



GSmart Elite

User Manual



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GIGA-BYTE COMMUNICATIONS INC.

General Information

This section contains important information on safe and efficient operation. Please read this information before using the device. Ignorance of the following notices may lead to violations of the law.

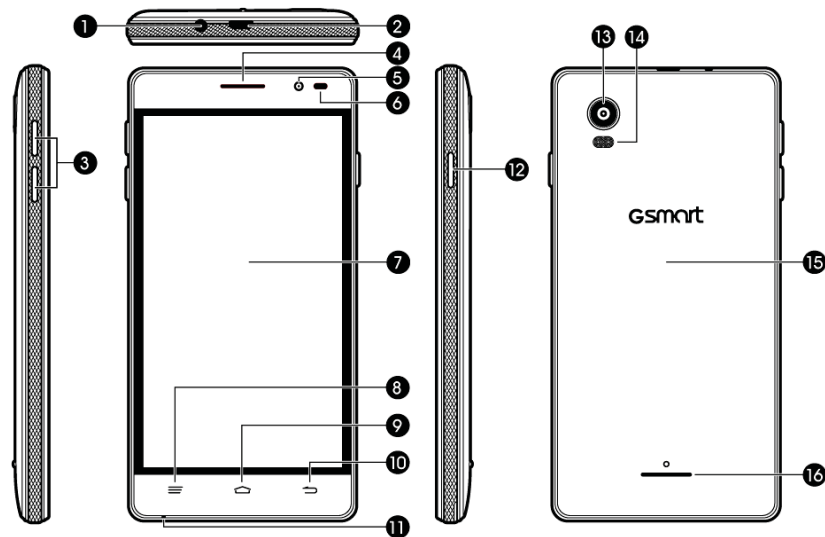
- Before using the device, please make sure you have fully charged the battery.
- Do NOT remove the battery from the device during charging.
- Before inserting SIM card into the device, make sure that the device is switched off.
- Keep the battery in low battery status for long time might cause battery over-discharged or even reduce battery life. To maintain battery in good lifecycle please recharges it once in low battery.
- Please fully charge the battery if you are going to leave the phone without use for long time to prevent battery goes over-discharged.
- Do NOT attempt to disassemble the device on your own. This should be done by an authorized person.
- Use the device in accordance to instructions when in public facilities.
- In some countries, it is a violation against the law to record phone conversations. Always ask permission of the other party when you are going to record a conversation.
- To protect your ears, turn down the volume before you use stereo headsets or other audio devices.
- To avoid damaging the touch screen and the device, do NOT apply excessive pressure on them, and remove the device from your pants' pocket before you sit down. It is also recommended that you only use the stylus or your finger to interact with the touch screen. It is not covered by the warranty that you crack the touch screen because of the improper usage.
- When you use the device for a long time, such as talking on the phone, browsing online, or charging the battery, the device may become warm. In most cases, this condition is normal.
- Do NOT push unauthorized objects into slots and openings in your device.
- The device should be placed away from heat sources such as stoves, radiators, heat registers, or other products that produce heat.
- Condensation may form on or within your device, when you move your device between environments with very different temperature and/or humidity ranges. To avoid damaging your device, make the moisture to evaporate before you use the device.
- To avoid damaging your device, do NOT put your device on an unstable table, stand, bracket, or other places.
- Before you clean your device, unplug it, please. Use a damp cloth for cleaning, but do NOT use water, liquid cleaners, or aerosol cleaners to clean the touch screen.

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1. Getting Stared

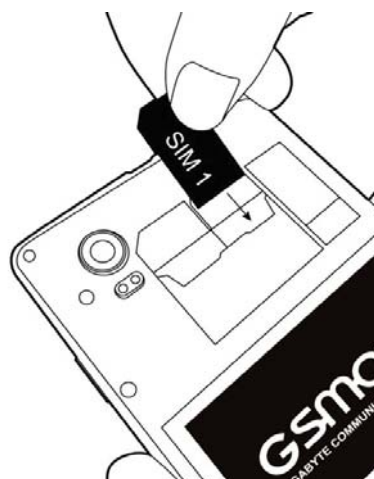
1.1 Your Phone



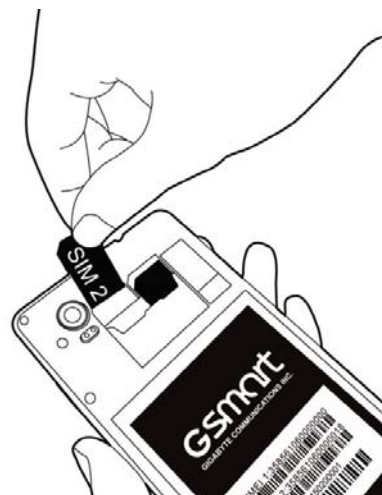
No	items	No	Items
1	Earphone Jack	9	Home
2	Micro USB Port	10	Back
3	Volume Key	11	Microphone
4	Receiver	12	Power Key
5	Front Camera	13	Camera
6	Proximity Sensor/ Light Sensor	14	Flash
7	Display & Touch Screen	15	Battery Cover
8	Recents	16	Speaker

1.2 Install / uninstall SIM Card, Battery, and Memory Card

Install SIM card



Install the SIM1 card



Install the SIM2 card

Remove SIM card

Turn off phone → slide SIM card out.

NOTE:

4G Data Service (if the SIM card supports)

- 4G data service is switchable between SIM1 and SIM2.

- One SIM card:

The inserted SIM slot will be assigned to 4G by default.

In SIM1	4G in SIM1
In SIM2	4G in SIM2

- Two SIM cards:

4G in SIM1 by default and switchable to SIM2.

	SIM1	SIM2
Factory default	4G & 3G	2G
User switchable	2G	4G & 3G

Tap  → SIM cards → Cellular data to select a SIM for data

- Data on/off switch: tap  → Data usage → cellular data

Battery

Phone comes with a battery. Battery life may vary depending on availability of local networks and individual usage.

Replace back cover

- (1) Insert cover into slot from the bottom.
- (2) Press all around back cover fully until hearing clicks.


Memory card

Micro SD card might be required to store photos, music, videos and other data if internal memory is full.


Install memory card



To remove the memory card

- (1) For safe removal, tap  → Storage → Unmount SD card → OK.
- (2) Push memory card to eject it from slot.

To set default storage

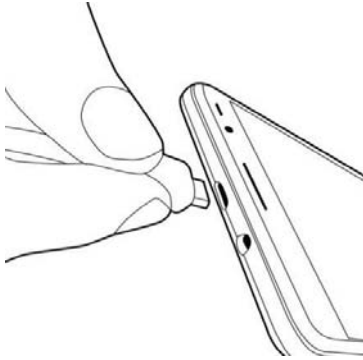
Tap  → Storage → Default write disk to set default storage.

1.3 Charging Battery

Battery has been partially charged at factory, you may need to recharge it before you can switch on phone for the first time.

- (1) Connect USB cable to AC adapter → connect to device via USB cable.

- (2) Plug AC adapter to socket → start charging.
- (3) For safety, only use original charger that comes with your device. Any possible damage caused by using non-original charger or any other equipment will not be under GIGABYTE Communication Inc.'s liability.



NOTE:

CHARGE PHONE IMMEDIATELY IF BATTERY IS LOW. CHARGE FOR AT LEAST 10 MINUTES TO REACTIVATE BATTERY IF IT IS OVERDISCHARGED.

For safety, don't remove battery from phone while AC adapter is connected or while it is being charged.

1.4 Turn Phone on / off

Turn phone on

Press and hold power button until phone shown GSmart logo.

Turn phone off

- (1) Press and hold power button for few seconds.
- (2) A pop-up window appears → tap "Power off" → "OK" to confirm.

2. Basic

2.1 Home Screen

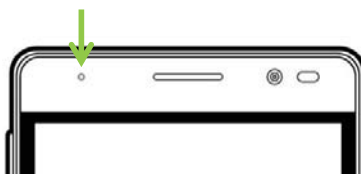
Default Home Screen:



Self-defined Home Screen: Add your favorite APP shortcuts and widgets.


































LED Notification



Red LED remains on	Charging
Green LED remains on	Fully charged
Blue LED flashes	Unread messages/ Missed calls
Green LED flashes	Unread mail/ notifications
Red LED flashes	Low battery (0%~15%)




Status Icons

Types	Icons	Descriptions
Phone call		Call in progress.
		Call on hold.
		Call muted.
		Speaker on.
Volume		Vibration mode.
		Wired headset connected.
Battery		Battery full.
		Battery low.
		Battery in charging.
Network and Connection		Signal strength indicator. Left: SIM1 Right: SIM2
		4G \ HSPA \ 3G \ EDGE \ GPRS is in progress. 4G:LTE H+: HSPA+ H: HSPA 3G: WCDMA E: EDGE G: GPRS
		Wi-Fi connected.
		Wi-Fi data in progress.
		Wi-Fi network detected.
		Airplane mode.
		Portable Wi-Fi hotspot activated.
		USB Tethering activated.
		Both USB tethering and Wi-Fi hotspot activated.
		Bluetooth on.
		Connected to PC via USB cable.
Notification		Unread text message.
		Unread e-mail.
		Unread Gmail™.
		Alarm.
		Event notification.
		Missed call.

Notification		General notification.
		FM radio activated.
		Playing music.
		App downloading.
		App download/updated completed.

2.2 Contacts


Add a Contact

- (1) Tap  →  add a new contact.
- (2) Choose either of Google /Phone/SIM1/SIM2 to store a new contact.
- (3) New contact screen appears.
- (4) Fill in contact information →  save.

NOTE:

Contact portrait is not editable to contacts stored in SIM cards.

Search for Contacts


Tap  to search.

2.3 Phone Lock/Unlock

Sleep mode

Press power key to turn display on or off.


Unlock phone


Drag  icon on screen → slide up to unlock.

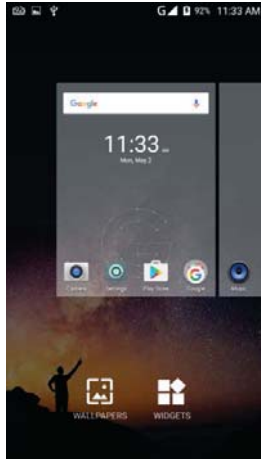



2.4 Personalization

Wallpaper

Long press Home screen or tap  → Display → Wallpaper → get into settings.

(1) Tap  → select pictures.




(2) Tap pictures → preview, tap  confirm.



2.5 Date and Time

Set up date and time

(1) Tap Time Widget on Home screen.

(2) Tap 

(3) Tap  (lower-right) → to start settings.

Alarms

(1) Tap Time Widget on Home screen.



(2) Tap 

(3) Tap 



Calendar

Add new event





















(1) Tap  → tap  (upper-right) → New event.





















(2) Fill in event information.

2.6 On-The-Go (OTG)

OTG or On-The-Go is a feature that turns your smartphone into a host and lets you plug USB storage.

3. Pre-Installed Programs Introduction




Icons	Programs	Description	Icons	Programs	Description
	Battery Doctor	Power management.		Browser	Web/Internet browser.
	Calculator	Calculation		Calendar	Schedule management.
	Camera	Capture images/videos.		Chrome	Google browser service.
	Clean Master	System optimizer.		Clock	Arrange alarm clocks.
	CM Security	Antivirus app.		Contacts	Contacts folder.
	Downloads	View downloaded files.		Google Drive™	Google drive.
	Email	E-mail app.		File Manager	Manage all files.
	FM Radio	FM radio app.		Gallery	Photos / videos folder.
	Gmail	Google e-mail service.		Google	Google app.
	Google Settings	Google settings.		Google+	Google social app.

Icons	Programs	Description	Icons	Programs	Description
	Hangouts	Messenger.		Google Maps™	Map service.
	Messaging	SMS/MMS messenger.		Music	Music player.
	Phone	Phone dialer.		Photos	Google gallery.
	Play Books	e-Bookstore.		Play Games	Game center.
	Play Movies & TV	Video player.		Play Music	Music player.
	Play Newsstand	News services.		Play Store	App store.
	Settings	Phone settings..		SIM Toolkit	SIM related apps.
	G-Connect	System update information.		Sound Recorder	Record voice notes.
	Voice Search	Searching by voice.		WPS Office	Office Software.
	YouTube	Video service.		New & Weather	New and weather service.

4. Phone Calls & Messages

4.1 Voice and Video Calls

Make a call from Phone screen

- (1) Tap  →  → Go into Phone screen.
- (2) Input phone numbers.
- (3) Tap  to call.

NOTE:

Tap  → delete. Tap and hold  → erase entire numbers.



Make a call from Contacts

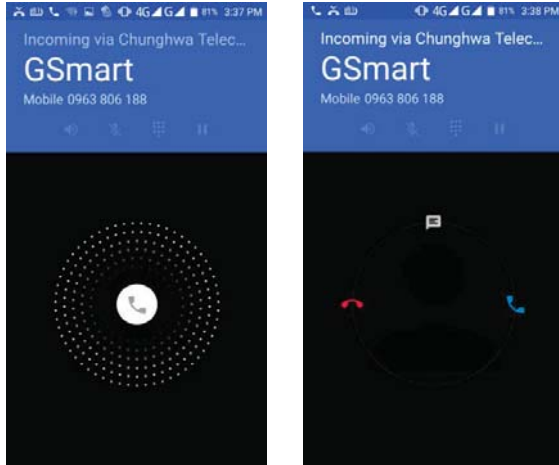
- (1) Tap .
- (2) Tap a contact to call.



Make emergency calls

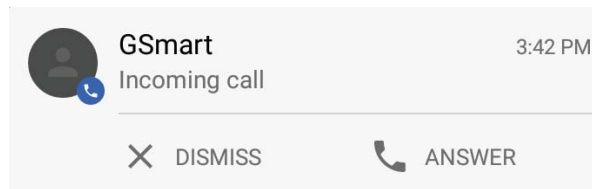
Dial 112 for emergency call

Answer a call

- Tap and hold  → slide to  to answer call.
→ slide to  to dismiss call.
→ slide to  to dismiss call and send message.



- Tap  → answer call.
- Tap  → dismiss call.



End a call



Tap  → end call.

Make a video call



- (1) Tap .
- (2) Tap .
- (3) Tap "NEW VIDEO CALL" .

4.2 Create / send text message

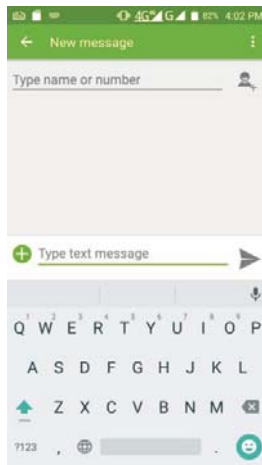
From Message screen

- (1) Tap .
- (2) Tap  to create new message.

From Contact screen

- (1) Tap .
- (2) Tap .

Google keyboard



Icons	Function
	Capital letter mode.
	Symbols and numerical keyboard.
	Voice typing.
	Emoji.
	Input method switch.
	Delete.

4.3 Multimedia Message

To send MMS from Message screen

- (1) Tap → tap → create new message.
- (2) Tap → attach pictures, videos, record audio, contact, calendar, or slide show. Message converts to MMS message automatically.

5. Wi-Fi & Bluetooth

5.1 Wi-Fi

- (1) Tap → to Wi-Fi main screen.
- (2) Switch to turn "Wi-Fi" on or off.

Connect to Wi-Fi network

- (1) Choose a Wi-Fi network to connect.
- (2) Enter password if it is encrypted.

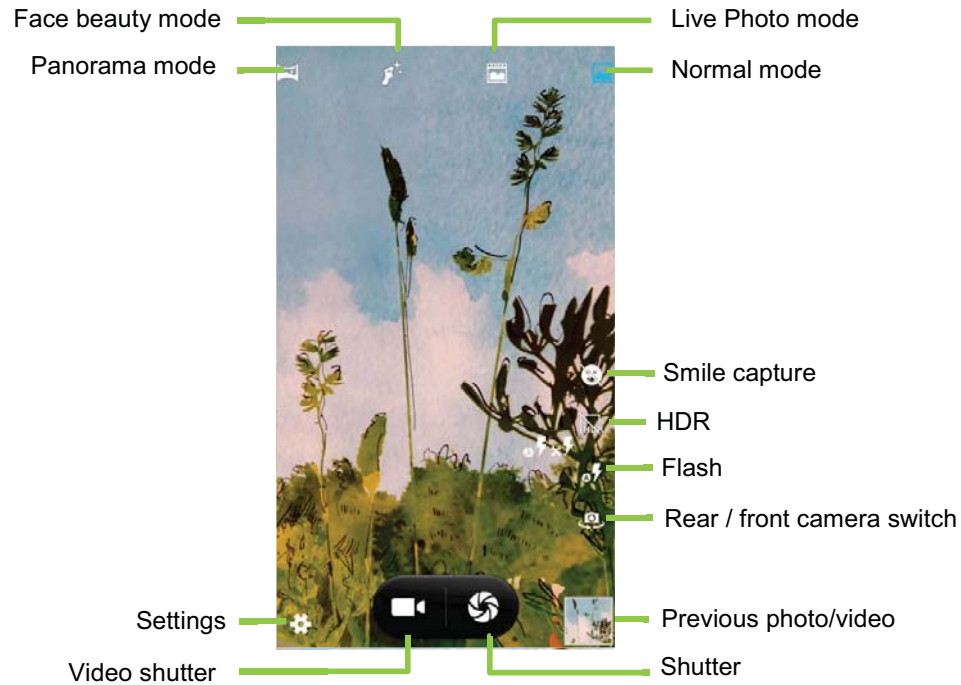
5.2 Bluetooth

Turn Bluetooth on / off

Tap → to Bluetooth main screen.


6. Camera

Camera Function



Taking photo

On the camera main screen:

- Tap  → take pictures.
- Tap **Volume Up Key** to take a picture.
- Press and hold **Volume Up Key** to take continuous photos.

Recording video

- (1) Tap  →  start recording.
- (2) Tap  → pause; tap  → continue recording.
- (3) Tap  again → stop recording and saved file.
- (4) During recording, tap  → take pictures.

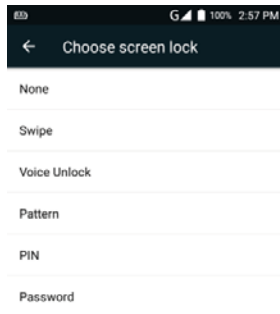



7. Manage Phone

7.1 Protect Phone

Screen lock

There are six screen lock types can protect your phone.




- (1) Tap  → Security → Screen lock → Choose one screen lock type.
- (2) Get into main setting screen and follow the instructions to set up.

Note:


Secure data by screen lock, required different screen unlock types every time after phone is turned on or waked up from sleep mode every time (screen is off).

Disable screen lock security


Tap  → Security → Screen lock → Choose one screen lock type to unlock → tap “None” disable it.

Enable the PIN of the SIM card

When PIN is enabled, required to enter PIN before using phone.

- (1) Tap  → Security → Set up SIM card lock.
- (2) Tap “SIM1” or “SIM2”. (If SIM2 inserted).
- (3) Check “Lock SIM card”. Input PIN → tap “OK”.

7.2 Backup or Reset Phone

- (1) Tap  → Backup & reset.
- (2) Tap Factory data reset → Reset phone → Erase everything → reset phone.

NOTE:

Before resetting device, please remember to back up all data and information.

8.Specifications

System Information	
Platform	Android™ 5.1
Processor	1.4GHz Octa Core
Memory	ROM 16GB/ RAM 2GB
Display	
Size	5"
Resolutions	1280 x 720pixels
Size	
Dimensions	143 x 72 x 9.3 mm (L x W x H)
Weight	150 grams with battery
Power	
Battery	Li-polymer pack 4000mAh
Power Adapter AC input	100-240V, 50/60Hz, 0.5A max.
DC output	5V, 1.5A
Standby time	Up to 700 hours (It may vary depending on networks and the individual usage.)
Talk time	Up to 20 hours (It may vary depending on networks and the individual usage.)
Radio Band & Standard	
LTE	800/ 1800/ 2600MHz (B3/ 7/ 20)
GSM/GPRS/EDGE	850/ 900/ 1800/ 1900 MHz
WCDMA/HSDPA	900/ 2100 MHz
Connectivity	
GPS	GPS, AGPS
Wi-Fi	WLAN 802.11 b/g/n
Bluetooth	Bluetooth 4.0
USB	Micro USB
Audio Jack	3.5 mm stereo audio jack
Digital Camera	
Rear Camera	13MP Color Camera with AF and Video Recording
Front Camera	5MP
External Memory	
Memory Card	Micro SD supports up to 32GB
Temperature	
Operating	0°C to 40°C
SIM Card Slot	
Dual SIM card slot.	

1. Specifications and accessories may differ subject to different SKUs or/and regions. The specification is subject to change without prior notice.
2. Mobile data interruption, unexpected error in CPU and high power consumption could be caused by in-app AD in Android phone. We suggest you try to remove

those apps with AD which had been installed in your device for preventing any abnormal situation happens and saving more power as well.

3. **Memory comprises of approximately 2 GB firmware, plus 11.68 GB of “Phone storage” for downloaded applications and their data, music, pictures, videos and documents.**

If this document is modified, please download the latest version on GSmart official website. www.gigabytecm.com

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Android 5.1, Lollipop User Manual

Set up your device




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


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

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

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



Send an SMS (text message) from your phone

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

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



Make a phone call

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

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



Make a video call

The Hangouts™ app lets you send and receive video calls. To open it, touch



Hangouts on a Home or





All Apps screen.



Send an email

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





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

Status bar




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

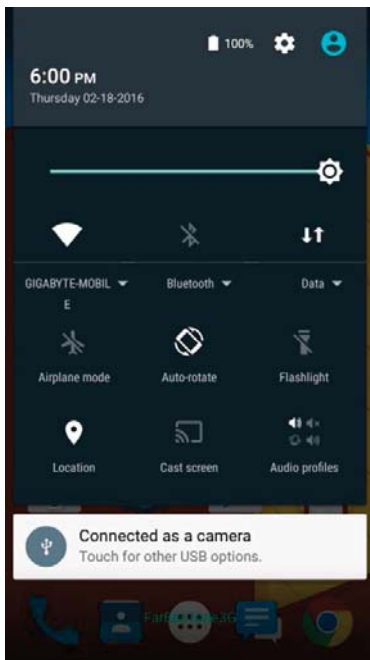
Quick Settings


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

- **Wi-Fi network**  : Turn Wi-Fi on or off. To open Wi-Fi settings, touch the Wi-Fi network name.
- **Bluetooth settings**  : Turn Bluetooth on or off. To open Bluetooth settings, touch the word “Bluetooth”.
- **Cellular data**  : See cellular usage data and turn it on or off.
- **Airplane mode**  : Turn airplane mode on or off. Airplane mode means


your phone won't connect to Wi-Fi or a cell signal, even if one is available.


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



Open the main Settings app by touching  **Settings** in the top right. You can also turn Auto Rotate on or off from Quick Settings, to lock or unlock automatic screen rotation.

Manage battery life

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

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

Get around

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



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

Navigation buttons

At the bottom of most phone or tablet screens, no matter what you're doing, you'll always find the navigation bar with three buttons.



Back

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



Home

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



Recents

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


Organize your Home screens

- To change your wallpaper, add a widget, adjust Search settings, or change screen order, touch & hold the background of any Home screen.
- You can have any number of Home screens to the right. To add a new screen, swipe to the rightmost screen and drag an app or widget to the right edge.
- The screen to the left of the main Home screen is reserved for Google Now,

and is available only when Google Now is turned on.

- To create a folder, slide one icon quickly on top of another.
- To name or rename a folder, open it and touch its name.

To add an app icon to a Home screen:

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

To add a widget:

1. Touch & hold the background, then touch Widgets.
2. Swipe right to choose a widget, which provides a quick view or way to access information on your home screen, like a larger size clock or a view of information in your Google Play™ library.

To move an app or widget to another position:

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

Touch & type

To select or activate something, touch it.


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

Other common gestures include:


- **Touch & hold.** To select an item, touch & hold it by not lifting your finger until something happens. This is how you access accent and other special characters on the keyboard. Slide your finger to the accented letter you need.
- **Touch, hold, & drag.** Touch & hold an item for a moment and then, without lifting your finger, move your finger on the screen until you reach the target position. You can move apps around on the Home screen.
- **Swipe or slide.** Quickly move your finger across the surface of the screen, without pausing when you first touch (so you don't drag something instead).

Slide a Home screen left or right to view the other Home screens.

- **Double-tap.** Tap quickly twice on a map or image to zoom in and out.
- **Scale.** In some apps (such as Maps, Chrome™, and Photos), you can scale by placing two or more fingers on the screen at once and pinching them together (to enlarge scale) or spreading them apart (to reduce it).
- **Rotate the screen.** The orientation of most screens rotates with your device as you turn it. To keep your screen locked in Portrait mode, swipe

down with two fingers from the top of any screen and  touch Portrait/Auto-Rotate in Quick Settings.


Android version & updates


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

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

Display

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

Go to  **Settings > Device > Display**.

- **Brightness level:** Move the  slider to set the brightness level on your device.
- **Adaptive brightness:** Turn on adaptive brightness to automatically optimize the brightness level on your device based on the available light around you. Adaptive brightness is on by default. You can still adjust your brightness when needed.
- **Sleep:** Change how long it takes for your device's screen to go black when you're not using it.
- **Daydream:** Set up screensavers that display photos, colorful backgrounds, and more when your device is charging or docked.

Prompt & notification

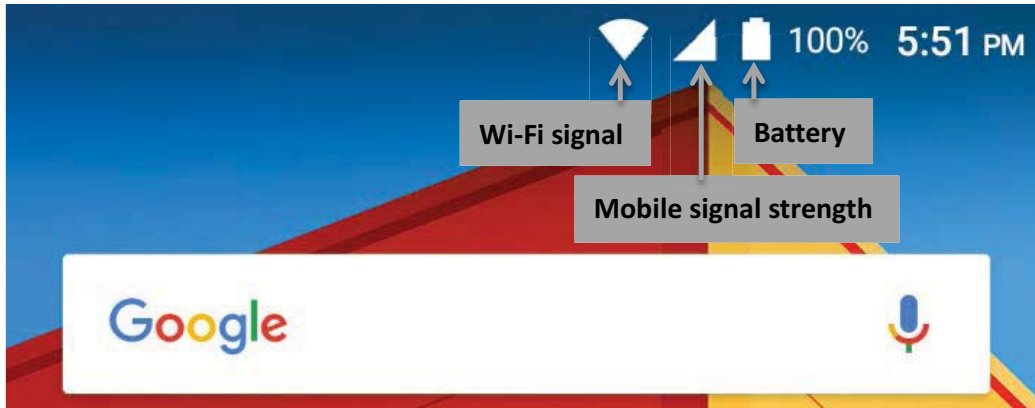
You can change the sound and notification settings on your device by going to

 **Settings > Device >  Prompt & notification**.

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

- **Interruptions.** Touch the settings to turn phone call and message interruptions on or off. If you turn Messages notifications on, touch **Calls/messages from** to specify from whom you accept notifications (Anyone, Starred contacts or Contacts Only). In Downtime, select which days and times you allow for sound notifications.
- **When device is locked.** Manage whether notifications can be seen when your phone is locked, and whether sensitive content in a notification can be seen. Sensitive content includes things like the title of a song you downloaded, who sent you an email, or the details of a calendar event.
- **App Notifications.** Modify the notification settings individually for apps such as Gmail. The setting under **When device is locked** will always take precedence over the setting for an individual app.
- **Notification access.** See which apps can access your notifications.


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



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


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

When you're finished with a notification, swipe it away. To dismiss all


notifications, touch  Dismiss at the very bottom of the notifications list.

Manage accounts on your device

Add an account



1. Go to  **Settings > Personal > Accounts**. Touch "Add account."
2. Touch the type of account you want to add. You may be able to choose from choices like "Google," "Personal (IMAP)," or "Personal (POP3)." If you're not sure whether to choose IMAP or POP3, try IMAP first. Many email services use IMAP.
 - i. Choose "Google" if you want to add your Google Account. When you sign in with a Google Account, all the email, contacts, calendar events, and other data associated with that account are automatically synced with your device.
 - ii. Follow the on-screen instructions to add the account.

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

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

Remove an account

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

1. Check to see if the account you want to remove is the account you used to set up your device.
 - If it's not, go to step 2 and follow the instructions.
 - If it is, reset your device to its factory settings instead of following the steps below. This erases all of the data from your device and you'll need a Google Account to set up your device again.
2. Open the  Settings menu on your device.
3. Under "Accounts," touch the name of the account you want to remove. If you're using a Google Account, touch Google and then the account.
 - When you sign out of your Google Account, all the email, contacts, Calendar events, and other data associated with that account will no longer automatically sync with your device.
4. Touch  **Menu** in the top right corner of the screen.

5. Touch **Remove account**.

Security

1. Go to  **Settings > Personal > Security > Screen lock**.


2. Touch the type of lock you'd like to use.

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


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

Printing

With Android 5.1, Lollipop, you can preview and print the content of certain screens to a printer on the same Wi-Fi network as your Android device.

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

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

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



File storage

To attach an image to an email you're composing, touch the Paper Clip in the



top right and choose to either **Attach file** or **Insert from Drive** to select stored images in your Drive folder.

From here, you can view any of these sources:

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

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

In the Downloads app:

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

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

Screenshots

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

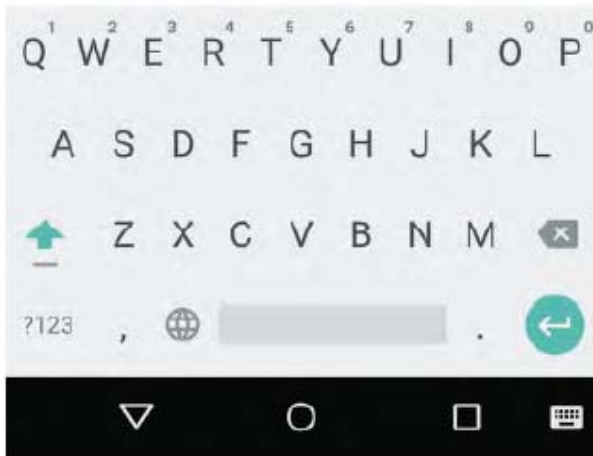
The screenshot is automatically saved in your Photos.

Use the keyboard

To select a keyboard language other than English, go to **Settings, Personal > Language & input**.

Enter & edit text

Use the onscreen keyboard to enter text.




Basic editing

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.

Delete text

Touch the  Delete key to delete the characters before the cursor or selected text.

Type capital letters


To switch to capital letters for one letter, touch the  Shift key once.

You can also touch and hold the  Shift key while you type or you can touch the  Shift key and slide to another key.


When you release the key, the lowercase letters reappear.

Turn caps lock on

Double-tap or touch and hold the  Shift key so that it changes to. Touch the


 Shift key again to return to lowercase.

Change word capitalization



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

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

Type a symbol or character

To switch to symbol keys for one word, touch the symbol key  once.


You can also touch and hold the symbol key


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

View more symbols and characters

Touch and hold symbols or characters to get accented characters or additional symbols.

Cut, copy, paste

Select the text you want to cut or copy. Then touch the Cut button  or Copy

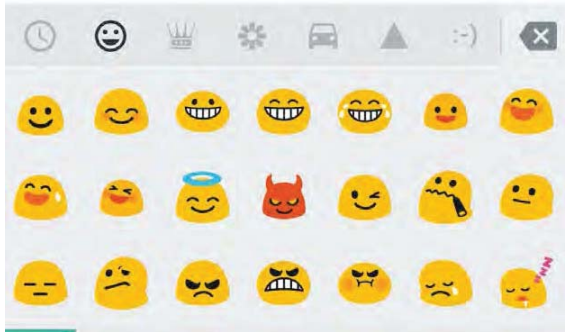
button . To paste, touch the space where you want to paste your text and

then touch Paste. If you want to replace other text with the text you copied,

highlight the text, then touch the Paste button .

Emoji


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




Use next-word suggestions

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

Android continues to suggest words as you type.

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

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

Gesture typing

To input a word using Gesture Typing:

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


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

If there are letters you want to emphasize, like repeated letters, such as the "e"


in sleep, pause over the “e” slightly longer before moving on to the next letter.

Use Gesture Typing without the space bar


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

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


Keyboard dictionaries

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

Personal dictionary


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

Add-on dictionaries

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

Type by speaking

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

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

In some languages, you can also enter punctuation by speaking it, like “comma,” “period,” “question mark,” “exclamation mark,” or “exclamation point.” Supported languages include English, French, Italian, German, Spanish, and Russian.

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





Try Some apps


All apps

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

From All Apps, you can:



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

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

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





Gmail

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

You can use your Gmail account to sign in to all Google Apps™ and services, including these and many more:


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

While you're reading a message:

- Touch the icons along the top of the screen to archive, throw away, and mark as read. Touch  to mark a message as unread. Look under the  Menu to move, change labels, mute, print and do other actions to the email.
- Swipe left or right to read the previous or next conversation.


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

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


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

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

To add a non-Gmail email account to Gmail:



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

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


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




Google Play

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

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


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

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



Photos

To open Photos from the:

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

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

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

Touch ☰ Menu to:

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




Contacts

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


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

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

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

- **View all contacts or favorites.** Choose from the top of the screen.
- **Add a contact.** Touch  Add Contact.
- **Read details.** Touch a name to see details for a contact or group.
- **Share the contact** or place a frequently used contact on the Home screen.

Touch ⋮ Menu.



- **Edit details.** While viewing a contact, touch  Edit at the top of the screen to edit the contact's information.
- **Change your settings.** While viewing the main list screen, touch ⋮ Menu to import or export contacts, choose display options and add or edit

accounts.









Messenger

To read and respond to messages, follow these steps:

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

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

1. Go to  All Apps and touch  Messenger.
2. In the main Messenger screen, touch .
3. Enter a name from your contacts or a mobile phone number in the **To** field.
To send a group text message, touch the  group icon in the **To** field and touch additional contacts or enter additional mobile phone numbers. .
 - Below the To field, you can choose from your frequent contacts by touching **Frequents** or your list of contacts by touching **All contacts**.
 - If you're sending a group message, make sure you turn on group messaging in Messenger setting.
 - If you choose to enter a name or mobile number in the **To** field, matching contacts appear as you type, if any exist among your contacts. You can touch a suggested recipient or continue entering the phone number.
4. To write your message, touch the Send message box and type your message. Learn more about using Google Keyboard and emoji.
5. If you touch the  Back button while composing a message, it's saved as a draft in Messenger. Touch the conversation to resume composing it.
6. To send, touch  **Send**.

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





Delete messages

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

Delete conversations

While viewing your list of conversations in Messenger, touch and hold a conversation to select it.

To delete the conversation, touch  Trash in the top right corner of the screen.

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




Hangouts

With Hangouts, you can make video calls to anyone with a Google Account. You can share photos and your location with others.



Calendar

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

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


From any of these views, you can:

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

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

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

Accessibility

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

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

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