

Samsung Galaxy Tab A8

Volunteer Reference Guide — Essential Setup & Basic Usage

Welcome! Thank you for volunteering your time today. This tablet has been pre-configured with a shared Google account and essential tools to assist you in your duties. Please keep this guide attached to the tablet case for quick reference.

1. Getting Started: Buttons & Power Control

When holding the tablet horizontally (landscape mode, with the camera positioned at the top centre of the bezel), the primary physical controls are located along the **top-left edge**.

Power / Lock Button

The smaller button on the edge. Used to switch the tablet on or off, and to wake or put the screen to sleep.

Volume Rocker

The longer strip button next to the Power button. Press the left side to decrease sound volume, or the right side to increase it.

USB-C Charging Port

Located on the right-hand edge of the tablet. Connect the provided charging cable here if the battery level is running low.

How to Turn the Tablet On

- (1) Locate the small **Power button** on the edge of the tablet.
- (2) **Press and hold** the Power button firmly for about **3 to 4 seconds** until you feel a gentle vibration and see the Samsung logo appear on the screen.
- (3) Release the button and wait a few moments for the Home Screen to finish loading.

Waking Up and Putting to Sleep

If the screen goes dark while you are working, the tablet has automatically entered sleep mode to preserve battery life.

- **To Wake the Screen:** Give the Power button a single, quick press (do not hold), or double-tap anywhere on the glass display with your finger.
- **To Sleep the Screen:** Give the Power button a single, quick press whenever you step away for a break.

2. Unlocking the Tablet (PIN Code)

To keep volunteer resources secure, each tablet requires a 6-digit PIN code to unlock after waking the screen. Each tablet has a unique **two-digit number attached to its case** (e.g., Tablet 01, Tablet 05).

The PIN code is the year **2026** followed immediately by the **two-digit tablet number**.

- (1) Wake the screen by pressing the Power button or double-tapping the display.
- (2) **Swipe upwards** across the screen with your finger to bring up the keypad.
- (3) Carefully type **2026** followed by your tablet's **2-digit number** to access the Home Screen.

3. Navigating the Tablet

At the very bottom of the screen, you will see the **Navigation Bar** featuring three core symbols:

- [|||] **Recent Apps (Left)**: Tapping this displays all open programmes. You can tap an app window to switch back to it, or swipe an app window upwards to close it.
- [□] **Home Button (Centre)**: Tapping the centre square immediately returns you to the main Home Screen from wherever you are in the system.
- [<] **Back Button (Right)**: Tapping the arrow takes you back one step (to the previous page, form, or menu).

4. Connecting to Wi-Fi (Wireless Internet)

To access online resources, the tablet must be connected to the internet. If you are not connected, follow these steps:

- (1) **Open Quick Settings**: Place your finger at the very top edge of the screen and **swipe downwards**. Swipe down a second time to reveal the full control panel.
- (2) **Locate the Wi-Fi Icon**: Look for the wireless symbol shaped like radiating waves. Tip: If the icon is grey or dimmed, tap it once to switch Wi-Fi on (it will turn blue).
- (3) **Open the Network List**: **Press and hold** your finger directly on the blue Wi-Fi icon for 2 seconds. This will open the Settings menu showing all nearby wireless networks.
- (4) **Select the Network**: Tap the name of the venue or volunteer Wi-Fi network provided by your coordinator.
- (5) **Enter the Password**: Carefully type the network password into the text box using the on-screen keyboard, then tap **Connect**. Once authenticated, the word 'Connected' will appear underneath the network name.

5. Accessing Your Bookmarks

This tablet has been set up in advance with a shared Google account. All the web pages, forms, and instructions required for your volunteer work have been saved as bookmarks inside the Google Chrome browser.

- (1) **Open Google Chrome**: On the Home Screen, tap the circular multi-coloured icon labelled **Chrome** (red, yellow, green, and blue).
- (2) **Open Chrome Menu**: In the top-right corner of the browser window, tap the **three small vertical dots (:)** to open the drop-down menu.
- (3) **Select 'Bookmarks'**: Tap on **Bookmarks**, then select **Mobile Bookmarks** to view the list of saved volunteer resources and web pages.
- (4) **Open a Link**: Simply tap on the title of the form, document, or webpage you need to use, and it will load immediately.

6. Accessing Local Documents

There is an Ambassador Pack document saved locally on each tablet.

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- (1) **Open My Files:** On the Home Screen, tap the yellow folder icon labelled **My Files**.
- (2) **Open Documents:** From **My Files** select **Documents** from the left-hand menu panel.
- (3) **Open Ambassador pack:** Select the **Ambassador pack** document. You may be prompted to choose a program to open the document with, if so select **Drive**, and the document will open with **Google Drive**.

7. Troubleshooting & General Care

If you encounter any minor issues while using the tablet, try these quick remedies before seeking help from a supervisor:

- **The screen is frozen or unresponsive:** Press and hold the Power button for approximately 10 seconds until the tablet restarts automatically. This clears temporary software glitches.
- **A webpage is failing to load:** Check the top-right corner of the screen to ensure the Wi-Fi icon is still visible. If the signal has dropped, follow the steps in Section 4 to reconnect.
- **The battery is running low:** If the battery level drops below 20%, please connect the USB-C charging cable. Ensure the connector is inserted gently and straight into the charging port.
- **Accidental app closure:** If you accidentally close Chrome or return to the Home Screen, tap the Chrome icon again, or tap the [|||] button at the bottom of the screen to select your recent browser window.