LG LANCET™

User Guide

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MFL69083101 (1.0) ME

Guía del Usuario

LG LANCET™

Before you begin using your new phone

Included in the box with your phone are separate information leaflets. These leaflets provide you with important information regarding your new device. Please read all of the information provided. This information will help you to get the most out of your phone, reduce the risk of injury, avoid damage to your device, and make you aware of legal regulations regarding the use of this device.

It's important to review the Product Safety and Warranty Information guide before you begin using your new phone. Please follow all of the product safety and operating instructions and retain them for future reference. Observe all warnings to reduce the risk of injury, damage, and legal liabilities.

Phone Overview

Front View

NOTES • All screen shots in this guide are simulated. Actual displays may vary.
  • Instructions to perform tasks in this guide are based on the default settings and may change depending on the mode and software version on your phone.

1. Earpiece Lets you hear callers and automated prompts.

2. Back Button Tap to return to the previous screen or close pop-up items (such as menus, dialog boxes, and the on-screen keyboard). Touch and hold it to access the list of apps currently running.

3. Start Screen Button Tap to return to the Start screen.

4. Search Button Tap to access Bing or Cortana.

5. Start Screen Displays app Tiles, the Status Bar, and the Navigation bar (Back Button, Start Screen Button, and Search Button) allowing simple touch access to all of your phone's functions and features.

   WARNING! Placing a heavy object on the phone or sitting on it can damage the LCD and touch screen functions.

6. LED Illuminates red when the battery is charging.

7. Front Camera Use to take pictures and record videos of yourself. You can also use this for video chatting. Keep the lens clean for optimal performance.

8. Proximity Sensor Senses proximity to other objects to disable the touch screen so that tap commands are not accidentally activated during a call or when carried inside a pocket or bag.

   NOTE When holding your phone, don't block the sensor (or near the sensor) to avoid disabling the touch screen.

Rear View

❾ **Back Camera** ⓭ **Flash**
❿ **Power/Lock Key** ⓬ **Volume Keys**
⓫ **Speaker**

9. Back Camera Use to take photos and record videos. Keep the lens clean for optimal performance.

10. Power/Lock Key Press to turn off the screen backlight and lock the screen, or display the Lock screen. Press and hold to turn the phone on and off.

11. Speaker Use to listen to audio (e.g., music, videos, sound clips, speakerphone, etc.) from the rear speaker instead of the earpiece.

12. Volume Keys Press to adjust the ringer, the media volumes, or the in-call volume during a call.

13. Flash Brightens up the captured image or recorded video when you turn on the flash.

Top and Bottom Views

⑭ **3.5mm Headset Jack**

⑮ **USB/Charger Port**

⑯ **Microphone**

14. 3.5mm Headset Jack Allows you to plug in an optional headset for convenient, hands-free conversations. You can also plug in headphones to listen to music.

15. USB/Charger Port Allows you to connect the phone and the USB Cable for use with the Charger Adapter, or other compatible accessories.

16. Microphone Transmits your voice to the other caller. It's also used for voice-activated functions.

Help

The Help app allows you to quickly and conveniently view information about your phone, including how-to videos, icon glossary, etc.

To access Help, tap ▊ (at the bottom of the touch screen) > swipe left to the App list > Help+Tips ❓.

Setting Up Your Phone

Step 1. Remove the Back Cover

Place your fingernail in the USB/Charger Port cutout at the bottom of the phone and pop the cover off the phone.

Step 2. Insert the Battery

Insert the battery in its compartment, making sure to align the gold contacts. Press down gently to secure the battery.

Step 3. Replace the Back Cover

Place the cover over the back of the phone, then press down along the edges to secure the cover.

Step 4. Charge the Phone

Before turning on your phone, fully charge the battery. Be sure to use the USB Cable and Charger Adapter that came with your phone. Correctly orient the USB Cable plug before inserting it in the USB/Charger Port to avoid damage to your phone. See **Charging the Phone** on pages 11 and 12 for more information.

NOTE   Fully charge the battery before initial use of the phone to maximize the battery's lifetime.

Step 5. Turning Your Phone On and Off

Turning the phone on

▸ Press and hold the **Power/Lock Key** ▌(on the right side of the phone) for a couple of seconds until the screen turns on.

Turning the phone off

1. Press and hold the **Power/Lock Key** ▌until the power off shade appears.

2. Swipe down on the power off shade to turn off the phone (or swipe up to cancel and display the Lock screen instead).

Removing the Battery and SIM Card

Removing the battery

1. Place your fingernail in the USB/Charger Port cutout at the bottom of the phone and pop the cover off the phone.

2. Use the fingertip cutout at the bottom of the battery compartment to lift the battery out.

Replace the SIM Card

Your phone comes with the SIM card already installed. If you need to replace your SIM card, follow these steps:

1. Turn the phone off, then remove the back cover and the battery (as demonstrated in the previous instructions).

2. Slide the old SIM card out of the SIM card slot.

3. Insert the new SIM card in the slot with the Verizon logo facing up.
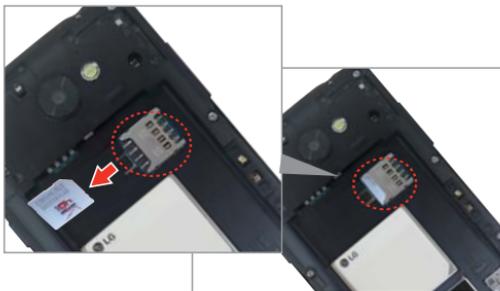
Inserting and Removing a Memory Card

Inserting a microSD card (sold separately)

1. Remove the back cover (as demonstrated in the previous instructions).

2. Position the microSD card (sold separately) with the label side facing up and the gold contacts toward the slot, then carefully slide it into the slot until it's secured in place.

> **NOTE** The microSD card can be easily damaged by improper operation. Please be careful when inserting, removing, or handling it.

To remove the microSD card

It's important to unmount the microSD card prior to removing it from the phone to avoid damage to it or the data saved on the card.

1. Unmount the microSD card.

   ▸ Swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > **storage sense** > **SD card** > **remove SD card** > **yes** > **ok**.

2. Remove the back cover and locate the microSD card slot (as demonstrated in the previous instructions).

3. Carefully pull the microSD card out to remove it.

Charging the Phone

Your phone comes with a USB Cable and a Charger Adapter. Connect them to charge from a power outlet or charge from your computer using just the USB Cable. Correctly orient the USB Cable plug before inserting it in the USB/Charger Port to avoid damaging your phone.

> **NOTE**   Please only use an approved charging accessory to charge your LG phone. Improper handling of the USB/Charger Port, as well as the use of an incompatible charger, may cause damage to your phone and void the warranty.

1. Correctly orient the USB Cable with the Charger Adapter, and connect them. As shown below, both the USB logo on the USB Cable and the LG logo on the adapter will face toward you.

USB Cable   Charger Adapter

2. The USB/Charger Port is located at the bottom of the phone. Correctly orient the cable's plug with the port before plugging it in. As shown below, the USB logo on the cable will face upward.

3. Plug the Charger Adapter into a power outlet to begin charging.

Charging with the USB Cable

USB Cable

NOTE

Make sure to correctly orient the cable's plug with the port before plugging it in. When the phone is facing upward, the USB logo on the cable will also face upward.

You can use your computer to charge your phone. To be able to charge with the USB Cable, you need to have the necessary USB drivers installed on your computer first. Connect one end of the USB Cable to the USB/Charger Port on your phone (as shown above) and connect the other end to a USB port on your computer. It's best to use the rear USB port when connecting to a desktop PC. The USB hub should be powered by an external power source.

> **NOTE**   You may experience a slower charging rate when charging from your computer.

Optimizing Battery Life

You can extend your battery's life between charges by turning off features that run in the background. You can also monitor how apps and system resources consume battery power.

Tips to extend the life of your battery

‣ Reduce the screen brightness and set a shorter screen timeout.

‣ Turn off radio communications (such as Wi-Fi, Bluetooth, GPS, etc.) that you're not actively using. (Note that the GPS receiver is only turned on when you're using an app that makes use of it.)

‣ Turn off automatic syncing for Email, Calendar, People, and other apps if you don't need it.

‣ Use the Battery saver app to view battery details and set the Battery saver feature in the device **Settings**. Swipe to the **usage** tab to see the power used by each app. Tap an app to view more details.

> **NOTE**   Allowing other devices to use your device's hotspot connection will drain your battery more quickly.

To check the battery charge level

Swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > **battery saver**.

‣ The battery percentage (as a percentage of fully charged) is displayed at the top of the screen.

To monitor and control what uses the battery

The Battery saver **usage** tab allows you to see which apps are consuming the most battery power. This information allows you to identify downloaded apps you may want to turn off when not being used, so you can get the most out of your battery power.

1. Swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > **battery saver >** swipe over to the **usage** tab.

2. Tap an app or service in the Battery saver **usage** tab to see the details about its power consumption in use and in the background.

Battery saver mode

When activated, Battery saver mode automatically changes certain settings to conserve battery power until you can recharge your phone. If you turn off Battery saver mode, a notification prompts you to turn it on when the battery charge becomes low.

1. Swipe down from the top of the screen, then tap **ALL SETTINGS** ⚙ > **Battery saver.**

2. From the Battery saver **settings** tab, select when to activate Battery saver mode (off, below 20% charge, always, or now).

Locking and Unlocking the Screen

Turning the screen on using the KnockON feature

The KnockON feature allows you to double-tap the screen to easily turn the screen on.

‣ Quickly double-tap the center of the screen to turn on the backlight.

> **NOTE**   The KnockON feature does not work if the proximity sensor is covered.

Enabling the KnockON feature
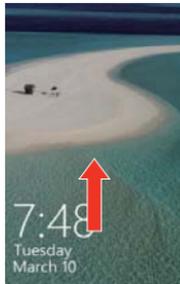
1. Swipe down from the top of the screen, then tap **ALL SETTINGS** ⚙ > KnockON.

2. Tap the **KnockON** switch ▭ to toggle the setting **On**.

To unlock the phone

If you don't use the phone for a while, the screen and backlight will turn off to conserve battery power. To unlock the phone's default Lock screen:

1. Turn the screen on.

‣ Press the **Power/Lock Key** ❙.

OR

  ▸ Quickly double-tap the center of the screen (KnockON).

2. The default Lock screen will appear. Swipe in an upward direction to unlock the screen.

> **NOTE** The default Lock screen simply locks the screen to prevent unintentional actions. For more security to guard against unauthorized use, you can set a password requirement that will need to be entered to unlock it.

Microsoft Account

When you turn your phone on for the first time, your phone guides you to set up your network connections, phone settings, and Microsoft account in one sitting.

You need a Microsoft account to back up and restore your phone, to buy, install, and update apps, and to access some Microsoft services, such as:

  ▸ Xbox
  ▸ OneDrive
  ▸ Hotmail
  ▸ Outlook
  ▸ Find My Phone

To set up the first Microsoft account on your phone

To create a Microsoft account, you need an Internet connection. If you can't connect to the Internet, you can create the account later.

For information about possible data costs, contact your network service provider.

1. To set up your phone, follow the instructions shown on the screen.

2. Create your Microsoft account, or sign in with your existing username and password.

To create a Microsoft account later, swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > **email+accounts** > **add an account** > **Microsoft account**.

Reset protection

To prevent the use of your phone by the unauthorized user, your phone will be on Reset protection by default during the initial setup when you turn on your phone for the first time. Make sure to select the **recommended** mode on **Choose phone settings** screen and sign in with Microsoft Service Account to set this feature by default.

If you want to set this feature later, select the **custom** mode on the **Choose phone settings** screen and remove the **Automatically turn on Reset protection** checkmark on the setup screen or just select **Sign in later** in the **Keep your life in sync**.

After the setup is complete, you will be prompted to enter the Microsoft account and password registered on your phone before resetting your phone. Note that this reset protection is enabled only when a Microsoft account exists on your phone.

You can also turn the feature on and off manually in **Find my phone**.

To enable and disable the reset protection manually:

1. Swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > **find my phone**.

2. Tap the **Reset protection** ▭❚ switch to toggle it.

Once you've set the Reset protection on your phone, you will need a network connection to proceed the reset in the settings menu. Make sure to activate your network connection first.

Reset your phone

You can erase all of your personal data and reset the phone's settings. You can also erase the data on your microSD card at the same time. Back up your personal data before performing a reset.

> **NOTE**   To prevent the use of your phone by the unauthorized user, you will be prompted to enter your Microsoft account and password before resetting the phone. This reset protection is enabled only when a Microsoft account exists on your phone. When you are asked to log in, enter your account and password and set Reset Protection to disable.

To perform the reset using the settings menu:

▸ Swipe down from the top of the screen, then tap **ALL SETTINGS** ⚙ > **about** > **reset your phone**.

To perform the reset with a hardware key combination:

1. Turn the phone off.

2. Press and hold the following keys at the same time: the **Volume Down Key** ▮ + the **Power/Lock Key** ▮.

3. Release only the **Power/Lock Key** ▮ when the LG logo appears on the screen.

4. When the exclamation mark (!) appears on the screen, press the following four keys in this order: the **Volume Up Key** ▮ > the **Volume Down Key** ▮ > the **Power/Lock Key** ▮ > the **Volume Down Key** ▮.

   NOTE   Press the **Power/Lock Key** ▮ to exit without performing a Factory data reset.

5. Your phone will perform a Factory data reset and erase all personal data from the phone's memory.

   NOTE   If you've set the Reset protection on your phone, you will be asked to pass a user authentication during the reset process. At that time, if the device is disconnected from the network, you may move to the next step by entering a Recover Key which you get from "http://account.microsoft.com".

   WARNING Do not forget your Recovery Key. It will be deleted automatically from the Microsoft Server once you confirm the key and may not be restored due to the security reasons.

Phone's Status Icons

The Status Bar appears at the top of every screen. It displays icons indicating the phone's status along with the current time.

The following icons may appear in the Status Bar.

▪ll	Very strong signal	▪ll	Strong signal
▪ll	Medium signal	▪ll	Weak signal

◾	Very weak signal	◾	Extremely weak signal
⊘	No signal	✈	Airplane mode
⊘	SIM card is missing	▤	SIM card is locked
3G	EVDO/EHRPD	**LTE**	LTE
1X	RTT	📶	Connected to a Wi-Fi network with full signal strength
📶	Connected to a Wi-Fi network; strong signal	📶	Connected to a Wi-Fi network; medium signal
📶	Connected to a Wi-Fi network; weak signal	((ı))	Cellular data connection is shared with other devices over Wi-Fi
📶	Wi-Fi connection is being used to transfer data	🔔	Ringer is off, and vibrate is on
🔔	Ringer is off, and vibrate is off	🔋	Battery is charging
🔌	Phone is plugged in and battery is fully charge	🔋	Full battery power
🔋	High battery power	🔋	Medium battery power
🔋	Low battery power	🔋	Critically low battery power; Battery needs to be charged.
🔋	Battery power or state of the battery isn't currently known	🔋	Battery saver is on

Touch Screen

Your touch screen provides an excellent way to interact with and use your phone. With the touch of your finger, you can download and use available apps, make menu selections, and access data saved to your phone.

The following terms are used for describing the different available gestures using the touch screen:

Touch or tap A single finger touch selects items. For example, tap an icon (e.g., a Tile or app), tap words (e.g., menu selection, to answer an on-screen question, or highlight text), or touch letters and numbers to type.

NOTE   Don't press too hard on the touch screen. It's sensitive enough to detect a light, firm tap.

Touch and hold Place your finger on the item you want and don't lift your finger until an action occurs. For example, to open a Context menu for editing a contact, touch and hold a contact entry until the menu pops up.

Drag Touch and hold an item for a moment and then, without lifting your finger, move your finger on the screen until you reach the target position. For example, you can drag Tiles on the Start screen to reposition them.

Swipe, slide, glide, or flick Move your finger quickly across the surface of the screen, without pausing when you first touch it (so you don't drag an item instead). For example, you can browse through your photos by swiping from left to right (and vise versa), slide the screen up or down to scroll a list, glide your finger across the on-screen keyboard to type words using Word Flow, or close the Notifications panel by flicking its lower edge upward.

Double-tap Tap the screen twice quickly to zoom or turn the screen on. For example, quickly double-tap a section of a web page to zoom that section to fit the width of the screen and control the zoom in Maps and in other apps. Double-tap can also activate the KnockON feature to turn the touch screen on.

Pinch-to-zoom Use your index finger and thumb in a pinch motion (to zoom out) or spread motion (to zoom in) when using Internet Explorer, a map, photos, or the rear camera lens. Spread apart to make screen information larger (easier to see and read) or pinch together to view more area and information.

Rotate the screen From many apps and menus, the orientation of the screen adjusts to the phone's physical orientation by rotating the screen. You can deactivate this function in the **system** settings menu.

Text Input Methods

The on-screen keyboard displays automatically on the screen when you need to enter text. To manually display the on-screen keyboard, simply tap a text field where you want to enter text.

Selection Box
Tap a displayed item to insert it in the text field.

Toggles between 123/SYM mode and ABC mode.
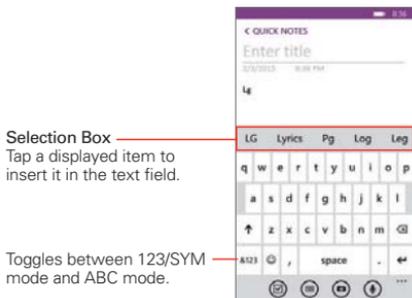
Typing tips	
Enter a capital letter	Tap the **Shift** ↑ to capitalize the next letter.
Enter all capital letters	Double-tap the **Shift** ↑ to set caps lock. The button changes to ↑. Tap again to revert to lowercase.
Highlight text	Tap a word to highlight it. To highlight a range of text, tap a word, then drag the circle markers to highlight the text you want.
Copy selected text	Highlight the desired text, then tap the **copy** icon ⓑ (above the highlighted text).
Paste cut or copied text	Tap the location where you want to paste the text, then tap the **paste** ⓑ in the selection box.
Delete a character	Tap the **Delete** ⌫.

To use Word Flow with shape writing

Shape writing offers a fast, accurate alternative to typical typing on your phone. Glide your finger around the Word Flow keyboard, and words take shape.

Start typing a text or email, but glide your finger over the letters on the keyboard to shape words. You'll see a streak of color following your finger to show the path you're following. Lift your finger once you're done, and the word will appear. Start shaping a new word and a space between words will be added automatically.

To turn off text suggestions and automatic corrections

If you don't want to use typing shortcuts and help, you can turn any of them off in the Settings app.

1. Swipe down from the top of the screen, then tap **ALL SETTINGS** ⚙ > **keyboard**.

2. Tap the keyboard language you want to change, then remove the checkmark from the settings you don't want to use.

To add additional keyboard languages

1. Swipe down from the top of the screen, then tap **ALL SETTINGS** ⚙ > **keyboard**.

2. Tap **add keyboards**, select all of the languages you'd like to be able to use from your keyboard, then tap the **done** icon ⊘.

3. The next time you use your keyboard, you'll see a button on the bottom left of the keyboard that shows the current keyboard language. Tap the button to toggle through all of the languages you've added.

Languages

You can set only one default language for your phone's software, but you can set multiple languages and switch between them as you want.

To add additional phone software languages

▸ Swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > **language** > **add languages**. Checkmark the languages you want to be able to use, tap the **done** icon ⊘, then tap **restart phone**.

> **NOTES** • When the phone restarts, the added language becomes your phone's default language.
>
> • If the new language is already supported by another of your phone's software languages, **restart phone** won't be displayed because it isn't necessary to restart your phone.

To change the default language

▸ Swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > **language**. Touch and hold the language you want, tap **move up**, then tap **restart phone**.

Capturing a screen shot

To capture a screen shot without the QuickMemo feature, press both the **Power/Lock Key** ▌ and the **Volume Up Key** ▌ at the same time. The captured image is automatically saved in the Photos app in the **Screenshots** album.

Locking Your Phone

The touch screen can be locked to prevent unintentional actions and you can also lock it to guard against unauthorized use.

The default Lock screen

The default Lock screen is **Swipe** which protects against unintentional touch screen actions. The Lock screen is activated when the screen times-out from inactivity. Press the **Power/Lock Key** ▌ to illuminate the screen. The Lock screen is displayed, but you can still conveniently check the date, time, and Status Bar icons. You can drag the Status Bar down to open and use the Notifications panel without unlocking the screen.

Setting a password security code for the first time

1. Swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > **lock screen**.

2. Tap the **Password** switch ▢ to toggle it On.

3. Enter the numeric sequence (at least 4 digits) that you want to set as your code. Re-enter the sequence to confirm it and tap **done** to set it.

   From then on, any time you want to unlock the screen, you'll need to enter your code to unlock the screen and access your phone.

   NOTE   If the wrong code is entered 5 times, the phone will be locked for 1 minute. If it's entered incorrectly again, it'll be locked for 2 minutes, then 4, then 8, and so on.

Guest access

Your Lock screen provides access to Kid's Corner. Guest access allows you to let others use your phone with only limited access. For more information on setting up and enabling guest access, see pages 34-35.

Changing your password security code

▸ Swipe down from the top of the screen, tap **ALL SETTINGS** ✿ > **lock screen > change password**. Enter your current password security code, then enter and confirm your new code.

Customizing the Lock screen

You can set the type of background you want for your Lock screen. In addition, you can set notifications to display in the action center, as well as display the artist when playing music. Setting choices depend on the type of Lock screen background you set.

1. Swipe down from the top of the screen, tap **ALL SETTINGS** ✿ > **lock screen**.

2. Tap **background** to set the app you want to use for your Lock screen background.

Getting to Know the Start Screen

The Start screen is your access point to all of the features on your phone. From this screen, use your pinned app Tiles, open your App list, and open the Notifications panel.

Status Bar
Displays the time and device status icons (e.g., signal, battery, etc.). It also opens the Notifications panel.

Swipe to the left to open the App list.

App Tile Icon
Tap any Tile to open and use it.

Back Button
Tap to back up one step at a time and close on-screen items such as pop-up messages, the on-screen keyboard, etc. Touch and hold it to see the list of apps currently running.

Search Button
Tap to search for information on your phone and on the web using Bing or Cortana. Touch and hold it to control your phone using voice commands.

Start Screen Button
Tap to immediately return to the Start screen.

Start screen Tiles

The Start screen is comprised of multiple Tiles of your apps and live feed information. Tap a Tile to open and use it. You can customize your Start screen Tiles by adding, moving, resizing, and deleting them for ease of access.

Apps: How to View, Open, and Switch

Your phone has two views, the **Start screen** and the **App list screen**. Swipe left and right to switch between them. You choose which app Tiles you want on your Start screen, but all of the apps on your phone, including any apps that you downloaded and installed from Store or other sources, are grouped together on the App list screen.

Start Screen   App List Screen

Tap to search for installed apps on your phone or search from Store.
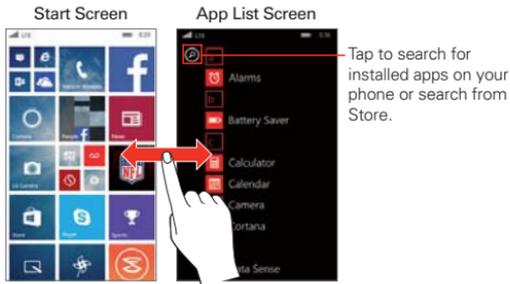
▸ **Start screen**: The animated live tiles show your missed calls and received messages, the latest news and weather forecasts, and more. Updates of your pinned contacts are shown on their Tiles and you can view your contacts' details directly from their Tile on the Start screen. Tap a Tile to open its corresponding app. Scroll up and down to access all of your pinned Tiles.

▸ **App list screen**: All of your apps are listed here in alphabetical order. To find an app you can scroll through the list, select from an alphabet grid, or type a search request. Tap an app to open it.

Finding your apps faster

While viewing the App list, try one of the following:

▸ Tap the **search** icon ⊘ (at the top of the App list screen), then enter the name of the app. As you type, search results display below the search box. Tap one or tap **search Store**.

▸ Tap a letter tile to display an alphabet grid, then tap a letter to quickly jump to the corresponding section in your App list.

Switching between multiple apps

1. Touch and hold the **Back button** ←. A screen opens and displays screenshots of each app that's currently open.

2. Tap the app you want to use, tap the **Close** icon ⊗ (at the top right corner of an app) to close it, or tap the **Back button** ← to return to the current screen.

Tap to close and
remove the app.

Tap an app to use it.

Swipe left or right to
view all of your open
apps.
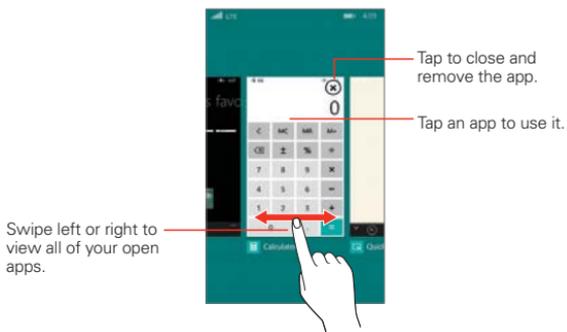
Customizing the Start screen

Your phone includes a wide variety of apps and you can download even
more apps to your phone. You can pin apps and feeds to your Start screen
and customize your screen for faster, more convenient access to the apps,
information, and connections you use most often.

Pin apps to the Start screen

On your phone, you can pin just about anything you want to your Start
screen, such as apps, albums, map locations, favorite websites, OneNote
notes, contacts, and a lot more. When you pin a contact to your Start
screen, you'll get all of that person's feed updates right from their Tile, and
you can call them with just two taps. Tons of other apps and websites also
come with Live Tile support, so you don't even have to open an app to see
notifications or other real time info.

To pin items to your Start screen, touch and hold its icon on the App list
screen, then tap **pin to start** in the context menu that appears.
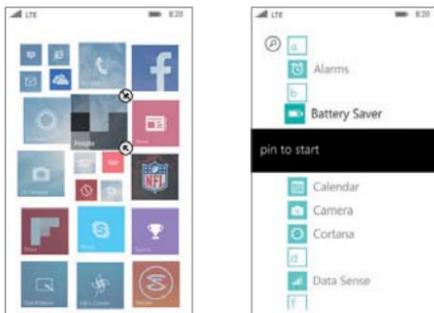
▸ If you'd like to move a Tile somewhere else on the Start screen, touch and hold the Tile, then drag it wherever you'd like.

▸ To remove a Tile, touch and hold it, then tap the **unpin** icon ⊗.

▸ To resize a Tile, touch and hold it, then tap the **resize** icon ◉ until the Tile changes to the size you want.

Changing the theme

Keep your Start screen feeling fresh by changing the screen's background and accent colors. The accent color you choose will appear in various places, like the Tiles on the Start screen, app icons, on web links, in messages, and more.

1. Swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > **start+theme**.

2. Choose the background and accent colors that you like by tapping their respective boxes.

Adding a Start screen wallpaper

Use any photo or image as the background image behind your Start screen Tiles.

1. Swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > **start+theme**.

2. Tap **choose photo**.

3. Find the photo you want to use, then tap it.

4. Zoom in or out to select the part of the photo you want to use.

5. When you're done, tap the **crop** icon ⊘.

Managing Notifications

Notification icons report the arrival of new messages, calendar events, alarms, as well as ongoing events, such as when you're on a call. When you receive a notification, the notification icon will be displayed in the Status Bar. You can open the Notifications panel to view a list of all of your recent notifications. Depending on your settings, you may hear a notification sound, and/or the phone may vibrate.

> **NOTE**   You can also set notifications to display in the action center at the bottom of your Lock screen (one detailed notification and up to five quick notification icons). Set them up from the **notifications+actions** setting and **lock screen** setting (under notifications).

To open the Notifications panel

Swipe down from the top of the screen to the bottom of the screen.

The Notifications panel displays a list of your current notifications, organized into ongoing and event-based notifications. It also includes a Quick settings bar (at the top of the panel) to allow you to quickly and easily change four settings that you choose.

> **NOTE**   You can access the complete Settings menu from the Notifications panel by tapping **ALL SETTINGS** ⚙ (at the upper-right of the screen).
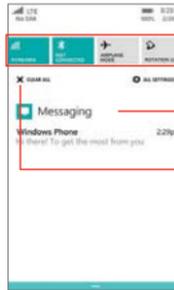
Quick Settings Bar

Settings Menu

Tap a notification to open it.

Clear
Tap to clear your list of
event-based notifications.

Start Screen   Notifications Panel

To respond to a notification

1. Open the Notifications panel. Your current notifications are listed in the panel, each with a brief description.

2. Tap a notification to view it.

To clear notifications

1. Open the Notifications panel.

2. Tap the **CLEAR ALL ✕**.
   All event-based notifications will be cleared; ongoing notifications will remain in the list.

To close the Notifications panel

Touch and drag the handle ▭ at the bottom of the Notifications panel to the top of the screen, flick the handle upward, or just tap the **Back button ←**. The panel will also close when you touch a notification.

Quick settings on the Notifications panel

The top of the Notifications panel includes a Quick settings bar. The icons in this bar provide a quick, convenient way to change their settings without accessing any apps.

Using the Quick settings icons

Tap any of the Quick settings icons to toggle through its available settings.

Swipe down from the top of the screen, then tap ALL SETTINGS ⚙ to access the complete Settings menu.

Customizing the Quick settings bar icons

You can set the icons displayed in the Quick settings bar.

1. Open the Notifications panel by swiping down from the Status Bar, then tap ALL SETTINGS ⚙ > notifications+actions

2. Tap the quick action icon you want to change, then tap the app you want to appear in its place.

3. Tap the Back button ← to return to the Notifications panel.

Searching Your Phone and the Web

You can search for information on your phone and on the web with Bing search.

Cortana

Cortana is personalized extension of Bing search. It's your personal assistant on your phone. Tap the Search button ⌕ in the Navigation bar at the bottom of the screen to access Cortana. The first time you access Cortana, you'll be prompted to answer a few questions just to get you started. Then, the more you use Cortana the more it learns about you so it can provide the most useful personalized results and even anticipate your needs before you ask.

Music
Tap to have Cortana listen to music and identify it for you.

Notebook
Tap to open Cortana's notebook to access **interests, remind me, quiet hours, inner circle, places, music searches** and **settings**.

Using Cortana

▸ Touch and hold the **Search** 🔍, then tell Cortana what you want.

▸ Tap the **Search** 🔍, tap the **microphone** 🎤, then tell Cortana what you want.

▸ Tap the **Search** 🔍 and type your request in the search box.

> **NOTE**   You can tap **see more** to see the types of things Cortana can do for you. Tap one to see some request examples.

Manual Bing search

If you don't use Cortana to perform your searches, you can type search terms in the Bing search box. As you enter text, the search app can provide suggestions so you don't necessarily have to type out your full request.

> **NOTE**   You can turn Cortana off by tapping the **Cortana** switch ▭ in the Cortana settings menu.

Phone and Web search using text entry

1. Tap the **Search button** 🔍 in the Navigation bar at the bottom of the screen to open Bing search.

Voice Search
Tap here to search by voice.

Search Box
Tap here to type your search request.

Scout
Tap here to use your location to
search nearby.

Vision
Tap here to scan items (such as a QR code).

Music
Tap here to search for music that
Bing listens to identify.
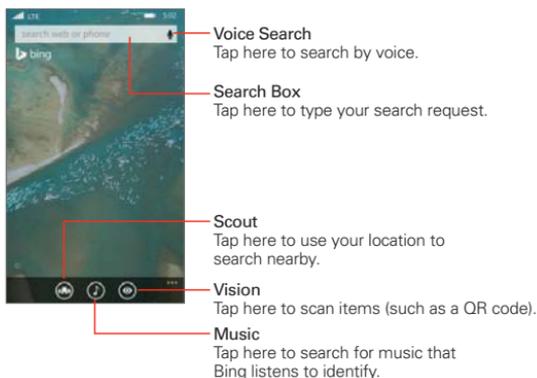
2. Enter the text you're searching for in the search box.

> **NOTE**   Tap one of Bing's icons instead to conduct its corresponding type of search.

Swipe here to switch search result
categories.

As you type, search results from your
phone, previous search terms, and
web search suggestions appear. Tap
an item to activate that search result.
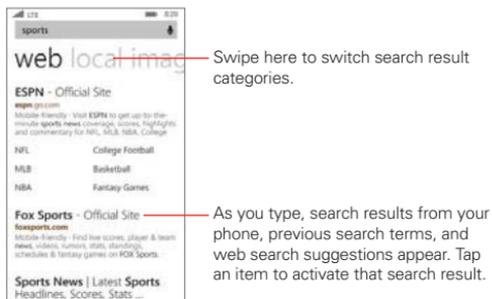
▸ Tap a suggestion below the search box.

   OR

▸ Tap the **Submit button** ➡ on the on-screen keyboard to search for the
   text you entered in the search box.

3. On the search results screen, swipe left and right to view the results by
   category.

Search preference settings

You can use the Search preference settings to configure some aspects of web search (for example, whether it makes suggestions below the search box as you type) and what phone features you want to include in your searches. To access these settings:

1. From the Bing search screen, tap the **Menu** icon ▓ > **settings**.

2. Set your search preferences, delete your search history, view your Bing rewards info., and view the privacy statement. Tap the **Back button** ← to exit.

Kid's Corner

Use Kid's Corner when you let kids use your phone. They'll only be able to use the apps, videos, games, and music that you've selected. Once you set it up, you can easily access Kid's Corner by swiping the Lock screen to the left.

Setting up Kid's Corner for the first time

1. Swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > **kid's corner**.

2. Your phone will guide you through the setup process, including setting the content that can be accessed and setting a password to keep guest kids from accessing your own Start screen.

3. Tap **launch kid's corner** to enable it immediately.

To return to your own Start screen

▸ Press the **Power/Lock Key** ▍ twice, then swipe up on your own Lock screen. If you've set a password, type it in.

To disable or enable Kid's Corner

1. On your own Start screen, swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > **kid's corner**.

2. Tap the **Kid's Corner** switch ▭▮ to toggle it **Off** or **On**.

Using Kid's corner

After you've set up and enabled Kid's Corner the Lock screen allows you to access it at any time.

1. Press the **Power/Lock Key** ▍ or use the KnockON feature to display your Lock screen.

2. Swipe to the left to display the Kid's Corner Lock screen, then swipe up to display the Kid's Corner Start screen with only the apps you've selected for their access.

To exit Kid's Corner, simply access the Lock screen again and enter your normal password security code, if you set one.

Apps Corner

Apps Corner allows you to let others use your phone without worry because you set what they can access.

To set up and access Apps Corner

1. Swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > **apps corner**.

2. Set the Apps Corner settings as desired.

   ▸ Tap **Apps** to select the apps allowed.

   ▸ Tap the switches ▭▮ to turn them On or Off.

‣ Tap **advanced** to set additional settings.

3. Tap the **launch** icon ⊕ to launch the Apps Corner.

To leave Apps Corner

‣ Press and hold the **Power/Lock Key** ▌, then swipe over to close Apps Corner.

Airplane Mode

Some locations may require you to turn off your phone's wireless connections by placing your phone in Airplane mode.

‣ Swipe down from the top of the screen, tap **ALL SETTINGS** ✿ > then tap the **airplane mode** switch ▭ to toggle it On.

   OR

‣ Swipe down from the top of the screen, then tap the **airplane mode** icon ✈ (in the Quick settings bar at the top of the screen).

> **NOTE**   Each of these access methods to toggle the setting on or off.

Finding Your Lost Phone

If you misplaced your phone, or if it's stolen, use **Find My Phone** to locate your phone. You can also lock or delete all of its data remotely. You need to have your Microsoft account activated on your phone to use this feature.

To sign into Find My Phone for the first time, or to find your phone

1. On your computer, go to www.windowsphone.com.

2. Sign in with the same Microsoft account as on your phone.

3. Select **Find My Phone**.

To change find my phone settings

You can set up **find my phone** to save your location every few hours, or to use push notifications instead of text messages to send commands (and

apps) to your phone faster and more economically. You'll change these settings on your phone, not on your computer.

▸ Swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > **find my phone**.

Connecting to Mobile Networks

When you buy your phone and sign up for service, your phone is configured to use your provider's mobile networks for voice calls and for transmitting data.
Different locations may have different mobile networks available. Initially, your phone is configured to use the fastest mobile network available for data. You can also configure your phone to access a different set of networks entirely, or to behave in specific ways when roaming.

When connected to slower networks, you may want to postpone using your phone for data-intensive tasks until you're connected to a faster network again or find a Wi-Fi network to connect to.

To disable data when roaming

You can prevent your phone from transmitting data over other carriers' mobile networks when you leave an area that's covered by your carrier's networks. You can still transmit data with a Wi-Fi connection when data roaming access is restricted. This is useful for controlling expenses if your cell plan doesn't include data roaming.

1. Swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > **cellular+SIM** > **Data roaming options**.

2. Tap **don't roam** to disable roaming.

Connecting to Wi-Fi Networks

To use Wi-Fi on your phone, you must connect to a wireless access point. Some access points are open and you can simply connect to them. Others are hidden or implement other security features, so you must configure your phone so it can connect to them.

When you connect to a Wi-Fi network, the phone obtains a network address and other information it needs from the network.

Turn off Wi-Fi when you're not using it, to extend the life of your battery.

To turn Wi-Fi on and connect to a Wi-Fi network

1. Swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > **Wi-Fi**.

   If the Wi-Fi switch is off, tap the switch ▭ to turn on Wi-Fi. Your phone scans for available Wi-Fi networks.

   OR

   Swipe down from the top of the screen, then tap the **Wi-Fi** icon ℝ (in the Quick settings bar) to turn it on.

2. Tap a network to connect to it.

   ▸ If the network is open, you can connect to the network directly by tapping the network name.

   ▸ If the network is secured, you'll be prompted to enter a password. (Ask your network administrator for details.)

   ▸ When you're connected to a network, you can tap the network name in the Wi-Fi settings screen for details.

To add a Wi-Fi network

You can add a Wi-Fi network so the phone will remember it, along with any security credentials, and connect to it automatically when it's in range. You can also add a Wi-Fi network manually if it doesn't broadcast its name (SSID).
To add a secured network, you need to contact the network's administrator to obtain the password or other required security credentials.

1. Tap **Wi-Fi** in the Settings menu, then turn on Wi-Fi, if it's not already on.

2. Tap **manage** > **add** ⊕.

3. Enter the Wi-Fi network name (SSID) of the network, then tap **add**.

4. If the network is secured, enter the required passwords, then tap the **done** button.

   The phone will connect to the wireless network. Any credentials that you entered are saved, so you're connected automatically when you come within range of this network.

To connect a Wi-Fi network manually

You can make the phone connect to a Wi-Fi network manually. For example, if you don't want the phone to connect to it automatically or if it's a network that you no longer use.

1. Tap **Wi-Fi** in the Settings menu, then turn on Wi-Fi, if it's not already on.

2. In the Wi-Fi screen, tap the name of the network that you want to disconnect.

3. Tap the **Connect automatically** check box to remove the checkmark.

USB Connection Mode

USB connection is a feature that allows your phone to connect to a computer using a USB Cable.

Transferring music files and videos between your phone and computer

Use a USB Cable to sync music and videos between your phone and computer.

1. Connect your phone to a compatible computer with a USB Cable.

2. In your computer's file manager, such as Windows Explorer or Finder, drag and drop your songs and videos to your phone.

> **TIP**   If your computer's operating system is Windows 7 or Windows 8, you can also use the Windows Phone app. Windows 8 installs the app automatically. With Windows 7, you can download it from www.windowsphone.com.

To access the USB settings for connection

1. Swipe down from the top of the screen, then tap **ALL SETTINGS** ✿ > USB.

2. The USB connection status is displayed. Checkmark the settings you want to enable.

Placing and Ending Calls

The Phone app is a Hub that allows you to dial phone numbers manually or make calls from your phone's memory.

To open the Phone app

‣ Tap > swipe over to the **App** list > **Phone** .

> **NOTE**   You can also tap the **Phone** Tile directly on the Start screen.

Using the Phone app hub

The Phone app tabs (**history** and **speed dial**) are at the top of the screen. Tap one or swipe horizontally to change tabs.

The icons in the bar at the bottom of the Phone app help you to place calls. Tap the **voicemail** icon to call your voicemail, the **keypad** icon to manually dial a number, the **phone book** icon to call from your People app, and the **search** icon to search for a stored number.

To place a call by dialing

1. Tap > swipe over to the **App** list > **Phone** to open the Phone app.

2. Tap the **keypad** icon at the bottom of the screen.
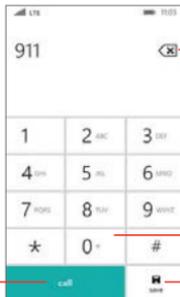
Delete Button
Tap here to delete incorrect number(s) (appears after you begin entering numbers).

Touch and hold 0 to enter the plus (+) symbol to dial an international number.

Call Button
Tap here to dial the number that you entered manually.

Save Button
Tap here to save the number you entered.

3. Use the keypad to enter the number you want to call.

▸ If you enter a wrong number, tap the **Delete button** ⌫ to erase digits one by one.

▸ To erase the entire number, touch and hold the **Delete button** ⌫.

▸ To dial an international number, touch and hold ⟨ 0 ⟩ to enter the plus (+) symbol. Then enter the international prefix for the country, followed by the full phone number.

4. Tap the **call button** call (on the keypad) to dial the number that you entered.

   ▸ Press the **Volume Keys** ▌ (on the side of the phone) to adjust the call volume.

   ▸ Use the on-screen buttons to enter additional numbers, place the call on hold to take another incoming call, add another call, use the speakerphone, end the call, and other options.

   ▸ You can use other phone features while the call is underway.

NOTE If you opened other apps while on a call, you'll need to return to the Call screen to end the call. To return to the Call screen, tap ▦, then tap the Phone Tile 📞, or tap the Status Bar to redisplay the Call screen.

You can make High-Definition Voice Calls and surf the web while you talk on the phone, when you add Advanced Calling to your line. Visit **verizonwireless.com/AdvancedCalling** to learn how.

To end a call

▸ Simply tap the **end call button** end call on the Call screen to end the call.

If you accessed other device functions while the call was in progress, return to the Call screen to end the call.

▸ Tap ▦, tap the Phone Tile 📞, then tap the **end call button**.

▸ Tap the Status Bar, then tap the **end call button**.

Speed dialing

Speed dials can be set up from either the People app or the Phone app, but can only be dialed from the Phone app.

To set Speed dials

▸ Tap ■ > swipe over to the **App** list > **Phone** 📞 > swipe to the **speed dial** tab > **add** ⊕ > select the contact you want to set.

OR

▸ Tap ■ > swipe over to the **App** list > **People** 👥 > tap the contact you want > touch and hold the number you want to set > tap **add to speed dial**.

To call Speed dials

▸ Tap ■ > swipe over to the **App** list > **Phone** 📞 > swipe to the **speed dial** tab > tap the Speed dial contact you want to call.

Answering or Rejecting Calls

When you receive a phone call, the Incoming call screen opens with the caller ID and any additional information about the caller that you've saved in the People app. All incoming calls are recorded in the **history** tab of the Phone Hub.

To answer a call

▸ Tap the **answer button** answer on the Incoming call screen. If the screen is locked, slide the screen up, then tap the button.

> **NOTE** To silence the incoming call ringer, press either of the **Volume Keys** .

Unlocked Screen   Locked Screen

Text Reply Button
Tap to send a quick message to the caller and forward them to your voicemail.

Ignore button
Tap to ignore the call and send the caller directly to your voicemail box to leave a message.
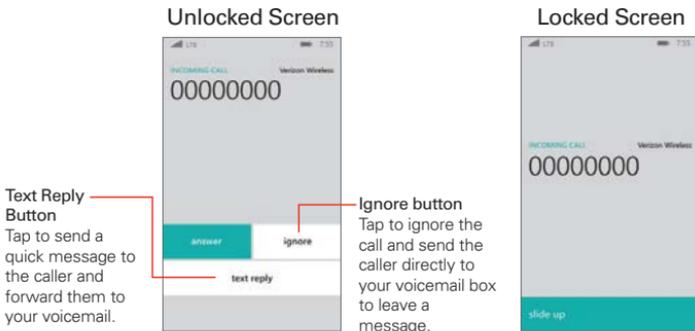
To ignore a call and divert it to voicemail

▸ Simply tap the **ignore button** if the screen is unlocked. If it's locked, slide the screen up, then tap the **ignore button**.

To ignore a call and send a text message

▸ If the screen is unlocked, tap the **text reply button**, then tap the text message you want to send in place of answering the call. If it's locked, slide the screen up, tap the **text reply button**, then tap the reply you want to send.

Options During a Call

Speaker Button
Tap here to turn the speakerphone on or off. The button is blue when it's on.

Hold button
Tap to place the call on hold.

Mute Button
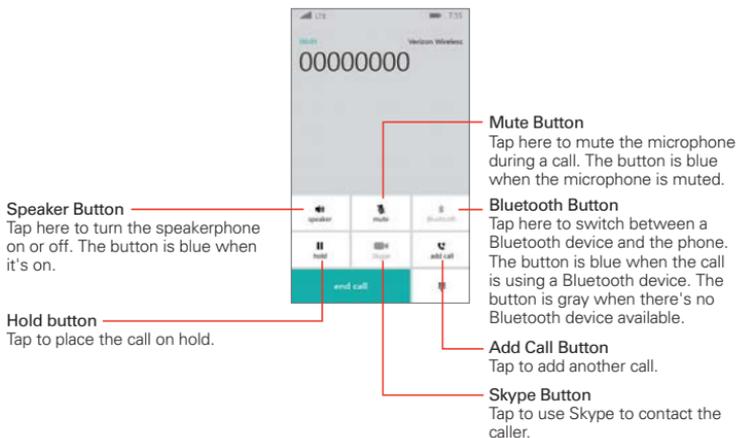Tap here to mute the microphone during a call. The button is blue when the microphone is muted.

Bluetooth Button
Tap here to switch between a Bluetooth device and the phone. The button is blue when the call is using a Bluetooth device. The button is gray when there's no Bluetooth device available.

Add Call Button
Tap to add another call.

Skype Button
Tap to use Skype to contact the caller.

To mute the microphone

▸ Tap the **mute button** 🎤 on the Call screen to mute the microphone (the button turns blue), then tap it again to unmute it.

The microphone is unmuted automatically when the call ends.

To turn the speakerphone on or off

▸ Tap the **speaker button** 🔊 on the Call screen to turn the speakerphone on (the button turns blue), then tap it again to turn it off.

The speakerphone is turned off automatically when the call ends.

WARNING!

To avoid damage to your hearing, don't hold the phone against your ear when the speakerphone is turned on.

To switch between a Bluetooth headset and the phone

When a Bluetooth headset is paired and connected to your phone, you can conduct calls on the headset for hands-free conversation. During a call, you can opt to use the Bluetooth headset or just the phone.

▸ Tap the **Bluetooth button** 🔅 on the Call screen to switch the call from the phone to the Bluetooth device, or vice versa.

OneDrive

Store your items in the clouds. You don't need to worry about freeing memory for your favorites.

OneDrive is cloud storage for all of your documents and photos, so you can access, share, or restore them if needed. You can also set it to back up your items automatically, so when you take a photo or a video, it's copied to your cloud album.

With OneDrive, you can access your photos, documents, and more from your phone, tablet, or computer. Depending on the app, you can even continue working on a document right from where you left it earlier.

There are several places where you can access your items on OneDrive.

You can save photos to OneDrive in the Photos Hub and manage your office documents in the Office Hub.

> **TIP**　To easily manage your items in the cloud using your phone, you can download the OneDrive app from Windows Phone Store.

Save your photos and other items to OneDrive

You can upload files saved on your phone to OneDrive for easy access from your phone, tablet, or computer.

You need a Microsoft account to connect to OneDrive.

1. Tap 🔳 > swipe over to the **App** list > **Photos** 🔲 > select 🗐, then tap the item(s) you want to upload.

2. Tap the **share** icon 🔄 > **OneDrive** > the destination folder > **add** ⊘.

> **TIP**　To set your phone to automatically upload photos or video s to OneDrive, from the Start screen, swipe left, then tap **Settings** ⚙ > **photos+camera** > **OneDrive** > tap the auto upload setting you want to use.

Save an Office document to OneDrive

Tap the **Office** Tile 🔳 on the Start screen, swipe to the **places** tab, then tap **phone**. Touch and hold the file you want to save, then tap **save to...** > **OneDrive**.

> **TIP** You can also save a document to OneDrive while working on it. Tap the **Menu** icon ▪▪▪ >
> **save as...**, then switch the Save to location from **phone** to **OneDrive**. If you change the
> Save to location, it changes the default location for all files.

Share your photos and documents between your devices

With OneDrive, you can easily access your photos, documents, and other items you've uploaded from any of your devices.

To upload your photos, documents, or other items saved on your phone, tablet, or computer to OneDrive, you need to sign in to your Microsoft account. To access the uploaded content on another device, you need to sign in to the same Microsoft account that was used when uploading the content.

To upload or download content, you need an Internet connection. If you don't have a data plan, the data transmission costs may pile up quickly. For information about possible data costs, contact your network service provider.

There are several places where you can access your items on OneDrive. On your phone, you can check your photos and videos in the Photos Hub, or open your Office documents in the Office Hub. You can also download the OneDrive app from Windows Phone Store to see and manage all types of files on your phone.

On your tablet or computer, you can either manage your items online at www.OneDrive.com, or you can use the OneDrive app and access OneDrive straight from your desktop. If you don't yet have the OneDrive app, you can download and install it from www.OneDrive.com.

> **TIP** With the OneDrive app on your computer, you can simply drag and drop the files you
> want to upload to the OneDrive folder in the file manager, such as Windows Explorer or
> Finder, and the files are automatically uploaded to OneDrive.

Store

Store allows you to browse and search for free and paid apps.

▸ Tap ⊞ > swipe over to the **App** list > **Store** ⊞.

Using services or downloading content may cause the transfer of large amounts of data, which may result in data costs. If you're trying to download an app larger than 50 megabytes (MB)—this applies to many games—you'll need to connect to a Wi-Fi network, or connect the phone to your computer and use the Zune software.

Browse or search in Windows Phone Store

Check out the latest and most downloaded apps, games, and other items recommended for you and your phone. Browse different categories, or search for specific items.

▸ Swipe left or right to see more categories and items.

▸ Tap the **Menu** icon ⋯ to access **my apps, downloads**, and **settings**.

▸ Tap an app to view it. The App details screens include a description, ratings, reviews, comments, and related information about the app. From this screen, you can download, install, uninstall, rate the app, and more. Tap the **Menu** icon ⋯ to access **home, my apps, downloads**, and **settings**.

To search for apps

Tap the **search** icon ⊘, enter your search words, then tap the **Go button** ➔ on the keyboard.

To download and install an app

When you find an app you want, you can download and install it on your phone.

NOTE   Before you can download a paid app, you must set up a billing arrangement.

Buy/Try/Install Button —
Tap **buy** if the item has a
price, or tap **try** to try the
item for free for a limited
time. If the item is free, tap
install.

Menu Icon
Tap to access the Store
options menu.

Share Button
Tap to share the app details
information with your friends.

To see your ongoing and previous downloads

Tap ▦ > swipe over to the **App** list > **Store** ▦ > **Menu** ▦ > **downloads**,
then swipe to the **downloads** tab to see the ongoing downloads. Swipe to
the **history** tab to see your previously downloaded apps, games, and other
content.

Web Browser

The Internet Explorer app allows you to access the Internet from your
phone. Access and selections within this feature are dependent upon your
service provider. For specific information on Internet access through your
phone, contact your service provider.

> **NOTE**   You may incur additional charges for accessing the web and downloading media. For
> details, contact your service provider.

Browse web pages

1. Tap ▦ > swipe over to the **App** list > **Internet Explorer** ▦.

2. Tap the URL input field (at the bottom of the screen) to access a specific
   web page. Enter the web address (URL) of the web page, then tap the
   Go button ➜ (on the on-screen keyboard).

3. Tap the **Menu** icon ▦ to access the Options menu.

URL Input Field (address bar)
Tap here to enter a web address for the web page you want to access.

Search within a web page

1. From the web page you want to search, tap the **Menu** icon ▦, then tap **find on page**.

2. Type the text you're looking for in the search bar above the keyboard, then tap the **enter button** ⏎ (on the keyboard). Matches are highlighted on the page.

   ▸ Tap the **previous button** ◁ and the **next button** ▷ to go to each match.

To zoom in or out

Place two fingers on the screen, and slide your fingers apart or together. You can also double-tap the screen to zoom.

Browse with tabs

Your phone can display web pages in a tab format allowing you to browse several web pages simultaneously either from the Internet Explorer app or your open apps screen.

Create a new tab

From the Internet Explorer app, tap the **tabs** icon ⦿ > **new** ⊕, then access the web page you want.

Add a website to your favorites

If you visit the same websites all the time, add them to your favorites, so you can access them quickly.

From the Internet Explorer app, tap the **Menu** icon ⬛ > **add to favorites** > edit the name of the website if you want, then tap the **done** icon ⊘.

> **TIP** To open the favorites you added before, tap the **Menu** icon ⬛ > **favorites**, then tap a saved website.

To delete browser history

If you want to delete your browser history of the websites you searched in the past, as well as your temporary internet files, tap the **Menu** icon ⬛ > **settings** > **delete history** > **delete**.

Create a new tab for browsing in private

▸ From the Internet Explorer app, tap the **tabs** icon ⬕ > **Menu** ⬛ > **new inprivate tab**.

When browsing in private mode, your browsing history, cookies, and cache are automatically cleared once you've closed all of your private tabs.

Switch to another tab

▸ From the Internet Explorer app, tap the **tabs** icon ⬕ to open recently used tabs. Swipe to the tab that you want, then tap it.

▸ Touch and hold the **Back button** ← to view all of your open apps and tabs. Tap a website tab to open it.

Close your tabs

▸ From the Internet Explorer app, tap the **tabs** icon ⬕ to open recently used tabs. Swipe to the tab that you want to close, then tap the **close** icon ⊗ (in the tab's top corner).

Add a webpage to your Start screen

Save time by pinning web pages that you use frequently to your Start screen.

▸ On the website you want, tap the **Menu** icon ⬛ > **pin to start**.

People

The People app allows you to store names, phone numbers, and other information in your phone's memory. It's a hub that allows you to add, view, and communicate with your friends, acquaintances, and associates. Besides your alphabetical list of contacts, it includes sections for **What's new, Rooms**, and **Groups** to organize and access information for the people in your life.

To open your People app

▸ Tap ⊞ > swipe over to the **App** list > **People** 🫂.

> **NOTE**   You can also tap the **phone book** icon ⊚ (at the bottom of the Phone app screen).

If you have a new phone and haven't added any contacts yet, the People app will display hints on how to start adding contacts to your phone.

Integrate Social Networks

Adding your email accounts and social networks is the easiest way to get your contacts set up on your phone.

1. Tap ⊞ > swipe over to the **App** list > **People** 🫂.
2. Tap ▦ > **settings**.
3. Tap **add contacts** > **add an account**.
4. Add the desired social networking account.

Using the People Hub

When you open the People app, your contacts list is displayed. Swipe sideways to use other sections of the Hub.

Here's a quick rundown of the different sections of your People Hub.

▸ **Contacts** – Tap a name to call, text, chat, email, or see social updates. To make the list more manageable, set filters—just tap **showing** at the top of the list. You'll always be able to find filtered contacts by searching.

▸ **What's new** – Here's where you can check out all of your contacts' latest updates, pulled together from social networks, including Facebook, Twitter, and LinkedIn.

▸ **Rooms and Groups** – Get to your Rooms and Groups and create new ones from here. Tap into a room to start a chat or check out the calendar, notes, or photo album. Or open up a group to see what's new with the members or send them a quick group email or text.

To search for a contact

▸ Tap ▮▮ > swipe over to the **App** list > **People** 👥 > **search** 🔎 > enter the contact name. Search results are listed in alphabetical order below the search box as you type. Tap one to select it.

To jump to a letter of the alphabet in your contacts list

Instead of scrolling through your entire contacts list, jump straight to the section you want.

▸ Tap any letter of the alphabet along the left side of the contacts list to display an alphabet grid. Tap a letter to jump to that point in your contact list.

To add a new contact

1. Tap ▮▮ > swipe over to the **App** list > **People** 👥 > **new** ⊕.

2. If you have more than one account on your phone, tap **Save to**, then choose the account you want. This will be your new default account, until you change it again.

3. Enter the required fields and all of the details you want.

4. Tap the **save** icon 🖫.

To edit a contact

1. Tap ▦ > swipe over to the App list > **People** 🔏.

2. Swipe over to **Contacts**, tap the contact you want to edit, then tap the **edit** icon ⊘.

3. Enter your changes then tap the **save** icon ⊞ to save.

To delete a contact

1. Tap ▦ > swipe over to the App list > **People** 🔏.

2. Swipe over to **Contacts**, touch and hold the contact you want to delete, tap **delete** in the Context menu, then tap **delete** to confirm.

Use Rooms and Groups

Rooms and Groups in your phone cut through contact clutter so you can stay in touch with the people who matter most—family, friends from the neighborhood, your book club, etc. Use Rooms to share things and chat with the folks you invite. Add people to Groups to stay current with their social updates, or message them all at once.

To set up the Family Room on a new phone

1. Tap ▦ > swipe over to the App list > **People** 🔏.

2. Swipe over to **Rooms**, then tap **Family Room**.

3. Tap **invite someone**, then find the person you want to invite in the contacts list. You'll only see contacts that have mobile phone numbers listed.

4. Tap your contact's name, then tap **send**. Your contact will get a text message inviting them to join the room. When they join, the room will be set up on their phone.

5. Tap the **done** icon ⊘.

To create a new room

1. Tap ▦ > swipe over to the App list > **People** 🔏 > swipe over to **Rooms**.

2. Tap the **new** icon ⊕.

3. Tap **Room**, enter the name you want to use, then tap the **save** icon ⊞.

Email

Some email accounts include not just email, but contacts, calendars, tasks, and other features that may also appear on your Windows phone when you add the account. By default, your email syncs automatically with your phone. You can change how often you want each account to sync, and you can start the process manually.

To set up an email account

1. Swipe down from the top of the screen, tap **ALL SETTINGS** ⚙, then tap **email+accounts**.

2. Tap **add an account**.

3. Tap the account type you want to add.

4. Enter the email address and password for the account you'd like to use on your phone, then tap **sign in**.
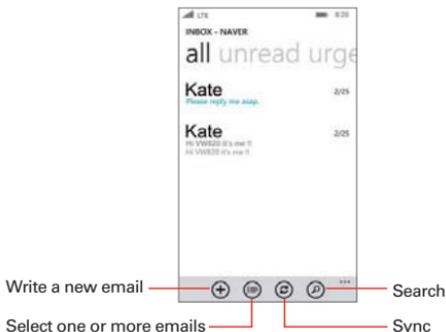
To sync an email account

▸ Tap ▦ > swipe over to the **App** list > tap the email account app you want to sync > **sync** ⟳.

> **TIP**   To change the sync settings, tap the **Menu** icon ▪▪▪ in the mail box screen, then tap **settings** > **sync settings** > set the desired fields as you want.

Send or delete an email

After you set up an email account on your phone, you can send (or delete) emails from that account.

Write a new email ——————⊕   Search

Select one or more emails ——————   Sync

To write a new email

▸ Tap the **new** icon ⊕ > enter in the email address, subject, and message > then tap the **send** icon 📧.

> **TIPS** • Tap the **attach** icon 🔘 to attach attachment files.
>
> • Tap the **close** icon ⊗ to discard the message.
>
> • Tap the **speak** icon 🔘 to enter messages using your voice.
>
> • Tap the **Menu** icon ⋯ to access **priority** and **show cc & bcc**.

To search the message

Tap the **search** icon 🔍 in the mail box screen, then enter the text you're looking for. The matches are listed as you type each letter.

To reply to or forward an email

1. Tap ⊞ > swipe over to the **App** list > tap the email account app you want to access.

2. Tap the email you want to read.

3. Tap the **respond** icon ↩, tap **reply, reply all,** or **forward**.

4. Write your message, then tap the **send** icon 📧.
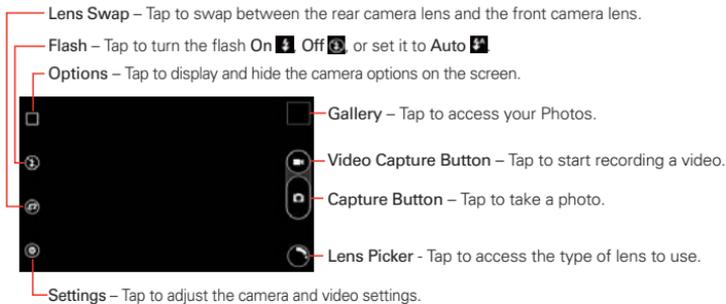
Camera and Video

LG Camera

You can use the LG Camera app to take and share pictures and videos.

> **NOTE** Be sure to clean the protective lens cover with a microfiber cloth before taking pictures. A lens cover with smudges from fingers can cause blurry pictures with a "halo" effect.

To open the Camera app

▸ Tap ⬛ > swipe over to the **App** list > **LG Camera** 🔵.

Getting to know the viewfinder

Lens Swap – Tap to swap between the rear camera lens and the front camera lens.

Flash – Tap to turn the flash **On** 🔦, **Off** 🔦, or set it to **Auto** 🔦.

Options – Tap to display and hide the camera options on the screen.

Gallery – Tap to access your Photos.

Video Capture Button – Tap to start recording a video.

Capture Button – Tap to take a photo.

Lens Picker - Tap to access the type of lens to use.

Settings – Tap to adjust the camera and video settings.

Taking Pictures

Taking pictures with your phone's built-in camera is as simple as choosing a subject, pointing the lens, and tapping a button icon. When you take a picture, the Auto-focus (AF) function operates automatically to allow you to see a clear image.

To take a picture:

1. Tap ⬛ > swipe over to the **App** list > **LG Camera** 🔵.

2. Frame your subject on the screen.

   ▸ Tap the screen where you want the focus, if necessary. A square around the subject indicates that the camera has focused.

  ▸ Place two fingers on the screen and spread them apart to zoom in (a
    zoom bar indicates the zoom level) and pinch in to zoom back out.

3. Tap the **Capture button** 🔘 (if shown). Or tap the subject to take the
   picture. Your picture will be automatically saved to the Photos app.

> **NOTE**   The captured image retains the orientation in which it was taken. If you hold the phone
>   both vertically and horizontally to take pictures, you'll need to rotate the phone to view
>   full screen images in the Photos app.

> **TIP**   While viewing a photo, you can tap the **Menu** icon ⋮ > **edit** ⊘ > **rotate** 🔄 to manually
>   change its orientation. Tap the **save** icon 💾 to save the changed orientation.

Record Videos

In addition to taking pictures, you can record, view, and share videos with
your phone's built-in video camera.

1. Tap ⊞ > swipe over to the **App list** > **LG Camera** 📷.

2. Frame your subject on the screen.

3. Tap the **Video Capture button** 🎥 to start recording the video.

   ▸ The length of the recording is displayed at the upper-right corner of
     the screen.

   ▸ You can tap the **Capture button** 🔘 to take pictures while you're
     recording video.

   ▸ You can use the pinch gesture to use the dynamic zoom feature while
     you're recording video. Spread your fingers on the screen to zoom in
     and pinch to zoom back out.

4. Tap the **Stop button** ⏹ to stop recording. Your video will be automatically
   saved to the Photos app.

Save your photos and videos to a memory card

If there's a memory card in your phone, you can save the photos and videos
you've taken to the memory card.

1. Swipe down from the top of the screen, then tap **ALL SETTINGS** ⚙ >
   storage sense.

2. Tap **Store new photos on my** (or **Store new music, videos, and podcasts on my**), then tap **SD card**.

Save the photos you've taken earlier to a memory card

In the Photos app, tap the **select** icon , tap to select each photo you want, then tap the **Menu** icon > **save to SD card**.

Lense picker

Use **Lens picker** to do more with the images you capture. Depending on the lens you choose, you can use your images for specific apps (such as Twitter), manipulate them with enhancement apps, recognize bar codes, scan documents, translate text, and much more. A wide variety of lens apps are available. Tap the **Lens picker** icon on the Camera's viewfinder to select one to use or tap **find more lenses** to download additional lens apps from Store.

Camera and video settings

Open the **LG Camera** app, tap the **Menu** icon , then tap each of the following icons to adjust the settings to your preferences.

> **NOTE**   Some settings will display an information pop-up the first time you select its icon.

‣ **Flash** : Tap to turn the flash **On** , **Off** , or set it to **Auto** .

‣ **Lens swap** : Tap to swap between the rear camera lens and the front camera lens.

‣ **Settings** : Tap to adjust the following camera and video settings.

  • **Resolution**: Sets the resolution of your pictures and videos.

  • **Cheese shutter**: Tap to take pictures with voice commands. When On, you just say "**Cheese**", "**Smile**", "**Whiskey**", "**Kimchi**", or "**LG**" to take a picture. Choose **On** or **Off** .

  • **Timer**: Sets your camera's timer. This is ideal if you want to be a part of the picture or video. Choose from **Off** , **3 seconds** , or **10 seconds** .

- **Frame grid**: Tap to set an overlay grid on the viewfinder to help you take better pictures and videos by allowing you to align your subject with the horizontal or vertical lines. Tap the icon ⊞ to toggle the grid on or off.

- **Help**: Displays a quick guide so you can learn how each camera function works.

Taking a photo with a gesture

The Gesture shot feature allows you to take a picture with a hand gesture using the front camera.

1. Activate the front camera lens.

2. Raise your hand, with an open palm, until the front camera detects it (a box appears on the screen).

3. Make a fist to start a countdown before the shot is taken (allowing you time to position yourself).
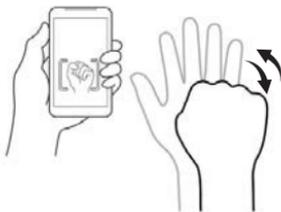
Play a Video

1. Tap ▦ > swipe over to the **App** list > **Photos** ▣ > swipe to the **albums** tab > tap **Camera Roll** to view videos stored in your phone's internal memory or microSD card (external memory).

   TIP   The pictures and videos in the album are displayed in chronological order.

2. Tap the video you want, then tap the **play** icon ▶ to play it.

   ▸ Tap the video while it's playing to view the playback controls.

   ▸ While playing a video, tap the timeline to jump to that part of the video.

‣ While playing a video, press the **Volume Keys** ▏ to adjust the volume.

Dual Play

Dual Play connects two devices using a USB cable or a wireless connection allowing you to view content on a different screen. The connectable device can be a TV or a monitor. Viewable content can come from the Photos app however not all videos are supported by Dual Play.

To start Dual Play

1. Swipe down from the top of the screen, tap **ALL SETTINGS** ⚙ > **project my screen**.

2. Tap the supported device you want to connect to (the monitor plays the video and the phone's Photo app displays an empty screen).

Photos and Videos

Open the Photos app to view, share, and edit your pictures and videos. Tap ⊞ > swipe over to the **App** list > **Photos** 回 to open it.
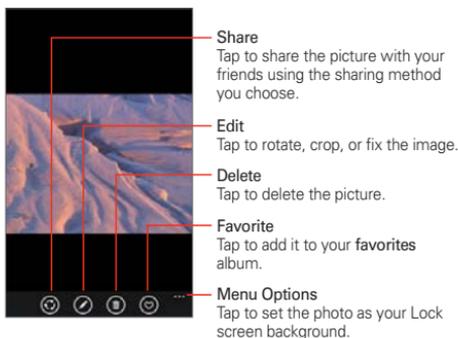
The Photos app presents all of the pictures and videos stored in your phone, including those you've taken with the Camera app and those you downloaded from the web or other locations. When another app saves a picture, it automatically creates a download folder to contain the picture (e.g., capturing a screen shot creates the Screenshots folder).

‣ Swipe the screen to change the view mode. View tabs are listed across the top of the screen. Choose from **all, albums,** and **favorites**.

‣ Tap a picture or video in any album folder to view it.

‣ Swipe to the **all** view mode, tap the **select** icon ◉ > **Menu** ⬛ > **select all** to select all of your photos, then tap an action icon at the bottom of the screen.

View your pictures and videos

The Photos app is where you can access your stored camera images. You can share them with your friends, as well as delete and edit them.

1. Tap ■ > swipe over to the **App** list > **Photos** ▣ > swipe to the **albums** tab > **Camera Roll**.

2. Tap an image to view your picture or video.

Share
Tap to share the picture with your friends using the sharing method you choose.

Edit
Tap to rotate, crop, or fix the image.

Delete
Tap to delete the picture.

Favorite
Tap to add it to your **favorites** album.

Menu Options
Tap to set the photo as your Lock screen background.

Pinch-to-zoom

You can change the zoom level for your photos using the pinch-to-zoom feature. Spread your fingers on the screen to zoom in and pinch in to zoom back out.

Set a picture as your Lock screen wallpaper

After taking a picture, assign it as the background image (wallpaper) for your Lock screen.

1. Tap ■ > swipe over to the **App** list > **Photos** ▣ > swipe to the **albums** tab > **Camera Roll**.

2. Tap an image to view it.

3. With the picture displayed, tap the **Menu** icon ▦ > **set as lock screen**.

4. Crop the image, if necessary, then tap the **crop** icon ⊘.

Music

Your music library

The Music app is a Hub where you can access your music collections and also use Xbox music to add and buy music files. Tap the **Menu** icon ▦ to access the Music Hub settings menu. Your music files are organized in music collections that include **artists, albums, songs, genres, playlists,** and **radio**. After you tap a collection, you can swipe between the music tabs.

▸ Your songs and artists items are listed in alphabetical order within each collection tab. An alphabetical search directory is displayed along the left side of the screen. Slide your finger along it to quickly access specific letter entries.

▸ Tap a song to play it, or playlist to select it, then tap a song.

To search

From the Music Hub, you can search for music within your collection. Tap the **search** icon ⊘ then enter text in the search box. Matches are displayed below the search box for you to select. If no matches are found in your collection, you can tap **Search more in Store**.

To delete a song

Touch and hold a song in the Music collection list. In the Context menu that opens, tap **delete**, then tap **ok.**

To play music

1. Tap ▦ > swipe over to the **App** list > **Music** 🎧.
2. Tap a music collection.
3. Find the song or playlist you want to play, then tap it.

Playback Screen

Music Player Control Icons
Tap here to restart, pause,
play, or skip.

To control playback

The Playback screen contains several icons that you can tap to control the playback of songs, albums, and playlists:

⏸	Tap to pause playback.
▶	Tap to resume playback.
⏭	Tap to skip to the next track in the album, playlist, or shuffle. Touch and hold to fast-forward.
⏮	Tap to restart the current track or skip to the previous track in the album, playlist, or shuffle. Touch and hold to rewind.
⋯	Tap to open the Options menu.
☰	Tap to open the current playlist.
✕	Tap to play the current playlist in shuffle mode (tracks are played in random order).
↻	Tap to set the repeat setting by toggling through Repeat all ↻, Repeat once ↻, and Repeat off ↻.

To control volume

▸ Press the phone's **Volume Keys** to adjust the volume.
The current media volume is displayed on the top of the screen as you press them. Continue pressing the **Volume Keys** to set the volume you want.

To create a playlist

1. Tap ▦ > swipe over to the **App** list > **Music** 🎧 > swipe to the **COLLECTION** tab > **playlists** > **new** ⊕.
2. Enter a name for the playlist, then tap the **accept** icon ⊘.
3. Checkmark the songs you want to add to a playlist, then tap the **save** icon ⊞. The new playlist is added to the **Playlists** tab.

To add a song to a playlist

1. From a Music collection, touch and hold the song you want to add to a playlist.
2. In the Context menu that opens, tap **add to...**, then tap the name of the playlist you want to add it to.

To remove a song from a playlist

1. Open the playlist you want to change.
2. Tap the **select** icon ⊜, then select all of the music files you want to delete.
3. Tap the **delete** icon ⊙ to delete it.

To delete a playlist

1. Open the **Playlists** collection.
2. Touch and hold the playlist, then tap **delete** in the Context menu that appears.
3. Tap **ok** to confirm.

To delete multiple songs

▸ Open the Music collection, tap **songs**, tap the **select** icon ⊜. Checkmark each of the songs you want to delete, tap the **delete** icon ⊙, then tap **ok** to confirm.

To add ringtones

1. Connect your phone to a compatible computer with a USB cable.
2. In your computer's file manager, such as Windows Explorer or Finder, drag and drop your songs to the Ringtone folder on your phone.

3. Swipe down from the top of the screen, tap **ALL SETTINGS** ✿ > **ringtones+sounds** > **Ringtone**, then select the song you've copied.

QuickMemo

The QuickMemo feature allows you to create memos and capture screen shots. You can use QuickMemo to easily and efficiently create memos during a call, with a saved picture, or on the current phone screen.

To create a QuickMemo

1. Tap ⊞ > swipe over to the **App** list > **QuickMemo** 🔲.

2. Use the toolbar options at the bottom of the screen (e.g., pen type and color) to create your memo.

3. When your memo is complete, tap the **Menu** icon ⋯ > **Save to Photos** to save it to your **QuickMemo** album in the Photos app.
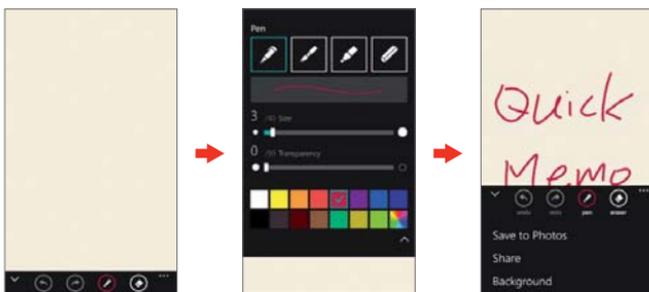
> **NOTE**   Please use a fingertip (not your fingernail or any other rigid object) while using the QuickMemo feature to avoid scratching your phone's screen.

Capturing a screen shot for your QuickMemo

1. Access the screen you want to capture (for example, access the Maps app to capture a street location to help with directions).

2. Press and hold both of the **Volume Keys** at the same time.

3. Use the toolbar options to create your memo on the captured screen.

4. Tap the **Menu** icon ⋯ > **Save to Photos**. It'll be stored in the **QuickMemo** folder in the Photos app.

Using QuickMemo toolbar options

The QuickMemo toolbar options (at the bottom of the screen) allow you to easily create memos.

- **Hide**: Tap to hide the toolbar options bar, and tap the **show** icon ⌃ to redisplay it.
- **Undo**: Tap to undo the most recent action.
- **Redo**: Tap to redo the most recently deleted action.
- **Pen**: Tap to select the pen type, size, transparency, and color. Tap the **show** icon ⌃ to return to your memo (or tap the memo background).
- **Erase**: Tap to erase pen marks from the memo.
- **Menu**: Tap to access additional options.

QuickMemo Menu Options

From the QuickMemo screen, tap the **Menu** icon ⋯ to access **Save to Photos, Share**, and **Background**.

- ▸ Tap **Save to Photos** to save the memo you've created to the **QuickMemo** folder in Photos app.
- ▸ Tap **Share**, then complete the sharing method as necessary to share your QuickMemo.
- ▸ Tap **Background** to set the paper background for your memo.

To Exit the QuickMemo feature

Tap the **Back button** ← to exit the QuickMemo feature.

Viewing saved QuickMemos

QuickMemos are saved in the Photos app.

- ▸ Tap ⊞ > swipe over to the **App** list > **Photos** ▣, swipe to the **albums** tab, then tap the **QuickMemo** album.
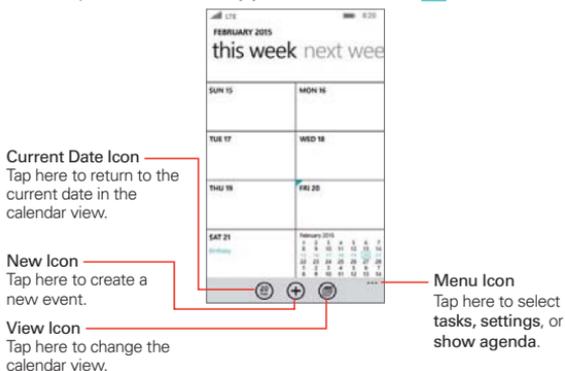
Calendar

Viewing your Calendar and events

The Calendar app allows you to track your schedule of events (that you created or that you've been invited to), organized by day, week, month, year, or agenda.

To open the Calendar app

▶ Tap ▇ > swipe over to the **App** list > **Calendar** ▇.

Current Date Icon
Tap here to return to the current date in the calendar view.

New Icon
Tap here to create a new event.

View Icon
Tap here to change the calendar view.

Menu Icon
Tap here to select **tasks**, **settings**, or **show agenda**.

To change your calendar view

No matter where you are in the Calendar app, you can easily switch calendar views. Simply tap the **view** icon ⊙, then tap **day, week, month,** or **year.** You can also display your agenda and list of tasks which you added to your calendar. Tap the **Menu** icon ⋯ > **show agenda** or **tasks.**

Adding an event to your calendar

1. Tap ▇ > swipe over to the **App** list > **Calendar** ▇.

2. Set the date to create a new calendar event.

   ▶ Tap the **new** icon ⊕ from any of the calendar views, and manually enter the event date.

OR

▸ Tap the date in the day calendar view to automatically enter the event date.

3. Tap the necessary fields to enter the event details.

   ▸ **Subject** identifies the event.

   ▸ **Location** identifies where the event takes place.

   ▸ **Date** sets when the event occurs.

   ▸ **Time** identifies it as an all-day event or sets when the event starts.

   ▸ **more details** sets more information about the event, such as Reminder, Occurs, Attendees, etc.

4. Tap the **save** icon ⓑ to save the event in the calendar.

> **TIP**   To edit an event, touch and hold the event you want, tap edit, edit the details as necessary, then save it.

Sharing the event

When creating an event, tap **more details** > **add someone** > **add someone**, select the contacts you want, then tap the **save** icon ⓑ.

You can send meeting invitations to contacts who have an email address.

Viewing event details

You can view more information about an event in a number of ways, depending on the current calendar view.

Days with saved calendar event(s) are indicated with text and color within the selected calendar.

▸ In Day or Week view, tap an event to view its details.

▸ In Month view, tap a day to display the event(s). Tap an event to view its details.

Edit Icon
Tap here to edit the event.

Delete Icon
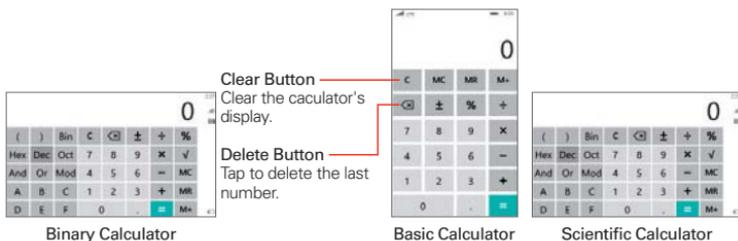Tap here to delete the event.
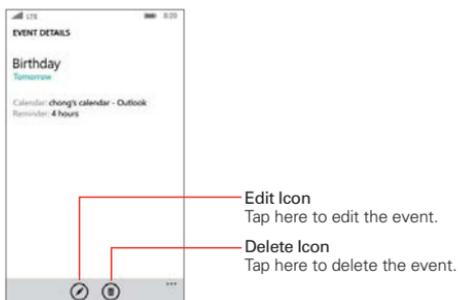
Calculator

The Calculator app allows you to perform mathematical calculations using a standard calculator or a scientific calculator.

To open the Calculator

▸ Tap ■ > swipe over to the **App** list > **Calculator** ▦.

Clear Button
Clear the caculator's display.

Delete Button
Tap to delete the last number.

Binary Calculator   Basic Calculator   Scientific Calculator

▸ Tap the calculator buttons to enter numbers and arithmetic operators on the calculator's display, just like you would use a normal calculator.

▸ To switch between the **Scientific calculator**, **Basic calculator** and the **Binary calculator**. Rotate your phone to landscape mode or portrait mode.
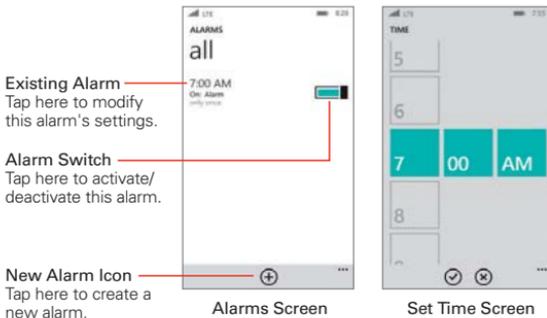
   NOTE   The **screen rotation** setting doesn't affect the Calculator app.

Alarms

Setting and Activating Alarms

You can create new alarms, modify existing alarms, and easily activate or deactivate an alarm by tapping its switch to toggle it on ▬▮or off ▮▭.

1. Tap ▪▪ > swipe over to the **App** list > **Alarms** 🕐.

2. Tap the **add** icon ⊕ to add a new alarm, tap an alarm time to modify that alarm, or tap an alarm's switch ▮▭ (on its right) to activate an existing alarm (blue indicates it's set).

Existing Alarm —
Tap here to modify this alarm's settings.

Alarm Switch —
Tap here to activate/ deactivate this alarm.

New Alarm Icon —
Tap here to create a new alarm.

Alarms Screen   Set Time Screen

‣ **Time**: Scroll the time wheel to set the alarm time (hour and minute) and the time of day (AM or PM). Tap the **done** icon ⊘ to save the setting.

‣ **Repeats:** Tap the day(s) when you want the alarm to sound. If you don't tap this setting, the alarm sounds only the one day you set it. Tap the **done** icon ⊘ to save the setting.

‣ **Sound**: Tap to change an alarm sound. Or, set it to just vibrate.

‣ **Name**: Tap to enter text to identify the alarm.

‣ **Snooze time**: Tap to set the amount of time to wait before sounding the alarm again if you tap **snooze** when alarm is sounding. You can set the alarm to ring repeatedly from 5 minutes up to 1 hour.

‣ When you're finished, tap the **save** icon ▣ to save and activate the alarm.

Maps

The Maps app allows you to find places and get directions.

To open the Maps app

▸ Tap ⊞ > swipe over to the **App** list > **Maps** 📷.

Me Icon

Directions Icon ────────

Search Icon

Scout Icon ────────

Menu Icon
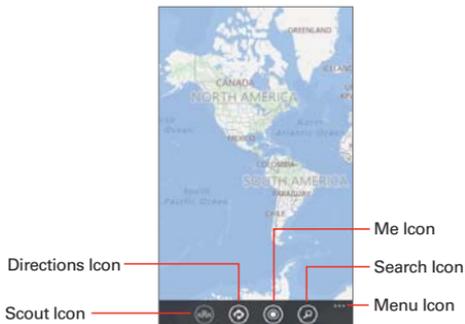
Maps icons

📷 Tap to get suggestions for nearby restaurants, museums, and other places you may want to visit. It also gives you relevant information about the different places to help you decide where to go.

◈ Tap to get directions to a destination.

  ▸ In both the Start and End fields, type one of the following: An address or place name.

  ▸ Once starting and destination points are entered, you can tap the **reverse** icon ⇅ (on the right side of the screen) to reverse the directions.

◉ Tap to display your current location on the map.

🔍 Tap to open the keyboard to enter your search request.

⋯ Tap to access Menu options including **show traffic, view options, search results, clear map, favorite places,** and **settings**.