



ENGLISH

# LG-UK495 **User Guide**

**This guide helps you to get started using your tablet.**

- Some of the contents of this manual may not apply to your tablet, depending on the software and your service provider.
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**⚠ WARNING** Violation of the instructions may cause serious injury or death.

**WARNING:** This product contains chemicals known to the State of California to cause cancer and birth defects or other reproductive harm. *Wash hands after handling.*



- ▶ Never use an unapproved battery since this could damage the tablet and/or battery and could cause the battery to explode.



- ▶ Never place your tablet in a microwave oven as it will cause the battery to explode.

- ▶ Do not dispose of your battery near fire or with hazardous or flammable materials.



- ▶ When riding in a car, do not leave your tablet or set up the hands-free kit near the air bag. If wireless equipment is improperly installed and the air bag is deployed, you may be seriously injured.



- ▶ Do not use the tablet in areas where its use is prohibited. (For example: aircraft)



- ▶ Do not expose the battery charger or adapter to direct sunlight or use it in places with high humidity, such as a bathroom.



- ▶ Do not use harsh chemicals (such as alcohol, benzene, thinners, etc.) or detergents to clean your tablet. This could cause a fire.



- ▶ Do not drop, strike, or shake your tablet severely. It may harm the internal circuit boards of the tablet.



- ▶ Do not use your tablet in high explosive areas as the tablet may generate sparks.



- ▶ Do not damage the power cord by bending, twisting, pulling, or heating. Do not use the plug if it is loose as it may cause electric shock or fire.

- ▶ Do not place any heavy items on the power cord. Do not allow the power cord to be crimped as it may cause electric shock or fire.

- ▶ Do not handle the tablet with wet hands while it is being charged. It may cause an electric shock or seriously damage your tablet.

- ▶ Do not disassemble the tablet.

- ▶ Do not place or answer calls while charging the tablet as it may short-circuit the tablet and/or cause electric shock or fire.



- ▶ Make sure that no sharp-edged items, such as animal's teeth or nails, come into contact with the battery. This could cause a fire.

- ▶ Store the battery out of reach of children.



- ▶ Be careful that children do not swallow any parts (such as earphone, connection parts of the tablet, etc.) This could cause asphyxiation or suffocation resulting in serious injury or death.



- ▶ Unplug the power cord and charger during lightning storms to avoid electric shock or fire.



- ▶ Only use the batteries and chargers provided by LG. The warranty will not be applied to products provided by other suppliers.

- ▶ Only authorized personnel should service the tablet and its accessories. Faulty installation or service may result in accidents and consequently invalidate the warranty.

- ▶ Your tablet is an electronic device that generates heat during normal operation. Extremely prolonged, direct skin contact in the absence of adequate ventilation may result in discomfort or minor burns. Therefore, use care when handling your tablet during or immediately after operation.

- ▶ Use and store your tablet in temperatures between 0°C/32°F and 45°C/113°F, if possible. Exposing your tablet to extremely low or high temperatures may result in damage, malfunction, or even explosion.

## Tablet Overview

### Front View



**NOTES** - All screen shots in this guide are simulated. Actual displays may vary.

- Instructions to perform tasks in this guide are based on the default settings and may change depending on the mode and software version on your tablet.

1. **Front Camera** Use to take pictures and record videos of yourself. You can also use this for video chatting. Keep the lens clean for optimal performance.

**WARNING!** Placing a heavy object on the tablet or sitting on it can damage the LCD and touchscreen functions.

## Rear View

② **Rear Camera** \_\_\_\_\_

\_\_\_\_\_ ]  
\_\_\_\_\_ ] **③ Speakers**

2. **Rear Camera** Use to take photos and record videos. Keep the lens clean for optimal performance.
3. **Speakers** Use to listen to the audio from the selected function (e.g., music, videos, sound clips, etc.).

**NOTE** Your tablet is designed to have two speaker openings on the back side for aesthetic reasons. However, the actual sound comes from only one speaker. Please note that it's not a product defect.

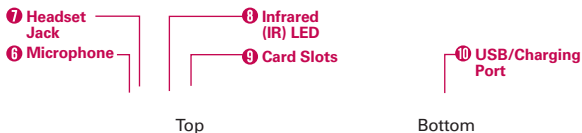
## Side Views

\_\_\_\_\_ **④ Power/Lock Key**

]\_\_\_\_\_ **⑤ Volume Keys**

4. **Power/Lock Key** Press to lock/unlock the screen. Press and hold to turn the tablet on/off, restart it, activate/deactivate airplane mode, and change the sound settings.
5. **Volume Keys** Press to adjust the media volumes. If the Shortcut setting is enabled, you can press and hold both keys at the same time to access the **QuickMemo+** application. When the Shortcut key setting is enabled and the screen is off, you can also press and hold the **Volume Down Key** or **Volume Up Key** to access the **Camera** application.

## Top and Bottom Views



6. **Microphone** Records your voice and is used for voice-activated functions.  
**NOTE** Make sure that the microphone is not blocked when recording a video or audio clip.
7. **Headset Jack** Use to plug in an optional listening accessory, such as headphones to listen to music.
8. **Infrared (IR) LED** Used as a sensor for the Quick Remote application.
9. **Card Slots** Use to insert your SIM card and a microSD card. A valid SIM card is required to have access to the mobile network. Insert a microSD card to store your personal data files (e.g., music, videos, photos, etc.).

**NOTE** Make sure that the microphone is not blocked when recording a video or audio clip.

10. **USB/Charging Port** Use to connect the USB cable to the tablet for use with the Charger power adapter, your PC, or other compatible accessories.

**TIP!** If the tablet freezes up and stops working, press and hold the **Power/Lock Key** (on the right side of the tablet) for about 8 seconds until the screen turns off. Wait a few seconds, then turn the tablet back on.














## Home Screen Overview

11 **Status bar** 

12 **QuickTap bar** 

13 **Touch keys bar** 

11. **Status bar** Shows device information, including the time, status icons (such as signal strength, battery power, connections, etc.), and notification icons. It also provides access to the Notifications panel.
12. **QuickTap bar** Provides icons for quick, one-touch access to the functions used most often. This bar is displayed on all of the Home screen canvases. The default icons are the **QuickMemo+** icon , the **Email** icon , the **Browser** icon , the **Gallery** icon , the **Camera** icon , the **Apps** icon .
13. **Touch keys bar** Provides easy navigation anywhere you are in the software. By default, the keys are the **Back Key** , the **Home Key** , the **Recent Apps Key** , and the **Dual window Key** , but you can change them (see the Display settings menu).

**TIP!** When you open an application, touch and hold the **Recent Apps Key**  (in the Touch keys bar at the bottom of the touchscreen) to check for the application's available options.

## The Battery and Power

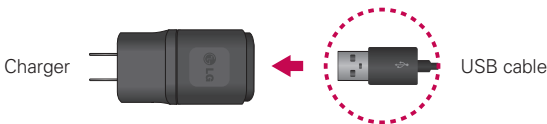
Your tablet has an internal, rechargeable battery that is not removable. It should only be replaced by LG or an authorized LG repair center. You should never try to open or take apart this tablet yourself. Opening the tablet can cause damage that will void your warranty.

### Charging Your Tablet

Your tablet is powered by an internal, rechargeable battery. Charge the battery using the USB cable (power cord) and the Charger (power adapter) included with your tablet. Fully charge the battery before using your tablet for the first time to maximize its life cycle.

**WARNING!** If the touchscreen won't function while the tablet's in the process of charging, this may be due to an unstable power supply. If this occurs, disconnect the USB cable from the tablet or unplug the Charger from the power outlet.

1. Connect the USB cable to the Charger.



2. Insert the other end of the USB cable into the USB/Charging Port.




**NOTE** Correctly orient the cable's plug with the USB/Charging Port. The port and/or the plug can be damaged if you attempt to insert it incorrectly.

3. Plug the Charger into an electrical outlet.

**NOTE** Use only an approved charging accessory to charge your tablet. Improper handling of the USB/Charging Port, as well as the use of an incompatible charger, may cause damage to your tablet and void the warranty.

## To View the Battery Charge Level

1. From the Home screen, touch and hold the **Recent Apps Key**  (in the Touch keys bar) > **System settings** > **About tablet** > **Battery**.
2. The right side of the screen displays the battery status (charging or discharging) and percent of remaining charge.


## Optimizing Battery Life

You can extend your battery's life between charges by reducing the screen brightness and screen timeout to conserve your battery's energy. Also, some features run constantly in the background whether or not you're using them. Turn off features until you need to use them. For example, you can turn off radio communications (Wi-Fi, Bluetooth, GPS, etc.) and automatic syncing (Gmail™, Calendar, etc.).

**NOTE** Allowing other devices to use your tablet's hotspot connection will also drain your battery more quickly.

## To monitor and control what uses the battery

Some applications you've downloaded may consume high amounts of battery power. While using your downloaded apps, check the battery charge level and monitor the battery usage by your applications.

1. From the Home screen, touch and hold the **Recent Apps Key**  (in the Touch keys bar) > **System settings** > **About tablet** > **Battery** > **Battery use**.
2. The right side of the screen displays battery usage details and includes a usage graph as well as a list of applications or services using battery power from the greatest amount to the least.

## Tablet Cards

Your tablet has two card slots located along the top edge. The slot toward the back of the tablet is for your required SIM card and the slot toward the front of the tablet accommodates an optional microSD card.

- ▶ A valid SIM card is required in order to use the mobile network.
- ▶ A microSD card is an optional accessory that provides additional, portable storage space for your personal files.

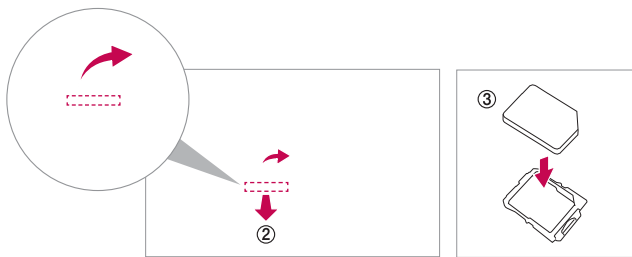
## Installing and Removing the SIM Card

### To install a SIM card:

1. Hold the tablet face down, then open the card slot cover (located at the top of the tablet) and gently pull out the SIM card tray.

**NOTE** When you open the cover, you'll see edge of the silver SIM card tray in the slot closest to the back of the tablet.

2. Insert the SIM card into the tray with the logo face up. Push the tray back into the slot until it's secured in the slot, then close the cover.



### To remove the SIM card

1. Hold the tablet face down, then open the card slot cover (located at the top of the tablet).
2. Gently pull the SIM card tray out of its slot, then remove the SIM card from the tray.

**NOTE** If the tablet is held face up, the SIM card could fall out when the tray is removed from the slot.

3. Carefully reinsert the SIM card tray into its slot and replace the slot cover.

## Installing and removing a microSD Card

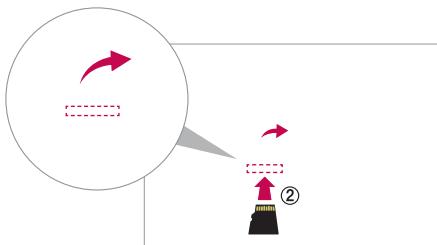
Your tablet supports a removable memory card (sold separately).

### To install a microSD card

1. Open the card slot cover (located at the top of the tablet).


**NOTE** The slot closest to the touchscreen is the microSD card slot (the slot with the silver tray is for the SIM card).

- Position the microSD card with the gold strips facing toward the back of the tablet. Slide the microSD card into the slot until it clicks into place and replace the cover.



## Removing a microSD Card

### To remove your microSD card

- From the Home screen, touch and hold the **Recent Apps Key**  (in the Touch keys bar) > **System settings** > **Storage** > **Unmount SD card**.

**NOTE** Settings are displayed in a split-screen format with the menus on the left and corresponding selections on the right.


- Push the microSD card inward until you hear (and feel) a click, then carefully slide the card out of the slot and replace the cover.

**NOTE** Pushing the card inward releases it from the slot and partially ejects it for easy removal.

**WARNING!** Do not remove the microSD card without unmounting it first. Otherwise, it may damage the microSD card, as well as your tablet, and the data stored on the microSD card may be corrupted.

## Formatting the microSD Card

**WARNING!** All of the files stored on your microSD card are deleted when you format the card. Back up any data stored on it before formatting.

- From the Home screen, touch and hold the **Recent Apps Key**  (in the Touch keys bar) > **System settings** > **Storage**.
- Tap **Erase SD card** (in the submenu), then tap the **Erase SD card** button.

3. If you set an unlock pattern, enter it, then tap **Erase everything**. The card will then be formatted and ready to use.

## Powering Your Tablet On/Off

It's important to fully charge the battery before turning on your tablet for the first time to maximize its life cycle.

### Turning the tablet on

- ▶ Press and hold the **Power/Lock Key**  on the right side of the tablet for a couple of seconds until the screen turns on.

### The default Lock screen

If you don't use the tablet for a while, your tablet will enter timeout to conserve battery power. Timeout turns off the backlight and locks the screen. The default Lock screen is Swipe. To unlock the tablet:

1. Turn the screen on.

- ▶ Press the **Power/Lock Key**  on the right side of the tablet.

**OR**

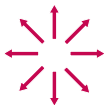
- ▶ Quickly double-tap the center of the screen (KnockON).

**NOTE** If Knock Code is set as the screen lock, double-tapping the screen when it is off will display the Knock Code entry screen.

2. The Swipe Lock screen will appear. From the center of the screen, swipe in any direction to unlock it.

- ▶ To use a Swipe Lock screen shortcut, swipe the shortcut icon (at the bottom of the screen) in any direction. The screen will unlock and launch the application.



**NOTE** The Swipe Lock screen simply locks the screen to prevent unintentional actions. For more security to guard against unauthorized use, you can set an unlock requirement (such as a Knock Code, a pattern, a PIN, a password, or use face recognition) that will need to be entered to unlock it. Please refer **Setting a screen lock** on page 23 for more information.




## Unlocking the Screen Using the Knock Code Feature

You can unlock the screen when the screen is off by tapping the correct area and sequence.





1. When the screen is off, tap the Knock Code sequence you created on the screen.
2. The screen will turn on and unlock.

**NOTE** To activate Knock Code, tap **Apps**  > **Settings**  > **Display** > **Lock screen** > **Select screen lock** > **Knock Code**. Then follow the instructions to create your Knock Code, as well as a backup PIN in case you forget your Knock Code.

## Turning the tablet off

1. Press and hold the **Power/Lock Key**  (on the right side of the tablet) until the **Tablet options** menu appears.
2. Tap **Power off** in the Tablet options menu.
3. Tap **OK** to confirm that you want to turn off the tablet.

### The Tablet options menu

The Tablet options menu is accessed by pressing and holding the **Power/Lock Key**  (on the right side of the tablet). Choose from **Power off**, **Power off and restart**, **Turn on/off Airplane mode**, and changing the sound profile (Sounds off , Vibrate mode , and Sounds on ).

## The Home Screen

The Home screen is comprised of multiple canvases. Simply swipe your finger to the left or right to view them. You can set its background wallpaper, add additional canvases, and customize the items on each Home screen canvas.

- ▶ The QuickTap bar (located at the bottom of all of the Home screen canvases) provides, one-touch access to the functions used most often.
- ▶ The Status bar (located at the top of all of the tablet's screens) displays status icons and allows access to the Notifications panel.
- ▶ The Touch keys bar (located at the bottom of all of the tablet's screens) has icons for easy tablet navigation.

**NOTE** The Status bar and the Touch keys bar are not displayed on the Camera application's viewfinder screen.

### Status bar

Shows device status information, including the time and icons for battery power, Wi-Fi signal strength, notifications, and more. It also provides access to the Notifications panel.

### QuickTap bar

Provides easy, one-touch access to the functions used most often.

### Back Key

Backs up one step. For example, returns to the previous screen or closes pop-up items (e.g., dialog boxes, and the on-screen keyboard). Touch and hold to access Dual window.

### Dual Window Key

Displays two application windows at the same time.

### Recent Apps Key

Displays a list of your open applications. Touch and hold it to access the Options menu for the current application or screen.

### Home Key

Returns to the Home screen (or returns to your default Home screen canvas from any of the extension canvases). Touch and hold it to access Google Now.



## Customizing the Home Screen

You can customize your Home screen to provide convenient access by adding apps, widgets, and downloads to any of its canvases. You can also personalize your Home screen to reflect your personal style by setting the wallpaper background and setting customized images for its icons.


### To add items on your Home screen:

#### To add apps and/or widgets:


1. Touch and hold an empty part of the Home screen.
2. Tap the **Apps** or **Widgets** tab (at the bottom of the screen).
3. Tap the item you want (to place it automatically) or manually drag it to the desired canvas location and lift your finger.
4. You can continue adding items, then tap the Home screen when you've finished.

**NOTE** To add an application icon to the Home screen from the Apps screen, touch and hold the application you want to add and drag it to the desired location.

### To remove an item from your Home screen:

Touch and hold the Home screen item you want to remove, drag it to the **Remove** icon  (at the top of the screen), then lift your finger.

### To change the look of your Home screen


From the Home screen, touch and hold the **Recent Apps Key**  (in the Touch keys bar) > **Home screen settings** to access the following to personalize your Home screen.

- ▶ **Wallpaper:** Sets the Home screen background. Choose from **Gallery**, **Live Wallpapers**, **Multi-photo**, **Photos**, and **Wallpaper gallery**.
- ▶ **Screen swipe effect:** Sets how the items on the Home screen canvases slide from one to the next. Choose from **Slide**, **Breeze**, **Accordion**, **Panorama**, **Carousel**, **Layer**, and **Domino**.

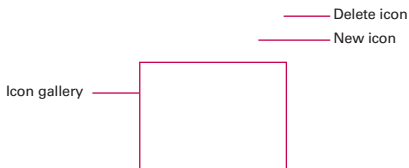
- ▶ **Allow Home screen looping:** Checkmark this setting so that the Home screen canvases rotate continuously (loops back to the first canvas after the last).
- ▶ **Home backup & restore:** Allows you to backup and restore your Home screen app layout and wallpaper.
- ▶ **Help:** Tap to view help information about customizing the Home screen.

### Customizing application icons on the Home screen

You can customize each application icon with images from your Gallery.

1. Touch and hold an application icon on the Home screen. The editing  icon will appear in the upper right corner of the icon.


2. Tap the application icon (while the editing icon is still displayed).




### 3. Choose your icon image.

- ▶ Tap an icon image from your Icon gallery, then tap **OK**.

**OR**

- ▶ Tap the New icon  to create a custom icon image. When you create an icon image, you customize its size and crop its image. Created icons are displayed in your Icon gallery.

**NOTE** You can delete a custom icon image from your Icon gallery by tapping the Delete icon  (at the top right corner of the Icon change screen).

## Organizing your Home screen

You can move the items on the Home screen canvases and create folders to organize your Home screen.

- ▶ Drag an icon to move it.
- ▶ Drag one application icon over another icon to create a folder with both of the applications in it. Drag additional icons on the folder to add more items to the folder.

## Home screen views

You can view your Home screen in different ways.

- ▶ **Home screen dual view** – Touch and hold an empty spot on the Home screen to display your Home screen canvases on top and the Applications screen on the bottom. This view can be used to add items to your Home screen canvases.
- ▶ **Home screen clean view** – Pinch out on the Home screen to hide all of the items on it. You can see your wallpaper with no obstructions.
- ▶ **Home screen canvas mini view** – Pinch in on the Home screen to display a miniature view of all of your Home screen canvases. This view can be used to manage your Home screen canvases.

## Using the touchscreen

Your touchscreen provides an excellent way to interact with and use your Android™ device. With the touch of your finger, you can download and use available applications, make menu selections, and access data saved to your tablet.

The following terms are used for describing the different available gestures using the touchscreen:

### Tap or touch

A single finger tap selects items, links, shortcuts, and letters on the on-screen keyboard.

- NOTES**
- To select an item, tap the center of the icon, being careful not to touch any other icons.
  - Use the tip of your finger to touch the option you want, but don't press too hard; the touchscreen is sensitive enough to pick up a light, yet firm touch.

### Touch and hold

Touch and hold an item on the screen by touching it and not lifting your finger until an action occurs. For example, to open a contact's available options, touch and hold the contact in the Contacts list until the Context menu opens.

### Drag

Touch and hold an item for a moment and then, without lifting your finger, move your finger on the screen until you reach the target position. For example, you can drag items on the Home screen to reposition them.

### Swipe, slide, or flick

Move your finger quickly across the surface of the screen, without pausing when you first touch it (so you don't drag an item instead). For example, you can browse through the different Home screens by swiping to the left or right, slide the screen up or down to scroll through a list, or remove an application from the Recent Apps screen by flicking its graphic off the screen.

## Double-tap

Tap the screen twice quickly to zoom, highlight text, or turn the screen on/off. For example, quickly double-tap a section of a webpage to adjust that section to fit the width of the screen and zoom in and out when viewing a picture and when using Maps. Double-tap a word to highlight it. Double-tap can also activate the KnockON feature to turn the touchscreen on or off.

**NOTE** A triple-tap gesture is used for certain enabled Accessibility features.

## Pinch-to-zoom

Use your index finger and thumb in a pinching motion (to zoom out) or spreading motion (to zoom in) when using Chrome, a map, photos, the rear camera lens, the Contacts list, the Favorites list, the Groups list, a music list, and ThinkFree Office documents. Spread apart to make screen information or the image larger (easier to read and see), or pinch together to view more area and information. The pinch gesture also changes the Home screen. Pinch in on the Home screen to change to mini canvas view, then spread apart to return to the normal Home screen view. Spread apart on the normal Home screen to hide all of your Home screen items, then pinch in to redisplay them.

## Rotate the screen

From many applications and menus, the orientation of the touchscreen adjusts to the tablet's physical orientation. You can deactivate this function in the Display settings menu.



# Navigation and Access

## Touch Keys Bar


The Touch keys bar (displayed at the bottom of all of the tablet's screens) allows quick and easy navigation throughout your tablet's software and is also the access point for the Quick Access feature.

**NOTE** The Touch keys bar is not displayed on the Camera's viewfinder.


## Quick Access


The Quick access feature allows you to open the Google Now application or the QuickMemo+ application instantly no matter where you are in the tablet's software. Sliding your fingertip up from below the Touch keys bar displays the **Google Now** icon  and the **QuickMemo+** icon  on a white arc. Continue dragging your finger to place it over the icon you want, then lift your finger to launch that application.

## Returning to Recently-used Applications


1. Tap the **Recent Apps Key**  (in the Touch keys bar). The screen displays all of your open applications.
2. Tap an icon to open the application. You can also swipe an application off of the screen to remove it from the list.

## Manually Locking the screen

The **Power/Lock Key**  (on the right side of the tablet) and the **KnockON** feature allow you to turn off the screen which will also lock it.

- ▶ Press the **Power/Lock Key**  to turn off (and lock) the screen.
- ▶ Quickly double-tap the Status bar, an empty spot on the Home screen, or the Lock screen to turn off (and lock) the screen.

**NOTE** The screen turns off and locks automatically when the tablet enters timeout.

The **Power/Lock Key**  and the **KnockON** feature will also turn the screen back on, which displays the Lock screen.

## The KnockON feature


The KnockON feature allows you to double-tap the screen to easily turn the screen on or off.

For the best results, keep the tablet still when using KnockON.

- ▶ Quickly double-tap the center of the screen to turn the screen on.
- ▶ Quickly double-tap the Status bar, an empty area on the Home screen, or the Lock screen to turn the screen off.

## Setting a screen lock

Set a screen lock type for the level of security you want to use to guard against unauthorized access. Once set, you'll need to perform its unlock sequence to gain access to your tablet from timeout, and also when you turn on the tablet.

- ▶ From the Home screen, touch and hold the **Recent Apps Key**  (in the Touch keys bar) > **Lock screen settings** > **Select screen lock**, select the screen lock you want to use, then follow the on-screen instructions to set it.
  - **Swipe:** A swipe motion in any direction on the touchscreen unlocks the screen. This is the default Lock screen that only guards against unintentional use.
  - **Face Unlock:** Face recognition unlocks the screen. The tablet captures your image to identify you. Keep in mind that Face Unlock is less secure than a Knock Code, pattern, PIN, or password because it uses a generalized shape and dimension to verify your face.
  - **Knock Code:** A knock pattern tapped on the screen unlocks the screen. The first time you set a Knock Code, you'll see a tutorial with instructions on how to create it. Tap your code (at least 3 taps), then tap **Done**. Tap your code again, then tap **Confirm**.
  - **Pattern:** A pattern you draw with your finger unlocks the screen. The first time you set an unlock pattern, you'll see a tutorial with instructions on how to create it. Read the tutorial, then tap **Next**. Draw your pattern (connect at least 4 dots), then tap **Continue**. Draw your pattern again, then tap **Confirm**.
  - **PIN:** A number sequence unlocks the screen. Enter a PIN (at least 4 digits), then tap **Continue**. Enter your PIN again, then tap **OK** to confirm it.
  - **Password:** An alphanumeric sequence unlocks the screen. Enter a password (at least 4 characters), then tap **Continue**. Enter your password again, then tap **OK** to confirm it.

## Performing a Hard Reset (Factory Reset)

A hard reset will be initiated if you forget your unlock sequence and Backup PIN. The System recovery function will allow you to perform a hard reset as well, if necessary.

**WARNING!** Performing a hard reset deletes all of your user data, which includes pictures, videos, and music saved to your internal memory. Please make sure to back up your information prior to performing a hard reset.

1. Turn the tablet off.
2. Press and hold both the **Power/Lock Key** and the **Volume Down Key** on the right side of the tablet at the same time.
3. When you see the LG logo, release the **Power/Lock Key**, then quickly press and hold it again.
4. The Factory data reset screen is displayed. Press either of the **Volume Keys** to highlight **Yes** then press the **Power/Lock Key** to continue.
5. Press either of the **Volume Keys** to highlight **Yes**, then press the **Power/Lock Key** to confirm.
6. Your device will perform a hard reset if you select **Yes**.

**NOTE** Choose the **No (Exit)** option to exit the factory reset screen and reboot.

**WARNING!** If you perform a hard reset, all user applications, user data, and DRM licenses will be deleted. Please remember to backup any important data before performing a hard reset.

## Multiple Users

Only one tablet owner ID can be created, but multiple user IDs can be added so that others can log in and use the tablet independently. Each user can configure their own tablet settings, use their own storage space, and have their own application update privileges.

### Tablet owner privileges


- ▶ Only the tablet owner ID can add a new user log in ID and remove user IDs.
- ▶ Only the tablet owner ID can access and use the microSD card.
- ▶ The tablet owner ID can uninstall any of the users' applications.





## Multiple tablet user limitations

- ▶ All users share the same battery, internal memory, and data usage with all of the other users.
- ▶ The language set for the tablet by one user applies to all of the other users.
- ▶ Each user can configure and use only their own content and data (e.g., Home screen settings, Sound settings, etc.).
- ▶ Any user can accept updated application permissions on the behalf of all of the other users.
- ▶ Messages and scheduled calendar events will be sent to notify the specified user ID only.
- ▶ Once a user starts printing a document using Mobile Print, the print job will continue even if the user ID is changed.
- ▶ Data transfer, download, multimedia play, and communication services will stop if the user ID is changed.

## To add a new user on your tablet

1. From the tablet owner's user ID Home screen, touch and hold the **Recent Apps Key**  (in the Touch keys bar) > **System settings** > **Users** > **Add user**.
2. Tap **User** or **Restricted profile**.
  - ▶ **User** allows full access to all of the tablet's functions and features.
  - ▶ **Restricted profile** allows you to choose which functions and features can be accessed on the tablet (a.k.a. "guest access").
3. Tap **OK** to confirm that you're ready to set up the profile, then tap **Set up now**. The Setup wizard opens which allows the user to enter the necessary information to create their new user profile.
4. After setup is completed, the new user is logged in. Switch users, if necessary.

### To switch users

1. Press the **Power/Lock Key**  (on the right side of the tablet) to lock the tablet's screen.
2. Press the **Power/Lock Key**  again to wake up the tablet's screen.
3. Tap one of the colored icons at the bottom of the Lock screen to switch to that user.

### To customize the User ID icons

A user can change their generic colored User ID icon (used to switch users) to a personalized image.










1. From the **Settings** menu, tap **Users**.
2. Tap the user ID you want to change, then tap the Photo icon next to the user name.
3. Follow the prompts to change it.

**NOTE** A Restricted profile user icon can only be personalized with text to identify it.

## Touch Assistant Board

### Using the Touch assistant feature

The Touch assistant feature allows you to use touch buttons on the Touch assistant board instead of the tablet's hardware keys.




1. Turn the feature on in the **Accessibility** menu. Tap the **Touch assistant** switch  to toggle it on (blue) and display the Touch assistant board on the screen.
2. Tap the Touch assistant board  to display its touch icons.
  - ▶ The **Volume up** icon , the **Volume down** icon , the **Power** icon , and the **Home** icon  are displayed.
  - ▶ Tap 1/2 to access the **Screen capture** icon , the **Accessibility** icon , and **Pinch** icon .
  - ▶ Draw a "W" on the touch assistant board to launch the **Chrome** application.

- ▶ Draw an “S” on the touch assistant board to launch the **Settings** application.
- ▶ Draw an “L” on the touch assistant board to lock the screen.
- ▶ Draw an “e” on the touch assistant board to launch the **Email** application.

## Restricting Touch Access

### Using the Touch control areas feature

The Touch control areas feature allows you to restrict access from a selected portion of the screen.

1. Turn the feature on in the **Accessibilities** menu. Tap the **Touch control areas** switch  to toggle it on (blue).
2. Access the application or function you want to use with restricted access.
3. Press the **Volume Down Key**  (on the right side of the tablet) and touch and hold the **Home** icon  (in the Touch keys bar) at the same time.
4. The current screen is captured. Use your finger to draw a rectangle to enclose the area you don't want to be able to activate touch access.

**NOTE** To deactivate the restricted access box, press the **Volume Down Key** and touch and hold the **Home** icon again at the same time.

## Notifications

Notifications alert you to the arrival of new messages, calendar events, and alarms, as well as to ongoing events, such as downloads, music, etc.

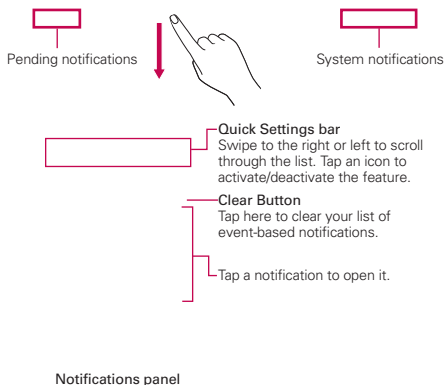
The Status bar displays your tablet's current status icons and pending notification icons. When a notification arrives, its icon appears in the Status bar at the top of the screen. Pending notification icons appear on the left and system icons (that indicate things like Wi-Fi or battery strength) are displayed on the right.

## Accessing Your Notifications

Swipe the Status bar downward to open the Notifications panel to access your notifications. To close the Notifications panel, swipe the bar at the bottom of the screen upward.

## The Notifications Panel

The Notifications panel includes your notifications and the Quick Settings bar. You can choose to display the QSlide bar and/or the QuickRemote bar as well.





## Notifications panel Quick Settings

The Quick Settings bar is located at the top of the Notifications panel. Use the icons on the bar to easily toggle function settings on and off, such as Wi-Fi, Silent mode, Airplane mode, etc.

**NOTE** Touch and hold an icon on the Quick Settings bar to view its settings menu.

## Rearranging the Quick Settings icons

Open the Notifications panel, swipe the Quick Settings to the left, and tap the **Edit** icon  to customize the Quick Settings bar. Checkmark icons to display (or remove the checkmark to hide) it. Drag an icon's handle  (on the right side of the screen) to move it to another position on the bar.

**NOTE** Changing the checkmarks also reorganizes the icons on the Quick Settings bar.

## Notifications panel QSlide apps

QSlide app icons are displayed on a bar in the Notifications panel below the Quick Settings bar. These icons provide a quick, convenient way to multi-task on the same screen (similar to picture-in-picture on a TV). QSlide displays a small window on the screen that can be moved, resized, or made transparent.

**NOTE** The QSlide function can support up to two windows at the same time.

## Status Bar Icons

















The following icons may appear on the Status bar.







Notification icons



Status icons

	Airplane mode is on		Downloading data
	Connected to a Wi-Fi network		Uploading data
	Wired headset connected		An alarm is set
	Bluetooth is on		GPS is on
	System warning		Data is syncing
	Vibrate mode is on		New Gmail message
	Silent mode is on		New Hangouts message
	Battery fully charged		A song is currently playing

	Battery is charging		Tablet is connected to PC via USB cable
	Content sharing is on		Battery saver mode is on

**NOTE** The location of the icons in the Status Bar may differ depending on the features, apps, and services being used.

## Text Entry

Your tablet allows you to enter text manually using an on-screen keyboard or automatically by selecting a voice input function.

### The On-screen Keyboard

An on-screen keyboard appears automatically on the touchscreen when you need to enter text. To manually display the keyboard, tap a text field where you want to enter text.

### Text Input Methods

The on-screen keyboard displays automatically on the screen when you need to enter text. To manually display the on-screen keyboard, simply tap a text field where you want to enter text.



- ❶ Word suggestions
- ❷ Displays the word you've entered.
- ❸ Word suggestions

- 4 Tap once to capitalize the next letter you type. Double-tap for all caps.
- 5 Tap to switch to the numbers and symbols keyboard.
- 6 Tap to select the keyboard language. Only available when multiple languages are enabled.
- 7 Tap to access the LG keyboard settings. Touch and hold to access the Clip Tray and Voice input.
- 8 Tap to enter a space.
- 9 Tap to create a new line in the text field.
- 10 Tap to delete the previous character.

### Enter suggested word using gesture control



Enter text on the keyboard and the related word suggestions appear. Tap the left-side or right-side suggestion to insert it.

### Split keyboard using gesture


The split keyboard feature allows you to use both hands to type. Each half of the keyboard withdraws to the left and right of the screen. To activate the split keyboard, place both thumbs on the keyboard and slide them apart.

### To change the keyboard height

Adjust height of keyboard to show more of the screen and to control keyboard more easily.

- ▶ Tap  > **Keyboard height and layout** > **Keyboard height** > Tap and drag the icon  to adjust the keyboard height.



### To change the bottom row keys


- ▶ Tap  > **Keyboard height and layout** > **Bottom row keys** > Tap and drag to add or delete keys or change the order.

**NOTE** Only QWERTY, QWERTZ, AZERTY keyboards can be customized. This function does not support some languages.

## Using Clip Tray

Easily access the contents you stored in the Clip Tray whenever and wherever you want. You can copy images or texts and keep them in the Clip Tray. Then, you can paste them whenever and wherever you want.

1. Touch and hold text and images while viewing or editing them and tap **Clip Tray**.
2. Touch and hold the text input field and select **Clip Tray**. You can also access the Clip Tray by touching and holding  > .

- NOTES**
- You can save up to 10 items in the Clip Tray.
  - Access Clip Tray and tap  select the items you want to delete, then tap **Done**.
  - This function may not be supported in downloaded apps.



## Entering special characters


The on-screen keyboard allows you to enter special characters (e.g. “á”).

Touch and hold the desired key (for example, the “a” key). A pop-up appears with additional available characters. Slide your finger over the character you want, then lift your finger to enter it.

- NOTE** A symbol at the top right of a key indicates that additional characters are available.

## Text input settings

To change your text entry settings and see the dictionary of terms you’ve used, from the Home screen, tap **Apps**  (in the QuickTap bar) > **Settings**  > **Language & input**. The following options are available in the KEYBOARD & INPUT METHODS section.

- ▶ **Default** – Allows you to choose the default keyboard to use when entering text and set up your input methods.
- ▶ **LG Keyboard** – Tap the **Settings** icon  to change the following settings.

**Input language and keyboard layout** – Allows you to select the keyboard language and type. This is where you can select multiple languages for your keyboard input.



**Keyboard height and layout** – Allows you to adjust the keyboard to control it more easily.

**Path input** – Checkmark to enter a word by drawing a path through all of the letters.


**Show word suggestions** – Checkmark to show words through text prediction.

**Auto-correction** – Sets your level of automatic word correction. Choose from **Off**, **Mild**, **Moderate**, and **Aggressive**.

**Update word suggestions** – Allows you to update your word suggestions based on your selected language. You can also add your synced Contacts to your word suggestion list

**Additional settings** – Allows you to set the additional settings that include **Vibrate on keypress**, **Sound on keypress**, **Auto-capitalization**, **Auto-punctuation**, **Spell checker**, **Personalized data**, **Clear word suggestion history** and **Personal dictionary**.

**Help** – Displays text input settings information.

- ▶ **Google voice typing** – Checkmark to select Google voice typing to enter text. Tap the **Settings** icon  to change the Google voice typing settings.

**Choose input languages** – Allows you to select the languages to support with Google voice typing.

**Block offensive words** – Checkmark to hide recognized offensive text.

**Offline speech recognition** – Enables voice input while offline.




## Languages

You can set only one default language for your tablet, but you can set multiple languages used for the on-screen keyboard.


### To change the default language

- ▶ From the Home screen, tap **Apps**  (in the QuickTap bar) > **Settings**  > **Language and input** > **Language** > tap the language you want.

### To add additional languages for your keyboard

- ▶ From the Home screen, tap **Apps**  (in the QuickTap bar) > **Settings**  > **Language and input**. Tap the **Settings** icon  to the right of LG Keyboard, tap **Input language and keyboard layout**, then checkmark the languages you want the keyboard to be able to use.

OR



- ▶ Open the Notifications Panel (when an app that allows text input is open), tap **Choose input method** > **Setup input methods** > the **Settings** icon  to the right of LG Keyboard > **Input language and keyboard layout**, then checkmark the languages you want to be able to use.

## Other Screen Features

### The Dual window feature

The Dual window feature allows you to split the screen to view two applications at the same time.


#### Enabling the Dual window feature

1. From the Home screen, touch and hold the **Recent Apps Key**  (in the Touch keys bar) > **System settings** > **Dual window**.
2. Tap the **Dual window** switch  (at the top right of the screen) to toggle it on (blue).
  - ▶ Tap **Split view** to automatically open Dual window when you tap a link on the full screen or tap an email attachment (images only).

#### Dual window access







When enabled in the Settings menu, you can access the Dual window feature.

- ▶ Tap the **Dual window Key**  (in the Touch keys bar).
- ▶ Touch and hold the **Back Key**  (in the Touch keys bar).


- ▶ Tap the **Recent Apps Key**  (in the Touch keys bar), then tap **Dual window** (at the bottom of the screen).

**NOTE** If the Split view feature is activated, Dual window will automatically open when you tap a link on the full screen or tap an image email attachment.

## Using the Dual window feature


1. Tap the **Dual window Key**  (in the Touch keys bar).
2. Tap (or drag) the icon for the application you want to open in the top window.
3. Tap (or drag) the icon for the application you want to open in the bottom window.
4. Tap a window to select and use it.
  - ▶ A blue box appears around the selected window with a blue semi-circle handle between the windows.
  - ▶ Drag the blue handle to change the window sizes (one larger and one smaller).
5. Tap the blue handle  to access the Dual window options.
  - ▶ Tap the **Swap** icon  to switch (flip) the application positions.
  - ▶ Tap the **View app list** icon  to redisplay the applications list so you can change the application for the selected window.
  - ▶ Tap the **Full screen** icon  to open the selected application in full screen view. Drag the blue handle (up or down depending on the selected window) to return to Dual window.
  - ▶ Tap the **Close** icon  to close the selected window.

## Capturing a Screenshot


Press and hold the **Volume Down Key** and the **Power/Lock Key**  (on the right side of the tablet) at the same time for 2 seconds to capture a screenshot of the current screen.


To view the captured image, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **Gallery**  > **Screenshots** album.

## Using QuickMemo+ to capture a screenshot

1. On the screen you want to capture, drag the Status bar downward and tap the **QuickMemo+** icon  (in the Quick Settings bar).


OR

Press and hold both of the **Volume Keys**  (on the right side of the tablet) at the same time.

2. Create your memo, tap the **Save** icon  in the toolbar (at the top of the screen), then select where to store the captured screenshot. Choose **Gallery** or **QuickMemo+**.

## The Smart screen feature

The Smart screen feature keeps the tablet from activating screen timeout when it detects your eyes looking at the screen. When you turn this feature on, you can set a shorter screen timeout setting to conserve your battery power, but still allow you to view a screen for a longer period of time without having to touch it to keep it activated.

To turn this feature on, from the Home screen, touch and hold the **Recent Apps Key**  (in the Touch keys bar) > **System settings** > **Display** > checkmark the **Smart screen** checkbox.

**NOTE** The following situations may prevent this feature from functioning properly:

- When the tablet is in the dark or against bright light.
- When the front camera lens can't detect the location of your eyes.
- When the front camera is used at the same time with other applications.

## Google Account Setup


When you first turn on your tablet, you have the opportunity to activate the network, to sign into your Google Account and select how you want to use certain Google services.


You must sign into a Google Account to use Gmail, Hangouts, Google Calendar, and other Google applications; to download apps from the Play Store; to back up your settings to Google servers; and to take advantage of other Google services on your tablet.

### To set up your Google Account

- ▶ Sign into your Google Account from the prompted Setup screen when you first turn on your tablet.

**OR**

- ▶ If you skipped the Google Account set up when you first turned your tablet on, from the Home screen, touch and hold the **Recent Apps Key**  (in the Touch keys bar) > **System settings** > **Accounts & sync** > **Add account** > **Google**.

If you have a Google Account, tap **Existing**, enter your email address and password, then tap the **Continue** icon  and follow the prompts. Otherwise, tap **New** and enter the necessary information to create a new Google Account.

Once you've set up your Google Account on your tablet, your tablet automatically synchronizes with your Google Account on the Web.

Your contacts, Gmail messages, Calendar events and other information from these applications and services on the Web are synchronized with your tablet. (This will depend on your synchronization settings.)

After signing in, you can use Gmail™ and take advantage of Google services on your tablet.

## Connecting to Networks and Devices



### Wi-Fi

With Wi-Fi, you can use high-speed Internet access within the coverage of the wireless access point (AP). Enjoy wireless Internet using Wi-Fi, without extra charges.

### Connecting to Wi-Fi networks

To use Wi-Fi on your tablet, you need to access a wireless access point or 'hotspot'. Some access points are open and you can simply connect to them. Others are hidden or use security features; you must configure your tablet to be able to connect to them. Turn off Wi-Fi when you're not using it to extend battery life.

### Turning Wi-Fi on and connecting to a Wi-Fi network

1. From the Home screen, touch and hold the **Recent Apps Key**  (in the Touch keys bar) > **System settings** > **Wi-Fi**.
2. Tap the **Wi-Fi** switch  to turn Wi-Fi on and start scanning for available Wi-Fi networks.
3. Tap **Search** (at the bottom of the screen) to see a list of active and in-range Wi-Fi networks.
  - ▶ Secured networks are indicated by a lock icon.
4. Tap a network to connect to it.
  - ▶ If the network is secured, you're prompted to enter a password or other credentials. (Ask your network administrator for details.)
5. The Status bar displays an icon that indicates your Wi-Fi status.



## Bluetooth

You can use Bluetooth to send data by running a corresponding application, but not from the Bluetooth menu as on most other mobile phones or tablets.

- NOTES**
- LG is not responsible for the loss, interception or misuse of data sent or received via the Bluetooth wireless feature.
  - Always ensure that you share and receive data with devices that are trusted and properly secured. If there are obstacles between the devices, the operating distance may be reduced.
  - Some devices, especially those that are not tested or approved by Bluetooth SIG, may be incompatible with your tablet.

### Turning on Bluetooth and pairing your tablet with a Bluetooth device


You must pair your tablet with another device before you connect to it.

1. From the Home screen, touch and hold the **Recent Apps Key**  (in the Touch keys bar) > **System settings** > **Bluetooth**.
2. Tap the **Bluetooth** switch  to turn Bluetooth on. Checkmark the option to make your tablet visible, then tap **Search for devices** (at the bottom of the screen) to view the devices that are in range.
3. Choose the device you want to pair with from the list.

Once pairing is successful, your tablet will connect to the device.

- NOTE** Your tablet doesn't support the Handsfree Profile. Therefore, the use of call features with some of accessories, such as Bluetooth headsets or Bluetooth-enabled devices, may not be available for this device.

### Send data using the Bluetooth wireless feature

1. Open the item in an application that allows sending data, then tap the Share icon  (usually at the top of the screen).

**OR**



Touch and hold the item, then tap **Share** in the Context menu.


2. Tap **Bluetooth** to share via Bluetooth.

- NOTE** The method for selecting an option may vary by data type.

3. Search for and pair with a Bluetooth-enabled device.

### To receive data using the Bluetooth wireless feature

1. From the Home screen, touch and hold the **Recent Apps Key**  (in the Touch keys bar) > **System settings** > **Bluetooth**.
2. Tap the **Bluetooth** switch  to turn Bluetooth on and mark the checkbox next to the tablet name to make the tablet visible on other devices.


**NOTE** To select the length of time that your tablet will be visible, from the Bluetooth menu, touch the **Menu icon**  > **Visibility timeout**.

3. Pair the devices and tap **Accept** when you receive a Bluetooth Authorization Request to accept the file(s).

## SmartShare

The SmartShare feature allows you to share content wirelessly between nearby devices and quickly transfer your multimedia content through Wi-Fi Direct. Content can be sent to Bluetooth devices or SmartShare Beam-supported LG smartphones and tablets. You can share content from the Gallery application and the Music application.

### To send content from your tablet to other devices

1. Open the content you want to play or beam, then tap the **SmartShare** icon .
2. Tap **Play** or **Beam** in the dialog box.
  - ▶ **Play:** You can stream your content via TV, Bluetooth speaker, etc.
  - ▶ **Beam:** You can send your content to Bluetooth devices or SmartShare Beam\*-supported LG smartphone or tablets.



\* SmartShare Beam quickly transfers multimedia contents through Wi-Fi Direct.

3. Tap the device to play or receive the content.




- ▶ If the device isn't on the list, verify on the device that the wireless connection (Wi-Fi, Wi-Fi Direct, or Bluetooth) is turned on. Then tap **Rescan**.

4. The file is automatically sent.

**NOTE** SmartShare Beam is accessed through selecting the Share option in some applications.

### To enjoy content from nearby devices on your tablet

You can share content wirelessly between your tablet and nearby devices (such as a computer or mobile device) from the Gallery application and the Music application.

1. Open the content you want to share.
2. Tap the application's option menu icon  (at the top left corner of the screen), then tap **Nearby devices**.





- ▶ Ensure that your tablet and the nearby device(s) are connected to the same Wi-Fi network.
  - ▶ Make sure that the DLNA feature on the nearby device is turned on.
3. Tap the device to connect.  
If the device isn't on the list, tap **Search nearby devices**.

After connection, you can enjoy the contents from the nearby device on your tablet.

## PC connections with a USB cable

You can connect your tablet to your PC to charge it, transfer items to the PC from the tablet and vice versa.

### Transferring music, photos, and videos using the USB mass storage mode

1. Connect your tablet to a PC using the USB cable (power cord) included with your tablet.
2. If you haven't installed the LG Android Platform Driver on your PC, you'll need to manually change the settings. From the Home screen, touch and hold **Recent Apps Key**  (in the Touch keys bar) > **System settings** > **Storage** > the **Menu icon**  > **USB PC connection** > **Media sync (MTP)**.
3. You can now view the mass storage content on your PC and transfer the files.

### Synchronize with Windows Media Player



Ensure that Windows Media Player is installed on your PC.

1. Use the USB cable to connect the tablet to a PC on which Windows Media Player has been installed.
2. Open the Notifications panel, tap the displayed USB connection method and select the **Media sync (MTP)** option.
3. When connected, a pop-up window will appear on the PC. Select the Windows Media Player option to synchronize music files.
4. Edit or enter your device's name in the pop-up window (if necessary).
5. Select and drag music files to the sync list.
6. Start synchronization.
  - ▶ The following requirements must be satisfied to synchronize with Windows Media Player.



Items	Requirement
OS	Microsoft Windows XP SP2, Vista or higher
Window Media Player version	Windows Media Player 10 or higher

## Contacts



You can add contacts on your tablet and synchronize them with the contacts in your Google Account(s) or other accounts that support syncing contacts.

The Contacts application includes a navigation header at the top of the screen. The **Groups** tab, the **Contacts** tab, and the **Favorites** tab are on the left side, and the **New** icon  and the **Menu** icon  are on the right side.




Your Contacts information is displayed in a split-screen layout which displays a scrolling list of your contacts on the left and the currently selected entry on the right side.



- ▶ The top of the left column has a search box.
- ▶ The right column displays the Contact entry header bar with the contact's name, an **Edit** icon , and the **Favorite** icon  at the top, and below it are the contact's details.

### Searching for a contact

1. From the Home screen, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **Contacts**  to open your contacts.
2. Tap the **Search contacts** box (at the top of your Contacts list) and enter the contact name using the on-screen keyboard. You can also tap a letter along the left side of the screen to access names starting with the chosen letter.




### Adding a new contact

1. From the Home screen, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **Contacts**  to open your contacts.
2. Tap the **New** icon  (at the top right of the screen) to add a new contact, then select the desired account from the drop-down menu at the top of the screen (if applicable).



3. If you want to add a picture to identify the contact, tap the **Photo** icon . Choose **Take photo** (to take a picture using the camera) or **Select from Gallery** (to browse for and select an image).
4. Enter the Contact's name. Tap the **More** icon  to enter more specific name information.
5. Enter all of the details for your contact.
6. Tap **Save** to save the contact entry.

## **Favorite Contacts**




### **To add a contact to your favorites**

1. From the Home screen, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **Contacts**  to open your contacts.
2. Tap a contact entry (on the left) to view its details on the right side of the screen.
3. Tap the **Favorite** icon  (at the right side of the contact header). The star turns gold and the contact is added to your favorites.

### **To remove a contact from your favorites list**

1. From the Home screen, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **Contacts**  to open your contacts.
2. Tap the **Favorites** tab (at the top of the screen) to view your favorite contacts.
3. Tap a contact to view its details.
4. Tap the gold star in the top right corner of the screen. The star turns dark and the contact is removed from your favorites.

## **Creating a group**

1. From the Home screen, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **Contacts**  to open your contacts.
2. Tap the **Groups** tab (at the top of the screen), then tap the **New group** icon  (at the top right of the screen).

3. Select the account where you want to create the group and enter a group name.
4. Tap the **Add members** icon (+) and select the contacts you want to add, then tap **Add** (at the bottom of the screen).
5. Tap **Save** to save the group.

**NOTE** If you delete a group, the contacts assigned to that group will not be lost. They'll remain in your contacts without a group designation.

**NOTE** To add existing contact entries to a group after the group's been created, touch and hold the group name to display a Context menu and tap **Edit group**, then add additional entries as necessary.

## Email

You can use the Email application to read emails from services like Yahoo!, MSN, and AOL. The Email application supports the following account types: POP3, IMAP, and Exchange.

Your service provider or system administrator can provide you with the account settings you need.

### To open the Email application



- ▶ From the Home screen, tap the **Email** icon  in the QuickTap bar.

### Managing an email account


The first time you open the Email application, a set-up wizard opens to help you to set up an email account.

After the initial setup, the contents of your inbox are displayed. If you've added more than one account, you can switch between your accounts.



### To add another email account

From the Home screen, touch and hold the **Recent Apps Key**  (in the Touch keys bar) > **System settings** > **Accounts & sync** > **Add account** icon  > **Email**, select the email service provider, then enter the information to add your other account.


### To change an email account's settings

From the Email application, tap the **Menu icon**  > **Settings** > **General settings** to adjust the settings that affect all of your email accounts. Or, tap an individual account to adjust settings only for that email account.

### To delete an email account



From the Email application, tap the **Menu icon**  (in the top right corner of the screen) > **Settings** > the **Menu icon**  (in the top right corner of the screen) > **Remove account** > tap the account you want to delete > **Remove** > **Yes**.

## Working with email account folders

From the Email application, tap the **Menu** icon  (in the top right corner of the screen), then tap **Folders**. Each account has an Inbox, Outbox, Sent, and Drafts folder. Depending on the features supported by your account's service provider, you may have additional folders.


## Composing and sending email

### To compose and send a message:



1. From the Email application, tap the **Compose** icon  (at the top of the screen in the Email header).
2. Enter an address for the message's intended recipient. As you enter text, matching addresses will be proposed from your Contacts.  
Enter an address in the Cc/Bcc field, if necessary.
3. Enter the subject and your message.
4. Tap the **Attach** icon  to attach files, if necessary.
5. Tap the **Send** button (at the top of the screen) to send the message.  
If you aren't connected to a network, for example, if you're working in airplane mode, the messages that you send will be stored in your Outbox folder until you connect to a network again. If it contains any pending messages, the Outbox will be displayed on the Accounts screen.



**TIP!** When a new email arrives in your Inbox, you will be notified by a sound or vibration. When you tap the email notification (in the Notifications panel) the notification will stop.

### To respond to an email message

1. Tap the email you want to respond to.
2. Tap the **Response** icon  (at the bottom left corner of the screen), then tap **Reply** or **Forward**.
3. Complete your email response as necessary, then tap the **Send** button (at the top of the screen).

## Email Options menus

**NOTE** The Options menus are opened by tapping **Menu icon**  (in the top right corner of the screen) or touching and holding the **Recent Apps Key**  (in the Touch keys bar).

- ▶ From the Email Inbox, tap the **Menu icon**  (in the top right corner of the screen) to access **QSlide, Refresh, Folders, Sort by, Downloads, and Settings**.
- ▶ From an Email message, tap the **Menu icon**  (in the top right corner of the screen) to access **QSlide, Delete, Compose, Mark as unread, Find in email, Save as task, Downloads, Capture plus, and Settings**.

## Gmail

When you open the Gmail application, your most recent conversations are displayed at the top of your Inbox list. All of your conversations are displayed in your Inbox unless you delete, archive, or filter them.

### To open the Gmail application

From the Home screen, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **Google**  > **Gmail** .

### Your Gmail Inbox

The current Google Account is displayed at the top of the Inbox (in the Inbox header). If you have more than one account, tap the current account (at the top left of the screen) to access your Accounts & labels choices, then select another account or label to display.




- ▶ Swipe the screen up and down to scroll through your list of messages.
- ▶ Conversations with new messages are displayed with bold subject lines.
- ▶ To read a message in a conversation, tap its subject text.

### Gmail Inbox icons




Use the following icons (in the Inbox header at the top of the screen) while viewing your Gmail Inbox:

-  **Accounts and labels:** Tap to change to another account or label.





-  **New message:** Tap to begin a new Gmail message.
-  **Menu:** Tap to open the Options menu to access **Refresh** and **Manage labels**.
-  **Search:** Tap to search within your Gmail messages.

## Managing your Gmail messages

1. Tap the letter icon (or contact photo) next to one or more Gmail messages.
2. Tap an icon in the Inbox header (at the top of the screen).
  - ▶ **Archive** : Tap to send the message(s) to your archive folder.
  - ▶ **Delete** : Tap to delete the message(s).
  - ▶ **Unread** : Tap to return the message(s) to an unread state. If the message hasn't been read, the Read icon appears and marks the conversation as read.
  - ▶ **Move** : Tap to move the message(s) to another label.
  - ▶ **Menu** : Tap to open the Options menu to select **Change labels**, **Add star**, **Mark important** (or **not important**), **Mute**, **Report spam**, and **Report phishing**.
3. Tap **Done** (in the top left corner of the Inbox header) to apply the selected action to the checkmarked message(s). If no icon is tapped, tapping **Done** will deselect the messages.

In addition, while viewing your Inbox you can:

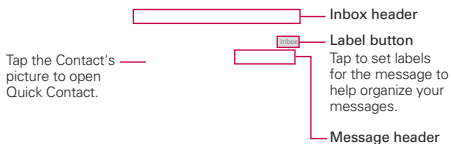
- ▶ Drag the screen downward to refresh and check for new email.
- ▶ Swipe a Gmail message off the screen to the left or right to quickly and easily archive the message. Tap **Undo** to restore it to your Inbox.
- ▶ Tap the **Favorites** icon  next to a Gmail message to designate it as a favorite message and display it in your Gmail starred folder.

If you are viewing a message or another label, tap the **Back Key**  (in the Touch Keys Bar) until you return to your Inbox.

## Reading Your Messages


- ▶ Tap a conversation that contains the message you want to read.

The conversation opens to the first new (unread) message, or to the first starred message, if you've previously starred a message in the conversation.



While viewing a message you can:


- ▶ You can swipe the screen left or right to scroll through your messages sequentially.
- ▶ Tap a message action icon on the message header
  - Favorite** ☆: Tap to mark it as a favorite.
  - Reply** ↶: Tap to reply to the sender.
  - Forward** ➜: Tap to forward the message to another address.
  - Menu** ≡: Tap to open the Options menu for **Reply all** and **Print**.
- ▶ Tap a message action icon on the Inbox header (**Archive**, **Delete**, **Mark as unread**, **Move**, and **Menu**).
- ▶ Tap the **Label** button (above the message header) to set labels for the message to help you organize your Gmail messages.
- ▶ Tap the Contact's icon to open Quick Contact for that person.
- ▶ Tap the **Back Key** ↶ (in the Touch keys bar) to return to your Inbox.

- ▶ Tap the **Gmail** icon  (on the left side of the Inbox header) to return to your Inbox.

### To reread a message

When you open a conversation, messages that you've already read are minimized into a tab that indicates the number of hidden messages.





1. From your Gmail Inbox, tap the conversation you want to view.
2. Tap the contact name to open that message (tap older messages to view all of the messages in the conversation, if necessary).

While reading a message you can tap the **Unread** icon  (in the Inbox header the top of the screen) to return a read message to the unread state. For example, to remind yourself to read it again later.

## Composing and Sending a Message

You can compose and send a message to people or groups with Gmail addresses or other email addresses.

### To compose and send a message

1. From the Home screen, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **Google**  > **Gmail**  > the **Compose** icon  (at the top right of the Inbox header).


**NOTE** If you set up more than one Google Account on your tablet and want to send the message from a different Google Account, tap the current Google Account (at the top of the screen), then tap the account you want to use.


2. Enter a recipient's address.


- ▶ As you enter text, matching addresses are offered from your Contacts list. You can tap a suggested address or continue entering text to enter a new one.


**NOTE** Tap **+CC/BCC** to the right of the recipient address bar to add normal copy or blind copy recipients, if necessary.

3. Enter a subject for the message in the Subject field.
4. Enter your email text in the Compose email field.

5. Tap the **Attach** icon  (to the right of the Subject field) to add an attachment to your message. Tap a file from the choices displayed or search for the file you want (tap the top left corner of the screen to access various locations where the files are stored), then tap the file to send with the message.

**NOTE** You can also tap the **Menu** icon  (in the top right corner of the screen), then tap **Attach file** to send an attachment with your message

6. Tap the **Send** icon  (at the top right corner of the screen) to send your message.


**NOTE** If you aren't ready to send the message, tap the **Menu** icon  (in the top right corner of the screen), then tap **Save draft**.

## Replying to or Forwarding a Message

Continue an email conversation by replying to a message or by forwarding it without changing the Subject text. Change the Subject text to start a new conversation.





**NOTE** The conversation text and previous messages are also included in your reply (or forwarded) message.

### To reply to or forward a message

1. Open the message you want to reply to or forward.
2. On the message header, tap the **Reply** icon , or the **Forward** icon . Tap the **Menu** icon  (in the Message header) to select **Reply all**.
  - ▶ Add others to an ongoing conversation by replying to all and then adding the new person's address(es) to the reply.
3. Add your message text as necessary.
4. Tap the **Send** icon  (at the top right corner of the Gmail header) to send your Gmail message.

**NOTE** You can change the message action after you've started the message. Tap the current action (at the top left of the Gmail header), then tap the one you want. For example, if you chose Reply but decide you want to Reply all instead.

## Google Account settings

1. From the Home screen, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **Google**  > **Gmail** .
2. Tap  > **Settings**.
3. Tap **General settings** to change the settings for all accounts, including **Archive & delete actions**, **Swipe to archive**, **Sender image**, **Reply all**, **Auto-fit messages**, **Auto-advance**, **Confirm before deleting**, **Confirm before archiving**, and **Confirm before sending**.

**NOTE** Tap each individual account to change its settings, including **Inbox type**, **Inbox categories**, **Notifications**, **Inbox sound & vibrate**, **Signature**, **Vacation responder**, **Sync Gmail**, **Days of mail to sync**, **Manage labels**, **Download attachments**, and **Images**.

## Hangouts


The Hangouts application lets you have real-time text conversations with your friends.

### To Open the Hangouts application






- ▶ From the Home screen, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **Google**  > **Hangouts** .

**NOTE** When you have more than one Google Account on your tablet, tap the account(s) you want to sign in to in the pop-up that appears.

### To sign out of Hangouts




- ▶ From your chatting list, tap the **Menu icon**  (in the top right corner of the screen) > **Settings** > tap your account > **Sign out**.

## Chatting with Friends



1. From the Home screen, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **Google**  > **Hangouts** .
2. Tap the **New icon**  (at the top right of the screen) to view your Hangouts contacts list, then tap the contact you want to chat with.
3. Tap the **Message field** at the bottom of the conversation, then enter your message.
4. Tap the **Send icon**  (on the right side of the Message field).

## Hangouts chatting list



Touch and hold a friend's name in the chat screen to display the following icons at the top of the screen. The icon(s) you tap are applied to that friend.

	Tap to turn notifications off for this friend.
	Tap to archive the conversation.
	Tap to delete the conversation.

## Blocking your Friends

- ▶ To block a friend from exchanging messages with you, tap the friend in the chatting list. Tap the **Menu** icon  (in the top right corner of the screen) > **People & options**. Tap the block option, then tap the **Block** button to confirm.
- ▶ To remove a friend from the blocked list, tap the **Menu** icon  in the top right corner of the chatting list. Tap **Settings** > tap your account > **Blocked people** > **Unblock** next to the person's name.

## Hangouts Options menus

- ▶ From the chatting list, tap the **Menu** icon  (in the top right corner of the screen) to choose from **Set mood**, **Invites**, **Snooze notifications**, **Archived Hangouts**, **Settings**, and **Help & feedback**.
- ▶ While chatting, tap the **Menu** icon  (in the top right corner of the screen) to choose from **People & options**, **New group Hangout**, **Turn history off**, **Archive**, **Delete**, and **Help & feedback**.


## Hangouts Settings

- ▶ Tap the **Menu** icon  (in the top right corner of the chatting list) > **Settings** > tap your account.



Settings provides access to **Profile photo**, **Share your status**, **Hangouts messages & invites**, **Video Calls**, **Customize invites**, **Google+ profile**, **Blocked people**, **Hidden contacts**, **Sign out**, and **Improve Hangouts**.

## Camera

The Camera application not only allows you to take high quality pictures and share them, but also includes many specialized features eliminating the need for any other camera. The video feature is also integrated on the camera viewfinder so you can take a picture, then start recording video with a single tap without changing camera modes.

To open the Camera application, tap **Camera**  (in the QuickTap bar) on the Home screen.

**TIP!** There are also shortcuts to open the Camera application:

- If you've set your tablet to use the Swipe unlock method, from the locked screen, simply drag the **Camera** icon  upward to open the Camera application.
- If you've enabled shortcuts in your tablet's settings, you can open the Camera application when your tablet is in timeout by pressing and holding the **Volume Down Key**  (on the right side of the tablet).

### Getting to know the viewfinder

— **Lens swap icon** – Switches between the rear camera and the front camera.

— **Menu icon** – Displays the camera icons on the viewfinder. Tap it again to hide the icons.

— **Gallery** – Tap to view the last photo you captured. This enables you to access your Gallery and view saved photos while in camera mode.

— **Video mode icon** – Tap to start recording a video.

— **Capture icon** – Takes a picture.


— **Back icon** – Closes the Settings or exits the Camera application.

— **Settings icon** – Opens the camera's Settings. Tap it again to close the Settings. See **Additional Settings**.


— **Shot mode icon** – Sets how the picture will be taken. Choose **Auto** or **Panorama**.















**NOTE** To take clear pictures, make sure the camera lens is clean.

### Additional Settings



The camera is set to automatically take high quality photos and videos. Additional settings are available for resolution, how photos and videos are taken, as well as how to store them. Tap the **Settings** icon  (at the bottom left corner in the viewfinder) to open these additional settings. Tap

a setting to toggle through its available settings.

After changing the setting(s) as you want, tap the **Settings** icon  again.



	<p>Sets the resolution. For photos, choose from <b>5M</b>, <b>W4M</b>, <b>3M</b>, and <b>1M</b>. For videos, choose from <b>FHD</b>, <b>HD</b>, and <b>WVGA</b>.</p> <p><b>NOTE</b> If you choose a high resolution, the file size will increase which means you'll be able to store fewer media files in your tablet's memory.</p>
 	<p>Allows you to take pictures by voice command.</p> <p>Disables the voice command function.</p>
  	<p>Sets a 3 second delay after the <b>Capture</b> icon  or <b>Record</b> icon  is tapped.</p> <p>Sets a 10 second delay after the <b>Capture</b> icon  or <b>Record</b> icon  is tapped.</p> <p>Disables the delay capture function.</p> <p><b>NOTE</b> When you exit the Camera application the Delay capture setting returns to off.</p>
	<p>Displays an overlay grid to help you align your photos and videos horizontally and/or vertically for better composition.</p>
 	<p>Stores your captured photos and videos in the internal tablet memory or microSD card memory.</p> <p><b>NOTE</b> The SD card storage setting is only displayed if an optional microSD card is installed and activated in your tablet.</p>
	<p>Displays additional information to help you use the camera.</p>

## Taking a photo with the rear camera

1. Open the **Camera** application and hold the tablet so that the viewfinder displays the shot you want to photograph.
2. Tap the **Capture** icon  (or press the **Volume Down Key** ) to take the photo.
  - ▶ Tap the Preview image to view the picture you just took.



## Additional front camera lens icons

There are additional Settings icons specific to the front camera lens. The Flash icon  uses the light from the touchscreen to brighten your face. The Mirror icon  automatically mirrors the image viewed on the viewfinder (flips the right side to the left).

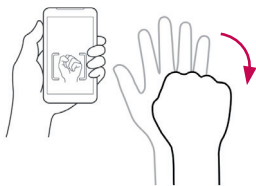
## Gesture shot using the front camera lens

The Gesture shot function allows you to take a picture with a simple hand gesture.



This is ideal for taking selfies because there's no awkward movement to tap the **Capture** icon (or press the **Volume Down Key**) to take the shot.




### To take a photo with a gesture

1. Open the **Camera** application and activate the front camera lens.
2. Hold an open palm in front of you until the front camera lens detects it (a box appears on the screen).
3. Make a fist to start a countdown before the shot is taken (allowing you time to position yourself).
  - ▶ Tap the Preview image to view the picture you just took.










## Recording a video

There's no need to change modes to start recording video. Both the **Capture** icon  and the **Record** icon  are displayed on the camera's viewfinder at the same time.

1. Open the **Camera** application and point the lens toward the subject you want to capture in your video.
2. Tap the **Record** icon  to start recording.
  - ▶ A timer showing the length of the video will appear.
  - ▶ Tap the **Capture** icon  to capture a still photo while you're recording video.
  - ▶ While recording a video, place two fingers on the screen to use the dynamic zoom function (spread your fingers apart to zoom in and pinch them together to zoom back out).
3. Tap the **Stop** icon  to stop recording.





**NOTE** Make sure that the microphone isn't blocked when recording a video or audio clip.



## After taking a photo or recording a video

After you take a photo or record a video, you can tap the **Back** icon  to exit the **Camera** application, tap the **Capture** icon  to take another photo, tap the **Record** icon  to record another video, tap the Camera icons (**Settings** , **Mode** , **Swap** , and **Menu** ) , or tap the Preview image to view the last photo you took or video you recorded.

## Icons while viewing a photo you just took or video you recorded

While viewing a photo you just took or a video you just recorded, tap the screen to display the following icons:


	Tap to return to the camera viewfinder.
	Tap to send your photo or video to others or share it via social network services.
	Tap to delete the photo or video, then tap <b>Yes</b> to confirm.
	Tap to access the Options menu. For photos: <b>SmartShare</b> , <b>Set image as</b> , <b>Move</b> , <b>Copy</b> , <b>Copy to Clip Tray</b> , <b>Slideshow</b> , <b>Rotate left</b> , <b>Rotate right</b> , <b>Crop</b> , <b>Add location</b> , <b>Rename</b> , <b>Print</b> , and <b>Details</b> . For videos: <b>SmartShare</b> , <b>Move</b> , <b>Copy</b> , <b>Trim</b> , <b>Rename</b> , and <b>Details</b> .

	Tap to set the photo or video as a favorite and display it in your Gallery Favorites folder.
	Tap to edit the photo. See <b>Editing photos</b> .

**TIP!** If you have a social networking account and set it up on your tablet, you can share your photo with your social networking community.

**NOTE** All of your recent photos and videos are displayed in a thumbnail filmstrip at the bottom of the screen. Tap a thumbnail image to view it on the screen.

## Options menu

While viewing a photo or video, tap the screen to illuminate the Touch keys bar, then touch and hold the **Recent Apps Key**  to access the following options.

**NOTE** These are the same options accessed when the **Menu icon**  (at the top right corner of the screen) is tapped. The options displayed depend on the media type (photo or video).

**SmartShare** – Tap to Play or Beam the photo or video using the SmartShare feature.

**Set image as** – Tap to use the photo as a Contact photo, Home screen wallpaper, Lock screen wallpaper, or Wallpaper.

**Move** – Tap to move the photo or video to another album.

**Copy** – Tap to copy the photo or video and save it to another album.

**Copy to Clip Tray** – Tap to copy the photo and store in the Clip Tray for use in other applications.

**Slideshow** – Tap to automatically display a slideshow of all your photos.

**Rotate left** – Tap to rotate the photo to the left.

**Rotate right** – Tap to rotate the photo to the right.

**Crop** – Tap to crop your photo. Drag the crop box to enclose the photo area you want to keep, then tap **OK**. Your cropped photo is saved as a copy of the original.

**Trim** – Tap to remove segments from the beginning or end of your recorded video.


**Add location** – Tap to add the photo's location information using the map provided.



**Rename** – Tap to rename the photo or video.




**Print** – Tap to select a printer via Cloud print to print the photo.















**Details** – Tap to view the photo or video file details.










## Editing photos

While viewing a photo, tap the **Edit** icon  (at the top of the screen) to access the Edit photo screen to apply edits to the photo.

1. Tap an edit type from the scrolling list along the bottom edge of the screen, then tap the edit setting (at the bottom of its screen) that you want to use.
2. Tap the Checkmark icon  (at the top right corner of the screen) to save your changes or tap the Close icon  (at the top left corner of the screen) to exit the setting without saving your changes.

- NOTES**
- Tap the toggle view icon  (at the top of the screen, when available) to toggle between the photo before edits and after edits.
  - Tap the Help icon  (at the top of the screen, when available) to access help for the current setting.
  - Tap the **Menu** icon  (at the top right corner of the screen) to access **Revert**, **Feedback**, and **Help**.

	Sets the photo enhancement properties. Choose from Off  Normal  and High  .
	Allows you to crop the photo to change its composition. Choose from Free  Original  and Square  .
	Rotates the photo. Choose from Rotate Left  Rotate Right  and Straighten Angle  .
	Applies various effects to change the look of the photo.
	Allows you to adjust the brightness, contrast, saturation, shadows, and warmth. Drag your finger vertically to select the tune type, then adjust it by dragging your finger horizontally on the screen.


	Allows you to choose a spot on the photo to adjust the brightness, saturation, contrast, and center size. Drag your finger vertically to select the tune type, then adjust it by dragging your finger horizontally on the screen.
	Allows you to adjust the structure and sharpening. Drag your finger vertically to select the detail type, then adjust it by dragging horizontally across the screen.
	Allows you adjust the brightness, saturation, style strength, and vignette strength for the Blur and Style applied to the photo. Drag your finger vertically to select an adjustment, then adjust it by dragging horizontally across the screen.
	Allows you adjust the filter strength and saturation for the Drama style applied to the photo. Drag your finger vertically to select an adjustment, then adjust it by dragging horizontally across the screen.
	Allows you adjust the brightness, contrast, and grain for the Color filter and Style applied to the photo. Drag your finger vertically to select an adjustment, then adjust it by dragging horizontally across the screen.
	Allows you adjust the brightness, saturation, contrast, style strength, scratches, and light leaks for the Shuffle and Style applied to the photo. Drag your finger vertically to select an adjustment, then adjust it by dragging horizontally across the screen.
	Allows you adjust the blur strength, outer brightness, inner brightness, and center size for the Blur and Style applied to the photo. Drag your finger vertically to select an adjustment, then adjust it by dragging horizontally across the screen.
	Allows you adjust the transition, blur strength, brightness, saturation, and contrast for the Style applied to the photo. Drag your finger vertically to select an adjustment, then adjust it by dragging horizontally across the screen.
	Allows you to set a frame for the photo. Some frames can be customized.

## Viewing your saved photos and videos


You can access your saved photos and videos from camera mode. Just tap the Preview image.

## While viewing a preview image of a photo or video

- ▶ Tap the screen to display the control icons.

- ▶ To view more photos and videos, swipe horizontally to scroll through them sequentially in full screen.
- ▶ To select another photo or video to view, tap its thumbnail image in the scrolling list along the bottom edge of the screen.
- ▶ Tap the **Back** icon  (in the top left corner of the screen) to display your Camera folder in the Gallery application.
- ▶ To zoom in or out on a photo, double-tap the screen or place two fingers on the screen and spread them apart (move your fingers closer together to zoom out).
- ▶ To zoom in or out on a video using the Videos application, place two fingers on the screen and spread them apart (move your fingers closer together to zoom out).

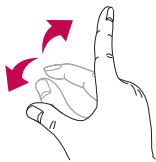
### Watching your saved videos

1. In the viewfinder, tap the image Preview image.
2. Thumbnail images from your Gallery files are displayed in a small, film-like strip along the bottom of the screen.
3. Tap the video you want, then tap the **Play** icon  to play it automatically.

### Live Zooming

Live Zooming allows you to zoom in or zoom out on a portion of a video during playback to make the desired section appear larger or smaller. Live Zooming is only available when the video is being played using the Video application.

When viewing a video, use your index finger and thumb in a pinching or spreading motion to zoom in or out.




**TIPS!** While a video is playing using the Video application:

- Slide your finger vertically along the left side of the screen to adjust the screen brightness.
- Slide your finger vertically along the right side of the screen to adjust the video volume.
- Slide your finger horizontally across the screen to rewind or fast-forward.

**NOTE** Don't press too hard on the touchscreen; it's sensitive enough to pick up a firm, light touch.

### Adjusting the volume while viewing a video

Press the **Volume Keys**  (on the right side of the tablet) to adjust the volume of a video while it's playing. If you selected the Video application to play the video, you can also slide your finger vertically up along the right side of the screen to increase the volume and slide your finger down to decrease the volume during playback.

## Gallery

Multimedia files (pictures and videos) are stored in your tablet's internal memory for easy access to all of your files. You can also install an optional microSD card for additional portable storage. Use the Gallery application to view your multimedia files.


- ▶ From the Home screen, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **Gallery** .

You can view, manage, and share all of your image and video files from the Gallery application.

- NOTES**
- Some file formats are not supported, depending on the software installed on your tablet.
  - Some files may not play properly, depending on how they're encoded.

### Your Gallery Photos and Videos

Opening the Gallery application displays all of your available albums and folders. Each album and folder can contain both pictures and videos displayed in order by creation date.

- ▶ Swipe left or right to view the next or previous image or video.
- ▶ Tap a photo to view it in full-screen.
- ▶ The **Play** icon  is displayed on all video files. Tap it to select it to play.

### Zooming in and out on a photo

When you tap a photo to view it in full-screen you can use one of the following methods to zoom in on the image:

- ▶ Double-tap anywhere on the screen to zoom in. Double-tap again to return to fullscreen view.
- ▶ Place two fingers on the screen and spread them apart to zoom in. Pinch in to zoom back out.


### Gallery albums and folders



When another application saves a picture, a corresponding download folder is automatically created to contain the picture. For example, saving a




picture from the Email application creates an email folder and capturing a screenshot creates a Screenshots folder. Tap a folder to open it. To view additional folders and access (e.g., Favorites, Nearby devices, etc.) tap the upper-left corner of the screen.

### Playing Videos in Your Gallery

1. Select a video from the Gallery application by tapping the **Play** icon  in the center of its preview image.
2. Select the application to use. Choose **Video** or **Photos** to play it automatically.



**TIP!** If you checkmark **Use as default app**, you won't have to select the viewing application each time you tap the Preview image. To redisplay the selection pop-up again, from the Home screen, touch and hold **Recent Apps Key**  > **System settings** > **Apps** > the **Menu icon**  > **Reset default apps**.

### Viewing photo and video options


When viewing a photo or video, tap the **Menu icon**  (in the top right corner of the screen) to access and use the Options menu.

- ▶ For photos: **SmartShare**, **Set image as**, **Move**, **Copy**, **Copy to Clip Tray**, **Slideshow**, **Rotate left**, **Rotate right**, **Crop**, **Add location**, **Rename**, **Print**, and **Details**.
- ▶ For videos: **SmartShare**, **Move**, **Copy**, **Trim**, **Rename**, and **Details**.

### Deleting images and videos

- ▶ While viewing your Gallery files in a folder or album, tap the **Delete** icon  (at the top right of the screen). Select the photos and videos you want to delete, tap **Delete** (at the bottom of the screen), then tap **Yes** to confirm.
- ▶ While viewing a photo or video, tap the screen (to display the control icons), then tap the **Delete** icon  (at the top right of the screen), then tap **Yes** to confirm.

## Setting an image as wallpaper




When viewing a photo, tap the screen (to display the control icons), then tap the **Menu** icon  (in the top right corner of the screen). Tap **Set image as** and select **Home screen wallpaper**, **Lock screen wallpaper**, or **Wallpaper**. Crop the photo as necessary, then tap **Done** or **OK** (depending on the application used for cropping).











- NOTES**
- Some file formats are not supported, depending on the tablet software.
  - If the file size exceeds the available memory, an error can occur when you open files.

## Video Player

Your tablet has a video player that lets you play your recorded videos.

### Playing a video


1. From the Home screen, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **Gallery** .
2. Select the video you want to play, then tap the **Video** icon  in the pop-up that appears. Tap the screen to display and use the following icons.

	Tap to pause video playback.
	Tap to resume video playback.
	Tap to fast-forward 10 seconds. Touch and hold to fast-forward 3 seconds.
	Tap to rewind 10 seconds. Touch and hold to rewind 3 seconds.
	Tap to adjust the video volume.
	Tap to lock the screen while the video is playing.
	Tap to access QSlide and display the video in a small overlay window.
	Tap to share your video via the SmartShare function.
	Tap to access the Options menu for <b>Screen ratio</b> , <b>Subtitles</b> , <b>Share</b> , <b>Trim</b> , <b>Settings</b> , and <b>Details</b> .
	Tap to add the video to your Gallery Favorites folder.

**NOTE** You can also change the volume while watching a video by pressing the **Volume Keys**  (on the right side of the tablet).

While a video is playing, slide your finger vertically along the right side of the screen to adjust the video volume.

### Video Options menu



While the video is playing, tap the **Menu icon**  (in the top right corner of the screen). The Video Options menu includes **Screen ratio**, **Subtitles**, **Share**, **Trim**, **Settings**, and **Details**.

**TIP!** You can touch and hold a video in an album to access its Context menu to select **Share**, **Delete**, **Rename**, and **Details**.

### Video settings

The Video settings include **After playing video**, **Play on Lock screen**, **Screenshot**, **Audio effects**, **Video auto off**, and **Brightness**.

### To capture a screenshot during playback

While the video is playing, tap the screen to display the playback controls, then tap the **Menu icon**  (in the top right corner of the screen) > **Settings** > **Screenshot** > **On**. The **Screenshot icon**  is displayed on the lower left side of the screen. Tap it to capture a screenshot during video playback.

## Music

Your tablet has a music player that lets you play all of your favorite tracks.

### To access the Music player

- ▶ From the Home screen, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **Music** .

### Add music files to your tablet

Start by transferring music files to your tablet:



- ▶ Transfer music using Media sync (MTP).
- ▶ Download from the Web.


- ▶ Synchronize your tablet to a computer.
- ▶ Receive files via Bluetooth.

### Transfer music using Media sync (MTP)






1. Connect the tablet to your PC using the USB cable included with your tablet.
2. Open the Notifications panel, tap the displayed USB connection method and select the **Media device (MTP)** option. Your tablet will appear as another hard drive on your computer. Click on the drive to view it. Copy the files from your PC to the drive folder.
3. When you're finished transferring files, swipe the Status bar downward and tap **Media device (MTP) > Charge tablet**. You may now safely unplug your tablet.















### Playing a song

1. From the Home screen, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **Music** .
2. Tap the **Songs** tab (the Music tabs are displayed along the top of the screen).
3. Tap the song you want to play.

**TIP!** To find a song, you can tap the **Search** icon  (at the top of the screen) or tap the letter the song begins with using the alphabet listed along the right side of the screen.

### Music player icons

	Tap to adjust the music volume. You can also use the <b>Volume Keys</b> on the right side of the tablet to adjust the volume.
	Tap to go back to the beginning of the song. Tap 2 times to return to the previous song. Touch and hold to rewind 3 seconds.
	Tap to resume playback.
	Tap to pause playback.
	Tap to skip to the next track on the album or in the playlist. Touch and hold to fast-forward 3 seconds.

	Tap to set the audio effect.
	Sets the shuffle mode. Tap to toggle it On  or Off  .
	Sets the repeat mode. Tap to toggle between On  , Off  , and same song  .
	Tap to share your music via the SmartShare function.
	Sets the current song as a favorite. Tap to toggle it On  or Off  .
	Tap to view the current playlist.
	Tap to open more options.

## Other music player options

### Touch and hold any song

- ▶ From the Music library: **Play**, **Add to playlist**, **Delete**, **Share**, **Details**, and **Search**.
- ▶ From the Music playlist screen: **Play**, **Add to playlist**, **Remove from playlist**, **Delete**, **Share**, **Details**, and **Search**.

### Tap the Menu icon

- ▶ From the Music library: **Select to play**, **Add to playlist**, **Delete**, **Share**, **Settings**, and **Help**.
- ▶ From a music playlist screen: **Select to play**, **Remove from playlist**, **Delete**, **Share**, **Settings**, and **Help**.
- ▶ From the music player screen: **Search**, **Add to playlist**, **Delete**, **Share**, **Music video**, **Details**, **Settings**, and **Help**.

## Turning the music player off

To stop the music player, swipe the Status bar downward, then flick the music entry to the right (or left) off of the screen.

- NOTES**
- Some file formats are not supported, depending on the device software.
  - If the file size exceeds the available memory, an error can occur when you open files.



- Music file copyrights may be protected by international treaties and national copyright laws. Therefore, it may be necessary to obtain permission or a license to reproduce or copy music. In some countries, national laws prohibit private copying of copyrighted material. Before downloading or copying the file, check the national laws of the relevant country concerning the use of such material.

## Play Store

Play Store allows you to browse and search for free and paid apps.

### To open the Play Store app

- ▶ From the Home screen, tap **Play Store**  (in the QuickTap bar).

**NOTE** You can also access Play Store from the Applications screen. From the Home screen, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **Play Store** .

### To get help with Play Store

- ▶ Tap the Play Store **Options** icon  (at the top left corner of the screen), then tap **Help**.

The Chrome application opens to the Play Store Help page, with links to many help topics.

### To open a screen with details about an application

At any time while browsing in Play Store, tap an app to open its details screen.

The App details screens include a description, ratings, reviews, comments, and related information about the app. From this screen, you can download, install, uninstall, rate the app, and more.



## Downloading and Installing Apps

When you find an app you want, you can download and install it on your tablet.

## To download and install an app

**NOTE** Before you can download a paid app, you must set up a billing arrangement.


— **Price/Install button**  
Indicates the cost or  
install for free apps.

1. From the Home screen, tap **Play Store**  (in the QuickTap bar).
2. Tap a category from the Home page or tap the **Search** icon  (in the top right corner of the screen) to search for an app.
3. Tap the app you want to open its details screen.
4. Tap **INSTALL** or the **Price** button to download the selected app.
5. If you agree with the app's access requirements, tap **ACCEPT**.
6. The app will be downloaded and installed.


### Play Store Options menu

On the Play Store Home page, drag the left edge of the screen to the right to access the current Google Account, **Store home**, **My apps**, **My wishlist**, **People**, **Redeem**, **Settings**, and **Help**.

### Your Wishlist

While viewing an app Details screen (or music, games, etc.), tap the **Wishlist** icon  (at the top of the screen) to add it to your wishlist for future reference.

## Play Store settings

Tap the **Play Store Options** menu icon  (at the top left corner of the screen) > **Settings** to access **Notifications**, **Auto-update apps**, **Add icon to Home screen**, **Clear search history**, **Content filtering**, and **Require password for purchases**. You can also view the open source licenses and build versions.

## YouTube™



### Opening YouTube and Watching Videos

You can browse, search for, view, upload, and rank YouTube videos on your tablet with the YouTube application.




#### To open the YouTube application

- ▶ From the Home screen, tap **Apps**  (in the QuickTap bar) > the **Apps** tab (if necessary) > **YouTube** .

#### Using the YouTube application


- ▶ Search for a video you want to watch, then tap the video to watch it.
- ▶ Touch and hold the **Recent Apps Key**  (in the Touch keys bar) to access **Settings**, **Send feedback**, **Help**, and **Sign in/out**.
- ▶ Tap the YouTube play icon  (at the top left corner of the screen) to access **What to Watch** and other YouTube options.

#### To search for videos

1. Tap the **Search icon**  (at the top of the main YouTube screen).
2. Enter the text to search for or tap the **Microphone icon**  to search by voice.
3. Tap a suggestion below the search box or tap the **Search icon**  on the keyboard.
4. Scroll through the search results and tap a video to watch it.



## YouTube settings

Touch and hold the **Recent Apps Key**  (in the Touch keys bar) > **Settings** to access YouTube's settings.

**General:** Limit mobile data usage, Uploads, Content localization, Improve YouTube, and Notifications.

**Connected TVs:** Add a TV and Edit TVs.

**Search:** Clear search history, Never remember history, and SafeSearch filtering.

**Captions:** Text size and Subtitles style.

**About:** Help, Send feedback, Google Mobile Terms of Service, YouTube Terms of Service, Google Mobile Privacy Policy, YouTube Privacy Policy, Open source licenses, and App version.