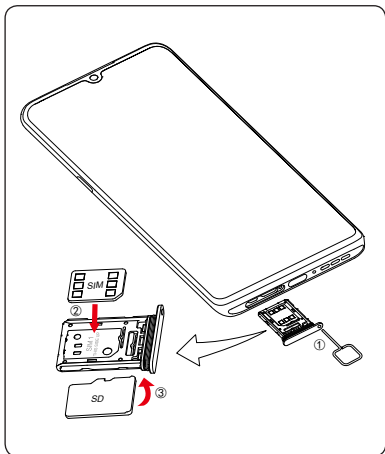## 1.2   Getting started

1.2.1   Setting up

Inserting or removing the SIM/microSD card

① Use the provided SIM pin to open the SIM tray.

② Place the Nano SIM card into the tray slot labeled "SIM".

③ Place the microSD™ card into the tray slot labeled "SD".

**Note:** microSDTM cards are sold separately. Only use Nano SIM cards with your phone.

You must insert your SIM card to make phone calls. You do not need to power off your phone before inserting or removing the SIM card as this phone supports hot swap.

> Your phone only supports nano-SIM cards. Do not attempt to insert other SIM types; otherwise this may cause damage to your phone.

Charging the battery
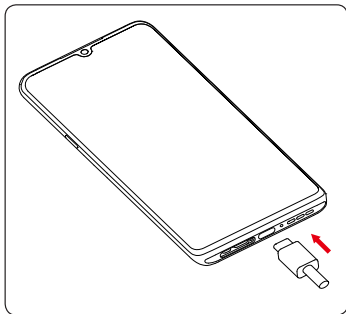
You are advised to fully charge the battery (▮). Charging status is indicated by a percentage displayed on screen while the phone is powered off. The percentage increases as the phone is charged.

> To reduce power consumption and energy waste when the battery is fully charged, disconnect your charger from the plug; switch off Wi-Fi, GPS, Bluetooth or background-running applications when not in use; reduce the backlight time, etc.

1.2.2   Reverse Charging with an OTG Cable

On-The-Go (OTG) is a USB transmitting technology that allows a phone to connect to an external device with the help of an OTG cable.

You can use your phone to charge other devices using an OTG cable.

1. Connect your phone with the device to be charged using an OTG cable.

2. After connecting, a reminder box will pop up indicating that your phone can charge the other phone and that the battery will reduce quickly during the charging.

3. Swipe down from the status bar to open the notification panel; touch Charging connected device via USB, and then check that Supply power is selected by default.

1.2.3   Powering on your phone

Hold down the **Power** key until the phone powers on, unlock your phone (Swipe, PIN, Password, Pattern, Fingerprint, or Face) if necessary and confirm. The Home screen is displayed.

If you do not know your PIN code or forget it, contact your network carrier. Be sure to keep your PIN code secure.
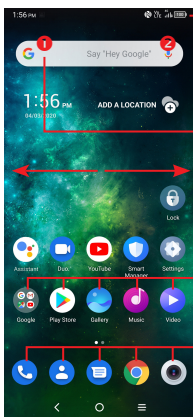
1.2.4   Powering off your phone

Press and hold the **Power** key until options appear, then select **Power off**.

1.3 Home screen

You can bring all of the items that you use most frequently (applications, shortcuts, folders) to your Home screen for quick access.

Tapping Home ◯ always takes you back to the main Home screen.

Status bar
- Status/Notification indicators
- Touch and drag down to open the notification panel

Search bar
- Touch ❶ to enter text search screen
- Touch ❷ to enter voice search screen

Touch an icon to open an application, folder, etc.

Favorite tray applications
- Touch to enter the application
- Touch and hold to move or remove applications

The Home screen is provided in an extended format to allow more space for adding applications, shortcuts etc. Slide the Home screen horizontally left and right to get a complete view.

1.3.1 Using the touchscreen

Touch

To access an application, touch it with your finger.

Touch and hold

To enter the available options for an item, touch and hold the item. For example. Select a contact in Contacts and touch and hold it. An options list will then appear.

Drag

Place your finger on the screen to drag an object to another location.

Slide/Swipe

Slide the screen to scroll up and down the applications, images, and web pages. You can slide the screen horizontally too.

Flick

Similar to swiping, but flicking makes it move quicker.

Pinch/Spread

Place two fingers on the screen surface and draw them apart or together to scale an element on the screen.

Rotate

Automatically change the screen orientation from portrait to landscape by turning the phone sideways to have a better screen view.
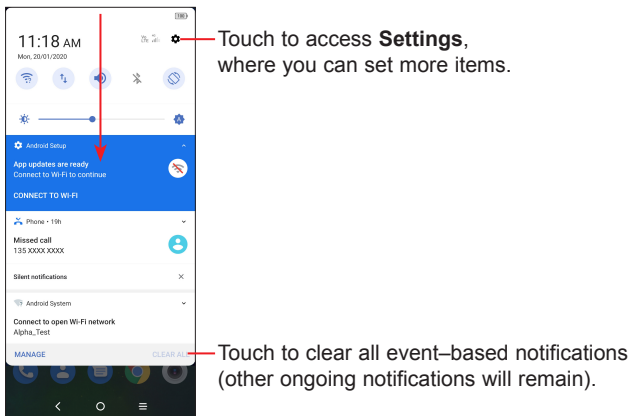
1.3.2　Status bar

From the status bar, you can view both phone status (on the right side) and notification information (on the left side).

Drag down the status bar to view notifications and drag again to enter the quick settings panel.

Touch and drag up to close it. When there are notifications, they can be accessed by touching them.

Notification panel

When there are notifications, touch and drag down the Status bar to open the Notification panel to read more detailed information.

Touch to access **Settings**, where you can set more items.

Touch to clear all event–based notifications (other ongoing notifications will remain).
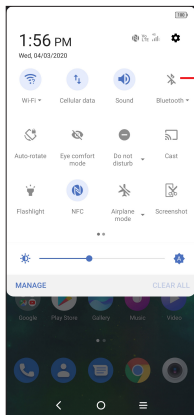
Quick settings panel

Touch and drag down from the top of the screen once using two fingers, or twice using one finger to open the Quick settings panel.

You can enable or disable functions or change modes by touching the icons, e.g. Wi-Fi, Bluetooth etc.

Touch the **Edit** icon ⊕ to customize your Quick settings panel.

Touch to turn on/off items, e.g. Wi-Fi, Bluetooth etc.
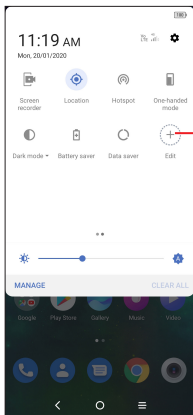
Touch to customize your Quick settings panel.

1.3.3   Lock/Unlock your screen

To protect your phone and privacy, you can lock the screen with a pattern, PIN, password, fingerprint, or face.
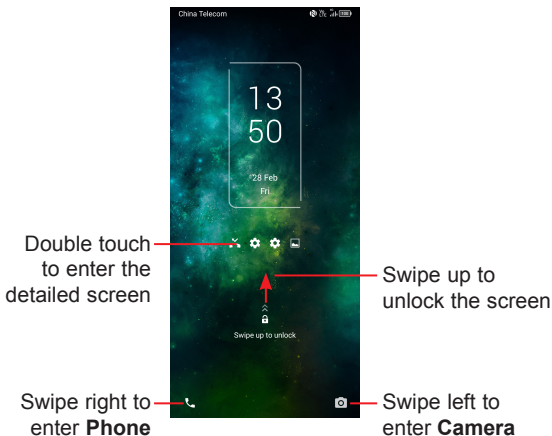
To create a screen unlock pattern, touch **Settings** > **Security > Screen lock**.

To lock phone screen

- If your phone remains inactive for a period of time, it will automatically lock the screen and enter sleep mode to save power. Go to **Settings > Display > Sleep** and select a screen timeout period.

- You can also manually lock the screen by pressing the **Power** key once.

To unlock the phone screen

Press the **Power** key once to light up the screen, swipe up and unlock the screen with the method you have set.

Double touch to enter the detailed screen

Swipe up to unlock the screen

Swipe right to enter **Phone**

Swipe left to enter **Camera**

Enter a password to unlock the screen

Once the screen is turned on, swipe up from any position on the screen to display the password input panel. Then enter your lock screen password.

Use pattern unlock

Draw the same pattern you have set to unlock the screen.

Use Face unlock

- From the app list, touch **Settings** > **Security > Face key**. Before using the face key, you need to set a pattern/PIN/password.
- Hold your phone 20-50 cm from your face. Position your face in the square shown on the screen. For best results, we suggest that the face key is enrolled indoors and away from direct sunlight.
- Enable Face unlock when screen turns on, or you have to swipe first before.

Use Fingerprint unlock

Once the screen is turned on, the fingerprint icon will display on the screen. Touch the fingerprint sensor with an enrolled finger to unlock the screen.

1.3.4　Personalizing your Home screen

Add

You can touch and hold a folder, an application or a widget and drag the item to your preferred Home screen.

Reposition

Touch and hold an item and drag it to the desired position and then release. You can move items both on the Home screen and the Favorite tray. Hold the icon on the left or right edge of the screen to drag the item to another Home screen.

Remove

Touch and hold the item and drag it up to the top of the $\ominus$ remove icon, and release after it turns red.

Create folders

To improve the organization of shortcuts or applications on the Home screen and the Favorite tray, you can add them to a folder by stacking one item on top of another. To rename a folder, open it and touch the folder's title bar to input the new name.

Wallpaper customization

Touch and hold an empty area on the Home screen, then touch **Wallpapers** to customize wallpaper.

1.3.5   Widgets and recently used applications

Consult widgets

Touch and hold the empty area in the Home screen, then touch **Widgets** to display all widgets.

Touch the selected widget and slide it to move to your preferred screen.

Consult recently used applications

To consult recently used applications, touch the **Recent apps** key. Touch a thumbnail in the window to open the application.
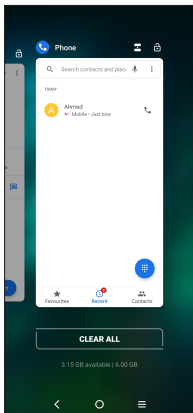
Touch one thumbnail and slide it up to close the application, slide it right/left to switch the applications.

Touch **Clear all** at the bottom of the screen to close all the running applications.

1.3.6 Volume adjustment

Press the **Volume** key to adjust the Media volume.

Touch the ⌄ icon to adjust Alarm, Ring and Notification volume.

2 Text input ....

2.1   Using the Onscreen Keyboard

Onscreen Keyboard settings

Touch **Settings > System > Language & input**, touch the Virtual keyboard you want to set up and a series of settings will become available.

Adjust the Onscreen Keyboard orientation

Turn the phone sideways or upright to adjust the onscreen keyboard orientation. You can adjust it by changing the settings (Touch on/off **Settings > Display > Auto-rotate screen**).

2.1.1 Android keyboard

Enter numbers or select from contacts.

Touch to switch between "abc/Abc" mode; Touch and hold to switch to "abc/ABC" mode.

Switch between symbol and ABC keyboard.

Touch and hold to change keyboards.

Touch and hold to select symbols.

Touch to switch input method.

Touch and hold to show more options.
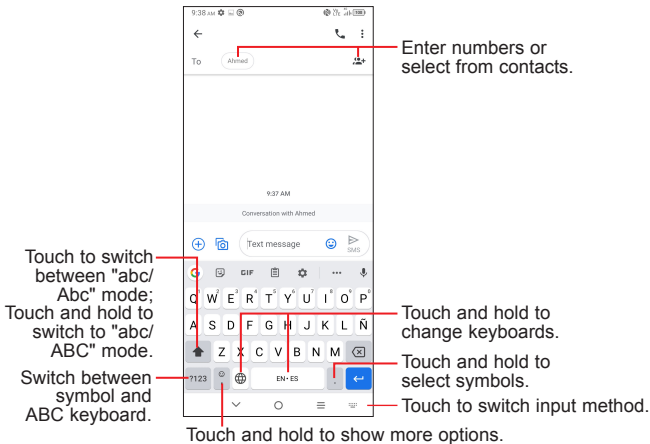
2.2   Text editing

You can edit text which you have entered.

• Touch and hold or double touch within the text you want to edit.

• Drag the tabs to change the amount of text to edit.

• The following options will appear: **Cut**, **Copy**, **Share**, and **Select all**.
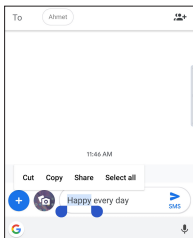
You can also insert new texts if preferred

• Touch where you want to type, or touch and hold a blank area. The cursor will blink and the tab will appear. Drag the tab to move the cursor.

• If you have cut or copied any text, touch the tab to show the **Paste** option which allows you to complete pasting immediately.
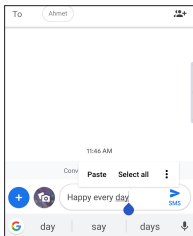
3 Call, Call log and Contacts .

3.1 Phone ....

3.1.1 Making a call

From the Phone 📞 app, use the keypad to enter the phone number, or keyboard to enter the contact name. Then tap 📞 to place the call.

View the call's detailed information

Call logs

Show the dial pad

Favorite numbers
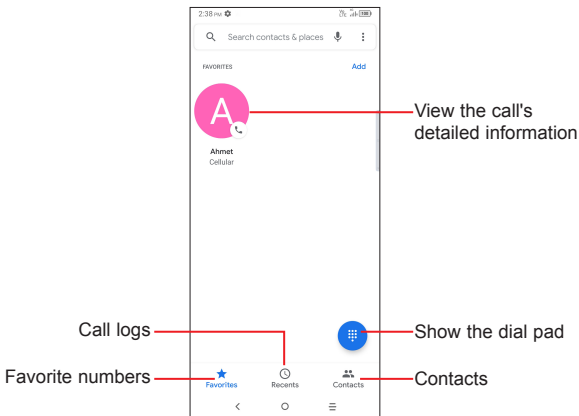
Contacts

Touch and hold to access voicemail
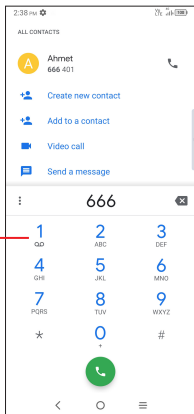
Enter the desired number from the dial pad and touch to place the call or select a contact from **Favorites**, **Recents**, or **Contacts** by sliding or touching tabs, then make the call.

The number you entered can be saved to **Contacts** by touching **Create new contact** or **Add to a contact**.

If you make a mistake, you can delete the incorrect digits by touching .

To hang up a call, touch .

International call

To dial an international call, touch and hold 0 to enter "+", then enter the international country prefix followed by the full phone number and touch .

Emergency call

If your phone has network coverage, dial the emergency number and touch to make an emergency call. Depending on your network and country this could even work without a SIM card and without typing in the SIM PIN code.

3.1.2 Answering or rejecting a call
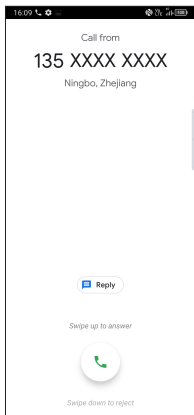
When you receive a call:

- Tap **ANSWER**, or swipe up the icon to answer;
- Tap **DECLINE**, or swipe down the icon to reject;
- Tap **Reply** to reject the call by sending a preset message.

3.1.3 Calling your voicemail

Your voicemail is provided by your network to avoid missing calls. It works like an answering machine that you can consult at any time.

To access your voicemail, touch and hold 1.

If you receive a voicemail, **OO** appears on the Status bar. Open the Notification panel and touch **New voicemail**.

3.1.4 During a call

To adjust the volume during a call, press the **Volume up/down** key.
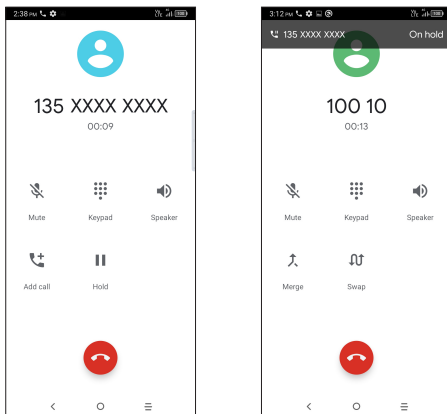
Icon	Description
	End the current call.
	Touch to mute the current call. Touch this icon again to unmute the call.
	Display the dial pad.
	Touch to activate the speaker during the current call. Touch this icon again to deactivate the speaker.
	Make another call.
	Put a call on hold.
	Merge calls to start a conference call.
	Split a conference call into multiple calls.
	Swap the calls.

To avoid accidental operation of the touchscreen during a call, the screen will be locked automatically when you put the cellphone close to your ear; and it will be unlocked when the cellphone is taken away from your ear.

3.1.5 Managing multiple calls

With this phone you can handle multiple calls at the same time.

Swap calls

When you accept two calls, touch the icon to switch between two lines. The current call will be put on hold and you are able to join the other call.

Conference calls[1]

You can set up a conference call as follows.

- Place a call to the first participant of the conference call.
- Touch $\mathcal{L}^+$ to add another call.
- Enter the phone number of the person you want to add to the conference and touch ( ). You can also add participants from **Call logs** or **Contacts**.
- Touch $\mathcal{L}$ to start the conference.
- Touch ( ) to end the conference call and disconnect all callers.

3.1.6   Call settings

Touch ⋮ from the **Phone** screen, then touch **Settings** to set phone and contact settings.

3.2   Call log

You can access your call logs by touching ( ) from the **Phone** screen to view missed calls, outgoing calls, and incoming calls.

Touch one call to view information or further operations. You can launch a new call, send a message to the contact or number, or view detailed information of the call.

To delete the call history of selected contact or number, touch and hold the contact and choose **Delete**.

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[1]   Depending on your network carrier.

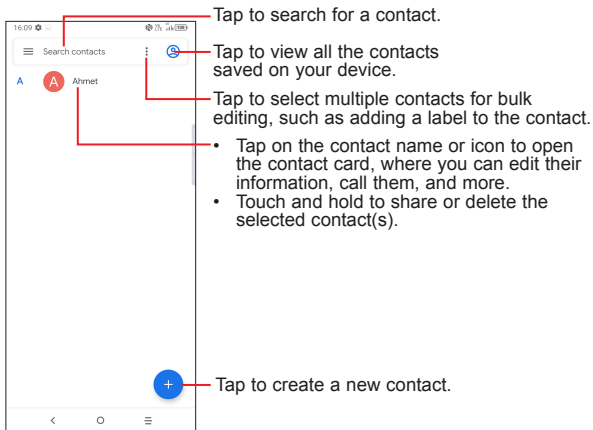## 3.3   Contacts .... 👤

Contacts enables quick and easy access to the contact you want to reach.

Use **Contacts** to view your saved contacts or create a new contact. Synchronize your contacts from your email account(s) and other applications to your phone.

3.3.1   Consult your Contacts

To see your contacts, touch 👤 from the App drawer.

Tap to search for a contact.

Tap to view all the contacts saved on your device.

Tap to select multiple contacts for bulk editing, such as adding a label to the contact.

- Tap on the contact name or icon to open the contact card, where you can edit their information, call them, and more.
- Touch and hold to share or delete the selected contact(s).

Tap to create a new contact.

💡 Deleted contacts will also be removed from other applications on the phone or web the next time you synchronize your phone.

3.3.2 Adding a contact

Touch ➕ in the contact list to create a new contact.

You are required to enter the contact's name and other contact information. By scrolling up and down the screen, you can move from one field to another.

Touch to save

Select a picture or take a photo for the Phone contact

Touch to open available labels
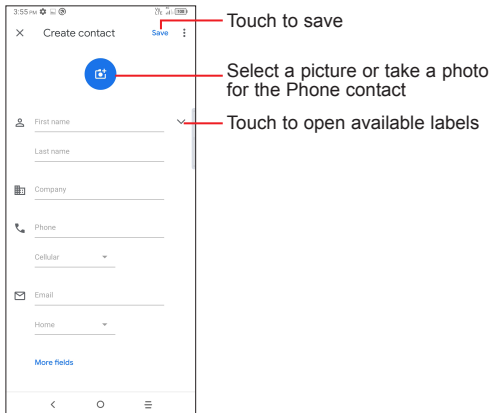
Add to/remove from Favorites [(1)]

To add a contact to favorites, you can touch a contact to view details then touch ☆ to add the contact to favorites.

To remove a contact from favorites, touch ★ on the contact details screen.

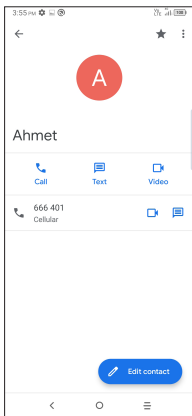[(1)] Only phone contacts can be added to favorites.

3.3.3   Editing your contacts

To edit contact information, touch in the contact details screen.

When finished, touch **Save**.

3.3.4   Using the Quick contact panel

Touch a contact to open the Quick contact panel.

• Touch 📞 or the number to make a call.

• Touch 📧 to send a message.

• Touch 📹 to make a video call [(1)].

The icons available on the Quick contact panel depend on the information you have for the contact and the applications and accounts on your phone.

[(1)]   Depending on your network carrier.

3.3.5 Sharing contacts

You can share a single contact or contacts with others by sending the contact's vCard to them via Bluetooth, Gmail, etc.

- From the Contacts screen, touch and hold a contact and touch $\boldsymbol{<}$.
- Select the application to perform this action.

3.3.6 Accounts

Contacts, data or other information can be synchronized from multiple accounts, depending on the applications installed on your phone.

To add an account, touch ☰ from the contacts list and touch **Settings > Accounts > Add account**, or from the home screen, touch **Settings > Accounts > Add account**.

You are required to select the kind of account you are adding, like Google, etc.

As with any other account setup, you need to enter detailed information, like username, password, etc.

You can remove an account and all associated information from the phone. Touch the account you want to delete, touch **Remove account**, then confirm.

Auto-sync

On the **Accounts** screen, turn on **Automatically sync data** ⬤. When activated, all changes to information on the phone or online will be automatically synchronized with each other.