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Samsung GALAXY Tab™

A N D R O I D T A B L E T

User Manual

**Please read this manual before operating your
device and keep it for future reference.**

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Section 1: Getting Started

This section helps you to quickly start using your device.

Understanding This User Manual

The sections of this manual generally follow the features of your device. A robust index for features begins on page 278.

Also included is important safety information, beginning on page 248, that you should know before using your device.

This manual gives navigation instructions according to the default display settings. If you select other settings, navigation steps may be different.

Unless otherwise specified, all instructions in this manual assume that you are starting from a Home screen. To get to a Home screen, you may need to unlock the device. For more information, refer to “*Securing Your Device*” on page 20.

Note: Instructions in this manual are based on default settings and may vary from your device depending on the software version on your device and any changes to the device’s settings.

Note: Unless stated otherwise, instructions in this user manual start with the device unlocked, at the Home screen.

All screen images in this manual are simulated. Actual displays may vary depending on the software version of your device and any changes to the device’s settings.

Special Text

In this manual, some text is set apart from the rest. This special text is intended to point out important information, share quick methods for activating features, define terms, and more. The definitions for these methods are as follows:

- **Notes:** Presents alternative options for the current feature, menu, or sub-menu.
- **Tips:** Provides quick or innovative methods or useful shortcuts.
- **Important:** Points out important information about the current feature that could affect performance.
- **Warning:** Brings important information to your attention that can help to prevent loss of data or functionality or damage to your device.

Text Conventions

This manual provides condensed information about how to use your device. To make this possible, the following text conventions are used to represent often-used steps:

- Arrows are used to represent the sequence of selecting successive options in longer, or repetitive, procedures. For example:

From a Home screen, tap  **Apps** →  **Settings**.

SIM Card


The micro SIM card is a rectangular plastic card that stores your device number, information about your wireless service, and other information such as messages and contacts.

The micro SIM card and its information can be easily damaged by scratching or bending, so be careful when handling, inserting, or removing the card. Keep all SIM cards out of reach of small children.

Caution! Do not bend or scratch the SIM card. Take care when handling, installing, or removing the SIM card, and avoid exposing the SIM card to static electricity, water, or dirt. Keep the SIM card out of reach of small children.

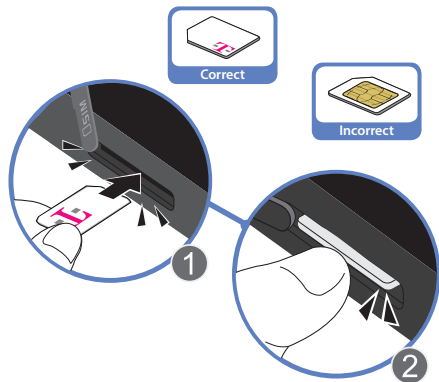
Installing the SIM Card

This device uses a different type of SIM card called a “micro SIM”. Other larger SIM cards will not function or fit within this slot.

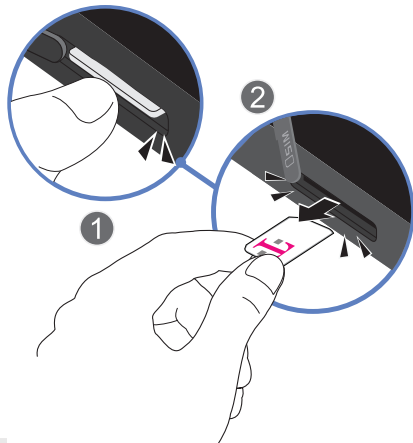
Important! Turn the device off before installing or removing the SIM card. To turn the device off, press and hold the **Power/Lock Key** .

1. Open the SIM card slot and carefully insert the SIM Card into the slot, with the logo facing up.
2. Push the SIM card in gently until it clicks into place.

Warning! Do not insert a microSD or other memory card into the SIM card slot.



2. Carefully slide the SIM Card out of the slot.
3. Place the cover back over the open slot.



Removing the SIM Card

Important! Turn the device off before installing or removing the SIM card. To turn the device off, press and hold the Power/Lock Key.

1. Open the SIM card slot and gently push the SIM Card inward to release it.

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MicroSD Card

Your device supports an optional (external) microSD™ or microSDHC™ memory card for storage of media such as music, pictures, video and other files. The SD card is designed for use with this and other devices.

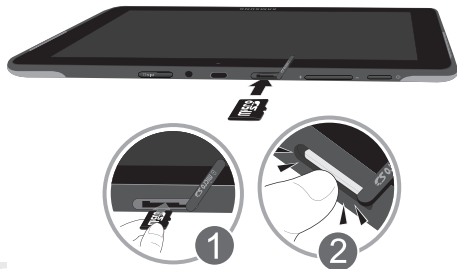
Note: microSD memory cards include capacities of up to 2GB. microSDHC™ memory card types can range from 4GB to up to 64GB.

Note: This device supports up to a 32GB microSDHC memory card.

Installing the microSD Memory Card

1. Locate the microSD card slot on the side of the device and remove the cover.
2. Orient the card with the gold strips facing down.
3. Firmly press the card into the slot and make sure that it catches with the push-click insertion (1).
4. Replace the slot cover. For more information on how to use the SD card, see *“Using the SD Card”* on page 52.

Important! Be sure to align the gold contact pins on the card with the device's contacts.



Removing the microSD Memory Card

1. Remove the slot cover.
2. Firmly press the card into the slot and release it. The card should pop partially out of the slot (2).
3. Remove the card from the slot.
4. Replace the slot cover.

Battery


Your device is powered by a rechargeable, standard Li-Ion battery. A Wall/USB Charger (Charging Head and USB cable) are included with the device for charging the battery.

Note: The battery comes partially charged. You must fully charge the battery before using your device for the first time.

After the first charge, you can use the device while charging.

Warning! Use only approved charging devices. Approved accessories are designed to maximize battery life. Using other accessories may invalidate your warranty and may cause damage.

Battery Indicator

The Battery icon  in the Status Bar shows the battery power level. When battery power is 15% or less, your device prompts you to charge the battery. If you continue to operate the device without charging, the device powers off. For battery use information, see “About Device” on page 245.

Tip: Tap the Time field to display battery charge status.

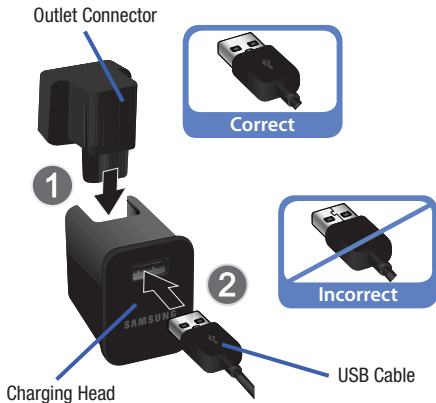
Charging the Battery

Your device comes with a Wall/USB Charger (Outlet Connector, Charging Head, and USB cable) to charge your device from any standard AC power outlet.

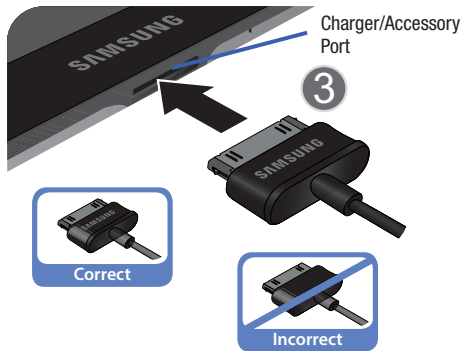
Note: The battery comes partially charged. You must fully charge the battery before using your device for the first time.

After the first charge, you can use the device while charging.

1. Carefully slide the Outlet Connector into the Charging Head (1). Verify the connection is secure.



2. Insert the USB cable into the Charging Head (2).
3. Insert the USB cable into the device's Charger/Accessory Port (3).



4. Plug the Charging Head into a standard AC power outlet.

Warning! While the device is charging, if the touch screen does not function due to an unstable power supply, unplug the USB power adapter from the power outlet or unplug the USB cable from the device.

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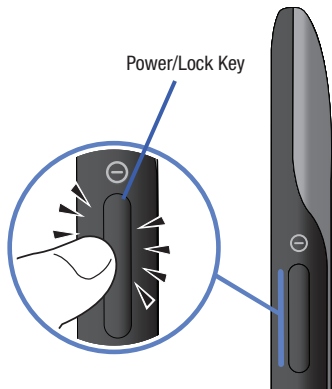
- When charging is complete, unplug the Charging Head from the power outlet and remove the USB cable from the device.

Turning Your Device On and Off

Turning Your Device On

- Press and hold the **Power/Lock Key** .

For more information, refer to “Unlocking the Device” on page 21.



Important! When you hold the device in landscape mode, your hand may cover the light sensor which can cause it not to detect light levels properly.

Note: Your device's internal antenna is located along the top back of the device. Do not block the antenna; doing so may affect signal quality and may cause the device to operate at a higher power level than is necessary. For more information, refer to “Location Services” on page 224.

Turning Your Device Off

- Press and hold the **Power/Lock Key** .
- At the prompt, tap **Power off** () → OK.

Restarting the Device

- Press and hold the **Power/Lock Key** .
- At the prompt, tap **Restart** () → OK.

Extending Your Battery Life

Active applications, light levels, Bluetooth usage, and GPS functionality all act to drain your battery. The following is a list of helpful tips that can help conserve your battery power:

- Reduce your backlight on time.
 - Turn Bluetooth off when not in use.
 - Turn Wi-Fi off when not in use.
 - Deactivate the GPS when not needed. Most applications using this function will periodically query the GPS satellites for your current location; each query drains your battery.
 - Do not wait until your battery is completely depleted before charging your device. Repeating this process of a complete discharge and recharge can over time reduce the storage capacity of any battery.
 - Turn off Automatic application sync.
 - Use the Power Savings Widget to deactivate hardware functions such as Wi-Fi, Bluetooth, GPS, Synchronization, or LCD brightness setting.
 - Check the Battery use screen to review what features or functions have been consuming your battery resources.
- Check the Running Services and close any unnecessary applications.
 - Use the Task Manager feature to end/shutdown background applications that are still running. These minimized applications can, over time, cause your device to “slow down”.
 - Turn off any streaming services after use (see Running Services).
 - Animated wallpapers use processing power, memory, and more power. Change your Live Wallpaper to a non-animated Wallpaper gallery or Gallery image.


Setting Up Your Device

When you first turn on your device, you are asked to set up a few things. To do that, the following screens display. Some screens can be skipped (tap **Skip**) or re-displayed (tap **Back**). Some screens display depending on the options you choose.



Welcome

1. Tap the language field, scroll through the list, and tap the language you want your device to use, such as, English (United States).
2. Tap **Start**.

Wi-Fi

If prompted, make sure the Wi-Fi **OFF / ON** icon is set to ON  and choose one of the following options:

Note: If your SIM card is not installed or detecting the network, you will be prompted to establish an active Wi-Fi connection.

- Tap  **Add network** to enter a Network SSID that is not listed.
- Tap  **Scan** to make sure you have an accurate list of Wi-Fi networks.

- Tap one of the Wi-Fi networks in the list, enter the password, and tap **Connect**. Tap and connect to another Wi-Fi network or tap **Next** to continue.
- Tap **Skip** to perform this task later. For more information, refer to “*Wi-Fi*” on page 202.

Set Date and Time

1. Tap the time zone field (**GMT+00:00**) and select the correct time zone.
2. Under **Date**, set the date (month, day, year), if necessary.
3. Under **Time**, set the time (hour, minute, and AM or PM), if necessary.
4. Tap **Next**.

Make it Google

Your new device uses your Google account to fully use its Android features, including Gmail, Maps, Navigation, Google Talk, and Google Play™.

The Make it Google screen allows you to create a new Google account or sign in, if you already have a Google account.

Note: If you skipped Wi-Fi setup, the Wi-Fi setup screen displays and you must connect through a Wi-Fi network.

- Tap **Sign in** and then enter the email address and password of your existing account.
– or –
- Tap **Get an account** or enter the email address and password of your existing account.
– or –
- Tap **Not now** to perform this task later. For more information, refer to *“Setting Up Your Gmail Account”* on page 84.

Enable Purchases

This screen displays if you signed in to your Google account.

- Enter purchase information for your Google Play account and tap **Save**.
– or –
Tap **Skip**.

Backup and Restore

This screen also displays if you signed in to your Google account.

1. Read the backup and restore information.
2. Enable either or both options.
3. Tap **Next**.

The Restoring screen displays while your information is being restored.

Use Google Location

1. Read the information on the screen and enable either or both of the Google location services.
2. Tap **Next** to continue.

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This Tablet Belongs To ...

To personalize the tablet with your name:

1. Tap the First and Last fields and use the on-screen keyboard to enter you first and last name.
2. Tap **Next**.

Google Services

This screen displays if you did not signed in to your Google account. The use of this device is subject to the privacy policy and other terms.

1. Tap **Learn more** to read the privacy policy and other terms.
2. Tap **Next**, if you agree that your device may receive and install updates from Google.

Setup Complete

Congratulations! Your device is set up and ready to use.

- Tap **Finish**. The main Home screen displays.

System Manager Application

1. Follow the on-screen prompt to resize the System Manager application.
2. Read the on-screen System Manager Application information.

Note: This software collects only diagnostic data from your device so that T-Mobile technicians can better troubleshoot issues with your device.

3. Select either **More Info..** (to read additional information) or **Close** to close the message screen.

Important! Selecting **Close** only closes the current description scree and does not disable data collection. To disable data collection, go to **Settings** → **Back up and reset** → **Collect diagnostics** and turn off the **Allow Diagnostics** feature. For more information, refer to “*Collect Diagnostics*” on page 240.

Retrieving Your Google Account Password

A Google account password is required for Google applications. If you misplace or forget your Google Account password, follow these instructions to retrieve it:

1. From your computer, use an Internet browser to navigate to <http://google.com/accounts>.
2. Once the URL loads, click on the **Can't access your account?** link and follow the on-screen instructions.

Using Google Maps





In order to use some applications related to Google Maps, you must first connect Wi-Fi. For more information, refer to “*Wi-Fi*” on page 202.

You must also enable location services to use Google Maps. Some features require Standalone or Google location services. For more information, refer to “*Location Services*” on page 224.

Creating a Samsung Account

Just as important as setting up and activating a Google account to help provide access to Maps, Latitude, Play Store, etc.. An active Samsung account is required to begin accessing applications such as Media Hub.

Note: The Samsung account application will manage your access to the previously mentioned applications, and there is no longer a need to remember different passwords for each application.

1. From a Home screen, tap  **Apps** →  **Settings** → **Accounts and sync**.
2. Tap the **OFF / ON** icon  to turn the **Auto-sync** on or off.
3. Tap  **Add account** → **Samsung account**.
4. If you have previously created a Samsung account, tap **Sign in**.
– or –
If this is your first time, tap **Create new account**.
5. Tap **Terms and conditions** and **Privacy policy** to read the legal disclaimers and related information.

- If you agree to the terms, place a green check mark in the **I accept all the terms above** field and tap **Agree**.
- Enter your the required information and tap **Sign up**.

Important! The password is for your Samsung account, not the password you use for the email address you are entering.

You can use only letters, numbers, !, @, \$, %, &, ^, and * for your Samsung account password.

Note: You may be prompted to confirm your credentials via email.

- Verify your account via email by accessing the email address provided during setup and following the steps outlined to complete your registration.

– or –

If you have already setup your email account on the device, tap **Go to Mailbox** and follow the on-screen instructions.

– or –

If you have already verified your email address, tap **Activate account**.

Note: Without confirming your email address and following the documented procedures, related applications will not function properly since it is Samsung account that is managing their username and password access.

Task Manager

Your device can run applications simultaneously and some applications run in the background.





Use Task Manager to see which applications are running on your device and to end running applications to extend battery life. You can also uninstall applications from your device and see how much memory is used by applications.

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Task Manager Pop-Up

The Task manager pop-up provides information about **Active applications** and includes a **RAM manager**. It also has a link to the Task Manager application.

To access the Task manager pop-up:

1. From a Home screen, tap  **Mini App Tray** →  (**Task manager**).
2. Tap the **Active applications** tab to view applications running on your device.
3. Tap the **RAM manager** tab to display the amount of Random Access Memory (RAM) currently in use. Tap **Clear memory** to clear inactive and background processes.
4. Tap  in the top right corner of the Task manager pop-up to close the application.
5. Tap  in the top left corner to display the entire Task Manager application.



Shutting Down a Currently Active Application



1. From a Home screen, tap  **Mini App Tray** →  (**Task manager**).
2. From the **Active applications** tab, tap  to end an application or **End all** to stop all running applications.

Task Manager Application

The Task Manager application provides information about applications, including **Active applications**, **Downloaded**, **RAM manager**, **Storage**, and **Help**.

To access the Task Manager:

1. From a Home screen, tap  (**Apps**) →  (**Task manager**).
– or –

From any screen, touch and hold  (**Home**) and then tap  in the top left corner.

– or –

Tap  (**Navigation**) → **Task manager**.

2. Tap **Active applications** to view applications running on your device. Tap **End** to end an application or **End all** to end all running applications.

3. Tap **Downloaded** to view applications installed from Google Play. Tap **Uninstall** to remove an application from your device.
4. Tap **RAM manager** to display the amount of Random Access Memory (RAM) currently in use. Tap **Clear memory** to clear inactive and background processes.
5. Tap **Storage** to view internal (Device memory) and external (SD card) storage memory statistics.
6. Tap **Help** to display on-screen information about various help topics such as extending battery life and understanding the RAM manager.

Galaxy Tab Accessories

To find accessories for your Galaxy Tab:

1. Go to <http://www.samsung.com/us/mobile/galaxy-tab-accessories>.
2. Use your model number to find compatible accessories.

Securing Your Device

By default, the device locks automatically when the screen times out or you can lock it manually. You can unlock the device using one of the default Unlock screens or, for increased security, use a personal screen unlock pattern.

For more information about creating and enabling a Screen unlock pattern, see “*Screen Lock*” on page 225.

For other settings related to securing your device, see “*Location Services*” on page 224.

Note: Unless stated otherwise, instructions in this User Manual start with the device unlocked, at the Home screen.



Locking the device manually

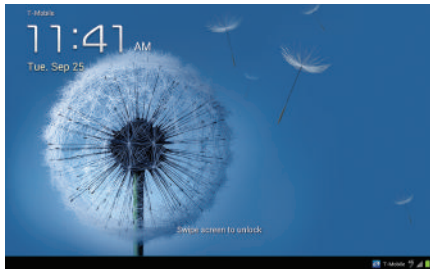
- Press the **Power/Lock Key** .

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Unlocking the Device



1. Press the **Power/Lock Key**  .
The Lock screen is then displayed.
2. Swipe across the screen as shown.
The last screen you accessed is displayed.



Note: You can customize the Lock screen and set the type of Screen Unlock you want to use (Swipe, Face unlock, Pattern, PIN, or Password). For more information, refer to “Security” on page 224.

Troubleshooting

If your device has fatal errors, hangs up, or freezes, you may need to reset the device to regain functionality.

- If your device is frozen and unresponsive, press and hold the **Power/Lock Key**   for at least 20 seconds.

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Section 2: Understanding Your Device

This section outlines key features of your device and describes the screen and the icons that appear when the device is in use. It also shows how to navigate through the device.

Features

- 10.1-inch WXGA TFT (PLS) LCD touch screen (1280x800)
- Android™ Version 4.0.4, Ice Cream Sandwich
- 1.5 GHz Dual-Core Processor
- Google Play™ Store for access to over 450,000 Apps
- Full HTML Web Browser compatible with Adobe® Flash® Technology
- Bluetooth® 3.0 Wireless technology. For more information, refer to “Bluetooth” on page 204.
- Built-in Wi-Fi technology (802.11 a/b/g/n)
- High Speed packet Access Plus (HSPA+) delivering data speeds faster than the current 3G network technology
- 3 Megapixel Camera/Camcorder
- 2 Megapixel VGA forward-facing Camera for Video Chat XX??
- Full integration of Google applications (Gmail™, YouTube™, Google Maps™, and Voice Search)
- Messaging Features:
 - Gmail
 - Email (corporate and personal)
 - Google Talk™ (Instant Messaging and Video Chat)
- SAFE™ (Samsung Approved for Enterprise) compliant for full access to ActiveSync calendar and email, VPN access, Mobile Device Management and On Device Encryption.
- Photo Gallery that supports JPEG, PNG, GIF, WBMP, BMP, and AGIF formats
- HD Video Player (720p) XX??
 - Container types: MP4, 3GP, AVI (DivX), WMV (ASF), MKV, and FLV
 - Codecs: H.264 (.mp4), 3GP, H.263, WMV, and, MP4
 - Format: 3GP (MP4), WMV (ASF), Streaming, AVI, and DivX
- DivX Certified to play DivX video up to HD 720p, including premium content
- Music Player supports MP3, ACC, ACC+, eACC+, MPEG4, WAV, and MIDI formats

- Ringtone supports MP3, HiFi (mp3, aac), Megatonnes (MIDI), AAC, AAC+, eAAC+, MIDI, WMA, MPEG4 formats
- 1GB RAM memory and 16GB on-board memory, which is used for data storage and access XX??
- Preloaded applications such as AllShare Play™, Google Play™ Books, Google Play™ Store, Polaris® Office, and Samsung Media Hub.
- Smart Remote powered by Peel®
- Slacker® Radio
- Mobile HotSpot and USB Tethering capability. For more information, refer to “*Applications*” on page 45.

Warning! This device does not support some USB storage media devices. For more information, refer to “*Galaxy Tab Accessories*” on page 20.

Front View

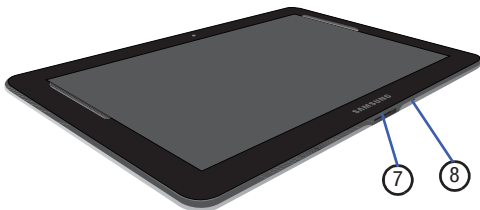
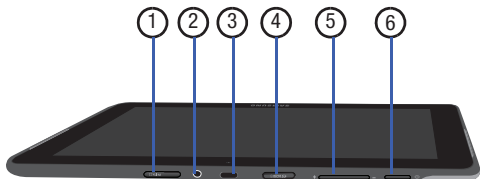
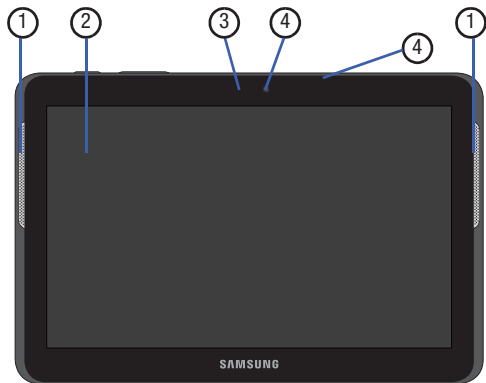
The following items can be found on the front and sides of your device as illustrated.

1. **External Speakers:** Used in music or video playback, notification tones, and for other sounds.
2. **Display Screen:** The orientation of the display screen rotates with the tablet as you turn it. You can turn this feature on and off. For more information, refer to “*Quick Settings*” on page 33.
3. **Light Sensor:** Used to control screen brightness automatically and when taking photos with the Front-facing Camera.
4. **Front-facing Camera Lens:** Used when taking photos.

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Side Views

1. **SIM Card slot:** Insertion slot for micro SIM card.
2. **Headset Jack:** Plug in for 3.5 mm headphones.

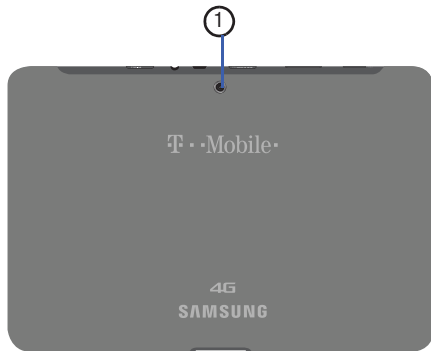
3. **Infrared Blaster:** used to emit infrared signals used for controlling external devices. For more information, refer to “*Smart Remote*” on page 195.

Important! When you hold the device in landscape mode, your hand may cover the light sensor which can cause it not to detect light levels properly.

- 4. microSD Card slot:** Insertion slot for microSD card.
- 5. Volume Key:** From a Home screen, press to adjust Master Volume. During music playback, press to adjust volume.
- 6. Power/Lock Key:** Press and hold to turn the device on or off. Press to lock the device or to wake the screen for unlocking. Press and hold to reveal the **Device options** list.
- 7. Charger/Accessory Port:** Plug in a USB cable for charging or to sync music and files.
- 8. Microphone:** Used to pick up your voice or audio during recording.

Back View

- 1. Camera Lens:** Used when taking photos or recording videos.



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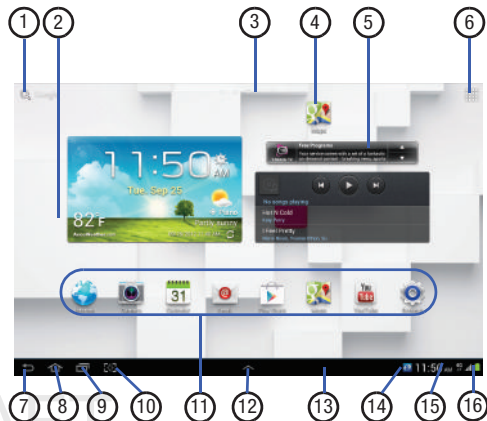
Home Screen

The Home screen is the starting point for using your device.

Note: Unless stated otherwise, instructions in this user manual start with the device unlocked, at the Home screen.





- Google Search:** Search your tablet and the web by typing or speaking. For more information, refer to “*Search*” on page 194.
- Home screen:** The starting point for using your device. Place shortcuts, widgets and other items to customize your device to your needs.
- App Shortcuts:** Shortcuts to common applications. For more information, refer to “*App Shortcuts*” on page 41.
- Current screen:** Indicates which Home screen is being displayed. For more information, refer to “*Extended Home Screen*” on page 28.
- Widgets:** Applications that run on the Home screen. Some widgets are found on the Home screen by default. For more information, refer to “*Widgets*” on page 38.

Tip: The area across the top of the screen is called the Application Bar.



6. Apps : Display the Apps screen.

7. Back : Return to the previous screen or option.


8. **Home** : Display the central Home screen. Touch and hold to display the Task Manager pop-up.
9. **Navigation** : Open a list of thumbnail images of apps you have worked with recently. Tap an Application to open it. Touch and hold to display the Apps screen. Select the **Task manager** to display the Task Manager.
10. **Quick Launch** : This softkey can be set to launch several different applications. The default function is Screen capture. For more information, refer to “*Quick Launch*” on page 216.
11. **Primary Shortcuts**: Shortcuts to common features. These shortcuts are found on the Home screen by default. For more information, refer to “*Primary Shortcuts*” on page 37.
12. **Mini App Tray** : Shortcuts to apps that you can use anytime, such as your calendar, a memo pad, and a calculator. For more information, refer to “*Mini App Tray*” on page 43.
13. **System Bar**: The area along the bottom of the Home screen where you can find navigation buttons and icons that show notifications, battery power, and connection details.
14. **Notification Icons**: Presents icons to show notifications from the system or from an application. Tap a Notification Icon to display more detail. For a list of icons, see “*Status Bar*” on page 35.
15. **Time**: The current time. For more information, refer to “*Date and Time*” on page 241.
16. **Status Icons**: Indicate the status of your tablet. Tap the Time / Status Icons area to display the Status Details panel. For more information, refer to “*Status Bar*” on page 35.

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Extended Home Screen

The Home screen consists of the Home panel, plus four panels that extend beyond the display width to provide more space for adding shortcuts and widgets.

Slide your finger horizontally across the screen to scroll to the left or right side panels. As you scroll, the indicator at the top of the display shows your current position.

Note: The center panel (Home screen) displays when you tap  Home.

Customizing the Home Screens

To customize the Home screens to suit your preferences:

1. Navigate to one of the Home screen panels.
2. Touch and hold on the screen until the **Home screen** pop-up displays.
3. From the **Add to Home screen** area, select:
 - **Apps and widgets** to add app or widget shortcuts on the Home screen
 - **Folder** to add a folder on a Home screen

- **Page** to add or remove a Home screen. For more information, refer to “*Adding and Removing Home Screen Panels*” on page 28.

– or –

Set a new wallpaper. For more information, refer to “*Wallpapers*” on page 42.

Display Settings

You can customize display screen settings to your preferences. For more information, refer to “*Display Settings*” on page 215.

Adding and Removing Home Screen Panels

Your device can contain up to seven Home screen panels. You can customize the Home screen by removing or adding panels.

Note: The panel in the center position displays when you tap  Home.

1. From a Home screen, pinch the screen from the left and right side to the center to display the editing screen.

– or –

Touch and hold on the screen until the **Home screen** pop-up displays. From the **Add to Home screen** area select **Page**.



2. Use these controls to configure panels:




Remove: Touch and drag a panel to the Trash Can to remove the panel from the Home screen.




Add: Tap to add a new panel, up to a total of seven. This option is available when less than seven panels have been added.



Default Home Page: Tap the Home icon at the upper right corner of a panel to set it as the default home screen.

3. To rearrange the order of panels, touch and drag a panel to a new location.
4. Tap  **Back** to return to the Home screen.

Assigning a New Default Home page


1. From a Home screen, pinch the screen from the left and right side to the center to display the editing screen.
2. Tap  **Home page** adjacent to an available screen. You are then notified there is a new Default Home page.


Navigating Your Device

Use command buttons and the touch screen to navigate.


Command Buttons

Back


- Tap  **Back** to return to the previous screen, option, or step.

Note: When the on-screen keyboard is active,  **Close Keyboard** displays.



Home

- Tap  **Home** to display the first center Home screen.


Navigation

- Tap  **Navigation** to open a list of thumbnail images of apps you have worked with recently.
- Tap an application to open it. Tap the **Task manager** to display the Task Manager.


Screen Capture

- Touch and hold  **Screen Capture** to capture an image of the current screen and edit the image, then tap  **Save** to save the image.

– or –

Tap  **Screen Capture** to capture and add an image of the current screen to the clipboard.

Note: A copy of the screenshot is automatically saved to the clipboard.

Note: The **Quick Launch** key  can be modified to launch other applications. For more information, refer to “*Quick Launch*” on page 216.

To view the screen shots:

1. From a Home screen, tap  **Apps** →  **My Files**.
2. Tap **Root** → **sdcard** → **Pictures** → **Screenshots**.
3. Select a screen capture file to display it.

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Other Buttons

Google Search

- From the Home screen, tap  **Google** to search the Web.


– or –

From the Home screen, tap  **Apps** →  **Search**.

Context-Sensitive Menus

Context-sensitive menus offer options for features or screens.

To access context-sensitive menus:

1. Tap  **Menu** to display a list of options.
2. Select an option in the list.

Application Bar

The Application Bar is the area along the top of various application screens. It usually contains the Search and Menu icons, as well as other icons that are used to display options and settings.

Screen Navigation

Tap

Tap items to select or launch them. For example:

- Tap the on-screen keyboard to enter characters or text.

- Tap a menu item to select it.
- Tap an application's icon to launch the application.

Touch and Hold

Activate on-screen items. For example:

- Touch and hold a widget on the home screen to move it.
- Touch and hold on a field to display a pop-up menu of options.

Swipe, Flick, or Slide

Swipe, flick, or slide your finger vertically or horizontally across the screen. For example:

- Unlocking the screen.
- Scrolling the Home screens or a menu.

Pinch

Use two fingers, such as your index finger and thumb, to make an inward pinch motion on the screen, as if you are picking something up, or an outward motion by sweeping your fingers out.



For example:

- Pinch a photo in Gallery to zoom in.
- Pinch a webpage to zoom in or out.

Notifications

When you receive a notification, the Notification icon displays in the System Bar, to the left of the Time. Notifications indicate the arrival of Gmail, Email, alarms, and more.

Tap a Notification icon for more detail. For example, tap a Gmail Notification icon to see who sent the message.

Tap the Time field to open the Notifications list to view all of your current notifications. Tap a Notification in the list to display the item. For example, tap a Gmail entry to open the Gmail application and view the message.

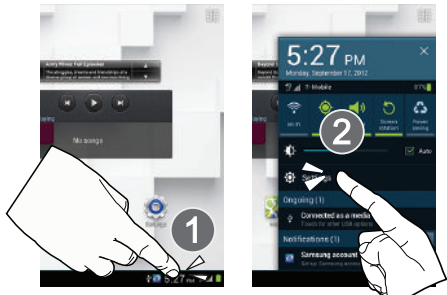
Most apps that send notifications, such as Gmail and Google Talk, have individual settings that can be configured. See the settings for individual applications in the applicable section of this user manual.

Status Details

This area of the Status Bar displays the current date and time, battery status, Network connectivity, and Wi-Fi connectivity status information.

To open the Status Details:

1. Tap the Time area of the Status Bar (1). If you have any current notifications, their summaries are listed below the Status Details. Tap a notification summary to respond to it.



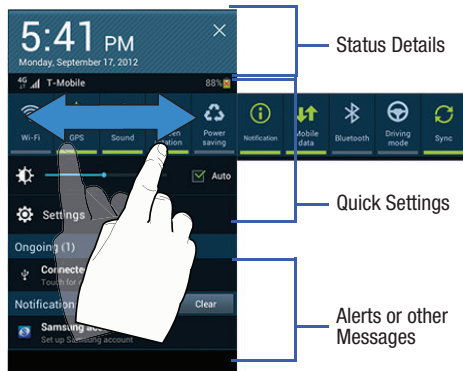
2. Tap an available on-screen option (2).
3. Close the Status Details by tapping any other part of the screen.

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Quick Settings

This area allows you to view and control the most common settings for your tablet, and access the complete Settings application.

- Tap the Time area of the System bar to display the Quick Settings pop-up.



Note: It is necessary to scroll across the Quick Setting icons to view all options (ex: Bluetooth).

The Quick Settings are:

- **Wi-Fi:** Tap to enable or disable Wi-Fi. For more information, refer to *“Wi-Fi”* on page 202.
- **GPS:** Tap to enable or disable the device's GPS functions. For more information, refer to *“Use GPS Satellites”* on page 224.
- **Sound / Mute:** Tap to enable/disable or change sound modes.
- **Screen rotation:** When On the screen rotates automatically from landscape to portrait and vice versa. When Off the screen is fixed in landscape mode. For more information, refer to *“Auto-Rotate Screen”* on page 215.
- **Power saving:** When enabled, your device automatically analyzes the screen and adjusts the brightness to conserve battery power. For more information, refer to *“Power Saving Mode”* on page 217.
- **Notification:** Tap to enable or disable system and application notifications. For more information, refer to *“Notifications”* on page 32.

- **Mobile data:** Shuts off all wireless activity (such as Internet, Email, and YouTube) via mobile networks.
 - **Bluetooth:** Tap to enable or disable Bluetooth functionality. For more information, refer to *“Bluetooth”* on page 154.
 - **Driving mode:** New notifications are read aloud when enabled.
 - **Sync:** Synchronizes your device with the network. Synchronizes contacts, email, time, and a variety of accounts.
 - **Brightness:** Touch and drag the slider to set the brightness or tap **Auto** to allow the device to set brightness automatically based on available light and battery charge status. For more information, refer to *“Brightness”* on page 215.
 - **Settings:** Tap to open the Settings application. For more information, refer to *“Settings”* on page 202.
4. Tap **Clear** to remove Notification Icons from the System Bar.
 5. Tap a notification entry to display the details.
 6. Close the Quick Settings by tapping **X** in the upper, right corner of the Quick Settings pop-up or by tapping outside the Quick Settings screen.

Quick Settings also displays icons under the Notifications heading to alert you to activity on the tablet such as new messages, application downloads, software updates, and more. The following table lists those some of those icons.



Download Successful: A recent application download or update completed successfully.



Google Talk Invitation: Someone has invited you to chat using Google Talk.



Navigation Active: The Navigation App is active. For more information, refer to *“Navigation”* on page 184.



New Email Message: You have new email. Tap Reply to view and answer the email.



New Gmail Message: You have new Gmail. Tap the icon for additional information.



Samsung account: Set up your Samsung account. For more information, refer to *“Creating a Samsung Account”* on page 17.



Lookout Security action: You have new Lookout Security action or notification.



Software update: There is a software update available for this device.



Updates Available: Updates to the applications you have downloaded are available.



Wi-Fi networks available: An open Wi-Fi network is in range.

Status Bar

The Status Bar is part of the System Bar and displays icons to show network status, battery power, and other details.



Battery Level: Shown fully charged.



Charging Indicator: Battery is charging.



Device Power Critical: Battery has only three percent power remaining. At about 15 percent power remaining, a popup is displayed to remind you to charge immediately.



USB Connection Indicator: The device is connected to a computer using a USB cable, but it is not charging. The battery is only charged while connected to a computer, if the device is turned off. When the device is off, press the Power/Lock key to see the battery charging indicator.



Battery Fully Charged: When the battery is fully charged, this indicator is displayed.



USB Connected: Device is connected to a computer using a USB cable. Displays in upper left corner of screen.



Download in progress: An application is being downloaded to the device.



Airplane Mode: Indicates that the Airplane Mode is active, which allows you to use many of your device's features, but it cannot access online information or applications.



Mobile Data Off: Indicates that the Mobile Data is turned Off and the device can not connect with the network.

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Set up input methods: When the keyboard is being displayed, tap this icon to display a menu of quick keyboard settings.



Bluetooth Active: Bluetooth is turned on. For more information, refer to “*Bluetooth*” on page 154.



Bluetooth Active: Bluetooth is turned on. For more information, refer to “*Bluetooth*” on page 154.



Play Music App: A song is playing in the Play Music app. Tap the Music icon or tap the Status Details to see the song title and music player controls. For more information, refer to “*Play Music*” on page 125.



Music player: A song is playing. Tap the Music icon or tap the Status Details to see the song title and music player controls. For more information, refer to “*Playing Music*” on page 137.



3G Active: Displays when connected to the 3G network.



3G Communicating: Displays when your device is communicating with the 3G network.



4G Active: Displays when connected to the HSPA+ network.



4G Communicating: Displays when your device is communicating with the HSPA+ network.



Wi-Fi In Range: Wi-Fi is active and there is an available open wireless network.



Wi-Fi Active: Wi-Fi is connected, active, and communicating with a Wireless Access Point (WAP).



Wi-Fi Direct: Displays when Wi-Fi Direct is active and your tablet is connected to another device. For more information, refer to “*Wi-Fi Direct*” on page 152.



Mobile AP HotSpot: Displays when the Mobile AP HotSpot feature is active and communicating. For more information, refer to “*Portable Wi-Fi HotSpot*” on page 158.



USB Connected: Device is connected to a computer using a USB cable. Displayed in upper left corner of screen.

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USB Tethering Mode: Displays when the USB Tethering mode is active and communicating. For more information, refer to “*USB Tethering*” on page 157.



SD card Ready: Displays when the external SD card (internal microSD) has been disconnected (unmounted) from the device and is now ready for either removal or formatting. For more information, refer to “*Understanding Your Device*” on page 22.



SD card Preparing for Mounting: Displays when the External SD card is being prepared for mounting to the device. This is required for communication with the External SD card.



SD card Improperly removed: Displays when the microSD card has been unexpectedly or improperly removed.



GPS Active: Displays when GPS is active.



Alarm Set: Displays when you set an alarm to ring at a specified time. For more information, refer to “*Alarm*” on page 162.



Event: This is a notification for one or more events. For more information, refer to “*Creating an Event or Task*” on page 168.



Screenshot Captured: A screenshot has been captured. For more information, refer to “*Screen Capture*” on page 30.



Power Saving Mode: Indicates that your device is automatically making adjustments to conserve battery power. For more information, refer to “*Power Saving Mode*” on page 217.

Primary Shortcuts

Primary Shortcuts appear at the bottom of the main Home screen.

Tip: The main Home screen is usually the center Home screen.

The default Primary Shortcuts are: Media Hub, Maps, Email, Internet, Play Store, and Zinio.

For more information, refer to “*Applications*” on page 45.


Application shortcuts can be added to any Home screen. For more information, refer to “*App Shortcuts*” on page 41.

Widgets

When you first turn on your tablet, there are various widgets on the center Home screen. They can also appear on the Home screens to the left and right of the center Home screen.

Widgets are self-contained applications that you can place on the Home screens to access your favorite features.

Adding Widgets to a Home screen

1. Navigate to the Home screen on which you want to place the Widget.
2. From the Home screen, tap  **Apps**.
3. Select the **Widgets** tab.


Note: Swipe across the screen horizontally to view all Widgets.

4. Touch and hold the widget's icon, then slide your finger where you want to place the icon and release it.

Note: There must be room on the screen where you want to place the widget, otherwise the widget will not add to the Home screen.

5. Tap  **Back** to return to the Home screen.

Removing Widgets

- Touch and hold the Widget until the  **Delete** icon displays, then drag the Widget toward the top of the screen and drop it over the **Delete** icon.

Widget Options

The following widgets are available:

- **Alarm:** Display the current alarm events.
- **Application monitor:** This application acts as a task manager that monitors and controls active or downloaded programs, RAM, or Storage. For more information, refer to “*Task Manager*” on page 18.
- **Bonus Apps:** Displays free T-Mobile services and apps that are compatible with your device.
- **Book:** Tap this widget and then tap a book for quick access to the book. For more information, refer to “*Play Books*” on page 186.
- **Calendar:** Display a calendar. For more information, refer to “*Calendar*” on page 166.
- **Clock (funky):** Display a funky, analog clock.
- **Clock (modern):** Display a modern, analog clock.

- **Contact (1x1):** Display a shortcut to one of your contact entries. For more information, refer to *“Contacts”* on page 66.
- **Digital clock:** Display the digital time, the day, and the date.
- **Email:** Display your email inbox. For more information, refer to *“Email”* on page 88.
- **Gmail:** Send and receive email with Gmail, Google’s web-based email. For more information, refer to *“Gmail”* on page 84.
- **Google Play Books:** Read eBooks from the web-based Google Play Books service. For more information, refer to *“Play Books”* on page 186.
- **Google Play Music:** Use this widget to control the playback of songs playing in the Music app. For more information, refer to *“Options While Selecting a Song”* on page 128.
- **Google Search:** Display a Google Search bar. For more information, refer to *“Search”* on page 194.
- **Google+ posts:** Display a shortcut to Google+ posts. For more information, refer to *“Google+”* on page 141.
- **Lookout Security:** Provides read access to the Lookout SEcurity application and related information. For more information, refer to *“Lookout Security”* on page 175.
- **Media Hub:** Samsung Media Hub is your one stop for the hottest movie and TV content. You can rent or purchase your favorite content and watch from the convenience of anywhere. For more information, refer to *“Media Hub”* on page 122.
- **Memo:** Create and save a memo on a Home screen. For more information, refer to *“Memo”* on page 180.
- **MobileLife:** Provides access to various MobileLife applications such as Calendar and Shopping List. Options include: MobileLife Calendar(2x3)(3x3) (4x2) (4x4), MobileLife Shopping List(3x3)(4x4), MobileLife To Do List(3x3)(4x4).
- **Mono audio:** Enable mono sound when listening to audio with one earbud.
- **Music Player:** The Music Player allows you to play music files that you have stored on your device and memory card. You can also create playlists. For more information, refer to *“Music Player”* on page 133.
- **Music playlist:** Choose a music playlist to access from a home screen. For more information, refer to *“Playing, Renaming, or Deleting a Playlist”* on page 132.

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- **Picture frame:** Select one or more pictures and then tap the arrow on the widget for a slide show. For more information, refer to “*Gallery*” on page 171.
- **Play Store:** Download applications from the Google Play™ Store. For more information, refer to “*Play Store*” on page 189.
- **S Bookmark:** Create a bookmark for a favorite website. For more information, refer to “*Using Bookmarks*” on page 144.
- **S Bookmarks:** Create bookmarks for your favorite websites. For more information, refer to “*Using Bookmarks*” on page 144.
- **S Planner (month):** Creates a month view of your current calendar events. For more information, refer to “*Calendar*” on page 166.
- **S Planner (task):** Creates a on-screen display of your current and upcoming tasks. For more information, refer to “*Calendar*” on page 166.
- **S Suggest:** Recommends popular applications, when your device is connected to a Wi-Fi, that are guaranteed to be compatible with your device. For more information, refer to “*S Suggest*” on page 193.
- **Settings shortcut:** Allows you to create a shortcut to a particular Settings item. For more information, refer to “*Settings*” on page 202.
- **Slacker Radio:** Access your social networks, like Facebook, Twitter, and LinkedIn all in one place. For more information, refer to “*Slacker Radio*” on page 194.
- **Software update:** This shortcut makes updating your device software even easier. For more information, refer to “*Software Update*” on page 246.
- **T-Mobile TV (large):** Creates a large preview window of the T-Mobile TV application content. For more information, refer to “*T-Mobile TV*” on page 140.
- **T-Mobile TV (small):** Creates a small preview window of the T-Mobile TV application content. For more information, refer to “*T-Mobile TV*” on page 140.
- **Traffic:** Enter a name for the widget and a destination, and then tap **Save**. Tap the widget to use the Traffic component of the Maps application. For more information, refer to “*Maps*” on page 176.
- **Video Player:** Play and manage videos stored on your tablet. For more information, refer to “*Video Player*” on page 113.
- **Weather:** Display the forecast from AccuWeather. Touch the widget to choose locations.

- **Yahoo! Finance:** Search for and add stocks. For more information, refer to “*Yahoo! Finance*” on page 198.
- **Yahoo! News:** Display current news and much more from Yahoo!
- **YouTube:** Search YouTube and watch videos. For more information, refer to “*YouTube*” on page 200.
- **Zinio:** provides quick-access to your Zinio™ digital magazines. For more information, refer to “*Zinio*” on page 201.

App Shortcuts


Use App Shortcuts for quick access to applications or features, such as Email or other applications.

Adding Shortcuts to a Screen

1. Navigate to the Home screen on which you want to place the App Shortcut.
2. Tap  **Apps**.
– or –
Touch and hold on the screen until the **Home screen** options pop-up displays then from the **Add to Home** area, tap **Apps and widgets**.
3. Tap the **Apps** tab.

4. Touch and hold the application icon, then slide your finger where you want to place the icon and release it. For a list of applications, see “*Apps Screen*” on page 44.
5. Touch and hold the App Shortcut and then drag the application icon to reposition it on the Home screen.

Removing App Shortcuts

1. Touch and hold the App Shortcut until the  **Delete** icon displays.
2. Drag the App Shortcut toward the top of the screen and drop it over the **Delete** icon.

Wallpapers


You can choose a picture to display on the Home Screen, Lock screen, or on both the Home and Lock screens. Choose from preloaded wallpaper images or select a photo you have downloaded or taken with the Camera.

1. From a Home screen, touch and hold on the screen.

The **Home screen** options pop-up displays.

2. Tap **Set wallpaper for** and then select **Home screen**, **Lock screen**, or **Home and lock screens**.

The **Select wallpaper from** pop-up displays the following options:

- **Gallery:** Access the Gallery to select a photo. Tap a photo to select it. Crop and resize the picture, if desired. Tap **Done** to save the picture as wallpaper or **Cancel** to exit.
- **Live wallpapers:** Choose from pre-loaded interactive animated wallpapers. Tap a wallpaper to see an example. If available, tap **Settings** to view options for the selection. Tap **Set wallpaper** to save your choice or tap  **Back** to return to the Live wallpapers menu.

- **Wallpapers:** Choose from pre-loaded wallpaper images. Tap an image to view it. Tap **Set wallpaper** to save it as wallpaper or tap  **Back** to return to the Home screen.

Note: Live wallpapers is not available for the Lock screen.

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Mini App Tray

There are shortcuts available that link to apps that you might need while working in other apps, such as Alarm, Calculator, Calendar, Email, Music player, Pen memo, Task manager, and World clock. In some cases, these shortcuts are actually links to the part of the app you need most and they contain a link to the actual app where you can use other functions.

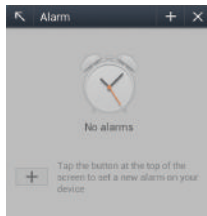
1. From any screen, tap  **Mini App Tray** at the bottom, center of the screen. The Mini App Tray icons display.







 Close Mini App Tray

2. Tap **Edit** at the bottom-right side of the tray to customize the Mini App Tray. For more information, refer to *“Customizing the Mini App Tray”* on page 44.
– or –
Tap one of the icons to display a mini app pop-up.

The pop-up varies depending on the application. Various controls display at the top of the pop-up and other information is displayed in the body of the pop-up.




3. Tap **Done**.
4. Tap  **Mini App Tray** at the bottom and select an available app.
5. Tap options (such as ) to create new app items (such as alarms or events).
6. Tap items in the body of the pop-up, such as an email entry or keys on the Calculator.
7. Tap  to link to the application. For more information, refer to *“Applications”* on page 45.
8. Tap  to close the mini app pop-up.

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Customizing the Mini App Tray

You can choose applications to display on the Mini App Tray and arrange them in any order.


1. From any screen, tap  **Mini App Tray** at the bottom, center of the screen.
2. Tap **Edit** at the right side of the tray.
3. Touch and drag apps in and out of the tray or to another position in the tray.
4. Tap **Done** to save your changes.

Apps Screen



The **Apps screen** holds all applications installed on your wireless device. Applications that you download and install from the Play Store™ or from the Web are also added to a Home screen.

The Apps icons are arranged in a customizable grid.

To arrange the Apps icons in alphabetical order:



1. From a Home screen, tap  **Apps**.
2. Tap  **Menu** → **View type** → **Alphabetical grid**.

To manually change the order of the icons on the Apps screen:

1. From a Home screen, tap  **Apps**.
2. Tap  **Menu** → **Edit**.
3. Touch and hold an icon and drag it to a new position.
4. Tap **Save** to save the changes.

You can place shortcuts to applications on the Home screen for quick access to the application. For more information, refer to “*App Shortcuts*” on page 41.

To view your downloaded applications:

1. From a Home screen, tap  **Apps**.
2. Tap  **Menu** → **Downloaded applications**.
3. Tap an icon on the **Downloaded applications** screen to launch the application.

– or –

Add an App Shortcut to a Home screen by dragging the App icon onto the Home Screen. For more information, refer to “*App Shortcuts*” on page 41.

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Applications

The following is an alphabetical list of the applications that come preloaded on your device.



Alarm

Schedule alarms to remind you of appointments or events, or as a wake-up.

For more information, refer to “*Alarm*” on page 162.



AllShare Play

Share your on-device media content with other external devices using DLNA (Digital Living Network Alliance) and built-in AllShare Play technology.

For more information, refer to “*AllShare Play*” on page 164.



Calculator

The calculator provides the basic arithmetic functions to solve simple arithmetic problems and advanced operators to solve more complex problems.

For more information, refer to “*Calculator*” on page 166.



Calendar

Record events and appointments to manage your schedule.

For more information, refer to “*Calendar*” on page 166.



Camera

Take photos or record videos. A shortcut to Camera displays on the Home screen by default.

For more information, refer to “*Camera*” on page 170.



Contacts

Save and manage contact information for your friends and colleagues. For more information, refer to “*Contacts*” on page 170.



Downloads

Files, apps, and other items you download in Internet, Gmail, Email, or in other ways, are stored on your tablet's internal storage. Use the Downloads app to view, reopen, or delete what you have downloaded.

For more information, refer to “*Downloads*” on page 170.



Email

Send and receive email from your device.

For more information, refer to “*Email*” on page 88.



Gallery

View and manage photos stored on your device.

For more information, refer to “*Gallery*” on page 116.



Game Base

Provides access to a game rental and purchase services for compatible T-Mobile Android devices.

For more information, refer to “*Game Base*” on page 171.



Gmail

Send and receive email with Gmail, Google's Web-based email.

For more information, refer to “*Gmail*” on page 84.



Google+

Share updates and see what is going on around you with Google+.

For more information, refer to “*Google+*” on page 141.



Internet

Access the Internet. A shortcut to Internet displays on the Home screen by default.

For more information, refer to “*Internet*” on page 141.



Latitude

Use Google Latitude to locate your friends on a map and share or hide your location.

For more information, refer to “*Latitude*” on page 172.

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Local

Displays company locations as markers on Google Maps. When viewing an area you can quickly locate a business or person, find out more information about the business, see coupons, public responses, and more.

For more information, refer to “*Local*” on page 174.



Lookout Security

Lookout™ provides mobile device-specific security features that are coupled with a minimal performance hit.

For more information, refer to “*Lookout Security*” on page 187.



Maps

Launches a Web-based dynamic map that helps you find local businesses, locate friends, view maps and get driving directions.

For more information, refer to “*Maps*” on page 176.



Media Hub

Browse the latest movies and TV shows, then rent or purchase the media for viewing on your device.

For more information, refer to “*Media Hub*” on page 122.



Memo

Create text memos and use Bluetooth to send memos.

For more information, refer to “*Memo*” on page 180.



Messaging

Provides access to text and multimedia messaging (SMS and MMS).

For more information, refer to “*Creating and Sending Messages*” on page 76.



Messenger

With Google Messenger™, you can bring groups of friends together into a simple group conversation.

For more information, refer to “*Messenger*” on page 101.

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Mobile HotSpot

Provides access to the Tethering and portable HotSpot menu where you can use either the USB tethering or portable hotspot functionality.

For more information, refer to “*Portable Wi-Fi HotSpot*” on page 158.



More for Me

Provides customized offers, discounts and deals right to your device.

For more information, refer to “*More for Me*” on page 182.



Music Player

Play music and other audio files that you copy from your computer.

For more information, refer to “*Music Player*” on page 133.



My Files

Find, view and manage files stored on an optional installed memory card.

For more information, refer to “*My Files*” on page 182.



Navigation

Use Google Maps Navigation™ to search for locations, with turn-by-turn directions.

For more information, refer to “*Navigation*” on page 184.



Photo editor

To perfect any photos stored on your tablet, use Photo editor to crop, rotate, resize, adjust color and contrast, and much more.

For more information, refer to “*Photo Editor*” on page 185.



Play Books

Read eBooks from the web-based Google Play Books service.

For more information, refer to “*Play Books*” on page 186.

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Play Magazines

With Google Play Magazines, you can subscribe to your favorite magazines and have them available to read on your device at any time or any place.

For more information, refer to “*Play Magazines*” on page 188.



Play Movies & TV

Use the Play Movies & TV app to view movies you rent from Google Play™ Movies & TV or play any of your personal videos stored on your tablet.

For more information, refer to “*Play Movies & TV*” on page 124.



Play Music

Play music and other audio files that you copy from your computer with the Music app.

For more information, refer to “*Play Music*” on page 125.



Play Store

Browse, download, and install Android applications. A shortcut to Play Store displays on the Home screen by default.

For more information, refer to “*Play Store*” on page 189.



Polaris Office

This application is a Microsoft Office compatible office suite. This application provides a central place for managing your documents online or offline.

For more information, refer to “*Polaris Office*” on page 191.



Pro Apps

Provides access to compatible productivity tools.

For more information, refer to “*Pro Apps*” on page 192.

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S Suggest

Provides on-screen recommendations for applications that are specifically supported and made for use on your device.

For more information, refer to “*S Suggest*” on page 193.



Samsung Apps

Allows you to easily download an abundance of applications to your device. This includes games, news, reference, social networking, navigation, and more.

For more information, refer to “*Samsung Apps*” on page 193.



Search

Use the Google search engine to search the Web.

For more information, refer to “*Search*” on page 194.



Settings

Configure your device to your preferences.

For more information, refer to “*Settings*” on page 202.



Slacker Radio

Slacker® Radio offers free, internet radio for mobile devices.

For more information, refer to “*Slacker Radio*” on page 194.



Smart Remote

Allows you to locate programming, watch it on your tv, and then control your entertainment system with gestures from the device.

For more information, refer to “*Smart Remote*” on page 195.



T-Mobile My Account

This application provides you online access to account information such as your current activity, billing information, service plans, downloads, and other information.

For more information, refer to “*T-Mobile My Account*” on page 195.

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T-Mobile TV

Allows you to watch live mobile TV on your device. This application is a subscription service.

For more information, refer to “*T-Mobile TV*” on page 140.



Talk

Chat with other Google Talk users. For more information, refer to “*Google Talk*” on page 97.



Video Maker

Create a movie, using a video you download or record with Camera, or by combining images. Add audio, to create a soundtrack, then share your movie with your friends.

For more information, refer to “*Video Maker*” on page 196.



Video Player

Play and manage videos stored on your tablet.

For more information, refer to “*Video Player*” on page 113.



VPN Client

This is a full-featured VPN Client that provides support for the latest IPSec VPN standards and provides interoperability with support for all major VPN Gateways.

For more information, refer to “*VPN Client*” on page 197.



World Clock

View the date and time in any time zone.

For more information, refer to “*World Clock*” on page 197.



YouTube

View and upload YouTube videos, right from your device. For more information, refer to “*YouTube*” on page 200.



Zinio

Launches a digital magazine reader. Zinio[®] has transformed your favorite print magazines into digital format. For more information, refer to “*Zinio*” on page 201.

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Section 3: Memory Card

Your device lets you use a microSD™ (SD) or microSDHC™ card (also referred to as a memory card) to expand available memory space. This secure digital card enables you to exchange images, music, and data between SD-compatible devices. This section addresses the features and options of your device's SD functionality. The device has a USB SD card mode.

- microSD card storage: up to 2GB in size
- SDHC card storage: up to 32GB in size

Using the SD Card

There are several methods for using the SD card:

1. Connecting to your PC to store files (such as music, videos, or other types of files and media).
2. To activate the camera, video, music player, and other dependant media or applications.

Important! Your device can support SDHC cards up to 32GB capacity.

SD card Overview

After mounting an SD card in the device you can use your computer to access and manage the SD card.

Important! If access to the external SD card is not available, download and install the USB drivers.

microSD Icon Indicators

The following icons show your microSD card connection status at a glance:



- has been disconnected (unmounted) from the device and is now ready for either removal or formatting.



- the card is being prepared for use and for mounting.





- the card has been unexpectedly or improperly removed.

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Important! DO NOT remove a microSD card while the device is accessing or transferring files. Doing so will result in loss or damage of data. Make sure your battery is fully charged before using the microSD card. Your data may become damaged or lost if the battery runs out while you are using the microSD card.

Mounting the SD Card

To store photos, music, videos, and other applications. You must mount (install) the SD card prior to use. Mounting the SD card establishes a USB connection with your computer.

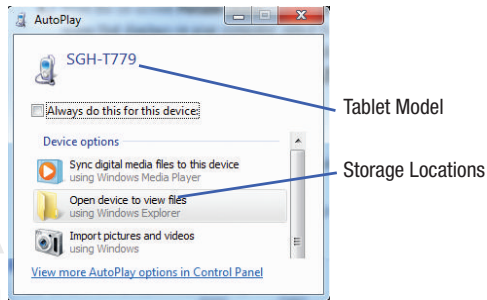
1. From a Home screen, tap  **Apps** →  **Settings** → **Storage**.
2. Tap **Mount SD card**.

Connecting to the SD card

1. Insert the SD card into the external, SD card slot. For more information, refer to “*MicroSD Card*” on page 9.
2. Verify the card is properly mounted.

Important! Verify the USB debugging feature is not enabled (**Settings** → **Developer options**).



3. Connect the USB cable from the device to the computer. As soon as the connection is established a drive letter is assigned to the device’s storage device.
4. From the on-screen **Portable Device** or **AutoPlay** pop-up menu that displays on your computer, select the storage location. Choose from either **Card** (built-in memory) or **Tablet** (location of microSD card).



5. Remove the USB cable from the tablet to close the USB connection between the device and your computer.


Unmounting the SD card

Unmounting the SD card prevents corruption and damage to the SD card while removing it from the slot.



1. From a Home screen, tap  **Apps** →  **Settings** → **Storage**.
2. Tap **Unmount SD card**.
3. If prompted with an **Unmount SD card** dialog, read the information and tap **OK** to continue the unmounting process.
4. When the “**SD card will be unmounted**” message displays and the **Mount SD card** now appears in the menu list, remove the SD card. For more information, refer to “*Removing the microSD Memory Card*” on page 8.

SD card Memory Status

To view the memory allocation for your external SD card:



- From a Home screen, tap  **Apps** →  **Settings** → **Storage**. The available memory displays under the Total space and Available space headings.

Erasing Files from the SD card

1. Ensure the SD card is mounted.
2. From a Home screen, tap  **Apps** →  **Settings** → **Storage**.
3. Tap **Format SD card** → **Format SD card** → **Delete all** to format the SD card. The SD card formats and erases all the data stored on it.

Factory Data Reset

From this menu you can reset your device and sound settings to the factory default settings.

1. From a Home screen, tap  **Apps** →  **Settings** → **Back up and reset**.
2. Tap **Factory data reset**. This action erases all data from your device except current system software and bundled applications, or SD card files such as music or photos.

Note: This feature provides an option to format the internal USB storage, not the microSD card.

3. Tap **Reset device** → **Delete all**.

Section 4: Entering Text

This section describes how to enter words, letters, punctuation and numbers when you need to enter text.



Text Input Methods

Your device offers three text input methods.

- **Google voice typing:** You can use your voice to enter text using the Voice input feature. Your device recognizes your speech and enters text for you. For more information, refer to *“Using Speech Recognition”* on page 64.
- **Samsung keyboard:** The Samsung keyboard is also a virtual QWERTY keypad that allows you to enter text by tapping keys on the screen. The Samsung keyboard includes predictive text, which matches your key taps to common words so that you can select the word to enter it into your text.
- **Swype:** Swype™ is a new text input method that allows you to enter words by gliding your finger over the virtual QWERTY keypad, lifting your finger between words. You can also enable Word prediction, which matches your key taps to common words.

Changing the Input Method

When entering text, you can select the text input method.

1. Tap  (bottom-right of screen) → **Set up input methods** in the Status bar. The Set up input methods pop-up displays.
2. Select an input method to activate it.
3. Tap  to display that input method's settings.

For more information, refer to *“Language and Input”* on page 233.

Samsung Keyboard

Your device uses a virtual QWERTY keyboard for text entry called the *Samsung keyboard*. Use the keyboard to enter letters, punctuation, numbers, and other characters into text entry fields or applications. Access the keyboard by tapping any text entry field.

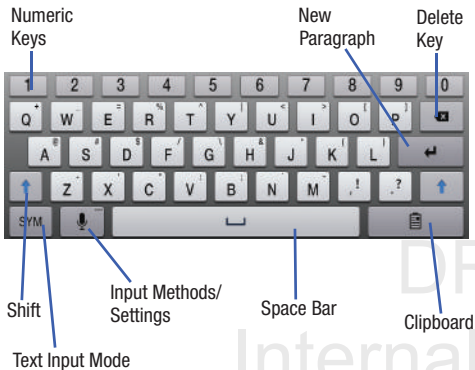
The keyboard displays at the bottom of the screen. By default, when you rotate the device, the screen orientation updates to display the keyboard at the bottom of the screen.

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Using the Samsung Keyboard



The Samsung keyboard is a custom virtual QWERTY keyboard, featuring predictive text. Input characters by tapping the on-screen keys with your finger or use speech recognition.


As you enter characters, predictive text matches your key taps to common words and displays them. Select a word from the display to insert it into your text. For more information, refer to “Using Predictive Text” on page 58.



Entering Text using Different Input Options



Although the default text input method with the Samsung keyboard is to use the on-screen keys you have other options.

Note: To access additional settings, touch and hold the **Input Methods** button , then tap  (**Settings**) to select it from the available options.

1. From within an active message, tap the text input field to reveal the on-screen keyboard.
2. Tap  (**Input Methods**) to use the default Voice typing input method to convert your spoken words to on-screen text.



– or –

Touch and hold  to select from other input methods such as:


- **Handwriting**  to launch an on-screen handwriting area that can be used to convert on-screen patterns (text) to text.
- **Settings**  to access the Samsung keyboard settings menu.



Configuring the Keyboard



To configure the Samsung keyboard to your preferences:

- Tap  (bottom-right of screen) → **Set up input methods** in the Status bar and tap  adjacent to **Samsung keyboard**. The Set up input methods pop-up displays. For more information, refer to “Configuring the Samsung keyboard” on page 234.

Entering Upper and Lower Case Letters

The default case is lower case (abc). Enter upper and lower case alphabet letters by tapping  **Shift** to toggle the case, before tapping the letter key(s).

1. From a screen where you can enter text, tap the text input field to reveal the on-screen keyboard.
2. Tap  to configure the keyboard for ABC mode. Once in this mode, the text input type shows .
 - Tap once to switch from abc to Abc mode.
 - Uppercase mode is enabled, the Shift key background turns blue.

Note: After typing an initial uppercase character, the  key changes to  and all letters that follow are in lower case.



All lowercase

Displays when the next character is entered in lowercase. Pressing this while in 123 mode, reveals additional numeric-symbols keys.



Initial Uppercase

Displays when the first character of each word is entered as uppercase but all subsequent characters are lowercase.




All Uppercase

Displays when all characters will be entered as uppercase characters.


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Entering Symbols and Numbers

To enter a number, tap , then tap the corresponding key.

To enter common symbols, tap  to switch to Symbols mode, then select the corresponding key.



There are three pages of symbols. Tap  to switch to the next page.

While in ABC mode, touch and hold a vowel key (A, E, I, O, U, or Y) or the C, N, or S key to open a small window where you can choose an accented vowel or other alternate letter. Slide to the letter until it is highlighted, and release.



Touch and hold the Period key (.) to open a small window with a set of common symbols.

Using Predictive Text


This system allows you to take advantage of next-letter prediction and regional error correction, which compensates for users pressing the wrong keys on QWERTY keyboards.

- Tap  (bottom-right of screen) → **Set up input methods** in the Status bar and tap  adjacent to **Samsung keyboard**. The Set up input methods pop-up displays.

– or –

From the on-screen keyboard, touch and hold  to select  **Settings**.

The Samsung keyboard settings screen displays.

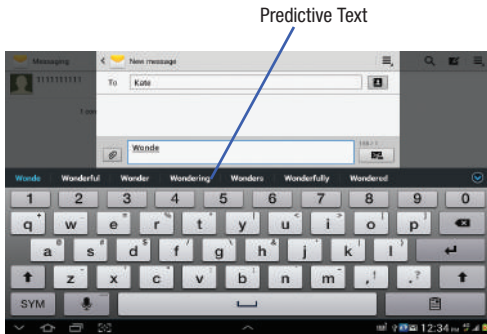
3. Tap the **OFF / ON** icon  to turn **Predictive text** on.
4. Tap the **Predictive text** field to modify the associated settings. For more information, refer to “*Configuring the Samsung keyboard*” on page 234.


Note: The Predictive text option is available only when ABC mode has been selected.

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5. Begin typing a word.

A list of word options displays.





6. Tap  and to view additional word options.

7. Continue typing your message. The Predictive text mode can be used in portrait or landscape mode.

Adding Words To Your Word List


To add more word options:

- Tap  (bottom-right of screen) → **Set up input methods** in the Status bar and tap  adjacent to **Samsung keyboard**. The Set up input methods pop-up displays.

– or –

From the on-screen keyboard, touch and hold  to select  **Settings**.

The Samsung keyboard settings screen displays.

8. Tap **Predictive text** → **Auto substitution list**.
9. Tap  **Add**.
10. Use the on-screen keypad to enter the word.
11. Tap **Done**.

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Deleting Words From Your Word List

To delete words from your word list:



1. Tap **Predictive text** → **Auto substitution list**.
2. Tap **Delete**.
3. Place a check mark adjacent to those existing words you want to delete or tap **Select all** → **Delete**.
4. Tap **Delete**.

Editing Text

You can edit the text you enter in text fields by cutting, copying, or pasting text. These operations can be performed within and across apps. However, some apps do not support editing some or all of the text displayed while others may offer their own way to select text.


Editing Existing Text

To edit text that you have entered:

1. Tap the text at the point you want to edit.
The  **Cursor** displays at the point you tapped.
2. Touch and drag the **Cursor** to a better position, if necessary.
3. Enter additional text or delete text by repeatedly tapping the  **Delete** key.

Copying, Deleting, or Replacing Text

To select and copy, delete, or replace text:


1. Touch and hold the text or word you want to select.
The selected text is highlighted with a  tab at each end of the selection.
2. Touch and drag either tab to select more or less text.

Tip: Tap **Select all** in the Application bar (top of the screen) to select all text in the field. Select an option and the tap on another area of the screen.

3. Depending on the action you want to take for the selected text, in the Application bar tap:
 - **Select all** to highlight all text in the field.
 - **Cut** to remove the selected text.
 - **Copy** to save the selected text to the clipboard.
 - **Paste** to paste the text currently in the clipboard.
 - **Clipboard** to view what is currently in the clipboard.– or –

Enter text by typing or speaking to replace the selection with what you want typed.


– or –

Tap the  **Delete** key to delete the selected text.

Pasting Text


To paste previously copied text:

1. Tap the text at the point you want to paste the copied text.

The  **Cursor** displays at the point you tapped.

2. Tap the cursor. A pop-up displays.
3. Tap **Paste** from within the pop-up.

To paste text directly from the clipboard:

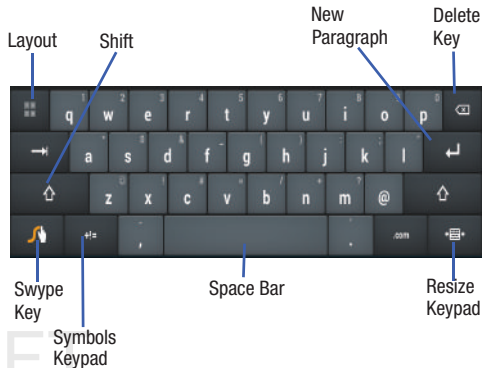
1. Tap the  **Clipboard** key to display the text saved to the clipboard.
2. Tap a text block to paste that text where the **Cursor** is positioned.

Closing the Keypad

- Tap  **Close Keypad**.

Entering Text Using Swype

Swype™ is a new way to enter text on touch screens. Instead of tapping each key, use your finger to trace over each letter of a word. For each word, place your finger on the first letter and glide to the subsequent letters, lifting on the last letter.



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The following example shows how to enter the word “this”. Put your finger down on the “t” and, without lifting, glide it to the “h”, then to the “i”, then over to the “s”.




Here are a few tips to get you started:

- **Auto-spacing:** When you finish a word, just lift your finger and start the next word.
- **Double letters:** Just “scribble” on the key.
- **Auto-capitalization:** Swype recognizes and capitalizes the first word of sentences. If you want to capitalize a word that is not at the beginning of a sentence, just glide above the keypad before gliding over the next letter.

- **Contractions:** Swype recognizes most words that include an apostrophe, just swype the letters of the word, including the apostrophe.
- **Punctuation:** Touch and hold a key to view a punctuation menu and make a selection.
- **Accented characters:** Just glide through the letters of the word. Swype usually recognizes the word and correctly accents the letters.
- **Error correction:** If you make a mistake, double-tap on the word you want to change.


Configuring Swype

Configure Swype to your preferences.

- While entering text, touch and hold the  **Swype Key** to display the Settings screen. For more information, refer to “*Configuring the Swype Keypad*” on page 235.






Swype Help

You can get tips and help about using Swype.

1. Touch and hold the  **Swype Key**. The Swype Settings screen displays.
2. Tap **How to Swype** and then tap the desired topic.

Entering Symbols and Numbers



Using the Swype Keypad:

- Touch and hold on a key to enter the symbol or number at the top of the key.
- Touch and hold on a key until a menu of all characters available on that key appears, then tap a character to enter it.
- For more symbols, tap  **Shift**, then tap the corresponding key.
- Tap  to display the alphabetic keypad.
- Tap  to switch to the numeric keypad and quickly enter numbers and mathematical operators.
- Tap  to switch to the symbols keypad. Tap  to view additional symbols.

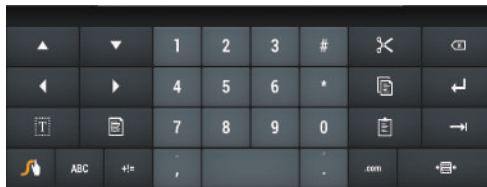
Editing Keypad

The Editing Keypad provides a quick way to move the cursor and highlight text. If the application in which you are working supports editing, you can cut, copy, or paste highlighted text.

To display the Editing keypad:

1. In a single motion, swype from the  **Swype Key** to the  **Numeric Key**.

The Editing keypad is displayed.




2. Select an edit key.
3. Tap  to resize the Editing Keypad for easier use.

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Using Speech Recognition

You can use your voice to enter text using the Voice input feature, which lets you enter text by speaking. The Samsung keypad recognizes your speech and enters text for you.

1. Tap  (bottom-right of screen) → **Set up input methods** in the Status bar. The Set up input methods pop-up displays.
2. Tap **Google voice typing** to enable **Voice Input**.
For more information, refer to *“Language and Input”* on page 233.
3. At the **Listening** prompt, speak clearly and distinctly into the microphone.
The software converts your voice to text, which is displayed in the message.
4. Keep speaking to add more text.
5. Tap **Done** to display the Samsung keyboard.

Note: The Speech Recognition feature works best when you break your message down into smaller segments.

For more information, refer to *“Configure Google Voice Typing”* on page 237.

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Section 5: Contacts and Accounts

This section explains how to manage contacts and accounts.

Accounts




Your device can synchronize with a variety of accounts. With synchronization, information on your device is updated with any information that changes in your accounts.

- **Samsung account:** Add your Samsung account. For more information, refer to *“Creating a Samsung Account”* on page 17.
- **Email:** Add and Email account to sync Contacts. For more information, refer to *“Email”* on page 88.
- **Facebook (fro syncing):** Add your Facebook account to sync Contacts.
- **Google:** Add your Google account to sync your Contacts, Calendar, and Gmail. For more information, refer to *“Gmail”* on page 84.
- **LDAP:** Allows you to setup a connection to an "LDAP-aware" servers to look up entries in a wide variety of ways. LDAP servers index all the data in their entries, and "filters" may be used to select just the person or group you want, and return just the information you want.

- **Microsoft Exchange ActiveSync:** Add your Exchange account to sync Contacts, Calendar, and Email.

Setting Up Your Accounts

Set up and manage your synchronized accounts with the **Accounts and sync** setting.

1. From a Home screen, tap  **Apps** →  **Settings** → **Accounts and sync**.
2. Tap  **Add account**, then select an account type.
3. Follow the prompts to enter your account credentials to complete the set-up process.
4. The device communicates with account servers to set up your account. When complete, your account displays in the **Manage accounts** area of the **Accounts and sync** screen.

Contacts




Store contact information for your friends, family, and colleagues to quickly access information or to send a message.

To access Contacts:

- From a Home screen, tap  **Apps** →  **Contacts**.


Note: If you have not already set up a Google account, you will be prompted to set one up before you create any new Contacts entries.

Creating Contacts



1. From a Home screen, tap  **Apps** →  **Contacts** → .
2. Tap an account or **SIM/Device**.
3. Tap the Photo ID to set up a photo to identify the contact.
 - **Picture:** Choose a photo from the Gallery.
 - **Take picture:** Display the Camera and take a photo of the contact.











4. Tap contact fields to display the keyboard and enter information:

Tip: Tap the screen and swipe up or down to display additional fields.

- **Name:** Enter a first name for the contact. Tap  to enter a **Name prefix**, **First name**, **Middle name**, **Last name**, and **Name suffix**.

Note: The label entries below can change and are dependant on the selected destination type (ex: the Other and Custom might not appear with an Exchange ActiveSync account destination type).





- **Phone:** Enter a telephone number, then tap the  Label tab to choose a label from **Mobile**, **Work**, **Home**, **Main**, **Work Fax**, **Home Fax**, **Pager**, **Other**, **Custom** to create a custom label, or **Callback**.
- **Email:** Enter an email address, then tap the  Label tab to choose a label from **Home**, **Work**, **Other**, or **Custom** to create a custom label.

- **Address:** Enter an address, then tap the  Label tab to choose a label from **Home**, **Work**, **Other**, or **Custom** to create a custom label.
 - **Events:** Tap  to display an event label and field. Enter the event date, then tap the  Label tab to choose a label from **Birthday**, **Anniversary**, **Other**, or **Custom** to create a custom event. Tap  to add additional events.
 - **Groups:** Tap this field to display the Select group screen. To assign the contact to one or more groups, tap the check box next to each group. When enabled, a check mark  appears in the check box. For more information about Groups, see “Groups” on page 72.
5. Tap  to add additional field. Tap  to remove an unused field.
 6. Tap **Add another field** to add these additional fields: **Phonetic name**, **Organization**, **IM**, **Notes**, **Nickname**, **Website**, **Internet call**, and **Relationship**.
 7. Tap  **Back** (bottom-left) to remove the keyboard.
 8. When you finish entering information, tap  **Save**.
– or –
Tap  **Cancel** → **OK** to cancel and discard changes.

Tip: Display a contact’s record and tap the **Email** field to send an email, tap the **Address** field to display the address on a map, or tap the **Website** field to link to the website.




Updating Contacts

To update an existing contact:

1. From a Home screen, tap  **Apps** →  **Contacts**.
2. Tap an entry in the Contacts list (left screen area) to view its information.
3. Tap  **Edit**.
4. Continue entering contact information. For more information, refer to “Creating Contacts” on page 66.
5. When you finish entering information, tap  **Save**.




Deleting Contacts

To delete a contact:

1. From a Home screen, tap  **Apps** →  **Contacts**.
2. Tap a contact in the Contacts list (left screen area) to view its information, and then select  **Delete**. At the prompt, tap **OK**.



Managing Photo IDs

To remove or update a contact's Photo ID:

1. From a Home screen, tap  **Apps** →  **Contacts**.
2. Tap  **Edit**.
3. Select the Photo ID, then tap **Remove**, **Picture**, or **Take picture**.

Contacts Display Options


There are various ways to display your Contacts and general Contacts settings.

1. From a Home screen, tap  **Apps** →  **Contacts**.
2. Tap **Groups**, **Favorites**, or **Contacts** tabs above the Contacts List area (upper-left), to view contacts various ways:

- **Groups:** Displays the possible Groups, such as Not assigned, Co-workers, Family, Friends, and so on. The number of contacts in the group is displayed next to the group name. Tap a group name to show only contacts in that group. For more information, refer to *“Creating a New Group”* on page 72.
 - **Favorites:** Show only your favorite, or starred, contacts. For more information, refer to *“Favorites”* on page 74.
 - **Contacts:** Show all your contacts. Tap the **Find contacts** field and enter a keyword to list contacts that contain that keyword.
3. From the **Contacts** list, tap  **Menu** to display all or some of these options:
 - **Delete contacts.** Tap the check mark the box next to each contact you want to delete. Tap **Delete** and then tap **OK**.
 - **Merge with Google:** Merges the current contact with your Google account contacts.
 - **Send email:** Sends an email to the selected contact.
 - **Send message:** Sends a text message to the selected contact.
 - **History:** Displays information about the selected contact.
 - **Join contact:** Join a contact to one or more other contacts. For more information, refer to *“Joining Contacts”* on page 71.

- **Mark as default:** If a contact has multiple email addresses, for example, tap the field that should be the default value.
- **Share namecard via:** Shares the selected namecard using Bluetooth, Email, Gmail, Messaging, or through Wi-Fi Direct.
- **Print namecard:** Check mark the fields you want to print and then tap **Print**. You can only print on a Samsung printer.
- **Contacts to display:** Select the contacts you want to display in this inbox (All contacts, Google, SIM, Device, or Customized list).
- **Import/Export:** Use the USB cable to import your contacts from, or export your contacts to, a storage device, such as a PC. For more information, refer to “*Importing and Exporting Contacts*” on page 72.
- **Accounts:** Displays the Accounts and sync screen so you can manage or synchronize this account.
- **Settings:** Configure contact settings:
 - **Only contacts with phones:** Tap to check the box to only display contacts that have phone numbers.
 - **List by:** List contacts by **First name** or **Last name**.
 - **Display contacts by:** Display contact names as **First name first** or **Last name first**.

- **Contact sharing settings:** Sets parameters for sending contact information. Tap **Settings** to access these settings:
 - **Send all namecards:** Allows you to transmit all of your current Contact entries at a single time. If the recipient device does not support this feature, some or all Contact entries might not be received.
 - **Send individual namecards:** Allows you to transmit single contacts, one at a time. The recipient must accept each namecard as it is received. This method of transmission ensures all contacts are received.

4. From the **Groups** list, select a group and then tap , **Menu** to display these Group-specific options:
 - **Search:** Search the group for a contact.
 - **Delete:** Tap one or more groups and select **Done**.
 - **Edit:** Change the Group name or tap **Add member** to add or delete group members.

Note: Some entries will not appear unless you have a group selected.

- **Add member:** Add a new member to this group.

- **Remove member:** Remove a selected member from this group.
- **Send message:** To send a text message to one or more members of the group, tap the check mark the box next to each contact you want to send to, or tap **Select all**, and tap  **Done**. Compose your message.
- **Send email:** To send an email to one or more members of the group, tap the check mark the box next to each contact you want to send to, or tap **Select all**, and tap  **Done**. Select **Compose Email** or **Compose Gmail** as the method for sending the email.
- **Change order:** Changes the order of how the groups display.

Linked Contacts




Your device can synchronize with multiple accounts, including Google, Corporate Exchange, and other email providers. When you synchronize contacts from these accounts with your device, you may have multiple contacts for one person.

Linking, or joining, imported contact records allows you to see all the contact's numbers and addresses together in one contact entry. Linking also helps you keep your contacts updated, because any changes that your contacts make to their information in the respective accounts is automatically updated the next time you synchronize with the account.





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Joining Contacts

1. From a Home screen, tap  **Apps** →  **Contacts**.
2. Tap a contact in the **Contacts** list to view its information.
3. Tap  **Menu** → **Join contact**.
4. Select the contact you want to join.
The joined contact's information is displayed with the original contact's information.
5. Repeat Steps 3 and 4 to join other contacts.

Separating Contacts

1. From a Home screen, tap  **Apps** →  **Contacts**.
2. Tap a contact in the **Contacts** list to view its information.
3. Tap  **Menu** → **Separate contact**.
A list of Joined contacts displays.
4. Tap  → **OK** to separate a joined contact.
The contact is removed from the list.

Sharing Contact Information

You can send a contact's information by way of Bluetooth to other Bluetooth devices or in an Email or Gmail as an attachment.

Note: Not all Bluetooth devices accept contacts and not all devices support transfers of multiple contacts. Check the target device's documentation.

1. From a Home screen, tap  **Apps** →  **Contacts**.
2. Tap  **Menu** → **Share namecard via**.

Tip: Set up a contact record for yourself to share your information with others.

3. At the prompt, choose a sending method. Options are:
 - **Bluetooth:** For more information, refer to *"Bluetooth"* on page 154.
 - **Email:** For more information, refer to *"Email"* on page 88.
 - **Gmail:** For more information, refer to *"Composing and Sending Gmail"* on page 86.
 - **Messaging:** For more information, refer to *"Creating and Sending Messages"* on page 76.

- **Wi-Fi Direct:** To send Contacts entries directly to an external device through a Wi-Fi connection

4. Follow the prompts to send the contact information.

Importing and Exporting Contacts

To back up and restore your contacts information, you can export your contacts list to a storage device, such as a PC, or import your contacts list (previously exported) from a storage device.



1. Use the USB cable to connect your device to the storage device.
2. From a Home screen, tap  **Apps** →  **Contacts**.
3. Tap  **Menu** → **Import/Export**.
4. Tap **Import from USB storage**, **Export to USB storage**, **Import from SD card**, **Export to SD card**, **Import from SIM card**, **Export to SIM card**, or **Send namecard via**, then follow the prompts to complete the operation.
5. Tap **OK** to choose all current device/phone Contact entries.

Groups

Assign contacts to Groups to make searching for contacts faster or to quickly send messages to group members.

Creating a New Group

Create a new group when you add or edit a contact.

1. From a Home screen, tap  **Apps** →  **Contacts**.
2. Tap **Groups** above the Contacts List.
3. Tap  → **Group name** field and use the keyboard to enter a new Group name.
4. Tap  **Save** to save the new group name.





Tip: Contacts can belong to more than one group. Just tap the contact's **Groups** field and tap each group.

Once you create a new group, the Contacts List can be set to display only the contacts in that group. For more information, refer to “*Contacts Display Options*” on page 68.

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Renaming a Group

To rename a group that you created:

1. From a Home screen, tap  **Apps** →  **Contacts**.
2. Tap **Groups** and then select the group you want to rename.
3. Tap  **Menu** → **Edit**.
4. Tap **Group name** field and use the keyboard to enter a new Group name.
5. Tap  **Save** to save the new group name.

Deleting Groups





To delete a group that you created:

1. From a Home screen, tap  **Apps** →  **Contacts**.
2. Tap **Groups** and then select any group you want to delete.
3. Tap  **Menu** → **Delete**.
The groups that can be deleted display.
4. Select either **Select all**, **Starred in Android**, or the name of each group to delete.
5. Tap  **Delete** to delete the groups. Choose from **Group only** or **Group and group members**.

Adding Group Members





To add a contact to a group, just Edit a contact's Group field. For more information, refer to “*Updating Contacts*” on page 67.

To add multiple contacts to a group:

1. From a Home screen, tap  **Apps** →  **Contacts**.
2. Tap **Groups** and then tap the group to which you want to add members.
3. Select  **(Add group member)**
The contacts that can be added display.
4. Tap **Select all** or the name of each contact to add.
5. Tap  **Done** to add the contacts to the group.

Removing Group Members

To remove contacts from a group:

1. From a Home screen, tap  **Apps** →  **Contacts**.
2. Tap **Groups** and then select the group from which you want to remove members.
3. Tap  **Menu** → **Remove member**.
4. Tap **Select all** or the name of each contact to remove.
5. Tap  **Done** to remove the contacts.





Contacts are removed from the group and the group name is removed from each contact's **Group** field.

Favorites

Mark contact records with a  gold star to identify them as favorites.

Adding Favorites

To add a contact to the Favorites list:

1. From a Home screen, tap  **Apps** →  **Contacts**.
2. Tap a contact to display it.
3. Tap the  **Star** next to the contact name so that it turns gold .

Tip: You do not have to edit the contact to change the Starred status.



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Accessing Favorites





You can view your favorites two ways for fast viewing or messaging.

To view your favorites list:



1. From a Home screen, tap  **Apps** →  **Contacts**.
2. Tap **Groups** above the Contacts List and then select **Starred in Android**.
– or –
Tap **Favorites** above the Contacts List.
Only your starred contacts display.

Removing Favorites

To remove one or more contacts from your favorites list:

1. From a Home screen, tap  **Apps** →  **Contacts**.
2. Tap **Favorites** above the Contacts List.
3. Tap  **Menu** → **Remove from favorites**.
4. Tap **Select all** or the name of each contact to remove.
5. Tap  **Done** to remove the contacts.

To remove one contact from your favorites list:

1. From a Home screen, tap  **Apps** →  **Contacts**.
2. Tap a contact to display it.
3. Tap the  **Star** next to the contact's name so that it turns gray  to remove it from the **Favorites** list.

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Section 6: Messaging

This section describes how to send and receive messages and other features associated with messaging.

Types of Messages

Your device supports these types of messages:

- **Text Messages:** Send and receive both SMS (text) and MMS (multimedia) text messages
- **Gmail:** Send and receive Gmail from your Google account.
- **Email:** Send and receive email from your email accounts, including Corporate Exchange mail.
- **Google Talk:** Chat with other Google Talk users.

Note: 3G/4G and Messaging features are supported, whereas Calling features are not supported.

Creating and Sending Messages

The Short Message Service (SMS) lets you send and receive text messages to and from other mobile devices or email addresses. To use this feature, you may need to subscribe to your service provider's message service.

The Multimedia Messaging Service (MMS) lets you send and receive multimedia messages (such as picture, video, and audio messages) to and from other mobile devices or email addresses. To use this feature, you may need to subscribe to your service provider's multimedia message service.

Important! When creating a message, adding an image, a sound file, or a video clip to a text message changes the message from a text message to a multimedia message.


1. From a Home screen, tap  **Apps** →  **Messaging** →  **Compose new message.**

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2. Tap the **Enter recipient** field to manually enter a recipient.

– or –

Tap  to select from one of the following:

- **Groups:** to select a recipient from the Group list.
 - **Favorites:** to select a recipient from the Favorites list.
 - **Contacts:** to select a recipient from your Contacts list (valid entries must have a wireless phone number or email address).
3. If adding a recipient from the above categories, tap the contact to place a checkmark then tap **Done**. The contact displays in the recipient field.

Note: Delete any unnecessary members by tapping their name/number in the recipient area and selecting **Delete**.




4. Add more recipients by tapping either the **Enter recipient** field or  and selecting recipients.
5. Tap the **Enter message** field and use the on-screen keypad to enter a message.
6. Review your message and tap  **Send**.


If you have more than one recipient, the same text message is sent to all recipients in the Enter Recipients field.

Note: If you exit a message before you send it, it will be automatically saved as a draft.


Message Options

Options before composing a message

1. From a Home screen, tap  **Apps** →  **Messaging**.
2. From within an existing open message, tap  **Menu** to display additional messaging options:
 - **Insert smiley:** allows you to add insert smiley icons images (emoticons).
 - **Preview** (only in MMS messages): allows you to add preview the MMS message prior to delivery.
 - **Add text:** allows you to add text items from sources such as: Calendar, Location, Contacts, and Text templates.
 - **Add to Contacts:** adds the current recipient as a new Contacts entry.
 - **View contact:** reveals the current Contact's overview screen.

- **Add slide:** converts an SMS message into an MMS (Multimedia) message and allows you to attach an existing slideshow.
 - **Remove slide** (only in MMS messages): allows you to remove a previously attached slideshow.
 - **Add subject:** allows you to enter a subject.
 - **Duration (5 sec)** (only in MMS messages): allows you to assign a duration for each slides to appear on-screen.
 - **Layout(bottom)** (only in MMS messages): allows you to choose the message layout by selecting the text to appear at the top of bottom of the MMS.
3. From within the main Messaging screen, tap  **Menu** to display these additional messaging options:
- **Text templates:** provides quick access to your message text templates. For more information, refer to “*Text Templates*” on page 83.
 - **Delete threads:** allows you to erase the current message thread.
 - **Settings:** adjust the Messaging application settings. For more information, refer to “*Messaging Settings*” on page 82.

Adding attachments to a message


To add an attachment to your current message, tap  **Attach** and select one of the following options:

- **Images:** allows you to tap an existing image from your Pictures list to add it to your message.
- **Take picture:** allows you to temporarily exit the message, take a photo with device's camera, and then add it to your message by tapping **Save**.
- **Video:** allows you to choose an existing video from the Videos list, then add it to your message.
- **Record video:** allows you to temporarily exit the message, record a video clip using the device's camera, and then add it to your message by tapping **Save**.
- **Audio:** allows you to choose an existing audio file from the Audio list, then add it to your message by tapping the circle to the right of the audio so that it turns green, then tapping **Done**.
- **Memo:** allows you to add a note from your Memo app. Select an available memo and tap **Done**.
- **Calendar:** allows you to add an event from your calendar.
- **Location:** allows you to attach a thumbnail of a map showing your location.

- **Contacts:** allows you to tap on an existing Address Book entry, then add it to your message by tapping **Done**.


Adding Additional Text

You can copy text such as names, phone numbers, and events from your Contacts, Calendar, or a Memo.


1. While composing a message, tap  **Menu** → **Add text**.
2. At the Add text screen, select one of the following:
 - **Memo:** allows you to add an existing memo to your message.
 - **Calendar:** allows you to add the name, date, and time of a calendar event to your message.
 - **Location:** allows you to add an address and the link to the location on Google Maps.
 - **Contacts:** allows you to add the name and phone number of any of your contacts to your message.
 - **Text templates:** allows you to add pre-defined phrases and sentences. For more information, refer to “*Text Templates*” on page 83.

The information is added to your message.

Viewing Newly Received Messages



When you receive a message, your device notifies you by displaying  within the Notification area at the bottom right of your Home screen.

To read a message:

1. Tap  to open the messaging application and select the message.

– or –

From a Home screen, tap  **Apps** →  **Messaging** then select the new message to view its contents. The selected message displays on the screen.





2. Tap  to play a multimedia message.
 - To pause playback of the multimedia message, tap .
3. In a single motion, touch and drag up or down the page to scroll through the message (if additional pages were added).

Message Threads

Sent and received text and picture messages are grouped into message threads. Threaded messages allow you to see all the messages exchanged (similar to a chat program) and displays a contact on the screen.

Message threads are listed in the order in which they were received, with the latest message displayed at the top.

To reply to a text message:

1. From a Home screen, tap  **Apps** →  **Messaging**.
2. While the message is open, tap the **Enter message** field and then type your reply message.
3. Compose your reply.
Your texts are colored Blue and your caller's replies are Yellow.
4. Tap  **Send** to deliver your reply.
– or –
Tap  **Menu** and then select one of the available message options (page 77).

To access message thread options:

- From the main Messaging screen, touch and hold a listed message to display the following options:
 - **View contact:** displays the Contact's Overview page.
 - **Add to contact:** begins the process of adding the new number to your Contacts list.
 - **Delete thread:** deletes the currently selected message thread.



To access additional Bubble options:

- Touch and hold the message bubble within an active message conversation to display the following options:
 - **Delete message:** deletes the currently selected message bubble from the thread.
 - **Copy message text:** copies the currently selected message bubble from the thread.
 - **Lock/Unlock message:** locks or unlocks the currently selected message bubble from being accidentally deleted.
 - **Save attachment:** allows you to save the current media file.
 - **Forward:** allows you to forward the currently selected message bubble to an external recipient.
 - **Copy to SIM:** copies the currently selected message bubble as a single text message within the SIM card.




- **View message details:** displays details for the currently selected message bubble.

Deleting Messages



Deleting a single message thread

1. From a Home screen, tap  **Apps** →  **Messaging**.
2. Touch and hold a message from the Messages list (left pane), then select **Delete thread**.
3. At the prompt, tap **OK** to delete or **Cancel** to exit.

Deleting multiple message threads




1. From a Home screen, tap  **Apps** →  **Messaging**.
2. Tap  **Menu** and then tap **Delete threads**.
3. Tap each message thread you want to delete. A checkmark displays beside each selected message.
4. Tap **Done**.
5. At the prompt, tap **OK** to delete or **Cancel** to end the process.

Deleting a single message bubble

1. From a Home screen, tap  **Apps** →  **Messaging**.
2. Open a message to reveal the message string.
3. Touch and hold a message bubble, then select **Delete message**.
4. At the prompt, tap **OK** to delete or **Cancel** to exit.

Message Search



You can search through your messages by using the Message Search feature.


1. From a Home screen, tap  **Apps** →  **Messaging**.
2. Tap  **Search**.
3. Use the on-screen keypad to enter a word or phrase in which to search.
4. All messages that contain the entered search string display.

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Messaging Settings

To configure the settings for text messages, multimedia messages, Voice mails, and Push messages.

1. From a Home screen, tap  **Apps** →  **Messaging**.

2. Tap , **Menu** and then tap **Settings**.

The following Messaging settings are available:

Display

- **Bubble style:** allows you to choose from several bubble styles for your messages. Bubbles are the rounded boxes that surround each message.
- **Background style:** allows you to choose from several background styles for your messages.

Storage settings

- **Delete old messages:** deletes old messages when the limit is reached, rather than overwriting them.
- **Text message limit:** allows you to set a limit on how many text messages are allowed in one conversation.
- **Multimedia message limit:** allows you to set a limit on how many multimedia messages are allowed in one conversation.

Text message (SMS) settings

- **Delivery reports:** when this option is activated, the network informs you whether or not your message was delivered.
- **Manage SIM card messages:** allows you to manage the messages stored on the SIM card.
- **Message center:** allows you to enter the number of your message center where your messages reside while the system is attempting to deliver them.
- **Input mode:** allows you to set the input mode for your text messages. Choose from: GSM Alphabet, Unicode, or Automatic.

Multimedia message (MMS) settings

- **Delivery reports:** when this option is activated, the network informs you whether or not your message was delivered.
- **Read reports:** when this option is activated, your device receives a request for a read reply along with your message to the recipient.
- **Auto-retrieve:** allows the message system to automatically retrieve messages.
- **Roaming auto-retrieve:** allows the message system to automatically retrieve while roaming.

- **Creation mode:** allows you to select the creation mode: Free, Restricted, or Warning.
 - **Restricted:** you can only create and submit messages with content belonging to the Core MM Content Domain.
 - **Warning:** the device will warn you via pop up messages that you are creating a multimedia message which does not fit the Core MM Content Domain.
 - **Free:** you may add any content to the message.
- **Alert when mode changes to MMS:** allows you to activate an audible notification that alerts you when a text message (SMS) changes to a multi-media message (MMS).

Push message settings

- **Push messages:** allows you to receive push messages from the network.
- **Service loading:** allows you to set the type of service loading notification. Choose from: Always, Prompt, or Never.




Notification settings

- **Notifications:** allows you to see message notifications on your status bar.
- **Select ringtone:** allows you to set the ringtone for your message notifications.






- **Vibrate:** allows you to activate an additional vibration function for notifications.

Text Templates

This screen displays your available text message reply templates. This is a readily accessible list of both default and user-defined text snippets that can be used to quickly reply to incoming messages.

1. From a Home screen, tap  **Apps** →  **Messaging**.
2. From the Messaging list, tap  **Menu** → **Text templates**.
3. Tap a message to immediately insert it into your current message conversation.

To create your own text template:

1. From a Home screen, tap  **Apps** →  **Messaging**.
2. From the Messaging list, tap  **Menu** → **Text templates**.
3. Tap  **Create text template**.
4. Enter a new text string and tap  **Save**.

Gmail


Send and receive email with Gmail, Google's web-based email.

Tip: To set up your Google account on your device, use **Accounts and sync** settings. For more information, refer to “*Accounts and Synchronization*” on page 222.

- From a Home screen, tap  **Apps** →  **Gmail**.

Setting Up Your Gmail Account

If you did not set up a Google account during the initial configuration, the first time you launch Gmail, your device prompts you to set up your Google account.

Note: You can use more than one Google account on your device. To add another account, tap  **Menu** → **Settings** → **ADD ACCOUNT**.

1. From a Home screen, tap  **Apps** →  **Gmail**.
The Add a Google Account screen displays.

2. Tap **Existing** to sign in to an existing account.
 - At the **Sign in** screen, use the on-screen keyboard to enter your Google **Email** name and **Password**, then tap **Sign in**.
 - or –

Tap **New** to create a new account.

- At the **Your name** screen, enter your first and last name, and tap **Next**.
- At the **Create email address** follow the prompts to create a new account.

The Backup and restore screen displays.

3. Read the backup and restore information, tap the option to enable or disable it, and then tap **Next**.
4. The device communicates with the Google server to set up your account and synchronize your email. When complete, your Gmail displays in the Inbox.




Refreshing Your Gmail Account

Refresh your account to update your device from the Gmail servers.

1. From a Home screen, tap  **Apps** →  **Gmail**.
2. Tap  **Refresh** in the Application Bar.





Managing Your Gmail Account




Use menu options to manage your Gmail account.

1. From a Home screen, tap  **Apps** →  **Gmail**.
2. Tap  **Menu** for these options:
 - **Manage labels:** Determine settings for each label.
 - **Settings:** Configure settings. For more information, refer to “*Gmail Account Settings*” on page 86.
 - **Help:** Learn about using Gmail.
 - **Send feedback:** Fill out a Google feedback form.

Managing Your Gmail Conversations

In addition to managing your Gmail account, there are options for changing the status of one or more Gmail conversations in an account.





1. From a Home screen, tap  **Apps** →  **Gmail**.
2. Tap the gray box to the left of one or more conversations and then choose one of the following options:
 - **Archive**  : Archive the conversations. Archived conversations are assigned to the All Mail folder.
 - **Delete**  : Delete the conversations. Deleted conversations are moved to the Trash folder.


- **Change labels**  : Relocate the conversations to the **Inbox**, **Personal**, **Receipts**, **Travel**, or **Work** folder and then tap **OK**.
- **Mark as Read**  / **Mark as Unread**  : Mark the conversations as read or unread. Once a conversation is marked as read, it has a gray background. Tap **DONE** to remove the check marks.

Tip: To move a conversation to another folder, touch and drag it to the folder tab.




3. Tap  **Menu** for these options:
 - **Add star / Remove star:** Mark (or unmark) conversations with a yellow star. Starred conversations are listed in the Starred folder. Tap **Done** to remove check marks.
 - **Mark important / Mark not important:** Change the importance indicator . Yellow indicates important.
 - **Mute:** New messages added to muted conversations bypass your inbox so that the conversation stays archived in the All Mail folder.
 - **Report spam:** Report the conversations as spam, which are emails that violate the Gmail Program Policies and/or Terms of Use.

Composing and Sending Gmail

1. From a Home screen, tap  **Apps** →  **Gmail**.
2. Tap  **Compose**.
3. Tap the **To** field to enter recipients. As you enter names or email addresses, matching contacts display. Select a contact to add it to the field.
4. Tap the **Subject** field to enter a subject.
5. Tap **Compose email** to enter the text of your email.
6. While composing a message, the following options are displayed:
 - **+ CC/BCC**: Create Cc (copy) and Bcc (blind copy) fields in the message. After creating the fields, tap to enter recipients.
 -  **Attach**: Launch Gallery to select a photo to add to the message.

7. Tap  **Menu** for the following options:
 - **Save draft**: Stores the current message as a draft.
 - **Discard**: Allows you to discard the current message.
 - **Settings**: Configure settings. For more information, refer to “*Gmail Account Settings*” on page 86.
 - **Help**: Learn about using Gmail.
 - **Send feedback**: Fill out a Google feedback form.
8. Tap **SEND** to send this message.
– or –
Tap **SAVE DRAFT** to save a draft of this message.

Gmail Account Settings

1. From a Home screen, tap  **Apps** →  **Gmail**.
2. From the main Gmail screen, tap  **Menu** → **Settings** for settings:

General settings

- **Confirm before deleting**: Have your device prompt you to confirm Delete actions.
- **Confirm before archiving**: Have your device prompt you to confirm archiving actions.

- **Confirm before sending:** Have your device prompt you to confirm Send actions.
- **Auto-advance:** Choose a screen to show after you delete or archive a conversation.
- **Message text size:** Set the size of text in message displays.
- **Clear search history:** Remove previous searches you performed.
- **Hide pictures in messages:** Pictures found within messages are not automatically shown. You are prompted to view them.

(Gmail account settings)

Each account has independent settings:

- **Priority Inbox:** This setting is only available if you have configured Gmail on the web to show Priority Inbox. If available, you can set Priority Inbox as the conversation list to open when you have new mail, rather than Inbox.
- **Email notifications:** When enabled, notifications for new email appear in the Status Bar.
- **Ringtone & vibrate:** If Email notifications is enabled, tap this field to set the following options:
 - **Sync messages:** Sync options are: None, Last 30 days, or All.

- **Email notifications:** When enabled, notifications for new email appear in the Status Bar.
- **Ringtone:** Choose a ringtone for new email notifications or use the default ringtone and then tap **OK**.
- **Vibrate:** Choose a vibration setting. Choose from Always, Only in silent mode, and Never.
- **Notify once:** When enabled, a notification appears in the Status Bar for new email, not for every new message.
- **Signature:** Create a text signature to add to outgoing messages.
- **Gmail sync is ON/OFF:** Indicates whether you have Gmail synchronization turned on for this account in the **Accounts and sync** settings. Tap to open those settings.
- **Days of mail to sync:** Set the number days to sync email for this Gmail account.
- **Manage labels:** Choose which labels are synchronized.
- **Download attachments:** Enable or disable auto-download of files attached to recent messages when connected through Wi-Fi.

About Gmail

- Displays information about the Gmail (Version, copyright information, Send feedback, Report a problem, Open source licenses, Privacy Policy).

Email

Use Email to view and manage all your email accounts in one application.



Email (or Internet Email) enables you to review and create email using several email services. You can also receive text message alerts when you receive an important email. Your device's Email application lets you access and manage multiple email accounts simultaneously in one convenient location.

There are currently three main types of email accounts on your device: Gmail, Internet-based email (Gmail, Yahoo, etc.), and Microsoft Exchange (Corporate email or Outlook®).

To send and receive email messages through an ISP (Internet Service Provider) account, or if you wish to use your device to access your corporate email through a VPN (Virtual Private Network), you will first need to set up an IMAP or POP account.

- **IMAP** (Internet Message Access Protocol) - This protocol is frequently used in large networks and commercial settings. IMAP4 is the current standard.
- **POP3** (Post Office Protocol) - This protocol is supported by most ISPs (Internet service providers) and common among consumer applications. POP3 is the current standard.
- **Microsoft Exchange ActiveSync** - This protocol is frequently used with a large corporate email server system and provides access to email, contact, and calendar synchronization.

Configuring Email Accounts

1. From a Home screen, tap  **Apps** →  **Email**.
2. At the **Set up email** screen, enter an **Email address** and **Password**, then tap **Next**.
3. Your account's incoming server settings are different depending on the kind of email service for the account. If you are asked **What type of account?**, tap the type of account: **POP3 account**, **IMAP account**, or **Microsoft Exchange ActiveSync**.

The Server settings screen displays. Enter the required settings and tap **Next**. For more information, refer to “Incoming Server Settings” on page 96.

Important! If your account settings could not be obtained automatically, tap **Edit details**, update the **Domain** and **Exchange server** information, and tap **Next**.

4. If prompted, read the **Activation** popup information and tap **OK**.
5. If prompted, read the **Remote security administration** popup information and tap **OK**.
6. Review the Account options screen. Available options vary, depending on the provider:
 - **Peak schedule:** Set how often to check for new email sent to this account during peak times. Options are: Push (Automatic), Manual, every 5 or 15 minutes, or every 1, 4, or 12 hours.
 - **Off-peak schedule:** Set how often to check for new email sent to this account during off-peak times. Options are: Push (Automatic), Manual, every 5 or 15 minutes, or every 1, 4, or 12 hours.
 - **Period to sync Email:** For Exchange ActiveSync accounts, set whether to store All, 1 or 3 days, 1 or 2 weeks, or 1 month of email on the tablet.

- **Email check frequency:** Set how often to check for new email. Options are: Never, Every 5, 10, 15, or 30 minutes, Every hour, Every 4 hours, or Once a day.
- **Emails retrieval size:** Set the maximum email retrieval size. Options are: Headers only, 0.5, 1, 2, 5, 10, 20, 50, or 100 KB, or All.
- **Period to sync Calendar:** Set how much of the calendar for this account to sync with your tablet. Options are: 2 weeks, 1, 3, or 6 months, or All calendar.
- **Send email from this account by default:** When enabled, email from your device is automatically sent from this account.
- **Notify me when email arrives:** When enabled, you receive notifications when you receive new email sent to this account.
- **Sync Email:** When enabled, email from your account is synchronized with your device's email.
- **Sync Contacts:** When enabled, contacts from your account are synchronized with your device's Contacts.
- **Sync Calendar:** When enabled, events from your account are synchronized with your device's Calendar.
- **Sync Task:** When enabled, tasks from your account are synchronized with your device's Calendar.

- **Automatically download attachments when connected to Wi-Fi:** Enable or disable auto-download of files attached to recent messages when connected through Wi-Fi.

7. Tap **Next** to go to the next screen or tap **Previous** to go to the Apps screen.

Note: For Exchange ActiveSync accounts, the Activate device administrator? screen may appear. Read the information and tap **Activate** to continue.

8. Enter an account name for the email account just added, which is displayed on the email screen, and enter Your name, if required.
9. Tap **Done**.
The device communicates with the appropriate server to set up your account and synchronize your email. When complete, your email appears in the Inbox for the account.

Note: To configure email account settings at any time, use **Menu** → **Settings**. Tap the account to display Account settings.

Adding Additional Email Accounts


To add additional email accounts:

1. From a Home screen, tap  **Apps** →  **Email**.
2. Tap  **Menu** → **Settings** → **Add account**.
3. Enter the **Email address**, **Password**, and so on.

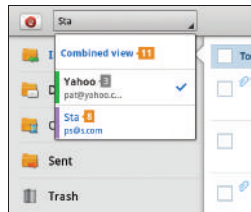
Managing Your Email Accounts

You can view email you receive for all accounts in the **Combined view** screen or you can view email accounts individually.

1. From a Home screen, tap  **Apps** →  **Email**.

2. Tap the  drop-down menu at the top left of the screen to select:

- **Combined view:** View all email in a combined inbox.
- **<Account Name>:** View email for the account.



Managing Your Email Conversations

In addition to managing your Email account, there are options for changing the status of one or more Email conversations in an account.

1. From a Home screen, tap  **Apps** →  **Email**.

Note: Some of these options are dependant on the email account type and might not appear.


2. Tap the box to the left of one or more conversations and then choose one of the following options:

- **Star**  : mark the conversations with a gold star and list them in the Starred folder. Tap  to make the changes.

– or –


Flag  : Tap **Clear** to clear all flags and check marks, tap **Complete** to mark all conversations with a blue check mark, or tap **Set** to set all flags. Set flags are gold.

- **Mark as Read**  / **Mark as Unread**  : Mark the conversations as read or unread. Once a conversation is marked as read, it has a gray background.

- **Move to**  : Relocate the conversations to another folder in the current email account or in a folder within another email account.

- **Delete**  : Delete the conversations.

– or –

From the main email screen, tap  **Menu** for these options:





- **Sort by:** Choose a method for listing your email conversations.
- **View mode:** Choose how to view your email conversations. Choices are: Standard view and Conversations view.
- **Create folder:** Create a new main folder or tap an existing folder to create a sub-folder.

Note: The create folder option is not available for all email accounts.

- **Delete all:** Delete all items for this email account.
- **New meeting invitation:** Creates a new meeting invitation as a new Calendar event.
- **Documents:** Opens a remotely stored document by accessing a Windows SharePoint or Windows file share address.

- **Settings:** Display the settings for this email account. For more information, refer to “*Account Settings*” on page 93.

Composing and Sending Email

1. From a Home screen, tap  **Apps** →  **Email**.
2. Tap an account, if you have more than one account set up, then tap  **Compose**.
3. Enter the recipient's email address in the **To** field.
 - If you are sending the email message to several recipients, separate the email addresses with a comma. You can add as many message recipients as you want.
 - Tap  to add a contact to the field.
 - Tap **+Cc/Bcc** to add additional carbon copy recipients.
 - Use the **Cc** field to carbon copy additional recipients.
 - Use the **Bcc** field to blind copy additional recipients.
 - Tap **+Me** to add yourself as a recipient.
4. Tap the **Subject** field to enter a subject.
5. Tap the body of the email to enter the text of your email.

6. While composing a message, the following options may be displayed:



Priority: Set the email priority. Options are: High, Normal, or Low.



Tracking options: Tap **Read receipt** or **Delivery receipt** and then tap **OK** to set the tracking options for this email.



Security options: Set the email security options. Options are: Encrypt and Sign.



Attach: Choose an attachment to add to the message from the listed apps, such as My Files, Images, Video, Audio, and so on.



Undo: Erase the previous input.



Redo: Restore the previously erased input.



Insert: Choose an item to insert into the message from the listed apps, such as Images, Memo, Contacts, and so on.

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T⁺ **Insert quick response:** Insert text that you frequently use in emails. For more information, refer to “*Account Settings*” on page 93.




T_T **Font size:** Choose a text font size of 9, 10, 12, 14, 16, 20, 24, 28, or 36 points.

B **Bold:** Bold the following text. Tap again to turn off bold.

I **Italics:** This action italicizes the subsequent entered text.

T **Font color:** Set the color of the text font. The bar changes to the selected color.

T **Background color:** Set the color of the background of the email.

7. Tap  **Save** to save the email to the Drafts folder,  **Send** to send the email, or  **Delete** to delete the email.

Account Settings

Account settings lets you configure handling of email on your device.

Note: Available settings may depend on the email account and include setting how much email to synchronize, creating signatures for email you send, and other handling options.

1. From a Home screen, tap  **Apps** →  **Email**.
2. Tap  **Menu** → **Settings**, then select **General preferences**. The following options display:
 - **Auto-advance:** Set the screen to show after deleting a message. Choices are: Newer message, Older message, or Message list.
 - **Message preview line:** Choose a message preview line amount. Options are: None or 1, 2, or 3 lines.
 - **Email title:** Set whether the Subject or Sender of the email is shown as the header.
 - **Confirm deletions:** Tap the box to enable or disable this option. A check mark  indicates that deletions must be confirmed.
 - **Quick responses:** Edit text that you frequently use in emails.

Note: Some of these settings vary depending on the email account type used.

Tap an email account to display the following settings:

Common settings

- **Account name:** Enter a name to identify this account.
- **Your name:** Enter a name to be used on emails.
- **Add signature:** Touch and move the slider the box to enable or disable this option.
A check mark indicates that the following signature is added to emails.
- **Signature:** Move the slider to enable or disable this option. Once enabled, tap the field and enter a signature to add to email from this account.
- **Default account:** When enabled, email from your device is automatically sent from this account.
- **Always Cc/Bcc myself:** Lets you manage whether your email address is included in the Cc or Bcc lines.
- **Forward with files:** Tap the check box to include any file attachments when you forward an email.

- **Recent messages:** Limit the number of recent messages that are displayed on your device. Options are: 25, 50, 75, 100, 200, or Total.

- **Show images:** Display images in an email.

Data usage

- **Sync Email:** Tap the box to enable or disable this option. A check mark indicates email sync is enabled.
- **Email check frequency:** Set how often to check for new email sent to this account during. Options are: Never, every 5, 10, 15, or 30 minutes, every hour, every 4 hours, or once a day.
- **Auto download attachments:** Enable or disable auto-download of files attached to recent messages when connected through Wi-Fi.
- **Size to retrieve emails:** Set the maximum email retrieval size, which ranges from 2 KB to 100 KB.
- **Auto resend times:** Set the number of times the outgoing is automatically sent if there are any issues detected. Options are: No limit or 1, 3, 5, or 10 times.

Exchange ActiveSync settings

- **Period to sync Email:** Set whether to store All, 1 or 3 days, 1 or 2 weeks, or 1 month of email on the tablet.
- **Empty server trash:** If available, indicates whether to delete the contents in the server trash.
- **Sync schedule:** Set up your peak and off-peak schedule controls, which determines when your tablet checks the email service for new email.
- **Out of office settings:** Lets you set how email is handled for a defined period of time, while you are unable to check your email.
- **Size to retrieve emails:** Set the maximum email retrieval size, which ranges from 0.5 KB to 100 KB or allow All email to be retrieved.
- **Period to sync Calendar:** When enabled, events from your account are synchronized with your device's Calendar.
- **Security options:** Set various security options for the account.
- **In case of sync conflict:** Set whether to update the server or your tablet if there is a conflict of information between them.
- **Auto resend times:** Set the number of auto send times. Options are: No limit or 1, 3, 5, or 10 times.

Notification settings

- **Email notifications:** When enabled, the New Email icon appears in the Status Bar when a new email arrives.
- **Select ringtone:** Choose a ringtone for email notifications for this account.
- **Vibrate:** When enabled, email notifications for this accounts are accompanied by vibration.

Server settings

- **Exchange server settings:** Configure incoming server settings.
– or –
Incoming settings: Configure incoming server settings. For more information, refer to “*Incoming Server Settings*” on page 96.
- **Outgoing settings:** Configure outgoing server settings. For more information, refer to “*Outgoing Server Settings*” on page 96.
- **Sync Email:** When enabled, email from your account is synchronized with your device's email.
- **Sync Contacts:** When enabled, contacts from your account are synchronized with your device's Contacts.

- **Sync Calendar:** When enabled, events from your account are synchronized with your device's Calendar.
- **Sync Task:** When enabled, tasks from your account are synchronized with your device's tasks.

Incoming Server Settings

Your account's exchange or incoming server settings are different, depending on the kind of email service for the account: POP3, IMAP, or Exchange ActiveSync.

- **Domain\ user name:** If your Exchange ActiveSync server requires that you specify a domain, enter it before the backslash. Otherwise, just enter your username (the part before @emailprovider.com in your email address) after the backslash. The backslash is optional when only entering your username. The Email app enters the correct syntax for domains and usernames when communicating with the server.
- **Password:** The password for your email account, which should be filled in.
- **Exchange server / IMAP server:** The fully resolved domain name of your email service provider's server, for example, mail.emailprovider.com.

- **Use secure connection (SSL) / Security type:** Check this option if your server requires you to connect to the server securely, or if you prefer to connect securely.
- **Use client certificate:** Use a client certificate for messaging security.
- **Port:** Set the Security type first to enter the typical server port number in this field automatically. Or enter a different port number if your email service provider requires it.
- **IMAP path prefix:** Enter an IMAP path prefix, if required.

Outgoing Server Settings

If you use an IMAP or POP3 account for receiving email, you typically use an SMTP server to send email from that account. Exchange ActiveSync accounts do not have separate outgoing server settings.

- **SMTP server:** The fully resolved domain name of your email service provider's SMTP server, for example, smtp.emprovider.com.
- **Security type:** Select the security type required by your email service provider. Select the **SLL (Accept all certificates)** option for your security type to accept a server certificate from your SMTP server that is self-signed, out of date, or in some other way not accepted by the Email application.



- **Port:** Set the Security type first to enter the typical server port number in this field automatically. Or enter a different port number if your email service provider requires it.
- **Require sign-in:** Check this option to enter a username and password for your SMTP server, if your email service provider requires that you enter them to send email.
- **User name:** Your username on the SMTP server (this may not be the same as your username on the POP3 or IMAP server for incoming mail). Visible only if Require sign-in is checked.
- **Password:** Your password on the SMTP server (this may not be the same as your username on the POP3 or IMAP server for incoming mail). Visible only if Require sign-in is checked.

Google Talk

Talk is Google's instant messaging and audio and video chat service. You can use it to communicate, in real time, with other people who also use Google Talk on another Android tablet or phone or on a computer.

Tip: Talk requires that you have a Google account. To set up your Google account on your device use **Accounts and sync** settings. For more information, refer to “*Accounts and Synchronization*” on page 222.

Open Talk and Sign In


1. From a Home screen, tap  **Apps** →  **Talk**.
If you are not signed in to a Google account, the Add a Google Account screen displays.
2. Tap **Existing**, if you already have a Google account, or **New** to create a Google account.
For more information, refer to “*Setting Up Your Gmail Account*” on page 84.

Note: If you have already set up your Google account, you are automatically logged in. Just tap the account.

Once sign in is complete, the Talk main screen displays.

Invite a Friend to Chat


You can invite anyone with a Google Account to become your friend in Google Talk, so you can chat with each other and view each other's online status.

1. Tap your on-screen account name to log in.
2. While viewing your Friends list, tap  **Add friend**.
3. Enter your friend's address and tap **DONE**.

Your friend's address in Talk is a Gmail or other email address that is configured to connect to Google Talk.

If your friend accepts your invitation, they are added to your Friends list in Talk and you can share each others status in Talk and other applications.





View and Accept an Invitation to Become a Friend

When a contact invites you to become a friend in Google Talk, you receive a  notification in the System Bar and the invitation displays in your Friends list.


- Tap the invitation and select **Accept**, if you want to accept the invitation and chat, **Decline**, if you do not want to chat with and share your Google Talk status with the sender right now, or **Block**, if you do not want to receive any more invitations from that person. If you tap **Accept**, the friend is added to your Friends list in Talk and you can share your status in Talk and other applications.

Talk Options While Chatting


There are several options that are available while viewing your Friends list and some that are only available while you are chatting.

1. Tap  to search your Talk messages or the current message for a word. Use the on-screen keyboard to enter a search term.
2. Tap  to invite another friend to chat,  to invite a friend to video chat, or  to invite a friend to voice chat.
3. Select a Friend's entry to display the Chat entries for that Friend.

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4. Tap  **Menu** to display the following options, which are available while viewing your Friends list and some that are only available while you are chatting.




- **Display options:** To set the way your friends list is sorted, tap **Availability, Name, or Recency**.
- **End all chats:** End all chats in which you are engaged.
- **Sign out:** Sign out of Google Talk and display the Talk main screen.
- **End chat:** End this chat session.
- **Go off the record/Stop chatting off the record:** Set whether you want to stop saving your chat to the chat history.
- **Friend info:** Display information about the friend with which you are chatting. The following options are also displayed:
 - **BLOCK:** Keeps this person from sending you messages and removes the person from your Friends list.
 - **REMOVE:** Remove the friend as if you never accepted their invitation. However, the friend is not blocked.

Note: If you tap the **REMOVE** option, tap  **Add friend** → **Send chat invitation to**, to make the Friend visible again.

- **Add to chat:** Choose another friend to invite to this conversation.
- **Clear chat history:** Remove the history of this chat from your device.
- **Settings:** Offers various settings for Google talk. For more information, refer to “*Google Talk Settings*” on page 99.
- **Help:** Displays additional help information.
- **Send feedback:** Fill out a Google feedback form.

Google Talk Settings

Use Google Talk Settings to configure your Talk account. If you have more than one account, each maintains its own Talk settings.

1. From a Home screen, tap  **Apps** →  **Talk**.
2. Tap  **Menu** → **Settings**, then select an account for options:

GENERAL

- **Mobile indicator:** Check and your friends see an outline of an android next to your name in their Friends list when you are signed into Google Talk on a tablet or phone.

- **Away when screen off:** Check to change your Talk status to Away when your screen turns off. When unchecked, your status is not changed.
- **Invitation notifications:** Show notification when a friend invitation arrives.

CHAT NOTIFICATIONS

- **IM notifications:** Set whether to open a dialog, display a notification in the System Bar, or neither, when you receive a text chat.
- **Notification ringtone:** Set a ringtone to sound, or silent, when you receive a text chat.

VOICE & VIDEO CHAT

- **Video chat notifications:** Set whether to open a dialog or display a notification in the System Bar when you are invited to a video chat.
- **Video chat ringtone:** Set a ringtone to sound, or silent, when you receive an invitation to a video chat.
- **Default video effect:** Sets the image stabilization functionality. Choose from: None, Image stabilization: Low, Image stabilization: Medium, or Face tracking On.

ACCOUNT

- **Blocked friends:** Displays a list of friends you have blocked. Tap a blocked friend and then tap **OK** to unblock the friend.
- **Clear search history:** Erases your search history. No previous searches are shown until you search for new words.
- **Manage account:** Opens the Accounts and sync settings. For more information, refer to *“Accounts and Synchronization”* on page 222.



ABOUT

- **Terms & privacy:** Displays the Google Talk terms of use and privacy policies.

Messenger

With Google Messenger, you can bring groups of friends together into a simple group conversation, putting everyone on the same page. When you get a new conversation in Messenger, Google+ sends an update to your device.

To get started, tap the Messenger icon on the home screen of the Google+ app or use the Messenger icon on your Applications screen.

1. From a Home screen, tap  **Apps**
→  **Messenger**.

The Messenger screen displays.

2. Tap **Learn more** in the center of the screen and then tap a topic to learn more about using Google Messenger.

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