Available applications and services are subject to change at any time.
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INTRODUCTION

The following topics describe the basics of using this guide and your new phone.

ABOUT THE USER GUIDE

Thank you for purchasing your new LG Tribute 2. The following topics explain how best to use this guide to get the most out of your phone.

Before Using Your Phone

Read Get Started and Basic Operations thoroughly for proper usage.

Accessible services may be limited by subscription contract conditions.

Descriptions in the User Guide

Note that most descriptions in this guide are based on your phone’s setup at the time of purchase. Unless otherwise noted, instructions begin from the phone’s Home screen, which is displayed by tapping . Some operation descriptions may be simplified.

Screenshots and Key Labels

Screenshots in the user guide may appear differently on your phone. Key labels in the user guide are simplified for description purposes and differ from your phone’s display.

Other Notations

In the user guide, the phone may be referred to either as “phone,” “device,” or “handset.” A microSD™ or microSDHC™ card is referred to as an “SD Card” or a “memory card.”
GET STARTED

The following topics give you all the information you need to set up your phone and wireless service for the first time.

PHONE LAYOUT

The following illustration outlines your phone’s primary external features and buttons.

<table>
<thead>
<tr>
<th>Part</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earpiece</td>
<td>Lets you hear the caller and automated prompts.</td>
</tr>
<tr>
<td>Proximity Sensor</td>
<td>Senses proximity towards other objects (such as your head) so that touch commands are not accidentally activated during a call.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Please be careful not to cover the sensors with a protective film, pouch, or a protective case not authorized by LG.</td>
</tr>
<tr>
<td>Touchscreen</td>
<td>Displays all the information needed to operate your phone, such as the applications, call status, the Contacts list, the date and time, and the signal and battery strength.</td>
</tr>
<tr>
<td>Back Key</td>
<td>Returns to the previous screen. It also closes pop-up display items such as menus and dialog boxes.</td>
</tr>
<tr>
<td>Home Key</td>
<td>Returns to the Home screen. If you’re already viewing one of extension canvases, it opens the central Home screen. Touch and hold to access Google Now.</td>
</tr>
<tr>
<td>Recent Apps Key</td>
<td>Allows you to access recently-used apps. Touch and hold to access the available options.</td>
</tr>
</tbody>
</table>
### Part Description

<table>
<thead>
<tr>
<th>Part</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front-Facing Camera Lens</td>
<td>Allows you to take pictures and video of yourself. Also lets you participate in video chats.</td>
</tr>
<tr>
<td>Back-Facing Camera Lens</td>
<td>Lets you take pictures and record videos.</td>
</tr>
<tr>
<td>Power/Lock Button</td>
<td>Locks the screen. Press and hold to open the phone options menu for the following options: Power off, Power off and restart, and Turn on/off Airplane mode.</td>
</tr>
<tr>
<td>Speaker</td>
<td>Lets you hear the different ringers and sounds. The speaker also lets you hear the caller’s voice in speakerphone mode.</td>
</tr>
<tr>
<td>Charger/Accessory Port</td>
<td>Allows you to connect the phone charger or an optional USB cable.</td>
</tr>
<tr>
<td>Microphone</td>
<td>Transmits your voice for phone calls or records your voice or ambient sounds for voice recordings and videos.</td>
</tr>
<tr>
<td>Volume Buttons</td>
<td>Allows you to adjust the ringer and media volumes, or to adjust the in-call volume during a call.</td>
</tr>
<tr>
<td>Flash</td>
<td>Helps you take pictures and video in dim lighting.</td>
</tr>
<tr>
<td>3.5mm Headset Jack</td>
<td>Allows you to plug in a headset for convenient, hands-free conversations.</td>
</tr>
</tbody>
</table>

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

**MICROSIM CARD**

The microSIM card is an IC (Integrated Circuit) card containing phone number and other customer information. (SIM Card pre-installed.)

**Handling the microSIM Card**

Keep the following in mind when handling a microSIM card.

- Customer is responsible for any damage caused by inserting microSIM card in another-brand IC card reader, etc. The company is not responsible in such case.
- Always keep the IC chip clean.
- Wipe clean with a dry, soft cloth.
- Avoid applying labels. May damage the microSIM card.
- See instructions included with the microSIM card for handling.
- The microSIM card is the property of the company.
- The microSIM card is replaceable (at cost) in case of loss/damage.
- Return the microSIM card to the company when cancelling your subscription.
- Returned microSIM cards are recycled for environmental purposes.
- Note that microSIM card specifications and performance may change without notice.
- It is recommended that you keep a separate copy of information that is stored on the microSIM card. The company is not responsible for damages from stored information that is lost.
- Always follow emergency procedures to suspend service if your microSIM card or phone (microSIM card inserted) is lost/stolen. For details, contact Customer Service.
- Always power off the phone before inserting/removing a microSIM card.

**Insert microSIM Card**

Follow these instructions to insert a microSIM card. Remember to power off your phone before inserting a microSIM card.

1. Remove the back cover.

   ![Diagram of removing the back cover](image)

   - Lift gently in the direction shown.
2. Insert the microSIM card.

- Insert gently with gold IC chip facing downward.

3. Insert the battery.
4. Attach the back cover.

- Make sure all the tabs are secure and there are no gaps around the cover.

**MICROSD CARD**

Your phone supports the use of an optional microSD card (not included) to expand its storage capacity. Some cards may not operate properly with your phone.

⚠️ microSD card Cautions

**Data**: Information stored on the microSD card can become lost or changed accidentally or as a result of damage. It is recommended that you keep a separate copy of important data. The company is not responsible for damages from data that is lost or changed.

**Reading/Writing Data**: Never power off or remove the battery while reading or writing data.

**Handling microSD card**: Use/store microSD cards away from the reach of infants. May cause choking if swallowed.

*Insert microSD Card*

Follow these steps to insert an optional microSD card (not included). Make sure to power your phone off before inserting or removing a microSD card.
1. Remove the back cover.

- Lift gently in the direction shown.

2. Insert the microSD card.
- Insert the microSD card all the way gently without bending and with the terminals facing down.
- Insert only microSD cards.

3. Insert the battery.

4. Attach the back cover.

- Make sure all the tabs are secure and there are no gaps around the cover.

**Unmount the microSD Card**

Always unmount the microSD card before removing it from your phone.
1. Tap ☰ > ☐ > Settings.
2. Tap Storage.
3. Tap Unmount SD card.
   - The menu option name changes from Unmount SD card to Mount SD card. The card is now unmounted.

**Remove microSD Card**

Follow these instructions to remove a microSD card. Always power the phone off before inserting or removing a microSD card.

1. Tap ☰ > ☐ > Settings.
2. Tap Storage.
3. Tap Unmount SD card.
4. Remove the back cover.
5. Slide the microSD card out of the slot to remove it.
6. Attach the back cover.

**Format microSD Card**

When you insert an optional microSD card for the first time, it is recommended that you format it on your phone.

1. Tap ☰ > ☐ > Settings.
2. Tap Storage.
3. Tap Erase SD card.
4. Tap Erase SD card again.
5. Tap Erase SD card one last time to confirm.
   - All data on the microSD card is erased, and the card is formatted for use on your phone.

**BATTERY USE**

The following topics provide important information about your phone's battery.

**Battery Cautions**

**Storage**: Avoid storing or leaving battery with no charge remaining. Saved information and settings may become lost or changed, or battery may become unusable. Charge once every six months before storing or leaving unused for a long period.
**Bulges**: Depending on use, bulges may appear near end of battery life. This does not affect safety.

**Replacing Battery**: The battery is a consumable item. It needs to be replaced if operating time shortens noticeably. Purchase a new battery.

**Cleaning**: Clean soiled terminals between battery and phone with a clean, dry cotton swab. Soiled terminals can result in a poor connection and prevent charging, etc.

**Insert the Battery**

Follow these instructions to insert your phone’s battery safely and properly.

1. Insert the battery.

   ![Diagram showing battery insertion]

   - Align the contacts of the battery with the contacts in the phone.
2. Attach the battery cover.

- Make sure all the tabs are secure and there are no gaps around the cover.

**Remove the Battery**

Follow these instructions to remove your phone’s battery. Always power the phone off before removing the battery.
1. Remove the battery cover.

- Lift gently in the direction shown.

2. Remove the battery.

- Lift upward gently as shown.
3. Attach the battery cover.

- Make sure all the tabs are secure and there are no gaps around the cover.

**Battery Capacity**

Your phone is equipped with a Li-Ion battery. It allows you to recharge your battery before it is fully drained. The battery provides up to 23 hours of continuous digital talk time.

**Charge the Battery**

Follow these instructions to charge your phone’s battery using either the included AC adapter or via a USB connection to your computer.
**Charge Using the AC Adapter**

1. Plug the USB connector into the charger/accessory port at the bottom of your phone.

2. Plug the AC adapter into an electrical outlet.
   - The indicator light illuminates when charging starts. The light goes off when the battery is fully charged. Fully charging a battery may take up to three hours.

3. After charging, disconnect the phone from the charger.
   - Unplug the AC adapter from the outlet, and remove the micro USB cable from the phone and the AC adapter.

*Important: Do not open the back cover while your phone is charging.*

*Tip: Always unplug the charger from the wall socket after the phone is fully charged to save unnecessary power consumption of the charger.*

**Charge Using a PC Connection**

Before using a PC connection to charge your phone, ensure that the computer is turned on. Depending on the type of connection, your phone’s battery may not charge.

1. Insert the small end of the micro USB cord into the charger/accessory port at the bottom of your phone.

2. Insert the large end of the micro USB cord into an external USB port on your computer.

3. After charging, remove the micro USB cable from both the phone and the computer.
**TURN YOUR PHONE ON AND OFF**

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

**Turn Your Phone On**

- Press and hold the **Power/Lock Button**.

  - Your phone will power on. Depending on the settings, you may see the lock screen.
    - See [Lock and Unlock Your Screen](#) and [Select Screen Lock](#) for information about using the screen lock.
    - The first time you turn the phone on, you will see the setup screens. See [Complete the Setup Screens](#) for details.
    - If your phone is not yet activated, see [Activation and Service](#) for more information.

**Turn Your Phone Off**

1. Press and hold the **Power/Lock Button** to open the phone options menu.
2. Tap **Power off** to turn the phone off.
3. Tap **OK** to confirm.

  - Your phone will power off.

Your screen remains blank while your phone is off (unless the battery is charging).

**Tip:** The KnockON feature allows you to double-tap the screen to easily turn it on or off.
USE THE TOUCHSCREEN

Your phone’s touchscreen lets you control actions through a variety of touch gestures.

Tap or Touch

When you want to type using the onscreen keyboard, select items onscreen such as application and settings icons, or press onscreen buttons by simply tapping or touching them with your finger.

Touch and Hold

To open the available options for an item (for example, a contact or link in a Web page), touch and hold the item.
**Swipe or Slide**

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

**Drag**

To drag, press and hold your finger with some pressure before you start to move your finger. While dragging, do not release your finger until you have reached the target position.
**Flick**

Flicking the screen is similar to swiping, except that you need to swipe your finger in light, quick strokes. This finger gesture is always in a vertical direction, such as when flicking the contacts or message list.

![Flicking the screen](image)

**Rotate**

For most screens, you can automatically change the screen orientation from portrait to landscape by turning the phone sideways. When entering text, you can turn the phone sideways to bring up a bigger keyboard.

![Screen orientation](image)

**Note:** The Auto-rotate check box needs to be selected for the screen orientation to automatically change. Tap 📱 > ⚙️ > Settings ⚙️ > Display > Auto-rotate screen.

**Tip:** You can also access the screen rotation setting from the Notification panel. Pull down the Status bar and tap Rotation to select or deselect the option.

**Pinch and Spread**

“Pinch” the screen using your thumb and forefinger to zoom out or “spread” the screen to zoom in when viewing a picture or a Web page. (Move fingers inward to zoom out and outward to zoom in.)
ACTIVATION AND SERVICE

Before using your phone, you must set up your service with Virgin Mobile. You will need your phone’s serial number (MEID), printed on a sticker inside the battery compartment.

For more information about your Virgin Mobile account, see Virgin Mobile Account Information and Help.

Create Your Account and Pick Your Plan

Set up your Virgin Mobile account.

1. From your computer, visit virginmobileusa.com and click Activate.
2. Choose an activation option and click Next. Then enter your zip code and click Next.
3. When prompted, enter the serial number (MEID) printed on the sticker located on the back of your phone in the battery compartment. This number can also be found on the bottom panel of the phone’s package.
4. Follow the remaining instructions to choose your plan and select a payment method.
5. Follow the activation instructions below and you’ll be able to start using your phone.

Activate Your Phone

After setting up your account on virginmobileusa.com, simply turn your device on. Your device is designed to activate automatically. If you are swapping from another Virgin Mobile device to a new one, be sure to turn off the old device before swapping the serial number (MEID). Once the MEID
swap is complete, turn on the new device and the programming information will be pushed to your device automatically.

You can also start the activation process manually.

- Tap 🌋 > Settings > Activate this device.

**COMPLETE THE SETUP SCREENS**

The setup screens help you set up certain features and preferences on your phone. Once your phone has been turned on, you will see an Accessibility message. You can then complete the setup process.

**Note:** You may be able to complete the setup screens before your phone has been activated on your account.

**Note:** During or after setup, you may see a Connections Optimizer notice. Read the notice and touch I Agree to allow your phone to connect automatically to the best available data network, including Wi-Fi. To turn Connections Optimizer off at any time, tap 🌋 > Settings > More > Mobile networks > Connections optimizer and uncheck the box. See Connections Optimizer for details.

1. On the configuration screen, touch Next to get started.

2. Follow the onscreen instructions to complete each section. For each topic, you will have the option to skip it and continue to the next screen.

   - **Select language** - Select a desired language.
   - **Set internet connection** - If prompted, follow the prompts to sign in to an available Wi-Fi network. For secured Wi-Fi networks, you will need to enter a password. See Wi-Fi for more details. If Wi-Fi is off, protect your First name and last name is displayed.
   - **Add your account** - Sign in to your Google Account to get the most out of your device.
   - **Get your apps & data** - If you add a Google Account, you will be prompted to restore data from a backup of another device.
   - **Protect your phone** - Prevent others from using this phone without your permission by activating device protection features.
   - **Google Services** - Read all of the information for the available Google Services and, if you agree, tap NEXT. Otherwise, uncheck the options and tap NEXT.
     - Use Google's location service - Helps apps determine location. This means sending anonymous location to Google, even when no apps are running. Tap Learn more for additional information.
     - Help improve location services - Allows apps and services to scan for Wi-Fi networks even when Wi-Fi is off.
- **Help improve your Android experience** - Allows your device to send diagnostic and usage data to Google automatically. Tap Learn more for additional information.

- **EULA (End-User License Agreement)** - Read the End-User License Agreement and tap the I agree check box if you agree to the terms.

3. Your setup is now complete. Follow the onscreen instructions to learn about basic touch menu navigation, view tutorials, or just get started.
BASIC OPERATIONS

The following topics outline basic features and operations of your phone.

BASICS

The following topics offer an overview of your phone's basic operations.

Home Screen and Applications List

Most of your phone's operations originate from the Home screen or the apps list.

For information about using the Home screen, see Home Screen Basics.

Select Options and Navigate Screens

Tap icons, onscreen keys, and other items to open or activate the assigned function.

- Tap Back to return to the previous screen.

Menu Operations

You can display options menus using the menu key, any app-specific menu icon, or by tapping and holding a screen area, depending on your current app.

- Tap Menu to view available settings and options.

Phone Settings Menu

You can customize your phone's settings and options through the Settings menu.
- Tap 📱 > 📈 > Settings.

  – or –

- Tap 📱 > touch and hold > System settings.

  – or –

Drag the Status bar down and tap Settings.

For more information, see Settings.

**Portrait and Landscape Screen Orientation**

The default orientation for your phone’s screen is portrait (vertical), but many apps will change to landscape orientation (widescreen) when you rotate the phone sideways. Not all screens will adjust for landscape orientation.

![Portrait and Landscape Screen Orientation](image)

**Note:** The Auto-rotate check box needs to be selected for the screen orientation to automatically change. Tap 📱 > 📈 > Settings > Display > Auto-rotate screen.

**Tip:** You can also access the screen rotation setting from the Notification panel. Pull down the Status bar and tap Rotation to select or deselect the option.

**Capture Screenshots**

You can use your phone’s power and volume buttons to capture screenshots.

- Press and hold the Power/Lock Button and Volume Down Button at the same time to capture a screenshot of the current screen.

  ❖ The current screenshot will be captured and stored in the Screenshots album in the phone’s Gallery. Tap 📱 > 📈 > Gallery.
APPLICATIONS

The following topics describe how to access the applications (apps) list and launch apps on your phone.

Launch Applications

All installed apps can be accessed and launched from the apps list.

1. Tap ☐ > ☐.
   - The apps list opens.

2. Tap an app icon to launch the corresponding application.
   - The application opens.
**Apps List**

The apps list expands to include any apps you download and install on your phone. The following table outlines the primary apps that have been preinstalled on your phone.

<table>
<thead>
<tr>
<th>App</th>
<th>Function/Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google</td>
<td>Access the Google applications.</td>
</tr>
<tr>
<td>Calculator</td>
<td>Launches the Calculator application.</td>
</tr>
<tr>
<td>Calendar</td>
<td>Launches the Calendar application that can sync to either your Google or Outlook® work calendar. Events can only be synched to a managed account.</td>
</tr>
<tr>
<td>Camera</td>
<td>Launches the Camera.</td>
</tr>
<tr>
<td>Chrome</td>
<td>Launches the Chrome Web browser.</td>
</tr>
<tr>
<td>Clock</td>
<td>Access the Clock application.</td>
</tr>
<tr>
<td>Contacts</td>
<td>Displays the Contacts that can be synchronized with your phone from either your Google or Outlook account. Contacts can only be synched to a managed account.</td>
</tr>
<tr>
<td>Downloads</td>
<td>Launches the Downloads application where you can view, reopen, or delete what you've downloaded.</td>
</tr>
<tr>
<td>Email</td>
<td>Provides access your POP3, IMAP, and Exchange Server (Outlook) email accounts. Also provides access to your Gmail account.</td>
</tr>
<tr>
<td>Emergency Alerts</td>
<td>Provides access to your emergency messages and it's settings.</td>
</tr>
<tr>
<td>File Manager</td>
<td>Allows you to manage files in your internal memory and SD card (if available).</td>
</tr>
<tr>
<td>Gallery</td>
<td>Displays a Gallery of camera images and video saved on your phone.</td>
</tr>
<tr>
<td>LG Backup</td>
<td>Allows you to perform backup and restore your user data and settings on the phone into internal storage.</td>
</tr>
<tr>
<td>Maps</td>
<td>Launches a dynamic map that helps you find local businesses, locate friends, view maps and get driving directions.</td>
</tr>
<tr>
<td>Messaging</td>
<td>Provides access to your text and multimedia messages.</td>
</tr>
<tr>
<td>Music</td>
<td>Launches the Music Player.</td>
</tr>
<tr>
<td>Phone</td>
<td>Accesses the dial pad to make calls.</td>
</tr>
<tr>
<td>Play Store</td>
<td>Browse, search for, and download applications from the Google Play store app.</td>
</tr>
</tbody>
</table>
### Basic Operations

<table>
<thead>
<tr>
<th>App</th>
<th>Function/Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>📊 QuickMemo+</td>
<td>Allows you to take screenshots and write a memo using the images.</td>
</tr>
<tr>
<td>🛠 Settings</td>
<td>Accesses the phone’s Settings menu.</td>
</tr>
<tr>
<td>✔️ Task</td>
<td>Allows you to create a task and to synchronize with MS Exchange account.</td>
</tr>
<tr>
<td>🔊 Voice Command</td>
<td>Allows you to perform various actions by speaking.</td>
</tr>
<tr>
<td>🔊 Voice Recorder</td>
<td>Launches Voice Recorder application and lets you record and play the sound files.</td>
</tr>
<tr>
<td>☀️ Weather</td>
<td>Launches the Weather application.</td>
</tr>
<tr>
<td>🔊 YouTube</td>
<td>Launches the YouTube application.</td>
</tr>
</tbody>
</table>

**Note:** The Email application can access both Exchange Server-based email (such as Work email) and other Internet-based email providers such as Yahoo! and Gmail.

### PHONE NUMBER

Follow the instructions below to display your phone’s wireless phone number.

1. Tap ☎️ > 📊 > Settings ✉️ > About phone.
2. Tap Status.
   - You will see the number listed under My phone number.

### SILENT MODE/AIRPLANE MODE

The following topics explain how to use your phone’s Silent Mode and Airplane Mode settings.

**Silent Mode**

Silent mode sets your phone’s ringtone, operation sounds, notifications, etc., not to sound to avoid disturbing others around you.

**Note:** Camera shutter, video start/stop tones, and certain other sounds may still be active during silent mode.

To set silent mode:

1. Tap ☎️ > 📊 > Settings ✉️ > Sound.
2. Tap Interruptions > Calls and notifications > No interruptions.
   - Your phone is now in silent mode.
Tip: You can also access silent mode through the status bar menu. Drag the status bar down and tap the speaker icon until you see Silent.

To restore sound settings:

1. Press and hold the Power/Lock Button to display the phone options menu.
2. Tap Sound.
   - Your phone’s sound settings are now restored.

**Airplane Mode**

Airplane mode turns off all functions that emit or receive signals, while leaving your phone on so you can use apps that don’t require a signal or data.

To turn on airplane mode:

1. Press and hold the Power/Lock Button to display the phone options menu.
2. Tap Turn on Airplane mode > OK.
   - Your phone is now in airplane mode. You will see the airplane mode icon in the status bar.

Tip: You can also access airplane mode through the status bar menu. Drag the status bar down and tap Airplane mode > OK.

To turn off airplane mode:

1. Press and hold the Power/Lock Button to display the phone options menu.
2. Tap Turn off Airplane mode > OK.
   - Your phone’s wireless connection features are now restored.

Tip: You can also access airplane mode through the status bar menu. Drag the status bar down and tap Airplane mode > OK.

**ENTER TEXT**

You can type on your phone using one of the available touchscreen keyboards or Google voice typing.

**Touchscreen Keyboards**

Your phone offers you a choice of touchscreen keyboards for entering text. The keyboards appear automatically onscreen when you tap a text entry field, and they can be used in either portrait or landscape mode.

The methods available include:
- **Google keyboard** allows you to use a traditional QWERTY setup to enter text. Additional options expand your ability to enter text faster and more accurately.

- **Google voice typing** allows you to use Google voice recognition to convert speech to text.

- **LG Keyboard** allows you to use a LG keyboard to enter text.

**Note:** Keyboard layouts and options may change depending on where you’re using them. For example, if you’re entering text to do a Web search, a search icon may be available instead of an enter key.

**QWERTY Keyboard**

You can enter text using the on-screen keyboard. The on-screen keyboard appears on the screen when you tap an available text entry field.
To change the phone keyboard, follow the directions below.

1. Tap 🔄 > ☰ > Settings ☰ > Language & input > LG Keyboard.
2. Tap Input language and keyboard layout > ☰ next to your desired language.
3. Tap Phone keyboard.
When T9 is off, to enter text, tap the key labeled with the desired letter until it appears on the screen. For example, tap 2_{ABC} once for "a", twice for "b", or three times for "c".

**Tips for Editing Text**

Your phone gives you many options to make entering text easier, including copying, cutting, and pasting text, using voice-to-text input, customizing the user dictionary, using predictive text, and more.

To cut/copy and paste:
1. Touch and hold a word to highlight it.
2. Drag the blue highlight markers to highlight the text you want.
   – or –
   To select all the text, tap **Select all** in the context menu.
   - To cancel the selection, simply tap unselected text or empty area.
3. Tap **Cut** or **Copy** in the context menu.
4. Place the cursor on the location where you want to paste the text.
5. Touch and hold the text field and tap **Paste**. The text that you pasted also remains in the phone’s memory (temporarily), so you can paste that same text in another location.

**Move Cursor Using the Space Bar**

Touch and hold the Space Key and slide your finger to the left or right to move the cursor.

**SEARCH YOUR PHONE AND THE WEB**

You can search for information on your phone and on the Web using the Search application. Some applications, such as Gmail, Contacts, and Browser have the ability to search contents within those specific applications. You can conduct the search by typing in the search terms or saying what you’re looking for. Typing can be useful because the search application can provide suggestions so you don’t necessarily have to type out your full request.

**Phone and Web Search Using Text Entry**

You can search on your phone and on the Web by entering text.
Note: You need to update Google Play Service to search phone. Tap ⚙️ > ⚙️ > Google 📱 > Google Settings > 📸 > Help & feedback > 📸 > View in Google Play Store > Update.

1. From the Home screen, tap the Search Widget 📱. (For information on how to add widget, see Add and Remove Widgets on the Home Screen.)

   Voice Search
   Tap to search by voice.

   Search results
   Provides a one-tap shortcut to matching search items and past searches.

2. Enter the text you’re searching for in the search field.

   As you type, search results from your device, previous search terms, and Web search suggestions appear. Tap an item to search for that term.

   - You can use the Search preferences to configure some aspects of Google Web search (for example, whether it makes suggestions below the search field as you type), and what phone features you want to include in searches.

   To access these settings, touch and hold 📱 > Settings.

3. Tap 🔍 to search for the entered text.
   – or –

Basic Operations
If what you want to search for appears in the suggestions list, tap that item to conduct the search.

4. If the phones asks you to select which browser to use, tap your preference. Then, make sure that the **Use as default app** check box is selected to keep this preference setting.

**Phone and Web Search Using Voice Command**

You can search on your phone and on the Web by voice command.

- From the Home screen, tap the 🗣️ on the Google Search Widget.

For more information on Google Search, touch and hold > **Help & feedback** from the Google search screen.

**USING CLIP TRAY**

Easily access the contents you stored in the Clip Tray whenever and wherever you want. You can copy images or texts and keep them in the Clip Tray. Then, you can paste them whenever and wherever you want.

- Tap and hold text and images after pasting contents.
- Tap and hold a text input field and select **Clip Tray**. You can also access the Clip Tray by tapping and holding 📝, then tapping 📝.

**Note:** Saved items are stored in the Clip Tray temporarily. In Clip Tray, tap ✎ and an item then select **Done** to lock the item and prevent deletion. Tap 🗑️ to delete items. This function may not be supported in the downloaded apps.

**GOOGLE ACCOUNT**

You will need a Google Account to access several phone features such as Gmail, Google Maps, Hangouts, and the Google Play applications. Before you are able to access Google applications, you must enter your account information. These applications sync between your phone and your online Google Account.

![Google Account Cautions]

Be sure not to forget your Google Account ID or password.

**Create a Google Account**

You must create and/or sign into a Google Account to use Gmail, Google Hangouts™, Google Calendar™, and other Google Apps. Signing into a Google Account is also necessary to download applications from the Google Play store app to sync your data (if applicable) with the Google servers, and to take advantage of any other available Google services on your phone.
If you don’t have a Google Account, you will be prompted to create one. If you have an enterprise account through your company or other organization, your IT department may have special instructions on how to sign into that account.

1. From a computer, or from your phone’s Browser, navigate to www.google.com.
2. On the main page, tap or click Sign in > Create an account.
3. Follow the on-screen prompts to create your free account.
4. Log into your provided email address, locate the email from Google, and respond to the new email to both confirm and activate your new account.

**Sign into Your Google Account**

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

1. Launch an application that requires a Google Account (such as Play Store or Gmail).
2. Enter a Google Account and tap NEXT.

**Note:** If you do not already have a Google Account, tap Or create new account and follow the on-screen prompts to create your new account.

3. Enter your Password and tap NEXT.
4. Select if you want to back up your phone’s apps, app data, settings, and Wi-Fi passwords and tap NEXT.
5. Checkmark the entries you want to sync (if necessary) and tap NEXT.

Your phone then communicates with the Google servers to confirm your information.

**Important:** Some applications, such as Calendar, work only with the primary Google Account (the first Google Account set up with your phone). If you plan to use more than one Google Account with your phone, be sure to sign into the one you want to use with such applications first. When you sign in, your contacts, Gmail messages, Calendar events, and other information from these applications and services on the Web can be synchronized with your phone. You will be prompted to sign in or to create a Google Account the first time you start an application that requires one, such as Gmail or Play Store.

**GOOGLE PLAY STORE**

Google Play™ is the place to go to find new Android apps, books, movies, and music for your phone. Choose from a wide variety of free and paid content ranging from productivity apps and games to bestselling books and blockbuster movies and music. When you find what you want, you can easily download and install it on your phone.

To access the Google Play store app, you must first connect to the Internet using your phone’s Wi-Fi or mobile data connection and sign in to your Google Account. See **Browser** and **Sign In to Your Google Account** for details.
Installing Applications

Many different kinds of applications can be installed on your phone from Google Play (provided by Google Inc.). The company is not responsible in any way for user-installed applications (quality, reliability, legality, fitness for a purpose, credibility, accuracy, etc.) or resulting malfunctions (viruses, etc.).

**Important:** Our policies often do not apply to third-party applications. Third-party applications may access your personal information or require us to disclose your customer information to the third-party application provider. To find out how a third-party application will collect, access, use, or disclose your personal information, check the application provider’s policies, which can usually be found on their website. If you aren’t comfortable with the third-party application’s policies, don’t use the application.

Find and Install an Application

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

1. Tap > Play Store.
2. Browse for an application. Once you have decided on one, tap it to view its details.
3. Read the application descriptions and comments.
4. Tap INSTALL (for free applications) or the price button (for paid applications).

**Note:** Use caution with applications which request access to any personal data, functions, or significant amounts of data usage times.

5. Read the app’s access requirements and tap ACCEPT if you agree to them.
6. Check the progress of the current download by opening the Notification panel.
7. You will be notified when the item is downloaded and installed on your phone.
8. On the Play Store screen, tap > My apps, tap the installed application in the list, and then tap OPEN.

Launch an Installed Application

The first time you open a Google application on your phone, you will be required to sign in with your existing Google Account. If you do not have a Google Account, you will be prompted to create one.

1. Tap > Play Store > My apps.
2. Tap the desired application, then tap OPEN.

—or—
1. Tap >.
2. Tap the icon of the newly installed application.

**Reinstall an Application**

If the Android Operating System is ever updated, any data contained on the phone will be erased. The only data stored on the phone are Google applications available via Play Store.

**Note:** Pictures, videos, applications and music are stored in the phone’s internal memory. Contacts and Calendars are stored remotely on your remote Google or Outlook servers.

1. Tap > > Play Store > > My apps.
2. Swipe the screen to the left and scroll through the list of previously downloaded Google applications and choose the one you wish to reinstall.
3. Follow the on-screen instructions.

**LOCK AND UNLOCK YOUR SCREEN**

You can prevent accidental screen touches from activating phone functions by locking your phone.

**Lock Your Phone**

When your phone is locked, you can only receive incoming calls or make calls to 9-1-1.

- Press the **Power/Lock Button**.

**Unlock Your Phone**

1. Press the **Power/Lock Button** to wake up the phone.
2. Swipe the screen to any direction to unlock it.
**Note:** The default Lock screen simply locks the screen to prevent unintentional actions. For more security to guard against unauthorized use, you can set an unlock requirement (such as a pattern, PIN, or password) that will need to be entered to unlock it.

**UNLOCK YOUR SCREEN USING THE KNOCK CODE FEATURE**

The Knock Code feature allows you to create your own unlock code using a combination of knocks (or taps) on the screen.

To activate the Knock Code feature:

1. Tap > Settings.
2. Tap Lock screen.
3. Tap Select screen lock and tap Knock Code.
4. Use the 2x2 grid to create a sequence of knocks (or taps) to set your knock code.

**Note:** You have to create a Backup PIN as a safety measure in case you forget your unlock sequence.

To unlock the phone using Knock Code:

- While the screen is off, tap the same sequence you established anywhere on the screen. The Home screen will be accessed directly.

**UPDATE YOUR PHONE**

From time to time, updates may become available for your phone. You can download and apply updates through the **Settings > System updates** menu.
**Update PRL**
This option allows you to download and update the PRL (Preferred Roaming List) automatically.

1. Tap ☰ > ☰ > Settings ☰ > System updates > Update PRL.
2. Follow the on-screen instructions.

**Update Profile**
This option allows you to automatically update your online user profile information. If you choose to change your user name and select a new one online, you must then update the user name on your phone.

1. Tap ☰ > ☰ > Settings ☰ > System updates > Update profile.
2. Follow the on-screen instructions.

**Update Firmware**
This option allows you to download and update the Firmware for your device.

1. Tap ☰ > ☰ > Settings ☰ > System updates > Update Firmware.
2. Follow the on-screen instructions.

**Update LG Software**
This option allows you to download and update the LG software.

1. Tap ☰ > ☰ > Settings ☰ > System updates > Update LG software.
2. Follow the on-screen instructions.

**UICC Unlock**
This option allows you to unlock the client initiated UICC.

1. Tap ☰ > ☰ > Settings ☰ > System updates > UICC Unlock.
2. Follow the on-screen instructions.
YOUR PHONE INTERFACE

The following topics describe how to use and customize your phone’s Home screen, understand the Status bar, and use the Notification panel.

HOME SCREEN BASICS

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

Home Screen Layout

Your Home screen extends beyond the initial screen. Swipe the screen left or right to display additional screens.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Key</td>
<td>Tap to open the dial pad. Also provides additional tabs to access Call logs, Contacts, Favorites, and Groups.</td>
</tr>
<tr>
<td>Back Key</td>
<td>Tap to return to the previous screen.</td>
</tr>
<tr>
<td>Home Key</td>
<td>Tap to display the main Home screen.</td>
</tr>
<tr>
<td>Recent Apps Key</td>
<td>Tap to access a list of your most recently-used apps. Touch and hold to access menu options.</td>
</tr>
<tr>
<td>Apps Launcher</td>
<td>Tap to open the Application screen to view installed applications.</td>
</tr>
<tr>
<td>Application Icons</td>
<td>Tap an icon (application, folder, etc.) to open and use it.</td>
</tr>
<tr>
<td>Status Bar</td>
<td>Shows device status information including the time, signal strength, battery status, and notification icons.</td>
</tr>
</tbody>
</table>
**Note:** Your phone’s Home screens cycle through so that you can keep swiping in one direction and make it back to the main Home screen. The small circles above the primary shortcuts let you know your current screen position.

**Tip:** Tap **Home** to return to the main Home screen from any other screen.

**Extended Home Screens**

In addition to the main Home screen, your phone features extended Home screens to provide more space for adding icons, widgets, and more. Tap **Home** to display the main Home screen and then drag across the screen to move from the main screen to an extended screen.

To go directly to a particular screen:

1. From any screen, pinch the screen to display thumbnail images of all screens.

2. Tap the screen you want to open.

**STATUS BAR**

The Status bar at the top of the Home screen provides phone and service status information on the right side and notification alerts on the left. To view the Notification panel or access the quick settings menu, tap the Status bar and drag it down.

**Main Status Icons**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Signal Strength Icon" /></td>
<td><strong>Signal Strength</strong> – Shows your current signal strength (the more bars there are, the stronger the signal is).</td>
</tr>
<tr>
<td><img src="image" alt="No Service Icon" /></td>
<td><strong>No Service</strong> – Your phone cannot find a mobile network.</td>
</tr>
<tr>
<td>Icon</td>
<td>Status</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td><img src="image" alt="LTE" /></td>
<td>Enhanced 4G LTE Connected – Indicates that 4G LTE data service is available.</td>
</tr>
<tr>
<td><img src="image" alt="LTE" /></td>
<td>Enhanced 4G LTE In Use – Indicates that 4G LTE data service is in use.</td>
</tr>
<tr>
<td><img src="image" alt="3G" /></td>
<td>3G/1x Connected – Indicates that 3G/1x data service is available.</td>
</tr>
<tr>
<td><img src="image" alt="3G" /></td>
<td>3G/1x In Use – Indicates that 3G/1x data service is in use.</td>
</tr>
<tr>
<td><img src="image" alt="Wi-Fi" /></td>
<td>Wi-Fi Connected – Indicates that Wi-Fi is in use.</td>
</tr>
<tr>
<td><img src="image" alt="Bluetooth" /></td>
<td>Bluetooth On – Indicates that Bluetooth is on.</td>
</tr>
<tr>
<td><img src="image" alt="Location" /></td>
<td>Location On – Indicates that Location is on.</td>
</tr>
<tr>
<td><img src="image" alt="Roaming" /></td>
<td>Roaming – Your phone is “roaming” off the Nationwide Network.</td>
</tr>
<tr>
<td><img src="image" alt="CDMA" /></td>
<td>CDMA Roaming – Indicates that the phone is roaming.</td>
</tr>
<tr>
<td><img src="image" alt="Airplane Mode" /></td>
<td>Airplane Mode – Indicates that the phone is in Airplane Mode.</td>
</tr>
<tr>
<td><img src="image" alt="Vibrate Mode" /></td>
<td>Vibrate Mode – Indicates that the ringer volume is set to vibrate and any sounds are silenced.</td>
</tr>
<tr>
<td><img src="image" alt="Priority" /></td>
<td>Priority – Indicates that ‘Priority’ mode is set and only certain features are allowed to interrupt.</td>
</tr>
<tr>
<td><img src="image" alt="Ringer Silenced" /></td>
<td>Ringer Silenced – Indicates that all sounds are turned off.</td>
</tr>
<tr>
<td><img src="image" alt="Very Low Battery" /></td>
<td>Very Low Battery – Indicates that the battery is very low.</td>
</tr>
<tr>
<td><img src="image" alt="Low Battery" /></td>
<td>Low Battery – Indicates that the battery is low.</td>
</tr>
<tr>
<td><img src="image" alt="Battery Drained" /></td>
<td>Battery Drained (40%) – Indicates that the battery is partially drained.</td>
</tr>
<tr>
<td><img src="image" alt="Battery Full" /></td>
<td>Battery Full – Shows your current battery charge level. (Icon shown is fully charged.)</td>
</tr>
<tr>
<td><img src="image" alt="Battery Charging" /></td>
<td>Battery Charging – Indicates that the battery is charging.</td>
</tr>
<tr>
<td><img src="image" alt="Alarm Clock" /></td>
<td>Alarm Clock – Indicates that an alarm is set.</td>
</tr>
</tbody>
</table>

**Main Notification Icons**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="New Gmail" /></td>
<td>New Gmail – Indicates a new Gmail message.</td>
</tr>
<tr>
<td><img src="image" alt="New Email" /></td>
<td>New Email – Indicates a new Email message.</td>
</tr>
<tr>
<td>Icon</td>
<td>Notification</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>📩</td>
<td>New Text or Multimedia Message – Indicates that you have received a new text or multimedia message.</td>
</tr>
<tr>
<td>🗣️</td>
<td>New Hangouts Message – Indicates a new Hangouts Message.</td>
</tr>
<tr>
<td>🚨</td>
<td>Problem With Text Or Multimedia Message Delivery – Indicates that a text or multimedia message was not delivered.</td>
</tr>
<tr>
<td>📱</td>
<td>New Voicemail – Indicates that you have received a new voicemail message.</td>
</tr>
<tr>
<td>🕒</td>
<td>Upcoming Event – Alerts you to an upcoming event.</td>
</tr>
<tr>
<td>🔄</td>
<td>Data Is Syncing – Application sync is active and synchronization is in progress for Gmail, Calendar, and Contacts.</td>
</tr>
<tr>
<td>🚨</td>
<td>Problem With Sign-In Or Sync – There has been an issue with your connection to the Google server, or you were not properly signed into your account. In order to use Google application or sync features, you must set up and sign into an active Google Account.</td>
</tr>
<tr>
<td>📁</td>
<td>Full Storage – Indicates that storage is full.</td>
</tr>
<tr>
<td>🌐</td>
<td>USB Connected – The phone has detected an active USB connection.</td>
</tr>
<tr>
<td>🔌</td>
<td>More Notifications Not Displayed – Indicates that there are more notifications which are not displayed in the Status bar.</td>
</tr>
<tr>
<td>📞</td>
<td>Call In Progress – Indicates that a call is in progress.</td>
</tr>
<tr>
<td>🎧</td>
<td>Call In Progress Using Bluetooth Headset – Indicates that a call is in progress using the Bluetooth headset.</td>
</tr>
<tr>
<td>🔗</td>
<td>Call Being Forwarded – Indicates that a call is being forwarded.</td>
</tr>
<tr>
<td>📞</td>
<td>Call On Hold – Indicates that a call is on hold.</td>
</tr>
<tr>
<td>⏺</td>
<td>Missed Call – Indicates that you have missed calls.</td>
</tr>
<tr>
<td>🚲</td>
<td>Uploading Data – Indicates that your phone is uploading data.</td>
</tr>
<tr>
<td>🔸</td>
<td>Downloading Data – Indicates that your phone is downloading data.</td>
</tr>
<tr>
<td>🎵</td>
<td>Download Finished – Indicates that a download is complete.</td>
</tr>
<tr>
<td>🔐</td>
<td>Connected To VPN – Indicates that the phone is connected to a Basic VPN.</td>
</tr>
<tr>
<td>🎵</td>
<td>Song Is Playing – Indicates that a song is playing.</td>
</tr>
<tr>
<td>Icon</td>
<td>Notification</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>![Carrier Data]</td>
<td>Carrier Data – Data use threshold approaching or exceeded.</td>
</tr>
<tr>
<td>![TTY]</td>
<td>TTY – Indicates that your phone is operating in TTY mode.</td>
</tr>
<tr>
<td>![Hotspot Active]</td>
<td>Hotspot Active – Indicates that Portable Wi-Fi hotspot is active.</td>
</tr>
</tbody>
</table>

**NOTIFICATION PANEL**

Drag the Status bar down to open the Notification panel. From there, you can check notifications, open messaging apps, use the quick settings menu, and more.

**Open the Notification Panel**

- Drag the Status bar down. (Slide your finger down from the top of the screen.)
- The Notification panel opens. To check notifications, tap an item in the list.

**Close the Notification Panel**

- Drag the Notification panel up. (Slide your finger up from the bottom of the screen.)

  - or -

  - Tap Back to close the Notification panel.

**Notification Panel Layout**

The Notification panel gives you access both to notifications and the quick settings menu.

**CUSTOMIZE THE HOME SCREEN**

You can customize your Home screen with shortcuts, widgets, wallpaper, and more.

- Create shortcuts
- Add widgets
- Create contact shortcuts
- Change the background (wallpaper)
- Customize application icons

**Create Shortcuts**

Shortcuts are different from the Home screen Widgets. Shortcuts can access a specific contact, activate a feature, action, or launch an application.

To add a shortcut from the Applications screen:
1. Tap \( \text{ } \) to access the Home screen.

2. Select a location (canvas) for your new shortcut by scrolling across your available canvases until you reach the desired one. (See Extended Home Screens.)

3. Tap \( \text{ } \) to reveal all your current applications. By default, the applications are listed in a grid view.

4. Scroll through the list and locate your desired application.

5. Touch and hold the on-screen icon. This creates an immediate shortcut of the selected icon and closes the Applications screen. The new shortcut then appears to hover over the Home screen.

Note: The same shortcut can be added to any of the available canvases (Home or Extended). The application you add to the canvas will still appear within the Applications screen.

6. While holding the on-screen icon, position it on the current canvas. Once complete, release the screen to lock the shortcut into its new position.

To add a shortcut via the Home screen:

1. Tap \( \text{ } \) to access the Home screen.

2. Touch and hold on an empty area of the screen.

3. Tap either Apps or Widgets.

4. Touch and hold a selection from the list and drag it to your Home screen.

To delete a shortcut:

1. Tap \( \text{ } \) to access the Home screen.

2. Touch and hold the desired shortcut. This unlocks it from its location on the current screen.

3. Drag the icon over Remove \( \text{ } \) and release it.

Add and Remove Widgets on the Home Screen

Widgets are self-contained applications that can be accessed through your Applications screen or on the Home or Extended screens. Unlike a shortcut, this Widget appears as an on-screen application.

To add a Widget:

1. Tap \( \text{ } \).

2. Tap the Widgets tab.

3. Touch and hold an available Widget and drag it to your current screen.

To remove a Widget:
1. Go to the Home screen canvas on which the widget is located.
2. Touch and hold the widget. This unlocks it from its location on the current screen.
3. Drag the widget over Remove and release it.
   
   - This action does not delete the Widget. It just removes it from the current canvas.

To place a Widget onto a different screen:
1. Touch and hold the widget you want to move.
2. Drag the widget to the edge of the screen (the left side if moving to a screen located on the left, right side if moving to a screen located on the right).
3. After about one second, the current screen will change. Repeat until you get to the desired screen.

**Change the Phone's Wallpaper**

You can select and assign your phone’s background wallpaper.

1. Tap > > Settings > Home screen > Wallpaper.

   – or –

   Touch and hold an empty spot on the Home screen.

2. Tap Wallpaper gallery, Gallery, Live wallpapers, ID Wallpapers, or Photos.
   
   - **Wallpaper gallery** to use a default wallpaper from the wallpaper gallery.
   
   - **Gallery** to use a picture saved on your phone as a wallpaper. You can crop the picture before setting it as a wallpaper.
   
   - **Live wallpapers** to open a list of animated wallpapers installed on your phone. Live wallpapers can be animated or even interactive. More Live wallpapers are available in the Google Play store app.
   
   - **ID Wallpapers** to open the available wallpapers that were included in your downloaded ID pack.
   
   - **Photos** to use the Photos app and set a picture saved on your phone as a wallpaper. You can crop the picture before setting it as a wallpaper.

3. Depending on the type of wallpaper, tap OK, Set wallpaper or Apply.
PHONE APP

The following topics outline the use of your device’s phone app to place and receive calls, use voicemail, set up and manage contacts, and more.

PLACE AND ANSWER CALLS

The following topics describe how to directly dial calls, how to answer incoming calls, and how to use the in-call screen options.

Adjust In-Call Volume

- Adjusting Call Volume: Press the Volume Up/Down Buttons during the call.

Emergency Call Cautions

Emergency calls are restricted in Airplane mode.

Call Using the Phone Dialer

The most "traditional" way to place a call is by using the phone’s dialer screen.

1. Tap ☑️ > ☎️ > Dial tab.

2. Enter a phone number using the on-screen dialpad and tap ✉️.
   - If you enter a wrong number, tap ✗ to erase digits one by one.
   - To erase the entire number, touch and hold ✗.

You can open other applications during a call. The ☎️ will appear in the Status bar while the call is underway.

Press the Volume Up/Down Buttons to adjust the call volume.
Use the on-screen buttons to add another call, put a call on hold, to use the speakerphone, and for other options, as described in In-Call Screen Layout and Operations.

3. Tap 📞 to end the call.

Tip: To redial your last outgoing call, follow step 1 to access the Dialer, tap the Call logs tab, locate the call entry and tap 📞.

You can also make calls from your Contacts list and from the Call logs.

Answer Phone Calls

The following information lets you know how to answer incoming calls, mute the ringer on incoming calls, reject incoming calls, and more.

When you receive a phone call from a contact, the Incoming call screen appears and displays the caller ID icon, name, and phone number of the calling party. When you receive a phone call from someone who is not stored in People, only the default caller ID icon and phone number appear on the Incoming call screen.

Note: If your phone is turned off, all calls automatically go to voicemail.

Answer an Incoming Call

1. When a call arrives, drag 📞 in any direction to answer it.
2. To end the call, tap 📞.

Reject an Incoming Call

- When a call arrives, drag 📞 in any direction to reject it.
- The ringtone or vibration will stop and call will be sent directly to voicemail.

In-Call Screen Layout and Operations

While you’re on a call, you will see a number of onscreen options. Tap an option to select it.
Add call to initiate a 3-way call.

End to end the current call.

Dialpad to display the dialpad to enter additional numbers, for example, an extension or access code.

- For example: When you call your bank’s 800 number, use your dialpad to enter your account number and PIN.

Speaker to route the phone’s audio through the speaker (On) or through the earpiece (Off).

- Activate the speaker to route the phone’s audio through the speaker. (You can adjust the speaker volume using the volume buttons.)
- Deactivate the speaker to use the phone’s earpiece.

Warning: Because of higher volume levels, do not place the phone near your ear during speakerphone use.

Mute to mute the microphone during an active call. Tap again to unmute the microphone.

Bluetooth (Only available when a Bluetooth headset is connected to your phone) to route the phone’s audio through a connected Bluetooth headset (On) or through the speaker (Off). For details about pairing the phone with a Bluetooth headset.

- When the call is routed to a Bluetooth headset, the current call area shows the Bluetooth call icon (Bluetooth).

Note: The Headset button is activated to show the current call is routed to the connected Bluetooth headset.
To route the current call back to the phone, tap **Bluetooth** to temporarily use the phone. Tap it again to route the call back to the connected Bluetooth headset.

When Bluetooth or the Bluetooth headset is turned off, the call is routed through either the earpiece or speaker and shows 📞.

Tap 📞 during a call to display a list of additional in-call features. Tap an option to select it.

- **Contacts**: Display your contacts list.
- **QuickMemo+**: Open the QuickMemo+ app.
- **Messaging**: Opens the Messaging app.

**PLACE CALLS FROM CONTACTS/CALL HISTORY**

Make calls quickly using Contacts and Call History.

**Place a Call from Contacts**

You can place phone calls directly from entries in your Contacts list.

1. Tap 📱 > 📞 to display the phone app.
2. Tap **Contacts** to display the Contacts list.
3. Tap a contact.
4. Tap **Call 📞** next to the number you want to call.
5. To end the call, tap 📞.

**Call from Call Logs**

The Call logs list lets you quickly place calls to recent incoming, outgoing, or missed numbers.

1. Tap 📱 > 📞 to display the phone app.
2. Tap **Call logs** to display the Call logs list.
3. Tap an entry to display the call details.
4. Tap **Call 📞** to place a call.
5. To end the call, tap 📞.

**CALL SETTINGS**

Your phone’s Call Settings menu lets you configure your voicemail options and a number of other settings for the phone application.
**Call Settings Options**

Use the Call Settings menu to adjust the following settings:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voicemail</td>
<td>Allows you to configure your voicemail settings.</td>
</tr>
<tr>
<td>Smart dialing</td>
<td>Make a call to the U.S. from abroad without entering the national code. Touch and hold 0 or tap the contact.</td>
</tr>
<tr>
<td>Call reject</td>
<td>Change call reject settings and manage reject calls from list.</td>
</tr>
<tr>
<td>Decline with message</td>
<td>Add or edit decline messages for incoming calls.</td>
</tr>
<tr>
<td>Auto answer</td>
<td>Allows you to set answer calls handsfree, automatically after set time.</td>
</tr>
<tr>
<td>TTY mode</td>
<td>Allows you to set TTY mode.</td>
</tr>
<tr>
<td>Hearing aids</td>
<td>Allows you to turn on hearing aid compatibility.</td>
</tr>
<tr>
<td>Proximity Sensor</td>
<td>Allows you to turn on proximity sensor.</td>
</tr>
<tr>
<td>Save unknown numbers</td>
<td>Allows you to save unknown numbers to contacts after a call.</td>
</tr>
<tr>
<td>Power key ends call</td>
<td>Allows you to set a power key ends call during a call, pressing Power ends call instead of turning off screen.</td>
</tr>
<tr>
<td>Silence incoming calls</td>
<td>Allows you to silence incoming calls by flipping phone to silence incoming calls.</td>
</tr>
</tbody>
</table>

**Call Settings Menu**

1. Tap ☐ > Phone 📞

2. Tap Menu 📦 > Call settings.
   - The call settings menu appears.

3. Configure your options.
   - Tap a menu item to display its options.
   - Select your options and follow the prompts to set them.
   - Your call settings options are set.

**CONTACTS**

The Contacts application lets you store and manage contacts from a variety of sources, including contacts you enter and save directly in your phone as well as contacts synchronized with your Google Account, your PC, compatible email programs (including Exchange Server), and your friends from compatible social networking applications.
Add a Contact

You can add contacts on your phone and synchronize them with the contacts in your Google Account, Microsoft Exchange account, or other accounts that support syncing contacts.

The Contacts application tries to join new addresses with existing contacts, to create a single entry. You can also manage that process manually.

1. Tap > > Contacts.
2. Tap + to add a contact.
3. Tap a destination type, Phone contact or Google (if available).
4. Tap to select a picture to display next to the name in your list of contacts and in the Caller ID.
5. Tap the Name field and enter a name for your contact.
6. Tap the Phone field and enter a phone number.
7. Enter any additional information you may want to save and when you’re finished, tap SAVE.

Check Contacts

View a contact’s details by displaying a contact entry.

1. Tap > > Contacts.
2. Tap a contact to view its details.

Edit a Contact

Once you’ve added a contact, you can add or edit any of the information in the entry, assign a caller ID picture, customize with a unique ringtone, and more.

1. Tap > > Contacts.
2. Tap the contact to view its details.
3. Tap Edit.
4. Tap any field you want to change or add.
5. Add or edit the information, and then tap SAVE.

Note: To select a type (label) for a phone number, email address, or postal address (such as Home, Work, etc.), tap the type to the right of the field.

Note: To add more phone numbers, email addresses, etc., tap + on the bottom of the entry field.
Delete a Contact
You can delete a contact from the contacts details page.

1. Tap 📞 > 📞 > Contacts 📞.
2. Tap a contact to view its details.
3. Tap Menu ➕ > Delete.
4. Tap YES.

Tip: You can also touch and hold the contact from the contact list and then tap Delete contact > YES.

Merge and Separate Contacts
When you have two or more entries for the same contact, you can merge them into a single entry. You can also separate contacts that were joined.

1. Tap 📞 > 📞 > Contacts 📞.
2. Tap ➕ > Manage contacts > Merge.
3. Select a tab at the top of the screen.
   - Tap Merge suggestion to select entries to merge.
   - Tap Merged contacts to select entries to separate.
4. Checkmark the entry (or entries) you want, then tap Merge or Separate.

Share a Contact
You can quickly share contacts using Bluetooth, email, Gmail, or text messaging.

1. Tap 📞 > 📞 > Contacts 📞.
   - 📪 You will see the Contacts list.
2. Tap a contact to display it, and then tap Menu ➕ > Share.
3. In the Share menu, select a method:
   - Bluetooth to send the information via Bluetooth. See Bluetooth for information on pairing and sending via Bluetooth.
   - Email to send the information as an email attachment. If prompted, select an email account. Address the message, add a subject and a message, and then tap Send. See Create and Send Email for details on sending email.
   - Gmail to send the information as a Gmail attachment. Address the message, add a subject and a message, and then tap Send. See Create and Send Gmail for details.
• **Messaging** to send the information in a text message. Select a contact or enter a wireless phone number or email address, enter any additional information, and then tap Send. For more information on text messaging, see [Send a Multimedia Message (MMS)].

4. Complete the required steps as prompted for the selected method.

  ❖ The selected contact will be shared.

### IMPORT AND BACK UP CONTACTS

If you have contacts stored in vCard format on the phone’s internal storage, you can import them into your Contacts application on your phone. You can also export contacts in vCard format onto the phone’s internal storage. Export your contacts to back them up to a computer or another phone.

**Import Contacts**

You can import contacts from your internal storage directly to your Contacts application.

1. Copy the vCard files to your phone from your computer.
2. Tap > > Contacts.
3. Tap > Manage contacts > Import.
4. Select where to import from and save to, then tap OK.
5. Tap the files you wish to import and tap IMPORT and YES to confirm.

**Back Up Contacts**

You can back up and export all of the contacts on your phone, as vCard files. You can then copy this file to a computer or another phone that is compatible with this format, such as an address book application.

1. Tap > > Contacts.
2. Tap > Manage contacts > Back up.
3. Select a storage location and then tap OK.
4. Tap the contacts you want to export, then tap EXPORT and YES to confirm.
5. Enter a file name and tap OK.
MESSAGING AND INTERNET

With wireless service and your phone’s messaging and data capabilities, you have the opportunity to share information through many different channels and accounts, including Gmail (Google), personal and corporate email, text and multimedia messaging, social networking accounts, and Hangouts.

TEXT AND MULTIMEDIA MESSAGING

With text messaging (SMS), you can send and receive instant text messages between your wireless phone and other messaging-ready phones. When you receive a new message, you will be notified by your phone. Messaging is available via the Messaging application in your Applications screen. The icon appears in Status bar when a new text message is received.

Note: See your service plan for applicable charges for text messaging.

Compose Text Messages

Quickly compose and send text messages on your phone.

1. Tap > Messaging
2. Tap .
3. Tap the To field and enter a contact’s information, see example below, using the on-screen keyboard.
   - Contacts: As you enter either a name, phone number, or email address, if the information matches a current contact’s entry information, you will see a match. When you see a match, tap the associated name to complete the addressing.
   - Mobile: You can enter a wireless phone number directly.
   - Email: You can enter an email address directly.
4. Tap a matching entry from the on-screen dropdown list. This list is populated by matches found from your contact list.
5. Tap the text field and enter your message.
   - To enter a smiley from the menu options, tap > Insert smiley. Make a selection from the list to insert it into your current message.
   - To enter emojis, tap , then tap , and select a category at the bottom of the keyboard.
6. Review your message and tap Send.

Read and Reply to Text Messages

When you receive a text message, your phone will notify you.
- Open the Notification Panel and tap the text message notification.
  
  – or –

- Tap 📲 > 📬 > Messaging 📩 and tap the new message.

**Reply to a Text Message**

1. While viewing a message, tap the text field to open the keyboard.

2. Compose your reply or use the preset messages or icons.
   
   - To enter a message, use your on-screen keyboard.
   
   - To enter a smiley from the menu options, tap 🎉 > Insert smiley. Make a selection from the list to insert it into the message.
   
   - To enter emojis, tap 🎉, then tap 🎉, and select a category at the bottom of the keyboard.

3. You may select additional messaging options by tapping 🎉.

4. Review your reply and tap Send.

**Send a Multimedia Message (MMS)**

When you need to add a little more to a text message, you can send a multimedia message (MMS) with the contents such as images, videos, etc.

**Note:** See your service plan for applicable charges for multimedia messaging.

**Compose Multimedia Messages**

1. Tap 📲 > 📬 > Messaging 📩.

2. Tap the To field and enter the recipient’s name, phone number, or email information.

3. Tap the text field and enter your message.

4. Tap 📷.

5. Select a multimedia attachment type:
   
   - **Image**: Opens the Gallery application. Use the on-screen navigation to select the picture you wish to send with the outgoing message.
   
   - **Take photo**: Opens the Camera application. Take a picture, and then tap OK to use this image in your message. (See Take Pictures.)
   
   - **Video**: Opens the Gallery application. Use the on-screen navigation to select a video and attach it to your outgoing message.
- **Record video**: Opens the Camcorder application. Record a video, then tap OK to use this video in your message. (See Record Videos.)

- **Audio**: Opens a menu that allows you to browse for audio files using different applications.

- **Record voice**: Opens the message recorder.
  - After recording your message, tap 🎤 to attach it to your message.

- **Contact**: Opens your Contacts list and allows you to select a Contact to send.

- **Schedule**: Opens your Schedule event list and allows you to select an event to send.

- **Slide**: Allows you to create a slideshow with your media files.
  - Insert a multimedia file, then tap 🎤 > Slide. You can also enter text to each slide.

- **Draw**: Allows you to draw and attach an image like QuickMemo+.

**Note**: To remove or replace a picture or an audio attachment, on the Compose screen, tap 🗑️ next to the attachment.

6. When you are finished creating your new MMS message, tap **Send MMS**.

**Save and Resume a Draft Message**

While composing a text or multimedia message, tap ✋ to automatically save your message as a draft.

To resume composing the message:

1. On the screen with all message threads, tap the message. The Draft icon 🖋 is displayed if a saved draft is available.

2. When you finish editing the message, tap **Send** or **Send MMS**.

**Managing Message Conversations**

Text and multimedia messages that are sent to and received from a contact (or a number) are grouped into conversations or message threads in the Messaging screen. This allows you to see exchanged messages (similar to a chat program) with a contact on the same screen.

**Read a Text Message**

- Do one of the following:
  - On the Messages screen, tap the message thread to open and read it.
  - If you have a new message notification, touch and slide the Status bar down to open the Notification panel. Tap the new message to open and read it.
View a Multimedia Message (MMS)

1. Tap 📞 > ⌨️ > Messaging 📬
2. On the Messaging screen, tap a message thread to open it.
3. While viewing a message, tap the play icon (on the video or audio file) to playback the file or tap the image to view the picture.

Tip: The file attachment on the multimedia message can be saved to your phone's internal storage. To save the attachment, touch and hold the file and tap Save attachment from the Message options context menu.

Note: When Auto-retrieve in multimedia message settings is disabled, only the message header is downloaded. To download the entire message, tap the Download button in the message. For details, see Text and Multimedia Message Options.

Reply to a Text or Multimedia Message

1. Tap 📞 > ⌨️ > Messaging 📬
2. On the Messages screen, tap a message thread to open it.
3. While viewing a message, tap the text field and type your reply message.
4. Once completed, tap Send or Send MMS.

To return to the All messages screen from a text message thread, tap 🔄

Note: To view the details of a particular message, in the message thread, touch and hold the message to open the options menu, and then tap Details.

Note: If a message contains a link to a Web page, tap the message and then tap the link to open it in the Web browser.

Note: If a message contains a phone number, tap the message and then tap the phone number to dial the number or add it to your contacts.

Protect (Lock) a Message

You can lock a message so that it will not be deleted even if you delete the other messages in the conversation.

1. Tap 📞 > ⌨️ > Messaging 📬
2. On the Messages screen, tap a message thread to open it.
3. Touch and hold the message that you want to lock.
4. Tap Lock message on the options menu. A lock icon is displayed at the right hand side of the message.
Delete a Message Thread

You can delete a single message or several messages at a time.

To delete a message thread:

1. Tap 🗳️ > 🌐 Messaging 📨
2. On the Messages screen, tap the message thread that you want to delete.
3. Tap 📷 > Delete.
4. Tap Select all or choose the desired messages and tap DELETE.
5. When prompted to confirm, tap YES. Any locked messages in the thread will not be deleted unless you select the Delete also locked messages check box.

Delete Multiple Message Threads

1. Tap 🗳️ > 🌐 Messaging 📨
2. On the Messages screen, tap 📷 > Delete.
3. Tap the Select all checkbox at the top left corner, then tap Delete.
4. When prompted to confirm, tap YES. Any locked messages in the thread will not be deleted unless you select the Delete locked messages check box.

View Contact Information from a Message

When you have received a message from someone in your stored contacts, you can tap the contact’s photo or icon in the message thread to open a menu of options. Depending on the stored contact information, you can view the contact details, call or send an email message to the contact, and more.

Text and Multimedia Message Options

The messages settings menu lets you control options for your text and multimedia messages including message limits, size settings, and notifications.

1. Tap 🗳️ > 🌐 Messaging 📨
2. On the Messages screen, tap 📷 > Settings.
3. Adjust the following settings according to your needs:

- Notification settings
  - Notifications: Enable this option if you wish to receive a notification when a new text or multimedia message arrives.
    - New message pop-up: Enable this option if you wish to see a new message in a pop-up window.
- **Preview**: Enable this option if you wish to preview the contents of messages when new messages arrive.

- **Notification sound**: Allows you to select a ringer to sound when a new message is received. Tap this option, and then select a ringtone that is specific to new text and multimedia messages. A sample will briefly be played upon selection, then press **OK** to save your new setting.

- **Vibrate**: Enable this option if you want the phone to vibrate when a new text or multimedia message is received.

- **Vibrate type**: Choose what type of vibration you wish to apply to new messages.

### Text messages

- **Priority**: Allows you to set the default priority as **Normal** or **High**.

- **Message reassembly**: Enable this option (blue checkmark displays) so that multi-segment messages can be reassembled and shown as a single message. Each segment will still count toward your usage.

### Multimedia messages

- **Group Messaging**: Enable this option (blue checkmark displays) to send a single message as multimedia message when there are multiple recipients.

- **Auto-retrieve**: Enable this option to automatically retrieve the entire content of your multimedia message. When checked, the multimedia message header, message body, and any attachments will automatically download to your phone when the message is received. If you disable this option, only the multimedia message header will be retrieved and displayed.

- **Roaming auto-retrieve**: Disable this option if you only desire the multimedia message headers to download while roaming. Enable this option to automatically download your complete multimedia messages even while roaming.

- **Priority**: Allows you to set the default priority as **Low**, **Normal**, or **High**.

### General Settings

- **Quick message**: Tap this to add or edit quick messages. Quick message is the specified text message to send out when you choose to ignore an incoming call and respond to the caller with a message instead.

- **Send message with Enter key**: You can opt to send a message by simply using the **Enter** key. This menu allows you to select when this feature should be enabled.

- **Signature**: Tap this to automatically add a signature to your messages (blue checkmark displays).

- **Callback number**: Check this to automatically add a callback number to your messages (blue checkmark displays).
- **Delete old messages**: Enable this option to delete older text messages when the limit for maximum number of text messages is exceeded.
  - **Text message limit**: Sets the maximum number of text messages that can be stored on the phone (per message thread).
  - **Multimedia message limit**: Sets the maximum number of multimedia messages that can be stored on the phone (per message thread).
- **Save to**: Allows you to set the default storage location for files received through Messages to **Internal storage** or **SD card**.

**CREATE AND SEND GMAIL**

Use Google’s Gmail service and your Google Account to send, receive, and manage your Gmail messages. Before using Gmail, you must register a Google (Gmail) Account on your phone. See [Create a Google Account](#) for details.

⚠️ **Gmail Cautions**

Gmail is handled as email from a PC. Restricting email from PCs on your phone prevents your phone from receiving Gmail.

**Create a Google Account**

You must create and/or sign into a Google Account to use Gmail, Google Hangouts, and other Google apps. Signing into a Google Account is also necessary to download updates and applications from the Google Play store app to sync your data (if applicable) with the Google servers, and to take advantage of any other available Google services on your phone.

If you don't have a Google Account, you will be prompted to create one. If you have an enterprise account through your company or other organization, your IT department may have special instructions on how to sign into that account.

1. From a computer, or from your phone’s Browser, navigate to [www.google.com](http://www.google.com).
2. On the main page, tap or click **Sign in > Create an account**.
3. Follow the on-screen prompts to create and activate your free account.

**Sign in to Your Google Account**

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

1. Launch an application that requires a Google Account (such as Play Store or Gmail).
2. Enter a Google Account and tap **NEXT**.

**Note**: If you do not already have a Google Account, tap **Or create new account** and follow the on-screen prompts to create your new account.
3. Enter your Password and tap **NEXT**.

4. Select if you want to back up your phone’s apps, app data, settings, and Wi-Fi passwords and tap **NEXT**.

5. Checkmark the entries you want to sync (if necessary) and tap **NEXT**.

Your phone then communicates with the Google servers to confirm your information.

**Important:** Some applications, such as Calendar, work only with the primary Google Account (the first Google Account set up with your phone). If you plan to use more than one Google Account with your phone, be sure to sign into the one you want to use with such applications first. When you sign in, your contacts, Gmail messages, Calendar events, and other information from these applications and services on the Web can be synchronized with your phone. You will be prompted to sign in or to create a Google Account the first time you start an application that requires one, such as Gmail or Play Store.

**Access Gmail**

Access your personal Gmail account directly on your phone.

When you open the Gmail application, the most recent conversations are displayed in your Inbox.

1. Tap ☰️ > 📩 > Google 🌐 > Gmail 📧.

2. Do any of the following.
   - **View more email messages:** Swipe your finger up the screen to view more messages and conversations.
   - **Read a new email message:** Tap the unread message or the conversation with an unread message (just-arrived items display in bold).
   - **Select messages and conversations:** Tap the image to the left of the corresponding email.

**Send a Gmail Message**

You can compose and send a message to people or groups with Gmail addresses or other email addresses.

1. Tap ☰️ > 📩 > Google 🌐 > Gmail 📧.

2. Tap ✉️.

**Note:** This will start the message from your default Gmail account. To send it from another account, tap the account name at the top left corner of the Inbox, then tap the account you want to use.

3. Enter a recipient’s address. As you enter text, matching addresses are displayed from your Contact list. You can tap a suggested address or continue entering text to enter a new one.

4. Enter a subject for the message in the Subject field.

5. Continue into the next field to compose your email message.
6. Tap ☐ > **Attach file** to add an attachment to the email.

7. Tap ➡️ to send the email.

   – or –

   If you’re not ready to send the message, tap ➡️ > **Save draft** instead. You can read your drafts by opening messages with theDrafts label.

   – or –

   Tap ➡️ > **Discard** to erase the message (including any saved drafts).

Note: If you aren’t connected to a network— for example, if you’re working in Airplane mode—the messages that you send are stored on your phone, with the Outbox label until you connect to a network again.

**Read and Reply to Gmail Messages**

You can continue an email conversation by replying to a message or by forwarding it.

1. Tap ○ > ☐ > **Google** ☐ > **Gmail** ☐.

2. Touch a message to display it.

3. At the bottom of the message, tap ⬠ to reply to the message.

   – or –

   Tap ⬠ to reply all to the message.

   – or –

   Tap ➡️ to forward to the message.

   • Replying to or forwarding messages without changing the subject adds your reply to the current conversation. Changing the subject starts a new conversation.

   • The message will open in a new screen where you can add or remove addresses, edit the subject, and add or remove text or attachments.

   • You can add one or more people to an ongoing conversation by replying to all and then adding the new person’s address(es) to the message.

   • All of the messages in the conversation are included in the new message; any messages that follow the message you forward are omitted.

4. Tap ➡️ to send the email.
Note: You can change the message action after you've started the message. Simply tap the icon in the message header to the right of the current message action, then tap the one you want. For example, if you chose Reply but decide you want to Reply all.

EMAIL

Use the Email application to send and receive emails from your webmail or other accounts, using POP3 or IMAP, or access your Exchange ActiveSync account for your corporate email needs.

Add an Email Account (POP3 or IMAP)

The Email application only reveals all currently added email accounts. To view additional email accounts within the main Email screen, they must first be added.

1. Tap > > Email.

2. Do one of the following:

   • If this is your first time to add an email account, tap Yahoo, or Other on the Select email provider screen.

   • If you have already added an email account in Email, tap > Settings > Add account. If the Select email provider screen is displayed, tap Yahoo, or Other.

3. Enter the Email address and Password for your email account and then tap NEXT.

   • Tap MANUAL SETUP to configure your connection settings manually (POP3 or IMAP). Follow the on-screen prompts and enter the information specific to your carrier.

Important: If the account type you want to set up is not in the phone database, you will be asked to enter more details. You should get all pertinent information for the email account, such as incoming and outgoing server settings, before you proceed.

4. Enter the account name and your name and tap DONE.

Corporate Email (Outlook)

The Email application also provides access to your Outlook Exchange server via your phone. If your company uses Microsoft Exchange Server 2003, 2007 and 2010 as the corporate email system, you can use this email application to wirelessly synchronize your email, Contacts and directly with your company’s Exchange server.

Set Up a Corporate Email

1. Tap > > Email.

2. Tap Microsoft Exchange (from the add new email account screen).

3. Enter your Email address and Password information, then tap NEXT. Consult your Network Administrator for further details.
- **Email address**: Your Outlook work email address.
- **Password**: Typically your network access password (case-sensitive).

4. If needed, enter a **Server address**, **Domain** and tap NEXT.
   - **Server**: Your exchange server’s remote email address. Typically starts with mail.XXX.com. Obtain this information from your company’s network administrator.
   - **Domain**: Enter your network domain\login username.
   - If your network requires SSL encryption, tap the **Use secure connection (SSL)** box to place a checkmark and activate this additional level of security.
   - If your exchange server requires this feature, leaving this field unchecked can prevent connection.

   **Note**: Signal interruptions or incorrect username or password information can cause completion issues.

5. Read the on-screen activation disclaimer and, if prompted, tap **ACTIVATE**.

   **Note**: Depending on the type of account, you might be required to enable security to sync the account.

6. Configure your **Sync schedule**, **Email sync period** (days to synchronize between your phone and server), and activate any other email settings, then tap NEXT.

7. Identify your new account with a unique name and provide the outgoing name, then tap **DONE**.

   **Note**: You can have multiple Work Email (Microsoft Exchange) accounts active on your phone.

**Open Email**

Reading and replying to email on your phone is as simple as on your computer.

1. Tap 📬 > 📬 > Email 📦.

2. Tap a message to read, manage, or reply to.
   
   - From your Inbox screen, tap 🗣️ to select the following options: **Search**, **Sort by**, **Downloads for Wi-Fi**, and **Settings**.

**Create and Send Email**

Create and send email using any account you have set up on your phone. Increase your productivity by attaching files such as images, videos, or documents to email messages.

1. From the Inbox, tap ✉️.

2. Enter the recipient’s email address in the **To** field.
   
   - You can add as many message recipients as you want.
Note: To send an additional carbon copy (Cc) or a blind carbon copy (Bcc) of the current email to other recipients, enter the recipients in the Cc/Bcc field.

3. Tap the Subject field and enter the email subject.

4. Tap the body field and compose your email.
   - To add an attachment (such as image, video, audio, contact, etc.), tap 📄.
   - You can access the internal storage and navigate to the file you wish to attach.
   - Tap the file you wish to attach.

5. Tap > to send the email.

Note: If you close the messaging window before sending it, the message will be stored in Drafts.

Reply to or Delete an Email Message

Replying to or deleting an email is simple.

Reply to an Email Message
1. From the Inbox, tap an email message to view it.

2. With the email message displayed, tap ⌨️ and choose Reply or Reply all or Forward.
   - If you select Forward, you must specify the message’s recipients.

3. Enter a new message and tap >.

Delete an Email Message
- Touch and hold an email (from your inbox list) and tap DELETE.
  - or –

With the email message displayed, tap 📧 > Delete.

Configure and Sync Corporate Email Settings

You can sync and configure various settings for your corporate email and create a corporate email signature.

Sync Your Accounts
1. Tap 📱 > 📧 > Settings 🔄 > Accounts & sync.

2. Tap Microsoft Exchange, then select the Corporate account to reveal the account’s synchronization settings screen.
3. If the option is available, place a checkmark next to each option if you want the phone to automatically synchronize. If you want to manually synchronize, tap 🔄 > Sync now.

**Configure Corporate Email**

1. Tap 📱 > 📷 > Settings 📋 > Accounts & sync.
2. Tap Microsoft Exchange, then select Email Settings and tap the desired account to reveal the account’s synchronization settings screen.
3. The following settings are available.

- **Account name**: Displays the name used by the phone to track the account.
- **Signature**: To add a signature or other information to outgoing email.
  - **Edit Signature**: Displays a signature. Tap this to change it.
- **Notifications**: Allows you to decide whether to notify you of new email.
  - **Notification sound**: Allows you to select the notification sound for new emails.
  - **Vibrate**: Allows you to configure vibrate options for new emails.
  - **Vibrate Type**: Allows you to select the vibration type for new emails.
- **Auto-sync email**: Allows you to automatically sync email.
- **Sync schedule**: Choose the Sync schedule.
- **Folders to sync**: Select the folders you want to synchronize.
- **Email sync period**: Choose how many days of email you want to sync.
- **Message size limit**: Allows you to set the size limit for messages.
- **Advanced settings**: Allows you to configure advanced email settings.
  - **Message format**: Select the format you want to view email messages in.
  - **Download over Wi-Fi**: Large attachments will be queued until Wi-Fi is connected.
  - **File size for Wi-Fi download**: Allows you to choose when to use Wi-Fi for downloading files attached to emails.
  - **Always Cc/Bcc me**: Allows you to copy yourself to emails sent out.
  - **Auto resend times**: Set the number of tries to resend a failed email message.
  - **Out of office settings**: Allows you to set your out of office settings and message.
  - **Security settings**: Set digital signatures and encryption to secure email.
  - **Calendar sync period**: Allows you to set the period of time to sync with your calendar.
○ Corporate directory: Searches online directory for the recipient input.
○ Server policy: View the server policy currently applied.
○ Exchange server settings: Allows you to change the server settings for your account.

4. Tap ⬅️ to return to the previous screen, your changes will be saved.

For more detailed Corporate email information, see Corporate Email (Outlook). For more information on Corporate Calendar synchronizing.

Configure General Email Settings

1. Tap ⬅️ > ⚙️ > Settings ⚙️ > Accounts & sync.
2. Tap Email to display the account’s synchronization settings screen.
3. Tap Email Settings and select General settings to set the following settings.
   - Email preview: Allows you to set how many lines of email to display as a preview in the mailbox.
   - Conversation view: Allows you to view email messages sent or received with the same subject in one thread.
   - Split view: Allows you to view the email list with email contents in landscape orientation.
   - Set default account: Allows you to set the default account.
   - VIP settings: Set Notifications, Sound, Vibrate, Vibrate Type for VIP lists.
   - Save to: Allows you to choose where to save attachments.
   - Ask before deleting: Checkmark to set the phone to ask before deleting email.
   - Auto-advance: Select which screen to display after deleting an email.
   - Load images: Select to load images in the email.
4. Tap ⬅️ to return to the previous screen.

**BROWSER**

The Chrome mobile Web browser gives you full access to both mobile and traditional websites on the go, using data service or Wi-Fi data connections.

If you are signed in with a Google Account, the Chrome browser will import all your bookmarks and other Web preferences for use on your phone.

1. Tap ⬅️ > 🌐 > Chrome 🌐.
2. Tap the address bar at the top and enter search words (for a Google search) or a Web address.
Chrome Support

- To find on-phone help with Chrome, from Chrome, tap Menu > Help & feedback.
  - A Web page will open displaying Google help for Chrome.

Tip: For more information, from your computer, visit: google.com/intl/en/chrome/browser/mobile/.

Add a Bookmark

Bookmark favorite sites using the browser menu options.

1. Tap ☰ > ☰ > Chrome 🌐.
   - The browser opens.

2. Navigate to the Web page you want to bookmark, and tap Menu > ⭐.
   - The add bookmark window opens.

3. Check or change the bookmark title, URL, etc., and then tap Save.
   - The Web page is added to bookmarks.

Bookmark Options

- Editing Bookmarks: From the browser, tap Menu > Bookmarks, touch and hold a bookmark, tap Edit bookmark, edit the bookmark, and then tap Save.

- Deleting Bookmarks: From the browser, tap Menu > Bookmarks, touch and hold a bookmark, tap Delete bookmark.

View Browser History

Use the browser menu options to view your browsing history.

1. Tap ☰ > ☰ > Chrome 🌐.
   - The browser opens.

2. Tap Menu > History.
   - The browser history window opens.

3. Tap an entry to open the Web page.

Open New Browser Tabs

Use tabbed browsing to switch between websites quickly and easily.

1. Tap ☰ > ☰ > Chrome 🌐.
   - The browser opens.
2. Tap Menu ☰ > New tab.
   - A new tab appears.

**Tip:** To switch tabs, tap Menu ☰ > Recent tabs.

**Browser Settings**

Customize your experience with the Internet through the browser settings menu.

1. Tap 📲 > 🌐 > Chrome 🌐.
   - The browser opens.

2. Tap Menu ☰ > Settings and customize your browser settings.
   - Your browser settings are saved.
CAMERA AND VIDEO

You can use the camera or camcorder to take and share pictures and videos. Your phone comes with a 5 megapixel camera that lets you capture sharp pictures and videos.

**Note:** Be sure to clean the lens with a microfiber cloth before taking pictures. A lens cover with smudges from fingers can cause blurry pictures with a "halo" effect.

![Camera interface](image)

Tap to access your Gallery.

Tap to start recording a video.

Tap to take a picture.

TAKE PICTURES AND RECORD VIDEOS

The following topics teach you how to take pictures and record videos with your phone’s camera.

**Capturing Pictures/Videos**

- **File Format for Pictures:** File format for pictures is JPEG.
- **File Format for Videos:** File format for videos is MPEG4.

⚠ **Camera Cautions**

- **If Lens Becomes Dirty:** Fingerprints/smudges on lens prevent capturing of clear still images/videos. Wipe lens with a soft cloth beforehand.

- **Avoid Exposure to Direct Sunlight:** Be careful not to expose lens to direct sunlight for long periods.

  May discolor color filter and affect color of images.

⚠ **Mobile Light Warning**

- Do not shine Mobile Light close to eyes. Do not look directly at Mobile Light when shining. Do not shine Mobile Light at other people’s eyes. May affect eyesight, etc.

**Take Pictures**

Taking pictures with your phone’s built-in camera is as simple as choosing a subject, pointing the lens, and pressing a button.

To take a picture:
1. Tap \( \text{○} \) > \( \text{○} \) > Camera ( ).

2. Frame your subject on the screen.

3. Tap \( \text{○} \). Your picture will be automatically saved to the Gallery.

**Record Videos**

In addition to taking pictures, you can record, view, and send videos with your phone’s built-in video camera.

1. Tap \( \text{○} \) > \( \text{○} \) > Camera ( ).

2. Frame your subject on the screen.

3. Tap \( \text{○} \) to start recording the video.

4. The length of the recording is displayed on the top right of the screen.

**Note:** Tap \( \text{○} \) to take pictures while recording video.

5. Tap \( \text{○} \) to pause recording video. You can resume recording again tapping \( \text{○} \).

6. Tap \( \text{○} \) to stop recording. Your video will be automatically saved to the Gallery.

**CAMERA AND VIDEO SETTINGS**

Tap each icon on the left side of the screen to adjust the following camera settings.

- **Flash** to turn the flash On, Off or set it to Auto.

- **Swap camera** to swap between the rear camera lens and the front camera lens.

- **Settings** to adjust the following camera and video settings.

  - **Image/Video size:** Allows you to set the resolution for your pictures and videos. For pictures, choose from 4:3, 16:9, and 1:1. For videos, choose from FHD and HD.

  - **Cheese shutter:** Allows you to take pictures with voice commands. When on, just say "Cheese", "Smile", "Whiskey", "Kimchi", or "LG" to take a picture.

  - **Timer:** Set your camera's timer. This is ideal if you want to be a part of the picture.

  - **Grid:** Allows you to easily take pictures by displaying grid lines for easy alignment.

  - **SD card:** Menu displayed if you have inserted an SD card. Set the storage location for your videos or pictures. Choose from IN (internal storage) or SD (microSD card).

**Note:** This option will be displayed when you insert a microSD card into the phone.
• **Help**: Allows you to learn how a function works. This icon will provide you with a quick guide.

**GESTURE SHOT**

The Gesture shot feature allows you to take a picture with a hand gesture using the front camera.

**Take a Photo**

There are two methods for using the Gesture shot feature.

- Raise your hand, with an open palm, until the front camera detects it and a box appears on the screen. Then close your hand into a fist to start the timer, allowing you time to get ready.

  - or –

  Raise your hand, in a clenched fist, until the front camera detects it and a box appears on the screen. Then unclench your fist to start the timer, allowing you time to get ready.

  ![Gesture Shot](image)

**Tip**: Use Interval shot by making a fist twice or touch and hold the camera consecutively takes 4 photos at a time.

**VIEW YOUR PICTURES**

You can access your camera images from the Gallery application. You can view them in a slideshow, share them with your friends, and delete and edit them.

1. Tap > Gallery.

2. Select a location and tap an image to view your picture.

**GALLERY OPTIONS**

Use the Gallery application to access your stored pictures and videos, including those you’ve taken with the Camera application and those you downloaded from the Web or other locations.
1. Tap 📷 > 📷 > Gallery 📷 to view the images stored in the storage.

2. Tap an album to open it and view its contents. (The pictures and videos in the album are displayed in chronological order.)

3. Tap a picture in an album to view it.

4. Tap to return to the Album.

**ASSIGN PICTURES**

After taking a picture, assign it as a picture ID for a Contacts entry or as the Home screen background image (wallpaper).

1. Tap 📷 > 📷 > Gallery 📷.

2. Tap an album and tap an image to view it.

3. With the picture displayed, tap 📷 > Set image as.

4. Select an option.
• **Home screen wallpaper** to assign the picture as a background image, crop the image and tap **OK** to assign the picture.

• **Contact photo** to assign the picture to a Contact entry as a picture ID. Tap an entry from Contacts, crop the image and tap **OK** to assign the picture.

• **Lock screen wallpaper** to assign the picture as a background image for your lock screen.

• **Wallpaper** to assign the picture as a background image, crop the image and tap **SET WALLPAPER** to assign the picture.

**VIDEO OPTIONS**

The Gallery is where you can access the Gallery of stored video images. You can view them, share them with your friends, and delete and edit them.

**Play a Video**

1. Tap ○ > 📚 > **Gallery 🎤** to view videos stored in the storage.
   - Scroll left or right to view more albums.

2. Tap an album to open it and view its contents. (The pictures and videos in the album are displayed in chronological order.)

3. Tap a video in an album to play it.
   - Tap the screen to view the playback controls.

**Tip:** While playing a video, slide the left side of the screen up or down to adjust the screen brightness and slide the right side of the screen up or down to adjust the sound. Slide your finger from left to right (or vice versa) to fast-forward and rewind.

**Available Options**

1. Tap ○ > 📚 > **Gallery 🎤** to view the videos stored in storage.

2. Tap an album to open it and view its contents. (The pictures and videos in the album are displayed in chronological order.)

3. Tap a video to view it. While the video is playing, you can access the following options:
   - **Menu:** Tap to access **Screen ratio**, **Subtitles**, **Share**, **Trim**, **Settings**, and **Details**.
   - **Screenshot:** When Screenshot capturing is enabled, this captures a screenshot while playing a video.

**Note:** To activate screenshots, tap 📸 > **Settings** > **Screenshot** > **On**.
- **Volume**: Tap to adjust the playback volume.
- **Lock/Unlock**: Locks the touch keys to prevent unintentional touches.
USEFUL APPS AND FEATURES

The following topics detail many of your phone’s tools and features such as navigation, calendar, clock, music, memos, and more.

NAVIGATION

Your phone offers a number of location-based navigation programs to help you figure out where you are and get you where you’re going.

Enable Location Services on Your Phone

Before using any location-based services, you must enable your phone’s location feature. For information about setting your phone’s location options, see Location.

Google Maps

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

View Maps of Specified Places

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

1. Tap > > Maps.
   - Google Maps opens.
     - If prompted, follow the onscreen instructions to accept terms of use.

2. Tap the search bar.

3. Enter an address, city, facility name, etc., and then tap a candidate in the results list or tap the Search icon in the keyboard.
   - A map of the specified location opens.

Scout

Scout™ by Telenav is a daily personal navigator that helps you get where you’re going. It lets you see and hear turn-by-turn directions and it can provide important, personalized information about traffic and alternate routes.

Install the Scout App on Your Phone

Before you use Scout on your phone, you may need to download and install the app from the Google Play store app.
1. Tap 📱 > 📱 > Play Store 🔄.
2. Tap the Search bar and search for "scout".
3. Tap Scout GPS Navigation & Meet Up from the results list.
4. Tap INSTALL, and then tap ACCEPT.
   - The app will be downloaded and installed on your phone.
5. When the download has completed, tap OPEN.
   - To open the app from the Home screen, tap 📱 > 📱 > Scout 📱.

Use Scout as Your Personal Navigator
1. Tap 📱 > 📱 > Scout 📱.
   - The Scout app will open.
   - If prompted, accept the terms of use before continuing.
2. Follow the on-screen instructions to access, launch, and use.

GOOGLE HANGOUTS

Hangouts is Google's instant messaging service. Use to communicate with other Hangout users, and also use video calling. Log in to a Google Account beforehand (see Google Account).

The Google Hangouts application lets you have real-time text conversations with your friends.

Open the Hangouts Application
- Tap 📱 > 📱 > Google 🗞️ > Hangouts 📫.

Chat with Friends
1. Tap 📱 > 📱 > Google 🗞️ > Hangouts 📫.
2. Tap 🔍 to view your contacts list.
   - Tap the name of the person in your contacts list. If your friend is not yet on Hangouts, you can invite your friend via SMS.
   - or –
   - Tap the text field to enter a name, email or number.
3. Enter your message.
4. Tap 📫.
**GOOGLE SEARCH**

Search information saved on the phone and in phone applications as well as on the Internet.

**Use Google Search**

Type search terms in the Google Search bar to find information on your phone and around the globe.

1. Tap 📲 > 📱 > Google 🌐 > Google 🕵️.
   - The Search window opens.
   - If confirmation appears, follow onscreen instructions.
   - If a description for Google Now appears, tap Next and read information. Tap Enable on the last page if you want to use Google Now.

2. Type your search keywords and tap Search 🔍.
   - Search results appear.
   - To search by voice, tap 🎤 in the search bar and speak your search terms.

**Google Search Operations**

- **Changing Search Information:** In the search window, tap Menu 📱 > Settings > Phone search and select where to search.
- **Using Google Now:** Google Now automatically searches for information based on search keywords used, your current location, etc., and presents search results in the search screen. Google Now also informs users of scheduled events.
  - To enable Google Now, in the search window, tap Menu 📱 > Settings > Google Now > On > Yes, I’m in.
  - To use all of Google Now’s functions, ensure that Google Location Reporting and Location History are turned on in your location settings. Tap Menu 📱 > Settings > Location > Google Location Reporting and select your options.
- **Canceling Google Now:** In the search window, tap Menu 📱 > Settings > Google Now > On, select whether to disable location history, and then tap Turn off.

**Use Google Voice Search**

Use your voice to search instead of typing, with Google Voice Search.

1. Tap 📲 > 📱 > Google 🌐 > Voice Search 🎤.
   - The Voice Search window opens.
2. Speak your search terms.
Search results appear.

**QUICKMEMO+**

The QuickMemo+ feature allows you to create memos and capture screenshots. You can use QuickMemo+ to easily and efficiently create memos during a call with a saved picture or from most phone screens.

1. While viewing the screen you want to capture and create a memo on, slide the Status bar down and tap 📝.

![Status bar with QuickMemo+ option](image)

2. Create a memo using the following options:
   - 👀: Tap to undo the most recent action.
   - 🔄: Tap to redo the most recently undone action.
   - 📝: Tap to add text to the memo.
   - 🖋️: Tap to add freehand notations to the memo.
   - 🎨: Tap to use the eraser on the drawing you’ve added to the memo.
   - ✔️: Tap to save the current memo.
   - ☑️: Tap to select the desired options.

**Note:** Please use a fingertip while using the QuickMemo+ feature. Do not use your fingernail.

3. Tap ✔️ to save the current memo.

4. Tap QuickMemo+ or Gallery to select where to save the note.

Discard the current memo:

- Tap 👀 until you exit QuickMemo+.

**View the Saved QuickMemo+**

Your QuickMemo+ can be saved in the QuickMemo+ application or in the Gallery application.

To view QuickMemo+ saved in one of your QuickMemo+:

- Tap 🎨 > QuickMemo+ 📝 and select the memo.
To view QuickMemo+ saved in your Gallery:

- Tap 📋 > Gallery 📷 and select the QuickMemo+ album.

**MUSIC**

You can play audio files that are stored in your phone’s storage. Copy audio files from your computer onto your phone before you open the Music application. The Music Player application supports audio files in numerous formats.

**Google Play Music**

Google Play Music lets you browse, shop, and play back songs purchased from the Google Play store app, as well as songs you have loaded to Google’s server from your own music library. The music you choose is automatically stored in your Google Music library and instantly ready to play or download.

- Tap 📋 > Google 🌐 > Play Music 🎵.

**Note:** Learn more about Google Play Music at [music.google.com](http://music.google.com).

**Music Player**

Use the Music application to listen to your music and select tracks to use as your ringtone.

1. Tap 📋 > Music 🎵.
2. You can select music tracks from the following tabs:
   - **Songs:** To browse through your downloaded music library.
   - **Albums:** To display your music library sorted by album.
   - **Artists:** To display your music library sorted by artist.
   - **Genres:** To display your music library sorted by genre.
3. Tap Ⓟ to see the additional options.
   - **Favorites:** To display your music library sorted by favorites.
   - **Playlists:** To select a customized playlist you’ve created.
   - **Folders:** To browse for music files using folders.
4. Once you’ve displayed a list of songs, you can browse through your available titles.
   - To listen to a song or playlist, tap it to begin playing.

**Play a Song**

1. Tap 📋 > Music 🎵 > Songs tab.
2. Select the song you want to play.
**Create a Playlist**

1. Tap ☐ > ☓ > Music 🎵.
2. Tap ☒ > Add to playlist.
3. Select the songs you want to add to the playlist and tap ADD.
4. Tap New playlist and enter a name.
5. Tap OK to save the playlist.

**Assign a Song as a Ringtone**

1. Tap ☐ > ☓ > Music 🎵 > Songs tab.
2. Touch and hold a song you’d like to use as your new ringtone. A context menu is displayed.
3. Tap Set as ringtone and select Phone ringtone to set it as the default ringtone or Contact ringtone to set it as a ringtone for a specific contact.
4. Confirm the song has been successfully assigned by navigating to your phone’s ringtone menu.

*Note:* You can modify the Ringtones with the following methods:
- Tap ☐ > ☓ > Settings 🛠 > Sound > Ringtone.
- Open the Contact entry and check the Ringtone field.

**Back Up Your Downloaded Music Files**

Virgin Mobile recommends that you back up your downloaded music files to your computer. Although the downloaded files can only be played on your phone and on your account, backing them up to your computer lets you access the files in case your phone is misplaced.

1. Connect your phone to your PC using a USB cable.
2. Open the Notification panel and tap USB connected.
3. Select Media device (MTP) and use your computer to navigate to phone’s Music folder.
4. Select and copy the music files to a folder on your computer’s hard drive.

**CALENDAR**

With the Calendar application you can view the events you have scheduled in the coming days, weeks, or months.

**Open the Calendar**

You can open and use the calendar.
Tap > Calendar.

If you have created or subscribed to more than one calendar through Google Calendar™ on the Web, events from each calendar are displayed in a different color. (For information about which calendars are displayed on your phone, see Display and Synchronize Calendars.)

**Note:** To go to any day in any Calendar view, tap > Go to date.

### Change Calendar View

You can change the calendar view.

- Tap > Day, Week, Month, Year, Agenda. Each view displays the events in your calendar for the period of time that you specify.

### View Event Details

You can view more information about an event in a number of ways, depending on the current view.

- In Agenda, Day, Week, or Month, tap an event to view its details and to use the options below.

  - Tap to edit this event.
  - Tap to delete this reminder.
  - Tap to set reminders.
  - Tap to add another reminder.

### Create an Event

You can use the Calendar tool on your phone to create events that appear on your phone and in your Google Calendar on the Web.

1. Tap > Calendar and then .
   - You can also touch and hold a spot in Day, Week, or Month view to open the new event screen with that day and time already entered.

2. Add details about the event.
Enter a name and other optional details about the event, just as you would on Google Calendar (on the Web). If you have more than one calendar, you can choose the calendar to which to add the event. Tap + to add more reminders. (See Set an Event Reminder.)

3. Scroll to the bottom of the screen and tap SAVE.

- The event will be added to your Calendar. You can also access and configure the event from Google Calendar on the Web.

**Edit or Delete an Event**

Depending on Calendars you’ve configured, you may be able to edit or delete an event that you created on the phone or on the Web. You can also edit or delete events created by others.

**Edit an Event**

1. Tap > > Calendar and then tap the event to open it. (See View Event Details.)
2. Tap (For information on how to create or change event information, see Create an Event.)
3. Make your changes to the event.
4. Tap SAVE.

**Delete an Event**

- Tap an event to view the event details. Then, tap . Tap YES to confirm.

**Set an Event Reminder**

You can set one or more reminders for an event saved in your Calendar.

1. Tap > > Calendar and tap the event to open it. (See View Event Details.)
2. Tap Add reminder to add a reminder.
3. Tap the reminder time to display a pop-up menu and choose your desired setting.
   - At the designated time, you will receive a notification to remind you about the event. (See Respond to an Event Reminder.) If you’re using a calendar from your Google Account, you can also use Google Calendar (on the Web) to configure additional reminders.

**Delete an Event Reminder**

1. Tap > > Calendar and then open the specific event.
2. Tap to remove a reminder.
**Respond to an Event Reminder**

If you set a reminder for an event, the reminder notification appears in the Status bar when the reminder time arrives. (See Notification Panel.)

1. If you receive notifications in the Status bar, drag the Notification panel down to your notifications. Tap the event notification to open the list of Calendar notifications.

2. Tap an event in the Calendar notification to view more information about that event.

3. Tap **SNOOZE** in the Calendar notification to receive the reminder again 5 minutes later.

   – or –

   Tap **DISMISS** in the Calendar notification.

**Display and Synchronize Calendars**

Initially, all calendars that you create or subscribe to through Google Calendar on the Web are also displayed in the Calendar application on your phone. You can select which calendars to show or hide on the phone, and which to keep synchronized.

Only the calendars that you’ve created or subscribed to on the Web are shown in the **Calendars** list.

To select calendars to display:

1. After opening the Calendar application, tap ➕ > **Calendars to sync**.

2. Use the check box to select or deselect the desired accounts to display those calendars.

**Change Calendar Settings**

You can change the settings for how the Calendar application displays events and how it notifies you of upcoming events.

- Tap ☀️ > ⌚️ > **Calendar** 🗓️ and then tap ⌚️ > **Settings** > **Calendar settings**.

  - **Week starts on**: Opens a dialog box to configure from when the week starts on.

  - **Hide declined events**: When checkmarked, declined events are not displayed in your calendar views. Tap to remove the checkmark and display all events in your calendar views.

  - **Weather**: Show weather info on the Calendar in Monthly view, for the current date and following 4 days.

  - **Show tasks**: Show tasks in all event views.

  - **Show events by**: Select event display type **Event brief** or **Timeline**.

  - **Show week number**: Displays the week number out of the year.

  - **Lock default time zone**: Lock event times and dates to default time zone.
• **Clear search history**: Allows you to remove all the searches you have performed.
  - Tap ○ > ☐ > Calendar ℹ️ and then tap ☐ > Settings > Notification settings.

• **Default reminder time**: Allows you to select the default time set for event reminders.

• **Notifications**: Checkmark to allow notifications of new events. When Notifications is set, you can select the notification type, notification sound, vibrate or vibrate type, and whether to pop-up the notification or not.

• **Quick responses**: Edit default responses when emailing guests.

**FOLDERS**

Folders allow you to organize other Home screen shortcuts and icons, or folders that contain all your contacts, contacts with phone numbers, or starred contacts. Your folders’ contents are kept up to date automatically. Organizing in folders can create space to add more shortcuts, widgets, or applications on the Home screen.

**Add a Folder**

1. On the Home screen, drag and drop an app icon over another app icon.

   – or –

   On the Apps screen, tap ☐ > Edit/Uninstall apps. Then drag and drop an app icon over another app icon.

2. A folder will be created with both app icons in it.

**Rename a Folder**

1. Tap the folder icon to open it.

2. Tap the folder header ⌡ +.

3. Tap the text field to enter the new folder name and tap OK.

   **Note**: You can also change the folder color.

**Organize Items in a Folder**

• Just drag a shortcut or an icon to the desired location within a folder.

**CLOCK**

Your phone has a clock app that lets you set alarms, view time in time zones around the world, use a stopwatch, set a timer, and use your phone as a desk clock.
**Check the Time**

You can check the phone any time on your phone. The current time displays in the upper right corner of the Status bar. Many widgets and lock screens also display the time and provide options for how time is displayed.

**Set Alarms**

Set multiple alarms using your phone’s Clock app.

1. Tap ☛ > Clock.

2. Tap an existing alarm to change its time and other attributes or tap Add alarm to add a new one.

3. Set the time of the alarm. You can change the time by tapping the hour and minute and AM/PM field or tap the hour and minutes fields to enter the time with the keyboard.

4. Tap Repeat to select the days when you want the alarm to sound. (If you don’t set a repeat, the alarm will only sound on the assigned day.)

5. Tap Snooze duration to open a dialog box to set the amount of time to wait before sounding the alarm again if it is not dismissed. You can set the alarm to ring repeatedly from 5 minutes up to 1 hour.

6. Tap Alarm with vibration to have the phone vibrate, in addition to playing the ringtone.

7. Tap Alarm sound to select a ringtone for the alarm. The ringtone plays briefly when you select it.

8. Slide the button on the Alarm volume slider to the right to increase the alarm volume and to the left to decrease it.

9. Tap Auto-start app to set the application you want to automatically open when you stop the alarm.

10. Tap Puzzle lock to checkmark the setting, which requires you to wake up enough to solve a simple puzzle to dismiss the alarm.

11. Tap Memo to enter a name for the alarm.

12. When you’re finished, tap SAVE.

**Additional Clock Features**

Your phone’s clock app provides additional useful features including world clock, stopwatch, and timer functions. All features are available from the clock app display.

- Tap ☛ > Clock.

**Timer**

The timer provides a countdown timer.
1. Tap □ △ □ Clock □ △ □ Timer tab.

2. Tap the Hour/Minute/Second sections to set the timer.

3. Tap □ Settings to set the following options:
   - **Alarm with vibration**: Set the phone vibrate along with the alert sound. (A checkmark appears.)
   - **Alarm sound**: Select the alert sound.
   - **Alarm volume**: Set the alert volume.

4. Tap □ to start.
   - Tap □ to reset the timer and start over.
   - Tap □ to resume the timer after it's stopped.
   - Tap □ to stop the timer.

**World Clock**

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

1. Tap □ △ □ Clock □ △ □ World clock tab.

2. Tap □ to add a city.

3. Enter the city name in the search field and tap □ on the keyboard.
   - or –
   - Scroll through the cities list and tap the city.

4. You can add as many cities as you want. Repeat steps 2 and 3.

**Stopwatch**

The stopwatch lets you time events down to the hundredth of a second.

1. Tap □ △ □ Clock □ △ □ Stopwatch tab.

2. Tap □ to start stopwatch time.

3. Tap □ to stop the stopwatch.
   - While measuring time, tap □ to view lap times.

**CALCULATOR**

You can use the Calculator application to solve math problems.
1. Tap 🔄 > ☐️ > Calculator 🅸➕

2. Enter numbers and arithmetic operators on the screen.

   • Tap 🕒 to delete the last number or operator you entered. Touch and hold 🕒 to delete numbers repeatedly.

   • Tap AC to clear the screen.

   • Tap ☐️ to open an Options menu to view your Calculation history or change windows between Scientific/Basic calculator.
CONNECTIVITY

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

CONNECTIONS OPTIMIZER

The Connections Optimizer is a tool that automatically selects the best mobile network for your phone, including "remembered" Wi-Fi networks.

About Connections Optimizer

The Connections Optimizer helps you manage and enhance your data experience by finding and connecting to "remembered" Wi-Fi networks on your phone. Remembered Wi-Fi networks are networks with which you have previously chosen to connect. Active Wi-Fi connections may offer improved performance and generally improve battery life while allowing you to talk on the phone and use data at the same time.

The Connections Optimizer works by searching for available "remembered" Wi-Fi networks. If you do not leave your Wi-Fi antenna on all the time, you will only notice the Connections Optimizer operating at certain times of the day in a small number of locations on the network. Your Wi-Fi antenna will conserve battery by scanning for connections periodically (not continuously), and if no connection is achieved, the antennas will be turned off. You may also manually turn the antennas off during the scan period.

To facilitate quality assurance and enable feature enhancements, information is collected about your battery levels, Wi-Fi and network connections, and usage. No personal information is collected.

Enable Connections Optimizer

1. Tap > Settings > Networks tab > More > Mobile networks > Connections optimizer.

   You will see a disclaimer.

2. Read the disclaimer and, if you agree, tap I Agree to turn Connections Optimizer on.

   Connections Optimizer will turn on and automatically analyze your phone’s connection options.

Disable Connections Optimizer

1. Tap > Settings > Networks tab > Mobile networks > Connections optimizer.

2. Uncheck the Connections Optimizer option.
TRANSFER FILES BETWEEN YOUR PHONE AND A COMPUTER

You can use the supplied USB connector to connect your phone directly to your computer and transfer music, pictures, and other content files.

For example, if you have a music album stored on your computer that you want to listen to on your phone with any of the music apps, just attach your phone to the computer and copy the files to the music folder.

File Transfer Tips

- If you want to save data to a microSD card on your phone, make sure the microSD card is installed and active. See microSD card.
- Avoid removing the battery or microSD card while transferring data.
- Data exchange may use the methods outlined in the following table:

<table>
<thead>
<tr>
<th>Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media device (MTP)</td>
<td>Transfer files between your phone and PC such as pictures, videos, and music.</td>
</tr>
<tr>
<td>Send images (PTP)</td>
<td>Transfer image files between your phone and PC.</td>
</tr>
</tbody>
</table>

Transfer Files Between the Phone and a Computer

1. Connect your phone to your computer using the supplied USB/charging cable.
   - Insert the larger end of the cable into the charger/accessory port 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 charging adapter to access it.

2. When the phone appears in the notifications area, drag the Status bar down to display the Notifications Notification panel.

3. You will see either USB connected as Media sync or as camera.
   - The files on your phone can now be accessed via your computer.
     - For most transfers, you’ll want to use Media device (MTP).
     - To change the option, tap it in the Notification panel to open the storage settings, and then tap the desired option from the USB PC connection window.

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 (SD card for microSD card or Internal storage for internal phone storage).
storage).

6. Select a folder (for example, Music for songs and albums) and copy files to it from your computer.

7. When you are done, disconnect your phone from your computer.
   
   ☑️ The transferred files are now saved to your phone or microSD card.

**WI-FI**

To use your phone’s Wi-Fi, you need access to a wireless access point or “hotspot.”

The availability and range of the Wi-Fi signal depends on a number of factors, including infrastructure and other objects through which the signal passes.

**Turn Wi-Fi On and Connect to a Wireless Network**

Use the WIRELESS NETWORKS setting menu to enable your phone’s Wi-Fi radio and connect to an available Wi-Fi network.

1. Tap ☐️ > 📱 > Settings 🔧.

2. Tap **Wi-Fi**.

3. Tap the Wi-Fi switch to turn Wi-Fi on 🔴🔴.
   
   ☑️ You will see the names and security settings of in-range Wi-Fi networks.

   • To disable Wi-Fi, tap the switch again 🔴🔴.

4. Tap a Wi-Fi network to connect, enter the password (if it’s not an open network), and then tap **CONNECT**.
   
   ☑️ Your phone is connected to the Wi-Fi network. You will see 📠 in the Status bar.

   • The password, for a household wireless LAN router, is sometimes found on a sticker on the router (WEP, WPA, KEY, etc.). 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.

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

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

**Wi-Fi Settings**

Use the Wi-Fi settings menu to manually set your Wi-Fi connection options.
1. Tap > Settings.
2. Tap Wi-Fi.
3. Tap the Wi-Fi switch to turn Wi-Fi on.
   - You will see the names and security settings of in-range Wi-Fi networks.
     - To disable Wi-Fi, tap the switch again.
4. Tap Menu > Advanced Wi-Fi.
5. Configure your Wi-Fi settings.

**Disconnect Wi-Fi**

You may wish to disconnect from a connected Wi-Fi network without turning Wi-Fi off.

1. Tap > Settings.
2. Tap Wi-Fi.
3. Tap the name of the connected access point and then tap FORGET.
   - After disconnecting from an access point, you may need to re-enter the password to reconnect.

**Wi-Fi Direct**

Use Wi-Fi Direct to connect directly to other Wi-Fi Direct devices simply via Wi-Fi, without an access point or the Internet.

1. Tap > Settings.
2. Tap Wi-Fi.
3. Tap the Wi-Fi switch to turn Wi-Fi on.
   - You will see the names and security settings of in-range Wi-Fi networks.
4. Tap Menu > Advanced Wi-Fi > Wi-Fi Direct.
5. Tap a device with which to connect.
   - If connected via Wi-Fi, you will see a confirmation. Follow the onscreen instructions.
6. Accept the connection on the other device.
   - If a connection is not accepted after a certain period, the connection request is cancelled.
   - To stop a connection, tap the a device > OK.
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, and Bluetooth-enabled handhelds, computers, printers, and wireless phones. The Bluetooth communication range is usually approximately 30 feet.

Bluetooth Function Cautions

Information may not appear correctly on connected devices depending on the transferred data.

Bluetooth Information

Bluetooth is a technology that enables wireless connection with PCs, Bluetooth devices with hands-free features, etc.

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio output</td>
<td>Listen to music wirelessly.</td>
</tr>
<tr>
<td>Hands-free calls</td>
<td>Call hands-free, using Bluetooth-capable hands-free devices and headsets.</td>
</tr>
<tr>
<td>Data exchange</td>
<td>Exchange data with Bluetooth devices.</td>
</tr>
</tbody>
</table>

Enable the Bluetooth Feature

Use the settings menu to enable or disable your phone’s Bluetooth capabilities.

- Wireless connection to all Bluetooth functions is not guaranteed for the phone.
- The phone may not connect properly depending on the other device.
- Noise may be experienced with wireless calls and hands-free calls depending on the conditions.

To enable Bluetooth:

1. Tap > Settings
2. Tap Bluetooth.
3. Tap the switch to turn Bluetooth on.
   - To disable Bluetooth, tap the switch again.

Tip: You can also turn Bluetooth on or off with the toggle menu in the Notification panel. Drag the Status bar down to display the Notification panel and then tap Bluetooth to turn Bluetooth on or off.

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

Search for and pair nearby Bluetooth devices. Registered Bluetooth devices can be connected simply.

- Enable the Bluetooth function on the Bluetooth devices being paired beforehand.

To pair Bluetooth devices:

1. Tap > > Settings
2. Tap Bluetooth.
   - Nearby devices appear in the “AVAILABLE DEVICES” list.
   - If a target device is not detected, tap SEARCH to search again.
3. Tap a device from the “Available devices” list, and follow the onscreen instructions to pair with the device.
   - Methods to accept a Bluetooth connection differ depending on the devices used.

**Unpairing from a Paired Device**

1. From the Bluetooth settings menu, tap Settings next to the paired device you wish to unpair.
2. Tap Unpair.
   - The device is unpaired from your phone. To make another connection with the device, you will need to pair again.

**Connect to a Paired Bluetooth Device**

You can listen to music over a Bluetooth stereo headset, or have hands-free conversations using a compatible Bluetooth headset or car kit. It’s the same procedure to set up stereo audio and hands-free devices.

1. Tap > > Settings
2. Tap Bluetooth.
   - Paired Bluetooth devices appear in the “PAIRED DEVICES” list.
3. Tap a device from the “Paired devices” list.
   - Your phone connects to the paired device.

The pairing and connection status is displayed below the device’s name in the Bluetooth devices section. When the device is connected to your phone, the Bluetooth paired icon is displayed in the Status bar. Depending on the type of device you have connected, you can then start using the headset or car kit to listen to music or make and receive phone calls.
Note: Due to different specifications and features of other Bluetooth-compatible devices, display and operations may be different, and functions such as transfer or exchange may not be possible with all Bluetooth-compatible devices.

Send Information Using Bluetooth

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

Types of Data You Can Send via Bluetooth

You can send the following types of information, depending on the device you are sending to:

- Images and videos
- Calendar events
- Contacts
- Audio files

In the instructions below, Contacts data is being used as an example.

Sending Contacts Data via Bluetooth

1. Tap 📞 > 📢 > Contacts 📞.
2. Tap a contact to send.
3. Tap Menu ☰ > Share > Bluetooth.
4. Tap a paired device to receive the data.
   - The contact information is sent.
     - If you see a message to confirm, follow the onscreen instructions.

Receive Data via Bluetooth

Your phone is capable of receiving a wide variety of file types with Bluetooth, including pictures, music tracks, and documents such as PDFs.

1. When another device attempts to send a file to your phone via Bluetooth, you will see a request to accept the file.
2. Tap Accept.
   - The file is sent to your phone.
     - When your phone receives a file, you will see a notification. To open the file immediately, drag the Status bar down to display the Notification panel, and then tap the notification.
     - When you open a received file, what happens next depends on the file type:
Media files and documents are usually opened directly in a compatible application. For example, if you open a music track, it starts playing in the default music application.

For a vCalendar file, select the calendar where you want to save the event, and then tap Import. The vCalendar is added to your Calendar events. (For more information on using the Calendar, see Calendar.)

For a vCard contact file, if there are multiple vCard files on your storage card, you can choose to import one, several, or all of those contacts to your contacts list.

**VIRTUAL PRIVATE NETWORKS (VPN)**

From your phone, you can add, set up, and manage virtual private networks (VPNs) that allow you to connect and access resources inside a secured local network, such as your corporate network.

**Prepare Your Phone for VPN Connection**

Depending on the type of VPN you are using at work, you may be required to enter your login credentials or install security certificates before you can connect to your company’s local network. You can get this information from your network administrator. Before you can initiate a VPN connection, your phone must first establish a Wi-Fi or data connection.

**Set Up Secure Credential Storage**

If your network administrator instructs you to download and install security certificates, follow the instructions below.

2. Tap Certificate management > Install from storage for desired certificates.

You can then download and install the certificates needed to access your local network. Your network administrator can tell you how to do this.

**Add a VPN Connection**

Use the Wireless & networks settings menu to add a VPN connection to your phone.

1. Tap 📱 > 🎲 > Settings 🚀 > More > VPN.
2. Tap Add VPN network.

*Note: A screen lock is required to configure VPN.*

3. Configure the settings according to the security details you have obtained from your network administrator.

4. When finished, tap SAVE.

The VPN is then added to the VPNs section of the VPN settings screen.
**Connect to or Disconnect From a VPN**

Once you have set up a VPN connection, use the Wireless networks settings menu to connect to or disconnect from the VPN.

**Connect to a VPN**

1. Tap 📱 > ☰ > Settings ⚙ > More > VPN.
2. In the VPNs section, tap the VPN that you want to connect to.
3. When prompted, enter your login credentials, and then tap Connect. When you are connected, the VPN connected icon 🌐 appears in the notification area of the Status bar.
4. Open the Web browser to access resources such as intranet sites on your corporate network.

**Disconnect From a VPN**

1. Drag the Status bar down to open the Notification panel.
2. Tap the VPN connection, and then tap Disconnect VPN to disconnect.
**SETTINGS**

The following topics provide an overview of items you can change using your phone’s System settings menus.

**BASIC SETTINGS**

Tap 👉 > 🛒 > Settings 🛒 to access your phone’s settings menu.

- Alternatively, you can drag the Status bar down and tap Settings 🛒.

The table below outlines the top-level settings categories.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airplane mode</td>
<td>Turn Airplane mode on or off</td>
</tr>
<tr>
<td>Wi-Fi</td>
<td>Enable and set Wi-Fi options</td>
</tr>
<tr>
<td>Bluetooth</td>
<td>Enable Bluetooth connections</td>
</tr>
<tr>
<td>Mobile data</td>
<td>Check your phone’s Mobile data</td>
</tr>
<tr>
<td>Call</td>
<td>Set call mode</td>
</tr>
<tr>
<td>Share &amp; connect</td>
<td>Set wireless and network functions</td>
</tr>
<tr>
<td>Tethering</td>
<td>Connect other devices to your phone’s internet connection</td>
</tr>
<tr>
<td>More</td>
<td>Set mobile networks an VPN</td>
</tr>
<tr>
<td>Sound</td>
<td>Set ringtone, operation tones, etc.</td>
</tr>
<tr>
<td>Display</td>
<td>Set font, brightness, etc.</td>
</tr>
<tr>
<td>Home screen</td>
<td>Set wallpaper, etc.</td>
</tr>
<tr>
<td>Lock screen</td>
<td>Set your phone’s lock screen options</td>
</tr>
<tr>
<td>Storage</td>
<td>Get memory information, etc.</td>
</tr>
<tr>
<td>Battery &amp; power saving</td>
<td>Set battery saver and check battery usage status, etc.</td>
</tr>
<tr>
<td>Apps</td>
<td>Get apps information on the phone</td>
</tr>
<tr>
<td>Default message app</td>
<td>Set default message app</td>
</tr>
<tr>
<td>Location</td>
<td>Set location options</td>
</tr>
<tr>
<td>Security</td>
<td>Set security options</td>
</tr>
<tr>
<td>Account &amp; sync</td>
<td>Check account, add account, etc.</td>
</tr>
<tr>
<td>Language &amp; input</td>
<td>Set language and language options</td>
</tr>
<tr>
<td>Backup &amp; reset</td>
<td>Set backup options, factory set, etc.</td>
</tr>
<tr>
<td>Shortcut key</td>
<td>Set keys for quick action</td>
</tr>
<tr>
<td>Date &amp; time</td>
<td>Set date and time options</td>
</tr>
</tbody>
</table>

Settings
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessibility</td>
<td>Set accessibility options such as screen magnification, hearing aid compatibility, etc.</td>
</tr>
<tr>
<td>Activate this device</td>
<td>Activate the your phone</td>
</tr>
<tr>
<td>System updates</td>
<td>Get system updates on your phone</td>
</tr>
<tr>
<td>About phone</td>
<td>Get your phone information</td>
</tr>
</tbody>
</table>

**WIRELESS NETWORKS SETTINGS**

This group of settings lets you control your phone’s Wi-Fi settings, Bluetooth, VPN, Mobile networks, and more.

**Airplane Mode**

Airplane Mode (flight mode) allows you to use many of your phone’s features, such as games, and music, when you are in an airplane or in any other area where making or receiving calls or data is prohibited. When you set your phone to Airplane Mode, it cannot send or receive any calls or access online data.

**Activate Airplane Mode**

1. Tap 🎮 > 🗒️ > Settings 🔧.
2. Tap the Airplane mode switch 📦 to turn the function on. While in Airplane Mode, your phone’s Status bar will display ✈️.

**Deactivate Airplane Mode**

1. Tap 🎮 > 🗒️ > Settings 🔧.
2. Tap Airplane mode switch ✅ to turn the function off.

**Wi-Fi**

Your phone lets you take advantage of Wi-Fi hotspots for high-speed data access using available computer networks. For details on your phone’s Wi-Fi features and settings, see Wi-Fi Settings.

**Bluetooth**

Your phone’s Bluetooth capabilities let you use wireless headsets, send and receive pictures and files, and more. For details on your phone’s Bluetooth settings, see Bluetooth.

**Mobile Data**

You can check the current data usage, set to enable/disable mobile data, or set the mobile data limit.
**Turn Mobile Data On or Off**

1. Tap > > Settings.
2. Tap the Mobile data switch to turn it on.
   – or –
   Tap the Mobile data switch to turn it off.

**Call**

Your phone’s Call settings menu lets you configure options. For details on your phone’s Call settings, see Call Settings.

**Share & Connect**

Your phone lets you use the wireless technology that enables data transmission between devices using SmartShare Beam, and other functions.

**Printing**

The Printing menu allows you to manage your Google Cloud Print settings and print jobs.

- Tap > > Settings > Share & connect > Printing.

**Tethering**

Use Tethering to share your device’s Internet connection with a computer that connects to your device via Wi-Fi hotspot or by Bluetooth.

1. Tap > > Settings > Share & connect > Tethering.
2. Select a tethering option: Wi-Fi hotspot or Bluetooth tethering.
   - **Wi-Fi hotspot**: Allows other devices to connect to your phone via Wi-Fi.
   - **Bluetooth tethering**: Pair your phone with the other device via Bluetooth.

**Tip**: For additional support with tethering, tap Help from the tethering menu.

**More Settings**

This menu allows you to personalize additional wireless feature settings.

**Mobile Networks**

This menu allows you to configure various mobile network settings.

**Mobile Data**

Allows you to enable and disable data access over the mobile network.
1. Tap 📱 > ☰️ > Settings ⚙️ > More > Mobile networks.
2. Tap the Mobile data checkbox to enable/disable the feature.

4G Settings
Allows you to view your 4G network provider and IP address.

1. Tap 📱 > ☰️ > Settings ⚙️ > More > Mobile networks.
2. Tap the 4G settings to check Network operator and IP address.

Network Mode
Allows you to choose your preferred network mode.

1. Tap 📱 > ☰️ > Settings ⚙️ > More > Mobile networks > Network mode.
2. Choose from the following options:
   - Tap LTE/CDMA to turn on the LTE/CDMA radio band.
   - Tap CDMA to turn on the CDMA radio band.

Connections Optimizer
Your phone can be set to automatically connect you to Wi-Fi networks on your device’s remembered list and, if applicable, to the 4G Network.

1. Tap 📱 > ☰️ > Settings ⚙️ > More.
2. Tap Mobile networks > Connections optimizer.
3. Read the message and, if you agree, tap I Agree.

VPN
From your phone, you can add, set up, and manage virtual private networks (VPNs) that allow you to connect and access resources inside a secured local network, such as your corporate network. For details on your phone’s VPN settings, see Virtual Private Networks (VPN).

**DEVICE SETTINGS**
The following topics provide information on how to personalize additional device settings.

**Sound**
In the Sound settings menu, you can configure call and notification ringtones, audio volume, as well as some related settings.

**Sound Profile**
Set your phone's sound profile.
1. Tap > > Settings  
2. Tap Sound > Sound profile.  
3. Tap Sound or Vibrate only.  

**Volume**  
Adjust your phone’s volume settings to suit your needs and your environment.  
1. Tap > > Settings  
2. Tap Sound > Volume.  
3. Adjust each volume level.  
   - **Ringtone & notifications**: Changes the volume of your call ringtones and notifications (if applicable).  
   - **Touch feedback & system**: Changes the volume for feedback taps and system notifications.  
   - **Music, video, games & other media**: Changes the volume of your music, videos and other media.  
4. Tap OK.  

**Tip**: You can adjust the ringer volume on the Home screen or Applications screen, or almost any screen by using the Volume Buttons on the back of your phone. In other applications such as Music, YouTube, spoken directions, and other audio, the Volume Buttons control the volume of the application.  

**Ringtone**  
The phone ringtones alert you of incoming calls.  
To select a ringtone for voice calls:  
1. Tap > > Settings  
2. Tap Sound > Ringtone.  
3. Tap a ringtone to select it and to hear it. If you want to set the ringtone, tap OK. If not, select another ringtone or tap CANCEL.  

To use a song as a ringtone:  
You can use a song as your phone ringtone, in place of one of the ringtones that come with the phone.
1. Tap ☰ > ⚙ > Settings.
2. Tap Sound > Ringtone.
3. Tap + and tap a song.

For details about using the Music Player application, see Music.

**Sound with Vibration**
Allows you to set the phone to vibrate accompanying the ringtone.

1. Tap ☰ > ⚙ > Settings.
2. Tap Sound > Sound with vibration checkbox to turn on the feature. (A checkmark will appear.)

**Vibrate Type**
Allows you to set a vibrate type for incoming calls, incoming messages and email, alarms, and calendar events.

1. Tap ☰ > ⚙ > Settings.
2. Tap Sound > Vibrate type.

**Note**: Vibrate type can only be selected when Vibrate only is selected as the sound profile or Sound with vibration option is checked in the Sound screen.
3. Set each vibrate type to the desired option.
4. Tap OK.

**Interruptions**
Allows you to set a schedule when to prevent interruptions from notifications. You can set to allow certain features to interrupt when Priority only is set.

1. Tap ☰ > ⚙ > Settings.
2. Tap Sound > Interruptions.
3. Set the desired options as needed.

**Lock Screen**
Allows you to choose if you want to show or hide notifications on the lock screen.

1. Tap ☰ > ⚙ > Settings.
2. Tap Sound > Lock screen.
3. Tap the desired option.
**Apps**

Allows you to prevent apps from displaying notifications or set apps to show notifications with priority when Do not disturb is set to Priority only.

1. Tap 📡 > 🛠️ > Settings 🛠️.
2. Tap **Sound** > **Apps**.
3. Tap the desired apps.
4. Choose **None** to show no notifications from the app or choose **Priority** to show notifications with priority above others and when Do not disturb is set to Priority only.

**Notification Sound**

When you receive a notification such as the arrival of new messages, calendar events, or alarms, the phone sounds a ringtone.

1. Tap 📡 > 🛠️ > Settings 🛠️.
2. Tap **Sound** > **Notification sound**.
3. Tap a sound to select it and to hear it. If you want to set the sound, tap **OK**. If not, select another sound or tap **CANCEL**.

**Vibrate on Tap**

Vibrate when tapping the Home touch buttons and during other UI interactions.

1. Tap 📡 > 🛠️ > Settings 🛠️.
2. Tap **Sound** > **Vibrate on tap**.
3. Tap the checkbox to turn on the feature. (A checkmark will appear.)

**Sound Effects**

This menu lets you select whether you hear tones when tapping numbers on the dialpad, selecting on-screen options, and more.

1. Tap 📡 > 🛠️ > Settings 🛠️.
2. Tap **Sound** > **Sound effects**.
3. Tap the checkbox next to a desired option to enable or disable the feature. (A checkmark will appear.)

**Message/Call Voice Notifications**

To read out the incoming call and the message event automatically.
1. Tap ☰ > ☰ > Settings.
2. Tap Sound > Message/call voice notifications.
3. Tap ☰ to turn the feature on and set the desired options.

**Display**

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

**Font Type**

Choose the desired font type.

1. Tap ☰ > ☰ > Settings.
2. Tap Display > Font type.
3. Tap a desired font type.

**Font Size**

Choose the desired font size.

1. Tap ☰ > ☰ > Settings.
2. Tap Display > Font size.
3. Tap a desired font size.

**Brightness**

Adjust your screen’s contrast (brightness) to suit your surroundings.

1. Tap ☰ > ☰ > Settings.
2. Tap Display > Brightness.
3. Scroll down to Brightness and use the slider to set the brightness level.

**Tip:** For the best battery performance, use the dimmer levels. You can also set Night brightness to adjust brightness to 0% between 12:00 midnight and 6:00 am.

**Auto-Rotate Screen**

Choose whether the phone automatically switches the orientation of the screen as you turn it sideways or even upside down.
1. Tap 🌋 > ☰️ > Settings.

2. Tap the Auto-rotate screen checkbox to automatically rotate the screen. (A checkmark will appear.)

– or –

To disable the auto-rotate feature, tap the Auto-rotate screen checkbox again so that the checkmark is removed.

**Note:** Some applications on your phone do not support the Auto-rotate feature.

**Screen Timeout**
Select how long the display screen remains backlit after you touch the screen or press a key before the screen darkens.

1. Tap 🌋 > ☰️ > Settings.

2. Tap Display > Screen timeout.

3. Tap 15 sec, 30 sec, 1 min, 2 min, 5 min, 10 min, 15 min or Keep screen turned on.

**Note:** Long backlight settings reduce the battery’s talk and standby times. For the best battery performance, use the shortest convenient timeout.

**Home Touch Buttons**
Configure the Home touch button options.

To select home touch buttons’ combination:

1. Tap 🌋 > ☰️ > Settings.

2. Tap Display > Home touch buttons > Button combination.

3. Drag the icons to rearrange the Home touch buttons.

To select home touch buttons’ color:

1. Tap 🌋 > ☰️ > Settings.

2. Tap Display > Home touch buttons > Color.

3. Tap the desired color theme from the list.

**Daydream**
Screensaver will be on when the phone is sleeping while docked and/or charging.
1. Tap 📱 > 🌐 > Settings ⚙.
2. Tap Display > Daydream.
3. Tap the feature you want to use and configure it.
4. To activate the daydream feature, tap the Daydream switch 🌌.

**Motion Sensor Calibration**
Improves the accuracy of the tilt and speed of the sensor.

1. Tap 📱 > 🌐 > Settings ⚙.
2. Tap Display.
3. Tap Motion sensor calibration.
4. Place the phone on a flat surface and tap CALIBRATE SENSOR.

**Home Screen**
Configure your phone’s Home screen settings.

**Wallpaper**
Choose the desired wallpaper for the Home screen.

1. Tap 📱 > 🌐 > Settings ⚙.
2. Tap Home screen > Wallpaper.
3. Choose a location and select the desired wallpaper.
4. Tap OK, Set wallpaper or Apply to set it as the wallpaper.

**Screen Swipe Effect**
Choose the desired type of effect to display when you swipe from one Home screen canvas to the next.

1. Tap 📱 > 🌐 > Settings ⚙.
2. Tap Home screen > Screen swipe effect.
3. Tap the desired effect and OK.

**Allow Home Screen Looping**
Displays the first screen after the last screen when scrolling the Home screen.
1. Tap ☰ > ☰ > Settings.
2. Tap Home screen.
3. Tap the Allow Home screen looping checkbox. (A checkmark will appear.)

Help
Allows you to view help tips for the Home screen.

Lock Screen
Lock screen menu lets you configure screen lock options.

Select Screen Lock
You can increase your phone’s security by setting up a knock-code, pattern, PIN, or Password. When these features are enabled, you must show your face, draw the correct unlock pattern, enter the PIN, or enter the password on the screen to unlock and regain access to the phone.

1. Tap ☰ > ☰ > Settings.
2. Tap Lock screen > Select screen lock.
3. Select the desired screen lock option from the following options.
   - None: No screen lock set.
   - Swipe: Swipe any part of the screen to unlock the screen.
   - Knock Code: The Knock Code feature allows you to create your own unlock code using a combination of knocks on the screen. You can access the Home screen directly when the screen is off by tapping the same sequence on the screen.
   - Pattern: Opens a set of screens that guide you through drawing a screen unlock pattern. It's recommended that you enter a backup PIN as well in case you forget the pattern.
   - PIN: Enter a numeric PIN to unlock screen.
   - Password: Enter a password to unlock screen.

From then on, any time you wish to turn the phone on or unlock the screen, you must draw your unlock pattern or enter the PIN or password to unlock the screen.

Note: You have five opportunities to enter your unlock Pattern, PIN or Password. If you’ve entered wrong information five times in a row, you must wait 30 seconds before you can attempt again.

Note: When using Knock Code, failing to enter the correct sequence 5 times will display an outlined grid box to allow you precise entry. If you fail 1 more time, the backup PIN or Google Account sign-in is required.
If you’ve forgotten your password and you’ve set up a Google Account on the phone, tap the Forgot pattern? button. You will be able to unlock the phone with your Google Account username and password or entering you Backup PIN.

**Smart Lock**
Allows you to set when to automatically unlock the phone.

1. Tap > > Settings.
2. Tap Lock screen > Smart Lock.

**Note:** If you use this function, set a screen lock first.

**Screen Swipe Effect**
Choose the desired screen swipe effect when you swipe the screen.

1. Tap > > Settings.
2. Tap Lock screen > Screen swipe effect.
3. Tap Hula hoop, Circle mosaic, Light particle, Vector circle, or Soda.

**Wallpaper**
Select the wallpaper to display for your lock screen.

1. Tap > > Settings.
2. Tap Lock screen > Wallpaper.
3. Select Gallery or Wallpaper gallery.
4. Select the desired wallpaper and tap Yes or Set wallpaper.

**Shortcuts**
The Shortcuts menu allows you to choose the shortcuts available on the lock screen.

1. Tap > > Settings.
2. Tap Lock screen > Shortcuts.
3. Tap a shortcut and select the desired app. You can also select Delete shortcut so that no icon is displayed.
4. Tap SAVE.

**Contact Info for Lost Phone**
Select whether to display the owner information on the lock screen and customize the owner information.
1. Tap  >  > Settings  

2. Tap Lock screen.

3. Tap Contact info for lost phone, then tap the Always on Lock screen checkbox to show owner information on the lock screen. (A checkmark will appear.)

4. Enter the desired information in the field provided and tap SAVE.

**Lock Timer**

Choose the amount of time before the screen automatically locks after the screen has timed-out.

1. Tap  >  > Settings  

2. Tap Lock screen > Lock timer.

3. Tap the desired time.

**Power Button Instantly Locks**

Allows you to instantly lock the screen when you press the Power/Lock Button  

1. Tap  >  > Settings  

2. Tap Lock screen.

3. Tap the Power button instantly locks checkbox to turn on the feature. (A checkmark will appear.)

**Storage**

The Storage menu lets you monitor the used and available internal memory and SD card (if available). You can also mount/unmount the SD card and erase its contents.

- Tap  >  > Settings  > Storage.

**Battery & Power Saving**

The Battery & power saving menu lets you show any battery information and configure options.

1. Tap  >  > Settings  

2. Tap Battery & power saving.

   - Tap Battery usage to see which apps are consuming the most battery power.
   
   - Tap Battery percentage on status bar to display the battery percentage indicator on the Status bar.
   
   - Tap Battery saver to set the Battery saver feature on or off and select which functions are
changed when the feature is activated.

- Tap Help to view tips about the Battery saver feature.

**Apps**

This menu lets you view details about the applications installed on your phone, manage their data, force them to stop, and set whether you want to permit installation of applications that you obtain from websites and email.

To view details about the applications:

1. Tap > > Settings > Apps.
2. Tap the DOWNLOADED, ON SD CARD, RUNNING or ALL tab to view your apps.
3. Tap the desired app to view its information.

To force applications to stop:

1. Tap > > Settings > Apps.
2. Tap the RUNNING tab.
3. Find the application to force stop and tap the application.
4. Tap Force stop.
5. Read the disclaimer and tap YES.

To uninstall a downloaded application:

1. Tap > > Settings > Apps.
2. Tap the DOWNLOADED tab.
3. Find the application you want to uninstall and tap it.
4. Tap Uninstall.
5. Read the disclaimer and tap OK.

**Default Message App**

Set your default messaging app as desired.

1. Tap > > Settings.
2. Tap Default message app.
3. Tap the desired option.
PERSONAL SETTINGS

The following topics provide information on how to customize personal settings.

Location

The Location menu allows you to enable location services. Your phone determines your approximate location using GPS, Wi-Fi and mobile networks.

- Tap > Settings > Location.
  - Mode – Set the location mode as High accuracy (GPS and networks), Battery saving (Networks only), and Device sensors only (GPS only).

Security

Use the Security settings to configure how to help secure your phone and its data.

- Tap > Settings > Security.

Content lock

Select lock types to lock memos in the QuickMemo+.

Encrypt Phone

Opens a screen that encrypts data on the phone for security. You will be required to enter a PIN or password to decrypt your phone each time you power it on.

Encrypt SD Card Storage

Encrypt SD card storage and keep data unavailable for other devices.

Password Typing Visible

Checkmark to briefly show each character of passwords as you enter them so that you can see what you enter.

Phone Administrators

Allows you to view or deactivate device administrators.

Unknown Sources

Allows installation of non-Play Store applications.

Verify Apps

Disallow or warn before installation of apps that may cause harm.

Storage Type

Displays the storage type for credentials.
Certificate Management
Allows you to manage the certificate.

- **Trusted Credentials**
  Checkmark to allow applications to access your phone’s encrypted store of secure certificates and related passwords and other credentials. You use credential storage to establish some kinds of VPN and Wi-Fi connections. If you have not set a password for the secure credential storage, this setting is dimmed.

- **Install from Storage**
  Touch to install a secure certificate from storage.

- **Clear Credentials**
  Deletes all secure certificates and related credentials and erases the secure storage’s own password, after prompting you to confirm that you want to do this.

Trust Agents
View or deactivate Trust agents.

Screen Pin
This feature allows you to lock your device so that the current user can only access the pinned app. This is useful for users with children.

App Usage Access
Allow this app to view usage info of apps on your phone.

Accounts & Sync
Use the Accounts & sync settings menu to add, remove, and manage your Google and other supported accounts. You also use these settings to control how and whether all applications send, receive, and sync data on their own schedules and whether all applications can synchronize user data automatically. Gmail, Calendar, and other applications may also have their own settings to control how they synchronize data; see the sections on those applications for details.

1. Tap ☰ > ☰ > Settings.
2. Tap Accounts & sync.
   - Tap Auto-sync data to automatically sync your account data.
   - Tap ADD ACCOUNT to add a new account

Language & Input
Your phone’s Language & input settings let you select a language for the devices screens and menus, as well as manage a personal user dictionary. The keyboard settings let you select a preferred input method, control keyboard settings, and more.
Language
You can choose to display your device’s on-screen menus in multiple languages.

1. Tap > Settings > Language & input > Language.
2. Select a language from the list.

Spelling Correction
Allows spelling correction when using the on-screen keyboard.

Keyboard & Input Methods
Shows the default keyboard type. Checkmark the keyboard you want to use from Google Keyboard, LG Keyboard, or Google voice typing. Tap to configure each keyboard's settings.

Voice Search
Tap to configure the Voice Search settings.

Text-to-Speech Output
Tap to set the preferred engine or general settings for text-to-speech output.

Pointer Speed
Adjust the pointer speed.

Backup & Reset
The privacy settings on your device allow you to back-up your data, automatically restore data, and erase all the data on your phone.

- Tap > Settings > Backup & reset.

LG Backup
Backs up all information on the device and restores it in the event of data loss or replacement.

Note: Tap > Help to learn more about LG Backup.

Back Up My Data
Allows you to back up app data, Wi-Fi passwords, and other settings to Google servers.

Backup Account
Allows you to choose an account to use to back up data.

Automatic Restore
When reinstalling an app, enabling this option restores backed up settings and data.
**Factory Data Reset**

Resetting the phone restores all the factory defaults, including personal data from phone storage, information about your Google Account, any other accounts, your system and application settings, and any downloaded applications. After resetting the phone, the next time you turn on the phone, you’re prompted to reenter the same kind of information as when you first started the phone. See Activation and Service.

1. Tap 📱 > 📱 > Settings 📌 > Backup & reset.
2. If you are certain that you would like to restore all factory settings, tap Factory data reset.
3. Tap RESET PHONE.
4. Enter your unlock sequence if you have configured one, then tap Delete all and OK to confirm.

**SYSTEM SETTINGS**

The following topics provide information on how to personalize system settings.

**Shortcut Key**

Shortcut Key provides quick access to apps by pressing the Volume Buttons twice when the screen is off or locked.

**QuickMemo+:** Press the Volume Up Button twice.

**Camera:** Press the Volume Down Button twice.

- Tap 📱 > 📱 > Settings 📌 > Shortcut key.

**Date & Time**

Set your preferences for how the date and time is displayed. You can also select a time zone.

- Tap 📱 > 📱 > Settings 📌 > Date & time.

**Accessibility**

Use the Accessibility settings to configure any accessibility plug-ins you have installed on your phone.

**Note:** Requires additional plug-ins to become selectable.

**Vision**

The Vision setting allows you to configure the visual options.

1. Tap 📱 > 📱 > Settings 📌 > Accessibility > Vision.
2. Set the following options:
• **TalkBack**: Tap the TalkBack switch to turn it on. Tap **Settings** at the bottom of the screen to adjust the TalkBack settings. When TalkBack is turned on, the touchscreen settings require the user to first tap an item they wish to select, and then double tap the item again in order to access this feature.

• **Message/call voice notifications**: Use automatic spoken alerts for incoming calls and messages.

• **Screen shade**: Set to 0% brightness of device for saving power and low vision.

• **Font size**: Select to increase the size of the text.

• **Touch zoom**: Zoom in or out by triple-tapping the screen.

• **Screen color inversion**: Checkmark to invert the colors of the screen and content.

• **Screen color adjustment**: Set the color contrast for better screen viewing. Tap the Screen color adjustment switch at the top right corner of the screen to turn it on. Then, tap the screen and drag across the screen in any direction until you see the color contrast you want to use.

• **Screen color filter**: Set the color filter for better screen viewing. Tap the Screen color filter switch at the top right corner of the screen to turn it on.

• **Power key ends call**: Checkmark so that you can end voice calls by pressing the Power/Lock Button. When this option is enabled, pressing the Power/Lock Button during a call does not lock the screen.

**Hearing**

The Hearing setting allows you to configure hearing options.

1. Tap > > **Settings** > **Accessibility** > **Hearing**.
2. Set the following options as you want.
   
   • **Captions**: Customize caption settings for those with hearing impairments.
   
   • **Flash alerts**: The flash will blink for incoming calls and notifications.
   
   • **Turn off all sounds**: Activate to turn off all sounds.
   
   • **Audio type**: Checkmark to change the sound to **Mono** or **Stereo**.
   
   • **Sound balance**: To manually adjust the sound direction.

**Motor & Cognition**

The Motor and cognition setting allows you to configure motor and cognition options.

1. Tap > > **Settings** > **Accessibility** > **Motor & cognition**.
2. Set the following options as you want.
- **Touch feedback time**: Allows you to set the touch and hold delay (short, medium, or long).
- **Touch assistant**: Provide a touch board with easy use for general buttons or gestures to access in short. Tap the Touch assistant icon to access the **Power** button, **Home** button, **Volume Down** button, **Volume Up** button, **Screen Capture**, **Accessibility**, and **Pinch**.
- **Screen timeout**: Set the desired screen timeout.
- **Touch control areas**: Limit touch control to selected areas of the screen. Press the **Volume Down** button and **Home Key** at the same time to activate and deactivate this feature.

**General**

The System setting allows you to configure system options.

1. Tap > Settings > Accessibility.
2. Set the following options according to your preferences.
   - **Accessibility features shortcut**: Sets quick, easy access to selected features when you triple-tap the Home Key.
   - **Persistent notification**: Tap the switch to turn it on. Alerts sound repeatedly when there are unread notifications for certain apps.
   - **Auto-rotate screen**: Checkmark to allow the device to rotate the screen depending on the device orientation (portrait or landscape).

**Services**

The Services setting allows you to configure the service option.

1. Tap > Settings > Accessibility.
2. Tap **Switch Access** to control your device using configurable key combinations.

**Activate This Device**

Follow the onscreen instructions to activate your phone.

1. Tap > Settings > Activate this device.
2. Follow the on-screen instructions.

**System Updates**

From time to time, updates may become available for your phone. You can download and apply updates through the Settings menu.

1. Tap > Settings > System Updates.
2. Follow the on-screen instructions.
About Phone

The About Phone menu displays information such as the network, battery, hardware, and software.

1. Tap ○ > ☰ > Settings ⚙ > About phone.
2. Tap the desired menu.
FOR ASSISTANCE

The following topics address areas of support for your device, such as account information.

VIRGIN MOBILE ACCOUNT INFORMATION AND HELP

Find out about managing your account online and on your phone, buying additional minutes for your plan, and getting help.

For more information about your Virgin Mobile account, as well as other Virgin Mobile services, visit us at: virginmobileusa.com.

Manage Your Account

Access information about your account. You can:

- Check your minutes.
- Add money (Top-Up).
- Changes plans.
- And more.

From Your Phone

Access your account from the special My Account app.

- Tap > My Account.

From Your Computer

- Log in with your phone number and account PIN at virginmobileusa.com.

Top-Up Your Account

Sign up for Auto Pay to keep your service working month after month. Or, you can buy Top-Up cards at thousands of retailers and add money to your account from your phone or by logging in at virginmobileusa.com.

Auto Pay

Auto Pay is the easiest way to keep your service working. Once you register your credit card, debit card or PayPal account, you can set it to automatically pay your monthly plan. Then you can keep emailing, IMing, Tweeting with Twitter, surfing, and talking with no interruptions. Set up Auto Pay anytime by logging into My Account at virginmobileusa.com, and adjusting your payment settings.
From Your Phone

- Tap ☑ > ☐ > My Account ☛.

- or -

From home, tap Phone ☉. Dial ♦ 7vor. 2erk. 9and ☛.
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