

Using your Iphone Part 1

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Buttons



- Three hardware buttons
 - Right side – short hold for Siri, press for blank screen/lock screen/dismiss phone call
 - Configure under Accessibility/Side Button (normally leave alone)
 - Long hold the right button and upper left button to get a power-down screen.
- One “back” button on iPhone 13 and later
 - The Apple logo on the back can be used as a button
 - Tap twice or three times
 - Configure what they do in Setting/Touch/Back Tap

The screenshot shows what happens when Siri is on. The swirly logo at the bottom indicates SIRI.

NOTE the orange dot at the top right of the screen. That means your microphone is being used....

If it's a green dot, it means your camera is being used.

The left buttons are the volume up and down buttons.

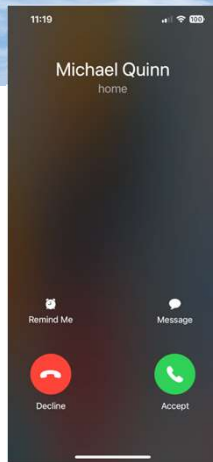
Holding the right button and the volume up button will give you a power down screen where you can turn off your phone.

The upper little switch above the volume up button is your “Silent Mode” button. Push toward the back of the phone to go into silent mode, and the front to go back into normal mode.

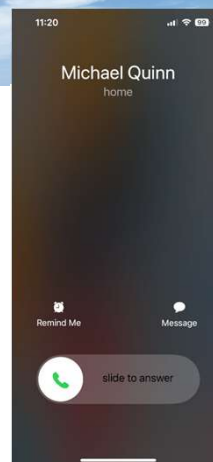
Answering Calls



Unlocked



After touching name

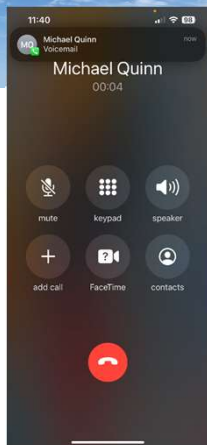


Locked

When your phone is locked, you can only answer or ignore. Normally just hit the side button to go back to a black screen and ignore the phone. However, if you're set to auto-answer (Accessibility settings), the phone will answer after the allotted timeout.

In Unlocked mode – you'll have red and green buttons to reject or accept the call (if auto-answer is setup, then only the reject button will be present. If you tap the screen over the name/number, you'll see the middle screen above, which gives you a few more options. You can use remind me to remind you to call the person back, or message to send a text/iMessage to the caller.

After answering the call



After answering

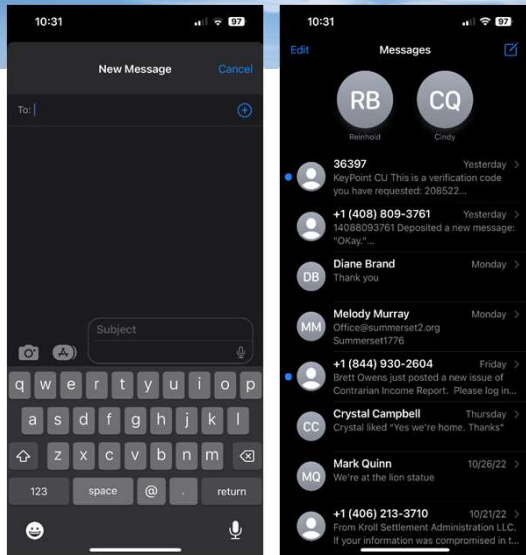


if you go away, the home screen will have a green button at the top-left to take you back to the previous screen.

After answering the call – you'll see the screen at the left. You can hang up by pressing the red button, mute the call, go to the keypad (for those annoying menus when you call a business), add another call to have a 3-way call, make a facetime call, turn on the speakerphone, and go view contacts.

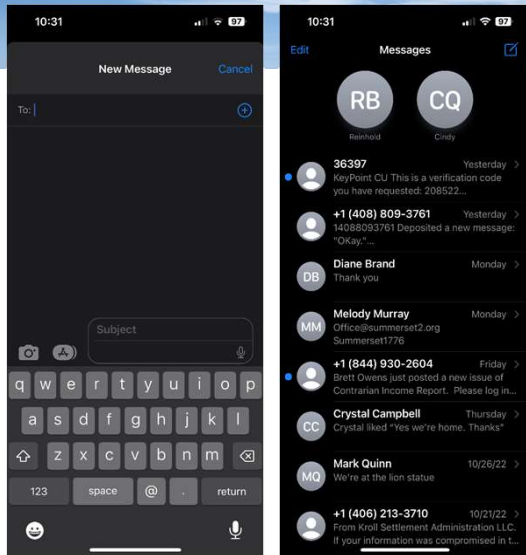
You don't have to stay on this screen to talk and listen on the call – you can do something else on your phone. When you need to go back go to the home screen and press the green button at the top left of the screen.

Messages



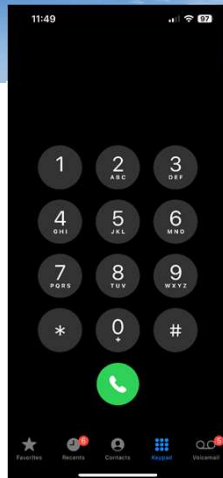
- Use the Message App
- Shows list of messages
 - Can press one to continue the conversation
- New message needs contact name or phone number.
 - Most people don't use "Subject"
- Press the microphone to be able to speak the message instead of type it!

Messages

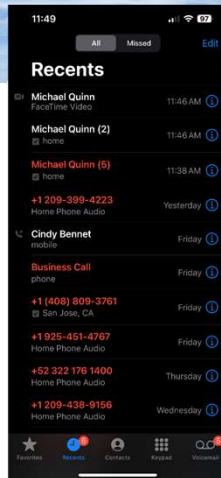


- Swipe left to delete a conversation
- Delete/Delete and Report Junk/Cancel
- iOS 16.0 does the above in 2 popup questions, so update to iOS 16.1!

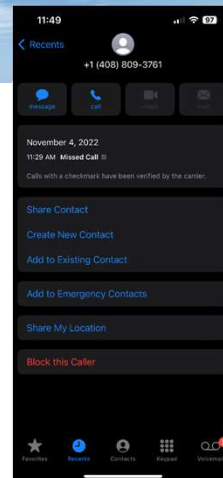
Dealing with contacts



The “phone” screen.
Favorites are Contacts.
Recent Calls, Contacts,
Keypad, and Voicemail



Choosing recents gives
A list of recent calls.
touching the name/#
will call them back.



Touching the “i” gives
Contact information.
Can do lots from here...

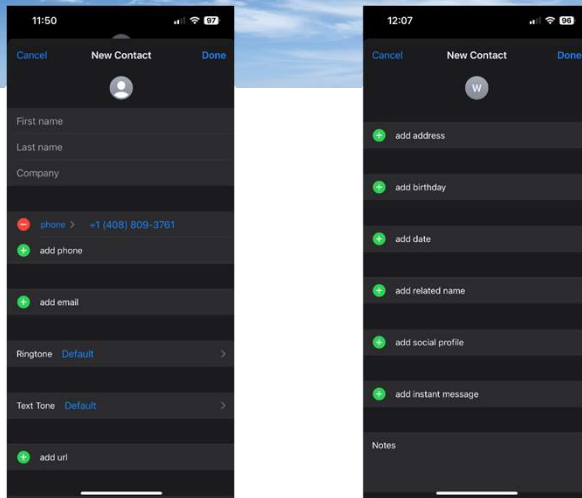
From the phone screen you can see your favorite contacts, your recent calls, your contacts, get to the keypad to make a call, or look at the voicemail list.

If you look at recent calls, you can call them back or open an information page.

From the info page, you can Share the item as a contact, Create a new contact, or add this info to an existing contact.

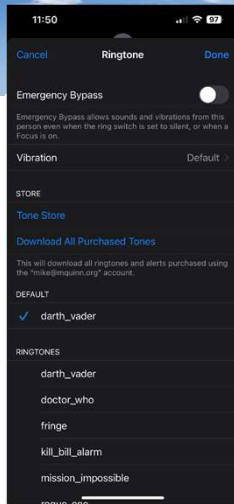
You can also add them to your emergency contacts, share your location with them, or block the caller. Of course, you can also send them a message or call them.

Creating Contacts

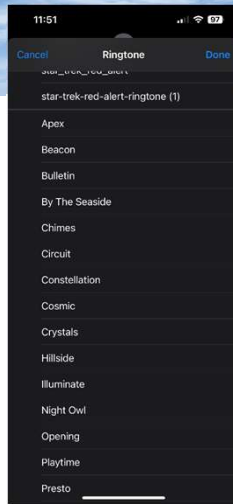


Lots of info in your contacts
Just fill out what you need.

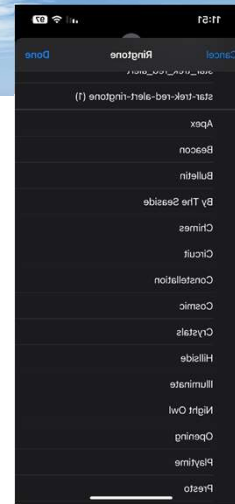
Ringtones



Change ringtone, goto Ringtone store, turn on/off Vibrations, allow bypass Of silent mode



ringtone list - personal at the top



Apple-supplied at the bottom of the list

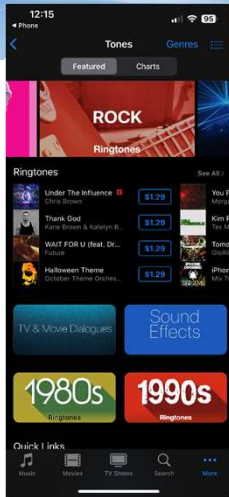
Creating and adding custom ringtones: <https://www.howtogeek.com/248489/how-to-add-custom-ringtones-to-your-iphone/>

It's a bit techy, so be prepared for a little pain, but it's fun once you figure it out. You can also buy some from Apple (of course), which is a lot easier if they have what you want.

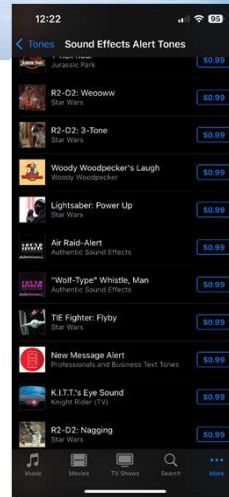
There's not a good way to set a ringtone for a whole group, so just change them one by one.....

The "Emergency Bypass" button at the top allows this caller to bypass the "silent mode" switch and ring you anyway.

Purchasing Apple Ringtones



This is the store. Click on a box to see a list of the ringtones.



Lists of ringtones to buy – click on the icon to listen, the name or price to go to a purchase

ScreenShots



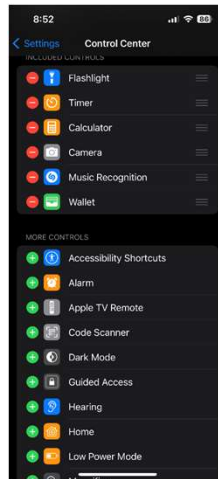
- Press the right button and the top-left button at the same time.
- Goes into photos
- Press the lower left image for options
- Can “share”, or use the menu

That lower left image only stays around for five seconds, so you need to press it fast.....

The Control Panel



Get to the control panel by pulling down from the top right of the screen.

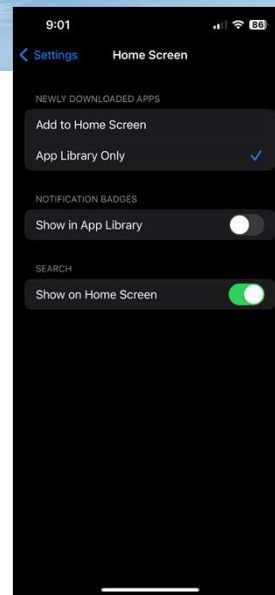


Modify what's on the control panel by going to Settings / Control Panel

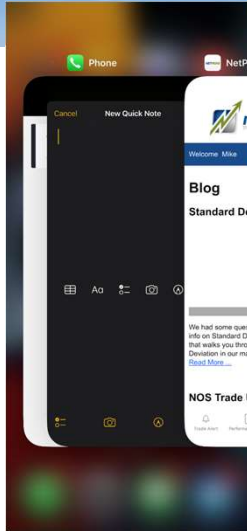
The App Library



- Keep swiping left, until you get there
- Normally contains all the apps on the system
- They're in folder base on their categories
- Settings / Home Screen to change what to do with new apps

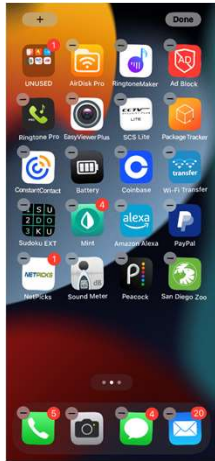


The Multitasking View



- Swipe up from the bottom till you're halfway up the screen, then pause for a second (i.e. leave your finger on the screen)
- Shows running apps – swipe left and right to change apps
- Touch an app to switch to that app
- Swipe up on an app to kill it (useful when an app starts acting badly)

Customize your Home Screen



- Hold your finger in an empty space to start
 - All the icons jiggle with a grey dash on UL
 - Hit the dash, get menu (remove, delete, cancel)
- Hold your finger on an icon and drag it to where you want it to go, including another screen or the tray area at the bottom.
- Drag two icons together to create a folder
- Drag icons out of folder to put back on home screen
- Hold your finger on a folder, and get Rename, Remove Folder, and Edit Home Screen menu. This only works when not in “customize mode”.
- Add a widget by pressing the grey “+” in the top UL.

Normally you want your most used apps in the tray area at the bottom. This is commonly the phone app, the message app, the camera app, the mail app, and the browser app.

Remove Folder will remove the folder and all the apps inside from the home screen.

Customize your Home Screen



- Hold your finger in an empty space to start
- Touch the 3 dots at the bottom of the screen
- Can uncheck screens to have them “hidden”.
- Can move screens around to change their order

Customize your Lock Screen



- Swipe down from the top to enter the lock screen
- Long press on the display to enter customization
- Swipe left and right for themes you've set up
- Press "+" in LR to add a wallpaper
- Shows suggested wallpaper
- Can do photo shuffles based on "type" of photo

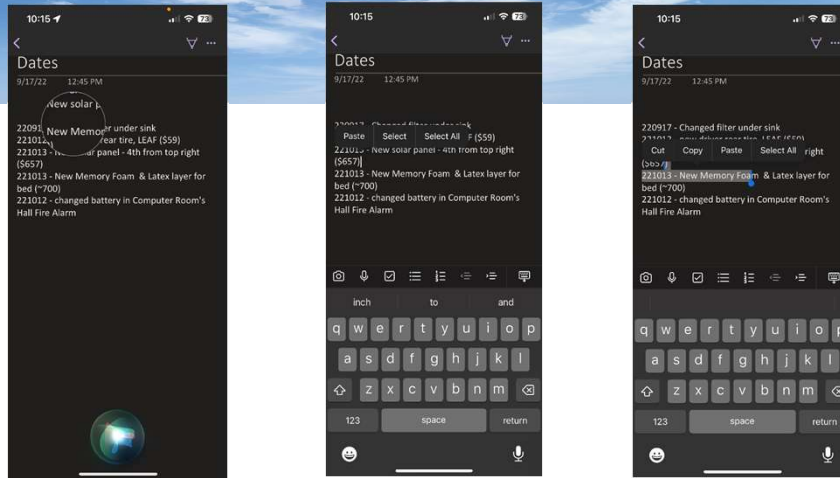
Demo this one

Widget Screen

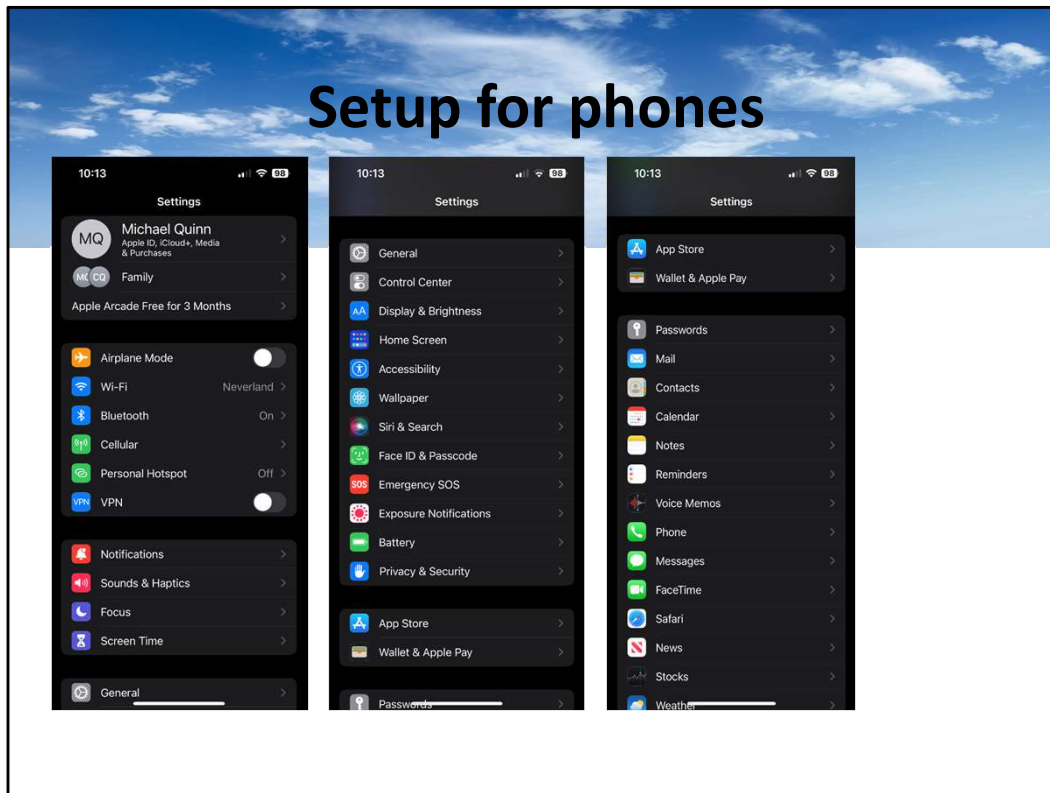


- Contains different widgets to give you a “current status”.
- “Edit” button at the bottom of the screen
- Remove widgets by pressing grey “-” in UL corner
- Add widgets by pressing green “+” in top UL corner
- Can move widgets to another screen

Editing



Long press to get a magnifying glass and a cursor to move around the text. When you let go, you can choose “paste”, “select”, or “Select all”, or just start typing to insert text, or hit the delete key to delete text. Select gives you a small blue selection box you can move around to select the text you want.



Important settings to go through:

General, Face ID & Passcode, Privacy & Security. Wallet & Apple Pay
App Store – want to turn on automatic updates

Under Face ID & Passcode – be sure to use at LEAST a 6-digit code. Even more secure is to change to Alphanumeric code (i.e. a password). Face ID is great, but if you want a little more security, turn on “Require Attention for Face ID” – makes sure you’re looking at the phone (and not dead!)

Settings that some suggest you should change from the default (mostly privacy related)
<https://www.igeeksblog.com/iphone-settings-you-should-change/>

Thanks for attending

If you have any questions, or would like to see some specific apps or app types demonstrated, please email

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