Telstra 4G Tablet
User Manual
LEGAL INFORMATION

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This product is user-upgradeable. Please visit zte.com.au or call the service hotline for more technical support.

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Getting Started

Your Device at a Glance
# Key Function

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<tr>
<td><strong>Power Key</strong></td>
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<td>• Press to switch your tablet to Sleep mode.</td>
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<td></td>
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<td><strong>Volume Keys</strong></td>
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<td>View all recent applications</td>
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Installing the SIM Card

Switch off your device before installing or replacing the SIM card and microSD card.

1. Pull out the SIM card holder taking care not to drop or loose it.
2. Place your SIM card into the SIM card holder, as shown:

Return the SIM card holder into the SIM slot.

**Important note**

When changing your SIM card ensure your tablet is switched off. If the tablet is not registering your SIM card, reboot your tablet by switching off and back on again.
Installing the microSD card (optional)

1. Open the cover of the microSD card slot.
2. Insert the microSD card with the metal contacts facing the back panel of the tablet. Push in until it clicks into place.

3. Close the cover of the microSD card slot.

The microSD card is a optional accessory and is not included in the box.
Charging the Battery

When you first get your new tablet you’ll need to charge the battery.

1. Insert the charger lead carefully. Ensure that the plug is inserted with the correct orientation. Do not force the connector into the charger jack.
2. Connect the charger to a standard AC wall outlet.
3. Disconnect the charger when the battery is fully charged.

How much charge have you got?

If the battery is low, there will be a pop-up message on the screen. As you charge your tablet, the screen will tell you the exact battery level each time you wake up your tablet.

When charging the charging icon ✋/⚡ is shown in the status area.
Battery and Charging Tips

1. Only use the AC charger and USB lead supplied. Insert the charger lead carefully.
2. Be careful to avoid tripping over or pulling on the lead whilst it is plugged in.
3. Physical damage to the charging port is NOT covered by warranty.
4. The tablet can also be charged by connecting it to a computer using the USB lead supplied.
5. Avoid high temperatures and direct sunlight. The battery will not charge above 45°C.
6. Do not leave the battery in a discharged state. Charge the battery promptly when flat.
7. Keep your tablet cool. High temperatures degrade the battery more quickly.
8. Normal charge time is 5-6 hours. Do not leave on charge for more than 24hrs.
9. After 2-3 charge/discharge cycles the battery life will improve. From then on use top up charging to recharge frequently and always charge promptly when flat.
10. When not using the tablet for long periods charge to approx 100% and switch off.
11. With poor network conditions (less than 2 bars) battery life is reduced, turn off Bluetooth and Wi-Fi when not in use to extend battery life.
Powering On/Off
1. Make sure the SIM card is in your device and the battery is charged.
2. Press and hold the **Power Key** to turn on your tablet.
3. To turn off, press and hold the **Power Key** to open the options menu. Touch **Power off** and then touch **OK**.

Setting Up for the First Time
When you first power on your tablet after purchase or a reset it factory settings (see *Settings – Backup and Reset*), you need to enter some settings before use.

1. On the Welcome screen you can touch the language field to change the default language. Touch **Start**.
2. Review the date and time options, and touch **Next**.
3. Touch **Get an account** to create a new Google Account, touch **Sign in** to access an existing account, or touch **Not now** to set up an account later *
4. Review the Backup settings if required > **Next**.
5. Review the Location settings if required > **Next**.
6. Enter your name if required > **Next**.
7. Touch **Finish** to complete the setup.
8. Further assistance is given in the form of pop ups describing how to use various features. Press OK to clear these notices.

* A Google account is used to access Gmail, Play Store and other Google features. It is highly recommended that you configure and account on your tablet.
Locking/Unlocking your tablet

Your tablet allows you to quickly lock the screen and keys when not in use and to turn the screen back on and unlock it when you need it.

To lock the screen and keys:
Press the **Power Key** to turn the screen off and lock the keys,

**NOTE:** To save battery power, the tablet automatically turns off the screen after a certain period of time when you leave it idle. Review this setting at **Settings – Display – Sleep**.

To unlock the screen and keys:
1. Press the **Power Key** to turn the screen on.
2. Press and hold the unlock button 🗝️ to unlock the screen.
3. You can also pinch out or slide on the unlock button to unlock the handset and go directly to the functions shown:

**Pinch Unlock shortcuts:**

**NOTE:** If you have set an unlock pattern, PIN or password for your tablet (see **Settings – Security**), you’ll need to draw the pattern or enter the PIN/password to unlock your screen.
Using the Touch Screen

Your tablet’s touch screen lets you control actions through a variety of touch gestures.

- **Touch**
  When you want to type using the onscreen keyboard, select items, or press onscreen buttons, simply touch them with your finger.

- **Touch and Hold**
  To open the available options for an item (for example, a message or link in a Web page), touch and hold the item.

- **Swipe or Slide**
  To swipe or slide means to quickly drag your finger vertically or horizontally across the screen.

- **Drag**
  To drag, press and hold your finger with some pressure before you start to move your finger. While dragging, do not release your finger until you have reached the target position.

- **Pinch**
  In some apps (such as Maps, Browser, and Gallery), you can zoom in and out by placing two fingers on the screen at once and pinching them together (to zoom out) or spreading them apart (to zoom in).

- **Rotate the tablet to change from portrait to landscape.**
Getting to Know the Home Screen

The home screen is the starting point for your tablet’s applications, functions, and menus. You can customize your home screen by adding application icons, shortcuts, folders, widgets, and more. Swipe the screen left or right to display additional screens.
Personalise your Tablet

Changing the System Language

1. Touch > > Settings > Language & input > Language.
2. Select the language you need.

Setting the Date and Time

1. Touch the > > Settings > Date & time.
2. Clear the Automatic date & time and Automatic time zone check boxes if you want to set the date, time and time zone by yourself.
3. Set the date, time, time zone, and date/time format.

Changing Notification Sounds

Notifications alert you of new Wi-Fi networks, E-mails and other events. Customize the default notification sound as follows:

1. Touch the > > Settings > Sound.
2. Touch Default notification.
3. Scroll through the list and select the tone you want to use.
4. Touch OK.
Adjusting Volumes

1. Touch 🏛️ > ✡️ > Settings > Sound > Volumes.
2. Adjust the volume for music, video, games and other media, the notification volume, and the alarm volume.
3. Touch OK to save.

**TIP:** When a media application is in use the **Volume Keys** to adjust the playback volume. With no media application active the **Volume Keys** adjust the notifications volume.

**To enable silent mode:**
While not playing a media application, simply hold the volume down key until the device changes to silent mode 🔊

**To enable vibrate mode:**
Touch 🏛️ > ✡️ > Settings > Sound > Silent mode, and select **Off**, **Vibrate** or **Mute**.

Changing the Wallpaper

You can set the wallpaper for the Home Screen

1. Touch and hold on the home screen or extended screens
2. Select from **Download Wallpapers**, **Gallery**, **Live Wallpapers**, or **Wallpapers** to choose an image or animation to use as the wallpaper.
3. If cropping is required for **Gallery** images touch **CROP** at the top of the screen.
Changing Screen Brightness

1. Touch 🏷️ > 🎯 > Settings > Display > Brightness.
2. Tick the **Automatic brightness** box to make the tablet adjust the screen brightness automatically, or clear the tick box to adjust the brightness manually.
3. Touch **OK**.

Protect Your Tablet With Screen Locks

You can protect your tablet by creating a screen lock. The tablet supports long press, face recognition, pattern, a numeric PIN or password to unlock the screen and keys.

1. Touch 🏷️ > 🎯 > Settings > Security > Screen lock
2. Select from **None**, **Long Press**, **Face Unlock**, **Pattern**, **PIN** or **Password**.

  - If you touch **Pattern**, you’re guided to create a pattern you must draw to unlock the screen. The first time you do this, a short tutorial about creating an unlock pattern appears. Then you’re prompted to draw and redraw your own pattern.
  - If you touch PIN or Password, you’re prompted to set a numeric PIN or a password you must enter to unlock your screen.
  - If you select Face Unlock you are guided through the face recognition application to lock and unlock your handset.

The next time you turn on your tablet or wake up the screen, you must long press, draw your unlock pattern or use your face, PIN or password to unlock it.
IMPORTANT: Screen lock options are listed in order of their security strength, starting with None and Long Press, which provide no security. Pattern provides minimal security but can be more convenient than the stronger options.

Protecting Your Tablet With Encryption

You can encrypt all the data on your tablet: Google Accounts, application data, music and other media, downloaded information, and so on. If you do, you must enter a numeric PIN or password each time you power on your tablet.

WARNING! Encryption is irreversible. The only way to revert to an unencrypted tablet is to perform a factory data reset, which erases all your data.

Encryption provides additional protection in case your tablet is stolen, and may be required or recommended in some organizations. Consult your system administrator before turning it on. In many cases the PIN or password you set for encryption is controlled by the system administrator.

Before turning on encryption, prepare as follows:

1. Set a lock screen PIN or password.
2. Charge the battery.
3. Plug in your tablet.
4. Schedule an hour or more for the encryption process: you must not interrupt it or you will lose some or all of your data.

When you're ready to turn on encryption:

5. Touch the > > Settings > Security > Encrypt tablet.
6. Read the information about encryption carefully.
The Encrypt tablet button is dimmed if your battery's not charged or your tablet's not plugged in.

If you change your mind about encrypting your tablet, touch the back button.

**WARNING!** If you interrupt the encryption process, you will lose data.

7. Touch Encrypt tablet.

8. Enter your lock screen PIN or password and touch **Next**.

9. Touch Encrypt tablet again.

10. The encryption process starts and displays its progress. Encryption can take an hour or more, during which time your tablet may restart several times.

11. When encryption is complete, you're prompted to enter your PIN or password.

12. Subsequently, you must enter your PIN or password each time you power on your tablet, to decrypt it.
## Monitoring the Device Status

You can monitor the tablet status by checking the following status icons.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Status Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>GPRS network</td>
<td>Signal strength (no data)</td>
</tr>
<tr>
<td>E</td>
<td>EDGE network</td>
<td>Signal strength (data ready)</td>
</tr>
<tr>
<td>3G</td>
<td>3G network</td>
<td>Mobile data in use</td>
</tr>
<tr>
<td>4G</td>
<td>4G LTE network</td>
<td>Green indicates data ready</td>
</tr>
<tr>
<td>H</td>
<td>HSDPA network</td>
<td>Green indicates data ready</td>
</tr>
<tr>
<td>!</td>
<td>Battery flat</td>
<td>Silent mode</td>
</tr>
<tr>
<td></td>
<td>Battery low</td>
<td>Vibrate mode</td>
</tr>
<tr>
<td></td>
<td>Battery partially drained</td>
<td>Bluetooth on</td>
</tr>
<tr>
<td></td>
<td>Battery full</td>
<td>Connected to a Wi-Fi network</td>
</tr>
<tr>
<td></td>
<td>Battery charging</td>
<td>Wi-Fi data in use</td>
</tr>
<tr>
<td></td>
<td>Mic Off (Google Talk)</td>
<td>Flight mode</td>
</tr>
</tbody>
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## Notification Icons

The status & notifications area at the lower right corner of the home screen provides notification alerts:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
<th>Notification Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>📡</td>
<td>microSD card unmounted</td>
<td>microSD card removed</td>
</tr>
<tr>
<td>🎧</td>
<td>Song is playing</td>
<td>Upcoming event</td>
</tr>
<tr>
<td>💌</td>
<td>New Gmail message</td>
<td>New Email</td>
</tr>
<tr>
<td>📣</td>
<td>New Google Talk instant message</td>
<td>New Wi-Fi network detected</td>
</tr>
<tr>
<td>⬆️</td>
<td>Sending data</td>
<td>Downloading data</td>
</tr>
<tr>
<td>🛠️</td>
<td>USB connected</td>
<td>USB tethering is on</td>
</tr>
<tr>
<td>⬇️</td>
<td>Updates available</td>
<td>Portable Wi-Fi hotspot, USB tethering or Wi-Fi direct is on</td>
</tr>
<tr>
<td>🔍</td>
<td>GPS, Location on</td>
<td></td>
</tr>
</tbody>
</table>
Open/Close the Notification Panel

Notifications report the arrival of new messages, calendar events, and alarms, as well as ongoing events, such as when you've configured your tablet as a Wi-Fi hotspot. Open the notification panel to view the details of notifications.

- To open the notification panel, touch the Status & Notifications area at lower right corner of the screen.

- To close the notification panel, touch .

- Touch the Settings icon to access the Quick Settings:
  - **Flight mode:** Touch to turn on or off flight mode.
  - **Wi-Fi:** Touch to turn on or off Wi-Fi.
  - **Auto-rotate screen:** Touch to turn Auto-rotate on or off.
  - **Brightness:** Touch to adjust the screen brightness.
  - **Notifications:** Touch to turn on or off notifications alert.
• **Settings**: Touch to access the system settings.

**Respond to or Remove a Notification**

In the notification panel, you can respond to a notification or remove the notifications.

• To respond to a notification, just touch it.
• To remove a notification, swipe it sideways.
• To remove all notifications, touch \[\text{X}\] in the lower right corner.
• Most apps that send notifications, such as Gmail and Google Talk, have notification settings that you can adjust.

**Managing Shortcuts and Widgets**

**Add Shortcuts and Widgets**

1. Touch \[\text{Home}\] > \[\text{Apps}\].
2. Touch **Apps** or **Widgets** to view the available widgets and shortcuts.
3. Touch and hold a widget or app icon and drag it to the Home Screen.

**Move Shortcuts or Widgets**

1. Touch and hold a widget or shortcut on the Home Screen.
2. Drag it to the place you need.

**Remove Shortcuts or Widgets**

1. Touch and hold a widget or shortcut on the Home Screen.
2. Drag it to [Remove] to remove it.

**Adjust Widget Size**
1. Touch and hold a widget on the Home Screen and then release it.
2. An outline appears on the widget. Drag the outline to resize the widget.

**NOTE:** Not all widgets can be resized.

**Organizing With Folders**

You can create folders on the Home Screen and add several shortcuts in a folder.

**Create a Folder**
1. To make a new folder on your home screen, stack one app on top of another. And a new folder will be created and the shortcut is added into the folder.

**Rename a Folder**
1. Touch a folder to open it.
2. Touch the folder name field and enter a new name.

**Add Shortcuts to a Folder**
1. Touch and hold a shortcut and then drag it onto a folder icon.
2. Release the shortcut and it will be added into the folder.
Remove Shortcuts From a Folder
1. Touch a folder to open it.
2. Touch and hold the shortcut you want to remove and then drag it to the Home Screen.
3. Release the shortcut and it will be removed from the folder.

Entering Text
The onscreen keyboard will pop up whenever you need to enter text. Just tap in any text entry box to open the keyboard. Some apps open it automatically. Touch ‒ to hide the onscreen keyboard.

Go to Settings > Language & input > Default to change the default keyboard.

Change Input Methods
1. When using the onscreen keyboard to enter text, the icon ❌ appears on the status & notifications area.
2. Touch the ❌ icon.
3. Select your preferred input method:

Android Keyboard
The Android Keyboard is the default keyboard and provides a layout similar to a desktop computer keyboard. Turn the tablet sideways to change from portrait to landscape. Landscape mode is not supported in all applications.
• Touch the alphabetic keys to enter letters. Touch and hold some specific keys to enter associated accented letters or numbers. For example, to enter È, touch and hold É and the available accented letters appear. Slide to choose.

• Touch ⇧ to use uppercase. Double-tap ⇧ to lock uppercase. This key also changes to indicate the current case you are using: ⇧ for lowercase, ⇧ for uppercase, and ⇧ when locked in uppercase.

• Touch ← to delete the text before the cursor.

• Touch ?123 to select numbers and characters. You can then touch ~\{ to find more.

• The smiley symbol is displayed on the keyboard. Touch and hold :-) and then swipe to choose the emoticons.

• Touch to use Google’s networked voice input.

• Touch and hold ➕ to change the input languages or change the keyboard settings.
TouchPal Keyboard

TouchPal Keyboard offers three layouts: **Full QWERTY**, **12-Key TabletPad** and **CooTek T+**. You can swipe left or right on the TouchPal keyboard to switch the layout.

You can also use TouchPal Curve™ to input text with a continuous tracing gesture moving your finger from letter to letter until you reach the end of the word.

**To switch the keyboard layout:**

1. Touch > > Settings > Language & input > TouchPal Keyboard (Pad) > > Keyboard layout.
2. Tick the **Swipe to switch layout** check box.
3. Open a text input box, eg Browser, Email etc.
4. In the TouchPal keyboard screen, touch and uncheck the **Curve** box.
5. Swipe left or right on the TouchPal keyboard to select the **Full QWERTY**, **12-Key TabletPad** or **CooTek T+** layout.

**Full QWERTY**
• Touch the alphabetic keys to enter letters.
• Touch ☐️ to use uppercase or lowercase. This key also changes to indicate the current case you are using: ☐️ for lowercase, ☐️ for uppercase, and ☐️ when locked in uppercase.
• Touch ☐️ to change input language.
• Touch ☐️ to enter digits, symbols, emoticons and other pre-defined texts. Touch ☐️ to go back to enter letters.
• Touch ☐️ to start a new line.
• Touch or hold ☐️ to delete text before the cursor.
• Touch ☐️ to access the quick settings of TouchPal keyboard.
• Touch ☐️ to set the TouchPal keyboard.
• Touch ☐️ to change the keyboard layout settings.
• Touch ☐️ to use voice input.
• Touch ☐️ to hide the onscreen keyboard. You can touch the text field again to show the keyboard.
12-Key PhonePad

- Touch a key repeatedly until the desired letter or symbol appears.

CooTek T+

Touch to enter the left letter on the key; Double-tap or flick right to enter the right letter/symbol on the key.

To enable and use TouchPal Curve:

1. In the TouchPal keyboard screen, touch and tick the Curve check box, and then touch Close.
2. Move your finger from letter to letter on the keyboard to trace
a word without lifting the finger until you reach the end of the word.

**NOTE:** TouchPal Curve is only available in the **Full QWERTY** layout.

Tips for using TouchPal Curve:

- Touch when you want to. If you want to enter a single letter, go ahead and touch.
- Lift your finger at the end of the word. A space is added automatically when you begin to trace the next word.

**Touch Input Settings**

Choose the touch input settings by touching > > **Settings > Language & input.**

In the **KEYBOARD & INPUT METHODS** section, you can set the default input method and choose the settings for input methods.
Editing Text

- **Move the insertion point:** Touch where you want to type. The cursor blinks in the new position, and a tab appears below it. Drag the tab to move the cursor.

- **Select text:** Touch and hold or double-tap within the text. The nearest word highlights, with a tab at each end of the selection. Drag the tabs to change the selection.

- **Cut, copy, Paste:** Select the text you want to manipulate. Then touch the Cut, Copy, and Paste. Double-click in the desired location to Paste.

Opening and Switching apps

Open an App

1. Touch the > .
2. Slide left or right on the screen and touch an app to open it.

Switch Between Recently Opened Apps

1. Touch the icon from the home screen. A list of the names and thumbnails of apps you’ve used
recently opens. If you’ve been using more apps recently than can fit on the screen, you can scroll the list up and down.

2. Touch a thumbnail to open that app.
   You can swipe a thumbnail sideways to remove it from the list.

Connecting to Networks and Devices

Connecting to Mobile Networks

Select Network Operator

1. Touch 🏛️ > 📱 > Settings > More > Mobile networks > Network operators.
2. Touch Search networks to search for all available networks.
3. Touch a network in the network list to register manually.
4. You can also touch Select automatically to select preferred network automatically.

Control Mobile Data Use

To enable or disable data access:

1. Touch 🏛️ > 📱 > Settings > More > Mobile networks.
2. Tick the Data enabled check box to enable data access over the mobile network. Clear the check box to disable data access.

To get data services when roaming:

1. Touch 🏛️ > 📱 > Settings > More > Mobile networks.
2. Tick the **Data roaming** check box.
3. **IMPORTANT:** Data roaming may incur significant roaming charges.

### Use 2G Network Only to Save Power

1. Touch 📱 > 🌐 > Settings > More > Mobile networks.
2. Tick the **Use only 2G networks** check box to save battery power.

### Set Access Point Names

To connect to the Internet you can use the default Access Point Names (APN). And if you want to add a new APN, please contact your service provider to get the necessary information.

2. Touch 📱 > New APN.
3. Touch each item to enter the information you get from your service provider.
4. Touch **Save** to complete.

**TIPS:** To set the APN to default settings, touch 📱 > Reset to default.

### Connecting to Wi-Fi

Wi-Fi is a wireless networking technology that can provide Internet access at distances of up to 100 meters.
Turn Wi-Fi On and Connect to a Wi-Fi Network

1. Touch 🏡 > 📱 > Settings > Wi-Fi.
2. Slide the **Wi-Fi** switch to the **ON** position to turn on Wi-Fi.
   
   The Wi-Fi networks that your tablet has detected are displayed with their names and security settings. If your tablet finds a network that you connected to previously, it connects to it.

3. Touch a network name to connect to it.

**NOTE:** If the network is secured, you're prompted to enter a password or other credentials. (Ask your network administrator for details.)

Get Notified of Open Networks

1. Touch 🏡 > 📱 > Settings > Wi-Fi.
2. Slide the **Wi-Fi** switch to the **ON** position.
3. Touch 📱 > Advanced.
4. Tick the **Network notification** check box.

When Wi-Fi is on, you receive notifications in the Status bar when your tablet detects an open Wi-Fi network. Clear the check box to turn off notifications.

Add a Wi-Fi Network

You can add a Wi-Fi network if the network does not broadcast its name (SSID), or to add a Wi-Fi network when you are out of range.

To connect to a secured network, you first need to get the security details from the network's administrator.
1. Touch 🏡 > 📱 > Settings > Wi-Fi.
2. Slide the **Wi-Fi** switch to the **ON** position.
3. Touch ADD NETWORK.
4. Enter the network SSID (name) and security details
5. Touch **Save**.

**Modify or Forget a Wi-Fi Network**

Choose forget to remove a Wi-Fi connection that you have previously added - for example, if you don’t want to connect to it automatically or it is a network that you no longer use.

Choose Modify to change the parameters such as the password or security settings.

1. Touch 🏡 > 📱 > Settings > Wi-Fi.
2. Slide the **Wi-Fi** switch to the **ON** position.
3. Press and hold on the Wi-Fi network to select **Forget** to remove the network, or **Modify** to change the settings.

**Using Wi-Fi Direct**

Wi-Fi Direct allows Wi-Fi devices to connect to each other without the need for wireless access points (hotspots).

**NOTE:** Activating this feature will disconnect your current Wi-Fi network connection.
Connect to a Wi-Fi Direct Device

1. Touch 🏠 > 📱 > Settings > More.
2. Tick the **Wi-Fi direct** check box to turn on Wi-Fi direct.
3. Your tablet will search for other devices enabled with Wi-Fi direct connections. Touch **Wi-Fi direct settings** to see all available devices.
4. Touch a device name to begin the connection process.
   **NOTE:** The target device must also have Wi-Fi Direct service activated and running before it can be detected by your tablet.
5. Touch **Connect**.
6. The other device will receive a Wi-Fi Direct connection prompt and need to accept the request for connection.
7. Once connected the device is displayed as “Connected” in the Wi-Fi Direct devices list.

Connecting to Bluetooth Devices

Bluetooth® is a short-range wireless communication technology. Tablets or other devices with Bluetooth capabilities can exchange information wirelessly within a distance of about 10 meters. The Bluetooth devices must be paired before the communication is performed.

Turning Bluetooth On/Off

1. Touch 🏠 > 📱 > Settings > Bluetooth.
2. Slide the **Bluetooth** switch to the **ON** or **OFF** position.
3. When Bluetooth is on the 🔌 icon will appear in the Status
Making Your Tablet Visible

In order to work with other devices that have Bluetooth, you need to make your tablet ‘visible’ to them.

1. Touch 🏠 > 📵 > Settings > Bluetooth.
2. Slide the Bluetooth switch to the ON position.
3. Touch your device name on the top of the screen to make your tablet visible or invisible.

NOTE: Touch 📹 > Visibility timeout to set the Bluetooth visibility timeout of your tablet.

Change the Device Name

When your tablet is visible to other Bluetooth devices it will be seen by its name and you can make that anything you want – like ‘Ben’s Tablet’.

1. Touch 🏠 > 📵 > Settings > Bluetooth.
2. Slide the Bluetooth switch to the ON position.
3. Touch 📹 > Rename tablet.
4. Edit the name and touch Rename.

Pair With a Bluetooth Device

1. Touch 🏠 > 📵 > Settings > Bluetooth.
2. Slide the Bluetooth switch to the ON position.
3. Touch SEARCH FOR DEVICES. Your tablet scans for and
displays the IDs of all available Bluetooth devices in range.

4. Touch the device you want to pair with.

Follow the instructions to complete the pairing. If you're prompted to enter a passcode, try entering 0000 or 1234 (the most common passcodes), or consult the documentation that came with your other device.

**Connect to a Bluetooth Device**

Once you've paired with a Bluetooth device, you can connect to it manually; for example, to switch devices or to reconnect after it is back in range.

1. Touch 🏛️ > 📲 > Settings > Bluetooth and make sure Bluetooth is turned on.

2. In the list of paired devices, touch a paired but unconnected device.

**Disconnect a Bluetooth Device**

1. Touch 🏛️ > 📲 > Settings > Bluetooth and make sure Bluetooth is turned on.

1. In the list of paired devices, touch a paired and connected device.

2. Touch OK to disconnect it.

**Unpair From a Bluetooth Device**

You can make your tablet forget its pairing connection with another Bluetooth device. To connect to the device again, you may need to enter or confirm a passcode again.
1. Touch 🏛️ > 📲 > Settings > Bluetooth and make sure Bluetooth is turned on.

2. In the list of paired devices, touch the icon 📲 beside the Bluetooth device you want to unpair from.

3. Touch Unpair.

### Connecting to Your Computer via USB

You can connect your tablet to a computer using the USB cable supplied to transfer music, pictures, and other files in both directions. Your tablet stores these files in internal storage or on a removable microSD card.

If you are using USB tethering, you must turn that off before you can use USB to transfer files between your tablet and computer.

### Connect Your Tablet to a Computer via USB

1. Connect your tablet to the PC using the USB cable.

2. Open the Notification panel or follow the on screen pop up to choose the desired connectivity mode:

   - **Media device (MTP):** Transfer media files on Windows, or using Android File Transfer on Mac.
   - **Camera (PTP):** Transfer photos using camera software, and transfer any files on the computers that don’t support MTP.
   - **Share mobile network:** Share your tablet network connection to enable internet connectivity on your computer.
• **Device Installer:** Opens a virtual CDROM to install the handset drivers.

**Disconnect Your Tablet From the Computer**
To disconnect the tablet from the computer, simply unplug the USB cable when you’re finished.

**Remove the microSD Card From Your Tablet**
If you need to remove the microSD card while the tablet is on, you must unmount it first.

1. Touch 🏛️ > 📦 > Settings > Storage.
2. Slide down the screen and touch **Unmount SD card**.
3. You can now safely remove the microSD card from the tablet.

**Erase microSD Card**

1. Touch 🏛️ > 📦 > Settings > Storage.
2. Slide down the screen and touch **Erase SD card** > **Erase SD card** > **Erase everything**.

**NOTE:** This procedure erases all the data on the microSD card, after which the files CANNOT be retrieved.

**Sharing Your Mobile Data Connection**
You can share your tablet’s data capabilities by tethering or activating the mobile hotspot feature to create a portable Wi-Fi hotspot.
Share Your Mobile Data Connection via USB

You can access the Internet on your computer via the USB tethering feature of your device. The feature needs data connection on a mobile network and may result in data charges.

**NOTE:** If your tablet has a microSD card or USB storage, you can’t mount it on your computer when USB tethered.

1. Connect your tablet to your computer using the USB cable supplied.
2. Touch 🏛️ > 📱 > Settings > More > Tethering & portable hotspot.
3. Tick the **USB tethering** check box. A new network connection will be created on your computer.
4. To stop sharing your data connection, uncheck **USB tethering** or disconnect the USB cable.

Share Your Mobile Data Connection via Bluetooth

If your computer can obtain an Internet connection via Bluetooth, you can configure your tablet to share it's mobile data connection with your computer.

1. Pair your tablet with your computer via Bluetooth.
2. Configure your computer to obtain its network connection via Bluetooth. For more information, please see your computer's documentation.
4. Tick the **Bluetooth tethering** check box. Your computer is now sharing your tablet's data connection.

5. To stop sharing your data connection, uncheck **Bluetooth tethering**.

**Share Your Mobile Data Connection as a Wi-Fi Hotspot**

You can share your tablet’s data connection with other devices by turning your tablet into a portable Wi-Fi hotspot. The feature needs data connection on a mobile network and may result in data charges.

**NOTE:** When the portable Wi-Fi hotspot feature is enabled, you cannot use your tablet’s applications to access the Internet via its Wi-Fi connection. You still remain connected to the Internet via your mobile data network.

1. Touch 🏡 > 📱 > Settings > More > Tethering & portable hotspot.

2. Tick the Portable Wi-Fi hotspot check box.

3. After a moment, the tablet starts broadcasting its Wi-Fi network name (SSID).

4. Select Configure Wi-Fi hotspot, and check the Show Password box to view or change the default password.

5. To stop sharing your data connection, uncheck **Portable Wi-Fi hotspot**.

**Rename or Secure Your Wi-Fi Hotspot**

You can change the name of your tablet's Wi-Fi network name (SSID) and secure your portable Wi-Fi hotspot.
1. Touch 🏡 > 📱 > Settings > More > Tethering & portable hotspot > Configure Wi-Fi hotspot.

2. Set your name and security options as follows:
   - **Network SSID:** Enter or edit a network SSID (name) that other devices see when scanning for Wi-Fi networks.

3. **Security:** Choose a security option: Open (not recommended), WPA PSK or WPA2 PSK (other users can access your mobile hotspot only if they enter the correct password). When you select WPA PSK or WPA2 PSK, touch the Password field to edit the security password.

4. Check the Show Password box to view or change the default password.

5. Touch Save to save your settings.

### Connecting to Virtual Private Networks

Virtual private networks (VPNs) allow you to connect to the resources inside a secured local network. VPNs are commonly deployed by corporations, schools, and other institutions to let people access local network resources from outside of the organisation.

Depending on the type of VPN you are using, you may be required to enter your login credentials or install security certificates before you can connect to your VPN. You can get this information from your network administrator.

### Add a VPN

1. Touch the 🏡 > 📱 > Settings > More > VPN.
2. Touch **Add VPN network** and fill in the information provided by your network administrator.

3. Touch **Save**.

4. The VPN is added to the list on the VPN screen.

### Connect to a VPN

1. Touch 🏡 > 📱 > Settings > More > VPN.
2. Touch the VPN that you want to connect to.
3. When prompted, enter any requested credentials, and then touch **Connect**.
4. When you are connected, the VPN connected icon appears in the Status bar.

### Modify a VPN

1. Touch 🏡 > 📱 > Settings > More > VPN.
2. Touch and hold the VPN that you want to modify.
3. Touch **Edit network** and edit the VPN settings you want.
4. Touch **Save**.

### Delete a VPN

1. Touch 🏡 > 📱 > Settings > More > VPN.
2. Touch and hold the VPN that you want to delete.
3. Touch Delete network.
People

You can add contacts on your tablet and synchronize them with the contacts in your Google account or other accounts that support contact syncing.

To see your contacts, touch 🏛️ > 📚 > 📞. From there, you can touch the tabs on the top of the screen to quickly switch to the contact groups or favourite contacts.

Opening Your Contact List

1. Touch 🏛️ > 📚 > 📞 and touch the all contacts tab to access your contact list.
2. Scroll through the list to view all your contacts.
3. Touch a contact to view its details.

**TIP:** If you have a lot of contacts stored, you'll see a slider when you touch the right side of the screen. To go directly to a letter, touch and hold the slider and drag it to a letter.

Adding a New Contact

1. Touch 🏛️ > 📚 > 📞 and touch the all contacts tab ⬆️.
2. Touch 📞 to add a new contact.
3. Touch the account field on the top of the screen to choose where to save the contact. If a sync account is selected, the contacts will be synced automatically with your account online.
4. Enter the contact name, numbers, email addresses, and other information.

5. Touch DONE to save the contact.

Setting Up Your Own Profile

You can create your own name card in your tablet.

1. Touch > > and touch the all contacts tab.
2. Scroll to the top of the screen and touch Set up my profile.
3. Edit your profile information and touch DONE.

Importing, Exporting, and Sharing Contacts

To fully use the Contact features you should import your contacts onto the tablet. You can import/export contacts from/to your SIM or memory card. This is especially useful when you need to transfer contacts between different devices. You can also quickly share your contacts using Bluetooth, Email or Messages, etc.

Import Contacts from the SIM Card

1. Touch > > > >
2. Touch Import/export > Import from SIM card.
3. Select an account to save the contacts.
4. Touch to select the contacts you want to import.
Import Contacts from the memory card
1. Touch > > >
2. Touch Import/export > Import from storage.
3. Select an account to save the contacts.
4. Select the vCard file(s) in the microSD card and touch OK.

Export Contacts to the SIM Card
1. Touch > > >
2. Touch Import/export > Export to SIM card.
3. Touch to select the contacts you need and then touch ✓.

Export Contacts to the memory card
1. Touch > > >
2. Touch Import/export > Export to storage.
3. The tablet will prompt you with the name of the vCard file. Touch OK to create the file in the microSD card.

Searching for a Contact
1. Touch > >
2. Touch on the top of the screen.
3. Input the contact name you want to search for. The contacts matched will be listed.
Edit Contact Details

1. Touch 🏠 > 📄 > 📋.
2. Touch a contact you need to edit and then touch 📝.
3. Edit the contact and touch DONE.

Delete a Contact

1. Touch 🏠 > 📄 > 📋.
2. Touch a contact you want to delete and touch 📌 > Delete.
3. Touch OK to confirm.

To delete several contacts, you can:

1. Touch 📌 > Select item(s) in the all contacts screen.
2. Touch to select the contacts you want to remove and then touch 📌.
3. Touch OK to confirm.

Share Contacts

1. Touch 🏠 > 📄 > 📋 and touch the ALL tab
2. Touch 📌 > Select item(s).
3. Select the contacts to share and touch 📌.
4. Choose to share the contacts via Bluetooth, Email, Gmail or other application.
Working With Favourite Contacts

In the favourites tab, you can find your favourite contacts and frequently used contacts.

Add a Contact to Favourites

Add your frequently used contacts to Favourites, so you can find them quickly.

1. Touch 🏠 > 📘 > and touch the all contacts tab.
2. Touch a contact and then touch ⭐️ next to the contact name.

Remove a Contact From Favourites

1. Touch 🏠 > 📘 > and touch the favourite contacts tab.
2. Touch a favourite contact and then touch ⭐️ next to the contact name.

View Your Contact Groups

In order to use the Groups features, you need to import your contacts from your SIM card or accounts.

1. Touch 🏠 > 📘 > and touch the groups tab at the top left.
2. Scroll through the list to view the preset groups and the groups you create.
3. Touch a group to view its members.
NOTE: To send messages to the group members, you can touch next to the group and select message recipients from the listed group members.

Add a New Group

1. Touch 🏡 > 🌟 > 📖 and touch the groups tab.
2. Touch 📕 to create a new group.
3. Touch the account field on the top of the screen to choose an account for the group.
4. Enter the group name and touch DONE.

Add Members to a Group

The first three Groups, Co workers, Family and Friends are linked to your Google account. The subsequent groups are managed locally by the Groups app.

1. Touch 🏡 > 🌟 > 📖 and touch the groups tab.
2. Touch a group and then touch 🎥 to add members
3. Select the names to add to the group by touching the check box on the left hand side. Press the tick mark 🎥 when done or use the double tick 🎥 to Select All.
Delete a Group

1. Touch 🏡 > 📱 > 📚 and touch the Groups tab.
2. Touch a group and then touch Options ⏰ > Delete.
3. Touch OK to disband the group. The contacts in the group will not be deleted.

Edit a Group

1. Touch 🏡 > 📱 > 📚 and touch the contact groups tab.
2. Touch a group and then touch Options ⏰ to rename, delete, or remove members. Touch 📚 to add members.
Accounts

Adding or Removing Accounts
You can add multiple Google accounts and Microsoft Exchange ActiveSync accounts. You may also add other kinds of accounts, depending on the apps installed on your device.

Add an Account

1. From the Home Screen, touch \(\text{Settings} \rightarrow \text{Accounts & sync}\).
2. Touch ADD ACCOUNT.
3. Touch the type of account you want to add.
4. Follow the onscreen steps to enter the information about the account. Most accounts require a username and password, but the details may vary. You may also need to obtain some information from IT support or system administrator.

When the account is successfully added, it is displayed in the Accounts & sync list.

Remove an Account
Removing an account will delete it and all information associated with it from your device, such as emails and contacts.

1. From the Home Screen, touch \(\text{Settings} \rightarrow \text{Accounts & sync}\).
2. Touch the account.
3. Touch \(\text{Remove account} \rightarrow \text{Remove account}\).
Configuring Account Sync

1. Open the **Accounts & sync** settings screen.

   Your accounts and sync status are displayed. ⌁ turns green if automatic sync is enabled for some or all of the accounts data, and gray if automatic sync is disabled.

2. Touch the **ON/OFF** switch to turn on or off automatic sync.
   - When automatic sync is turned on, changes you make to information on your device or on the web are automatically synced with each other.
   - When auto sync is turned off, you need to sync manually to collect emails, updates, or other recent information.

Sync Manually

1. Open the **Accounts & sync** settings screen.
2. Touch the account whose data you want to sync.
3. Touch ▶️ > Sync now.

Change an Account’s Sync Settings

1. Open the **Accounts & sync** settings screen.
2. Touch the account to modify the sync settings.
3. Check or uncheck items as you need. Checked items will automatically sync when auto-sync is turned on.
Email

Select 🏡 > ☐️ >Email to open the Email application for email services other than Gmail.

Set Up the First Email Account

1. When you open Email for the first time, enter your email address and password and then touch Next.

   NOTE: Your device will connect to the Internet and verify incoming and outgoing server settings before proceeding to the next step. If the email service provider is not a common one, you need to select the type of your account and edit the settings for incoming and outgoing servers. Please contact your mobile service provider and email service provider for more information.

2. Set the email checking frequency, download options, account name and other settings. Touch Next when you finish.

3. Your tablet will show the inbox of the email account and start to download email messages.

4. TIP: To add more email accounts, open Email to get the Inbox screen. Then touch ☐️ > Account settings and touch ADD ACCOUNT at the top right of the screen.

Check Your Emails

Your device can automatically check for new emails at the interval you set when setting up the account.

You can also check new emails manually by touching ⌛ in any of
the email account’s boxes. Touch **Load more messages** at the bottom of the email list to download earlier messages.

**Rely to or Forward an Email**

1. Open the email you want to reply to or forward.
2. Perform the following as required:

<table>
<thead>
<tr>
<th>To…</th>
<th>do…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reply to sender,</td>
<td>touch ← in the message header.</td>
</tr>
<tr>
<td>Reply to all,</td>
<td>touch ← in the message header.</td>
</tr>
<tr>
<td>Forward the message,</td>
<td>touch → in the message header.</td>
</tr>
</tbody>
</table>

3. Edit your message and touch → to Send.

**Mark an Email as Unread**

You can return a read email to the unread state—for example, to remind yourself to read it again later. You can also mark a batch of emails as unread.

- While reading a message, touch > **Mark as unread**.
- While in a message list (for instance, the inbox), touch the checkboxes before the messages and then touch ✉️. 
Delete an Email
You can delete an email from its folder. You can also delete a batch of emails.

- While reading a message, touch ⭕ > OK.
- While in a message list (for instance, the inbox), touch the checkboxes before the messages and then touch ⭕ > OK.

Writing and Sending an Email
1. Select ⭕ > 📨 > Email
2. Touch 📨 + to create a new mail.
3. If you have more than one email accounts on the device, touch the sender line to select the account you want to use for sending the message.
4. Enter a contact name or email address in the ‘To’ field. Separate each recipient with a comma. You can also touch 👤 to select recipients from your contacts.
5. Enter the subject and compose the text.
6. Touch the paperclip icon next to the Subject field to add an attachment to your email.
7. Touch ✉️ at the top right of the screen to send the message.
Adding a Signature to your Emails

You can set a few lines of plain text as a signature for outgoing emails, such as your name and contact information.

1. Select > > Email
2. Touch > Account settings and select the account you want to add signature to.
3. Touch Signature and enter the text.
4. Touch OK.

Adding and Editing Email Accounts

Add an Email Account

After setting up your first email account (see Email – Set Up the First Email Account), you can add more email accounts and manage them separately.

1. Select > > Email
2. Touch > Account settings and touch ADD ACCOUNT at the top right of the screen.
3. Set up the account as you would with the first one.
Edit an Email Account

You can change a number of settings for an account, including how often you check for email, how you’re notified of new mails, and details about the servers the account uses to send and receive mails.

1. Open Email to get the Inbox screen.

2. Touch > Account settings and touch the account whose settings you want to change.

3. Make the changes you want and touch when you’re finished.

Remove an Email Account

1. Open Email to get the Inbox screen.

2. Touch > Account settings and touch the account you want to remove.

3. Touch Remove account > OK.

Changing General Email Settings

General settings apply to all email accounts you add.

1. Open Email to get the Inbox screen.

2. Touch > Account settings

3. Make the changes you want and touch when you’re finished.
**Gmail™**

After you sign in to your Google account on the device, you can send and retrieve Gmail messages with the Gmail app.

**NOTE:** This feature may not be available in certain region or with certain service provider.

**Opening Your Gmail Inbox**

Select 🏡 > 📬 > Gmail. If you haven’t signed in, you will be prompted to do so or create a new account.

Touch ⏪ at the bottom right of the screen to refresh your Inbox and download new messages.

**Switching Accounts**

Gmail displays conversations, messages, and settings from one Google account at a time. If you have signed in to more than one Google account on your device, you can switch accounts and view information in each account.

1. From your Inbox, touch the current account at the top of the screen.
2. From the drop-down menu, touch the account you want to see. The account’s Inbox will open.
Writing and Sending a Message

1. Open your Gmail Inbox and switch to the account you want to use for sending the message.

2. Touch ⌨️.

3. Enter a contact name or email address in the ‘To’ field. Separate each recipient with a comma.

4. Enter the email subject and compose the email text.

5. To attach an image, touch 📷 and select a file from the image gallery.

6. Touch ✉️ at the top right of the screen to send the message.

Adding a Signature to Gmail

You can set a few lines of plain text as a signature on your outgoing message. The signature you set on the device is independent of the signature you use for Gmail on the web.

1. Open the Gmail app.

2. Touch ☰ > Settings and select the account you want to add signature to.

3. Touch Signature and enter the text.

4. Touch OK.
Reply to or Forward a Message

1. Open the Gmail message you want to reply to or forward.

2. Perform the following as required:

<table>
<thead>
<tr>
<th>To…</th>
<th>do…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reply to sender,</td>
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</tr>
<tr>
<td>Forward the message,</td>
<td>touch → in the message header.</td>
</tr>
</tbody>
</table>

3. Edit your message and touch ➤ to Send.

Working With Received Attachments

When a message has an attachment, Gmail displays information about that attachment at the top of the message. Depending on the attachment type, the applications installed on your device as well as your settings, you may preview, view, play, save or check information about the attachment.

TIP: For documents with multiple pages, touching the Preview option will only download the pages viewed. Touch View, Play, or Save will download the entire file using more time and data.
Searching for Messages

You can search for messages using words that appear in addresses, subjects, labels, or contents.

**NOTE**: If you search while the tablet doesn’t have an active Internet connection, only messages synchronized onto your device can be searched.

1. Open the **Gmail** app and touch 🕵️.
2. Enter the keywords.  
   As you type, suggestions may appear below the search field. You can touch a suggestion to search for it right away, or touch the arrow next to it to add its text to the search field.
3. In the search results, touch the message you need and work with it just as you would with any Gmail message.

Working With Labels

Message labels include both labels you create and default labels such as **Sent**, **Starred**, and **Outbox**. You can organize your emails by labelling them or adding stars to them. Labels also helps you sort your messages, just like folders.

**To label or change labels:**

1. Open the **Gmail** app and touch in the message list the checkboxes before the messages you want to label.
2. Touch the label icon at the bottom of the screen.
3. Check or uncheck labels in the new screen and touch OK.

To add stars to messages:
1. Open the Gmail app and touch in the message list the checkboxes before the messages you want to star.
2. At the top of the screen, touch > Add star.

To view messages by label:
1. Open the Gmail app and touch the label icon at the bottom of the message list without checking any message.
2. Touch the label to view messages with that label.

TIP: You can also touch the name of your account at the top of the screen. Then touch one of the labels listed in the RECENT section, below account names.

Changing Gmail Settings

Touch > Settings in any Gmail screen to change General settings, which apply to all Gmail accounts, or other settings that only apply to specific accounts.
Calendar

Calendar on the tablet works with the web-based Google Calendar service for creating and managing events, meetings, and appointments. It also works with the Microsoft Exchange ActiveSync calendar once you sign into your Exchange account on the tablet.

Select ▼ ▼ Calendar.

Viewing Calendars and Events

Touch the tabs to view by Day, Week, Month, and Agenda. To change calendar views, touch the calendar icon in the top left and select the view you prefer.

You can also change to Day view from Month view by touching any day in the grid.

TIPS:

• In Month view, swipe vertically to see earlier and later months.
• In Week or Day view, swipe horizontally to move earlier and later.
• When you are viewing earlier or later days, weeks, or months, touch 🗓️ at the top to quickly switch to today.

View Event Details

In Agenda, Day, or Week view, touch an event to view its details. In Month view, touch a day to switch to Day view. Then touch an event to view its details.
Creating an Event

1. In any Calendar view, touch to open add a new event. You can also touch a Day or Week view twice to add an event at that time.

2. Add the event details such as name, location, time span, and other details as required.
   **NOTE:** If you have more than one calendar select the required calendar above the **Event name** box.

3. Touch **DONE** at the top of the screen to save the new event.

Edit, Delete or Share an Event

1. Open the Calendar and find the event to edit or delete.

2. Touch the event to open the details

3. Perform the following as required.

<table>
<thead>
<tr>
<th>To…</th>
<th>do…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit the event,</td>
<td>Touch <strong>pencil</strong> at the top of the screen. Touch <strong>DONE</strong> to save your changes.</td>
</tr>
<tr>
<td>Delete the event,</td>
<td>Touch <strong>trash</strong> at the top of the window and then touch <strong>OK</strong>.</td>
</tr>
<tr>
<td>Share the event</td>
<td>Touch <strong>share</strong> to share via Email or Bluetooth.</td>
</tr>
</tbody>
</table>
Calendar Settings

Select > > Calendar > > Settings.

You can change General settings, which apply to all accounts, or other settings that only apply to specific accounts.

Google Talk

Google Talk is Google’s instant messaging service. You can use it to communicate in real time with other people who also use Google Talk, on a tablet, on the web, or with a desktop application.

Signing into See Your Friends

You must sign in to your Google account before you can use Google Talk.

Select > > Talk. The first time you launch Talk, touch the account you want to sign in with. Your friends list is then displayed.

NOTE: You remain signed in to Google Talk after launching the Talk app even if you switch to other apps, until you explicitly sign out. To sign out, go back to your friends list and touch > Sign out.

Adding a Friend

1. In the friends list, touch at the top right of the screen.
2. Enter your friend’s address and touch DONE.

Your friend’s address in Google Talk is a Gmail or other email address that is configured to connect to Google Talk.
NOTE: If other people try to add you as a friend, you will receive a notification in the status bar and the invitation appears in your friends list. You can touch the invitation to Accept, Decline, or Block.

Changing Your Online Status
1. Touch your own entry at the top of your friends list.
2. In the screen that opens, touch your current status to change it (or to sign out of Talk).
3. Enter a status message or if you already have one, edit it.
   In addition to the standard status settings, you can also touch Change to a recently-used status to select a message that you’ve entered previously.
4. Touch \( \text{\textendash} \) to return to your friends list.

Chatting With Friends
1. Touch a friend in your friends list. The chat screen for that friend opens.
2. Enter your message and touch \( \rightarrow \). You can also touch or \( \text{\textendash} \) to initiate a video chat or voice chat if the friend is online.

Switch Between Active Chats
If you have more than one chat going, you can switch between these chats in one of the following ways.

• Touch \( \text{\textendash} \) to return from one chat to the friends list. Then touch the other friend you want to chat with.
While you are in one chat screen with a friend, swipe left or right to switch to the chat screen with the other friend.

**Use Group Chat**

When you’re chatting, you can invite additional friends to join a group chat.

1. On a chat screen, touch > Add to chat.
2. Touch the name of the friend to invite.

The friend you invited and the current participants receive an invitation to a group chat. Each one who accepts the invitation joins the group chat. In a group chat, everyone can see everyone else’s messages. Group chats appear at the top of your friends list, with a group chat icon.

**End the Chat**

While on a chat screen, touch > End chat.

You can also touch > End all chats while in the friends list to end all active chats.

**Changing Google Talk Settings**

On any chat screen or the friends list, touch > Settings to change Google Talk settings for your account.
Google+

1. Google+ is a social networking service offered by Google. The Google+ application on your device enables you to manage your data, chat with online contacts, organize them in different circles, and share your selected information.

2. Select > > Google+. The first time you open the Google+ app, select the instant upload and contact sync options.

Organizing Your Contacts

1. Open the Google+ app.
2. Touch Circles.
3. Touch People > Find & invite people.
4. Touch next to a suggested person.
5. Touch an existing circle or select Create a new circle.

Getting Updates

1. Open the Google+ app.
2. Touch Stream.
3. Swipe left or right to see different information shared with you by other users. Touch > Choose circles to choose what groups of information are shown.
4. NEARBY shows posts shared with you by users near your current location.
5. ALL CIRCLES, ACQUATANCES, FAMILY, FOLLOWING and
FRIENDS show updates from people you’ve added to your circles.

6. WHAT’S HOT shows popular posts on Google+.

Chatting With Contacts
1. Chat with your Google+ contacts through instant messaging
2. Touch Messenger in the Google+ app or touch from the Home Screen > Messenger.
3. Touch to create a new message.
4. Touch to add recipients, they can be contacts or circles.
5. Enter the message.
6. Touch to send the message.

Checking Photos
1. You can see your own photo albums and those shared by other users.
2. Touch Photos in the Google+ app to see all available albums.

Checking and Managing Your Profile
1. Touch Profile in the Google+ app.
2. Swipe left or right to see your posts, personal info, and photos.
3. Touch the ABOUT tab and you can change your profile photo.
4. Touch the PHOTOS tab and open a photo. You can add comments to it, delete it, or set it as your profile photo.
Browser

Use **Browser** to view web pages and search for information.

Opening the Browser

Select 🏡 > 🌐 > **Browser** or open from the Home page. Browser also opens when you touch a web link - for example, in an email.

Open a Web Page or Search the Web

When you open **Browser**, the last web page you were viewing is displayed. If you have not used **Browser** recently, your home page opens. You can switch to another web page by doing the following.

1. Touch the address box at the top of the web page. If the address box isn’t visible, swipe down a little to show it.

2. Enter the address (URL) of a web page. Or enter terms you want to search for. As you enter text, your web search engine makes suggestions of web pages and queries. You can also touch the microphone icon 🎤 to search by voice.

3. Touch a suggestion or touch **Go** on the keyboard.

   If you touch a suggested page or enter an address and touch **Go**, that web page opens. If you touch a suggested query, your web search engine opens with the results.

**TIP:** Touch the X to the left of the address box if you want to stop opening the page.
Set the Homepage

Your home page opens when you open a new browser window, and when you start Browser after restarting your tablet or after not using it for a while.

1. Open the page you want to set as your home page.

2. Touch > Settings > General > Set homepage.

3. Touch Current page or one of the following options.

<table>
<thead>
<tr>
<th>Blank page</th>
<th>Open browser windows without opening a web page by default. This can make new Browser windows open more quickly.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default page</td>
<td>Set the factory default URL as the homepage.</td>
</tr>
<tr>
<td>Most visited sites</td>
<td>Every new browser window displays a list of your most visited sites for you to choose from.</td>
</tr>
<tr>
<td>Other</td>
<td>Type a URL as the homepage.</td>
</tr>
</tbody>
</table>

Get Information About the Current Page

Touch the page icon, to the left of the address box.
# Working With an Opened Page

While viewing most web pages, you can do the following operation.

<table>
<thead>
<tr>
<th>Operation</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scroll</td>
<td>Swipe the screen in any direction.</td>
</tr>
<tr>
<td>Zoom out</td>
<td>Touch the screen with two fingers and pinch them together.</td>
</tr>
<tr>
<td>Zoom in</td>
<td>Touch the screen with two fingers and spread them apart.</td>
</tr>
<tr>
<td>Go back</td>
<td>Touch <img src="https://via.placeholder.com/15" alt="←" /> to return to the page you’ve viewed previously in the same window.</td>
</tr>
<tr>
<td>Go forward</td>
<td>Touch <img src="https://via.placeholder.com/15" alt="→" /> to return to the page you’ve viewed previously in the same window.</td>
</tr>
<tr>
<td>Refresh the page</td>
<td>Touch the address box and then touch <img src="https://via.placeholder.com/15" alt="↻" />.</td>
</tr>
<tr>
<td>Find text on the page</td>
<td>Touch <img src="https://via.placeholder.com/15" alt="🔍" /> &gt; <strong>Find on page</strong> and type the terms you search for.</td>
</tr>
<tr>
<td>Send the page URL to friends</td>
<td>Touch <img src="https://via.placeholder.com/15" alt="🔗" /> &gt; <strong>Share page</strong> and select how you want to send the URL.</td>
</tr>
<tr>
<td>Follow a link</td>
<td>Touch a link on the web page to open it.</td>
</tr>
<tr>
<td>Save the page for offline reading</td>
<td>Touch <img src="https://via.placeholder.com/15" alt="🔗" /> &gt; <strong>Save for offline reading</strong>. You can touch <img src="https://via.placeholder.com/15" alt="🌟" /> &gt; <strong>SAVED PAGES</strong> to read them.</td>
</tr>
</tbody>
</table>

**TIPS:** The browser recognises numbers, addresses, and similar information and will underline them as a link. Touch the link for more information.
Using Multiple Browser Windows
You can open several browser windows at once and switch between multiple web pages.

To open a new browser window:
Touch + at the top right of the screen. A new browser window opens and the homepage is loaded.

To switch between windows:
Touch the corresponding tab to switch to that window.

To use incognito window for privacy browsing:
Pages you view in incognito windows won’t appear in your browsing history or search history. No trace will be left on your device once you close the window.

Touch > New incognito tab.

Downloading Files
Touch and hold an image or a link to a file or to another webpage. In the menu that opens, touch Save image or Save link.
The downloaded files are saved to your memory card. You can view or open them in the Downloads app ( > Downloads).

Using Bookmarks
Save web URLs as bookmarks to open them easily in the future.

To open a bookmark, touch in a browser window and then touch the bookmark.
Bookmark a Web Page

1. Open the web page.
2. Touch 🌟.
3. Edit the bookmark label and address if necessary, or choose a different account.
   Touch the name beside Add to to change the place where the bookmark will be stored.
4. Touch OK.

Edit a Bookmark

1. Touch 🌟.
2. Touch and hold the bookmark to edit.
3. Touch Edit bookmark.
4. Edit the label, address, account, or location of the bookmark in the dialog that opens.
5. Touch OK.

Delete a Bookmark

1. Touch 🌟.
2. Touch and hold the bookmark to delete.
3. Touch Delete bookmark.
4. Touch OK.
Changing Browser Settings

You can configure a number of Browser settings to customize the way you browse the web, including several that you can use to control your privacy.

To open the Browser settings screen, touch > Settings from the browser window.

Maps, Navigation and Places

Activating Location Services

To use Navigation, Places, Latitude to find your location on Google Maps, you must have location services turned on.

1. Touch > > Settings > Location services.
2. Select the location options you want to use.
   Check Google’s location service to use Wi-Fi and mobile networks to determine your approximate location; check GPS satellites to use GPS satellites to determine your location.

Getting Your Location

1. Select > > Maps.
2. The map centres on a blue blinking dot that indicates your location.
3. Touch to align with your compass heading.
Searching for a Location

1. Select 🏠 > 📷 > Maps.

2. Enter details in the search box at the top. As you enter information, suggestions from your previous searches and popular searches appear in a list. Touch a suggestion to search for it.

   **TIP:** You can also touch 🎤 beside the search box to use voice search.

3. Touch ENTER on the keyboard. Markers with letter labels indicating search results appear on the map.

4. Touch a marker to open a balloon that contains a label with summary information about the location.

5. Touch the balloon to open a screen with more information, as well as options for obtaining directions and more.

Getting Directions to Your Destination

Maps can provide directions for travel by foot, public transport, or car.

1. Select 🏠 > 📷 > Maps.

2. Touch ⬅️ at the top.

3. Enter a start and end point and select the mode of transport (car, public transport, or walking). If you have enabled My Location, this will appear in the start point field by default.

4. Touch **GET DIRECTIONS**. The directions to your destination are marked on the map. Touch the left or right arrow to see the direction step by step. You can also touch **DIRECTIONS LIST**
to see your route displayed in a list.

NOTE: Touch 🏡 > 🌐 from the Home Screen to use Google Maps Navigation (beta) and get turn-by-turn voice directions.

Searching for Local Places

Google Places helps you find all kinds of businesses and establishments around you. You can rate these places and get recommendations

1. Select 🏡 > 🌐 > Places. Or from Maps, touch the Places icon 🌐 in the top right menu bar.
2. Your location is shown and you can select from various local establishments to search.
3. You can also use the 👗 button to find specific places.

   NOTE: Touch 👗 > Add a search to add new place categories.

4. Tap a result you are interested in and check out the details and reviews about that place. You can also see the place on Maps, find out how to get there, give that place a call, add your rating and review, and more.

Sharing Location

Google Latitude lets you and your friends share current location and status messages with each other.

While using Maps, touch the top left of the screen and select 🌐 > Join Latitude.
After you join in touch the top left of the screen in **Maps** and select **Latitude** or touch 📍 > **Latitude** from the Home Screen to see your status as well as that of your selected friends.

In **Latitude**, you can do the following operations.

- Touch 🔁 to refresh friends status.
- Touch **MAP VIEW** to see friends on **Maps**. You can touch the left/right arrow to switch between each friends and yourself.
- Touch 📷 to add new friends to Latitude from contacts, via email addresses, or from suggested friends.
- Touch the **Menu Key** to show or hide stale friends, who haven’t updated their location with you for a while.
- Touch 📗 > **Location Settings** to change Latitude settings or sign out of Latitude service.

**Google Search, Voice Search, and Voice Actions**

You can search for information on the web or on your device using Google Search. You can also search the web or perform certain tasks by speaking.

**Searching With Text**

1. Start the **Search** app in one of the following ways.
   - Touch 📖 in the Home Screen and select **Search**.
   - Touch the Google Search box at the top of the Home Screen.
• Touch the icon in the browser to search.
2. Enter the terms you want to search for and touch to enter.

Searching by Speaking
1. Touch the microphone icon to the right of the search box.
2. Speak the terms you want to search for. When you’re finished speaking, your speech is analysed and the search is initiated. If Google Search didn’t quite understand what you said, you are presented with a list of similar-sounding terms. Touch the correct term to start the search.

Using Voice Actions
1. Touch the microphone icon to the right of the search box.
2. Speak the voice action you want to use. For example, “News” will search for news sites.
3. Some voice actions need you to complete by speaking or typing more information.
4. Voice analysis requires a network connection.

Changing Search Settings
Open the Search app and touch > Settings to set Searchable items, or clear shortcuts.
To set Voice Search settings, touch > > Language & input > Voice Search.
Camera

Use the camera application to take photos and videos which can be stored on the tablet’s memory card or internal storage. You can copy them to your computer or view them in the Gallery app.

Select Camera from the Home screen or touch 📷 > Camera

Touch the blue button 🟢 to take your shot
# Customise the Camera Settings

Touch settings 📷 to open the camera options:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>White balance</td>
<td>Select different kinds of light to achieve the most natural-looking colours. Or set Auto white balance.</td>
</tr>
<tr>
<td>Exposure</td>
<td>Adjust the exposure. To let the camera set the exposure automatically, touch 0.</td>
</tr>
<tr>
<td>Color effect</td>
<td>Set the colour effect, which can be None, Mono, Sepia, Negative or Aqua.</td>
</tr>
<tr>
<td>Scene mode</td>
<td>Select the scene mode from Auto, Portrait, Landscape, Night, Night Portrait, Snow, or Party.</td>
</tr>
<tr>
<td>Camera settings</td>
<td>Set the GPS location, picture size, picture quality, saturation, contrast, anti banding, sharpness, focus mode, wavelet de-noise mode, storage path, or restore default camera settings.</td>
</tr>
</tbody>
</table>
Touch ☰ to open the camera extended settings
Recording a Video

Select **Camera** from the home screen, then select the video camera function.

1. Touch the red button 🟥 to start recording.
2. Touch 🟥 to stop recording.
# Customise the Video Camera Settings

Touch settings 📷 to open the video camera options:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>White balance</strong></td>
<td>Select how the camera adjusts colours in different kinds of light, to achieve the most natural-looking colours for your videos. Or allow the camera to adjust the white balance automatically.</td>
</tr>
<tr>
<td><strong>Color effect</strong></td>
<td>Set the colour effect, which can be None, Mono, Sepia, Negative, or Aqua.</td>
</tr>
<tr>
<td><strong>Time lapse interval</strong></td>
<td>Adjust the time lapse interval, which can be Off, 1s, 1.5s, 2s, 2.5s, 3s, 5s, or 10s.</td>
</tr>
<tr>
<td><strong>Video quality</strong></td>
<td>Adjust the video quality, which can be D1(720X480), WVGA(800X480), VGA(640X480), GIF(352X288), QVGA(320X240), or QCIF(176X144).</td>
</tr>
<tr>
<td><strong>Camera settings</strong></td>
<td>Set the GPS location, video encoder, audio encoder, video duration, storage path, or restore default settings.</td>
</tr>
</tbody>
</table>
Gallery

Touch  in the Home Screen and select Gallery to view albums of your pictures and videos.

Working With Albums

When you open Gallery, all pictures and videos on your tablet are displayed in a number of albums. In addition, if you have selected to sync with your Picasa web albums, they are displayed as well.

To view album contents:

Touch an album to view the pictures and videos it contains.

To share albums:

1. Touch and hold an album until it is selected.
2. Touch more albums that you want to share.
3. Touch at the top of the screen and select how you want to share the albums.

To view details of an album:

1. Touch and hold an album until it is selected.
2. Touch > Details.

To delete albums:

1. Touch and hold an album until it is selected.
2. Touch more albums that you want to delete.
3. Touch > Delete.
Working With Pictures

Touch a picture in an album to view the picture in full screen. Double-tap, or pinch or spread using two fingers to zoom out or in. Slide left or right to view other pictures in the album.
Retouch Your Pictures

You can edit any photos you took and some other pictures in Gallery. The changed picture is saved in the Edited album, while the original image is never affected.

1. Touch 📸 > Edit while viewing a picture in full screen to open the Edit interface.

2. Touch the icons along the bottom of the screen to edit the picture.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🎨</td>
<td>Add fill light, highlight or shadows, or set to auto-fix.</td>
</tr>
<tr>
<td>🔥</td>
<td>Apply various effects such as posterising, lomography, etc.</td>
</tr>
<tr>
<td>🌞</td>
<td>Apply colour effects such as warmth, saturation, B&amp;W, Tint, Duo-tone, sepia, negative, as well as other effects including doodling on the picture.</td>
</tr>
<tr>
<td>🔪</td>
<td>Crop, fix red eye, Face Glow, Face Tan, straighten, rotate, flip, or sharpen the picture.</td>
</tr>
</tbody>
</table>

3. To undo or redo the changes you’ve made to the picture, touch ◀️ or ◀️ at the top of the screen.

4. Touch SAVE to save the new picture to the Edited album.

Share Your Pictures

1. Touch an album in the gallery and then touch a picture.

2. Touch 🔄 at the top of the screen. If the icon is invisible, touch the screen first.

3. Select how you want to share the picture.
Working With Videos

Play Videos
1. Touch an album in the gallery and then touch the thumbnail of a video.
2. Touch 🎬 at the centre to start playing.
Touch the video to view the playback controls.

Share Videos
1. Touch an album in the gallery and then touch the thumbnail of a video.
2. Touch 📻 at the top of the screen. If the icon is invisible, touch the screen first.
3. Select how you want to share the video.

Music

Touch 🎵 in the Home Screen and select Music to play audio files stored on your device. Music supports a wide variety of audio formats, so it can play music you purchase from online stores, music you copy from your CD collection, and so on.

Copying Music Files to Your Tablet

Before using Music, you need to copy audio files from your computer to your tablet’s memory card. See Connecting to Networks and Devices – Connecting to Your Computer via USB
for details on establishing the connection.

Use the computer to copy music and other audio files onto the memory card. You can use folders to organize your music files. **TIP:** If an album has accompanying artwork in JPEG format, rename the artwork file `albumart.jpg` and include it in the same folder as the related songs. The device will recognize the album artwork and display it in the Music app.

**Viewing Your Music Library**

Touch 🎵 in the Home Screen and select **Music** to display your music library.

Touch the tabs at the top of the screen to view your music by **Artists, Albums, Songs, Playlists, Favorites,** or **Now Playing.** **NOTE:** If an audio file is being played, its summary information is displayed at the bottom of the screen. Touch the summary area to open the playback screen.

**Delete a Song**

1. Touch 🎵 in the Home Screen and select **Music** to see all your songs by Artist, Album etc.

   **NOTE:** From the playback screen, touch ⏯️ > **Library** to return to the music library.

2. Touch and hold a song in any list.

3. In the menu that opens, touch **Delete > OK.**
Playing Music

Touch any song to listen to it. The following playback screen appears:

Managing Playlists

Create playlists to organize your music files into sets of songs, so
that you can play the songs you like in the order you prefer.

Create a Playlist
1. Touch and hold a song.
2. In the menu that opens, touch Add to playlist > New
3. Type the playlist name and touch Save.
The playlist is created and the song you selected is added to the playlist.

Add a Song to a Playlist
1. Touch and hold a song.
2. In the menu that opens, touch Add to playlist.
3. Touch the name of the playlist you want the song added to.
The song is added to the playlist.

TIP: Want to rearrange the songs in a playlist you create? Open the playlist and touch and hold in front of a song. Drag up or down to change its order in the playlist.

Remove a Song From a Playlist
1. Open a playlist.
2. Touch and hold the song you want to remove.
3. In the menu that opens, touch Remove from playlist.

Delete or Rename a Playlist
1. Touch the Playlists tab to see all the playlists.
2. Touch and hold a playlist and touch Rename or Delete in the menu that opens.
NOTE: These options may not be available for certain automatically created playlists, such as Recently added.
Google Play Music

The **Play Music** application (📱) works with Google Music, Google’s online music store and streaming service. You can stream via mobile data or Wi-Fi and listen to your favourite songs that you’ve added to your online Google Music library. You can also play audio files you’ve copied directly to your device from a computer.

**NOTE:** The availability of Google Music is dependent on your region. If it is not available, or you don’t have a mobile data or Wi-Fi connection, you can only play music stored on your device.

**Using Play Music**

Touch 📱 in the Home Screen and select **Play Music**. If you are prompted, select an account to access its online music library. The app searches your online library and your device for music and playlists before displaying your combined music library. Touch the tab at the top to sort by **Recent, Albums, Artists, Songs, Playlists**, and **Genres**.

Touch a song to play it.

- In the **Play Music** app, touch the Now Playing bar at the top of the screen to restore the playback screen.
- In other apps, flick down the notification panel. Touch the song title to restore the playback screen, or just pause/resume playback or skip to the next/previous song.
- When the screen is locked, the song information, album cover as well as playback control is displayed on top of the screen. You can pause/resume playback or skip songs.
Managing Playlists

Create playlists to organise your music files into sets of songs, so that you can play the songs you like in the order you prefer.

To create a playlist or add a song to a playlist:
Touch and hold the song or touch to the right of the song, select Add to playlist.

To rearrange songs in a playlist:
1. Open a playlist in the Playlists tab of the music library.
2. Touch and hold the small grid in front of a song.
3. Drag the grid up or down to change its order in the playlist.

To remove songs from a playlist:
1. Open the playlist in the Playlists tab of the music library.
2. Touch and hold the song or touch to the right of the song, select Remove from playlist.

To Play, Rename or Delete a playlist:
1. Swipe to the Playlists tab in the music library to see all the playlists.
2. Touch and hold a playlist or touch next to the playlist.
3. Touch Play, Rename or Delete in the menu that opens.
Video Player
Use the video player to play various kinds of videos.

Opening the Video Library
Touch 📀 in the Home Screen and select Video Player to view your video library.
Touch the tabs at the top of the screen to view the available videos.
- All: videos on your device.
- Recently: recently added videos on your device.
- Camera: videos you have recorded with the device’s camera.

Playing and Control Videos
Touch a video in the video library to play it. Rotate the device on its side to watch the video in landscape view.
Touch the video to show the playback controls. You can pause and resume the playback, or jump to any part of the video. You can also exit the video by touching 🎥 at the top left of the screen.
Managing Video Files

To delete videos:
1. Touch and hold a video in the video library. The video is highlighted.
2. To remove more videos, touch them.
3. Touch 🗑️ > Delete at the top right of the screen.

To share videos:
1. Touch and hold a video in the video library. The video is highlighted.
2. To share more videos, touch them.
3. Touch 🔍 at the top right of the screen and select how you want to share them.

Select Video Options to Play, Delete Share, Rename or view Details:

Touch the triangle icon 🔊 at the right hand side of the video to see more options Play, Delete, Share, Rename, or Details.
Voice Recorder

Voice Recorder enables you to record voice memos and listen to them whenever you like.

Recording a Voice Memo

2. Touch 🔴 to start recording. Touch ❌ to cancel recording.
3. Touch ⏪ to stop recording. The memo is automatically saved.
4. Touch ✗ to delete.

Playing a Voice Memo

To play a memo you just recorded:

Touch ⏯ at the bottom of the screen.

To play any saved memo:

1. Touch ⌚ at the top right of the screen > My Recordings to see all recordings.
2. Touch the title of a memo to play it.
More Apps

Clock
Set alarms from the Clock application

1. Touch ✖️ in the Home Screen and select Clock.
2. Touch Set alarm on the screen.
3. Touch a default alarm to configure it, or touch + at the top of the screen to create a new alarm.
4. Slide the Alarm switch to On and set up the alarm options, such as time, repeat, and ringtone.
5. Touch ← to save and exit.

Calculator
Touch ✖️ in the Home Screen and select Calculator.

File Manager
Touch ✖️ in the Home Screen and select File Manager.
Access your images, videos, audio clips, and other files on your device and the memory card.
Touch Device or SD card to switch between memory card and tablet storage.
Touch a file to Select, then use the icons at the top right to Delete, Share, Copy, or Move the file.
Note pad

Touch in the Home Screen and select Note pad to save and view your text notes.
Touch ADD to create a new note. Then enter your text and touch DONE to save it.
Touch a note to view its entire content. You can also delete, share it, or change its title.
Select the note using the checkbox to export to your SD card.

Play Books

Touch in the Home Screen and select Play Books to read ebooks purchased from Play Store.
Touch a book cover displayed in Play Books to start reading it. You can also touch the shop bag icon at the top to buy more books from Play Store, or touch to search by book title or author name.

Play Movies

Touch in the Home Screen and select Play Movies to rent movies from Play Store as well as personal videos stored on the device.

- **MY RENTALS** tab displays your recent movie rentals. You can stream them for online watching or download them to watch offline.
- The **PERSONAL VIDEOS** tab displays videos you create using the camera on your device. Touch one video to play it.
Software Update Service

Touch  in the Home Screen and select Software update service. You can check your system’s software status, check for updates, or change update settings.

Task Manager

Touch  in the Home Screen and select Task Manager to view or stop applications.

• Touch Close All to stop all unused apps.
• Touch a task in the TASK tab to switch to, kill, or see details.
• Touch the APPLICATION tab to manage all the apps on your device.
• Touch the RESOURCE tab to view the system resources.

Timer

Touch  in the Home Screen and select Timer to use stopwatch or time countdown.

Stopwatch allows you to record lap times, while countdown allows you to set a time and count down to 0.

World Time

Touch  in the Home Screen and select World time to check local time for cities around the world.

Touch + at the top to add a new city or country.
X-Office

X-Office is included as a viewer to open Word, Excel, PowerPoint, or PDF files. Open the files directly from File Manager to invoke the X-Office app.

YouTube

Touch 📺 in the Home Screen and select YouTube. You can watch YouTube videos or upload your own.

Play Store

Touch 🌐 in the Home Screen and select Play Store. You can buy or rent music, books, movies, apps, and download them to your device.

Browsing and Searching for Apps

Browse apps by category such as Games and touch the app from any subcategory. Touch the Play Store icon in the top left corner to return to the Play Store home page.

Touch 🔍 to search for apps.

Downloading and Installing Apps

Search Google Play to find the app you want. Touch the app to display information and details.

1. Touch Download (free apps) or the price (paid apps) in the app details screen.
2. If the app is not free, you need to sign in to your Google Wallet account and select a payment method.

3. Touch **Accept & download** (free apps) or **Accept & buy** (paid apps) to accept the permissions for the app. Your app will start downloading immediately or once payment is successfully authorized.

**Managing Your Downloads**

After you’ve downloaded and installed an app, you can rate it, view it in a list with your other downloaded apps, configure it to update itself automatically, and so on.

**View Your Downloaded Apps**

1. On the Apps screen of Play Store, touch  to view your downloaded Apps.

2. Touch the **INSTALLED** tab to list current installed Apps.

3. Touch the **ALL** tab to view your history of all previously downloaded apps linked to your Google account.

**Uninstall an App**

1. On the Apps screen of Play Store, touch  .

2. In the **INSTALLED** list, touch an app to open its details screen.

3. Touch **Uninstall > OK**.
Settings

Touch in the Home Screen and select Settings. The Settings app contains most of the tools for customizing and configuring your device.

Wireless and Networks

Wi-Fi

Turn on or off Wi-Fi and configure your Wi-Fi connections. See Connecting to Networks and Devices – Connecting to Wi-Fi.

Bluetooth

Turn on or off Bluetooth and configure your Bluetooth connections. See Connecting to Networks and Devices – Connecting to Bluetooth Devices.

Data Usage

Touch the ON/OFF switch to turn on or off mobile data.

You can check how much data has been used during the time circle you set, set mobile data limit and warning, see what app has been using mobile data, or restrict background data for individual apps.

Flight Mode

In the Settings app, touch More under Wireless & networks and check the box next to Flight mode. All radio sections are turned off (Bluetooth, Wi-Fi and Data).
VPN
Set up and connect to virtual private networks. See Connecting to Networks and Devices – Connecting to Virtual Private Networks.

Tethering and Portable Hotspot
Share your device’s mobile data connection with PCs or other devices via USB or Wi-Fi. See Connecting to Networks and Devices – Sharing Your Mobile Data Connection.

Wi-Fi Direct and Settings
Use Wi-Fi direct to share data between two devices via Wi-Fi directly. See Connecting to Networks and Devices – Using Wi-Fi Direct.

Mobile Networks
Control mobile data use, select mobile network and set access point names. See Connecting to Networks and Devices – Connecting to Mobile Networks.

Sound
• Touch Volumes to set your preferred default volumes.
• Touch Silent mode to turn off all sounds or enable silent mode with vibrate.
• Set the Default Notification alert sound and configure vibrate and system sound options, for Touch sounds, Screen lock and Vibrate on touch
Display

- **Brightness**: Set the brightness of the display.
- **Wallpaper**: Select a background image for the Home Screen.
- **Auto Rotate**: Allow automatic change between portrait and landscape modes
- **Sleep**: Set the inactivity time before the screen turns off.
- **Font size**: Set the font size of the text on the screen.

Storage

Check memory information for your memory card and internal storage.

- **Unmount SD card**: Unmount the memory card from your tablet so that you can safely remove the card while the tablet is on.
- **Erase SD card**: Erase all data on your memory card and prepare it for use with your device.

Battery

Check how much power remains for the battery and what has been using the battery.

Connect to PC

Configure your connection type when the device is connected to PC.
Apps
See apps installed on your device and manage them.
Touch an app in the **DOWNLOADED**, **RUNNING**, or **ALL** tab to see its information. You can stop the app, uninstall the app, clear data and cache, or move the app between the internal storage and the memory card.

**NOTE:** Not all applications can be moved or uninstalled.

Personal

Accounts and Sync
Manage your accounts and synchronization settings.
- Touch the **ON/OFF** switch to turn on or off auto-sync.
- Touch **ADD ACCOUNT** to sign in or create accounts on your device.
- Touch an account to set the sync settings for that account. You can then > **Sync now** to sync all checked items.
- Touch an account and then touch > **Remove account** to remove the account and all information related to it from your device.

Location Services
Activate location services to determine your location. See *Maps, Navigation, Places and Latitude – Activating Location Services*.
Select **Location & Google search** to improve Google search results and other services using your location information.
Security

- **Screen lock:** Lock the screen with long press, face unlock pattern, PIN, or password. See *Personalizing – Protecting Your Tablet With Screen Locks*.

- **Owner info:** Set the text that you may display on the lock screen.

- **Encrypt tablet:** Encrypt your data on the tablet to protect your privacy. See *Personalizing – Protecting Your Tablet With Encryption*.

- **Set up SIM/USIM card lock:**
  - **Lock SIM card:** Activate or deactivate the PIN lock to require PIN before accessing the SIM card.
  - **Change SIM PIN:** Change the PIN used to access the SIM card.

- **Make passwords visible:** Display passwords as you enter them.

- **Device administrators:** View or deactivate apps you have authorized to be device administrators.

- **Unknown sources:** Tick the checkbox to permit installation of apps from sources other than the Play Store.

- **Trusted credentials:** Display trusted CA certificates.

- **Install from SD card:** Install certificates from the memory card.

- **Clear credentials:** Delete all certificates.
Language and Input

- **Language**: Select a language and region for your system.
- **Personal dictionary**: Add new words to the device’s dictionary or remove words from the dictionary. The words you add are used for spelling check and word suggestion.
- **KEYBOARD & INPUT METHODS**: Configure text input settings. See *Knowing the Basics – Entering Text – Touch Input Settings*.
- **Voice Search**:
  - **Language**: Select the language you use when entering text by speaking or searching by speaking.
  - **SafeSearch**: You can use Google SafeSearch filtering to block some results when you use Google search by voice.
  - **Block offensive words**: Replace offensive words with asterisk (*) when you use Google voice recognition to transcribe your voice into text.
- **Text-to-speech output**:
  - **PREFERRED ENGINE**: Select the speech synthesis engine you want to use or change its settings.
  - **Speech rate**: Select how quick you want the synthesizer to speak.
  - **Listen to an example**: Play a brief sample of the speech synthesizer, using your current settings.
- **Pointer speed**: Select how fast the screen should scroll as you flick the screen.
Backup and Reset

• **Back up my data:** Back up app data, Wi-Fi passwords, and other settings to Google servers after you sign in to your Google account.

• **Automatic restore:** Restore previously backed up settings and data when you reinstall an app.

• **Factory data reset:** Reset your device to factory status. All your personal data from the tablet’s internal storage will be erased. You can also erase the data on the memory card during the process.

System

Date and Time
Set date, time, time zone, and how date and time are displayed. You can also use network-provided data.

Accessibility
Configure accessibility plug-ins on your device, such as using Large text or TalkBack for the visually-impaired.

Developer Options
Developer options contains settings that are useful for developing Android applications.

About Tablet
View tablet status and check for system updates.
Troubleshooting

If you encounter problems while using the tablet, or if it performs abnormally, you can refer to the chart below. If your particular problem cannot be resolved using the information in the chart, contact the dealer where you purchased the tablet.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible causes</th>
<th>Possible solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor reception</td>
<td>The network signal is too weak at your current location, for example, in a basement or near a tall building.</td>
<td>Move to a location where the network signal can be properly received.</td>
</tr>
<tr>
<td></td>
<td>The network is busy or congested</td>
<td>Try again after a few minutes.</td>
</tr>
<tr>
<td>Unable to select certain features</td>
<td>Your service provider does not support these features, or you have not applied for services that provide these features.</td>
<td>Contact your service provider.</td>
</tr>
<tr>
<td>Battery not charging</td>
<td>The battery or battery charger is damaged.</td>
<td>Contact the dealer.</td>
</tr>
<tr>
<td></td>
<td>The temperature is below 0°C or higher than 45 °C.</td>
<td>Charge at normal room temperature.</td>
</tr>
<tr>
<td>Problem</td>
<td>Possible causes</td>
<td>Possible solution</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Shortened standby time</td>
<td>Low network signal strength.</td>
<td>Battery life will be shorter in areas of low coverage.</td>
</tr>
<tr>
<td></td>
<td>Use in high temperatures</td>
<td>Battery life will be shorter in high temperatures.</td>
</tr>
<tr>
<td></td>
<td>Prolonged use of backlighting and wireless features.</td>
<td>Switch off Wi-Fi and Bluetooth when not in use. Avoid prolonged and continuous use to preserve power.</td>
</tr>
<tr>
<td>Cannot switch your tablet on</td>
<td>Battery power has been depleted.</td>
<td>Recharge the tablet’s battery.</td>
</tr>
<tr>
<td></td>
<td>Tablet is locked up</td>
<td>Press and hold the power key for 15 seconds to restart the tablet.</td>
</tr>
<tr>
<td>(U)SIM card error</td>
<td>(U)SIM card malfunction or damage.</td>
<td>Take the (U)SIM card to your service provider for testing.</td>
</tr>
<tr>
<td></td>
<td>(U)SIM card inserted improperly.</td>
<td>Insert the (U)SIM card properly.</td>
</tr>
<tr>
<td></td>
<td>Debris on the (U)SIM</td>
<td>Use a soft, dry cloth to clean the (U)SIM card.</td>
</tr>
<tr>
<td>Problem</td>
<td>Possible causes</td>
<td>Possible solution</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------------------------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>Unable to connect to the network</td>
<td>(U)SIM card invalid.</td>
<td>Contact your service provider.</td>
</tr>
<tr>
<td></td>
<td>You are not within the network’s service area.</td>
<td>Check the service area with your service provider.</td>
</tr>
<tr>
<td></td>
<td>Poor signal.</td>
<td>Move to an open space, or if you are inside a building, move closer to a window.</td>
</tr>
<tr>
<td>PIN Code blocked</td>
<td>You have entered an incorrect PIN code three consecutive times.</td>
<td>Contact your service provider to obtain your PIN Unlocking Key (PUK code)</td>
</tr>
<tr>
<td>Unable to enter new contacts</td>
<td>SIM card has a fixed limit of contacts</td>
<td>Delete unnecessary data from the contact list.</td>
</tr>
</tbody>
</table>
# For Your Safety

## General Safety

<table>
<thead>
<tr>
<th></th>
<th>Do not use the tablet while driving.</th>
<th>Don’t use at petrol stations.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Keep your tablet at least 10 mm away from your body.</td>
<td>Your tablet may produce bright or flashing lights.</td>
</tr>
<tr>
<td></td>
<td>Small parts may cause a choking.</td>
<td>Don’t dispose of your tablet in fire.</td>
</tr>
<tr>
<td></td>
<td>Your tablet can produce a loud sound.</td>
<td>Avoid contact with anything magnetic.</td>
</tr>
<tr>
<td></td>
<td>Keep away from pacemakers and other electronic medical devices.</td>
<td>Avoid extreme temperatures.</td>
</tr>
<tr>
<td></td>
<td>Switch off when asked to in hospitals and medical facilities.</td>
<td>Avoid contact with liquids. Keep your tablet dry.</td>
</tr>
<tr>
<td></td>
<td>Switch off when told to in aircrafts and airports.</td>
<td>Don’t take your tablet apart.</td>
</tr>
<tr>
<td></td>
<td>Switch off when near explosive materials or liquids.</td>
<td>Only use approved accessories.</td>
</tr>
</tbody>
</table>
Radio Frequency (RF) Exposure

General Statement on RF Energy
Your tablet contains a transmitter and a receiver. When it is ON, it receives and transmits RF energy. When you communicate with your tablet, the system handling your call controls the power level at which your tablet transmits.

Specific Absorption Rate (SAR)
Your mobile device is a radio transmitter and receiver. It is designed not to exceed the limits for exposure to radio waves recommended by international guidelines. These guidelines were developed by the independent scientific organization ICNIRP and include safety margins designed to assure the protection of all persons, regardless of age and health.

The guidelines use a unit of measurement known as Specific Absorption Rate, or SAR. The SAR limit for mobile devices is 2 W/kg and the highest SAR value for this device when tested in the body position was 1.388 W/kg*.

As SAR is measured utilizing the device’s highest transmitting power, the actual SAR of this device while operating is typically below that indicated above. This is due to automatic changes to the power level of the device to ensure it only uses the minimum power required to communicate with the network.

* The tests are carried out in accordance with EN 50360, EN 62311, EN 62209-1, EN 62209-2.
Body Worn Operation

Important safety information regarding radio frequency radiation (RF) exposure:

To ensure compliance with RF exposure guidelines the tablet must be used with a minimum of 10 mm separation from the body. Failure to observe these instructions could result in your RF exposure exceeding the relevant guideline limits.

Limiting Exposure to Radio Frequency (RF) Fields

For individuals concerned about limiting their exposure to RF fields, the World Health Organization (WHO) provides the following advice:

Precautionary measures: Present scientific information does not indicate the need for any special precautions for the use of mobile tablets. If individuals are concerned, they might choose to limit their own or their children’s RF exposure by limiting time spent using network resources, or using ‘hands-free’ devices to keep mobile tablets away from the head and body.

Further information on this subject can be obtained from the WHO home page http://www.who.int/peh-emf (WHO Fact sheet 193: June 2000).

Distraction

Driving

Full attention must be given to driving at all times in order to reduce the risk of an accident. Using a tablet while driving can cause distraction and lead to an accident. You must comply with
local laws and regulations restricting the use of wireless devices while driving.

**Operating Machinery**

Full attention must be given to operating the machinery in order to reduce the risk of an accident.

**Product Handling**

**General Statement on Handling and Use**

You alone are responsible for how you use your tablet and any consequences of its use.

You must always switch off your tablet wherever the use of a tablet is prohibited. Use of your tablet is subject to safety measures designed to protect users and their environment.

- Always treat your tablet and its accessories with care and keep it in a clean and dust-free place.
- Do not expose your tablet or its accessories to open flames or lit tobacco products.
- Do not expose your tablet or its accessories to liquid, moisture or high humidity.
- Do not drop, throw or try to bend your tablet or its accessories.
- Do not use harsh chemicals, cleaning solvents, or aerosols to clean the device or its accessories.
- Do not paint your tablet or its accessories.
- Do not attempt to disassemble your tablet or its
accessories, only authorized personnel can do so.

- Do not expose your tablet or its accessories to extreme temperatures, minimum - [5] and maximum + [50] degrees Celsius.

- Please check local regulations for disposal of electronic products.

- Do not carry your tablet in your back pocket as it could break when you sit down.

**Small Children**
Do not leave your tablet and its accessories within the reach of small children or allow them to play with it. They could hurt themselves or others, or could accidentally damage the tablet.

Your tablet contains small parts with sharp edges that may cause an injury or may become detached and create a choking hazard.

**Demagnetization**
To avoid the risk of demagnetization, do not allow electronic devices or magnetic media close to your tablet for a long time.

**Electrostatic Discharge (ESD)**
Do not touch the SIM card’s metal connectors.

**Air Bags**
Do not place a tablet in the area over an air bag or in the air bag deployment area as an airbag inflates with great force and serious injury could result. Store the tablet safely before driving.
Seizures/Blackouts
The tablet can produce a bright or flashing light. A small percentage of people may be susceptible to blackouts or seizures (even if they have never had one before) when exposed to flashing lights or light patterns such as when playing games or watching video. If you have experienced seizures or blackouts or have a family history of such occurrences, please consult a physician.

Repetitive Strain Injuries
To minimize the risk of Repetitive Strain Injury (RSI) when playing games with your tablet:
• Do not grip the tablet too tightly.
• Press the buttons lightly.
• Take lots of breaks to stretch and relax.

Loud Noise
This tablet is capable of producing loud noises, which may damage your hearing. Turn down the volume before using headphones, Bluetooth stereo headsets or other audio devices.

Tablet Heating
Your tablet may become warm during normal use and charging.

Electrical Safety

Accessories
Use only approved accessories.
Do not connect with incompatible products or accessories.
Take care not to touch or allow metal objects, such as coins or key rings, to contact or short-circuit in the battery terminals.

**Connection to a Car**
Seek professional advice when connecting a tablet interface to the vehicle electrical system.

**Faulty and Damaged Products**
Do not attempt to disassemble the tablet or its accessory.
Only qualified personnel can service or repair the tablet or its accessory.
If your tablet or its accessory has been submerged in water, punctured, or subjected to a severe fall, do not use it until you have taken it to be checked at an authorized service centre.

**Radio Frequency Interference**

**General Statement on Interference**
Care must be taken when using the tablet in close proximity to personal medical devices, such as pacemakers and hearing aids.

**Pacemakers**
Pacemaker manufacturers recommend that a minimum separation of 15 cm be maintained between a mobile tablet and a pacemaker to avoid potential interference with the pacemaker. To achieve this, use the tablet on the opposite side to your pacemaker and do not carry it in a breast pocket.
Hearing Aids
People with hearing aids or other cochlear implants may experience interfering noises when using wireless devices or when one is nearby.

The level of interference will depend on the type of hearing device and the distance from the interference source, increasing the separation between them may reduce the interference. You may also consult your hearing aid manufacturer to discuss alternatives.

Medical Devices
Please consult your doctor and the device manufacturer to determine if operation of your tablet may interfere with the operation of your medical device.

Hospitals
Switch off your wireless device when requested to do so in hospitals, clinics or health care facilities. These requests are designed to prevent possible interference with sensitive medical equipment.

Aircraft
Switch off your wireless device whenever you are instructed to do so by airport or airline staff.

Consult the airline staff about the use of wireless devices on board the aircraft. If your device offers a ‘flight mode’, this must be enabled prior to boarding an aircraft.
Interference in Cars
Please note that because of possible interference to electronic equipment, some vehicle manufacturers forbid the use of mobile tablets in their vehicles unless a hands-free kit with an external antenna is included in the installation.

Explosive Environments

Petrol Stations and Explosive Atmospheres
In locations with potentially explosive atmospheres, obey all posted signs to turn off wireless devices such as your tablet or other radio equipment.
Areas with potentially explosive atmospheres include fuelling areas, below decks on boats, fuel or chemical transfer or storage facilities, areas where the air contains chemicals or particles, such as grain, dust, or metal powders.

Blasting Caps and Areas
Power off your mobile tablet or wireless device when in a blasting area or in areas posted power off “two-way radios” or “electronic devices” to avoid interfering with blasting operations.
Declaration of RoHS Compliance

To minimize the environmental impacts and take more responsibilities to the earth we live on, this document shall serve as a formal declaration that the V96A manufactured by ZTE CORPORATION is in compliance with the Directive 2002/95/EC of the European Parliament - RoHS (Restriction of Hazardous Substances) with respect to the following substances:

4. Lead (Pb)
5. Mercury (Hg)
6. Cadmium (Cd)
7. Hexavalent Chromium (Cr (VI))
8. Polybrominated biphenyls (PBBs)
9. Polybrominated diphenyl ethers (PBDEs)

The V96A manufactured by ZTE CORPORATION, meets the requirements of EU 2002/95/EC.
Disposal of Your Old Appliance

1. When this crossed-out wheeled bin symbol is attached to a product, it means the product is covered by the European Directive 2002/96/EC.

2. All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities.

3. The correct disposal of your old appliance will help prevent potential negative consequences for the environment and human health.

For this product’s recycling information based on WEEE directive, please send an e-mail to weee@zte.com.cn