

User manual

Smart Tab 4

Vodafone
Power to you



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1 Your device

1.1 Keys and connectors



Headset connector



Front camera

Touch screen

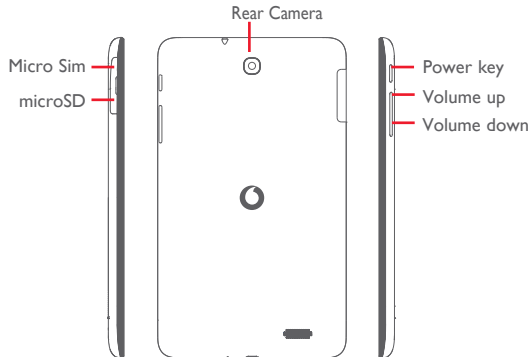
Back key

Multitask key

Home key



Microphone



Multitask key

- Touch to open a list of thumbnail images of applications you've worked with recently.



Home key

- While on any application or screen, touch to return to the Home screen.



Back key

- Touch to go back to the previous screen, or to close a dialog box, options menu, the notification panel, etc. These keys are visible when the screen lights up.



Power key

- Press: Lock the screen/Light up the screen
- Press and hold: Power on or pop up the menu to get more options, such as **Power off**, **Restart**, **Airplane mode**, etc.
- Press and hold **Power** key and **Volume down** key to capture a screenshot.



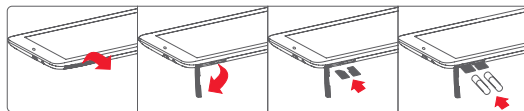
Volume Keys

- In Music/Video/Streaming mode, adjust the media volume.

1.2 Getting started

1.2.1 Set-up

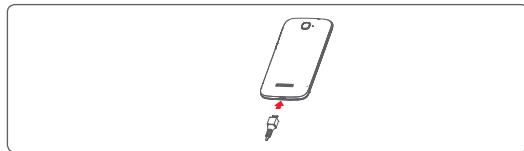
Inserting the micro SIM card & the microSD card



Before inserting/removing the SIM card and the microSD card, you should ensure the tablet is off, to protect it from corruption or damage. In addition, regularly removing or inserting the SD card may cause the tablet to restart.

Your tablet only supports micro-SIM cards. Do not attempt to insert other SIM types like mini and nano cards, otherwise you may damage your tablet.

Charging the battery



To charge your tablet, connect the charger to your tablet and mains socket.

- When using your tablet for the first time, charge the battery fully (approximately 5 hours).

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



To reduce power consumption and energy waste, when battery is fully charged, disconnect your charger from the plug; switch off Wi-Fi, GPS, Bluetooth or background-running applications when not in use; reduce the backlight time, etc. This device cannot be charged through usb computer connection. Please plug in your charger before first usage.

1.2.2 Power on your tablet

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

If you do not know your PIN code or if you have forgotten it, contact your network operator. Do not leave your PIN code with your tablet. Store this information in a safe place when not in use.

Set up your tablet for the first time

The first time you power on the tablet, you should set the following options:

- Touch **Get started...**, then select the tablet's language.
- The device will search for service by itself. The process of activation will take a few minutes
- Select your input keyboard, then touch **Next**.
- Select Mobile data connection you want to use, then touch **Next**.
- Set your date and timezone, you can also choose **Automatic time zone**, then touch **Next**.
- **Setup your Google account:** Touch **Set up now**. If you have a Google Account, touch **Yes**, then enter your user name and password. If you forget your password, you can go to <http://www.google.com/> to retrieve it. Touch **Next** to skip to the next step.

- Touch **Next**, then the Setup complete screen will display, touch **Finish** to confirm.

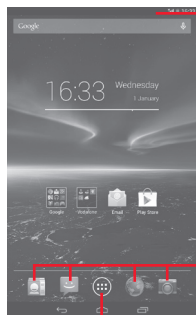
When the tablet is powered on, you can connect to a Wi-Fi network, without a SIM card inserted (refer to section "6.1.2 Wi-Fi"), to sign into your Google account and to use some features.

1.2.3 Power off your tablet

Hold down the **Power** key until the pop-up menu appears, select **Power off** to confirm.

1.3 Home screen

You can bring all your favourite icons (applications, shortcuts, folders and widgets) to your homescreen for quick access. Touch the **Home** key to switch to Home screen.



Status bar

- Status/Notification indicators.

Favorite tray applications

- Touch to enter the application.
- Touch and hold to move or change applications.

Application tab

- Touch to see all applications.

The Home screen extends on either side of the screen to allow more space for adding applications, shortcuts etc. Slide the Home screen horizontally left and right to get a complete view of the Home screen.

The white short line at the lower part of the screen indicates which screen you are viewing.

1.3.1 Using the touchscreen

Touch



To access an application, touch it with your finger.

Touch and Hold



Touch and hold the home screen to access **Widgets** and **Downloaded** screen.

Drag



Place your finger on any item to drag it to another location.

Slide/Swipe



Slide the screen to scroll up and down the applications, images, web pages... at your convenience.

Flick



Similar to swiping, but flicking makes it move quicker.

Pinch/Spread



Place your fingers of one hand on the screen surface and draw them apart or together to scale an element on the screen.

Rotate



Automatically change the screen orientation from portrait to landscape by turning the tablet sideways to have a better view.

1.3.2 Status bar

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

Status icons

	GPRS connected		No signal (gray)
	GPRS in use		Roaming
	EDGE connected		No SIM card inserted
	EDGE in use		Signal strength (blue)
	3G connected		Ringer is silenced
	3G in use		Tablet microphone is mute
	HSPA 4G connected		Battery is very low
	HSPA 4G in use		Battery is low
	Connected to a Wi-Fi network		Battery is partially drained
	Bluetooth is on		Battery is full
	Connected to a Bluetooth device		Battery is charging
	Airplane mode		Headset connected
	Alarm is set		

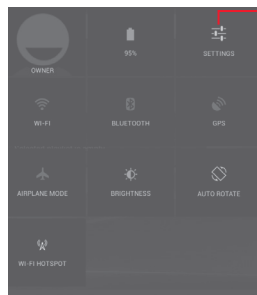
Notification icons

	New text or multimedia message		USB tethering is on
	Problem with SMS or MMS delivery		Portable Wi-Fi hotspot is on
	New Hangouts message		Uploading data
	New voicemail		Downloading data
	Upcoming event		Select input method
	Data is synchronizing		An open Wi-Fi network is available
	Song is playing		Tablet is connected via USB cable
	Screenshot captured		

Touch and draw down the Status bar on the right to open the Quick settings panel, drag it down on the left to open the Notification panel. Touch and drag up to close panels.

Quick setting panel

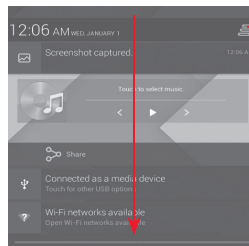
Touch and drag down the Status bar on the right to open the Quick settings panel, where you may enable or disable functions or change modes by touching the icons.



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

Notification panel

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



Touch to clear all event-based notifications (other ongoing notifications will remain)

1.3.3 Search bar

The tablet provides a Search function which can be used to locate information within applications, the tablet or the web.



1 Search by text

- Touch Search bar from the Home screen.
- Enter the text/phrase you want to search for.
- Touch  on the keyboard if you want to search on the web.

2 Search by voice

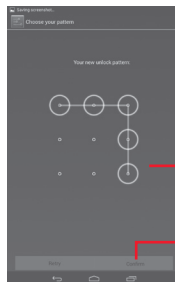
- Touch  from Search bar to display a dialog screen.
- Speak the word/phrase you want to search for. A list of search results will display for you to select from.

1.3.4 Lock/Unlock your screen

To protect your tablet and privacy, you can lock the tablet screen by choosing slide or creating a variety of patterns, PIN or password, etc.

To create a screen unlock pattern (refer to section "Screen lock" for detailed settings)

- Drag down the Quick settings panel and touch the settings icon  to enter **Settings**, then touch **Security\Screen lock\Pattern**.
- Draw your own pattern.



To create a screen unlock PIN/Password

- Touch **Settings\Security\Screen lock\PIN** or **Password**.
- Set your PIN or password.

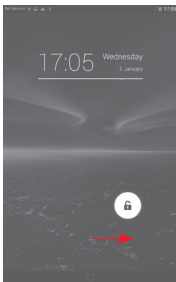
To lock tablet screen

Press the **Power** key once to lock the screen.

To unlock tablet screen

Press the power key once to light up the screen, draw the unlock pattern you have created or enter PIN or password, etc. to unlock the screen.

If you have chosen **Slide** as the screen lock, touch and drag the icon  to the right to unlock the screen.



1.3.5 Personalize your Home screen

Add

You may touch and hold a folder, an application or a widget to activate the Move mode, and drag the item to any Home screen as you prefer.

Reposition

Touch and hold the item to be repositioned to activate the Move mode, drag the item to the desired position and then release. You can move items both on the Home screen and the Favorite tray. Hold the icon on the left or right edge of the screen to drag the item to another Home screen.

Remove

Touch and hold the item to be removed to activate the Move mode, drag the item up to the top of **Remove**, and release after the item turns red.

Create folders

To improve the organization of items (shortcuts or applications) on the Home screen, you can add them to a folder by stacking one item on top of another.

Wallpaper customization

Touch and long press the blank area in Home screen, then touch Wallpaper to customize wallpaper.

1.3.6 Volume adjustment

Using volume key

Press **Volume** key to adjust the volume. To activate the Silent mode, press the **Volume down** key until the tablet silent.

Using Settings menu

Drag down the notification panel and touch the settings icon  to enter **Settings**, then touch **Sound**, you can set the volume of calls, ringing, notification, system and etc. to your preference.

2 Text input

2.1 Using Onscreen Keyboard

Onscreen Keyboard settings

Touch the Application tab from the Home screen, select **Settings\Language&input**, touch the Settings icon  on the right of **Android keyboard (AOSP)**, a series of settings are available for your selection.

2.2 Android keyboard

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

Touch to switch between symbol and numeric keyboard.

Touch & hold to show input options; When Wi-Fi or data connection is on, touch to enter voice input.



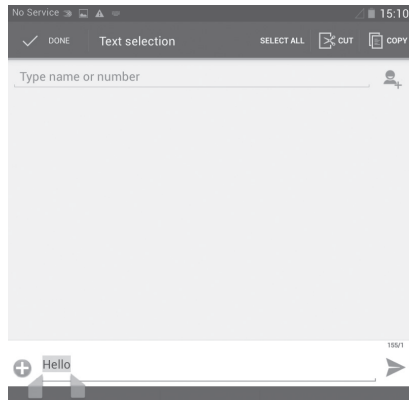
Touch & hold, then select to enter symbols/emoticons.

2.3 Text editing

You can edit the text you have entered.

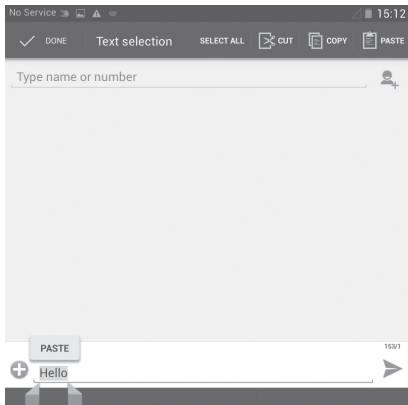
- Touch and hold or double-tap within the text you would like to edit.
- Drag the tabs to change the high-lighted selection.

- Following options will show: **Select all** , **Cut** , **Copy** , **Paste** 
- Touch the icon **DONE**  to confirm.



You can also insert new text

- Touch where you want to type, or touch and hold a blank space, the cursor will blink and the tab will show. Drag the tab to move the cursor.
- If you have selected any text, touch the tab to show **PASTE** icon which allows you to paste any text you have previously copied.



3 People

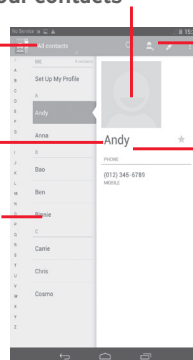


People enables quick and easy access to the people you want to reach.

You can view and create contacts on your tablet and synchronize these with your Gmail contacts or other applications.

3.1 Consult your contacts

Touch to view your contact groups and favourite contacts.



Touch to add a new contact.

Touch to view the contact's detailed information.

Touch to search in **People**.

Touch the **Menu** key to display contacts list option menu.

Following actions are enabled:

- **Delete contact** Select and delete unwanted contacts.
- **Contacts to display** Choose contacts to display.

- **Import/Export** Import or export contacts between phone, SIM card, microSD card and phone storage.
- **Accounts** Manage the synchronization settings for different accounts.
- **Settings** Set contacts' display mode.
- **Share visible contacts** Share contacts with others by sending the contact's vCard to them via Bluetooth, Email, SMS, etc.

3.2 Managing contact groups

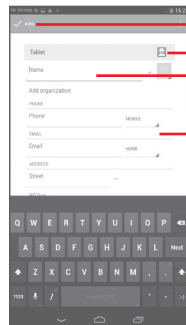
The contact group helps you to improve the organization of your contacts. You can add, remove and view groups in the **Groups** screen.

Touch the **Groups** to view local groups. To create a new group, touch the icon , enter the new name and touch **Done** to confirm. If you have added accounts to your tablet, touch the **Groups** to view groups in accounts.

3.3 Adding a contact

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

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



Touch to save.

Touch to select a picture for the contact.

Touch to add a new label.

Touch to unfold the other predefined labels of this category.

If you want to add more information, touch **Add another field** to add a new category.

When finished, touch **Done** to save.

To exit without saving, you can touch **Cancel**.

Add to/remove from Favourites

To add a contact to Favourites, you can touch a contact to view details then touch  to add the contact to Favourites (the star will turn gold in colour).

To remove a contact from favourites, touch the gold star  on contact details screen.



Only phone contacts can be added to Favourites.

3.4 Editing your contacts

To edit contact information, touch the **Menu** key on the contact details screen, then touch **Edit**. When finished, touch **Done**.

Delete a contact

To delete a contact, touch the **Menu** key and select **Delete** from contact details screen.



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

3.5 Contacts importing, exporting and sharing

This phone enables you to import or export contacts between phone, SIM card, microSD card and phone storage.

From Contacts screen, touch  to open options menu, touch **Import/Export**, then select to import/export contacts from/to SIM card, Phone, Phone storage, Accounts, etc.

To import/export a single contact from/to SIM card, choose an account and target SIM card(s), select the contact you want to import/export, and touch the icon  to confirm.

To import/export all contacts from/to SIM card, choose an account and target SIM card(s) mark **Select all** and touch the icon  to confirm.

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

Touch a contact you want to share, touch the **Menu** key, and select **Share** from contact details screen, then select the application to perform this action.

3.6 Accounts

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

To add an account, drag down the notification panel and touch  to enter **Settings**, then touch **Add account**.

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

As with other account set-ups, you need to enter detailed information, like username, password, etc.

You can remove an account to delete it and all associated information from the phone. Open the **Settings** screen, touch the account you want to delete, touch the **Menu** key and select **Remove account**, then confirm.

Turn on/off the sync & Auto-sync

Touch an account to enter the account screen, mark/unmark the checkbox(s) to turn on/off the account's auto-sync. When activated, all changes to information on the phone or online will be automatically synchronized to each other.

Sync manually

You can also synchronize an account manually on **Accounts** screen, touch an account in the list, then touch the **Menu** key and select **Sync now**.

4 Messaging, Email

4.1 Messaging



You can create, edit and receive SMS and MMS with this tablet.

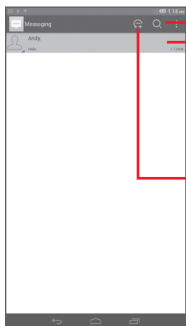
To access this feature, touch  from the Apps.



All messages you receive or send out can be saved in tablet memory or SIM card. To consult the SMS messages stored in SIM card, touch  from Messaging screen, then touch **Settings\Text message(SMS)\Manage SIM messages**.

4.1.1 Write message

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



Touch to search in all messages.

- Touch to view the whole message thread.
- Touch & hold to delete message or add shortcut.

Touch to create a new message.



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

Sending a text message

Enter the mobile phone number of the recipient on **Type person's name or number** bar or touch  to add recipients, touch **Type text message** bar to enter the text of the message. When finished, touch  to send the text message. You have to choose a SIM card if two cards are inserted.

An SMS message of more than 160 characters will be charged as several SMS. When the total number of characters you have entered is approaching the 160-character limit, a counter will appear upon the Send option of the text box to remind you how many characters are allowed to be entered in one message.



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

Sending a multimedia message

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

An SMS will be converted to MMS automatically when media files (image, video, audio, slides, etc.) are attached or subject or email addresses are added.

To send a multimedia message, enter the recipient's phone number in the **Type person's name or number** bar, touch **Type text message** bar to enter the text of the message, touch the **Menu** key to open the option menu, select **Add subject** to insert a subject, and touch  to attach picture, video, audio and so on.

When finished, touch  to send the multimedia message.

Attach options:

- **Pictures** Access Gallery application or File manager to select a picture as attachment.
- **Capture picture** Access Camera to capture a new picture for attaching.
- **Videos** Access Gallery application or File manager to select a video as attachment.
- **Capture video** Access Camcorder to record a new video for attaching.
- **Audio** Access to select an audio file as attachment.
- **Record audio** Enter Sound Recorder to record a voice message for attaching.
- **Slideshow** Enter Edit slide show screen, touch **Add slide** to create a new slide, and touch currently existing slide to edit it (see following picture). Touch the **Menu** key to get more actions, like setting the slide duration, adding music, etc.
- **Contact** Access **People** application to select one or more contact(s) to attach.
- **Calendar** Access **Calendar** application to select one or more event(s) to attach.

4.1.2 Manage messages

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

Messages are displayed in conversational order.

To reply to a message, touch the current message to enter message-composing screen, enter the text, then touch .

Touch and hold an SMS in message details screen. The following message options are available for selection.

- **Copy** This option displays when the message is an SMS. Copy the current message content. You can paste it to the enter bar of the new message you are going to compose.
- **Forward** Touch to forward the message to another recipient.
- **Lock/Unlock message** Touch to lock/unlock the message so it can't/ can be deleted if you reach maximum number of stored messages.
- **Save message to SIM card** This option displays when the message is an SMS. Touch to save the message to SIM card.
- **View message details** Touch to view details of the message.
- **Delete message** Delete the current message.
- **Select text** Touch to select the message text to copy, cut, add to dictionary, etc.

4.1.3 Adjust message settings

You can adjust a set of message settings. From Messaging application screen, touch the **Menu** key and select **Settings**.

Text message (SMS)

- **Delivery reports** Select to request a delivery report for each text message you send.
- **Edit quick text** Touch to add or edit message templates.
- **SMS storage location** Touch to select phone or SIM card to store messages.

- **Manage SIM messages** Touch to manage messages stored on your SIM card.
- **Validity period** Touch to set the validity period of messages.

Multimedia message (MMS)

- **Group messaging** Mark the checkbox to send a single message to multiple recipients.
- **Delivery reports** Select to request a delivery report for each multimedia message you send.
- **Read reports** Select to request a report on whether each recipient has read a multimedia message sent by you.
- **Send read report** Select to request a report on whether the multimedia message is sent out.
- **Auto-retrieve** Select to download the full MMS message (including message body and attachment) automatically to your phone. Otherwise, download only the MMS message header.
- **Roaming auto-retrieve** Select to download the full MMS message (including message body and attachment) automatically when roaming. Otherwise, download only the MMS message header to avoid extra charges.
- **Creation mode** Touch to select MMS creation mode.
- **Maximum message size** Select to edit the message size, but it should not be more than 300KB.
- **Priority** Touch to set the priority of MMS.

Notifications

- **Notifications** Select to display message notifications in status bar.
- **Mute** Touch to mute or select the time interval of notification sound.
- **Select ringtone** Touch to select a ringtone as a new message notification tone.
- **Vibrate** Touch to activate vibration when notified.

General

- **Chat wallpaper** Touch to select wallpaper for message background.
- **Message font size** Touch to select message font size.
- **Delete old messages** Select to delete old messages when the maximum number of stored messages is reached.
- **Text message limit** Touch to set the number of text messages to be saved per conversation.
- **Multimedia message limit** Touch to set the number of multimedia messages to be saved per conversation.
- **Cell broadcast** Touch to choose a SIM card and configure cell.
- **Enable WAP PUSH** Mark the checkbox to enable to receive WAP PUSH.
- **Show email address** Mark the checkbox to include email address in contact results.

- **Enable CB ringtone** Mark the checkbox to enable CB ringtone.
- **Select CB ringtone** Touch to select a ringtone for cell broadcast messages.

4.2 Gmail/Email

The first time you set up your phone, you can select to use an existing Gmail or to create a new Email account.

4.2.1 Gmail



As Google's web-based email service, Gmail is configured when you first set up your phone. Gmail on your phone can be automatically synchronized with your Gmail account on the web. Unlike other kinds of email accounts, each message and its replies in Gmail are grouped in your inbox as a single conversation; all emails are organized by labels instead of folders.

To access Gmail

Gmail displays messages and conversations from one single Gmail account at a time, if you own more than one account, you can add a new one by touching the **Menu** key and selecting **Settings** from Inbox screen, then touch **ADD ACCOUNT**. When finished, you can switch accounts by touching the account name from Inbox screen, and touch the account you want to view.

To create and send emails

- Touch the icon  from Inbox screen.
- Enter recipient(s)'s email address in **To** field, and if necessary, touch the **Menu** key and select **Add Cc/Bcc** to add a copy or a blind copy to the message.
- Enter the subject and the content of the message.

- Touch the **Menu** key and select **Attach picture/video** to add an attachment.
- Finally, touch the icon  to send.
- If you do not want to send the mail out right away, you can touch the **Menu** key and select **Save draft** or touch **Back** key to save a copy. To view the draft, touch the icon , then select **Drafts**.

If you do not want to send or save the mail, you can touch the **Menu** key and then select **Discard**.

To add a signature to emails, touch the **Menu** key and select **Settings** from inbox screen, choose an account, then touch **Signature**.

To receive and read your emails

When a new email arrives, you will be notified by a ringtone or vibration, and an icon  will appear on Status bar.

Touch and drag down the Status bar to display the Notification panel, touch the new email to view it. Or you can also access the Gmail Inbox label and touch the new mail to read it.

You can search for an email by sender, receiver, subject, etc.

- Touch the icon  from Inbox screen.
- Enter the keyword you want to search for in the searching box and touch  in the soft keyboard.

To reply or forward emails

- **Reply** When viewing an email, touch  to reply the sender of this mail.
- **Reply all** Touch  and select "Reply all" to send message to all people in a mail loop.
- **Forward** Touch  and select "Forward" to forward the received mail to other people.

Managing Gmails by Labels

To conveniently manage conversations and messages, you can organize them using a Label.

To label a conversation when reading a conversation's messages, touch the icon  and select the label to assign to the conversation.

To view conversations by labels when viewing your inbox or another conversation list, touch the icon , then touch a label to view a list of conversations with that label.

To manage labels, touch **MANAGE LABELS** from Labels screen.

Mark the checkbox to select email to activate batch mode, and generate the following options:

-  Touch to archive the email message. To display the archived messages, you can touch  in Inbox screen then touch **All mail**.
-  Touch to delete the email message.
-  Touch to add or change the label of the email message or conversation.
-  Touch to mark an email message as read or unread.
-  To assign a star or remove the star from the conversation.
- **Mark as (not) important** To mark the email as important or not important.
- **Mute** To mute the entire conversation. When muted, new mails related to this conversation will not be displayed in **Inbox**, but archived.

- **Report spam** To report the email message/conversation as spam.
- **Report phishing** To report the email message/conversation as phishing.

Gmail settings

To manage Gmail settings, touch the **Menu** key and select **Settings** in Inbox screen.

General settings

- **Confirm before deleting** Mark the checkbox to confirm before deleting emails.
- **Confirm before archiving** Mark the checkbox to confirm before archiving emails.
- **Confirm before sending** Mark the checkbox to confirm before sending emails.
- **Reply all** Mark the checkbox to make the default responding to messages.
- **Auto-fit messages** Mark the checkbox to zoom in/out the messages to fit the screen.
- **Auto-advance** Touch to select which screen to show after you delete or archive a conversation.
- **Message actions** Touch to show/hide message actions.
- **Sender image** Mark the checkbox to show beside name in conversation list.

Touch an account, the following settings will show:

- **Inbox type** To set this inbox as the default one or priority one.
- **Notifications** Select to activate notification when a new email arrives.
- **Inbox sound & vibrate** Touch to set Sound, Vibrate and Notify once.
- **Signature** To add a signature text to the end of each mail you send.
- **Sync Gmail** Touch to turn on/off Gmail sync.
- **Days of mail to sync** Touch to set the duration of days for mail sync.
- **Manage labels** Touch to open the Label screen, where you can manage synchronization and notifications.
- **Download attachments** Mark the checkbox to auto download attachments to recent messages via Wi-Fi.



4.2.2 Email

Besides your Gmail account, you can also set up external POP3 or IMAP email accounts in your phone.

To access this function, touch **Email** from Home screen.

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

- Enter the email address and password of the account you want to set up.
- Touch **Next**. If the account you entered is not provided by your service provider in the phone, you will be prompted to go to the email account settings screen to enter settings manually. Or you can touch **Manual setup** to directly enter the incoming and outgoing settings for the email account you are setting up.
- Enter the account name and display name in outgoing emails.
- To add another email account, you can touch **Menu** key  and **Settings**. Touch **Add account** on the right of the title to create.

To create and send emails

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



4.3 Hangouts

Google's instant messaging service, Hangouts, lets you communicate with your friends whenever they are connected to this service.

To access this feature and sign in, touch **Application** tab from the Home screen, then touch **Hangouts**. All friends added by using Hangouts from the web or phone will be displayed in your friends list.

Touch your account to set your online status.

Touch the text box below your online status to enter your status message.

To sign out, touch the **Menu** key from Friends list to display options, then select **Sign out**. Or you can also select **Sign out** from online status.

4.3.1 Chatting with your friends

To start a chat, touch the name of a friend in your Friends list, then enter your message and finally touch .

You can invite other friends to join in a group chat by touching the **Menu** key and selecting **Add to chat** and then selecting the friend you want to add.

4.3.2 To add a new friend

From Friends list, touch the icon  to add a new friend. Enter the Hangouts ID or Gmail address of the friend you want to add, and then touch **Done**.

A notification with this invitation will be received by the friend. By touching the invitation, the friend can select **Block**, **Decline** or **Accept** in response.

4.3.3 To close a chat

When you want to end a chat, touch the **Menu** key from Chatting screen directly, and then select **End chat**.

If you want to end all chats, touch the **Menu** key and select **End all chats** from Friends list screen.

4.3.4 To manage your friends

Besides adding new friends to your friends list, the following actions are available for your choice:

- To view all friends/most popular friends**

By default, only friends that you frequently communicate with are displayed in Friends list. To view all friends, touch the **Menu** key and select **Display options**, then touch **Name**. To return to displaying most popular friends screen, touch **Availability** or **Recency** from **Display options**.
- To block/Remove a friend**

To block a friend from exchanging messages or remove them from your friends list, touch the **Menu** key and select **Friend info** from Chatting screen, then touch **Block** or **Remove**. All blocked friends can be viewed by touching the **Menu** key and selecting **Settings**, touch an account then choose **Blocked friends**. To unblock a friend, touch the name of this friend and touch **OK** when prompted.

4.3.5 Settings

A series of settings are available for your selection by touching the **Menu** key selecting **Settings** from Friends list screen, and choose an account.

- **Mobile indicator** Select to display an indicator icon along with your name in other people's Friends list.
- **Away when screen off** Select to set status as Away when the screen is turned off.
- **Invitation notifications** Select to activate the notification function on status bar when a new message arrives.
- **IM/Video chat notifications** Touch to set the notification way for text or Video chat.
- **Notification/Video chat ringtone** Touch to choose a ringtone for notification or Video chat.
- **Vibrate** Touch to set the vibrate way for text or Video chat.
- **Blocked friends** Touch to show/unblock blocked friends.
- **Clear search history** Touch to clear previous chat search history from showing up in the Search box.
- **Manage account** Touch to add, remove or sync your accounts.
- **Terms & privacy** Touch to show more information about Talk.

5 Calendar & Time



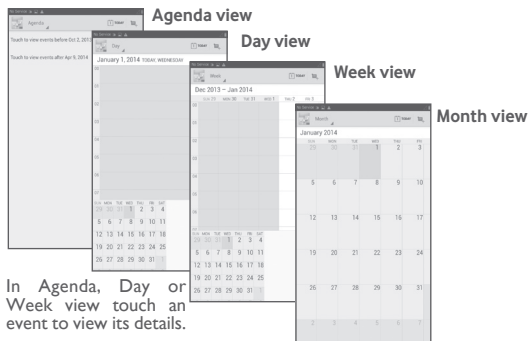
5.1 Calendar

Use Calendar to keep track of important meetings, appointments, etc.

5.1.1 Multimode view

You can display the Calendar in daily, weekly, monthly, or agenda view.

Touch the month label on the top of the screen to change your Calendar view, and a drop-down menu will display for you to choose. Touch the icon  to return to Today's view.



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

Touch a day in Month view to open that day's events.

5.1.2 To create new events

You can add new events from any Calendar view.

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

To quickly create an event from Day, Week view screen, touch and hold an empty spot or an event to open Option menu, then touch **New event** to enter the event details screen of the time you have previously selected. Or you can also touch the empty spot to select the target area which will turn blue, and tap again to create the new event.

5.1.3 To delete or edit an event

To share, delete or edit an event, touch the event to enter details screen, touch the icon  to share the event to other people by Bluetooth, Email and messaging, etc., touch the icon  to edit the event, and touch the icon  to delete.

5.1.4 Event reminder

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

Touch and drag down the status bar to open the notification panel, touch event name to view Calendar notification list.

Touch **Snooze** to turn off all event reminders for 5 minutes.

Touch **Back** key to keep the reminders pending on the status bar and the notification panel.

Important options by touching the **Menu** key from Calendar main screen:

- | | |
|-------------------------------|--|
| • Refresh | To refresh the calendar |
| • Search | To search in the calendar |
| • Calendars to display | To show or hide, remove or add calendars |
| • Settings | To make a series of Calendar settings |
| • Clear events | To clear the selected events |
| • Go to | To jump to the date you set |



5.2 Time

Time application includes four applications – **World clock**, **Alarm**, **Timer** and **Countdown**.

Touch  **Alarm** to add or set an alarm.

5.2.1 To set an alarm

From **Time** screen, touch  to enter **Alarm** screen, touch  to add a new alarm. Following options will show:

- | | |
|-------------------|---|
| • Time | Touch to set time |
| • Repeat | Touch to select days you want alarm to work |
| • Ringtone | Touch to select a ringtone for the alarm |
| • Label | Touch to set a name for the alarm |

When finished, touch **OK** to confirm.

Touch and hold on a currently existing alarm and touch **Delete alarm** to delete the selected alarm.

5.2.2 To adjust alarm settings

Touch Menu icon  from **Alarm** screen. The following options can now be adjusted:

- **Alarm in silent mode** Select to play alarm with sound or vibration even when the phone is in Silent mode
- **Snooze duration** Touch to set temporary turn off time of an alarm
- **Auto-silence** Touch to set the duration of alarms
- **Volume buttons** Touch to set side **Volume up/down** key behaviors when alarm sounds: **None**, **Snooze** or **Dismiss**
- **Turn over to activate** Touch to choose the status **Snooze** or **Dismiss**. Touch the switch to turn on/off snoozing or dismissing the alarm by turning over the phone

6 Getting connected

To connect to the internet with this phone, you can use GPRS/EDGE/3G networks or Wi-Fi, whichever is most convenient.

6.1 Connecting to the Internet

6.1.1 GPRS/EDGE/3G

The first time you turn on your phone with SIM card inserted, it will automatically configure network service: GPRS, EDGE or 3G. If the network is not connected, you can touch  on quick setting panel.

To check the network connection you are using, then touch **Settings\More...\Mobile networks\Access Point Names** or **Network operators**.

To create a new access point

A new GPRS/EDGE/4G network connection can be added to your phone with the following steps:

- Drag down notification panel and touch  to access **Settings**.
- Touch **More...\Mobile networks\Access Point Names**
- Touch **Menu** key and select **New APN**.
- Enter the required APN information.
- When finished, touch the **Menu** key and select **Save**.

To activate/deactivate Data roaming

When roaming, you can decide to connect/disconnect to a data service.

- Drag down notification panel and touch  to access **Settings**.
- Touch **SIM management**/**Roaming**/**Data roaming**.
- Touch to select from popup options: **Disable**, **National Roaming only** and **All Networks**.
- When Data roaming is deactivated, you can still perform data exchange with a Wi-Fi connection (refer to "5.1.2 Wi-Fi").

6.1.2 Wi-Fi

Using Wi-Fi, you can connect to the Internet when your tablet is within range of a wireless network. Wi-Fi can be used on your tablet even without a SIM card inserted.

To turn Wi-Fi on and connect to a wireless network

- Touch  on quick setting panel to get to **Settings**.
- Touch the switch  beside Wi-Fi to turn on/off Wi-Fi.
- Touch **Wi-Fi**, the detailed information of detected Wi-Fi networks is displayed in the Wi-Fi networks section.
- Touch a Wi-Fi network to connect. If the network you selected is secured, you are required to enter a password or other credentials (you may contact your network operator for details). When finished, touch **Connect**.

To activate notification when a new network is detected

When Wi-Fi is on and the network notification is activated, the Wi-Fi icon will appear on the status bar whenever the tablet detects an available wireless network within range. The following steps activate the notification function when Wi-Fi is on:

- Drag down notification panel and touch  to access **Settings**.
- Touch **Wi-Fi**. Then touch the **Menu** key and select **Advanced** from Wi-Fi screen.
- Mark/Unmark the **Network notification** checkbox to activate/deactivate this function.

To add a Wi-Fi network

When Wi-Fi is on, you may add new Wi-Fi networks according to your preference.

- Drag down notification panel and touch  to access **Settings**.
- Touch **Wi-Fi**, and then touch .
- Enter the name of the network and any required network information.
- Touch **Save**.

When successfully connected, your tablet will be connected automatically the next time you are within range of this network.

To forget a Wi-Fi network

The following steps prevent automatic connections to networks which you no longer wish to use.

- Turn on Wi-Fi, if it's not already on.
- In the Wi-Fi screen, touch & hold the name of the saved network.
- Touch **Forget network** in the dialog that opens.

6.2 Browser

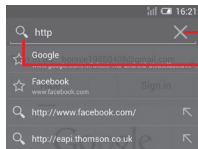


Using Browser, you can enjoy surfing the Web.

To access this function, touch  from Home screen and then touch Browser icon .

To go to a web page

On Browser screen, touch the URL box at the top, enter the address of the web page, then touch **Go** to confirm.



Touch to delete all contents

Touch to search and go to this address

The URL bar will hide after a few seconds. To show the URL bar, you can touch and slide down the screen.

To set homepage

- Touch the **Menu** key from Browser screen to display option menu, touch **Settings\General\Set home page**.
- Choose a page or most visited website as your homepage.
- If you choose **Other**, enter the URL of the website you want to set as your homepage, touch **OK** to confirm.

6.2.1 Viewing web pages

When opening a website, you can navigate on web pages by sliding your finger on the screen in any direction to locate the information you want to view.

To zoom in/out of a web page

Pinch/Spread your finger on the screen to zoom out/in of the web page.

To quickly zoom into a section of a web page, double-tap on the section you want to view. To return to normal zoom level, double-tap again.

To find text on a web page

- Touch the **Menu** key from web page screen, then select **Find on page**.
- Enter the text or phrase you want to find.
- The first word with matching characters will be highlighted on the screen, and subsequent matches will be boxed.
- Touch the up or down arrow to switch to the previous or next matching items.
- When finished, you can touch  or the **Back** key to close the search bar.

Further operations for the text on a web page

You can copy, share or search the text from a web page:

- Touch and hold the text to highlight the text.
- Move the two tabs to select the text.
- Touch **SELECT ALL** to select all words in this web screen.
- Touch  to copy the selected text.
- Touch  to show further actions, including find, share and search on the page or the web.
- When finished, touch  or the **Back** key to deactivate the mode.

To open new window/switch between windows

Multiple windows can be opened at the same time for your convenience.

- Touch  to open a new window.
- Touch the  and select **New incognito tab** to open a window without any trace.
- To close a window, touch  on the window you want to close or slide it sideways.

Other options:

- **Refresh** To refresh the current page.
- **Share page** To share the current page with your friends via various ways, like Messaging, Email, Bluetooth, etc.
- **Request desktop site** To enable/disable computer version websites.
- **Save for offline reading** To save the web page for offline reading.
- **Close** To close all tabs and exit.
- **Home** To get back to the home page you set.
- **Find on page** To input contents you want to find on the current page.
- **Stop** To stop opening the current page.
- **Version** To see the version of browser.



Touch the icon on the left of the URL, you can view more information about the current page.

6.2.2 Manage links, history and downloads

To manage a link, address displayed on a web page

- **Link** Touch the link to open the web page.
Touch and hold the link to open options for further operation, like open in new window, save link, copy link URL, etc.
- **Address** Touch to open Google Maps and locate the address.

To view Browser history

- Touch the icon  from Browser screen.
- Touch **History** tab to view browser history.
- Touch **Saved pages** to view the pages you've saved.

To download a web application/view your downloads

Before downloading a web application, you need to enable your tablet to install web applications (touch the **Menu** key from the Home screen, touch **Settings\Security**, mark the checkbox of **Unknown sources**, finally touch **OK** to confirm).

To download an item, touch the item or the link you want to download.

To cancel a download, touch the downloaded item from the Notification panel, select the item to be cancelled, and touch  to confirm.

To view items you have downloaded, touch the application **Downloads**.

Manage bookmarks

To bookmark a web page

- Open the web page you want to bookmark.
- Touch the star on the right of link, or from the **History** screen, touch the star beside the URL.
- Enter the name and the location if needed and touch **OK** to confirm.

To open a bookmark

- Touch the icon  to enter the **Bookmarks** screen.
- Touch the bookmark you want to open.
- You can also touch and hold to display the options screen, then touch **Open** or **Open in new window**.

To edit a bookmark

- Touch the icon  to enter the **Bookmarks** screen.
- Touch and hold the bookmark you want to edit.
- Touch **Edit bookmark**, and input your changes.
- When finished, touch **OK** to confirm.

Touch and hold a bookmark in the bookmark list to view these additional options:

- **Add shortcut to Home** To add a bookmark shortcut to the Home screen.
- **Share link** To share the bookmark.
- **Copy link URL** To copy the bookmark link.
- **Delete bookmark** To delete a bookmark.
- **Set as homepage** To set this page as the homepage.

6.2.3 Settings

A series of settings are available for your adjustment. To access Browser settings, touch  from Browser screen, and select **Settings**.

General

- **Set home page** Touch to set homepage.
- **Form auto-fill** Mark the checkbox to fill out web forms with a single touch.
- **Auto-fill text** Touch to set up text to auto-fill in web forms.

Privacy & security

- **Clear cache** Touch to clear locally cached content and databases.
- **Clear history** Touch to clear the browser history.
- **Show security warnings** Mark the checkbox to show warning if there is a problem with a site's security.
- **Accept cookies** Mark to allow sites to save and read cookie data.
- **Clear all cookie data** Touch to clear all browser cookies.
- **Remember form data** Mark the checkbox to remember data in forms for later use.
- **Clear form data** Touch to clear all the saved form data.
- **Enable location** Mark the checkbox to allow sites to request access to your location.

- **Clear location access** Touch to clear location access for all websites.
- **Remember passwords** Mark the checkbox to save usernames and passwords for websites.
- **Clear passwords** Touch to clear all saved passwords.
- **Enable notifications** Touch to select notification type.
- **Clear notification** Touch to clear notification access to all websites.

Accessibility

- **Force enable zoom** Mark the checkbox to control a website's zoom as you prefer.
- **Text scaling** Slide to change the size of the text display.
- **Zoom on double-tap** Slide to change the magnification level when double-tapping the page.
- **Minimum font size** Slide to change the minimum font size.
- **Inverted rendering** Mark the checkbox to display pages in invert color.
- **Contrast** Slide to change pages contrast.

Advanced

- **Set search engine** Touch to select a search engine.
- **Open in background** Mark the checkbox to open new windows behind the current one.

- **Enable JavaScript** Mark the checkbox to enable JavaScript.
- **Allow multiple tabs per app** Mark the checkbox to allow one application to use multiple tabs.
- **Enable plug-ins** Mark the checkbox to enable plug-ins.
- **Website settings** Touch to view advanced settings for individual websites.
- **Default zoom** Touch to select the magnification level by default.
- **Open pages in overview** Mark the checkbox to open web pages zoomed out, in an overview.
- **Auto-fit pages** Mark the checkbox to format web pages to fit the screen.
- **Block pop-up windows** Mark the checkbox to prevent pop-up windows.
- **Text encoding** Touch to select the character-encoding standard.
- **Reset to default** Touch to clear all browser data and to reset all settings to default.

Bandwidth management

- **Search result preloading** Touch to enable/disable browser to preload search results in the background.
- **Web page preloading** Touch to enable/disable browser to preload the linked web pages in the background.
- **Load images** Mark the checkbox to display images on web pages.

Labs

- **Quick controls** Mark the checkbox to enable quick controls and hide app and URL bars.

6.3 Connecting to Bluetooth devices

Bluetooth is a short-range wireless communication technology that you can use to exchange data, or connect to other Bluetooth devices for various uses.

To access this function, drag down notification panel and touch  to access **Settings**. Then touch **Bluetooth**, your device and other available ones will display on the screen.

To turn on Bluetooth

- Drag down notification panel and touch  to access **Settings**.
- Touch  to activate/deactivate Bluetooth function.

To make your tablet more recognizable, you can change your tablet name which is visible to others.

- Touch  and select **Rename tablet**.
- Enter a name, and touch **Rename** to confirm.

To make device visible

- Drag down notification panel and touch  to access **Settings**.
- Touch **Bluetooth**.
- Touch your device to make it visible or invisible.
- Touch  and select **Visibility timeout** to select the visible time.

To pair/connect your tablet with a Bluetooth device

To exchange data with another device, you need to turn Bluetooth on and pair your tablet with the Bluetooth device with which you want to exchange data.

- Drag down notification panel and touch  to access **Settings**.
- Touch **Bluetooth**.
- Touch **SEARCH FOR DEVICES**.
- Touch a Bluetooth device you want to be paired with in the list.
- A dialog will popup, touch **Pair** to confirm.
- If the pairing is successful, your tablet connects to the device.

To disconnect/unpair from a Bluetooth device

- Touch the Settings icon  beside the device you want to unpair.
- Touch **Unpair** to confirm.

6.4 Connecting to a computer

With the USB cable, you can transfer media files and other files between microSD card/internal storage and computer.

Before using MTP or PTP you should firstly mark **USB debugging**.

- To access this function, touch **Settings>About tablet**, then touch **Build number** 7 times. Now you may touch **Settings\Development\USB debugging**.

To connect/disconnect your tablet to/from the computer:

- Use the USB cable that came with your tablet to connect the tablet to a USB port on your computer. You will receive a notification that the USB is connected.
- If you use mass storage, open the Notification panel and touch **USB connected**, then touch **Mount** in the dialog that opens to confirm that you want to transfer files.
- If you use MTP or PTP, your tablet will be automatically connected.

To disconnect (from mass storage):

- Unmount the microSD card on your computer.
- Open the Notification panel and touch **Turn off**.



For the operating system Windows XP or lower, you should download and install Windows Media Player 11 on your computer from the following link: <http://windows.microsoft.com/zh-CN/windows/download-windows-media-player>.

To locate the data you have transferred or downloaded in the internal storage, touch **File Manager**, all data you have downloaded is stored in **File Manager**, where you can view media files (videos, photos, music and others), rename files, install applications into your tablet, etc.

To format a microSD card

- Drag down notification panel and touch  to access **Settings**.
- Touch **Storage**.
- Touch **Format SD card**. On the screen a popup warns you that formatting the microSD card will erase its contents, touch .

6.5 Sharing your tablet's mobile data connection

You can share your tablet's mobile data connection with a single computer via a USB cable (USB tethering) or with up to eight devices at once by turning your tablet into a portable Wi-Fi hotspot.



The functions below may incur additional network charges from your network operator. Extra fees may also be charged in roaming areas.

To share your tablet's data connection via USB

Use the USB cable that along with your tablet to connect the tablet to a USB port on your computer.

- Drag down notification panel and touch  to access **Settings**.
- Touch **More...|Tethering & portable hotspot**.
- Mark/unmark the checkbox of **USB tethering** to activate/deactivate this function.

To share your tablet's data connection as a portable Wi-Fi hotspot

- Drag down notification panel and touch  to access **Settings**.
- Touch **More...|Tethering & portable hotspot**.
- Touch the switch  beside **Wi-Fi hotspot** to activate/deactivate this function.

To rename or secure your portable hotspot

When Portable Wi-Fi hotspot is activated, you could change the name of your tablet's Wi-Fi network (SSID) and secure its Wi-Fi network.

- Drag down notification panel and touch  to access **Settings**.
- Touch **More...|Tethering & portable hotspot|Wi-Fi hotspot**.
- Touch **Set up Wi-Fi hotspot** to change the network SSID or set your network security.
- Touch **Save**.

6.6 Connecting to virtual private networks

Virtual private networks (VPNs) allow you to connect to the resources inside a secured local network from outside that network. VPNs are commonly deployed by corporations, schools, and other institutions so that their users can access local network resources when not inside that network, or when connected to a wireless network.

To add a VPN

- Drag down notification panel and touch  to access **Settings**.
- Touch **More...|VPN settings** and then touch .
- In the screen that opens, follow the instructions from your network administrator to configure each component of the VPN settings.
- Touch **Save**.

The VPN is added to the list on the VPN settings screen.



Before adding a VPN, you should set a lock screen pattern, PIN code or password for your tablet.

To connect/disconnect to a VPN

To connect to a VPN:

- Drag down notification panel and touch  to access **Settings**.
- Touch **More...|VPN settings**.

- VPNs you have added are listed; touch the VPN you want to connect with.
- In the dialog that opens, enter any requested credentials and touch **Connect**.

To disconnect:

- Open the Notification panel and touch the resulting notification for the VPN disconnection.

To edit/delete a VPN

To edit a VPN:

- Drag down notification panel and touch  to access **Settings**.
- Touch **More...VPN settings**.
- VPNs you have added are listed; touch & hold the VPN you want to edit.
- Touch **Edit profile**.
- After finished, touch **Save**.

To delete:

- Touch and hold the VPN you want to delete, in the dialog that opens, touch **Delete profile**.

6.7 Configuring Internet (SIP) calling

You can place/receive voice calls via the Internet when connected to a Wi-Fi network, rather than via your mobile network. You should configure a valid internet account before using this feature. Refer to section 3.1.1 **Placing a call** to learn more about placing an internet call.

To add an internet calling account

- Select **Tablet** from the Home screen.
- Touch the **Menu** key and then select **Settings\Internet call\Use Internet call**.
- Mark the checkbox to enable Internet calling.
- Touch Accounts, then touch **ADD ACCOUNT** tab.

- In the screen that opens, follow the instructions from your internet calling service provider to configure the settings for your account.
- When finished, touch **SAVE** to confirm or touch **DISCARD** to cancel.

To edit/remove an internet calling account

To edit:

- Select **Tablet** from the Home screen.
- Touch the **Menu** key and then select **Settings\Internet call\Accounts**.
- Accounts you have added are listed; touch the account you want to edit.
- Edit your chosen settings. When finished, touch **SAVE**.

To remove:

- Touch the account you want to remove.
- Touch the **Menu** key and select **Remove account**.

To configure your tablet to receive Internet calls

Receiving Internet incoming calls is off by default to reduce power consumption.

- Select **Tablet** from the Home screen.
- Touch **Settings\Internet call\Accounts\Receive incoming calls**.
- Mark/Unmark the checkbox to activate/deactivate this function.

7 Google Play Store⁽¹⁾



Google Play Store is an online software store, where you can download and install applications and games to your Android Powered Tablet.

To open Google Play Store:

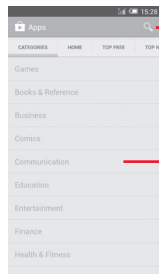
- Touch **Google Play Store** from extended screen.
- For the first time you access Google Play Store, a screen with terms of service pops up for your attention, touch **Accept** to continue.

Touch the **Menu** key, then select **Help** to enter Google Play Store help page for more information on this function.

7.1 Locate the item you want to download and install

Google Play Store home page provides several ways to find applications. It show applications and games in categorized listings.

Touch the **Menu** key and select **My apps** to see all your downloads.



Touch to search in Google Play Store.

Slide up and down to see all categories.

Touch a category on Google Play Store screen to browse its contents. You can also select a subcategory if there is any. Within each category you can select to view items sorted by Top free, Top new free, Trending, etc

Touch the Google Play Store icon  on the top left of the screen or touch **Back** key to return to the previous screen.

7.2 Download and install

To download & install:

- Navigate to the item you want to download, and select to enter the details screen from which you can read its description, overall rating or comments, view developer's information, etc.
- Touch **Install** to preview the functions and data the application can access on your tablet if you install it.
- Touch **Accept & download**.
- The progress of the download will show on the details screen, touch  to stop downloading the item. You can also access this screen through Notification panel.
- After download and installation have finished, you will see a notification icon  on the status bar.



Be especially cautious with applications that have access to many functions or to a significant amount of your data. Once you accept, you are responsible for results of using this item on your tablet.

To open the application you have downloaded:

- On Google Play Store screen, touch the **Menu** key and select **My apps**.
- Touch the installed application in the list, then touch **Open**.

⁽¹⁾ Depending on your country and operator.

To buy an application⁽¹⁾

On **Google Play Store**, some applications are labeled as free, while some of them are to be paid for before downloading and installing.

- Touch the application you want to buy.
- Touch the price on the up-right of the screen to preview the functions and data the application can access on your tablet if you install it.
- Touch **Continue** to confirm.
- When making your first purchase, you are required to input your credit card information and to log in to Google payment and billing service.
- If your account has multiple credit card accounts, select one to proceed.
- Select the Terms of service link and read the document. When finished, touch **Back** key.
- Mark the checkbox if you agree with the terms of service.
- Touch **Buy now** at the bottom of the screen.

When finished, Android downloads the application.

To request a refund

If you are not satisfied with the application, you can ask for a refund within 15 minutes of the purchase. Your credit card will not be charged and the application will be removed. If you change your mind, you can install the application again, but you will not be able to request a refund.

- Touch the **Menu** key and select **My apps** from Google Play Store screen.
- Touch the application that you want to uninstall and refund.
- Touch **Refund** to uninstall the application and refund. If the button becomes **Uninstall**, your trial period has expired.
- In the survey form, select the answer that best matches your reason, and touch **OK**.

7.3 Manage your downloads

After you downloaded and installed an application, the following further operations are available for your selection.

View

On Google Play Store screen, touch the **Menu** key and select **My apps**.

Uninstall

On Google Play Store screen, touch the **Menu** key and select **My apps**. Touch the application you want to uninstall to enter the details screen, touch **Uninstall**, and finally touch **OK** to confirm.

Refund

On Google Play Store screen, touch the **Menu** key and select **My apps**. Touch the application you want to uninstall for a refund, touch **Refund**, and finally touch **OK** to confirm.

Update notification

On Google Play Store screen, touch the **Menu** key and select **My apps**. Touch the **Menu** key and select **Settings\Notifications** to enable update notification.

⁽¹⁾ Google Paid applications may not be available to users in some countries.

Auto update

To auto update all installed applications, touch the **Menu** key and select **My apps** from Google Play Store screen. Touch the **Menu** key and select **Settings\Auto-update apps** to enable this function.

To auto update one specific application, mark the checkbox of **Allow automatic updating** from the details screen,

Rate and review

Open the details screen for an application, touch the stars  under **RATE & REVIEW** to award and input comments, touch **OK** to confirm.

Flag

You can report an inappropriate application to Google Play Store by flagging it. Open the details screen for the application, scroll to the bottom and touch **Flag as inappropriate**, enter the reason and finally touch **Submit**.

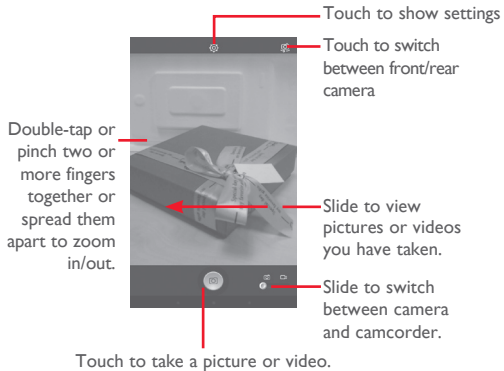
8 Multimedia applications

8.1 Camera



Your tablet is fitted with a Camera for taking photos and shooting videos.

Before using the Camera, please be sure to open the protective lens cover before use to avoid it affecting your picture quality.



To take a picture

The screen acts as the viewfinder. First position the object or landscape in the viewfinder, touch  icon to take the picture which will be automatically saved.

To shoot a video

First position the object or landscape in the viewfinder, and touch  icon to start recording. Touch  to pause recording, touch  again or press the  to save the video.

Further operations when viewing a picture/video you have taken

- Touch the icons below the screen to share and edit the photo or video you have taken.
- Touch the photo icon to access **Gallery**.

8.1.1 Settings in framing mode

Before taking a photo/shooting a video, touch the icon  to adjust a number of settings in framing mode.

Back camera shooting mode

Touch the icon  to access camera settings and below options will display for your choice:

- **Wide screen** Touch to turn on/off full screen preview mode.
- **Shutter sound** Touch to turn on/off shutter sound.
- **Panorama** Touch to turn on panorama function. Press the **Shutter** button or the **Volume** key to start taking panoramic photo and move the tablet towards your capture direction and overlap the two lines. Once the nine slots below the screen are filled, the tablet will automatically save the photo.
- **Night** Touch to turn on night function.

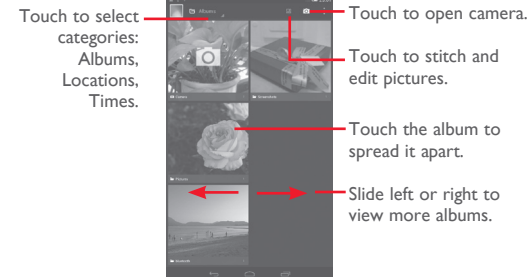
Front camera shooting mode

Switch to front camera, touch the icon  to access camera settings and below options will display for your choice:

- **Make up** Touch to turn on/off face beauty function.
- **Expression (4-shot)** Touch to turn on expression (4-shot) function and once four photos taken, the tablet will automatically synthesize and save in one picture.

8.2 Gallery

Gallery acts as a media player for you to view photos and playback videos. In addition, a set of further operations to pictures and videos are available for your choice.



To view a picture/play a video

- Pictures and videos are displayed by albums in **Gallery**.
- Touch an album and all pictures or videos will spread the screen.

- Touch the picture/video directly to view or play it.
- Slide left/right to view previous or next pictures/videos.

Working with pictures

You can work with pictures by editing them, sharing them with friends, setting them as contact photo or wallpaper, etc.

Touch  icon select **Edit**, more options will display for you to choose.



- 1 Touch to go back to picture display screen.
- 2 Touch to undo the previous modification.
- 3 Touch to redo the previous modification.
- 4 Touch to save the modified picture.

Batch operation

Gallery provides a multi-select function, so that you can work with pictures/videos in batches.

Open the main Gallery window or an album, touch  icon and select **Select album** or **Select item** to activate batch operation mode (you

can also touch and hold one album/picture), then touch albums/pictures you want to work on. Touch  icon to delete selected ones. Touch  to share selected ones.

8.3 YouTube

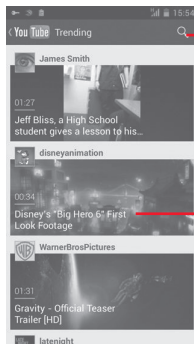


YouTube is an online video-sharing service where the user can download, share and view videos. It supports a streaming function that allows you to start watching videos almost as soon as they begin downloading from the Internet.



As an online video service, your tablet must have a network connection to access YouTube.

All videos in YouTube are grouped into several categories, like Most Popular, Most Discussed, Featured Videos, etc.



Touch to search for a video.

Touch to play the video and to show more information.

By touching the **Setting** from YouTube screen, you can set General settings and Search settings for YouTube. For details about these features, please visit the YouTube website: www.YouTube.com.

8.3.1 Watch videos

Touch a video to play it. In the Playing screen, you can view information and video comments, and also browse links to related videos. You can also rate, share, label as favorite, create a new playlist, etc from this screen.

To exit video playing screen, touch **Back** key to return to the video list.

8.4 Music

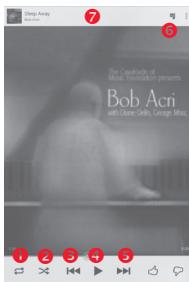


Using this menu, you can play music files stored on the microSD card or the tablet storage. Music files can be downloaded from computer to tablet using a USB cable.

You will find four categories in which all songs are classified: **Artists**, **Albums**, **Songs** and **Playlists**. Slide left and right to view all. Touch icon and select **Shuffle all** to shuffle all songs.

8.4.1 Playing music

Touch a song to play it.



- 1 Touch to select repeat mode: Repeating all songs, Repeating current song, or Repeat is off.
- 2 Touch to play the current playlist in shuffle mode (tracks are played in random order).
- 3 Touch to skip to the previous track in the album, playlist, or shuffle.
- 4 Touch to pause/resume playback.
- 5 Touch to skip to the next track in the album, playlist, or shuffle.
- 6 Touch to show the displaying song.
- 7 Touch to hide options.



While playing songs with Play Music, the operation of pause, play or skip is still available even if the screen is locked.

Adjust sound effects

Touch icon and select **Sound effects** from Now playing screen to enable and adjust sound effects.

8.4.2 Working with playlists

Playlists allow you to conveniently organize all songs stored in the SD card or tablet storage.

You can create a new playlist, add a song to the list, and delete or rename a playlist.

To create a playlist

Touch **Recently added** from Playlists screen, touch the  icon and then select **Save as playlist**, enter the name and finally touch **Save**.

To delete a playlist

Touch and hold a playlist to show the menu, then touch **Delete**.

To rename a playlist

Touch and hold a playlist to show the menu, then touch **Rename**. When finished, touch **Save** to confirm.

8.5 Video Player



Video player is a small built-in video player that lists all your videos.

Touch an item from the list to play. While playing, use Pause, Forward and Back functional icons as required, touch a point on the timeline to jump to and play from.

9 Google Maps



9.1 Get My Location

9.1.1 Choose a data source to decide My Location

Drag down notification panel and touch  to access **Settings**, touch **Location access**.

Mark the checkbox of **Access to my location** and **Google's location service**.

Turn on **GPS satellites** to set GPS as My Location data source.

9.1.2 Open Google Maps and view My Location

Touch **Maps** from the Home screen.

Touch  icon on the map to view **My Location**.

The map will then center on a blue dot with a blue circle around. Your actual position is within the blue circle.



To move the map, drag the map with your finger.

To zoom in and out of a map, pinch or spread your fingers, or you can also zoom in by double-tapping a location on screen.

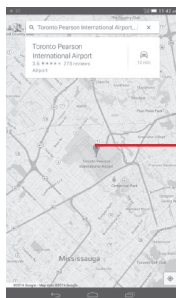
To clear the map history, touch  and **Settings**, select **Maps history**, then touch .

9.2 Search for a location

While viewing a map, touch the search icon  to activate search function.

In the search box, enter an address, a city or a local business.

Touch the search icon to search, and in a while your search results will appear on the map as red dots. You can touch one to show a label.



Touch to show more information

9.3 Star a location

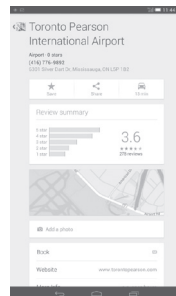
Just like bookmarking a web address on the Internet, you can star any position on the map for later use.

9.3.1 How to star (or unstar) a location

Touch a location on a map

Touch the address rectangle that opens

Touch the gray star at the top of the screen to star the location. (Or touch a gold star to unstar that location.)



9.3.2 View a list of starred items

Touch at the upper-left corner, and touch **Saved Places**.

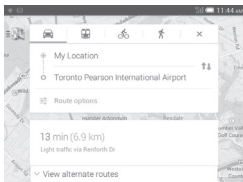
The list of your starred items and their addresses opens.

Touch a location in the list to view it.

9.4 Get driving, public transportation or walking directions

9.4.1 Get suggested routes for your trip

Touch icon  from Maps screen.



- Touch enter bar or the triangle to edit your start point by one of the following methods: entering an address, using My Location, selecting a start point on a map, selecting a starred item, selecting an address from your contacts or using search history.
- Do likewise for your end point.
- To reverse directions, touch .
- A couple of suggested routes will appear in a list. Touch any routes to view their respective detailed directions.

To get reverse directions for a route you've already made, simply open that route's directions window and touch . No need to enter your start point and end point again.

9.4.2 Preview suggested routes and decide on a route more preferable or feasible to you

You can preview each turn in your route in Navigation, Satellite, and other views.

- Touch a left or right arrow to preview the next or previous leg of your route.

- You can view turn-by-turn directions, estimated distance and possible arrival time in a list by touching **DIRECTIONS LIST**, touch **Back** key or **MAP VIEW** to return to previous view.

When selecting a more preferable or feasible route, distance and time will be the two most important factors for your evaluation. Distance and estimated time will be displayed at the top of the directions screen.

9.4.3 Search for locations along your route

Please refer to "9.2 Search for a location" for detailed information.

9.5 Arrangement of Layers

Layers allow you to view locations and additional information overlaid on the map. You can add multiple layers or remove only certain layers so you control exactly what information you want visible on the map at one time.

9.5.1 To view multiple layers

Touch icon  from Maps screen. All available layers are listed (like Traffic, Satellite, etc), select one to view.

9.5.2 To clear the map

After you get directions or search on a map, you can clear the markers/layers that have been drawn: touch  and **Settings**, select **Maps history**, then touch .

10 Others

10.1 Calculator



With Calculator, you can solve many mathematical problems.

To access this function, touch  from Home screen and then touch .

Enter a number and the arithmetic operation to be performed, enter the second number, then touch "=" to display the result. Touch  to delete digits one by one, touch and hold  to delete all at one time.

When some numbers or operations have been entered, touch and hold the entering bar to open a menu offering these further operations:

- **Cut** To cut selected text
- **Copy** To copy selected text
- **Paste** ⁽¹⁾ To paste what you have previously copied to the entering bar

10.2 File Manager



To access this function, touch  from Home screen and then touch .

File Manager works with both external SD card and internal storage.

File Manager displays all data stored on both microSD card and internal storage, including applications, media files; videos, pictures or audios you have captured; other data transferred via Bluetooth, USB cable, etc.

When you download an application from PC to microSD card, you can locate the application on File Manager, then touch it to install it in your tablet.

File Manager allows you to perform and be really efficient with the following common operations: create (sub) folder, open folder/file, view, rename, move, copy, delete, play, share, etc.

10.3 Sound Recorder



To access this function, touch  from Home screen and then touch .

Sound Recorder allows you to record voice/sound for seconds/ hours.

10.4 Other applications ⁽¹⁾

The previous applications in this section are preinstalled on your tablet. To read a brief introduction of the preinstalled 3rd party applications, please refer to the leaflet provided with the tablet. You can also download thousands of 3rd party applications by going to Google Play Store on your tablet.

⁽¹⁾ Option will not appear unless copy or cut operation has been made.

⁽¹⁾ Application availability depends on country and operator.

11 Settings



Drag down notification panel and touch  to access **Settings**.

11.1 Wireless & networks

11.1.1 Wi-Fi

Using Wi-Fi you can now surf the Internet without using your SIM card whenever you are in range of a wireless network. The only thing you have to do is to enter the **Wi-Fi** screen and configure an access point to connect your tablet to the wireless network.

For detailed instructions on using Wi-Fi, please refer to "**6.1.2 Wi-Fi**".

11.1.2 Bluetooth

Bluetooth allows your tablet to exchange data (videos, images, music, etc.) in a small range with another Bluetooth supported device (tablet, computer, printer, headset, car kit, etc.).

For more information on Bluetooth, please refer to "**6.3 Connecting to Bluetooth devices**".

11.1.3 Data usage

Mark the checkbox of **Set mobile data limit**, then you can drag the limit line and the warning line according to your limitation. Your mobile data connection will be disabled when the specified limit is reached. You can also choose a data usage cycle to view the statistics and related applications of used data by your tablet.



Data usage is measured by your tablet, and your carrier may count differently. Please consider using a conservative limit.

11.1.4 Airplane mode

Mark the checkbox of **Airplane mode** in "more..." menu to simultaneously disable all wireless connections including Wi-Fi, Bluetooth and more.

11.1.5 VPN

A mobile virtual private network (mobile VPN or mVPN) provides mobile devices with access to network resources and software applications on their home network, when they connect via other wireless or wired networks. Mobile VPNs are used in environments where workers need to keep application sessions open at all times, throughout the working day, as the user connects via various wireless networks, encounters gaps in coverage, or suspend-and-resumes their devices to preserve battery life. A conventional VPN cannot survive such events because the network tunnel is disrupted, causing applications to disconnect, time out, fail, or even the computing device itself to crash.

For more information on VPN, please refer to "**6.6 Connecting to virtual private networks**".

11.1.6 Tethering & portable hotspot

This function allows you to share your tablet's mobile data connection via USB or as a portable Wi-Fi access point (Please refer to "**6.5 Sharing your tablet's mobile data connection**").

11.1.7 Mobile networks

• Data connection

Touch to turn on/off data connection.

• Preferences

Touch to view/edit/delete preferences.

- **Access Point Names**

You can select your preferred network with this menu.

- **Network operators**

You can select a network operator.

11.2 Device

11.2.1 Sound

Use the Sound settings to configure volume and ringtones for different events and environments.

Volume

Volume settings can make user adjust the volume of ringtone, notifications, music, video and alarms, etc.

System

- **Touch sounds** Mark the checkbox to enable sounds to play when touching the action button.
- **Screen lock sound** Mark the checkbox to enable sounds to play when locking and unlocking the screen.
- **Power on ringtone** Set your default power on ringtone.
- **Shut down ringtone** Set your default shut down ringtone.

11.2.2 Display

- **Lock screen notifications** Mark the checkbox to show notifications on lock screen.
- **Wallpaper** Touch to set the wallpaper.

- **Brightness** Touch to adjust the brightness of the screen.
- **Auto-rotate screen** Touch to select whether rotate screen automatically or not.
- **Sleep** Touch to set screen timeout.
- **Font size** Touch to set the font size.

11.2.3 Storage

Use these settings to monitor the total and available space on your tablet and on your microSD card; to manage your microSD card.



If a warning message comes up saying that tablet memory is limited, you are required to free up space by deleting some unwanted applications, downloaded files, etc.

11.2.4 Battery

In battery management screen you can view the battery usage data since you last connected the tablet to a power source. The screen also shows your battery status and how long it has been used since last charging. Touch one category, then you can learn its specific power consumption.

11.2.5 Applications

You use the Applications settings to view details about the applications installed on your tablet, to manage their data and force them to stop, and to set whether you want to permit installation of applications that you obtain from web sites and emails.

11.3 Personal

11.3.1 Location access

GPS satellites

Check to use your tablet's global positioning system (GPS) satellite receiver to pinpoint your location within an accuracy as close as several meters ("street level"). The process of accessing the GPS satellite and setting your tablet's precise location for the first time will require up to 5 minutes. You will need to stand in a place with a clear view of the sky and avoid moving. After this, GPS will only need 20-40 seconds to identify your precise location.

11.3.2 Security

Set up screen lock

- **None** Touch to disable screen unlock security.
- **Slide** Touch to enable slide unlock mode.
- **Pattern** Touch to draw pattern to unlock screen.
- **PIN** Touch to enter a numeric PIN to unlock screen.
- **Password** Touch to enter a password to unlock screen.

Owner info

Touch to input owner information which will display on the lock screen.

Find Me Back

Turn on the switch to activate the function. It will protect your privacy in case of a theft or loss.

Encrypt tablet

You can encrypt your accounts, settings, download apps and their data, media and other files by touching Encrypt tablet.

Make passwords visible

Mark the checkbox to show passwords as you type.

Device administrators

Touch to view or deactivate device administrators.

Unknown sources

Mark the checkbox to permit installation of applications that you obtain from web sites, emails, or other locations other than Google Play Store.

To protect your tablet and personal data, download applications only from trusted sources, such as Google Play Store.

Verify apps

Mark the checkbox to disallow or warn before installing apps which may cause harm.

Trusted credentials

Touch to display trusted CA certificates.

Install from SD card

Touch to install encrypted certificates from the microSD card or tablet storage.

Clear credentials

Touch to remove all credentials.

11.3.3 Language & input

Use the Language & input settings to select the language for the text on your tablet and for configuring the onscreen keyboard. You can also configure voice input settings and the pointer speed.

Language

Touch to select the language and the region you want.

Spell checker

Mark the checkbox to enable the system to show suggested words.

Personal dictionary

Touch to open a list of the words you've added to the dictionary. Touch a word to edit or delete it. Touch the add button (+) to add a word.

Default

Touch to select a default input method. Touch **Configure input methods** to show all input methods. Touch the settings icon  to configure a certain input method.

Android keyboard

The Android keyboard settings apply to the onscreen keyboard that is included with your tablet. The correction and capitalization features affect only the English version of the keyboard. Available options are as follows:

- **Input languages**

Touch to set input language.

- **Auto-capitalization**

Mark the checkbox to have the onscreen keyboard automatically capitalize the first letter of the first word after a period, the first word in a text field, and each word in name fields.

- **Sound on keypress**

Mark the checkbox to play a brief sound each time you touch a key on the onscreen keyboard.

- **Auto correction**

Touch to turn on/off auto correction, or you can also adjust the sensitivity of correction.

- **Show correction suggestions**

Touch to show or not the correction suggestions while typing.

- **Next word suggestions**

Mark the checkbox to popup word suggestions.

- **Advanced settings**

Touch to view more advanced settings for android keyboard, such as **Key popup dismiss delay**, **Suggest Contact name**, and etc.

Voice search

Touch to view settings about voice search, such as Language, Speech output, etc.

Text-to-speech settings

- **Preferred engine**

Touch to choose a preferred text-to-speech engine, touch the settings icon  to show more choices for each engine.

- **Speech rate**

Touch to open a dialog where you can select how quickly you want the synthesizer to speak.

- **Listen to an example**

Touch to play a brief sample of the speech synthesizer, using your current settings.

Pointer speed

Touch to open a dialog where you can change the pointer speed, touch **OK** to confirm.

11.3.4 Backup and reset

Back up my data

Mark the checkbox to back up your tablet's settings and other application data to Google Servers, with your Google Account. If you replace your tablet, the settings and data you've backed up are restored onto the new tablet for the first time you sign in with your Google Account. If you mark this option, a wide variety of settings and data are backed up, including your Wi-Fi passwords, bookmarks, a list of the applications you've installed, the words you've added to the dictionary used by the onscreen keyboard, and most of the settings that you configure with the Settings application. If you unmark this option, you stop backing up your settings, and any existing backups are deleted from Google Servers.

Back up account

Touch to back up your account.

Automatic restore

Mark the checkbox to restore your backed up settings or other data when you reinstall an application.

DRM reset

Touch to select delete all DRM licenses.

Factory data reset

Tablet reset will erase all of your personal data from internal tablet storage, including information about your Google Account, any other accounts, your system and application settings, and any downloaded applications. Resetting the tablet does not erase any system software updates you've downloaded or any files on your microSD card, such

as music or photos. If you mark the checkbox - Reserve the content of Tablet storage before touching **Reset tablet**, any files stored on your tablet's storage will not be erased. If you reset the tablet in this way, you're prompted to re-enter the same kind of information as when you first started Android.

When you are unable to power on your tablet, there is another way to perform a factory data reset by using hardware keys. Press the **Volume up** key and the **power** key at same time until the screen lights up.

11.4 Accounts

Use the settings to add, remove, and manage your Email and other supported accounts. You can also use these settings to control how and whether all applications send, receive, and synchronize data on their own schedules, and whether all applications can synchronize user data automatically.

11.5 System

11.5.1 Date & time

Use Date & Time settings to customize your preferences for how date and time are displayed.

Automatic date & time

Touch to select Use network/GPS provided time or Off.

Mark the checkbox to use network provided time or use GPS provided time.

Automatic time zone

Mark the checkbox to use network-provided time zone. Or unmark to set all values manually.

Set date

Touch to open a dialog where you can manually set the tablet's date.

Set time

Touch to open a dialog where you can manually set the tablet's time.

Select time zone

Touch to open a dialog where you can set the tablet's time zone.

Use 24-hour format

Mark the checkbox to display the time using 24-hour clock format.

Select date format

Touch to open a dialog where you can select the format for displaying dates.

11.5.2 Accessibility

You use the Accessibility settings to configure any accessibility plug-ins you have installed on your tablet.

Magnification gestures

Touch to turn on/off to activate/deactivate zoom in/out function by triple-tapping the screen.

Speak passwords

Mark the checkbox to speak passwords while typing.

Accessibility shortcut

Touch to turn on/off to enable/disable accessibility features.

Touch & hold delay

Touch to adjust the duration of touch and hold delay. This function enables your tablet to differ touch and touch & hold, which may avoid incorrect operations.

Enhance web accessibility

Touch to open a dialog which asks you to install scripts from Google which make their web content more accessible. Touch **Allow** to confirm.

11.5.3 Development

To access this function, touch **Settings\About tablet**, then touch **Build number** 7 times. Now **Development** is available.

The Developer options screen contains settings that are useful for developing Android applications. For full information, including documentation of the Android applications and development tools, see the Android developer web site (<http://developer.android.com>).

Take bug report

Touch to select to collect information about your current device state and send as an email message.

Desktop backup password

Touch to set/change/remove desktop full backup password.

Stay awake

Mark the checkbox to prevent the screen from dimming and locking when the tablet is connected to a charger or to a USB device that provides power. Don't use this setting with a static image on the tablet for long periods of time, or the screen may be marked with that image.

Protect SD card

Mark the checkbox to select that Apps must request permission to read SD card.

USB debugging

Mark the checkbox to permit debugging tools on a computer to communicate with your tablet via a USB connection.

Power menu bug report

Mark the checkbox to select to include option in power menu for submitting a bug report.

Allow mock locations

Mark the checkbox to permit a development tool on a computer to control where the tablet believes it is located, rather than using the tablet's own internal tools for this purpose.

Select debug app

Touch to select debug app.

Verify apps over USB

Mark the checkbox to check apps over USB.

Show touches

Mark the checkbox to show visual feedback for touches.

Pointer location

Mark the checkbox to show current touch data.

Show layout bounds

Mark the checkbox to show clip bounds, margins, etc.

Show GPU view updates

Mark the checkbox to show GPU view updates.

Show hardware layers updates

Mark the checkbox to show hardware layers updates.

Show GPU overdraw

Mark the checkbox to show GPU overdraw.

Show surface updates

Mark the checkbox to show screen updates.

Window animation scale

Touch to adjust the animation scale for your window.

Transition animation scale

Touch to adjust the animation scale while performing transition.

Animator duration scale

Touch to adjust the animation duration scale.

Disable HW overlays

Mark the checkbox to select to always use GPU for screen compositing.

Force GPU rendering

Mark the checkbox to forcibly use 2D hardware acceleration in applications.

Force 4x MSAA

Mark the checkbox to enable 4x MSAA.

Strict mode enabled

Mark the checkbox to enable strict mode. After enabled, the screen will flash when applications do long operations on the main thread.

Show CPU usage

Mark the checkbox to show current CPU usage.

Profile GPU rendering

Mark the checkbox to use 2D hardware acceleration in applications.

Enable OpenGL traces

Touch to adjust OpenGL traces.

Enable traces

Touch to adjust traces.

Don't keep activities

Mark the checkbox to destroy all activities as soon as you leave.

Background process limit

Touch to change the limit for background processes.

Show all ANRs

Mark the checkbox to show "Application Not Responding" dialog for background applications.

11.5.4 About tablet

This contains information about things ranging from Legal information, Model number, Firmware version, Baseband version, Kernel version, Build number to those listed below:

System updates

Touch to check for system updates.

Status

This contains the status of the Battery status, Battery level, My tablet number, Network, Signal strength, etc.

Legal information

Touch to view legal information.

Some services and apps may not be available in all countries.
Please ask in-store for details.

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