

# TELSTRA T84 - User Manual

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ZTE Australia provides dedicated support with a local call centre and social media outreach. Search 'ZTE Australia' on Facebook , Google+ and Twitter to keep in touch.

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The worst case SAR value for this device is 1.33W/Kg in the Body Position

# OVERVIEW



# GETTING STARTED

## INSERT YOUR SIM CARD

This device only supports micro SIM or 3FF size. Do **not** use a nano SIM (4FF) or nano SIM adaptor card which can damage your device.

1. Open the SIM slot cover on the right hand side of the device by lifting the port cover up from the bottom (shown above).
2. Hold the SIM card with the cut corner as shown below and push it fully into the SIM slot until it clicks and locks into place.
3. Make sure to fully close the SIM slot cover to maintain water protection integrity.

## INSTALL A MICRO SD CARD (OPTIONAL)

A microSD card can be installed or removed while the phone is turned on. You need to unmount the microSD card before removing it. The device supports microSD(HC) cards up to 32GB. Insert as shown below:

## INSERT THE SIM CARD AND EXTERNAL MEMORY CARD (OPTIONAL)

microSD card is an optional accessory to expand your device memory.



Only use micro SIM (3FF) format SIM cards. Do not use an adaptor which may damage your device.



## **Charge the Battery**

1. Check the orientation of the charging jack and gently insert into the handset charging port.
2. Connect the charger to a standard AC wall outlet.
3. Disconnect the charger when the battery is fully charged.
4. Battery life will improve after a few charge cycles.
5. Do not pull harshly on the USB charging lead as this could damage your device. Be careful not to trip over the charging lead whilst it is plugged in.

## **Battery Warnings**

Do not disassemble the device. The battery is non user replaceable.

Do not dispose of the device in a fire, the battery may explode.

Only use genuine chargers and accessories.

SWITCH YOUR DEVICE ON OR OFF, CHARGE YOUR BATTERY

- Press and hold the Power Key to turn on your phone.
- To turn it off, press and hold the Power Key to open the options menu.

## CHARGE THE BATTERY

- Check the correct orientation of the lead, then insert the charger lead carefully.
- Do not force the connector into the charger jack.
- Connect the charger to a standard AC wall outlet.
- Disconnect the charger when the battery is fully charged.
- If the phone is on, you'll see the charging icon  on the status bar.
- If the battery is low, there will be a pop-up message on the screen. As you charge your phone, the lock screen will tell you the battery level each time you wake up your phone.
- On first use please charge the battery for 3-4 hours. It is better to keep your battery topped up than to let it fully discharge.

## TIPS TO MAXIMISE BATTERY LIFE

- After 2-3 charge / discharge cycles the battery life will improve. From then on use top up charging to recharge frequently and always charge promptly when flat.
- To avoid the battery entering a deep discharged state charge the battery promptly when flat.

- If the battery is deeply discharged it can take 30 minutes to start charging. Leave it on charge to recover the battery.
- Keep your handset and battery cool. High temperatures degrade the battery more quickly.
- Normal charge time is 3-4 hours. Do not charge more than 24hrs.
- When not using the phone for long periods charge to approx 40% and remove the battery.
- With low network signal conditions battery life is reduced.
- Turn off Bluetooth and Wi-Fi when not in use, and set the screen brightness to automatic to maximise battery life.

**GOOGLE ACTIVATION WIZARD: CREATE OR LOG IN TO A GOOGLE ACCOUNT**  
We recommend you log in or create a Google account to enable on line services.

Follow the on screen wizard to create or log in to an existing Google account.

### **TIPS**

If you set a lock code on your device and then forget the pattern, PIN or password it can be reset using your Google Account. After 5 incorrect unlock attempts you are prompted to enter your Google password to unlock your device.

If you have not set a Google account then you need to do a factory reset. From the lock screen condition, press the Emergency Call button, then enter \*983\*987# into the dialler. Follow the prompts to reset your phone.

## WAKE UP FROM SLEEP MODE

- Press the Power key to activate the display.
- Slide the screen Up to unlock.
- Slide the icons on the bottom panel for quick access to the Phone or Camera.

## SWITCH YOUR HANDSET TO SLEEP MODE

Press the Power key to activate sleep mode.

Sleep Mode activates automatically with the timeout set from Options > System settings > Display > Sleep.



## TIP

If you set an unlock pattern, PIN or password you need to enter it to unlock the screen. If you forget your pattern or PIN use your Google Account password to reset the phone. This will only work if you register a Google account with this handset.

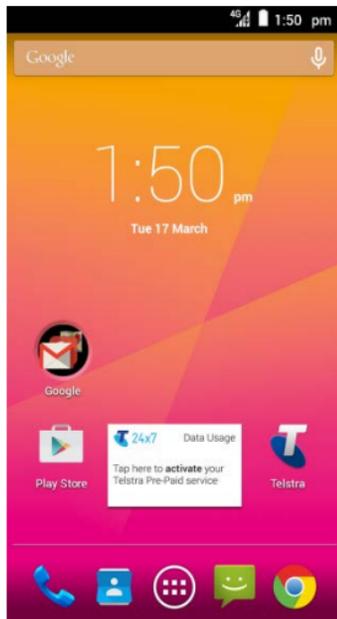
Keys	Function
Power Key	Hold down to power on your phone. Press to wake up or activate sleep mode. Hold down for Restart, Power off, Flight mode, Silent, or Vibrate options.
Back 	Press to go to the previous screen. Press to exit applications.
Home 	Press to return to the Home Screen from any screen. Hold down to access Google Search or Google Now.
Options 	Press to get the options on the current screen. Hold down to see the recently used applications.
Volume Keys	Use to control the volume Up and Down
Torch Key	Long press to activate the Torch
	Phone icon – Open the dialler for Calls
	Contacts – Open your Phonebook for all your Contacts
	Apps – Open the Applications menu
	Messages – go to the Messages app, for SMS and MMS
	Open the Chrome browser

## THE HOME SCREEN

Slide the Home Screen left or right to view additional pages.

Long press on the screen to change your wallpaper.

Tap the Google Search bar to search the web, or touch the mic icon to speak your search.



## OPTIONS

Press the Options Key for

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Wallpaper, set background image for the Homescreen or Lock screen

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Manage Apps, view Downloaded, Running and All apps

---

System settings, shortcut to device Settings

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Press and Hold the Options key for Recent Apps

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## ADD OR REMOVE ICONS & WIDGETS

Press  to go to Apps then long press any icon to add it to the desktop.

- Hold the icon to move it and release to place it on the home screen.
- Drag and drop the item to Remove if you want to delete it.
- Eg, Add the Analogue Clock Widget:  
Press  > Select the Widgets tab at the top of the screen  
Press and hold on the Analogue Clock  
Drag the Clock to the required location on your Homescreen  
Release to place the clock in the desired location.
- Larger icons like the Clock and Facebook app require more space on the screen. Delete existing icons or place on a new screen.

### **TIP**

Touch the Clock to access Alarms, Clock, Stopwatch and Timer menu

## PHONE STATUS ICONS

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Signal strength\*



Flight mode



Data in use\*



No signal



Emergency Calls only



Connected to a Wi-Fi network



Wifi on, not connected



Wi-Fi Hotspot is on



Battery is low



Battery is full



Alarm is set



Battery is charging



Speaker mode is on



Speaker is muted



Vibrate mode enabled



Microphone is muted



Bluetooth is on



FM Radio is on



Glove Mode is on



USB is connected

\* Data disabled mode will show grey signal bars and no arrows

The Notifications Panel at the top of the Home Screen shows useful device and status information. Drag your finger down from the top of the display to open the Notifications Panel.

## NOTIFICATION ICONS

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New Email



New instant message



New SMS/MMS



Upcoming calendar event



New voicemail



Song is playing



Missed call



Downloading data



Call in progress



Content downloaded



Call on hold



Uploading data



Call forwarding on



More notifications



Problem with SMS/MMS

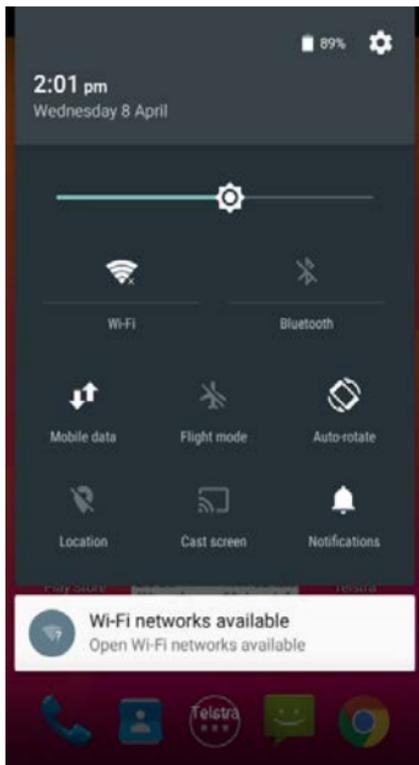


Headset connected

## ACCESS THE QUICK SETTINGS PANEL

Swipe down from the top of the home screen to access the Quick Settings panel. Touch the icon to switch on or off, touch Wi-Fi or Bluetooth to configure those features.

## THE QUICK SETTINGS PANEL



## APPLICATIONS

Tap  to access Applications. Flick the screen left or right to scroll through in alphabetical order.

You can install additional applications by going to Play Store

## INSTALL APPLICATIONS FROM GOOGLE PLAY STORE



Tap Play Store from the Home Screen to download and install applications from the Google. Select the item and tap Install.

- You need a Google account to access Play Store
- Follow the wizard to sign in to an existing account or to create a new account.

## UNINSTALL APPLICATIONS

- From the Home screen tap Options > Manage apps
- Select the application to remove
- Tap Uninstall, tap OK to confirm.

## MULTI-TASKING

Run multiple applications simultaneously. Press the Home key from any application to launch, open or view something else. The original application will be suspended until you return to it.

### TIPS

If you are finished with an application use the Back key to exit the application. If you leave applications running in the background the system memory will be depleted and the device will become slow to respond. Return to the app and close it, or from the Home screen press Apps > Task Manager and select Close All to shut down any unnecessary apps and processes.

## OPEN RECENTLY USED APPLICATIONS

Press and hold the Options Key  from any screen to view recently used applications.

## SETTINGS

Tap Options  > System Settings from the Home Screen:

SETTINGS MENU	
<b>Wi-Fi</b>	Connect to Wi-Fi devices and Networks
<b>Bluetooth</b>	Connect to Bluetooth devices and Networks
<b>Call Settings</b>	Configure Ringtones, Vibrate, Voicemail, etc.
<b>Data usage</b>	View your data usage, and control Mobile Data
<b>More...</b>	Flight mode, Default SMS app, Tethering and portable hotspot, VPN, Mobile networks
<b>Sound</b>	Sound levels, ringtones, notifications, vibrate.
<b>Display</b>	Brightness, screen timeout, orientation etc.
<b>Storage</b>	Check available memory. Mount or unmount the SD card.
<b>Battery</b>	See what has been consuming your battery power.

## SETTINGS MENU

<b>Apps</b>	Manage applications, set Quick Launch shortcuts, see running services and battery usage.
<b>Connect to PC</b>	Set USB connection default options
<b>Location</b>	Configure Location modes and services
<b>Security</b>	Set screen locks, enable SIM PIN etc
<b>Language &amp; input</b>	Set the language and keyboard options.
<b>Backup &amp; reset</b>	Backup your data on Google servers, and perform a factory reset to remove your default account.
<b>Accounts</b>	Add and remove accounts.
<b>Date &amp; time</b>	Set the date, time, time zone, and formats. Enable automatic time update.
<b>Accessibility</b>	Download a screen reader application and make other Accessibility settings

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**Printing**

Interfaces your handset to Google Cloud Print so you can print directly from your device to any printer located 'in the cloud'

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**About Phone**

Access Storage card updates, Status, software version information and others.

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## PHONE CALLS

### MAKE A CALL FROM THE DIALER



- Press  for the Dial pad or tap Search, type a name or number, tap the Mic to speak a number or press Options  (see later)
- Tap numbers on the dial pad or select from Call Logs or Favourites displayed on screen.
- Tap the call key  to make the call.
- Press End to end the call.

## FUNCTIONS DURING A CALL, PRESS OPTIONS:



### **Speaker mode   Mute   Dial Pad   Hold   Conference Call**

During a call when you move the handset away from your ear the screen lights up. Use the buttons for the features described:

Speaker – Use Handsfree, Speaker mode

Mute – Mute the microphone

Dial Pad – enter DTMF tones

Hold – Place the caller on Hold

Conference – Dial in another party, the first call is put on hold.

## MAKE A CALL FROM CONTACTS

- Tap  from the Home Screen. Contacts are displayed in alphabetical order.
- Slide up or down to scroll through your Contacts list.
- Tap to select the Contact then tap to call.

## TIP

Tap  to search for a Contact.

### MAKE A CALL FROM CALL LOGS

- Unlock the phone and press the Call Key 
- Call logs such as frequently called numbers and Favorites are displayed on screen.
- Scroll and tap the required number to start the call, tap the arrow button to view the call details if required

### MAKE A CALL FROM A TEXT MESSAGE

- Unlock the phone and press  for messages. Tap the thread that contains the phone number to call.
- Tap the number then tap  to call
- Press End to end the call.

### TURN THE SPEAKER ON/OFF (HANDSFREE)

Tap Speaker during a call. The speakerphone icon  is displayed.

## MUTE A CALL

During a call tap Mute to mute your microphone.

The mute icon  is displayed.

## MAKE A CONFERENCE CALL

A conference call can be made between yourself and two or more other parties.

- Call the first number.
- While you are connected, tap Add call.
- Call the second number.
- While you are connected to the second number, tap **Merge**
- To add the third party, tap Add call.
- Dial the number, and when connected, tap **Merge**

## MAKING AN INTERNATIONAL CALL

- Press the Call Key  on the home screen to open the dialer.
- Hold down the 0 key to enter the '+' symbol for International Dialling
- Enter the full phone number.
- Tap  to make the call.
- Press End to end the call.

## ANSWER AN INCOMING CALL

An incoming call presents two options:

Drag  right to answer the call

Drag  left to reject the call.



## INSERT A PAUSE OR WAIT SYMBOL INTO A PHONE NUMBER

- Enter the phone number on the Dial pad. The Options button  is displayed in front of the entered numbers:
- Press Options  > Add 2-sec pause to add a Pause
- Press Options  > Add Wait to wait for the next key press.
- Press Options  > Settings to review Call Settings:

DIALLER > OPTIONS > SETTINGS > CALL SETTINGS

Voicemail  
Fixed Dialling numbers  
Speed dial  
Call Barring Settings  
DTMF tones

IMS Account  
Call forwarding  
Additional settings:  
> Caller ID  
> Call waiting

# CONTACTS

Add contacts to your phone and synchronise them with your Google account. Existing SIM or Google contacts are shown by default.

To see your contacts, touch **Home** > . From there, touch the tabs on the top of the screen to quickly switch between All Contacts or Favourites.

- Touch Home >  and touch the All Contacts tab to access your contact list.
- Scroll through the list to view all your contacts.
- Touch a contact to view its details.

**TIP:** If you have a lot of contacts stored, you'll see a slider when you touch the right side of the screen. To go directly to a letter, press and hold the slider and drag it to a letter.

## Adding a New Contact

- Touch Home >  and touch the All Contacts tab
- Touch  to add a new contact.
- Touch the account to choose where to save the contact. If a sync account is selected, the contacts will be synced automatically with your account online.
- Enter the contact name, phone numbers, email addresses, and other information.
- Touch Add new contact when finished.

## Import, Export, and Share Contacts

You can import/export contacts from/to your SIM or Storage (microSD card). This is useful when transferring contacts between different devices.

Import your SIM card Contacts to add more features such as dedicated Ringtone, Photos etc.

## Import Contacts From the SIM Card

- Touch Home >  > Options  > Import/export
- Select Import from SIM card
- Select an account to save the contacts
- Tap to select individual contacts, or use the check box in the top right to Select All.

## Import Contacts From the microSD Card

- Touch Home >  > Options >
- Touch Import/export > Import from storage
- Select an account to save the contacts.
- Supported vcf files (Vcard) will be imported to the chosen destination.

## Export Contacts to the SIM Card

- Touch Home >  > Options
- Touch Import/export > Export to SIM card.
- Tap to select individual contacts, or use the box in the top right to Select All and then touch .

## **Export Contacts to the microSD Card**

- Touch Home >  > Options
- Touch Import/export > Export to storage
- The phone will prompt you with the name of the vCard file. Touch OK to create the file in the microSD card.

## **Share Contacts**

- Touch Home >  - touch the All Contacts tab
- Locate and touch the Contact
- Touch Options > Share
- Choose to share via Bluetooth, Email, Gmail, Messaging, etc
- Share Multiple contacts using Import/export, Share visible contacts.

## **Add a Contact to Favourites**

You can add the contacts used frequently to Favourites, so you can find them quickly.

- Touch Home >  and touch the All Contacts ab.
- Touch a contact and then touch  to add to favourites.

## Remove a Contact From Favourites

- Touch Home >  > touch the favourites tab .
- Touch a favourite contact and then touch .

## Searching for a Contact

- Touch Home > .
- Touch  on the bottom of the screen.
- Input the contact name to search. The contacts matched will be listed.

## Edit Contact Details

- Touch Home > .
- Touch a contact to edit and then touch Options > Edit.
- Edit the contact and touch DONE when finished

## Set a Ringtone / Picture for a Contact

- Touch Home > .
- Touch a contact to set a ringtone and then touch the Pen icon to Edit
- Press Options > Set Ringtone > Select a ringtone and touch OK
- Touch the Picture icon to take a picture or Choose a photo.

## Delete a Contact

- Touch Home > .
- Touch a contact to delete and touch Options > Delete.
- Touch OK to confirm.

### To delete several contacts:

- Touch Home > .
- Touch and hold to select a contact, touch more if required
- Touch  then OK to confirm.

# MESSAGES



## SMS AND MMS MESSAGES

From the Home screen tap the messages icon  to access SMS and MMS messages.

Unread message(s) display the  (SMS) and  (MMS) icons.

Open new messages from the Notifications Panel or the Messaging Screen. Tap the message to read it.

## COMPOSING AN SMS

- If the Messages app opens into an existing thread press the Back key to return to the SMS main menu.
- Tap the messages icon > Compose new message.
- Tap the To field to enter the recipient's number. You can also enter letters to display matching Contacts and select a recipient from the list or tap the Contacts icon to see your Contacts list.
- Tap Type message to compose field to type your message.
- Tap the arrow to Send.

## COMPOSING AN MMS

- Tap the Messaging icon > Compose new message
- Enter the first letters of a contact to display matching names or tap 123 to enter numbers manually.
- Tap  to see your Contacts list.
- Tap the paperclip to add an attachment
- Choose your attachment type
- Tap the arrow to Send.

## USING GROUP MESSAGES

- When you add multiple Contacts to an SMS it is converted into a Group MMS. All recipients can reply individually, or reply to all.
- You can also compose a Group Message from People > Groups > Options.

Adding or removing the **Subject** or **Attachments** will convert the message from SMS to MMS and vice-versa.

Tap Options > **Add subject** to enter the subject if required.

## FORWARDING A MESSAGE

Long press the individual message to get further options such as Forward, Delete, View message details etc.

## MANAGING MESSAGES AND MESSAGES THREADS

SMS and MMS messages sent and received are grouped into message threads in the Messaging screen. Message threads show you the history of messages from the specific contact. Threads are sorted by received time, with the latest one at the bottom.

## REPLY TO A MESSAGE

- Tap the message (or thread) you want to reply to from the Messaging Screen.
- Tap Type to compose and enter the contents of your message.
- Tap Send when done.

## ACCESS DRAFT MESSAGES

Draft messages are automatically saved when you exit the message application without having sent the message. If you have any messages in Draft status they are marked in red with **Draft**

## DELETE A MESSAGE (THREAD)

- From the Message app overview press and hold on the thread then choose the delete icon.
- Tap OK.
- To delete an individual message (not a thread) tap and hold the message then press Options > Discard.

## MESSAGE SETTINGS

Tap Messages > Options > Settings to configure message settings such as Storage settings, SMS Settings, MMS Settings, Notifications settings and Signature settings.

## MULTIPLE SMS MESSAGE CHARGING:

A standard SMS message can contain up to 160 characters. If you exceed this length the message will be sent as more than 1 SMS. You will be charged for multiple SMS messages depending on the length.

## SET YOUR EMAIL ACCOUNT



Create an Email account to receive Emails on your phone.

- Tap Apps > Email to set up your email account
- Enter your Email address and Password
- Follow the prompts. You may need to refer to your email service provider to complete the settings.
- Set your required options choosing from the Account options screen.

You can also use web based email accounts or download specific email clients for your email provider.

## COMPOSE AN EMAIL

- Tap Apps > Email (First time you need to set up your account)
- Tap the New Message icon (Envelope +)
- Enter the recipient's email address in the 'To' field. Tap Options > Add Cc/Bc to add more recipients if required.
- When you enter the address, the matching addresses saved in your Contacts will be displayed. You can tap the recipient from the list.
- Enter the subject and the content of your Email.
- Tap the arrow to Send.

## REPLY, REPLY TO ALL, FORWARD AN EMAIL

- Tap Apps > Email to see your Inbox.
- Press and hold the email
- Select from Open, Delete, Forward, Reply all, Reply, Mark as unread.
- Enter the contents / recipients of your Email. Tap Send.

## EMAIL SETTINGS

Tap Apps > Email > Options > Accounts > Long press the account > Account settings

## ACCOUNT SETTINGS

- Account name: Set your account name.
- Your name: Set the name displayed on the outgoing message.
- Signature: Edit your signature.
- Inbox check frequency: Set the email checking frequency.
- Default account: Send email from this account by default.

## NOTIFICATION SETTINGS

- Email notifications: Status bar notification for new Email
- Select ringtone: Incoming Email notification
- Vibrate: Enable vibrate with ringtones when Email arrives.

## SERVER SETTINGS

- Incoming settings: Set the incoming server settings.
- Outgoing settings: Set the outgoing server settings.

# CONNECT TO A COMPUTER

Transfer audio, video and picture files between your handset and your computer.

## **PC**

Connect your handset using the USB data lead supplied.

First time, select Install driver on the handset notifications window.

On your PC, use Windows Explorer to open the CD Drive: USB\_Driver, then double click Setup to install the handset drivers.

Subsequently, select Media Device (MTP) from the notifications window, which will open the handset in Windows Explorer.

## **MAC**

On your MAC, download and install Android File Transfer.

Connect your handset using the USB data lead supplied.

Select Media Device (MTP) from the notifications window, which will open the handset on your MAC.

# CONNECT TO THE INTERNET

You can access the internet through the mobile network or via Wi-Fi. When logged on to a Wi-Fi connection, all data will be sent via your Wi-Fi network.

To disable mobile network data slide down the Quick Settings Panel from the top of the handset screen then tap Mobile data to switch Data on or off.

## WI-FI

Wi-Fi provides wireless Internet access over distances of up to 50 meters using compatible home or commercial Wi-Fi hotspots.

- Slide down the Quick Settings Panel from the top of the handset screen then tap the Wi-Fi icon to switch on or off and touch Wi-Fi to configure.
- Alternatively tap Home > Options > System settings > Wi-Fi
- Tap the switch to turn Wi-Fi on.
- Tap a Wi-Fi network to join

#### CONNECT TO A WI-FI NETWORK

- Tap Home > Options > System settings > Wi-Fi
- The available Wi-Fi network names and security settings (open or secured) are displayed.
- Tap a network to connect.
- An open network will automatically connect,
- If you select a secured network you need to enter a password.

#### CHECK THE WI-FI NETWORK STATUS

- Check the wi-fi icon  in the status bar.
- Tap Home > Options > System settings > Wi-Fi
- Tap the current wireless network to view the network status.
- From Wi-Fi tap Options > Advanced to access further options such as Network notification to switch off the Wi-Fi notification and Keep wi-fi on during sleep, and other options.

## SET UP A WI-FI HOTSPOT

A Wi-Fi hotspot shares your network internet connection with other devices nearby. For example, if you are travelling you can connect your laptop wirelessly to your handset to use the internet.

Options > System settings > more > Tethering & portable hotspot > Set up Wi-Fi hotspot.

Scroll down the active window and check Show password to see the password. Tap the fields to change the Network name or password.

## USING USB MODEM TETHERING

Use USB tethering to connect a computer to the internet using your device network connection.

Plug your handset to a computer using the USB lead supplied.

Options > System settings > more > Tethering & portable hotspot > USB tethering. First time select Install drivers then subsequently select Connect to PC software to enable tethering.

# USING THE BROWSER

Use the Google Search bar on the Home Screen or the Chrome app.



- Tap the Google Search box on the Home Screen.
- Enter your search request using the keypad.
- Press the arrow when done.
- Tap the microphone icon  to use speech recognition. Speak your request clearly into the handset microphone.

The first time you open Chrome you are guided through how to use by on screen instructions and demos. Enter any search directly in the top bar. Press Options for new Tabs, Incognito browsing, Bookmarks and other Settings options.

# BLUETOOTH

Bluetooth enabled devices can exchange information within a distance of about 10 meters without any physical connection. The Bluetooth devices must be paired to share information.

## TURNING BLUETOOTH ON OR OFF

- Switch Bluetooth on or off from the quick settings panel or
- Tap Options > System settings > Bluetooth
- Tap the switch to turn Bluetooth on.
- The  icon is displayed in the status bar.
- Tap the switch to turn Bluetooth Off when required.

## MAKE YOUR DEVICE VISIBLE TO OTHER DEVICES

- Tap Options > System settings> Bluetooth.
- Tap the switch to turn Bluetooth on.
- Your device is visible to other devices while Bluetooth settings is open.

### CHANGE YOUR DEVICE NAME

- Tap Options > System settings > Bluetooth
- Select the Bluetooth check box to turn on.
- Tap Options > Rename this device
- Enter the name and tap OK.

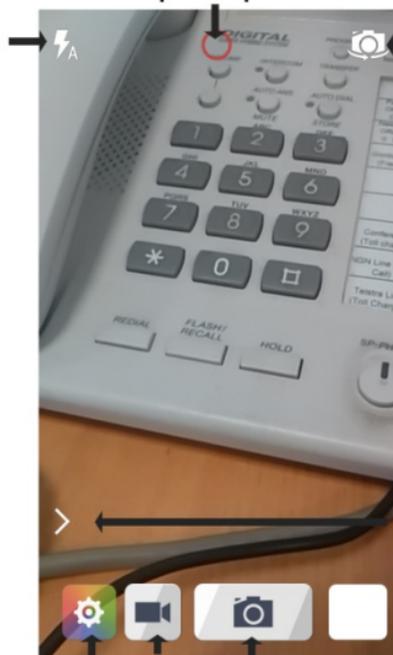
### PAIR WITH ANOTHER BLUETOOTH DEVICE

- Both devices must have Bluetooth turned on.
- Tap Options > System settings > Bluetooth
- Tap Search for devices to display available devices in your vicinity.
- Tap the device to pair with and enter your PIN if required. The same PIN should be used on both devices.

# CAMERA

APPS > CAMERA, OR USE THE SHORTCUT ON THE RIGHT HOMESCREEN

Flash mode Simple/Expert Mode



Front/Rear  
Camera

Swipe for colour  
effects  
(eg Sepia / B&W)

Review pictures

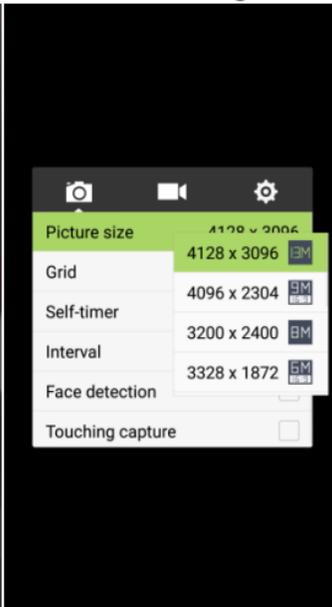
Settings Video mode Camera shutter

- Line up your shot and tap the camera icon button to take the picture.
- Tap the thumbnail in the bottom corner to review the picture.
  - Tap the Settings button for camera settings:

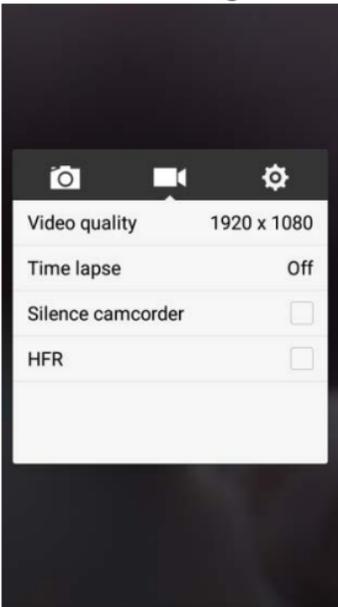
### Camera Modes



### Camera Settings



### Video Settings



## APPS > CAMERA > VIDEO RECORDER

- Tap the Video icon to start shooting.
- Tap pause or stop
- Tap the icon in the right corner to view the last video clip.
- Tap Settings > Settings to check the video settings.

## FM RADIO

To use the FM radio you must insert the headphones as the antenna.

### OPEN THE FM RADIO

- Insert the headphones
- Tap Home > Apps > FM Radio
- Touch the arrow controls to scan for available channels
- Press the plus sign to add to favourites
- Press Options to view your all channels list where you can long press on the channel to rename or delete it.
- Press the Power symbol to close the radio, otherwise it will continue to run in the background.

## MUSIC

You need to have audio files stored on your memory card. Use downloads, Bluetooth or PC Connectivity to save files onto your memory card.

- Tap Home > Apps > Music
- Select from Songs, Playlists, Folders, Albums, Artists or Genre
- To play continuous tracks, select Songs > Options > Play All
- To play an album select Album then click the first track

## CREATING PLAYLISTS

- Select a music file to add to a new playlist.
- Tap and hold on the file until a shortcut menu pops up.
- Tap Add to playlist.
- Tap New.
- Enter the playlist name and tap Save.
- The playlist is created and the selected file is added to the playlist.

## MANAGING YOUR PLAYLISTS

- Tap Playlist from the Music Screen to view all playlists.
- Hold on the playlist you want to play or edit until a shortcut menu pops up.
- Tap Play to play the playlist.
- Tap Delete to delete the playlist.
- Tap Rename to edit the playlist name.

## SETTING A SONG AS RINGTONE

- Open the folder where the song you want to set as ringtone is.
- Hold on the song until a shortcut menu pops up.
- Select Use as ringtone.

### **TIPS**

You can also set a song as a ringtone when you are playing it by tapping Options > Use as ringtone.

## PLAY VIDEOS

Use Gallery or Video Player to view videos.

## GALLERY

Use Gallery to view pictures and play back videos. You can also set pictures as wallpaper, contact icons and share them with your friends.

## SOUND RECORDER

Sound Recorder enables you to record voice memos that you can also set as a ringtone.

Tap Home > Apps > Sound Recorder.

# GOOGLE APPLICATIONS

## SIGN IN OR CREATE YOUR GOOGLE ACCOUNT

Sign in to your Google Account to synchronise Gmail, Calendar, and Contacts between your phone and the web.

- Tap a Google application, such as Gmail or Play Store.
- Follow the instructions in the wizard and tap Next.
- Tap Sign in if you have a Google account.  
Enter your user name and password, and then tap Sign in.
- Tap Create if you do not have a Google account.

## USING GMAIL



Gmail is Google's web-based email service. Gmail is configured when you sign in to your Google account. Depending on your synchronisation settings, Gmail on your phone is automatically synchronised with your Gmail account on the web.

Tap Apps > Gmail to open.

## CREATE AND SEND AN EMAIL

- In the Inbox, press Menu and then tap Compose.
- Enter email address in the To field. If you are sending an email to several recipients, separate the email addresses with a comma. You can add as many message recipients as you want.
- Enter the email subject, and then compose your email.
- After composing your email, tap Send.

## USING GOOGLE CALENDAR

Tap Home > Apps > Calendar to use Google Calendar. You can use the calendar to schedule appointments, meetings and other events. Your appointments are displayed on the screen as they are scheduled. All appointments are synchronised to your Google account, which enables you to share your schedule, get your entire calendar on the go, and receive Email reminders for your upcoming events.

# SECURITY

## SET A SCREEN UNLOCK PATTERN, PIN, OR PASSWORD

Protect your phone from unauthorised use by creating a personal pattern, PIN or password. Use a pattern, PIN or password you can easily remember.

- Tap Home > Options > System settings > Security > Screen lock
- Choose from Swipe, Pattern, PIN or Password.
- Example for Pattern:
- Draw a pattern of your choice, tap Continue
- Draw the pattern again and tap Confirm.
- We recommend you register a Google account before setting your unlock pattern, PIN or Password. After five incorrect entries press Forgot Pattern to enter your Google account password to reset the screen lock.

## UNLOCK THE SCREEN WITH A PATTERN

- Press Power Key.
- Draw your pattern to unlock the screen. If you make a mistake you can try again up to five times.

If you forget the unlock pattern then after five attempts you can enter your Google account details to unlock your device.

## SET A SIM CARD PIN LOCK

- Set a PIN code on your SIM card to prevent others from using your account.
- The initial PIN code is provided by your service operator.
- Tap Options > System settings > Security > Set up SIM card lock.
- Select Lock SIM card. Enter the PIN and tap OK.

## CHANGE SIM PIN

Before changing the SIM PIN, you need to enable it.

# UPDATING YOUR DEVICE

Your phone can download and install Software updates.

Apps > System updates

The software update service checks an online server to see if any updates are available for your phone. If an update is available you can choose to download and install the update.

Downloading via Wi-Fi is highly recommended. Data usage charges will apply if downloading via mobile networks. International roaming data charges will apply for customers downloading the upgrade on a mobile network whilst travelling outside of Australia.

A firmware update will require a restart of your device.

## EXTERNAL ANTENNA PORT

Your phone provides an external RF antenna port for connecting to suitable patch leads and antennas. Only used approved ZTE patch leads as other generic leads can damage your device. The RF port can be damaged by rough use, excessive force, bending or twisting on the connector so always take care to insert and remove the connector correctly and gently.

The phone's internal antenna connects to the external RF port. Damage to the RF port can result in the internal antenna being disconnected which will render your device unusable. Physical damage to the external RF port is not covered under warranty.

## HEADPHONE AND USB CHARGING PORT

The headphone and the USB charging port are both internally waterproof. If the device is dropped in water it is possible for water to remain in the socket which may affect your device. In the event of device submersion, blow or tap any liquid out of the ports and leave in a warm place to dry for a few hours.

# TECHNICAL SPECIFICATIONS:

---

Size and Weight	142.9 × 71.9 × 12 mm.	163g with battery
Networks	4G LTE 700, 1800, 2600. 3G UMTS 850, 2100 MHz. 2G 900, 1800, 1900 MHz.	150M Down / 50M Up HSPA+ 42Mbps data
Display	TFT 4.7",HD 480 x 800, Capacitive touch. Corning Gorilla glass 3.	
Camera	13.0MP Rear, 5.0MP Front	
CPU & Memory	Quad core Snapdragon 1.2GHz CPU with 2GB RAM. 16GB ROM with approx 11GB storage. Expandable external storage microSD(HC) <sup>™</sup> up to 32GB	
IP RATING	IP67 waterproof to 1m depth for 30 minutes.	
Operating system	Android 5.0.2	
Battery	Capacity	2500mAh Li-ion non user replaceable
	Charge Time	3-4 hrs with AC Charger
	Standby time	390 hours (subject to network)

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Voice talk time	9 hours (subject to network)		
Connectivity	Bluetooth 4	Wi-fi 802.11b/g/n	3.5mm jack NAHJ
External RF	External RF antenna port		

## TROUBLESHOOTING

PLEASE CHECK THE MANUAL THOROUGHLY BEFORE CONTACTING YOUR SERVICE PROVIDER.

Symptom	Solution
How do I check the software version?	Menu > Settings > About phone > Build number
How do I reset to factory defaults?	Menu > Settings > Backup & reset > Factory data reset
How do I check the SMS service centre number?	Messages > Options > Settings
How do I configure the MMS Settings?	Messages > Options > Settings

<b>Symptom</b>	<b>Solution</b>
How do I configure Email settings?	Apps > Email, or Menu > Settings > Accounts
How do I copy Contacts to or from my SIM card?	Contacts > Options > Import/Export > Follow the directions on screen
How do I select Network mode?	Menu > Settings > More > Mobile Networks > Preferred network type
How do I manually select a carrier?	Menu > Settings > More > Mobile Networks > Network operators > Search networks
How do I enable USB tethering?	Menu > Settings > More > Tethering and Portable hotspot > USB tethering. (Connect as CDROM to install drivers)
How do I configure APN's	Menu > Settings > More > Mobile Networks > Access Point Names > Select + to add new APN
How do I enable Flight Mode?	Long press on the power key > Flight Mode

<b>Symptom</b>	<b>Solution</b>
How do I clear my Browser?	Chrome > Options > History> Clear Browsing Data
How do I check Call forwarding etc	Calls > Options > Settings > Call Settings > Call forwarding
How do I check for Software Updates?	Apps > System updates
How do I get more technical support?	Visit <a href="http://zte.com.au">zte.com.au</a> or call 1300 789 475 during office house AEST.
How do I change the Ringtone?	Menu > Settings > Sound & notifications > Phone ringtone
The battery discharges quickly	Possible network coverage issue. Check the signal level. With only 1 or 2 bars, the battery has to work harder to maintain network contact. Limit multi-media to save power. The battery may be worn out.
The handset turns on by itself.	An alarm or calendar event switches the handset on automatically.

<b>Symptom</b>	<b>Solution</b>
No incoming ring or alarm tone	Hold the power key to check the phone is not in silent mode. Check the ringtone and ring volume settings.
The handset switches off after charging.	The handset is charging in the off state. Press and hold the Red key to switch the handset ON.
I cannot charge the phone	Confirm the charger is properly inserted. Remove the battery, clean the contacts and check it is inserted correctly. The battery may be worn out. Tip: Charge the phone using the supplied USB cable.
I cannot connect to other Bluetooth devices	Turn Bluetooth on. Set visibility to Show. Make sure the pass-code is correct. Possible compatibility issues. Not all functionality is supported between different Bluetooth devices and standards.

<b>Symptom</b>	<b>Solution</b>
My data usage is excessive	Check Settings > Data usage to determine which apps are consuming your data. Google+ can use large amounts of backup data. Review under Google+ > Options > Settings

## ERROR MESSAGES

<b>Message</b>	<b>Solution</b>
No SIM Card	Check a valid SIM card is inserted. See the <i>Getting Started</i> section
Enter PIN code	You have set a SIM PIN. Please enter your SIM PIN code.
Enter PUK code	Contact your Service Provider to get the PUK code
Enter Unlock Code	Contact your Service Provider to obtain the network unlocking code.

# WARRANTY INFORMATION

**The warranty does not apply to defects or errors caused by:**

- (a) Normal wear and tear, mishandling, physical damage, improper installation.
- (b) Water, exposure to solvents or any other liquid damage while the port covers are open.
- (c) Any unauthorised disassembly, repair or modification.
- (d) Power surges, lightning, fire, flood or other natural events.
- (e) Use of the product with unauthorised third party products such as generic chargers.
- (f) Any other cause beyond the range of normal usage for products.
- (g) Physical damage to the antenna port, SIM slot or screen caused by improper use.

The End User shall have no right to reject, return, or receive a refund for any product under the above-mentioned situations. The End User's statutory rights are not excluded by these terms and conditions.

**Note:** Consult the warranty card for full information.

# SAFETY

## GENERAL STATEMENT ON RF ENERGY

The phone is a low-power radio transmitter and receiver. When switched on it intermittently transmits radio frequency (RF) energy (radio waves). The transmit power level is optimised for best performance and automatically reduces when there is good quality reception. Maximum power is only used at the edge of network coverage so under most circumstances the power output is very low. Under poor network conditions the phone transmits at a higher power, may get hot and have a shorter battery life.

## SPECIFIC ABSORPTION RATE (SAR)

The phone is designed not to exceed the limits for exposure to radio waves recommended by the ICNIRP. The limits include safety margins designed to assure the protection of all persons, regardless of age and health.

The guidelines measure the Specific Absorption Rate, or SAR. The SAR limit for mobile devices is 2W/Kg. This device has been tested and approved to be lower than the maximum allowed SAR value. The worst case SAR value for this device is 1.33W/Kg in the Body Position.

## PRODUCT SAFETY INFORMATION

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Please read all instructions before use



This device may produce bright or flashing lights



Do not use while driving



Do not dispose of in fire



Do not use while re-fuelling



Avoid contact with magnetic media



Small parts may be a choking hazard



Avoid Extreme Temperatures



This device may produce loud sounds



Avoid any contact with liquid, keep it dry



Keep away from pacemakers and other personal medical devices



Only use approved accessories

---



Obey warning signs in hospitals  
and medical facilities



Do not attempt to  
disassemble

---



Switch off when flying



Do not rely on this device  
for emergency  
communications

---



Switch off in explosive  
environments

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android™

# Quick Start Guide

English

Android 5.0, Lollipop

Digitized by Google

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Edition 1.0

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

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

If you don't have a Nexus or Google Play edition phone or tablet and are running Android 5.0 on some other device, some details of the system as described in this book may vary.

For comprehensive online help and support, including details about Nexus and Google Play edition hardware running the software described in this book and links to information about other Android devices, visit [support.google.com/android](http://support.google.com/android).

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# Welcome to Android

## About Android 5.0, Lollipop

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

This guide introduces the Android 5.0 software available on Nexus and Google Play edition mobile devices. For hardware details for these devices, such as how to insert a SIM card, specs, and so on, visit [support.google.com/android](http://support.google.com/android). There, you can find comprehensive information about all types of Android phones and tablets, including more details about Nexus and Google Play edition devices and other versions of Android.

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

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

# Android Auto, Android TV, and Android Wear

## Android Auto

Android Auto will be supported by most major car manufacturers starting with 2015 models. It allows you to plug in your phone to display your music, contacts, and messages on the car's built-in screen. With a simplified interface, integrated steering wheel controls, and powerful new voice actions, it's designed to minimize distraction so you can stay focused on the road. It's easy to get where you're going with free voice-guided navigation via Google Maps, live traffic information, lane guidance, and more.

For more information, visit [android.com/auto](http://android.com/auto).

## Android TV

Nexus Player (currently available on Google Play) and other set-top boxes and TVs coming on the market in 2015 let you watch all your Google Play movies & TV content using Android TV. The Android TV Remote Control app supports voice search and an on-screen keyboard, giving you full control of your TV from your phone or tablet. You can also browse personalized content recommendations from Google Play, YouTube, and your apps. Or use voice search to quickly find what you want: say "Back to the Future," "Oscar nominated movies from 2006" or "Brad Pitt movies," and let Android TV do the work.

For more information, visit [play.google.com/store/devices](http://play.google.com/store/devices).

## Android Wear

Android Wear watches from LG, Motorola, Sony, and other manufacturers connect your phone to your wrist. Pause, play, and skip music tracks or quickly respond to text messages using only your

watch. Android Wear organizes your information, suggests what you need, and shows it to you before you even ask. Get messages from your friends, meeting notifications, and weather updates at a glance.

For more information, visit [play.google.com/store/devices](http://play.google.com/store/devices).

## Set up your device

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

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

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

**TIP:** If you have another Android device, Tap & Go lets you quickly set up a new device just by tapping it to your other one. Any Google Accounts and apps that were already backed up will automatically be copied over to the new device.

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

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

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

For example, if you change a friend's phone number on your phone, that change also appears on your tablet and on any computers where you're signed in to your Google Account.

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

## Make yourself at home

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

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

- To open Quick Settings—frequently used settings—swipe down from the top of the screen twice with one finger or once with two fingers. See “Quick Settings” on page 7.
- To open  Settings, swipe down from the top of any screen with two fingers or swipe twice with one finger, then touch  in the top right.
- From the Home screen, touch Google at the top of the screen, or say “Ok Google” to search and start telling Google what to do.

## Send an SMS (text message) from your phone

To send an SMS from your Nexus 6 phone:

1. Touch  **Messenger** on your Home screen.
2. Touch  to create a new message.
3. At the top of the screen, enter a phone number or select a contact, then touch . Type your message, then touch .

For Nexus 4 and 5, you can get the Messenger app on Google Play. You can also use the default SMS app that comes on the phone—Hangouts on Nexus 5, the Messaging app on Nexus 4.

To change your default messaging app, go to  **Settings > Wireless & networks > More > Default SMS app**.

## Make a phone call



Using a Nexus or Google Play edition phone, you can place calls from the Phone app, the Contacts app, or other apps or widgets that display contact information. Wherever you see a phone number, you can usually touch it to dial.

To place a call to one of your contacts:

1. Touch  Phone on a Home or  All Apps screen.
2. To choose someone to call, scroll or search. If the keypad is in the way, touch the Back button to lower it.
3. To place a call, touch the contact's name.

To view recent calls, touch the Recents tab. To use the keypad, touch the  keypad.

**TIP:** On Nexus 4 and Nexus 5 only, Caller ID by Google identifies inbound and outbound numbers, even for callers not saved as contacts in the Contacts app.

For more details, visit [Use your phone](#).

## Make a video call



The Hangouts app lets you send and receive video calls. To open it, touch  Hangouts on a Home or  All Apps screen.

To start a video call:

1. Touch  Add at the top of the main Hangouts screen and start typing a name, email address, or phone number. Matching names and numbers from your contacts appear as you type.
2. Choose a name, then touch  Video at the top of the screen.

To adjust notification preferences and other settings, touch  **Menu > Settings**.

For more details, visit [Hangouts help](#).

## Send an email



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

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

## Status bar

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

## Quick Settings

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

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

- **Flashlight:**  Turn the flashlight on or off.
- **Display brightness:**  Slide to lower or increase the brightness of your screen.
- **Auto-rotate:**  Lock your device's orientation in portrait or landscape mode.

On a Nexus 5, Quick Settings look like this:



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

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

## Manage battery life

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

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

## Get around

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



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

## Nexus navigation buttons

At the bottom of most phone or tablet screens, no matter what you're doing, you'll always find the navigation bar with three buttons. On Nexus, it looks like this:



### Back

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



### Home

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

---

## Overview

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

---

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

## Google Play edition navigation buttons

Some Google Play edition devices have two or three buttons just below the screen. These could be physical buttons or buttons that only appear when you touch below the screen.

- **Menu:** This button opens options depending on the screen you're on.
- **Home:** Opens Home. If you're viewing a left or right Home screen, it opens the main Home screen. If you have set up Google Now, you can also touch & hold this button to open Google Now.
- **Back:** Opens the previous screen you were working in, even if it was in a different app. Once you back up to the Home screen, you can't go back any further in your history.

## Menus

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

## Organize your Home screens

On Nexus 5, 6, and 9:

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

To change the wallpaper:

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

To add an app icon to a Home screen:

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

To add a widget:

1. Touch & hold the background, then touch Widgets. On Nexus 4, 7, or 10, open **All Apps > Widgets**.
2. Swipe right to choose a widget, which provides a quick view or way to access information on your home screen, like a larger size clock or a view of information in your Google Play library.

To move an app or widget to another position:

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

## Touch & type

To select or activate something, touch it.

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

Other common gestures include:

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

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

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

## Help & support

For most Google apps, you can get to help and support from the  navigation menu. Other apps include a  Menu icon that you can touch.

This book introduces just a few of the key features and apps that come with Android 5.0. For more details about Android software and apps, Nexus and Google Play edition devices available on Google Play, and all forms of support, visit:

- [support.google.com/nexus](http://support.google.com/nexus)
- [support.google.com/playedition](http://support.google.com/playedition)

Google also welcomes feedback from you about your Nexus or Google Play edition device. It's easy to send your feedback. Just go to  **Settings** > **About phone (or About tablet)** > **Send feedback** about this device.

## Android version & updates

To check your version number or get the latest system update for a Nexus or Google Play edition phone, first go to  **Settings** > **System** > **About phone** or **About tablet**. Then look for these labels:

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

If you don't have a Nexus or Google Play edition phone or tablet and are running Android 5.0 on some other device, some details of the system as described in this book may vary.

For comprehensive online help and support, including details about Nexus and Google Play edition hardware running the software described in this book and links to information about other Android devices, visit [support.google.com/android](http://support.google.com/android).

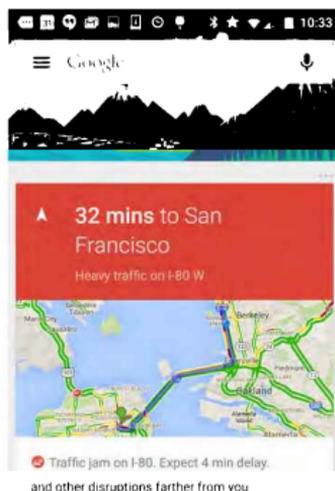
## 2

# Essentials

## Google Now

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

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



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

## How it works

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

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

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

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

To learn more about how Google Now uses your location and other information, visit About Google Now.

## Try it

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

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

To open Google Now after you turn it on, on Nexus 5, 6, and 9, swipe up from the Home button. Updates appear in the form of Google Now cards. When you don't need a card anymore, swipe it from left to right. Swiping from right to left returns you to the main Home screen.

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

**TIP:** On Nexus 4 and 7, to open Google Now, swipe to the leftmost Home screen.

To adjust the way certain cards get updated:

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

For more details, visit About Google Now. For a complete list of cards available, visit [google.com/now](http://google.com/now).

## What you can ask Google to do for you

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

To see other examples of what you can say, visit “Ok Google” and voice search. You can say most of these examples in English, French, German, Italian, Japanese, Korean, Russian, Spanish, and Brazilian Portuguese, but some examples aren’t available in every language.

If you want to say “Ok Google” in languages other than English, you also need to change the main language on your device. Visit [Change your language on Google](#).

## Turn “Ok Google” on or off

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

## Display

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

1. Go to  **Settings > Device > Display**.
2. Choose from the following settings. Some of these settings may vary by your device and version of Android. All can affect battery life. See “Manage battery life” on page 8 for more information.
  - **Brightness level:** Move the  slider to set the brightness level on your device.

- **Adaptive brightness:** Turn on adaptive brightness to automatically optimize the brightness level on your device based on the available light around you. Adaptive brightness is on by default. You can still adjust your brightness when needed.
- **Sleep:** Change how long it takes for your device's screen to go black when you're not using it. Learn more about Sleep Settings.
- **Daydream:** Set up screensavers that display photos, colorful backgrounds, and more when your device is charging or docked. Learn more about using Daydream.
- **Ambient display (Nexus 6 only):** Turn on ambient display if you want your phone to wake up when you pick it up or when a notification arrives.

## Sound and notification

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

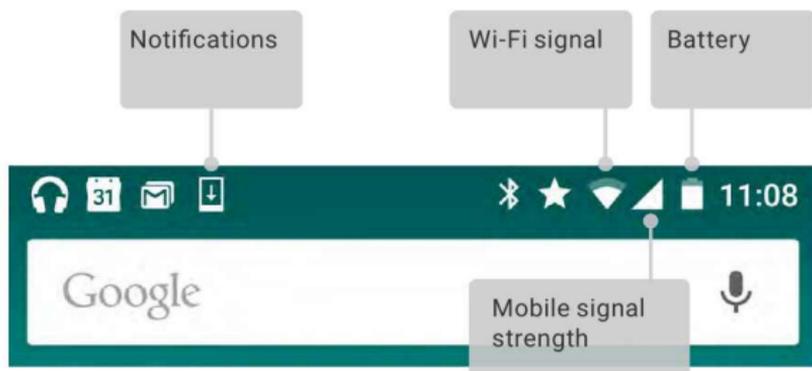
Notifications alert you to the arrival of new messages, calendar events, and alarms, as well as ongoing events, such as downloads:

- **Interruptions.** Prioritize sound notifications so they don't interrupt you. Touch the settings to turn phone call and message interruptions on or off. If you turn Messages notifications on, touch From to specify from whom you accept notifications (Anyone, Starred contacts or Contacts Only). In Downtime, select which days and times you allow for sound notifications.
- **When device is locked.** Manage whether notifications can be seen when your phone is locked, and whether sensitive content in a notification can be seen. Sensitive content includes things like the title of a song you downloaded, who sent you an

email, or the details of a calendar event. For more information, see Help Center.

- **App Notifications.** Modify the notification settings individually for apps such as Gmail. The setting under **When device is locked** will always take precedence over the setting for an individual app.
- **Notification access.** See which apps can access your notifications.

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



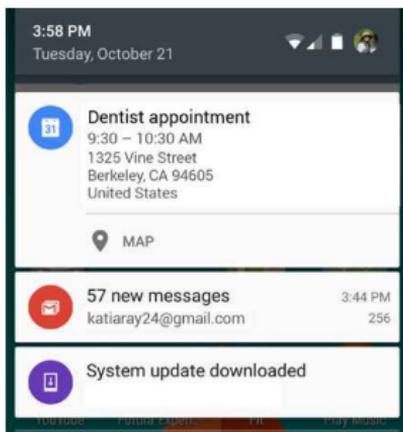
**TIP:** Wi-Fi and mobile signal strength are indicated at the top of the screen by white bars. To see whether the selected Wi-Fi network has a full Internet connection, open Quick Settings by swiping down with two fingers from the top of the screen.

In Quick Settings only, white bars in the Wi-Fi or mobile signal indicators indicate the signal strength of a normal Internet connection.

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

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

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



## Manage accounts on your device

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

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

### Add an account

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

or POP3, try IMAP first. Many email services use IMAP. Learn more about the differences between IMAP and POP3.

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

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

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

## Remove an account

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

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

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

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

## Share your device with other users

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

To add a new user, follow these steps:

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

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

## Switch users

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

## Remove a user

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

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

Other users can only delete their own space.

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

## Guest user

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

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

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

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

## Security

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

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



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

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

- **Quick Settings:** Slide down from the top of the screen to open Quick Settings without entering your password.
- **Camera:** Slide from right to left to open the Camera.
- **Access Dialer:** Slide from left to right to make a phone call. (First you have to enter your password.)
- **Emergency Calls:** Slide from left to right to make an emergency phone call without having to enter your password.

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

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

## Smart Lock

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

## Trusted devices and face matching

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

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

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

For more information on how to use these features, see Trusted devices and face matching.

## Screen pinning

You can enable your device to only show a certain app's screen using screen pinning. Screen pinning can be handy if you want to play a game without accidentally minimizing the app if you touch the Home button. Some apps may ask you if you want to use screen pinning.

When a screen is unpinned, you can choose to return to the screen where you enter your password or PIN.

To pin a screen:

1. Go to  **Settings > Security > Screen pinning** and turn screen pinning on.
2. Open an app.

3. Touch  Overview on your device. Swipe up the first screen on the bottom to bring it into view.
4. Touch  the pin. Here, you can select an option to return to the lock screen after a screen is unpinned.
5. To exit from the pinned screen, touch and hold  and  at the same time.

## Protect against harmful apps

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

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

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

For more information or to change the default behavior, visit Protect against harmful apps.

## Android Device Manager

If you lose your phone or tablet, the Android Device Manager can help you find its approximate location, make it ring, lock it, or erase its data.

These options are turned on by default. To view or change them, open the  Google Settings app (found in  All Apps) and touch **Android Device Manager**.

If you lose your device, go to Android Device Manager and follow the instructions.

## Android Beam

You can instantly send, or beam, a web page, a video, or other content from your screen to another device by bringing the devices together (typically back to back). In some apps, you can also start a beam from the Share menu.

**Before you begin:** Make sure both devices are unlocked, support Near Field Communication (NFC), and have both NFC and Android Beam turned on. To check, go to **Settings > Wireless & networks > More**. Also, make sure you know where the NFC area is on the back of both devices.

1. Open a screen that contains something you'd like to share, such as a webpage, YouTube video, or place page in Maps.
2. Move the back of your device toward the back of the other device. When the devices connect, you hear a sound, the image on your screen reduces in size, and you see the message **Touch to beam**.
3. Touch your screen anywhere. The other device displays the transferred content. Or, if the necessary app isn't installed, Google Play opens to a screen where your friend can download the app.



To turn on NFC, go to **Settings > Wireless & networks > More > NFC**.

To turn on Android Beam, go to **Settings > Wireless & networks > More > Android Beam**

## Tap & pay

When NFC is turned on, you can use the Tap & pay feature to pay for items just by touching your phone to a reader at a register. To manage your Tap & pay apps:

1. Go to **Settings > Device > Tap & pay**.
2. Touch an app to make it your default payment app.

If your device doesn't have a default payment app, such as Google Wallet, you can browse Google Play for other payment apps.

**IMPORTANT:** Tap & pay manages payment apps like Google Wallet. The Tap & pay setting doesn't apply to Android Beam and won't include certain apps, such as money transfer apps.

## Printing

With Android 5.0, you can preview and print the content of certain screens (such as web pages displayed in Chrome) to a printer on the same Wi-Fi network as your Android device.

Before you can print, you need a printing service installed on your device. To check what services are currently available, go to **Settings > System > Printing**.

From here, you can open each available service to turn it on or off, check which printers it makes available, add new printers, and adjust the service's settings.

To print a document, such as a webpage in Chrome:

1. Touch  **Menu > Print**.
2. In the dialog that appears, adjust settings such as printer, copies, orientation, and so on.
3. Touch Print.

## Chromecast

Chromecast is a small device that plugs into the back of your TV. It allows you to send videos and music straight from your phone or tablet to your TV. You can use Chromecast with apps like:

- YouTube
- Netflix
- Google Play Movies & TV
- Google Play Music
- Hulu Plus

To see more apps, visit [chromecast.com/apps](http://chromecast.com/apps).

When using Chromecast, make sure your phone or tablet is using the same Wi-Fi network as your Chromecast, and that Chromecast is selected as your TV's source input.

To display content from your phone or tablet on your TV:

1. Open the video or music in one of the apps listed above.
2. Touch  Cast.
3. Play the content as usual to stream it to your TV.

For more information, see Cast from apps to your TV.

## File storage

Android 5.0 makes it easy to store and browse through pictures, videos, and other files on your device and attach them to an email, Hangout message, and so on. You can also use stored images as your Home screen wallpaper.

For example, to attach an image to an email you're composing, touch the  Paper Clip in the top right and choose to either Attach file or Insert from Drive to select stored images in your Drive folder.

From here, you can view any of these sources:

- **Recent** shows you the photos or videos you've taken or opened most recently.
- **Drive** lets you attach any files stored in Google Drive.
- **Images** displays any photos, videos, or other images on your device.
- **Downloads** includes most files (excluding Play content) you've downloaded from emails or the Web
- **Photos** lets you browse all the images and videos that are on your device or have been uploaded to your Google account.



Use the Downloads app to view, reopen, or delete files you download from Gmail or other sources (excluding Google Play books, videos, magazines, and other media.)

In the Downloads app:

- Touch an item to open it.
- In your list of downloads, touch & hold an item to select it.  
Touch  Share and choose a sharing method from the list.  
Touch  to delete.

Google Play streams purchases and rentals via the Internet. So the purchases and rentals don't always occupy storage space when you play them. Although you can download content in Google Play apps to access offline, Google Play content never appears in Downloads.

## Screenshots

To take a screenshot from Nexus or Google Play edition devices:

1. Make sure the image you want to capture is displayed on the screen.
2. Press the Power and Volume down buttons simultaneously.

The screenshot is automatically saved in your Photos.

**TIP:** To easily share your screenshot via Gmail, Google+, and more, select your screenshot in Photos and touch the  at the bottom. Touch  Edit to modify. Touch  to delete. For Google Play edition devices, touch  Share.

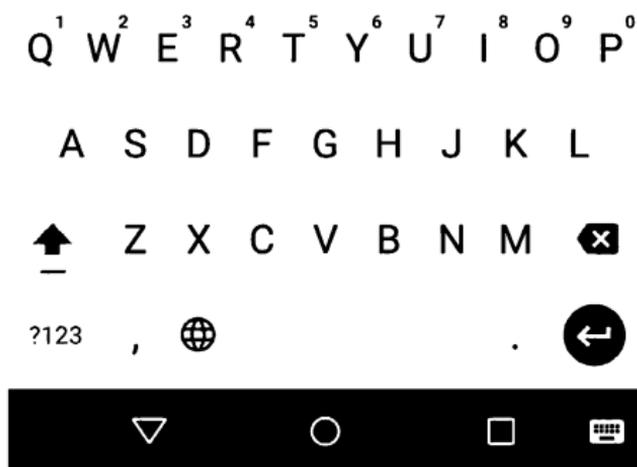
## 3

# Use the keyboard

**TIP:** To select a keyboard language other than English, go to **Settings, Personal > Language & input**. For more details, visit the [Keyboard help](#).

### Enter & edit text

Use the onscreen keyboard to enter text. Here's what it looks like on a Nexus phone:



Keyboards on tablets work in a similar way. To make the keyboard go away, touch the Back button below it.

Some apps open the keyboard automatically. In others, you first need to touch where you want to type.

## Basic editing

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<b>Change where you want to type</b>	Touch the cursor, then touch and drag the tab that appears below it to the new position.
<b>Select text</b>	Touch and hold or double-tap within the text.  The nearest word highlights, with a tab at each end of the selection. Drag the tabs to change the selection.
<b>Delete text</b>	Touch the  Delete key to delete the characters before the cursor or selected text.
<b>Type capital letters</b>	To switch to capital letters for one letter, touch the  Shift key once.  You can also touch and hold the  Shift key while you type or you can touch the  Shift key and slide to another key.  When you release the key, the lowercase letters reappear.
<b>Turn caps lock on</b>	Double-tap or touch and hold the  Shift key so that it changes to  . Touch the  Shift key again to return to lowercase.

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**Change word capitalization** If you want to quickly change the capitalization of a word you've already typed, you can select it and touch the  Shift key.

You'll have the option to select the capitalized word or the word in all capital letters.

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**Type a symbol or character** To switch to symbol keys for one word, touch the symbol key  once.

You can also touch and hold the symbol key  while you type or you can touch the symbol key  and slide to another key. When you release the key, the letter keys reappear.

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**View more symbols and characters** Touch and hold symbols or characters to get accented characters or additional symbols.

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**Cut, copy, paste** Select the text you want to cut or copy. Then touch the Cut button  or Copy button . To paste, touch the space where you want to paste your text and then touch **Paste**. If you want to replace other text with the text you copied, highlight the text, then touch the Paste button .

---

## Emoji

Use Google Keyboard to choose from a variety of small, colorful images used to express emotion (known as emoji) to add some fun to your messages.

Depending on your device, you may need to touch and hold the Return key and then slide your finger to the happy face to display emoji. On a tablet, just touch the emoji symbol at the lower right.

You'll see a panel like this. To move between categories, swipe left or right or touch the symbols in the top row. To type an emoji, touch it:



## Use next-word suggestions

1. Touch the location where you want to input text.
2. Start typing out a word. When the word you want is displayed in a list above the keyboard, touch it.
3. Continue to touch words unless the one you want doesn't appear. If so, type it.

Android continues to suggest words as you type.



To change your keyboard and input methods, go to **Settings > Personal > Language & input**.

To turn next-word suggestions on or off, go to **Settings > Personal > Language & input > Keyboard & input methods > Google Keyboard > Text correction > Next-word suggestions**.

## Gesture Typing

*Gesture Typing works best for English. Quality varies for other languages, and some don't support it yet.*

To input a word using Gesture Typing:

1. Touch the location where you want to type to open the keyboard.
2. Slide your finger slowly across the letters of the word you want to input.
3. Release your finger when the word you want is displayed in the floating preview or the middle of the suggestion strip. To select one of the other words in the suggestion strip, touch it.

If the word you want isn't shown while using Gesture Typing, you can type it out manually. If you gesture a word and want to change it, touch the word to see other choices in the suggestion strip.

**TIP:** If there are letters you want to emphasize, like repeated letters, such as the “e” in sleep, pause over the “e” slightly longer before moving on to the next letter.

### Use Gesture Typing without the space bar

When you use Gesture Typing, there's no need to use the space bar — just continue to slide your finger across the letters you want to input, then lift your finger to start the next word.



To change Gesture Typing settings, go to  **Settings > Language & input > Keyboard & input methods > Google Keyboard > Gesture Typing.**

## Keyboard dictionaries

To manage keyboard dictionaries, go to **⚙ Settings > Personal > Language & input**.

### Personal dictionary

You can add your own words to your personal dictionary so that your device remembers them. To add a word or phrase, including an optional shortcut, go to **⚙ Settings > Personal > Language & input > Google Keyboard > Text Correction > Personal dictionary** and the language of the dictionary you want to modify, then choose Add and type in the word. When you use the optional shortcut when typing, your word or phrase appears as an option in the suggested words above the keyboard.

### Add-on dictionaries

1. Go to **⚙ Settings > Personal > Language & input > Google Keyboard > Text Correction > Add-on dictionaries**.
2. You'll see dictionaries for other languages that you can download to your device.
3. Touch the dictionary you want, then **Install**.

## Type by speaking

You can speak to enter text in most places where you can enter text with the onscreen keyboard.

1. Touch a text field, or a location in the text you've already entered in a text field.
2. Touch the  Microphone key on the onscreen keyboard.
3. When you see the microphone image, speak what you want to type.

In some languages, you can also enter punctuation by speaking it, like "comma," "period," "question mark," "exclamation mark,"

or “exclamation point.” Supported languages include English, French, Italian, German, Spanish, and Russian.

To improve processing of your voice input, Google may record a few seconds of background noise in temporary memory at any time. This recording remains on the device only temporarily and is not sent to Google.



To change your speech settings, go to **Settings > Personal > Language & input**.

# 4

## Try some apps

### All Apps



To see all your apps, touch the  in the Favorites tray on any Home screen.

This is where you can see all your apps, including those that come with your phone and those you downloaded on Google Play. You can move app icons to any of your Home screens.

From All Apps, you can:

- **Move between screens.** Swipe left or right.
- **Open an app.** Touch its icon.
- **Place an app icon on a Home screen.** Touch & hold the app icon, slide your finger, and lift your finger to drop the icon into your desired Home screen.
- **Browse widgets.** Touch the Widgets tab at the top of any All Apps screen.
- **Get more apps.** Touch  Google Play in the list of app icons.

To remove an app icon from the Home screen without removing it permanently from your device, touch & hold it, slide your finger toward the top of the screen, and drop the app over  Remove.

To view info about an app from an All App screen, touch & hold it, slide your finger toward the top of the screen, and drop the app over  App Info.

**TIP:** Some apps can harm you or your device. However, you don't need to purchase anti-virus software for Nexus or Google Play edition devices. Google can verify apps to help prevent harmful software from being installed.

For more details, visit [Protect against harmful apps](#).

## Gmail



Use the Gmail app to read and write email from any mobile device. To open it, touch  Gmail on a Home or  All Apps screen.

Gmail isn't just about email. You can use your Gmail account to sign in to all Google apps and services, including these and many more:

- Google Now, for getting the information you need at just the right time
- Calendar
- People, for keeping track of your contacts
- Google Drive, for working with documents

While you're reading a message:

- Touch the icons along the top of the screen to archive, throw away, and mark as read. Touch  to mark a message as

unread. Look under the **⋮ Menu** to move, change labels, mute, print and do other actions to the email.

- Swipe left or right to read the previous or next conversation.

**Organize your conversations:** From the Inbox, touch & hold a conversation to select it. Then use the icons and menu along the top of the screen to manage the selected messages.

**To change your settings,** add an account, or get help, touch the menu icon or button.

No matter where you are in Gmail, you can always get back to the Inbox by touching the **Back** button at the top of the screen.

From the Inbox, touch **Menu** to open the drawer that reveals available accounts, labels, and so on.

For more information, visit [Gmail help](#).

**TIP:** You can access your email from other accounts, like Microsoft Exchange, in Gmail by adding the account in Gmail Settings.

### **To add a non-Gmail email account to Gmail:**

1. Go to **⚙ Settings > Personal > Accounts > Add account**.
2. Touch the type of account you want to add. You may be able to choose from choices like "Google," "Personal," or "Work."
3. Choose "Google" if you want to add your Google Account. When you sign in with a Google Account, all the email, contacts, Calendar events, and other data associated with that account are automatically synced with your device.
4. Follow the on-screen instructions to add the account.

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

1. Open the  Settings menu on your device.
2. Under “Personal,” touch “Accounts” and select your account. If you’re using a Google account, touch Google and then your account.

## Google Play



Google Play brings together all your favorite apps & games, movies & TV shows, books, music, and news & magazines in one place, so you can reach it from any of your devices.

To open the Google Play app, touch  Google Play.

If you purchased content on Google Play in the past, you’ll automatically have access to this content on any Android device – just make sure you’re signed in using the same account that you used to purchase it. To check:

1. Open the  Google Play app.
2. Touch  **Menu** at the top left.

From here, you can view the current account or switch to another, view your purchased apps, check your wish list, and so on.

To set preferences, clear your search history, and turn on user controls, go to  **Menu > Settings**. For example, to filter apps based on maturity level or require a PIN for purchases, touch **Content filtering** or **Require authentication for purchases**.

To find your content, open any of the Google Play apps from the  All Apps screen and touch  Menu.



## Google Play support

For more details about Google Play, including phone and email support options, visit [support.google.com/googleplay](http://support.google.com/googleplay).

## Camera



The Camera app lets you take photos, panoramic photos, videos, and immersive 360-degree photo sphere shots, including what's above and below you.

To open Camera:

- From the the lock screen, swipe from right to left.
- From the Home screen, touch  Camera.

The first time you open Camera, you may be asked if you want it to remember photo locations. This allows you, for example, to pinpoint the location of a particular photo with Google Maps.

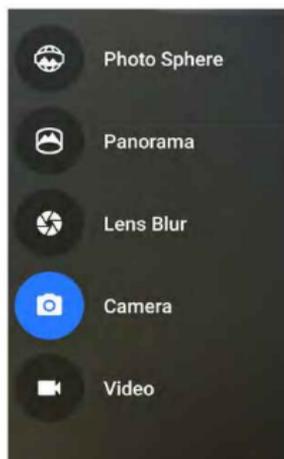
When you open Camera, you can choose from five different camera modes. To see the modes, swipe left to right.

The  Camera icon indicates Camera mode. To take a picture:

1. Frame your subject and watch for the focus ring.  
To focus on a different part of the image, touch it. To zoom in, pinch two fingers outwards. To zoom out, pinch two fingers inwards.
2. When the focus ring brackets disappear, touch the shutter button, which is the camera button.``
3. To see the image you just took, swipe from right to left. To see stored photos, touch  Photos in the top right. When viewing stored photos, touch  to share,  Edit to modify photos and  to delete.

Keep swiping to see other images in Photos.

To change to a different mode, swipe left to right to show the list of camera modes:



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<b>Photo Sphere</b>	To capture a 360-degree or wide angle shot, pan or tilt until the circle in the center of the screen moves over a blue dot and records that portion of the image. Keep moving over the dots until you're finished, then touch the check mark at the bottom of the screen.
<b>Panorama</b>	<p>Touch Panorama to begin taking a panoramic photo.</p> <p>Find your starting point, and touch the shutter to take the first picture in the panorama.</p> <p>To take the subsequent pictures, slowly swivel the phone in place to move the target icon over each gray dot until the dot turns blue.</p> <p>Keep hovering over the dots until all of them are blue and your image is complete. Then touch the check mark at the bottom of the screen.</p>
<b>Lens Blur</b>	Touch Lens Blur, then slowly raise the device following the arrow.
<b>Camera</b>	Touch Camera to take regular pictures.
<b>Video</b>	To start recording a video, touch the video button. Touch it again to stop.

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To change settings for each mode such as flash, exposure, and so on, touch the circle with the three dots at the bottom right of the framed image.

**TIP:** HDR+ on Nexus 5 and 6 automatically snaps a rapid burst of photos and combines them to give you the best possible single shot. To turn on HDR+, touch the ... at the lower right of the shutter and select **HDR+**.

For more details, visit Camera help.

## Photos



The Photos app gives you instant access to all your photos and videos associated with any Google Account set up on your phone or tablet. To open it, touch  Photos.

To open Photos from the:

- Camera app. Swipe from right to left.
- All Apps screen. Touch  Photos.

When you're signed into your device with your Google Account, the Photos app makes it easy to auto-backup all the photos and videos you take, organize them, and share with friends.

You can also browse, search, crop, edit, and tag photos, and create albums and movies.

Touch  **Menu** to:

- Switch to or from Google+.
- Organize and edit your photos and videos.
- Create and browse albums.
- Explore Auto Awesome animations, panoramas, or merged group shots created for you automatically.
- Browse photos of yourself.

For more details, visit Photos help.

## Contacts



The **Contacts** app gives you quick access to everyone you want to reach. To open it, touch the **Contacts** icon on a Home or All Apps screen.

When you first turn on your device and sign into a Google Account, existing contacts from that account are synced with your Contacts app. After that, your contacts stay in sync automatically on your different devices or a Web browser.

If you use Exchange, you can also sync that contact information with **Contacts**.

All your **Contacts** information is available from Gmail, Google Talk, and other apps. As you add contacts from different sources, they're synced automatically across all the places you need them.

When you open the **Contacts** app, you can:

- **View all contacts or favorites.** Choose from the top of the screen.
- **Add a contact.** Touch  Add Contact.
- **Read details.** Touch a name to see details for a contact or group.
- **Share the contact** or place a frequently used contact on the Home screen. Touch  Menu.
- **Edit details.** While viewing a contact, touch  Edit at the top of the screen to edit the contact's information.
- **Change your settings.** While viewing the main list screen, touch  Menu to import or export contacts, choose display options and add or edit accounts.

For more information, visit [Contacts help](#).

## Messenger



The Messenger app for sending SMS/text messages is available for devices running Android Lollipop, 5.0 or higher.

To read and respond to messages, follow these steps:

1. When you receive a new message, you'll get a notification on your device and a new message icon  will appear in your notification panel.
2. To open and read the message, touch the new message notification in the notifications panel.
3. To respond to a message, touch the Send message box and type your message.
4. To send, touch  **Send**.

To create and send a text message, follow these steps:

1. Go to  All Apps and touch  Messenger.
2. In the main Messenger screen, touch .
3. Enter a name from your contacts or a mobile phone number in the **To** field. To send a group text message, touch the  group icon in the **To** field and touch additional contacts or enter additional mobile phone numbers. .
  - Below the **To** field, you can choose from your frequent contacts by touching "Frequents" or your list of contacts by touching "All contacts."
  - If you're sending a group message, make sure you turn on group messaging in Messenger setting.
  - If you choose to enter a name or mobile number in the **To** field, matching contacts appear as you type, if any exist among your contacts. You can touch a suggested recipient or continue entering the phone number.
4. To write your message, touch the Send message box and type

your message. Learn more about using Google Keyboard and emoji. See “Use the keyboard” on page 34.

5. If you touch the  Back button while composing a message, it's saved as a draft in Messenger. Touch the conversation to resume composing it.
6. To send, touch  **Send**.

You can manage your messages, conversations, notifications, and contacts right from Messenger home screen. You can also change your sound, notification, and other settings.

### Delete messages

1. Open a conversation in Messenger.
2. Touch and hold the message you wish to delete.
3. When the “Message options” box appears, touch **Delete**.

### Delete conversations

1. While viewing your list of conversations in Messenger, touch and hold a conversation to select it.
2. To delete the conversation, touch  Trash in the top right corner of the screen.

### Manage conversations

From the Messenger home screen, touch and hold a conversation or a selection of conversations to take any of these actions:

- **Archive.** Touch  Archive to store the conversation.
- **Delete.** Touch  to delete the conversation from the Messenger app.
- **Turn notifications on or off.** Touch  Notification to turn notifications on or off for the conversation.
- **Add contact.** Touch  Add contact to add the conversation's contact to your list of contacts.

For more information, visit [Messenger help](#).

## Hangouts



With Hangouts, you can make video calls to anyone with a Google Account. You can share photos and your location with others. On some Nexus devices, Hangouts is also your default messaging app.

For more information about using Hangouts, visit [Hangouts help](#).

## Calendar



Use the Calendar app to view and edit your schedule. To open it, touch **Calendar** on a Home or All Apps screen.

When you first set up your Android device, you have a chance to configure it to use a Google Account (such as Gmail). The first time you open the Calendar app on your phone or tablet, it displays any existing calendar events from that Google Account on the web.

As you edit events, they're synced automatically across all the places you need them.

To change the Calendar view, touch the **☰ Menu** and choose **Schedule, Day**, or **Week** from the top of the screen.

From any of these views, you can:

- **Read or edit event details.** Touch an event to view its details.
- **Manage events and calendars.** Touch icons across the top of the screen or the menu to search or create events, return to today, or adjust settings.

To email everyone who is invited to an event, you have two options:

- Open the event from the Calendar app at any time and touch **Email guests**. You have a list of quick responses or you can write your own.
- When a notification of the event arrives just before the meeting starts, swipe down the notification shade. Then swipe using one finger to expand the notification if necessary, and touch **Email guests**.

For more information, visit [Calendar help](#).

# 5

## Settings



Settings controls the core Android settings for networks, hardware, location, security, language, accounts, etc.

The fastest way to adjust system settings that you access frequently, such as Wi-Fi or brightness, is through Quick Settings. See “Quick Settings” on page 7.

You can control many other settings for your device and account by swiping down from the top of the screen twice and touching . These are the main types of device or account settings available. Click the links to see related help articles.

- **Wireless & networks.** Wi-Fi, Bluetooth, data usage, Android Beam, and related settings.
- **Device.** Sound, battery, sleep, and other display settings.
- **Location.**
- **Language.**
- **Sync.**
- **Backup/reset options.**
- **Accounts.**
- **Security.** Passwords and certificates, screen lock, encryption, and app installation sources.
- **System.** Date, time, accessibility, and device information.

Most apps also include their own settings, typically available

from the ☰ menu on the upper left side of the app, or from the **☰ Menu > Settings**. On Google Play edition devices, settings may be in the Menu button.

Some useful settings are also available from the Google Settings app.



The Google Settings app let you adjust adjust preferences for commonly used Google apps and services in one place, including Google+, Location, Search, and the Android Device Manager.

To open Google Settings, touch the  in  All Apps.

From here, you can also:

- Control how interest-based Google ads are displayed in non-Google apps.
- Under Connected apps, you can view all the apps that have access to your Google Account information, including the type of access granted to each app.

# 6

## Accessibility

To use the accessibility options, open  **Settings > System > Accessibility**.

To view detailed information about setting up these options, visit [Android Accessibility](#). Options for people with visual impairments include the following:

**Captions:** You can turn on captions for your device and specify the language, text size, and style. For some apps, you have to turn on the captions in the app itself.

**TalkBack** is a screen reader from Google that comes with your Android phone. It uses spoken feedback to describe events, such as notifications, and the results of your actions, such as opening an app. When TalkBack is on, you have to double-tap in order to select something. TalkBack settings let you control the nature of TalkBack speech, feedback, and touch exploration (Explore by touch).

**Explore by touch** is a system feature that works with TalkBack, allowing you to touch your device's screen and hear what's under your finger via spoken feedback. It is helpful to people with low or no vision. In TalkBack settings, you can change the settings of Explore by touch, like managing gestures and how lists are scrolled.

**Display and sound accessibility** options include increasing the text size, changing the speed at which text is spoken, color inversion, color correction, and high contrast text.

If you have low vision and don't plan to use Explore by Touch, visit [support.google.com/android](https://support.google.com/android) to see Help content formatted for sighted users. You can make reading and navigating this material easier by increasing the text size – just open Chrome, go to **Menu > Settings > Accessibility**, and drag the slider to adjust the text size.

You can also try magnification gestures, which allow you to zoom in and out, as well as temporarily magnify what's under your finger. To try magnification gestures, go to **⚙ Settings > Accessibility > Magnification gestures**.