



# **ZTE Grand X View2**

## **User Manual**



Thank you for choosing this ZTE mobile device. In order to keep your device in its best condition, please read this manual and keep it for future reference.

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# Getting to Know Your Device

Microdevice Headset jack

Back camera

Power button

Volume buttons

Card slot

Micro-USB port

# Knowing the Keys

Key	Function
Power key	<ul style="list-style-type: none"><li>● Press and hold to turn on or off airplane mode, restart, or power off.</li><li>● Press to turn off or on the screen display.</li></ul>
Volume key	Press or hold either end of the key to turn the volume up or down.
Home key	<ul style="list-style-type: none"><li>● Touch to return to the home screen from any application or screen.</li><li>● Touch and hold to use Google Search or Now on Tap.</li></ul>
Back key	Touch to go to the previous screen.
Recent apps key	Touch to see recently used apps. Touch Clear all to clear recent apps list.

# Installing the nano-SIM Card and microSD Card

The nano-SIM card and the microSD card can be installed or removed while the device is turned on. You need to unmount the microSD card before removing it.



## **WARNING!**

To avoid damage to the device, do not use any non-standard nano-SIM card cut from a SIM card. You can get a standard nano-SIM card from your service provider.

1. Insert your fingernail into the corner of the card slot cover and lift it up gently.

2. Hold the nano-SIM card/ microSD card with the cut corner oriented as shown and slide it into the card slot.

**NOTE:**

Some applications may require a microSD card to work normally or may store certain data on it. Therefore, it is recommended that you keep a microSD card installed and not remove or replace it randomly.

## Charging the Battery

Your device's battery should have enough power for the device to turn on and find a signal. You should fully charge the battery as soon as possible.

If the battery is low, there will be a pop-up message on the screen. You can see the exact battery level on the top status bar.



## **WARNING!**

Use only ZTE-approved chargers and cables. The use of unapproved accessories could damage your device or cause the battery to explode.

1. Connect the adapter to the micro-USB port.
2. Connect the charger to a standard AC power outlet.
3. Disconnect the charger when the battery is fully charged.

### **CAUTION:**

Do not change the built-in rechargeable battery in your device by yourself. The battery can only be changed by ZTE or ZTE authorized service provider.



## NOTE:

If the battery is extremely low, you may be unable to power on the device even when it is being charged. In this case, try again after charging the device for at least 20 minutes. Contact the customer service if you still cannot power on the device after prolonged charging.

## Extending the Battery Life

Active applications, screen brightness levels, Bluetooth and Wi-Fi usage and GPS functionality can drain your battery.

To conserve your battery power, you can turn on the **Battery saver** through **Settings > Battery > Battery saver**, or take the following steps:

- Reduce the screen backlight time.
- Lower the screen brightness.
- Turn off Wi-Fi, Bluetooth and auto-sync when not in use.
- Disable the GPS function when not in use. Most applications using this function will periodically query the GPS satellites for your current location, and each query drains your battery.

## Powering On/Off

- Press and hold the **Power** key to turn on your device.
- To power off, press and hold the **Power** key and touch **Power off**.

 **NOTE:**

If the device freezes or takes too long to respond, you can press and hold the **Power** key over 10 seconds to restart the device.

## Setting Up for the First Time

When you first power on your device after you purchase it or reset it to factory settings (see [Backup and Reset](#)), you need to do some settings before using it.

Touch the language field to select a language. Then touch **LET'S GO** and follow the prompts to set up Wi-Fi, name, device protection, Google services and other options.

## Locking/Unlocking the Screen and Keys

Your device allows you to quickly lock the screen and keys (put the device to sleep mode) when not in use and to turn the screen back on and unlock it when you need it.

### To lock the screen and keys:

To quickly turn the screen off and lock the keys, press the **Power** key.

 **NOTE:**

To save battery power, the device automatically turns off the screen after some time of inactivity.

## To unlock the screen and keys:

1. Press the **Power** key to turn the screen on.
2. Touch and hold a blank area of the screen.

- or -

Touch and hold  to open the Camera app.

- or -

Touch and hold  to use Google voice search.

- or -

Double-tap a notification to open the related app.



### NOTE:

If you have set a pattern, a PIN or a password for your device (see [Protecting Your Device With Screen Locks](#)), touch and hold on the screen and draw the pattern or enter the PIN or password to unlock your device.

## Using the Touch Screen

Your device's touch screen enables you to control actions through a variety of touch gestures.

- Touch

When you want to type using the onscreen keyboard, select items on the screen such as the application and settings icons, or press the onscreen buttons, simply touch them with your finger.



- Touch and Hold

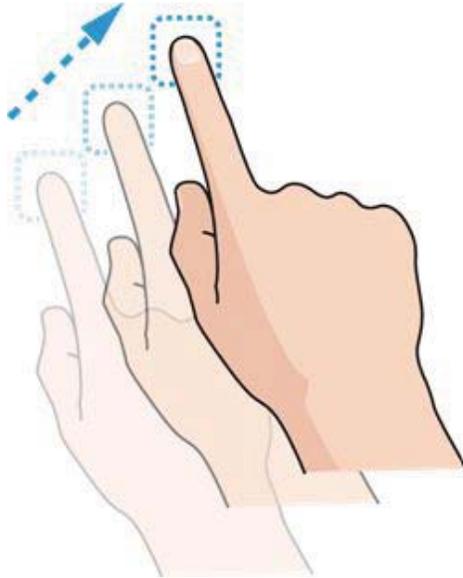
To open the available options for an item (for example, a message or link in a web page), touch and hold the item.

- 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, web 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 screen

For most screens, you can automatically change the screen orientation from portrait to landscape by turning the device sideways.



**NOTE:**

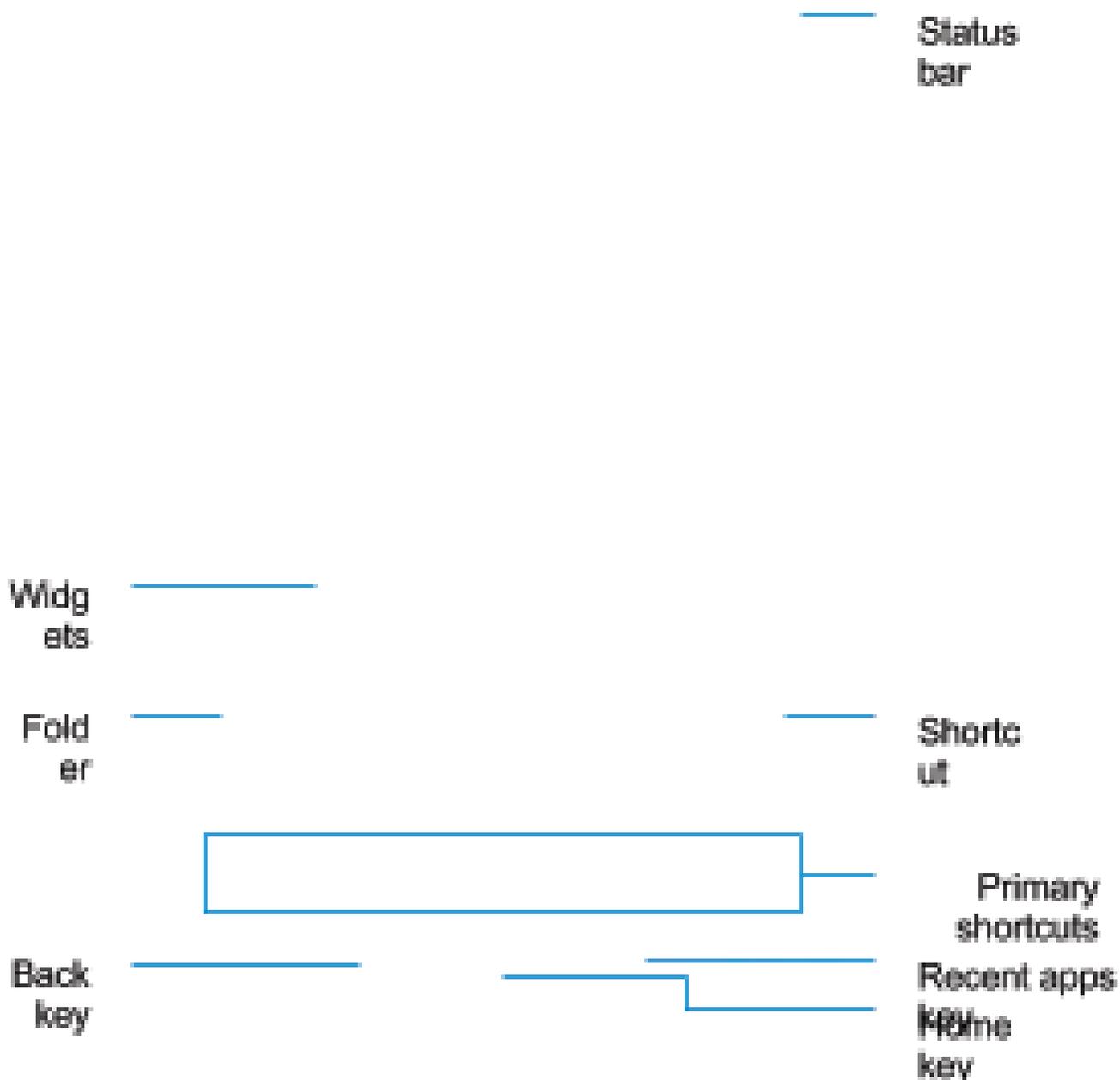
The auto-rotate feature needs to be enabled for the screen orientation to automatically change. Touch the **Home** key >



> **Settings** > **Display** > **When device is rotated** > **Rotate the contents of the screen / Stay in current orientation**. You can also access the screen rotation control by sliding down the status bar twice and touch **Auto-rotate/Portrait**.

# Getting to Know the Home Screen

The home screen is the starting point for your device's applications, functions, and menus. You can customize your home screen by adding shortcuts, folders, widgets, and more.



## Extended Home Screen Panels

Your home screen is extendable, providing more space for shortcuts, widgets, and more. Simply swipe left or right on the home screen to see the extended panels. You can add or remove home screen panels or adjust their order.

### To add a new home screen panel:

1. Touch and hold a blank area of the home screen.
2. Touch the tab **Home**.
3. Touch and hold a page to change its position.



### NOTE:

Touch  at the bottom of a home screen thumbnail to set it as the main home screen.

## Changing the System Language

1. Touch the **Home** key >  > **Settings** > **Languages & input** > **Languages**.
2. Select the language you need.

## Setting the Date and Time

1. Touch the **Home** key >  > **Settings** > **Date & time**.
2. Set the date, time, time zone, and time format.
  - ▶ To adjust the date and time automatically, switch on **Automatic date & time**.
  - ▶ To adjust the date and time manually, switch off **Automatic date & time** and touch **Set date** / **Set time** to change the date and time.
  - ▶ To adjust the time zone automatically, switch on **Automatic time zone**.
  - ▶ To adjust the time zone manually, switch off **Automatic time zone** and touch **Select time zone** to set the correct time zone.
  - ▶ To adjust the format of time, switch on or off **Use 24-hour format**.



# Changing Notification Sound

You can customize the default notification sound.

1. Touch the **Home** key >  > **Settings** > **Sound**.
2. Touch **Default notification ringtone**.
3. Scroll through the list and select the ringtone you want to use.
4. Touch **OK**.



## NOTES:

When selecting ringtones or sounds, touch the **Music** or **Recording** tab to select an audio file saved on the device or the storage card.

# Turning On/Off System Sounds

1. Touch the **Home** key >  > **Settings** > **Sound** > **Other sounds**.
2. Switch on or off **Screen locking sounds**, **Charging sounds**, **Touch sounds**, **Vibrate on tap** or **Power up tone**.

# Adjusting Volume

1. Touch the **Home** key >  > **Settings** > **Sound**.

Drag the sliders below **Media volume**, **Alarm volume**, **Ring volume**, and **Notification volume** to adjust the volume for each type of audio.



## NOTE:

You can adjust the media volume when a media application is in use by pressing the **Volume** key. If no media application is active, press the **Volume** key to adjust ring volume or touch  to adjust other types of volume.

## Switching to Silent or Vibration Mode

You can set the device to silent or vibration mode by using one of the following methods.

- Press the **Volume** key when no media application is active to show the volume management window. Drag the ringtone volume slider to the left or keep pressing the lower end of the **Volume** key to switch the device to vibration mode. Press the key again in vibration mode to switch the device to silent mode.
- Swipe down from the top of the screen to open the notification panel and drag the panel downwards. Touch **Sound**, **Vibrate** or **Silent** to switch the device to vibration/silent mode.
- Touch the **Home** key >  > **Settings** > **Sound** > **Notification mode** and select **Vibrate** or **Mute** to switch to vibration or silent mode.
- Touch the **Home** key >  > **Settings** > **Sound** > **Do not disturb**, touch **Do not disturb** and select **Always**. Touch **Disturb rules** and select **Total silence** to switch the device

to silent mode.

## Using Do Not Disturb Mode

You can limit interruptions with Do not disturb mode. This mode silences your device so that it doesn't make sounds or vibrate when you don't want it to.

### To turn on Do not disturb mode:

1. Touch the **Home** key >  > **Settings** > **Sound** > **Do not disturb** > **Do not disturb**.
2. Touch **Always** or **Scheduled** as you need.
  - ▶ Touch **Always** to turn on the Do not disturb feature immediately, which keeps on until you turn it off.
  - ▶ Touch **Scheduled** to if you want the feature turned on and off automatically during specific periods.
3. If you select **Scheduled**, touch **Days**, **Start time**, and **End time** to specify the periods during which Do not disturb is on.
4. Touch **Disturb rules** and select **Priority only**, **Alarms only**, or **Total silence** depending on whether you want to allow exceptions. You can customize the exceptions when **Priority only** is selected.

### To set exceptions for Do not disturb mode:

You can set reminders and events as exceptions when **Do not disturb mode** is on and **Priority only** is selected as the disturb rule, so these ringtones, sounds and vibration are not turned off.

1. Touch the **Home** key >  > **Settings** > **Sound** > **Do not disturb**.
2. Touch the switches next to the items you want to allow.

 **NOTE:**

To set exceptions based on apps, touch the **Home** key >  > **Settings** > **Notifications**. Select an app and switch on **Override Do Not Disturb**.

## Applying New Wallpapers

You can set the wallpaper for the home screen and lock screen.

1. Touch the **Home** key >  > **Settings** > **Display** > **Wallpaper**.
2. Touch **Gallery, Live Wallpapers, Photos,** or **Wallpapers** and select an image or an animation.

 **NOTE:**

In addition, you can touch and hold an empty area of the home screen and select the **Wallpapers** tab. Then select a built-in image, a live wallpaper, or an image from your Photos.

## Setting the Theme

1. Touch and hold an empty place on the home screen.
2. In the window that appears at the bottom, touch **Themes**.

3. Select a theme you like.

## Changing Screen Brightness

1. Touch the **Home** key >  > **Settings** > **Display** > **Brightness level**.
2. Drag the slider to manually adjust the screen brightness.

## Setting the Home Screen Transition Effect

1. Touch and hold an empty place on the home screen.
2. In the window that appears at the bottom, touch **Home**.
3. Pick an effect and the device will demonstrate how it works. Touch other effects until you find the favorite one.

## Protecting Your Device With Screen Locks

You can protect your device by creating a screen lock. When it is enabled, you need to touch and hold the screen, draw a pattern or enter a numeric PIN or password to unlock the device's screen and keys.

1. Touch the **Home** key >  > **Settings** > **Security** > **Screen lock**.
2. Touch **None**, **Long press**, **Pattern**, **PIN** or **Password**.

- ▶ Touch **None** to disable the screen lock.
  - ▶ Touch **Long press** to enable screen lock and allow unlocking with a 'touch and hold' gesture. You can unlock the screen by touching and holding an empty area on the lock screen.
  - ▶ Touch **Pattern** to draw and redraw a pattern that you must draw to unlock the screen.
  - ▶ Touch **PIN** or **Password** to set a numeric PIN or a password that you must enter to unlock the screen.
3. For Pattern, PIN, or Password, select whether to use secure start-up and how you would like notifications and their contents to show when the device is locked, then touch **DONE**.



**NOTE:**

Remember the pattern, PIN or password you set. Otherwise, you will have to upgrade the device software or contact customer service to use the device. See [Upgrading the Device Software](#).

## Protecting Your Device With Screen Pinning

You can use the screen pinning feature to keep an app in view, so others cannot switch to other apps or access your personal information.

## Turn On Screen Pinning

1. Touch the **Home** key >  > **Settings** > **Security** > **Screen pinning**.
2. Touch the **On/Off** switch.
3. For added security, touch **Lock device when unpinning**, select a security option, and follow on-screen instructions if you do not already have a pattern, PIN, or password set up.

## Pin a Screen

1. Ensure that screen pinning is turned on.
2. Open the app you want to keep in view.
3. Touch the **Recent apps** key.
4. If there are many app tabs, swipe up to find  on the front-most tab.
5. Touch .

## Unpin the Screen

To unpin the screen and return to normal use, touch and hold the **Recent apps** key.

If you have set the unlock pattern, PIN or password, touch and hold the **Back** key to unpin and return to lock screen if the option **Lock device when unpinning** is ON.



## Monitoring the Device Status

The status bar at the top of the home screen provides device and service status icons on the right side. Below are some of the icons you may see.

	4G LTE connected		Signal strength
	Silent mode		Airplane mode
	Vibration mode		Bluetooth <sup>®</sup> on
	Do not disturb mode (Priority only or Alarms only)		Connected to a Wi-Fi <sup>®</sup> network
	Do not disturb mode (Total silence)		Wi-Fi in use
	Battery low		Portable Wi-Fi hotspot on
	Battery full		Wired headset connected
	Battery charging		Alarm set
	GPS on		

# Managing Notifications

## Notification Icons

The status bar at the top of the home screen provides notification icons on the left. Below are some of the icons you may see.

The notifications depend on the apps installed and you can touch and drag the status bar down to see more information.

	New message(s) from the Email app		Downloading data
	New message(s) from the Gmail™ app		Sending data
	Song playing		USB connected
	Upcoming event		Play Store updates available
	New Wi-Fi network detected		Bluetooth tethering on

## Open/Close the Notification Panel

Notifications report the arrival of calendar events, alarms, as well as ongoing events, such as when you are playing music. You can open the notification panel to view the details of notifications.

- To open the notification panel, swipe your finger down on the home screen or from the top of the screen.
- To close the notification panel, swipe your finger up from the bottom of the screen or touch the **Back** key.

## Respond to or Remove a Notification

In the notification panel, you can respond to a notification or remove the notifications. The notification panel also supports expandable notifications that let you perform additional actions right from the notification itself.

- To respond to a notification, just touch it.
- Slide down with one finger to expand certain notifications. You can also swipe two fingers vertically or pinch-zoom to expand or collapse certain notifications.
- To remove a notification, swipe it left or right.
- To remove all notifications, touch **CLEAR ALL** below all the notifications.
- To manage notifications you have received, touch and hold a notification to identify the application that created it. You can then touch  and turn on or off the following settings (some options may not be available for all applications).
  - **Block all:** Hide future notifications from this app.
  - **Treat as priority:** Show notifications from this app when Do not disturb rule is set to Priority only.

- ▶ **Allow peeking:** Allow this app to show certain notifications briefly in the current screen.
- ▶ **Hide sensitive content:** Hide content in this app's notifications when the device is locked.



## NOTE:

If you block notifications for an app, you may miss its important alerts and updates. The notifications of some apps cannot be blocked.

## Use Quick Settings

The Quick Settings make it convenient to view or change the most common settings for your device.

Swipe down with one finger from the top of the screen, or open the notification panel and drag the panel downwards to find the following Quick Settings on the screen.

- **Do not disturb / Priority only / Alarms only / Total silence:** Touch to open the Do not disturb menu.
- **Sound/Vibrate/Silent:** Touch to switch between sound, vibration, and mute. See [Switching to Silent or Vibration Mode](#).
- **Airplane mode:** Touch to turn on or off airplane mode.
- **Auto-rotate/Portrait:** Touch to turn on or off the auto-rotate screen feature.
- **Hotspot:** Touch to turn on or off the Wi-Fi hotspot feature. Touch and hold to open the Wi-Fi hotspot menu in Settings.

See [Share Your Mobile Data Connection as a Wi-Fi Hotspot](#).

- **Bluetooth:** Touch to turn on or off Bluetooth. Touch and hold to open the Bluetooth menu in Settings. See [Connecting to Bluetooth Devices](#).
- **Wi-Fi:** Touch to turn on or off Wi-Fi. Touch and hold to open the Wi-Fi menu in Settings. See [Connecting to Wi-Fi](#).
- **Data:** Touch to turn on or off mobile data service over the mobile network. Touch and hold to open the Data usage menu in Settings.
- **Location:** Touch to turn on or off location services. Touch and hold to open the Location menu in Settings. See [Location](#).
- **Brightness:** Drag the brightness slider to adjust the screen brightness.



#### **NOTE:**

In the Quick Settings screen, touch  at the top to get to the **Settings** menu; touch  to view your own contact profile in the Contacts app; touch  to change positions of the Quick Setting icons.

## Managing Shortcuts and Widgets

### Add Shortcuts and Widgets

1. Touch the **Home** key > .

- or -

To add widgets, touch and hold an empty area of the home screen and select **Widgets**.

2. Slide up or down to browse through available applications, or left or right to find the widget you need.
3. Touch and hold a widget or an application icon and drag it to a home screen panel.

## Move Shortcuts or Widgets

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

## Remove Shortcuts or Widgets

1. Touch and hold a shortcut or widget on the home screen.
2. Drag it to  to remove it.

## Adjust Widget Size

1. Touch and hold a widget on the home screen and then release it.
2. An outline appears around 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 to a folder.

You can move or remove folders the same way as moving or removing shortcuts.

1. Touch and hold a shortcut on the home screen and drag it to  at the top left.
2. Release the shortcut. A new folder will be created and the shortcut is added into the folder.
3. To add more shortcuts into the folder, touch and hold each shortcut and drag it over the folder before releasing it.

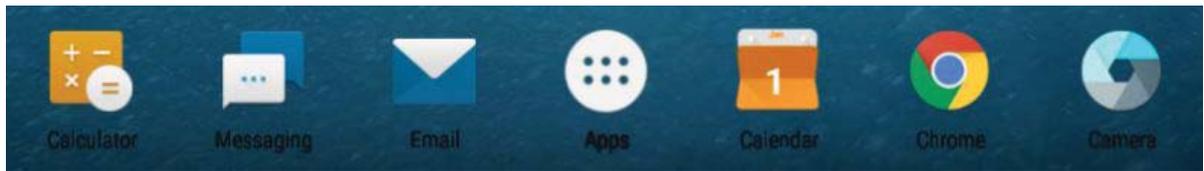


### NOTES:

- Touch the folder and then touch the name field to rename the folder.
- Drag all shortcuts out of the folder and the folder will be removed.

## Rearranging the Primary Shortcuts

The home screen includes a customizable primary shortcuts area at the bottom visible from all home screens. You can keep at most four items in the primary shortcuts area. Drag shortcuts or folders in or out of the area to rearrange it.



## Entering Text

You can enter text using the onscreen keyboard. Some apps open it automatically. In others, you open it by touching where you want to type. Touch the **Back** key to hide the onscreen keyboard. You can also enter text by speaking with the Google voice typing feature.

## Enable or Disable Input Methods

1. Touch the **Home** key >  > **Settings** > **Languages & input** > **Virtual Keyboard**.
2. Touch the input methods to enable or disable it.

## Change Input Methods

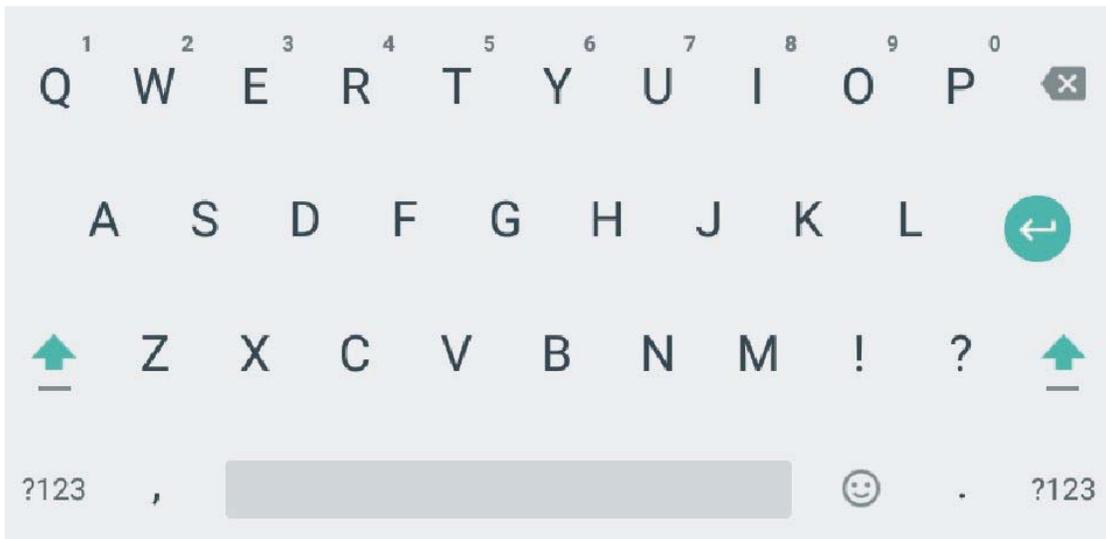
1. When you use the onscreen keyboard to enter text, open the notification panel and touch  (Change keyboard).
2. Select the input method you need.

### **NOTE:**

The icon  appears only when more than one keyboard input method is installed and enabled.

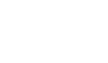
# Google Keyboard

The Google Keyboard provides a layout similar to a desktop computer keyboard. When screen auto-rotation is enabled, turn the device sideways and the keyboard will change from portrait to landscape. The landscape keyboard 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 **E<sup>3</sup>** and the available accented letters and number 3 appear. Then slide to choose È.
- As you enter a word, candidates appear above the keyboard. Touch to select the correct one; touch and hold to see more possible options.
- 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  to select numbers and symbols. You can then touch  to find more.
- Touch  to enter miniature icons, such as expressions, horoscopes, and animals.
- Touch and hold  to change the input language or set up the Google Keyboard.

## Gesture Typing

The Google Keyboard supports the gesture typing feature. Use this feature to input a word by sliding through the letters.

To enable and use gesture typing:

1. Touch and hold  on the Google Keyboard and then touch **Google Keyboard settings**.
2. Touch **Gesture typing** and then touch **Enable gesture typing** if this feature is turned off.
3. 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.



## NOTES:

- 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 input the next word.

## 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 or copy:** Select the text you want to manipulate. Then touch the **CUT** or **COPY** to cut or copy the text to the clipboard.
- **Replace text with the clipboard text:** Select the text you want to replace. Then touch **PASTE**.
- **Insert clipboard text to the text field:** Touch and hold the tab below the cursor and then select **PASTE**.

# Opening and Switching Apps

## Open an App

1. Touch the **Home** key > .
2. Slide up or down on the screen and touch an app to open it.

## Switch Between Recently Opened Apps

1. Touch the **Recent apps** key. The apps you've used recently are displayed in a series of tabs. Slide up and down to see all the tabs.
2. Touch a tab to open that app.



### NOTE:

You can swipe a tab sideways or touch **X** on the tab to remove it from the screen. Touch **Clear all** to remove all tabs.

## Uninstalling or Disabling an App

1. Touch the **Home** key > to open the application list screen.
2. Touch and hold an application icon and drag the icon to  (**Uninstall**) or (**Disable**) at the top of the screen.
3. Touch **OK** to uninstall or disable the app.



## NOTES:

- Pre-installed apps cannot be uninstalled, and not all apps can be disabled.
- To find the disabled applications, touch the **Home** key > > **Settings** > **Apps**. You can then touch the disabled application and touch **ENABLE** to restore it.

# Connecting to Mobile Networks

## Control Mobile Data Use

To enable or disable data access:

1. Touch the **Home** key > > **Settings** > **Mobile networks**.
2. Touch the **Mobile Networks** switch to enable or disable mobile data use.

To get data services when roaming:

1. Touch the **Home** key > > **Settings** > **Mobile networks**.
2. Touch the **International Data roaming** switch if it is turned off.



### NOTE:

Data roaming may incur significant roaming charges.

## Select Network Type

1. Touch the **Home** key > > **Settings** > **Mobile networks** > **Preferred network type**.
2. Touch the type of networks you prefer to connect to.

## 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 the service provider to get the necessary information.

1. Touch the **Home** key > > **Settings** > **Mobile networks**.
2. Touch **Access Point Names**.
3. Touch .
4. Touch each item to enter the information you get from your service provider.
5. Touch ⋮ > **Save** to complete.



### NOTE:

To set the APN to default settings, touch ⋮ > **Reset to default**.

## Select Network Operator

1. Touch the **Home** key > > **Settings** > **Mobile networks**.
2. Touch **Network operators**.
3. Touch **Search networks** to search for all available networks and select one to register manually. You can also touch **Choose automatically** to select preferred network automatically.

## Connecting to Wi-Fi

Wi-Fi is a wireless networking technology that can provide Internet access at distances of up to 300 feet, depending on the Wi-Fi router and your surroundings.

### Turn Wi-Fi On and Connect to a Wi-Fi Network

1. Touch the **Home** key > > **Settings** > **Wi-Fi**.
2. Slide the **Wi-Fi** switch to the **On** position to turn on Wi-Fi.
3. Touch a network name to connect to it.
4. If the network is secured, enter the password and touch **CONNECT**.



#### **NOTE:**

Your device automatically connects to previously used Wi-Fi networks when they are in range.

### Get Notified of Open Networks

1. Touch the **Home** key > > **Settings** > **Wi-Fi**.
2. Slide the **Wi-Fi** switch to the **On** position.

3. Touch  and Slide the **Network notification** switch.

When Wi-Fi is on, you receive notifications in the status bar when your device detects an open Wi-Fi network. Switch off this option 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 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 the **Home** key > > **Settings** > **Wi-Fi**.
2. Slide the **Wi-Fi** switch to the **On** position.
3. Scroll to the end of the Wi-Fi list and touch **Add network** .
4. Enter the network SSID (name). If necessary, enter security or other network configuration details.
5. Touch **SAVE**.

## Connect to a WPS Network

Wi-Fi Protected Setup (WPS) is a feature that makes it easy to add your device to the access points which support WPS.

You can use one of the following methods to connect your device to a wireless network using WPS.

### **Method one: WPS button (Recommended)**

1. Touch the **Home** key > > **Settings** > **Wi-Fi**.
2. Slide the **Wi-Fi** switch to the **On** position.
3. Touch  > **Advanced** > **WPS Push Button**.
4. Press the WPS button on the access point and the access point will recognize your device and add it to the network.

### **Method two: PIN number**

1. Touch the **Home** key > > **Settings** > **Wi-Fi**.
2. Slide the **Wi-Fi** switch to the **On** position.
3. Touch  > **Advanced** > **WPS Pin Entry**.
4. The WPS PIN number displays on the screen. Enter the PIN number into the access point's setup page.

After entering the PIN number, your device automatically finds the access point and configures the connection.



#### **NOTE:**

For detailed information about the WPS feature of the access point, please refer to its user documents.

## **Forget a Wi-Fi Network**

You can make your device forget about the details of a Wi-Fi network that you added - for example, if you don't want the device to connect to it automatically or if it is a network that you no longer use.

1. Touch the **Home** key > > **Settings** > **Wi-Fi**.
2. Slide the **Wi-Fi** switch to the **On** position.
3. Touch  > **Saved networks**.
4. Touch the Wi-Fi network name and then touch **FORGET**.

## Adjust Wi-Fi Settings

1. Touch the **Home** key > > **Settings** > **Wi-Fi**.
2. Touch  to adjust the following settings.
  - ▶ **Network notification:** Get notifications in the status bar when Wi-Fi is on and an open network is available.
  - ▶ **Keep Wi-Fi on during sleep:** Set whether to keep Wi-Fi on in sleep mode.

## Adjust Advanced Wi-Fi Settings

- ▶ **Install certificates:** Install certificates needed for connecting to certain Wi-Fi networks.
- ▶ **Wi-Fi Direct:** Use the Wi-Fi Direct feature. See [Using Wi-Fi Direct<sup>®</sup>](#).
- ▶ **WPS Push Button:** Connect to a WPS network via the push button method.
- ▶ **WPS Pin Entry:** Connect to a WPS network via the device PIN method.

## Using Wi-Fi Direct®

Wi-Fi Direct allows Wi-Fi devices to share files and data directly by connecting to each other without the need for wireless access points (hotspots). Your device supports Wi-Fi Direct, but you may need to install third-party applications to share data through Wi-Fi Direct.

### To connect via Wi-Fi Direct:

1. Touch the **Home** key >  > **Settings** > **Wi-Fi**.
2. If Wi-Fi is off, slide the **Wi-Fi** switch to the **On** position.
3. Touch  > **Advanced** > **Wi-Fi Direct**. Your device will search for other devices enabled with Wi-Fi Direct connections.
4. Touch a device name below **Peer devices** and select **CONNECT** to connect with it.

The other device will receive a connection prompt and need to accept the request for connection. Both devices may need to enter a common PIN.

5. Once connected the device is displayed as “Connected” in the **Peer devices** list.

## Connecting to Bluetooth Devices

Bluetooth is a short-range wireless communication technology. Devices or other devices with Bluetooth capabilities can exchange information wirelessly within a distance of about 30

feet. The Bluetooth devices must be paired before the communication is performed.

## Turn Bluetooth On/Off

1. Touch the **Home** key > > **Settings** > **Bluetooth**.
2. Slide the **Bluetooth** switch to the **On** or **Off** position.

When Bluetooth is on, the  icon appears in the status bar.

## Change the Device Name

1. Touch the **Home** key > > **Settings** > **Bluetooth**.
2. Slide the **Bluetooth** switch to the **On** position if Bluetooth is off.
3. Touch  > **Rename this device**.
4. Edit the name and touch **RENAME**.

## Pair With Another Bluetooth Device

1. Touch the **Home** key > > **Settings** > **Bluetooth**.
2. Slide the **Bluetooth** switch to the **On** position if Bluetooth is off.

Your device automatically scans for and displays the IDs of all available Bluetooth devices in range. You could touch  > **Refresh** if you want to scan again.

3. Touch the device you want to pair with.

4. Confirm that the Bluetooth passkeys are the same between the two devices and touch **PAIR**. Alternately, enter a Bluetooth passkey and touch **PAIR**.

Pairing is successfully completed when the other device accepts the connection or the same passkey is entered.



### **NOTE:**

The Bluetooth passkey may be fixed for certain devices, such as headsets and hands-free car kits. You can try entering 0000 or 1234 (the most common passkeys), or refer to the documents for that device.

## **Forget (Unpair With) a Bluetooth Device**

You can make your device forget its pairing connection with another Bluetooth device. To connect to the device again, you need to search it and enter or confirm a passkey again.

1. Touch the **Home** key > > **Settings** > **Bluetooth** and ensure that Bluetooth is turned on.
2. In the list of paired devices, touch the icon  beside the Bluetooth device you want to forget.
3. Touch **FORGET**.

## **Send Data via Bluetooth**

1. Open the appropriate application and select the file or item you want to share.

2. Select the option for sharing via Bluetooth. The method may vary by application and data type.
3. Touch a Bluetooth device the device has paired with or wait for it to search for new devices and touch one of them.

## Receive Data via Bluetooth

1. Turn Bluetooth on before trying to receive data via Bluetooth.
2. Flick down the status bar and touch .
3. Touch **ACCEPT** to start receiving the data.

Received files are stored automatically in a dedicated folder (*Bluetooth*, for instance) in the device storage or microSD directory. You can access them with the **File Manager** app.



### **NOTE:**

Received contacts (vCard files) are automatically imported to your contact list.

## Connecting to Your Computer via USB

You can connect your device to a computer with a USB cable and transfer music, pictures, and other files in both directions. Your device stores these files in its 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 device and computer.

## Connect Your Device to a Computer via USB

1. Connect your device to the PC with a USB cable.
2. Open the notification panel and touch .
3. Choose one of the following options:
  - ▶ **Charge only:** Charge your device via USB.
  - ▶ **Install driver:** Install the driver needed for some USB connection modes (such as MTP). You only need to install the driver on the same PC once.

 **NOTE:**

You can also install the driver on PC by running the executable file in the new CD-ROM drive.

- ▶ **Media device (MTP):** Transfer files on Windows<sup>®</sup> PC or Mac<sup>®</sup>.

 **NOTE:**

For Windows XP, please install the drivers and Media Player 11 (or later version) when you use Media device (MTP) for the first time.

- ▶ **Camera (PTP):** Transfer photos using camera software.

 **NOTE:**

To make your device connect to the computer automatically using the selected connection type, check **Don't ask me again**.

## **Connect With Windows Media<sup>®</sup> Player**

You can sync music, picture, and video files from the computer to your device via Windows Media Player on the computer.

1. Connect the device with your computer via USB and choose **Media device (MTP)**.
2. Open Windows Media Player and synchronize music, picture, and video files.

## **Disconnect Your Device From the Computer**

To disconnect the device from the computer, simply unplug the USB cable when you're finished.

## **Using the microSD Card as Portable or Device Storage**

You can use your microSD card as portable storage when there's already content such as your media and other files so that you don't lose them.

If your microSD card is new or doesn't have content you want to keep, you can also set it up as an extension of the device storage, and this requires formatting that prevents the microSD card from working with other devices.

**CAUTION:**

As part of the device storage, the microSD card may have data on it that is necessary for some apps to function normally. Therefore, do not remove or replace the card randomly.

## **Set Up the microSD Card as Portable Storage**

When you install a microSD card that has not been used on your device before, the device will mount the card as portable storage by default.

### **To remove the microSD card from your device:**

If you need to remove the microSD card used as portable storage while the device is on, you must unmount it first.

1. Touch the **Home** key > > **Settings** > **Storage**.
2. Touch next to the card name in the **Portable storage** section.
3. When the screen prompts the card is safely ejected, you can now remove it from the device.

### **To erase and format the microSD card:**

1. Touch the **Home** key > > **Settings** > **Storage**.
2. Touch the card name in the **Portable storage** section.
3. Touch **Format**.
4. Touch **ERASE & FORMAT**.

### **CAUTION:**

The formatting procedure erases all the data on the microSD card, after which the files CANNOT be retrieved.

## **Set Up the microSD Card as Device Storage**

If your microSD card is new or doesn't have content you want to keep, you can format the card and use it as part of the device storage. If you move the microSD card to another device, it'll be formatted before it can be used.

1. Touch the **Home** key > > **Settings** > **Storage**.
2. Touch the card name in the **Portable storage** section.
3. Touch **Format as internal**.
4. Touch **ERASE & FORMAT**.

### **CAUTION:**

The formatting procedure erases all the data on the microSD card, after which the files CANNOT be retrieved.

5. The device will prompt you to move your photos, files and other data from the device to the microSD card.
6. Touch **DONE**.

### **To move data between the device and the microSD card:**

With the microSD card as part of the device storage, you can move your photos, files and other data between the device and the card any time.

1. Touch the **Home** key > > **Settings** > **Storage**.
2. Touch **Device** or the microSD card name.

3. Touch **Migrate data**.
4. Touch **MOVE**.

 **NOTE:**

Whenever you move data between the device and the microSD card, the destination is used to save new apps and personal data (such as photos and videos) and only the destination is accessible from a computer.

**To remove the microSD card from your device:**

If you need to remove the microSD card used as device storage while the device is on, you must unmount it first.

1. Touch the **Home** key > > **Settings** > **Storage**.
2. Touch your card name below **Portable storage**.
3. Touch **Remove SD card**.

 **NOTE:**

Before ejecting the card, ensure that you have moved data and apps to the device.

4. When the screen prompts the card is safely ejected, you can now remove it from the device.

**To reformat the microSD card as portable storage:**

If you no longer want to use your microSD card as device storage, you can reformat the card as portable storage.

 **NOTE:**

Before the formatting, ensure that you have moved data and

apps to the device.

1. Touch the **Home** key > > **Settings** > **Storage**.
2. Touch your card name below **Device storage**.
3. Touch **Format as portable**.
4. Touch **FORMAT**.

### **CAUTION:**

The formatting 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 device's data capabilities through tethering or by activating the Wi-Fi hotspot feature to create a mobile 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:**

You cannot transfer files between your device and your computer via USB while the device is USB tethered.

1. Connect your device to your computer with a USB cable.
2. Touch the **Home** key >  > **Settings** > **More**.
3. Switch on **USB tethering**. A new network connection will be

created on your computer.

 **NOTE:**

To stop sharing your data connection, switch off **USB tethering** or disconnect the USB cable.

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

You can share your device's data connection with other devices by turning your device 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 device's Wi-Fi capability to access the Internet. You still remain connected to the Internet via your mobile data network.

1. Touch the **Home** key >  > **Settings** > **Wi-Fi hotspot**.
2. Slide the switch to the **On** position.

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

3. On another device, locate your device via Wi-Fi and connect with it to start using the device's mobile data.

 **NOTE:**

To stop sharing your data connection, slide the switch to the **Off** position.

# Set Your Wi-Fi Hotspot

You can change the name of your portable Wi-Fi hotspot (SSID), secure it with a password, and set other options.

1. Touch the **Home** key >  > **Settings**.
2. Touch **Wi-Fi hotspot** and set the following options.
  - ▶ **Configure:**
    - Network name:** Enter or edit the network name that other devices see when scanning for Wi-Fi networks.
    - Channel:** To avoid interference with other Wi-Fi networks, try using a different channel.
    - Security:** Choose a security option, **Open** (not recommended) or **WPA2 PSK** (other users can access your Wi-Fi hotspot only if they enter the correct password). When you select **WPA2 PSK**, touch the **Password** field to edit the security password.
    - Broadcast network name (SSID):** Check to broadcast or uncheck to hide your network name (SSID). If the broadcast is disabled, other users need to get your network SSID to find the Wi-Fi hotspot.
  - ▶ **Manage users:** Block or unblock users, or set the maximum number of devices that can connect to the hotspot simultaneously.
  - ▶ **Sleep policy:** Set hotspot sleep policy and notification.

# 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 when not on campus, or when connected to a wireless network.

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 **Home** key > > **Settings** > **More** > **VPN**.
2. Touch  at the top right corner and fill in the information provided by your network administrator.
3. Touch **SAVE**.

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



### **NOTE:**

You must set a lock PIN or password before using VPN.

## Connect to a VPN

1. Touch the **Home** key > > **Settings** > **More** > **VPN**.
2. Touch the VPN that you want to connect to.

3. When prompted, enter any requested credentials, and then touch **CONNECT**.

## Modify a VPN

1. Touch the **Home** key > > **Settings** > **More** > **VPN**.
2. Touch  next to the VPN that you want to modify.
3. Edit the VPN settings you want.
4. Touch **SAVE**.

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

To see your contacts, touch the **Home** key > **Contacts**. From there, you can touch the tabs on the top of the screen to quickly switch to contact groups or favorite contacts.

## Checking Contact Details

1. Touch the **Home** key > **Contacts** to access your contact list.
2. Scroll through the list to view all your contacts.
3. Touch a contact to view its details.



## NOTE:

If you have a lot of contacts stored, drag the slider on the right side of the screen to quickly locate the contact you want.

## Adding a New Contact

1. Touch the **Home** key > **Contacts**.
2. Touch  to add a new contact.
3. Enter the contact name, device number, and email address.
4. If necessary, touch **More Fields** to add other information. If you have added a sync account, you can choose where the contact will be saved.
5. Touch  to save the contact.

## Setting Up Your Own Profile

You can create your own name card in your device.

1. Touch the **Home** key > **Contacts**.
2. Touch **Set up my profile**.  
If a profile has already been set up, touch the existing profile below **ME** and touch .
3. Edit your profile information. Touch **More Fields** to add more details if you want.
4. Touch  to save.

# Importing, Exporting, and Sharing Contacts

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

## Import Contacts From the Device Storage

1. Touch the **Home** key > **Contacts**.
2. Touch **⋮** > **Import/Export** > **Import from storage**.
3. If you have added contact accounts other than the device, select an account in which to save the contacts.
4. Select the vCard file(s) and touch **OK**.

## Export Contacts to the Device Storage

1. Touch the **Home** key > **Contacts**.
2. Touch **⋮** > **Import/Export** > **Export contacts** > **Export to storage**.
3. The device will prompt you with the name of the vCard file and the directory in which the file will be saved. Touch **OK** to create the file.

## Share Contacts

1. Touch the **Home** key > **Contacts**.
2. Touch  > **Multi-Select**.
3. Touch the contacts you want to share and then touch .
4. Choose how to share the contacts. Options depend on the applications and services installed.

## Working With Favorite Contacts

You can add the contacts you use frequently to FAVORITES so that you can find them quickly.

### Add a Contact to Favorites

1. Touch the **Home** key > **Contacts**.
2. Touch a contact and then touch  at the top.

### Remove a Contact From Favorites

1. Touch the **Home** key > **Contacts** > **FAVORITES** tab.
2. Touch a favorite contact and then touch  at the top.

# Working With Groups

## Set Up a New Group

1. Touch the **Home** key > **Contacts** and touch the **GROUPS** tab.
2. Touch  to create a new group.
3. If you have added contact accounts other than the device, select an account for the new group.
4. Touch the **Group's name** field and enter the group name.
5. Touch **Add member** and select the contacts you wish to be the group members.
6. If necessary, touch **Default notification ringtone** below NOTIFICATION RINGTONE to set a special ringtone for incoming calls and messages from the group members, and then touch **OK**.
7. Touch  .

## View Your Contact Groups

1. Touch the **Home** key > **Contacts** and touch the **GROUPS** tab.
2. Scroll through the list to view the preset groups and any groups you have created.

3. Touch a group to view its members.



#### **NOTE:**

To send an email to all or some of the group members, touch the group and then touch **⋮ > Send group message / Send group email**.

## **Delete a Group**

1. Touch the **Home** key **> Contacts** and touch the **GROUPS** tab.
2. Touch a group and then touch **⋮ > Delete Group**.
3. Touch **OK** to disband the group. The contacts in the group will not be deleted.

## **Edit a Group**

1. Touch the **Home** key **> Contacts** and touch the **GROUPS** tab.
2. Touch a group and then touch **⋮ > Edit group**.
3. Touch the group name to edit it, or touch the field below **MEMBER** or **NOTIFICATION RINGTONE** to add more members or change the ringtones.



#### **NOTE:**

To remove group members, touch a group and then touch **⋮ > Multi-Select** and select the members you would like to remove.

Then touch  > **OK**.

## Searching for a Contact

1. Touch the **Home** key > **Contacts**.
2. Touch  at the top of the screen.
3. Input the contact name or any information the contact has to search for it. The contacts matched will be listed.

## Editing Contacts

### Edit Contact Details

1. Touch the **Home** key > **Contacts**.
2. Touch a contact you need to edit and then touch .
3. Edit the contact and touch .

### Link Duplicate Contacts

As your device synchronizes with multiple online accounts, you may see duplicate entries for the same contact. You can merge all the separate information of a contact into one entry in the contacts list.

1. Touch the **Home** key > **Contacts**.
2. Touch a contact to display the contact's details.

3. Touch    **Link**.
4. Touch the duplicate contacts whose information you want to join with the first entry.
5. Touch  .

The information from the second contact is added to the first, and the second contact is no longer displayed in the contacts list.

You can repeat these steps to join another contact to the main contact.

## Unlink Contact Information

If contact information from different sources was joined in error, you can separate the information back into individual contacts on your device.

1. Touch the **Home** key  **Contacts**.
2. Touch a joint contact you want to separate.
3. Touch    **Unlink**.
4. Touch **OK**.

## 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. Touch the **Home** key > > **Settings** > **Accounts** > **Add account**.
2. Touch the type of account you want to add.
3. 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 your system administrator.

When the account is successfully added, it is displayed in the **Accounts** menu in **Settings**.

### Remove an Account

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

1. Touch the **Home** key >  > **Settings** > **Accounts**.
2. Touch the account category and then touch the account.
3. Touch  > **Remove account** > **REMOVE ACCOUNT**.

## Configuring Account Sync

### Configure Auto Sync Setting

1. Touch the **Home** key >  > **Settings** > **Accounts**.
2. Touch  and check or uncheck **Auto-sync data**.
  - ▶ 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 automatic sync is turned off, you need to sync manually to collect emails, updates, or other recent information.

### Sync Manually

When auto-sync is turned off, you can sync account data manually.

1. Touch the **Home** key >  > **Settings** > **Accounts**.
2. Touch the account category and then the account you want to sync.

3. Touch  > **Sync now**.

## Change an Account's Sync Settings

1. Touch the **Home** key >  > **Settings** > **Accounts**.
2. Touch the account category and then the account. The **Sync** screen appears, showing a list of information the account can sync.
3. When auto-sync is enabled, switch on or off the items as you need. The types of information that are switched on will be kept in auto-sync. When auto-sync is disabled, touch a listing to sync that type of information between the device and the web.

Touch **Email** in the home screen and select **Email**. Use it to receive and send emails from your webmail or other accounts, using POP3 or IMAP, or access your Exchange ActiveSync account for your corporate email needs.

## Setting Up the First Email Account

1. Touch the **Home** key > **Email**.
2. Select an email server, enter the email address and password.
3. Touch **NEXT** to let the device retrieve the network parameters automatically.



### **NOTE:**

You can also enter these details manually by touching **MANUAL**

**SETUP** or if automatic setup fails.

4. Follow the on-screen instructions to finish the setup. Your device will show the inbox of the email account and start to download email messages.

## Checking 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 dragging down on the message list.

To check earlier emails for your IMAP or POP3 accounts, swipe upwards to the bottom of the message list and touch **LOAD MORE**.

You can adjust how often your account downloads new email by touching  > **Settings** > name of the account > **Sync settings** > **Sync frequency**.

## Writing and Sending an Email

1. Open your email Inbox and touch .
2. If you have more than one email account added on the device, touch the sender line to select the account you want to use for sending the message.
3. 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 or history.

### **NOTE:**

To send a carbon copy or blind carbon copy to other recipients, touch  to open the **Cc/Bcc** field and enter the contact names or email addresses.

4. Enter the email subject and compose the email text.
5. Touch  to add images, videos and other types of files as attachments.
6. Touch  at the top right of the screen to send the message.

## **Responding to an Email**

You can reply to or forward a message that you receive. You can also delete messages and manage them in other ways.

### **Reply to or Forward an Email**

1. Open the email you want to reply to or forward from the Inbox.
2. Do the following as you need:
  - ▶ To reply to the sender, touch .
  - ▶ To reply to the sender and all recipients of the original email, touch .

- ▶ To forward the email to someone else, touch  .

3. Edit your message and touch  .

## Mark an Email

You can mark an email as read or unread.

- While reading a message, touch  > **Mark unread**.
- While in a message list (for instance, the Inbox), touch the sender images before the messages and 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  > **Delete**.
- While in a message list (for instance, the Inbox), touch the sender images before the messages and touch  .

## Delete an Email Account

1. From your inbox, touch  > **Settings**.
2. Touch the account you want to delete.
3. Swipe to the bottom of the screen and touch **Remove account from this device**.
4. Touch **OK** to confirm. All email messages in the account will be deleted.

# Adding and Editing Email Accounts

## Add an Email Account

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

1. Open **Email** to get the Inbox screen.
2. Touch  > **Settings**.
3. Touch **Add account**.
4. Follow the prompts to set up the account as you did with the first one.



### NOTE:

You can also add accounts from the Settings app. See [Add an Account](#).

## 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, your email signature, and details about the servers the account uses to send and receive mails.

1. Open **Email** to get the Inbox screen.
2. Touch  > **Settings** and touch the account whose settings

you want to change.

3. Make the changes and touch the **Back** key when you finish.

## Changing General Email Settings

General settings apply to all email accounts you add.

1. Open **Email** to get the Inbox screen.
2. Touch  > **Settings** > **General settings**.
3. Make the changes and touch the **Back** key when you finish.

You can use Messaging to exchange text messages (SMS) and multimedia messages (MMS).

## Opening the Messaging Screen

Touch the **Home** key > **Messaging**.

The **Messaging** screen opens, where you can create a new message, search for messages, or open an ongoing message thread.

- Touch  to write a new text or multimedia message.
- Touch  to search for a message using keywords.
- Touch an existing message thread to open the conversation you've had with a certain number.

## Sending a Message

1. On the **Messaging** screen, touch  at the bottom.
2. Add recipients by one of the following ways.
  - ▶ Touch the **To** field and manually enter the recipient's number or the contact name. If the phone presents a few suggestions, touch the one you want to add.
  - ▶ Select recipients from your contacts or call log by touching **FREQUENTS** or **ALL CONTACTS**.

3. Touch the **Send message** field and enter the message text.
4. If you want to send a multimedia message, touch  to attach a file or create a slideshow to the message.
5. Touch  .



#### **NOTES:**

- You can also include email addresses as recipients for a multimedia message.
- Do not add any attachment if you want to send a text message. Otherwise you will be charged for a multimedia message.

## Replying to a Message

Messages you receive are appended to existing threads of the same number. If the new message comes from a new number, a new thread is created.

1. On the **Messaging** screen, touch the thread that has the message you want to reply to.
2. Type your reply in the text box at the bottom. You can touch  if you want to reply with an MMS.
3. Touch  .

## Forwarding a Message

1. On the **Messaging** screen, touch the thread that has the message you want to forward.
2. Touch the message and then touch **Forward** in the menu that opens.
3. Enter a recipient for the message and edit the content if you want.
4. Touch  .

## Copying a Message

You can copy text messages from the nano-SIM card to the phone.

1. On the **Messaging** screen, touch  > **Settings** > **Manage SIM card messages**.
2. Touch and hold a message and then touch **Copy to phone memory**.

## Deleting Messages or Threads

### Delete Messages in a Thread

1. On the **Messaging** screen, touch a thread.

2. Touch  > **Multi-Select**.
3. Check the boxes of the messages you want to delete.
4. Touch  > **OK**.

## Delete Message Threads

1. On the **Messaging** screen, touch and hold a thread you want to delete.
2. If there are more threads you want to delete, touch them one by one.
3. Touch  > **OK**.

## Changing Message Settings

Touch  > **Settings** in the **Messaging** screen to change the messaging settings.

Calendar on the device 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 device.

To open Calendar, touch **Calendar** in the home screen.

## Viewing Your Calendars and Events

### Select Visible Calendars

1. Open the **Calendar** app.
2. Touch  > **Calendars to display**.
3. Touch the calendars to check the ones you want to see or uncheck the ones you'd like to hide.

Events from hidden calendars are not shown in the Calendar app.

### Change Calendar Views

You can view your calendars in different forms. The app offers four view types: Month, Week, Day, and Agenda.

To change calendar views, touch the current time at the top left

and select the view you prefer.

- In Week or Day view, swipe horizontally to see previous and future weeks or days.
- In Month view, swipe vertically to see past and future months.
- In Agenda view, swipe vertically to see all your events.
- When you are viewing past or future days, weeks, or months, touch  at the top right to quickly switch to today. The number in the icon changes with the actual date.
- Touch  > **Go to** and touch a desired date to switch to in calendar.

## View Event Details

In Agenda, Day, or Week view, touch an event to view its details. In Month view, touch a day to display events on that day. Then touch an event to view its details.

## Creating an Event

1. In any Calendar view, touch  at the bottom.  
You can also touch a spot in Day or Week view twice to add an event to that time slot.
2. Enter the event name, location, description, start time, end time, time zone, description, repetition and reminders.

 **NOTE:**

Different accounts may present different event details that you can fill in.

3. Touch **DONE**.

## Editing, Deleting or Sharing an Event

1. Find the event you want to edit, delete, or share.
2. Open its details screen (see [View Event Details](#) in this chapter).
3. Do one of the following as you need.
  - ▶ To edit the event, touch  . Touch **DONE** to save your changes.
  - ▶ To delete the event, touch  > **OK**.
  - ▶ To share the event, touch  and choose how to share.

## Changing Calendar Settings

To change the calendar settings, open a calendar view (Day, Week, Month, or Agenda), and touch  > **Settings**. You can change General settings, which apply to all accounts, or other settings that only apply to specific accounts.

- For **General settings**, choose options for Calendar view setting and Notification & reminders settings. You can

choose to show the week number, set the day of the week the calendar starts on, and use home time zone when you travel. Also you can choose event reminder settings such as notification sound, vibration, default reminder time, and more.

- To create a calendar account, touch  to create an Exchange or Google account.

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

## Opening the Browser

Touch the **Home** key > **Google** folder > **Chrome** to launch the web browser.

You can also open the browser by touching a web link - for example, in an email or a text message.

1. Open the **Chrome** app.
2. Touch the address box at the top.
3. Enter the address (URL) of a web page or enter terms you want to search for.
4. Touch a URL or search suggestion or touch **Go** /  on the keyboard to open the web page or search results.

### **NOTE:**

Touch the  **Back** key or  to go to the previous web page, or touch  to close the web page.

## Using Multiple Browser Tabs

You can open several web pages at the same time (one page in each tab) and switch between them freely.

### To open a new browser tab:

Touch  > **New tab**. A new browser tab opens.

### To switch between tabs:

Along the top, touch a tab to switch to it. If there are too many tabs, swipe them left and right to find the tab you need.



### NOTE:

Swipe a title horizontally or touch its  to close the tab.

## Downloading Files

1. Touch and hold an image or a link to a file or to another web page.
2. In the menu that opens, touch **Save image** or **Save link**.

The downloaded files are saved to your device. You can view or open them in the **Downloads** app.

# Using Bookmarks

## Add a Bookmark

1. Open the web page that you want to bookmark.
2. Touch . The URL of the web page is added to your bookmarks.
3.  If necessary, touch **EDIT**, which briefly appears at the bottom to edit the bookmark name, folder, or URL. Touch  to save and exit.

## Open a Bookmark

1. Touch  > **Bookmarks**.
2. Touch the bookmark you want to open.

## Edit a Bookmark

1. Touch  > **Bookmarks**.
2. Touch  next to the bookmark you want to edit and select **Edit**.
3. Edit the name or the URL of the bookmark in the fields, or change the folder to contain the bookmark if needed.
4.  Touch  to save and exit.

## Remove a Bookmark

1. Touch  > **Bookmarks**.
2. Touch  next to the bookmark you want to remove and select **Delete**.

## Clearing Browsing Data

1. Touch  > **Settings** > **Privacy** > **Clear browsing data**.
2. Touch the **Clear data from the** field to select the time period you want to clear.
3. Check the data type you want to clear: **Browsing history**, **Cookies and site data**, **Cached images and files**, **Saved passwords**, or **Autofill form data**.
4. Touch **CLEAR DATA**.



### NOTE:

You can touch  > **New incognito tab** to use the incognito feature, with which your browsing data won't be saved on your device.

## Changing Browser Settings

You can configure a number of settings to customize the way you browse the web, including several that you can use to

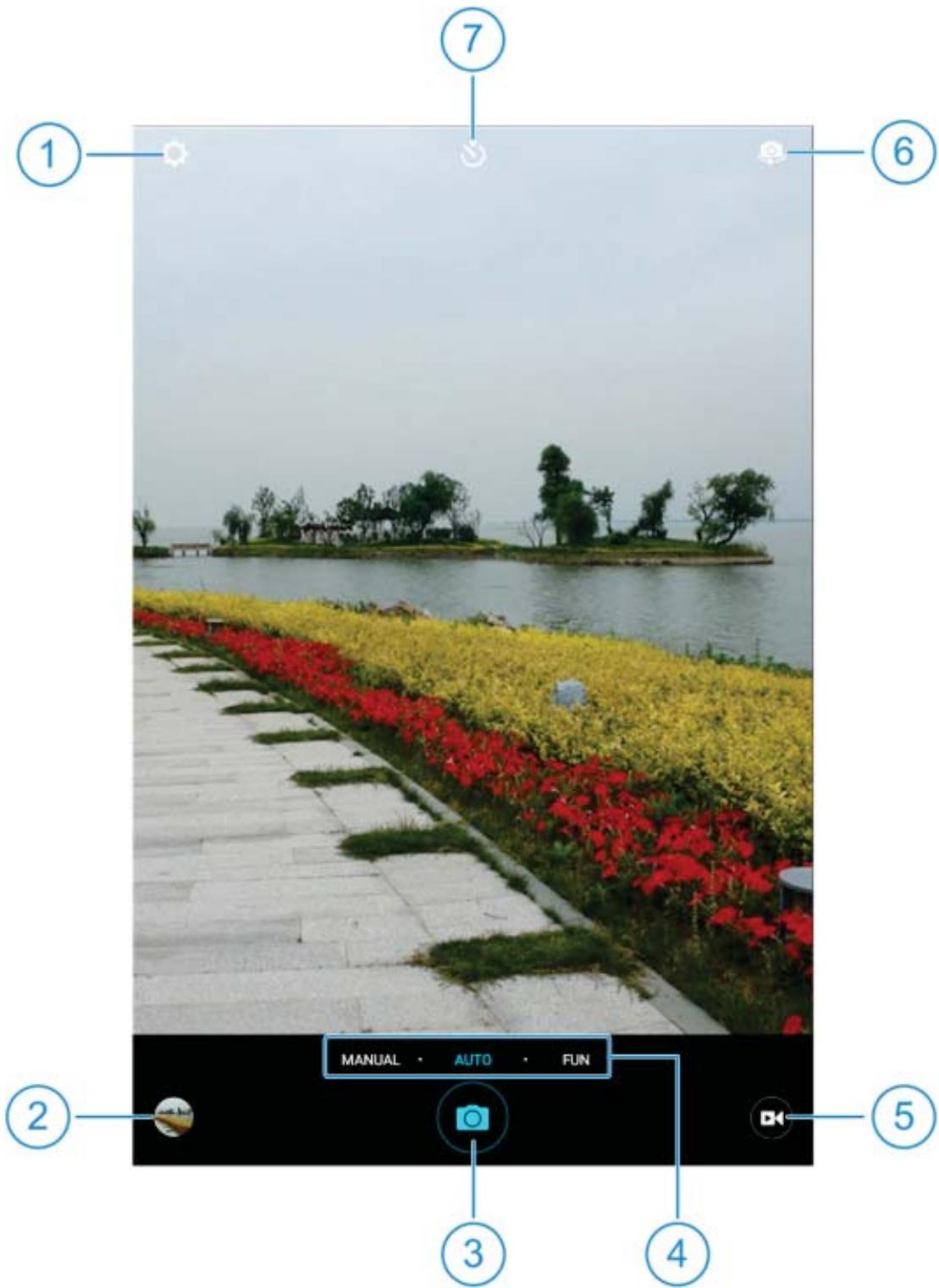
control your privacy.

To open the browser settings screen, touch  > **Settings**.

You can use your device to take photos and record videos. Photos and videos are stored on the device's internal storage or the microSD card. You can copy them to your computer or access them in the **Gallery** app.

## Capturing a Photo

1. Touch the **Home** key > **Camera**.
2. Aim the camera at the subject and make any necessary adjustment. Auto camera mode is used by default.



Number	Function
1	Change the camera settings.
2	View pictures and videos you have taken.
3	Capture a picture.
4	Switch among AUTO, MANUAL, and FUN (SPECIAL EFFECT, HDR, PANORAMA, SMILE, INTERVAL and MULTI EXPOSURE), only available for the back camera.
5	Start video recording.
6	Switch between the front and back cameras.
7	Set a time delay before the camera takes a picture automatically after you touch the shutter icon.



**NOTE:**

You can spread or pinch your fingers on the screen to zoom in or out before taking pictures.

3. Touch the area where you want the camera to focus, or leave the camera to autofocus on the center of the image.
4. Press the **Volume-/+** key to zoom in/out.
5. Lightly touch  to take a photo.

When you use the front camera, you can also touch  to enable smile capturing.

# Using Different Camera Modes

Choose from three different camera modes (MANUAL, AUTO, and FUN) for different options while taking photos.



## NOTES:

- AUTO mode is the default setting for the camera.
- FUN mode are only available on the back camera.

## Use Manual Camera Mode

You can use manual camera mode to adjust more camera options for your photo such as ISO, white balance, exposure, etc.

1. Touch the **Home** key > **Camera**.
2. Touch **MANUAL**.
3. Aim the camera at the subject and you can make the following adjustments.
  - ▶ Drag  to any area on the screen that you want to focus on.
  - ▶ Drag  to any area on the screen where you want the camera to meter exposure so as to adjust the photo brightness.
  - ▶ Touch  to show the grid or the golden spiral, or hide

it.

- ▶ Touch  to enable or disable the grader.
- ▶ Touch  to adjust white balance.
- ▶ Touch  to adjust ISO.
- ▶ Touch  to adjust overall exposure.
- ▶ Touch  > **Picture size** to set the image size for your photo.

4. Touch  to take the photo.

## Using Other Camera Modes

Besides capturing photos and videos in the traditional way, your camera app offers other powerful and interesting camera modes. Switch to the back camera and touch FUN in the viewfinder screen to find them all.

- **Panorama:** Capture panorama pictures.
- **HDR:** Turn on the HDR feature.
- **Special effect:** Apply warm, cool, sepia, fisheye or other special effects to the photo.
- **Multi-exposure:** Capture two pictures for collage.
- **Interval:** Capture time lapse pictures at the interval you select.

- **Smile:** Capture pictures automatically when detecting smiles.

## Recording a Video

1. Touch the **Home** key > **Camera**.
2. Aim the camera at the subject and make any necessary adjustment. You can touch any area on the screen that you want the camcorder to focus on before and during recording.

### **NOTE:**

You can spread or pinch on the screen to zoom in or out before recording.

3. Touch  to start and  to stop recording. You can also touch  /  to pause the recording.

### **NOTE:**

When recording is in progress, touch  to save the frame as a separate photo.

## Customizing Camera/Camcorder Settings

Before capturing a photo or a video, you can touch  to open the following camera and video setting options.



## NOTE:

Some camera and video options will change in different camera modes.

### ● CAMERA

- ▶ **Shutter tone:** Turn on or off the shutter tone.
- ▶ **Geo-tagging:** Select whether to store the GPS location in your captured photos and videos.
- ▶ **Review:** Select whether to review the picture after you shot it. You can also set the review time.
- ▶ **Storage location:** Change the storage location for captured photos and videos.
- ▶ **Restore defaults:** Restore default camera and video settings.

### ● VIDEO

- ▶ **Video quality:** Set the quality up to 1080P for your video.
- ▶ **Time lapse:** Set the time interval between each frame when recording time lapse videos using the back camera.
- ▶ **Focus lock when recording:** Select whether to lock the focus point when recording videos using the back camera.
- ▶ **Geo-tagging:** Select whether to store the GPS location in your captured photos and videos.
- ▶ **Storage location:** Change the storage location for captured photos and videos.

- ▶ **Restore defaults:** Restore default camera and video settings.

# Gallery

## Opening Gallery

Touch the **Home** key >  > **Gallery** to view albums of your pictures and videos.

## Working With Albums

When you open **Gallery**, all pictures and videos on your device are displayed by **Timeline**. To view pictures by album, touch **Timeline** on the upper left corner and then touch **Album**.

### To view album contents:

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

### To share albums, pictures, or videos:

1. Touch and hold an album to select it or touch and hold an item after you open an album to select a picture or a video.
2. Touch more items that you want to share.
3. Touch  and select how you want to share the items.

### To delete albums, pictures, or videos:

1. Touch and hold an album to select it or touch and hold an item after you open an album to select a picture or a video.

2. Touch more items that you want to delete.

3. Touch .

## Working With Pictures

Touch a picture in an album to view the picture in full screen.



When viewing a picture in full screen, the following features are available.

- Swipe horizontally to see other pictures or videos in the album.
- Pinch a picture or video to make it smaller. You'll then see a filmstrip-style view of all your pictures and videos in a row.

Swipe left or right to scan through them all.

 **NOTE:**

You can delete a picture or video by swiping it up in the filmstrip view. If you accidentally delete one, touch **UNDO** to retrieve it.

- Double-tap the picture, or pinch two fingers together or spread them apart to zoom out or in.
- Touch ,  or  to share, edit or delete the picture.
- Touch  to set the picture as wallpaper or contact photo, rotate or rename the picture, browse the album contents in a slideshow, print the picture, or check file details.
- Touch  to return to the album.

 **NOTE:**

Some options may not be available for certain albums or pictures.

## Retouching Your Pictures

You can edit any photos you took and some other pictures in **Gallery**. The changed picture is saved in the same album as the original image, which is not affected.

1. Touch  while viewing a picture in full screen to open the Editor interface.

2. Touch an edit option along the bottom of the screen and edit the picture.

<b>Filter</b>	Apply filters, old photo and blur effects.
<b>Cropping</b>	Crop, rotate, or flip (mirror) the picture.
<b>Light</b>	Adjust contrast, sharpness, exposure and other color options.
<b>Color</b>	Adjust the color by changing curves , hue, saturation or vibrance.
<b>Doodle</b>	Select a color and draw anything, add text, or apply mosaic on the picture.

 **NOTE:**

Touch  in the Photo Editor screen to see the edits you have made and undo or redo them.

3. Touch  to keep the change or touch  to cancel it.
4. Touch  to save the new picture.

## Playing Videos

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



Touch the **Home** key >  > **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 Device

Before using Music, you need to copy or download audio files to your device.

### Copy From a Computer

1. Connect your device and the computer with a USB cable.
2. Touch **Media device (MTP)** as the connection mode. See [Connect Your Device to a Computer via USB](#).
3. Copy the music files from the PC and paste them to the device storage or the microSD card.

### Download From the Internet

You can download music files when browsing web pages. See [Downloading Files](#).

## Receive via Bluetooth

You can receive music files from other devices via Bluetooth. See [Receive Data via Bluetooth](#).

## Viewing Your Music Library

Touch the **Home** key >  > **Music** to open the Music app. There you can touch **All Songs** to view all your audio files, or touch **Artists**, **Albums**, or **Folders** to view by categorized lists of artists, albums, and folders. You can also touch **Favorites** or **Recently Played** to find songs, or view all your playlists in the **Playlists** section.

### **NOTE:**

If an audio file is being played, its name and player controls are displayed at the bottom of the screen. Touch the area to open the playback screen.

## Setting a Song as the Default Ringtone

The song will be used as the ringtone for all notifications.

1. Touch the **Home** key >  > **Music** > **All Songs** to see the music library.

### **NOTE:**

If you are in the playback screen, touch  on the top left of the

screen to return to the music library.

2. Touch  next to a song in any list.
3. In the menu that opens, touch **Set as ringtone**.
4. Touch **Notification Ringtone**.



#### **NOTE:**

If the song is being played and you're in the playback screen, you can touch  > **Set as ringtone** and select **Notification Ringtone**.

## Playing Music

Touch a song in the music library to listen to it. Touch the bottom of the screen to open the following playback screen.

<b>Number</b>	<b>Function</b>
1	Access additional options.
2	View current playlist.
3	View information of the current track.
4	Album artwork (if available). Swipe left or right to switch to the next or previous song.
5	Return to the music library.
6	Turn on or off Shuffle.

7	Toggle repeat mode: repeating the current song, repeating all songs, or sequential.
8	Add the track to the Favorites playlist.

## 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.

- Touch  > **Add to playlist** next to a song to add it to a playlist or create a new playlist.
- Touch  > **Delete** next to a playlist to delete the playlist.
- Touch a playlist to view its content. To delete a song, touch  > **Remove** next to the song you want to remove.

Use the **Video Player** app to manage your video library and watch videos.

## Opening the Video Library

Touch  in the home screen and select **Video Player** to view your video library, where your video files are displayed.

Swipe up or down to find the video you want. You can also touch  to search for video files, or touch  > **View by** or **Sort by** to change the display mode or sort the list.

## Playing and Controlling Videos

Touch a video in the video library to play it. Touch the screen to show the playback controls. You can control the video and audio or carry out other operations.

- Touch the play/pause button at the bottom to pause or resume the playback.
- Slide horizontally on the screen to rewind or fast forward.
- Slide vertically on the right or left part of the screen to adjust volume or brightness.

- Touch  or  to skip to the previous or the next video.
- Touch  or  to change the video ratio.
- Touch  to rotate the video.
- Touch  to hide the control panel.
- Touch  to capture a screenshot.
- Touch  to share, trim or delete the video, or configure player settings.

## Managing Video Files

### Delete Video Clips

1. In the video library, touch and hold a video.
2. Check other videos you want to delete.
3. Touch  > **OK**.

### Share a Video Clip

1. Touch and hold a video in the video library.
2. In the menu that opens, touch  and select how you want to share it.

## Trim a Video Clip

1. Touch a video to start playing it.
2. Touch  > **Trim**.
3. Drag the two tabs on the progress bar to select the portion you want to keep.

If necessary, touch  to preview the selected portion.

4. Stop the preview or when it ends, touch  . The trimmed video is saved as a new video file.

With the FM radio, you can search for radio channels, listen to them, and save them on your phone. Note that the quality of the radio broadcast depends on the coverage of the radio station in your area. The wired headset works as an antenna, so always connect the headset when using the radio. When you receive an incoming call while listening to the radio, the radio will be turned off.

## Scanning and Saving Channels

1. Plug in a wired headset and touch the **Home** key >  > **FM Radio**.
2. Touch  > **Scan**. Your phone scans for available channels and saves them to the All channels list.

### **NOTE:**

When you open the **FM Radio** app for the first time, it will automatically scan for channels and show the **All channels** list. You can also touch  > **All channels** to view the list.

## Listening to FM Radio

1. Touch the **Home** key >  > **FM Radio** while the headset is connected.
2. Touch  > **All channels** and select a channel.

You can also drag the frequency panel left or right, touch + or -, or touch  or  to switch to other channels.



### NOTES:

- Touch  to add the channel to favorites. Favorite channels are put on the FM Radio main screen. Slide  up to view all favorite channels.
- You can save at most 16 channels to favorites.
- Touch  to listen to the radio through the phone speaker.

## Editing a Saved Channel

1. Open the **FM Radio** app and touch  > **All channels** to display the list of saved channels.
2. Touch and hold a channel and select **Rename**, or touch the star to the right of a channel to add it to favorites.

## Other Options and Settings

### To turn off FM radio automatically:

Touch  > **Sleep Timer** and select one timer.

A count-down clock appears above the frequency and the radio is turned off when the clock counts down to 00:00.

### To turn off FM radio immediately:

Touch the switch  at the top of the screen.

### To set your radio region:

FM radio frequency ranges differ in different regions.

Touch  > **FM frequency range** to select the range you need.



### NOTE:

If you change the frequency range, previously saved channels are not shown until you switch back to the original frequency range.

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

## Record a Voice Memo

1. Touch the **Home** key >  > **Sound Recorder**.
2. Touch the **HQ** icon to turn on or off high quality recording.
3. Touch  to start recording. During recording, you can touch  /  to pause or continue the recording.
4. Touch  to stop recording. The memo is automatically saved.

## Play a Voice Memo

**To play a memo you just recorded:**

Touch  .

**To play any saved memo:**

1. Touch  at the top right of the screen to see all

recordings.

2. Touch the title of a memo to play it.



**NOTE:**

Touch  next to a memo to delete, rename, share, trim it, check file information, add a tag, or set it as your device ringtone or notification ringtone.

## Backup & Restore

Touch the **Home** key >  > **Settings** > **Backup & Reset**. You can back up your app data, Wi-Fi password and other information, to the microSD card or device storage regularly. If the data get lost, restore it from the card or storage.

Check **Automatic restore** to restore all data when reinstalling an app.

## Calculator

Touch the **Home** key >  > **Calculator** to use the device's convenient built-in calculator for some basic as well as advanced mathematical equations.

## Clock

Touch the **Home** key >  > **Clock**. The **Clock** app allows you to check local time in places around the world, set alarms, and use timers.

## Set a New Alarm

1. Touch the  tab in the **Clock** app.
2. Touch an existing alarm to configure it, or touch  at the bottom of the screen to create a new alarm.
3. Set up the alarm options, such as time, alarm days, snooze, and alarm ringtone.
4. Touch **SAVE** to save and exit.



### NOTES:

- To enable or disable existing alarms directly, just touch the switches on the right side.
- Touch  in the  tab to configure alarm settings, including ringtone volume and duration, vibration, volume crescendo, and alarm in silent mode.

## Check World Time

Touch  the  tab in the **Clock** app to check local time around the world.

Touch  at the bottom to add a new city or country.

## Use the Stopwatch and Countdown

Touch the  or  tab in the **Clock** app to use the stopwatch

or the countdown timer.

Stopwatch allows you to record lap times (100 laps at most), while countdown allows you to set a time and count down to zero.

## Downloads

The **Downloads** app keeps a record of the files you have downloaded using apps such as **Chrome**.

Touch the **Home** key >  > **Downloads** to check the record.

- Touch a file to open it with the appropriate applications.
- Touch and hold a file to delete or share it.

## File Manager

Quickly access all of your images, videos, audio clips, and other types of files on your device storage.

Touch the **Home** key >  > **File Manager**.

- Touch **CATEGORY** at the top left to find the file you need by category.
- Touch **LOCAL** at the top right to browse folders and files.
- Touch and hold an item to access option icons such as Copy, Move, Share, or Delete.
- To copy or move an item, navigate to a new location and

touch **PASTE**.

- Touch **+** to create a new folder in the current directory.
- Touch  to search for files.
- Touch  > **View by** or **Sort by** to change the view of the list or the order of the items in the list.
- Touch  > **Show hidden files** to display hidden system files and folders.
- Touch  > **Multi-Select** to select multiple items for deletion, sharing, copying, moving, or compression.
- Touch  > **Exit** to exit the File Manager app.

## Google Apps

Open the Google apps to use Google services. Some apps are put in the **Google** folder on the home screen.



### NOTE:

Some contents or Google services may not be available in certain regions.

- **Chrome:** Use the Chrome app to browse the Internet and get your bookmarks, browsing history, and more synced with your Google account.
- **Drive:** Store files on Google servers for free after you sign in to your Google account. You can access them on your

computers, your devices and other devices, share them, or collaborate with others.

- **Gmail:** Send and receive emails via your Gmail account or other personal email accounts.
- **Google:** Use Google search or get information when you need it with Google Now.
- **Hangouts:** Chat with Google+ friends or send text or multimedia messages.
- **Keep:** Create, share, and collaborate notes quickly and easily.
- **Maps:** Find your place and find your way in the world.
- **Play Movies & TV:** Purchase, download and watch the latest and your favorite movies and TV shows.
- **Play Music:** Play music on the device and on your Google account.
- **Play Store:** Buy and download apps, games, and other content from the Google Play Store.
- **Voice Search:** Search for information with your voice.
- **YouTube:** Watch video clips from YouTube.com, or upload your own and share with the world.

Touch the **Home** key >  > **Settings**. The **Settings** app contains most of the tools for customizing and configuring your device.

## Wireless and Networks

### Wi-Fi

Touch the **Home** key >  > **Settings** > **Wi-Fi**. You can turn Wi-Fi on or off and configure your Wi-Fi connections. See [Connecting to Wi-Fi](#) and [Using Wi-Fi Direct](#).

### Bluetooth

Touch the **Home** key >  > **Settings** > **Bluetooth**. You can turn Bluetooth on or off and configure your Bluetooth connections. See [Connecting to Bluetooth Devices](#).

### Cellular Network

Touch the **Home** key >  > **Settings** > **Mobile networks**. You can control mobile data, data roaming, network type, network operator, and APNs. See [Connecting to Mobile Networks](#).

## Wi-Fi Hotspot

Touch the **Home** key >  > **Settings** > **Wi-Fi hotspot**. By using Wi-Fi hotspot, your device can be used as an Internet access point, which allows devices to connect via Wi-Fi. See [\*Share Your Mobile Data Connection as a Wi-Fi Hotspot\*](#).

## Data Usage

Touch the **Home** key >  > **Settings** > **Data usage** to manage mobile data use.

Touch the **Data saver** switches to turn on or off mobile data or mobile data limit.

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



### **NOTE:**

The data usage is measured by your device, and your carrier's data usage accounting may differ.

## Airplane Mode

Touch the **Home** key >  > **Settings** > **More** and slide the

switch beside **Airplane mode** to turn airplane mode on or off. All the device's radios that transmit voice or data are turned off when airplane mode is on.

## VPN

Touch the **Home** key >  > **Settings** > **More** > **VPN** to set up and connect to virtual private networks. See [Connecting to Virtual Private Networks](#).

## USB Tethering

Touch the **Home** key >  > **Settings** > **More** > **USB tethering** to share your device's mobile data connection with a PCs via USB so that you can access the Internet on the PC using the device. See [Share Your Mobile Data Connection via USB](#).

## Device

### Display

Touch the **Home** key >  > **Settings** > **Display** to configure the following options.

- **Brightness level:** Set the brightness of the display.
- **Wallpaper:** Select a background image for the home screen.
- **Sleep:** Set the length of time of inactivity before the screen turns off automatically.

- **Font size:** Set the font size of the text on the screen.
- **Auto-rotate screen:** Select whether the screen contents should rotate when the device is rotated.

## Sound

Touch the **Home** key >  > **Settings** > **Sound**. You can adjust different types of volume (see [Adjusting Volume](#)), toggle sound, vibration and mute (see [Switching to Silent or Vibration Mode](#) and [Using Do Not Disturb Mode](#)), set up ringtone and notification sound (see [Changing Notification Sound](#)), or select system sounds (see [Turning On/Off System Sounds](#)).

## Apps

Touch the **Home** key >  > **Settings** > **Apps** to see apps installed on your device and manage them.

Touch an app to see its information. The following options may be available:

- **FORCE STOP:** Stop the app.
- **UNINSTALL:** Uninstall the app.
- **DISABLE/ENABLE:** Disable or enable the app.
- **Storage:** Check its storage information, clear its data or cache.
- **Data usage:** Check how much data has been used by the app during the time cycle you set and restrict background data for the app.

- **Permissions:** Check or change the app permissions.
- **Notifications:** Manage the app notifications in the notification panel and the lock screen. You can set the priority, sensitivity, and more.
- **Open by default:** Check the app's supported links and set whether to open the links in the app, and clear the app's defaults.
- **Battery:** Check the battery use details of the app since last full charge.
- **Memory:** Check how much memory has been used by the app.



#### **NOTE:**

Not all options are available for the apps.

## **Storage**

Touch the **Home** key >  > **Settings** > **Storage** to view the memory information of the device storage and the microSD card.

You can touch **Save location** to choose the default location for new data, such as photos captured, and voice recorded.

Touch **Tablet** or microSD card name to get a detailed breakdown of space usage by type. Touch a data type to see more information or delete the files you do not need.

For more information about using the microSD card, see [Using the microSD Card as Portable or Device Storage](#).

# Battery

Touch the **Home** key >  > **Settings** > **Battery** to view the battery level, check what has been using the battery, and optimize battery use.

- Touch an app or service to adjust its settings in order to save battery life. For example, touch **Screen** > **Reduce the screen brightness and/or screen timeout** to change screen brightness and sleep.
- Touch  > **Battery optimization**. Battery optimization helps prolong battery standby time when you're not using the device. If there are apps that you don't want battery optimization enabled, you can turn the feature off in those apps. Just touch **Not optimized** > **All apps**, touch the app name and then touch **Don't optimize** > **DONE**.
- Touch  > **Battery saver**. You can turn on or off the Battery saver or configure it to turn on automatically in order to reduce battery use and improve battery life.

# Memory

Touch the **Home** key >  > **Settings** > **Memory** to monitor the average memory use and performance of your device. You can also check which apps use the most memory.

## Connect to PC

- Touch the **Home** key >  > **Settings** > **Connect to PC** to select the USB connection type between your tablet and PC. For more information, see [Connecting to Your Computer via USB](#).

## Personal

### Location

Touch the **Home** key >  > **Settings** > **Location** to manage location services, which help your device and apps determine your location. To use location-related applications, such as finding your location on Google Maps, you must have location services turned on on your device.

1. Slide the switch at the top to turn location services on or off.
2. When location is enabled, touch **Mode** to select location sources you want to use.
  - **High accuracy:** Get accurate location using GPS, Bluetooth, and Wi-Fi as well as mobile networks.
  - **Battery saving:** Use only Wi-Fi, Bluetooth, and mobile networks to get your approximate location. This will drain

less power from your battery than using GPS.

- **Device only:** Use GPS to pinpoint your location.

In the **Location services** menu, touch **Accelerated location** or **Google Location History** to use Qualcomm® IZat™ hardware accelerated location to determine your location or configure Google location options.

## Security

Touch the **Home** key >  > **Settings** > **Security** to configure options that help keep your device and data safe.

- **Screen lock:** Disable the screen lock or enable it with long press, pattern, PIN, or password. See [Protecting Your Device With Screen Locks](#).
- **Smart Lock:** Keep the device unlocked when connected to trusted devices, in trusted places, or unlocked by trusted faces or voice, or unlocked when your device is being carried on the body.



### NOTE:

- You need to sign in to your Google account on the device to use the **Smart Lock** feature.
- **Encrypt tablet:** The encrypt device feature is enabled by default. When you set a screen lock (Pattern, PIN, or Password), you can use the feature to enable secure start-up.

- **Make passwords visible:** Display passwords as you enter them.
- **Device administrators:** View or deactivate apps you have authorized to be device administrators.
- **Unknown sources:** Check this option to permit installation of apps from sources other than the Play Store.
- **Storage type:** Check the credential storage type.
- **Trusted credentials:** Display trusted CA certificates.
- **Install from SD card:** Install certificates from the storage.
- **Clear credentials:** Delete all certificates.
- **Trust agents:** View or deactivate trust agents.
- **Screen pinning:** Keep a screen of your choice in view, so that others cannot switch to other apps and access your personal information. See [Protecting Your Device With Screen Pinning](#).
- **Apps with usage access:** Turn on or off some apps' access to your device usage information.

## Accounts

Touch the **Home** key >  > **Settings** > **Accounts** to manage your web accounts and synchronization. Touch **Add account** to sign in to or create accounts on your device.

Touch an account type to see that type of accounts you have added and adjust the accounts settings.

# Google

Touch the **Home** key >  > **Settings** > **Google** to easily manage settings for Google apps and features. You can set the options for Google account and services.

## Language & Input

Touch the **Home** key >  > **Settings** > **Language & input** to configure options related to system language, input methods, speech input and output as well as mouse/trackpad input.

- **Language:** Select a language for your system.
- **Spell checker:** Use Google Spell Checker to check for spelling errors when entering text.
- **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.
- **Text-to-speech output:**
  - **Preferred engine:** Select the speech synthesis engine you want to use or change its settings.
  - **Speech rate:** Select how quickly you want the synthesizer to speak.
  - **Pitch:** Adjust the tone of spoken text.
  - **Listen to an example:** Play a brief sample of the speech

synthesizer, using your current settings.

- ▶ **Default language status:** Check whether the text-to-speech output feature supports the current system language.
- **Pointer speed:** Select how fast the pointer/mouse should scroll when you connect the device to a trackpad or mouse accessory.

## Backup and Reset

Touch the **Home** key >  > **Settings** > **Backup & reset** to manage data backup and restoration options, and to reset the network setting or the device to factory status.

- **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.
- **Backup account:** Set the Google account that the data is backed up to.
- **Automatic restore:** Restore previously backed up settings and data when you reinstall an app.
- **Factory data reset:** Reset your device to factory default settings. All your data in the internal storage will be erased during the process.

# System

## Date & Time

Touch the **Home** key >  > **Settings** > **Date & time** to set date, time, time zone, and time format. See [Setting the Date and Time](#).

## Accessibility

Touch the **Home** key >  > **Settings** > **Accessibility** to configure accessibility plug-ins and services on your device, such as using **Color inversion** or **Font size** for users with sight problems.

## Printing

Touch the **Home** key >  > **Settings** > **Printing** to manage Google Cloud Print service or other printer plug-ins installed from the Google Play Store or your printer manufacturer.

## About Device

Touch the **Home** key >  > **Settings** > **About tablet** to view important device information and legal information. You can also touch **Additional system updates** > **Software Update** to check for system updates and install them when they become

available.

There are several ways to upgrade your device software:

- Use the online upgrade tool for mobile terminal products.
- Use the one-press upgrade package offered by your mobile service provider.
- Use your PC to download an upgrade package to your microSD card and install it to your device from the card.



**NOTE:**

Visit the ZTE official handset service support website (<http://www.ztedevice.com/support>) and click your country or region to learn more about the above upgrade methods, as well as which devices and methods are supported.

If you encounter problems while using the device, 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 device.

<b>Problem</b>	<b>Possible causes</b>	<b>Possible solution</b>
Poor reception	The network signal is too weak at your current location, for example, in a basement or near a tall building, because wireless transmissions cannot effectively reach it.	Move to a location where the network signal can be properly received.
	The network is busy at the current time (for example, during peak times, there may be too much network traffic to handle additional calls).	Avoid using the device at such times, or try again after waiting a short time.
	You are too far away from a base station for your service provider.	You can request a service area map from your service provider.
Unable to select certain features	Your service provider does not support these features, or you have not applied for services that provide these	Contact your service provider.

	features.	
Cannot charge the battery	The battery or battery charger is damaged.	Contact the dealer.
	The device's temperature is below 0 °C or higher than 45 °C.	Adjust the battery charging environment to avoid extremes of temperature.
	The contact between the battery and charger is poor.	Check all connectors to ensure that all connections have been properly made.
Shortened standby time	The standby time is related to your service provider system configuration. The same device used with different service providers' systems will not provide exactly the same length of standby time.	If you are located in an area where signaling is weak, temporarily power off the device.
	The battery is depleted. In high temperature environments, battery life will be shortened.	Contact the dealer to change a new battery.
	If you are not able to connect to the network, the device will continue to send out signals as it attempts to locate a base station. Doing so consumes battery power and will consequently shorten standby time.	Change your location to one where the network is accessible, or temporarily turn off your device.
Cannot turn	Battery power has been	Recharge the device's

your device on	depleted.	battery.
nano-SIM card error	The nano-SIM card malfunctions or is damaged.	Take the nano-SIM card to your service provider for testing.
	The nano-SIM card is inserted improperly.	Insert the nano-SIM card properly.
	There is debris on the nano-SIM card contacts.	Use a soft, dry cloth to clean the nano-SIM card contacts.
Unable to connect to the network	The nano-SIM card is invalid.	Contact your service provider.
	You are not within the network's service area.	Check the service area with your service provider.
	The signal is poor.	Move to an open space, or if you are inside a building, move closer to a window.
Device crashes, reboots, freeze, or cannot be powered on	Some third-party software is not compatible with your device.	Uninstall the software that may cause the problem.
		Upgrade the device software.
		Reset the device to factory status.

## General Safety

	<p>Don't make or receive handheld calls while driving. Never text while driving.</p>		<p>Don't use at gas stations.</p>
	<p>Keep your device at least 10 mm away from your ear or body while making calls.</p>		<p>Your device may produce a bright or flashing light.</p>
	<p>Small parts may cause choking.</p>		<p>Don't dispose of your device in fire.</p>
	<p>Your device can produce a loud sound.</p>		<p>To prevent possible hearing damage, do not listen at high volume levels for long periods.</p>
	<p>Avoid contact with anything magnetic.</p>		<p>Avoid extreme temperatures.</p>

	Keep away from pacemakers and other electronic medical devices.		Avoid contact with liquids. Keep your device dry.
	Turn off when asked to in hospitals and medical facilities.		Do not take your device apart.
	Turn off when told to in aircrafts and airports.		Only use approved accessories.
	Turn off when near explosive materials or liquids.		Don't rely on your device for emergency communications.

## Radio Frequency (RF) Energy

This device is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission of the United States and Industry Canada of Canada.

During SAR testing, this device is set to transmit at its highest certified power level in all tested frequency bands, and placed in positions that simulate RF exposure in usage against the head with no separation, and near the body with the separation of 15 mm. Although the SAR is determined at the highest certified power level, the actual SAR level of the device while operating

can be well below the maximum value. This is because the device is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output.

The exposure standard for wireless devices employing a unit of measurement is known as the Specific Absorption Rate, or SAR. The SAR limit set by the FCC is 1.6 W/kg and 1.6 W/kg by Industry Canada.

This device is in compliance with SAR for general population /uncontrolled exposure limits in ANSI/IEEE C95.1-1992 and Canada RSS 102 and had been tested in accordance with the measurement methods and procedures specified in IEEE1528 and Canada RSS 102. This device has been tested and meets the FCC and IC RF exposure guidelines when tested with the device directly contacted to the body.

The FCC has granted an Equipment Authorization for this device with all reported SAR levels evaluated as in compliance with the FCC RF exposure guidelines. SAR information on this device is on file with the FCC and can be found under the Display Grant section of [www.fcc.gov/oet/ea/fccid](http://www.fcc.gov/oet/ea/fccid) after searching on FCC ID: SRQ-K81.

For this device, the highest reported SAR value for usage against the body is 1.18 W/kg.

While there may be differences between the SAR levels of various devices and at various positions, they all meet the government requirement.

SAR compliance for body-worn operation is based on a separation distance of 15 mm between the unit and the human body. Carry this device at least 15 mm away from your body to ensure RF exposure level compliant or lower to the reported level. To support body-worn operation, choose the belt clips or holsters that do not contain metallic components to maintain a separation of 15 mm between this device and your body.

RF exposure compliance with any body-worn accessory, which contains metal, was not tested and certified, and using such body-worn accessory should be avoided.

## FCC Regulations

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This device has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular

installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.



### **CAUTION:**

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

## **IC Notice**

This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions:

- (1) this device may not cause interference, and
- (2) this device must accept any interference, including interference that may cause undesired operation of the device.

This Class B digital apparatus complies with Canadian ICES-003.

IC: 5200E-K81

### **IC Radiation Exposure Statement**

This EUT is in compliance with SAR for general population/uncontrolled exposure limits in IC RSS-102 and had been tested in accordance with the measurement methods and procedures specified in IEEE 1528 and IEC 62209. This equipment should be installed and operated with minimum distance of 1.0 cm between the radiator and your body. This device and its antenna(s) must not be co-located or operating in conjunction with any other antenna or transmitter.

## **Hearing Aid Compatibility (HAC) Regulations for Mobile Devices**

In 2003, the FCC adopted rules to make digital wireless teledevices compatible with hearing aids and cochlear implants. Although analog wireless devices do not usually cause interference with hearing aids or cochlear implants, digital wireless devices sometimes do because of electromagnetic energy emitted by the device's antenna, backlight, or other components. Your device is compliant with FCC HAC regulations (ANSI C63.19- 2011). While some wireless devices are used near some hearing devices (hearing aids and cochlear implants), users may detect a buzzing, humming, or whining noise. Some hearing devices are more immune than others to

this interference noise and devices also vary in the amount of interference they generate. The wireless teledevice industry has developed a rating system for wireless devices to assist hearing device users in finding devices that may be compatible with their hearing devices. Not all devices have been rated. Devices that are rated have the rating on their box or a label located on the box. The ratings are not guarantees. Results will vary depending on the user's hearing device and hearing loss. If your hearing device happens to be vulnerable to interference, you may not be able to use a rated device successfully. Trying out the device with your hearing device is the best way to evaluate it for your personal needs.

This device has been tested and rated for use with hearing aids for some of the wireless technologies that it uses. However, there may be some newer wireless technologies used in this device that have not been tested yet for use with hearing aids. It is important to try the different features of this device thoroughly and in different locations, using your hearing aid or cochlear implant, to determine if you hear any interfering noise. Consult your service provider or the manufacturer of this device for information on hearing aid compatibility. If you have questions about return or exchange policies, consult your service provider or device retailer.

**M-Ratings:** Devices rated M3 or M4 meet FCC requirements and are likely to generate less interference to hearing devices than devices that are not labeled. M4 is the better/higher of the two ratings.

**T-Ratings:** Devices rated T3 or T4 meet FCC requirements and are likely to be more usable with a hearing device's telecoil (“T Switch” or “Teledevice Switch”) than unrated devices. T4 is the better/higher of the two ratings. (Note that not all hearing devices have telecoils in them.)

**Your device meets the M4/T3 level rating.**

Hearing devices may also be rated. Your hearing device manufacturer or hearing health professional may help you find this rating. For more information about FCC Hearing Aid Compatibility, please go to <http://www.fcc.gov/cgb/dro>.

## **Distraction**

### **Driving**

Full attention must be given to driving at all times in order to reduce the risk of an accident. Using a device while driving (even with a hands free kit) 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 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 device and any consequences of its use.

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

- Always treat your device and its accessories with care and keep it in a clean and dust-free place.
- Keep the screen and camera lens clean. Unclean screen or camera lens may slow down the device's reaction to your operations or lower image quality.
- Clean the device and its accessories with a soft material such as cleaning cloth for eyeglass lenses. Do not use alcohol or other corrosive substances for cleaning or allow them to get inside.
- Do not expose your device or its accessories to open flames or lit tobacco products.
- Do not expose your device or its accessories to liquid, moisture or high humidity.
- Do not drop, throw or try to bend your device or its accessories.

- Do not paint your device or its accessories.
- Do not attempt to disassemble your device or its accessories. Only authorized personnel can do so.
- Do not expose or use your device or its accessories in an environment with or that can reach extreme temperatures, minimum - [5] and maximum + [50] degrees Celsius.
- Do not place your device inside or near heating equipments or high pressure containers, such as water heaters, microwave ovens, or hot cooking utensils. Otherwise, your device may be damaged.
- Please check local regulations for disposal of electronic products.
- Do not carry your device in your back pocket as it could break when you sit down.

## **Small Children**

Do not leave your device 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 device. Your device 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 to be close to your device for a long time.

## **Electrostatic Discharge (ESD)**

Do not touch the metal connectors on the nano-SIM card and the microSD card.

## **Antenna**

Do not touch the antenna unnecessarily.

## **Normal Use Position**

When placing or receiving a device call, hold your device to your ear, with the bottom towards your mouth.

## **Air Bags**

Do not place a device 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 device safely before driving your vehicle.

## **Seizures/Blackouts**

The device 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. To reduce the risk of blackouts or seizures, you can use your device in a well-lit room and take frequent breaks.

## **Repetitive Stress Injuries**

To minimize the risk of Repetitive Strain Injury (RSI) when texting or playing games with your device:

- Do not grip the device too tightly.
- Press the buttons lightly.
- Use the special features that are designed to minimize the times of pressing buttons, such as Message Templates and Predictive Text.
- Take many breaks to stretch and relax.

## **Emergency Calls**

This device, like any wireless device, operates using radio signals, which cannot guarantee connection in all conditions. Therefore, you must never rely solely on any wireless device for emergency communications.

## **Loud Noise**

This device is capable of producing loud noises, which may damage your hearing. Turn down the volume before using headdevices, *Bluetooth* stereo headsets or other audio devices.

## **Device Heating**

Your device may become warm during charging and during normal use.

## **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.

Never puncture the surface of the battery with sharp objects.

### **Connection to a Car**

Seek professional advice when connecting a device interface to the vehicle electrical system.

### **Faulty and Damaged Products**

Do not attempt to disassemble the device or its accessories.

Only qualified personnel can service or repair the device or its accessories.

If your device (or its accessories) 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 center.

# Radio Frequency Interference

## General Statement on Interference

Care must be taken when using the device in close proximity to personal medical devices, such as pacemakers and hearing aids.

Please consult your doctor and the device manufacturers to determine if the operation of your device may interfere with the operation of your medical devices.

## Pacemakers

Pacemaker manufacturers recommend that a minimum separation of 15 cm be maintained between a mobile device and a pacemaker to avoid potential interference with the pacemaker. To achieve this, use the device on the opposite ear 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 device may interfere with the operation of your medical device.

## **Hospitals**

Turn 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**

Turn 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 onboard 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 with electronic equipment, some vehicle manufacturers forbid the use of mobile devices in their vehicles unless a hands-free kit with an external antenna is included in the installation.

# Explosive Environments

## Gas Stations and Explosive Atmospheres

In locations with potentially explosive atmospheres, obey all posted signs to turn off wireless devices such as your device or other radio equipment.

Areas with potentially explosive atmospheres include fueling areas, below decks on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders.

## Blasting Caps and Areas

Power off your mobile device 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.