

User Manual

Read me first

- ◆ Please read this manual before operating your tablet, and keep it for future reference.
- ◆ The descriptions in this manual are based on the default settings.
- ◆ Images and screenshots used in this manual may differ from the actual product.
- ◆ Available features and additional services may vary by device, software or service provider.
- ◆ Our company is not liable for performance issues caused by third-party applications.

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Assembling

Unpack

Check your product box for the following items.

- Tablet
- User manual
- Adapter

You can purchase additional accessories from your local retailer.

Charge the battery

Before using the device for the first time, you must charge the battery.

- 1 . You can charge the device with a travel adapter or by connecting the device to a PC with a USB cable.
- 2 . Battery full icon is shown when finished if your device is off.

Warning : Use only original batteries and chargers. Unapproved chargers or cables can cause batteries to explode or damage your device.

Install the SIM card

You need to insert a SIM card to use the Phone function. To install the SIM card, follow the instructions below.

1. Make sure that the card's gold contacts face into the device.
2. Push the SIM card into the slot until it clicks.

Install the memory card

To store additional multimedia files, you need insert a memory card.

1. Insert a memory card with the gold contacts facing downwards.
2. Push the memory card into the slot until it clicks.

Notice: Our company uses approved industry standards for memory cards, but some brands may not be fully compatible with your device.

Getting started

Turn your device on and off

To turn on your device, press and hold the power key.

To turn off your device, press and hold the power key, select “power off” and then tap **OK**.

Switch to flight mode

To use only your device’s non-network services, switch to flight mode. Please follow the instructions below to turn on flight mode:

Tap **Settings** ➤ **WIRELESS & NETWORKS** ➤ **More** ➤ **Airplane mode** from application list to create a checkmark.

Home screen

The home screen has multiple panels. Scroll left or right to the panels on the home screen, you can view indicator icons, widgets, shortcuts to applications, and other items.

Task bar

The task bar is shown at the top of the screen. It displays commonly used option buttons, battery level indicator, current time and other indicator icons.

1	Return to previous screen.
2	Return to home screen.
3	View the applications you have accessed recently.
4	Open application menu
5	Display notification icons. Tap the notifications area to open the notification panel.

Indicator icons

Icon	Definition	Icon	Definition
	Open WiFi available		Flight mode activated
	WiFi connected		New email

	Signal strength		New text or multimedia message
	BT connected		Call in progress
	Uploading data		Missed call
	Downloading data		Call on hold
	Connected to PC		Call diverting activated
	Alarm activated		Battery power level
	Music being played		

Notification panel

Tap the notifications area to open the notification panel shown below. You can access a list of notifications.

Tap icon to activate or deactivate wireless connection features and other settings.

Wi-Fi : Activate or deactivate the Wi-Fi connection.

Auto-rotate screen : Activate or deactivate the auto rotation feature.

Brightness : Adjust the basic brightness level of the display to lighter or darker.

Notifications : Activate or deactivate the notification feature.

Settings : Access **Settings** application.

Auto rotation

If you rotate the device while using some features, the interface will automatically rotate as well.

To prevent the interface from rotating, open the notifications panel and select **Auto-rotate screen**, then scroll it to **Off**.

Lock & unlock the screen

To unlock the screen, tap and hold the lock icon, then drag it to the unlock area where the unlock icon is.

To lock the screen manually, press **Power** key.

Enter text

You can enter text by selecting characters on the virtual keyboard.

Tap the text input field to display the virtual keyboard. To hide the keyboard, tap  at the task bar.

To change the text input method, tap  at the task bar.

From a text field, you can use the copy and paste feature for fast inputting.

Customize your device

To customize your device according to your preferences, tap **Settings** from application list or notification panel.

Manage applications

To manage the applications installed on your device, tap **Settings** → **Apps**.

1. To uninstall an application, select **DOWNLOADED**, then select an item and tap **Uninstall**, tap **OK** to confirm.
2. To stop or change the settings of an application, select **RUNNING** or **ALL**, then select an item and tap the option you need.

Security

You can protect your device and data by setting screen lock or encrypting your tablet.

◆ Set a screen lock

To set a screen lock, tap **Settings** → **Security** → **Screen lock** from application list.

- **None** : Deactivate the screen lock.
- **Slide** : Slide to unlock the screen.
- **Face Unlock** : Face recognition to unlock the Screen.
- **Voice Unlock** : Speech recognition to unlock the Screen.
- **Pattern** : Draw a pattern to unlock. Follow the instructions to draw your lock pattern. When prompted, draw the pattern to unlock the screen.
- **PIN** : Enter a numeric PIN to unlock. When prompted, enter the PIN to unlock the screen.
- **Password** : Enter a passcode to unlock. When prompted, enter the passcode to unlock the screen.

◆ Screen time-out

Select **Settings** ➔ **Display** ➔ **Sleep** from application list, you can set the time before the screen times out and goes into lock mode. (you have not entered any characters or made other selections).

Reset tablet

You can reset system and desktop settings to their original values by the following steps:

1. Select **Settings** ➔ **Backup & reset** from application list.
2. Tap **Factory data reset**.
3. If you want to erase all data on your tablet, such as music, pictures, and other data, tap **Erase MEMORY card** checkbox to create a checkmark.
4. Tap **Reset tablet**.

The device resets to the factory default settings automatically.

Warning!: Factory data reset will erase all data from your device, including your google account, system and application data and settings, and downloaded applications.

Communication

Phone

To use calling functions, tap **Phone** from application list.

◆ Make calls

To make calls, you can use any of the three ways:

- Enter numbers by using the virtual numeric keypad on the screen
- Make a call from call log.
- Make a call from contacts.

◆ Answer a call

To answer a call, drag the circled button to the green button.

◆ Decline or end a call

To decline a call, drag the circled button to the red button.

To end a call in progress, tap the red button.

◆ Call settings

To change call settings, tap the option button at the lower Right below the dial-up interface.

1. Ringtone & Vibrate

- You can set different ringtones for incoming calls. **Settings** → **Audio profiles** → Select **Voice/Video call ringtone** to open a list of ringtones, select the desired ringtone, and then select **OK** to confirm.
- **Settings** → **Audio profiles** → Select **Vibrate** to create a checkmark and the phone vibrates to notify you of incoming calls.

2. Dial pad touch tones

Settings → **Audio profiles** → Select checkmark the **Touch sounds** your device will sound a tone once you tap the dial pad.

3. Voice mail

With the call divert network service, you can direct incoming calls to your voice mailbox.

- Tap **Service** to set your voice mail service provider.
- Tap **Setup** to set your voice mail number.
- Tap **Sound** to set the desired ringtone for your voice mail.
- Tick the box next to **Vibrate** and the tablet vibrates to notify you of a voice mail.

4. Fixed Dialing Numbers

If FDN mode is activated, your device will restrict outgoing calls, except for the numbers stored in the FDN list.

5. Quick responses

Quick response is a feature to reject the call with the predefined messages.

Tap one of the pre-written messages to be displayed when you want the call to be rejected, then tap **OK**.

6. Call forwarding

Call diverting is a network feature to send incoming calls to another number that you specify.

7. Call waiting

If **call waiting** is activated, the network notifies you of a new incoming call while you have a call in progress or you can make a new call during a call.

Contacts

Tap **People** from application list to access contacts.

- **Groups** : List all your contacts by group.
- **All** : List all your contacts saved in the device memory.
- **Favorites** : List the contacts that you have set as favorites or the contacts that you have sent message to or dialed.

◆ Add new contact

1. Access Contact number.
2. Click .
3. Enter necessary Contact name.
4. Click **DONE**.

◆ Edit a contact

1. To edit a contact, scroll to the contact you want to change.
2. Click the option button at the upper right , then select **Edit**.
3. Change necessary fields.
4. Click **DONE**.

◆ Create new group

1. Click the first tab at the upper left.
2. Click  at the upper right.
3. Enter a category name.
4. Click **DONE**.

◆ Rename group

1. To rename the group, scroll to the group you want to change.
2. Click  at the upper right or tap the option button and then select **Edit**.
3. Enter a new category name.
4. Click **DONE**.

◆ Import/Export contacts

1. Import from the SIM card

To copy the contacts from the SIM card, click the option button at the upper right and then select **Import/Export** → **Import from the SIM card**, select contacts, and then select **Import**.

2. Import from MEMORY card

To import contact files (in vcf format) from a memory card to your device, tap the option button at the upper right and then select **Import/Export**→**Import from MEMORY card**, select a memory location and contact files to import and select **OK**.

3. Export to MEMORY card

To export contacts from your device to a memory card, tap the option button at the upper right and then select **Import/Export**→**Export to MEMORY card**, select **OK** to confirm.

4. Share visible contacts

With this feature, you can send the visible contacts via Email.

◆ Search for contacts

1. Click  at the title bar from contact list screen, enter the desired information, then your device shows the result.
2. Click the search icon at the upper left from home screen, enter the contact's name or number, your device shows the result immediately.

Messaging

Learn to create and send a text or multimedia message, and view or manage messages that you have sent or received.

◆ View messages

1. Click **Messaging** from application list.
2. Click the message to view the detailed information.

◆ Create and send SMS

1. Click  enter **NEW MESSAGE**.
2. In **To** field, enter the recipient's mobile phone numbers manually. If you enter more than one number, separate the numbers with a comma.
3. In **Type message**, enter the text of the message.
4. Select **Send** to send the message.

◆ Create and send MMS

Multimedia message can include pictures, sound and text.

1. Click **NEW MESSAGE**.
2. Click  at the title bar.

3. Select one of the items below.
 - Pictures: Insert image.
 - Capture picture : Capture new picture and insert the picture.
 - Videos: Insert video clip.
 - Capture video: Capture new video clip and insert the video clip.
 - Audio: Insert sound clip.
 - Record audio: Record sound clip and insert the sound clip.
 - Slideshow: Add more than one slide.
4. In **To** field, enter the recipient's mobile phone numbers or email addresses manually. If you enter more than one number or email, separate them with a comma.
5. In **Type message** field, enter the text of the message.
6. Select **Send** to send the message.

Email

To receive and send mail, you must have a remote mailbox service. This service may be offered by a service provider. Your device is compliant with applicable internet standards for POP3/IMAP/Exchange.

Before you can send or receive mail on your device, you need to set up an email account and define the email settings correctly. You can define more than 1 mailbox.

◆ Set up your email

1. Click **Email** from application list.
2. You can use mailbox guide to set up your mailbox, tap **Next** until it's done.
3. If you need to add another email account, tap the option button at the upper right ➡ **Settings** ➡ **ADD ACCOUNT**, then set up the email account with the mailbox guide.

When you are finished setting up the email account, the email messages are downloaded to your device. If you have created more than two accounts, you can switch between email accounts. Select an account name at the top left of the screen and select the one you want to retrieve messages from.

◆ Delete your email account

Enter the **settings** screen ➡ Select "**POP3**" application ➡ Click on the email address ➡ Click the menu button ➡ select the "**Remove Account**" function

◆ Create and send email

1. Open **Email** application.
2. Click .
3. In **To** field, enter the recipient's email addresses manually and separate them with a comma.
Add more recipients by tapping **Cc/Bcc**.
4. To insert attachments, tap the option button at the upper right and select **Attach file**.
5. Enter the subject and the text.
6. Click **SEND** to send the email.

Gmail

You can retrieve new email messages from the Google Mail webmail service to your inbox. Before you can send or receive mail on your device, you need to set up a Gmail account.

◆ Create a Gmail account

If you don't have a Google Account, tap **New**, then follow the on-screen instructions to create a new one.

◆ Set up a Gmail account

If you want to add an existing account, tap **Existing**, enter your email address and password, and then select **Next**, when you are finished setting up the email account, the email messages are downloaded to your device.

◆ View email messages

1. When you open the email account, the amount of unread email messages is displayed at the title bar and the unread email messages are displayed in bold.
2. To view an email message, tap it.
3. To mark an important email message, tap the star icon below the date. To cancel the mark, tap the star icon again.

◆ Create and send an email

1. Click .
2. In **To** field, enter the recipient's email addresses manually and separate them with a comma.
Add more recipients by tapping **Cc/Bcc**.
3. To insert attachments, tap the option button at the upper right and select **Attach file**.
4. Enter the subject and the text.
5. Click **SEND** to send the email.

Web

Browser

Tap **Browser** from application list to access to the web.

◆ Browser webpages

1. Select **Browser** to launch a specified homepage.
2. To access a specific webpage, select the URL input field, enter the web address of the webpage, and select **Go**.
3. To zoom in, place two fingers on the screen and spread them apart. To zoom out, move your fingers closer together. You can also double-tap the screen.

◆ Add windows

You can have multiple windows open at one time.

1. To add a new window, click  at the title bar.
2. To open up a window, click  the title of the window.
3. To close the window, click  at the title bar.

◆ Set homepage

1. Tap the option button at the upper right.
2. Select **Settings** → **General** → **Set homepage**.
3. Enter the web address of the desired webpage.

◆ Add bookmarks

While navigating a website, click  to Save to bookmarks and easily access it later.

◆ View bookmarks and history

Click  to open the bookmark list and the recent history. click a bookmark or any entry to display the webpage.

◆ Customize browser

To make adjustments in your browser settings, click the option button at the upper right, and then select Settings.

Play Store

Play Store allows you to easily download an abundance of applications directly to your device.

Before using the Play Store, you must have a Google Account.

1. From the application list, tap **Play Store**.
2. Sign in to your Google Account.
3. Search for and download applications as desired.
4. Follow the on-screen instructions.

Note

- All applications offered by Play Store are developed by third party. To get the information about the developers, you can read the descriptions of each application.
- Our company is not liable for performance issues caused by third-party applications.

Entertainment

Gallery

To view or organize your images and video clips, or edit and send your files to other devices, or set photos as wallpapers, select **Gallery** from application list.

Note: It takes a few more minutes to enter this application if you store more files.

◆ Supported file formats

Type	Format
Image	JPEG、 GIF、 BMP、 PNG
Video	MPEG4-SP, H264/AVC, H263, VPX, 3GP, 3G2, MP4, MKV, AVI, WEBM

Note: Some files may not play properly depending on how they are encoded.

◆ View a photo

1. Select a folder.
2. Select a photo to view. To view more photos, scroll left or right.
3. To zoom in, place two fingers on the screen and spread them apart. To zoom out, move fingers closer together. You can also double-tap the screen.
4. To start a slideshow, tap  at the title bar.
5. To view the details of a file, tap the option button, then select **Details**.
6. To share a photo with others via Email, Gmail or Messaging, tap  at the title bar.
7. To set a photo as wallpaper, tap the option button at the upper right → select **Set picture as** → **Wallpaper** → drag the slides of the crop box to create the crop area, then click **Save**.
8. To set a photo as a caller ID, tap the option button at the upper right → select **Set picture**

as → **Contact photo** → **Contacts** → Create a new contact or select an existing contact → drag the slides of the crop box to create the crop area, then click **Save**.

◆ **Edit a photo**

1. To crop the image, tap the option button at the upper right, then select **Crop**.
 - To move the crop box, tap and hold the crop box and drag it to the desired location.
 - To add or subtract from the selection border of the crop box, drag the crop box to the desired size.
 - When you are finished, tap **Save**.
2. To edit photos and apply various effects, tap the option button at the upper right, then select **Edit**.

◆ **Play a video**

1. Select a folder.
2. Select a video to play.
3. Control playback with the virtual keys.

Music

With Music, you can play music files. The music player supports the following file formats: MP3, AAC, APE, WMA, OGG, WAV, M4A and so on.

Note: Some files may not play properly depending on how they are encoded.

◆ **Add music files to your device**

Start by transferring files to your device or memory card.

◆ **Play music**

1. Select a music file.
2. Control playback with the virtual keys.
 -  The current list of songs are randomly shuffled for playback.
 -  Return back to the current list of songs
 -  Repeats the current playing song.

◆ **Create a playlist**

1. Tap and hold a music file.
2. Select **Add to playlist**.
3. Select **New**.

4. Enter a name.
5. Tap **Save**.

◆ **Delete a playlist**

1. Tap **Playlists**.
2. Tap and hold the playlist you want to delete.
3. Select **Delete**.

Camera

With the camera function, you can capture photos and take videos.

◆ **Capture a photo**

1. Open the application list and select **Camera**.
2. Before taking a picture, you need to know some settings.

Place two fingers on the screen and spread them apart or move fingers closer together to zoom in or zoom out.

Icon	Definition
	Settings
	Change to video mode.
	take photos
	Tap to switch between the front and rear camera lenses
	Smile Mode
	Change to panorama mode to take a landscape photo.

3. Aim the lens at the subject and tap  to take a photo. The photo is saved automatically to the folder DCIM.
4. Select the image viewer icon at the lower right to view the pictures.

◆ Record a video

1. Open the application list and select **Camera**. Tap  to change to video mode.
2. Tap  to start recording. The length of the video recording is restricted by the available space on your storage.
3. Tap  to stop recording. The video is saved automatically to the folder DCIM.
4. After recording videos, select the image viewer icon at the lower right to view the recorded videos.

Tools

Calendar

With the Calendar feature, you can consult the calendar by day, week, or month, create events, and set an alarm to act as a reminder, if necessary.

To access the calendar, tap **Calendar** from application list.

1. To create an event, tap .
 - Fill in the fields, and set category, date, time & an alarm.
 - After you finish, select **DONE**.
2. You can view calendar in different views, Day, Week, Month and All.
3. To delete an entry, tap the event to open it, and then select  ➔ **OK**.

Alarm

From application list, tap **Clock**, and then select .

1. Tap  to add alarm.
 - Tap the numeric pad to set alarm time, and then select **AM** or **PM**, when you are finished, tap **OK**.
 - Tap the time to change alarm time.
2. Set alarm time, repeat cycle, and alarm ringtone, tap **OK** after finished.
3. Tap “**cancel**” to shut down the alarm, and tap “**ring again**”, then the alarm will stop ringing for a few minutes.
4. Untick the clock to stop using the clock.
5. Long tapping the clock then it can be deleted.

File Manager

Many features of the device, such as images, videos, documents, received attachments and downloaded files or applications, use memory to store data. With **File manager**, you can store and browse files and folders in your device, or edit, move, copy files; you can send files to compatible devices as well.

Note:

1. Some files formats are not supported depending on the software of the device.
2. Some files may not play properly depending on how they are encoded.

Sound Recorder

With **Recorder**, you can record a voice memo. From application list, tap **Recorder**.

1. To record a voice memo, tap .
2. To pause the recording, tap .
3. To listen to a voice recording that you just recorded, tap .

Calculator

With this feature, you can use the device as a calculator. The calculator provides the basic arithmetic functions. Tap the virtual numeric and calculation keys to perform a calculation.

Connectivity

USB Connection

You can connect your device to a PC and use it as a removable disk, which allows you access the file directory.

1. If you want to transfer files from or to a memory card, insert a memory card into the device.
2. With a USB cable, connect your device to a PC.
3. Open the notification panel, select **USB connected**.
4. Tap **Turn on USB storage**.
5. Open the folder to view files.
6. Copy files from the PC to the memory card.

Wi-Fi

With Wi-Fi, you can connect to the internet or other network devices anywhere an access point or wireless hotspot is available.

◆ **Activate the Wi-Fi feature**

1. From application list, tap **Settings**.
2. In the field of WIRELESS & NETWORKS, turn on the **Wi-Fi** feature.

◆ **Find and connect to Wi-Fi**

1. Once the Wi-Fi feature is activated, the device automatically search for available Wi-Fi connection.
2. Select a network.
3. Enter a password for the network (if necessary).
4. Select **Connect**.

Safety Precautions

Read these simple guidelines before using your device. Not following them may be dangerous or illegal.

◆ **Aircraft**

Switch off in aircraft and follow any restrictions. Wireless devices can cause interference in aircraft.

◆ **Vehicles**

Never use your device while driving. Place it in a safe place.

Position your device within easy reach. Be able to access your device without removing your eyes from the road.

◆ **Electronic devices**

In some circumstances your device may cause interference with other devices.

◆ **Potentially explosive environments**

Switch off your device when in any area with a potentially explosive atmosphere, and obey all signs and instructions. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

◆ **Pacemakers and other medical devices**

Pacemaker manufacturers recommend that a minimum separation of 8 inches be maintained between a wireless device and a pacemaker to avoid potential interference with the pacemaker.

Operation of any radio transmitting equipment, including wireless phones may interference with the functionality of inadequately protected medical devices. Consult a physician or the

manufacturer of the medical device to determine if they are adequately shielded from external RF energy or if you have any questions.

Switch off your device in health care facilities when any regulations posted in these areas instruct you to do so.

◆ **Operating environment**

When connecting to other device, read its user guide for detailed safety instructions. Do not connect incompatible products.

Do not place your device in the air bag deployment area.

Use the device only in its normal operating positions as explained in the product documentation.

Always switch off your device when its use is prohibited or when it may cause interference and danger.

◆ **Areas with posted regulations**

Switch off your device when any regulations posted in these areas instruct you to do so.

Care & Maintenance

- ◆ Use only manufacturer-approved accessories. Use general accessories may shorten the life of your device or cause device to malfunction.
- ◆ Keep your device dry. Humidity and all types of liquids may damage device parts or electronic circuits.
- ◆ Do not use or store the device in dusty, dirty areas.
- ◆ Do not store the device in hot or cold areas.
- ◆ Do not store your device near magnetic fields.
- ◆ Do not store your device with such metal objects as coins, keys and necklace.
- ◆ Do not drop your device or cause impacts to your device.

appendix

This device complies with part 15 of the FCC Rules. Operation is subject to the condition that this device does not cause harmful interference. Please only show the above information

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

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

-- Reorient or relocate the receiving antenna.

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

Specific Absorption Rate (SAR) information:

This Mobile Phone meets the government's requirements for exposure to radio waves. The guidelines are based on standards that were developed by independent scientific organizations through periodic and thorough evaluation of scientific studies. The standards include a substantial safety margin designed to assure the safety of all persons regardless of age or health.

FCC RF Exposure Information and Statement The SAR limit of USA (FCC) is 1.6 W/kg averaged over one gram of tissue. Device types: T4016 (FCC ID: 2AHXO-T4016) has also been tested against this SAR limit. The highest SAR value reported under this standard during product certification for use at the ear is 0.611W/kg and when properly worn on the body is 1.170W/kg. This device was tested for typical body-worn operations with the back of the handset kept 10mm from the body. To maintain compliance with FCC RF exposure requirements, use accessories that maintain a 10mm separation distance between the user's body and the back of the handset. The use of belt clips, holsters and similar accessories should not contain metallic components in its assembly. The use of accessories that do not satisfy these requirements may not comply with FCC RF exposure requirements, and should be avoided.

Body-worn Operation

This device was tested for typical body-worn operations. To comply with RF exposure requirements, a minimum separation distance of 1cm must be maintained between the user's body and the handset, including the antenna. Third-party belt-clips, holsters, and similar accessories used by this device should not contain any metallic components. Body-worn accessories that do not meet these requirements may not comply with RF exposure requirements and should be avoided. Use only the supplied or an approved antenna.