Deleting a contact

- Long press the contact you want to delete, then touch 🗑 and confirm to delete.
- Touch 1 SELECTED to select all contacts, then touch 🗑 and confirm to delete all contacts.

💡 The contact you have deleted will also be removed from other applications on the phone or web the next time you synchronize your phone.

Sharing a contact

You can share a single contact with others by sending the contact's vCard to them via Email, Messages, and Bluetooth.

Select a contact you want to share, touch ⋮ and then select **Share.**

Available options

From the contact list, you may also make further settings by touching ☰.

Settings

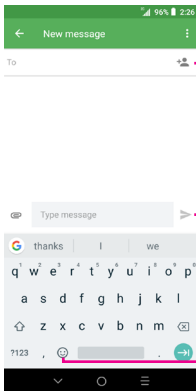|	
• **My info**	Touch to set up your profile
• **Accounts**	Touch to add contact and configure related info.
• **Default account for new contacts**	Touch to choose the default palce to save a new contact.
• **Contacts to display**	Choose contacts to display.
• **Sort by**	Touch to sort the list by the first name or last name.
• **Name format**	Touch to choose whether to display first name first, or last name first.
• **Phonetic name**	Touch to choose display or hide phonetic name.
• **Import/Export**	Import or export contacts between phone, SIM card, microSD card and phone storage, etc.
• **Block numbers**	Add numbers here so that you won't receive the calls or texts from them.
• **About Contacts**	Touch to view the build version, open source licenses and so on.

3.3   Messages... 💬

Use the messaging app to send and receive text (SMS) and multimedia (MMS) messages.

Creating a message

On the message list screen, touch ⊕ to write text/multimedia messages.

— Add recipients

— Send the text message

— Insert emoticons

For saved contacts, touch the photo to open the Quick contact panel to communicate with the contact. For unsaved contacts, touch +👤 to add the number to your **Contacts**.

Sending a text message

- Enter the name or the phone number of the recipient in the **To** bar or touch +👤 to add recipients.
- Touch the **Send message** bar to enter the text of the message.
- Touch 😊 to insert emoticons.
- When finished, touch ➤ to send the text message.

An SMS message of more than 160 characters will be charged as several SMS. A counter will be on the right of the text box to remind you how many characters are allowed to be entered in one message.

Specific letters (accented) will also increase the size of the SMS, this may cause multiple SMS to be sent to your recipient.

Sending a multimedia message

MMS enables you to send video clips, images, photos, animations, slides and sounds to other compatible mobiles and e-mail addresses.

- Enter the recipient's phone number in the **To** bar.
- Touch the **Type message** bar to enter the text of the message.
- Touch ⋮ to open the options menu to insert quick text, contact etc., Touch ⊜ to attach a picture, video, audio or contact..
- When finished, touch ➤ to send the multimedia message.

Managing messages

When receiving a message, ≡ will appear in the Status bar as a notification. Drag down the Status bar to open the Notification panel, touch the new message to open and read it. You can also access the Messaging application and touch the message to open it.

Messages are displayed as conversation.

Touch a message to enter the message composing screen:

- Touch 📞 to call the number.
- Touch 👤 to save the number to contacts or view the contact details if the number has been saved.
- To reply to a message, enter the text, or touch ⋮ to insert quick text, contact etc., when finished, touch ➤.
- If you long press a message, the following options will be available: delete 🗑, turn off notification 🔔, add number to contacts +👤, select/deselect the message ☑, etc., touch ⋮ to make further operations.

3.4   Email .... 📧

Setting up Email

To set up your email account, touch ⋀ from the Home screen, then select **Email**.

An email wizard will guide you through the steps to set up an email account.

- Enter the email address and password of the account you want to set up.

- If the account you entered is not provided by your service provider in the device, you can touch **MANUAL SETUP** after entering the email address, select an account type and enter password of your email, then correctly fill in server and port in both **Incoming server settings** and **Outgoing server settings** interfaces. Finally touch **FINISH** to complete setup.

- To add another email account, you can touch ☰ on the upper left corner and select **Settings**. And then touch **Add account.**

Sending an email

- Touch ➕ from the Inbox screen.
- Enter recipient(s) email address(es) in the **To** field.
- If necessary, touch ∨ **> Cc/Bcc** to add a copy or a blind carbon copy to the message.
- Enter the subject and the content of the message.
- Touch ⌷ to add an attachment.
- If you do not want to send the mail right away, you can touch ⋮ and **Save draft** or touch the **Back** key to save a copy.
- Touch ➤ **to send.**

If you do not want to send or save the email, you can touch ⋮ and then select **Discard**.

To add a signature to your emails, touch ☰ and select Settings, then choose the account where you want to create or modify the signature, touch Signature to edit.

Note: If you are seeing a "password incorrect" error when setting up your Gmail Account in Email app, please review the following options:

Option 1. Generate an App password

An App password is a 16-digit passcode that gives an app or device permission to access your Google Account. If you use 2-Step-Verification and are seeing a "password incorrect" error when trying to access your Google Account, an App password may solve the problem.

Steps to generate an App password:

- Visit your App passwords page https://myaccount.google.com/security/signinoptions/two-step-verification. You may be asked to sign in to your Google Account.

- At the bottom, click **Select app** and choose the app you're using.
- Click **Select device** and choose the device you're using.
- Select **Generate**.
- Follow the instructions to enter the App password (the 16-character code in the yellow bar) on your device.
- Select **Done**.
- Once you are finished, you won't see that App password code again. However, you will see a list of apps and devices you've created App passwords for.

If generate an app password does not fix "Password incorrect" issue, please proceed to Option 2 or Option 3.

Option 2. Change your settings to allow less secure apps

- Go to the "Less secure apps" https://www.google.com/settings/security/lesssecureapps section in My Account.
- Next to "Access for less secure apps," select **Turn on**.
- You can now setup your email using your username and password. If you continue to see a "password incorrect" error, please proceed to Option 3.

Option 3. Access Gmail through browser

If you don't want to change your security settings, please follow steps to access your Gmail:

- From the home page, press the OK button and press on the Browser. Enter https://www.google.com/gmail/ on the browser URL tab.
- Enter your username and password to log in.

3.5   Chrome ....

Using Chrome, you can enjoy surfing the Web.

To access this function, touch ⌄ from the Home screen and select **Chrome.**

3.6 Calendar ....
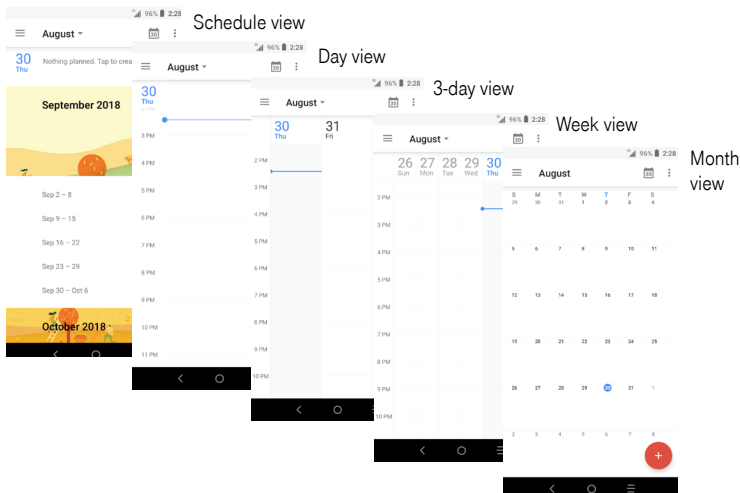
You can use **Calendar** to keep track of important meetings, appointments, etc.

To access the function, touch from the Home screen, then touch **Calendar**.

Viewing calenders

You can display the Calendar in **Day**, **Week**, **Month** view.

Schedule view

Day view

3-day view

Week view

Month view

Creating a new event

You can add new events from any Calendar view.

- Touch .
- Fill in all required information for this new event. If it is a whole-day event, you can turn on of **All-day**.
- Invite guests to the event. Enter the email addresses of the guests you want to invite with commas to separate. The guests will receive an invitation from Calendar and Email.
- When finished, touch **SAVE** from the top of the screen.

To quickly create an event from the Week view screens, touch an empty spot to select a target area which will then turn , and touch the icon to create the new event.

Before you can add an event, you must add at least one Calendar account and make a calendar visible.

Deleting or editing an event

- To delete or edit an event, touch the event to enter its details screen, touch **to edit the event.**
- **Touch** and **Delete to remove the event.**

Event reminder

If a reminder is set for an event, the upcoming event icon will appear in the Status bar as a notification when the reminder time arrives.

- Touch and drag down the Status bar to open the Notification panel.
- Touch an event name to view the Calendar notification list.