

IT Services Department

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Knowledge Base N°:
Date of Issue:



Tameside and Glossop
Integrated Care
NHS Foundation Trust

SOP TITLE:	Samsung Tablet User Guide
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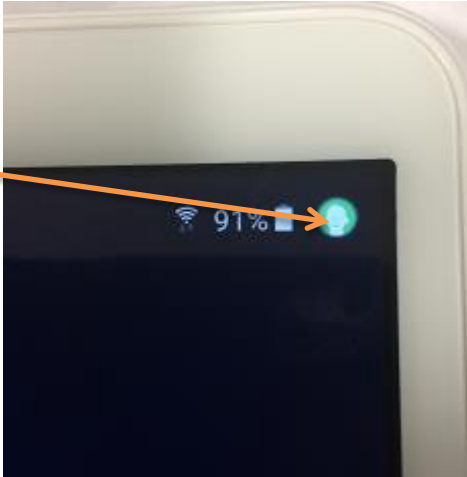
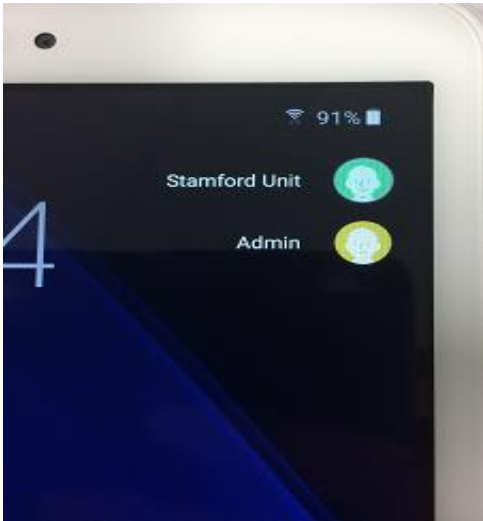
IF IN DOUBT ALWAYS ASK


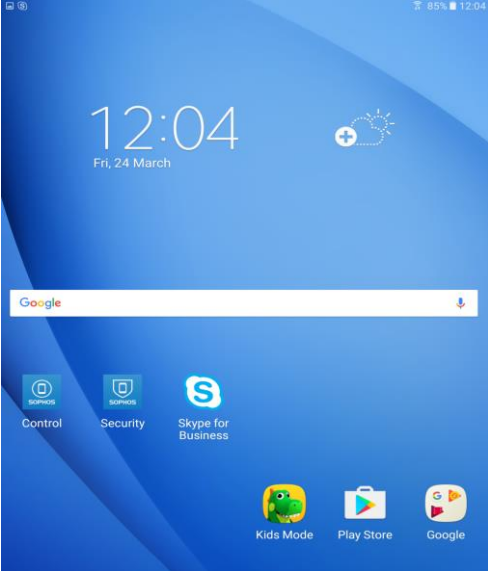
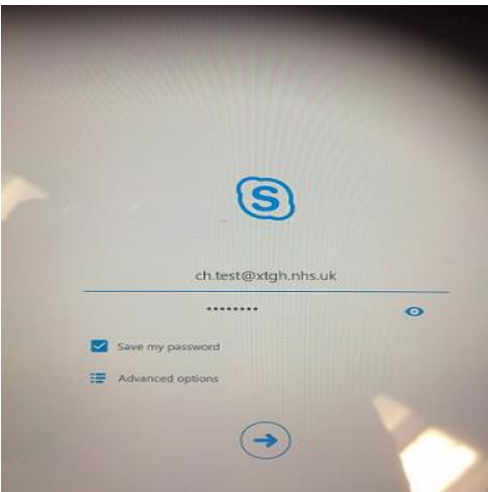


Overview:

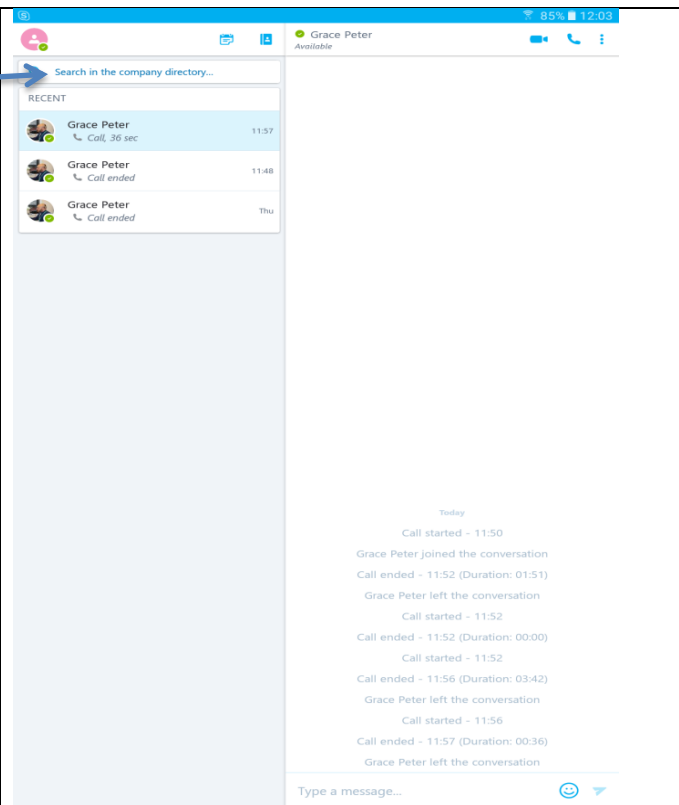
SOP Details

Item #	Instruction	Photograph / Diagram												
	Device Layout	<p>The diagram shows two views of a mobile device. The top view (front) labels the Light sensor, Touchscreen, Home key, Recents key, Front camera, Power key, Volume key, and Memory card slot. The bottom view (back) labels the Microphone, GPS antenna, Rear camera, Loud speaker, Multipurpose jack, Headset jack, Main antenna, Flash, and another Loud speaker.</p>												
	Function Keys	<p>Keys</p> <table border="1"> <thead> <tr> <th>Key</th> <th>Function</th> </tr> </thead> <tbody> <tr> <td> Power</td> <td> <ul style="list-style-type: none"> Press and hold to turn the device on or off. Press to turn on or lock the screen. </td> </tr> <tr> <td> Recents</td> <td> <ul style="list-style-type: none"> Tap to open the list of recent apps. Tap and hold to launch the split screen view. </td> </tr> <tr> <td> Home</td> <td> <ul style="list-style-type: none"> Press to turn on the screen while the screen is locked. Press to return to the Home screen. Press and hold to launch Google. </td> </tr> <tr> <td> Back</td> <td> <ul style="list-style-type: none"> Tap to return to the previous screen. </td> </tr> <tr> <td> Volume</td> <td> <ul style="list-style-type: none"> Press to adjust the device volume. </td> </tr> </tbody> </table>	Key	Function	Power	<ul style="list-style-type: none"> Press and hold to turn the device on or off. Press to turn on or lock the screen. 	Recents	<ul style="list-style-type: none"> Tap to open the list of recent apps. Tap and hold to launch the split screen view. 	Home	<ul style="list-style-type: none"> Press to turn on the screen while the screen is locked. Press to return to the Home screen. Press and hold to launch Google. 	Back	<ul style="list-style-type: none"> Tap to return to the previous screen. 	Volume	<ul style="list-style-type: none"> Press to adjust the device volume.
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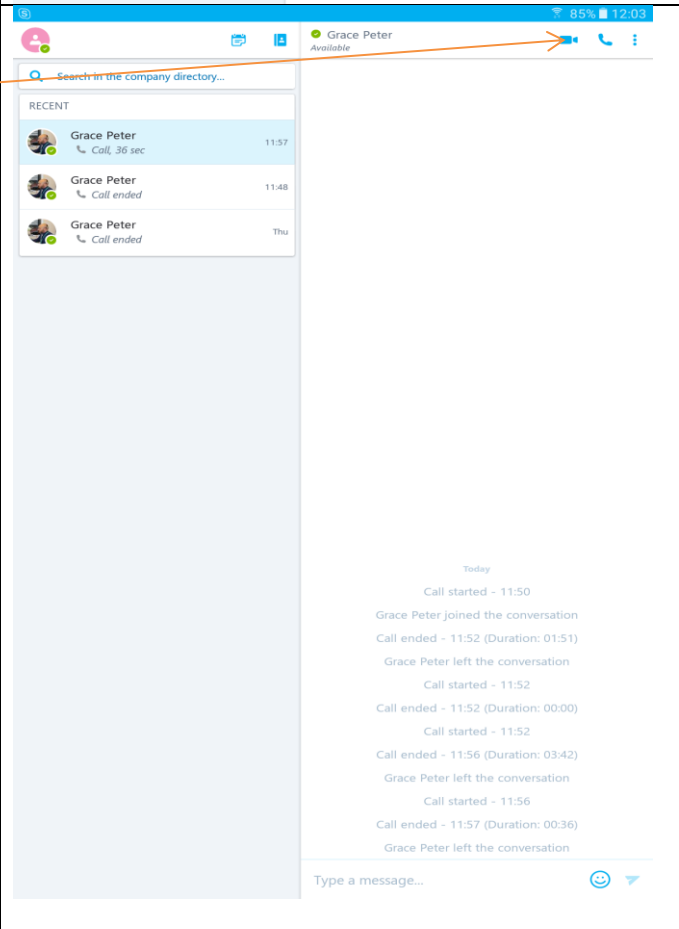
	<p>Press and hold the Power key for a few seconds to turn on the device.</p> <p>To turn off the device, press and hold the Power key, and then tap Power off.</p>	
	<p>If your device is frozen and unresponsive, press and hold the Power key and the Volume Down key simultaneously for more than 7 seconds to restart it.</p>	
	<p>When your device powers on you will need to select your account press the user profile icon in the top right hand corner of the screen</p>	
	<p>Select the one that belongs to your unit</p>	

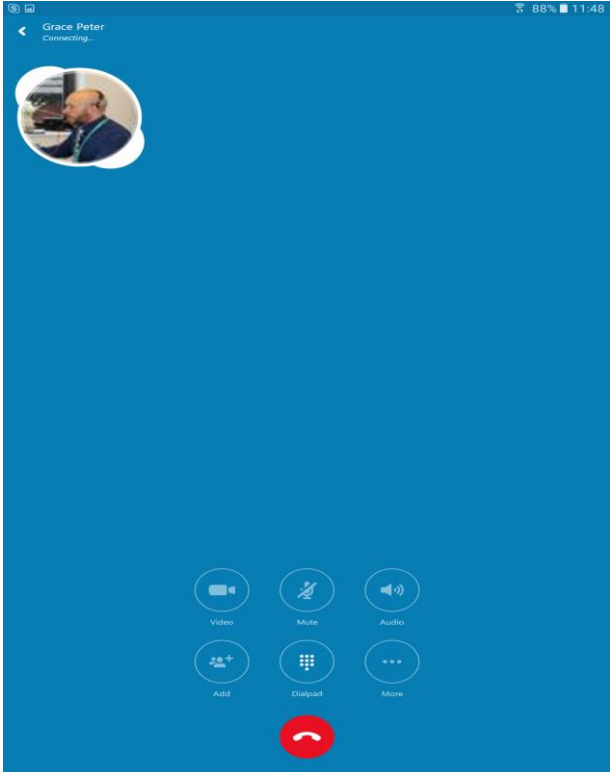
<p>Your screen will then look like this and you can then swipe to unlock and enter your password</p> <p>Unit\care home managers have Tablet password and Skype login details.</p>	
<p>Skype for Business will be on the home screen – select the icon</p>	
<p>Skype details will be saved and will auto login however unit\care home managers have login details for their area.</p>	

You can 'search in the company directory' to find other Skype for Business users



Once you have found the user tap on the contact and select the video icon to make a skype for business call



	<p>Press the red phone icon to end the call</p>	

Additional Notes:
Troubleshooting:

Training Completion Declaration

I.....have successfully completed my training on the above subject, if I require further training I will escalate the request to my line manager

Signed (trainee).....
Date.....

Signed (Line Manager/Trainer).....

Line Manager/Trainer.....

