



VISUAL LAND
Bring the World Home

Prestige

android tablet

Guide Book

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This book introduces Android 5.0, Lollipop for Google Play edition devices. Its content may differ in some details from some of the products described or the software that runs on them. All information provided here is subject to change without notice.

For best results, make sure you're running the latest Android system update. To find your device's version number or check for the latest system update, go to  **Settings > System > About tablet** and look for **Android version** or **System updates**.

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Welcome to Android

About Android 5.0, Lollipop

Android 5.0, Lollipop is the latest version of Android, the operating system that powers not just tablets, but also wearables, TVs, and even cars.

Android 5.0 features a bold and bright new design, 3D graphics support that are as good as on a desktop computer, and great new features that make your tablet work for you:

- Add guest users and other users without providing them access to your email, contacts, and whatever else you don't want to share.
- Set priorities for notifications and see them when your tablet is locked.
- Easier ways to manage battery usage, including a battery saver feature to extend battery life.
- More ways to secure your tablet.

Android Wear

Android Wear watches from other manufacturers connect your tablet to your wrist. Pause, play, and skip music tracks or quickly respond to text messages using only your watch. Android Wear organizes your information, suggests what you need, and shows it to you before you even ask. Get messages from your friends, meeting notifications, and weather updates at a glance.

Set up your device

When you first turn on your tablet, you'll see a Welcome screen. Choose the language you want and touch the arrow to continue.

IMPORTANT: To complete the setup process, it's best to have a Wi-Fi connection.

When prompted, sign in with your Google Account or create one at that time. Signing in lets you immediately access everything associated with your Google Account, like Gmail. If you prefer, you can skip this step and create an account later.

An email address that you use for any of the following counts as a Google Account:

- Gmail
- YouTube
- Google Play
- Google Apps
- AdWords
- Any other Google product

Signing in with a Google Account helps you get up and running quickly. When you sign in, you can easily get all the apps you've purchased on Google Play onto your new device. All the email, contacts, calendar events, and other data associated with that account are automatically synced with your device.

If you have multiple Google Accounts, you can add others later from  **Settings > Personal > Accounts**. You can also add guest users in  **Settings > Device > Users**.

Make yourself at home

After you finish setting up your device, the Home screen appears for the first time. Here, you can add app icons and widgets (an “at-a-glance” view of an app’s most important information) to your Home screens to easily find them.

- To move between Home screens, swipe left or right.
- To see notifications, swipe down from the top of the screen with one finger.

Send an email



Use the Gmail app to read and write email from your Gmail or other email addresses.

1. Touch  Gmail on a Home or  All Apps screen.
2. If you already signed into a Gmail account during setup, your email will be synced to your device. Otherwise, add an email address now.

Status bar

The status bar is at the very top of the screen. On the right, you can see the Wi-Fi and mobile signal strength, how much battery power is left, and the time. On the left, you can see which apps have sent you notifications. See [“Sound & notification” on page 19](#).

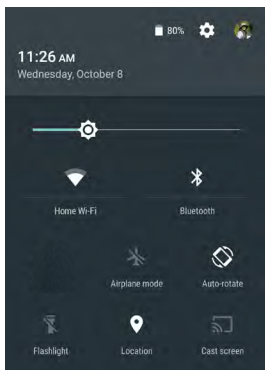
Quick Settings

Use Quick Settings to easily get to frequently used settings, like turning on airplane mode. To open Quick Settings, swipe down from the top of the screen with two fingers or twice with one finger. To change a setting, just touch the icon:

- **Wi-Fi network:**  Turn Wi-Fi on or off. To open Wi-Fi settings, touch the Wi-Fi network name.
- **Bluetooth settings:**  Turn Bluetooth on or off. To open Bluetooth settings, touch the word “Bluetooth”.
- **Airplane mode:**  Turn airplane mode on or off. Airplane mode means your tablet won't connect to Wi-Fi or a cell signal, even if one is available.

- **Display brightness:** ⚙️ Slide to lower or increase the brightness of your screen.
- **Auto-rotate:** 🔄 Lock your device's orientation in portrait or landscape mode.

Quick Settings look like this:



Open the main Settings app by touching ⚙️ **Settings** in the top right.

You can also turn Auto Rotate on or off from Quick Settings, to lock or unlock automatic screen rotation.

Manage battery life

The status bar shows how much battery you have left, but you can also see the exact percentage and approximate time of battery life remaining. Swipe down from the top of the screen, then touch 🔋 **Battery**.

Your Android device's battery is built to get you through your day. When you're running low, Android's battery saver conserves your battery power. To turn it on, go to **Settings > Battery > Battery saver**. For more information, visit [Manage battery life](#).

Get around

At the bottom of every Home screen you'll find the Favorites tray: another quick way to get to your apps.



To open an app, touch it. To drag an app in or out of the Favorites tray or anywhere else on a Home screen, touch & hold it, then move it with your finger where you want it.

Navigation buttons

At the bottom of most tablet screens, no matter what you're doing, you'll always find the navigation bar with three buttons.



Back

Opens the previous screen you were working in, even if it was in a different app. Once you back up to the Home screen, you can't go back any further.



Home

Opens the central Home screen. To open Google Now, swipe up.



Overview

Opens a list of thumbnail images of screens you've worked with recently. To open one, touch it. To remove a screen from the list, swipe it left or right or touch on the X.

Some apps hide these buttons temporarily, or fade them to small dots in the same position. To bring them back, touch the dots, touch the screen in the middle, or swipe up from the bottom.

Menus

Many screens in Apps and in Settings include a  **Menu** icon at the top right of the screen. Touch it to explore additional options, including Help and Settings.

Organize your Home screens

- To change your wallpaper, add a widget, adjust Search settings, or change screen order, touch & hold the background of any Home screen.
- You can have any number of Home screens to the right. To add a new screen, swipe to the rightmost screen and drag an app or widget to the right edge.
- The screen to the left of the main Home screen is reserved for Google Now, and is available only when Google Now is turned on.
- To create a folder, slide one icon quickly on top of another.
- To name or rename a folder, open it and touch its name.

To change the wallpaper:

1. Touch & hold the background, then touch  Wallpapers.
2. Swipe right to left to choose a wallpaper image. Or choose an image from your Photos, Downloads or Drive.

To add an app icon to a Home screen:

1. Go to the Home screen where you want to place the app.
2. Touch  All Apps.
3. Swipe from right to left, if necessary, to find the app you want.
4. Touch & hold the app until the Home screen appears, slide it into place, and lift your finger.

To add a widget:

1. Touch & hold the background, then touch Widgets. Open **All Apps > Widgets**.
2. Swipe right to choose a widget, which provides a quick view or way to access information on your home screen, like a larger size clock or a view of information in your Google Play library.

To move an app or widget to another position:

1. Touch & hold the icon.
2. Slide your finger to the new position.
To move between Home screens, slide toward the edge of the screen.
To bump another icon out of the way, slide slowly into it.
3. Lift your finger.

Touch & type

To select or activate something, touch it.

To type something, such as a name, password, or search terms, just touch where you want to type. A keyboard pops up that lets you type into the field.

Other common gestures include:

- **Touch & hold.** To select an item, touch & hold it by not lifting your finger until something happens. This is how you access accent and other special characters on the keyboard. Slide your finger to the accented letter you need.
- **Touch, hold, & drag.** Touch & hold an item for a moment and then, without lifting your finger, move your finger on the screen until you reach the target position. You can move apps around on the Home screen.
- **Swipe or slide.** Quickly move your finger across the surface of the screen, without pausing when you first touch (so you don't drag something instead). Slide a Home screen left or right to view the other Home screens.
- **Double-tap.** Tap quickly twice on a map or image to zoom in and out.
- **Scale.** In some apps (such as Maps, Chrome, and Photos), you can scale by placing two or more fingers on the screen at once

and pinching them together (to enlarge scale) or spreading them apart (to reduce it).

- **Rotate the screen.** The orientation of most screens rotates with your device as you turn it. To keep your screen locked in Portrait mode, swipe down with two fingers from the top of any screen and touch  Portrait/Auto-Rotate in Quick Settings.

Android version & updates

To check your version number or get the latest system update, first go to  **Settings > System > About tablet.**

Then look for these labels:

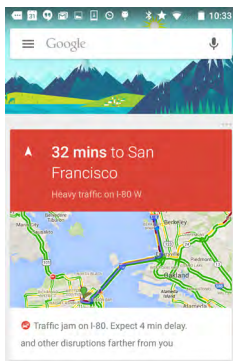
- **System updates.** Touch to check whether you have any pending system updates.
- **Android version.** Look partway down the list for this heading and the number just below it.

Essentials

Google Now

Google Now is about getting you just the right information, at just the right time. It tells you today's weather before you start your day, how much traffic to expect before you leave for work, and even your favorite team's score while they're playing.

For example, here's a Google Now card that appears when you're about to start your commute:



After you start using Google Now, you don't need to do anything else. If you like, you can fine-tune some settings, but Google Now doesn't need any elaborate setup.

How it works

To know when to show information you'll find useful, Google Now uses contextual data from your device and from other Google products, plus data from third-party products that you allow Google Now to access. For example, if you have an appointment in Google Calendar that includes an address, Google Now can check traffic and suggest when to leave.

When you decide to use Google Now, you're also turning on Location Reporting and Location History:

- **Location Reporting** allows Google to periodically store and use your device's most recent location data in connection with your Google Account. Location Reporting is a per-device setting.
- **Location History** allows Google to store a history of your location data from all devices where you're logged into your Google Account and have turned on Location Reporting.

You can control how Google Now uses your current location. To view the relevant settings, go to  **Settings > Personal > Location**. When location services are turned on for your account on a given device, certain apps can use them to give you more relevant information, such as nearby restaurants or commute traffic.

To learn more about how Google Now uses your location and other information, visit [f nnf kd-bnl .nmv](#) .

Try it

You have a chance to turn on Google Now when you first set up your device. You can also turn it on or off at any time:

1. Touch & hold any empty space on your Home screen.
2. Go to  **Settings > Google Now**.

To open Google Now, swipe up from the Home button. Updates appear in the form of Google Now cards. When you don't need a card anymore, swipe it from left to right. Swiping from right to left returns you to the main Home screen.

When you want to see more cards, touch **More** at the bottom of the screen.

To adjust the way certain cards get updated:

- Manage reminders: From the  **Menu** at the top left of the screen, touch  Reminders.
- Request updates for your sports teams, stocks, and more: From the  **Menu**, touch  Customize.
- Customize other updates: At the top right of each card, touch the  three dots.

What you can ask Google to do for you

When you use Google Now, you can speak to your device to search, get directions, and create reminders. For example, say “Ok Google, do I need an umbrella tomorrow?” to see if there’s rain in the weather forecast.

Turn “Ok Google” on or off

You can start a search or task by saying “Ok Google.” To turn it off or on, open Google Now or the Google app and touch **Menu > Settings > Voice > OK Google detection**.

Display

Change the display settings on your device by following these steps:

1. Go to  **Settings > Device > Display**.
2. Choose from the following settings. Some of these settings may vary by your device and version of Android. All can affect battery life. See [“Manage battery life”](#) on page 8 for more information.
 - **Brightness level:** Move the  slider to set the brightness level on your device.
 - **Adaptive brightness:** Turn on adaptive brightness to automatically optimize the brightness level on your device based on the available light around you. Adaptive brightness is on by default. You can still adjust your brightness when needed.
 - **Sleep:** Change how long it takes for your device’s screen to go black when you’re not using it. Learn more about [Sleep Settings](#).
 - **Daydream:** Set up screensavers that display photos, color-

ful backgrounds, and more when your device is charging or docked.

- if you want your tablet to wake up when you pick it up or when a notification arrives.

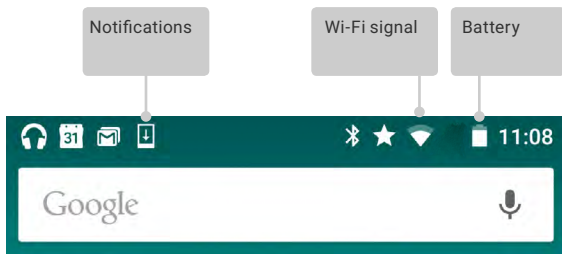
Sound & notification

You can change the sound and notification settings on your device by going to  **Settings > Device >  Sound & notification**.

Notifications alert you to the arrival of new messages, calendar events, and alarms, as well as ongoing events, such as downloads:

- **Interruptions.** Prioritize sound notifications so they don't interrupt you. In Downtime, select which days and times you allow for sound notifications.
- **When device is locked.** Manage whether notifications can be seen when your tablet is locked, and whether sensitive content in a notification can be seen. Sensitive content includes things like the title of a song you downloaded, who sent you an email, or the details of a calendar event. For more information, visit the [Help Center](#).
- **App Notifications.** Modify the notification settings individually for apps such as Gmail. The setting under **When device is locked** will always take precedence over the setting for an individual app.
- **Notification access.** See which apps can access your notifications.

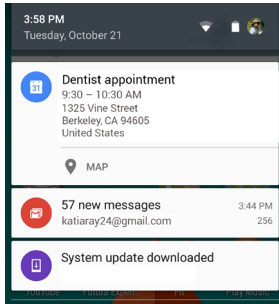
When a notification arrives, its icon appears at the top of the screen. Icons for pending notifications appear on the left, and system icons showing things like the Wi-Fi signal, mobile carrier signal, or battery strength are on the right:



Certain notifications can be expanded to show more information, such as email previews or calendar events. The one at the top is always expanded when possible. To expand a notification, position one finger inside it and swipe down slowly.

To open the related app, touch the notification icon on the left. Some notifications also allow you to take specific actions by touching icons within the notification. For example, Calendar notifications allow you to Snooze (remind you later) or send email to other guests.

When you're finished with a notification, swipe it away. To dismiss all notifications, touch  Dismiss at the very bottom of the notifications list.



Manage accounts on your device

You can add accounts so that information associated with that account automatically syncs with your device. You'll need to set up an account on your device if you want to get email or get apps on Google Play.

You can also [add multiple users](#) for your device, like if several people share a tablet. Adding users is different from adding accounts. Each user has separate settings and can't access the accounts of other users, whereas a single user can have multiple accounts and switch between them anytime they're signed in. Make sure you're signed in as the correct user before adding or removing any account information.

Add an account

1. Go to **Settings > Personal > Accounts**. Touch "Add account."
2. Touch the type of account you want to add. You may be able to choose from choices like "Google," "Personal (IMAP)," or "Personal (POP3)." If you're not sure whether to choose IMAP

or POP3, try IMAP first. Many email services use IMAP.

- i. Choose “Google” if you want to add your Google Account. When you sign in with a Google Account, all the email, contacts, calendar events, and other data associated with that account are automatically synced with your device.
- ii. Follow the on-screen instructions to add the account.

To change the settings of any of the accounts you added, follow these steps:

1. Go to  **Settings > Personal > Accounts**.
2. Select your account. If you’re using a Google Account, touch Google and then your account.

Remove an account

When you remove an account that you’ve added to your device, everything associated with that account, including email, contacts, and settings is also deleted. You can’t remove the account you used to initially set up your device.

To remove an account from your device, follow these steps:

1. Check to see if the account you want to remove is the account you used to set up your device.
 - If it’s not, go to step 2 and follow the instructions.
 - If it is, reset your device to its factory settings instead of following the steps below. This erases all of the data from your device and you’ll need a Google Account to set up your device again.
2. Open the  Settings menu on your device.

3. Under “Accounts,” touch the name of the account you want to remove. If you’re using a Google Account, touch Google and then the account.
 - When you sign out of your Google Account, all the email, contacts, Calendar events, and other data associated with that account will no longer automatically sync with your device.
4. Touch **⋮ Menu** in the top right corner of the screen.
5. Touch **Remove account**.

Share your device with other users

You can easily share your device with family and friends by creating a separate user for each person. Each person has their own space on the device for custom Home screens, accounts, apps, settings, and more. You must be the device owner to add users.

To add a new user, follow these steps:

1. Go to **⚙ Settings > Device > Users**.
2. Touch **Add user**, then touch **OK**.
 - i. If you’re with the new user: Touch “Set up now” and you’ll be taken to the lock screen. Select the new user, unlock the screen, and allow them to set up their Google Account and other details.
 - ii. If the new user isn’t around: Touch “Not now.” A “New user” will appear in the list. The next time you’re with the user, go back to the user list and select “New user” or click the user image on the lock screen.

After a user is set up, when you go to the lock screen, you’ll see a second user profile picture or avatar in the status bar. To choose a user, touch the picture and unlock the screen. Each user can [set their own screen lock](#).

Switch users

To switch users, swipe down from the top of any screen twice to open Quick Settings. Touch the image of the current user in the top right corner of the screen, then touch another user's image.

Remove a user

The device's owner can delete any user that they added:

1. Go to  **Settings > Device > Users**.
2. Touch  Settings next to the user's name, then touch **Remove user**.

Other users can only delete their own space.

1. Go to  **Settings > Device > Users**.
2. Touch  **Menu > Delete username from this device**.

Guest user

If someone wants to temporarily use your device, but they don't need to be set up as a regular user, they can use it as a guest. Guest users don't have access to your mail, your apps, or any content on your device that's tied to your account, like photos or downloaded files. You must be the device's owner to add a guest.

1. Go to  **Settings > Device > Users**.
2. Touch **Guest**.

When your guest is finished using your device, you can switch back to another user.

To switch to another user: Swipe down from the top of any screen, and then touch the bar at the top to open Quick Settings. To choose another user, touch the image in the top right corner of the screen, then touch another user's image.

Security

If a lock is set for your screen, the screen goes dark and locks when the display goes to sleep or if you press the Power button.

You can set locks of different strengths using Screen Lock settings:



1. Go to **Settings > Personal > Security > Screen lock**.
2. Touch the type of lock you'd like to use.

Even when your screen is locked, you can perform certain activities.

- **Quick Settings:** Slide down from the top of the screen to open Quick Settings without entering your password.
- **Camera:** Slide from right to left to open the Camera.
- **Access Dialer:** Slide from left to right.
(First you have to enter your password.)

If you have a device that's set up for more than one user, you may need to touch your image at the bottom of the screen to see your own locked screen.

For more information, visit [Customize the screen lock](#).

Smart Lock

You can turn on Smart Lock to keep your device unlocked when it's clear that you have it with you—for example, when it's connected to your Bluetooth watch or when it recognizes your face.

Trusted devices and face matching

You can set your device to stay unlocked while connected to a Bluetooth device—like a watch, fitness tracker, headset, or car speaker system. You can also set your device to unlock when it touches an NFC tag.

You can also have your device unlock when it recognizes your face. After setting a trusted face, every time you turn on your device, it will search for your face and unlock if it recognizes you. Keep in mind that someone who looks similar to you could unlock your tablet.

Note: Face matching doesn't store any photos of you. Data used to recognize your face is only stored on your device and is not accessible by apps or backed up on Google servers.

Protect against harmful apps

Apps from Google Play are always verified by Google to protect you and your device from harm. By default, your device doesn't allow the installation of apps from sources other than Google Play.

If you choose to allow the installation of apps from unknown sources and install apps from sources other than Google Play, it's more likely that apps will be installed that could harm you or your device.

If you allow the installation of apps from unknown sources, the Verify Apps feature protects you when installing apps outside of Google Play by continually checking your device to make sure that all apps installed are behaving in a safe manner, even after installation.