



AT&T Calypso™ Max  
User Guide

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## Getting started

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The topics in this section will introduce you to your phone, help you get set up with service, provide an overview of the phone screen, and get you started with basic phone operations.

# Introduction

The following topics describe the basics of using this guide and your new phone.

## About the user guide


Thank you for purchasing your new U318AA Smartphone. The following topics explain how best to use this guide to get the most out of your phone.

### Before using your phone

Read the Safety Information Guide that came with your device thoroughly for proper usage.

Accessible services may be limited by subscription contract conditions.

### Descriptions in the user guide

Note that most descriptions in this guide are based on your phone's setup at the time of purchase. Unless otherwise noted, instructions begin from the phone's Home screen, which is displayed by pressing the **Home** button  . Some operation descriptions may be simplified.

### Screenshots and key labels

Screenshots and other illustrations in this user guide may appear differently on your phone. Key labels are simplified for description purposes and differ from your phone's display.

### Other notations

In the user guide, the phone may be referred to either as "phone," "device," or "handset." A microSD™ or microSDHC™ card is referred to as an "SD card" or a "memory card."

# Set up your phone

The following topics give you all the information you need to set up your phone and wireless service for the first time.

## Parts and functions

These topics illustrate your phone's primary parts and key functions.



**Note:** Your phone's screens and app layouts are subject to change. This user guide uses sample images only.

Part	Description
<b>Flash</b>	<ul style="list-style-type: none"> <li>• Brighten photos taken indoors or at night.</li> <li>• Use a flashlight to see in dark areas.</li> </ul>
<b>Front camera</b>	<ul style="list-style-type: none"> <li>• Take pictures and record videos while facing the screen.</li> </ul>
<b>Headset port</b>	<p>Plug in a headset (sold separately) to listen to music or for convenient, hands-free conversations.</p>
<b>LED indicator</b>	<p>View functions and notifications on the phone with an LED light.</p>
<b>Microphone</b>	<p>Transmit your voice electronically for a call, voice recording, or Google Assistant.</p>
<b>Power key</b>	<ul style="list-style-type: none"> <li>• Press to turn the screen on or off.</li> <li>• Press and hold to turn the phone on or off.</li> <li>• Press along with the <b>Volume down</b> key to take a screenshot.</li> </ul>
<b>Proximity and light sensor</b>	<p>A sensor will automatically dim or brighten the screen according to the environment.</p>
<b>Rear camera</b>	<ul style="list-style-type: none"> <li>• Take pictures and record videos with a 5 MP lens.</li> </ul>

Part	Description
<b>Receiver</b>	.Hear the caller and automated prompts.
<b>SIM tray</b>	Store your Nano SIM card and microSD card.
<b>Speaker</b>	Listen to calls, automated prompts, and music.
<b>Touch screen</b>	<ul style="list-style-type: none"><li>• View information needed to operate your phone.</li><li>• Access your phone's features and applications.</li></ul>
<b>USB charging port</b>	Connect the USB cable (included) for charging, or connect other accessories.
<b>Volume keys</b>	Adjust the volume for ringtones, media, notifications, and system sounds.

**CAUTION!** Inserting an accessory into the incorrect jack may damage the phone.

## Battery use

The following topics explain how to care remove your phone's battery.



### Battery cautions

**Storage:** Avoid storing or leaving the battery with no charge remaining. Saved information and settings may become lost or changed, or the battery may become unusable. Charge once every six months before storing or leaving unused for a long period of time.

**Bulges:** Depending on use, bulges may appear near the end of battery life. This does not affect safety.

**Replacement:** The battery is a consumable item. It needs to be replaced if operating time shortens noticeably.

**Cleaning:** Clean soiled terminals between the battery and phone with a clean, dry cotton swab. Soiled terminals can result in a poor connection and prevent charging and other issues.

## Charge the battery

Follow these instructions to charge your phone's battery using either the included AC adapter or via USB connection on your computer.

### Charge using the AC adapter

1. Connect one end of the data cable to the USB port located on the bottom of your phone.



2. Connect the other end to the power adapter.
3. Connect the power adapter to an electrical outlet to fully charge your phone.
  - Use the power adapter that comes with your phone; using other adapters may damage your phone.
  - Charging your phone with a USB cable connected to a laptop will take longer than with the power adapter.
  - The phone will power off automatically when the battery is too low. Charge the battery if this happens. When the battery is critically low, the phone may need a few minutes to build a charge before turning back on. Playing games or performing other activities while charging may drain the battery and cause it to power off.
  - The battery will gradually discharge if it is left unused for a long period of time. Before using the battery again, you must recharge it in order to power on and use your phone normally.



## Install a SIM/SD Card



### Insert a Nano SIM/microSD card

1. Insert a fingernail into the small slot at the bottom right corner of the device and gently pull to remove the back cover of the phone.

**Note:** The back cover cannot be removed while the charger is plugged in.




2. On the back of the phone, slide the Nano SIM card into the SIM card slot at the top left with the gold contacts facing down.
3. Slide the microSD card into the SD card slot at the top right.
4. Replace the back cover and press gently until it snaps into place.

### Mount an SD card

1. With an SD card inserted, swipe up from the Home screen to access **Apps** and tap **Settings** .
2. Tap **Storage**  > **SD CARD**.
3. Tap **MOUNT** on the prompted screen.

## Unmount an SD card

Always unmount an SD card before removing it from your phone to avoid corrupting or damaging the files in the SD card.

1. From the Home screen, swipe up to access **Apps** and tap **Settings** .
2. Tap **Storage**  > .

Your SD card is now safely unmounted. To use this SD card again, you will need to remove (see below) and mount it again.

## Remove an SD card

1. Insert a fingernail into the small slot at the bottom right corner of the device and gently pull to remove the back cover of the phone.




**Note:** The back cover cannot be removed while the charger is plugged in.

2. On the back of the phone, slide the microSD card out of the SD card slot at the top right.

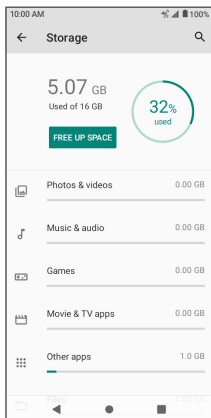
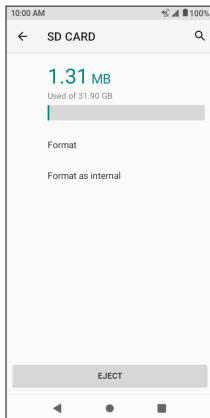
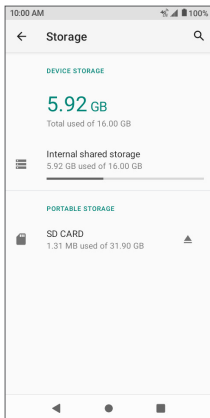
## Format an SD card

When you insert an optional SD card for the first time, it is recommended that you format it on your phone.

**Note:** Formatting your SD card will erase all files on the card. Make sure to back up your files in another location before formatting.

1. From the Home screen, swipe up to access **Apps** and tap **Settings** .
2. Tap **Storage**  > **SD CARD**.
3. Tap **Menu**  > **Storage settings**.
4. Select **Format** or **Format as internal**, then tap **FORMAT SD CARD** to confirm.

All data on the SD card will be erased, and the card will be formatted for use on your phone.



## Turn your phone on and off

The instructions below explain how to turn your phone on and off.

### Turn your phone on

Press and hold the **Power** key until the device turns on.

### Turn your phone off

1. Press and hold the **Power** key.
2. Tap **Power off**.

Power key



## Use the touch screen

Your phone's touch screen lets you control actions through a variety of touch gestures.



### Tap or touch

Tap or touch with your finger to type characters into the on-screen keyboard, select and open applications and settings, or press on-screen buttons.



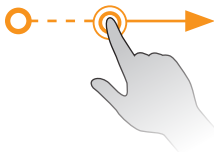
### Touch and hold

Touch and hold an item to view available options (for example, a contact or link in a Web page), or to move icons or widgets.



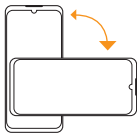
### Swipe or slide

Quickly drag your finger vertically or horizontally across the screen to swipe or slide.






### Drag

Touch and hold your finger with slight pressure, then move your finger slowly across the screen to drag. While dragging, do not release your finger until you have reached the target position.



## Rotate

Rotate the phone sideways to automatically change the screen orientation from portrait to landscape. When entering text, you can turn the phone sideways to bring up a bigger keyboard. See [“Touch screen keyboards” on page 39](#) for more details.

**Note:** To activate Auto-rotate mode, swipe up from Home screen to access **Apps** and tap **Settings**  > **Display** > **Advanced** > **Auto-rotate screen**, and slide the switch to the **On**  position. You can also activate it by dragging the Status bar down and tapping **Auto-rotate** .



## Pinch and spread

Use your thumb and forefinger in a pinching motion on your screen to zoom out, or spread them to zoom in when viewing a picture or a web page. (Move fingers inward to zoom out and outward to zoom in.)

## Complete the setup screens

Once your service has been activated, you will need to run Setup. The Setup Wizard will appear to guide you through the basic settings on your device.

You will be prompted to select the language you want to use, set up your Wi-Fi connection, enter your name, set a screen lock method, sign in to your Google™ account, select location services, and more.

Follow the remaining instructions to finish your phone setup.




## Basic operations

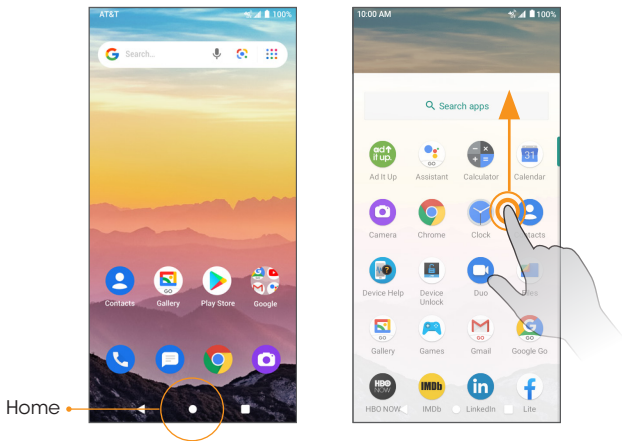
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The following topics outline basic features and operations of your phone.

## Home screen and Apps list

Most of your phone's operations originate from the Home screen or the Apps (applications) list.

1. From any screen, press the **Home** button  to display the Home screen.
2. From the Home screen, swipe up to access the **Apps** list.



For information about using the Home screen, see [\*"Home screen basics" on page 48.\*](#)



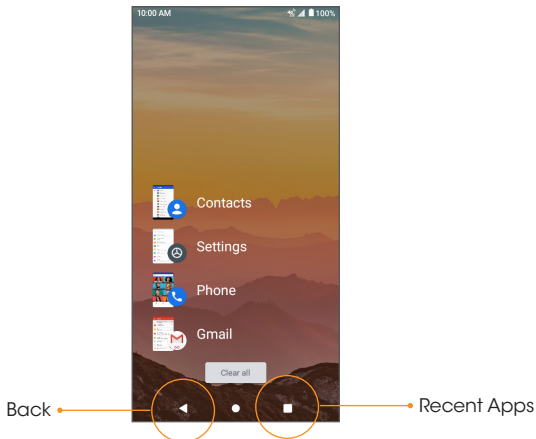
## Select options and navigate screens

Tap icons, on-screen buttons, and other items to open or activate the assigned function.

- Tap the **Back** button ◀ to return to the previous screen.

## Recent applications

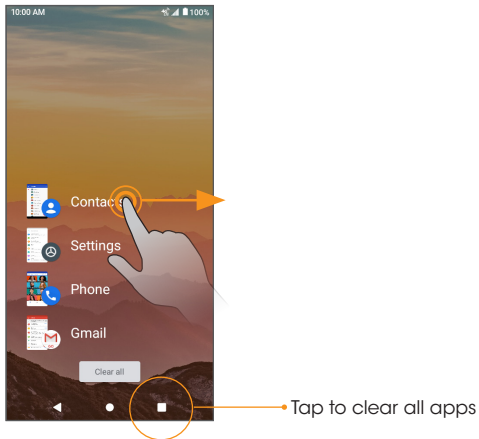
View your recently used applications by tapping the **Recent Apps** button ■ .



## Switch between recently opened apps

You can easily switch between the apps you've recently opened.

Tap the **Recent Apps** button  to see your recently-opened apps.





1. To close an app, swipe it to the right.

2. To close all of the apps and clear the list, tap **Clear all**.

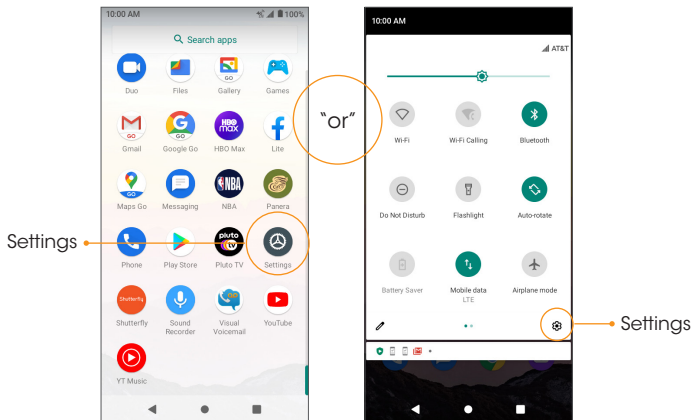
You can tap the **Recent Apps** button  twice to quickly switch between the two most recently used apps.

## Phone settings menu

You can customize your phone's settings and options in the Settings menu. There are two ways to access the Settings menu:

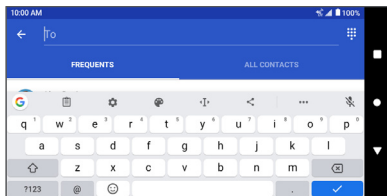
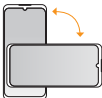
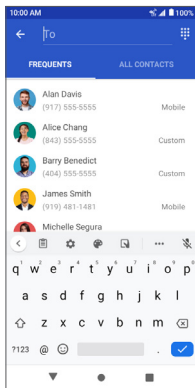
- From the Home screen, swipe up to access **Apps** and tap **Settings** .
- From any screen, swipe the Status bar down twice and tap **Settings** .

For more information, see ["Basic settings" on page 136](#).








## Portrait and landscape screen orientation

The default orientation for your phone's screen is portrait (vertical), but many apps will change to landscape orientation (horizontal or widescreen) when the phone is rotated sideways.



**Note:** Not all screens can be used in landscape orientation.

### Turn screen rotation on or off

- Drag the Status bar down and tap **Auto-rotate**  to turn it on or off.
- You can also set the rotation option from the Settings menu. From the Home screen, swipe up to access **Apps** and tap **Settings** . Tap **Display**  > **Advanced** > **Auto-rotate screen** and slide the switch to the **On**  or **Off**  position to activate or deactivate screen rotation.

## Capture screenshots

There are two ways to capture a screenshot:

- Press and hold the **Power** key and **Volume down** key at the same time to capture a screenshot of the current screen.
- Touch and hold the **Power** key from the screen you want to capture, and tap **Screenshot** in the popup menu.

Your screenshots will be stored in the Screenshots folder of the Gallery app.

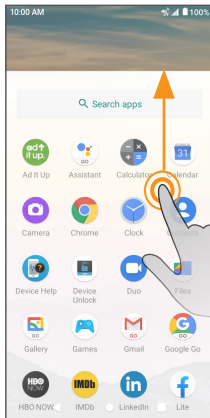
## Applications

The following topics describe how to access the Apps list and launch applications on your phone.

### Launch apps

All installed apps can be accessed and launched from the Apps list.

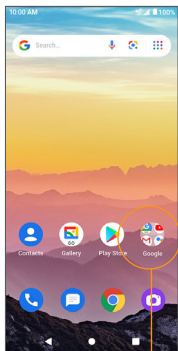
1. From the Home screen, swipe up to access the **Apps** list.
2. Tap an app icon to launch the app.



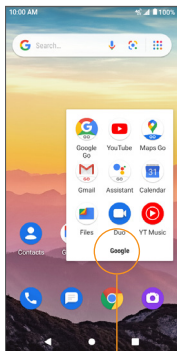
## Work with apps

### Group app folders

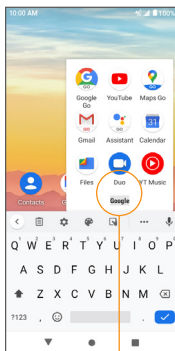
1. From the Home screen touch a group app folder to open and tap an app shortcut to launch the app.
2. To add more apps to the folder, drag each app over to the folder. See ["Add App folders to the Home screen" on page 59](#)



Tap Folder



Tap Folder Name







Rename Folder

## Control app permissions

The first time you open an app, you'll be asked to grant permissions to access certain data or features. This ensures that you have full control of which apps have authorized access.



If you don't want to grant access for an app, choose **DENY**. If you choose **DENY** in a trusted app, you may not be able to use the app or access all the functions. To modify permission settings, follow the steps below:

1. From the Home screen, swipe up to access **Apps** and tap **Settings** .
2. Tap **Apps & notifications**  > **Advanced** > **Permission manager**.
3. Select a category. Tap the app you want to modify permissions for and select **Allow**  or **Deny**  to adjust the permission settings.

- **Note:** These options may vary.

## Set default apps



You can choose default apps for web browsing, text messaging, and more.

1. From the Home screen, swipe up to access **Apps** and tap **Settings** .
2. Tap **Apps & notifications**  > **Default apps**.
3. Choose your default web browser, phone app, messaging app, and more.


## Choose default apps

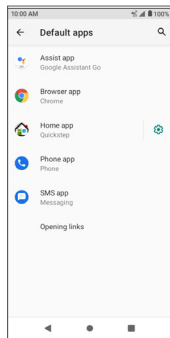
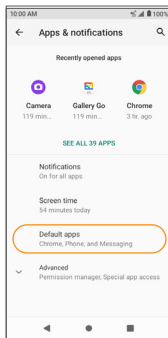
Some actions can be performed with more than one app. When performing an action for the first time, you may be prompted to choose an app. You can choose to use an app only this time by tapping **JUST ONCE**, or tap **ALWAYS** to set that app as the default.

You can change the default app at any time in the Settings menu.

1. From the Home screen, swipe up to access **Apps** and tap **Settings** .
2. Tap **Apps & notifications**  > **Default apps**.

To change the default app for opening links, continue with the steps below:



1. Tap **Apps & notifications**  > **Default apps** > **Opening links**.
2. Tap the app you want to set and tap **Open supported links**.
3. Choose **Open in this app** to set this app as the default to open when you tap a link. You can also choose **Ask every time** or **Don't open in this app** according to your preference.

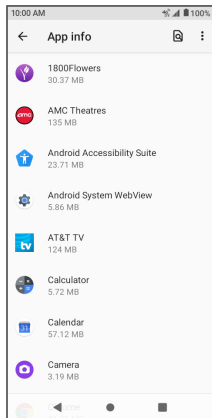
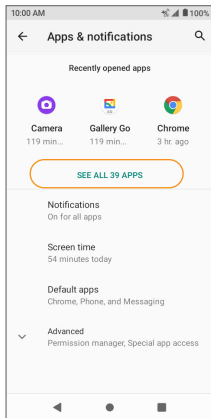




## Disable an app







You can disable some default apps which can't be uninstalled to avoid them running in the background and downloading data.









1. From the Home screen, swipe up to access **Apps**, and tap **Settings** .
2. Tap **Apps & notifications**  > **SEE ALL APPS**.
3. Tap the app you want to disable to access App info screen.
4. Tap **DISABLE**.








## Apps list

The Apps list expands to include any apps you download and install on your phone. The following table outlines the primary apps that have been preinstalled on your phone.



App	Function/Service
 <b>Calculator</b>	Perform basic and advanced mathematical calculations.
 <b>Calendar</b>	Create and manage events, meetings, and appointments, organize your time, and schedule reminders for important events.
 <b>Camera</b>	Take and share pictures and videos.
 <b>Chrome</b>	Surf the Internet with Google's easy-to-use web browser.
 <b>Clock</b>	Set alarms, view time zones around the world, use a stopwatch, set a timer, and use your phone as a desk clock.
 <b>Contacts</b>	Manage all of your contacts in one place.

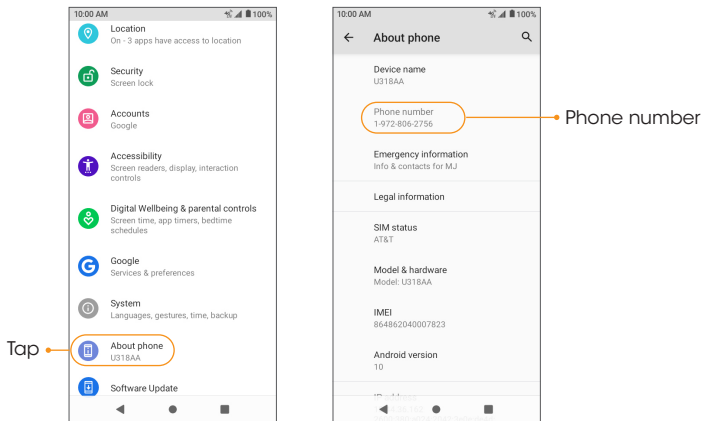
App	Function/Service
 <b>Duo</b>	<p>Make free high-definition video calls to your friends and family.</p>
 <b>Files</b>	<p>Access all of your documents, pictures, videos, and downloads.</p>
 <b>Gmail</b>	<p>Send, receive, and manage your email messages. This app supports email accounts for Gmail, Yahoo!®, Hotmail®, and more.</p>
 <b>Google</b>	<p>Search for information saved on the phone and within phone applications as well as on the Internet.</p>
 <b>Maps Go</b>	<p>Determine your location, find directions, browse local businesses and attractions, rate and review places, and more.</p>
 <b>Messaging</b>	<p>Send and receive text messages.</p>
 <b>Phone</b>	<p>Place and receive calls, use voicemail, set up and manage contacts, and more.</p>
 <b>Gallery</b>	<p>Manage your photos and back them up to your Google account.</p>

App	Function/Service
 <b>Play Store</b>	Download new Android apps, books, movies, and music to your phone.
 <b>Settings</b>	Adjust options, personalize your phone, view device information, and more.
 <b>Sound Recorder</b>	Record sounds and play them back.
 <b>YouTube</b>	Watch videos or upload your own with the world's largest video-sharing site.
 <b>YT Music</b>	Stream and browse playlists, albums, and artists from YouTube Music.

# Phone number

Follow the instructions below to view your phone number.




1. From the Home screen, swipe up to access **Apps** and tap **Settings** .
2. Tap **About phone** .
3. You will see the phone number listed under **Phone number**.



## Airplane mode




Airplane mode turns off all functions that emit or receive signals while leaving your phone on so you can use apps that don't require a signal or data.

### To turn on Airplane mode


1. From the Home screen, swipe up to access **Apps** and tap **Settings** .
2. Tap **Network & internet**  > **Advanced** > **Airplane mode**.
3. Slide the switch to the **On**  position to activate Airplane mode.

You will see the Airplane mode icon  in the Status bar.

### To turn off Airplane mode

1. From the Home screen, swipe up to access **Apps** and tap **Settings** .
2. Tap **Network & internet**  > **Advanced** > **Airplane mode**.
3. Slide the switch to the **Off**  position to deactivate the airplane mode.

Your phone's wireless connection features will be restored.

**Tip:** You can also access Airplane mode through the Quick Settings menu. Swipe the Status bar down twice to access the Quick Settings menu and tap **Airplane mode**  to enable or disable data transmissions.

**Note:** If you do not see Airplane mode in the Quick Settings menu, swipe to the right to locate it.

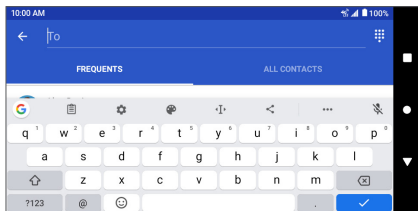
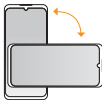
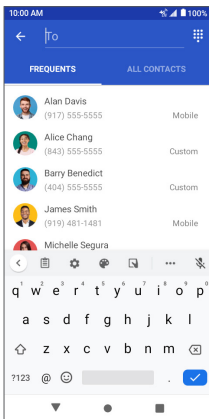
# Enter text

You can type on your phone using one of the available touch screen keyboards or Google Voice Typing.

## Touch screen keyboards

Your phone offers Google touch screen keyboards for entering text. The keyboard appears automatically on-screen when you tap a text entry field, and can be used in either portrait or landscape mode. You can also use Google Voice Typing to enter text using your voice (see ["Google Voice Typing" on page 40](#) for details).



**Note:** Keyboard layouts and options may change depending on the app currently in use. For example, if you're entering text into a web search, a Search icon may appear instead of an Enter key.



## Google keyboard

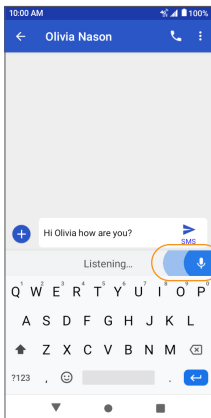
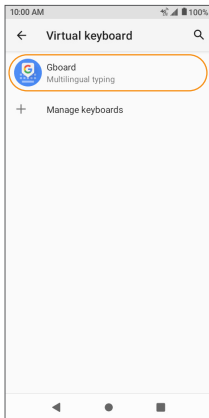
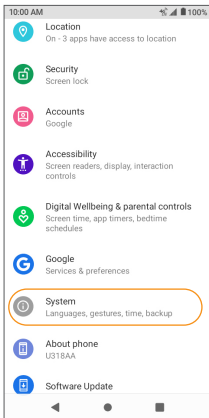
The Google keyboard offers a traditional QWERTY keyboard setup for entering text by tapping keys (like on a computer), along with options that allow you to enter text faster and more accurately, such as continuous key input, personalized usage dictionaries, and more.

### Access Google keyboard settings

1. From the Home screen, swipe up to access **Apps** and tap **Settings** .
2. Tap **System**  > **Languages & input** > **Virtual keyboard** > **Gboard**.

## Google Voice Typing

Google Voice Typing uses Google Voice recognition to convert speech to text.





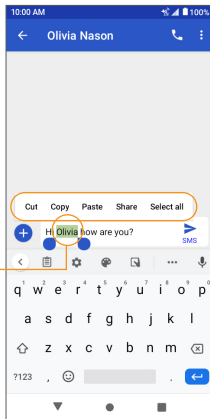
## Tips for editing text

Your phone has many options to make entering text easier, including copying, cutting, and pasting text, using voice-to-text input, customizing the user dictionary, using predictive text, and more.

### To edit text you have already entered

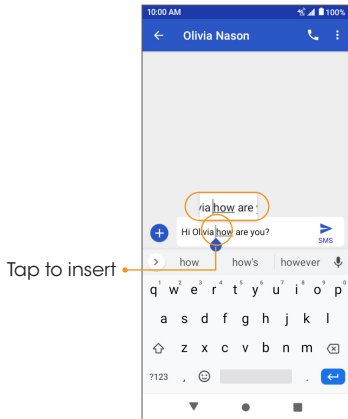
1. Touch and hold or double-tap the text you would like to edit.
2. Drag the tabs to adjust the highlighted selection.
3. The following options will appear: **Cut**, **Copy**, **Paste** (if you have text copied on the clipboard), **Share**, and **Select all** (if there is more than one word available to select).

Tap and hold  
or double-tap  
to select text



## To insert new text

1. Touch where you want to type, or touch and hold a blank space. The cursor will blink and the tabs will show. Drag the tab to move the cursor.
2. Tap the tab to view the pop-up menu, then tap **Paste** to insert any text you have previously copied.



## Google account


You will need a Google account to access several phone features, such as Gmail, Google Maps, Duo, and Google Play. Enter your Google account information to access Google apps. These apps sync between your phone and your online Google account.

### Create a Google account



If you do not already have a Google account, you can create one online or using your phone.

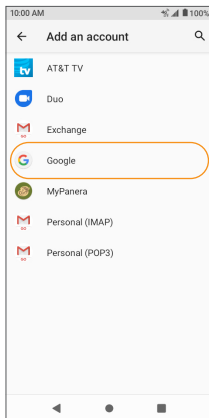
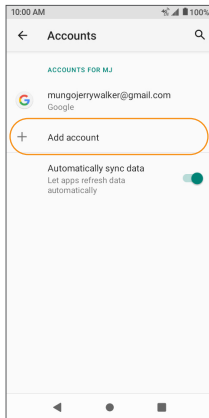
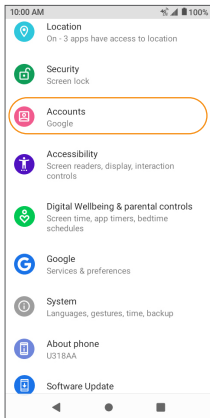
**Note:** You can also create and sign into your Google/Gmail account from the Settings menu.

### Create a Google account online

1. Using a computer, visit [google.com](https://google.com).
2. On the main page, click **Sign in** > **Create account**  > **For myself**.
3. Follow the prompts to set up your account:
  - a. Enter your first and last name, a desired username/Gmail address, and create and confirm a password.
  - b. Add a phone number or secondary email for security (optional).
  - c. Enter basic personal information.
4. Tap **I agree** to accept Google's Privacy and Terms and finish your Google account setup.

## Create a Google account using your phone




1. From the Home screen, swipe up to access **Apps** and tap **Settings** .
2. Tap **Accounts > Add account**.
3. Tap **Google** and then tap **Create account**  > **For myself**.

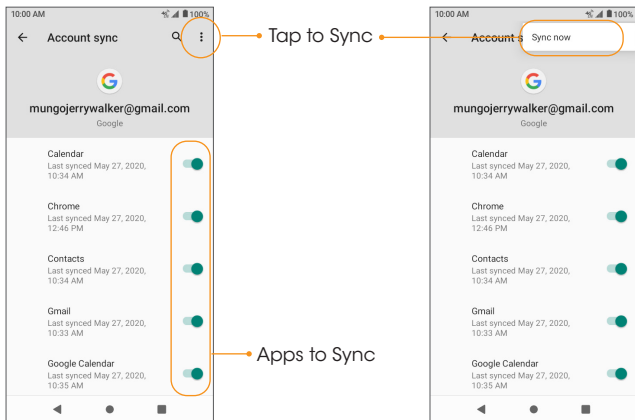


4. Follow the prompts to set up your account. Tap **Next** to proceed between steps, which may include:
  - a. Enter your basic information such as first and last name.
  - b. Enter a desired username/Gmail address.
  - c. Create and confirm a password.
  - d. Add a phone number for security, or tap **Skip**.
  - e. Review your account info. Tap **Next** to confirm.
5. Tap **I agree** to accept Google's Privacy and Terms and finish your Google account setup.

## Sign in to your Google account

If you have a Google account but have not yet signed in with your phone, follow these instructions to sign in to your Google account.

1. From the Home screen, swipe up to access **Apps** and tap **Settings** .
2. Tap **Accounts**  > **Add account** > **Google**.
3. Enter your email address or phone number and tap **Next**.
4. Enter your password and tap **Next**.
5. To sync your account information, tap your account. Select the apps you would like to sync with your phone and then tap **Menu**  > **Sync now**.



**Important:** AT&T policies often do not apply to third-party applications. Third-party applications may access your personal information or require us to disclose your customer information to the third-party application provider. To find out how a third-party application will collect, access, use, or disclose your personal information, check the application provider's policies, which can usually be found on their website. If you aren't comfortable with the third-party application's policies, do not use the application.

## Lock and unlock your screen

You can quickly turn your phone screen off when not in use, and unlock it when you need it.

**Note:** For information on how to adjust the time before the screen turns off, see ["Display" on page 159](#).

### Turn the screen off when not in use

To quickly turn the screen off, press the **Power** key. Pressing the **Power** key again or receiving an incoming call will turn on your phone screen and display the lock screen.

To save battery power, your phone screen will automatically turn off after being idle for a period of time. You will still be able to receive messages and calls while the phone's screen is off.

### Turn the screen on and unlock it

1. To turn the screen on, press the **Power** key.
2. Swipe up from the bottom of the screen to unlock it.

If you have set up a screen lock, you will be prompted to unlock your phone. See ["Screen lock" on page 174](#) for details.

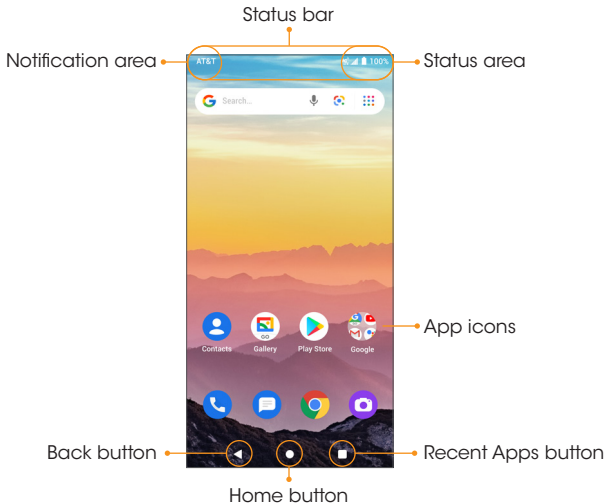
The following topics describe how to use and customize your phone's home screen, understand the Status bar, and use the Notification panel.

## Home screen basics




The Home screen is the starting point for your phone's applications, functions, and menus. You can customize your Home screen by adding application icons, shortcuts, folders, and more.

## Home screen layout

Your Home screen extends beyond the initial screen. Swipe left or right to display additional screens.





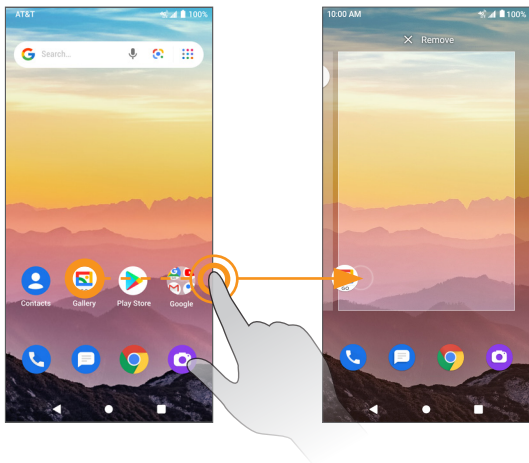
Item	Description
<b>App icons</b>	Add shortcuts to your favorite apps.
<b>Back button</b> 	Tap to return to the previous screen.
<b>Home button</b> 	Tap to display the main Home screen.
<b>Notification area</b>	View notifications for incoming messages, missed calls, application updates, and more. Drag the Status bar down to display the Notification panel.
<b>Recent Apps button</b> 	Tap to display a list of recently used apps.
<b>Status area</b>	View phone and service status information such as signal strength, battery status, Wi-Fi and data connectivity, ringer status, and time.
<b>Status bar</b>	Icons indicate your phone's status (on the right side) and notifications (on the left side).

## Extended home screens

In addition to the main Home screen, your phone features extended Home screens to provide more space for adding icons, and more. Press the **Home** button (○) to display the main Home screen, then swipe to the right to move from the main screen to an extended screen.

To add a new Home screen, drag an app to the right edge of the main screen and release the icon. A new extended screen will be added.

**Tip:** While on an extended screen, press the **Home** button (○) to return to the main Home screen.









## Status bar and Notification panel












Quickly view your phone's status and notifications at the top of the screen.

### Status bar












The Status bar at the top of the Home screen provides phone and service status information on the right side and notification alerts on the left. To view the Notification panel or access the Quick Settings menu, drag the Status bar down from the top of the screen.

### Main status icons

Icon	Status
	3G data service
	4G LTE data service
	Airplane mode enabled
	Battery (charging)
	Battery (full charge)
	Bluetooth® connected

Icon	Status
	Download in process
	GPS in use
	Headphone
	Mute on
	Network (full signal)
	Network (roaming)
	Speakerphone enabled
	Sync active
	Vibrate on
	Wi-Fi® enabled
	Wi-Fi® Calling

## Main notification icons

Icon	Notification
	Alarm
	Event
	Keyboard active
	Missed call
	New Gmail
	New text or MMS message
	New voicemail
	Software update available
	Warning
	USB connection
	Update successful

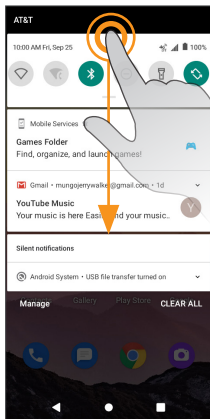
**Note:** Additional notification icons may appear. All notifications may be accessed through the Notification panel.

## Notification panel

Your phone's notifications appear at the left side of the Status bar. Access the full Notification panel by dragging down the Status bar to check notifications, download updates, open messaging apps, access the Quick Settings menu, and more.

### Open the Notification panel

1. Swipe down on the Status bar.



2. To check notifications, tap an item in the list.

## Close the Notification panel

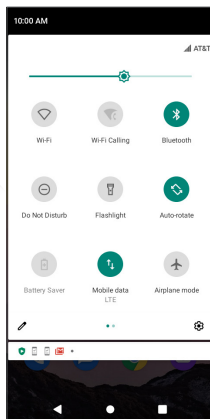
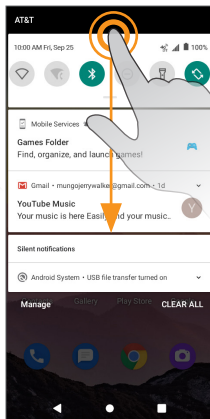
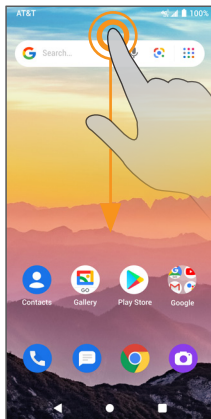
Swipe up to close the Notification panel, or tap **Back** button  .

## Notification panel layout

The Notification panel gives you access to both notifications and the Quick Settings menu.

To access the Quick Settings menu:

1. Swipe the Status bar down to display the Notification panel.
2. Swipe the Status bar down again to access the full Quick Settings menu.



## Customize the Home screen

Learn how to set the wallpaper and add, move, or remove shortcuts and folders from the Home screen.


### Operations for rearranging the Home screen

#### To move app shortcuts

From the Home screen, touch and hold an app shortcuts, then drag it to the desired location.

#### To delete app icons

From the Home screen, touch and hold an app shortcut, then drag it to

 **Remove** to delete it. This will not delete the app.

#### To display the Home screen menu

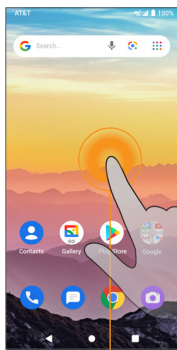
From the Home screen, touch and hold an empty space to display the Home screen menu. Change wallpapers and adjust other Home screen settings from the Home screen menu.



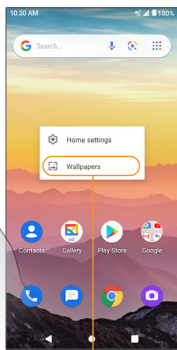
## Change the wallpaper

1. From the Home screen, touch and hold an empty space, then tap **Wallpapers** in the Home screen menu.

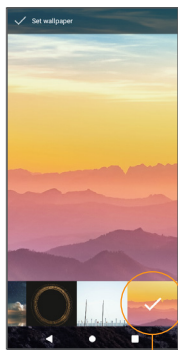
**Tip:** You can also access the Wallpaper menu from the Settings menu. From the Home screen, swipe up to access **Apps** and tap **Settings**  > **Display**  > **Wallpaper**.



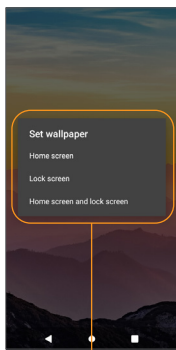
Touch and hold an empty space



Tap Wallpapers



Choose a wallpaper



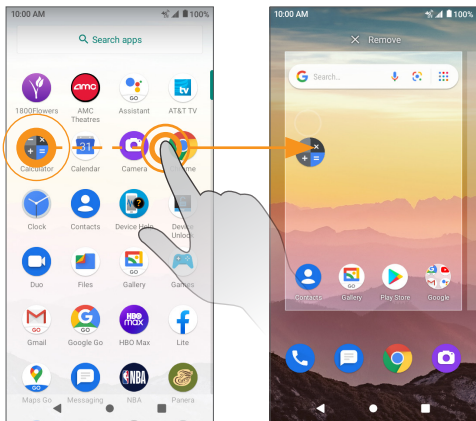
Choose where to apply wallpaper

2. Choose to select the wallpaper from your Gallery photos or standard wallpapers on the phone.
3. Tap **Set wallpaper** and choose to set the wallpaper of the Home screen, Lock screen, or both.

## Add shortcuts to the Home screen

Add shortcuts for quick access to favorite apps from the Home screen.

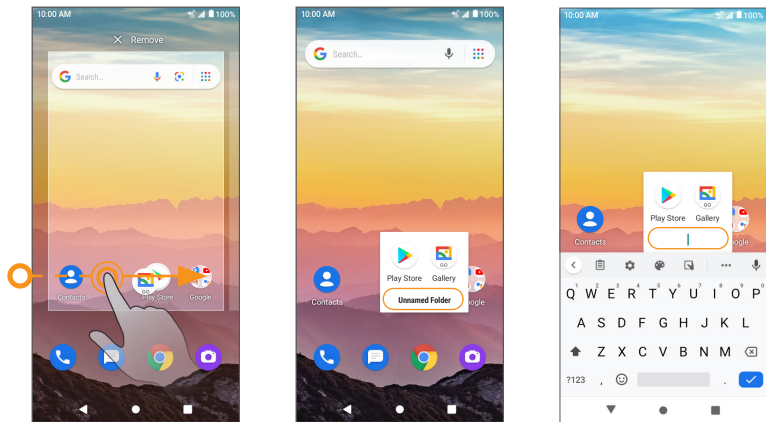
1. From the Home screen, swipe up to access **Apps**.
2. Touch and hold an app icon, then drag to move it.
3. Drag the icon to an empty location on one of the Home screens. The shortcut will be added to the Home screen.



## Add App folders to the Home screen

You can group Home screen shortcuts into folders for convenient access.


1. Drag an app icon and release it over another app icon on the Home screen to create a folder.



2. Type a name for the folder, and then tap .
3. To add more app shortcuts to the folder, touch and hold an app icon and drag it on top of the new folder.

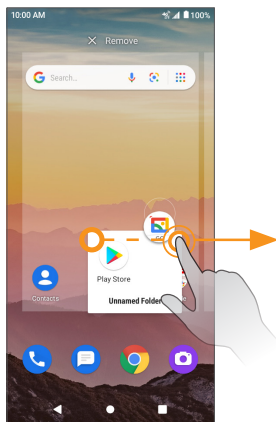
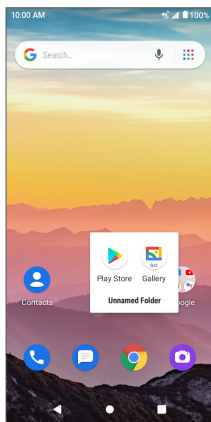
## Change folder names

Once you have added folders, you can change the name easily from the folder display.

1. From the Home screen and tap the folder to open it.
2. Tap the folder name, type a new name, and then tap .

## Remove apps from a folder

1. Tap a folder to open it.
2. Touch and hold an app in the folder and drag it to the Home screen.





## Making connections





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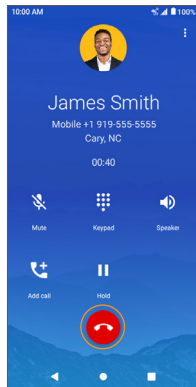
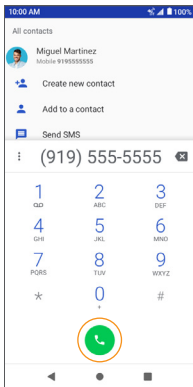
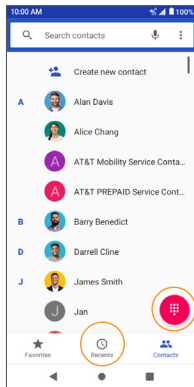
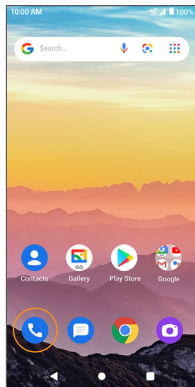
The topics in this section will explain how to help you make connections, from phone calls and maintaining contacts, to text messages, email, Internet, and international services.

# Phone





## Make a call

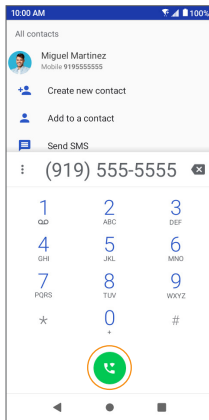
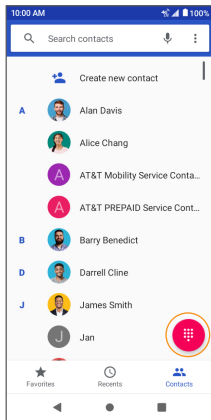
From the Home screen, tap Phone .

- If the keypad does not appear on the screen, tap  to open it.
- Enter a phone number in the keypad to make a call. Tap  to make a Voice Call.
- To view recent calls, tap the Recents  tab.
- During a call, you can tap  at the bottom of the screen to hang up.
- Calls can also be made from other apps that contain your contact information. Simply tap the phone number to make a call.



## Make a call with Wi-Fi Calling

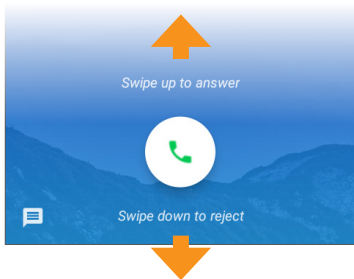
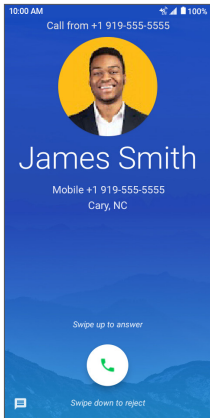
1. From the Home screen, tap **Phone** .
2. If the keypad does not appear on the screen, tap  to open it. Enter a phone number in the keypad to make a call.
3. Tap  to make the call.
4. During a call, you can tap  at the bottom of the screen to hang up.
  - Calls can also be made from other apps that contain your contact information by simply tapping the phone number.






**Note:** You must have an active Wi-Fi connection to send or receive calls and messages with Wi-Fi Calling.

## Receive a call

The Incoming Call screen is displayed when a call is received, along with the caller's numbers and other information you've entered for that contact. When you receive a phone call from someone who is not stored in Contacts, only the default caller ID icon and phone number appear on the Incoming Call screen.




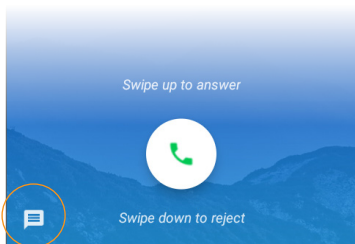
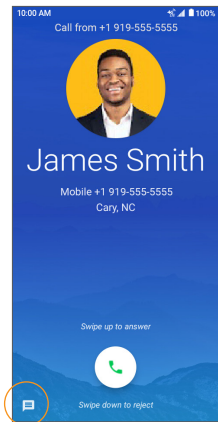
- To answer a call, swipe  up.
- To reject a call, swipe  down.
- Press the **Volume down** key to mute the ringer.
- Any missed calls are logged in Recents .




## Reject a call and send a text message

You can reject an incoming call and automatically send a quick response text message to the caller.

1. When a call arrives, tap  from the bottom left corner of the screen. The ringtone or vibration will stop and you will see a list of preset quick responses.



2. Tap one of the messages or write your own to send to the caller.

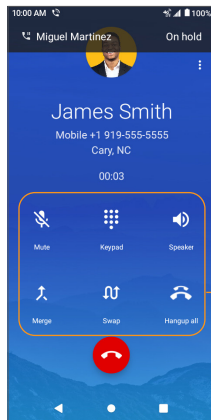
You can edit the preset quick responses from the Call Settings menu. From the Phone app, tap **Menu**  > **Settings** > **Quick responses** and edit or create the quick responses.

## In-call screen layout and operations









While you're on a call, you will see a number of on-screen options.







### In-call screen layout

Tap the onscreen options to activate them during a call.





Calling options

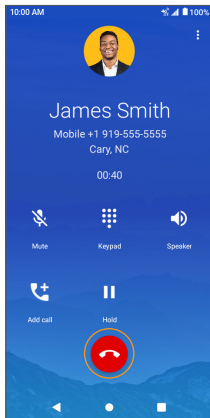
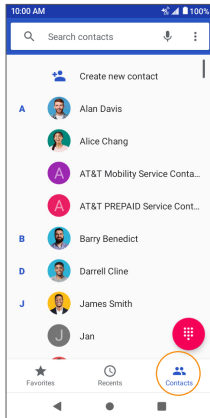
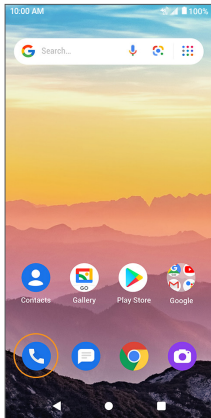
Item	Description
	<b>Switch to RTT</b> Tap to switch to RTT during a call
	<b>Speaker</b> Tap to turn the speakerphone on or off.  <b>Warning:</b> Because of higher volume levels, do not place the phone near your ear during speakerphone use.
	<b>Mute</b> Mute the microphone during an active call. Tap again to unmute the microphone.
	<b>Keypad</b> Tap to show the on-screen keypad. Use the keypad to enter additional numbers, for example, an extension or access code.
	<b>Hold</b> Tap to hold the current call.
	<b>Add call</b> Tap to initiate a 3-way conference call.
	<b>End call</b> End the current call.
	<b>Merge</b> Join two currently active calls (conference).


	<b>Swap</b>	Swap the calls.
	<b>Bluetooth</b>	<p>Route the phone's audio through a connected Bluetooth headset.</p> <ul style="list-style-type: none"> <li>When the call is routed to a Bluetooth headset, the current call area shows the Bluetooth call icon ().</li> </ul> <p><b>Note:</b> The Headset button is activated to show the current call is routed to the connected Bluetooth headset.</p> <ul style="list-style-type: none"> <li>To route the current call back to the phone, tap <b>Headset</b> to temporarily use the phone. Tap it again to route the call back to the connected Bluetooth headset.</li> <li>When Bluetooth or the Bluetooth headset is turned off, the call will be routed through either the earpiece or speaker and shows ().</li> </ul>
	<b>Hangup all</b>	Hangup all active calls.
	<b>Hangup holding</b>	Hang up on hold calls.

## Place a call from Contacts

You can place phone calls directly from your Contacts list.




1. From the Home screen, tap **Phone** .
2. Tap **Contacts**  to display the Contacts list.

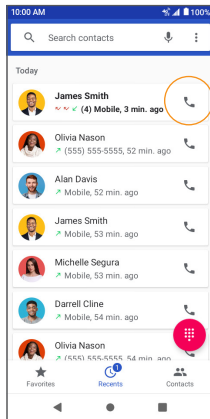
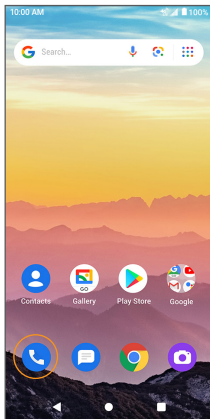


3. Tap a contact.
4. Tap a contact's number to call to place a call.
5. To end the call, tap .

## Call from Recents

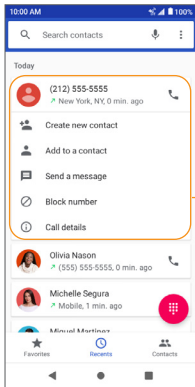
The Recents list allows you to view recently received, placed, or missed calls.

1. From the Home screen, tap **Phone** .
2. Tap **Recents**  to display the Call Log.
3. Tap  to place a call.



Tap to  
return call

- You can tap a contact in the Call Log to display more options.
  - Create new contact:** Create a new contact from an unknown number.
  - Add to a contact:** Add an unknown number to an existing contact.
  - Send a message:** Send a text message to the contact/number.
  - Block number:** Block the contact/number.
  - Call details:** View detailed call information.





Tap a contact to display options

## Call settings

Configure your voicemail options and a number of other settings for your calls.

### Call settings options

- From the Home screen, tap **Phone** .
- Tap **Menu**  > **Settings**.
- Configure your phone settings.

Setting	Description
<b>About</b>	View more information about your phone.
<b>Accessibility</b>	Configure RTT settings, enable or disable hearing aid compatibility, and enable or disable noise reduction.
<b>Blocked numbers</b>	Manage numbers and contacts you have blocked.
<b>Calls</b>	Set call forwarding and call waiting, Fixed Dailing Numbers, and more.
<b>Display options</b>	Choose how to sort and display your contacts.
<b>Quick responses</b>	Edit or create quick response text messages. See <a href="#"><i><u>"Reject a call and send a text message" on page 65</u></i></a> for more information.
<b>Sounds and vibration</b>	Adjust call and ringtone volume, change your alert tones, activate Do Not Disturb, and more.
<b>Voicemail</b>	Set up voicemail, manage notifications, and more.



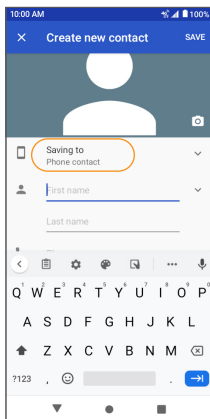
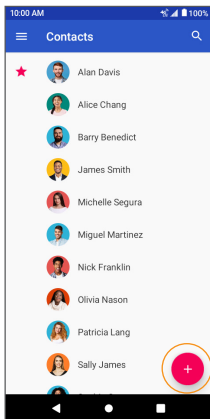
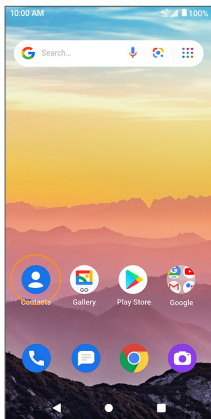
# Contacts

## Add a contact

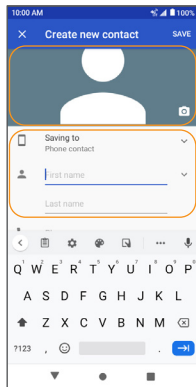
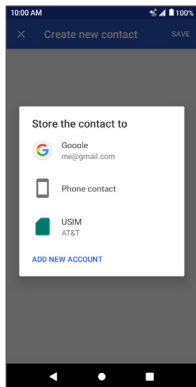
You can add contacts from the Phone app. Enter details such as name, phone numbers, email addresses, mailing addresses, and more.

1. From the Home screen, tap **Contacts** .

2. Tap  to add a contact.



3. If you have multiple accounts on your phone, select where you want to save the contact.
- Select **Phone contact** to save your contact on your phone only; they will not be synced with your Google account.
  - Select an account such as Google to save the contact to that account. These will be synced automatically with your account.
  - Select your SIM card or SD card name to save the contact to your SIM card or SD card. Your contact will be available on any phone your SIM card or SD card is mounted in.





4. Use the keyboard to enter information.

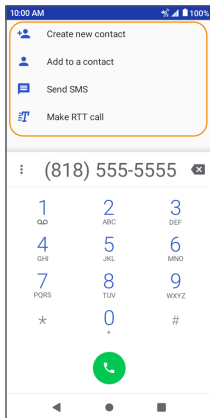
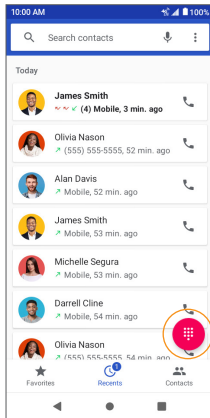
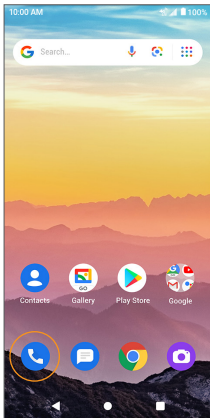
**Note:** To select a type (label) for a phone number, email address or postal address (such as Mobile, Home, Work, etc.), tap the arrow and select the appropriate type.

5. When you are finished, tap **SAVE**.

## Save a phone number

You can save a phone number to Contacts directly from the phone keypad.

1. From the Home screen, tap **Phone**  > **Keypad** .
2. Enter a phone number and tap **Create new contact** to add a new contact or tap **Add to a contact** to add the number to an existing contact.




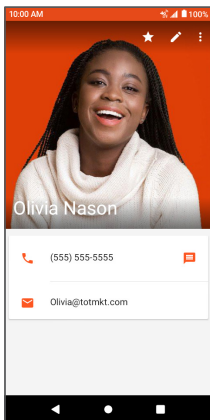
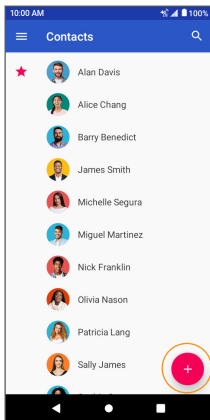
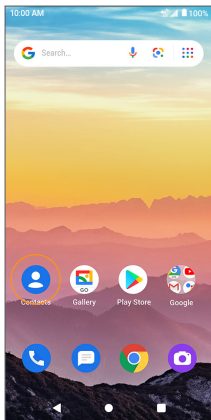
3. To add the number to an existing contact, tap the contact you want to update and add the number to the desired field. To add a new contact, enter the name and any additional information.

4. Tap **SAVE**.

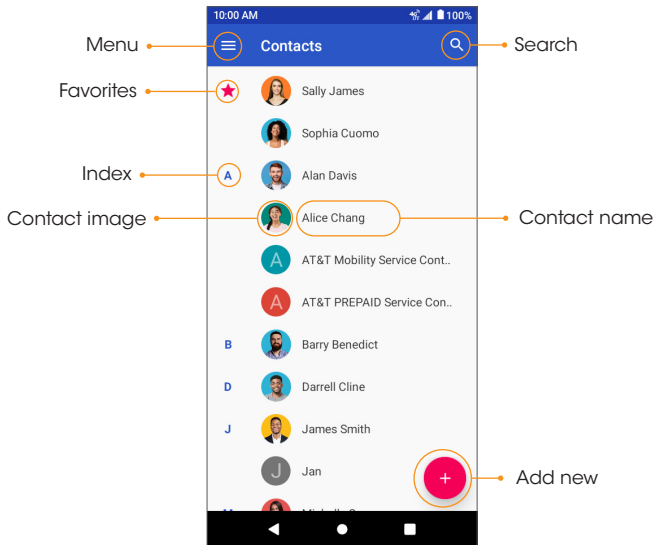
## View contacts

View a contact's details.

1. From the Home screen, tap **Contacts** .
2. Tap a contact to view their details.





## Contacts screen layout

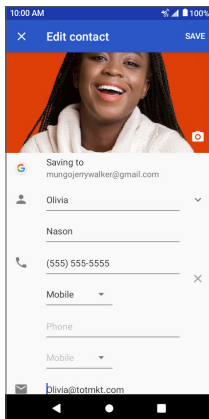
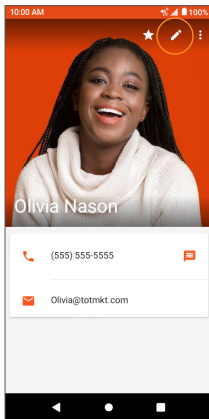


Item	Description
<b>Add new</b>	Add a new contact.
<b>Contact</b>	Tap to show contact's details, place a call, send a message, and more.
<b>Favorites</b>	Add a contact as a favorite. You can view your favorite contacts in the Phone app.
<b>Index</b>	Browse contacts alphabetically.
<b>Menu</b>	Add labels, Accounts, and adjust settings.
<b>Search</b>	Search contacts.

## Edit a contact

Add or edit a contact's information, assign a photo, customize with a unique ringtone, and more.

1. From the Home screen, tap **Contacts** .
2. Tap a contact to view their details
3. Tap **Edit** .





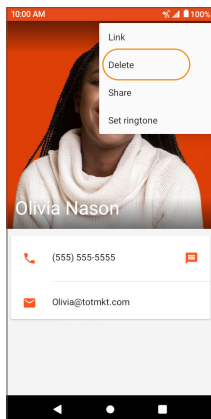
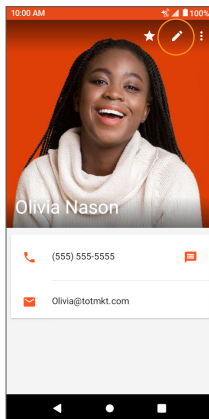
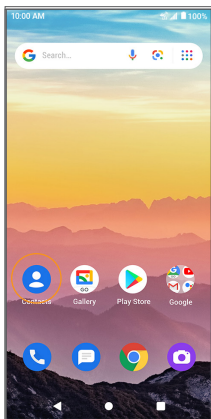
4. Tap the field you want to change or add.
5. Add or edit the information, and then tap **SAVE**.

**Note:** To select a category for a phone number, email address, or postal address (such as Mobile, Home, Work, etc.), tap the arrow near the field.

## Delete a contact

You can delete a contact from the contacts details page.

1. From the Home screen, tap **Contacts** .
2. Tap a contact to view its details.
3. Tap **Menu**  > **Delete**.





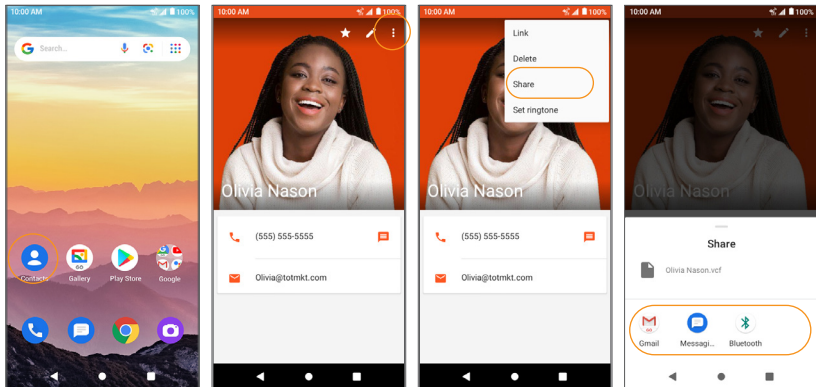
4. Tap **DELETE**.



## Share a contact

You can quickly share contacts using Bluetooth, Gmail, or text messaging.

1. From the Home screen, tap **Contacts** .
2. Tap a contact and tap **Menu**  > **Share**.
3. Select how you'd like to share the contact information card (vCard).



- **Messaging:** Send the vCard in a text message. You can send the information in an existing conversation thread, or create a message for a new conversation thread. See [“Send a multimedia message \(MMS\)” on page 83](#) for more information about sending messages.
- **Gmail:** Send the vCard as a Gmail attachment. See [“Create and send an email message” on page 86](#) for more information on sending emails.
- **Bluetooth:** Send the vCard via Bluetooth. See [“Bluetooth” on page 96](#) for information on pairing and sending via Bluetooth.

# Messages

Send instant messages, media, and more with text and multimedia messaging.



## Text and multimedia messages

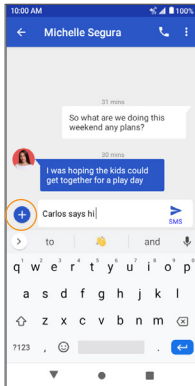
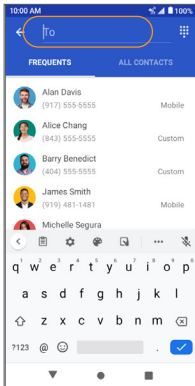
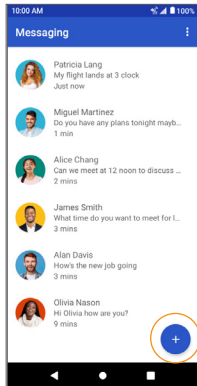
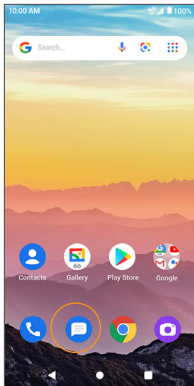
With text messaging (SMS), you can send and receive instant text messages.

Multimedia messages (MMS) can contain text, photos, audio and video files, contact information cards (vCard), and more.

See your service plan for applicable charges for messaging.

## Send a text message (SMS)

1. From the Home screen, tap **Messaging** .
2. Tap **Compose** .
3. Enter a contact name or mobile number in the **To** field.
  - Enter phone numbers, contact names, or email addresses directly in the **To** field. If you're sending the message to several contacts, separate the phone numbers with a comma. As you enter information, any matching phone numbers from your Contacts list are displayed. Tap the matching contact to add them as a recipient.
  - Scroll to find and select the contacts to whom you want to send the message. You can also select Contact Groups as recipients.
4. Tap the text box and compose your message.





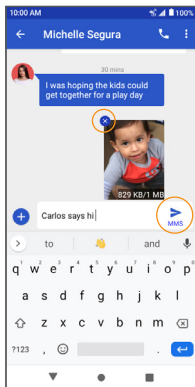
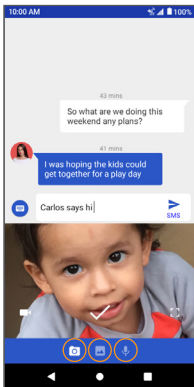
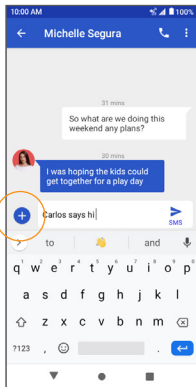
**Note:** Messages exceeding a limited amount of characters will be delivered as one message but may incur additional charges. A counter appears below the **Send** <sup>SMS</sup> to tell you how many characters you have entered and how many characters are left.

5. When done, tap **Send** <sup>SMS</sup> to send the text message.

**Note:** Your text message automatically becomes a multimedia message if you enter an email address as the recipient, attach an item, or compose a very long message.

## Send a multimedia message (MMS)

1. From the Home screen, tap **Messaging** .
2. Tap **Compose** .






3. Fill in one or more recipients. See [\*"Send a text message \(SMS\)"\*](#) on page [\*82\*](#) for more information on entering recipients.


4. Tap the text box compose your message.

5. Tap **Add**  to the left side of the text box.

6. Select a multimedia item to attach to your message:

- **Camera** : Take a photo or record a video.
- **Picture** : Select a saved photo or video.
- **Audio** : Record and send a voice recording.

**Note:** Attachment options may vary.

7. After adding an attachment, you can tap to view it, and tap  to delete the attachment.

8. Tap **Send**  to send the MMS message.

## Text and MMS options

1. From the Home screen, tap **Messaging** .

2. Tap **Menu**  > **Settings**. You can set the following:

- **Default SMS app:** Set the default SMS app.
- **Outgoing message sounds:** Enable or disable sounds when sending messages.
- **Notifications:** Enable or disable notification icons when messages are received.
- **Sound:** Choose your messaging audio alert. This can only be accessed when **Notifications** are enabled.
- **Vibrate:** Enable or disable vibration when receiving messages. This can only be accessed when **Notifications** are enabled.
- **Advanced:**
  - **Group messaging:** Enable or disable the ability to send MMS messages to multiple recipients in a group.
  - **Your phone number:** View your phone number.
  - **Auto-retrieve:** Enable or disable the ability to automatically retrieve and download incoming MMS messages.
  - **Delete old messages:** Enable or disable automatic message deletion. This feature automatically deletes messages older than 90 days to save storage space.
  - **Set delete period:** Adjust the amount of time messages will be kept before being automatically deleted. This can only be accessed when **Delete old messages** is enabled.

# Gmail



Use Gmail to send, receive, and manage your email messages. Before using Gmail, you must sign into your Google account on your phone. See ["Google account" on page 43](#) for details on signing in or creating an account.

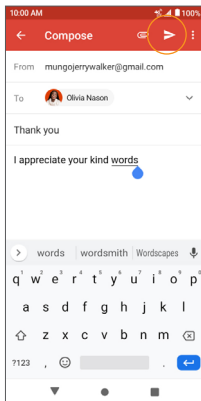
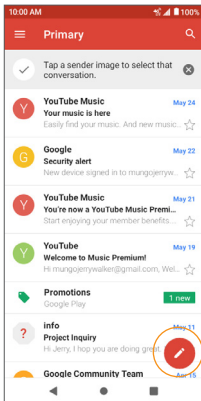
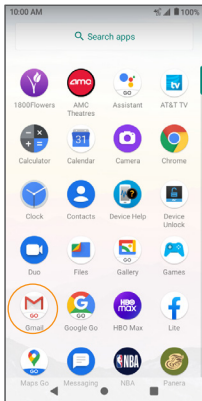
**Note:** You can use the Gmail app to manage email for other accounts, such as Yahoo!, Hotmail, Outlook, and more.

## Create and send an email message

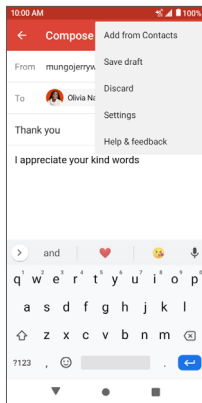
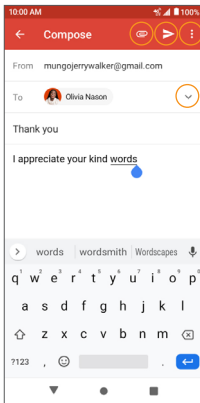
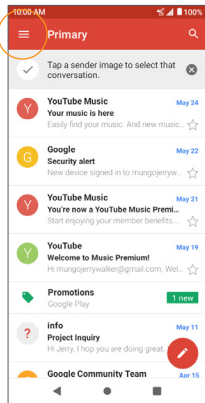
1. From the Home screen, swipe up to access **Apps** and tap **Gmail** .






**Tip:** You can also access Gmail from the Google folder on the Home screen.



2. From the inbox, tap  to compose a new email message.
3. Enter the message recipient(s), subject, and message, and then tap **Send** .



## Email composition options



- **Add Cc/Bcc recipients:** In the mail composition window, tap  in the **To** bar to add Cc/Bcc recipients.
- **Attach photos or videos:** In the mail composition window, tap  > **Attach file**. Tap the file you want to attach.
- **Save as a draft (Send later):** While composing your message, tap **Menu**  > **Save draft**, or press the **Back** button  to save as a draft.
- **Delete mail being composed:** While composing your message, tap **Menu**  > **Discard**.

**Note:** View your drafts and sent mail from the inbox by tapping  > **Drafts** or  > **Sent**.