User Guide

8” Quad-Core Tablet 2-in-1 Windows Tablet

ematic

EWT832

Important Notices

- The new battery will be in its best condition after being fully charged and discharged 2-3 times.
- While using earphones, if the volume is excessively high it may cause hearing damage. Please adjust the volume of the player to a safe and moderate level during use.
- Do not disconnect the tablet suddenly when formatting or uploading and downloading, which can lead to program errors.
- Do not dismantle the tablet by yourself, and do not use alcohol, thinner or benzene to clean its surface.
- Do not use the tablet while driving or walking.
- The tablet is not moisture and water resistant. Please do not use it in a damp environment.
- Do not drop or hit the tablet against a hard surface, or the screen may be damaged or cracked.
- Do not upgrade the firmware by yourself. The tablet should be upgraded with the right firmware and right methods offered by us. If upgrade is needed, please contact us.

Since the tablet software updates regularly, the user manual may not cover all aspects of new features.

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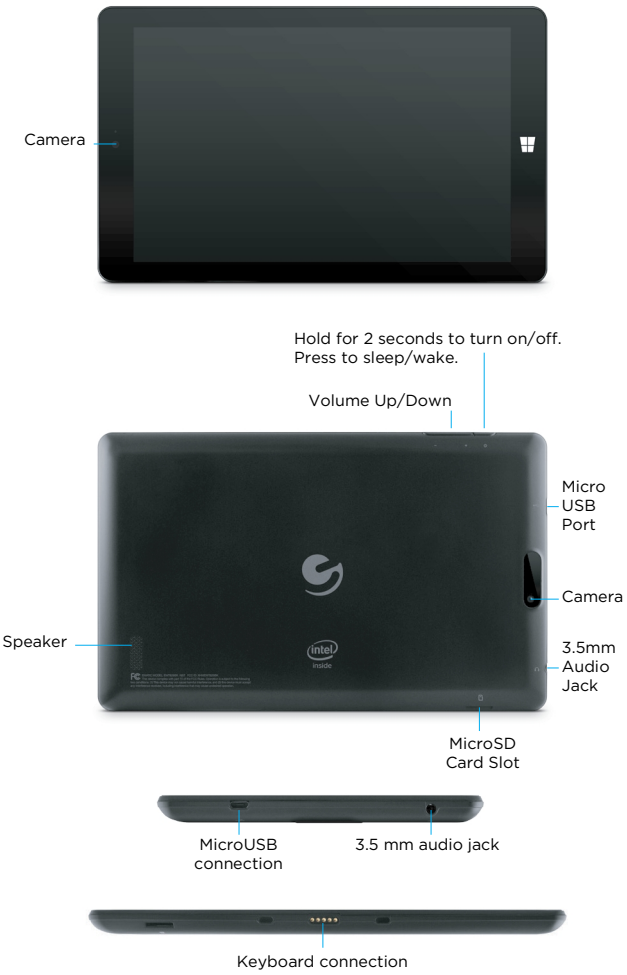
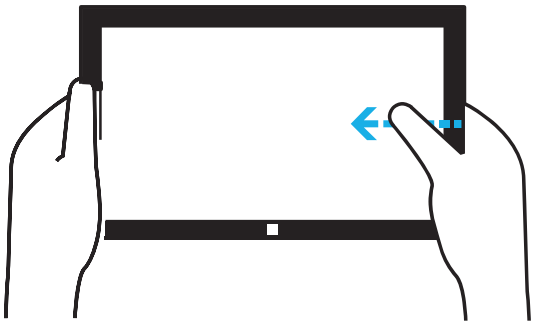
1. TABLET OVERVIEW



Touch Screen Basics



- Swipe in from the right edge to reveal Action Center. You can also return to the Start screen from here.
- Swipe in from the left edge to switch to the last used App.

  Drag from the top edge of the screen down to the bottom to close the current app.
- Pinch or stretch your fingers to zoom in and out.
- Slide your fingers across the screen to see more.

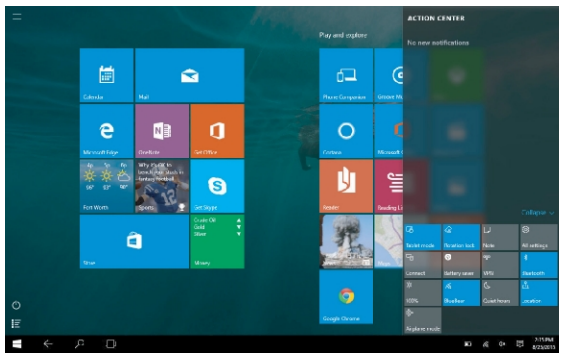
Action Center

The action center allows you to view and manage the accumulated notifications and gives you quick access to commonly customized settings.

To open the Action Center

Touch: Swipe from right edge of the screen and tap the notification you want to view, or the setting you want to configure.

Keyboard: Windows Key + A



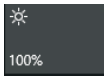
Lock the devices current orientation.

Switch from desktop to tablet mode.

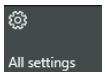
Turn Bluetooth® on or off

Connect to a WiFi network.

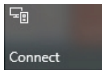
Enable or disable location settings.



Adjust the displays brightness

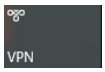


Access all device settings .

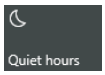


Connect to wireless display or audio devices.

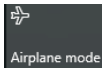
Activate to save battery.



Tap to connect to a connection via VPN service.



Activate to disable notification after a certain hour.



Tap to activate airplane mode.

Take a Screenshot

To take a screenshot of your screen:

1. Hold Windows button down while pressing the Volume Down key.

2. Screen will dim.

3. The image will be saved to the screenshots folder in your photos.

Note: Sometimes the Screenshot option doesn't appear, depending on what app you are in. Just tap the first button underneath Share, and the Screenshot option will appear.

2. INITIAL SETUP

Turn on or Wake

To turn on your tablet, press and hold the power key for 2 seconds.

Once the screen loads, connect to your Wi-Fi network.

To wake, press the power button and the lock screen should appear. Swipe up to unlock and sign in.

Charging

Fully charge your tablet for 6 hours before the first use.

Use the included wall charger.

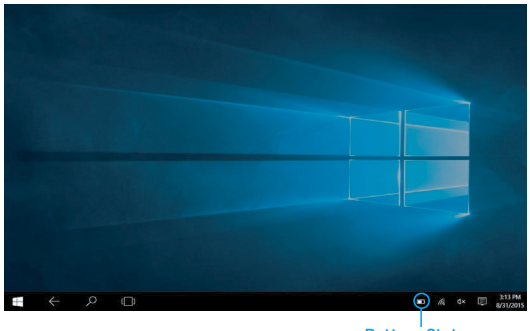
The battery indicator will show that your device is charging.

Note:: Charging via a computer will be extremely slow. We recommend only using the included wall charger.

Battery Status

There are a few places you can check on your battery status:

The lower left corner of the lock screen.

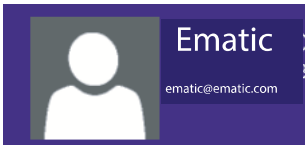


The lower right corner of the Desktop taskbar.

Note: Plug your tablet into the charger when you see a low battery warning.

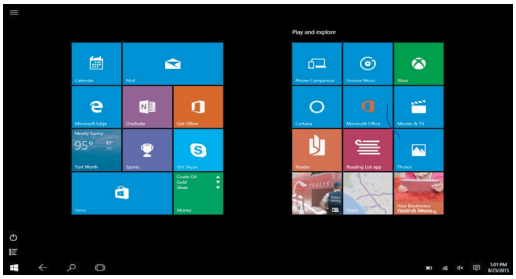
Getting Started

Use your information to create a user account on the tablet. You can use this account to create, modify, or remove other accounts on your tablet.



3. PERSONALIZE YOUR TABLET

Personalize Your Start Screen



Create Tiles

Pin your favorite apps and websites to the Start Screen.

To pin an app:

1. Press and hold desired app, then select Pin to Task-bar.

To pin a website (Edge Browser Only):

1. Go to website using Edge Browser
2. Tap (...) on the right hand side.
3. Tap Pin to Start.

Customize Your Tiles

Customize your start screen by changing around the tiles any way you like.

To move a tile: Tap and drag to where you want it.

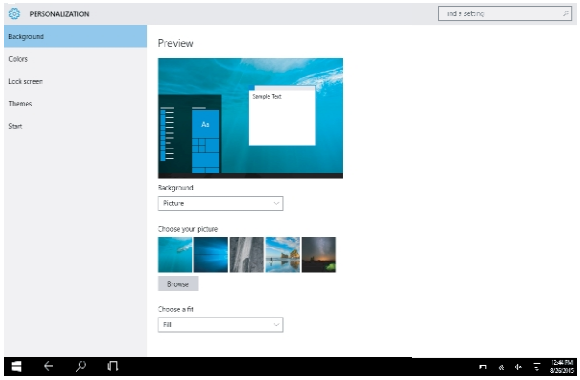
To resize a tile: Press and hold a tile. Select more options icon (...). Choose the size you want.

To turn off a live tile: Press and hold a tile. Choose more options (...). Select Turn live tile off.

To unpin tile from Start: Press and hold a tile. Select the more options then more options followed by remove tile. .

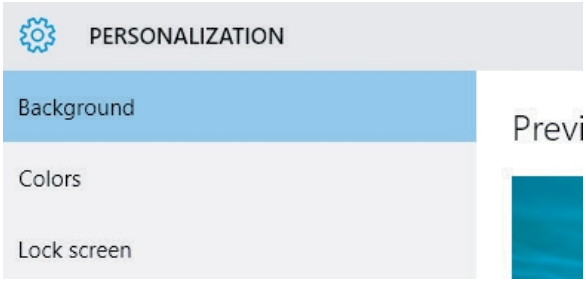
Background & Color

You can also customize the Start screen colors and background. At your Start screen, open the Action Center and tap All Settings. Select Personalization.



Personalize your Lock Screen

Open the Action Center Tap All Settings. Tap Personalization then Lockscreen and configure your options.



Personalize your Desktop

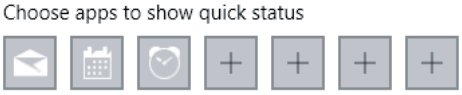
Customize your desktop how you want it.

Go to the desktop and open the Action Center. Tap Personalization. Here you can change the theme, desktop background, colors, and sound.

Notifications

Notifications should appear in the top right corner of the screen. To hide notifications, open the Action Center and tap All Settings then select System followed by notifications.

Lock Screen Notifications: To edit app notifications on the lock screen, open the All Settings in the Action Center. Tap Personalization, then Tap Lock Screen.



4. NETWORKING

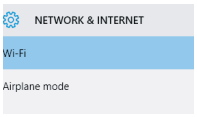
Wi-Fi can only be used when it connects with a Wi-Fi Access Point (AP) or a free unsecured Wi-Fi hotspot.

Turn on Wi-Fi

1

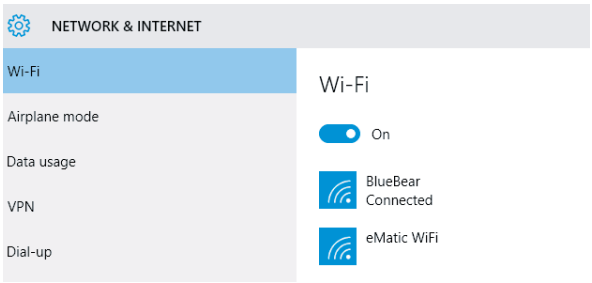
Within the Action Center menu, tap the wireless Network icon.

2



Under Networks, tap the Wi-Fi switch to turn it on and scan for networks.

Your tablet will list the networks it finds within range. Tap a network to connect.



When connected, the wireless indicator appears in the status bar. The white lines indicate connection strength.

Turn off Wi-Fi

Tap the Wi-Fi OFF switch under Networks.
Turn off Wi-Fi when you're not using it to extend the life of your battery between charges.

Forget a Wi-Fi Network

Go to Network and Internet after you open the All Settings. In the Network settings screen, tap “Manage WiFi settings”. Then tap Manage known networks, select a network and tap “Forget” in the dialog box that opens.

Connect to a VPN

You can connect to a Virtual Private Network (VPN).

Note: This tablet has built-in support for VPN. You can also install third-party VPN software, if available in the Windows Store.

1. Open the Action Center. Tap VPN.

2. Tap Add a VPN connection and enter VPN info to connect.

Disconnect from a VPN

Tap the VPN OFF switch under the Action Center. Turn off VPN when you’re not using it to extend the life of your battery between charges.

Join a Homegroup or Workplace

Go to Change PC Settings in the Settings Charm. Tap on Network. Then Tap HomeGroup or Workplace and follow the on-screen instructions.

5. CONNECT TO DEVICES

You can connect your tablet to different devices with a USB cable or wirelessly.

Pair with a Bluetooth Device

1. Turn on your Bluetooth device to make it discoverable.

2. Open Action Center, and tap and hold Bluetooth then tap Go To Settings.

3. Wait for your tablet to search for Bluetooth devices. When the bluetooth device appears, follow the on-screen instructions to finish pairing.

Setup a Printer or Scanner

1. Tap All settings in the Action Center.

2. Tap Devices

3. Tap + under Add printers & scanners.

4. Available printers and scanners on your Wi-Fi network will be listed. If you do not see your printer tap “The printer that I wasnt isn’t listed” and follow the prompts.

Project to a second screen

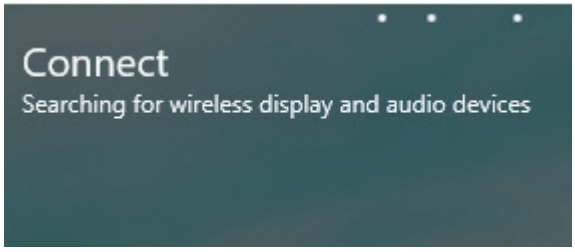
Connect your tablet to a TV or monitor to watch movies work with multiple apps, and share presentations.

To Connect to a wireless display:

1. Open Action Center. Tap Connect.

2. Tablet will search for wireless Audio and Display devices.

3. Choose your wireless display and follow the on-screen instructions.



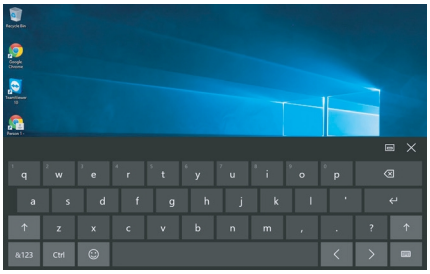
6. KEYBOARD SETTINGS

On-screen Keyboard

The on-screen, touch keyboard appears whenever you need it.

Tap the screen where text can be entered, and the keyboard will automatically appear.

When your on the desktop in desktop mode, you can access the on-screen keyboard from the keyboard icon in the lower right.



To close on-screen keyboard:

Tap anywhere on the screen where text can't be entered, or tap the X on the top right corner

Other On-screen Keyboard Options
(Desktop Mode Only)

Thumb Keyboard

The thumb keyboard makes typing easier when holding the tablet in your hands. To access the thumb keyboard open the on-screen keyboard. Then tap the keyboard icon on the bottom right. Then select the thumb keyboard icon.

Handwriting Keyboard

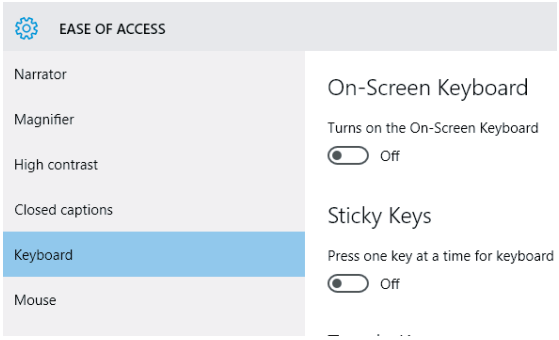
Write with the touch of your finger or a capacitive pen. To access the handwriting keyboard open the on-screen keyboard. Then tap the keyboard icon on the bottom right. Then select the handwriting keyboard icon.

Access On-Screen Keyboard Settings

1. Open the Action Center.

2. Tap the Ease of Access Icon

3. Change your on-screen keyboard settings under Touch keyboard menu.



On-Screen Keyboard Tips

Numbers	Tap &123 key or swipe upwards on the buttons in the top row.
Diacritical Marks/ More character options	Press down a key. Slide your finger to the accented character or option you want.
Keyboard Shortcuts	Tap Ctrl key + another key that shows a shortcut option.
Caps Lock On/Off	Double-tap Up Arrow Key. The key should turn white when Caps Lock is on.

Docking Keyboard

Connecting the Keyboard & Tablet

Place the tablet into the keyboard dock by joining the matching connectors. The magnetic pins will pull them together.

Gently pull them apart to disconnect.

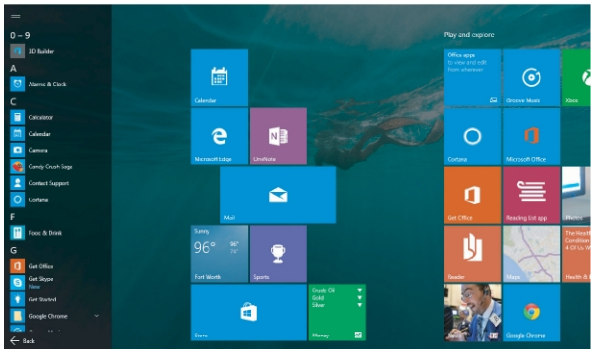
Keyboard Functions

Key	Function
	Switch between Start screen and last opened app.
+ A	Open the Action Center
FN +	Opens Search bar.
Tab	Scroll forward.
Shift + Tab	Scroll backwards.
FN +	Volume
Arrow Keys	Scroll up/down and left/right.
Enter	Open app or open link

7. APPLICATIONS

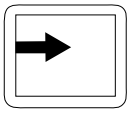
Finding Apps

Tap List Icon at the bottom left of Start screen. An alphabetized list of your apps will appear. Scroll through the list or search to find an app.



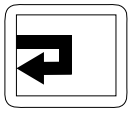
Note: You can also use the FN key + Tilde Key (~) on a keyboard to open search.

Switch Between Open Apps



Go Back To Previous App

Touch: Swipe in from left edge of screen.



Go To Specific App

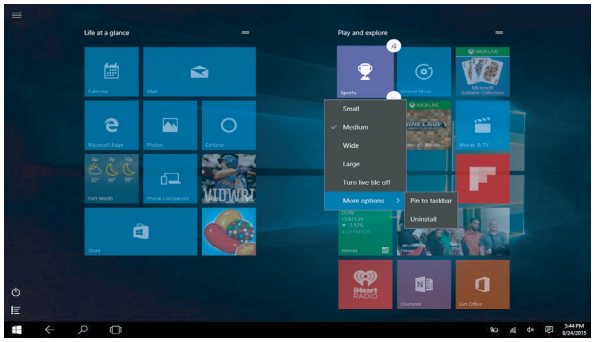
Touch: Drag in from left edge of screen, then drag out. Choose the app you want to open.

Close Apps

From the top edge, swipe and drag app down off the screen.

Uninstall Apps

Press and hold an app until the app is highlighted, and more options icon appear at the bottom of the tile. Tap on More Options (...) . Select Uninstall.



App Help & Settings

For App Help:

Open the App and find Help. If there is no help, check the developers website for information.

For App Settings:

Open Action Center. Select All Settings followed by System. Next, select Apps to change settings for all Apps.

For Windows 10 Help:

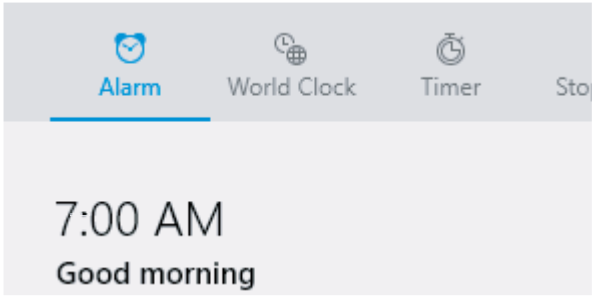
Please visit windows.mircosoft.com/windows10/support

Exploring Apps

Open up some apps to better familiarize yourself with your new tablet.

Alarm & Clock

Tap the Alarm & Clock app to access your alarm, timer, or stopwatch.



Camera

Tap the camera app to take pictures and videos to share with your friends and family.

Taking Photos:
• Tap the camera icon to take a photo
• Tap the more options icon (...) to open Settings.

Recording Video:
• In the Camera App tap the video icon to switch to video recording
• Tap the video icon again to start recording. Tap to stop recording.
• Tap the more options icon (...) to open Settings

Included Apps

3D Builder: Create models and print in 3D using 3D Builder.

Alarm & Clock: Set alarms, stopwatch & world clock.

Calculator: Basic calculator functions.

Calendar: Keep track of your schedule and set reminders.

Candy Crush Soda Saga: Addictive puzzle game filled with magical lands and characters.

Contact Support: Get online to find support for any issues you encounter.

Camera: Take photos and record videos.

Cortana: Your personal voice activated assistant. Search the web, check your calendar and so much more.

Excel Mobile: Light weight version optimized for your tablet.

Get Office: Download a trial version of Microsoft Office.

Get Skype: Download Skype to chat with friends and family.

Get Started: This informational app helps you navigate around your tablet with ease.

Groove Music: Stream and download new music

Mail: Use the mail app to respond to messages from all your e-mail accounts.

Microsoft Edge: Surf the web at lightning speeds with this new internet browser.

Maps: Maps provides you with directions and traffic conditions to help you get where you need to go.

Microsoft Solitaire Collection: Pass the time playing this classic card game with a whole new look

Money: Global sources help you keep track of financial news and market data.

Movies & TV: Keep yourself entertained by watching and streaming movies and television.

News: A photo-rich app that keeps you up to date with what's happing in the world.

OneDrive: Easily share files securely with friends. Cloud storage makes your files accessible from any of your devices.

OneNote: A digital notebook where all your notes, to-do lists, and pictures are saved in the cloud for easy access.

People: An address book and a social media app in one. Here you get all the latest updates from your friends on Facebook, Twitter, Google, etc.

Phone Companion: Integrate and sync all your files on both mobile devices and desktop computers.

Photos: View, edit, and import photos on your tablet and OneDrive.

PowerPoint Mobile: Light weight version of PowerPoint optimized for your tablet.

Settings: Access settings for your tablet ranging from personalization to networks.

Sports: Live updates from your favorite sports and teams.

Store: Get the latest apps from the Windows Store.

Twitter: Integrate your Twitter account to recieve notifications.

Voice Recorder: Record audio using the built-in microphone

Weather: This app shows you hourly, daily, and 10-day forecasts.

Windows Accessories: Your favorite classic programs such as NotePad and Paint

Windows Adminstrative Settings: Change your system wide settings.

Windows Ease of Access: Change settings to improve your user experience.

Windows Feedback: Provide your feedback to help improve future versions of Windows.

Windows Media Player: Play all your local music and video files.

Windows Powershell: a task automation and configuration management framework from Microsoft

Windows System: Access the Control Panel,Task Manager and other system settings from this panel.

Word Mobile: Light weight version of the Word processing program.

XBOX: The Xbox app is the place to play games, meet up with friends, make new ones, and rack up achievements.

Download and explore more Apps from the Windows Store.

8. USER ACCOUNTS

Your user account controls how you use your tablet. When you want to use your tablet, sign in with your user account.

Microsoft Account or Local Account

Choose whether you want to use a Microsoft account or a local account.

Microsoft Account

You use this account to sign into Windows, and shop for apps in the Windows Store. All your files are also saved to OneDrive by default so that you can access them from any PC.

Local Account

You can only use a local account on your tablet and cannot connect to the cloud.

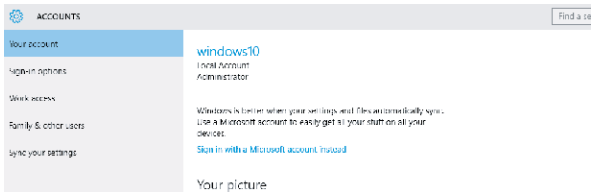
Manage Your Accounts

There are two ways you can manage your accounts:

Action Center

1. Open the Action Center and tap All Settings

2. Tap Accounts. Set access for other accounts.



Control Panel

1. In Desktop Mode open the search menu.

2. Type “user accounts” into the search bar.

3. Choose accounts from search results.

Unlock & SIgn-in

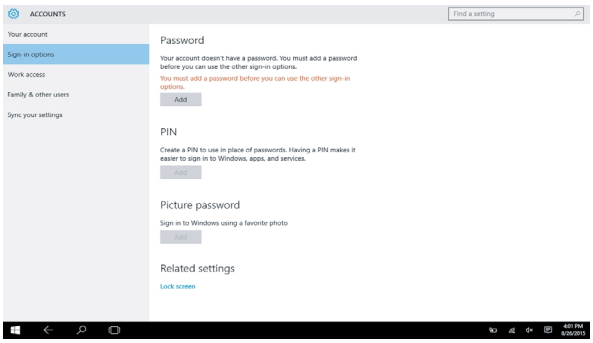
1. Press and release power button. The lock screen should appear.

2. Swipe up to dismiss lock screen, and type in your password (if required).

Sign-in Options

You can also create a pin or use a picture password to sign in to your tablet.

To access other sign in options, go to All Settings in the Action Center. Tap Accounts, then tap Sign-in options and follow the on-screen instructions.



Change Your Password

1. Open the Action Center. Tap All Settings.

2. Tap Accounts. Then Tap Sign-in options.

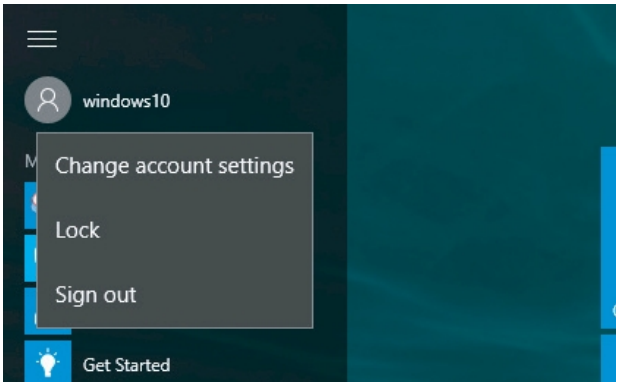
3. Choose user accounts from search results.

3. Under password, tap Change and follow the on-screen instructions.

Lock or Sign Out

Your tablet will be automatically locked when you don't use it for awhile.

You can manually lock or sign out from the Start screen by tapping the top left more options icon. Then tap picture in the top left corner of the screen. Choose Lock or Sign Out.



9. EASE OF ACCESS

The Ease of Access settings allows you to change your tablet the way you want, making your PC easier to use.

To go to Ease of Access Settings:

1. Open Action Center. Tap All Settings.

2. Tap Ease of Access.

3. Configure your settings.

10. PC SETTINGS

Activate Windows: Install the latest version of Windows on your tablet with your product key.

Devices: Manage your tablet settings such as display, typing, power, and sleep. Manage Bluetooth devices and other devices. Get PC info.

Accounts: Manage and create different user accounts.

Privacy: Change your privacy settings, location settings, webcam settings, microphone settings, and other devices.

Network: Manage your network connections.

Time and language: Set date and time. Set region and language.

Ease of Access: Control accessibility settings. Narrator, magnifier, high contrast, and keyboard options can be adjusted to your needs.

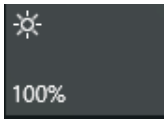
Update and Security: Update Windows, save copies of your files, and recover or reinstall your tablet. Change your security settings.

11. TIPS & TRICKS

Extending Battery Life

Reducing the Brightness of your screen can help extend your battery life

1. In the Action Center, tap the sun icon with 100%. Tapping this tile reduces the display brightness in increments of 25%.



2. In the Action Center, tap the battery saver tile. This will change automatically configure settings to extend your battery life.

3. Switch off Wi-Fi if you're not close to a strong signal to help conserve your battery even further.

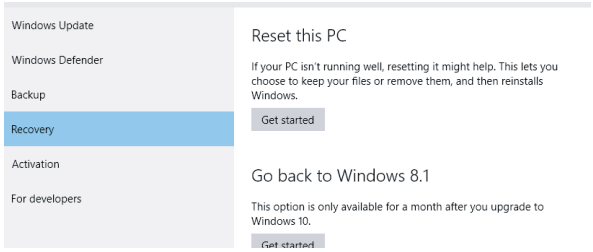
12. REFRESH/RESET

Refresh Device

1. In the Action Center, tap on All Settings.

2. Tap on Update and Security. Tap Recovery.

3. Choose how you want to refresh the tablet.

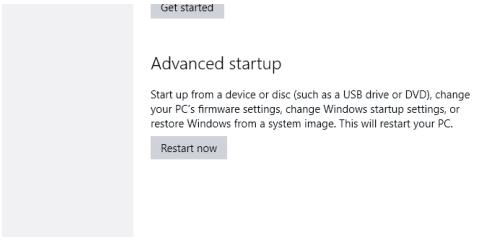


Restart Device

1. In the Action Center, tap on All Settings.

2. Tap on Update and Security. Tap Recovery.

2. Choose “Restart Now”.



Warning: Reset deletes all your personal files and settings. The tablet restores to its factory settings.

13. TROUBLESHOOTING

Cannot turn on the tablet.
Check the tablet's power level. Please charge it before starting it. If your tablet still cannot be turned on, you may reset it before you turn it on.

No sound from earphones.
Check if volume is set to '0'. Or earphone may be broken, please try another one.

Loud static noise.
Check if there is dust in the earphone or speaker. Check if the file is broken.

Frozen to any operation.
Reset the device by pressing the reset button with a small object such as a paperclip.

Application is not working.
Possible reasons may be that this App. is not compatible with your OS or the downloaded .apk file is broken. You may need to download a full version.

How do I delete a Microsoft account?
If an account is added, the account is shown in Other accounts, where you may also add another account. To delete an undesired account, tap the account, then tap Remove. Tap Delete account and data.

Technical Specifications

- Windows 10
- 8″ Display 800 x 1280 IPS Screen
- Capacitive Touch Panel
- WIFI 802,11/g/n+BT 4.0 (Optional)
- 2GB RAM
- 32GB Memory (Expandable)
- Intel Cherry Trail-T3 Atom X5-Z8350
- MicroSD Card Slot (Up to 128GB)
- MicroUSB Port (USB2.0)
- MicroHDMI Port
- 3.5mm Headset
- 0.3 MP Front Camera
- 2MP Rear Camera

Customer Support

Visit ematic.us/support for customer support regarding your device.

To submit a request, fill out the required information online. You will be provided a ticket number regarding your issue which you can refer to when contacting us further.

Limitations of Liability Statement

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This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The Ematic brand and products are owned by Shaghal, Ltd.

FCC Caution：

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Any Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

-Reorient or relocate the receiving antenna.

-Increase the separation between the equipment and receiver.

-Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

-Consult the dealer or an experienced radio/TV technician for help.

The device has been evaluated to meet general RF exposure requirement. The device can be used in portable exposure condition without restriction.