

User Guide

DURA SLATE

DURABLE WI-FI TABLET

by  **KYOCERA**

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Introduction

Thank you for purchasing this Kyocera product. Please read this user guide carefully before using the device to ensure safe and proper use.

Descriptions in the User Guide

Most descriptions in this user guide are based on your device setup at the time of purchase. Instructions for performing tasks in this guide may change depending on the version of software or application on your tablet. The status of individual settings may affect whether certain menus for option settings are displayed or visible.

All screens in this guide are simulated. Actual displays may vary.

All features, functionality, and other specifications, as well as the information contained in this guide are based upon the latest available information and are believed to be accurate at the time of issuing. Kyocera International, Inc. reserves the right to change or modify any information or specifications without notice or obligation.

For warranty service information, please refer to the **Safety & Warranty information** that came with your Kyocera tablet or call the following telephone number from anywhere in the continental United States: 1-800-349-4478.

Additional Information

Location information

This device can determine its/your geographical location (location information) and can associate location information with other data. For some applications, location information must be turned on and you have to agree to its collection. Additionally, certain services, applications, and programs are capable of accessing, collecting, storing, and using location information and disclosing it to others. You should decide carefully when determining whether location information should be made available to others.

Limitations

Kyocera does not authorize or approve the use or sale of its products in any country or region subject to trade embargo by the U.S. government.

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Get Started

The following topics give you all the information you need to set up your tablet the first time.

Your Tablet at a Glance

The following illustration outlines the primary external features and keys on your tablet.



- **Headset In** allows you to plug in an optional headset for conversations or for listening to music.
- **USB port** allows you to plug compatible accessories such as USB Type-C cable for data transfer, charging, etc.

CAUTION! Inserting an accessory into the incorrect jack may damage the tablet.

- **DC In** allows you to connect the supplied AC adapter for charging.

NOTE: The DC In port cannot be used to charge the tablet when the USB port is in use.

- **microSD card slot** allows you to insert a microSD™ card placed on the microSD card tray.

NOTE: microSD cards are sold separately. Your tablet supports a microSD card up to 1 TB.

- **Microphone** transmits your voice for video communication or other voice-activated functions.
- **Programmable key** can be assigned to frequently used applications or functions for quick access. See [Customize button](#).
- **Volume keys** allow you to adjust the media volume.
- **Power key** lets you turn the tablet on/off, turn the screen on/off, restart the tablet, or capture screenshots.
- **Touchscreen** displays all the information needed to operate your tablet. Use finger gestures to navigate and interact with items on the screen.
- **Speakers** let you hear notification alerts, automated prompts, music clip on YouTube, and other application sounds.
- **Light sensor** detects the amount of light in the surrounding environment, and it is used, for example, to adjust the screen brightness.
- **LED indicator** displays the charging status.
- **Front-facing camera** allows you to take pictures and record videos while facing the screen and to have a video chat by setting up an app, such as Google Duo™.
- **Charging contacts** allow you to charge the tablet by placing it on an optional charging stand.

NOTE: The charging contacts cannot be used to charge the tablet when the USB port is in use.

- **LED flash** helps illuminate subjects in low-light environments when taking a picture or recording a video. It can also work as an LED flashlight. See [Flashlight](#).
- **Rear camera** lets you take pictures and videos.

Set Up Your Tablet

You need to charge the battery to begin setting up your tablet.

Charge the battery

Fully charge the battery before powering on the tablet.

NOTE: The battery cannot be removed from the tablet. For replacing or disposing of the battery, contact a KYOCERA authorized service center.

NOTE: The AC adapter cannot be used to charge the tablet when the USB port is in use.

IMPORTANT: Unplug the AC adapter from the electrical outlet when not in use to reduce the environmental impact of charging.

IMPORTANT: Use only the supplied AC adapter for this device.

1. Plug the supplied AC adapter into an electrical outlet.



2. Insert the AC adapter's DC plug into the DC In port on the tablet.



WARNING: Use only approved AC adapter with your device. Improper handling of the DC In port, as well as the use of an incompatible adapter, may cause damage to your device and void the warranty.

3. When charging is complete, remove the DC plug from DC In and unplug the AC adapter from the outlet.

Install microSD card

Inserting a compatible microSD card into your tablet will increase its storage capacity. To install a microSD card, follow the instructions below.

NOTE: microSD cards are sold separately.

1. With the tablet facing up, insert your fingernail into the slit on the microSD card tray cover and pull out the tray.





- Put the tray onto a flat surface and place a microSD card into the tray. Ensure the gold contacts are facing down as shown.
 - Gently push the microSD card into the microSD tray at a 30 to 45 degree angle so it presses against the resin spring as shown.



- Place the card down on the tray while pushing it against the resin spring.



3. Insert the tray into the tablet until it seats properly, being careful not to let the card pop out.



4. In order to maintain your tablet's waterproof seal, confirm that the card tray cover is securely closed.



NOTE: You can easily damage the microSD card by improper operation. Please be careful when inserting, removing, or handling the microSD card.

NOTE: Make sure your battery is fully charged before using the microSD card. Your data may become damaged or unusable if the battery runs out while using the microSD card.

Turn Your Tablet On and Off

The instructions below explain how to turn your tablet on and off.

To turn your tablet On:

- ▶ Press and hold the **Power key** until the screen lights up.

To turn your tablet Off:

1. Press and hold the **Power key** until the Power menu screen is displayed.
2. Tap **Power off** to turn the tablet off.

To restart your tablet:

1. Press and hold the **Power key** until the Power menu screen is displayed.
2. Tap **Restart** to restart the tablet.

To put your tablet into Lockdown mode:

NOTE: When Lockdown mode is enabled, only **Pattern**, **Lock No.**, and **Password** can be used to unlock the tablet and other unlock methods, such as **Smart Lock**, are completely disabled. This option will only be shown when a screen lock method besides **None** or **Swipe** has been selected. For more information about Screen lock, see [Screen lock](#).

1. Press and hold the **Power key** until the Power menu screen is displayed.
2. Tap **Lockdown** to enable Lockdown mode.

Setup Wizard

When you turn on your tablet for the first time, the Setup Wizard starts automatically. Follow the onscreen instructions to choose a default language, connect to a Wi-Fi® network, choose the device protection, set up accounts, and more.

Turn your screen on and off

Your tablet allows you to quickly turn the screen off when not in use and to turn it back on when you need it.

Turn the screen off when not in use

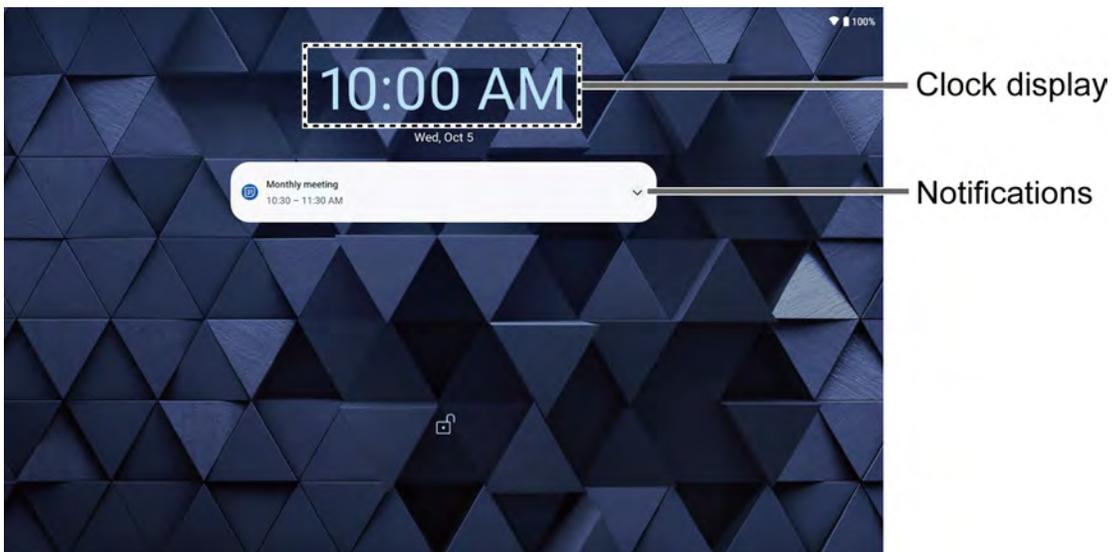
- ▶ To turn the screen off, quickly press the **Power key**. Pressing the **Power key** again will turn on your tablet screen.

To save battery power, the tablet screen automatically turns off after a certain period of time when left idle.

NOTE: For information on how to adjust the time before the screen turns off, see [Screen timeout](#).

Turn the screen on and start with swipe

1. Press the **Power key** to turn the screen on.



NOTE: To set up a screen lock for security, see [Screen lock](#).

2. Swipe or flick the screen upwards to display the Home screen.

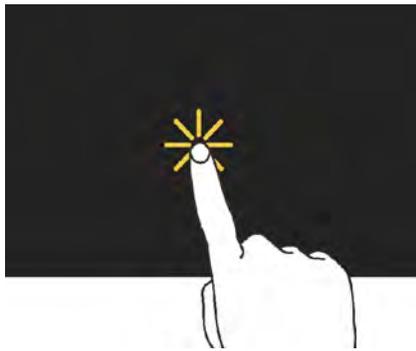
Basic Functions

The following topics will introduce the basic features of your tablet.

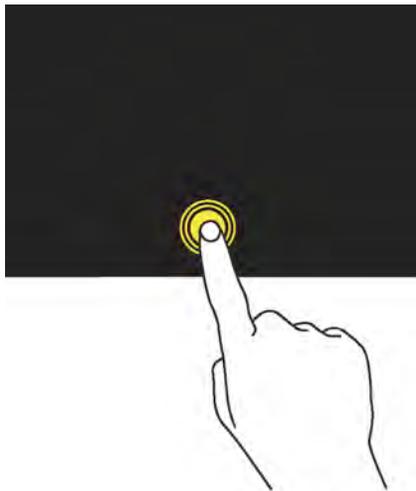
Touchscreen Navigation

Your tablet's touchscreen lets you control actions through a variety of tap gestures.

Tap: Tap the screen with your finger to select or launch a menu, option, or application. A light tap works best.



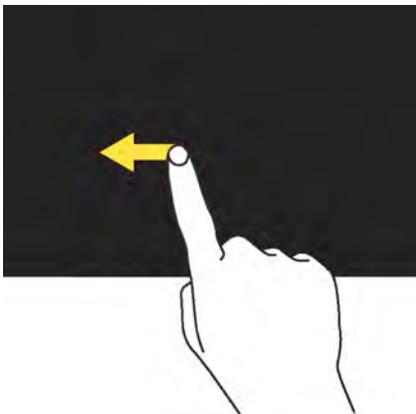
Touch and Hold: To open the available options for an item (for example, a keyboard), touch and hold the item.



Drag: Touch and hold the item on the screen before you start to move it. Do not release your finger until you have reached the target position.



Swipe or Slide: To swipe or slide means to quickly drag your finger vertically or horizontally across the screen.



Flick: Flicking the screen is similar to swiping, except that you need to swipe your finger in light, quick strokes.

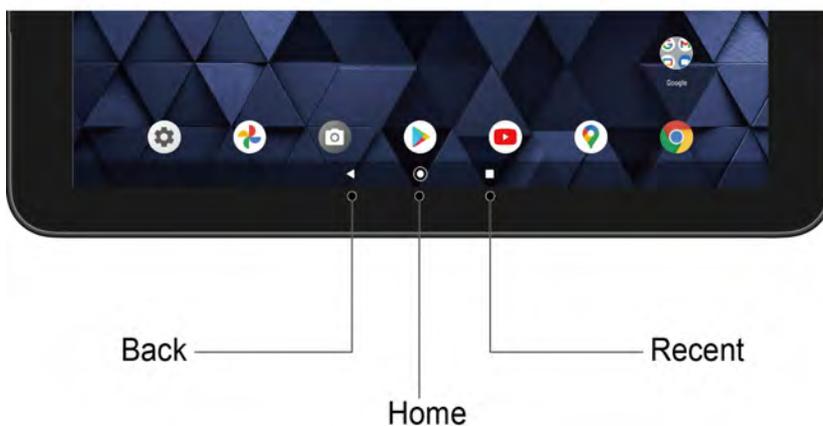


Pinch and Spread: Pinch the screen using your thumb and forefinger to zoom out, or spread the screen to zoom in when viewing a picture or a Web page. (Move fingers inward to zoom out and outward to zoom in.)



Function Buttons

You will find a row of three buttons that let you perform specific functions as below.



- **Back** ◀: Tap to return to the previous screen or close a dialog box, options menu, the Notifications panel, or onscreen keyboard.
- **Home** ●: Tap to open the Home screen.

Touch and hold to launch Google Assistant™.

- **Recent** ■: Tap to open a list of thumbnail images of screens you have worked with recently. To open one, tap it. To remove a screen from the list, swipe it up. To capture a screenshot of a listed screen, tap **Screenshot** displayed below the screen image. To close all screens, swipe left to right to the end of the recent list and tap **CLEAR ALL**.

Your Home Screen

The Home screen is the starting point for your tablet's applications, functions, and menus. You can customize your Home screen by adding application icons, shortcuts, folders, widgets, wallpapers and more.

Home screen overview

The following illustration describes the basics of the Home screen.



- **Status Bar:** Displays the time, notification icons, and status icons. Slide down to display the Notifications panel. See [Status bar](#).
- **Google Search Widget:** Allows you to enter text or spoken keywords for a quick search on the tablet or on the Internet. Tap the input field to enter text, tap  to speak your keyword, or tap  to search with images by using the Google Lens™ app.
- **Widget:** Allows users to access various useful programs.
- **Folder:** Allows you to organize screen items. You can store multiple application icons as a group. See [Use folders](#).
- **Favorites Tray:** Contains up to five icons and appears on every Home screen.
- **Shortcut:** Allows you to quickly launch applications.

Manage the Home screens

Learn how to customize the Home screens.

Add widgets

To get useful information more easily, you can add widgets to your Home screens.

1. Touch and hold any empty area on the Home screen.
2. Tap **Widgets**.
3. Swipe the screen and tap  to find the item you want to add to the Home screen.
4. Touch and hold the item and move your finger.

TIP: If you want to add it to a different Home screen from the one where you are, keep moving your finger to either left or right edge of it. By holding the item on the right edge, you can make a new Home screen if there is no further Home screen available.

5. When you find the position to place it, release your finger.

Add shortcut icon

Place shortcuts for your favorite apps on the Home screen.

1. Swipe up on the Home screen and touch and hold the shortcut icon you want to add to the Home screen.
2. Move your finger.
3. When you find the position to place it, release your finger.

Move or remove Items

You can change and move the Home screen items.

- ▶ Touch and hold the item on the Home screen that you want to move or remove.
 - To move the item, drag it to a new area and release it.
 - To remove the item, drag it to "**Remove**" at the top of the screen and release it.

TIP: If you remove all widgets and shortcut icons from any Home screen which is not the main Home screen, that Home screen will be deleted. Please note that shortcut icons in the favorites tray are not affected.

Favorites tray

The favorites tray displays up to seven icons and appears on every Home screen. You can replace them with another icon you want to place there.

To add a new icon to the favorites tray:

1. Remove one of the icons from the favorites tray.
2. Touch and hold the icon of the app you wish to add, and drag it to the favorites tray.
3. Release your finger.

Use folders

Create and manage folders as necessary.

1. Touch and hold an app icon and drag it over another app icon.
2. Release your finger. Both icons are in a newly created folder.
TIP: To add app icons to a folder, touch and hold the app icon, drag it over a folder.
3. Tap the folder > **Edit Name**. The keyboard opens, and you can name the folder. To rename it, tap the name.

Change the wallpaper

Set your favorite wallpaper to personalize your tablet.

1. Touch and hold any empty area on the Home screen and then tap **Wallpapers**.
– or –
From the Apps launcher, tap **Settings > Wallpaper**.
2. Tap an app you want to use for changing the wallpaper.
 - If you have selected **Wallpapers**, tap **Pick image** to use your own image or browse through the preset choices.
3. Select an image.
4. Tap **Set wallpaper**.
5. Select **Home screen**, **Lock screen** or **Home screen and Lock screen**.

Home settings menu

Use these menus to configure your Home screen.

1. Touch and hold any empty area on the Home screen.
2. Tap **Home settings**.

3. The following options are available:
 - **Notification dots** to change the Notification access setting, such as whether or not to show the notification dots.
 - **Add app icons to Home screen** to have the tablet automatically add a shortcut icon to the Home screen when apps are installed.
 - **Display Google app** to display Google News Feed by swiping right from the main Home screen.

Apps launcher

You can find and access numerous apps installed on your tablet on the Apps launcher.

1. Swipe up from the bottom of the Home screen to open the Apps launcher.
2. Tap an app icon you want to open.

TIP: You can change the order of the apps displayed in the Apps launcher by tapping  > **Order of the apps list**. Select **Alphabetical** or **Frequently used**, or tap **Customize**  > **Change order** to change the icon position as you like.

Permission

When you launch an app or service for the first time or after an extended period of disuse, you might be asked if you can permit its access to certain features of your device. You can choose from **WHILE USING THE APP, ONLY THIS TIME**, or **DON'T ALLOW** for each requested access permission. If you want to manage the whole permission settings, go to the settings menu as mentioned below.

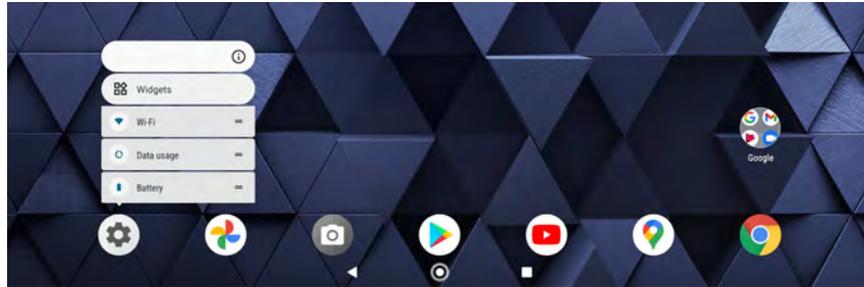
To check the permission status:

1. From the Home screen, tap **Settings > Privacy > Permission manager**.
2. Select a feature you want to check.
3. You can see a list of permission types and which apps have permission to access each feature.
4. If you want to change the permission setting of an app, tap the app and select a permission type you want to change. You can choose from options such as: **Allow**, **Allow all the time**, **Allow only while using the app**, **Ask every time**, and **Don't allow**.

NOTE: Available options vary depending on the feature.

Quick shortcuts

By touching and holding an application icon, quick shortcuts will be displayed on the Home screen.



1. Touch and hold an application icon to display the quick shortcuts available for that app.
2. Tap a shortcut to the menu that you want to go directly to.

TIP: To create a quick shortcut icon and place it on the Home screen, touch and hold instead, and put it where you want.

Status bar

The status bar at the top of the screen provides tablet status information on the right side and notification alerts on the left.

Status icons

Icon	Status
	Bluetooth® active
	Wi-Fi active
	Do not disturb
	Airplane mode
	Alarm set
	Battery (full charge)
	Battery (charging)
	Battery (low)
	Battery Care Mode

Notification icons

Icon	Status
	New mail
	Event
	Alarm

Icon	Status
	Downloading
	Battery (discharged)

Notifications panel

You can open the Notifications panel to view the list of notifications you received, Wi-Fi connection status, and more.



To open the Notifications panel:

- ▶ Slide the status bar down toward the bottom of the touchscreen.
 - To clear a single notification, swipe it away to the left or right.
 - To clear all deletable notifications, tap **Clear all**.
 - To select a notification method, touch and hold a notification. Select from the options displayed.
 - To open the main Settings app for App notifications, tap **Manage**. For details, see [Notifications](#).

To close the Notifications panel:

- ▶ Swipe up from the bottom of the screen.
- or –
- Tap .

Quick settings

The quick settings panels enable you to quickly access useful menu items.

1. Slide the status bar down toward the bottom of the touchscreen. To show more tiles (items), slide the Quick Settings panel downward.
 - To adjust the screen brightness, drag the knob  on the brightness slider left or right.
2. Tap on a quick setting tile to enable or disable the feature.
 - Touch and hold a tile to access its settings menu (if available).
 - To see the other panel, swipe the panel to the left.
 - To change the position of the tiles or add other tiles to the panel, tap  to open the Edit screen. Touch and hold the tile you want to move or add, and then drag it to a different location and release your finger. The tiles in the area above the message “**Hold and drag to add tiles**” will be displayed on the quick settings panels.

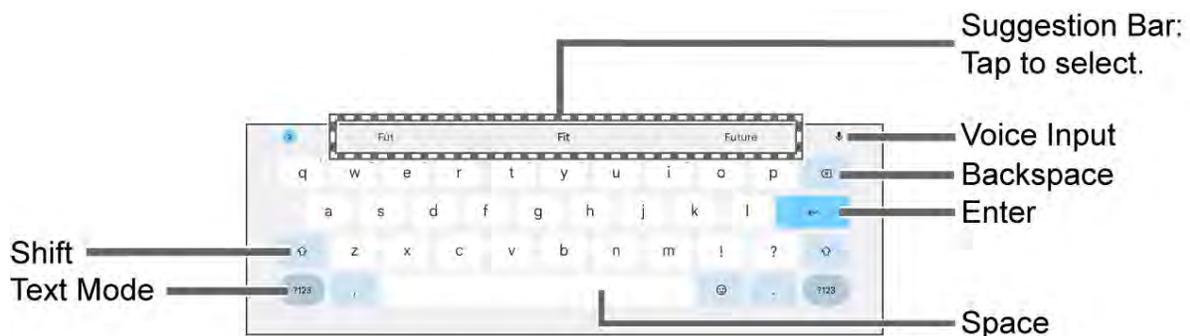
Enter Text

You can type on your tablet using one of the available touchscreen keyboards or your voice. The keyboard appears automatically onscreen when you tap a text entry field and can be used in either portrait or landscape mode.

Gboard

Gboard offers a traditional QWERTY keyboard setup for entering text by tapping keys (like on a computer), along with enhancements and options that allow you to enter text faster and more accurately, such as continuous key input, personalized usage dictionaries, and more.

Gboard overview



NOTE: Key appearance may vary depending on the selected application or text field.

Some of the keys on the Gboard are given below:

Key	Description
	Tap to toggle between lower case and upper case.
	Double-tap the lower case or upper case shift key to set CAP LOCK.
	Tap to toggle between the Alphabet keyboard and Number & Symbol keyboard.
	Tap to enter text using your voice.
	Tap to delete a character. Touch and hold to delete multiple characters.
	Tap to confirm your entry or move to a new line.
	Tap to go to the next text entry field.
	Tap to toggle between the default Number & Symbol keyboard and additional Number & Symbol keyboard.
	Tap to see your search results.
	Tap to go to a Web address.
	Tap to insert a space.
	Tap to open the Gboard settings menus, such as Preferences, Languages, etc.

Text mode

ABC mode is primarily used for entering letters while Number & Symbol mode is for numbers and symbols.

- ▶ Tap  to select ABC mode. Tap  to select Number & Symbol mode.
 - In ABC mode, tap  to alter the capitalization:
 -  (Unshifted) to enter all letters in lowercase.

- ⇧ (One-character-shifted) to capitalize only the first letter of a word.
- You can select the caps lock by double-tapping ⇧⇧ or ⇧ to make all letters in uppercase.
- ⇧ (Caps lock) to enter all letters in uppercase.
- In Number & Symbol mode, tap =|< to display more symbols.
- Some keys have alternate characters. In either mode, if a key displays an extra character at the upper right corner, touch and hold the key to enter the character. Or, touch and long hold a key to call up a list of all the characters available on that key, and slide your finger to the character you want to enter on the list.

Add a word to the user dictionary

You can use the user dictionary option to add new words to the dictionary.

1. Tap  on the top of the Gboard, then tap **Dictionary > Personal dictionary**.
2. Select the language to be applied for Personal dictionary.
3. Tap .
4. Type the word you want to add.
5. Type the shortcut to bring up the typed word if you want and tap ✓.
6. Tap . A list of words you have added to the dictionary is displayed.
 - Tap a word to edit it.
 - Tap a word >  to delete it.

Glide typing

Glide typing lets you enter words by drawing a path from letter to letter in one continuous motion.



Example: dog
Place your finger on the key with the first letter of the word and glide to the following letters. Lift your finger after the last letter.



Example: cool
For double letters, circle the letter.

To enable or disable glide typing input feature:

1. Tap  on the top of the Gboard, then tap **Glide typing**.
2. Tap **Enable glide typing** to turn on or off.

Google voice typing

Google™ voice typing uses Google voice recognition to convert speech to text.

NOTE: If Gboard does not display the microphone icon , the voice input feature is not enabled.

To enable or disable the voice input feature:

1. Tap  on the top of the Gboard, then tap **Voice typing**.
2. Tap **Use voice typing** to turn on or off.

To enter text by speaking:

1. Tap the microphone icon  on the keyboard.
2. When you see **Speak now**, say what you want to type.

Copy and paste text

In applications that require text entry, such as Gmail, use the copy and paste functions to copy and paste text from one application to the same application or another.

1. Open the application or received message that you want to copy text from.
2. Touch and hold the text body you want to copy. Selection tabs appear, and the selected words or characters are highlighted. Drag the tabs to expand or reduce the range of the selected text if necessary.



TIP: Tap **Select all** to select all the text.

3. Tap **Copy**.
4. Open the application that you want to paste the text into.
5. Touch and hold the text box where you want to paste the text to and tap **Paste** or **Paste as plain text**.

Contacts

The Contacts application lets you store and manage contacts from a variety of sources, including contacts you enter directly in your tablet as well as contacts synchronized with your Google Account, your PC, and compatible email programs.

Contacts List

Scroll through the list to view all your contacts. To see a specific entry, tap it.

- ▶ From the Home screen, tap **Google** > **Contacts** to open the contacts list.
 -  : Tap to add a new contact. See [Add a Contact](#).
 - **Search contacts:** Enter the name, phone number, email address, etc. of the contact you want to search in the field.
 -  : Tap to display the contacts list options. See [Contacts list options](#) to follow.

Contacts list options

- ▶ From the contacts list screen, tap  .
 - **Select** to select the contact(s) you want to manage.
 - **Select all** to select all the contacts on the list.
 - **Customize view** to select a display option.

Add a Contact

Enter details such as name, phone numbers, email addresses, mailing addresses, and more.

NOTE: We suggest that when you add phone numbers to your contact list, you add the area code + the 7-digit number.

1. From the contacts list screen, tap .
2. Enter the name, phone number, email address, etc. as you want.
 - Tap **Add photo** to assign a picture to the contact. See [Assign a picture to a contact](#).
 - Tap the email account or **Device** shown next to **Save to** to choose where to save the contact.
3. When you have finished adding information, tap **Save**.

Assign a picture to a contact

You can assign a picture to a contact either by taking a new one or by using one stored in your tablet's internal storage, SD card, or Cloud. The following instructions show you how to take and assign a new picture as an example.

1. From the contacts list screen, tap contact to display it, and tap .
2. Tap **Add photo** or **Change photo**.
3. Tap **Take photo** or **Take new photo**.
4. Tap  to take a picture, edit it if necessary, and then tap **Save copy**.
5. Tap **Save** to save the contact.

Delete a contact

You can delete contacts from the Contacts screen.

1. From the contacts list screen, tap  > **Select** and tap the contact(s) you want to delete or tap **Select all**.
 2. Tap  > **Move to Trash**.
- or –
1. From the contacts list screen, tap a contact you want to delete.
 2. Tap  > **Delete** > **Move to Trash**.

Edit a contact

Once you've registered a contact, you can add or edit any of the information in the entry.

1. From the contacts list screen, tap a contact you want to edit.
2. Tap .
3. Tap any field you want to change or add.
4. Add or edit the information, and then tap **Save**.

Contacts entry options

1. From the contacts list screen, tap a contact you want to deal with and tap .
2. The following options are available:
 - **Delete** to delete the entry.

- **Share** to share the contact by using your preferred method.
- **Add to Home screen** to add a shortcut to the contact on the Home screen.
- **Move to another account** to change the account you stored the contact in.
- **Help & feedback** to visit Google Contacts Help website.

Add a Group Contact

Create a group contact with your individual contact entries in Contacts.

1. From the contacts list screen, tap  on the top left of the screen.
2. Tap **Create label** under **Labels**.
3. Type a name, then tap **OK**.
4. Tap  >  > **Select contacts**, and then tap the entries you want to add to the group.
5. Tap .

Delete a group contact

Delete the group contacts that you have created.

1. From the contacts list screen, tap  on the top left of the screen.
2. Tap the label (group) you want to delete and tap  > **Delete label**.
3. Tap **OK**.

Edit a group contact

Manage the group contacts that you have created.

1. From the contacts list screen, tap  on the top left of the screen.
2. Tap the label (group) you want to edit.
3. Tap  to add members to the group.

– or –

Tap  > **Remove contacts** to delete some members.

– or –

Tap  > **Rename label** to change the group name.

Add a Contact to Favorites

The favorite entries will appear at the top of the contacts list with  mark so that you can quickly access your most used or preferred contacts entries.

1. From the contacts list screen, tap a contact.
2. Tap . The icon changes to  when the contact is added to Favorites.

Applications

You can enjoy a variety of apps installed on your tablet or discover some exciting new apps by browsing online app stores such as the Google Play™ store. You can see all your preloaded and downloaded apps in the App Launcher.

Google Apps

You will need a Google Account to access several features such as Gmail™ and the Google Play store applications. Before you are able to access Google applications, you must enter your account information. These applications sync between your tablet and your online Google Account. Visit google.com for more information.

NOTE: The actual display of the Google apps may vary depending on the application version currently running on your tablet.

Create a Google Account

If you do not already have a Google Account, you can create one online or by using your tablet.

NOTE: Although you need a Gmail account to use certain features on your tablet, such as Google Play store, you do not need to use Gmail as the default account for your tablet.

1. From the Home screen, tap  > **Passwords & accounts** > **Add account** > **Google**.
2. Tap **Create account**.
3. Follow the onscreen prompts to create your free account.

Sign in to your Google Account

If you have a Google Account but have not yet signed in with your tablet, follow these instructions.

1. From the Home screen, tap  > **Passwords & accounts** > **Add account** > **Google**.
2. Enter your email address, and tap **Next**.
3. Enter your password, and tap **Next**.
4. Follow the onscreen prompts to sign in to your Google Account.

Chrome

Your tablet's Web browser Chrome™ gives you full access to both mobile and traditional websites on the go, using Wi-Fi data connections.

Launch Chrome

- ▶ From the Home screen, tap .
- Tap  on the top right of the screen to display the option menu.

Learn to navigate Chrome

Navigating through menus and websites during a data session is easy once you have learned a few basics.

- Scrolling: In a single motion, touch and drag across or up and down a page.
- Selecting: Tap an item or onscreen link.
- Go back: Tap  to go back one page.
- Go to a specific website: Enter the Web address at the top of the browser window.

For more information, please visit <https://support.google.com/chrome>.

Gmail

You can use Google's web-based mail service.

Access Gmail

- ▶ From the Home screen, tap **Google > Gmail** to open the Gmail screen.
- Tap  on the top left of the screen to display the option menu.

Send a Gmail message

1. From the Gmail screen, tap **Compose**.
2. Fill the **To**, **Cc**, **Bcc**, **Subject** field as necessary.
3. Compose your message and then tap .

Read and reply to Gmail messages

1. From the Gmail screen, tap a message to display it.
2. Tap **Reply**, **Reply all**, or **Forward**.
3. Compose your message and then tap .

For more information, please visit <https://support.google.com/mail>.

Calendar

Use Calendar to create and manage events, meetings, appointments, and tasks.

Access Calendar

- ▶ From the Home screen, tap **Google > Calendar**.
 - Tap  on the top left of the screen to display the option menu.

Add an event

1. On any Calendar view, tap  > **Event**.
2. Set event details as necessary, such as the title, date and time, its recurrence, and more.
3. Tap **Save** to save the event in the calendar.

Add a task

1. On any Calendar view, tap  > **Task**.
2. Set task details as necessary, such as the title, due date and time, and its recurrence.
3. Tap **Save** to save the task in the calendar.

Event reminders

If you have set notifications for your event, the upcoming event icon  will appear in the notifications area of the status bar to remind you of the upcoming event.

To view the reminder:

1. Slide the status bar down to open the Notifications panel.
2. Tap the event name to see the event.

View Calendar events

You can display the Calendar in monthly, weekly, daily, or schedule view.

To change the Calendar view:

- ▶ Tap  displayed at the upper left corner, and tap **Schedule, Day, Week** or **Month**.

For more information, please visit <https://support.google.com/calendar>.

Google Play Store app

Google Play is a destination for discovering free and paid digital content, including Android™ apps, books, movies, music, and much more.

To access the Google Play store app, you must first connect to the Internet using a Wi-Fi data connection and sign in to your Google Account.

Find and install an app

When you install apps from the Google Play store and use them on your tablet, they may require access to your personal information (such as your location, contact data, and more) or access to certain functions or settings of your tablet. Download and install only apps that you trust.

1. From the Home screen, tap .
 - Tap the account icon on the top right of the screen to display the option menu.
2. Find an app you want and tap it to open its details screen.
3. Tap **Install** (for free applications) or the price button (for paid applications).

NOTE: If you have not set up your payment method on your Google Account, you are prompted to add a payment option to complete your account setup.

4. Read the message thoroughly every time it appears and follow the onscreen instructions to complete the installation or purchase.

WARNING: Read the notification carefully! Be especially cautious with applications that have access to many functions or a significant amount of your data. Once you tap **ACCEPT** on this screen, you are responsible for the results of using this item on your tablet.

For more information, please visit <https://support.google.com/play>.

Google Maps

Use the Google Maps™ app to determine your location, find directions, browse local businesses and attractions, rate and review places, and more.

NOTE: Before using any location-based services, you must enable your tablet's GPS location feature. See [Location](#).

Access Google Maps

- ▶ From the Home screen, tap .
 - Tap the account icon on the search field to display the option menu.

For more information, please visit <https://support.google.com/maps>.

YouTube

YouTube™ is a video sharing website on which users can upload and share videos.

Access YouTube

- ▶ From the Home screen, tap .

For more information, please visit <https://support.google.com/youtube>.

YouTube Music

Access the YouTube Music app to enjoy your favorite music.

Access YouTube Music

- ▶ From the Home screen, tap **Google** > **YT Music**. The YouTube Music screen appears.

For more information, please visit <https://support.google.com/youtubemusic>.

Files

You can manage the contents stored in the tablet or on the microSD card (optional) quickly and easily.

Access Files

- ▶ From the Home screen, tap **Google** > **Files**. The Categories menu screen appears.

For more information, please visit <https://support.google.com/files>.

Supported formats

The following image, video and audio formats are supported by the tablet.

- BMP, GIF, JPEG, PNG, WEBP, HEIC
- H.263, H.264 AVC, H.265 HEVC, MPEG-4 SP, VP8, VP9
- AAC-LC, AAC+, eAAC+, AAC-ELD, AMR-NB, AMR-WB, FLAC, MP3, MIDI, Vorbis, PCM/WAVE, Opus

Google Duo

Use Google Duo to make video calls to your family, friends, and anyone else.

Access Google Duo

1. From the Home screen, tap **Google** > **Duo**.
2. Follow the onscreen instructions to set up Google Duo on your tablet.

For more information, please visit <https://support.google.com/duo>.

Connections

Your tablet's data capabilities let you wirelessly access the Internet or your corporate network through Wi-Fi and Virtual Private Networks (VPN).

Wi-Fi

Wi-Fi provides wireless Internet access. To use your tablet's Wi-Fi, you need access to a wireless access point or "hotspot."

The availability and range of the Wi-Fi signal depend on several factors, including infrastructure and objects through which the signal passes.

IMPORTANT: This tablet does not support the UNII-3 Wi-Fi channels in the 5 GHz band. The tablet will lose the Wi-Fi connection if the Access point/Router tries to direct it to those channels. To prevent this problem, disable "**Auto channel selection**" in the settings of your Access point/Router and change the settings so that the UNII-3 channels are not used. For more information about the Access point/Router settings, see the Access point/Router documentation or contact the device manufacturer.

- ▶ From the Home screen, tap  > **Network & internet** > **Wi-Fi** to open the Wi-Fi screen.

Turn Wi-Fi on and connect to a wireless network

Use the Network & internet setting menu to enable your tablet's Wi-Fi radio and connect to an available Wi-Fi network.

1. From the Wi-Fi screen, tap the on/off icon next to **Use Wi-Fi** to turn it on.
2. Tap the available network to connect.
 - If you selected an open network, you will be automatically connected to the network.
 - If you selected a network that is secured with a password, enter the password, and then tap **CONNECT**.

NOTE: If the wireless network you want to connect to is not in the list of detected networks, tap **Add network** at the bottom of the list. Enter the wireless network settings and tap **SAVE**.

- If you selected the network that the tablet is currently connected to, you will see Network details showing the Wi-Fi network name, signal strength, frequency, and more.

Depending on the network type and its security settings, you may also need to enter more information or choose a security certificate.

When your tablet is connected to a wireless network, the Wi-Fi icon  appears in the status bar and tells you the approximate signal strength. (The above icon indicates maximum signal strength.)

NOTE: The next time your tablet connects to a previously accessed secured wireless network, you will not be prompted to enter the password again, unless you reset your tablet to its factory default settings or you instruct the tablet to forget the network.

NOTE: Wi-Fi networks are self-discoverable, which means no additional steps are required for your tablet to connect to a Wi-Fi network. However, it may be necessary to provide a user name and password for certain closed wireless networks.

Wi-Fi settings menu

The Wi-Fi settings menu lets you turn Wi-Fi on or off, set up and connect to available Wi-Fi networks, and configure advanced Wi-Fi options.

- ▶ From the Wi-Fi screen, scroll down to see these items.
 - **Add network** to add networks to the network list.
 - TIP:** If you want to connect to a hidden network, change the **Hidden network to Yes in Advanced options**.
 - **Wi-Fi preferences** to display the setting options related to Wi-Fi such as **Turn on Wi-Fi automatically**, **Notify for public networks**, and **Install certificates**.
 - **Saved networks** to display the list of the Wi-Fi networks saved in the tablet.
 - **Wi-Fi data usage** to show data usage through Wi-Fi connections over a period of time.

Bluetooth

Bluetooth is a short-range communications technology that allows you to connect wirelessly to a number of Bluetooth devices such as headsets, Bluetooth-enabled handhelds, computers, printers, and wireless phones. The Bluetooth communication range is usually approximately 30 feet.

Turn Bluetooth on or off

Use the settings menu to enable or disable your tablet's Bluetooth capabilities.

1. From the Home screen, tap  > **Connected devices** > **Connection preferences** > **Bluetooth** to open the Bluetooth settings screen.
2. Tap the on/off icon next to **Use Bluetooth** to turn it on or off.

NOTE: Turn off Bluetooth when not in use to conserve battery power, or in places where using a wireless device is prohibited, such as aboard an aircraft and in hospitals.

Change the device name

The device name identifies your tablet to other devices.

1. From the Bluetooth settings screen, tap the on/off icon to turn Bluetooth on, if Bluetooth is not turned on.
2. Tap **Device name**.
3. Edit the name for your tablet in the dialog box, and then tap **RENAME**.

Pairing

Pairing with other devices makes your tablet ready for connecting to them.

Pair with other devices

NOTE: Bluetooth on other devices must be turned on before pairing.

IMPORTANT: Perform the pairing process at a secure location.

IMPORTANT: Bluetooth accessories/peripherals **MUST** have a passkey to work with the mobile device. If you need to pair with a device without a pre-defined passkey, it is recommended to use a passcode of at least eight digits.

1. From the Home screen, tap  > **Connected devices** to open the Connected devices screen.
2. Tap **Pair new device**.
 - Bluetooth turns on and shows you a list of nearby Bluetooth devices.
3. Tap the name you want to connect to in the **Available devices** list.
 - Your tablet then automatically tries to pair with the device.
4. If necessary, tap **PAIR** or enter the passcode.
 - To change the connected device name, tap  to open the Device details screen, tap  to edit it, and then tap **RENAME**.

NOTE: The display may vary depending on the connected device.

Disconnect from or reconnect to other devices

Once the pairing is established, you can connect to or disconnect from the paired device easily.

- ▶ From the Connected devices screen, tap  next to the paired device name > **DISCONNECT** or **CONNECT**.

Unpair from other devices

Unpairing from other devices makes your tablet forget its pairing connection with them. To connect to the other devices again, you may need to enter or confirm a passcode.

- ▶ From the Connected devices screen, tap  next to the paired device name > **FORGET** > **FORGET DEVICE**.

NOTE: The display may vary depending on the connected device.

Send and receive information

You can use Bluetooth to transfer information such as images or videos between your tablet and another Bluetooth-enabled device such as a phone or notebook computer.

To send information from your tablet to another device:

1. Pair with the receiving device.
2. On the tablet, open the application that contains the information or file you want to send.
3. Tap the item you want to send and tap  or **Share** > **Bluetooth**.
4. Tap the name of the receiving device.
5. On the receiving device, accept the download.

To receive information from another device:

1. Pair with the sending device.
2. On the sending device, send one or more files to your tablet.
3. When your tablet receives a file transfer request notification, slide down the Notifications panel, tap the notification, and then tap **ACCEPT**.
4. When a file is transferred, a notification is displayed. To open the file, slide down the Notifications panel, and then tap the relevant notification.

Supported Bluetooth profiles

A2DP, AVRCP, HID, HOGP, HSP, OPP, PAN-U, PBAP, and SPP are supported.

Camera

You can use the camera to take and share pictures and videos. Your tablet comes with an 8.0 megapixel rear camera and 5.0 megapixel front-facing camera that let you take sharp pictures and videos.

Use the Camera App

The following topics show you how to take pictures and record videos.

Open or close the Camera app

The first step to take a picture or record a video is to open the camera app.

To open the Camera app:

- ▶ From the Home screen, tap .

To close the Camera app:

- ▶ On the camera screen, tap  or .

Viewfinder screen

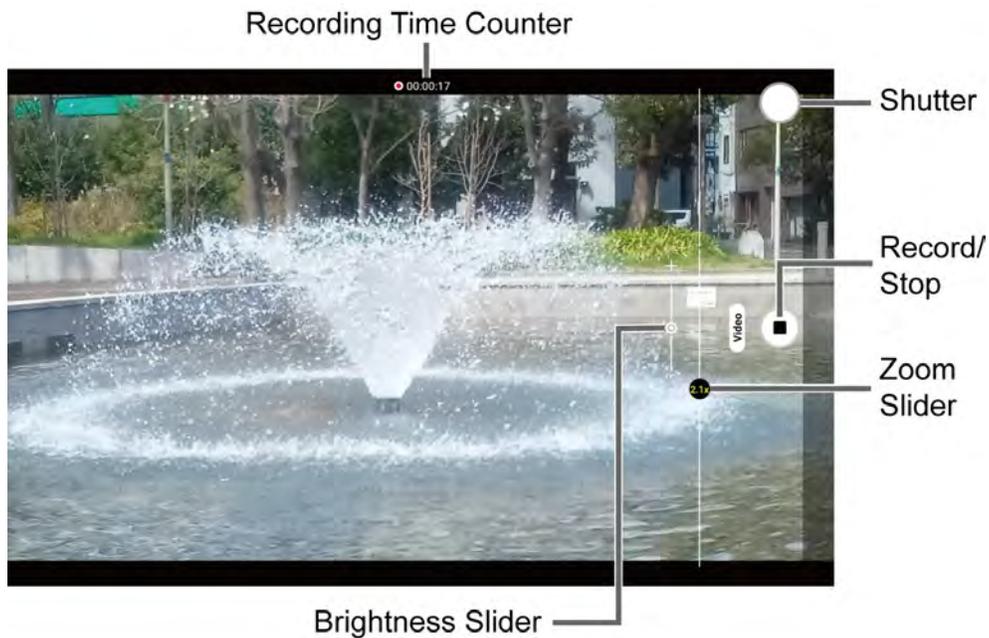
The viewfinder screen lets you view your subject and provides controls and options for taking pictures or recording videos.

Photo



- **Camera Menu Bar:** Select a mode such as **Pro Video**, **Video**, **Photo**, and **Pro photo**.
- **Zoom Slider:** Adjusts your zoom level. Pinch the screen with two fingers or tap **1.0x**.
- **Brightness Slider:** Adjusts your brightness level. Tap the screen to display the brightness slider.
- **Thumbnail** : Displays the thumbnail of the latest image. Tap to view and manage.
- : Takes a picture.
- : Opens the camera settings menu. For more information, see [Camera settings](#).
- : Helps illuminate subjects in low-light environments.
- : Switches between the rear camera and the front-facing camera.

Video



- : Records a video.
- : Stops recording a video.
- **Recording Time Counter:** Displays the elapsed time while recording a video.

Take a picture or record a video

You can take high quality photos and videos with your tablet's camera.

1. From the Home screen, tap .
2. Select **Photo** or **Video** on the camera menu bar.
3. Do the following to change the settings:
 - Tap  to change the camera and video settings as desired. See [Camera settings](#).
 - Tap  to switch between the rear camera and the front-facing camera.
 - Adjust your zoom level.
 - Adjust your brightness level if necessary.
 - Tap any point to focus the area.
4. Frame your subject on the screen.
5. Tap  to take a picture.
– or –
Tap  to start recording. To stop recording, tap .
6. Tap thumbnail icon to view the image you've just taken or recorded.

Review screen

After taking a picture or video, tap the thumbnail image to see the item in the review screen.



-  : Displays available menus for the image. Available menus may vary:
 - **Back up now:** Uploads the images to your Google Account. This menu displays only for images not backed up.
 - **Loop video on:** Select this option to see a video repeatedly. This menu displays only when reviewing a video.
 - **View in:** Opens the video by other apps.
 - **Add to album:** Adds the selected picture/video to albums.
 - **Delete from device:** Deletes the image from the device.
 - **Order photo:** Submits a print order of your photos to pick them up later at nearby stores.
 - **Use as:** Sets the picture as the contact photo or wallpaper.
 - **Slideshow:** Starts the slideshow of the pictures stored in the Photos application.
 - **Print:** Prints the selected picture.
 - **Help & Feedback:** Opens the Help window with the Feedback action.
-  : Registers the image as Favorites.
-  : Opens the **Photos**.
-  : Returns to the Camera.
- **Share:** Displays available applications to share your image.
- **Edit:** Displays the editing options. For details, see [Edit a picture](#).
- **Info:** Shows the photo's information and lets you add a description if desired.
- **Delete:** Deletes the currently displayed image. Tap **Delete > Move to trash** to confirm the deletion.

Camera settings

You can adjust the settings of your camera by tapping  on the viewfinder screen. Some options are available for the rear camera only.

NOTE: Available options may vary according to the subject and mode.

Photo

- **Photo size:** Select from the preferable size settings shown on the screen.
- **Auto HDR:** Select **On** to combine images automatically to prevent white spots or blackouts.

Video

- **Video size:** Select from the preferable size settings shown on the screen.
- **Image stabilization:** Select **On** to reduce camera shake.

Common

- **Storage:** Select where to store your pictures and videos from **Phone** or **SD card** (only available when a microSD card (optional) is inserted).
- **Add location information:** Stores the location information of the image. Switch **On** or **Off**.
- **Preserve last mode:** Select **On** to preserve the mode you are in and launch Camera application next time with the preserved mode.

Useful features

- **Quick social media:** Switch **On** or **Off**. If set to **On**, choose up to three apps for sharing.
- **Self timer:** Select from **Off**, **2 seconds**, **5 seconds**, or **10 seconds**.
- **Grid:** Switch **On** or **Off**.
- **Scan QR code:** Switch **On** or **Off**.

Key settings

- **Volume key:** Select from the options shown on the screen.

Other

- **Choose theme:** Select from the options shown on the screen.
- **Camera function guide:** Displays the help information for camera.
- **Reset settings:** Restores all the camera settings to original state. Tap **RESET** to confirm.
- **Collection of the information about your use:** Select **AGREE** or **DISAGREE** to the collection of the information about your use of the Camera app.

View Pictures and Videos Using Photos

Using the Google Photos™ application, you can view pictures and watch videos that you've taken with your tablet's camera, as well as enjoy images and videos downloaded or copied onto your microSD card or tablet's internal storage.

For pictures that are on your microSD card or tablet's internal storage, you can do basic editing such as rotating and cropping. You can also easily assign a picture as your contact picture or wallpaper and share pictures with your friends.

View pictures and videos

You can browse through the pictures and videos in grid view. Tap a picture or video to view.

1. From the Home screen, tap .
2. Scroll up or down to find a picture or video you want to view.
3. Tap an image of a picture or video you want to view.
 - For a video, it automatically starts playing. While playing, tapping the screen will display the control options. Tap  to pause or drag the dot on the timeline to rewind or forward. Tap  to resume.
 - For a picture, it displays the one you selected. When viewing, pinch & spread on the screen to zoom in or out on the picture. You can also zoom in and out by tapping quickly twice on the screen.

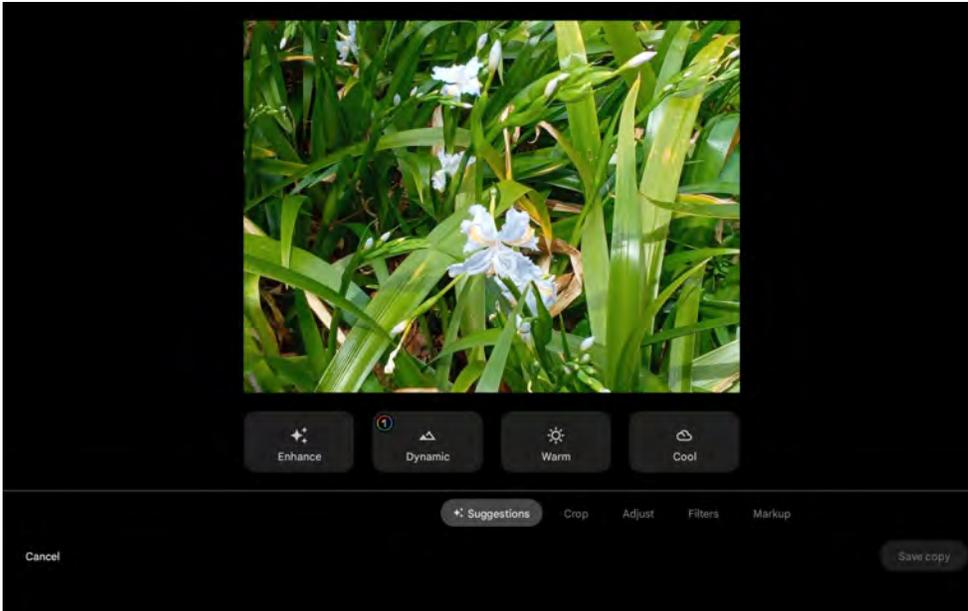
Work with Pictures

You can easily manage and retouch your pictures.

Edit a picture

Your tablet has a built in editing tool and you can edit your pictures easily.

1. Tap a picture > **Edit**.
2. Tap **Suggestions**, **Crop**, **Adjust**, **Filters**, or **Markup** and edit your picture as desired.



- **Suggestions:** Choose one of the suggested options for your picture.
 - **Crop:** Crop or rotate the picture by using the available tools.
 - **Adjust:** Apply some effects to adjust the picture.
 - **Filters:** Apply color effects to the picture.
 - **Markup:** Make your picture unique by drawing, highlighting, and adding text.
3. When finished, tap **Save > Save** or **Save copy**.

Share Pictures and Videos

The Photos application lets you send pictures and videos to your family or friends using email and send them to your phone or computer using Bluetooth. You can also share pictures on your social networks.

1. Touch and hold the picture or video to place a check mark on it. Tap multiple pictures and videos to select them.
2. Tap .
3. Tap one of the available sharing tools, such as **Gmail**, **Bluetooth**, and **NEARBY**.
4. Follow the onscreen instructions to share.

Useful Tools

Learn how to use many of your tablet's productivity-enhancing features.

Clock

The Clock application functions as a world clock that shows the date and time. You can also use it to turn your tablet into an alarm clock, a countdown timer, or a stopwatch.

Alarm

You can use your tablet as an alarm clock.

1. From the Home screen, tap **Google > Clock > Alarm**.

NOTE: When you first open the alarms, two alarms are set up by default and ready for you to customize. These alarms are turned off by default.

2. Tap an existing alarm time to change the settings.

– or –

Tap  to add a new alarm.

3. Set the time and tap **OK**. You will see the on/off icon set to on next to the time you have set.
4. Set repeat option, add a label, select an alarm sound, and set Google Assistant Routine.
 - Tap  on the top right of the screen to display the option menu.

Clock

You can add the time from around the globe on the Clock screen.

1. From the Home screen, tap **Google > Clock > Clock**.
2. Tap  and enter the city name in the search field. As you type, any matching city from the list are displayed. Tap the city you want to display on the Clock screen.
 - Tap  on the top right of the screen to display the option menu.

Timer

You can use your tablet as a countdown timer.

1. From the Home screen, tap **Google > Clock > Timer**.
2. Set the countdown time and tap  to start the countdown.
3. The following options are available:
 - **Label** to add a description to the timer.
 - **+ 1:00** to add an additional minute to the remaining time.
 - **Reset** to return to the start of the countdown.
 -  to add a timer.
 -  to stop the countdown.
 -  to resume the countdown.
 -  to delete the timer.
 - Tap  on the top right of the screen to display the option menu.

Stopwatch

You can use your tablet as a stopwatch.

1. From the Home screen, tap **Google > Clock > Stopwatch**.
2. Tap  to start the stopwatch.
3. The following options are available:
 -  to record the lap time.
 -  to stop timing.
 -  to resume timing.
 -  to reset the stopwatch.
 - Tap  on the top right of the screen to display the option menu.

Bedtime

Manage a healthy sleep schedule by using some convenient menus.

1. From the Home screen, tap **Google > Clock > Bedtime**.
2. Set a wake-up time and the days to apply it.
3. Set a bedtime and the days to apply it.
4. The following options are available:
 - **See recent bedtime activity** to see your estimated time spent in bed.
 - **Listen to sleep sounds** to choose a sound which can help you to fall asleep.
 - **See your upcoming events** to check your events on the next day.
 - Tap  on the top right of the screen to display the option menu.

Calculator

Your tablet has a convenient calculator that lets you perform basic mathematical equations.

1. From the Home screen, tap **Google > Calculator**.
2. The following options are available:
 - Tap  to clear a digit. To clear an entire number, tap .
 - Tap  for more options.

Flashlight

Your tablet's camera flash can work as a flashlight.

WARNING: Do not shine the flashlight into anyone's eyes, as doing so may compromise their vision and cause an accident.

1. Slide the status bar down toward the bottom of the touchscreen.
2. Tap  to turn the light on.
3. Tap  to turn it off.

Sound Recorder

The Sound Recorder app lets you record sound and save it as an audio file on your tablet or inserted microSD card.

Record sound

1. From the Apps launcher, tap **Sound Recorder** to open the Sound Recorder screen.
2. Tap  > **File format** to select the format type.
3. Tap  > **Storage** to select where to save the recorded data.
4. Tap  to start recording.
 - Tap  to pause recording. Tap  to resume recording.
5. Tap  to stop recording.

Play audio data

1. On the screen where you finished recording, tap .

– or –

From the Apps launcher, tap **Sound Recorder** >  and then tap a file.

2. The following options are available:
 - Drag the bar to rewind or fast-forward the data.
 - Tap  to display the list of the stored files.
 - Tap  to fast-forward the data. Tap  to rewind.

Stored sound list

1. From the Sound Recorder screen, tap  to display the list of the stored files.
2. The following options are available:
 - Tap  to delete a file or files. Tap a file or files to select the file(s) you want to delete and tap **OK** > **OK**. To select all files on the list, tap **SELECT ALL**.
 - Tap  to display the option menu.

Voice Search

Voice Search allows you to find information on the Web as well as items and information on your tablet by speaking your search terms.

1. Tap  on the Google Search Widget.
2. Speak clearly into the tablet's microphone when you see **Listening...** on the screen. If an error occurs, try again.

– or –

Tap **Search a song** and play, sing or hum a song.

3. Tap a matching item from the onscreen list.

Settings

The following topics provide an overview of items you can change using your tablet's **Settings** menus.

Network & Internet

You can set up a function or change the settings of the features related to Network and Internet such as Wi-Fi, Airplane mode, and VPN.

- ▶ From the Home screen, tap  > **Network & internet** to open the Network & internet screen.

Wi-Fi

The Wi-Fi settings menu lets you turn Wi-Fi on or off, set up and connect to available Wi-Fi networks, and configure advanced Wi-Fi options. For more information about the Wi-Fi settings, see [Wi-Fi](#).

Airplane mode

Airplane mode disconnects your tablet from all networks. When Airplane mode is turned on, you cannot send/receive emails, and your tablet's wireless functions, such as Wi-Fi and Bluetooth, will automatically be disabled.

- ▶ From the Network & internet screen, tap the on/off icon next to **Airplane mode** to turn Airplane mode on or off. While in Airplane mode, the status bar will display .

NOTE: You can still turn on and use Wi-Fi and Bluetooth while Airplane mode is on. If you are in an aircraft, healthcare facility, or other such location, follow instructions from the crew/staff about enabling and using Wi-Fi and Bluetooth.

Virtual Private Networks (VPN)

From your tablet, you can add, set up, and manage virtual private networks (VPNs) that allow you to connect and access resources inside a secured local network, such as your corporate network. Depending on the type of VPN you are using at work, you may be required to enter your login credentials or install security certificates before you can connect to your company's local network. You can get this information from your network administrator.

1. From the Network & internet screen, tap **VPN**.
2. Tap **ADD** and enter VPN profile > **SAVE**.
3. Tap the VPN connection you have added.
4. When prompted, enter your login credentials, and then tap **CONNECT**.
 - When you are connected, a VPN connected icon appears in the notification area.

Private DNS

Private DNS is a way to secure queries and responses between your tablet and a website when your tablet tries to get information from the website. You can configure your tablet to connect to a private host.

1. From the Network & internet screen, tap **Private DNS**.
2. Tap one of available Private DNS modes.

NOTE: If you selected **Private DNS provider hostname**, enter the hostname you want to use.

3. Tap **SAVE**.

Connected Devices

Your tablet can connect to other devices as follows.

- ▶ From the Home screen, tap  > **Connected devices** to open the Connected devices screen.

USB

Select which device will control the USB connection and the USB mode to be used during the connection.

NOTE: This menu appears only when the USB cable is connected between your tablet and another device such as a PC.

NOTE: You cannot use the AC adapter, DC In port, or charging contacts to charge the tablet at the same time the USB port is in use. The USB port is the prioritized connection and overrides other methods of charging.

1. From the Connected devices screen, tap **USB**.
2. Tap the item you want to set.

Pair new device

You can pair your tablet with other Bluetooth enabled devices via Bluetooth. For details on your tablet's Bluetooth settings, see [Bluetooth](#).

Previously connected devices

View the list of devices to which the tablet has previously connected via Bluetooth.

Connection preferences

You can see the status or configure the settings of listed devices or features.

Bluetooth

Your tablet's Bluetooth capabilities let you use wireless headsets, send and receive pictures and files, and more. For details on your tablet's Bluetooth settings, see [Bluetooth](#).

Cast

You can connect your tablet to devices that support Miracast to share displayed images via a connected Wi-Fi network.

Printing

You can print data from your tablet.

Files received via Bluetooth

You can see the transfer history of files received via Bluetooth.

Chromebook

You can see the connection status between your tablet and your Chromebook™ if you have one.

Nearby Share

Share photos, links, files, and more with a friend or family member using a compatible device nearby, by simply tapping the share button. For more information, please visit <https://support.google.com/android>.

Apps

You can configure the settings for the applications used on your tablet.

- ▶ From the Home screen, tap  > **Apps**.

Recently opened apps

Shows the list of apps which you have used recently. Through this menu you can access the App info screen and change the settings of each app.

Default apps

If you have more than one app that does the same thing, you can pick which app to use by default.

Screen time

Allows you to check screen time and set app timers to limit daily usage.

Unused apps

Displays the list of apps you have not used recently.

Special app access

This menu allows you to set the special access right for some apps.

Notifications

You can manage the notification settings on this tablet.

- ▶ From the Apps launcher, tap **Settings > Notifications**.

App settings

Allows you to activate or deactivate notifications from individual applications.

Notification history

Shows recent and snoozed notifications.

Conversations

Allows you to configure notifications for new messages in your priority conversations.

Bubbles

Set whether or not to display conversations as floating icons on top of other apps.

Device & app notifications

Allows you to control which apps and devices can access notifications.

Notifications on lock screen

Select whether to display the contents of your notifications on the locked screen.

Sensitive notifications

Set whether or not sensitive contents will be shown when the tablet is locked.

Do Not Disturb

Set to allow only selected contacts or apps to notify you based on an optional predefined schedule. See [Do Not Disturb](#).

Other notification settings

You can set other notification functions such as **Hide silent notifications in status bar**, and **Allow notification snoozing**.

Battery

Monitor your tablet's battery usage through this settings menu. View which functions are consuming your battery's charge and at what percentage. Also, shows you a message about how well your apps are using the battery. If apps use too much battery, your tablet will suggest actions you can take.

► From the Home screen, tap  > **Battery**.

Battery Usage

Shows how many hours and minutes the screen has been active since the last full charge.

Battery Saver

Allows you to control your tablet's battery usage by offering some useful setting options.

Battery Manager

Detects apps that are draining battery and allows you to restrict those apps.

WARNING: Restricted apps may not work properly and result in unwanted behavior such as delayed notifications.

Battery percentage

Set to display or not display the remaining battery percentage in status bar.

Battery Care Mode

Allows you to extend the overall life span of your tablet's battery by preventing it from being charged above 85% of capacity.

IMPORTANT: If the battery is frequently charged when it is nearly full, it will wear out faster, reducing its cycle life. Battery cycle life is significantly increased when it is only charged to 85%. When Battery Care Mode is "On", the tablet will limit its fully charged state to 85%. When Battery Care Mode is "Off", the tablet will charge the battery to 100%. Note that when Battery Care Mode is "On", it reduces the available battery time per charge. Battery Care Mode is recommended to extend the battery cycle life if you have no problem with the battery lasting throughout the day or you usually connect your tablet to a charger.

NOTE: When Battery Care Mode is On, a battery icon accompanied by a heart  will display in the Status bar. When this icon is displayed, it indicates that the battery is considered fully (100%) charged when it reaches 85% of capacity.

Customize Button

You can set what the programmable key will do for a single press, a double press, and a long press.

Assign a function to the programmable key

1. From the Home screen, tap  > **Customize button**.
2. Select **Single press**, **Double press**, or **Press and hold**.
3. Select a function or application you want to assign to the key.
 - Tap **Do nothing** if you do not want to assign any function to the key.

NOTE: When you select **Do nothing** in step 3, the **Wake up device** function below will not be available.

Wake up device

If you turn this on, a single press, a double press, or a long press on the programmable key will launch the function or application assigned to that pressing type even in sleep mode.

Storage

The Storage settings menu lets you manage the storage on your tablet and provides options for your microSD card.

1. From the Home screen, tap  > **Storage** to open the Storage screen.
2. Tap  next to **THIS DEVICE**, **SD CARD**, or other to open the pull-down menu.
 - Tap **Free up space** to see some suggestions for freeing up space in your device and portable storage.

Device storage

You can see the availability and usage details of storage on your tablet.

- ▶ From the Storage screen, select **THIS DEVICE** from the pull-down menu (if not selected) to see your internal storage information.

Portable storage

Manage your portable storage media, such as SD cards. You can see the card's size and available space, unmount or mount, view the card information and format (erase) the SD card.

1. From the Storage screen, select **SD CARD** from the pull-down menu to see your microSD card storage information.

2. Tap  to access the following options:

- **Rename** to change the name.
- **Eject** to unmount the microSD card.

NOTE: It is important to unmount the card before removing it from your tablet to avoid corrupting the data on the card.

- **Format** to format the SD card.

IMPORTANT: The formatting procedure erases all the data on the microSD card, after which the files CANNOT be retrieved. To prevent the loss of important data, please check the contents before you format the card.

Sound

The Sound settings menu lets you control your tablet's sound.

- ▶ From the Home screen, tap  > **Sound** to open the Sound screen.

Volume settings

Drag the slider to left or right as desired to adjust the **Media volume**, **Notification volume**, and **Alarm volume**.

Do Not Disturb

Sets some or all sounds and notifications to be silenced for a certain period of time you schedule.

1. From the Sound screen, tap **Do Not Disturb**.
2. Set available options if necessary.

Media

Sets to show media player in the Quick Settings panel.

Default notification sound

Select a sound for notifications.

1. From the Sound screen, tap **Default notification sound**.
2. Tap a sound in the available list.

– or –

Tap **+ Add notification** to select a sound file. After being added to the available list, tap it.

3. The sound briefly plays when selected.
4. Tap **OK** to assign the notification sound.

Default alarm sound

Select a sound for alarms. See [Default notification sound](#) for setting procedure.

Other sounds

Set your tablet's notification tones.

- Tap the on/off icon to turn on or off such items as **Screen locking sounds**, **Charging sounds**, and **Touch sounds**.

Display

Adjusting your tablet's display settings not only helps you see what you want, but it can also help increase battery life.

- ▶ From the Home screen, tap  > **Display**.

Brightness level

Manually adjust the screen brightness for the current lighting conditions by dragging the slider to left or right.

Adaptive brightness

Enable or disable Adaptive brightness. If Adaptive brightness is enabled, it will automatically adjust the brightness depending on the amount of light in your surroundings. If you adjust the brightness manually, Adaptive brightness will learn from your selection and take that into account for the future.

Lock screen

You can configure the lock screen display settings.

Screen timeout

Select the delay time before the screen automatically turns off.

Dark theme

See [Dark theme](#).

Font size

Choose the font size on the screen.

Display size

Adjust the display size by dragging the slider to left or right.

Night Light

Tints your screen amber and allows you to schedule the time when to turn on or off.

Glove touch mode

When Glove touch mode is turned ON, the tablet increases the sensitivity of the screen in order to improve touch detection through glove materials.

NOTE: Depending on the thickness and material of your glove, you may be unable to operate the touch screen even with this mode ON.

Auto-rotate screen

Your tablet is capable of automatically changing the orientation of some onscreen content. With this feature, you can view the screen in either portrait or landscape orientation by turning the tablet sideways.

Screen saver

You can select a screen saver for your tablet.

Tap to wake

This function allows you to turn the screen on by simply double tapping your tablet's screen.

NOTE: Even if Glove touch mode is ON, this function cannot be used while you are wearing gloves.

Wallpaper

Select and assign your tablet's background wallpaper. See [Change the wallpaper](#).

Accessibility

The Accessibility menu lets you enable and manage accessibility-related applications.

- ▶ From the Home screen, tap  > **Accessibility** to open the Accessibility screen.

NOTE: After selecting each Accessibility menu, scroll down to find information about the feature and read it carefully before turning on the feature.

Accessibility menu

Provides a large onscreen menu to control your tablet.

1. From the Accessibility screen, tap **Accessibility Menu**.
2. To turn it on, tap the **Accessibility Menu shortcut** on/off icon, read the confirmation message, and tap **ALLOW > GOT IT**.
 - Tap **Accessibility Menu shortcut** to change the shortcut item.
 - Tap **Settings** to configure its settings.

Select to Speak

Select to Speak reads aloud any text that you can tap on such as documents, emails, text on websites and text labels throughout the device interface.

1. From the Accessibility screen, tap **Select to Speak**.
2. To turn it on, tap the **Select to Speak shortcut** on/off icon, read the confirmation message, and tap **ALLOW > GOT IT**.
3. Tap  and then tap the item you want to be read out. To hear multiple items, drag your finger across the screen. Tap  if you want to hear everything on the screen.
 - Tap **Select to Speak shortcut** to change the shortcut item.
 - Tap **Settings** to configure its settings.

Switch Access

Switch Access allows you to interact with your tablet using one or more switches instead of the touchscreen. Switch Access can be helpful if you cannot interact directly with the device. Use switches to select items, scroll, type, and more.

1. From the Accessibility screen, tap **Switch Access**.
2. To turn it on, tap the **Use Switch Access** on/off icon, read the confirmation message, and tap **ALLOW**.
3. The setup guide automatically shows up, then follow the onscreen instructions to finish set up.
4. Tap the **Switch Access shortcut** on/off icon, read the confirmation message, and tap **GOT IT**.
 - Tap **Switch Access shortcut** to change the shortcut item.
 - Tap **Settings** to configure its settings.

TalkBack

TalkBack provides spoken feedback to help visually impaired users.

NOTE: When TalkBack is turned on, you need to take different actions to operate the touchscreen. When you tap on an item, a green outline appears. Then, double tap the item to select it. To slide the screen, slide with two fingers instead of one.

1. From the Accessibility screen, tap **TalkBack**.
2. To turn it on, **Use TalkBack** on/off icon.
3. The first time you activate the feature, a series of informational screens may be shown. Tap on **Next** to outline the button, then double tap it to proceed to the next page. When you select **Finish** in the same manner on the last screen, the TalkBack feature will be set to on.
4. To turn TalkBack off, tap the **Use TalkBack** on/off icon, double tap it, tap **STOP**, then double tap it.

– or –

Press and hold both volume keys for a few seconds when the **TalkBack shortcut** is turned on with the **Hold volume keys** option enabled (default).

– or –

Tap  and double tap it when the **TalkBack shortcut** is turned on with the **Tap accessibility button** option enabled.

- Tap **TalkBack shortcut** to change the shortcut item.
- Tap **Settings** to configure its settings.

Text and display

- ▶ From the Accessibility screen, tap **Text and display** to open the Text and display screen.

Font size

Adjust the font size on the screen.

1. From the Accessibility screen, tap **Font size**.
2. Drag the slider left or right to adjust the font size.

Display size

Adjust the display size on the screen.

1. From the Accessibility screen, tap **Display size**.
2. Drag the slider left or right to adjust the display size.

Bold text

Changes to bold font to improve visibility.

Color correction

Allows you to select a correction mode to adjust the color of the screen to suit your preference.

1. From the Accessibility screen, tap **Color correction**.
2. To turn it on, tap **Use color correction** on/off icon.
3. Tap the desired correction mode.
4. Tap the **Color correction shortcut** on/off icon, read the confirmation message, and tap **GOT IT**.
 - Tap **Color correction shortcut** to change the shortcut item.

Color inversion

Allows you to exchange the colors of the items on the screen. Light areas will appear dark and dark areas appear light. For example, black text on a white screen becomes white text on a black screen.

1. From the Accessibility screen, tap **Color inversion**.
2. To turn it on, tap the **Use color inversion** on/off icon.
3. Tap the **Color inversion shortcut** on/off icon, read the confirmation message, and tap **GOT IT**.
 - Tap **Color inversion shortcut** to change the shortcut item.

Remove animations

Removes animations, for example, screens will no longer fade in and out when transitioning from one app to another.

Large mouse pointer

Enlarges the size of the mouse pointer to make it easier to see.

High contrast text

Changes the color of all on-screen text to either dark or light to make it easier to read. The specific text color shown will depend on the original text color.

Extra dim

Dims your screen beyond your tablet's typical minimum brightness level in order to be more comfortable to read.

1. From the Accessibility screen, tap **Extra dim**.
2. To turn it on, tap the **Make screen extra dim** on/off icon.
3. Drag the intensity slider left or right to adjust the light dimmer or brighter.
4. Tap the **Keep on after device restarts** on/off icon to maintain this setting even after restarting the tablet.
5. Tap the **Extra dim shortcut** on/off icon, read the confirmation message and tap **GOT IT**.
 - Tap **Extra dim shortcut** to change the shortcut item.

Dark theme

Allows you to make your tablet's background darker. Some of the possible benefits of the dark theme include conserving battery power, reducing eye strain, and facilitating use in low-light environments.

1. From the Accessibility screen, tap **Dark theme**.
2. To turn it on, tap the **Use Dark theme** on/off icon.
3. Tap **Schedule** to set to switch the Dark theme on or off automatically based on a schedule. The following options are available:
 - **None** to turn it on or off manually.
 - **Turns on at custom time** to set a **Start time** and an **End time** to suit your needs.
 - **Turns on from sunset to sunrise** to turn it on every night.

Magnification

Allows you to zoom the screen in and out by tapping, long pressing, pinching, or dragging with two fingers.

1. From the Accessibility screen, tap **Magnification**.
2. To turn it on, tap the **Magnification shortcut** on/off icon, read the confirmation message, and tap **GOT IT**.
 - Tap **Magnification shortcut** to change the shortcut item.
 - Tap **Magnification type** to switch between full and partial screen to magnify.

Timing controls

- ▶ From the Accessibility screen, tap **Timing controls** to open the Timing controls screen.

Touch & hold delay

Set the length of delay to be used in the touch and hold operation.

1. From the Accessibility screen, tap **Touch & hold delay**.
2. Select your desired setting.

Time to take action (Accessibility timeout)

Choose how long to show messages asking you to take action.

1. From the Accessibility screen, tap **Time to take action (Accessibility timeout)**.
2. Select your desired setting.

NOTE: This setting does not apply in all apps.

Autoclick (dwell timing)

You can set the cursor to take action automatically when the cursor stops moving for a certain amount of time if you are using a mouse.

1. From the Accessibility screen, tap **Autoclick (dwell timing)**.
2. Select your desired setting.
 - When you select **Custom**, tap the **—** or **+** icon at each end of the slider to set the delay time longer or shorter.

System controls

- ▶ From the Accessibility screen, tap **System controls** to open the System controls screen.

System navigation

Configure the system navigation options for your tablet, such as how to display your Home screen.

1. From the System controls screen, tap **System navigation**.
2. Select **Gesture navigation** or **3-button navigation**.
 - Tap  to set **Digital assistant** and **Back Sensitivity** for **Gesture navigation**.

One-handed mode

Shrinks the screen size and allows you to use your tablet with just one thumb.

NOTE: To use this feature, make sure that **Gesture navigation** is turned on in System navigation settings. See [System navigation](#).

1. From the System controls screen, tap **One-handed mode**.
2. To turn it on, tap the **Use one-handed mode** on/off icon.
3. Swipe down from the bottom edge of the screen to use the one-handed mode.
4. Tap the **One-handed mode shortcut** on/off icon, read the confirmation message, and tap **GOT IT**.
 - Select which action you want to take by using the shortcut, **Pull screen into reach** or **Show notifications**.
 - Tap **One-handed mode shortcut** to change the shortcut item.

Auto-rotate screen

Set whether or not to rotate the screen automatically when you change your tablet's orientation.

NOTE: In some apps or menus, the screen may not rotate regardless of this setting.

Caption preferences

You can customize the language and the style of the displayed captions.

1. From the Accessibility screen, tap **Caption preferences**.
2. Tap the **Show captions** on/off icon to turn it on.
3. Configure the settings under **Caption size and style** and **More options** according to your needs.

Audio adjustment

- ▶ From the Accessibility screen, tap **Audio adjustment**.

Mono audio

Set the audio output to mono when playing audio.

Audio balance

Adjust the audio balance by using the on-screen slider and by hearing a sound clip which will play when you tap on the slider.

Accessibility shortcuts

- ▶ From the Accessibility screen, tap **Accessibility shortcuts** to open the Accessibility shortcuts screen.

Accessibility button

Allows you to quickly access accessibility features from any screen.

1. From the Accessibility shortcuts screen, tap **Accessibility button**.
2. Configure the following settings:
 - **Location** to select **Floating over other apps** or **Navigation bar**.
 - **Size** to select **Small** or **Large**.
 - **Fade when not in use** to set the button to become dim when not in use.
 - **Transparency when not in use** to adjust the degree of the transparency of the button when not in use.

Shortcut from lock screen

Set this on to allow the volume key shortcut to turn on the accessibility feature from the lock screen.

Text-to-speech output

Your tablet can convert text into speech in certain downloaded applications. You may select the language you hear or adjust its speed.

1. From the Accessibility screen, tap **Text-to-speech output**.
– or –
From the Home screen, tap  > **System** > **Languages & input** > **Text-to-speech output**.
2. Set **Preferred engine**, **Language**, **Speech rate** and **Pitch**.
 - **PLAY**: Play a short demonstration of the set speech synthesis.
 - **RESET**: Reset both Speech rate and Pitch to default.
 - Tap  to configure its settings if necessary.

Security

The security settings menu lets you set encryption options, password visibility, administrator settings, and credential storage options.

- ▶ From the Home screen, tap  > **Security** to open the Security screen.

Security status

Shows you the status of your security apps.

Screen lock

Allows you to lock your tablet's screen and enhance the security feature through various options.

- ▶ From the Security screen, tap **Screen lock**.

IMPORTANT: Highest security level protection (password protection) and frequent change of password are recommended to protect your tablet and data from unauthorized access.

NOTE: When you change the screen lock option, you may be asked to choose how you want notifications to show on the lock screen depending on the previous screen lock settings. In that case, follow the onscreen instructions.

- **None:** There is no security.
- **Swipe:** There is no security using the Swipe option.
- **Pattern:** There is medium security using a Pattern. Follow the onscreen instructions to set.
- **Lock No.:** There is medium to high security using a number of 4 or more digits. Follow the onscreen instructions to set.
- **Password:** There is high security using a strong password. Follow the onscreen instructions to set.

Screen lock settings

You can increase the security of your tablet by creating a screen lock.

NOTE: This menu will not be displayed when **None** or **Swipe** is selected. The available settings menus may vary depending on the screen lock option you have selected.

- ▶ From the Security screen, tap  next to **Screen lock**.

Make pattern visible

You can hide the trace of your pattern as you draw it. This setting appears only when you set Screen lock type to Pattern.

Lock after screen timeout

Sets the time delay to activate the screen lock feature after the device enters sleep mode. This setting is available only when you have enabled one of the lock settings.

Power button instantly locks

Activates the screen lock feature by pressing the Power key. This setting appears only when you set one of the lock settings.

Smart Lock

You can automatically unlock your tablet without using your Lock No., Pattern, or Password.

Device admin apps

You can enable or disable the authority of certain applications to be a device administrator. If disabled, you will typically lose some functionality in those applications, such as the ability to sync new email or calendar events with your tablet.

Encryption & credentials

You can view the credentials stored in the tablet, remove them, or install other credentials from SD card.

NOTE: The system data stored in the internal storage of this tablet are encrypted as default in order to protect the device data.

Trust agents

Manages trust agents for features like Smart Lock.

App pinning

Turn on to keep your current app in view on your tablet.

Privacy

You can access and adjust all your privacy preferences from this menu.

► From the Home screen, tap  > **Privacy**.

Privacy dashboard

Shows which apps have used permissions recently.

Permission manager

Shows a list of permission types and which apps have or do not have that permission. You can change an app's permission setting through this menu. See [Permission](#).

Show passwords

Set whether or not to briefly display the numbers or letters as you are entering a PIN or Password.

Notifications on lock screen

Select whether to display the contents of your notifications on the locked screen.

Show clipboard access

Notifies you when apps access contents you have copied, such as text or images.

Autofill service from Google

Lets you fill in passwords, addresses, and other information from your Google Account with a single tap.

Google location history

Launches the location history settings in your Google account, so that you can modify them.

Activity controls

Launches the activity controls within your Google account, so that you choose whether or not it will save your activity on Google sites and apps.

Ads

Allows you to control Ad behavior and to avoid being targeted by ads based on your activity on your tablet.

Usage & diagnostics

Control whether or not your tablet automatically sends diagnostic, device, and app usage data to Google.

Location

The Location services settings menu lets you decide whether to allow your tablet to collect and use your tablet's location information. Some apps may require location services be turned on for full functionality.

IMPORTANT: Your wireless device can determine its (and your) physical, geographical location ("Location Information") and can associate Location Information with other data. Additionally, certain applications, services and programs are capable of accessing, collecting, storing and using Location Information and disclosing Location Information to others. You should use caution when determining whether or not Location Information should be made available to others and you should review any applicable third party privacy policies before providing access.

- ▶ From the Home screen, tap  > **Location** to open the Location screen.

Use location

Tap the on/off icon to turn location on or off.

Recent access

Shows the list of apps which have recently requested access to your location information.

App location permissions

For each app installed on your tablet, you can select whether or not the app can access the tablet's location information.

Location services

Manage your tablet's location-based services provided by Google.

- ▶ From the Location screen, tap **Location services**.

Emergency Location Service

See [Emergency Location Service](#).

Wi-Fi scanning/Bluetooth scanning

You can let your tablet scan for nearby Wi-Fi networks or Bluetooth devices in order to help apps and services get better location information.

You can also access other Google Location menus such as **Google Location Accuracy**, **Google Location History™**, and **Google Location Sharing**.

For more information about Google Location Services, visit <https://support.google.com/android/location>.

Safety & Emergency

Use this feature to save and share your emergency information.

- ▶ From the Apps launcher, tap **Settings > Safety & emergency** to open the Safety & emergency screen

Emergency information

Registering emergency information might help rescue workers, such as paramedics, police, and hospital personnel, identify your primary contact or special medical needs you might have in case of emergency.

1. From the Safety & emergency screen, tap **OPEN EMERGENCY INFORMATION** or **Emergency information**.
2. Add or edit your emergency information.
 - Tap **Add information** to enter/edit your personal data, such as **Name**, **Address**, **Blood type**, and **Allergies**.
 - Tap **Add contact** to register your emergency contacts.
 - Tap  > **Clear all** to remove all registered information and contacts.

Emergency Location Service

When the Emergency Location Service (ELS) feature is activated, your device will automatically send your location to emergency responders when you text an emergency number.

1. From the Safety & emergency screen, tap **Emergency Location Service**.
2. Tap the **Use Emergency Location Service** on/off icon to turn it on or off.

Password & Accounts

Add and manage all your email, social networking, and picture and video sharing accounts and save and manage your passwords.

- ▶ From the Apps launcher, tap **Settings > Password & accounts** to open the Password & accounts screen.

Passwords

You can manage and protect your passwords you saved in your Google Account by using Google Password Manager.

- ▶ From the Password & accounts screen, tap **Google** under **Passwords** and choose your Google account.

For more information about Google Password Manager, visit <https://support.google.com/android/password>.

Autofill service

You can fill in passwords, addresses, and other information saved to your Google Account with a single tap.

Set up a new account

1. From the Password & accounts screen, tap **Add account**.
2. Tap an account type such as **Google**.
3. Follow the onscreen instructions to set up an account.
 - Depending on the account type, you may need to enter an email address or user address, password, domain name, or other information. For corporate accounts, contact your server administrator to determine what information you will need.

Manage existing accounts

- ▶ From the Password & accounts screen, tap the existing accounts.

NOTE: Available settings menus may vary according to the account type.

- Tap **Account sync** to turn auto-sync on or off for each app in the list.
- Tap **REMOVE ACCOUNT** to delete the account from your tablet.

Automatically sync app data

Set whether or not to sync the data in your tablet with the data stored on the Web.

Digital Wellbeing & Parental Controls

You can find some useful menus to create healthy and effective digital habits for you and your family. It shows how you use your tablet and how often you check it and offers some measures to help you to disconnect from the tablet or focus on what's in front of you by minimizing distractions.

- ▶ From the Home screen, tap  > **Digital Wellbeing & parental controls** to open the Digital Wellbeing & parental controls screen.

Your Digital Wellbeing tools

Get a daily view of your digital habits, such as how frequently you use different apps, how many notifications you receive, or how often you check your tablet or unlock your device.

Dashboard

You can set daily timers to limit your use of each app.

1. From the Digital Wellbeing & parental controls screen, tap **Dashboard**.
2. Tap  next to the app you want to limit.
 - If you don't find it right away, tap **Show all [xx] apps** ([xx] is the total number of apps).
3. Choose how much time you can spend in that app, then tap **OK**.

Bedtime mode

This function allows you to silence your tablet and fade your screen to grayscale based on your set bedtime schedule.

Focus mode

Focus mode lets you pause distracting apps with a single tap so you can better focus your attention. You can also set a schedule to turn on Focus mode automatically and reduce distractions while you're at work, school, or home.

Manage notifications

Configure notification settings for individual apps.

Do Not Disturb

See [Do Not Disturb](#).

Heads Up

If you're walking while using your tablet, the tablet warns you to stop using your tablet and focus on what's around you.

Show icon in the app list

To find Digital Wellbeing on the Apps launcher as an app, turn this on.

Parental controls

You can manage a child's account by setting the content restrictions or supervising their tablet remotely with the Family Link™ app. For more information, please visit <https://support.google.com/families>.

Google

You can see your Google Account and a variety of information, such as security, personalization, and other topics related to Google services.

- ▶ From the Home screen, tap  > **Google**.
 - Tap  to display the option menu.
 - Tap  to display the help menu.

System

You can configure the settings for languages, time, and backup.

- ▶ From the Home screen, tap  > **System** to open the System screen.

Languages & input

The language and input settings let you select a language for the tablet's menus and keyboards, select and configure keyboard settings, configure speech input settings, and more. For details, see [Enter Text](#).

- ▶ From the System screen, tap **Languages & input**.

Languages

You can set a language to use on your tablet by selecting from the onscreen languages.

On-screen keyboard

You can select on-screen keyboards to be used and change their settings.

Physical keyboard

You can configure the settings for using a physical keyboard with your tablet.

Spell checker

This feature allows you to spell check text as you type it.

Personal dictionary

See [Add a word to the user dictionary](#).

Pointer speed

You can set the pointer speed of a mouse being used with your tablet.

Text-to-speech output

See [Text-to-speech output](#).

Gestures

This menu allows you to interact with your tablet using gestures.

- ▶ From the System screen, tap **Gestures**.

Quickly open camera

You can open the camera app by pressing the Power key twice when this function is set to on.

System navigation

See [System navigation](#).

One-handed mode

See [One-handed mode](#).

Date & time

Use the Date & time settings menu either to automatically use the network-provided date and time or manually set these values, as well as select time and date format options.

1. From the System screen, tap **Date & time**.
2. Tap **Set time automatically** to turn off if necessary.
 - If set to on, you cannot set the date or time values manually.
3. Tap **Time zone**. Tap **Region**, select a region from the onscreen list, and then select a time zone if necessary.
4. Tap **Date**. Tap the date on the onscreen calendar and tap **OK**.
5. Tap **Time**. Adjust the hour and minute by using the onscreen clock and tap **AM** or **PM**. Tap **OK** when finished.
6. Tap **Use locale default** to turn off if you do not want to use locale default.
7. Tap **Use 24-hour format** to turn on to use the 24-hour format or turn it off to use 12-hour format.

Auto power on/off

Use an automatic power on/off feature that helps you to schedule the time for turning off your tablet and then turning it on at a certain time.

1. From the System screen, tap **Auto power on/off**.
2. Tap the on/off icon for the **Power on** or **Power off** time to turn it on.
3. Tap the current set time. Adjust the hour and minute by using the onscreen clock and tap **AM** or **PM**. Tap **OK** when finished.
4. Set the days to use Auto power on/off function.

Backup

Back up your tablet's data and settings with Google One™. Google Account is required.

- ▶ From the System screen, tap **Backup**.
 - To turn on the automatic backup function, tap the on/off icon next to **Backup by Google One**.

NOTE: To back up your pictures and videos, tap **Photos & videos** under **Backup details** and tap the on/off icon next to **Back up & sync** to turn it on.

- To see backup storage details of your account or access Google One screen, tap **Manage storage**.

For more information on Google One, please visit <https://one.google.com>.

System updates

You can check for available software updates of your tablet.

Reset options

Some or all of the data in your tablet's internal storage will be reset to default.

- ▶ From the System screen, tap **Reset options** to open the Reset options screen.

Reset Wi-Fi & Bluetooth

1. From the Reset options screen, tap **Reset Wi-Fi & Bluetooth**.
2. Follow the onscreen instructions.

Reset app preferences

1. From the Reset options screen, tap **Reset app preferences**.
2. Follow the onscreen instructions.

Erase all data (factory reset)

All the data in your tablet's internal storage will be reset to default.

TIP: Before performing a factory data reset on your tablet, you may want to unmount the microSD card to avoid losing any data you may have stored on it. To unmount the SD card, from the Home screen, tap  > **Storage > THIS DEVICE > SD CARD**, then tap  > **Eject**.

1. From the Reset options screen, tap **Erase all data (factory reset)**.
2. Read the factory data reset information and tap **Erase all data**.
3. Enter your Lock No. (PIN), Password, or Pattern if required.
4. Tap **Erase all data**. Your tablet will power down and reset itself, which may take up to 10 minutes.

NOTE: Deleted data **CANNOT** be retrieved.

About Tablet

The About tablet menu lets you access important tablet information including device name, legal information, IP address, and more.

- ▶ From the Home screen, tap  > **About tablet**.

Legal information

Shows legal information on the screen.

- ▶ From the About tablet screen, tap **Legal information**.

Contact Us

You can quickly access useful information for your tablet by visiting the URLs below.

Find out more about Kyocera:

<https://kyoceramobile.com/>

Support & Registration:

<https://kyoceramobile.com/support/phone/>

Learn about our white glove service for businesses:

<https://kyoceramobile.com/business/business-select/>

Find accessories:

<https://kyoceramobile.com/accessories/>

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