

Share a Name Card

When you share a name card, the contact's information is sent as a vCard file (.vcf). You can share a vCard via Bluetooth or Wi-Fi Direct, attach it to a message, or save it to a storage location.

1. From a Home screen, tap  **Apps** >  **Contacts**.
2. Tap a contact to display it, and then tap **MORE** > **Share name card**.
3. Choose a sharing method and follow the prompts.

Link Contacts

When you have contacts from various sources (Gmail, Facebook, and so on), you may have multiple similar entries for a single contact. Contacts lets you link multiple entries into a single contact.

1. From a Home screen, tap  **Apps** >  **Contacts**.
2. Tap the contact to display it, and then tap  **Link**.
3. Tap **LINK ANOTHER CONTACT**, and then select contact(s) to link to the original contact.
4. Tap **LINK**.

Unlink Contacts

1. From a Home screen, tap  **Apps** >  **Contacts**.
2. Tap the contact to display it, and then tap  **Link**.
3. Tap  **Remove** beside contacts to unlink them from the main contact.

Delete Contacts

You can delete a single contact, or choose multiple contacts to delete.

1. From a Home screen, tap  **Apps** >  **Contacts**.
2. Next to the Contacts heading, tap **MORE** > **Delete**.
3. Tap the contacts you want to delete, and then tap **DELETE**.

Favorites

When you mark contacts as favorites, they are easily accessible from other apps. Favorites display together on the Favorites tab in Contacts.

Mark Contacts as Favorites

1. From a Home screen, tap  **Apps** >  **Contacts**.
2. Tap a contact to display it, and then tap  **Favorite** (the star turns bright gold ).

Remove Contacts from Favorites

1. From a Home screen, tap  **Apps** >  **Contacts**.
2. Tap a contact to display it, and then tap  **Favorite** (the star loses the gold color ).

Groups

You can use groups to organize your contacts. Your device comes with preloaded groups, and you can create your own. You might create a group for your family, for coworkers, or a team. Groups make it easy to find contacts, and you can send messages to the members of a group.

Create a Group

1. From a Home screen, tap  **Apps** >  **Contacts**.
2. Tap **GROUPS**, and then tap **ADD**.
3. Tap fields to enter information about the group:
 - Tap **Create group in** to choose where to save the group. You can save it to a specific account, to the device memory, or to all accounts. Tap the entries to select or deselect them.
 - Tap **Group name** to enter a name for the new group.
 - Tap **Add member** and select contact(s) to add to the new group, and then tap **DONE**.
4. Tap **SAVE**.

DRAFT
FOR INTERNAL USE ONLY

Rename a Group

1. From a Home screen, tap  **Apps** >  **Contacts**.
2. Tap **GROUPS**, and then tap a group.
3. Tap **MORE** > **Edit group** and enter a new name.
4. Tap **SAVE**.

Add Contacts to a Group

1. From a Home screen, tap  **Apps** >  **Contacts**.
2. Tap **GROUPS**, and then tap a group.
3. Tap **ADD**, and then tap the contacts you want to add.
4. Tap **DONE**.

Send an Email to a Group

You can send an email to members of a group.

1. From a Home screen, tap  **Apps** >  **Contacts**.
2. Tap **GROUPS**, and then tap a group.
3. Tap **MORE** > **Send email**.
4. Tap contacts to select them, or tap the checkbox at the top of the screen to select all, and then tap **DONE**. You will only see group members that have an email address in their records.
5. Choose an account and follow the prompts.

Delete a Group

Preset groups, such as Family, cannot be deleted.

1. From a Home screen, tap  **Apps** >  **Contacts**.
2. Tap **GROUPS**.
3. Tap **DELETE**.
4. Tap the group category to open.
5. Tap the groups to select them or tap the checkbox at the top of the screen to select all.
6. Tap **DELETE**.
7. Tap **Group only** to delete just the group, or tap **Groups and members** to delete both the group and the contacts it contains.

Contact Settings

These settings allow you to modify settings associated with using the Contacts app.

1. From a Home screen, tap  **Apps** >  **Contacts**.
2. Tap **MORE** > **Settings**.
3. Tap an option and follow the onscreen instructions.

DRAFT
FOR INTERNAL USE ONLY

Email

Use the Email app to view and manage all your email accounts in one application.

To access Email:

- From a Home screen, tap  **Apps** >  **Email**.

Configure Email Accounts

You can configure Email for most accounts in just a few steps.

1. From a Home screen, tap  **Apps** >  **Email**.
2. Follow the onscreen instructions to set up your email account.

– or –

For additional accounts, tap **MORE** > **Settings** >  **Add account**.

The device communicates with the appropriate server to set up your account and synchronize your email. When complete, your email appears in the Inbox for the account.

Note: To configure email account settings at any time, tap **MORE** > **Settings**. Tap the email account to manage to display its settings.

Manage Multiple Email Accounts

You can view email you receive for all accounts on the **Combined view** screen or you can view email accounts individually.

1. From a Home screen, tap  **Apps** >  **Email**.
2. Tap the drop down menu at the top left of the screen to view the current account mailbox.
3. Tap on the account name to view:
 - **Combined inbox:** View all email in a combined inbox.
 - **[Account Name]:** View email for only one email account.

Delete Email Accounts

To delete an Email account:

1. From a Home screen, tap  **Apps** >  **Email**.
2. Tap **MORE** > **Settings**.
3. Tap the account you want to remove.
4. Tap **REMOVE**. Confirm by tapping **REMOVE** on the prompt.

Email Settings

These settings allow you to modify settings associated with using the Email app.

1. From a Home screen, tap  **Apps** >  **Email**.
2. Tap **MORE** > **Settings**.
3. Tap an option and follow the onscreen instructions.

DRAFT
FOR INTERNAL USE ONLY

Galaxy Apps

Samsung Galaxy Apps is a free storefront that provides a quick and easy way to find and download apps that are compatible with your Galaxy device.

To access the Samsung Galaxy Apps website:

- From a Home screen, tap  **Apps >**
 **Galaxy Apps.**

Note: A Samsung account is required to purchase and download apps.

DRAFT
FOR INTERNAL USE ONLY

Gallery

View, edit, and manage pictures and videos.

Note: Some functions described in this section are only available if there are images or videos in the Gallery.

View Images and Videos

Launching Gallery displays available folders. When another application, such as Email, saves an image, a Download folder is automatically created to contain the image. Likewise, capturing a screenshot automatically creates a Screenshots folder.

1. From a Home screen, tap  **Apps** >  **Gallery**.
2. Tap the drop-down menu in the upper left corner, and then tap an option to choose the way items display.
 - In Albums view, you can create albums to organize your images. On the drop down menu, tap **Albums**, and then tap **MORE** > **Create album**.
3. Depending on the view mode selected, either tap an image or video to view it, or first tap an album or folder and then tap an image or video.
4. When viewing an image or video, you can scroll left or right to view the next or previous image or video.

Zoom In and Out

Use one of the following methods to zoom in or out on an image:

- Double-tap anywhere on the screen to zoom in or zoom out.
- Spread two fingers apart on any place to zoom in. Pinch the screen to zoom out.

Play Videos

1. From a Home screen, tap  **Apps** >  **Gallery**.
2. Tap a folder or category to open it.
3. Tap a video to view it.
4. Tap the **Play** icon to play the video.

Trim Segments of a Video

1. Select a video, and then tap the screen once to see the video options.
2. Tap  **Editor**, and then tap  **Trim**.
3. Use the sliders at the bottom of the screen to trim the video. Move the start bracket to the desired starting point, move the end bracket to the desired ending point.
4. Tap **EXPORT** to save the video. Modify the File name or Resolution, and then tap **EXPORT** to confirm the changes.

Edit Images

1. While viewing an image, tap the screen once to see the image options.
2. Tap  **Edit** to view and use the editing tools.

Delete Images

1. From a Home screen, tap  **Apps** >  **Gallery**.
2. Tap a folder or category to open it.
3. Tap **MORE** > **Edit**.
4. Tap images to select them.
5. Tap **DELETE**.

DRAFT
FOR INTERNAL USE ONLY

Share Images

Use one of the following methods:

1. From a Home screen, tap  **Apps** >  **Gallery**.
2. Tap a folder or category to open it.
3. Tap **MORE** > **Share**.
4. Tap images to select them, and then tap **SHARE**.
5. Tap a sharing service and follow the prompts to send the image or images.

DRAFT
FOR INTERNAL USE ONLY

Internet

Access the Internet with a fully featured web browser.

Access the Internet

- ▶ From a Home screen, tap  **Apps** >  **Internet**.

Command Keys

The following command keys are available on the browser window:

-  **Back** or  **Back** key to return to the previous page.
-  **Forward** to go forward to a recent page.
- **HOME** to display your Internet Home screen.
- **BOOKMARKS** to manage bookmarked pages, saved pages, and history.
-  **Refresh** to refresh or reload the current Web page.

View a Web Site

To view a web site:

- ▶ Tap the address field, enter the web address, and then tap **Go** on the keyboard.

Browser Tabs

Use tabs to view multiple web pages at the same time.

To open a new tab:

- ▶ Tap  **Add tab**.

To close a tab:

- ▶ Tap  **Close tab**.

Bookmarks

To bookmark the current web page:

1. Tap **BOOKMARKS** > **ADD**.
2. Type a title for the bookmark and tap **SAVE**.

To open a bookmarked web page:

- ▶ Tap **BOOKMARKS**, then tap an entry.

History

To view a list of recently visited web pages:

- ▶ Tap **BOOKMARKS** > **HISTORY**.

Saved Pages

To save a web page:

- ▶ Tap **MORE** > **Save web page**.

To view a list of saved web pages:

- ▶ Tap **BOOKMARKS** > **SAVED PAGES**.

DRAFT
FOR INTERNAL USE ONLY

Share Pages

To share a web page address with others:

- ▶ Tap **MORE** > **Share** and follow the prompts.

Secret Mode

Pages viewed in secret mode do not appear within your browser history or search history, and leave no traces (such as cookies) on your device. These tabs display  **Secret** on their tab.

Note: Any downloaded files will remain on your device after you close a secret tab.

To open a new secret tab:

- ▶ Tap **MORE** > **New secret tab**.

Internet Settings

These settings allow you to modify settings associated with using the Internet app.

1. From a Home screen, tap  **Apps** >  **Internet**.
2. Tap **MORE** > **Settings**.
3. Tap an option and follow the onscreen instructions.

DRAFT
FOR INTERNAL USE ONLY

Memo

Use the Memo app to write and save notes on your device.

Compose a Memo

1. Tap  **Apps** >  **Memo**.
2. Tap  **Create memo** and type a memo.
 - To change the category, tap  **Category**.
 - To insert an image into the memo, tap  **Image**.
 - To use your voice to insert text into the memo, tap  **Voice**.
 - To add tasks, tap  **Tasks**.
3. When finished creating your memo, tap **SAVE**.

Manage Memos

- Tap a memo entry to open it.
- To edit a memo, tap the content of the memo.
- To delete memos, tap **MORE** > **Edit**, select memos, and tap **DELETE**.
- To send a memo to others, tap **MORE** > **Share**, select a memo, and then select a method to share the memo.

Browse Memos

1. Tap  **Apps** >  **Memo**.
2. Browse memo entries by scrolling up or down.
3. To search for a memo, tap **SEARCH**.

Memo Options

- ▶ While browsing memos, tap **MORE** for the following options:
 - **Edit**: Select notes to delete or move.
 - **Share**: Share memos.
 - **Manage categories**: Create and manage categories to organize your memos.

DRAFT
FOR INTERNAL USE ONLY

Music Player

Listen to your favorite songs with the Music player. Navigate through your music library, play songs, and create customized playlists.



- **Adjust volume:** Tap to adjust the volume.
- **More options:** Tap to view more options.
- **Playback controls:** Tap the icons to change shuffle or repeat modes, fast-forward or rewind, or play or pause the current song.
- **Playback position:** Drag to skip to another part of the current song.
- **Track queue:** Tap to view the current song list being played.

DRAFT
FOR INTERNAL USE ONLY

Listen to Music

1. From a Home screen, tap  **Apps** >  **Music**.
2. Tap a library category at the top of the screen to view your music files.
3. Scroll through the list of songs and tap an entry to begin playback.
4. While playing music, use these controls:
 - Tap  **Pause** to pause playback. To start playback again, tap  **Play**.
 - Tap  **Rewind** to move to the previous song. Tap  **Fast-forward** to move to the next song.
 - Tap the repeat button to control playback. Choose  to play all songs once. Choose  to repeat all songs. Choose  to repeat the current song.
 - Tap the shuffle button to control the order songs are played. Choose  to play songs in the order they appear in the list. Choose  to play songs in random order.
 - Tap  **Favorite** to mark a song as a favorite. Whenever a song is a favorite, the star is gold. Favorite songs are included in the Favorites playlist.
 - Tap  **Volume** to set the volume. You can also set volume by pressing the **Volume** key on the side of the tablet.

Note: When you close the Music screen, playback will continue in the background, allowing you to listen to music while using other features of your tablet. When music is playing in the background, you can access playback controls from the Notification panel.

DRAFT
FOR INTERNAL USE ONLY

My Files

Access files stored on your device, including images, videos, songs, and sound clips.

View Files

Files stored in the device are organized into the following groups:

- **Recent files:** View recently accessed files.
- **Category:** Files are grouped into the following categories:
 -  **Images:** View image files.
 -  **Videos:** View video files.
 -  **Audio:** View audio files.
 -  **Documents:** View document files.
 -  **Download history:** View all apps and files that have been downloaded to the device.
- **Local storage:** View folders and files in their storage locations.
 -  **Device storage:** View folders and files located on the device.
 -  **SD card:** View folders and files located on an optional microSD memory card (not included).
- **Cloud storage:** Contains shortcuts to FTP servers or other cloud storage locations that you have added.
 -  **Google Drive:** Sign in to view folders and files located in your Google Drive account.
- **STORAGE USAGE:** Tap to view memory information for your device.

To view files in My Files:

1. From a Home screen, tap  **Apps** >  **My Files**.
2. Tap a category to view the relevant files or folders.
3. Tap a file or folder to open it.

Recent Files Options

On the Recent files screen, the following options are available:

- **SEARCH:** Search for a file or folder.
- **MORE:** Tap for the following options:
 - **Edit:** Edit files shown in Recent files.
 - **Clear recent file history:** Clear the Recent files category.
 - **Show/Conceal hidden files:** Show or conceal hidden files.

DRAFT
FOR INTERNAL USE ONLY

Category Options

After tapping on a category, the following options are available:

- **SEARCH:** Search for a file in the selected category.
- **VIEW AS:** Change the appearance of the files or folders.
- **MORE:** Tap for the following options:
 - **Edit:** Select files or folders.
 - **Share:** Select files or folders to share.
 - **Create folder:** Create a new folder (Local storage).
 - **Add shortcut:** Add a shortcut folder to the main My Files screen.
 - **Sort by:** Change the sort order of the files.
 - **Show/Conceal hidden files:** Show or conceal hidden files.

Options for Selected Files and Folders

- Tap **MORE > Edit**, select a file or folder, and then use one of these functions:
- **DELETE:** Delete files or folders.
 - **MOVE:** Move files or folders to another folder.
 - **MORE:** Select one of the following options:
 - **Copy:** Copy files or folders to another folder
 - **Rename:** Rename a file or folder. This option only appears when just one file or folder is selected.
 - **Add shortcut on Home screen:** Add a shortcut the Home screen.
 - **Compress:** Create a zip folder containing the selected files. This option only appears in Local Storage categories. A selected zip folder has the additional options of **Extract** and **Extract to current folder**.
 - **Details:** View details of the selected file(s) or folder(s).

DRAFT
FOR INTERNAL USE ONLY

Smart Manager

Smart manager provides an overview of the status of your device's battery, storage, RAM, and system security. You can also automatically optimize your device's system resources.

Quick Optimization

The quick optimization feature improves device performance through the following actions:

- Identifying apps that use excessive battery power and clearing unneeded items from memory.
- Deleting unnecessary files and closing apps running in the background.
- Scanning for malware.

To use the quick optimization feature:

1. From a Home screen, tap  **Apps** >  **Smart Manager**.
2. Tap **CLEAN ALL**.

Using Smart Manager

1. From a Home screen, tap  **Apps** >  **Smart Manager**.

► Tap each of the following for options:

- **Battery:** Check the battery power and time remaining to use the device. For devices with low battery levels, conserve battery power by activating power saving features and closing apps that are consuming an excessive amount of battery power.
 - The usage time remaining shows the time remaining before the battery power runs out. Usage time remaining may vary depending on your device settings and operating conditions.
- **Storage:** Check the status of used and available memory capacity. You can delete unused or unneeded files, and uninstall apps that you do not use any more.
- **RAM:** Check the amount of available RAM. You can close background apps and reduce the amount of RAM you are using to speed up your device.
- **Device security:** Check the device's security status. This feature scans your device for malware.

DRAFT
FOR INTERNAL USE ONLY

Video Player

Play and manage videos stored on your device.



- **Adjust volume:** Adjust the volume.
- **Fast-forward:** Tap to skip to the next video. Touch and hold to fast-forward the current video.
- **File name:** The name of the video file.
- **More options:** Tap to view more options.
- **Move controls:** Tap to move the Video player controls to the right or to the left (landscape orientation only).
- **Pause or Play:** Tap to pause or play the current video.
- **Playback position:** Drag to skip to another part of the video.
- **Pop-up player:** Tap to open the video in the pop-up player window.
- **Rewind:** Tap to restart the video or skip to a previous video. Touch and hold to rewind the video.
- **Screen ratio:** Change the screen ratio.
- **Video list:** See the current video playlist.

DRAFT
FOR INTERNAL USE ONLY

Access the Video Player

1. From a Home screen, tap  **Apps** >  **Video**.
2. Scroll through the videos stored on your device. After a few seconds, each video thumbnail begins playing a preview of the clip.
3. Tap a video to view it.

Use Pop-up Player

Multitask with Pop-up player by transforming your video player into a pop-up window. The video will continue to play, and the pop-up player can be resized or moved anywhere on the screen.

1. From a Home screen, tap  **Apps** >  **Video**.
2. Tap a video to view it.
3. Tap  **Pop-up player** to continue playing the video in a floating window.
 - Drag the window to any location on the screen.
 - Use two fingers to pinch or spread to resize the floating window.

Change the Video Screen Size

You can change the size of the video in several ways during video playback.

1. From a Home screen, tap  **Apps** >  **Video**.
2. Tap a video to view it.
3. Tap the screen ratio icon to cycle through the screen size options:
 -  **Full**: The entire screen is used, which may cause some minor distortion.
 -  **Fit to screen**: The video will be played in its original size.
 -  **Keep ratio**: The video is enlarged to fit the screen without becoming distorted.

DRAFT
FOR INTERNAL USE ONLY

Settings

Configure your device's connections and settings, add accounts, and customize the home screen, apps, and features.

- Some options use an **ON/OFF** button to turn the option **ON** () or **OFF** ()
- For some options, you must tap a field, such as **Email address**, to display and set options.
- Some options are enabled or disabled by tapping a  checkbox. When enabled, a check mark displays. Tap the check mark to remove it and disable the option.

DRAFT
FOR INTERNAL USE ONLY

How to Use Settings

Access Settings

► From a Home screen, tap  **Apps** >  **Settings**.

– or –

From a Home screen, drag down from the Status bar to display the Notification panel, and then tap  **Settings**.

Search for Settings

If you are not sure exactly where to find a certain setting, you can use the Search feature.

1. From a Home screen, tap  **Apps** >  **Settings**.
2. Tap **SEARCH**.
 - Enter a word or words in the Search box. As you type, settings that match will appear on the screen.
 - Tap an entry to go to that setting.

DRAFT
FOR INTERNAL USE ONLY

Wi-Fi Settings

Wi-Fi is a term used for certain types of Wireless Local Area Networks (WLAN). Wi-Fi communication requires access to a Wireless Access Point (WAP).

Wi-Fi Direct creates a direct connection between two or more devices using Wi-Fi.

Turn Wi-Fi On or Off

Turning Wi-Fi on makes your device able to discover and connect to compatible in-range WAPs.

1. From a Home screen, tap  **Apps** >  **Settings**.
2. Tap **Wi-Fi**, and then tap **ON/OFF** to turn Wi-Fi on or off.

Scan and Connect to a Wi-Fi Network

1. From a Home screen, tap  **Apps** >  **Settings**.
2. Tap **Wi-Fi**, and then tap **ON/OFF** to turn Wi-Fi on. When Wi-Fi is turned on, your device will automatically scan for available networks and display them.
3. Tap the network you want to connect to. When you select an open network, you are automatically connected to the network. Otherwise, enter a password to connect.

Manually Connect to a Wi-Fi Network

1. From a Home screen, tap  **Apps** >  **Settings**.
2. Tap **Wi-Fi**, and then tap **ON/OFF** to turn Wi-Fi on.
3. Tap **MORE** > **Add network**.
4. Enter information about the Wi-Fi network:
 - Tap **Enter network name** to enter the name of the Wi-Fi network.
 - Tap the **Security** field and select a security option and enter your password.
 - Tap **Show advanced options** if you need to add advanced options such as IP settings and Proxy settings.
5. Tap **CONNECT** to store the new information and connect to your target WAP.

Wi-Fi Status Indicators

Status bar icons show your current Wi-Fi connection status:

- When Wi-Fi is connected, active, and communicating with a Wireless Access Point (WAP),  displays.
- If a Wi-Fi access point is available, but your device is not connected to it,  displays. It may also display if there is a communication issue with the target Wireless Access Point (WAP).

DRAFT
FOR INTERNAL USE ONLY

Wi-Fi Options

The Wi-Fi settings menu allows you to set up many of your device's advanced Wi-Fi services.

1. From a Home screen, tap  **Apps** >  **Settings**.
2. Tap **Wi-Fi**, and then tap **ON/OFF** to turn Wi-Fi on.
3. Tap **MORE** for options:
 - **Add network**: Manually add a Wi-Fi network.
 - **WPS push button**: Set up a connection to a WPS (Wi-Fi Protected Setup) router or other equipment.
 - **WPS PIN entry**: View the PIN used by your device to set up a PIN-secured connection to a Wi-Fi router or other equipment (not configurable).
 - **Keep Wi-Fi on during sleep**: Specify when to disconnect from Wi-Fi.
 - **Always allow scanning**: Allow Google location service and other apps to scan for networks, even when Wi-Fi is turned off.
 - **Install network certificates**: Install authentication certificates.

Wi-Fi Direct

Wi-Fi Direct allows direct device-to-device connections via Wi-Fi, without having to connect to a Wi-Fi network.

1. From a Home screen, tap  **Apps** >  **Settings**.
2. Tap **Wi-Fi**, and then tap **ON/OFF** to turn Wi-Fi on. Wi-Fi must be on to configure settings.
3. Tap **Wi-Fi Direct**. Your device automatically scans for nearby Wi-Fi Direct devices.
4. After scanning for devices, select a device, and then follow the prompts to complete the connection.

Wi-Fi Direct Status Indicator

When your device is connected to another device using Wi-Fi Direct,  displays in the Status bar.

DRAFT
FOR INTERNAL USE ONLY