

Android for Absolute Beginners

Class 3 Handout



Calling and voicemail

Making a call

Open **Phone** and choose **Keypad**. Enter the number, check it, then press **Call**. Use Delete or Backspace to correct a digit. Typing the number alone does not call it.

Answering an incoming call

When the phone is locked	When the phone is unlocked
A full call screen may ask you to swipe. Follow its words and arrows.	A smaller notice may offer Answer and Decline buttons.

Swipe directions and tap options vary. You usually do not need your PIN to answer. You may decline an unfamiliar call.

Controls during a call

Speakerphone	Plays the call aloud. People nearby may hear it.
Mute	Turns off your microphone. You still hear them.
Keypad	Number buttons for menus such as “Press 1.”
Volume	Use the physical buttons while the call is active.
End Call	Disconnects the call. Going Home may not hang up.

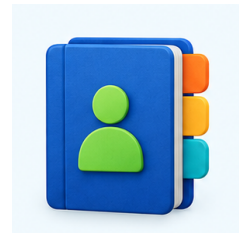
Recent calls and voicemail

Recent calls includes made, answered and missed calls. A missed call does not mean you must call back.

Voicemail is a recorded message left when you do not answer. Your phone may show a list or call voicemail for spoken instructions. Ask for help if setup or a voicemail PIN is needed.

Android for Absolute Beginners

Class 3 Handout



Contacts and useful extras

Contacts is your address book. A name and telephone number are enough to start. Add an email address when you have one. Labels such as Home and Mobile help you choose the right number.

Finding a contact

Open Contacts, either in Phone or in a separate app. Scroll through the list or use **Search**. Type a few letters of the name, then open the matching person.

Creating a contact

1. Choose **Add, Create Contact** or **+**.
2. Enter the name and telephone number.
3. Add an email address if available.
4. Press **Save**, then find the person again.

If asked where to save, pause and ask for help choosing the intended address book. Check for an existing entry before creating a duplicate.

Editing and using a contact

Open the contact and choose **Edit**. Correct or add information, then **Save**. To call, find the person and choose **Call**. To text, choose **Message** and their text-capable number, usually Mobile.

Optional photos and ringtones

A photo may help you recognize a caller. Some phones offer a special ringtone for one contact. Save any changes.

A brief introduction to video calls

Video calls let people see and hear each other. Both need compatible services. Video uses Wi-Fi or cellular data, often a lot. Locate microphone, camera and End Call.

Practice: Complete three contacts and find each again. In Class 4, contacts help us share pictures. In Class 5, saved email addresses help us address email.

Android for Absolute Beginners

Class 3 Handout



Texting and scam awareness

Sending a text

1. Open a contact and choose **Message**, or open Messages and choose **New message** or **Start chat**.
2. Check the recipient and their mobile number.
3. Tap the writing area and type your message.
4. Check the person and words. Press **Send**, which may look like an arrow or paper airplane.

Typing does not send the message. Pressing Send does.

Reading and replying

Open the notification or find the conversation in Messages. Unlock normally if asked. Check the sender, read the message, then type and send a reply in that same conversation.

Spam and scams

Spam is unwanted contact. A **scam** tries to trick you into giving money, personal information or account access.

An unexpected package text asks for a payment through a link. An urgent “bank” caller asks for a security code. **Pause and check independently.**

- Avoid unexpected links and payment requests.
- Keep passwords, PINs and security codes private.
- Decline, hang up or let a call go to voicemail.
- Verify through a trusted number or usual app.

Caller ID can be disguised. A familiar name is not proof. Do not use an unexpected message’s link or number to check its story.

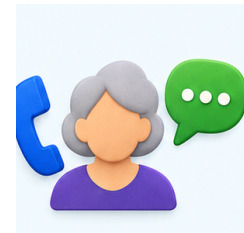
Find **Block** or **Report spam** in Phone or Messages. Block may stop that number. Report helps identify spam. Scammers may use another number.

Practice and next week

Practice an arranged call and text. Try answering while locked and unlocked. Next week, bring a charged phone and a photo you are comfortable sharing.

Android for Absolute Beginners

Class 3 Handout



Our Class 3 vocabulary

Keep these words handy when practicing calls, contacts and text messages.

Contact	An address-book entry for a person or organization.
Keypad	Number buttons used to dial or respond to a call menu.
Answer	Accept an incoming telephone call.
Decline	Choose not to accept an incoming call.
Speakerphone	Play the call aloud through the phone's loudspeaker.
Mute	Turn off your microphone. You can still hear the caller.
Voicemail	A recorded message left when you do not answer.
Text message	A written message sent to someone's phone.
Conversation	The messages between you and a person kept together.
Spam	Unwanted calls or messages, often advertising.
Scam	An attempt to trick you into giving money, information or access.
Block	Stop contact from a number through the relevant service.