

# Telecom R22 Mobile Phone User Manual



# LEGAL INFORMATION

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This product supports expandable memory up to 32GB microSD(HC) card as an optional accessory. External memory card is not included in the box.

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

This product is user-upgradeable. Please check for updates at [zte.co.nz](http://zte.co.nz) or call the service hotline for more technical support.

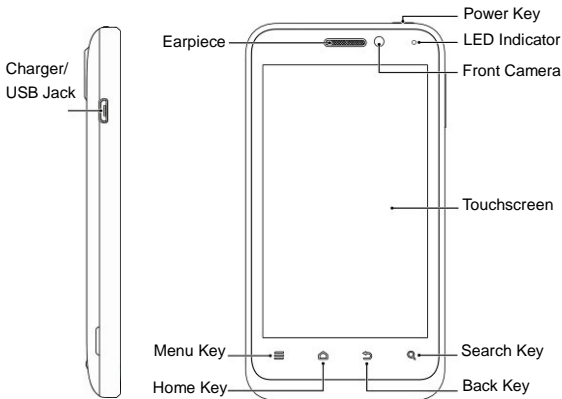
# Contents

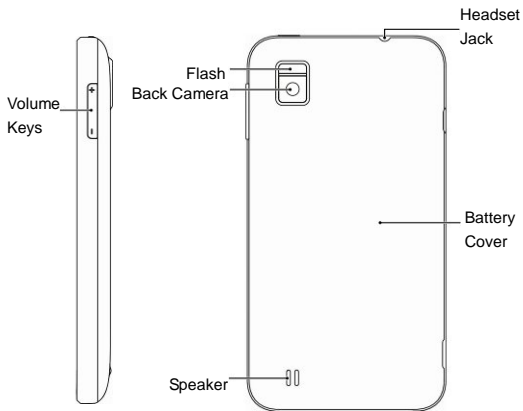
Getting Started .....	4
Connect to Networks and Devices .....	36
People .....	60
Accounts.....	68
Email .....	70
Gmail™ .....	75
Messages.....	80
Calendar.....	84
Google Talk.....	87
Google+ .....	90
Browser.....	92
Google Location Services.....	98
Google Search.....	100
Camera.....	103
Gallery.....	108
Music.....	112
Google Music .....	116

<b>Video Player .....</b>	<b>120</b>
<b>FM Radio.....</b>	<b>122</b>
<b>Sound Recorder .....</b>	<b>124</b>
<b>More Apps.....</b>	<b>126</b>
<b>Play Store .....</b>	<b>130</b>
<b>Settings.....</b>	<b>133</b>
<b>Troubleshooting.....</b>	<b>140</b>
<b>For Your Safety - General Safety .....</b>	<b>144</b>
<b>Technical Specifications .....</b>	<b>156</b>
<b>Declaration of RoHS Compliance .....</b>	<b>157</b>
<b>Disposal of Your Old Appliance.....</b>	<b>158</b>

# Getting Started

## Your Phone at a Glance





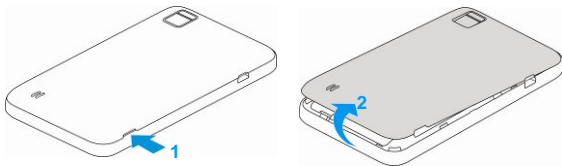
# Knowing the Keys

Key	Function
Power Key	<ul style="list-style-type: none"><li>• Press and hold to turn on or off Silent, Vibrate or Flight mode, or to power off.</li><li>• Press to switch your phone to Sleep mode.</li><li>• Press to wake up your phone.</li></ul>
Home Key	<ul style="list-style-type: none"><li>• Touch to return to the Home Screen from any application or screen.</li><li>• Touch and hold to see recently used applications.</li></ul>
Menu Key	Touch to get the options for the current screen.
Back Key	Touch to go to the previous screen.
Search Key	<ul style="list-style-type: none"><li>• Touch to search information on the current screen or application.</li><li>• Touch and hold to use Google voice search.</li></ul>
Volume Keys	<ul style="list-style-type: none"><li>• Press or hold to turn the volume up or down.</li></ul>

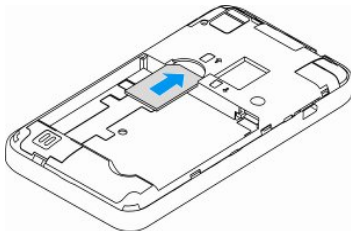
## Installing the SIM Card, microSD Card\*, and Battery

Switch off your phone before installing or replacing the battery, SIM card or microSD card\* (optional accessory)

1&2. Remove the back cover.

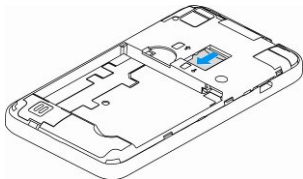


3. Hold the SIM card with the cut corner oriented as shown and slip it into the card holder.

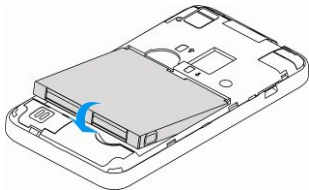




4. Hold your microSD card (optional) with the metal contacts facing down and slide it in.



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



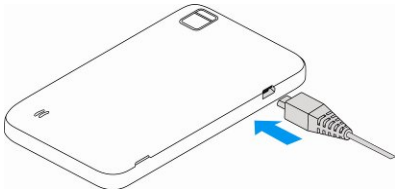
6. Press the cover gently back into place until you hear a click.

\* The microSD card is not included in the box

# Charging the Battery

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


1. Insert the charger lead carefully. Ensure that the plug is inserted with the correct orientation. Do not force the connector into the charger jack.



2. Connect the charger to a standard AC wall outlet.
3. Disconnect the charger when the battery is fully charged.

## How much charge have you got?

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.

If the phone is on, you'll see the charging icon  on the status bar.

## Battery and Charging Tips

- Only use the AC charger and USB lead supplied. Insert the charger lead carefully.
- Be careful to avoid tripping over or pulling on the lead whilst it is plugged in.
- Physical damage to the charging port is NOT covered by warranty.
- The phone can also be charged by connecting it to a computer using the USB lead supplied.
- Avoid high temperatures and direct sunlight. The battery will not charge above 45°C
- Do not leave the battery in a discharged state. Charge the battery promptly when flat.
- Keep your handset cool. High temperatures degrade the battery more quickly.
- Normal charge time is 3-4 hours. Do not leave on charge for more than 24hrs.
- After 2-3 charge/discharge cycles the battery life will improve. From then on use top up charging to recharge frequently and always charge promptly when flat.
- When not using the phone for long periods charge to approx 40% and remove the battery.
- With poor network conditions (less than 2 bars) battery life is reduced, turn off Bluetooth and Wi-Fi when not in use to extend battery life.

## Powering On/Off

Make sure the SIM card is in your device and the battery is charged.

- 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**.

## Setting Up for the First Time

When you first power on your phone after purchase or a reset it factory settings (see [Settings – Personal – Backup and Reset](#)), you need to enter some settings before use.

1. Touch the language field to select the language you want to use and then touch **Start**.
2. Touch **Get an account** to create a Google Account or touch **Sign in** to sign in your existing account, or skip to perform later.
3. Configure the date and time options, and touch **Next**.  
You can also touch **Not now** to set up an account later.
4. Configure the Google location options and touch **Next**.
5. Enter your name which the phone uses to personalise some apps and touch **Next**.
6. You will be prompted to accept the terms of Google service. Touch **Next** to continue.
7. Touch **Finish** to complete the setup.

# Locking/Unlocking your phone

Your phone allows you to quickly lock the screen and keys when not in use and to turn the screen back on when you need it.


## To lock the screen and keys:

Press the **Power Key** to turn the screen off and lock the keys,

**NOTE:** To save battery power, the phone automatically turns off the screen after a certain period of time when you leave it idle. Review this setting at [Settings – Display – Sleep](#).

You can still 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. Press and hold the unlock button  to unlock the screen.
3. You can also pinch out or slide on the unlock button to unlock the handset and go directly to the functions shown:

**NOTE:** If you have set an unlock pattern, PIN or password for your phone (see chapter *Settings – Personal – Security*), 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, 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 phone to change from portrait to landscape.

# 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**

**Drag the notifications bar down to review**

**Google Search**

**Wallpaper**

**Phone**

**Contacts**

**Apps**

**Messages**

**Browser**



## Extended Home Screens

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

### To add or remove an extended Home Screen:

1. Touch the **Home Key** to return to the Home Screen.
2. Touch the **Menu Key > Personalisation > Screen edit**.



3. Touch  to add more extended Home Screens.

Touch  on a thumbnail to remove a screen.

### To adjust the place of an extended Home Screen:

1. Touch the **Home Key** to return to the Home Screen.
2. Touch the **Menu Key > Personalization > Screen edit**.
3. Touch and hold a thumbnail and drag it to the place you need.

## Personalising

## 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

1. Touch the **Home Key > Menu Key > System settings > Date & time**.
2. Clear the **Automatic date & time** and **Automatic time zone** check boxes if you want to set the date, time and time zone yourself.
3. Set the date, time, time zone, and date/time format.

## Changing Ringtone and Notification Sounds

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

1. Touch the **Home Key > Menu Key > Personalisation**.
2. Scroll down for **Phone ringtone** or **Notification ringtone**.
3. Scroll through the ringtone list and select the ringtone you want to use.
4. Touch **OK**.






**NOTE:** To adjust the ringtone for an individual caller, go to that person's contact card in the **People** app, touch the **Menu Key > Set ringtone** for that card.

# Adjusting Volumes

1. Touch the **Home Key > Menu Key > System settings > Sound > Volumes**.
2. Adjust the volume for music, video, games, and other media, the ringtone and notification volume, and the alarm volume.
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).

## Enable Silent or Vibrate mode in the following ways:

- Press and hold the **Power Key** and then touch  to enable silent mode, touch  to enable vibrate mode, or touch  to disable silent mode.
- With no media application running pressing the volume keys will control the Ring volume. When the  icon appears in the status bar, the phone is set to the vibrate mode. When the  icon appears in the status bar, the phone is in the silent mode.
- Touch the **Home Key > Menu Key > System settings > Sound > Silent mode**, and touch **Off, Vibrate** or **Mute**.

## Applying New Wallpapers

You can change the Home Screen or Lock Screen wallpaper

1. Touch the **Home Key > Menu Key > Wallpaper**.
2. Touch Home or Lock screen.
3. Select a wallpaper from Gallery, Live Wallpapers, or Wallpapers and choose the image or animation you want to use. Some cropping may be needed for Gallery images.
4. Touch CROP at the top of the screen (for Gallery images) or Set wallpaper.

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

## Changing Screen Brightness

1. Touch the **Home Key > Menu Key > System settings > Display > Brightness**.
2. Tick the Automatic brightness box to make the phone adjust the screen brightness automatically, or clear the tick box to adjust the brightness manually.
3. Touch OK.

## Protect Your Phone With Screen Locks

You can protect your phone by creating a screen lock. The phone supports face recognition, pattern, a numeric PIN or password to unlock the screen and keys.

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

## Security.

2. Touch Screen lock.
3. Select from Long Press, Face Unlock, 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.
  - If you select Face Unlock you are guided through the face recognition application to lock and unlock your handset.

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:** Screen lock options are listed in the approximate order of the strength of their security, starting with **None** and **Long Press**, which provide no security. Pattern provides minimal security, although it can be more convenient than the stronger options.

If you forget your unlock pattern, PIN or password you have to hard reset your device. From the locked screen, touch Emergency call, then enter the code \*983\*987 and follow the instructions. All data is erased.

# 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. After encryption is applied you need to 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 organisations. 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. Connect your phone to the charger.
3. 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 proceed:

4. Touch the **Home Key > Menu Key > System settings > Security > Encrypt phone**.
5. Read the instructions encryption carefully.

The **Encrypt phone** button is not available if the battery is not sufficiently charged or your phone is not plugged in.

If you are unsure about proceeding then touch the **Back Key**.

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

6. Touch **Encrypt phone**.

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

8. Touch **Encrypt phone** again.

The encryption process starts and displays its progress.

Encryption can take an hour or more, during which time your phone may restart several times.

When encryption is complete, you are 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.

## Back up to your SD card

Select **Home Key > Apps > Backup & restore**.

### Select the MY DATA tab























This will back up your internal data such as Contacts, Messages, Call logs, Bookmarks, System settings, Alarms, Home settings, Calendars and Notepad to the SD card.

### Select the MY APPS tab

This will back up all your installed Apps to the SD card. Knowing the Basics.

# Monitoring the Phone Status























The status bar at the top of the home screen provides phone and service status information on the right side. You can monitor the phone status by checking the following status icons.

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

# Managing Notifications

## Notification Icons

The status bar at the top of the home screen provides notification alerts on the left. You can view the following notification icons.

	New SMS		microSD card not mounted
	New MMS		microSD card removed
	New Email		Upcoming event
	New Gmail message		Call on hold
	New Google Talk instant message		New Wi-Fi network detected
	Problem with SMS/MMS delivery		Downloading data
	Missed call		Sending data
	Call in progress		USB tethering is on
	USB connected		Portable Wi-Fi hotspot or Wi-Fi direct is on
	Song is playing		GPS is on
	Updates available		Bluetooth is on




## 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've configured your phone as a Wi-Fi hotspot. 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 sideways.
- 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.

## Use Quick Settings


The Quick Settings in the notification panel makes it convenient

to view or change the most common settings for your phone. Open the notification panel and you can find the following Quick Settings on the top of the screen. Slide left or right to view the setting options.

- **Auto-rotate:** Touch to turn the Auto-rotate feature on or off.
- **Sound:** Touch to turn vibrate on or off.
- **WLAN:** Touch to turn Wi-Fi on or off.
- **Data:** Touch to enable or disable data access over the mobile network.
- **Bluetooth:** Touch to turn Bluetooth on or off.
- **GPS:** Touch to turn GPS on or off.
- **Sync:** Touch to turn account sync on or off.
- **Flight mode:** Touch to turn flight mode on or off.
- **Brightness:** Touch to adjust the screen brightness.

## Managing Shortcuts and Widgets


### Add Shortcuts and Widgets

1. Touch the **Home Key** > .
2. Touch **Widgets** or **Shortcuts** to view the available widgets and shortcuts.
3. Touch and hold a widget or shortcut and drag it to your chosen Home Screen.

## Move Shortcuts or Widgets

1. Touch and hold a widget or shortcut on the screen.
2. Drag it to your chosen location.

## Remove Shortcuts or Widgets

1. Touch and hold a widget or shortcut 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 on the widget. Drag the outline to resize the widget.

**NOTE:** Not all widgets can be resized.

## Organising With Folders

You can create folders on the Home Screen and add several shortcuts in a folder.

### Create a Folder

1. Touch and hold the shortcut on the Home Screen you want to add into a folder until  folder appears.
2. Drag the shortcut to  folder and release it. A new folder will be created and the shortcut is added to 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 Favourites Tray

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



### To remove items from the favourites tray:

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

### To add items to the favourites tray:


Touch and hold an item and drag it onto the favourites tray.

If the favourites 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 alphabet keys to enter letters. Touch and hold specific keys to enter associated accented letters or numbers. For example, to enter È, touch and hold **E** then slide to choose È.
- Lower case is indicated by . Touch once to change to upper case . Double-tap for caps-lock .
- Touch to delete the text before the cursor.
- Touch 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 and then swipe to choose 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™ 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 > Menu Key > System settings > Language & input >  (TouchPal Keyboard) > Keyboard layout.**
2. Tick the **Swipe to switch layout** check box.
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 from **Full QWERTY**, **12-Key PhonePad** or **CooTek T+** layouts.



## Full QWERTY



- Touch the alphabet keys to enter letters.
- Touch  to use uppercase or lowercase. The key changes to indicate lowercase , uppercase , and caps lock .
- Slide right on  to enable word prediction. Slide left 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.
- 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.

## CooTek T+

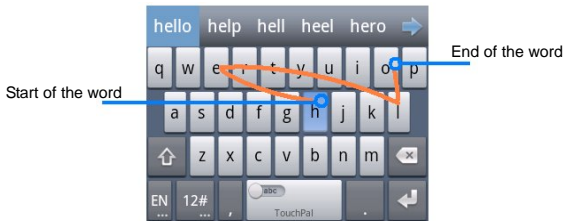


- Touch to enter the left letter on the key; Double-tap or flick right to enter the right letter/symbol on the key. If word prediction is enabled (  ), just touch the keys and choose the right word.

## To enable and use TouchPal Curve:

1. In the TouchPal keyboard screen, touch  and tick the **Curve** check box, 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.
3. Lift your finger at the end of the word. A space is added automatically when you begin to trace the next word.

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



## 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 set the default input method and settings.

## 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.

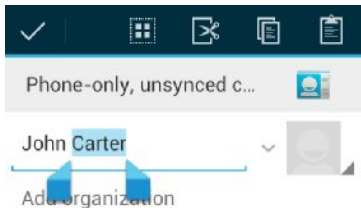
The nearest word highlights, with a tab at each end of the selection. Drag the tabs to change the selection.

- **Cut, copy, paste:** Select the text you want to manipulate.

Then touch the Cut , Copy , or Paste  button:

# Opening and Switching apps

1. Touch the **Home Key** >  to open the **Apps**
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. swipe sideways to remove it from the list.

# Connect to Networks and Devices

## Connecting to Mobile Networks

### Select Network Operator

1. Touch the **Home Key > Menu Key > System settings > More > Mobile networks > Network operators**.
2. Touch **Search networks** to search for all available networks.
3. Touch a network in the network list to register manually.  
You can also touch **Select automatically** to select preferred network automatically.

### Control Mobile Data Use

#### To enable or disable data access:

1. Touch the **Home Key > Menu Key > System settings > More > Mobile networks**.
2. Tick the **Data enabled** check box to enable data access over the mobile network. Clear the check box to disable data access.

#### To enable always-on data access:

1. Touch the **Home Key > Menu Key > System settings > More > Mobile networks**.
2. Tick the **Enable always-on mobile data**.

**IMPORTANT:** When you enable this option, more data traffic will be generated for automatic updates of applications, and your phone will consume more power.

**To get data services when roaming:**

1. Touch the **Home Key > Menu Key > System settings > More > Mobile networks**.
2. Tick the **Data roaming** check box.

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

## **Use 2G Network Only to Save Power**

1. Touch the **Home Key > Menu Key > System settings > More > Mobile networks**.
2. Tick the **Use only 2G networks** check box to save battery power, data services will be limited.

## **Set Access Point Names**

APN settings control Internet and MMS access and are pre-set for your carrier. If you want to add a new APN, please contact your service provider to get the required information.

1. Touch the **Home Key > Menu Key > System settings > More > Mobile networks > Access Point Names**.
2. Touch the **Menu Key > New APN**.
3. Configure as specified by your service provider.
4. Touch the **Menu Key > Save** to complete.

**TIPS:** To set the APN to default settings, touch the **Menu Key > Reset to default**.

## Connecting to Wi-Fi

Wi-Fi is a wireless networking technology that can provide Internet access at distances of up to 50 meters, depending on the Wi-Fi router and your surroundings.

1. Touch **Home Key > Menu Key > System settings > Wi-Fi**.
2. Slide the **Wi-Fi** switch to the **ON** position to turn on Wi-Fi.

The detected Wi-Fi networks are displayed with their names and security settings. Previously connected networks will be automatically connected.

Touch a network name to connect to it.

**NOTE:** If the network is secured, you need to enter a password.

## 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.
3. Touch the Menu Key > Advanced.
4. Tick the **Network notification** check box.

When Wi-Fi is on, you receive notifications in the Status bar when your phone detects an open Wi-Fi network. Clear the check box 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**.



# Using Wi-Fi Direct

Wi-Fi Direct allows Wi-Fi devices to connect to each other without the need for wireless access points (hotspots).

**NOTE:** Activating this feature will disconnect your current Wi-Fi network connection.

## Connect to a Wi-Fi Direct Device

1. Touch the **Home Key > Menu Key > System settings > More**.
2. Tick the **Wi-Fi direct** check box to turn on Wi-Fi direct.
3. Your phone will search for other devices enabled with Wi-Fi direct connections. Touch **Wi-Fi direct settings** to see all available devices.
4. Touch a device name to begin the connection process.  
**NOTE:** The target device must also have Wi-Fi Direct service activated and running before it can be detected by your phone.
5. Touch **Connect**.  
The other device will receive a Wi-Fi Direct connection prompt and need to accept the request for connection.
6. Once connected the device is displayed as “Connected” in the Wi-Fi Direct devices list.
7. Wi-Fi Direct requires other compatible applications and devices to use the feature.

# 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.

## Turning 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.

## Making 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.
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

When your phone is visible to other Bluetooth devices it will be seen by its name and you can make that anything you want – like ‘Ben’s Phone’.

1. Touch the **Home Key > Menu Key > System settings > Bluetooth**.
2. Slide the **Bluetooth** switch to the **ON** position.
3. Touch the **Menu Key > Rename phone**.
4. Edit the name and touch **Rename**.

## Pair With a Bluetooth Device

1. Touch the **Home Key > Menu Key > System settings > Bluetooth**.
2. Slide the **Bluetooth** switch to the **ON** position.
3. The device will start searching or touch **SEARCH FOR DEVICES**. Your phone scans for and displays the IDs of all available Bluetooth devices in range.
4. Touch the device you want to pair with.

Follow the instructions to complete the pairing. If you're prompted to enter a passcode, try entering 0000 or 1234 (the most common passcodes), or consult the documentation that came with the device.

## Connect to a Bluetooth Device

Once you've paired with a Bluetooth device, you can connect to it manually; for example, to switch devices or to reconnect after it is back in range.


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 a paired but unconnected device.

## Disconnect a Bluetooth Device

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 a device to Connect.
3. Touch **OK** to disconnect it.

## 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 passcode 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**.

## 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.

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

### Connect Your Phone to a Computer via USB

1. Connect your phone to the PC with a USB cable.
2. Open the Notification panel and touch **Connected as an installer**.
3. Choose one of the following options:
  - **Media device (MTP):** Transfer media files on Windows, or using Android File Transfer on Mac.
  - **Camera (PTP):** Transfer photos and files on computers that don't support MTP.

### 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. Slide down the screen and touch **Unmount SD card**.
3. You can now safely remove the microSD card from the phone.

## Erase microSD Card

1. Touch the **Home Key > Menu Key > System settings > Storage**.
2. Slide down the screen and touch **Erase SD card > Erase SD card > Erase everything**.

**NOTE:** The formatting procedure permanently erases all the data on the microSD card and is not recoverable.

## Sharing Your Mobile Data Connection

You can share your phone's data capabilities through tethering or by activating the mobile hotspot feature to create a portable Wi-Fi hotspot.

## Share Your Mobile Data Connection via USB

You can access the Internet on your computer via the USB tethering feature of your device. The feature needs data connection on a mobile network and may result in data charges.

**NOTE:** If your phone has a microSD card or USB storage, you can't mount it on your computer when USB tethered.

1. Connect your phone to your computer with a USB cable.
2. Touch the **Home Key > Menu Key > System settings > More > Tethering & portable hotspot**.
3. Tick the **USB tethering** check box. A new network connection will be created on your computer.
4. To stop sharing your data connection, uncheck **USB tethering** or disconnect the USB cable.

## Share Your Mobile Data Connection via Bluetooth

If your computer can obtain an Internet connection via Bluetooth, you can configure your phone to share its mobile data connection with your computer.

1. Pair your phone with your computer via Bluetooth.
2. Configure your computer to obtain its network connection via Bluetooth. For more information, please see your computer's documentation.
3. Touch the **Home Key > Menu Key > System settings > More > Tethering & portable hotspot**.
4. Tick the **Bluetooth tethering** check box. Your computer is now sharing your phone's data connection.
5. To stop sharing your data connection, uncheck **Bluetooth tethering**.

## Share Your Mobile Data Connection as a Wi-Fi Hotspot

You can share your phone's data connection with other devices by turning your phone into a portable Wi-Fi hotspot. The feature needs data connection on a mobile network and may result in data charges.

**NOTE:** When the portable Wi-Fi hotspot feature is enabled, you cannot use your phone's applications to access the Internet via its Wi-Fi connection. You still remain connected to the Internet via your mobile data network.

1. Touch the **Home Key > Menu Key > System settings > More > Tethering & portable hotspot.**
2. Tick the **Portable Wi-Fi hotspot** check box.

After a moment, the phone starts broadcasting its Wi-Fi network name (SSID).

3. To stop sharing your data connection, uncheck **Portable Wi-Fi hotspot.**

## Rename or Secure Your Wi-Fi Hotspot

You can change the name of your phone's Wi-Fi network name (SSID) and secure your portable Wi-Fi hotspot.

1. Touch the **Home Key > Menu Key > System settings > More > Tethering & portable hotspot > Configure Wi-Fi hotspot.**
2. Set your name and security options as follows:
  - **Network SSID:** Enter or edit a network SSID (name) that



other devices see when scanning for Wi-Fi networks.

- **Type:** Broadcast or hide your network SSID. If the broadcast is disabled, other users need to get your network SSID to find the Wi-Fi hotspot.
- **Security:** Choose a security option: **Open** (not recommended), **WPA PSK** or **WPA2 PSK** (other users can access your mobile hotspot only if they enter the correct password). When you select **WPA PSK** or **WPA2 PSK**, touch the Password field to edit the security password.

3. Touch **Save** to save your settings.

## 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.

Lock screen PIN or Passwords must be set before configuring the VPN function.

## 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.

## 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.

## Making Calls

### Place a Call by Dialling

1. Touch the **Home Key >** .
2. In the dialer tab , enter the phone number using 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 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.

**TIP:** You can make calls from the Phone app, the People app, or other apps or widgets that display contact information. Wherever you see a phone number or handset icon, you can touch it to dial.



## 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  over  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  over  to reject the call.

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

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




(or **Home Key > Menu Key > System settings > Call > Quick responses** from outside of the Dialer application).


## Working With Call Logs

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.




Touch the **Home Key** >  then select the  tab.

### Make a Call from Call Logs

1. Touch the **Home Key** >  then select the  tab.
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. Touch the **Home Key** >  then select the  tab.
2. Touch a number to view more call information, touch .
3. To add the number to an existing contact, touch a contact in the list. To add a new contact, touch **CREATE NEW CONTACT**.

### Other Actions in Call Logs

1. Touch the **Home Key** >  then select the  tab.
2. Touch a number to view more call information:



- 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.
- Touch  to view contact details.
- Touch  to add the number as a contact.


## Delete the Call Log

1. Touch the **Home Key >**  then select the  tab.
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

1. Touch the **Home Key >**  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 bottom of the screen.








3. Touch a contact or number to call it.

## Call a Favourite Contact

1. Touch the **Home Key** >  and then touch the Contact tab .
2. Your favourite contacts and frequently called contacts or numbers are listed on the top of the screen. Touch a contact or number to call it.

## 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  to mute or unmute your microphone.
- Touch  to make another call separately from the first call, which is put on hold.
- Touch  to switch to the dialer, for example to enter a code.
- Touch  for more call options. You can hold or unhold the current call or switch to another call in progress.
- Touch  to merge separate calls as a single conference call.
- Touch  to end the current call.

# 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  over  to answer the call. (This puts the first caller on hold and answers the second call.)

**To switch between two calls:**

Touch  > **Swap** 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

### Use Fixed Dialling Numbers

Fixed Dialling Numbers (FDN) allows you to restrict outgoing calls to a limited set of phone numbers.

1. Touch the **Home Key > Menu Key > System settings > Call > Fixed Dialling Numbers**.
2. The following options are available:
  - **Enable FDN:** Input the PIN2 code to enable the FDN feature.
  - **Change PIN2:** Change the PIN2 code for FDN access.
  - **FDN list:** Manage the FDN list.

**NOTE:** The PIN2 code is provided by your carrier. Entering an incorrect PIN2 code more times than allowed can cause the phone to lock. Contact the service provider for assistance.

### Edit Quick Response to Rejected Callers

1. Touch the **Home Key > Menu Key > System settings > Call > Quick responses**.
2. Touch the text message to edit it.

## Set Voicemail

1. Touch the **Home Key > Menu Key > System settings > Call**.
2. Touch **Voicemail service** to check. Voicemail service provided by your carrier is the default.
3. Touch **Voicemail settings > Voicemail number** to edit the voicemail number if necessary.

## 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 > 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 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 > Speed dial**.
2. Touch a speed dial key.
3. Enter a phone number or select one from the contact list.
4. Touch **OK**.

## Bar Certain Calls

Call barring feature allows you to forbid certain types of calls from your phone.

1. Touch the **Home Key > Menu Key > System settings > Call > Call Barring Settings**.
2. Set the restriction of specific types of calls from your phone.

## Forward Incoming Calls

Call forwarding feature allows you to forward your incoming calls to another phone number.

1. Touch the **Home Key > Menu Key > System settings > Call > Call forwarding**.
2. Touch an available option ( **Always forward**, **Forward when busy**, **Forward when unanswered**, or **Forward when unreachable**) to enable it.

## Other Options

1. Touch the **Home Key > Menu Key > System settings > Call > Additional settings**.
2. Touch **Caller ID** to choose whether your number is displayed when someone receives your outgoing call. Or check **Call waiting** to get notified of incoming calls during a call.

**NOTE:** Please contact the service provider to check whether the caller ID and call waiting features are available.

## Internet Call Settings

**To add an Internet calling account:**

1. Touch the **Home Key > Menu Key > System settings > Call > Accounts**.
2. Touch **ADD ACCOUNT**.
3. Follow the instructions from your Internet calling service provider to configure the settings for your account.
4. Touch **SAVE**.

**To configure which calls use Internet calling:**

You can configure your phone to place all calls using Internet calling (when you're connected to a Wi-Fi network), just calls to Internet calling addresses, or to ask each time you place a call.

1. Touch **Home Key > Menu Key > System settings > Call**.
2. Touch **Use Internet calling**.
3. Touch the Internet calling option you want.




**To configure your phone to receive Internet calls:**

By default, your phone is configured to make Internet calls, but not to ensure that you will receive them. But you can configure your phone to listen for Internet calls made to an Internet calling account you added to your phone.



1. Touch the **Home Key > Menu Key > System settings > Call > Accounts**.
2. Tick the **Receive incoming calls** check box. Checking this setting will reduce your battery life.

# People

You can add contacts on your phone and synchronise 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 favourite contacts .

## Opening Your Contact List

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



### Import Contacts From the SIM Card

1. Touch the **Home Key** > .
2. Touch **Import/export** > **Import from SIM card**.
3. Select an account to save the contacts.
4. Touch to select the contacts you need and then touch .


## Import Contacts From the microSD Card

1. Touch the **Home Key** >  > **Menu Key**.
2. Touch **Import/export** > **Import from SD card**.
3. Select an account to save the contacts.
4. Select the vCard file(s) in the microSD card and touch **OK**.




## Export Contacts to the SIM Card

1. Touch the **Home Key** >  > **Menu Key**.
2. Touch **Import/export** > **Export to SIM card**.
3. Touch to select the contacts you need and then touch .

## Export Contacts to the microSD Card




1. Touch the **Home Key** >  > **Menu Key**.
1. Touch **Import/export** > **Export to SD card**.
2. 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** > , 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 **Messages**.

## Add a Contact to Favourites

You can add the contacts used frequently to Favourites, 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 Favourites

1. Touch the **Home Key** >  and touch the favourite contacts tab .
2. Touch a favourite 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  next to the group and select message recipients from the listed group members.





## Add a New Group

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



## Add Members to a Group

1. Touch the **Home Key** >  and touch the contact groups tab .
2. Touch a group and then touch .
3. Touch to select the contacts to add as group members.
4. Touch .



## Delete a Group

1. Touch the **Home Key** >  and touch the contact groups tab .
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 or touch the **Search Key**.
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**.
3. Edit the contact and touch **DONE**.


## Set a Ringtone for a Contact

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 to remove and then touch .
3. Touch **OK** to confirm.

## Join Contacts

Your phone can synchronise with multiple accounts containing your contact information (such as Google, Microsoft Exchange ActiveSync, Facebook and Twitter). When you synchronise 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 to which you want to join one or more other contacts, to view the contact's details. This is the contact you will see in the Contacts list after the join.
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 contact.

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

## 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 you want to separate, to view its details.
3. Touch the **Menu Key** > **Separate**.
4. Touch **OK** to confirm.

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

### Note

The Join and Separate feature is only available in the menu after synchronising multiple contact sources. If you are only using SIM or Phone Contacts this option is not available.

# 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 device.

## Add an Account

1. From the Home Screen, touch the **Menu Key > System settings > PERSONAL > Accounts & sync**.
2. Touch ADD ACCOUNT.
3. Touch the type of account you want to add.
4. Follow the onscreen steps to enter the required information. Most accounts require a username and password, but the details may vary. You may also need to obtain some information from your IT support or system administrator.

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


## Remove an Account

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

1. From the Home Screen, touch the **Menu Key > System settings > PERSONAL > Accounts & sync**.
2. Touch the account.
3. Touch the **Menu Key > Remove account**

# Configuring Account Sync

1. From the Home Screen, touch the **Menu Key > System settings > PERSONAL > Accounts & sync.**

Your accounts and sync status are displayed.  turns green if automatic sync is enabled and gray if automatic sync is disabled.

2. Touch the **ON/OFF** switch to turn on or off automatic sync.
  - u When automatic sync is turned on, changes you make to information on your device or on the web are automatically synced with each other.
  - u When auto sync is turned off, you need to sync manually to collect emails, updates, or other recent information.

## Sync Manually


1. From the Home Screen, touch the **Menu Key > System settings > PERSONAL > Accounts & sync.**
2. Touch the account whose data you want to sync.
3. Touch the **Menu Key > Sync now.**

## Change an Account's Sync Settings

1. From the Home Screen, touch the **Menu Key > System settings > PERSONAL > Accounts & 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 required where checked items will be kept in sync when auto-sync is turned on.

## Email

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

## Set Up the First Email Account

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

**NOTE:** Your device will connect to the Internet and verify incoming and outgoing server settings before proceeding to the next step. If the email service provider is not a popular one, you need to select the type of your account and edit the settings for incoming and outgoing servers. Please contact your mobile service provider and email service provider for more information.


2. Set the email checking frequency, download options, account name and other settings. Touch **Next** when you finish.

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

**TIP:** To add more email accounts, open **Email** to get the Inbox screen. Then touch the **Menu Key > Account settings** and touch **ADD ACCOUNT** at the top right of the screen.

# Checking Your Emails

Your device 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 Inbox.
2. Do the following as you need:


To...	do...
Reply to the sender,	touch  in the message header.
Reply to the sender and all recipients of the original message,	touch in the message header  > <b>Reply all.</b>
Forward the message,	touch in the message header  > <b>Forward.</b>

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.
2. Touch  to open the compose screen.
3. If you have more than one email accounts added on the device, touch the sender line to select the account you want to use for sending the message.
4. 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.

5. Enter the email subject and compose the email text.
6. Touch **Menu Key > Attach file** to add audio files, images, videos and other types of files as attachment.
7. 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 – Set 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 > 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™

After you sign in to your Google account on the device, 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 device, 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 device 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**. Tap back as required to return to previous menus.

## 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  in the message header.
Reply to the sender and all recipients of the original message,	touch  in the message header > <b>Reply all.</b>
Forward the message,	touch  in the message header > <b>Forward.</b>

3. Edit your message and touch the send icon .

## Working With Received Attachments

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


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

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

## Searching for Messages

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

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

1. Open the **Gmail** app and touch  or the **Search Key**.
2. Enter the words to search for and touch **Search** or the search icon 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.

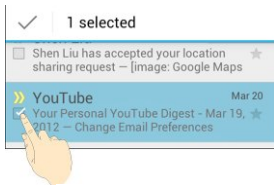
3. In the search results, touch the message you need and work with it just as you would with any Gmail message.


## Working With Labels

Message labels include both labels you create and default labels such as **Sent**, **Starred**, and **Outbox**. You can organise your emails by labelling 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  > **Add star**.

### 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 **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.





# Messages

You can use Messages to exchange text messages (SMS) and multimedia messages (MMS).



## Opening the Messages Screen

Touch  in the Home Screen and select **Messages**.



The **Messages** 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 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 **Messages** screen, touch  at the bottom.
2. Touch the **To** field, and enter the recipient's number or, if the recipient is stored in **People** as a contact, the first letters of the recipient's name. As matching contacts appear, you can touch a suggested recipient.
3. Touch the **Type to compose** field, and enter the contents of your text message.
4. Touch .

## Sending a Multimedia Message



1. On the **Messages** screen, touch  at the bottom.
2. Enter the recipient and the text of the message, as you do when sending a text message.
3. Touch the **Menu Key > Add subject** to add a message subject.
4. Touch the paper clip icon  beside the message text box to open a menu where you can select the kind of media file to attach to the message.

<b>Pictures</b>	Select a picture to add to your message.
<b>Capture picture</b>	Take a photo and add to your message.
<b>Videos</b>	Select a video clip to attach to your message.
<b>Capture video</b>	Shoot a video clip and add to your message.
<b>Audio</b>	Select an audio file to add to your message.
<b>Record audio</b>	Record an audio file and add to your message.
<b>Slideshow</b>	Edit a slideshow and add to your message.
<b>Files</b>	Select a file of any kind to add to your message.
<b>People</b>	Select a contact to add to your message as an attachment.


5. Touch .

## Replying to a Message

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

1. On the **Messages** screen, touch the thread that has the message you want to reply to.
2. Type your reply in the text box at the bottom. You can touch the attach icon  if you want to reply with an MMS.
3. Touch .

## Forwarding a Message


1. On the **Messages** 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 message details** to see information about the message, such as message type, sender, recipient, or date.

## Deleting Messages or Threads

**To delete messages in a thread:**

1. On the **Messages** 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 **Messages** screen, touch and hold one thread you want to delete.
2. If there are more threads you want to delete, touch them one by one.
3. Touch  at the bottom.
4. Touch **Delete**.

## Changing Message Settings

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

# 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

### Change Calendars

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

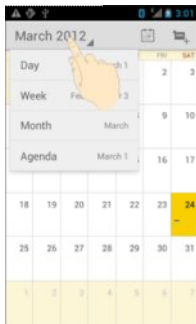
Events from hidden calendars are not shown in the Calendar app.

### 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 and select the view you prefer.

You can also change to Day view from Month view by touching any day in the grid.



## TIPS:

- 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. 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, duration, and other additional details about the event.

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

3. 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. Touch <b>DONE</b> to save your changes.
Delete the event,	touch  at the top of the screen and then touch <b>OK</b> .

## 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 into See Your Friends


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

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

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

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 or voice chat if the friend is online.

## Switch Between Active Chats

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

- Touch the **Back Key** to return from one chat to the friends list. Then touch the other 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 screen with the other friend.

## 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.

## Google+

Google+ is a social networking service offered by Google. The Google+ application on your device enables you to manage your data, chat with online contacts, organise 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.

## Organising Your Contacts

1. Open the **Google+** app.
2. Touch **Circles**.
3. Touch People > Find & invite people.
4. Touch  next to a suggested person.
5. Touch an existing circle or select **Create a new circle**.





## Getting Updates

1. Open the **Google+** app.
2. Touch **Stream**.

3. Swipe left or right to see different information shared with you by other users. Touch **Menu Key > Choose circles** to choose what groups of information are shown.
  - u **NEARBY** shows posts shared with you by users near your current location.
  - u **ALL CIRCLES, ACQUATANCES, FAMILY, FOLLOWING** and **FRIENDS** show updates from people you've added to your circles.
  - u **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 **Messenger** in the **Google+** app or touch from the Home Screen  **> Messenger**.
2. Touch  to create a new message.
3. Touch  to add recipients, they can be contacts or circles.
4. Enter the message.
5. Touch  to send the message.

## Checking Photos

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

Touch **Photos** in the **Google+** app to see all available albums.

# Checking and Managing Your Profile

1. Touch **Profile** in the **Google+** app.
2. Swipe left or right to see your posts, personal info, and photos.
  - u Touch the **ABOUT** tab and you can change your profile photo.
  - u Touch the **PHOTOS** tab and open a photo. You can add comments to it, delete it, or set it as your profile photo.

## Browser

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

## Opening the Browser


Touch  in the Home Screen and select **Browser**.

The 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

When you open **Browser**, the last web page you were viewing is displayed. If you have not used **Browser** recently, your home page opens. You can switch to another web page by doing the following.

1. 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.

2. Enter the address (URL) of a web page. Or enter terms you want to search for. As you enter text, your web search engine makes suggestions of web pages and queries. You can also touch the microphone icon  to search by voice.
3. Touch a suggestion or touch **Go** on the keyboard.  
If you touch a suggested page or enter an address and touch **Go**, that web page opens. If you touch a suggested query, your web search engine opens with the results.

**TIP:** Touch the **X** to the left of the address box to stop the page.

## Set the Homepage

Your home page opens when you open a new browser window. You can set your preferred home page as follows:

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.


<b>Blank page</b>	Open browser windows without opening a web page by default. This can make new Browser windows open more quickly.
<b>Default page</b>	Set the factory default URL as the homepage.
<b>Most visited sites</b>	Every new browser window displays a list of your most visited sites for you to choose from.
<b>Other</b>	Type a URL as the homepage.

## Get Information About the Current Page

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

## Working With an Opened Page

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

Scroll	Swipe the screen in any direction.
Zoom out	Touch the screen with two fingers and pinch them together.
Zoom in	Touch the screen with two fingers and spread them apart.
Go back	Touch the <b>Back Key</b> to return to the page you've viewed previously in the same window.
Go forward	Touch the <b>Menu Key &gt; Forward</b> .
Refresh the page	Touch the <b>Menu Key &gt; Refresh</b> . Or touch the address box and then touch  .
Find text on the page	Touch the <b>Menu Key &gt; Find on page</b> and type the terms you search for.
Send the page URL to friends	Touch the <b>Menu Key &gt; Share page</b> 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.

---


### TIPS:

- Some web sites may redirect you to the mobile version of their web pages, which generally do not support scrolling or zooming. If you want to view the desktop version, touch the **Menu Key** and check **Request desktop site**.
- As well as links, **Browser** also recognises some phone numbers, addresses, etc. touch them for more information.


## Using Multiple Browser Windows

You can open several browser windows at once and switch between multiple web pages. Touch the top of the page to show the tabs icon.

### To open a new browser window:

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 windows:

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 window you want to open.

**TIP:** Swipe a thumbnail horizontally or touch its **X** to close the window.




## To use incognito window for privacy browsing:

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

1. Touch the tabs icon  to the right of the address box.
2. Touch the **Menu Key > New incognito tab**.

## Downloading Files

Touch and hold an image, a link to a file or to another webpage. In the menu that opens, touch **Save image**, **View image**, **Save link**, **Set as wallpaper**, as appropriate.

The downloaded files are saved to your memory card. You can view or open them 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.

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

## Edit a Bookmark

1. Touch the **Menu Key > Bookmarks**.
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**.

## Delete a Bookmark

1. Touch the **Menu Key > Bookmarks**.
2. Touch and hold the bookmark to delete.
3. Touch **Delete bookmark**.
4. Touch **OK**.

## Changing Browser Settings

You can configure a number of Browser settings to customise 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**.

# Google Location Services

## Activating Location Services



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

1. Touch the **Home Key > Menu Key > System settings > PERSONAL > Location services**.

2. Select the location options you want to use.



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

## Getting Your Location


1. Touch  in the Home Screen and select **Maps**.
2. Touch  at the top right.

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

## Searching for a Location

1. Touch  in the Home Screen and select **Maps**.
2. Touch  at the bottom or touch the **Search Key**.
3. Enter the place you're looking for in the search box at the top.  
You can enter an address, a city, or a type of business or



establishment, for example, “museums in Wellington.” As you enter information, suggestions from your previous searches and from popular searches appear in a list below the search box. You can touch a suggestion to search for it.



**TIP:** You can also touch  beside the search box to use voice search.

4. Touch the search icon on the keyboard. Markers with letter labels indicating search results appear on the map.
5. Touch a marker to open a balloon that contains a label with summary information about the location.
6. Touch the balloon to open a screen with more information, as well as options for obtaining directions and more.

## Getting Directions to Your Destination


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


1. Touch  in the Home Screen and select **Maps**.
2. Touch  at the bottom.
3. Enter a start and end point and select the mode of transportation (car, public transit, or walking). If you have enabled My Location, this will appear in the start point field by default.
4. Touch **GET DIRECTIONS**. The directions to your destination are marked on the map. Touch the left or right arrow to see the direction step by step. You can also touch **DIRECTIONS LIST** to see your route displayed in a list.

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

## Searching for Local Places

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

1. Touch  in the Home Screen and select **Places**. Or from the **Maps** app, touch the top left of the screen and select **Places**.
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. Tap a result you are interested in and check out the details and reviews about that place. You can also see the place on **Maps**, find out how to get there, give that place a call, add your rating and review, and more.


## Google Search

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



# Sharing Location

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


While using **Maps**, touch the top left of the screen and select **Join Latitude**.

After joining you can touch the top left of the screen in **Maps** and select **Latitude** or touch  > **Latitude** from the Home Screen to see your status as well as that of your selected friends.

In **Latitude**, you can 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** 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 or sign out of Latitude service.

# Searching With Text

1. Start the **Search** app in one of the following ways.
  - Touch  in the Home Screen and select **Search**.
  - Touch the Google Search box at the top of the Home Screen.

- Touch the **Search Key** in the Home Screen.
  - Touch the **Search Key** in certain apps to search for related information.
2. Enter the terms you want to search for and touch **Go**, or touch a search suggestion.

## Searching by Speaking

1. Touch the microphone icon to the right of the search box.
2. Speak the terms you want to search for. Your speech is analysed 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 analysed before the action is initiated.

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

# Changing Search and Voice Search Settings




Open the **Search** app and touch the **Menu Key > Search settings** to set Searchable items, or clear shortcuts.

To set Voice Search settings, touch in the Home Screen the **Menu Key > System settings > Language & input > Voice Search**.

## Camera

You can 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. Open the **Camera** app in one of the following ways.
  - u Touch  from the Home Screen and select **Camera**.
  - u From the lock screen, if the screen lock is set to **Slide** (see *Personalising – Protecting Your Phone With Screen Locks*), slide the  icon to the left over the  icon.
2. Aim the camera at the scene and make any necessary adjustment.















Number	Function
1	Change the flash setting, only available for the back camera.
2	Hold the circle and slide to zoom in or out.
3	Change the camera settings.
4	Switch to the camcorder.
5	Capture a photo.
6	View photos and videos you have captured.
7	Switch between the front and the back cameras.
8	Hold the blue dot and slide to adjust brightness.


- If **Touch AF/AEC** is turned on in camera settings, touch the screen to focus. Green brackets appear to indicate focus.
- Lightly touch the blue button , or press the Volume Up or Volume Down Key.

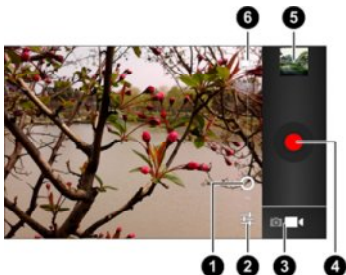
## Customise Camera Settings

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



Store location  or 	Include the location of each photo you take, using the phone's GPS.
White balance  ,  ,  ,  , or 	Select how the camera adjusts colours in different kinds of light, to achieve the most natural-looking colours for your shots. Or allow the camera to adjust the white balance automatically.
Exposure 	Adjust the exposure. To let the camera set the exposure automatically, touch 0.
Camera settings 	Set the picture size, focus mode, touch AF (automatic focus) / AEC (automatic exposure control), or restore default camera settings.

## Recording a Video

1. Touch  in the Home Screen and select **Camcorder**, or switch to the camcorder from the camera screen.
2. Aim the camera at the subject and make any necessary adjustment.













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

3. Touch the red button  or press the **Volume Up** or **Volume Down Key** to start recording.
4. Touch  or press the **Volume Up** or **Volume Down Key** to stop recording.


**TIP:** While the recording is in progress, you can touch the screen to save the frame as a separate photo.

# Customising Camcorder Settings

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

Store location  or 	Include the location of each photo you take, using the phone's GPS.
White balance  ,  ,  ,  , or 	Select how the camera adjusts colours in different kinds of light, to achieve the most natural-looking colours for your videos. Or allow the camera to adjust the white balance automatically.
Video quality 	Adjust video quality
Camera settings 	Restore default camera settings.

# Gallery

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


## Working With Albums

When you open Gallery, all pictures and videos on your 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**.

### To delete albums:

1. Touch and hold an album until it is selected.
2. Touch more albums that you want to delete.
3. Touch  > **Delete**. If only one album is selected, touch  > **Delete** > **Delete**.

## Working With Pictures

Touch a picture in an album to view the picture in full screen. Double-touch the picture, or pinch two fingers together or spread them apart to zoom out or in. Slide left or right to view other pictures in the album.



Number	Function
1	Touch to return to the album, where all its contents are displayed in a grid.
2	Thumbnails of all the pictures and videos in the album. Swipe vertically to see more; touch a thumbnail to view it in full screen.

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

**NOTE:** All the options may not be available for certain albums or pictures.

## Retouch Your Pictures

You can edit any photos you took and some other pictures in **Gallery**. The changed picture is saved in the **Edited** album, while the original image is never affected.

1. Touch 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, emphasise highlight or shadows, or set to auto-fix.



Apply effects such as posterising, lomography, documentary, and film grain.



Apply colour effects such as warmth, saturation, B&W, sepia, negative, as well as other effects including doodling on the picture.




Crop, fix red eye, straighten, rotate, flip, 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.

## Working With Videos

### Play Videos


1. Touch an album in the gallery and then touch the thumbnail of a video.
  2. Touch  at the centre to start playing.
- Touch the video to view the playback controls.

### Share Videos

1. Touch an album in the gallery and then touch the thumbnail of a video.
2. Touch  at the top of the screen. If the icon is invisible, touch the screen first.
3. Select how you want to share the video.



# Music

Touch  in the Home Screen and select **Music** to play audio files stored on your device. **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.


## Copying Music Files to Your Phone

Before using Music, you need to copy audio files from your computer to your phone's memory card. See [Connecting to Networks and Devices – Connecting to Your Computer via USB](#) for details on establishing the connection.

Use the computer to copy music and other audio files onto the memory card. You can use folders to organise your music files.

**TIP:** If an album has accompanying artwork in JPEG format, rename the artwork file *albumart.jpg* and include it with the album songs in the same folder. The device will recognise the image as the album artwork and display it in the Music app.

## Viewing Your Music Library


Touch  in the Home Screen and select **Music** and your music library is displayed. All your audio files are catalogued, according to the information stored in the files.

Touch the tabs at the top of the screen to view your music library organised by **Artists**, **Albums**, **Songs**, **Playlists**, or **Favourites**.


**NOTE:** If an audio file is being played, its summary information is displayed at the bottom of the 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  in the Home Screen and select **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 **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  in the Home Screen and select **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 open the music player:




Number	Function
1	Touch to open the current playlist. Touch and hold to search for information.
2	Touch for more options, same as the <b>Menu Key</b> .
3	Repeat options.
4	Shuffle On or Off.
5	Playback control. Skip songs or pause and resume playback. Drag the slider to jump to any part of the song.

# Managing Playlists


Create playlists to organise 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:** To rearrange the songs in a playlist open the playlist and touch and hold . Drag up or down to change the playlist order.


## Remove a Song 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**.


**NOTE:** You can also select multiple songs and touch the **Menu Key > Remove songs** to delete them together.

## Play, 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 **Play, Rename or Delete** in the menu that opens.


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

## Google 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 your favourite songs that you've added to your online Google Music library. You can also play audio files you've copied directly to your device from a computer.

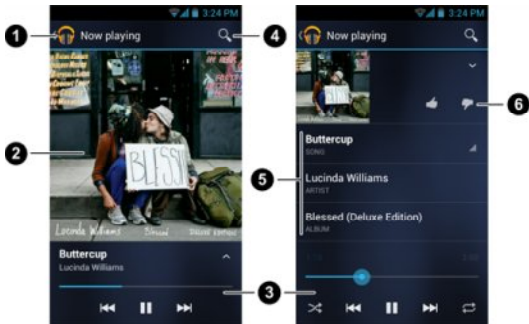
**NOTE:** The availability of Google Music is dependent on your region. If it is not available, or you don't have a mobile data or Wi-Fi connection, you can only play music stored on your device.

# Play Music


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

The app searches your online library and your device for music and playlists before displaying your combined music library, organised by **Recent**, **Artists**, **Albums**, **Songs**, **Playlists**, and **Genres**. To changes views of your library, swipe left or right when holding the device upright, or touch the view name at the top left of the screen when holding the device on its side.

Touch a song to play it.



Number	Function
1	Touch to see the current playlist.
2	Album artwork.
3	Playback control. Skip, pause and resume, shuffle or repeat. Drag the slider to jump to any part of the song.
4	Search for music.

Touch the album artwork, the song information or  below the artwork to show more options.

Number	Function
5	Song, artist and album names. Touch and hold to search for related information.
6	Rate the song.


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

# Managing Playlists

Create playlists to organise 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 Play, 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 **Play**, **Rename** or **Delete** in the menu that opens.



# Video Player

Use the video player to play various kinds of videos.

## Opening the Video Library


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

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

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


## Playing and Control Videos

Touch a video in the video library to play it. Rotate the device 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**.

# FM Radio

With the FM radio, you can search for radio channels, listen to them, and save them on your device. Note that the quality of the radio broadcast depends on the coverage of the radio station in your area. The wired headset that comes with your device works as an antenna, so always connect the headset when using the radio. When you receive an incoming call while listening to the radio, the radio will be turned off.


## Scanning and Saving Channels

1. Touch  in the Home Screen and select **FM Radio**.
2. Touch the **Menu Key > Scan & save all channels**. All previously saved favourite channels will be removed.

The favourite channels are displayed at the bottom of the screen. Swipe left or right to see more.

**NOTE:** The first time you open **FM Radio**, you device scans for all available channels and saves them automatically.

## Listening to FM Radio


1. Touch  in the Home Screen and select **FM Radio**.
2. Touch one of the favourite channels at the bottom.



You can also swipe the dial knob above the favourite channels left or right to switch to the adjacent channels.

**TIP:** Touch the **Menu Key > Speaker** to listen to the radio programs through the device speaker.

## Adding a Radio Station to Favourites

1. Touch  in the Home Screen and select **FM Radio**.
2. Touch the **Menu Key > Tune**.
3. Touch the up and down arrows to adjust the frequency and touch **Set**.
4. Touch and hold the frequency digits and drag it down to the favourite channels area. Or touch the **Menu Key > Add to favourites**.

The new channel is added to the favourite channels, which are sorted in numeral order.

## Other Options and Settings

**To remove a channel from favourites:**

1. Touch the channel you want to remove from favourites.
2. Touch the **Menu Key > Remove from favourites**.

**To turn off FM radio automatically:**

Touch the **Menu Key > Sleep Timer** and select the time you want to turn off the radio.

A count-down clock appears above the frequency and the radio is turned off when the clock counts down to 0:00.

**To turn off FM radio immediately:**

Touch  at the top left of the screen.

**To set your radio region:**

FM radio frequency ranges differ in different regions.





Touch the **Menu Key > World region** to select the region you are in.

**NOTE:** If you change the region setting, the favourite channels are cleared.

## Sound Recorder

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

## Recording a Voice Memo

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

# More Apps

## Alarm


Set alarms or turn the device into a bedside clock.

### Setting a New Alarm

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

### Using the Bed Clock

Bed clock displays the current time and the next alarm.



1. Touch  in the Home Screen and select **Alarm**.
2. If necessary, touch the **Menu Key > Bed Clock Preferences** in the **Alarm** screen to set up bed clock options. Then touch the **Back Key** to return to the **Alarm** screen.

<b>Enable bed clock</b>	Turn on or off the bed clock function.
<b>Bed clock never sleeps</b>	Keep the bed clock screen turned on when charging the device.

3. Touch the **Menu Key > Bed Clock** to open the bed clock.


## Calculator

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

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


## File Manager

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

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

## News and Weather


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

Touch  in the Home Screen and select **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  in the Home Screen and select **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  in the Home Screen and select **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


Touch  in the Home Screen and select **Play Movies** to watch movies you rent from Play Store as well as your personal videos stored on the device.

- **MY RENTALS** tab displays your recent movie rentals. You can stream them for online watching or download them to watch offline.
- The **PERSONAL VIDEOS** tab displays videos you create using the camera on your device. Touch one video to play it.

## Software Update Service


Touch  in the Home Screen and select **Software update service**. You can check your system's software status, check for updates, or change update settings.

## Task Manager

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


- Touch a task in the **TASKS** tab to switch to its screen, abort it, or see its detail.
- Touch the **APPLICATIONS** tab to manage all the apps on your device.
- Touch the **RESOURCES** tab to view the real-time system resources information.

## Timer

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

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


## X-Office

Touch  in the Home Screen and select **X-Office** to open Word, Excel, Powerpoint, or PDF files.

## YouTube


Touch  in the Home Screen and select **YouTube**.  
You can watch YouTube videos or upload your own.

## Play Store

Touch  in the Home Screen and select **Play Store**. You can buy or rent music, books, movies, apps, and download them to your device.

## Browsing and Searching for Apps

You can browse apps by category and sort them in different ways. 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 **Download** (free apps) or the price (paid apps) in the app details screen.
2. If the app is not free, you need to sign in to your Google Wallet account and select a payment method.
3. 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 authorised.

## 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.

**TIP:** Swipe left from the **INSTALLED** list to the **ALL** list to view all the apps downloaded previously on the device as well as other Android devices using the same Google account.

## Uninstall an App

1. On the Apps screen of Play Store, touch the **Menu Key > My Apps**.
2. In the **INSTALLED** list, 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 customising and configuring your device.

## 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 – Set data limits

Touch the **ON/OFF** switch to turn on or off mobile data. Select **Set mobile data limit** then drag the warning and limit lines as you prefer. After you reach your limit, data will be disabled.

### Call

Customise the settings for phone calls. See [Phone Calls – Adjusting Your Call Settings](#).

## Flight Mode

In the **Settings** app, touch **More** under Wireless & networks and check the box next to **Flight mode**. All radio services are turned off.

## Tethering and Portable Hotspot

Share your device's mobile data connection with PCs or other devices via USB or Wi-Fi. See [Connecting to Networks and Devices – Sharing Your Mobile Data Connection](#).

## Wi-Fi Direct and Settings

Use Wi-Fi direct to share data between two devices via Wi-Fi directly. See [Connecting to Networks and Devices – Using Wi-Fi Direct](#).

## Mobile Networks

Control mobile data use, select mobile network and set access point names. See [Connecting to Networks and Devices – Connecting to Mobile Networks](#).

## Device - Sound

Adjust volumes (see [Personalising – Adjusting Volumes](#)), set up ringtone and notification sound (see [Personalising – Changing Ringtone and Notification Sound](#)), and select system sounds.

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

## Display

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

## Storage

Check memory information for your memory card and internal storage.

- **Unmount SD card:** Unmount the memory card from your 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 device.

Touch the **Menu Key > USB computer connection** to set the connection type for your device.

## Battery

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

## Apps

See apps installed on your device and manage them.



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

**NOTE:** Not all applications can be moved or uninstalled.

## Personal - Accounts and Sync

Manage your accounts and synchronisation settings.

- Touch the **ON/OFF** switch to turn on or off auto-sync.
- Touch **ADD ACCOUNT** to sign in or create accounts on your device.
- Touch an account to set the sync settings for that account. You can then touch the **Menu Key > Sync now** to sync all 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 device.

## Location Services

Activate location services to determine your location. See [Maps, Navigation, Places and Latitude – Activating Location Services.](#)

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

## Security

- **Screen lock:** Lock the screen with slide, pattern, PIN, or password. See *Personalising – Protecting Your Phone With Screen Locks*.
- **Owner info:** Set the text to display on the lock screen.
- **Encrypt phone:** Encrypt your data on the phone to protect your privacy. See *Personalising – Protecting Your Phone With Encryption*.
- **Set up SIM card lock:**
  - u **Lock SIM card:** Activate or deactivate the PIN lock to require PIN before accessing the SIM card.
  - u **Change SIM PIN:** Change the PIN used to access the SIM card.
- **Make passwords visible:** Display passwords as you type.
- **Device administrators:** View or deactivate apps you have authorised to be device administrators.
- **Unknown sources:** Permit installation of apps from sources other than the Play Store.
- **Trusted credentials:** Display trusted CA certificates.
- **Install from SD card:** Install certificates from the memory card.
- **Clear credentials:** Delete all certificates.

## Language and Input

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

- **Spelling correction:** Check spelling of the text you enter.
- **Personal dictionary:** Add new words to the device's dictionary or remove words from the dictionary. The words you add are used for spelling check and word suggestion.
- **KEYBOARD & INPUT METHODS:** Configure text input settings. See *Knowing the Basics – Entering Text – Touch Input Settings*.
- **Voice Search:**
  - u **Language:** Select the language you use when entering text by speaking or searching by speaking.
  - u **SafeSearch:** You can use Google SafeSearch filtering to block some results when you use Google search by voice.
  - u **Block offensive words:** Replace offensive words with asterisk (\*) when you use Google voice recognition to transcribe your voice into text.
- **Text-to-speech output:**
  - u **PREFERRED ENGINE:** Select the speech synthesis engine you want to use or change its settings.
  - u **Speech rate:** Select how quick you want the synthesiser to speak.
  - u **Listen to an example:** Play a brief sample of the speech synthesiser, using your current settings.
- **Pointer speed:** Select how fast the screen should scroll as you flick the screen.

## 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 device 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 date, time, time zone, and how date and time are displayed. You can also use network-provided data.

## Accessibility

Configure accessibility plug-ins on your device, such as using **Large text** or **Explore by touch** for the visually-impaired.

## Developer Options

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

## About Phone

View phone status and legal 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, contact the dealer where you purchased the phone or search our FAQ's at [zte.co.nz](http://zte.co.nz)

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.	Move to a location where the network signal is stronger.
	The network is busy.	Try again in a few minutes.
	You are too far away from a base station for your service provider.	You can request a service area map from your service provider.
Echo or noise	Poor network trunk quality on the part of your service provider.	Press <b>End Key</b> and dial again. You may be switched to a better-quality phone line.

<b>Problem</b>	<b>Possible causes</b>	<b>Possible solution</b>
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 charged	The battery or battery charger is damaged.	Try charging from a computer USB port. Contact the dealer.
	The phone's temperature is below 0°C or higher than 45 °C.	Adjust the battery charging environment to avoid extremes of temperature.
	Poor contact between the battery and charger.	Check all connectors to make sure all connections have been properly made.
Short battery life, reduced standby time	The standby time is related to your network signal strength and radio applications you have running	If you are located in an area of low network signal, switch off Wi-Fi, Bluetooth or select Flight mode to conserve power.
	The battery is depleted.	Use a new battery.





<b>Problem</b>	<b>Possible causes</b>	<b>Possible solution</b>
	In high-temperature environments, battery life will be shortened.	Avoid high temperatures.
	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 will shorten standby time.	Change your location to one where the network is accessible, or select Flight mode.
Cannot switch your phone on	Battery power has been depleted.	Recharge the phone's battery.
(U)SIM card error	(U)SIM card malfunction or damage.	Take the (U)SIM card to your service provider for testing.
	(U)SIM card inserted improperly.	Insert the (U)SIM card properly.
	Debris on the (U)SIM card contacts.	Use a soft, dry cloth to clean the (U)SIM card contacts.

<b>Problem</b>	<b>Possible causes</b>	<b>Possible solution</b>
Unable to connect to the network	(U)SIM card invalid.	Contact your service provider.
	You are not within the network's service area.	Check the service area with your service provider.
	Poor signal.	Move to an open space, or if you are inside a building, move closer to a window.
Cannot answer incoming calls	You have activated the <b>Call barring</b> feature.	Go to <b>Settings &gt; Call &gt; Call barring</b> , and then select <b>Cancel all call barring</b> .
You cannot make outgoing calls.	You have activated the <b>Call barring</b> feature.	Go to <b>Settings &gt; Call &gt; Call barring</b> , and then select <b>Cancel all call barring</b> .
	You have activated the <b>Fixed dial numbers</b>	Go to <b>Settings &gt; Security &gt; Fixed dial</b>



Problem	Possible causes	Possible solution
	feature.	<b>numbers</b> and select <b>Off</b> .
PIN Code blocked	You have entered an incorrect PIN code three consecutive times.	Contact your service provider to obtain your PIN Unlocking Key (PUK code)
Unable to enter information into the phone book	The phone book's memory is already full.	Delete unnecessary data from the contacts.

## For Your Safety - General Safety

	Do not make or receive handheld calls while driving. Do not text while driving.		Do not use your phone at petrol stations.
	Keep your phone at least 15 mm away from your ear or body while making calls.		Your phone may produce bright or flashing lights.

	Small parts may cause a choking.		Don't dispose of your phone in fire.
	Your phone can produce a loud sound.		Avoid strong magnetic fields.
	Keep away from pacemakers and other electronic medical devices.		Avoid extreme temperatures.
	Switch off when asked to in hospitals and medical facilities.		Avoid contact with liquids. Keep your phone dry.
	Switch off when told to in aircrafts and airports.		Don't take your phone apart.
	Switch off when near explosive materials or liquids.		Only use approved accessories.
	Don't rely on your phone for emergency communications.		

# **Radio Frequency (RF) Exposure**

## **General Statement on RF Energy**

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

## **Specific Absorption Rate (SAR)**

Your mobile device is a radio transmitter and receiver. It is designed not to exceed the limits for exposure to radio waves recommended by international guidelines. These guidelines were developed by the independent scientific organisation ICNIRP and include safety margins designed to assure the protection of all persons, regardless of age and health.

The guidelines use a unit of measurement known as Specific Absorption Rate, or SAR. The SAR limit for mobile devices is 2 W/kg and the highest SAR value for this device when tested at the ear was 0.905 W/kg\*.

As SAR is measured utilising the device's highest transmitting power, the actual SAR of this device while operating is typically below that indicated above. This is due to automatic changes to the power level of the device to ensure it only uses the minimum power required to communicate with the network.

\* The tests are carried out in accordance with EN 50360

## **Limiting Exposure to Radio Frequency (RF) Fields**

For individuals concerned about limiting their exposure to RF fields, the World Health Organisation (WHO) provides the following advice:

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

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

## **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.

# 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.
- 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 use harsh chemicals, cleaning solvents, or aerosols to clean the device or its accessories.
- Do not paint your phone or its accessories.
- Do not attempt to disassemble your phone or its accessories, only authorised personnel can do so.
- Do not expose your phone or its accessories to extreme temperatures, minimum - [5] and maximum + [50] degrees Celsius.

- 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.

## **Demagnetisation**

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

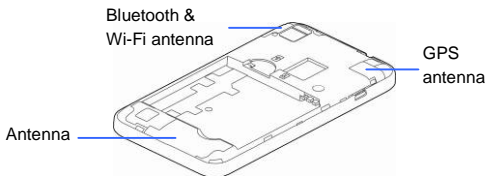
## **Electrostatic Discharge (ESD)**

Do not touch the SIM card's metal connectors.

## **If you forget your PIN, Pattern or Password**

If you forget your unlock pattern, PIN or password you have to hard reset your device. From the locked screen, touch Emergency call, then enter the code \*983\*987 and follow the instructions. All data is erased.

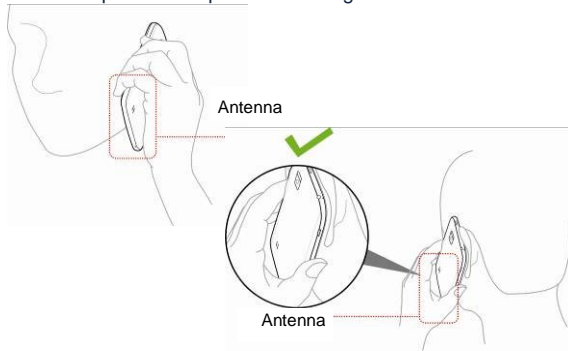
## Antenna Locations



Do not touch the antenna unnecessarily.

## Normal Use Position

Use these positions to prevent blocking the 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.

## **Repetitive Strain Injuries**

To minimise 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 and screen lightly.
- Use the special features which are designed to minimise the times of pressing buttons, such as Message Templates and Predictive Text.
- Take lots of 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 must never 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 stereo headsets or other audio devices.

## **Phone Heating**

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

## **Electrical Safety**

### **Accessories**

Use only approved accessories.

Do not connect with incompatible products or accessories.

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

### **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 accessory.

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

If your phone or its accessory 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 authorised service centre.

## **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.

### **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 Devices**

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

## **Hospitals**

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. If your device offers a 'flight mode', this must be enabled prior to boarding an aircraft. Note that programmed alarms and calendar reminders can wake the power the phone up even when switched off.

## **Interference in Cars**

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**

### **Petrol Stations and Explosive Atmospheres**

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

Areas with potentially explosive atmospheres include fuelling 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.

# Technical Specifications

<b>Network Compatibility</b>	3G UMTS 850, 2100 MHz. 7.2 Mbps data. 2G GSM 900, 1800, 1900 MHz
<b>Dimensions</b>	Approx 120.5 x 63.5 x 10.8mm. 140g
<b>Features</b>	Android 4.0 OS. 3MP camera, FM Radio. 4" capacitive touch display, 480x800 pixels. MMS, Email. Speakerphone, Voice Recorder, Bluetooth 2.1 Stereo, 3.5mm audio jack. Approx 2.5GB internal user memory, expandable to 32GB microSDHC. Accelerometer, Magnetometer, A-GPS.
<b>Battery</b>	1600mA hours, Lithium ion (Li-ion)
<b>Standby time*</b>	Up to 200 hours
<b>Talk time*</b>	Up to 4hrs talk time
<b>Charge time</b>	Approximately 3-4 hours
<b>Battery Life</b>	Approximately 400 charge cycles

# Declaration of RoHS Compliance

To minimise the environmental impacts and take more responsibilities to the earth we live on, this document shall serve as a formal declaration that the T22 manufactured by ZTE CORPORATION is in compliance with the Directive 2002/95/EC of the European Parliament - RoHS (Restriction of Hazardous Substances) with respect to the following substances:

1. Lead (Pb)
2. Mercury (Hg)
3. Cadmium (Cd)
4. Hexavalent Chromium (Cr (VI))
5. Polybrominated biphenyls (PBBs)
6. Polybrominated diphenyl ethers (PBDEs)

The T22 manufactured by ZTE CORPORATION, meets the requirements of EU 2002/95/EC.

# Disposal of Your Old Appliance



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

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