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Dan Gookin

Bestselling author of Droid X For Dummies



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***Droid* 4**[™]
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by Dan Gookin



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About the Author

Dan Gookin has been writing about technology for over 20 years. He combines his love of writing with his gizmo fascination to create books that are informative, entertaining, and not boring. Having written more than 120 titles with millions of copies in print translated into over 30 languages, Dan can attest that his method of crafting computer tomes seems to work.

Perhaps his most famous title is the original *DOS For Dummies*, published in 1991. It became the world's fastest-selling computer book, at one time moving more copies per week than the *New York Times* #1 bestseller (though as a reference, it could not be listed on the NYT Bestseller list). From that book spawned the entire line of *For Dummies* books, which remains a publishing phenomenon to this day.

Dan's most popular titles include *PCs For Dummies*, *Droid X For Dummies*, *Word For Dummies*, and *Laptops For Dummies*. He also maintains the vast and helpful website, www.wambooli.com.

Dan holds a degree in Communications/Visual Arts from the University of California, San Diego. Presently, he lives in the Pacific Northwest, where he enjoys spending time with his sons playing video games inside while they watch the gentle woods of Idaho.

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Introduction

*W*hat's in a name? A Droid by any other name would still be a copyrighted trademark of the Lucasfilm Corporation. But in the context of a cell phone, it's a wonderful device that provides marvelous communications capabilities, coupled with the potential to confuse the living bajeebers out of you.

Fret not, gentle reader.

This book is designed to cover the basic operations and successful domination of the dratted curse of the 21st century: the modern cell phone. In this case, the book you hold in your hands is specific to the Motorola Droid 4 smartphone, available on the Verizon network.

At this point, you can probably stop reading this Introduction as most people do. In fact, most people never even get this far, so I congratulate you. If you choose to continue reading, you'll be informed about this book, find some useful information, and suddenly discover how powerful, popular, and good-looking you are. Promise.

About This Book

The book you hold in your hands was not meant to be read from cover to cover. Don't even try. This book is a reference, so it's designed to be used as you need it. Look up a topic in the table of contents or the index. Find something about your phone that vexes you or piques your curiosity. Look up the answer and get on with your life.

Each chapter is written as its own self-contained unit, covering a specific topic about using your Droid 4. The chapters are further divided into sections that represent a task you perform with the phone or explain how to get something done. Sample sections in this book include:

- ✓ Typing on your Droid 4
- ✓ Phoning someone you call often
- ✓ Forwarding a text message

- ✓ Talking and video chat
- ✓ Listening to live music from the Internet
- ✓ Recording a video message
- ✓ Tethering the Internet connection
- ✓ Creating a Smart Action

Every section explains a topic as though it's the first one you read in this book. Nothing is assumed, and everything is cross-referenced. Technical terms and topics, when they come up, are neatly shoved to the side, where they're easily avoided. The idea here isn't to learn anything. This book's philosophy is to help you look it up, figure it out, and get back to your life.

Still reading? Good.

How to Use This Book

This book follows a few conventions for using your Droid 4, so pay attention!

The main way to interact with the modern smartphone is by using its *touchscreen*, which is the glassy part of the phone as it's facing you. Buttons also adorn the phone, all of which are explained in Chapter 2.

You can touch the screen in various ways, as described in Chapter 2.

Chapter 3 discusses text input on the Droid 4, which involves using something called the *onscreen keyboard*. Because your Droid 4 comes with a physical keyboard, which I call the *sliding keyboard*, you'll probably use that for your typing duties more than that silly onscreen keyboard. And if the mere thought of typing disgusts you, rest assured that you can avoid typing by using the phone's handy dictation feature, also covered in Chapter 3.

This book directs you to do things on your phone by following numbered steps. Every step involves a specific activity, such as touching something on the screen; for example:

3. Choose Downloads.

This step directs you to touch the text or item on the screen labeled Downloads. You might also be told to do this:

3. Touch Downloads.



Various phone options can be turned off or on, as indicated by a gray box with a green check mark in it, as shown in the margin. By touching the box on the screen, you add or remove the green check mark. When the green check mark appears, the option is on; otherwise, it's off.



The QR codes in this book's margins are there to help you install recommended apps. To install the app, scan the bar code using special software you install on your phone. Chapter 12 discusses how to add apps to your phone as well as how to use the bar code scanner app.

Foolish Assumptions

Even though this book is written with the gentle handholding required by anyone who is just starting out, or who is easily intimidated, I have made a few assumptions.

Number one: I assume that you're still reading the introduction. That's great. It's much better than getting a snack right now or checking to see which movie the FX channel is playing over and over again this month.

My biggest assumption: You have a Droid 4 phone. Although this book could be used with other, similar phones, this one is quite specific to the Droid 4 model. In fact, if you have another phone, I recommend getting my *Android Phones For Dummies* title instead, as it's more generic.

I also assume that you have a computer, either a desktop or laptop. The computer can be a PC, or Windows, computer or a Macintosh. Oh, I suppose it could also be a Linux computer. In any event, I refer to your computer as "your computer" throughout this book. When directions are specific to a PC or Mac, the book says so.

Programs that run on your Droid 4 are called *apps*, which is short for *applications*. A single program is an *app*.

Finally, this book assumes that you have a Google account, but if you don't, Chapter 1 explains how to configure one. Do so. Having a Google account opens up a slew of useful features, information, and programs that make using your phone more productive.

Still reading? Impressive. Here's a bonus: Stick your finger in your ear and scratch. That's the sound the old Pac Man video game made.

Icons Used in This Book

Various icons adorn this book's margins. In addition to the QR codes (discussed earlier), you'll find the following traditional *For Dummies* book icons:



This icon flags useful, helpful tips or shortcuts.



This icon marks a friendly reminder to do something.



This icon marks a friendly reminder *not* to do something.



This icon alerts you to overly nerdy information and technical discussions of the topic at hand. Reading the information is optional, though it may win you a pie slice in *Trivial Pursuit*.

Where to Go from Here

There. Now don't you feel more powerful, popular, and better-looking than you did before you read this introduction? I told you so.

Your task now: Start reading the rest of the book — but not the whole thing, and especially not in order. Peruse the table of contents and find something that interests you. Or look up your puzzle in the index. When these suggestions don't cut it, just start reading Chapter 1.

My e-mail address is dgookin@wambooli.com. Yes, that's my real address. I reply to all e-mail messages I receive; you get a quick reply if you keep your question short and specific to this book, and providing that I'm not in the throes of missing another deadline. Although I enjoy saying "Hi," I cannot answer technical support questions, resolve billing issues, or help you troubleshoot your phone. Thanks for understanding.



You can also visit my web page at www.wambooli.com for more information or as a diversion.

For technical updates to the book, go to <http://www.dummies.com/go/droid4fdupdates>.

Enjoy this book and your Droid 4!

Chapter 1

Your New Phone

In This Chapter

- ▶ Freeing the Droid 4 from its box
- ▶ Setting things up inside the phone
- ▶ Charging the battery
- ▶ Turning on the phone
- ▶ Unlocking and locking the Droid 4
- ▶ Snoozing the phone
- ▶ Turning off the phone

The Droid 4 represents the latest iteration of the popular Droid line of cell phones from Motorola. It's unique in that it offers a physical keyboard, plus 4G LTE speeds when accessing the Internet. Such an amazing device requires a careful and dignified setup and configuration. All that information is found in this chapter, save for the dignified part.

An Out-of-the-Box Experience

I believe you'll find that your personal electronic devices behave best and fastest when removed from the confines of the box they came in. The same holds true for your phone, though the friendly human at the Phone Store may have already liberated and assembled your Droid 4 for you. If not, you can experience the thrill for yourself first-hand.

Whether your phone was manhandled by the Phone Store employee or not, you should look for some specific items inside the phone's compact and utilitarian package:

- ✓ The phone itself, which may be fully assembled or in two or more pieces
- ✓ The warranty, a warning, and perhaps a tiny useless *Master Your Device* pamphlet

- ✓ The phone's battery, which might already be installed inside the phone
- ✓ The phone's back cover, which also might already be on the phone
- ✓ The charger/data cable, or USB cable
- ✓ The charger head, which is a wall adapter for the charger/data cable
- ✓ The back cover key

You may find other stuff as well, including items “tossed in” by the Phone Store, including a case, a belt clip, a car mount, headphones, and even more pieces of paper. The variety is endless, and the Phone Store human will gladly sell you whatever your wallet can afford.

If anything is missing or appears to be damaged, immediately contact the folks who sold you the phone.



I recommend keeping the instructions and other information as long as you own the phone: The phone's box makes an excellent storage place for that stuff — as well as for anything else you don't plan to use right away.

Setting up the Droid 4

I know of no phone that pops right out of the box ready to make phone calls. As with certain toys, some assembly is required. Here's the basic outline of what you need to do:

- 1. Remove the back cover from its plastic cocoon.**
- 2. Install the SIM card.**
- 3. Assemble the phone.**

The cheerful employee in the Phone Store might have completed all these steps for you. If not, refer to the sections that follow for specific directions.

One task you might end up doing yourself is removing the protective plastic sheets found on the phone's screen and various other locations. Those plastic sheets protect the phone, but also tell you where important things are located. You can remove all the plastic clingy sheets at this time.

- ✓ You'll need to slide open the Droid 4 keyboard to remove the clingy plastic sheet from the back of the touchscreen part of the phone.
- ✓ One thing that the Droid 4 doesn't come with is a microSD card.
- ✓ The Droid 4 does not come with a removable battery. So unlike other Android phones, you do not need to install the phone's battery as part of its initial setup.
- ✓ After initial setup, and optionally installing the micro-SIM and microSD cards (covered in the sections that follow), my advice is to charge the phone's battery. See the later section "Charge the Battery."



Removing the phone's back cover

You remove the Droid 4's back cover for three reasons: to install or replace the micro-SIM card, to install or replace the microSD card, and to sate your infernal curiosity about what mysteries dwell inside your phone.

To remove the Droid 4's back cover, follow these steps:

- 1. Insert the back cover removal tool into the hole at the top-right corner of the phone's rump.**

Use Figure 1-1 as your guide.

When you lose the back cover removal tool, use an unbent paper clip instead.

- 2. Press gently with the removal tool, then tug the back cover downward slightly, as illustrated in Figure 1-1.**

Don't force the removal tool into the hole! Only a gentle push is required to get the job done. (You're simply pushing down on the back cover locking tab, which allows you to slide down the back cover.)

You can stop pressing gently with the removal tool when the back cover begins to slide freely.

- 3. Pop off the back cover and set it aside.**

You'll need to pry off the cover. A series of tabs hook into slots on the back of the phone. Each tab must be pulled from its slot, so don't think that you're breaking anything.





Figure 1-1: Removing the back cover.

Refer to the next two sections for information on inserting or removing the micro-SIM card and microSD card.

See the section “Closing the phone” for information on replacing the back cover.

Installing the micro-SIM card

Your Droid 4 needs a micro-SIM card to uniquely identify itself with and access the 4G LTE digital cellular network. Because it's such an important part of your phone, the SIM card was most likely installed by the human at the Phone Store. If not, you can follow these steps to insert the SIM card into your phone:

- 1. If necessary, remove the phone's back cover.**

Refer to the preceding section.

- 2. Remove the micro-SIM card from its container.**

- 3. Insert the micro-SIM card into its slot inside your phone.**

You'll need to lift the plastic grommet below the rear camera lens to access the micro-SIM card slot. The grommet is illustrated in Figure 1-2. Lift the grommet by its left end, as shown in the figure.

The SIM card is shaped in such a way that it's impossible to insert it improperly. Use the outline inside the phone to properly orient the card and shove it into the slot.

4. Replace the phone's back cover now — or later.

If you haven't installed the microSD card, don't replace the phone's back cover and do read the next section.

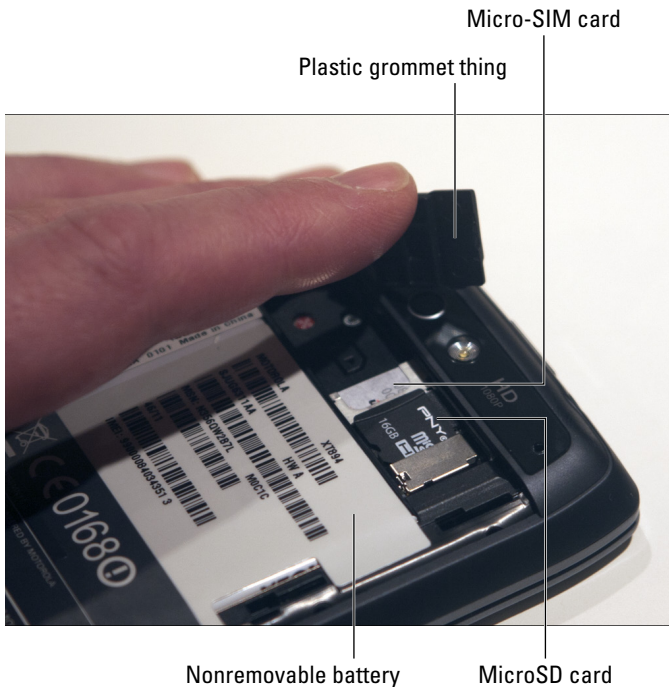


Figure 1-2: Inserting the micro-SIM card.



SIM stands for Subscriber Identity Module, just in case you play crossword puzzles. The *micro* part means that the card is smaller than the typical phone SIM card.

Installing a microSD card

I highly recommend that you get a microSD card for your Droid 4. Don't delay! Do it now!

Why are you still reading this? Get that microSD card! Sheesh . . .

After you obtain the card, install it in your Droid 4 by obeying these steps:

1. If necessary, remove the phone's back cover.

The microSD is installed in the top part of the phone's exposed rear, just below the text *HD 1080p* by the camera's LED flash. (Refer to Figure 1-2 for the specific location.)

2. Lift the rubber grommet to access the microSD slot.

The grommet is found just below the camera lens.

3. Insert the microSD card into the slot.

The card goes in only one way; use the outline next to the slot to properly orient the card.

4. Ensure that the card is fully inserted.

Push it in as far as it will go.

5. Reassemble the phone.

If you need to remove the card later, open up the phone, lift the grommet, and pull out the microSD card using your fingernail.



- ✓ Get an 8GB microSD card at minimum. The Droid 4 can handle microSD cards of 16GB and even 32GB capacities.
- ✓ The storage on the microSD card supplements the 16GB of internal storage that comes with your Droid 4.
- ✓ microSD cards are teensy! Keep them in a safe place where you won't lose them.
- ✓ You can buy an adapter for your microSD card to allow its data to be read by computers, through either a standard SD (Secure Digital) memory slot or the USB port.
- ✓ After you insert the microSD card and turn on the phone, you may see a microSD card notification, as shown in the margin. Pull down the notifications (directions are offered in Chapter 2) and choose the Format SD Card notification. Obey the directions on the screen to prep the microSD card.

Closing the phone

After your brief stint as a phone surgeon, you need to close the patient: