User Manual

About This Manual

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

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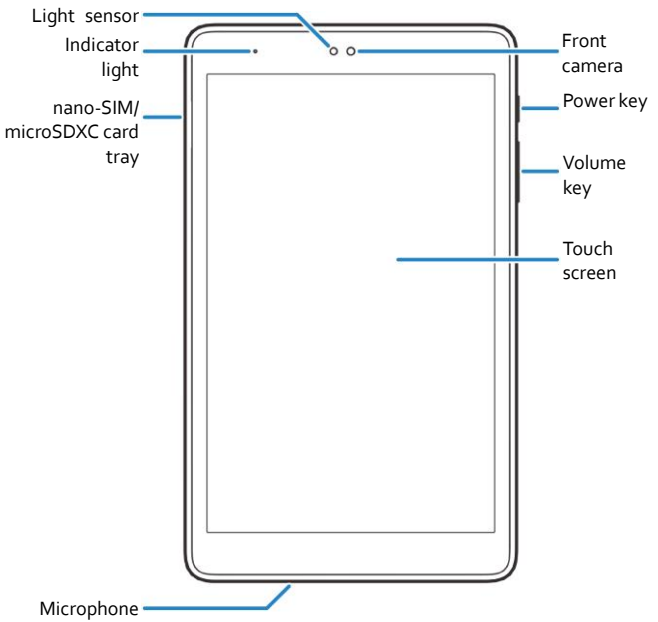
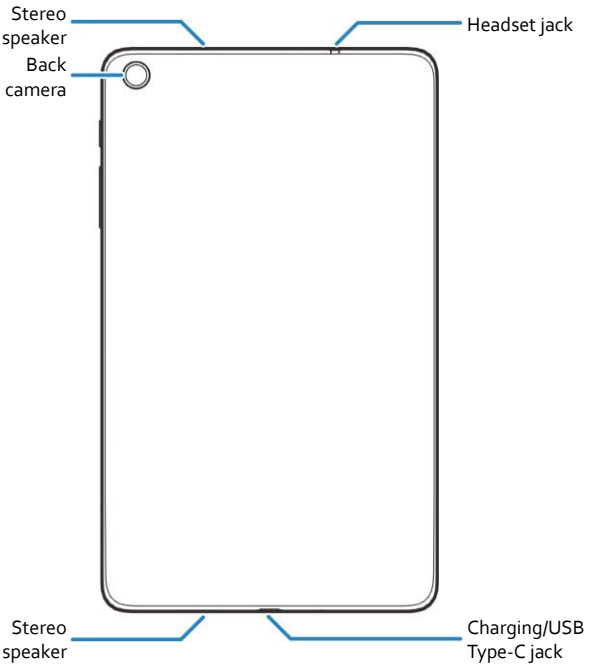
Getting to Know Your Tablet





Knowing the Keys

Key	Function
Power key	• Press and hold to turn on or off airplane mode, restart, power off, or toggle sound and silence. • Press to turn on/off the screen display.
Volume key	• Press or hold to turn the volume up or down.
(Home key)	• Touch to return to the home screen from any application or screen. • Touch and hold to use the Google Assistant.
(Recent apps key)	• Touch to view recently used apps. • Touch twice to switch to the most-recent app.
(Back key)	Touch to go to the previous screen.

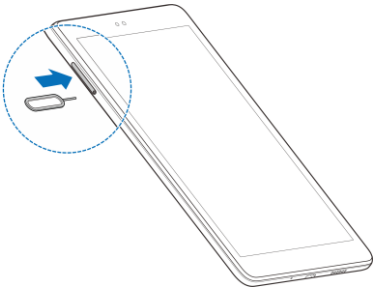
Installing the nano-SIM Card and the microSDXC™ Card (Optional)

Both the nano-SIM card and the microSDXC card can be installed or removed while the device is turned on. You need to unmount the microSDXC card before removing it. See *Using the microSDXC Card as Portable or Device Storage*.

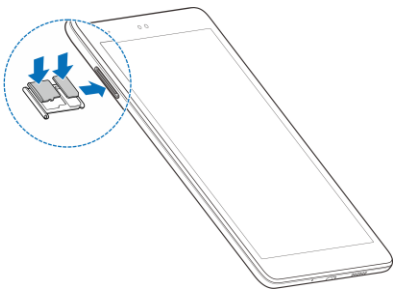
WARNING!

To avoid damage to the device, do not use any other kind of SIM cards, or any non-standard nano-SIM card cut from a SIM card. You can get a standard nano-SIM card from your service provider.

1. Insert the tip of the tray eject tool into the hole on the card tray.



2. Pull out the card tray and place the nano-SIM card and the optional microSDXC card on the tray, as shown. Carefully slide the tray back into place.



Charging the Battery

Your tablet's battery should have enough power for the tablet to turn on and find a signal. You should fully charge the battery as soon as possible.

If the battery is low, there will be a pop-up message on the screen. The status bar at the top of the screen will show the exact battery level.

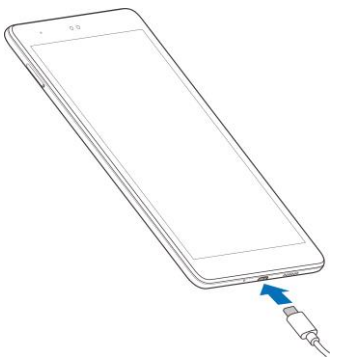
WARNING!

Use only ZTE-approved chargers and USB Type-C cables. The use of unapproved accessories could damage your device or cause the battery to explode.

WARNING!

Do not remove the back cover. The battery is not removable. Removal may cause fire or explosion.

1. Connect the adapter to the charging jack.
2. Connect the charger to a standard AC power outlet. If the tablet is on, you'll see a charging icon, such as or , appear in the status bar.
3. Disconnect the charger when the battery is fully charged.



NOTE:

If the battery is extremely low, you may be unable to power on the device even when it is being charged. In this case, try again after charging the device for at least 20 minutes. Contact customer service if you still cannot power on the device after prolonged charging.

Note on Smart Battery Protection Mode

Smart Battery Protection mode automatically optimizes the charging mode of the high-density battery in the device based on the device's usage history in order to prolong the life of the battery.

- Device plugged in for less than 24 hours: Battery will be in active charging mode.
- Device plugged in for 24 hours: Device will stop charging and enter standby mode. The battery will start to slowly discharge to 50% (which can take up to a few days depending on background processes of apps and the system.)
- Device remains plugged in after battery has discharged to 50%: Device will alternate between charging and standby mode, maintaining a battery level of between 50% and 70%.

If the device charging cable is removed and plugged back in, the 24-hour timer resets and the battery will remain in an active charging state for another 24 hours before entering standby mode again.

Extending the Battery Life

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

- Reduce the screen backlight time.

- Lower the screen brightness.
- Turn auto sync and Bluetooth off when not in use.
- Disable the GPS function when not in use. Most applications using this function will periodically query the GPS satellites for your current location; each query drains your battery.
- Use the power saver feature.

Powering Your Tablet On/Off

- Press and hold the **Power** key to turn on your tablet.
- To turn it off, press and hold the **Power** key to open the options menu. Touch > .

Setting Up Your Tablet for the First Time

When you first power on your tablet after you purchase it or reset it to factory settings (see *Reset Options*), you will need to set it up before using it. First touch the language field to change the system language and touch **START**, then follow the prompts to complete each step or skip to the next one.

Locking/Unlocking the Screen and Keys

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

Locking the Screen and Keys

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

NOTE:

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

Unlocking the Screen and Keys

1. Press the **Power** key to turn the screen on.
2. Swipe up on the screen to unlock the tablet, swipe away from at the bottom right to open the Camera app, or swipe away from at the bottom left to use the Google Assistant. You can also double-tap a notification to open the related app.

NOTE:

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

Using the Touch Screen

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

- **Touch** – When you want to type using the on-screen keyboard, select on-screen items (such as application and settings icons), or press on-screen buttons, simply touch them with your finger.
- **Touch and Hold** – To open the available options for an item (for example, an app icon or a 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.

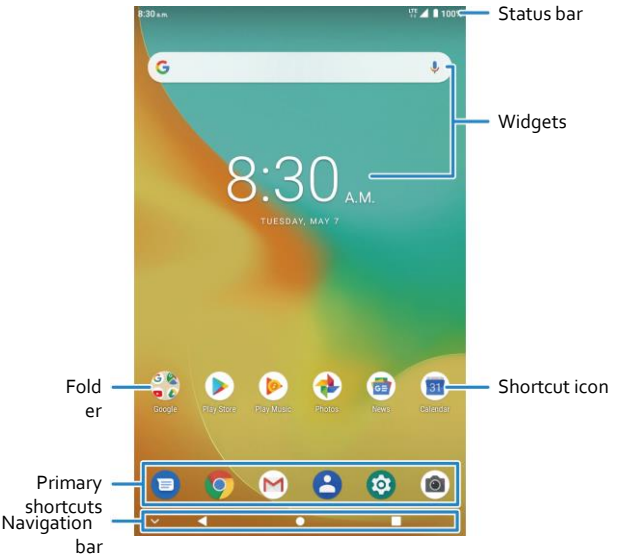
- **Pinch** – In some apps (such as Maps and Photos), you can zoom in and out by placing two fingers on the screen at once and pinching them together (to zoom out) or spreading them apart (to zoom in).
- **Rotate the Screen** – For most screens, you can automatically change the screen orientation between portrait and landscape by rotating the tablet.

NOTES:

- The Auto-rotate feature needs to be enabled for the screen orientation to automatically change. From the home screen touch **> Display** and switch on **Auto-rotate screen**.
- You can also access the screen rotation control by sliding down the status bar twice and touching **Auto-rotate**.

Getting to Know the Home Screen

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



Extended Home Screen Panels

Your home screen is extendable, providing more space for shortcut icons, and more. Simply swipe left or right on the main home screen to see the

extended panels. You can add or remove home screen panels, or adjust their order.

To add a new home screen panel:

1. Touch and hold an empty area of the home screen.
2. Swipe the home screen thumbnails and touch .
3. Touch the **Back** key or the **Home** key.

To delete a home screen panel:

1. Touch and hold an empty area of the home screen.
2. Swipe left or right to the thumbnail of the panel you want to delete.
3. Touch on the top right corner of a thumbnail.
4. If the panel is not empty, touch **OK**.

To move a home screen panel:

1. When there are at least one extended panel, touch and hold any empty area of the home screen. You can slide left or right to view the panel thumbnails.
2. Touch and hold a thumbnail and drag it left or right to the place you need.

NOTE:

Touch at the top of a home screen thumbnail to set it as the main home screen.

Personalizing

Changing the System Language

1. From the home screen touch > **System** > **Languages & input** > **Languages**. The first language in the list is the system language.
2. Touch **Add a language** to add another language to the list.
3. To change the system language, touch next to the language you want and drag it to the top of the list.

NOTE:

To remove languages from the list, touch > **Remove** and select the languages you want to delete.

Setting the Date and Time

1. From the home screen touch > **System** > **Date & time**.
2. Set the date, time, time zone, and time format.
   - To adjust the date and time automatically, touch to turn on **Automatic date & time**.
   - To adjust the date and time manually, touch to turn off **Automatic date & time** and touch **Set date** / **Set time** to change the date and time.
   - To adjust the time zone automatically, touch to turn on **Automatic time zone**.
   - To adjust the time zone manually, touch to turn off **Automatic time zone** and touch **Select time zone** to set the correct time zone.
   - To adjust the time format, touch to turn on **Automatic 24-hour format** or **Use 24-hour format**.

Changing the Notification and Alarm Sounds

You can quickly customize the default notification sound and the default alarm sound.

1. From the home screen touch > **Sound** > **Ringtones**.
2. Touch **Default notification sound** or **Default alarm sound**.
3. Scroll through the list and select the ringtone you'd like to use. In addition to the pre-installed audio clips, you can touch **Add ringtone** at the bottom of the list to select a music track or an audio record.
4. Touch **OK**.

Turning System Sounds On/Off

1. From the home screen touch > **Sound** > **Advanced**.
2. In the Other sounds section, touch the switch beside each option to turn on or off screen locking sounds, charging sounds, touch sounds, or power on sounds.

Adjusting Volumes

1. From the home screen touch > **Sound**.

2. Drag the sliders below **Notification volume, Media volume,** or **Alarm volume** to adjust the volume for each type of audio.

NOTE:

You can adjust the media volume by pressing the **Volume** key.

Switching to Silent Mode

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

- Press the **Volume** key. On the right side of the screen, touch to switch to silent mode.
- Swipe down from the top of the screen to open the notification panel, and drag the panel downward. Touch **Sound** or **Silent** to switch the tablet to silent mode or turn on the sound.

  NOTE:

  If you cannot find the option, add it to the quick settings panel (see *Use Quick Settings*).
- From the home screen touch **> Sound > Notification mode** and select **Mute** to switch to silent mode.

NOTE:

Media and alarms are still allowed in silent mode.

Using Do Not Disturb Mode

You can limit interruptions with Do Not Disturb mode. This mode silences your tablet so that it doesn't make sounds or display notifications when you don't want it to.

Turn on Do Not Disturb Mode

1. Swipe down from the top of the screen with two fingers to access the Quick Settings.
2. Find and touch the word "Do not disturb."

Set Do Not Disturb Mode

1. From the home screen touch **> Sound > Do Not Disturb**.
2. Touch the following options as you need:
   - **Sound:** Turn on or off sound for listed items in Do Not Disturb mode.
   - **Notifications:** Set notification behavior in Do Not Disturb mode. You can block sound or visuals from notifications, or customize more restrictions. Note that critical notifications for device activity and status cannot be blocked.
   - **Messages, events & reminders:** When Do Not Disturb is on, messages, reminders, and events will be muted, except for the items you allow.
   - **Duration:** Turn off Do Not Disturb automatically, manually, or set the duration each time you turn on Do Not Disturb mode.
   - **Turn on automatically:** Use rules to turn on/off Do Not Disturb automatically. Touch an existing rule to set or use it, or touch **Add rule** to create new rules.

Applying New Wallpapers

You can set the wallpaper for the home screen or lock screen.

1. From the home screen touch **> Display > Wallpaper**, or touch and

hold an empty place on the home screen and touch **WALLPAPERS**.

2. Swipe left or right on the wallpaper panel along the bottom of the screen to select a wallpaper, or touch **My photos** to choose the image you want to use as the wallpaper.
3. Touch **SET WALLPAPER** and follow the instructions on the screen.

Changing Screen Brightness

1. From the home screen touch **> Display > Brightness level**.
2. Drag the slider to manually adjust the screen brightness.

NOTE:

With the light sensor, your tablet can automatically adjust the screen brightness for available light. Touch **Adaptive brightness** in the Display settings screen to turn the feature on or off.

Protecting Your Tablet With Screen Locks

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

1. From the home screen touch **> Security & location > Screen lock**.
2. Touch **None**, **Swipe**, **Pattern**, **PIN**, or **Password**.
   - Touch **None** to disable screen lock protection.
   - Touch **Swipe** to enable screen lock and allow unlocking with a 'swipe' gesture. You can unlock the screen by swiping up on the lock screen.
   - Touch **Pattern** to create a pattern that you must draw to unlock the screen.
   - Touch **PIN** or **Password** to set a numeric PIN or a password that you must enter to unlock the screen.
3. For Pattern, PIN, or Password lock, select whether you need secure start-up and how you would like notifications and their contents to show when the tablet is locked. Then touch **DONE**.

NOTES:

- Screen lock options are listed in the approximate order of the strength of their security, starting with **None** and **Swipe**, which provide no security. A pattern provides minimal security, although it can be more convenient than the stronger options.
- Remember the pattern, PIN or password you set. Otherwise, you will have to upgrade the system software to use the tablet.

Protecting Your Tablet With Screen Pinning

You can use the screen pinning feature to keep an app in view, so others cannot switch to other apps or access your personal information.

Turn On Screen Pinning

1. From the home screen touch **> Security & location > Screen pinning**.
2. Touch the **On/Off** switch.
3. Switch on **Lock device when unpinning** or, if you have set a screen lock, switch on **Ask for unlock pattern/PIN/password before unpinning**. You will need to draw the pattern or enter the PIN/password to unpin the screen.

Pin a Screen

1. Ensure that screen pinning is turned on.
2. Open the app you want to keep in view.
3. Touch the **Recent apps** key.
4. Swipe left and right to find the app card. Then touch the app icon at the top of the card and select **Pin**.

Unpin the Screen

1. To unpin the screen and return to normal use, touch and hold both the **Back** key and the **Recent apps** key.
2. If you have enabled **Ask for unlock pattern/PIN/password before unpinning** when pinning the screen, swipe up on the lock screen and draw the pattern or enter the PIN/password.

Knowing the Basics

Monitoring the Tablet Status

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

Indicators and Icons

Indicator	What it means	Indicator	What it means
LTE	4G LTE data service		No signal
	Mobile data in use		Signal strength
	Do not disturb mode on		Airplane mode
	Silent mode on		Connected to a Wi-Fi network
	Wired headset connected		GPS on
/	Battery low / full		Data saver on
/	Battery charging		Alarm set

Managing Notifications

Understand the Notification Icons

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

Indicators and Icons

Indicator	What it means	Indicator	What it means
	New text or MMS message(s)		Open Wi-Fi network detected
/	New Gmail message(s)		Downloading / receiving data
	microSDXC card mounted		Uploading / sending data
	Song playing		USB tethering on

Open/Close the Notification Panel

Notifications report the arrival of new messages, calendar events, and alarms, as well as ongoing events. 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. The notification panel also supports expandable notifications that let you perform additional actions right from the notification itself.

- To respond to a notification, touch it.
- Slide down with one finger to expand certain notifications. You can also swipe two fingers vertically or pinch-zoom to expand or collapse certain

notifications, or touch ∨/∧ to expand or collapse certain notifications and bundled notifications.

- To remove a notification, swipe it left or right.
- To remove all non-persistent notifications, touch **CLEAR ALL** below all the notifications.
- To manage notifications you have received, touch and hold a notification and then choose to turn off this type of notification. You can also touch ◷ to make the notification snooze for a while and come up later.

NOTE:

If you turn off notifications for an app, you may miss its important alerts and updates. Some notifications (such as those from the system) cannot be turned off.

Use Quick Settings

The quick settings make it convenient to view or change the most common settings for your tablet.

Open the notification panel and you can find a few quick settings on the top. To open the quick settings panel and find all setting tiles, drag the notification panel downwards, or swipe down from the top of the screen with two fingers.

NOTE:

You can swipe left or right on the quick settings panel to find all setting tiles.

To turn on or off settings quickly:

1. Swipe down from the top of the screen with two fingers to open the quick settings panel.
2. To turn on or off a setting, touch its tile. Touch and hold certain tiles to access more setting options. For example, touch and hold the Wi-Fi tile to open Wi-Fi settings.

To customize the quick settings panel:

You can add, remove or rearrange the tiles on the quick settings panel.

1. Open the quick settings panel.
2. Touch ✎ below the panel and do one of the following.
   - Touch and hold a tile and drag it to the position you want.
   - Touch and hold a tile and drag it below "Drag here to remove" to hide it.
   - In the **Hold and drag to add tiles** section, drag a tile up to show it in the quick settings panel.

Managing Shortcut Icons

Add Shortcut Icons

1. Swipe up on the home screen.
2. Slide to browse the available applications.
3. Touch and hold an application icon and drag it to a home screen panel.

Move Shortcut Icons

1. Touch and hold a shortcut icon on the home screen.
2. Drag it to the place you need.

Remove Shortcut Icons

1. Touch and hold a shortcut icon on the home screen.
2. Drag it to ✕ at the top.

Organizing With Folders

You can create folders on the home screen and add several shortcut icons to a folder.

You can move or remove folders the same way as moving or removing shortcut icons.

1. On the home screen, touch and hold the shortcut icon you want to add into a folder.
2. Drag the icon to 📁 at the top of the screen and release your finger. A new folder will be created and with the icon inside.
3. To add more items into the folder, touch and hold each shortcut icon and drag it over the folder before releasing it.

To remove an item from a folder, touch the folder to open it. Touch and hold the item and drag it to the home screen.

NOTE:

Touch the folder and then touch the name field to rename the folder.

Rearranging the Primary Shortcuts

The home screen includes a customizable primary shortcuts area at the bottom visible from all home screens. You can keep at most 6 primary shortcut icons or folders. Drag items in or out of the area to rearrange them.

Opening and Switching Apps

Open an App

1. Swipe up on the home screen.
2. Slide up or down on the screen and touch an app to open it.

NOTES:

- Touch the search box at the top to search for apps.
- Some apps offer shortcuts to certain features. Touch and hold the app icon to get these shortcuts. You can also drag these shortcuts to the home screen as shortcut icons.

Switch Between Recently Opened Apps

1. Touch the **Recent apps** key. The apps you've used recently are displayed as a series of cards. Slide left and right to see all the cards.
2. Touch a card to open that app.

NOTES:

- You can swipe a card up to remove it from the screen, which will free up running memory on the tablet.

- Double-tap the **Recent apps** key to quickly switch to the most recent app.

Uninstalling an App

1. Swipe up on the home screen to open the application list.
2. Touch and hold an application icon and drag the icon to at the top of the screen.
3. Touch **OK** to uninstall the app.

NOTE:

Not all apps can be uninstalled.

Connecting to Networks and Devices

Connecting to Mobile Networks

Control Mobile Data Use

1. From the home screen touch **> Network & Internet > Mobile network**.
2. Slide the **Mobile data** switch to enable or disable mobile data use, or the **Roaming** switch to enable to disable data service when roaming.

NOTE:

Data roaming may incur significant roaming charges.

Select Preferred Network Type

1. From the home screen touch **> Network & Internet > Mobile network > Preferred network type**.
2. Touch the type of network you prefer to connect to.

Check Access Point Names

You can use the default Access Point Names (APNs) to connect to the Internet. From the home screen touch **> Network & Internet > Mobile network > Access point names** to check the default APN.

NOTE:

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

Select Network Operator

1. From the home screen touch **> Network & Internet > Mobile network**.
2. Touch to turn off **Automatically select network > OK**.
3. Wait for the tablet to search for available networks and touch a network in the network list to register manually.

Connecting to Wi-Fi®

Wi-Fi is a wireless networking technology that can provide Internet access at distances of up to 300 feet (100 meters), depending on the Wi-Fi router and your surroundings.

Turn Wi-Fi On and Get Connected

1. From the home screen touch **> Network & Internet > Wi-Fi**.
2. Slide the **Use Wi-Fi** switch to the **On** position to turn on Wi-Fi.
3. Touch a network name to connect to it.
4. If the network is secured, enter the password or other credentials and touch **CONNECT**.

NOTE:

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

Get Notified of Open Networks

1. From the home screen touch **> Network & Internet > Wi-Fi**.
2. Touch **Wi-Fi preferences**.
3. Slide the **Open network notification** switch to the **On** position.

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

notifications.

Add a Wi-Fi Network

You can add a Wi-Fi network if the network does not broadcast its name (SSID), or 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. From the home screen touch **> Network & Internet > Wi-Fi**.
2. Slide the **Use Wi-Fi** switch to the **On** position.
3. At the bottom of the available Wi-Fi networks, 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 tablet forget the details of a Wi-Fi network that you added—for example, if you don't want the tablet to connect to it automatically or if it is a network that you no longer use.

1. From the home screen touch **> Network & Internet > Wi-Fi**.
2. Touch **Saved networks**.
3. Touch the Wi-Fi network name and then touch **FORGET**.

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 30 feet (10 meters). The Bluetooth devices must be paired before the communication is performed.

Change the Device Name

1. From the home screen touch **> Connected devices > Connection preferences > Bluetooth**.
2. Slide the Bluetooth switch to the **On** position if Bluetooth is off.
3. Touch **Device name**.
4. Edit the name and touch **RENAME**.

Pair With Another Bluetooth Device

1. From the home screen touch **> Connected devices** > **Pair new device**.

   Your tablet automatically turns Bluetooth on and scans for and displays the IDs of all available Bluetooth devices in range.
2. Touch the device you want to pair with.
3. If necessary, confirm that the Bluetooth passkeys are the same between the two devices and touch **PAIR**. Alternately, enter a Bluetooth passkey and touch **PAIR**.

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

NOTE:

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

Forget a Bluetooth Device

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

1. From the home screen touch **> Connected devices**.
2. Ensure that Bluetooth is turned on and touch **Previously connected devices**.
3. In the list of paired devices, touch beside the one you want to forget.
4. Touch **FORGET > FORGET DEVICE**.

Send Data via Bluetooth

1. Open the appropriate application and select the file or item you want to share.
2. Select the option for sharing via Bluetooth. The method may vary by application and data type.
3. Touch a Bluetooth device the tablet has paired with or wait for it to search for new devices and touch one of them.

Receive Data via Bluetooth

1. Turn Bluetooth on before trying to receive data via Bluetooth.
2. Touch **ACCEPT** to start receiving the data. If necessary, swipe down on the status bar, and touch **ACCEPT** on the Bluetooth sharing notification.

Depending on your storage setting and whether a microSDXC card is installed, received files are stored automatically in a dedicated folder (*bluetooth*, for instance). You can access them with the Files Manager app.

Connecting to Your Computer via USB

You can connect your tablet to a computer with a USB Type-C cable to transfer files in both directions, charge the tablet, or install the driver.

1. Connect your tablet to the computer with a USB Type-C cable.
2. Choose one of the following options:
   - **File transfer:** Transfer files between the tablet and the computer.
   - **PTP:** Transfer photos or files if File transfer mode is not supported by the computer.
   - **Charge this device:** Charge your tablet via USB.
   - **Install driver:** Install the driver needed for some USB connection mode. You only need to install the driver on the same PC once.

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

Using the microSDXC Card as Portable or Device Storage

You can use your microSDXC card as portable storage when there's already content such as your media and other files so that you don't lose them.

If your microSDXC card is new or doesn't have content you want to keep, you can also set it up as an extension of the device storage, and this requires formatting that prevents the microSDXC card from working with other devices.

CAUTION:

As part of the device storage, the microSDXC card may have data on it that is necessary for some apps to function normally. Therefore, do not remove or replace the card randomly.

Set Up the microSDXC Card as Portable Storage

When you install a microSDXC card that has not been used on your tablet before, the tablet will mount the card as portable storage by default.

To remove the microSDXC card from your tablet:

If you need to remove the microSDXC card used as portable storage while the tablet is on, you must unmount it first.

1. From the home screen touch **> Storage**.
2. Touch next to the SD card name in the Portable storage section.
3. When the screen shows that the card is safely ejected, you can remove it from the tablet.

To erase and format the microSDXC card:

1. From the home screen touch **> Storage**.
2. Touch the microSDXC card name in the Portable storage section.
3. Touch **Format > FORMAT SD CARD**.
4. Touch **Done** when formatting is finished.

CAUTION:

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

Set Up the microSDXC Card as Device Storage

If your microSDXC card is new or doesn't have content you want to keep, you can format the card and use it as part of the device storage. If you move the microSDXC card to another device, it'll be formatted before it can be used.

1. From the home screen touch **> Storage**.
2. Touch the microSDXC card name in the Portable storage section.
3. Touch **Format as internal > FORMAT SD CARD**.

   CAUTION:

   The formatting procedure erases all the data on the microSDXC card, after which the files CANNOT be retrieved.
4. The tablet will prompt you to move your photos, files and other data from the tablet to the microSDXC card. Select **Move content** or **Move content later**. Follow the onscreen instructions to continue.
5. Touch **Done**.

To move data between the tablet and the microSDXC card:

With the microSDXC card as part of the device storage, you can move your photos, files and other data between the tablet and the card any time.

1. From the home screen touch **> Storage**.
2. To move data from the tablet to the microSDXC card, touch the microSDXC card name; to move data from the card to the tablet, touch **Internal shared storage**.
3. Touch **> Migrate data**.
4. Touch **Move content**.

5. If prompted, touch **Done**.

NOTE:

Whenever you move data between the internal storage and the microSDXC card, the destination is used to save new apps and personal data (such as photos and videos) and only the destination is accessible from a computer.

To remove the microSDXC card from your tablet:

If you need to remove the microSDXC card used as device storage while the tablet is on, you must unmount it first.

1. From the home screen touch **> Storage**.
2. Touch your microSDXC card name below **Device storage**.
3. Touch **> Eject**.

   NOTE:

   Before ejecting the card, ensure that you have moved data and apps to the internal shared storage.
4. Touch **EJECT**.
5. When the screen shows that the card is safely ejected, you can remove it from the tablet.

To reformat the microSDXC card as portable storage:

If you no longer want to use your microSDXC card as device storage, you can reformat the card as portable storage.

NOTE:

Before the formatting, ensure that you have moved data and apps to the tablet.

1. From the home screen touch **> Storage**.
2. Touch your microSDXC card name below **Device storage**.
3. Touch **> Format as portable**.
4. Touch **FORMAT**.
5. Touch **Done**.

CAUTION:

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

Sharing Mobile Data Through Tethering

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

1. From the home screen touch **> Network & Internet > Hotspot & tethering**.
2. Touch **USB tethering** or **Bluetooth tethering**.
   - For USB tethering, connect your tablet to the target device with the supplied USB cable before touching **USB tethering**.
   - For Bluetooth tethering, pair your tablet with the other device via Bluetooth and set the device to obtain data connection via Bluetooth.

NOTE:

To stop sharing your data connection, switch off **USB tethering** or **Bluetooth tethering**.

Contacts

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

To see your contacts, touch on the home screen.

Checking Contact Details

1. From the home screen touch .
2. Scroll through the list to view all your contacts.
3. Touch a contact to view its details.

Adding a New Contact

1. From the home screen touch .
2. Touch to add a new contact.
3. Enter the contact name, phone numbers or email addresses. Touch **More fields** to enter other information. If you have multiple accounts associated with your tablet, touch **Saving to** and select an account. The contacts can be synced automatically with the account online.
4. Touch **SAVE** to save the contact.

Importing, Exporting, and Sharing Contacts

You can import/export contacts from/to the nano-SIM card, the tablet storage or installed microSDXC card. This is especially useful when you need to transfer contacts between different devices. You can also quickly share contacts using Messages, Gmail, Bluetooth, and Google Drive.

Import Contacts From the nano-SIM Card

1. From the home screen touch ..
2. Touch **> Settings > Import > Import SIM card**.
3. Check the contacts you want to import.
4. Touch .
5. If prompted, select the account the contacts will be imported to.

Import Contacts From the Device Storage or microSDXC Card

1. From the home screen touch .
2. Touch **> Settings > Import > .vcf file**.
3. If prompted, select the account the contacts will be imported to.
4. Navigate to the folder where the file is and touch the file.

Export Contacts to the nano-SIM Card

1. From the home screen touch .
2. Touch **> Settings > Export > Export to SIM card**.
3. Check the contacts you want to export.
4. Touch .

Export Contacts to the Device Storage or microSDXC Card

1. From the home screen touch .
2. Touch **> Settings > Export > Export to .vcf file**.
3. The tablet will prompt you with the name of the vCard file. You can change the default name or touch to change the directory that the file will be saved to.
4. Touch **SAVE** to create the file.

Share Contacts

1. From the home screen touch .
2. Touch > **Settings** > **Export** > **Share all contacts**.
3. Open the notification panel and touch **Finished exporting contacts**.
4. Choose how to share the contacts. The options available depend on the applications and services installed.

Searching for a Contact

1. From the home screen touch .
2. Touch .
3. Input the contact name or any information the contact has to search for it. The contacts matched will be listed.

Editing Contacts

Edit Contact Details

1. From the home screen touch .
2. Touch a contact and then touch .
3. Edit the contact and touch **SAVE**.

Join Duplicate Contacts

You can merge duplicate contact entries into one entry in the Contacts list.

1. From the home screen touch .
2. Touch a contact, and then touch > **Link**.
3. Touch the contact whose information you want to join with the first entry.

   The information from the second contact is added to the first contact, and the second contact is no longer displayed in the contacts list.
4. To join another contact to the main contact, touch > **View linked contacts** > **ADD**.

Separate Contact Information

Merged contacts can be separated back into individual entries.

1. From the home screen touch .
2. Touch a joint contact you want to separate.
3. Touch > **View linked contacts** > **UNLINK** > **UNLINK**.

Web Accounts

Adding or Removing Accounts

You can add multiple Google accounts, Microsoft Exchange ActiveSync® accounts, and IMAP/POP3 email accounts. You may also add other kinds of accounts, depending on the apps installed on your tablet.

Add an Account

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

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

Remove an Account

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

1. From the home screen touch **> Accounts**.
2. Touch the account you'd like to remove.
3. Touch **REMOVE ACCOUNT > REMOVE ACCOUNT**.

Configuring Account Sync

Configure Auto Sync Setting

1. From the home screen touch **> Accounts**.
2. Touch **Automatically sync data** to enable or disable automatic sync.
   - When automatic sync is on, data changes on your tablet or on the web are automatically synced with each other.
   - When automatic sync is off, you need to sync manually for recent information.

Sync Manually

1. From the home screen touch **> Accounts**.
2. Touch the account you want to sync.
3. Touch **Account sync** > **> Sync now**.

Change an Account's Sync Settings

1. From the home screen touch **> Accounts**.
2. Touch the account **> Account sync**. The list of information the account can sync will appear.
3. When auto sync is enabled, items that are switched on will be kept in sync automatically. When auto sync is disabled, touch an item to sync that type of information.

Messages

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

Opening the Messages Screen

From the home screen touch .

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

- Touch **Start chat** to write a new text or multimedia message.
- Touch to search for a message using keywords.
- Touch an existing message thread to open the conversation.

Sending a Message

1. On the Messages screen, touch **Start chat**.
2. Add recipients in one of the following ways.
   - Manually enter the recipient's number or the contact name. If the tablet presents a few suggestions, touch the one you want to add.
   - Touch a contact listed below the To field.
   - To add more recipients for a group conversation, touch to add more recipients and then touch .
3. Touch the **Text message** field and enter the content of your text message. Touch to add emoji to your text message.
4. If you want to send a multimedia message, touch to add pictures, audio, videos, or location to the message.
5. Touch .

NOTES:

- If you add two or more recipients, the message may be sent as a group MMS where everyone can reply and see each other's messages. For group message setting, touch **> Settings > Advanced > Group messaging** from the Messages screen.
- You can also include email addresses as recipients for multimedia messages.
- Do not add any attachment if you want to send a text message. Otherwise you may be charged for a multimedia message.

Replying to a Message

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

1. On the 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 if you want to reply with an MMS.
3. Touch .

Message Options

On the Messages screen, touch and hold a thread and the following options may be available.

- Touch to archive the thread. You can touch **> Archived** from the

Messages screen to find all archived messages.

- Touch > **Delete** to delete the thread.
- Touch to add the new number in the thread to your contacts.
- Touch > **OK** to block the contact or number in the thread, and the thread will be archived. You can touch > **Blocked contacts** from the Messages screen to find all blocked numbers.

NOTE:

You can touch and hold a thread and touch more to select them, and then choose to archive or delete them.

Web Browser

Use Chrome to view web pages and search for information.

Opening the Browser

Touch on the home screen to launch the web browser. The browser also opens when you touch a web link - for example, in an email or a text message.

1. Open the Chrome app.
2. Touch the address (URL)/search box.
3. Enter the address of a web page or enter terms you want to search for.
4. Touch a URL or search suggestion or touch the enter key on the keyboard to open the web page or search results.

NOTE:

Touch the **Back** key or > to go to the previous or the next web page.

Using Multiple Browser Windows

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

Open a New Browser Window

Touch > **New tab / New incognito tab**. A new browser window opens.

Switch Between Browser Windows

1. Touch the 2 icon at the top of the screen. The number in the icon indicates the number of currently active browser windows. Opened web pages will be listed.
2. Touch the tab you want to open.

NOTE:

Swipe a tab horizontally or touch to close the browser window.

Downloading Files

1. Touch and hold an image or a link to a file or to another web page.
2. In the menu that opens, touch **Download image** or **Download link**.

The downloaded files are saved to your tablet. You can view or open them by touching > **Downloads** in Chrome.

Changing Browser Settings

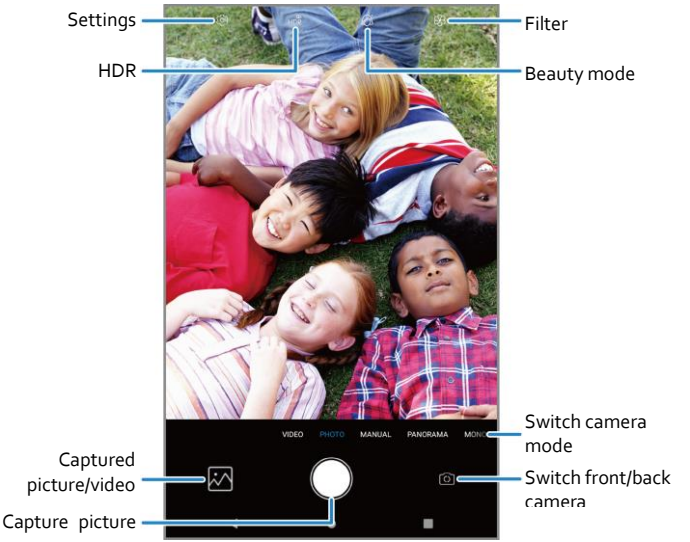
You can configure a number of settings to customize the way you browse the web, including several that you can use to control your privacy.

To open the browser settings screen, touch > **Settings** in the browser screen.

Camera

Capturing a Photo

1. From the home screen touch .
2. Aim the camera at the subject and make any necessary adjustment. PHOTO (auto camera) mode is used by default.
3. Touch the area where you want the camera to focus, or leave the camera to autofocus on the center of the image.
4. Lightly touch to take the picture.



- **Settings:** Change camera and camcorder settings.
- **HDR:** Turn HDR on or off or set it at auto.
- **Captured picture/video:** View pictures and videos you have

captured.

- **Capture picture:** Touch the icon to take a picture.
- **Switch front/back camera:** Switch between the back camera and the front-facing camera lens (for selfies, video chatting, etc.).
- **Switch camera mode:** Select a camera mode.
- **Beauty mode:** Turn on/off beauty mode and customize settings.
- **Filter:** Select a filter for your photo.

NOTES:

- You can pinch or spread your fingers on the screen to zoom in or out before taking a picture.
- In PHOTO (auto camera) mode, when you touch the screen to focus, the exposure bar appears beside the focus point. You can drag up or down to adjust the exposure.

Using Manual Camera Mode

You can use the manual camera mode to adjust more camera options for your photo, such as ISO, white balance, and exposure.

1. From the home screen touch > **MANUAL**.
2. Aim the camera at the subject. You can make the following adjustments.
   - Drag the yellow circle to any area on the screen where you want the camera to meter exposure so as to adjust the photo brightness. Touch and hold the circle to lock or unlock exposure.
   - Drag the blue square to any area on the screen that you want to focus on. Touch and hold it to lock or unlock the focus.
   - Touch the options that appear near the shutter icon to configure overall exposure, ISO, white balance, and interval for time-lapse pictures.
3. Touch to take the photo.

Recording a Video

1. From the home screen touch > **VIDEO**.
2. Aim the camera at the subject and make any necessary adjustments. You can touch any area on the screen that you want the camcorder to focus on before and during recording.
3. Touch to start recording. You can touch to pause or resume recording, or touch to save the frame as a photo.
4. Touch to stop recording.

NOTES:

- You can pinch or spread your fingers on the screen to zoom in or out before and during recording.
- When you touch the screen to focus during recording, the exposure bar appears beside the focal point. You can drag up or down to adjust the exposure. Touch and hold the focal point to lock/unlock the focus.

Customizing Camera and Video Settings

Before capturing a photo or a video, you can touch to open the following options.

NOTE:

Some camera and video options will change in different camera modes.

- **Resolution:** (front and back camera) Set the image size for your photo.
- **Video quality:** (Video mode) Set the quality for your video.
- **Timer:** Set a time delay before the camera takes a picture after you touch the shutter icon, or turns off this feature.
- **Point-and-shoot:** (front camera) Touch the viewfinder screen to take a photo.
- **Mirror image:** (front camera) Take a mirror photo.
- **Composition:** (back camera) Show or hide grid or golden spiral (used for balanced photo composition).
- **Gradienter:** (back camera) Enable or disable the gradienter.
- **Shutter tone:** Turn the shutter tone on or off.
- **Geo-tagging:** Select whether to store the GPS location in your captured photos and videos.
- **Volume key:** (front and back camera) Assign the function of the **Volume** key for the Camera app: **Take photo, Zoom,** or **Volume**.
- **Anti-banding:** Set the anti-banding value to avoid stripes on the screen when you take pictures or record videos of TV or computer screens.
- **Save location:** If a microSDXC card is installed, you can choose to save pictures and videos there.
- **Help:** Enable the Help icon on the viewfinder screen, or touch **More** to view help details.
- **Restore defaults:** Restore the default settings.

Video Player

Use the Video app to manage your video library and to watch videos.

Opening the Video Library

Swipe up on the home screen and touch **Video** to view your video library. Swipe up or down to find the video you want. You can also touch > **Search** to search for video files, or touch , > **View** or **Sort** to change the display mode or sort the list.

Playing and Controlling Videos

Touch a video in the video library to play it. Touch the screen to show the playback controls. You can control the video and audio or carry out other operations.

- Touch or to skip to the previous or the next video.
- Touch to pause.
- Touch to hide playback controls.
- Touch to change the playback speed.
- Touch to fit the video to the full screen.
- Touch to play the video in picture-in-picture mode, where the video plays in a window on top of other apps you're using.
- Touch to return to the normal playback screen from picture-in-picture mode.

NOTES:

- Slide horizontally on the video to rewind or fast forward.
- Slide vertically on the right or left part of the screen to adjust volume or brightness, respectively.

Managing Video Files

Delete or Share Videos

1. In the video library, touch and hold a video.
2. Touch other videos you want to delete or share, if necessary.
3. Touch > **OK** to delete or to share.

Trim a Video Clip

1. Touch a video to start playing it.
2. Touch > **Trim**.
3. Drag the two tabs on the progress bar to select the portion you want to keep.
   If necessary, touch to preview the selected portion.
4. Touch . The trimmed video is saved as a new video file.

Voice Recorder

Voice Recorder enables you to record and listen to voice memos.

Recording a Voice Memo

1. Swipe up on the home screen and touch **Voice Recorder**.
2. Touch to select the audio format of the recording.
3. Touch to start recording. During recording, you can do the following:
   - Touch or to pause or continue the recording.
   - Touch or to add an empty tag or photo tag to the recording.
4. Touch **DONE** to stop recording.
5. Edit the file name and touch **SAVE** to save the recording.

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

Playing a Voice Memo

1. Touch at the top right of the screen to see all recordings.
2. Touch the title of a memo to play it. During the playing, you can touch or to add an empty tag or photo tag.

NOTE:

Touch **View tag** to check all time tags. You can touch "+" after an empty tag to add an image or text, touch an image to delete it or replace it with another image, or touch and hold a tag to delete it.

Trimming a Voice Memo

1. While playing a recording, touch **EDIT** to open the editing screen.
2. Drag or to trim the recording. You can touch to preview the trimmed recording.
3. Touch **TRIM**.
4. Edit the new file name and touch **SAVE**.

More Apps

Calculator

Swipe up on the home screen and touch **Calculator** to use the built-in calculator for some basic as well as advanced mathematical equations.

Clock

Swipe up on the home screen and touch **Clock**. The Clock app allows you to check local time in places around the world, set alarms, and use timers and nightstand clock.

Set a New Alarm

1. Open the Clock app and touch the tab.
2. Touch a default alarm to configure it, or touch at the bottom of the screen to create a new alarm.
3. Set up the alarm options, such as time, repeat, alarm ringtone, and label.

NOTES:

- To enable or disable existing alarms directly, touch the switches on the right side of each alarm.
- To change the default alarm ringtone, from the home screen touch > **Sound > Ringtones > Default alarm sound**.

Use World Time

1. Open the Clock app and touch the tab.
2. World time lets you check local times for cities around the world. Touch to add a new city.

NOTE:

Touch and hold on any of the clocks or any empty area to enable the screen saver, where your local time is displayed silently on a dark background. You can then dock the tablet and use it as a nightstand clock.

Use Stopwatch and Countdown

1. Open the Clock app and touch or .
2. Stopwatch allows you to record lap times, while countdown allows you to set a time and count down to zero.

Configure the Clock App Settings

Open the clock app and touch > **Settings** to access options for clocks, alarms, and timers.

Downloads

The Downloads app keeps a record of the files you have downloaded using apps such as Chrome.

Swipe up on the home screen and touch **Downloads**.

- Touch a file to open it with the appropriate application.
- Touch and hold a file to delete or share it.

Google Apps

NOTE:

Some Google services may not be available in your region.

- **Calendar:** Keep track of life's important events with Google Calendar synced across your devices.
- **Chrome:** Use the Chrome app to browse the Internet and get your

bookmarks, browsing history, and more synced with your Google account.

- **Drive:** Store files on Google servers for free after you sign in to your Google account. You can access them on your computers, your phones and other devices, share them, or collaborate with others.
- **Duo:** Video chat one-on-one using Wi-Fi or mobile data.
- **Gmail:** Send and receive emails via your Gmail account or other personal email accounts.
- **Google:** Use Google search or get information when you need it with Google Assistant.
- **Maps:** Find your place and find your way in the world.
- **News:** Comprehensive up-to-date news coverage, aggregated from sources all over the world by Google News.
- **Photos:** Manage photos on the tablet and Google account.
- **Play Movies & TV:** Purchase, download, and watch the latest and your favorite movies and TV shows.
- **Play Music:** Play music on the tablet and streamed from your Google account.
- **Play Store:** Purchase and download apps, games, and more from the Google Play Store.
- **YouTube:** Watch video clips from YouTube.com, or upload your own and share with the world.

Settings

From the home screen touch . Settings contains most of the tools for customizing and configuring your tablet. In some menus, you may need to touch **Advanced** to see all the options.

Network & Internet

Wi-Fi

Turn Wi-Fi on or off and configure your Wi-Fi connections and feature (see *Connecting to Wi-Fi*).

Mobile Network

Control mobile data use and adjust other network settings (see *Connecting to Mobile Networks*).

Data Usage

Check and manage mobile data use. You can view Wi-Fi data usage as well.

- Touch **Data Saver** to enable Data saver which prevents apps from using data connection in the background. For an app you're currently using, it can access data, but may do so less frequently when Data saver is enabled. You can also touch **Unrestricted data** and allow some apps to always have access to data connection even when Data saver is turned on.
- Touch the **Mobile data** switch to turn on or off mobile data.
- Touch **App data usage** to check how much data has been used during the time cycle you set, see what apps have been using mobile data, restrict background data for individual apps, or allow unrestricted data usage when Data saver is on for individual apps.
- Touch **Data warning & limit** to set the data usage cycle, and set mobile data warning and limit.
- Touch **Wi-Fi data usage** to view the Wi-Fi usage of apps.

NOTE:

The data usage is measured by your tablet, and the data accounting of your service provider may differ.

Hotspot & Tethering

Share your tablet's mobile data connection with PCs or other devices. See *Sharing Mobile Data Through Tethering*.

Airplane Mode

Turn airplane mode on or off. All the tablet's radios that transmit voice or data are turned off when airplane mode is on.

VPN

Set up and connect to virtual private networks.

Private DNS

To get information from a website, your tablet first asks where the website is. Private DNS is a way to help secure these questions and answers.

By default, your tablet uses Private DNS with all networks that can use Private DNS. We recommend keeping Private DNS turned on.

Open **Settings** and touch **Network & Internet > Advanced > Private DNS** to turn Private DNS on or off, or change its settings.

Connected Devices

Touch **Connection preferences > Bluetooth**. You can turn Bluetooth on or off and configure your Bluetooth connections. See *Bluetooth*.

In the Connection preferences menu, you can also touch **Printing** to use the default printing service or other printer plug-ins installed from the Google Play Store or your printer manufacturer for wireless printing, or touch **Chromebook** to connect with your Chromebook device.

Apps & Notifications

App Info

Touch an app to see its information and configure the available options.

Notifications

Touch **Notifications** to manage app notifications.

Default Apps

Touch **Default apps** to select the default app for voice assistant and input, web browsing, messaging, etc. Touch **Opening links** to set Instant apps options, or touch an installed app to check its supported links and set whether to open the links in the app and clear the app's defaults.

App Permissions

Touch **App permissions** to check what apps have been allowed to access certain permissions. You can also change the app permissions.

WARNING!

Changing the app permissions may result in the app not working correctly or as originally intended.

Emergency Alerts

Touch **Emergency alerts** to turn on/off alerts, check alert history, or change vibration/sound settings.

Special App Access

Touch **Special app access** to set special access and rights of apps.

Features

The following features are available.

- **System navigation:** Change the navigation bar style for the tablet.
- **Record screen:** Set the video quality and the touch interaction options for screen recording.

  NOTE:

  To record the screen and save it as a video, swipe down the status bar with two fingers and touch **Record screen** in the Quick Settings panel. Then touch ◉ to start recording, ❚❚ to pause, and ■ to stop.
- **Scheduled power On/Off:** Set the day and time when the tablet automatically powers on or off. Touch the switches on the right to turn the features on or off.

Battery

View the battery level, check what has been using the battery, enable different battery saving modes, or manually optimize apps to improve battery life.

Display

Configure the display options, including brightness level, Night Light mode, wallpaper, screen sleep time, screen rotation, font size, etc.

Sound

Adjust different types of volume (see *Adjusting Volumes*), set notification mode and Do not disturb mode (see *Switching to Silent Mode* and *Using Do Not Disturb Mode*), set up alarm and notification sound (see *Changing the Notification and Alarm Sounds*), or select system sounds (see *Turning System Sounds On/Off*).

Storage

The Storage settings menu lets you check memory information for your microSDXC card and tablet storage.

- **Saving location:** Touch **Tablet** or **SD card** to select the default location for new data, such as photos captured and voice recorded.
- **Device storage:** Touch **Internal shared storage** to get a detailed breakdown of space usage by type. Touch **FREE UP SPACE** to delete the files you do not need.
- **Portable storage:** Safely mount, unmount (remove), and format your microSDXC card. For more information about using the device storage and the microSDXC card, see *Using the microSDXC Card as Portable or Device Storage*.

Security & Location

The Security & location menu allows you to configure the following options.

- **Google Play Protect:** Check your apps and device for harmful behavior.
- **Find My Device:** Link your tablet to your Google account so you can locate the device remotely and keep your data safe when the tablet is lost.
- **Security update:** Check and download system updates.
- **Screen lock:** Secure your tablet and your personal information by creating a screen lock (see *Protecting Your Tablet With Screen Locks*).

  Touch ⚙ beside **Screen lock** to set the following options.

  - **Make pattern visible:** Show the pattern as you draw it. This option is available when a Pattern screen lock is set.
  - **Automatically lock:** Set the time needed for the lock protection to be activated after the screen turns off. This option is available when a Pattern, PIN, or Password lock is set.
  - **Power button instantly locks:** Lock protection is activated immediately when you press the **Power** key. This option is available when a Pattern, PIN, or Password lock is set.
  - **Lock screen message:** Set the text that you may display on the lock screen.
- **Lock screen preferences:** Set notification display preference, message, lockdown, and other options for the lock screen.
- **Smart Lock:** Keep the tablet unlocked when connected to trusted devices, in trusted places, or while being held or carried.

NOTE:

You need to sign in to your Google account on the tablet to use all the Smart Lock features.

- **Location:** Manage location services, which help your tablet and apps determine your location. To use location-related applications, such as finding your location on Google Maps, you must have location services enabled on your tablet.
- **Show passwords:** Display characters in a password briefly as you enter them.
- **Device admin apps:** Activate or deactivate apps to be device administrators.
- **SIM card lock:**
  - **Lock SIM card:** Activate or deactivate the PIN lock to require PIN before accessing the nano-SIM card.
  - **Change SIM PIN:** Change the PIN used to access the nano-SIM card.

NOTE:

Put all your confidential passwords in a safe place for future use. If you enter the wrong SIM PIN more times than allowed, your nano-SIM card will be locked and you cannot access the mobile network. Contact your operator for a PIN Unlock Key (PUK) to restore the nano-SIM card.

- **Encryption & credentials:** Check the encryption status of your tablet and set the credential storage options.
- **Trust agents:** Activate or deactivate trust agents.
- **Screen pinning:** Keep a screen of your choice in view so that others cannot switch to other apps and access personal information (see *Protecting Your Tablet With Screen Pinning*).

Accounts

The **Accounts** menu lists the accounts you have signed in on the tablet for you to manage them. You can also touch **Add account** to sign in to or create other accounts or turn on/off auto sync.

Accessibility

The **Accessibility** menu allows you to configure the system accessibility options and accessibility plug-ins on your tablet, such as using **Colour inversion** or **Font size** for users with sight problems.

Google

The **Google** menu lets you manage settings for Google apps and services that are installed on your device.

System

About Tablet

View SIM status, legal information, and other information. You can also touch **Emergency information** to edit your medical information and emergency contacts for first responders to read from your lock screen.

Languages & Input

Configure options related to system language, input methods and

assistance, speech input and output as well as mouse/trackpad input.

Date & Time

Set date, time, time zone, and the time format. You can also use network-provided data.

Backup

Manage data backup options. To easily restore or switch devices at any time, you can enable automatic backup to Google Drive of important data. You need to sign in to your Google account to use this feature.

Reset Options

Reset network settings, app preferences, or the tablet to factory default status.

Multiple Users

Manage the user accounts of your tablet.

You can share your tablet with other people by creating additional users or profiles. Each user has his/her own storage space, wallpaper, screen lock and so on. Users can also adjust tablet settings like Wi-Fi that affect everyone and update apps for all other users. Profiles are restricted from accessing apps you choose and content from your account.

By default, a Guest account is available for anyone who needs to use your tablet temporarily. You can touch **Add user or profile** to create more user accounts or profiles.

If you want users to add more users when the tablet is locked, switch on **Add users from lock screen**. Anyone can then open the Quick Settings panel from the lock screen and touch **> Add user** to create new users or profiles.

NOTES:

- Touch next to a profile to configure the allowed apps and content.
- When a guest user has finished using your tablet, he/she can touch **Remove guest** in the **Multiple users** menu to delete all his/her data from your tablet.

System Update

Check for system updates and install them when they become available.

Troubleshooting

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

Problem	Possible causes	Possible solution
Poor reception	The network signal is too weak at your current location, for example, in a basement or near a tall building, because wireless transmissions cannot effectively reach it.	Move to a location where the network signal can be properly received.
	The network is busy at the current time (for example, during peak times, there may be too much network traffic to handle).	Avoid using the device at such times, or try again after waiting a short time.
	You are too far away from a base station for your service provider.	You can request a service area map from your service provider.
Unable to select certain features	Your service provider does not support these features, or you have not applied for services that provide these features.	Contact your service provider.
Battery not charging	The battery or battery charger is damaged.	Contact the dealer.
	The temperature of the tablet is below 0°C or higher than 35 °C.	Adjust the battery charging environment to avoid extremes of temperature.
	Poor contact between the device and charger.	Check all connectors to ensure that all connections have been properly made.
Shortened standby time	The standby time is related to your service provider system configuration. The same device used with different service providers' systems will not provide exactly the same length of standby time.	If you are located in an area where signaling is weak, temporarily power off the device.
	The battery is depleted. In high temperature environments, battery life will be shortened.	Use a new battery.
	If you are not able to connect to the network, the device will continue to send out signals as it attempts to locate a base station. Doing so consumes battery power and will consequently shorten standby time.	Change your location to one where the network is accessible, or temporarily turn off your device.
Cannot turn your device on	Battery power has been depleted.	Recharge the tablet's battery.

Problem	Possible causes	Possible solution
nano-SIM card error	nano-SIM card malfunction or damage.	Take the nano-SIM card to your service provider for testing.
	nano-SIM card inserted improperly.	Insert the nano-SIM card properly.
	Debris on the nano-SIM card contacts.	Use a soft, dry cloth to clean the nano-SIM card contacts.
Unable to connect to the network	nano-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.
Device crashes, reboots, freeze, or cannot be powered on	Some third-party software is not compatible with your device.	Reset the device to factory status.
		Uninstall the software that may cause the problem.
		Upgrade the device software.

For Your Safety

General Safety

	Don't use at gas stations.
	Don't make or receive phone calls while driving. Never text while driving.
	Your tablet may produce a bright or flashing light.
	Don't dispose of your tablet in fire.
	Small parts may cause choking.
	Avoid contact with anything magnetic.
	Your tablet can produce a loud sound.
	To prevent possible hearing damage, do not listen at high volume levels for long periods.
	Avoid extreme temperatures.
	Keep away from pacemakers and other electronic medical devices.
	Avoid contact with liquids. Keep your tablet dry.
	Turn off when asked to in hospitals and medical facilities.
	Do not attempt to disassemble your tablet.

	Turn off when told to on aircraft and at airports.
	Don't rely on your tablet as a primary device for emergency communications.
	Turn off when near explosive materials or liquids.
	Only use approved accessories.

RF Exposure Information (SAR)

This device is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission of the United States and Industry Canada of Canada.

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

The FCC has granted an Equipment Authorization for this model device with all reported SAR levels evaluated as in compliance with the FCC RF exposure guidelines. SAR information on this model device is on file with the FCC and can be found under the Display Grant section of www.fcc.gov/oet/ea/fccid after searching on FCC ID: SRQ-K83CA.

For this device, the highest reported SAR value for usage near the body is

1.19 W/kg.

While there may be differences between the SAR levels of various devices and at various positions, they all meet the government requirements.

FCC Regulations

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

CAUTION:

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

IC Notice

This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

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

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

IC: 5200E-K83CA

Le présent appareil est conforme aux CNR Innovation, Sciences et Développement économique Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes:

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

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

IC Radiation Exposure Statement

This EUT is in compliance with SAR for general population/uncontrolled exposure limits in IC RSS-102 and had been tested in accordance with the measurement methods and procedures specified in IEEE 1528 and IEC 62209.

This device and its antenna(s) must not be co-located or operating in conjunction with any other antenna or transmitter.

Distractions

Driving

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

Operating Machinery

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

Product Handling

General Statement on Handling and Use

You are responsible for how you use your device and any consequences of the use.

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

- Always treat your device and its accessories with care and keep them in a clean place.
- Keep the screen and camera lens clean. An unclean screen or camera lens may slow down the device's reaction to your operations or interfere with the image quality.
- Clean your device and its accessories with a soft material such as a microfiber cleaning cloth. Do not use alcohol or other corrosive substances for cleaning or allow them to get inside.
- Do not expose your device or its accessories to open flames or lit tobacco products.
- Do not expose your device or its accessories to liquid, moisture or high humidity.
- Do not drop, throw or try to bend your device or its accessories.
- Do not use harsh chemicals, cleaning solvents, or aerosols to clean the device or its accessories.
- Do not paint your device or its accessories.
- Do not attempt to disassemble your device or its accessories, only authorized personnel can do so.
- Please check local regulations for disposal of electronic products.
- Do not carry your device in your back pocket as it could break when you sit down.

Battery Safety

- Using ZTE-unapproved or incompatible battery, charger or power adapter may damage your device, shorten its lifespan or cause a fire, explosion or other hazards.
- The recommended operating temperatures are 0 °C to 35 °C and the storage temperatures are -20 °C to +45 °C. Extreme temperatures can damage the device and reduce the charging capacity and lifespan of your device and battery.
- Do not remove the back cover. The battery is not removable. Removal

may cause fire or explosion.

- Do not change or replace the built-in rechargeable battery in your device by yourself. The battery can only be changed or replaced by ZTE or ZTE-authorized service provider.
- Do not place the device or the battery in or near heating equipment, such as microwave ovens, stoves or radiators. Keep the device and the battery away from excessive heat and direct sunlight. If not, the device or the battery may overheat and cause explosion or fire.
- Do not disassemble, squeeze or puncture the device, as this can cause explosion or fire.
- Do not throw the device into a fire to avoid explosion.
- Please disconnect the charger when the battery is fully charged. Overcharging may shorten the battery life.
- When not using the device for a long period, please charge the battery about half and then store the device in a cool dry place.
- If the battery damages or shows signs of swelling or leakage, please stop use immediately and contact ZTE or ZTE-authorized service provider for replacement.

Small Children

Do not leave your device 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 device. Your device contains small parts with sharp edges that may cause an injury or may become detached and create a choking hazard.

Demagnetization

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

Electrostatic Discharge (ESD)

Do not touch the metallic connectors of the nano-SIM card and the microSDXC card.

Antenna

Do not touch the antenna unnecessarily.

Air Bags

Do not place your device 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 occur. Place your device in a safe and secure area before driving your vehicle.

Seizures/Blackouts

Your device 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 videos. If you have experienced seizures or blackouts or have a family history of such occurrences, please consult a physician. To reduce the risk of blackouts or seizures, use your device in a well-lit room and take frequent breaks.

Repetitive Strain Injuries

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

- Do not grip the device too tightly.
- Press the buttons lightly.
- Use the special features which are designed to minimize the frequency needed to press buttons, such as Message Templates and Predictive Text.
- Take frequent breaks to stretch and relax.

Emergency Calls

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

Loud Noise

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

Device Heating

Your device may become warm during charging and normal use.

Electrical Safety

Accessories

Use only approved accessories. Do not connect with incompatible products or accessories. Take care to not touch the device to metallic objects, such as coins or key rings, or allow them to contact or short-circuit the charging port and battery terminals. Never puncture the surface of the device with sharp objects.

Connection to Vehicles

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

Faulty and Damaged Products

Do not attempt to disassemble the device or its accessories. Only qualified personnel can service or repair the device or its accessories. If your device (or its accessories) has been submerged in water, punctured, or subjected to a severe fall, do not use it until you have taken it to be checked at an authorized service center.

CTIA Requirements

- Do not disassemble or open, crush, bend or deform, puncture or shred the battery.
- Do not modify or remanufacture, attempt to insert foreign objects into the battery, immerse or expose to water or other liquids, expose to fire, explosion or other hazard.

- Only use the battery for the device for which it is specified.
- Only use the battery with a charging system that has been qualified with the system per CTIA Certification Requirements for Battery System Compliance to IEEE 1725. Use of an unqualified battery or charger may present a risk of fire, explosion, leakage, or other hazard. Only authorized service providers shall replace the battery. (If the battery is non-user replaceable).
- Do not short-circuit a battery or allow metallic conductive objects to contact the battery terminals.
- Replace the battery only with another battery that has been qualified with the system per this standard, IEEE-Std-1725. Use of an unqualified battery may present a risk of fire, explosion, leakage or other hazard.
- Promptly dispose of used batteries in accordance with local regulations.
- Battery usage by children should be supervised.
- Avoid dropping the device or battery. If the device or battery is dropped, especially on a hard surface, and the user suspects damage, take it to a service center for inspection.
- Improper battery use may result in a fire, explosion or other hazard.
- The device shall only be connected to CTIA certified adapters, products that bear the USB-IF logo or products that have completed the USB-IF compliance program.

Radio Frequency Interference

General Statement on Interference

Care must be taken when using your device in close proximity to personal medical devices, such as pacemakers and hearing aids. Please consult your doctor and the device manufacturers to determine if the operation of your device may interfere with the operation of your medical devices.

Pacemakers

Pacemaker manufacturers recommend that a minimum separation of 15 cm be maintained between a mobile device and a pacemaker to avoid potential interference with the pacemaker.

Hearing Aids

People with hearing aids or other cochlear implants may experience interfering noises when using wireless devices or when one is nearby. The level of interference will depend on the type of hearing device and the distance from the interference source. Increasing the separation between them may reduce the interference. You may also consult your hearing aid manufacturer to discuss alternatives.

Medical Equipment

Turn off your wireless device when you are requested to do so in hospitals, clinics or health care facilities. These requests are designed to prevent possible interference with sensitive medical equipment.

Aircraft

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

Consult the airline staff about the use of wireless devices on board the aircraft and enable airplane mode on your device when boarding an aircraft.

Interference in Vehicles

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

Explosive Environments

Gas Stations and Explosive Atmospheres

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

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

Blasting Caps and Areas

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