



maui<sup>TM</sup>+

# User Guide

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# GETTING STARTED

## Buttons and Ports

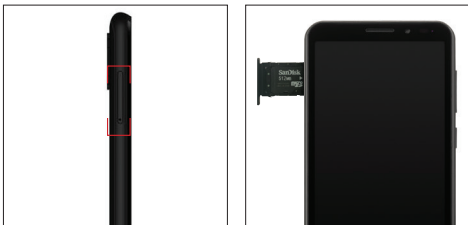


- 1 Home Button
- 2 Back Button
- 3 Headset Jack
- 4 USB/Charging Port
- 5 Microphone
- 6 Recent Apps Button
- 7 Front Camera

- 8 Earpiece
- 9 Flash
- 10 Back Camera
- 11 Power/Lock Key
- 12 Speaker
- 13 Volume Keys
- 14 SIM/Micro SD Card Slot

## Installing the SIM Card and micro SD Card


Phone should be powered off before installing or removing SIM or micro SD card.



## Charging the Battery

While your phone's battery should have enough juice out-of-the box to power on, find a signal and even make a few calls, you should fully charge the battery as soon as possible.



Connect the included USB cable to both the phone and wall charger. Plug the wall charger into a standard electrical outlet. If the phone is on, you will see a charging icon  in the status bar.

If the battery is extremely low, you may not be able to power on the phone. Wait 20 minutes and try again.

**WARNING!** *Use only an approved charging accessory to charge your phone. Improper handling of the charging port and use of an incompatible charger may cause damage to your device and void the warranty.*

**TIP: Extend your battery's life:**

Conserve battery power by adjusting the following settings on select applications:

- Lower Screen brightness.
- Reduce Backlight time.
- Turn Bluetooth and Wi-Fi off when not in use.
- Disable GPS when not in use.
- Enable the battery saver feature.

## Turning Your Phone On/Off

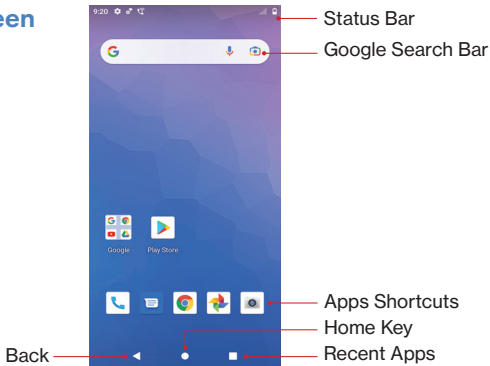
To turn your phone on, press and hold the power/lock key. Follow the prompts.

## Setting Up Your Phone Out of the Box

When you turn on your phone for the first time (or after a reset to factory settings) you will need to set it up before use. Select your language preference and follow the prompts.



## Home Screen



## Using the Touch Screen




Your phone's touch screen allows you to use specific actions to move around the screen, open menus, select items such as apps, zoom in and out of websites, take photos, and perform much more with a variety of touch gestures.

**Swipe or Slide** – quickly drag your finger across the screen horizontally or vertically.

**Drag** – Touch and hold your finger on an item to move it into a new position.



**Pinch** – Place two fingers on the screen simultaneously and pinch them together to zoom in or spread your fingers apart to zoom out.

**Rotate the Screen** – Rotate your phone sideways to switch from portrait to landscape mode, and vice versa.

**Note:** The auto rotate function must be turned on for this to work. Touch the Home screen  > swipe up for apps > Settings  > Display > Advanced  > To turn auto-rotate screen ON/OFF.

# PERSONALIZING YOUR PHONE


## Changing the System Language

Touch the Home key  > swipe up for apps > Settings  > System > Languages & input > Languages.



To add a system language, touch 'Add a Language' and scroll down the list and touch a language to select it.

*(Some languages will have many regions, touch region to select).*





### Remove a Language:

Click on Language > Remove > Check the box of the languages you want removed > touch  OK

## Setting Date and Time

Touch the Home key  > swipe up for apps > Settings  > System > Date & Time.

### Date & time and time zone are set automatically to network-provided time. To set manually:

- Touch Use network-provided time  to turn OFF.
- Set the date and time manually.
- Touch Use network-provided time zone  to turn OFF.
- Select a time zone.
- Touch Use local default  to turn ON/OFF.
- Touch Use 24-hour format  to turn ON/OFF.

## Ringtone, Notification and System Sounds

Touch Home  > swipe up for apps > Settings  > Sound.


### Select a Phone Ringtone

- Touch Phone Ringtone.
- Scroll down the list and select a ringtone.
- Touch OK.




### **Turn Alarm Sounds On/Off:**

- Touch the Home key  > swipe up for apps > Settings  > Sound.

### **Turn Default Alarm Sound On/Off:**



- Settings  > Sound > Advanced > Default Alarm Sound.
- Touch None to turn it OFF or select a Ringtone > Ok to turn it ON.

### **Turn Other Sounds On/Off:**



- Touch the Home key  > swipe up for apps > Settings  > Sound > Advanced.
- Scroll down until you see “Other sounds and vibrations” and select this option.
- Touch  the icon next to each option to turn It ON or OFF.

## **Volume Adjustment/Silent and Vibrate Modes**

### **To adjust volume:**



- Touch the Home key  > swipe up for apps > Settings  > Sound.
- Drag slider below Media Volume, Alarm Volume, Ring Volume to adjust.


### **To set Silent and Vibrate Modes:**

- Touch Home key  > swipe up for apps > Settings  > Sound.
- Drag sliders to the left to turn Silent ON. Ring volume will automatically go to vibrate.
- Or, lower the Volume Keys on the side of the phone until you feel the phone vibrate. Touch it again to enter Silent Mode.




## **Do Not Disturb**

### **Use Do Not Disturb Mode to limit interruptions.**

- Touch the Home key  > swipe up for apps > Settings  > Sound > Do Not Disturb.
- Touch See All Exceptions

- Exceptions Only Allows – only notifications marked Exceptions will work.
- Touch  next to each option to turn it ON/OFF.

Restrict notifications:



- Touch  next to each option to turn it ON/OFF.
- Schedule when notifications are ON or OFF.
- Default duration: - Touch  to select duration.
- Event rule > enter rule name > Ok.
- Schedules - Touch square to turn ON/OFF, touch settings > Edit to set days, start time and end time, and preferences to set specific time periods during which Do Not Disturb mode is on.
- Touch  to delete a rule.

## Wallpaper

You can customize the wallpaper on the home screen and lock screen.

- Touch and hold an “empty” space on the home screen.
- Touch WALLPAPERS.
- For Gallery images, touch Photos, select picture, move, pinch or spread to choose the part of the image you want to use.
- Touch SET WALLPAPER.



## Brightness

- Touch the Home key  > swipe up for apps > Settings  > Display > Brightness Level.
- Slide your finger to adjust the brightness.

You can also select ADAPTIVE Brightness and your phone will automatically adjust the brightness level.

## Screen Locks




You can secure your phone by using a screen lock. When enabled, you will use your finger to draw a pattern or enter a PIN number password to unlock your phone's screen.

- **Touch the Home key  > swipe up for apps > Settings  > Security > Screen lock.**
- Touch None, Swipe, Pattern, PIN or Password.
- Touch None to disable screen lock.
- Touch Swipe to enable and allow unlocking by swiping black area on the screen.
- Touch Pattern to create a pattern that you will draw on the screen to unlock it.
- Touch PIN or Password to create a PIN or Password that must be entered to unlock the screen.
- For Pattern, PIN or Password, select your preference for notifications and their contents to show the phone is locked. Press Done.

**Note:** *It is important to remember your Pattern, PIN or Password. If you forget it, you will have to reset your phone to factory state, this process will erase all data stored in your phone.*

## Screen Pinning

You can use Screen Pinning to keep one app in view, preventing other users from switching onto other apps and accessing any personal information.
















- Touch the Home key  > swipe up for apps > Settings  > Security > Screen Pinning.
- Touch the ON/OFF Switch .













**Note:** *If you have a screen lock pin set up, you can add in a required unlock pattern/PIN/Password to unpin a screen as additional security.*

# THE BASICS

## Status Bar

The Status Bar on the top of the screen provides both phone and service status icons.

	<b>Call</b>
	Missed Call
	<b>Microphone Muted</b>
	Speaker
	<b>Silent Mode</b>
	Alarm Only
	<b>YT Music Playing</b>
	Vibrate Mode
	<b>4G LTE Connected</b>
	Wi-Fi Connected
	<b>No Connected Wi-Fi</b>
	No Signal
	<b>Signal Strength Roaming</b>
	Roaming
	<b>Airplane Mode</b>

	<b>Network Warning</b>
	No SIM Card
	<b>Uploading</b>
	Downloading
	<b>Mobile HotSpot On</b>
	USB Connected
	<b>Bluetooth Connected</b>
	Bluetooth File Reception
	<b>Headset Connected</b>
	Headset With Microphone
	<b>Internal Storage Full</b>
	Data

## Shortcuts and Widgets

- To create an app shortcut, touch and hold any preloaded or downloaded app and drag it onto the home screen.
- To select a widget, touch any empty area on the home screen and select widgets.
- Touch and hold a widget or app to drag it to the home screen.
- To move an app or widget, touch, hold and drag it to the desired location.
- To remove a widget or shortcut to an app, touch and drag it to "Remove".

## Folders and Organization

Create folders on your home screen to organize shortcuts to your apps. Touch and drag an application on top of another application to create a folder. Once a folder is created, you can name it and drag other applications into it. You can move folders in the same manner as you move applications.

## Primary Shortcuts



On the bottom of the home screen is a customizable area for your primary applications. You can keep up to five applications here. Drag applications in or out of this area to customize.

## Entering Text

Enter text using the onscreen keyboard. Most applications open it automatically. In others, you can open the keyboard by touching where you wish to type. Touch the Back key to hide the on screen keyboard. Or, use Google voice to enter text via speech.

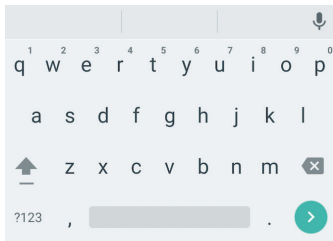


### To enable additional keyboards:



- Touch the Home key  > swipe up for apps > Settings   
> System > Languages & Input > Virtual Keyboard  
> Manage Keyboards.
- Select a keyboard in the list by touching it to enable/disable it.

## Keyboard


The Google board is similar to a computer keyboard layout.  
Touch a letter to enter it.




As you type, suggested words will appear. Touch one to select it.

To use upper case touch . Double tap  to lock upper case.  
Touch it again to return to lower case.

Touch the back key  to delete text.

Touch  for numbers and symbols. Touch for symbols.

Touch  to access emojis.

## Glide Typing



The Google Keyboard allows you to slide your finger across the letters to spell the word.

### To enable Gesture Typing:

- Touch and hold the comma (,) > Android Keyboard Settings (AOSP) > Gesture Typing.
- Touch Enable Gesture Typing to turn ON/OFF.
- Slide your finger from letter to letter to spell a word. Do not lift your finger until you have completed spelling a word.

## Google Voice Typing

Use voice recognition to convert speech to text. You must be connected to mobile data or Wi-Fi.

- Touch the microphone  on the keyboard.
- When “Try saying something” appears, speak what you would like to type.
- Tap the microphone  again to end recording.

## Using Applications

Selected applications are preinstalled on your phone. There are many more available in the Play Store.

### Play Store

Play Store is the application store for Android phones.

Browse through to find Applications. When you find an app you want, download it and follow the installation instructions. You can also uninstall, update, and manage your downloaded apps.

### Open an App

Simply touch an app to open it.

## Uninstall an App




- Touch and hold an app icon.
- Touch the App Info window that appears.
- Touch UNINSTALL. Touch OK or CANCEL.

**Note:** Many preinstalled apps cannot be uninstalled.

# GETTING CONNECTED



## Connecting to a Wireless Network

Wi-Fi allows you to connect to the internet when you are not within range of a wireless network or when you want to conserve your wireless data.



- Touch the Home key  > swipe up for apps > Settings  > Network & Internet > Wi-Fi.
- Touch the switch to turn Wi-Fi ON/OFF .
- When Wi-Fi is on, you will see a list of available Wi-Fi networks.
- Touch a network to connect. If the network you select is secure, you will be prompted to enter a password. Touch Connect.

## Adding a Wi-Fi Network

You can manually add a Wi-Fi network when it does not appear in the list of available networks.





- Touch the Home key  > swipe up for apps > Settings  > Network & Internet > Wi-Fi.
- Make sure Wi-Fi is ON.
- Touch Add Network.
- Enter the network SSID and other required network information.
- Touch Save.

## Forgetting a Wi-Fi network



- Touch the Home key  > swipe up for apps > Settings  > Network & Internet > Wi-Fi.
- Touch network > Remove.

## Connecting to Bluetooth Devices

Connect with other Bluetooth devices that are located within a distance of approximately 30 feet. Bluetooth devices must be paired in order to connect.



- Touch the Home key  > swipe up for apps > Settings  > Connected devices > Connection preference > Bluetooth.
- Touch the switch  to turn Bluetooth ON/OFF > Pair new device.
- When Bluetooth is ON, the  will appear in the status bar.

### Pairing Your Phone with Another Bluetooth Device:

- Make sure Bluetooth is turned ON.
- To easily identify your phone, you can change the name.
- Touch Home  > swipe up for apps > Settings  > Connected devices.
- Touch (Device name) > Rename this device.
- Enter a name and touch RENAME to continue.
- Your phone will scan for and display the names of all available Bluetooth devices in the area. Touch > Refresh if you want your phone to scan again.
- Touch the name of the device you want to pair with.



**Note:** *The Bluetooth passkey, if required, may be fixed for some devices. Try 0000 or 1234, or refer to the instructions that came with the device.*

## Forgetting a Bluetooth Device

- Touch the Home key  > swipe up for apps > Settings  > Bluetooth.
- Touch the Setting icon next to the device you want to forget.
- Touch FORGET.

## Connecting to a Computer

Using the supplied USB cable, connect your phone to a computer to share files such as music, photos and other data.

- Connect your phone and computer via a USB cable.
- Touch Home key  > swipe up for apps > Settings  > Connected Devices > USB.
- Select one of the following options:
  - Transfer files
  - USB Tethering
  - MIDI
  - PTP
  - No data transfer
  - Firewall update

**Note:** Before using MTP, be sure Windows Media Player 11 or higher is installed on your computer.



## Using micro SD Card for Storage

You can use portable storage via a micro SD card to store media and other data.

When you install a new micro SD card, the phone will mount the card as portable storage.

To install, locate the card slot on the side of the phone. Carefully insert the card into the slot as shown on page 7.



### To set up the card for storage:

- Touch the Home key  > swipe up for apps > Settings  > Storage.
- Touch the SD card name in the PORTABLE storage section.
- You can choose to “Use as Portable Storage” or “Use as Phone Storage”
- If you Select “Use as Portable Storage”, select next, and then select done.
- If you Select “Use as Phone Storage”, select next and then click “Erase and Format”.

**WARNING!** *The formatting procedure erases all data on the micro SD card. Once erased, data cannot be retrieved.*

You will be prompted to move your photos, files and other data from the phone’s internal storage to the SD card. Select MOVE NOW or MOVE LATER and touch next. Follow onscreen instructions to continue.



### Move Data Between SD card and Internal Storage

- Touch the Home key  > swipe up for apps > Settings  > Storage.
- Touch PHONE or the SD card name.
- Touch Migrate Data.
- Eject.

**Note:** *When you move data between the phone’s internal memory and external SD card, the destination becomes the default for new apps and other data such as photos and videos.*

### To remove an SD Card from Your Phone:

It is important to perform a safe removal of an SD card.



- Touch Home  > swipe up for apps > Settings  > Storage.
- Touch SD card Name under Device Storage.
- Touch Remove SD Card.

**IMPORTANT!** Before removing, be sure to move data and apps to the phone's internal storage.

- Touch Eject.
- When the screen indicates the card is safely ejected, you can physically remove it from the phone.

### **To reformat your SD Card as Portable Storage:**

Before reformatting, be sure you move data and apps to the phone's internal storage.



- Touch Home  > swipe up for apps > Settings  > Storage.
- Touch the name of the SD Card.
- Touch Format as Portable.
- Touch Format.

**IMPORTANT!** The reformatting process will erase all data on the micro SD card. This data cannot be retrieved.



## Sharing Your Phone's Data Connection

You can share your phone's mobile data connection with a computer via a USB connection or via a Wi-Fi hotspot with up to eight devices. Data charges may apply.



### **To share Via Bluetooth Tethering:**

- Connect your phone to a computer via a USB cable.
- Touch the Home key  > swipe up for apps > Settings  > Network & Internet > Hotspot and Tethering.
- Turn on Bluetooth Tethering. A new network connection will be established on your computer.

### To share Via USB:




- Connect your phone to a computer via a USB cable.
- Touch the Home key  > swipe up for apps > Settings   
> Wireless & Network > More > Tethering & Mobile Hotspot.
- Turn on USB Tethering.
- A new network connection will be established on your computer.

### To Share Via a Wi-Fi Hotspot:

- Touch the Home key  > swipe up for apps > Settings   
> Network & Internet > Hotspot and Tethering.
- Choose “Mobile Hotspot” and turn it on.  
Follow the onscreen prompts to setup the external devices to use the available mobile hotspot.
- On another device, locate your phone on the list of available Wi-Fi networks and connect to use your phone’s mobile data.
- To disconnect, switch to the OFF position.

## MAKING PHONE CALLS

### Placing a Call by Dialing

- Touch  > .
- Enter the phone number.
- Touch  below the keyboard to dial.

### Ending a Call


- Touch  to end the call.

### Answering or Rejecting a Call


When you receive a call, the incoming call screen will open and display the caller ID information. Once the call is received, you can:



**Answer the call:**



- If the Phone Screen is active, press ANSWER.
- If the Phone screen is locked, touch  and slide up.

**Reject the Call:**

- If the phone screen is active, press Decline.
- If the phone screen is locked, slide  down.





**Reject the Call with a Text message:**

You can reject the call and send either a preset or custom text message.


- If the phone Screen is active, touch call number to “access full options” then slide up .
- If the Phone screen is locked, Slide up .

## Call History



Call History is a list of all calls placed and received, including missed calls. It offers a convenient way to dial a number, return a call or add a number to your Contacts.

- Touch  >  > Call History.
- Or, touch  >  Recents in the tab at the bottom of the screen.



**To place a call from Call History:**

- Open Call History.
- Touch the number for information about the call or touch  to call the number.



**To add a Contact from Call History:**

- Open Call History.
- Touch  in front of the number.
- Touch  at the top right on the screen to create new contact.
- Touch to Create new Contact.
- To add the number to an existing contact, touch a contact in the list.

## Placing a Call from your Contacts List








- Touch  >  at the tab at the bottom of the screen.
- Touch a contact to place a call.
- Or place a call from contacts in the FAVORITES tab.

## Checking Voice Mail

- Touch  > .
- Touch and hold the “1” key on the keypad. When prompted, enter your voicemail password.
- Follow the voice prompts to listen to messages and manage your mailbox.

## In-Call Options

**While on a call, there are a number of options available:**

- Touch  to make a second call, while placing the first call on hold.
- Touch  to go to keypad for when you need to enter a number (for example, a PIN number for your voicemail).
- Touch  to mute or unmute the microphone.
- Touch  to turn the speaker ON/OFF.
- Touch  to put current call on hold and switch to another call that is already on hold.
- Touch  to merge separate calls into a single conference call.
- Touch  to end current call.





## Managing Multi-Party Calls

With Call Waiting and Three-way Calling, you can switch between two calls or set up a conference call.




**Note:** *Call Waiting and Three Way calling are network supported services. Options may vary. Additional charges may occur. Contact your service provider for additional information.*

## Switching Between Current Calls

**When on a call, your phone screen will alert you that another call is coming in and display Caller ID detail on the screen.**



- Swipe  up to answer the call. This action puts the first call on hold.
- To switch between the calls touch phone number on screen to switch between calls.
- Touch  on the call you are on to end it.
- To Reject SWIPE  down.
- Swipe  up to reject the incoming call and send a preset message to the caller.

## Setting up a Three Way Call





- While on a call, touch  and dial the second number. The first call will be placed on hold.
- When the second party answers, touch  to connect both parties.
- To end, touch .

## Call Settings






You can set the order in which your contacts are displayed.

- Touch  >  > Settings > Display Options.
- Touch SORT BY or NAME FORMAT to customize.

## Sound and Vibrations

- Touch  >  > Settings > Sounds and Vibration.
- Touch Phone ringtone to select the desired ringtone.
- Touch Vibrate for Calls  to turn ON/OFF.
- Touch Advanced Dialpad tones  to turn ON/OFF audible sounds when you touch the keypad.

## Voicemail

- Press Home  >  >  > Settings > Voicemail > Advanced Settings.
- SERVICE is your carrier.
- Tap SETUP > Voicemail Number to edit/view the voicemail number.
- Tap  >  > Settings > Voicemail > Notifications to set up a notification ringtone for new voicemails.
- Touch Advanced > Check Vibrate to enable for voicemail notification.




## CONTACTS

Add new contacts and synchronize them with your Google account and other accounts.

To access contacts:

Touch the Home key  > swipe up for apps > Contacts  .




### Adding a New Contact

- Touch the Home key  > swipe up for apps > Contacts  .
- Touch the  sign on the lower right.
- Enter the contact name, phone numbers, email address, and any additional information.




## Favorites

You can designate frequently used contacts as FAVORITES and find them quickly.




### To add a Contact to Favorites:

- Touch the Home key  > swipe up for apps > Contacts  .
- Select a Contact and tap the  at the top of the screen.




### To remove a Contact from Favorites:

- Touch the Home key  > swipe up for apps > Contacts  .
- Select a Contact and tap the  at the top of the screen.




## Editing a Contact

- Touch the Home key  > swipe up for apps > Contacts  .
- Tap a contact and then touch SAVE.
- Edit the contact and touch .

### To set a Ringtone for a Contact:

- Touch the Home key  > swipe up for apps > Contacts  .
- Tap the  .
- Touch SET RINGTONE.
- Scroll through the selections and choose your preferred ringtone.
- Touch OK.



### To delete a Contact:

- Touch the Home key  > swipe up for apps > Contacts  .
- Touch the contact you want to remove.
- Tap the  .
- Touch DELETE.
- You will be prompted to confirm by touching DELETE.



# EMAIL

**You can add multiple email accounts to your Orbic phone.**

## Adding an Email Account

- Touch the Home key  > swipe up for apps > Settings  > Accounts > Add Account.
- Tap the type of account you want to add.
- Follow on screen prompts to enter information about the account. Most accounts require username and password. You may have to obtain some information from your system administrator or IT support.







## Removing an Account

- Touch the Home key  > Settings  > Accounts.
- Tap the Account you wish to remove.
- Touch REMOVE ACCOUNT.
- You will be prompted to confirm by touching REMOVE ACCOUNT. Or touch CANCEL to keep the account.









## Responding to Email

**You can reply to or forward an email you receive.**

**You can also delete email messages.**





- Touch Home  > .
- Touch an email to respond to or forward.
- To reply to sender, tap .
- To Reply All tap  and select Reply All.
- To Forward, tap  and select Forward.
- Compose your message and hit .

## Composing and Sending an Email

- Open the Google folder  from the home screen  and select the GMAIL application .
- Touch .
- If you have more than one email address set up, tap the sender line to select the account you wish to send from.
- Enter a contact name or email address in the **To** field.
- To send to multiple recipients, separate each with a comma.
- You can also touch  to add recipients from your Contacts.
- To send a copy or blind copy, touch the  to open cc/bcc fields and enter contacts.
- Enter email subject and compose the email.
- Tap  to attach files, images or other content.
- Tap  to send the email message.

## Adding a Signature to Email





**You can add plain text, such as your name and contact information, as a signature for every email you send.**

- Touch Home  > .
- Tap  > Settings .
- Tap an email account > Mobile Signature.
- Enter the information and touch OK.

## Email Settings

**Customize your email settings.**

**Note:** *Settings apply to all email accounts you have set up.*



- Touch Home  > .
- Tap  > Settings  > General Settings.
- Customize based on your preferences.

## MESSAGING






**Messaging allows you to exchange text messages (SMS) and multimedia messages (MMS).**

- Touch Home  > .


**You can compose a new message, open an existing message thread or search for a message.**

- Tap  to compose a new SMS or MMS.
- Tap an existing message thread to open a conversation.
- Tap  to search for a message using keywords.

### Sending a Message



- On the messaging screen Tap .
- Touch the **To** field to add recipients:
- Enter a recipient's number or contact name.
- Touch  to add recipients from your contacts.
- Touch  >  to create new group.
- Type your message in the text message field. If you want to send a MMS, tap + and scroll down to select an attachment.
- Tap  to send your message.

### Replying to a Message


- On the messaging screen, tap the message you wish to respond to.
- Type your message in the text field. If you want to send a MMS, tap + and scroll down to select an attachment.
- Tap  to send your response.




## Forwarding a Message

- In the messaging app, touch and hold a message.
- Tap forward message and click arrow in top right corner.
- Touch search, enter a recipient's number or contact name.
- Touch  to add recipient's from your contacts.
- Edit the content, if necessary.
- Tap  to send.

## Deleting a Message or Thread

- On the messaging screen, tap and hold a message or thread you want to delete.
- Select Delete conversation > Delete .
- Select delete message  .



## Message Settings

- From the message screen, Tap  and select Customize, based on your preferences.




# CALENDAR

The calendar on your phone works with both Google Calendar™ and Microsoft Exchange Active Sync.


### To open calendar:

- Touch the Home key  > swipe up for apps > Calendar .





## Creating an Event

- Touch the Home key  > swipe up for apps > Calendar .
- Tap  .
- Tap Event and enter the details for your event.

## Deleting and Sharing an Event

- Select the event you want to delete or share.
- Tap on it to open the details screen.
- Tap .
- Tap Delete or Forward to share.

## Calendar Settings

- Touch the Home key  > swipe up for apps > Calendar .
- Tap  on upper left of the screen.
- Scroll down and tap  Settings.
- Make your selections to customize the calendar.


## INTERNET BROWSER - GOOGLE CHROME

Use Google Chrome to view web pages and search for information on the internet.

- Touch Home  > Chrome .




The last web page you viewed will be displayed. Google Chrome will also open when you tap a web link, for instance, in an email or text message.

## Opening a Web Page

- Tap the address bar on the screen.
- Enter the web address (aka URL) or, enter terms you want to search.
- Tap  to open a web page or search results.

# CAMERA

## Taking a Photo




- Touch Home  > .
- Aim the camera at the subject. Tap the area of the screen where you want the camera to focus, or allow the camera to autofocus on the center of the image.
- Tap  to take the picture. You can also use the volume keys to take a photo.

**Note:** Pinch or spread out your fingers to zoom IN/OUT.

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

## Recording a Video




You can record videos using either the front or rear camera.

- Touch Home  > .
- Tap the camera icon on the lower right to switch to video mode .
- Touch the red button to stop recording.

**Note:** Pinch or spread out your fingers to zoom IN/OUT before or during the recording.



## Camera Setting

Before capturing a photo or video, you can adjust the camera settings, based on your preferences.


- Touch Home  > Camera  > ... on top left corner > Settings .

# GOOGLE PHOTOS


Your photos and videos are stored in the Google Photos app. Sign in to your Google account to use these features.

- Touch the Home key  > swipe up for apps > Photos .
- Tap Assistant for help creating albums, photo books, and collages.
- Tap Albums to view photos and videos within an Album.


## Sharing Albums, Photos or Videos

- Tap an Album, Photo or Video to select it.
- Tap  and select how you want to share the items.


## Deleting Albums, Photos or Videos

- Press and hold an Album, Picture or Video to select it.
- Tap on other items you want to delete.
- Tap  > Remove to Trash.

## Editing Photos

- Tap a photo to view it in full screen.
- Tap .
- Select from list for available options to edit selected picture.

## Creating an Animation or Collage

- Open the photo gallery and tap  > Animation or Collage.
- Tap the images you wish to include.
- Tap create.

**Note:** For a Collage, select 2–9 photos. For an Animation, select 3–50 photos.

## Playing Videos

- From your gallery, tap the thumbnail of a video and it will begin playing.
- Tap the video to view playback controls.

## MUSIC







Touch the Home key  > swipe up for apps > Play Music .

## Copying Music Files to Your Phone

- Connect your phone to your computer via a USB cable.
- If prompted, Tap Media Device (PTP) as the connection type.
- Copy music files from your computer to the phone's storage of a micro SD card.



You can also download music files using Google Play Music  
(a subscription is required).

## Viewing Your Music Library



- Touch the Home key  > swipe up for apps > Files .
- Tap  > Audio.
- If you subscribe to Google Play Music, tap Home  > swipe up for apps > Play Music  >  > Music library.

## VIDEOS

**With Google Play Movies & TV, you can buy or rent videos.  
You must be signed into your Google account.**




- Touch the Home key  > swipe up for apps > Play Movies .

## Managing Video Files

- Touch the Home key  > swipe up for apps > Play Movies .
- Tap Library.
- Tap Movie or TV Shows.



## Deleting a Video

You can remove a video from your device, without deleting it from your account.

- Touch the Home key  > swipe up for apps > Play Movies .
- Tap Library.
- Tap Movies or TV Shows.
- Select the video you wish to remove.
- Tap  > Remove from Device.



## OTHER APPS

### Calculator





- Touch the Home key  > swipe up for apps > Calculator .
- While in portrait mode, tap or swipe left on the blue side bar for more options. Or, turn the phone to landscape view.

### Clock

With the Clock app, you can set times, set alarms and check the time for destinations around the world.





- Touch the Home key  > swipe up for apps > Clock .

#### Set an Alarm

- Touch the Home key  > swipe up for apps > Clock .
- Tap .
- Tap .





- Select alarm options and OK.

### Using World Time


- Touch the Home key  > swipe up for apps > Clock .
- Tap .
- Touch the Globe icon  and enter a location in the search bar.

### Stopwatch and Countdown Timer


Stopwatch allows you to record lap times and Countdown allows you to set a timer and countdown to zero.

- Touch the Home key  > swipe up for apps > Clock .
- Tap  for stopwatch.
- Tap  for countdown timer.

## Google Apps


**Many of these apps can be found in the Google folder on the home screen .**


Chrome™  – Use Chrome to browse the Internet.

Drive  – Store files on Google Drive with up to 15GB of free storage. Access your files from other devices. Sign in with your Google account.


Duo  – Make high quality video calls.

Gmail™  – Send and receive email.

Google  – Use Google search to get all of the information you need.

Maps  – Find the best route to get wherever you are going.

Photos  – Manage photos on your phone and your Google account.

Play Movies and TV  – Purchase/Rent, download and watch the latest movies and TV shows.



Play Music  – Listen to music on your phone and your Google account.

Play Store  – Find and download apps, games and more.

YouTube™  – View video clips or upload your own.

# SETTINGS

You can access tools needed to customize and configure your phone.

- Touch the Home key  > swipe up for apps > Settings .

## Wireless and Network

**Wi-Fi** Turn Wi-Fi On/Off and configure settings.

**Advanced Calling** Toggle advanced calling (HD Voice) on/off

**Mobile Network** Manage mobile data, data roaming, and set access point names.

**Data Usage** Turn Data Saver ON/OFF. When off, background apps will not be able to access data. Tap Unrestricted Data Access to allow some apps to have unrestricted data connection access, even when Data Saver is On.

- **Mobile Data** -Turn mobile Data ON/OFF.
- **Cellular Data Usage** - Check data usage levels during a time period (*you must set up the time period*). Monitor data usage for specific apps.
- **Billing Cycle** - Set the reset date of your data cycle. You can also set up data usage warning and limits.
- **Wi-Fi Data usage** - Monitor the Wi-Fi data usage of apps.
- **Network Restrictions** - Select Wi-Fi networks that are metered. Some apps will notify.

**Tethering & Mobile Hotspot** Use hotspot and tethering to provide internet to other devices through your mobile data connection.

**VPN** Configure and manage Virtual Private Networks.

**Airplane Mode** Airplane Mode allows you to use Wi-Fi, but disables the cellular network.

**Bluetooth** Configure Bluetooth settings, and connected devices.



**Apps and Notifications** Manage the apps on your phone. Tap an app for information about the app, quit an app, check data usage, and manage notifications.

**Battery** View the battery level and change settings to optimize battery life. You can also see what apps are using the battery.

**Display** Set your preferences for brightness, select a wallpaper, set active screen time, auto screen rotation, font size and more.

**Sound** Set your preferences for various sounds including media, alarm and ring volume, vibrate mode, and Do No Disturb preferences.



**Storage** Check memory storage on your phone and micro SD card. Choose a default location for new data, photos and voice recordings.

**Security** Protect your phone with screen locks and/or encryption.

**Location** Activate location services.

**Accounts** Manage your accounts and add users.

**Accessibility** Adjust accessibility settings to assist users who have impaired vision, hearing or reduced dexterity.

- Touch Home  > swipe up for apps > Settings  > Accessibility.
- Tap a category and set the desired options.

**Google** Manage setting for Google apps and services on your device.

**System** Set date, time and how it is displayed. View system updates status.

## TROUBLESHOOTING



ISSUE	POSSIBLE CAUSE	POSSIBLE SOLUTION
<b>Poor reception</b>	The network signal is weak in the current location. This may be especially true while inside a building, in a basement or surrounded by tall buildings.	Move to another location.
	The network is busy. For example, this sometimes happens during peak times or at large events.	Try again after a short time.
	You are too far from a cell site.	Check on coverage areas with your service provider.
<b>Echo or Noise on a Call</b>	Poor network linking.	End the call and redial.
	Poor local telephone line quality.	End the call and redial.
<b>Unable to Use or Select Certain features</b>	Your service provider may not support these features, or you may not have signed up for these services.	Contact your service provider.

<b>Battery Not Charging</b>	Battery or Charger is damaged.	Contact the manufacturer.
	The phone's temperature is below 32°F or above 112°F.	Move the phone/ battery to a less extreme environment.
	Poor contact between the charger and battery.	Check connectors.
<b>Phone does not turn on</b>	Battery has been depleted.	Recharge the battery.
<b>Unable to connect to the Network</b>	Poor signal.	Move to another location.
	You are outside the network coverage area.	Check on coverage areas with your service provider.
	SIM card is invalid or improperly inserted.	Check SIM installation or contact your service provider.
<b>Phone crashes, reboots, freezes</b>	Some downloaded third party software is not compatible with your phone.	Uninstall the software that may be causing the issue.
		Make sure you have downloaded the latest software updates
		Power the phone off and restart. Or, reset to factory status.

## Software Updates

All software updates are automatically sent to your device. You will receive an alert when an update is available.

**You can also manually check for available system updates:**

- Touch Home  > swipe up for apps > Settings   
> System updates.

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# User Guide

