

ZTE

ZTE *BLADE* A3 L

User Guide

About This Guide

Thank you for choosing this ZTE mobile device. In order to keep your device in its best condition, please read this manual and keep it for future reference.

Copyright

Copyright © 2020 ZTE CORPORATION

All rights reserved.

No part of this publication may be quoted, reproduced, translated or used in any form or by any means, electronic or mechanical, including photocopying and microfilm, without the prior written permission of ZTE Corporation.

Notice

ZTE Corporation reserves the right to make modifications on print errors or update specifications in this manual without prior notice. This manual has been designed with the utmost care to ensure the accuracy of its content. However, all statements, information and recommendations contained therein do not constitute a warranty of any kind, either expressed or implied. Please refer to [For Your Safety](#) to be sure to use your phone properly and safely. We offer self-service for our smart terminal device users. Please visit the ZTE official website (at <http://www.ztedevices.com/>) for more information on self-service and supported product models. Information on the website takes precedence.

Disclaimer

ZTE Corporation expressly disclaims any liability for faults and damages caused by unauthorized modifications of the software.

Images and screenshots used in this manual may differ from the actual product. Content in this manual may differ from the actual product or software.

Trademarks

ZTE and the ZTE logos are trademarks of ZTE Corporation.

Android™ is a trademark of Google LLC.

The *Bluetooth*® word mark and logos are registered trademarks owned by the Bluetooth SIG, Inc. and any use of such marks by ZTE Corporation is under license.



microSDHC Logo is a trademark of SD-3C, LLC.

Other trademarks and trade names are those of their respective owners.

Version No.: R1.0

Edition Time: February 28, 2020

Contents

| | |
|---|-----------|
| Getting Started | 9 |
| Getting to Know Your Phone | 9 |
| Key Functions | 11 |
| Setting Up Your Phone..... | 12 |
| Charging the Battery | 14 |
| Powering Your Phone On/Off | 15 |
| Setting Up Your Phone for the First Time | 16 |
| Locking/Unlocking the Screen and Keys..... | 16 |
| Getting to Know the Home Screen..... | 17 |
| Personalizing | 20 |
| Changing the System Language | 20 |
| Setting the Date and Time | 20 |
| Changing the Ringtone, Notification Sound, and Alarm Sound..... | 21 |
| Turning System Sounds On/Off | 21 |
| Adjusting Volumes..... | 22 |
| Switching to Silent or Vibration Mode..... | 22 |
| Using Do Not Disturb Mode..... | 23 |
| Applying New Wallpapers..... | 24 |
| Changing the Screen Brightness | 25 |
| Protecting Your Phone With Screen Locks | 25 |
| Protecting Your Phone With Screen Pinning..... | 26 |
| Knowing the Basics | 28 |

| | |
|--|-----------|
| Monitoring the Phone Status..... | 28 |
| Managing Notifications..... | 29 |
| Organizing With Folders | 33 |
| Managing Shortcuts and Folders | 33 |
| Rearranging the Primary Shortcuts | 34 |
| Editing Text..... | 34 |
| Opening and Switching Apps..... | 35 |
| Uninstalling an Application | 36 |
| Connecting to Networks and Devices | 37 |
| Connecting to Mobile Networks..... | 37 |
| Connecting to Wi-Fi..... | 38 |
| Connecting to <i>Bluetooth</i> Devices | 40 |
| Connecting to Your Computer via USB..... | 42 |
| Using the microSDHC Card as Portable or Device Storage | 43 |
| Sharing Mobile Data Through Tethering..... | 47 |
| Phone Calls | 48 |
| Placing and Ending Voice Calls..... | 48 |
| Answering or Rejecting Voice Calls..... | 49 |
| Working With the Call History..... | 50 |
| Calling Your Contacts | 51 |
| Checking Voicemail | 52 |
| Using Options During a Call | 52 |
| Managing Multi-party Calls | 53 |
| Adjusting Your Call Settings | 55 |

| | |
|--|---------------|
| Contacts | 62 |
| Checking Contact Details..... | 62 |
| Adding a New Contact | 62 |
| Importing, Exporting, and Sharing Contacts | 63 |
| Working With Favorite Contacts | 65 |
| Managing Contacts With Labels | 65 |
| Searching for a Contact | 67 |
| Editing Contacts | 67 |
| Web Accounts | 70 |
| Adding or Removing Accounts | 70 |
| Configuring Account Sync | 71 |
| Gmail | 73 |
| Setting Up an Email Account | 73 |
| Checking Your Emails | 73 |
| Responding to an Email..... | 74 |
| Writing and Sending an Email | 75 |
| Editing or Removing Email Accounts..... | 76 |
| Changing General Email Settings | 77 |
| Messages..... | 78 |
| Opening the Messages Screen..... | 78 |
| Sending a Message | 78 |
| Replying to a Message | 79 |
| Forwarding a Message | 80 |
| Deleting Messages or Conversations..... | 80 |

| | |
|---|-----------|
| Web Browser..... | 81 |
| Opening the Browser | 81 |
| Using Multiple Browser Tabs | 82 |
| Downloading Files | 82 |
| Camera | 83 |
| Capturing a Photo | 83 |
| Using Manual Camera Mode..... | 85 |
| Recording a Video | 86 |
| Customizing Camera and Video Settings | 86 |
| Voice Recorder | 90 |
| Recording a Voice Memo | 90 |
| Playing a Voice Memo..... | 90 |
| Trimming a Voice Memo | 91 |
| More Apps | 92 |
| Calculator | 92 |
| Clock | 92 |
| Downloads..... | 94 |
| Google Apps | 94 |
| Settings..... | 96 |
| Network & Internet | 96 |
| Connected Devices..... | 98 |
| Apps & Notifications..... | 99 |
| Battery | 100 |
| Features | 101 |

| | |
|--|-----|
| Display | 101 |
| Sound | 101 |
| Storage..... | 101 |
| Security & Location..... | 102 |
| Accounts | 104 |
| Accessibility..... | 105 |
| Digital Wellbeing & Parental Controls..... | 105 |
| Google | 106 |
| System..... | 106 |

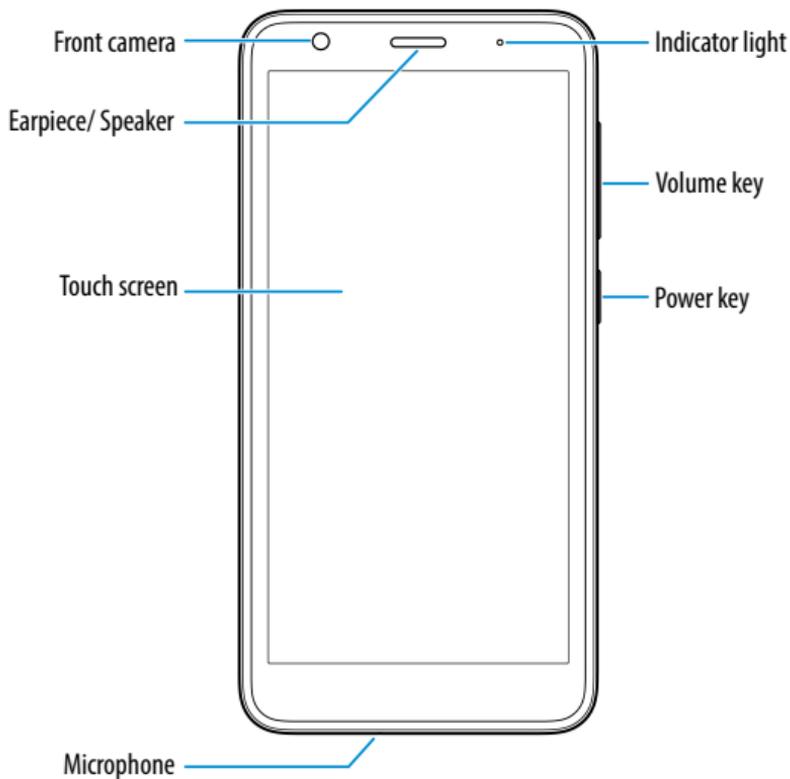
Troubleshooting..... 108

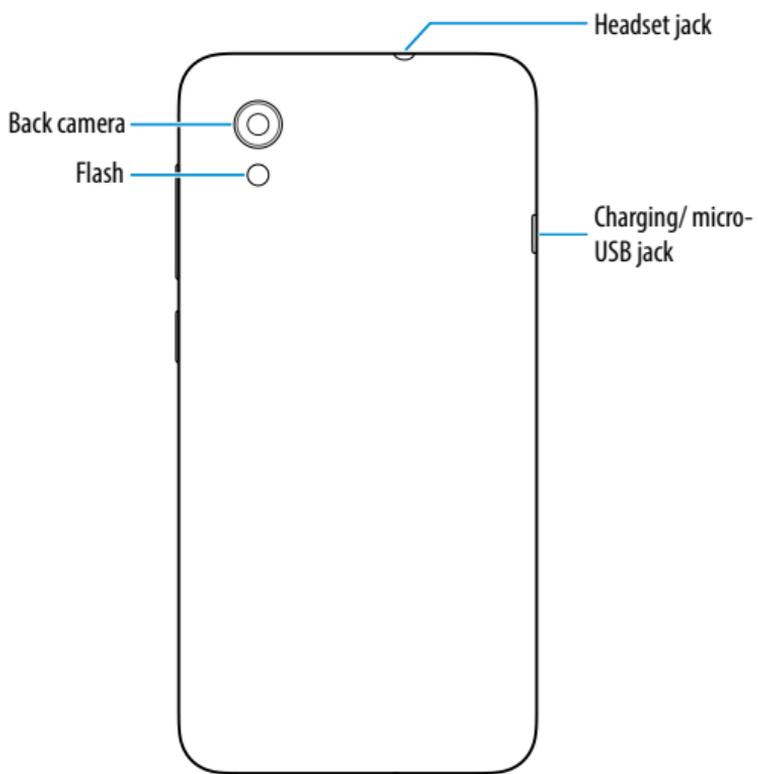
For Your Safety..... 113

| | |
|--|-----|
| General Safety | 113 |
| Radio Frequency (RF) Energy | 114 |
| FCC Regulations | 116 |
| ISED Notice | 117 |
| Hearing Aid Compatibility (HAC) Regulations for Mobile Phones | 118 |
| Distractions | 120 |
| Product Handling..... | 121 |
| Electrical Safety..... | 126 |
| Radio Frequency Interference | 126 |
| Explosive Environments | 128 |

Getting Started

Getting to Know Your Phone





Key Functions

| Key | Function |
|--|--|
| Power key | <ul style="list-style-type: none">• Press and hold to turn airplane mode on or off, restart, power off, or toggle sound, silence, and vibration.• Press to switch your phone to sleep mode or wake up your phone. |
| Volume key | Press or hold either end of the key to turn the volume up or down. |
|  (Home key) | <ul style="list-style-type: none">• Touch to return to the home screen from any application or screen.• Touch and hold to use the Google Assistant. |
|  (Recent apps key) | <ul style="list-style-type: none">• Touch to see recently used applications.• Touch twice to switch between the two most recent applications. |
|  (Back key) | Touch to go to the previous screen. |

NOTE:

You can exchange the position of the **Recent apps** key and the **Back** key. From the home screen, touch **Settings > Features > Navigation keys** to personalize the setting and see tutorial.

Setting Up Your Phone

The nano-SIM card can be installed or removed while the phone is turned on.

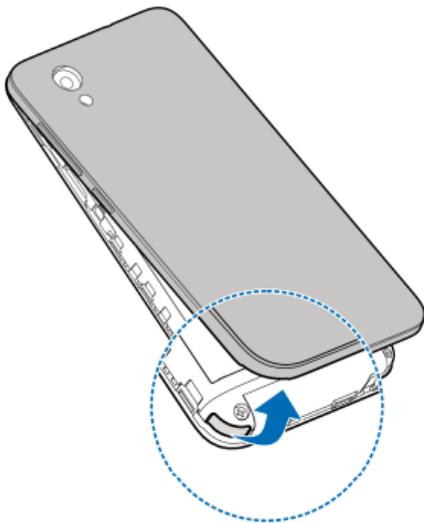
The microSDHC card can be installed and removed while the phone is turned on. Unmount the microSDHC card before removing it.

Power off before installing or removing the battery.

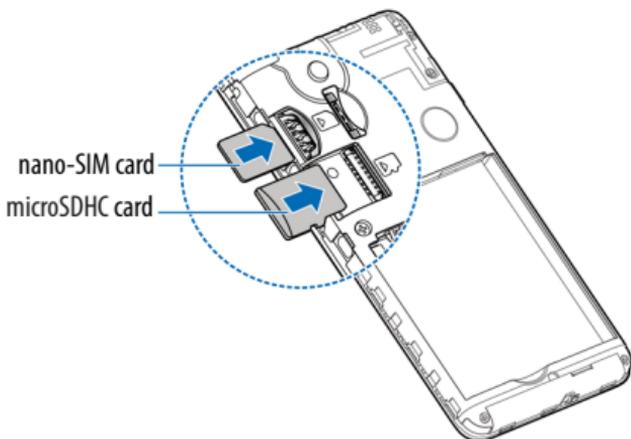
WARNING!

To avoid damage to the phone, do not use any other kind of SIM cards, or any non-standard nano-SIM card cut from a SIM card. You can get a standard nano-SIM card from your service provider.

1. Place your finger in the slot at the lower left of the back cover to lift and remove the cover.



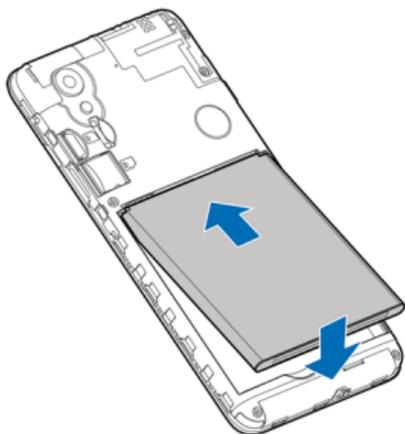
2. Hold your nano-SIM card and microSDHC card with the metal contacts facing down and slide them into their respective slots.



 **NOTE:**

Some applications may require a microSDHC card to work normally and/or may store data on the card. Therefore, it is recommended that you keep a microSDHC card installed and not remove or replace it randomly.

3. Insert the battery, making sure the gold contacts line up. Press down gently to secure.



4. Replace the cover over the back of the phone, and then press down along the edges to secure. Make sure there are no gaps.

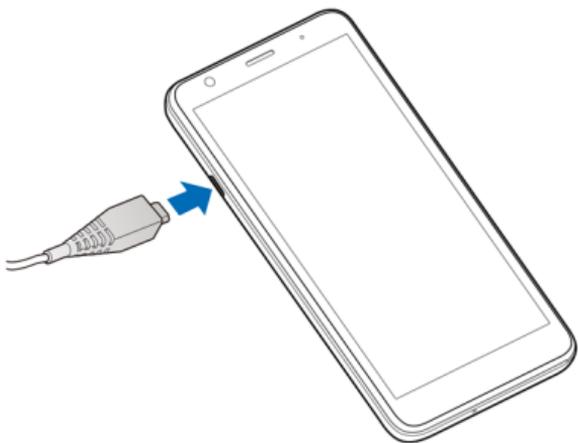
Charging the Battery

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

WARNING!

Use only ZTE-approved chargers and USB cables. The use of unapproved accessories could damage your phone or cause the battery to explode.

1. Connect the cable to the charging jack. Ensure that the cable is inserted in the correct direction.



2. Connect the charger to a standard AC power outlet. If the phone is on, you'll see a charging icon, such as  or , appear in the status bar.
3. Disconnect the charger when the battery is fully charged.

 **NOTE:**

If the battery is extremely low, you may be unable to power on the phone even when it is being charged. In this case, try again after charging the phone for at least 20 minutes. Contact customer service if you still cannot power on the phone after prolonged charging.

Powering Your Phone On/Off

- 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 and touch  > .

Setting Up Your Phone for the First Time

When you first power on your phone after you purchase it or reset it to factory settings (see [Reset Options](#)), you will need to set it up before using it. Select the language and then follow the prompts to set up your phone.

Locking/Unlocking the Screen and Keys

Your phone allows you to quickly lock the screen and keys (put the phone to Sleep mode) when not in use and also to turn the screen back on and unlock it when you need it.

Lock the Screen and Keys

To quickly turn the screen off and lock the keys, press the **Power** key.



NOTE:

To save battery power, the phone automatically turns off the screen after a certain period of time when you leave it idle. You will still be able to receive messages and calls while the phone screen is off.

Unlock the Screen and Keys

1. Press the **Power** key to turn the screen on.
2. Swipe up on the screen.

- or -

Swipe away from  at the bottom right of the screen to open the Camera app.

- or -

Swipe away from  at the bottom left to dial a phone call.

- or -

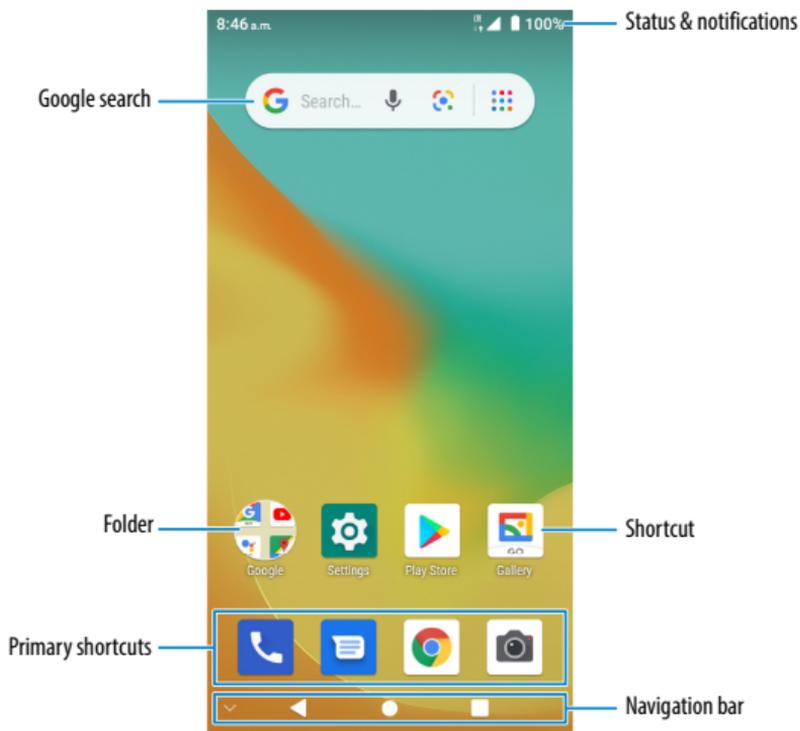
Double-tap a notification to open the related app.

 **NOTE:**

If you have set a pattern, a PIN, or a password as the screen lock, you'll need to unlock the screen by drawing the pattern or entering the PIN/password. See [Protecting Your Phone With Screen Locks](#).

Getting to Know the Home Screen

The home screen is the starting point for your phone's applications, functions, and menus. You can customize your home screen by adding shortcuts and folders.



Extended Home Screen Panels

Your home screen is extendable, providing more space for shortcuts and more. Swipe left or right to switch between home screen panels.

To add a new home screen panel:

1. Touch and hold a shortcut icon or folder on the home screen.
– or –
Swipe up on the home screen and touch and hold an app.
2. Drag the item to the right edge of the screen to create a new home screen panel and put the item on it.

Personalizing

Changing the System Language

1. From the home screen, touch **Settings > System > Languages & input > Languages**.
2. Touch and hold the language you need and drag it to the top to switch to that language.

To add a system language, touch **Add a language** and then the language you need.

Setting the Date and Time

1. From the home screen, touch **Settings > System > Date & time**.
2. Set the date, time, time zone, and time format.
 - ▶ To adjust the date and time automatically, touch to turn on **Automatic date & time**.
 - ▶ To adjust the date and time manually, touch to turn off **Automatic date & time** and touch **Set date / Set time** to change the date and time.
 - ▶ To adjust the time zone automatically, touch to turn on **Automatic time zone**.
 - ▶ To adjust the time zone manually, touch to turn off **Automatic time zone** and touch **Select time zone** to set the correct time zone.
 - ▶ To adjust the time format, touch to turn on/off **Use 24-hour format** or **Automatic 24-hour format**.

Changing the Ringtone, Notification Sound, and Alarm Sound

You can customize the default ringtone for incoming calls, the default notification sound, and the default alarm sound.

1. From the home screen, touch **Settings > Sound > Advanced**.
2. Touch **Phone ringtone**, **Default notification sound**, or **Default alarm sound**.
3. Scroll through the list and select the ringtone you'd like to use.
4. Touch **OK**.



NOTES:

- Many applications have their own notification sound settings.
- See [Set a Ringtone for a Contact](#) for how to assign a special ringtone to an individual contact.
- When selecting ringtones, touch **Add ringtone** to select an audio file in your phone or microSDHC card.

Turning System Sounds On/Off

1. From the home screen, touch **Settings > Sound > Advanced**.
2. In the **Other sounds and vibrations** section, touch the switches beside each option to turn it on or off.

Adjusting Volumes

1. From the home screen, touch **Settings** > **Sound**.
2. Drag the sliders below **Media volume**, **Call volume**, **Ring volume**, **Alarm volume**, and **Notification volume** to adjust the volume for each type of audio.

Switching to Silent or Vibration Mode

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

NOTE:

Silent and vibration modes will not silence your alarms.

- Press the **Volume** key and touch  or  to switch the phone to vibration or silent mode.

NOTE:

Press the **Volume** key and touch  to restore sound.

- From the home screen, touch **Settings** > **Sound** > **Notification mode** and select **Vibrate** or **Mute** to switch to vibration or silent mode.

NOTE:

Select **Ring** to restore sound.

- Swipe down from the top of the screen to open the notification panel and drag the panel downwards. Touch **Ring** or **Vibrate** to switch the phone to vibration or silent mode. See [Use Quick Settings](#).



NOTE:

Touch **Silent** to restore sound.

Using Do Not Disturb Mode

You can limit interruptions with Do Not Disturb mode. This mode silences your phone so that it doesn't make sounds or vibrate when you don't want it to.

Turn on Do Not Disturb Mode

1. Swipe down from the top of the screen with two fingers to access the Quick Settings panel.
2. Swipe left and right to find the “Do not disturb” icon and touch it.

Set Do Not Disturb Mode

1. From the home screen, touch **Settings > Sound > Do not disturb**.
2. Touch the following options as you need.
 - ▶ **Sound & vibration:** Turn on or off sound/vibration for listed items in Do Not Disturb mode.
 - ▶ **Notifications:** Set notification behavior in Do Not Disturb mode. You can block sound or visuals from notifications, or customize more restrictions. Note that critical notifications for phone activity and status cannot be blocked.
 - ▶ **Calls:** When Do Not Disturb is on, incoming calls are blocked. You can adjust settings to allow friends, family, or other contacts to reach you.

- ▶ **Messages, events & reminders:** When Do Not Disturb is on, messages, reminders, and events will be muted, except for the items you allow.
- ▶ **Duration:** Turn off Do Not Disturb automatically, manually, or set the duration each time you turn on Do Not Disturb mode.
- ▶ **Turn on automatically:** Use rules to turn on/off Do Not Disturb automatically. Touch an existing rule to set or use it, or touch **Add rule** to create new rules.

Applying New Wallpapers

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

1. Touch and hold an empty place on the home screen.
2. Touch **Wallpapers**.
3. Select a built-in wallpaper along the bottom, or touch **My photos** to select a picture on which you can pan and zoom to choose the area you need.
4. Touch **Set wallpaper**.
5. Choose where the wallpaper should be used by touching **Home screen**, **Lock screen**, or **Home screen and lock screen**.



NOTE:

You can also set the wallpaper by opening the **Settings** app and selecting **Display > Wallpaper**.

Changing the Screen Brightness

1. From the home screen, touch **Settings > Display > Brightness level**.
2. Drag the slider to manually adjust the screen brightness.

Protecting Your Phone With Screen Locks

You can protect your phone by creating a screen lock. When it is enabled, you can swipe up on the lock screen, and then draw a pattern or enter a numeric PIN or password to unlock the phone's screen and keys.

1. From the home screen, touch **Settings > Security & location > Screen lock**.
2. Touch **None, Swipe, Pattern, PIN, or Password**.
 - ▶ Touch **None** to disable screen lock protection.
 - ▶ Touch **Swipe** to enable screen lock and allow unlocking with a "swipe" gesture. You can unlock the screen by touching the display and sliding up.
 - ▶ Touch **Pattern** to create a pattern that you must draw to unlock the screen.
 - ▶ Touch **PIN or Password** to set a numeric PIN or a password that you must enter to unlock the screen.
3. For Pattern, PIN, or Password, choose whether to further protect your phone with secure start-up. When it is enabled, you must enter the pattern, PIN, or password when powering on the phone in order to use it normally.

4. For Pattern, PIN, or Password, select how you want notifications and their contents to show when the phone is locked, and then touch **DONE**.

 **NOTE:**

Remember the pattern, PIN, or password you set. Otherwise, you will have to contact the customer service to reflash the phone software to use the phone, and all data on your phone will be erased.

Protecting Your Phone With Screen Pinning

You can use the screen pinning feature to keep an app in view, so others cannot switch to other apps or access your personal information.

Turn On Screen Pinning

1. From the home screen, touch **Settings > Security & location > Advanced > Screen pinning**.
2. Touch the **On/Off** switch.
3. To automatically lock the phone after unpinning, switch on **Lock device when unpinning** and set up a screen lock.

If you have set a screen lock, you can switch on **Ask for unlock pattern/PIN/password before unpinning**.

Pin a Screen

1. Ensure that screen pinning is turned on.
2. Open the app you want to keep in view and then touch the **Recent apps** key to view recent apps.

3. Swipe up to find  on the bottom card.
4. Touch .

Unpin the Screen

1. To unpin the screen and return to normal use, touch and hold both the **Back** key and the **Recent apps** key.
2. If the screen is locked, swipe up on the lock screen and draw the pattern or enter the PIN/password.

Knowing the Basics

Monitoring the Phone Status

The status bar at the top of the home screen provides phone and service status icons on the right side. Below are some of the icons you may see.

| Indicator | What it means |
|---|------------------------|
|  | LTE connected |
|  | Mobile data in use |
|  | Do not disturb mode on |
|  | Vibration only mode on |
|  | Silent mode on |
|  | Battery low |
|  | Battery full |
|  | Battery charging |
|  | Alarm set |
|  | No signal |
|  | Signal strength |

| | |
|---|------------------------------|
|  | Airplane mode |
|  | Connected to a Wi-Fi network |
|  | Speaker on |
|  | Phone microphone off |
|  | Location service active |
|  | Wired headset connected |
|  | Data Saver on |

Managing Notifications

The status bar at the top of the home screen provides notification icons on the left. Below are some of the icons you may see.

| Indicator | What it means |
|---|------------------------------------|
|  | New message |
|  | New message(s) from the Gmail™ app |
|  | Missed call |
|  | Call in progress |

| | |
|---|----------------------------|
|  | Call on hold |
|  | Low battery |
|  | Upcoming event |
|  | New Wi-Fi network detected |
|  | Downloading/sending data |
|  | USB tethering on |

Open/Close the Notification Panel

Notifications report the arrival of new messages, calendar events, and alarms, as well as ongoing events. You can open the notification panel to view the details of notifications.

- To open the notification panel, swipe your finger down on the home screen or from the top of the screen.
- To close the notification panel, swipe your finger up on the screen or touch the **Back** key.

Respond to or Remove a Notification

In the notification panel, you can respond to a notification or remove the notifications. The notification panel also supports expandable notifications that let you perform additional actions right from the notification itself.

- To respond to a notification, touch it.
- Slide down with one finger to expand certain notifications. You can also swipe two fingers vertically or pinch-zoom to expand or collapse certain notifications, or touch  /  to expand or collapse certain notifications and bundled notifications.
- To remove a notification, swipe it left or right. If you want to handle it later, swipe slightly and touch  to set the snooze time.
- To remove all notifications, touch **CLEAR ALL** below all the notifications.
- To manage notifications you have received, touch and hold a notification and then choose to turn off this type of notification.

NOTE:

If you turn off notifications for an app, you may miss its important alerts and updates. Some notifications (such as those from the system) cannot be turned off.

Use Quick Settings

The Quick Settings make it convenient to view or change the most common settings for your phone.

Swipe down with two fingers from the top of the screen, or open the notification panel and drag the panel downward to view the Quick Settings. You can swipe left or right to find all Quick Settings tiles.

To turn on or off settings quickly:

From the Quick Settings panel, touch a tile to turn its feature on or off.

Touch and hold certain tiles to access more settings options. For example, touch and hold the Wi-Fi tile to open Wi-Fi settings.

To customize the quick settings panel:

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

Touch  below the panel and do one of the following:

- Touch and hold a tile and drag it to the position you want.
- Touch and hold a tile and drag it below “Drag here to remove” to hide it.
- In the **Hold and drag to add tiles** section, drag a tile up to show it in the Quick Settings panel.

Organizing With Folders

You can create folders on the home screen and add several shortcuts to a folder.

1. On the home screen, touch and hold a shortcut.
2. Drag the shortcut over another and release your finger. A new folder will be created and both shortcuts are added into the folder.
3. To add more shortcuts into the folder, touch and hold each shortcut and drag it over the folder before releasing it.

NOTES:

- To remove a shortcut from a folder, touch the folder to open it. Touch and hold the shortcut and drag it to the home screen.
- Touch the folder and then touch the name field to rename the folder.

Managing Shortcuts and Folders

Add Shortcuts

1. To add a shortcut, swipe up on the home screen.
2. Slide to browse the available applications.
3. Touch and hold an application icon and drag it to a home screen panel.

NOTE:

While holding the shortcut, you can drag it to the right edge of the screen to create a new home screen panel and put the item on it.

Move Shortcuts or Folders

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

Remove Shortcuts or Folders

1. Touch and hold a shortcut or folder on the home screen.
2. Drag it to  at the top.

Rearranging the Primary Shortcuts

The home screen includes a customizable primary shortcuts area near the bottom above the navigation bar. You can keep up to four items in the primary shortcuts area visible from all home screens. Drag shortcuts or folders in or out of the area to rearrange them.

Editing Text

- **Move the insertion point:** Touch where you want to type. The cursor blinks in the new position, and a tab appears below it. Drag the tab to move the cursor.
- **Select text:** Touch and hold or double-tap within the text. The nearest word highlights, with a tab at each end of the selection. Drag the tabs to change the selection.
- **Cut or copy:** Select the text you want to manipulate. Then touch **Cut** or **Copy** to cut or copy the text to the clipboard.
- **Replace text with the clipboard text:** Select the text you want to replace. Then touch **Paste**.

- **Insert clipboard text in the text field:** Touch the tab below the cursor. Then touch **Paste**.

Opening and Switching Apps

Open an App

1. Swipe up on the home screen.
2. Swipe up or down on the screen and touch an app to open it.

NOTES:

- Drag the slider on the right side of the screen to the initial letter of the app you need, or touch the search box at the top to search for apps.
- Some apps offer shortcuts to certain features. Touch and hold the app icon to get these shortcuts. You can also drag these shortcuts to the home screen as shortcut icons.

Switch Between Recently Opened Apps

1. Touch the **Recent apps** key. The apps you've used recently are displayed as a series of cards. Slide up and down to see all the cards.
2. Touch a card to open that app.

NOTES:

- You can swipe a card sideways to remove it from the screen, which will free up running memory on the phone. Touch **CLEAR ALL** to remove all cards.

- Touch the **Recent apps** key twice to switch to the most recent app you used.

Uninstalling an Application

1. Swipe up on the home screen.
2. Touch and hold an application icon and drag it to **Uninstall** at the top of the screen.
3. Touch **OK** to uninstall the app.



NOTE:

Some preinstalled apps cannot be uninstalled.

Connecting to Networks and Devices

Connecting to Mobile Networks

Control Mobile Data Use

1. From the home screen, touch **Settings > Network & Internet > Mobile network**.
2. Touch the **Mobile data** switch to enable or disable mobile data use.

Check Access Point Names

To connect to the Internet you can use the default Access Point Names (APN). From the home screen, touch **Settings > Network & Internet > Mobile network > Advanced > Access point names** to check the default APN.

NOTE:

To set the APN to default settings, touch  **> Reset to default**.

Select Network Operator

1. From the home screen, touch **Settings > Network & Internet > Mobile network > Advanced**.
2. Touch to turn off **Automatically select network**.
3. Wait for the phone to search for available networks and touch a network in the network list to register manually.

Connecting to Wi-Fi

Wi-Fi is a wireless networking technology that can provide Internet access at distances of up to 300 feet (100 meters), depending on the Wi-Fi router and your surroundings.

Turn Wi-Fi On and Connect to a Wi-Fi Network

1. From the home screen, touch **Settings** > **Network & Internet** > **Wi-Fi**.
2. Slide the **Use Wi-Fi** switch to the **On** position to turn on Wi-Fi.
3. Touch a network name to connect to it.
4. If the network is secured, enter the password and touch **CONNECT**.



NOTE:

Your phone automatically connects to previously used Wi-Fi networks when they are in range.

Get Notified of Open Networks

1. From the home screen, touch **Settings** > **Network & Internet** > **Wi-Fi**.
2. Touch **Wi-Fi preferences**.
3. Slide the **Open network notification** switch to the **On** position.

When Wi-Fi is on, you receive notifications in the status bar when your phone detects a high-quality public Wi-Fi network. Switch off this option to turn off notifications.

Add a Wi-Fi Network

You can add a Wi-Fi network if the network does not broadcast its name (SSID) or to add a Wi-Fi network when you are out of range.

To connect to a secured network, you first need to get the security details from the network's administrator.

1. From the home screen, touch **Settings > Network & Internet > Wi-Fi**.
2. Slide the **Use Wi-Fi** switch to the **On** position.
3. At the bottom of the available Wi-Fi networks, touch **Add network**.
4. Enter the network SSID (name). If necessary, enter security or other network configuration details.
5. Touch **SAVE**.

Forget a Wi-Fi Network

You can make your phone forget about the details of a Wi-Fi network that you added—for example, if you don't want the phone to connect to it automatically or if it is a network that you no longer use.

1. From the home screen, touch **Settings > Network & Internet > Wi-Fi**.
2. Touch **Saved networks**.
3. Touch the Wi-Fi network name and then touch **FORGET**.

Connecting to *Bluetooth* Devices

Bluetooth is a short-range wireless communication technology. Phones or other devices with *Bluetooth* capabilities can exchange information wirelessly within a few feet. The *Bluetooth* devices must be paired before the communication is performed.

Change the Device Name

1. From the home screen, touch **Settings** > **Connected devices** > **Connection preferences** > **Bluetooth**.
2. Slide the **Bluetooth** switch to the **On** position if *Bluetooth* is off.
3. Touch **Device name**.
4. Edit the name and touch **RENAME**.

Pair With Another *Bluetooth* Device

1. From the home screen, touch **Settings** > **Connected devices** > **Pair new device**.

Your phone automatically turns *Bluetooth* on and scans for and displays the IDs of all available *Bluetooth* devices in range.

2. Touch the device you want to pair with.
3. If necessary, confirm that the *Bluetooth* passkeys are the same between the two devices and touch **PAIR**. Alternatively, enter a *Bluetooth* passkey and touch **PAIR**.

Pairing is successfully completed when the other device accepts the connection or the same passkey is entered.

 **NOTE:**

The *Bluetooth* passkey may be fixed for certain devices, such as headsets and hands-free car kits. You can try entering 0000 or 1234 (the most common passkeys) or refer to the documents for that device.

Forget a *Bluetooth* Device

You can make your phone forget its pairing connection with another *Bluetooth* device. To connect to the device again, you need to search for it and enter or confirm a passkey again.

1. From the home screen, touch **Settings** > **Connected devices**.
2. Ensure that *Bluetooth* is turned on and touch **Previously connected devices**.
3. In the list of paired devices, touch  beside the *Bluetooth* device you want to forget.
4. Touch **FORGET** > **FORGET DEVICE**.

Send Data via *Bluetooth*

1. Open the appropriate application and select the file or item you want to share.
2. Select the option for sharing via *Bluetooth*. The method may vary by application and data type.
3. Touch a *Bluetooth* device the phone has paired with or wait for it to search for new devices and touch one of them.

Receive Data via *Bluetooth*

1. Turn *Bluetooth* on before trying to receive data via *Bluetooth*.
2. Touch **ACCEPT** to start receiving the data. If necessary, swipe down on the status bar, and touch **ACCEPT** on the *Bluetooth* sharing notification.

Depending on your storage setting and whether a microSDXC card is installed, received files are stored automatically in a dedicated folder (*bluetooth*, for instance). You can access them with the File Manager app.

Connecting to Your Computer via USB

You can connect your phone to a computer with a USB cable to transfer files in both directions, charge the phone, or install software to update or repair the phone.

Connect Your Phone to a Computer via USB

1. Connect your phone to the PC with a USB Type-C cable.
2. The **Use USB for** options menu will automatically open, and you can choose one of the following options.
 - ▶ **File transfer:** Transfer files between the phone and the computer.
 - ▶ **PTP:** Transfer photos or files if MTP (File Transfer) mode is not supported by the computer.
 - ▶ **Charge this device:** Charge your phone via USB.

- ▶ **Install driver:** Install the driver needed for some USB connection modes (such as File transfer). You only need to install the driver on the same PC once.



NOTE:

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

Disconnect Your Phone From the Computer

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

Using the microSDHC Card as Portable or Device Storage

You can use your microSDHC card as portable storage when there's already content such as your media and other files so that you don't lose them.

If your microSDHC card is new or doesn't have content you want to keep, you can also set it up as an extension of the device storage, and this requires formatting that prevents the microSDHC card from working with other devices.



CAUTION:

As part of the device storage, the microSDHC card may have data on it that is necessary for some apps to function normally. Therefore, do not remove or replace the card randomly.

Set Up the microSDHC Card as Portable Storage

When you install a microSDHC card that has not been used on your phone before, the phone will mount the card as portable storage by default.

To remove the microSDHC card from your phone:

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

1. From the home screen, touch **Settings > Storage**.
2. Touch ▲ next to the microSDHC card name in the Portable storage section.
3. When the screen prompts the card is safely ejected, you can remove it from the phone.

To erase and format the microSDHC card:

1. From the home screen, touch **Settings > Storage**.
2. Touch the microSDHC card name in the Portable storage section.
3. Touch **Format > FORMAT SD CARD**.
4. Touch **Done** when formatting is finished.

! CAUTION:

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

Set Up the microSDHC Card as Device Storage

If your microSDHC card is new or doesn't have content you want to keep, you can format the card and use it as part of the device storage. If you move the microSDHC card to another device, it'll be

formatted before it can be used.

1. From the home screen, touch **Settings > Storage**.
2. Touch the microSDHC card name in the Portable storage section.
3. Touch **Format as internal > FORMAT SD CARD**.

 **CAUTION:**

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

4. The phone will prompt you to move your photos, files and other data from the phone to the microSDHC card. Select **Move content** or **Move content later**. Follow the onscreen instructions to continue.
5. Touch **Done**.

To move data between the phone and the microSDHC card:

With the microSDHC card as part of the device storage, you can move your photos, files and other data between the phone and the card any time.

1. From the home screen, touch **Settings > Storage**.
2. To move data from the phone to the microSDHC card, touch the microSDHC card name; to move data from the card to the phone, touch **Internal shared storage**.
3. Touch  **> Migrate data**.
4. Touch **Move content**.
5. If prompted, touch **Done**.

 **NOTE:**

Whenever you move data between the phone and the microSDHC card, the destination is used to save new apps and personal data (such as photos and videos) and only the destination is accessible from a computer.

To remove the microSDHC card from your phone:

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

1. From the home screen, touch **Settings > Storage**.
2. Touch your microSDHC card name below **Device storage**.
3. Touch  > **Eject**.

 **NOTE:**

Before ejecting the card, ensure that you have moved data and apps to the phone.

4. Touch **EJECT**.
5. When the screen prompts the card is safely ejected, you can remove it from the phone.

To reformat the microSDHC card as portable storage:

If you no longer want to use your microSDHC card as device storage, you can reformat the card as portable storage.

 **NOTE:**

Before the formatting, ensure that you have moved data and apps to the phone.

1. From the home screen, touch **Settings > Storage**.
2. Touch your microSDHC card name below **Device storage**.

3. Touch  > **Format as portable.**
4. Touch **FORMAT.**
5. Touch **Done.**

 **CAUTION:**

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

Sharing Mobile Data Through Tethering

If your computer can obtain an Internet connection via USB cable or *Bluetooth*, you can configure your phone to share its mobile data connection with your computer.

 **NOTE:**

You cannot transfer files between your phone and your computer when the phone is USB tethered.

1. From the home screen, touch **Settings > Network & Internet > Hotspot & tethering.**
2. Touch **USB tethering** or **Bluetooth tethering.**
 - ▶ For USB tethering, connect your phone to the target device with the supplied USB cable before touching **USB tethering.**
 - ▶ For Bluetooth tethering, pair your phone with the other device via *Bluetooth* and set the device to obtain data connection via *Bluetooth.*

 **NOTE:**

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

Phone Calls

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

Placing and Ending Voice Calls

Place a Voice Call by Dialing

1. From the home screen, touch  > .
2. Enter the phone number or the contact name with the dialpad. Touch  to delete incorrect digits/letters.

 **NOTE:**

As you enter the phone number or the contact name, your phone searches for matching information in your contacts. If you see the number and contact you want to call, touch it to place the call immediately.

3. Touch  below the keypad to dial the call.

 **NOTES:**

- To make an international call, touch and hold the **0** key to enter the plus (+) symbol. Next, enter the country code followed by the city/area code and then the phone number.
- To redial the last call you made, open the dialpad, touch  and touch  again.

End a Call

During a call, touch  on the screen.

Answering or Rejecting Voice Calls

When you receive a voice call, the incoming call screen opens, displaying the Caller ID or the information about the caller that you've entered in the Contacts app. You can answer or reject the call, or reject it with a text message.

Answer a Voice Call

To answer an incoming call,

- If the phone screen is active, touch **ANSWER**.
- If the phone screen is locked, swipe up on the screen to answer the call.

NOTE:

To silence the ringer before answering the call, press the **Volume** key or the **Power** key.

Reject a Voice Call

To reject an incoming voice call:

- If the phone screen is active, touch **DECLINE** to reject the call, or touch **MESSAGE** to reject the call and send a message to the caller.
- If the phone screen is locked, swipe down on the screen to reject the call, or swipe away from  to reject the call and send a message to the caller.

NOTE:

To edit the preset text responses, open the **Phone** app and touch  > **Settings** > **Quick responses**.

Working With the Call History

The call history is a list of all the calls you've placed, received, or missed. It provides a convenient way to redial a number, return a call, or add a number to your Contacts.

To open the call history, open the **Phone** app and touch  > **Call history**.

Place a Call From the Call History

1. Open the call history.
2. Touch a number for more options about the call, or touch  beside it to call back.

NOTE:

You can touch **MISSED**, **INCOMING**, or **OUTGOING** to filter the records by call type.

Save a Call History Number to a Contact

1. Open the call history.
2. Touch the number.
3. To add the number to an existing contact, touch **Add to a contact** and select a contact in the list. To add a new contact, touch **Create new contact**.
4. Edit the contact information if necessary, and touch **SAVE**.

Take Other Actions on a Call History Entry

1. Open the call history.
2. Touch a number.
3. Touch an option.
 - ▶ Touch **Send a message** to send a message to the number.
 - ▶ Touch **Block number** to block calls and messages from the number.
 - ▶ Touch **Call details** to view more call information. You can also touch **Delete** to delete the entry, **Edit number before call** to edit the number in the dialer before calling it, or **Copy number** to copy the phone number to the clipboard.

NOTE:

You can touch  > **Clear call history** in the call history screen to delete all history records.

Calling Your Contacts

1. From the home screen, touch .
2. Touch  or  to find the contact you want to call. Your favorite contacts and frequently called contacts are displayed in the  tab.
3. Touch a contact in the  tab, or touch  beside a contact in the  tab.

Checking Voicemail

If you have set the phone to divert calls to voicemail, callers can leave voicemail messages when they cannot reach you. Here's how to check the messages they left.

1. From the home screen, touch  > .
2. Touch and hold the **1** key in the dialer. If prompted, enter your voicemail password.
3. Follow the voice prompts to listen to and manage your voicemail messages.

NOTE:

See [Set Voicemail](#) for how to set your voicemail service. For detailed information, please contact the service provider.

Using Options During a Call

During a call, you will see a number of on-screen options. Touch an option to select it.

NOTE:

Options availability depends on your network.

- Touch  to make another call separately from the first call, which is put on hold.
- Touch  to put the call on hold.
- Touch  to switch to the keypad when you need to enter a code (for example, the PIN for your voicemail or bank account) during the call.

- Touch  to go to **Contacts**.
- Touch  to mute or unmute your microphone.
- Touch  to turn the speakerphone on or off.

 **WARNING!**

Because of higher volume levels, do not place the phone near your ear during speakerphone use.

- Touch  to put the caller you are speaking to on hold, and switch to the other call that has been put on hold.
- Touch  to merge the separate calls into a single conference call.
- Touch  to end the current call.

Managing Multi-party Calls

When the call waiting and the conferences call feature are available, you can switch between two calls or set up a conference call.

 **NOTE:**

Options and interface will vary. The three-way call feature needs network support and may result in additional charges. Please contact your service provider for more information.

Switch Between Current Calls

When you're on a call, you can place/answer a second call without ending the first one.

To place the second call:

Once you have established the first call, touch  and dial the second number.

To answer the second call:

When you're on a call and another call comes in:

- Swipe up to answer the call. (This puts the first call on hold and answers the second call.)
- Swipe from  to answer the call. (This ends the first call and answers the second call.)
- Swipe down to reject the second call.
- Swipe from  to reject the second call and select a preset text message or write one to send to the caller.

To switch between two calls:

Touch .

Set Up a Conference Call

With this feature, you can talk to multiple people at the same time.

1. Place the first call.
2. Once you have established the connection, answer an incoming call or touch  and dial the second number.
3. When you're connected to the second party, touch .
4. If you need to add more parties, touch  to dial the numbers, and touch  to merge the calls one by one.

When a conference call is set up, you can touch  > **Manage conference** to see connected parties. Then you can end the call with a party by touching  or, when VoLTE is turned off, separate a caller from the conference to talk privately by touching .

To end the conference call, touch .

NOTES:

- The number of calls you can merge depends on your network. Contact your mobile service provider for more information.
- If one of the people you called hangs up during your call, you and the remaining caller stay connected. If you initiated the call and are the first to hang up, all callers are disconnected.

Adjusting Your Call Settings

You can configure a number of settings for the Phone application.

NOTE:

Some call options are usable only when these features are available, and some features require network support and may result in additional charges. Please contact your service provider for more information.

Set Contact Display Options

You can set the order of the contacts displayed in the  tab of the Phone app.

1. From the home screen, touch  >  > **Settings > Display options.**

2. Touch **Sort by** or **Name format** to set the order of the contacts and the format of the contact names.

Set Sound and Vibration

Set the sound and vibration for incoming calls as well as dialpad sounds.

1. From the home screen, touch  >  > **Settings > Sounds and vibration**.
2. Touch the option you want to configure.
 - ▶ Touch **Phone ringtone** to select the ringtone for incoming call notification.
 - ▶ Touch **Also vibrate for calls** to enable/disable vibration for incoming call notification.
 - ▶ Touch **Keypad tones** to play/mute sounds when you touch the dialpad keys.

Set Options for Answering and Ending Calls

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

1. From the home screen, touch  >  > **Settings > Answer and end calls**.
2. Touch **Power button ends call** or **Vibrate when call is answered**.

Set Speed Dials

You can touch and hold the 1~9 keys from the dialer to call the corresponding speed dial number.

The number 1 key is reserved to speed dial your voicemail.

To assign a speed dial key:

1. From the home screen, touch  >  > **Settings > Speed dial.**
2. Touch a speed dial entry.
3. Touch a contact from the contact list.

Edit Quick Response to Rejected Callers

1. From the home screen, touch  >  > **Settings > Quick responses.**
2. Touch a text message to edit it.
3. Touch **OK** to save the message.

Use Fixed Dialing Numbers

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

1. From the home screen, touch  >  > **Settings > Call settings > Fixed dialing numbers.**
2. Select the following options you need:
 - ▶ **Enable FDN:** Input the PIN2 code to enable the FDN feature.
 - ▶ **Change PIN2:** Change the PIN2 code for FDN access.
 - ▶ **FDN list:** Manage the FDN list.

NOTE:

The PIN2 code is provided by your service provider. Entering an incorrect PIN2 code more times than allowed can get your nano-SIM card locked. Contact your mobile service provider for assistance.

Forward Incoming Calls

The call forwarding feature allows you to forward your incoming calls to another phone number.

1. From the home screen, touch  >  > **Settings > Call settings > Call forwarding.**
2. Touch an available option to enable or disable it.

Block Certain Types of Calls

If the call barring feature is available, you can use it to forbid certain types of calls. For example, you may forbid international roaming calls to avoid roaming charges.

1. From the home screen, touch  >  > **Settings > Call settings > Call barring.**
2. Select a call type to forbid or allow that type of calls. You can also deactivate all call barring settings or change the call barring password.

Use Call Waiting

Call Waiting can notify you of new incoming calls during a call.

1. From the home screen, touch  >  > **Settings > Call settings > Call waiting.**

2. Touch Call waiting to enable or disable this feature.

 **NOTE:**

Please contact your service provider to check whether the Call waiting feature is available.

Set Caller ID

Choose whether your number is displayed when someone receives your outgoing call.

1. From the home screen, touch  >  > **Settings > Call settings > Additional settings.**
2. Touch **Caller ID** and select an option.

Block Certain Numbers

The call blocking feature allows you to forbid calls and messages from certain numbers.

1. From the home screen, touch  >  > **Settings > Blocked numbers.**
2. Touch **ADD A NUMBER.**
3. Enter a phone number or touch  to select one from the contact list.
4. Touch **BLOCK.**

 **NOTE:**

To unblock a number, touch  next to the number and touch **UNBLOCK.**

Set Voicemail

1. From the home screen, touch  >  > **Settings**.
2. Touch **Voicemail** > **Advanced Settings** to select the voicemail service provider or view the voicemail number.

Set TTY Mode

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

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

Set Hearing Aids

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

1. From the home screen, touch  >  > **Settings** > **Accessibility**.
2. Touch **Hearing aids** to turn on/off hearing aid compatibility.

CAUTION:

Do not turn on the Hearing aids option unless you use a hearing aid with a telecoil. Using this setting without a hearing aid or with a hearing aid without a telecoil may be harmful to your hearing.

Contacts

You can add contacts on your phone and synchronize them with the contacts in your Google account or other accounts that support contact syncing.

To see your contacts, swipe up on the home screen and touch **Contacts**.

Checking Contact Details

1. Swipe up on the home screen and touch **Contacts**.
2. Scroll through the list to view all your contacts.
3. Touch a contact to view its details.

Adding a New Contact

1. Swipe up on the home screen and touch **Contacts**.
2. Touch  to add a new contact.
3. Enter the contact name, phone numbers, and email addresses. Touch **More fields** to enter other information. If you have multiple account types associated with your phone, touch **Saving to** and select an account. If a sync account is selected, the contacts can be synced automatically with the account online.
4. Touch **SAVE** to save the contact.

Importing, Exporting, and Sharing Contacts

You can import/export contacts from/to the nano-SIM card, the phone storage or the microSDHC card. This is especially useful when you need to transfer contacts between different devices. You can also quickly share your contacts using *Bluetooth*, Gmail, or Messages.

Import Contacts From the nano-SIM Card

1. Swipe up on the home screen and touch **Contacts**.
2. Touch  > **Settings** > **Import** > **Import from [nano-SIM card name]**.
3. If prompted, select the account the contacts will be imported to.
4. Check the contacts you need and then touch .

Import Contacts From the microSDHC Card or Phone Storage

1. Swipe up on the home screen and touch **Contacts**.
2. Touch  > **Settings** > **Import** > **.vcf file**.
3. If prompted, select the account the contacts will be imported to.
4. Navigate to the folder where the file is and touch the file.

Export Contacts to the nano-SIM Card

1. Swipe up on the home screen and touch **Contacts**.
2. Touch  > **Settings** > **Export** > **Export to SIM card**.
3. Check the contacts you need and then touch .

Export Contacts to the microSDHC Card or Phone Storage

1. Swipe up on the home screen and touch **Contacts**.
2. Touch  > **Settings** > **Export** > **Export to .vcf file**.
3. The phone will prompt you with the name of the vCard file. You can change the default name or touch  to change the directory that the file will be saved to.
4. Touch **SAVE** to create the file.

Share Contacts

1. Swipe up on the home screen and touch **Contacts**.
2. Touch  > **Settings** > **Export** > **Share all contacts**.
3. Open the notification panel and touch **Finished exporting contacts**.
4. Choose how to share the contacts. The options available depend on the applications and services installed.

NOTE:

To share a few selected contacts, touch and hold one in the contact list and then touch the other ones you need. After the selection, touch  and choose how to share them.

Working With Favorite Contacts

You can mark contacts as favorite to put them at the top of the contacts list.

Add a Contact to Favorites

1. Swipe up on the home screen and touch **Contacts**.
2. Touch a contact and then touch  at the top of the screen.

Remove a Contact From Favorites

1. Swipe up on the home screen and touch **Contacts**.
2. Touch a favorite contact and then touch .

Managing Contacts With Labels

View Your Contact Labels

1. Swipe up on the home screen and touch **Contacts**.
2. Touch  to view existing contact labels in the Labels section.
3. Touch a label to view contacts with that label.

NOTE:

To send a message or an email to all contacts with the label, touch the label and touch  > **Send message / Send email**. Or touch the label and touch  > **Multi-select**, check the contacts you need, and touch  > **Send message / Send email**.

Set Up a New Label

1. Swipe up on the home screen and touch **Contacts**.
2. Touch  > **Create label**.
3. Enter the label name and touch **OK**.
4. Touch **ADD CONTACTS** or  and select the contact you wish to add the label to. To add multiple contacts, touch and hold one contact to select it. Then touch the others contacts and touch **ADD**.

Delete a Label

1. Swipe up on the home screen and touch **Contacts**.
2. Touch  and then touch a label.
3. Touch  > **Delete label**.
4. Touch **OK**. The contacts themselves will not be deleted.

Edit a Label

1. Swipe up on the home screen and touch **Contacts**.
2. Touch  and then touch a label.

3. Touch  > **Remove contacts** or **Rename label**.
4. Touch  to remove the corresponding contact from the label, or edit the label name and touch **OK**.

Searching for a Contact

1. Swipe up on the home screen and touch **Contacts**.
2. Touch  to search.
3. Enter the contact name or other information (such as phone number) you want to search for. The contacts matched will be listed.

Editing Contacts

Edit Contact Details

1. Swipe up on the home screen and touch **Contacts**.
2. Touch a contact and then touch .
3. Edit the contact and touch **SAVE**.

Set a Ringtone for a Contact

Assign a special ringtone to a contact, so you know who is calling when you hear the ringtone.

1. Swipe up on the home screen and touch **Contacts**.
2. Touch a contact you want to set a ringtone for, and then touch

 > **More fields** > **Default ringtone.**

3. Select a ringtone you like and touch **OK**.
4. Touch **SAVE**.

 **NOTE:**

When selecting ringtones, touch **Add ringtone** to select an audio file in your phone or microSDXC card.

Delete Contacts

1. Swipe up on the home screen and touch **Contacts**.
2. Touch and hold the contact you want to remove.
3. Check more contacts if needed, and then touch  > **Delete** > **OK**.

Link Contacts

If there are duplicate entries for the same person in your contacts, you can merge all the separate information of a contact into one entry in the Contacts list.

1. Swipe up on the home screen and touch **Contacts**.
2. Touch and hold a contact to select it.
3. Touch to select the duplicate contact(s).
4. Touch  > **Link**.
5. Touch **LINK** to confirm. All selected contacts are merged into one entry in the contacts list.

Separate Contact Information

If contact information was linked in error, you can separate the information back into individual contacts on your phone.

1. Swipe up on the home screen and touch **Contacts**.
2. Touch a linked contact you want to separate.
3. Touch  > **View linked contacts** > **UNLINK**.
4. Touch **UNLINK** to confirm.

Web Accounts

Adding or Removing Accounts

You can add multiple Google accounts, Microsoft Exchange ActiveSync® accounts, and other kinds of accounts, depending on the apps installed on your phone.

Add an Account

1. From the home screen, touch **Settings > Accounts > Add account**.
2. Touch the type of account you want to add.
3. Follow the on-screen steps to enter the information about the account. Most accounts require a username and password, but the details may vary. You may also need to obtain some information from IT support or your system administrator.

When the account is successfully added, it is displayed in the Accounts menu in Settings.

Remove an Account

Removing an account will delete it and all information associated with it, such as emails and contacts, from your phone.

1. From the home screen, touch **Settings > Accounts**.
2. Touch the account you'd like to remove.
3. Touch **REMOVE ACCOUNT > REMOVE ACCOUNT**.

Configuring Account Sync

Configure Auto Sync Setting

1. From the home screen, touch **Settings > Accounts**.
2. Touch **Automatically sync data** to enable or disable automatic sync.
3. Touch **OK**.
 - ▶ When automatic sync is turned on, changes you make to information on your phone or on the web are automatically synced with each other.
 - ▶ When automatic sync is turned off, you need to sync manually to collect emails, updates, or other recent information.

Sync Manually

1. From the home screen, touch **Settings > Accounts**.
2. Touch the account you want to sync.
3. Touch **Account sync >  > Sync now**.

Change an Account's Sync Settings

1. From the home screen, touch **Settings > Accounts**.
2. Touch the account.
3. Touch **Account sync**. The Account sync screen appears, showing a list of information the account can sync.

4. When auto sync data is enabled, switch items on or off as you need. The enabled types of information will be kept in sync automatically between the phone and the web. When auto sync data is disabled, touch a listing to sync that type of information between the phone and the web.

Gmail

Swipe up on the home screen and touch **Gmail**. Use it to read and send emails from Microsoft Exchange ActiveSync, Gmail, Yahoo!®, and more.

Setting Up an Email Account

1. Swipe up on the home screen and touch **Gmail**.
2. Touch **Add an email address** and select an email server.
3. Enter the email address and password. Touch **NEXT** as prompted. The phone will try to retrieve the server parameters automatically. You can also enter these details manually by touching **MANUAL SETUP** if automatic setup fails.
4. Follow the on-screen instructions to finish the setup.

When the account is successfully added, it is displayed in the email account list. You can touch **Add another email address** below the list to add more email accounts.

Checking Your Emails

Swipe up on the home screen and touch **Gmail > TAKE ME TO GMAIL** to view your emails. If you have added different accounts, touch  and the account at the top to switch accounts.

Your phone can automatically check for new emails at the interval you set when setting up the account. You can also check new emails manually by dragging down on the message list. Touch **LOAD MORE**

at the bottom of the email list to download earlier messages.

You can adjust how often your account downloads new emails. From your inbox, touch  > **Settings** > name of the account > **Sync frequency**. Touch an option to select it.

Responding to an Email

You can reply to or forward an email that you receive. You can also delete emails and manage them in other ways.

Reply to or Forward an Email

1. Open the email you want to reply to or forward from the Inbox.
2. Choose one of the following:
 - ▶ To reply to the sender, touch .
 - ▶ To reply to the sender and all recipients of the original message, touch  or  > **Reply all**.
 - ▶ To forward the email to someone else, touch  or  > **Forward**.
3. Edit your message and touch .

Mark an Email as Unread

You can return a read email to the unread state—for example, to remind yourself to read it again later. You can also mark a batch of emails as unread.

- While reading a message, touch .
- While in a message list (for instance, the inbox), touch the sender icon on the left and then touch .

Delete an Email

You can delete an email from its folder. You can also delete a batch of emails.

- While reading a message, touch .
- While in a message list (for instance, the Inbox), touch the sender icon on the left and then touch .

NOTE:

If you accidentally delete an email, touch **UNDO** to retrieve it.

Writing and Sending an Email

1. Open your email Inbox and touch .

NOTE:

If you have more than one email account added on the phone, touch the **From** field to select the account you want to use for sending the message.

2. Enter a contact name or email address in the **To** field. Enter a comma, a semi-colon, or a space to separate each recipient.

 **NOTE:**

To send a carbon copy or blind carbon copy to other recipients, touch  beside the **To** field to open the Cc/Bcc fields and enter the contact names or email addresses.

3. Enter the email subject and compose the email text.
4. Touch  to add audio files, images, videos, and other types of files as attachments.
5. Touch  near the top right of the screen to send the message.

Editing or Removing Email Accounts

Edit an Email Account

You can change a number of settings for an account. The options you can configure depend on the type of account.

1. Open the Gmail app.
2. Touch  > **Settings** and touch the account whose settings you want to change.
3. Make the changes you want and touch  or the **Back** key when you finish.

Remove an Email Account

Email accounts you have added are displayed in the Accounts menu in the Settings app. Remove them the same way as removing any web accounts. See [Remove an Account](#).

Changing General Email Settings

General settings apply to all email accounts you add.

1. Open the Gmail app.
2. Touch  > **Settings** > **General settings**.
3. Make the changes you want and touch  or the **Back** key when you finish.

Messages

You can use Messages to exchange text messages (SMS), multimedia messages (MMS), and chat messages.

Opening the Messages Screen

Touch  on the home screen.

The Messages screen opens, where you can create a new message or open an existing conversation.

- Touch **Start chat** to write a new text or multimedia message.
- Touch an existing conversation to open the exchanged messages.

Sending a Message

1. On the Messages screen, touch **Start chat**.
2. Add recipients in one of the following ways.
 - ▶ Manually enter the recipient's number or the contact name. If the phone presents a few suggestions, touch the one you want to add.
 - ▶ Touch a contact listed below the To field.
 - ▶ To add more recipients for an MMS group conversation, touch  to add more recipients and then touch . Then edit the group name and touch .
3. Touch the Text message field and enter the message text. Touch

 to add emoji to your text message.

4. If you want to send a multimedia message, touch  to add pictures, videos, or audio clips.
5. Touch .



NOTES:

- You can also include email addresses as recipients for multimedia messages.
- Do not add any attachment if you want to send a text message. Otherwise, you may be charged for a multimedia message.

Replying to a Message

Messages you receive are appended to existing conversations of the same number. If the new message comes from a new number, a new conversation is created.

1. On the Messages screen, touch the conversation that has the message you want to reply to.
2. Type your reply in the text field at the bottom. You can touch  if you want to reply with an MMS.
3. Touch .

Forwarding a Message

1. On the Messages screen, touch the conversation that has the message(s) you want to forward.
2. Touch and hold one message you want to forward, and then touch  > **Forward**.
3. Touch the conversation you'd like to forward the message(s) to, or touch **New message** to enter new recipient(s).
4. Edit the message if necessary and touch .

Deleting Messages or Conversations

Delete a Message in a Conversation

1. On the Messages screen, touch a conversation.
2. Touch and hold the message you want to delete.
3. Touch  > **Delete**.

Delete Message Conversations

1. On the Messages screen, touch and hold the conversation you want to delete.
2. If there are more conversations you want to delete, touch them one by one.
3. Touch  > **Delete**.

Web Browser

Use Chrome to view web pages and search for information.

Opening the Browser

Touch  on the home screen to launch the web browser. The browser also opens when you touch a web link—for example, in an email or a text message.

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

 **NOTE:**

Touch the **Back** key or    to go to the previous or the next web page.

Using Multiple Browser Tabs

You can open several web pages at the same time (one page in each tab) and switch between them freely.

Open a New Browser Tab

Touch  > **New tab / New incognito tab**. A new browser window opens

Switch Between Browser Tabs

1. Touch the  icon. The number in the icon indicates the number of currently active browser windows. Opened web pages will be listed. Swipe up and down to see them all.
2. Touch a listing to switch to that tab.

NOTE:

Swipe a listing horizontally or touch  to close the tab.

Downloading Files

1. Touch and hold an image or a link to a file or to another web page.
2. In the menu that opens, touch **Download image** or **Download link**.

The downloaded files are saved to your phone or the microSDHC card. You can view or open them by touching  > **Downloads** in Chrome.

Camera

You can take photos and record videos. Photos and videos are stored on the microSDHC card, if you have installed one, or to the phone's internal storage. You can copy them to your computer or access them in the Gallery app.

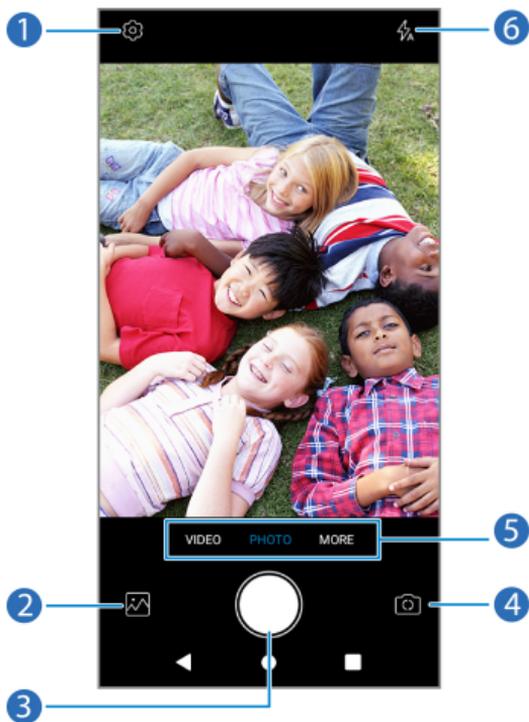
Capturing a Photo

1. Touch  on the home screen.
2. Aim the camera at the subject and make any necessary adjustment. PHOTO (auto camera) mode is used by default.



NOTE:

You can pinch or spread your fingers on the screen to zoom in or zoom out before taking a picture.



| Number | Function |
|--------|--|
| 1 | Change the camera settings. |
| 2 | Switch among the default PHOTO mode, VIDEO mode, and more. |
| 3 | View pictures and videos you have taken. |
| 4 | Capture a photo. |

| | |
|---|--|
| 5 | Switch between the front and back cameras. |
| 6 | Change the flash setting (back camera only). |

3. Lightly touch  to take the picture.

 **WARNING!**

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

Using Manual Camera Mode

You can use Manual camera mode to adjust more camera options for your photo.

1. From the home screen, touch  > **MORE** > **MANUAL**.
2. Aim the camera at the subject. You can make the following adjustments.
 - ▶ Drag the yellow circle to any area on the screen where you want the camera to meter exposure so as to adjust the photo brightness. Touch and hold the circle to lock exposure.
 - ▶ Touch the icons near the bottom of the preview area and drag the sliders to adjust ISO, exposure, white balance, and interval for taking consecutive shots.
3. Touch  to take the photo.

Recording a Video

1. From the home screen, touch  > **VIDEO**.
2. Aim the camera at the subject.
3. Touch  to start recording. You can also touch  or  to pause or resume recording, or touch  to save the frame as a photo.
4. Touch  to stop recording.

NOTES:

- You can pinch or spread on the screen or press the **Volume** key to zoom in or zoom out before and during recording.
- To capture a time-lapse video, touch **MORE > TIMELAPSE** below the preview area. Adjust the time interval. Then touch  to begin recording and  to stop. You can also touch  to save the frame as a photo.

Customizing Camera and Video Settings

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

NOTE:

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

Options in Photo Mode (Back Camera)

- **Resolution:** Set the resolution for your photo.
- **Timer:** Set a time delay before the camera takes a picture automatically after you touch the shutter icon.
- **Composition:** Show or hide the grid or golden spiral to help with balanced photo composition.
- **Gradients:** Show or hide the gradients.
- **Volume key:** Assign the function of the **Volume** key.

Options in Selfie Mode (Front Camera)

- **Resolution:** Set the resolution for your photo.
- **Timer:** Set a time delay before the camera takes a picture automatically after you touch the shutter icon.
- **Point-and-shoot:** When this feature is enabled, you can touch the viewfinder screen to take a photo.
- **Mirror image:** When enabled, allows you to capture a photo that is the same as the viewfinder preview.
- **Volume key:** Assign the function of the **Volume** key.

Options in Video Mode (Front or Back Camera) and Timelapse Mode

Video quality: Set the quality for your video.

Options in Manual Mode (Back Camera)

- **Resolution:** Set the resolution for your photo.
- **Timer:** Set a time delay before the camera takes a picture automatically after you touch the shutter icon.
- **Metering:** Adjust the light metering setting.
- **Composition:** Show or hide the grid or golden spiral to help with balanced photo composition.
- **Gradients:** Show or hide the gradient.
- **Volume key:** Assign the function of the **Volume** key.

Options in Panorama Mode (Back Camera)

- **Timer:** Set a time delay before the camera takes a picture automatically after you touch the shutter icon.
- **Volume key:** Assign the function of the **Volume** key.

General Options

- **Shutter tone:** Turn the shutter tone on or off.
- **Geo-tagging:** When enabled, store the location data in your captured photos and videos.

- **Anti-banding:** Set the anti-banding value when you take pictures or videos of TV or computer screens to avoid stripes on the screen.
- **Save location:** Change the storage location for captured photos and videos.
- **Help:** Enable the Help icon on the viewfinder screen, or touch **More** to view help details.
- **Restore defaults:** Restore default camera and video settings.

Voice Recorder

Voice Recorder enables you to record and listen to voice memos.

Recording a Voice Memo

1. Swipe up on the home screen and touch **Voice Recorder**.
2. Touch  to select the audio format of the recording.
3. Touch  to start recording. During recording, you can do the following:
 - ▶ Touch  or  to pause or continue the recording.
 - ▶ Touch  or  to add an empty tag or photo tag to the recording.
4. Touch **DONE** to stop recording.
5. Edit the file name and touch **SAVE** to save the recording.

If you don't want to save the memo after recording it, touch **DELETE > DELETE** to delete it.

Playing a Voice Memo

1. Touch  at the top right of the screen to see all recordings.
2. Touch the title of a memo to play it. During the playing, you can touch  or  to add an empty tag or photo tag.

 **NOTE:**

Touch **View tag** to check all time tags. You can touch “+” after an empty tag to add an image or text, touch an image to delete it or replace it with another image, or touch and hold a tag to delete it.

Trimming a Voice Memo

1. While playing a recording, touch **EDIT** to open the editing screen.
2. Drag  or  to trim the recording. You can touch  to preview the trimmed recording.
3. Touch **TRIM**.
4. Edit the new file name and touch **SAVE**.

More Apps

Calculator

Swipe up on the home screen and touch **Calculator** to use the built-in calculator for some basic as well as advanced mathematical equations.

 **NOTE:**

To see more calculator options, swipe left while holding the phone in portrait view or turn the phone to landscape view.

Clock

Swipe up on the home screen and touch **Clock**. The Clock app allows you to check local time in places around the world, set alarms, and use timers and nightstand clock.

Set a New Alarm

1. Open the Clock app and touch the  tab.
2. Touch a default alarm to configure it, or touch  at the bottom of the screen to create a new alarm.
3. Set up the alarm options, such as time, repeat, alarm ringtone, vibration, and label.

NOTES:

- To enable or disable existing alarms directly, touch the switches on the right side of each alarm.
- To change the default alarm ringtone, on the home screen touch **Settings > Sound > Advanced > Default alarm sound**.

Use World Time

1. Open the Clock app and touch the  tab.
2. World time lets you check local times for cities around the world. Touch  to add a new city.

NOTE:

Touch  > **Screensaver** to enable the screen saver, where your local time is displayed silently on a dark background. You can then dock the phone and use it as a nightstand clock.

Using Stopwatch and Countdown

1. Open the Clock app and touch  or .
2. Stopwatch allows you to record lap times, while countdown allows you to set a time and count down to zero.

Configure the Clock App Settings

Open the clock app and touch  > **Settings** to access options for clocks, alarms, timers, and clock screen saver.

Downloads

The Downloads app keeps a record of the files you have downloaded using apps such as Chrome.

Swipe up on the home screen and touch **Downloads**.

- Touch a file to open it with the appropriate application.
- Touch and hold a file to delete or share it.
- Touch  on the top right to sort the downloaded files by date, name, or size.

Google Apps



NOTE:

Google services may not be available in certain region.

- **Assistant:** Get help with your calendar, commute, and more when and where you need it from the AI-powered Google Assistant.
- **Calendar:** Keep track of life's important events with Google Calendar synced across your devices.
- **Chrome:** Use the Chrome app to browse the Internet and get your bookmarks, browsing history, and more synced with your Google account.
- **Duo:** Video chat one-on-one using Wi-Fi or mobile data.
- **Files:** The file management app that helps you free up space with cleaning recommendations, find files faster with search and

simple browsing, share files offline with others, and back up files to the cloud to save you space on device.

- **Gallery:** Organize, browse, share, delete, and edit your photos and videos.
- **Gmail:** Send and receive emails via your Gmail account or other personal email accounts.
- **Google Go:** A lighter, faster way to search, with search results optimized to save up to 40% data.
- **Maps Go:** Find your place and find your way in the world.
- **News:** Comprehensive up-to-date news coverage, aggregated from sources all over the world by Google News.
- **Play Store:** Buy and download apps, games, and more from the Google Play store.
- **YouTube:** Watch video clips from YouTube.com, or upload your own and share with the world.
- **YT Music:** Play music on your phone or stream music from your YouTube Music account.

Settings

Touch **Settings** on the home screen. Settings contains most of the tools for customizing and configuring your phone. In some menus, you may need to touch **Advanced** to see all the options.

Network & Internet

Wi-Fi

Turn Wi-Fi on or off and configure your Wi-Fi connections (see [Connecting to Wi-Fi](#)).

Mobile Network

Control mobile data use, select network operators, and check access point names (see [Connecting to Mobile Networks](#)).

Data Usage

Check and manage mobile data use. You can view Wi-Fi data usage as well.

- **Data Saver:** Enable Data saver which prevents apps from using data connection in the background. For an app you're currently using, it can access data, but may do so less frequently when Data saver is enabled. You can also touch **Unrestricted data** and allow some apps to always have access to data connection even when Data saver is turned on.

- **Mobile data:** Switch to turn on or off mobile data.
- **App data usage:** Check how much data has been used during the time cycle you set, see what apps have been using mobile data, restrict background data for individual apps, or allow unrestricted data usage when Data saver is on for individual apps.
- **Data warning & limit:** Set the data usage cycle, data warning, data limit, and alert.
- **Wi-Fi data usage:** View the Wi-Fi usage of apps.



NOTE:

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

Hotspot & Tethering

Share your phone's mobile data connection with PCs or other devices. See [Sharing Mobile Data Through Tethering](#).

Airplane Mode

Turn airplane mode on or off. All the phone's radios that transmit voice or data are turned off when airplane mode is on.

Call Settings

Configure call options that you can also access from the Phone app by touching  (next to **Search contacts**) > **Settings** > **Call settings**.

VPN

Set up and connect to virtual private networks. Virtual private networks (VPNs) allow you to connect to the resources inside a secured local network. VPNs are commonly deployed by corporations, schools, and other institutions to let people access local network resources when not on campus, or when connected to a wireless network. Depending on the type of VPN you are using, you may be required to enter your login credentials or install security certificates before you can connect to your VPN. You can get this information from your network administrator.



NOTE:

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

Private DNS

To get information from a website, your phone first asks where the website is. Private DNS is a way to help secure these questions and answers.

By default, your phone uses Private DNS with all networks that can use Private DNS. We recommend keeping Private DNS turned on.

Connected Devices

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

Other features you can use in the Connection preferences menu include:

- **Cast:** Mirror your phone screen to a smart TV or TV box in the same Wi-Fi network.
- **Printing:** Use the default printing service or other printer plugins installed from the Google Play Store or your printer manufacturer for wireless printing.
- **Received files:** Check files received via *Bluetooth*.

Apps & Notifications

App Info

Touch an app to see its information and configure the available options.

Screen Time

Touch **Screen time** to find out how much time you spend on the phone and set daily time limits for most apps. When you reach the time limits, apps are closed and their icons dim for the rest of the day so that you can disconnect from the digital world.

Notifications

Touch **Notifications** to manage app notifications.

Default Apps

Touch **Default apps** to select the default app for voice assistant and input, web browsing, messaging, etc. Touch **Opening links** to set Instant apps options, or touch an installed app to check its supported links and set whether to open the links in the app and clear the app's defaults.

App Permissions

Touch **App permissions** to check what apps have been allowed to access certain permissions. You can also change the app permissions.



WARNING!

Changing the app permissions may result in the app not working correctly or as originally intended.

Special App Access

Touch **Special app access** to set special access and authorizations of apps.

Battery

View the battery level, check what has been using the battery, enable different battery saving modes, manage battery for apps automatically, and more.

Features

The following features are available.

- **Navigation keys:** Change the navigation bar style for the phone.
- **Scheduled power On/Off:** Set the day and time when the phone automatically powers on or off. Touch the switches on the right to turn the features on or off.

Display

Configure the display options, including brightness level, Night Light mode, wallpaper, screen sleep time, screen rotation, font size, and more.

Sound

Adjust different types of volume (see [Adjusting Volumes](#)), set notification mode (see [Switching to Silent or Vibration Mode](#)), set Do not disturb options (see [Using Do Not Disturb Mode](#)), set up ringtones, alarm and notification sounds (see [Changing the Ringtone, Notification Sound, and Alarm Sound](#)), or select system sounds (see [Turning System Sounds On/Off](#)).

Storage

The Storage settings menu lets you check memory information for your microSDHC card and phone storage.

You can choose the default location for new data, such as recorded voice memos. Touch **Saving location** and select to store items in the phone storage or the installed microSDHC card.

Under Device storage, touch **Internal shared storage** to get a detailed breakdown of space usage by type. Touch **FREE UP SPACE** to delete the files you do not need.

Under Portable storage, safely mount, unmount (remove), and format your microSDHC card. For more information about using the device storage and the microSDXC card, see [*Using the microSDHC Card as Portable or Device Storage*](#).

Security & Location

The Security & location menu allows you to configure the following options.

- **Google Play Protect:** Check your apps and device for harmful behavior.
- **Find My Device:** Link your phone to your Google account so you can locate the device remotely and keep your data safe when the phone is lost.
- **Security update:** Check and download system updates.
- **Screen lock:** Set up a screen lock after which you must swipe on the phone, draw a pattern, or enter a PIN/password to access the phone (see [*Protecting Your Phone With Screen Locks*](#)).

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

- ▶ **Make pattern visible:** Show the pattern as you draw it. This option is available when unlock pattern is set.
- ▶ **Automatically lock:** Set the time needed for the lock protection to be activated after the screen turns off. This option is available when unlock pattern, PIN or password is set.
- ▶ **Power button instantly locks:** Lock protection is activated immediately when you press the **Power** key. This option is available when unlock pattern, PIN or password is set.
- ▶ **Lock screen message:** Set the text that you may display on the lock screen.
- **Lock screen preferences:** Set notification display preference, message, lockdown, and other options for the lock screen.
- **Smart Lock:** Keep the phone unlocked when connected to trusted devices, in trusted places, or while being held or carried.



NOTE:

You need to sign in to your Google account on the phone to use all the Smart Lock features.

- **Location:** Manage location services, which help your phone and apps determine your location. To use location-related applications, such as finding your location on Google Maps, you must have location services enabled on your phone.
- **Show passwords:** Display characters in a password briefly as you enter them.

- **Device admin apps:** Activate or deactivate apps to be device administrators.
- **SIM card lock:**
 - ▶ **Lock SIM card:** Activate or deactivate the PIN lock to require PIN before accessing the nano-SIM card.
 - ▶ **Change SIM PIN:** Change the PIN used to access the nano-SIM card.



NOTE:

Put all your confidential passwords in a safe place for future use. If you enter the wrong SIM PIN more times than allowed, your nano-SIM card will be locked and you cannot access the mobile network. Contact your operator for a PIN Unlock Key (PUK) to restore the nano-SIM card.

- **Encryption & credentials:** Check the encryption status of your phone and set the credential storage options.
- **Trust agents:** Activate or deactivate trust agents.
- **Screen pinning:** Keep a screen of your choice in view so that others cannot switch to other apps and access personal information (see [Protecting Your Phone With Screen Pinning](#)).

Accounts

The **Accounts** menu lists the accounts you have signed in on the phone for you to manage them. You can also touch **Add account** to sign in to or create other accounts or turn on/off auto sync.

Accessibility

The **Accessibility** menu allows you to configure the system accessibility options and accessibility plug-ins on your phone, such as using **Color inversion** or **Font size** for users with sight problems.

Digital Wellbeing & Parental Controls

Open **Settings** and touch the **Digital Wellbeing & parental controls** menu to improve your digital wellbeing and balance your child's screen time.

- Touch **Show your data** to get information on how you spend time on your phone and apps.
 - ▶ **Dashboard:** Check the screen time, numbers of notifications, and opened times of each app. You can set daily timers for the most-used apps to prevent overindulgence. See [Screen Time](#).
 - ▶ **Reduce interruptions:** Manage app notification and Do Not Disturb settings to reduce interruption from your important tasks.
 - ▶ **Show icon in the app list:** Display or hide the Digital Wellbeing app in the app list.
- Touch **Set up parental controls** to add content restrictions and set other limits for your child with the Family Link app.

Google

The **Google** menu lets you manage settings for Google apps and services that are installed on your device.

System

Languages & Input

Configure options related to system language, input methods and assistance, speech input and output as well as mouse/trackpad input.

Date & Time

Set date, time, time zone, and how time is displayed. You can also use network-provided data (see [Setting the Date and Time](#)).

Backup

Manage data backup options. To easily restore or switch devices at any time, you can enable automatic backup to Google Drive of important data. You need to sign in to your Google account to use this feature.

Reset Options

Reset network settings, app preferences, or the phone to factory default status.

System Update

Check for, download and install system updates.

About Phone

View phone number, nano-SIM card status, legal information, and other information. You can also touch **Emergency information** to edit your medical information and emergency contacts for first responders to read from your lock screen.

Troubleshooting

If you encounter problems while using the phone, or if it performs abnormally, you can refer to the chart below. If your particular problem cannot be resolved using the information in the chart, contact the dealer where you purchased the phone.

| Problem | Possible Causes | Possible Solution |
|----------------|--|---|
| Poor reception | The network signal is too weak at your current location (for example, in a basement or near a tall building) because wireless transmissions cannot effectively reach it. | Move to a location where the network signal can be properly received. |
| | The network is busy at the current time (for example, during peak times, there may be too much network traffic to handle additional calls). | Avoid using the phone at such times, or try again after waiting a short time. |
| | You are too far away from a base station for your service provider. | You can request a service area map from your service provider. |

| Problem | Possible Causes | Possible Solution |
|-----------------------------------|--|--|
| Echo or noise | Poor network link quality on the part of your service provider. | End the call and dial again. You may be switched to a better-quality network link or phone line. |
| | Poor local telephone line quality. | End the call and dial again. You may be switched to a better-quality network link or phone line. |
| Unable to select certain features | Your service provider does not support these features, or you have not applied for services that provide these features. | Contact your service provider. |
| Cannot charge the battery | The battery or battery charger is damaged. | Contact the dealer. |
| | The phone's temperature is below 32°F (0°C) or higher than 95°F (35°C). | Adjust the battery charging environment to avoid extremes of temperature. |
| | Poor contact between the battery and charger. | Check all connectors to ensure that all connections have been properly made. |

| Problem | Possible Causes | Possible Solution |
|---------------------------|---|--|
| Shortened standby time | The standby time is related to your service provider system configuration. The same phone used with different service providers' systems will not provide exactly the same length of standby time. | If you are located in an area where signaling is weak, temporarily power off the phone. |
| | The battery is depleted. In high temperature environments, battery life will be shortened. | Contact the dealer to change a new battery. |
| | If you are not able to connect to the network, the phone will continue to send out signals as it attempts to locate a base station. Doing so consumes battery power and will consequently shorten standby time. | Change your location to one where the network is accessible, or temporarily turn off your phone. |
| Cannot turn your phone on | Battery power has been depleted. | Recharge the phone's battery. |

| Problem | Possible Causes | Possible Solution |
|----------------------------------|--|--|
| nano-SIM card error | The nano-SIM card has malfunctioned or is damaged. | Take the nano-SIM card to your service provider for testing. |
| | The nano-SIM card is inserted improperly. | Insert the nano-SIM card properly. |
| | Debris is on the nano-SIM card contacts. | Use a soft, dry cloth to clean the nano-SIM card contacts. |
| Unable to connect to the network | The nano-SIM card is invalid. | Contact your service provider. |
| | You are not within the network's service area. | Check the service area with your service provider. |
| | Poor signal. | Move to an open space, or if you are inside a building, move closer to a window. |
| Cannot answer incoming calls | You have activated the Call blocking feature. | Disable this feature. See <i>Block Certain Numbers</i> . |

| Problem | Possible Causes | Possible Solution |
|---|---|---|
| PIN Code blocked | You have entered an incorrect PIN code three consecutive times. | Contact your service provider. If the service provider provides the nano-SIM card's PUK code, use the PUK code to unlock the nano-SIM card. |
| Phone crashes, reboots, freeze, or cannot be powered on | Some third-party software is not compatible with your phone. | Uninstall the software that may cause the problem. |
| | | Upgrade the phone software. |
| | | Reset the phone to factory status. |

For Your Safety

General Safety

| | |
|---|---|
|  | Don't make or receive phone calls while driving. Never text while driving. |
|  | Keep your phone at least 15 mm away from your body while making calls. |
|  | Small parts may cause choking. |
|  | Your phone can produce a loud sound. |
|  | To prevent possible hearing damage, do not listen at high volume levels for long periods. Exercise caution when holding your phone near your ear while the loudspeaker is in use. |
|  | Avoid contact with anything magnetic. |
|  | Keep away from pacemakers and other electronic medical devices. |
|  | Turn off when asked to in hospitals and medical facilities. |
|  | Turn off when told to on aircraft and at airports. |

| | |
|--|--|
|  | Turn off when near explosive materials or liquids. |
|  | Don't use at gas stations. |
|  | Your phone may produce a bright or flashing light. |
|  | Don't dispose of your phone in fire. |
|  | Avoid extreme temperatures. |
|  | Avoid contact with liquids. Keep your phone dry. |
|  | Do not attempt to disassemble your phone. |
|  | Only use approved accessories. |
|  | Don't rely on your phone as a primary device for emergency communications. |

Radio Frequency (RF) Energy

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

During SAR testing, this device was set to transmit at its highest certified power level in all tested frequency bands, and placed in positions that simulate RF exposure in usage against the head with no separation, and near the body with the separation of 15 mm. Although the SAR is determined at the highest certified power level, the actual SAR level of the device while operating can be well below the maximum value. This is because the phone is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output.

The exposure standard for wireless devices employing a unit of measurement is known as the Specific Absorption Rate, or SAR. The SAR limit set by the FCC is 1.6 W/kg and 1.6 W/kg by Industry Canada.

This device is in compliance with SAR for general population/uncontrolled exposure limits in ANSI/IEEE C95.1-1992 and Canada RSS 102 and had been tested in accordance with the measurement methods and procedures specified in IEEE1528 and Canada RSS 102. This device has been tested and meets the FCC and IC RF exposure guidelines when tested with the device directly contacted to the body.

The FCC has granted an Equipment Authorization for this model phone with all reported SAR levels evaluated as in compliance with the FCC RF exposure guidelines. SAR information on this model phone is on file with the FCC and can be found under the Display Grant section of www.fcc.gov/oet/ea/fccid after searching on **FCC ID: SRQ-Z3352CA**.

For this device, the highest reported SAR value for usage against the head is **1.13 W/kg** and for usage near the body is **1.15 W/kg**.

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

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

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

FCC Regulations

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no

guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

! **CAUTION:**

Changes or modifications not expressly approved by the manufacturer could void the user's authority to operate the equipment.

The antenna(s) used for this transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

ISED Notice

This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions:

- (1) This device may not cause interference, and
- (2) This device must accept any interference, including interference that may cause undesired operation of the device.

CAN ICES-3 (B)/NMB-3(B)

This Class B digital apparatus complies with Canadian ICES-003.

IC: 5200E-Z3352CA

IC Radiation Exposure Statement

This EUT is in compliance with SAR for general population/uncontrolled exposure limits in IC RSS-102 and had been tested in accordance with the measurement methods and procedures specified in IEEE 1528 and IEC 62209. This equipment should be installed and operated with minimum distance of 1.0 cm between the radiator and your body.

This device and its antenna(s) must not be co-located or operating in conjunction with any other antenna or transmitter.

Hearing Aid Compatibility (HAC)

Regulations for Mobile Phones

In 2003, the FCC adopted rules to make digital wireless telephones compatible with hearing aids and cochlear implants. Although analog wireless phones do not usually cause interference with hearing aids or cochlear implants, digital wireless phones sometimes do because of electromagnetic energy emitted by the phone's antenna, backlight, or other components. Your phone is compliant with FCC HAC regulations (ANSI C63.19- 2011).

While some wireless phones are used near some hearing devices (hearing aids and cochlear implants), users may detect a buzzing, humming, or whining noise. Some hearing devices are more immune

than others to this interference noise and phones also vary in the amount of interference they generate. The wireless telephone industry has developed a rating system for wireless phones to assist hearing device users in finding phones that may be compatible with their hearing devices. Not all phones have been rated. Phones that are rated have the rating on their box or a label located on the box. These ratings are not guaranteed. Results will vary, depending on the level of immunity of your hearing device and the degree of your hearing loss. If your hearing device happens to be vulnerable to interference, you may not be able to use a rated phone successfully. Trying out the phone with your hearing device is the best way to evaluate it for your personal needs.

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

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

T-Ratings: Phones rated T3 or T4 meet FCC requirements and are likely to be more usable with a hearing device's telecoil ("T Switch" or "Telephone Switch") than unrated phones. T4 is the better/ higher of

the two ratings. (Note that not all hearing devices contain telecoils.) Your phone has been tested for hearing aid device compatibility and has an **M3/T3** rating.

Hearing devices may also be measured for immunity to this type of interference. Your hearing device manufacturer or hearing health professional may help you find results for your hearing device.

For additional information about the FCC's actions with regard to hearing aid compatible wireless devices and other steps the FCC has taken to ensure that individuals with disabilities have access to telecommunications services, please go to www.fcc.gov/cgb/dro.

Distractions

Driving

Full attention must be given to driving at all times in order to reduce the risk of an accident. Using a phone while driving (even with a hands-free kit) can cause distraction and lead to an accident. You must comply with local laws and regulations restricting the use of wireless devices while driving.

Operating Machinery

Full attention must be given to operating the machinery in order to reduce the risk of an accident.

Product Handling

General Statement on Handling and Use

You alone are responsible for how you use your phone and any consequences of its use.

You must always switch off your phone wherever the use of a phone is prohibited. Use of your phone is subject to safety measures designed to protect users and their environment.

- Always treat your phone and its accessories with care and keep them in a clean place.
- Keep the screen and camera lens clean. An unclean screen or camera lens may slow down the phone's reaction to your operations or interfere with the image quality.
- Clean your phone and its accessories with a soft material such as cleaning cloth for eyeglass lenses. Do not use alcohol or other corrosive substances for cleaning or allow them to get inside.
- Do not expose your phone or its accessories to open flames or lit tobacco products.
- Do not expose your phone or its accessories to liquid, moisture or high humidity.
- Do not drop, throw or try to bend your phone or its accessories.
- Do not use harsh chemicals, cleaning solvents, or aerosols to clean the device or its accessories.
- Do not paint your phone or its accessories.

- Do not attempt to disassemble your phone or its accessories. Only authorized personnel can do so.
- Do not place your phone inside or near heating equipment or high-pressure containers, such as water heaters, microwave ovens, or hot cooking utensils. Otherwise, your phone may be damaged.
- Please check local regulations for disposal of electronic products.
- Do not carry your phone in your back pocket as it could break when you sit down.

Battery Safety

- Using ZTE-unapproved or incompatible battery, charger or power adapter may damage your device, shorten its lifespan or cause a fire, explosion or other hazards.
- The recommended operating temperatures are 0 °C to 35 °C and the storage temperatures are -20 °C to +45 °C. Extreme temperatures can damage the device and reduce the charging capacity and lifespan of your device and battery.
- Do not remove the back cover. The battery is not removable. Removal may cause fire or explosion.
- Do not change or replace the built-in rechargeable battery in your device by yourself. The battery can only be changed or replaced by ZTE or ZTE-authorized service provider.
- Do not place the device or the battery in or near heating equipment, such as microwave ovens, stoves or radiators. Keep the device and the battery away from excessive heat and direct

sunlight. If not, the device or the battery may overheat and cause explosion or fire.

- Do not disassemble, squeeze or puncture the device, as this can cause explosion or fire.
- Do not throw the device into a fire to avoid explosion.
- Please disconnect the charger when the battery is fully charged. Overcharging may shorten the battery life.
- When not using the device for a long period, please charge the battery about half and then store the device in a cool dry place.
- If the battery damages or shows signs of swelling or leakage, please stop use immediately and contact ZTE or an ZTE-authorized service provider for replacement.

Small Children

Do not leave your phone and its accessories within the reach of small children or allow them to play with it. They could hurt themselves or others, or could accidentally damage the phone. Your phone contains small parts with sharp edges that may cause an injury or may become detached and create a choking hazard.

Demagnetization

To avoid the risk of demagnetization, do not allow electronic devices or magnetic media close to your phone for a long time.

Electrostatic Discharge (ESD)

Do not touch the metal connectors on the nano-SIM card and the microSDXC card.

Antenna

Do not touch the antenna unnecessarily.

Normal Use Position

When placing or receiving a phone call, hold your phone to your ear, with the bottom towards your mouth.

Airbags

Do not place a phone in the area over an airbag or in the airbag deployment area, as an airbag inflates with great force and serious injury could result. Store the phone in a safe and secure area before driving your vehicle.

Seizures/Blackouts

The phone can produce a bright or flashing light. A small percentage of people may be susceptible to blackouts or seizures (even if they have never had one before) when exposed to flashing lights or light patterns such as when playing games or watching video. If you have experienced seizures or blackouts or have a family history of such occurrences, please consult a physician. To reduce the risk of blackouts or seizures, use your phone in a well-lit room and take frequent breaks.

Repetitive Strain Injuries

To minimize the risk of Repetitive Strain Injury (RSI) when texting or playing games with your phone:

- Do not grip the phone too tightly.
- Press the buttons lightly.
- Use the special features which are designed to minimize the times of pressing buttons, such as Message Templates and Predictive Text.
- Take frequent breaks to stretch and relax.

Emergency Calls

This phone, like any other wireless phone, operates using radio signals, which cannot guarantee connection in all conditions. Therefore, you must never rely solely on any wireless phone for emergency communications.

Loud Noise

This phone is capable of producing loud noises, which may damage your hearing. Turn down the volume before using headphones, *Bluetooth* headsets or other audio devices.

Phone Heating

Your phone may become warm during charging and during normal use.

Electrical Safety

Accessories

Use only approved accessories. Do not connect with incompatible products or accessories. Take care not to touch or allow metal objects, such as coins or key rings, to contact or short-circuit the charging port. Never puncture the surface of the phone with sharp objects.

Connection to Vehicles

Seek professional advice when connecting a phone interface to the vehicle electrical system.

Faulty and Damaged Products

Do not attempt to disassemble the phone or its accessories. Only qualified personnel can service or repair the phone or its accessories. If your phone (or its accessories) has been submerged in water, punctured, or subjected to a severe fall, do not use it until you have taken it to be checked at an authorized service center.

Radio Frequency Interference

General Statement on Interference

Care must be taken when using your phone in close proximity to personal medical devices, such as pacemakers and hearing aids.

Please consult your doctor and the device manufacturers to determine if the operation of your phone may interfere with the operation of your medical devices.

Pacemakers

Pacemaker manufacturers recommend that a minimum separation of 6 inches (15 cm) be maintained between a mobile phone and a pacemaker to avoid potential interference with the pacemaker. To achieve this, use the phone on the opposite ear to your pacemaker and do not carry it in a breast pocket.

Hearing Aids

People with hearing aids or other cochlear implants may experience interfering noises when using wireless devices or when one is nearby. The level of interference will depend on the type of hearing device and the distance from the interference source. Increasing the separation between them may reduce the interference. You may also consult your hearing aid manufacturer to discuss alternatives.

Medical Equipment

Turn off your wireless device when you are requested to do so in hospitals, clinics or healthcare facilities. These requests are designed to prevent possible interference with sensitive medical equipment.

Aircraft

Turn off your wireless device whenever you are instructed to do so by airport or airline staff. Consult the airline staff about the use of

wireless devices onboard the aircraft and enable airplane mode of your phone when boarding an aircraft.

Interference in Vehicles

Please note that because of possible interference with electronic equipment, some vehicle manufacturers forbid the use of mobile phones in their vehicles unless a hands-free kit with an external antenna is included in the installation.

Explosive Environments

Gas Stations and Explosive Atmospheres

In locations with potentially explosive atmospheres, obey all posted signs to turn off wireless devices such as your phone or other radio equipment. Areas with potentially explosive atmospheres include fueling areas, below decks on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders.

Blasting Caps and Areas

Power off your mobile phone or wireless device when in a blasting area or in areas where signs are posted to power off “two-way radios” or “electronic devices” to avoid interfering with blasting operations.