Android phone system settings

Take control of your new Android phone, including the time and date, ringtone, and volume settings.

Your Android phone lets you change lots of different settings to get it working just the way you like. Let's look at how to set your preferred language, time and date, and also how to control the volume and sound of your phone's ringtone.
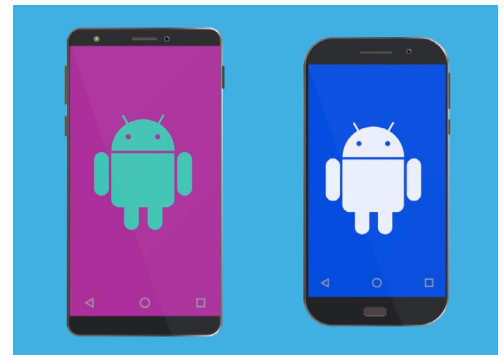
What you will need

Before you begin, check that your phone is fully charged and showing the **Home** screen. Your operating system software should also be fully up to date.

Remember, there are lots of different brands of Android phone, and they all do things slightly differently. Some of the screens on your phone might look a little different to the ones on this guide, but you should still be able to follow along.

The steps in this guide may appear differently on your phone, but they should be similar enough for you to follow along
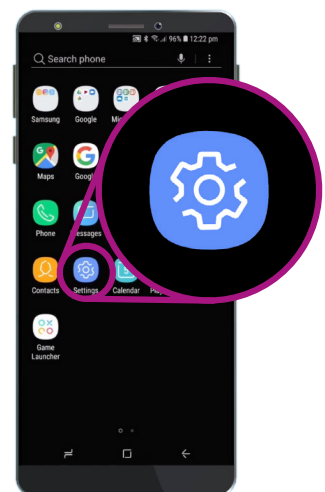
First steps

Your phone's system settings are controlled from the **Settings** app. To open it:

1. Swipe up from the bottom of the **Home** screen to show the **Apps** screen. You will see a grid of icons.

2. Find the icon that looks like a cog wheel. This is the **Settings** icon. Tap it.

3. Once the **Settings** app is open, look for **General management** in the list. Tap on it.
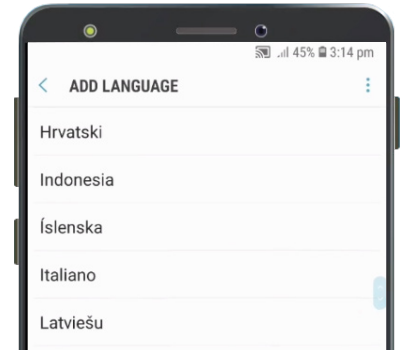

System settings are controlled by the Settings app, which looks like a cog wheel

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Setting your preferred language

When you buy a phone in Australia, it will be set to a default language called **English (Australia)**. This makes sure the phone spells things the way you expect, such as 'colour' instead of 'color'. However, if your phone is pre-owned, or you'd prefer to use a different language, you can change it. Here's how!

1. On the **General management** screen, find **Language and input** and tap it.

2. It should already be set to **English (Australia)**. If it isn't, or you want to use a different language, tap **Language** and then **Add language**.

3. Scroll through the list that appears, until you find the language you're looking for, and **tap** to select it.

4. For this demonstration we'll stick with **English (Australia)**. So, tap the blue **Back** arrow at the top left to return to the **Language** screen.
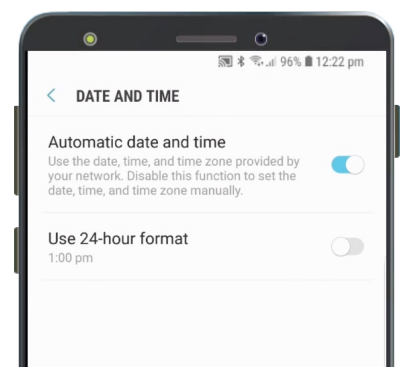
You can set your phone to use your preferred language

Setting the time and date

By default, your Android phone sets the time and date automatically when it is connected to the internet. But you can also set the time and date manually if you want.
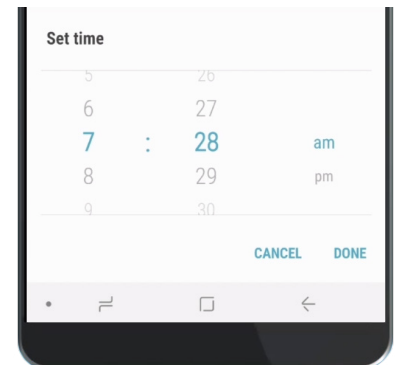
1. Tap the blue **Back** arrow again to return to the L**anguage and input** screen.

2. To see time and date settings we need to go back further, so tap the **Back** arrow one more time.

3. Now you're back at the **General management** screen. The **Date and time** option should now be near the top of the screen, so tap it.

4. On the **Date and time** screen, you can see the phone is set to **Automatic date and time**.

5. Tap the **switch** to turn off **Automatic date and time**. The switch will turn grey and more options will appear.

Your phone automatically sets the correct time and adjust for daylight savings time

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6. Now tap **Set date** to choose a date on the calendar that appears on the screen. When you're finished, tap **Done**. The phone will go back to the **Date and time** screen.

7. Next, tap **Set time** and scroll through the options on the scroll wheels to set the time.

8. You can also set your **Time zone**. Tap **Select time zone**, and a list of cities will appear. Choose your closest capital city and tap it. Your phone will return to the **Date and time** screen.

9. Letting your phone automatically adjust date and time is a really useful feature, so it's a good idea to turn it back on now that you know how to manually adjust these settings. Tap **Automatic date and time** to do this.
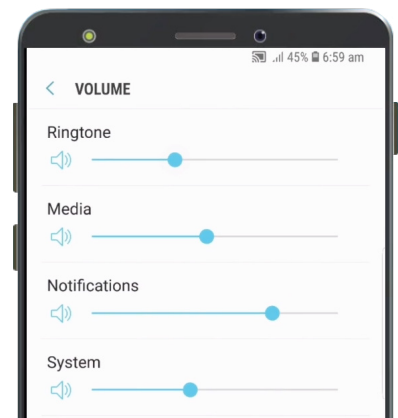

Scroll wheels allow you to set hours, minutes and am or pm

Adjusting sound volume

Your Android phone uses different sounds to alert you to different things, such as phone calls, text messages, emails, and other notifications. To make each of these sounds louder, or softer you need to go back to the **Settings** menu.

1. From the **Settings** menu, tap the **Back** arrow once to get to **General management**, and then a second time to reach **Settings**.

2. To get started with this, scroll the **Settings** menu until you find **Sound and vibration**. Tap it to see some options.

3. On this screen, tap **Volume**. You will then see a group of sliders that control the loudness of different things your phone does.

4. The **Ringtone** slider controls the loudness of the phone ringing. **Media** controls playback of music and video. Notifications are a special type of alert, including text messages. And **System** is for all the other noises the phone makes.

You can move sliders left and right to adjust the volume of different features on your phone

5. Slide your finger on each control to the right to increase volume, and to the left to decrease it.

6. When you've adjusted each volume level to something you like, tap the **Back** arrow to set it and return to the **Sound and vibration** screen.

Changing ringtone and notification sounds

Your phone plays a short tune to let you know someone is trying to call. You can change this tune, as well as the sound it makes when it wants to alert you to notifications such as text messages or emails. Here's how to change these sounds.

1. On the **Sound and vibration** screen, find **Ringtone** and tap it.

2. Scroll through the different options. Tap one to hear a preview of what it sounds like. When you've found one you like, tap it, and then tap the **Back** arrow.

3. Your phone should be showing the **Sound and vibration** screen again. Now find **Notification sounds** and tap it.

4. You'll see a list of options again. Tap to hear a preview, then tap the one you like best.

5. Tap the **Back** arrow to set it and return to the **Sound and vibration** screen.
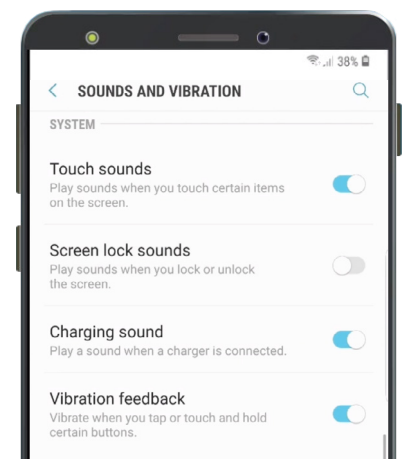
Changing ringtone and notification sounds

The **Sounds and vibration** menu lets you adjust a range of other sounds your phone makes. You might find some of these sounds useful, and others annoying.

You might want to turn off **Screen lock sounds** so that your phone doesn't make a noise each time you unlock it. Turning off **Keyboard sounds** ensures the phone will be silent when you type on its keyboard.

For all these settings, tapping the switch next to sound option turns it on or off. When the button is grey, that sound is turned off.

Take some time to explore more of the **Sound** settings for yourself and adjust them so they suit you.

A blue switch means the sound is on, and a grey switch means it is off