ZTE

ZTE BLADE™ A310

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 Phone

Indicator light — ●○ 🔲 — Earpiece

Front camera — — Proximity & light sensor

Touch screen

Back key — Recent apps key

Home key

Headset jack

Back camera

Flash

Volume key

Power key

Back cover

Speaker

Charging/
micro-USB jack
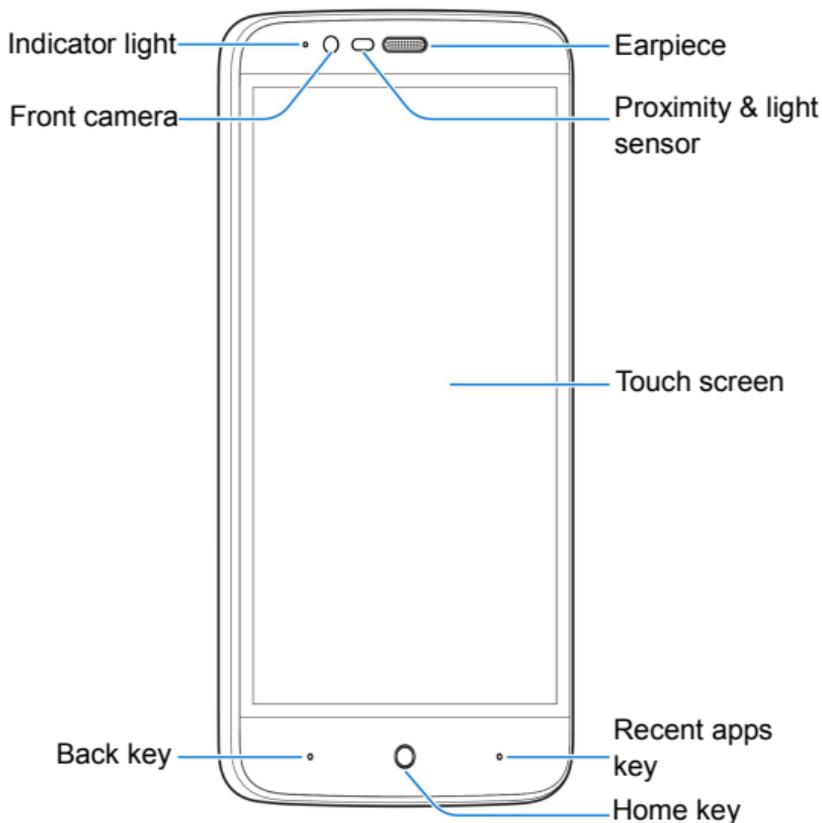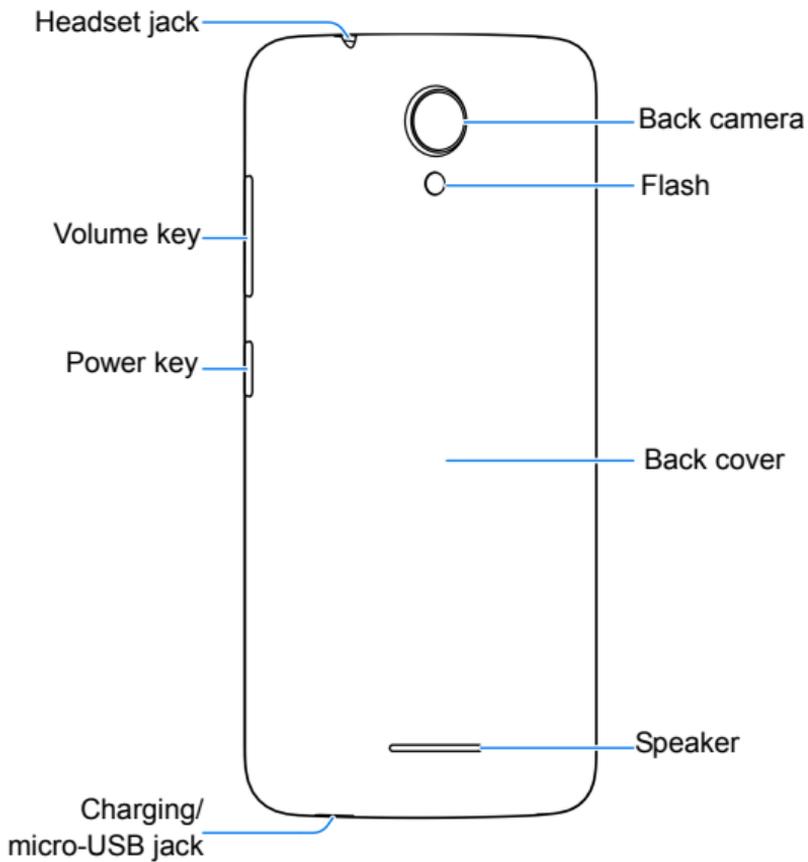
Knowing the Keys

Key	Function
Power key	• Press and hold to turn on or off flight mode, restart, turn on or off vibration or sound, or power off. • Press to turn off or on the screen display.
Home key	• Touch to return to the home screen from any application or screen. • Touch and hold to use Google Search or Now on Tap.
Back key	Touch to go to the previous screen.
Recent apps key	Touch to see recently used apps.
Volume key	Press or hold either end of the key to turn the volume up or down.

Installing the nano-SIM Card(s) and the microSDHC™ Card

The microSDHC card (optional, not included) can be installed or removed while the phone is turned on. You need to unmount the microSDHC card before removing it. See *Using the microSDHC Card as Portable or Phone Storage*.

ⓦ WARNING!

To avoid damage to the phone, 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.

✎ NOTE:

Your phone is designed for simultaneous use of two nano-SIM cards in standby mode. However, the nano-SIM cards cannot be used simultaneously for calls or the Internet. If one nano-SIM card is used in a voice call, the other nano-SIM card is not available. This situation is caused by the function of the phone and is independent of the network. Such design can significantly reduce the power consumption of the phone in standby mode.

1. Insert your fingernail into the bottom of the back cover and lift it up gently.
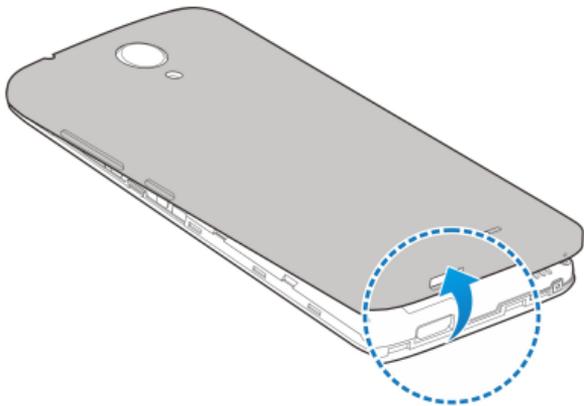
2. Hold the nano-SIM card(s) and the microSDHC card with the cut corner oriented as shown and slip them into the card slots.

nano-SIM card slot 1
nano-SIM card slot 2
microSDHC card slot
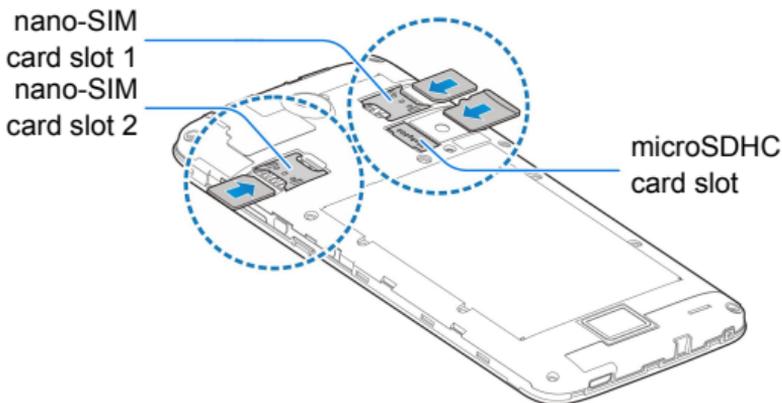
📝 NOTE:

The two nano-SIM slots support 4G/3G/2G networks. When one nano-SIM card is set to connect with 4G/3G networks, the other installed nano-SIM card can only connect with 2G networks.

3. Replace the back cover.

Charging the Battery

Your phone's battery should have enough power for the phone to turn on, find a signal, and make a few calls. 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. As you charge your phone, the lock screen will show you the exact battery level on the status bar.

⚠ WARNING!

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

⚠ CAUTION:

Do not change the built-in rechargeable battery in your phone by yourself. The battery can only be changed by ZTE or ZTE authorized service provider.

1. Connect the adapter to the charging jack. Ensure that the adapter is inserted with the correct orientation. Do not force the connector into the charging jack.
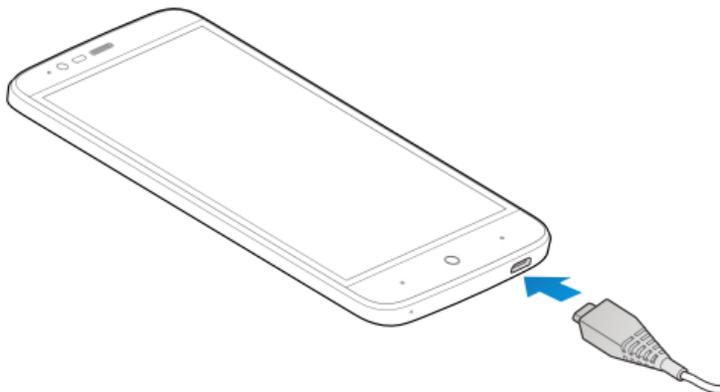
2. Connect the charger to a standard AC power outlet. If the phone is on, you'll see a charging icon, such as ⚡ or ⚡, appear on the status bar.

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

✏️ **NOTE:**

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

Extending the Battery Life

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

- Reduce the screen backlight time.
- Lower the screen brightness.
- Turn Wi-Fi, Bluetooth and auto-sync 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, and each query drains your battery.

Powering On/Off

- Press and hold the **Power** key to turn on your phone.
- To power off, press and hold the **Power** key to open the options menu and touch **Power off > OK**.

NOTE:

If the phone freezes or takes too long to respond, you can press and hold the **Power** key for about 10 seconds to restart the phone.

Setting Up for the First Time

When you first power on your phone after you purchase it or reset it to factory settings (see *Backup and Reset*), you need to do some settings before using it.

Touch the language field to select the language. Then follow the prompts to set up Wi-Fi, Google account, Google location and other options.

Locking/Unlocking the Screen and Keys

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

To lock the screen and keys:

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

NOTE:

To save battery power, the phone automatically turns off the screen after some time of inactivity. You will still be able to receive messages and calls while the phone screen is off.

To unlock the screen and keys:

Press the **Power** key to turn the screen on.

If you have set up a screen lock, you'll need to unlock the phone by swiping up on the screen, drawing a pattern, or entering a PIN or password. See *Protecting Your Phone With Screen Locks* for more information.

Using the Touch Screen

Your phone's touch screen enables you to control actions through a variety of touch gestures.

- Touch

  When you want to type using the onscreen keyboard, select items on the screen such as the application and settings icons, or press the onscreen buttons, simply touch them with your finger.

- Touch and Hold

  To open the available options for an item (for example, a message or link in a web page), touch and hold the item.

- Swipe or Slide

  To swipe or slide means to quickly drag your finger vertically or horizontally across the screen.

- Drag

  To drag, press and hold your finger with some pressure before you start to move your finger. While dragging, do not release your finger until you have reached the target position.
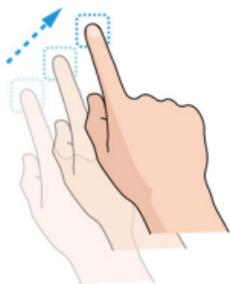
- Pinch

  In some apps (such as Maps, web browser, and Gallery), you can zoom in and out by placing two fingers on the screen at once and pinching them together (to zoom out) or spreading them apart (to zoom in).

- Rotate the screen

  For most screens, you can automatically change the screen orientation from portrait to landscape by turning the phone sideways.

  ### 🖉 NOTE:

  The auto-rotate feature needs to be enabled for the screen orientation to automatically change. Touch the **Home** key > **Settings > Display > When device is rotated** and select

Rotate the contents of the screen.

You can also access the screen rotation control by sliding down the status bar twice and touch **Auto-rotate/Portrait**.

Getting to Know the Home Screen

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

Status bar

Widget

Folder

App icon

Primary app icons
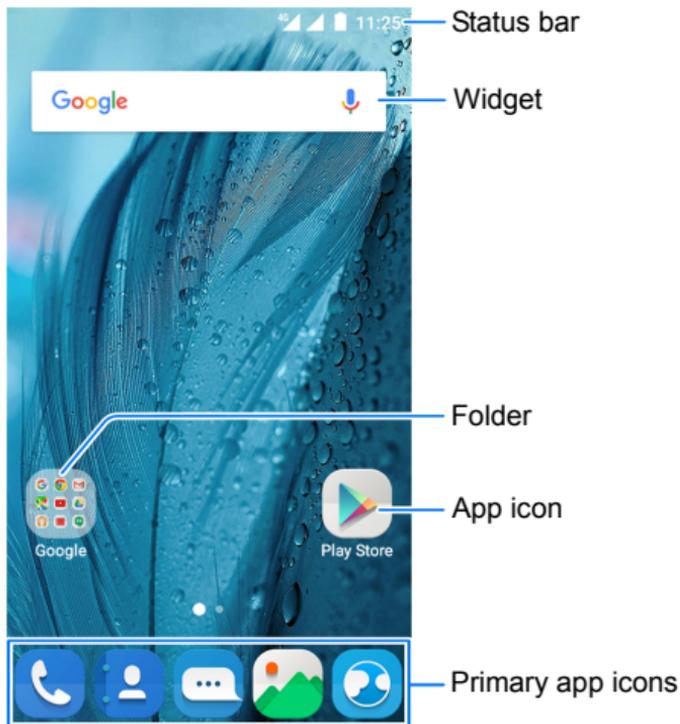
Extended Home Screen Panels

Your home screen is extendable, providing more space for app icons, widgets, and more. Simply swipe left or right on the 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 the **Home** key to access the home screen, or touch and hold an empty area of the home screen to open the Widget panel.
2. Touch and hold an application icon or a widget and drag it to the left of right edge of the screen to create a new home screen panel and put the icon or widget on it.

✐ NOTE:

No empty home screen panel is allowed to exist. If the icon, widget or folder is the only item on the current home screen panel, the panel will be deleted as you remove the item.

To adjust the order of a home screen panel:

1. Touch and hold an empty area of the home screen and slide left or right at the top of the screen to view the home screen 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. Touch the **Home** key **> Settings > Language & input > Language**.
2. Select the language you need.

Setting the Date and Time

1. Touch the **Home** key **> Settings > Date & time**.
2. Set the date, time, time zone, and date/time format.
   - ▸ To adjust the date and time automatically, turn on **Automatic date & time**.
   - ▸ To adjust the date and time manually, turn off **Automatic date & time** and touch **Set date** / **Set time** to change the date and time.
   - ▸ To adjust the time zone automatically, turn on **Automatic time zone**.
   - ▸ To adjust the time zone manually, turn off **Automatic time zone** and touch **Select time zone** to set the correct time zone.
   - ▸ To adjust the time format, touch **Use 24-hour format**.

Changing Ringtone and Notification Sound

You can customize the default incoming call ringtone and the default notification sound.

1. Touch the **Home** key **> Settings > Sound & notification**.
2. Touch **Phone ringtone** or **Default notification ringtone**.
3. Select the ringtone you want to use.

   📝 **NOTE:**

   If you have additional audio files saved in the internal storage or the microSDHC card, touch **More Ringtones** or **More Notifications** on the top of the ringtone list to choose one as the ringtone.

4. Touch **OK**.

📝 **NOTE:**

See *Set a Ringtone for a Contact* for how to assign a special ringtone to an individual contact.

Turning On/Off System Sounds

1. Touch the **Home** key **> Settings > Sound & notification > Other sounds**.
2. Touch **Dial pad tones**, **Screen locking sounds**, **Charging sounds**, **Touch sounds**, or **Vibrate on touch**.

Adjusting Volume

1. Touch the **Home** key **> Settings > Sound & notification**.
2. Drag the sliders below **Media volume**, **Alarm volume** and **Ring volume** to adjust the volume for each type of audio.

📝 **NOTE:**

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

Using Do Not Disturb Mode

You can limit interruptions with Do not disturb mode. This mode silences your phone so that it doesn't make sounds or vibrate when you don't want it to.

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. Touch 🚫 (Do not disturb).
3. Touch **Total silence**, **Alarms only**, or **Priority only** depending on whether you want to allow exceptions. You can customise the exceptions when **Priority only** is selected.
4. Touch **Until you turn this off** if you want to turn off Do not disturb mode manually; touch ＋ or － to set the time before Do not disturb mode turns off automatically.
5. Touch **DONE**.

🖉 NOTES:

- Press and hold the **Power** key and touch 🔕 to turn on **Alarms only** quickly, or touch 🗔 to turn on vibration.

- Press the **Volume** key when no media application is active to show the volume bar. Drag the slider to the left or keep pressing the **Volume down** key to turn on vibration. Press the key again to turn on **Alarms only**.

- To turn off Do not disturb mode quickly, press either end of the **Volume** key and then touch **END NOW** when the screen is unlocked, or press and hold the **Power** key and touch 🔔.

To set exceptions for Do not disturb mode (Priority only):

You can set reminders, events, and callers that you specify as exceptions when Do not disturb mode is set to **Priority only**.

1. Touch the **Home** key **> Settings > Sound & notification > Do not disturb > Priority only allows**.
2. Turn on the switch next to the items you want to allow. Touch **Messages** or **Calls** and set who can alert you of their messages or calls.

🖉 NOTE:

When **Repeat callers** is switched on, you'll receive a notification if someone calls you a second time within a 15 minute period, regardless of whether notifications from that person receive priority status.

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To set a Do not disturb rule:

If you want to allow all notification alerts through most of the time, but want to limit alerts during certain times (like at night or on the weekends), you can set a rule for Do not disturb mode.

1. Touch the **Home** key **> Settings > Sound & notification > Do not disturb > Automatic rules**.

2. Touch **Add rule**.

3. Enter the rule name, select **Time rule** or **Event rule**, and touch **OK**.

4. For a time rule, set the days, the start and end times, and set Do not disturb mode. For an event rule, select a Calendar account you want to make the rule for, select the type of reply you want to use, and set Do not disturb mode.

📝 **NOTE:**

To turn on or off a rule, touch it to open its details screen and then touch the on/off switch.

Applying New Wallpapers

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

1. Swipe up on the home screen to open the editing panel.

2. Touch **MiColor** and select the colour you like for the wallpaper. You can also touch **PICK COLOR** to open the camera and drag the white round button on the viewfinder screen to pick the colour for the wallpaper.

   - or -

Touch **Wallpaper** and slide left or right to select an image as the wallpaper. You can also touch **GALLERY** or **CAMERA** to choose or capture a picture. Some cropping may be needed for **Gallery** images.

✎ NOTE:

In addition, you can touch the **Home** key **> Settings > Display > Wallpaper** to pick an image from **Gallery** or **Photos**, or an animation from **Live Wallpapers**.

Changing Screen Brightness

1. Touch the **Home** key **> Settings > Display > Brightness level**.
2. Drag the slider to manually adjust the screen brightness.

✎ NOTE:

Your phone can automatically adjust the screen brightness for available light. Touch **Adaptive brightness** in the **Display** settings screen to turn the feature on or off.

Setting the Icon Style

You can change the icon style of some pre-installed apps.

1. Swipe up on the home screen to open the editing panel.
2. Touch **Icon**.
3. Select the icon style you like.

Setting the Home Screen Transition Effect

1. Swipe up on the home screen to open the editing panel.
2. Touch **Effect**.
3. Pick an effect and the phone will demonstrate how it works. Touch other effects until you find the favourite one.

Protecting Your Phone With Screen Locks

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

1. Touch the **Home** key **> Settings > Security > Screen lock**.
2. Touch **None**, **Swipe**, **Pattern**, **PIN** or **Password**.

   ► Touch **None** to disable the screen lock.

   ► Touch **Swipe** to enable screen lock and allow unlocking with a 'swipe' gesture. You can unlock the screen by touching the display and sliding up.

   ► Touch **Pattern** to draw and redraw 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 how you want notifications and their contents to show when the phone is locked. Then touch **DONE**.

✎ **NOTE:**

Remember the pattern, PIN or password you set. Otherwise, you will have to upgrade the phone software to use the phone.

Protecting Your Phone With Encryption

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

🔔 **WARNING!**

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

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

Before turning on encryption, prepare as follows:

- Set a screen lock pattern, PIN or password.
- Charge the battery.
- Keep the phone connected to the charger.

- Schedule an hour or more for the encryption process: you must not interrupt it or you will lose some or all of your data.

When you're ready to turn on encryption:

1. Touch the **Home** key **> Settings > Security > Encrypt phone**.
2. Read the information about encryption carefully.

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

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

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

3. Touch **ENCRYPT PHONE**.
4. Draw your screen lock pattern or enter your PIN or password.
5. Touch **ENCRYPT PHONE** again.

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

When encryption is completed, you're prompted to draw the unlock pattern, or enter your PIN or password.

Subsequently you must draw your unlock pattern, or enter your PIN or password each time you power on your phone in order to decrypt it.

Protecting Your Phone 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. Touch the **Home** key **> Settings > Security > Screen pinning**.
2. Touch the **On/Off** switch.
3. If you want to ask for the unlock pattern, PIN or password before unpinning the screen, switch on **Ask for unlock pattern / PIN / password before unpinning** when the screen lock has been set.

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. If there are many app tabs, swipe up to find ⬆ on the front-most tab.
5. Touch 📌.

Unpin the Screen

To unpin the screen and return to normal use, touch and hold the **Back** key.

If you have asked for the unlock pattern, PIN or password before unpinning the screen, swipe up on the lock screen and draw the pattern or enter the PIN/password.

Knowing the Basics

Monitoring the Phone Status

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

E	EDGE connected	◿	No signal
3G / H⁺	3G/HSPA+ connected	◢	Signal strength
4G	LTE connected	◢	Mobile data in use
⊖	Do not disturb mode on (Alarms only or Priority only)	✈	Flight mode
⊜	Do not disturb mode on (Total silence)	$\ast$	Bluetooth® on
ᴵ❐ᴵ	Vibration on	▼	Connected to a Wi-Fi® network
🔋	Battery low	📞	Speaker on
🔋	Battery partially drained	🔇	Phone microphone off
🔋	Battery full	📍	GPS on
⚡ / ⚡	Battery charging	◉	Portable Wi-Fi hotspot on
🕐	Alarm set		

Managing Notifications

Notification Icons

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

💬	New SMS	📶	New Wi-Fi network detected
🖼	New MMS	⬇	Downloading data
✉ / ✉	New message(s) from the Email app	⬆	Sending data
M / M	New message(s) from the Gmail™ app	ψ	USB tethering on
☌	Missed call	▯	microSDHC card mounted
📞	Call in progress	🎧	Song playing
📞	Call on hold	🎧	Wired headset connected

Open/Close the Notification Panel

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

view the details of notifications.

- To open the notification panel, swipe your finger down on the home screen or from the top of the screen.

- To close the notification panel, swipe your finger up on 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, just 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.

- To remove a notification, swipe it left or right.

- To remove all notifications, touch ≡ below all the notifications.

- To manage notifications you have received, touch and hold a notification to identify the application that created it. You can then touch ⓘ and turn on or off some or all of the following settings.

  ▸ **Block all**: Hide future notifications from this app.

  ▸ **Treat as priority**: Show notifications from this app when Do not disturb mode is set to Priority only.

- ► **Allow peeking:** Allow this app to show certain notifications briefly in the current screen.
- ► **Hide sensitive content:** Hide content in this app's notifications when the phone is locked.

✎ NOTE:
If you block notifications for an app, you may miss its important alerts and updates. The notifications of some apps cannot be blocked.

Use Quick Settings

The Quick Settings make it convenient to view or change the most common settings for your phone.

To access the Quick Settings, open the notification panel and drag the panel downwards, or swipe down from the top of the screen with two fingers.

You can find the following Quick Settings:

- **Brightness:** Drag the brightness slider to adjust the screen brightness.
- **Wi-Fi:** Touch to turn on or off Wi-Fi. To open Wi-Fi settings, touch the word "Wi-Fi". See *Connecting to Wi-Fi*.
- **Bluetooth:** Touch to turn on or off Bluetooth. To open Bluetooth settings, touch the word "Bluetooth". See *Connecting to Bluetooth Devices*.
- **Do not disturb / Total silence / Alarms only / Priority only:** Touch to turn on Do not disturb mode and select an option. Touch again to turn off Do not disturb mode. See *Using Do Not Disturb Mode*.

- **Mobile data:** Touch to view the mobile data usage, enable or disable data access over the mobile network, and access more settings.
- **Airplane mode:** Touch to turn on or off flight mode.
- **Auto-rotate/Portrait:** Touch to turn on or off the auto-rotate screen feature.
- **Flashlight:** Touch to turn on or off the flash.
- **Location:** Touch to turn location services on or off. See *Location*.
- **Hotspot:** Touch to turn on or off the Wi-Fi hotspot feature. See *Share Your Mobile Data Connection as a Wi-Fi Hotspot*.

✐ **NOTES:**

- Additional Quick Setting buttons may appear after you use at least once the functions they control.
- In the Quick Settings screen, touch ✿ at the top to get to the **Settings** menu; touch the battery icon to open the battery settings screen; touch 😊 to manage users or switch between them.

Managing Icons and Widgets

Add Widgets

1. Touch the **Home** key.
2. Touch and hold an empty area of the home screen to open the Widget panel.

3. Slide left or right to browse all available widgets. Touch and hold a widget and drag it to a home screen panel.

NOTE:

While holding the item, you can drag it to the right edge of the screen to create a new home screen panel and put the item on it.

Move Icons or Widgets

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

NOTES:

- To move icons to another home screen panel, pinch on the home screen and touch the icons or drag them to the bottom transit area. Then swipe left or right on the home screen and touch the icons or drag them from the transit area to the new panel.
- To align the icons on a home screen panel automatically, pinch on the home screen and then touch ⠿ (**Align top**) or ⠿ (**Align bottom**).

Remove Icons or Widgets

1. Touch and hold an icon or a widget on the home screen.
2. Drag it to ▮ to remove it.

NOTE:

If the icon is an application, drag it to ▨ and touch **OK** to uninstall it. Some preinstalled apps cannot be uninstalled.

Adjust Widget Size

1. Touch and hold a widget on the home screen and then release it.
2. An outline appears around the widget. Drag the outline to resize the widget.

🖉 **NOTE:**

Not all widgets can be resized.

Organizing With Folders

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

You can move folders the same way as moving icons.

1. Touch and hold an icon on the home screen and drag it quickly over another icon.
2. Release the icon. A new folder will be created and both icons are added into the folder.

   🖉 **NOTE:**

   Some recommended app icons may appear when you create a folder. You can check the icons you need to add them in the folder.

3. To add more icons into the folder, touch and hold each icon and drag it over the folder before releasing it.

🖉 **NOTE:**

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

Rearranging the Primary App Icons

The home screen includes a customizable primary icons area at the bottom visible from all home screen panels. You can keep at most five items in the area. Drag icons or folders in or out of the area to rearrange it.

Entering Text

You can enter text using the onscreen keyboard. Some apps open it automatically. In others, you open it by touching where you want to type. Touch the **Back** key to hide the onscreen keyboard. You can also enter text by speaking with the Google voice typing feature.

Enable or Disable Input Methods

1. Touch the **Home** key **> Settings > Language & input > Current Keyboard**.
2. Touch **CHOOSE KEYBOARDS** at the bottom.
3. Slide the switches beside the input methods to enable or disable them.

🖊 **NOTE:**

Some default input methods may not be disabled.

Change Input Methods

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

🖉 NOTE:

The icon ⌨ appears only when more than one input method is installed and enabled.

Android Keyboard

The Android Keyboard provides a layout similar to a desktop computer keyboard. When screen auto-rotation is enabled, turn the phone sideways and the keyboard will change from portrait to landscape. The landscape keyboard is not supported in all applications.
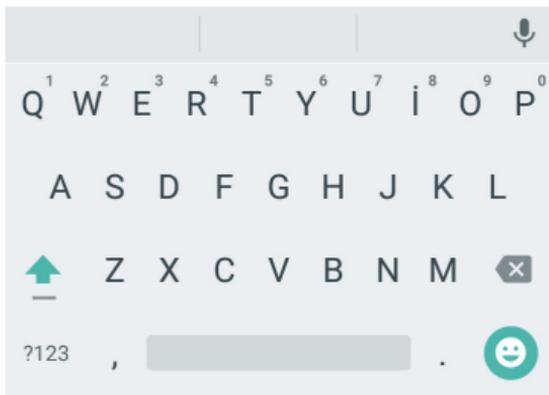
- Touch the alphabetic keys to enter letters. Touch and hold some specific keys to enter associated accented letters or numbers. For example, to enter É, touch and hold E^{3} and the available accented letters and number 3 appear. Then slide to choose É.

- As you enter a word, candidates appear above the keyboard. Touch to select the correct one; touch and hold to see more possible options.

- Touch ⬆ to use uppercase. Double-tap ⬆ to lock uppercase. This key also changes to indicate the current case you are using: ⬆ for lowercase, ⬆ for uppercase, and ⬆ when locked in uppercase.

- Touch ⌫ to delete the text before the cursor.

- Touch ?123 to select numbers and symbols. You can then touch = \ < to find more.

- Touch 😊 to enter miniature icons, such as expressions, horoscopes, and animals.

- Touch 🎤 to use Google voice typing.

- Touch and hold , to change the input language or set up the Android Keyboard.

Gesture Typing

The Android Keyboard supports the gesture typing feature. You use this feature to input a word by sliding through the letters.

To enable and use gesture typing:

1. Touch and hold ▸ on the Android Keyboard and then touch **Android Keyboard Settings**.

2. Touch **Gesture Typing** and then touch **Enable gesture typing** if this feature is turned off.

3. Move your finger from letter to letter on the keyboard to trace a word without lifting the finger until you reach the end of the word.
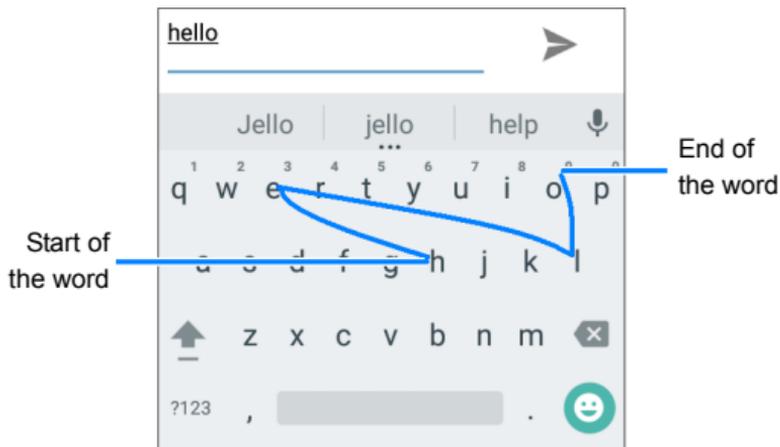
NOTES:

- Touch when you want to. If you want to enter a single letter, go ahead and touch.

- Lift your finger at the end of the word. A space is added automatically when you begin to input the next word.

TouchPal Keyboard

The TouchPal keyboard offers three layouts including Full, Phonepad, and T+. You can touch to select a language and layout.

You can also use Curve® and Wave™ to speed up text input by moving your finger from letter to letter or word from word without lifting the finger.

The Full Layout
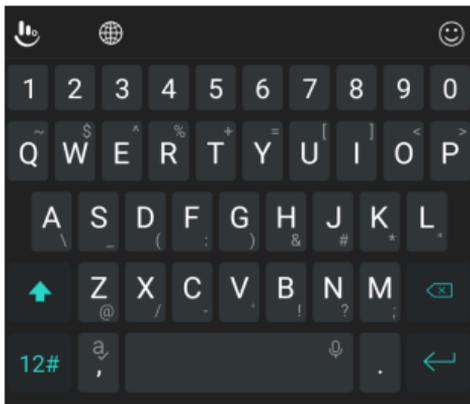
The full layout offers an input experience similar to a computer keyboard.

- **The alphabetic keys:** Touch the keys to enter letters. Touch and hold a key and slide if necessary to choose more characters.
- **The shift key:** Touch to use uppercase. Double-tap to lock uppercase. This key also changes to indicate the current case you are using: for lowercase, for

uppercase, and ![uppercase locked icon] when locked in uppercase.

- **Word prediction**: Touch and hold ![key] or ![key] and touch the prediction switch to turn off or on prediction.
- **Pre-defined texts**: Touch 12# to enter digits, symbols, and other texts. You can touch the arrow keys to turn pages, or touch ![back key] to go back to the alphabetic keys. Slide up on the space key or touch ![emoji icon] to enter Emoji and emoticons.
- **The delete key**: Touch ![delete key] to delete text before the cursor. You can also slide left on the key to delete a whole word.
- **More options**: Touch ![options key] to access additional functions of TouchPal, use voice input, edit text, change keyboard themes, and more.

The PhonePad Layout

The layout is similar to a phonepad.

Touch an alphabetic key repeatedly until the desired letter appears. You can also touch and hold the key and slide left or right to choose the letter or number you need.

If word prediction is enabled (⟨,⟩), just touch the keys once and choose the right word.

The T+ Layout
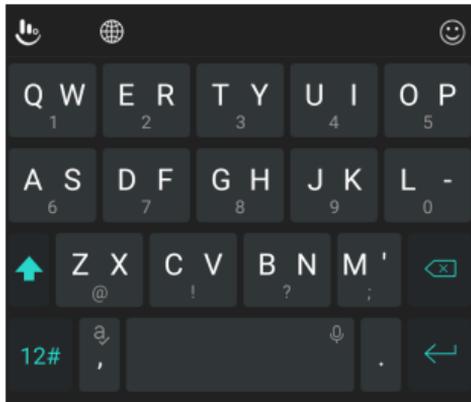
Touch to enter the left letter on the key. Double-tap or flick right to enter the right letter/symbol on the key. You can also touch and hold a key and slide left or right to choose more letters and symbols.

If word prediction is enabled (⟨,⟩), just touch the keys once and choose the right word.

Curve Word Gesture

Curve allows you to enter text by moving your finger on the screen from letter to letter to enter each word.

To enable and use Curve:

1. On the TouchPal keyboard, touch 🔘 > **Settings** > **Smart input** and check **Curve - Word gesture**.

2. Touch the **Back** key to return to the text field. Open the TouchPal keyboard and switch to the full layout.

   📝 **NOTE:**

   Curve is only available in the full layout.

3. Move your finger from letter to letter on the keyboard to trace a word without lifting the until you reach the end of the word.

Start of the word
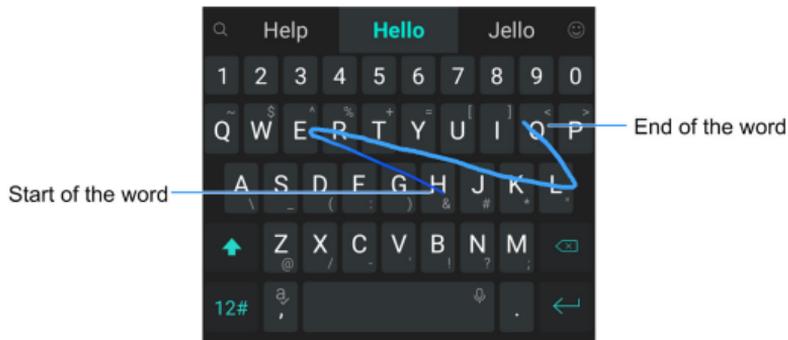
End of the word

Tips for using TouchPal Curve:

- Touch when you want to. If you want to enter a single letter, go ahead and touch the key.
- Lift your finger at the end of the word. A space is added automatically when you begin to trace the next word.

Wave Sentence Gesture

Wave allows you to enter words by dragging candidate words to the space key.

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To enable and use Wave:

1. On the TouchPal keyboard, touch [icon] > **Settings** > **Smart input** and check **Wave - Sentence gesture**.

2. Touch the **Back** key to return to the text field. Open the TouchPal keyboard and switch to the full layout.

   ✎ NOTE:

   Wave is only available in the full layout.

3. Touch or use Curve to enter the first word. As the first word appears on the text field, candidate words appear on the keyboard for you to choose from as the following word.

4. Drag the correct candidate word to the space key to add the word to the text field.
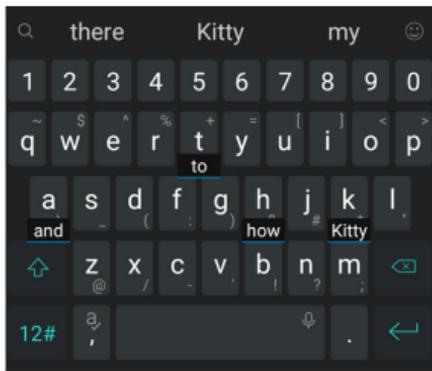
✎ NOTE:

If no candidate word is correct or displayed, you can go on entering the words normally.

Google Voice Typing

Google voice typing uses the Google voice recognition service to convert speech to text.

1. Touch 🎤 to access the voice typing feature when you are using the Android Keyboard.

   Or flick down the status bar when entering text and touch **Change keyboard**, and then select **Google voice typing**.

2. When you see the microphone image, speak what you want to type.

3. You can continue entering text to keep it or to delete it.

🖊 NOTE:
Say "comma," "period," "question mark," "exclamation mark," or "exclamation point" to enter punctuation.

Input Method Settings

Choose the input method settings by touching **Settings > Language & input** from the home screen.

In the **Keyboard & input methods** section, you can set the current input method and choose the settings for input methods.

Editing Text

• **Move the insertion point:** Touch where you want to type. The cursor blinks in the new position, and a tab appears below it. Drag the tab to move the cursor.

- **Select text:** Touch and hold or double-tap within the text. The nearest word highlights, with a tab at each end of the selection. Drag the tabs to change the selection.
- **Cut or copy:** Select the text you want to manipulate. Then touch **CUT** or **COPY** to cut or copy the text to the clipboard.
- **Replace text with the clipboard text:** Select the text you want to replace. Then touch **PASTE**.
- **Insert clipboard text to the text field:** Touch and hold the tab below the cursor and then select **PASTE**.

Opening and Switching Apps

Open an App

1. Touch the **Home** key to access the home screen.
2. Slide left or right on the screen and touch an app to open it.

Switch Between Recently Opened Apps

1. Touch the **Recent apps** key. The apps you've used recently are displayed in a series of tabs. Slide up and down to see all the tabs.
2. Touch a tab to open that app.

✎ NOTE:

You can swipe a tab sideways or touch **X** on the tab to remove it from the screen.

Connecting to Networks and Devices

Connecting to Mobile Networks

Manage the nano-SIM Cards

You can turn on or off the nano-SIM cards and choose the default card for voice calls, messaging, and data.

To turn on or off a card:

1. Touch the **Home** key **> Settings > SIM cards**.
2. Touch the on/off switch next a card.

📝 **NOTE:**

You can touch a card name to edit the card name, change it colour, view the operator and number of the card.

To set the default card for calling, messaging, data connection, and 4G/3G network connection:

1. Touch the **Home** key **> Settings > SIM cards**.
2. Touch **Default 4G/3G Subscription**, **Cellular data**, **SMS messages**, or **Calls** below **Preferred SIM for** and select a card as the default.

📝 **NOTE:**

If you want to enable the mobile data of the selected 4G/3G card automatically, touch **Default 4G/3G Subscription**, check **Set mobile data to the selected SIM card once default 4G/3G SIM**

card is changed, and touch **OK**.

NOTE:
When one nano-SIM card is set to connect with 4G/3G networks, the other installed nano-SIM card can only connect with 2G networks.

Control Mobile Data Use

To enable or disable data access:

1. Touch the **Home** key **> Settings > Data usage**.
2. Touch a card tab at the top.
3. Touch the **Cellular data** switch to enable or disable mobile data use with that nano-SIM card.

To get data services when roaming:

1. Touch the **Home** key **> Settings > More > Cellular networks**.
2. Touch a card tab at the top.
3. Touch the **Data roaming** switch if it is turned off.

NOTE:
Data roaming may incur significant roaming charges.

Select Preferred Network Type

1. Touch the **Home** key **> Settings > More > Cellular networks**.
2. Touch the 4G/3G card tab at the top.
3. Touch **Preferred network type** and touch the type of network you prefer the phone to connect to.

Set Access Point Names

To connect to the Internet you can use the default Access Point Names (APN). And if you want to add a new APN, please contact the service provider to get the necessary information.

1. Touch the **Home** key **> Settings > More > Cellular networks**.
2. Touch a card tab at the top.
3. Touch **Access point names** and then touch ⊕.
4. Touch each item to enter the information you get from your service provider.
5. Touch ⋮ **> Save** to complete.

✎ NOTE:

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

Select Network Operator

1. Touch the **Home** key **> Settings > More > Cellular networks**.
2. Touch a card tab at the top.
3. Touch **Network operators**.
4. Touch **Search networks** to search for all available networks.
5. Touch a network in the network list to register manually.

   You can also touch **Choose automatically** to select preferred network automatically.

Connecting to Wi-Fi

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

Turn Wi-Fi On and Connect to a Wi-Fi Network

1. Touch the **Home** key **> Settings > Wi-Fi**.
2. Slide the **Wi-Fi** switch to the **On** position to turn on Wi-Fi.
3. Touch a network name to connect to it.
4. If the network is secured, enter the password and touch **CONNECT**.

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

Get Notified of Open Networks

1. Touch the **Home** key **> Settings > Wi-Fi**.
2. Slide the **Wi-Fi** switch to the **On** position.
3. Touch **> Advanced**.
4. Slide the **Network notification** switch.

When Wi-Fi is on, you receive notifications in the status bar when your phone 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 to add a Wi-Fi network when you are out of range.

To connect to a secured network, you first need to get the security details from the network's administrator.

1. Touch the **Home** key **> Settings > Wi-Fi**.
2. Slide the **Wi-Fi** switch to the **On** position.
3. Touch **⋮ > Add network**.
4. Enter the network SSID (name). If necessary, enter security or other network configuration details.
5. Touch **SAVE**.

Connect to a WPS Network

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

You can use one of the following methods to connect your phone to a wireless network using WPS.

Method one: WPS button (Recommended)

1. Touch the **Home** key **> Settings > Wi-Fi**.
2. Slide the **Wi-Fi** switch to the **On** position.
3. Touch **⋮ > Advanced > WPS Push Button**.
4. Press the WPS button on the access point and the access point will recognise your phone and add it to the network.

Method two: PIN number

1. Touch the **Home** key **> Settings > Wi-Fi**.
2. Slide the **Wi-Fi** switch to the **On** position.
3. Touch ⋮ **> Advanced > WPS Pin Entry**.
4. The WPS PIN number displays on the screen. Enter the PIN number into the access point's setup page.

After entering the PIN number, your phone automatically finds the access point and configures the connection.

NOTE:
For detailed information about the WPS feature of the access point, please refer to its user documents.

Forget a Wi-Fi Network

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

1. Touch the **Home** key **> Settings > Wi-Fi**.
2. Slide the **Wi-Fi** switch to the **On** position.
3. Touch the Wi-Fi network name and then touch **FORGET**.

Adjust Advanced Wi-Fi Settings

1. Touch the **Home** key **> Settings > Wi-Fi**.
2. Touch ⋮ **> Advanced** to adjust the following settings.

- ▸ **Network notification:** Get notifications in the status bar when Wi-Fi is on and an open network is available.
- ▸ **Keep Wi-Fi on during sleep:** Set whether to keep Wi-Fi on in sleep mode.
- ▸ **Install certificates:** Install certificates needed for connecting to certain Wi-Fi networks.
- ▸ **Wi-Fi Direct:** Use the Wi-Fi Direct feature. See *Using Wi-Fi Direct®*.
- ▸ **WPS Push Button:** Connect to a WPS network via the push button method.
- ▸ **WPS Pin Entry:** Connect to a WPS network via the phone PIN method.
- ▸ **MAC address:** Check the MAC address.
- ▸ **IP address:** Check the phone's IP address.

Using Wi-Fi Direct®

Wi-Fi Direct allows Wi-Fi devices to share files and data directly by connecting to each other without the need for wireless access points (hotspots).

Connect to Another Device via Wi-Fi Direct

1. Touch the **Home** key **> Settings > Wi-Fi**.
2. If Wi-Fi is off, slide the **Wi-Fi** switch to the **On** position.
3. Touch ⋮ **> Advanced > Wi-Fi Direct**. Your phone will search for other devices enabled with Wi-Fi Direct connections.

4. Touch a device name below **Peer devices** to connect with it. The other device will receive a connection prompt and need to accept the request for connection. Both devices may need to enter a common PIN.

5. Once connected the device is displayed as "Connected" in the **Peer devices** list.

Send Data via Wi-Fi Direct

1. Open the appropriate application and select the file or item you want to share.

2. Select the option for sharing via Wi-Fi Direct. The method may vary by application and data type.

3. Touch a device the phone has connected with or wait for it to search for new devices and touch one of them.

Connecting to Bluetooth Devices

Bluetooth is a short-range wireless communication technology. Phones or other devices with Bluetooth capabilities can exchange information wirelessly within a distance of about 10 meters (32.8 feet). The Bluetooth devices must be paired before the communication is performed.

Turn Bluetooth On/Off

1. Touch the **Home** key **> Settings > Bluetooth**.

2. Slide the **Bluetooth** switch to the **On** or **Off** position.

When Bluetooth is on, the $\ast$ icon appears in the status bar.

Change the Device Name

1. Touch the **Home** key **> Settings > Bluetooth**.
2. Slide the **Bluetooth** switch to the **On** position if Bluetooth is off.
3. Touch ⋮ **> Rename this device**.
4. Edit the name and touch **RENAME**.

Pair With Another Bluetooth Device

1. Touch the **Home** key **> Settings > Bluetooth**.
2. Slide the **Bluetooth** switch to the **On** position if Bluetooth is off.

   Your phone automatically scans for and displays the IDs of all available Bluetooth devices in range. You could touch ⋮ **> Refresh** if you want to scan again.
3. Touch the device you want to pair with.
4. Confirm that the Bluetooth passkeys are the same between the two devices and touch **PAIR**. Alternately, enter a Bluetooth passkey and touch **PAIR**.

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

🖉 NOTE:

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

Forget (Unpair With) a Bluetooth Device

You can make your phone 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. Touch the **Home** key **> Settings > Bluetooth** and ensure that Bluetooth is turned on.
2. In the list of paired devices, touch the icon ✿ beside the Bluetooth device you want to forget.
3. Touch **FORGET**.

Send Data via Bluetooth

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

Receive Data via Bluetooth

1. Turn Bluetooth on before trying to receive data via Bluetooth.
2. Flick down the status bar and touch ⚹⌁.
3. Touch **ACCEPT** to start receiving the data.

Received files are stored automatically in a dedicated folder (*Bluetooth*, for instance) in the phone. You can access them with the **File Manager** app.

Connecting to Your Computer via USB

You can connect your phone to a computer with a USB cable and transfer music, pictures, and other files in both directions. Your phone stores these files in the phone storage or on a removable microSDHC card.

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

Connect Your Phone to a Computer via USB

1. Connect your phone to the PC with a USB cable.

2. Open the notification panel and touch **(USB for ...)**.

3. Choose one of the following options:

   ▸ **Charging only:** Charge your phone via USB.

   ▸ **Transfer files (MTP):** Transfer files on Windows® or Mac®.

   NOTE:
   For Windows XP, please install Media Player 11 (or later version) when you use MTP.

   ▸ **Transfer photos (PTP):** Transfer photos using camera software.

Connect With Windows Media® Player

You can sync music, picture, and video files from the computer to your phone via Windows Media Player on the computer.

1. Connect the phone with your computer via USB.

2. Open the notification panel and touch ● **(USB for ...)**.

3. Touch **Transfer files (MTP)**.

4. Open Windows Media Player and synchronise music, picture, and video files.

Disconnect Your Phone From the Computer

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

Using the microSDHC Card as Portable or Phone Storage

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

⚠ CAUTION:

As part of the phone storage, the microSDHC 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 microSDHC Card as Portable Storage

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

You can also open the notification panel and touch the microSDHC card name, select **Use as portable storage** and then touch **NEXT > DONE**.

To remove the microSDHC card from your phone:

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

1. Touch the **Home** key **> Settings > Storage & USB**.
2. Touch ▲ next to the card name in the **Portable storage** section.
3. When the screen prompts the card is safely ejected, you can now remove it from the phone.

To erase and format the microSDHC card:

1. Touch the **Home** key **> Settings > Storage & USB**.
2. Touch the card name in the **Portable storage** section.
3. Touch ⋮ **> Settings** and then touch **Format**.
4. Touch **ERASE & FORMAT**.

🛈 CAUTION:

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

Set Up the microSDHC Card as Phone Storage

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

1. Touch the **Home** key **> Settings > Storage & USB**.
2. Touch the card name in the **Portable storage** section.
3. Touch **⋮ > Settings** and then touch **Format as internal**.
4. Touch **ERASE & FORMAT**.

   ⚠ CAUTION:

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

5. The phone will prompt you to move your photos, files and other data from the internal storage to the microSDHC card. Select **Move now** or **Move later** and touch **NEXT**. Follow the onscreen instructions to continue.

To move data between the internal storage and the microSDHC card:

With the microSDHC card as part of the phone storage, you can move your photos, files and other data between the internal storage and the card any time.

1. Touch the **Home** key **> Settings > Storage & USB**.
2. Touch **Internal storage** or the microSDHC card name.

3. Touch ⋮ **> Migrate data**.
4. Touch **MOVE**.

📝 NOTE:

Whenever you move data between the internal storage and the microSDHC 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 microSDHC card from your phone:

If you need to remove the microSDHC card used as phone storage while the phone is on, you must unmount it first.

1. Touch the **Home** key **> Settings > Storage & USB**.
2. Touch your card name below **Internal storage**.
3. Touch ⋮ **> Eject**.

   📝 NOTE:

   Before ejecting the card, ensure that you have moved data and apps to the internal storage.

4. Touch **EJECT**.
5. When the screen prompts the card is safely ejected, you can now remove it from the phone.

To reformat the microSDHC card as portable storage:

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

📝 NOTE:

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

1. Touch the **Home** key **> Settings > Storage & USB**.

2. Touch your card name below **Internal storage**.

3. Touch $\vdots$ **> Format as portable**.

4. Touch **FORMAT**.

> **⚠ CAUTION:**
> The formatting procedure erases all the data on the microSDHC card, after which the files CANNOT be retrieved.

Sharing Your Mobile Data Connection

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

Share Your Mobile Data Connection via USB

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

> **✎ NOTE:**
> You cannot transfer files between your phone and your computer when the phone is USB tethered.

1. Connect your phone to your computer with a USB cable.

2. Touch the **Home** key **> Settings > More > Tethering & portable hotspot**.

3. Switch on **USB tethering**. A new network connection will be created on your computer.

To stop sharing your data connection, switch off **USB tethering** or disconnect the USB cable.

Share Your Mobile Data Connection via Bluetooth

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

1. Pair your phone with your computer via Bluetooth.
2. Configure your computer to obtain its network connection via Bluetooth. For more information, please see your computer's documentation.
3. Touch the **Home** key **> Settings > More > Tethering & portable hotspot**.
4. Switch on **Bluetooth tethering**. Your computer is now sharing your phone's data connection.

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

Share Your Mobile Data Connection as a Wi-Fi Hotspot

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

data charges.

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

1. Touch the **Home** key **> Settings > More > Tethering & portable hotspot**.

2. Switch on **Portable Wi-Fi hotspot**.

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

3. On another device, locate your phone via Wi-Fi and connect with it to start using the phone's mobile data.

NOTE:
To stop sharing your data connection, switch off **Portable Wi-Fi hotspot**.

Set Your Wi-Fi Hotspot

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

1. Touch the **Home** key **> Settings > More > Tethering & portable hotspot**.

2. Touch **Set up Wi-Fi hotspot** and set your name and security options as follows.

   ▸ **Network name:** Enter or edit a network SSID (name) that other devices see when scanning for Wi-Fi networks.

   ▸ **Security:** Choose a security option: **None** (not

recommended) or **WPA2 PSK** (other users can access your Wi-Fi hotspot only if they enter the correct password). When you select **WPA2 PSK**, touch the **Password** field to edit the security password.

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

Connecting to Virtual Private Networks

Virtual private networks (VPNs) allow you to connect to the resources inside a secured local network. VPNs are commonly deployed by corporations, schools, and other institutions to let people access local network resources when not on campus, or when connected to a wireless network.

Depending on the type of VPN you are using, you may be required to enter your login credentials or install security certificates before you can connect to your VPN. You can get this information from your network administrator.

Add a VPN

1. Touch the **Home** key **> Settings > More > VPN**.
2. Touch $+$ at the top right corner and fill in the information provided by your network administrator.
3. Touch **SAVE**.

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

📝 NOTE:
You must set a lock screen pattern, PIN or password before using VPN.

Connect to a VPN

1. Touch the **Home** key **> Settings > More > VPN**.
2. Touch the VPN that you want to connect to.
3. When prompted, enter any requested credentials, and then touch **CONNECT**.

Modify a VPN

1. Touch the **Home** key **> Settings > More > VPN**.
2. Touch ⚙ beside the VPN that you want to modify.
3. Edit the VPN settings and then touch **SAVE**.

Phone Calls

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

Placing and Ending Calls

Place a Call by Dialing

1. Touch the **Home** key **>** 📞.

2. Touch 🔢 and enter the phone number or the contact name with the dialpad. Touch ⌫ to delete incorrect digits.

   ✐ NOTE:
   As you enter the phone number or the contact name, your phone searches for matching information in your contacts. If you see the number and contact you want to call, touch it to place the call immediately.

3. Touch 📞 below the keypad to dial.

You can also touch the search box at the top of the **Phone** app screen and enter the phone number or contact name you want to call. Touch the matching contact or **Call** [number] to place the call.

✐ NOTE:
To make an international call, touch and hold the 0 key to enter the plus (+) symbol. Next, enter the country code, followed by the city/area code and then the phone number.

NOTE:

To redial the last call you made, just touch the **Home** key **>** 📞 **>** ⊞ **>** 📞 and touch 📞 again.

End a Call

During a call, touch 🔴 on the screen.

Answering or Rejecting Calls

When you receive a phone call, the incoming call screen opens, displaying the caller ID or the information about the caller that you've entered in the Contacts app. You can answer or reject the call, or reject it with a text message.

Answer a Call

When you receive a phone call, drag 📞 over 📞 to answer the call.

- or -

If the screen is unlocked, touch **ANSWER** to answer the call.

NOTE:

To silence the ringer before answering the call, press either end of the **Volume** key.

Reject a Call

When you receive a phone call, you can:

Drag 🔄 over ☎ to reject the call.

- or -

Drag 🔄 over 📧 to reject the call and select a preset text message or edit one to send to the caller.

- or -

If the screen is unlocked, touch **DISMISS** to reject the call.

✎ NOTE:

To edit the preset text response from within the Phone app, touch ⋮ in the top search field and select **Settings > Quick responses**.

Working With the Call History

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

To open the call history, you can touch the **Home** key **>** 📞 **>** ⋮ (in the top search field) **> Call History**.

Place a Call From the Call History

1. Open the call history.

2. Touch 📞 beside a listing to call back.

✎ NOTE:

You can touch **MISSED** or **ALL** to filter the records by call type.

Add a Number From Call History as a Contact

1. Open the call history.
2. Touch the contact icon in front of a number.
3. Touch $^+\!$👤 on the contact information tab.
4. To add the number to an existing contact, touch a contact in the list. To add a new contact, touch **Create new contact**.

Take Other Actions on a Call History Entry

Open the call history, touch a listing and then touch **Call details** to view more call information.

- Touch 🗑 to delete the entry.
- While viewing the call details, touch ⋮ **> Edit number before call** to edit the number in the dialer before calling it.
- Touch the contact icon in front of the entry to open the contact information tab from the bottom, where you can send a message, call back, edit the contact, add the contact to favourites, or add the number to contacts.

📝 **NOTE:**

Touch ⋮ **> Clear call history** in the call history screen to delete all history records.

Calling Your Contacts

1. Touch the **Home** key **>** 📞. Your favourite contacts and frequently called contacts are displayed in the ⭐ tab.

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2. Touch a contact to place the call, or touch or swipe to the
   👥 tab to view all your contacts, touch a contact and then
   touch its number to make a call.

Checking Voicemail

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

1. Touch the **Home** key **>** 📞 **>** ⚏.
2. Touch and hold the 1 key in the dialer. If prompted, enter your
   voicemail password.
3. Follow the voice prompts to listen to and manage your
   voicemail messages.

✎ NOTE:
See *Set Voicemail* for how to set your voicemail service. For
detailed information, please contact the service provider.

Using Options During a Call

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

- Touch 🔊 to turn on or off the speaker.

- Touch 🔇 to mute or unmute your microphone.

- Touch ⚏ to switch to the keypad when you need to enter a
  code (for example, the PIN for your voicemail or bank

account) during the call.

- Touch $\|$ to put the call on hold.

- Touch $\mathreved$ to make another call separately from the first call, which is put on hold.

- Touch λ to merge the separate calls into a single conference call.

- Touch $\vdots$ for more call options. You can transfer the calls.

- Touch **On hold** at the bottom to put the caller you are speaking to on hold, and switch to the other call that has been put on hold.

- Touch 📞 to end the current call.

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

Managing Multi-party Calls

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

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

Switch Between Current Calls

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

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

- Drag 🕓 over 📞 to answer the call. (This puts the first caller on hold and answers the second call.)

- Drag 🕓 over 📞 to reject the call.

- Drag 🕓 over 📧 to reject the call and select a preset text message or edit one to send to the caller.

To switch between two calls:

Touch **On hold** to switch back to the other call.

Set Up a Conference Call

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

1. Place the first call.

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

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

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

To end the conference call, touch 📞.

Adjusting Your Call Settings

Set Contact Display Options

You can set the order of the contacts displayed in the **CONTACTS** tab of the **Phone** app.

1. Touch the **Home** key **>** 📞 **>** ⋮ (in the top search field) **> Settings > Display options**.
2. Touch **Sort by** or **Name format** to set the order of the contacts and the format of the contact names.

Set Sound and Vibration

Set the sound and vibration for incoming calls as well as dialpad sounds.

1. Touch the **Home** key **>** 📞 **>** ⋮ (in the top search field) **> Settings > Sounds and vibration**.
2. Touch the following options you want to configure.

   ▸ Touch **Phone ringtone** to select the ringtone for incoming call notification.

   ▸ Check **Also vibrate for calls** to enable vibration for incoming call notification.

   ▸ Check **Dialpad tones** to play sounds when you touch the dialpad keys.

Edit Quick Response to Rejected Callers

1. Touch the **Home** key **>** 📞 **>** ⋮ (in the top search field) **> Settings > Quick responses**.
2. Touch a text message to edit it.

Internet Call Settings

To add an Internet calling account:

1. Touch the **Home** key **>** 📞 **>** ⋮ (in the top search field) **> Settings > Calling accounts**.
2. Touch **SIP accounts** and touch ➕ at the top right.
3. Follow the instructions from your Internet calling service provider to configure the settings for your account.
4. Touch **SAVE**.

To configure which calls use Internet calling:

You can configure your phone to use Internet calling (via Wi-Fi or mobile data) to place all calls or just calls to Internet calling addresses.

1. Touch the **Home** key **>** 📞 **>** ⋮ (in the top search field) **> Settings > Calling accounts**.
2. Touch **Make calls with**.
3. Select the option you need.
    ▸ If you want to use Internet calling for all calls, touch your SIP account.
    ▸ If you only want to use Internet calling for calls to Internet call accounts, touch your mobile network.

► If you want to make a choice each time you make a call, touch **Ask first**.

📝 NOTE:

To select which accounts can make calls, touch **All calling accounts** in the Calling accounts screen and switch on or off the accounts.

To automatically stop Internet calls:

You can configure the phone to automatically stop Internet calls when the other party does not support Internet calling.

1. Touch the **Home** key > 📞 > ⋮ (in the top search field) > **Settings > Calling accounts**.

2. Touch **Use SIP calling > Only for SIP calls**.

To configure your phone to receive Internet calls:

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

1. Touch the **Home** key > 📞 > ⋮ (in the top search field) > **Settings > Calling accounts**.

2. Check **Receive incoming calls**. Checking this setting will reduce your battery life between charges.

Set Voicemail

1. Touch the **Home** key > 📞 > ⋮ (in the top search field) > **Settings > Calling accounts**.

2. Touch the name of the nano-SIM card.

3. Touch **Voicemail** to configure voicemail settings.

   ▸ Touch **Service** to select the voicemail service provider. Your carrier is the default.

   ▸ Touch **Setup > Voicemail number** to edit the voicemail number.

   ▸ Touch **Sound** to select the notification sound for new voicemails.

   ▸ Check **Vibrate** to enable vibration for notification.

Use Fixed Dialling Numbers

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

1. Touch the **Home** key **> 📞 > ⋮** (in the top search field) **> Settings > Calling accounts**.

2. Touch the name of the nano-SIM card.

3. Touch **Fixed Dialing Numbers** and the following options are available.

   ▸ **Enable FDN:** Input the PIN2 code to enable the FDN feature.

   ▸ **Change PIN2:** Change the PIN2 code for FDN access.

   ▸ **FDN list:** Manage the FDN list.

🖉 NOTE:

The PIN2 code is provided by your carrier. Entering an incorrect PIN2 code more times than allowed can get your nano-SIM card locked. Contact the service provider for assistance.

Forward Incoming Calls

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

1. Touch the **Home** key > > (in the top search field) > **Settings > Calling accounts**.
2. Touch the name of the nano-SIM card.
3. Touch **Other call settings > Call forwarding > Voice**.
4. Touch an available option to enable it.

Set Caller ID and Call Waiting

1. Touch the **Home** key > > (in the top search field) > **Settings > Calling accounts**.
2. Touch the name of the nano-SIM card.
3. Touch **Other call settings > Additional settings**.
4. Touch **Caller ID** to choose whether your number is displayed when someone receives your outgoing call. Or check **Call waiting** to get notified of incoming calls during a call.

 NOTE:

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

Bar Certain Calls

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

1. Touch the **Home** key **>** 📞 **>** ⋮ (in the top search field) **> Settings > Calling accounts**.
2. Touch the name of the nano-SIM card.
3. Touch **Other call settings > Call barring**.
4. Set the restriction of specific types of calls from your phone.

Set Speed Dials

You can touch and hold the 1 to 9 keys from the dialler to call the corresponding speed dial number.

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

To assign a speed dial key:

1. Touch the **Home** key **>** 📞 **>** ⋮ (in the top search field) **> Settings > Calling accounts**.
2. Touch the name of the nano-SIM card.
3. Touch **Speed dial**.
4. Touch a speed dial key.
5. Enter a phone number or select one from the contact list.
6. Touch **OK**.

Contacts

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

To see your contacts, touch the **Home** key **>** 🧑. From there, you can touch the tabs on the top of the screen to quickly switch to favourite contacts.

Checking Contact Details

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

✏️ NOTE:
If you have a lot of contacts stored, you'll see a slider on the right side of the screen. Drag the slider to the initial letter you need.

Adding a New Contact

1. Touch the **Home** key **>** 🧑.
2. Touch 🧑 to add a new contact.
3. Select an account to which the new contact will be saved. If a sync account is selected, the contacts will be synced automatically with your account online.

4. Enter the contact name, phone numbers, email addresses, and other information.

5. Touch ✓ to save the contact.

Setting Up Your Own Profile

You can create your own name card in your phone.

1. Touch the **Home** key > 👤 and touch the **ALL CONTACTS** tab.

2. Touch **Set up my profile**.

   If a profile has already been set up, touch the listing beside **ME** and touch ✏.

3. Edit your profile information.

4. Touch ✓.

Importing, Exporting, and Sharing Contacts

You can import/export contacts from/to your nano-SIM cards, the phone storage or the microSDHC card. This is especially useful when you need to transfer contacts between different devices. You can also quickly share contacts using Bluetooth, Google Drive, Gmail, Messaging, etc.

Import Contacts From the nano-SIM Card

1. Touch the **Home** key **>** 👤.
2. Touch ⋮ **> Import/Export > Import from SIM1 card / Import from SIM2 card**.
3. Select an account in which to save the contacts.
4. Check the contacts you need and then touch ✓.

Import Contacts From the Phone Storage or the microSDHC Card

1. Touch the **Home** key **>** 👤.
2. Touch ⋮ **> Import/Export > Import from .vcf file**.
3. Select an account in which to save the contacts.
4. Touch ☰ and find the vCard file(s) on the phone storage or microSDHC card and touch one to import contacts.

   📝 **NOTE:**

   Touch ⋮ **> Show SD card** if needed to find your vCard file(s).

Export Contacts to the nano-SIM Card

1. Touch the **Home** key **>** 👤.
2. Touch ⋮ **> Import/Export > Export to SIM1 card / Export to SIM2 card**.
3. Check the contacts you need and then touch ✓.

Export Contacts to the Phone Storage or the microSDHC Card

1. Touch the **Home** key **>** 👤.
2. Touch ⋮ **> Import/Export > Export to .vcf file**.
3. Touch ☰ and select the directory in which the vCard file will be saved. Touch ⋮ **> Show SD card** if needed.
4. Edit the file name if needed and touch **SAVE** to create the file.

Share Contacts

1. Touch the **Home** key **>** 👤 and touch the **ALL CONTACTS** tab.
2. Touch and hold the contact you want to share.
3. Touch more contacts if you want to share them and then touch ⋖.
4. Choose how to share the contacts. Options depend on the applications and services installed.

Working With Favourite Contacts

In the favourite contacts tab, you can find your favourite contacts and frequently contacted contacts.

Add a Contact to Favourites

You can add the contacts you use frequently to **FAVOURITES** so that you can find them quickly.

1. Touch the **Home** key **>** 👤 and touch the **ALL CONTACTS** tab.
2. Touch a contact and then touch ☆ at the top.

Remove a Contact From Favourites

1. Touch the **Home** key **>** 👤 and touch the **FAVOURITES** tab.
2. Touch a favourite contact and then touch ★ at the top.

Searching for a Contact

1. Touch the **Home** key **>** 👤.
2. Touch 🔍 at the top of the screen.
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. Touch the **Home** key **>** 👤.
2. Touch a contact you need to edit and then touch ✏.
3. Edit the contact and touch ✓.

Set a Ringtone for a Contact

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

1. Touch the **Home** key **>** 👤.
2. Touch a contact you want to set a ringtone for and then touch ✏.
3. Touch ⋮ **> Set ringtone**.

   📝 **NOTE:**
   The contact must be saved on the phone, not the nano-SIM card.

4. Select a ringtone you like and touch **OK**.
5. Touch ✓.

Delete Contacts

1. Touch the **Home** key **>** 👤 and touch the **ALL CONTACTS** tab.
2. Touch and hold the contact you want to remove.
3. Touch more contacts if you want to delete them and then touch 🗑.
4. Touch **OK** to confirm.

Join Contacts

As your phone synchronizes with multiple online accounts, you may see duplicate entries for the same contact. You can merge all the separate information of a contact into one entry in the contacts list.

1. Touch the **Home** key **>** 👤.
2. Touch a contact entry to display the contact's details and then touch ✏.
3. Touch ⋮ **> Join**.
4. Touch the contact whose information you want to join with the first entry.
5. Touch ✓.

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

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

Separate Contact Information

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

1. Touch the **Home** key > 👤.
2. Touch a contact entry you have merged and want to separate, and then touch ✏.
3. Touch ⋮ > **Separate**.
4. Touch **OK** to confirm.

Web Accounts

Adding or Removing Accounts

You can add multiple Google accounts and Microsoft Exchange ActiveSync® accounts. You may also add other kinds of accounts depending on the apps installed on your phone.

Add an Account

1. Touch the **Home** key **> Settings > Accounts > Add account**.

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

3. Follow the onscreen steps to enter the information about the account. Most accounts require a username and password, but the details may vary. You may also need to obtain some information from IT support or your system administrator.

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

Remove an Account

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

1. Touch the **Home** key **> Settings > Accounts**.

2. Touch the account category and then touch the account.

3. Touch ⋮ **> Remove account > REMOVE ACCOUNT**.

Configuring Account Sync

Configure Auto Sync Setting

1. Touch the **Home** key **> Settings > Accounts**.
2. Touch ⋮ and check or uncheck **Auto-sync data**.

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

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

Sync Manually

1. Touch the **Home** key **> Settings > Accounts**.
2. Touch the account category and then the account you want to sync.
3. Touch ⋮ **> Sync now**. Or touch the types of information you want to sync.

Change an Account's Sync Settings

1. Touch the **Home** key **> Settings > Accounts**.
2. Touch the account category and then the account. The **Sync** screen appears, showing a list of information the account can sync.

3. When auto-sync is enabled, switch on or off items as you need. The types of information enabled on the phone and the web will be kept in auto-sync. When auto-sync is disabled, touch a listing to sync that type of information between the phone and the web.

Email

Touch **Email** in the home screen to receive and send emails from your webmail or other accounts, using POP3 or IMAP, or access your Exchange ActiveSync account for your corporate email needs.

Setting Up the First Email Account

1. When you open **Email** for the first time, enter your email address and password.
2. Touch **NEXT** to let the phone retrieve the network parameters automatically.

   ✎ **NOTE:**

   Touch **MANUAL SETUP** if you want to enter these details manually or set up an Exchange ActiveSync account.
3. Follow the on-screen instructions to finish the setup.

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

Checking Your Emails

Your phone can automatically check for new emails at the interval you set when setting up the account.

You can also check new emails manually by dragging down on the message list.

Responding to an Email

You can reply to or forward a message that you receive. You can also delete messages and manage them in other ways.

Reply to or Forward an Email

1. Open the email you want to reply to or forward from the Inbox.
2. Do the following as you need:

   ▸ To reply to the sender, touch .

   ▸ To reply to the sender and all recipients of the original email, touch or **> Reply all**.

   ▸ To forward the email to someone else, touch or **> Forward**.

3. Edit your message and touch .

Mark an Email as Unread

You can return a read email to the unread state - for example, to remind yourself to read it again later. You can also mark a batch of emails as unread.

- While reading a message, touch .
- While in a message list (for instance, the Inbox), touch the sender images beside the messages and then touch .

Delete an Email

You can delete an email from its folder. You can also delete a batch of emails.

- While reading a message, touch 🗑.

- While in a message list (for instance, the Inbox), slide a message left or right to delete it, or touch the sender images beside the messages and then touch 🗑.

✎ NOTE:
If you accidentally delete one, touch **UNDO** to retrieve it.

Writing and Sending an Email

1. Open your email Inbox and touch 🖊.

   ✎ NOTE:
   If you have more than one email account added on the phone, touch the sender line to select the account you want to use for sending the message.

2. Enter a contact name or email address in the **To** field. Separate each recipient with a comma.

   ✎ NOTE:
   To send a carbon copy or blind carbon copy to other recipients, touch ⋮ **> Add Cc/Bcc** to open the **Cc/Bcc** field and enter the contact names or email addresses.

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

4. Touch ⬛ **> Attach file** to add audio files, images, videos and other types of files as attachments.

5. Touch ➤ at the top right of the screen to send the message.

Adding and Editing Email Accounts

Add an Email Account

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

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

2. Touch ☰ **> Settings > Add account**.

3. Follow the prompts to set up the account as you did with the first one.

Edit an Email Account

You can change a number of settings for an account, including how often you check for email, how you're notified of new mails, your email signature, and details about the servers the account uses to send and receive mails.

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

2. Touch ☰ **> Settings** and touch the account whose settings you want to change.

3. Make the changes and touch ← when you finish.

Changing General Email Settings

General settings apply to all email accounts you add.

1. Open **Email** to get the Inbox screen.
2. Touch ≡ **> Settings > General settings**.
3. Make the changes and touch ← when you finish.

Messaging

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

Opening the Messaging Screen

Touch the **Home** key **>** .

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

- Touch to write a new text or multimedia message.
- Touch $\bigcirc$ to search for a message using keywords.
- Touch to view all your messages, unread messages, or favourite messages.
- Touch an existing message thread to open the conversation you've had with a certain number.

Sending a Message

1. On the **Messaging** screen, touch at the bottom right corner.

2. Add recipients by one of the following ways.

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

▶ Select recipients from your contacts or call history by touching ⟂.

3. Touch the text box and enter the message text.

4. If you want to send a multimedia message, touch � to add a message subject, pictures, audios, videos or other files to the message.

5. Touch ➤ or ➤.

📝 **NOTE:**
You can also include email addresses as recipients for a multimedia message.

📝 **NOTE:**
Do not add a message subject or 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 **Messaging** screen, touch the thread that has the message you want to reply to.

2. Type your reply in the text box at the bottom. You can touch ╄ if you want to reply with an MMS.

3. Touch ➤ or ➤.

Forwarding a Message

1. On the **Messaging** screen, touch the thread that has the message you want to forward.

2. Touch and hold the message and then touch **Forward** in the menu that opens.

3. Enter a recipient for the message and edit the content if you want.

4. Touch ➤ or ➤.

Copying a Message

You can copy text messages from a nano-SIM card to the phone storage.

1. On the **Messaging** screen, touch ≡ **> Settings > SMS/MMS settings > Manage [card name] messages**.

2. Touch and hold a message and then touch **Copy to phone memory**.

Changing Message Settings

Touch ≡ **> Settings** in the **Messaging** screen to change the messaging settings.

Web Browser

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

Opening a Web Page or Searching the Web

1. Touch the **Home** key **> Google** (folder) **> Chrome** to launch the web browser.

   ### ✎ NOTE:

   Chrome also opens when you touch a web link - for example, in an email or a text message.

2. Touch the address box at the top of the web page.

3. Enter the address (URL) of a web page or enter terms you want to search for. You can also touch 🎤 to search by voice.

4. Touch a URL or search suggestion or touch the enter key on the keyboard to open the web page or search results.

✎ NOTE:

Touch ⋮ **>** ✕ if you want to stop opening the page.

Using Multiple Browser Tabs

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

To open a new browser tab:

Touch ⋮ **> New tab**. A new browser tab opens.

To switch between tabs:

1. Touch the **Recent apps** key. The opened tabs appear together with your recent apps.

   📝 **NOTE:**
   You can choose to separate the tabs and recent apps in the Chrome settings.

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

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

📝 **NOTE:**
Swipe a thumbnail horizontally or touch its **X** to close the tab.

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 **Save image** or **Save link**.

The downloaded files are saved to your phone. You can view or open them in the **Downloads** app.

Changing Chrome 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 Chrome settings screen, touch ⋮ **> Settings**.

Camera

You can use your phone to take photos and record videos. Photos and videos are stored on the microSDHC card you have installed or in the phone storage. You can copy them to your computer or access them in the **Gallery** app.

Capturing a Photo

1. Touch the **Home** key **> Camera**.

2. Aim the camera at the subject and make any necessary adjustment. Auto camera mode is used by default.

Number	Function
1	Switch between the front and back cameras.
2	Set a time delay before the camera takes a picture automatically after you touch the shutter icon.
3	Change the flash setting, only available for the back camera.
4	Turn on or off the HDR feature.
5	Change the camera settings.
6	View pictures and videos you have taken.
7	Capture a picture.
8	Capture a video clip.
9	Select the manual or auto camera mode, or use filters, scene, smile detection, interval capture, panorama, or multi-exposure modes. Some camera modes are only available for the back camera.

⭕ WARNING!

Keep a safe distance when using the flash. Do not point the flash towards the eyes of people or animals.

✎ NOTE:

You can spread or pinch on the screen to zoom in or out before taking pictures.

3. Touch the area where you want the camera to focus, or leave the camera to autofocus on the centre of the image.

4. Lightly touch 📷.

Recording a Video

1. Touch the **Home** key **> Camera**.

2. Aim the camera at the subject. You can touch any area on the screen that you want the camcorder to focus on before and during recording.

   📝 **NOTE:**

   You can spread or pinch on the screen to zoom in or out before and during recording.

3. Touch 🎥 to start recording. You can also touch 🔘/🔘 to pause or resume recording.

   📝 **NOTE:**

   While the recording is in progress, you can touch 📷 to save the frame as a separate photo.

4. Touch 🔴 to stop recording.

Using Manual Camera Mode

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

1. Touch the **Home** key **> Camera**.

2. Touch **Manual**.

3. Aim the camera at the subject and you can make the following adjustments.

   ▸ Drag ⬚ to any area on the screen that you want to focus on.

   ▸ Drag ◯ to any area on the screen where you want the camera to meter exposure so as to adjust the photo brightness.

   ▸ Touch 🌐 to show the grid or the golden spiral, or hide it.

   ▸ Touch ⊜ to enable or disable the level guide.

   ▸ Touch Ⓐ to change white balance scenario or leave it at **Auto**.

   ▸ Touch 🔵 to select ISO level or leave it at **Auto**.

   ▸ Touch ⊕ to adjust the photo exposure.

4. Touch the shutter icon 📷 to take the photo.

Using Other Camera Modes

Besides capturing photos and videos in the traditional way, your camera app offers other powerful and interesting camera modes. Touch **Mode** in the viewfinder screen to find them all.

- **Filters:** Use special filters to capture pictures.

- **Scene:** Select a scene to capture pictures.

- **Smile:** Capture pictures automatically when detecting smiles.

- **Interval capture:** Capture time lapse pictures at the interval you select.

- **Panorama:** Capture panorama pictures.

- **Multi-exposure:** Capture two pictures for collage.

✎ NOTE:
Some camera modes are not available for the front camera.

Customizing Camera/Camcorder Settings

Before capturing a photo or a video, you can touch ⚙ to open the following camera and camcorder setting options.

✎ NOTE:
Some camera and video options will change according to different camera modes.

- **CAMERA**
  - ▶ **Beauty face:** You can turn on or off the beauty face feature when taking a selfie using the front camera.
  - ▶ **Picture size:** Set the image size for your photo.
  - ▶ **Point-and-shoot:** When this feature is enabled, you can touch the viewfinder screen to take a photo using the front camera.
  - ▶ **Shutter sound:** Turn on or off the shutter sound.
  - ▶ **QR code:** Read the QR code in the viewfinder screen.
  - ▶ **Location tag:** Select whether to store the location information in your captured photos and videos.
  - ▶ **Review:** Select whether to review the picture after you shot it. You can also set the review time.
  - ▶ **Volume key control:** Use the **Volume** key as the shutter button or to zoom in and out.
  - ▶ **Save original image:** Choose to save the original images when taking HDR pictures.
  - ▶ **Storage location:** Touch **Save location** to change the storage location for captured photos and videos.
  - ▶ **Restore defaults:** Restore default camera and video settings.
- **VIDEO**
  - ▶ **Video quality:** Set the quality for your video.
  - ▶ **Time lapse:** Set the time interval between each frame when you shot time lapse videos with the back camera.

- ▸ **Focus lock when recording:** Select whether to lock the focus point on the centre of the screen during video recording using the back camera.

- ▸ **Location tag:** Select whether to store the location information in your captured photos and videos.

- ▸ **Storage location:** Touch **Save location** to change the storage location for captured photos and videos.

- ▸ **Restore defaults:** Restore default camera and camcorder settings.

Gallery

Opening Gallery

Touch the **Home** key **>** 🖼️ to view albums of your pictures and videos.

Working With Albums

When you open the Gallery, all pictures and videos on your phone are displayed in a number of albums. Swipe left or right to see them all.

To view album contents:

Touch an album to view the pictures and videos it contains.

To share albums, pictures, or videos:

1. Touch and hold an album to select it or touch and hold an item after you open an album to select a picture or a video.

2. Touch more items that you want to share.

3. Touch ⋖ and select how you want to share the items.

To delete albums, pictures, or videos:

1. Touch and hold an album to select it or touch and hold an item after you open an album to select a picture or a video.

2. Touch more items that you want to delete.

3. Touch 🗑 **> OK** or ⋮ **> Delete > OK**.

Working With Pictures

Touch a picture in an album to view the picture in full screen.

When viewing a picture in full screen, the following features are available.

- Swipe horizontally to see more pictures or videos.

- Pinch a picture or video to make it smaller. You'll then see a filmstrip-style view of all your pictures and videos in a row. Swipe left or right to scan through them all.

  ✎ NOTE:
  You can delete a picture or video by swiping it up or down in the filmstrip view. If you accidentally delete one, touch **UNDO** to retrieve it.

- Double-tap the picture, or pinch two fingers together or spread them apart to zoom out or in.

- Touch ✐ to edit the picture.

- Touch ⬦ and select a method to share the picture.

- Touch ⁝ to access more options. You can delete, edit, rotate, crop the picture, set it as the wallpaper or contact photo, check its details, browse the album contents in a slideshow, or print the picture.

- Touch ⟨🖼 to return to the album.

✎ NOTE:
Some options may not be available for certain albums or pictures.

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Retouching Your Pictures

You can edit any photos you took and some other pictures in **Gallery**.

1. Touch ✐ or ⋮ **> Edit** while viewing a picture in full screen.

2. Touch an edit option along the bottom of the screen and edit the picture.

⊛	Apply effects, such as punch, vintage, black/white, bleach, and instant on the picture.
▣	Select a frame for the picture.
⛏	Crop, straighten, rotate, mirror, or doodle the picture.
◪	Apply and adjust effects such as exposure, vignette, contrast, and shadows on the picture.

3. To undo or redo the changes you've made to the picture, touch ⟲ or ⟳ at the top of the screen.

4. Touch **SAVE** to save the picture.

Playing Videos

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

2. Touch ▶ at the center and select a player to start playing. Touch the video to view the playback controls.

Play Music

The Play Music application works with Google Music, Google's online music store and streaming service. You can stream via mobile data or Wi-Fi and listen to your favourite songs that you've added to your online Google Music library. You can also play audio files you've copied directly to your phone from a computer.

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

Playing Your Music

Touch the **Home** key **> Google** (folder) **> Play Music**. If you are prompted, select an account to access its online music library.

The app searches your online library and your phone for music and playlists before displaying your combined music library, organised by **PLAYLISTS**, **GENRES**, **ARTISTS**, **ALBUMS** and **SONGS**. You can touch 🗏 **> My Library** to view all the music and playlists. To change views of your library, swipe left or right.

Touch a song to play it. When the song is playing, touch the summary information at the bottom to display the playback screen.
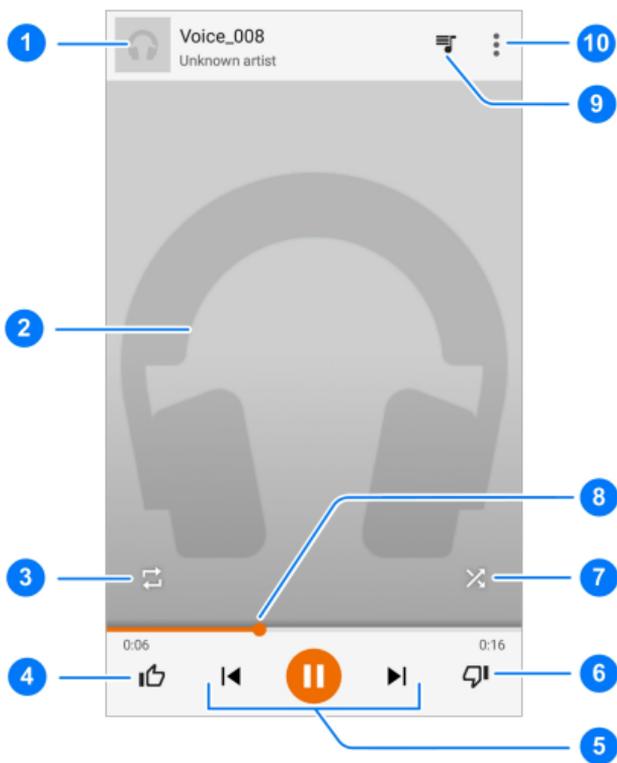
Number	Function
1	Song and artist information. Touch or drag down to return to the music library.
2	Album artwork (if available). Slide left/right to switch to the next/previous song in the playlist.

Number	Function
3	Toggle repeat mode. You can repeat the current track, repeat the current playlist, or turn off repeat.
4	Give the song a thumbs-up.
5	Playback control. Skip songs, or pause and resume playback.
6	Give the song a thumbs-down.
7	Turn on or off shuffle.
8	Drag the progress bar to jump to any part of the song.
9	Touch to see the current playlist (queue).
10	Get more options.

You can still control the music when you are not in the playback screen.

- In the music library of the **Play Music** app, touch the summary information at the bottom of the screen to restore the playback screen.

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

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

Managing Playlists

Create playlists to organize your music files into sets of songs, so that you can play the songs you like in the order you prefer.

To create a playlist or add a song to a playlist:

Touch ⋮ next to a song and select **Add to playlist**.

To remove a song from a playlist:

1. Touch ≡ **> My Library** in the **Play Music** app.
2. Touch **PLAYLISTS** and open a playlist.
3. Touch ⋮ next to a song in the playlist.
4. Touch **Remove from playlist**.

To delete a playlist:

1. Touch ≡ **> My Library** in the **Play Music** app.
2. Touch **PLAYLISTS**.
3. Touch ⋮ next to the playlist you want to delete.
4. Touch **Delete > OK**.

✎ **NOTE:**

Certain automatically created playlists such as **Last added** cannot be deleted.

Video Player

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

Opening the Video Library

Touch the **Home** key **> Video** to view your video library, where your video files are displayed in a list.

Swipe up or down to find the video you want. You can also touch $\mathbb{Q}$ 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 the play/pause button at the bottom to pause or resume the playback.

- Slide horizontally on the screen to rewind or fast forward.

- Slide vertically on the right or left part of the screen to adjust volume or brightness.

- Touch ⏮ or ⏭ to skip to the previous or the next video.

- Touch ⛶ to change the video ratio.

- Touch to rotate the video.

- Touch to capture a screenshot.

- Touch to hide the control panel.

- Touch to play the video in a small window and continue with other tasks on the phone.

- Touch to trim the video.

- Touch for more video options.

Managing Video Files

Delete Video Clips

1. Touch ⋮ **> Delete** in the video library.

2. Touch the videos you want to delete.

3. Touch **Delete > OK**.

Share Video Clips

1. Touch ⋮ **> Share** in the video library.

2. Touch the videos you want to share.

3. Touch **Share** and select how you want to share them.

Trim a Video Clip

1. Touch a video to start playing it.

2. Touch ⌖ on the right side of the progress bar.

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.

FM Radio

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

Scanning and Saving Channels

1. Plug in a wired headset and touch the **Home** key **> FM Radio**.

2. Touch ⋮ **> Scan**. Your phone scans for all available channels and saves them to the **All channels** list.

   📝 **NOTE:**

   When you open the **FM Radio** app for the first time, it will automatically scan for channels and show the **All channels** list. You can also touch ⋮ **> All channels** to view the list.

Listening to FM Radio

1. Touch the **Home** key **> FM Radio** while the headset is connected.

2. Touch ⋮ **> All channels** and select a channel.

You can also drag the red line along the frequency panel or touch or to switch to other channels.

 NOTES:

- Touch to add the channel to favourites. Favourite channels are put on the FM Radio main screen. Touch to view all favourite channels.
- You can save at most 16 channels to favourites.
- Touch to listen to the radio through the phone speaker.

Editing a Saved Channel

1. Open the **FM Radio** app and touch **> All channels** to display the list of saved channels.
2. Touch and hold a channel and select **Rename** or **Delete**, or touch the star to the right of a channel to add it to favourites.

Other Options and Settings

To turn off FM radio automatically:

Touch **> Auto off** and select the time you want to turn off the radio.

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

To turn off FM radio immediately:

Touch the switch 🔘 at the top of the screen.

📝 **NOTE:**

Touch ⋮ **> Exit** to close the FM radio app.

To record the FM radio program:

Touch ⋮ **> Record/Stop Recording** to record the current radio program. The recorded files are saved in the phone storage or microSDHC card.

Sound Recorder

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

Recording a Voice Memo

1. Touch the **Home** key **> Sound Recorder**.

2. Slide the HQ switch to turn on or off high quality recording.

3. Touch 🎤 to start recording. During recording, you can do the following:

   ▶ Touch ⏸ / 🎤 to pause or continue the recording.

   ▶ Touch ✖ to cancel the recording.

4. Touch ■ to stop recording. The memo is automatically saved.

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

Playing a Voice Memo

To play a memo you just recorded:

Touch ▶.

To play any saved memo:

1. Touch ▤ at the top right of the screen to see all recordings.

2. Touch the title of a memo to play it.

📝 **NOTE:**

Touch ≡ next to a memo to delete, rename, share, trim it, check its file information, add a tag, or set it as your phone ringtone or notification ringtone.

More Apps

Backup & Restore

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

Touch ⚙ **> Help** to view detailed guide.

📝 NOTE:

You can back up your user data to the phone storage when the microSDHC card is not inserted. Please keep these data in your PC or other devices to avoid data loss.

Calculator

Touch the **Home** key **> Calculator** to use the phone's convenient built-in calculator for some basic as well as advanced mathematical equations.

📝 NOTE:

Slide left while holding the phone upright, or hold the phone on its side, to access advanced buttons.

Clock

Touch the **Home** key **> Clock**. The **Clock** app allows you to check local time in places around the world, set alarms, and use timers.

Set a New Alarm

1. Touch the 🕐 tab in the **Clock** app.
2. Touch an existing alarm to configure it, or touch ➕ at the bottom of the screen to create a new alarm.
3. Set the time and touch **OK**. Then edit repeat, alarm sound, vibration, and label.

📝 **NOTES:**

- To enable or disable existing alarms directly, just touch the switches on the right side.

- Touch ⋮ **> Settings** to set more alarm options in the **Alarms** section.

Check World Time

Touch the 🕔 tab in the **Clock** app to check local time around the world as well as the next alarm.

Touch 🌐 at the bottom to add other cities.

Use the Stopwatch and Countdown

Touch the $\bar{\mathbb{O}}$ or $\mathbb{X}$ tab in the **Clock** app to use the stopwatch or the countdown timer.

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

Downloads

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

Touch the **Home** key **> Downloads** to check the record.

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

File Manager

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

Touch the **Home** key **> File Manager**.

- Touch ⊞ at the top right to find the file you need by category.
- Touch ▤ at the top right to browse folders and files.
- Touch ☰ at the top left to switch storages or access app settings.

- Touch and hold an item to access option icons such as Copy, Move, Share, or Delete.

- To copy or move an item, navigate to a new location and touch **Paste**.

- Touch ➕ to create a new folder in the current directory.

NotePad

Touch the **Home** key **> NotePad**. You can create, view, share and export your notes.

ZTE Cares

Touch the **Home** key **> ZTE Cares**. You can easily ask questions and get online after-sales support, find service centres, upgrade phone software, and more.

Google Apps

Open the Google apps to use Google services.

NOTE:

Some contents or Google services may not be available in your region.

- **Calendar:** Use the Google Calendar service on your phone.

- **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.

- **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 Now.

- **Hangouts:** Chat with Google+ friends or send text or multimedia messages.

- **Maps:** Find your place and find your way in the world.

- **Photos:** Manage photos on the phone and your Google account.

- **Play Movies & TV:** Purchase, download and watch the latest and your favourite movies and TV shows.

- **Play Music:** Play music on the phone and on your Google account.

- **Play Store:** Buy and download apps, games, and other content from the Google Play Store.

- **Voice Search:** Search for information with your voice.

- **YouTube:** Watch video clips from YouTube.com, or upload your own and share with the world.

Settings

Touch the **Home** key **> Settings**. The **Settings** app contains most of the tools for customizing and configuring your phone.

Wireless and Networks

Wi-Fi

Touch the **Home** key **> Settings > Wi-Fi**. You can turn Wi-Fi on or off and configure your Wi-Fi connections. See _Connecting to Wi-Fi_.

When Wi-Fi is on, touch ⋮ **> Advanced > Wi-Fi Direct** in the **Wi-Fi** menu to share data between two devices via Wi-Fi directly. See _Using Wi-Fi Direct®_.

Bluetooth

Touch the **Home** key **> Settings > Bluetooth**. You can turn Bluetooth on or off and configure your Bluetooth connections. See _Connecting to Bluetooth Devices_.

SIM Cards

Manage your installed nano-SIM cards, set the default nano-SIM card for making calls, mobile data, etc. See _Manage the nano-SIM Cards_.

Data Usage

Touch the **Home** key **> Settings > Data usage** to manage mobile data use of each nano-SIM card installed.

Touch the **Cellular data** or **Set cellular data limit** switches to turn on or off mobile data or mobile data limit.

You can check how much data has been used during the time cycle you set, set mobile data limit and warning, see what apps have been using mobile data, or restrict background data for individual apps.

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

Touch ⁝ **> Network restrictions** to select Wi-Fi networks that are mobile hotspots. Data usage on recognized mobile hotspots will be restricted to avoid high mobile data bills.

Flight Mode

Touch the **Home** key **> Settings > More** and slide the switch beside **Flight mode** to turn flight mode on or off. All the phone's radios that transmit voice or data are turned off when flight mode is on.

Wi-Fi Calling

Touch the **Home** key **> Settings > More > Wi-Fi Calling** to manage the phone's Wi-Fi calling feature. When this feature is turned on and you are connected to a Wi-Fi network with

Internet access, you can make and receive phone calls via Wi-Fi or your operator's network, depending on your preference and which signal is stronger.

✎ **NOTE:**
Please check with your operator regarding fees and other details before turning this feature.

Tethering and Portable Hotspot

Touch the **Home** key **> Settings > More > Tethering & portable hotspot** to share your phone's mobile data connection with PCs or other devices via USB, Bluetooth or Wi-Fi. See *Sharing Your Mobile Data Connection*.

VPN

Touch the **Home** key **> Settings > More > VPN** to set up and connect to virtual private networks. See *Connecting to Virtual Private Networks*.

Cellular Networks

Touch the **Home** key **> Settings > More > Cellular networks** to control mobile data use, set access point names, or select mobile network or preferred network type. See *Connecting to Mobile Networks*.

Device

Display

Touch the **Home** key **> Settings > Display** to configure the following options.

- **Brightness level:** Set the brightness of the display.
- **Adaptive brightness:** Automatically adjust screen brightness.
- **Wallpaper:** Select a background image or animation for the home screen and lock screen.
- **Sleep:** Set the length of time of inactivity before the screen turns off automatically.
- **Daydream:** Manage the Daydream function. When Daydream is enabled, clock, photos or animations will be displayed as a screensaver.
- **Pulse notification light:** Flash the indicator light to notify you of missed calls, new messages, and other events.
- **Font size:** Set the font size of the text on the screen.
- **When device is rotated:** Select whether the screen contents should rotate when the phone is rotated.

Sound and Notification

Touch the **Home** key **> Settings > Sound & notification**. You can adjust different types of volume (see *Adjusting Volume*), set Do not disturb options (see *Using Do Not Disturb Mode*), set up

ringtone and notification sound (see *Changing Ringtone and Notification Sound*), select system sounds (see *Turning On/Off System Sounds*), control notification display, and check the apps that have requested notification access or Do not disturb access.

Apps

Touch the **Home** key **> Settings > Apps** to see apps installed on your phone and manage them.

Touch an app to see its information. The following options may be available:

- **FORCE STOP:** Stop the app.
- **UNINSTALL:** Uninstall the app.
- **DISABLE**/**ENABLE**: Disable or enable the app.
- **Storage:** Check its storage information, clear its data or cache.
- **Data usage:** Check how much data has been used by the app during the time cycle you set and restrict background data for the app.
- **Permissions:** Check or change the app permissions.
- **Notifications:** Manage the app notifications in the notification panel and the lock screen. You can set the priority, sensitivity, and more.
- **Open by default:** Check the app's supported links and set whether to open the links in the app, and clear the app's defaults.
- **Battery:** Check the battery use details of the app since last

full charge.

- **Memory:** Check how much memory has been used by the app.

✏ **NOTE:**

Not all options are available for the apps.

Hard Key

Touch the **Home** key **> Settings > Hard Key** to switch to location of the **Back** key and the **Recent apps** key. Select one of the two options that you feel comfortable with and then touch the **Back** key to exit.

Storage and USB

Touch the **Home** key **> Settings > Storage & USB** to view the memory information of the internal phone storage and the microSDHC card.

You can choose the default location for new data, such as photos captured and voice recorded. Touch **Save location** and select **Phone** or **SD card** to store items in the phone storage or the installed microSDHC card.

Touch **Internal storage** to get a detailed breakdown of space usage by type. Touch a data type to see more information or delete the files you do not need, or touch **Explore** to view and manage all files in the storage.

For more information about using the internal storage and the microSDHC card, see *Using the microSDHC Card as Portable or Phone Storage*.

Battery

Touch the **Home** key **> Settings > Battery** to view the battery level, check what has been using the battery, and optimize battery use.

Touch an app or service to adjust its settings in order to save battery life. For example, touch **Screen > Reduce the screen brightness and/or screen timeout** to change screen brightness and sleep.

Touch **⋮ > Battery saver** to turn on or off the Battery saver feature, which helps improve battery life by reducing phone performance, limit vibration, stop location services and most background data. You can also turn on Battery save when the battery level drops to a certain level.

Touch **⋮ > Battery optimization**. Battery optimization helps prolong battery standby time when you're not using the phone. If there are apps that you don't want battery optimization enabled, you can turn the feature off in those apps. Just touch **Not optimized > All apps**, touch the app name and then touch **Don't optimize > DONE**.

Memory

Touch the **Home** key **> Settings > Memory** to monitor the average memory use and performance of your phone. You can also check which apps use the most memory.

Users

Touch the **Home** key **> Settings > Users** to manage the user accounts of your phone.

You can share your phone with other people by creating additional user accounts. Each user with a separate account has his/her own storage space, wallpaper, screen lock and so on. Users can also adjust device settings like Wi-Fi that affect everyone and update apps for all other users.

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

✎ NOTES:

- Touch ✿ next to an account to configure its options. From there, you can remove the accounts you created.
- When a guest user has finished using your phone, he/she can touch **Remove guest** in the **Users** menu to delete all his/her data from your phone.

Personal

Location

Touch the **Home** key **> Settings > Location** to manage location services, which help your phone 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 phone.

1. Slide the switch at the top right to turn location services on or off.

2. When location is enabled, touch **Mode** to select location sources you want to use.

   ► To get your accurate location, choose **High accuracy**.

   ► To save battery power and get approximate location, choose **Battery saving**.

   ► To use only GPS to pinpoint your location, choose **Device only**.

Security

Touch the **Home** key **> Settings > Security** to configure options that help keep your phone and data safe.

- **Screen lock:** Disable the screen lock or enable it with swipe, pattern, PIN, or password. See *Protecting Your Phone With Screen Locks*.

- **Make pattern visible:** Show the pattern as you draw it. This option is available when unlock pattern 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 unlock pattern, PIN or password is set.

- **Power button instantly locks:** Lock protection is activated immediately when you press the **Power** key. This option is available when unlock pattern, PIN or password is set.

- **Lock screen message:** Set the text that you may display

on the lock screen.

- **Smart Lock:** Keep the phone unlocked when connected to trusted devices, in trusted places, or unlocked by trusted faces or voice, or unlocked when your phone is being carried on the body.

  📝 **NOTE:**

  You need to sign in to your Google account on the phone to use the **Smart Lock** feature.

- **Encrypt phone:** Encrypt your data on the phone to protect your privacy. See *Protecting Your Phone With Encryption*.

- **Set up SIM card lock:** Touch a nano-SIM card tab and you can manage the following settings.

  ▸ **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 phone network. Contact your operator for a PIN Unlock Key (PUK) to restore the nano-SIM card.

- **Make passwords visible:** Display passwords as you enter them.

- **Device administrators:** View or deactivate apps you have authorized to be device administrators.

- **Unknown sources:** Switch on this option to permit installation of apps from sources other than the Play Store.
- **Storage type:** Check the credential storage type.
- **Trusted credentials:** Display trusted CA certificates.
- **Install from SD card:** Install certificates from the internal storage or the microSDHC card.
- **Clear credentials:** Delete all certificates.
- **Trust agents:** View or deactivate trust agents.
- **Screen pinning:** Keep a screen of your choice in view, so that others cannot switch to other apps and access your personal information. Touch this option to see how it works. See *Protecting Your Phone With Screen Pinning*.
- **Apps with usage access:** Turn on or off some apps' access to your phone usage information.

Accounts

Touch the **Home** key **> Settings > Accounts** to manage your web accounts and synchronization. Touch **Add account** to sign in to or create accounts on your phone.

Touch an account type to see that type of accounts you have added and adjust the accounts settings.

Language and Input

Touch the **Home** key **> Settings > Language & input** to configure options related to system language, input methods, speech input and output as well as mouse/trackpad input.

- **Language:** Select a language for your system.
- **Spell checker:** Use Google Spell Checker to check for spelling errors when entering text.
- **Personal dictionary:** Add new words to the phone's dictionary or remove words from the dictionary. The words you add are used for spelling check and word suggestion.
- **Keyboard & input methods:** Configure text input settings. See *Input Method Settings*.
- **Text-to-speech output:**
    - ► **Preferred engine:** Select the speech synthesis engine you want to use or change its settings.
    - ► **Speech rate:** Select how quickly you want the synthesizer to speak.
    - ► **Listen to an example:** Play a brief sample of the speech synthesizer, using your current settings.
    - ► **Default language status:** Check whether the text-to-speech output feature supports the current system language.
- **Pointer speed:** Select how fast the pointer/mouse should scroll when you connect the phone to a trackpad or mouse accessory.

Google

Touch the **Home** key **> Settings > Google** to easily manage settings for Google apps and features. You can set the options for Google account and services.

Backup and Reset

Touch the **Home** key **> Settings > Backup & reset** to manage data backup and restoration options, and to reset the network setting or the phone to factory status.

- **Back up my data:** Back up app data, Wi-Fi passwords, and other settings to Google servers after you sign in to your Google account.

- **Backup account:** Set the Google account that the data is backed up to.

- **Automatic restore:** Restore previously backed up settings and data when you reinstall an app.

- **Network settings reset:** Reset all network settings including Wi-Fi, mobile data and Bluetooth.

- **Factory data reset:** Reset your phone to factory default settings. All your data in the internal storage will be erased during the process.

System

Auto Start Control

Touch the **Home** key **> Settings > Auto Start Control** to control what apps can start automatically when the phone turns on.

Date and Time

Touch the **Home** key **> Settings > Date & time** to set date, time, time zone, and the time format. You can also use network-provided data.

Accessibility

Touch the **Home** key **> Settings > Accessibility** to configure accessibility plug-ins and services on your phone, such as using **Color inversion** or **Large text** for users with sight problems.

Printing

Touch the **Home** key **> Settings > Printing** to manage Google Cloud Print service or other printer plug-ins installed from the Google Play Store or your printer manufacturer.

Developer Options

Touch the **Home** key **> Settings > Developer options** to manage settings that are useful for developing Android applications. The menu is hidden until you touch **Build number** in the **About phone** menu 7 times.

ⓞ WARNING!

The developer option settings are intended for development use only. They can cause your phone and applications on it to break or misbehave.

About Phone

Touch the **Home** key **> Settings > About phone** to view the phone status and other information. You can also touch **Software updates** to check for system updates and install them when they become available.

Troubleshooting

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

Problem	Possible causes	Possible solution
Poor reception	The network signal is too weak at your current location, for example, in a basement or near a tall building, because wireless transmissions 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 additional calls).	Avoid using the phone at such times, or try again after waiting a short time.
	You are too far away from a base station for your service provider.	You can request a service area map from your service provider.

Problem	Possible causes	Possible solution
Echo or noise	The network link quality is poor on the part of your service provider.	End the call and dial again. You may be switched to a better-quality network link or phone line.
	The quality of the phone line that you are calling is poor	End the call and dial again. You may be switched to a better-quality network link or phone line.
Unable to select certain features	Your service provider does not support these features, or you have not applied for services that provide these features.	Contact your service provider.
Cannot charge the battery	The battery or battery charger is damaged.	Contact the dealer.
	The phone's temperature is below 0 °C or higher than 45 °C.	Adjust the battery charging environment to avoid extremes of temperature.
	The contact between the battery and charger is poor.	Check all connectors to ensure that all connections have been properly made.

Problem	Possible causes	Possible solution
Shortened standby time	The standby time is related to your service provider system configuration. The same phone used with different service providers' systems will not provide exactly the same length of standby time.	If you are located in an area where signaling is weak, temporarily power off the phone.
	The battery is depleted. In high temperature environments, battery life will be shortened.	Contact the dealer to change a new battery.
	If you are not able to connect to the network, the phone will continue to send out signals as it attempts to locate a base station. Doing so consumes battery power and will consequently shorten standby time.	Change your location to one where the network is accessible, or temporarily turn off your phone.

Problem	Possible causes	Possible solution
Cannot turn your phone on	Battery power has been depleted.	Recharge the phone's battery.
nano-SIM card error	The nano-SIM card malfunctions or is damaged.	Take the nano-SIM card to your service provider for testing.
	The nano-SIM card is inserted improperly.	Insert the nano-SIM card properly.
	There is 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	The nano-SIM card is invalid.	Contact your service provider.
	You are not within the network's service area.	Check the service area with your service provider.
	The signal is poor.	Move to an open space, or if you are inside a building, move closer to a window.
Cannot answer incoming calls	You have activated the **Call barring** feature.	Disable this feature. See *Bar Certain Calls*.

Problem	Possible causes	Possible solution
Cannot make outgoing calls	You have activated the **Call barring** feature.	Disable this feature. See *Bar Certain Calls*.
	You have activated the **Fixed dialing numbers** feature.	Disable this feature. See *Use Fixed Dialling Numbers*.
PIN Code blocked	You have entered an incorrect PIN code three consecutive times.	Contact your service provider. If the service provider provides the nano-SIM card's PUK code, use the PUK code to unlock the nano-SIM card.
Phone crashes, reboots, freeze, or cannot be powered on	Some third-party software is not compatible with your phone.	Uninstall the software that may cause the problem.
		Upgrade the phone software.
		Reset the phone to factory status.

For Your Safety

General Safety

🚗	Don't make or receive handheld calls while driving. Never text while driving.	⛽	Don't use at gas stations.
📱	Keep your phone at least 15 mm away from your ear or body while making calls.	☀	Your phone may produce a bright or flashing light.
🔫	Small parts may cause choking.	🔥	Don't dispose of your phone in fire.
🔊	Your phone can produce a loud sound.	🎧	To prevent possible hearing damage, do not listen at high volume levels for long periods.
🧲	Avoid contact with anything magnetic.	🌡	Avoid extreme temperatures.

	Keep away from pacemakers and other electronic medical devices.		Avoid contact with liquids. Keep your phone dry.
	Turn off when asked to in hospitals and medical facilities.		Do not attempt to disassemble your phone.
	Turn off when told to in aircrafts and airports.		Only use approved accessories.
	Turn off when near explosive materials or liquids.		Don't rely on your phone as a primary device for emergency communications.

Radio Frequency (RF) Energy

General Statement on RF Energy

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

Specific Absorption Rate (SAR)

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

The guidelines use a unit of measurement known as Specific Absorption Rate, or SAR. The SAR limit for mobile devices is 2 W/kg and the highest SAR value for this device when tested at the head was 0.439 W/kg*, and when tested at the body was 0.732 W/kg*. As mobile devices offer a range of functions, they can be used in other positions, such as on the body as described in this user guide**.

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

* The tests are carried out in accordance with EN 50360:2001/A1:2012, EN 50566:2013/AC:2014, EN 62209-1:2006, EN 62209-2:2010, and EN 62479:2010.

** Please see body worn operation.

Body Worn Operation

Important safety information regarding radio frequency radiation (RF) exposure:

To ensure compliance with RF exposure guidelines the phone must be used with a minimum of 15 mm separation from the body.

Failure to observe these instructions could result in your RF exposure exceeding the relevant guideline limits.

Limiting Exposure to Radio Frequency (RF) Fields

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

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

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

Regulatory Information

The following approvals and notices apply in specific regions as noted.

Please find the section Declaration of RoHS Compliance and CE DOC in the end of this manual.

Distraction

Driving

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

Operating Machinery

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

Product Handling

General Statement on Handling and Use

You alone are responsible for how you use your phone and any consequences of the use.
You must always switch off your phone wherever the use of a phone is prohibited. Use of your phone is subject to safety measures designed to protect users and their environment.

- Always treat your phone and its accessories with care and keep them in a clean place.
- Keep the screen and camera lens clean. Unclean screen or camera lens may slow down the phone's reaction to your operations or lower image quality.

- Clean your phone and its accessories with a soft material such as cleaning cloth for eyeglass lenses. Do not use alcohol or other corrosive substances for cleaning or allow them to get inside.

- Do not expose your phone or its accessories to open flames or lit tobacco products.

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

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

- Do not paint your phone or its accessories.

- Do not attempt to disassemble your phone or its accessories, only authorized personnel can do so.

- Do not expose or use your phone or its accessories in an environment with or that can reach extreme temperatures, minimum - [5] and maximum + [50] degrees Celsius.

- Do not place your phone inside or near heating equipment or high pressure containers, such as water heaters, microwave ovens, or hot cooking utensils. Otherwise, your phone may be damaged.

- Please check local regulations for disposal of electronic products.

- Do not carry your phone in your back pocket as it could break when you sit down.

Small Children

Do not leave your phone and its accessories within the reach of small children or allow them to play with it.

They could hurt themselves or others, or could accidentally damage the phone.

Your phone contains small parts with sharp edges that may cause an injury or may become detached and create a choking hazard.

Demagnetization

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

Electrostatic Discharge (ESD)

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

Antenna

Do not touch the antenna unnecessarily.

Normal Use Position

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

Air Bags

Do not place your phone in the area over an air bag or in the air

bag deployment area as an airbag inflates with great force and serious injury could occur.

Place your phone safely before driving your vehicle.

Seizures/Blackouts

Your phone can produce a bright or flashing light. A small percentage of people may be susceptible to blackouts or seizures (even if they have never had one before) when exposed to flashing lights or light patterns such as when playing games or watching 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, you can use your phone in a well-lit room and take frequent breaks.

Repetitive Strain Injuries

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

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

Emergency Calls

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

Loud Noise

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

Phone Heat

Your phone 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 not to touch metallic objects, such as coins or key rings, or allow them to contact or short-circuit the battery terminals.

Never puncture the surface of the battery with sharp objects.

Connection to a Car

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

Faulty and Damaged Products

Do not attempt to disassemble the phone or its accessories.

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

If your phone (or its accessories) has been submerged in water, punctured, or subjected to a severe fall, do not use it until you have taken it to be checked at an authorized service center.

Radio Frequency Interference

General Statement on Interference

Care must be taken when using your phone 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 phone 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 phone and a pacemaker to avoid potential interference with the pacemaker.

To achieve this, use the phone on the opposite ear to your pacemaker and do not carry it in a breast pocket.

Hearing Aids

People with hearing aids or other cochlear implants may experience interfering noises when using wireless devices or when one is nearby.

The level of interference depends on the type of the hearing device and the distance from the interference source. Increasing the separation between them may reduce the interference. You may also consult your hearing aid manufacturer to discuss alternatives.

Medical Equipment

Switch off your wireless device when 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

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

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

Interference in Vehicles

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

Explosive Environments

Petrol Stations and Explosive Atmosphere

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

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

Blasting Caps and Areas

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

Declaration of RoHS Compliance

To minimize the environmental impacts and take more responsibilities to the earth we live on, this document shall serve as a formal declaration that the ZTE BLADE A310 manufactured by ZTE CORPORATION is in compliance with the Directive 2011/65/EU of the European Parliament - RoHS (Restriction of Hazardous Substances) with respect to the following substances:

1. Lead (Pb)

2. Mercury (Hg)

3. Cadmium (Cd)

4. Hexavalent Chromium (Cr (VI))

5. Polybrominated biphenyls (PBBs)

6. Polybrominated diphenyl ethers (PBDEs)

The ZTE BLADE A310 manufactured by ZTE CORPORATION meets the requirements of EU 2011/65/EU.

Disposal of Your Old Appliance

	1. When this crossed-out wheeled bin symbol is attached to a product, it means the product is covered by the European Directive 2012/19/EU.
	2. All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities.
	3. The correct disposal of your old appliance will help prevent potential negative consequences for the environment and human health.

EC DECLARATION OF CONFORMITY

$C\,\epsilon\,0700$

It is hereby declared that following designated product:

Product Type: LTE/WCDMA/GSM(GPRS) Mutil-Mode Digital Mobile Phone

Model No: ZTE Blade A462/ZTE BLADE A462/ZTE BLADE A310/ZTE Blade A310/Blade A310/BLADE A310

Product Description: LTE/WCDMA/GSM Mobile Phone

Complies with the essential protection requirements of Directives on Radio and Telecommunication Terminal Equipment (Directive 1999/5/EC), Restriction of the Certain Hazardous Substances in electrical and electronic equipment (Directive 2011/65/EU), Eco-design Requirements for Energy-Related Products (Directive 2009/125/EC) and their amendments.

This declaration applies to all specimens manufactured identical to the samples submitted for testing/evaluation.

Assessment of compliance of the product with the requirements relating to Directive 1999/5/EC was performed by PHOENIX TESTLAB (Notified Body No.0700) and assessment of compliance of the product with the requirements relating to Directive 2011/65/EU was performed by PCBA process experiment center, ZTE Corporation and Directive 2009/125/EC

was performed by Shenzhen Huatongwei International Inspection Co.,Ltd. The assessments were based on the following regulations and standards:

Requirement	Standard
Health and safety	EN 50360:2001/A1:2012; EN 50566:2013/AC:2014; EN 62209-1:2006; EN 62209-2:2010; EN 62479:2010; EN 50332-1:2000; EN 50332-2:2003; EN 60950-1:2006 + A11:2009 + A1:2010 + A12:2011+ A2:2013;
EMC	EN 301 489-1 V1.9.2; EN 301 489-3 V1.6.1; EN 301 489-7 V1.3.1; EN 301 489-17 V2.2.1; EN 301 489-24 V1.5.1;
Radio Spectrum	EN 301 511 V9.0.2; EN 301 908-1 V7.1.1; EN 301 908-2 V6.2.1; EN 301 908-13 V6.2.1; EN 300 328 V1.8.1; EN 300 440-1 V1.6.1; EN 300 440-2 V1.4.1
RoHS	IEC 62321:2008+2013+2015
ErP	(EC) No 278/2009

This declaration is the responsibility of the manufacturer:

ZTE Corporation

ZTE Plaza, Keji Road South, Hi-Tech Industrial Park, Nanshan District, Shenzhen, Guangdong, 518057, P.R.China

Authorised person signing for the company:
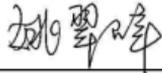
Yao Cuifeng   Chief Quality Officer of ZTE Corporation

Name in block letters & position in the company

Shenzhen, 5 April 2016

Place & date   *Legally valid signature*