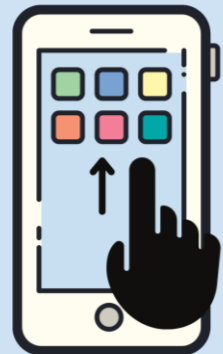# Need Tech Support?
General Functions

How to scroll:

- ➜ Use your index finger!
- ➜ Place your finger on the screen, and drag it up or down depending on the way you want to scroll.
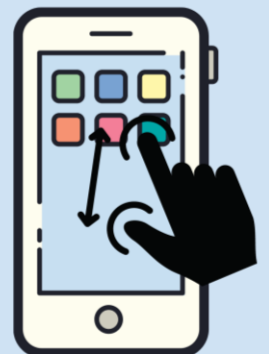
How to zoom in:

- ➜ Use your index finger and thumb!
- ➜ Put your index finger and thumb together, as if you are going to pinch something.
- ➜ Place your pinched fingers on your screen:
  - ◆ To zoom out, spread/move your pinched fingers away from each other in one swift motion to zoom in.
  - ◆ If you need to zoom in further, repeat the action of moving your pinched fingers away from each other.

How to zoom out:

- ➜ Use your index finger and thumb!
- ➜ Put your index finger on the screen, with your thumb a few inches away.
  - ◆ To zoom out, drag your index finger and thumb across the screen towards each other as if you are going to pinch something.
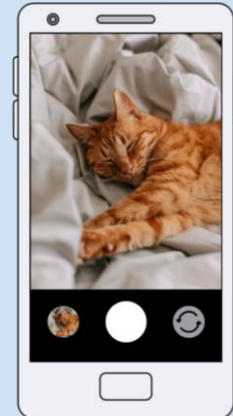
How to take a picture

iPhone Users:

Android Users:

➔ Tap on the icon that correlates to your phone on your screen to open the camera app.
➔ Once the app is open, tap on the big white circle button in the middle of the screen to take a photo.
➔ To flip the camera around, tap on the rotate button on the right.
➔ The picture you just took should appear as a little image in the bottom left corner of your screen.
   ◆ To view the picture you just took, tap on that image.

How to send a text:

iPhone Users:

➔ Tap on the green icon on your screen:
➔ To start, in the top right corner of your screen will be an icon that looks like a box with a pencil running through it.
➔ A New Message screen will pop up, and then where it says "To:" you need to type in the phone number of whoever you want to reach. To type a message, tap on the white text bar in the middle/bottom of your screen.
   ◆ A keyboard should pop up and you can type the message you desire.
   ◆ To send the message tap on the blue up arrow at the end of the text box .

Samsung Users:

➔ Tap on the blue icon on your screen:
➔ To start, if you have previously messaged someone, scroll through to find their name.
   ◆ Once you find the name click on it to open a chatroom with them.
   ◆ To begin typing click on the gray oval at the bottom of the page.
   ◆ Type out the message you would like to send on the keyboard that pops up.
   ◆ When you are finished, click the blue arrow to send the message.

➔ If you are messaging a new person click the white circle with a speech bubble in the bottom right.

◆ Type in the number of the new person where it says recipient.
◆ Repeat the same process typed above.