

# **Z852**

## **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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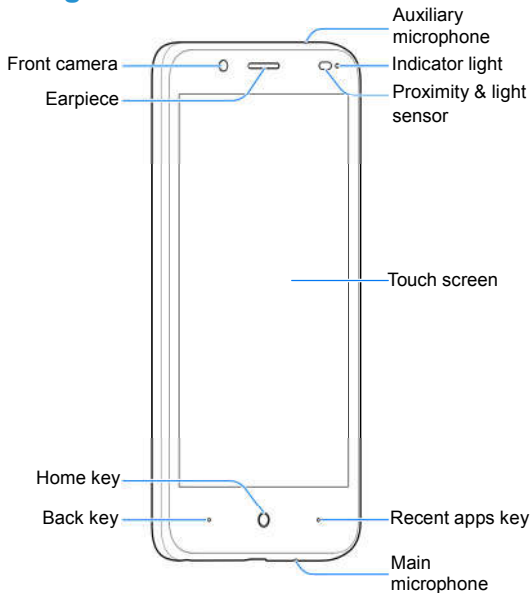
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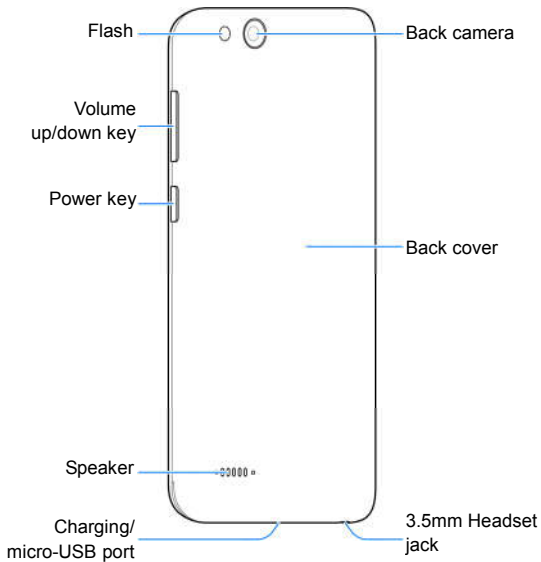
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# Getting Started

## Getting to Know Your Phone





## Knowing the Keys

| Key             | Function                                                                                                                                                                                |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Power key       | <ul style="list-style-type: none"><li>• Press and hold to turn on or off airplane mode, power off or restart the phone.</li><li>• Press to turn off or on the screen display.</li></ul> |
| Home key        | <ul style="list-style-type: none"><li>• Touch to return to the home screen from any application or screen.</li><li>• Touch and hold to use Google Search.</li></ul>                     |
| 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.                                                                                                                      |



### NOTE:

The positions of the **Back** key and the **Recent apps** key are interchangeable through **Settings > Navigation key**.

## Installing the nano-SIM Card, the microSDXC™ Card and the Battery

The nano-SIM card can be installed or removed while the phone is turned on. Power off your phone before removing or replacing the battery.

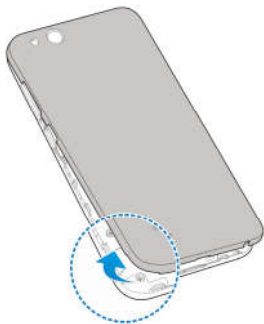
The microSDXC card (not included) can be installed or removed while the phone is turned on. You need to unmount the microSDXC card before removing it. See [Using the microSDXC Card as Portable or Phone Storage](#).



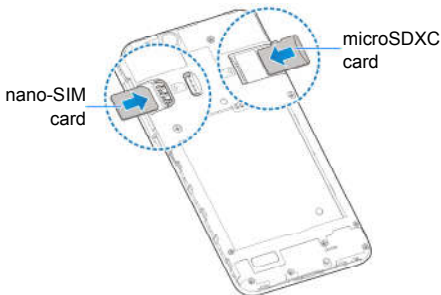
### **WARNING!**

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.

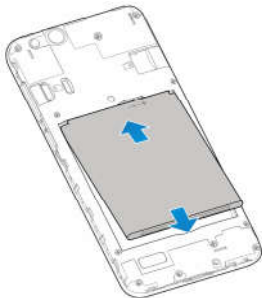
1. Insert your fingernail into the slot at the bottom left of the back cover and lift it up gently.



2. Hold the nano-SIM card or the microSDXC card with the cut corner oriented as shown and slip it into the card holder.



3. Insert the battery by aligning the metal contacts on the battery with the metal contacts in the battery compartment. Gently push down on the battery until it clicks into place.



4. Align the back cover with the back of the phone and press the cover back into place. Ensure that all the tabs are secure and there are no gaps around the cover.

## Charging the Battery

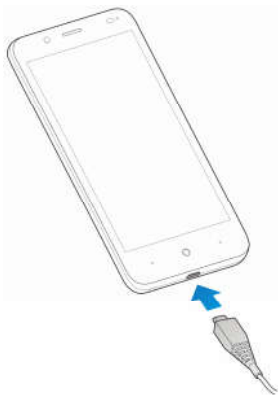
Your phone's battery should have enough power for the phone to turn on, find a signal, and make a few calls. You should fully charge the battery as soon as possible.

### **WARNING!**

Use only ZTE-approved chargers and USB cables. The use of

unapproved accessories could damage your phone or cause the battery to explode.

1. Connect the adaptor to the charging jack. Ensure that the adaptor 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:

- Use the Battery saver feature in Settings.
- 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**.



**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.

Select the language and then follow the prompts to set up your phone.

## 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:

1. Press the **Power** key to turn the screen on.
2. Touch and hold the blank area on the screen.

- or -

Touch and hold  to make a call, or touch and hold  take a selfie photo or video with the front camera.

- or -

Double-tap a notification to open the related app.



#### **NOTE:**

If you have set an unlock pattern, a PIN or a password for your phone (see [Protecting Your Phone With Screen Locks](#)), you'll need to draw the pattern or enter the PIN/password to unlock your screen.

## 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 >

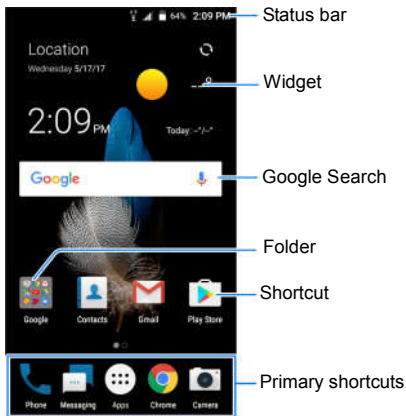


> **Settings** > **Display** > **When device is rotated** and select **Rotate the contents of the screen**.

You can also access the screen rotation control by sliding down the status bar twice and touching **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 shortcuts, folders, widgets, and more.



## Extended Home Screen Panels

Your home screen is extendable, providing more space for shortcuts, 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 and hold a blank area of the home screen.
2. Touch **Widgets** or **Themes**.
3. Slide the home screen thumbnails left and touch .

### To delete a home screen panel:

1. Touch and hold an empty area of the home screen and touch **Home**. You can slide left or right to view the home screen thumbnails.
2. Touch  on the top right corner of a thumbnail.
3. Touch **OK**. The items on the panel will also be removed.

#### **NOTE:**

When there are only two home screen panels, you cannot delete any of them.

### To adjust the order of a home screen panel:

1. Touch and hold an empty area of the home screen and touch **Home**. You can slide left or right 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 bottom 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** > **Languages**. The first language in the list is the default system language.
2. Touch **Add a language** to add another language to the list.
3. To change the system language, touch and hold  next to the language you want and drag it to the top of the list.



### NOTE:

To remove languages from the list, touch  > **Remove** and select the languages you want to delete.

## Setting the Date and Time

1. Touch the **Home** key >  > **Settings** > **Date & time**.
2. Set the date, time, time zone, and 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**.
2. Touch **Phone ringtone** or **Default notification ringtone**.
3. Select the ringtone you want to use.
4. Touch **OK**.

## Turning On/Off System Sounds

1. Touch the **Home** key >  > **Settings** > **Sound** > **Other sounds**.
2. Touch the switch beside each option to turn it on or off.

## Adjusting Volume

1. Touch the **Home** key >  > **Settings** > **Sound**.
2. Drag the sliders below **Media volume**, **Alarm volume**, **Ring volume** and **Notification 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) or touch  to adjust other types of volume.

## Switching to Silent or Vibration Mode

You can set the phone to silent or vibration mode by using one of the following methods.

- Press the **Volume** key when no media application is active to show the volume management window. Drag the slider to the left or keep pressing the **Volume down** key to switch the phone to vibration mode. Press the key again in vibration mode to switch the phone to silent mode.
- Swipe down from the top of the screen to open the notification panel and drag the panel downwards. Slide left and then touch **Sound** or **Vibrate** to switch the phone to vibration or silent mode.
- Touch the **Home** key >  > **Settings** > **Sound** > **Notification mode** and select **Vibrate** or **Mute** to switch to vibration or silent mode.

### **NOTE:**

To restore normal sound settings, press or hold the **Volume up** key.

## 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. Touch the **Home** key >  > **Settings** > **Sound** > **Do not disturb**.
2. Touch **Do not disturb** and select **Always** or **Scheduled**.
3. Set the detailed settings.
  - ▶ If you have selected **Scheduled**, set the days and start/end time during which Do not disturb mode should apply.
  - ▶ Touch **Disturb rules** to determine whether you allow exceptions.
    - **Priority only:** Disturbance set as priority interruptions are allowed.
    - **Alarms only:** Only alarms sound or vibration is allowed.
    - **Total silence:** Forbid all disturbance.
  - ▶ If you have allowed priority interruptions, customize the types of allowed sounds or vibration in the **Priority interruptions** section.



### NOTE:

To turn off Do not disturb mode quickly, press either end of the **Volume** key and then touch **END NOW**.

## To set exceptions for Do not disturb mode:

You can set reminders, certain calls and messages as exceptions when Do not disturb mode is on and **Priority only** is selected as the disturb rule, so these ringtones, sounds and vibration are not turned off.

1. Touch the **Home** key >  > **Settings > Sound > Do not disturb**.
2. Touch the switches next to the items you want to allow. Touch **Messages** or **Calls** and set who can alert you of their messages or calls.

### **NOTE:**

To set exceptions based on apps, touch the **Home** key >  > **Settings > Notifications**. Select an app and switch on **Override Do Not Disturb**.

## Applying New Wallpapers

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

1. Touch the **Home** key >  > **Settings > Display > Wallpaper**.
2. Touch **Gallery**, **Live Wallpapers**, **Photos**, or **Wallpapers** and select an image or an animation. Some cropping may be needed for **Gallery** and **Photos** images.
3. If necessary, touch **Set wallpaper**.
4. If prompted, select to set the image as the lock screen wallpaper, the home screen wallpaper or both.

### **NOTE:**

In addition, you can touch and hold an empty place on the home screen, touch **Wallpapers** and then touch **Lock screen** or **Home screen**. Then select a built-in image, a live wallpaper, or an image from your Gallery.

## Setting the Theme

1. Touch and hold an empty place on the home screen and touch **Themes**.
2. Select a theme you like.

## Setting the Home Screen Transition Effect

1. Touch and hold an empty place on the home screen and touch **Home**.
2. Pick an effect and the phone will demonstrate how it works. Touch other effects until you find the favourite one.

## 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.

# Protecting Your Phone With Screen Locks

You can protect your phone by creating a screen lock. When it is enabled, you need to touch and hold 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, Long press, Pattern, PIN or Password**.
  - ▶ Touch **None** to disable the screen lock.
  - ▶ Touch **Long press** to enable screen lock and allow unlocking with a 'touch and hold' gesture. You can unlock the screen by touching and holding on the blank area of the screen.
  - ▶ 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. See [Upgrading the Phone Software](#).

# 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.



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, touch and hold 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.

|                                                                                     |                                                       |                                                                                     |                                           |
|-------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------|
|    | 4G/3G connected                                       |    | No signal                                 |
|    | LTE connected                                         |    | Signal strength                           |
|    | Do not disturb mode on (Alarms only or Priority only) |    | Mobile data in use                        |
|    | Do not disturb mode on (Total silence)                |    | Airplane mode                             |
|    | Vibration mode                                        |    | Bluetooth on                              |
|    | Silent mode                                           |    | Connected to a Wi-Fi <sup>®</sup> network |
|    | Battery low                                           |    | Wi-Fi in use                              |
|    | Battery full                                          |    | Mobile hotspot on                         |
|   | Battery charging                                      |   | Speaker on                                |
|  | Alarm set                                             |  | Phone microphone off                      |

|                                                                                   |                         |                                                                                   |        |
|-----------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------|--------|
|  | Wired headset connected |  | GPS on |
|-----------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------|--------|

## 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 or MMS messages            |  | Upcoming event             |
|   | New message(s) from the Email app  |  | New Wi-Fi network detected |
|   | New message(s) from the Gmail™ app |  | Downloading data           |
|  | Missed call                        |  | Sending data               |
|  | Call in progress                   |  | USB connected              |
|  | Call on hold                       |  | microSDXC card mounted     |
|  | Song playing                       |                                                                                   |                            |

## 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, or touch / to expand or collapse certain notifications and bundled notifications.
- To remove a notification, swipe it left or right.
- To remove all non-persistent notifications, touch **CLEAR ALL** below all the notifications.
- To manage notifications you have received, touch and hold a notification, or slide it left or right a small amount and touch

, and then choose to silence or block the application, or touch **MORE SETTINGS** to customize more notification settings. See [Notifications](#).

 **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.

Open the notification panel and you can find a few Quick Settings on the top. To open the Quick Settings panel and find all setting tiles, drag the notification panel downwards, or swipe down from the top of the screen with two fingers.

 **NOTE:**

You can swipe left or right on the Quick Settings panel to find all setting tiles.

### To turn on or off settings quickly:

1. Swipe down from the top of the screen with two fingers to open the Quick Settings panel.
2. To turn on or off a setting, touch its tile. Touch and hold certain tiles to access more setting options. For example, touch and hold the Wi-Fi tile to open Wi-Fi settings.

### To customise the Quick Settings panel:

You can add, remove or rearrange the tiles on the Quick Settings

panel.

1. Open the Quick Settings panel.
2. Touch  at the top and do one of the following.
  - ▶ Touch and hold a tile and drag it to the position you want.
  - ▶ Touch and hold a tile and drag it to the section below to hide it.
  - ▶ In the **Drag to add tiles** section, drag a tile up to show it in the Quick Settings panel.

 **NOTE:**

On the Quick Settings panel, touch  at the top to get to the **Settings** menu.

## Managing Shortcuts and Widgets

### Add Shortcuts and Widgets

1. Touch the **Home** key > .
- or -
- To add widgets, touch and hold an empty area of the home screen and select **Widgets**.
2. Slide to browse the available applications or widgets.
3. Touch and hold a widget or an application icon 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 Shortcuts or Widgets

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

## Remove Shortcuts or Widgets

1. Touch and hold a shortcut or widget on the home screen.
2. Drag it to  (**Remove**) to remove it.

## 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 shortcuts to a folder.

You can move or remove folders the same way as moving or removing shortcuts.

1. Touch and hold a shortcut on the home screen until  (**Folder**) appears.
2. Drag the shortcut to  (**Folder**) and release it. A new folder will be created and the shortcut is added into the folder.

3. To add more shortcuts into the folder, touch and hold each shortcut 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 Shortcuts

The home screen includes a customizable primary shortcuts area at the bottom visible from all home screens. You can keep at most four items in the primary shortcuts area. Drag shortcuts 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 > Languages & input > Virtual keyboard.**

2. Touch **Manage keyboards**.
3. Slide the switches beside the input methods to enable or disable them.

## Change Input Methods

1. When you use the onscreen keyboard to enter text, open the notification panel and touch  (**Change keyboard**).
2. Select the input method you need.

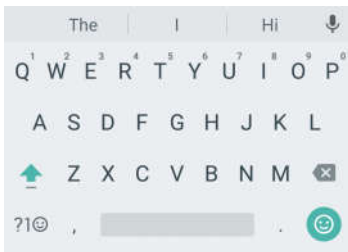


### NOTE:

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

## Google Keyboard

The Google 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<sup>3</sup> 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; drag a suggestion to  to remove it.
- 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 ?1😊 to select numbers and symbols. You can then

touch  to find more or touch  to enter miniature icons.

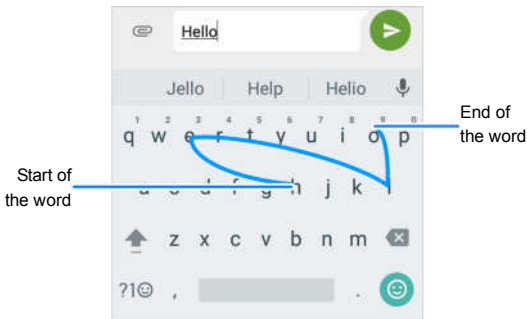
- Touch  to enter miniature icons, such as expressions, horoscopes, and animals.
- Touch  to use Google voice typing.
- Touch and hold  to change the input language or set up the Google Keyboard.
- Touch and hold  and then slide right to resize the keyboard for one-hand input.

## Gesture Typing

The Google 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 Google Keyboard and then touch **Google 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:

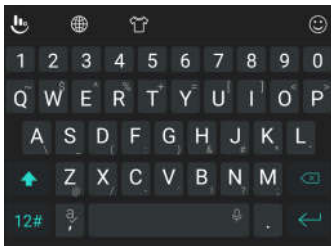
- Touch when you want to. If you want to enter a single letter, go ahead and touch.
- Lift your finger at the end of the word. A space is added automatically when you begin to input the next word.

## 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<sup>®</sup> and Wave<sup>™</sup> to speed up text input by moving your finger from letter to letter or word from word without lifting the finger.

## The Full Layout



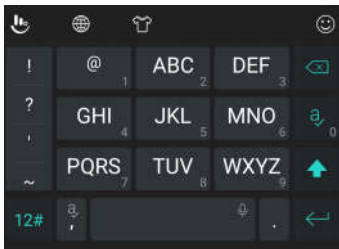
The FULL layout offers an input experience similar to a computer keyboard.

- **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  when locked in uppercase.
- **Word prediction:** Touch and hold  or  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  to go back to the alphabetic keys. Slide up on the space key or touch  to enter Emoji and emoticons.

- **The delete key:** Touch  to delete text before the cursor. You can also slide left on the key to delete a whole word.
- **More options:** Touch  to access additional functions of TouchPal, use voice input, edit text, change keyboard themes, and more.

## The PHONEPAD Layout

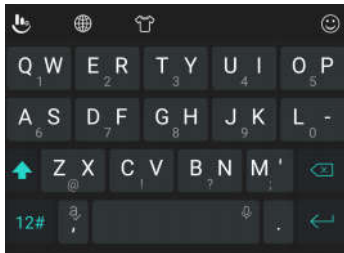
This layout is similar to a phonepad.



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:

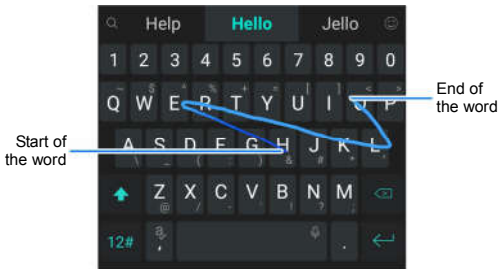
1. On the TouchPal keyboard, touch  > **Settings** > **Smart input** and check **Curve® - Word gesture**.
2. Touch the **Back** key to return to the text field. Open the TouchPal keyboard and switch to the FULL layout.



## 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 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 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.

To enable and use Wave:

1. On the TouchPal keyboard, touch  > **Settings** > **Smart**

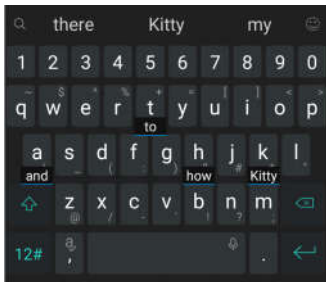
**input** and check **Wave™ - Sentence gesture**.

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 Google 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** > **Languages & input** > **Virtual keyboard** from the home screen. 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 the tab below the cursor and then select **PASTE**.

## Opening and Switching Apps

### Open an App

1. Touch the **Home** key > .
2. Slide up or down on the screen and touch an app to open it.



#### **NOTE:**

Drag the slider on the right side of the screen to the initial letter of the app you need, or touch the search box at the top to search for apps.

### 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. Touch **Clear all** to remove all tabs.

 **NOTE:**

Double-tap the **Recent apps** key to quickly switch between two most recently opened apps.

## Using Two Apps in Split-Screen Mode

You can work with two apps at the same time in split-screen mode.

 **NOTE:**

Some apps may not support split-screen mode.

1. Open the first app you want to use and then touch and hold the **Recent apps** key. The screen is divided into two.  
-or-  
Touch the **Recent apps** key to view your recently used apps, touch and hold the tab of the app you want to use and drag it to the **Drag here to use split screen** area.
2. You can do one of the following.
  - ▶ If the app you need is in the recent apps list, touch it to set it as the second app.
  - ▶ Touch the **Home** key to find the app you need and open it as the second app.

To turn off split-screen mode, touch and hold the **Recent apps** key, or drag the handle  on the screen to the edge of the

screen.

## Uninstalling or Disabling an App

1. Touch the **Home** key >  to open the application list screen.
2. Touch and hold an application icon and drag the icon to  (**Uninstall**) or  (**Disable**) at the top of the screen.
3. Touch **OK** to uninstall or disable the app.

### **NOTES:**

- Not all apps cannot be uninstalled or disabled.
- To find the disabled applications, touch the **Home** key >  > **Settings** > **Apps** and touch  > **Disabled**. You can then touch an application and touch **ENABLE** to restore it.

# Connecting to Networks and Devices

## Connecting to Mobile Networks

### Control Mobile Data Use

To enable or disable data access:

1. Touch the **Home** key >  > **Settings** > **Mobile networks** > **Mobile Data**.
2. Touch the **Mobile Data** switch to enable or disable mobile data use.

To get data services when roaming:

1. Touch the **Home** key >  > **Settings** > **Mobile networks** > **International Data Roaming**.
2. Touch the **Mobile Data** switch if it is turned off.



#### NOTE:

Data roaming may incur significant roaming charges.

### Select Preferred Network Type

1. Touch the **Home** key >  > **Settings** > **Mobile networks** > **Preferred network type**.
2. Touch the type of network you prefer 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** > **Mobile networks** > **Access Point Names**.
2. Touch .
3. Touch each item to enter the information you get from your service provider.
4. 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** > **Mobile networks** > **Network operators**.
2. Touch **Search networks** to search for all available networks and select one to register manually. You can also touch **Choose automatically** to select preferred network automatically.

## Disable 2G Service

1. Touch the **Home** key >  > **Settings** > **Mobile networks**.
2. Touch the **Disable 2G** switch to turn it on.

## **CAUTION:**

If 2G service is disabled, some apps and functions may not work in areas with limited coverage.

## Connecting to Wi-Fi

Wi-Fi is a wireless networking technology that can provide Internet access at distances of up to 300 feet, 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 .
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. At the bottom of the available Wi-Fi networks, 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 recognize 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  and touch **Saved networks**.

4. 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  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.
    - ▶ **MAC address:** Check the MAC address.
    - ▶ **IP address:** Check the phone's IP address.
- or -

Touch  > **Advanced** to adjust the following settings.

- ▶ **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.

## 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). Your phone supports Wi-Fi Direct, but you may need to install third-party applications to share data through Wi-Fi Direct.

### To connect 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.

## 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 30 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  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. Touch **ACCEPT** to start receiving the data. If necessary, flick down the status bar, and touch **ACCEPT** on the Bluetooth sharing notification.

Depending on your storage setting and whether a microSDXC

card is installed, received files are stored automatically in a dedicated folder (Bluetooth, for instance). 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 microSDXC card.

### 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:
  - ▶ **Charge only:** Charge your phone via USB.
  - ▶ **Install driver:** Install the driver needed for some USB connection modes (such as MTP). You only need to install the driver on the same PC once.



#### **NOTE:**

You can also install the driver on PC by running the executable file in the new CD-ROM drive.

- ▶ **Media device (MTP):** Transfer files on Windows<sup>®</sup> or Mac<sup>®</sup>.



#### **NOTE:**

For Windows XP, please install the drivers and Media

Player 11 (or later version) when you use Media device (MTP) for the first time.

- **Camera (PTP):** Transfer photos using camera software.



**NOTE:**

To make your phone connect to the computer automatically using the selected connection type, check **Don't ask me again**.

## Disconnect Your Phone From the Computer

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

## Using the microSDXC Card as Portable or Phone Storage

You can use your microSDXC 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 microSDXC 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 microSDXC card from working with other devices.



**CAUTION:**

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

When you install a microSDXC 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 microSDXC card name, select **Use as portable storage** and then touch **NEXT > DONE**.

### To remove the microSDXC card from your phone:

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

1. Touch the **Home** key >  > **Settings** > **Storage**.
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 microSDXC card:

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

### **CAUTION:**

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

## Set Up the microSDXC Card as Phone Storage

If your microSDXC 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 microSDXC card to another device, it'll be formatted before it can be used.

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



### CAUTION:

The formatting procedure erases all the data on the microSDXC 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 microSDXC 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 microSDXC card:

With the microSDXC 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**.
2. Touch **Phone** or the microSDXC card name.
3. Touch **Migrate data**.

4. Touch **MOVE**.

 **NOTE:**

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

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

1. Touch the **Home** key >  > **Settings** > **Storage**.
2. Touch your card name below **Phone**.
3. Touch **Remove SD card**.

 **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 microSDXC card as portable storage:**

If you no longer want to use your microSDXC 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**.

2. Touch your card name below **Phone**.
3. Touch **Format as portable**.
4. Touch **FORMAT**.

 **CAUTION:**

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

## Sharing Your Mobile Data Connection

You can share your phone's data capabilities through USB 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**.
3. Switch on **USB tethering**. A new network connection will be created on your computer.

 **NOTE:**

To stop sharing your data connection, switch off **USB tethering**

or disconnect the USB cable.

## Share Your Mobile Data Connection as a Mobile 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 mobile 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** > **Mobile Hotspot**.
2. Slide the switch to the **On** position.

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, slide the switch to the **Off** position.

## Set Your Mobile Hotspot

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

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

2. Touch **Mobile hotspot** and set the following options.

► **Configure:**

- **Network name:** Enter or edit a network name (SSID) that other devices see when scanning for Wi-Fi networks.
  - **Channel:** To avoid interference with other Wi-Fi networks, try using a different channel.
  - **Security:** Choose a security option, **Open** (not recommended) or **WPA2 PSK** (other users can access your mobile hotspot only if they enter the correct password). When you select **WPA2 PSK**, touch the **Password** field to edit the security password.
  - **Show password:** Display or hide the security password.
  - **Broadcast network name (SSID):** Broadcast or hide your network name. If the broadcast is disabled, other users need to get your network name to find the mobile hotspot.
- **Manage users:** Block or unblock users, or set the maximum number of devices that can connect to the hotspot simultaneously.
- **Sleep policy:** Set hotspot sleep policy and notification.

## 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 >  > **Phone**.
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  when the phone number field is empty to enter the number automatically.

## **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  to  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, you can press the **Volume** key, the **Power** key, the **Home** key, the **Back** key, or the **Recent apps** key.

## **Reject a Call**

When you receive a phone call, you can:

Drag  to  to reject the call.

- or -

Touch  at the bottom 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, or touch **Message** to reject the call and select a preset text message or edit one to send to the caller.

#### **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 >  > **Phone** >  (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 call),  (outgoing call), or  (incoming call) 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.
- Touch  to call the number.
- Touch **Block number** > **BLOCK** and you will no longer receive calls or messages from the number.



### NOTE:

To find all blocked numbers, touch the **Home** key >  > **Phone** >  > **Settings** > **Call blocking**.

- Touch **Copy number** to copy the number to the clipboard.
- Touch **Edit number before call** to edit the number in the dialler before calling it.
- Touch the contact icon in front of the entry to open the contact information tab from the bottom. You can send a message, call back, edit the contact, add the contact to favorites, or add the number to contacts.



### NOTE:

Touch  > **Clear call history** in the call history screen to select and delete the history records.

## Calling Your Contacts

1. Touch the **Home** key >  > **Phone**. Your favorite contacts and frequently called contacts are displayed in the **FAVORITES** tab.
2. Touch a contact to place the call, or touch the **CONTACTS** tab and then touch  beside a contact 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 >  > **Phone** > .
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 when this option is available.
- Touch  to make another call separately from the first call, which is put on hold.
- Touch  to open the Contacts app.
- Touch  to put the caller you are speaking to on hold, and switch to the other call that has been put on hold.
- Touch  to merge the separate calls into a single conference call.
- 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:**

- Touch **Hold current and answer** to answer the call. (This puts the first caller on hold and answers the second call.)
- Touch **End current and answer** to answer the second call and end the first one.
- Touch  to reject the second call.
- Touch  to reject the second call and select a preset text message or edit one to send to the caller.

### **To switch between two calls:**

Touch  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

The call settings menu lets you configure a number of settings for the phone application.

### 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 >  > **Phone** >  > **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 >  > **Phone** >  > **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.

## Set Options for Answering and Ending Calls

When enabled, these options allow you to end a call by pressing the **Power** key or allow the phone to vibrate when a call is answered.

1. Touch the **Home** key >  > **Phone** >  > **Settings** > **Answer and end calls**.
2. Check or uncheck **Power button ends call** or **Vibrate when call is answered**.

## Set Speed Dials

You can touch and hold the 1 ~ 9 keys from the dialer 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 >  > **Phone** >  > **Settings** > **Speed dial**.
2. Touch a speed dial key.

3. Enter a phone number or select one from the contact list.
4. Touch **OK**.

## Edit Quick Response to Rejected Callers

1. Touch the **Home** key >  > **Phone** >  > **Settings** > **Quick responses**.
2. Touch a text message to edit it.

## Set Voicemail

1. Touch the **Home** key >  > **Phone** >  > **Settings** > **Call settings**.
2. Touch **Voicemail** to configure voicemail settings.
  - ▶ Touch **Service** to select the voicemail service provider. Your carrier is the default.
  - ▶ Touch **Setup** > **Voicemail number** to view or edit the voicemail number.
  - ▶ Touch **Sound** to select the notification sound for new voicemails.
  - ▶ Check **Vibrate** to enable vibration for notification.

## Use Fixed Dialing Numbers

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

1. Touch the **Home** key >  > **Phone** >  > **Settings** > **Call settings**.
2. 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 >  > **Phone** >  > **Settings** > **Call settings** > **Call forwarding**.
2. Touch an available option to enable it.

## **Set Call Waiting**

This option allows you to get notified of incoming calls during a call.

1. Touch the **Home** key >  > **Phone** >  > **Settings** > **Call settings** > **Call waiting**.
2. Choose to activate or deactivate it.

## **Display or Hide Caller ID**

1. Touch the **Home** key >  > **Phone** >  > **Settings** > **Call**

## **settings > Additional settings.**

2. Touch **Caller ID** to choose whether your number is displayed when someone receives your outgoing call.



### **NOTE:**

Please contact the service provider to check whether the caller ID feature is available.

## **Set Call Blocking**

You can add numbers to the blocked numbers list to filter out calls and messages from these numbers.

1. Touch the **Home** key >  > **Phone** >  > **Settings** > **Call blocking**.
2. Touch **ADD A NUMBER**.
3. Enter the phone number or select one from the contacts.
4. Touch **BLOCK**.



### **NOTE:**

To unblock a number, touch  on its right and touch **UNBLOCK**.

## **Set TTY Mode**

Your phone is a TTY compatible device. A TTY device can allow people who have hearing or speech disabilities to communicate by telephone. Simply connect the TTY device to the phone's headset jack.

Select a TTY mode for your phone to work with a TTY device, or turn TTY off.

1. Touch the **Home** key >  > **Phone** >  > **Settings** > **Accessibility** > **TTY mode**.
2. Select one of the following options. Consult your teletypewriter manufacturer's manual if necessary.
  - ▶ **TTY Off:** Users who can hear and talk can disable TTY support.
  - ▶ **TTY Full:** Users who cannot talk or hear may use this mode to send and receive text messages through TTY device.
  - ▶ **TTY HCO:** Users who can hear, but cannot talk, may use this mode to listen to conversation of the other party, and respond via text messages.
  - ▶ **TTY VCO:** Users who can talk, but cannot hear, may use this mode to talk through the phone and receive responses via text messages.

## Set Hearing Aids

Your phone supports the Hearing Aid Compatibility (HAC) function. When you turn on the hearing aid compatibility and use a hearing aid with a telecoil to answer the phone, it will help you hear more clearly during the phone call.

1. Touch the **Home** key >  > **Phone** >  > **Settings** > **Accessibility**.
2. Check **Hearing aids** to turn on hearing aid compatibility.



### **CAUTION:**

Do not turn on the Hearing aids option unless you use a hearing

aid with a telecoil. Using this setting without a hearing aid or with a hearing aid without a telecoil may be harmful to your hearing.

## Enable VoLTE

You can use LTE services to improve call quality.

1. Touch the **Home** key >  > **Settings** > **More**.
2. Touch **Enhanced LTE Services** to turn the feature on or off.

# 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 >  > **Contacts**. From there, you can touch the tabs on the top of the screen to quickly switch to favorite contacts and contact groups.

## Checking Contact Details

1. Touch the **Home** key >  > **Contacts** and touch the **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 >  > **Contacts**.
2. Touch  to add a new contact.
3. Enter the contact name, phone numbers or email addresses. If you have added a sync account, touch **Saving to** to choose where the contact will be saved.

4. If necessary, touch **More Fields** to add other information including phone ringtone and notification ringtone.
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 >  > **Contacts** and touch the **CONTACTS** tab.
2. Touch **Set up my profile**.  
If a profile has already been set up, touch the existing profile below **ME** and touch .
3. Edit your profile information.
4. Touch .

## Importing, Exporting, and Sharing Contacts

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

## Import Contacts From the Phone Storage or the microSDXC Card

1. Touch the **Home** key >  > **Contacts**.
2. Touch  > **Import/Export** > **Import from storage**.
3. Select the vCard file(s) in the microSDXC card or the phone storage and touch **OK**.

## Import Contacts From the nano-SIM Card

1. Touch the **Home** key >  > **Contacts**.
2. Touch  > **Import/Export** > **Import from SIM card**.
3. Check the contacts you need and then touch .

## Export Contacts to the Phone Storage or the microSDXC Card

1. Touch the **Home** key >  > **Contacts**.
2. Touch  > **Import/Export** > **Export to storage**.
3. The phone will prompt you with the name of the vCard file and the directory in which the file will be saved. Touch **OK** to create the file.

## Export Contacts to the nano-SIM Card

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

2. Touch  > **Import/Export** > **Export to SIM card**.
3. Check the contacts you need and then touch .

## Share Contacts

1. Touch the **Home** key >  > **Contacts** and touch the **CONTACTS** tab.
2. Touch  > **Multi-select**.
3. Touch the contacts you want to share and then touch .
4. Choose how to share the contacts. Options depend on the applications and services installed.

## Working With Favorite Contacts

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

### Add a Contact to Favorites

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

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

## Remove a Contact From Favorites

1. Touch the **Home** key >  > **Contacts** and touch the **FAVORITES** tab.
2. Touch a favorite contact and then touch  at the top.

## Working With Groups

### View Your Contact Groups

1. Touch the **Home** key >  > **Contacts** and touch the **GROUPS** tab.
2. Scroll through the list to view the preset groups and any groups you have created.
3. Touch a group to view its members.

#### **NOTE:**

To send a message or an email to all or some of the group members, you can touch  > **Send group message / Send group email** after you open the group.

### Set Up a New Group

1. Touch the **Home** key >  > **Contacts** and touch the **GROUPS** tab.
2. Touch  to create a new group.
3. If you have added contact accounts other than the phone,

select an account for the new group.

4. Touch the **Group's name** field and enter the group name.
5. Touch **Add member** and select the contacts you wish to be the group members.
6. If necessary, touch the field below **RINGTONE** and **NOTIFICATION RINGTONE** to select the ringtone for incoming calls and notifications from the group members.
7. Touch  to save the group.

## Delete a Group

1. Touch the **Home** key >  > **Contacts** and touch the **GROUPS** tab.
2. Touch a group and then touch  > **Delete group**.
3. Touch **OK** to disband the group. The contacts in the group will not be deleted.

## Edit a Group

1. Touch the **Home** key >  > **Contacts** and touch the **GROUPS** tab.
2. Touch a group and then touch  > **Edit group**.
3. Touch the group name to edit it, or touch the field below **MEMBER**, **RINGTONE** or **NOTIFICATION RINGTONE** to add more members or change the ringtone.
4. Touch .

## **NOTE:**

To remove group members, touch a group and touch  > **Multi-select** to choose members. Then touch  > **OK**.

## Searching for a Contact

1. Touch the **Home** key >  > **Contacts**.
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 >  > **Contacts**.
2. Touch a contact you need to edit and then touch .
3. Edit the contact and touch .

### Join Duplicate 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 >  > **Contacts**.
2. Touch and hold a contact to select it.
3. Touch the duplicate contacts to select them.
4. Touch  and touch **LINK**.

## 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 >  > **Contacts**.
2. Touch a joint contact you want to separate.
3. Touch  and touch  > **Unlink**.
4. Touch **UNLINK** 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 the items as you need. The types of information that are switched on 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  in the home screen and select **Email**. Use it 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. Touch the **Home** key >  > **Email**.
2. Select an email server, and enter the email address and password.
3. Touch **NEXT** to let the phone retrieve the network parameters automatically.



### NOTE:

Touch **MANUAL SETUP** if you want to enter these details manually or when automatic setup fails.

4. 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.

## 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. You can also touch  to select recipients from your contacts.



### NOTE:

To send a carbon copy or blind carbon copy to other recipients, touch  beside the **To** field 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  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.

## 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 .
  - ▶ To forward the email to someone else, touch .
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  > **Mark unread**.
- 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.

## 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

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.

The options you can configure depend on the type of the account. For some accounts, you may set the signature; for other accounts, you may change more settings such as servers, name, or notifications.

## 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 >  > **Messaging**.

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  to search for a message using keywords.
- 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 history by touching the **FREQUENTS** tab or the **ALL CONTACTS** tab.

3. Touch the **Send message** field and enter the message text.
4. If you want to send a multimedia message, touch  to attach a file to the message. You can also add quick reply or contact information to your text message.
  - ▶ Touch  to capture a photo or record a video and add it to the message.
  - ▶ Touch  to select an existing image and add it to the message.
  - ▶ Touch  to add video, voice, contacts, quick reply, other types of files, or record an audio clip and add to the message.
5. Touch .

 **NOTE:**

You can also include email addresses as recipients for a multimedia message.

 **NOTE:**

Do not add 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 .

## 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  at the top.
3. Touch an ongoing thread or touch  if you want to send the message to someone else.
4. Edit the content if you want.
5. Touch .

## Deleting Messages or Threads

### Delete a Message in a Thread

1. On the **Messaging** screen, touch a thread.
2. Touch and hold the message you want to delete.
3. Touch  > **DELETE**.

## Delete Message Threads

1. On the **Messaging** screen, touch and hold a thread you want to delete.
2. If there are more threads you want to delete, touch them one by one.
3. Touch  > **DELETE**.

## Changing Message Settings

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

# Calendar

Calendar on the phone works with the web-based Google Calendar™ service for creating and managing events, meetings and appointments. It also works with the Microsoft Exchange ActiveSync calendar once you sign into your Exchange account on the phone.

To open Calendar, touch  in the home screen and select **Calendar**.

## Viewing Your Calendars and Events

### Select Visible Calendars

1. Open the **Calendar** app.
2. Touch  > **Calendars to display**.
3. Touch the calendars to check the ones you want to see or uncheck the ones you'd like to hide.

Events from hidden calendars are not shown in the Calendar app.

### Change Calendar Views

You can view your calendars in different forms. The app offers four view types: Month, Week, Day, and Agenda.

To change calendar views, touch the current view at the top left and select the view you prefer.

- In Month view, swipe horizontally to see past and future months.
- In Week or Day view, swipe horizontally to see previous and future weeks/days.
- In Agenda view, swipe vertically to see all your events.
- When you are viewing past or future days, weeks, or months, touch the date icon at the top right to quickly switch to today.
- Touch  > **Go to date** and touch a desired date to switch to in calendar.

## View Event Details

In Agenda, Day, or Week view, touch an event to view its details.

In Month view, touch a day to view events on that day. Then touch an event to view its details.

## Creating an Event

1. In any Calendar view, touch  at the bottom right.  
You can also touch a spot in Day or Week view twice to add an event to that time spot.
2. If you have more than one calendar account, touch the current account above the **Event name** line to choose one.
3. Enter the event details and touch **SAVE**.

 **NOTE:**

You can also create a new event by copying the details of an existing event. Just open the event details screen and touch  > **Copy**. Then edit the new event information and touch **SAVE**.

## Editing, Deleting or Sharing an Event

1. Find the event you want to edit, delete or share.
2. Open its details screen (see [View Event Details](#) in this chapter).
3. Do one of the following as you need.
  - ▶ To edit the event, touch . Touch **SAVE** to save your changes.
  - ▶ To delete the event, touch  > **OK**.
  - ▶ To share the event, touch  and choose how to share.

## Changing Calendar Settings

To change the calendar settings, open a calendar view (Day, Week, Month, or Agenda), and touch  > **Settings**. You can change General settings, which apply to all accounts, or other settings that only apply to specific accounts.

# Web Browser

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

## Opening the Browser

Touch the **Home** key >  > **Browser** to launch the web browser.

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

1. Open the **Browser** app.
2. Touch the address box at the top.
3. Enter the address (URL) of a web page or enter terms you want to search for.
4. Touch a URL or search suggestion or touch the enter key on the keyboard to open the web page or search results.

## Setting the Homepage

Your home page opens when you open a new browser tab, and when you start **Browser** after restarting your phone.

1. Open the **Browser** app.
2. Touch  > **Settings** > **BASIC** > **Set homepage**.
3. Enter the URL and touch **OK** to set it as the homepage.

## 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 and the homepage is loaded.

### To switch between browser tabs:

1. Touch . Titles of opened tabs appear as a list.
2. Touch the title you want to open.



#### **NOTE:**

Swipe a title 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 Browser 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 Browser settings screen, touch  > **Settings** in the browser screen.

# Camera

You can use your phone to take photos and record videos. Photos and videos are stored on the microSDXC 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. PHOTO (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      | Turn on or off the HDR feature, only available for the back camera.                                               |
| 4      | Change the flash setting, only available for the back camera.                                                     |
| 5      | Change the camera settings.                                                                                       |
| 6      | Switch among the default PHOTO mode, VIDEO mode, MANUAL mode, and more (PANORAMA, MULTI EXPOSURE, and TIMELAPSE). |
| 7      | Exit the camera.                                                                                                  |
| 8      | Select a filter.                                                                                                  |
| 9      | Capture a picture.                                                                                                |
| 10     | View pictures and videos you have taken.                                                                          |



### **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 center of the image.

 **NOTE:**

In PHOTO (auto camera) mode, when you touch the screen

to focus, the exposure bar  appears beside the focus point. You can drag  up or down to adjust the exposure.

4. Lightly touch  to take a photo.

 **NOTE:**

When you use the front camera, you can also touch  or  to turn on or off smile detection.

## Recording a Video

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

 **NOTE:**

When you touch the screen to focus during recording, the exposure bar  appears beside the focus point. You can

drag  up or down to adjust the exposure. Touch and hold the focus point to lock the focus.

3. Touch  /  to start / stop the recording. You can also touch  to pause the recording.



#### NOTE:

When the recording is in progress, touch  to save the frame as a separate photo.

## Using Manual Camera Mode

You can use manual camera mode to adjust more camera options for your 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 the green circle to any area on the screen that you want to focus on. Touch and hold it to lock the focus.
  - ▶ Drag the yellow square to any area on the screen where you want the camera to meter exposure so as to adjust the photo brightness. Touch and hold the square to lock exposure.
  - ▶ Touch  to unfold the options, including ISO, overall exposure, white balance and interval for time lapse

pictures. You can also touch one icon to unfold one setting.

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 **...** in the viewfinder screen to find them all.

- **PANORAMA:** Capture panorama pictures.
- **MULTI EXPOSURE:** Capture two pictures for collage.
- **TIMELAPSE:** Set the time interval between each frame when you shot time lapse videos with the back camera.

## Customizing Camera/Camcorder Settings

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

### **NOTE:**

Some camera and video options will change in different camera modes.

- **Options in photo mode**
  - ▶ **Resolution:** Set the image size for your photo.
  - ▶ **Tap to capture:** Available for the front camera. When this

feature is enabled, you can touch the viewfinder screen to take a photo using the front camera.

- ▶ **Mirror image:** Available for the front camera. You can enable this feature to take a mirror photo using the front camera.
- ▶ **Selfie indicator:** Available for the front camera. You can enable this feature to capture natural expressions by looking at the selfie indicator on the screen when taking a selfie.
- ▶ **Metering:** Adjust the metering setting.
- ▶ **Composition:** Show or hide grid or golden spiral for balanced photo composition.
- ▶ **Gradients:** Enable or disable the gradient.
- ▶ **Shutter tone:** Turn on or off the shutter tone.
- ▶ **Geo-tagging:** Select whether to store the GPS location in your captured photos and videos.
- ▶ **Auto review:** Show the picture just captured.
- ▶ **Volume key:** Assign the function of the **Volume** key.
- ▶ **Anti-banding:** Set the anti-banding value when you take pictures of TV or computer screens to avoid stripes on the screen.
- ▶ **Save location:** Change the storage location for captured photos and videos when a microSDXC card is installed.
- ▶ **Help:** View help details or enable help icon on the viewfinder screen.
- ▶ **Restore defaults:** Restore default camera and video

settings.

- **Options in video mode**

- ▶ **Video quality:** Set the quality for your video.
- ▶ **Shutter tone:** Turn on or off the shutter tone.
- ▶ **Geo-tagging:** Select whether to store the GPS location in your captured photos and videos.
- ▶ **Anti-banding:** Set the anti-banding value when you record videos of TV or computer screens to avoid stripes on the screen.
- ▶ **Save location:** Change the storage location for captured photos and videos when a microSDXC card is installed.
- ▶ **Help:** View help details or enable help icon on the viewfinder screen.
- ▶ **Restore defaults:** Restore default camera and video settings.

# Gallery

## Opening Gallery

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

## Working With Albums

When you open Gallery, all pictures and videos on your phone are displayed. Touch **Timeline/Album** to select view mode. Timeline displays contents in chronological order and Album displays in a number of albums.

### 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**.

### **To hide albums:**

1. Touch and hold an album to select it.
2. Touch more albums that you want to hide.
3. Touch  > **OK**.

#### **NOTE:**

To show the hidden albums again, touch  > **Settings** > **Manage hidden albums**. Touch the albums you want to restore and touch **Show** at the bottom.

## 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 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  > **OK** to delete the picture.
- Touch  to edit the picture.
- Touch  to share the picture.
- Touch  to add the picture to the Favorite album.
- Touch  to rotate, rename, or print the picture, set it as wallpaper or contact photo, check file details, or browse the album contents in a slideshow.

 **NOTE:**

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

## Retouching Your Pictures

You can edit any photos you took and some other pictures in **Gallery**. The changed picture is saved in the same album as the original image, which is not affected.

1. Touch  > **Photo Editor** while viewing a picture in full screen to open the **Photo Editor** interface.

 **NOTE:**

You can also choose to edit the picture with **Photos**.

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

|                                                                                   |                                                                                                                    |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
|  | Apply filters, old photo effects or blur effects.                                                                  |
|  | Crop, rotate, or flip (mirror) the picture.                                                                        |
|  | Adjust exposure, contrast, sharpness, and other colour options.                                                    |
|  | Adjust color of the picture.                                                                                       |
|  | Select a color and draw anything on the picture, or add some text or mosaics to the picture and adjust the effect. |

3. Touch  to keep the change or touch  to cancel it.
4. Touch  to save the new picture.

 **NOTE:**

Touch  in the **Photo Editor** screen to see the edits you have made and undo or redo them.

## Making a GIF Picture or a Collage

You can put together a few pictures in the same album to make an animated GIF picture or a collage of pictures.

1. Open the **Gallery** app and touch  > **GIF maker** or **Collage maker**.
2. Touch an album.
3. Touch the pictures you need. You can exit the album and open other albums to add more pictures.
  - ▶ To make a GIF, touch 2 to 50 pictures in the order or reverse to the order that you want them to appear in the GIF.
  - ▶ To make a collage, touch 2 to 9 pictures.The pictures you touched are displayed along the bottom.  
Touch  to remove the pictures you do not need.
4. Touch **NEXT**. The GIF or collage is displayed.
5. Touch the options along the bottom to adjust the final picture.
  - ▶ For GIF, you can adjust the speed, order and size, or touch **MORE** to add more pictures to the GIF, change their order, or adjust each picture.
  - ▶ For collage, touch **TEMPLATE**, **FREE**, or **COLLAGE** and then select a border, shading or style.
6. When you are satisfied with the final picture, touch  to save the GIF or touch  to save the collage.

Depending on your storage setting, the picture is saved to the *zte\_editor/Save* folder in your phone storage or your microSDXC card.

## 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.

# Music

Touch the **Home** key >  > **Music** to play audio files stored on your phone. **Music** supports a wide variety of audio formats, so it can play music you purchase from online stores, music you copy from your CD collection, and so on.

## Viewing Your Music Library

Touch the **Home** key >  > **Music** and your music library is displayed. All your audio files are cataloged according to the information stored in the files.

- Touch **All Songs** to view all music files on your phone.
- Touch **Artists/Albums** to browse music files on your phone organized by the artist or album name.
- Touch **Folders** to find music files through the folders they are stored in.
- Touch **Favorites** to browse music files you have marked as favorites.
- Touch **Playlists** to view all music playlists you have created.

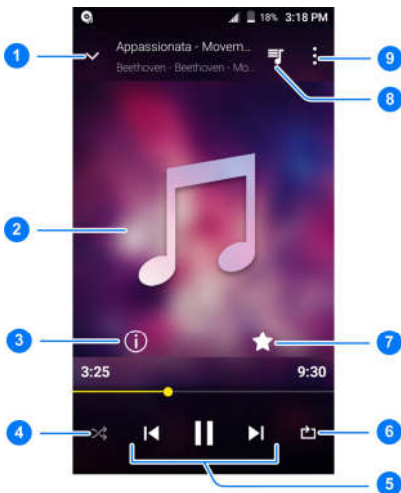


### NOTE:

If an audio file is being played, its name and player controls are displayed at the bottom of the screen. Touch the area to open the playback screen.

## Playing Music

Touch a song in the music library to listen to it. Touch the bottom of the screen to open the following playback screen.



| Number | Function                                                                                                           |
|--------|--------------------------------------------------------------------------------------------------------------------|
| 1      | Return to the music library.                                                                                       |
| 2      | Album artwork (if available). Slide left/right to switch to the next/previous song in the playlist.                |
| 3      | Check the track information.                                                                                       |
| 4      | Turn on or off shuffle.                                                                                            |
| 5      | Playback control: Skip songs or pause and resume playback. Drag the progress bar to jump to any part of the track. |
| 6      | Toggle repeat mode: no repeat, repeat the current track, or repeat the current playlist.                           |
| 7      | Add the track to the Favorites playlist.                                                                           |
| 8      | Touch to see the current playlist (queue).                                                                         |
| 9      | Access additional options.                                                                                         |

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

- Touch  > **Add to playlist** next to a song to add it to a playlist or create a new playlist.
- Touch  > **Delete/Rename** next to a playlist to delete or rename the playlist.
- Touch a playlist to view its content. You can touch and hold a song to select multiple songs for removal from the playlist.

# Video Player

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

## Opening the Video Library

Touch the **Home** key >  > **Video Player** 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  to search for video files, or touch  > **View by** or **Sort by** 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  or  to change the video ratio.

- Touch  to rotate the video.
- Touch  to capture a screenshot.
- Touch  to hide the control panel.
- Touch  to share, trim or delete the video, or configure player settings.

## Managing Video Files

### Delete Video Clips

1. Touch and hold a video in the video library.
2. Check other videos you want to delete.
3. Touch  > **OK**.

### Share Video Clips

1. Touch and hold a video in the video library.
2. Touch other videos you want to share.
3. Touch  and select how you want to share them.

### Trim a Video Clip

1. Touch a video to start playing it.
2. Touch  > **Trim**.
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.



**NOTE:**

You cannot trim the video during the preview.

# 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 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 frequency panel left or right, touch + or -, or touch  or  to switch to other channels.

### **NOTES:**

- Touch  to add the channel to favorites. Favorite channels are put on the FM Radio main screen. Slide  up to view all favorite channels.
- You can save at most 16 channels to favorites.
- 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 favorites.

## Other Options and Settings

### **To turn off FM radio automatically:**

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

A count-down clock appears above the frequency and the radio will be 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.

### To set your radio region:

FM radio frequency ranges differ in different regions.

Touch  > **FM frequency range** to select the range you need.

#### **NOTE:**

If you change the frequency range, previously saved channels are not shown until you switch back to the original frequency range.

# 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. Touch the **HQ** icon to turn on or off high quality recording.
3. Touch  to start recording. During recording, touch  /  to pause or continue the recording.
4. Touch  to stop recording. The memo is automatically saved.

## 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, share, rename, trim it, add a tag, check its file information, 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 messages and installed applications, to the microSDXC card or phone storage regularly. If the data get lost, restore it from the card or storage.

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

## 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 up the alarm options, such as time, alarm days, snooze, alarm ringtone, and label.
4. Touch **Save** to save and exit.



### NOTES:

- To enable or disable existing alarms directly, just touch the switches on the right side.
- Touch  in the  tab to configure alarm settings, including ringtone volume, vibration, alarm duration, volume crescendo, and alarm in silent mode.
- To change the default alarm ringtone, touch the **Home** key > **Settings** > **Sound** > **Default alarm ringtone**.

## Check World Time

Touch the  tab in the **Clock** app to check local time around the world.

Touch  at the bottom to add a new city or country.

## Use the Stopwatch and Countdown

Touch the  or  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 **Browser** 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 microSDXC card.

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

- Touch the **CATEGORY** tab to find the file you need by category.
- Touch the **LOCAL** tab to browse folders and files.
- 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  at the top right corner to create a new folder in

the current directory.

- Touch  to search for files.
- Touch  > **View by** or **Sort by** to change the view of the list or the order of the items in the list.
- Touch  > **Multi-Select** to select multiple items for deletion, sharing, copying, moving, or compression.
- Touch  > **Show hidden files** to display hidden system files and folders.
- Touch  > **Exit** to exit the File Manager app.

## Google Apps

Open the Google apps to use Google services.

### **NOTE:**

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

- **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.
- **Duo:** Make a simple video calling which brings you face-to-face with all the people that matter most.

- **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.
- **Keep:** Create, share, and collaborate notes quickly and easily.
- **Maps:** Find your place and find your way in the world.
- **Photos:** Manage photos on the phone and your Google account.
- **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.

At the top of the Settings screen, you can see setting suggestions. Touch to check or customize the recommended settings.

You can also swipe right from the left edge of most setting screens to access the main settings quickly without going back to the main settings screen by screen.

## 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<sup>®</sup>](#).

### Bluetooth

Touch the **Home** key >  > **Settings** > **Bluetooth**. You can turn Bluetooth on or off and configure your Bluetooth connections. See [Connecting to Bluetooth Devices](#).

## Mobile Networks

Touch the **Home** key >  > **Settings** > **Mobile networks**. You can control mobile data, data roaming, network type, network operator, and APNs. See [Connecting to Mobile Networks](#).

## Mobile Hotspot

Touch the **Home** key >  > **Settings** > **Mobile hotspot** to share your phone's mobile data connection with PCs or other devices via Wi-Fi. See [Sharing Your Mobile Data Connection as a Mobile Hotspot](#).

## Data Usage

Touch the **Home** key >  > **Settings** > **Data usage** to check and manage mobile data use. You can view and restrict Wi-Fi data usage as well.

- Touch **Data saver** to enable Data Saver which prevents apps from using data connection in the background. For an app you're currently using, it can access data, but may do so less frequently when Data Saver is enabled. You can also touch **Unrestricted data access** and allow some apps to always have access to data connection even when Data Saver is turned on.
- Touch the **Cellular data** switch to turn on or off mobile data.
- Touch **Cellular data usage** to check how much data has been used during the time cycle you set, see what apps

have been using mobile data, restrict background data for individual apps, or allow unrestricted data usage when Data Saver is on for individual apps.

- Touch **Billing cycle** to set the reset date of the data usage cycle, and set mobile data warning and limit.
- Touch **Wi-Fi data usage** to view the Wi-Fi usage of apps.
- Touch **Network restrictions** to select Wi-Fi networks that are mobile hotspots. Apps may warn before using these networks for large downloads to avoid high mobile data bills.



#### **NOTE:**

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

## **Airplane Mode**

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

## **Enhanced LTE Services**

Touch the **Home** key >  > **Settings** > **More** and slide the switch beside **Enhanced LTE Services** to enable or disable HD voice and advanced communication services when 4G LTE is available.

## USB Tethering

Touch the **Home** key >  > **Settings** > **More** > **USB tethering** to share your phone's mobile data connection with a PC via USB so that you can access the Internet on the PC using the phone. See [Share Your Mobile Data Connection via USB](#).

## VPN

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

## Network Settings Reset

Touch the **Home** key >  > **Settings** > **More** > **Network settings reset** > **RESET SETTINGS** to reset all network settings, including Wi-Fi, mobile networks, and Bluetooth.

## 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 or lock screen.
- **Battery percentage:** Show or hide the battery percentage next to the battery icon in the status bar.
- **Sleep:** Set the length of time of inactivity before the screen turns off automatically.
- **Press power button twice for camera:** Launch the camera app by pressing the **Power** key twice quickly, even when the screen is locked.
- **Screen saver:** Manage the screen saver function, which can display colors or photos when the phone is docked or charging.
- **Ambient display:** Wake the phone from sleep when new notifications arrive.
- **Font size:** Set the font size of the text on the screen.
- **Display size:** Adjust the display size of items including fonts, icons and images on the screen.
- **When device is rotated:** Select whether the screen contents should rotate when the phone is rotated.
- **Pulse notification light:** Flash the indicator light to notify you of missed calls, new messages, and other events.
- **Navigation key light duration:** This feature lets you control the backlight of the touch keys (the **Home** key, the **Back** key, and the **Recent apps** key). Choose one option to set the backlight duration.

## Notifications

Touch the **Home** key >  > **Settings** > **Notifications**. You can set different notification options for individual apps. Touch an app to block or mute its notifications, select its notification content to display on the lock screen, or let its notifications override your Do No Disturb settings.

## Sound

Touch the **Home** key >  > **Settings** > **Sound**. You can adjust different types of volume (see [Adjusting Volume](#)), set notification mode (see [Switching to Silent or Vibration Mode](#)), set Do not disturb options (see [Using Do Not Disturb Mode](#)), set up ringtone and notification sound (see [Changing Ringtone and Notification Sound](#)), set up default alarm sound, or select system sounds (see [Turning On/Off System Sounds](#)).

## 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, restrict background data for the app, or allow unrestricted data access when Data Saver is on.
- **Permissions:** Check or change the app permissions.
- **Notifications:** Manage the app notifications in the notification panel and the lock screen.
- **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.
- **Draw over other apps:** Allow the app to display on top of other apps that you're using.
- **Modify system settings:** Allow the app to modify system settings.



#### **NOTE:**

Not all options are available for the apps.

## **Storage**

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

You can choose the default location for new data, such as

photos captured and voice recorded. Touch **Save location** and select to store items in the phone storage or the installed microSDXC card.

Touch **Phone > Used space** 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.

For more information about using the internal storage and the microSDXC card, see [Using the microSDXC 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**. You can turn on or off the Battery saver or configure it to turn on automatically in order to reduce battery use and improve battery life.
- 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.

## Call Settings

Touch the **Home** key >  > **Settings** > **Call settings** to configure call options. See [\*Adjusting Your Call Settings\*](#).

## Connect to PC

Touch the **Home** key >  > **Settings** > **Connect to PC** to select your USB connection type between your phone and PC. See [\*Connecting to Your Computer via USB\*](#).

## 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**.



#### NOTE:

Touch **Accelerated Location** or **Google Location History** to use Qualcomm® IZat™ hardware accelerated location to determine your location or configure Google location options.

## 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 long press, pattern, PIN, or password. See [Protecting Your Phone With Screen Locks](#).

Touch  beside **Screen lock** to set the following options.

- ▶ **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:**
  - ▶ **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.
- **User credentials:** View and modify stored credentials.
- **Install from SD card:** Install certificates from the internal storage or the microSDXC 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.

## 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.

## Languages and Input

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

- **Languages:** 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.
- **Virtual keyboard:** Configure onscreen input method settings. See [\*Input Method Settings\*](#).
- **Physical keyboard:** Configure options for physical keyboard connected with your phone.
- **Text-to-speech output:** Select the speech synthesis engine or change its settings, set speech rate and pinch, play a brief sample of the speech synthesizer, and 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.

## Navigation Key

Touch the **Home** key >  > **Settings** > **Navigation key** to swap the positions of the **Back** key and the **Recent apps** key. Select an option to make the switch.

## 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.
- **Factory data reset:** Reset your phone to factory default settings. All your data in the internal storage will be erased during the process. You can also erase the data on the microSDXC card.

## System

### 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 **Font size** 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.

## Cricket Software Update

Touch the **Home** key >  > **Settings** > **Cricket Software Update** to check for phone software updates and download them when they are available.

## About Phone

Touch the **Home** key >  > **Settings** > **About phone** to view the phone status, legal information and other information. You can also touch **Additional system updates** to update the phone software from update packages copied to the storage card.

# Upgrading the Phone Software

There are several ways to upgrade your phone software:

1. Use the online upgrade tool for mobile terminal products.
2. Use the one-press upgrade package offered by your mobile service provider.
3. Use your PC to download an upgrade package to your microSDXC card and install it to your phone from the card.



## **NOTE:**

Visit the ZTE official handset service support website (<http://www.ztedevice.com/support>) and click your country or region to learn more about the above upgrade methods, as well as which phones and methods are supported.

# 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.                |

| <b>Problem</b>                    | <b>Possible causes</b>                                                                                                   | <b>Possible solution</b>                                                                         |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 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.                     |

| <b>Problem</b>         | <b>Possible causes</b>                                                                                                                                                                                          | <b>Possible solution</b>                                                                         |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 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 <b>Call blocking</b> feature. | Disable this feature. See <a href="#">Set Call Blocking</a> .                    |

| Problem                                                 | Possible causes                                                 | Possible solution                                                                                                                           |
|---------------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Cannot make outgoing calls                              | You have activated the <b>Fixed dialing numbers</b> feature.    | Disable this feature. See <a href="#"><i>Use Fixed Dialing Numbers</i></a> .                                                                |
| 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.                                                                                                          |

## FCC Regulations:

This mobile phone complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful

interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This mobile phone 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 radiated 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.

FCC Note:

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

### **RF Exposure Information (SAR)**

This phone is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission of the United States.

During SAR testing, this device was set to transmit at its highest certified power level in all tested frequency bands, and placed in positions that simulate RF exposure in usage against the head with no separation, and near the body with the separation of 15 mm. Although the SAR is determined at the highest certified power level, the actual SAR level of the device while operating can be well below the

maximum value. This is because the phone is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output.

The exposure standard for wireless devices employing a unit of measurement is known as the Specific Absorption Rate, or SAR.

The SAR limit set by the FCC is 1.6W/kg.

This device is complied with SAR for general population /uncontrolled exposure limits in ANSI/IEEE C95.1-1992 and had been tested in accordance with the measurement methods and procedures specified in IEEE1528.

The FCC has granted an Equipment Authorization this model phone with all reported SAR levels evaluated as in compliance with the FCC RF exposure guidelines. SAR information on this model phone is on file with the FCC and can be found under the Display Grant section of

after searching on  
FCC ID: SRQ-Z852.

For this device, the highest reported SAR value for usage against the head is 0.57 W/kg, for usage near the body is 1.11 W/kg.

While there may be differences between the SAR levels of various phones and at various positions, they all meet the government requirements.

SAR compliance for body-worn operation is based on a separation distance of 15 mm between the unit and the human body. Carry this device at least 15 mm away from your body to ensure RF exposure level compliant or lower to the reported level. To support body-worn operation, choose the belt clips or holsters, which do not contain metallic components, to maintain a separation of 15 mm between this device and your body.

RF exposure compliance with any body-worn accessory, which contains metal, was not tested and certified, and use such body-worn accessory should

be avoided.

## Hearing aid compatibility (HAC) regulations for mobile phones

In 2003, the FCC adopted rules to make digital wireless telephones compatible with hearing aids and cochlear implants. Although analog wireless phones do not usually cause interference with hearing aids or cochlear implants, digital wireless phones sometimes do because of electromagnetic energy emitted by the phone's antenna, backlight, or other components. Your phone is compliant with FCC HAC regulations (ANSI C63.19- 2011). While some wireless phones are used near some hearing devices (hearing aids and cochlear implants), users may detect a buzzing, humming, or whining noise. Some hearing devices are more immune than others to this interference noise and phones also vary in the amount of interference they generate. The wireless telephone industry has developed a rating system for wireless phones to assist hearing device users in finding phones that may be compatible with their hearing devices. Not all phones have been rated. Phones that are rated have the rating on their box or a label located on the box. The ratings are not guarantees. Results will vary depending on the user's hearing device and hearing loss. If your hearing device happens to be vulnerable to interference, you may not be able to use a rated phone successfully. Trying out the phone with your hearing device is the best way to evaluate it for your personal needs.

This phone has been tested and rated for use with hearing aids

for some of the wireless technologies that it uses. However, there may be some newer wireless technologies used in this phone that have not been tested yet for use with hearing aids. It is important to try the different features of this phone thoroughly and in different locations, using your hearing aid or cochlear implant, to determine if you hear any interfering noise. Consult your service provider or the manufacturer of this phone for information on hearing aid compatibility. If you have questions about return or exchange policies, consult your service provider or phone retailer.

**M-Ratings:** Phones rated M3 or M4 meet FCC requirements and are likely to generate less interference to hearing devices than phones that are not labeled. M4 is the better/higher of the two ratings.

**T-Ratings:** Phones rated T3 or T4 meet FCC requirements and are likely to be more usable with a hearing device's telecoil ("T Switch" or "Telephone Switch") than unrated phones. T4 is the better/higher of the two ratings. (Note that not all hearing devices have telecoils in them.)

### **Your phone meets the M4/T3 level rating.**

Hearing devices may also be rated. Your hearing device manufacturer or hearing health professional may help you find this rating. For more information about FCC Hearing Aid Compatibility, please go to <http://www.fcc.gov/cgb/dro>.

