



orbic<sup>®</sup>  
TAB 10 R

5G<sup>™</sup>

User  
Manual

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# Overview

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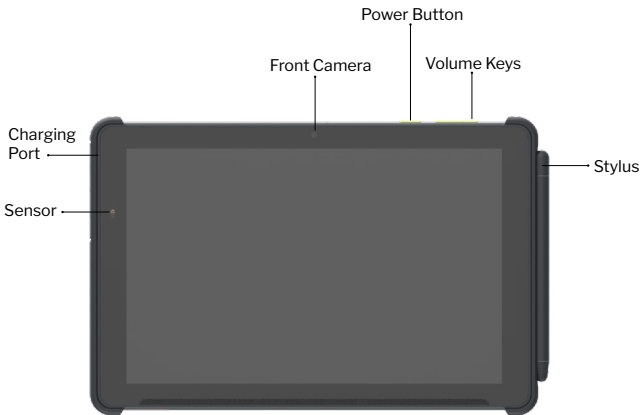
Thank you for purchasing the Orbic Tab 10R 5G Tablet.

This tablet provides the latest 5G technology in a full featured package. It comes with a large 10.1" display, 6000mAh battery and 6GB RAM and 128GB Storage.

## Getting Started

This guide helps you learn about your device hardware, assembly procedures, and how to get started using your device.

## Front View



<b>Power Button</b>	To turn the device ON/OFF
<b>Volume Keys</b>	To adjust the volume of your device's sound and audio playback
<b>Front Camera</b>	To take pictures and videos of yourself
<b>Charging Port</b>	To connect the charger and other optional accessories
<b>Sensor</b>	Detects when a user is holding the phone close their face during a call and turns off the display to avoid keypad presses and battery consumption.
<b>Stylus</b>	Used to navigate on the tablet

## Back View

Rear Camera

Flash Light



<b>Rear Camera</b>	To take pictures and record videos
<b>Flash Light</b>	Light up subjects in low-light environments when taking pictures or recording video.

## Stylus

The Tab 10R is bundled with a stylus; a digital pen tool that is used for navigating your device, drawing pictures, taking notes, and for precise selection of items.



# Assemble Your Device

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This section helps you to assemble your device.

## Installing a SIM Card

To change or remove your SIM card or install a micro-SD, power off the device and follow the below steps –

1. Insert the SIM pin tool into the SIM pinhole (as illustrated below) on the tray to open the tray.
2. Insert the microSD card with the gold contacts facing down and close the tray.





## Charging the Battery

Before using your Tablet, you must fully charge the battery (100%).

**Warning!** Use only approved charging devices and batteries. Using other accessories may void your warranty and may damage your device.

1. Insert the smaller end ( USB Type C ) into the Tablet and the larger end ( USB Type A ) into the charger adapter.
2. Plug the charger into an electrical outlet.

**Caution!** Failure to unplug the wall charger before you remove the battery can cause damage to the device.

### When to Charge the Battery

- If the tablet is ON, you will see a charging icon in the status bar.
- If the battery is extremely low, you will not be able to power ON the tablet. Allow the device to charge for at least 20 minutes and try again.

### Tips to extend and improve your device battery life

Conserve battery power to get the best out of your battery in everyday usage by following settings on select applications:

- Lower Screen brightness.
- Reduce Backlight time.
- Turn Bluetooth and Wi-Fi off when not in use.
- Disable GPS when not in use.
- Enable the battery saver feature.

# Set Up Your Device

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## Turn Your Device ON/OFF

The instructions below explain how to turn your device ON or OFF.

### To Turn the Device ON

- Press and hold the **Power/Lock** key until the device turns ON.

### To Turn the Device OFF

- Press and hold the **Power/Lock** key until the device options menu is displayed.
- Tap **Power OFF**, and confirm if prompted.



## Initial Setup

The first time you turn your device ON, (or after a reset to factory settings), the on-screen prompts guide you through the basics of setting up your device.

Follow the prompts to choose a default language, set up accounts, choose location services, learn about your device's features, and more.

## Secure Your Device

You can use your device's screen lock features to secure your device.

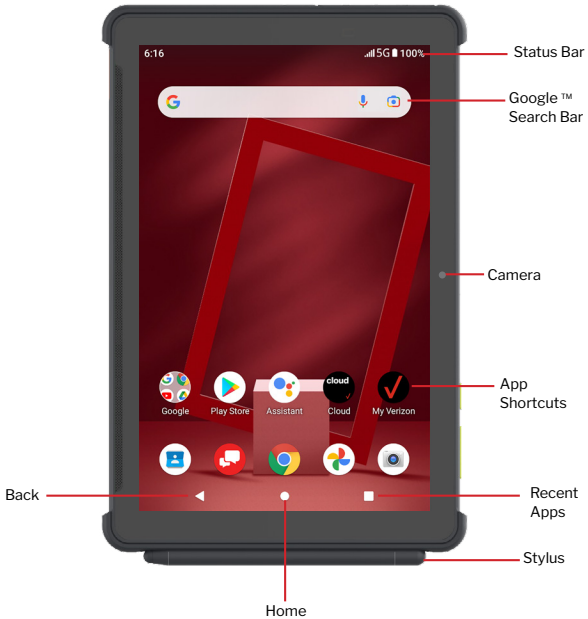
- To lock the device, press the **Power** key.
- To unlock the device, press the **Power** key and swipe up to unlock.

# Know Your Device

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## Home Screen

The Home screen serves as the start of your experience.



Your device comes with multiple home screens to hold shortcuts to apps and widgets. You can customize your home screen with widgets, shortcuts, and folders.

## Widgets

Widgets are extensions for applications that appear on the Home screen. Widgets include links to a specific contact, Internet bookmarks, Gmail and email accounts, and many more.

### Add a Widget to a Home Screen

1. Touch and hold any empty area on the Home screen > select **Widgets**.
2. Touch and hold the required Widget drag it to the Home screen and release it.

### Remove a Widget

1. From the Home screen, touch and hold the widget that you want to remove.
2. Drag the widget to **X Remove** and release it.

**NOTE:** By removing a widget you are not deleting it, rather removing it from the Home screen

## App Shortcuts

You can add a shortcut to the Home screen.

### Adding an App Shortcut

1. Touch and hold any preloaded or downloaded app on the Home screen.
2. Drag the app to the screen and release it.

### Removing the Shortcut

1. Touch and hold the app shortcut that you want to remove from the Home screen.
2. Drag the app shortcut to **X Remove** and release it.

## Folders










Use folders to organize items on your Home screen.












### Creating/Removing a Folder

1. Drag one application over another to create a folder.
2. You can name a folder after it is created and drag other applications into it.
3. You can move folders in the same way that you move applications.
4. To remove a folder, touch and hold the folder that you want to remove, drag the folder to **X Remove** and release it.







## Status Bar

The Status Bar on the top of the screen displays both tablet and service status icons.

Status Icons	
	Battery Full
	Battery Low
	Battery Charging
	Call
	Missed Call
	Mute
	Silent Mode
	Alarm Only
	Vibrate Mode

	Wi-Fi Connected
	No Wi-Fi
	No Signal
	Signal Strength
	Roaming
	Network Warning
	Airplane Mode
<b>Status Icons</b>	
	File Upload
	File Download
	Mobile Hotspot
	USB Connected



	Bluetooth Connected
	Bluetooth File Reception
	Headset Connected
	Headset Microphone
	Internal Storage Full
	Data Transfer

## Navigation

Your tablet's touch screen allows you to use specific actions to move around the screen, open menus, select apps, zoom in/out of websites, take photos, and much more using several touch gestures.

- **Tap** - To open an app, select a menu item, press an on-screen button, or to enter a character using the keyboard on the screen, tap it with your finger.
- **Touch and Hold** - Touch and hold an item or the screen for more than 2 seconds to access available options.
- **Drag** - To move an item, touch and hold it and drag it to the target position.

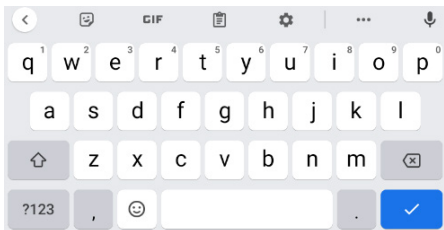
- **Double-Tap** - Double-tap on a web page or image to zoom in. Double-tap again to return.
- **Swipe** - Swipe to the left or right on the screen to scroll left or right. Swipe upwards or downwards to scroll through a web page or a list of items.
- **Spread and Pinch** - Spread two fingers apart on a web page, map, or image to zoom in on a part. Pinch to zoom out.
- **Stylus** - With a stylus, you can draw pictures, take notes, and make more precise selections on your tablet.

## Enter Text





Entering text can be done using a keyboard or by speaking.

### Keyboard

A Google board looks similar to the layout of a computer keyboard. Touch a letter to enter it.



## Special Keys

	To use upper case
	To delete text
	To input numbers and symbols
	To access emojis

## Glide Typing

The Google Keyboard allows you to slide your finger across the letters to spell the word.



### To enable glide typing

1. Touch and hold the comma (,) > tap **Settings > Glide Typing**.
2. Touch **Enable Gesture Typing** to turn ON/OFF. Slide your finger from letter to letter to spell a word.
3. Do not lift your finger until you have completed spelling a word.

## Google Voice Typing

Use voice recognition to convert speech to text. You must be connected to mobile data or Wi-Fi.

### **To enable Google voice typing**

1. Tap  on the Google search bar.
2. When “Try saying something” appears, speak your text.
3. Tap  to end recording.



# Applications

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## Contacts

Use the Contacts app to store and manage your contact list, which can be synchronized with a variety of your existing personal accounts such as Google, Email, Facebook, and much more.



### To access contacts

- Tap **Home** key  swipe up for apps > **Contacts** .



### Add a New Contact

1. Tap **Contacts**  tap  on the lower right.
2. Enter the Contact name, number, email address, and any additional information.
3. Tap **Save**.

### Edit a Contact

1. Tap **Contacts**  tap a contact to display it.
2. Tap **Edit**.
3. Tap any of the fields that you wish to edit.
4. Tap  to save the changes.




### Delete a Contact

1. Tap **Contacts**  tap a contact to display it.
2. Tap  > tap **Delete**.
3. Confirm the prompt to delete the selected contact.




## Favorites

You can mark contacts as favorites and easily access them from other apps.

### To add contacts to favorites

1. Tap **Contacts**  and select a contact.
2. Tap the  at the top of the screen to add the selected contact to favorites. (the star brightens )



### To remove the contacts from favorites

1. Tap **Contacts**  and select the contact that you wish to remove from favorites.
2. Tap the  at the top of the screen. (the star dims )

## Email

Use the Email app to view and manage your email accounts. You can add multiple email accounts to yourOrbic tablet.

### To access the email account

- Tap **Home** key  > swipe up for apps > **Settings**  > **Accounts**.

### Adding an Account





1. Tap **Accounts** > **Add Account**.
2. Tap the type of account you wish to add.
3. Enter the email address and password.
4. Follow the prompts to set up your email account.

**NOTE:** It may be necessary to ask your system administrator or IT support for some information.



## Removing an Account

1. Tap **Accounts** and select the account that you want to remove.
2. Tap **Remove Account**.
3. Confirm the prompt to remove the account or **Cancel** to retain the account.

## Composing an Email

1. From the **Home** screen > tap **Google** > **Gmail** .
2. Tap  to compose a new email.
3. Tap the **To** field to add an email address manually or tap to select a recipient from Contacts.
  - If entering the recipients manually, enter additional recipients by separating each with a semicolon (;)
  - Tap  to add Cc and Bcc fields, if required.
4. Enter the subject for the email and compose the message.
  - Tap to insert an attachment (Files, Images, Audio, and much more), if required.
5. Review your message and tap  to send the composed email.

## Responding to an Email

1. From the **Home** screen > tap **Google** > sign into **Gmail** with the email address and password.
2. Select the email from your inbox to read.
  - Tap  to reply to the sender.
  - Tap  > **Forward** to forward the email to another person.

## Email Settings

These settings allow you to customize your email settings.







**NOTE:** You can use these settings for all your email accounts.

1. From the Home screen > tap **Google > Gmail**.
2. Tap **Settings > General Settings**.
3. Customize the settings based on your preferences.






## Google™ Apps

Enjoy the below apps from Google™.

**NOTE:** Certain apps require you to sign into your Google account.

	<b>Chrome</b> Use the Chrome to browse the Internet.
	<b>Drive</b> Store files on Google™ Drive with upto 15GB of free storage.
	<b>DUO</b> Make high-quality video calls
	<b>Gmail</b> Send and recieve email
	<b>Google™</b> Search to get all the required information
	<b>Maps</b> Find your current location and get location-based information





	<p><b>Photos</b></p> <p>Manage photos on your device</p>
	<p><b>Play Movies and TV</b></p> <p>Watch movies and TV shows purchased from Google Play. You can stream them instantly, or download them for viewing when you are not connected to the Internet.</p>
	<p><b>Play Store</b></p> <p>Find and download new apps, games, music, TV shows, and more.</p>
	<p><b>YouTube</b></p> <p>View and upload video from your device.</p>
	<p><b>YT Music</b></p> <p>Play music and audio files on your device.</p>

## Messaging





Use the Message+ app to send and receive SMS and MMS.

**NOTE:** Upon pairing your tablet with an active Verizon smartphone, you can compose a new message, edit an existing conversation, or search for a message.


### To access message

- From the **Home** screen, tap  to open the message screen.
- Tap an existing message thread to open a conversation.
- Tap  to search for a message using keywords.

## Sending a Message

1. On the message screen, tap  to compose a new message.
2. Tap the field to add recipients.
3. Type your message in the text message field.
  - Tap  to **add recipients** from Contacts
  - Tap  to **create a new group** and add recipients.
4. Tap **+** to send an **MMS** and scroll down to select an attachment.
5. Tap  to send the SMS or MMS.


## Replying / Forwarding a Message

1. On the message screen, tap the message that you want to reply to or forward.
2. Edit the message, if required.
3. Tap  to send.

## Deleting a Message/Thread

1. On the message screen, tap and hold the message or the message thread that you want to delete.
2. Tap **Delete Conversation > Delete**.
3. Confirm the prompt to delete the selected message/thread.


## Message Settings

1. On the message screen, tap  and tap **Customize**.
2. Modify the settings based on your preferences.



## Camera

Use the Camera app to take pictures and record videos.

### To access camera



- From the Home screen > tap .

### Capturing a Photo

1. Tap  to access the camera.
2. Aim the camera at the subject using the Tablet's main display screen as a viewfinder.
3. Pinch the screen to zoom in or pinch open to zoom out.
4. Before taking a picture, you can tap on the screen icons to access various camera options and settings.
5. Tap  to click a photo. You can also use the volume keys to click a photo.

**WARNING!** Use the flash from a safe distance. Keep the flash away from people and animals' eyes.


### Recording a Video

1. From the Home screen tap .
2. Tap **Video** on the screen to switch to the **video mode** .
3. Aim the camera at the subject using the Tablet's main display screen as a viewfinder.
4. Pinch the screen to zoom in or pinch open to zoom out.

5. Tap the white button to start recording the video.

## Camera Settings

Before capturing a picture or video, you can adjust the camera settings to suit your preferences.

- From the **Home** screen > tap  > **Settings** on the top left corner of the screen.
- Customize the settings based on your preferences.




## Calendar

Use the calendar app to manage your tasks and events.


### To access calendar

- Tap the **Home** key  > swipe up for apps > Calendar .


### Creating an Event

1. Tap **Calendar**  > tap  to create a new event.
2. Enter the details for the event.
3. Tap .

### Deleting an Event




1. Tap **Calendar**  > select the event you want to delete.
2. Tap **Delete** to delete the selected event.

## Sharing an Event

1. Tap **Calendar**  > select the event you want to share.
2. Tap **Forward** to share the selected event

## Calendar Settings

These settings help you to modify the calendar settings.

1. Tap **Calendar**  > tap  on the upper left of the screen.
2. Scroll down and tap **Settings** .
3. Customize the calendar based on your preferences.

## Calculator

Use the Calculator app to perform both basic and scientific math functions, as well as unit conversions.






### To access calculator

- Tap the **Home** key  > swipe up for apps > **Calculator** .




## Clock

Use the Clock app to keep track of time and set the alarm.

### To access the clock

- Tap the **Home** key  > swipe up for apps > **Clock** .
- Tap a tab to use a feature:
  - **World Clock** – Tap  for the clock to view the time of other parts of the world.
  - **Stopwatch** – Tap  to record lap times.
  - **Timer** – Tap  to set a timer and countdown to zero.


## Set an Alarm

1. Tap **Clock**  > tap  for alarm.
2. Tap  to create a new alarm.
3. Configure the alarm:
  - **Time:** Time: Choose a time for the alarm.
  - **Days:** Choose the days to use this alarm.
  - **Repeat weekly:** When enabled, the alarm repeats every week.
  - **Name:** Enter a name for the alarm.
4. Tap **Save**.


## Google Photos

Use the Google Photos app to view, edit, and manage photos and videos.


### To access Google Photos

- From the **Home** screen > tap **Google Photos** .


### Sharing Albums, Photos, or Videos

1. Tap an album, photo, or video to view it.
2. Tap  to send to others or share them via social network services.


### Deleting Albums, Photos, or Videos

1. Tap and hold an album, picture, or video to select it.
2. Select the items you want to delete.
3. Tap  > select **Remove to Trash**.

## Editing Photos

1. Tap the photo to view it on full screen.
2. Tap  to view the editing options.
3. Select from the list of the available options to edit the selected photo.

## Creating an Animation or Collage

1. From the Home screen, open the **photo gallery** > tap   
**Animation or Collage**.
2. Select the image you want to include.
3. Tap **Create**.

**NOTE:** Pick 2–9 photos to create a collage and 3 – 50 to create animation.



## Playing Videos

1. From the **Home** screen, open the gallery > tap the thumbnail to watch the video.
2. Tap the video to view the playback controls.







## Music

Use the Play Music app to view and play music files on your device.

### To access Play Music

- From the **Home** key  > swipe for apps > tap **Play Music**  .

## Viewing your Music Library

1. Tap the **Home** key  > swipe up for apps > **Files** .
2. Tap  > **Audio**.
  - If you are a subscribed user of Google Play Music, then tap **Home** key  > swipe up for apps > **Play Music**  >  > **Music library**.

## Copying Music Files to the Tablet

1. Connect the tablet to your computer via a USB cable.
2. Tap **Media Device (PTP)** as your connection type, if prompted.
3. Transfer music files from your computer to your tablet's micro-SD card.

**NOTE:** Additionally, Google Play Music provides music files for downloading (subscription required).



# Getting Connected

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The instructions below describe how to connect your device through Wi-Fi, Bluetooth, and USB cable

## Wi-Fi

Wi-Fi refers to certain types of Wireless Local Area Networks (WLAN) and Communication via Wi-Fi requires an access point.



### Turn Wi-Fi ON/OFF

Turning on Wi-Fi will make your device discover and connect to wireless APs within range.

1. Touch the **Home** key  > swipe up for apps > **Settings**  > **Network & Internet** > **Wi-Fi**.
2. Tap  to turn Wi-Fi ON or OFF.
3. Once the Wi-Fi is ON, you will see a list of available Wi-Fi networks.
4. Tap a network to connect. The network you choose will ask for a password if it is secure.
5. Tap **Connect**.



### Adding a Wi-Fi Network

You can manually add a Wi-Fi network if it does not appear in the list of available networks.

1. Touch the **Home** key  > swipe up for apps > **Settings**  > **Network & Internet** > **Wi-Fi**.
2. Make sure the Wi-Fi is ON.
3. Tap **Add Network**.

4. Enter the network SSID and other required network information.
5. Tap **Save**.

## Forgetting a Wi-Fi network





6. Touch the **Home** key  > swipe up for apps > **Settings**  > **Network & Internet** > Wi-Fi.
7. Tap **Network** > **Remove**.

## Bluetooth

Bluetooth, or short-range communications, allows you to wirelessly connect your device to several Bluetooth devices that are compatible with your devices such as headsets, computers, printers, and wireless devices that are Bluetooth-enabled.

**NOTE:** The Bluetooth communication range is approximately 30 feet.


## Turn Bluetooth ON/OFF

1. Touch the **Home** key  > swipe up for apps > **Settings**  > **Connected devices** > **Connection preferences** > **Bluetooth**.
2. Tap  to turn the Bluetooth ON or OFF.
  - Once the Bluetooth is ON, the  will appear in the status bar scan for nearby Bluetooth devices, and displays them.
  - To manually perform a scan, tap **Scan**.

## Pair Bluetooth Devices

Bluetooth pairing allows you to establish trusted connections between your device and another Bluetooth device.



1. Touch the **Home** key  > swipe up for apps > **Settings**  > **Connected devices** > **Connection preferences** > **Bluetooth**.

2. Tap  to turn the Bluetooth ON or OFF. Your tablet will scan and display the names of all available Bluetooth devices in the area.

3. Tap the name of the device you want to pair with.



**NOTE:** The Bluetooth passkey, if required, may be fixed for some devices. Try 0000 or 1234, or refer to the instructions that came with the device.

## Forgetting a Bluetooth Device

1. Touch the **Home** key  > swipe up for apps > **Settings**  > **Connected devices Bluetooth**.
2. Tap the **Setting** icon next to the paired device and tap **FORGET**.

## USB Cable

Your tablet is bundled with a USB cable that is used to connect your tablet to a computer and share files such as music, photos, and other data.

1. Connect your tablet and computer via a USB cable.
2. Tap **Home** key  > swipe up for apps > **Settings**  > **Connected devices > USB**.
3. Select one of the following options:
  - Transfer files
  - USB Tethering
  - MIDI
  - PTP
  - No data transfer
  - Firewall update

# Settings

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The instructions below guide you to configure your device's connections, settings, and features.

## Airplane Mode

The Airplane mode turns off Wi-Fi and Bluetooth and disconnects your device from all networks.



When you are in Airplane mode, you can use other features such as playing music, watching videos, and using offline applications.

To Enable Airplane Mode

1. Tap the Home key  > swipe up for apps > **Settings**  > **Network & Internet** > **Airplane mode**.
2. Tap  to turn the Airplane mode ON/OFF.



**NOTE:** You can also turn Airplane mode ON/OFF by sliding the Status Bar.

## System Language

1. Tap the Home key  > swipe up for apps > **Settings**  > **System** > **Language & input** > **Language**.
2. Tap **Add a Language** > scroll down the list, select the desired language.

**NOTE:** Few languages will have several regions, tap the regions to select.

## Date and Time

1. Tap the Home key  > swipe up for apps > **Settings**  > **System** > **Date & Time**.
2. To use network-provided values, turn ON Automatic date & time.



## To manually set the date and time

1. Turn OFF the Use network-provided time.
2. Set the date and time manually.
3. Select the time zone.
4. If desired, tap **Use locale default** to turn ON or OFF.
5. If desired, tap **Use-24-hour format** to turn ON or OFF.



## Volume Adjustments

You can adjust the system volume as well as the default volume for call ringtones, notifications, and other audio.

### To adjust volume

1. Tap the Home key  > swipe up for apps > **Settings**  > **Sound**.
2. Drag the sliders to adjust the media volume, notification volume, and alarm volume.



### Silent and Vibrate Mode

1. Tap the Home key  > swipe up for apps > **Settings**  > **Sound**.
2. Drag sliders to the left to turn the **Silent** mode ON. The notification volume will automatically switch to vibrate.
3. By lowering the **Volume** keys on the side of the tablet, the tablet will be set to **Vibrate** mode.
4. To activate **Silent Mode**, tap it again.


## Do Not Disturb

This setting allows you to block all notifications and alerts. The options below determine what notifications can make sounds, and during what periods you want to enter this mode.

### To activate Do Not Disturb mode



1. Tap the **Home** key  > swipe up for apps > **Settings**  > **Sound** > **Do not Disturb**.
2. Tap next to each option to turn it ON/OFF.

To restrict notifications

1. Tap  next to each option to turn it ON/OFF.
2. Set the notification schedule to ON/OFF.
3. Tap to select the default duration.

## Wallpaper

You can change the look of your Home and Lock screens with wallpaper. You can display your favorite picture or choose a preloaded wallpaper.



1. Touch and hold a space on the **Home** screen.  
-or-
2. Tap the **Home** key  > swipe up for apps > **Settings**  > Display.
3. Tap **Wallpaper**.
4. For Gallery images, tap **Photos** > tap an image to it.
5. Tap **SET WALLPAPER**.

## Display

You can configure your display's brightness and screen timeout delay.

### Adjust the Screen Brightness



You can adjust the brightness of your screen to suit your surroundings. Additionally, adjusting the screen brightness can help save battery life.

1. Tap the **Home** key  > swipe up for apps > **Settings**  > **Display** > **Brightness level**.
2. Drag the brightness slider to adjust the brightness.



**NOTE:** Alternatively, you can select Adaptive brightness, which automatically adjusts the brightness level on your tablet.

### Set the Screen Timeout

You can choose how long the display screen remains lit after you tap the screen or press any key.



1. Tap the **Home** key  > swipe up for apps > **Settings**  > **Display** > **Screen timeout**.
2. Choose a period.

### Change the Font Size

1. Tap the **Home** key  > swipe up for apps > **Settings**  > **Display** > **Font size**.
2. Drag the slider to adjust the font size.

## Set the Auto-rotate Option



You can switch from portrait to landscape mode and vice versa by rotating your tablet sideways.

1. Tap the **Home** key  > swipe up for apps > **Settings**  > **Display** > **Auto-rotate screen**.
2. Set the Auto-rotate screen option to ON/OFF.

## Lock Screen and Security

You can secure your device and protect your data by using a screen lock. With this option enabled, you can use your finger to draw a pattern or enter a PIN to unlock your tablet's screen.

### To set a screen lock



1. Touch the **Home** key  > swipe up for apps > **Settings**  > **Security** > Screen lock to select a screen lock and level of security.
  - **None:** Never use a screen lock.
  - **Swipe:** Swipe the screen to unlock.
  - **Pattern:** Create a pattern that you draw on the screen to unlock your device.
  - **PIN:** Select a PIN to use for unlocking the screen.
  - **Password:** Create a password for unlocking the screen.

**NOTE:** If you forget your pattern, PIN, or password, you will have to reset your tablet to factory state, which will remove all data from your tablet.



## Set the App Pinning



You can use app pinning to keep one app in view, preventing other users from switching to other apps and accessing your personal information.

1. Touch the **Home** key  > swipe up for apps > **Settings**  > **Security > Advanced App pinning.**
2. Tap the ON/OFF Switch.

## Storage

You can use portable storage via a micro-SD card to store media and other data. When you install a new micro-SD card, the tablet will mount the card as portable storage. To install, locate the card slot on the side of the tablet. Carefully insert the card into the slot as shown in Installing the SIM Card and microSD Card.

### To set up the card for storage



1. Touch the **Home** key  > swipe up for apps > **Settings**  > **Storage.**
2. Tap the SD card name in the **PORTABLE** storage section.
3. You can choose to “**Use as Portable Storage**” or “**Use as Tablet Storage**”
  - If you select **Use as Portable Storage** > tap **next** > tap **done.**
  - If you select **Use as Tablet Storage** > tap **next** > tap **Erase and Format.**

**Warning!** The formatting procedure erases all data on the micro-SD card. Once erased, data cannot be retrieved.

You will be prompted to move your photos, files, and other data from the tablet's internal storage to the SD card.

Select **MOVE NOW** or **MOVE LATER** and tap **next**. Follow the prompts to continue.



### **To move Data Between SD card and Internal Storage**

1. Touch the **Home** key  > swipe up for apps > **Settings**  > **Storage**.
2. Tap **TABLET** or the SD card name.
3. Tap **Migrate Data** > **Eject**.

**NOTE:** When you transfer data between the tablet's internal memory and external card, the destination becomes the default location for new apps, photos, and videos.

### **To Remove an SD Card from Your Tablet**

The removal of an SD card must be done safely.



4. Touch **Home**  > swipe up for apps > **Settings**  > **Storage**.
5. Tap **SD card Name** under Device Storage > **Remove SD Card**.

**Warning!** To prevent damage to the information stored on the memory card, eject the card before removing it from the device.

- Tap **Eject** and when the screen indicates the card has been safely ejected, you can physically remove it from the tablet.



## To Reformat your SD Card as Portable Storage

**Warning!** Before formatting an SD card, you should back up your music and photo files that are stored on the card because formatting the SD card deletes all the stored data.

1. Touch **Home**  > swipe up for apps > **Settings**  > Storage.
2. Tap the name of the SD Card.
3. Tap **Format as Portable** > **Format**.

## Accessibility

There are accessibility settings for people who need help seeing, hearing, or otherwise operating their device. Accessibility services are special features that make using the device easier for everyone.

1. Touch **Home** key  > swipe up for apps > **Settings**  > **Accessibility**.
2. Tap a category and set the desired options.

## Digital Wellbeing and Parental Controls

Monitor and manage your digital habits by getting a daily view of how often you use apps, how many notifications you receive, and how often you check your device. You can also set your device so that it helps you relax before you sleep.



### Check on your kids

- **Parental Controls** - You can monitor your children's digital life with Google's Family Link app. The app that can be downloaded from the Play store, lets you set content filters, watch screen time, and set screen time limits.

## System Updates

Software updates are automatically sent to your device. You will receive an alert whenever a new update is available.

Also, you can manually check for system updates.

- Touch **Home** key  > swipe up for apps > **Settings**  > **System update**.

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## About Tablet

You can view information about your device, including current status, legal information, hardware and software versions, and more.

# Troubleshooting

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Issue	Possible Cause	Solution
Poor Reception	The network signal is weak in the current location while inside a building, in a basement, surrounded by tall buildings, or located too far from a cell Tower.	Move to another location or check with your service provider about coverage areas.
Unable to use or select certain features	Your service provider may not support these features, or you may not have signed up for these services.	Contact your service provider.

Issue	Possible Cause	Solution
Battery Not Charging	The battery or charger is damaged.	
	The tablet's temperature is below 32°F or above 112°F.	
	Poor contact between the charger and battery.	
Tablet does not turn ON	The battery has been depleted.	Recharge the battery
Unable to connect to the Network	Poor signal.	
	You are outside the network coverage area.	
	SIM card is invalid or improperly inserted.	
Tablet crashes, reboots or freezes	Some downloaded third-party software is not compatible with your tablet.	Uninstall the software that may be causing the issue.  Make sure you have downloaded the latest software updates

