

2: Nexus 7 Tablet

The home screen



The Process:

- Start setup of new tablet
- Create a Gmail account
- Verify account
- Turn on backup - Adjust some settings
- System updates
- Accessibility settings
- Training for staff and volunteers

Useful resources:

Video Tutorial: <https://www.youtube.com/watch?v=WNtmjD0Z8WQ>

Support: <https://support.google.com/nexus/?hl=en-GB#topic=3415518>

Further resources: <http://www.digitalcommunities.wales/>

Before you start:

You will need to know your Wi-Fi network and password.

Getting set up:

<http://www.dummies.com/how-to/content/how-to-set-up-your-nexus-7.html>

Here are the steps for initialising a Google Nexus 7

1. Turn the tablet on. Press and hold the "Power/Sleep" button until the tablet comes on. Unlock the tablet by dragging padlock button towards the unlocking ring.

To drag the button, touch it with your finger. Keep your finger on the touchscreen and drag down, left, or right. The unlocking ring doesn't appear until you move the Unlock button. Lift your finger when the Unlock button changes.

2. Choose your language

On the tablet's screen, it says English (United States). If you need to change the language, touch the Menu triangle (lower-right corner of the Language button) to choose another language.

Touch the Big Triangle button to proceed.

3. Set up the Wi-Fi connection.

A) Choose a Wi-Fi network.

Select it on the screen. When you see multiple Wi-Fi networks available, pick the correct one. When the Wi-Fi network name doesn't show up, touch the Plus (+) button at the bottom of the screen, next to the text Other Network. You can always add more Wi-Fi networks later, so skipping this step is okay.

B) Type the password using the keyboard that appears on the screen.

C) Touch the Connect button.

4. Configure your Google Account

The next step is to configure your Google account, associating it with the Nexus 7. If you don't yet have a Google account, you can set one up at this point.

Follow the instructions on screen.

At the Backup and Restore Screen, ensure that both options are selected, and then touch the Big Triangle button to continue.

Information from your Google account is then synchronized with the Nexus 7, including contacts, calendars, YouTube information, bookmarks from the Chrome browser, and a host of other goodies.

5. Location Services:

The next, and final, step is to specify which location services the tablet uses. Ensure that all check boxes for the location services are selected. The location services help the Nexus 7 locate wherever you. They're used for navigating, finding locations etc.

Touch the Big Triangle to continue.

Touch the Big Triangle to start using your Nexus 7.

Setting up Email

Add an email account on your Google device

Step 1: Start the Email app. (Look for it on the All Apps screen.)

If you haven't yet run the Email app, the first screen you see is Account Setup. Continue with Step 2. Otherwise, you're taken to the Email inbox.

Step 2: Type the e-mail address you use for the account.

Step 3: Type the password for that account. Touch the Next button.

This may connect you automatically. However it may require further detail as provided by your ISP, which include the incoming and outgoing server information, often known by the POP3 and SMTP. Follow the onscreen instructions.

Step 4: Set the account options on Account Options screen.

You might want to reset the Inbox Checking Frequency option to something other than 15 minutes. If the account is to be your main e-mail account, place a green check mark by the option Send Email from this Account by Default. Touch the Next button.

Give the account a name and check your own name. The account is given the name of the mail server, which may not ring a bell with you when it comes to receiving your e-mail. The Your Name field lists your name as it's applied to outgoing messages.

Touch the Next button.

Keeping your Tablet up to date:

<https://support.google.com/nexus/answer/4457705?hl=en-GB>

Android version updates & feedback

Check Android version number

If you're not sure which version of Android your device is running, you can check on your mobile device:


1. Open **Settings** .

2. Under "System," touch **About phone** or **About tablet > Android version**.
3. The number displayed is your device's Android version number.

Get Android software updates

You'll receive a notification on your device when you have a software update available. Once you receive it, just swipe down from the top of any screen to open the notification and touch **Download** to start the update.

If you haven't received a notification and want to check if there's an update available for your device:

1. Open **Settings** .
2. Under "System," touch **About phone** or **About tablet > System updates**.
3. Touch **Check for update** to see if you have an update waiting. Or touch **Download** if there's one already available.

Note: If you're updating from KitKat to Lollipop, it's normal for the system update to take up to 20 minutes. We recommend charging your device and connecting to a wireless network during system updates.

Adjust some settings

Settings can be adjusted using the settings app.

Restrictions: <https://support.google.com/nexus/answer/3175031?hl=en-GB>



To set up additional restrictions:

You can create restricted profiles that limit the access that others have to features and content on your tablet. For example, you can create restricted profiles to prevent the viewing of mature content.


You can use restricted profiles for several purposes, including these:

- **Parental controls.** Selectively restrict family members from accessing mature content.
- **Kiosk.** Set up the tablet to demonstrate selected apps and features to customers.
- **Retail.** Let customers explore tablet features, but prevent them from browsing or playing games.
- **Point of sale.** Limit employees to the use of selected sales and register apps.



Create a restricted profile

1. Touch **Settings**  > **Users > Add user or profile**.
2. Touch **Restricted profile**, and the new profile with a list of settings displays. To name the profile, touch **New profile**.
3. Using the ON/OFF toggles and Settings , select the features and settings you want to grant access to.

To set up the new profile, press the **Power** button to return to the lock screen, then touch the new profile icon.

When the restricted user finishes setting up, the Home screen is empty. The granted apps appear after the user touches the All Apps icon .



Note: You must be the tablet owner to edit a restricted profile.

1. Touch **Settings**  > **Users**.
2. Touch the profile icon.
3. Using the ON/OFF toggles and Settings , select the features and settings you want to grant or deny. The changes take place in real time.

Important: If you turn off an app, the profile user loses all content associated with that app. If you grant access again, the content isn't restored.

Delete a restricted profile

Note: You must be the tablet owner to delete a restricted profile.

1. Touch **Settings**  > **Users**.
2. Touch the Recycle Bin icon  next to the profile.

Accessibility:

Nexus 7 has a range of accessibility settings to help those with additional needs.

More information can be found here:

<http://www.eaccessibilitywales.org.uk/>

<http://www.abilitynet.org.uk/advice-info/my-computer-my-way>

Free Training for Staff and Volunteers:

For a range of further free training for staff and/or volunteers on supporting people to get online or our 2 day Digital Champion course please contact Delyth Rees, Training and Technical Officer: delyth.rees@walescooperative.org or 07823342301.