

# IPHONE 4 USERS MANUAL



## Charging Your Phone

iPhone has an internal, lithium-ion rechargeable battery.

Connect iPhone to a power outlet using the included cable and USB power adapter.

## Turning Your Phone On/Off

### Turn iPhone On:

- Press and hold the Sleep/Wake button.

### Turn iPhone Off:

- Press and hold the Sleep/Wake button until the slider appears, then drag the slider to the right.

## Securing Your Phone

### Locking the Phone Manually:

- Press the Sleep/Wake.

### Unlocking the Phone:

- Press either the Sleep/Wake or Home button, then drag the slider.

### Setting Increased Security:

For additional security, you can require a passcode to unlock iPhone. Go to **Settings > Passcode**.

### Home Key:

The Home button takes you to the Home screen, and provides other convenient shortcuts.

### Back Key:

- Touch and hold on the left side of the screen. Swipe to the right.

Control Center gives you instant access to the camera, flashlight, AirPlay, timer, audio playback controls, and many other handy features. You can adjust the brightness, lock the screen in portrait orientation, and turn wireless services on or off.

**Open Control Center:** Swipe up from the bottom edge of any screen (even the Lock screen).

**Open the currently playing audio App:** Tap the song title.

**Close Control Center:** Swipe down, tap the top of the screen, or press the Home button.

**Turn off access to Control Center in Apps or on the Lock screen:** Go to **Settings > Control Center**.



## Making Calls:

Making a call on iPhone is as simple as choosing a number in your contacts, or tapping one of your favorites or recent calls. Or just ask Voice Control to “call Bob Jones.”

## Making Calls Using the Phone Dialer:

Tap Keypad, enter the number, then tap Call.

- **Paste a number to the keypad:** Copy the number you want to call, then tap the screen above the keyboard, then tap Paste.
- **Enter a soft (2-second) pause:** Tap keypad, enter the number, then touch the “\*” key until a comma appears.
- **Enter a hard pause (to pause dialing until you tap the Dial button):** Tap keypad, enter the number, then touch the “#” key until a semicolon appears.
- **Redial the last number:** Tap Keypad, tap Call to display the number, then tap Call again.

## Use Voice Control:

Press and hold the Home button, say “call” or “dial,” then say the name or number. You can add “at home,” “work,” or “mobile.”

## Making Calls from Contacts:

A contact is an entry that you have created to store the name, numbers, and other information for people/groups of interest.

- From **Home** screen, touch Extras, then touch **Contacts**.
- Find the contact and touch it to open the **Contact** entry.
- Touch the number you want to call for the Contact.

## Answering Call-Waiting Calls:

- **Ignore the call and send it to voicemail:** Tap Ignore.
- **Put the first call on hold and answer the new one:** Tap Hold + Accept.
- **End the first call and answer the new one:** Tap End and when the second call rings back, tap Accept, or drag the slider if the phone is locked.

## Answering Calls:

You can answer incoming calls when phone is locked or unlocked.

Tap Accept to answer an incoming call. Or if iPhone is locked, drag the slider.

## Ending a Call:

- Tap or press the Sleep/Wake button.

## Checking Voicemail:

- Tap **Phone**, then tap **Voicemail** and follow the voice prompts.

## Creating and Sending Messages:

- **Start a text conversation:** Tap , then enter a phone number or email address, or tap and choose a contact.
- An alert badge appears if a message can't be sent. Tap the alert in a conversation to try sending the message again. Double-tap to send the message as an SMS text message.
- **Resume a conversation:** Tap the conversation in the Messages list.
- **Use picture characters:** Go to **Settings > General > Keyboard > Keyboards > Add New Keyboard**, then tap **Emoji** to make that keyboard available. When you type a message, tap to change to the Emoji keyboard.
- **Make a voice call or FaceTime call to the person you're texting:** Tap **Contact** at the top of the screen, then tap or . (FaceTime can only be used with another Apple device user).
- **Send messages to a group (iMessage and MMS):** Tap , then enter multiple recipients. With MMS, group messaging must also be turned on in **Settings > Messages**, and replies are sent only to you—they aren't copied to the other people in the group.

## Email:

### Configuring the First Email Account:

1. From Home screen, select **Settings > Mail, Contacts, Calendars**.
2. Touch **Add Account**.
3. Select which kind of account.
4. Enter in the required information.
5. Touch **Next**.

### Composing and Sending Email:

1. From Home screen, select **Mail**.
2. Touch to compose a message.
3. In the To: field, enter in the contacts info or touch to add from your contacts list.
4. Enter a subject, then touch **Return**.
5. Start typing the body of your Email.
6. Touch **Send**.

## WiFi:

If appears at the top of the screen, you're connected to a Wi-Fi network. iPhone reconnects anytime you return to the same location.

### Configure Wi-Fi:

Go to **Settings > Wi-Fi**.

- **Choose a network:** Tap one of the listed networks and enter the password, if asked.
- **Ask to join networks:** Turn on "Ask to Join Networks" to be prompted when a Wi-Fi network is available. Otherwise, you must manually join a network when a previously used network isn't available.
- **Forget a network:** Tap next to a network you've joined before. Then tap "Forget this Network."
- **Join a closed Wi-Fi network:** Tap **Other**, then enter the name of the closed network. You must already know the network name, security type, and password (if required).
- **Adjust the settings for a Wi-Fi network:** Tap next to a network. You can set an HTTP proxy, define static network settings, turn on BootP, or renew the settings provided by a DHCP server.

## Turning Wi-Fi On:

- **Settings > Wi-Fi >** Click the switch to the right of Wi-Fi.

## Turning Wi-Fi Off:

- **Settings > Wi-Fi >** Click the switch to the right of Wi-Fi.

**NOTE:** When you are connecting to a Wi-Fi network you are not using any data on your data plan. We recommend turning on and connecting to a Wi-Fi whenever possible.

## Search the Web:

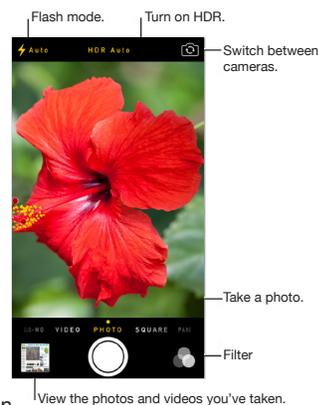
- **Search the web:** Enter a URL or search term in the search field at the top of the page, then tap a search suggestion, or tap **Go** on the keyboard to search for exactly what you typed. If you don't want to see suggested search terms, go to **Settings > Safari > Smart Search Field** and turn off **Search Suggestions**.
- **Have your favorites top the list:** Select them in **Settings > Safari > Favorites**.
- **Search the page:** Scroll to the bottom of the suggested results list and tap the entry under **On This Page**. Tap to see the next occurrence on the page.
- **Choose your search tool:** Go to **Settings > Safari > Search Engine**.

## Camera and Video:

From the Lock screen, just swipe up. Or swipe up from the bottom edge of the screen to open Control Center, then tap .

Camera offers several photo and video modes, which let you shoot stills, square-format photos, and videos.

- **Choose a mode:** Drag the screen left or right to choose **Video**, **Photo**, or **Square**.
- **Take a photo:** Choose **Photo**, then tap the shutter button or press either volume button.
- **Make it square:** Choose **Square**.
- **Zoom in or out:** (iSight camera) Stretch or pinch the image on the screen.



## Video:

- **Shoot some video:** Choose **Video**, then tap the Shutter button to start and stop recording.
- **Want to capture what's displayed on your screen?** Simultaneously press and release the Sleep/Wake and Home buttons. The screenshot is added to your Camera Roll.

## Camera:

### Photos lets you view your:

- **Camera Roll:** photos and videos you took on iPhone, or saved from an email, text message, webpage, or screenshot
- **Shared photos and videos:** Photos and videos that you've shared with iCloud Photo Sharing or that others have shared with you.
- Photos and videos synced from your computer.

### View your photos and videos:

- **Tap Photos.** Photos automatically organizes your photos and videos by year, by collection, and by moment. To quickly browse the photos in a collection or year, touch and hold for a moment, then drag.
- **Play a video:** Tap . To toggle between full-screen and fit-to-screen, double-tap the display.
- **Play a slideshow:** While viewing a photo, tap , select photos you want to view in Slideshow, tap **Next**, then tap **Slideshow**. Select options, then tap **Start Slideshow**. To stop the slideshow, tap the screen. To set other slideshow options, go to **Settings > Photos & Camera**.

