

# Technology & Computers

## with Colleen

### Oxford Area Senior Center Computer Q&A and Technology Help

#### Do you need help with your electronic device?

Are you confused about how to use that new electronic device? Please do not fret any longer. Questions can be regarding ANY computer related subject (Word, Email, Internet, etc.) or Technology Help with your Apple or Android mobile/cell phones and iPad/tablets. The goal is to provide hands-on and detailed instruction in a non-intimidating and patient environment.

**Bring your device in and learn to use it!**

<b>Q&amp;A's and Technology Help</b> <b>Just stop in during one of the times listed below</b> <b>\$5 per session</b> <b>January 2018 Schedule</b>			Oxford Area Senior Center 12 E. Locust Street, Oxford, PA 610-932-5244  www.oxfordseniors.org Click on Computers
MONDAY	TUESDAY	WEDNESDAY	Hours are: Monday - Friday, 8:30 am - 3:00 pm Colleen is in on Monday - Wednesday
1. Center Closed No Sessions	2. 11:00am - 12:00pm	3. 10:00am - 11:00am 2:00pm - 3:00pm	<b>QUESTIONS??</b> Colleen will be happy to answer your technology questions. Here is how to contact her: <ul style="list-style-type: none"> <li>• Come to one of the Q&amp;A/Tech Help sessions.</li> <li>• Call Colleen at 610-932-5244</li> <li>• Email Colleen at caowens@oxfordseniors.org</li> </ul>
8. 10:00am - 11:00am 2:00pm - 3:00pm	9. 11:00am - 12:00pm	10. 10:00am - 11:00am 2:00pm - 3:00pm	
15. 10:00am - 11:00am 2:00pm - 3:00pm	16. 11:00am - 12:00pm	17. No Sessions	
22. No Sessions	23. No Sessions	24. 10:00am - 11:00am 2:00pm - 3:00pm	<b>Prefer Private Lessons?</b> Private lessons are available for a fee, at the Center or your home. Please contact Colleen Owens at 610-932-5244 or by email at caowens@oxfordseniors.org
29. 10:00am - 11:00am 2:00pm - 3:00pm	30. 11:00am - 12:00pm	31. 10:00am - 11:00am 2:00pm - 3:00pm	

### Cell Phone Etiquette 101 while in a public area

It is not other people's responsibility to cope with your mobile phone use; it is your responsibility to use your mobile phone inoffensively. Please note that "inoffensively" is not defined by what you expect others to tolerate, but by what others do in fact find offensive. Ignore this principle, and you are sure to be rude.

1. The average person talks three times louder on a cellphone than they do in a face-to-face conversation. Always be mindful of your volume and lower your voice when talking. You do not have to yell to be heard by the caller, in fact sometimes you make it harder to be heard when you yell.
2. Avoid personal topics when others can hear you.
3. Refrain from using your speakerphone, no one wants to hear your conversation and it actually makes it harder for the person on the other side to hear you.
4. Observe the 10-foot Proximity Rule - Keep a distance of 10 feet from the nearest person when talking on the cell phone.
5. Put your phone's ringer on silent or vibrant.
6. Don't use your phone when having a meal with others.
7. Don't let your phone interrupt public activities such as lunch, bingo, game playing, entertainment.