ZTE V72A

User Manual

About This Manual

Thank you for choose this ZTE mobile device. In order to keep your device in its best condition, please read this manual and keep it for future reference.

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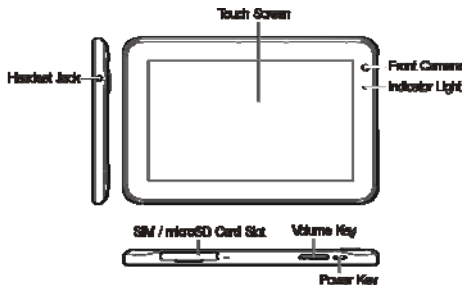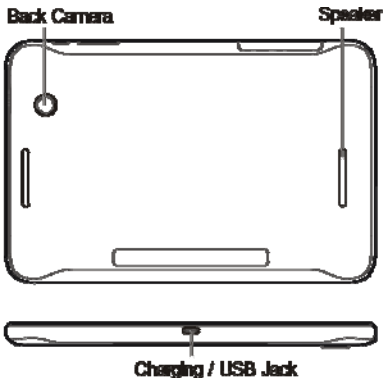
Knowing the Keys

Key Func	tion
Power Key	• Press and hold to turn on or off Airplane mode, enable silent mode, vibration mode or sound, to power off, or to reset the tablet. • Press to switch your tablet to Sleep mode. • Press to wake up your tablet.
Volume Up/ Down	Press or hold to turn the volume up or down.

Installing the SIM Card, microSD Card, and Battery

Switch off your tablet before installing or replacing the SIM card. The microSD card can be installed and removed while the tablet is turned on. Unmount the microSD card before removing it.

1. Open the cover of the card slot. And hold your SIM card with the metal contacts facing down and slide it in.
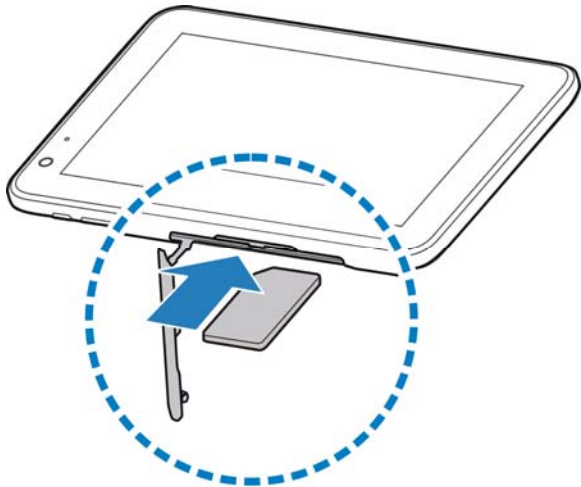
2. Hold your microSD card with the metal contacts facing down and slide it in.
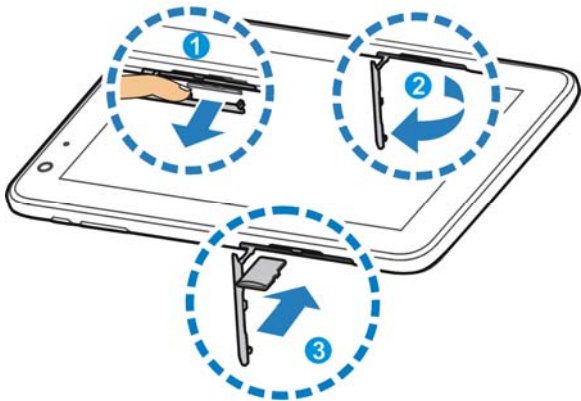
NOTE:

- microSD logo is a trademark of the SD Card Association.

- Please don't remove SIM card and microSD card when your tablet is on.

Charging the Battery

When you first get your new tablet you'll need to charge the battery.

If the battery is low, there will be a pop-up message on the screen. As you charge your tablet, the screen will tell you the exact battery level each time you wake up your tablet.

WARNING! Use only ZTE-approved chargers and cables. The use of unapproved accessories could damage your tablet or cause the battery to explode.

1. Connect the adapter to the charging jack. Ensure that the adapter is inserted with the correct orientation. Do not force the connector into the charging jack.
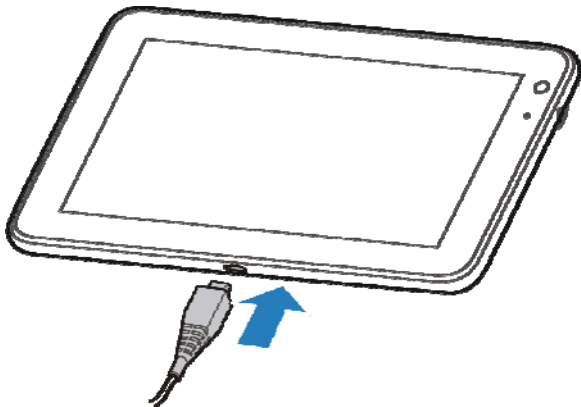
2. Connect the charger to a standard AC wall outlet. If the tablet is on, you'll see a charging icon, such as 🔋 or 🔋 , appear on the status bar.

3. Disconnect the charger when the battery is fully charged.

Powering On/Off

- Press and hold the **Power Key** to turn on your tablet.

- To turn it off, press and hold the **Power Key** to open the options menu. Touch **Power off** and then touch **OK**.

Locking/Unlocking the Screen and Keys

Your tablet allows you to quickly lock the screen and keys (put the tablet to sleep mode) when not in use and to turn the screen back on and unlock it when you need it.

- **To lock the screen and keys:**

To quickly turn the screen off and lock the keys, press the **Power Key**.

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

- **To unlock the screen and keys:**

1. P ress the **Power Key** to turn the screen on.

2. Touch and hold the 🔓 icon on the screen.

NOTE: If you have set an unlock pattern, PIN or password for your tablet (see chapter *Personalizing – Protecting Your Tablet With Screen Locks*), you'll need to draw the pattern or enter the PIN/password to unlock your screen.

Using the Touch Screen

Your tablet's touch screen lets you control actions through a variety of touch gestures.

- Touch

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

- Touch and Hold

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

- Swipe or Slide

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

- Drag

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

- Pinch

  In some apps (such as Maps, Browser, and Gallery), you can zoom in and out by placing two fingers on the screen at once and pinching them together (to zoom out) or spreading them apart (to zoom in).

- Rotate the screen

  For most screens, you can automatically change the screen orientation from portrait to landscape by turning the tablet sideways.

Getting to Know the Home Screen

The home screen is the starting point for your tablet's

applications, functions, and menus. You can customize your home screen by adding application icons, shortcuts, folders, widgets, and more. Your home screen extends beyond the initial screen. Swipe the screen left or right to display additional screens.
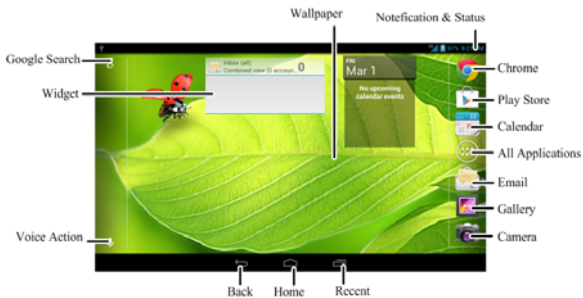
Extended Home Screens

Your home screen extends beyond the initial screen, providing more space to add icons, widgets, and more. Simply swipe left or right on the screen to see the extended Home Screens.

Personalizing

Changing the System Language

1. Touch the ⌂ > ⊞ > **Settings > Language & input > Language**.
2. Select the language you need.

Setting the Date and Time

1. Touch the ⌂ > ⊞ > **Settings > Date & time**.
2. Uncheck **Automatic date & time** and **Automatic time zone** if you want to set the date, time and time zone by yourself.
3. Set the date, time, time zone, and date/time format.

Changing Notification Sound

You can customize the default ringtone for incoming calls and default notification sound quickly.

1. Touch the ⌂ > ⊞ > **Settings > Sound**.
2. Touch **Default notification**.
3. Scroll through the ringtone list and select the ringtone you want to use.
4. Touch **OK**.

Turning On/Off Touch Sounds

1. T ouch the ⬭ > 🖯 > **Settings** > **Sound**.

2. C heck or uncheck **Touch sounds**.

Adjusting Volumes

1. T ouch the ⬭ > 🖯 > **Settings** > **Sound** > **Volumes**.

2. Drag the sliders to adjust the volume for each type of audio.

3. T ouch **OK** to save.

TIP: You can adjust the media volume when a media application is in use by pressing the **Volume Up/Down Key**. If no media application is active, press the **Volume Up/Down Key** to adjust the volume for music, video, games, and other media, the notification volume, and the alarm volume.

Switching to Silent Mode

You can set the tablet to silent mode by using one of the following methods.

- Press and hold the **Power Key** and then touch 🔇 t o enable silent mode, touch 📳 to enable silent mode with vibration, or touch 🔊 to disable silent mode.

- Keep pressing the **Volume Down Key** when no media application is active.

Applying New Wallpapers

You can set the wallpaper for the Home Screen or Lock Screen.

1. Touch and hold on the home screen.
2. Select a wallpaper source from **Gallery**, **Live Wallpapers**, or **Wallpapers** and choose the image or animation you want to use as the wallpaper. Some cropping may be needed for **Gallery** images.
3. Touch **CROP** at the top of the screen (for Gallery images) or **Set wallpaper**.

NOTE: Live Wallpapers are not available for the Lock Screen.

Changing Screen Brightness

1. Touch the ⬠ > ⬛ > **Settings > Display > Brightness**.
2. Drag the sliders to adjust the brightness.
3. Touch **OK**.

Protecting Your Tablet With Screen Locks

You can protect your tablet by creating a screen lock. When enabled, you need to draw a pattern or enter a numeric PIN or password to unlock the tablet's screen and keys.

1. Touch the ⬠ > ⬛ > **Settings > Security**.
2. Touch **Screen lock**.

3. T ouch **Pattern**, **PIN** or **Password**.

   ▸ If you touch **Pattern**, you're guided to create a pattern you must draw to unlock the screen. The first time you do this, a short tutorial about creating an unlock pattern appears. Then you're prompted to draw and redraw your own pattern.

   ▸ If you touch **PIN** or **Password**, you're prompted to set a numeric PIN or a password you must enter to unlock your screen.

The next time you turn on your tablet or wake up the screen, you must draw your unlock pattern or enter your PIN or password to unlock it.

Protecting Your Tablet With Encryption

You can encrypt all the data on your tablet: Google Accounts, application data, music and other media, downloaded information, and so on. If you do, you must enter a numeric PIN or password each time you power on your tablet.

WARNING! Encryption is irreversible. The only way to revert to an unencrypted tablet is to perform a factory data reset, which erases all your data.

Encryption provides additional protection in case your tablet is stolen, and may be required or recommended in some organizations. Consult your system administrator before turning it on. In many cases the PIN or password you set for encryption is controlled by the system administrator.

Before turning on encryption, prepare as follows:

1. Set a lock screen PIN or password.

2. C harge the battery.

3. Keep the tablet connected to the charger.

4. Schedule an hour or more for the encryption process: you must not interrupt it or you will lose some or all of your data.

When you're ready to turn on encryption:

1. T ouch the **⌂** > **☻** > **Settings > Security > Encrypt tablet**.

2. Read the information about encryption carefully.

   The **Encrypt tablet** button is dimmed if your battery's not charged or your tablet's not plugged in.

   If you change your mind about encrypting your tablet, touch the **Back Key**.

   WARNING! If you interrupt the encryption process, you will lose data.

3. T ouch **Encrypt tablet**.

4. Enter your lock screen PIN or password and touch **Next**.

5. T ouch **Encrypt tablet** again.

The encryption process starts and displays its progress. Encryption can take an hour or more, during which time your tablet may restart several times.

When encryption is completed, you're prompted to enter your PIN or password.

Subsequently, you must enter your PIN or password each time you power on your tablet, to decrypt it.

Knowing the Basics

Monitoring the Tablet Status

The status bar at the top of the home screen provides tablet and service status icons on the right side. Below are some of the icons you may see.

G	GPRS connected		No signal
E	EDGE connected		Signal strength
3G	3G connected		Mobile data in use
	Airplane mode		Ringer off
	Battery dead		Vibrate mode
	Battery low		Bluetooth on
	Battery partially drained		Connected to a Wi-Fi network
	Battery full		Wi-Fi in use
	Battery charging		Wired headset connected
	No SIM card installed		Alarm set

Managing Notifications

Notification Icons

The status bar at the top of the home screen provides notification icons on the left. Below are some of the icons you may see.

😊	New SMS	📇	microSD card unmounted
😊	New MMS	📇	microSD card removed
✉	New Email	🔢	Upcoming event
M	New Gmail message	📶	New Wi-Fi network detected
talk	New Google Talk instant message	↓	Downloading data
❗	Problem with SMS/MMS delivery	↑	Sending data
Ψ	USB connected	Ψ	USB tethering is on
◉/🎧	Song is playing	📶	Portable Wi-Fi hotspot or Wi-Fi direct is on
📥	Updates available	◈	GPS on

Open/Close the Notification Panel

Notifications report the arrival of new messages, calendar

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events, and alarms, as well as ongoing events, such as when you've configured your tablet as a Wi-Fi hotspot. You can open the notification panel to view the details of notifications.

- To open the notification panel, touch the Status & Notifications area at lower right corner of the screen.
- To close the notification panel, touch ⬅.

Respond to or Remove a Notification

In the notification panel, you can respond to a notification or remove the notifications.

- To respond to a notification, just touch it.
- To remove a notification, swipe it left or right.
- To remove all notifications, touch ✕ in the bottom right corner.
- Most apps that send notifications, such as Gmail and Google Talk, have notification settings that you can adjust.

TIP: In the notification panel, touch ⇅ at the top of notifications list to get to the **Settings** menu quickly.

Use Quick Settings

The Quick Settings in the notification panel make it convenient to view or change the most common settings for your tablet.

Open the notification panel and you can find the following Quick Settings on the bottom of the screen.

- **Airplane mode:** Touch to turn on or off flight mode.

- **Wi-Fi:** Touch to turn on or off Wi-Fi.
- **Auto-rotate screen:** Touch to turn on or off the Auto-rotate feature.
- **Brightness:** Touch to adjust the screen brightness.
- **Notifications:** Touch to turn on or off notifications alert.
- **Settings:** Touch to configure more options.

Managing Shortcuts and Widgets

Add Shortcuts and Widgets

1. T ouch the ⬜ **>** 🖲.
2. T ouch **APPS** or **Widgets** to view the available shortcuts of apps and widgets.
3. Touch and hold a shortcut or widget and drag it to the Home Screen.

Move Shortcuts or Widgets

1. Touch and hold a widget or shortcut on the Home Screen.
2. Drag it to the place you need.

Remove Shortcuts or Widgets

1. Touch and hold a widget or shortcut on the Home Screen.
2. D rag it to ✕ Remove to remove it.

Adjust Widget Size

1. Touch and hold a widget on the Home Screen and then release it.
2. An outline appears around the widget. Drag the outline to resize the widget.

NOTE: Not all widgets can be resized.

Entering Text

You can enter text using the onscreen keyboard. Some apps open it automatically. In others, you open it by touching where you want to type. You can touch the ✉ icon to hide the onscreen keyboard.

Android Keyboard

The Android Keyboard provides a layout similar to a desktop computer keyboard. Turn the tablet sideways and the keyboard will change from portrait to landscape. The landscape keyboard is not supported in all applications.
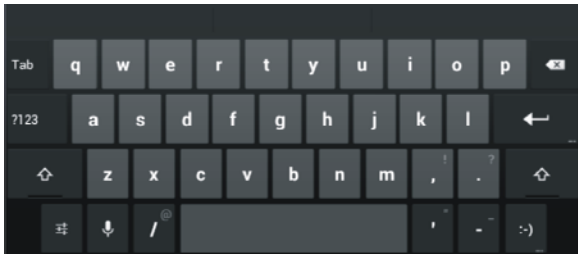
- Touch the alphabetic keys to enter letters. Touch and hold some specific keys to enter associated accented letters. For example, to enter è, touch and hold ⓔ and the available accented letters. Then slide to choose è.

- Touch ⬆ to use uppercase. Double-tap ⬆ to lock uppercase. This key also changes to indicate the current case you are using: ⬆ for lowercase, ⬆ for uppercase, and ⬆ when locked in uppercase.
- Touch ⌫ to delete the text before the cursor.
- Touch ?123 to select numbers and symbols. You can then touch ~\{ to find more. Also, often used symbols are displayed above the keyboard.
- Touch and hold :) and then swipe to choose the emoticons.
- Touch 🎤 to use Google's networked voice input.
- Touch 🎤 to use Google's networked voice input.

TouchPal Keyboard

TouchPal Keyboard offers three layouts: **Full QWERTY**, **12-Key TabletPad** and **CooTek T+**. You can swipe left or right on the TouchPal keyboard to switch the layout.

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

● **To switch the keyboard layout:**

1. Touch the ⌂ > 🌐 > **Settings > Language & input >** 🎛 **(TouchPal Keyboard) > Keyboard layout**.

2. Check **Swipe to switch layout**.

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3. In the TouchPal keyboard screen, touch and clear the **TouchPal Curve** box, and then touch **Close**.
4. Swipe left or right on the TouchPal keyboard to select the **Full QWERTY**, **12-Key TabletPad** or **CooTek T+** layout.

Full QWERTY
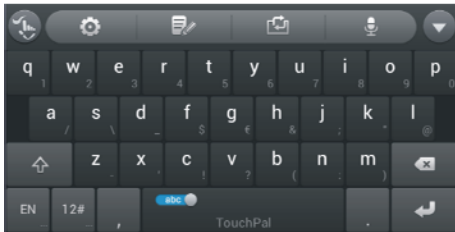
- Touch the alphabetic keys to enter letters.
- T ouch to use uppercase or lowercase. This key also changes to indicate the current case you are using: for lowercase, fo r uppercase, and when locked in uppercase.
- T ouch to change input language.
- T ouch to enter digits, symbols, emoticons and other pre-defined texts. Touch to go back to enter letters.
- T ouch to start a new line.
- Touch or hold to delete text before the cursor.

- T ouch ![icon] to access the quick settings of TouchPal keyboard.
- T ouch ![icon] to set the TouchPal keyboard.
- T ouch ![icon] to open text editing options. You can select, cut, copy, paste, and delete text, or move the cursor.
- T ouch ![icon] to change the keyboard layout settings.
- T ouch ![icon] to use voice input.
- T ouch ![icon] to hide the onscreen keyboard. You can touch the text field again to show the keyboard.

12-Key TabletPad

Touch a key repeatedly until the desired letter or symbol appears. If word prediction is enabled (![icon]), just touch the keys once and choose the right word.

CooTek T+

Touch to enter the left letter on the key; Double-tap or flick right to enter the right letter/symbol on the key. If word prediction is enabled (███████), just touch the keys and choose the right word.

- **To enable and use TouchPal Curve:**

1. In the TouchPal keyboard screen, touch 🕙 an d check **TouchPal Curve**, and then touch **Close**.

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

NOTE: TouchPal Curve is only available in the **Full QWERTY** layout.

End of the word

Start of the word
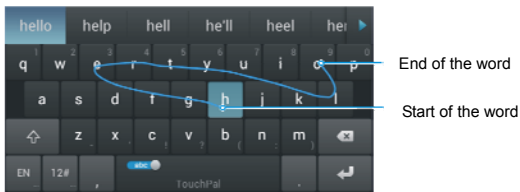
Tips for using TouchPal Curve:

- Touch when you want to. If you want to enter a single letter, go ahead and touch.
- Lift your finger at the end of the word. A space is added automatically when you begin to trace the next word.

Touch Input Settings

Choose the touch input settings by touching the 🌐 **> Settings > Language & input** from the Home Screen.

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

Editing Text

- **Move the insertion point:** Touch where you want to type.

  The cursor blinks in the new position, and a tab appears below it. Drag the tab to move the cursor.

- **Select text:** Touch and hold or double-tap within the text. The nearest word highlights, with a tab at each end of the

selection. Drag the tabs to change the selection. Touch **SELECT ALL** to select all words.

- **Cut or copy:** Select the text you want to manipulate. Then touch the Cut or Copy button to cut or copy the text to the clipboard.

- **Replace text with the clipboard text:** Select the text you want to replace. Then touch or **PASTE**.
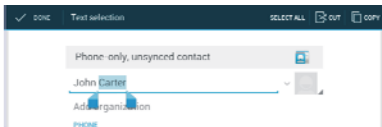
- **Insert text from the clipboard:** Move cursor to the insertion point and then touch and hold the tab below the cursor. Release the finger and touch **PASTE**.

Opening and Switching apps

Open an App

1. T ouch the > .
2. Slide left or right on the screen and touch an app to open it.

Switch Between Recently Opened Apps

1. Touch and hold the .

   A list of the names and thumbnails of apps you've used recently opens. If you've been using more apps recently than can fit on the screen, you can scroll the list up and down.

2. Touch a thumbnail to open that app.

    You can swipe a thumbnail sideways to remove it from the list.

Connecting to Networks and Devices

Connecting to Mobile Networks

Control Mobile Data Use

- **To enable or disable data access:**

1. T ouch the ⬜ > 🖲 > **Settings > More > Mobile networks**.
2. C heck **Data enabled** to enable data access over the mobile network. Clear the check box to disable data access.

- **To get data services when roaming:**

1. T ouch the ⬜ > 🖲 > **Settings > More > Mobile networks**.

2. C heck **Data roaming**.

IMPORTANT: Data roaming may incur significant roaming charges.

Set Access Point Names

To connect to the Internet you can use the default Access Point Names (APN). And if you want to add a new APN, please contact the service provider to get the necessary information.

1. T ouch the ⬜ > 🖲 > **Settings > More > Mobile networks > Access Point Names**.

2. T ouch the **> New APN**.

3. Touch each item to enter the information you get from your service provider.

4. T ouch the **Save** to complete.

TIP: To set the APN to default settings, touch the **> Reset to default**.

Connecting to Wi-Fi

Wi-Fi is a wireless networking technology that can provide Internet access at distances of up to 100 meters, depending on the Wi-Fi router and your surroundings.

Turn Wi-Fi On and Connect to a Wi-Fi Network

1. T ouch the **> > Settings > Wi-Fi**.

2. S lide the **Wi-Fi** switch to the **ON** position to turn on Wi-Fi.

3. Touch a network name to connect to it.

4. If the network is secured, enter the password and touch **Connect**.

NOTE: Your tablet automatically connects to previously used Wi-Fi networks when they are in range.

Get Notified of Open Networks

1. T ouch the **> > Settings > Wi-Fi**.

2. S lide the **Wi-Fi** switch to the **ON** position.

3. T ouch the ▌ **> Advanced**.

4. C heck **Network notification**.

   When Wi-Fi is on, you receive notifications in the Status bar when your tablet detects an open Wi-Fi network. Uncheck the option to turn off notifications.

Add a Wi-Fi Network

You can add a Wi-Fi network if the network does not broadcast its name (SSID), or to add a Wi-Fi network when you are out of range.

To connect to a secured network, you first need to get the security details from the network's administrator.

1. T ouch the ⬠ **> ⊜ > Settings > Wi-Fi**.

2. S lide the **Wi-Fi** switch to the **ON** position.

3. T ouch ✛ icon.

4. Enter the network SSID (name). If necessary, enter security or other network configuration details.

5. T ouch **Save**.

Forget a Wi-Fi Network

You can make your tablet forget about the details of a Wi-Fi network that you added - for example, if you don't want the tablet to connect to it automatically or if it is a network that you no longer use.

1. T ouch the ⬠ **> ⊜ > Settings > Wi-Fi**.

2. S lide the **Wi-Fi** switch to the **ON** position.

3. Touch the Wi-Fi network name and then touch **Forget**.

Adjusting Advanced Wi-Fi Settings

1. T ouch the ⬛ **>** ⬛ **> Settings > Wi-Fi**.

2. T ouch the ⬛ **> Advanced** to adjust the following settings.

- ▶ **Network notification:** Get notifications in the status bar when Wi-Fi is on and an open network is available.
- ▶ **Keep Wi-Fi on during sleep:** Set whether to keep Wi-Fi on in sleep mode.
- ▶ **Avoid no Internet connections:** Only use Wi-Fi network when the Internet connection is good.
- ▶ **MAC address:** Check the MAC address.
- ▶ **IP address:** Check the tablet's IP address.

Connecting to Bluetooth Devices

Bluetooth® is a short-range wireless communication technology. Tablets or other devices with Bluetooth capabilities can exchange information wirelessly within a distance of about 10 meters. The Bluetooth devices must be paired before the communication is performed.

Turn Bluetooth On/Off

1. T ouch the ⬛ **>** ⬛ **> Settings > Bluetooth**.

2. S lide the **Bluetooth** switch to the **ON** or **OFF** position.

When Bluetooth is on, the ⬛ icon will appear in the status bar.

Change the Device Name

1. Touch the ⬠ > ◉ > **Settings** > **Bluetooth**.
2. Slide the **Bluetooth** switch to the **ON** position if Bluetooth is off.
3. Touch the ⁝ > **Rename tablet**.
4. Edit the name and touch **Rename**.

Pair With Another Bluetooth Device

1. Touch the ⬠ > ◉ > **Settings** > **Bluetooth**.
2. Slide the **Bluetooth** switch to the **ON** position if Bluetooth is off.

   Your tablet automatically scans for and displays the IDs of all available Bluetooth devices in range. You could touch **SEARCH FOR DEVICES** if you want to scan again.

3. Touch the device you want to pair with.
4. Confirm that the Bluetooth passkeys are the same between the two devices and touch **Pair**. Alternately, enter a Bluetooth passkey and touch **Pair**.

   Pairing is successfully completed when the other device accepts the connection or the same passkey is entered.

NOTE: The Bluetooth passkey may be fixed for certain devices, such as headsets and hands free car kit. You can try entering 0000 or 1234 (the most common passkeys), or refer to the documents for that device.

Send Data via Bluetooth

1. Open the appropriate application and select the file or item you want to share.

2. Select the option for sharing via Bluetooth. The method may vary by application and data type.

3. Touch a Bluetooth device the tablet has paired with or wait for it to search for new devices and touch one of them.

Receive Data via Bluetooth

1. Turn Bluetooth on before trying to receive data via Bluetooth.

2. Flick down the status bar and touch ✳.

3. Touch **Accept** to start receiving the data.

Received files are stored automatically in a dedicated folder (*Bluetooth*, for instance). You can access them with the **File Manager** app. Received contacts (vCard files) are automatically imported to your contact list.

Connecting to Your Computer via USB

You can connect your tablet to a computer with a USB cable and transfer music, pictures, and other files in both directions. Your tablet stores these files in internal storage or on a removable microSD card.

If you are using USB tethering, you must turn that off before you can use USB to transfer files between your tablet and computer.

Connect Your Tablet to a Computer via USB

1. Connect your tablet to the PC with a USB cable.

2. Open the Notification panel and touch **Connected to PC software**.

3. Choose one of the following options:
   - ► **Media device (MTP):** Transfer media files on Windows, or using Android File Transfer on Mac.
   - ► **Camera (PTP):** Transfer photos using camera software, and transfer any files on the computers that don't support MTP.

Connect With Windows Media Player

You can sync music on your tablet and the computer installed with Windows Media Player.

1. Connect the tablet with your computer via USB and choose **Media device (MTP)**.

2. Open Windows Media Player and synchronize music files.

Disconnect Your Tablet From the Computer

To disconnect the tablet from the computer, simply unplug the USB cable when you're finished.

Remove the microSD Card From Your Tablet

If you need to remove the microSD card while the tablet is on, you should unmount it first.

1. T ouch the ⌂ > ⊕ > **Settings > Storage**.

2. Scroll down and touch **Unmount SD card > OK**.

3. T he ▮ icon appears in the status bar and you can now

safely remove the microSD card from the tablet.

Erase microSD Card

1. Touch the ⬭ > ⊞ > **Settings > Storage**.
2. Scroll down the screen and touch **Erase SD card > Erase SD card > Erase everything**.

CAUTION! The formatting procedure erases all the data on the microSD card, after which the files CANNOT be retrieved.

Connecting to Virtual Private Networks

Virtual private networks (VPNs) allow you to connect to the resources inside a secured local network. VPNs are commonly deployed by corporations, schools, and other institutions to let people access local network resources when not on campus, or when connected to a wireless network.

Depending on the type of VPN you are using, you may be required to enter your login credentials or install security certificates before you can connect to your VPN. You can get this information from your network administrator.

Add a VPN

1. Touch the ⬭ > ⊞ > **Settings > More > VPN**.
2. Touch **Add VPN profile** and fill in the information provided by your network administrator.
3. Touch **Save**.

The VPN is added to the list on the VPN screen.

Connect to a VPN

1. Touch the ⌂ > 🔘 > **Settings > More > VPN**.
2. Touch the VPN that you want to connect to.
3. When prompted, enter any requested credentials, and then touch **Connect**.

When you are connected, the VPN connected icon appears in the Status bar.

Modify a VPN

1. Touch the ⌂ > 🔘 > **Settings > More > VPN**.
2. Touch and hold the VPN that you want to modify.
3. Touch **Edit network** and edit the VPN settings you want.
4. Touch **Save**.

Delete a VPN

1. Touch the ⌂ > 🔘 > **Settings > More > VPN**.
2. Touch and hold the VPN that you want to delete.
3. Touch **Delete network**.

People

You can add contacts on your tablet and synchronize them with the contacts in your Google account or other accounts that support contact syncing.

To see your contacts, touch the ⬜ > 🌐 > **People**. From there, you can touch ◢ on the left top of the screen to select the contact groups or favorite contacts.

Checking Contact Details

1. Touch the ⬜ > 🌐 > **People** and touch ◢ to select the all contacts to access your contact list.

2. Scroll through the list to view all your contacts.

3. Touch a contact to view its details which will display on the right side of the screen.

TIP: If you have a lot of contacts stored, you'll see a slider when you touch the left side of the screen. To go directly to a letter, touch

and hold the slider and drag it to a letter.

Adding a New Contact

1. Touch the ⬠ > 😊 > **People** and touch ◢ to select the all contacts to access your contact list.

2. Touch 🔳 to add a new contact.

3. Touch the account field near the top of the screen to choose where to save the contact. If a sync account is selected, the contacts will be synced automatically with your account online.

4. Enter the contact name, tablet numbers, email addresses, and other information.

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

Setting Up Your Own Profile

You can create your own name card in your tablet.

1. Touch the ⬠ > 😊 > **People** and touch ◢ to select the

all contacts to access your contact list.

2. T ouch **Set up my profile** or your name, whichever is at the top of the contact list.

3. Edit your profile information and touch **DONE**.

Importing, Exporting, and Sharing Contacts

You can import/export contacts from/to your SIM or microSD card. This is especially useful when you need to transfer contacts between different devices. You can also quickly share your contacts using Bluetooth, Email or Messages, etc.

Import Contacts From the SIM Card

1. T ouch the ⬠ > 🖿 > **People**.

2. T ouch the ▌ > **Import/export > Manage SIM card contacts**.

3. Touch and hold the contacts you need and then touch **Import**,

or you can touch ▮ > **Import All** to import all SIM card contacts

to the tablet.

Import Contacts From the microSD Card

1. T ouch the ⌂ > ⊜ > **People**.

2. T ouch the ▮ > **Import/export > Import from storage**.

3. Select an account in which to save the contacts.

4. Select the vCard file(s) in the microSD card and touch **OK**.

Export Contacts to the SIM Card

1. T ouch the ⌂ > ⊜ > **People**.

2. T ouch the ▮ > **Import/export > Export to SIM card**.

3. All the contacts in your tablet will be exported to the SIM card

automatically and then touch **OK**.

Export Contacts to the microSD Card

1. T ouch the ⌂ > ⊜ > **People**.

2. T ouch the ▌ **> Import/export > Export to storage**.

3. The tablet will prompt you with the name of the vCard file.

   Touch **OK** to create the file on the microSD card.

Share Contacts

1. T ouch the 🏠 **>** 🌐 **> People** and touch ◢ to select the
   all contacts to access your contact list.

2. Touch the contact you want share and then touch the ▌**>
   Share**.

3. Choose to share the contacts via **Bluetooth**, **Email**, or **Gmail**.

Working With Favorite Contacts

Add a Contact to Favorites

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

1. T ouch the 🏠 **>** 🌐 **> People** and touch ◢ to select the

all contacts to access your contact list.

2. Touch a contact and then touch ⭐ next to the contact name.

Remove a Contact From Favorites

1. Touch the ⬛ **>** ⬛ **> People** and touch ◢ to select the favorites contacts to access the favorites contact list.

2. Double Touch a favorite contact and then touch 🌟 next to the contact name.

Searching for a Contact

1. Touch the ⬛ **>** ⬛ **> People**.

2. Touch 🔍 at the bottom of the screen

3. Input the contact name you want to search for. The contacts matched will be listed.

Editing Contacts

Edit Contact Details

1. Touch the ⬜ > 🌐 > **People**.

2. Touch a contact you need to edit and then touch the ✏ icon.

3. Edit the contact and touch **DONE**.

Delete a Contact

1. Touch the ⬜ > 🌐 > **People**.

2. Touch a contact you want to delete and touch the ▌ > **Delete**.

3. Touch **OK** to confirm.

Accounts

Adding or Removing Accounts

You can add multiple Google Accounts and Microsoft Exchange
ActiveSync accounts. You may also add other kinds of accounts,
depending on the apps installed on your tablet.

Add an Account

1. From the Home Screen, touch the ⊜ **> Settings > Add
   account**.
2. Touch the type of account you want to add.
3. Follow the onscreen steps to enter the information about the
   account. Most accounts require a username and password,
   but the details may vary. You may also need to obtain some
   information from IT support or your system administrator.

Remove an Account

Removing an account will delete it and all information associated

with it from your tablet, such as emails and contacts.

1. From the Home Screen, touch the ⊜ **> Settings >**
   Accounts.

2. T ouch the account.

3. T ouch the ▌**> Remove account > Remove account**.

Configuring Account Sync

Configure Auto Sync Setting

1. O pen the **Accounts** settings screen.

   Your accounts and sync status are displayed. The ↻ ic on
   turns green if automatic sync is enabled for some or all of the
   account's data, and gray if automatic sync is disabled.

2. T ouch **Gmail sync is OFF / Gmail sync is ON** to turn on or off
   automatic sync in the accounts settings screen.

   ▶ When automatic sync is turned on, changes you make to

information on your tablet or on the web are automatically

synced with each other.

► When auto sync is turned off, you need to sync manually

to collect emails, updates, or other recent information.

Sync Manually

1. O pen the **Accounts** settings screen.

2. Touch the account whose data you want to sync.

3. T ouch the █ **> Sync now**.

Change an Account's Sync Settings

1. O pen the **Accounts & sync** settings screen.

2. Touch the account whose sync settings you want to change.

The Sync settings screen appears, showing a list of

information the account can sync.

3. Check or uncheck items as you need. Checked types of

information on the tablet and the web will be kept in sync when auto-sync is turned on.

Email

Touch ⊕ in the Home Screen and select **Email**. Use it to read and send emails from services other than Gmail.

Set Up the First Email Account

1. When you open **Email** for the first time, enter your email address and password.

2. T ouch **Next** to let the tablet retrieve the network parameters automatically.

   NOTE: You can also enter these details manually by touching **Manual setup** or when automatic setup fails.

3. Follow the on-screen instructions to finish the setup.

Your tablet will show the inbox of the email account and start to download email messages.

Checking Your Emails

Your tablet can automatically check for new emails at the interval you set when setting up the account.

You can also check new emails manually by touching ⟳ in any of the email account's boxes. Touch **Load more messages** at the bottom of the email list to download earlier messages.

Responding to an Email

You can reply to or forward a message that you receive. You can also delete messages and manage them in other ways.

Reply to or Forward an Email

1. Open the email you want to reply to or forward from Inbox.

2. T ouch 🔙 in the message header to reply to the sender.

3. Edit your message and touch ➤.

Mark an Email as Unread

You can return a read email to the unread state—for example, to remind yourself to read it again later. You can also mark a batch of emails as unread.

- While reading a message, touch the **> Mark as unread**.
- While in a message list (for instance, the inbox), touch the checkboxes before the messages and then touch 📩.

Delete an Email

You can delete an email from its folder. You can also delete a batch of emails.

- While reading a message, touch 🗑 **> OK**.
- While in a message list (for instance, the inbox), touch the checkboxes in front of the messages and then touch 🗑 **> OK**.

Writing and Sending an Email

1. Open your email Inbox and touch ✉.

   NOTE: If you have more than one email account added on the
   tablet, touch the sender line to select the account you want to
   use for sending the message.

2. Enter a contact name or email address in the 'To' field.
   Separate each recipient with a comma. You can also touch
   👤 to select recipients from your contacts.

3. Enter the email subject and compose the email text.

4. T ouch ▭ to add audio files, images, videos and other types
   of files as attachments.

5. T ouch ➤ at the top right of the screen to send the message.

Adding Signature to Your Emails

You can set a few lines of plain text as signature for every
outgoing email message from an account, such as your name and

contact information.

1. O pen the **Email** app.

2. T ouch the **≡ > Settings** and select the account you want to
   add signature to.

3. T ouch **Signature** and enter the text.

4. T ouch **OK**.

Adding and Editing Email Accounts

Add an Email Account

After setting up your first email account (see *Email – Set Up the
First Email Account*), you can add more email accounts and
manage them separately.

1. O pen **Email** to get the Inbox screen.

2. T ouch the **≡ > Settings** and touch **ADD ACCOUNT** at the top
   right of the screen.

3. Set up the account as you would with the first one.

Edit an Email Account

You can change a number of settings for an account, including how often you check for email, how you're notified of new mails, and details about the servers the account uses to send and receive mails.

1. O pen **Email** to get the Inbox screen.
2. T ouch the ▌**> Settings** and touch the account whose settings you want to change.
3. Make the changes you want and touch the **Back Key** when you're finished.

Remove an Email Account

1. O pen **Email** to get the Inbox screen.
2. T ouch the ▌**> Settings** and touch the account you want to remove.
3. T ouch **Remove account > OK**.

Changing General Email Settings

General settings apply to all email accounts you add.

1. O pen **Email** to get the Inbox screen.

2. T ouch the ▌ **> Account settings > General**.

3. Make the changes you want and touch the **Back Key** when

   you're finished.

Gmail^{TM}

After you sign in to your Google account on the tablet, you can send and retrieve Gmail messages with the **Gmail** app.

NOTE: This feature may not be available in certain regions or with certain service providers.

Opening Your Gmail Inbox

Touch ⊜ in the Home Screen and select **Gmail**. The Inbox screen appears.

If you haven't signed in, you will be prompted to do so or create a new account.

Touch ↻ at the bottom right of the screen to refresh your Inbox and download new messages.

Switching Accounts

Gmail displays conversations, messages, and settings from one

Google account at a time. If you have signed in to more than one Google account on your tablet, you can switch accounts and view information in each account.

1. From your Inbox, touch the current account at the top of the screen.

2. From the drop-down menu, touch the account you want to see. The account's Inbox will open.

Writing and Sending a Message

1. Open your Gmail Inbox and switch to the account you want to use for sending the message.

2. T ouch ✉+.

3. Enter a contact name or email address in the 'To' field. Separate each recipient with a comma.

4. Enter the email subject and compose the email text.

5. To attach an image, touch the 📎 and select a file from the

image gallery.

6. T ouch ➤ at the top right of the screen to send the message.

Adding Signature to Your Gmail Messages

You can set a few lines of plain text as signature for every outgoing Gmail message. The signature you set on the tablet is independent of the signature you use for Gmail on the web.

1. O pen the **Gmail** app.

2. T ouch the **⋮ > Settings** and select the account you want to add signature to.

3. T ouch **Signature** and enter the text.

4. T ouch **OK**.

Replying to or Forwarding a Message

1. Open the Gmail message you want to reply to or forward to another person.

2. T ouch ![reply icon] in the message header to reply to the sender

3. Edit your message and touch the send icon ![send icon].

Working With Received Attachments

When a message has an attachment, Gmail displays information about that attachment at the top of the message.

Depending on the attachment type, the applications installed on your tablet as well as your settings, you may preview, view, play, save the attachment, or check information about the attachment.

TIP: For documents with multiple pages, touching the **Preview** option will only download the pages you view, while touching **View**, **Play**, or **Save** will download the entire file and cost more time and data.

Searching for Messages

You can search for messages using words that appear in addresses, subjects, labels, or contents.

NOTE: If you search while the tablet doesn't have an active

Internet connection, only messages synchronized onto your tablet

can be searched.

1. O pen the **Gmail** app and touch 🔍.

2. Enter the words to search for and touch the 🔍 on the screen

   keyboard.

   As you type, suggestions may appear below the search field.

   You can touch a suggestion to search for it right away, or

   touch the arrow next to it to add its text to the search field.

3. In the search results, touch the message you need and work

   with it just as you would with any Gmail message.

Working With Labels

Message labels include both labels you create and default labels

such as **Sent**, **Starred**, and **Outbox**. You can organize your

emails by labeling them or adding stars to them. Labels also help

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you sort your messages, just like folders.

- **To label or change labels:**

1. O pen the **Gmail** app and touch in the message list the

    checkboxes before the messages you want to label.
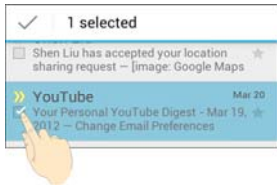
2. Touch the label icon ✐ at the bottom of the screen.

3. Check or uncheck labels in the new screen and touch **OK**.

- **To add stars to messages:**

1. O pen the **Gmail** app and touch in the message list the

    checkboxes before the messages you want to star.

2. At the bottom of the screen, touch ⫶ **> Add star**.

- **To view messages by label:**

1. O pen the **Gmail** app and touch the label icon ✐ at the

bottom of the message list without checking any message.

2. Touch the label to view messages with that label.

TIP: You can also touch the name of your account at the top of the screen. Then touch one of the labels listed in the **RECENT** section, below account names.

Changing Gmail Settings

Touch the ┃ > **Settings** in any Gmail screen to change **General settings**, which apply to all Gmail accounts, or other settings that only apply to specific accounts.

Messaging

You can only use Messaging to exchange multimedia messages
(MMS).

Opening the Messaging Screen

Touch ⓜ in the Home Screen and select **Messaging**.

The **Messaging** screen opens, where you can create a new
message, search for messages, or open an ongoing message
thread.

- Touch ▤₊ to write a new multimedia message.
- Touch 🔍 to search for a message using keywords.
- Touch an existing message thread to open the conversation
  you've had with a certain number.

Sending a Multimedia Message

1. O n the **Messages** screen, touch ▤₊ at the bottom.

2. Enter the recipient and the text of the message, as you do when sending a text message. You can also include email addresses as recipients.

3. Touch the paper clip icon ✎ to attach a file to the message.

4. Touch ➤.

Replying to a Message

Messages you receive are appended to existing threads of the same number. If the new message comes from a new number, a new thread is created.

1. On the **Messages** screen, touch the thread that has the message you want to reply to.

2. Type your reply in the text box at the bottom. You can touch the attach icon ✎ if you want to reply with an MMS.

3. Touch ➤.

Forwarding a Message

1. O n the **Messages** screen, touch the thread that has the message you want to forward.

2. Touch and hold the message.

3. T ouch **Forward** in the menu that opens.

4. Enter a recipient for the message and edit the content if you want.

5. T ouch ➤.

Viewing Details About a Message

1. Touch and hold a message in a thread.

2. T ouch **View details** to see information about the message, such as message type, sender, recipient, or date.

Deleting Messages or Threads

- **To delete messages in a thread:**

1. O n the **Messaging** screen, touch a thread.

2. Touch and hold the **message** and then touch **Delete**.

3. T ouch **Delete** to confirm.

- **To delete message threads:**

1. O n the **Messages** screen, touch and hold one thread you
   want to delete.

2. If there are more threads you want to delete, touch them one
   by one.

3. T ouch 🗑 at the right top.

4. T ouch **Delete** to confirm.

Changing Message Settings

Touch the ▐ **> Settings** in the Messages screen to change
Messages settings.

Calendar

Calendar on the tablet works with the web-based Google
Calendar service for creating and managing events, meetings,
and appointments. It also works with the Microsoft Exchange
ActiveSync calendar once you sign into your Exchange account
on the tablet.

To open Calendar, touch ⊞ in the Home Screen and select
Calendar.

Viewing Your Calendars and Events

Change Calendar Views

You can view your calendars in different forms. The app offers
four views: Month, Week, Day, and Agenda.

To change calendar views, touch DAY, WEEK, MONTH, or
AGENDA at the top left to select the view you prefer.

- In Month view, swipe vertically to see earlier months and later
  months.

- In Week or Day view, swipe horizontally to see earlier

weeks/days and later weeks/days.

- When you are viewing earlier or later days, weeks, or months,

  touch **TODAY** at the top to quickly switch to today.

- When you are in Day or Week view, touch a date in the

  monthly calendar on the right to jump to that day or week.

View Event Details

In Agenda, Day, or Week view, touch an event to view its details.

In Month view, touch a day to switch to Day, Week, or Agenda view. Then touch an event to view its details.

Creating an Event

1. In any Calendar view, touch 🔲 to open an event details screen for a new event.

   You can also touch a spot in Day or Week view twice to add an event to that time spot.

2. Add details about the event.

   Enter a name, location, time span, and other additional details about the event.

   NOTE: If you have more than one calendar, you can choose the calendar to which to add the event by touching the current calendar above the **Event name** box.

3. T ouch **DONE** at the top of the screen to save the new event.

Editing or Deleting an Event

1. Find the event you want to edit or delete.
2. Open its details screen (see *Viewing Your Calendars and Events – View Event Details* in this chapter).
3. Do one of the following as you need.

To…	do…
Edit the event,	touch 🖊. Touch **DONE** to save your changes.
Delete the event,	touch 🗑 **> OK**.

Changing Calendar Settings

To change Calendar settings, open a Calendar view (Day, Week, Month, or Agenda). Then touch ⋮ **> Settings**.

You can change **General settings**, which apply to all accounts, or other settings that only apply to specific accounts.

Google Talk

Google Talk is Google's instant messaging service. You can use it to communicate in real time with other people who also use Google Talk, on a mobile device, on the web, or with a desktop application.

Signing into See Your Friends

You must sign in to your Google Account before you can use Google Talk.

Touch ⊕ in the Home Screen and select **Talk**. The first time you launch **Talk**, touch the account you want to sign in with. Your friends list is then displayed.

NOTE: You remain signed in to Google Talk after launching the **Talk** app even if you switch to other apps, until you explicitly sign out. To sign out, go back to your friends list and touch ⋮ **> Sign out**.

Adding a Friend

1. In the friends list, touch ⚑ at the top right of the screen.

2. Enter your friend's address and touch **DONE**.

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

NOTE: If other people try to add you as a friend, you will receive a notification in the status bar and the invitation appears in your friends list. You can touch the invitation to **Accept**, **Decline**, or **Block**.

Changing Your Online Status

1. Touch your own entry at the top of your friends list.
2. In the screen that opens, touch your current status to change it (or to sign out of **Talk**).
3. Enter a status message or if you already have one, edit it.

    In addition to the standard status settings, you can also touch **Change to a recently-used status** to select a message that you've entered previously.

Chatting With Friends

1. Touch a friend in your friends list. The chat screen for that friend opens.
2. Type in a message and touch ➤. You can also touch ☐ or

    🎤 to initiate a video chat or voice chat if the friend is online.

Switch Between Active Chats

If you have more than one chat going, you can switch between these chats.

Just touch a friend in the friends list to switch to the session with that friend.

Use Group Chat

When you're chatting, you can invite additional friends to join a group chat.

1. On a chat screen, touch ⋮ **> Add to chat**.
2. Touch the name of the friend to invite.

The friend you invited and the current participants receive an invitation to a group chat. Each one who accepts the invitation joins the group chat. In a group chat, everyone can see everyone else's messages. Group chats appear at the top of your friends list, with a group chat icon.

End the Chat

While on a chat screen, touch ⋮ **> End chat**.

You can also touch ⋮ **> End all chats** to end all active chats.

Changing Google Talk Settings

Touch ⋮ **> Settings** to change Google Talk settings for your account.

Google+

Google+ is a social networking service offered by Google. The Google+ application on your tablet enables you to manage your data, chat with online contacts, organize them in different circles, and share your selected information.

Touch ⊞ in the Home Screen and select **Google+**. The first time you open the Google+ app, select the instant upload and contact sync options.

Organizing Your Contacts

5. O pen the **Google+** app.
6. T ouch 🔡 > **All Circles**.
7. Enter the person you want to search for or select a suggested person, and touch **Add**.
8. Check the circles you want the person to be added to,or touch **Create a new circle**.

Getting Updates

1. O pen the **Google+** app.
2. T ouch 🔡 > **Home**.
3. Swipe up or down in portrait mode, or horizontally in landscape

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mode, to see different information shared with you by other users. Touch ◢ to choose what groups of information are shown.

► **Nearby** shows posts shared with you by users near your current location.

► **All circles**, **Acquaintances**, **Family**, **Following**, and **Friends** show updates from people you've added to your circles.

► **What's hot** shows popular posts on Google+.

Chatting With Contacts

You can chat with your Google+ contacts through instant

messaging, similar to sending a text with the Messages app.

9. Touch > **Messenger** in the **Google+** app or touch from

the Home Screen 🔘 **> Messenger**.

10. Touch 🔲 to create a new message.

11. If you touched 🔲 at the top, touch ➕ to add recipients.

They can be contacts or circles.

12. Enter the message.

13. Touch ➤ to send the message.

TIP: Touch [Google+ icon] **> Hangouts** to hold a video chat with your friends.

Checking Photos

You can see your own photo albums and those shared by other users.

Touch [Google+ icon] > **My photos** in the **Google+** app to see all available albums.

Checking and Managing Your Profile

14. Touch [Google+ icon] > **Profile** in the **Google+** app.

15. Swipe up or down to see your posts and personal info.

   Touch [icon] and you can change your profile photo.

Browser

Use **Browser** to view web pages and search for information.

Opening the Browser

Touch 🔲 in the Home Screen and select **Browser** to start this function. The last web page you were viewing is displayed. If you have not used **Browser** recently, your home page opens.

Browser also opens when you touch a web link - for example, in an email or a text message.

Open a Web Page or Search the Web

1. O pen the **Browser** app.

2. Touch the address box at the top of the web page. If the address box isn't visible, swipe down a little to show it.

3. Enter the address (URL) of a web page. Or, enter terms you want to search for. You can also touch 🎤 to search by voice.

4. Touch a URL or search suggestion or touch **Go** on the keyboard to open the web page or search results.

TIP: Touch the **X** to the left of the address box if you want to stop opening the page.

Set the Homepage

Your home page opens when you open a new browser tab, and when you start **Browser** after restarting your tablet or after not using the app for a while.

1. Open the page you want to set as your home page.

2. Touch the ⋮ **> Settings > General > Set homepage**.

3. Touch **Current page** or one of the following options.

   ► **Blank page:** Open browser tab without opening a web page by default. This can make new Browser tabs open more quickly.

   ► **Default page:** Set the factory default URL as the

homepage.

► **Most visited sites:** Every new browser tab displays a list of your frequently visited sites for you to choose from.

► **Other:** Type a URL as the homepage.

Get Information About the Current Page

Touch the page icon, to the left of the address box.

Working With an Opened Page

While viewing most web pages, you can do the following operation.

- Scroll: Swipe the screen in any direction.

- Zoom out: Touch the screen with two fingers and pinch them together.

- Zoom in: Touch the screen with two fingers and spread them apart.

- Go back: Touch the $\overleftarrow{\qquad}$ to return to the page you've viewed previously in the same window.

- Go forward: Touch the $\rightarrow$ icon.

- Refresh the page: Touch the $\mathbf{C}$.

- Find text on the page: Touch the **>** Find on page and type the terms you want to search for.

- Send the page URL to friends: Touch the **>** Share page and select how you want to send the URL.

- Follow a link: Touch a link on the web page to open it.

- Save the page for offline reading: Touch the **>** Save for offline reading. You can touch the **>** SAVED PAGES to read them.

TIPS:

Besides links, **Browser** also recognizes some tablet numbers, addresses, and similar information for you to act on. Try touching them and see what happens.

Using Multiple Browser Tabs

You can open several web pages at the same time (one page in each tab) and switch between them freely.

- **To open a new browser tab:**

1. Touch the tabs icon ✛ on the top of the address box.

2. A new browser window opens and the homepage is loaded.

- **To switch between tabs:**

1. Touch the tabs name on the top of the address box.

2. T ouch its **X** to close the tab.

- **To use incognito tab for privacy browsing:**

Pages you view in incognito tabs won't appear in your browsing history or search history. No trace will be left on your tablet once you close the tab.

Touch the ⋮ **> New incognito tab**.

Using Bookmarks

Save web URLs as bookmarks to open them easily in the future.

To open a bookmark, touch the ![icon] in a browser tab and then touch the bookmark.

Edit a Bookmark

1. T ouch the ![icon].

2. Touch and hold the bookmark to edit.

3. T ouch **Edit bookmark**.

4. Edit the label, address, account, or location of the bookmark in the dialog that opens.

5. T ouch **OK**.

NOTE: Preinstalled bookmarks may not be edited.

Delete a Bookmark

1. T ouch the ![icon].

2. Touch and hold the bookmark to delete.

3. T ouch **Delete bookmark**.

4. T ouch **OK**.

NOTE: Preinstalled bookmarks may not be deleted.

Viewing Your Browsing History

1. Open the Browser app and touch the .

2. T ouch the **HISTORY** tab.

3. Touch a time span to view the web pages you browsed during
   then. You can touch an item to reopen the web page.

Changing Browser Settings

You can configure a number of Browser settings to customize the
way you browse the web, including several that you can use to
control your privacy.

To open the Browser settings screen, touch the **> Settings**.

Maps, Navigation, and Local

Activating Location Services

To use **Navigation**, **Local**, **Latitude**, and find your location on Google Maps, you must have location services turned on on your tablet.

1. Touch the ⬠ > 🌐 > **Settings > Location services**.

2. Select the location options you want to use.

   Check **Google's location service** to use Wi-Fi and mobile networks to determine your approximate location; check **GPS satellites** to use GPS satellites to determine your location.

Getting Your Location

1. Touch 🌐 in the Home Screen and select **Maps**.

2. Touch ◉ at the top right.

The map centers on a blue blinking dot that indicates your

location.

Searching for a Location

1. Touch 🌐 in the Home Screen and select **Maps**.

2. Touch 🔍.

3. Enter the place you're looking for in the search box at the top.

   You can enter an address, a city, or a type of business or

   establishment, for example, "museums in Shanghai." As you

   enter information, suggestions from your previous searches

   and from popular searches appear in a list below the search

   box. You can touch a suggestion to search for it.

   TIP: You can also touch 🎤 beside the search box to use

   voice search.

4. Touch the search icon on the keyboard. Markers with letter

   labels indicating search results appear on the map.

5. Touch a marker to open a balloon that contains a label with

summary information about the location.

6. Touch the balloon to open a screen with more information, as
   well as options for obtaining directions and more.

Getting Directions to Your Destination

Maps can provide directions for travel by foot, public
transportation, or car.

1. Touch ⊕ in the Home Screen and select **Maps**.

2. Touch �a t the bottom.

3. Enter a start and end point and select the mode of
   transportation (car, public transit, or walking). If you have
   enabled My Location, this will appear in the start point field by
   default.

4. Touch **GET DIRECTIONS**. The directions to your destination
   are marked on the map. Touch the left or right arrow to see the
   direction step by step. You can also touch **DIRECTIONS LIST**

to see your route displayed in a list.

NOTE: Touch ⊜ **> Navigation** from the Home Screen to use Google Maps Navigation (beta) and get turn-by-turn voice directions.

Searching for Local Places

Google Places helps you find all kinds of businesses and establishments around you. You can rate these places and get recommendations

1. Touch ⊜ in the Home Screen and select **Local**. Or from the **Maps** app, touch the Maps icon at the top of the screen and select **Local**.

2. Wait while you are being located. Your location, when found, is shown at the top.

3. Select a place category and the information for that type of place near you will be displayed.

You can also use the 🔍 button at the top to find the place you need.

NOTE: Touch the ▮ **> Add a search** to add new place categories.

4. Tap a result you are interested in and check out the details and reviews about that place. You can also see the place on **Maps**, find out how to get there, give that place a call, add your rating and review, and more.

Google Search, Voice Search, and Voice Actions

You can search for information on the web or on your tablet using Google Search. You can also search the web or perform certain tasks by speaking.

Searching With Text

1. S tart the **Search** app in one of the following ways.

   ▸ Touch 🅱 in the Home Screen and select **Google**.

   ▸ Touch the Google Search box at the top of the Home Screen.

   ▸ Touch the 🔍 in certain apps to search for related information.

2. Enter the terms you want to search for and touch **Go**, or touch a search suggestion.

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Searching by Speaking

1. Touch the microtablet icon to the right of the search box.

2. Speak the terms you want to search for. When you're finished speaking, your speech is analyzed and the search is initiated.

   If Google Search didn't quite understand what you said, you are presented with a list of similar-sounding terms. Touch the correct term to start the search.

Using Voice Actions

1. Touch the microtablet icon to the right of the search box.

2. Speak the voice action you want to use. For example, say 'send a text'.

   Your speech is analyzed before the action is initiated.

3. Some voice actions need you to complete by speaking or typing more information. For example, a **send text** window appears after you say 'send a text'. You need to enter the

recipient and message text by typing or speaking.

Changing Search and Voice Search Settings

Open the **Google** app and touch the ⋮ **> Settings** to set Searchable items, or clear shortcuts.

To set Voice Search settings, touch the ⬭ **> ⊜ > Settings > Language & input > Voice Search** in the Home Screen.

Camera

You can take photos and record videos. Photos and videos are
stored to the external memory card or to the tablet's internal
storage. You can copy them to your computer or access them in
the **Gallery** app.

Capturing a Photo

1. T ouch in the Home Screen and select **Camera**.

2. Aim the camera at the subject and make any necessary
   adjustment.

Number	Function
1	Change the camera settings.
2	Slide the circle and slide to zoom out.
3	Switch between the front and the back cameras.
4	View photos you have captured.
5	Capture a photo.
6	Switch to the camcorder or panorama mode.

3. Touch the area where you want the camera to focus. Green

   brackets appear around the area you touched.

4. Lightly touch the blue button ●.

Customize Camera Settings

Before taking a photo, you can touch ≢ to open the following

camera setting options.

White balance 〇W, 🔆, 🌣, 🌫 or ☁	Select how the camera adjusts colors in different kinds of light to achieve the most natural looking colors for your shots, or allow the camera to adjust the white balance automatically.
Exposure ☑	Adjust the exposure. To let the camera set the exposure automatically, touch 0.
Camera settings ⦚	Set the Store location，contrast，anti banding，picture size, picture quality, Face Detection, or restore default camera settings.

Capturing a Panoramic Photo

You can take wide panoramic photos in panorama mode.

1. T ouch 🌐 in the Home Screen and select **Camera**.

2. T ouch 🖼 to switch to panorama mode.

3. T ouch 🟢 to start capturing the photo.

4. Slowly move the tablet in any direction.

5. T ouch 🟢 when you reach the end point of the panoramic photo.

Recording a Video

1. T ouch 🌐 in the Home Screen and select **Camera**.
2. T ouch 🔲.
3. Aim the camera at the subject and make any necessary adjustment.
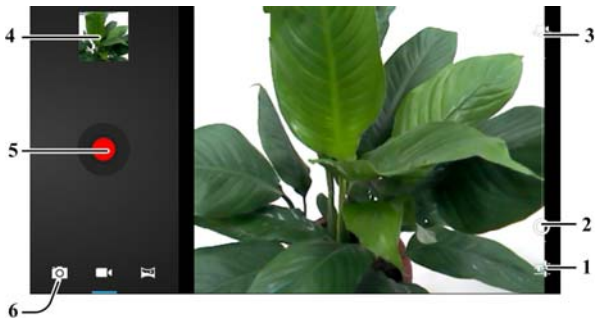
Number	Function

Number	Function
1	Check the current zoom value. Change the camcorder settings.
2	Slide the circle and slide to zoom in or out.
3	Switch between the front and the back cameras.
4	View photos and videos you have captured.
5	Record a video.
6	Switch to the camera or panorama mode.

4. Touch the red button ● to start recording.

5. T ouch ● to stop recording.

Customizing Camcorder Settings

Before recording a video, you can touch 芋 to open the following camcorder setting options.

White balance ⚪W, 💡, ☀, ☀, or ☁	Select how the camera adjusts colors in different kinds of light to achieve the most natural looking colors for your videos, or allow the camera to adjust the white balance automatically.
Color effect 🎨	Set the color effect.
Time lapse interval ⏱	Set the time interval for recording time lapse videos or turn off this feature to record normal videos.
Video quality 720p, 480p, or ✓	Adjust video quality.

Camera settings ⋮	Set the store location, video encoder, audio encoder, file format, video duration, storage path, or restore default settings

Gallery

Opening Gallery

Touch 🌐 in the Home Screen and select **Gallery** to view albums of your pictures and videos.

Working With Albums

When you open Gallery, all pictures and videos on your tablet are displayed in a number of albums.

- **To view album contents:**

Touch an album to view the pictures and videos it contains.

- **To share albums:**

1. Touch and hold an album until it is selected.

2. Touch more albums that you want to share.

3. T ouch 📷 at the top of the screen and select how you want to share the albums.

- **To view details of an album:**

1. Touch and hold an album until it is selected.

2. T ouch ⋮ **> Details**.

- **To delete albums:**

1. Touch and hold an album until it is selected.

2. Touch more albums that you want to delete.

3. T ouch 🗑 **> Delete**.

- **To download Picasa web albums:**

1. T ouch ⋮ **> Make available offline**.

2. Touch the Picasa web albums you want.

3. T ouch **Done**.

Working With Pictures

Touch a picture in an album to view the picture in full screen.

Double-touch the picture, or pinch two fingers together or spread

them apart to zoom out or in. Slide left or right to view other

pictures in the album.
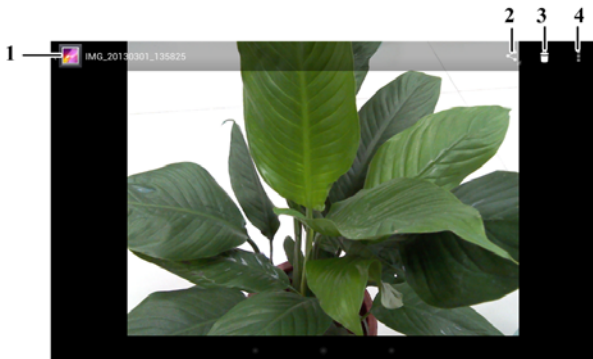
Number	Function
1	Touch to return to the album, where all its contents are displayed in a grid.
2	Share the picture.
3	Delete the picture.

Touch ⋮ to browse the album contents in a slideshow, rotate the

picture, view picture file detail, set it as contact icon or wallpaper,

or edit it.

NOTE: Some of the options may not be available for certain

albums or pictures.

Retouch Your Pictures

You can edit any photos you took and some other pictures in

Gallery. The changed picture is saved in the **Edited** album, while

the original image is never affected.

1. Touch ⋮ **> Edit** while viewing a picture in full screen to open

   the Edit interface.

2. Touch the icons along the bottom of the screen to edit the

   picture.

◩	Add fill light, emphasize highlight or shadows, or set to auto-fix.
FX	Apply effects such as posterizing, lomography, documentary, and film grain.

😎	Apply color effects such as warmth, saturation, B&W, sepia, negative, as well as other effects including doodling on the picture.
🖼	Crop, fix red eye, straighten, rotate, flip, sharpen the picture, etc.

3. To undo or redo the changes you've made to the picture, touch ⟵ or ⟶ at the top of the screen.

4. Touch **SAVE** to save the new picture to the **Edited** album.

Share Your Pictures

1. Touch an album in the gallery and then touch a picture.

2. Touch 🔗 at the top of the screen. If the icon is invisible, touch the screen first.

3. Select how you want to share the picture.

Working With Videos

Play Videos

1. Touch an album in the gallery and then touch the thumbnail of

a video.

2. Touch ⬤ at the center to start playing.

Touch the video to view the playback controls.

Share Videos

1. Touch an album in the gallery and then touch the thumbnail of

   a video.

2. Touch ⬤ at the top of the screen. If the icon is invisible,

   touch the screen first.

3. Select how you want to share the video.

Music

Touch ⊕ in the Home Screen and select **Music** to play audio files stored on your tablet. **Music** supports a wide variety of audio formats, so it can play music you purchase from online stores, music you copy from your CD collection, and so on.

Copying Music Files to Your Tablet

Before using Music, you need to copy audio files from your computer to your tablet's memory card or internal storage.

Copy From a Computer

1. Connect your tablet and the computer with a USB cable.
2. T ouch **Media device (MTP)** (if supported on the PC) or **Camera (PTP)** to browse the files on the tablet internal storage and the microSD card.
3. Copy the music file from the PC and paste it to the internal storage or microSD card.

Download From the Internet

You can download music files when browsing web pages. See

Receive via Bluetooth

You can receive music files from other devices via Bluetooth. See

Viewing Your Music Library

Touch in the Home Screen and select **Music** and your music

library is displayed. All your audio files are cataloged, according

the information stored in the files.

Touch the tabs at the top of the screen to view your music library

organized by **Albums**, **Artists**, **Songs**, **Playlists**, **Folders** or

Genrelist.

NOTE: If an audio file is being played, touch the **Now playing** tab

to open the playback screen.

Deleting a Song

1. T ouch **> Music** in the Home Screen and select >

   Songs to see the music library.

2. Touch and hold a song in any list.

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3. In the menu that opens, touch **Delete > OK**.

Playing Music

Touch a song in the music library to listen to it. The following

playback screen appears.

Number	Function
1	The current music name.

2	Touch to toggle repeat mode: repeat all songs in the playlist, repeat the current song, or repeat off.
3	Drag the slider to jump to any part of the song.
4	Touch to open the current playlist.
5	Album artwork. Playback control. Skip songs or pause and resume playback.
6	Add the current to my favourite or playlist, share the music, sound effects, delete the music, set sleep timer, check the detail info, or exit music.
7	Touch to play the current playlist in shuffle mode, where tracks are played in random order.

Managing Playlists

Create playlists to organize your music files into sets of songs, so that you can play the songs you like in the order you prefer.

Create a Playlist

1. Touch and hold a song in the music library.

2. In the menu that opens, touch **Add to playlist**.

3. T ouch **New**.

4. Type the playlist name and touch **Save**.

The playlist is created and the song you selected is added to the playlist.

Add a Song to a Playlist

1. Touch and hold the song in the music library.

2. In the menu that opens, touch **Add to playlist**.

3. Touch the name of the playlist you want the song added to.

TIP: You can rearrange the songs in the playlists you created. Open the playlist and touch and hold ▦ in front of a song. Drag up or down to change its order in the playlist.

Remove a Song From a Playlist

1. Open a playlist.

2. Touch and hold the song you want to remove.

3. T ouch **Remove from playlist**.

Delete or Rename a Playlist

1. T ouch the **Playlists** tab in the music library to see all the

   playlists.

2. Touch and hold a playlist and touch **Rename** or **Delete** in the

   menu that opens.

Play Music

The **Play Music** application (🎵) works with Google Music, Google's online music store and streaming service. You can stream via mobile data or Wi-Fi and listen to you favorite songs that you've added to your online Google Music library. You can also play audio files you've copied directly to your tablet from a computer.

NOTE: The availability of Google Music is dependent on your region. If it is not available, or you don't have a mobile data or Wi-Fi connection, you can only play music stored on your tablet.

Playing Your Music

Touch ⊞ in the Home Screen and select **Play Music**. If you are prompted, select an account to access its online music library.

The app searches your online library and your tablet for music and playlists before displaying your combined music library, organized by **Recent**, **Albums**, **Artists**, **Songs**, **Playlists**, and **Genres**. To changes views of your library, touch the view name at the top left of the screen.

Touch a song to play it. When the song is playing, touch the album artwork to display more options.
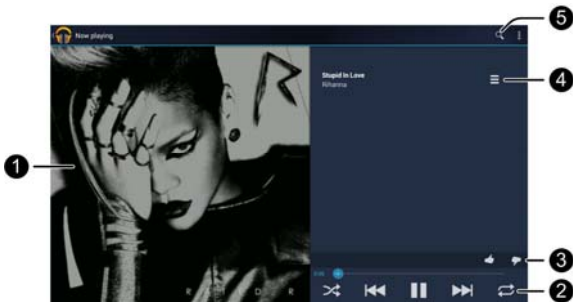
Number	Function
1	Album artwork.
2	Playback control. Skip songs, pause and resume playback, use shuffle or repeat. Drag the slider to jump to any part of the song.
3	Rate the song.
4	View the current playlist (queue).
5	Search for music.

You can still control the music when you are not in the playback screen.

• In the **Play Music** app, touch the Now Playing bar at the bottom left of the screen to restore the playback screen.

- In other apps, open the notification panel. Touch the song title to restore the playback screen, or just pause/ resume playback or skip to the next/previous song.

- When the screen is locked, the song information, album cover as well as playback control is displayed on the screen. You can pause/resume playback or skip songs.

Managing Playlists

Create playlists to organize your music files into sets of songs, so that you can play the songs you like in the order you prefer.

- **To create a playlist or add a song to a playlist:**

Touch ◢ next to the song, and select **Add to playlist**.

- **To rearrange songs in a playlist:**
1. Switch to the **Playlists** view and open a playlist.
2. Touch and hold the small grid in front of a song.
3. Drag the grid up or down to change its order in the playlist.

- **To remove songs from a playlist:**
1. Open the playlist in the **Playlists** view of the music library.
2. Touch and hold the song or touch ◢ next to the song you want to remove.
3. S elect **Remove from playlist**.

- **To rename or delete a playlist:**
1. Switch to the **Playlists** view in the music library to see all the

playlists.

2. Touch and hold a playlist or touch ◢ next to the playlist.

3. T ouch **Rename** or **Delete** in the menu that opens.

Video Player

Use the video player to play various kinds of videos.

Opening the Video Library

Touch 🔳 in the Home Screen and select **Video Player** to view your video library.

Touch the tabs at the top of the screen to view the available videos.

- **All:** videos on your tablet.
- **Recently:** recently added videos on your tablet.
- **Camera:** videos you have recorded with the tablet's camera.

Playing and Controlling Videos

Touch a video in the video library to play it. Rotate the tablet on its side to watch the video in landscape or portrait view.

Touch the video to show the playback controls. You can pause and resume the playback, or jump to any part of the video.

Managing Video Files

- **To delete videos:**

1. Touch and hold a video in the video library. The video is highlighted.

2. To remove more videos, touch them.

3. Touch 🗑 **> Delete** at the top right of the screen.

- **To share videos:**

1. Touch and hold a video in the video library. The video is highlighted.

2. To share more videos, touch them.

3. Touch 🔗 at the top right of the screen and select how you want to share them.

- **To rename a video:**

1. Touch ◢ next to the video you want to rename.

2. Touch **Rename**.

3. Type the new video name and touch **OK**.

- **To view details of a video:**

1. Touch ◢ next to the video you want to view the details of.

2. Touch **Details**.

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Sound Recorder

Sound Recorder enables you to record voice memos and listen to them whenever you like.

Recording a Voice Memo

1. T ouch 🔘 in the Home Screen and select **Voice Recorder**.

2. T ouch 🔴 to start recording. Touch ❎ to cancel recording if you change your mind.

3. T ouch ⬛ to stop recording. The memo is automatically saved.

If you don't want to save the memo after recording it, touch ❎ to delete it.

Playing a Voice Memo

● **To play a memo you just recorded:**

Touch ▶ at the bottom of the screen.

- **To play any saved memo:**

1. T ouch **> My recordings** at the top right of the screen to see all recordings.

2. Touch the title of a memo to play it.

NOTE: You can also touch next to the memo to share, rename, delete it, or check its file information.

More Apps

Calculator

Touch ⊜ in the Home Screen and select **Calculator**.

Chrome

Use Google Chrome to browse the Internet. Chrome on your ZTE device can sync bookmarks, browsing history, and opened tabs from your Google Account.

Clock

Use the tablet as a desk clock and set alarms.

Using Desk Clock

Desk clock displays the current time and the next alarm.

Touch ⊜ in the Home Screen and select **Clock**.

Touch the screen to dim the screen light, for example, when you

prepare to go to bed.

Setting a New Alarm

1. Touch 🌐 in the Home Screen and select **Clock**.

2. Touch **Set alarm** or the existing alarm.

3. Touch a default alarm to configure it, or touch **ADD ALARM** to create a new alarm.

4. Swipe the ON/OFF switch and set up the alarm options, such as time, repeat, and ringtone.

5. Touch ⬅ to save and exit.

Downloads

The **Downloads** app keeps a record of the files you have downloaded using the **Browser**, **Email**, or **Gmail** app.

Touch 🌐 in the Home Screen and select **Downloads** to check the record.

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- Touch a file to open it with the appropriate applications.

- Touch and hold a file, or check the box in front of it, to delete or share it.

File Manager

Quickly access all of your images, videos, audio clips, and other types of files on your tablet and on the memory card.

Touch ⊕ in the Home Screen and select **File Manager**. Touch the folder name at the top left of the screen to switch between the memory card storage and the internal storage.

Note Pad

Touch ⊕ in the Home Screen and select **Note pad** to save and view your text notes.

Touch **ADD** to create a new note. Then enter your text and touch ✓ to save it.

Touch a note in the list on the left to view its entire content. You can also delete it, share it, or touch ⋮ to change its title.

Task Manager

Touch ⊞ in the Home Screen and select **Task Manager** to view or stop applications.

- Touch a task in the **TASK** tab to switch to its screen, abort it, or see its detail.

- Touch the **APPLICATION** tab to manage all the apps on your tablet.

- Touch the **RESOURCE** tab to view the real-time system resources information.

Timer

Touch ⊞ in the Home Screen and select **Timer** to use the stopwatch or the timer.

Stopwatch allows you to record lap times, while Timer allows you to set a time and count down to zero.

World Time

Touch 🔲 in the Home Screen and select **World time** to check local time for cities around the world.

Touch **+** at the top right to add a new city.

YouTube

Touch 🔲 in the Home Screen and select **YouTube**.

You can watch YouTube videos or upload your own.

Settings

Touch ⊞ in the Home Screen and select **Settings**. The **Settings** app contains most of the tools for customizing and configuring your device.

Wireless and Networks

Wi-Fi

Turn Wi-Fi on or off and configure your Wi-Fi connections. See *Connecting to Networks and Devices – Connecting to Wi-Fi*.

Bluetooth

Turn Bluetooth on or off and configure your Bluetooth connections. See *Connecting to Networks and Devices – Connecting to Bluetooth Devices*.

Data Usage

Touch the **ON/OFF** switch to turn on or off mobile data.

You can check how much data has been used during the time cycle you set, set a mobile data limit and warning, see what apps have been using mobile data, or restrict background data for individual apps.

VPN

Set up and connect to virtual private networks. See *Connecting to Networks and Devices – Connecting to Virtual Private Networks*.

Mobile Networks

Control mobile data use, select mobile network and set access point names. See *Connecting to Networks and Devices – Connecting to Mobile Networks*.

Device

Sound

Adjust volumes (see *Personalizing – Adjusting Volumes*), toggle

sound and mute (see *Switching to Silent Mode*), set up ringtone and notification sound (see *Personalizing – Changing Ringtone and Notification Sound*), and select system sounds (refer to *Turning On/Off Touch Sounds*).

Touch **Silent mode** to turn off all sounds except media and alarm, or enable silent mode with vibration.

Display

- **Brightness:** Set the brightness of the display.
- **Wallpaper:** Select a background image for the Home Screen.
- **Sleep:** Set the length of time of inactivity before the screen turns off.
- **Font size:** Set the font size of the text on the screen.
- **Pulse notification light:** Flash the LED light to notify you of missed calls, new messages, and other events.

Storage

Check memory information for your memory card and internal storage.

- **Unmount SD card:** Unmount the memory card from your tablet so that you can safely remove the card while the tablet is on.

- **Erase SD card:** Erase all data on your memory card and prepare it for use with your tablet.

Touch the ⁞ **> USB computer connection** to set the connection type for your tablet.

Battery

Check how much power remains for the battery and what has been using the battery.

Apps

See apps installed on your tablet and manage them.

Touch an app in the **DOWNLOADED**, **ON SD CARD**, **RUNNING**, or **ALL** tab to see its information. You can stop the app, uninstall the app, clear data and cache, or move the app between the internal storage and the memory card.

NOTE: Not all applications can be moved or uninstalled.

Personal

Location Services

Activate location services to determine your location. See *Maps, Navigation, Places and Latitude – Activating Location Services*.

Security

- **Screen lock:** Lock the screen with slide, pattern, PIN, or password. See *Personalizing – Protecting Your Tablet With Screen Locks*.

- **Owner info:** Set the text that you may display on the lock

screen.

- **Encrypt tablet:** Encrypt your data on the tablet to protect your privacy. See *Personalizing – Protecting Your Tablet With Encryption*.

- **Set up SIM card lock:**

  ▸ **Lock SIM card:** Activate or deactivate the PIN lock to require PIN before accessing the SIM card.

  ▸ **Change SIM PIN:** Change the PIN used to access the SIM card.

- **Make passwords visible:** Display passwords as you enter them.

- **Device administrators:** View or deactivate apps you have authorized to be device administrators.

- **Unknown sources:** Check this option to permit installation of apps from sources other than the Play Store.

- **Trusted credentials:** Display trusted CA certificates.

- **Install from SD card:** Install certificates from the memory card.

- **Clear credentials:** Delete all certificates.

Language and Input

- **Language:** Select a language and region for your system.

- **Personal dictionary:** Add new words to the tablet's dictionary or remove words from the dictionary. The words you add are used for spelling check and word suggestion.

- **KEYBOARD & INPUT METHODS:** Configure text input settings. See *Knowing the Basics – Entering Text – Touch Input Settings*.

- **Voice Search:**

  ▸ **Language:** Select the language you use when entering text by speaking or searching by speaking.

- ► **Speech out:** set the speech out, always or hands-free only.

- ► **Block offensive words:** Replace offensive words with an asterisk (*) when you use Google voice recognition to transcribe your voice into text.

- ► **Hotword Detection:** Disable or enable hotword detection.

- ► **Download offline speech recognition:** Download offline voice input language.

- **Text-to-speech output:**

  - ► **PREFERRED ENGINE:** Select the speech synthesis engine you want to use or change its settings.

  - ► **Speech rate:** Select how quickly you want the synthesizer to speak.

  - ► **Listen to an example:** Play a brief sample of the speech synthesizer, using your current settings.

- **Pointer speed:** Select how fast the pointer/mouse should scroll when you connect the tablet to a trackpad or mouse accessory.

Backup and Reset

- **Back up my data:** Back up app data, Wi-Fi passwords, and other settings to Google servers after you sign in to your Google account.

- **Automatic restore:** Restore previously backed up settings and data when you reinstall an app.

- **Factory data reset:** Reset your tablet to factory default settings. All your personal data from the tablet's internal storage will be erased. You can also erase the data on the memory card during the process.

ACCOUNT

Add account: Add one or multiple Google Accounts and

Microsoft Exchange ActiveSync accounts

System

Date and Time

Set date, time, time zone, and how date and time are displayed.

You can also use network-provided data.

Accessibility

Configure accessibility plug-ins on your tablet, such as using

TalkBack for low-vision users.

Developer Options

Developer options contains settings that are useful when

developing Android applications.

About Tablet

View tablet status and legal information. You can also upgrade

your tablet system from update packages copied to the storage card.

Troubleshooting

If you encounter problems while using the tablet, or if it performs abnormally, you can refer to the chart below. If your particular problem cannot be resolved using the information in the chart, contact the dealer where you purchased the tablet.

Problem	Possible causes	Possible solution
Poor reception	The network signal is too weak at your current location, for example, in a basement or near a tall building, because wireless transmissions can not effectively reach it.	Move to a location where the network signal can be properly received.

Problem	Possible causes	Possible solution
	The network is busy at the current time (for example, during peak times, there may be too much network traffic to handle additional calls).	Avoid using the tablet at such times, or try again after waiting a short time.
	You are too far away from a base station for your service provider.	You can request a service area map from your service provider.
Echo or noise	Poor network link quality on the part of your service provider.	End the call and dial again. You may be switched to a better-quality network link or tablet line.

Problem	Possible causes	Possible solution
	Poor local teletablet line quality.	End the call and dial again. You may be switched to a better-quality network link or tablet line.
Unable to select certain features	Your service provider does not support these features, or you have not applied for services that provide these features.	Contact your service provider.
Battery not charging	The battery or battery charger is damaged.	Contact the dealer.

Problem	Possible causes	Possible solution
	The tablet's temperature is below 0°C or higher than 45 °C.	Adjust the battery charging environment to avoid extremes of temperature.
	Poor contact between the battery and charger.	Check all connectors to make sure all connections have been properly made.

Problem	Possible causes	Possible solution
Shortened standby time	The standby time is related to your service provider system configuration. The same tablet used with different service providers' systems will not provide exactly the same length of standby time.	If you are located in an area where signaling is weak, temporarily power off the tablet.
	The battery is depleted. In high temperature environments, battery life will be shortened.	Use a new battery.

Problem	Possible causes	Possible solution
	If you are not able to connect to the network, the tablet will continue to send out signals as it attempts to locate a base station. Doing so consumes battery power and will consequently shorten standby time.	Change your location to one where the network is accessible, or temporarily turn off your tablet.
Cannot turn your tablet on	Battery power has been depleted.	Recharge the tablet's battery.
(U)SIM card error	(U)SIM card malfunction or damage.	Take the (U)SIM card to your service provider for testing.

Problem	Possible causes	Possible solution
	(U)SIM card inserted improperly.	Insert the (U)SIM card properly.
	Debris on the (U)SIM card contacts.	Use a soft, dry cloth to clean the (U)SIM card contacts.
Unable to connect to the network	(U)SIM card invalid.	Contact your service provider.
	You are not within the network's service area.	Check the service area with your service provider.
	Poor signal.	Move to an open space, or if you are inside a building, move closer to a window.

Problem	Possible causes	Possible solution
PIN Code blocked	You have entered an incorrect PIN code three consecutive times.	Contact your service provider. If the service provider provides the (U)SIM card's PUK code, use the PUK code to unlock the (U)SIM card.
Unable to enter information into the tabletbook	The tabletbook's memory is already full.	Delete unnecessary data from the contacts.
Tablet crashes,	Some third-party software is not	Reset the tablet to factory status.

Problem	Possible causes	Possible solution
reboots, freeze, or cannot be powered on	compatible with your tablet.	Enter safety mode and uninstall the software that may cause the problem.
		Upgrade the tablet software.

For Your Safety

General Safety

	Don't make or receive handheld calls while driving. Never text while driving.		Don't use at gas stations.
	Keep your tablet at least 15 mm away from your ear or body while making calls.		Your tablet may produce a bright or flashing light.
	Small parts may cause choking.		Don't dispose of your tablet in fire.

	Your tablet can produce a loud sound.		To prevent possible hearing damage, do not listen at high volume levels for long periods.
	Avoid contact with anything magnetic.		Avoid extreme temperatures.
	Keep away from pacemakers and other electronic medical devices.		Avoid contact with liquids. Keep your tablet dry.
	Turn off when asked to in hospitals and medical facilities.		Don't take your tablet apart.

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	Turn off when told to in aircrafts and airports.		Only use approved accessories.
	Turn off when near explosive materials or liquids.		Don't rely on your tablet for emergency communications.

Radio Frequency (RF) Exposure

General Statement on RF Energy

Your tablet contains a transmitter and a receiver. When it is ON, it receives and transmits RF energy. When you communicate with your tablet, the system handling your call controls the power level at which your tablet transmits.

Limiting Exposure to Radio Frequency (RF) Fields

For individuals concerned about limiting their exposure to RF fields, the

World Health Organization (WHO) provides the following advice:

Precautionary measures: Present scientific information does not indicate the need for any special precautions for the use of mobile tablets. If individuals are concerned, they might choose to limit their own or their children's RF exposure by limiting the length of calls, or using 'hands-free' devices to keep mobile tablets away from the head and body.

Further information on this subject can be obtained from the WHO home page http://www.who.int/peh-emf (WHO Fact sheet 193: June 2000).

Regulatory Information

The following approvals and notices apply in specific regions as noted.

Please find the section Declaration of RoHS Compliance and CE DOC in the end of this manual.

National Restrictions on Wi-Fi Usage

2400.0-2483.5 MHz

Country	Restrictions	Reason/remark
Bulgaria		General authorization required for outdoor use and public service
France Plea	se don't use WIFI function outdoors	Military Radiolocation use. Refarming of the 2.4 GHz band has been ongoing in recent years to allow current relaxed regulation. Full implementation planned 2012.

Italy		If used outside of own premises, general authorization is required.
Luxembourg	None	General authorization required for network and service supply (not for spectrum).
Norway	Implemented	This subsection does not apply for the geographical area within a radius of 20 km from the centre of Ny-Ålesund.
Russian Federation		Only for indoor applications.

Distraction

Driving

Full attention must be given to driving at all times in order to reduce the risk of an accident. Using a tablet while driving (even with a hands free kit) can cause distraction and lead to an accident. You must comply with local laws and regulations restricting the use of wireless devices while driving.

Operating Machinery

Full attention must be given to operating machinery in order to reduce the risk of an accident.

Product Handling

General Statement on Handling and Use

You alone are responsible for how you use your tablet and any consequences of its use.

You must always turn off your tablet wherever the use of a tablet is prohibited. Use of your tablet is subject to safety measures designed to protect users and their environment.

- Always treat your tablet and its accessories with care and keep it in a clean and dust-free place.

- Keep the screen and camera lens clean. Unclean screen or camera lens may slow down the tablet's reaction to your operations or lower image quality.

- Clean the device and its accessories with a soft material such as cleaning cloth for eyeglass lenses. Do not use alcohol or other corrosive substances for cleaning or allow them to get inside.

- Do not expose your tablet or its accessories to open flames or lit tobacco products.

- Do not expose your tablet or its accessories to liquid, moisture or high humidity.

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- Do not drop, throw or try to bend your tablet or its accessories.

- Do not paint your tablet or its accessories.

- Do not attempt to disassemble your tablet or its accessories. Only authorized personnel can do so.

- Do not expose or use your tablet or its accessories in a environment with or that can reach extreme temperatures, minimum - [5] and maximum + [50] degrees Celsius.

- Do not place your tablet inside or near heating equipments or high pressure containers, such as water heaters, microwave ovens, or hot cooking utensils. Otherwise, your tablet may be damaged.

- Please check local regulations for disposal of electronic products.

- Do not carry your tablet in your back pocket as it could break when you sit down.

Small Children

Do not leave your tablet and its accessories within the reach of small children or allow them to play with it.

They could hurt themselves or others, or could accidentally damage the tablet.

Your tablet contains small parts with sharp edges that may cause an injury or may become detached and create a choking hazard.

Demagnetization

To avoid the risk of demagnetization, do not allow electronic devices or magnetic media to be close to your tablet for a long time.

Electrostatic Discharge (ESD)

Do not touch the SIM card's metal connectors.

Air Bags

Do not place a tablet in the area over an air bag or in the air bag deployment area as an airbag inflates with great force and serious injury could result.

Store the tablet safely before driving your vehicle.

Seizures/Blackouts

The tablet can produce a bright or flashing light. A small percentage of people may be susceptible to blackouts or seizures (even if they have never had one before) when exposed to flashing lights or light patterns such as when playing games or watching video. If you have experienced seizures or blackouts or have a family history of such occurrences, please consult a physician.

Repetitive Strain Injuries

To minimize the risk of Repetitive Strain Injury (RSI) when texting or playing games with your tablet:

- Do not grip the tablet too tightly.

- Press the buttons lightly.

- Use the special features which are designed to minimize the times of pressing buttons, such as Message Templates and Predictive Text.

- Take many breaks to stretch and relax.

Loud Noise

This tablet is capable of producing loud noises, which may damage your hearing. Turn down the volume before using head tablets, Bluetooth stereo headsets or other audio devices.

Tablet Heating

Your tablet may become warm during charging and during normal use.

Electrical Safety

Accessories

Use only approved accessories.

Do not connect with incompatible products or accessories.

Take care not to touch or allow metal objects, such as coins or key rings, to contact or short-circuit in the battery terminals.

Never puncture the surface of the battery with sharp objects.

Connection to a Car

Seek professional advice when connecting a tablet interface to the vehicle electrical system.

Faulty and Damaged Products

Do not attempt to disassemble the tablet or its accessories.

Only qualified personnel can service or repair the tablet or its accessories.

If your tablet (or its accessories) has been submerged in water, punctured, or subjected to a severe fall, do not use it until you have taken it to be checked at an authorized service center.

Radio Frequency Interference

General Statement on Interference

Care must be taken when using the tablet in close proximity to personal medical devices, such as pacemakers and hearing aids.

Pacemakers

Pacemaker manufacturers recommend that a minimum separation of 15 cm be maintained between a mobile tablet and a pacemaker to avoid potential interference with the pacemaker. To achieve this, use the tablet on the opposite ear to your pacemaker and do not carry it in a breast pocket.

Hearing Aids

People with hearing aids or other cochlear implants may experience interfering noises when using wireless devices or when one is nearby.

The level of interference will depend on the type of hearing device and the distance from the interference source. Increasing the separation between them may reduce the interference. You may also consult your hearing aid manufacturer to discuss alternatives.

Medical Devices

Please consult your doctor and the device manufacturer to determine if operation of your tablet may interfere with the operation of your medical device.

Hospitals

Turn off your wireless device when requested to do so in hospitals, clinics or health care facilities. These requests are

designed to prevent possible interference with sensitive medical equipment.

Aircraft

Turn off your wireless device whenever you are instructed to do so by airport or airline staff.

Consult the airline staff about the use of wireless devices onboard the aircraft. If your device offers a 'flight mode', this must be enabled prior to boarding an aircraft.

Interference in Cars

Please note that because of possible interference with electronic equipment, some vehicle manufacturers forbid the use of mobile tablets in their vehicles unless a hands-free kit with an external antenna is included in the installation.

Explosive Environments

Gas Stations and Explosive Atmospheres

In locations with potentially explosive atmospheres, obey all posted signs to turn off wireless devices such as your tablet or other radio equipment.

Areas with potentially explosive atmospheres include fueling areas, below decks on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders.

Blasting Caps and Areas

Power off your mobile tablet or wireless device when in a blasting area or in areas posted power off "two-way radios" or "electronic devices" to avoid interfering with blasting operations.

Declaration of RoHS Compliance

To minimize the environmental impacts and take more

responsibilities to the earth we live on, this document shall serve as

a formal declaration that the Acqua manufactured by ZTE

CORPORATION is in compliance with the Directive 2002/95/EC of the

European Parliament - RoHS (Restriction of Hazardous

Substances) with respect to the following substances:

1. Lea d (Pb)

2. Merc ury (Hg)

3. C admium (Cd)

4. Hexavalent Chromium (Cr (VI))

5. Polybrominated biphenyls (PBBs)

6. Polybrominated diphenyl ethers (PBDEs)

The Acqua manufactured by ZTE CORPORATION, meets the

requirements of EU 2002/95/EC.

Disposal of Your Old Appliance

	1. When this crossed-out wheeled bin symbol is attached to a product, it means the product is covered by the European Directive 2002/96/EC.
	2. All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities.
	3. The correct disposal of your old appliance will help prevent potential negative consequences for the environment and human health.

For this product's recycling information based on WEEE directive, please send an e-mail to weee@zte.com.cn

FCC Compliance

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.

Caution: Changes or modifications not expressly approved by the manufacturer could void the user's authority to operate the equipment.

NOTE: 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.

RF Exposure Information (SAR)

This device is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission of the U.S. Government. The exposure standard for wireless devices employs a unit of measurement known as the Specific Absorption Rate (SAR). The SAR limit adopted by the FCC is 1.6W/kg for an uncontrolled environment. Tests for SAR are conducted using standard operating positions accepted by the FCC with the device transmitting at its highest certified power level in all tested frequency bands. The FCC has granted an Equipment Authorization for this device with all reported SAR levels evaluated as in compliance with the FCC RF exposure guidelines.

Although the SAR is determined at the highest certified power level, the actual SAR level of the device while operating can be well below the maximum value. This is because the device is designed to operate at multiple power levels so as to use only the poser required to reach the network. In general, the closer

you are to a wireless base station antenna, the lower the power output.

For this device, the highest reported SAR value for usage near the body is 1.41 W/kg.