GALAXY TABLET FREQUENTLY ASKED QUESTIONS

1 WHAT IS A GALAXY TABLET?

A Galaxy Tablet is a touchscreen mobile computing device designed to be held in one or two hands. It is approximately the size of a book and resembles a large smartphone. Tablets let you do many of the same things as a traditional computer, like browse the Internet, connect to social network apps, and display HD videos.

2 WHAT CAN I USE A TABLET FOR?

Tablets come installed with applications that perform all kinds of tasks. Tablets resemble smartphones in some ways and can also be used to take photos, make phone calls, send messages, record videos and perform other tasks that can be performed by a smartphone as well.

You can read and send emails, access the Internet, take and edit photos, read E-books, and access different apps installed on the tablet, such as educational content for kids or searching for a job.

3 HOW DO I TURN THE TABLET ON AND OFF?

Press and hold the right side button to power the device on. To turn the device off, press and hold the right side button and the volume down button at the same time, and tap "Power Off." Confirm when prompted. To restart your device, press and hold the right side button and volume down button at the same time, and tap "Restart." Confirm when prompted.

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4 DO I NEED TO BE CONNECTED TO THE INTERNET TO USE THE TABLET?

The tablets are Wi-Fi enabled, which means that no external Wi-Fi connection is necessary to access the Internet. The tablets use a data plan provided by T-Mobile so you are always able to use the Internet. You can do a lot more with the tablet when you are connected to the Internet, but some apps can be used offline.

5 DO I NEED A GOOGLE ACCOUNT TO USE THE TABLET?

No. You can use the tablet without logging in. You can create a Google account if you do not yet have one to use with the Chrome app. A Google account is free and comes with Gmail, which is Google's email service and is widely considered the best email service available in the world. A Google account also comes with many other features and allows you to see and save your files across different devices you may use in addition to the tablet.

6 CAN I CHANGE THE SETTINGS OR INSTALL OTHER APPS ON THE TABLET?

You can change some settings and accessibility options on the tablet, such as the brightness and color of the screen and the volume. Other settings are controlled by the administrator and cannot be changed by the user.

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7 **HOW DO I SET UP A GOOGLE ACCOUNT IF I DON'T ALREADY HAVE ONE?**

Go to: https://accounts.google.com/signup

Please refer to the "Tablet Quick Start" guide on how to create your Google account.

8 **WHAT IS GOOGLE DRIVE?**

Google Drive is a cloud storage service owned and developed by Google. Google Drive allows you to save your files in the cloud, so it takes up less local storage space on your tablet and allows you to access your files from any computer—as long as you are logged in to your Google account.

9 **HOW CAN I SAVE DOCUMENTS OR FILES ON THE TABLET?**

Your documents, files, or photos can be saved to your Google account using Google Drive.

10 **HOW CAN I BE SURE THAT MY DATA IS SAFE?**

When the device is returned to the Library, all data will be wiped clean from the device, restoring the device to factory settings. The device does not store any user information, and the Library does not track any of your personal data usage.

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11 ## WHO CAN CHECK OUT A TABLET FROM THE HAYWARD PUBLIC LIBRARY?

All devices from the Tech Lending Library can be checked out by patrons who meet the following requirements: you are a Hayward resident over the age of 18, you do not have access to a computing device or broadband Internet in your household, you have a Hayward Public Library card, and you qualify as low-income.

12 ## HOW DO I USE MY TABLET AS A HOTSPOT?

To use the tablet as a mobile Wi-Fi hotspot, click the small, white circle with an "i" inside on the bottom left corner of the home screen. This is how you access the Settings. Click "Settings," and scroll down to "Mobile Hotspot." Toggle the blue switch to "On." Once turned on, click the top bar called "Mobile Hotspot." This will pull up a menu where you will see the network name and the password. You can use this network information to connect other devices to the tablet's Wi-Fi.