**CDMA 1x-EVDO Digital Mobile Phone**
**User Manual**
**N850CA**

## 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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# Contents

5

6

7

9

10

# Getting Started

## Getting to Know Your Phone

Power Key

Earpiece

Front Camera

LED Indicator

Touchscreen

Back Key

Menu Key

Home Key

12

Headset Jack

Back Camera

Flash Lamp

Volume Keys

Battery Cover

Charging/
USB Jack

Speaker

13
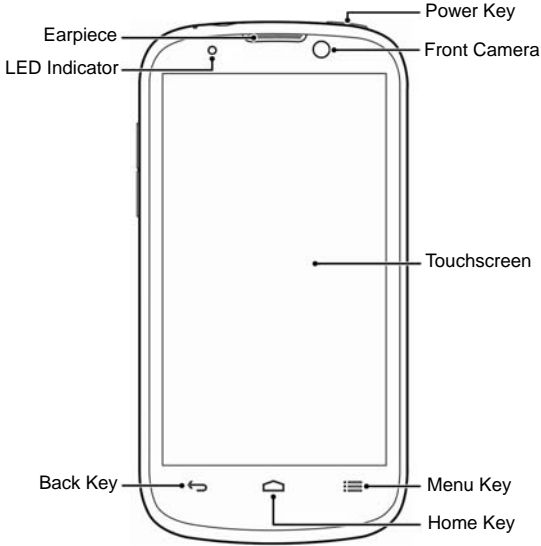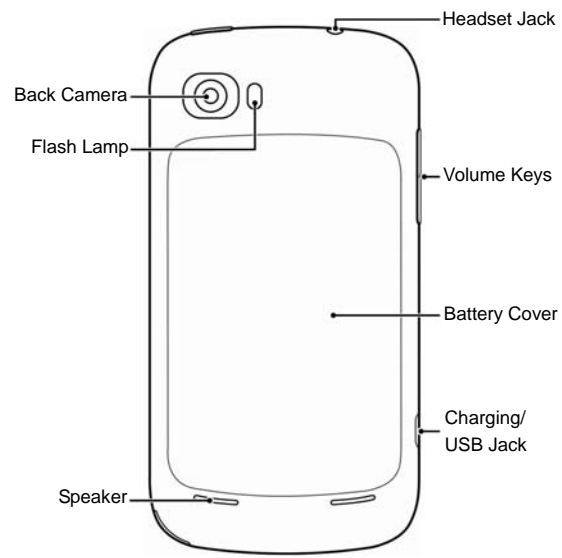
## Knowing the Keys

| Key | Function |
|---|---|
| Power Key | • Press and hold to turn on or off Flight mode, enable silent mode or silent mode with vibration, disable silent mode, or power off.<br>• Press to switch your phone to Sleep mode.<br>• Press to wake up your phone. |
| Home Key | • Touch to return to the Home Screen from any application or screen.<br>• Touch and hold to see recently used applications. |
| Menu Key | Touch to get the options for the current screen. |
| Back Key | Touch to go to the previous screen. |
| Volume Keys | Press or hold to turn the volume up or down. |

## Installing a microSD Card

A microSD card can be installed and removed while the phone is turned on. Unmount the microSD card before removing it.

14

1. Remove the back cover.



2. Hold your microSD card with the metal contacts facing down and slide it in.



**NOTE:** microSD logo ![microSD] is a trademark of the SD Card Association.

3. Press the cover gently back into place until you hear a click.

## Installing the Battery

Switch off your phone before installing or replacing the battery.

1. Remove the back cover.



2. Insert the battery by aligning the metal contacts on the battery with the metal contacts in the battery compartment. Gently push down on the battery until it clicks into place.

16
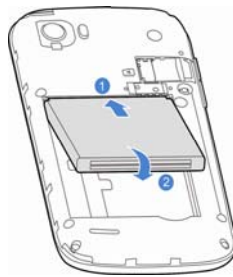
3. Press the cover gently back into place until you hear a click.

## Charging the Battery

Although the battery comes partially charged, it is recommended you fully charge the battery before using your phone for the first time.

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

**WARNING!** Use only ZTE-approved chargers and cables. The use of unapproved accessories could damage your phone 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.
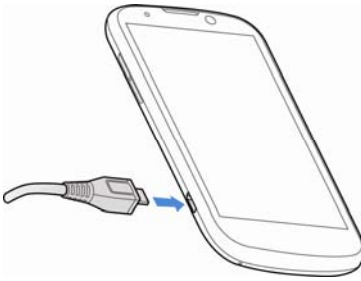
2. Connect the charger to a standard AC wall outlet. If the phone is on, you'll see a charging icon, such as ⚡ or ⚡, appear on the status bar.

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

## Extending the Battery Life

Active applications, screen brightness levels, Bluetooth and Wi-Fi usage and GPS functionality can drain your battery. You can follow the helpful tips below to conserve your battery power:

- Reduce the screen backlight time.
- Lower the screen brightness.
- Turn Wi-Fi and Bluetooth off when not in use.

- Disable the GPS function when not in use. Most applications using this function will periodically query the GPS satellites for your current location; each query drains your battery.
- When taking pictures, do not use a flash unless necessary.

## Powering On/Off

- Press and hold the **Power Key** to turn on your phone.
- 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 phone allows you to quickly lock the screen and keys (put the phone 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 phone automatically turns off the screen after a certain period of time when you leave it idle. You will still be able to receive messages and calls while the phone screen is off.

**To unlock the screen and keys:**

1. Press the **Power Key** to turn the screen on.

2. Touch and hold 🔒 at the center of the screen.

   -or-

   You can drag 🔒 towards any direction to access the application shortcuts. Touch an application or function icon to unlock the screen and open the application or enable the function quickly.

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

## Using the Touch Screen

Your phone'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 phone sideways.

## Getting to Know the Home Screen

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

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

Status &
Notifications

Google
Search

See all your apps.
Touch the Launcher icon.

Widget

1 of 6

Twitter

Easy WiFi

Shortcut

Play Store    Email    Browser    Facebook

All apps

Phone

Browser

People

Messaging

22

# Personalizing
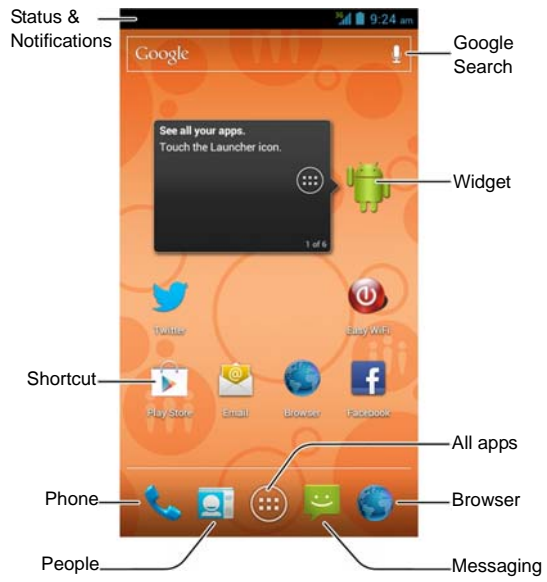
## Changing the System Language

1.  Touch the **Home Key > Menu Key > System settings > Language & input > Language**.
2.  Select the language you need.

## Setting the Date and Time Format

1.  Touch the **Home Key > Menu Key > System settings > Date & time**.
2.  Uncheck **Automatic time zone** if you want to set the time zone by yourself.
3.  Set the time zone or date/time format.

## Changing Ringtone and Notification Sound

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

1.  Touch the **Home Key > Menu Key > System settings > Sound**.
2.  Touch **Phone ringtone** or **Default notification**.
3.  Scroll through the ringtone list and select the ringtone you

want to use.

4. Touch **OK**.

**NOTE:** See chapter *People – Editing Contacts – Set a Ringtone for a Contact* for how to assign a special ringtone to an individual contact.

## Turning On/Off Touch Sounds

1. Touch the **Home Key > Menu Key > System settings > Sound**.

2. Check or uncheck **Touch sounds**.

## Adjusting Volumes

1. Touch the **Home Key > Menu Key > System settings > Sound > Volumes**.

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

3. Touch **OK** to save.

**TIP:** You can adjust the media volume when a media application is in use by pressing the **Volume Keys**. If no media application is active, press the **Volume Keys** to adjust ringtone volume (or the earpiece volume during a call).

## Switching to Silent Mode

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

- Press and hold the **Power Key** and then touch [icon] to enable silent mode, touch [icon] to enable silent mode with vibration, or touch [icon] to disable silent mode.
- Keep pressing the **Volume Keys** down when no media application is active. When the [icon] icon appears in the status bar, the phone is set to silent mode with vibration. When the [icon] icon appears in the status bar, the phone is in silent mode.
- Touch the **Home Key > Menu Key > System settings > Sound > Silent mode**, and touch **Vibrate** or **Mute**.

## Applying New Wallpapers

You can set the wallpaper for the Home Screen.

1. Touch the **Home Key > Menu Key > Wallpaper**.
2. Select a wallpaper source and choose the image or animation you want to use as the wallpaper. Some cropping may be needed for **Gallery** images.
3. Touch **DONE** at the top of the screen (for Gallery images) or **Set wallpaper**.

## Changing Screen Brightness

1. Touch the **Home Key > Menu Key > System settings > Display > Brightness**.
2. Check **Automatic brightness** to make the phone adjust the

screen brightness automatically, or clear the check box to adjust the brightness manually.

3. Touch **OK**.

# Protecting Your Phone With Screen Locks

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

1. Touch the **Home Key > Menu Key > System settings > Security**.

2. Touch **Screen lock**.

3. Touch **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 phone or wake up the screen, you must draw your unlock pattern or enter your PIN or password to unlock it.

**IMPORTANT:** If you forget the pattern you set, try five times and

26

touch **Forgot pattern?** to sign in to the Google Account you have added on the phone and reset the screen lock. You need an active Internet connection.

## Protecting Your Phone With Encryption

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

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

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

Before turning on encryption, prepare as follows:

1. Set a lock screen PIN or password.
2. Charge the battery.
3. Keep the phone 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. Touch the **Home Key > Menu Key > System settings > Security > Encrypt phone**.

2. Read the information about encryption carefully.

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

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

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

3. Touch **Encrypt phone**.

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

5. Touch **Encrypt phone** again.

The encryption process starts. Encryption can take an hour or more, during which time your phone 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 phone, to decrypt it.

# Knowing the Basics

## Monitoring the Phone Status

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

| | | | |
|---|---|---|---|
| 1X | 1x Data connected | | No signal |
| 3G | 3G connected | | Signal strength |
| | Flight mode | | Mobile data in use |
| | Battery dead | | Ringer off |
| | Battery low | | Vibrate mode |
| | Battery partially drained | | Speaker on |
| | Battery full | | Phone microphone off |
| | Battery charging | | Bluetooth on |
| | Wired headset connected | | Connected to a Wi-Fi network |
| | Alarm set | | Wi-Fi in use |
| TTY | TTY mode on | | |

# 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 |
| | New Gmail message | | New Wi-Fi network detected |
| | New Google Talk instant message | | Downloading data |
| | Problem with SMS/MMS delivery | | Sending data |
| | Missed call | | GPS on |
| | Call in progress | | Updates available |
| | USB connected | | Song is playing |

## Open/Close the Notification Panel

Notifications report the arrival of new messages, calendar events, and alarms, as well as ongoing events, such as when you are playing music. You can open the notification panel to view the details of notifications.

- To open the notification panel, swipe your finger down from the top of the screen.
- To close the notification panel, swipe your finger up from the bottom of the screen or touch the **Back Key**.

## 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 top 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.

# Managing Shortcuts and Widgets

### Add Shortcuts and Widgets

1. Touch the **Home Key >** .
2. Touch **APPS** or **WIDGETS** and swipe on the screen to view all available applications and widgets.
3. Touch and hold an application icon or a widget and drag it to the Home Screen.

### Move Shortcuts or Widgets

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

### Remove Shortcuts or Widgets

1. Touch and hold a shortcut or widget on the Home Screen.
2. Drag 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.

# Organizing With Folders

You can combine several app icons in a folder. Drop one app icon over another on the Home screen, and the two icons will be combined.

## Create a Folder

1. Touch and hold the shortcut on the Home Screen you want to add into a folder, and drop it over another shortcut icon.
2. A new folder will be created and the icons are added into the folder.

## Rename a Folder

1. Touch a folder to open it.
2. Touch the folder name field and enter a new name.

## Add Shortcuts to a Folder

1. Touch and hold a shortcut and then drag it onto a folder icon.
2. Release the shortcut and it will be added into the folder.

## Remove Shortcuts From a Folder

1. Touch a folder to open it.
2. Touch and hold the shortcut you want to remove and then drag it to the Home Screen.
3. Release the shortcut and it will be removed from the folder.

# Rearranging the Favorites Tray

The Home Screen includes a customizable favorites tray at the bottom visible from all Home Screens. You can drag apps, shortcuts, folders, and other priority items in or out of the favorites tray for instant access from any Home Screen.

**To remove items from the favorites tray:**

Touch and hold an item in the favorites tray and drag it out of the tray.

**To add items to the favorites tray:**

Touch and hold an item on the Home Screen and drag it into the favorites tray.

If the favorites tray is full, you need to remove an item in the tray.

# 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 **Back Key** to hide the onscreen keyboard.

## Change Input Methods

1. When you use the onscreen keyboard to enter text, the icon ▦ appears on the notification bar.
2. Open the notification panel and touch **Select input method**.
3. Select an input method you need.

## Android Keyboard

The Android Keyboard provides a layout similar to a desktop computer keyboard. Turn the phone 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 or

  numbers. For example, to enter È, touch and hold E and the available accented letters and number 3 appear. 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 on top of the keyboard.

- Touch and hold [?123] and then swipe to choose the emoticons.

- Touch 🎤 to use Google's networked voice input.

- Touch and hold 🎤 to change the input languages or set up the Android keyboard.

## TouchPal Keyboard

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

You can also use TouchPal Curve<sup>TM</sup> to speed up text input by replacing the key tapping motion of input 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 **Home Key >**  **> Settings > Language & input >**  **(TouchPal Keyboard) > Keyboard layout**.

2. Check **Swipe layout**.

3. In the TouchPal keyboard screen, touch  and clear the **Curve** box, and then touch **Close**.

4. Swipe left or right on the TouchPal keyboard to select the **Full QWERTY**, **12-Key PhonePad** or **CooTek T+** layout.

**Full QWERTY**



- Touch the alphabetic keys to enter letters.

- Touch and hold an alphabetic key to enter the number or symbol indicated on the bottom of the key; touch and hold an alphabetic key and then slide to  to customize the number or symbol for the key.

- Touch  to use uppercase or lowercase. This key also changes to indicate the current case you are using:  for

37

lowercase,  for uppercase, and  when locked in uppercase.

- Slide right on  to enable word prediction. Slide left on  to disable word prediction.

- Touch  to change input language.

- Touch  to enter digits, symbols, emoticons and other pre-defined texts. Touch  to find more. Touch  /  to lock or unlock the inputting. Touch  to go back to enter letters.

- Touch  to start a new line.

- Touch or hold  to delete text before the cursor.

- Touch  to access the quick settings of TouchPal keyboard.

- Touch  to set the TouchPal keyboard options.

- Touch  to open text editing options. You can select, cut, copy, paste, and delete text, or move the cursor.

- Touch  to use voice input.

- Touch  to hide the onscreen keyboard. You can touch the text field again to show the keyboard.

**12-Key PhonePad**

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

- Touch and hold a key to enter the number indicated on the bottom of the key; touch and hold a key and then slide to  to customize the number or symbol for the key.

**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.

- Touch and hold a key to enter the number or symbol indicated on the bottom of the key; touch and hold a key and then slide to        to customize the number or symbol for the key.

**To enable and use TouchPal Curve:**

1. In the TouchPal keyboard screen, touch        and check **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.

**TIPS:**

- 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 **Menu Key > System settings > Language & input** from the Home Screen.

In the **KEYBOARD & INPUT METHODS** section, you can touch **Default** to set the default input method, or touch 🔧 to 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.

- **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**.

41
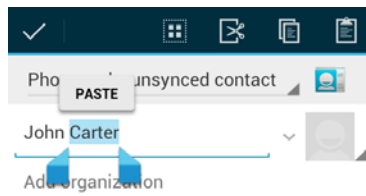
- **Insert text from the clipboard:** Move cursor to the insertion point and then touch and hold the tab below the cursor. Release the finger and touch **PASTE**.
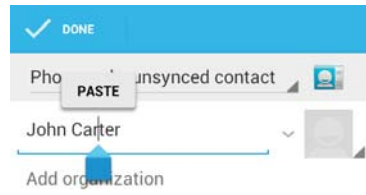


## Opening and Switching Apps

### Open an App

1. Touch the **Home Key >** ⊜.
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 **Home Key**.

   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. Touch the **Home Key > Menu Key > System settings > More > Mobile networks**.
2. Check **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. Touch the **Home Key > Menu Key > System settings > More > Mobile networks**.
2. Check **Data roaming**.

**IMPORTANT:** Data roaming may incur significant roaming charges.

### Switch Network Mode

1. Touch the **Home Key > Menu Key > System settings > More > Mobile networks > Network Mode**.
2. Select one of the following: **CDMA/EvDo**, **CDMA only**, or **EvDo only (Call Restricted)**.

44

### Switching Roaming Mode

1. Touch the **Home Key > Menu Key > System settings > More > Mobile networks > System select**.

2. Touch **Home only** or **Automatic**.

## 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. Touch the **Home Key > Menu Key > System settings > Wi-Fi**.

2. Slide 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 phone automatically connects to previously used Wi-Fi networks when they are in range.

### Get Notified of Open Networks

1. Touch the **Home Key > Menu Key > System settings > Wi-Fi**.

2. Slide the **Wi-Fi** switch to the **ON** position.

45

3.  Touch the **Menu Key > Advanced**.

4.  Check **Network notification**.

    When Wi-Fi is on, you receive notifications in the status bar when your phone 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.  Touch the **Home Key > Menu Key > System settings > Wi-Fi**.

2.  Slide the **Wi-Fi** switch to the **ON** position.

3.  Touch **ADD NETWORK**.

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

5.  Touch **Save**.

## Forget a Wi-Fi Network

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

1.  Touch the **Home Key > Menu Key > System settings >**

**Wi-Fi**.

2. Slide the **Wi-Fi** switch to the **ON** position.

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

## Add WPS Network

Wi-Fi Protected Setup (WPS) is a feature that makes it easy to add your phone to the access points which supply WPS.

You can use the following method to connect your phone to a wireless network using WPS.

1. Touch the **Home Key > Menu Key > System settings > Wi-Fi**.

2. Slide the **Wi-Fi** switch to the **ON** position.

3. Touch **WPS button connection**.

4. Press the WPS button on the wireless router and the access point will recognize your phone and add it to the network.

**NOTE:** After you touch **WPS button connection**, your phone gives you two minutes to press the WPS button on the wireless router.

## Adjust Advanced Wi-Fi Settings

1. Touch the **Home Key > Menu Key > System settings > Wi-Fi**.

2. Slide the **Wi-Fi** switch to the **ON** position.

3. Touch the **Menu Key > 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 poor connections:** Only use Wi-Fi network when the Internet connection is good.

▶ **MAC address:** Check the MAC address.

▶ **IP address:** Check the phone's IP address.

## Connecting to Bluetooth Devices

Bluetooth® is a short-range wireless communication technology. Phones 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. Touch the **Home Key > Menu Key > System settings > Bluetooth**.

2. Slide the **Bluetooth** switch to the **ON** or **OFF** position.

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

### Make Your Phone Visible

In order to work with other phones or devices that have Bluetooth, you need to make your phone 'visible' to them.

1. Touch the **Home Key > Menu Key > System settings > Bluetooth**.
2. Slide the **Bluetooth** switch to the **ON** position if Bluetooth is off.
3. Touch your device name on the top of the screen to make your phone visible or invisible.

**NOTE:** Touch the **Menu Key > Visibility timeout** to set the Bluetooth visibility timeout of your phone.

## Change the Device Name
1. Touch the **Home Key > Menu Key > System settings > Bluetooth**.
2. Slide the **Bluetooth** switch to the **ON** position if Bluetooth is off.
3. Touch the **Menu Key > Rename phone**.
4. Edit the name and touch **Rename**.

## Pair With Another Bluetooth Device
1. Touch the **Home Key > Menu Key > System settings > Bluetooth**.
2. Slide the **Bluetooth** switch to the **ON** position if Bluetooth is off.

   Your phone 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 handsfree car kit. You can try entering 0000 or 1234 (the most common passkeys), or refer to the documents for that device.

## Unpair From a Bluetooth Device

You can make your phone forget its pairing connection with another Bluetooth device. To connect to the device again, you may need to enter or confirm a passkey again.

1. Touch the **Home Key > Menu Key > System settings > Bluetooth** and make sure Bluetooth is turned on.
2. In the list of paired devices, touch the icon ⊞ beside the Bluetooth device you want to unpair from.
3. Touch **Unpair**.

## 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 phone 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.

   **NOTE:** If the phone has not been paired with the sending device, you may need to touch **Bluetooth > [**your phone's name**]** in **Settings** to keep the phone detectable through 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 phone to a computer with a USB cable and transfer music, pictures, and other files in both directions. Your phone stores these files in internal storage or on a removable microSD card.

## Set the PC Connection Type

You can set the default PC connection type when you connect your phone to a computer with a USB cable.

1. Touch the **Home Key > Menu Key > System settings > Connect to PC > Connect type**.

51

2. Choose one of the following options as the default connection type:

  ▶ **Charge only:** Charge your phone via USB.
  ▶ **Media device (MTP):** Transfer media files on Windows, or using Android File Transfer on Mac.
    **NOTE:** For Windows XP, please install the drivers and Media Player 11(or later version) when you use Media Transfer for the first time.
  ▶ **Camera (PTP):** Transfer photos using camera software, and transfer any files on computers that don't support MTP.

**NOTE:** To make your phone prompt you to choose the USB connection type whenever you connect the phone to the computer, check **Ask me**.

## Connect Your Phone to a Computer via USB

1. Connect your phone to the computer with a USB cable.
2. The phone may prompt you to choose a connection type or connect to the computer automatically using the default type according to your settings.
3. If you want to change the connection type, you can open the Notification panel and touch **Connected as …**.
4. Choose **Media device (MTP)** or **Camera (PTP)**.

## Connect With Windows Media Player

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

1. Connect the phone with your computer via USB and choose **Media device (MTP)**.
2. Open Windows Media Player and synchronize music files.

## Disconnect Your Phone From the Computer

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

## Remove the microSD Card From Your Phone

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

1. Touch the **Home Key > Menu Key > System settings > Storage**.
2. Scroll down and touch **Unmout SD card > OK**.
3. The icon ▌ appears in the status bar and then you can safely remove the microSD card from the phone.

## Erase microSD Card

1. Touch the **Home Key > Menu Key > System settings > Storage**.
2. Scroll down 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 **Home Key > Menu Key > System settings > More > VPN**.
2. Touch **Add VPN network** and fill in the information provided by your network administrator.
3. Touch **Save**.

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

**NOTE:** You must set a lock screen PIN or password before using VPN.

### Connect to a VPN

1. Touch the **Home Key > Menu Key > System 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 **Home Key > Menu Key > System 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 **Home Key > Menu Key > System settings > More > VPN**.
2. Touch and hold the VPN that you want to delete.
3. Touch **Delete network**.

# Phone Calls

You can place calls from the Phone app, the People app, or other apps or widgets that display contact information. Wherever you see a phone number, you can usually touch it to dial.

## Placing and Ending Calls

### Place a Call by Dialing

1. Touch the **Home Key >** 📞 .

2. In the dialer tab 📞 , enter the phone number with the on-screen keypad. Touch ⌫ to delete wrong digits.

   **NOTE:** As you enter digits, your phone searches for contacts that match. If you see the number you want to dial, touch 📞 next to it to place the call immediately without entering the rest of the number.

3. Touch the Phone icon 📞 below the keypad to dial.

**TIP:** To make an international call, touch and hold the 0 key to enter the plus (+) symbol. Then enter the international prefix for the country, followed by the full phone number.

### End a Call

During a call, touch 📞 on the screen.

## Answering or Rejecting Calls

When you receive a phone call, the Incoming Call screen opens, displaying the caller ID and any additional information about the caller that you've entered in People. You can answer or reject the call, or reject it with a text message.

### Answer a Call

When you receive a phone call, drag [icon] over [icon] to answer the call.

**NOTE:** To silence the ringer before answering the call, press the **Volume Keys** up or down.

### Reject a Call

When you receive a phone call, drag [icon] over [icon] to reject the call.

You can also drag [icon] over [icon] to reject the call and send a preset text message to the caller.

**TIP:** To edit the text response from within the Phone app, touch the **Menu Key > Settings > Quick responses**.

## Working With the Call Log

The Call log is a list of all the calls you've placed, received, or missed. It provides a convenient way to redial a number, return a call, or add a number to your Contacts.

57

To open the call log, you can touch the **Home Key >** ⊜ **> Call log** or touch the 🕐 tab in the Phone app.

## Place a Call From the Call Log

1. Open the call log.
2. Touch a number for more information about the call, or touch 📞 beside it to call back.

**NOTE:** You can touch 👁 on the bottom of the screen and select the call log type you want to view.

## Add a Call Log Number as a Contact

1. Open the call log.
2. Touch a number to view more call information.
3. Touch 👤.
4. To add the number to an existing contact, touch a contact in the list. To add a new contact, touch **CREATE NEW CONTACT**.

## Take Other Actions on a Call Log Entry

1. Open the call log.
2. Touch a number to view more call information. While viewing the call details, you can:
   - ► Touch the number to call it.
   - ► Touch the **Menu Key > Edit number before call** to edit the number in the dialer before calling it.

▶ Touch ▣ to send a message.

▶ If the number belongs to a contact you have, touch 🧑
to view contact details.

## Delete the Call Log

1. Open the call log.
2. Touch the **Menu Key > Select item(s)**.
3. Touch the call log items you want to delete and then touch
🗑 **> OK** to delete the call logs.

**NOTE:** You can also touch a number in the call log screen, and touch the **Menu Key > Remove from call log** to delete the call log of the number.

## Calling Your Contacts

### Call a Contact

1. Touch the **Home Key >** 📞 and then touch the Contact tab
🧑
2. Flick the screen up or down to view all your contacts with phone numbers.
**TIP:** You can search for a contact by touching 🔍 on the screen.
3. Touch a contact or number to call it.

**Call a Favorite Contact**

1.  Touch the **Home Key >** and then touch the Contact tab .

2.  Your favorite contacts are listed at the top of the screen. Touch a contact or number to call it.

## Checking Voicemail

If you have set the phone to divert certain calls to the voicemail, callers can leave voicemail messages when they cannot reach you. Here's how to check the messages they left.

1.  Touch the **Home Key >** .

2.  Touch and hold in the dialer. If prompted, enter your voicemail password.

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

**NOTE:** To set your voicemail service, touch the **Menu Key > Settings** in the dialer and touch the voicemail settings you want to change. For detailed information, please contact the service provider.

## Using Options During a Call

During a call, you will see a number of onscreen options. Touch an option to select it.

*   Touch to turn on or off the speaker.

- Touch ![icon] to mute or unmute your microphone.
- Touch ![icon] to make another call separately from the first call, which is put on hold.
- Touch ![icon] to switch to the dialer, for example to enter a code.
- Touch ![icon] to merge separate calls as a single conference call.
- Touch the **Menu Key** or ![icon] for more call options.
- Touch ![icon] to end the current call.

**WARNING!** Because of higher volume levels, do not place the phone near your ear during speakerphone use.

## Managing Multi-party Calls

When the call waiting and three-way call features are available, you can switch between two calls or set up a conference call.

**NOTE:** The call waiting and three-way call features need network supports and may result in additional charges. Please contact your service provider for more information.

### Switch Between Current Calls

When you're on a call, your phone screen informs you that another call is coming in and displays the caller ID.

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

Drag ![icon] over ![icon] to answer the call. (This puts the first caller

on hold and answers the second call.)

**To switch between two calls:**

Touch ⬚ **> Manage calls** on the screen.

## Set Up a Conference Call

With this feature, you can talk to two people at the same time.

1.   On the dialer screen, enter a number and touch 📞

2.   Once you have established the connection, touch 👤 and dial the second number. (This puts the first caller on hold and dials the second number.)

3.   When you're connected to the second party, touch 👥.

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

To end the conference call, touch ☎.

# Adjusting Your Call Settings

## Edit Quick Response to Rejected Callers

1.   Touch the **Home Key > Menu Key > System settings > Call settings > Quick responses**.

2.   Touch the text message to edit it.

## Set Voicemail

1. Touch the **Home Key > Menu Key > System settings > Call settings**.
2. Touch **Voicemail service** to select a voicemail service provider. Your carrier is the default.

## View Call Timers

1. Touch the **Home Key > Menu Key > System settings > Call settings > Call Timers**.
2. You can view the duration of your last call, outgoing calls, incoming calls, all calls and lifetime calls. Touch one option to clear the timer.

**NOTE:** The lifetime call timer cannot be cleared.

## Set TTY Mode

Your phone is a TTY compatible device. A TTY device can allow people who have hearing or speech disabilities to communicate by telephone. Simply connect the TTY device to the phone's headset jack.

Select a TTY mode for your phone to work with a TTY device, or turn TTY off.

1. Touch the **Home Key > Menu Key > System settings > Call settings > TTY mode**.
2. Select one of the following options.
   - ▶ **TTY Off:** Users who can hear and talk can disable TTY support.
   - ▶ **TTY Full:** Users who cannot talk or hear may use this

63

mode to send and receive text messages through TTY device.

  ► **TTY HCO:** Users who can hear, but cannot talk, may use this mode to listen to conversation of the other party, and respond via text messages.

  ► **TTY VCO:** Users who can talk, but cannot hear, may use this mode to talk through the phone and receive responses via text messages.

## Set Hearing Aids

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

1.  Touch the **Home Key > Menu Key > System settings > Call settings**.
2.  Check **Hearing aids** to turn on hearing aid compatibility.

## Set DTMF Tones

You can set the length of Dual-tone multi-frequency (DTMF) signal tones.

1.  Touch the **Home Key > Menu Key > System settings > Call settings > DTMF Tones**.
2.  Touch **Normal** or **Long**.

## Set Speed Dials

You can touch and hold the 1 ~ 9 key from the dialer to call the

64

corresponding speed dial number.

The number key 1 is reserved to speed dial your voicemail.

**To assign a speed dial key:**

1. Touch the **Home Key > Menu Key > System settings > Call settings > Speed dial**.

2. Touch a speed dial key.

3. Enter a phone number or select one from the contact list.

4. Touch **OK**.

# People

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

To see your contacts, touch the **Home Key >** . From there, you can touch the tabs on the top of the screen to quickly switch to the contact groups  or favorite contacts .

## Checking Contact Details

1.  Touch the **Home Key >**  and touch the all contacts tab  to access your contact list.
2.  Scroll through the list to view all your contacts.
3.  Touch a contact to view its details.

**TIP:** If you have a lot of contacts stored, you'll see a slider when you touch the right 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 **Home Key >**  and touch the all contacts tab .
2.  Touch  to add a new contact.

3. Touch the account field on 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, phone 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 phone.

1. Touch the **Home Key >**  and touch the all contacts tab .

2. Scroll to the top of the screen and touch **Set up my profile**.

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

## Importing, Exporting, and Sharing Contacts

You can import/export contacts from/to your 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.

67

## Import Contacts From the microSD Card

1. Touch the **Home Key >** .
2. Touch the **Menu Key > Import/export > Import from SD card**.
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 microSD Card

1. Touch the **Home Key >** .
2. Touch the **Menu Key > Import/export > Export to SD card**.
3. The phone will prompt you with the name of the vCard file. Touch **OK** to create the file in the microSD card.

## Share Contacts

1. Touch the **Home Key >** and touch the all contacts tab .
2. Touch the **Menu Key > Select item(s)**.
3. Touch to select the contacts you want to share and then touch .
4. Choose to share the contacts via **Bluetooth**, **Email**, **Gmail** or **Messaging**.

## Working With Favorite Contacts

In the favorite contacts tab ⭐, you can find your favorite contacts.

### Add a Contact to Favorites

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

1. Touch the **Home Key >** 👤 and touch the all contacts tab 👤.

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

### Remove a Contact From Favorites

1. Touch the **Home Key >** 👤 and touch the favorite contacts tab ⭐.

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

## Working With Groups

### View Your Contact Groups

1. Touch the **Home Key >** 👤 and touch the contact groups tab 👥.

2. Scroll through the list to view the preset groups and the groups you create.

3. Touch a group to view its members.

**NOTE:** To send messages to the group members, you can touch ![icon] next to the group and select message recipients from the listed group members.

## Set Up a New Group

1. Touch the **Home Key >** ![icon] and touch the contact groups tab ![icon].

2. Touch ![icon] to create a new group.

3. Touch the account field on the top of the screen to choose an account for the group.

4. Enter the group name and touch **DONE**.

5. Touch ![icon] and select the contacts you wish to be the group members.

6. Touch ![icon].

## Delete a Group

1. Touch the **Home Key >** ![icon] and touch the contact groups tab ![icon].

2. Touch a group and then touch the **Menu Key > Disband group**.

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

### Edit a Group

1.  Touch the **Home Key >**  and touch the contact groups tab .
2.  Touch a group and then touch the **Menu Key**.
3.  Touch **Rename group** to edit the group name. Or touch **Select item(s)** to select the members you don't need and remove them.

## Searching for a Contact

1.  Touch the **Home Key >** .
2.  Touch  on 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 **Home Key >** .
2.  Touch a contact you need to edit and then touch the **Menu Key > Edit**.

71

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

## Set a Ringtone for a Contact

Assign a special ringtone to a contact, so you know who is calling when you hear the ringtone.

1. Touch the **Home Key >** .
2. Touch a contact you want to set a ringtone for and then touch the **Menu Key > Set ringtone**.
3. Select a ringtone you like and touch **OK**.

## Delete a Contact

1. Touch the **Home Key >** .
2. Touch a contact you want to delete and touch the **Menu Key > Delete**.
3. Touch **OK** to confirm.

**To delete several contacts, you can:**

1. Touch the **Menu Key > Select item(s)** in the all contacts screen.
2. Touch to select the contacts you want to remove and then touch .
3. Touch **OK** to confirm.

## Join Contacts

Your phone can synchronize with multiple accounts containing your contact information (such as Google and Microsoft Exchange ActiveSync). When you synchronize your phone with those accounts, each account adds a separate contact entry in the Contacts list.

You can merge all the separate information of one account into one record in the Contacts list.

1.  Touch the **Home Key >** .

2.  Touch a contact entry to display the contact's details. This is the contact you will see in the Contacts list after merging.

3.  Touch the **Menu Key > Join**. The phone will list the suggested contacts to join.

4.  Touch the contact whose information you want to join with the first entry.

    The information from the second contact is added to the first contact, and the second contact is no longer displayed in the Contacts list.

You can repeat these steps to join another contact to the main contact.

## Separate Contact Information

If contact information from different sources was joined in error, you can separate the information back into individual contacts on your phone.

1. Touch the **Home Key >** .

2. Touch a contact entry you have merged and want to separate.

3. Touch the **Menu Key > Separate**.

4. Touch **OK** to confirm.

The contact information is separated into individual contacts in the list of contacts.

74

# 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 phone.

### Add an Account

1.  Touch the **Home Key > Menu Key > System settings > Accounts & sync**.

2.  Touch **ADD ACCOUNT**.

3.  Touch the type of account you want to add.

4.  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 system administrator.

When the account is successfully added, it is displayed in the **Accounts & sync** screen.

### Remove an Account

Removing an account will delete it and all information associated with it from your phone, such as emails and contacts.

75

1. Touch the **Home Key > Menu Key > System settings > Accounts & sync**.

2. Touch the account.

3. Touch the **Menu Key > Remove account > Remove account**.

## Configuring Account Sync

### Configure Auto Sync Setting

1. Open the **Accounts & sync** settings screen.

   Your accounts and sync status are displayed. The icon turns green if automatic sync is enabled for some or all of the accounts data, and gray if automatic sync is disabled.

2. Touch the **ON/OFF** switch to turn on or off automatic sync.

   ▶ When automatic sync is turned on, changes you make to information on your phone or on the web are automatically synced with each other.

   ▶ When automatic sync is turned off, you need to sync manually to collect emails, contacts, or other recent information.

### Sync Manually

1. Open the **Accounts & sync** settings screen.

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

3. Touch the **Menu Key > Sync now**.

## Change an Account's Sync Settings

1. Open the **Accounts & sync** settings screen and turn on automatic sync.
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 phone 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.

## Setting Up the First Email Account

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

2. Touch **Next** to let the phone 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 phone will show the inbox of the email account and start to download email messages.

## Checking Your Emails

Your phone 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.

### Rely to or Forward an Email

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

2. Do the following as you need:

| To… | do… |
|---|---|
| Reply to the sender, | touch ⬅ **> Reply**. |
| Reply to the sender and all recipients of the original message, | touch ⬅ **> Reply all**. |
| Forward the message, | touch ⬅ **> Forward**. |

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 **Menu Key > 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 before 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 phone, 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.

   **NOTE:** Touch the **Menu Key > Add Cc/Bcc** to send a carbon copy or blind carbon copy to other recipients.

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

4. Touch the **Menu Key > Attach file** to add audio files,

80

images, videos and other types of files as attachment.

5.  Touch ➤ 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.  Open the **Email** app.

2.  Touch the **Menu Key > Account settings** and select the account you want to add signature to.

3.  Touch **Signature** and enter the text.

4.  Touch **OK**.

## Adding and Editing Email Accounts

### Add an Email Account

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

1.  Open **Email** to get the Inbox screen.

2.  Touch the **Menu Key > Account 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.  Open **Email** to get the Inbox screen.
2.  Touch the **Menu Key > Account 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.  Open **Email** to get the Inbox screen.
2.  Touch the **Menu Key > Account settings** and touch the account you want to remove.
3.  Touch **Remove account** at the bottom of the screen and then touch **OK**.

## Changing General Email Settings

General settings apply to all email accounts you add.

1.  Open **Email** to get the Inbox screen.
2.  Touch the **Menu Key > Account settings > General**.
3.  Make the changes you want and touch the **Back Key** when you're finished.

# Gmail<sup>TM</sup>

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

## 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 phone, 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. Touch ✉+.
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 **Menu Key > Attach file** and select a file from the image gallery.
6. Touch ➤ 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 phone is independent of the signature you use for Gmail on the web.

1. Open the **Gmail** app.
2. Touch the **Menu Key > Settings** and select the account you want to add signature to.
3. Touch **Signature** and enter the text.
4. Touch **OK**.

## Replying to or Forwarding a Message

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

2. Do the following as you need:

| To… | do… |
| --- | --- |
| Reply to the sender, | touch ![icon] in the message header. |
| Reply to the sender and all recipients of the original message, | touch in the message header ![icon] > **Reply all**. |
| Forward the message, | touch in the message header ![icon] > **Forward**. |

3. Edit your message and touch the send icon ![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 phone as well as your settings, you may preview, view, play, save the attachment, or check information about the attachment.

85

**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, or contents.

**NOTE:** If you search while the phone doesn't have an active Internet connection, only messages synchronized onto your phone can be searched.

1. Open the **Gmail** app and touch 🔍.

2. Enter the words to search for and touch the search key 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 you sort your messages, just like folders.

**To label or change labels:**

1. Open the **Gmail** app and touch in the message list the checkboxes before the messages you want to label.
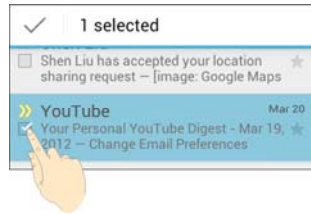


2. Touch the label icon  at the bottom of the screen.

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

**To add stars to messages:**

1. Open 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 ★.

**To view messages by label:**

1. Open 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 **Menu Key > Settings** in any Gmail screen to change **General settings**, which apply to all Gmail accounts, or other settings that only apply to specific accounts.

88

# Messaging

You can use Messaging to exchange text messages (SMS) and 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 text or multimedia message.
- Touch 🔍 to search for a message with keywords.
- Touch an existing message thread to open the conversation you've had with a certain number.

## Sending a Text Message

1. On the **Messaging** screen, touch ▤₊ at the bottom.

2. Add recipients by one of the following ways.

   ▶ Touch the **To** field and manually enter the recipient's number or the contact name. If the phone presents a few suggestions, touch the one you want to add.

   ▶ Select recipients from your contacts by touching 👤.

89

3. Touch the **Type to compose** field, and enter the content of your text message.

   **NOTE:** You can touch the **Menu Key** to insert signature, quick text, smiley or contact in text format.

4. Touch ➤.

## Sending a Multimedia Message

1. On the **Messaging** screen, touch ▤₊ at the bottom.

2. Enter the recipient and the text of the message, as you do when sending a text message.

3. Touch the **Menu Key > Add subject** to add a message subject.

4. Touch the paper clip icon ✐ to attach a file to the message.

5. Touch ➤ or **Send**.

**NOTE:** When you add a subject, or attach a file, the message is automatically converted to a multimedia message. When you delete these information, the message is converted to a text message.

## 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 **Messaging** 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 icon ✎ if you want to reply with an MMS.
3. Touch ➤.

## Forwarding a Message

1. On the **Messaging** screen, touch the thread that has the message you want to forward.
2. Touch and hold the message.
3. Touch **Forward** in the menu that opens.
4. Enter a recipient for the message and edit the content if you want.
5. Touch ➤.

## Viewing Details About a Message

1. Touch and hold a message in a thread.
2. Touch **View details** to see information about the message,

such as message type, recipient, and date.

## Deleting Messages or Threads

**To delete messages in a thread:**

1. On the **Messaging** screen, touch a thread.
2. Touch the **Menu Key > Select item(s)**.
3. Touch the messages you want to delete. The ones you touch will have a check in the box in front of them.
4. Touch 🗑 at the bottom.
5. Touch **Delete**.

**To delete message threads:**

1. On the **Messaging** 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. Touch 🗑 at the bottom.
4. Touch **Delete**.

## Changing Message Settings

Touch the **Menu Key > Settings** in the Messaging screen to change the Messaging settings.

92

# Calendar

Calendar on the phone 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 phone.

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

## Viewing Your Calendars and Events

### Select Visible Calendars

1. Open the **Calendar** app.
2. Touch the **Menu Key > Calendars to display**.
3. Touch the calendars to check the ones you want to see or uncheck the ones you'd like to hide.

Events from hidden calendars are not shown in the Calendar app.

### Change Calendar Views

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

To change calendar views, touch the date shown at the top left of the screen and select the view you prefer.

93

- 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 ▦ at the top to quickly switch to today.

## 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 view or Agenda view. Then touch an event to view its details.

## Creating an Event

1. In any Calendar view, touch the **Menu Key > New event** 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 account, you can choose a calendar account to which to add the event by touching the current calendar above the **Event name** box.

3. Touch **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 ✎ at the top of the screen.<br><br>Touch **DONE** to save your changes. |

| | |
|---|---|
| Delete the event, | touch 🗑 at the top of the screen and then touch **OK**. |
| Share the event, | touch 👥 at the top of the screen and choose a method to send the event. |

## Changing Calendar Settings

To change Calendar settings, open a Calendar view (Day, Week, Month, or Agenda). Then touch the **Menu Key > 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 phone, on the web, or with a desktop application.

## Signing In to 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 the **Menu Key > 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.
4. Touch the **Back Key** to return to your friends list.

## Chatting With Friends

You can use Google Talk to chat with friends by exchanging text messages. If your friends have a microphone or camera on the device where they're using Google Talk, you can also invite them to chat by voice and video.

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

   or  to initiate a video chat or voice chat if the friend is

   online.

98

## Switch Between Active Chats

If you have more than one chat going, you can switch between these chats in one of the following ways.

- Touch the **Back Key** to return from one chat to the friends list. Then touch another friend you want to chat with.

- While you are in one chat screen with a friend, swipe left or right to switch to the chat screens with other friends.

## Use Group Chat

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

1. On a chat screen, touch the **Menu Key > 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 the **Menu Key > End chat**.

You can also touch the **Menu Key > End all chats** while in the friends list to end all active chats.

## Changing Google Talk Settings

On any chat screen or the friends list, touch the **Menu Key >
Settings** to change Google Talk settings for your account.

100

# Google+

Google+ is a social networking service offered by Google. The Google+ application on your phone 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

1. Open the **Google+** app.
2. Touch 🟥 **> Circles**.
3. Enter the person you want to search for or select a suggested person, and touch **Add**.
4. Check the circles you want the person to be added to, or touch **Create a new circle**.

## Getting Updates

1. Open the **Google+** app.
2. Touch 🟥 **> Home**.
3. Swipe up or down 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.

1. Touch <img> **> Messenger** in the **Google+** app or touch the **Home Key >** <img> **> Messenger**.

2. Touch <img> to create a new message.

   If you touched <img> at the top, touch <img> to add recipients. They can be contacts or circles.

3. Enter the message.

4. Touch <img> to send the message.

**TIP:** Touch <img> **> Hangouts** to hold a video chat with your friends.

## Checking Photos

You can see your own photo albums.

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

## Checking and Managing Your Profile

1. Touch  **> Profile** in the **Google+** app.
2. Swipe up or down to see your posts and personal info.

   Touch  and you can change your profile photo.

103

# Browser

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

## Opening the Browser

Touch ⊜ in the Home Screen and select **Browser** to use the web browser.

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.  Open 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

1. Open the page you want to set as your home page.
2. Touch the **Menu Key > 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.

105

- **Zoom in:** Touch the screen with two fingers and spread them apart.
- **Go back:** Touch the **Back Key** to return to the page you've viewed previously in the same window.
- **Go forward:** Touch the **Menu Key > Forward**.
- **Refresh the page:** Touch the **Menu Key > Refresh**. Or touch the address box and then touch 
- **Find text on the page:** Touch the **Menu Key > Find on page** and type the terms you search for.
- **Send the page URL to friends:** Touch the **Menu Key > 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 **Menu Key > Save for offline reading**. You can touch the **Menu Key > Bookmarks > SAVED PAGES** to read them.
- Some web sites may redirect you to the mobile version of their web pages, which mostly do not support scrolling or zooming. If you want to view the desktop version, touch the **Menu Key** and check **Request desktop site**.
- Besides links, **Browser** also recognizes some phone numbers, addresses, and similar information for you to act on. Try touching them and see what happens.

106

## 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 ▤ to the right of the address box.

2. Touch **+** at the top right of the screen. A new browser window opens and the homepage is loaded.

**To switch between tabs:**

1. Touch the tabs icon ▤ to the right of the address box.

2. Swipe vertically to scroll through the list of opened tabs.

3. Touch the thumbnail of the tab you want to open.

**TIP:** Swipe a thumbnail horizontally or touch its **X** to close the tab. Touch **X** on the top right of the screen to close all tabs.

**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 phone once you close the tab.

1. Touch the tabs icon ▤ to the right of the address box.

2. Touch the **Menu Key > New incognito tab**.

## Downloading Files

1. Touch and hold an image or a link to a file or to another webpage.

2. In the menu that opens, touch **Save image** or **Save link**.

You can view or open the downloaded files in the **Downloads** app (⊜ **> Downloads**).

## Using Bookmarks

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

To open a bookmark, touch the **Menu Key > Bookmarks** in a browser window and then touch the bookmark.

### Bookmark a Web Page

1. Open the web page.

2. Touch the **Menu Key > Save to bookmarks**.

3. Edit the bookmark label and address if necessary, or choose a different account.

   Touch the name beside **Add to** to change the place where the bookmark will be stored.

4. Touch **OK**.

108

### Edit a Bookmark

1. Touch the **Menu Key > Bookmarks** in the web page screen.

2. Touch and hold the bookmark to edit.

3. Touch **Edit bookmark**.

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

5. Touch **OK**.

**NOTE:** Preinstalled bookmarks may not be edited.

### Delete a Bookmark

1. Touch the **Menu Key > Bookmarks** in the web page screen.

2. Touch and hold the bookmark to delete.

3. Touch **Delete bookmark**.

4. Touch **OK**.

**NOTE:** Preinstalled bookmarks may not be deleted.

## Viewing Your Browsing History

1. Open the Browser app and touch the **Menu Key > Bookmarks**.

2. Touch the **HISTORY** tab.

3. Touch a time span to view the web pages you browsed

109

during then, or touch **Most visited** to view your frequently visited web pages. 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 **Menu Key > Settings** in the web page screen.

110

# Maps, Navigation, Local, and Latitude

## Activating Location Services

To use **Navigation**, **Local**, **Latitude**, and find your location on Google Maps, you must enable location services on your phone.

1. Touch the **Home Key > Menu Key > System 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 the **Home Key >** &#x24D8; **> Maps**.
2. Touch &#x25C9; at the top right.

The map centers on a blue blinking dot that indicates your location.

111

## Searching for a Location

1. Touch the **Home Key >** ⊕ **> Maps**.

2. Touch 🔍.

3. Enter the place you're looking for in the search box at the top. You can enter an business, 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 key on the keyboard. Search results appear as lettered balloons on the map.

5. Touch a balloon to open a label with summary information about the location.

6. Touch the label 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, car, etc.

1. Touch the **Home Key >** ⊕ **> Maps**.

2. Touch 🧭 at the bottom.

112

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

1. Touch the **Home Key >** ⊕ **> Local**. Or from the **Maps** app, touch the top left 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 of 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 **Menu Key > Add a search** to add new

place categories.

4. Touch 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.

## Sharing Location

Google Latitude lets you and your friends view each others' locations on maps and share status messages with each other.

Touch the **Home Key >** ⊕ **> Latitude** to start location reporting and sharing. For first time use, touch the **Menu Key > Location settings** and check **Report from this device** and **Enable location sharing**.

You can then do the following operations.

- Touch ⟳ to refresh friends' status.

- Touch **MAP VIEW** to see friends on **Maps**. You can touch the left/right arrow to switch between each friends and yourself.

- Touch 👤 to add new friends to Latitude from contacts, via email addresses, or from suggested friends.

- Touch the **Menu Key > Show/Hide stale friends** to show or hide stale friends, who haven't updated their location with you for a while.

- Touch the **Menu Key > Location settings** to change Latitude settings.

# Google Search, Voice Search, and Voice Actions

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

## Searching With Text

1. Start the **Search** app in one of the following ways.

   ▶ Touch the **Home Key >** ⊞ **> Search**.

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

2. Enter the terms you want to search for and touch the search button on the screen keyboard, or touch a search suggestion.

## Searching by Speaking

1. Touch the microphone 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 microphone 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.

**NOTE:** You can also use Voice Dialer (⊜ **> Voice Dialer**) to dial a phone number in your Contacts, open menus or launch phone functions.

## Changing Search and Voice Search Settings

Open the **Search** app and touch the **Menu Key > Settings** to set Searchable items and Google Search options.

To set Voice Search settings, touch the **Home Key >** ⊞ **> Settings > Language & input > Voice Search**.

# Camera

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

## Capturing a Photo

1. Touch the **Home Key >** ⊞ **> Camera**.

2. Aim the camera at the subject and make any necessary adjustment.
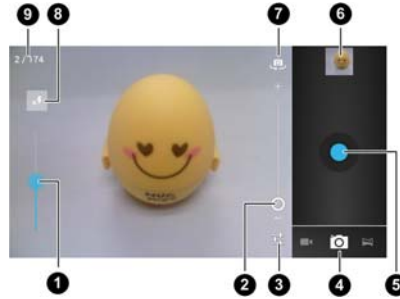
| Number | Function |
|--------|----------|
| 1 | Hold the blue dot and slide to adjust brightness. |
| 2 | Hold the circle and slide to zoom in or out. You can also press the **Volume Keys** to zoom in or out. |
| 3 | Change the camera settings. |
| 4 | Switch to the camcorder or panorama. |
| 5 | Capture a photo. |
| 6 | View photos and videos you have captured. |
| 7 | Switch between the front and the back cameras. |
| 8 | Change the flash setting, only available for the back camera. |
| 9 | Photo counter: Shows how many pictures you have taken and how many more pictures you can take. |

3.  If **Touch AF/AEC** is turned on in camera settings, touch the area where you want the camera to focus. Green brackets appear around the area you touched.

4.  Lightly touch the blue button 　 to take a picture.

**WARNING!** Keep a safe distance when using the flash. Do not point the flash toward people or animals' eyes.

## Customize Camera Settings

Before taking a photo, you can touch 　 to open the following camera setting options.

**NOTE:** Some options are not available for the front camera.

| | |
|---|---|
| Geo-tagging ⊗ or ◎ | Set whether your location is stored with each photo you take. |
| White balance ⒶW | 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 without adjustment, touch 0. |
| Camera settings ⦂ | Set the picture size, touch AF (automatic focus) / AEC (automatic exposure control), shutter tones, timing photo, composition line, picture quality, color effect, ISO, sharpness, face detection, redeye reduction or restore default camera settings. |

## Taking a Panoramic Photo

1. Touch the **Home Key >** ⊕ **> Camera**.
2. Touch the switch ▣ 📷 ▨ and then touch ▨ to enable the panorama mode.
3. Frame one side or the other of the scene you want to include in the panorama.

119

For example, if you're photographing a bridge, frame the end of the bridge where you want to start your panorama.

4. Touch the green button ⬤ and slowly start panning across the area you want to include in the panorama.

   In the bridge example, pan slowly and steadily from one end to the other.

5. When you reach the end of your shot, touch ⬤. The panorama appears immediately, and the phone displays a progress indicator while it saves the image.

6. To view the image, touch the thumbnail near the green button.

## Recording a Video

1. Touch the **Home Key > ⊞ > Camera**.

2. Touch the switch 🎥 📷 🎞 and then touch 🎥 to open the camcorder.

3. Aim the camera at the subject and make any necessary adjustment.
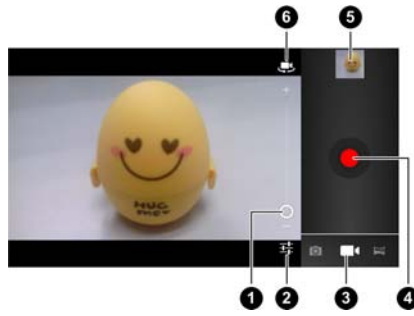
| Number | Function |
|--------|----------|
| 1 | Hold the circle and slide to zoom in or out. You can also press the **Volume Keys** to zoom in or out. |
| 2 | Change the camcorder settings. |
| 3 | Switch to the camera or panorama. |
| 4 | Record a video. |
| 5 | View photos and videos you have captured. |
| 6 | Switch between the front and the back cameras. |

4. Touch [  ] to start recording.

5. Touch [  ] to stop recording.

**TIP:** While the recording is in progress, you can touch the

screen to save the frame as a separate photo.

## Customizing Camcorder Settings

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

**NOTE:** Some options are not available for the front camera.

| | |
|---|---|
| Flash mode ⚡ or ⚡ | Turn flash off or on. |
| Geo-tagging ⊗ or ◎ | Set whether your location is stored with each video you record. |
| White balance ⒶW | 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. |
| Video quality 720p | Adjust video quality. |
| Camera settings ⁝ | Select a color effect for your videos, or restore default camera settings. |

122

# Gallery

## Opening Gallery

Touch the **Home Key >** ⊞ **> Gallery** to view albums of your pictures and videos.

## Working With Albums

When you open Gallery, all pictures and videos on your phone 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. Touch ◄ 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. Touch ⋮ **> Details**.

123

**To delete albums:**

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

2. Touch more albums that you want to delete.

3. Touch ☐ **> OK**.

## Working With Pictures

Touch a picture in an album to view the picture in full screen. Double-tap 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 | Thumbnails of all the pictures and videos in the album. Swipe left or right to see more; touch a thumbnail to view it in full screen. |
| 3 | Share the picture. |

Touch the **Menu Key** to delete the picture, browse the album contents in a slideshow, rotate or crop the picture, view picture file detail, set it as contact icon or wallpaper, or edit it.

**NOTE:** Some 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 the **Menu Key > 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 cross-processing, posterizing, lomography, documentary, vignetting, film grain and fisheye. |
| ⊙ | Apply color filters for warmth, saturation, B&W, sepia, negative, and other effects - including doodling on the image. |
| ▣ | Crop, fix red eye, straighten, rotate, flip, or sharpen the picture. |

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.

126

## Working With Videos

### Play Videos

1. Touch an album in the gallery and then touch the thumbnail of a video to start playing.

2. Touch the screen to view the playback controls.

### Share Videos

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

2. Touch  at the top of the screen.

3. Select how you want to share the video.

127

# Music

Touch the **Home Key >** ⊞ **> Music** to play audio files stored on your phone. **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 Phone

Before using Music, you need to copy audio files from your computer to your phone's memory card.

### Copy From a Computer

1. Connect your phone and the computer with a USB cable.

2. Open the Notification panel and touch **Connected as …**.

3. Touch **Media device (MTP)** (if supported on the PC) or **Camera (PTP)** to browse the files on the phone storage and the microSD card.

4. Copy the music files from the PC and paste them to the phone storage or microSD card.

### Download From the Internet

You can download music files when browsing web pages. See Downloading Files.

128

### Receive via Bluetooth

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

## Viewing Your Music Library

Touch the **Home Key >** ⊞ **> 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 **Artists**, **Albums**, **Songs**, **Playlists**, or
**Favorite**.

**NOTE:** If an audio file is being played, its summary information
is displayed at the bottom of the music library screen. Touch the
summary area to open the playback screen.

### Set a Song as the Default Ringtone

The song will be used as the ringtone for all incoming calls,
except those from contacts you have assigned special
ringtones to (see *People – Editing Contacts – Set a Ringtone
for a Contact*).

1. Touch the **Home Key >** ⊞ **> Music** to see the music
   library.

   **NOTE:** If you are in the playback screen, touch the **Menu
   Key > Library** to return to the music library.

129

2. Touch ◩ next to a song in any list.

3. In the menu that opens, touch **Use as phone ringtone**.

**TIP:** If the song is being played, you can touch the **Menu Key > Use as ringtone** in the playback screen.

### Delete a Song

1. Touch the **Home Key >** ⊞ **> Music** to see the music library.

   **NOTE:** If you are in the playback screen, touch the **Menu Key > Library** to return to the music library.

2. Touch ◩ next to a song in any list.

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 | Touch to open the current playlist. |
| 2 | Song, artist and album information. |
| 3 | Touch to toggle repeat mode: no repeat, repeat the current song, or repeat the current playlist |
| 4 | Playback control. Skip songs or pause and resume playback. Drag the slider to jump to any part of the song. |
| 5 | Touch to play the current playlist in shuffle mode, where tracks are played in random order. |

| 6 | Album artwork. |
|---|---|
| 7 | Touch for more options, the same as touching the **Menu Key**. |

## 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 ◢ next to the song in the music library.
2.  In the menu that opens, touch **Add to playlist**.
3.  Touch **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 ◢ next to 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.

The song is added to the playlist.

**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 Songs From a Playlist

1. Open a playlist.
2. Touch the **Menu Key > Remove Songs**.
3. Touch the song or songs you want to remove.
4. Touch ⊗ **> OK**.

## Delete or Rename a Playlist

1. Touch the **Playlists** tab in the music library to see all the playlists.
2. Touch ◣ next to a playlist and touch **Rename** or **Delete** in the menu that opens.

**NOTE:** These options may not be available for certain automatically created playlists, such as **Recently added**.

# 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 phone 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 phone.

## Playing Your Music

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

The app searches your online library and your phone for music and playlists before displaying your combined music library, organized by **RECENT**, **ARTISTS**, **ALBUMS**, **SONGS**, **PLAYLISTS**, and **GENRES**. To changes views of your library, swipe left or right when holding the phone upright, or touch the view name at the top left of the screen when holding the phone on its side.

Touch a song to play it. When the song is playing, touch the album artwork to display more options.
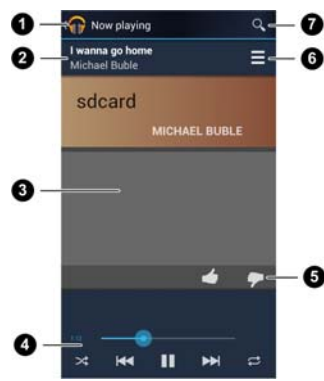
| Number | Function |
|--------|----------|
| 1 | Touch to return to the library. |
| 2 | Song and artist names. |
| 3 | Album artwork. |
| 4 | Playback control. Skip songs, pause and resume playback, use shuffle or repeat. Drag the progress bar to jump to any part of the song. |
| 5 | Rate the song. |
| 6 | Touch to see the current playlist (queue). |
| 7 | Search for music. |

135

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 (portrait mode) of the screen to restore the playback screen.

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

- When the screen is locked, the song information, album cover as well as playback control is displayed on top of 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 and hold the song or touch ◢ next to the song, and select **Add to playlist**.

**To rearrange songs in a playlist:**

1. Open a playlist in the **PLAYLISTS** tab of the music library.

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** tab of the music library.
2. Touch and hold the song or touch ◢ next to the song you want to remove.
3. Select **Remove from playlist**.

**To rename or delete a playlist:**

1. Swipe to the **PLAYLISTS** tab in the music library to see all the playlists.
2. Touch and hold a playlist or touch ◢ next to the playlist.
3. Touch **Rename** or **Delete** in the menu that opens.

**NOTE:** Certain automatically created playlists such as **Last added** cannot be renamed or deleted.

# Video Player

Use the video player to play various kinds of videos.

## Opening the Video Library

Touch the **Home Key >** ⊞ **> Video Player** to view your video library.

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

- **ALL:** all videos on your phone.
- **RECENTLY:** recently added videos on your phone.
- **CAMERA:** videos you have recorded with the phone's camera.

## Playing and Controlling Videos

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

Touch the video to show the playback controls. You can pause and resume the playback, or jump to any part of the video. You can also exit the video by touching ▶ at the top left of the screen.

# 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 bottom left 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 bottom 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**.

# Sound Recorder

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

## Recording a Voice Memo

1. Touch the **Home Key >** ⊕ **> Sound Recorder**.

2. Touch ⬤ to start recording. Touch ✖ to cancel recording if you change your mind.

3. Touch ⬛ 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. Touch ☰ 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 ⬛ in front of the memo to play, share, rename, delete it, check its file information, or set it as your phone ringtone.

140

# More Apps

## Alarm

Set alarms or turn the phone into a bedside clock.

### Set a New Alarm

1. Touch the **Home Key >** ⊞ **> Alarm**.
2. Touch a default alarm to configure it, or touch **+** at the bottom of the screen to create a new alarm.
3. Check **Turn alarm on** and set up the alarm options, such as time, repeat, and ringtone.
4. Touch the **Back Key** to save and exit.

### Use Bed Clock

Bed clock displays the current time and the next alarm.

1. Touch the **Home Key >** ⊞ **> Alarm**.
2. If necessary, touch the **Menu Key > Bed Clock Preferences** in the **Alarm** screen to set up bed clock options.
   ► **Enable bed clock:** Turn on or off the bed clock function.
   ► **Bed clock never sleeps:** Keep the bed clock screen turned on when charging the phone.

141

3. Touch the **Back Key** to return to the **Alarm** screen. Then touch the **Menu Key > Bed Clock** to open the bed clock screen.

## Backup and Restore

Touch the **Home Key >** ⊞ **> Backup & restore**. You can back up your user data, such as contacts and messages, and installed applications to the memory card regularly. If the data get lost, restore it from the memory card.

Touch the **Menu Key > Help** to view detailed guide.

## Calculator

Touch the **Home Key >** ⊞ **> Calculator**.

**TIP:** Touch ⬛ or ⬛, or swipe left or right to switch between different panels. You can also hold the phone on its side to see all calculator buttons.

## Chrome

Touch the **Home Key >** ⊞ **> Chrome**. Google Chrome is a web browser on your phone. When you sign in to Chrome with your Google Account, you can enable sync to access your Chrome bookmarks, browsing history, and open tabs from other devices where you're also signed in.

For detailed information, touch the **Menu Key > Help** in the

browser.

## Downloads

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

Touch the **Home Key >** ⊞ **> Downloads** to check the record.

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

## Easy WiFi

By using the Public Mobile **Easy WiFi** app, you can automatically connect to Easy WiFi hotspots all over the world.

Touch the **Home Key >** ⊞ **> Easy WiFi**. For detailed instructions, touch **Help** in the app.

## File Manager

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

Touch the **Home Key >** ⊞ **> File Manager**. Touch the folder name at the top of the screen to switch between the external microSD card storage and the internal phone storage.

## News and Weather

**News & Weather** offers weather forecasts and news stories about common topics. You can also customize the news topics that are displayed.

Touch the **Home Key >** ⊞ **> News & Weather**. Swipe left or right to view weather forecast and news headlines under different news topics.

Touch the **Menu Key** to refresh news and forecast data, or to change the settings.

## Note pad

Touch the **Home Key >** ⊞ **> Note pad** to save and view your text notes.

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

Touch a note to view its entire content. You can also delete, share it, or change its title.

## Play Books

Touch the **Home Key >** ⊞ **> Play Books** to read ebooks purchased from Play Store.

Touch a book cover displayed in Play Books to start reading it.

You can also touch the shop bag icon at the top to buy more books from Play Store, or touch 🔍 to search by book title or author name.

## Play Movies & TV

Touch the **Home Key >** ⊞ **> Play Movies & TV** to watch movies from Play Store as well as your personal videos stored on the phone.

## Siren

Touch the **Home Key >** ⊞ **> Siren**. Siren is an unlimited music service from Public Mobile. You can use Siren to browse, download and listen to all kinds of songs from your phone. You may need to update and install the app when you open it.

## Software Update

Touch the **Home Key >** ⊞ **> Software update**. You can check your system's software status, check for updates, or change update settings.

## Task Manager

Touch the **Home Key >** ⊞ **> Task Manager** to view or stop

145

applications.

- Touch a task in the **TASKS** tab to see its detail. Touch **Close** beside a task name to stop the task.
- Touch the **APPS** tab to manage all the apps on your phone and memory card.
- Touch the **RESOURCES** tab to view the real-time system resources information.

## Timer

Touch the **Home Key >** ⊞ **> Timer** to use stopwatch or time countdown.

Stopwatch allows you to record lap times, while countdown allows you to set a time and count down to 0.

## World Time

Touch the **Home Key >** ⊞ **> World time** to check local time for cities around the world.

Touch **+** at the bottom to add a new city.

## YouTube

Touch the **Home Key >** ⊞ **> YouTube**.

You can watch YouTube videos or upload your own.

146

# Play Store

Touch the **Home Key >** ⊞ **> Play Store**. You can buy or rent music, books, movies, apps, and download them to your phone.

**NOTE:** The content you can access in Play Store depends on your region and your service provider.

## Browsing and Searching for Apps

You can browse apps by category. Touch a top-level category, such as **GAMES** and touch the app from any subcategory. You can also search for apps using an app's name or description, or the developer's name. Just touch 🔍 and enter the search terms.

## Downloading and Installing Apps

When you find the app you are interested in through browsing or searching, touch it to open its details screen, where more information about the app is displayed.

1. Touch **Install** (free apps) or the price (paid apps) in the app details screen.

   **NOTE:** If the app is not free, you need to sign in to your Google Wallet account and select a payment method.

2. Touch **Accept & download** (free apps) or **Accept & buy** (paid apps) to accept the permissions for the app. Your app will start downloading immediately or once payment is successfully authorized.

## Managing Your Downloads

After you've downloaded and installed an app, you can rate it, view it in a list with your other downloaded apps, configure it to update itself automatically, and so on.

### View Your Downloaded Apps

1. On the Apps screen of Play Store, touch the **Menu Key > My Apps**.
2. Your list of installed apps opens, you can touch one to rate it, uninstall it, request a refund, and so on.

### Uninstall an App

1. On the Apps screen of Play Store, touch the **Menu Key > My Apps**.
2. Touch an app to open its details screen.
3. Touch **Uninstall > OK**.

# Settings

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

## Wireless and Networks

### Wi-Fi

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

### Bluetooth

Turn on or off Bluetooth 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 circle you set, set mobile data limit and warning, see what app has been using mobile data, allow data roaming or restrict background data for individual apps.

**NOTE:** The data usage is measured by your phone, and your carrier's data usage accounting may differ.

### Call

Customize the settings for phone calls. See *Phone Calls – Adjusting Your Call Settings*.

### Airplane Mode

In the **Settings** app, touch **More** under WIRELESS & NETWORKS and check **Airplane mode**.  All the phone's radios that transmit voice or data are turned off.

### 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 and select the roaming mode. 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.

## 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 automatically.
- **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 phone so that you can safely remove the card while the phone is on.
- **Erase SD card:** Erase all data on your memory card and prepare it for use with your phone.

## Battery

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

## Apps

See apps installed on your phone 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.

## Connect to PC

Set the connection type for your phone.

Touch **Connect type** to select the default connection type to use when you connect your phone to the computer with a USB cable.

Check **Ask me** to make the phone prompt which connection type to use when you connect your phone to the computer.

## Personal

### Accounts and Sync

Manage your accounts and synchronization settings.

- Touch the **ON/OFF** switch to turn on or off auto-sync.

- Touch **ADD ACCOUNT** to sign in or create accounts on your phone.

- Touch an account to set the sync settings for that account. You can then touch the **Menu Key > Sync now** to sync all

152

checked items.

- Touch an account and then touch the **Menu Key > Remove account** to remove the account and all information related to it from your phone.

## Location Services

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

Check **Location & Google search** to improve Google search results and other services using your location information.

## Security

- **Screen lock:** Lock the screen with long press, pattern, PIN, or password. See *Personalizing – Protecting Your Phone With Screen Locks*.
- **Make pattern visible:** Show the pattern as you draw it.
- **Automatically lock:** Set the time needed for the lock protection to be activated after the screen turns off.
- **Vibrate on touch:** Vibrate as you draw the pattern or enter the PIN/password to unlock the phone.
- **Owner info:** Set the text that you may display on the lock screen.
- **Encrypt phone:** Encrypt your data on the phone to protect your privacy. See *Personalizing – Protecting Your Phone With Encryption*.

153

- **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 for your system.
- **Personal dictionary:** Add new words to the phone dictionary or remove words from the dictionary. The words you add are used for spelling check and word suggestion.
- **KEYBOARD & INPUT METHODS:** Choose the default text input method and 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.
    - **SafeSearch:** You can use Google SafeSearch filtering to block some results when you use Google search by voice.

- ▸ **Block offensive words:** Hide recognized offensive words when you use Google voice recognition to transcribe your voice into text.
- **Text-to-speech output:**
  - ▸ **PREFERRED ENGINE:** Select the speech synthesis engine you want to use or change its settings.
  - ▸ **Speech rate:** Adjust the speed at which the onscreen text is spoken.
  - ▸ **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 phone 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 phone to factory status. All your personal data from the phone's internal storage will be erased. You can also erase the data on the memory card during the process.

## System

### Date and Time

Set the time zone, and how date and time are displayed. You can also use network-provided time zone.

### Accessibility

Configure the system accessibility options and accessibility plug-ins on your phone, such as using **TalkBack** for low-vision users.

### Developer Options

**Developer options** contains settings that are useful for developing Android applications.

### About Phone

View phone status, legal information and other information. You can also check for system updates.

# Troubleshooting

If you encounter problems while using the phone, 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 phone.

| 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. |
| | 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 phone 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. |

157

| Problem | Possible causes | Possible solution |
|---|---|---|
| Echo or noise | Poor network trunk quality on the part of your service provider. | End the call and dial again. You may be switched to a better-quality network trunk or phone line. |
| | Poor local telephone line quality. | End the call and dial again. You may be switched to a better-quality network trunk or phone 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 charge | The battery or battery charger is damaged. | Contact the dealer. |
| | The phone's temperature is below 0 ℃ or higher than 45 ℃. | 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 phone 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 phone. |
| | The battery is depleted. In high-temperature environments, battery life will be shortened. | Use a new battery. |
| | If you are not able to connect to the network, the phone 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 phone. |

| Problem | Possible causes | Possible solution |
|---|---|---|
| Cannot switch your phone on | Battery power has been depleted. | Recharge the phone's battery. |
| Unable to connect to the network | 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. |
| Unable to enter information into the phonebook | The phonebook's memory is already full. | Delete unnecessary data from the contacts. |
| Phone crashes, reboots, freeze, or cannot be powered on | Some third-party software is not compatible with your phone. | Uninstall the software that may cause the problem. |
| | | Upgrade the phone software. |
| | | Reset the phone to factory status. |

# For Your Safety

## General Safety

| | | | |
|---|---|---|---|
| | Don't make or receive handheld calls while driving. Never text while driving. | | Don't use at gas stations. |
| | For body-worn operation maintain a separation of 15 mm. | | Your phone may produce a bright or flashing light. |
| | Small parts may cause choking. | | Don't dispose of your phone in fire. |
| | Your phone 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. |

161

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|---|---|---|---|
| | Keep away from pacemakers and other electronic medical devices. | | Avoid contact with liquids. Keep your phone dry. |
| | Turn off when asked to in hospitals and medical facilities. | | Do not attempt to disassemble your phone. |
| | 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 phone as a primary device for emergency communications. |

## Radio Frequency (RF) Energy

This phone 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 United States, Industry Canada of Canada.

During SAR testing, this device is set to transmit at its highest certified power level in all tested frequency bands, and placed in positions that simulate RF exposure in usage against the head with no separation, and near the body with the separation of

162

10 mm. 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 phone is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output.

The exposure standard for wireless devices employs a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit set by the FCC is 1.6 W/kg, and 1.6 W/kg by Industry Canada.

This device is compliance with SAR for general population/ uncontrolled exposure limits in ANSI/IEEE C95.1-1992 and Canada RSS 102, and had been tested in accordance with the measurement methods and procedures specified in OET Bulletin 65 Supplement C, and Canada RSS 102. This device has been tested, and meets the FCC, IC RF exposure guidelines when tested with the device directly contacted to the body.

The FCC has granted an Equipment Authorization for this model phone with all reported SAR levels evaluated as in compliance with the FCC RF exposure guidelines. SAR information on this model phone is on file with the FCC and can be found under the Display Grant section of www.fcc.gov/oet/ea/fccid after searching on FCC ID: Q78-ZTEN850C.

For this device, the highest reported SAR value for usage against the head is **1.46W/kg**, for usage near the body is **1.52 W/kg**.

163

While there may be differences between the SAR levels of individual ZTE N850CA phones and at various positions, they all meet the government requirement.

SAR compliance for body-worn operation is based on a separation distance of 10 mm between the unit and the human body. Carry this device at least 10 mm away from your body to ensure RF exposure level compliant or lower to the reported level. To support body-worn operation, choose the belt clips or holsters, which do not contain metallic components, to maintain a separation of 10 mm between this device and your body.

RF exposure compliance with any body-worn accessory, which contains metal, was not tested and certified, and using such body-worn accessory should be avoided.

## IC Notice

This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions:

(1) this device may not cause interference, and

(2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes:

(1) l'appareil ne doit pas produire de brouillage, et

(2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

IC: 5200A-ZTEN850C

## IC Radiation Exposure Statement

This EUT is compliance with SAR for general population/uncontrolled exposure imits in IC RSS-102 and had been tested in accordance with the measurement ethods and procedures specified in IEEE 1528 and IEC 62209. This equipment hould be installed and operated with minimum distance 1.0 cm between the adiator and your body. This device and its antenna(s) must not be co-located or perating in conjunction with any other antenna or transmitter.

Cet appareil est conforme aux limites d'exposition DAS incontrôlée pour la population générale de la norme CNR-102 d'Industrie Canada et a été testé en conformité avec les méthodes de mesure et procédures spécifiées dans IEEE 1528 et IEC 62209.

Cet appareil doit être installé et utilisé avec une distance minimale de 1.0 cm entre l'émetteur et votre corps. Cet appareil et sa ou ses antennes ne doivent pas être co-localisés ou fonctionner en conjonction avec tout autre antenne ou transmetteur.

## 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.

Cet appareil est conforme aux dispositions de la partie 15 des règles de la FCC et des normes CNR d'Industrie Canada sur les appareils radio exempts de licence. Son utilisation est assujettie aux deux conditions suivantes : (1) Cet appareil ne doit pas

causer d'interférence nuisible; et (2) cet appareil doit accepter toute interference reçue, y compris l'interférence qui pourrait causer un fonctionnement non désiré. Cet équipement a été testé et jugé conforme aux limites d'un appareil numérique

de la Classe B, en vertu de la partie 15 des règles de la FCC et de la NMB-003 canadienne. Ces limites sont conçues pour fournir une protection raisonnable contre l'interférence nuisible dans une installation résidentielle. Cet équipement

génère, utilise et peut émettre de l'énergie radiofréquence et, s'il n'est pas installé et utilisé conformément aux instructions, peut causer une interférence nuisible aux communications radio. Toutefois, il n'est pas garanti que l'interférence ne

se produira pas dans une installation particulière. Si cet équipement cause une interférence nuisible à la réception radio ou de programmes de télévision, laquelle peut être déterminée en éteignant et en allumant l'équipement, l'usager est

encouragé à essayer de corriger l'interférence par l'une ou plusieurs des mesures

167

suivantes :

• Réorientez ou relocalisez l'antenne de réception.

• Augmentez la séparation entre l'équipement et le receveur.

• Connectez l'équipement à une prise sur un circuit différent de celui auquel de le receveur est connecté.

• Consultez le vendeur ou un technicien radio/de télévision pour obtenir de l'aide. La FCC ou Industrie Canada peut vous obliger à arrêter d'utiliser votre appareil si

une telle interférence ne peut pas être éliminée.

N850CA n'a pas approuvé les changements ou modifications apportés à cet appareil

par l'usager. Tous les changements ou modifications apportés peuvent entraîner la

révocation de l'autorisation d'utilisation de l'appareil.

## Using Your Phone With a Hearing Aid Device

In 2003, the FCC adopted rules to make digital wireless telephones compatible with hearing aids and cochlear implants. Although analog wireless phones do not usually cause interference with hearing aids or cochlear implants, digital wireless phones sometimes do because of electromagnetic energy emitted by the phone's antenna, backlight, or other components. Your phone is compliant with FCC HAC regulations (ANSI C63.19- 2007). While some wireless phones are used near some hearing devices (hearing aids and cochlear

implants), users may detect a buzzing, humming, or whining noise. Some hearing devices are more immune than others to this interference noise and phones also vary in the amount of interference they generate. The wireless telephone industry has developed a rating system for wireless phones to assist hearing device users in finding phones that may be compatible with their hearing devices. Not all phones have been rated. Phones that are rated have the rating on their box or a label located on the box. The ratings are not guarantees. Results will vary depending on the user's hearing device and hearing loss. If your hearing device happens to be vulnerable to interference, you may not be able to use a rated phone successfully. Trying out the phone with your hearing device is the best way to evaluate it for your personal needs.

This phone has been tested and rated for use with hearing aids for some of the wireless technologies that it uses. However, there may be some newer wireless technologies used in this phone that have not been tested yet for use with hearing aids. It is important to try the different features of this phone thoroughly and in different locations, using your hearing aid or cochlear implant, to determine if you hear any interfering noise. Consult your service provider or the manufacturer of this phone for information on hearing aid compatibility. If you have questions about return or exchange policies, consult your service provider or phone retailer.

M-Ratings: Phones rated M3 or M4 meet FCC requirements

169

and are likely to generate less interference to hearing devices than phones that are not labeled. M4 is the better/higher of the two ratings.

T-Ratings: Phones rated T3 or T4 meet FCC requirements and are likely to be more usable with a hearing device's telecoil ("T Switch" or "Telephone Switch") than unrated phones. T4 is the better/ higher of the two ratings. (Note that not all hearing devices have telecoils in them.)

This phone meets the M4/T4 level rating.

Hearing devices may also be rated. Your hearing device manufacturer or hearing health professional may help you find this rating. For more information about FCC Hearing Aid Compatibility, please go to http://www.fcc.gov/cgb/dro.

## Distraction

### Driving

Full attention must be given to driving at all times in order to reduce the risk of an accident. Using a phone 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 the 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 phone and any consequences of its use.

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

- Always treat your phone 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 phone's reaction to your operations or lower image quality.

- Clean your phone 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 phone or its accessories to open flames or lit tobacco products.

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

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

- Do not paint your phone or its accessories.

- Do not attempt to disassemble your phone or its accessories,

only authorized personnel must do so.

- Do not expose or use your phone or its accessories in an environment with or that can reach extreme temperatures, minimum - [5] and maximum + [50] degrees Celsius.
- Do not place your phone inside or near heating equipments or high pressure containers, such as water heaters, microwave ovens, or hot cooking utensils. Otherwise, your phone may be damaged.
- Please check local regulations for disposal of electronic products.
- Do not carry your phone in your back pocket as it could break when you sit down.

## Small Children

Do not leave your phone 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 phone.

Your phone 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 close to your phone for a long time.

## Antenna

GPS antenna — Bluetooth & Wi-Fi antenna

Main antenna
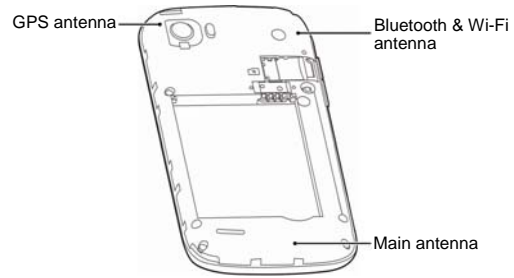
Do not touch the antenna unnecessarily.

## Normal Use Position

When placing or receiving a phone call, hold your phone to your ear, with the bottom toward your mouth.

Antenna

Antenna
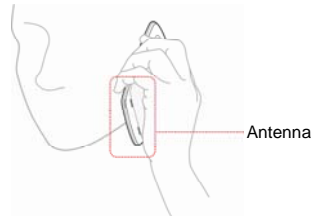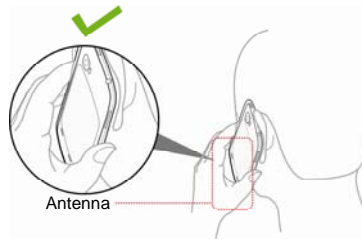
## Air Bags

Do not place a phone 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 phone safely before driving your vehicle.

## Seizures/Blackouts

The phone 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. To reduce the risk of blackouts or seizures, you can use your phone in a well lit room and take frequent breaks.

### Repetitive Strain Injuries

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

- Do not grip the phone 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 frequent breaks to stretch and relax.

### Emergency Calls

This phone, like any wireless phone, operates using radio signals, which cannot guarantee connection in all conditions. Therefore, you should not rely solely on any wireless phone for emergency communications.

### Loud Noise

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

### Phone Heating

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

## 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 phone interface to the vehicle electrical system.

## Faulty and Damaged Products

Do not attempt to disassemble the phone or its accessories.

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

If your phone (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 phone in close proximity to personal medical devices, such as pacemakers and hearing aids.

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

## Pacemakers

Pacemaker manufacturers recommend that a minimum separation of 15 cm be maintained between a mobile phone and a pacemaker to avoid potential interference with the pacemaker. To achieve this, use the phone 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 Equipment**

Switch 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**

Switch 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 on board the aircraft and enable the airplane mode of your phone when boarding an aircraft.

**Interference in Vehicles**

Please note that because of possible interference to electronic equipment, some vehicle manufacturers forbid the use of mobile phones 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

178

posted signs to turn off wireless devices such as your phone or other radio equipment.

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

### Blasting Caps and Areas

Power off your mobile phone 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.