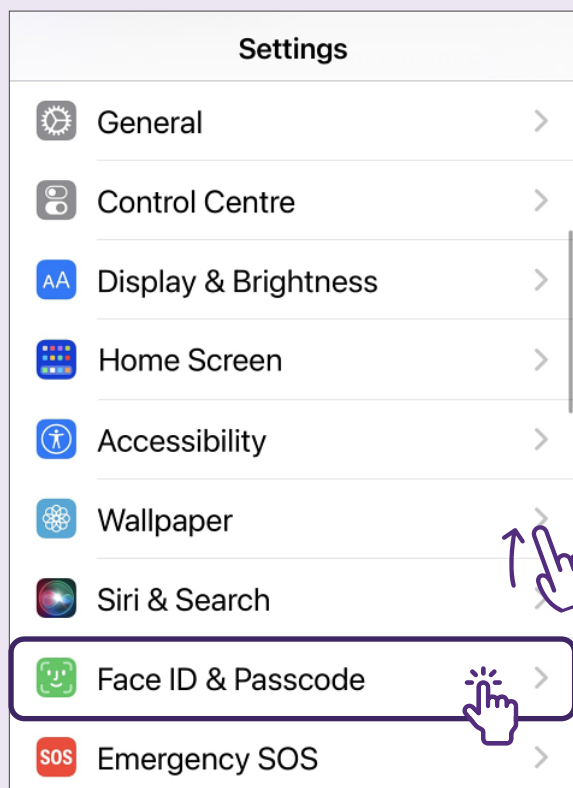
Set Face ID

1 Select Settings

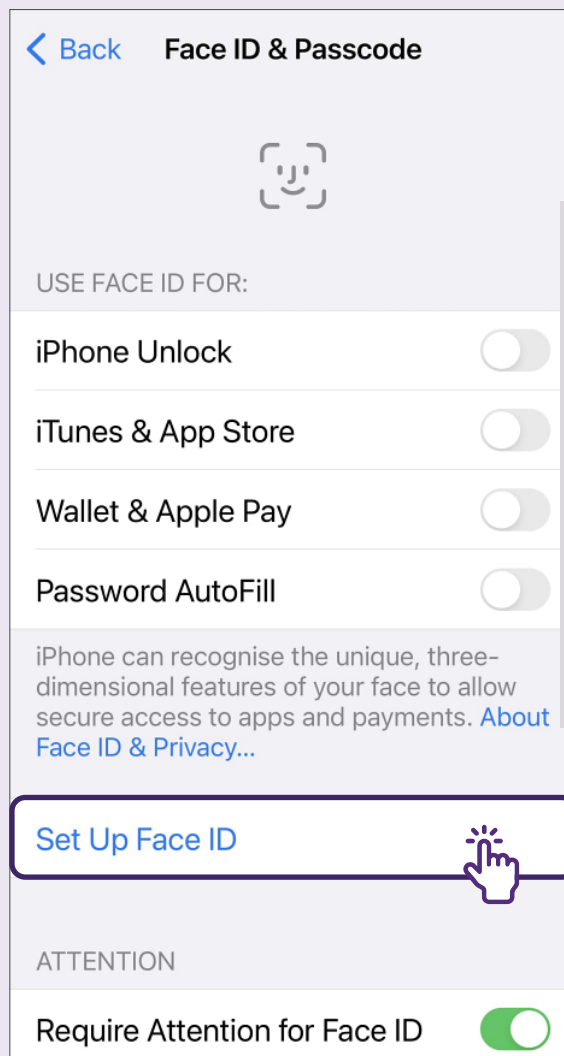


Find and tap the "Settings" icon.

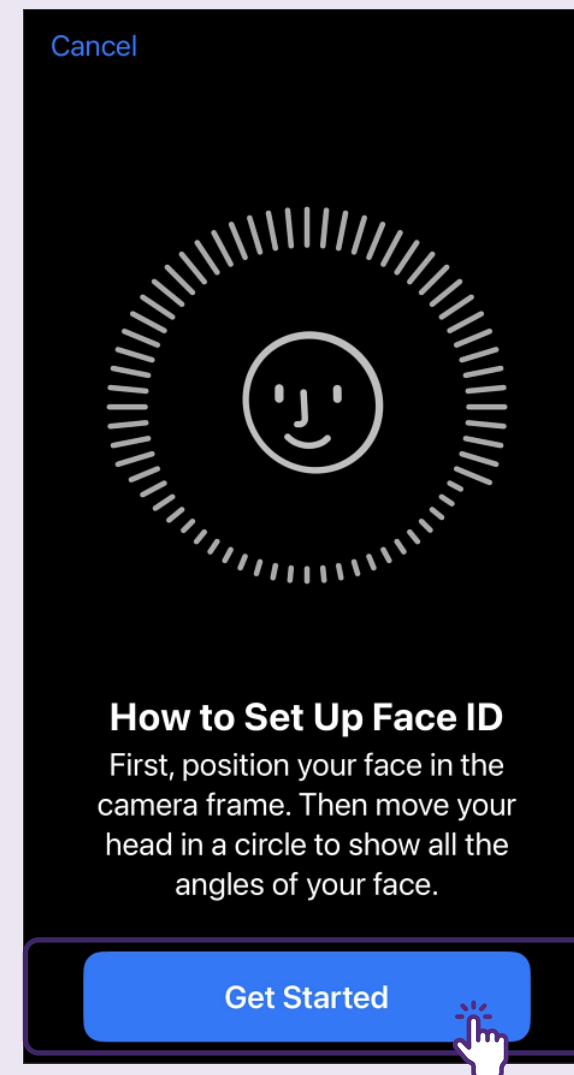
2 Select Face ID & Passcode



3 Select Set Up Face ID

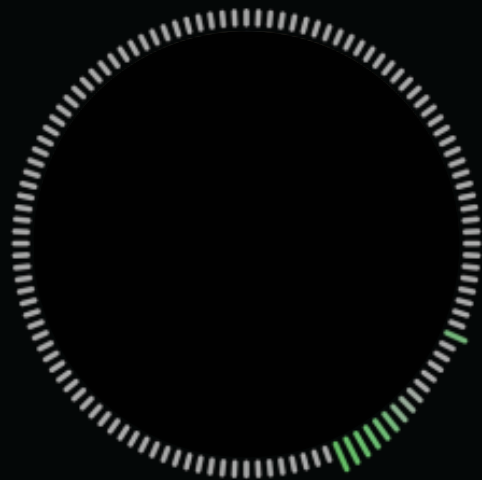


4 Select Get Started



5 Set Face ID

A Cancel



Move your head slowly to complete the circle.

Accessibility Options

B



Face ID is Now Set Up ›

Done



Gently move your head to complete the circle.

Tap **“Continue”** to repeat for a second time.

Tap **“Done”**.

Recognise Common Software Icons & Adjust Phone Settings

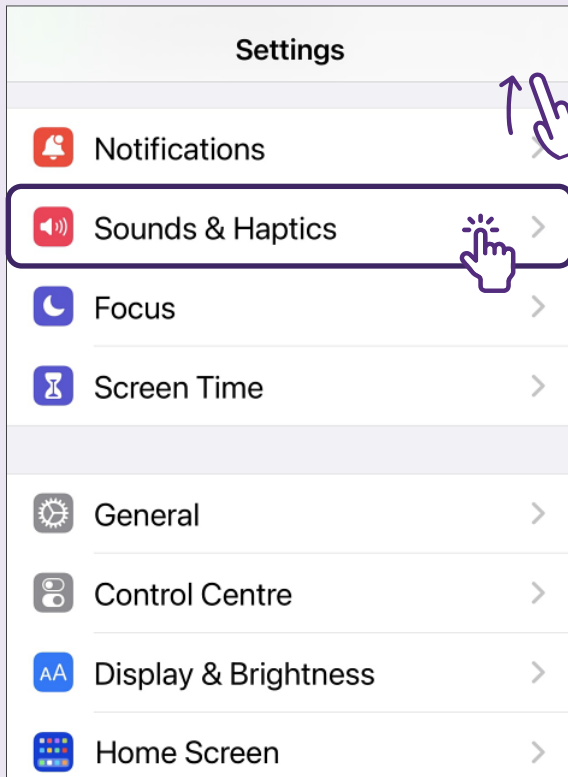
Sounds - Set Ringtone & Mobile Device Vibration

1 Select Settings

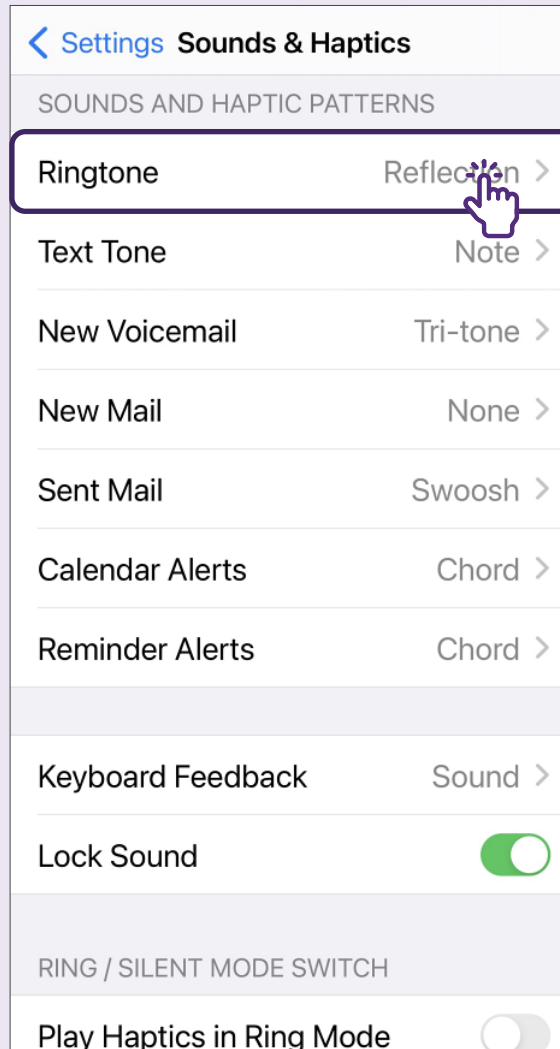


Find and tap the "Settings" icon.

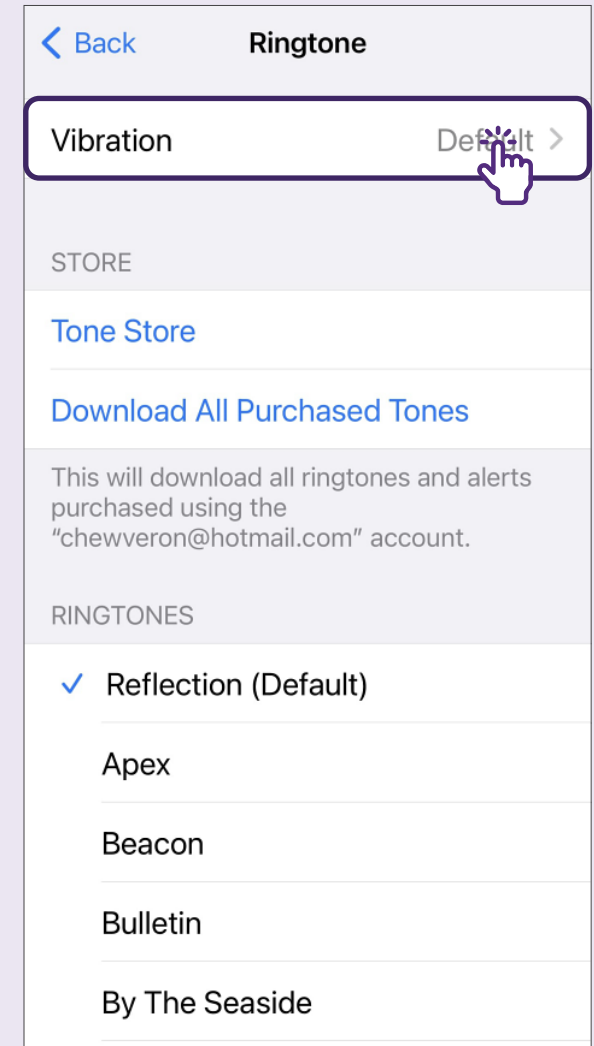
2 Select Sounds & Haptics



3 Select Ringtone



4 Select Vibration



Notes

4

Select Vibration

< Ringtone

Vibration

Synchronised (Default)



STANDARD

Accent

Alert

Heartbeat

Quick

Rapid

S.O.S.

Staccato

Symphony

CUSTOM

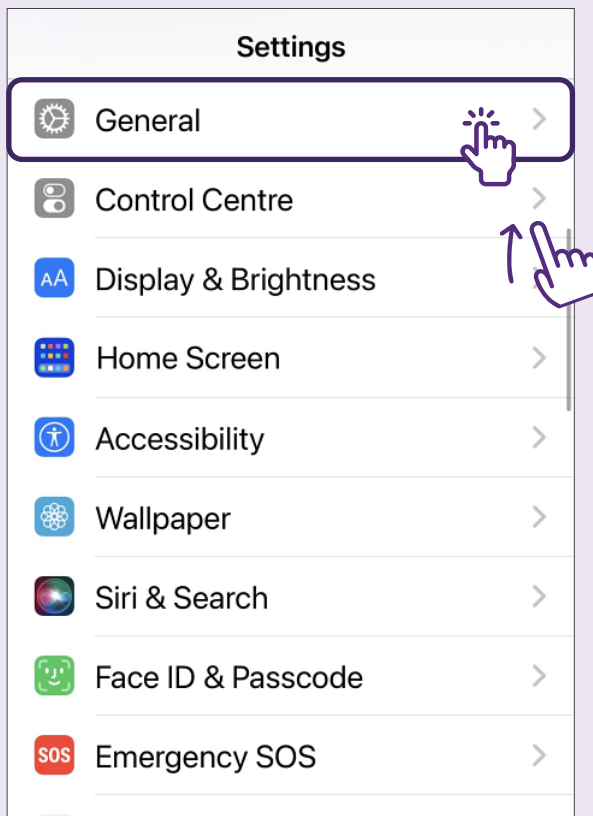
Screen Personalisation - Change Display Language

1 Select Settings

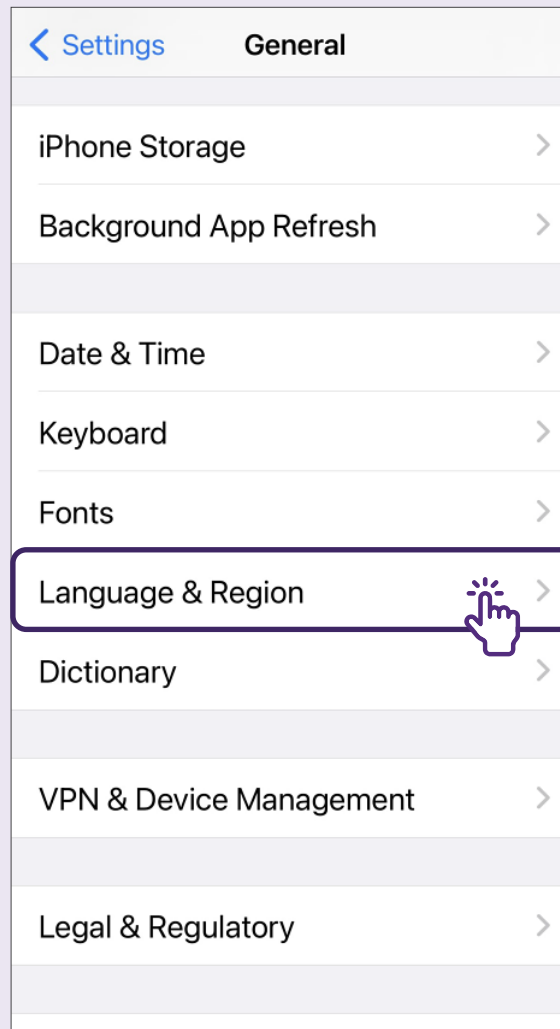


Find and tap the "Settings" icon.

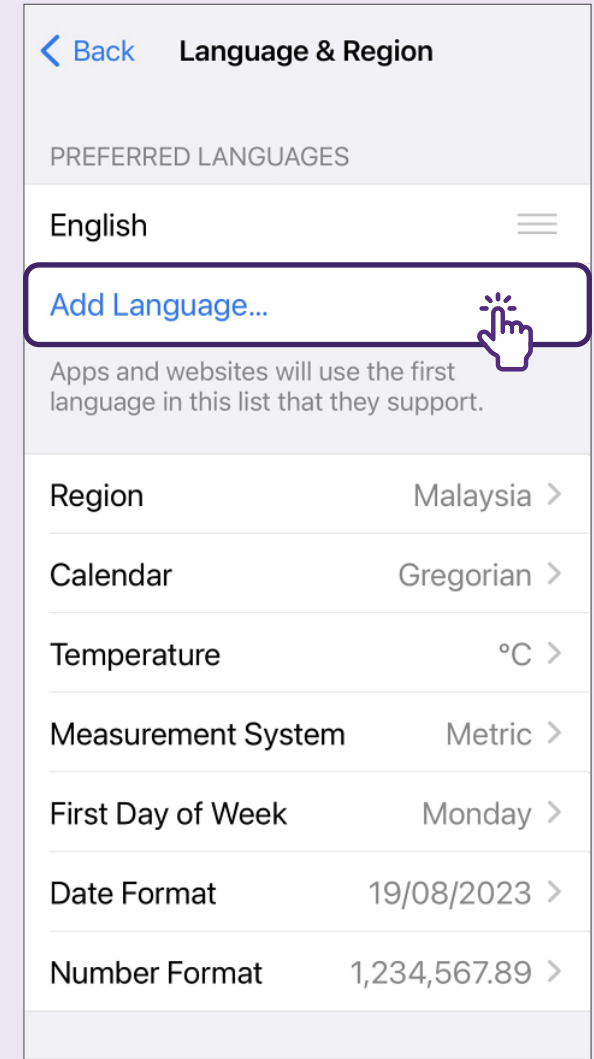
2 Select General



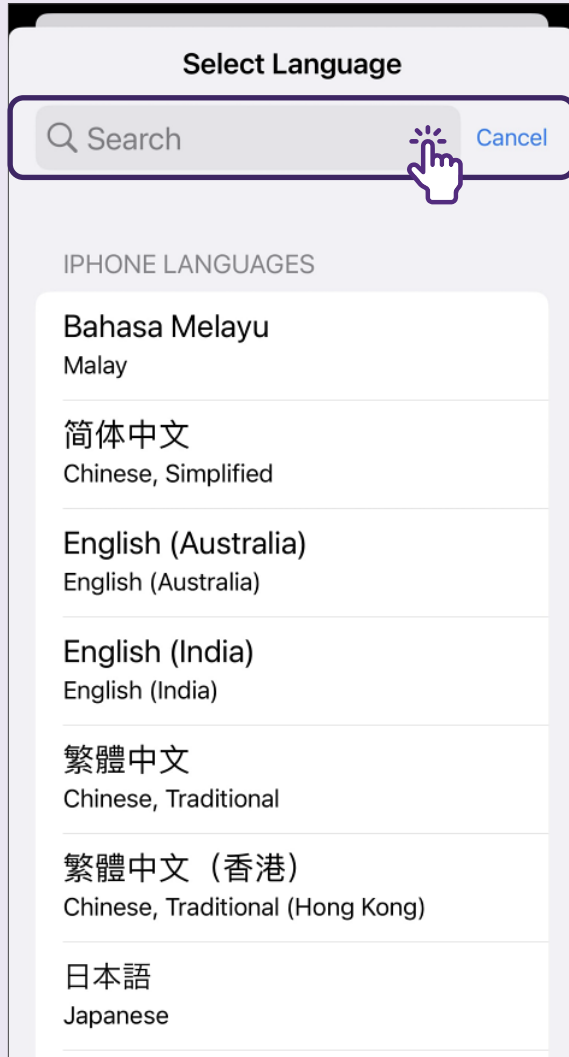
3 Select Language & Region



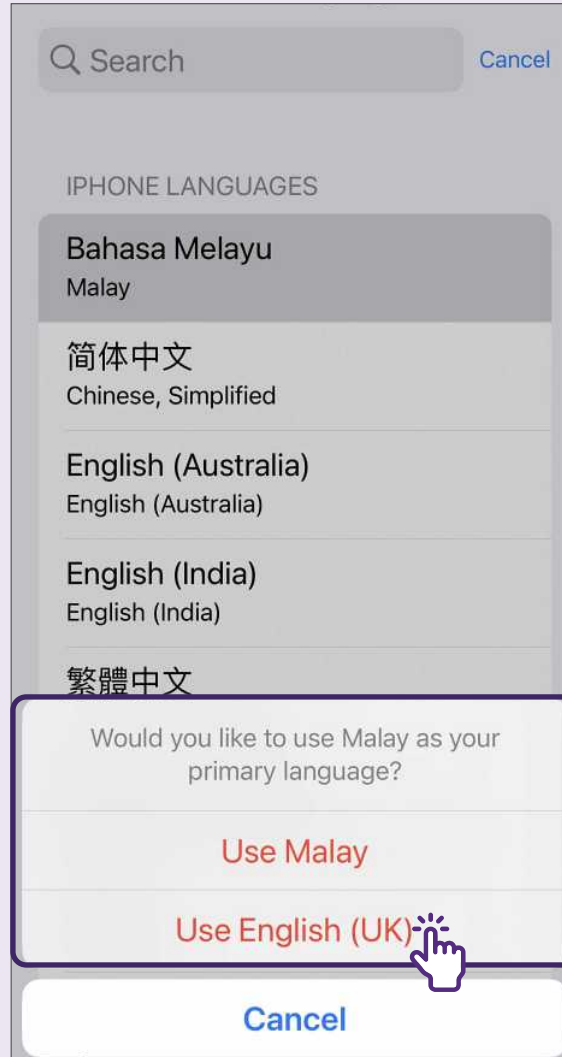
4 Select Add Language



5 Select Language



6 Select Primary Language



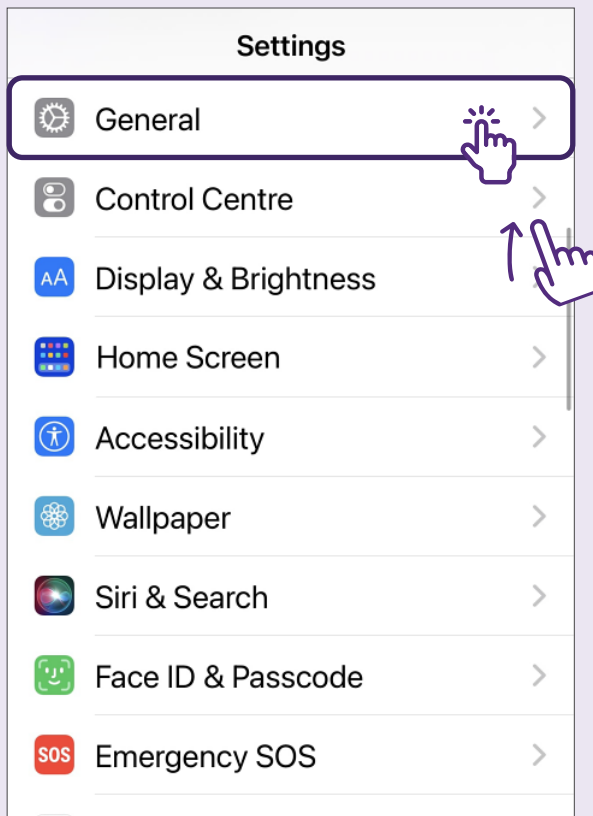
Screen Personalisation - Set Keyboard Preferences

1 Select Settings

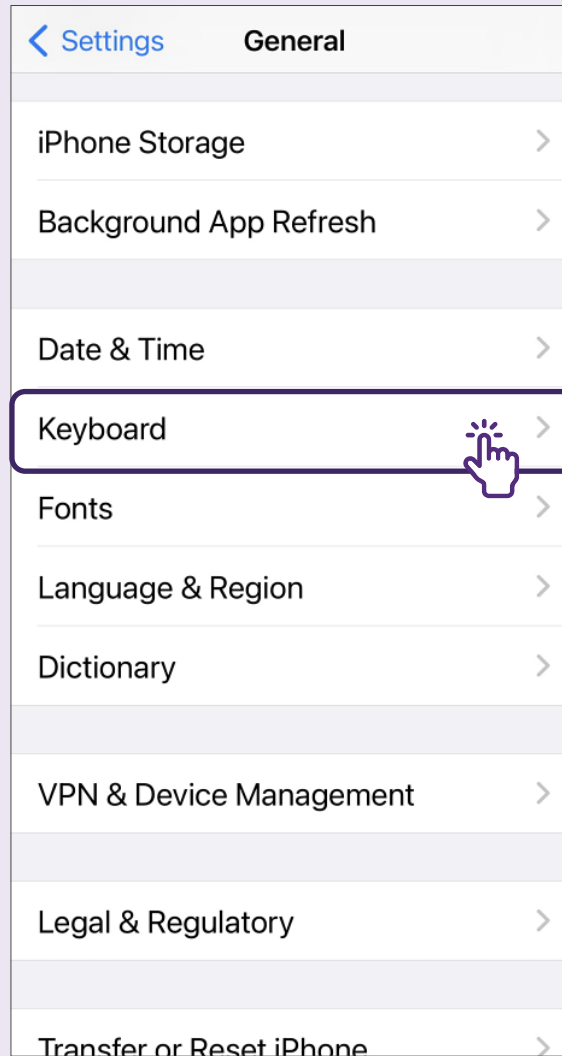


Find and tap the "Settings" icon.

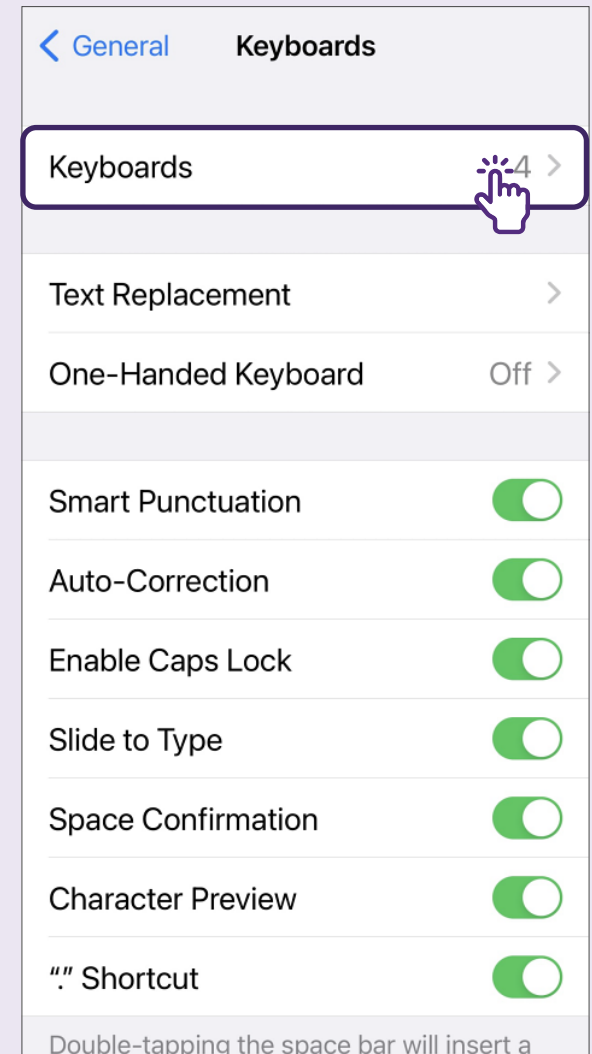
2 Select General



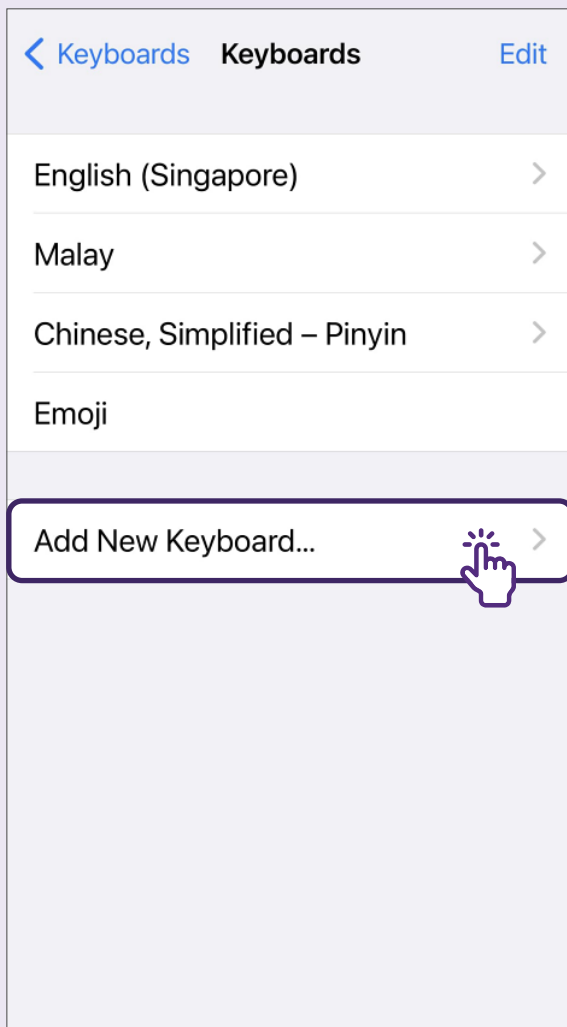
3 Select Keyboard



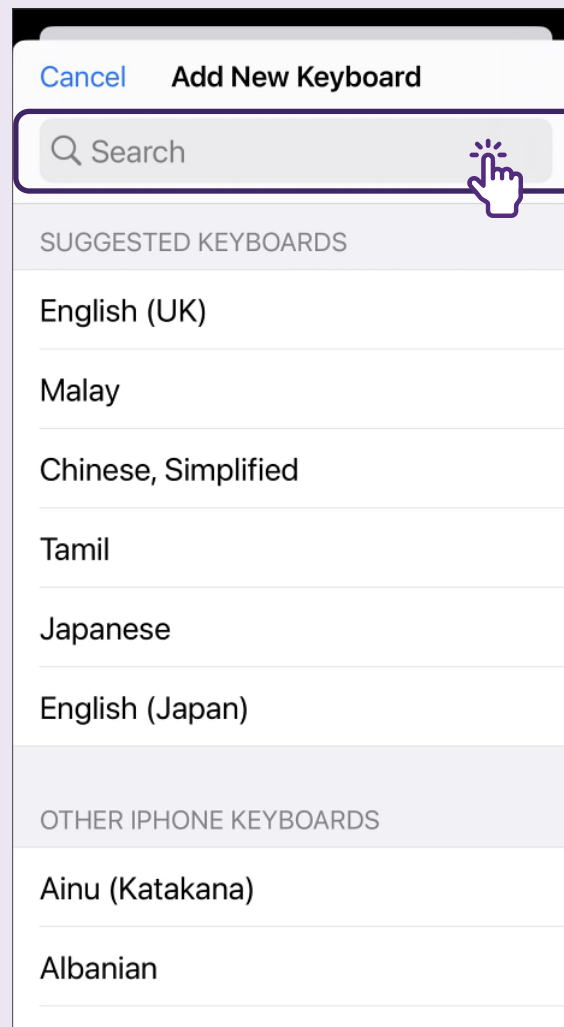
4 Select Keyboards



5 Select Add New Keyboard



6 Add New Keyboard



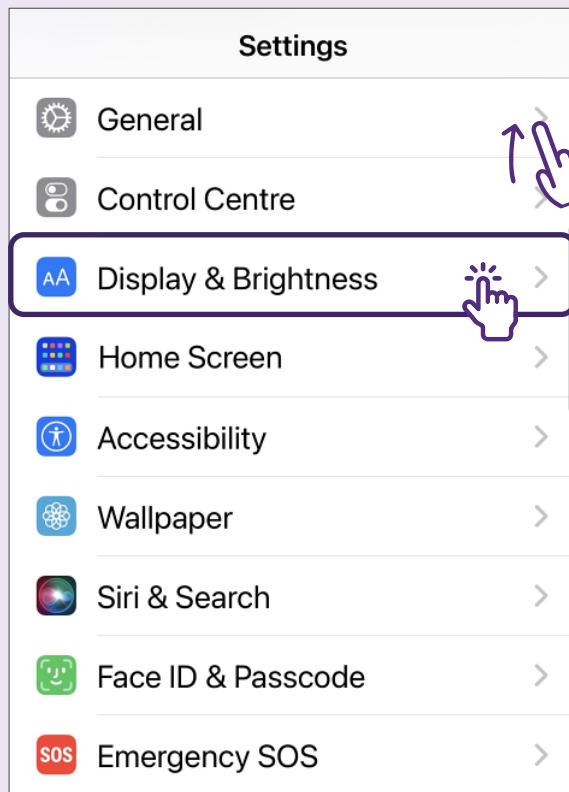
Screen Personalisation - Adjust Screen Display, Font Size & Brightness

1 Select Settings

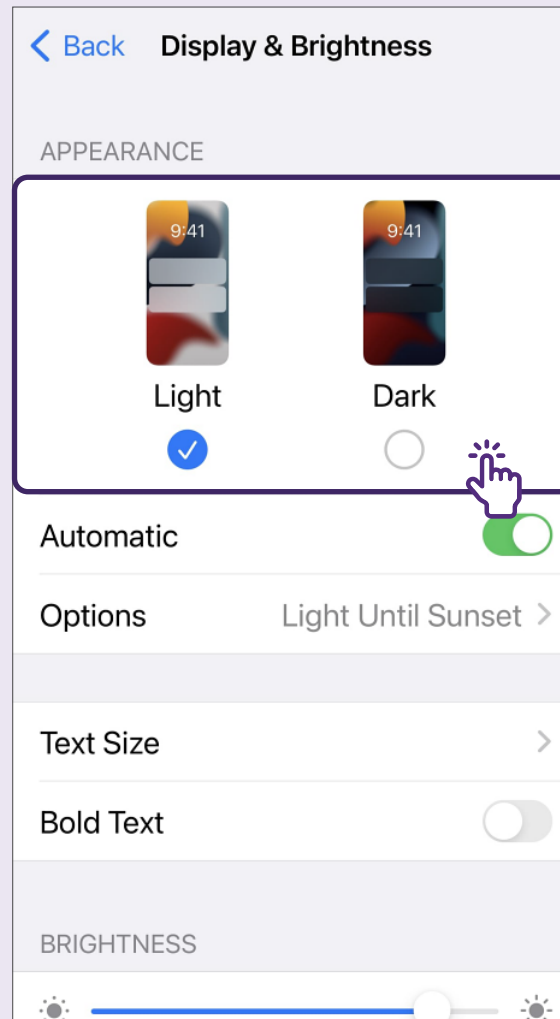


Find and tap the "Settings" icon.

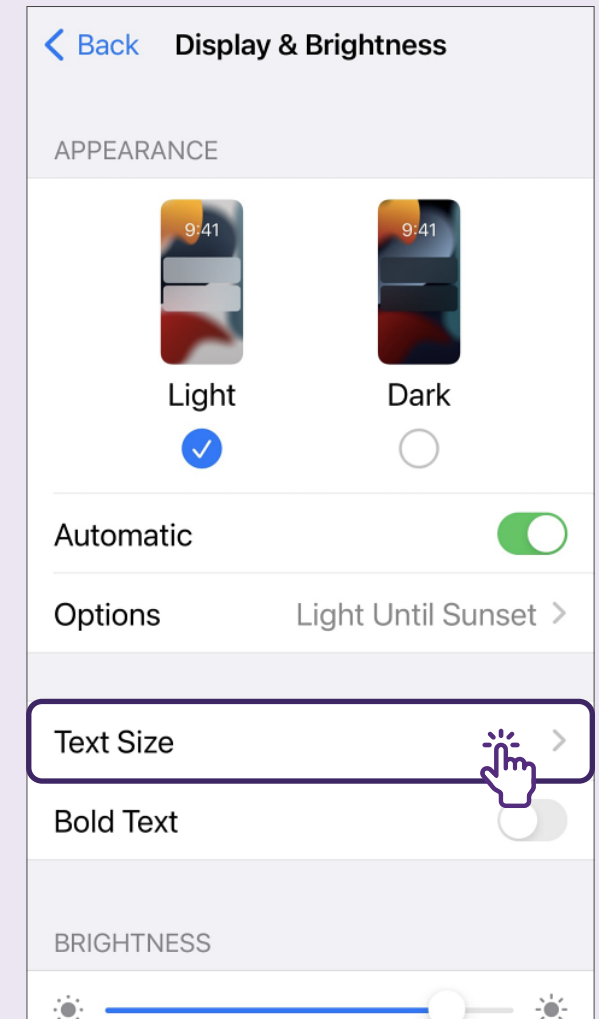
2 Select Display & Brightness



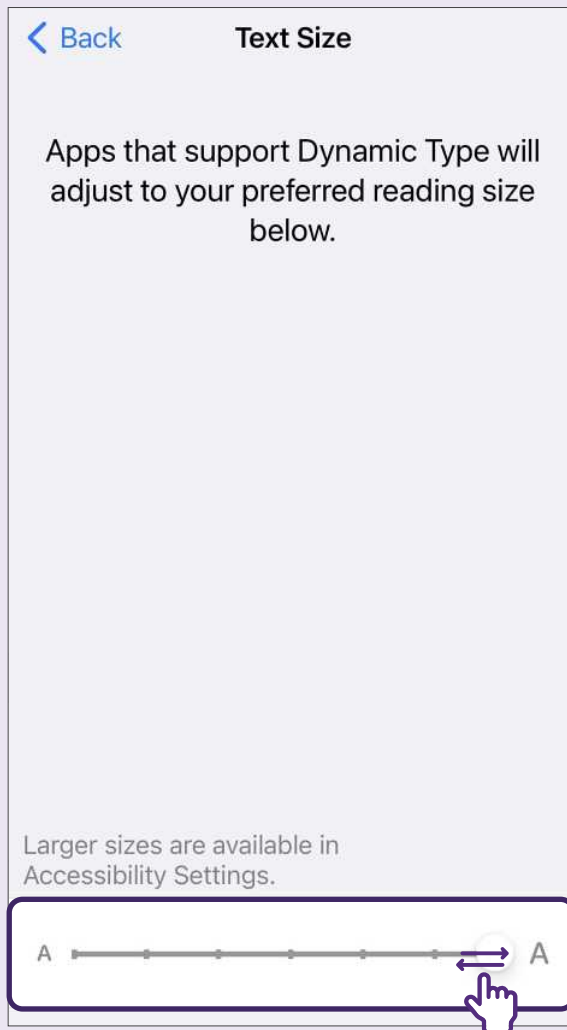
3 Select Light or Dark Mode



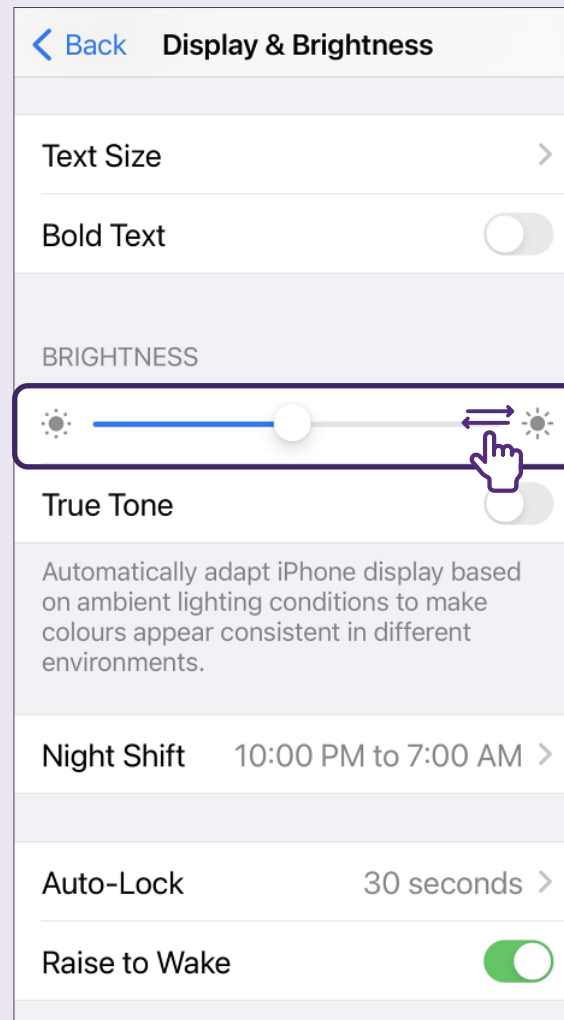
4 Select Text Size



5 Adjust Text Size



6 Adjust Brightness



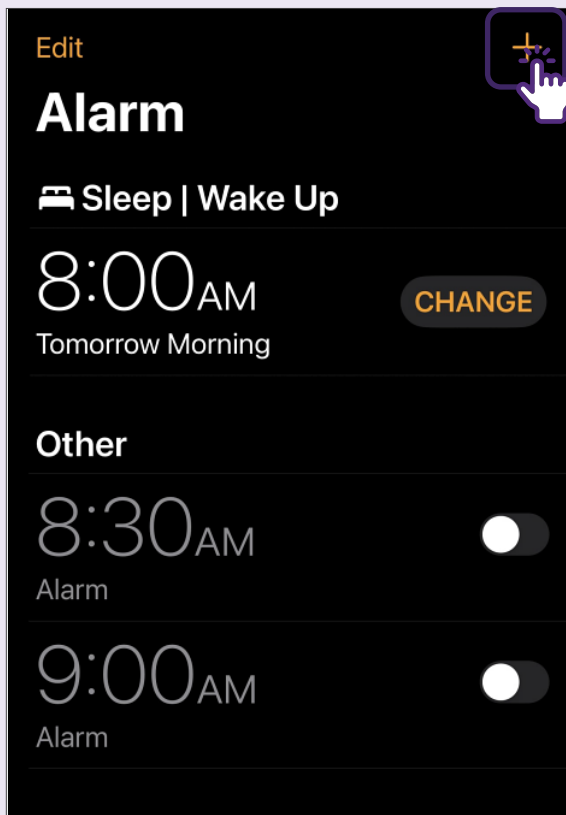
Set, Edit or Delete an Alarm

1 Select Clock

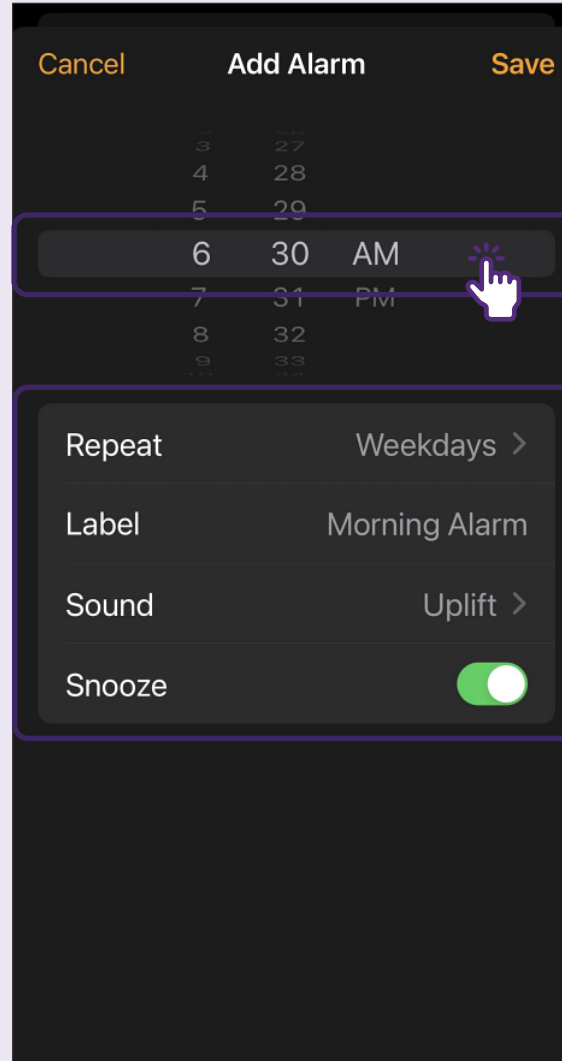


Find and tap the "Clock" icon.

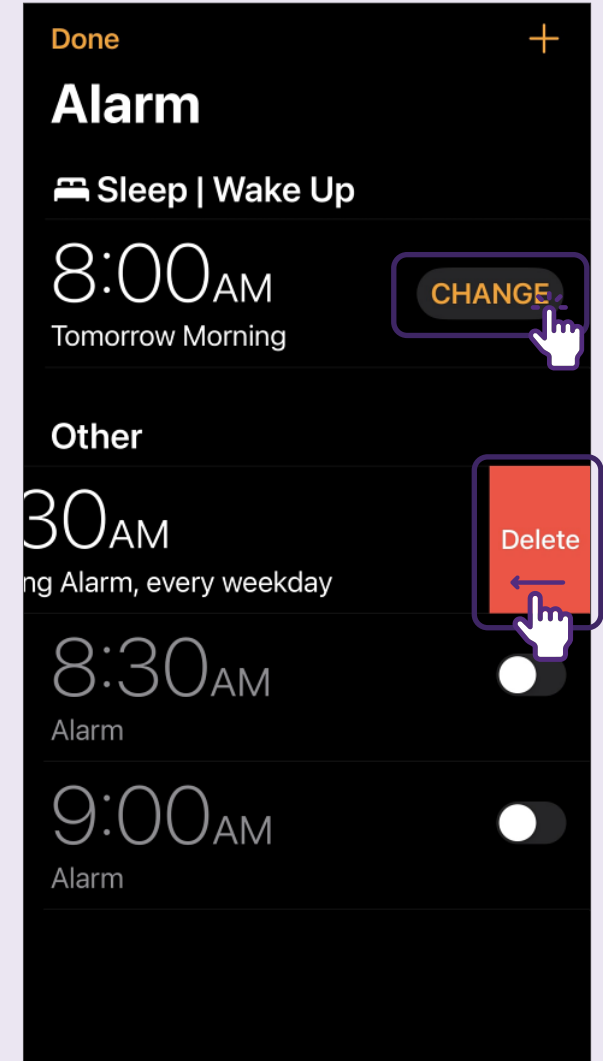
2 Add Alarm



3 Set Alarm



4 Edit or Delete an Alarm

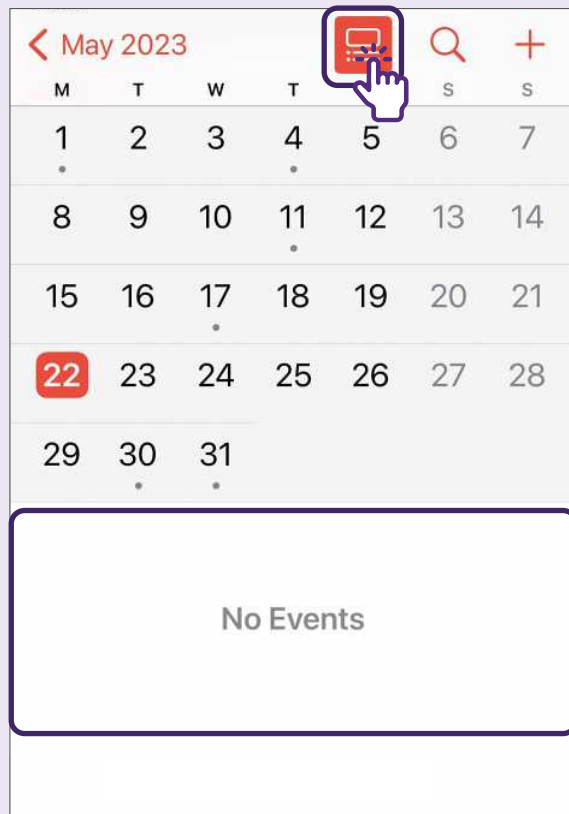


Create & Edit Events in Calendar

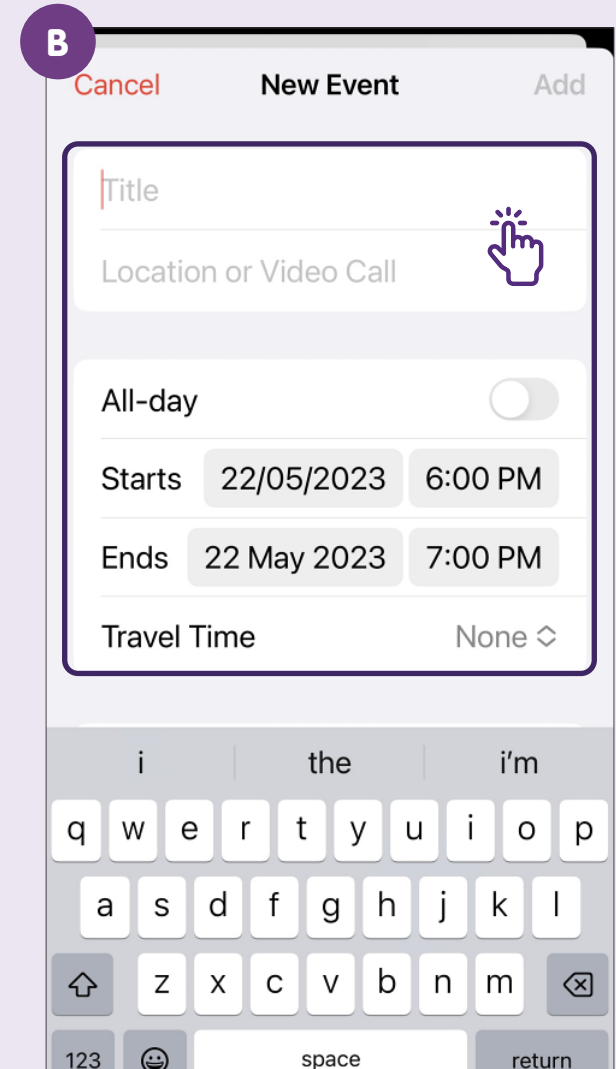
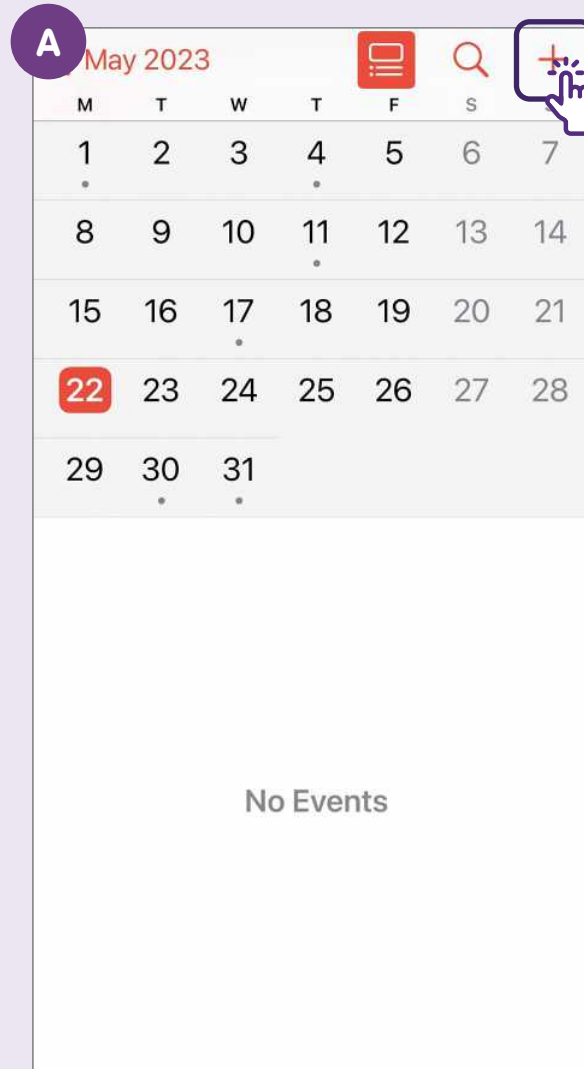
1 Select Calendar

Monday
17 Find and tap the
"Calendar" icon.

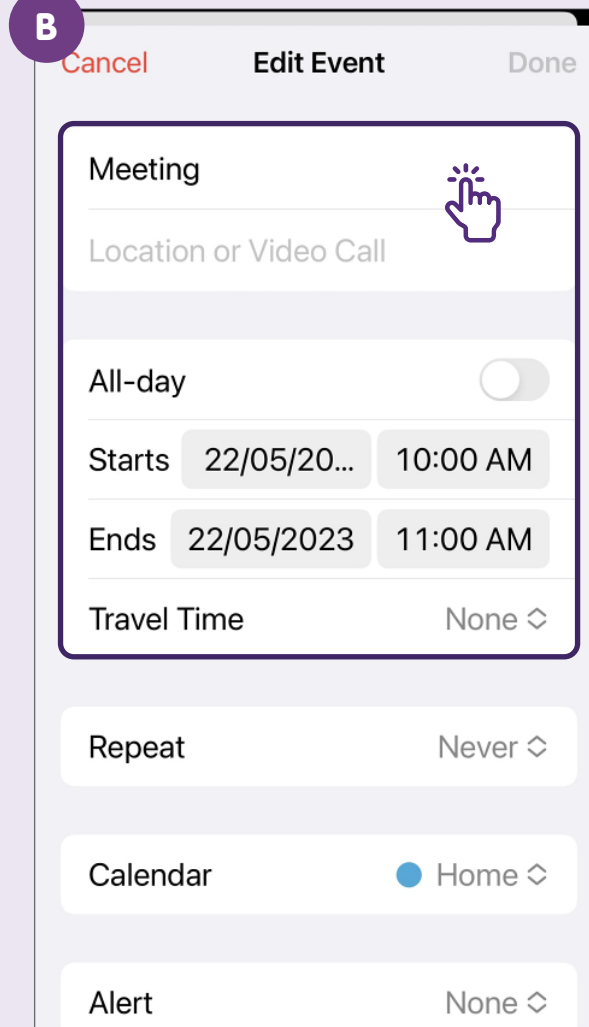
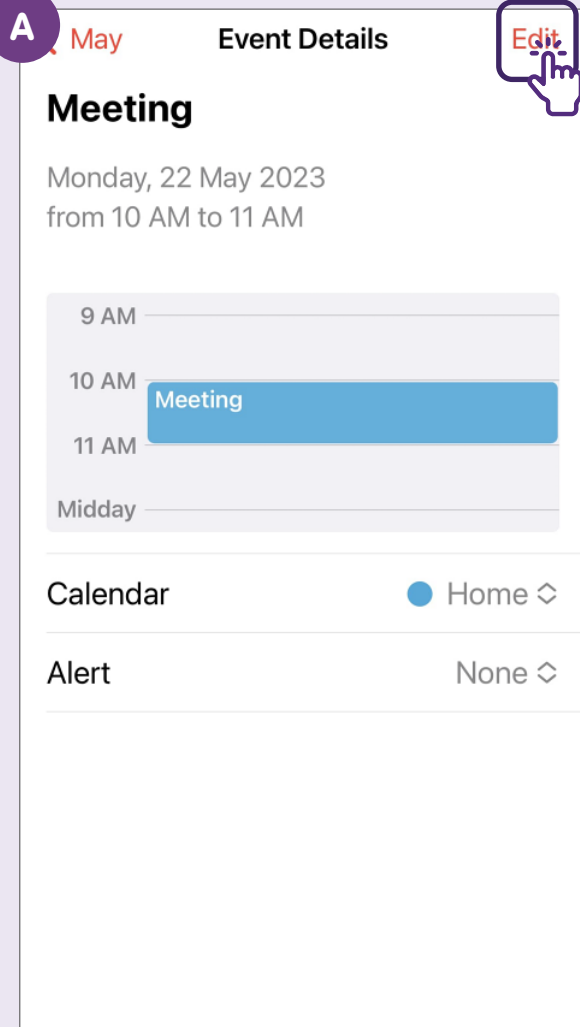
2 View List of Events



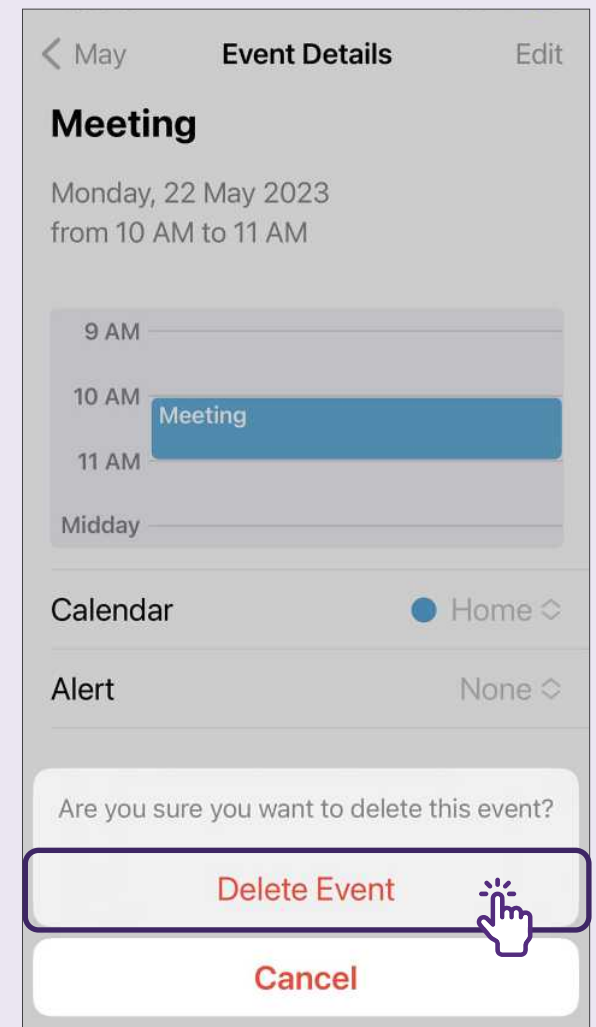
3 Add an Event



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.

Tap screen to
adjust camera's
focus

Photo Gallery

Tap to take
a photo /

Tap & hold to
record a video

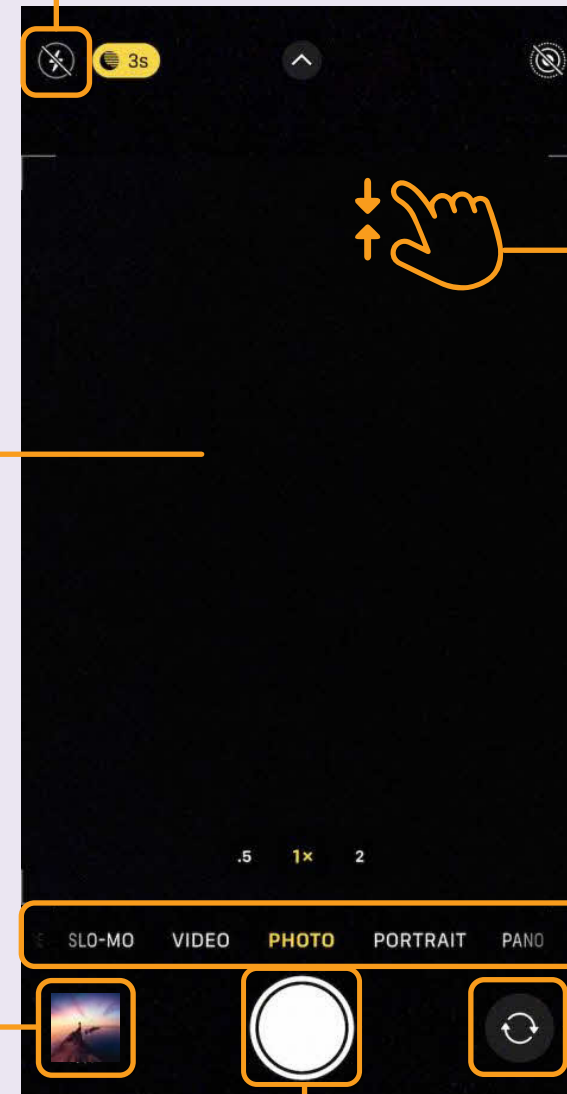
Flash on and off



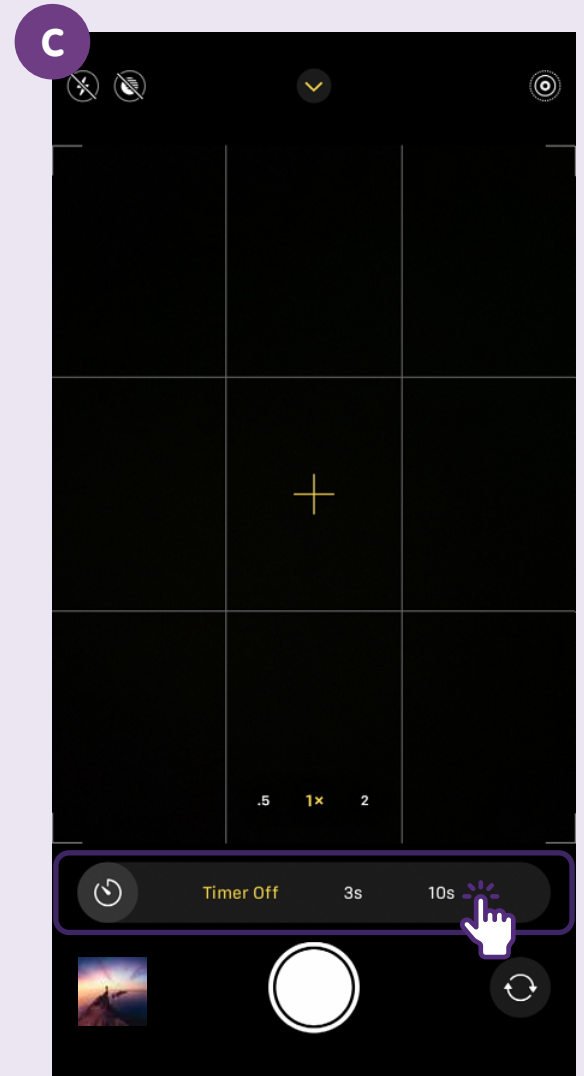
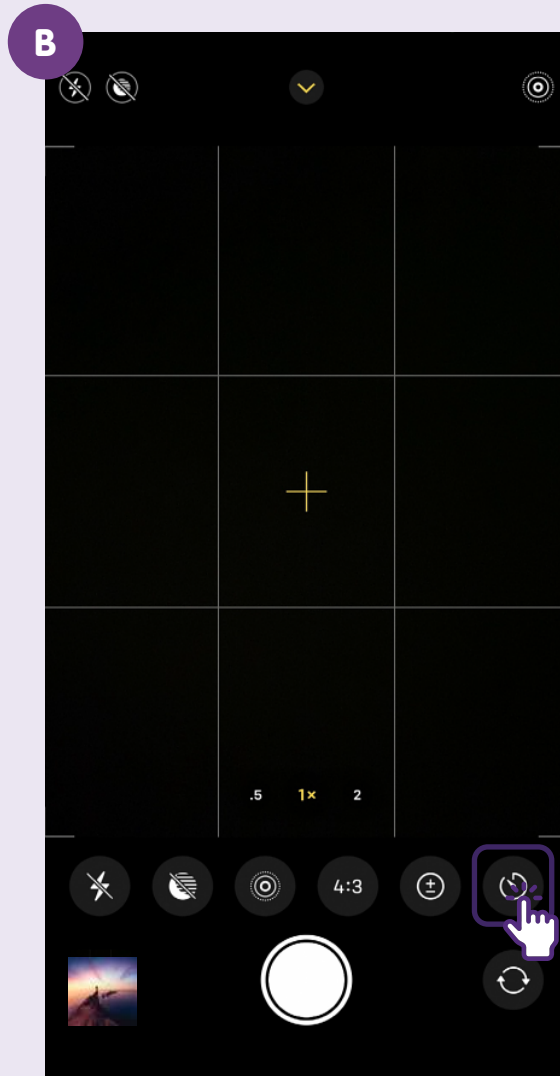
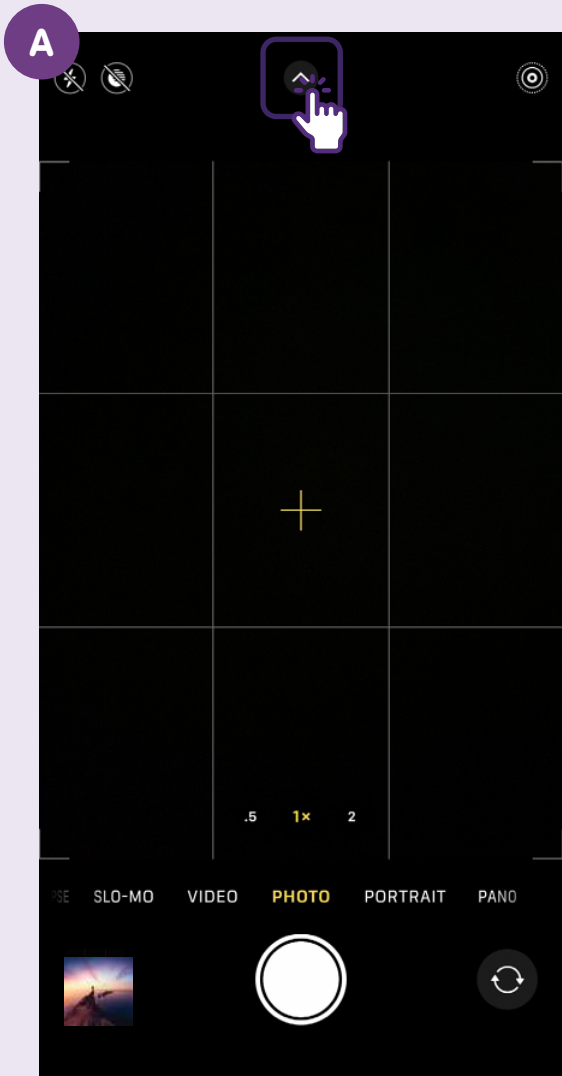
To zoom in and
out, use 2 fingers
to pinch and
expand in the
middle of the screen

Scroll left or right
for the different
camera modes

Tap to switch
between front
and back camera



2 Turn on Camera Timer



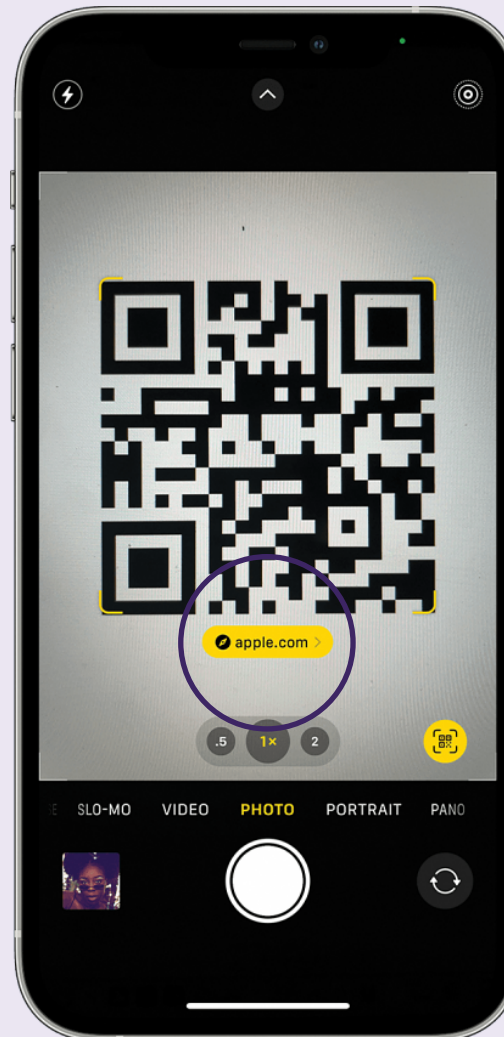
Scan a QR Code

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.

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.

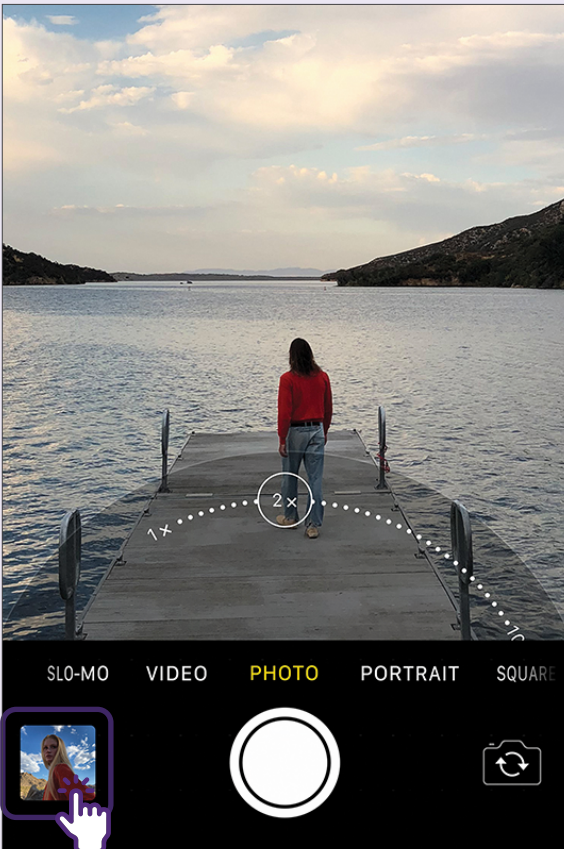
Personalise Wallpaper (From Photo Gallery)

1 Select Camera



Find and tap the "Camera" icon.

2 Select Photo Gallery

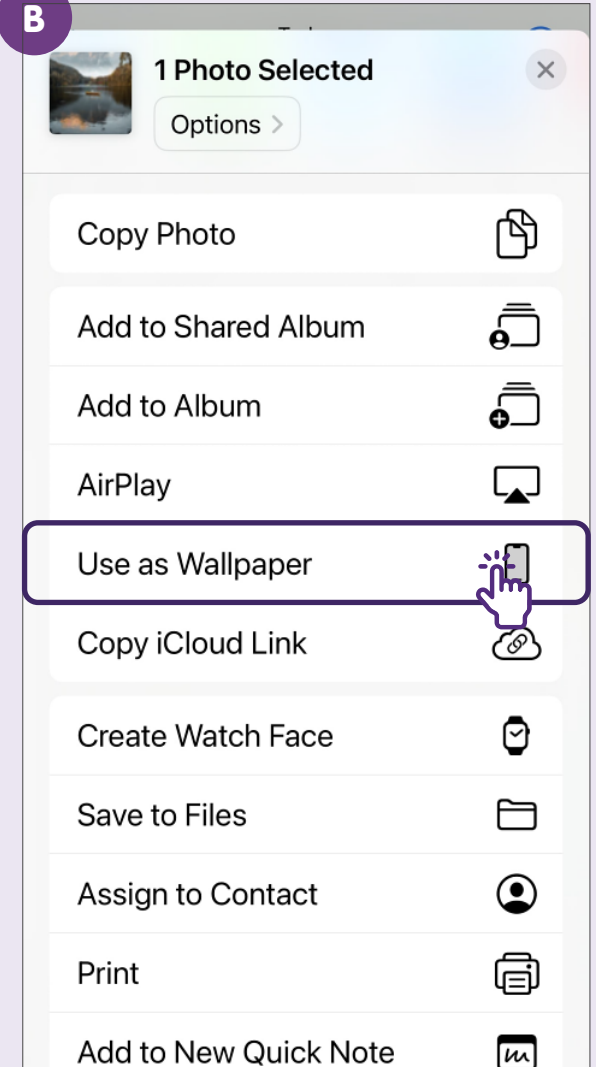


3 Select Use as Wallpaper

A



B



Notes

4

Apply Wallpaper



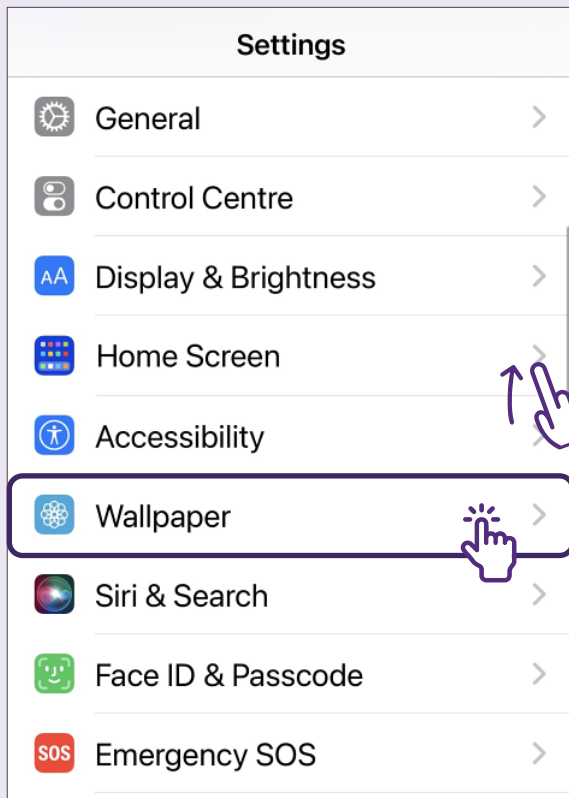
Personalise Wallpaper (From Settings)

1 Select Settings



Find and tap the "Settings" icon.

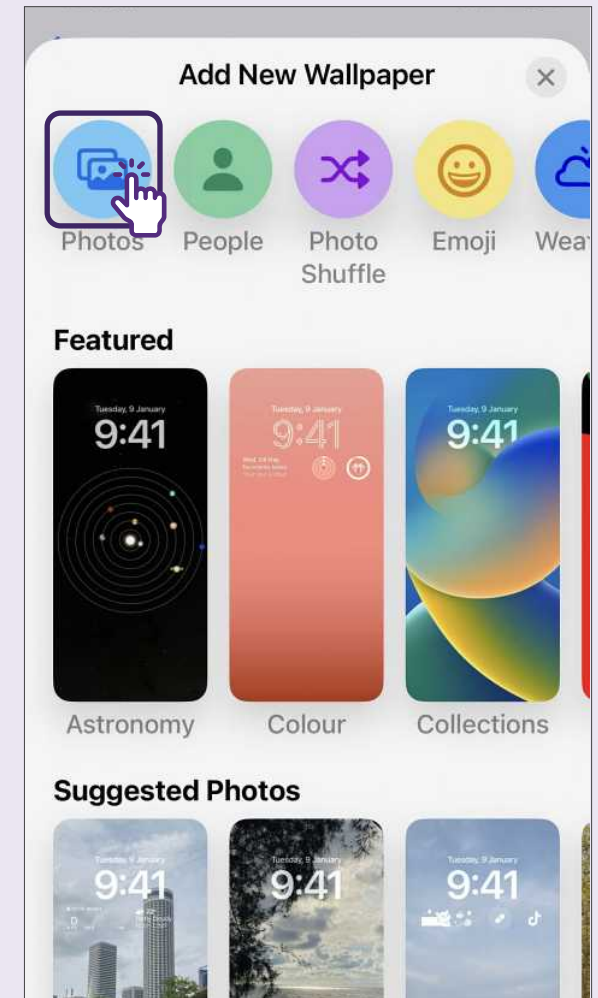
2 Select Wallpaper



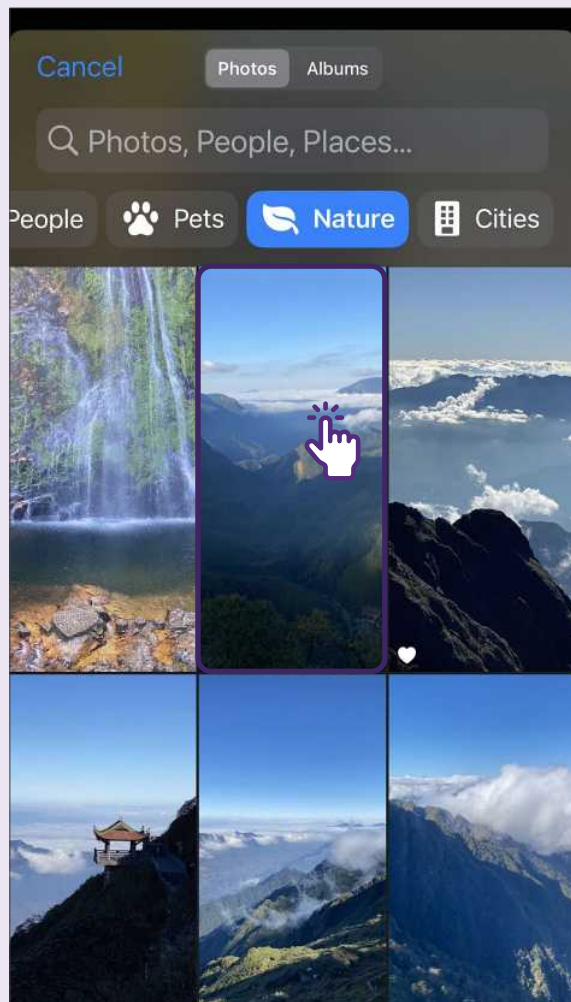
3 Select Add New Wallpaper



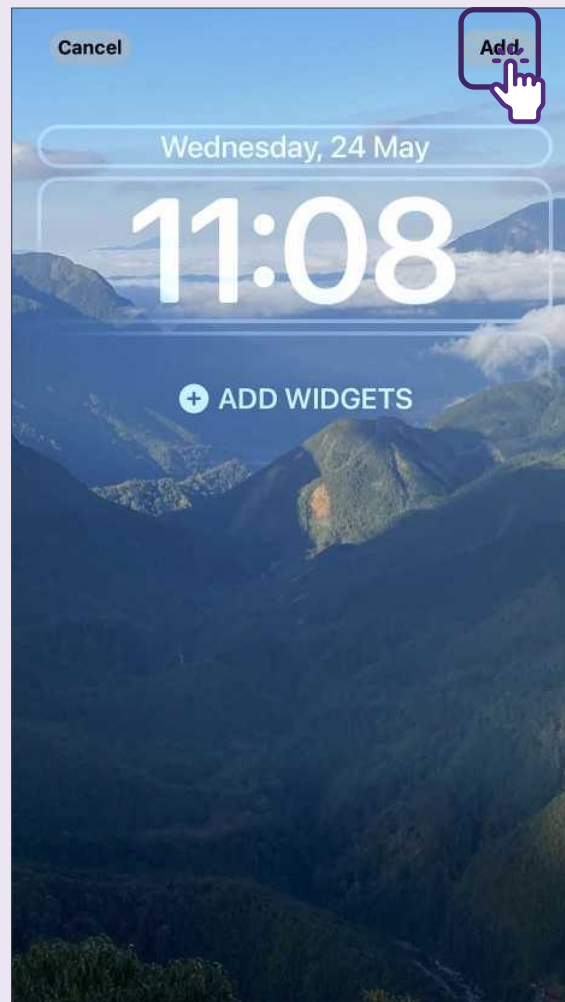
4 Select Photos



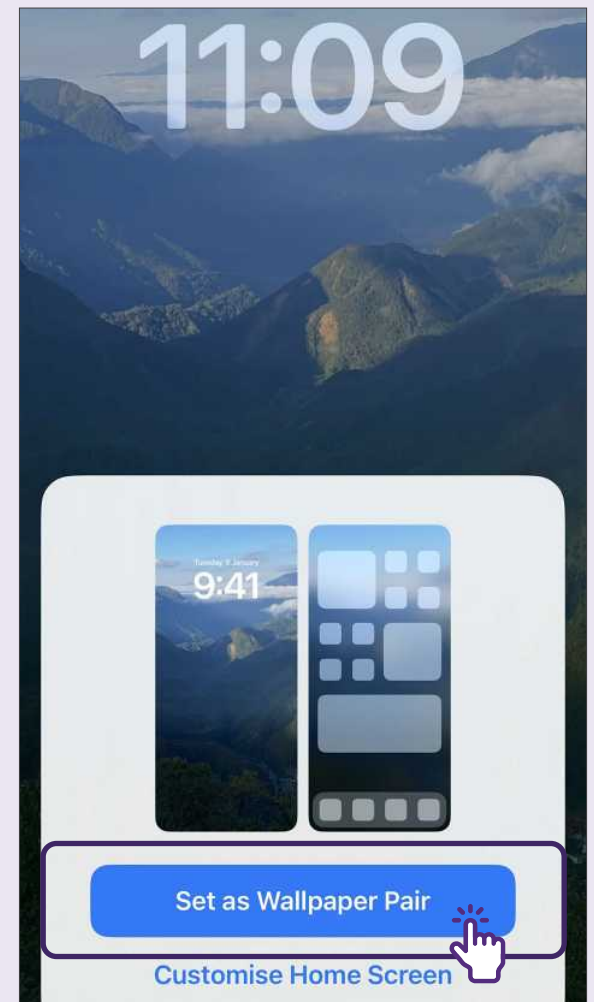
5 Select Wallpaper



6 Add Wallpaper



7 Set 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.



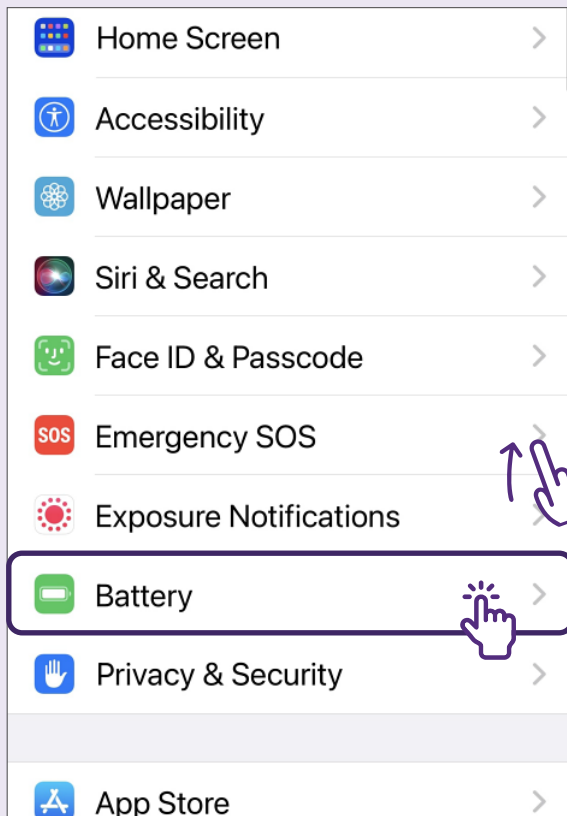
Mobile Device Care - Battery Settings

1 Select Settings



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

2 Select Battery



3 Battery Settings



Turn on: Green
Turn off: Grey

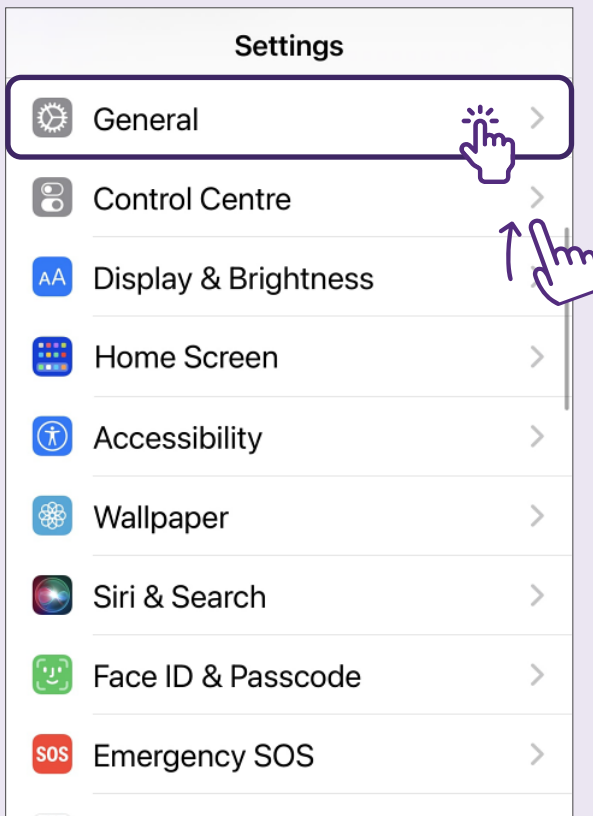
Mobile Device Care - Software Update

1 Select Settings

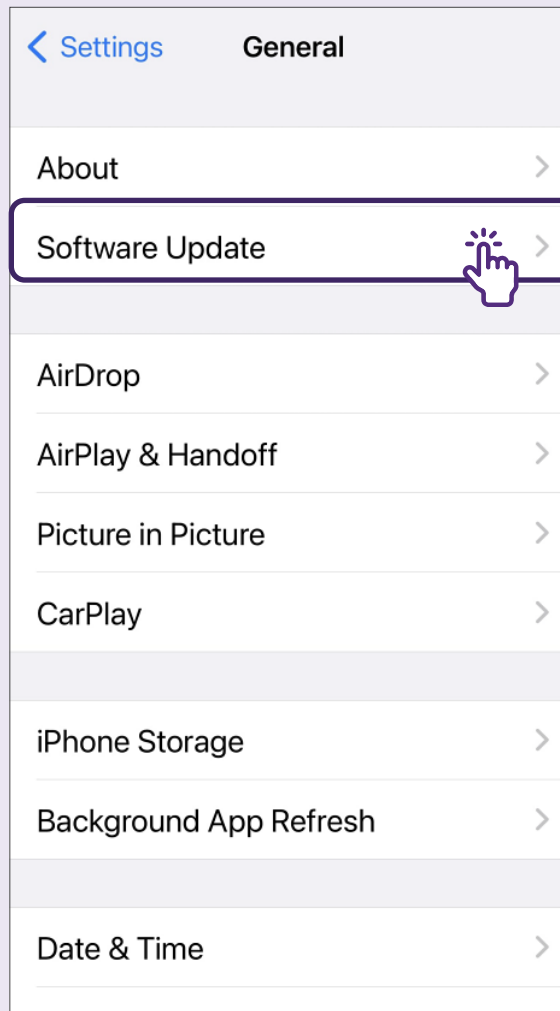


Find and tap the "Settings" icon.

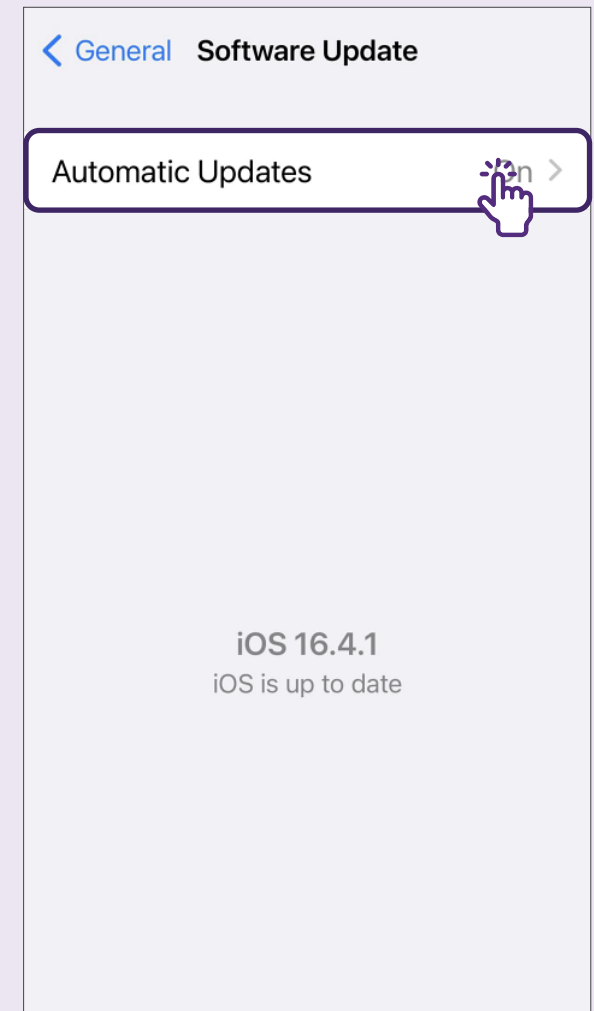
2 Select General



3 Select Software Update



4 Turn on Automatic Updates



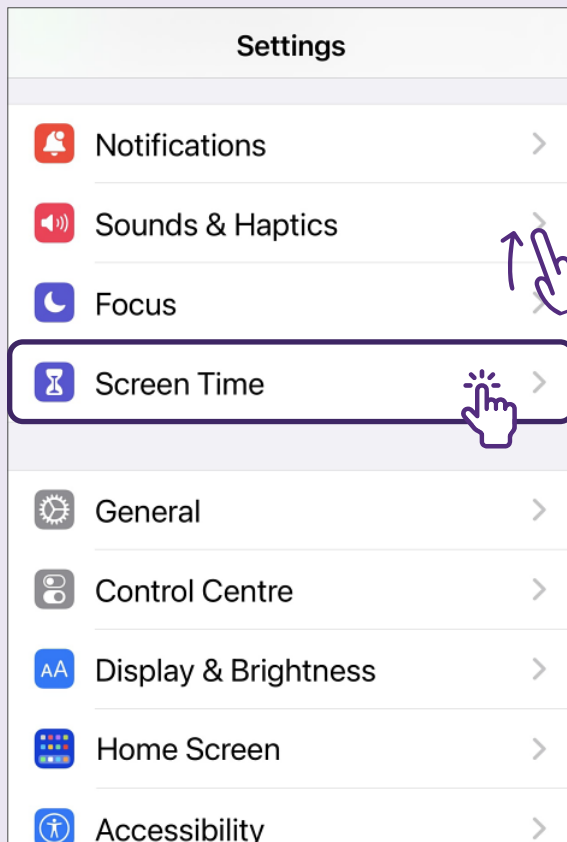
Screen Time - Turn on Screen Time

1 Select Settings

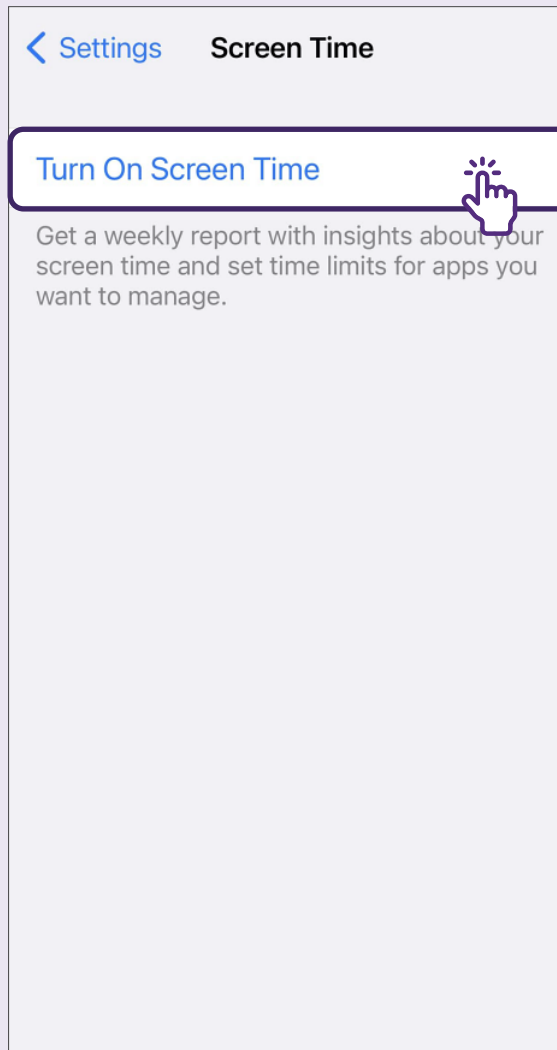


Find and tap the "Settings" icon.

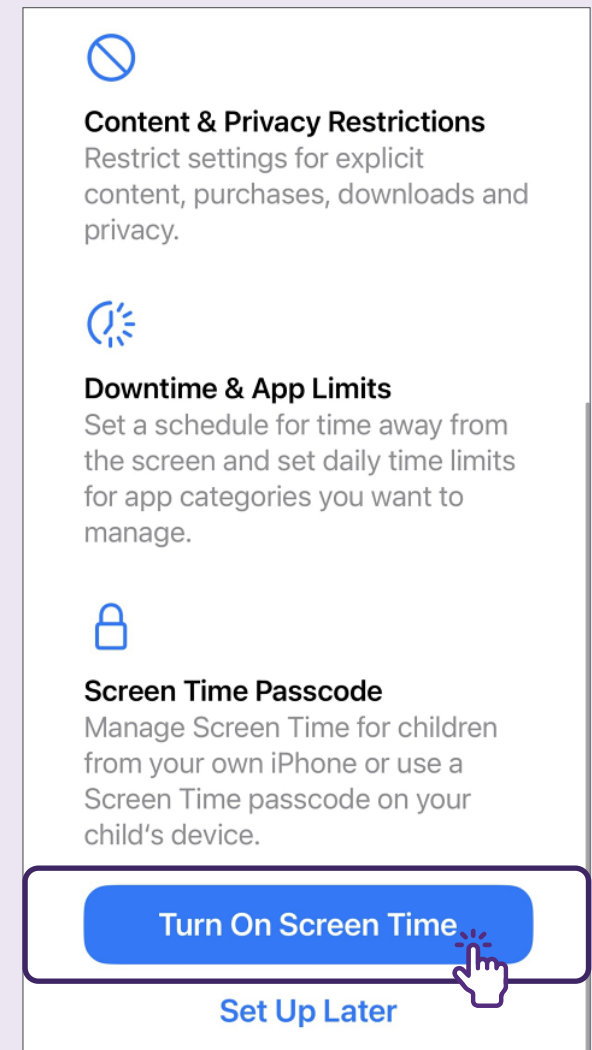
2 Select Screen Time



3 Select Turn On Screen Time



4 Select Turn On Screen Time



Notes

5 Select This is My iPhone



Is This iPhone for Yourself or Your Child?

Screen Time for a child's iPhone lets you set up additional parental controls.

This is My iPhone



This is My Child's iPhone

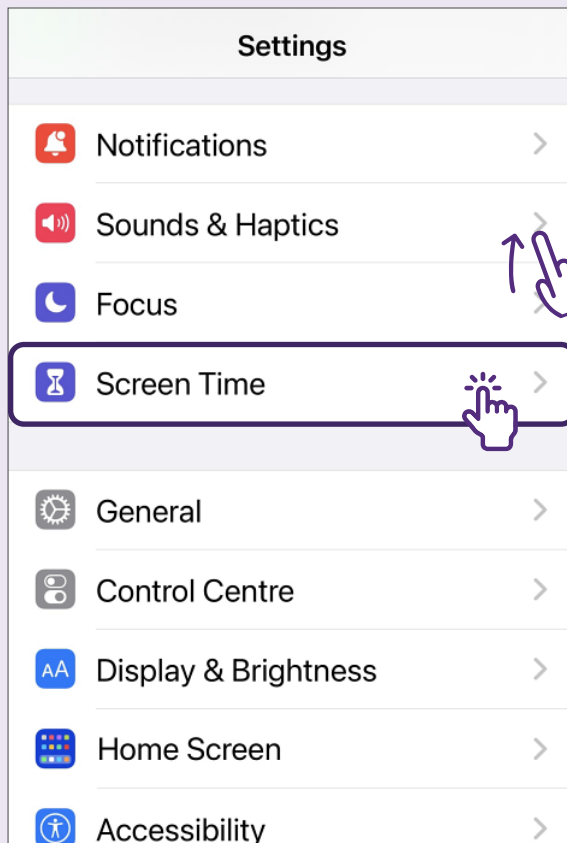
Screen Time - Check Screen Time

1 Select Settings

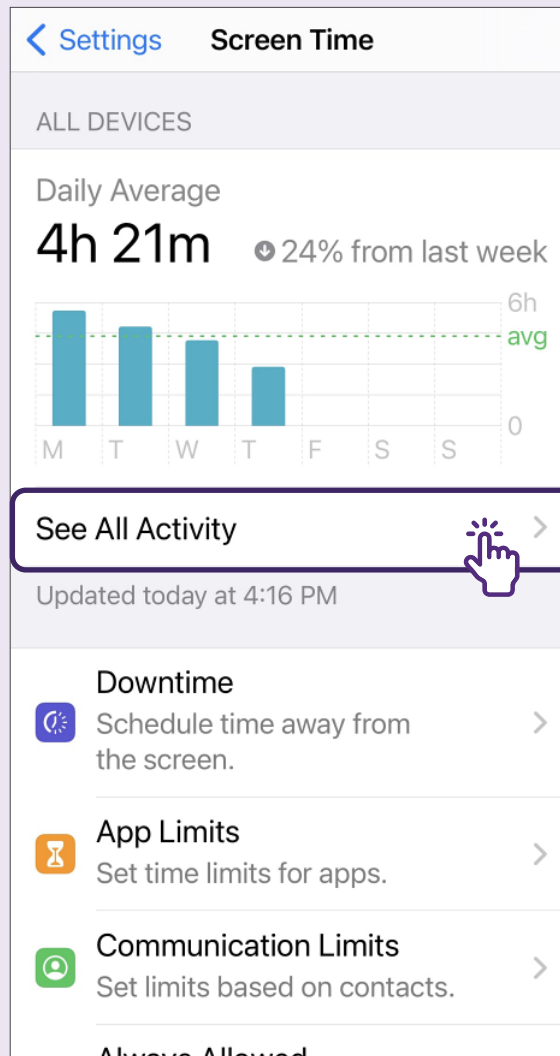


Find and tap the "Settings" icon.

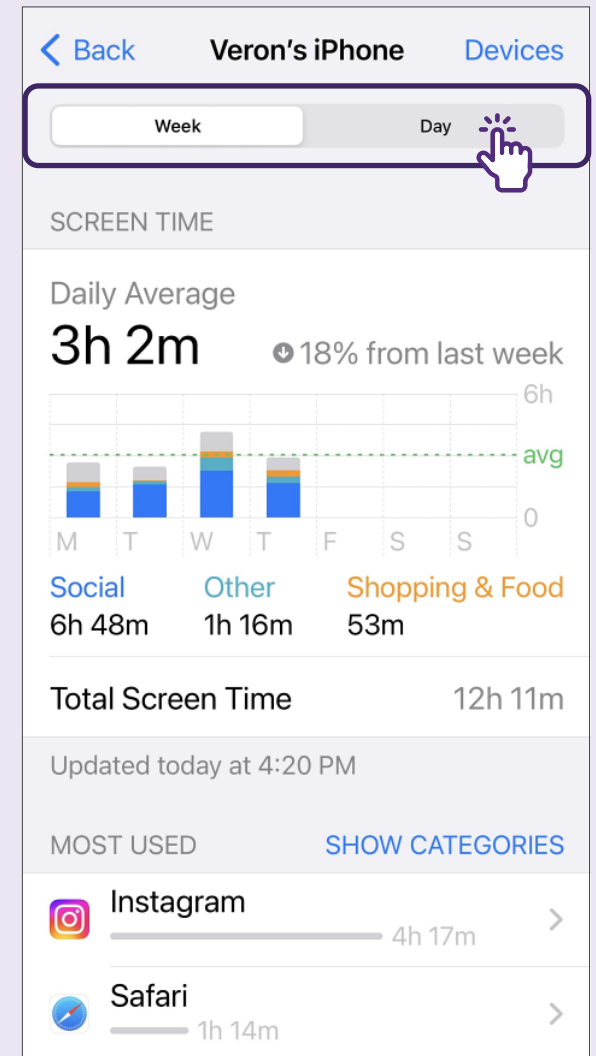
2 Select Screen Time



3 Select See All Activity

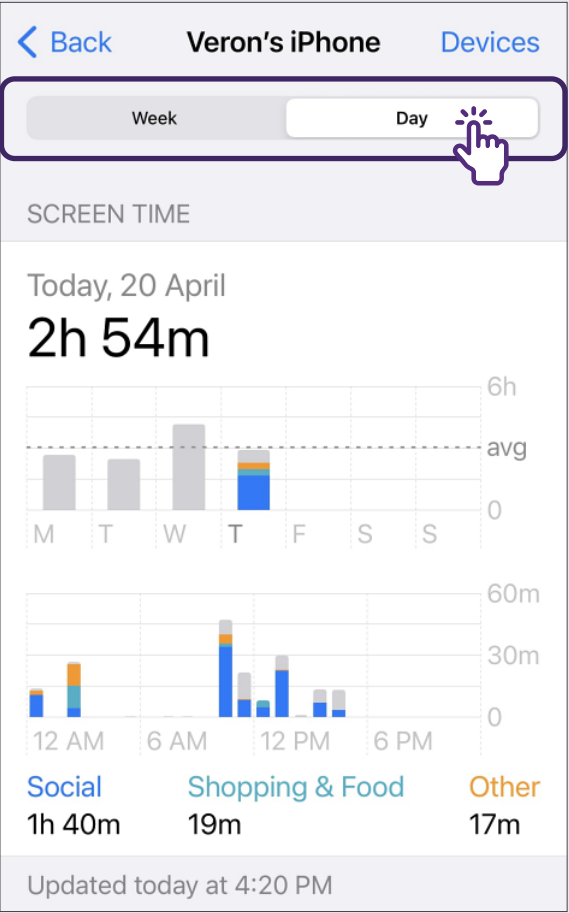


4 Toggle between "Week" and "Day"



Notes

4 Toggle between “Week” and “Day”



View a summary of your weekly or daily use.

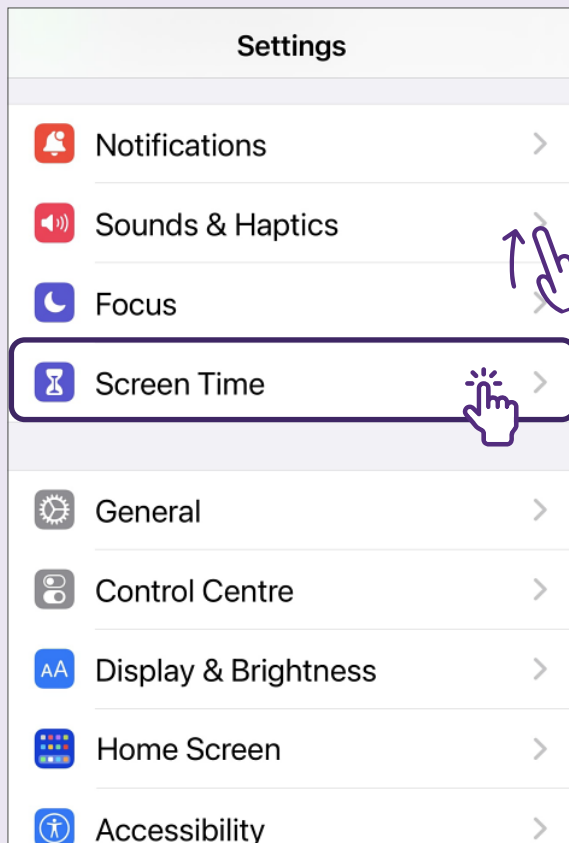
App Limits - Set App Limits

1 Select Settings

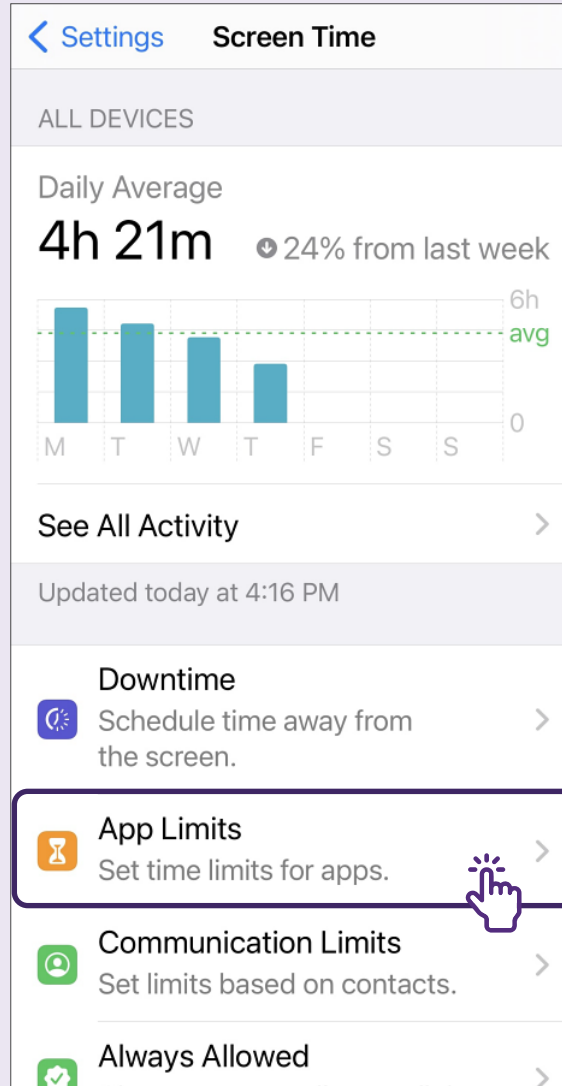


Find and tap the "Settings" icon.

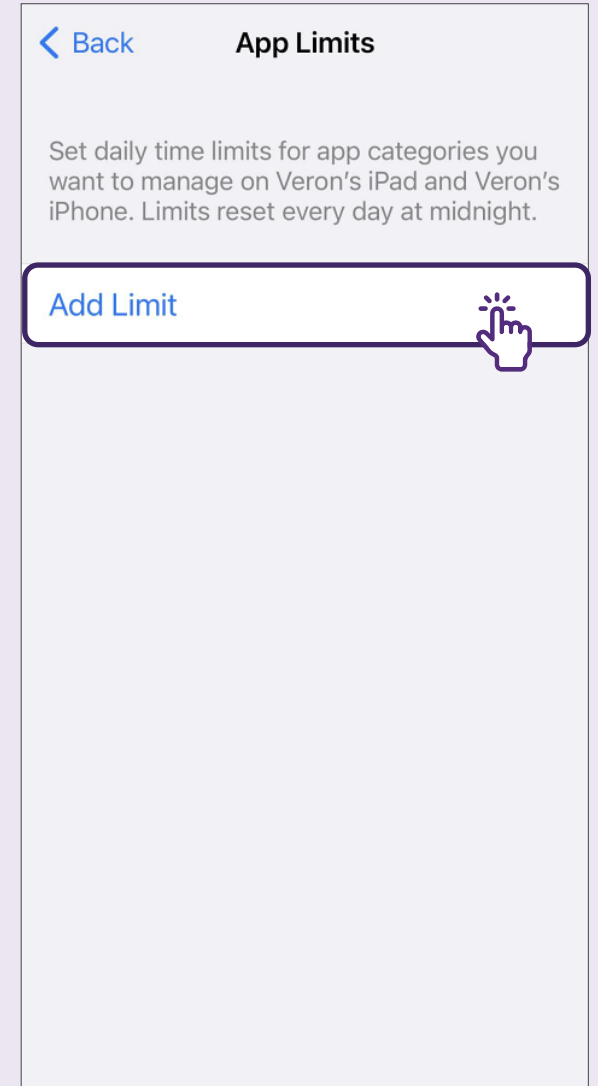
2 Select Screen Time



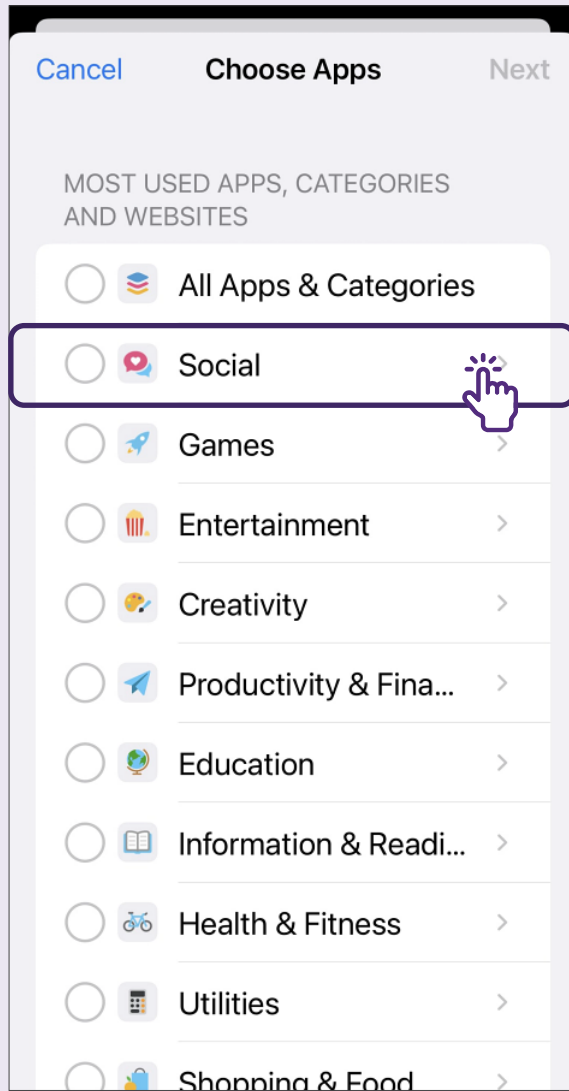
3 Select App Limits



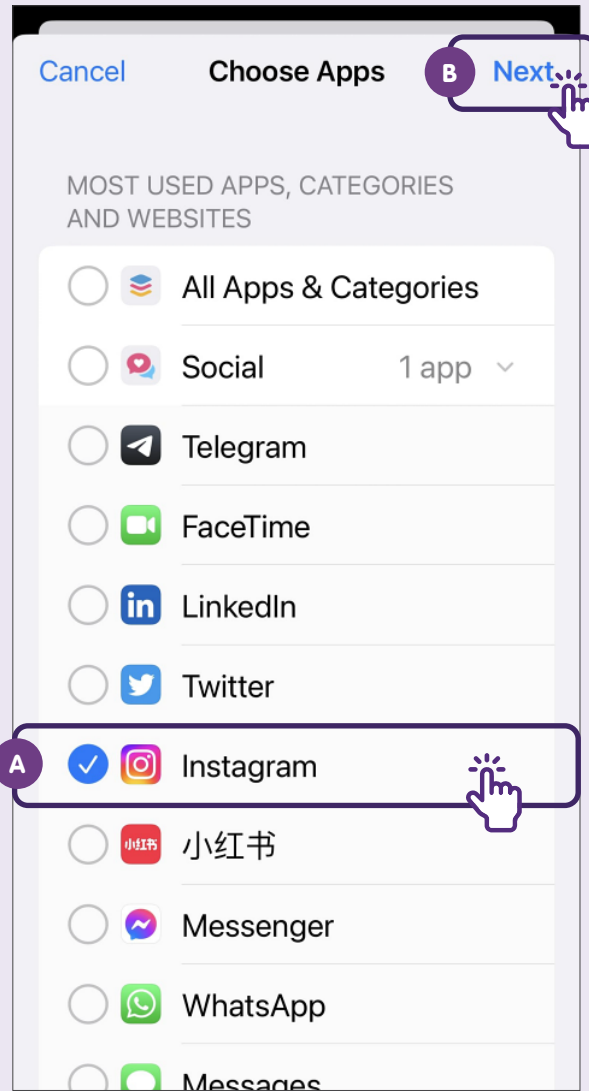
4 Select Add Limit



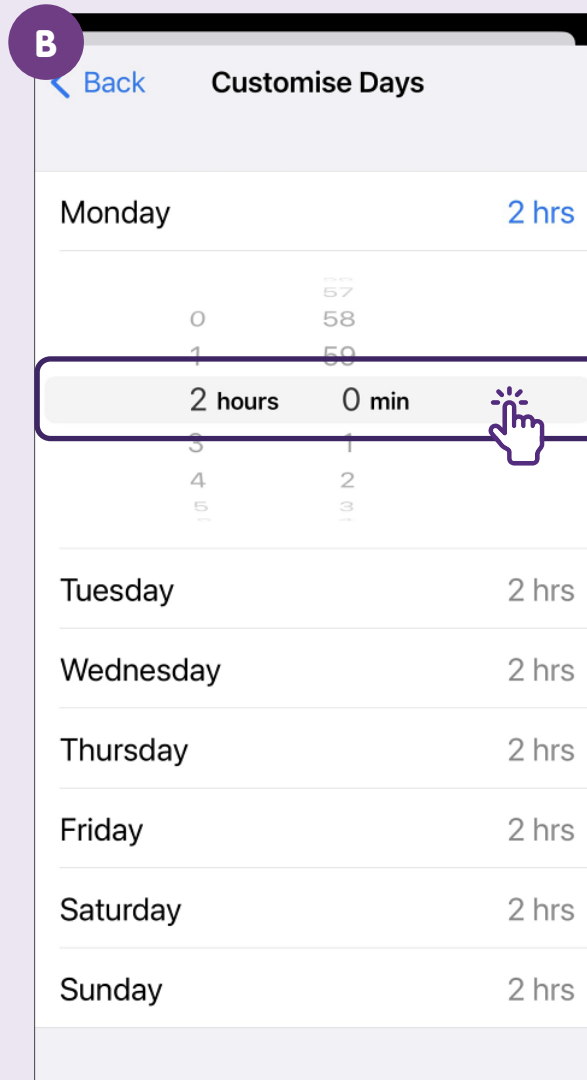
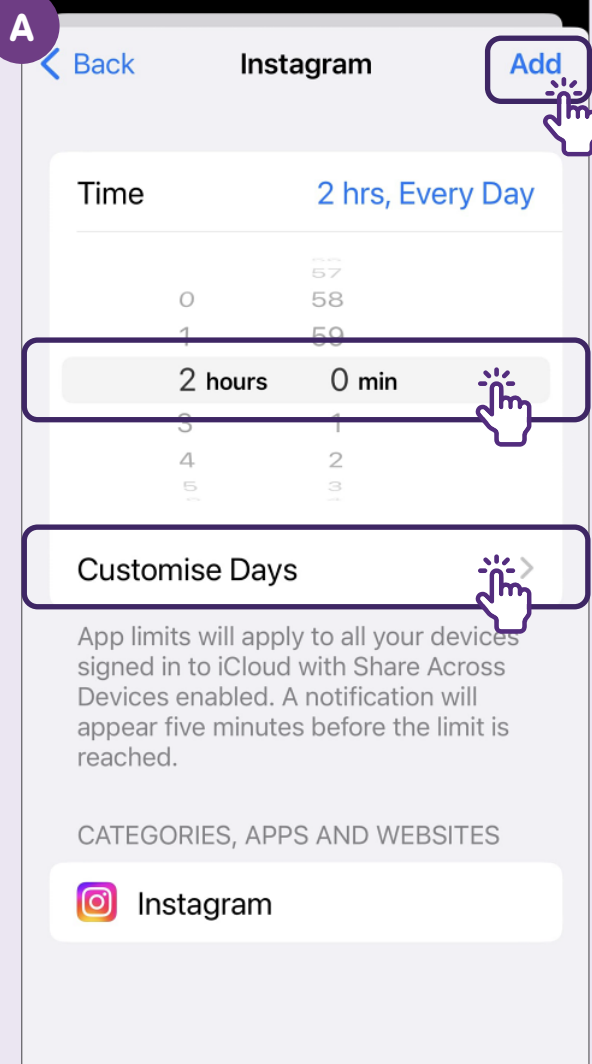
5 Choose Category



6 Choose App



7 Set App Limits



Set the amount of time allowed.

Tap “Customise Days” to set limits for specific days.

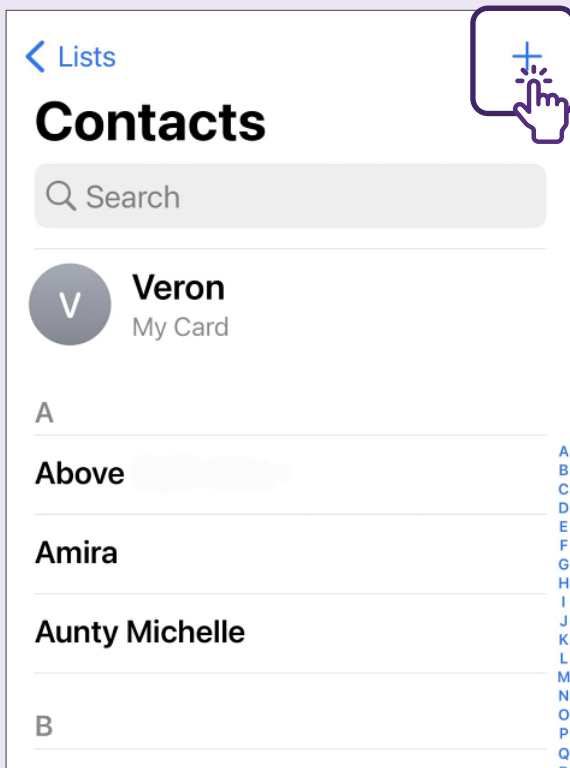
Add Contacts - via Phone Contacts

1 Select Contacts



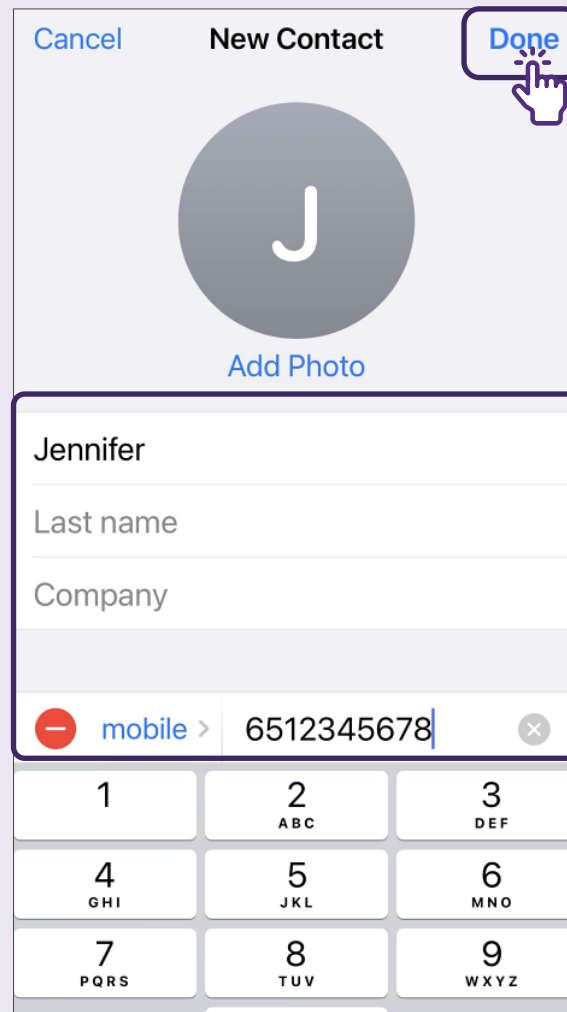
Find and tap **"Contacts"** on your mobile device.

2 Add Contacts



Tap on "+" on top right-hand corner.

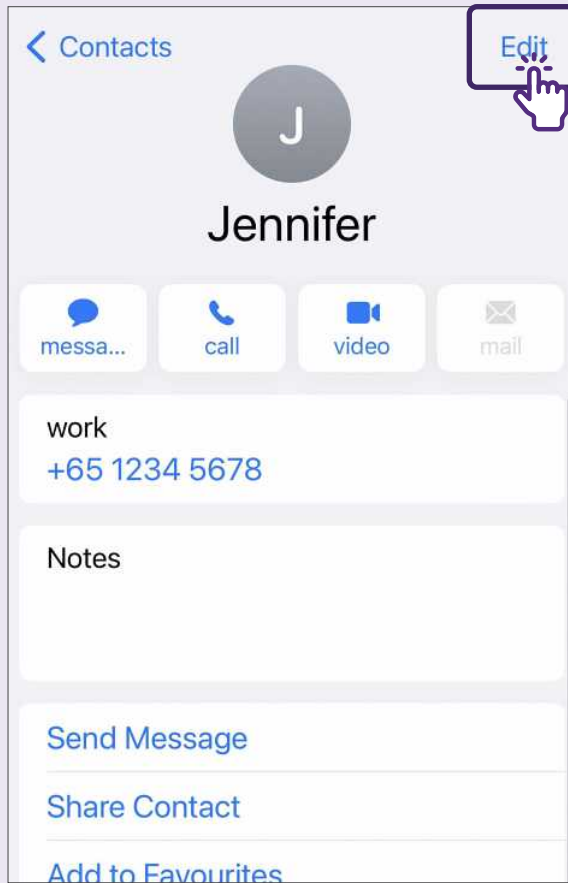
3 Enter Details



Enter the details and tap on **"Done"**.

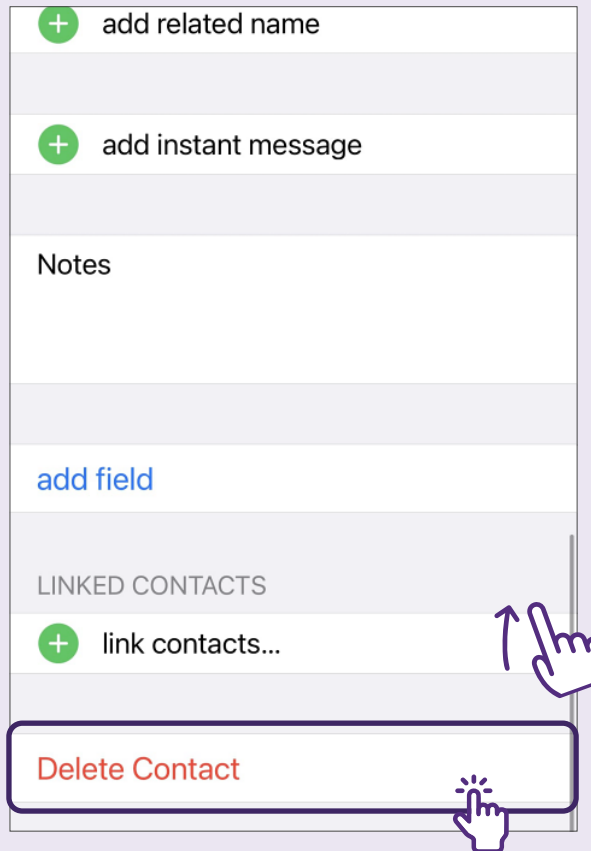
Edit and Delete Contacts

1 Edit Contacts



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

2 Delete Contacts



Tap on the contact you want to delete and tap on **"Edit"**. Scroll down and tap on **"Delete Contact"**. Tap on **"Delete Contact"** again to confirm.

Notes

[illegible]

**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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