

**1. How to use Hey Siri**

- a. To activate or deactivate -Settings, Siri & Search (iPhone X allows Siri text)

**2. Search your phone: ex Emergency SOS!, Measure**

- a. Swipe right search is right up top

**3. Using and editing widgets**

- a. Swipe right to view widgets
- b. Scroll down to the bottom and select 'Edit' to add/remove apps that you would like to glance at on this screen. Ex. Google: Traffic, Calendar, etc., Stocks, Weather, News

**4. Text short cuts for preloaded replies.** Ex. When a new contact texts you, send a quick signature block reply

- a. Settings, General, Keyboard, Text Replacement

**5. Customize Text Message When Ignoring An Incoming Call message – can customize all 3**

- a. Settings, Phone, Respond with text

**6. Turn it on- Do Not Disturb, I'm Driving, gives an autoreply when Bluetooth enabled in Auto**

- a. Settings, Do Not Disturb

**7. How to close all tabs at once on Safari**

- a. In Safari, Press and hold pages icon in lower right corner and choose to "close all tabs"

**8. Saving to the Home Screen When There is No App**

- a. Ex. Matrix/Member Portal in Safari, go to the web page [www.grar.org](http://www.grar.org) and then **click on the Share button** and then **Save to Home Screen**



**9. How to group apps in folders** ex. Games, Entertainment, Social Media, Work stuff

- a. Press and Drag one app over another and folder will be created that you can name

**10. Use your headset to take a photo using the volume button**

- a. Launch the Camera app from the Home screen. Frame the scene you want to take, just like normal.
- b. Press the volume up button on the headset (or phone) to activate camera shutter and take a picture.

**11. Access camera from home screen** by swiping **left** from lock screen

**12. Hard Reset**

- a. Hold and Press side button and bottom button (hold to reset)

**13. Screen Shot**

- a. Press the side button and bottom button together to take a screen shot: edit photo & share.

**14. Measurement tool and Level tool app.** First, make sure that you're using iOS 12 on iPhone SE, iPhone 6s or later, iPad (5th Generation or later), or iPad Pro.

**15. How to change to dark mode (i.e. movie theaters when you don't want to dim brightness)**

- a. General, Accessibility, Display Accommodations, invert Colors



**16. Last call redial** (for manually dialed outgoing calls.)

- a. Open the Phone app on your iPhone. Tap Keypad at the bottom.
- b. Tap the green Call button once. The number you dialed last appears at the top of the interface. Now tap the Call button again to redial that last number and place a call to it.

**17. Notes Scanner** – Can scan documents from your Notes App on your phone and upload them to Transaction Desk. Converts them to a .pdf and you can email or save them.

**18. Battery Saving/Charging –**

- a. Fast Charge: Use Airplane Mode (settings; airplane mode; swipe on – remember to turn off)
- b. Low Power Mode (settings; battery; enable low power mode)
- c. Offload Unused Apps – When you get the “storage full” sign!! This grays them out then you can click on them to use them again (settings; iTunes/app store; toggle offload unused apps) – while you’re there, toggle off In-App Ratings & Reviews.

**20. Personal Hotspot** – A personal hotspot lets you share the cellular data connection of your iPhone or iPad (Wi-Fi + Cellular) when you don’t have access to a Wi-Fi Network (Settings; Personal Hotspot)

**21. Quick Timer** – Swipe to access control panel, press and hold the timer button, swipe up or down to increase timer.

**22. Emergency -**

- a. Health Widget, tap Medical ID, tap Edit, Toggle the Show When Locked switch to on. Add emergency contacts, organ donation, blood type...all can be accessed when the phone is locked in case of emergency.
- b. Emergency Call – tap side button five times quickly. If you have the “auto call” toggle on, it will call 911 automatically. If not, you’ll have to hit the call button. You can swipe to send your location information to your emergency contacts as well.

**23. Control Center** - With Control Center, you can quickly take a picture, access the magnifying glass, control your Do Not Disturb settings, and more. To open the control center, swipe up from the bottom edge of any screen (on iPhone X or later or iPad with iOS 12 or later, swipe down from the upper-right corner of the screen). To customize Control Center so you can quickly change the settings for the things you do most:

- a. Go to Settings > Control Center. Tap Customize Controls.
- b. To add controls, tap +
- c. To remove controls, tap - then tap Remove.