

QUICK START GUIDE



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FCC Radiation Exposure Statement:

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. End user must follow the specific operating instructions for satisfying RF exposure compliance. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter. The portable device is designed to meet the requirements for exposure to radio waves established by the Federal Communications Commission (USA). These requirements set a SAR limit of 1.6 W/kg averaged over one gram of tissue. The highest SAR value reported under this standard during product certification for use when properly worn on the body.

Caution: Use of controls or adjustments or performance of procedures other than those specified may result in hazardous radiation exposure.

FCC Warning Statement

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

Tablet features

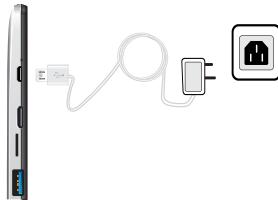


- 1 Power button**
Press once to turn on, to sleep mode and wake up from sleep mode.
Press and hold for about 10 seconds to force it shut down.
- 2 Volume button**
Adjusts the device's volume
- 3 Speaker**
Two horn provide High-quality of sound place left and right on back
- 4 Main camera**
Main camera in back, can take photographs or videos.
- 5 Ambient light sensor**
The ambient light sensor detects the amount of ambient light in your environment. It allows the system to automatically adjust the brightness of the display depending on the ambient light condition.
- 6 Camera indicator**
The camera indicator lights up when the built-in camera is in use.
- 7 Front camera**
Can take photographs or videos.
- 8 Microphone**
The built-in microphone can be used for video conferencing, voice narrations, or simple audio recording.
- 9 Micro USB port**
Charge or supply power to your Tablet PC.
- 10 HDMI port**
This port is HDCP compliant for HD DVD, Blu-ray, and other protected content playback.
- 11 Micro card slot**
Built-in memory card reader slot that supports microSD, microSDHC, and microSDXC card formats.
- 12 USB 3.0 port**
SuperSpeed for data transmission up to 5 Gbit/s, compatible to keyboard, mouse, and other peripheral equipment connect
- 13 USB 2.0 port**
Can be used to connect the keyboard, mouse, and other peripheral equipment.
- 14 Headphone output/Microphone input combo jack port**
This port allows you to connect your tablet to amplified speakers or headphones. You can also use this port to connect your Tablet to an external microphone.
- 15 Touch screen panel**
This high-definition touch screen panel provides excellent viewing features for photos, videos, and other multimedia files on your Tablet. It also allows you to operate your Tablet using touch gestures.
NOTE: To know more about using touch screen gestures when operating your Tablet, refer to the Using the section in this manual.
- 16 Windows® button**
Press this button to go back to Start screen. If you are already in the Start screen, press this button to go back to the last app you opened.
- 17 The Electromagnetic Pen**

The basics

Before you start

1. Connect the plug to the power supply, and plug the power cord into a wall outlet or power strip.
2. Connect the power connector to the charging port on Tablet.
A light appears at the side of the MicroUSB port when Tablet PC is getting power.
5. Press and release the Power button (on the top left edge).
Tablet PC turns on and setup begins.



Start screen

Start is the heart of your Tablet—it's where you open apps, see what your friends are doing, and get to your favorite websites.

The tiles on Start show info, such as new email messages and the next appointment on your calendar.

To go to Start:

Touch. Press ■ below the touchscreen, or swipe in from the right edge of the screen and tap Start.

Keyboard. Press the Windows logo key ■ on your keyboard.

Mouse. Click the Start button ■ in the lower-left corner of the screen.



Open apps

Touch or mouse. Tap or click an app tile on the Start screen.

Keyboard. Go to Start and type an app name (such as Word or SkyDrive).

You can see all your apps by swiping up from the center of the Start screen.



Switch between open apps

You can switch between open apps by swiping in from the left edge of the screen. You can keep swiping, and each time you'll switch to another app.

More about this in the Use apps and programs section.

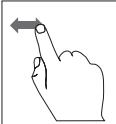
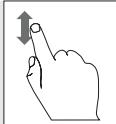
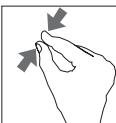
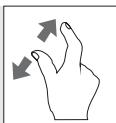
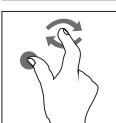
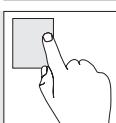
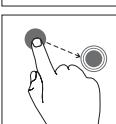
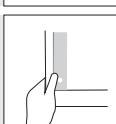
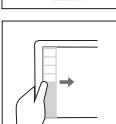
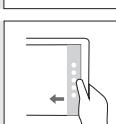
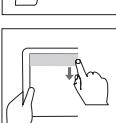
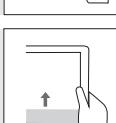


App commands: Where are they?

Swipe up from the bottom edge of the screen, or down from the top edge.

Gestures for the tablet and touchpad

Gestures allow you to launch programs and access the settings of your tablet PC. Refer to the following illustrations when using hand gestures on your tablet and touchpad.

	[Click] Can simulate click the left mouse button allows you to access other information.		[Docking] Long hold touch screen with your fingers to open more options menu.
	[Horizontal scrolling] drag from the left or the right edge to shuffle your running apps.		[Vertical scrolling] drag from the top or the bottom edge to shuffle your running apps.
	[Narrow] Will two fingers together to narrow the active window view, can reduce screen content.		[amplification] Separate two fingers to enlarge the view of active window, can enlarge the screen content.
	[rotating] Can use two fingers rotate content. Keep a finger or thumb motionless, with another finger to the right or the left side of the arc to rotate the content		[Expand marquee] Hold the blanks after drag, can select the screen content.
	[Move the icon] Hold the icon after drag, can drag icon to move to a new position or into other programs for target operation.		Left corner click the mouse on the screen will display the system begins to the main page.
	The mouse from the left side of the screen light sweep or place the mouse pointer on the upper left screen display recently used applications		The mouse from the bottom right side of the screen sweep gently or put the mouse pointer at the bottom right hand corner screen Charm and system commands.
	The mouse light sweep down from the top side of the screen edge can be closed or stopped recently used applications.		The mouse sweep gently upward from the bottom side of the screen edge can display applications.

Get Started

Power states: On, off, standby, and restart.

On Press and release the power button. If nothing appears when you press the power button, your device may need to be recharged. Connect the power supply and press the power button again.

Sleep Open the Settings charm, tap Power.

Off Press and release the power button the device from on goes to sleep, saving power but ready to resume quickly.

Restart Open the Settings charm, tap Power.

Sleep, wake, and lock

Sleep is a power-saving state that allows device to quickly resume when you want to start working again.

Lock

To lock device, do any of the following:
Press the power button or close the cover.
Tap your name in the upper-right corner of the Start screen, and then tap Lock.



Wake and unlock

To wake up devices, do one of the following:
Press the power button.
Tap the Windows logo  below the touchscreen.

Power adapter information:

Input Voltage: 100-240Vac

Input frequency: 50- 60Hz

Rating output voltage and current: 5V==2A

Charms

No matter where you are, the charms help you do the things you do most often—like search, share, print, and change settings. Here's how to open the charms:

- Touch. Swipe in from the right edge, and then tap the one you want.
- Mouse. Move your pointer into the upper-right or lower-right corner, and then move it up or down and click the one you want.
- Typing Cover. Press a charm key from the top row.

Here's what you can do with the charms

 Search.	You can use the Search charm (+S) to find things on Surface, SkyDrive, in apps, and on the web. For more info, see How to search in this guide.
 Share.	When you're in an app, you can use the Share charm (+H) to share files, photos, or webpages. For more info, see Share photos, links, and more in this guide
 Start.	The Start charm () takes you to the Start screen. Or if you're already on Start, it takes you to the last app you were using.
 Devices.	Use the Devices charm (+K) to play, project, and print to devices. For more info, see Connect devices in this guide.
 Settings.	Use the Setting charm (+I) to change your Surface settings, or if you're in an app, you can get to settings for that app. For more info, see Change your settings in this guide.

Change your settings

PC Settings

Most of the settings that you'll want to change can be found in PC settings.

To open PC settings:

1. Open the Settings charm. Some PC settings appear in the lower-right corner (see picture).
2. For more settings, tap or click Change PC settings.
3. Tap or click a category. For example, tap PC and devices to add a device, or Accounts to change account settings. If you can't find a setting, you can use Search



NOTE: From the desktop, Open the Settings charm and then tap or click Control Panel.

Connect to a Wi-Fi network

1. Open the Settings charm, then tap or click the wireless network icon ().
2. Tap or click a network name and then choose Connect. (If you want to connect to this network every time it's in range, select Connect automatically.)
3. If prompted, type your network security key (network password), and then tap or click Next. If you need help finding your wireless network password,
4. Choose whether or not you want to connect to other PCs and devices on the network. Choose No if you're connecting to a network in a public place like a cafe.

Disconnect from a Wi-Fi network

1. Open the Settings charm, then tap or click the wireless network icon ().
2. Tap or click the network with a Connected status, then choose Disconnect.

The familiar desktop

After introducing all this new stuff, here's something familiar: The Windows desktop—with its taskbar, folders, and icons—is still here, with a new taskbar and streamlined file management.

To get to the desktop:

From Start, tap Desktop (it's a tile).
Click the Start button  in the lower-left corner of the screen.
Press Windows logo key  +D.



The desktop is where you'll go to run desktop apps, like Office, and use Control Panel or File Explorer (formerly called Windows Explorer).
To open Control Panel and more: Right-click the Start button  in the lower-left corner of the screen.

Make it yours.

You can make Tablet reflect who you are and what you care about. You can rearrange the Start screen however you like, and choose the colors and pictures that reflect your personal style.

Manually adjust screen brightness

Open the Settings charm, tap or click Screen, and then move the slider to adjust the brightness.
Note: A brighter screen uses more power.

Automatically adjust screen brightness

Open the Settings charm, tap or click Change PC Settings > PC and devices > Power and sleep > Adjust my screen brightness automatically.

Choose when the screen turns off

If you don't use Tablet for five minutes, the screen turns off. If you want to change this setting, see Change when the screen turns off, dims, or sleeps earlier in this section.

Landscape or portrait

When you rotate Tablet, the screen content changes to the new orientation. This way you can use landscape for webpages and portrait for reading a book.

Lock the screen orientation

If you don't want the screen content to rotate, you can lock the screen orientation. Here's how:

1. Rotate Tablet the way you want it.
2. Open the Settings charm, and then tap or click Screen.
3. Tap the Screen rotation icon .

(If this doesn't work, remove or fold back the Typing Cover and try the steps again.)
When rotation is locked, a lock appears on the Screen icon .

Find more display settings

Open the Settings charm, tap or click Change PC Settings > PC and devices > Display.
You can also use search to find more display settings.

Copy and paste using touch

Here's how to copy and paste text using touch:

1. **Select text.** Tap a word, then drag either circle to extend the text selection.
2. **Copy.** Press and hold the selection for a couple seconds, and then let go and tap Copy.
3. **Paste.** Move to where you want to paste the text. Press and hold a couple seconds, then let go and tap Paste.

On-screen keyboard

Tablet has an on-screen, touch keyboard that appears when you need it.

Show the on-screen keyboard

1. Fold back the Cover or remove it.
 2. Tap the screen in a place where text can be entered and the on-screen keyboard should appear. If you're in the desktop, tap the keyboard icon on the desktop taskbar (lower-right corner) to open the on-screen keyboard.
- To manually open the on-screen keyboard (without tapping an area where you can type): Open the Settings charm, tap or click Keyboard > Touch keyboard and handwriting panel.



To close the on-screen keyboard:

Tap an area where text can't be typed or tap the keyboard button , and then the close keyboard button

Change on-screen keyboard settings

Open the Settings charm, tap or click Change PC settings > PC and devices > Typing > Touch keyboard .

Adjust the volume

Volume rocker. Use the volume rocker.

Start screen. Open the Settings charm, then tap the sound icon and adjust the slider.

Desktop. Tap the sound icon on the desktop taskbar (lower-right corner) and adjust the slider.

Audio accessories. Headphones, external speakers, and other accessories may have their own volume control.

Apps. Some apps have a volume control.

Tips

To quickly pause audio in an app from the Windows Store , press the volume rocker and then tap the on screen pause button.

To mute audio, press the mute key on Touch Cover.

Add audio accessories

The headset jack works for both audio output and microphone input. You can plug headphones or a headset with a microphone into the headset jack or the USB port.
For bigger sound, connect external speakers to the headset jack or USB port, or wirelessly connect speakers using Bluetooth technology.

How do I set the default audio device?

You can switch between different audio devices, such as speakers and headphones. Here's how:

1. Open the Search charm, type manage audio devices, and then choose Manage audio devices from the search results.
2. Tap or click the device you want to use for playback, tap Set Default, and then choose OK.

How can I record audio?

You can use the Sound Recorder app to record audio. Snap this app alongside another app, so you can continue working while you're recording.
To open the Sound Recorder app: Swipe up from the center of the Start screen and then tap Sound Recorder.
(There's also a desktop app called Sound Recorder. If you want to use this app, search for Sound Recorder.)

How do I change which sounds play?

You can choose which sounds play for notifications and system events (for example, the sound that plays when you get a new message). Here's how:

1. Open the Search charm, tap the down arrow, and then tap Settings.
2. Tap the search box, type sound, and then choose Change system sounds from the search results.

Find and open apps

Like the Start button in previous versions of Windows, the Start screen is where you go to start apps. Tablet can run two types of apps:

Windows Store apps—such as Music, Mail, and Weather.
Desktop apps—such as Notepad and Office (sold separately).

To find an app or program on your Tablet:

Apps view.

Swipe up from the center of the Start screen (or click on the lower-left of Start). A list of apps appears. Type an app name or scroll to see all your apps.



Use Search.
Open the Search charm, and type an app name like Skype or Outlook.

If you don't see the app or program you want, look in the Windows Store.
You can also start desktop apps from the desktop. You can create shortcuts for desktop apps or pin the desktop apps that you frequently use to the taskbar.

Switch between open apps

If you want to keep your apps full screen, you can quickly switch between open apps. Here's how:

Switch back to a previous app

Touch. Swipe in from the left edge of the screen.
Mouse. Move the mouse pointer into the upper-left corner of the screen, and then click.
Keyboard. Press Alt+Tab.



Switch to a specific app

Touch. Swipe in from the left edge, and with your finger still on the screen, move it back toward the left edge. Tap the app you want.
Mouse. Move the mouse pointer into the upper-left corner, and then move it straight down. You'll see the apps you recently used. Click the app you want.



Keyboard. Hold down the Alt key and press the Tab key repeatedly to switch between apps. When you get to the app you want, let go.



Use apps together (side by side)



Here's how to arrange two apps side-by-side:

1. Open each of the apps you want to use.
2. Open the recently used app list (swipe in from the left edge, and with your finger still on the screen, move it back toward the left edge).
3. Drag an app from the app list until the current app changes size, then let go of the app.
4. To adjust the size of the apps, drag the bar between the apps.

If you want to change one of the apps, go to Start or the Apps view and tap or click an app. It'll appear on top of the first two apps. Tap or click the left or right side of the screen.

An account is created on Tablet PC.

For the best experience, we recommend using a Microsoft account. You can use your existing Microsoft account, or setup can create one for you.

- What is a Microsoft account? A Microsoft account is an email address and password that you'll use to sign in to Surface. If you've used Microsoft services in the past—like Xbox, Hotmail, Outlook.com, SkyDrive, Messenger, Skype, or Windows Phone—you already have a Microsoft account (it's the email address you use to sign in). If you don't have a Microsoft account, setup can create one for you using any email address.
- More than one Microsoft account? If you have more than one Microsoft account, you'll need to choose one for your Tablet PC.



Once setup is complete, you can join a network domain, workgroup, or homegroup. To learn more about accounts, see Accounts and sign in.

Manage accounts

There are two places you can manage user accounts:

PC Settings. Open the Settings charm, tap or click Change PC settings > Accounts > Other accounts.

Control Panel. Open the Search charm, type user accounts, then choose User Accounts from the search results.

Change your password

Here's how to change your password:

1. Open the Settings charm, tap or click Change PC settings > Accounts > Sign-in options.
2. Under Password, tap or click Change and follow the on-screen instructions.

Notes

If your Tablet PC is on a domain, press Ctrl+Alt+Delete and choose Change a password.

Install apps and programs

Get Apps

When you want to get more apps or games, the Windows Store is the place to go.

Note: You need to be connected to the Internet and signed in with a Microsoft account to install apps.

How to get more apps:

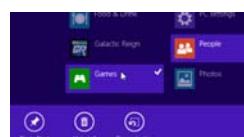
1. On the Start screen, tap or click Store to open the Windows Store. If prompted, sign in with your Microsoft account.
2. To find an app, do any of the following:
 - Drag your finger across the screen to browse apps. Tap a category, like New Releases, to see apps.
 - Type an app name in the Search box.
 - To see app categories like Games, swipe down from the top edge of the screen.
3. Tap an app to learn more about it and read reviews.
4. If an app is free, choose Install to download it. Otherwise:
 - Choose Buy to pay for an app. Apps are charged to the payment option associated with your Microsoft account.
 - Choose Try to download a free trial version (if available).



Delete an app

If you're not using an app, you can uninstall it. Here's how:

1. Go to Start and swipe up from the center of the screen.
2. Press and hold the app that you want to delete for a couple seconds.
3. Tap or click Uninstall. If the app is a desktop app, choose the app from the list and then tap or click Uninstall.



How much space is an app using?

To see how much space an app from the Windows Store is using, you can do this:

Open the Settings charm, then tap or click Change PC settings > Search and apps > App sizes

Reinstall an app

You can reinstall apps or games you've bought without paying for them again (as long as they're still available in the Windows Store).

App updates

App publishers sometimes update their apps to add new features and fix problems. The Windows Store can automatically install app updates when they become available. To make sure your apps get updated automatically, do this:

1. From the Store app, open the Settings charm, then tap or click App updates.
2. Make sure Automatically update my apps is set to Yes.

You can also manually check for app updates at any time — tap or click Check for updates.

SkyDrive: Your personal cloud.

SkyDrive is online storage that comes with your Microsoft account. It's like an extra hard drive that's available from any of the devices you use. When you save your documents, photos, and other files on SkyDrive, they're available from any web-connected device (for example, your phone or any computer). SkyDrive is also a great way to share files with other people.



Sync your settings

When you sign in with a Microsoft account, your personal settings and preferences are stored on SkyDrive, and are synced to any PC that you sign in to. To choose which settings sync: Open the Settings charm, tap or click Change PC settings > SkyDrive > Sync settings.

How to search

The Search charm uses Bing Smart Search to search your Tablet, the web, and SkyDrive, plus some apps and the Windows Store. Here's how to search:

1. Open the Search charm, and then type what you want to find. As you type, you'll see search results and suggestions.
2. If you see what you're looking for, tap or click it to open it.
3. To see more results, including web results from Bing, tap or click the Search button .
4. On the search results page, tap or click a search result to open it.

Add, remove, and manage your devices and printers

Add a printer device

1. Open the Devices charm.
2. Choose Add a printer > Add a device.

Add a Bluetooth device

how to add (also called pair) a Bluetooth device with your Tablet:

1. Turn on the Bluetooth device and make it discoverable. To learn how to do this, check the info that came with your Bluetooth device or the manufacturer's website.
2. Open the Settings charm, tap or click Change PC Settings > PC and devices > Bluetooth.
3. Make sure Bluetooth is turned on, then wait while Windows searches for Bluetooth devices.
4. Follow the onscreen instructions to finish pairing your device. If the accessory requires a passcode (sometimes called a pairing code), you'll be prompted for it.

When pairing a phone, make sure your phone is unlocked and showing the Bluetooth settings screen.

Specification

Processor and Storage

AP : BayTrail-T Z3775 / Z3735F / Z3735D Quad SOC Silvermont Core
GPU : Intel HD Graphic (Gen7)
Display : 8" 1280x800IPS / 1920x1200IPS + 10 dots OGS
Storage : 2GB/4GB LPDDR3 + 32GB/64GB eMMC
O/S : MS Window 8.1

Size and Weight

Dimension : 132x218.4x9.76 mm³
Weight : 430 gm

Communications and Power

WLAN : IEEE802.11 b/g/n ; Bluetooth : BT V3.0
Sensor : G-force+ Gyro/Compass/Light (Optional)

Outline and Expansion

Camera (2M or 5M Pixels Main / 2M Pixels Front)
USB3.0x1/USB2.0x1/Micro USBx1 (Power in) ; TF Slot (Extension Storage) ;
HDMI (HD Video Out) ; Earphone/MIC Jack and Condenser MIC
Power / Volume Button / Speaker

Environmental Instructions

Parts	Hazardous Substances					
	Pb	Hg	Cd	Cr(VI)	PBB	PBDE
PCB	X	O	O	O	O	O
LCD	X	O	O	O	O	O
TP	X	O	O	O	O	O
Hard Disk (SSD)	X	O	O	O	O	O
Memory	X	O	O	O	O	O
I/O	X	O	O	O	O	O
Battery	X	O	O	O	O	O

O : indicates the content of this hazardous substance in the all materials of the device is lower than the required volume in the standard of SJ/T 11363-2006.

X : indicates the content of this hazardous substance in the all materials of the device is lower than the required volume in the standard of SJ/T 11363-2006.

Note : this device is marked with "X" because currently there is no alternative technology or parts for replacement. 

Great tablets have Intel Inside.®

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