

**ZTE ZPAD™**

# **User Manual**

U.S. Cellular® Customer Service 1-888-944-9400

## About This 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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**Version No.:** R1.0

**Edition Time:** August 30, 2016

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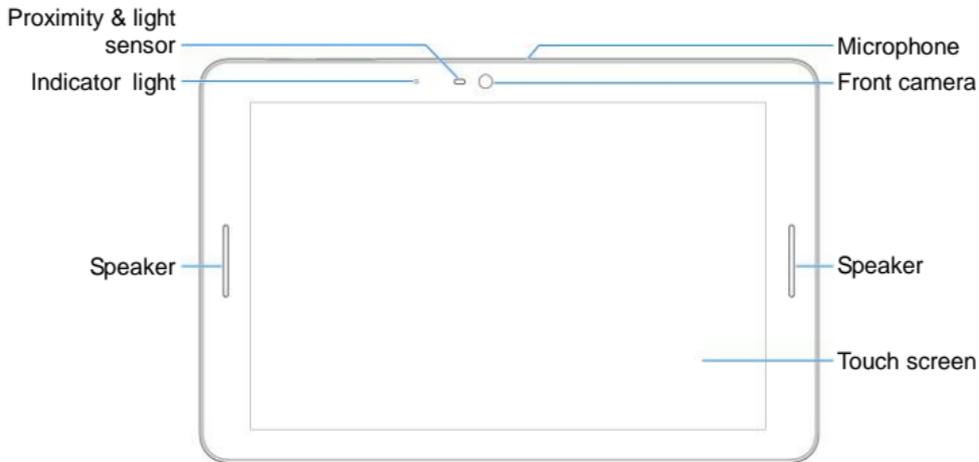
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# Getting Started

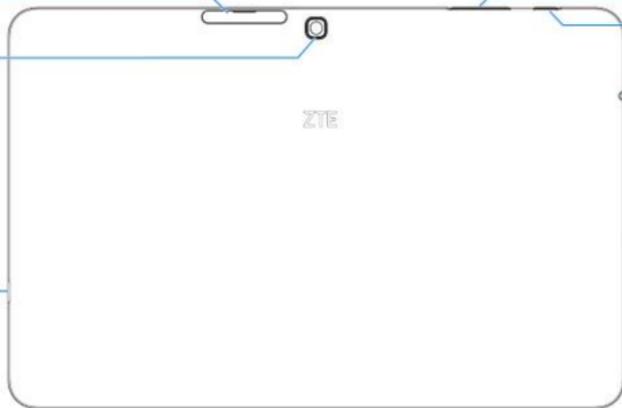
## Getting to Know Your Tablet



4G LTE™ nano-SIM/  
microSDXC™ card  
slot cover

Back camera

Charging/USB  
Type-C jack



Volume key

Power key

Headset jack

## 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)	<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)	Touch to go to the previous screen.
 (Recent apps)	Touch to see recently used apps.

## Installing the nano-SIM Card and the microSDXC™ Card

### Notice on the 4G LTE nano-SIM card:

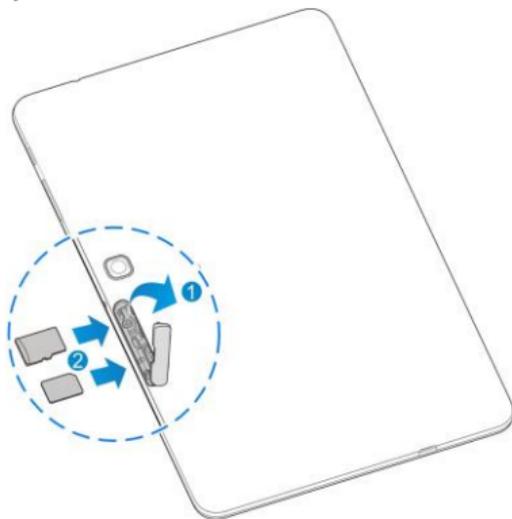
This tablet requires a standard 4G LTE nano-SIM card from U.S. Cellular® to connect to the 4G LTE network. Please insert the 4G LTE nano-SIM card as instructed below. If your 4G LTE nano-SIM card is ever damaged, your device will not fully function. If you experience any issues with your tablet, contact customer service at 1-888-944-9400 or visit your nearest U.S. Cellular® retail location.

The microSDXC card (optional, not included) can be installed or removed while the device is turned on. You need to unmount the microSDXC card before removing it. See [Using the microSDXC Card as Portable or Internal Storage](#).

**WARNING!**

To avoid damage to the device, do not use any other kind of SIM cards, or any non-standard nano-SIM card cut from a SIM card.

1. Open the nano-SIM/microSDXC card slot cover on the back of the tablet.
2. Hold the 4G LTE nano-SIM card with its cut corner oriented as shown and slip it into the card slot until you hear a click.
3. To install an optional microSDXC card, hold the card with its metal contacts facing down and slide it into the microSDXC™ card slot until you hear a click.
4. Close the cover tightly.



## 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. As you charge your device, the lock screen will show you the exact battery level on the 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.



### **CAUTION:**

Do not open the back cover of your tablet and change the built-in rechargeable battery by yourself. It may cause unexpected damage. If your battery needs to be replaced, please contact customer support.

1. Connect the adapter to the charging/USB Type-C jack.



2. Connect the charger to a standard AC power outlet. If the device is on, you'll see a charging icon, such as  or , appear on the status bar.
3. Disconnect the charger when the battery is fully charged.

 **NOTE:**

If the battery is extremely low, it may take a while before the screen displays charging indication and you can turn the device on.

## Extending the Battery Life

Active applications, screen brightness levels, Bluetooth and Wi-Fi usage and GPS functionality can drain your battery. You can follow the helpful tips below to conserve your battery power:

- Touch  >  > **Settings** > **Display** > **Sleep** to reduce the screen backlight time.
- Touch  >  > **Settings** > **Display** > **Brightness level** to lower the screen brightness.
- Turn Wi-Fi, Bluetooth and auto-sync off when not in use.
- Touch  >  > **Settings** > **Location** to 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.
- Touch  >  > **Settings** > **Battery** to optimize each app for better battery life or use Battery saver to improve battery life.

## Powering On/Off

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

### **NOTE:**

If the device freezes or takes too long to respond, you can press and hold the **Power** key for about 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 the language. Then follow the prompts to set up Wi-Fi, Google account, Google location 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. You will still be able to receive notifications while the screen is off.

### To unlock the screen and keys:

Press the **Power** key to turn the screen on.

If you have set up a screen lock, you'll need to unlock the device by touching and holding on the screen, drawing a pattern, or entering a PIN or password. See [Protecting Your Tablet With Screen Locks](#) for more information.

## 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 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  >  > **Settings** > **Display** and turn on **Auto-rotate screen**.

You can also access the screen rotation control by sliding down the status bar with two fingers and touch **Auto-rotate/Portrait/Landscape**.

## 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 folders, widgets, and more.



### Extended Home Screen Panels

Your home screen is extendable, providing more space for app icons, 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/remove a home screen panel:**

Touch and hold an empty area of the home screen. The home screen zooms out and appears as a series of panel thumbnails.

- To add a panel, swipe the thumbnails left and touch .
- To remove a panel, touch  on the top right corner of the thumbnail.

#### **NOTE:**

Your device keeps at least three home screen panels.

### **To adjust the order of a home screen panel:**

1. Touch and hold an empty area of the home screen. The home screen zooms out and appears as a series of panel thumbnails.
2. Touch and hold a thumbnail and drag it left or right to the place you need.

#### **NOTE:**

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

# Personalizing

## Changing the System Language

1. Touch  >  > **Settings** > **Language & input** > **Language**.
2. Select the language you need.

## Setting the Date and Time

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

## Changing Notification Sound

You can customize the default notification sound.

1. Touch  >  > **Settings** > **Sound & notification**.
2. Touch **Default notification ringtone**.
3. Select the ringtone you want to use.



### NOTE:

If you have additional audio files saved in the internal storage or the microSDXC card, touch the **MUSIC** or **RECORDINGS** tab at the top of the ringtone list to choose one as the ringtone.

4. Touch **OK**.

## Turning On/Off System Sounds

1. Touch  >  > **Settings** > **Sound & notification** > **Other sounds**.
2. Touch **Screen locking sounds**, **Charging sounds**, or **Touch sounds** to turn them on or off.

## Adjusting Volume

1. Touch  >  > **Settings** > **Sound & notification**.
2. 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.

## 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 when you don't want it to.

### To turn on Do not disturb mode:

1. Touch  >  > **Settings > Sound & notification > Do not disturb.**
2. Touch **Do not disturb** and select **Always** or **Scheduled**. Select **Never** to turn off Do not disturb mode.
3. 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.
4. If you selected **Scheduled**, set the days and time period when Do not disturb automatically applies.

## NOTE:

To turn off Do not disturb mode quickly, press either end of the **Volume** key and then touch **END NOW** when the screen is unlocked.

### To set exceptions for Do not disturb mode (Priority only):

You can set reminders, events, and callers that you specify as exceptions when the Do not disturb rule is set to **Priority only**.

1. Touch  >  > **Settings** > **Sound & notification** > **Do not disturb**.
2. In the **Priority interruptions** section, turn on the switch next to the items you want to allow.

## Applying New Wallpapers

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

1. Touch and hold an empty area on the home screen.
2. Touch the **Wallpapers** tab and slide left or right to select an image as the wallpaper. You can also touch **GALLERY** or **LIVE WALLPAPER** to choose a picture. For **Gallery** images, you can scale and move them to select the needed area for wallpaper.

### **NOTE:**

In addition, you can touch  >  > **Settings** > **Display** > **Wallpaper** to pick an image from **Wallpapers**, **Gallery** or **Photos**, or an animation from **Live Wallpapers**.

## Changing Screen Brightness

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

### **NOTE:**

Your tablet can automatically adjust the screen brightness for available light. Touch **Adaptive brightness** in the **Display** settings screen to turn the feature on or off.

## Setting the Theme

You can change the icon style of by changing themes.

1. Touch and hold an empty area on the home screen.
2. Touch **Themes**.
3. Select the theme you like.

## Setting the Home Screen Transition Effect

1. Touch and hold an empty area on the home screen.
2. Touch **Effects**.
3. Pick an effect and the tablet will demonstrate how it works. Touch other effects until you find the favorite one.

## Protecting Your Tablet With Screen Locks

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

1. Touch  >  > **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 on the display.

- ▶ 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 lock, select whether to require unlock at start up and how you want 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 tablet software to use the device.

## Protecting Your Tablet 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  >  > **Settings** > **Security** > **Screen pinning**.
2. Touch the **On/Off** switch.
3. If you want to ask for the unlock pattern, PIN or password before unpinning the screen, switch on **Ask for unlock pattern / PIN / password before unpinning** when the screen lock has been set.

## Pin a Screen

1. Ensure that screen pinning is turned on.
2. Open the app you want to keep in view.
3. Touch .
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  and  at the same time.

If you have asked for the unlock pattern, PIN or password before unpinning the screen, touch and hold on the lock screen and draw the pattern or enter the PIN/password.

# Knowing the Basics

## Monitoring the Tablet Status

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

	4G LTE connected		Airplane mode
	Do not disturb mode on (Alarms only or Priority only)		Signal strength
	Do not disturb mode on (Total silence)		Wi-Fi hotspot on
	Notification sound muted		Bluetooth® on
	Battery partially drained		Connected to a Wi-Fi® network
	Battery full		GPS on
	Battery charging		Alarm set
	Wired headset connected		

# 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.

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

## Open/Close the Notification Panel

Notifications report the arrival of new emails, upcoming calendar events, 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 on the screen or touch .

## 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 right or left.
- Some applications allow you to turn off their notifications. You can swipe such notification left and touch  to hide future notifications from this app.
- To remove all notifications, touch  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 some or all of the following settings.
  - ▶ **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 tablet 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 tablet.

To access the Quick Settings, open the notification panel and drag the panel downwards, or swipe down from the top of the screen with two fingers.

You can find the following Quick Settings:

- **Airplane:** Touch to turn on or off airplane mode.
- **Sync:** Turn on or off **Auto-sync data**. See [Configure Auto Sync Setting](#).
- **Do not disturb / Total silence / Alarms only / Priority only:** Touch to open the Do not disturb menu. See [Using Do Not Disturb Mode](#).
- **Auto-rotate/Portrait/Landscape:** Touch to turn on or off the auto-rotate screen feature.
- **Bluetooth:** Touch to turn on or off Bluetooth. Touch and hold to open Bluetooth settings. See [Connecting to Bluetooth Devices](#).
- **Wi-Fi:** Touch to turn on or off Wi-Fi. Touch and hold to open Wi-Fi settings. See [Connecting to Wi-Fi](#).
- **Data:** Touch to enable or disable data access over the mobile network. Touch and hold to open the Data usage menu. See [Data Usage](#).
- **Location:** Touch to turn location services on or off. Touch and hold to open the Location

menu. See [Location](#).

- **Brightness:** Drag the brightness slider to adjust the screen brightness. Check or uncheck **AUTO** to turn on or off adaptive brightness.

#### **NOTES:**

- Additional Quick Setting buttons may appear after you use at least once the functions they control.
- In the Quick Settings screen, touch  at the top to get to the **Settings** menu; touch  to switch users; touch  to adjust the Quick Settings buttons.

## Managing Icons and Widgets

### Add Widgets

1. From the home screen, touch and hold an empty area.
2. Touch the **Widgets** tab and slide left or right to browse all available widgets.
3. Touch and hold a widget and drag it to a home screen panel.

#### **NOTE:**

While holding the item, you can drag it to the right edge of the screen to create a new home screen panel and put the item on it.

### Move Icons or Widgets

1. Touch and hold an icon or a widget on the home screen.

2. Drag it to the place you need.

 **NOTE:**

To move icons to another home screen panel, drag them to the right or left edge of the screen. Then release them when the display shows the adjacent panel.

## Remove Icons or Widgets

1. Touch and hold an icon or a widget on the home screen.
2. Drag it to  (**Remove**) at the top right to remove it.

 **NOTE:**

If the icon is an application, drag it to  (**Uninstall**) and touch **OK** to uninstall it. Some preinstalled apps cannot be uninstalled.

## 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 application icons to a folder. You can move folders the same way as moving icons.

1. Touch and hold an icon on the home screen and drag it to  (**Folder**) at the top left.
2. Release the icon. A new folder will be created and the icon is added into the folder.
3. To add more icons into the folder, touch and hold each icon and drag it over the folder before releasing it.

 **NOTE:**

Touch the folder and then touch the name field to rename the folder.

## Rearranging the Primary App Icons

The home screen includes a customizable primary icons area at the bottom visible from all home screen panels. You can keep at most six items in the area. Drag icons 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  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  >  > **Settings** > **Language & input** > **Current Keyboard**.
2. Touch **CHOOSE KEYBOARDS** at the bottom.

3. Touch an input method to enable or disable it.

## Change Input Methods

When you use the onscreen keyboard to enter text, the icon  appears at the bottom right of the screen.

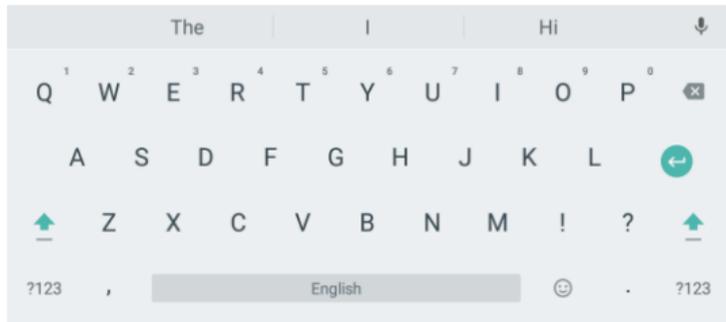
Touch  and select the input method you need.

### NOTE:

The icon  appears only when more than one 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 tablet 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 É, touch and hold E<sup>3</sup> and the available accented letters and number 3 appear. Then slide to choose É.
- 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 use Google voice typing.
- Touch  to use emoji.
- Touch and hold  to change the input language or set up the Google Keyboard.

## Gesture Typing

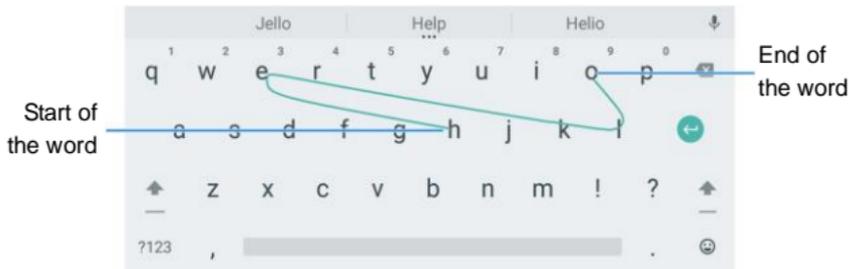
The Google Keyboard supports the gesture typing feature. You use this feature to input a word by sliding through the letters.

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:

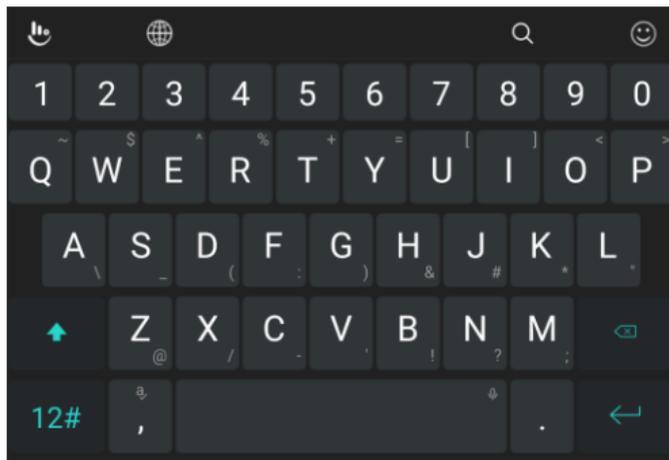
- Touch when you want to. If you want to enter a single letter, go ahead and touch.
- Lift your finger at the end of the word. A space is added automatically when you begin to input the next word.

## TouchPal Keyboard

The TouchPal keyboard offers three layouts including Full, Phonepad, and T+. You can touch  to select a language and layout.

You can also use Curve<sup>®</sup> and Wave<sup>™</sup> to speed up text input by moving your finger from letter to letter or word from word without lifting the finger.

## The Full Layout



The full layout offers an input experience similar to a computer keyboard.

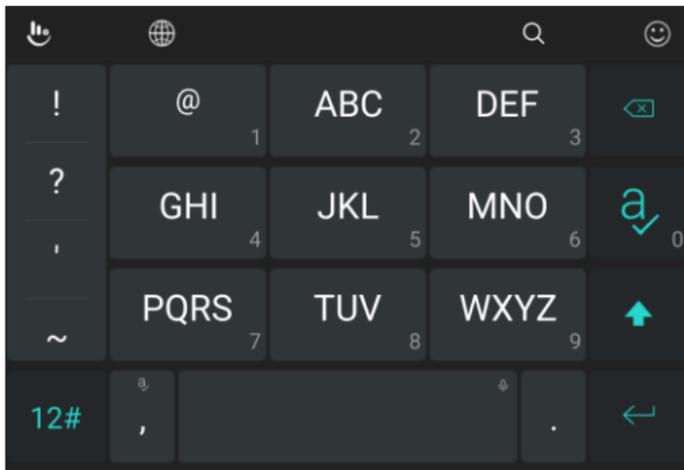
- **The alphabetic keys:** Touch the keys to enter letters. Touch and hold a key and slide if necessary to choose more characters.
- **The shift key:** Touch  to use uppercase. Double-tap  to lock uppercase. This key also changes to indicate the current case you are using:  for lowercase,  for uppercase, and  when locked in uppercase.
- **Word prediction:** Touch and hold  or  and touch the prediction switch to turn off or on prediction.
- **Pre-defined texts:** Touch  to enter digits, symbols, and other texts. You can

touch the arrow keys to turn pages, or touch  to go back to the alphabetic keys. Slide up on the space key or touch  to enter Emoji and emoticons.

- **The delete key:** Touch  to delete text before the cursor. You can also slide left on the key to delete a whole word.
- **More options:** Touch  to access additional functions of TouchPal, use voice input, edit text, change keyboard themes, and more.

### The PhonePad Layout

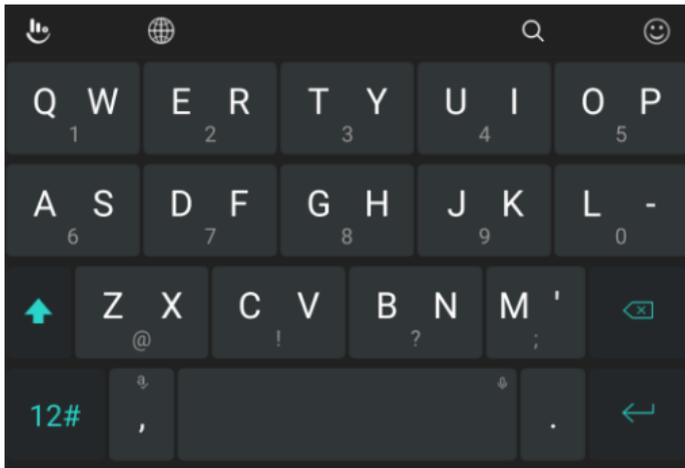
The layout is similar to a phonepad.



Touch an alphabetic key repeatedly until the desired letter appears. You can also touch and hold the key and slide left or right to choose the letter or number you need.

If word prediction is enabled (👉), just touch the keys once and choose the right word.

### The T+ Layout



Touch to enter the left letter on the key. Double-tap or flick right to enter the right letter/symbol on the key. You can also touch and hold a key and slide left or right to choose more letters and symbols.

If word prediction is enabled (👉), just touch the keys once and choose the right word.

### Curve Word Gesture

Curve allows you to enter text by moving your finger on the screen from letter to letter to

enter each word.

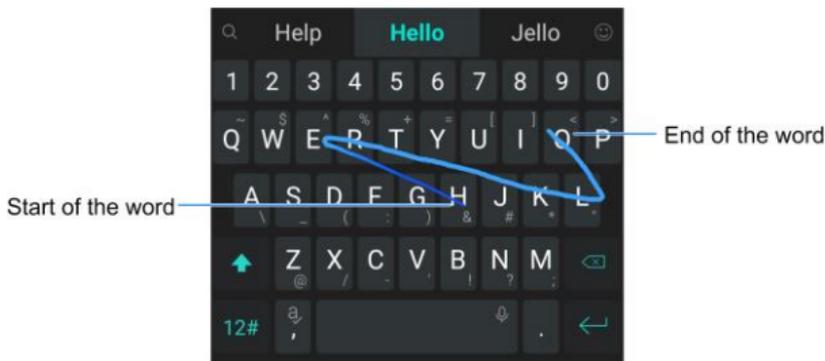
To enable and use Curve:

1. On the TouchPal keyboard, touch  > **Settings** > **Smart input** and check **Curve - Word gesture**.
2. Touch  to return to the text field. Open the TouchPal keyboard and switch to the full layout.

 **NOTE:**

Curve is only available in the full layout.

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.



Tips for using TouchPal Curve:

- Touch when you want to. If you want to enter a single letter, go ahead and touch the key.

- Lift your finger at the end of the word. A space is added automatically when you begin to trace the next word.

### **Wave Sentence Gesture**

Wave allows you to enter words by dragging candidate words to the space key.

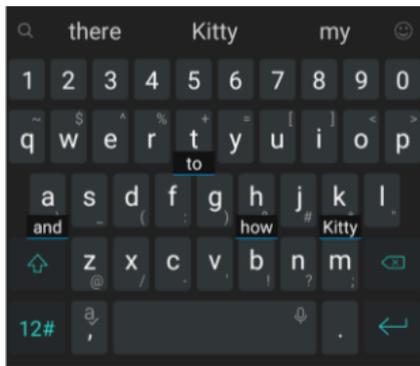
To enable and use Wave:

1. On the TouchPal keyboard, touch  > **Settings** > **Smart input** and check **Wave - Sentence gesture**.
2. Touch  to return to the text field. Open the TouchPal keyboard and switch to the full layout.

 **NOTE:**

Wave is only available in the full layout.

3. Touch or use Curve to enter the first word. As the first word appears on the text field, candidate words appear on the keyboard for you to choose from as the following word.
4. Drag the correct candidate word to the space key to add the word to the text field.



 **NOTE:**

If no candidate word is correct or displayed, you can go on entering the words normally.

## Google Voice Typing

Google voice typing uses the Google voice recognition service to convert speech to text.

1. Touch  to access the voice typing feature when you are using the Google Keyboard.  
Or touch  when entering text and select **Google voice typing**.
2. When you see the microphone image, speak what you want to type.
3. You can continue entering text to keep it or to delete it.

 **NOTE:**

Say "comma," "period," "question mark," "exclamation mark," or "exclamation point" to enter punctuation.

## Input Method Settings

Choose the input method settings by touching  > **Settings > Language & input** from the home screen.

In the **Keyboard & input methods** section, you can set the current input method and choose the settings for input methods.

## 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 **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  to access the home screen.
2. Touch  and flick up or down on the screen and touch an app to open it.

### Switch Between Recently Opened Apps

1. Touch . 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.

# Connecting to Networks and Devices

## Connecting to Mobile Networks

### Control Mobile Data Use

To enable or disable data access:

1. Touch  >  > **Settings** > **Mobile networks**.
2. Touch the **Mobile Data** switch to enable or disable mobile data access.

To get data services when roaming:

1. Touch  >  > **Settings** > **Mobile networks**.
2. Touch the **Data roaming** switch.

#### **NOTE:**

Data roaming may incur significant roaming charges.

### 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  >  > **Settings** > **Mobile networks**.
2. Touch **Access Point Names** and then touch .

3. Touch each item to enter the information you get from your service provider.
4. Touch  > **Save** to complete.

 **NOTE:**

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

## Connecting to Wi-Fi

Wi-Fi is a wireless networking technology that can provide Internet access at distances of up to 300 feet (100 meters), depending on the Wi-Fi router and your surroundings.

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

1. Touch  >  > **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 tablet automatically connects to previously used Wi-Fi networks when they are in range.

### Get Notified of Open Networks

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

3. Touch  > **Advanced**.
4. Slide the **Network notification** switch.

When Wi-Fi is on, you receive notifications in the status bar when your tablet 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 to 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  >  > **Settings** > **Wi-Fi**.
2. Slide the **Wi-Fi** switch to the **On** position.
3. 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 tablet to the access points which support WPS.

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

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

1. Touch  >  > **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  >  > **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  >  > **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 Advanced Wi-Fi Settings

1. Touch  >  > **Settings** > **Wi-Fi**.
2. Touch  > **Advanced** to adjust the following settings.
  - ▶ **Network notification:** Get notifications in the status bar when Wi-Fi is on and an open network is available.
  - ▶ **Scanning always available:** Allow some services to scan for networks even when Wi-Fi is off.
  - ▶ **Keep Wi-Fi on during sleep:** Set whether to keep Wi-Fi on in sleep mode.
  - ▶ **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.
  - ▶ **MAC address:** Check the MAC address.
  - ▶ **IP address:** Check the device's IP address.

## Using Wi-Fi Direct<sup>®</sup>

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 tablet supports Wi-Fi Direct, but you may need to install third-party applications to share data through Wi-Fi Direct.

### To connect to another device via Wi-Fi Direct:

1. Touch  >  > **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 tablet will search for other devices enabled with Wi-Fi Direct connections.
4. Touch a device name below **Peer devices** 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. Tablets or other devices with Bluetooth capabilities can exchange information wirelessly within a distance of about 10 meters (32 feet). The Bluetooth devices must be paired before the communication is performed.

## Turn Bluetooth On/Off

1. Touch  >  > **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  >  > **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  >  > **Settings** > **Bluetooth**.
2. Slide the **Bluetooth** switch to the **On** position if Bluetooth is off.  
Your tablet 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 tablet 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  >  > **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 tablet 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 tablet or the microSDHC card. You can access them with the **File Manager** app.

## Connecting to Your Computer via USB

You can connect your tablet to a computer with a USB cable and transfer music, pictures, and other files in both directions. Your tablet stores these files in the internal storage or on a removable microSDXC card.

If you are using USB tethering, you must turn that off before you can use USB to transfer files between your tablet and computer.

### Connect Your Tablet to a Computer via USB

1. Connect your tablet to the PC with a USB cable.
2. Open the notification panel and touch  (**USB for ...**).
3. Choose one of the following options:
  - ▶ **Charge only:** Charge your tablet via USB.
  - ▶ **Install driver:** If the PC cannot recognize your tablet, you may need to install the driver first.
  - ▶ **Media device (MTP):** Transfer files on Windows® or Mac®.



#### **NOTE:**

For Windows XP please install Media Player 11 (or later version), when you use

MTP.

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

## Connect With Windows Media® Player

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

1. Connect the tablet with your computer via USB.
2. Open the notification panel and touch  **(USB for ...)**.
3. Touch **Media device (MTP)**.
4. Open Windows Media Player and synchronize music, picture, and video files.

## Disconnect Your Tablet From the Computer

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

## Using the microSDXC Card as Portable or Internal Storage

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

## CAUTION:

As part of the internal storage, the microSDXC 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 microSDXC Card as Portable Storage

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

You can also open the notification panel and touch the microSDXC card name, select **Use as portable storage** and then touch **NEXT > DONE**.

### To remove the microSDXC card from your tablet:

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

1. Touch  >  > **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 tablet.

### To erase and format the microSDXC card:

1. Touch  >  > **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 microSDXC card, after which the files CANNOT be retrieved.

## Set Up the microSDXC Card as Internal Storage

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

1. Touch  >  > **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 microSDXC card, after which the files CANNOT be retrieved.

5. The tablet will prompt you to move your photos, files and other data from the internal storage to the microSDXC card. Select **Move now** or **Move later** and touch **NEXT**. Follow the onscreen instructions to continue.

## To move data between the internal storage and the microSDXC card:

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

1. Touch  >  > **Settings > Storage**.

2. Touch **Tablet** or the microSDXC card name.
3. Touch **Migrate data**.
4. Touch **MOVE**.

 **NOTE:**

Whenever you move data between the internal storage and the microSDXC 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 microSDXC card from your tablet:**

If you need to remove the microSDXC card used as internal storage while the tablet is on, you must unmount it first.

1. Touch  >  > **Settings > Storage**.
2. Touch your card name below **Device storage**.
3. Touch **Eject**.

 **NOTE:**

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

4. Touch **EJECT**.
5. When the screen prompts the card is safely ejected, you can now remove it from the tablet.

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

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

 **NOTE:**

Before the formatting, ensure that you have moved data and apps to the internal storage.

1. Touch  >  > **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 microSDXC card, after which the files CANNOT be retrieved.

## Sharing Your Mobile Data Connection

You can share your tablet's data capabilities through tethering or by activating the mobile hotspot feature.

### Share Your Mobile Data Connection via USB

You can access the Internet on your computer via the USB tethering feature of your tablet. The feature needs data connection on a mobile network or a Wi-Fi connection and may result in data charges.

 **NOTE:**

You cannot transfer files between your tablet and your computer when the tablet is USB tethered.

1. Connect your tablet to your computer with a USB cable.

2. Touch  >  > **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 via Bluetooth

If your computer can obtain an Internet connection via Bluetooth, you can configure your tablet to share its mobile data or Wi-Fi connection with your computer.

1. Pair your tablet with your computer via Bluetooth.
2. Touch  >  > **Settings > More.**
3. Switch on **Bluetooth tethering.**
4. Configure your computer to obtain its network connection via Bluetooth. For more information, please see your computer's documentation.

Your computer is now using your tablet's data connection.

 **NOTE:**

To stop sharing your data connection, switch off **Bluetooth tethering.**

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

You can share your tablet's data connection with other devices by turning your tablet into a mobile Wi-Fi hotspot. The feature needs data connection on a mobile network and may result in data charges.

## **NOTE:**

When the mobile hotspot feature is enabled, you cannot use your tablet's Wi-Fi capability to access the Internet. You still remain connected to the Internet via your mobile data network.

1. Touch  >  > **Settings > Wi-Fi hotspot.**
2. Switch on the Wi-Fi hotspot feature.  
After a moment, the tablet starts broadcasting its Wi-Fi network name (SSID).
3. On another device, locate your tablet via Wi-Fi and connect with it to start using the tablet's mobile data.

## **NOTE:**

To stop sharing your data connection, switch off Wi-Fi hotspot.

## **Set Your Wi-Fi Hotspot**

Before turning on Wi-Fi hotspot, you can change the name of your tablet (SSID), secure the hotspot, and set other options.

1. Touch  >  > **Settings > Wi-Fi hotspot.**
2. Touch **Configure** to set up the following options.
  - ▶ **Network name:** Enter or edit a network SSID (name) that other devices see when scanning for Wi-Fi networks.
  - ▶ **Channel:** Select a radio 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):** Uncheck this option to hide your hotspot from searches from other devices.
3. Touch **SAVE** to save your settings.
  4. Touch **Sleep policy** to set hotspot timeout options.
  5. Touch **Manage users** to set the maximum number of connections and block unwanted devices.



#### **NOTE:**

Touch **WPS** in the Wi-Fi hotspot menu to activate WPS.

## 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  >  > **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 screen pattern, PIN or password before using VPN.

## Connect to a VPN

1. Touch  >  > **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  >  > **Settings > More > VPN**.
2. Touch  beside the VPN that you want to modify.
3. Edit the VPN settings and then touch **SAVE**.

# 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.

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

## Checking Contact Details

1. Touch  >  > **Contacts** and touch the **CONTACTS** tab 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 to the initial letter you need.

## Adding a New Contact

1. Touch  >  > **Contacts**.
2. Touch  to add a new contact.
3. Enter the contact name, phone number, and email address.
4. If necessary, touch **More Fields** to add other information.

You can touch the account field above the contact name to choose an account. If a

sync account is selected, the contacts will be synced automatically with your account online.

5. Touch  to save the contact.

## Setting Up Your Own Profile

You can create your own name card in your tablet.

1. Touch  >  > **Contacts** and touch the **CONTACTS** tab.
2. Touch **Set up my profile**.

If a profile has already been set up, touch the listing beside **ME** and touch .

3. Edit your profile information.
4. Touch .

## Importing, Exporting, and Sharing Contacts

You can import/export contacts from/to the internal storage or the microSDXC card. This is especially useful when you need to transfer contacts between different devices. You can also quickly share contacts using Bluetooth, Google Drive, Gmail, Email, etc.

### Import Contacts From the Internal Storage or the microSDHC Card

1. Touch  >  > **Contacts**.
2. Touch  > **Import/Export** > **Import from storage**.

3. Select an account in which to save the contacts.
4. Choose to import one, multiple, or all vCard files.
5. If necessary, select the vCard file(s) on the tablet storage or microSDXC card and touch **OK** to import contacts.

## Export Contacts to the Internal Storage or the microSDXC Card

1. Touch  >  > **Contacts**.
2. Touch  > **Import/Export** > **Export to storage**.
3. Touch **OK** to export the contact list as a vCard file to the internal storage or the microSDXC card. The save location depends on the storage settings. See [Storage](#).

## Share Contacts

1. Touch  >  > **Contacts** and touch the **CONTACTS** tab.
2. Touch and hold the contact you want to share.
3. Check more contacts if needed and then touch .
4. Choose how to share the contacts. Options depend on the applications and services installed.

## Working With Favorite Contacts

In the favorite contacts tab, you can find your favorite contacts and frequently contacted contacts.

## Add a Contact to Favorites

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

1. Touch  >  > **Contacts** and touch the **CONTACTS** tab.
2. Touch a contact and then touch  at the top.

## Remove a Contact From Favorites

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

## Working With Groups

### View Your Contact Groups

1. Touch  >  > **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 a message or an email to all or some of the group members, you can open the group and touch  > **Send Group email**.

## Set Up a New Group

1. Touch  >  > **Contacts** and touch the **GROUPS** tab.
2. Touch  to create a new group.
3. If you have added contact accounts other than the tablet, 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. Touch .
7. If necessary, touch **Default** below **NOTIFICATION RINGTONE** to set a special ringtone.
8. Touch .

## Delete a Group

1. Touch  >  > **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  >  > **Contacts** and touch the **GROUPS** tab.
2. Touch a group and then touch  > **Edit**.

3. Edit the group as you wish.
  - ▶ Touch the group name to edit it.
  - ▶ Touch the field below **MEMBER** to select contacts and add them to the group.
  - ▶ Touch **Default** below **NOTIFICATION RINGTONE** to change the ringtone.
4. Touch .

#### **NOTE:**

To remove some contacts from the group, touch the group, touch  > **Multi-Select**, check the contacts you want to remove from the group, and touch  > **OK**.

## Searching for a Contact

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

## Delete Contacts

1. Touch  >  > **Contacts** and touch the **CONTACTS** tab.
2. Touch and hold the contact you want to remove.
3. Check more contacts if needed and then touch .
4. Touch **OK** to confirm.

## Join Contacts

As your tablet 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  >  > **Contacts**.
2. Touch a contact entry to display the contact's details and then touch .
3. Touch  > **Join**.
4. Touch the contact whose information you want to join with the first entry.
5. Touch .

The information from the second contact is added to the first contact, 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.

## Separate Contact Information

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

1. Touch  >  > **Contacts**.
2. Touch a contact entry you have merged and want to separate, and then touch .
3. Touch  > **Separate**.
4. Touch **OK** to confirm.

# Web Accounts

## 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 tablet.

### Add an Account

1. Touch  >  > **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.

### Remove an Account

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

1. Touch  >  > **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  >  > **Settings > Accounts.**
2. Touch  and check or uncheck **Auto-sync data.**
  - ▶ When automatic sync is turned on, changes you make to information on your tablet 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

1. Touch  >  > **Settings > Accounts.**
2. Touch the account category and then the account you want to sync.
3. Touch  > **Sync now.** Or touch the types of information you want to sync.

## Change an Account's Sync Settings

1. Touch  >  > **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 items as you need. The types of information enabled on the tablet and the web will be kept in auto-sync. When

auto-sync is disabled, touch a listing to sync that type of information between the tablet and the web.

# Email

Touch **Email** in the home screen 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. When you open **Email** for the first time, select an email server, and enter your email address and password.
2. Touch **NEXT** to let the tablet retrieve the network parameters automatically.



### **NOTE:**

Touch **MANUAL SETUP** if you want to enter these details manually.

3. Follow the on-screen instructions to finish the setup. You may also need to obtain some information from IT support or your system administrator.

Your tablet will show the inbox of the email account and start to download email messages.

## Checking Your Emails

Your tablet 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.

## 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  or  > **Reply**.
  - ▶ To reply to the sender and all recipients of the original email, touch  or  > **Reply all**.
  - ▶ To forward the email to someone else, touch  or  > **Forward**.
3. Edit your message and touch .

### Mark an Email as Unread

You can return a read email to the unread state - for example, to remind yourself to read it again later. You can also mark a batch of emails as unread.

- While reading a message, touch  > **Mark unread**.
- While in a message list (for instance, the Inbox), touch the sender image in front of the messages and then 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), swipe a message left or right to delete it, or touch the sender image in front of the messages and then touch .

## Writing and Sending an Email

1. Open your email Inbox and touch .

 **NOTE:**

If you have more than one email account added on the tablet, touch the “From” line to select the account you want to use for sending the message.

2. Enter a contact name or email address in the **To** field. Separate each recipient with a comma.

 **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.

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

## 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** > **Add account**.
3. Follow the prompts to set up the account as you did with the first one.

### 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  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  when you finish.

# Calendar

The Calendar app on your tablet 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.

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

## Viewing Your Calendars and Events

### 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 view at the top left and select the view you prefer.

- In Month view, swipe up and down to view future and past months.
- In Week or Day view, swipe left and right to view future and past weeks or days. You can also swipe up and down on the small monthly calendar to view different months.
- In Agenda view, swipe vertically to see all your events.
- When you are viewing past or future days, weeks, or months, touch **TODAY** at the top right to quickly switch to the current day and time.

### View Event Details

In Day, Week, Month, or Agenda view, touch an event to view its details.

## Select Visible Calendars

Check calendars you want to see or uncheck calendars you'd like to hide from the current view.

1. Open the **Calendar** app.
2. In Day or Week view, check or uncheck the calendars below the monthly calendar.

- or -

In Month or Agenda view, touch  > **Calendars to display** and check or uncheck the calendars.

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

## 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, start time, end time, repetition, and reminders.

 **NOTE:**

If you have added a Google account or Exchange ActiveSync account on your tablet, touch the calendar at the top to select a different calendar and account. Different accounts may present different event details that you can fill in.

3. Touch **DONE**.

## Managing an Event

You can edit, delete, share, export, copy, or send existing events.

1. Find the event you want.
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.
  - ▶ To export the event as a .ics (iCalendar) file to the storage, touch .
  - ▶ To copy the event details and create a new event, touch .
  - ▶ If the event is from an Exchange ActiveSync account, touch  to send the event information via email.

## Changing Calendar Settings

To change the calendar settings, open a calendar view (Day, Week, Month, or Agenda), and touch  > **Settings**.

# Web Browser

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

## Opening the Browser

Touch  >  > **Chrome** to launch the web browser.

Chrome also opens when you touch a web link - for example, in an email or a text message.

## Open a Web Page or Search the Web

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

### **NOTE:**

Touch  left of the address box if you want to stop opening the page.

## Set the Homepage

Your homepage shows when you touch the Home button  to the left of the address box. Follow the steps below to set the homepage.

1. Open the **Chrome** app.
2. Touch  > **Settings > Home page**.
3. Slide the switch to the **On** position if it is turned off.
4. Touch **Open this page**.
5. Edit the homepage URL and touch **Save**.

## 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** or touch  at the top. A new browser tab opens.

### **NOTE:**

Touch  > **New incognito tab** if you want to view pages that won't show up in your browser history after you've closed all incognito tabs.

### 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:**

Touch  on a tab to close it.

## 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 file is downloaded. You can view or open it in the **Downloads** app.

## Changing Chrome 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 Chrome settings screen, touch  > **Settings**.

# Camera

You can use your tablet to take photos and record videos. Photos and videos are stored on the microSDXC card you have installed or in the internal storage. You can copy them to your computer or access them in the **Gallery** app.

## Capturing a Photo

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



Number	Function
1	Switch between the front and back cameras.
2	Set a time delay before the camera takes a picture automatically after you touch the shutter icon.
3	Change the camera settings.
4	View pictures and videos you have taken.
5	Capture a picture.
6	Select MANUAL or AUTO camera mode, or touch FUN to use panorama, HDR, special effect, multi-exposure, smile detection, or interval capture modes. Only available for the back camera.
7	Capture a video clip.



**NOTE:**

You can spread or pinch 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. Lightly touch .

## Recording a Video

1. Touch  > **Camera**.
2. Aim the camera at the subject. 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 and during recording.

3. Touch  to start recording. You can also touch  or  to pause or resume recording.



### **NOTE:**

While the recording is in progress, you can touch  to save the frame as a separate photo.

4. Touch  to stop recording.

## Using Manual Camera Mode

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

1. Touch  > **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 gradienter.
  - ▶ Touch  to change white balance scenario or leave it at **Auto**.
  - ▶ Touch  to select ISO level or leave it at **Auto**.
  - ▶ Touch  to adjust the photo exposure.
4. Touch the shutter icon  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.

## Customizing Camera/Camcorder Settings

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



### NOTE:

Some camera and video options will change according to different camera modes.

#### • CAMERA

- ▶ **Full screen:** Expand the viewfinder area to the whole screen.
- ▶ **Shutter tone:** Select a shutter sound or turn it off.
- ▶ **Geo-tagging:** Select whether to store the location information 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:** Touch **Save location** to change the storage location for captured photos and videos.
- ▶ **Restore defaults:** Restore default camera and video settings.
- ▶ **Picture size:** Set the image size for your photo.
- ▶ **Mirror:** Take mirror image of the subject with the front camera.
- ▶ **Point-and-shoot:** When this feature is enabled, you can touch the viewfinder screen to take a photo using the front camera.

#### • VIDEO

- ▶ **Video quality:** Set the quality for your video.
- ▶ **Time lapse:** Set the time interval between each frame when you shot time lapse

videos with the back camera.

- ▶ **Geo-tagging:** Select whether to store the location information in your captured photos and videos.
- ▶ **Storage location:** Touch **Save location** to change the storage location for captured photos and videos.
- ▶ **Restore defaults:** Restore default camera and camcorder settings.

# Gallery

## Opening Gallery

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

## Working With Albums

When you open the Gallery, all pictures and videos on your tablet are displayed in a number of albums. Swipe up or down to see them all.

### 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  > **OK**.

 **NOTE:**

Some albums, such as **Video**, are automatically created and cannot be deleted. After selecting these albums, the “delete” option will not be available.

## 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 more pictures or videos.
- 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  to edit the picture.
- Touch  and select a method to share the picture.
- Touch  to delete the picture.
- Touch  to access more options. You can rotate or rename the picture, set it as the wallpaper or contact photo, check its details, browse the album contents in a slideshow, or print the picture.
- 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**.

1. Touch  while viewing a picture in full screen.
2. Touch an edit option along the bottom of the screen and edit the picture.

Filter	Apply effects, such as punch, vintage, black/white, bleach, and instant on the picture.
Modify	Rotate, flip the picture, or cut it into a set ratio.
Adjust	Apply and adjust effects such as exposure, vignette, contrast, and shadows on the picture.
Doodle	Add drawings, texts, or mosaic on the picture.
Decoration	Decorate the picture with a frame or comical stickers such as hat, glasses, or beard.

3. Touch  to keep the edition or  to cancel it.
4. Touch  to save the new picture as a new file in the same album as the original picture. The original picture remains unedited.

 **NOTE:**

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

## Playing Videos

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

# Music

Touch  >  > **Music** to play audio files stored on your tablet. 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 Phone

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

### Copy From a Computer

1. Connect your tablet and the computer with a USB cable.
2. Touch **Media device (MTP)** as the connection mode. See [Connecting to Your Computer via USB](#).
3. Copy the music files from the PC and paste them to the tablet storage or the installed microSDXC 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  >  > **Music** to open the Music app. There you can touch **All Songs** to view all your audio files or by categorized lists of artists and albums. You can also touch **Favorites** and **Folders** to find songs, or touch **Playlists** to view all your playlists.

### **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 Notification Ringtone

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

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

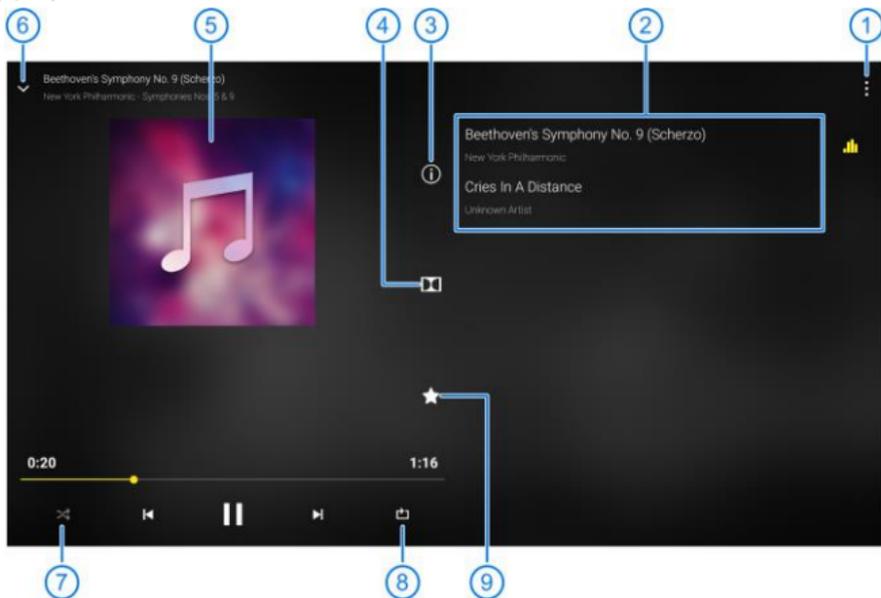
### **NOTE:**

If you are in the playback screen, touch  at 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**.

## 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.



Number	Function
1	Access additional options.
2	View the current playlist.

Number	Function
3	Check track information.
4	Manage Dolby Audio settings.
5	Album artwork (if available). Swipe left or right to switch to the next or the previous track in the current playlist.
6	Return to the music library.
7	Turn on or off shuffle.
8	Toggle repeat mode. You can repeat the current track, repeat the current playlist, or turn off repeat.
9	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.

### To create a playlist or add a song to a playlist:

Touch  next to a song and select **Add to playlist**.

### To remove a song from a playlist:

1. Touch **Playlists** in the music library and touch a playlist.
2. Touch  next to a song in the playlist.
3. Touch **Remove**.

### **To delete or rename a playlist:**

1. Touch **Playlists** in the music library.
2. Touch  next to the playlist you want to delete or rename.
3. Touch **Delete > OK** or **Rename**.



#### **NOTE:**

Certain automatically created playlists such as **Recently Added** cannot be deleted.

# Video Player

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

## Opening the Video Library

Touch  >  > **Video Player** to view your video library, where your video files are displayed in a list.

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  to rotate the video.
- Touch  to capture a screenshot.
- Touch  to hide the control panel.

- Touch  to adjust Dolby Audio settings.
- Touch  to play the video in a small window and continue with other tasks on the tablet.
- Touch  for more video options.

## Managing Video Files

### Delete Video Clips

1. Touch  > **Multi-Select** in the video library.
2. Touch the videos you want to delete.
3. Touch  > **OK**.

### Share Video Clips

1. Touch  > **Multi-Select** in the video library.
2. Touch the videos you want to share.
3. Touch  and select how you want to share them.

### 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. When the preview stops, touch . The trimmed video is saved as a new video file.

## Managing Video Player Settings

You can manage a few video playback options from the video player settings.

1. From the video library or video playback screen, touch  > **Settings**.
2. Configure the following options.
  - ▶ **Resume play:** Set whether to play a video file from where you stopped last time or from the beginning.
  - ▶ **Automatically play the next:** Set whether to play the next video file when the current one finishes.
  - ▶ **Display screenshot button:** Set whether to display  in the video playback screen.
  - ▶ **Help:** See how to adjust volume, brightness, and progress in the playback screen.

# FM Radio

With the FM radio, you can search for radio channels, listen to them, and save them on your tablet. 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 while using the radio.

## Scanning and Saving Channels

1. Plug in a wired headset and touch  >  > **FM Radio**.
2. Touch  > **Scan**. Your tablet scans for all 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  >  > **FM Radio** while the headset is connected.
2. Touch  > **All channels** and select a channel.

You can also drag 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 tablet 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 **Delete**, or touch the star to the right of a channel to add it to favorites.

## Turning Off FM Radio

### To turn off automatically:

Touch  > **Timing turn off** and select the time you want to turn off the radio.

A count-down clock appears above the frequency and the radio is turned off when the clock counts down to 0:00.

### To turn off immediately:

Touch the switch  at the top of the screen.

# Sound Recorder

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

## Recording a Voice Memo

1. Touch  >  > **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.

## Playing 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 notification ringtone.

## More Apps

### Backup & Restore

Touch  >  > **Backup & Restore**. You can back up your user data, such as messages and installed applications, to the microSDXC card regularly. If the data get lost, restore it from the microSDXC card.

Touch  > **Help** to view detailed guide.

#### **NOTE:**

You can back up your user data and apps to the internal storage when the microSDXC card is not inserted. Please keep these data in your PC or other devices to avoid data loss.

### Calculator

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

### Clock

Touch  >  > **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 the time and touch **OK**. Then edit repeat, snooze, ringtone, and label.
4. Touch **SAVE**.

### **NOTES:**

- To enable or disable existing alarms directly, just touch the switches on the right side.
- Touch  to set more alarm options including volume, duration, 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 other cities.

## 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, while countdown allows you to set a time and count down to zero.

## Dolby Audio

Your tablet support Dolby Audio, which enhances the tablet's audio quality. Touch  >  > **Dolby Audio** to manage its settings.

- Touch  to turn on or off Dolby Audio.
- Touch **Movie** () , **Music** () , or **Game** () to switch preset Dolby Audio settings. For each setting, you can configure detailed options such as Graphic Equalizer, Surround Virtualizer, Dialogue Enhancer, and Volume Leveler.
- Touch **Custom 1** () or **Custom 2** () to configure and use your own Dolby Audio setting.

### **NOTE:**

Some options only work when a headphone or stereo speakers are connected with the tablet.

## Downloads

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

Touch  >  > **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 internal storage and the microSDXC card.

Touch  >  > **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  > **Multi-Select** to select multiple items for deletion, sharing, copying, moving, or compression.
- Touch  > **Show hidden files** to display hidden system files and folders.
- Touch  > **Exit** to exit the File Manager app.

## Google Apps

Open the Google apps to use Google services.

### NOTE:

Some contents or Google services may not be available in your region.

- **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 tablets 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.
- **Photos:** Manage photos on the tablet and your Google account.
- **Play Books:** Buy and read the electronic version of new bestsellers and classics.
- **Play Games:** Buy and play games from the Google Play Store. Share your gaming experience and progress with your friends.
- **Play Movies & TV:** Purchase, download and watch the latest and your favorite movies and TV shows.

- **Play Music:** Play music on the tablet and on your Google account.
- **Play Newsstand:** Purchase and read newspapers and magazines.
- **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.

# Settings

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

## Wireless and Networks

### Wi-Fi

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

When Wi-Fi is on, touch  > **Advanced** > **Wi-Fi Direct** in the **Wi-Fi** menu to share data between two devices via Wi-Fi directly. See [Using Wi-Fi Direct](#).

### Bluetooth

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

### Mobile Networks

Touch  >  > **Settings** > **Mobile networks** to control mobile data use or set access point names. See [Connecting to Mobile Networks](#).

## Wi-Fi Hotspot

Touch  >  > **Settings** > **Wi-Fi hotspot** to share your tablet's mobile data connection with PCs or other devices via Wi-Fi. See [Share Your Mobile Data Connection as a Mobile Wi-Fi Hotspot](#).

## Data Usage

Touch  >  > **Settings** > **Data usage** to manage mobile data use of the nano-SIM card.

Touch the **Mobile data** or **Set cellular data limit** 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 tablet, and your carrier's data usage accounting may differ.

Touch  > **Network restrictions** to select Wi-Fi networks that are mobile hotspots. Data usage on recognized mobile hotspots will be restricted to avoid high mobile data bills.

## Airplane Mode

Touch  >  > **Settings** > **More** > **Airplane mode** to turn airplane mode on or off. All the tablet's radios are turned off when airplane mode is on.

## VPN

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

## USB Tethering

Touch  >  > **Settings** > **More** > **USB tethering** to share your tablet's mobile data or Wi-Fi connection with PCs or other devices via USB. See [Share Your Mobile Data Connection via USB](#).

## Bluetooth Tethering

Touch  >  > **Settings** > **More** > **Bluetooth tethering** to share your tablet's mobile data or Wi-Fi connection with PCs or other devices via Bluetooth. See [Share Your Mobile Data Connection via Bluetooth](#).

## Personal

### Display

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

- **Brightness level:** Set the brightness of the display.
- **Adaptive brightness:** Automatically adjust screen brightness.
- **Wallpaper:** Select a background image or animation for the home screen and lock screen.
- **Sleep:** Set the length of time of inactivity before the screen turns off automatically.

- **Daydream:** Manage the Daydream function. When Daydream is enabled, clock, photos or animations will be displayed as a screensaver.
- **Font size:** Set the font size of the text on the screen.
- **Auto-rotate screen:** Select whether the screen contents should rotate when the tablet is rotated.
- **Cast:** Connect to Wi-Fi Display screens and project the tablet onto a larger screen.

## Sound and Notification

Touch  >  > **Settings** > **Sound & notification**. You can adjust different types of volume (see [Adjusting Volume](#)), set Do not disturb options (see [Using Do Not Disturb Mode](#)), set up notification sound (see [Changing Notification Sound](#)), select system sounds (see [Turning On/Off System Sounds](#)), control notification display, and check the apps that have requested notification access or Do not disturb access.

Your tablet supports Dolby Audio to provide you with superior audio experience. Touch **Dolby digital plus** in the **Sound & notification** menu to set it up.

## Security

Touch  >  > **Settings** > **Security** to configure options that help keep your tablet and data safe.

- **Screen lock:** Disable the screen lock or enable it with long press, pattern, PIN, or password. See [Protecting Your Tablet With Screen Locks](#).
- **Make pattern visible:** Show the pattern as you draw it. This option is available when unlock pattern is set.
- **Automatically lock:** Set the time needed for the lock protection to be activated after

the screen turns off. This option is available when unlock pattern, PIN or password is set.

- **Power button instantly locks:** Lock protection is activated immediately when you press the **Power** key. This option is available when unlock pattern, PIN or password is set.
- **Lock screen message:** Set the text that you may display on the lock screen.
- **Smart Lock:** Keep the tablet unlocked when connected to trusted devices, in trusted places, or unlocked by trusted faces or voice, or unlocked when your tablet is being carried on the body.



#### **NOTE:**

You need to sign in to your Google account on the tablet to use the **Smart Lock** feature.

- **Make passwords visible:** Display passwords as you enter them.
- **Device administrators:** View or deactivate apps you have authorized to be device administrators.
- **Unknown sources:** Switch on 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 internal storage or the microSDHC card.
- **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. Touch this option to see how it works. See [Protecting Your Tablet With Screen Pinning](#).
- **Apps with usage access:** Turn on or off some apps' access to your tablet usage information.

## Date and Time

Touch  >  > **Settings** > **Date & time** to set date, time, time zone, and the time format. You can also use network-provided data.

## Language and Input

Touch  >  > **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 tablet'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 the speech.
- ▶ **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 tablet to a trackpad or mouse accessory.

## Google

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

## Device

### Location

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

1. Slide the switch at the top right to turn location services on or off.
2. When location is enabled, touch **Mode** to select location sources you want to use.
  - ▶ To get your accurate location, choose **High accuracy**.
  - ▶ To save battery power and get approximate location, choose **Battery saving**.

- ▶ To use only GPS to pinpoint your location, choose **Device only**.

## Storage

Touch  >  > **Settings** > **Storage** to view the memory information of the internal storage and the microSDXC card.

You can choose the default location for new data, such as photos captured and voice recorded. Touch **Save location** and select **Tablet** or the microSDXC card to store items in the internal storage or the installed microSDXC card.

Touch **Tablet** to get a detailed breakdown of space usage.

For more information about using the internal storage and the microSDXC card, see [Using the microSDXC Card as Portable or Internal Storage](#).

## Battery

Touch  >  > **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 tablet. 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.

## Apps

Touch  >  > **Settings > Apps** to see apps installed on your tablet 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.

## Memory

Touch  >  > **Settings > Memory** to monitor the average memory use and

performance of your tablet. You can also check which apps use the most memory.

## Users

Touch  >  > **Settings** > **Users** to manage the user accounts or restricted profiles of your tablet.

You can share your tablet with other people by creating additional user accounts or profiles. Each user with a separate account has his/her own storage space, wallpaper, screen lock and so on. Users can also adjust device settings like Wi-Fi that affect everyone and update apps for all other users. Each restricted profile may have different restrictions on apps and content access.

By default, a Guest account is available for anyone who needs to use your tablet temporarily. You can touch **Add user or profile** to create three more user or profiles.

### **NOTES:**

- Touch  > **DELETE** next to a user to delete the account; touch  next to a profile to configure its restrictions or remove the profile.
- When a guest user has finished using your tablet, he/she can touch **Remove guest** in the **Users** menu to delete all his/her data from your tablet.

## Connect to PC

Touch  >  > **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](#).

## Backup and Reset

Touch  >  > **Settings > Backup & reset** to manage data backup and restoration options, and to reset the network setting or the tablet 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.
- **Network settings reset:** Reset all network settings including Wi-Fi, mobile data and Bluetooth.
- **Factory data reset:** Reset your tablet to factory default settings. All your data in the internal storage will be erased during the process.

## Accounts

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

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

# System

## Accessibility

Touch  >  > **Settings** > **Accessibility** to configure accessibility plug-ins and services on your tablet, such as using **Color inversion** or **Large text** for users with sight problems.

## Printing

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

## About Tablet

Touch  >  > **Settings** > **About tablet** to view the device status and other information. You can also touch **System updates** to check for, download and install updates.

## Troubleshooting

If you encounter problems while using the tablet, 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 tablet.

<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).	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 features.	Contact your service provider.
Battery not charging	The battery or battery charger is damaged.	Contact the dealer.
	The temperature of the tablet is below 0°C or higher than 45 °C.	Adjust the battery charging environment to avoid extremes of temperature.

<b>Problem</b>	<b>Possible causes</b>	<b>Possible solution</b>
	Poor contact between the device and charger.	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.	Use 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 your device on	Battery power has been depleted.	Recharge the tablet's battery.
4G LTE SIM card error	4G LTE SIM card malfunction or damage.	Take the 4G LTE SIM card to your service provider for testing.
	4G LTE SIM card inserted improperly.	Insert the SIM card properly.
	Debris on the 4G LTE card contacts.	Use a soft, dry cloth to clean the SIM card contacts.
Unable to connect	4G LTE card invalid.	Contact your service provider.

<b>Problem</b>	<b>Possible causes</b>	<b>Possible solution</b>
to the network	You are not within the network's service area.	Check the service area with your service provider.
	Poor signal.	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.	Reset the device to factory status.
		Uninstall the software that may cause the problem.
		Upgrade the device software.

# Health and Safety Information

## General Safety

	Do not use at gas stations.
	Do not make or accept handheld calls while driving. Never text while driving.
	This device may produce a bright or flashing light.
	Do not dispose of your device in fire.
	Small parts may cause choking.
	Avoid contact with anything magnetic.
	This device may produce a loud sound.
	To prevent possible hearing damage, do not listen at high volume levels for long periods.
	Avoid extreme temperatures.
	Keep away from pacemakers and other electronic medical devices.

	Avoid contact with liquids. Keep the device dry.
	Turn off when asked to in hospitals and medical facilities.
	Do not attempt to disassemble your device.
	Turn off when told to in aircrafts and airports.
	Do not rely on this device as a primary device for emergency communications.
	Turn off when near explosive materials or liquids.
	Only use approved accessories.

## 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.

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 body with no separation. 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 employs a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit set by the FCC is 1.6W/kg.

This device is complied with SAR for general population /uncontrolled exposure limits in ANSI/IEEE C95.1-1992 and had been tested in accordance with the measurement methods and procedures specified in IEEE1528.

The FCC has granted an Equipment Authorization for this model device with all reported SAR levels evaluated as in compliance with the FCC RF exposure guidelines. SAR information on this model 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-ZTEK90U

For this device, the highest reported SAR value for usage near the body is 1.2 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 operation is based on a separation distance of 10 mm between the unit and the human body. Carry this device, at least 10 mm away from your body to ensure RF exposure level compliant or lower to the reported level. To support body operation, choose the belt clips or holsters that do not contain metallic components to maintain a separation of 10 mm between this device and your body.

## FCC Compliance

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.

## Distraction

### Driving

Full attention must be given to driving at all times in order to reduce the risk of an accident. Using the 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 its use 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.
- 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 use harsh chemicals, cleaning solvents, or aerosols to clean the 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 your device or its accessories to extreme temperatures, minimum 23 and maximum 122 degrees Fahrenheit.
- 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 UICC card's metal connectors.

## **Antenna**

Do not touch the antenna unnecessarily.

## **Air Bags**

- Do not place the 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.

## **Repetitive Strain Injuries**

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

- Do not grip the mobile device too tightly.
- Press the icons and touch screen lightly.
- Use the special features which are designed to minimize the times of pressing the icons and touch screen buttons, such as text templates and predictive text.
- Take lots of breaks to stretch and relax.

## **Loud Noise**

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

## **Emergency Communications**

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.

## **MP3 and Video Player Function**

- When listening to pre-recorded music or watching videos on your mobile device, with headphones or earphones at high volumes, you run the risk of permanent damage to your hearing. Even if you are used to listening to music at a high volume and it seems acceptable to you, you still risk damaging your hearing. Reduce the sound volume to a reasonable level and avoid using headphones for an excessive period of time to avoid hearing damage.
- Different headphones, earphones or ear buds may deliver a higher or lower volume, at the same volume setting on your mobile device. Always start at a low volume setting.
- Do not listen to music or video with headphones while driving.

## **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.

### 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.

## 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.

## **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.

## **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 the tablet 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. Enable airplane mode 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 device 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 phone, tablet, 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**

Turn off your mobile device when in a blasting area or in areas posted turn off “two-way radios” or “electronic devices” to avoid interfering with blasting operations.

## **Third Party Equipment**

The use of third party equipment, cables or accessories, not made or authorized by ZTE, may invalidate the warranty of the mobile device and also adversely affect the mobile device’s operation. For example, use only the ZTE charger supplied with the mobile device.

## Efficient Use

For optimum performance with minimum power consumption, do not cover the mobile device with anything. Covering the mobile device may cause it to operate at higher power levels than needed, and may drain the battery.