MAXWEST

USER MANUAL

NEO FLIP LTE

DEVICE LAYOUT

① **Left Soft Key**
Press to select the Menu Option in the Home Screen

② **Confirm/SOS Button**
Press to confirm any command
Long press in Home Screen for SOS

③ **Call Button**
Press to call loaded number or to accept incoming call

④ **Voicemail Button**
Long press in Home Screen to enter your voicemail

⑤ **Lock/Unlock Button**
Long press in Home Screen to Lock device

⑥ **Right Soft Key**
Press to select the Contacts Option in the Home Screen

⑦ **Power/Cancel Button**
Long press to Power on/off device
Press to cancel any command

⑧ **Navigation Button**
Navigate the device by pressing up, down, right, or left

⑨ **Change Audio Profile**
Long press in Home Screen to change the Audio Profile

⑩ **Music play button**
Previous/Stop/Next

⑪ **Volume + -**

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Status Icons

✈	Airplane Mode	4G LTE	LTE Network
	No SIM Inserted		SD Card Inserted
	Meeting Mode	♪	Silent Mode
	Indoor Mode		Outdoor Mode
	Battery Percentage	✉	Unread Message

Changing Audio Profiles

Changing the Audio Profiles allows you to change the device volume levels. This menu will be found in
Home Screen > Menu (—) > Settings > Profiles

There are preset Audio Profiles:
1. General - These are the default audio levels recommend
2. Silent - These settings mute all audio notification
3. Meeting - These settings put all audio to vibration
4. Indoor - These settings make all audio levels low
5. Outdoor - These settings make all audio to max

You can edit any of these settings by selecting Option (—)

In these settings you will be able to change the ringtones, adjust volume levels, select ring type, and additional audio settings

Turn the device ON or OFF

Long Press the Power Button (⏻). Enter Unlock Pin, if necessary.

To Unlock the device Press the Left Soft Key (—), then the Star key (✱)

Make or answer a Call

To make a call, go to the Home Screen and enter the number. Once the number is completed, Press the Call button (—)

For incoming calls, to accept the call press the Call button (—) To reject the call, press the Cancel button (⏻)

Calling Options

To Enter Speaker Mode during a phone call, press the Confirmation Button (SOS)

To Adjust the volume levels, press up and down on the Navigation Button

To End the call press the Cancel button (⏻)

For more options, select Menu by pressing Left Soft Key (—) In this menu you can Add a new call, Place call on Hold, Start recording call, Mute Call, adjust volume, use contacts, call logs, or open messages.

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Send Text/Multimedia Messages

Enter the Message Application by entering the Menu (Left Soft Key) and scroll up with the navigation button to the Application Message.

Select Write message, (1) for Text Message press SMS or (2) for Multimedia Message press MMS.

(1) to Enter the recipient, enter the phone number. Scroll down to enter the message portion of the text. Once complete, select Options and Select Send

(2) to Enter the recipient, enter the phone number. Enter the desired information (Subject, Text, Image, Video or Audio). Once complete, select Options and Select Send

View Messages

To View the received messages, press Inbox.
To View the sending messages, press Outbox.
To View the draft messages, press Draft.
To View the sent messages, press Sentbox.

Display Settings

In Display setting you are able to change your wallpaper, adjust brightness settings, change screen timeout, change the keypad lock time, and change your screensaver settings.

You will find this menu in
Homescreen > Menu (—) > Settings > Display Settings

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Contact Menu

In the Contact Menu you can save, edit, import, and export your contacts.

You can access your contacts by
Home Screen > Contacts (—)

Adding a New Contact

To add a new contact select
1. Select Options LSK (—)
2. Select New
3. Insert a Profile Picture, Name, Mobile number, Home number, add to a group, or set the ringtone
4. Select Save LSK (—)

Setting up Speed Dial

To add a number to speed dial, follow the steps below:
1. Select Options LSK (—)
2. Select Others
3. Select Speed dial
4. Select which number you want to set up
5. Input the number
6. Select ok

Importing/Exporting Contacts

To import/export your contacts you must have them in cvf Format:
1. Select Options LSK (—)
2. Select Import/Export
3. Select which one you would like to do

Browser Menu

The Browser Application allows you to navigate the World Wide Web.

To enter the browser, follow the steps below.
Home Screen > Menu > Internet

Browse the Web

To search something online:
1. Select Input URL
2. Enter the website URL you would like to search

Setting Network Account

To set up the network GPRS setting.
1. Select Options LSK
2. Select Settings
3. Select SIM1/2 Network accounts
4. Select your SIM carrier from the preset network accounts

Using Bookmarks

To access pages faster, use bookmarks.

There are preset pages like Facebook where you can check your account

You can create your own bookmark pages as well
1. Select Bookmarks
2. Select Options
3. Select Add
4. Select Bookmark
5. Input the information and save it

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Typing with keyboard

The device uses T9 keyboard settings.

These are the keys for each letter
1 - Press multiple times to select different punctuation marks
2 - A B C
3 - D E F
4 - G H I
5 - J K L
6 - M N O
7 - P Q R S
8 - T U V
9 - W X Y Z
0 - Space
* - All the symbols in this menu
# - Allows you to change Abc , abc, ABC, 123, or writing lang.

To create text, see this sample

To spell out the work "World"
W - Press number 9 key one time
o - Press number 6 key three times
r - Press number 7 key three times
l - Press number 5 key three times
d - Press number 3 key one time

To input a number in text
1. Select the # key and select 123
2 input the number

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Phone Settings

To access the phone settings, go to:
Home Screen > Menu > Settings > Phone Settings

Date & Time

In this menu you will be able to set time, set date, change time format, change date format, or change update time settings

Language Settings

This menu can allow you to change the language from English, French, Spanish or Portuguese

Shortcut Settings

This menu allows you to change the home screen shortcut keys to different applications.

Auto power on/off

This menu can set your device to automatically power on/off on preset times.

Power Management

This menu shows the battery percentage of the device.

Restore factory

This menu will erase all data on the device, password is 0000

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SOS Settings

The SOS functionality on the device allows you to set up five (5) emergency numbers that will receive a custom text message and will automatically call the numbers in the order they are set.

Disclaimer: No numbers are preset to the device, user must set their own numbers. Device must have an active service running for this function to work properly.

Turning SOS on/o

SOS functionality can be turned on/off at any time. Select SOS turn on/off, checkmark is on by default.

Adding a Telephone Number

To add a telephone number
1. Select Telephone number
2. Select the priority of the number
3. Input the number

Edit Message Content

To edit the message content
1. Select Message content
2. Edit the existing message
3 Select Ok

Activating SOS

To activate the SOS, long press the SOS button

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