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1 Your device

1.1 Keys and connectors

- Headset connector
- Micro USB port
- Touch screen
- Front camera
- Micro SD
- SIM
- Back key
- Recents key
- Home key
Recents key
• Touch to open a list of thumbnail images of applications you've worked with recently.

Home key
• While on any application or screen, touch to return to the Home screen.

Back key
• Touch to go back to the previous screen, or to close a dialogue box, options menu, the notification panel, etc.
These keys are visible when the screen lights up.

Power key
• Press: Lock the screen/Light up the screen
• Press and hold: Power on or pop up the menu to get more options, such as Shutdown, Flight mode, etc.
• Press and hold Power key and Volume Down key to capture a screenshot.

Volume Keys
• In Music/Video/Streaming mode, adjust the media volume.
1.2 Getting started

1.2.1 Setup

Inserting the micro SIM card & the microSD card

Your tablet only supports micro-SIM cards. Do not attempt to insert other SIM types like mini and Nano cards, otherwise you may damage your tablet.
Charging the battery

To charge your tablet, connect the charger to your tablet and mains socket.

• When using your tablet for the first time, charge the battery fully (approximately 5 hours).

You are advised to fully charge the battery ( ). Charging status is indicated by the percentage on screen while the tablet is powered off. The percentage increases as the tablet is charged.

To reduce power consumption and energy waste, when battery is fully charged, disconnect your charger from the plug; switch off Wi-Fi, GPS, Bluetooth or background-running applications when not in use; reduce the backlight time, etc.

Adapter shall be installed near the equipment and shall be easily accessible.
1.2.2 Power on your tablet

Hold down the Power key until the tablet powers on, unlock your tablet (Slide, PIN, Password, Pattern) if necessary and confirm. The Home screen is displayed.

If you do not know your PIN code or if you have forgotten it, contact your network operator. Do not leave your PIN code with your tablet. Store this information in a safe place when not in use.

Set up your tablet for the first time

The first time you power on the tablet, you should set the following options:

- Select the tablet’s language, then touch ➔.
- Insert SIM card or touch SKIP to get to the next step.
- Select a Wi-Fi network to connect, or touch SKIP to get to the next step.
- Set Date and Time. Then touch NEXT.
- Add your name to personalise some apps later, then touch NEXT.
- Set the tablet protection features, or touch SKIP to get to the next step.
- Touch MORE > NEXT to go through Google services
- Touch ☐ to turn on/off Help tips, then touch NEXT.
- Touch FINISH.

1.2.3 Power off your tablet

Hold down the Power key until a popup menu appears, then select Shutdown to confirm.
1.3 Home screen

You can bring all your favourite icons (applications, shortcuts, folders and widgets) to your Home screen for quick access. Touch the **Home** key to switch to the Home screen.

The Home screen extends on the right side of the screen to allow more space for adding applications, shortcuts etc. Slide the Home screen horizontally right to get a complete view of the Home screen. The white dot at the lower part of the screen indicates which screen you are viewing.

1.3.1 Using the touchscreen

**Touch**

To access an application, touch it with your finger.

When the tablet is in standby mode, double touch the screen to wake up the tablet. For detailed instructions on this feature, refer to **Double tap to wake up** in “1.3.4 Lock/Unlock your screen”.
Long Press

Long press the Home screen to access Widgets, Wallpapers, and Settings screen. Long press an application on the Home screen to remove it. Long press an application on the application launcher to get app information, or uninstall the application.

Drag

Place your finger on any item to drag it to another location.

Slide/Swipe

Slide the screen to scroll up and down the applications, images, web pages... at your convenience.

Flick

Similar to swiping, but flicking makes it move quicker.

Pinch/Spread

Place your fingers of one hand on the screen surface and draw them apart or together to scale an element on the screen.

Rotate

Automatically change the screen orientation from portrait to landscape by turning the tablet sideways to have a better view.
1.3.2 Status bar

From status bar, you can view both tablet status on the right side and notification information on the left side.

**Status icons**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>❌ G</td>
<td>GPRS (2G) connected</td>
<td>❌</td>
<td>No signal</td>
</tr>
<tr>
<td>❌ E</td>
<td>EDGE (2G) connected</td>
<td>❌ R</td>
<td>Roaming</td>
</tr>
<tr>
<td>❌ H</td>
<td>HSPA (3G) connected</td>
<td>❌ N</td>
<td>No SIM card inserted</td>
</tr>
<tr>
<td>❌</td>
<td>Signal strength</td>
<td>❌ 4G</td>
<td>4G connected</td>
</tr>
<tr>
<td>❌ 3G</td>
<td>3G connected</td>
<td>❌ ☑</td>
<td>Ringer is silenced</td>
</tr>
<tr>
<td>❌</td>
<td>Connected to a Wi-Fi network</td>
<td>❌ ☑</td>
<td>Tablet microphone is mute</td>
</tr>
<tr>
<td>❌ Bluetooth is on</td>
<td>❌ ☑</td>
<td>Battery is partially drained</td>
<td></td>
</tr>
<tr>
<td>❌ ☑</td>
<td>Battery is full</td>
<td>❌ ☑</td>
<td>Battery is charging</td>
</tr>
<tr>
<td>❌ ☑</td>
<td>Headset connected</td>
<td>❌ ☑</td>
<td>Battery is low</td>
</tr>
<tr>
<td>❌ ☑</td>
<td>Flight mode</td>
<td>❌ ☑</td>
<td>Battery is very low</td>
</tr>
<tr>
<td>❌ ☑</td>
<td>Alarm is set</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Notification icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>📩</td>
<td>New text or multimedia message</td>
<td>USB tethering is on</td>
</tr>
<tr>
<td>✗</td>
<td>Problem with SMS or MMS delivery</td>
<td>Portable Wi-Fi hotspot is on</td>
</tr>
<tr>
<td>🌐</td>
<td>Tablet is connected via USB cable</td>
<td>Downloading data</td>
</tr>
<tr>
<td>📸</td>
<td>Screenshot captured</td>
<td>Uploading data</td>
</tr>
<tr>
<td>🔔</td>
<td>Upcoming event</td>
<td>Select input method</td>
</tr>
<tr>
<td>⌚️</td>
<td>Data is synchronising</td>
<td>An open Wi-Fi network is available</td>
</tr>
</tbody>
</table>
Notification panel & Quick settings panel

When there are notifications, touch and drag down the Status bar from the top to open the Notification panel to read the detailed information.

Swipe down twice from the Status bar to open the Quick settings panel, where you can enable or disable functions or change modes by touching the icons. Touch and drag up to close the panel.

Touch to access **Settings**, where you can set more items

Touch to clear all event–based notifications (other ongoing notifications will remain)
1.3.3 Search bar

The tablet provides a Search function which can be used to locate information within applications, the tablet or the web.

Search by text
• Touch the Search bar from the Home screen.
• Enter the text/phrase you want to search for.
• Touch on the keyboard if you want to search on the web.

Search by voice
• Touch from the Search bar to display a dialogue screen.
• Speak the word/phrase you want to search for. A list of search results will display for you to select from.
1.3.4 Lock/Unlock your screen

To protect your tablet and privacy, you can lock the tablet screen by choosing Swipe or creating a variety of patterns, PIN or password, etc.

**To create a screen unlock pattern** (refer to section "Screen lock" for detailed settings)
- Drag down the Quick settings panel and touch the settings icon to enter Settings, then touch Security > Screen lock > Pattern.
- Draw your own pattern.

To create a screen unlock PIN/Password
- Touch Settings > Security > Screen lock > PIN or Password.
- Set your PIN or password.

**To lock tablet screen**

Press the Power key once to lock the screen.
To unlock tablet screen

Press the power key once to light up the screen, draw the unlock pattern you have created or enter PIN or password, etc. to unlock the screen.

If you have chosen Swipe as the screen lock, touch and drag the icon to the top to unlock the screen.

Double tap to wake up

• Drag down the Quick settings panel and touch the settings icon to enter Settings, then touch Display.

• Touch beside Double tap to wake up to enable/disable the feature. When the feature is enabled, double touching on the turned-off screen will turn it on.
1.3.5 Personalise your Home screen

Add

You may long press a folder, an application or a widget to activate the Move mode, and drag the item to any Home screen as you prefer.

Reposition

Long press the item to be repositioned to activate the Move mode, drag the item to the desired position and then release. You can move items both on the Home screen and the Favourite tray. Hold the icon on the left or right edge of the screen to drag the item to another Home screen.

Remove

Long press the item to be removed to activate the Move mode, drag the item up to the top of Remove, and release after the item turns red.

Create folders

To optimise the organisation of items (shortcuts or applications) on the Home screen, you can add them to a folder by stacking one item on top of another.

Wallpaper customising

Long press the blank area in Home screen, then touch WALLPAPERS to customise wallpaper.
1.3.6 Volume adjustment

Using Volume keys
Press Volume keys to adjust the volume. To activate the Silent mode, press either Volume key, touch None, and select the indefinitely silent option or the other option for silence of some period; alternatively, long press the Power key and select Silent mode in the menu.

Using Settings menu
Drag down the Quick settings panel and touch the settings icon  to enter Settings, then touch Sound & notification, you can set the volume of media, notification, system and etc. as preferred.
2 Text input

2.1 Using Onscreen Keyboard

Onscreen Keyboard settings
Drag down the Quick settings panel and touch the settings icon to enter Settings, select Language & input, touch Android Keyboard, a series of settings are available for your selection.

2.2 Android Keyboard

Long press a letter to display more choices to input.

Touch to activate "Abc" mode; touch twice to activate "ABC" mode.

Long press to display the settings

Long press to enter symbols.

Touch to select emoticon.

When Wi-Fi or data connection is on, touch to enter voice input.
2.3 Text editing

The tablet provides text editing functions which help you select, copy, cut, and paste text within applications, such as Messaging, Calendar, Email, etc.

You can edit the text you have entered.
- Long press or double touch within the text you would like to edit.
- Drag the sliders to change the high-lighted selection.
- Following options will show: SELECT ALL, CUT, COPY, and PASTE.

You can also insert new text.
- Touch where you want to type, or long press a blank space, the cursor will blink and the slider will show. Drag the slider to move the cursor.
- If you have selected any text, touch the slider to show PASTE icon which allows you to paste any text you have previously copied or cut.
3 Contacts

Contacts enables quick and easy access to the people you want to reach.

You can view and create contacts on your tablet and synchronise these with your Gmail contacts or other applications.

3.1 Consult your contacts

- Touch to open Quick Contact panel.
- Touch to search in Contacts.
- Touch to add a new contact.
Touch  to display contacts list option menu.

Following actions are enabled:

- **Contacts to display**

Choose contacts to display.

- **Import/ export**

Import or export contacts between tablet and SIM card, or share visible contacts.

- **Accounts**

Manage the synchronisation settings for different accounts.

- **Settings**

Set contacts' display mode.

- **Delete**

Select and delete unwanted contacts.

- **Memory status**

View the number of contacts stored on your tablet.

### 3.2 Managing contact groups

The contact group helps you optimise the organisation of your contacts. You can add, remove and view groups in the **GROUPS** screen.

Touch **GROUPS** to view local groups. To create a new group, touch , choose **Add Group**, enter the new name and touch **Done** to confirm. You can add desired contacts while creating a group.
3.3 Adding a contact

Touch the icon 📞 in the contact list to create a new contact.

You are required to enter the contact's name and other contact information. By scrolling up and down the screen, you can move from one field to another easily.

If you want to add more information, touch ADD ANOTHER FIELD to add a new category.

When finished, touch ✅ to save.

To exit without saving, you can touch ✗ to choose Discard changes.

Add to/remove from Favourites

To add a contact to Favourites, you can touch a contact to view details then touch ⭐ to add the contact to Favourites (the star will turn white in colour).

To remove a contact from Favourites, touch the full star ⭐ on contact details screen.
3.4 Editing your contacts
To edit contact information, touch to choose the contact, then touch on top of the screen, when finished, touch.

3.5 Contacts importing, exporting and sharing
This tablet enables you to import or export contacts between SIM card and tablet storage.

From Contacts screen, touch to open options menu, touch Import/export, then select to import/export contacts from/to SIM card and Tablet storage.

To import contacts from SIM card, touch > Import/export > Import from SIM card, select Tablet, select the desired contacts or touch > All to select all, and touch to confirm.

To export contacts to SIM card, touch > Import/export > Export to SIM card, select the desired contacts or touch > All to select all, and touch to confirm.

You can share a single contact or contacts with others by sending the contact's vCard to them via Bluetooth, Gmail, etc.

Touch a contact you want to share, touch > Share on contact details screen, and then select the application to perform this action.
3.6 Accounts

Contacts, data or other information can be synchronised from multiple accounts, depending on the applications installed on your tablet.

To add an account, drag down the Quick settings panel and touch  to enter Settings, then touch Accounts > Add account.

You are required to select the kind of account you are adding, like Google, Email, etc.

As with other account setups, you need to enter detailed information, like username, password, etc.

You can remove an account to delete it and all associated information from the tablet. Open the Settings screen, touch the account you want to delete, touch  and select Remove account, and confirm.

Turn on/off the Sync

Touch an account to enter the account screen, and turn on/off the Sync switch. When the Sync is activated, all changes to information on the tablet or online will be automatically synchronised to each other.

Sync manually

You can also synchronise an account manually on Accounts screen, touch an account in the list, then touch  and select Sync now.
4 Messaging & Email

4.1 Messaging 😊

You can create, edit and receive SMS and MMS messages with this tablet.

To access this feature, touch 📩 from the Home screen, then select 📩.

4.1.1 Write message

On the message list screen, touch the new message icon + to write text/multimedia messages.

Touch to search in all messages.

Touch to view the whole message thread.

Touch to create a new message.

For saved contacts, touch the avatar to open the Quick Contact panel to communicate with the contact. For unsaved contacts, touch the avatar to add the number to your Contacts.
Sending a text message

Enter the phone number of the recipient on To bar, touch Type message bar to enter the text of the message. When finished, touch ▶️ to send the text message.

An SMS message of more than 160 characters will be divided to several SMS messages. When the total number of characters you have entered is approaching the 160-character limit, a counter will appear upon the Send option of the text box to remind you how many characters are allowed to be entered in one message.

Specific letters (accent) will increase the size of the SMS message, which may cause multiple SMS messages to be sent to your recipient.

Sending a multimedia message

MMS enables you to send video clips, images, photos, animations, slides and sounds to other compatible mobiles and e-mail addresses.

An SMS message will be converted to an MMS message automatically when media files (image, video, audio, slides, etc.) are attached or subjects or email addresses are added.

To send a multimedia message, enter the recipient's phone number in the To bar, touch Type message bar to enter the text of the message, touch ▶️ to open the option menu, select Add subject to insert a subject, and touch 📦 to attach picture, video, audio and so on.

When finished, touch ▶️ to send the multimedia message.
Attach options:

- **Pictures**
  Access Gallery application or File manager to select a picture as attachment.

- **Capture picture**
  Access Camera to capture a new picture to attach.

- **Videos**
  Access Gallery application or File manager to select a video as attachment.

- **Capture video**
  Access Camcorder to record a new video to attach.

- **Audio**
  Select an audio file as attachment.

- **Record audio**
  Access Sound Recorder to record a voice message to attach.

- **Slideshow**
  Enter Edit slideshow screen, touch **Add slide** to create a new slide, and touch the existing slide to edit it. Touch 📌 to get more actions, like setting the slide duration, adding music, etc.

- **Insert contact info**
  Touch to add the information, such as the name, phone numbers, and email address, of a contact to the message.

- **Contact vCard**
  Select a contact to attach its vCard file.
4.1.2 Manage messages

When you receive a message, an icon will appear on the status bar for notification. Drag down the status bar to open the Notification panel, and touch the new message to open and read it. You can also access the Messaging application and touch the message to open it.

Messages are displayed in conversational order.

To reply to a message, touch the current message to enter the message-composing screen, enter the text, then touch .

Long press an SMS message in the message details screen. The following message options are available for selection.

Options on the top
- Forward  Forward the message to another recipient.
- Delete    Delete the current message.

Options displayed after touching  
- Lock       Prevent mis-deletion of a message.
- Resend     Send the message again.
- Copy message to SIM card  Copy the selected message to your SIM card.
- Message detail View details of the message.
- Share      Share the message using applications like Bluetooth and Hangouts.
- Select all Select all available messages for further operations.

4.1.3 Adjust message settings

You can adjust a set of message settings. On the Messaging application screen, touch and select Settings.
4.2 Gmail/Email

The first time you set up your tablet, you can select to use an existing Gmail or to create a new Email account.

4.2.1 Gmail

As Google's web-based email service, Gmail is configured when you first set up your tablet. Gmail on your tablet can be automatically synchronised with your Gmail account on the web. Unlike other kinds of email accounts, each message and its replies in Gmail are grouped in your Inbox as a single conversation; all emails are organised by labels instead of folders.

To create and send emails

• Touch the icon  from Inbox screen.
• Enter recipient email address in To field, and if necessary, touch  and select Cc/Bcc to add a copy or a blind copy to the message.
• Enter the subject and the content of the message.
• Touch  to add an attachment.
• Touch the icon  to send.
• If you do not want to send the mail out right away, you can touch  > Save draft. To view the draft, touch  > Drafts.

If you do not want to send or save the mail, you can touch  > Discard.

To add a signature to emails, touch  > Settings from the Inbox screen, select an account, and then touch Signature.
To receive and read your emails

When a new email arrives, you will be notified by a ringtone, and an icon 📧 will appear on Status bar.

Touch and drag down the Status bar to display the Notification panel, touch the new email to view it. Or you can also access the Gmail Inbox label and touch the new mail to read it.

You can search for an email by sender, receiver, subject, etc.
• Touch the icon 🔍 from Inbox screen.
• Enter the keyword you want to search for in the searching box and confirm in the keyboard.

To reply or forward emails

• **Reply**  When viewing an email, touch ✉️ to reply the sender of this mail.

• **Reply all**  Touch ⬅️ and select **Reply all** to send message to all people in a mail loop.

• **Forward**  Touch ⬅️ to forward the received mail to other people.

• **Add star**  Assign a star or remove the star from the conversation.

• **Print**  Work with the Cloud Print function to print the mail.
Managing Gmail by Labels

To conveniently manage conversations and messages, you can organise them using a Label.

To label a conversation when reading a conversation’s messages, touch ▼ and select the label to assign to the conversation.

To view conversations by labels when viewing your Inbox or another conversation list, touch ▼, then touch a label to view a list of conversations with that label.

The following options are displayed when an email opens.

- Touch to delete the email message.
- Touch to mark an email message as unread.
- Touch to move the email to another folder.

Gmail settings

To manage Gmail settings, touch ▼ and select Settings in Inbox screen.
General settings

• **Gmail default** Set *Archive* or *Delete* as the default action.

• **Conversation view** Mark the checkbox to group emails in the same conversation for IMAP and POP3 accounts.

• **Swipe actions** Mark the checkbox to delete a message when you swipe it in conversation list.

• **Sender image** Mark the checkbox to show beside name in conversation list.

• **Reply all** Mark the checkbox to use Reply all as default for replies to message notifications.

• **Auto-fit messages** Mark the checkbox to shrink the messages to fit the screen.

• **Auto-advance** Touch to select which screen to show after you delete a conversation.

• **Confirm before deleting** Mark the checkbox to confirm before deleting emails.

• **Confirm before archiving** Mark the checkbox to confirm before archiving emails.

• **Confirm before sending** Mark the checkbox to confirm before sending emails.
Touch an account, the following settings will show:

- **Inbox type**
  To set this Inbox as the default one or priority one.

- **Inbox categories**
  Touch to mark the checkboxes to show/hide on the Inbox screen.

- **Notifications**
  Select to activate the notification when a new email arrives.

- **Inbox sound**
  Touch to set Sound and Notify once.

- **Signature**
  To add a signature text to the end of each mail you send.

- **Out of Office AutoReply**
  Touch to set automatic reply.

- **Sync Gmail**
  Touch to turn on/off Gmail sync.

- **Days of mail to sync**
  Touch to set the duration of days for mail sync.

- **Manage labels**
  Touch to open the Label screen, where you can manage synchronisation and notifications.

- **Download attachments**
  Mark the checkbox to auto-download attachments to recent messages via Wi-Fi.

- **Images**
  Mark the checkbox to show beside name in conversation list.
4.2.2 Email

Besides your Gmail account, you can also set up external POP3, IMAP, or EXCHANGE email accounts on your tablet.

To access this function, touch Email from the Home screen.

An email wizard will guide you through the steps to set up an email account.
- Enter the email address and password of the account you want to set up.
- Touch NEXT. If the account you entered is not provided by your service provider in the device, you will be prompted to go to the email account settings screen to enter settings manually. Or you can touch MANUAL SETUP to directly enter the incoming and outgoing settings for the email account you are setting up.
- Enter the account name and display name in outgoing emails.

Create and send emails
- Touch the icon from Inbox screen.
- Enter recipient(s) email address(es) in To field.
- If necessary, touch and select Cc/Bcc to add a copy or a blind copy to the message.
- Enter the subject and the content of the message.
- Touch to add an attachment.
- Finally, touch to send.
- If you do not want to send the mail right away, you can touch > Save draft or touch Back key to save a copy.
Receive and read your emails

When a new email arrives, you will receive a notification.

Touch Email from the Home screen and touch the new mail to read it.

You can search for an email by sender, receiver, subject, etc.
• Touch the icon \( \mathcal{Q} \) from Inbox screen.
• Enter the keyword you want to search for in the searching box and confirm in the keyboard.

4.3 Hangouts

Google's instant messaging service, Hangouts, lets you communicate with your friends whenever they are connected to this service.

To access this feature and sign in, touch the Application tab from the Home screen, then touch Hangouts. All contacts added by using Hangouts from the web or tablet will be displayed in your contacts list.

Touch your account to share your status.

To sign out, swipe right from the left edge of the Hangouts screen, touch Settings, select an account, and select Sign out.

4.3.1 Chatting with your friends

To start a chat, touch the name of a friend in your contacts list, then enter your message and finally touch \( \rightarrow \).

You can invite other friends to join in a group chat by touching \( \vdash \) and selecting New group conversation and then add a friend.
4.3.2 To add a new friend

From contacts list, touch a friend you want to add, and then touch **INVITE** and send a message.

A notification with this invitation will be received by the friend. By touching the invitation, the friend can select **BLOCK**, **DECLINE** or **ACCEPT** in response.

4.3.3 Settings

A series of settings are available for your selection. To access them, swipe right from the left edge of the Hangouts screen, touch **Settings**, and select an account.

- **Profile photo** Touch to add your Google+ profile photo.
- **Share your status** Touch to set your status to be visible to people you use hangouts with.
- **Hangouts messages & invites** Touch to set the sound or vibration for notifying Hangouts messages and invites.
- **Video calls** Touch to set the sound or vibration for notifying video calls.
- **Customise invites** Touch to decide who can directly contact you and who needs an invitation.
- **Google+ profile** Touch to set the Google+ profile.
- **Hidden contacts** Touch to view hidden contacts.
- **Sign out** Touch to sign out of this account.
- **Improve Hangouts** Mark to report additional diagnostics to help improve Hangouts.
5 Calendar & time

5.1 Calendar

Use Calendar to keep track of important meetings, appointments, etc.

5.1.1 Multimode view

You can display the Calendar in Day, Week, Month, or Schedule view.

- Touch from the Calendar screen, and touch the Schedule, Day, Week, or Month label to change your Calendar view. Touch the date icon in the upper right corner to return to Today's view.

Schedule view

Day view

Week view

Month view

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

Touch a day in Month view to open that day's events.
5.1.2 To create new events

You can add new events from any Calendar view.

• Touch the icon \( + \) to access new event edit screen.
• Fill in all required information for this new event. If it is a whole-day event, you can turn on the **All-day** switch.
• Invite guests to the event. Enter the email addresses of the desired guests. The guests will receive an invitation from Calendar and Email.
• When finished, touch **SAVE** from the top of the screen.

To quickly create an event from Day and Week view screen, touch twice on an empty spot to open Option menu, enter the event details, and touch **SAVE**.

5.1.3 To delete or edit an event

To delete or edit an event, touch the event to enter the details screen, touch the icon \( \text{تعديل} \), and edit the event or touch **DELETE** to delete.

5.1.4 Event reminder

If a reminder is set for an event, the upcoming event icon \( \text{تحذير} \) will appear on Status bar as a notification when the reminder time arrives.

Touch and drag down the status bar to open the notification panel, touch event name to view Calendar notification list.

Touch **Back** to keep the reminders pending on the status bar and the notification panel.

Important options by touching \( \text{إذا} \) from the Calendar screen:

• **Search** Search in the calendar
• **Events** Show or hide all events.
• **Birthdays** Show or hide all birthdays.
• **Holidays** Show or hide all holidays.
5.2 Clock

Clock application includes four subsidiary applications – World clock, Alarm, Timer and Countdown.

5.2.1 To set an alarm

From Clock screen, touch 🕒 to enter Alarm screen, touch + to add a new alarm. Set hour and minute on the clock, and touch OK to confirm. The following options will show:

• Repeat   Touch to select days you want alarm to work.
• Ringtone  Touch to select a ringtone for the alarm.
• Label     Touch to set a name for the alarm.

Touch 🗑️ to delete the selected alarm.
5.2.2 To adjust alarm settings

Touch \( \text{Alarm} \) from the Alarm screen and touch Settings. The following options can now be adjusted:

- **Style** Touch to select the clock style: Analog or Digital.
- **Automatic home clock** Activate Automatic home clock feature.
- **Home time zone** Touch to choose a home time zone.
- **Silence after** Touch to set the duration of alarms
- **Snooze length** Touch to set temporary turn-off time of an alarm
- **Alarm volume** Touch to set the alarm volume.
- **Volume buttons** Touch to set side Volume up/down key behaviours when alarm sounds: Do nothing, Snooze or Dismiss.
- **Shake action** Touch to set the shake action when alarm sounds: Do nothing, Snooze or Dismiss.
- **Show icon** Show an icon in the status bar when an alarm is set.
6 Getting connected

To connect to the internet with this tablet, you can use 2G/3G/4G networks or Wi-Fi, whichever is most convenient.

6.1 Connecting to the Internet

6.1.1 2G/3G/4G

To create a new access point

A new 2G/3G/4G network connection can be added to your tablet with the following steps:

• Drag down the Quick settings panel and touch to access Settings.
• Touch More > Cellular networks > Access point names
• Touch > New APN to add a new APN.
• Enter the required APN information.
• When finished, touch and touch Save to confirm.

To activate/deactivate Data roaming

When roaming, you can decide to connect/disconnect to a data service.

• Drag down the Notification panel and touch to access Settings.
• Touch More > Cellular networks and activate/deactivate Data roaming.
• When Data roaming is deactivated, you can still perform data exchange with a Wi-Fi connection.
6.1.2 Wi-Fi

Using Wi-Fi, you can connect to the Internet when your tablet is within range of a wireless network. Wi-Fi can be used on your tablet even without a SIM card inserted.

To turn Wi-Fi on and connect to a wireless network

- Touch \(\text{Settings}\) on Quick settings panel to get to Settings.
- Touch Wi-Fi.
- Touch the switch \(\text{on/off Wi-Fi}\). When Wi-Fi is activated, the detailed information of detected Wi-Fi networks is displayed in the Wi-Fi networks section.
- Touch a Wi-Fi network to connect. If the network you selected is secured, you are required to enter a password or other credentials (you may contact your network operator for details). When finished, touch CONNECT.

To activate notification when a new network is detected

When Wi-Fi is on and the network notification is activated, the Wi-Fi icon will appear on the status bar whenever the tablet detects an available wireless network within range. The following steps activate the notification function when Wi-Fi is on:
- Drag down the Quick settings panel and touch \(\text{Settings}\) to access Settings.
- Touch Wi-Fi. Then touch \(\text{Wi-Fi}\) and select Advanced from Wi-Fi screen.
- Touch the Network notification switch \(\text{on/off}\) to activate/deactivate this function.

To add a Wi-Fi network

When Wi-Fi is on, you may add new Wi-Fi networks according to your preference.
- Drag down the Quick settings panel and touch \(\text{Settings}\) to access Settings.
- Touch Wi-Fi, and then touch \(\text{Wi-Fi}\).
- Touch Add network, enter the name of the network and any
required network information.
• Touch **CONNECT**.

When successfully connected, your tablet will be connected automatically the next time you are within range of this network.

**To forget a Wi-Fi network**

The following steps prevent automatic connections to networks which you no longer wish to use.
• Turn on Wi-Fi, if it’s not already on.
• In the Wi-Fi screen, long press the name of the saved network.
• Touch **Forget network** in the dialogue that opens.

**To connect your tablet to other Wi-Fi Direct devices**

When Wi-Fi is on, you may activate **Wi-Fi Direct** and connect the tablet to other Wi-Fi Direct devices to exchange data.
• Drag down the Quick settings panel and touch **Settings**.
• Touch **Wi-Fi**. Then touch **Advanced** > **Wi-Fi Direct** from Wi-Fi screen.
• To make your tablet more recognisable, touch **RENAME DEVICE**, enter a name, and touch **OK** to confirm.
• Touch **SEARCH FOR DEVICES** to display peer devices, then choose a desired device to pair with.
• Follow the instructions appeared on the two devices to pair with each other. When the two devices are connected, files can be transmitted between each other.

**To disconnect/unpair from a Wi-Fi Direct device**
• Touch the paired device you want to unpair.
• Touch **OK** on the popup dialogue to disconnect from the paired device.
6.2 Connecting to Bluetooth devices

Bluetooth is a short-range wireless communication technology that you can use to exchange data, or connect to other Bluetooth devices for various uses.

To access this function, drag down the Quick settings panel and touch 🛡 to access Settings. Then touch Bluetooth, your device and other available ones will display on the screen.

To turn on Bluetooth
• Drag down the Quick settings panel and touch 🛡 to access Settings.
• Touch 🌡 to activate/deactivate Bluetooth function.

To make your tablet more recognisable, you can change your tablet name which is visible to others.
• Touch 📜 and select Rename this device.
• Enter a name, and touch RENAME to confirm.

To pair/connect your tablet with a Bluetooth device

To exchange data with another device, you need to turn Bluetooth on and pair your tablet with the Bluetooth device with which you want to exchange data.
• Drag down the Quick settings panel and touch 🛡 to access Settings.
• Turn on Bluetooth, available devices display on the screen.
• Touch a Bluetooth device you want to be paired with in the list.
• A dialogue will pop up, touch PAIR to confirm.
• If the pairing is successful, your tablet connects to the device.

To disconnect/unpair from a Bluetooth device
• Touch the Settings icon 🛡 beside the device you want to unpair.
• Touch FORGET to confirm.
6.3 Connecting to a computer

With the USB cable, you can transfer media files and other files between microSD card/internal storage and computer.

To connect/disconnect your tablet to/from the computer:
- Use the USB cable that came with your tablet to connect the tablet to a USB port on your computer. You will receive a notification that the USB is connected.
- If you use MTP or PTP, your tablet will be automatically connected.

To disconnect (from mass storage):
- Unmount the microSD card on your computer.

To locate the data you have transferred or downloaded in the internal storage, touch File Manager, all data you have downloaded is stored in the File Manager, where you can view media files (videos, photos, music and others), rename files, install applications into your tablet, etc.

To format a microSD card
- Drag down the Quick settings panel and touch to access Settings.
- Touch Storage.
- Touch Erase SD card. On the screen a popup warns you that formatting the microSD card will erase its contents, touch Erase SD card.
6.4 Sharing your tablet's mobile data connection

You can share your tablet's mobile data connection with a single computer via a USB cable (USB tethering) or with up to eight devices at once by turning your tablet into a portable Wi-Fi hotspot.

The functions below may incur additional network charges from your network operator. Extra fees may also be charged in roaming areas.

To share your tablet's data connection via USB

Use the USB cable that came along with your tablet to connect the tablet to a USB port on your computer.

• Drag down the Quick settings panel and touch ☻️ to access Settings.
• Touch More > Tethering & portable hotspot.
• Touch USB tethering switch ☐️ to activate/deactivate this function.

To share your tablet's data connection as a portable Wi-Fi hotspot

• Drag down the Quick settings panel and touch ☻️ to access Settings.
• Touch More > Tethering & portable hotspot.
• Touch the switch ☐️ beside Portable Wi-Fi hotspot to activate/deactivate this function.
To rename or secure your portable hotspot

When Portable Wi-Fi hotspot is activated, you could change the name of your tablet's Wi-Fi network (SSID) and secure its Wi-Fi network.

- Drag down the Quick settings panel and touch 🛠️ to access Settings.
- Touch More > Tethering & portable hotspot > Configure Wi-Fi hotspot.
- Change the network SSID or set your network security.
- Touch SAVE.

6.5 Connecting to virtual private networks

Virtual private networks (VPNs) allow you to connect to the resources inside a secured local network from outside that network. VPNs are commonly deployed by corporations, schools, and other institutions so that their users can access local network resources when not inside that network, or when connected to a wireless network.

To add a VPN

- Drag down the Quick settings panel and touch 🛠️ to access Settings.
- Touch More > VPN settings and then touch +.
- In the screen that opens, follow the instructions from your network administrator to configure each component of the VPN settings.
- Touch SAVE.

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

Before adding a VPN, you should set a lock screen pattern, PIN code or password for your tablet.
To connect/disconnect to a VPN

To connect to a VPN:
• Drag down the Quick settings panel and touch 🔄 to access Settings.
• Touch More > VPN settings.
• VPNs you have added are listed; touch the VPN you want to connect to.
• In the dialogue that opens, enter any requested credentials and touch CONNECT.

To disconnect:
• Open the Notification panel and touch the resulting notification for the VPN disconnection.

To edit/delete a VPN

To edit a VPN:
• Drag down the Quick settings panel and touch 🔄 to access Settings.
• Touch More > VPN settings.
• VPNs you have added are listed; long press the VPN you want to edit.
• Touch Edit profile.
• After finishing, touch SAVE.

To delete:
• Long press the VPN you want to delete, in the dialogue that opens, touch Delete profile.
7 Play Store

Play Store is an online software store, where you can download and install applications and games to your Android Powered Tablet.

To open Play Store:
• Touch Play Store from the Home screen.
• The first time you access Play Store, a screen with terms of service pops up for your attention, touch Accept to continue.

Touch ☰, then select Help & Feedback to enter Play Store help page for more information on this function.

7.1 Locate the item you want to download and install

Play Store home page provides several ways to find applications. It show applications and games in categorised listings.

Touch ☰ and select Shop apps to see all kinds of apps in the Play Store.

Touch to search in Play Store.

Slide up and down to see all categories.

(1) Depending on your country and operator.
Touch a category on the Play Store screen to browse its contents. You can also select a subcategory if there is any. Within each category you can select to view items sorted by TOP FREE, TOP NEW FREE, TRENDING, etc.

Touch Back key to return to the previous screen.

### 7.2 Download and install

**To download & install:**

- Navigate to the item you want to download, and select to enter the details screen from which you can read its description, overall rating or comments, view developer’s information, etc.
- Touch INSTALL to preview the functions and data the application can access on your tablet if you install it.
- Touch ACCEPT.
- The progress of the download will show on the details screen, touch the cross sign to stop downloading the item. You can also access this screen through Notification panel.
- After download and installation have finished, you will see a notification icon on the status bar.

Be especially cautious with applications that have access to many functions or to a significant amount of your data. Once you accept, you are responsible for results of using this item on your tablet.

**To open the application you have downloaded:**

- On the Play Store screen, touch and select My apps.
- Touch the installed application in the list, then touch OPEN.

**To buy an application(1)**

On the **Play Store**, some applications are labelled as free,

(1) Google Paid applications may not be available to users in some countries.
while some of them are to be paid for before downloading and installing.

- Touch the application you want to buy.
- Touch the price to preview the functions and data the application can access on your tablet if you install it.
- Touch **ACCEPT** to confirm.
- When making your first purchase, you are required to input your credit card information and to log in to Google payment and billing service.
- If your account has multiple credit card accounts, select one to proceed.
- Select the Terms of service link and read the document. When finished, touch **Back** key.
- Mark the checkbox if you agree with the terms of service.
- Touch **Buy now** at the bottom of the screen.

When finished, Android downloads the application.

**To request a refund**

If you are not satisfied with the application, you can ask for a refund within 15 minutes of the purchase. Your credit card will not be charged and the application will be removed. If you change your mind, you can install the application again, but you will not be able to request a refund.

- Touch 

  and select **My apps** from Play Store screen.
- Touch the application that you want to uninstall and refund.
- Touch **Refund** to uninstall the application and refund. If the button becomes **Uninstall**, your trial period has expired.
- In the survey form, select the answer that best matches your reason, and touch **OK**.

### 7.3 Manage your downloads

After you downloaded and installed an application, the following further operations are available for your selection.
View
On the Play Store screen, touch and select My apps.

Uninstall
On the Play Store screen, touch and select My apps. Touch the application you want to uninstall to enter the details screen, touch UNINSTALL, and finally touch OK to confirm.

Refund
On the Play Store screen, touch and select My apps. Touch the application you want to uninstall for a refund, touch REFUND, and finally touch OK to confirm.

Update notification
On the Play Store screen, touch and select Settings > Notifications to enable update notification.

Auto-update
To auto-update all installed applications, touch and select Settings > Auto-update apps to enable this function.

To auto-update one specific application, touch and mark the checkbox of Auto-update from the details screen.

Rate and review
Open the details screen for an application, touch the stars under Rate this app to award and input comments, touch SUBMIT to confirm.

Flag
You can report an inappropriate application to the Play Store by flagging it. Open the details screen for the application, scroll to the bottom and touch Flag as inappropriate, select the reason and finally touch SUBMIT.
8 Multimedia applications

8.1 Camera

Your tablet is fitted with a Camera for taking photos and shooting videos.

Before using the Camera, make sure that you removed the protective lens cover to avoid affecting your picture quality.

- Touch to show settings.
- Touch to choose between camera and camcorder.
- Touch to switch between front/rear camera.
- Pinch two or more fingers together or spread them apart to zoom in/out.
- Touch to take a picture.
- Slide to view pictures or videos you have taken.

To take a picture

The screen acts as the viewfinder. First position the object or landscape in the viewfinder, touch icon to take the picture which will be automatically saved.
To shoot a video

First position the object or landscape in the viewfinder, and touch icon to start recording. Touch to pause recording, and touch to save the video.

Further operations when viewing a picture/video you have taken

• Touch related icons to share, edit, or delete the photo or video you have taken.
• Touch the left-sided arrow to access the Gallery.

8.1.1 Settings in the viewfinder

Before taking a photo/shooting a video, touch the icon to adjust a number of settings in the viewfinder.

Rear camera shooting mode

Touch the icon to access the Camera settings and below options will display for your choice:

Photo settings

Auto Touch to turn on the Auto mode.


Sports Touch to turn on the Sports mode.

Night Touch to turn on the Night mode.

Photo size Set the size of the photo.

Timer Set the time before a photo is taken.

Advanced Settings Access the advanced options for taking a photo.
Video settings

Sound recording Set whether to record sound while shooting the video.

Front camera shooting mode

Switch to the front camera and touch the icon 📷 to access camera settings. Below options will display for your choice:

Photo settings

Collage In this mode, take four photos to be combined to a single one.

Aspect ratio Set the aspect ratio of the photo to 16:9 or 4:3.

Video settings

Sound recording Set whether to record sound while shooting the video.
8.2 Gallery

Gallery acts as a media player for you to view photos and play back videos. In addition, a set of further operations to pictures and videos are available for your choice.

To view a picture/play a video

Pictures and videos are displayed by albums in **Gallery**.

- Touch an album and all pictures or videos will spread the screen.
- Touch the picture/video directly to view or play it.
- Slide left/right to view previous or next pictures/videos.
Working with pictures

You can work with pictures by editing them, sharing them with friends, setting them as contact photo or wallpaper, etc.

Touch Edit, more options will be displayed for you to choose from.

1. Touch to save the modified picture.
2. Touch to undo the previous modification.
3. Touch to redo the previous modification.

Batch operation

Gallery provides a multi-select function, so that you can work with pictures/videos in batches.

Open the main Gallery window or an album, touch icon and select Select album or Select item to activate batch operation mode (you can also long press one album/picture), then touch albums/pictures you want to work on. Touch icon to delete selected ones. Touch icon to share selected ones.
8.3 YouTube

YouTube is an online video-sharing service where the user can download, share and view videos. It supports a streaming function that allows you to start watching videos almost as soon as they begin downloading from the Internet.

As an online video service, your tablet must have a network connection to access YouTube.

All videos in YouTube are grouped into several categories, like Popular on YouTube, Music, Sports, etc.

By touching > Settings from YouTube screen, you can set General settings for YouTube. For details about these features, visit the YouTube website: www.YouTube.com.
8.3.1 Watch videos

Touch a video to play it. In the Playing screen, you can view information and video comments, and also browse links to related videos. You can also rate, share, label as favourite, create a new playlist, etc. from this screen.

To exit video playing screen, touch 📢 to zoom the screen out, then drag the screen left until the screen disappears.
9 Maps

9.1 Get My Location

9.1.1 Choose a data source to decide My Location

Drag down the Quick settings panel, touch 🛠️ to access Settings, and touch Location.

Turn on Location and choose High accuracy or Device only to set GPS as My Location data source.

9.1.2 Open Google Maps and view My Location

Touch 🗺️ to open the Maps application.

Touch 📍 icon on the map to view My Location.

The map will then center on a blue dot with a blue circle around it. Your actual position is within the blue circle.
To move the map, drag the map with your finger.

To zoom in and out of a map, pinch or spread your fingers, or you can also zoom in by double touching a location on screen.

To clear the map history, touch ☐ > Settings > Maps history, then touch ✗.

9.2 Search for a location

While viewing a map, touch the search box to activate the search function.

In the search box, enter an address, a city or a local business. Touch the search icon to search, and your search results will appear on the map as red dots. You can touch one to show a label.
9.3 Star a location

Just like bookmarking a web address on the Internet, you can star any position on the map for later use.

9.3.1 How to star (or unstar) a location

Touch a location on a map.

Touch the address rectangle that opens.

Touch the blue star in the middle of the screen to star the location. The star becomes golden after a location is starred. You can touch the golden star to unstar that location.
9.4 Get driving, public transportation or walking directions

9.4.1 Get suggested routes for your trip

Touch 🔄 from the Maps screen.

- Touch enter bar or the triangle to edit your starting point by one of the following methods: entering an address, using My Location, selecting a starting point on a map, selecting a starred item, selecting an address from your contacts or using search history.
- Do likewise for your end point.
- To reverse directions, touch 🔁.
- A couple of suggested routes will appear in a list. Touch any routes to view their respective detailed directions.

To get reverse directions for a route you’ve already made, simply open that route’s directions window and touch 🔁. No need to enter your starting point and end point again.
9.4.2 Preview suggested routes and decide on a route more preferable or feasible to you

You can preview each turn in your route in Traffic, Satellite, and other views.

• Touch a left or right arrow to preview the next or previous leg of your route.

When you select a more preferable or feasible route, distance and time will be the two most important factors for your evaluation. Distance and estimated time will be displayed on the directions screen.

9.5 Arrangement of Layers

Layers allow you to view locations and additional information overlaid on the map. You can add multiple layers or remove only certain layers so you control exactly what information you want visible on the map at one time.

9.5.1 To view multiple layers

Touch icon from Maps screen. All available layers are listed (like Traffic, Satellite, etc.), select one to view.

9.5.2 To clear the map

After you get directions or search on a map, you can clear the markers/layers that have been drawn: touch > Settings > Maps history, then touch .
10 Others

10.1 Calculator

With the Calculator, you can solve many mathematical problems.

To access the Calculator, touch 📚 from the Home screen and then touch 🡨.

Enter a number and the arithmetic operation to be performed, enter the second number, then touch "=" to display the result. Touch DEL to delete digits one by one, touch CLR to delete all at once.

10.2 File Manager

To access the File Manager, touch 📚 from the Home screen and then touch 📚.

File Manager works with both external SD card and internal storage.

File Manager displays all data stored on both microSD card and internal storage, including applications, media files; videos, pictures or audios you have captured; other data transferred via Bluetooth, USB cable, etc.

When you download an application from PC to microSD card, you can locate the application on File Manager, then touch it to install it on your tablet.

File Manager allows you to perform and be really efficient with the following common operations: create (sub) folder, open folder/file, view, rename, move, copy, delete, play, share, etc.
10.3 Sound Recorder

To access the Sound Recorder, touch 🎤 from the Home screen and then touch 🎤.

**Sound Recorder** allows you to record voice/sound for seconds/hours.

10.4 Device Manager

To access the Device Manager, touch 📱 from the Home screen and then touch 📱.

Device Manager allows the Google Play services to erase all data on the tablet, change the tablet’s screen-unlock password, lock the screen, and make the tablet ring.

10.5 Other applications(1)

The previous applications in this section are preinstalled on your tablet. You can also download thousands of 3rd party applications by going to Google Play Store on your tablet.

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(1) Application availability depends on the country and operator.
11 Settings

On the Home screen, touch ☰ > ☰ to access Settings, or drag down the notification panel and touch ☰ to access Settings.

11.1 Wireless & networks

11.1.1 Wi-Fi

Using Wi-Fi you can now surf the Internet without using your SIM card whenever you are in range of a wireless network. The only thing you have to do is to enter the Wi-Fi screen and configure an access point to connect your tablet to the wireless network.

For detailed instructions on using Wi-Fi, refer to "6.1.2 Wi-Fi".

11.1.2 Bluetooth

Bluetooth allows your tablet to exchange data (videos, images, music, etc.) in a small range with another Bluetooth supported device (tablet, computer, printer, headset, car kit, etc.).

For more information on Bluetooth, refer to "6.2 Connecting to Bluetooth devices".

11.1.3 Data usage

You can drag the warning line according to your limitation. You can choose a data usage cycle to view the statistics and related applications of used data by your tablet.

Data usage is measured by your tablet, and your operator may count differently. Please consider using a conservative limit.
11.1.4 Flight mode

Touch More and turn on Flight mode to simultaneously disable all wireless connections, such as Wi-Fi and Bluetooth.

11.1.5 VPN settings

A mobile virtual private network (mobile VPN or mVPN) provides mobile devices with access to network resources and software applications on their home network, when they connect via other wireless or wired networks. Mobile VPNs are used in environments where workers need to keep application sessions open at all times, throughout the working day, as the user connects via various wireless networks, encounters gaps in coverage, or suspend-and-resumes their devices to preserve battery life. A conventional VPN can’t survive such events because the network tunnel is disrupted, causing applications to disconnect, time out, fail, or even the computing device itself to crash.

For more information on VPN, refer to "6.5 Connecting to virtual private networks".

11.1.6 Tethering & portable hotspot

This function allows you to share your tablet's mobile data connection via USB or as a portable Wi-Fi access point (refer to "6.4 Sharing your tablet's mobile data connection").

11.1.7 Cellular networks

- Data roaming
  Connect to data services when roaming

- Preferred network type
  Touch to view/edit preferences.
• Show roaming reminder
Touch to select the options for showing roaming reminders.

• Access point names
You can select your preferred network with this menu.

• Network operators
Touch to choose a network operator.

11.2 Device

11.2.1 Display

• **Home screen**
  Turn on to enable swiping right on the Home screen to launch a favourite application.

• **Favourite Home screen app**
  Select an application to launch it by swiping right on the Home screen.

• **Brightness level**
  Touch to adjust the brightness of the screen.

• **Wallpaper**
  Touch to set the wallpaper.

• **Sleep**
  Touch to set screen timeout.

• **Double tap to wake**
  Turn on to unlock the screen by double touching the screen.

• **Daydream**
  To control what happens when the tablet is docked or sleeping, turn Daydream on.

• **Font size**
  Touch to set the font size.

• **When device is rotated**
  Set the orientation when the tablet is rotated.
11.2.2 Sound & notification

Use the **Sound & notification** settings to configure volume and ringtones for different events and environments.

**Sound**

Sound settings enable users to adjust Media volume, Alarm volume, and Notification volume, etc.

- **Interruptions**  Touch to set the interruption mode, priority interruptions, and downtime.

- **Default notification**  Touch to choose a ringtone for default notification.

- **Other sounds**  Touch to set Screen locking sound and Touch sounds.

**Notification**

Notification settings enable users to set App notifications, enable/disable to show all notification when device is locked, etc.

11.2.3 Storage

Use these settings to monitor the total and available space on your tablet and on your microSD card; to manage your microSD card.

If a warning message comes up saying that tablet memory is limited, you are required to free up space by deleting some unwanted applications, downloaded files, etc.
11.2.4 Battery

In battery management screen you can view the battery usage data since you last connected the tablet to a power source. The screen also shows your battery status and how long it has been used since last charging. Touch one category, then you can learn its specific power consumption.

In battery management screen, touch > Battery saver to turn on the switch. It helps improve battery life by reducing the device's performance and limiting most background data. Battery saver turns off automatically when the device is charging.

11.2.5 Apps

The Apps settings allows you to view details about the applications installed on your tablet, to manage their data and force them to stop.

11.3 Personal

11.3.1 Location

GPS satellites

Check to use your tablet's global positioning system (GPS) satellite receiver to pinpoint your location within an accuracy as close as several meters ("street level"). The process of accessing the GPS satellite and setting your tablet's precise location for the first time will require up to 5 minutes. You will need to stand in a place with a clear view of the sky and avoid moving. After this, GPS will only need 20-40 seconds to identify your precise location.
11.3.2 Security

Set up screen lock

- **None**  Touch to disable screen unlock security.
- **Swipe**  Touch to enable swipe unlock mode.
- **Pattern**  Touch to draw pattern to unlock screen.
- **PIN**  Touch to enter a numeric PIN to unlock screen.
- **Password**  Touch to enter a password to unlock screen.

Owner info

Touch to input owner information which will display on the lock screen.

Smart Lock

Your tablet can be automatically unlocked if at least one of the following specified conditions is met:

- Your tablet is connected to a trusted device over Bluetooth.
- Your tablet is in a trusted place.
- A trusted face is detected.
- A trusted voice is detected.
- On-body detection is enabled.

You need to set a lock pattern, password, or PIN on your tablet before using this feature.

Encrypt tablet

You can encrypt your accounts, settings, download applications and their data, media and other files by touching Encrypt tablet.
Make passwords visible
Turn on to show passwords as you type.

Device administrators
Touch to view or deactivate device administrators.

Unknown sources
Turn on to permit installation of applications that you obtain from web sites, emails, or other locations other than Google Play Store.

To protect your tablet and personal data, download applications only from trusted sources, such as Google Play Store.

App permissions
Touch to view or change app permissions.

Storage type
Touch to choose a storage type.

Trusted credentials
Touch to display trusted CA certificates.

Install from SD card
Touch to install encrypted certificates from the microSD card or Internal Storage.

Clear credentials
Touch to remove all credentials.

Trust agents
View or deactivate trust agents.
**Screen pinning**

Turn on the switch of Screen pinning, open the screen you want to pin, touch the **Overview** icon at the bottom, then swipe up and touch the pin icon. The screen will be pinned.

To unpin the screen, long press the **Back** icon and **Overview** icon at the same time.

**Apps with usage access**

Turn on to allow the designated applications to view general information about the applications on your tablet.

**11.3.3 Accounts**

Use the settings to add, remove, and manage your Email and other supported accounts. You can also use these settings to control how and whether all applications send, receive, and synchronise data on their own schedules, and whether all applications can synchronise user data automatically.

**11.3.4 Language & input**

Use the Language & input settings to select the language for the text on your tablet and for configuring the onscreen keyboard. You can also configure voice input settings and the pointer speed.

**Language**

Touch to select the language and the region you want.

**Spell checker**

Turn on to enable the system to show suggested words.
Personal dictionary

Touch to open a list of the words you’ve added to the dictionary. Touch a word to edit or delete it. Touch the add button (+) to add a word.

Default

Touch to set the default keyboard for inputs.

Android Keyboard

The Android keyboard settings apply to the onscreen keyboard that is included with your tablet. The correction and capitalisation features affect only the English version of the keyboard. Available options are as follows:

• **Language**
  Touch to set input language.

• **Preferences**
  Touch to set your input preferences, such as Auto-capitalisation, Double-space full stop, and Sound on keypress.

• **Appearance & layouts**
  Touch to set the theme and customised input styles.

• **Text correction**
  Touch to set personal or add-on dictionaries, block offensive words, enable auto-correction, and perform correction suggestion settings.

• **Advanced**
  Touch to view more advanced settings for Android Keyboard.

Google voice typing

• **Language**
  Touch to select the language.
• "OK Google" detection
Turn on to enable saying "OK Google" to start a voice search from the Google application.

• Hands-free
Allow requests with device locked for Bluetooth devices or wired devices.

• Speech output
Touch to turn on the speech output or restrict the speech output to hands-free scenarios.

• Offline speech recognition
Touch to download or update languages to facilitate offline speech recognition.

• Block offensive words
Turn on to hide recognised offensive voice results.

• Bluetooth headset
Turn on to record audio through Bluetooth headset if available.

Voice input
Touch to set voice input services, such as Enhanced Google services and Basic Google recognition.

Text-to-speech output

• Preferred engine
Touch to choose a preferred text-to-speech engine, touch the settings icon to show more choices for an engine.

• Speech rate
Touch to open a dialogue where you can select how quickly you want the synthesizer to speak.
• Listen to an example
Touch to play a brief sample of the speech synthesizer, using your current settings.

• Default language status
View the default language status.

Pointer speed
Touch the set the pointer speed.

11.3.5 Backup & reset

Back up my data
Turn on to back up your tablet’s settings and other application data to Google servers, with your Google account. If you replace your tablet, the settings and data you’ve backed up are restored onto the new tablet for the first time you sign in with your Google account. If you turn on the switch, a wide variety of settings and data are backed up, including your Wi-Fi passwords, bookmarks, a list of the applications you’ve installed, the words you’ve added to the dictionary used by the onscreen keyboard, and most of the settings that you configure with the Settings application. If you turn off the switch, you stop backing up your settings, and any existing backups are deleted from Google servers.

Backup account
Touch to set a backup account.

Automatic restore
When Backup account is activated, touch the switch to activate this function to restore your backed up settings or other data when you reinstall an application.
Factory data reset

Tablet reset will erase all of your personal data from the internal tablet storage, including information about your Google account, any other accounts, your system and application settings, and any downloaded applications. Resetting the tablet does not erase any system software updates you've downloaded or any files on your microSD card, such as music or photos. If you mark the checkbox - Reserve the content of internal storage before touching **RESET TABLET**, any files stored on your tablet’s storage will not be erased. If you reset the tablet in this way, you’re prompted to re-enter the same kind of information as when you first started Android.

When you are unable to power on your tablet, there is another way to perform a factory data reset by using hardware keys. Press the **Volume Up** key and the **Power** key at same time until the screen lights up.

11.4 System

11.4.1 Date & time

Use Date & time settings to customise your preferences for how date and time are displayed.

**Automatic date & time**

Turn on to use network-provided time, or turn off to set all values manually.

**Automatic time zone**

Turn on to use network-provided time zone, or turn off to set all values manually.
Set date
Touch to open a dialogue where you can manually set the tablet’s date.

Set time
Touch to open a dialogue where you can manually set the tablet’s time.

Select time zone
Touch to open a dialogue where you can set the tablet’s time zone.

Use 24-hour format
Turn on to display the time using 24-hour clock format.

Choose date format
Touch to open a dialogue where you can select the format for displaying dates.

11.4.2 Accessibility
You use the Accessibility settings to configure any accessibility plug-ins you have installed on your tablet.

TalkBack
Touch to turn on/off to activate/deactivate the TalkBack function.

Switch Access
Turn on the switch to control your device using configurable key combinations.

Captions
Touch to set the caption type.
11.4.3 Developer options

To access this function, touch Settings > About tablet, then touch Build number 7 times. Now Developer options is available.

The Developer options screen contains settings that are useful for developing Android applications. For full information, including documentation of the Android applications and development tools, see the Android developer web site (http://developer.android.com).

Take bug report

Touch to select to collect information about your current device state and send as an email message.
Desktop backup password
Touch to set/change/remove desktop full backup password.

Stay awake
Turn on to prevent the screen from dimming and locking when the tablet is connected to a charger or to a USB device that provides power. Don’t use this setting with a static image on the tablet for long periods of time, or the screen may be marked with that image.

USB debugging
Turn on to permit debugging tools on a computer to communicate with your tablet via a USB connection.

Allow mock locations
Turn on to permit a development tool on a computer to control where the tablet believes it is located, rather than using the tablet’s own internal tools for this purpose.

Select debug app
Touch to select debug app.

Verify apps over USB
Turn on to check apps over USB.

Show touches
Turn on to show visual feedback for touches.

Pointer location
Turn on to show current touch data.

Show layout bounds
Turn on to show clip bounds, margins, etc.

Show GPU view updates
Turn on to show GPU view updates.
Show hardware layers updates
Turn on to show hardware layers updates.

Debug GPU overdraw
Turn on to debug GPU overdraw.

Show surface updates
Turn on to show screen updates.

Window animation scale
Touch to adjust the animation scale for your window.

Transition animation scale
Touch to adjust the animation scale while performing transition.

Animator duration scale
Touch to adjust the animation duration scale.

Disable HW overlays
Turn on to select to always use GPU for screen compositing.

Force GPU rendering
Turn on to forcibly use 2D hardware acceleration in applications.

Force 4x MSAA
Turn on to enable 4x MSAA.

Strict mode enabled
Turn on to enable strict mode. After enabled, the screen will flash when applications do long operations on the main thread.

Show CPU usage
Turn on to show current CPU usage.

Profile GPU rendering
Turn on to use 2D hardware acceleration in applications.

Enable OpenGL traces
Touch to adjust OpenGL traces.
Don't keep activities
Turn on to destroy all activities as soon as you leave.

Background process limit
Touch to change the limit for background processes.

Show all ANRs
Turn on to show App Not Responding dialogue for background applications.

11.4.4 About tablet
This contains information about things ranging from Model number, Android version, Baseband version, Kernel version, Build number to those listed below:

Software updates
Touch to check for software updates.

Status
This contains the status of the Battery status, Battery level, My tablet number, Network, Signal strength, etc.

Legal information
Touch to view legal information.
Some services and apps may not be available in all countries. Please ask in-store for details.

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