ZTE® *SPEED*™

User Guide

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Table of Contents

Get Started

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

Your Phone at a Glance

The following illustration outlines your phone's primary external features and buttons.
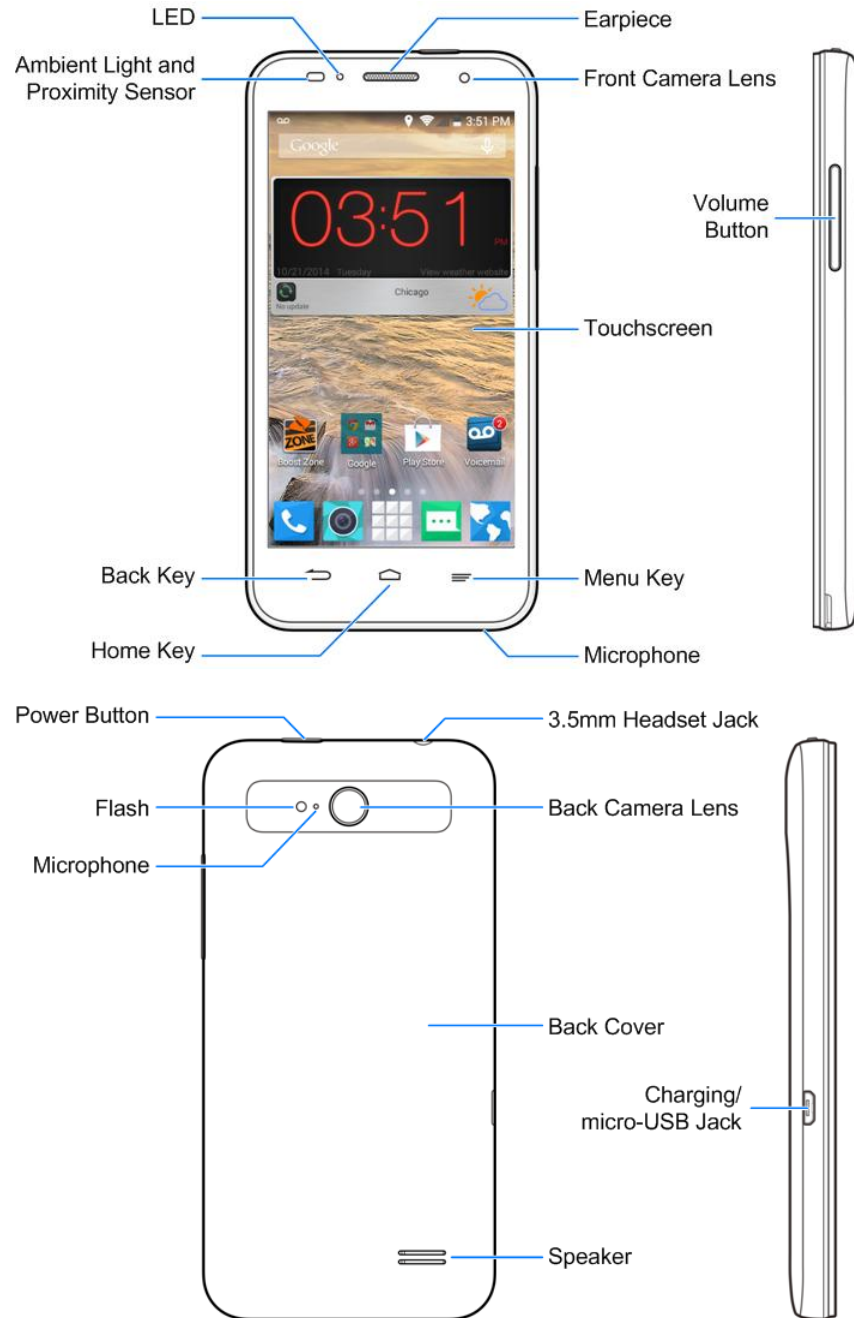
Set Up Your Phone

You must first charge the battery to begin setting up your phone.

1. Charge your battery.

Note: Your phone's battery is integrated into the phone and cannot be removed.

- Plug the USB connector into the charging/micro-USB jack on the lower left side of your phone.
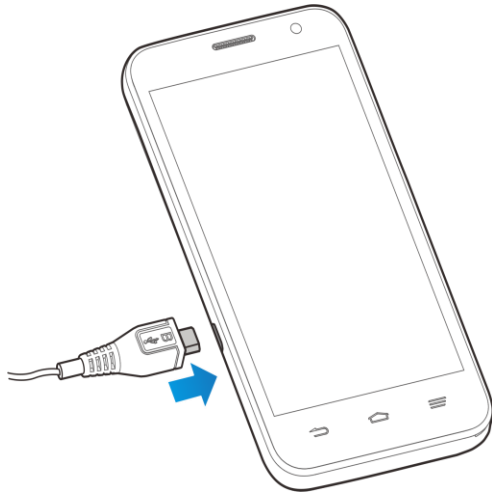
- Plug the AC adapter into an electrical outlet. Fully charging a battery may take up to three hours.

Note: Your phone's battery should have enough charge for the phone to turn on and find a signal, run the setup application, set up voicemail, and make a call. You should fully charge the battery as soon as possible.

Note: If your phone is brand new or has not been used for some time, you may not see any indication that the phone is being charged at first. This is caused by over-drained battery and your phone will return to normal after enough time of charging.

2. Press and hold the **Power Button** to turn the phone on.

- If your phone is activated, it will turn on, search for service, and begin the setup process.

- If your phone is not yet activated, see Activate Your Phone for more information.

Note: Do not press the **Volume Button** when turning the phone on. Otherwise, you may switch the phone to Download Mode, Recovery Mode, or Factory Testing Mode. To switch back to normal, press and hold the **Power Button** for about 15 seconds.

Activation and Service

Before using your phone, you must set up your service with Boost Mobile. You will need your phone's serial number (MEID), printed on the box label or on a sticker inside the battery compartment.

Create Your Account and Pick Your Plan

Set up your Boost Mobile account.

1. From your computer, visit boostmobile.com/activate.

2. Enter your phone's MEID and click **start activation process**.

   ▪ Your phone's MEID (serial number) is printed on the sticker located on the back of your phone in the battery compartment. This number can also be found on the bottom panel of the phone's package.

3. Follow the remaining instructions to choose your plan and select a payment method.

4. Follow the activation instructions below and you'll be able to start using your phone.

Note: You can also activate by phone by calling **1-888-BOOST-4U** (1-888-266-7848) from any other phone.

Activate Your Phone

After setting up your account on boostmobile.com, simply turn your device on. Your device is designed to activate automatically. If you are swapping from another Boost Mobile device to a new one, be sure to turn off the old device before swapping the serial number (MEID). Once the MEID swap is complete, turn on the new device and the programming information will be pushed to your device automatically.

You can also start the activation process manually.

▪ From the home screen, touch ⊞ > **Settings** ⚙ > **Activate this device**.

Manage Your Account

Access information about your account. You can:

- Check your minutes.

- Re-Boost® (add money to your account).

- Change plans.

- And more.

From Your Phone

Access account information and other self-service tools from Boost Zone.

▪ From the home screen, touch ⊞ > **Boost Zone** [ZONE].

You can also dial directly for access to certain information:

- Dial # 2 2 5 (#BAL) to check account balance.

- Dial # 2 3 3 (#ADD) to make a payment.

- Dial `#` `6 MNO` `1 oo` `1 oo` to launch Boost Zone or call Boost Customer Care (depending on your Settings) to get answers to other questions.

From Your Computer

- Visit boostmobile.com., click **My Account**, and log in with your wireless phone number and account PIN.

From Any Other Phone

- Boost Customer Care: **1-888-BOOST-4U** (1-888-266-7848).

Re-Boost

Boost Mobile makes it easy to add money to your account. You decide exactly how and where you want to pay. Keep your account active by using your phone and adding money to your account.

Pay with Cash

Find an Authorized Re-Boost Retailer near you. Pick up a Re-Boost Card or recharge for as low as $10 at the register, where available.

Pay Anytime with a Credit/Debit Card

Dial **#ADD** (`#` `2 ABC` `3 DEF` `3 DEF`) to add money from your phone or visit **My Account** at boostmobile.com to do it online. Securely register your credit/debit card with Boost for more convenient one-time payments or to set up easy Auto Re-Boost payments.

Set Up Worry-Free Payments with Auto Re-Boost^{SM}

It's the easiest way to make sure your account stays on and active. Use a credit card, debit card or bank account—whatever's best for you.

Visit boostmobile.com/reboost to get the details on all your Re-Boost options.

Additional Information

For more information about your Boost Mobile account, as well as other Boost Mobile services, visit us at: boostmobile.com.

Complete the Setup Screens

The setup screens help you set up certain features and preferences on your phone. Once your phone has been turned on, you will see a Welcome message. You can then complete the setup process.

Note: You may be able to complete the setup screens before your phone has been activated on your account.

Note: On the Welcome screen, there may also be an **Accessibility** button. If you are visually impaired or hard of hearing, touch **Accessibility** to change the accessibility settings.

Note: You do not need to sign up for a Google Account to use your phone. However, to download apps from the Google Play Store app, you must link your phone to a Google Account.

Set Up Voicemail

You should set up your voicemail and personal greeting as soon as your phone is activated. Always use a password to protect against unauthorized access. Your phone automatically transfers all unanswered calls to your voicemail, even if your phone is in use or turned off.

1. From the home screen, touch 📞 > ▦. (If your screen is locked, press the **Power Button** to turn on the display and then touch and hold on a blank area of the screen to unlock it.)

2. Touch and hold 1️⃣ to dial your voicemail number.

3. Follow the system prompts to:

   - Create your password.

   - Record your name announcement.

   - Record your greeting.

Important: Voicemail Password – It is strongly recommended that you create a password when setting up your voicemail to protect against unauthorized access. Without a password, anyone who has access to your phone is able to access your voicemail messages.

For more information about voicemail, see Voicemail or Visual Voicemail.

Phone Basics

Your phone is packed with features that simplify your life and expand your ability to stay connected to the people and information that are important to you. The following topics will introduce the basic functions and features of your phone.

Your Phone's Layout

The illustrations and descriptions below outline your phone's basic layout.

Power Button — 3.5mm Headset Jack

Flash — Back Camera Lens

Microphone

Back Cover

Charging/ micro-USB Jack

Speaker
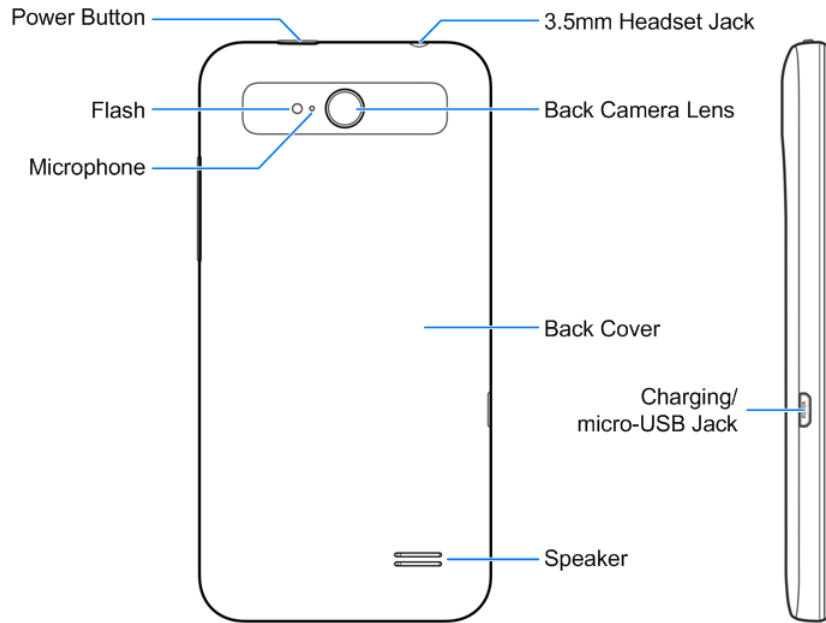
Key Functions

- **Ambient Light and Proximity Sensor** detects how close an object is to the surface of the screen. This is typically used to detect when your face is pressed up against the screen, such as during a phone call.

  - While talking on the phone, the sensor detects talk activity and locks the keypad to prevent accidental keypresses.

- **Front Camera Lens** takes pictures and records videos while facing the screen, and allows you to video conference.

- **Earpiece** lets you hear the caller and automated prompts.

- **Touchscreen** displays all the information needed to operate your phone, such as the call status, the Contacts list, and the date and time. Also provides one-touch access to all of your features and applications.

- **Menu Key** ≡ allows you to access available options on the current screen with one touch. Touch and hold to open the recently-used applications window.

- **Home Key** ⌂ returns you to the home screen. Touch and hold to open the Google application.

- **Back Key** ⊃ lets you return to the previous screen, or close a dialog box, options menu, the Notifications panel, or onscreen keyboard.

- **LED** displays a phone notification, charging status, or alert.

- **Power Button** lets you turn the phone or the screen on or off, restart the phone, or switch your phone to silent mode, vibration mode, or airplane mode.

- **Speaker** lets you hear the different ringtones and sounds. The speaker also lets you hear the caller's voice in speakerphone mode.

- **Charging/micro-USB Jack** allows you to connect the phone charger or the USB cable (included).

- **Microphone** transmits your voice for phone calls or records your voice or ambient sounds for voice recordings and videos. The microphone on the back of the phone is useful for canceling ambient noise during a phone call.

- **Flash** helps illuminate subjects in low-light environments when the camera is focusing and capturing a picture or video.

- **Volume Button** allows you to adjust the ringtone or media volume or adjust the voice volume during a call.

- **Back Camera Lens** lets you take pictures and videos.

- **3.5 mm Headset Jack** allows you to plug in either a stereo headset or an optional headset for convenient, hands-free conversations.

- **Back Cover** protects your UICC card needed for connecting to the 4G network and your optional microSDHC card.

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

Turn Your Phone On and Off

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

Turn Your Phone On

- Press and hold the **Power Button**.

Turn Your Phone Off

1. Press and hold the **Power Button** to open the phone options menu.

2. Touch **Power off** > **OK** to turn the phone off.

Your screen remains blank while your phone is off (unless the battery is charging).

Turn Your Screen On and Off

Your phone allows you to quickly turn the screen off when not in use and to turn it back on and unlock it when you need it.

Turn the Screen Off When Not in Use

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

To save battery power, the phone automatically turns off the screen after a certain period of time when you leave it idle. You will still be able to receive messages and calls while the phone's screen is off.

Note: For information on how to adjust the time before the screen turns off, see Sleep Settings.

Turn the Screen On and Unlock It

After the screen is turned off, you can turn it on and unlock it whenever you need to use the phone.

1. To turn the screen on, press the **Power Button**.

2. Touch and hold on the blank area of the screen to unlock it.

   – or –

   Touch and hold an application shortcut (Camera, Phone, Email or Contacts) at the bottom of the screen to unlock the screen and open the application.

   ▪ If you have set up a screen lock, you will be prompted to draw the pattern or enter the password or PIN. See Screen Lock.

Touchscreen Navigation

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

Touch

When you want to type using the onscreen keyboard, select items onscreen such as application and settings icons, or press onscreen buttons, simply touch them with your finger.

Touch and Hold

To open the available options for an item (for example, a contact or link in a Web page), touch and hold the item.

Swipe or Slide

To swipe or slide means to quickly drag your finger vertically or horizontally across the screen.

Drag

To drag, press and hold your finger with some pressure before you start to move your finger. While dragging, do not release your finger until you have reached the target position.
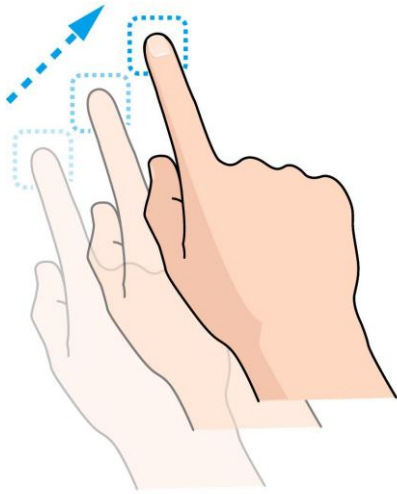
Flick

Flicking the screen is similar to swiping, except that you need to swipe your finger in light, quick strokes. This finger gesture is always in a vertical direction, such as when flicking the contacts or message list.
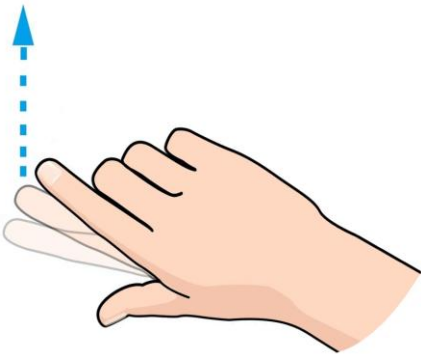
Rotate

For most screens, you can automatically change the screen orientation from portrait to landscape by turning the phone sideways. When entering text, you can turn the phone sideways to bring up a bigger keyboard. See Touchscreen Keyboards for more details.
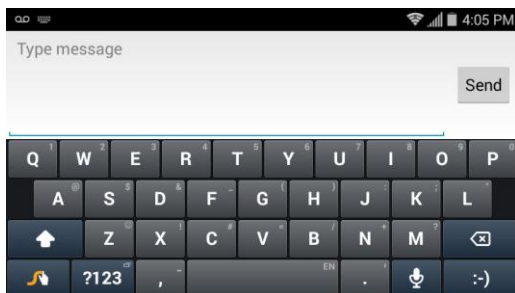
Note: The Auto-rotate check box needs to be selected for the screen orientation to automatically change. From the home screen, touch ⊞ > **Settings** ⚙ > **Display** > **Auto-rotate screen**.

Tip: You can also access the screen rotation setting from the Notifications screen. Pull down the status bar and touch **Auto Rotate** to select or deselect the option.

Pinch and Spread

"Pinch" the screen using your thumb and forefinger to zoom out or "spread" the screen to zoom in when viewing a picture or a Web page. (Move fingers inward to zoom out and outward to zoom in.)
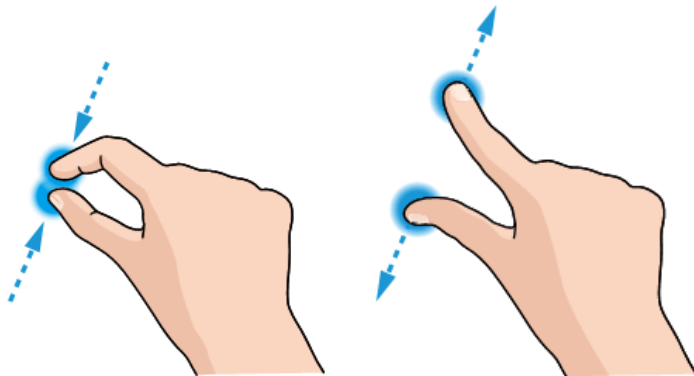
Your Home Screen

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

Home Screen Overview

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

Notification icons

Status icons

Google Search

Widget

Folder

Shortcut

Primary shortcut

Note: Your phone's home screens cycle through so that you can keep swiping in one direction and make it back to the main home screen. The small circles above the primary shortcuts let you know your current screen position.
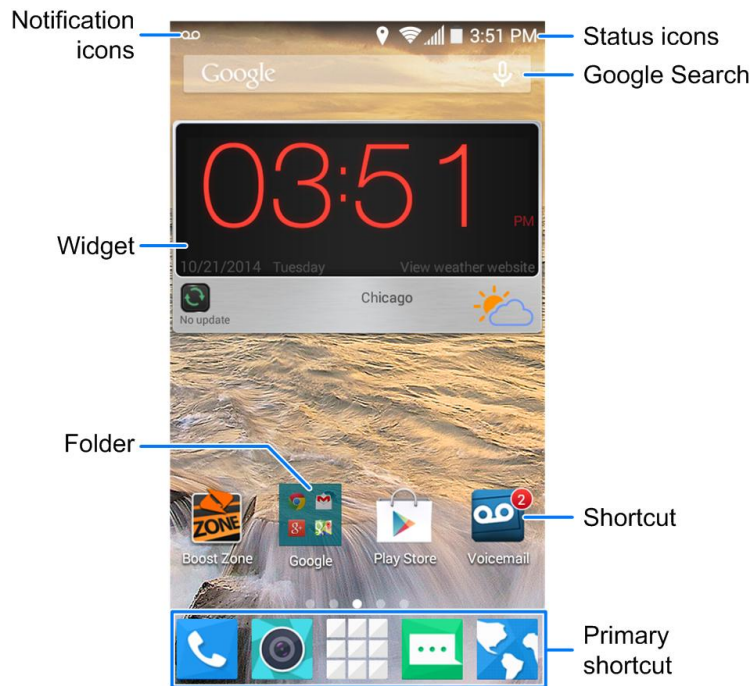
Tip: Touch ⌂ to return to the main home screen from any other screen.

Extended Home Screens

In addition to the main home screen, your phone has four extended home screens to provide more space for adding icons, widgets, and more. Touch ⌂ and then drag across the screen to move from the main screen to an extended screen.

There are up to eight extended screens available in addition to the main home screen. You can create, delete, or set the home screens. While on an extended screen, touch ⌂ to return to the main home screen.

To create, delete or set the home screens:

■ Pinch or spread on the home screen with two fingers to display thumbnails of all home screens.

▪ To create a new home screen, touch ⊞.

▪ To delete a home screen, touch ✕ on the corner of its thumbnail.

▪ To set a home screen as the main home screen, touch ⌂ at the bottom of its thumbnail.

▪ To change the order of the screens, touch and hold a thumbnail and drag it to a new position.

Customize the Home Screen

Learn how to add, move, or remove items from the home screen, change wallpapers, and choose screen transition effect.

Add Items to the Home Screen

1. Touch and hold an empty area on a home screen. (If the current home screen doesn't have room, swipe the screen left or right to display an extended screen.)

2. Touch **Widgets** or **Apps**.

3. Touch and hold an application icon or a widget and drag it to a home screen thumbnail at the bottom of the screen.

Move or Remove Items on the Home Screen

- Touch and hold the item you want to move or remove from the home screen.

    - To move the item, drag it to a new area and release it.

Note: Drag the item to the right or left edge of the screen to move it to another home screen.

    - To remove the item, drag it to the 🗑 icon at the top of the screen and release it.

Organize Icons With Folders

1. Touch and hold an application icon on the home screen.

2. Drag the icon to the 📁 icon at the top and release it. A new folder will be created and the icon is moved into the folder.

3. To add more icons into the folder, touch and hold them and drag them to the folder and release them.

Note: To remove an icon from a folder, touch the folder to display its content, and then touch and hold the icon and release it after dragging it to the home screen.

Rename a Folder

1. Touch a folder on the home screen to open it.

2. Touch the folder name displayed above the icons in the folder and enter the new name.

3. Touch **Done** or touch any empty area outside the folder to save the new folder name.

Adjust Widget Size

1. Touch and hold the widget on the home screen and then release it. An outline should appear around the widget.

2. Drag the outline to resize the widget.

Note: Not all widgets can be resized.

Apply a New Wallpaper

1. Touch and hold an empty area on a home screen. (If the current home screen doesn't have room, swipe the screen left or right to display an extended screen.)

2. Touch **Wallpaper** and then select **Wallpaper for home screen** or **Wallpaper for lock screen**.

3. Select a wallpaper source from **Gallery**, **ID Wallpapers**, **Live Wallpapers**, **Photos**, or **Wallpapers**.

4. Select the image or animation you want to use as the wallpaper. Some cropping may be needed for Gallery images.

5. Touch **OK** (Gallery), **Set wallpaper** (Live and Wallpapers), or **SET WALLPAPER** (Photos).

Tip: You can change the home screen wallpaper blur effect. Swipe up on the home screen or touch the **Menu Key** and drag the **Wallpaper Blurriness** bar to adjust it.

Status Bar

The status bar at the top of the home screen provides phone and service status information on the right side and notification alerts on the left. To view notification alerts, touch the status bar and drag it down.

Status Icons

Icon	Status
ⓑ	Bluetooth® on
📶	Wi-Fi® connected
📶	Wi-Fi active
3G	3G mobile data available
LTE ☼	4G mobile data available
3G / ☼	Mobile data active
⊿	Signal strength

Icon	Status
	Battery empty (needs to be charged)
	Current battery charge level
	Battery charging
	Airplane mode
	Alarm set
	Ringer off
	Vibrate mode
	Wired headset connected
	GPS on
TTY	TTY mode on

Notification Icons

Icon	Notification
	New text message
	New multimedia message
	New email
	New Gmail

Icon	Notification
	Upcoming event
/	Music playing
	Updates available from the Google Play Store
	Missed call
	Call in progress
	Downloading or receiving data
	Uploading or sending data
	USB connected
	Open Wi-Fi network detected
	microSDHC card removed

Enter Text

You can type on your phone using one of the available touchscreen keyboards or Google voice typing.

Touchscreen Keyboards

Your phone offers you a choice of five touchscreen keyboards for entering text. The keyboard appears automatically onscreen when you touch a text entry field, and they can be used in either portrait or landscape mode. You can also use the Google Voice typing option to enter text using your voice (see Google Voice Typing for details).

The methods available include:

- **Android keyboard** lets you use a traditional QWERTY setup to enter text. Additional options expand your ability to enter text faster and more accurately. See Android Keyboard for details.

- **Swype** lets you enter letters and words in one continuous motion by swiping your finger across the letters. See Swype for details.

- **TouchPal X** lets you use Curve® to speed up text input by replacing key-tapping gesture with a tracing gesture where you move your finger from letter to letter without lifting the finger until you reach the end of each word. See TouchPal X for details.

- **Google Pinyin** lets you use a QWERTY keyboard to enter Chinese and English text. See Google Pinyin for details.

- **Japanese IME** lets you enter Japanese and English text as well as numbers and symbols. See Japanese IME for details.

Note: Along with the preloaded keyboards, you can download additional keyboard options from Google Play Store. See Find and Install an App for details.

To change the input method:

1. Touch a text entry field, so that a keyboard displays on the screen.

2. Slide the status bar down and touch **Choose input method**.

3. Select an available input method.

To enable or disable the input methods:

1. From the home screen, touch ▦ > **Settings** ⚙ > **Language & input**.

2. In the **KEYBOARD & INPUT METHODS** section, check or uncheck an input method to enable or disable it. Some input methods may not be disabled.

Android Keyboard

The Android keyboard offers a layout similar to a desktop computer keyboard. Turn the phone sideways and the keyboard will change to a larger layout as the phone switches to the landscape display.
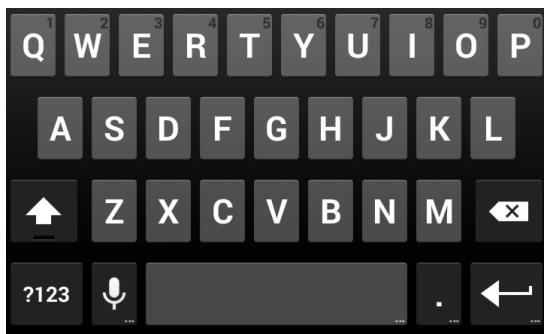
Note: The **Auto-rotate screen** check box in ▦ > **Settings** ⚙ > **Display** needs to be selected to use the keyboard in landscape mode. The landscape QWERTY keyboard is not supported in all applications.

- Touch the alphabetic keys to enter letters. Touch and hold specific keys to enter associated accented letters or numbers. For example, to enter É, touch and hold ⌨. As the available accented letters and number 3 appear, slide your finger to choose É and release.

- Touch ⬆ to use uppercase. Double-tap to lock uppercase. This key also changes to indicate the current case you are using: ⬆ for lowercase, ⬆ for uppercase, and ⬆ when locked in uppercase.

- Touch ⌫ to delete the text before the cursor.

- Touch **?123** to select numbers and symbols. You can then touch **=\\<** to find more.

- Touch **ABC** to return to the QWERTY keyboard from the numbers and symbols keyboard.

- Touch 🎤 or, if the key is not on the keyboard, touch and hold ▫ and slide to 🎤 to use Google voice input.

- Touch and hold 🎤 or, if the key is not on the keyboard, touch and hold ▫ and slide to ⌨ to change the input language or set up the Android keyboard.

Swype

The Swype™ keyboard lets you enter words by drawing a path from letter to letter in one continuous motion. When you lift your finger after the last letter of a word, a space is automatically added.

- Touch the alphabetic keys to enter letters. Touch and hold specific keys to enter associated accented letters, symbols, or numbers.

  For example, to enter Ţ, touch and hold 🇹 to open available characters and numbers. Slide to choose Ţ and release.

- Touch ⬆ to use uppercase. Touch ⬆ twice to lock uppercase. This key also indicates the current case: ⬆ for lowercase, ⬆ for uppercase, and ⬆ when locked in uppercase.

- Touch ⬜ to enter a space. Touch and hold this key to open a pop-up menu for language selection.

- Touch **?123** to select numbers and symbols. Touch **12** to find more symbols. Touch **ABC** to go back to enter letters.

- Touch and hold ![2123] or ![ABC] and then slide to choose different keyboards. You can select keyboard layouts suitable for left hand, right hand or two hands, open a phone keypad to enter numbers and certain symbols, open a pop-up menu to choose emoticons, or open a text editing panel where you can select, cut, copy, and paste text.

- Touch ![:-)] to enter a smile symbol. Hold ![:-)] or ![z] to open an emoticon list.

- Touch ![delete] to delete a character before the cursor. Touch and hold ![delete] to delete words one by one before the cursor.

- Touch ![mic] to use voice input.

- Touch and hold ![swype] to open the Swype settings.

To enter text via Swype:

Move your finger from letter to letter to trace a word without lifting the finger until you reach the end of the word.

The following example shows how to enter the word "here". Put your finger on "h" and slide to "e", "r", and back to "e". When complete, lift your finger off the screen and the matched words are displayed.
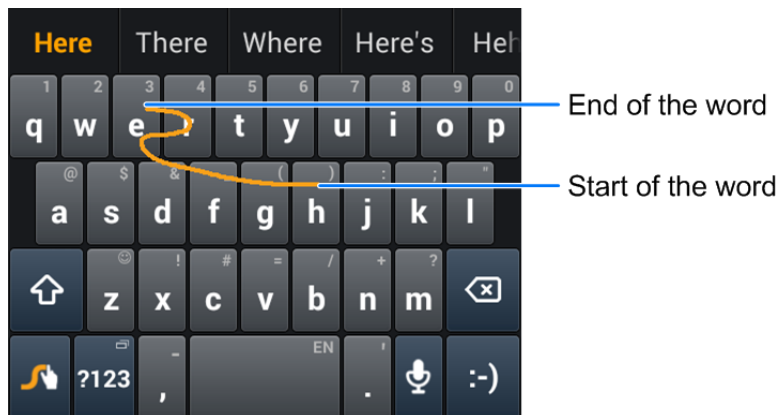
Tips for using Swype Text Input:

- To enter double letters, scribble slightly or make a loop on the letter. For example, to get the "ll" in "hello", scribble (or make a loop) on the "l" key.

- Lift your finger at the end of the word. A space is added automatically when you "Swype" the next word.

For more information about using Swype and its additional capabilities, including using voice entry and personalizing your Swype dictionary, touch and hold ![swype] from the Swype keyboard display and then touch Help. You can also visit swype.com for more information.

TouchPal X

TouchPal X Keyboard offers three layouts including T26, T12 and T+. You can touch ⊞EN to select a layout or an input language.

You can also use Curve® to speed up text input by replacing the key tapping operation with a tracing gesture where you move your finger from letter to letter without lifting the finger until you reach the end of the word.

The T26 Layout
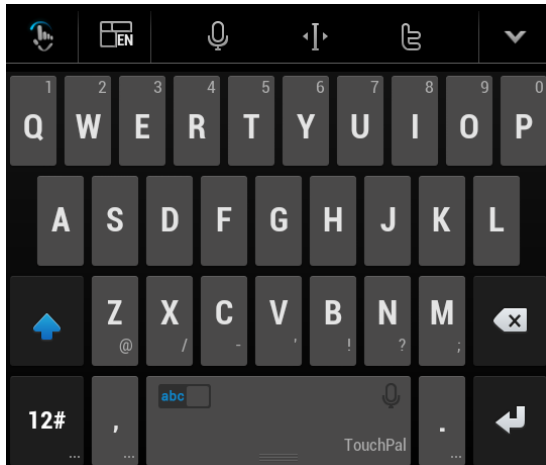
The T26 layout offers an input experience similar to a computer keyboard.

- The alphabetic keys: Touch the keys to enter letters. Touch and hold a key and slide to choose more characters.

- The capital key: Touch ⬆ to use uppercase. Double-tap ⬆ to lock uppercase. This key also changes to indicate the current case you are using: ⬆ for lowercase, ⬆ for uppercase, and ⬆ when locked in uppercase.

- Word prediction: Slide left or right on the space key to turn on or off prediction, as indicated by abc and abc.

- Language and layouts: Touch ⊞EN to select an input language or a keyboard layout.

- Pre-defined texts: Touch 12# to enter digits and symbols. You can touch 1/3 or 2/3 to turn pages, or touch abc to go back to the alphabetic keys. Touch and hold 12# or slide up on the space key to enter Emoji and emoticons.

- The delete key: Touch ⌫ to delete text before the cursor. You can also slide left on the key to delete a whole word.

- Voice input: Touch 🎤 and speak through the microphone.

- Edit text: Touch ![edit icon] to open text editing options. You can move the cursor, select, cut, copy, paste, or delete text.

- More options: Touch ![options icon] to access the quick settings of TouchPal keyboard, change the keyboard theme, and more.

- Close the keyboard: Touch ![close icon]. You can touch the text field again to show the keyboard.

The T12 Layout

The layout is similar to a phone pad in T12 mode.

Touch an alphabetic key repeatedly until the desired letter appears. You can also touch and hold the key and slide left or right to choose the letter or number you need.

If word prediction is enabled (![abc toggle]), just touch the keys once and choose the right word.

The T+ Layout
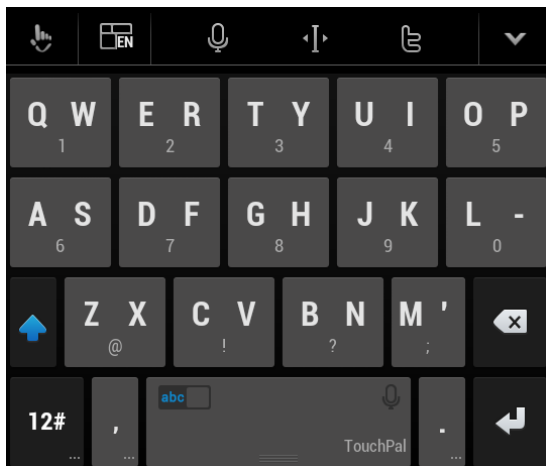
Touch to enter the left letter on the key. Double-tap or flick right to enter the right letter/symbol on the key. You can also touch and hold a key and slide left or right to choose more letters and symbols.

If word prediction is enabled (![abc]), just touch the keys and choose the right word.

To enable and use Curve:

1. In the TouchPal X keyboard screen, touch ![icon] > **Settings** and check **Curve - Word gesture**.

2. If prompted, touch **OK** to switch to the T26 layout.

3. Move your finger from letter to letter on the keyboard to trace a word without lifting the finger until you reach the end of the word.

Note: Curve is only available in the T26 layout.
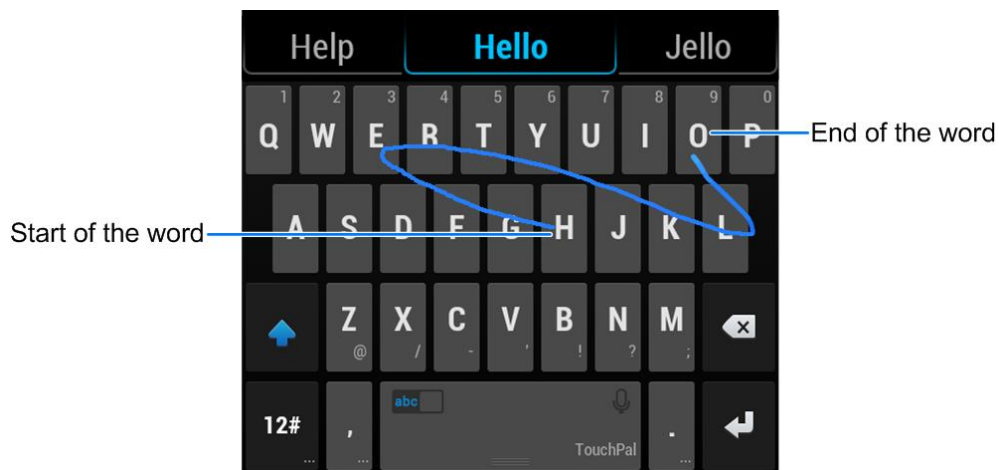
Tip: Touch when you want to. If you want to enter a single letter, go ahead and touch.

Tip: Lift your finger at the end of the word. A space is added automatically when you begin to trace the next word.

Google Pinyin

Google Pinyin lets you enter Chinese and English with a computer-style keyboard.

● Touch the alphabetic keys to enter English words or Chinese pinyin. Choose the right Chinese character displayed above the keyboard.

- Touch or to switch between Chinese input and English input.

- Touch to delete text before the cursor.

- Touch to select number or symbols. You can then touch to access more symbols, or touch or to switch between Chinese symbols and English symbols.

- Touch to select emoticons.

- While entering English text, touch to use uppercase; doule-tap it to lock uppercase.

Japanese IME

Japanese IME lets you enter Japanese and English text as well as numbers and symbols with its onscreen keyboard.

- Touch to switch between Japanese, English letters, and number input. Each input mode is indicated by , and in the status bar.

- Touch to select symbols and emoticons.

- Touch to delete text before the cursor.

- Touch and to move the cursor in the text.

- While entering Japanese text, candidate words appear above the keyboard. Touch to find more candidate words.

Google Voice Typing

Google Voice typing uses Google voice recognition to convert speech to text.

To use Google Voice Typing:

1. Slide the status bar down when entering text and touch **Choose input method**, and then select **Google voice typing**.

– or –

Touch 🎤 to access the voice typing when you are using the Android keyboard.

2. When you see the microphone image, speak what you want to type. The phone will work on your speech and display the transcription.

3. Continue entering text or touch **DELETE** to cancel the last dictated text.

Tip: Say "comma," "period," "question mark," "exclamation mark," or "exclamation point" to enter punctuation.

Tips for Editing Text

Your phone gives you many options to make entering text easier, including copying, cutting, and pasting text.

- To move the insertion point, touch where you want to type. The cursor blinks in the new position, and a tab appears below it. Drag the tab to move the cursor.

- To select text, touch and hold or double-tap the text. The nearest word is selected, with a tab at both ends of the selection. Drag the tabs to change the selection. To cancel the selection, simply touch the text field.

- To cut or copy text, select the text you want to manipulate. Then touch ✂ (cut) or ▤ (copy) in portrait mode.

- To replace text with the clipboard text, select the text you want to replace. Then touch **PASTE** in portrait mode.
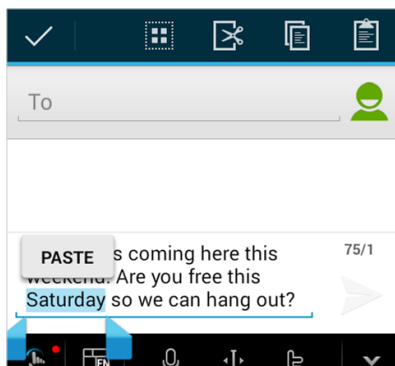
- To insert text from the clipboard in portrait mode, move the cursor to the insertion point and then touch and hold the tab below the cursor. Release your finger and touch **PASTE**.
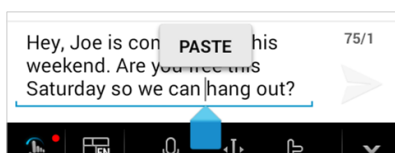
Text Input Settings

To choose the text input settings, touch > **Settings** > **Language & input** from the home screen.

- Touch **Personal dictionary** to add or delete customized words.

- In the **KEYBOARD & INPUT METHODS** section, you can set the default input method and touch to choose the settings for each input method.

Phone Calls

With our wireless service and your phone's calling features, you can enjoy clear phone calls across the country.

Make Phone Calls

There are several convenient ways to place calls from your phone.

Call Using the Phone Dialer

The most "traditional" way to place a call is by using the phone's dialer screen.

1. From the home screen, touch [phone icon] > [dialpad icon] to open the dialpad.

2. Touch the number keys on the dialpad to enter the phone number.

   ▪ As you enter digits, Smart Dial searches for contacts that match. If you see the number you want to dial, touch it to place the call immediately without entering the rest of the number.

   ▪ To make an international call, touch and hold [0 +] to enter the plus (+) symbol. Then enter the country code, followed by the area code and the full phone number.

3. Touch [phone icon] to call the number.
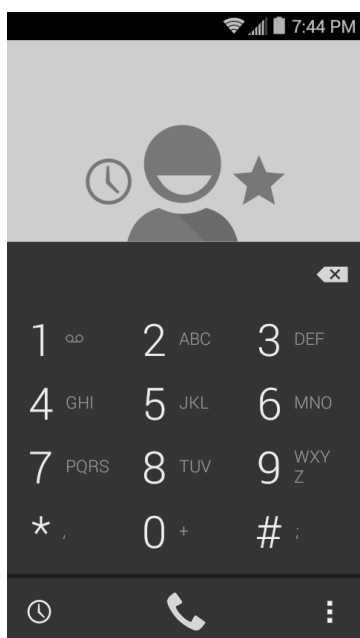
4. To end the call, touch [End].

Call from Call Logs

The Call logs list lets you quickly place calls to recent incoming, outgoing, or missed numbers.

1. From the home screen, touch ☎ to display the phone app.

2. Touch 🕐 to display the call logs.

3. Touch the phone icon 📞 next to a number or contact to place a call.

   ▪ For additional options, touch the name or number.

Call from Contacts

You can place phone calls directly from entries in your Contacts list.

1. From the home screen, touch ☎ to display the phone app.

2. Touch 👥 **All Contacts** to display the contacts with phone numbers.

3. Touch a contact or number you want to call to place a call.

   ▪ For additional information on Contacts, see Contacts.

Call Using a Speed Dial Number

Speed dial numbers let you dial numbers by touching and holding a single number on the dialpad. See Set Up Speed Dialing for information on assigning speed dial numbers.

1. From the home screen, touch ☎ > ⚏ to open the dialpad.

2. Touch and hold the speed dial key on the dialpad. The display confirms that you have dialed the number when it shows "Dialing".

Call a Number in a Text Message

While viewing a text message, you can place a call to a number that is in the body of the message.

1. From the home screen, touch ⊞ > **Messaging** 💬.

2. Touch the conversation and then the phone number in the message.

3. Touch **Call** to place the call.

Call Emergency Numbers

You can place calls to 9-1-1 even if the phone's screen is locked or your account is restricted.

To call the 9-1-1 emergency number when the phone's screen is locked with a screen lock:

1. Press the **Power Button** to turn the screen on if it is turned off.

2. Touch and hold **Emergency Contacts (ICE)** on the bottom of screen.

3. Touch 📞 beside 911.

To call the 9-1-1 emergency number normally or when your account is restricted:

1. Unlock the screen. For more information, see Turn Your Screen On and Off.

2. From the home screen, touch 📞 > ⊞ to open the dialpad.

3. Touch 9 WXYZ 1 ∞ 1 ∞ 📞.

Enhanced 9-1-1 (E9-1-1) Information

This phone features an embedded Global Positioning System (GPS) chip necessary for utilizing E9-1-1 emergency location services where available.

When you place an emergency 9-1-1 call, the GPS feature of your phone seeks information to calculate your approximate location. Depending on several variables, including availability and access to satellite signals, it may take up to 30 seconds or more to determine and report your approximate location.

Important: Always report your location to the 9-1-1 operator when placing an emergency call. Some designated emergency call takers, known as Public Safety Answering Points (PSAPs), may not be equipped to receive GPS location information from your phone.

Receive Phone Calls

The following information lets you know how to answer incoming calls, mute the ringer on incoming calls, reject incoming calls, and more.

When you receive a phone call from a contact, the Incoming call screen appears and displays the caller ID icon, name, and phone number of the calling party. When you receive a phone call from someone who is not stored in Contacts, only the default caller ID icon and phone number appear on the Incoming call screen.

Note: If your phone is turned off, all calls automatically go to voicemail.

Answer an Incoming Call

■ Slide down 📞 to answer the call.

Mute the Ringing Sound

■ Press the **Power Button** or either end of the **Volume Button** to mute the ringer without rejecting the call.

Reject an Incoming Call

■ Slide up 📵 to reject the call.

Reject a Call and Send a Text Message

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

■ Slide up the **Slide up to reject with message** tab [icon] from the bottom of the screen. Touch the preset quick response message or customize one to send it to the caller.

  ▪ You can edit the reject messages through the Call settings menu. From the phone app, touch [icon] > **Settings** > **Quick responses** and touch a message to edit it.

Voicemail

The following topics outline your phone's voicemail service.

Note: Your phone also supports the Visual Voicemail app. For information on setting up and using Visual Voicemail, see Visual Voicemail.

Voicemail Setup

You should set up your voicemail and personal greeting as soon as your phone is activated.

■ For information on setting up your voicemail, see Set Up Voicemail.

Tip: For information on using the Visual Voicemail app, see Visual Voicemail.

Voicemail Notification

There are a couple of different ways your phone alerts you to a new voicemail message.

● By sounding the assigned ringer type.

● By displaying ⟳ within the Notifications area of the status bar when a new unheard voicemail message is received.

Note: When you are roaming off the network, you may not receive notification of new voicemail messages. It is recommended that you periodically check your voicemail by dialing 1 + area code + your wireless phone number. Roaming rates apply when you access voicemail while roaming off the network.

Note: Your phone accepts messages even when it is turned off. However, your phone notifies you of new messages only when it is turned on and you are in a network service area.

Retrieve Your Voicemail Messages

You can review your messages directly from your wireless phone (using either traditional voicemail or Visual Voicemail) or from any other touch-tone phone.

Use Traditional Voicemail to Access Your Messages

1. From the home screen, touch [icon] > [icon] to open the dialpad.

2. Touch and hold [icon]. If prompted, enter your voicemail password.

3. Follow the voice prompts to listen to and manage your voicemail messages.

Use Visual Voicemail to Access Your Messages

1. From the home screen, touch ⊞ > **Voicemail** 🔵.

2. Touch an entry to listen to the message.

Note: You are charged for airtime minutes when you access voicemail from your wireless phone.

Use Another Phone to Access Messages

1. Dial your wireless phone number.

2. When your voicemail answers, press the asterisk key on the phone (*).

3. Enter your password.

Use Visual Voicemail to Delete Your Messages

1. From the home screen, touch ⊞ > **Voicemail** 🔵.

2. Open a message and touch 🗑.

Tip: You can restore messages you have sent to the trash folder. Touch **Inbox** > **Trash**, touch and hold the message you want to restore to the inbox, and then touch the restore icon ⬇.

Visual Voicemail

Visual Voicemail gives you a quick and easy way to access your voicemail. Now you can find exactly the message you are looking for without having to listen to every voicemail message first. This new feature periodically goes out to your voicemail, and gathers the caller information from all of the current voicemails. It then populates a list with the caller name and number, along with the length of time and priority level of the voicemail message.

Set Up Visual Voicemail

Setting up Visual Voicemail follows many of the same procedures as setting up traditional voicemail. You should set up your voicemail and personal greeting as soon as your phone is activated. Your phone automatically transfers all unanswered calls to your voicemail, even if your phone is in use or turned off.

Note: To set up your traditional voicemail box, see Set Up Voicemail.

1. From the home screen, touch ⊞ > **Voicemail** 🔵. You'll see a Personalize your voicemail prompt.
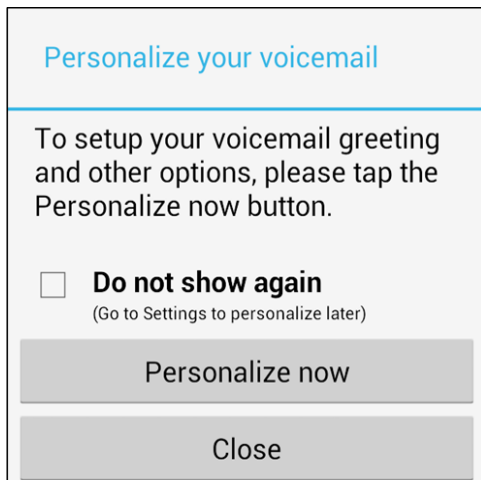
2. Touch **Personalize now** and follow the system prompts to:

   - Create a password (part of standard voicemail).

   - Record your name announcement.

   - Record your greeting.

Important: Voicemail Password – It is strongly recommended that you create a password when setting up your voicemail to protect against unauthorized access. Without a password, anyone who has access to your phone is able to access your voicemail messages.

3. Touch the Welcome to Voicemail message on the screen to play a brief explanation of the voicemail services.

Review Visual Voicemail

Visual Voicemail lets you easily access and select which messages you want to review.

1. From the home screen, touch ▦ > **Voicemail** ▦. You will see the voicemail inbox.
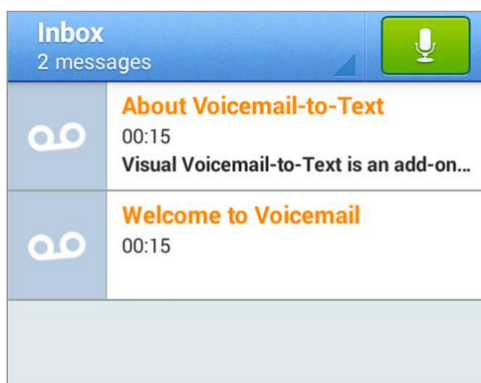
2. Touch a message to review it.

Tip: There are several icons at the bottom of the review screen for deletion, sharing, replay, and other options. For an explanation of all your options, touch ☰ > **Help** > **Messaging** > **Receiving Messages** > **Message Playback**.

Listen to Multiple Voicemail Messages

When you are done listening to a voicemail message you can easily access other voicemail messages without returning to the main voicemail screen.

1. Listen to the current voicemail message.

2. Swipe your finger left or right to display the next or previous message and touch ▶ to play it.

You can navigate through voicemail messages as frequently as you'd like. You can even move to the next or previous message before you're finished listening to the current one.

Visual Voicemail Options

Your visual voicemail options appear as icons at the bottom of the voicemail review screen.

1. From the home screen, touch ▦ > **Voicemail** 📼.

2. Touch a message to review it. The following options are available while reviewing a voicemail message:

Note: Not all options are available for all messages.

- ▪ 📞 **Call** to call the sender.

- ▪ ◄ **Share** to send the message. Options dependent on the applications installed.

- ▪ 🗑 **Delete** to delete the current voicemail messages.

- ▪ ↩ **Reply** to reply to the message.

- ▪ Touch ☰ > **Archive** to archive the current message. You can find it in the Archive box.

Configure Visual Voicemail Settings

The Visual Voicemail settings menu lets you access settings for notifications, pictures, greetings, and more.

1. From the home screen, touch ▦ > **Voicemail** 📼.

2. Touch ☰ > **Settings**. Select an option to change its settings.

- ▪ Manage subscription

- ▪ Auto forward to email

- ▪ Personalize voicemail

- Notifications

- Delete messages

- Display name

- Speakerphone

- Transcriptions displayed

- Avatar

- Themes

- View quick tips tutorial

- Help

- Send feedback

- Updates

- About Voicemail

Note: Voicemail settings can also be accessed from home by touching [phone icon] > [list icon] > **Settings** > **Voicemail**.

Change Your Main Greeting via the Voicemail Menu

Your main greeting can be changed directly via the Visual Voicemail system. This direct access saves you from having to navigate within the voicemail menu.

1. From the home screen, touch [grid icon] > **Voicemail** [voicemail icon].

2. Touch [menu icon] > **Settings** > **Personalize voicemail**.

3. Touch **OK** to connect to the voicemail system. Follow the prompts to change your current greeting.

Edit the Display Name via the Voicemail Menu

From your Visual Voicemail menu, you can quickly change the name or number attached to your voice messages.

1. From the home screen, touch [grid icon] > **Voicemail** [voicemail icon].

2. Touch [menu icon] > **Settings** > **Display name**.

3. Touch the existing identification field and enter a new identifying name or number (used to identify you to recipients of your voice messages).

4. Touch **OK** to save your information.

Phone Call Options

Your phone application provides many useful features and options to help you make the most of your calling experience.

In-call Options

While you're on a call, you will see a number of onscreen options. Touch ⊙ to view all options. Touch an option to select it.
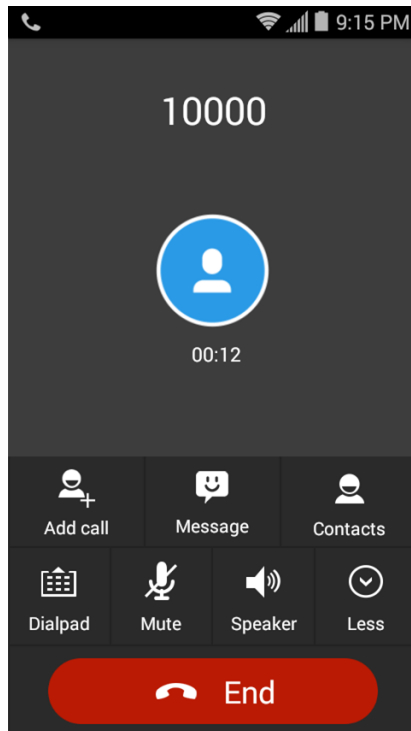
- Touch 🔊 to turn speakerphone on or off. When speakerphone is on, the phone's audio is routed through the speaker instead of the earpiece.

Warning: Because of higher volume levels, do not place the phone near your ear during speakerphone use.

Note: When a Bluetooth headset is connected to your phone, you can route the audio through the Bluetooth headset ( ), the phone earpiece ( ), or the phone speaker ( ). Touch one of these icons to change how the audio is routed.

- Touch 🎙 to mute the microphone during an active call. Touch again to unmute the microphone.

- Touch 👤₊ to make another call separately from the first call, which is put on hold.

- Touch 🖩 to display the onscreen dialpad. You can use it during a call to enter additional numbers, such as an extension, account number or PIN to your bank account.

- Touch 👤 to open the Contacts app and view your contacts list.

- Touch 💬 to open the Messaging app and view your text and multimedia messages.

- Touch ↻ to put the caller you are speaking to on hold, and switch to the other call that has been put on hold.

- Touch [📞 End] to end the call.

Caller ID

Caller ID identifies a caller before you answer the phone by displaying the number of the incoming call. If you do not want your number displayed when you make a call, follow these steps.

1. From the home screen, touch 📞 > ⠿ to open the dialpad.

2. Touch [*.] [6 MNO] [7 PQRS].

3. Enter a phone number.

4. Touch 📞 at the bottom of the screen.

To permanently block your number, call Boost customer care.

Call Waiting

When you're on a call, Call Waiting alerts you to incoming calls by sounding a tone. Your phone's screen informs you that another call is coming in and displays the caller's phone number (if it is available).

To respond to an incoming call while you're on a call:

- Touch [📞] (**Hold current and answer**) to answer the call. This will put the first caller on hold and answer the second call.

- Touch [📞] (**Ignore**) to reject the second call.

- Touch 💬 (**Message**) to reject the second call and select a preset text message or edit one to send to the caller.

To switch back to the first caller:

- Touch ↻.

Note: For those calls where you don't want to be interrupted, you can temporarily disable Call Waiting by touching [*.] [7 PQRS] [0 +] before placing your call. Call Waiting is automatically reactivated once you end the call.

Conference Calling

With conference calling, also known as 3-way calling, you can talk to two people at the same time.

1. From the home screen, touch [phone icon] > [dialpad icon] to open the dialpad.

2. Enter a number and touch [call icon] at the bottom of the screen (or place a call from the call logs or Contacts).

3. Once you have established the connection, touch [add person icon] and dial the second number (or place the call from the call logs or Contacts).

   ▪ This puts the first caller on hold and dials the second number.

4. When you're connected to the second party, touch [merge icon]. Your conference call is now in session.

5. To end the three-way call, touch [End button].

Note: If one of the people you called hangs up during your call, you and the remaining caller stay connected. If you initiated the call and are the first to hang up, both callers are disconnected.

Call Forwarding

Call Forwarding lets you forward all your incoming calls to another phone number – even when your phone is turned off. You can continue to make calls from your phone when you have activated Call Forwarding.

To activate Call Forwarding:

1. From the home screen, touch [phone icon] > [dialpad icon] to open the dialpad.

2. Touch [*] [7 PQRS] [2 ABC].

3. Enter the area code and phone number to which you want your calls forwarded.

4. Touch [call icon] at the bottom of the screen. (You will hear a tone to confirm the activation of Call Forwarding.)

To deactivate Call Forwarding:

1. From the home screen, touch [phone icon] > [dialpad icon] to open the dialpad.

2. Touch [*] [7 PQRS] [2 ABC] [0 +].

3. Touch [call icon] at the bottom of the screen. (You will hear a tone to confirm the deactivation.)

Set Up Speed Dialing

Your phone can store up to eight phone numbers in speed dial locations.

To assign a speed dial number to a contact:

1. From the home screen, touch [phone icon] to display the phone app.

2. Touch ⬛ > **Settings** > **Speed dial**.

3. Touch a speed dial key.

4. Enter the phone number or touch 👤 and select one from the contacts.

5. Touch **OK**.

Note: If you assign a number to an already in-use speed dial location, the new phone number will automatically replace the previous speed dial assignment.

Call Logs

The call logs of the Phone application lists all recent incoming, outgoing, and missed calls.

View Call Logs

1. From the home screen, touch 📞 to display the phone app.

2. Touch 🕐 at the bottom left of the screen to display the call log list.

   ▪ To change the log view, touch **ALL**, **MISSED**, **OUTGOING**, or **INCOMING** to filter the list.

Call Log Options

▪ To make a call from the call log, see Call from Call Logs.

For additional options:

1. From the home screen, touch 📞 to display the phone app.

2. Touch 🕐 at the bottom left of the screen to display the call log list.

3. Touch a listing to display the options in a new screen. The options may differ according to the type of the number.

   ▪ Touch 👤 to view the contact.

   ▪ Touch 👤+ to add the number to an existing contact or a new contact.

   ▪ Touch **Call [number]** to place a call. You can also touch ☰ > **Edit number before call** to edit the number in the dialpad before placing a call.

   ▪ Touch 💬 to send a message to the number.

Clear Call Logs

Use the menu option to clear your call log.

1. From the home screen, touch 📞 to display the phone app.

2. Touch ⏰ at the bottom left of the screen to display the call log list.

3. Delete one listing or several call logs.

  ▪ Touch a listing and then touch ☰ > **Remove from call log** to delete it.

  ▪ To delete several call logs, touch ⋮ > **Clear call log**, touch the call logs you want to delete and then touch 🗑 > **OK**.

Call Settings

Your phone's Call Settings menu lets you configure your voicemail options and a number of other settings for the phone application.

Ringtone and Vibration Settings

You can set the ringtone and vibrate pattern for incoming calls.

1. From the home screen, touch 📞.

2. Touch ☰ > **Settings**.

3. Touch **Phone ringtone** to select a ringtone or touch **Vibrate pattern** to select the vibration pattern for incoming call notification.

Note: To make the phone vibrate when it rings for incoming calls, check **Vibrate when ringing**.

Voicemail Settings

If you need to adjust your voicemail settings, use the Voicemail settings menu.

1. From the home screen, touch 📞.

2. Touch ☰ > **Settings** > **Voicemail**.

3. Configure your options.

Dialpad Touch Tones

You can enable or disable the dialpad touch tone.

1. From the home screen, touch 📞.

2. Touch ☰ > **Settings**.

3. Check or uncheck **Dial pad touch tones**.

Quick Responses

This menu allows you to edit the text response that you can quickly send to the caller when you reject a call. See "Reject a Call and Send a Text Message" in Receive Phone Calls.

1. From the home screen, touch [icon].

2. Touch [icon] > **Settings** > **Quick responses**.

3. Touch a preset response.

4. In the window that opens, edit the message and touch **OK**.

TTY Mode

A TTY (teletypewriter, also known as a TDD or Text Telephone) is a telecommunications device that allows people who are deaf, hard of hearing, or who have speech or language disabilities, to communicate by telephone.

Your phone is compatible with select TTY devices. Please check with the manufacturer of your TTY device to ensure that it supports digital wireless transmission. Your phone and TTY device will connect using a special cable that plugs into your phone's headset jack. If this cable was not provided with your TTY device, contact your TTY device manufacturer to purchase the connector cable.

To turn TTY Mode on or off:

1. From the home screen, touch [icon].

2. Touch [icon] > **Settings** > **TTY mode**.

3. Touch **TTY Full**, **TTY HCO**, or **TTY VCO** to turn TTY mode on.

   – or –

   Touch **TTY Off** to turn TTY mode off.

Note: When enabled, TTY mode may impair the audio quality of non-TTY devices connected to the headset jack.

Warning: 9-1-1 Emergency Calling
It is recommended that TTY users make emergency calls by other means, including Telecommunications Relay Services (TRS), analog cellular, and landline communications. Wireless TTY calls to 9-1-1 may be corrupted when received by public safety answering points (PSAPs), rendering some communications unintelligible. The problem encountered appears related to TTY equipment or software used by PSAPs. This matter has been brought to the attention of the FCC, and the wireless industry and the PSAP community are currently working to resolve this.

Hearing Aids

Your phone supports HAC (Hearing Aid Compatibility) function. When you turn on the hearing aid compatibility and use a hearing aid device with a telecoil in it to answer the phone, it will help you hear more clearly during the phone call.

1. From the home screen, touch [icon].

2. Touch [icon] > **Settings**.

3. Check **Hearing aids** to turn on HAC.

DTMF Tones

This option allows you to set the length of Dual-tone multi-frequency (DTMF) signal tones.

1. From the home screen, touch 📞.

2. Touch ☰ > **Settings** > **DTMF tones**.

3. Touch **Normal** or **Long**.

Speed Dial

This option allows you to set speed dialing keys. For detailed information, see Set Up Speed Dialing.

1. From the home screen, touch 📞.

2. Touch ☰ > **Settings > Speed dial**.

Call Ended Operation Tips

This option allows you to get operation tips when you end a call. You can call back, send a message to the caller, or add the caller to the contacts.

1. From the home screen, touch 📞.

2. Touch ☰ > **Settings**.

3. Check **Call ended operation tips** to enable this feature.

Call Forwarding

This option allows you to forward your incoming calls to another phone number.

1. From the home screen, touch 📞.

2. Touch ☰ > **Settings** > **Call forwarding**.

3. Touch **Always forward** to enable or disable it, or edit the phone number to be forwarded to.

Note: See your service plan for applicable charges.

Call Waiting

This option allows you to get notified of incoming calls during a call.

1. From the home screen, touch 📞.

2. Touch ☰ > **Settings** > **Additional settings** > **Call waiting**.

3. Touch an option to enable or disable it.

Caller Number Display

This option allows you to hide your phone number when you make a phone call to other people.

1. From the home screen, touch .

2. Touch > **Settings > Additional settings**.

3. Uncheck **Caller number display** to enable this feature.

Note: This feature needs the local operator's network support. Please consult your local business operators to avoid affecting the business of your call.

Voice Privacy

This option allows you to enable enhanced privacy mode.

1. From the home screen, touch .

2. Touch > **Settings > Additional settings**.

3. Check **Voice privacy** to enable this feature.

Plus Code Dialing Setting

Plus Code Dialing allows the phone to automatically dial the international access code for your location when you touch and hold in the dialer.

To activate Plus Code Dialing:

1. From the home screen, touch .

2. Touch > **Settings > Additional settings** > **Plus code dialing setting**.

3. Check **North American dialing** to enable this feature.

To change the international dialing code:

1. From the home screen, touch .

2. Touch > **Settings > Additional settings** > **Plus code dialing setting**.

3. Touch **International dialing**.

4. Input a new code and touch **OK**.

Internet Call Settings

If you need to add an Internet calling account or set Internet calling options, use the Internet call settings menu.

To add an Internet calling account:

1. From the home screen, touch [icon].

2. Touch [icon] > **Settings > Accounts**.

3. Touch **ADD ACCOUNT**.

4. Follow the instructions from your Internet calling service provider to configure the settings for your account.

5. Touch **SAVE**.

To configure which calls use Internet calling:

You can configure your phone to place all calls using Internet calling (when you're connected to a Wi-Fi network), just calls to Internet calling addresses, or to ask each time you place a call.

1. From the home screen, touch [icon].

2. Touch [icon] > **Settings > Use Internet calling**.

3. Touch the Internet calling option you want.

By default, your phone is configured to make Internet calls, but not to ensure that you will receive them. But you can configure your phone to listen for Internet calls made to an Internet calling account you added to your phone.

To configure your phone to receive Internet calls:

1. From the home screen, touch [icon].

2. Touch [icon] > **Settings > Accounts**.

3. Check **Receive incoming calls**. Checking this setting will reduce your battery life between charges.

Contacts

The Contacts application lets you store and manage contacts from a variety of sources, including contacts you enter and save directly in your phone as well as contacts synchronized with your Google Account, your PC, and compatible email programs (including Exchange Server).

Get Started with Contacts

Before using Contacts, it's best to learn a few basics.

Your phone automatically sorts the contact entries alphabetically. You can create a Google contact, a phone contact, or a Corporate (Microsoft Exchange ActiveSync) contact.

- ● **Google** contacts are synchronized between your phone and a Google Account you set up on your phone.

- ● **Microsoft Exchange ActiveSync** contacts are synchronized between your phone and an Exchange Server or Microsoft® Outlook® account set up on your phone.

- ● **Phone** contacts are stored locally on the phone.

Tip: For information on adding Google or Microsoft Exchange ActiveSync accounts, see Sign In to Your Google Account or Add an Exchange ActiveSync Account.

Note: If the phone is ever reset to its factory default parameters, locally stored contacts (phone contacts) can be lost.

Access Contacts

There are a few ways to display Contacts.

- ■ From the home screen, touch ▦ > **Contacts** 👤.

    – or –

    From the home screen, touch 📞 > 👥 (all contacts with phone numbers).

The Contacts List

Learn how to view and navigate through your phone's Contacts list.

■ From the home screen, touch ⊞ > **Contacts** 👤. You will see the Contacts list.
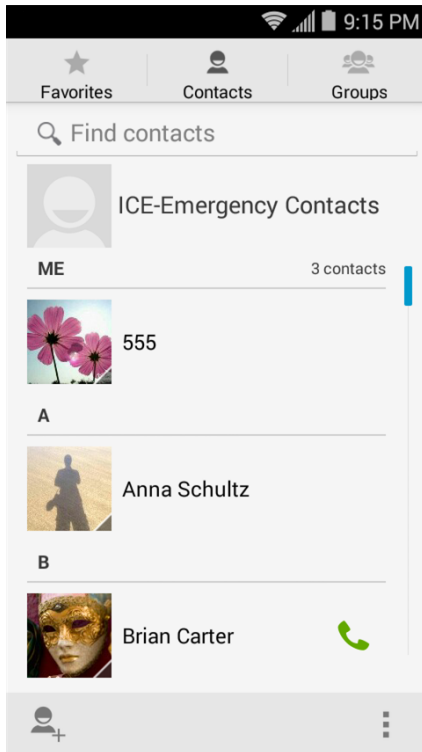
- **Contacts List:** The Contacts list displays all contacts currently stored in your phone, including Google contacts, Exchange ActiveSync contacts, Phone contacts, and contacts from other Web accounts. Touch a contact to view contact information, make a call, send a message, and more.

- **Create Contacts:** Touch 👤+ to add a contact.

- **Find contacts:** Touch 🔍 and search for contacts with name, number, organization, or other information.

- **Groups** 👥**:** Create groups of contacts, such as friends, family, coworkers, classmates, or Emergency Contacts (ICE).

- **Favorite contacts** ⭐**:** This tab contains the favorite contacts that you manually add and the contacts you frequently contacted.

Scroll through the list to view all your contacts. To see a specific entry, scroll to it and touch it.

Tip: If you have a lot of contacts stored, you can touch and hold the slider on the right and drag it to a letter to quickly find the contact you need.

Contacts List Options

From the contacts list, touch ☰ to display the main contacts list options.

1. From the home screen, touch ⊞ > **Contacts** 👤.

2. Touch ☰ to display the main contacts list options.

   - **Multi-Select:** Select one or multiple contact entries for sharing or deletion.

   - **Contacts to display:** Set or customize the type of contacts that your phone displays in the contacts list.

   - **Speed dial settings:** Set the speed dial contacts or numbers.

   - **Import/Export:** Import or export contacts from or to the microSDHC card or the phone's internal storage.

   - **Accounts:** Access the accounts sync menu in Settings to manage your contact accounts. Check **Auto-sync app data** to make the checked information types within your contact accounts sync automatically.

   - **Settings:** Set some additional display options for the contacts list.

Add a Contact

You can add contacts from your phone's Contacts application. Enter details such as name, phone numbers, email addresses, mailing addresses, and more.

1. From the home screen, touch ⊞ > **Contacts** 👤.

2. Touch 👤+ to add a contact.

3. If you have multiple account types associated with your phone, touch the field above the name and select a contact type.

   - If a sync account is selected, the contacts will be synchronized automatically with your account online. For example, if you have added a Google Account to your phone, Google contact will be a sync account option.

   - If you want to save the contact only to the phone, select **Phone-only, unsynced**.

4. Use the keyboard to enter as much information as you want in each text field.

   - Touch the picture icon 🔲 next to the Name field to assign a caller ID picture to the contact.

   - Touch **Add another field** to include additional information such as IM accounts, Notes, Nickname, Website, etc.

Note: To select a type (label) for a phone number, email address, or postal address (such as Mobile, Home, Work, etc.), touch the type to the right of the field and select the appropriate type.

Note: To add more phone numbers, email addresses, etc., touch **Add new** below the entry field. To delete an entry, touch ⊖ beside it.

5. When you have finished adding information, touch **DONE**.
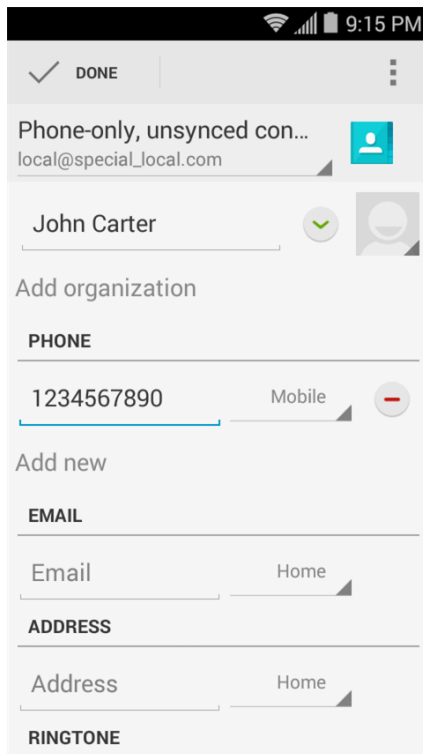
Save a Phone Number

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

1. From the home screen, touch > to open the dialpad.

2. Enter a phone number and touch **Add to contacts**.

3. To add the number to an existing contact, scroll the contact list and touch the contact. To add a new contact, touch **CREATE NEW CONTACT**.

   ▪ For an existing contact, touch the contact name, select a number type for the new number, and then touch **DONE**.

   ▪ For a new contact, enter the name and any additional information, and then touch **DONE**. See Add a Contact.

Edit a Contact

Once you've added a contact, you can add or edit any of the information in the entry, assign a caller ID picture, customize with a unique ringtone, and more.

Add or Edit Information for a Contact

Use the Edit contact menu to add or edit information for an existing contact.

1. From the home screen, touch ⊞ > **Contacts** 👤.

2. Touch a contact to display it, and then touch **Edit**.

3. Touch any field you want to change or add. See Add a Contact.

4. Add or edit the information, and then touch **DONE**.

Assign a Picture to a Contact

The Edit contact menu lets you assign a picture stored in your phone's internal storage or the microSDHC card to a contact, or take a new photo and assign to the contact.

1. From the home screen, touch ⊞ > **Contacts** 👤.

2. Touch a contact to display it, and then touch **Edit**.

3. Touch the picture icon ⊙ next to the Name field.

4. Touch **Choose photo from Gallery** and select a picture, or touch **Take photo** to take a new picture with the camera.

   ▪ You may be prompted to size the picture for use with contacts. Touch and drag the square to frame the portion of the picture to use. Touch and drag the side of the square to resize the square.

5. Touch **OK** to assign the picture, and then touch **DONE** to save the contact.

Assign a Ringtone to a Contact

Know who's calling without looking at your phone by assigning a specific ringer to a contact.

1. From the home screen, touch ⊞ > **Contacts** 👤.

2. Touch a contact to display it, and then touch ⋮ > **Set ringtone**.

3. Touch an available ringtone.

   ▪ When you touch a ringtone, you will hear it.

4. Touch **OK** to assign the ringtone.

Link a Contact

When you have contacts from various sources (Gmail, phone, Corporate, etc.), you may have multiple similar entries for a single contact. Your phone's Contacts application lets you link multiple entries into a single contact.

1. From the home screen, touch ⊞ > **Contacts** 👤.

2. Touch a contact to display it, and then touch **Edit**.

3. Touch ⋮ > **Join** and then touch another entry to link it to the original contact.

4. Touch **DONE** to save the contact.

Delete a Contact

You can delete a contact from the contacts details page.

1. From the home screen, touch ⊞ > **Contacts** 👤.

2. Touch a contact to display it, and then touch ⋮ > **Delete**.

3. Touch **OK**.

Synchronize Contacts

Syncing data from your managed accounts lets you add and manage new or existing contacts from your online or remote accounts to your phone. Prior to syncing, you must have an active Google or Corporate account with associated contacts, and be signed into your account with the phone.

If auto sync is turned on, your phone can sync contacts automatically. For details, see "Sync the Accounts Automatically or Manually" in Accounts and Sync Settings.

Tip: For information on adding Google or Microsoft Exchange ActiveSync accounts, see Sign In to Your Google Account or Add an Exchange ActiveSync Account.

To sync contacts when auto sync is turned off:

1. From the home screen, touch ⊞ > **Contacts** 👤.

2. Touch ☰ > **Accounts**.

3. Touch the account containing the contacts you wish to synchronize.

4. Touch **Contacts** or ⋮ > **Sync now**.

5. Your **Contacts** then reflects any updated contact information.

   ▪ This update process works both ways. For example, any changes on the phone are updated to your online accounts after sync.

Share a Contact

You can quickly share contacts using Bluetooth, email, Gmail, messaging, Wi-Fi Direct, or Google Drive.

1. From the home screen, touch ⊞ > **Contacts** 👤.

2. Touch a contact to display it, and then touch **Share**.

3. In the **Share contact via** menu, select a method:

- **Messaging** to send the information as a vCard attachment in an MMS. Select a contact or enter a wireless phone number or email address, enter any additional information, and then touch ➤ or **Send**. For more information on messaging, see Send a Multimedia Message (MMS).

- **Bluetooth** to send the information via Bluetooth. See Bluetooth for information on pairing and sending via Bluetooth.

- **Drive** to upload the information as a vCard file to the Google Drive.

- **Email** to send the information as an email attachment. Address the message, change the email account if needed, add a subject and a message, and then touch ➤. See Compose and Send Email for details on sending email.

- **Gmail** to send the information as a Gmail attachment. Address the message, add a subject and a message, and then touch ➤. See Send a Gmail Message for details.

- **Wi-Fi Direct** to send the information via Wi-Fi Direct. See Wi-Fi Direct for information on pairing and sending via Wi-Fi Direct.

Create Your Own Profile

You can create your own name card (profile) on your phone.

1. From the home screen, touch ⊞ > **Contacts** 👤.

2. Scroll to the top of the contacts list and touch **Set up my profile** or your phone number.

   - If a profile has already been set up, you can touch the listing under **ME** and then touch **Edit** to edit your profile.

3. Edit your contact information.

4. Touch **DONE**.

Import and Export Contacts

You can import/export contacts from/to your microSDHC card or the phone's internal storage. This is especially useful when you need to transfer contacts between different devices.

Import Contacts

1. From the home screen, touch ⊞ > **Contacts** 👤.

2. Touch ⋮ > **Import/Export** > **Import from storage**.

3. Select an account to save the contacts.

4. If you have more than one vCard file in the storage, select the file(s) you need and touch **OK**.

Export Contacts

1. From the home screen, touch ▦ > **Contacts** 🔲 .

2. Touch ⋮ > **Import/Export** > **Export to storage**.

3. The phone will prompt you with the name and the directory of the vCard file. Touch **OK** to create the file.

Add a Contact to Favorites

You can add the contacts used frequently to Favorites, so you can find them faster.

1. From the home screen, touch ▦ > **Contacts** 🔲 .

2. Touch the contact you want to add to **Favorites**.

3. Touch ☆ at the top of the screen.

Note: To remove a contact from **Favorites**, touch the contact and then touch ⭐ at the top of the screen.

Search for a Contact

You can easily search for the contact you need.

1. From the home screen, touch ▦ > **Contacts** 🔲 .

2. Touch the **Find contacts** field.

3. Input the contact name, phone number, or any other contact information. The contacts matched will be listed.

Work With Contact Groups

You can organize contacts into groups and send messages to all group members.

Set Up a New Group

1. From the home screen, touch ▦ > **Contacts** 🔲 and then touch the contact groups tab 👥 .

2. Touch 👥 to create a new group.

3. Choose an account for the group if prompted.

4. Enter the group name in the **Group's name** field.

5. Touch **Add member** and select the contacts you wish to be the group members, and then touch ✓ .

6. If necessary, touch **Default** below **RINGTONE** and **VIBRATE PATTERN** to set a special ringtone and vibration pattern for incoming calls from the group members.

7. Touch **DONE**.

Rename a Group

1. From the home screen, touch ⊞ > **Contacts** 👤 and then touch the contact groups tab 👥.

2. Touch a group and then touch ⋮ > **Rename group**.

3. Touch the group name to edit it.

4. Touch **SAVE**.

Note: You cannot rename the Emergency Contacts (ICE) group.

Remove Members From a Group

1. From the home screen, touch ⊞ > **Contacts** 👤 and then touch the contact groups tab 👥.

2. Touch a group and then touch ⋮ > **Multi-Select**.

3. Check the contacts you want to remove from the group and then touch 🗑 > **OK**.

Delete a Group

1. From the home screen, touch ⊞ > **Contacts** 👤 and then touch the contact groups tab 👥.

2. Touch a group you want to remove and then touch ⋮ > **Delete**.

3. Touch **OK** to disband the group. The contacts in the group will not be deleted.

Accounts and Messaging

With wireless service and your phone's messaging capabilities, you have the opportunity to share information through many different channels and accounts, including Gmail (Google), personal and corporate email, text and multimedia messaging, social networking accounts, and Google+.

Gmail / Google

You will need a Google Account to access several phone features such as Gmail, Google+, and the Play Store applications. Before you are able to access Google applications, you must enter your account information. These applications sync between your phone and your online Google Account.

Create a Google Account

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

Note: Although you need a Gmail account to use certain features of your phone, such as Google Play, you do not need to use Gmail as the default account for your phone.

Create a Google Account Online

1. From a computer, launch a Web browser and navigate to google.com.

2. On the main page, click **Sign in** > **Create an account**.

3. Follow the onscreen prompts to create your free account.

4. Look for an email from Google in the email box you provided, and respond to the email to confirm and activate your new account.

Create a Google Account Using Your Phone

1. From the home screen, touch > **Settings** > **Add account**.

2. Touch **Google** and then touch **New**.

3. Enter your first name and last name, and then touch .

4. Enter a desired username, and then touch . Your phone then connects to Google and checks username availability. Change the username and try again if it is already in use.

5. When prompted, enter and reenter a password, and then touch .

6. Touch **Set up recovery options** to enter a phone number or a backup email address to help you recover your password if you ever lose it, and then touch . You can also touch **Not now**.

Note: When setting up a new Google Account, either on your phone or online, you will be prompted to add your mobile phone number or a secondary email address. Enter your phone number, or a second Gmail address or any other email address from which you currently send and receive email. This phone

number or email address is used to authenticate your account should you ever encounter problems or forget your password. It is strongly encouraged for Android users so you can regain access to Google services and purchases on your phone.

7. Set Google services options and then touch ▶.

8. On the Finish account screen, touch **I accept** to continue.

9. Enter the characters shown, and then touch ▶.

10. Touch **Get started** to upgrade Google+ and follow the onscreen prompts to continue. You can also touch **Not now**.

11. Enter your credit card information if needed for purchasing apps, games, movies, and books in the Google Play Store app from your phone. You can also touch **NOT NOW**.

12. After your phone connects with the Google servers, select the items you would like to sync with your phone and then touch ▶. Your phone will synchronize the selected items.

Sign In to Your Google Account

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

1. From the home screen, touch ▦ > **Settings** ⚙ > **Add account**.

2. Touch **Google**, and then touch **Existing**.

3. Enter your Gmail username and password, and then touch ▶.

4. Touch **OK** to agree to the terms of services and the privacy notice and proceed.

5. Set Google service options and then touch ▶.

6. If prompted, enter your credit or debit card information for purchasing apps, games, movies, and books in the Google Play Store app from your phone. You can also touch **SKIP**.

7. After your phone connects with the Google servers, select the items you would like to sync with your phone and then touch ▶. Your phone will synchronize the selected items.

Access Gmail

Access your personal Gmail account directly on your phone.

1. From the home screen, touch ▦ > **Gmail** ✉.
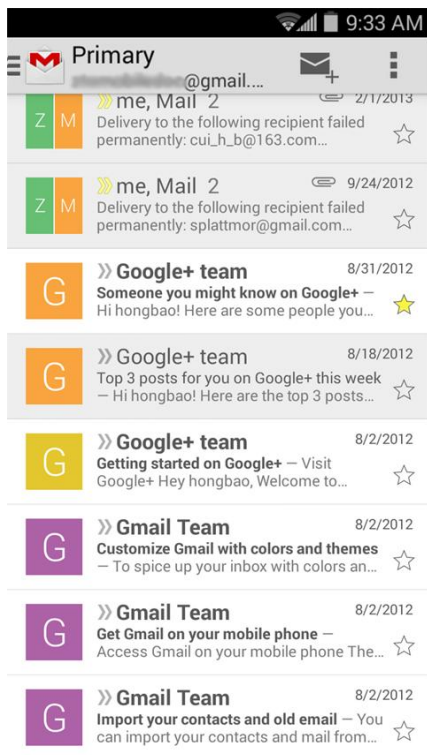
2. Do any of the following:

   - View more email messages: If the inbox is full, swipe your finger up the screen to view more messages and conversations.

   - Read a new email message: Touch the unread message or the conversation with an unread message (just-arrived items display in bold).

   - Select messages and conversations: Touch the sender image before the email or conversation.

   - View the inbox of your other Gmail account:

     • Touch the account name at the top of the current box, and then touch the account you want to view.

   - Refresh the inbox: Touch ☰ > **Refresh**.

Send a Gmail Message

Use your phone to send Gmail messages.

1. From the home screen, touch ▦ > **Gmail** ✉.

2. In any box, touch ✉.

3. Enter the message recipient's email address in the **To** field. If you are sending the email message to several recipients, touch **Done** or the return key on the keyboard after entering each recipient address. As you enter email addresses, any matching addresses from your contacts list are displayed. Touch a match to enter that address directly.

4. If you want to send a carbon copy (Cc) or a blind carbon copy (Bcc) of the email to other recipients, touch ▤ > **Add Cc/Bcc**.

5. Enter the email subject, and then compose your email.

Note: If you want to attach a picture, touch ▤ > **Attach file**. Locate and then touch the file you want to attach.

6. After composing your message, touch ➤.

Note: While composing the message, touch ▤ > **Save draft** or touch ⬐ to save it as a draft. To view your draft email messages, touch the account name at the top of the current box and then touch **Drafts**.

Note: To view your sent messages, touch the account name at the top of the current box and then touch **Sent**.

Read and Reply to Gmail Messages

Your phone allows you to access, read, and reply to all your Gmail messages.

1. From the home screen, touch ▦ > **Gmail** ✉.

2. Touch a message to display it.

Tip: You can also access new messages through the status bar. When a new Gmail message arrives, you'll see the ✉ icon in the status bar. Touch and hold the bar and slide it down to display notifications. Touch a message to display it.

3. To reply to or forward a message, touch ◀ (Reply), ⋮ > **Reply all**, or ⋮ > **Forward**.

   ▪ For **Reply** or **Reply all**, enter an additional message.

   ▪ For **Forward**, enter or select recipients and then enter an additional message.

4. After composing your message, touch ➤.

Email

Use the Email application to send and receive email from your webmail or other accounts, using POP3 or IMAP, or access your Exchange ActiveSync account for your corporate email needs.

Add an Email Account

You can add several types of personal email accounts, such as POP3 and IMAP accounts, on your phone.

Add an Email Account from the Settings Menu

1. From the home screen, touch [grid icon] > **Settings** [gear icon] > **Add account** > **Email**.

2. Enter the **Email address** and **Password** for the email account and then touch **Next**.

    - Touching **Next** prompts your phone to attempt a "regular" email setup and test the incoming and outgoing servers.

    - If you have custom settings you need to configure, touch **Manual setup** and enter your settings. These may include mail type, user name, password, server, security type, etc.

3. Select your sync settings and then touch **Next**.

4. Enter an account name and a display name and touch **Next** to complete setup.

Add an Email Account from the Email App

You can also set up email accounts directly from the email app.

1. From the home screen, touch [grid icon] > **Email** [envelope icon].

    - If you have already added an email account in Email, touch [menu icon] > **Settings** > **ADD ACCOUNT**.

2. Enter the **Email address** and **Password** for the email account and then touch **Next**.

    - Touching **Next** prompts your phone to attempt a "regular" email setup and test the incoming and outgoing servers.

    - If you have custom settings you need to configure, touch **Manual setup** and enter your settings. These may include mail type, user name, password, server, security type, etc.

3. Select your sync settings and then touch **Next**.

4. Enter an account name and a display name and touch **Next** to complete setup.

Important: If the account type you want to set up is not in the phone database, you will be asked to enter more details. You should get all pertinent information for the email account, such as incoming and outgoing server settings, before you proceed.

Add an Exchange ActiveSync Account

If you synchronize your phone with your Exchange ActiveSync account, you can read, manage, and send email in the same easy way as with a POP3/IMAP account. However, you can also access some powerful Exchange features.

Important: Before setting up a Microsoft Exchange ActiveSync Account, contact your company's Exchange Server administrator for required account settings information.

1. From the home screen, touch [grid icon] > **Settings** [gear icon] > **Add account** > **Corporate**.

2. Enter the **Email address** and **Password** for the email account and then touch **Next**.

3. Configure your **Inbox checking frequency**, **Days to sync email** (days of emails to synchronize between your phone and the server), and activate any other email settings, and then touch **Next**.

Note: If a screen displays showing the security operations that the server may do remotely to your phone, touch **Activate** to allow these operations from the server through the Email application as a device administrator.

4. Indentify your new account with a unique name and touch **Next**.

Compose and Send Email

Compose and send email using any account you have set up on your phone. Increase your productivity by attaching files such as pictures, videos, or documents to your email messages.

1. From the home screen, touch ⊞ > **Email** ✉.

2. On the email account inbox, touch ✉+.

Tip: Touch the account name at the top of the screen to switch to a different email account.

3. Fill in one or more recipients. You can:

   ▪ Enter email addresses directly in the To field. If you're sending the email to several recipients, touch **Done** or the return key on the keyboard after entering each recipient address. As you enter email addresses, any matching addresses from your contacts list are displayed. Touch a match to enter the address directly.

   ▪ Touch the Contacts icon 👤, and then select the email addresses of the contacts to whom you want to send the email. You can also select contact groups as recipients, or add contacts from the contact history. When you have selected all the message recipients, touch **Select**.

Tip: If you want to send a CC or a BCC of the email to other recipients, touch ☰ > **Add Cc/Bcc**.

4. Enter the subject, and then compose your message.

5. To add an attachment, touch ☰ > **Attach file** and choose from the following options:

   ▪ **Camera / Camcorder:** Open the camera screen to take a photo or record a video, and attach it.

   ▪ **Documents:** Select **File Manager** to attach a file; select **Gallery** or **Photos** to attach an existing photo or video; select **Sound Recorder** to record an audio clip and attach it; select **Select music track** to attach a music file.

6. Touch ➤ to send the message immediately, or touch ☰ > **Save draft** to save it as a draft.

Note: To open a draft email, in the email account inbox, touch 📁 > **Drafts**.

View and Reply to Email

Reading and replying to email on your phone is as simple as on your computer.

1. From the home screen, touch ▦ > **Email** ✉.

2. On the email account inbox, touch the message you want to view.

Tip: You can also access new messages through the status bar. When a new email arrives, you'll see the ✉ icon in the status bar. Slide the status bar down to display notifications. Touch a message to display it.

Tip: Touch the account name at the top of the screen to switch to a different email account.

3. Touch ↩ (Reply) or ↩ (Reply all**)** to reply to the message.

Manage Your Email Inbox

Your email inbox provides management options for viewing, sorting, and deleting your email messages.

View Your Email Inbox

1. From the home screen, touch ▦ > **Email** ✉.

2. Touch the email account at the top of the screen to select a different inbox, or touch **Combined view** to see all your email inboxes at once.

Refresh an Email Account

Whatever your automatic synchronization settings are, you can also synchronize your sent and received email messages manually at any time.

■ While viewing the account you want to synchronize, touch ↻.

Sort Email Messages

1. On the email account inbox, touch ☰ > **Display sort & filter**.

2. Touch the left drop-down menu at the top of the email list to sort email messages by date received, subject, sender, or size.

– or –

Touch the right drop-down menu to filter the inbox by priority, attachments, or read/unread status.

Delete an Email Message

1. On the email account inbox, touch the message you want to delete.

2. Touch 🗑 > **OK**.

Delete Multiple Email Messages

1. On the email account inbox, touch the check box next to the messages you want to delete.

2. Touch 🗑 > **OK**.

Exchange ActiveSync Email Features

Set options for your corporate Exchange ActiveSync email messages, including synchronization options, flagging messages, out-of-office messages, and message priority.

Synchronize Exchange ActiveSync Email

You can set Exchange ActiveSync to automatically check for new Exchange ActiveSync email messages.

1. From the home screen, touch ⊞ > **Email** ✉.

2. Touch ☰ > **Settings**.

3. Touch the name of the Exchange ActiveSync account.

4. Touch **Inbox check frequency** and choose the option you want.

Flag Email Messages

For an Exchange ActiveSync account, you can flag email messages to help you keep track of them.

1. From the home screen, touch ⊞ > **Email** ✉.

2. On the inbox screen, touch the message you want to view.

Tip: Touch your current email account at the top to switch to a different email account.

3. Touch ☰ > **Toggle flag** and select a flag option (**Set flag**, **Complete flag**, or **Clear flag**).

Set Out of Office Status

You can set your Out of Office status and auto-reply message right from your phone.

1. From the home screen, touch ⊞ > **Email** ✉.

2. Touch ☰ > **Settings** > the Exchange ActiveSync account name > **Out of Office**.

3. Check **Use out of office settings**.

4. Check **Send automatic replies during this time period** and set the time range when you will be out of the office.

5. Enter the auto-reply message for senders inside your organization. You can also choose to send a message to all senders outside your organization or senders in your contact list.

6. Touch **Save**.

Set Email Message Priority

You can set the priority for an email message you send with your Exchange ActiveSync account.

1. While composing the message, touch ☰ > **Show priority**.

2. Select the priority for the message below the subject line. You can select **High**, **Normal**, or **Low**.

Email Account Settings

You can edit settings for your individual email accounts, such as email address and password, name display and signature, frequency of retrieval, and more. You can also change general settings that apply to all email accounts.

1. From the home screen, touch ⊞ > **Email** ✉.

2. Touch ☰ > **Settings**, and choose from these options:

   - **General:** Change settings that apply to all email accounts, such as APN proxy, message text size, and auto-advance.

   - Touch each email account name below **General** for individual account settings, such as account, signature, notification, and server settings.

Delete an Email Account

If you no longer want an email account on your phone, you can delete it through the email settings menu.

1. From the home screen, touch ⊞ > **Email** ✉.

2. Touch ☰ > **Settings** > an email account name > **Remove account**.

3. Touch **OK** to confirm.

Add the Email Widget

Add an email widget to view your POP3/IMAP or Exchange ActiveSync email messages on a home screen.

1. Touch and hold an empty space on one of the home screens.

2. Touch the **Widgets** tab.

3. Touch and hold the **Email** widget and drag it to one home screen thumbnail at the bottom of the screen.

4. If there are more than one email account, touch the combined view or the account whose inbox you want to see in the widget.

Text and Multimedia Messaging

With Text Messaging (SMS), you can send and receive instant text messages between your wireless phone and another messaging-ready phone.

Multimedia messages, or MMS, can contain text and pictures, recorded voice, audio or video files, picture slideshows, contact cards (vCard), or appointments (vCalendar).

See your service plan for applicable charges for messaging.

Send a Text Message

Quickly compose and send text messages on your phone.

1. From the home screen, touch **Messaging** ▣.

2. On the Messaging screen, touch ✎. The New message screen opens.

3. Fill in one or more recipients. You can:

   ▪ Enter phone numbers directly in the To field. If you're sending the message to several phone numbers, touch **Next** or the return key on the keyboard after entering each number. As you enter information, any matching phone numbers from your contacts list are displayed. Touch a match to enter that number directly.

   ▪ Touch the 👤 icon, and then select the contacts or numbers to whom you want to send the message. When you have selected all the message recipients, touch **Done**.

   ▪ Enter the first few letters of the recipient's name to display a matching list of names from your stored contacts. Touch a match to add the recipient.

4. Touch the "Type message" box and then start composing your message.
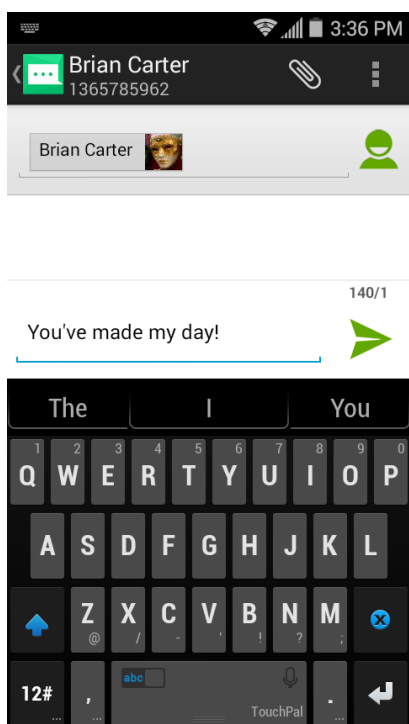
Note: There is a limit on the number of characters in a message. A counter appears above ➤ to tell you how many characters are left. Once you go over the 160-character limit, a new message is created but can be automatically joined into one when received.

5. When done, touch ➤ to send the text message.

Send a Multimedia Message (MMS)

When you need to add a little more to a text message, you can send a multimedia message (MMS) with pictures, voice recordings, audio or video files, contact cards (vCard), or appointments (vCalendar).

1. From the home screen, touch **Messaging** ⊡ .

2. On the Messaging screen, touch 🖊 . The New message screen opens.

3. Fill in one or more recipients. You can:

   ▪ Enter phone numbers or email addresses directly in the To field. If you're sending the message to several phone numbers, touch **Next** or the return key on the keyboard after entering each number. As you enter information, any matching entries from your contacts list are displayed. Touch a match to enter that number or address directly.

   ▪ Touch the 👤 icon, and then select the contacts or numbers to whom you want to send the message. When you have selected all the message recipients, touch **Done**.

   ▪ Enter the first few letters of the recipient's name to display a matching list of names from your stored contacts. Touch a match to add the recipient.

Note: You can add a subject line by touching ☰ > **Add subject**.

4. Touch the "Type message" box and then start composing your message.

5. Touch 📎 to open the Attach window. Select from the following file attachments:

   ▪ **Pictures.** Select a picture from **Gallery** or **Photos** to attach to your MMS.

   ▪ **Capture picture.** Open the camera and take a photo to attach to your MMS.

   ▪ **Videos.** Select a video clip from **Gallery** or **Photos** to attach to your MMS.

   ▪ **Capture video.** Open the camcorder and shoot a video clip to attach to your MMS.

   ▪ **Audio.** Select an audio file to attach to your MMS.

   ▪ **Record audio.** Open Sound Recorder and record an audio file to attach to your MMS.

   ▪ **Slideshow.** See "Create a Slideshow" for details.

   ▪ **File.** Open File Manager and select a file to attach to your MMS.

   ▪ **Insert contact.** Select a contact entry and add it to your MMS as a vCard attachment.

6. To make changes to your attachment, touch **Replace** or **Remove**.

7. Touch ➤ or **Send** to send the MMS.

Create a Slideshow

In a multimedia message, you can add slides, each containing a picture, video, or audio.

1. In the multimedia message you're composing, touch 📎 > **Slideshow**.

2. On the Edit slideshow screen, touch **Slide 1**.

Note: You can touch **Add slide** to add more slides.

3. To compose your slideshow, do any of the following:

   ▪ Add a picture. Touch ☰ > **Add picture** or **Capture picture**.

   ▪ Add a video. Touch ☰ > **Add video** or **Capture video**. (You cannot add both a picture and a video on the same slide.)

   ▪ Add an audio file or a voice recording. Touch ☰ > **Add music** and then touch **Audio** or **Record audio**.

   ▪ Add some text to the slide. Touch the "Type message, or leave blank" box.

   ▪ Add some preset text. Touch ☰ > **Quick Text**.

   ▪ Insert a smiley to the text. Touch ☰ > **Insert smiley**.

   ▪ Set text layout. Touch ☰ > **Layout**.

   ▪ Preview your slide. Touch ☰ > **Preview**.

   ▪ Remove the text on the slide. Touch ☰ > **Remove text**.

   ▪ Set duration for a slide. Touch ☰ > **Duration**.

   ▪ Add a new slide. Touch ☰ > **Add slide**.

   ▪ View the next or previous slide. Touch ▷ or ◁.

4. When you have finished composing the slideshow, touch **Done** to attach the slideshow to your message.

5. When you have finished composing the multimedia message, touch **Send**.

Tip: To compose a slide show, you can also simply attach multiple items separately to the MMS message. Touch 📎 and select a file type, location, and file and then repeat it for additional slides. Your phone will automatically compile a slide show.

Save and Resume a Draft Message

While composing a text or multimedia message, touch ⟝ to automatically save your message as a draft.

To resume composing the message:

1. From the home screen, touch **Messaging** 💬.

2. On the Messaging screen, the draft messages are marked with a red word "Draft" next to them. You can also touch ☰ > **Drafts** to view them.

3. Touch the message to resume editing it.

4. When you finish editing the message, touch ➤ or **Send**.

New Messages Notification

Depending on your notification settings, the phone will play a ringtone, vibrate, or display the message briefly in the status bar when you receive a new text or multimedia message. To change the notification for new text and multimedia messages, see Text and MMS Options for details.

A new message icon (😃 / 🖼) also appears in the notifications area of the status bar to notify you of a new text or multimedia message. The Messaging app icon (if shown on the home screen) also displays the number of new messages 💬.

To open the message, slide the status bar down to open the Notifications panel. Touch the new message to open and read it. For information on reading and replying to messages see Manage Message Conversations.

Manage Message Conversations

Text and multimedia messages that are sent to and received from a contact (or a number) are grouped into conversations or message threads in the Messaging screen. Threaded text or multimedia messages let you see exchanged messages (similar to a chat program) with a contact on the screen.

Read a Text Message

- Do one of the following:

  - On the Messaging screen, touch the text message or message thread to open and read it.

  - If you have a new message notification, slide the status bar down to open the Notifications panel. Touch the new message to open and read it.

To return to the Messaging screen from a message thread, touch ⟝.

Note: To view the details of a particular message, in the message thread, touch the message to open the options menu, and then touch **View details**.

Note: If a message contains a link to a Web page, touch the link in the message and then touch **Visit** to open it in the Web browser.

Note: If a message contains a phone number or an email address, touch the phone number or email address in the message to dial the number, send a message, send an email, or add it to your contacts.

View a Multimedia Message (MMS)

1. From the home screen, touch **Messaging** .

2. On the Messaging screen, touch a multimedia message or message thread to open it.

3. Touch the attachment to open it. If the attachment is a vCard contact, touch **View** or **Import** to view the contact or import it to your contacts. For more information, see Contacts. If the attachment is a vCalendar file, you can import the calendar event. For information on using Calendar, see Calendar.

4. To save the attachment to the storage card, touch and hold the message with attachment, and then touch **Save attachment** on the options menu.

Note: When Auto-retrieve in MMS settings is disabled, only the message header is downloaded. To download the entire message, touch the **Download** button at the right side of the message. For details, see Text and MMS Options.

Note: If you are concerned about the size of your data downloads, check the multimedia message size before you download it.

Reply to a Message

1. From the home screen, touch **Messaging** .

2. On the Messaging screen, touch a text or multimedia message thread to open it.

3. Touch the text box at the bottom of the screen, enter your reply message, and then touch or **Send**.

Note: To reply to a text message with a multimedia message, open the text message, touch or > **Add subject**. The text message is automatically converted into a multimedia message.

Protect (Lock) a Message From Deletion

You can lock a message so that it will not be deleted even if you delete the other messages in the conversation.

1. From the home screen, touch **Messaging** .

2. On the Messaging screen, touch a message thread.

3. Touch the message that you want to lock.

4. Touch **Lock** on the options menu. A lock icon is displayed at the bottom of the message.

Delete a Message Thread

1. From the home screen, touch **Messaging** .

2. On the Messaging screen, touch the message thread that you want to delete.

3. Touch > **Delete thread**.

4. When prompted to confirm, touch **OK**. Any locked messages in the thread will not be deleted unless you check the **Delete locked messages** box.

Delete Multiple Message Threads

1. From the home screen, touch **Messaging** .

2. On the Messaging screen, touch and hold a message thread that you want to delete.

3. Touch other threads that you want to delete.

4. Touch > **OK**. Any locked messages will not be deleted unless you check the **Delete locked messages** box.

Delete a Single Message

1. While viewing a message thread, touch the message that you want to delete.

2. If the message is locked, touch **Unlock** on the options menu and touch the message to display the options menu again.

3. Touch **Delete** on the options menu.

4. When prompted to confirm, touch **OK**.

Delete Several Messages in a Thread

1. While viewing a message thread, touch > **Select item(s)**.

2. Touch the checkboxes next to the messages that you want to delete.

3. Touch > **OK**. Any locked messages will not be deleted unless you check the **Delete locked messages** box.

View Contact Information from a Message

When you have received a message from someone in your stored contacts, you can touch the contact's picture or icon in the message thread to open a menu of options. Depending on the stored contact information, you can view the contact details, phone or send an email message to the contact, and more.

Text and MMS Options

The messages settings menu lets you control options for your text and MMS messages, such as message limits, auto-retrieve option, and notifications.

1. From the home screen, touch **Messaging** 📧 .

2. On the Messaging screen, touch ≡ > **Settings**. You can set the following:

SMS Enabled

■ Change your default SMS app. Touch **Default SMS app** and select **Hangouts** or **Messaging**.

Storage Settings

● **Delete old messages:** Automatically delete older messages, except for locked messages, when the set limits are reached.

● **Text message limit:** Choose the maximum number of text messages to store in each conversation thread.

● **Multimedia message limit:** Choose the maximum number of MMS messages to store in each conversation thread.

Text (SMS) Message Settings

■ **SMS Reassembly:** Automatically reassemble segmented long SMS.

Multimedia (MMS) Message Settings

■ **Auto-retrieve:** Select this option to automatically retrieve all your multimedia messages completely. When selected, the multimedia message header plus the message body and attachments will automatically download to your phone. If you clear this check box, only the multimedia message header will be retrieved and shown in your Messaging screen.

■ **Roaming auto-retrieve:** When **Auto-retrieve** is selected, you can select this option to allow the phone to automatically retrieve all your multimedia messages completely when it is roaming.

Display Settings

■ **Bubble and background:** Choose the pattern of the dialog balloons and background displayed in every message thread.

Notification Settings

● **Notifications:** Select this option if you want to receive a notification in the status bar when a new text or multimedia message arrives.

● **Choose ringtone:** Select a ringtone that is specific to new text and multimedia messages. Note that the ringtone briefly plays when selected.

● **Vibrate:** Select this option if you want the phone to vibrate when a new text or multimedia message arrives.

Signature Settings

● **Edit signature:** Edit the signature for outgoing messages.

- **Add signature:** Select this option if you want to attach the signature to all outgoing messages.

WAP Push Switch

- **Enable wap push receiving:** Check this option if you want to receive WAP push messages.

Emergency Alerts

- **Receive emergency alerts:** Touch this option and check the threat levels that you want to receive alerts for.

Social Networking Accounts

Stay in touch on the go with all your social networking accounts. Post updates on Facebook and Twitter, review your LinkedIn contacts, see what everyone's talking about from YouTube, and more.

Facebook

Post updates, read what your friends are up to, upload pictures and check-ins, and more with on-the-go Facebook access.

Install the Facebook App on Your Phone

Before you use Facebook on your phone, you must download and install the app from the Google Play Store app.

1. From the home screen, touch > **Play Store** .

2. Touch the Search icon and search for "facebook".

3. Touch **Facebook** from the results list.

4. Touch **INSTALL**, and then touch **ACCEPT**.

5. When the download has completed, touch **OPEN**. To open the app from the home screen, touch > **Facebook** .

Sign in to Your Facebook Account

1. From the home screen, touch > **Facebook** .

2. Follow the onscreen prompts to enter your Facebook username and password to sign in. You can also create a new Facebook account.

Tip: Add the Social Networking widget to a home screen for quick access to Facebook and other social networking updates. Touch and hold an empty spot on one of the home screens and touch **Widgets**. Touch and hold a social networking widget (such as Facebook or Twitter), and drag it to the thumbnail of the home screen below.

Twitter

Follow your interests such as instant updates from your friends, industry experts, favorite celebrities, and what's happening around the world. Get short bursts of timely information on the Twitter app. You need to download and install the Twitter app from the Play Store before using it. For more information, see Find and Install an App.

Sign in to Your Twitter Account

1. From the home screen, touch ▦ > **Twitter** .

2. Follow the onscreen prompts to enter your Twitter username and password to sign in. You can also create a new Twitter account.

LinkedIn

Find and connect with members worldwide, read the latest industry news, keep up-to-date with your groups, and more with on-the-go LinkedIn access. You need to download and install the LinkedIn app from the Play Store before using it. For more information, see Find and Install an App.

Sign in to Your LinkedIn Account

1. From the home screen, touch ▦ > **LinkedIn** .

2. Follow the onscreen prompts to enter your LinkedIn username and password to sign in. You can also create a new LinkedIn account.

YouTube

YouTube is a video sharing app. You can watch videos and upload your own.

Use the YouTube App

1. From the home screen, touch ▦ > **YouTube** .

2. If you are prompted to accept the terms of service the first time you use YouTube, touch **Accept** to continue.

3. You can touch 🔍 to search for your desired videos.

Note: It is not necessary to sign in to the YouTube application to view content. However, if you wish to upload videos or access additional options, you need to sign in by entering your Google or YouTube username and password.

Note: YouTube is a data-intensive feature. It is recommended that you upgrade to an unlimited data plan to avoid additional data charges.

Google+

Google+ makes connecting on the Web more like connecting in the real world. Share your thoughts, links and photos with the right circle. Get everyone on the same page with fast and simple group chat.

Note: For detailed information about Google+, open Google+ and touch ⋮ > **Help** to view the online instructions.

Sign In and Use Google+

1. From the home screen, touch ⊞ > **Google+** 〔G+〕.

2. If prompted, select your Google Account, or touch **Add account** to sign in to Google+ with another Google Account.

3. If prompted, set up your public Google Profile and then follow the onscreen prompts to continue.

Note: You won't see this step if you've already set up your profile on your computer.

4. Get started with Google+. You can use the following features:

   - Check out new posts: Touch ▼ near the top right corner and select **Everything** to see posts people have shared with you, a circle or community you are in, or everyone. You can filter the posts displayed by touching ▼ and selecting a circle under **My Circles**, a community under **My Communities**, a hot topic below **Explore**, **What's Hot**, or **Nearby**.

   - Write a post: Touch 🖊 to write a post. You can select the people or circles you want to share the post with, and add pictures, your location, URLs, or your mood in the post.

   - Manage your social calendar: Touch ▼ and select **Events** to add events, invite people, and then share photos in real time from the event by enabling Party Mode.

   - See friends' locations on a map: Touch ▼ and select **Locations** at the bottom of the screen. You'll see a map that shows everyone who shares their location with you. Touch the photo of a person to display their location details.

   - Check out photos of you: Touch ▼ and select **Photos** at the bottom of the screen to open the **Photos** app. Then touch the Photos icon at the top left and select **Photos of you**.

   - Manage your friends and circles: Touch 👥 to find new people and add them to your circles.

   - Search for people, posts, and photos: Touch 🔍 and enter the information you want to search for.

   - Manage your own information: Touch your photo avatar and name at the top left to view and edit your basic information, view your posts and photos.

Sign out of Google+

If you are already signed in to the app, you can sign out by following these steps.

1. From the home screen, touch ⊞ > **Google+** 〔G+〕.

2. Touch ⋮ > **Settings** and then touch your account.

3. Touch ⋮ > **Sign out**.

Apps and Entertainment

All your phone's features are accessible through the Apps list.

Note: Available applications and services are subject to change at any time.

Google Play Store

Google Play™ is the place to go to find new Android apps, books, movies, and music for your phone. Choose from a wide variety of free and paid content ranging from productivity apps and games to bestselling books and blockbuster movies and music. When you find what you want, you can easily download and install it on your phone.

To access the Google Play Store app, you must first connect to the Internet using your phone's Wi-Fi or 3G or 4G data connection and sign in to your Google Account. See Web and Data and Sign In to Your Google Account for details.

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

Find and Install an App

When you install apps from Google Play app and use them on your phone, they may require access to your personal information (such as your location, contact data, and more) or access to certain functions or settings of your phone. Download and install only apps that you trust.

1. From the home screen, touch > **Play Store** .

2. When you open the Google Play Store app for the first time, the Terms of Service window will appear. Touch **Accept** to continue.

3. Browse through the categories, find an app you're interested in, and touch the name.

    ▪ Browse through featured apps. Scroll through the list of featured apps when you open the Google Play Store.

    ▪ Browse apps by categories. First, slide right on the screen to see all categories, and then touch a category. Under a category, you can filter the apps by options such as **TOP PAID**, **TOP FREE**, **TRENDING**, etc.

    ▪ Search for an app. Touch on the Google Play home screen, enter the name or type of app you're looking for, and then touch the search key on the keyboard.

4. Touch an app to read a description about the app and user reviews.

5. Touch **INSTALL** (for free applications) or the price (for paid applications).

Note: You need a Google Wallet account to purchase items on Google Play. See Create a Google Wallet Account to set up a Google Wallet account if you do not have one.

6. The subsequent screen notifies you whether the app will require access to your personal information or access to certain functions or settings of your phone. If you agree to the conditions, touch **ACCEPT** to begin downloading and installing the app.

   ▪ If you selected a paid application, after touching **ACCEPT**, you're redirected to the Google Wallet screen to pay for the application before it's downloaded to your phone.

Warning: Read the notification carefully! Be especially cautious with applications that have access to many functions or a significant amount of your data. Once you touch **ACCEPT** on this screen, you are responsible for the results of using this item on your phone.

Create a Google Wallet Account

You must have a Google Wallet account associated with your Google Account to purchase items from the Google Play Store app.

Do one of the following:

▪ On your computer, go to google.com/wallet to create a Google Wallet account.

– or –

▪ The first time you use your phone to buy an item from Google Play, you're prompted to enter your billing information to set up a Google Wallet account.

Warning: When you've used Google Wallet once to purchase an application from the Google Play Store app, the phone remembers your password, so you don't need to enter it the next time. For this reason, you should secure your phone to prevent others from using it without your permission. (For more information, see Screen Lock.)

Request a Refund for a Paid App

If you are not satisfied with an app, you can ask for a refund within 15 minutes of the purchase. Your credit card is not charged and the app is uninstalled from your phone.

If you change your mind, you can install the app again, but you can't request a refund a second time. For details, please read the Play Store help information.

1. From the home screen, touch ⊞ > **Play Store** 🛍.

2. Touch ≣▶ > **My apps**.

3. Touch the app to uninstall for a refund. The details screen for the app opens.

4. Touch **REFUND**, and then touch **UNINSTALL**. Your app is uninstalled and the charge is cancelled.

Open an Installed App

There are options for opening an installed app.

■ From the home screen, touch ▦, locate the app, and then touch the icon.

– or –

1. From the home screen, touch ▦ > **Play Store** ▸.

2. Touch ▤▸ > **My apps** > **INSTALLED** tab.

3. Touch the app and then touch **OPEN** to open it.

Uninstall an App

You can uninstall any app that you have downloaded and installed from Google Play.

1. From the home screen, touch ▦ > **Play Store** ▸.

2. Touch ▤▸ > **My apps**.

3. On the INSTALLED screen, touch the app you want to uninstall, and then touch **UNINSTALL**.

4. When prompted, touch **OK** to remove the app from your phone.

Get Help with Google Play

The Google Play store app offers an online help option if you have questions or want to know more about the app.

■ Touch ▤▸ > **HELP**. The Web browser will take you to the Google Play Help Web page.

Google Maps

Use Google Maps to figure out where you are, find directions, explore local or unknown businesses and attractions, rate and review places, and more.

Enable Location Services on Your Phone

Before using any location-based services, you must enable your phone's GPS location feature. For more information about location services, see Location Settings.

Note: Enabling GPS will drain your battery faster.

1. From the home screen, touch ▦ > **Settings** ⚙ > **Location**.

2. Under LOCATION SERVICES, touch **Google Location Reporting** and select the following options.

   ▪ **Location Reporting:** Let any Google product that uses this feature store and use your phone's most recent location data in connection with your Google Account.

   ▪ **Location History:** Allow Google to store a history of your phone's location data in connection with your Google Account after enabling this feature.

Launch Google Maps

■ From the home screen, touch ⊞ > **Maps** 🗺. If GPS is enabled, the GPS icon 📍 will appear on the status bar. The first time you access Maps, you'll be asked to accept the terms of service and privacy policy. If you agree, touch **Accept & continue**.

Find Your Location

1. From the home screen, touch ⊞ > **Maps** 🗺.

2. Touch ◎ at the bottom right corner of the map to start locating yourself.

When your location is found, the map automatically pans to your area with your location at the center. You can see a dot and an arrow that indicate your location and the direction the phone is facing.

Search for a Place

1. From the home screen, touch ⊞ > **Maps** 🗺.

2. Touch 🔍 and enter the place you're looking for in the search box at the top.

   ▪ You can enter an address, a city, or a type of business or establishment. For example, enter "museum of modern art." As you enter information, suggestions from your previous searches and from popular searches appear below the search box. You can touch a suggestion to search directly.

Tip: You can touch 🎤 beside the search box to use voice search.

3. Touch the search key on the keyboard.

4. Slide the card at the bottom horizontally to see the brief information of each search result and its location on the map (indicated with a red circle and a balloon).

5. When you find the result you are interested in, slide the card up to find more information about the location. You can find out how to get there, give the place a call, save it to your Google Account, share it with friends, rate and write a review, etc.

Get Directions to Your Destination

1. From the home screen, touch ⊞ > **Maps** 🗺.

2. Touch 🔀 beside the search box.

3. Select the mode of transportation at the top and then enter a starting point and destination.

   ▪ If your location is found, it will appear as the default starting point.

4. As suggested routes appear, touch one to see it on the map. Slide the card at the bottom horizontally to see other routes; slide the card up to see the route directions in a list.

Explore New Places

1. From the home screen, touch ⊞ > **Maps** .

2. Navigate the map view to the area you would like to explore. You can explore nearby locations or pan the map to another area.

3. Touch the search box at the top.

4. Touch the **Explore nearby** card and choose one option in the new screen. Results will appear on a series of cards.

5. Touch a result to see it on the map and get directions. You can also slide the bottom card up to find out more information of the location, such as street address, website, and open hours, or to make a call, save it to your Google Account, share your experience by writing a review and more.

Music

Your phone lets you discover, download, and listen to your favorite music through a variety of applications.

Music Player

Your phone's built-in music player app lets you listen to and organize music files you have loaded into your phone's memory or microSDHC card.

Note: For information about loading music onto your phone, see Transfer Files Between Your Phone and a Computer.

Listen to Music Using the Music Player

1. From the home screen, touch ⊞ > **Music** to open the music library. Your phone will find the audio files on the microSDHC card and the phone's internal storage.

2. Touch the tabs at the top of the screen to view your music library organized by **Albums**, **Artists**, **Songs**, **Playlists**, **Folders**, and **Genres**. You can also touch **RECENTLY PLAYED** or **FAVORITE** to browse songs you recently played or you have added as favorites.

3. Touch a song from the list to start playing in the music player.

Note: Adjust the volume with the **Volume Button**.

The following options of the music player are available:
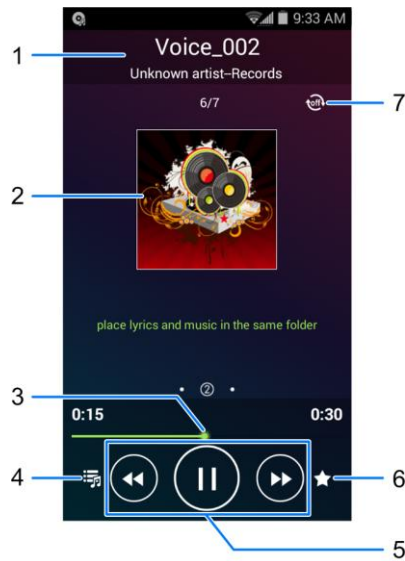
1. Song, album, and artist information.

2. Album artwork and lyrics. Swipe left or right to search the lyrics or view the current playlist.

3. Progress bar: drag or touch it to jump to any part of the current song.

4. Touch to go back to the music library.

5. Playback controls. You can skip to the next or last song, fast forward or rewind, pause, or resume playback.

6. Touch to add the current song to the Favorite playlist.

7. Touch to shuffle the songs in the playlist or toggle repeat modes.

Create a Playlist

Music playlists help you organize your music files.

1. From the home screen, touch ⊞ > **Music** 🎵 to open the music library.

2. Select a music file in the music library. Touch ⊜ next to the song to open a list of options.

3. Touch **Add to playlist** > **New**.

4. Enter the playlist name and touch **Save**.

Manage Playlists

You can play, rename, or delete the playlists.

1. From the home screen, touch ⊞ > **Music** 🎵 to open the music library.

2. Touch **Playlists** to view all music playlists.

3. Touch ⊜ next to the playlist you want to play or edit to open the options menu.

4. Touch **Play**, **Add to favorites**, **Rename Playlist**, or **Delete Playlist**.

Manage Songs in a Playlist

You can add more songs to a playlist or remove some tracks from a playlist.

1. From the home screen, touch ⊞ > **Music** 🎵 to open the music library.

2. Touch **Playlists** to view all music playlists.

3. Touch a playlist to open its content.

4. Touch ≡ > **Add Songs** and select the music you want to add before touch ➕.

   – or –

   Touch ⊜ next to the song you want to remove and select **Remove from playlist**.

Set a Song as Ringtone

You can set a song or audio file as your default ringtone. This will not change the ringtones you have assigned individually to specific contacts (see Assign a Ringtone to a Contact).

1. From the home screen, touch ⊞ > **Music** 🎵 to open the music library.

2. Touch the tabs at the top of the screen to view your music library organized by **Albums**, **Artists**, **Songs**, **Playlists**, **Folders**, or **Genres**. Or touch **RECENTLY PLAYED** or **FAVORITE** to browse songs you recently played or you have added as favorites.

3. Touch ⊜ next to the song you like to use to open the options menu.

4. Touch **Use as ringtone**.

Tip: You can also set a song as the default ringtone when you are playing it by touch ≡ > **Use as ringtone**.

Google Play Music App

The Google Play Music app lets you browse, shop, and play back songs purchased from Google Play as well as songs you have loaded from your own music library. The music you choose is automatically stored in your Google Play Music library and instantly ready to play via streaming or download.

For more information about Google Play Music, visit play.google.com/about/music.

Note: For information about loading music onto your phone, see Transfer Files Between Your Phone and a Computer.

Note: For more information about Google Play Music, touch 🎧 > **HELP** in the Google Play Music screen to view the online instructions.

Play Music with Google Play

1. From the home screen, touch ⊞ > **Play Music** 🎧.

2. Touch 🎧 > **My Library** or **Playlists** to view all the music or playlists. To change views of your library, swipe left or right.

3. Touch a song to play it. The brief information and control for the song appears at the bottom of the screen. You can touch it or drag it up to display the playback screen.

Note: Adjust the volume with the **Volume Button**.

In the playback screen, the following options are available:
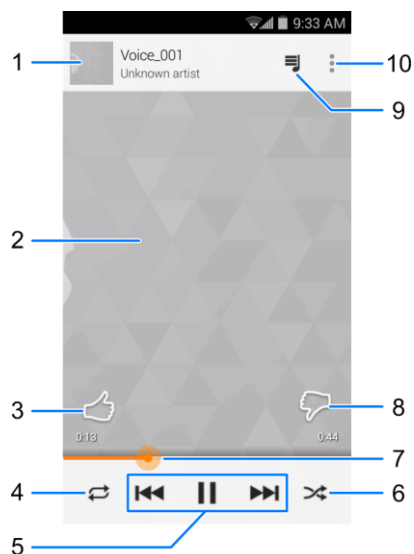
1. Songs and artist information. Touch or drag down to return to the music library.

2. Album artwork.

3. Give the song a thumbs-up.

4. Touch to switch repeat mode: no repeat, repeat the current song, or repeat the current playlist.

5. Playback control. You can skip to the next or last song, pause, or resume playback.

6. Touch to play the current playlist in shuffle mode, where tracks are played in random order.

7. Progress bar: drag or touch it to jump to any part of the current song.

8. Give the song a thumbs-down.

9. Touch to see the current music list (queue).

10. Get more options.

Create a New Playlist

Music playlists help you organize your music files.

1. From the home screen, touch ▦ > **Play Music** 🎧.

2. Touch 🎧 > **My Library** to view all the music files.

3. Touch ⋮ next to a song and select **Add to playlist** > **New playlist**.

4. Edit the playlist name and description and touch **Create playlist**.

Add a Song to a Playlist

1. From the home screen, touch ▦ > **Play Music** 🎧.

2. Touch 🎧 > **My Library** to view all the music files.

3. Touch ⋮ next to a song and select **Add to playlist**.

4. Touch the name of the playlist below ALL to add the song to it.

Web and Data

Your phone's data capabilities let you wirelessly access the Internet or your corporate network through a variety of connections, including Wi-Fi, 4G, 3G, and Virtual Private Networks (VPN).

The following topics address your phone's data connections and the built-in Web browser. Additional data-related features can be found in Accounts and Messaging, Apps and Entertainment, and Tools and Calendar.

Wi-Fi

Wi-Fi provides wireless Internet access over distances of up to 300 feet. To use your phone's Wi-Fi, you need access to a wireless access point or "hotspot."

The availability and range of the Wi-Fi signal depends on a number of factors, including infrastructure and other objects through which the signal passes.

Turn Wi-Fi On and Connect to a Wireless Network

Use the Wireless & networks setting menu to enable your phone's Wi-Fi radio and connect to an available Wi-Fi network.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Wi-Fi**.

2. Touch the Wi-Fi slider to turn Wi-Fi on. The phone will scan for available wireless networks and the network names and security settings of detected Wi-Fi networks are displayed.

3. Touch a Wi-Fi network to connect. If you selected an open network, you will be automatically connected to the network. If you selected a network that is secured with a password, enter the password and then touch **Connect**.

Depending on the network type and its security settings, you may also need to enter more information or choose a security certificate.

When your phone is connected to a wireless network, the Wi-Fi icon ( ) appears in the status bar.

If **Network notification** in Advanced Wi-Fi settings is enabled, this icon ( ) appears in the status bar whenever the phone detects an available open wireless network within range.

Note: The next time your phone connects to a previously accessed secured wireless network, you will not be prompted to enter the password again, unless you reset your phone to its factory default settings or you instruct the phone to forget the network.

Note: Wi-Fi networks are self-discoverable, which means no additional steps are required for your phone to connect to a Wi-Fi network. It may be necessary to provide a user name and password for certain closed wireless networks.

Check the Wireless Network Status

Check the status of your current wireless network, including speed and signal strength, through the Wi-Fi settings menu.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Wi-Fi**.

2. Touch the wireless network that the phone is currently connected to. You will see a message box showing the Wi-Fi network name, status, speed, signal strength, and other details.

Note: If you want to remove the phone's wireless network settings, touch **Forget** on this window. You need to enter the settings again if you want to connect to this wireless network.

Connect to a Different Wi-Fi Network

Use the Wi-Fi settings to scan for and connect to a different Wi-Fi network.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Wi-Fi**. Detected Wi-Fi networks are displayed. To manually scan for available Wi-Fi networks, touch ☰ > **Scan**.

2. Touch another Wi-Fi network to connect to it.

Note: If the wireless network you want to connect to is not in the list of detected networks, touch ➕ at the bottom of the screen. Enter the wireless network settings and touch **Save**.

Connect to a WPS Network

Wi-Fi Protected Setup (WPS) is a feature that makes it easy to add your phone to the access point which supports WPS.

You can use one of the following methods to connect your phone to a wireless network using WPS.

Method one: WPS button (Recommended)

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Wi-Fi** and touch the Wi-Fi slider to turn Wi-Fi on.

2. Touch ⟳.

3. Press the WPS button on the access point and the access point will recognize your phone and add it to the network.

Method two: PIN number

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Wi-Fi** and touch the Wi-Fi slider to turn Wi-Fi on.

2. Touch ☰ > **WPS Pin Entry**.

3. The WPS PIN number displays on the screen. Enter the PIN number into the access point's setup page.

- After entering the PIN number, your phone automatically finds the access point and configures the connection.

Note: For detailed information about the WPS feature of the access point, please refer to its user documents.

Launch a Web Connection

Launching a Web connection is as simple as opening the browser on your phone.

- From the home screen, touch ⊞ > **Browser** . (Your data connection starts and you see the home page.)

Note: Internet connections can be made either through the network (3G or 4G) or via Wi-Fi (configured within the **Settings > Wi-Fi** page).

While connecting, you may see an animation. Once complete, you are connected to the default home page.

Tip: To change the phone's default launch page to your current page, touch ☰ > **Settings** > **General** > **Set homepage** > **Current page**.

Note: You can launch the Browser by touching a Web link in either an email or text message.

Browser

Your phone's Web browser gives you full access to both mobile and traditional websites on the go, using 3G, 4G, or Wi-Fi data connections.

Launch the Web Browser

Launching the browser is as easy as touching an icon.

- From any home screen, touch ⊞ > **Browser** .

Note: If Browser is one of your phone's primary shortcuts, touch the Browser icon on the home screen to launch it.

Tip: Your phone supports additional Web browsers, including the preloaded Google Chrome. To use Google Chrome, touch ⊞ > **Chrome** from the home screen.

Learn to Navigate the Browser

Navigating through menus and websites during a data session is easy once you have learned a few basics.

Note: Before you access the default home page, you may be asked to enter your 10-digit wireless phone number and touch **SIGN IN**. Entering your phone number is not required for access to other Web pages.

Scrolling

As with other parts of your phone's menu, you'll have to drag up and down to see everything on some websites.

To scroll through a website's page:

■ In a single motion, touch and drag across or up and down a page.

Selecting

To select onscreen items or links:

■ Touch an item or touch an onscreen link to select the link.

Links allow you to jump to Web pages, select special functions, or even place phone calls.

Pinching and Zooming

Zooming in and out on a Web page can be done now without the need of an onscreen zoom tool. Just use your fingers to pinch in or spread out on the screen.

To zoom in:

1. Place your thumb and index finger on the screen.

2. Expand them outward (spread) to zoom in.

To zoom out:

1. Place your thumb and index finger on the screen.

2. Bring them together (pinch) to zoom out.

Go Back

To go back one page:

■ Touch ⊃ on your phone. Repeat this process to keep going back through your Web page history of recently visited pages.

Use Multiple Browser Tabs

You can open several browser tabs at once and switch between multiple Web pages.

To switch between tabs:

1. Touch on the browser screen. The number in the button indicates the number of currently opened browser tabs.

2. Swipe vertically to scroll through the list of opened tabs. You can touch **Grid** to view them in grids.

3. Touch the thumbnail of the tab you want to browse.

Tip: Swipe a thumbnail horizontally or touch its X to close the tab.

Use Incognito Tab for Private Browsing

Pages you view in incognito tabs won't appear in your browsing history or search history. No trace will be left on your phone once you close the tab.

1. Touch 🔲 on the browser screen. The number in the button indicates the number of currently opened browser tabs.

2. Touch ≣ > **New incognito tab**.

Browser Options

Touch ≣ to discover additional options to expand your use of the Web on your phone.

1. From the home screen, touch ⊞ > **Browser** 🦊.

2. From any opened Web page, touch ≣. You will see an options menu that may include:

   - **Home:** Go to the home page.

   - **Bookmarks:** Access and manage your bookmarks, browsing history and saved Web pages.

   - **Save to bookmarks:** Assign the current Web page as a new bookmark.

   - **Share page:** Send the URL (Web page address) of the current Web page using various methods. The options depend on the applications you have installed.

   - **Find on page:** Search the current Web page for keywords.

   - **Save for offline reading:** Save the current Web page to your phone for offline reading.

   - **Downloads:** Open the Downloads app to view download history and ongoing download progress.

   - **Page info:** View information of the Web page, such as its title and URL.

   - **Settings:** Configure and manage your browser settings.

   - **About Browser:** Check the name and version of the Browser app.

Go to a Specific Website

Follow the instructions to go to a particular website by entering a URL (website address).

1. From the home screen, touch ⊞ > **Browser** 🦊.

2. Touch the Address field and enter a website address.

Tip: If the Address field is not visible, scroll to the top of the Web page to show it.

- As you type the address, if your desired website appears within the suggested sites list, touch the entry to begin surfing.

3. Touch **Go**.

Note: Not all websites are viewable on your phone.

Set the Browser Home Page

Customize your Web experience by setting your browser's home page.

1. From the home screen, touch ⊞ > **Browser** 🌊.

2. From any open Web page, touch ≡ > **Settings** > **General** > **Set homepage**.

3. Select an option to set your browser's home page.

- **Current page:** Set the current Web page as the home page.

- **Blank page:** Open browser tabs without opening a Web page by default. This can make new browser tabs open more quickly.

- **Default page:** Set the factory default URL as the home page.

- **Most visited sites:** Every new browser tab displays a list of your most visited sites for you to choose from.

- **Other:** Type in a URL as the home page and touch **OK**.

Create Bookmarks

Make browsing easier by setting up and using custom bookmarks.

From any open Web page, touch ≡ > **Bookmarks**. Three tabs are revealed:

- **BOOKMARKS:** Displays a list of your current Web bookmarks.

- **HISTORY:** Displays a record of your browsing history. These records are organized into folders such as: Today, Yesterday, Last 7 days, and Most visited.

- **SAVED PAGES:** Displays a list of Web pages that you saved previously. Touch an entry to display it.

To create a new bookmark:

1. Open the Web page.

2. Touch ≡ > **Add to bookmarks**.

3. Enter a descriptive name for the new bookmark, select account and Add to (location) and touch **OK** to store the new entry to your Bookmarks list.

To create bookmarks from other tabs:

1. From any open Web page, touch ≡ > **Bookmarks**.

2. Touch the **HISTORY** tab.

3. Touch and hold an entry from the list to display an onscreen popup menu.

4. Touch **Save to bookmarks** to add the selected entry to your list of bookmarks.

– or –

1. Repeat steps 1 and 2 above.

2. Touch ☆ adjacent to a website address to add the website to your Bookmarks list.

Add Bookmarks to Your Home Screen

You can add Web bookmarks to your phone's home screen for quick access.

1. From any open Web page, touch ≡ > **Bookmarks**.

2. Touch and hold an existing entry from the list to display an onscreen popup menu.

3. Touch **Add shortcut to home** to add the selected entry to your home screen.

Lumen Toolbar

The Lumen Toolbar is an application that works with your phone's Web browsers and enables an extensive array of new browser extensions - from contextual recommendations to app discovery to social applications and browser utilities. When you use the Web browsers, you can open the Lumen Toolbar to get 1-click access to Facebook, Twitter, various news feeds, friend-based recommendations and options for content sharing.

To use Lumen Toolbar while browsing the Web with the Web browsers:

1. Drag ⌃ up from the bottom right of the browser screen.

2. Slide left or right to choose an option.

Chrome

In addition to the default "Internet" Web browser, your phone supports the Chrome mobile Web browser. If you are signed in with a Google Account, the Chrome browser will import all your bookmarks and other Web preferences for use on your phone.

■   From the home screen, touch ⊞ > **Chrome** .

Tip: For more information, visit: google.com/intl/en/chrome/browser/mobile/.

Data Services General Information (3G and 4G Networks)

The following topics will help you learn the basics of using your data services, including managing your user name, launching a data connection, and navigating the Web with your phone.

Important: Certain data services requests may require additional time to process. While your phone is loading the requested service, the touchscreen or QWERTY keyboard may appear unresponsive when in fact they are functioning properly. Allow the phone some time to process your data usage request.

4G

4G provides your phone with wireless Internet access over greater distances than Wi-Fi and delivers data transfer rates of up to 30 Mbps. To connect your phone to 4G network, you need access to a 4G base station.

For more information about the availability of 4G in your location, visit boostmobile.com.

Note: The availability and range of the 4G network depends on a number of factors including your distance to the 4G base station, and infrastructure and other objects through which the signal passes.

Turn 4G On and Connect to the 4G Network

1. From the home screen, touch ▦ > **Settings** ⚙ > **Mobile networks** > **Preferred network type**.

2. Select **LTE/CDMA**. The phone will scan for the 4G network and will automatically connect to it when it is available.

When your phone is connected to the 4G network, the 4G icon (LTE) appears in the status bar and tells you the approximate signal strength (number of bands displayed).

Note: The 4G network is self-discoverable, which means no additional steps are required for your phone to connect to it.

Check 4G Network Status

■ From the home screen, touch ▦ > **Settings** ⚙ > **About phone** > **4G settings**.

The network provider name and IP address are displayed.

Your Data Service User Name

When you buy your phone and sign up for service, you're automatically assigned a user name, which is typically based on your name and a number.

When you use data services, your user name is submitted to identify your network. Your user name is automatically programmed into your phone. You don't have to enter it.

Update Your User Name

If you choose to change your user name and select a new one online, or make any changes to your services, you must then update the profile on your phone.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **System updates**.

2. Touch **Update Profile**.

Data Connection Status and Indicators

Your phone displays the current status of your data connection through indicators at the top of the screen. The following symbols are used:

LTE ☼ ☼

Your phone is connected to the 4G network. When the symbol is animated, your phone is transferring data (for example, when you are opening a Web page); when the symbol is not animated, your phone is connected to the network but is not currently transferring data (for example, when you are viewing a Web page that is completely open). In either state, you can receive incoming calls.

3G 3G

Your phone is connected to the 3G Mobile Broadband Network (3G). When the symbol is animated, your phone is transferring data (for example, when you are opening a Web page); when the symbol is not animated, your phone is connected to the network but is not currently transferring data (for example, when you are viewing a Web page that is completely open). In either state, you can receive incoming calls.

If you do not see an indicator, your phone does not have a current data connection. To check your current connection options, touch ⌂ > ⊞ > **Settings** ⚙ > **Mobile networks** and ensure that **Data enabled** is checked.

Note: If your phone is currently connected to Wi-Fi, you won't see 3G or 4G icons animated.

Virtual Private Networks (VPN)

From your phone, you can add, set up, and manage virtual private networks (VPNs) that allow you to connect and access resources inside a secured local network, such as your corporate network.

Prepare Your Phone for VPN Connection

Depending on the type of VPN you are using at work, you may be required to enter your login credentials or install security certificates before you can connect to your company's local network. You can get this information from your network administrator.

Before you can initiate a VPN connection, your phone must first establish a Wi-Fi or data connection. For information about setting up and using these connections on your phone, see Launch a Web Connection and Turn Wi-Fi On and Connect to a Wireless Network.

Set Up Secure Credential Storage

If your network administrator instructs you to download and install security certificates, you must first set up the phone's secure credential storage.

1. From the home screen, touch ![icon] > **Settings** ![icon] > **Security** > **Install from SD card**.

2. Touch the file name of the certificate to install. Only certificates that you have not installed are displayed.

3. If prompted, enter the certificate password and touch **OK**.

4. Enter a name for the certificate and touch **OK**.

Note: If you have not set a PIN or password for your phone, you are prompted to set one up.

You can now use the certificate installed when connecting to a secure network or for client authentication with apps.

Add a VPN Connection

Use the Wireless & networks settings menu to add a VPN connection to your phone.

1. From the home screen, touch ![icon] > **Settings** ![icon] > **More…** > **VPN**.

Note: If you have not set a PIN or password for your phone, you are prompted to set one up.

2. Touch **ADD VPN PROFILE** and enter the information for the VPN you want to add.

   ▪ Information may include Name, Type, Server address, PPP encryption (MPPE), and advanced options.

   ▪ Set up all options according to the security details you have obtained from your network administrator.

3. Touch **Save**.

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

Connect to or Disconnect from a VPN

Once you have set up a VPN connection, connecting and disconnecting from the VPN is easy.

Connect to a VPN

1. From the home screen, touch ![icon] > **Settings** ![icon] > **More…** > **VPN**.

2. Touch the VPN that you want to connect to.

3. When prompted, enter your login credentials, and then touch **Connect**. When you are connected, a VPN connected icon appears in the notification area of the status bar.

4. Open the Web browser to access resources such as intranet sites on your corporate network. (For more information about browsing the Web, see Learn to Navigate the Browser.)

Disconnect from a VPN

1. Slide the status bar down to open the Notifications panel.

2. Touch the VPN connection to return to the VPN settings screen, and then touch the VPN connection to disconnect from it.

When your phone has disconnected from the VPN, you will see a VPN disconnected icon in the notification area of the status bar.

Wi-Fi Direct

Wi-Fi Direct allows Wi-Fi devices to connect to each other without the need for wireless access points (hotspots).

Connect to Another Device via Wi-Fi Direct

You can connect your phone to another device enabled with Wi-Fi Direct capability.

1. From the home screen, touch ▦ > **Settings** ⚙ > **Wi-Fi**.

2. If Wi-Fi is off, touch the Wi-Fi slider at the top right to turn it on.

3. Touch ☰ > **Wi-Fi Direct**.

4. Your phone will search for other devices enabled with Wi-Fi Direct connections.

Note: The target device must also have Wi-Fi Direct service activated and running before it can be detected by your phone.

5. Touch a device name below PEER DEVICES and touch **Connect** to connect with it.

6. The other device will receive a Wi-Fi Direct connection prompt and need to accept the request for connection. Both devices may need to enter a common PIN.

7. Once connected the device is displayed as "Connected" in the device list.

Note: You can touch **RENAME DEVICE** to edit your phone name which other devices can see when they are searching via Wi-Fi Direct.

Send Data via Wi-Fi Direct

You can send all kinds of files to another device via Wi-Fi Direct.

1. Open the appropriate application and select the file or item you want to share.

2. Select the option for sharing via Wi-Fi Direct. The method may vary by application and data type.

3. Touch a device the phone has connected with or wait for it to search for new devices and touch one of them.

Receive Data via Wi-Fi Direct

When an attempt to transfer data via Wi-Fi Direct is received, you can see a notification in the status bar. Open the Wi-Fi Direct share notification, and touch **Accept** to start receiving the data.

Received files are stored automatically in a dedicated folder (WiFiShare, for instance). You can access them with the File Manager app.

Mobile Hotspot

Mobile Hotspot allows you to turn your phone into a Wi-Fi hotspot. When this feature is turned on, you can share your phone's mobile data services via Wi-Fi with other Wi-Fi enabled devices. The feature works best when used in conjuction with the 4G data services (although 3G service can also be used).

Important: Use of the Mobile Hotspot feature may require an additional subscription. Visit boostmobile.com or access your account via Boost Zone (touch > **Boost Zone**) to learn more.

Note: Turning on Mobile Hotspot will disable your phone's connection to other Wi-Fi networks.

Set Up Mobile Hotspot

You can set up the mobile hotspot before using this feature to share your phone's mobile data services via Wi-Fi.

1. From the home screen, touch > **Settings** > **Mobile Hotspot**.

2. Touch .

3. Set your name and security options as follows:

   ▪ **Network SSID:** Enter or edit a network SSID (name) that other devices see when scanning for Wi-Fi networks.

   ▪ **Broadcast SSID:** Broadcast or hide your network SSID. If the broadcast is disabled, other users need to get your network SSID to find the Wi-Fi hotspot.

   ▪ **Channel:** To avoid interference with other Wi-Fi networks, try using a different channel.

   ▪ **Security:** Choose a security option: **None** (not recommended) or **WPA2 PSK** (other users can access your mobile hotspot only if they enter the correct password). When you select **WPA2 PSK**, touch the **Password** field to edit the security password.

4. Touch **Save** to save your settings.

Note: You can touch > **Manage Users** or **Advanced** to manage the users connected to your phone, set the maximum connections, and configure advanced options.

Connect to Mobile Hotspot

1. From the home screen, touch > **Settings** > **Mobile Hotspot**.

2. Touch the Wi-Fi Hotspot slider to activate the service. The hotspot icon will appear in the status bar.

   ▪ Using both the 4G service and hotspot drains your phone's battery at a much faster rate than when using any other feature combination.

Note: The best way to keep using the phone as a hotspot is to have it connected to a power supply.

3. Enable Wi-Fi (wireless) functionality on your target device (laptop, media device, etc.).

4. Scan for Wi-Fi networks from the device and select your phone hotspot from the network list.

5. Select this phone and follow your onscreen instructions to enter the password (as configured when setting up the Mobile Hotspot feature).

   If your target device supports Wi-Fi Protected Setup, touch the WPS icon on the device, and then touch on your phone's Mobile Hotspot menu.

6. Launch your Web browser to confirm you have an Internet connection.

Bluetooth Tethering

If your computer or other device can obtain an Internet connection via Bluetooth, you can configure your phone to share its mobile data services with your computer or other device.

1. Pair your phone with your computer via Bluetooth.

2. Configure your computer to obtain its network connection via Bluetooth. For more information, please see your computer's documentation.

3. From the home screen, touch > **Settings** > **More…**.

4. Check **Bluetooth tethering**. Your computer is now sharing your phone's data connection.

   ▪ To stop sharing your data connection, uncheck **Bluetooth tethering**.

Camera and Video

You can use the camera or camcorder to take and share pictures and videos. Your phone comes with a 5 megapixel back camera with an autofocus feature and a front-facing camera that let you capture sharp pictures and videos.

Take Pictures

The following topics teach you how to take pictures with your phone's cameras.

Open or Close the Camera

You can open the camera through the applications list. In addition to using the applications list to open the camera, you may be able to launch the camera from within other applications such as Contacts or Messaging.

Open the Camera

■ To open the camera in picture mode and take pictures, from the home screen, touch ⊞ > **Camera** ◎.

Close the Camera

■ From the camera screen, touch ⌂ or ↩.

Viewfinder Screen

The Viewfinder screen lets you view your subject and access camera controls and options.

1. Switch between the front and the back cameras for picture and video taking.

2. Change the flash mode for picture and video taking (only available for the back camera).

3. Select color effect for picture and video taking (only available for the back camera).

4. Change the camera and camcorder settings.

5. Select scene mode for picture taking (only available for the back camera).

6. Touch the icon to start capturing video.

7. Touch the icon to take a picture.

8. View pictures and videos you have taken.

Tip: You can pinch or spread on the screen or press the **Volume Button** to zoom in or zoom out when taking a picture or video clip.

Take a Picture

You can take high-resolution pictures using your phone's cameras.

1. From the home screen, touch ⊞ > **Camera** ◉.

2. Before taking the picture, you can zoom in on your subject.

   ▪ To zoom in, "spread" the screen with your thumb and finger or press the higher end of the **Volume Button**.

   ▪ To zoom out, "pinch" the screen or press the lower end of the **Volume Button**.

3. On the Viewfinder screen, touch the flash icon to select a camera flash mode depending on your lighting conditions.

Warning: Keep a safe distance when using the flash. Do not point the flash towards people or animals' eyes.

4. Frame your subject on the screen.

Tip: Hold the phone vertically when taking portrait shots or hold the phone horizontally when taking landscape shots.

5. You can either let the camera autofocus on the center of the screen, or you can touch another area on the screen that you want to focus on.

6. Touch 📷 to take the picture.

7. Touch the thumbnail at the corner of the screen and choose what you want to do with the picture you've just taken. See Review Screen for details.

Review Screen

After capturing a picture or video, touch the thumbnail image at the corner of the screen to see the item in the review screen. From there, you can access options such as view, share, or delete the picture or video.

● Slide right to return to the camera Viewfinder screen.

● Touch **Delete** > **OK** to delete the current picture or video.

● Touch **Edit** to edit the current picture. For more information, see "Retouch a Picture" in Work With Pictures.

- Touch **Set as** to set the current picture as a contact photo, the home screen wallpaper, or the lock screen wallpaper.

- Touch **Share** to share the picture or video.

- Touch the play icon at the center to play the current video clip.

- Touch **Crop** to trim the current video clip. You can find the changed video clip in the Gallery app while the original video is never affected.

- Touch **Details** or ☰ > **Details** to see the file information of the current picture or video clip.

- Touch ▶ at the top right of the screen to play all pictures you have captured in a slideshow.

- Touch ☰ when reviewing a picture to rotate it or rename it.

- Touch ☰ when reviewing a video clip to rename it.

Record Videos

Record high-quality videos (resolution up to 720p) using your phone's camcorder.

1. From the home screen, touch ⊞ > **Camera** ⊙.

2. Frame your subject on the screen. You can touch any area on the Viewfinder screen that you want the camera to focus on before and during recording.

3. Touch 🎥 to start capturing video. The recording duration appears.

Tip: During recording, you can pinch or spread on the screen or press the **Volume Button** to zoom in or out. You can also touch 📷 to take a picture.

4. Touch ■ to stop recording.

5. Touch the thumbnail at the corner of the screen and choose what you want to do with the video you have just captured. See Review Screen for details.

Camera and Camcorder Settings

Before taking a picture or recording a video, you can touch ⚙ on the Viewfinder screen to open the following camera and camcorder setting options.

Note: Not all options are available for the front camera.

1. From the home screen, touch ⊞ > **Camera** ⊙.

2. Touch ⚙ to display the camera and camcorder settings screen and then you can change the following settings.

   - **Camera options** 📷

- **Grid:** Show or hide the composition lines.

- **Self-timer:** Set a time delay before the camera takes a picture after you touch the shutter icon, or turn off this feature.

- **Auto-review:** Review the picture after you shot it or turn the feature off. You can also set the review time.

- **Picture size:** Set the image size for your pictures.

- **Camcorder options** ▆◣

  - **Video quality:** Set the resolution for your video clips.

  - **Time lapse:** Set the time interval between each frame when you shoot time lapse videos.

  - **Silence camcorder:** Enable this option if you want to capture silent video clips.

- **Other options** ⚙

  - **Geo-tagging:** Check this option to store the GPS location data in your captured pictures and videos.

  - **Storage location:** Change the storage location for captured pictures and videos.

  - **Restore defaults:** Restore default camera and camcorder settings.

View Pictures and Videos Using Gallery

Using the Gallery application, you can view pictures and watch videos that you've taken with your phone's camera, downloaded, or copied onto your storage card or phone memory.

For pictures that are on your storage card or phone memory, you can do basic editing such as rotating, cropping and more. You can also easily assign a picture as your contact picture or wallpaper and share pictures with your friends.

Open or Close Gallery

The Gallery app opens in the Albums view where your pictures and videos are organized by albums for easy viewing.

Open the Gallery App

1. From the home screen, touch ▦ > **Gallery** 🏞.

2. Touch a folder location (such as Camera), and then touch an image to view the picture.

If you stored your files in folders (directories) on the microSDHC card or phone memory, Gallery will display these folders as separate albums.

Folders in your storage card or phone memory that contain pictures and videos will also be treated as albums. The actual folder names will be used as the album names.

When viewing pictures in Gallery, you can touch the gallery icon in the upper left corner to return to Album view. Touch an album to view the pictures or videos in that album.

Note: Depending on the number of pictures and videos stored, it may take some time for Gallery to load all of them on the screen.

Close the Gallery App

■ To close the Gallery app and return to the home page, touch ⌂.

View Pictures and Videos

You can access and view all your stored pictures and videos from your phone's Gallery.

1. From the home screen, touch ⊞ > **Gallery** 🏔.

2. Touch an album (such as Camera).

After selecting an album from the Albums view, you can browse through the pictures and videos of that album. By default, the pictures and videos in an album are displayed in grid view. Touch a picture or video to view it in full screen. Touch ▶ to play the video.

Note: When viewing pictures or videos in full screen, you can touch the screen to display a series of options and choose what to do with the picture or video. See Review Screen.

Note: If you want to select another album, touch the gallery icon at the top left to return to the Albums view.

Zoom In or Out on a Picture

There are two ways you can zoom in or out of a picture.

■ Touch the screen twice quickly to zoom in, and then touch the screen twice quickly again to zoom out.

    – or –

■ Use pinch and spread to zoom in or out. "Spread" the screen using your thumb and forefinger to zoom in when viewing a picture. "Pinch" the screen to zoom out. (Move fingers outward to zoom in and inward to zoom out.)

Watch Video

Watch videos from the Gallery application. Use the onscreen controls to play, pause, or stop the video.

1. From the home screen, touch ⊞ > **Gallery** 🏔.

2. Touch an album containing a video you want to watch, and then touch the video thumbnail to see it in full screen.

3. Touch ▶ to play the video. When playing it in Video player, you can use the following controls.

    ▪ Use the onscreen controls to play, pause, or jump to any part of the video.

- To adjust the volume, slide up or down on the right side of the screen or press the **Volume Button**.

- To adjust the screen brightness, slide up or down on the left side of the screen.

- To control playback progress, slide left or right on the screen.

- Touch ⬦ to rotate the video.

- Touch ⊠ to adjust the screen mode.

- Touch ⊞ to play the video in a pop-up window while you can still use the phone's other functions.

- Touch ⬜ to save the current video frame as a picture.

- Touch 🔒 to hide the onscreen controls, so that they do not appear every time you touch the screen. Touch 🔓 to display them again.
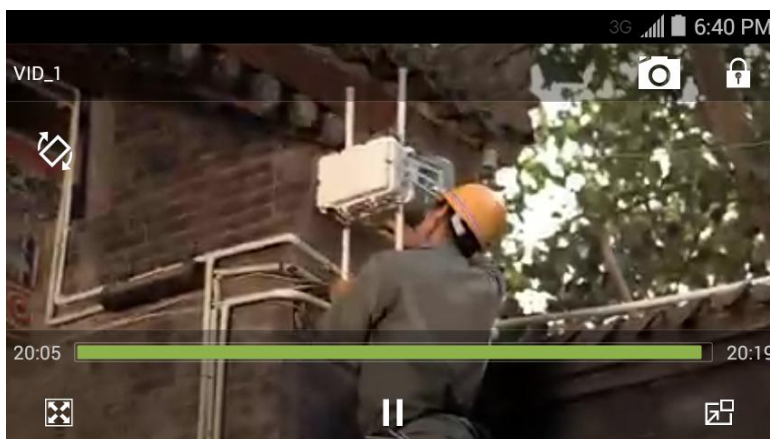
Work with Pictures

When you're browsing pictures in the Gallery application, you can touch the screen to display options and choose to edit the picture, rotate it, and more.

Rotate and Save a Picture

1. From the home screen, touch ⊞ > **Gallery** 🖼.

2. Touch an album.

3. Touch the picture you want to rotate.

4. Touch ☰ and then select either **Rotate left** or **Rotate right**.

Retouch a Picture

You can edit your photos in the Gallery app. The changed picture is saved in the same album as a new file, while the original image is never affected.

1. From the home screen, touch ⊞ > **Gallery** .

2. Touch an album and then a picture.

3. Touch **Edit** to display the PhotoEditor screen.

4. Touch an edit option at the bottom and edit the picture.

Tip: Slide left or right on the bottom of the screen to find all options.

5. Touch ✓ to keep the change or ✗ to cancel it.

6. Touch **Save** to save the new picture.

Note: Touch **History** in the PhotoEditor screen to see the edits you have made and undo or redo them.

Share Pictures and Videos

The Gallery application lets you send pictures and videos using email or multimedia messages. You can share pictures on your social networks (such as Facebook, Google+, and Twitter) and share videos on YouTube. You can also send them to another phone or your computer using Bluetooth or Wi-Fi Direct.

Send Pictures or Videos by Email

You can send several pictures, videos, or both in an email or Gmail message. They are added as file attachments in your email. For more information about using email and Gmail, see Compose and Send Email or Send a Gmail Message.

1. From the home screen, touch ⊞ > **Gallery** ⛰.

2. Touch the album that contains the pictures or videos you want to share.

3. Touch the pictures or videos you want to share.

   ▪ To select multiple items, touch and hold a thumbnail after touching the album to turn on multiple selection. Touch all the items you want to include.

4. Touch ⦛ and then on the Share menu, touch **Email** or **Gmail**.

5. Address and compose your message and then touch ➤.

Note: If you selected **Email** and you have multiple email accounts, the default email account will be used. To change the account, touch the account name and select the desired email account.

Send a Picture or Video by Multimedia Message

Multimedia Messaging (MMS) lets you send pictures and videos using your phone's messaging app. Although you can send several pictures or videos in a multimedia message, it may be better to just send one at a time, especially if the files are large in size.

1. From the home screen, touch ⊞ > **Gallery** ⛰.

2. Touch the album and then the photo or video you want to share.

   ▪ To select multiple items, touch and hold a thumbnail after touching the album to turn on multiple selection. Touch all the items you want to include.

3. Touch ⦛ and then on the Share menu, touch **Messaging**. The picture or video is automatically added into the multimedia message.

4. Compose your message and then touch **Send** or ➤.

For more information about sending multimedia messages, see Send a Multimedia Message (MMS).

Send Pictures or Videos Using Bluetooth

You can select several pictures, videos, or both and send them to someone's phone or your computer using Bluetooth.

1. From the home screen, touch ⊞ > **Gallery** ⛰.

2. Touch the album that contains the pictures or videos you want to share.

3. Touch the pictures or videos you want to share.

- To select multiple items, touch and hold a thumbnail after touching the album to turn on multiple selection. Touch all the items you want to include.

4. Touch ⤴ and then on the Share menu, touch **Bluetooth**.

In the next few steps, you'll be asked to turn on Bluetooth on your phone and connect to the receiving Bluetooth device so the files can be sent. For more information, see Bluetooth.

Share Pictures or Videos on Drive

You can store files in Drive so they are backed up safely. You need to be signed in to a Google Account to upload pictures and videos to Drive.

1. From the home screen, touch ▦ > **Gallery** 🏔.

2. Touch the album that contains the pictures or videos you want to share.

3. Touch the pictures or videos you want to share.

- To select multiple items, touch and hold a thumbnail after touching the album to turn on multiple selection. Touch all the items you want to include.

4. Touch ⤴ and then on the Share menu, touch **Drive**.

5. Select the account that you want to sign in with and choose a folder for the uploaded files.

6. Touch **OK**.

Share Pictures or Videos on Google+

Share pictures and videos directly with your circle using Google+. You need to be signed in to a Google Account to post a picture or video on Google+.

1. From the home screen, touch ▦ > **Gallery** 🏔.

2. Touch the album that contains the pictures or videos you want to share.

3. Touch the pictures or videos you want to share.

- To select multiple items, touch and hold a thumbnail after touching the album to turn on multiple selection. Touch all the items you want to include.

4. Touch ⤴ and then on the Share menu, touch **Google+**.

5. Select the account that you want to sign in with if prompted.

6. Add the circle you want to share the content with in the To field and add some comment in the text field.

7. Touch ➤.

Share a Picture on Hangouts

You can send a picture to your Hangouts contact. You need to be signed in to a Google Account to use Hangouts.

1. From the home screen, touch > **Gallery** .

2. Touch the album that contains the picture you want to share.

3. Touch the picture you want to share.

4. Touch and then on the Share menu, touch **Hangouts**.

5. Select the account that you want to sign in with if prompted.

6. Touch a contact you want to send the picture to.

7. Add some comment in the text field if needed and then touch .

Share Pictures or Videos on Photos

You need to be signed in to a Google Account to upload pictures and videos to Photos.

1. From the home screen, touch > **Gallery** .

2. Touch the album that contains the pictures or videos you want to share.

3. Touch the pictures or videos you want to share.

   ▪ To select multiple items, touch and hold a thumbnail after touching the album to turn on multiple selection. Touch all the items you want to include.

4. Touch and then on the Share menu, touch **Photos**.

5. Select the account that you want to sign in with.

6. Touch **Upload**.

Send Pictures or Videos Using Wi-Fi Direct

You can select several pictures, videos, or both and send them to someone's phone using Wi-Fi Direct.

Before sending pictures or videos to another device using Wi-Fi Direct, you need to connect to the device via Wi-Fi Direct. See Connect to Another Device via Wi-Fi Direct.

1. From the home screen, touch > **Gallery** .

2. Touch the album that contains the pictures or videos you want to share.

3. Touch the pictures or videos you want to share.

   ▪ To select multiple items, touch and hold a thumbnail after touching the album to turn on multiple selection. Touch all the items you want to include.

4. Touch and then on the Share menu, touch **Wi-Fi Direct**.

5. Touch a device the phone has connected with or wait for it to search for new devices and touch one of them.

Share Pictures on Facebook

You can share pictures from your phone directly to your Facebook account. You need to be logged in to your Facebook account to upload pictures.

1. From the home screen, touch > **Gallery** .

2. Touch the album that contains the pictures you want to share.

3. Touch the pictures you want to share.

    ▪ To select multiple items, touch and hold a thumbnail after touching the album to turn on multiple selection. Touch all the items you want to include.

4. Touch and then on the Share menu, touch **Facebook**.

5. Add a caption and any other information you want for the photo and post it.

Share Videos on YouTube

You can share your videos by uploading them to YouTube™. Before you do this, you must have a YouTube or Google Account and sign in to that account on your phone.

1. From the home screen, touch > **Gallery** .

2. Touch the album that contains the videos you want to share.

3. Touch the videos you want to share.

    ▪ To select multiple items, touch and hold a thumbnail after touching the album to turn on multiple selection. Touch all the items you want to include.

4. Touch and then on the Share menu, touch **YouTube**.

5. Select the account that you want to sign in with.

6. Enter the prompted information, such as description and tags, and select a privacy option.

7. Touch to start uploading.

Tools and Calendar

Learn how to use many of your phone's productivity-enhancing features.

Calendar

Use Calendar to create and manage events, meetings, and appointments. Your Calendar helps organize your time and reminds you of important events. Depending on your synchronization settings, your phone's Calendar stays in sync with your Calendar on the Web, Exchange ActiveSync calendar, and Outlook calendar.

Add an Event to the Calendar

Add events to your calendar directly from the Calendar application.

1. From the home screen, touch > **Calendar** .

2. On any Calendar view, touch to open the event details screen.

Note: If you are in Day or Week view, you can also touch a spot twice to add an event to that time slot.

3. If you have more than one calendar, select a calendar in which to add the event:

   ▪ Select **My calendar** to create an event that will appear only on your phone.

   ▪ Select your Google Account to create a Google Calendar event. If you have several Google Calendars on the Web, select one in which to add your event.

Note: You can create multiple Google Calendars only in Google Calendar on the Web. After creating them in Google Calendar on the Web, you'll be able to see them in the Calendar application on your phone. For more information about creating and managing multiple Google Calendars, visit the Google website: calendar.google.com.

Note: If you have synchronized your phone with an Exchange ActiveSync account or Outlook on your computer, you can also select these calendars.

   ▪ Select your Outlook Account to create an Outlook Calendar event to sync with your computer.

   ▪ Select your Exchange ActiveSync Account to create an Exchange ActiveSync calendar event.

4. Enter a name and location for the event.

5. To specify the date and time of the event, do one of the following:

   ▪ If there is a time frame for the event, touch the **FROM** and **TO** dates and times to set them.

   ▪ If the event is a special occasion such as a birthday or an all-day event, set the **FROM** and **TO** dates, and then select the **ALL DAY** check box.

6. Enter the event description.

7. If the event occurs on a regular basis, touch the **REPETITION** field and then choose how often the event occurs.

8. Set the event reminder time.

Note: You can add several reminder times in an event. Touch **Add reminder** to add another reminder.

9. When you're finished entering the details, touch **DONE**.

Invite Guests to Your Calendar Event

If you want to invite guests to your event, you need to create and add the event in your Google Calendar.

An email invitation will be sent to your guests using your Google Account. **My calendar** on the phone does not support this feature.

1. Open Calendar and create a new event. Touch the Calendar field and then select your Google Account (or one of your other Google Calendars). See Add an Event to the Calendar.

2. Add details about the event, such as date and time, location, and more.

3. In the GUESTS field, enter the email addresses of everyone you want to invite to the event. Touch **Done** or the return key on the keyboard after entering each recipient address.

4. Touch **DONE** to add the event to your Google Calendar.

If the people to whom you send invitations use Google Calendar, they'll receive an invitation in Calendar and by email.

Calendar Event Alerts

When your phone is turned on and you have an event alarm scheduled, your phone alerts you and displays the event summary. There are several ways your phone alerts you to scheduled events:

- By playing the assigned ringer.

- By showing the ▣ icon on the status bar.

- By showing the Alert screen.

Event Reminders

If you have set at least one reminder for an event, the upcoming event icon (▣) will appear in the notifications area of the status bar to remind you of the upcoming event.

To view, dismiss, or snooze the reminder:

1. Slide the status bar down to open the Notifications panel.

2. Touch the upcoming event name to display the event.

Note: If you have other pending event reminders, these events will also appear on the screen.

3. Do one of the following:

- Touch **Snooze all** to snooze all event reminders for five minutes.

  – or –

  Touch **Dismiss all** to dismiss all event reminders.

  – or –

  Touch ⬅ to keep the reminders pending in the notifications area of the status bar.

To set reminder settings:

- On any Calendar view, touch ☰ > **Settings** > **General settings** and set the options in the **REMINDER SETTINGS** section.

View Calendar Events

You can display the Calendar in daily, weekly, monthly, or agenda view. To change the Calendar view, touch **Month**, **Week**, **Day**, or **Agenda** on the bottom of the calendar screen.

Day and Agenda Views

Day view displays a list of the events of one day. Agenda view shows a list of all your events in chronological order. Touch an event to see its details.
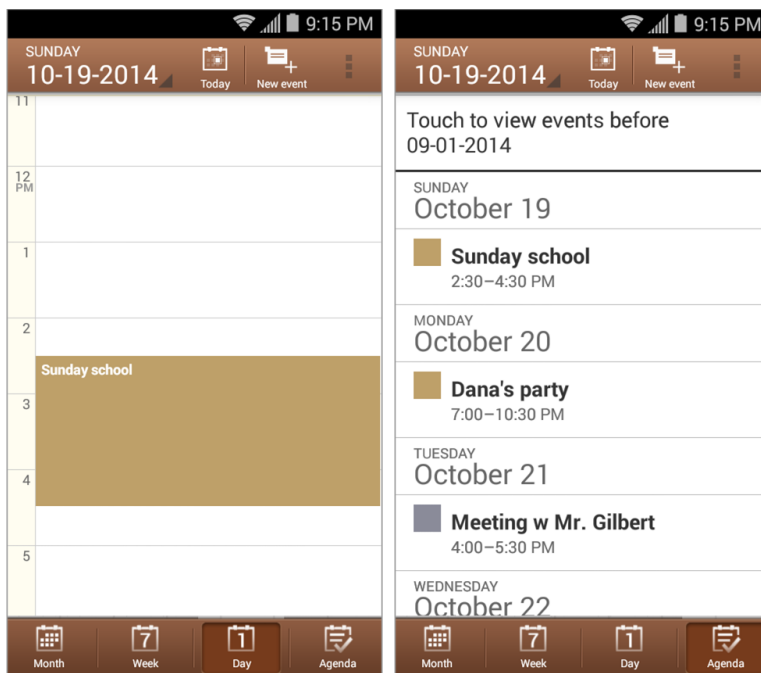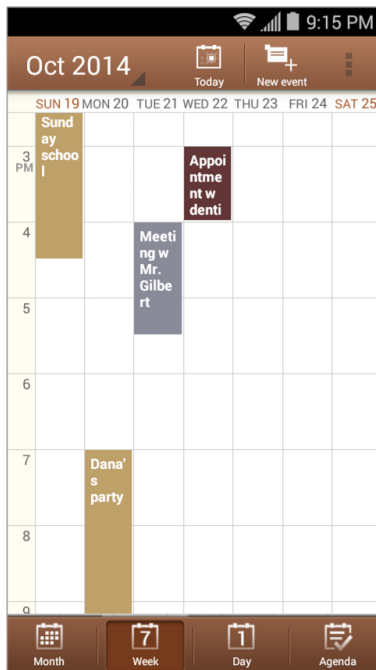

The color for the events indicate the type of calendar that includes the event. To find out which calendar each color represents, touch ☰ > **Calendars to display**.

When in Day view, slide left or right across the screen to view past or future days.

Week View

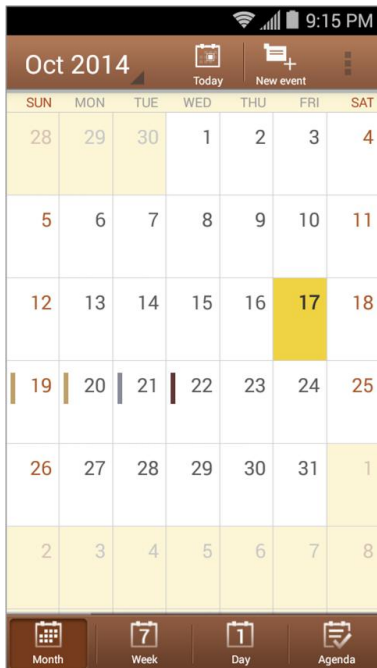Week view displays a chart of the events of one week.

When in Week view:

- ● You can touch and hold on a time block to create a new event at that time.

- ● Touch an event to view its details.

- ● Slide left or right across the screen to view past or future weeks.

Month View

In Month view, you'll see markers on days that have events.

When in Month view:

- Touch a day to view the events of that day.

- Slide up or down the screen to view past or future months.

Erase Calendar Events

It's easy to erase scheduled events from your calendars.

1. From the home screen, touch ⊞ > **Calendar** 23.

2. Open the calendar event details:

   - In Agenda, Day, and Week views, touch the calendar event you want to delete.

   - In Month view, touch the date where the calendar event occurs, and then touch the calendar event.

3. Touch 🗑.

4. In the confirmation box, touch **OK**.

   – or –

   If the calendar event is recurring, select **Only this event** or **This and future events**, or **All events** and touch **OK**.

Show or Hide Calendars

If you have more than one calendar available, you can choose to show or hide a calendar from your current view.

1. From the home screen, touch ▦ > **Calendar** 23.

2. In any calendar view, touch ≡ > **Calendars to display**, and then select or clear a calendar to display or hide it.

The calendars are kept synchronized on your phone, whether or not you hide them.

Choose Google Calendars to Synchronize With Your Phone

You can choose which Google Calendars to keep synchronized on your phone or which ones to stop synchronizing.

Stop Synchronizing a Google Calendar

1. From the home screen, touch ▦ > **Calendar** 23.

2. In any calendar view, touch ≡ > **Settings** and select a calendar account to open its settings screen.

3. Remove the check mark next to the Google calendar you wish to stop synchronizing.

The calendars that you unchecked from your calendars list will no longer be synchronized on your phone, but you remain subscribed to them and can work with them in Google Calendar on the Web.

Add a Google Calendar to Synchronize

Only the calendars that you've created or subscribed to on the Web, but previously removed from your calendars list, are shown in the list of calendars that you can add.

1. From the home screen, touch ▦ > **Calendar** 23.

2. In any Calendar view, touch ≡ > **Settings** and select a calendar account to open its settings screen.

3. Check the Google calendar you wish to synchronize.

Note: If the calendar auto-sync option of the account is not enabled in the phone's account settings menu, you need to enable it first before syncing.

Synchronize an Exchange ActiveSync Calendar

If you have set up a Microsoft Exchange ActiveSync account on your phone, you can also synchronize Exchange ActiveSync calendar events on your phone. Calendar events on your Exchange ActiveSync will also show in Calendar if you chose to synchronize with the Exchange ActiveSync Server.

1. To check if Exchange ActiveSync items are set to be synchronized, touch ⌂ > ▦ > **Settings** ⚙ > **Coporate**.

- If **Corporate** doesn't appear under the ACCOUNTS heading in the Settings menu, you do not have an Exchange ActiveSync account configured on the phone. For information about adding an account, see Add an Exchange ActiveSync Account.

2. If your Exchange ActiveSync account is set for synchronization, you will see a green sync icon .

Send a vCalendar

You can send a calendar event as a vCalendar to someone's phone or your computer using several different share methods.

You can also send it as a file attachment with your message.

1. From the home screen, touch > **Calendar** .

2. Touch the calendar event you want to send, and then touch . In Month view, you need to touch the day when the event takes place before you can touch the event.

3. Choose how to send the vCalendar (Messaging, Bluetooth, Drive, Email, or Gmail).

   - For **Messaging**, a new multimedia message window opens and automatically includes the vCalendar as an attachment. Enter your message recipients, compose your message, and then touch or **Send**. For more information, see Send a Multimedia Message (MMS).

   - For **Bluetooth**, you'll be asked to turn on Bluetooth on your phone and connect to the receiving Bluetooth device so the vCalendar can be sent. For more information, see Bluetooth.

   - For **Drive**, an Upload to Drive window opens. Edit the vCalendar file name, select the Google Account used for upload and the folder that the vCalendar will be saved to, and then touch **OK**.

   - For **Email** and **Gmail**, a new message window opens and automatically includes the vCalendar as an attachment. Enter your email recipients, compose your message, and then touch . For more information, see Compose and Send Email and Send a Gmail Message.

Clock

Your phone has a clock app that lets you set alarms, view time in time zones around the world, use a stopwatch, set a timer, and use your phone as a bed clock.

Alarm

Set multiple alarms using your phone's Clock app.

1. From the home screen, touch > **Tools** > **Clock** .

2. Touch the **Alarm** tab and then touch **Add alarm**.

3. Set up the alarm options, such as time, repeat, and alarm sound.

4. Touch **Save** to save and enable the alarm.

Note: To enable or disable existing alarms directly, just touch ⭕ or 🟢.

Bed Clock

You can use the phone as a bedside clock.

1. From the home screen, touch ▦ > **Tools** ⬛ > **Clock** ⬛.

2. Touch the **Alarm** tab.

3. If necessary, touch ≡ > **Preferences** to set up the following bed clock options. Then touch ⮌ to return to the **Alarm** tab.

   - **Enable bed clock:** Turn on or off the bed clock function.

   - **Bed clock never sleeps:** Keep the bed clock screen turned on when charging the phone.

   - **Side button behavior:** Set what the Volume Button does when pressed during an alarm.

4. Touch ≡ > **Bed clock** to open the bed clock screen.

World Time

You can check local time for cities around the world.

1. From the home screen, touch ▦ > **Tools** ⬛ > **Clock** ⬛.

2. Touch the **World time** tab.

3. Local times of cities you have added are displayed. Touch ➕ at the bottom to add a new city.

Stopwatch

Stopwatch allows you to record lap times.

1. From the home screen, touch ▦ > **Tools** ⬛ > **Clock** ⬛.

2. Touch the **Stopwatch** tab.

3. You can start, pause, and reset the timer and record lap times.

Countdown

Countdown allows you to set a time and count down to zero.

1. From the home screen, touch ▦ > **Tools** ⬛ > **Clock** ⬛.

2. Touch the **Countdown** tab.

3. Touch the numbers in the clock and input a time, and then touch **START**. When the time is up, the phone will sound.

Calculator

Your phone's convenient built-in calculator lets you perform basic and advanced mathematical equations and calculate tips.

1. From the home screen, touch ⊞ > **Tools** 📊 > **Calculator** 🔢.

2. Enter numbers and arithmetic operators.

Note: Touch ⌫ to delete the last number or operator you entered. Touch and hold ⌫ to delete all of the entered information.

3. If necessary, hold the phone on its side to display the advanced panel.

4. Touch = to view the result.

Note: To calculate for tips, touch Tip▸.

Sound Recorder

You can use Sound Recorder to record voice memos.

Record and Play a Voice Message

1. From the home screen, touch ⊞ > **Tools** 📊 > **Sound Recorder** 🎤.

2. Touch ● to start recording. During recording, you can do the following:

   ▪ Touch ⏸ / ● to pause or continue the recording.

   ▪ Touch ✕ to cancel the recording.

3. Touch ■ to stop the recording. The memo is automatically saved.

4. Touch ▶ to play back the voice recording. If you are not satisfied with it, touch 🗑 to delete.

Note: To find all your recordings, touch ☰ at the top right of the screen.

File Manager

File Manager allows you to view and manage files stored on your phone's internal storage and your microSDHC card as well as a USB device when they are available.

1. From the home screen, touch ⊞ > **File Manager** 📁.

2. Find the file you need by category in the **CATEGORY** tab, or touch **PHONE**, **SD CARD**, or **USB DEVICE** to browse folders and files on the phone's internal storage, the microSDHC card or the USB device connected to the phone.

- Touch folders and files to access stored items.

- Touch and hold an item to access option icons such as Copy, Move, Share, or Delete.

- To copy or move an item, navigate to a new location and touch **PASTE**.

- Touch to create a new folder in the current directory.

Google Search and Google Now

You can search for information on the Web or on your phone using Google Search and get information when you need with Google Now without searching.

Search With Text

You can search for information by entering text.

1. From the home screen, touch > **Google** or touch the search box at the top of the home screen.

2. Enter the terms you want to search for in the search box and touch the search key on the keyboard, or touch a search suggestion that appears below the search box.

Search by Speaking

You can search for information or perform certain tasks by speaking.

1. From the home screen, touch > **Google** or touch the search box at the top of the home screen.

2. Touch the microphone icon to the right of the search box, or just say 'OK, Google'.

Note: You can also touch > > **Voice Search** .

3. Speak the terms you want to search for. When you're finished, your speech is analyzed and the search is initiated.

Turn Google Now On or Off

Google Now presents you with information when you need it by remembering your interests, stocks, locations, schedules, and other personal information. The first time you open the Google app on the phone, you can follow the prompts to enable Google Now.

To turn Google Now off or on:

1. From the home screen, touch > **Google** or touch the search box at the top of the home screen.

2. Touch > **Settings**.

3. Touch the slider next to **Google Now** to turn the feature on or off.

4. In the dialog that appears, touch **Turn off** or **Yes, I'm in**.

Voice Dialer

Voice Dialer is speech recognition software. You can use it to dial a phone number in your contacts, open menus or launch phone functions.

1. From the home screen, touch ⊞ > **Voice Dialer** .

2. When you see "Listening", follow the onscreen examples to speak "Call…", "Dial…", or "Open…" to make phone calls or open phone menus and applications.

Bluetooth

Bluetooth is a short-range communications technology that allows you to connect wirelessly to a number of Bluetooth devices, such as headsets and hands-free car kits, and Bluetooth-enabled handhelds, computers, printers, and wireless phones. The Bluetooth communication range is usually approximately 30 feet.

Turn Bluetooth On or Off

Use the settings menu to enable or disable your phone's Bluetooth capabilities.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Bluetooth**.

2. Touch the on/off slider to turn Bluetooth on or off.

Tip: An even easier way to turn Bluetooth on or off is with the toggle menu in the notifications panel. Drag the status bar down to display the notifications screen and then touch ⌄ > **Bluetooth** to turn Bluetooth off or on.

Note: Turn off Bluetooth when not in use to conserve battery power, or in places where using a wireless phone is prohibited, such as aboard an aircraft and in hospitals.

The Bluetooth Settings Menu

The Bluetooth settings menu gives you access to information and controls for your phone's Bluetooth feature.

Note: Bluetooth must be on in order to search for devices, rename the phone name, change visibility status, and set visibility timeout.

- From the home screen, touch ⊞ > **Settings** ⚙ > **Bluetooth**.

  - Touch **SEARCH FOR DEVICES** to search for other visible in-range Bluetooth devices.

  - Check or uncheck your phone name and visibility status on the top of the menu to make your phone visible or invisible.

  - Touch ☰ > **Rename phone** to rename your phone for Bluetooth access.

  - Touch ☰ > **Visibility timeout** to set how long your phone should keep visible.

- Touch ☰ > **Show received files** to view all files you have received via Bluetooth.

- Touch ☰ > **Go to file manager** to open the Bluetooth folder in the File Manager app.

Change the Phone Name

The phone name identifies your phone to other devices.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Bluetooth**.

2. Touch ☰ > **Rename phone**.

3. Enter the name for your phone in the dialog box, and then touch **Rename**.

Connect a Bluetooth Headset or Car Kit

You can listen to music over a Bluetooth stereo headset, or have hands-free conversations using a compatible Bluetooth headset or car kit. It's the same procedure to set up stereo audio and hands-free devices.

To listen to music with your headset or car kit, the headset or car kit must support the A2DP Bluetooth profile.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Bluetooth**.

2. If Bluetooth is not switched on, touch the on/off slider to turn Bluetooth on.

3. Make sure that the headset is discoverable, so that your phone can find the headset. Refer to the instructions that came with the headset to find out how to set it to discoverable mode.

4. Touch **SEARCH FOR DEVICES**. Your phone will start to scan for Bluetooth devices within range.

5. When you see the name of your headset displayed in the AVAILABLE DEVICES section, touch the name. Your phone then automatically tries to pair with the headset.

6. If automatic pairing fails, enter the passcode supplied with your headset.

The pairing and connection status is displayed below the hands-free headset or car kit name. When the Bluetooth headset or car kit is connected to your phone, the Bluetooth icon 📶 lights up in the status bar. Depending on the type of headset or car kit you have connected, you can then start using the headset or car kit to listen to music or make and receive phone calls.

Note: Due to different specifications and features of other Bluetooth-compatible devices, display and operations may be different, and functions such as transfer or exchange may not be possible with all Bluetooth-compatible devices.

Reconnect a Headset or Car Kit

When you have paired a headset with your phone, you should be able to reconnect it automatically by turning on Bluetooth on your phone and then turning on the headset. However, sometimes you will need to reconnect manually, for example if you have been using your headset with another Bluetooth device.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Bluetooth**.

2. If Bluetooth is not switched on, touch the on/off slider to turn Bluetooth on.

3. Make sure that the headset is discoverable.

4. Touch the headset's name in the Bluetooth menu.

5. If prompted to enter a passcode, try 0000 or 1234, or consult the headset or car kit documentation to find the passcode.

6. If you still cannot reconnect to the headset or car kit, follow the instructions in Disconnect or Unpair from a Bluetooth Device, and then follow the instructions in Connect a Bluetooth Headset or Car Kit.

Disconnect or Unpair from a Bluetooth Device

You can manually disconnect or unpair from a Bluetooth device through the Bluetooth settings menu.

Disconnect a Bluetooth Device

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Bluetooth**.

2. In the PAIRED DEVICES section, touch the device name to disconnect.

3. Touch **OK**.

Unpair from a Bluetooth Device

You can make your phone forget its pairing connection with another Bluetooth device. To connect to the other device again, you may need to enter or confirm a passcode again.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Bluetooth**.

2. In the PAIRED DEVICES section, touch the settings icon beside the device you want to unpair.

3. Touch **Unpair**.

Send and Receive Information Using Bluetooth

You can use Bluetooth to transfer information between your phone and another Bluetooth-enabled device such as a phone or notebook computer. The first time you transfer information between your phone and another device, you need to enter or confirm a security passcode. After that, your phone and the other device are paired, and you will not need to exchange passcodes to transfer information in the future.

Send Information from Your Phone to Another Device

You can send the following types of information, depending on the device you are sending to:

- Images and videos

- Calendar events

- Contacts

- Audio files

- Other files

1. Set the receiving device to discoverable mode. You may also need to set it to "Receive Beams" or "Receive Files". Refer to the device's documentation for instructions on receiving information over Bluetooth.

2. On the phone, open the application that contains the information or file you want to send. For example, if you want to send a picture, from the home screen, touch ⊞ > **Gallery** 🖼.

3. Follow the steps for the type of item you want to send:

   - **Picture or video** (in Camera). After capturing a picture or recording a video clip, on the review screen, touch **Share** > **Bluetooth**.

   - **Pictures and videos** (in Gallery). On the **Albums** view, touch an album. Touch and hold the first item you want to share. Then touch other items and select **Share** > **Bluetooth**.

   - **Calendar event**. In the Calendar's Day view, Agenda view, or Week view, touch the event, and then touch **Share** > **Bluetooth**.

   - **Contact**. Display a contact and then touch **Share** > **Bluetooth**.

   - **Music track** (in Music). With the track displayed on the playback screen, touch ☰ > **Share** > **Bluetooth**. From a song list, you can also touch 🔲 on the right side of a song and then touch **Share** > **Bluetooth**.

   - **Voice recording**. On the main Sound Recorder screen, touch **My records** to view all voice memos. Touch and hold a memo and select **Share** > **Bluetooth**.

   - **Other files.** Open File Manager and find the file you need to send, touch and hold the file and then touch ≺ > **Bluetooth**.

4. If you are prompted to turn on Bluetooth, touch **Turn on**.

5. Touch the name of the receiving device.

6. If prompted, accept the connection on the receiving device, and enter the same passcode on both your phone and the other device, or confirm the auto-generated passcode.

7. On the receiving device, accept the file.

Receive Information from Another Device

Your phone is capable of receiving a wide variety of file types with Bluetooth, including pictures, music tracks, and documents such as PDFs.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Bluetooth**.

2. If Bluetooth is not switched on, touch the on/off slider to turn Bluetooth on.

3. Touch the check box next to your phone name to make your phone visible to unpaired devices.

4. On the sending device, send one or more files to your phone. Refer to the device's documentation for instructions on sending information over Bluetooth.

5. If prompted, enter the same passcode on both your phone and the other device, or confirm the auto-generated passcode.

6. When your phone receives a file transfer request notification, slide down the notifications panel, touch the Bluetooth share notification and then touch **Accept**.

7. When a file is transferred, a notification is displayed. To open the file immediately, slide down the notifications panel, touch the relevant notification, and then touch the file in the received files (**Inbound transfers**) list.

When you open a received file, what happens next depends on the file type:

● Media files and documents are usually opened directly in a compatible application. For example, if you open a music track, it starts playing in the Music or Play Music application.

● For a vCalendar file, touch **OK** to import the event to the calendar on your phone. The vCalendar is added to your Calendar events. For more information on using the Calendar, see Calendar.

● For a vCard contact file, all contacts in the vCard file will be imported to your contacts list automatically.

microSDHC Card

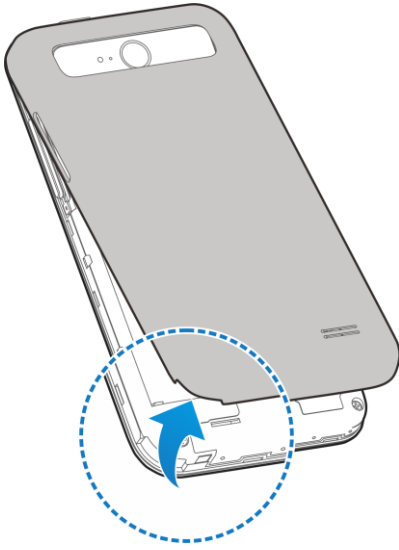A microSDHC™ card is an optional accessory that allows you to store images, videos, music, documents, and voice data on your phone.
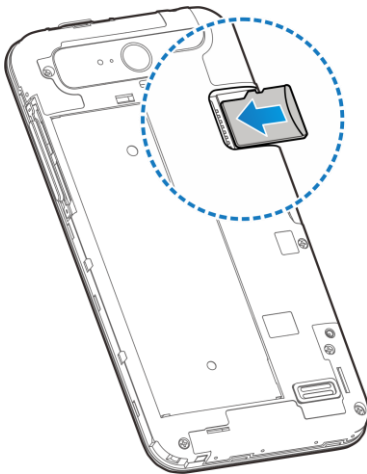
Insert a microSDHC Card

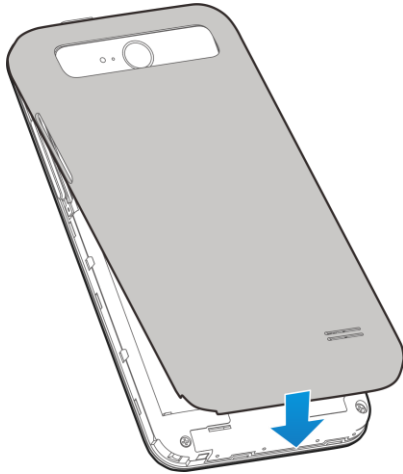Remove the battery cover to insert a compatible microSDHC card into your phone.

1. Insert your fingernail into the slot at the bottom left of the battery cover and lift the cover up gently.

2. Carefully insert the microSDHC card into the slot.

3. Re-install the back cover.

Remove a microSDHC Card

Before removing your phone's microSDHC card, use the Storage settings menu to unseat the card.

1. From the home screen, touch ▦ > **Settings** ⚙ > **Storage** > **Unmount SD card** to prepare the phone for card removal.

2. Insert your fingernail into the slot at the bottom left of the battery cover and lift the cover up gently.

3. Gently pull the microSDHC card out from the slot.

4. Replace the back cover.

Note: You can easily damage the microSDHC card by improper operation. Please be careful when inserting, removing, or handling the microSDHC card.

Note: Make sure your battery is fully charged before using the microSDHC card. Your data may become damaged or unusable if the battery runs out while using the microSDHC card.

View microSDHC Card Memory

The Storage settings menu gives you access to your microSDHC card memory information.

■ With the microSDHC card inserted, from the home screen, touch ▦ > **Settings** ⚙ > **Storage**. (The total and available memory space will be displayed in the SD CARD section.)

Format the microSDHC Card

Formatting a microSDHC card permanently removes all files stored on the card.

1. From the home screen, touch ▦ > **Settings** ⚙ > **Storage**.

2. Scroll down the screen, touch **Erase external SD card** > **Erase SD card** > **Erase everything**.

   ▪ If you have a pattern, PIN, or password as the screen lock, you will need to enter it before erasing the microSDHC card.

Note: The formatting procedure erases all the data on the microSDHC card, after which the files CANNOT be retrieved. To prevent the loss of important data, please check the contents before you format the card.

Unmount the microSDHC Card

When you need to remove the microSDHC card, you must unmount the microSDHC card first to prevent corrupting the data stored on it or damaging the microSDHC card.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Storage**.

2. Touch **Unmount SD card** > **OK**.

3. Remove the microSDHC card. See Remove a microSDHC Card.

Transfer Files Between Your Phone and a Computer

You can use the supplied USB connector to connect your phone directly to your computer and transfer music, pictures, and other content files. For example, if you have a music album stored on your computer that you want to listen to on your phone with the music player, Google Play Music, or any other app, just attach your phone to the computer and copy the files to the music folder.

1. Connect your phone to your computer using the supplied USB/charging cable.

   ▪ Insert the smaller end of the cable to the charging/micro-USB jack on the side of the phone.

   ▪ Insert the USB end of the cable into an available USB port on your computer. You may need to remove the USB cable from the charging head to access it.

2. Slide down the status bar and touch ⚡ to open the Connect to PC screen. This screen may pop up automatically.

3. Choose one of the following options. For most transfers, you will want to use **Media device (MTP)**.

   ▪ **Charge only:** Charge your phone via the USB cable.

   ▪ **Install driver:** Install the driver needed for connecting your phone to your PC software or as a media device or camera. You only need to install the driver on the same PC once.

Note: After choosing **Install driver**, a new CD-ROM will appear on your PC. To install the driver manually, run the executable file in the CD-ROM folder.

   ▪ **Media device (MTP):** Transfer files on Windows PC or Mac.

Note: For Windows XP, you need to install the driver and Media Player 11 (or a later version) when you use Media device (MTP).

   ▪ **Camera (PTP):** Transfer photos using camera software.

4. On your computer, navigate to the detected device (such as through the My Computer menu) and open it.

5. If available, select a drive (**SD card** for microSDHC card, **Phone** for internal phone storage).

6. Select a folder (for example, **Music** for songs and albums) and copy files to it from your computer.

7. When you are done, disconnect your phone from your computer.

Update Your Phone

From time to time, updates may become available for your phone. You can download and apply updates through the **Settings** > **System updates** menu.

Update Your Phone Firmware

You can update your phone's software using the **Update Firmware** option.

Update Your Phone Firmware

Use the **Update Firmware** option to update your phone firmware.

1. From the home screen, touch ![] > **Settings** ![] > **System updates**.

2. Touch **Update Firmware**. (Your phone automatically downloads and installs any available updates. You may be required to power your phone off and back on to complete the software upgrade.)

3. Follow the onscreen instructions.

Confirm Your Current Phone Firmware

1. From the home screen, touch ![] > **Settings** ![] > **About phone**.

2. Locate the Baseband version read-only field.

Update Your Android Operating System

This option allows you to update the Android Operating System (OS) on your phone via an over-the-air connection.

1. From the home screen, touch ![] > **Settings** ![] > **System updates** > **Update ZTE Software**.

2. Follow the onscreen instructions.

Update Your Profile

This option allows you to automatically update your online user profile information. If you choose to change your user name and select a new one online, you must then update the user name on your phone.

1. From the home screen, touch ![] > **Settings** ![] > **System updates** > **Update Profile**.

2. Follow the onscreen instructions.

Note: If your data services or account syncing ever seems to go out unexpectedly, use this feature to reconnect with the network.

Update Your PRL

This option allows you to download and update the PRL (preferred roaming list) automatically.

1. From the home screen, touch [⊞] > **Settings** [⚙] > **System updates** > **Update PRL**.

2. Follow the onscreen instructions.

Settings

The following topics provide an overview of items you can change using your phone's Settings menus. The settings menu is grouped into the following categories, all of which are available through the main settings screen.

- **WIRELESS & NETWORKS** menu options include Airplane mode, Wi-Fi, Bluetooth, Mobile networks, Data Usage, Mobile Hotspot and More.

- **DEVICE** menu options comprise Sound, Display, Date & time, Language & input, Storage, Battery, Apps, and Connect to PC.

- **PERSONAL** settings include Location, Security, and Backup & reset.

- **ACCOUNTS** begins with Add account. Once accounts have been added, they and their settings can be accessed as additional menu options.

- **SYSTEM** menu options include Accessibility, Printing, Activate this device, System updates, and About phone.

Airplane Mode

Airplane Mode allows you to use many of your phone's features, such as Gallery, Camera, and Music, when you are on an airplane or in any other area where making or receiving calls or data is prohibited. When you set your phone to Airplane Mode, it cannot send or receive any calls or access online information.

To quickly turn Airplane Mode on or off:

- Press and hold the **Power Button**, and then touch **Airplane mode**. While in Airplane Mode, the status bar will display ✈.

To turn Airplane Mode on or off in Settings:

1. From the home screen, touch ▦ > **Settings** ⚙.

2. Touch the **Airplane mode** slider. While in Airplane Mode, the status bar will display ✈.

Wi-Fi Settings

The Wi-Fi settings menu lets you turn Wi-Fi on or off, set up and connect to available Wi-Fi networks, connect to other devices via Wi-Fi Direct and configure advanced Wi-Fi options.

- To access Wi-Fi settings, from the home screen, touch ▦ > **Settings** ⚙ > **Wi-Fi**.

For more information about Wi-Fi features and settings, see Wi-Fi and Wi-Fi Direct.

Bluetooth Settings

Your phone's Bluetooth capabilities let you use wireless headsets, send and receive pictures and files, and more. For details on your phone's Bluetooth settings, see The Bluetooth Settings Menu.

■ To access Bluetooth settings, from the home screen, touch ▦ > **Settings** ⚙ > **Bluetooth**.

Mobile Networks Settings

The Mobile networks options let you enable your phone's mobile data access and set your preferred network mode.

Enable Data Services

1. From the home screen, touch ▦ > **Settings** ⚙ > **Mobile networks**.

2. Check or uncheck **Data enabled** to enable or disable data services over the mobile network.

Note: Certain data service request may require additional time to process. While your phone is loading the requested service, the touchscreen may appear unresponsive when in fact it is functioning properly. Allow your phone some time to process your data usage request.

Switch Network Mode

1. From the home screen, touch ▦ > **Settings** ⚙ > **Mobile networks** > **Preferred network type**.

2. Select one of the following options: **LTE/CDMA** or **CDMA**.

Data Usage Settings

The Data usage menu lets you view your phone's mobile and Wi-Fi data usage, set data limits, restrict app access to data, and control auto-sync settings.

Turn Mobile Data On or Off

■ From the home screen, touch ▦ > **Settings** ⚙ > **Data Usage** and touch the **Mobile data** slider.

– or –

Touch ▦ > **Settings** ⚙ > **Mobile networks** and check or uncheck **Data enabled**.

Set a Mobile Data Limit

1. From the home screen, touch ▦ > **Settings** ⚙ > **Data Usage**.

2. Check **Set mobile data limit** and touch **OK**.

3. Touch the time cycle in **Data usage cycle** to change when the data limit should be applied.

4. Slide the red bar in the diagram up or down to adjust the data limit; slide the orange bar up or down to adjust data warning.

Tip: You can also touch and hold the red bar or the orange bar to set the limit or warning level.

Note: To view data usage for a specific time period during the current cycle, drag the white vertical lines in the diagram. The corresponding data used will be shown below the diagram.

Restrict an App's Access to Mobile Data

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Data Usage**.

2. Drag the white vertical lines in the data usage diagram to select a time period.

   ▪ A list of apps that used mobile data during the time period appears under the diagram. You can also see how much data each app used.

3. Touch an app in the list to view the amount data used in the foreground and background by the app.

   ▪ Check **Restrict background data** to disable background data use for the app.

Note: To disable background data for all apps when you are on mobile data networks, touch ⌂ > ⊞ > **Settings** ⚙ > **Data Usage**, touch ☰ and check **Restrict background data**.

Turn Auto-Sync On or Off

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Data Usage**.

2. Touch ☰ and check or uncheck **Auto-sync data** to enable or disable this feature.

3. Touch **OK**.

When auto-sync data is turned on, any changes you make to your accounts on the Web will be automatically copied to your phone. Some accounts may also automatically copy any changes you make on the phone to the Web. A Google Account works this way.

To choose which kinds of information to sync within each account, touch ⌂ > ⊞ > **Settings** ⚙ and select the account category and then the account.

When auto-sync data is turned off, you can conserve data and battery usage, but you'll need to sync each account manually to collect recent information.

Mobile Hotspot Settings

Mobile Hotspot allows you to turn your phone into a Wi-Fi hotspot. When this feature is turned on, you can share your phone's mobile data services via Wi-Fi with other Wi-Fi enabled devices. The feature works best when used in conjunction with the 4G data services, although 3G service can also be used.

For detailed information on Mobile Hotspot settings, see Mobile Hotspot.

■ To access the Mobile Hotspot settings, touch ⌂ > ▦ > **Settings** ⚙ > **Mobile Hotspot**.

More Settings

The More settings menu provides access to additional wireless and network options, including default SMS app, VPN, and Bluetooth tethering.

Default SMS App

Choose the preferred application for sending and receiving SMS and MMS.

1. From the home screen, touch ▦ > **Settings** ⚙ > **More…** > **Default SMS app**.

2. Select an app you need.

VPN Settings

Use the VPN settings menu to set up and manage Virtual Private Networks (VPN). For details on your phone's VPN settings, see Virtual Private Networks (VPN).

■ To access VPN settings, touch ▦ > **Settings** ⚙ > **More…** > **VPN** from the home screen.

Bluetooth Tethering Setting

Bluetooth tethering allows you to share your phone's mobile data connection with other devices via Bluetooth. For details on Bluetooth tethering, see Bluetooth Tethering.

To access the Bluetooth tethering setting, touch ▦ > **Settings** ⚙ > **More…** from the home screen and check or uncheck **Bluetooth tethering**.

Sound Settings

The Sound settings menu lets you control your phone's audio, from ringtones and alerts to touch tones and notifications.

Volumes

Configure your phone's volume settings.

1. From the home screen, touch ▦ > **Settings** ⚙ > **Sound**.

2. Touch **Volumes** and use the sliders to set the volume level for **Music, video, games & other media**, **Ringtone & notifications**, and **Alarms**.

3. Touch **OK** to save your settings.

Silent Mode

Configure your phone's silent mode sound settings.

1. From the home screen, touch ▦ > **Settings** ⚙ > **Sound**.

2. Touch **Silent mode** and select a setting:

- **Off** to turn silent mode off (all sounds are active).

- **Vibrate** to turn off all sounds but keep vibrate settings for notifications.

- **Mute** to turn all sounds and vibration off.

You can also change the Silent mode setting in the following ways.

- Press and hold the **Power Button** and touch ![icon] to enable silent mode, touch ![icon] to enable vibration mode, or touch ![icon] to enable sound.

- Press the lower end of the **Volume Button** when no media application is active. When the ![icon] icon appears on the status bar, vibration mode is enabled. When the ![icon] icon appears on the status bar, both sound and vibration are turned off.

Phone Ringtone

You can select and assign a default ringtone for your incoming calls. If you want to assign a special ringtone for an individual contact, see Assign a Ringtone to a Contact.

1. From the home screen, touch ![icon] > **Settings** ![icon] > **Sound** > **Phone ringtone**.

2. Scroll through the ringtone list, music file list or recorded sound list and select the ringtone you want to use.

3. Touch **OK**.

Vibration Settings

Your phone's sound settings let you determine when vibration is used and also what pattern of vibration is in use.

Vibrate When Ringing

You can let the phone vibrate the same time it rings.

- From the home screen, touch ![icon] > **Settings** ![icon] > **Sound** and check **Vibrate when ringing**.

Vibrate Pattern

You can select how the phone vibrates when it rings.

1. From the home screen, touch ![icon] > **Settings** ![icon] > **Sound** > **Vibrate pattern**.

2. Choose the vibrate pattern you like and touch **OK**.

System Sounds and Tones

The options in the SYSTEM section in sound settings let you select whether you hear tones when receiving notifications, touching numbers on the dialpad, selecting onscreen options, and more.

■ From the home screen, touch ▦ > **Settings** ⚙ > **Sound** and set the following options. Select or deselect the available checkboxes to enable or disable the options as desired.

- **Default notification:** Assign specific sound for notifications. Scroll through the Notification tone list, music file list, or recorded sound list and select one as the default notification sound.

- **Missed notification alert:** Allow your phone to notify you of new messages, missed calls, and other notifications by playing a sound every few minutes.

- **Dial pad touch tones:** Play tones when using the dial pad.

- **Touch sounds:** Play sound when making an onscreen selection.

- **Screen lock sounds:** Play sound when locking or unlocking the screen.

- **Vibrate on touch:** Vibrate when touching soft keys and in certain other instances.

- **Emergency tone:** Turn alert sound or vibration on or off for emergency calls.

Display Settings

Adjusting your phone's display settings not only helps you see what you want, it can also help increase battery life.

Brightness

Adjust your screen's brightness to a comfortable level when the lighting of your surroundings changes.

1. From the home screen, touch ▦ > **Settings** ⚙ > **Display** > **Brightness**.

2. Touch **AUTO** to turn on or off automatic adjustment, or drag the slider to turn AUTO off and adjust the brightness manually.

Wallpaper Settings

Select a background image or animation for the home screen. See "Apply a New Wallpaper" in Customize the Home Screen.

■ To access Wallpaper settings from the Settings menu, touch ▦ > **Settings** ⚙ > **Display** > **Wallpaper** from the home screen.

Auto-rotate Screen

This setting allows the screen to rotate the contents it displays when you rotate the phone.

■ To enable the auto-rotate screen feature, touch ▦ > **Settings** ⚙ > **Display** from the home screen and check **Auto-rotate screen**.

Sleep Settings

Use this feature to select the time of inactivity before the screen turns off automatically.

1. From the home screen, touch ▦ > **Settings** ⚙ > **Display** > **Sleep**.

2. Select your preferred time from the list.

Note: Long screen backlight setting will reduce the battery life.

Daydream Settings

Manage the Daydream function. When Daydream is enabled, photos or animations will be displayed as a screensaver.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Display** > **Daydream**.

2. Touch the on/off slider to turn Daydream on.

3. Select **Colors**, **Google Photos**, **Photo Frame**, or **Photo Table** as the screensaver.

4. Touch **START NOW** to start the Daydream immediately.

Note: Touch **WHEN TO DAYDREAM** to set when to start this feature.

Font Size Settings

This feature allows you to set the font size of onscreen text, useful for users with sight problems.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Display** > **Font size**.

2. Select an option.

Pulse Notification Light

The Pulse notification light option allows your phone to notify you of new messages, missed calls, and other notifications by flashing the phone's LED light.

■ From the home screen, touch ⊞ > **Settings** ⚙ > **Display** and check **Pulse notification light** to enable this feature.

Accelerometer Calibration

This menu lets you calibrate the phone's accelerometer (gravity sensor) when you notice errors during use.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Display** > **Accelerometer Calibration**.

2. Place the phone flat on a level surface.

3. Touch **Calibration Test**.

Touch Key Light Duration Settings

This menu lets you control the backlight of the touch keys (the Home Key, Menu Key, and Back Key).

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Display** > **Touch key light duration**.

2. Choose one of the following options to set the backlight duration.

- ▪ **Always off:** Turn off the touch keys backlight.

- ▪ **Always on:** Keep the touch keys backlight on while the screen is turned on.

- ▪ **2 seconds / 5 seconds:** The touch keys light for 2 or 5 seconds each time you touch the screen or the front keys while the screen is turned on.

- ▪ **Auto:** Let your phone turn on or off the touch keys backlight automatically according to your ambient light.

Date & Time Settings

Use the Date & time settings menu the set the date, time, time zone, time format, and date format.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Date & time**.

2. Uncheck **Automatic date & time** and **Automatic time zone** if you want to set the date, time, and time zone by yourself instead of using the network-provided data.

3. Check or uncheck **Use 24-hour format** if you want to change the time format; touch **Choose date format** to select the date format you prefer.

Language & Input Settings

Your phone's language and input settings let you select a language for the phone's menus and keyboards, select and configure keyboard settings, configure speech input settings, set your phone's mouse/trackpad options, and more.

Select Language

The language menu lets you select an onscreen language.

- ■ From the home screen, touch ⊞ > **Settings** ⚙ > **Language & input** > **Language** to choose a language from the list given.

Spell Checker

Your phone checks the spelling of text you enter when this feature is enabled.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Language & input**.

2. Check or uncheck **Spell checker** to enable or disable this feature. You can touch ⚏ to set the spell checker options.

Personal Dictionary

Your phone lets you add words to a personal phone dictionary to improve word suggestion and spell check when entering text.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Language & input** > **Personal dictionary**.

2. If prompted, select the language the new word is in.

3. Touch ⊞ at the top right of the screen to enter a word or phrase, as well as a shortcut to easily use that word or phrase.

4. Touch ⟲ to save it.

Keyboard & Input Methods

The Keyboard & input methods menus let you configure your phone's text input settings.

■ From the home screen, touch ⊞ > **Settings** ⚙ > **Language & input** and touch a keyboard and input methods options menu.

- Touch **Default** and select an available option to set the default input method.

- Check or uncheck an input method to enable or disable it for use. The pre-installed input methods may not be disabled. See Touchscreen Keyboards. You can also download and install other input methods.

- Touch ⚏ beside each input method to configure its settings.

Voice Search

The Voice Search menus let you configure Google Voice Search settings.

■ From the home screen, touch ⊞ > **Settings** ⚙ > **Language & input** > **Voice Search** and touch an option to configure it.

- **Language:** Select the language you use when entering text or searching by speaking.

- **Speech output:** To turn on speech output only when you've got a headset attached to your phone, select **Hands-free only**.

- **"Ok Google" Detection:** Set the condition under which you can say "OK Google" to initiate a voice search or voice action.

- **Offline speech recognition:** Select one or more additional language packages so you can use speech recognition when you do not have a network connection.

- **Block offensive words:** Hide offensive words when you use Google voice typing to transcribe your speech into text.

- **Bluetooth headset:** Listen for your voice input through a Bluetooth headset when it is connected to your phone.

Text-to-Speech Output

The Text-to-speech output menus allow you to manage text-to-speech engines and general speech output settings.

■ From the home screen, touch ⊞ > **Settings** ⚙ > **Language & input** > **Text-to-speech output** and touch an option to configure it.

- **PREFERRED ENGINE:** Select the speech synthesis engine you want to use or touch ⫴ to change its settings. **Google Text-to-speech Engine** is the default pre-installed engine.

- **Speech rate:** Select how fast you want the synthesizer to speak.

- **Listen to an example:** Play a brief sample of the speech synthesizer, using your current settings.

- **Default language status:** Check whether the text-to-speech output feature supports the current system language.

Pointer Speed

This menu allows you to select how fast the pointer should move when you connect the phone with a mouse or trackpad accessory.

- From the home screen, touch ⊞ > **Settings** ⚙ > **Language & input** > **Pointer speed** and adjust the speed before touching **OK**.

Storage Settings

The Storage settings menu lets you manage internal storage on your phone and provides options for your microSDHC card.

Save Location

This menu allows you to choose the default location for new data, such as files downloaded, photos captured, and voice recorded.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Storage** > **Save location**.

2. Touch **Phone** to store new data in the phone's internal storage, or touch **SD card** to save new items in an optional installed microSDHC card.

Internal Storage

The internal storage menu lets you view your phone's internal storage capability and available space.

To view the internal storage space:

- From the home screen, touch ⊞ > **Settings** ⚙ > **Storage** and scroll to the INTERNAL STORAGE section.

  - View your phone's internal storage total space and space used by specific features.

  - Touch an itemized category for additional details.

SD Card Storage Settings (External microSDHC Card)

The SD card storage options let you view the microSDHC card's size and available space, unmount the card for safe removal from the phone, and format (erase) the card. For details, see View the microSDHC Card Memory, Format the microSDHC Card and Unmount the microSDHC Card.

■ To access microSDHC card settings, touch ▦ > **Settings** ⚙ > **Storage** from the home screen and scroll to the SD CARD section.

USB Storage Setting

After you connect a USB flash drive to your phone with an adapter cable, the USB storage options let you view the size and available space of the USB device, unmount the device for safe removal from the phone, and format (erase) the drive.

View USB Device Memory

The USB storage settings menu gives you access to your USB device memory information.

■ With the USB device inserted, from the home screen, touch ▦ > **Settings** ⚙ > **Storage**. (The total and available memory space will be displayed in the USB STORAGE section.)

Format the USB Device

Formatting a USB device permanently removes all files stored on the device.

1. From the home screen, touch ▦ > **Settings** ⚙ > **Storage**.

2. Scroll down the screen to the USB STORAGE section, touch **Erase external SD card** > **Erase SD card** > **Erase everything**.

▪ If you have a pattern, PIN, or password as the screen lock, you will need to enter it before erasing the USB device.

Note: The formatting procedure erases all the data on the USB device, after which the files CANNOT be retrieved. To prevent the loss of important data, please check the contents before you format the drive.

Remove the USB Device

When you need to remove the USB device, you must unmount the USB device first to prevent corrupting the data stored on it or damaging the device.

1. From the home screen, touch ▦ > **Settings** ⚙ > **Storage**.

2. Scroll down the screen to the USB STORAGE section and touch **Unmount SD card** > **OK**.

3. Remove the USB device and the adapter cable.

Battery Settings

Monitor your phone's battery usage through this settings menu. View which functions are consuming your battery's charge and at what percentage.

1. From the home screen, touch ▦ > **Settings** ⚙ > **Battery**.

2. View your phone's battery usage statistics.

3. For additional details and settings options, touch a usage category. For example, touch **Screen** > **Display** to change screen brightness and sleep.

Note: Your phone's battery is integrated into the device and cannot be removed.

Apps Settings

This menu lets you control your apps, including managing and removing them, viewing running services, checking storage and memory, and more.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Apps**.

2. Touch **DOWNLOADED**, **RUNNING**, or **ALL** to view apps in each category.

3. Touch an app to see its information. You can stop the app, uninstall or disable the app, clear data and cache, or clear defaults.

   – or –

   Check the internal storage at the bottom of the DOWNLOADED and ALL tabs, or the system memory at the bottom of the RUNNING tab.

Note: Not all apps can be uninstalled.

Connect to PC Settings

Select your USB connection type between your phone and PC. For more information, see Transfer Files Between Your Phone and a Computer.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Connect to PC**.

2. Choose one USB connection type.

Note: Uncheck **Don't ask me again** to be prompted to select a connection type each time you connect the phone to a PC.

Location Settings

The Location menu allows you to select how your phone determines its location by using wireless networks, GPS satellites, or both.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Location**.

2. Slide the location switch at the top right to turn location access on or off.

3. When location access is enabled, touch **Mode** to select location sources you want to use.

   ▪ **High accuracy:** Get accurate location using GPS, Wi-Fi, and mobile networks.

   ▪ **Battery saving:** Use only Wi-Fi and mobile networks to get your approximate location. This will drain less power from your battery than using GPS.

- **Device only:** Use GPS to pinpoint your location.

- **Accelerated location:** Slide the switch to turn on/off the Qualcomm® IZat™ hardware accelerated location feature. Enabling this feature helps your phone determine its location when you use location-based apps.

Security Settings

The Security settings allow you to increase the security of your phone with screen locks, encryption, device administration and more.

Screen Lock

You can protect your phone by creating a screen lock. When enabled, you need to draw a pattern or enter a numeric PIN or password to unlock the phone's screen.

To set a screen lock:

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Security** > **Screen lock**.

2. Touch **None**, **Long press**, **Pattern**, **PIN**, or **Password**.

   - If you touch **Pattern**, you're guided to create a pattern you must draw to unlock the screen.

   - If you touch **PIN** or **Password**, you're prompted to set a numeric PIN or a password you must enter to unlock your screen.

Important: Screen lock options are listed in the approximate order of their security strength, starting with **None** and **Long press**, which provide no security.

Important: To protect your phone and data from unauthorized access, it is recommended that you use the highest security level available (Password protection). It is also recommended you frequently change your password to ensure the safety of your phone and personal data.

To unlock the screen:

1. Press the **Power Button** to wake up the screen if necessary.

2. Draw the pattern, or enter the PIN or password to unlock the screen.

If you fail to draw the correct pattern on the screen after five attempts, you will be prompted to wait for 30 seconds before you can try again. If you still cannot recall the unlock pattern, you can touch **Forgot Pattern** and enter your Google Account user name and password to reset the screen lock. You need an active Internet connection.

Note: You must sign in or create a Google Account on your phone before using the above method to reset the screen lock.

To change the screen lock or disable it:

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Security** > **Screen lock**.

2. Draw the pattern, or enter the PIN/password and then touch **Next**.

3. Touch **None** or **Long press** to disable the screen lock.

– or –

Touch **Pattern**, **PIN**, or **Password** to change the screen lock.

Other Screen Security Settings

You can set more screen security options after you set a screen lock.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Security**.

2. The following options may be available:

   ▪ **Make pattern visible:** Show the pattern as you draw it.

   ▪ **Automatically lock:** Set the time needed for the lock protection to be activated after the screen turns off.

   ▪ **Power button instantly locks:** Let the screen lock to be activated as soon as you press the **Power Button**.

   ▪ **Owner info:** Enter the text that you want to display on the lock screen.

Encrypt Phone

You can encrypt all the data on your phone such as Google Accounts, application data, music and other media, downloaded information, and so on. If you do, you must enter a numeric PIN or password each time you power on your phone.

Warning: Encryption is irreversible. The only way to revert to an unencrypted phone is to perform a factory data reset, which erases all your data.

Encryption provides additional protection in case your phone is stolen, and may be required or recommended in some organizations. Consult your system administrator before turning it on. In many cases the PIN or password you set for encryption is controlled by the system administrator.

Before turning on encryption, prepare as follows:

● Set a PIN or password as screen lock.

● Charge the battery.

● Keep the phone connected to the charger.

● Schedule an hour or more for the encryption process. You must not interrupt it or you will lose some or all of your data.

When you're ready to turn on encryption:

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Security** > **Encrypt phone**.

2. Read the information about encryption carefully.

- The Encrypt phone button is dimmed if your battery is not charged or your phone is not plugged in. If you change your mind about encrypting your phone, touch ⬑.

3. Touch **Encrypt phone**.

4. Enter your lock screen PIN or password and touch **Next**.

5. Touch **Encrypt phone** again.

- The encryption process starts and displays its progress. Encryption can take an hour or more, during which time your phone may restart several times.

Warning: Do not interrupt the encryption process, or data may be lost.

6. When encryption is completed, you're prompted to enter your PIN or password.

Encrypt SD Card

After you encrypt your microSDHC card, you need to enter a numeric PIN or password to decrypt your microSDHC card each time you power on your phone.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Security**.

2. Check **Encrypt SD card**.

3. Enter your lock screen PIN or password and touch **Next**.

4. Read the onscreen attention and touch **OK**.

Note: If you encrypt your microSDHC card, all the data on the card will be erased. And once you encrypt the microSDHC card, you must enter a numeric PIN or password to decrypt it each time you power on your phone.

Make Passwords Visible

Select whether or not phone and application passwords are visible on the screen as you enter them.

- From the home screen, touch ⊞ > **Settings** ⚙ > **Security** and check or uncheck **Make passwords visible**.

Device Administrators

You can disable the authority to be a device administrator for certain applications. If disabled, you will typically lose some authority in those applications, such as the ability to sync email or calendar events to your phone.

To select device administrators:

- From the home screen, touch ⊞ > **Settings** ⚙ > **Security** > **Device administrators**, and then select a device administrator and follow the prompts.

Unknown Sources

If you want to install apps from sources other than the Google Play Store, you must allow the installation of apps from unknown sources first.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Security**.

2. Check **Unknown sources** and touch **OK**.

Note: To protect your phone and personal data, please download apps from trusted sources, such as the Google Play Store app.

Verify Apps

Disallow or display warnings before you install applications that may cause harm.

■ From the home screen, touch ⊞ > **Settings** ⚙ > **Security** and check or uncheck **Verify apps**.

Credential Storage

This section provides options allowing you to control how your phone accesses and stores secure certificates, passwords, and other credentials.

■ From the home screen, touch ⊞ > **Settings** ⚙ > **Security**, and then touch an option to access its settings.

  ▪ **Storage type:** Check the credential storage type.

  ▪ **Trusted credentials:** Display trusted CA certificates.

  ▪ **Install from SD card:** Install certificates from the microSDHC card.

  ▪ **Clear credentials:** Delete all certificates.

Backup & Reset

Your phone's Backup & reset menu lets you select backup and restore options and perform a factory data reset.

The Factory data reset option erases all data on your phone and restores it to the original factory settings. The data removed from the phone includes your Google Account, all system and app data and settings, and all downloaded apps.

To back up or restore:

■ From the home screen, touch ⊞ > **Settings** ⚙ > **Backup & reset**, and then touch an option to access its settings.

  ▪ **Back up my data:** Back up app data, Wi-Fi passwords, and other settings to Google servers after you sign in to your Google Account.

  ▪ **Backup account:** Select the Google Account that your data is backed up to.

- **Automatic restore:** Restore previously backed up settings and data when you reinstall an app.

To reset your phone:

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Backup & reset** > **Factory data reset**.

2. Touch **Reset phone**.

   - If you want to remove all data saved to the installed microSDHC card, check **Erase SD card** before touching **Reset phone**.

3. Touch **Erase everything**.

Accounts and Sync Settings

The Accounts settings menu lets you add and manage all your email, social networking, and picture and video sharing accounts.

Set Up a New Account

Add an Internet or corporate account on your phone.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Add account**.

2. Touch an account type.

   - Corporate, Email, or Google.

Note: Additional account types, such as Facebook, Twitter, and LinkedIn, may become available in the Add an account menu if you have installed related apps on your phone. See Find and Install an App for more information.

3. Enter your account information and follow the onscreen prompts to continue.

   - Depending on the account type, you may need to enter an email address or user address, password, domain name, or other information. For Corporate accounts, contact your server administrator to determine what information you will need.

   - If you are setting up an email account with unique server settings or other parameters, touch **Manual setup** instead of **Next** and enter the information as prompted.

4. Follow the prompts to finish the setup.

Remove an Existing Account

Remove an account you do not need from the phone.

1. From the home screen, touch ⊞ > **Settings** ⚙ and scroll to the ACCOUNTS section.

2. Touch an account type such as Corporate, Email, or Google.

3. Touch the account you want to remove from the phone.

4. Touch ☰ > **Remove account** > **Remove account**.

Sync the Accounts Automatically or Manually

When automatic sync is turned on, changes you make to information on your phone or on the Web are automatically synchronized with each other.

When automatic sync is turned off, you need to sync manually to collect emails, updates, or other recent information.

To sync your account automatically or manually:

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Data Usage**.

2. Touch ☰ and check or uncheck **Auto-sync data** to enable or disable automatic sync. Touch **OK** to confirm.

3. From the home screen, touch ⊞ > **Settings** ⚙ and scroll to the ACCOUNTS section.

4. Touch an account type such as Corporate, Email, or Google. Your accounts and sync status are displayed. The icon ♺ is displayed if some or all of an account's information is configured to sync automatically. The icon turns gray if sync is off and red if the phone encounters some problem during synchronization.

   ▪ When automatic sync is on, touch an account and check the items in the account you need to make them sync automatically.

   ▪ When automatic sync is off, touch an account to open it, and touch ☰ > **Sync now** to sync all items in the account manually, or touch one item to sync it separately.

Accessibility Settings

The Accessibility menu lets you enable and manage accessibility-related applications.

TalkBack

The TalkBack service menu lets you activate and configure settings for your phone's spoken feedback feature. When you touch, select, or take any action on your phone, you will hear the action or menu item spoken through the phone's speaker. This option is useful for blind and low-vision users.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **Accessibility** > **TalkBack**.

2. Touch the TalkBack slider and follow the screen prompts to turn TalkBack on.

3. Touch **SETTINGS** to access the TalkBack settings menu, where you can select options on when to hear feedback, set feedback options, and more.

Additional Accessibility Options

Accessibility options in the SYSTEM section let you control phone behavior related to accessibility, such as pressing the **Power Button** to end calls, automatic screen rotation, delay for the touch & hold hand gesture, and text-to-speech output.

- ■ From the home screen, touch ▦ > **Settings** ⚙ > **Accessibility** and select an option.

  - ▪ **Captions:** Set the language, text size, and style for the captions.

  - ▪ **Magnification gestures:** When this feature is enabled, you can zoom in and out by triple-tapping the screen and temporarily magnify what's under your finger by triple-tapping and holding.

  - ▪ **Large text:** Increase the text size on all your phone's screens. Useful for users with low vision.

  - ▪ **Power button ends call:** When enabled, you can press the **Power Button** to end phone calls without turning the screen off.

  - ▪ **Auto-rotate screen:** Change the orientation of some onscreen content based on the position of the phone.

  - ▪ **Speak passwords:** Get spoken feedback while typing passwords.

  - ▪ **Accessibility shortcut:** When this feature is enabled, you can quickly enable accessibility features following the steps prompted on the Accessibility shortcut screen.

  - ▪ **Text-to-speech output:** Specify text-to-speech engine details and speech rate.

  - ▪ **Touch & hold delay:** Adjust the delay required for the phone to notice your "touch & hold" gesture (for example, when you want to move an app to the home screen).

Printing

The Printing menu lets you configure Google's Cloud Print service. You can connect your printer to your Google Account and then add the printer on your phone in the Printing menu. After that, you can send documents, pictures, emails, or web pages from your phone to the printer wirelessly and have them printed out.

Connect Your Printer to Your Google Account

How you connect your printer to your Google Account depends on the type of your printer.

For traditional printers, follow the steps below.

1. Connect the printer to your computer and install necessary software so that the printer is ready for printing.

2. Open the Chrome Web browser on the computer and go to the Settings page.

3. Click **Add printers** and follow the prompts to add the printer to your Google Account. You need to sign in to your Google Account in Chrome.

For Cloud Ready Printers, you can connect it to the Internet and register it to your Google Account directly without using a computer.

Use Cloud Print on Your Phone

To use Google Cloud Print on your phone, you must sign in to your Google Account.

If you haven't added a printer on the phone or haven't turned on the Cloud Print feature, touch ⊞ > **Settings** ⚙ > **Printing** > **Cloud Print** from the home screen to enable this function or add a printer registered to your Google Account.

1. Open a file on the phone and select the option for print. For example, open a web page with the Chrome app and touch ≡ > **Print…**.

2. Select a printer you have added to the phone or choose **All printers…** to add a printer right away.

3. Configure other print job options, such as number of copies, color, and paper size.

4. Touch **Print** to send the print job wireless to your printer through Google Servers.

Note: Instead of selecting a printer, you can also choose to save the file to Google Drive.

Activate This Device

The Activate this device menu lets you activate your phone if it is not activated, and check usage during the current billing period.

- From the home screen, touch ⊞ > **Settings** ⚙ > **Activate this device**.

  - If the phone is not activated, the activation process begins. Wait until it finishes and touch **Done** to exit.

  - If the phone is already activated, the usage details of your plan during the current billing period are displayed. Touch **Check usage** to refresh the data.

System Updates

The System updates menu lets you update your PRL (preferred roaming list), your user profile, your Android software, and your phone firmware.

1. From the home screen, touch ⊞ > **Settings** ⚙ > **System updates**.

2. Select an option and follow the prompts to complete the updates. For complete system update information see Update Your Phone.

About Phone

The About Phone menu lets you access important phone and legal information.

- From the home screen, touch ⊞ > **Settings** ⚙ > **About phone** to view the following options.

- **Status:** View important information about your phone, including battery status, phone number, network, signal strength and more.

- **Legal information:** View important license and legal information of your phone.

- **4G settings:** Check the 4G network provider and your IP address. Your phone gives you access to the 4G network where available. For details on your phone's 4G features and settings, see 4G.

- **Model number:** View the model number of your phone.

- **Android version:** View the Android operating system version running on your phone.

- **Baseband version:** View the baseband version of your phone.

- **Kernel version:** View the kernel version of your phone.

- **SW Version:** View the software version of your phone.

- **HW Version:** View the hardware version of your phone.

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