INQ CLOUD TOUCH

USER GUIDE

OVERVIEW

OVERVIEW CONTINUED

OVERVIEW CONTINUED

OVERVIEW CONTINUED

THE BASICS

OVERVIEW

Inside your INQ Cloud Touch box, you'll find:

- Your phone
- Quick Start Guide
- Safety and Warranty leaflet
- Battery (preinstalled)
- 4GB microSD card (preinstalled)
- Power adapter
- USB cable
- Headset with 3.5mm jack

THE BASICS

YOUR PHONE HAS A NUMBER OF HARD-KEYS & TOUCH-KEYS:

iNQ

HEADPHONE JACK

POWER ON/OFF

MICRO USB SOCKET

VOLUME KEYS

INFO KEY

LED LIGHT

MUSIC KEY

MICROPHONE

BATTERY COVER TAB

TOUCH STRIP KEYS:
OPTIONS KEY
INQ KEY
BACK KEY

THE BASICS

KEYS & FUNCTIONS

POWER ON/OFF KEY

Press and hold the **Power on/off key** to switch your phone on and off. Pressing it quickly will turn the phone's screen on and off, unlocking and locking the handset.

INFO KEY

Pressing the **Info key** opens up the Info Panel where you can quickly access your phone's remaining battery life, alarms, Wi-Fi connection and sound profiles.

VOLUME KEYS

Press these keys to turn the volume of your phone up and down, whether it's your ringtone, media or in-call.

MUSIC KEY

Press and hold the **Music key** all the way down to open your default music application. When you're playing a track, you can pause it by quickly pressing the **Music key** all the way down. Press it again to continue playing the track. A quick double-press will skip to the next track.

OPTIONS KEY

Pressing the **Options key** will open a pop-up menu with options specific to the application you're in.

INQ KEYS

Press the **INQ key** to go back to the Home screen. You can also multitask and switch between applications by pressing and holding the **INQ key**; this will open a view of the applications you've used most recently (up to a maximum of eight) and allow you to switch between them.

BACK KEY

Press the Back key to go back to the previous screen. If your keyboard is open, pressing the Back key will close it.

THE BASICS

REMOVE & REPLACE THE BACK COVER

TO REMOVE YOUR PHONE'S BACK COVER AND GET ACCESS TO YOUR PHONE'S BATTERY, SIM AND MICROSD CARD:

❶ Starting at the base of your phone, slide your fingernail underneath the back cover

❷ Lift the cover away from the phone

TO REPLACE THE BACK COVER:

❶ Place the cover over the back of the phone

❷ Press down the edges of the cover to snap it back into place

THE BASICS

INSERT SIM, MICROSD & BATTERY

Your phone comes with its battery and a 4GB microSD card preinstalled. If you buy your phone with a contract, your SIM card may also have been installed.

TO REACH YOUR PHONE'S SIM AND MICROSD CARD, YOU'LL NEED TO REMOVE YOUR PHONE'S BATTERY:

❶ Remove the phone's back cover
❷ Starting from the notch at the base of the battery, lift out the battery

TO INSERT A SIM CARD:

❶ Slide the SIM door along to the left to open the the SIM slot
❷ Place the SIM card into the slot with the gold contacts facing down and the slanted corner at the top-right
❸ Close the SIM door and slide it back to the right to lock it
❹ The SIM door will click when it's locked into place

TO INSERT A MICROSD CARD:

❶ Slide the microSD door down towards the base of the phone to open the microSD slot
❷ Place the microSD card into the slot with the gold contacts facing down and the notched edge on the left
❸ Close the microSD door and slide it back up to lock it
❹ The microSD door will click when it's locked into place

TO REPLACE YOUR PHONE'S BATTERY:

❶ Check that the battery is the right way up - the gold contacts should be on the top edge of the battery with the INQ logo towards the front
❷ Starting with the top edge, push the battery back into place

CHARGE THE BATTERY

Your phone's battery should be partially charged when you first take it out of the box. To get the most out of it in the long-run, we recommend you charge the battery fully before switching it on.

TO CHARGE YOUR PHONE'S BATTERY:

❶ Using the power adapter and USB cable that came with your phone, plug the USB cable into the power adapter
❷ Plug the power adapter into an electric socket
❸ Plug the other end of the USB cable into your phone's microUSB socket
❹ When your phone is plugged in, the battery icon will change to show that it is charging. You'll also see a green LED just above the screen
❺ Once the battery is full, you'll see a popup saying that your battery is charged

Two hours charging will give you about 90% battery power, assuming you use the standard INQ charger that came with the phone.

▶ **SKIP TO STATUS BAR & NOTIFICATIONS**

THE BASICS

POWER ON/OFF

POWER ON/OFF

TO SWITCH YOUR PHONE ON AND OFF:

❶ Press and hold the **Power on/off key**

If your phone's screen is off, briefly press the **Power on/off** key to turn it back on, then unlock the screen by dragging the Lock icon up on the screen.

▶ SKIP TO LOCK & UNLOCK YOUR SCREEN

FIRST-TIME SETUP

The first time you switch on your phone, you'll go through a series of steps to help you set up your preferences. These include choosing your location, preferred language and Wi-Fi settings. You'll also be able to create or sign in to your Google and Facebook accounts and start synchronising contact details, calendars and messages across to your phone.

First, you will be asked to choose your phone's language. You can change this at a later time in your phone's settings.

▶ **SKIP TO LANGUAGE & KEYBOARD SETTINGS**

Next you will be asked if you want to connect to a Wi-Fi network to set up your phone. Select an available network from the list or add your own.

▶ **SKIP TO WI-FI & CONNECTIONS**

By creating or signing in with your Google account, you'll be able to access the Android Market and download applications to your phone, as well as synchronising your Google contacts, calendar and email. Please note that a Google account is required in order to access software updates through Android Market.

▶ **SKIP TO GMAIL**
▶ **SKIP TO ACCOUNTS & SYNC**

By creating or signing in to your Facebook account during set-up, you'll be able to use Facebook from your phone's Home screen, sync your contacts in your address book and see Facebook events in your calendar.

▶ **SKIP TO INQ HOME LIVE ICONS**
▶ **SKIP TO FACEBOOK**
▶ **SKIP TO ACCOUNTS & SYNC**

THE BASICS

CAMERA ICON

LOCK ICON

INQ TYPE ICON

LOCK & UNLOCK YOUR SCREEN

TO LOCK YOUR PHONE'S SCREEN:

❶ Briefly press the **Power on/off key** to switch off the screen and save battery life or avoid pressing keys by accident

❷ Your phone's screen will also switch off automatically after a few minutes of sitting idle. This will switch off your phone's screen and require you to unlock the screen when you switch it back on. You can change these settings in your phone's settings

▶ **SKIP TO DISPLAY SETTINGS**

TO UNLOCK YOUR PHONE'S SCREEN:

❶ Briefly press the **Power on/off** key again to switch your phone's screen back on

❷ On the Lock screen, drag the Lock icon up on the screen

❸ If you've set up a screen lock - whether it's a PIN, password or pattern lock - you'll need to enter your details to complete the screen unlock

▶ **SKIP TO SET UP SCREEN LOCK**

From the Lock screen, you can also quickly open the Camera or INQ Type applications just by dragging the icons up on the screen

▶ **SKIP TO CAMERA**
▶ **SKIP TO INQ TYPE**

THE BASICS

SCREEN ORIENTATION

Some applications and screens allow you to view and interact with them in landscape mode when you turn the phone onto its side.

When you're writing, turning the phone on its side will open a larger keyboard for easier typing.

Other applications - like viewing videos in *Gallery* or *YouTube* - will automatically open in landscape mode.

INQ HOME SCREENS

OVERVIEW

Out of the box, your INQ Cloud Touch has five Home screens available for you to customise.

Here you can move or delete some of the preinstalled icons and apps as well as add your own selections, set new wallpaper and change the order or number of Home screens.

INQ HOME SCREENS

WHEN YOU SWITCH ON YOUR PHONE, YOUR HOME SCREENS WILL APPEAR LIKE THIS:

MAIN INQ HOME SCREEN WITH INQ HOME LIVE ICONS

FIRST LEFT WITH SPOTIFY WIDGET AND SHORTCUTS

FAR LEFT WITH ANDROID HELP WIDGET

FIRST RIGHT WITH GOOGLE SEARCH AND SHORTCUTS

FAR RIGHT BLANK

To navigate between your Home screens, swipe your finger to the left or right across the screen.

Pinching together will open up a view of all five Home screens, then tap to select the one you want to view.

▶ **SKIP TO INQ HOME LIVE ICONS**
▶ **SKIP TO SPOTIFY**

INQ HOME SCREENS

HOME SCREEN WORKSPACE

STATUS BAR AND NOTIFICATIONS

MAIN MENU ICON

LAUNCHER BAR

NAVIGATE INQ HOME SCREEN

Each of your Home screens is made up of three areas:

STATUS BAR & NOTIFICATIONS

Your phone's status bar is split into two sections:
❶ On the right are icons indicating your phone's status, including the time, battery and signal strength and data connection
❷ On the left are icons showing your notifications and alerts

▶ SKIP TO STATUS BAR & NOTIFICATIONS

HOME SCREEN WORKSPACE

This is the main area of your Home screens that you can customise by choosing your own wallpaper, widgets and shortcuts.

▶ SKIP TO ADD ITEMS TO THE HOME SCREENS
▶ SKIP TO SET YOUR WALLPAPER

LAUNCHER BAR

The Launcher gives you quick access to applications like Camera, Browser and Contacts, as well as deep links into the Facebook application. On the far left is the Main Menu icon - press this to see all of the applications on your phone.

▶ SKIP TO LAUNCHER BAR

INQ HOME SCREENS

YOUR PHONE'S STATUS ICONS ARE SHOWN AND EXPLAINED AS FOLLOWS:
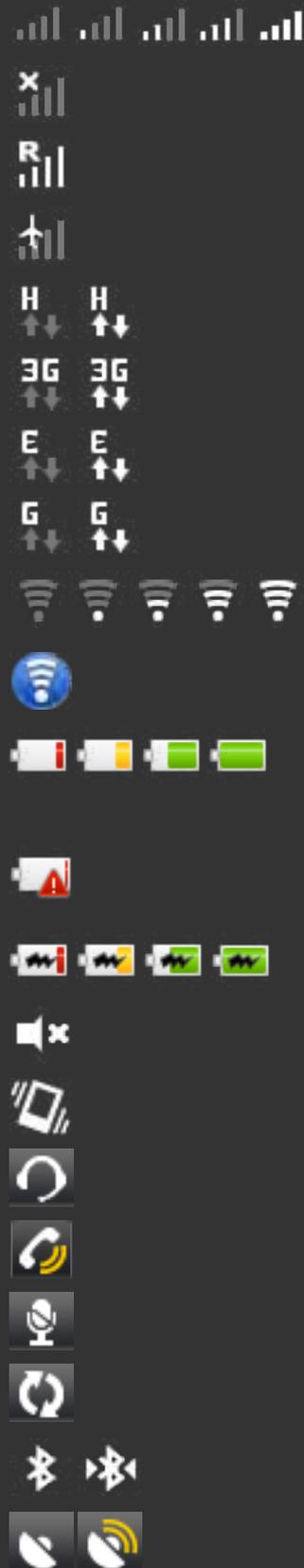
ICON	STATUS
	Network signal strength - the more white bars you have, the stronger your network signal
	No signal
	Roaming signal strength
	Airplane mode is on
	HSDPA is connected (and in use)
	3G is connected (and in use)
	EDGE is connected (and in use)
	GPRS is connected (and in use)
	Wi-Fi signal strength - the more white bars, the stronger your Wi-Fi signal
	Portable Wi-Fi hotspot is on
	Battery status - red indicates you have less than 15% battery life remaining, yellow means you have less than 30% and green is 30-100%
	Low battery - you have less than 5% battery life remaining
	Battery charging
	Silent is on
	Vibrate is on
	Headset is plugged in
	Speaker is on (when on a call)
	Mute is on (when on a call)
	Sync is on - your phone is synchronising data with an account (e.g. email)
	Bluetooth is on (and in use)
	GPS is on (and in use)

INQ HOME SCREENS

YOUR NOTIFICATIONS AND ALERTS ICONS ARE SHOWN AND EXPLAINED AS FOLLOWS:

ICON	STATUS	ICON	STATUS
	New Gmail message received		Missed call
	New email message received		Call in progress
	New SMS or MMS message received		Call in progress using Bluetooth headset
	Message sending failed		Call forwarding is on
	New Google Talk message received		Call on hold
	New Facebook notification		New voicemail received
	New Facebook chat message		Alarm is set
	Track playing in Spotify app		Alarm is on snooze
	Track paused in Spotify app		New calendar event
	Spotify is syncing		More notifications received (shows once you have eight or more notifications)
	Uploading data		USB connected
	Downloading data		SIM card missing
	Download completed successfully and installed		SIM card preparing
	Car mode is on		MicroSD card missing
	Software updates are available for download		MicroSD card preparing

INQ HOME SCREENS

STATUS BAR & NOTIFICATIONS

To view your notifications, press and drag the status bar down on the screen. This will open the notifications panel. Here you'll see a scrolling list of all current notifications, from text messages and missed calls through to calendar alerts and Facebook chat.

To view or respond to a notification, press it. Depending on the type of notification it is, it will open the application associated with it and allow you to view and respond to it.

You can clear your list of current notifications by pressing *Clear* at the top of the notifications panel.

Close the notifications panel by dragging the bottom of the panel up to the top of the screen or by pressing the **Back key**.

INQ HOME SCREENS

MAIN MENU ICON

LAUNCHER BAR

The INQ Launcher bar sits at the bottom of your Home screens and Main Menu. Here you'll find shortcuts to key applications, including the Main Menu, Camera and Facebook deep links.

To see all of the applications on the Launcher, drag and scroll to the left and right of the screen.

To open an application from the Launcher, press it.

You can also add, remove and edit items on the Launcher to suit you.

TO ADD APPLICATIONS FROM THE MAIN MENU:

❶ Open the Main Menu by pressing the Main Menu icon on the Launcher

❷ Scroll to the application you want to add to the Launcher

❸ Press and hold the application icon - in the background you'll be taken back to the Home screen, still holding the icon

❹ Keep holding the icon and drag it down to the Launcher bar - it will be added on the far right

TO ADD APPLICATIONS FROM EXISTING SHORTCUTS ON THE HOME SCREEN:

❶ Scroll to the Home screen showing the application you want to add to the Launcher

❷ Press and hold the application icon before dragging it down to the Launcher bar - it will be added on the far right

INQ HOME SCREENS

MOVE TO FAR RIGHT

MOVE TO IMMEDIATE RIGHT

MOVE TO FAR LEFT

MOVE TO IMMEDIATE LEFT

DELETE FROM LAUNCHER

LAUNCHER BAR

TO EDIT THE ORDER OF YOUR ICONS ON THE LAUNCHER BAR:

❶ On the Launcher bar, press and hold the application icon you want to move

❷ Let go of the icon when the popup box appears above

❸ Press the on-screen buttons to move the icon to where you want it to be:

MOVE TO FAR LEFT
Moves the application icon to the far left of the Launcher bar

MOVE TO IMMEDIATE LEFT
Moves the application icon one step to the left

DELETE FROM LAUNCHER
Removes the application icon from the Launcher bar

MOVE TO IMMEDIATE RIGHT
Moves the application icon one step to the right

MOVE TO FAR RIGHT
Moves the application icon to the far right of the Launcher bar

❹ Once you're happy with where the icon is, press *Done* to save it and go back to the Home screen

INQ HOME SCREENS

ADD ITEMS TO THE HOME SCREENS

You can customise your Home screens by adding shortcuts, widgets and icons, making it easier and quicker to get the information you want, when you want it.

TO ADD AN ITEM TO THE HOME SCREEN:

❶ Scroll to the Home screen where you want to add an item

❷ Press the **Options key**

❸ Select *Add item* or press and hold an empty space on the screen until a popup box appears and select *Add item* - if the *Add item* option is greyed out, there isn't enough space on your Home screen to add a new item - either remove an existing item from the screen to create space or press the **Back key** to go back to the Home screen and scroll to a new screen

❸ Select the type of item you want to add:

SHORTCUTS
Add links to applications, bookmarked webpages, contacts, destinations in maps, Gmail labels and more

▶ **SKIP TO USE BOOKMARKS & HISTORY**
▶ **SKIP TO MANAGE GMAIL MESSAGES**

WIDGETS
Add a variety of widgets to the Home screens including those downloaded from Market

▶ **SKIP TO MARKET**

FOLDERS
Add a folder where you can organise and store various Home screen items

❹ Press the item you want to add it to the Home screen

▶ **SKIP TO MOVE, REMOVE & UNINSTALL ITEMS ON HOME SCREENS**

INQ HOME SCREENS

MOVE, REMOVE & UNINSTALL ITEMS ON HOME SCREENS

TO MOVE AN ITEM ON THE HOME SCREEN:

❶ Press and hold the item you want to move
❷ Drag it to where you want to put it
❸ Let go to drop the item into an empty space

TO REMOVE AN ITEM FROM THE HOME SCREEN:

❶ Press and hold the item you want to remove - a bin will appear at the bottom of the screen
❷ Drag the item down and onto the bin
❸ Release it once the item turns red

TO UNINSTALL AN APPLICATION FROM THE HOME SCREEN:

❶ Press and hold the item you want to uninstall - a bin will appear at the bottom of the screen
❷ Drag the icon down and onto the bin - the icon will turn red
❸ Hold it there for a few seconds until you see a popup box saying *Drop to uninstall*
❹ Let go of the icon to uninstall it
❺ You'll see a popup screen asking you to confirm you want to uninstall this item. Press *OK* to confirm

Applications in the Main Menu can be uninstalled in the same way.

INQ HOME SCREENS

SET YOUR WALLPAPER

You can customise your phone's wallpaper on the Home and lock screens by choosing one of the live wallpapers, one of the suggested INQ wallpapers or by using one of your own photos from the Gallery.

TO SET YOUR WALLPAPER:
❶ On the Home screen, press the **Options key**
❷ Select *Set wallpaper*
❸ Choose one of the following options:

GALLERY
Opens the gallery of photos that you've taken with the phone's camera. Here you'll have the option to crop the photo before you set it as your wallpaper.

Once you select the photo you want to use, a frame will appear to show you how much of your picture will appear on the Home screen. Drag the frame to change the area of the photo selected or press and drag one of the arrows around the edge of the frame to expand or contract the size of the selection. Press *Save* to set this as your wallpaper.

▶ **SKIP TO OPEN GALLERY**

LIVE WALLPAPERS
Opens a list of animated wallpapers that are preinstalled on your phone. Some adapt to the time of day while others change when the screen is touched.

Press one of the wallpapers to preview it and then select *Set Wallpaper* to set it as your wallpaper.

WALLPAPERS
Opens a gallery of preset wallpapers that come with the phone.

Scroll through the images at the bottom to find the one that you want and press *Set Wallpaper* to set it as your wallpaper.

INQ HOME SCREENS

HOME SCREEN PREFERENCES

In your Home screen preferences, you can carry on personalising your phone's Home screen, whether it's changing the appearance of your Launcher bar or the number of home screens you see.

TO EDIT YOUR PHONE'S PREFERENCES

❶ On the Home screen, press the **Options key** and select *Preferences*

❷ Choose from the following options:

GENERAL
Here you can reset all preferences back to their default setting or choose the effect behind the Launcher icons

WORKSPACE
Change the number and order of your home screens, as well as preferences around the icons and widgets that appear on your home screens

HOME GESTURES
Set up shortcut gestures on your Home screen to open the Main Menu, view all home screens or open the phone dialer

APPLICATIONS GRID
Choose how you want the Main Menu to appear on your phone

INQ HOME
LIVE ICONS

OVERVIEW

The INQ Home live icons showcase the best bits of Facebook on your Home screen, making it easy to see what your friends are up to.

These are linked to your Facebook account, highlighting information from your friends to show you the latest and greatest.

▶ SKIP TO FACEBOOK
▶ SKIP TO ACCOUNTS & SYNC

INQ HOME LIVE ICONS

SET UP INQ HOME LIVE ICONS

When you switch on your phone and sign into Facebook for the first time, it will start to sync information from your online account to your Contacts and Calendar.

▶ **SKIP TO FIRST-TIME SETUP**

TO COMPLETE THE SIGN-IN PROCESS:
❶ Once you have gone though first-time setup, press the News Feed live icon to complete the sign in process
❷ Select *Continue*

Your INQ Home live icons are linked to an account on your phone called Facebook for INQ. This will appear in your phone's Accounts & Sync settings. Removing this account will prevent the INQ Home live icons from updating.

▶ **SKIP TO ACCOUNTS & SYNC**

INQ HOME LIVE ICONS

PLACES

NOTIFICATIONS

EVENTS

PEOPLE

NEWS FEED

NAVIGATE INQ HOME LIVE ICONS

Your INQ Home live icons appear on your Home screen like this:
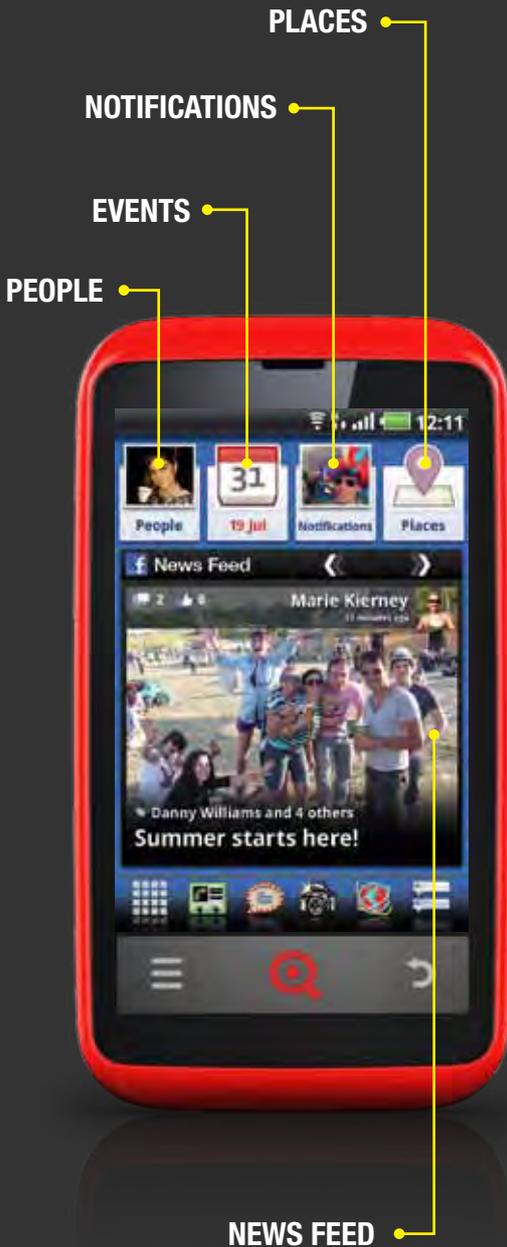
PEOPLE

Opens the People application where you can keep track of your top Facebook friends

EVENTS

Opens the Calendar application where you can view your Google and Facebook events side-by-side

NOTIFICATIONS

Opens your Facebook Notifications screen

PLACES

Opens your Facebook Places screen so you can quickly check in

NEWS FEED

Shows a rich selection of recent News Feed items from your Facebook friends, including status updates, links, YouTube videos and photos

▶ SKIP TO FACEBOOK

INQ HOME
LIVE ICONS

PEOPLE

Press the People live icon to open the People application where you can keep track of your top Facebook friends.

The People live icon will indicate when one of your top friends has updated their Facebook page.

▸ **SKIP TO PEOPLE**

INQ HOME
LIVE ICONS

EVENTS

Press the Events live icon to open the Calendar application where you can view your Google and Facebook events side-by-side.

If you have a Facebook event due to take place today, the Events icon will change to show the event picture. It will also update to show friends' profile pictures on their birthday.

If you have no events or birthdays in today's Calendar, the events icon will appear with today's date shown underneath.

▶ SKIP TO CALENDAR

INQ HOME
LIVE ICONS

NOTIFICATIONS

Press the Notifications live icon to open your Facebook Notifications screen.

When you receive a new notification from a friend, their Facebook profile picture will appear in the Notifications live icon.

▶ SKIP TO FACEBOOK FOR ANDROID

INQ HOME
LIVE ICONS

PLACES

Press the Places live icon to open your Facebook Places screen where you can quickly check into locations as well as see your friends' check-ins.

When one of your Facebook friends checks into a location, their profile picture will appear in the Places live icon.

▶ **SKIP TO FACEBOOK FOR ANDROID**

INQ HOME
LIVE ICONS

RIGHT ARROW

LEFT ARROW

NEWS FEED
CONTENT
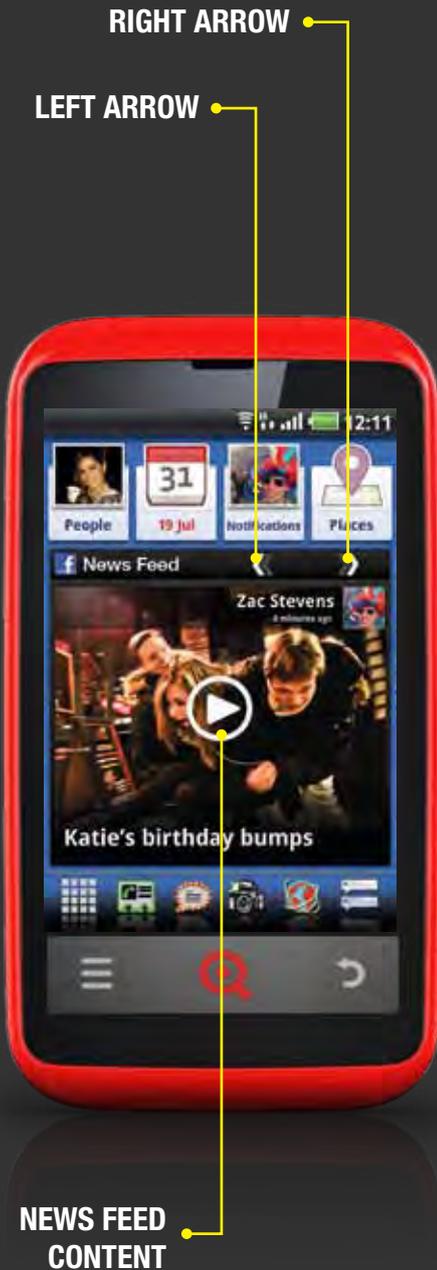
NEWS FEED

Shows a selection of recent News Feed items from your Facebook friends

The News Feed live icon shows a selection of status updates, photos, albums, links and TouTube videos.

To scroll thourgh the available stories, tap the left and right arrows in the top right-hand corner of the live icon.

The content in your News Feed should update approximately every four hours. To manually refresh your News Feed, press **News Feed** and wait for a few seconds for your phone to update.

Press the content in the News Feed live icon to open it. Facebook status updates, photos and albums will all open in the Facebook application. Links will go straight to the page that is posted while YouTube videos will open in the YouTube application.

▶ SKIP TO FACEBOOK FOR ANDROID
▶ SKIP TO BROWSER
▶ SKIP TO YOUTUBE

CONTACTS
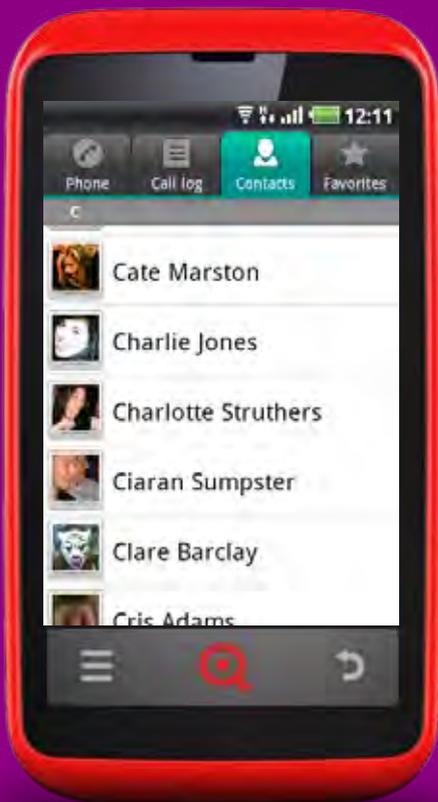
OVERVIEW

Your phone's Contacts makes it quick and simple to get hold of the people you want to reach.

When you switch on your phone and sign into Google for the first time, it will automatically download any existing contacts you have in your Google account to your phone. You'll also be able to choose whether or not you want to synchronise your Facebook contacts to your address book, meaning you'll be able to see their wall, information and photos shown on Facebook from within Contacts.

As you add new applications to your phone, like Skype, Twitter and Whatsapp, you'll also be able to merge your friends' profiles from each of these accounts into their Contacts entry.

▶ SKIP TO ACCOUNTS & SYNC

CONTACTS

OPEN CONTACTS

TO OPEN CONTACTS:

❶ Press the Contacts icon in the Launcher bar
❷ Alternatively you can open Contacts by pressing the Main Menu icon and selecting Contacts
❸ You can also access Contacts from the Phone screen - just press the Contacts tab at the top of the screen

THE FIRST TIME YOU OPEN CONTACTS:

❶ If you have a new phone and haven't yet added any contacts, you'll see a message with instructions as to how to import and add contacts' details our phone from your Google account, microSD card and SIM card.

▶ SKIP TO IMPORT & SYNC CONTACTS

CONTACTS
ICON

CONTACTS

FAVOURITES

CONTACTS

CALL LOG

PHONE

NAVIGATE CONTACTS

Your Contacts list appears on your phone like this:
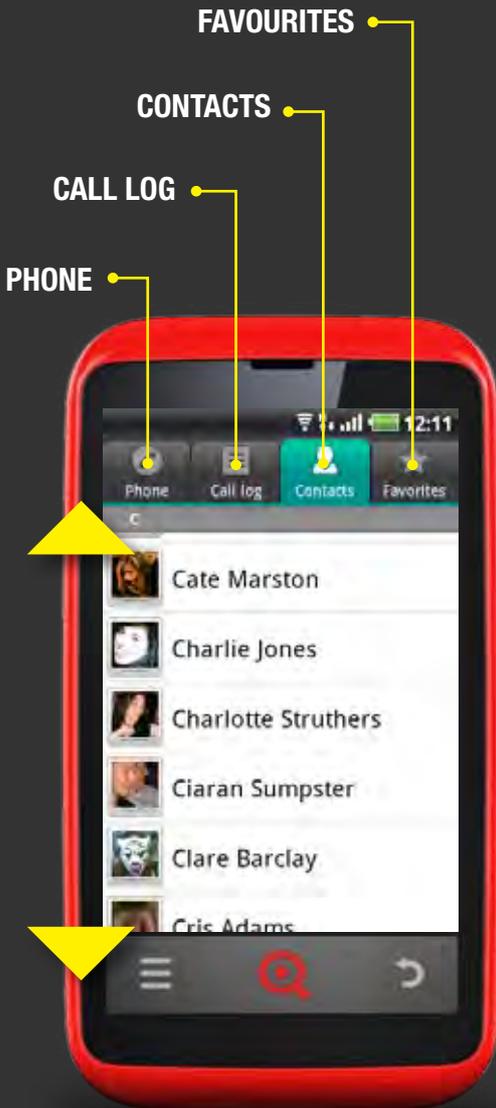
PHONE
Opens the Phone keypad

CALL LOG
Opens a list of your outgoing and incoming calls, including missed calls

CONTACTS
Opens a list of your contacts

FAVOURITES
Opens a list of your favourite and most frequently contacted contacts

Press a contact name to see their contact details in full

Press a contact picture to see quick contact options

Drag the list up on the screen to scroll quickly through your contacts

Your contacts are listed alphabetically by their first names. You can change this in your Contacts settings

▶ **SKIP TO CONTACTS SETTINGS**

CONTACTS

FAVOURITE

CALL CONTACT

CONTACT NUMBER

PROFILE PICTURE

Charlie Jones

Call mobile
07700900123

Email home
charliesparkle86@gmail.com

View home address
5 Hester Road
London SW11 4AN

VIEW ADDRESS ON MAP

EMAIL CONTACT

TEXT CONTACT

NAVIGATE CONTACTS

Detailed contact informations appears on your phone like this:
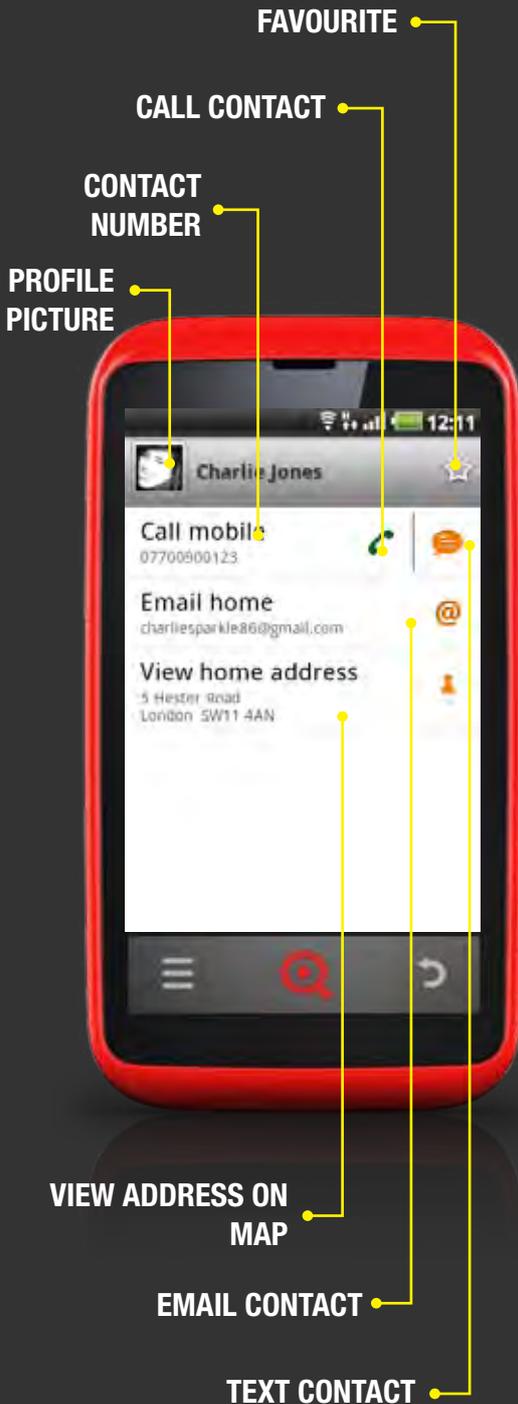
PROFILE PICTURE
Press to open quick contact options. For Facebook contacts, this will show their current Facebook profile picture

CONTACT NUMBER
Press this to call your contact

FAVOURITE
Press the star to make this contact a favourite

CALL CONTACT
Press this to call your contact

TEXT CONTACT
Press this to text your contact

EMAIL CONTACT
Press this to email your contact

VIEW ADDRESS ON MAP
Press this to find their address in Maps

Contacts synced with your Facebook account will also include read-only information pulled from their Facebook profile.

▶ SKIP TO FACEBOOK CONTACTS

CONTACTS

FACEBOOK

VIEW ON MAP

EMAIL

TEXT

CALL

NAVIGATE CONTACTS

Press a contact's picture to see quick contact options. The options shown will depend on what contact details are available. In other words, if you only have their phone number stored on your phone, only the call and text options will be shown here.

Quick contact options appear on your phone like this:

CALL

Press to open Quick Contact options. For Facebook contacts, this will show their current Facebook profile picture.

TEXT

Press this to text your contact

EMAIL

Press this to email your contact

VIEW ON MAP

Press this to find their address in Maps

FACEBOOK

Contacts synced with your Facebook account will also include a direct link to their Facebook profile.

▶ SKIP TO FACEBOOK CONTACTS

CONTACTS

ADD A NEW CONTACT

Rather than just adding a contact to your phone or SIM memory and leaving it static, Android gives you the option of syncing your contacts with your Google account, your Microsoft Exchange account or any other account that supports contact syncing.

That way, whenever you update your contact's details - whether it's on your phone or directly into your Google account or Microsoft accounts - those changes will be mirrored everywhere else.

▶ **SKIP TO IMPORT & SYNC CONTACTS**

TO ADD A NEW CONTACT:
1. Open Contacts from the Launcher or Main Menu
2. Press the **Options key**
3. Press *New contact*
4. If you have no accounts set up, the new contact will be saved directly to your phone memory. If you have one account (e.g. Google account) set up, your contact will be saved and synced with that account. If you have two or more accounts set up on your phone (e.g. a Google account and a Microsoft Exchange account), you'll be asked which of these you'd like to use to save the new contact.
5. Press a text box to add information
6. Type in the details you want to add
7. Press *Next* to go to the next text field or scroll down the page to view all fields
8. When you're finished, press *Done*

CONTACTS

EDIT A CONTACT

Once you've added a contact, you can change or add to their details. Some entries include details from multiple sources, including email accounts, Facebook and details imported from your SIM and/or microSD card.

When you edit these contacts the information is split into separate sections on the screen. Any changes that you make to details in one section will not affect the details in another section. For example, if you have a contact that is synced with both your Google and Hotmail accounts, editing their Hotmail address in the Hotmail account section will not affect the Google account section.

▶ **SKIP TO JOIN & SEPARATE CONTACTS**

All contacts' Facebook details are pulled from their profiles on online and therefore cannot be edited on your phone.

▶ **SKIP TO FACEBOOK CONTACTS**

TO EDIT A CONTACT'S DETAILS:
❶ Open Contacts from the Launcher or Main Menu
❷ Scroll to the contact you want to edit
❸ Press on their name to open their contact details
❹ Press the **Options key**
❺ Press *Edit contact*
❻ Edit their contact details by selecting the text box you want to edit and then typing into it
❼ When you're finished, press *Done*

CONTACTS

REMOVE A CONTACT

TO REMOVE A CONTACT:
1. Open Contacts from the Launcher or Main Menu
2. Scroll to the contact you want to remove
3. Press on their name to open their contact details
4. Press the **Options key**
5. Press *Delete contact*
6. Press *OK* to confirm that you want to delete the account

Deleting a contact that is synced with your Google account will also remove this contact from your online Google contacts.

Facebook contacts cannot be deleted from your Contacts as these are read-only. Instead your phone will tell you that this contact will be hidden in your Contacts. To delete them as a friend, you will need to unfriend them in Facebook.

If the contact is synced with both Google and Facebook, their contact details will be deleted from your Google account. However your phone will tell you that the Facebook - or read-only - part of their details will be hidden in your Contacts, rather than deleted.

CONTACTS

USE FAVOURITES

Your Favourites tab contains a list of your favourite and most frequently contacted contacts.

TO ADD A CONTACT TO YOUR FAVOURITES:

❶ Open Contacts from the Launcher or Main Menu
❷ Scroll to the contact you want to add
❸ Press on their name to open their contact details
❹ Press the star to the right of their name to add them to your Favourites - a yellow star means the contact is in your favourites

TO REMOVE A CONTACT FROM YOUR FAVOURITES:

❶ Open Contacts from the Launcher or Main Menu
❷ Press the *Favourites* tab
❸ Scroll to the contact you want to remove
❹ Press on their name to open their contact details
❺ Press the star to the right of their name to remove them from your Favourites - a grey star means the contact is no longer in your favourites

CONTACTS

JOIN & SEPARATE CONTACTS

When you add contacts from a range of sources you can join their entries together under one name to avoid duplications in your Contacts.

TO MANUALLY JOIN CONTACT ENTRIES:
❶ Open Contacts from the Launcher or Main Menu
❷ Press the contact entry that you want to keep - this is the entry that you will see in your Contacts after you have joined the entries together
❸ Press the **Options key**
❹ Press *Edit contact*
❺ Press the **Options key**
❻ Press *Join*
❼ Select the contact entry that you want to add - this information will be added to the first entry and will no longer be visible in your Contacts

If you have a contact entry with details from multiple accounts and sources, you can separate our the details from each source into multiple entries.

TO SEPARATE ENTRIES:
❶ Open Contacts from the Launcher or Main Menu
❷ Press the contact entry that you want to separate
❸ Press the **Options key**
❹ Press *Edit contact*
❺ Press the **Options key**
❻ Press *Separate contact* - their contact details will then be separated into individual entries in your Contacts

CONTACTS

IMPORT & SYNC CONTACTS

You can import your contacts from a range of locations:

GOOGLE

When you first sign in with a Google account on your phone, it will automatically begin importing your Google contacts into your Contacts list. Any future changes you make to these contacts on your phone will be mirrored in your online Google account and vice versa.

FACEBOOK

When you first sign in to Facebook, you'll be asked if you want to sync your Facebook friends with your Contacts list. Choose *Sync all* to add all Facebook friends to your Contacts or *Sync with existing contacts* to merge Facebook details with friends already in your Contacts list.

SIM CARD

The first time you open Contacts on your phone, you'll see instructions for how to import contacts from your SIM card to your phone.

Press the **Options key** and select *Import/Export > Import from SIM card*.

If you have no accounts set up on your phone, your SIM contacts will be imported directly to your phone memory.

If you have one account (e.g. Google account) set up, your contacts will be imported and synced with that account.

If you have two or more accounts set up on your phone (e.g. a Google account and a Microsoft Exchange account), you'll be asked which of these you'd like to import the new contacts into.

You'll then see a list of all contacts on your SIM card. You can either select individual contacts to import by pressing one contact at a time or press the **Options key** and then *Import all* to import all contacts on your SIM card.

CONTACTS

IMPORT & SYNC CONTACTS

You can import your contacts from a range of locations:

MICROSD CARD

In Contacts, press the **Options key** and select *Import/Export > Import from SD card*.

If you have no accounts set up on your phone, your microSD card contacts will be imported directly to your phone memory.

If you have one account (e.g. Google account) set up, your contacts will be imported and synced with that account.

If you have two or more accounts set up on your phone (e.g. a Google account and a Microsoft Exchange account), you'll be asked which of these you'd like to import the new contacts into.

Your phone will then start importing any vCard details stored on the microSD card into your Contacts list.

CONTACTS

SHARE CONTACTS

You can share a contact's details with someone by sending them in vCard format.

TO SHARE A CONTACT'S DETAILS:

❶ Open Contacts from the Launcher or Main Menu
❷ Scroll to the contact whose details you want to share
❸ Press on their name to open their contact details
❹ Press the **Options key**
❺ Press *Share*
❻ Choose how you want to share their details:

BLUETOOTH

Share your contact's details via Bluetooth. To do this, you will need to switch on Bluetooth and select a device to pair with. Once you are paired with the other device, your contact's vCard will send automatically.

▶ **SKIP TO USE BLUETOOTH**

EMAIL

Share your contact's details via an Email account (e.g. Microsoft Exchange, Hotmail, Yahoo etc.). This will open a new email in your Email application with the contact's vCard already added as an attachment.

▶ **SKIP TO EMAIL OVERVIEW**

GMAIL

Share your contact's details via a Gmail account. This will open a new email in your Gmail application with the contact's vCard already added as an attachment

▶ **SKIP TO GMAIL OVERVIEW**

CONTACTS

PHOTOS

INFO

WALL

INFORMATION PULLED
FROM FACEBOOK

FACEBOOK CONTACTS

Contacts with synchronised Facebook accounts will include tabs for their wall, information and photos within their Contacts entries.

WALL
Opens their Facebook wall

INFO
Shows contact information from their Facebook account as well as information synced from other accounts (e.g. Google account, SIM card etc.)

PHOTOS
Opens their Facebook photos and albums

INFORMATION PULLED FROM FACEBOOK
All Facebook information in Contacts is read-only and cannot be edited on your phone as this is pulled directly from your friends' Facebook profiles

▶ SKIP TO FACEBOOK

CONTACTS

CONTACTS SETTINGS

Search your contacts to quickly find the entry you're looking for.

TO SEARCH YOUR CONTACT LIST:
1. Open Contacts from the Launcher or Main Menu
2. Press the **Options key**
3. Press *Search*
4. Start typing the name of the contact you're looking for - as you type, suggested results will appear on the screen
5. Press the contact's name to open their contact details or press their contact picture to see quick contact options

You can edit contacts' settings to set different ringtones for different individuals.

TO SET A RINGTONE FOR A CONTACT:
1. Open Contacts from the Launcher or Main Menu
2. Scroll to the contact whose ringtone you want to set
3. Press on their name to open their contact details
4. Press the **Options key**
5. Press *Options > Ringtone*
6. Choose the ringtone you want to hear when they call you from the list - your phone will play a short clip
7. Press *Done*

You can edit contacts' settings to divert their incoming calls directly to voicemail.

TO SEND ALL OF A CONTACT'S CALLS TO VOICEMAIL:
1. Open Contacts from the Launcher or Main Menu
2. Scroll to the contact whose calls you want to divert
3. Press on their name to open their contact details
4. Press the **Options key**
5. Press *Options*
6. Select *Incoming calls* to send their incoming calls straight to your voicemail - now your phone won't ring when they call and they will be sent straight to your voicemail service

CONTACTS

CONTACTS SETTINGS

You can change the way your contacts are displayed in a number of ways in your Display options.

TO EDIT YOUR DISPLAY OPTIONS:

❶ Open Contacts from the Launcher or Main Menu
❷ Press the **Options key**
❸ Press *Display options*
❹ Choose how you want to view your contacts:

ONLY CONTACTS WITH PHONES

Select this option to hide all contact entries that don't have phone numbers

SORT LIST BY

Choose whether you want to order your contact list by first name or surname

VIEW CONTACT NAMES AS

Choose whether you want to view your contacts' first name or surname first

ACCOUNTS

Select an individual account to choose how contacts belonging to this account will appear. Some accounts - like Google - allow you to sort your contacts into groups online and choose which of these should be dispalyed on your phone. Select the groups you want to show in your Contacts and press *Done* to apply any changes.

▸ **SKIP TO ACCOUNTS & SYNC**

CALLS
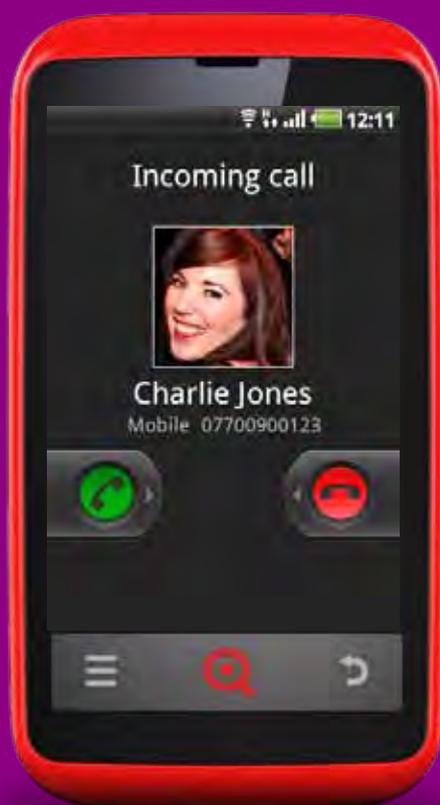
OVERVIEW

Your INQ Cloud Touch makes it quick and simple to call your Contacts.

Phone opens the phone keypad so you can enter numbers in full while Call log stores the calls that you make and receive.

Missed calls are stored in Call log and notifications are posted in the Status bar.

▶ **SKIP TO STATUS BAR & NOTIFICATIONS**

CALLS

OPEN PHONE

TO OPEN PHONE:

❶ Press the Contacts icon in the Launcher bar
❷ Press the Phone tab to open Phone

Alternatively you can open Phone by pressing the Main Menu icon and selecting *Phone*.

▶ SKIP TO CONTACTS

CONTACTS

CALLS

FAVOURITES •

CONTACTS •

CALL LOG •

PHONE •

VOICEMAIL •

CALL ICON •

BACKSPACE
ICON •

NAVIGATE PHONE

Detailed contact informations appears on your phone like this:

PHONE
Opens the Phone keypad

CALL LOG
Opens a list of your outgoing and incoming calls, including missed calls

▶ **SKIP TO CALL LOG**

CONTACTS
Opens a list of your contacts

FAVOURITES
Opens a list of your favourite and most frequently contacted contacts

VOICEMAIL
Press this to dial your network operator's voicemail service

CALL
Press the Call icon to call the number you have entered using the keypad

If you haven't entered a number, pressing the Call icon once more will bring up the last number you dialled - pressing the call icon again will dial this number.

BACKSPACE
If you enter an incorrect number, press this to delete numbers one by one

Press and hold the Backspace icon to delete the whole number.

CALLS

MAKE A CALL

You can make a call from your phone in a number of different ways.

TO MAKE A CALL FROM THE PHONE KEYPAD:

❶ Open Phone from the Main Menu or within Contacts
❷ Enter the number you want to dial by pressing the numbers on the phone keypad
❸ Press the Call icon to dial the number you have entered
❹ When you're finished, press *End* to end the call

You can also make calls from the Call Log and Contacts.

▶ **SKIP TO CALL LOG**
▶ **SKIP TO CONTACTS**

You can call phone numbers that appear elsewhere on your phone, including in the Browser, just by pressing them. This will open the phone keypad screen with the phone number you pressed already entered. From here you can either edit the number using the keypad or press the Call icon to dial it.

You can see and edit your Call Settings - including Call divert - in your phone's Settings menu.

▶ **SKIP TO CALL SETTINGS**

CALLS

ANSWER

DECLINE

RECEIVE A CALL

When you receive a phone call, the Incoming Call screen appears. This screen displays the caller's phone number along with their caller ID and Contacts profile picture, if these are already stored in your Contacts.

Facebook contacts will show their Facebook profile picture.

▶ **SKIP TO CONTACTS**
▶ **SKIP TO FACEBOOK CONTACTS**

TO ANSWER A CALL:
❶ When the Incoming Call screen appears, press and hold the green Answer icon
❷ Drag the Answer icon to the right of the screen - if you were already on a call, the first call will be placed on hold while you answer the new call

TO DECLINE A CALL & DIVERT IT TO VOICEMAIL:
❶ When the Incoming Call screen appears, press and hold the red Decline icon
❷ Drag the Decline icon to the left of the screen - the caller will then be diverted to your voicemail service to leave a message

To switch off your phone's ringtone before you answer or decline the call, press the **Volume down key**.

You can see and edit your Call Settings - including Call divert - in your phone's Settings menu.

▶ **SKIP TO CALL SETTINGS**
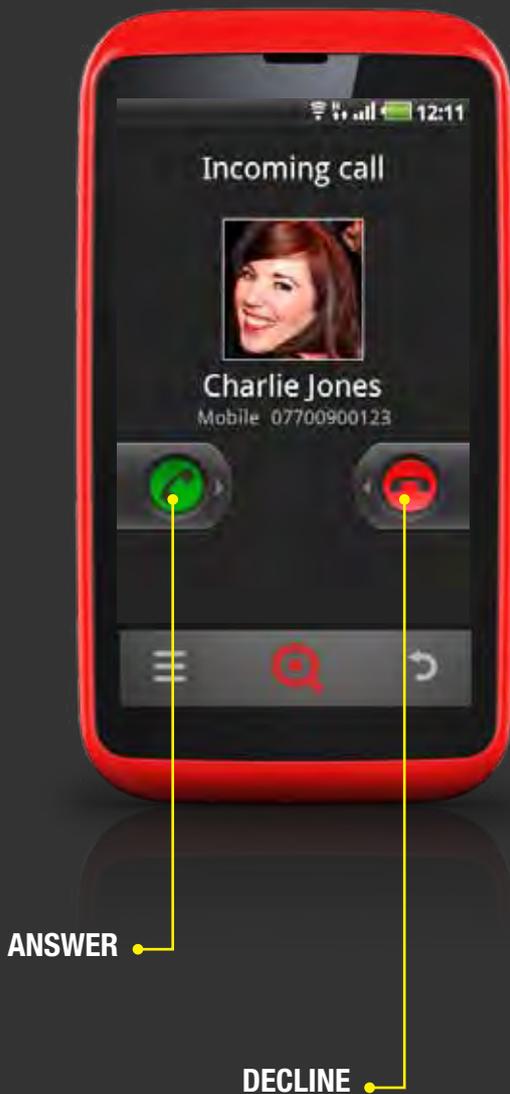
CALLS

CHECK YOUR MISSED CALLS

Missed calls and voicemail messages will appear in your Status Bar at the top left of your phone's screen.

TO RESPOND TO A MISSED CALL:

❶ Drag the Status Bar down on the screen to open your Notifications

❷ Press the Missed call notification to open the Call Log

❸ Press the caller's name and / or number to see when the call was received or press the Call icon to return the call

TO LISTEN TO YOUR VOICEMAIL:

❶ Drag the Status Bar down on the screen to open your Notifications

❷ Press the Voicemail notification

❸ Different network operators deal with Voicemail in a number of ways - some may direct you to the Call Log to call voicemail directly while others send a text message notifiying you of a new message

▶ **SKIP TO STATUS BAR & NOTIFICATIONS**

You can see and edit your Call Settings - including Call divert - in your phone's Settings menu.

▶ **SKIP TO CALL SETTINGS**

CALLS

CALL
ICON

INCOMING
CALL

MISSED
CALL

OUTGOING
CALL

MUTLIPLE
CALLS TO/
FROM THIS
NUMBER

NAVIGATE CALL LOG

TO OPEN CALL LOG:
❶ Press the Contacts icon in the Launcher bar
❷ Press the Call Log tab to open Call Log

Your Call Log appears on your phone like this:

CALL ICON
Dials the phone number shown

OUTGOING CALL
Shows that you made a call to the number shown

MISSED CALL
Shows that you missed a call from the number shown

INCOMING CALL
Shows that you received a call from the number shown

MULTIPLE CALLS TO/FROM THIS NUMBER
Shows that you made or received multiple calls to or from this number at around the same time - press the arrow to see each of these in more detail

Press and hold any entry in the Call Log to see more options
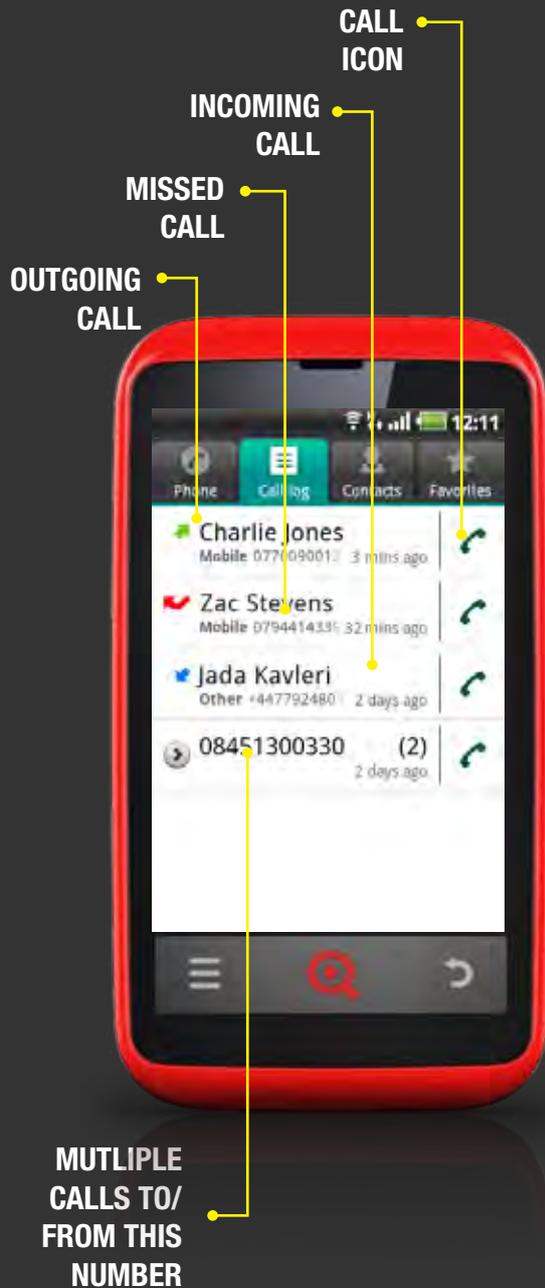
CALLS

CALL LOG OPTIONS

See more information about a call or choose how you want to respond in your Call Log options.

TO VIEW CALL LOG OPTIONS:
❶ Press the Contacts icon in the Launcher bar
❷ Press the *Call Log* tab to open Call Log
❸ Press and hold the entry that you want to see in more detail
❹ Choose fom the following options:

CALL NUMBER
Dials the phone number shown

VIEW CONTACT
Opens the contact details for that contact - this option will only appear if the phone number in the Call Log is already stored in your Contacts

EDIT NUMBER BEFORE CALL
Opens the phone number in the phone keypad screen so you can edit it before dialling

SEND TEXT MESSAGE
Opens Messaging so you can type a message to the caller

ADD TO CONTACTS
Opens Contacts so you can add the phone number as a new contact or to an existing contact

REMOVE FROM CALL LOG
Deletes this entry from your Call Log

TO CLEAR YOUR CALL LOG:
❶ Press the Contacts icon in the Launcher bar
❷ Press the Call Log tab to open Call Log
❸ Press the **Options key**
❹ Select *Clear call log*

CALLS

Labels (left side):

- DIALPAD
- END
- ADD CALL
- HOLD
- BLUETOOTH
- MUTE
- SPEAKER

Call screen shows: Charlie Jones — Mobile 07700900123 — 00:02

Buttons: Hold, Add call, End, Dialpad, Bluetooth, Mute, Speaker

USE CALL FEATURES

When a call is in progress, your call screen will look like this:
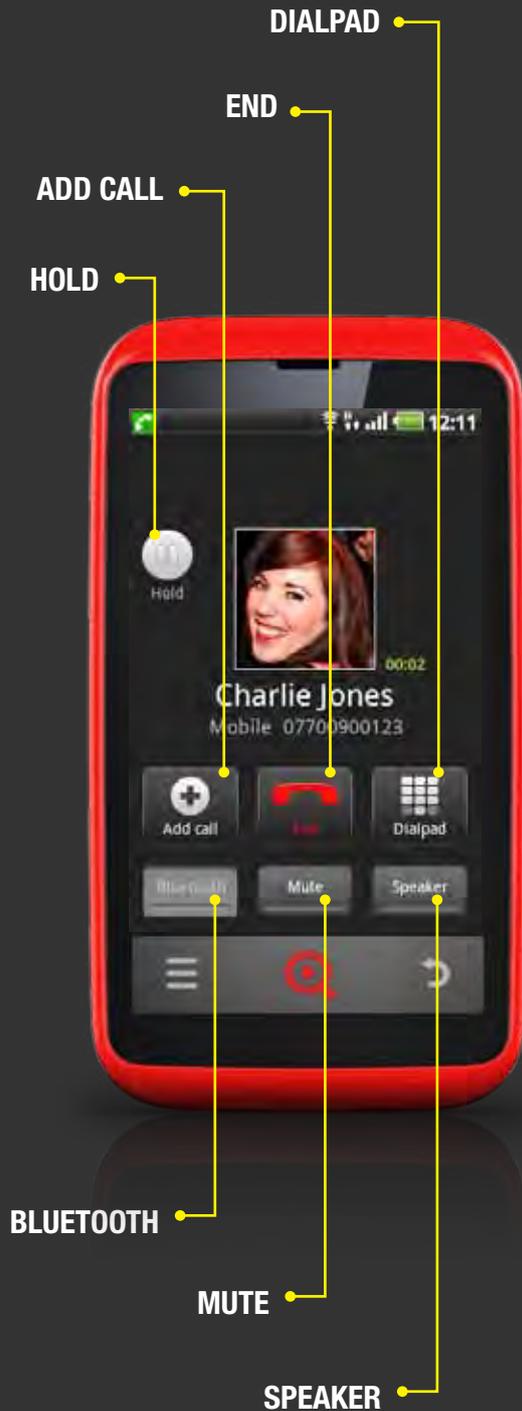
HOLD

Press this to place a caller on hold - press it again to take them off hold

While the call is on hold, an icon will appear in the Status bar to remind you that there is a call on hold - you can navigate back to the Call screen by dragging down the Status bar and selecting the Call on Hold notification

ADD CALL

Press this icon to make a new call in addition to your current one

▶ SKIP TO MANAGE MULTIPLE CALLS

END

Ends the current call

DIALPAD

Opens the phone keypad during a call

BLUETOOTH

When a Bluetooth device is set up and paired with your phone, press *Bluetooth* to switch the call from the device to the phone or vice versa

▶ SKIP TO USE BLUETOOTH

MUTE

Switches off your phone's microphone - the icon will turn green while you are muted - press it again to unmute your microphone

SPEAKER

Puts the current call on speakerphone - the icon will turn green while speakerphone is on - press it again to turn it off

CALLS

MANAGE MULTIPLE CALLS

If you receive a second call while you're already on the phone, you can choose to switch between the calls or merge them into one conference call.

You can also set up a conference call between multiple callers.

TO SWITCH BETWEEN CALLS:
❶ When you are on a call and receive a second call, the Hold icon will be replaced by a Swap icon
❷ Press *Swap* to switch from the first to the second call - this places the first caller on hold while you join the second call
❸ Press *Swap* again to put the second caller on hold and return to the first call or press *End* to end the second call and rejoin the first one

TO MERGE CALLS INTO A CONFERENCE CALL:
❶ When two calls are active, the *Add call* option will be replaced by a *Merge* option
❷ Press *Merge* to merge the two calls into one conference call
❸ Pressing *End* will end both calls

TO SET UP A CONFERENCE CALL BETWEEN MULTIPLE CALLERS:
❶ Open Phone or Contacts from the Launcher bar or Main Menu
❷ Call the first person you want to include on the call
❸ Once they are on the line, press *Add call* - the first caller is put on hold while you call the second caller
❹ Call the second person you want to include on the call
❺ Once they are on the line, press *Merge* - the second caller will be added into a conference along with you and the first caller
❻ During the conference call, press *Manage* to disconnect one of the callers to talk privately with any of the callers - others will be put on hold
❼ Once the call is complete, press *End* to disconnect all callers

CALLS

CALL SETTINGS

Call settings can be found and edited in the Settings Menu.

TO OPEN CALL SETTINGS:
❶ Press the Main Menu icon to open the Main Menu
❷ Press *Settings > Call Settings*

▸ **SKIP TO CALL SETTINGS**

MESSAGING
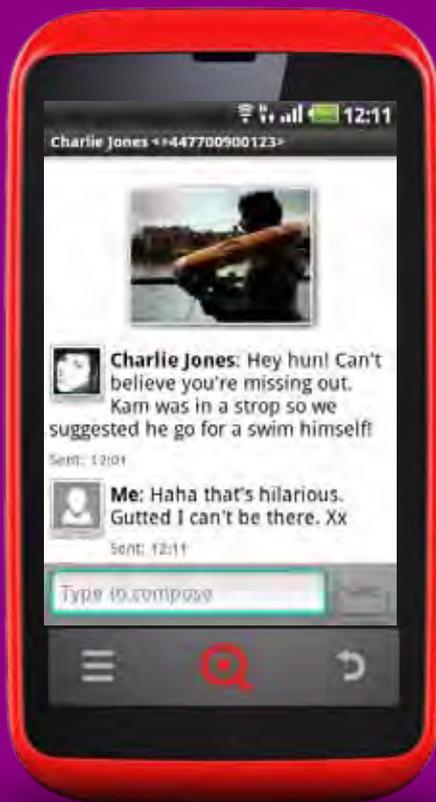
OVERVIEW

The INQ Cloud Touch makes sending text and multimedia messages to your friends fast and straightforward.

Create new messages with INQ Keyboard to minimise time spent typing and view all of your texts as threads so you never lose track of where you are in the conversation.

Attach photos, videos or audio to texts and share them with friends.

▶ SKIP TO INQ KEYBOARD
▶ SKIP TO PHOTOS & VIDEOS

MESSAGING

OPEN MESSAGING

TO OPEN MESSAGING:

❶ Press the Messaging icon in the Launcher bar

❷ Alternatively you can open Messaing by pressing the Main Menu icon and selecting *Messaging*

MESSAGING

MESSAGING

ATTACHMENT

MESSAGE THREAD

NEW MESSAGE RECEIVED

NEW MESSAGE

NAVIGATE MESSAGING

Your Messaging inbox appears on your phone like this:
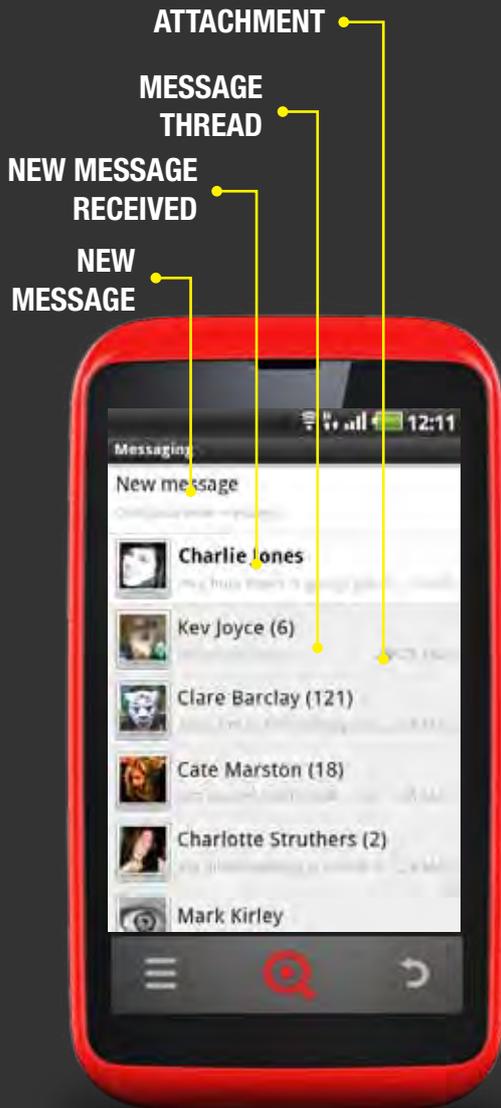
NEW MESSAGE

Opens a new text message or multimedia message window

All text messages sent and received from the same contact will be shown as a single thread in your inbox. Press the thread to view the most recent texts first and the older texts higher up on the screen

NEW MESSAGE RECEIVED

Threads shown in bold contain a new, unread message

MESSAGE THREAD

Shows the contact who has sent you the message, the number of messages in the thread and a snapshot of the most recent message. Press to open a conversation view of messages sent between you and a contact

ATTACHMENT

Shows that thread contains one or more attachments, including pictures, audio and / or video

MESSAGING

CONTACT LIST ICON

TYPE TO COMPOSE

TO

SEND

NAVIGATE MESSAGING

Your new message screen appears on your phone like this:
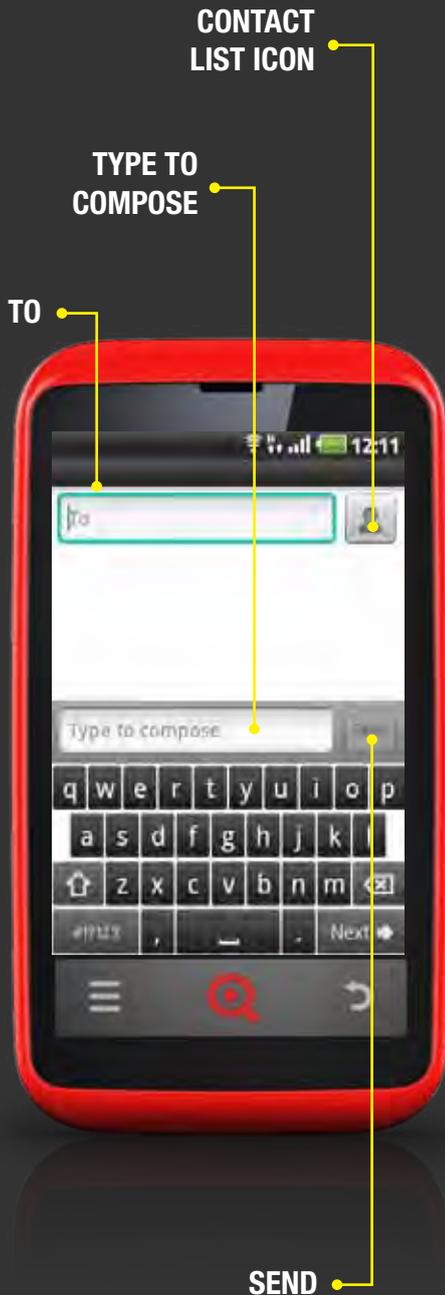
TO

Enter your recipient's name or number here - as you type, your phone will suggest Contacts with similar names and / or numbers

CONTACTS LIST ICON

Opens your Contacts list so you can choose your recipient

TYOE TO COMPOSE

Press this text box and start typing your text message

SEND

Sends the message to the recipient

SMS messages are comprised of up to 160 characters per message. As you get closer to the 160-character limit, a counter will appear below the Send icon to say how many characters are left. If you go over this, your message will be sent as a series of messages that are joined together on the recipient's phone.

MESSAGING

CREATE A NEW MESSAGE

TO WRITE A NEW TEXT MESSAGE TO A NEW RECIPIENT:

❶ Open Messaging from the Launcher or Main Menu
❷ In your Messaging inbox, press *New message*
❸ Choose your recipient. If the recipient is already in your Contacts, press the Contacts list icon and select the contact you want to text.

Or you can start to type the recipient's name in the *To* box - your phone will suggest contacts as you type. Press the one you want to send the text to.

If the recipient is not already in your Contacts, press the Symbol icon on the keyboard (*#!?123*) and enter the number you want to send the text to.

❹ Press the *Type to compose* box and start typing your message
❺ When you're finished, press *Send*

You can also write messages from INQ Type.

▶ **SKIP TO INQ TYPE**

MESSAGING

RESPOND TO A MESSAGE

New text messages will appear in the Status bar at the top left of your phone's screen.

▶ **SKIP TO STATUS BAR & NOTIFICATIONS**

TO VIEW A NEW RECEIVED MESSAGE:

❶ Drag the Status bar down on the screen to open your Notifications

❷ Press the new message received notification to open the thread with the new message

TO RESPOND TO A MESSAGE THREAD:

❶ Open Messaging from the Launcher or Main Menu

❷ In your Messaging inbox, select the thread that you want to respond to

❸ Press the *Type to compose* box and type the text you want to send

❺ When you're finished, press *Send*

TO FORWARD A MESSAGE TO ANOTHER RECIPIENT:

❶ Open Messaging from the Launcher or Main Menu

❷ In your Messaging inbox, select the thread that you want to forward

❸ In the message thread, press and hold the individual message that you want to forward to open the Message options popup

❹ Select *Forward* - this will open a new message screen

❺ Choose your recipient

❹ Press the *Type to compose* box and type your message

❺ When you're finished, press *Send*

▶ **SKIP TO CREATE A NEW MESSAGE**

MESSAGING

DELETE A MESSAGE

You can choose to delete individual messages within a thread or delete the whole thread from your Messaging inbox. You can also lock individual messages within a thread to ensure that they won't be deleted if you reach your storage limits.

TO DELETE AN INDIVIDUAL MESSAGE WITHIN A THREAD:

❶ Open Messaging from the Launcher or Main Menu
❷ In your Messaging inbox, select the thread you want to open
❸ Press and hold the message you want to delete to open the Message options popup
❹ Press *Delete message*
❺ Press *Delete* to confirm that you want to delete the message

TO DELETE A WHOLE THREAD FROM YOUR INBOX:

❶ Open Messaging from the Launcher or Main Menu
❷ In your Messaging inbox, select the thread you want to delete
❸ Press the **Options key**
❹ Press *More > Delete thread*
❺ Press *Delete* to confirm that you want to delete the thread

Alternatively you can delete whole threads by pressing and holding the thread you want to delete in your inbox, then select *Delete thread > Delete.*

TO DELETE ALL THREADS FROM YOUR INBOX:

❶ Open Messaging from the Launcher or Main Menu
❷ In your Messaging inbox, preess the **Options key**
❸ Press *Delete threads*
❹ Press *Delete* to confirm that you want to delete the threads

TO LOCK A MESSAGE & PREVENT IT FROM BEING DELETED

❶ Open Messaging from the Launcher or Main Menu
❷ In your Messaging inbox, select the thread you want to open
❸ Press and hold the message you want to lock
❹ Press *Lock message*

MESSAGING

ATTACH ITEMS TO A MESSAGE

MMS messages are text messages with media attached, whether it's photos, audio or video clips.

TO ATTACH MEDIA TO A MESSAGE:

❶ Open Messaging from the Launcher or Main Menu
❷ Select the message thread you want to respond to or press *Create new message* and enter the recipient's details
❸ Press the **Options key**
❹ Press *Attach*
❺ Choose the type of media you want to attach:

PICTURES
Opens Gallery where you can choose an image to send from your albums. Photos that are too large will automatically be resized before sending

CAPTURE PICTURE
Opens Camera where you can take a picture and attach it

VIDEOS
Opens the Gallery where you can choose a video to send from your albums. Videos that are more than XMB in file size cannot be sent

CAPTURE VIDEO
Opens Camera where you can take a video and attach it

AUDIO
Opens a list of audio tracks you can choose to attach

RECORD AUDIO
Opens the Sound recorder where you can record some audio and attach it

SLIDESHOW
Opens a screen where you can assemble up to ten photos into a slideshow and attach these

❻ Press the *Type to compose* box and type your message
❼ When you're finished, press *Send*

MESSAGING

MESSAGING SETTINGS

TO EDIT YOUR MESSAGING SETTINGS:
❶ Open Messaging from the Launcher or Main Menu
❷ Press the **Options key**
❸ Press *Settings*
❹ Choose the settings you want to change:

DELETE OLD MESSAGES
Automatically deletes older text messages in all threads when your messaging storage limit is reached

TEXT MESSAGE LIMIT
Choose the maximum number of text messages to save per message thread. When this number is reached, older messages will be deleted if the above option is ticked

MULTIMEDIA MESSAGE LIMIT
Choose the maximum number of MMS messages to save per message thread. When this number is reached, older messages will be deleted if the above option is ticked

DELIVERY / READ REPORTS
Sends you a report for each message sent / read

AUTO-RETRIEVE
Automatically downloads multimedia attachments in MMS messages - untick this to manually download content

ROAMING AUTO-RETRIEVE
Automatically downloads attachments in MMS messages when you're roaming on another network (e.g. when you're abroad) - untick this to manually download content

NOTIFICATIONS
Displays a notification when you receive a new message

SELECT RINGTONE
Choose the ringtone you want to hear when your phone notifies you of a new message

VIBRATE
Choose if you want your phone to vibrate when it notifies you of a new message

GMAIL

OVERVIEW

Your phone comes with two email applications installed as standard: Gmail and Email.

The Gmail application is designed to work with your Google account so you can send and receive messages using Google's online email service. The mobile application uses many of the same features as the online service, including conversation view (where all of your messages under a single topic are grouped into a single thread) and grouping by labels rather than folders. Signing in with your Google account on your phone will sync your online Google contacts, messages and calendar entries with your INQ Cloud Touch.

If you do not have a Google account or do not use Gmail as your main email service, you should use the Email application as this supports all main email service providers, including Hotmail, Yahoo and Microsoft Exchange.

▶ SKIP TO EMAIL
▶ SKIP TO ACCOUNTS & SYNC

GMAIL

GMAIL

OPEN GMAIL

TO OPEN GMAIL:
❶ Scroll left to open the Home screen with the Google search bar at the top
❷ Press the Gmail icon to open Gmail

Alternatively you can open Gmail by pressing the Main Menu icon on the Launcher and selecting *Gmail*.

If you signed into your Google account during the first-time setup, your Gmail inbox will have begun loading in the background.

If you did not sign into your Google account during setup, you will be asked to sign in or create an account now.

▶ SKIP TO ACCOUNTS & SYNC

When you first open the Gmail application, you will see your Gmail inbox on the screen. Once you have one or more accounts set up, opening the Gmail application will take you to the last screen you were working with. From there pressing the **Back key** will take you back towards the inbox screen.

GMAIL

ACCOUNT TAB

MESSAGE THREAD

INBOX TAB

TICK BOX

STAR ICON

NAVIGATE GMAIL

Your Gmail inbox appears on your phone like this:

INBOX TAB

Your inbox displays email conversations with the newest messages at the top of the screen. All messages are displayed in your inbox until you move, archive or delete them. The number of unread messages in your inbox is shown in the tab at the top left of the screen. Press this tab to open the full list of labels associated with your Gmail account.

ACCOUNT TAB

The tab at the top right of the screen shows the name or email address associated with this Gmail account. If you have more than one account, tap this to open a list of your Gmail accounts and swap between them.

▶ SKIP TO ACCOUNTS & SYNC

MESSAGE THREAD

Conversations containing one or more new and unread messages are shown in bold on a white background - threads that have been read are shown in a regular font against a grey background

Messages marked >> have been sent to you directly
Messages marked > have been sent to a group with you CC'd
No arrow means this has been sent to a group email account

TICK BOX

Select conversations individually or as a group

STAR ICON

Saves message thread as a starred message

▶ SKIP TO MANAGE GMAIL MESSAGES

GMAIL

STAR / REPLY / RESPOND

PREVIOUS MESSAGES
IN THREAD

HEADER

LABEL

NEXT / PREVIOUS
MESSAGES
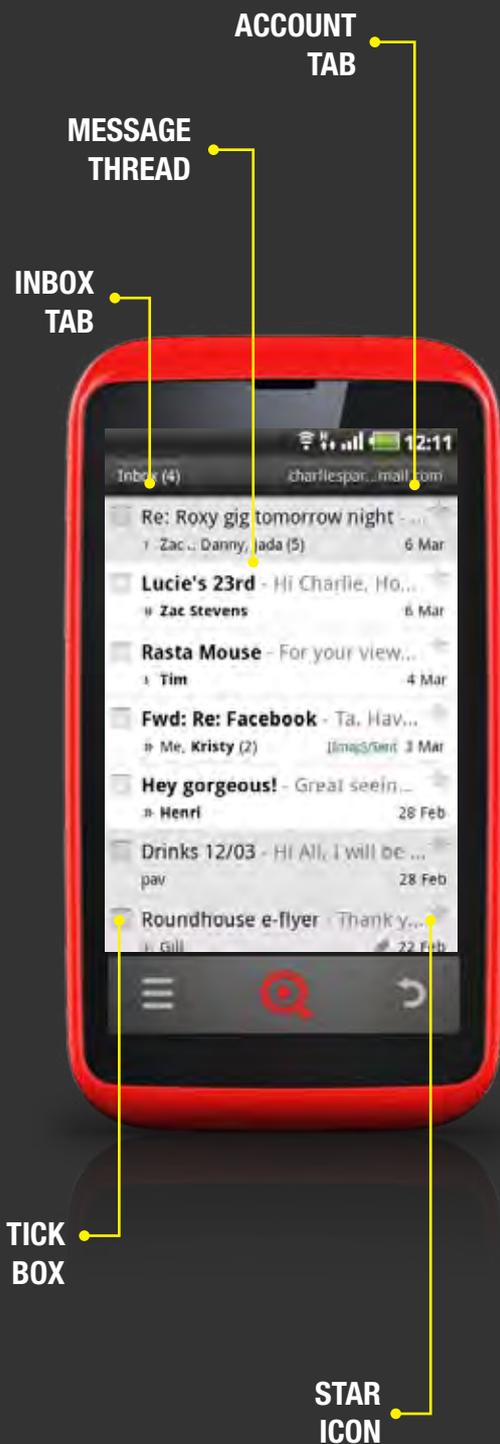
NAVIGATE GMAIL

Gmail messages appear on your phone like this:

FOLDER LABEL
Shows which folder the message is stored in

HEADER
Shows sender's name, email address and the date and time
the email was sent, as well as all other recipients

PREVIOUS MESSAGES IN THREAD
Press to view previous messages in the thread

STAR
Saves message as a starred message

▶ SKIP TO MANAGE GMAIL MESSAGES

REPLY
Press to reply directly to sender

RESPOND
Opens a list of possible response options, including Reply all
and Forward

ARCHIVE
Saves the message to your archive folder

DELETE
Deletes the message from your inbox

PREVIOUS/ NEXT MESSAGES
Press the left and right arrows to view the previous and next
messages in your folder

GMAIL

SAVE ICON

SEND ICON

CREATE A NEW GMAIL MESSAGE

You can create and send messages to anyone in your Contacts or anyone for whom you have an email address.

TO CREATE A NEW GMAIL MESSAGE:

❶ Open Gmail from the Home screen or Main Menu

❷ On the inbox screen, press the **Options key**

❸ Select *Compose*

❹ Enter the name or email address of the person you want to send the mail to. As you type, your phone will suggest contacts with similar names or addresses from your Contacts. Press one of these to select it or continue typing their email address

❺ If you want to add any additional recipients, press the **Options key** and select *Add Cc/Bcc*. Then enter the other recipients' details in the text boxes shown

❻ Press the *Subject* text box and type your email subject

❼ Press the *Compose mail* text box and type the content of your message

❽ If you want to attach a photo to your message, press the **Options key** and select *Attach*. Then select a photo from your Gallery

❾ To send the message, press the *Send* icon. To save the message as a draft, press the *Save* icon. To discard the message, press the **Back key** and then select *OK*. If you can't connect to a network or your phone is in Airplane mode, your message will automatically be saved in your Outbox until your data connection is active again

GMAIL

RESPOND TO A MESSAGE IN GMAIL

You can reply to or forward any messages that you receive on your phone.

TO RESPOND TO A MESSAGE:

❶ Open Gmail from the Home screen or Main Menu

❷ On the inbox screen, select the conversation or message that you want to reply to - if you want to reply to one particular message in a thread, you can see all of the messages by pressing the overlapping message headers and selecting the one you want

❸ Choose how you want to respond:

REPLY

To reply only to the sender of the message, press the reply icon. The sender's email address will automatically be added in the To field.

REPLY ALL

To reply to all of the recipients of the sender's message - as well as the sender - press the Respond icon and select *Reply all*. If you want to add or remove any recipients, scroll up to see the *To* and *Cc* text boxes and press the one you wish to edit.

FORWARD

To forward this message on, press the Respond icon and select *Forward*. Enter the name or email address of the person you want to send the mail to. As you type, your phone will suggest contacts with similar names or addresses from your Contacts. Press one of these to select it or continue typing their email address. If you want to add any additional recipients, press the **Options key** and select *Add Cc/Bcc*. Then enter the other recipients' details in the text boxes shown

❹ Enter your message in the *Compose mail* text box

❺ When you are finished, press the Send icon to send the message

GMAIL

MANAGE GMAIL MESSAGES

TO MANAGE ONE OR MORE GMAIL MESSAGES:

❶ Open Gmail from the Home screen or Main Menu
❷ On the inbox screen, select the messages you want to manage by pressing the tick box icons on the left of the screen - these will turn green once they have been selected
❸ Choose what you want to do with these messages:

ARCHIVE
Moves the thread out of your inbox into the All mail folder

DELETE
Deletes the thread from the inbox and moves it into the Bin

LABELS
Opens your list of Labels - e.g. Personal, Work, Band etc. - so you can tag conversations with the appropriate label and view them as a group. You can customise your Gmail labels using Gmail online

ADD STAR
Stars a message to make it easy to find again at a later date - press the **Options key** and select *Add star*

MARK READ
Marks the whole conversation as read in your inbox - press the **Options key** and select *Mark read*

REPORT SPAM
Reports the conversation as spam to Google - press the **Options key** and select *Report spam*

MUTE
Hides the conversation in your inbox - press the **Options key** and select *Mute*

When you move or delete messages from your inbox, you will see a green bar at the top of your screen with the option to Undo your action. If you have moved or deleted messages by mistake, press *Undo* to reverse this action.

GMAIL

MANAGE GMAIL MESSAGES

Gmail uses labels - rather than folders - to categorise mail into groups.

TO VIEW CONVERSATIONS BY LABEL:

❶ Open Gmail from the Home screen or Main Menu
❷ On the inbox screen, press the Inbox tab at the top left of the screen - this will open a screen showing each of your labels within Gmail and the number of unread messages in each of these
❸ Select the label you want to view from the list - this will open a list of all of the conversations with this label, starting with the most recent at the top

GMAIL

GMAIL SETTINGS

Your phone's Gmail settings only relate to the way that the application can be used on your handset - to edit your Gmail account settings, you'll need to log in to your account online.

TO CHANGE YOUR PHONE'S GENERAL GMAIL SETTINGS:
❶ Open Gmail from the Home screen or Main Menu
❷ On the inbox screen, press the **Options key** and select *More > Settings*
❸ Choose the settings you want to change from the list:

SIGNATURE
Add or modify your email signature

CONFIRM ACTIONS
Adds an extra popup box asking you to confirm if you want to archive / delete / send a message before it does so

REPLY ALL
Makes Reply all the default response

AUTO-ADVANCE
Choose what screen you want to view after deleting a message or conversation

MESSAGE TEXT SIZE
Choose how large or small you want text to appear

BATCH OPERATIONS
Allows you to manage multiple messages at one in the inbox by selecting the tick box icon

CLEAR SEARCH HISTORY
Deletes all of the searches you have made when searching your inbox

LABELS
Choose which of your labels you want to sync and how many days' worth of conversations you want to have access to from your phone

GMAIL

GMAIL SETTINGS

TO CHANGE YOUR PHONE'S GMAIL NOTIFICATION SETTINGS:

❶ Open Gmail from the Home screen or Main Menu
❷ On the inbox screen, press the **Options key** and select
More > Settings
❸ Choose the settings you want to change from the list:

EMAIL NOTIFICATIONS
Shows a notification in the status bar whenever you receive
a new email

SELECT RINGTONE
Choose which ringtone you want to play when you receive
a new message, if Email notifications are on

VIBRATE
Choose whether or not you want your phone to vibrate
when you receive a new message, if Email notifications
are on

NOTIFY ONCE
Choose to only receive one notification to say that you have
new messages in your inbox, rather than receiving a new
alert for each new message

EMAIL
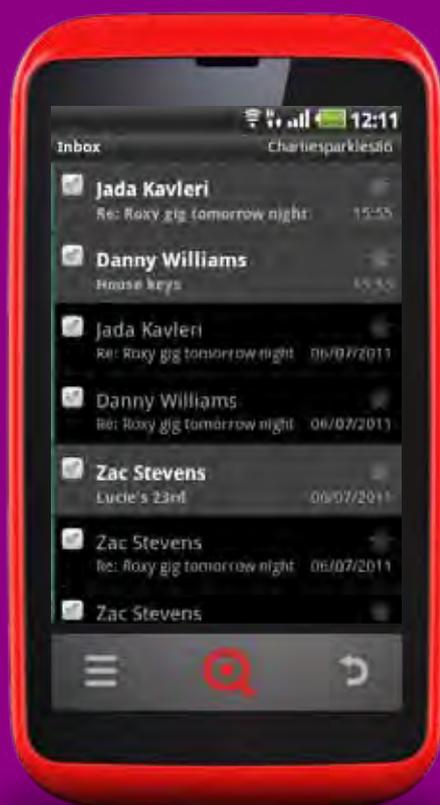
OVERVIEW

Your phone comes with two email applications installed as standard: Gmail and Email.

If you do not have a Google account or do not use Gmail as your main email service, you should use the Email application as this supports all main email service providers, including Hotmail, Yahoo and Microsoft Exchange.

▶ **SKIP TO ACCOUNTS & SYNC**

EMAIL

EMAIL

OPEN EMAIL

TO OPEN EMAIL:

❶ Scroll right to open the Home screen immediately to the left of the main Home screen

❷ Press the Email icon to open Email

Alternatively you can open Email by pressing the Main Menu icon on the Launcher and selecting *Email*.

The first time you open Email, you'll be asked to set up an account so you can view your messages. Once you have one or more accounts set up, opening the Email application will take you to the last screen you were working with. From there, pressing the **Back key** will take you back towards the inbox screen.

▶ **SKIP TO ACCOUNTS & SYNC**

EMIAL

SET UP EMAIL ACCOUNT

The first time you open Email, you'll be asked to set up an account so you can view your messages.

Your Email application supports most email providers, including those based on POP3, IMAP4 and Microsoft Exchange ActiveSync. Email supports user name and password authentication for Exchange ActiveSync accounts - it does not support any other Exchange ActiveSync security policies at this time.

TO SET UP AN EMAIL ACCOUNT:

❶ Open Email from the Home screen or Main Menu

❷ If this is the first time you have opened the Email application, you'll be asked to set up an account straightaway. If you already have one or more accounts set up and want to add another, go to the Accounts screen and press the **Options key**, then *Add account*

❸ Enter the email address and password of the account you want to add

❹ Press *Next* - if you need to enter additional settings that the wizard is unable to add automatically, press *Manual setup*

❺ The Email app will then use these settings to attempt to communicate with your email provider to validate your account. For most accounts, these settings are all that is required. Some accounts may ask you for additional information, like the type of account you have. If you're not sure about this, contact your email service provider for details. If you pressed Manual setup, you'll be asked to enter other details about your account. Again, if you're not sure about this, contact your email service provider for details

❻ Once your account details have been validated, you'll be asked to enter a name for your account on your phone and how you want your name to appear in outgoing mail

❼ When you're finished, press *Done*

You can edit these settings at a later time in *Account settings*.

▶ **SKIP TO EMAIL SETTINGS**

EMAIL

STAR ICON

MESSAGE

TICK BOX

NAVIGATE EMAIL

Your Email inbox appears on your phone like this:
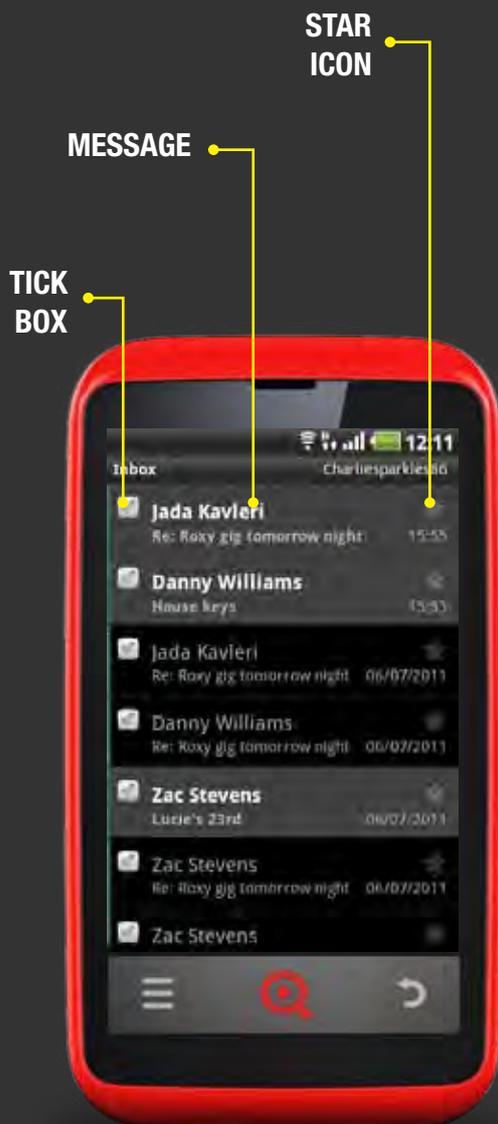
TICK BOX

Select conversations individually or as a group - once you select one or more messages, you will be able to choose from the following options:

MARK READ / UNREAD
Marks the message as read or unread, depending on what it is shown as in your phone

ADD STAR
Saves message as a starred message

DELETE
Deletes the message from your inbox

MESSAGE

Shows individual email messages (not conversations, as in Gmail) - new unread messages are shown in bold on a grey background while read messages are shown in regular font against a black background

STAR ICON

Saves message thread as a starred message

▶ **SKIP TO MANAGE EMAIL MESSAGES**

EMAIL

STAR

HEADER

NAVIGATE EMAIL

Gmail messages appear on your phone like this:

HEADER
Shows sender's name, email address and the date and time the email was sent, as well as all other recipients

STAR
Saves message as a starred message

▶ **SKIP TO MANAGE EMAIL MESSAGES**

REPLY
Press to reply directly to sender

REPLY ALL
Press to reply to all recipients of the email, including the sender

DELETE
Deletes the message from your inbox

EMAIL
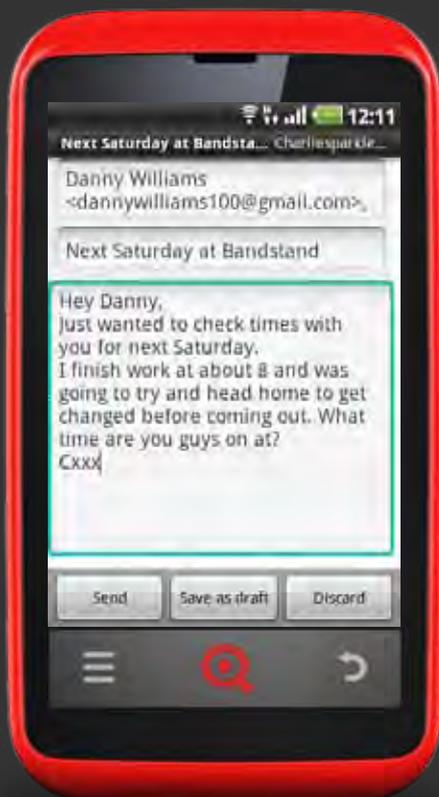
CREATE A NEW EMAIL MESSAGE

You can create and send messages to anyone in your Contacts or anyone for whom you have an email address.

TO CREATE A NEW EMAIL MESSAGE:

❶ Open Email from the Home screen or Main Menu

❷ On the inbox screen, press the **Options key**

❸ Select *Compose*

❹ Enter the name or email address of the person you want to send the mail to. As you type, your phone will suggest contacts with similar names or addresses from your Contacts. Press one of these to select it or continue typing their email address

❺ If you want to add any additional recipients, press the **Options key** and select *Add Cc/Bcc*. Then enter the other recipients' details in the text boxes shown

❻ Press the *Subject* text box and type your email subject

❼ Press the *Compose mail* text box and type the content of your message

❽ If you want to attach a photo to your message, press the **Options key** and select *Add attachment*. Then choose where you want to select the attachment from (Gallery, Music or Sound recorder) and choose the item you want to attach

❾ To send the message, press *Send*. To save the message as a draft, press *Save as draft*. To discard the message, press *Discard*. If you can't connect to a network or your phone is in Airplane mode, your message will automatically be saved in your Outbox until your data connection is active again

EMAIL

RESPOND TO A MESSAGE IN EMAIL

You can reply to or forward any messages that you receive on your phone.

TO RESPOND TO A MESSAGE:
1. Open Email from the Home screen or Main Menu
2. On the inbox screen, select the message that you want to reply to
3. Choose how you want to respond:

REPLY
To reply only to the sender of the message, press *Reply*. The sender's email address will automatically be added in the *To* field.

REPLY ALL
To reply to all of the recipients of the sender's message - as well as the sender - press *Reply all*. If you want to add or remove any recipients, scroll up to see the *To* and *Cc* text boxes and press the one you wish to edit.

FORWARD
To forward this message on, press the the **Options key** and select *Forward*. Enter the name or email address of the person you want to send the mail to. As you type, your phone will suggest contacts with similar names or addresses from your Contacts. Press one of these to select it or continue typing their email address. If you want to add any additional recipients, press the **Options key** and select *Add Cc/Bcc*. Then enter the other recipients' details in the text boxes shown.

4. Enter your message in the *Compose mail* text box
5. When you are finished, press *Send* to send the message

EMAIL

MANAGE EMAIL MESSAGES

TO MANAGE ONE OR MORE EMAIL MESSAGES:

❶ Open Email from the Home screen or Main Menu

❷ On the inbox screen, select the messages you want to manage by pressing the tick box icons on the left of the screen - these will turn green once they have been selected

❸ Choose what you want to do with these messages:

MARK READ / UNREAD
Marks the message as read or unread in your inbox

ADD STAR
Stars a message to make it easy to find again at a later date

DELETE
Deletes the message from the inbox

EMAIL

EMAIL SETTINGS

Your phone's Email settings only relate to the way that the application can be used on your handset.

TO CHANGE YOUR PHONE'S EMAIL SETTINGS:
❶ Open Email from the Home screen or Main Menu
❷ On the inbox screen, press the **Options key** and select *Account settings*
❸ Choose the settings you want to change from the list:

ACCOUNT NAME
Change how your account appears on your phone

YOUR NAME
Change how your name appears in your sent messages

SIGNATURE
Add or modify an email signature

EMAIL CHECK FREQUENCY
Choose how often your phone checks your accounts for new messages

DEFAULT ACCOUNT
Choose the account to send emails from as default

EMAIL NOTIFICATIONS
Shows a notification in the status bar whenever you receive a new email

SELECT RINGTONE
Choose which ringtone you want to play when you receive a new message, if Email notifications are on

VIBRATE
Choose whether or not you want your phone to vibrate when you receive a new message, if Email notifications are on

EMAIL

EMAIL SETTINGS

TO CHANGE YOUR PHONE'S EMAIL ACCOUNT SETTINGS:

❶ Open Email from the Home screen or Main Menu
❷ On the inbox screen, press the **Options key** and select *Account settings*
❸ Choose the settings you want to change from the list:

INCOMING SETTINGS
Change your incoming account settings

OUTGOING SETTINGS
Change your outgoing account settings

CALENDAR

OVERVIEW

Your phone's Calendar is linked to your Google and Facebook accounts to show all of your upcoming events side by side.

If you sign in to your Google account during your phone's initial setup, your Google Calendar will sync automatically with your phone's Calendar in the background.

If you sign in to Facebook during your phone's initial setup, your upcoming Facebook events and friends' birthdays will sync automatically with your phone's Calendar in the background.

You can also add other calendars and accounts to your phone to see all of your events in the same place.

▶ SKIP TO ACCOUNTS & SYNC

CALENDAR

EVENTS ICON

OPEN CALENDAR

TO OPEN CALENDAR:

❶ Press the Events icon on the Home screen - the Events icon will show today's date in red on your Home screen

❷ Alternatively you can open Calendar by pressing the Main Menu icon and selecting *Calendar*

▶ **SKIP TO INQ HOME LIVE ICONS**

▶ **SKIP TO DATE & TIME SETTINGS**

CALENDAR

RECURRING
EVENT

GOOGLE
EVENT

FACEBOOK
EVENT

DAY &
DATE
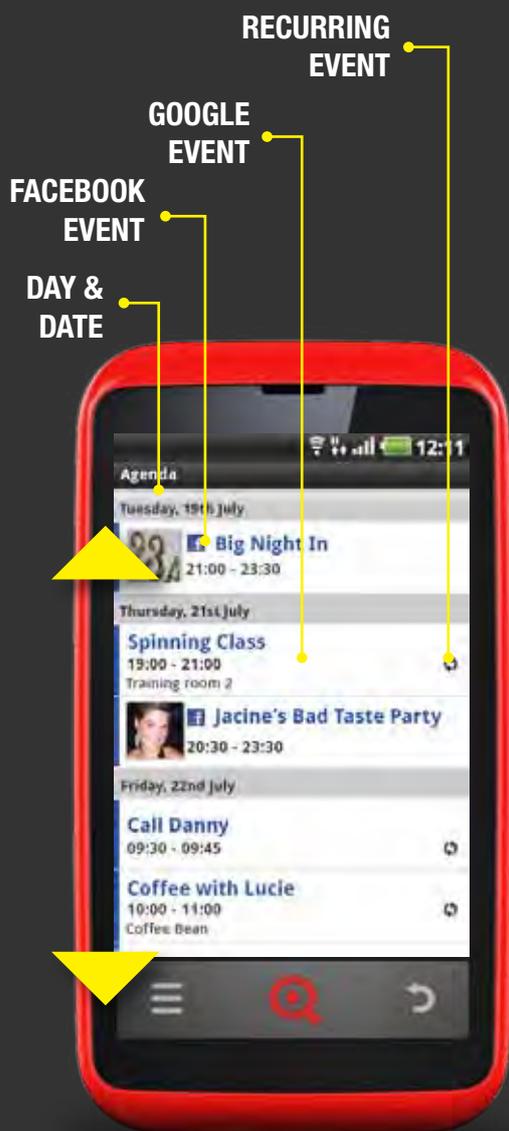
NAVIGATE CALENDAR

The first time you open Calendar, your phone will show events in the agenda view.

To choose a different view of your calendar - daily, weekly or monthly - press the **Options key** and select the view you want.

Your Calendar's agenda view appears on your phone like this:

DAY & DATE
Shows the day and date that events are happening - the agenda view only shows dates where events are occuring and skips over those days when nothing has been planned

FACEBOOK EVENT
Events synced with your Facebook account are shown with Facebook logos and event images, if these have been added. Pressing on the event name will open the Facebook event page where you can see more details about the event as well as updating your RSVP status

▶ **SKIP TO FACEBOOK IN YOUR CALENDAR**

GOOGLE EVENT
Events synced with your Google account(s) are shown with the title, time and location in the agenda view. Pressing on the event name will open the event page where you can see more details about the event, including attendees, reminders and your current event status

▶ **SKIP TO MANAGE CALENDARS**

RECURRING EVENT
Shows that the event recurs on a regular basis (e.g. weekly)

CALENDAR

EVENT DETAILS

CALENDAR NAME

EVENT TITLE

NAVIGATE CALENDAR

Individual events from your Google calendar appear on your phone like this:
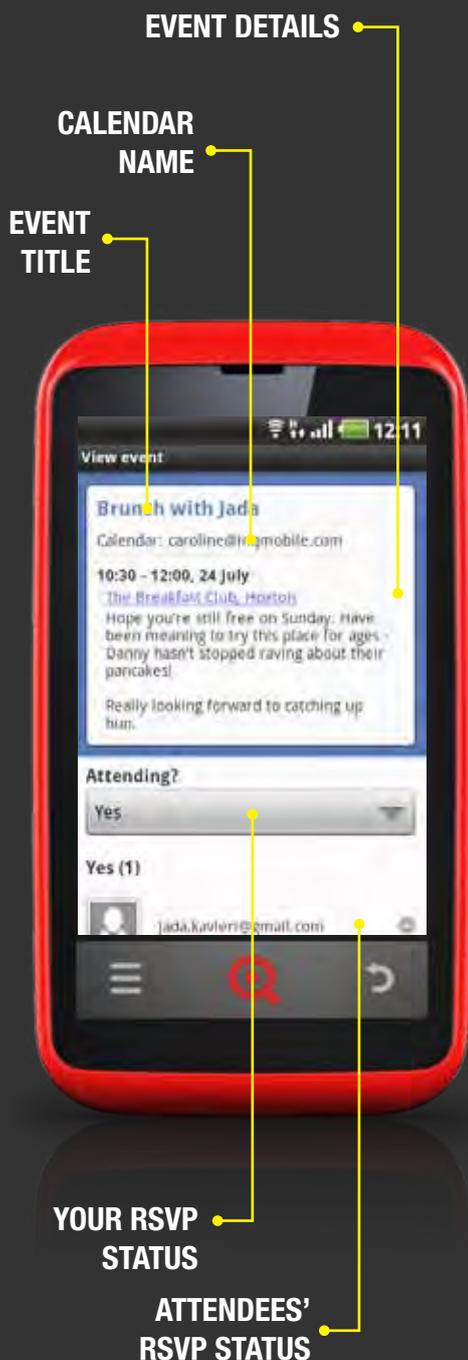
EVENT TITLE
Shows the name of the event

CALENDAR NAME
Shows the Google account associated with the event

EVENT DETAILS
Shows the time, date and location of the event as well as any additional details or content the organiser has included

YOUR RSVP STATUS
Shows how you have responded to the invite - you can update your response by pressing the drop down box and choosing your status from the list

ATTENDEES' RSVP STATUS
Shows attendees' names or email addresses as well as their response

YOUR RSVP STATUS

ATTENDEES' RSVP STATUS

CALENDAR

CREATE A NEW EVENT

You can use the Calendar application on your phone to create events that will appear in your online Google calendar as well as inviting attendees by email. You cannot create new Facebook events on your phone - this can only be done online.

To create a new event in the Day, Week or Month views, pressing and holding in a blank space on the calendar will open the new event screen.

Any changes you make on your phone will only appear in your online Google calendar if your calendars are synced.

▶ **SKIP TO MANAGE CALENDARS**
▶ **SKIP TO ACCOUNTS & SYNC**

TO CREATE A NEW EVENT:

1. In the Calendar aaplication, press the **Options key**
2. Press *More > New event*
3. Enter your event name
4. Select the *From* and *To* text boxes to set the time and duration of the event
5. Select the *Location* text box to enter the event location
6. If you have more than one Google account on your phone, press the *Calendar* drop down box and select the account you want to use to set up the event
7. Select the *Guests* text box to enter the email addresses of any attendees you want to invite to the event
8. Set whether or not the event is recurring by pressing the drop down Repetition box and selecting how often you want the event to repeat
9. To add a reminder for yourself and all attendees, press the Add reminder icon and select when you want the reminder to occur. To delete a reminder, press the red minus icon
10. When you're finished, press *Done*

CALENDAR

EDIT AN EVENT

Once you've added an event, either online or on your phone, you can edit event details from your phone.

You cannot edit events that other people have created.

Any changes you make on your phone will only appear in your online Google calendar if your calendars are synced.

▶ **SKIP TO MANAGE CALENDARS**
▶ **SKIP TO ACCOUNTS & SYNC**

TO EDIT AN EVENT:
❶ Open Calendar from the Home screen or Main Menu
❷ Scroll to the event you want to edit
❸ Press the event name to open the event details
❹ Press the **Options key**
❺ Press *Edit event*
❻ If the event is recurring, you will be asked if you want to edit only this event or all events in this series
❼ Select the boxes you want to edit and update the details
❽ When you're finished, press *Done* to save your changes or select *Revert* to discard your changes

CALENDAR

REMOVE AN EVENT

Once you've added an event, either online or on your phone, you can delete events from your handset.

You cannot delete events that other people have created.

Any changes you make on your phone will only appear in your online Google calendar if your calendars are synced.

▶ **SKIP TO MANAGE CALENDARS**
▶ **SKIP TO ACCOUNTS & SYNC**

TO REMOVE AN EVENT:
❶ Open Calendar from the Home screen or Main Menu
❷ Scroll to the event you want to delete
❸ Press the event name to open the event details
❹ Press the **Options key**
❺ Press *Delete event*
❻ Press *OK* to confirm that you want to delete the event

CALENDAR

RESPONDING TO REMINDERS

Your phone will notify you of upcoming events by posting an Upcoming event icon in your Status bar.

▶ **SKIP TO STATUS BAR & NOTIFICATIONS**

TO RESPOND TO A REMINDER:
❶ When you receive a notification in your Status bar, drag the bar down on the screen to open the Notifications panel
❷ Press the event notification to open a list of your calendar reminders
❸ Press an event name to view the event in more detail
❹ Choose how you want to respond to the reminder:

SNOOZE ALL
Turns off all event notifications for five minutes

DISMISS ALL
Deletes all reminders in the list

Or press the **Back key** to keep all reminders as pending

CALENDAR

LOCATION

TIME & DATE

EVENT TITLE

EVENT IMAGE

INVITE DETAILS

EVENT ORGANISER

YOUR RSVP STATUS

FACEBOOK IN YOUR CALENDAR

Your upcoming Facebook events and friends' birthdays will sync automatically with your phone's Calendar. You can view and respond to Facebook events from the Calendar application. You cannot create new Facebook events on your phone - this can only be done online.

▶ SKIP TO FACEBOOK

EVENT IMAGE

Shows the event image as it appears in Facebook

EVENT TITLE

Shows the event name as it appears in Facebook

TIME & DATE

Shows the event time and date

LOCATION

Shows the event location - press this to view the location in Maps

▶ SKIP TO MAPS

INVITE DETAILS

Shows any additional information about the event posted by the organiser

EVENT ORGANISER

Shows the event organiser's Facebook profile name and picture - press this to view their Facebook profile

YOUR RSVP STATUS

Shows your response to the event - update this by pressing the drop down box and selecting your RSVP status from the list

CALENDAR

GOOGLE
CALENDAR

GOOGLE
ACCOUNT

FACEBOOK
ACCOUNT

SYNC ICON

VISIBLE ICON
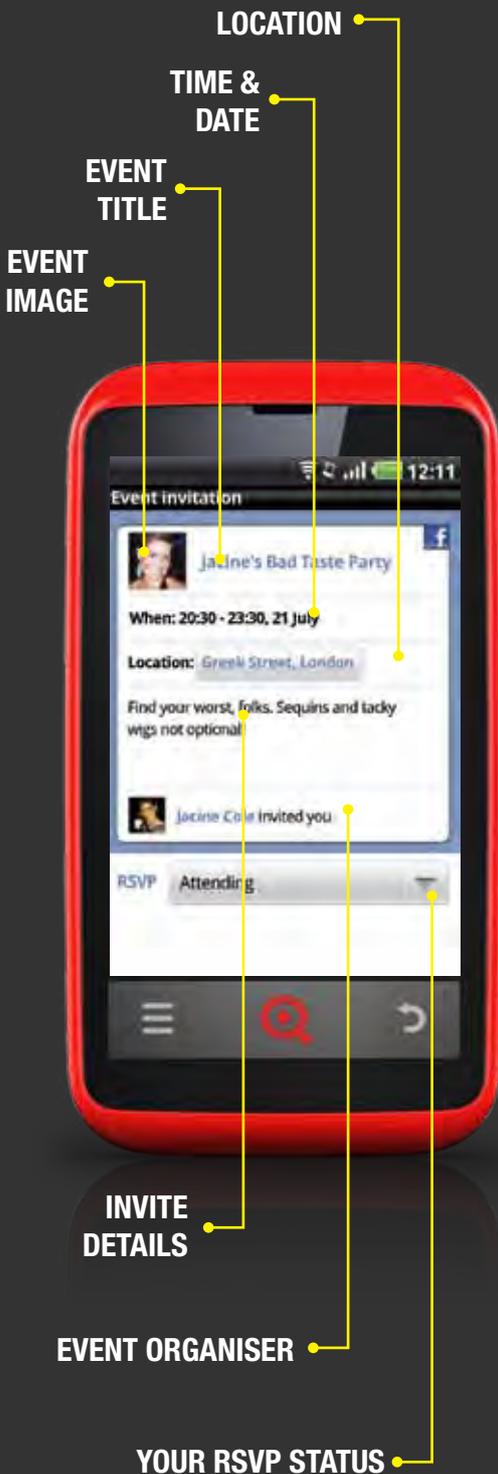
MANAGE CALENDARS

You can choose which calendars you want to display and sync in your phone's Calendar application.

TO MANAGE HOW YOUR CALENDARS ARE DISPLAYED OR SYNCED:

❶ Open Calendar from the Home screen or Main Menu
❷ Press the **Options key**
❸ Press *More > Calendars*
❹ You'll see a list of all of the accounts that are set up to appear in your Calendar application:

FACEBOOK ACCOUNT
Your Facebook for INQ account syncs two calendars: Facebook events and Facebook birthdays. Press the arrow at the left of the account name to see each of these calendars

GOOGLE ACCOUNT
Your Google accounts can support a number of different calendars. Press the arrow at the left of the account name to see each of these

❺ Scroll to the calendar you want to manage and choose from the following options:

SYNC
Synchronises events shown on your phone with your calendars online so any changes you make on your phone will be reflected online and vice versa - press the icon to switch this on or off

VISIBLE
Displays the calendar in your phone's Calendar application - press the icon to switch this on or off

❻ When you're finished, press *Done*

You can edit each calendar individually to set different settings for different calendars.
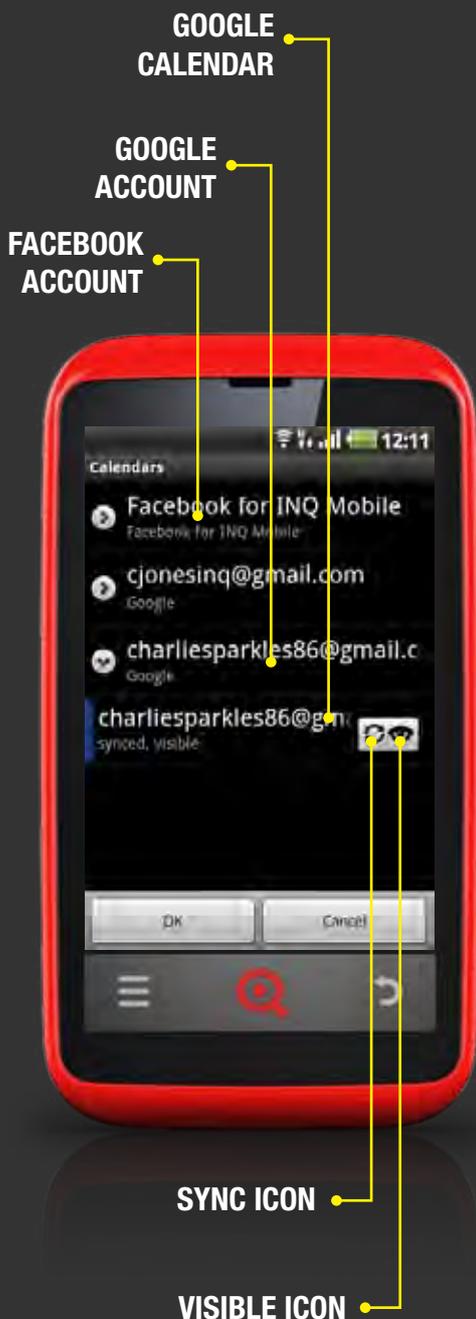
CALENDAR

CALENDAR SETTINGS

In the Calendar settings you can choose how the application displays events and notifications.

TO EDIT YOUR CALENDAR SETTINGS:

Open Calendar from the Home screen or Main Menu
Press the **Options key**
Press *More > Settings*
Choose the settings you want to change:

HIDE DECLINED EVENTS

Select this to hide events that you have declined from your Calendar

SET ALERTS & NOTIFICATIONS

Choose how you want event notifications to appear on your phone

SELECT RINGTONE

Choose the ringtone you want to hear when your phone notifies you of an event

VIBRATE

Choose if you want your phone to vibrate when it notifies you of an event

DEFAULT REMINDER TIME

Set the default reminder time to be suggested when you create a new event

BROWSER
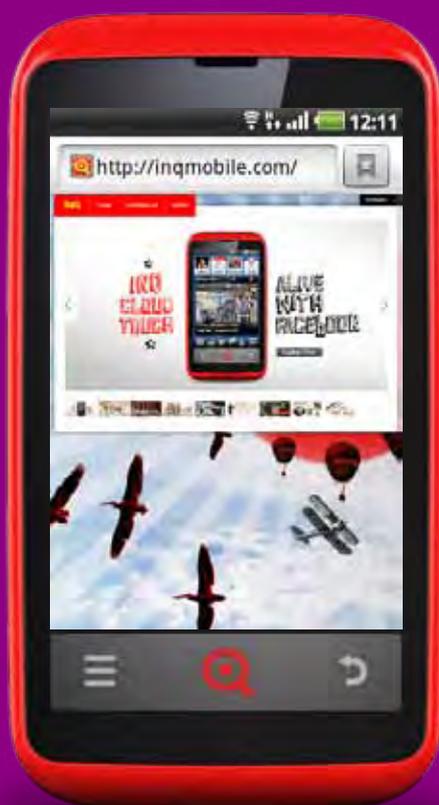
OVERVIEW

Your phone uses the Browser as the default application to open web pages and show search results.

You will require an active data or Wi-Fi connection to browse the web.

Your phone also comes with Opera Mini installed as an alternative to the standard browser.

▶ SKIP TO OPERA MINI

BROWSER

OPEN BROWSER

TO OPEN BROWSER:

❶ Press the Browser icon in the Launcher

❷ Alternatively you can open Browser by pressing the Main Menu icon and selecting *Browser*

Any URLs that you select - in emails or texts for example - will automatically open in the Browser application.

When you open Browser for the first time, it will open with your home page.

If you go back into the Browser after using other applications, it will open with the last page you viewed.

BROWSER

BROWSER

BOOKMARKS

ADDRESS BAR

NAVIGATE BROWSER

Browser windows appear on your phone like this:

ADDRESS BAR
Shows the website address of the page you're on

BOOKMARKS
Opens a thumbnail view of your Bookmarks and links to your most visited sites and browsing history

▶ **SKIP TO USE BOOKMARKS & HISTORY**

To navigate around the web page:

SCROLL
Drag or swipe on the page to scroll in any direction

ZOOM
Double-tap an area of the screen to zoom in/out or use two fingers to pinch two areas of the screen together or apart

MOBILE & FULL WEB PAGES
Depending on the website you're viewing, your phone may display a version of the site that has been designed specifically for viewing on a mobile phone. These versions tend to be easier to navigate on a phone, with larger text and fewer images. To see the full web page, look for a link to the full or original version of the website and select it

SCREEN ORIENTATION
Turn your phone on its side to view pages and type in landscape view

▶ **SKIP TO BROWSER SETTINGS**

BROWSER

STOP ICON

LOADING BAR

ADDRESS BAR

NAVIGATE BROWSER

To navigate between web pages:

ADDRESS BAR

Shows the website address of the page you're on. Press this to enter a new address. As you type, your phone will suggest possible options, based on what you've written so far. Either select one of these options or continue typing the address and press *Go* to open the page

SELECT A LINK

Press a link to open it. You can also press on details like phone numbers, email addresses and locations to open them in the relevant applications

Press and hold a link to see different options, including open in a new window, copy URL and save link

BACK

To go back to the previous page, press the **Back key**

FORWARD

To go forward, press the **Options key** and then select *More > Forward*

REFRESH

To refresh the page that you're currently on, press the **Options key** and then select *Refresh*

STOP

To stop the page while it is loading, press the Stop icon to the right of the Address bar

As the page loads, a loading bar will appear above the Address bar to show progress.

BROWSER

USE MULTIPLE WINDOWS

You can open up to eight different windows in Browser and switch between them.

TO OPEN A NEW WINDOW:

❶ Open Browser from the Launcher or Main Menu
❷ Press the **Options key**
❸ Press *New window* - this will open a new window showing your Browser home screen

TO OPEN A LINK IN A NEW WINDOW:

❶ Open Browser from the Launcher or Main Menu
❷ Press and hold the link you want to open in a new window - this will open a popup on the screen
❸ Press *Open in new window* - this will open the link in a new window

TO SWITCH BETWEEN WINDOWS:

❶ From within Browser, press the **Options key**
❷ Press *Windows* - this will open a list of the windows you have open
❸ Select the window you want to view

TO CLOSE A WINDOW:

❶ From within Browser, press the **Options key**
❷ Press *Windows* - this will open a list of the windows you have open
❸ Scroll to the window you want to close and press the corresponding Close icon on the right of the screen

BROWSER

SEARCH

TO SEARCH IN BROWSER:

❶ Open Browser from the Launcher or Main Menu
❷ Press the Bookmarks icon
❸ Select the Google thumbnail to open the Google search page
❹ Press the search text box
❺ Enter your search text
❻ When you're finished, press *Go*

You can also search the web from the Google search widget on your Home screen.

▶ **SKIP TO INQ HOME SCREENS**

You can also search the web from the INQ Type application.

▶ **SKIP TO INQ TYPE**

BROWSER

USE BOOKMARKS & HISTORY

Quickly find your favourite web pages by adding them as bookmarks.

TO ADD A BOOKMARK:

❶ Open Browser from the Launcher or Main Menu
❷ Search or enter the website address of the site you want to add
❸ Once you're on the page you want to add, press the Bookmarks icon - your current page will appear as a thumbnail
❹ Press *Add* to bookmark it

TO REMOVE A BOOKMARK:

❶ Open Browser from the Launcher or Main Menu
❷ Press the Bookmarks icon to open your Bookmarks
❸ Press and hold the bookmark you want to remove
❹ Select *Delete bookmark* to remove it

You can also view and open your Browser history and most-visited sites from the Bookmarks screen:

TO SEE YOUR MOST-VISITED SITES:

❶ Open Browser from the Launcher or Main Menu
❷ Press the Bookmarks icon
❸ Press the *Most visited* tab to view the sites you've visited most frequently

TO SEE YOUR BROWSING HISTORY:

❶ Open Browser from the Launcher or Main Menu
❷ Press the Bookmarks icon
❸ Press the *History* tab to view your browsing history

TO CLEAR YOUR BROWSING HISTORY:

❶ Open Browser from the Launcher or Main Menu
❷ Press the Bookmarks icon
❸ Press the *History* tab to view your browsing history
❹ Press the **Options key**
❺ Press *Clear history* tab to delete your browsing history

BROWSER

SHARE WEB PAGES

Your Browser makes it easy to share links with your friends.

TO SHARE A WEB PAGE:
1. Open Browser from the Launcher or Main Menu
2. Go to the web page you want to share
3. Once you're on the page you want to share, press the **Options key**
4. Press *More > Share page*
5. Choose how to share the page from the following options:

BLUETOOTH
Shares the link via Bluetooth. To do this, you will need to switch on Bluetooth and select a device to pair with. Once you are paired with the other device, the link will send automatically

▶ **SKIP TO USE BLUETOOTH**

EMAIL / GMAIL
Adds the link into an email message in the Email / Gmail applications

▶ **SKIP TO EMAIL OVERVIEW**
▶ **SKIP TO GMAIL OVERVIEW**

FACEBOOK
Opens the mobile version of Facebook in the Browser with the link already inserted

MESSAGING
Adds the link into a text message

▶ **SKIP TO MESSAGING**

TWITTER
Opens the Twitter application on your phone and adds the link in the What's happening box

▶ **SKIP TO TWITTER**

BROWSER

DOWNLOAD FILES

Your phone is only capable of downloading file types that can be opened with an applications already installed on your phone. If you do not have an application capable of opening this file, the download will be unsuccessful. Check in Market to see if an application supporting this file type is available.

▶ **SKIP TO MARKET**

TO DOWNLOAD A FILE:
❶ Open Browser from the Launcher or Main Menu
❷ Search or enter the website address of the site containing the file you want to download
❸ Choose from the following options:

   IMAGE
   To save an image, press and hold the image you want to download and select *Save*

   FILE
   To download a file, press the link that appears in the web page

❹ The downloading file icon will appear in your phone's Status bar. When the download has finished, the downloading icon will be replaced by the download completed icon

▶ **SKIP TO STATUS BAR & NOTIFICATIONS**

TO CANCEL A DOWNLOAD IN PROGRESS:
❶ In Broswer, press the **Options key**
❷ Press *More > Downloads*
❸ Press the **Options key**
❹ Press *Cancel all downloads*

TO SEE YOUR DOWNLOADED APPLICATIONS:
❶ In Broswer, press the **Options key**
❷ Press *More > Downloads*
❸ The files you've downloaded are shown in order - press a file to open it in the relevant application

BROWSER

BROWSER SETTINGS

TO EDIT YOUR BROWSER'S PAGE CONTENT SETTINGS:

❶ From Browser, press the **Options key**
❷ Press *More > Settings* - you'll need to scroll down the page
❸ Choose the settings you want to change:

TEXT SIZE
Set your preferred text size

DEFAULT ZOOM
Set the magnification at which pages will appear

OPEN PAGES IN OVERVIEW
Shows zoomed out view of whole page when you open it

TEXT ENCODING
Change the text encoding on the page

BLOCK POP-UP WINDOWS
Stops websites opening windows unless you request it

LOAD IMAGES
Shows images on web pages

AUTO-FIT PAGES
Automatically fits web pages to your phone's screen

LANDSCAPE-ONLY DISPLAY
Always shows web pages in landscape orientation

ENABLE JAVASCRIPT / PLUG-INS
Automatically allows JavaScript / plug-ins to run on sites

OPEN IN BACKGROUND
Opens new windows behind the page that you're on

SET HOME PAGE
Enter the website that you want to use as your home page

INVERT COLOUR
Inverts the colour of the web pages appearing in Browser

BROWSER

BROWSER SETTINGS

TO EDIT YOUR BROWSER'S PRIVACY SETTINGS:

❶ From Browser, press the **Options key**
❷ Press *More* > *Settings* - you'll need to scroll down the page
❸ Choose the settings you want to change:

CLEAR CACHE
Deletes cached images and text from visited sites

CLEAR HISTORY
Deletes your browsing history

ACCEPT COOKIES
Automatically accepts cookies from sites, including previously saved passwords

CLEAR ALL COOKIE DATA
Deletes all cookies and associated data from your phone

REMEMBER FORM DATA
Automatically suggests content you have previously entered into forms in Browser

CLEAR FORM DATA
Deletes all form data from your phone

ENABLE LOCATION
Allows sites to request your location details

CLEAR LOCATION ACCESS
Cancels any access to your location that you have previously granted to sites

BROWSER

BROWSER SETTINGS

TO EDIT YOUR BROWSER'S SECURITY SETTINGS:
❶ From Browser, press the **Options key**
❷ Press *More* > *Settings* - you'll need to scroll down the page
❸ Choose the settings you want to change:

REMEMBER PASSWORDS
Automatically saves passwords used in Browser

CLEAR PASSWORDS
Deletes passwords saved in Browser

SHOW SECURITY WARNINGS
Allows Browser popups about websites that are unsecure or have outdated security certificates

TO EDIT YOUR BROWSER'S ADVANCED SETTINGS:
❶ From Browser, press the **Options key**
❷ Press *More* > *Settings -* you'll need to scroll down the page
❸ Choose the settings you want to change:

SET SEARCH ENGINE
Choose your preferred search engine for Browser

WEBSITE SETTINGS
Allows you to view and edit advanced settings for individual websites

RESET TO DEFAULT
Deletes all Browser data - including cache, history and passwors - and restores all settings to their original status

FACEBOOK

OVERVIEW

Your INQ Cloud Touch has Facebook built in. See what's going on with your friends, let them know what's new with you and check your notifications.

The INQ Home live icons showcase the best bits of Facebook on your Home screen, making it easy to see what your friends are up to.

The People app gives you direct access to your top friends so they don't get lost in the crowd.

Your Facebook account is also integrated with your Contacts and Calendar applications.

You can dip into Facebook from your Launcher or Main Menu, with deep links to Facebook Chat, Messages and Photos.

And if that's not enough, there's always Facebook for Android.

▶ SKIP TO INQ HOME LIVE ICONS
▶ SKIP TO PEOPLE
▶ SKIP TO FACEBOOK CONTACTS
▶ SKIP TO FACEBOOK IN YOUR CALENDAR
▶ SKIP TO LAUNCHER BAR
▶ SKIP TO FACEBOOK FOR ANDROID

FACEBOOK

PEOPLE ICON

OPEN PEOPLE

TO OPEN PEOPLE:

❶ Press the People icon on the Home screen

❷ Alternatively you can open People by pressing the Main Menu icon on the Launcher and selecting *People*

The People live icon will change to show you the Facebook profile picture of whoever has updated their status or wall posts most recently.

In People, your friends will be shown in order of who has posted an update most recently, with the most recent first.

▶ **SKIP TO INQ HOME LIVE ICONS**

FACEBOOK

PROFILE PICTURE

WALL POSTS

NAVIGATE PEOPLE

The People application appears on your phone like this:

Scroll left and right to see your top friends' walls and profile pictures.

PROFILE PICTURE

Shows your Facebook friends' most recent profile picture - press this to see quick contact options

The quick contact options shown will depend on what information you have about those friends in your Contacts. If you don't have any of their details in your Contacts, pressing their Profile picture will open their Facebook wall.

WALL POSTS

Shows your Facebook friends' most recent wall posts and updates

Press a wall post to comment or like it in the Facebook for Android application and see any other comments or likes in more detail.

▶ **SKIP TO FACEBOOK FOR ANDROID**

FACEBOOK

CHOOSE PEOPLE

The first time you open People, your phone will suggest five friends for you to follow.

To choose more friends to follow - or to edit the ones shown here - you can easily select them from your full list of Facebook friends.

TO CHOOSE THE FRIENDS YOU WANT TO SEE IN PEOPLE:
❶ Open People from the Home screen or Main Menu
❷ Press the **Options key**
❸ Press *Choose friends*
❹ From the list, select the friends you want to follow in People
   - you can choose up to a maximum of 25
❺ When you're finished, press *Done*

FACEBOOK

FACEBOOK CONTACTS

Contacts with synchronised Facebook accounts will include tabs for their wall, information and photos within their Contacts entries.

WALL
Opens their Facebook wall

INFO
Shows contact information from their Facebook account as well as information synced from other accounts (e.g. Google account, SIM card etc.)

PHOTOS
Opens their Facebook photos and albums

INFORMATION PULLED FROM FACEBOOK
All Facebook information in Contacts is read-only and cannot be edited on your phone as this is pulled directly from your friends' Facebook profiles

▶ SKIP TO CONTACTS

PHOTOS

INFO

WALL

INFORMATION PULLED
FROM FACEBOOK

FACEBOOK

LOCATION

TIME & DATE

EVENT TITLE

EVENT IMAGE

INVITE DETAILS

EVENT ORGANISER

YOUR RSVP STATUS

FACEBOOK IN YOUR CALENDAR

Your upcoming Facebook events and friends' birthdays will sync automatically with your phone's Calendar. You can view and respond to Facebook events from the Calendar application. You cannot create new Facebook events on your phone - this can only be done online.

▶ SKIP TO CALENDAR

EVENT IMAGE

Shows the event image as it appears in Facebook or - if an image hasn't been added - the profile picture of the person who set up the event

EVENT TITLE

Shows the event name as it appears in Facebook

TIME & DATE

Shows the event time and date

LOCATION

Shows the event location - press this to view the location in Maps

▶ SKIP TO MAPS

INVITE DETAILS

Shows any additional information about the event posted by the organiser

EVENT ORGANISER

Shows the event organiser's Facebook profile name and picture - press this to view their Facebook profile

YOUR RSVP STATUS

Shows your response to the event - update this by pressing the drop down box and selecting your RSVP status from the list
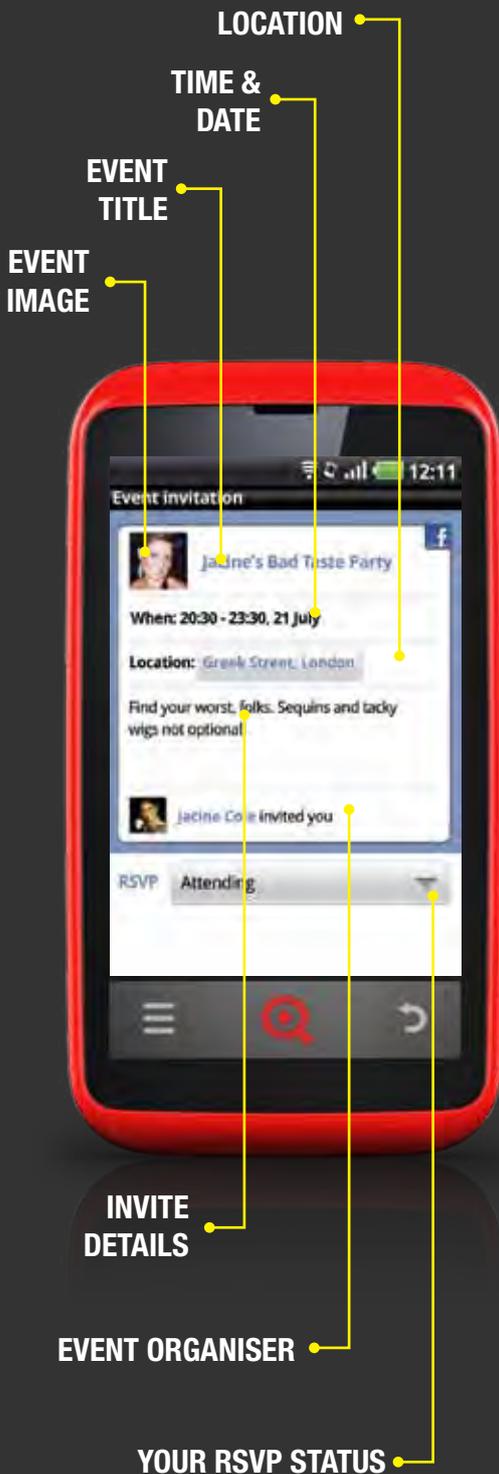
FACEBOOK

FACEBOOK LINKS

Your phone makes it easier to dip into Facebook with deep links on your Launcher bar and Main Menu.

These links take you straight to different areas of Facebook, like your Profile, Friends, Messages, Chats and Photos - just press the icon you want to open to see that section of the Facebook for Android application.

▶ **SKIP TO LAUNCHER BAR**

FACEBOOK

FACEBOOK FOR ANDROID

Facebook for Anrdoid makes it easy to stay connected and share with friends. Share status updates from your home screen, chat with your friends, check out your News Feed, review your upcoming Events, look at your friends' walls and user information, check in to Places to get deals, upload Photos, share links, check your Messages and watch videos.

TO OPEN FACEBOOK FOR ANDROID HOME SCREEN:

❶ Press the Main Menu icon on the Launcher
❷ Select Facebook from the Main Menu
❸ Wherever you are in the Facebook application, pressing the Facebook logo in the top left corner will take you to the Facebook for Android home screen

TO VIEW OR CHANGE FACEBOOK FOR ANDROID SETTINGS:

❶ Open Facebook from the Main Menu
❷ On the Facebook for Android home screen, press the **Options key**
❸ Press *Settings* - from here you can choose how often your Facebook for Android application updates as well as how it notifies you of new messages, invites and friend requests. You can also edit how your Facebook friends sync with Contacts

▶ SKIP TO FACEBOOK CONTACTS

TO LOG OUT OF FACEBOOK FOR ANDROID:

❶ Open Facebook from the Main Menu
❷ On the Facebook for Android home screen, press the **Options key**
❸ Press *Logout* - this will log out all Facebook activity on your phone, including INQ Home live icons, and remove any synchronised information from your Contacts and Calendar
❹ Press *Yes* to confirm that you want to log out

SPOTIFY

OVERVIEW

Your INQ Cloud Touch has Spotify preinstalled.

With Spotify on INQ, Premium account holders can stream music on their phone and download playlists to listen offline.

You will need a Premium Spotify account to stream and download playlists.

Spotify on INQ will only work in countries where the Spotify service is suppoted.

SPOTIFY

OPEN SPOTIFY

You can open Spotify in three ways.

TO OPEN SPOTIFY:

❶ Press and hold the **Music key** all the way down
❷ Alternatively you can open Spotify by pressing the Main Menu icon on the Launcher and selecting Spotify
❸ You can also open Spotify by scrolling right on the Home screen to see the Spotify widget - use the controls on the widget to play or skip tracks or press the album artwork to open the application

The **Music key** lets you control Spotify without having to unlock the screen. When you're playing a track, you can pause it by quickly pressing the **Music key** all the way down. Press it again to continue playing the track. A quick double-press will skip to the next track.

▶ **SKIP TO KEYS & FUNCTIONS**

Premium Spotify account holders can log in to the application using their user name and password.

MUSIC KEY

SPOTIFY

SYNCING TRACKS

YOUR PLAYLISTS

OFFLINE PLAYLISTS

PLAYLISTS

SEARCH

NOW PLAYING

WHAT'S NEW

MORE
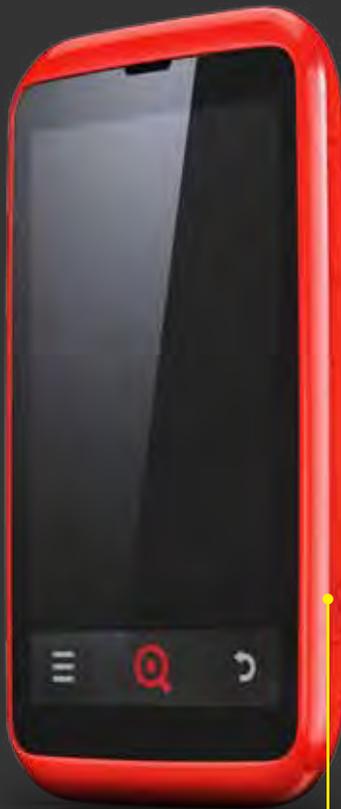
NAVIGATE SPOTIFY

Your Spotify playlists appear on your phone like this:

OFFLINE PLAYLISTS

Press to select which playlists you want to download to listen to offline

YOUR PLAYLISTS

Shows playlists that you have created in Spotify - press a playlist to view tracks

SYNCING TRACKS

Shows the number of tracks that are currently syncing

PLAYLISTS

Press to views your Spotify playlists screen

SEARCH

Press to open Spotify search to find artists, albums or tracks

NOW PLAYING

Press to open the Now Playing screen

WHAT'S NEW

Press to open What's New, Top Tracks and Feed pages

MORE

Press to access your settings and to log out

SPOTIFY

NOW PLAYING

STAR

SKIP BACK

PLAY / PAUSE

SKIP FORWARD

INFO

PLAY TRACKS

TO PLAY A TRACK IN SPOTIFY:
❶ Open Spotify using the **Music key** or from the Spotify widget or Main Menu
❷ Log in to your Premium Spotify account
❸ Find the track you want to play by opening a playlist or by searching for a track
❹ Once you've found the track you want to play, press it to start playing it

Now playing tracks appear on your phone like this:

NOW PLAYING
Press to minimise the Now Playing screen

STAR
Press to add this track as a starred track

SKIP BACK
Press to skip back to the start of the track - pressing twice or more will skip back further to previous songs

PLAY / PAUSE
Press to play or pause the current track

SKIP FORWARD
Press to skip forward to the next track - pressing twice or more will skip further forward

INFO
Press to get information about the current track

SPOTIFY

ARTISTS
ALBUMS
TRACKS
SEARCH

SEARCH TRACKS

TO SEARCH FOR A TRACK IN SPOTIFY:

❶ Open Spotify using the **Music key** or from the Spotify widget or Main Menu

❷ Log in to your Premium Spotify account

❸ Press the *Search* tab

❹ Choose whether you want to search for an artist, album or a track

❺ Press *Search*

❻ Enter the text you want to search

❼ Press *Go* to start searching

❽ Select the track or tracks you want from the windows

❾ Press *Add to playlist* and choose the playlist you want to add the track or tracks to

❿ When you're finished, press *Done*

Search in Spotify appears on your phone like this:

SEARCH
Press to open the text box where you can type in your search term

TRACKS
Press to search track names

ALBUMS
Press to search album titles

ARTISTS
Press to search artists and band names

SPOTIFY

SYNCING TRACKS

YOUR PLAYLISTS

OFFLINE PLAYLISTS

OFFLINE PLAYLISTS

Premium Spotify users can make their playlists available to listen offline.

TO DOWNLOAD PLAYLISTS TO LISTEN OFFLINE IN SPOTIFY:

❶ Open Spotify using the **Music key** or from the Spotify widget or Main Menu

❷ Log in to your Premium Spotify account

❸ Press the *Offline playlists* tab

❹ Select the playlist or playlists you want to make avaiable to listen to offline

❺ Press *Done*

❻ Your phone will start syncing tracks over your Wi-Fi or data connection - the number of tracks still to sync will appear at the top of the screen next to *Offline Playlists*

❼ When your tracks have finished syncing, offline playlists will be shown with a small download icon to show that these are available offline
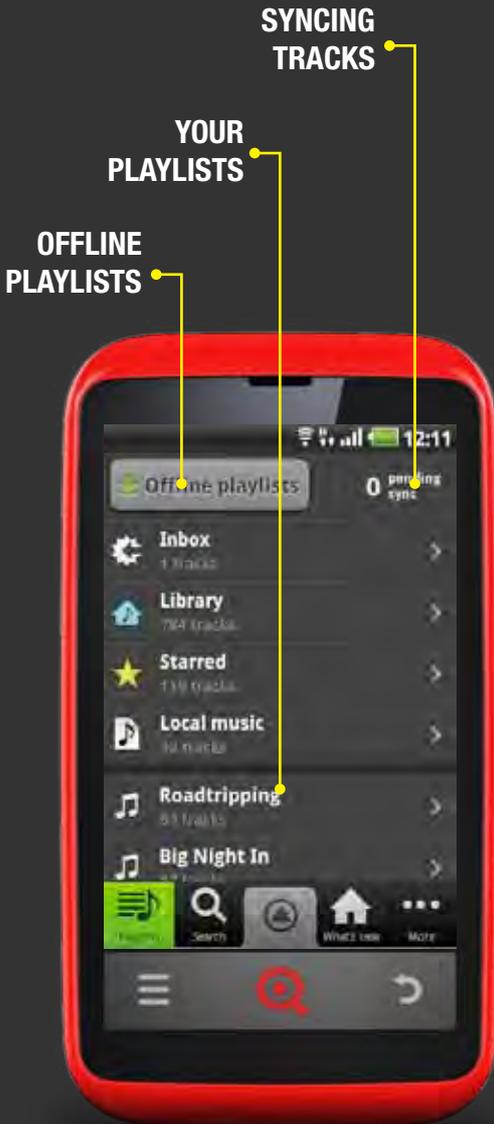
SPOTIFY

SPOTIFY SETTINGS

You can edit your Spotify settings to determine how the application connects to the web and syncs playlists.

TO VIEW & EDIT SPOTIFY SETTINGS:

❶ Open Spotify using the **Music key** or from the Spotify widget or Main Menu
❷ Log in to your Premium Spotify account
❸ Press the *More* tab
❹ Press *Settings*
❺ Choose the settings you want to change:

FORCE OFFLINE
Forces Spotify into offline mode

SYNC OVER WI-FI
Choose to sync your tracks over a Wi-Fi connection

SYNC OVER 3G
Choose to sync your tracks over a 3G connection - this will use a large amount of mobile data

STREAM
Set the quality of music tracks that are streamed to your phone - high-quality streaming will use approximately 60% more data than low-bandwidth streaming

SYNC
Set the quality of music tracks that are downloaded to your phone - high-quality streaming will use approximately 60% more data than low-bandwidth streaming

LAST.FM
Adds Last.fm scrobbing support to any tracks you play in Spotify - pressing this will open a popup box where you can log in to your Last.fm account

SYSTEM SETTINGS
Opens your phone's Settings

CLEAR SAVED DATA
Clears cached tracks and offline playlists from your phone

INQ
TYPE
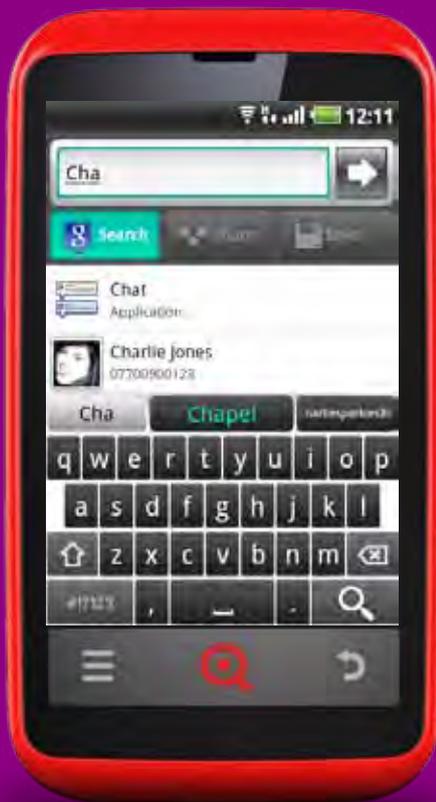
OVERVIEW

INQ Type lets you enter information quickly and simply, whether you want to search, send a quick text or save a phone number.

INQ
TYPE

OPEN INQ TYPE

There are a number of ways you can open INQ Type on your phone.

TO OPEN INQ TYPE FROM THE HOME SCREEN:

❶ Starting from the INQ key on the touch strip, swipe up on the screen - this will open INQ Type

▶ **SKIP TO KEYS & FUNCTIONS**

TO OPEN INQ TYPE FROM THE LOCK SCREEN:

❶ Drag the INQ Type icon up on the screen - this will open INQ Type

▶ **SKIP TO LOCK & UNLOCK YOUR SCREEN**

TO OPEN INQ TYPE FROM THE MAIN MENU SCREEN:

❶ Press the Main Menu icon in the Launcher
❷ Select *INQ Type*

INQ TYPE

SAVE •

SHARE •

SEARCH •

TEXT BOX •

NAVIGATE INQ TYPE

INQ Type appears on your phone like this:

TEXT BOX
Press this and enter the text you want to use using the INQ Keyboard

▶ **SKIP TO INQ KEYBOARD**

SEARCH
Searches the web, your phone's contacts and applications

SHARE
Shares the text you've entered as a text message

SAVE
Saves the text you've entered to the clipboard or in your Contacts

INQ
TYPE
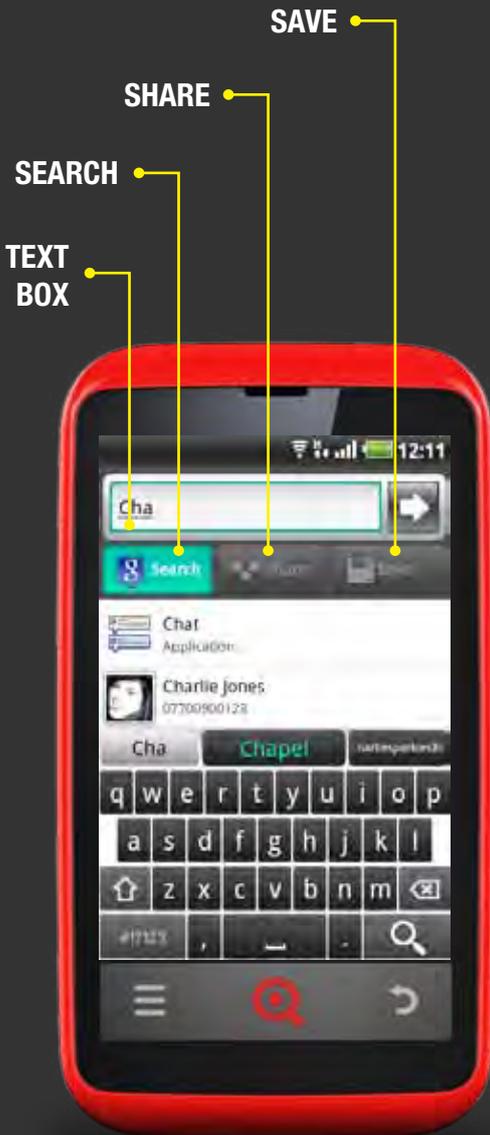
SEARCH

Searching with INQ Type makes it easy to search the web, your phone's contacts and applications

TO SEARCH USING INQ TYPE:

❶ Open INQ Type

❷ Press the *Search* tab

❸ Press the text box and enter the text you want to search for - as you type, your phone will suggest popular search terms, contact names and applications that match what you're typing

❹ Press one of the suggestions to open it in the relevant application or press the search icon in the INQ Keyboard to open a full set of search results in Browser

▶ **SKIP TO BROWSER**

INQ
TYPE

SHARE

INQ Type lets you quickly share information with your contacts by text message

TO SHARE USING INQ TYPE:

❶ Open INQ Type
❷ Press the *Share* tab
❸ Press the text box and enter the text you want to share
❹ Press *Share as SMS message* to copy the text you've entered into a text message

▶ **SKIP TO MESSAGING**

INQ
TYPE

SAVE

INQ Type lets you quickly save information like contact details to your phone

TO SAVE USING INQ TYPE:

❶ Open INQ Type
❷ Press the *Save* tab
❸ Press the text box and enter the text you want to save
❹ Choose from the following options:

COPY TO CLIPBOARD
Copies the text you've entered to your phone's clipboard so you can paste it into other applications that support this

SAVE TO CONTACTS
Copies the text you've entered to a Contacts entry. If you have entered a number, your phone will automatically copy this number into the phone number field. If you have entered text, your phone will automatically copy this text into the First name field

▶ **SKIP TO CONTACTS**

INQ KEYBOARD
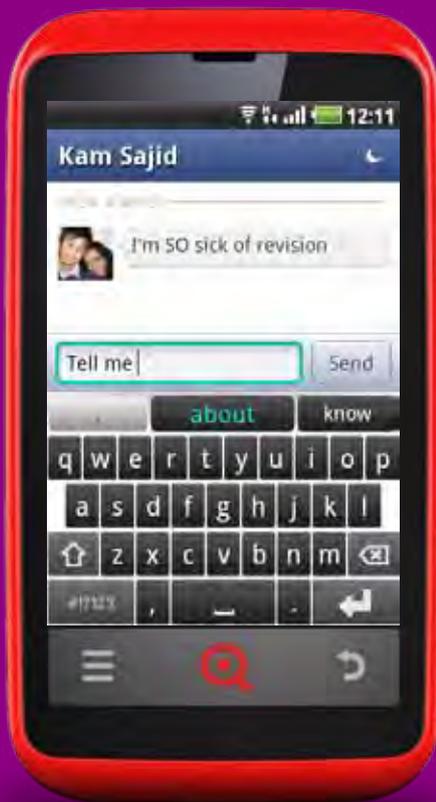
OVERVIEW

The INQ Keyboard makes typing and sending messages faster and more efficient by predicting your next word based on phrases you've used previously.

It learns from your sent messages and improves over time. It will even tell you how many keystrokes you've saved by using it.

INQ KEYBOARD

PREDICTED WORDS

TEXT FIELD

SHIFT

SYMBOLS

SPACE

ENTER

BACKSPACE

USE INQ KEYBOARD

Your phone uses the INQ Keyboard as the default keyboard across all applications. Your INQ Keyboard appears on screen like this:
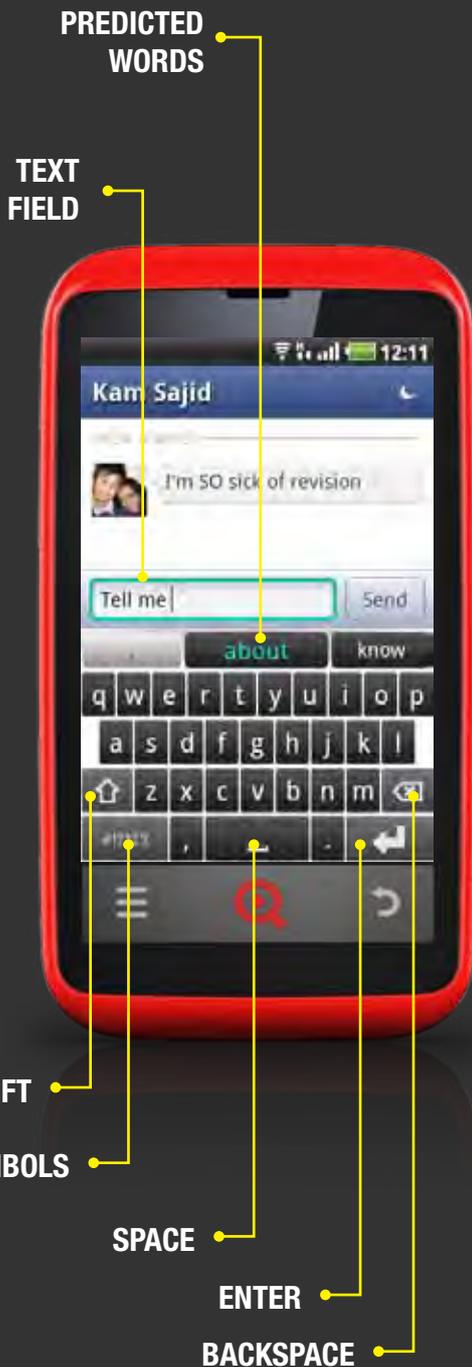
TEXT FIELD

Depending on the application, the text field may appear in different places on the screen - press the text field to open the INQ Keyboard

PREDICTED WORDS

Shows three suggested words, based on what you've written previously - press one of these to enter that into the text field. A space will automatically be added after the word has been entered

SHIFT

Press once to capitalise the first or next letter of a word
Press twice to switch on caps lock - press again to turn this off

SYMBOLS

Press to open the symbols panel and enter numbers or punctiation

SPACE

Press to enter a space - entering a full stop will automatically add a space after the full stop

ENTER

Depending on which application you are in, different options appear in place of the Enter option, including Search and smileys

BACKSPACE

Press to delete the previous character - press and hold to delete larger chunks of text

INQ
KEYBOARD

DOWNLOAD NEW LANGUAGE PACK

You can download a new language pack for your INQ Keyboard in your phone's settings.

TO DOWNLOAD A NEW LANGUAGE PACK:

❶ Press the Main Menu icon in the Launcher bar
❷ Select *Settings > Language & keyboard > INQ Keyboard > Language settings > Language pack selection*
❸ Choose the language pack that you want to download from the list
❹ When you're finished, select *OK*

TO UPDATE A LANGUAGE PACK:

❶ Press the Main Menu icon in the Launcher bar
❷ Select *Settings > Language & keyboard > INQ Keyboard > Language settings > Update language packs*
❸ Select *OK* to start updating

INQ
KEYBOARD

INQ KEYBOARD SETTINGS

Your INQ Keyboard settings can be found in your phone's Settings. Here you can change the keyboard layout, auto-complete settings and vibrate feedback.

▶ **SKIP TO LANGUAGE & KEYBOARD SETTINGS**

INQ
KEYBOARD

SWITCH TO ANDROID KEYBOARD

You can change to the Android keyboard when entering text.

TO SWITCH TO ANDROID KEYBOARD:
1. Open the application where you want to enter text (e.g. Messaging)
2. Press and hold the *Type to compose* text box
3. Select *Input method* from the popup box
4. Choose the keyboard you want to use to write your text - you can switch back to the previous keyboard using the same steps shown above

INFO
PANEL

OVERVIEW

Get quick access to your settings and profiles – whatever you're doing – just by pressing the Info key.

From the Info Panel you can check the time and date, set an alarm, manage Wi-Fi, see remaining battery and memory and set your phone's profiles and connections.

▶ SKIP TO SETTINGS

INFO PANEL

INFO
KEY

OPEN INFO PANEL

TO OPEN INFO PANEL:

❶ Press the **Info key** on the left side of the phone - this will open the Info Panel over whatever else you're doing

TO CLOSE INFO PANEL:

❶ Press the **Info key** again to close the Info Panel and go back to whatever you were doing

While your phone is locked, pressing the **Info key** will open the Info Panel so you can see your phone's status and settings. You won't be able to change any of these though - to edit anything you'll need to unlock the phone and then reopen the Info Panel.

INFO PANEL

ALARMS

WI-FI SETTINGS

TIME & DATE

BATTERY STATUS

MEMORY STATUS

NAVIGATE INFO PANEL

Your Info Panel appears on your phone like this:

TIME & DATE

Shows you the time and date - press this panel to open Date & Time settings

▸ **SKIP TO DATE & TIME SETTINGS**

ALARMS

Shows any alarms you have active on your phone - press this panel to set or edit an alarm

▸ **SKIP TO CLOCKS & ALARMS**

WI-FI SETTINGS

Shows you when Wi-Fi is switched on or off and the network you're connected to - press to switch Wi-Fi on or off and to open Wi-Fi settings

▸ **SKIP TO WI-FI & CONNECTIONS**

BATTERY STATUS

Shows your remaining battery life - press to open battery use

▸ **SKIP TO ABOUT PHONE SETTINGS**

MEMORY STATUS

Shows your remaining phone and SD card memory - press to open SD card & phone storage settings

▸ **SKIP TO SD CARD & PHONE STORAGE SETTINGS**

INFO PANEL

SOUND & CONNECTIONS PROFILES

NAVIGATE INFO PANEL

Your Sound and Connections profiles appear on your phone like this:

VIBRATE

Sets your phone to vibrate when you receive an incoming call or notification - press it to switch this on and off

▶ SKIP TO SOUND SETTINGS

SILENT

Sets your phone to silent so it will not ring when you receive an incoming call or notification - press it to switch this on and off

Please note that your phone may still vibrate in silent mode if the *Vibrate* option is switched on

▶ SKIP TO SOUND SETTINGS

AIRPLANE

Turns off all network data and radio connections - press it to switch this on and off

▶ SKIP TO WIRELESS & NETWORK SETTINGS

BLUETOOTH

Turns on Bluetooth so you can connect to Bluetooth devices - press it to switch this on and off

▶ SKIP TO BLUETOOTH

GPS

Turns on GPS so you can use your location in applications that allow location setting (e.g. Maps, Browser etc.) - press it to switch this on and off

▶ SKIP TO LOCATION & SECURITY SETTINGS

WI-FI & CONNECTIONS

OVERVIEW

You INQ Cloud Touch makes it easy to connect to the wireless and data networks around you.

Your phone's Wi-Fi Manager saves battery life by automatically turning off Wi-Fi when there are no networks available, as well as drawing information from the cloud about possible open networks that are near you, making it easier for you to find and connect to Wi-Fi.

You can also manage how you connect to Bluetooth devices and data networks, as well as using your phone as a portable Wi-Fi hotspot.

▶ **SKIP TO WIRELESS & NETWORKS SETTINGS**

WI-FI & CONNECTIONS

OPEN WI-FI

TO OPEN & MANAGE WI-FI:

❶ Press the Main Menu icon in the Launcher bar
❷ Select *Settings > Wireless & network settings*
❸ Press the *Wi-Fi* tick box to turn Wi-Fi on and off or select *Wi-Fi settings* to manage Wi-Fi

You can also maange Wi-Fi from the Info Panel - press the **Info key** on the left side of the phone to open this.

▸ SKIP TO INFO PANEL

The first time you switch on your phone, you'll be asked to set up Wi-Fi as part of the first-time setup process. If you skip this step or wish to add more networks at a later time, open Wi-Fi settings using the steps shown above.

▸ SKIP TO FIRST-TIME SETUP

MAIN
MENU
ICON

WI-FI & CONNECTIONS

ADD A NEW WI-FI CONNECTION

To use Wi-Fi on your phone, you'll need to be able to access a Wi-Fi hotspot. The availability of Wi-Fi signal will depend on where you are, as well as the security of the connection.

Some open networks are unsecured while others require passwords to connect. Some Wi-Fi hotspots can also be hidden, meaning that their names will not show up automatically on your phone's network list but can be added manually. Networks you have joined previously are stored on your phone.

TO CONNECT TO AN OPEN WI-FI NETWORK:
1. Open Wireless & network settings from the Main Menu or Info Panel
2. Select *Wi-Fi settings*
3. Ensure that *Wi-Fi* is switched on
4. Your phone will search for available Wi-Fi networks and will show you the names of those within range - if your phone finds a network that it has connected to previously, it will start connecting to it automatically
5. Press a network to connect to it
6. If the network is open, you'll be asked to confirm that you want to connect to it - press Connect to continue. If the network is secure, you'll be asked to enter a password to access it - check with your network administrator for details

TO MANUALLY ADD A NEW WI-FI NETWORK:
1. Open Wireless & network settings from the Main Menu or Info Panel
2. Select *Wi-Fi settings*
3. Ensure that Wi-Fi is switched on
4. Select *Add Wi-Fi network* - you may need to scroll down to see this option
5. Enter the name (SSID) of the network - if the network is secure, select the type of password from the list an enter it in the password text box
6. When you're finished, press *Save* to join the network - your phone will store these details and connect to this network automatically when you're in range

WI-FI & CONNECTIONS

REMOVE A WI-FI CONNECTION

Networks you have joined previously are stored on your phone and will be joined automatically unless you remove them.

TO FORGET A WI-FI NETWORK:

❶ Open Wireless & network settings from the Main Menu or Info Panel
❷ Select *Wi-Fi settings*
❸ Ensure that *Wi-Fi* is switched on
❹ Press and hold the name of the network you want to forget from the list
❺ Select *Forget network* in the popup box that opens

▸ **SKIP TO WIRELESS & NETWORKS SETTINGS**

WI-FI & CONNECTIONS

WI-FI SETTINGS

Wi-Fi settings can be found and edited in the Settings Menu.

TO OPEN WI-FI SETTINGS:
❶ Press the Main Menu icon to open the Main Menu
❷ Press *Settings > Wireless & networks > Wi-Fi Settings*

▶ **SKIP TO WIRELESS & NETWORKS SETTINGS**

WI-FI & CONNECTIONS

DATA CONNECTION & ROAMING

Your phone works with many different network operators. When you insert your SIM card, your phone determines the operator's network and data settings automatically. If you have any problems with this, please look at the INQ Cloud Touch FAQs or contact our customer support team.

▶ **SKIP TO INSERT SIM, MICROSD & BATTERY**
▶ **SKIP TO SUPPORT & TROUBLESHOOTING**

Once you're connected to the network, your phone's signal strength and data connection will be shown in the status bar.

▶ **SKIP TO STATUS BAR & NOTIFICATIONS**

Your phone may use a data connection to automatically sync information - like Email and Facebook News Feed - in the background. The cost of this depends on your network operator and forms part of your tariff.

Using data while you're abroad is often much more expensive than when you're at home. You can switch off data usage when you're roaming in your phone's settings.

TO DISABLE DATA WHILE ROAMING:
❶ Open Settings from the Main Menu
❷ Select *Wireless & networks > Mobile networks*
❸ Make sure *Data roaming* is switched off - i.e. it should not be ticked

▶ **SKIP TO WIRELESS & NETWORKS SETTINGS**

WI-FI & CONNECTIONS

USE BLUETOOTH

To connect to a Bluetooth device - like a headset or speaker - you will need to turn on your phone's Bluetooth connection.

TO SWITCH ON/OFF YOUR PHONE'S BLUETOOTH CONNECTION:
❶ Press the **Info key** to open the Info Panel
❷ Press the *Bluetooth* icon to switch Bluetooth on or off - an icon will appear in your phone's status bar whenever Bluetooth is on

▶ SKIP TO INFO PANEL

The first time you connect to a new device, you'll need to pair the devices to set up a secure connection.

TO PAIR YOUR PHONE WITH A NEW BLUETOOTH DEVICE:
❶ Open Settings from the Main Menu
❷ Select *Wireless & networks > Bluetooth settings*
❸ Ensure that *Bluetooth* is switched on - your phone will automatically scan for other Bluetooth devices nearby. If the device you are looking for doesn't appear in this list, check that its Bluetooth connection is on and discoverable. Then press *Scan for devices* to rescan
❹ Once the device appears in the list, select it
❺ You may be asked to enter a passcode for security. If you're not sure of what this is, try 0000 or 1234 as these are the most commonly used passcodes. If neither of these work, you will need to review the device's documentation or contact their support centre to learn its passcode

Once the devices are paired, you can connect more quickly.

TO CONNECT TO AN EXISTING BLUETOOTH DEVICE:
❶ Open Settings from the Main Menu
❷ Select *Wireless & networks > Bluetooth settings*
❸ Ensure that *Bluetooth* is switched on - your phone will automatically scan for other Bluetooth devices nearby. If the device you are looking for doesn't appear in this list, check that its Bluetooth connection is on and discoverable. Then press *Scan for devices* to rescan
❹ Once the device appears in the list, select it

WI-FI & CONNECTIONS

iNQ

BLUETOOTH SETTINGS

Bluetooth settings can be found and edited in the Settings Menu.

TO OPEN BLUETOOTH SETTINGS:
❶ Press the Main Menu icon to open the Main Menu
❷ Press *Settings > Wireless & networks > Bluetooth settings*

▶ **SKIP TO WIRELESS & NETWORKS SETTINGS**

WI-FI & CONNECTIONS

TRANSFER FILES FROM COMPUTER

You can connect your phone to a computer via USB to transfer files, music and photos direct to your phone's microSD card.

TO CONNECT YOUR PHONE TO A COMPUTER VIA USB:

1. Use the micro USB cable that came with your INQ Cloud Touch to connect your phone to a USB port on your computer - your computer should indicate that a USB device has been connected
2. On your phone, drag the Status bar down on the screen to open the Notifications panel
3. Select *USB connected*
4. You will see a screen saying that your phone is connected to a computer - press *Turn on USB storage* to move files directly from your computer to your phone's microSD card.
5. Select OK to confirm that you want to switch this on. When this option is switched on, you won't be able to access your microSD card on your phone or any content saved on it so avoid opening Gallery, Music or Camera
6. Use your computer to copy and paste files from your computer to your phone's SD card, or vice-versa

In order to avoid damaging or corrupting your microSD card, you must follow your computer's instructions for safely ejecting a USB device before unplugging it from the machine.

TO DISCONNECT YOUR PHONE FROM A COMPUTER:

1. On your computer, follow its instructions on how to safely eject the USB device
2. On your phone, drag the Status bar down on the screen to open the Notifications panel
3. Select *Turn off USB storage*
4. Press *Turn off USB storage* to confirm that you wish to disconnect

WI-FI & CONNECTIONS

USE PORTABLE WI-FI HOTSPOT

Your phone can also work as a Portable Wi-Fi hotspot. This makes you phone's data connection available to your computer so you can connect to the web wirelessly.

Please note that this is likely to use up large amounts of data and is best used on tariffs with unlimited data allowances.

TO SWITCH ON/OFF YOUR PHONE'S PORTABLE WI-FI HOTSPOT:
❶ Open Settings from the Main Menu
❷ Select *Wireless & networks > Tethering & portable hotspot*
❸ Press the *Portable Wi-Fi hotspot* tick box to turn Portable Wi-Fi hotspot on and off - an icon will appear in your phone's status bar whenever Portable Wi-Fi hotspot is on

▶ **SKIP TO STATUS BAR & NOTIFICATIONS**

Once Portable Wi-Fi hotspot is switched on, you'll be able to connect your computer to your phone's Wi-Fi in the same way as you would connect to another Wi-Fi network. You can use this Wi-Fi connection to browse the web on your computer using your phone's data connection.

You can change your phone's Portable Wi-Fi hotspot name or security settings in Tethering & portable hotspot settings.

▶ **SKIP TO TETHERING & PORTABLE HOTSPOT SETTINGS**

WI-FI & CONNECTIONS

TETHERING & PORTABLE HOTSPOT SETTINGS

Tethering and portable hotspot settings can be found and edited in the Settings Menu.

TO OPEN TETHERING & PORTABLE HOTSPOT SETTINGS:

❶ Press the Main Menu icon to open the Main Menu
❷ Press *Settings* > *Wireless & networks* > *Tethering & portable hotspot*

▶ **SKIP TO WIRELESS & NETWORKS SETTINGS**

WI-FI & CONNECTIONS

VPN SETTINGS

VPN settings can be found and edited in the Settings Menu.

TO OPEN VPN SETTINGS:
❶ Press the Main Menu icon to open the Main Menu
❷ Press *Settings > Wireless & networks > VPN settings*

▸ **SKIP TO WIRELESS & NETWORKS SETTINGS**

PHOTOS & VIDEOS

OVERVIEW

Your INQ Cloud Touch comes with a 5MP camera that makes it easy to capture pictures and videos.

All photos and videos are stored on your phone's microSD card so you'll need to have a memory card installed in order to use Camera.

You can view photos and videos that you have taken - as well as those that you've been sent or that you've saved onto your memory card - in Gallery. Here you can perform basic editing tasks on pictures and set them as your Home screen wallpaper or as Contact images. You can also share pictures and videos via email, MMS or by uploading them to sites on the web.

PHOTOS & VIDEOS

OPEN CAMERA

TO OPEN CAMERA:

❶ Press the Camera icon in the Launcher bar

❷ Alternatively you can open Camera by pressing the Main Menu icon and selecting *Camera*

❸ You can also access Camera from the Lock screen - just drag the Camera icon up on the screen to unlock the phone and open the Camera application

▶ **SKIP TO LOCK & UNLOCK YOUR SCREEN**

CAMERA

PHOTOS & VIDEOS

MORE SETTINGS

STORE LOCATION

WHITE BALANCE

ZOOM

SHUTTER

PHOTO / VIDEO SWITCH

PREVIEW

NAVIGATE CAMERA

Photo mode on your Camera appears like this:

ZOOM
Set your zoom

WHITE BALANCE
Set your white balance - how your camera captures colours in different kinds of light

STORE LOCATION
Set whether or not you want to automatically store your location to geotag your photos

MORE SETTINGS
Opens a list of settings, including photo size and quality

SHUTTER
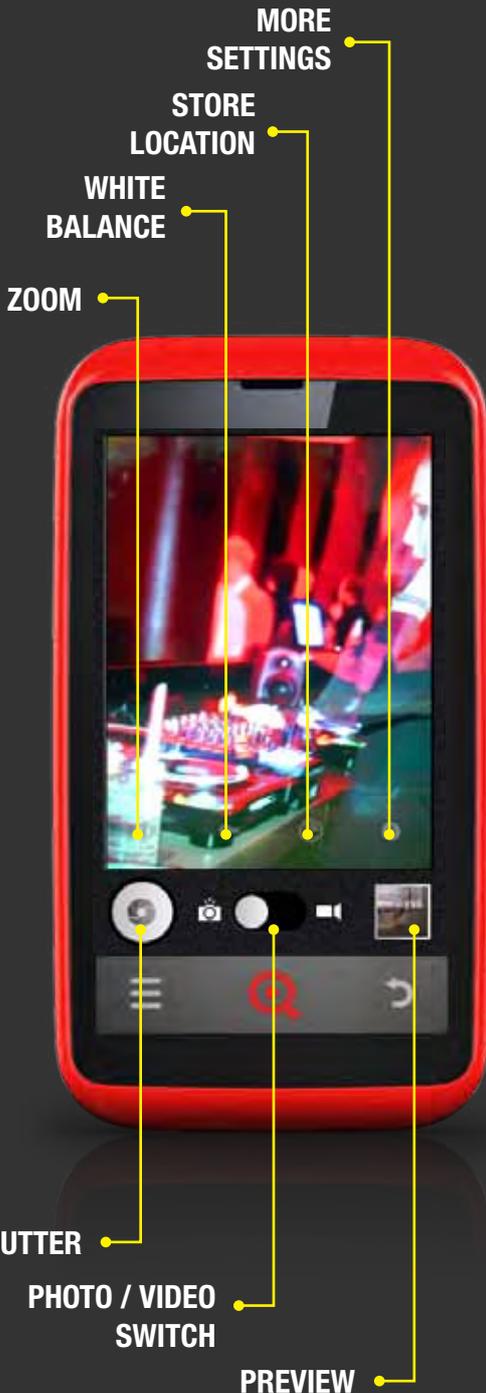Focuses the camera and takes a photo

PHOTO / VIDEO SWITCH
Switches between photo and video capture - drag it to go from photo mode into video mode and vice versa

PREVIEW
Opens your photo or video in Gallery

▶ **SKIP TO NAVIGATE GALLERY**

PHOTOS & VIDEOS

TAKE PHOTOS

TO TAKE A PHOTO:

❶ Open Camera from the Lock screen, Launcher or Main Menu

❷ Drag the Photo / Video switch into photo mode, if it's not already open

❸ Compose your picture - you can take photos in both portrait and landscape mode

❹ Choose your settings - including zoom, white balance and exposure - using the on-screen icons

❺ Once you're happy with the settings and the composition, press the Shutter icon to take your photo - the camera will automatically focus on the central subject. Alternatively to focus on a particular part of the photo, move your phone to place the subject of the photo in the centre, pressing and holding the Shutter icon to focus on it in the picture. Then release the Shutter icon to take the photo. You can also focus your camera by half-pressing and holding the **Music key** - then take your photo by pressing the **Music key** all the way down

❻ When you've taken your photo, your phone will let you review it for a few seconds before going back into photo mode

PHOTOS & VIDEOS

MORE
SETTINGS

WHITE
BALANCE

VIDEO
QUALITY

SHUTTER

PHOTO / VIDEO
SWITCH

PREVIEW

TAKE VIDEOS

Video mode on your Camera appears like this:

VIDEO QUALITY

Set the quality level of your video

WHITE BALANCE

Set your white balance - how your camera captures colours in different kinds of light

MORE SETTINGS

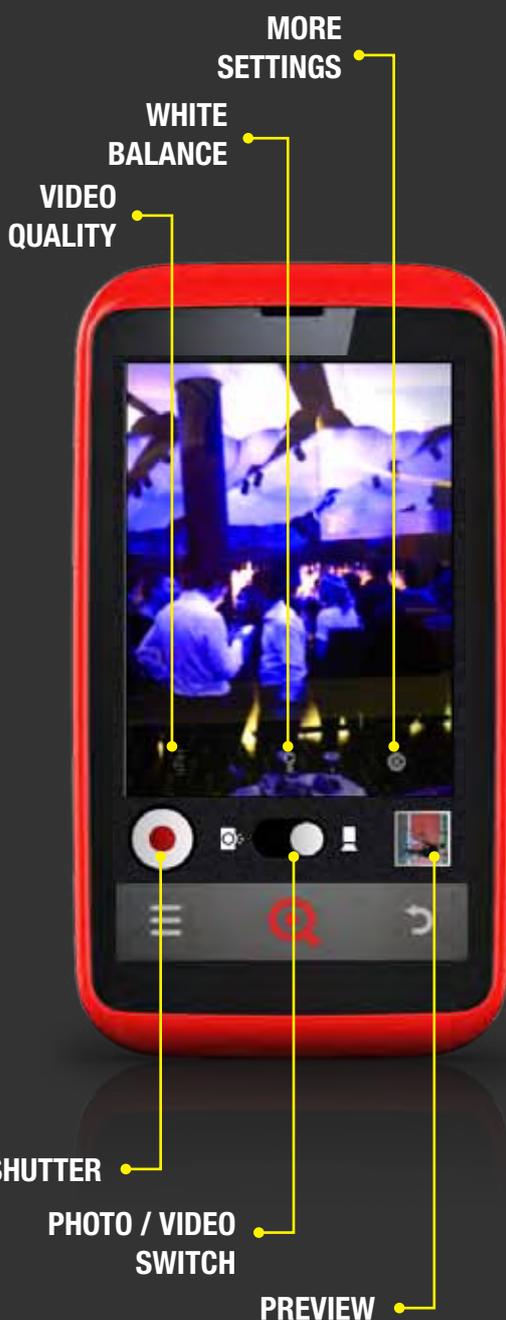Opens a list of settings, including colour effect and encoding

TO TAKE A VIDEO:

❶ Open Camera from the Lock screen, Launcher or Main Menu

❷ Drag the Photo / Video switch into video mode, if it's not already open

❸ Compose your opening shot - when taking video, your phone only supports landscape mode so you'll need to turn the phone on its side

❹ Choose your settings - including colour effects and white balance - using the on-screen icons

❺ Once you're happy with the settings and the composition, press the Shutter icon to start recording video - your Camera will start filming. A timer in the corner of the screen will show you how many seconds' worth of footage you've taken so far

❻ When you're finished, press the Shutter icon again to stop recording video

PHOTOS & VIDEOS

CAMERA SETTINGS

Your Camera has additional settings that allow you more control over the photos and videos that you take.

TO CHANGE YOUR CAMERA SETTINGS IN PHOTO MODE:

❶ Open Camera from the Lock screen, Launcher or Main Menu
❷ Drag the Photo / Video switch into photo mode, if it's not already open
❸ Press the More settings icon to open a list of additional settings to choose from
❹ Choose from the following settings;

EXPOSURE
Set your exposure - the amount of light you want to let in to your photo

PICTURE SIZE
Set your photo size - 5MP or smaller

PICTURE QUALITY
Set your photo quality - will impact file size and sharpness

COLOUR EFFECT
Select additional effects - like sepia or negative

ANTI BANDING
Choose how you want to reduce digital noise and distortion

SATURATION
Set colour saturation levels

CONTRAST
Set contrast levels

SHARPNESS
Set sharpness levels

❽ When you're finished, carry on taking the photo - your settings will be saved automatically

PHOTOS & VIDEOS

CAMERA SETTINGS

Your Camera has additional settings that allow you more control over the photos and videos that you take.

TO CHANGE YOUR CAMERA SETTINGS IN VIDEO MODE:

❶ Open Camera from the Lock screen, Launcher or Main Menu
❷ Drag the Photo / Video switch into video mode, if it's not already open
❸ Press the More settings icon to open a list of additional settings to choose from
❹ Choose from the following settings;

COLOUR EFFECT
Select additional effects - like sepia or negative

VIDEO QUALITY
Set your photo quality - will impact file size and sharpness

VIDEO ENCODER
Set the file type you want to use to support your video

AUDIO ENCODER
Set the file type you want to use to support your audio

VIDEO DURATION
Set a maximum length of video - useful for videos that you're planning to send or upload as these are capped at 30 seconds

❽ When you're finished, carry on taking the video - your settings will be saved automatically

PHOTOS & VIDEOS

OPEN GALLERY

Once you've taken a photo or video in Camera, it will automatically be saved in your phone's Gallery, along with any pictures or films you have been sent or that were saved to your memory card.

TO OPEN GALLERY:

❶ Press the Main Menu icon in the Launcher bar
❷ Select *Gallery*

You can also open Gallery from within the Camera application by pressing the Preview icon at the bottom right of the screen.

▸ **SKIP TO NAVIGATE CAMERA**

PHOTOS & VIDEOS

CAMERA

ALBUM

NAVIGATE GALLERY

Gallery shows your photos and videos in chronological order.

Gallery appears on your phone like this:

Drag the screen to the left and right to see all of your albums in Gallery

ALBUM
Press an album to view thumbnails of all of the photos in that album

CAMERA
Opens Camera so you can take photos and videos

▶ SKIP TO NAVIGATE CAMERA

PHOTOS & VIDEOS

CHANGE VIEW

PHOTO

BACK TO GALLERY

NAVIGATE GALLERY

Albums appears on your phone like this:

Drag the screen to the left and right to see all of your photos in the album or press the arrows to scroll a screen at a time

BACK TO GALLERY
Press to go back to the Gallery overview

PHOTOS
Press a thumbnail to see your photo in more detail

CHANGE VIEW
Changes the album view from thumbnails to photo stack, showing you photos grouped by date

PHOTOS & VIDEOS

ZOOM

PHOTO NUMBER

BACK TO ALBUM

BACK TO GALLERY

SLIDESHOW

MENU
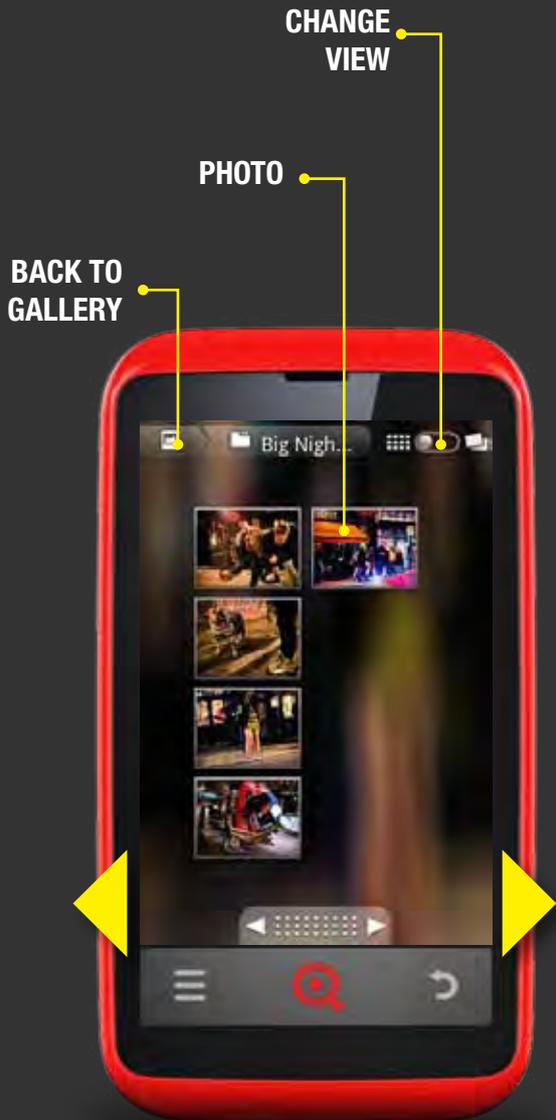
NAVIGATE GALLERY

Photos appears on your phone like this:

Drag the screen to the left and right to see all of your photos in the album

BACK TO GALLERY
Press to go back to the Gallery overview

BACK TO ALBUM
Press to go back to the Album view

PHOTOS
Shows which photo you're viewing in the album

ZOOM
Pinch to zoom in and out or press the zoom icons

SLIDESHOW
Opens a slideshow where you phone will automatically slide through the photos in the album

MENU
Press to open the photo menu, including share, delete and editing options

PHOTOS & VIDEOS

EDIT & DELETE PHOTOS

You can edit photos that you have taken in Gallery.

TO EDIT PHOTOS:
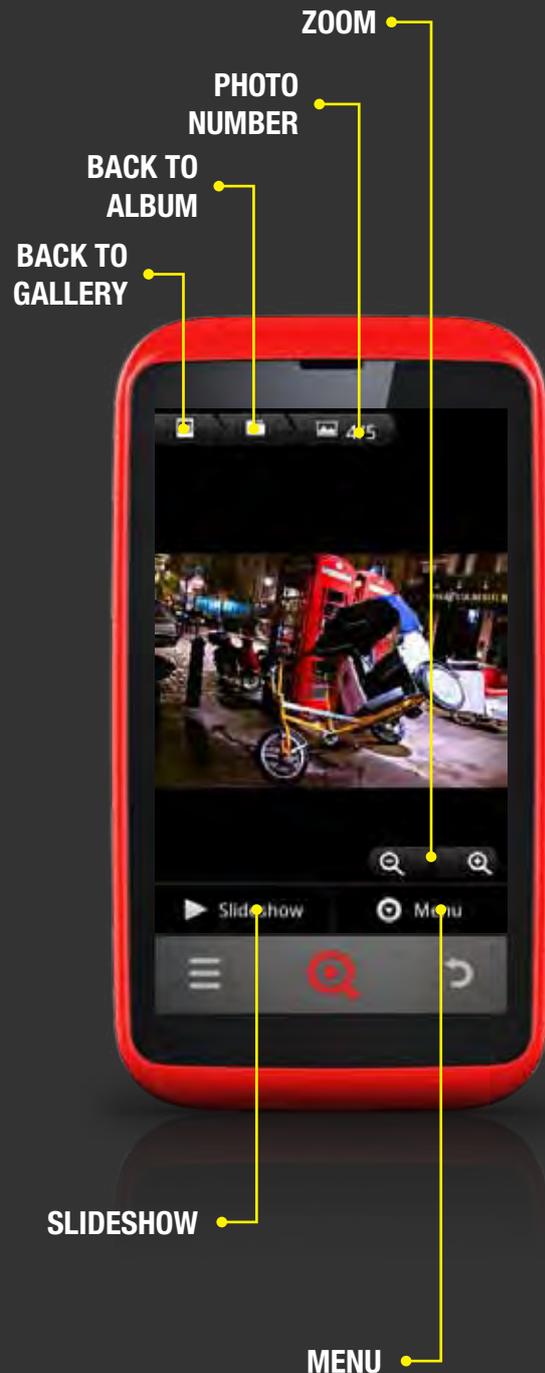
❶ Open Gallery from the Camera or Main Menu
❷ Open the album containing the photo you want to edit
❸ Open the photo you want to edit
❹ Press the **Options key** or *Menu*
❺ Press *More*
❻ Choose how you want to edit the photo:

DETAILS
See information about the photo, including the date it was taken and the location, if this was stored

SET AS
Set the picture as your Home screen wallpaper or as a Contact icon

CROP
Crop the image by moving the frame and dragging the arrow icons to select the area you want, then press *Save* set it

ROTATE LEFT / RIGHT
Rotate the photo 90° to the left or right

You can also delete photos from your phone's Gallery.

TO DELETE PHOTOS:

❶ Open Gallery from the Camera or Main Menu
❷ Open the album containing the photo you want to delete
❸ Open the photo you want to delete
❹ Press the **Options key** or *Menu*
❺ Press *Delete* > *Confirm Delete*

PHOTOS & VIDEOS

IMPORT PHOTOS & VIDEOS

You can connect your phone to a computer via USB to transfer files, music and photos direct to your phone's microSD card. Image and video files stored on your memory card will appear automatically in Gallery, providing their file format is supported.

▶ **SKIP TO TRANSFER FILES FROM YOUR COMPUTER**

PHOTOS & VIDEOS

SHARE PHOTOS & VIDEOS

You can share photos and videos from your phone's Gallery

TO SHARE PHOTOS & VIDEOS FROM GALLERY:
1. Open Gallery from the Camera or Main Menu
2. Open the album containing the photo or video you want to share
3. Press and hold on the photo or video you want to share
4. Press *Share*
5. Choose how you want to share the photo or video - depending on which option you choose, this will open the relevant application for you to share the media

▶ **SKIP TO ATTACH ITEMS TO A MESSAGE**

▶ **SKIP TO CREATE A NEW GMAIL MESSAGE**

▶ **SKIP TO CREATE A NEW EMAIL MESSAGE**

MUSIC & RADIO
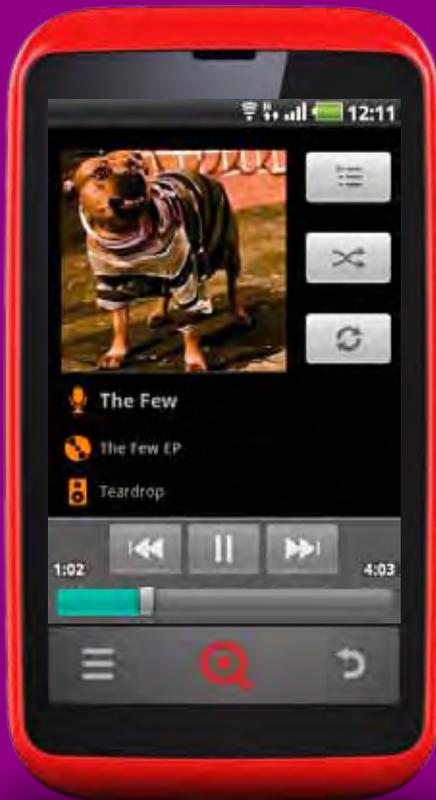
OVERVIEW

With Music on your INQ Cloud Touch you can organise and listen to music and audio stored on your phone's memory card.

Use the Radio application to listen to FM radio on your phone. You'll need to connect a headset to your phone in order to use Radio as the headset acts as an antenna.

MUSIC & RADIO

OPEN MUSIC

TO OPEN MUSIC:

❶ Press the Main Menu icon in the Launcher bar
❷ Select *Music*

MUSIC

MUSIC & RADIO

PLAYLISTS

SONGS

ALBUMS

ARTISTS

Artists

Great White Monkeys
1 album

Guttersnipe
1 album

Farscape
1 album

The Few
1 album

The Few EP
13 songs

Teardrop
The Few

ARTIST LIST

SELECT ALBUM

TRACK PLAYING

NAVIGATE MUSIC

Music appears on your phone like this:

ARTISTS
View songs by artist

ALBUMS
View songs by album

SONGS
View all songs

PLAYLISTS
View your playlists

ARTIST LIST
Shows all of the music on your phone grouped by artist

SELECT ALBUM
Choose the album you want to listen to

TRACK PLAYING
Shows the track that's currently playing in Music

MUSIC & RADIO

REPEAT

SHUFFLE

PLAYLIST

ALBUM ART

SKIP BACK

PLAY / PAUSE

SKIP FORWARD

SCRUB

PLAY MUSIC

TO PLAY A TRACK:
❶ Open Music from the Main Menu
❷ Press a song in your Music library to play it

Now playing tracks appear on your phone like this:

ALBUM ART
Shows album artwork

PLAYLIST
View playlist that's currently playing

SHUFFLE
Press to shuffle the playlist

REPEAT
Press once to repeat all songs - press again to repeat the current song only

SKIP BACK
Press to skip back to the previous track

PLAY / PAUSE
Press to pause or play the track

SKIP FORWARD
Press to skip to the next track

SCRUB
Press and drag the slider to scrub forward or back in the track

Use the **Volume keys** on the side of the phone to control the volume level of the music

MUSIC & RADIO
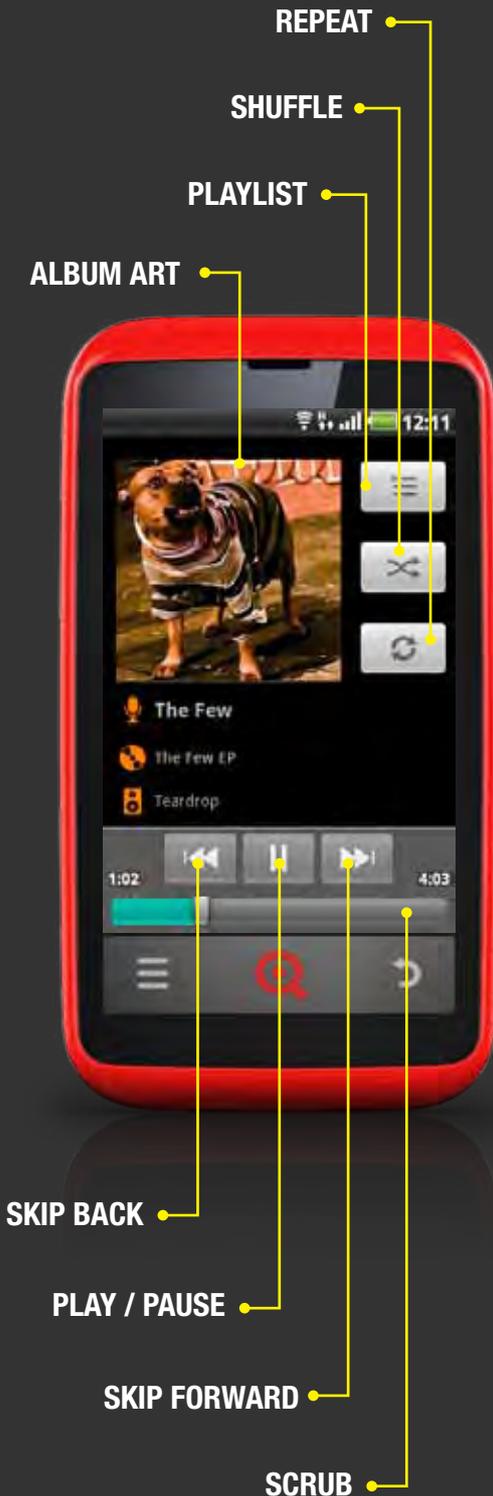
USE PLAYLISTS

TO CREATE A NEW PLAYLIST:

❶ Open Music from the Main Menu
❷ Press and hold the track you want to add to your new playlist
❸ Select *Add to playlist > New*
❹ Enter a name for your playlist
❺ When you're finished, press *Save*

TO ADD A SONG TO A PLAYLIST:

❶ Open Music from the Main Menu
❷ Press and hold the track you want to add
❸ Select *Add to playlist*
❹ Select the playlist you want to add the track to

TO REARRANGE A PLAYLIST:

❶ Open Music from the Main Menu
❷ Select the *Playlists* tab
❸ Find the track you want to move and drag it into position in your playlist

MUSIC & RADIO

IMPORT MUSIC

You can connect your phone to a computer via USB to transfer files, music and photos direct to your phone's microSD card. Tracks stored on your memory card will appear automatically in Music, providing their file format is supported.

▶ SKIP TO TRANSFER FILES FROM YOUR COMPUTER

MUSIC & RADIO

SET TRACK AS RINGTONE

Use the Music application to choose a track and set it as your phone's ringtone.

TO SET A TRACK AS YOUR RINGTONE:

❶ Open Music from the Main Menu
❷ Press and hold the track you want to use as your phone's ringtone
❸ Select *Use as phone ringtone*

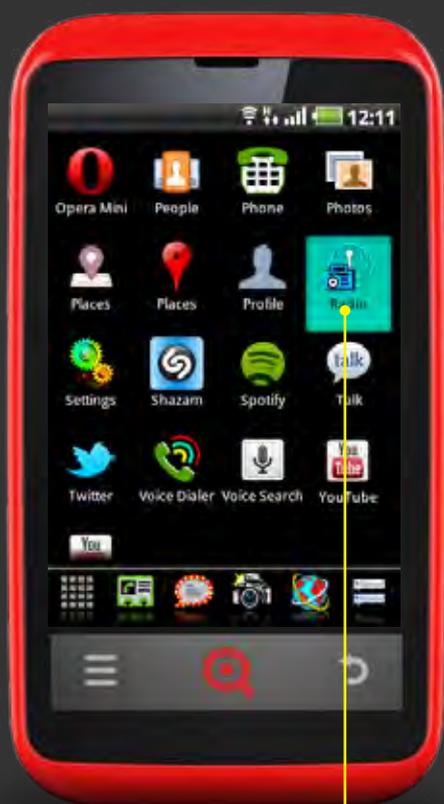You can also choose from a range of preinstalled ringtones in your phone's Settings.

▶ SKIP TO SOUND SETTINGS

MUSIC & RADIO

OPEN RADIO

TO OPEN RADIO:

❶ Press the Main Menu icon in the Launcher bar

❷ Select *Radio*

RADIO

MUSIC & RADIO

ON / OFF

FREQUENCY

PRESET
LIST

SCAN
DOWN

TUNER

SCAN
UP

FM Radio

92.50 Fm

USE RADIO

Use the Radio application to listen to FM radio on your phone. You'll need to connect a headset to your phone in order to use Radio as the headset acts as an antenna.

TO LISTEN TO RADIO:
❶ Open Radio from the Main Menu
❷ Press the On / Off icon to switch Radio on
❸ Use the Scan down and Scan up arrows to seach for stations or open the Tuner and search manually
❹ When you've found a station you want to add to your preset list, press and hold the station frequency
❺ Select *OK* to save this as a preset station

Your Radio appears on your phone like this:
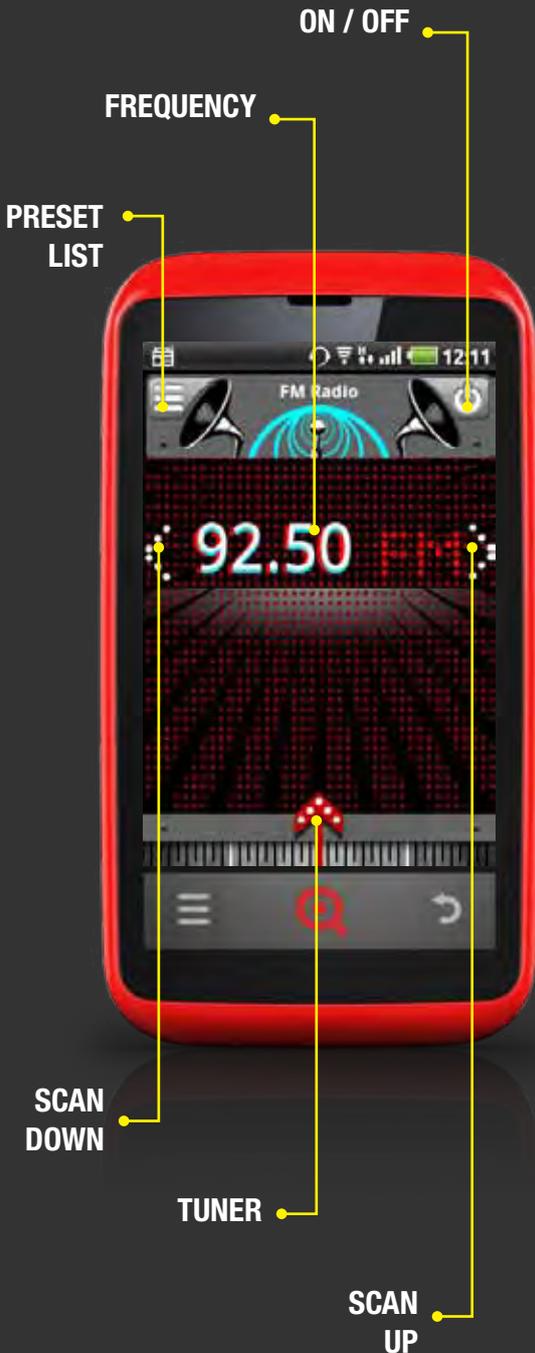
PRESET LIST
Shows stations you've saved previously

FREQUENCY
Shows the frequency you're currently hearing

ON / OFF
Switches Radio on and off

SCAN DOWN / UP
Searches freqeuncies to find the next available station available in your reception area

TUNER
Press to open the Tuner - here you can manually select the frequency you want to listen to

MUSIC
& RADIO

RADIO SETTINGS

You can change your radio settings to adapt to your region.

TO VIEW & CHANGE RADIO SETTINGS:

❶ Open Radio from the Main Menu
❷ Press the On / Off icon to switch Radio on
❸ Press the **Options key**
❹ Select *Settings* to see Radio settings - here you can choose your location to set the FM band for your region, as well as resetting settings to their original state

CLOCKS
& ALARMS

OVERVIEW

In addition to viewing the date and time, the Clock application also shows you information about your phone and the local weather.

You can also use Clock to turn your phone into an alarm clock.

▶ SKIP TO DATE & TIME SETTINGS

CLOCKS & ALARMS

MAIN MENU ICON

OPEN CLOCK

TO OPEN CLOCK:

❶ Press the Main Menu icon in the Launcher bar
❷ Select *Clock*

You can also see the clock in the Status bar and in your phone's Info panel.

▶ **SKIP TO STATUS BAR & NOTIFICATIONS**
▶ **SKIP TO INFO PANEL**

CLOCKS & ALARMS

NAVIGATE CLOCK

You can use your phone's Clock application to view a number of things at once:

TIME & DATE

Shows the time and date according to your phone's Date and Tim settings

▶ **SKIP TO DATE & TIME SETTINGS**

WEATHER & LOCATION

Shows your location (requires GPS to be switched on) and local weather forecast

▶ **SKIP TO LOCATION & SECURITY SETTINGS**

DIM

Press to dim the phone's screen - press again to brighten it

ALARMS

Press to open the Alarms screen

▶ **SKIP TO SET AN ALARM**

SLIDESHOW

Press to view a slideshow of your pictures in Gallery

▶ **SKIP TO PHOTOS & VIDEOS**

MUSIC

Press to listen to your tracks in Music

▶ **SKIP TO MUSIC & RADIO**

HOME SCREEN

Press to go back to the phone's Home screen

DIM

WEATHER & LOCATION

TIME & DATE

ALARMS

SLIDESHOW

MUSIC

HOME SCREEN
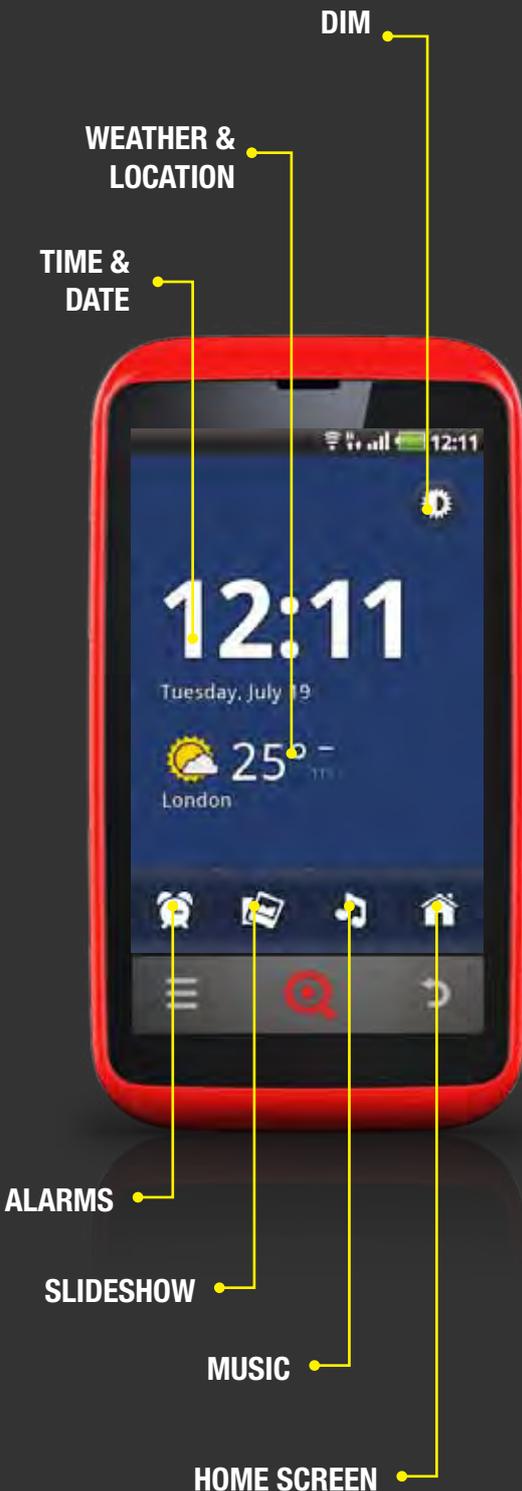
CLOCKS & ALARMS

CLOCK SETTINGS

Date & time settings be found and edited in the Settings Menu.

TO OPEN DATE & TIME SETTINGS:
❶ Press the Main Menu icon to open the Main Menu
❷ Press *Settings > Date & Time*

▶ **SKIP TO DATE & TIME SETTINGS**

CLOCKS & ALARMS

ALARM
DETAILS

ALARM
SET

CLOCK

NAVIGATE ALARMS

Your phone's Alarms screen appears on your phone like this:

ADD ALARM
Press to add a new alarm

ALARM SET
Press to switch alarm on / off - alarms with a green bar are set while alarms with a grey bar are inactive

ALARM DETAILS
Press to view and edit details of alarms already set and shown here

CLOCK
Press to return to Clock screen

TO SET AN ALARM:
❶ Open *Clock* from the Main Menu
❷ Press the Alarms icon to open Alarms
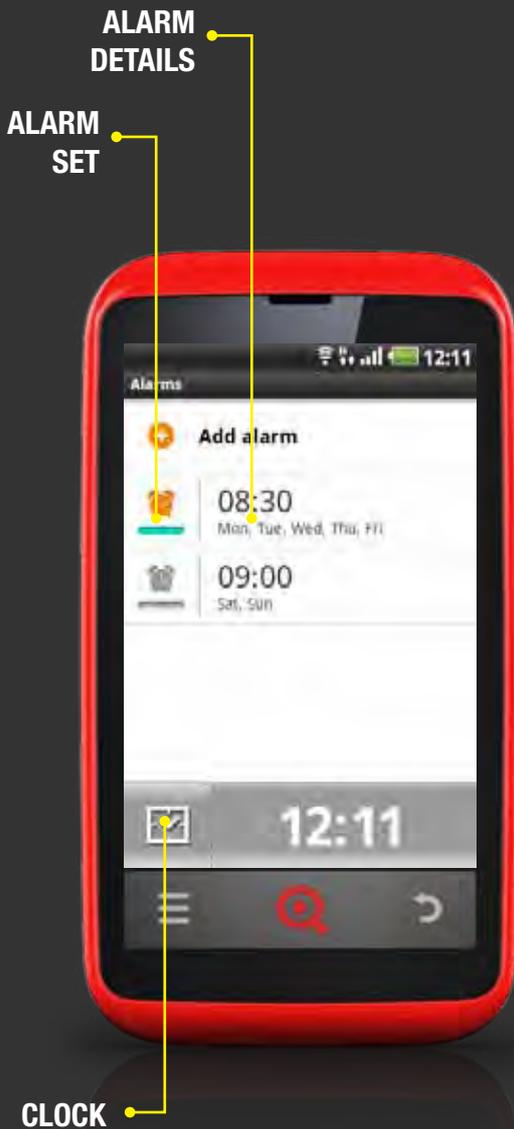❸ Select *Add alarm*
❹ Use the arrows to set the alarm time
❺ When you're finished, press *Set*
❻ Choose from the following options:

REPEAT
Select which days you want the alarm to ring

RINGTONE
Select the ringtone you want your alarm to play

VIBRATE
Sets the phone to vibrate as well as playing the ringtone

LABEL
Enter a name for the alarm

❼ When you're finished, press *Done* to save and set the alarm

CLOCKS & ALARMS

SET AN ALARM

TO SET AN ALARM:

① Open *Clock* from the Main Menu
② Press the Alarms icon to open Alarms
③ Select *Add alarm*
④ Use the arrows to set the alarm time
⑤ When you're finished, press *Set*
⑥ Choose from the following options:

REPEAT
Select which days you want the alarm to ring

RINGTONE
Select the ringtone you want your alarm to play

VIBRATE
Sets the phone to vibrate as well as playing the ringtone

LABEL
Enter a name for the alarm

⑦ When you're finished, press *Done* to save and set the alarm

CLOCKS & ALARMS

ALARM SETTINGS

You can view and change your alarm settings, including volume and snooze duration.

TO VIEW AND CHANGE ALARM SETTINGS:

❶ Open *Clock* from the Main Menu
❷ Press the Alarms icon to open Alarms
❸ Press the **Options key**
❹ Select *Settings*
❺ Choose from the following options:

ALARM IN SILENT MODE
Choose whether or not you want alarms to sound when your phone is in silent mode

ALARM VOLUME
Choose the volume you want alarms to sound at

SNOOZE DURATION
Set the length of time you want the alarm to snooze for

VOLUME & CAMERA / MUSIC
Choose how you want the **Volume keys** and **Music key** to behave when using Alarm

CALCULATOR

OVERVIEW

Use your phone's Calculator application to complete basic and advanced maths questions.

CALCULATOR

OPEN CALCULATOR

TO OPEN CALCULATOR:

❶ Press the Main Menu icon in the Launcher bar
❷ Select *Calculator*

**MAIN
MENU
ICON**

CALCULATOR

CALCULATOR DISPLAY

USE CALCULATOR

TO USE CALCULATOR:

❶ Open Calculator from the Main Menu
❷ Press numbers and symbols on the screen to get answers to equations
❸ Drag the screen to the left to open the advanced screen
❹ Press and hold the Calculator display to open a popup menu where you can copy what you have written so far and make it available to paste into another application
❺ Press *Clear* to delete the last number or equation you entered - press and hold *Clear* to delete everything in the display

Your Calculator stores a history of all previously entered equations.

TO CLEAR YOUR EQUATION HISTORY:

❶ Open Calculator from the Main Menu
❷ Press the **Options key**
❸ Select *Clear history*

MORE APPS
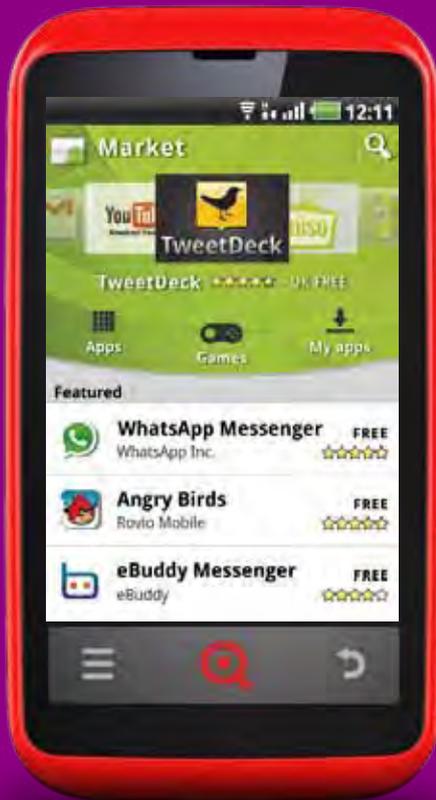
OVERVIEW

Your INQ Cloud Touch comes with a number of applications preinstalled, including Shazam, Twitter, Messenger and Google Maps.

These apps have been designed and developed by third parties. Full support for these apps can be found online.

MORE APPS

LATITUDE

Google Latitude lets you see where your friends are on Google Maps. You can check into locations, share where you are with friends and see who else is around.

To find out more about Latitude and how it works on your INQ Cloud Touch, visit:

www.google.com/intl/en_uk/latitude/intro.html

▶ **SKIP TO MAPS**

MORE APPS

MAPS

Google Maps lets you find addresses, places and friends from your INQ Cloud Touch. The Maps application includes support for Latitude, Layers, Navigation, Traffic and 3D maps.

To find out more about Maps and how it works on your INQ Cloud Touch, visit:

www.google.co.uk/mobile/maps/

MORE APPS

MARKET

Android Market is home to over 150,000 applications for the Android operating system, all of which are compatible with the INQ Cloud Touch handset. For applications like the INQ Home Live Icons, you will need to log into Android Market in order to receive notifcations when new software updates are available.

You need to have a Google account in order to access Market. To download paid-for applications, you will also need to have a Google Checkout profile attached to this account.

To find out more about Market and how it works on your INQ Cloud Touch, visit:

https://market.android.com/

TO OPEN MARKET:
❶ Scroll left on the Home screen or open the Main Menu
❷ Select *Market*
❸ The first time you open Market, you will see the site terms and conditions - press *Accept*

TO DOWNLOAD APPLICATIONS FROM MARKET:
❶ Once you have opened the Market application, find an application you want to download - either by pressing the Search icon and entering the name of the app or by browsing the various categories shown
❷ Select the app you want to download
❸ Press *Buy* or *Free,* depending on the app price
❹ You will see a list of the areas of the Android system that this application will use - press *OK* to continue
❺ If it is a paid-for application, you will need to have a Google Checkout profile set up for use with your main Google account - your phone will say at this stage whether or not this is required. To add a Google Checkout profile, check into your Google account online and follow the on-screen instructions to set this up
❻ As your application downloads, its progress is shown in the Notifications panel - drag down the Status bar to see this
❼ When the download is complete, it shows as Successfully installed - select this notification to open the application

MORE APPS

MESSENGER

Messenger lets you IM your Windows Live buddies from your INQ Cloud Touch phone.

To find out more about Messenger and how it works on your INQ Cloud Touch, open Messenger on your phone, sign in using your email address and password and press the **Options key** and *Help*.

MORE APPS

NAVIGATION

Google Navigation provides a voice-guided GPS navigation system that helps you get to wherever you want to go, using your INQ Cloud Touch as a GPS.

To find out more about Navigation and how it works on your INQ Cloud Touch, visit:

www.google.com/mobile/navigation/

▶ **SKIP TO MAPS**

MORE APPS

OPERA MINI

Opera Mini is a mobile browser designed to give users a fast, clean and elegant experience when browsing the web.

To find out more about Opera Mini and how it works on your INQ Cloud Touch, visit:

www.opera.com/mobile/

MORE APPS

PLACES

Google Places gives you access to thousands of local business listings and reviews when you're on the move. You can find, rate and share places around you with friends, all from your INQ Cloud Touch.

To find out more about Places and how it works on your INQ Cloud Touch, visit:

www.google.com/mobile/places/

▶ **SKIP TO MAPS**

MORE APPS

SHAZAM

Shazam lets you find out the name of the song that's playing and links you through to sites where you can buy and download the track there and then.

To find out more about Shazam and how it works on your INQ Cloud Touch, visit:

www.shazam.com/music/web/pages/android.html

MORE APPS

TALK

Use Google Talk to IM your Google Contacts from your INQ Cloud Touch.

To find out more about Talk and how it works on your INQ Cloud Touch, visit:

www.google.com/talk/

MORE APPS

iNQ

TWITTER

Twitter lets you find out what's going on around the world as it happens. Choose who you want to follow, post tweets and respond to others with replies or DMs.

You can add a Twitter account in your phone's Accounts & sync settings.

▶ **SKIP TO ACCOUNTS & SYNC**

To find out more about Twitter and how it works on your INQ Cloud Touch, visit:

http://support.twitter.com/groups/34-mobile

MORE APPS

VOICE DIALER & VOICE SEARCH

Use Voice Dialer and Voice Search to say your names and search terms into your phone, rather than typing them.

To find out more about Voice Dialer and Voice Search and how they work on your INQ Cloud Touch, visit:

www.google.com/mobile/voice-search/

MORE APPS

YOUTUBE

YouTube lets you stream video on your INQ Cloud Touch. Search or browse for videos on the YouTube pages, play them on your phone and then sign in to leave a comment. You can also upload videos on your phone's memory card straight to your YouTube account.

You'll need to agree to the YouTube terms and conditions before you can view videos from your Facebook News Feed in the YouTube application.

To find out more about YouTube and how it works on your INQ Cloud Touch, visit:

www.google.com/mobile/youtube/

SECURITY & PRIVACY

OVERVIEW

Your INQ Cloud Touch comes with a number of secuirty measures to keep your phone's data secure.

▶ **SKIP TO LOCATION & SECURITY SETTINGS**

▶ **SKIP TO PRIVACY SETTINGS**

SECURITY & PRIVACY

SET UP SCREEN LOCK

Use Screen lock to protect your personal information as well as preventing others from using your phone without your permission.

TO SET UP SCREEN LOCK:

❶ Press the Main Menu icon in the Launcher bar

❷ Select *Settings > Location & Secuirty settings > Set up screen lock*

❸ Choose the type of screen lock you want to add:

NONE
Removes any screen lock that has been set up previously

PATTERN
Asks you to trace a specific pattern on the screen in order to unlock your phone

PIN
Asks you to enter a PIN code made up of four or more numbers

PASSWORD
Asks you to enter a password made up of four or more letters

❹ When you're finished, press *Next or Continue* to finish setting up your chosen screen lock

Once your screen lock has been added, you will need to enter this whenever you unlock your phone's Lock screen.

▸ **SKIP TO LOCK & UNLOCK YOUR SCREEN**
▸ **SKIP TO LOCATION & SECURITY SETTINGS**

SECURITY & PRIVACY

SET UP SIM LOCK

Use SIM lock to protect your personal information as well as preventing others from using your phone without your permission.

TO SET UP SIM LOCK:

❶ Press the Main Menu icon in the Launcher bar
❷ Select *Settings > Location & Secuirty settings > Set up SIM/RUIM card lock*
❸ Select *Lock SIM/RUIM card*
❹ Type a PIN code of at least four numbers and / or letters
❺ When you're finished, press *OK* to finish setting up your SIM lock

Once your SIM lock has been added, you will need to enter this whenever you switch on your INQ Cloud Touch.

▶ **SKIP TO LOCATION & SECURITY SETTINGS**

SECURITY & PRIVACY

BACK UP YOUR DATA

When you first switch on your phone, you will be given the option to back up your phone's data and settings to the primary Google account that you use (i.e. the one you log in with during the first-time setup process).

If your phone needs to be repaired or a software update is available, it is possible that your data and settings will be removed from the handset.

However, if you have selected to back up your data using your Google account, your settings should automatically be reapplied to your phone once you sign in to this account on the device.

TO SWITCH ON DATA BACKUP:
❶ Press the Main Menu icon in the Launcher bar
❷ Select *Settings > Privacy settings > Back up my data*

▶ **SKIP TO PRIVACY SETTINGS**

SECURITY & PRIVACY

RESET YOUR PHONE

If required, you can reset your phone to its original state or the state it was in when you last updated it. It is recommended that you do this - after having backed up your data - prior to sending your phone for service or repair.

▶ **SKIP TO BACK UP YOUR DATA**

Separate to this, you should also log out of the Facebook for Android application.

▶ **SKIP TO FACEBOOK FOR ANDROID**

TO RESET YOUR PHONE:
❶ Press the Main Menu icon in the Launcher bar
❷ Select *Settings > Privacy settings > Factory data reset*
❸ You will see a full list of what will be erased on your phone - select *Reset phone* to continue
❹ Your phone will be reset - leave it for a few minutes. It will then restart automatically.

▶ **SKIP TO PRIVACY SETTINGS**

SETTINGS

OVERVIEW

Your INQ Cloud Touch comes with a wide range of settings so you can choose how your phone is set up to suit you.

SETTINGS

OPEN SETTINGS

TO OPEN SETTINGS:

❶ Press the Main Menu icon in the Launcher bar
❷ Select *Settings*

SETTINGS

SETTINGS

WIRELESS & NETWORKS

Wireless and network settings appear on your phone like this:

AIRPLANE MODE
Turns on airplane mode, switching off all wireless conections

▶ **SKIP TO INFO PANEL**

WI-FI
Turns on Wi-Fi

WI-FI SETTINGS:

ADD WI-FI NETWORK
Opens a box for you to add a network name and password

WI-FI MANAGER SETTINGS
Choose how you want Wi-Fi Manager to behave, including battery-saving standby, auto-connecting to open networks and notifications

▶ **SKIP TO WI-FI & CONNECTIONS**

BLUETOOTH
Turns on Bluetooth connection

BLUETOOTH SETTINGS:

DEVICE NAME
Switches off Wi-Fi when no connection is available

DISCOVERABLE
Auto-connects to open and known networks

SCAN FOR DEVICES
Scans the area for Bluetooth devices

▶ **SKIP TO WI-FI & CONNECTIONS**

SETTINGS

WIRELESS & NETWORKS

TETHERING & PORTABLE HOTSPOT:

USB TETHERING
Turns on tethering when phone is connected to a computer

PORTABLE WI-FI HOTSPOT
Turns on Wi-Fi hotspot so your phone acts as a modem

PORTABLE WI-FI HOTSPOT SETTINGS
Opens hotspot options so you can set a password

VPN SETTINGS:

ADD VPN
Opens a box for you to add VPN type and details

MOBILE NETWORKS:

DATA ENABLED
Allows data access over the mobile network

DATA ROAMING
Allows data access when roaming on another network

NETWORK MODE
Opens screen where you can choose network mode

GSM/UMTS OPTIONS > ACCESS POINT NAMES
Opens screen where you can view and edit APNs - press the **Options key** and *New APN* to create a new APN

GSM/UMTS OPTIONS > USE ONLY 2G NETWORKS
Choose to access only 2G networks and slightly enhance battery life

GSM/UMTS OPTIONS > NETWORK OPERATORS
Opens screen where you can view networks that are compatible with your phone

SETTINGS

CALL SETTINGS

Call settings appear on your phone like this:

FIXED DIALLING NUMBERS:

ENABLE FDN
Only allows calls to fixed dialling numbers saved on SIM

CHANGE PIN2
Allows you to change PIN2 code (usually 0000)

FDN LIST
Shows FDN numbers currently saved on your SIM card

VOICEMAIL SERVICE
Select voicemail service, usually only that of your network

VOICEMAIL SETTINGS:

VOICEMAIL NUMBER
Shows the number you call to check voicemail messages

TTY MODE
Turns on TTY - message service for deaf and hard of hearing

DTMF TONES
Turns on DTMF tones - keytone presses during a call

VOICE CALL AUTO ANSWER
Turns on auto answer and sets duration before answer

GSM CALL SETTINGS:

CALL FORWARDING
Choose how calls are forwarded when you're unavailable

ADDITIONAL SETTINGS > CALLER ID
Choose whether your number is visible to people you call

ADDITIONAL SETTINGS > CALL WAITING
Choose how you want to see and respond to calls waiting

SETTINGS

SOUND

Sound settings appear on your phone like this:

SILENT MODE
Turns on silent mode

VIBRATE
Choose when you want your phone to vibrate

VOLUME
Set your phone's volume levels, including ringtone, media and in-call

PHONE RINGTONE
Choose the ringtone you want to hear for incoming calls

NOTIFICATION RINGTONE
Choose the notification tone you want to hear for notifications

AUDIBLE TOUCH TONES
Turns on keytones when using the dialpad

AUDIBLE SELECTION
Turns on keytones when making screen selections

SCREEN LOCK SOUNDS
Turns on sound when locking and unlocking the screen

HAPTIC FEEDBACK
Turns on vibrate when pressing keys on the touch strip

SETTINGS

DISPLAY

Display settings appear on your phone like this:

BRIGHTNESS
Choose how bright you want your phone's screen to appear, including automatic brightness setting

AUTO-ROTATE SCREEN
Turns auto-rotate on and off when your turn your phone on its side

ANIMATION
Turns animated screens on and off when going from one screen into the next

SCREEN TIMEOUT
Choose how long you want your phone's display to remain on before the screen lock is switched on

SETTINGS

LOCATION & SECURITY

Location and security settings appear on your phone like this:

USE WIRELESS NETWORKS
Choose to use information from wireless network to determine your location

USE GPS SATELLITES
Choose to use GPS to determine your location

SET UP SCREEN LOCK
Set up screen lock to protect your personal data

▶ SKIP TO SECURITY & PRIVACY

SET UP SIM/RUIM CARD LOCK
Set up SIM lock to protect your SIM card data

▶ SKIP TO SECURITY & PRIVACY

VISIBLE PASSWORDS
Choose to show individual password letters as you type

SELECT DEVICE ADMINISTRATORS
Add or remove device administrators

USE SECURE CREDENTIALS
Allows applications and connections to access secure credentials - requires password to be set below

INSTALL FROM SD CARD
Press to install a security certificate from your memory card

SET PASSWORD
Set password for access to secure credential storage

CLEAR STORAGE
Deletes secure certificates and clears storage, including password

SETTINGS

APPLICATIONS

Application settings appear on your phone like this:

UNKNOWN SOURCES
Allows downloading of applications from sites other than Android Market - to protect your phone and personal information, you should only download applications from trusted sources

MANAGE APPLICATIONS
Opens a list of applications that have been downloaded and installed onto your phone - press an application to see it in more detail

RUNNING SERVICES
Opens a list of applications - or parts of applications - that are running in the background, showing how much memory these are using. Press an application to see it in more detail or to stop it

DEVELOPMENT

USB DEBUGGING
Allows debugging and development tools to communicate with your phone via its USB connection

STAY AWAKE
Prevents the screen from dimming and locking when the phone is connected to a power source

ALLOW MOCK LOCATIONS
Allows a development tool to set mock locations for the phone, overriding the actual GPS or Wi-Fi discovered location

SETTINGS

ACCOUNTS & SYNC

Accounts & Sync allows you to add, remove, and manage accounts, including Google, Microsoft Exchange and Facebook. Here you can manage how applications send, receive, and sync data, whether manually or automatically.

Calendar and Email have additional settings that allow you to manage how data is synced.

▶ **SKIP TO CALENDAR**
▶ **SKIP TO EMAIL**

Accounts and sync settings appear on your phone like this:

BACKGROUND DATA
Allows applications to sync data in the background

AUTO-SYNC
Allows application to sync data automatically and on their own schedule

MANAGE ACCOUNTS

ADD ACCOUNT
Add a new account to your phone - choose from a Microsoft Exchange, Facebook, Twitter or Google account

<ACCOUNT NAME>
Press an account name to open the syncing settings attached to it - untick a box to prevent that application from syncing automatically with that account. This means you will need to manually refresh the application in order to sync with this account

SETTINGS

PRIVACY

Privacy settings appear on your phone like this:

BACK UP MY DATA

Backs up your data and settings to your Google account - if you replace or update your phone, any stored data or settings will be returned to the phone when you sign in with that Google account

AUTOMATIC RESTORE

Automatically restores any data to an application that has been deleted - if this application is reinstalled or updated, the previous settings will be restored

FACTORY DATA RESET

Erases all data on the phone and restores it to its original state when first taken out of the box - ensure that you have backed up all applications and personal information prior to resetting your phone

▶ SKIP TO SECURITY & PRIVACY

SETTINGS

SD CARD & PHONE STORAGE

SD card and phone storage settings appear on your phone like this:

TOTAL SPACE
Shows the total capacity of your microSD card

AVAILABLE SPACE
Shows the total available capacity on your microSD card

UNMOUNT SD CARD
Unmouts the memory card from your phone so you can remove or reformat it safely

▶ **SKIP TO USE TETHERING**

FORMAT SD CARD
Permanently erases everything on your phone's memory card - you must unmount a card before formatting it

INTERNAL MEMORY - AVAILABLE SPACE
Shows the total available space on your phone's internal memory

SETTINGS

LANGUAGE & KEYBOARD

Language and keyboard settings appear on your phone like this:

SELECT LANGUAGE
Choose the language you want your phone to display

ANDROID KEYBOARD:

VIBRATE / SOUND ON KEYPRESS
Turns on vibrate / sound for each keypress

AUTO-CAPITALISATION
Turns on auto-capitalisation at the start of each sentence

VOICE INPUT
Turns on the option to use voice input

INPUT LANGUAGES
Select the laguages and dictionaries you want to include

QUICK FIXES
Turns on auto-correct for commonly typed mistakes

SHOW SUGGESTIONS
Turns on suggested words while typing

AUTO-COMPLETE
Turns on auto-complete where typing space or punctuation automatically inserts the highlighted word

SETTINGS

LANGUAGE & KEYBOARD

INQ KEYBOARD:

LANGUAGE SETTINGS > LANGUAGE PACK SELECTION
Choose the language you want to use

LANGUAGE SETTINGS > UPDATE LANGUAGE PACKS
Press to download language pack updates

LANGUAGE SETTINGS > LEARN FROM SMS
Allows INQ Keyboard to review previously sent messages and learn your commonly-used phrases

LANGUAGE SETTINGS > CLEAR MY LANGUAGE DATA
Clears data learned by INQ Keyboard

INPUT SETTINGS
Choose your input settings for INQ Keyboard including keyboard layout, auto-complete and keypress sound and vibration

YOUR KEYBOARD USAGE
See how many keystrokes you have saved by using INQ Keyboard

USER DICTIONARY
Shows words that you have added to the phone's dictionary - to add words, press the **Options key** and select *Add*. Then enter your word using the keyboard and press *OK* to store it.

SETTINGS

VOICE INPUT & OUTPUT

Voice input and output settings appear on your phone like this:

VOICE RECOGNISER SETTINGS

LANGUAGE
Choose the language you want to use

SAFESEARCH
Filters out explicit images from search results

BLOCK OFFENSIVE WORDS
Blocks offensive words from voice results

SHOW HINTS
Shows hints on the search box

TEXT-TO-SPEECH SETTINGS

LISTEN TO AN EXAMPLE
Plays a short demonstration on text-to-speech

ALWAYS USE MY SETTINGS
Allows settings entered here to override application settings

DEFAULT ENGINE
Choose the speech synthesis engine to be used

INSTALL VOICE DATA
Install voice data required for speech synthesis

SPEECH RATE
Set the speed at which the text is spoken

LANGUAGE
Set the language for the spoken text

SETTINGS

ACCESSIBILITY

Accessibility settings appear on your phone like this:

ACCESSIBILITY
Enables accessibility plug-ins

KICKBACK
Turns on vibrate when pressing keys and navigating screens

TALKBACK
Turns on text-to-speech for labels and names as you navigate through screens

SOUNDBACK
Turns on sound when pressing keys and navigating screens

POWER BUTTON ENDS CALL
Sets the **Power on/off key** as an alternative way of ending a call - press this to end a call

SETTINGS

DATE & TIME

Date & time settings appear on your phone like this:

AUTOMATIC
Uses network-provided settings for all date and time values as default - untick this option to change date and time values manually

SET DATE
Press to set the date

SELECT TIME ZONE
Press to select your time zone

SET TIME
Press to set the time

USE 24-HOUR FORMAT
Turns on 24-hour clock (i.e. 23:00)

SELECT DATE FORMAT
Press to select how you want the date to appear on your phone (e.g. 31/12/11)

SETTINGS

ABOUT PHONE

About phone settings appear on your phone like this:

SOFTWARE UPDATES
Opens a screen that notifiies you if software updates are available

▶ **SKIP TO SOFTWARE UPDATES**

STATUS
Opens a list of information about your phone, including battery status, phone number, network and IMEI

BATTERY USE
Opens a list of applications you have used since last charging your phone's battery and how much power they have used

LEGAL INFORMATION
Opens a screen where you can obtain legal information about the software included on your phone

SYSTEM TUTORIAL
Opens the Help application with links to Tutorial videos and the Support site

MODEL NUMBER
Shows the phone name (i.e. INQ Cloud Touch)

VERSION INFORMATION & BUILD NUMBER
Lists information about your phone software and firmware - this information is useful if you require customer service and support

SOFTWARE UPDATES

OVERVIEW

Your INQ Cloud Touch lets you know whenever new software is available to download. Different types of software updates are downloaded in different ways.

Application updates are wireless or OTA (over the air) updates pushed through Android Market. These will wipe any information stored in that app but should leave the rest of your phone's software alone.

INQ Software is updated by plugging your phone into a computer and downloading the software update from the INQ Mobile website. This update may also erase your data and preferences from the phone. Ensure that you have backed up all applications and personal information prior to installing this update.

▶ **SKIP TO BACK UP YOUR DATA**

SOFTWARE UPDATES

UPDATE APPLICATIONS

Updates for applications that you have downloaded to your phone - as well as the apps that came preinstalled - can be found in Market.

TO DOWNLOAD APPLICATION UPDATES:

❶ When an application update is available, a notification will appear in your status bar
❷ Drag the Status bar down on the screen
❸ Press the application update notification to open the update in Market
❹ Select *Update* to download and install your update
❺ As your application downloads, its progress is shown in the Notifications panel - drag down the Status bar to see this
❻ When the download is complete, it shows as Successfully installed - select this notification to open the application

▶ **SKIP TO STATUS BAR & NOTIFICATIONS**

SOFTWARE UPDATES

UPDATE INQ SOFTWARE

INQ Software updates are installed by connecting your phone to your computer and downloading the update tool and software from the INQ Mobile website.

TO DOWNLOAD INQ SOFTWARE UPDATES:
1. When an application update is available, a notification will appear in your status bar
2. On your computer, go to the INQ Mobile support website (**www.inqmobile.com/support**) - select your handset and then go to Software updates
3. Download the Software update tool to your computer
4. Connect your INQ Cloud Touch to your computer using the micro USB cable that it came with
5. Carefully follow the on-screen instructions - do not disconnect your phone from the computer until the update tool tells you to do so

SUPPORT
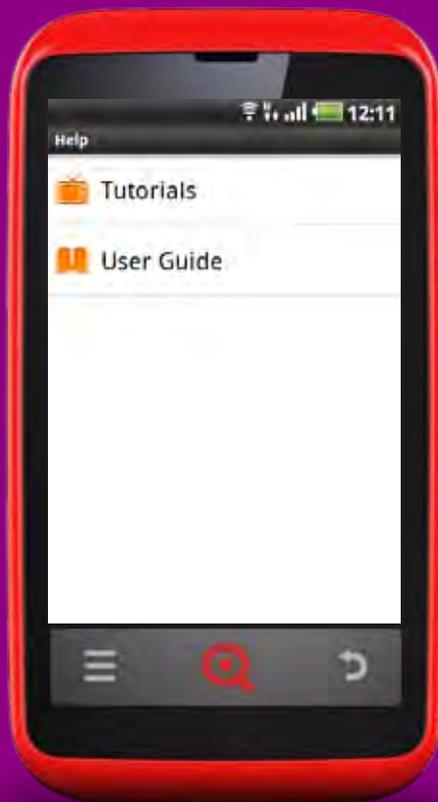
OVERVIEW

Your INQ Cloud Touch includes a Help application that takes you directly to support content on your phone.

You can also see a range of support topics and contact information on the INQ Mobile website.

SUPPORT

HELP

Your phone's Help application gives you a direct link to online Tutorial videos and the INQ Cloud Touch user guide.

TO OPEN HELP:

❶ Press the Main Menu icon in the Launcher bar
❷ Select *Help*

HELP

SUPPORT

INQ MOBILE ONLINE SUPPORT

You can access a wide range of support - including FAQs, service centre details and software updates - on the INQ Mobile support website:

www.inqmobile.com/support