## Using mobile digital devices

This activity aims to enable a worker to gain some familiarisation with using digital devices in the workplace. It introduces some commonly used terms to the learner and provides the opportunity for a more experienced worker to guide the learning process.

Workers may be provided with a range of digital devices to use in the workplace. Many of these will require data to be uploaded or synced to a server for use in software packages. Examples of this are the use of iPads to collect data on in the field such as tree measurements, road conditions, load tonnages and equipment readings. This activity focuses on the digital aspect of the device so that workers can develop an understanding of the terms involved and gives them the opportunity to work through some everyday tasks to build their capacity to utilise the device.

### Who is this activity aimed at?

### This activity aims to develop some basic knowledge of digital technology and how it can be used in the workplace. This activity can be done as an individual or in small groups but requires an experienced person to assist and guide the learner. This activity is for a person new to the use of digital devices in the workplace.

### What is the outcome?

Mobile digital devices such as tablets and phones are being used more commonly in workplaces. This activity will enable you to work with a more experienced person in the use of digital devices, to gain a basic knowledge of the terminology used and how it can be used to undertake work in your workplace.

### What preparation is required?

An experienced and knowledgeable person in the use of digital devices eg. supervisor, will work with a learner to explain the operation of the device and then to undertake the activity below. A discussion on how digital devices are used in your workplace would assist the learner to understand how and when these devices are used. Some workplace examples may be demonstrated to assist in this process.

### What will you need?

You will need access to a hand held digital device eg phone or tablet.

**Activity**

The definitions below are to assist you to with using your digital device. Add other terms and notes to build your own guide.

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| **Term** | **Definition** | **Notes** |
| Mobile electronic device | A small mobile computer or electronic device that can be picked up and moved around. It usually has a display and a touch screen or a small keyboard to type in information.  Examples include a mobile phone, smart phone, tablet (or small) computer, iPad. |  |
| Provider | The company that provides access to the internet, for a fee. Also referred to as an internet service provider (ISP). The provider will enable access to the internet for a fee. There are several options for this: NBN (National Broadband Network), satellite, broadband through phone line, Wi-Fi. |  |
| Network or data connection | The communications technology that allows a connection to the internet.  Examples include 4G (fourth generation) internet access that can be connected to with a mobile device, provided by companies such as Telstra and Optus. |  |
| Wi-Fi | Wi-Fi is a [wireless](http://techterms.com/definition/wireless) networking technology that allows computers and other devices to communicate. Wi-Fi is the standard way computers connect to wireless network and exchange information. Wi-Fi access could be within a house or building, or outside in a workspace or public area. |  |
| Bluetooth | Bluetooth is a [wireless](http://en.wikipedia.org/wiki/Wireless) technology that you can connect hand held devices to, to enable them to exchange information and in the case of vehicles to be ‘hands free’. |  |
| Out of range | You are in a location where no network can be connected. Your device may connect automatically to a network once you move into an area where there is a network. As soon as you return to range your communications (e.g. text messages) will automatically be sent. |  |
| Locked network | A wireless network that is protected with a password to restrict its use. Other than public areas e.g. libraries, airports, some city centres and coffee shops, most wireless networks require a password access. |  |
| Upload (or sync) | The sending of data from a local system to a remote system such as a server where a copy of the data is stored |  |

The following table has symbols that are commonly used on mobile digital devices. Add others that may be used on your own device and note where they are located on your device.

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| **Symbol** | **Stands for…** | **Notes** |
|  | Device is in ‘Silent mode’ – sound is turned off |  |
|  | Battery power (fully darkened battery symbol means full power) |  |
|  | Signal strength (connection to the network – the more bars that are darkened, the stronger the connection) |  |
|  | Wi-Fi connection  (shows grey, or not at all, when not connected ) |  |
|  | No signal – your device is not connected to a network and you are ‘out of range’ |  |
|  | Bluetooth is enabled |  |

Practice Activity: After having had your instrument explained to you, here are some questions to test your knowledge. Every device is different and therefore you may wish to add activities relevant to your device. Have a go at the following activities to practise using your mobile digital device.

1. Turn the sound on your device off. Turn the sound back on. Adjust the sound up and down. Can you put the device on speaker?

How much battery power does you device have? How do you recharge your device? Plug it in and note the symbol on your device for ‘’recharging’’.

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1. Check if you are in range of a wireless network. If so, see if you can connect to it. Note down the steps that you used so you can refer to it in the future.

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1. How many wireless networks are available on your device at the moment? Are there any that are not locked? What are they?

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1. You are working in a location without a network, adding information or data to your device, then you move to a location that does have a connection. How can you check to see if your data has been sent? (Seek help to answer this question if you need to.)

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