User guide.



TABLE OF CONTENTS

GETTING STARTED

Buttons and Ports	.6
Installing the SIM Card and micro SD Card	.7
Charging the Battery	.7
Turning Your Phone On/Off	.8
Setting Up Your Phone Out of the Box	.8
Home Screen	.9
Using the Touch Screen	.9

PERSONALIZING YOUR PHONE

Changing the System Language	10
Setting Date and Time	10
Ringtone, Notification and System Sounds	10
Volume Adjustment/Silent and Vibrate Modes	11
Do Not Disturb	11
Wallpaper	12
Brightness	12
Screen Locks	13
Screen Pinning	13

THE BASICS

Status Bar	14
Shortcuts and Widgets	16
Folders and Organization	16
Primary Shortcuts	16
Entering Text	16
Keyboard	17
Glide Typing	18
Google Voice Typing	18
Using Applications	18
3 11	

GETTING CONNECTED

Connect to a Wireless Network

Add a Wi-Fi Network	19
Forgetting a Wi-Fi network	20
Connecting to Bluetooth Devices	20
Forgetting a Bluetooth Device	
Connecting to a Computer	
Using micro SD Card for Storage	
Sharing Your Phone's Data Connection	23

MAKING PHONE CALLS

Place a Call by Dialing	24
To End a Call	24
Answering or Rejecting a Call	25
Call History	25
Placing a Call from your Contacts List	
Checking Voice Mail	
In-Call Options	
Managing Multi-party Calls	
Switching Between Current Calls	
Set up a Three Way Call	
Call Settings	
Voicemail	

CONTACTS

Adding a New Contact	
Favorites	
Edit a Contact	

EMAIL

MESSAGING

Sending a Message	
Replying to a Message	
Forwarding a Message	
Deleting a Message or Thread	
Message Settings	

CALENDAR

Creating an Event	33
Calendar Settings	

INTERNET BROWSER - GOOGLE CHROME

Open a web page	. 34
-----------------	------

CAMERA

Taking a Photo	
Recording A Video	
Camera Setting	

GOOGLE PHOTOS

Share Albums, Photos or Videos	35
Delete Albums, Photos or Videos	
Editing Photos	
Create an Animation or Collage	
Playing Videos	36

MUSIC

Copying Music Files to Your Phone	36
View Your Music Library	37

VIDEOS

Managing Video Files	37
Delete a Video	37

OTHER APPS

Calculator	
Clock	
Google Apps	

SETTINGS

Wireless & Network	
Apps and Notifications	40
Battery	
Display	41
Sound	41
Storage	41
Security & location	
Users & accounts	
Accessibility	41
Google	42
System	42

TROUBLESHOOTING

SOFTWARE UPDATES	
	42

GETTING STARTED

Buttons and Ports



2 Back Button

6 Microphone

7 Front Camera

8 Front Flash

3.5 mm Headset lack

4 USB/Charging Port

6 Recent Apps Button



- 12 Power/Lock Key
- 13 Speaker
- 14 Volume Keys
- 15 SIM/Micro SD card slot

Installing the SIM Card and micro SD Card

Phone should be powered off before installing or removing SIM or micro SD card.



Charging the Battery

While your phone's battery should have enough juice out-of-the box to power on, find a signal and even make a few calls, you should fully charge the battery as soon as possible.



Connect the included USB cable to both the phone and wall charger. Plug the wall charger into a standard electrical outlet. If the phone is on, you will see a charging icon 🙀 in the status bar.

If the battery is extremely low, you may not be able to power on the phone. Wait 20 minutes and try again.

WARNING! Use only an approved charging accessory to charge your phone. Improper handling of the charging port, and use of an incompatible charger, may cause damage to your device and void the warranty.

TIP: Extend your battery's life:

Conserve battery power by adjusting the 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.

Turning Your Phone On/Off

To turn your phone on, press and hold the power/lock key. Follow the prompts.

Setting Up Your Phone Out of the Box

When you turn on your phone for the first time (or after a reset to factory settings), you will need to set it up before use. Select your language preference and follow the prompts.

Home Screen



Using the Touch Screen

Your phone's touchscreen allows you to control actions to move around the screen, open menus, select items like apps, zoom in and out of websites, take photos and more with a variety of touch gestures.

Swipe or Slide - quickly drag your finger across the screen horizontally or vertically.

Drag - Touch and hold your finger on an item to move it into a new position.

Pinch - Place two fingers on the screen simultaneously and pinch them together to zoom out or spread your fingers apart to zoom in.

Rotate the Screen - Rotate your phone sideways to rotate the screen from portrait to landscape.

Note: The auto rotate function must be turned on for this to work. Touch

the Home screen \bigcirc > swipe up for apps > Settings O > Display > When Device Is rotated > tap Rotate contents of screen.

PERSONALIZING YOUR PHONE

Changing the System Language

Touch the Home key ○ > swipe up for apps > Settings ô > Languages & Input > Languages.

To add a system language, touch Add a Language and select a language. Touch and hold the language and drag it to the top.

Setting Date and Time

Touch the Home key) > swipe up for apps > Settings () > Date & Time.

Date & time and time zone are set automatically to network-provided time. To set manually:

- Touch Automatic Date & Time
 to turn Off.
- Set the date and time manually.
- Select a time zone.
- Touch Use 24-hour format to turn On/Off.

Ringtone, Notification and System Sounds

Touch Home > swipe up for apps > Settings > Sound.

Select a Phone Ringtone

- Touch Phone Ringtone.
- Scroll the list and select a ringtone.
- Touch OK.

Turn Alarm Sounds On/Off

- Touch the Home key > swipe up for apps > Settings > Sound.
 Touch Default alarm ringtone.
- Touch None to turn it Off or select a Ringtone > Ok to turn it On..

Turn Other sounds On/Off.

- Touch the Home key > swipe up for apps > Settings ③ > Sound.
- Scroll down to and touch Other sounds.

Volume Adjustment/Silent and Vibrate Modes

To adjust volume:

Touch the Home key () > swipe up for apps > Settings () > Sound.

Drag slider below Media Volume, Alarm Volume, Ring Volume to adjust.

To set Silent and Vibrate Modes:

Touch Home key \bigcirc > swipe up for apps > Settings \bigcirc > Sound.

Drag sliders to left to turn Silent ON. Ring volume will automatically go to vibrate.

Or, lower the Volume Keys on the side of the phone until you feel the phone vibrate. Touch it again to enter Silent Mode.

Do Not Disturb

Use Do Not Disturb Mode to limit interruptions.

Touch the Home key) > swipe up for apps > Settings () > Sound > Do Not Disturb.

Priority Only Allows - only notifications marked Priority will work.

Touch next to each option to turn it On/Off.

Block visual disturbances:

- Touch next to each option to turn it On/Off.
- Automatic Rules schedule when notifications are on or off.
- Touch C Weekend, Weeknight, Event or +Add rule.
- Add rule > Event rule > enter rule name > Ok.

Set days, start time and end time, and preferences to set specific time periods during which Do Not Disturb mode is on.

Touch 📕 to delete a rule.

Wallpaper

You can customize the wallpaper on the home screen and lock screen.

- Touch and hold an "empty" space on the home screen.
- Touch WALLPAPERS.
- Swipe left/right to select an image.
- For Gallery images, touch My photos, select picture, move, pinch or spread to choose the part of the image you want to use.
- Touch SET WALLPAPER.

Choose Home screen, Lock screen or Home screen and lock screen.

Brightness

- Touch the Home key > swipe up for apps > Settings ③ > Display > Brightness Level.
- Slide your finger to adjust the brightness.

You can also select ADAPTIVE Brightness and your phone will automatically adjust the brightness level.

Screen Locks

You can secure your phone by using a screen lock. When enabled, you will use your finger to draw a pattern or enter a PIN number password to unlock your phone's screen.

- Touch the Home key > swipe up for apps > Settings > Security > Screen lock.
- Touch None, Swipe, Pattern, PIN or Password.
- Touch None to disable screen lock.
- Touch Swipe to enable and allow unlocking by swiping black area on the screen.
- Touch Pattern to create a pattern that you will draw on the screen to unlock it.
- Touch PIN or Password to create a PIN or Password that must be entered to unlock the screen.
- For Pattern, PIN or Password, select your preference for notifications and their contents to show the phone is locked. Press Done.

Note: It is important to remember your Pattern, PIN or Password. If you forget it, you will have to reset your phone to factory state, this process will erase all data stored In your phone.

Screen Pinning

You can use Screen pinning to keep an app in view and prevent others from switching to another app or screen, or accessing any personal information.

- Touch the Home key > swipe up for apps > Settings > Security > Screen Pinning.
- Touch the On/Off Switch

Note: If you have a screen lock set up, you can require an unlock pattern/

PIN/Password to unpin a screen.

THE BASICS

Status Bar

The Status Bar on the top of the screen provides both phone and service status icons.

\$1 X/ \$ E	2G Service
⇒ 3E	3G Service
	LTE Service
0	Do Not Disturb mode (Alarms or Priority Only)
Θ	Do Not Disturb mode (Total Silence)
ı]]ı	Vibration Mode
10	Silent Mode
/ !	Battery Low
	Battery Full
3 / 5	Battery Charging
\square	No Signal
. A	Signal Strength
*	Airplane Mode

*	Bluetooth On
(((r	Connected to Wi-Fi Network
*	Wi-Fi In Use
Q	Speaker On
<i>V</i> :	Phone Mic Off
•	GPS on
\bigcirc	Portable Wi-Fi Hotspot Active
\odot	Alarm Set
=	New SMS/MMS
M / M	New Gmail Message
\sim / \square	New Email Message
č	Missed Call
6	Call in Progress
	Call On Hold
0	Low Battery
31	Upcoming Event
?	New Wi-Fi Network Detected
<u>↓</u> / <u>↑</u>	Downloading/Sending data
Ŷ	USB Connected

Music Playing

Shortcuts and Widgets

- To create an app shortcut touch and hold any preloaded or downloaded app and drag it to the home screen.
- To select a Widget, touch any empty area on the Home Screen and select Widgets.
- Touch and hold a widget or application to drag it to the home screen.
- To move an application or widget, touch and hold and drag it to the desired location.
- To remove a widget or shortcut to an application, touch and drag it to "Remove".

Folders and Organization

Create folders on your home screen to organize shortcuts to your apps. Touch and drag an application on top of another application to create a folder. Once a folder is created, you can name it and drag other applications into it. You can move folders in the same manner as you move applications.

Primary Shortcuts

On the bottom of the home screen is a customizable area for your primary applications. You can keep up to five applications here. Drag applications in or out of this area to customize.

Entering Text

Enter text using the onscreen keyboard. Most applications open it automatically. In others, you can open the keyboard by touching where you

wish to type. Touch the Back key to hide the on screen keyboard. Or, use Google voice to enter text via speech.

To enable additional keyboards:

- Select a keyboard in the list by touching it to enable/disable it.

Keyboard

The Google board is similar in layout to a computer keyboard. Touch a letter to enter it.



As you type, suggested words will appear. Touch one to select it.

To use upper case touch 🚖 Double tap 🚔 to lock upper case. Touch it again to return to lower case.

Touch the back key 🐼 to delete text .

Touch ?123 for numbers and symbols. Touch for symbols.

Touch 😉 to access emojis.

Gesture Typing

The Google keyboard allows you to slide across the screen to type.

To enable Glide Typing:

- Touch and hold the comma (,) > Google Keyboard settings > Gesture Typing.
- Touch Enable Gesture Typing to turn On/Off.
- Slide your finger from letter to letter to spell a word. 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.

- Touch the microphone \P on the keyboard.
- When "Try saying something" appears, speak what you want to type.
- Tap the microphone \P again to end recording.

Using Applications

Select applications are preinstalled on your phone. There are many more available in the Play Store.

PlayStore 👂

PlayStore is the application store for Android phones.

Browse through to find Applications. When you find an app you want, download it and follow the installation instructions. You can also uninstall, update and manage your downloaded apps.

Open an App

Simply touch an app to open it.

Uninstall an App

- Touch and hold an app icon.
- Touch the App Info window that appears.
- Touch UNINSTALL. Touch OK or CANCEL.

Note: Many preinstalled apps cannot be uninstalled.

Getting Connected

Connect to a Wireless Network

Wi-Fi allows you to connect to the internet when you are not within range of a wireless network or when you want to conserve your wireless data.

- Touch the Home key > swipe up for apps > Settings > Wi-Fi.
- Touch the switch to turn Wi-Fi On/Off
- When Wi-Fi is on, you will see a list of available Wi-Fi networks.
- Touch a network to connect. If the network you select is secure, you will be prompted to enter a password. Touch Connect.

Add a Wi-Fi Network

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

- Touch the Home key > swipe up for apps > Settings > Wi-Fi.
- Make sure Wi-Fi is ON.

- Touch Add Network.
- Enter the network SSID and other required network information.
- Touch Save.

Forgetting a Wi-Fi network

- Touch the Home key > swipe up for apps > Settings > Wi-Fi.
- Then drag the app to the top of the screen where it says "Remove" and let go off the app to uninstall it

Connecting to Bluetooth Devices

Connect with other Bluetooth devices that are located within a distance of approximately 30 feet. Bluetooth devices must be paired in order to connect.

- Touch the Home key > swipe up for apps > Settings > Bluetooth.
- Touch the switch to turn Bluetooth On/Off.
- When Bluetooth is ON, the % will appear in the status bar.

Pairing Your Phone with Another Bluetooth Device:

- Make sure Bluetooth is turned ON.
- To easily identify your phone, you can change the name.
- Touch Home > swipe up for apps > Settings > Bluetooth.
- Touch (;) > Rename this device .
- Enter a name and touch RENAME to continue.
- Your phone will scan for and display the names of all available Bluetooth devices in the area. Touch > Refresh if you want your phone to scan again.
- Touch 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

- Touch the Home key > swipe up for apps > Settings > Bluetooth.
- Touch the Setting icon next to the device you want to forget.
- Touch FORGET.

Connecting to a Computer

Using the supplied USB cable, connect your phone to a computer to share files such as music, photos and other data.

- Connect your phone and computer via a USB cable.
- Touch Home > swipe up for apps > Settings > Connected Devices > USB.
- Select one of the following options:
 - Charge this device
 - Transfer files
 - USB Tethering
 - Transfer Photos (PTP)
 - Use device as MIDI

Note: Before using MTP, be sure Windows Media Player 11 or higher is installed on your computer.

Using micro SD Card for 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 phone will mount the card as portable storage.

To install, locate the card slot on the side of the phone. Carefully insert the card into the slot and replace the back cover.

To set up the card for storage:

- Touch the Home key > swipe up for apps > Settings > Storage.
- Touch the SD card name in the PORTABLE storage section.
- You can choose to "Use as Portable Storage" or "Use as Internal Storage"
- If you Select "Use as Portable Storage" then you can select next and then select done
- If you Select "Use as Internal Storage" then select next and then click "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 phone's internal storage to the SD card. Select MOVE NOW or MOVE LATER and touch next. Follow onscreen instructions to continue.

Move Data Between SD card and Internal Storage

- Touch the Home key > swipe up for apps > Settings > Storage.
- Touch PHONE or the SD card name.
- Touch Migrate Data.
- Touch Move.

Note: When you move data between the phone's internal memory and external SD card, the destination becomes the default for new apps and other data like photos and videos.

To remove an SD Card from Your Phone:

It is important to properly remove an SD card for safe removal.

- Touch Home > swipe up for apps > Settings
 Storage.
- Touch SD card Name under Device Storage.
- Touch Remove SD Card.

IMPORTANT! Before removing, be sure you move data and apps to the phones internal storage.

- Touch Eject.
- When the screen indicates the card is safely ejected, you can
 physically remove it from the phone.

To reformat your SD Card as Portable Storage:

Before reformatting, be sure you move data and apps to the phones internal storage.

- Touch Home > swipe up for apps > Settings > Storage.
- Touch the name of the SD Card.
- Touch Format as Portable.
- Touch Format.

IMPORTANT! The reformatting process will erase all data on the micro SD card. This data cannot be retrieved.

Sharing Your Phone's Data Connection

You can share your phone's mobile data connection with a computer via a USB connection or with up to eight devices via a Wi-Fi hotspot. Data charges may apply.

To share Via Bluetooth Tethering:

- Connect your phone to a computer via a USB cable.
- Touch the Home key > swipe up for apps > Settings > "Wireless & networks">More>Tethering & Mobile Hotspot
- Turn on bluetooth Tethering. A new network connection will be established on your computer.

To share Via USB:

- Connect your phone to a computer via a USB cable.
- Touch the Home key > swipe up for apps > Settings > Wireless & Network > More > Tethering & Mobile Hotspot.
- Turn on USB Tethering.
- A new network connection will be established on your computer.

To Share Via a Wi-Fi Hotspot:

- Touch the Home key > swipe up for apps > Settings > Wireless & Network > More > Tethering & Mobile Hotspot.
- Turn the slider to ON for the option that says "Mobile Hotspot" and then follow the onscreen prompts to setup the external devices to use the available mobile hotspot.
- On another device, locate your phone on the list of available Wi-Fi networks and connect to use your phone's mobile data.
- To disconnect, switch to the OFF position.

Making Phone Calls

Place a Call by Dialing

- Touch 📞 > 🌐 .
- Enter the phone number.
- Touch 🕓 below the keyboard to dial.

To End a Call

• Touch 📀 to end the call.

Answering or Rejecting a Call

When you receive a call, the incoming call screen opens, displaying the caller ID information for the call. You can:

Answer the call:

- If the Phone Screen is active, press ANSWER.
- If the Phone screen is locked, touch C and slide to right.

Reject the Call:

- If the phone screen is active, press Dismiss.
- If the phone screen is locked, slide 📀 left.

Reject the Call with a Text message:

You can reject the call and send either a preset or custom text message.

- If the phone Screen is active, touch call number to access full options" then "Slide"
 to
- If the Phone screen is locked, Slide" 📀 up to 🗐.

Call History

Call History is a list of all calls placed and received, including missed calls. It offers a convenient way to dial a number, return a call or add a number to your Contacts.

- 🖳 Touch 📞 > 🚦 > Call History.
- Or, touch
 C in the tab at the top of the screen.

To place a call from Call History:

- Open Call History.
- Touch the number for information about the call or touch the number.

To add a Contact from Call History:

- Open Call History.
- Touch 🕙 in front of the number.
- Touch ⁽²⁾ at the top right on the screen to create new contact.
- Touch to Create new Contact.

• To add the number to an existing contact, touch a contact in the list.

Placing a Call from your Contacts List

- Touch \backslash > \bigcirc at the tab at the top of the screen.
- Touch a contact to place a call.
- Or place a call from contacts in the FAVORITES tab.

Checking Voice Mail

- Touch 📞 > 🌐.
- Touch and hold the "1" key on the keypad. When prompted, enter your voicemail password.
- Follow the voice prompts to listen to messages and manage your mailbox.

In-Call Options

While on a call, there are a number of options available:

- Touch 📗 to put a call on hold.
- Touch 🕒 to make a second call, while placing the first call on hold.
- Touch 🖰 to go to contacts.
- Touch 🜐 to go to keypad for when you need to enter a number (for example, a PIN number for your voicemail).
- Touch I to mute or unmute the microphone.
- Touch **■**)) to turn the speaker On/Off.
- Touch \$\$\overline\$\$ to put current call on hold and switch to another call that is already on hold.
- Touch \uparrow to merge separate calls into a single conference call.
- Touch 合 to end current call.

Managing Multi-party Calls

With Call Waiting and Three-way Calling, you can switch between two calls or set up a conference call.

Note: Call Waiting and Three Way calling are network supported services. Options may vary. Additional charges may occur. Contact your service provider for additional information.

Switching Between Current Calls

When on a call, your phone screen will alert you that another call is coming in and display Caller ID detail on the screen.

- Swipe (S) right to answer the call. This action puts the first call on hold.
- To switch between the calls touch phone number on screen to switch between calls.
- Touch
 On the call you are on to end it.
- To Reject SWIPE 🕓 left.
- Swipe up to reject the incoming call and send a preset message to the caller.

Set up a Three Way Call

- While on a call, touch 🕲 and dial the second number. The first call will be placed on hold.
- When the second party answers, touch $\hat{ar{\lambda}}$ to connect both parties.
- To end, touch 📀.

Call Settings

You can set the order in which your contacts are displayed.

- Touch <> > > Settings > Display Options.
- Touch SORT BY or NAME FORMAT to customize.

Sound and Vibrations

- Touch <-> > Settings > Sounds and Vibration.
- Touch Phone ringtone to select the desired ringtone.
- Touch Also Vibrate for Calls ✓ to turn On/Off.
- Touch Dialpad tones ✓ to turn On/Off audible sounds when you touch the keypad.
- Touch Dialpad tone Length and then select either, "Normal or Long."

Voicemail

- Press Home O > < > : > Settings > Calls > Voicemail > Advanced Settings.
- SERVICE is your carrier.
- Tap SETUP > Voicemail Number to edit/view the voicemail number.
- Tap > : > Settings > Voicemail > Notifications to set up a notification ringtone for new voicemails.
- Check Vibrate to enable for voicemail notification.

Contacts

Add new contacts and synchronize them with your Google account and other accounts.

To access contacts:

Touch the Home key \bigcirc > swipe up for apps > Contacts \bigcirc .

Adding a New Contact

- Touch the Home key O > swipe up for apps > Contacts
- Touch the 🕂 sign on the lower right.
- Enter the contact name, phone numbers and email addresses, etc. Touch SAVE to create the contact.

Favorites

You can designate frequently used contacts as FAVORITES and find them quickly.

To add a Contact to Favorites:

- Touch the Home key 🔘 > swipe up for apps > Contacts 😩.
- Select a Contact and tap the \overleftrightarrow at the top of the screen.

To remove a Contact from Favorites:

- Touch the Home key O > swipe up for apps > Contacts
- Select a Contact and tap the \swarrow at the top of the screen.

Edit a Contact

- Touch the Home key \bigcirc > swipe up for apps > Contacts \bigcirc .
- Tap a contact and then touch 🧭.
- Edit the contact and touch 🗹.

To set a Ringtone for a Contact:

- Touch the Home key > swipe up for apps > Contacts
- Touch a Contact then touch 🧭.
- Tap the .
- Touch SET RINGTONE.
- Scroll through and select your preferred ringtone.
- Touch OK.

To delete a Contact:

- Touch the Home key O > swipe up for apps > Contacts
- Touch the contact you want to remove.
- Tap the .
- Touch DELETE.
- You will be prompted to confirm by touching DELETE.

EMAIL

You can add multiple email accounts to your Orbic phone.

Adding an Email Account

- Touch the Home key > swipe up for apps > Settings > Accounts > Add Account.
- Tap the type of account you want to add.
- Follow on screen prompts to enter information about the account. Most accounts require user name and password. You may have to obtain some information from your system administrator or IT support.

Removing an Account

- Touch the Home key > Settings > Accounts.
- Tap the Account you wish to remove.
- Tap 🗮
- Touch REMOVE ACCOUNT.
- You will be prompted to confirm by touching REMOVE ACCOUNT. Or touch CANCEL to keep the account.

Responding to Email

You can reply to or forward an email you receive. You can also delete email messages.

- Touch Home > M
- Touch an email to respond to or forward.
- To reply to sender, tap 🔊.
- To Reply All tap and select Reply All.
- To Forward, tap and select Forward.
- Compose your message and hit ≥.

Composing and Sending an Email

- Touch Home > M.
- Touch 💋.
- If you have more than one email address set up, tap the sender line to select the account you wish to send from.
- Enter a contact name or email address in the **To** field.
- To send to multiple recipients, separate each with a comma.
- You can also touch * to add recipients from your Contacts.
- To send a copy or blind copy, touch the \checkmark to open cc/bcc fields and enter contacts.
- Enter email subject and compose the email.
- Tap 📿 to attach files, images or other content.
- Tap > to send the email message.

Add a Signature to Email

You can add plain text, such as your name and contact information, as a signature for every email you send.

- Touch Home > M.
- Tap an email account > Mobile Signature.
- Enter the information and touch OK.

Email Settings

Customize your email settings.

Note: Settings apply to all email accounts you have set up.

- Touch Home ○>M.

• Customize based on your preferences and tap when complete.

MESSAGING

Messaging allows you to exchange text messages (SMS) and multimedia messages (MMS).

Touch Home O > O.

You can compose a new message, open an existing message thread or search for a message.

- Tap 💋 to compose a new SMS or MMS.
- Tap an existing message thread to open a conversation.
- Tap Q to search for a message using keywords.

Sending a Message

- On the messaging screen Tap 🕗.
- Touch the **To** field to add recipients:
- Enter a recipients number or contact name.
- Touch 😂 to add recipients from your contacts.
- Touch 😂 > 🛨 to create new group.
- Type your message in the text message field. If you want to send a MMS, tap + and scroll down to select an attachment.
- Tap >> to send your message.

Replying to a Message

- On the messaging screen, tap the message you wish to respond to.
- Type your message in the text field. If you want to send a MMS, tap + and scroll down to select an attachment.
- Tap >> to send your response.

Forwarding a Message

- In the messaging app, touch and hold a message.
- Tap forward message and click arrow in top right corner.
- Tap on a recipient, or touch NEW MESSAGE.
- Edit the content, if necessary.
- Tap > to send.

Deleting a Message or Thread

- On the messaging screen, tap and hold a message or thread you want to delete.
- Select delete message and tap

Message Settings

• From the message screen, Tap ^{*} and select Settings. Customize based on your preferences.

Calendar

The calendar on your phone works with both Google Calendar™ and Microsoft Exchange Active Sync.

To open calendar:

• Touch the Home key 🔘 > swipe up for apps > Calendar </u> 31.

Creating an Event

- Touch the Home key > swipe up for apps > Calendar 31.
- Tap 🔂.
- Tap Event and enter the details for your event.

Deleting and Sharing an Event

- Select the event you want to delete or share.
- Tap on it to open the details screen.

- Tap .
- Tap Delete or Forward to share.

Calendar Settings

- Touch the Home key \bigcirc > swipe up for apps > Calendar 31.
- Tap == on upper left of the screen.
- Scroll down and tap 🍄 Settings.
- Make your selections to customize the calendar.

Internet Browser - Google Chrome

Use Google Chrome to view web pages and search for information on the internet.

• Touch Home O > Chrome O.

The last web page you viewed will be displayed. Google Chrome will also open when you tap a web link, for instance, in an email or text message.

Open a web page

- Tap the address bar on the screen.
- Enter the web address (aka URL) or, enter terms you want to search.
- Tap ^ស to open a web page or search results.

Camera

Taking a Photo

- Touch Home O > 💽
- Aim the camera at the subject. Tap the area of the screen where you want the camera to focus, or allow the camera to autofocus on the center of the image.
- Tap () to take the picture. You can also use the volume keys to take a photo.

Note: Pinch or spread out your fingers to zoom in/out.

WARNING! Keep a safe distance when using the flash. Do not point the flash toward the eyes of people or animals.

Recording A Video

You can record videos using either the front or rear camera.

- Touch Home
 >
- Tap the camera icon on the lower right to switch to video mode igsquare .
- Touch the red button to start/stop recording.

Note: Pinch or spread out your fingers to zoom in/out before or during the recording.

Camera Setting

Before capturing a photo or video, you can adjust the camera settings, based on your preferences.

Touch Home > Camera > Settings .

Google Photos

Your photos and videos are stored in the Google Photos app. Sign in to your Google account to use these features.

- Touch the Home key O > swipe up for apps > Photos
- Tap Assistant for help creating albums, photo books, and collages.
- Tap Albums to view photos and videos within an Album.

Share Albums, Photos or Videos

- Tap an Album, Photo or Video to select it.

Delete Albums, Photos or Videos

- Press and hold an Album, Picture or Video to select it.
- Tap on other items you want to delete.
- Tap > Remove to Trash.

Editing Photos

- Tap a photo to view it in full screen.
- Tap •.
- Select from list for available options to edit selected picture.

Create an Animation or Collage

Open the photo gallery and tap • > Animation or Collage.

Tap the images you wish to include.

Tap Create.

Note: For a Collage, select 2-9 photos. For an Animation, select 3-50 photos.

Playing Videos

- From your gallery, tap the thumbnail of a video and it will begin playing.
- Tap the video to view playback controls.

Music

Touch the Home key O > swipe up for apps > Play Music . Copying Music Files to Your Phone

- Connect your phone to your computer via a USB cable.
- If prompted, Tap Media Device (PTP) as the connection type.
- Copy music files from your computer to the phone's storage of a micro SD card.

You can also download music files using Google Play Music (a subscription is required).

View Your Music Library

- Touch the Home key > swipe up for apps > Files .
- Tap > Audio.
- If you subscribe to Google Play Music, tap Home > swipe up for apps > Play Music ▷ > => Music library.

Videos

With Google Play Movies & TV, you can buy or rent videos. You must be signed into your Google account.

Touch the Home key ○ > swipe up for apps > Play Movies ▶.

Managing Video Files

- Touch the Home key > swipe up for apps > Play Movies ▶.
- Tap Library.
- Tap Movie or TV Shows.

Delete a Video

You can remove a video from your device, without deleting it from your account.

- Touch the Home key > swipe up for apps > Play Movies ▶.
- Tap Library.
- Tap Movies or TV Shows.
- Select the video you wish to remove.
- Tap > Remove from Device.

Other Apps Calculator

Touch the Home key 🔘 > swipe up for apps > Calculator 😳



While in portrait mode, tap or swipe left on the blue side bar for more options. Or, turn the phone to landscape view.

Clock

With the Clock app, you can set times, set alarms and check the time for destinations around the world.

Touch the Home key \bigcirc > swipe up for apps > Clock \heartsuit .

Setting an Alarm

- Touch the Home key \bigcirc > swipe up for apps > Clock \bigcirc .
- Tap 🛈.
- Tap 🔂
- Select alarm options and OK.

Using World Time

- Touch the Home key \bigcirc > swipe up for apps > Clock \bigcirc .
- Tap (U).
- Touch the Globe icon 🕮 and enter a location in the search bar.

Stopwatch and Countdown Timer

Stopwatch allows you to record lap times and Countdown allows you to set a timer and countdown to zero.

- Touch the Home key \bigcirc > swipe up for apps > Clock \bigcirc
- Tap (1) for stopwatch.
- Tap X for countdown timer.

Google Apps

Many of these apps can be found in the Google folder on the home screen õ.

Chrome™ () - Use Chrome to browse the Internet.

Drive 🔼 – Store files on Google Drive. with up to 15GB of free storage. Access your files from other devices. Sign in with your Google account.

- Duo 🖃 Make high quality video calls.
- Gmail[™] M Send and receive email.
- **Google G** Use Google search to get all of the information you need.
- Maps 👯 Find the best route to get wherever you are going.

Photos 💠 – Manage photos on your phone and your Google account.

Play Movies and TV **P** - Purchase/Rent, download and watch the latest movies and TV shows.

- Play Music 📴 Listen to music on your phone and your Google account.
- **Play Store** > Find and download apps, games and more.
- YouTube™ 🕨 View video clips or upload your own.

Settings

You can access tools needed to customize and configure your phone.

Touch the Home key \bigcirc > swipe up for apps > Settings \bigcirc

Wireless & Network

Wi-Fi

Turn Wi-Fi On/Off and configure settings.

Advanced Calling

Toggle advanced calling (HD Voice) on/off Mobile Network

Manage mobile data, data roaming, and set access point names.

Data Usage

Turn Data Saver On/Off. When off, background apps will not be able to access data.

Tap Unrestricted Data Access to allow some apps to have unrestricted data connection access, even when Data Saver is On.

- Mobile Data -Turn mobile Data On/Off.
- Cellular Data Usage Check data usage levels during a time period (you must set up the time period). Monitor data usage for specific apps.
- Billing Cycle Set the reset date of your data cycle. You can also set up data usage warning and limits.
- Wi-Fi Data usage Monitor the Wi-Fi data usage of apps.
- Network Restrictions Select Wi-Fi networks that are metered. Some apps will notify.

Tethering & Mobile Hotspot

Use hotspot and tethering to provide internet to other devices through your mobile data connection.

View Verizon Account

VPN

Configure and manage Virtual Private Networks.

Airplane Mode

Airplane Mode allows you to use Wi-Fi, but disables the cellular network.

Bluetooth

Configure Bluetooth settings, and connected devices.

Apps and Notifications

Manage the apps on your phone. Tap an app for information about the

app, quit an app, check data usage, and manage notifications.

Battery

View the battery level and change settings to optimize battery life. You can also see what apps are using the battery.

Display

Set your preferences for brightness, select a wallpaper, set active screen time, auto screen rotation, font size and more.

Sound

Set your preferences for various sounds including media, alarm and ring volume, vibrate mode, and Do No Disturb preferences.

Storage

Check memory storage on your phone and micro SD card. Choose default location for new data, photos and voice recordings.

Security

Protect your phone with screen locks and/or encryption.

Location

Activate location services.

Accounts

Manage your accounts and add users.

Accessibility

Adjust accessibility settings to assist users who have impaired vision, hearing or reduced dexterity.

- Touch Home > swipe up for apps > Settings
 Accessibility.
- Tap a category and set the desired options.

Google

Manage setting for Google apps and services on your device.

System

Set date, time and how it is displayed. View system updates status.

Troubleshooting

lssue	Possible Cause	Possible Solution
	The network signal is weak in the current location. This may be especially true while inside a building, in a basement or surrounded by tall buildings.	Move to another location.
Poor reception	The network is busy. For example, this sometimes happens during peak times or at large events.	Tray again after a short time.
	You are too far from a cell site.	Check on coverage areas with your service provider.

Echo or Noise on a Call	Poor network linking.	End the call and redial.
	Poor local telephone line quality.	End the call and redial.
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.
	Battery or Charger is damaged.	Contact the manufacturer.
Battery Not Charging	The phone's temperature is below 32°F or above 112°F.	Move the phone/ battery to a less extreme environment.
	Poor contact between the charger and battery.	Check connectors.
Phone does not turn on	Battery has been depleted.	Recharge the battery.
	Poor signal.	Move to another location.
Unable to connect to the Network	You are outside the network coverage area.	Check on coverage areas with your service provider.
	SIM card is invalid or improperly inserted.	Check SIM installation or contact your service provider.

	Some downloaded third party software is not compatible with your phone.	Uninstall the software that may be causing the issue.
Phone crashes, reboots, freezes		Make sure you have downloaded the latest software updates
		Power the phone off and restart. Or, reset to factory status.

Software Updates

All software updates are automatically sent to your device. You will receive an alert when an update is available.

You can also manually check for available system updates:

Touch Home ○ > swipe up for apps > Settings ③ > System updates.

User guide.

