

USER GUIDE

Insignia Flex™ Android Tablet



NS-14T004

v1
R1

NS-14T004

Insignia Flex™ Android Tablet

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Important Safety Instructions

- 1 Read these instructions.
- 2 Keep these instructions.
- 3 Heed all warnings.
- 4 Follow all instructions.
- 5 Do not use this apparatus near water.
- 6 Clean only with dry cloth.
- 7 Do not block any ventilation openings. Install in accordance with the manufacturer's instructions.
- 8 Protect the power cord from being walked on or pinched particularly at plugs, convenience receptacles, and the point where they exit from the apparatus.
- 9 Only use attachments/accessories specified by the manufacturer.

- 10** Unplug this apparatus during lightning storms or when unused for long periods of time.
- 11** Refer all servicing to qualified service personnel. Servicing is required when the apparatus has been damaged in any way, such as power-supply cord or plug is damaged, liquid has been spilled or objects have fallen into the apparatus, the apparatus has been exposed to rain or moisture, does not operate normally, or has been dropped.
- 12** To reduce the risk of fire or electric shock, do not expose this device to rain, moisture, dripping, or splashing, and no objects filled with liquids, such as vases, shall be placed on it.
- 13** An apparatus with a three-prong, grounding-type plug is a Class I apparatus, which needs to be grounded to prevent possible electric shock. Make sure that you connect this Class I device to a grounding-type, three-prong outlet.
- 14** Batteries should not be exposed to excessive heat such as sunshine, fire, or the like.

Welcome

Congratulations on your purchase of a high-quality Insignia product. Your Insignia Flex Tablet represents the state of the art in Android tablet design, and is designed for reliable and trouble-free performance.

Features

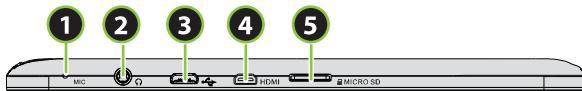
- GPS
- Accelerometer
- Gyroscope
- Magnetometer
- Ambient light sensor

Top

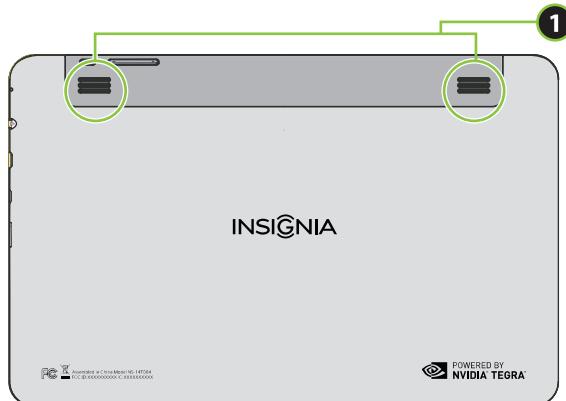
#	Item	Description
1	Volume +/- button	Press to increase or decrease the speaker volume. For more information, see " Adjusting the volume ".
2	◊/POWER/LOCK button	Press to turn your tablet on or off or to turn the screen on or off. See " Turning your tablet on or off ".

Front

#	Item	Description
1	Camera	Use the camera to take pictures or record video. For more information, see " Taking pictures " or " Recording video ".
2	Ambient light sensor	When turned on, the sensor automatically adjusts the screen brightness based on the surrounding light level.

Left side

#	Item	Description
1	Microphone	Speak into the microphone when you are making a phone call or performing a voice search on Google.
2	Headphone jack	Plug headphones into this jack. For more information, see " Connecting headphones ."
3	Micro USB port	Plug the micro USB end of the cable into this port. To charge the battery, plug the other end of the cable into the USB power adapter, then plug the power adapter into a power outlet. For more information, see " Charging the battery ". To connect your tablet to a computer, plug the other end of the cable into a USB port on the computer. For more information, see " Connecting to a computer ".
4	Micro HDMI jack	Plug an HDMI cable into this jack to view content on your tablet.
5	microSD™ card slot	Insert a microSD™ memory card into this slot to expand the storage capacity of your tablet. For more information, see " Installing the microSD memory card ".

Back

#	Item	Description
1	Speakers	Play sounds produced by your tablet.

Package contents

- Insignia Flex™ Android Tablet
- USB power adapter
- Micro USB cable
- *QUICK SETUP GUIDE*
- *IMPORTANT INFORMATION*

Setting up your tablet

Charging the battery

Your tablet has a built-in battery. The battery can only be replaced by the original manufacturer.

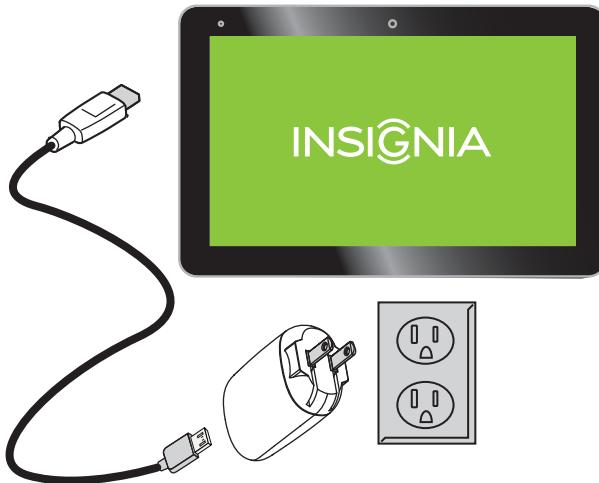
Before using your tablet for the first time, you need to charge the battery for a minimum of eight hours.

Warnings:

- *Do not crush, puncture, short external contacts, or dispose of battery in fire or water.*
- *Do not expose to temperatures above 60°C (140°F).*

To charge the battery:

- 1 Insert the USB connector on the Micro USB cable into your tablet's micro USB port.



- 2 Insert the other end of the USB cable into the USB power adapter.
- 3 Plug the USB power adapter into a power outlet to start charging the battery.

When the battery is charging, the  (battery charging) icon appears at the bottom right corner of the screen if your tablet is turned on.

After the battery has been fully charged, the  (full battery) icon appears at the bottom right corner of the screen if your tablet is turned on.

Caution: Use only the included power adapter or a qualified 5V/2A power adapter to charge your tablet's battery. An unqualified adapter or an adapter that is not a 5V/2A adapter may damage your tablet.

Caution: If you plan to store your tablet for an extended period, you need to charge the battery at least once a month. If the battery charge drains completely, the battery may be damaged.

To conserve battery power:

Battery performance depends on many factors, including the network configuration, signal strength, temperature, features or settings, items attached to ports, and usage of programs or functions.

- Turn off Wi-Fi when you are not using it.
- Adjust the screen brightness to the lowest level you are comfortable with. See "[Manually adjusting the screen brightness](#)."
- Adjust the sleep timer. See "[Adjusting the power saving setting](#)."

Notes:

- You can also connect your tablet to a computer to charge the battery, but charging will take longer than charging with the power adapter.
- When fully charged, your tablet's battery provides 8 hours of continuous video playback (Wi-Fi turned off) or 10 hours of continuous Web browsing.

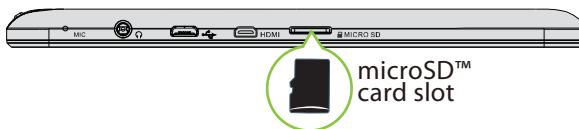
Installing the microSD memory card

Your tablet's internal memory capacity is 16 GB. You can install a microSD™ memory card with up to 32 GB to save more pictures, music, and applications.

We recommend that you store pictures, videos, and music files on a memory card instead of your tablet's internal memory. This leaves more space on internal memory for downloading apps.

To install the microSD memory card:

- 1 Make sure that your tablet is turned off.
- 2 Locate the microSD memory card slot.



- 3 Insert the microSD memory card into the slot with the narrow side of the card pointing toward the slot and the label facing up.

For instructions on removing the microSD memory card, see "[Removing a microSD memory card](#)".

Removing a microSD memory card

To remove a microSD memory card:

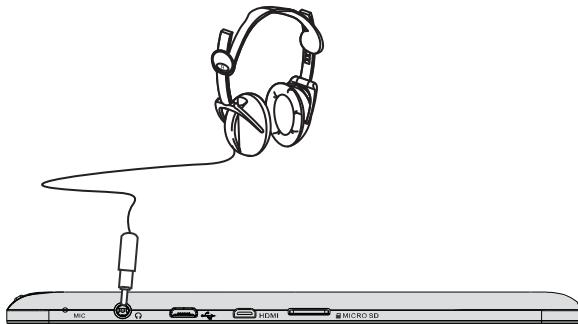
- 1 On the Home screen, touch the  (applications) icon.
 - 2 Touch the  (settings) icon, touch **Storage**, then touch **Unmount SD Card**. A message asks you to confirm the card removal.
 - 3 Touch **OK**.
- Note:** Some applications may stop and be unavailable until you insert the SD card again.
- 4 Push the microSD memory card to eject it from the slot, then pull the card out of the slot.

Connecting headphones

Note: When headphones are plugged in, the tablet speakers are muted.

To connect headphones:

- Plug headphones into the  (headphone) jack.



Connecting to a computer

Note: If the computer's operating system is Windows XP or an older version of Windows, you need to install Windows Media Player 11 on the computer.

To connect to a computer:

- 1 Insert the micro USB cable into your tablet's micro USB port.

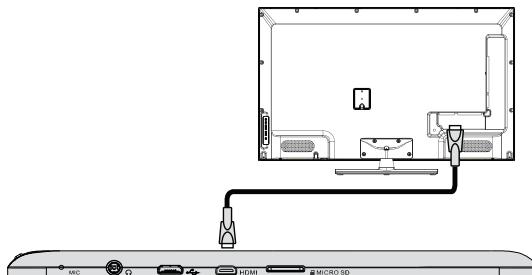


- 2 Insert the other end of the cable into a USB port on the computer.
- 3 On the computer, open *Computer* or *My Computer*, then click the **NS-14T004** icon to view files on your tablet or to transfer files between your tablet and your computer.
- 4 When you are finished, unplug the cable from your tablet and the computer.

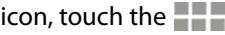
Connecting to a TV using HDMI

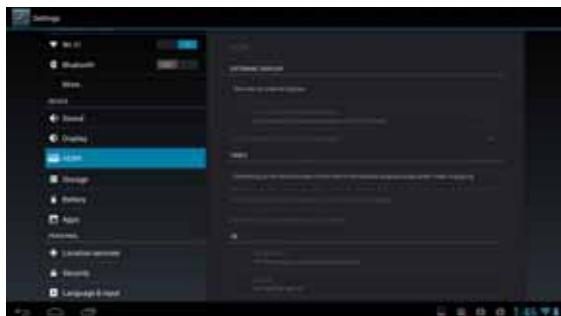
To connect to a TV using HDMI:

- 1 Using a micro HDMI to HDMI cable (not included), connect the micro HDMI end to your tablet, then connect the other end to your TV.



- 2 Select the proper input.
- 3 Your tablet's screen is displayed on your TV.

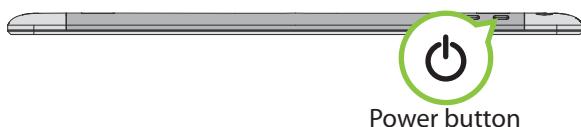
- 4 To adjust HDMI settings, touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. Touch **HDMI** and modify the settings as needed.



Turning on your tablet for the first time

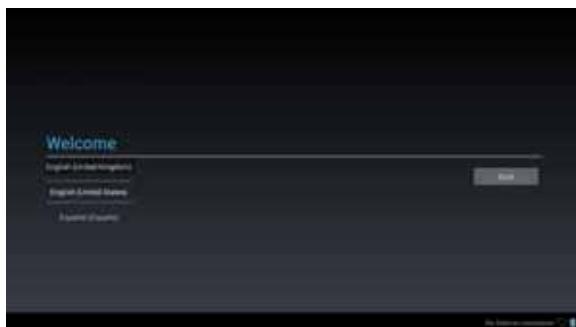
To set up for the first time:

- 1 Press and hold the  (power) button until the Welcome screen opens.



Power button

The *Welcome* screen opens.



- 2 Follow the instructions displayed on your tablet to complete set up.

Note: You can use your tablet without connecting to the Internet and signing in to your Google account, but you will not be able to use the Playstore and you will not receive software updates.

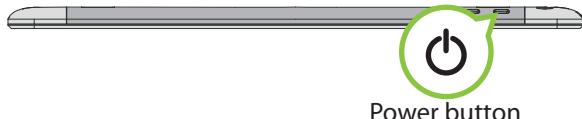
Understanding the basics

Turning your tablet on or off

To turn on your tablet:

- Press and hold  (power) until your tablet turns on.

To turn off your tablet:



Power button

- Press and hold  (power) until the *Power off* screen opens.



- On the *Power off* screen, touch **Power Off**, then **OK** to turn off your tablet.

To turn the screen on or off:

- Press  (power). The screen turns off and your tablet enters standby mode.
- Press  (power) again to turn the screen back on.

Adjusting the volume

To adjust the volume:

- Press the **VOL+** or **VOL-** button.

Using gestures to navigate

Action		Description
Touch		Touch an application or other item with your finger to open or select it.
Touch and hold		Touch an item with your finger and hold it until your tablet responds.
Double touch	 X2	Quickly touch an item on the screen twice.
Drag		Touch and hold an item with your finger, then move your finger to the position where you want the item.
Flick		Quickly slide your finger either vertically or horizontally across the screen.
Pinch		Pinch your fingers together or move them apart.
Rotate		To change the screen orientation from portrait to landscape (or from landscape to portrait) turn your tablet sideways. Tip: When entering text, you can turn the tablet sideways to switch to landscape mode and make the keyboard bigger.

Using on-screen function buttons to navigate

Icon	Touch to...
	Start a text search on Google.
	Start a voice search on Google.
	Return to the previous screen.
	Return to the Home screen.
	Open the list of recently used applications and running applications.
	View all applications installed on your tablet.
	Open the options menu.
	Close the keyboard.
	Open a drop-down menu.

Using the keyboard

When you start a program or select an item that requires text or numbers, the on-screen keyboard opens.



#	Touch to...
1	Switch between number/symbol mode and text mode.
2	Switch between uppercase and lowercase letters.
3	Enter a space.
4	Start a new line.
5	Delete a character to the left of the cursor. Touch and hold to delete all the characters to the left of the cursor.

Keyboard tips:

- When you don't need the keyboard, press in the lower-left corner of the screen to close the keyboard.
- To open the keyboard, touch an item that requires text or numbers.
- To delete a character, touch to the right of the character you want to delete, then touch the delete key (5).
- To insert a character, touch the character to the left of where you want to insert the character, then touch the character you want to insert.

Status area and notifications

The status area is located at the bottom, right corner of the screen. Notifications, such as Wi-Fi connection, battery, and time, are displayed in this area.

To view a status item or notification:

- 1 Touch the status bar in the lower-right corner of the screen to expand the window.



- 2 Touch again to access the notification and setting options.



- 3 When you finish, touch the  (home) icon to return to the Home screen.

Checking for updates

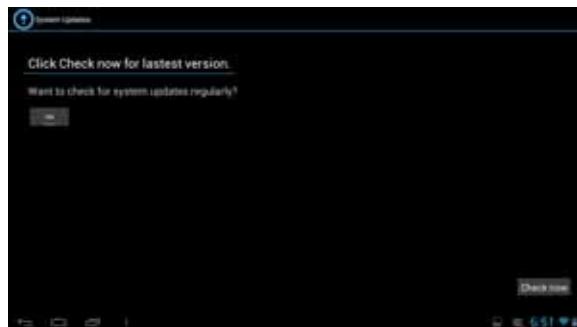
You can check for available firmware updates on your tablet, then download and install them. Installing updates makes sure that your tablet has the most up-to-date software.

To check for updates:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 2 Drag the screen up, touch **About Tablet**, then touch **System Updates**. The *Update Center* screen opens, and your tablet checks for updates.
- 3 Touch **ON** to have the tablet perform over-the-air (OTA) updates or touch **Check update** to manually check for an update.



- 4 If an update is available, follow the on-screen instructions to download and install the update.

Customizing the Home screen

The Home screen is your starting point for using the applications on your tablet. You can customize the Home screen to display application icons, shortcuts, folders, and widgets.

A *widget* is a small, stand-alone application that you can place on the Home screen to let you access a favorite feature. Your tablet comes with several widgets already installed, either on the main Home screen or one of the extended Home screens.

Like a widget, an *app shortcut* lets you quickly access a favorite feature like the Gallery. An app shortcut can also quickly open a favorite application. You can add an app shortcut to any Home screen.



The Home screen extends beyond the screen width to provide more space for adding icons, widgets, and more.

To use the extended Home screen:

- Slide your finger horizontally across the screen (to the left or the right) to access the extended screens to the left or right of the Home screen.
- Press the  (home) icon to go back to the main screen.
Your tablet provides two extended screens to the left and right of the Home screen, for a total of five screens.

Home screen items

Items displayed on the Home screen include:

Apps—Add shortcuts such as an application, a bookmarked web page, a favorite contact, an email label, or a music playlist.

Widgets—Add wireless manager, profile mode, clock, Facebook widget, Weather widget, music player, FM player, picture frame, Google Search bar, power control, or a calendar that shows upcoming appointments.

Wallpapers—Change the Home screen wallpaper.

Adding an icon to the Home screen

To add an icon to the Home screen:

- 1 On the *Applications* screen, touch and hold the icon you want to add. The *Applications* screen closes.
- 2 Drag the icon to the location you want on any extended Home screen, then release the icon.

Adding a widget to the Home screen

To add a widget to the Home screen:

- 1 Touch the  (applications) icon, then touch **WIDGETS**.
- 2 Touch and hold the widget you want to add. The *Widgets* screen closes.
- 3 Drag the widget to the location you want on any extended Home screen, then release the widget.

Resizing a widget

You can expand some widgets to show more content or shrink them to save space.

To resize a widget:

- 1 Touch and hold the widget, then release it.
- 2 Drag the corners left and right or up and down to expand or shrink the widget.

Repositioning an item on the Home screen

To reposition an item on the Home screen:

- 1 Touch and hold the item on the screen to activate move mode.
- 2 Without lifting your finger, drag the item to the position where you want it, then lift your finger.

Tip: To move an item from the Home screen to an extended Home screen, touch and hold the item, then drag it to the left or right edge of the screen until the display shifts to the extended Home screen. Position the item on the screen, and then lift your finger.

Deleting an item from the Home screen

To delete an item from the Home screen:

- 1 Touch and hold the item on the screen to activate move mode.
- 2 Without lifting your finger, drag the item to  Remove at the top center of the screen, then lift your finger.

Using folders on the Home screen

You can group related apps into folders to organize your Home screen.

To create a folder:

- 1 Drag an app to another app that you want to group.
- 2 Release the app. A folder is created automatically.
- 3 Drag additional apps you want to group to the folder.

To rename a folder:

- 1 Touch a folder to open it.
- 2 At the bottom of the folder, touch **Unnamed Folder**, then enter the name you want for the folder.
- 3 When finished, touch **Done**.

To delete an app from a folder:

- 1 Touch a folder to open it.
- 2 Drag the app you want to delete to an open space on the Home screen or to another folder.

To delete a folder:

- 1 Touch a folder to open it.
- 2 Drag all the apps out of the folder. The folder is deleted automatically.

Changing the Home screen wallpaper

To change the Home screen wallpaper:

- 1 On the Home screen, touch the  (applications) icon, touch the  (settings) icon, touch **Display**, then touch **Wallpaper**. The *Choose wallpaper from* screen opens.

OR

Touch and hold an empty area on the Home screen until the *Choose wallpaper from* screen opens.

- 2 Touch:

Gallery—To select a picture you captured using the camera or copied to your tablet as wallpaper.

Live Wallpapers—To select a preset animated wallpaper that came installed on your tablet.

Wallpapers—To select a preset wallpaper that came installed on your tablet.

- 3 Touch the wallpaper you want to use, then touch **Set Wallpaper**.

Using the Recents screen

The *Recents* screen let you quickly switch to recently used apps.

To use the *Recents* screen:

- On the *Home* screen, touch the  (recents) icon. A list of the most recently used apps appears on the left of the *Home* screen.



- To see more apps, flick the screen up or down.
- To open an app, touch the app's icon.
- To delete an app from the list, flick left or right on the app's icon.

Changing basic settings

Setting the date and time

By default, your tablet automatically uses the network-provided date, time zone, and time.

You can manually set the date and time.

To manually set the date and time:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



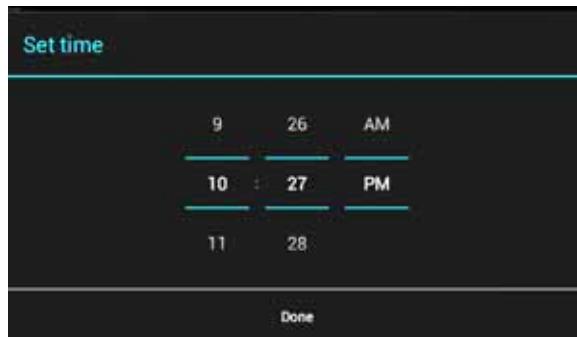
- 2 Drag the screen up, then touch **Date & Time**.



- 3 Touch to un-check the **Automatic date & time** check box, then touch **Set date**. The *Set date* screen opens.

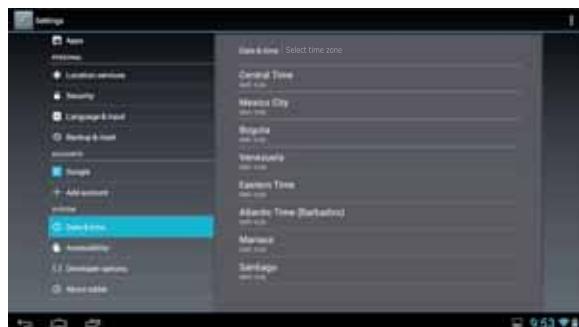


- 4 Drag up or down to change the month, day, or year, then when you have finished, touch **Done**.
- 5 Touch **Set time**. The *Set time* screen opens.



- 6 Drag up or down to change the hour, minutes, or AM/PM, then when you have finished, touch **Done**.

7 Touch **Select time zone**.



- 8 Drag the screen up or down to scroll through the time zone list, then touch the time zone you want.
 - 9 Touch the **Use 24-hour format** check box to toggle between using a 12-hour or 24-hour format.
 - 10 Touch **Choose date format**, then select how you want the date to display on your tablet. The selected date format also applies to the date displayed on the clock.
 - 11 When you finish, touch the  (home) icon to return to the Home screen.

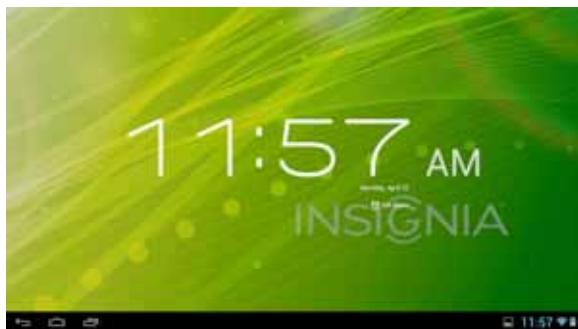
Displaying the clock

To display the clock:

- 1 Touch the  (home) icon, then touch the  (applications) icon. The *Applications* screen opens.



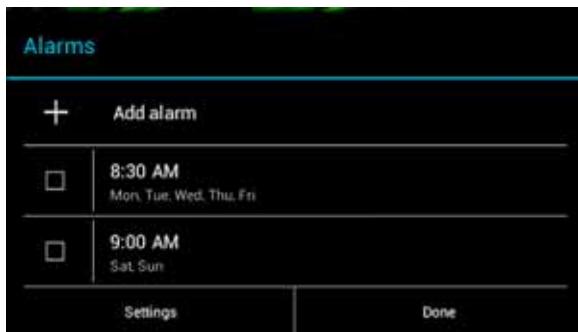
- 2 Touch the  **Clock** icon. The current date and time are displayed.



When selecting the Clock app the date and time are shown on the screen (looks like an alarm clock). If you touch the screen, the screen dims.

To set the alarm:

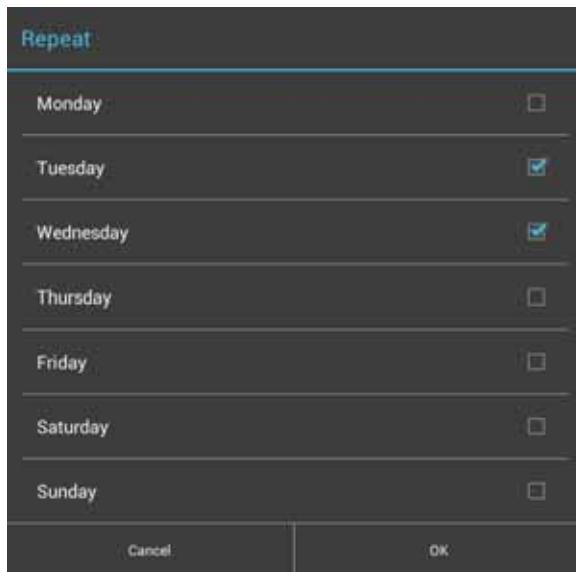
- 1 Touch **Set alarm**.
- 2 Touch **Add alarm** to set a new alarm or touch the check box to set an existing alarm.



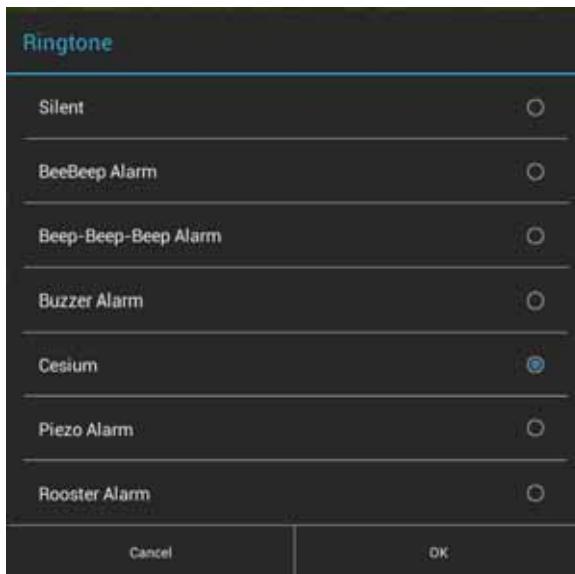
- 3 To set a new alarm. Touch **Time**, then drag up or down to set the hour, minute, and AM/PM. When finished, touch **Done**.



- 4 To set up a recurring alarm, touch **Repeat**. Touch the check box for each day you would like the alarm to sound. When finished, touch **OK**.



- 5 Touch **Ringtone** to select the sound for your alarm. Touch a ringtone to play it and when finished, touch **OK**.



- 6 Touch **Label** to create a custom label for your alarm. When the on-screen keyboard opens, type a label, and when finished, touch **Done**.
- 7 Touch **OK** to set the alarm.

To turn off an alarm:

- Un-check the check box to turn the alarm off.

To change an alarm:

- 1 Touch and hold the alarm.
- 2 When the on-screen menu opens, touch **Edit alarm**.

To delete an alarm:

- 1 Touch and hold the alarm.
- 2 When the on-screen menu opens, touch **Delete alarm**.

Manually adjusting the screen brightness

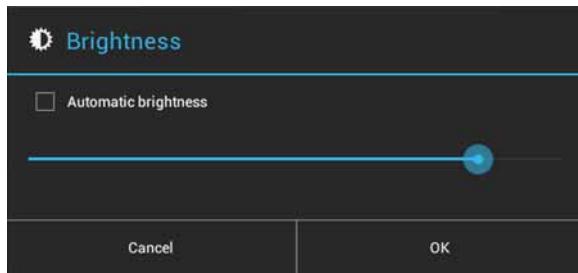
Note: When **Automatic brightness** is checked, your tablet automatically adjusts the screen brightness based on the surrounding light level.

To manually adjust the screen brightness:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 2 Touch the  (display) icon, then touch **Brightness**. The *Brightness* screen opens.



- 3 If **Automatic brightness** is checked, touch it to remove the check.
- 4 Drag the brightness slider to the left to decrease the brightness or to the right to increase the brightness, then touch **OK** to save your setting.
- 5 When you finish, touch the  (home) icon to return to the Home screen.

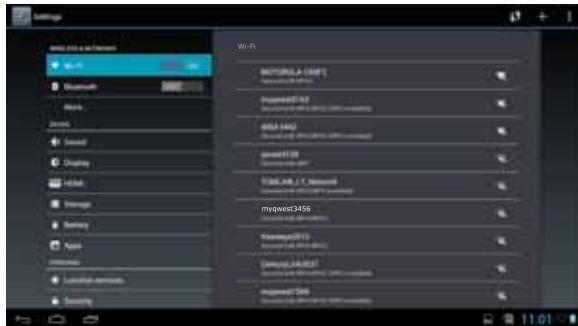
Tip: A high brightness level uses more battery power than a low brightness level. To save battery power use the lowest brightness level you are comfortable with.

Adjusting the power saving setting

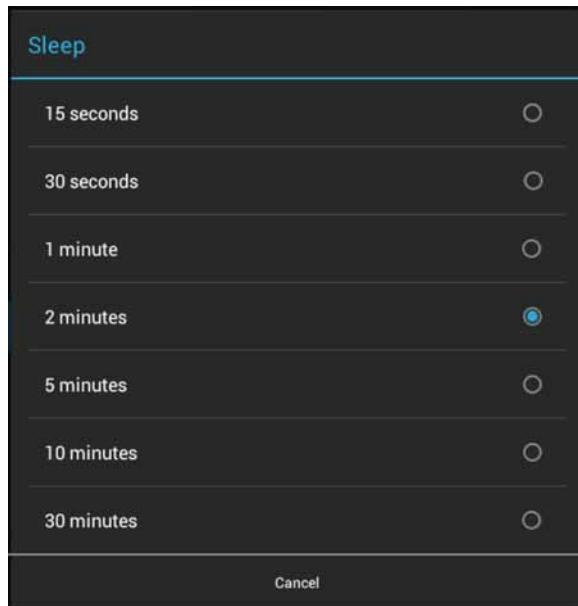
After a period of inactivity, your tablet automatically turns off the screen to save battery power. You can specify the amount of time your tablet waits before turning off the screen.

To adjust the power saving setting:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 2 Touch the  (display) icon, then touch **Sleep**. The *Sleep* screen opens.



- 3 Touch the amount of time you want your tablet to wait before it turns off the screen.
- 4 When you finish, touch the  (home) icon to return to the Home screen.

Setting the screen font size

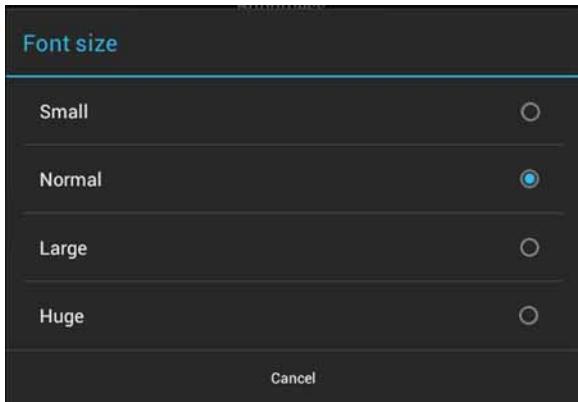
You can adjust the size of the text (font size) that appears on the screen.

To set the screen font size:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 2 Touch the  (display) icon, then touch **Font size**. The *Font size* screen opens.



- 3 Touch the font size you want to use.
- 4 When you finish, touch the  (home) icon to return to the Home screen.

Selecting the notification ringtone

You can select the ringtone for incoming notifications.

To select the notification ringtone:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 2 Touch the  (sound) icon, then touch **Default notification**. The *Default notification* screen opens.



- 3 Touch a ringtone to play it. Drag the screen up and down to view all ringtones. Touch the ringtone you want to use, then touch **OK** to save your setting.
- 4 When you finish, touch the  (home) icon to return to the Home screen.

Turning system tones on

You can set your tablet to make an audio sound when you touch the screen or lock your tablet.

To turn system tones on:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 2 Touch the  (sound) icon.



- 3 Under **System**, touch to select the check box for the system tones you want. You can select:
 - **Touch sounds**—Plays an audio tone when you touch your tablet screen.
 - **Screen lock sound**—Plays an audio tone when you lock your tablet.
- 4 When you finish, touch the  (home) icon to return to the Home screen.

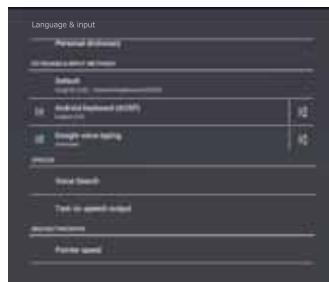
Selecting the language your tablet uses to display text

To select the language your tablet uses to display text:

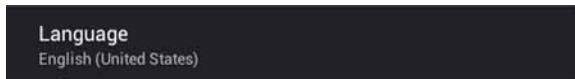
- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 2 Drag the screen up, then touch **A** **Language & input**. The *Language & input* screen opens.



- 3 Touch **Language**. The *Language* screen opens.



- 4 Drag the screen up and down to view available languages, then touch the language you want to use.
- 5 When you finish, touch the  (home) icon to return to the Home screen.

Selecting the keyboard language

(NOTE to REVIEWERS: We would like to remove this section. There is only one option (English (US) Android Keyboard (AOSP)) available currently. Is there a chance that a firmware update would add an additional keyboard language?)

To select the keyboard language:

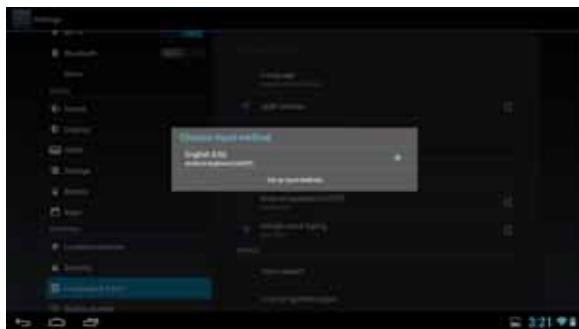
- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 2 Drag the screen up, then touch  **Language & input**. The *Language & input* screen opens.



- 3 Under **Keyboard and input methods**, touch **Default**. The *Default keyboard language* screen opens.



- 4 Touch the language you want to use.
- 5 When you finish, touch the  (home) icon to return to the Home screen.

Turning keyboard sounds off and on

You can turn off keyboard sounds from the keyboard or from the *Settings* screen.

To turn off keyboard sounds from the keyboard:

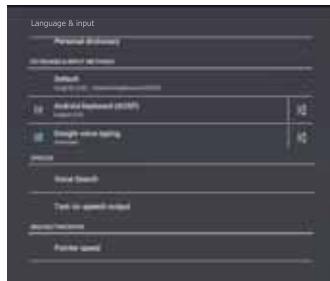
- 1 Open an app or file that uses the keyboard.
- 2 On the lower-right side of the keyboard, touch the  (keyboard settings) icon.
- 3 Touch **Android keyboard settings**, then uncheck the box next to **Sound on keypress**.
- 4 When you finish, touch the  (home) icon to return to the Home screen.

To turn keyboard sounds off and on from the *Settings* screen:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 2 Drag the screen up, then touch **A** **Language & input**. The *Language & input* screen opens.



- 3 Touch the  (keyboard settings) icon.
- 4 Uncheck the box next to **Sound on keypress** to turn off the sound. Check the box to turn on the sound.
- 5 When you finish, touch the  (home) icon to return to the Home screen.

Using the Calculator

You can use the Calculator to perform simple and advanced arithmetical calculations.

To use the Calculator:

- 1 Touch the  (home) icon, then touch the  (applications) icon. The Applications screen opens.



- 2 Touch the  **Calculator** icon. The Calculator opens.



- 3 Touch the numbers and mathematical operators to perform simple calculations.

Using the Calendar

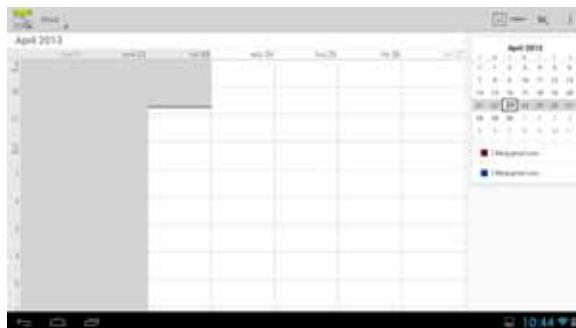
The Calendar app lets you set up and view your schedule

To use the Calendar:

- 1 Touch the  (home) icon, then touch the  (applications) icon. The Applications screen opens.



- 2 Touch the  Calendar icon. The Calendar opens.



- To change the *Calendar* view, use the drop-down menu to touch **Day**, **Week**, **Month**, or **Agenda** on the top left of the screen.
- To scroll the *Calendar*, swipe vertically or horizontally.
- To zoom in or out in the **Day** or **Week** views, spread your fingers apart or pinch them together.
- Touch the  [add event] icon to add a new event. Then use the on-screen keyboard to enter event details.
- Touch an existing event to edit it.

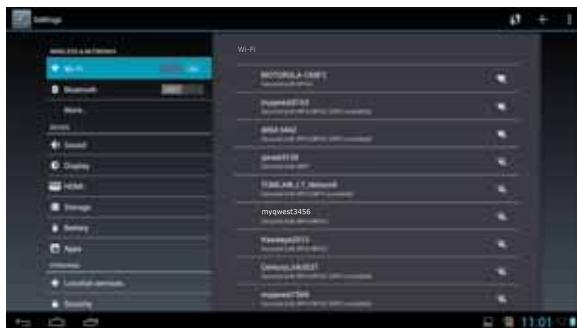
Turning Wi-Fi on and connecting to a network

Your tablet connects to the Internet through a Wi-Fi network access point, hotspot, or router.

Note: To conserve battery power, turn off Wi-Fi when you are not using it.

To turn Wi-Fi on and connect to a network:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 2 Touch **Wi-Fi** to make sure **ON** is selected. A list of available networks opens.
- 3 Select the Wi-Fi network you want to connect to.



- 4 If you are prompted to enter a password, touch the keys on the on-screen keyboard to enter the password, then touch **Done**.



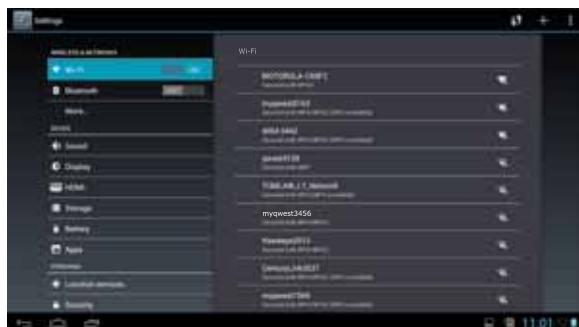
- 5 Touch **Connect** to connect to the wireless access point. If the connection is successful, the connected icon appears.



Adding a Wi-Fi network

To add a Wi-Fi network:

- 1 Touch the (home) icon, touch the (applications) icon, then touch the (settings) icon. The *Settings* screen opens.



- 2 Touch **Wi-Fi** to make sure **ON** is selected. A list of available networks opens.

- 3 Touch + at the top right corner of the screen.



- 4 Use the on-screen keyboard to enter the network SSID, then touch the security type you want to use. You can select:
 - None**—No security.
 - WEP**—Wired Equivalent Privacy. **Note:** A passphrase is required.
 - WPA/WPA2 PSK**—Wi-Fi Protected Access. **Note:** A password is required.
 - 802.1x EAP**—802.1x Extensible Authentication Protocol.

Note: If you are not sure which security type to select, refer to your network setup documentation.
- 5 Touch **Save**.

The network you added appears in the list of available networks.

Checking network status

To check network status:

- 1 Touch the (home) icon, touch the (applications) icon, then touch the (settings) icon. The *Settings* screen opens.



- 2 Touch **Wi-Fi** to make sure **ON** is selected. A list of available networks opens.

Networks (access points and hotspots) appear with the status of each displayed. If you are connected to a network, “Connected” appears below the network name. The network security type is displayed below each network name.

The icon to the right of a network name shows the signal strength information.

Creating and managing contacts

You can create a list of contacts and store information such as telephone numbers, e-mail addresses, and home addresses.

Creating a contact

To create a contact:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (people) icon. The list of contacts opens.



- 2 Touch the  (add new contact) icon, then use the on-screen keyboard to enter information (such as telephone numbers, e-mail addresses, and home addresses) for your new contact.



- 3 To add more information, touch **Add another field**, then enter the information (such as a Website or relationship).
- 4 When you have entered all information, touch **Done** in the upper-left corner of the screen to save your contact. A list of contacts opens.
- 5 When you finish, touch the  (home) icon to return to the Home screen.

Viewing contacts

- Touch the  (home) icon, touch the  (applications) icon, then touch the  (people) icon. The list of contacts opens.



Importing contacts

You can import contact lists from a microSD memory card.

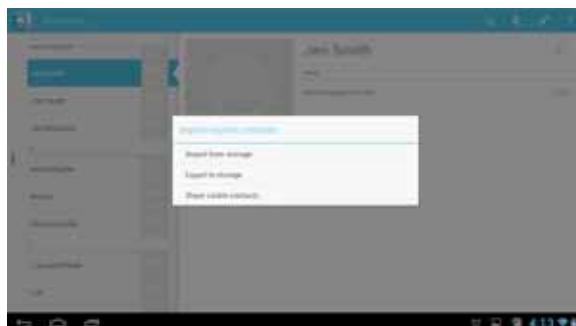
Note: Imported contact lists must be in "vcf" file format. For information about creating a "vcf" file, see the documentation that came with the program you are exporting contacts from.

To import contacts:

- 1 Make sure that you have inserted a microSD memory card with contacts into the microSD memory card slot. See "[Installing the microSD memory card](#)".
- 2 Touch the  (home) icon, touch the  (applications) icon, then touch the  (people) icon. The list of contacts opens.



- 3 Touch the  (options) icon, then touch **Import/Export**. The *Import/Export contacts* screen opens.



- 4 Touch **Import from storage**.
- 5 Touch the option for importing a single contact file, multiple contact files, or all contact files.
- 6 When you finish, touch the  (home) icon to return to the Home screen.

Backing up or syncing contacts

You can backup your contact list to a microSD memory card or sync your contacts with the contacts in your Google account.

To back up your contact list to a microSD memory card:

- 1 Make sure that you have inserted a microSD memory card into the microSD memory card slot. See "[Installing the microSD memory card](#)."
- 2 Touch the  (home) icon, touch the  (applications) icon, then touch the  (people) icon. The list of contacts opens.



- 3 Touch the  (options) icon, then touch **Import/Export**.
- 4 Touch **Export to storage**.
- 5 Touch **OK** to export your contact list to your microSD memory card.
- 6 When you finish, touch the  (home) icon to return to the Home screen.

To sync the contacts on your tablet with the contacts in your Google account:

- 1 Make sure that Wi-Fi is turned on. See "[Turning Wi-Fi on and connecting to a network](#)."
- 2 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon.
- 3 Touch the account you want to sync under **Accounts**, then touch the  (auto-sync) icon.
- 4 Check the box for **Contacts**.
- 5 When you finish, touch the  (home) icon to return to the Home screen.

Syncing your data with your Google account

You can sync your data, such as calendars and e-mail, with your Google account.

To sync your data with your Google account:

- 1 Make sure that Wi-Fi is turned on. See “[Turning Wi-Fi on and connecting to a network](#).”
- 2 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 3 Touch **Google** under **Accounts**, then touch the  (auto-sync) icon.



- 4 Check the boxes for items you would like to sync.
- 5 When you finish, touch the  (home) icon to return to the Home screen.

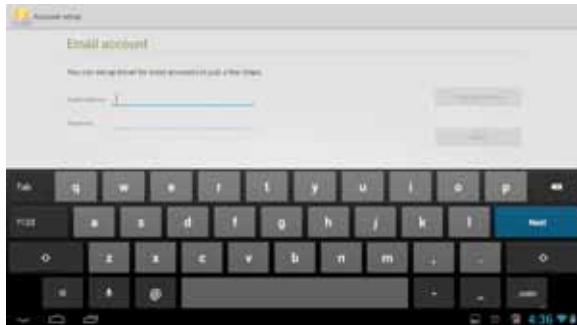
Using e-mail

Your tablet comes with an e-mail wizard that lets you add external POP3 or IMAP e-mail accounts from popular Web-based e-mail service providers such as Gmail, Hotmail, Yahoo!® Mail Plus, AOL, and more.

Setting up an e-mail account

To set up an e-mail account:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (e-mail) icon. The on-screen keyboard opens.



- 2 Use the keyboard to enter your e-mail address and password.
- 3 Touch **Next**. If the e-mail account you want to set up is not in the tablet's e-mail database, you are prompted to manually enter the email account settings, such as your account type, email server, protocol, and more.

OR

Touch **Manual setup** to open the screen where you enter e-mail settings, make your changes, then touch **Done** when you have finished.



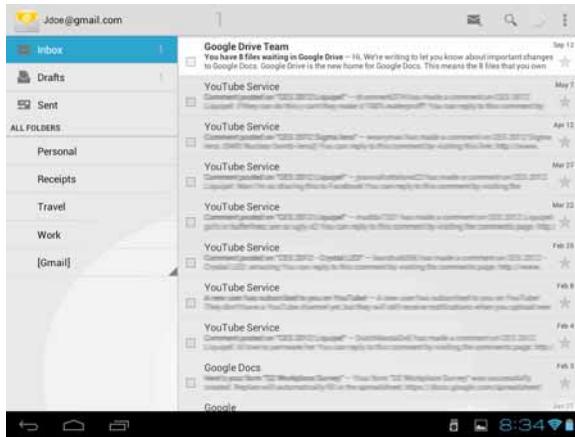
The *Account options* screen opens where you can set options, such as how often you want your inbox checked and whether you want to sync from that account.

- 4 Touch **Next**. Give your account a name (optional) and enter a display name. Your account syncs and your inbox opens.
- 5 When you finish, touch the (home) icon to return to the Home screen.

Adding another e-mail account

To add another e-mail account:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (e-mail) icon.



- 2 Touch the  (options) icon, touch **Settings**, then touch **Add account** in the upper-right corner of the screen. The on-screen keyboard opens.
- 3 Use the keyboard to enter your e-mail address and password.
- 4 Touch **Next**. If the e-mail account you want to set up is not in the tablet's e-mail database, you are prompted to manually enter the email account settings, such as the type of your account, email server, protocol, and more.

OR

Touch **Manual setup** to open the e-mail settings screen, enter your settings, then touch **Done** when you have finished.



The *Account options* screen opens where you can set options, such as how often you want your inbox checked and whether you want to sync from that account.

- 5 Touch **Next**. Give your account a name (optional) and enter a display name. Your account syncs and your Inbox appears.
- 6 When you finish, touch the  (home) icon to return to the Home screen.

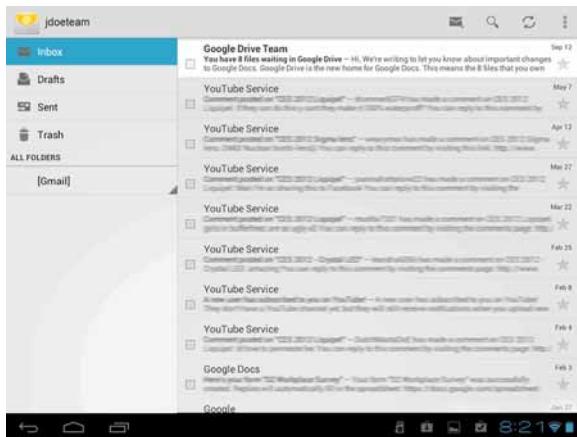
Creating and sending an e-mail

To create and send an e-mail:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (e-mail) icon. Your inbox opens.

Note: If you have more than one e-mail account set up, your tablet displays the last account you used.

To access a different account, touch the drop down menu arrow in the upper-left corner of the screen. The menu opens where you can select a different account.



- 2 Touch the (compose) icon.



- 3 Enter the recipient's e-mail address. As you begin entering the address, your tablet displays all your contacts that match the characters you have entered. You can touch a contact or continue entering the address.

Note: If you are sending the e-mail to more than one recipient, separate the e-mail addresses with commas.

- 4 Enter a subject in the subject field.
5 Enter your message in the message area.

- 6 When you are finished, touch **Send**.

Note: You can touch **Save draft** or touch the **Return** key to save your e-mail as a draft instead of sending it.

*To access a saved draft, touch **Drafts** on the left side of the screen to view all saved drafts, then touch the draft you want to open.*

- 7 When you finish, touch the  (home) icon to return to the Home screen.

Viewing incoming e-mails

To view incoming e-mails:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (e-mail) icon. Your inbox opens.

Note: If you have more than one e-mail account set up, your tablet displays the last account you used.

To access a different account, touch the left arrow in the upper-left corner of the screen. The Your Accounts screen opens where you can select a different account.

- 2 Touch the e-mail you want to view.
- 3 When you finish, touch the  (home) icon to return to the Home screen.

Deleting an e-mail

To delete an e-mail:

- 1 In the e-mail inbox, touch the check box to the left of the e-mail you want to delete, then touch the  (trash icon) in the upper-right corner of the screen.
- 2 When you finish, touch the  (home) icon to return to the Home screen.

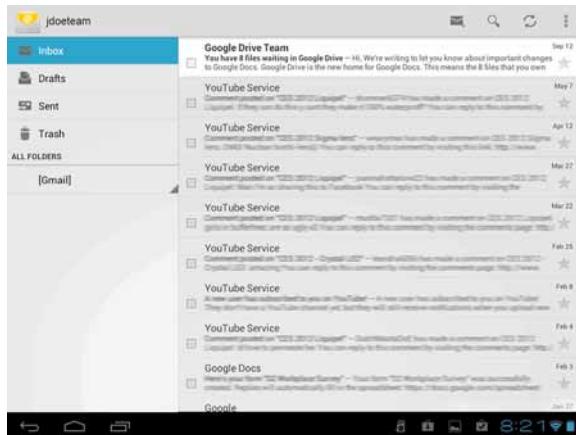
Editing or deleting an e-mail account

To edit or delete an e-mail account:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (e-mail) icon. Your inbox opens.

Note: If you have more than one e-mail account set up, your tablet displays the last account you used.

To access a different account, touch the drop down menu arrow in the upper-left corner of the screen. The menu opens where you can select a different account.



- 2 To edit an e-mail account, touch the  (options) icon, touch **Settings**, then touch the account you want to edit or delete. Use the on-screen keyboard to change the account information. When you are done, touch **OK**.

OR

To delete an e-mail account, touch **Settings**. At the bottom of the list of options, touch **Remove account**. Touch **OK** to delete.

- 3 When you finish, touch the  (home) icon to return to the Home screen.

Using Gmail

Google mail is a web-based e-mail service that lets you check e-mail directly without logging into your mail account from the Web site.

Setting up a Gmail account

To set up a Gmail account:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (Gmail) icon. You are prompted to create a new Gmail account.
- 2 Follow the on-screen instructions for setting up an account.

Creating and sending a Gmail

To create and send a Gmail:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (Gmail) icon. Your inbox opens.

Note: If you have more than one gmail account set up, your tablet displays the last account you used.

To access a different account, touch the drop down menu arrow in the upper-left corner of the screen. The menu opens where you can select a different account.



- 2 Touch the  (compose) icon.



- 3 Enter the recipient's e-mail address. As you begin entering the address, your tablet displays all your contacts that match the characters you have entered. You can touch a contact or continue entering the address.

Note: If you are sending the e-mail to more than one recipient, separate the e-mail addresses with commas.

- 4 Enter a subject in the subject field.

- 5 Enter your message in the message area.

- 6 When you are finished, touch **Send**.

Note: You can touch **Save draft** or touch the **Return** key to save your e-mail as a draft instead of sending it.

- 7 To access a saved draft, touch **Drafts** on the left side of the screen to view all saved drafts.

- 8 Touch the draft you want to open.

- 9 When you finish, touch the  (home) icon to return to the Home screen.

Viewing incoming Gmails

To view incoming Gmails:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (Gmail) icon. Your inbox opens.

Note: If you have more than one gmail account set up, your tablet displays the last account you used.

To access a different account, touch the drop down menu arrow in the upper-left corner of the screen. The menu opens where you can select a different account.



- 2 Touch the e-mail you want to view.
- 3 When you finish, touch the  (home) icon to return to the Home screen.

Deleting a Gmail

To delete a Gmail:

- 1 In the Gmail account inbox, touch the check box to the left of the e-mail you want to delete, then touch the  (trash icon) in the upper-right corner of the screen.
- 2 When you finish, touch the  (home) icon to return to the Home screen.

Connecting to the Internet

Viewing Web pages

Your tablet's browser lets you view Web pages just like on a desktop computer.

For optimal viewing, change the screen orientation to landscape view by rotating your tablet 90°. The screen automatically adjusts according to how you hold the tablet.

To view a Web page:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (Chrome) icon. The browser screen opens.

Note: The browser screen opens automatically when you touch a Web link in an e-mail.



Touch...	To...
1	Open a new Web page.
2	Go back.
3	Go forward.
4	Refresh.
5	Bookmark the current Web page.
6	Start a Google Voice search
7	View more menu options.

To navigate on a Web page:

- To go to a Web page, touch the address field, then use the on-screen keyboard to enter the Web address, or touch the  (voice search) icon in the upper-right corner of the screen and speak the Web address. Press **Go** on the on-screen keyboard to go to the Web page.
- To scroll the Web page, slide your finger left, right, up, or down.
- To zoom in on a part of the Web page, touch the Web page with your fingers together, then spread your fingers apart.
- To zoom out on a Web page, touch the Web page with your fingers apart, then pinch your fingers together.
- To open a new browser window, touch the next tab at the top of the browser. A new browser window opens.
- To switch between open browser windows, touch the tab of the window you want to view.
- To close a browser window, touch the  (close) icon.
- To search, touch the Address field, then use the on-screen keyboard to type your search information.

Note:

- You can use the speech-to-text feature to search information using voice input by touching the  (voice search) icon.

Searching for text on a Web page

To search for text on a Web page:

- 1 With the Web page open, touch the  (options) icon at the top right of the screen, then touch **Find in page**.
- 2 Use the on-screen keyboard to enter the search text. As you enter characters, matching characters on the Web page are highlighted in yellow. Touch the up or down arrow to go to the previous or next matching item.
- 3 Touch **X** to close the search bar at any time.

Copying text on a Web page

To copy text on a Web page:

- 1 Open the Web page where you want to copy text.
- 2 Zoom out on the Web page.

- 3 Touch and hold the text that you want to copy until a blue ribbon covers the text.

37 **species** are referred to as foxes, of which only 12 species are
is "true foxes". By far the **most** common and widespread spec
'pes), although various species are found on almost every conti
e **carnivores** all over the globe, together with their widespread n

- 4 To select additional text to the left or right of the highlighted text, drag the left or right "ribbon handles."
- 5 Release your finger from the text, then touch **Copy** on the top of the screen.
- 6 To paste text into an e-mail or SMS/MMS message, touch and hold the area you want to paste the text, then touch **Paste**.

Checking browser history

To check browser history:

- 1 On the browser screen, touch the address field and use the on-screen keyboard to enter "chrome:history" to view history.
- 2 Touch a history item to open the Web page.
- 3 When you finish, touch the  (home) icon to return to the Home screen.

Clearing browser cache and history

To clear browser cache and history:

- 1 On the browser screen, touch the  (options) icon.
- 2 On the options menu, touch **Settings**, touch **Advanced**, then touch **Privacy**.
- 3 Touch **Clear browsing history**, check the boxes for the items you would like to clear, then touch **Clear**.
- 4 When you finish, touch the  (home) icon to return to the Home screen.

Downloading apps

Before you can download an application from the Web, you have to turn on the Web application download feature.

Caution: Applications downloaded from the Web may be from unknown sources. To protect your tablet and personal data, download applications only from trusted sources.

To turn on the Web application download feature:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 2 Touch the  (security) icon, then touch the **Unknown sources** check box.
- 3 Touch **OK**.

Note: All downloaded applications are saved to the microSD memory card. Before downloading an application from the Web, make sure that the microSD memory card is installed in your tablet.

Viewing, opening, or deleting downloads

The *Download* app lets you view, open, or delete apps that you have downloaded.

Notes:

Some files that you can download to your tablet, like movies, do not appear in the Download app.

Files you download should be compatible with the Android 4.1 operating system.

To view, open, or delete downloads:

- 1** Touch the  (home) icon, then touch the  (applications) icon. The *Applications* screen opens.



- 2 Touch the  **Downloads** icon, then:

 - Touch a download to open it.
 - Touch headings for earlier downloads to view them.
 - Check the boxes for the items you want to share, then touch the  (share) icon and select a sharing method from the list. For example, if you select Gmail, the file is attached to an email and you would need to add a recipient, subject, and message.
 - Check items you want to delete, then touch the  (trash icon) icon.
 - At the bottom of the screen, touch **Sort by size** or **Sort by date** to change the viewing order.

Managing bookmarks

Your tablet lets you store as many bookmarks as you want. Bookmarks can also be copied from a Google Chrome™ browser on your computer to your tablet. This add-on feature must be installed on the Google Chrome browser on your computer.

To manage bookmarks:

- When viewing a Web page, touch the ★ (add bookmark) icon to add the page to your bookmarks.



- Touch and hold a bookmark to see a list of options.

Using Bluetooth

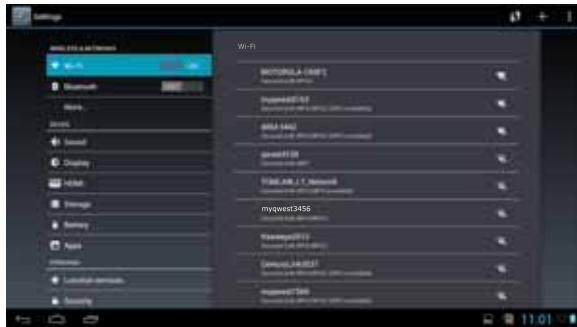
Your tablet supports wireless connections between devices using Bluetooth. When using Bluetooth, keep the tablet within 33 feet (10 meters) of the other Bluetooth devices that you want to connect to.

Bluetooth connectivity is affected by your surroundings. Obstacles like walls or other electronic devices may interfere with your Bluetooth connection.

When Bluetooth is turned on, your tablet detects other Bluetooth devices. However, other devices cannot detect your tablet.

To turn on Bluetooth and let other devices detect your tablet:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 2 Touch **Bluetooth** to turn on Bluetooth. When Bluetooth is turned on, the  (Bluetooth) icon appears in your tablet's status bar.
- 3 Touch your tablet's name on the right to change the Bluetooth status to **Visible to all nearby Bluetooth devices**. This setting lets other Bluetooth devices detect your tablet.
- 4 To hide your tablet from other Bluetooth devices, touch your tablet's name to change the status to **Not visible to other Bluetooth devices**.

Note: See the documentation that came with your Bluetooth device for more information on pairing your device and tablet.

- 5 When you finish, touch the  (home) icon to return to the Home screen.

Using multimedia

Turning the camera on or off

To turn on the camera:

- 1 Touch the  (home) icon, then touch the  (applications) icon. The *Applications* screen opens.

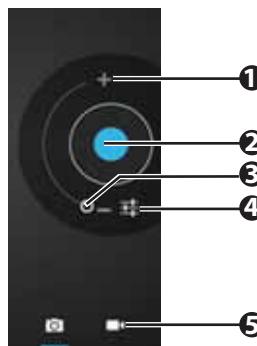


- 2** Touch the  **Camera** icon. The camera turns on and your tablet automatically changes to landscape mode.

To turn off the camera:

- On the camera screen, touch the “dot” to the far left on the bottom left of the screen.

Taking pictures



#	Icon	Description
1	Zoom in	Touch to zoom in on an object.
2	Capture	Touch to take a picture.
3	Zoom out	Touch to zoom out on an object.
4	Settings	Touch to adjust the white balance or exposure setting.
5	Switch to camcorder	Touch to switch to the camcorder.

To take pictures:

- 1 Touch the (home) icon, then touch the (applications) icon. The *Applications* screen opens.



- 2 Touch the **Camera** icon. The camera turns on and your tablet automatically changes to landscape mode.

3 To use the camera:

- Touch the blue capture button to take a picture.
- Touch the circular dial toward the + to zoom in or toward the – to zoom out.

4 To change camera settings, touch the  (settings) icon. You can adjust:

- The white balance by touching the  (white balance) icon.
- The exposure by touching the  (exposure) icon.

You can access and change additional camera settings by touching the  (options icon).

Menu	Functions	Options
Setting	Picture size Face detection Restore defaults	2M Pixels, 1.3M Pixels, 1M Pixels, VGA, QVGA On, Off On, Cancel
Exposure		+2, +1, -1, -2
White balance		Auto Incandescent Daylight Fluorescent Cloudy

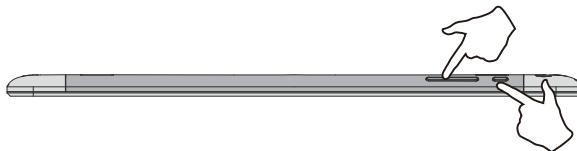
After you take a picture, the image appears in the Preview/Zoom thumbnail in the upper-right corner. Touch the Preview/Zoom thumbnail to go to the *Gallery* to share the picture.

Capturing an image of the current screen

You can create a graphic of what you see on your tablet's screen.

To capture an image of the current screen:

- Press and hold the **VOL-** and  buttons until you see the image captured on the screen.



To view a captured screen image:

- 1 Touch the  (home) icon, then touch the  (applications) icon. The *Applications* screen opens.

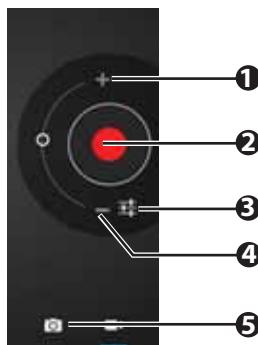


- 2 Touch the  [Gallery] icon. The *Gallery* screen opens.



- 3 Touch **Screenshots**. The *Screenshots* folder opens.
- 4 Touch the image you want to view.
- 5 When you finish, touch the  (home) icon to return to the Home screen.

Recording video



#	Icon	Description
1	Zoom in	Touch to zoom in on an object.
2	Capture	Touch to start or stop recording.
3	Settings	Touch to adjust the white balance, time lapse interval, or video quality.
4	Zoom out	Touch to zoom out on an object.
5	Switch to camera	Touch to switch to the camera.

To record video:

- 1 Touch the (home) icon, then touch the (applications) icon. The *Applications* screen opens.



- 2** Touch the  **Camera** icon. The camera turns on and your tablet automatically changes to landscape mode.

- 3 Touch the  (camcorder) icon in the lower-right corner of the screen.
- 4 To use the camcorder:
 - Touch the red record button to start or stop recording.
 - Touch the circular dial toward the + to zoom in or toward the – to zoom out.
- 5 To change camcorder settings, touch the  (settings) icon. You can adjust the white balance, time lapse interval, or video quality by touching each item. **(We were unable to take a screen shot of the camcorder screen. Please provide the time lapse interval and video quality icons.)**

You can access and change additional camcorder settings by touching the  (options icon).

Menu	Functions	Options
Setting	Video stabilization Restore defaults	On, Off On, Cancel
White balance		Auto Incandescent Daylight Fluorescent Cloudy
Time lapse interval		Off, 1s, 1.5s, 2s, 2.5s, 3s, 5s, 10s.
Video quality		HD 1080p, HD 720p, SD 480p

After you capture a video, the image appears in the *Preview/Zoom* thumbnail in the upper-right corner. Touch the *Preview/Zoom* thumbnail to go to the *Gallery* to share the video.

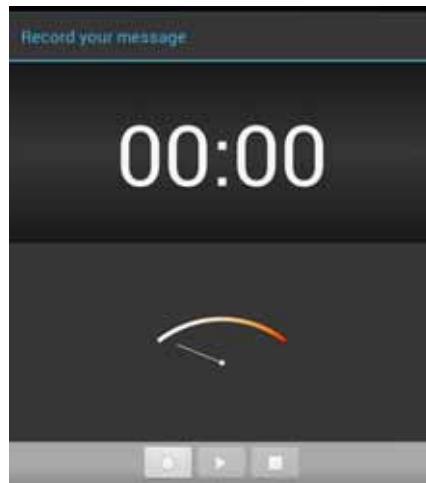
Recording sound

To record sound:

- 1 Touch the  (home) icon, then touch the  (applications) icon. The Applications screen opens.



- 2 Touch **Sound Recorder**. The *Record your message* screen opens.



- 3 Touch the  (record icon) to start recording.
- 4 Touch the  (stop) icon to stop recording.
- 5 Touch **Done** to save your recording or **Discard** to delete the recording.

To play back a recording:

- 1** Touch the  (home) icon, then touch the  (applications) icon. The *Applications* screen opens.



- 2 Touch the  **ASTRO File Manager** icon.
 - 3 Touch **My Files**.
 - 4 Touch and hold the recording you want to play. Touch **Open As**, then **Audio**. Your recording starts playing.

Opening the *Gallery* screen

The *Gallery* screen is where your pictures and videos are stored.

To open the *Gallery* screen:

- 1 Touch the  (home) icon, then touch the  (applications) icon. The *Applications* screen opens.



- 2** Touch the  **Gallery** icon. The *Gallery* screen opens.



- 3** To close the *Gallery* screen, touch the (home) icon or the (return) icon.

Notes:

- If you stored your files in folders (directories) on the microSD memory card, the Gallery screen displays these folders as separate albums. The top left album contains all the pictures on the microSD memory card. Touch an album to view the pictures in an album. If there are no picture albums, slide your finger upward or downward on the screen to view pictures.
 - Depending on the number of pictures stored on the storage card, it may take some time to load all your photos on the tablet.

- If you open the *Gallery* screen from the *Camera* screen, when you touch the (return) icon your tablet displays the *Camera* screen.

Viewing pictures

Note: Pictures are sorted by date.

To view a picture:

- On the *Gallery* screen:
 - To open an album, touch it.
 - To view pictures, slide your finger up and down to scroll through the pictures.
 - To zoom **in** on a picture, touch the picture with your fingers together, then spread your fingers apart.
 - To zoom **out** on a picture, touch the picture with your fingers spread apart, then pinch your fingers together.
 - To rotate a picture, touch the picture, touch the (options) icon in the upper-right corner, then touch **Rotate left** (to rotate the picture 90 °counter-clockwise) or **Rotate right** (to rotate the picture 90° clockwise). Each time you touch a rotation option, the picture rotates 90°.
- When you finish, touch the (home) icon to return to the Home screen.

Cropping a picture

To crop a picture:

- 1 While viewing a picture full-screen, touch the (options) icon in the upper-right corner, then touch **Crop**. The crop tool appears



- To adjust the crop tool size, touch and hold the edge of the crop tool. When the diamond-shaped “handles” appear, drag your finger inward or outward from the center of the crop tool to resize it.

- To move the crop tool to another area on the picture, touch and hold inside the crop tool, then drag it with your finger to the position you want.
- 2 Touch **OK** in the upper-right corner of the screen to apply the changes to the picture. The cropped picture is saved on your tablet as a copy. The original picture remains unedited.
- 3 When you finish, touch the  (home) icon to return to the Home screen.

Sending a picture using e-mail or Gmail

To send a picture using e-mail or Gmail:

- 1 While viewing a picture in full-screen, touch the screen, then touch the  (share) icon.
- 2 When prompted, touch **Email** or **Gmail**. The picture is automatically attached to your e-mail or Gmail. Compose your message, then touch **Send**. For more information on how to create and send e-mails, see "[Creating and sending an e-mail](#)" or "[Creating and sending a Gmail](#)".

Watching video

To view video:

- 1 On the *Gallery* screen, touch an album to open it, then touch the video you want to watch to start playback.
- 2 Touch the screen to open a playback control bar.



Sharing a video using e-mail or Gmail

To share a video using e-mail or Gmail:

- 1 On the **Gallery** screen, touch and hold the video you want to share.
- 2 Touch the  (share) icon.
- 3 Touch **Email** or **Gmail**. The video is automatically attached to your e-mail or Gmail. Compose your message, then touch **Send**. For more information on how to create and send e-mails, see "[Creating and sending an e-mail](#)" or "[Creating and sending a Gmail](#)."

Listening to music

To listen to music:

- 1 Touch the  (home) icon, then touch the  (applications) icon. The *Applications* screen opens.

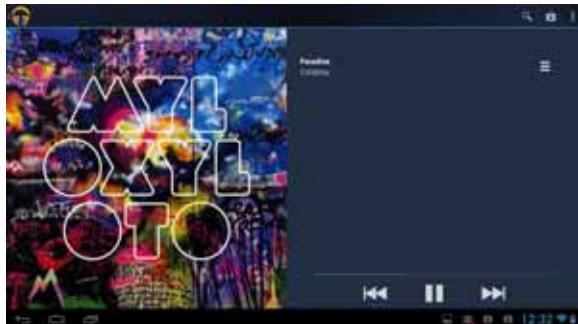


- 2 Touch the  **Play Music** icon. The music library screen opens.



Your music is organized into categories: **Recent**, **Albums**, **Artists**, **Songs**, **Playlists**, and **Genres**.

- 3 Touch the drop-down arrow in the upper-left corner of the screen to open the list of categories, then touch the category you want.
- 4 Slide your finger up and down to locate the song you want to play, then touch the song to start playback.



Playing songs in random order

To play songs in random order:

- On the music library screen, touch the (options) icon, then touch **Shuffle all**.
- To turn off random play, touch the (return) icon, then touch a song you want to play.

Creating a playlist

You can create as many playlists as you want.

To create a playlist:

- 1 On the music library screen, touch a music category.
- 2 Find the song you want to add to the playlist, then touch and hold the song until the options menu opens.
- 3 Touch **Add to playlist**. The *Add to playlist* screen opens.
- 4 Touch **New Playlist**, then use the on-screen keyboard to enter a playlist name.
- 5 Touch **OK** to save your playlist.
- 6 To add another song to your playlist, touch and hold the song on the music library screen until the options menu opens. Touch **Add to playlist**, then touch the playlist name.

Managing playlists

To manage playlists:

- To play a playlist, open the music library screen, then touch the drop-down arrow in the upper-left corner of the screen to open the list of music categories. Touch **Playlists**, then touch the playlist name.
- To delete a playlist, touch and hold the playlist name until the options menu opens, then touch **Delete**. Touch **OK** to delete.
- To rearrange the order of the songs in the playlist, touch and hold the icon to the left of the song you want to move, then drag the song to the position you want. Release when finished moving.
- To delete a song from a playlist, touch and hold the icon to the right of the song you want to delete, touch **Delete**. Touch **OK** to delete.
- To rename a playlist, touch and hold the playlist name until the options menu opens, then touch **Rename**. Use the on-screen keyboard to change the playlist name, then touch **Rename**.

Note: The playlist name "Last added" is a system playlist and cannot be deleted or renamed.

Using Miracast

Miracast is a streaming technology which allows you to wirelessly stream content, like movies, photos, music, and more from your Android tablet to your TV.

To use Miracast:

- 1 Connect your Miracast video receiver to the HDMI port on your TV. See the instructions that came with your Miracast video receiver for complete connection information.
- 2 Touch the  (home) icon, touch the  (applications) icon, then touch the  (Miracast) icon. The *Miracast* screen opens.



- 3 Touch **Scan** in the upper right corner of the screen to scan for available Miracast signals.

- 4 Touch the SSID displayed on your TV.
- 5 When the connection is successful, your Miracast mobile device's screen is displayed on your TV, indicating that video streaming has started.

Protecting your data and tablet

You can protect your tablet by locking the screen or creating a screen unlock pattern.

You can protect your microSD memory card by setting a password or installing an encrypted certificate onto the card.

Using the screen lock

When the tablet screen is turned off, the screen is automatically locked. Locking the screen prevents accidental screen touches when the tablet is in your bag, purse, or pocket.

To use the screen lock:

- Press \odot (power) to turn off the screen. The screen lock is turned on.
- To turn off the screen lock, press \odot (power), drag the \blacksquare (lock) icon to the right.



Creating a screen unlock pattern

You can increase the security of your tablet by creating a screen unlock pattern. **Slide** is the default unlock pattern.

Caution: If you fail to input the correct screen unlock pattern after five tries, you have to wait more than 30 seconds before you can try again.

If you forget your screen unlock pattern, touch **Forgot pattern**. You have to sign in to your Google account and create a new screen unlock pattern before the Home screen will open.

To create a screen unlock pattern:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 2 Touch **Security**, then touch **Screen lock**.



- 3 Touch the screen unlock pattern you want to use. You can select:
 - **None**—No screen lock pattern is used.
 - **Slide**—(Default setting) Slide the lock icon to the right to unlock the screen.

- **Pattern**—Create your own pattern. Touch this option, then read the instructions for creating a pattern. Touch **Next**. Create your own pattern by connecting four dots, then touch **Continue**. Re-draw the pattern to confirm, then touch **Confirm**. The *Security* screen opens.
 - **PIN**—Enter a PIN (personal identification number) to unlock the screen. Touch this option, use the on-screen number pad to enter a PIN, then touch **Continue**. Re-enter the PIN to confirm, then touch **OK**. The *Security* screen opens.
 - **Password**—Enter a password to unlock the screen. Touch this option, use the on-screen keyboard to enter a password, then touch **Continue**. Re-enter the password to confirm, then touch **OK**. The *Security* screen opens.
- 4 When you finish, touch the  (home) icon to return to the Home screen.

Encrypting your tablet or microSD memory card

Important: Encryption takes an hour or more. Make sure that your battery is fully charged.

To encrypt your table or microSD memory card:

- 1 Make sure that your tablet's battery is fully charged.
- 2 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 3 Touch **Security**. The *Security* screen opens.



- 4 Touch **Encrypt tablet**.



Note: You must set a screen lock PIN or Password before you can start encryption. For more information, see "[Using the screen lock](#)" and select **PIN** or **Password**.

- 5 Touch **Encrypt tablet**. The *Confirm your PIN* screen opens.



- 6** Enter your screen lock PIN or password, then touch **Continue**. The *Confirm encryption* screen opens.



- 7** Touch **Encrypt tablet** to confirm.

Note: You must enter your PIN or password to decrypt your tablet each time you power it on.

Managing storage space

Viewing available storage space

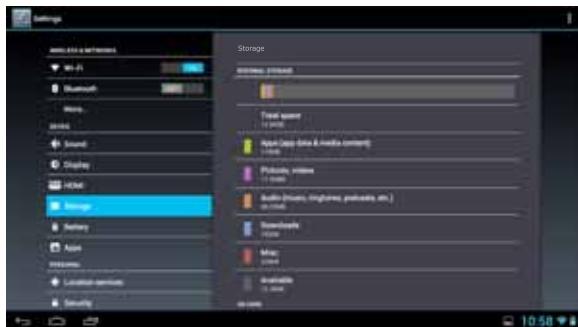
You can view how much of your internal storage has been used and how much is still available.

To view storage space:

- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 2** Drag the screen up, then touch **Storage**. The *STORAGE* screen opens.



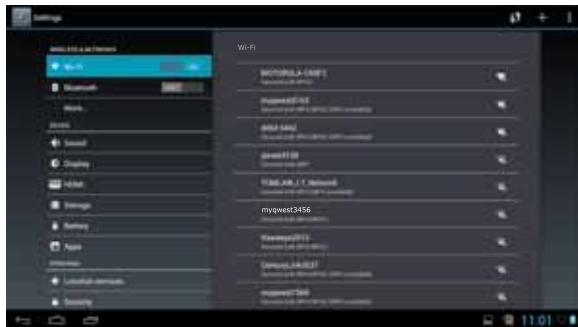
- 3** When you finish, touch the  (home) icon to return to the Home screen.

Clearing application cache and data

You can free up storage by deleting application cache and data.

To clear application cache and data:

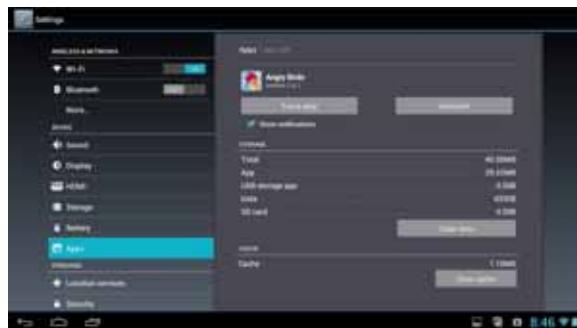
- 1** Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 2 Touch **Apps**. The Apps screen opens.



- 3 Touch the application that has cache or data you want to clear. An application information screen opens.



- 4 Touch **Clear data**, then touch **OK** to clear data the application has stored.

OR

Touch **Clear cache** to clear the application's cache.

- 5 When you finish, touch the (home) icon to return to the Home screen.

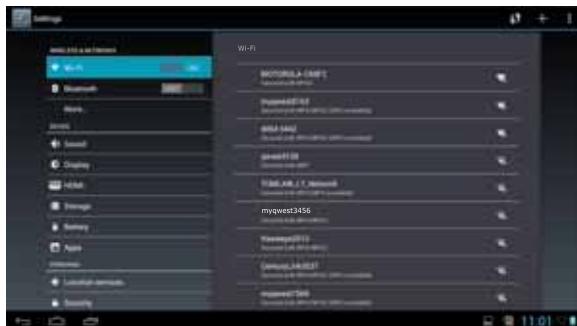
Uninstalling an application

Caution: Back up any application data files before you uninstall an application because these files will be deleted.

Note: You cannot uninstall applications that came pre-installed on your tablet.

To uninstall an application:

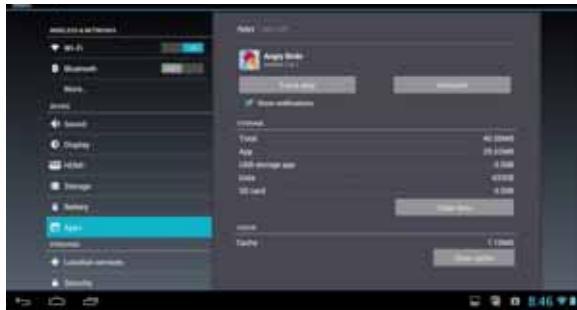
- 1 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 2 Touch **Apps**. The Apps screen opens.



- 3 Touch the application you want to uninstall. An application information screen opens.



- 4 Touch **Uninstall**, then touch **OK** to confirm. The uninstall finished screen opens.
- 5 Touch **OK** to exit.
- 6 When you finish, touch the  (home) icon to return to the Home screen.

Freeing up internal or microSD memory card storage space

If your tablet is running low on storage space, try one of the following:

- Go to your Internet browser and clear all temporary Internet files and browser history information. See the browser's online help for instructions.
- Move data files, such as pictures, videos, or music files, to the microSD memory card or a computer.
- Move applications to the microSD memory card if the applications will run from the memory card.
- Move data files from the microSD memory card to a computer.

Resetting your tablet to the default settings

Resetting the tablet deletes all data, including downloaded applications, and resets the tablet back to its initial state—the state before you turned on the tablet for the first time.

Caution: *Make sure that you back up the data you have on your tablet before you reset your tablet to the default settings.*

Resetting your tablet to the default settings deletes all your files including:

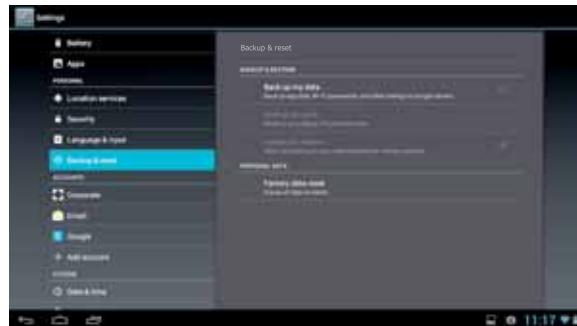
- *Applications you installed*
- *Data files, such as pictures, videos, and music files*
- *All your contact information*
- *Your Google account information*
- *All changes to settings that you have made.*

To reset your tablet to the default settings:

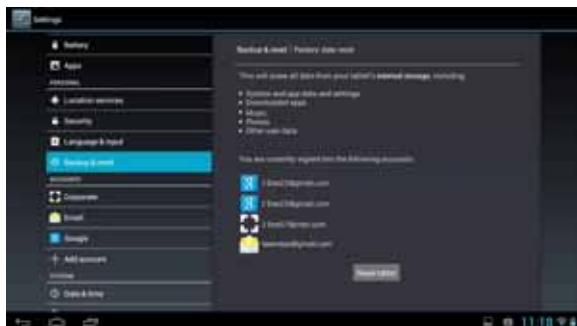
- 1 Connect your tablet to a power outlet.
- 2 Touch the  (home) icon, touch the  (applications) icon, then touch the  (settings) icon. The *Settings* screen opens.



- 3 Drag the screen up, then touch **Backup & reset**. The *BACKUP & RESET* screen opens.



- 4 Touch **Factory data reset**. The *Factory data reset* screen opens.



- 5 Touch **Reset tablet**. If you are prompted, enter your screen unlock pattern.
- 6 Touch **Erase everything**. Your tablet turns off and resets all settings to the defaults.

After you reset your tablet to the default settings, you will have to go through the initial setup again. See “[Turning on your tablet for the first time](#).”

Troubleshooting

What should I do if my tablet screen freezes?

Press and hold the power button for three to six seconds to turn off your tablet, then turn your tablet back on.

What should I do if I cannot turn on my tablet?

Connect the charger and check the battery level on the screen. Make sure the battery is fully charged.

Can I open Microsoft Office and PDF files on my tablet?

You can purchase and download third party applications to read these types of files.

Why do I need to update the firmware?

Firmware updates may improve performance, provide new features, and fix software problems. You should update your tablet whenever firmware updates are available.

How do I back up data and apps before updating firmware?

To back up data and apps, use *ASTRO*, a sync tool that is already installed on your tablet, or download and install *Mybackup*. Follow the instructions provided by the tool to backup data and apps.

How do I update firmware?

Your tablet will receive a new firmware notification when a firmware update is available. Follow the on-screen instructions to complete an update. Wi-Fi connection is required.

Why is there no charge indicator on the tablet screen?

The charge indicator appears on your tablet's screen when the battery is charging except if the battery's charge is at less than 10% of its capacity. When the battery is charging and the battery charge reaches 10% of its capacity, the charge indicator appears on the screen.

Why can't I open Google Maps when my tablet is connected to Wi-Fi?

If your tablet is connect to Wi-Fi and you can't open Google Maps, try opening Google Maps using the Web browser to refresh Internet data, then open Google Maps again.

What can I do if my tablet is running too slowly?

- Access the Web browser's settings menu and clear the browser's cache.

- Touch the  (home) icon, touch the  (applications) icon, touch the  (settings) icon, then touch **Apps**. On the Apps screen, touch an application to uninstall it or to clear the application's cache.

Maintaining

- Keep your tablet dry.
- Avoid exposing your tablet to extreme hot or cold temperatures.
- Avoid placing your tablet close to lit cigarettes, open flames, or any heat source.
- Do not drop, knock, or shake your tablet. Rough handling may break internal circuit boards.
- Do not paint your tablet as the paint could obstruct the ports and prevent normal use.
- Keep your tablet in a clean and dust free place.

Specifications

Specifications are subject to change without notice.

Dimensions H x W x D	7.08 x 10.37 x 0.38 inches (18 x 26.35 x 0.98 cm) The dimensions below are from the Imp Info. The heights do not match. Which is correct? 6.52 x 10.37 x 0.38 inches (16.55 x 26.35 x 0.98 cm)
Weight	1.32 lbs. (0.6 kg) The weight below is from the Imp Info. The weights do not match. Which is correct? 1.19 lbs. (0.542 kg)
Screen size	10.1-inch diagonal
Aspect ratio Should this be added to the Important Information?	16:9
Screen resolution	1366 x 768
Pixel-per-inch (PPI)	128
CPU Should this be added to the Important Information?	Quad-core Tegra 3 processor
Power supply	5V/2A
Power consumption	Maximum 10W
RAM Should this be added to the Important Information?	1 GB

Internal memory	16 GB
microSD memory card	Up to 32 GB
Camera	Front, 2MP
Maximum video capture resolution	1080p
Operating system	Android JB 4.1
USB port Should this be added to the Important Information?	Micro USB port
HDMI jack Should this be added to the Important Information?	Micro HDMI 1.4a
Wireless	802.11 b/g/n Bluetooth BT2.1+EDR
Battery	3.7V @ 7000 mAh rechargeable lithium-ion Should the voltage be listed in the Imp Info? Video playback: 8 hrs continuous playback with Wi-Fi turned off Web browsing: 10 hrs continuous use
Features Should these be added to the Imp Info?	Microphone GPS Accelerometer Gyroscope Magnetometer Ambient light sensor

Legal notices

FCC Warning

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) this device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

FCC Part 15

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.

Warning:

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

Note:

The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate the equipment.

RSS-Gen & RSS-210 Statement

This device complies with Industry Canada licence-exempt RSS standard(s).

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

- (i)the device for operation in the band 5150-5250MHz is only for indoor use to reduce the potential for harmful interference to co-channel mobile satellite systems;
- (i) l'appareil pour fonctionner dans la bande 5150-5250MHz est uniquement pour un usage intérieur afin de réduire les risques d'interférence nuisible aux systèmes mobiles par satellite co-canal;
- (ii)the maximum antenna gain permitted for devices in the band 5725-5825 MHz shall comply with the e.i.r.p. limits specified for point-to-point and non point-to-point operation as appropriate;
- (ii) le gain d'antenne maximal autorisé pour les dispositifs fonctionnant dans la bande

5725-5825 MHz doivent respecter le pire limites spécifiées pour le point-à-point et l'exploitation non point à point, le cas échéant;

(iii) User should also be advised that hight-power radars are allocated as primary users(i.e. priority users) of the bands 5250-5350 MHz and that these radars could cause interference and/or to LE-LAN device;

(iii) L'utilisateur doit également être informé que les radars hight-puissance sont désignés comme utilisateurs principaux (à savoir les utilisateurs prioritaires) des bandes 5250-5350 MHz et que ces radars pourraient cause des interférences et / ou à l'appareil LE-LAN;

RSS-102 Statement

This equipment complies with Industry Canada radiation exposure limits set forth for an uncontrolled environment.

Cet équipement est conforme à l'exposition aux rayonnements Industry Canada limites établies pour un environnement non contrôlé.

Specific Absorption Rate (SAR) Certification Information

Your wireless mobile device is a radio transmitter and receiver. It is designed and manufactured not to exceed the exposure limits for Radio Frequency (RF) energy set by the Federal Communications Commission (FCC) of the U.S. Government.

These FCC RF exposure limits are derived from the recommendations of two expert organizations: the National Council on Radiation Protection and Measurement (NCRP) and the Institute of Electrical and Electronics Engineers (IEEE). In both cases, the recommendations were developed by scientific and engineering experts drawn from industry, government, and academia after extensive reviews of the scientific literature related to the biological effects of RF energy.

The RF exposure limit set by the FCC for wireless mobile devices employs a unit of measurement known as the Specific Absorption Rate (SAR). The SAR is a measure of the rate of absorption of RF energy by the human body expressed in units of watts per kilogram (W/kg). The FCC requires wireless devices to comply with a safety limit of 1.6 watts per kilogram (1.6 W/kg).

The FCC SAR limit incorporates a substantial margin of safety to give additional protection to the public and to account for any variations in measurements.

SAR tests are conducted using standard operating positions accepted by the FCC with the mobile device transmitting at its highest certified power level in all tested frequency bands. Although the SAR is determined at the highest certified power level, the actual SAR level of the mobile device while operating can be well below the maximum reported value. This is because the mobile device is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output of the mobile device.

Before a new model mobile device is available for sale to the public, it must be tested and certified to the FCC that it does not exceed the SAR limit established by the FCC. Tests for each model mobile device are performed in positions and locations (e.g. near the body) as required by the FCC.

For typical operations, this mobile device has been tested and meets FCC SAR guidelines.

COFETEL Statement

La operación de este equipo está sujeta a las siguientes dos condiciones:

- 1) es posible que este equipo o dispositivo no cause interferencia perjudicial y
- 2) este equipo debe aceptar cualquier interferencia, incluyendo la que pueda causar su propia operación no deseada.

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OPEN SOURCE SOFTWARE NOTICE

The new source does not include this statement. Should it be deleted?

If you require additional information, or you wish to receive the complete corresponding GPL licensed source code, please call the Insignia support line at 1-877-467-4289. This source code is available for a period of three (3) years from the date of the distribution of this product by Insignia.

The open source software licenses associated with the Insignia Flex Tablet can be viewed by selecting: Settings > About Tablet > Legal Information > Open Source Licenses.

One-year warranty

Insignia Products ("Insignia") warrants to you, the original purchaser of this new NS-13T001 ("Product"), that the Product shall be free of defects in the original manufacture of the material or workmanship for a period of 1 year from the date of your purchase of the Product ("Warranty Period"). This Product must be purchased from an authorized dealer of Insignia brand products and packaged with this warranty statement. This warranty does not cover refurbished Product. If you notify Insignia during the Warranty Period of a defect covered by this warranty that requires service, terms of this warranty apply.

How long does the coverage last?

The Warranty Period lasts for 1 year (365 days) from the date you purchased the Product. The purchase date is printed on the receipt you received with the Product.

What does this warranty cover?

During the Warranty Period, if the original manufacture of the material or workmanship of the Product is determined to be defective by an authorized Insignia repair center or store personnel, Insignia will (at its sole option): (1) repair the Product with new or rebuilt parts; or (2) replace the Product at no charge with new or rebuilt comparable products or parts.

Products and parts replaced under this warranty become the property of Insignia and are not returned to you. If service of Products or parts are required after the Warranty Period expires, you must pay all labor and parts charges. This warranty lasts as long as you own your Insignia Product during the Warranty Period. Warranty coverage terminates if you sell or otherwise transfer the Product.

How to obtain warranty service?

If you purchased the Product at a retail store location, take your original receipt and the Product to the store you purchased it from. Make sure that you place the Product in its original packaging or packaging that provides the same amount of protection as the original packaging. If you purchased the Product from an online web site, mail your original receipt and the Product to the address listed on the web site. Make sure that you put the Product in its original packaging or packaging that provides the same amount of protection as the original packaging.

Where is the warranty valid?

This warranty is valid only in the United States and Canada at Best Buy or Future Shop branded retail stores or websites to the original purchaser of the product in the county where the original purchase was made.

What does the warranty not cover?

This warranty does not cover:

- Customer instruction
- Installation
- Set up adjustments
- Cosmetic damage
- Damage due to acts of God, such as lightning strikes
- Accident
- Misuse
- Abuse
- Negligence
- Commercial use
- Modification of any part of the Product, including the antenna
- Display panel damaged by static (non-moving) images applied for lengthy periods (burn-in).

This warranty also does not cover:

- Damage due to incorrect operation or maintenance
- Connection to an incorrect voltage supply
- Attempted repair by anyone other than a facility authorized by Insignia to service the Product
- Products sold as is or with all faults
- Consumables, such as fuses or batteries
- Products where the factory applied serial number has been altered or removed

REPAIR REPLACEMENT AS PROVIDED UNDER THIS WARRANTY IS YOUR EXCLUSIVE REMEDY. INSIGNIA SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES FOR THE BREACH OF ANY EXPRESS OR IMPLIED WARRANTY ON THIS PRODUCT, INCLUDING, BUT NOT LIMITED TO, LOST DATA, LOSS OF USE OF YOUR PRODUCT, LOST BUSINESS OR LOST PROFITS. INSIGNIA PRODUCTS MAKES NO OTHER EXPRESS WARRANTIES WITH RESPECT TO THE PRODUCT. ALL EXPRESS AND IMPLIED WARRANTIES FOR THE PRODUCT, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF AND CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO THE WARRANTY PERIOD SET FORTH ABOVE AND NO WARRANTIES, WHETHER EXPRESS OR IMPLIED, WILL APPLY AFTER THE WARRANTY PERIOD. SOME STATES, PROVINCES AND JURISDICTIONS DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY ALSO HAVE OTHER RIGHTS, WHICH VARY FROM STATE TO STATE OR PROVINCE TO PROVINCE.

Contact Insignia:

For customer service please call 1-877-467-4289
www.insigniaproducts.com

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