Samsung Galaxy Tab 2 - Tips and Tricks

Contents   Page

Link to the Samsung Tab's Full User Manual

Meet Your Tablet

Volume

Micro SD Slot

Infrared

Forward Facing Camera

On / Off

Mini Headphone Jack

Active Apps

Home Page

Previous Screen or Menu

Quick Launch

Charger / Accessory Port

To see the expanded settings and notification screen, swipe your finger from just off the screen up across the Clock and Battery in the lower right hand corner.
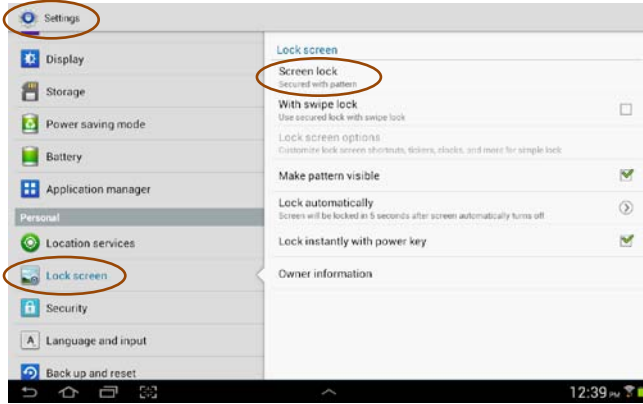
Screenshot Icon: See Change Screenshot Icon instructions to change functionality
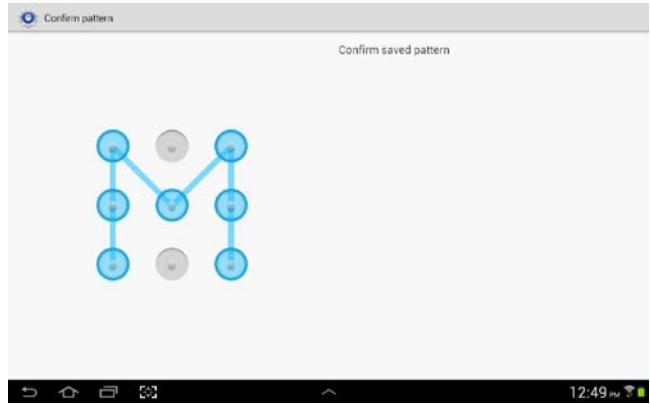
Note: By clicking this icon you take a screenshot / picture of your screen

Handy if you are making these instructions… but may otherwise be annoying
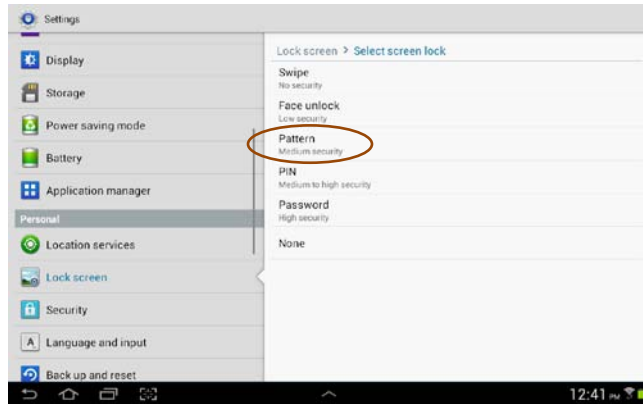
Change Your Password
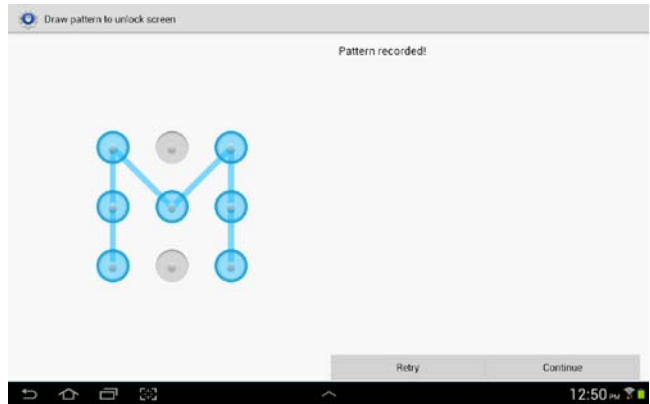
1 – Go to: Settings | Lock Screen | Screen Lock

2 – Enter your Pattern

3 – Choose your lock method (Pattern)

4 – Enter your new Pattern and confirm

5 – Enter a Backup PIN and confirm

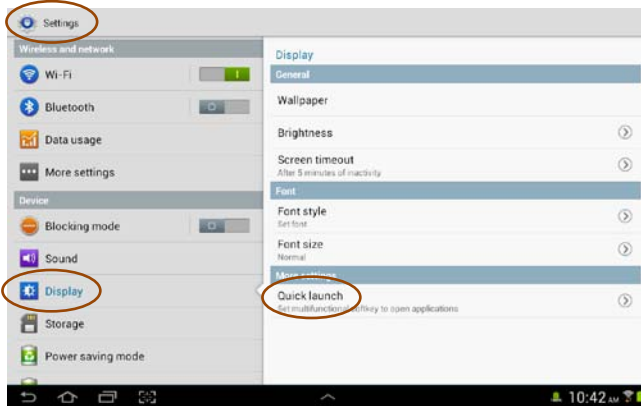
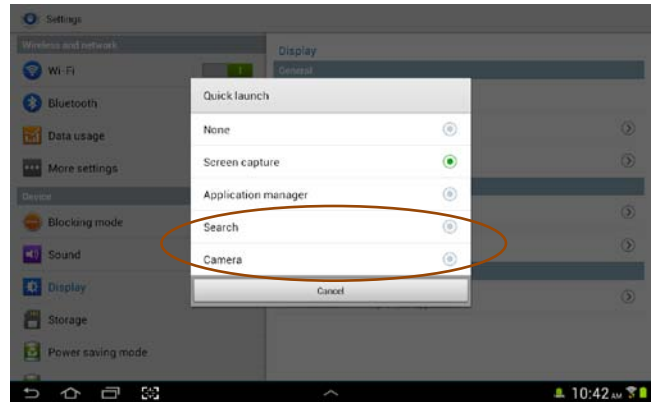Warning! If you lose your Pattern and PIN, all data will be lost.

Change Screenshot Icon Functionality

■ The default function takes a picture of your screen… but can be changed to something more useful.
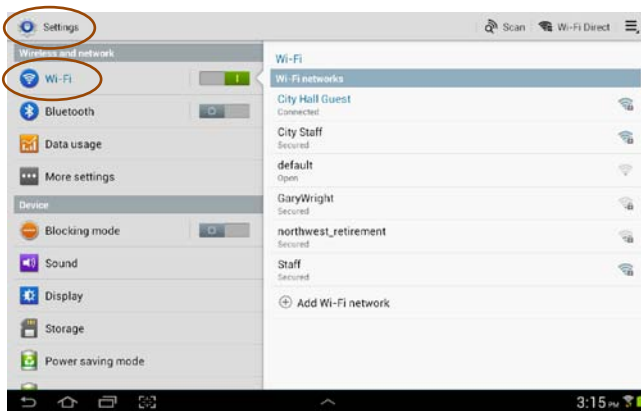
1 – Go to: Settings | Display | Quick launch

2 – Select your new desired function

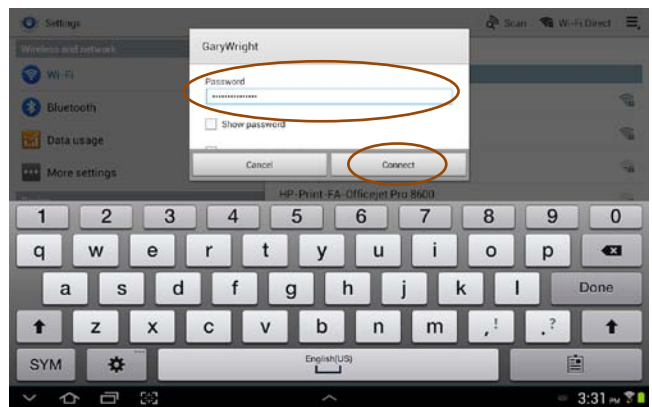## Connect to a Wi-Fi Hotspot

1 – Go to: Settings | Wi-Fi

3 – Enter the password and click Connect

2 – Click the Wi-Fi network you want to connect

Note: The City has Guest Wi-Fi in many of its buildings and the password is WiFiZone7 (case sensitive)

Download an Agenda

1 – Click the Council Agenda Shortcut

2 – Open the folder for the year desired

3 – Select the Agenda

4 – Wait for agenda to finish downloading

5 – Agenda will open in iAnnotate automatically

6 – Navigate between open documents using the menu bar at the top… maximum of 6 open items

Note: It is recommended that the Agendas be downloaded prior to meetings to avoid bandwidth congestion

Open a Previously Downloaded Agenda

1 – Open iAnnotate

2 – Tap your finger anywhere on the document

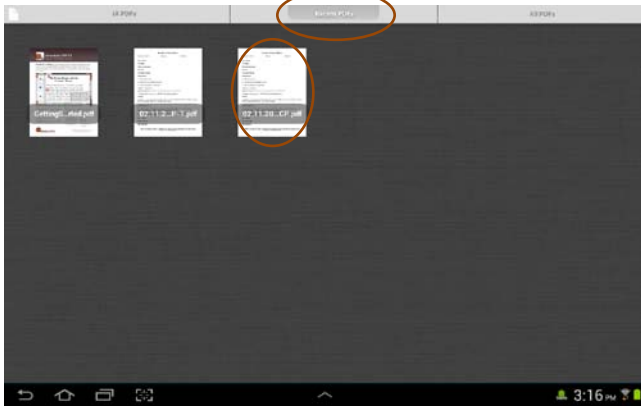to drop down the menu bar on the top

3 – Click the Library icon

4 – Click the Recent PDFs tab

5 – Click the PDF document you want to view

Touch and hold item to view additional options

including Copy, Move, and Delete

Navigation Options for Left Hand Panel

Search

Annotations

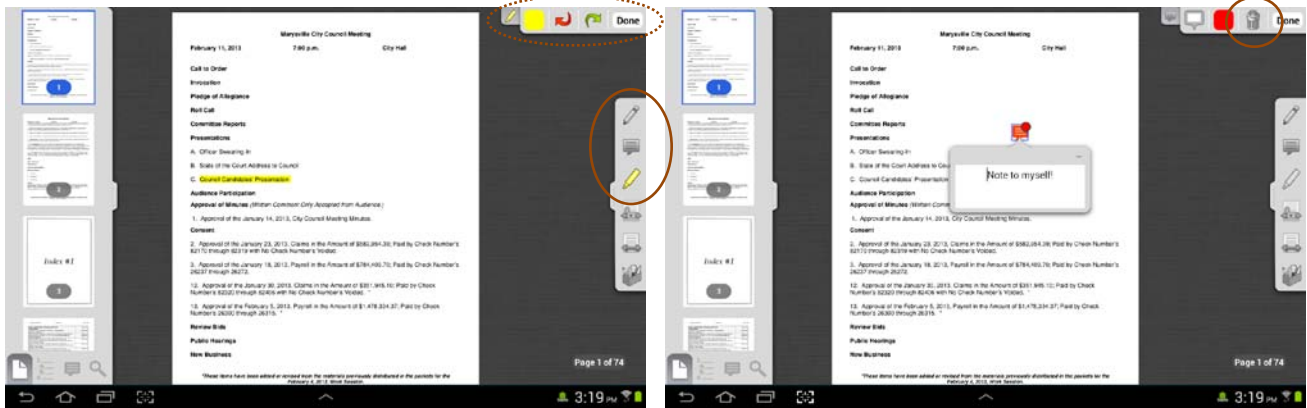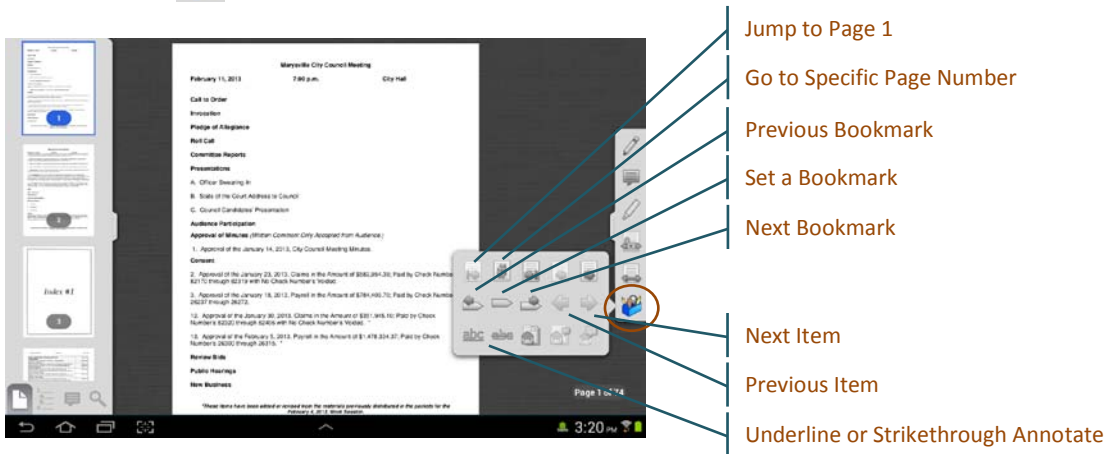Outline (Shows Agenda Item Numbers)

Thumbnails
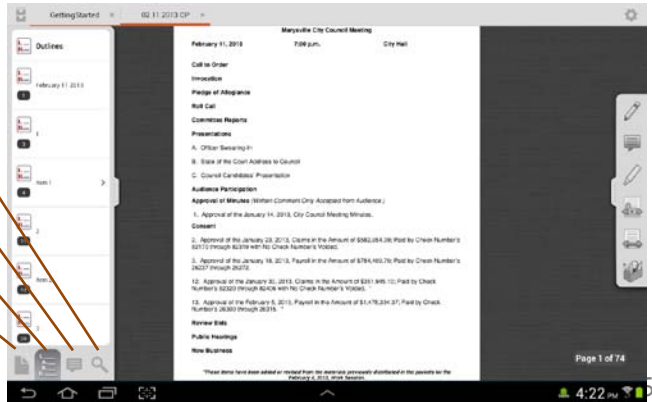
Annotate an Agenda

1 – To draw, write a note, or highlight, select the appropriate tool from the right hand menu
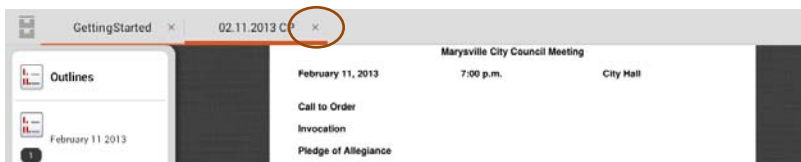

2 – To delete an annotation, touch the annotation then click the trash can in the upper right

3– Additional tools can be found by clicking the Toolbox icon on the right hand menu

Jump to Page 1

Go to Specific Page Number

Previous Bookmark

Set a Bookmark

Next Bookmark

Next Item

Previous Item

Underline or Strikethrough Annotate

4 – Changes are saved when you close the document; to close click the x on the top menu bar
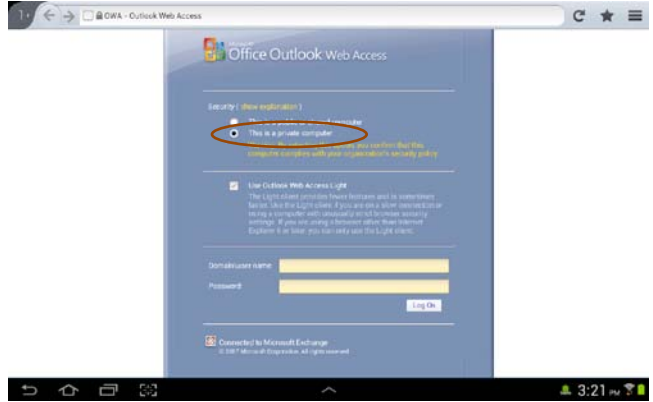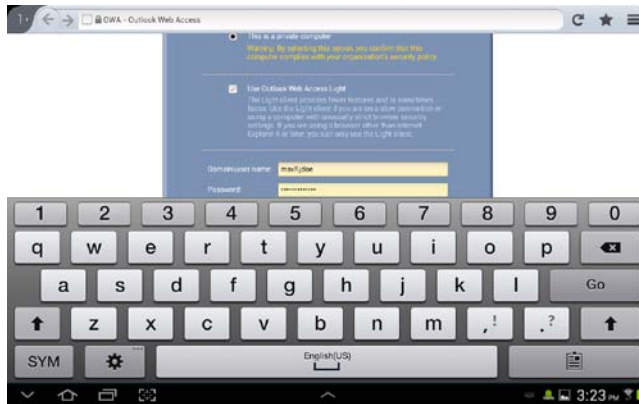
Open Your City Email with Outlook Web Access (OWA)

1 – Click the OWA shortcut on the Home Page

2 – Select "This is a private computer"

3 – Enter msvl\ your User Name and Password

Note: msvl\ (or mfd\ for Fire) tells the application which domain to connect to.

\ The backslash can be found by clicking

SYM on the lower left of the keyboard, then
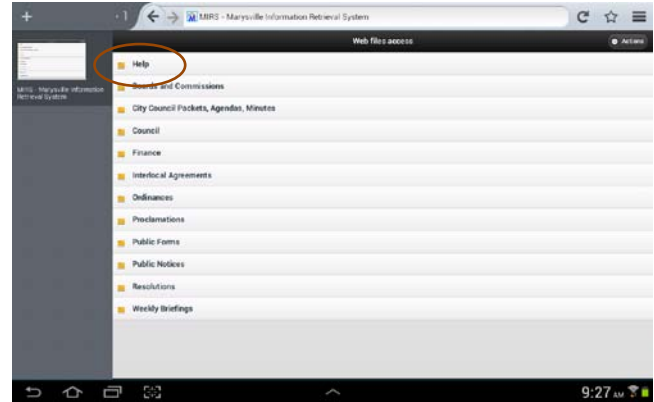
click 1/2 to select the second page of symbols.

Go to MIRS – Marysville Information Retrieval System

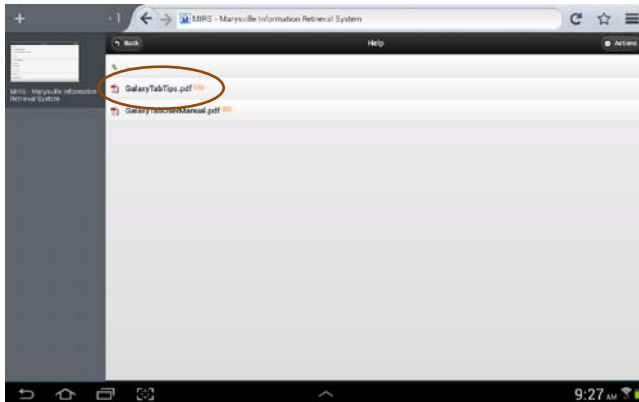**Note! MIRS should never be used for documents that have private, sensitive, or protected data**
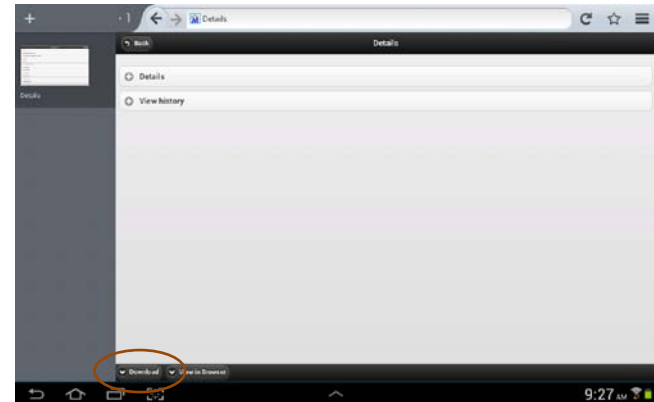
1 – Click the MIRS Icon

2 – Click the desired Folder

3 – Click the document you want to open

4 – Click Download

Note: The Galaxy Tab's Android operating system has limited functionality for uploading documents to MIRS