

INSIGNIA™ | FLEX™

10" Flex™ Tablet for Android™

NS-P10A8100



Before using your new product, please read these instructions to prevent any damage.

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Welcome

Thank you for purchasing an Insignia 10" Flex™ Tablet for Android™ (NS-P10A8100). Your tablet is a state of the art Android design that will give you reliable and trouble-free performance.

Features

Familiarize yourself with your tablet's features below.

Wi-Fi Connectivity

Connect to the Internet wherever you are with the latest Wi-Fi technology.

Touch Screen

The screen responds to your touch instantly.

Third-party Application Support

Install a large number of third-party applications on your tablet.

Built-in Cameras

Use the built-in front and rear cameras as a webcam or to record videos.

Built-in G-sensor

Rotate the tablet to automatically switch between landscape and portrait modes.

Entertainment

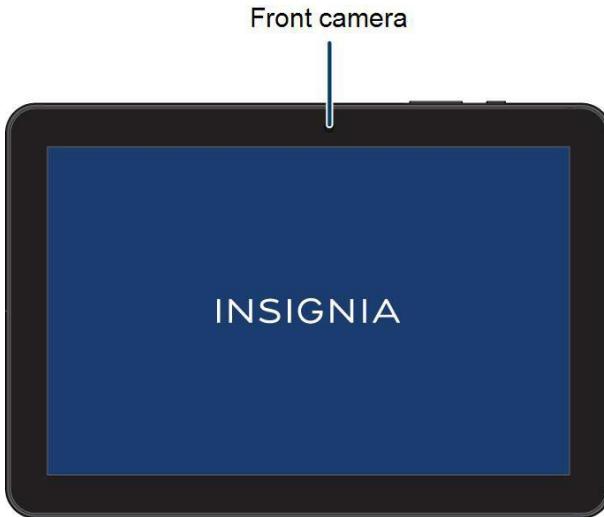
Enjoy music, movies, pictures, and e-books on a single device.

PACKAGE CONTENTS

- 10" Flex™ Tablet for Android™
- Micro USB cable
- Wall charger
- *Quick Setup Guide*
- *Important Information*

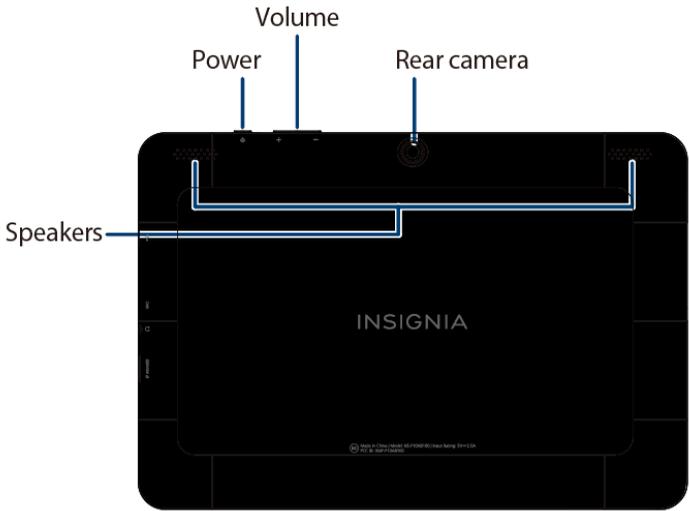
TABLET OVERVIEW

Front

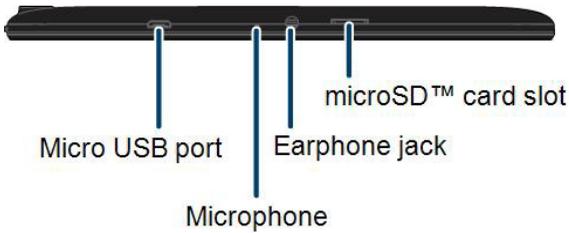


Item	Description
Front camera	Take pictures or record video. See Use the camera (on page 43) .

Back



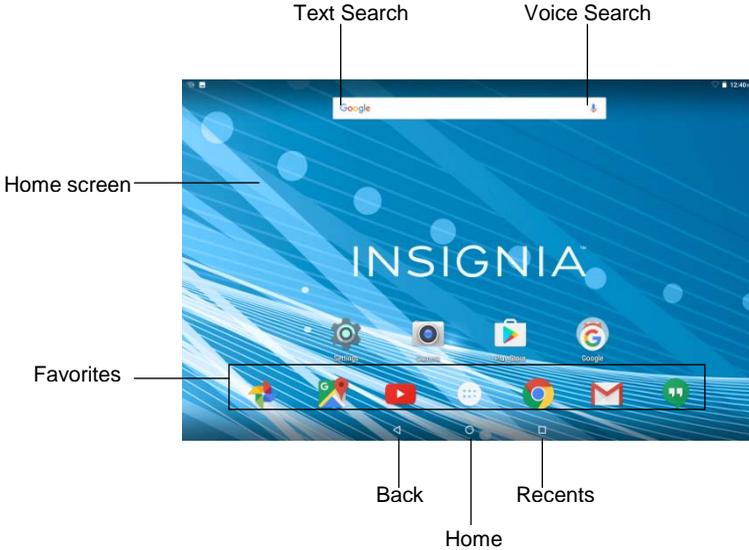
Item	Description
Speakers	Play audio from your tablet.
Power	Press briefly to lock or unlock the screen. Press and hold to turn your tablet on/off. Press and hold for ten seconds to restart.
Volume	Press to increase or decrease the volume.
Rear camera	Take pictures or record video. See Use the camera (on page 43) .

Side

Item	Description
Micro USB port	Connect the micro USB cable to charge your tablet.
Microphone	Speak into the microphone to capture your voice.
Earphone jack	Connect 3.5 mm headphones to listen to audio.
microSD™ card slot	Insert a microSD card to increase your tablet's memory.

HOME SCREEN

See [Navigate with gestures \(on page 13\)](#) for information on using the touch screen. See [Navigate with on-screen function buttons \(on page 14\)](#) for information on navigating on your tablet.



Notifications

Swipe down from the top edge of the screen with one finger.



Status items

Swipe down from the top edge of the screen with two fingers.

OR

Open notifications, then swipe down again.



Get started

This section has resources to help you start using your tablet right away. You can also check out [Features \(on page 5\)](#) to familiarize yourself with your new tablet. For more information about using and customizing your tablet, see [Understand the basics \(on page 12\)](#) and [Change basic settings \(on page 21\)](#).

CHARGE THE BATTERY

Charge your tablet fully (4.5 hours) before using it the first time. After the first time, charge your battery when it is less than 15% full.



1. Insert the micro USB cable into your tablet's micro USB port.
2. Insert the other end into the wall charger, then connect it to a power outlet.

Note: It takes about 4.5 hours to fully charge your tablet.

Conserve battery power

- Turn on battery saver mode. See [Adjust the power saving settings \(on page 26\)](#).
- Turn off Wi-Fi when you aren't using it.
- Lower the screen brightness. See [Adjust the screen brightness \(on page 25\)](#).
- Close apps that you aren't using. See [Use the Recents screen \(on page 15\)](#).
- If your tablet is inactive, your tablet sleeps with the screen off (depending on the screen timeout setting. See [Customize the lock screen \(on page 24\)](#)). Press  to wake it up.
- If you are using an animated wallpaper, change it to a static wallpaper.

Helpful tips

- For the best battery performance, use your tablet often.
- Make sure that you charge it at least once a month.
- Use the wall charger that came with your tablet for charging.
- You can use your tablet while it is being charged. However, to conserve your tablet's battery life, it isn't recommended.

TURN ON YOUR TABLET FOR THE FIRST TIME

1. Press and hold the  button on the side of your tablet until you see the *Welcome* screen.



2. Select your language, then follow the instructions on the screen to complete setup.

Note: You can use your tablet without connecting to the Internet and signing into a Google™ account, but you won't be able to use the  **Play Store** or receive software updates.

Understand the basics

Learn the basics about customizing and navigating your tablet, plus other helpful features.

TURN YOUR TABLET ON OR OFF

Turn on your tablet

1. Press and hold the  button. Your tablet turns on.



Note

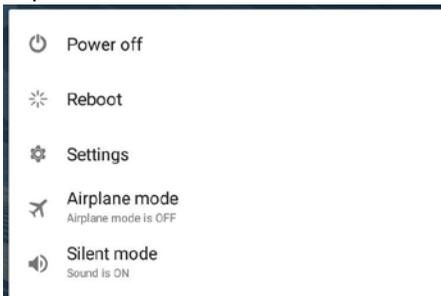
If you don't touch your tablet for a while (depending on the screen timeout setting), it may sleep with the screen off. Press  briefly to wake it up.

Turn off your tablet

1. Press and hold the  button until the *Power off* screen opens.



2. Tap **Power off**. Your tablet turns off.



RESTART YOUR TABLET

- Press and hold the power button for 10 seconds. Your stored data and customized settings aren't affected.

Note

To reset your tablet back to factory settings, see [Reset to default settings \(on page 51\)](#).

ADJUST THE VOLUME

Note

See [Adjust system sounds \(on page 27\)](#) for more information.

- Press the volume + or – button to raise or lower the volume.

NAVIGATE WITH GESTURES

Gesture	Action
<p>Tap</p> 	<p>Tap an app or another item with your finger to open or select it.</p>
<p>Touch & hold</p> 	<p>Touch an item with your finger and do not release it until your tablet responds.</p>
<p>Drag</p> 	<p>Touch and hold an item with your finger, then move your finger to the position where you want the item.</p>

Gesture	Action
<p>Swipe</p> 	<p>Quickly slide your finger either vertically or horizontally across the screen to scroll up and down or right and left.</p>
<p>Pinch</p> 	<p>Pinch your fingers together or move them apart to zoom in and out.</p>
<p>Rotate</p> 	<p>Turn your tablet sideways to switch between landscape and portrait.</p> <p>Tip: If the orientation does not change, swipe down from the top of your screen with two fingers, then tap Landscape or Portrait to turn off the rotation lock.</p>

NAVIGATE WITH ON-SCREEN FUNCTION BUTTONS

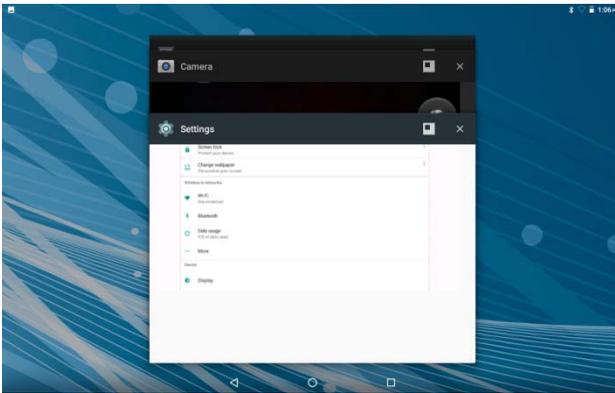
Icon	Tap to...
	<p>Google Voice Search™.</p>
	<p>Return to the previous screen.</p>
	<p>Return to the home screen.</p>
	<p>Open the list of recently used and running applications. See Use the Recents screen (on the facing page).</p>
	<p>View all apps installed on your tablet. Swipe the screen to the left to see more apps.</p>
	<p>Open the options menu.</p>
	<p>Close the keyboard.</p>

Icon	Tap to...
	Open the side menu.

USE THE RECENTS SCREEN

The *Recents* screen lets you quickly switch to recently used and open apps. If you have too many apps running, your tablet may run slower or shorten your battery life. Close apps you are not using to improve your tablet's performance.

- On the home screen, tap  **Recents**. A list of the most recently used or running apps appears.



- To see more apps, swipe up or down.
- To open an app, tap the app window.
- To close an app, drag the app screen left, right, or tap **x**.
- To close all apps, tap .

USE THE KEYBOARD

The keyboard automatically opens when you start a program or select an item that needs text or numbers.

Icon	Description
	Switch between uppercase or lowercase letters.
	Switch between number/symbol or text mode. Note: Tap ABC to open the standard keyboard.

Icon	Description
 OR 	Change keyboard language. See Select your language (on page 27) to enable languages. Note: These icons are not always available.
	Close the keyboard.
	Tap to delete a character. Tap and hold to delete all characters to the left of the cursor.
	Open the emoji keyboard. Note: This icon is not always available. Tap ABC to open the standard keyboard.
	Confirm that you are finished entering information.
	Search for text you entered.

- To insert a character, tap the character to the left of where you want it, then use the keyboard to type.
- To delete a character, touch to the right of it, then tap  (delete).
- When you don't need the keyboard, press  at the bottom of the screen to close it.
- To adjust keyboard sound settings, see [Adjust system sounds \(on page 27\)](#).

DOWNLOAD APPS

Caution

To protect your tablet and personal data, only download apps from trusted sources.

You must connect to the Internet to download apps. See [Connect to a Wi-Fi network \(on page 30\)](#) for more information.

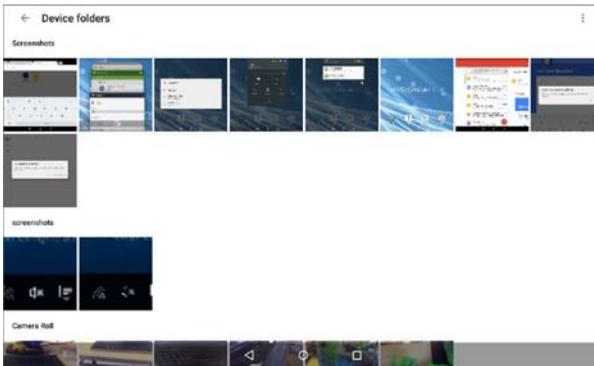
1. Tap  **Apps** >  **Play Store**.
2. Search for an app or browse the categories to find apps, then follow the on-screen instructions to install.

Notes

- ▮ If a third-party application does not work on your tablet, contact the app developer for more information.
- ▮ See [Uninstall apps \(on page 51\)](#) for information on permanently deleting an app.

CAPTURE AND VIEW A SCREENSHOT

- ▮ To capture a screenshot, press and hold the  and **Vol –** buttons at the same time.
- ▮ To view the screenshot:
 1. Tap  **Apps** >  **Photos**.



2. Under *Screenshots*, tap the thumbnail of the screenshot. See [View photos and video \(on page 46\)](#) for more information on navigating your photos.

VIEW A STATUS ITEM OR NOTIFICATION

Status and notification information are located at the top of the screen.

- Drag your finger down from the top of the screen to view notifications (such as email, calendar, and time).

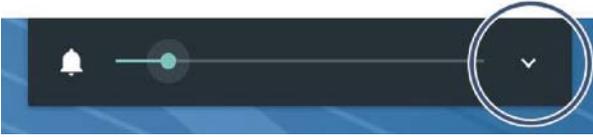


- Drag two fingers down from the top of the screen to view status items (such as Wi-Fi, Bluetooth, and battery information).



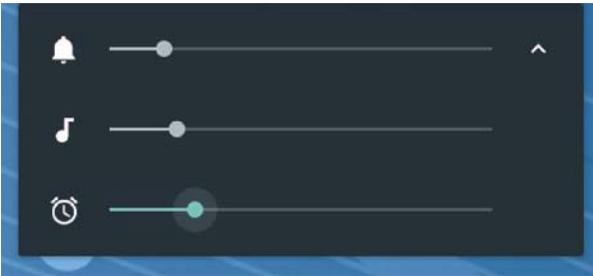
Change notification interruptions

- Press a volume button on your tablet. A volume menu opens.



You can

- Drag the  slider to adjust the notification volume.
- Tap , then drag the  slider to adjust the media volume.
- Tap , then drag the  slider to adjust the alarm volume.



CHECK FOR UPDATES

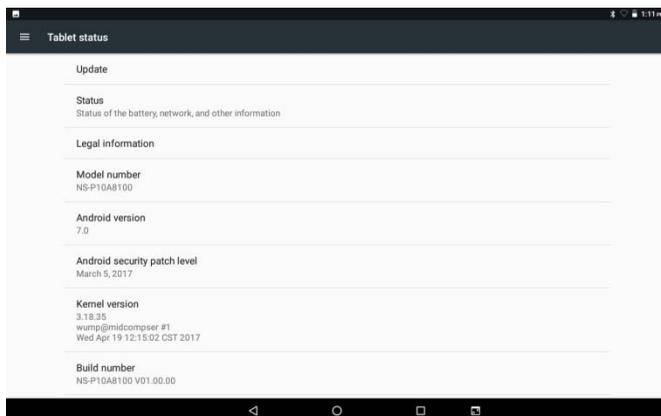
Make sure that you have the most up-to-date software.

Update your tablet

Warning

Back up your personal data before updating your tablet. Updates may delete your data.

1. Tap  **Apps** >  **Settings** >  **About tablet**.



2. Tap **System Update** > **Check update**. If an update is available, your tablet displays the update version information.
3. Follow the on-screen instructions to install.

Update your apps

1. Tap  **Apps** >  **Play Store**.
2. Tap  (menu) in the upper-left corner of the search bar, then tap **My apps**.
3. Locate the app you want to update from the **ALL** tab.
4. Tap the app to open the app page, then tap **UPDATE**.
5. Tap **CONTINUE** or **ACCEPT** if you agree to the app permissions. Your app is updated.

Change basic settings

Customize settings on your tablet to fit your personal taste.

CUSTOMIZE THE HOME SCREEN

Change the wallpaper

1. Touch and hold on the home screen until a menu appears.



2. Tap **WALLPAPERS**.
3. Tap the wallpaper you want to use. To select a photo you took, tap **Pick image**.
4. Tap **Set wallpaper**.

Tip

Animated wallpapers use more battery. To conserve battery, use a static wallpaper.

Add an item to the home screen

1. Tap  **Apps** to show all apps.
2. Touch and hold the app you want to add until it moves to the home screen.

Tip

You can also add or remove items from the favorites tray.

Move a home screen item

1. Touch and hold the item you want to move until it's highlighted.
2. Drag the item to where you want it, then release your finger.

Remove a home screen item

Note

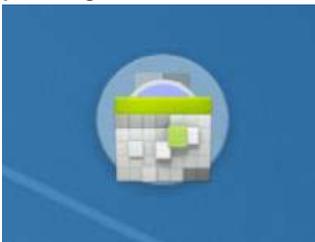
Removing an item from the home screen doesn't delete the app. See [Uninstall apps \(on page 51\)](#).

1. Touch and hold the item you want to remove until it is highlighted.
2. Drag the item over the **X**, then release your finger.



Create a folder

1. Touch and hold the app you want to move into a folder until it is highlighted.
2. Drag the app on top of another app until a white circle appears, then release your finger. A folder is created.



3. Tap the folder to open it, then tap **Unnamed Folder** to open the keyboard and name the folder. Tap  when finished.



4. To add more items, drag them into the folder.

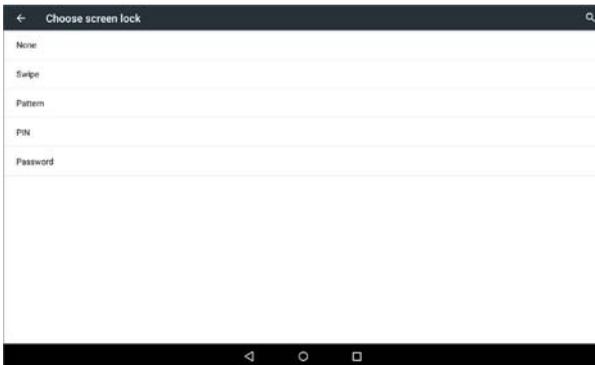
Note

To remove apps from a folder, open the folder, touch and hold the app, then drag it back to the home screen. The folder is deleted when only one app is left inside.

SET AND USE THE SCREEN LOCK

Change your lock type

1. Tap  **Apps** >  **Settings** >  **Security** > **Screen lock**.



2. Tap the screen lock type you want to use, then follow the on-screen instructions.

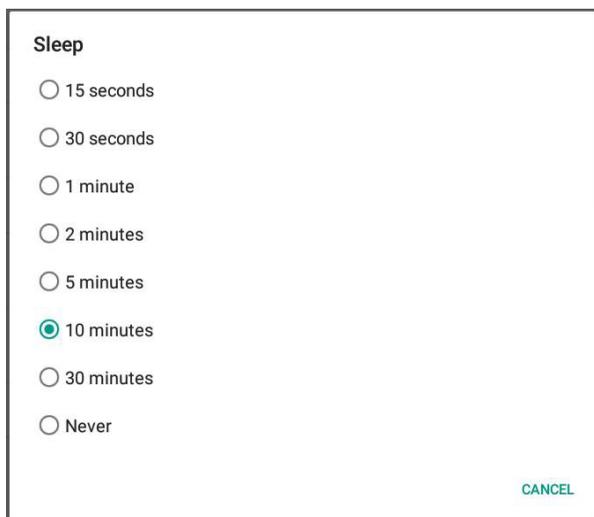
Unlock the screen

There are several ways to unlock your tablet, depending on which screen lock is enabled. You may need to:

- Swipe up on the screen.
- Drag your finger to enter a pattern.
- Enter a PIN or password.

Set the lock screen timeout

1. Tap  **Apps** >  **Settings** >  **Display**.
2. Tap **Sleep**, then select how long before your inactive tablet sleeps.



CUSTOMIZE THE LOCK SCREEN

Add lock screen message

Tip

For information on changing your screen lock, see [Set and use the screen lock \(on the previous page\)](#).

1. Tap  **Apps** >  **Settings** >  **Security** > **Lock screen message**.
2. Type the text you want to display on the lock screen, then tap **SAVE**.
3. Press  to put your tablet to sleep, then press  again to wake it up. The lock screen opens and your text is displayed.

Remove owner info

1. Tap **Apps** > **Settings** > **Security** > **Lock screen message**.
2. Delete all the text, then tap **SAVE**.

Turn on or off lock screen notifications

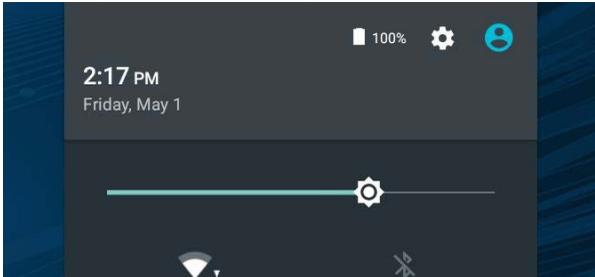
1. Tap **Apps** > **Settings** > **Sound & notification**.
2. Under *Notification*, tap **When device is locked**.
3. Tap **Show all notification content** to display notifications on your lock screen.
OR
Tap **Don't show notifications at all** to hide notifications on your lock screen.

SET THE DATE AND TIME

- Tap **Apps** > **Settings** > **Date & time**.
 - Automatically or manually set your date and time.
 - Select your time zone.
 - Choose your hour format (12-hour or 24-hour).
 - Choose your date format.

ADJUST THE SCREEN BRIGHTNESS

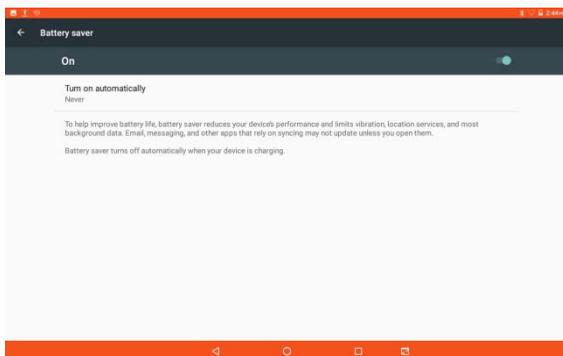
- Drag your two fingers down from the top of the screen to view status items, then drag the slider left or right.



ADJUST THE POWER SAVING SETTINGS

To help improve battery life, battery saver reduces your device's performance and limits vibration, location services, and most background data. Email, messaging, and other apps that rely on syncing may not update unless you open them. To turn on battery saver mode:

1. Tap  **Apps** >  **Settings** >  **Battery** > **Battery saver**
2. Tap the slider to turn on Battery saver mode. The edges of your screen may turn orange while battery saver mode is turned on.



Tip

Battery saver mode automatically turns off when your tablet is charging.

3. Use the available options to change additional power settings, as needed.

Conserve battery power

- Turn on battery saver mode. See [Adjust the power saving settings \(above\)](#).
- Turn off Wi-Fi when you aren't using it.
- Lower the screen brightness. See [Adjust the screen brightness \(on the previous page\)](#).
- Close apps that you aren't using. See [Use the Recents screen \(on page 15\)](#).
- If your tablet is inactive, your tablet sleeps with the screen off (depending on the screen timeout setting. See [Customize the lock screen \(on page 24\)](#)). Press  to wake it up.
- If you are using an animated wallpaper, change it to a static wallpaper.

SETTING THE SCREEN FONT SIZE

1. Tap **Apps** > **Settings** > **Display** > **Font size**.
2. Select the font size you want.

ADJUST SYSTEM SOUNDS

Change your notification tones, system volume, and other sound settings.

Adjust media, alarm, and notification volume level

1. Tap **Apps** > **Settings** > **Sound & notification**.
2. Under *Sound*, use the sliders to adjust your media, alarm, and notification volume.

Turn on or off keyboard or screen lock volume

1. Tap **Apps** > **Settings** > **Sound & notification**.
2. Under *Sound*, tap **Other sounds**.
3. Tap the sliders to turn on or off the screen lock, charging, and touch feedback.

SELECT YOUR LANGUAGE

Change your system language or add an additional language to your keyboard.

Change the system language

1. Tap **Apps** > **Settings** > **Language & input** > **Language**.
2. Select the language you want from the list. Your system (including the keyboard) language changes.



Add a keyboard language

By default, your tablet uses the system language as its keyboard language. If you want to add an additional language to your keyboard:

1. While the keyboard is open, touch and hold / (slash) or , (comma) until a settings icon appears.



2. Tap **Languages**.
3. Tap the languages you want to use on your keyboard.

Note

If the languages are grayed out, tap **Use system language** to enable them.

Switch keyboard language

Make sure that you have enabled additional languages on your keyboard (see steps above).

- Tap  to toggle between keyboard languages. The keyboard language appears in the space bar.

Connect to a computer

For more information on viewing and transferring files, see your computer's documentation.

WINDOWS

1. Connect the Micro USB cable from your tablet to your computer.
2. Open *Computer* or *My Computer*, then click your model number (**NS-P10A8100**) icon to view or transfer files.
3. Open Notifications, then tap the USB connection entry. The *Use USB for* window opens.
4. Tap **File transfers**.
5. Unplug the cable when you are finished.

Transfer or download an e-book

Note

Make sure that your e-books are in the PDF, EPUB, TXT, RB2, RTF, or PDB format.

Transfer an e-book from your computer

1. Connect your tablet to your computer. See [Connect to a computer \(above\)](#).
2. Copy an e-book file from your computer to a folder on your tablet.

Download an e-book from the Play Store

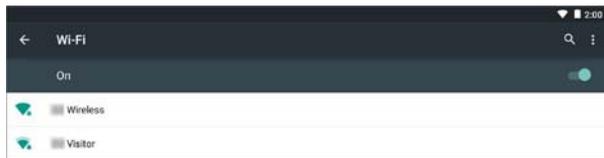
1. Tap  **Apps** >  **Play Store**.
2. Tap **Books** to browse for books or tap  to search for a specific book.

Set up wireless connections

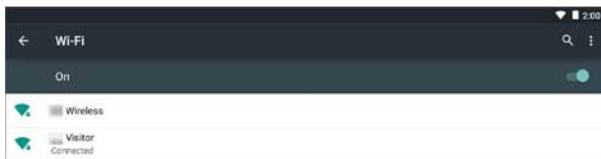
Learn how to set up wireless connections such as Wi-Fi and Bluetooth.

CONNECT TO A WI-FI NETWORK

1. Tap **Apps** > **Settings** > **Wi-Fi**.
2. Tap the slider to turn on Wi-Fi . Your tablet automatically scans for available networks.



3. Tap a Wi-Fi network.
 - If the network is open, your tablet connects automatically.



- If the Wi-Fi icon has a (lock), the network is secured. Enter the password, then tap **CONNECT**.

A connection icon appears in the status bar when your tablet is connected.

ADD A WI-FI NETWORK

1. Tap **Apps** > **Settings** > **Wi-Fi**.
2. Tap the slider to turn on Wi-Fi .

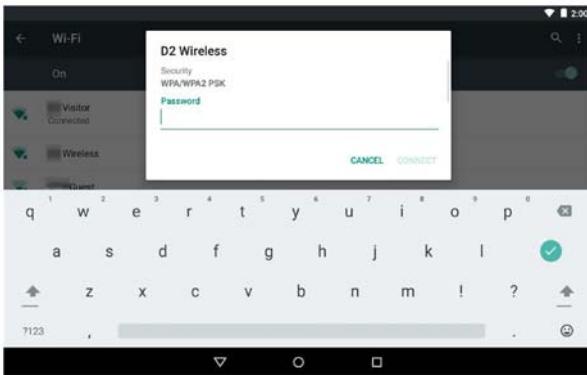


3. Tap **⋮** (options), then tap **Add network**.

4. Enter the Network SSID (name), then select the type of security you want from the drop-down menu. You can select:
 - **None**—No security.
 - **WEP**—Wired Equivalent Privacy. **Note:** A password is required.
 - **WPA/WPA2 PSK**—Wi-Fi Protected Access. **Note:** A password is required.
 - **802.1x EAP**—802.1x Extensible Authentication Protocol.

Note

If you aren't sure which security type to select, see your network setup documentation.



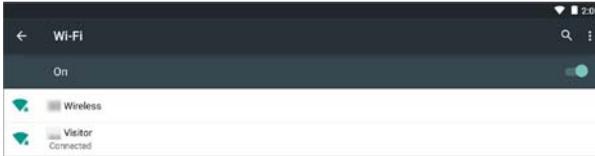
5. Tap **CONNECT**. Your new network appears in the list of available networks.

Note

See [Connect to a Wi-Fi network \(on the previous page\)](#) for connection instructions.

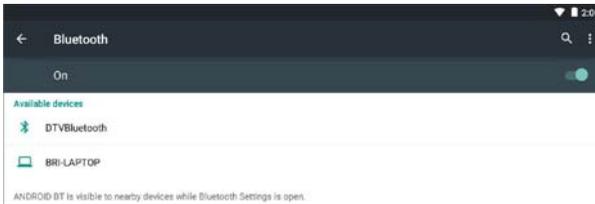
CHECK NETWORK STATUS

1. Tap  >  **Settings** >  **Wi-Fi**.
2. Make sure that the Wi-Fi slider  is turned On. A list of available networks appears.
 - ▮ Secured networks are noted with a  lock icon.
 - ▮ If you are connected to a network, "Connected" appears below the network name.
 - ▮ Signal strength is noted with an  icon to the left of the network name.



CONNECT TO A BLUETOOTH DEVICE

1. Tap  >  **Settings** >  **Bluetooth**.
2. Tap the slider  to turn on Bluetooth. Your tablet searches for devices.



3. Turn on Bluetooth on the device you want to pair to your tablet and make sure that your device is visible to other Bluetooth devices. See the documentation that came with your Bluetooth device for instructions.
4. Tap an available device to pair with from the list. Follow the on-screen prompts. Some devices connect automatically, while others may require a PIN.

Use the Internet

Learn how to navigate the Internet and adjust browser settings with your tablet.

Note

These instructions are for Google Chrome™. If you are using a different browser, see the browser's online help.

VIEW WEB PAGES

Connect to a Wi-Fi network to browse the Internet. See [Connect to a Wi-Fi network \(on page 30\)](#).

Notes

- These instructions are for Google Chrome. If you are using a different browser, see the browser's online help.
- Rotate your tablet to landscape view for the best viewing experience.

Open a web browser

- Tap  **Apps** >  **Chrome**.

Note: If you have installed a different browser, tap the corresponding icon from  **Apps** to use it.

Navigate a web page

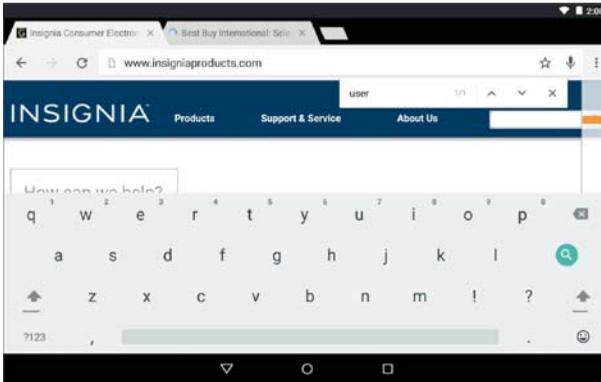
- Tap the address bar to enter a web address or search, then tap  (enter).
- Tap , then speak to search.
- Drag your finger up, down, left, or right to scroll.
- Pinch your fingers together or spread them apart to zoom in and out.
- Tap a tab at the top to switch windows or open a new browser window.
- Tap **x** on the tab to close a window.
- Tap , to return to the previous page.
- Tap , to view menu items.

SEARCH FOR TEXT ON A WEB PAGE

Note

These instructions are for Google Chrome. If you are using a different browser, see the browser's online help.

1. In your browser, tap **⋮** (options), then tap **Find in page**.
2. Use the keyboard to type the text you want to find. As you type, matching characters on the web page are highlighted.



3. Tap **▲** or **▼** to go to the previous or next matching item.
4. Tap **x** to close the search bar and keyboard.

COPY TEXT ON A WEB PAGE

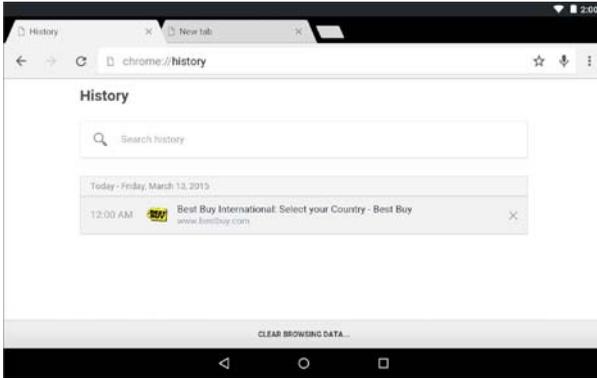
1. In your browser, touch and hold the text until a blue ribbon covers the text.
2. Drag the blue selectors to the left or right to select text.
3. Tap **COPY** in the menu that appears.
4. Go to where you want to paste the text (such as an email), touch and hold the area, then tap **PASTE**.

CHECK AND CLEAR HISTORY

Note

These instructions are for Google Chrome. If you are using a different browser, see the browser's online help.

- In your browser, tap  (options), then tap **History**.



You can:

- Tap a website to open the page.
- Tap  to search for a website.
- Tap **x** to remove a single website from your browsing history.

OR

Tap **CLEAR BROWSING DATA...** to clear all browsing history. Select the kinds of data you want to delete, then tap **CLEAR DATA**.



MANAGE BOOKMARKS

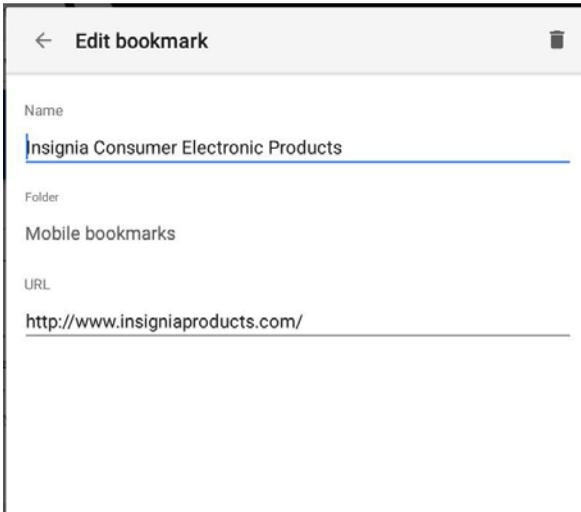
You can store an unlimited number of bookmarks.

Note

These instructions are for Google Chrome. If you are using a different browser, see the browser's online help.

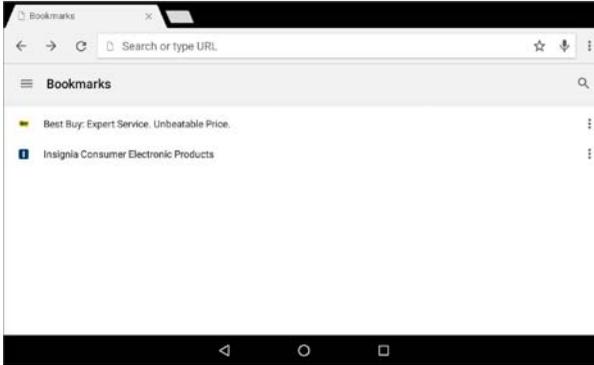
Save a bookmark

1. Go to the website that you want to bookmark.
2. Tap ★ in the address bar.
3. Tap ★ again to rename your bookmark or select a folder, then tap outside the menu to save.
4. Name your bookmark, select the folder you want to save it in, then tap outside the menu.



Open a bookmark

1. If you saved the bookmark to a folder, tap  (options), **Bookmarks**, then select the website from the list.



MANAGE DOWNLOADS

View a download

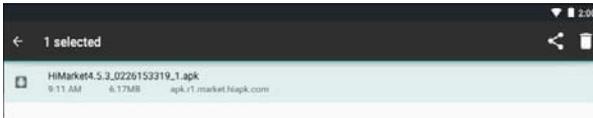
1. Tap  **Apps** >  **Downloads**.



2. To open a download, tap the file name. If needed, select the program you want to use to open the file.

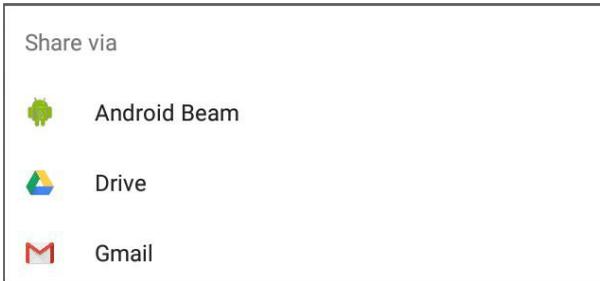
Delete a download

1. Tap  **Apps** >  **Downloads**.
2. Touch and hold the file name until it is selected, then tap .



Share a download

1. Tap  **Apps** >  **Downloads**.
2. Touch and hold the file name until it is selected, tap , then select how you want to share the file.



3. Follow the on-screen prompts to share the file.

Use Gmail™

Use the Gmail app to add your email accounts from Google and other web-based providers like Outlook and Yahoo®.

SET UP A GMAIL ACCOUNT

You may have set up a Gmail account when you set up your tablet.

1. Tap  **Apps** >  **Gmail**.
2. Follow the on-screen instructions to set up your account.

Note

To set up another Gmail account, see [Manage Gmail accounts \(below\)](#).

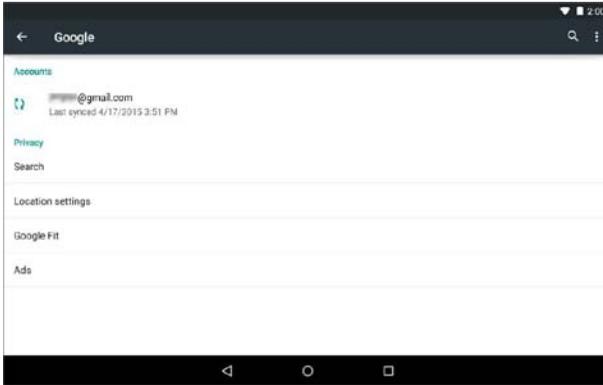
MANAGE GMAIL ACCOUNTS

Add an additional Gmail account

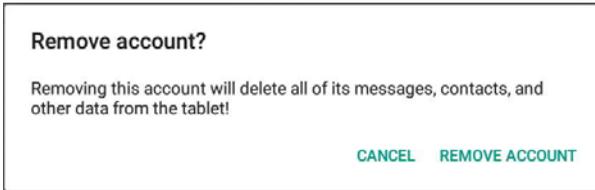
1. Tap  **Apps** >  **Gmail** >  **Menu** >  **Settings** > **Add account**.
2. Follow the on-screen instructions to set up your account.

Delete a Gmail account

1. Tap **Apps** > **Settings** > **Accounts** > **Google**.



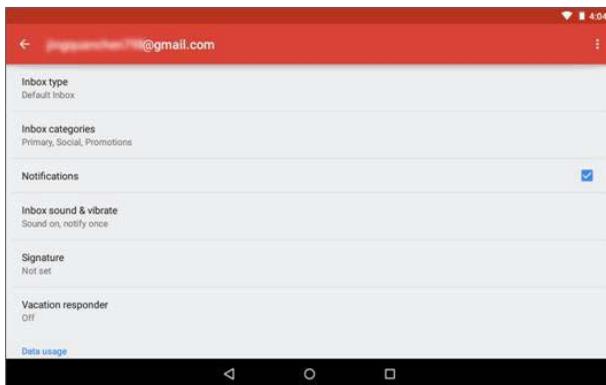
2. Tap the account you want to delete, if needed.
3. Tap **⋮** (options), then tap **Remove account**.



4. Tap **Remove account**.

Change Gmail account settings

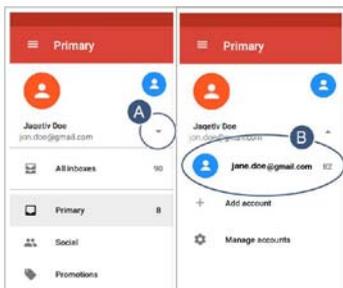
1. Tap  **Apps** >  **Gmail** >  **Menu** >  **Settings**.
2. Tap your account name.



3. Change your account settings as needed.

Switch Gmail accounts

1. Tap  **Apps** >  **Gmail** >  **Menu**
2. Tap  (drop-down) next to your account name, then select a different account from the list displayed.



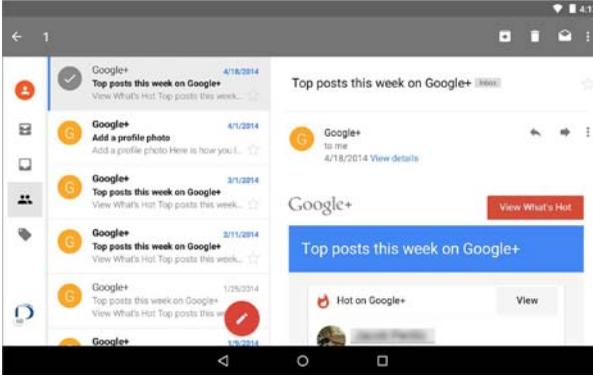
VIEW A GMAIL

1. Tap  **Apps** >  **Gmail**.

Note: If you have more than one email account, the last account you used opens. See [Manage Gmail accounts \(on page 38\)](#) for instructions on switching between accounts.

1. Drag your finger up and down to scroll through your Gmails.
2. Tap a Gmail to open it.

- Tap  (menu) in the upper-left corner to display folders or select a different Gmail account.
- Tap  to search.
- Touch and hold a Gmail to select it and display options such as archive, delete, mark as read or unread, or move the email.



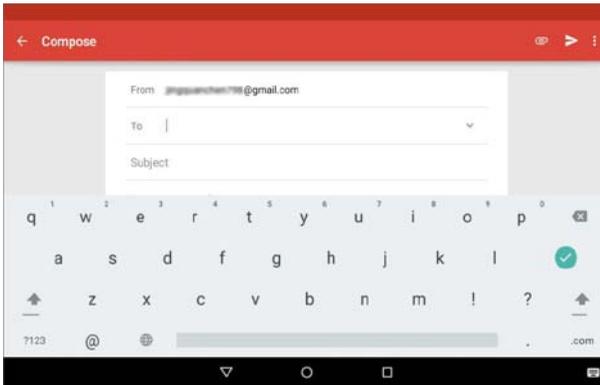
- Touch and hold a Gmail to deselect it.
- Tap  to compose a new Gmail. See [Create a Gmail \(on the next page\)](#) for more information.

CREATE A GMAIL

1. Tap  **Apps** >  **Gmail** >  (compose).

Note

To open a different account, tap  in the upper-left corner, then select a different account.



2. Enter the recipient's email address. As you enter the address, your tablet displays your contacts that match the characters you've entered. You can tap a contact or continue entering the address.

Note

To send the email to more than one person, separate the email addresses with a comma.

3. Enter a subject in the subject field (optional).
4. Enter your message, then tap  **SEND** when you are finished.

Note

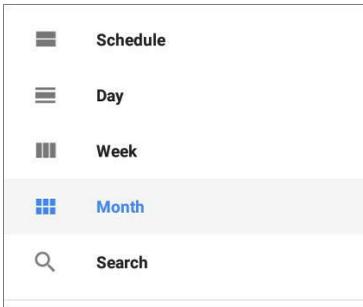
Tap **Save draft** under options  or  (back) to save your email as a draft. To access your drafts, tap  in the upper-left corner, then tap .

Create and manage contacts

- ▮ Tap  **Apps** >  **Contacts**. You can:
 - ▮ Tap  to search for a contact.
 - ▮ Tap  (in the lower, right corner) to add a new contact.
 - ▮ Tap a contact to view or edit its information.

Use the calendar

- ▮ Tap  **Apps** >  **Calendar**.
 - ▮ Tap  to add a new event.
 - ▮ Tap  to change the calendar view.



- ▮ Tap , then **Settings** to access calendar settings.

Work with photos and video

Learn how to take pictures and video with your tablet. Then, learn how to view and edit them before sharing with your friends and family.

USE THE CAMERA

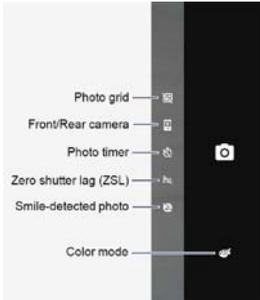
Note

See [View photos and video \(on page 46\)](#) for information on how to view your pictures.

Take a picture

1. Tap  **Apps** >  **Camera**.
2. Swipe right, then tap **Camera**.

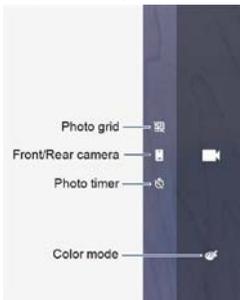
3. Tap  to adjust options, if needed.



4. Swipe up or down to zoom in or out.
5. Tap  to take a photo.

Record a video

1. Tap  **Apps** >  **Camera**.
2. Swipe right, then tap **Video**.
3. Tap  to adjust options, if needed.



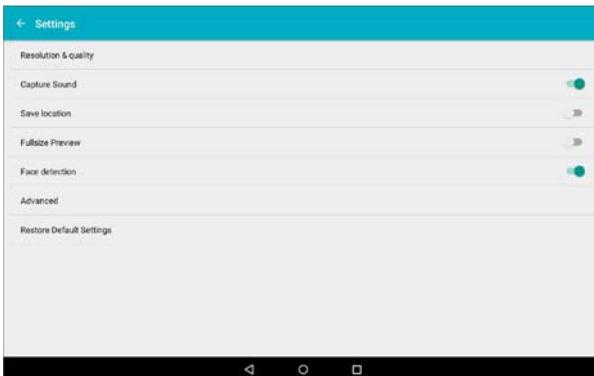
4. Tap  to start and stop recording, then tap  (stop) when finished.

Change camera settings

1. Tap  **Apps** >  **Camera**.
2. Swipe right, then tap  (settings). A settings menu opens.



3. Use the available options to change your settings. You can change your settings such as:
 - ▮ Camera resolution and quality
 - ▮ Sound capture
 - ▮ Location
 - ▮ Fullsize preview
 - ▮ Face detection
 - ▮ Restore default settings



VIEW PHOTOS AND VIDEO

View photos

- 1. Tap  **Apps** >  **Photos**.
 - 1. Drag your finger up and down to browse your photos.
 - 1. Tap a photo thumbnail to view in full screen.

Tip

Videos have a  (play) icon and photos don't.

- 1. To zoom in or out, pinch your fingers together or apart.
- 1. To view more options, select a photo, then tap . Options may include:
 - 1. Share
 - 1. Edit
 - 1. Information
 - 1. Delete

View videos

1. Tap  **Apps** >  **Video**.
2. Tap a video thumbnail, then tap  (play). You can also:
 - 1. Tap  or  to skip the previous or next video.
 - 1. Tap  to pause the video.
 - 1. Tap  (More) to view more options.

EDIT PHOTOS

1. Tap  **Apps** >  **Photos**.
2. Tap the photo you want to edit, then tap  .

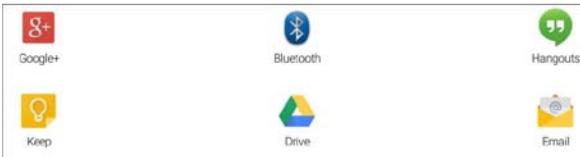
3. Use the available options to edit your photo.



4. When finished, tap **SAVE**.

SHARE PHOTOS OR VIDEOS

1. Tap  **Apps** >  **Photos**.
2. Select the photo or video you want, then tap  (share).



3. Tap the program you want to use to share the photo or video.

Note

If you shared a photo or video before, the program you used has an easy-access icon next to the share button.

4. Follow the on-screen prompts to send your photo or video.

Note

You may need to install social media apps (such as Facebook and Twitter) to share photos on those sites.

Listen to music

Learn how to control your audio playback and create a playlist.

CONTROL PLAYBACK

1. Tap  **Apps** >  **Play Music**.
2. Tap  (menu), then tap  **Music library** to view your music.
3. Tap a category (**PLAYLISTS**, **STATIONS**, **ARTISTS**, **ALBUMS**, **SONGS**, or **GENRES**), select a song, then tap  (play) to start playback (if needed).
4. While listening to a song, you can:
 - Tap  to turn shuffle on or off.
 - Tap  to cycle through repeat mode, which include: **Repeating all songs**, **Repeating current song**, or **Repeat is off**.
 - Tap  to pause and  to resume playback.
 - Drag the progress bar to the playback point you want.

Note

For more audio options, tap  (options) next to a song title in the list.

USING PLAYLISTS

Create a playlist

1. Tap  **Apps** >  **Play Music**.
2. Find a song that you want to add, tap  (options), then tap **Add to playlist**.
3. Follow the on-screen prompts to select an existing playlist or create new playlist.

Play a playlist

1. Tap  **Apps** >  **Play Music**.
2. Tap  (menu) >  **Music library** > **PLAYLISTS**.
3. Tap a playlist, then tap  (play).
Note: See [Control playback \(above\)](#) for more information.

Manage storage space

Learn how to keep your tablet running at peak efficiency by managing your storage space.

USE A MICRO SD CARD

Install a microSD card

- Insert the microSD card into the slot with the label facing the front of your tablet. It should click into place.

Note

If prompted to change the default write disk:

- Tap **Cancel** to make no changes.
- Tap **OK** to go to *Storage settings* then select where you want your tablet to write files.

Access files on a microSD card

- Tap  **Apps** >  **File Explorer** > **SD card**.

Note

Your tablet may display your SD card's name instead of "SD card."

- Navigate to the file you want to open, tap it, then select an app to open it (if prompted).

Move files to or from a microSD card

- Tap  **Apps** >  **File Explorer**.
- Navigate to the file, then touch and hold the file name to select it.
- Tap  to copy the file.
- Navigate to where you want to save the file, touch and hold the screen until a menu opens, then tap  (paste).

Remove a microSD card

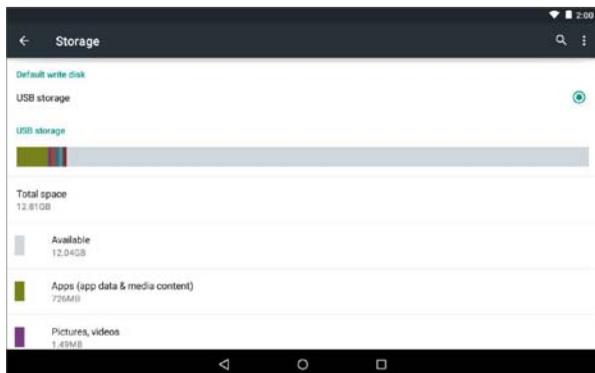
- Tap  **Apps** >  **Settings** >  **Storage & USB**.
- Tap  (eject) next to your SD card's name.



- Push the microSD card in then release to remove it from the card slot.

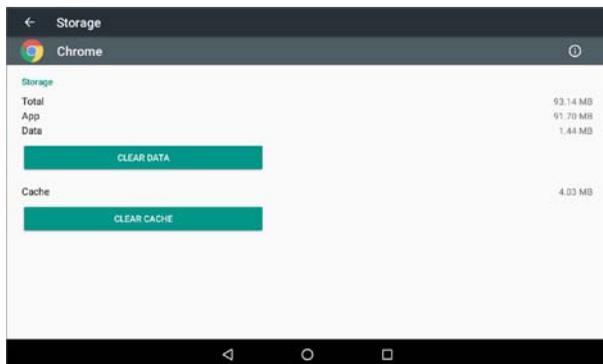
VIEW STORAGE SPACE

1. Tap **Apps** > **Settings** > **Storage & USB**.

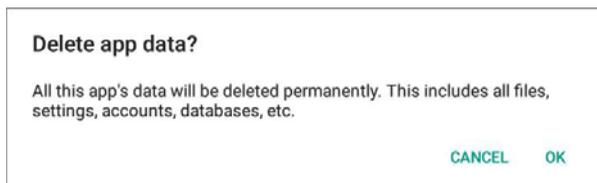


CLEAR APP CACHE AND DATA

1. Tap **Apps** > **Settings** > **Storage & USB** > **Apps**.
2. Tap the app from which you want to clear the data.



3. Tap **CLEAR DATA** or **CLEAR CACHE**, then tap **OK**.



UNINSTALL APPS

1. Tap  **Apps**, then locate the app you want to uninstall.
2. Touch and hold the app, then drag it to the  (trash) icon on the left side of the screen until the app turns red.



Note

You may not be able to remove pre-installed apps. Instead, tap **DISABLE** to prevent an app from running.

FREE UP STORAGE SPACE

If your tablet is low on storage space, try the following:

- Clear your Internet browser's temporary files and browser history. See your browser's online help for more information.
Note: If you use Google Chrome™, see [Clear app cache and data \(on the previous page\)](#).
- Move files such as pictures, videos, or music to a microSD™ memory card or a computer. See [Use a Micro SD card \(on page 49\)](#).
- Move apps to a microSD memory card if they will run there.

RESET TO DEFAULT SETTINGS

Caution

Resetting to factory defaults deletes all personal data and settings. To restart your tablet without removing your stored data or customized settings, see [Restart your tablet \(on page 13\)](#).

1. Connect your tablet to a power outlet.
2. Tap  **App** >  **Settings** >  **Backup & reset** > **Factory data reset** > **RESET TABLET.**

3. Wait for your tablet to reset, then go through the initial setup again. See [Turn on your tablet for the first time \(on page 11\)](#) for more information.

Troubleshooting

What should I do if I cannot turn on my tablet?

- Connect the charger to check the battery level on the screen. If the battery is too low, your tablet will not turn on. Fully charge the battery.

Can I open Microsoft Office and PDF files on my tablet?

- You can purchase and download third party applications to read these files.

What should I do if my tablet won't recognize the microSD™ card?

- Make sure that you have inserted a microSD card correctly and securely.
- With the microSD card inserted, turn off your tablet, then turn it back on.
- Make sure that you are attempting to view your files in the correct location on your tablet.

What should I do if I can't access the Internet?

- Look for a wireless signal indicator (📶) in the status bar at the top of the screen. If there is no icon, you are not connected.
- Make sure that Wi-Fi is turned on. See [Connect to a Wi-Fi network \(on page 30\)](#).
- Make sure that you select the right network and enter the correct password. See [Connect to a Wi-Fi network \(on page 30\)](#).
- Turn your tablet off, then back on.
- Reset your Wi-Fi router/modem.

What should I do if there is no sound coming from my tablet?

- If listening through headphones, unplug and reconnect your headphones. Make sure that the connector is pushed in all the way.
- If listening through your tablet's speakers, unplug any devices connected to the headphone jack.
- The volume may be muted or set too low. Increase the volume setting.
- Check your tablet's sound settings. See [Adjust system sounds \(on page 27\)](#).

Why is the actual storage less than storage in the specification?

- Your tablet has the full amount of storage listed in the specification. However, some of this space is used for system applications and data files.

How do I reset my tablet to factory defaults?

Caution: Resetting your tablet to factory defaults will delete all personal apps and data from your tablet.

1. Tap  **Apps** >  **Settings** >  **Backup & reset**.
2. Tap **Factory data reset**, then tap **RESET TABLET**.

How do I set a screen lock?

1. Tap  **Apps** >  **Settings** >  **Security** > **Screen lock**.
2. Select a screen lock type, then follow the on-screen prompts to set it up.

What should I do if the display freezes or does not respond?

- Press and hold the  button for 10 seconds to turn off your tablet, then turn it back on.

Maintenance

- Keep your tablet dry.
- Avoid exposing your tablet to extreme hot or cold temperatures.
- Avoid placing your tablet close to lit cigarettes, open flames, or any heat source.
- Do not drop, knock, or shake your tablet. Rough handling may break internal circuit boards.
- Keep your tablet in a clean and dust-free place.

Disclaimer: Best Buy does not recommend the use of any ammonia or alcohol-based cleaners on the LCD screen or plastic casing. Some chemical cleaners have been reported to damage the screen or display case. Best Buy will not be liable for damage resulting from the use of any ammonia or alcohol-based cleaners.

Specifications

Specifications are subject to change without notice.

Operating system	Android 7.0 (Nougat)
CPU	MTK Quad-Core
Display	10.1" diagonal panel (25.4 cm) 800 × 1280 IPS Capacitive 5-Point Touch Panel
Wireless/Connectivity	802.11 a/b/g/n Bluetooth 4.1 GPS
Storage	32GB Internal Memory
Camera	2 MP front-facing (fixed focus) 2 MP rear-facing (auto focus)
Sensors	G-Sensor/Accelerometer
Audio	Internal stereo speakers, MP3, AAC
Battery and power	6000mAh Lithium Ion Up to six hours video playback
Power supply	5V/2A
Video	H.264, MPEG4
Input and output	Micro SD Slot (up to 128GB) 3.5 mm Stereo Headphone Jack Micro USB
Dimensions	9.9 × 6.7 × 0.4 in. (25.2 × 17.1 × 1.1 cm)
Weight	1.1 lbs. (0.5 kg)

Customer support

For more help, see [Troubleshooting \(on page 52\)](#). To contact customer service, call [1-877-467-4289](tel:1-877-467-4289).

Your tablet model number is: **NS-P10A8100**

Safety information

1. Read these instructions.
2. Keep these instructions.
3. Heed all warnings.
4. Follow all instructions.
5. Do not use this product near water. Do not touch your device with wet hands.
6. Clean only with dry cloth.
7. Do not block any ventilation openings. Install in accordance with the manufacturer's instructions.
8. Do not install near any heat sources such as radiators, heat registers, stoves, or other apparatus (including amplifiers) that produce heat.
9. Do not expose the device to direct sunlight.
10. Protect the power cord from being walked on or pinched particularly at plugs, convenience receptacles, and the point where they exit from the product.
11. Only use attachments/accessories specified by the manufacturer.
12. Unplug this device during lightning storms or when unused for long periods of time.
13. To reduce the risk of fire or electric shock, do not expose this device to rain, moisture, dripping, or splashing.
14. Do not crush or puncture the product. Avoid exposing the device to high external pressure. Do not operate the device in a very cold or very hot temperature, such as in cold weather or in an un-air-conditioned motor vehicle during intense heat.
15. Do not remove the cover or back to reduce the risk of electric shock. There are no user-serviceable parts inside. Refer servicing to qualified personnel.
16. Do not place the device on an unstable cart, stand, tripod, bracket, or table. The unit may fall, resulting in possible damage or injury.
17. To prevent hearing damage, do not use the headphones at a high volume.
18. Never place heavy or sharp objects on the LCD panel or device.
19. Only use the AC adapter included with the device. Using any other adapter will void your warranty.

Legal notices

Android, Google, Google Play, Gmail, and other marks are trademarks of Google, Inc.

FCC Warning

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. this device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.

FCC Part 15

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Warning:

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

Note:

The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate the equipment.

RSS-Gen & RSS-210 Statement

This device complies with Industry Canada licence-exempt RSS standard(s).

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes: (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

RSS-102 Statement

This equipment complies with Industry Canada radiation exposure limits set forth for an uncontrolled environment.

Within the 5.15 to 5.25 GHz band, UNII devices will be restricted to indoor operations to reduce any potential for harmful interference to co-channel Mobile Satellite System (MSS) operations.

This device complies with CAN ICES-3 (B)/NMB-3(B).

The device complies with RF specifications. Ensure that the device accessories, such as a device case and device holster, are not composed of metal components. Keep the device away from your body to meet the distance requirement.

Cet équipement est conforme à l'exposition aux rayonnements Industry Canada limites établies pour un environnement non contrôlé.

Specific Absorption Rate (SAR) Certification Information

This device is also designed to meet the requirements for exposure to radio waves established by the Federal Communications Commission (USA).

The SAR limit adopted by the USA is 1.6 W/kg averaged over one gram of tissue. The highest SAR value reported to the FCC for this device type complies with this limit.

IFETEL Statement

La operación de este equipo está sujeta a las siguientes dos condiciones:

1. es posible que este equipo o dispositivo no cause interferencia perjudicial y
2. este equipo debe aceptar cualquier interferencia, incluyendo la que pueda causar su propia operación no deseada.

One-Year Limited Warranty

Definitions:

The Distributor* of Insignia branded products warrants to you, the original purchaser of this new Insignia-branded product ("Product"), that the Product shall be free of defects in the original manufacturer of the material or workmanship for a period of one (1) year from the date of your purchase of the Product ("Warranty Period").

For this warranty to apply, your Product must be purchased in the United States or Canada from a Best Buy branded retail store or online at www.bestbuy.com or www.bestbuy.ca and is packaged with this warranty statement.

How long does the coverage last?

The Warranty Period lasts for 1 year (365 days) from the date you purchased the Product. Your purchase date is printed on the receipt you received with the Product.

What does this warranty cover?

During the Warranty Period, if the original manufacture of the material or workmanship of the Product is determined to be defective by an authorized Insignia repair center or store personnel, Insignia will (at its sole option): (1) repair the Product with new or rebuilt parts; or (2) replace the Product at no charge with new or rebuilt comparable products or parts. Products and parts replaced under this warranty become the property of Insignia and are not returned to you. If service of Products or parts are required after the Warranty Period expires, you must pay all labor and parts charges. This warranty lasts as long as you own your Insignia Product during the Warranty Period. Warranty coverage terminates if you sell or otherwise transfer the Product.

How to obtain warranty service?

If you purchased the Product at a Best Buy retail store location, please take your original receipt and the Product to any Best Buy store. Make sure that you place the Product in its original packaging or packaging that provides the same amount of protection as the original packaging. If you purchased the Product from a Best Buy online web site (www.bestbuy.com or www.bestbuy.ca), mail your original receipt and the Product to the address listed on the web site. Make sure that you put the Product in its original packaging or packaging that provides the same amount of protection as the original packaging.

To obtain warranty service, in the United States call 1-888-BESTBUY or Canada call 1-866-BESTBUY. Call agents may diagnose and correct the issue over the phone.

Where is the warranty valid?

This warranty is valid only in the United States and Canada at Best Buy branded retail stores or websites to the original purchaser of the product in the county where the original purchase was made.

What does the warranty not cover?

This warranty does not cover:

- Customer instruction/education
- Installation
- Set up adjustments
- Cosmetic damage
- Damage due to weather, lightning, and other acts of God, such as power surges
- Accidental damage
- Misuse
- Abuse
- Negligence
- Commercial purposes/use, including but not limited to use in a place of business or in communal areas of a multiple dwelling condominium or apartment complex, or otherwise used in a place of other than a private home.
- Modification of any part of the Product, including the antenna
- Display panel damaged by static (non-moving) images applied for lengthy periods (burn-in).
- Damage due to incorrect operation or maintenance
- Connection to an incorrect voltage or power supply
- Attempted repair by any person not authorized by Insignia to service the Product
- Products sold “as is” or “with all faults”
- Consumables, including but not limited to batteries (i.e. AA, AAA, C etc.)
- Products where the factory applied serial number has been altered or removed
- Loss or Theft of this product or any part of the product
- Display panels containing up to three (3) pixel failures (dots that are dark or incorrectly illuminated) grouped in an area smaller than one tenth (1/10) of the display size or up to five (5) pixel failures throughout the display. (Pixel based displays may contain a limited number of pixels that may not function normally.)

- Failures or Damage caused by any contact including but not limited to liquids, gels or pastes.

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