

Pc smart

PTSGOB09-A

User Manual

Windows 8.1 with Bing



NOTICE

- Keep the device and all accessories out of the reach of small children.
- Keep the device way from wet areas and objects, and do not use the device with wet hands.
- Do not use or store the device in dusty, hot, cold, electric, chemical, or magnetic areas.
- Do not drop, shake or knock the device. Rough handling can break the device.
- Do not leave the device into a car with all windows closed.
- Do not leave the device into a bed when charging.
- Do not leave the device into areas that may become hotter without attention, like tables in sunshine.
- Please adjust the speaker at approximate volume to avoid harm to your ears.
- Do not disassembly the device without professional guidance. Do not change any part of the device.
- Please use the proper power adapters provided by manufacturer to charge the device.
- Firmware & Windows updates might bring different functions. Information in this document may change without notice.

1. Meet this Tablet PC

This Tablet PC device has most same functions as your laptops, you can use this device for business, learning, entertainment, etc. Just like on smartphones, you can use your finger on the touchscreen of this Tablet PC. For example, drag your fingers across the screen to scroll.



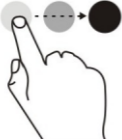
Before start it, make sure there is a wireless network around and you have password of the network if it is secured. You will see how to connect to it in *Chapter 4. Connect to Network*.

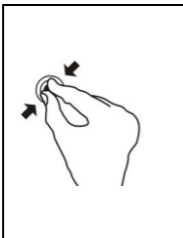
Here are some main features of this device.

- Operation System: *Windows 8.1 with Bing*
- Wireless connections via Wi-Fi and more.
- Bluetooth function.
- Photographing and Video recording
- Built-in G-Sensor.
- Built-in speaker and microphone.
- External Micro-SD card is supported.
- External mouse and keyboard is supported via USB.

2. Touch Gestures

On the touchscreen of this Tablet PC, different movements by fingers lead to different effect. Here is a glossary of touch gestures that you often use.

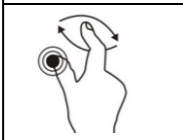
	<ul style="list-style-type: none">● Tab Tab once on something. To open, select or activates something you tap, just like clicking with a mouse.
	<ul style="list-style-type: none">● Tab and hold Press your finger down on and hold for about a second To show options related to what you are doing, just like right-clicking with a mouse.
	<ul style="list-style-type: none">● Tab-tab slide Tap, then tap and hold. And slide your finger in any direction. To drag an item you've tapped, or select text on Webpages, etc.



- **Pinch or Stretch**

Touch the screen or an item with two or more fingers, and move fingers toward each other (Pinch) or away from each other (Stretch).

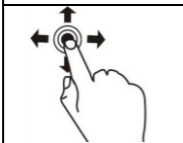
To zoom in or out of a map, picture, or a website.



- **Rotate**

Put two or more fingers on an item and then turn your hand.

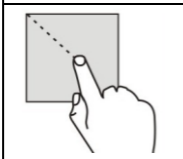
To rotate items that can be.



- **Slide to scroll**

Drag your finger on the screen.

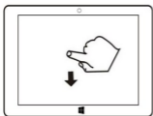
Scrolls through on the screen, like scrolling with a mouse.



- **Frame Selection**

Press your finger down on screen and hold to draw a frame.

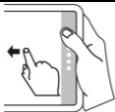
To make frame selection, just like what you do with a mouse.



● **Swipe to select**

Swipe an item with a short and quick movement in the direction vertically to the way they page scrolls.

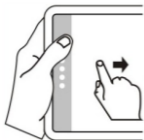
To select an item.



● **Swipe from right edge**

Starting on right edge, swipe in.

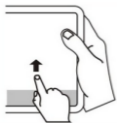
To open the Charms Bar.



● **Swipe from left edge**

Starting on left edge, swipe in.

To shows your recently opened apps, or close apps. If you swipe in from left edge (hold it) and swipe back, you can see recent app list on left edge.



● **Swipe from bottom edge**

Starting on bottom edge, swipe in.


To show commands of the app.

3. The Basics

Power On

Press *POWER* button for around 2 seconds, the device starts up and displays the *Start screen*, or enter password if it is secured.

Shut down & Restart

Swipe from right edge of screen, select *Settings*, tab Power icon , and choose *Shut down* or *Restart*.

Or, press *POWER* button for more than 3 seconds and release, slide down to *shut down* the device (follow the prompts).

Sleep

When the device is working, press *POWER* button shortly to shut the screen and it goes into Sleep mode. Press *POWER* button again to awake the device, then swipe up on the touchscreen.

Recharging

When the device cannot be turned on normally or shut down automatically, it may need to be recharged. *Notice:* Please use proper chargers provided or guided by the manufacturer of this Tablet PC.

Setup & Windows Activation

The first time you use this Tablet PC, it enters *Setup Wizard*, where you set *Region and languages* (for some editions you don't need this step), accept *License terms*, *Personalize* color and PC name, *Get online* (or later), make basic *Settings* (or *Use express settings*), create *Your account*. After the Setup Wizard, just wait for one or two minutes to let system finish initialization, and then it goes to the *Start screen*.

To experience complete functions of Windows 8.1 System, you need to activate Windows on this Tablet PC device. Without activation, most functions are not available. Here are steps to activate Windows.



- Swipe in from the right edge, tab *Settings*.
- Tab *Change PC settings* at the bottom right corner of screen, tab *Activate Windows* (the first option), and choose *Activate Windows online*. Before this, make sure your device is connected to a network. See *Chapter 4. Connect to Network*.

After you activate Windows, you can download *Microsoft Office 365* into your Tablet PC. At *Start screen*, swipe upward to view *Apps by name*, tab *Microsoft Office*, and follow screen prompts.

Start Screen

Start screen is the main interface of the Tablet PC, where you open apps, mail, get to websites, search for files, apps, and setup the device.

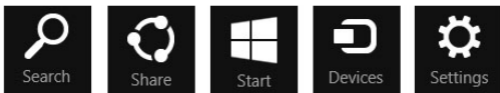


To go to Start screen, you can press the Windows  button on touchscreen, or swipe in from the right edge of screen and tab Start  .

At Start screen, you can slide to left or right to view more content and groups. Slide upward or downward to switch interfaces between *titles* (by blocks) and *app list* (by name).

The Charms (Super Menu)

The *Charms* is the super menu of Windows 8.1 system, you can always open the *Charms* bar by Swiping in from the right edge (very commonly used).



With the Charms, you can do following.

- **Search.** To find things on this Tablet, in apps, and on the web.
- **Share.** To share files, photos, or Webpages, when you are using an app.
- **Start.** To take you to the Start screen. If you are

already on Start screen, it takes you to the last app you were using.

- **Device.** To play, project, and print to devices.
- **Settings.** To change settings for the app you're using. From the Start screen, you can use this charm to change Windows settings.

Windows Button

The Windows Button on touchscreen takes you to the *Start screen*. If you're already on Start screen, it takes you to the last app you were using.

Go to Desktop (Windows Classic Interface)


By default, it shows the *Start screen* when you sign in to the Tablet PC. To go to Windows classic desktop, you can tap *Desktop* app title or from App by name.

Change PC Settings

Open *Settings* Charm, and tab *Change PC settings*, you can see many options, such as *PC and devices*, *Accounts*, *OneDrive*, *Search and apps*, *Privacy*, *Network*, *Time and language*, *Ease of Access*, *Update and recovery*, and *Control Panel*. You can always open these settings to personalize your Tablet PC.

4. Connect to Network

This Tablet PC has built-in Wi-Fi that you can use to get online. After you get online, you can browse the Internet, get apps, send emails, and access other computers and devices on your network.

Open the Setting charm, then tap the *wireless network* icon  , tap a network name and choose *Connect*. (If you want to connect this network every time it's in range, select *Connect automatically*). If prompted, enter the password and tap *Next*. In prompt it asks if you want to connect to other PCs and devices on the network, choose *No* if you're connecting to a public network.

To disconnect from a Wi-Fi network, open Settings charm, then tap the wireless network icon. Tap the network name which shows connected status, select *Disconnect*.

5. Accounts

A user account determines how you personalize your Windows Tablet PC, and you may have different types of account. To see which type of account you're using, open the *Settings charm*, and tap by following steps: *Change PC settings >> Accounts >> Your account*.

- If you see *Local Account*, this means your account is on this Tablet PC, you cannot connect to the cloud.
- If you see *your name & email address*, you're using a *Microsoft* account.
- If you see a *network domain* (domain name & user name), then you're using a domain account, such as an account for your workplace.

What is a Microsoft account?

A Microsoft account is the email address and password that you use to sign in to Microsoft services, like Outlook.com, OneDrive, Windows Phone, and Xbox. To switch from a local account to a Microsoft account: Open *Settings charm*, and tap *Change PC settings >> Accounts >> Connect to a Microsoft account*. If you don't have a Microsoft account, you can create a new one according to prompts.

To manage user accounts, there are two places.

- **PC settings.** Open *Settings charm*, and tap:
Change PC settings >> Accounts >> Other accounts.
- **Control Panel.** Open *Search charm*, enter keywords “*user accounts*”, and then choose *User Accounts* from the search results.

You can choose when a password is required to sign in to this Tablet PC. Here’s how:

- **PC settings.** Open *Settings charm*, and tap:
Change PC settings >> Accounts >> Sign-in options.
- Under *Password policy*, choose an item from the list
 - 1) *Microsoft account.* Choose a *time frame* or *Always require a password.*
 - 2) *Local account.* Choose a *time frame*, *Always require a password*, or *Never require a password.*

The Password policy setting may not be available if you’ve added a work email account to the Mail app, or joined a network domain.

Two more sign-in options are available to you: PIN and picture password. (These sign-in options may not be available if you’ve added a work email account or joined a network domain.)

6. Apps and Programs

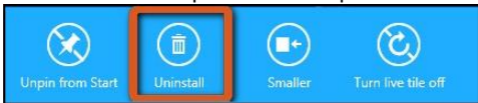
There are a lot of apps and games in the Windows Store. To open it, you can click on the Windows Store tile on the Start screen, or the Windows Store icon in the taskbar.



- **Install Apps from Windows Store.** You can browse for apps in Top charts, Categories, Collections, etc. You can use Search function.

Tips: Some apps and games might not be available in your country or region.

- **Install programs from the Internet.** Make sure you trust the publisher of the app and the website that offering it. In your web browser, tap the link to the app. To install the app immediately, tap *Open* or *Run*, and then follow the instructions on your screen. To install the app later, tap *Save* or *Save as* to download it.
- **Uninstall.** To uninstall an app if you are not using it, go to the *Start screen* or *Apps list* (by name), tap and hold it for a couple seconds. Tap *Uninstall*.



- **Update.** Sometimes app publishers update their apps to add new features and fix problems. The Windows Store can automatically install app updates when they become available. To make sure your apps get updated automatically, from the *Store* app, open *Settings charm*, then tap *App updates* and set *Automatically update my apps* to *Yes*. You can also manually check for app updates at any time, tap *Check* for updates.

7. Email

Tap *Mail* from the Start screen, you can add *Gmail*, *Outlook.com*, *AOL*, *Yahoo!*, and *Exchange* email accounts to the Mail app.



Please notice, the Mail app doesn't support accounts that use POP (Post Office Protocol).

To add an email account, you can open the *Settings* charm, then tap *Accounts* >> *Add an account*. Choose

the type of account you want to add, and then follow the on-screen instructions.

Most accounts can be added with only the user name and password. In some cases, you'll be asked for more details, your email account provider's website.

After you add an email account, your contacts from *Outlook* and *Exchange* accounts are automatically added to the *People* app, and your appointments appear in the *Calendar* app.



Tips: Many apps and services (like Email, Calendar, People, OneDrive) rely on a Microsoft account to sync content and settings across this Tablet PC.

8. OneDrive

OneDrive (previously known as *SkyDrive*) is online storage that comes with your Microsoft account.



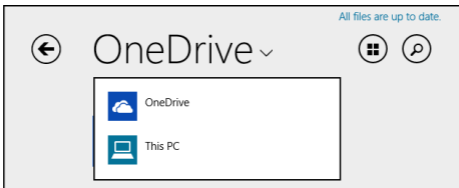
It's like an extra hard drive that's available from any of the devices you use. When you save your documents, photos, and other files on OneDrive, they're available from any web-connected device (your smartphone or any PC), and to share files with other people.

You can go to Start screen and tap *OneDrive* to see what's on your OneDrive, tap a folder name to see the contents, and tap a file to open it. You can swipe down from the top edge of the screen to see commands. From the OneDrive app, you can open the Settings charm and then tap *Help* to learn more about OneDrive.

Please notice, pictures that you take with the *Camera*

app may be saved to OneDrive by default. If you want to change this setting, you can open *Settings Charm*, tab *Change PC settings* >> *OneDrive* >> *Camera roll*.

To save files, you can choose *OneDrive* or *This PC* as the location. You can also *Save documents to OneDrive by default* from *Change PC settings* >> *OneDrive* >> *File storage*. Tab *See my files on OneDrive* to view all your files.

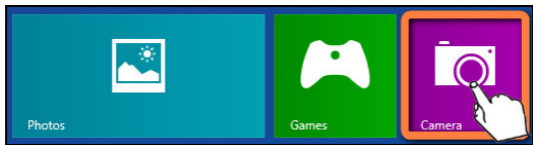


To share files on OneDrive with your friends, there is no need for them to sign up for a new account, and they can use any web browser to get to the files you share with them. Simply two steps below,

- Select the files on OneDrive that you want to share.
- Open *Share charm*, choose *Invite People* to share the drive, you'll need to provide their email, or choose *Get a link* to let them view by webpage.

9. Camera

Built-in front and rear cameras in this Tablet PC can take pictures and recording videos. You can use either the *Camera* app which is pre-installed, or other camera apps from the *Windows Store*.



In *Camera* app, tap the on-screen Photo button or Video button to take pictures and recording videos.

Here are some tips for using Camera app,

- When you're recording video, you can tap anywhere on the screen to take a picture without stopping the video recording.
- Swipe up from the bottom edge of the screen to see camera options such as *Change camera* (switch front and rear cameras), *Timer*, *Exposure*, and view the *Camera roll*.
- More options are available in *Settings charm*.

- From the lock screen, you can *Swipe down* from the top edge to enter Camera app.
- Pictures that you take with the *Camera* app are saved to OneDrive by default. If you want to change this setting, you can open *Settings Charm*, tab *Change PC settings >> OneDrive >> Camera roll*.

To view photos and videos, there are many ways.

- In Camera app, *Swipe* to the right to view recent photos and videos. You can also *Swipe* up from the bottom edge of the screen to view the *Camera roll*.
- Open *Photos*, *File Explorer*, or the *OneDrive* app, go to the *Pictures* folder, and then to the *Camera roll* folder.




To edit photos, *Swipe* up from the bottom edge of the screen on the photo, and tap *Delete*, *Rotate*, *Crop* or *Edit*. In *Edit* mode, you can select *Auto* or *Basic fixes*, *Light*, *Color*, and *Effects*. Once you finish *Edit*, *swipe* up from the bottom edge to save your changes.


To edit videos, *Swipe* up from the bottom edge of the screen on the video, and tap *Delete* or *Trim* to make the video shorter. Move the handles at the left and right ends of the time line and stop points you want.

10. Screen and Device Connection

This chapter introduces some functions related with hardware, which are commonly used with this device.

- **Screen brightness.** You can manually adjust screen brightness from the *Settings charm*, tap *Brightness* (or *Screen* icon), and then move the slider to adjust the brightness.
- *Note: A brighter screen uses more power.*
- **Screen sleeps time.** If you don't use this device for a while, the screen may turn off to help preserve battery life. To change the setting, you can open the *Settings charm*, tap *Change PC settings >> PC and devices >> Power and sleep*. Choose time frame that you want the device to go to sleep (on battery and when plugged in).
- **Screen Orientation.** You can change the screen orientation from *Settings charm >> Change PC settings >> PC and devices >> Display >> Customize your display*, choose the orientation you like.
Tips: For some editions, the screen orientation changes according to the direction of gravity. To avoid screen auto-

rotation, you can lock the screen orientation from *Settings*. Firstly, rotate the screen you want it, then open *Setting charm* and tap Screen  , tap the Screen rotation icon  , when rotation is locked, the icon appears  .

- **On-screen Keyboard.** The touch keyboard appears when text can be entered, and you can tap  to change keyboard type.
- **USB (OTG) Connection.** You can connect a mouse or a keyboard (or other accessories) to the Tablet PC via USB (or OTG). The first time you plug in a USB accessory, Windows installs the software it requires for you (if it isn't already installed).
- **Bluetooth Connection.** To add (also called pair) a Bluetooth device with your Tablet PC, open the *Settings charm*, and tap *Change PC settings >> PC and devices >> Bluetooth*. Make sure Bluetooth is turned on, and then wait while Windows searches for Bluetooth devices. Follow the screen prompts to finish pairing your device. If your accessory requires a pairing code, you'll be prompted for it. If you don't know the code, check the info that came with your device or inquire to its manufacturer.

11. Storage

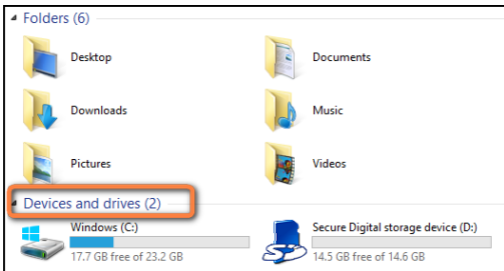
Several types of Storage are available with this Tablet PC, you can always choose proper way to save files.

This PC. It's the built-in storage of this device, just like other computers' hard drive. To see how much disk space you have on this Tablet PC, you can open the *Settings charm*, and tap *Change PC settings >> Search and apps >> App sizes*. Then you can see how much disk space is available and how much space each app is using. *Please note, pre-installed software and apps use a lot of storage space.* You can also tap *This PC* title at *Start screen*, to see *Devices and drives*.

OneDrive. It's cloud storage that comes with your Microsoft account. You can save files from your apps directly to OneDrive by choosing OneDrive as the location when you open or save a file. To see how much space you have on OneDrive, you can open the *Settings charm*, and then tap *Change PC settings >> OneDrive >> File storage*.

Additional Storage Options. To add additional storage, you can use a micro-SD card or insert a USB flash

drive or hard drive into the USB port (or via OTG). You can open your additional storage devices from *Start screen >> This PC >> Device and drives*. Please notice that additional storage devices are not provided by the manufacturer, additional cost applies.



To add & transfer files, you can use a micro-SD card to copy into or out from *This PC*. On this Tablet PC device, tap a file and hold it (just like right-clicking with a mouse), you can see all options (Open, Print, Edit, Cut, Copy, Delete, Rename, etc). Also, whenever you have an Internet connection, you can download & upload music, pictures, videos, and documents to & from your Tablet PC.

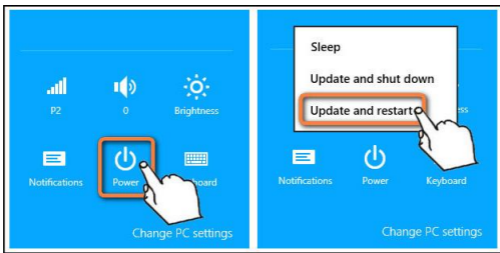
12. System Update & Antivirus

Windows Update automatically installs important updates when available. If a restart is needed to finish installing an update, you'll see a message on your lock screen, for example like this:

Windows Update

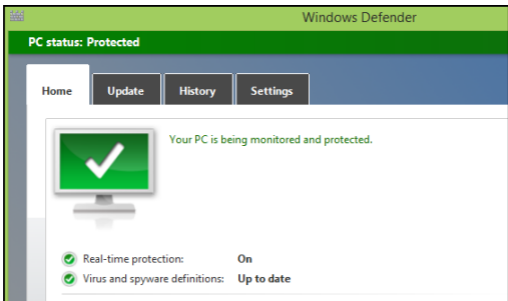
Restart your PC to finish installing updates.....

When you see this message, open the *Settings Charm*, and tab *Power >> Update and restart*.



You can also manually check for Windows updates. Open *Settings charm*, and tap *Change PC settings >> Update and recovery >> Windows Update*. If updates are available, tap *View details* and *Install* if you want.

Windows Defender is built-into Windows 8.1 to help guard against viruses, spyware, and other malicious software. You can directly open *Windows Defender* from Start Screen, or search *Windows Defender* from the *Search Charm*. To learn more about protecting PC from viruses, you can visit Windows.com.



Windows Firewall helps prevent hackers and some types of malware from getting to your Tablet PC through the Internet or your network. Windows Firewall is turned on by default. You can view it from the *Settings Charm* >> *Change PC settings* >> *Control Panel* >> *System and Security* >> *Windows Firewall*.

13. Personalize the Tablet PC

There are lots of ways to personalize your Tablet PC with your favorite apps, people, photos, and colors. If you sign in to this Tablet PC with a Microsoft account, all the things you've personalized go with you. When you sign in to another PC or device with that same Microsoft account, you'll see the same pictures, contacts, and settings. And, if other people use your PC, they should sign in with their own Microsoft account so they can personalize with their own favorites without changing any of yours.

Personalize the Start screen

You can change Start screen colors and background. Open the *Settings charm*, and tap *Change PC settings*, and then tap *Personalization*.

Personalize titles

You can pin titles (like websites, contacts, and apps) to the Start screen, just choose *Pin to Start* from options. To rearrange, resize, unpin, and group tiles, swipe up from the bottom edge of the Start screen, and then tap *Customize*. Tap titles to see commands, or tap and hold tiles to move into or create groups.

Change your lock screen

Your lock screen can include a picture, a slide show of pictures, and app notifications such as your calendar appointment. To change your lock screen settings, you can open the *Settings Charm*, and tap *Change PC settings >> PC and devices >> Lock screen*.

Notifications

There are many ways to see when you have new email, messages, calendar events, status updates, etc. You have notifications in the upper-right corner and on the lock screen. Additional notification settings are in PC settings, open *Settings Charm*, and tap *Change PC settings >> Search and apps >> Notifications*.

Desktop background and colors

From the desktop, you can change the background from *Personalization*. Here are two ways to open it,

- At desktop, open *Setting Charm >> Personalization*.
- Tab and hold any blank area of the desktop (just like right-clicking with a mouse), tap *Personalization*.

Then you can choose a theme or change the desktop background, colors, and sounds separately.

FAQ

Q: What to do if you forget your Windows password?

- If you're using a Microsoft account, you can reset your password online. For more information, go to <https://account.live.com/password/reset>
- If you're using a local account, use your password hint as a reminder.

If you've tried above suggestions and still can't sign in, you'll need to reinstall Windows 8.1. Please contact the manufacturer for more information.

Q: What to do if the Tablet PC can't be turned on?


The most likely reason is that the battery is drained. Often, it's a simple problem that is easily fixed after recharging. If still not working, the device might crash with screen shut but it is not turned off completely. In this condition, you can press and hold the *POWER* button for more than 10 seconds to turn off the device completely, and then turn on again. Anyway, try to avoid this operation.

Q: I tried to install Windows 8.1 Update, but it failed. How do I get this to work?

- **Free up some disk space.** Before you install Windows 8.1 Update, make sure you have enough free disk space on your Surface. You may need to move some files to OneDrive, or a microSD card, at least until you finish installing the update.

- **Plug in.** Have your Tablet PC plugged into a power source during the update.
- **Stay connected to networks.** Make sure you have a good Wi-Fi signal (or connect to a wired network.)

Q: How can I make a screen shot?

To take a snapshot of your screen, press and hold the *Windows*  *button* on your Tablet PC, and press the *Volume down* button. The screen dims briefly when the screen is captured. A snapshot is saved in the *Screenshots* folder, which is in the *Pictures* folder. You can use *File Explorer*, *Photos*, or *OneDrive* app to see your screenshots.

Q: About Windows 8.1 System and Microsoft Office 365, are they free?

The pre-installed *Windows 8.1 System* is free for you (factory has pre-installed License Key of Windows 8.1 system), and *Microsoft Office 365* app is free for one year after you activate it properly. When it expires, see screen prompts how to renew it. For more info, please visit Microsoft.com.

Q: How can I change System languages?

Firstly, make sure that the *Firmware* of your Tablet PC device contains the language pack you need (you need to consult the vendor). Then open *Settings charm* >> *Change PC settings* >> *Time and language* >> *Region and language*, choose *Add a language*. Tips: Without language pack, the above operation does not work.

FCC Information and Copyright

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates,

uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference

to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does

cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is

encouraged to try to correct the interference by one or more of the following measures:

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

15.19 Labelling requirements.

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

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

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

FCC RF warning statement: the device has been evaluated to meet general RF exposure requirement , The device can be used in portable exposure condition without restriction.