User Manual

Read me first

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

Topwise3g communication technology Co. , Ltd.

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Assembling

Unpack

Check your product box for the following items.

- Tablet
- User manual
- Adapter

You can purchase additional accessories from your local retailer.

Charge the battery

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

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

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

Install the memory card

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

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

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

Getting started

Turn your device on and off

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

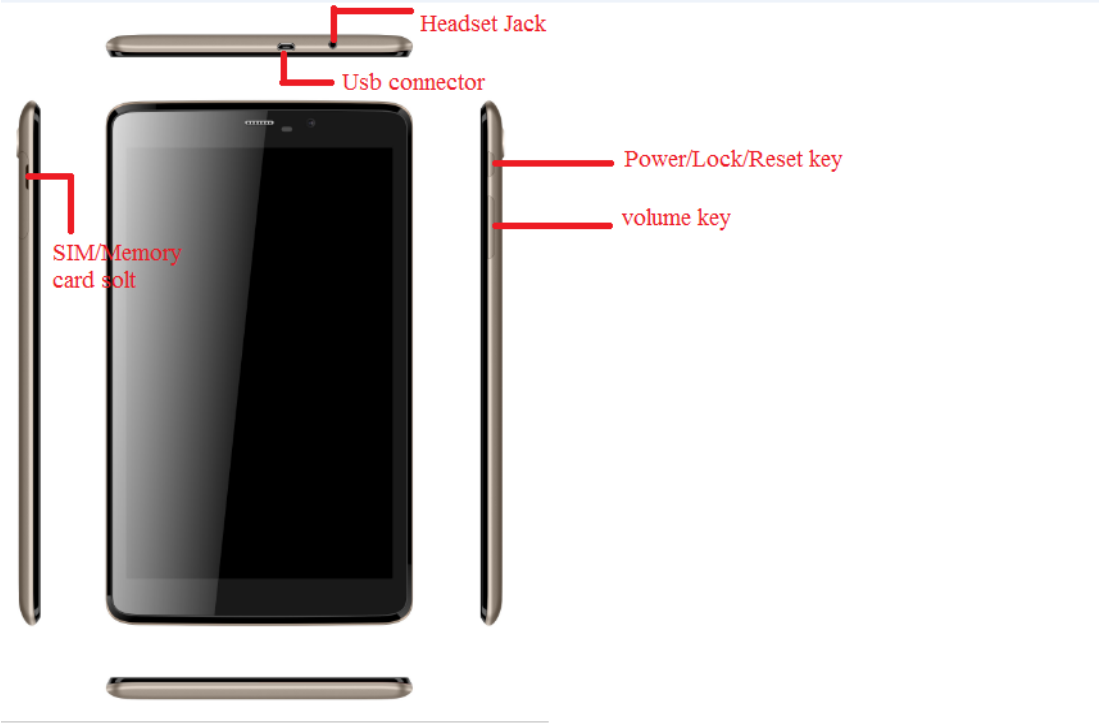
To turn off your device, press and hold the power key, and then tap **Power off➥OK.**

Switch to flight mode

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

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

Device layout

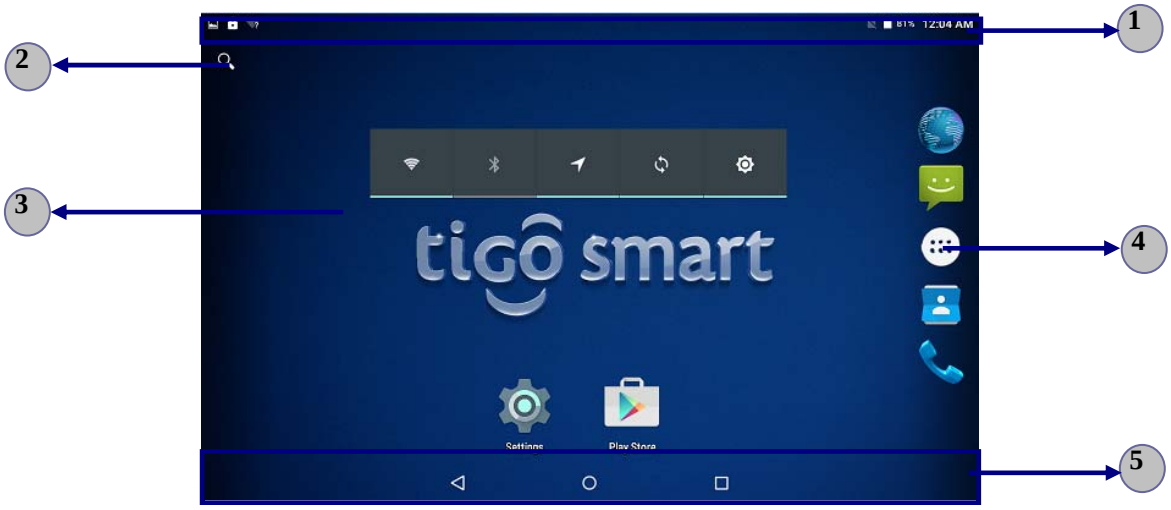


Volume keys	Adjust the device volume.
Power/Lock/Reset	Press and hold for 2 seconds to turn on or turn off the device. Press to lock the device. Press and hold for 6 seconds to reset the device.

Home screen

The home screen has multiple panels. Scroll left or right to the panels on the home screen,

you can view indicator icons, widgets, shortcuts to applications, and other items.



1	Indicator icons
2	Open the search bar
3	Scroll left or right to the other panels
4	Access the application list and widget screen
5	Task bar

Add items to the home screen

Tap the icon at the upper right to access the application list shown below from home screen.

Scroll left or right to view more items.

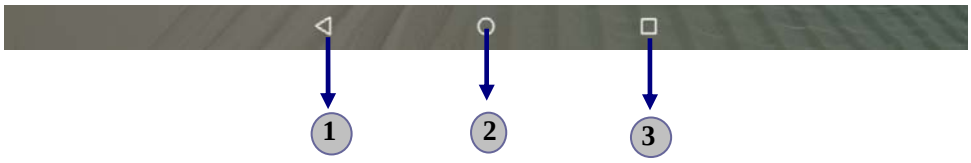
To add items to the home screen, tap and hold an item, then drag the item to a new

location.

To remove items from the home screen, tap and hold an item, then drag the item to the **Remove** area at the top of the home screen.

Task bar

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



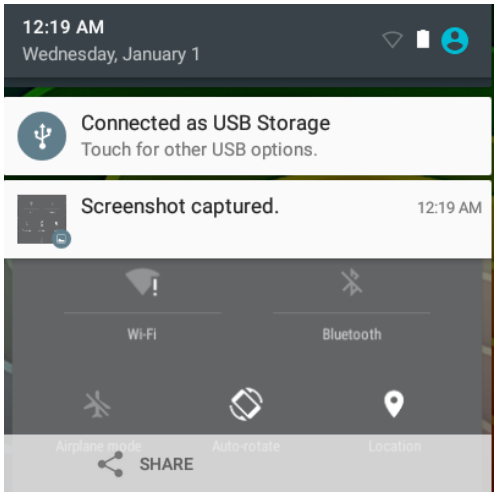
1	Return to previous screen.
2	Return to home screen.
3	View the applications you have accessed recently.

Indicator icons

Icon	Definition	Icon	Definition
	Open Wi-Fi available		Flight mode activated
	Wi-Fi connected		Music being played
	Uploading data		Downloading data
	Connected to PC		Battery power level

Notification panel

To show a pull-down list of the recent notifications, drag the left area of the notification bar downward.



To show a pull-down list of the shortcut settings, drag the right area of the status bar

downward.

: Activate or deactivate the Wi-Fi connection.

: Activate or deactivate the auto rotation feature.

: Access **Settings** application.

: Check the battery status.

: Activate or deactivate the flight mode.

: Activate or deactivate the Bluetooth function.

Auto rotation

If you rotate the device while it's being used, the interface will automatically rotate as well. To prevent the interface from rotating, open the notifications panel and select **Auto-rotate screen**, then scroll it to **Off**.

Lock & unlock the screen

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

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

Text input

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

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

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

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

Customize your device

To customize your device according to your preferences, tap **Settings** from application list

or notification panel.

Manage applications

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

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

Security

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

◆ **Set a screen lock**

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

- **None：**Deactivate the screen lock.
- **Slide：**Slide to unlock the screen.
- **Voice Unlock:**After setting unlock voice commands,you can unlock recorded voice command.If voice could not be identified, can also pass pattern and PIN to unlock.
- **PIN：**Enter a numeric PIN to unlock. When prompted, enter the PIN to unlock the screen.
- **Pattern：**Draw a pattern to unlock. Follow the instructions to draw your lock pattern. When prompted, draw the pattern to unlock the screen.
- **Password :**Enter a passcode to unlock. When prompted, enter the passcode to unlock the screen.

◆ **Screen time-out**

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

Reset tablet

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

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

The device resets to the factory default settings automatically.

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

calling function

Know how to use the phone functions, such as call and answer the call, while in communication using available options.

Communication

Phone

To use calling functions, tap Phone from application list.

Make calls

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

Enter numbers by using the virtual numeric keypad on the screen

Make a call from call log.

Make a call from contacts.

Answer a call

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

Decline or end a call

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

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

Call settings

To change call settings, tap the option button at the upper right.

Fixed Dialing Numbers

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

Quick responses

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

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

Voice mail service

With the call divert network service, you can direct incoming calls to your voice mailbox. Tap this item to set your voice mail service provider.

Voicemail settings

Set your voice mail number.

Call forwarding

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

Call waiting

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

Contacts

Tap People from application list to access contacts.

Groups：List all your contacts by group.

All：List all your contacts saved in the device memory.

Favorites：List the contacts that you have set as favorites or the contacts that you have sent message to or dialed.

(To set the contact as your favorites, select at the title bar.)

Add new contact

Access People.

Tap .

Enter necessary fields.

Tap DONE.

Edit a contact

To edit a contact, scroll to the contact you want to change.

Tap the option button at the upper right, then select Edit.

Change necessary fields.

Tap DONE.

Create new group

Tap the first tab at the upper left.

Tap at the upper right.

Enter a category name.

Tap DONE.

Rename group

To rename the group, scroll to the group you want to change.

Tap at the upper right or tap the option button and then select Edit.

Enter a new category name.

Tap DONE.

Import/Export contacts

Import from the SIM card

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

Import from SD card

To import contact files (in vcf format) from a memory card to your device, tap the option button at

the upper right and then select Import/Export➥Import from SD card, select a memory location and contact files to import and select OK.

Export to SD card

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

Share visible contacts

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

Search for contacts

Tap at the title bar from contact list screen, enter the desired information, then your device shows the result.

Tap the search icon at the upper left from home screen, enter the contact's name or number, your device shows the result immediately.

Messaging

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

View messages

Tap Messaging from application list.

Tap the message to view the detailed information.

Create and send SMS

Tap NEW MESSAGE.

In To field, enter the recipient's mobile phone numbers manually. If you enter more than one number, separate the numbers with a comma.

In Type message, enter the text of the message.

Select Send to send the message.

Create and send MMS

Multimedia message can include pictures, sound and text.

Tap NEW MESSAGE.

Tap at the title bar.

Select one of the items below.

Pictures: Insert image.

Capture picture：Capture new picture and insert the picture.

Videos: Insert video clip.

Capture video: Capture new video clip and insert the video clip.

Audio: Insert sound clip.

Record audio: Record sound clip and insert the sound clip.

Slideshow: Add more than one slide.

In To field, enter the recipient's mobile phone numbers or email addresses manually. If you enter more than one number or email, separate them with a comma.

In Type message field, enter the text of the message.

Select Send to send the message.

Web

Email

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

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

◆ **Set up your email**

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

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

◆ **Delete your email account**

1. Open the application list and select **Email**.
2. Tap the option button at the upper right, then select **Settings** and the email account you want to delete.
3. Tap **Remove account**.
4. Tap **OK** to confirm.

◆ **Create and send email**

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

Gmail

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

◆ **Create a Gmail account**

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

◆ **Set up a Gmail account**

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

◆ **View email messages**

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

◆ **Create and send an email**

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

Browser

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

◆ **Browser webpages**

1. Select **Browser** to launch a specified homepage.
2. To access a specific webpage, select the URL input field, enter the web address of the webpage, and select **Go**.

3. To zoom in, place two fingers on the screen and spread them apart. To zoom out, move your fingers closer together. You can also double-tap the screen.

◆ **Add windows**

You can have multiple windows open at one time.

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

◆ **Set homepage**

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

◆ **Add bookmarks**

While navigating a website, tap to add current URL to your bookmark list and easily access it later.

◆ **View bookmarks and history**

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

◆ **Customize browser**

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

Play Store

Play Store allows you to easily download an abundance of applications directly to your device. Before using the Play Store, you must have a Google Account.

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

Note

- All applications offered by Play Store are developed by third party. To get the information about the developers, you can read the descriptions of each

application.

- Our company is not liable for performance issues caused by third-party applications.

Entertainment

Gallery

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

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

◆ **Supported file formats**

Type	Format
Image	JPEG、 GIF、BMP、PNG
Video	AVI、RM、RMVB、MOV、FLV、3GP、MP4

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

◆ **View a picture**

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

◆ **Edit a picture**

1. To crop the image, tap the option button at the upper right, then select **Crop**.
   - To move the crop box, tap and hold the crop box and drag it to the desired location.
   - To add or subtract from the selection border of the crop box, drag the crop box to the desired size.
   - When you are finished, tap **Save**.
2. To edit pictures and apply various effects, tap the option button at the upper right, then select **Edit**.
   - To apply a color effect, tap .
   - To apply a photo frame effect, tap .
   - To crop, straighten, rotate or flip the image, tap .
   - To adjust contrast, tap .

◆ **Play a video**

1. Select a folder.
2. Select a video to play.
3. Control playback with the virtual keys.
4. To watch a video saved on your device on TV, connect your device and TV with HDMI cable.

Play music

On the application list screen, tap **Play music** to access.

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

Start by transferring files to your device or memory card.

◆ **Add music files to your device**

Start by transferring files to your device or memory card.

◆ **Play music**

1. Select a music file.
2. Control playback with the virtual keys.
   - The current list of songs are randomly shuffled for playback.
   - Replays the current list when the list ends.

- Repeats the current playing song.

◆ **Create a playlist**

1. Tap the MENU button next to the music file.
2. Select **Add to playlist**.
3. Select **New**.
4. Enter a name.
5. Tap **Save**.

◆ **Delete a playlist**

1. Tap the music button on the upper left and then select **Playlists**.
2. Tap the MENU button next to the playlist you want to delete.
3. Select **Delete**.

◆ **More features**

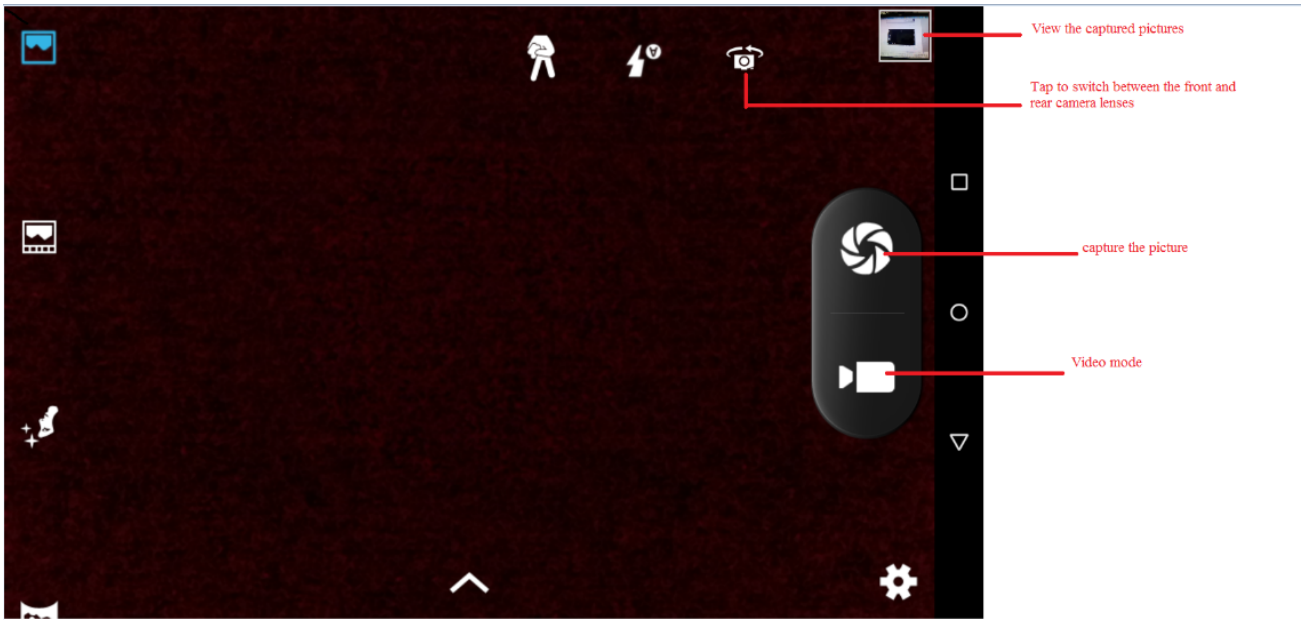
Tap the MENU button on the upper right➥**Settings**➥**Google account** and then follow the on-screen instructions to add an account. With the account, you can enjoy more features of Play Music, such as synchronizing music and so on.

Camera

With the camera function, you can take pictures and record videos.

◆ **Take a picture**

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



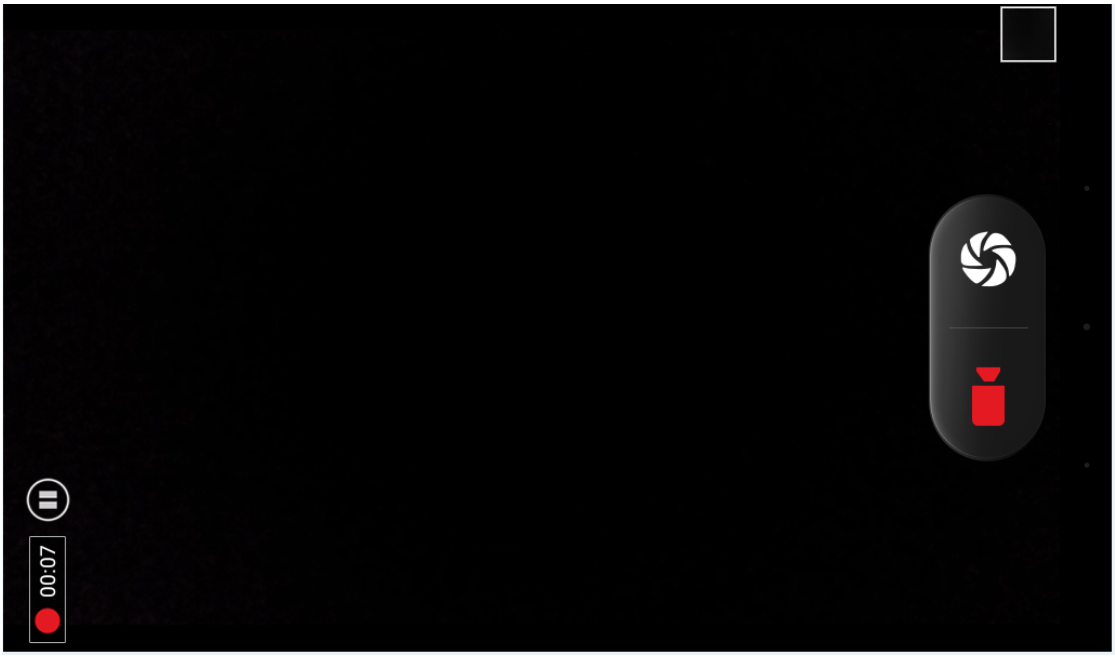
Place two fingers on the screen and spread them apart or move fingers closer together to zoom in or zoom out.

Icon	Definition
	Multiple points of view mode
	Change to panorama mode to take a landscape photo.
	beautiful skin
	Change camera settings.

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

◆ **Record a video**

1. Open the application list and select **Camera**. Slide to video mode.
2. Before recording a video, you need to make some adjustments.



3. Tap to start recording. The length of the video recording is restricted by the available space on your storage.
4. Tap to stop recording. The video is saved automatically to the folder DCIM.
5. After recording videos, select the image viewer icon at the upper right to view the recorded videos.

Tools

Calendar

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

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

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

Alarm

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

1. Tap to add alarm.
   - Tap the numeric pad to set alarm time, when you are finished, tap **OK**.
   - Tap set alarm details, when you are finished, tap .
   - Tap the time to change alarm time.
   - To activate a preset alarm, set the alarm to **ON.**
   - To cancel an alarm, set the alarm to **OFF.**
2. When the alarm sounds, to stop the alarm, drag the alarm icon to . To repeat the alarm after a specified length of time, drag the alarm icon to .
3. To delete an alarm, tap .

File Manager

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

Note:

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

Sound Recorder

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

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

Calculator

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

Connectivity

USB Connection

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

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

Wi-Fi

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

◆ **Activate the Wi-Fi feature**

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

◆ **Find and connect to Wi-Fi**

1. Once the Wi-Fi feature is activated, the device automatically search for available Wi-Fi

connection.

2. Select a network.
3. Enter a password for the network (if necessary).
4. Select **Connect**.

Bluetooth

You can connect to other compatible devices with wireless Bluetooth technology. Both devices only need to be within 33 feet of away each other.
With Bluetooth technology you can do the followings: handle calls with wireless Bluetooth headset, listen to music a wireless stereo headset, send or receive data.

◆ **Activate Bluetooth**

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

◆ **Find and pair with other Bluetooth-enabled devices**

1. Select **Settings➥WIRELESS & NETWORKS➥Bluetooth➥Search for devices**.
2. Select a device.
3. Enter a PIN and select **OK**. When the owner of the other device enters the same PIN or accepts the connection, pairing is complete. If the pairing is successful, the device will automatically search for available services.

Note: Some devices, especially headsets may have a fixed Bluetooth PIN, such as 0000. If the other device has a PIN, you must enter it.

◆ **Send data via Bluetooth**

1. Select a file, such as a contact or a media file.
2. Select an option of sending data via Bluetooth.
3. Search for and pair with a Bluetooth-enabled device.

◆ **Receive data via Bluetooth**

1. Select **Settings➥WIRELESS & NETWORKS➥Bluetooth**, tap **BlueZ** to set your device is visible to other Bluetooth devices.
2. When prompted, enter the PIN for the Bluetooth wireless feature and select **OK**.
3. Tap at the task bar and then select **Accept** to confirm and receive data from the device.

VPN

You can create virtual private networks and connect to your private network securely through a public network, such as the internet.

Note：You need to set a lock screen PIN or password before you can use VPN.

◆ **Set up VPN connections**

1. Open the application list and select **Settings➥More➥VPN.**
2. Select **Add VPN profile** and customize the connection information. (Available options may vary depending on the VPN type.)
3. Tap **Save** when you are finished.

◆ **Connect to a private network**

1. Select **Settings➥More➥VPN.**
2. Select a private network to connect.
3. Enter the user name and password and select **Connect**.

Wireless display

On the application screen, tap **Settings➥Display➥Wireless display**.

Use this feature to connect your tablet to a large screen with a miracast dongle and then share your contents.

Note:

-Some files may be buffered during playback depending on the network.

-To save energy, deactivate this feature when not in use.

-To play videos or game on a TV, select an appropriate TV mode to get the best experience.

Follow the procedures below to activate this feature.

1. Connect your tablet to a large screen with a miracast dongle.
2. Select an appropriate TV mode.
3. Activate the Wi-Fi feature
4. On the application screen, tap **Settings➥Display➥Wireless display**, activate wireless display feature, then start searching by tapping **SEARCH FOR DISPLAYS**.
5. Select a device showed on the screen, then tap **Connect**.
6. When finished, open or play a file and then control the display with the keys on your device.

Safety Precautions

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

◆ **Aircraft**

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

◆ **Vehicles**

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

Position your device within easy reach. Be able to access your device without

removing your eyes from the road.

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

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

- **Pacemakers and other medical devices**
  Pacemaker manufacturers recommend that a minimum separation of 8 inches be maintained between a wireless device and a pacemaker to avoid potential interference with the pacemaker.
  Operation of any radio transmitting equipment, including wireless phones may interfere with the functionality of inadequately protected medical devices. Consult a physician or the manufacturer of the medical device to determine if they are adequately shielded from external RF energy or if you have any questions.
  Switch off your device in heath care facilities when any regulations posted in these areas instruct you to do so.

- **Operating environment**
  When connecting to other device, read its user guide for detailed safety instructions. Do not connect incompatible products.
  Do not place your device in the air bag deployment area.
  Use the device only in its normal operating positions as explained in the product documentation.
  Always switch off your device when its use is prohibited or when it may cause interference and danger.

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

Care & Maintenance

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

- Do not store your device with such metal objects as coins, keys and necklaces.
- Do not drop your device or cause any impacts to your device.

FCC Caution.

§ 15.19 Labelling requirements.

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

§ 15.21 Information to user.

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

§ 15.105 Information to the user.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

-Reorient or relocate the receiving antenna.

-Increase the separation between the equipment and receiver.

-Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

- -Consult the dealer or an experienced radio/TV technician for help