

# **User Manual**

**Smartphone**

**Trade Mark: LEAGOO**

**Model: M12A**

**FCC ID: 2AQMH-M12A**  
**IC: 20984-M12A**

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## **Safety**

Never attempt to disassemble your phone. You alone are responsible for how you use your phone and any consequences of its use.

As a general rule, always switch off your phone wherever the use of a phone is prohibited. Use of your phone is subject to safety measures designed to protect users and their environment.

Do not use your phone in damp areas (bathroom, swimming pool...). Protect it from liquids and other moisture.

Do not expose your phone to extreme temperatures lower than - 20 °C and higher than + 55 °C.

The physicochemical processes created by chargers impose temperature limits when charging the battery. Your phone automatically protects the batteries in extreme temperatures.

Do not leave your phone within the reach of small children (certain removable parts may be accidentally ingested).

**Electrical safety:** Only use the chargers listed in the manufacturer's catalogue. Using any other charger may be dangerous; it would also invalidate your warranty. Line voltage must be exactly the one indicated on the charger's serial plate.

**Aircraft safety:** When traveling by plane, you will need to switch your phone off when so instructed by the cabin crew or the warning signs.

Using a mobile phone may be dangerous to the operation of the aircraft and may disrupt the phone network.

Its use is illegal and you could be prosecuted or banned from using cellular networks in the future if you do not abide by these regulations.

**Explosive materials:** Please comply with warning signs at petrol station asking you to switch your phone off. You will need to comply with radio equipment usage restrictions in places such as chemical plants, fuel depots and at any location where blasting operations are under way.

**Electronic equipment:** To avoid the risk of demagnetization, do not let electronic devices close to your phone for a long time.

**Electronic medical equipment:** Your phone is a radio transmitter which may interfere with electronic medical equipment or implants, such as hearing aids, pacemakers, insulin pumps, etc. It is recommended that a minimum separation of 15 cm be maintained between the phone and an implant. Your doctor or the

manufacturers of such equipment will be able to give you any advice you may need in this area.

**Hospitals:** Always make sure that your phone is switched off in hospitals when so instructed by warning signs or by medical staff.

**Road safety:** Do not use your phone when driving. In order to give your full attention to driving, stop and park safely before making a call. You must comply with any current legislation.

**Distance of operation:** This phone model has been tested and meets radio frequency exposure guidelines when used as follows:

- Against the ear: Place or receive a phone call and hold the phone as you would a wire line telephone.
- Body worn: When transmitting, place the phone in a carry accessory that contains no metal and positions the phone a minimum of 2.5 cm from your body. Use of other accessories may not ensure compliance with radio frequency exposure guidelines. If you do not use a body worn accessory and are not holding the phone at the ear, position the phone a minimum of 2.5 cm from your body,
- Data operation: When using a data feature, position the phone a minimum of 2.5 cm from your body for the whole duration of the data transmission.

## **Environment**

**Packaging:** To facilitate the recycling of packaging materials, please obey the sorting rules instituted locally for this type of waste.

**Batteries:** Spent batteries must be deposited at the designated collection points.

**The product:** The crossed-out waste bin mark affixed to the product means that it belongs to the family of electrical and electronic equipment.

To promote the recycling and recovery of waste electrical and electronic equipment (WEEE) and at the same time safeguard the environment, European regulations require you to obey the sorting rules instituted locally for this type of waste.

# 1 Getting Started

## 1.1 Installing the SIM card and storage card

You need to remove the back cover before you can install the SIM card and storage card.

### To remove the back cover

1. Make sure your device is turned off.
2. Firmly hold the device with both hands and the front panel facing down.
3. Push the back cover up with your thumbs until it disengages from the device and then slide it up to remove.

### To install the SIM card

The SIM card contains your phone number, service details, and phone book/message memory.

1. Remove the back cover if it is installed.
2. Locate the SIM card slot, and then insert the SIM card with its gold contacts facing down and its cut-off corner facing out the card slot.
3. Slide the SIM card completely into the slot.

**Note:** • The phone can be supported the double SIM cards.

• Some legacy SIM cards may not function with your device. You should consult with your service provider for a replacement SIM card. There may be fees for this service.

### To install a memory card

To have additional storage for your images, videos, music, and files, you can purchase a memory card and install it into your device.

1. Make sure that your device is turned off, and then remove the back cover.
2. Locate the memory card slot on the upper part of the exposed right panel.
3. Insert the memory card into the slot with its gold contacts facing down until it clicks into place.

Note: To remove the memory card, press it to eject it from the slot.

## 1.2 Charging the Battery

Your device comes with a rechargeable Lithium-ion battery and is designed to use only manufacturer-specified original batteries and accessories. Battery

performance depends on many factors, including network configuration, signal strength, and usage patterns.

**Warning:** To reduce risk of fire or burns:

- Do not attempt to open, disassemble, or service the battery pack.
- Do not crush, puncture, short external contacts, or dispose of in fire or water.
- Do not expose to temperatures above 60°C (140°F).
- Replace only with the battery pack designated for this product.
- Recycle or dispose of used battery as stipulated by local regulations.

New batteries are shipped partially charged. Before you start using your device, it is recommended that you install and charge the battery. Some batteries perform best after several full charge/discharge cycles.

**Note:** Only the AC adapter and USB sync cable provided with your device must be used to charge the device.

Connect the USB connector of the AC adapter to the sync connector on your device, and then plug in the AC adapter to an electrical outlet to start charging the battery.

As the battery is being charged while the device is on, a charging icon appears in the title bar of the Home screen. After the battery has been fully charged, a full battery icon appears in the title bar of the Home screen.

**Warning:** • Do not remove the battery from the device while you are charging it using the AC or car adapter.

- As a safety precaution, the battery stops charging before it overheats.

### **1.3 Starting up the device**

#### **Power on/off**

To power off your phone, press & hold POWER. On release, the Phone options menu opens. Select 'Power off' and confirm.

To power on again, press & hold POWER.

Short press POWER to turn on / off the screen backlight or screen lock the phone.

#### **Silent mode**

To silence your phone quickly, press & hold the volume button to zero volume.

## Screen sleep

After a period of inactivity, your screen will go to sleep (display will turn black). In sleep, your phone uses less battery power. You can control this behavior:

### Set screen timeout period

1. On the Home screen, slide your fingertip up along the screen to enter the main menu Screen.

2. Select Settings >Display > Advanced.

3. Select Sleep. Select a time from the menu.

### Prevent sleep while charging

1. On the Home screen, slide your fingertip up along the screen to enter the main menu Screen.

2. Select Settings >System >Advanced.

3. Select Developer options > ‘Stay awake’ check box.

### Lock screen & put phone to sleep

Except when on a phone call, from any screen, press POWER (immediately).

While not on a call, to lock your control buttons and screen from accidental touch activation, press POWER.

You can increase the security of your phone by setting ‘Screen lock’ pattern. Once set, in order to unlock your screen, you’ll have to draw the correct unlock pattern. You can set your screen unlock pattern as follows:

1. On the Home screen, slide your fingertip up along the screen to enter the main menu Screen.

2. Select Settings >Security&location.

3. Select Security and then scroll down to ‘Screen lock’ pattern.

4. Set or change your unlock pattern by selecting ‘Screen lock’ pattern, as applicable.

5. Follow the prompts to define your pattern.

Note: You must slide your finger along the screen to create the pattern, not select individual dots. Connect at least four dots.

If you want your pattern to be hidden as you draw it, clear ‘Make pattern visible’ check box.

## **Home screen**

The Home screen is your starting point for using all the applications on your phone. You can customize your Home screen to display applications and shortcuts as you like.

1. The Home screen actually extends beyond the screen width. On Home screen, slide your fingertip left and right along the screen to reveal the full width of the Home screen. This additional space gives you more room to customize Home with applications and shortcuts.

2. Create Home screen shortcuts:

- On Home screen, hold the blank screen to select ‘Shortcuts’.
- Touch and hold to pick up an Application shortcut, a Shortcut to some of your saved information (such as a play list) for your Home screen. You can place the widget slide your fingertip right along the screen to reveal the width of the Home screen.
- The application or shortcut appears on Home screen.

3. To create an application shortcut quickly, touch & hold an application icon and slide your fingertip right or left to enter the home screen, its shortcut is added to the Home screen.

4. To remove a shortcut or widget from your Home screen, touch & hold the item to enter ‘Remove’. Drag the item to ‘Remove’ button and release. You’ll know when your item is in ‘Remove’ because the item and the tab will turn gray.

5. Move objects on the Home screen

- To move an icon or other item on the Home screen, you must first touch & hold it to enter ‘Remove’. The object will magnify when it’s ready to be moved.
- Without lifting your finger (or you’ll drop out of remove mode), drag the object to the new position. To move an item to a section of the Home screen not in view, move it to the edge of the screen and hold it there for a moment. The screen view will shift; position the object and release.

## **1.4 Status Icons**

### **Connection status icons**

Along the top of your phone screen is the status bar. On the left side, icons will

appear, notifying you of a new message, upcoming calendar event, or something else you should notice. On the right side of the status bar, you'll see connection status icons.

### **Read your notifications**

When you see a notification in the status bar, touch the bar and slide your finger down the screen to open the list of notifications displayed in the sliding window. Ongoing notifications report activities such as call forwarding ON, current call status, song playing.

Notifications report the arrival of new messages, calendar events, and alarms. You can clear notifications list by selecting 'CLEAR ALL' notifications at the bottom of the notifications window.

To open the message, reminder, or other notification, you can touch the items. To close the notifications window, slide your finger up the screen.

**Notes:** On the home screen, touch the bar and slide your finger down the screen to open the list of notifications displayed in the sliding window, you can touch the icon  on the bottom of the screen to enter the shortcuts screen, such as Airplane mode, Wi-Fi, Bluetooth, Data connection, Airplane mode, you can open or close the selected function directly.

## **2 Using phone features**

### **2.1 Turning the phone function on and off**

#### **To enable or disable Airplane Mode**

In many countries, you are required by law to turn off the phone while on board an aircraft. Another way to turn off the phone function is to switch your device to Airplane Mode.

When you enable Airplane Mode, all wireless radios on your device are turned off, including the phone function, Bluetooth, and WLAN.

1. On the Main menu screen > Settings > Network&Internet > Advanced.

2. Touch 'Airplane mode' to enable or disable.

When you disable Airplane mode, the phone function is turned back on and the previous state of Bluetooth and WLAN are restored.

### **Adjusting the volume**

Press Volume button on the side of the phone to show the volume screen.

If the phone is in vibrating mode, the voice will be muted automatically and the device will vibrate when there is an incoming call.

## **2.2 Making a call**

On Home screen or Main menu screen, touch Phone to enter the dial screen.

1. Touch the on-screen dial pad to enter a number, touch  button to delete numbers you've entered. Touch & hold to delete all the numbers in the field.

To dial a call, touch 'Call' button (Green icon) to make a call.

To end a call, touch 'End' button (Red icon).

2. On the dial screen, touch Call history tab  to show the call records, select an entry listed in the log to call the number.

3. Also, enter Contacts tab  that the contacts with phone numbers are listed. Select a contact, and then select the phone number to dial the call.

## **2.3 Answering and Ending a call**

When you receive a phone call, the incoming voice call screen will appear, allowing you to either answer or ignore the call.

To answer an incoming call, slide phone  button upward.

To reject a call, slide phone button downward.

## **2.4 In-call options**

While on a call, reveal the in-call options: Speaker, Mute, Add call, Hold, Start recording and End.

Note that if Bluetooth services are on and you are connected to a hands-free device, the more menu indicator will show Bluetooth on.

1. Speaker: To use the speaker, select 'Speaker' so it shows a black bar. To turn it off, select it again so the bar is unfilled. The status bar will display the icon when the speaker is on.

2. Mute: To mute your side of the conversation, select 'Mute' so it shows a

black bar. To turn it off, select it again so the bar is unfilled. The status bar will display the icon when Mute is on.

3. Hold: To put an active call on hold, select 'Hold' so it shows a green bar. To resume the call, or take the call off hold, select it again so the bar is unfilled. If you take a call while already on a call, the first call will be placed on hold automatically. The status bar will display this icon when a call is on hold.

4. Add call: If you need to enter numbers while on a call, touch 'Add call'.

5. Incoming call: During call in progress, if you are on a call ("call in progress") when another call comes in ("incoming call"), you have a few choices:

- Answer the incoming call and place the call in progress on hold. To switch calls at any time, touch 'Swap'.
- If you don't want to interrupt your call in progress, then touch 'END'.
- If you have one call in progress and one caller on hold, to end both calls, touch 'End all'.

6. While on a call, you can conference up to six callers, counting yourself. Note that you can also have an additional caller on hold during a conference call, regardless of how many participants are on the conference.

Note: Whether the group call function can be used depends on whether the network operator supports and provides such function as well as whether you have applied for such function. Please contact network operator for details.

## 2.5 Using call history



1. The missed call icon appears in the title bar when you missed a call.
2. Use 'Call history' tab to check who the caller was, or view all your dialed numbers, and received calls. To open 'Call history' tab, touch 'Call history' button in the phone screen to enter the call history list.
3. Scroll to select the contact or number you want to dial, touch 'Call' button.
4. Tap and hold the selected contact you want to call, and then you can make to do the following options of call, send message or add to a contact on the shortcut menu.

## 2.6 Call settings

On the dialing screen, press MENU > Settings to enter Call settings menu, you

can make the operation of call settings and general settings.

## **3 Setting on your device**

On Home screen, slide your fingertip up along the screen to enter the main menu Screen. Select Settings.

### **3.1 Network & Internet**

You can use Wireless & networks settings to manage your SIM cards, configure and manage connections to networks and devices by using Wi-Fi. You also can set Bluetooth, Data usage, Airplane mode, Tethering & portable hot spot and VPN in this interface.

### **3.2 Connected device**

You can turn Bluetooth services on or off. With Bluetooth services on, you can touch MENU to open the Bluetooth settings screen.

### **3.3 Apps & notifications**

You can use the application settings to view the details of the applications installed on your phone, to manage their data and force them to stop.

### **3.4 Battery**

You can view your battery status & battery level in this interface.

### **3.5 Display**

You can set Brightness level,Wallpaper, Sleep,Font size and Font style etc.

### **3.6 Sound**

You can make settings about the notification of call and messages etc.

### **3.7 Storage**

Use the Storage settings to monitor the used and available space on your phone and on your SD card and to manage your Memory card.

### **3.7 Security & location**

#### Location

You can turn on/off location and select High accuracy.

#### Security

You can set the parameters about security by this function.

### **3.8 Accounts**

You should add account first before using this function.

### **3.9 System**

#### Language & input

Use the Language & input settings to select the language for the text your phone and for configuring input method.

#### Date & time

You can use Data & time settings to set your preferences for how dates are displayed. You can also use these settings to set your own time and time zone, rather than obtaining the current time from the network.

#### Back up

You can backup your data to Google drive.

#### Reset options

You can select to reset your phone to factory settings. This will erase all your data from the phone and require you to sign in and go through the setup screens to use any of the applications.

#### Developer options

If you are an application developer, you may be interested in these settings:

USB debugging: If you want be able to communicate with your phone directly via USB, select 'USB debugging' check box.

Stay awake: To prevent your phone from sleeping while charging (via power adapter or USB), select 'Stay awake' check box.

#### About phone

View your phone Status: This screen lists a variety of information, including your phone number, the network you are currently using, the type of network, signal strength, whether you are roaming or not, any WLAN addresses you're connected to, and more.

View the model number and version information for your phone.

## **4 Active Sync**

### **4.1 Data synchronization**

Some applications on your phone (Contacts and so on) give you access to the same personal information that you can add, view, and edit on your computer using Web applications. This means that when you add, change, or delete your information in any of these applications on the Web, the updated information also appears on your phone, and vice versa. Also, if you lose your phone or if your phone is destroyed, your personal information is not lost and will appear, as before, on a replacement phone.

This mirroring of information happens through over-the-air data synchronization, or data “syncing”. Data syncing occurs in the background and shouldn’t ever get in your way. You’ll know your data is being synchronized when you see this icon in the status bar:

Because sending large amounts of data back and forth over the air can take time and require considerable bandwidth, there are some settings on the phone that allow you to control data sync.

### **Sync by application**

To control synchronization Contacts, you can do the following:

1. On the Main menu screen, select Settings.
2. Select Accounts. When any of the applications are synchronizing, you will see the “sync” icon . You will also see the last time your data was synchronized.
3. By default, the personal information in Contacts will sync whenever you make a change or receive a new message. You can change this behavior:

Auto-sync: When selected, Auto-sync will sync Contacts automatically, as you make changes or receive new messages. When OFF, information will not be synced automatically, although you can force sync by using the individual application check boxes described below.

4. Sync problems:

If you see this icon  to the left of the sync check box, then there was a temporary problem with the data synchronization. Check your data connection and try again later.

### **4.2 Bluetooth**

You can use Bluetooth to send and receive calls using a headset or hands-free car kit.

#### **Turn on Bluetooth services**

1. On the Main menu screen, select Settings> Connected devices.
2. Select Pair new device, the other Bluetooth devices will see your phone in their scans for Bluetooth devices.

#### **Name your Bluetooth device**

1. Make sure you have turned Bluetooth on.

2. Select Settings > Connected devices > Pair new device > Device name, rename this device.
3. Type the name for your device in the dialog box, and then select 'OK'.
4. Your new device name appears on the Bluetooth settings screen.

### **Pair & connect with Bluetooth devices**

Before your phone can communicate with a Bluetooth headset or hands-free car kit, the devices must "pair", then "connect":

1. Make sure you have turned Bluetooth on.
2. Your phone starts scanning for Bluetooth devices within range. As they are found, the devices appear in the list of Bluetooth devices.
3. To pair with a device in the list, select it.
4. Type the device's PIN and then 'Pair'.
5. Once paired, select the device name to connect.
6. Pairing and connection status appear under the device name.
7. Once the other Bluetooth device shows "connected" status, you can start using it to make and receive phone calls.
8. To un-pair with a device, touch the icon on the side of device to open the context menu. Select Un-pair, as appropriate. If you select 'Un-pair' when connected, you will be disconnected as well.

Notes: The phone supports only the headset and hands-free Bluetooth profiles, so if you try to connect to a device that is not a headset or hands-free car kit, then you will receive an "unable to connect" message.

If you pair with a second headset while connected to the first, the first headset will remain connected. To switch connection to the second headset you must manually select that headset again after pairing.

## **5 Contacts**

The contacts on your phone are synced with your account contacts stored on the Web.

To view the contacts on your phone, select Contacts.

Browse through your contacts by sliding your fingertip up and down on the

screen. Another way to find a contact quickly is to use “SEARCH” button, input the first letter of the name you’re looking for and touch search icon, the matching contacts are appeared on the screen.

From the Contacts tab, you can:

1. Go to Contact details: Select the contact’s name to open the Contact details screen, where all screen the information you’ve saved for this contact is displayed.
2. Take action on a contact: On the Contact details screen, you can view call the contact’s number, send a text message, add or remove a star or edit the contact details.
3. On the Contact details screen, press MENU to open the context menu. From the menu you can select to share, place on home screen, or delete the contact.

### **Add a contact**

1. On the Main menu screen, select Contacts. Your contact list appears.
2. Touch the ‘+’ icon on the right-down of the screen to add new contact.
3. Add all the information you want to store for this contact in the appropriate fields. You must add some information to save a contact. To change a default label, select the label name to open the label menu. Select a different label or create a custom label. To add more fields, select ‘More fields’.
4. You can assign a Caller ID icon to your contact by touching Caller ID icon. The Pictures application opens. Navigate to a picture and select it, size the cropper with your fingertips. When finished, select ‘Save’. The picture is associated with your contact. If you do not assign an icon, a default android icon will be assigned.
5. To save your contact, press BACK and touch ‘Save’ icon.

### **Edit contact details**

You can always make changes to the information you’ve stored for a contact:

- 1 From Contacts, touch the contact you want to open the Contact details screen.
2. Select ‘Edit’ icon. The Edit contact screen appears.
3. Make your edits, then press ‘Save’ icon.

### **Communicate with a contact**

From Contacts you can quickly call or text a contact’s default number, as

displayed below their name on the screen. However, to view all the information you've stored for a contact, and to initiate other types of communication with that contact, open the Contact details screen. To open a contact's details screen, simply select their name from Contacts.

1. Call a contact: From the contact list, touch the contact you want to open the Contact details screen. Touch the call number directly to dial that contact's primary number (first in the list on their details screen).
2. To dial a different number for the contact, select the contact's name, and then select the number on their details screen and then touch the call number that you want.
3. Send a text or multimedia: To send a text or multimedia message to a contact, you must have a message to a contact mobile number stored for them in contact details. From the Contact details screen, select a phone number and click 'Message' icon, A Compose screen opens for your new message. Complete your message and select 'Send'.
4. Send email to a contact: To send an email message to a contact, you must have an email address stored for them in their contact details.

- Select the contact you want to email. Their Contact details screen opens.
- In the Send email section, select the email address. If you are fetching POP3 or IMAP email accounts to your phone, then select the account you wish to use to send. A Compose screen opens for your new message.
- Complete your message, select 'Send'.

### **SIM contacts importer**

If you have stored names and phone numbers on your SIM card, you can add these to the Contacts stored on your phone by selecting this settings option. From the contact list, press MENU to select 'Import/export', you can select to import from SIM card or memory card, once the list of names and numbers appears you can:

Import only certain names/numbers in the list - Select the name/number you want to import, then repeat for others as you wish. (As soon as you select the name/number, it is imported)

# 6 Exchanging Messages

## 6.1 SMS and MMS messaging

To open the SMS & MMS Messaging application. On the Main menu screen, select Message icon.

### About text and multimedia messages

SMS messages are also known as “text” messages and can each be around 160 characters. If you continue to type after the limit is reached, your message will be delivered as one, but count as more than one message. These are called “concatenated” messages.

MMS messages are also known as “multimedia” or “picture” messages and can contain text, picture, audio, and video files.

When you compose a message, the phone will automatically convert a text message into a multimedia message as soon as you add an attachment, or if you address the message using an email address rather than a phone number.

### **View the message from the message list**

Select a message thread in the list to open it for reading. When open, the individual messages appear stacked on the screen, much like with instant messaging conversations (or chats).

Note that messages you send are also listed in the Read view.

### 1. Reading multimedia messages

If you have selected to auto-retrieve your multimedia messages, then both the message header and body will download.

If you are downloading only the headers, then you must first select the Download button to retrieve the message body. If you are concerned about the size of your data downloads, you can check the message size before you download.

From a message read view, you can do the following:

1. Reply to a message: Simply start typing your message in the text box at the bottom of the screen to reply to a message. You can always touch ‘+’ icon and select to add an attachment to convert it to a multimedia message. Select ‘Send’ when ready.

2. Links in messages: If a message contains a link to a Web page, it will be selectable. To view the Web page in the Browser, simply select it.
3. Delete messages: Your messages will be saved until you explicitly delete them.
  - Delete one message in a thread - With the message thread open in Read view, touch & hold the individual message you want to delete to open the context menu, and then select 'Delete'.
  - Delete all messages in a thread - From the message list, you can also delete an entire thread from the message list by pressing & holding the thread, then touch 'Delete' icon on the bottom of the screen.

### **Compose text and multimedia messages**

1. Touch '+' Compose icon. The Compose screen opens.
2. Add recipients by typing a name, phone number, or email address in the 'Type name or number' field. Matching contacts will appear. Select the recipient or continue typing. Add as many recipients as you wish. If you send the message to an email address, the message will automatically convert from a text to a multimedia message.
3. To add a subject, press MENU and select 'Add subject'. If you add a subject, the message will convert to a multimedia message.
4. To add an attachment, touch '+' icon. Adding an attachment will always convert the message to a multimedia message. Select from audio or picture files. You can select to take a new picture if you want, or record an audio file. Any recordings you make will be stored automatically in Music application in a play list named "My recordings". To remove an attachment, select the attachment's 'Remove' button.
5. Type your message. As you type, you'll be able to track how many characters/messages you're creating. Remember that text messages have a limit around 160 characters. Once you go over that limit, a new message is actually created but automatically joined into one when received.
6. Select 'Send' when ready. You can also save a draft.

### **Save message as draft**

While composing, press MENU and select "Archived", your message

automatically saves as a draft.

### **Text and multimedia message settings**

To set text and multimedia message preferences, from the message list, press MENU and select 'Settings'.

## **6.2 POP3 and IMAP email accounts**

### **Add an email account**

You can fetch messages from up to five POP3 or IMAP accounts. Follow these steps:

1. On the Main menu screen, select Email application.
2. The Set up new account screen appears.
3. Type your account email address and password.
4. If you want, select the Send email from this account by default check box. This setting only applies if you have more than one POP3 or IMAP account set up.
5. Select 'Next'.

If you have a popular email account, the application will set everything up for you! Before you go to your Inbox, you can name the account (if you don't, your email address will be used). You are also asked to type your name as you want it to display on outgoing messages. You must complete this field before you can select 'Next' and go to your Inbox.

For less popular accounts, follow the prompts to type the email server, protocol, and other account information yourself. After your account settings have been verified, select 'Next' to go to your Inbox.

6. To add more accounts (up to five), from an Inbox or your Accounts screen, press MENU and select 'Add account'.

### **Use your POP3 and IMAP email account**

Once you've set up an account, you can do the following:

1. Refresh Inbox: From the Inbox, press MENU and then select 'Refresh' to update your Inbox with any previously-unfetched email.
2. Read email: You can display or collapse the messages in your Inbox by selecting Inbox. Unread messages display with a colored band. (Each account you add will use a different color.)

3. Forward, Reply, Reply all: You can forward, reply, or reply all to an email message from the Inbox. From the Inbox, touch & hold the message to open its context menu. Select the action you want to take.

4. Compose new

From the Inbox: 1. Press MENU and select ‘Compose’.

2. Add recipients by typing a name or address in the ‘To’ field. Matching contacts will appear. Select the recipient or continue typing the address. Add as many as you wish.

3. Type a subject and message.

4. Select ‘Send’, ‘Save as draft’, or ‘Discard’. Pressing BACK will also save as draft unless you have not typed anything.

5. Delete message

From the Inbox: Expand the Inbox to display the messages. Touch & hold the message you want to delete. Select ‘Delete’. Your message is moved to the Trash.

6. Empty Trash: Once you’ve moved a message to the Trash, to empty messages in the Trash you must delete each message individually. Press MENU and select ‘Folders’ to enter the Trash.

Note that the message is only deleted from your phone, not from the account server.

7. Remove an email account: You can always remove a POP3 or IMAP email account from your phone. Go to your Inbox, press MENU and select ‘Accounts’. Your Accounts screen opens. Touch & hold the account you want to remove to open the context menu. Select ‘Remove account’. You will be asked to confirm before the account is removed.

### **Edit account settings**

To open your Account settings screen, do the following:

1. From your account Inbox, press MENU and select ‘Account settings’.

2. The Account settings screen appears. You can do the following from this screen:

Account name: Select to change the name of your account as it appears on your Accounts screen.

Your name: Select to change your name as it appears in outgoing email.

Email check frequency: Select this pop-up menu to set how frequently your email account is checked for new messages. Note that whenever you open a folder, email is refreshed, regardless of this setting.

Default account: If you have more than one POP3 or IMAP email account set up on your phone and want to use this account by default when selecting Compose from the Accounts screen, select this check box.

Email notifications: If you want an icon to appear in the status bar when a new message arrives, select this check box.

Incoming server settings: Select Incoming settings if you need to edit the username/ password, server, port, or option to delete email from server.

Outgoing server settings: Select Outgoing settings if you need to edit the SMTP server, port, security type, option to require sign-in, or username/password.

#### **Add another POP3 or IMAP**

To add another account (you can add up to five), go to your Inbox, press MENU and select ‘Accounts’. Your Accounts screen opens.

Press MENU and select ‘Add account’ another account.

## **7 Internet**

### **7.1 Ways of Connecting to the Internet**

Your device’s networking capabilities allow you to access the Internet or your corporate network through WLAN or GSM network (if SIM card supported).

You can also add and set up a VPN or proxy connection.

#### **WLAN**

WLAN provides wireless Internet access over distances of up to 100 meters (300 feet). To use WLAN on your device, you need access to a wireless access point or “hots pot”.

Note: The availability and range of your device’s WLAN signal depends on the number, infrastructure, and other objects through which the signal passes.

#### **7.2 Browser**

To open the Browser, on the Main menu screen, select Browser icon.

The Browser always opens to the last Web page you were viewing. The first

time you enter the Browser after powering on, your home page will display. All items downloaded from the Web are stored on your memory card, so be sure you have a card installed in your phone before you download from the Browser. The Browser will only allow you to download items that are supported by an application installed on the phone.

Warning! Applications downloaded from the Web can be from unknown sources. To protect your phone and personal data, only download applications from sources you trust.

## **8 Experiencing Multimedia**

### **8.1 Camera & Picture**

All the pictures you can capture or view on your phone are stored on memory card, which must be installed in your phone. Before you can use the Camera or view pictures in Pictures, make sure you have a card installed.

#### **Load pictures onto your memory card**

Read the instructions below to add pictures to your Memory card or the phone storage.

1. Mount your memory card to your computer by doing one of the following: Remove the memory card and insert it into a card reader attached to your computer.
2. On your computer, find the mounted USB drive and open it.
3. Create a folder at the top-level called “Pictures” or some other descriptive name and open it.
4. Copy .jpg or other image files into this folder. To organize pictures into albums that will display in the Pictures application, create a folder and copy pictures there for each album you want to display.
5. When finished, close the USB drive window and eject the drive as required by your computer's operating system.

#### **Take a picture**

Captured pictures are saved to the “DCIM” folder on your memory card or the phone. Before you take a picture, wipe the sensor window (on the back cover) to remove any small amounts of oil.

1. To open the Camera, on the Main menu screen, and select Camera icon.
2. The Camera opens in capture mode. Frame your picture within the screen and hold the phone steady. Touch Camera button to capture. Continue to hold the camera steady for a second after you hear the shutter sound.
3. If you select to save, set as, or share, your picture is saved to Gallery application.

### **View your pictures**

To view the pictures you've captured, as well as any you've stored on your memory card or the phone storage, go to Gallery application:

1. To open Pictures, On the Main menu screen, and select Gallery icon.
2. Depending on how many pictures you've stored, they may take a few minutes to load.
3. If you've stored your pictures in folders on your Memory card, then the folders will display as separate "albums". The top left album always contains all the pictures in all the albums.
4. The individual pictures display in a grid in thumbnail format. You can select to display smaller or large thumbnails in Settings.
5. To open a picture in full-screen view, touch the picture. Once in full-screen, select the arrows to scroll through the pictures within that album. If the arrows disappear, touch the picture again to reveal the arrows and zoom controls.

### **Picture options**

You can do the following while in Pictures.

Note: In all the instructions below, you can touch & hold a picture to open the context menu to access all actions, rather than open the picture in full-screen view.

1. View full-screen: Select a picture to open it in full-screen view.
2. Share a picture: In full-screen view, select Share. Select to share your picture via Messaging (MMS), or another application (if you have another application installed on your phone that supports sharing).
3. Set as wallpaper: In full-screen view, press MENU and select Set picture as. From the menu that opens select Wallpaper. Touch & hold an edge of the cropper to reveal the sizing arrows, then drag the edge in or out to size. Touch &

drag the center of the cropper to move it within the picture. When you're happy with the cropped area, select 'Save'.

4. Set as contact picture: In full-screen view, press MENU and select Set picture as. From the menu that opens, select Contact icon. Your contact list opens. Select the contact you want to associate with the picture. Touch & hold an edge of the cropper to reveal the sizing arrows, then drag the edge in or out to size. Touch & drag the center of the cropper to move it within the picture.

When you're happy with the cropped area, select 'Save'. The picture will now appear in the Contact details screen, as well as on any incoming call notifications.

7. Crop picture: In full-screen view, press MENU and select Crop. Touch & hold an edge of the cropper to reveal the sizing arrows, then drag the edge in or out to size. Touch & drag the center of the cropper to move it within the picture.

3 When you are happy with the cropped area, select 'Save'. Select Discard to cancel the crop. The cropped picture is saved to Pictures as a copy. Your original is not touched.

8. Rotate picture: In full-screen view, press MENU and select Rotate. Select from Rotate left (counter-clockwise) or Rotate right (clockwise). Your picture rotates and is saved automatically.

9. Delete picture: In full-screen view, press MENU and select Delete.

The picture will be removed from the Memory card after you confirm.

10. View picture details: In full-screen view, press MENU and select Details.

The picture details window opens. You can see the title, resolution, file size, and date of the picture.

## 8.2 Music

To open your music Library, on the Home screen, touch Music icon.

Your music is organized into four categories: Artists, Albums, Songs, and Play lists. Select a category to view the lists within each. Once in a category, keep selecting until you reach the music you want to play.

For example, if you select the Artists category, you will see a list of artists in A-Z order. If you select an artist, the list opens to display that artist's albums. Select an album, and the album's song list displays.

## **Load music onto your Memory card**

All the music you can listen to on your phone is stored on memory card. Read the instructions below to add music to your memory card.

1. Mount your memory card to your computer by doing one of the following: Remove the memory card and insert it into a card reader attached to your computer; or, attach your phone to your computer using a USB cable that came in the box. If you use this method, make sure the Home > Settings > Storage > SD card is selected.
2. On your computer, find the mounted USB drive and open it.
3. Although your phone will find all music files on your memory card, it's advisable to keep the number of files or folders at the root level to a minimum. So, if you wish, create a folder at the top-level called "music" (or whatever you want) to store your files.
4. Open this folder and copy music files into it. If you want, create folders within "music" to organize your music further. If you want to use certain music files as phone, notification, or alarm ring tones.

Note: If you do not want a ringtone to appear in your music Library but you do want it to be available as a ringtone, and then create the 'ringtones', 'notifications', or 'alarms' folder outside your 'music' folder.

5. When finished copying, close the USB drive window and un-mount or eject the drive as required by your computer's operating system. Remove the USB cable from your phone and computer.

## **Play back music**

At any level in your Library, touch & hold a listing (a song, artist, album, or playlist) to open the context menu. Select Play to begin play and go to the Playback screen. You can do the following using the Playback screen:

1. Shuffle songs: Shuffle plays songs in random order. Touch to toggle shuffle on and off. When the icon is grey, shuffle is off.
2. Repeat mode: Touch to step through repeat modes: repeat all songs, repeat current song, don't repeat (grey icon).
3. Go to any point in song: Slide fingertip in progress bar to desired point in a song.

4. Playback control: from left to right icons: Go to beginning song, Pause/ resume play and Go to next of song.

If a song is playing while you are on the Library screen, you can switch to the Playback screen quickly by selecting the lower song bar.

## **Playlists**

You can create as many playlists as you wish. Note that the ‘Recently added’ playlist is a system playlist and cannot be deleted or renamed. Also, if you make any voice recordings as part of a MMS message, they will be stored automatically in a playlist called “My recordings”.

### **Create a playlist on your phone**

1. From the Library, select a category. From the list that appears, navigate to the artist, album, or song that you want on a playlist.
2. Touch & hold the artist, album, or song to open the context menu.
3. Select Add to playlist.
4. In the Add to playlist menu that opens, select New to create a new playlist, or one of the existing playlists.
5. The song(s) are added.

### **Manage your playlists**

Go to the Library screen and select ‘Playlists’. All your playlists appear.

Touch & hold the playlist to open the context menu. You can do the following from this screen: Play, Edit (rearrange songs), Delete and Rename.

## **8.3 FM Radio**

This device provides radio function.

Note: Within doors or shielded environment, the receiving effect of radio may be affected. You can improve the effect in the following ways: Near window, adjust the position of earphone cable or adopt manual adjustment.

# **9 Other applications**

## **9.1 Calendar**

### **Calendar views**

You can view multiple calendars on your phone, so each calendar event is coded

with a color. You can view your calendar in a variety of ways. Touch the date on the left-top of the screen to select from Day, Week, Month or Agenda.

### **Create an event**

From any of the views, touch ‘+’ to open the new Event details screen.

- Type the information in the fields.
- Select date & time.
- Name that appears in Day view.
- Description can be as long as you like.
- Select a calendar if you display more than one.
- Set a default reminder time.
- Set online presence: available or busy.

When finished, select ‘Save’.

Tip: Create an event quickly in the Day or Week view by selecting an empty time slot. A new Event details screen appears. The ‘From’ field contains the selected time slot.

## **9.2 Alarm Clock**

To open Alarm Clock, on the Main menu screen, and select Clock icon. The Alarm clock offers as many alarms as you want.

### **Add more alarms**

To add more than three alarms, from the main Alarm Clock screen, touch ‘+’ to enter new clock settings screen.

### **Set an alarm**

Three alarms are set up for you, ready to customize. All two alarms are turned off by default. Select the check box to turn on the alarm. If no day shows under the set time, the alarm will go off once when the set time is reached.

This alarm will go off at 9:00 am every Tuesday and Friday.

To begin, select one of the default alarms to open Alarm settings.

Set the following options:

Alarm: Select the check box to turn alarm on (checked) or off (cleared). This is the same check box that appears on the main Alarm Clock screen.

Time: The time the alarm will go off is shown. To change this time, select Time to open the time selector. Slide the finger up or down to set the time you want,

and then select Set.

Repeat: The current repeat selection is shown. To change the setting, select Repeat and make a selection from the menu. To have your alarm will only go off once at the set time, don't select any of the options. A one-time alarm is shown on the Alarm Clock screen without any days under the set time.

Ring tone: The current ring tone selection is shown. Select Ring tone to pick another ring tone that will play when the alarm rings. (When you select a ring tone, it plays briefly.) Note that when your alarm goes off, the ring tone will play a maximum of five minutes.

Vibrate: Select this check box to have your phone vibrate when it goes off.

Once your alarm goes off, you will receive an alert with the options to Snooze (for 10 minutes) or Dismiss.

### **9.3 Calculator**

To open Calculator, on the Main menu screen, and select Calculator icon.

The Calculator offers two panels: basic and advanced. Switch back and forth between panels by sliding your fingertip left and right along the screen to select 'Advanced panel' or 'Basic panel', as you wish.

#### **Calculator panels**

Two calculator's panels are available: basic and advanced. Use the Basic panel to enter numbers and perform basic addition, subtraction, multiplication, and division. Use the Advanced panel to insert advanced operators or delimiters, such as sine, cosine, tangent, square root, parentheses, etc.

## **10 Play Store**

Log in to your Gmail account to view all the applications & download from thousands of applications available under the Google Market called Play Store.

To use this app please connect to an internet connection.

## FCC Statement

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.

Caution: Any changes or modifications to this device not explicitly approved by manufacturer could void your authority to operate this equipment.

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.

**Specific Absorption Rate (SAR) information:**

This Smartphone meets the government's requirements for exposure to radio waves. The guidelines are based on standards that were developed by independent scientific organizations through periodic and thorough evaluation of scientific studies. The standards include a substantial safety margin designed to assure the safety of all persons regardless of age or health. FCC RF Exposure Information and Statement the SAR limit of USA (FCC) is 1.6 W/kg averaged over one gram of tissue. Device types: Smartphone has also been tested against this SAR limit. This device was tested for typical body-worn operations with the back of the phone kept 10mm from the body. To maintain compliance with FCC RF exposure requirements, use accessories that maintain an 10mm separation distance between the user's body and the back of the phone. The use of belt clips, holsters and similar accessories should not contain metallic components in its assembly. The use of accessories that do not satisfy these requirements may not comply with FCC RF exposure requirements, and should be avoided.

## **ISED Statement**

\*\*\*English: This device complies with Industry Canada license 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.

The digital apparatus complies with Canadian CAN ICES - 3 (B)/NMB - 3(B).

\*\*\*French:

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.

This radio transmitter (ISED certification number: 24870-VSP100) has been approved by Industry Canada to operate with the antenna types listed with the maximum permissible gain indicated. Antenna types not included in this list, having a gain greater than the maximum gain indicated for that type, are strictly prohibited for use with this device.

Le présent émetteur radio (ISED certification number: 24870-VSP100) a été approuvé par Industrie Canada pour fonctionner avec les types d'antenne énumérés ci-dessous et ayant un gain admissible maximal. Les types d'antenne non inclus dans cette liste, et dont le gain est supérieur au gain maximal indiqué, sont strictement interdits pour l'exploitation de l'émetteur.

## **Specific Absorption Rate (SAR) information**

This Smartphone meets the government's requirements for Canada radiation exposure limits set forth for an uncontrolled environment. This device was tested for typical body-worn operations with the back of the phone kept 10mm from the body. To maintain compliance with ISED RF exposure requirements, use accessories that maintain an 10 mm separation distance between the user's body and the back of the Smartphone. The use of belt clips, holsters and similar accessories should not contain metallic components in its assembly. The use of accessories that do not satisfy these requirements may not comply with ISED RF exposure requirements, and should be avoided.

### **Le taux d'absorption spécifique (sar)**

ce téléphone intelligent répond aux exigences du gouvernement du Canada

l'exposition limites indiquées pour un autre environnement. ce dispositif a été testé pour les opérations de port avec le dos du téléphone à 10 mm de l'organisme. indicateurs d'exposition aux champs rf pour maintenir la conformité aux exigences, l'utilisation des accessoires que maintenir une distance de séparation entre l'utilisateur 10 mm et l'arrière du téléphone intelligent. l'utilisation de la ceinture des clips, étuis et autres accessoires ne doit pas comporter des éléments métalliques dans l'assemblage. l'utilisation d'accessoires qui ne remplissent pas ces conditions ne peuvent se conformer aux exigences organisées d'exposition aux rf, et devrait être évitée.