



## Making connections

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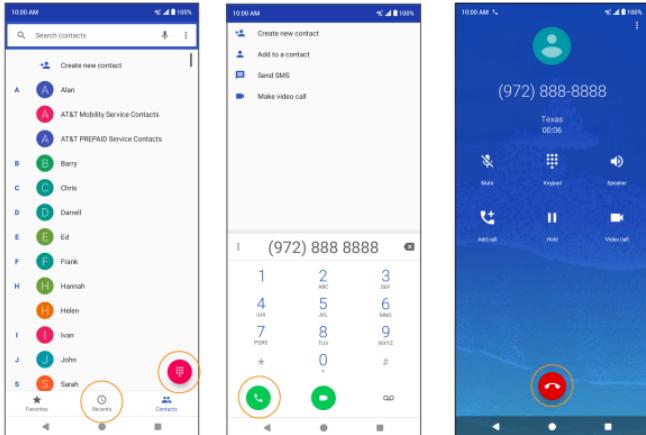
The topics in this section will explain how to help you make connections, from phone calls and maintaining contacts, to text messages, email, Internet, and international services.

# Phone

## Make a call

From the Home screen, tap Phone .

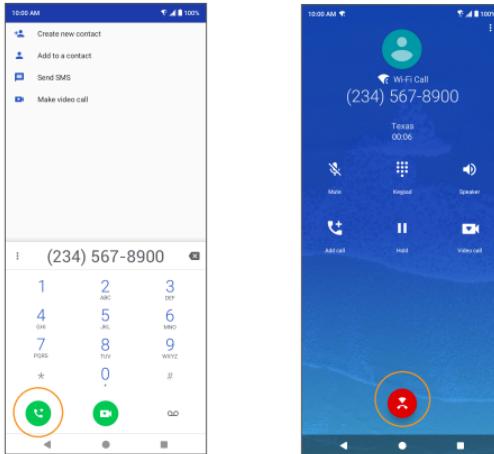
- If the keypad does not appear on the screen, tap  to open it.
- Enter a phone number in the keypad to make a call. Tap  to make a call.
- To view recent calls, tap the **Recents**  tab.
- During a call, you can tap  at the bottom of the screen to hang up.



- Calls can also be made from other apps that contain your contact information. Simply tap the phone number to make a call.

## Make a call with Wi-Fi Calling

1. From the Home screen, tap **Phone** .
2. If the keypad does not appear on the screen, tap  to open it. Enter a phone number in the keypad to make a call.
3. Tap  to make the call.
4. During a call, you can tap  at the bottom of the screen to hang up.

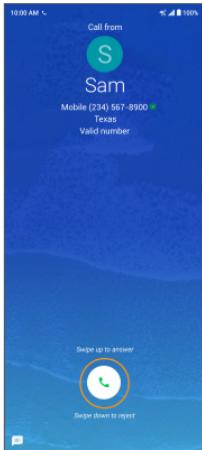


**Note:** You must have an active Wi-Fi connection and have Wi-Fi Calling service activated on the device before it can be used. To turn on Wi-Fi Calling, you will need to set up an emergency address to help emergency services find you if you make an emergency call (911).

For more information, see ["Wi-Fi Calling" on page 103.](#)

## Receive a call

The Incoming Call screen is displayed when a call is received, along with the caller's number and other information you've entered for that contact. When you receive a phone call from someone who is not stored in Contacts, only the default caller ID icon and phone number appear on the Incoming Call screen.



- To answer a call, swipe  up.
- To reject a call, swipe  down.
- Press any side key to mute the ringer.
- Any missed calls are logged in **Recents** .

## Reject a call and send a text message

You can reject an incoming call and automatically send a quick response text message to the caller.

1. When a call arrives, swipe  up from the bottom left corner of the screen. The ringtone or vibration will stop, and you will see a list of quick preset responses.



Tap one of the messages or write your own to send to the caller.

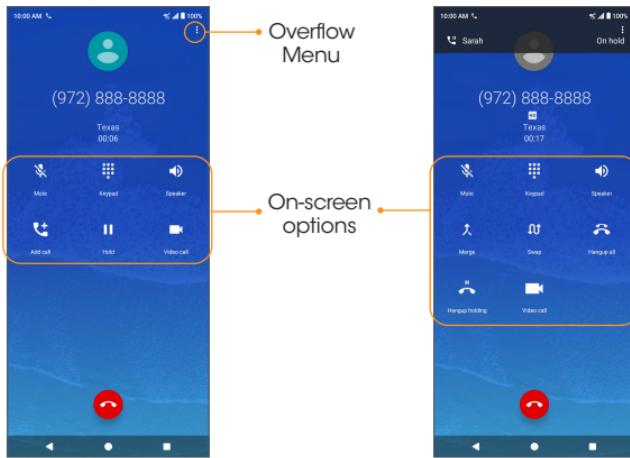
You can edit the preset quick responses from the Call Settings menu. From the Phone app, tap **Menu**  > **Settings** > **Quick responses** and edit the quick responses.

## In-call screen layout and operations

While you're on a call, you will see a number of on-screen options.

### In-call screen layout

Tap the on-screen options to activate them during a call.



## On-screen options

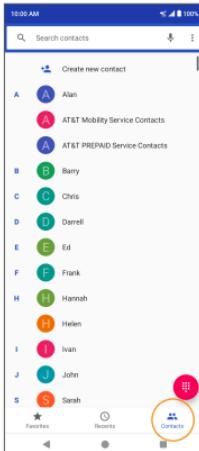
Item	Description
	<b>Overflow Menu</b> Tap and select <b>Switch to RTT</b> to send the caller a Real-time text during a call.
	<b>Speaker</b> Tap to turn the speakerphone on or off. <b>Warning:</b> Because of higher volume levels, do not place the phone near your ear during speakerphone use.
	<b>Mute</b> Mute the microphone during an active call. Tap again to unmute the microphone.
	<b>Keypad</b> Tap to show the on-screen keypad. Use the keypad to enter additional numbers, for example, an extension or access code.
	<b>Hold</b> Tap to hold the current call.
	<b>Add call</b> Tap to initiate a 3-way conference call.
	<b>End call</b> End the current call.
	<b>Merge</b> Join two currently active calls (conference).

	<b>Swap</b>	Swap the calls.
	<b>Hang up all</b>	Hang up all active calls.
	<b>Hang up holding</b>	Hang up on hold calls.

## Place a call from Contacts

You can place phone calls directly from your Contacts list.

1. From the Home screen, tap **Phone** .
2. Tap **Contacts**  to display the Contacts list.



3. Tap a contact.
4. Tap a contact's number to call to place a call.
5. To end the call, tap .

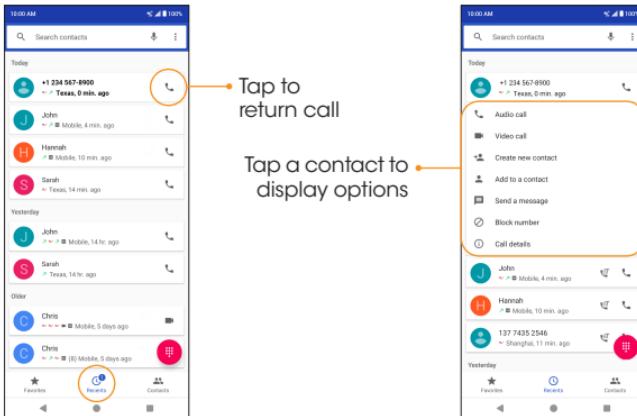
## Call from Recents

The Recents list allows you to view recently received, placed, or missed calls.

1. From the Home screen, tap **Phone** .
2. Tap **Recents** .
3. Tap  to place a call.

You can tap a contact in the Call Log to display more options.

- **Audio call:** Make a audio call.
- **Create new contact:** Create a new contact from an unknown number.
- **Add to a contact:** Add an unknown number to an existing contact.
- **Send a message:** Send a text message to the contact/number.
- **Block number:** Block the contact/number.
- **Call details:** View detailed call information.



# Call settings

Configure your voicemail options and a number of other settings for your calls.

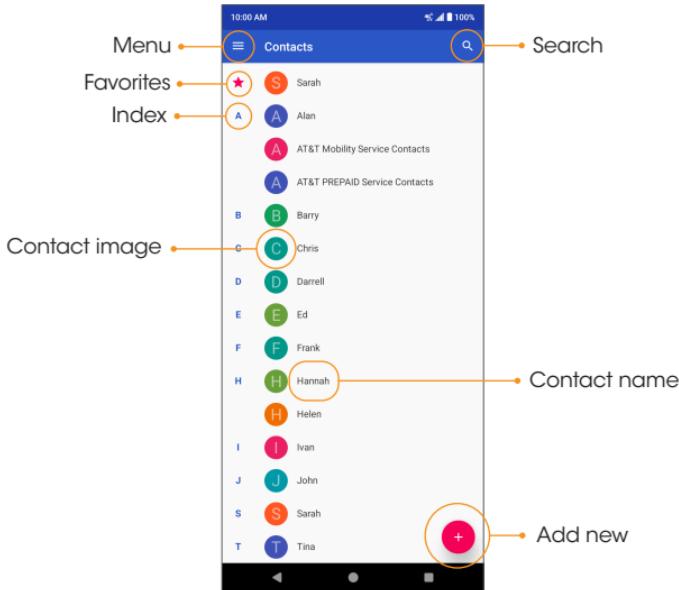
## Call settings options

1. From the Home screen, tap **Phone** .
2. Tap **Menu**  > **Settings**.
3. Configure your phone settings.

Setting	Description
<b>Display options</b>	Choose how to sort and display your contacts.
<b>Sounds and vibration</b>	Adjust call and ringtone volume, change your alert tones, activate Do Not Disturb, and more.
<b>Quick responses</b>	Edit or create quick response text messages. See " <a href="#">Reject a call and send a text message</a> " on page <a href="#">53</a> for more information.
<b>Calls</b>	Set call forwarding or call barring, enable or disable Wi-Fi Calling, and more.
<b>Blocked numbers</b>	Manage numbers and contacts you have blocked.
<b>Voicemail</b>	Set up voicemail, manage notifications, and more.
<b>Accessibility</b>	Configure RTT settings, enable or disable hearing aid compatibility, and enable or disable noise reduction.
<b>About</b>	View more information about your phone.

# Contacts

From the Home screen, swipe up to access **Apps** and tap **Contacts** .



Item	Description
Add new	Add a new contact.
Search	Search contacts.
Contact	Tap to show a contact's details, place a call, send a message, and more.
Favorites	Add a contact as a favorite. You can view your favorite contacts in the Phone app.
Index	Browse contacts alphabetically.
Menu	View your contacts by labels or accounts, and adjust settings.

## Add a contact

You can add contacts from the Contacts app. Enter details such as name, phone numbers, email addresses, mailing addresses, and more.

1. From the Contacts screen, tap  to add a contact.
2. If you have multiple accounts on your phone, select where you want to save the contact.
  - Select **Phone contact** to save your contact on your phone only; they will not be synced with your Google Account.
  - Select an account, such as Google, to save the contact to that account. These will be synced automatically with your account.
  - Select your SIM card name to save the contact to your SIM card. Your contact will be available on any phone your SIM card is mounted in.

3. Use the keyboard to enter information.

**Note:** To select a type (label) for a phone number, email address or postal address (such as Mobile, Home, Work, etc.), tap the arrow and select the appropriate type.

4. When you are finished, tap **SAVE**.

## Save a phone number

You can save a phone number to Contacts directly from the phone keypad.

1. From the Home screen, tap **Phone**  > **Keypad** .
2. Enter a phone number and tap **Create new contact** to add a new contact or tap **Add to a contact** to add the number to an existing contact.
3. To add the number to an existing contact, tap the contact you want to update and add the number to the desired field. To add a new contact, enter the name and any additional information.
4. Tap **SAVE**.

## View contacts

From the Contacts screen, tap a contact to view the details.

## Edit a contact

Add or edit a contact's information, assign a photo, customize with a unique ringtone, and more.

1. From the Contacts screen, tap the contact you want to edit.
2. Tap **Edit** .
3. Tap the field you want to change or add.
4. Add or edit the information, and then tap **SAVE**.

## Delete a contact

You can delete a contact from the contact's details page.

1. From the Contacts screen, tap the contact you want to delete.
2. Tap **Menu**  > **Delete**.
3. Tap **DELETE**.

## Share a contact

You can quickly share contacts using Bluetooth, Gmail, or text messages.

1. From the Contacts screen, tap the contact you want to share.
2. Tap **Menu**  > **Share**.
3. Select how you'd like to share the contact information card (vCard).

# Messages

Send instant messages, media, and more with text and multimedia messages.

From the Home screen, tap **Messages** .

## Text and multimedia messages

- With text messages (SMS), you can send and receive instant text messages.
- Multimedia messages (MMS) can contain text, photos, audio and video files, contact information cards (vCard), and more.

**Note:** See your service plan for applicable charges for messages.

### Send a text message (SMS)

1. From the Messages screen, tap .

2. Enter a contact name or mobile number in the **To** field.

- Enter phone numbers, contact names, or email addresses directly in the **To** field. If you're sending the message to several contacts, separate the phone numbers with a comma. As you enter information, any matching phone numbers from your contacts list are displayed. Tap the matching contact to add them as a recipient.
- Scroll to find and select the contacts to whom you want to send the message. You can also create contact groups as recipients.

3. Tap the text box and compose your message.



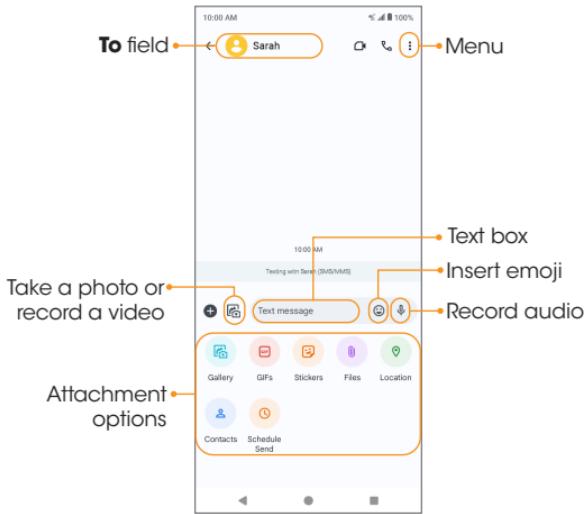
**Note:** Messages exceeding a limited amount of characters will be delivered as one message but may incur additional charges. A counter appears above **Send** ➤ to tell you how many characters you have entered and how many characters are left.

4. When done, tap **Send** ➤ to send the text message.

**Note:** Your text message automatically becomes a multimedia message if you enter an email address as the recipient, attach an item, or compose a very long message.

## Send a multimedia message (MMS)

1. From the Messages screen, tap **Start chat**.
2. Fill in one or more recipients.
3. Tap the text box to compose your message.
4. Tap **Add** (⊕) to the left side of the text box to attach files.



**Note:** Attachment options may vary.

5. After adding an attachment, you can tap to view it, and tap **X** to delete the attachment.

## Attachment options

Icon	Description
	Insert emoji.
	Take a photo or record a video to send, or select a saved photo or video files from <b>Photos</b> to send.
	Take a photo or record a video to send, or select a saved photo or video files from <b>Photos</b> to send.
	Add GIFs.
	Add stickers.
	Select one or more files from <b>Files</b> to send.
	Share your location.
	Share vCards.
	Schedule your message for another time. Tap it to choose the time you want to send the message. You can choose from among several preset times or tap <b>Pick date and time</b> and choose the exact time you like.

6. Tap **Send** ➤ to send the MMS message.

## RCS chat features

With RCS chat features, you can send and receive messages over Wi-Fi or your data network, see when friends are typing or when they have read your message, share images and videos in high quality, and more.

**Note:** To use RCS chat features, you and the recipients must have a service plan that supports RCS and have RCS capable devices with chat features turned on.

To enable RCS chat features on your phone, follow the steps below:

1. From the Messages screen, tap **Menu**  > **Messages Settings** > **RCS chats**.
2. Slide the **Turn on RCS chats** switch to the **On**  position to enable it.

## Messages settings

From the Messages screen, tap **Menu**  > **Messages Settings**.

### RCS chats

- **Turn on RCS chats:** Slide the switch to enable or disable RCS chat features.
- **Send read receipts:** Let others to know when you have read their message.
- **Show typing indicators:** Show your typing status to others.
- **Automatically resend as text (SMS/MMS):** Switch from chat if a message can't send.
- **Auto-download files you receive over mobile data:** Choose the maximum file size that can be automatically downloaded.
- **Auto-download files while roaming:** Download files automatically while roaming. Charges may apply.
- **Learn more about chat features:** Get more information about RCS chat features.

## **Notifications**

Enable or disable notification icons when messages are received.

## **Bubbles**

Enable or disable message bubbles.

## **Send photos faster**

Reduce photos' resolution for faster sending.

## **Hear outgoing message sounds**

Enable or disable sounds when sending messages.

## **Your current country**

Display your current country.

## **Automatic previews**

Enable or disable automatic preview cards for links, places, and other content that the Messages app is able to recognize over time.

## **Spam protection**

Enable or disable spam detection function and report to Google.

## **Swipe actions**

Choose Archive or Delete, to the right or left, or turn off swiping.

## **Advanced**

- **Group messaging:** Enable or disable the ability to send MMS messages to multiple recipients in a group.
- **Auto-download MMS:** Enable or disable the ability to automatically retrieve

and download incoming MMS messages.

- **Auto-download MMS when roaming:** Enable or disable automatically retrieving and downloading incoming MMS messages when roaming.
- **Use simple characters:** Convert the text's special characters into a simple message.
- **Get SMS delivery reports:** Enable or disable SMS delivery reports.
- **Wireless emergency alerts:** View alert messages you've received.
- **SIM card messages:** View messages saved on your SIM card.
- **Phone number:** View your phone number.
- **SMSC:** View SMSC number.

## **About, terms & privacy**

View more information about Message's current version, privacy policy, and terms of service.

# Gmail

Use Gmail to send, receive, and manage your email messages. Before using Gmail, you must sign into your Google Account on your phone. See ["Google Account" on page 36](#) for details on signing in or creating an account.

**Note:** You can use the Gmail app to manage email for other accounts, such as Yahoo!, Hotmail, Outlook, and more.

## Create and send an email message

1. From the Home Screen, open the Google folder, tap **Gmail** .



2. From the inbox, tap  **Compose** to compose a new email message.
3. Enter the message recipient(s), subject, and message, and then tap **Send** .

## Email composition options

- **Add Cc/Bcc recipients:** In the mail composition window, tap  in the **To** bar to add Cc/Bcc recipients.
- **Attach photos or videos:** In the mail composition window, tap  > **Attach file**. Tap the file you want to attach.
- **Save as a draft (Send later):** While composing your message, tap  > **Save draft** or press the **Back** button  to save as a draft.
- **Delete mail being composed:** While composing your message, tap  > **Discard**.

**Note:** View your drafts and sent mail from the inbox by tapping  > **Drafts** or **Sent**.

## Open an email message from a notification

When a new email is received, you will see  in the Status bar.

1. Swipe the Status bar down to display the Notification panel.
2. Tap the new message from the Notification panel.

If you have two or more new email messages, tapping the notification will open the Gmail app.

## Email settings

You can access settings for the Gmail app and for your individual email accounts from the Gmail Settings menu.

1. From the Gmail screen, tap **Menu**  > **Settings**.
2. Tap **General settings** to access settings for all accounts, or tap an account name to configure settings for a specific email account.

# Internet and social networking

The following topics describe how to connect to and use the Internet on your phone and how to access popular social networking sites such as Facebook, Meet, and more.

## Chrome browser

From the Home screen, tap **Chrome**  to browse the Internet, search for information, and bookmark your favorite web pages for convenient access.

### Browsing web pages

1. Tap the address field.
2. Enter a web address or a keyword to browse for web pages.

### Adding a bookmark

1. Open the web page you want to bookmark.
2. Tap **Menu**  > .

### Opening a bookmark

1. From the Chrome browser screen, tap **Menu**  > **Bookmarks**.
2. Select the website you want to view.

### Customizing browser settings

1. From the Chrome browser screen, tap **Menu**  > **Settings**.
2. In the Settings list, you can select options to customize the browser.

**Tip:** For more information, visit: [google.com/intl/en/chrome/browser/mobile/](http://google.com/intl/en/chrome/browser/mobile/).

## Facebook

Post updates, see what your friends are up to, upload pictures and check-ins, and more with on-the-go Facebook access.

### Sign in to your Facebook account or create a new account

1. From the Home screen, swipe up to access **Apps** and tap **Facebook** .
2. Enter your mobile number or email and password and tap **Log in**, or tap **Create new account** to join Facebook.
3. Once completed, your Facebook account will be added to your phone.

### Use Facebook

Once you've either created an account or signed in, you can post and view updates, upload pictures, tag locations, and more, all from your phone.

1. From the Home screen, swipe up to access **Apps** and tap **Facebook** .
2. Tap **What's on your mind?** to type an update. You can also share photos and videos, start a live video, scroll through your Facebook feed, and more.

# Connectivity

The following topics address your phone's connectivity options, including USB file transfer, Wi-Fi, Bluetooth, and more.

## Transfer files between your phone and a computer

**Tips:** If you want to save data to an SD card on your phone, make sure the SD card is installed and active.

**Important:** Avoid removing the SD card while transferring data.

1. Connect your phone to your computer using the USB charging cable.
  - Insert the end of the cable to the charger/accessory jack at the bottom of the phone.
  - Insert the USB end of the cable into an available USB port on your computer. You may need to remove the USB cable from the AC adapter to access it.
2. Drag the Status bar down to display the Notification panel, and tap **Charging this device via USB** to access USB Preferences screen.
  - You can also access USB Preferences screen via Settings menu (**Settings** > **Connected devices** > **USB**)
3. Tap **File Transfer**. You can also select other options available.
4. On your computer, navigate to the detected device (such as through the **My Computer** menu) and open it.
5. If available, select a drive (**Internal shared storage** or **SD card**).
6. Select a folder and copy files from your computer to your phone or from your phone to your computer.
7. When done, disconnect your phone from your computer.

## Wi-Fi

Wi-Fi provides wireless Internet access over distances of up to 300 feet. To use your phone's Wi-Fi, you need access to a wireless access point or hotspot.

### Turn Wi-Fi on and connect to a wireless network

1. From the Home screen, swipe up to access **Apps** and tap **Settings** .
2. Tap **Network & internet**  > **Internet**.
3. Slide the Wi-Fi switch to the **On**  position to enable Wi-Fi.
  - To disable Wi-Fi, slide the Wi-Fi switch to the **Off**  position.
4. Tap a Wi-Fi network to connect, enter the password (if applicable), and then tap **Connect**.

Your phone will be connected to the Wi-Fi network. You will see  in the status bar. For more information on Wi-Fi, see ["Wi-Fi" on page 101](#).

## Bluetooth

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

There are different options and functions available with certain Bluetooth accessories.

- **Audio output:** Wirelessly listen to music, podcasts, etc.
- **Hands-free calls:** Call hands-free, using Bluetooth-capable hands-free devices and headsets.
- **Data exchange:** Exchange data with Bluetooth devices.

## Enable Bluetooth

1. From the Home screen, swipe up to access **Apps** and tap **Settings** .
2. Tap **Connected devices**  > **Connection preferences** > **Bluetooth**.
3. Slide the switch to the **On**  position to enable Bluetooth.
  - You can also enable it from Quick Settings panel. Swipe the Status bar down twice to access the Quick Settings panel and tap **Bluetooth**.

**Tip:** Turn off Bluetooth when not in use to conserve battery power.

## Pair Bluetooth devices

1. From the Bluetooth screen, tap **Pair new device**.
2. Tap a device under **Available devices** and follow the on-screen instructions to pair with the device.
  - Make sure the device you want to connect with is discoverable via Bluetooth.

## Connect to a paired Bluetooth device

From the **Connected devices** screen, tap a paired device to connect.

When the device is connected to your phone, you can then use the headset or car kit to listen to music or make and receive phone calls.

You can also use Bluetooth to transfer files between your phone and another Bluetooth-enabled device, such as a phone or computer. Send photos, videos, calendar events, contacts, and more.

For more information on Bluetooth, see ["Bluetooth" on page 110](#).



## Apps and entertainment

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The topics in this section will explore the features that make your phone so much more than a phone, from the camera and productivity apps to music, entertainment, and more.

# Camera

You can use the camera or video camera to take and share photos and videos.



## Camera cautions

**If the lens is dirty:** Fingerprints and smudges on the camera lens may result in blurry photos or videos. If this happens, wipe the lens with a soft, dry cloth.

**Avoid exposure to direct sunlight:** Do not expose the lens to direct sunlight for long periods, as this can affect the color filter and distort the color of photos and videos.

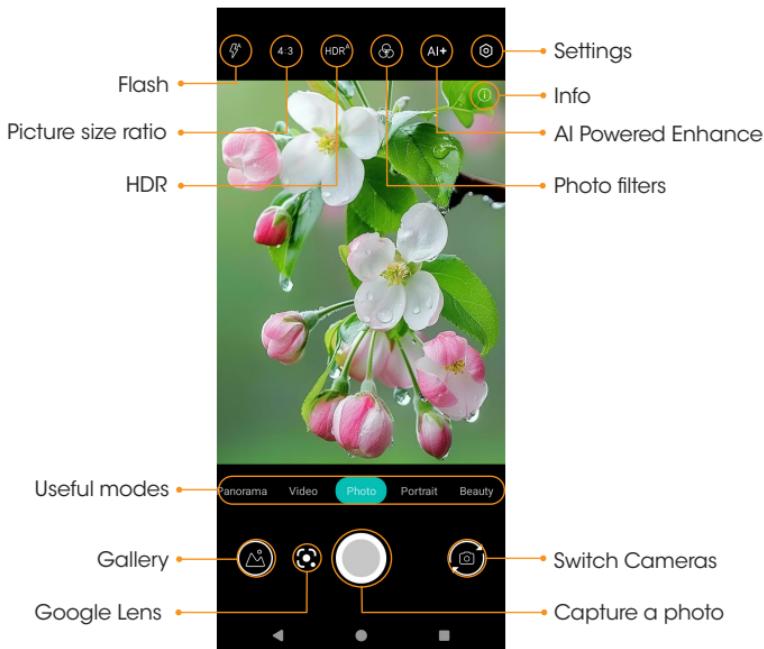
From the Home screen, tap **Camera** . You can also access the Camera with one of the following methods:

- From the Home screen, swipe up to access **Apps** and tap **Camera** .
- Press the **Power/Lock** key twice quickly.
- From the Lock screen, swipe up from the bottom right corner of the screen.

**Note:** If you have an SD card installed, set up, and formatted, photos and videos will automatically be saved to the SD card. If no card is installed, photos and videos will be saved to your phone's memory.

# Camera overview

The camera's viewfinder screen lets you view your subject and access camera controls and options.



## On-screen icons

Icons	Function/Service
	<b>Settings</b> Select camera modes and settings options.
	<b>Flash</b> Activate or deactivate the camera flash.
	<b>Picture size ratio</b> Set the photo quality and aspect ratio.
	<b>HDR enhance</b> Activate or deactivate High Dynamic Range enhance mode for clearer, more vivid photos.
	<b>Photo filters</b> Choose from a variety of photo color filters.
	<b>AI Powered Enhance</b> Automatically detect various scenes and adapt the proper settings or parameters like brightness and contrast, color saturation, de-noise, etc.
	<b>Info</b> View tutorials of each camera mode.
	<b>Gallery</b> View the last photo or video taken.

Icons	Function/Service
	Google Lens Use Google Lens to find or search what you see in your camera.
	Capture Capture a photo.
	Switch cameras Switch between the front and back cameras.

## Useful modes

Modes	Function/Service
Super macro	Take extreme close-ups with Super macro, and capture vivid details of the world around you.
Panorama	Capture more of the scene by combining images to create a panoramic photo.
Video	Record videos and access video settings.
Photo	Capture photos and access camera settings.
Portrait	Blur the background around the subject for a professional look.

Modes	Function/Service
<b>Beauty</b>	Smooth imperfections and brighten facial features for flawless photos.
<b>Night</b>	Optimize photos in low-light conditions.
<b>More</b>	<ul style="list-style-type: none"> <li><b>Time lapse:</b> Record videos over a long period of time than speed it up for a fast action moment.</li> <li><b>Slow motion:</b> Record videos in slow motion.</li> <li><b>Motion photo:</b> With motion photos, you can get the flexibility of a recording with the same image quality you expect.</li> <li><b>Professional:</b> Manually adjust settings such as shutter speed, ISO, white balance, focus, etc. for professional quality photos.</li> </ul>

**Note:** Camera options vary based on mode, camera in use, etc.

## Take a photo

From the Camera screen, aim the camera at your subject and tap  or press the **Volume** key to take the photo.

## Record a video

1. From the Camera screen, tap **Video** to switch to Video mode.
2. Aim the camera at your subject and tap  or press the **Volume** key to start recording a video.

3. Tap  to hold the recording and tap  to resume. Tap  to stop recording and save your video. To take a picture during the recording, tap .

## Scan a QR Code

Your phone's rear camera has a build-in QR code reader that will automatically scan codes for restaurant menus, calendar events, Wi-Fi networks, etc.

1. From the Home screen, tap **Camera** .
2. Aim your camera at the QR code you want to scan.
3. Your phone will recognize the code and display the relevant information. Usually a notification will appear at the top of the screen, then tap it to trigger the code's action.

To turn on or turn off the QR code feature, tap **Settings**  on the top right corner of the Camera screen, and slide the **QR code** switch to the **On**  or **Off**  position.

## Camera settings

You can adjust your camera's settings using the icons on the main camera screen and the full camera settings menu.

From the Camera screen, tap **Settings**  on the top right corner of the Camera screen.

Setting	Function/Service
<b>Picture size (Rear)</b>	Adjust photo size and ratio.

Setting	Function/Service
<b>Self timer</b>	Set a countdown timer.
<b>QR code</b>	Enable or disable the ability to scan codes automatically
<b>Shutter sounds</b>	Activate or deactivate the shutter sound when taking a photo.
<b>Framing lines</b>	Show grid lines to help take professionally-composed photos.
<b>Geo tagging</b>	Add location information to your photo.
<b>Touch shot</b>	Enable or disable the ability to capture photos by tapping on the camera screen.
<b>Storage</b>	Select a storage location. This option is available only when an SD card is inserted.
<b>Restore defaults</b>	Reset to default camera settings.

# Photos

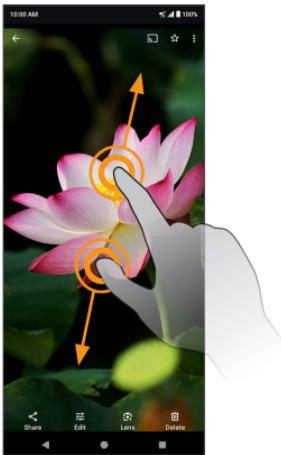
Using the **Photos**  app, you can view photos and watch videos that you've taken, downloaded, or copied onto your storage card or phone memory. For pictures that are on your storage card or phone memory, you can do basic editing such as rotating and cropping. You can easily assign contact photos or wallpapers and share photos with your friends.

From the Home screen, tap **Photos** .

You can tap an image or video to view.

## Zoom in or out on a photo or video

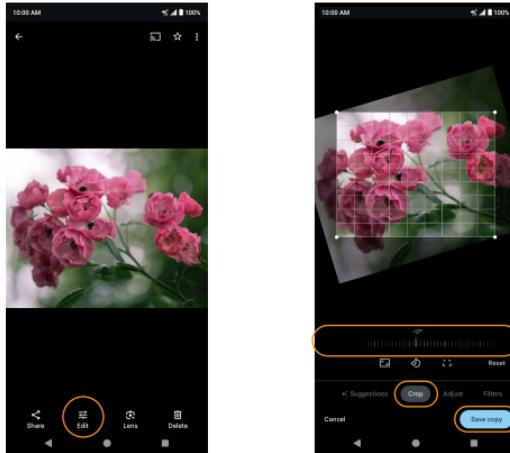
Tap the screen twice or pinch the screen to zoom in or out on a photo or video.



# Edit photos

## Rotate and save a photo

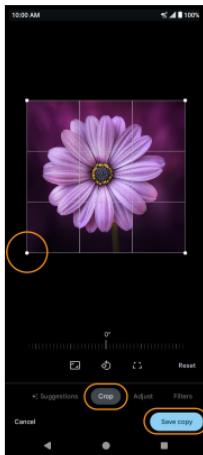
1. From the Photos screen, tap the photo you want to rotate.
2. Tap **Edit**  to access the Edit screen.
3. Tap **Crop** and adjust the slider to rotate the photo.
4. Tap **Save copy** to save a copy of your photo.



## Crop a picture

1. From the Photos screen, tap the photo you want to crop.
2. Tap **Edit**  to access the Edit screen.
3. Tap **Crop**. A crop box appears on the photo.
4. To adjust the crop box size, drag the corners inward or outward to resize the crop box.
5. Tap **Save copy** to apply the changes to the photo and save.

The cropped photo is saved in the album as a copy. The original photo will remain unedited.



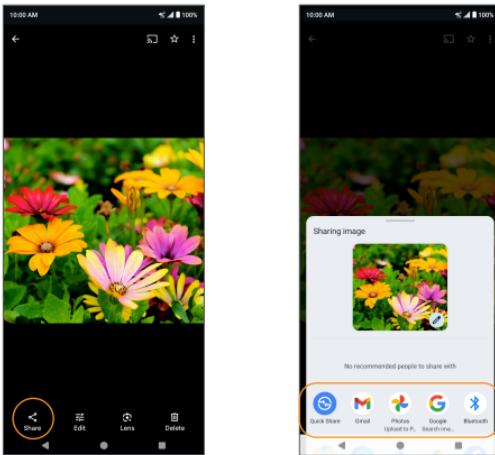
## Share pictures and videos

The **Photos**  app allows you to send photos and videos using email or MMS messages. You can share photos and videos on your social networks, or send them to another phone or your computer via Bluetooth.

1. From the Photos screen, tap the photos or videos you want to share.

**Tip:** To select multiple items, touch and hold an image to turn on Multi-select mode. Tap to select the items you want to share.

2. Tap **Share** , then select to share using Bluetooth, Gmail, and more. Follow the on-screen prompts to send the photo or video.



# Productivity

Use your phone to stay productive and organized with calendar, navigation, alarm, office, and more productivity apps.

## Calendar

Use the **Calendar**  to create and manage events, meetings, and appointments. Your Calendar helps organize your time and reminds you of important events.

In order to sync with your Google calendar, you must sign in to a Google Account on your phone. See ["Google Account" on page 36](#) for more information on signing in or creating a Google Account.

### Calendar view

1. From the Home screen, swipe up to access **Apps** and tap **Calendar** .
2. Tap **Menu** .
3. Select from one of the following calendar views:
  - **Schedule:** Display all events.
  - **Day:** Display today's schedule by hour. Slide the screen to the left and right to display the previous and the next day, respectively.
  - **3 days:** Display the previous day, today, and the next day. Slide the screen to the left and right to view the previous and next three days.
  - **Week:** Display the current week. Slide the screen to the left and right to view the previous and next week, respectively.
  - **Month:** Display the current month. Slide the screen to the left and right to view the previous and next month, respectively.

## Add an event

1. From the Calendar screen, tap **Add**  **> Event** to add an event.
2. Set the event details, such as title, time, location, people to join in, notification, and more.
3. When finished, tap **Save**.

## View calendar events

From the Calendar screen, tap a date and an event to view the details.

## Edit an event

1. From the Calendar screen, tap a date and an event to view the details.
2. Tap **Edit**  to edit the event.
3. When you are done editing, tap **Save**.

## Delete an event

1. From the Calendar screen, tap a date and an event to view the details.
2. Tap **Options**  **> Delete** to delete the event.

## Calendar settings

1. From the Calendar screen, tap **Menu**  **> Settings > General**.
2. Tap an option to adjust Calendar settings.

# Google Maps

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

## Enable location services on your phone

Before using Google Maps, you must enable your phone's location feature. For information about setting your phone's location options, see ["Location" on page 137.](#)

## Search for destinations

Use Google Maps to locate and map a specific address or destination.

1. From the Home screen, swipe up to access **Apps** and tap **Maps** . If prompted, follow the on-screen instructions to accept terms of use.
2. Tap **Search here**.
3. Enter an address, city, facility name, etc., then choose a search result. You will see your location on the map.

## Google Maps operations

- **View current location:** Tap  to find your current location on the map.
- **Explore nearby venue categories:** Browse nearby venues by selecting a category such as restaurants, parks, hotels, and more.
- **Select map types for different views:** Tap **Map Type**  and choose your map view, or select to view map details such as traffic, street view, etc.
- **Find a route to your destination:** Tap **GO** , enter your desired start location and destination, and tap a method of transportation (car, public transit, or on foot) for a list of step-by-step directions to your destination.

# Google Search

Search for information saved on the phone, in apps, and on the Internet.

1. From the Home screen, tap the Google Search widget.
  - You can also access Google Search by swiping up on the Home screen to access **Apps** and tapping **Google** .
2. Type your search keywords and tap **Search** .
3. To search by voice, tap **Google Voice Search**  in the search bar and say your search terms. Search results will appear.

**Tip:** To quickly access Google Voice Search from any screen, press and hold **Home** .

# Calculator

Your phone's convenient built-in calculator lets you perform basic and advanced mathematical equations.

1. From the Home screen, swipe up to access **Apps** and tap **Calculator** .
2. Enter the first number.
3. Tap a mathematical function key, then enter the second number.
4. Tap **=** to view the result. Tap **AC** to clear the results.

## View calculator history

1. From the Calculator screen, tap **Menu**  **> History**, or drag down on the **History**  bar to view the calculator history.
2. To clear the calculator history, tap **Menu**  **> Clear**.
3. To return to the calculator, drag the **History**  bar back up or tap the **Back** button .

# Clock

The Clock app allows you to set alarms, view different world times, use a stopwatch, set a timer, manage your bedtime, and use your phone as a desk clock.

## Set the date and time manually

Your phone uses the wireless network to receive the current date and time automatically. You can also set the date and time manually.

1. From the Home screen, swipe up to access **Apps** and tap **Clock** .
2. Tap **Menu**  > **Settings** > **Change date & time** > **Set time automatically** > **Off**.
3. Set the date and time manually.

## Create a new alarm

1. From the Clock screen, tap **Alarm**  >  to add a new alarm.
2. Set the time for the alarm and tap **OK**. You can also tap  to enter the time directly.
3. Set more alarm details, if desired.

- **Add label:** Enter a name for the alarm.
- **Repeat:** Select the days to repeat the alarm.
- **Schedule alarm:** Set start date and end date of the alarm.
- **Alarm sound:** Select a sound to play for the alarm.
- **Vibrate:** Activate alarm vibration.
- **Google Assistant Routine:** Add the current alarm to your Google Assistant Routine.
- **Delete:** Delete the current alarm.

## Turn an alarm off

1. To turn an alarm off, drag the **Alarm clock**  to **Stop**.
2. To snooze the alarm for 10 minutes, drag the **Alarm clock**  to **Snooze**.

## Delete an alarm

1. From the Alarm screen, tap the alarm you want to delete from the alarm list.
2. Tap **Delete**.

## World clock

The World clock lets you keep track of the current time in multiple cities around the globe.

1. From the Clock screen, tap **Clock**  >  to access the World clock screen.
2. Type to enter a city name and select the city you want to add from the list.
  - To remove a city, swipe the city to the left side.

## Timer

1. From the Clock screen, tap **Timer**  to access the Timer screen.
2. Enter the amount of time into the Timer.
3. Tap  to begin timing.
4. Tap  to pause timing.
  - Tap  again to resume timing.
  - Tap  to reset the timer back to the original amount of time.
  - Tap  to delete the timer.
  - Tap  to add another timer. Swipe up and down to view other active

timers.

## Stopwatch

1. From the Clock screen, tap **Stopwatch**  to access the Stopwatch screen.
2. Tap  to begin the stopwatch.
3. Tap  to stop the stopwatch.
  - Tap  again to resume timing.
  - Tap  to reset the stopwatch to zero.
  - Tap  to add lap splits.

## Bedtime

1. From the Clock screen, tap **Bedtime**  to access the Bedtime screen.
2. Tap **Get started** and set your sleep time and wake-up time.

There are the following options for you to manage your sleep:

- **See recent bedtime activity:** Keep track of your screen time and see estimates of time spent in bed. This is based on when your phone remained motionless in a dark room.
- **Listen to sleep sounds:** You can play soothing music to help you fall asleep. Sleep sounds don't play automatically.
- **See your upcoming events:** To make sure your alarm is set before any events, allow **Clock** to access your calendar.

**Note:** You can add **Bedtime mode** to the Quick Settings Panel to enable or disable this mode quickly and easily.

# Entertainment and activities

The following topics provide an overview of your phone's entertainment apps.

## YouTube

View videos uploaded to YouTube and upload your own videos.

### View YouTube videos

**Note:** You can use the YouTube app to view videos on YouTube even if you aren't signed in to a YouTube account.

1. From the Home screen, swipe up to access **Apps** and tap **YouTube** .

**Note:** You can also access YouTube from the Google folder on the Home screen.

- If you are prompted to provide confirmation to use the on-screen instructions to continue.

2. Browse YouTube channels and tap a video to view.
3. The video will play on your phone screen. Tap the screen to pause or resume play while watching.

### Post a video to YouTube

You can post videos to your YouTube account from your phone. Before posting, you must set up a YouTube account and sign in on your phone.

1. From the YouTube screen, tap **Record/Post Video**  > **Upload a video**.

**Note:** You may be prompted to allow access to your photos, camera, and microphone. Tap **ALLOW ACCESS** to continue.

2. Select a video to upload, record a new video to upload, or stream a live video. Enter a title, description, and tags, and select a privacy setting.



## Settings

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The topics in this section will cover your phone's settings and options.

# Basic settings

From the Home screen, swipe up to access **Apps** and tap **Settings**  to access your phone's Settings menu. You can also access the Settings menu from the Status bar. Swipe the Status bar down twice and tap **Settings** .

The table below outlines the Settings categories.

Category	Description
 <b>Network &amp; internet</b>	Set Wi-Fi, mobile network, Airplane mode, Hotspot, VPN, Data Saver, etc.
 <b>Connected devices</b>	Manage the settings on devices connected by Bluetooth, Cast, USB, etc.
 <b>Apps</b>	View your recently opened apps, adjust the settings on default apps, permissions, etc.
 <b>Notifications</b>	Manage the settings on notifications.
 <b>Battery</b>	Monitor your phone's battery usage.
 <b>Storage</b>	Manage internal storage on your phone and provide menu choices for an optional SD card (not included).
 <b>Sound &amp; vibration</b>	Set ringtone, operation tones, etc.
 <b>Display</b>	Set brightness, font size, etc.

Category	Description
 <b>Wallpaper &amp; style</b>	Set wallpapers, colors, themed icons, and app grid.
 <b>Accessibility</b>	Set accessibility options such as screen magnification, audio adjustment, etc.
 <b>Security &amp; Privacy</b>	Set a screen lock method, manage app and account security, device finders, etc.
 <b>Location</b>	View and manage apps using your location.
 <b>Safety &amp; emergency</b>	Add your medical information and emergency contacts, enable Emergency SOS and Emergency Location services, etc.
 <b>Passwords &amp; accounts</b>	Manage all your email, social networking, and picture and video sharing accounts.
 <b>Digital Wellbeing &amp; parental controls</b>	Statistics, screen usage time, app timers, bedtime schedules, manage notifications, etc.
 <b>Google</b>	Check and set Google service options.
 <b>System</b>	Set language and time, manage reset options, enable backup, and view more important information about your phone.
 <b>About phone</b>	View information about your device.

# Network & internet

Manage network and connectivity settings.

## Wi-Fi

### Connect your device to a Wi-Fi network

1. From the Home screen, swipe up to access **Apps** and tap **Settings** .

2. Tap **Network & internet**  > **Wi-Fi**.

3. Slide the switch to the **On**  position to turn it on.

Your phone will automatically search for available networks and you will be able to see the names and security settings of in-range Wi-Fi networks.

- To disable Wi-Fi, slide the switch to the **Off**  position.

4. Tap the Wi-Fi network you want to connect to, enter the password (if applicable), and tap **Connect**. Your phone will be connected to the selected Wi-Fi network.

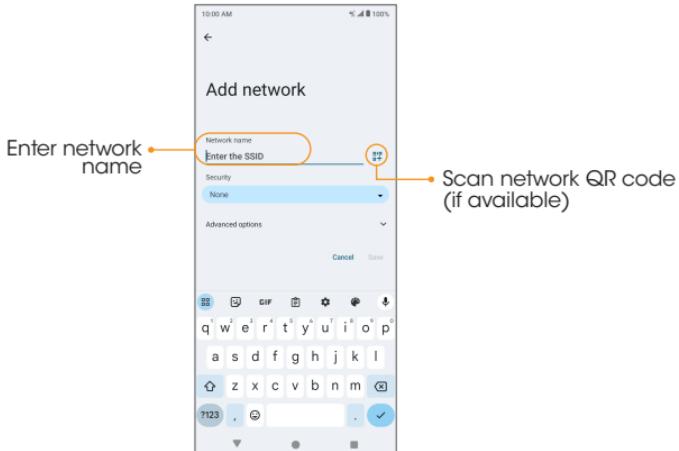
- The password for a household wireless LAN router is sometimes found on a sticker on the router (WEP, WPA, KEY, etc.) or QR code. Contact the router manufacturer for information. For the password for a public wireless LAN, check with user's service provider.
- Entering a password is not required if an access point is not security protected.

### Manually connect to a Wi-Fi network

1. From the Wi-Fi screen, slide the switch to the **On**  position to turn Wi-Fi on.

2. Scroll down and tap **Add network**.

3. Enter the required information and tap **Save** to continue.



- **Network name:** Enter the network name.
- **Security:** Select a security option and enter your password.
- **Advanced options:** Show advanced options, such as IP settings and Proxy settings.

## Wi-Fi preferences

Create and manage wireless access points.

- **Turn on Wi-Fi automatically:** Wi-Fi will be turned on automatically when you are near high-quality saved networks, like your home network.
- **Notify for public networks:** Receive notifications about open networks when Wi-Fi is turned on.
- **Passpoint:** Enable or disable the function of seamlessly connecting to Passpoint™ enabled Wi-Fi access points without needing a password.

- **Install certificates:** Allow authentication to access files.
- **Wi-Fi Direct:** Connect to devices with Wi-Fi Direct.

## Saved networks

Tap to view your saved Wi-Fi networks.

## Wi-Fi data usage

Tap to view the Wi-Fi data used by each app.

## Wi-Fi Calling

1. From the Network & internet screen, tap **Wi-Fi Calling**.

2. Slide the switch to the **On**  position to enable **Wi-Fi Calling**.

**Note:** To use Wi-Fi Calling, you will need to set up an Emergency Address. When the Emergency Address is successfully set, you will see the Wi-Fi Calling icon  in the Status bar.

- **About Wi-Fi Calling:** Tap to view more information about Wi-Fi Calling.
- **Network preference:** Select the preferred network.
- **Emergency Address:** Update your emergency address. This address will be used by Emergency services as your location if you make an emergency call (911) over Wi-Fi from this phone within the U.S.

**Note:** You must have an active Wi-Fi connection to send or receive calls and messages with Wi-Fi Calling.

## Mobile network

From the Network & internet screen, tap **Mobile network**.

**Mobile Data:** Enable data access on your mobile network.

**International Data Roaming:** Enable international data roaming.

**App data usage:** View the mobile data usage of each app.

**Data warning & limit:** View the following data management options:

- **Mobile data usage cycle:** Set the date the data usage cycle resets.
- **Set data warning:** Enable alerts when your mobile data usage reaches the amount set.
- **Data warning:** Set the data usage amount. Your phone will notify you when it reaches the amount set. Data usage measured by your phone is an approximate amount, and it may differ from the actual amount.
- **Set data limit:** Enable data limits.
- **Data limit:** Set a data limit. Your phone will turn off mobile data when it reaches the limit set.

**Automatically select network:** Enable or disable automatic network selection. Disable this function to choose network manually.

**Choose network:** Select the network manually. This option is available only when the Automatically select network function is disabled.

**Access Point Names:** Select or add APNs.

## Airplane mode

Disable all network communication.

1. From the Network & internet screen, tap **Airplane mode**.

2. Slide the switch to the **On**  position to activate Airplane mode. You can

directly enable or disable Airplane mode via Quick Settings Panel.

## Hotspot & tethering

Share your phone's internet connection with other devices.

From the Network & internet screen, tap **Hotspot & tethering**

**Note:** Using your phone as a mobile hotspot increases battery consumption and data usage.

### Mobile hotspot

Use your phone as a mobile hotspot.

1. From the Hotspot & tethering screen, tap **Mobile hotspot**.
2. Slide the switch to the **On**  position to activate the mobile hotspot.

- **Hotspot name:** Set the hotspot name.
- **Security:** Turn hotspot security on or off.
- **Hotspot password:** Tap to set a hotspot password.
- **AP Band:** Select Access Point band, 2.4 GHz or 5GHz.
- **Turn off hotspot automatically:** Turn off the hotspot automatically if no devices are connected.
- **Mobile Hotspot turn off timer:** Set a timer for the hotspot to automatically turn off.
- **Maximum connections:** Tap to set the maximum number of users allowed to connect to the hotspot.
- **Connected users:** View your connected users.
- **Blocked users:** View your blocked users.

## USB tethering

Share your phone's internet connection via USB.

1. Connect your phone to the device that you want to share your internet with using a Type-C USB cable before continuing to the next step.
2. From the Hotspot & tethering screen, tap **USB tethering**.
3. Slide the switch to the **On**  position to enable USB tethering.

## Bluetooth tethering

Share your phone's internet connection via Bluetooth.

1. From the Hotspot & tethering screen, tap **Bluetooth tethering**.
2. Slide the switch to the **On**  position to enable Bluetooth tethering.

## Data Saver

To help reduce data usage, Data Saver prevents some apps from sending or receiving data in the background.

From the Network & internet screen, tap **Data Saver**.

- **Use Data Saver:** Enable the data saving feature.
- **Unrestricted data:** Set apps to be allowed to use restricted data when Data saver is on.

# VPN (Virtual Private Networks)

**Note:** You need to set a screen lock PIN or password before you can use a VPN.

## Add a VPN profile

1. From the Network & internet screen, tap **VPN**.
2. Tap  on the top right corner of the VPN screen to add a VPN profile.
3. Follow the instructions to set up a VPN.

## Edit and delete a VPN

1. From the VPN screen, tap  next to the VPN you want to edit or delete.
2. Edit the VPN and tap **Save**, or tap **Forget** to delete the VPN.

## Connect to a VPN

From the VPN screen, tap the VPN you want to connect, enter your login information, and tap **Connect**.

- To disconnect, tap the VPN, and tap **Disconnect**.

## Private DNS

1. From the Network & internet screen, tap **Private DNS**.
2. Select your Private DNS mode.