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# Read Before Proceeding

## Safety Precautions

Please read the safety precautions carefully to ensure the correct use of your pad.

1. Do not crash, throw, or puncture your pad. Avoid the falling, squeezing, and bending of your pad.
2. Do not use your pad in a moist environment, such as the bathroom. Prevent your pad from being soaked or washed in liquid.
3. Do not switch on your pad when it is prohibited to use pads or when the pad may cause interference or danger.
4. Do not use your pad while driving.
5. Follow any rules or regulations in hospitals and health care facilities. Switch off your pad near medical apparatus.
6. Switch off your pad in aircraft. The pad may cause interference to control equipment of the aircraft.
7. Switch off your pad near high-precision electronic devices. The pad may affect the performance of these devices.
8. Do not attempt to disassemble your pad or its accessories. Only qualified personnel are allowed to service or repair the pad.
9. Do not place your pad or its accessories in containers with a strong electromagnetic field.
10. Do not place magnetic storage media near your pad.

Radiation from the pad may erase the information stored on them.

11. Do not put your pad in a high-temperature place or use it in a place with flammable gas such as a gas station.
12. Keep your pad and its accessories away from children. Do not allow children to use your pad without supervision.
13. Use only approved batteries and chargers to avoid the risk of explosions.
14. Observe any laws or regulations on the use of wireless devices. Respect others' privacy and legal rights when using your wireless device.
15. Strictly follow the relevant instructions of this manual while using the USB cable. Otherwise your pad or PC may be damaged.
16. Content is just for your reference, for standard profiles, please refer to that displayed actually.

## Personal Information and Data Security

The use of some functions or third-party applications on your device could result in your personal information and data being lost or becoming accessible to others. Several measures are recommended to help you protect personal and confidential information.

- Place your device in a safe area to prevent it from unauthorized use.
- Set your device screen to lock and create a password or unlock pattern to open it.
- Periodically back up personal information kept on your SIM/USIM card, memory card, or stored in your device

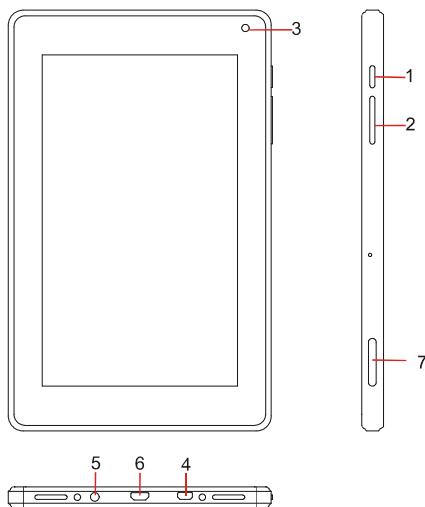
memory. If you change to a different device, be sure to move or delete any personal information on your old device.

- If you are worried about viruses when you receive messages or emails from a stranger, you can delete them without opening them.
- If you use your device to browse the Internet, avoid websites that might pose a security risk to avoid theft of your personal information.
- If you use services such as Wi-Fi tether or Bluetooth, set passwords for these services to prevent unauthorized access. When these services are not in use, turn them off.
- Install or upgrade device security software and regularly scan for viruses.
- Be sure to obtain third-party applications from a legitimate source. Downloaded third-party applications should be scanned for viruses.
- Some applications require and transmit location information. As a result, a third-party may be able to share your location information.
- Your device may provide detection and diagnostic information to third-party application providers. Third party vendors use this information to improve their products and services.

# Getting Started

All the pictures in this guide are for your reference only. Your pad's actual display features may be different to those described here, depending on its software version.

## 1. Key Functions at Your Finger tips



	Name	Function
1	Power key	Press to turn on or off the pad.

2	Volume keys	Press to accommodate the volume and start up silence mode when there is an incoming call.
3	Secondary camera	Convenient autodyne.
4	HDMI port	Use the D data line to connect the TV
5	Earpad jack	Insert earpad.
6	Charge/USB Port	Connect USB line.
7	SD card port	Insert the SD card.

## 2. Inserting SD card

Insert SD card with the metal contacts facing down and the cut corner aligned with that of the slot.

## 3. Charging the battery

New batteries are shipped partially charged. Before you can use your pad, you need to charge the battery. Some batteries will have best performance after several full charge/discharge cycles.









1. Connect data cable and charger, plug one end into your pad's data port.
2. Plug the other end of the charger into the appropriate electrical outlet (100~240V AC).
3. When your pad indicates that the battery is fully charged, remove the charger.

### Notes:

1. Before charge, make sure the battery is installed in the pad.
2. The battery can discharge gradually even when your pad is powered off. If the battery is drained for a long time, the information stored in the pad could possibly be lost. So even you don't need to use your pad for a long period, you should charge the battery some times to

- keep it away from drained.
- 3. You need longer charging period with the lower voltage.
- 4. You need longer time as operation as charging.
- 5. The normal charge temperature is during 0°C-40°C.

4. About the Status bar

Icon	Indicators
	The alarm has been set.
	Receive a new email.
	Receive a error message.
	<b>Indicates being in sync.</b>
	Indicates the Bluetooth is using.
	Indicates downloading.
	Indicates the USB is connected.
	Indicates the WIFI signal strength.

# Basic operations

## 1. Turning your pad on and off

Turn on the pad: Press and hold Power key for more than 3 seconds to turn on your pad.

Turn off the pad: Press and hold Power key to pop up option menu, select "power off". If it is powered off you can not receive, make a call or do other operations.

## 2. Desktop manager

### **Lock the screen**

The screen lock prevents unwanted actions on the touch screen when you are not using your pad. When the pad is left idle for a set period, the screen locks automatically if you enabled screen lock in settings→ security.

### **Unlock the screen**

You can unlock the screen according to your settings.

The default way is pulling the lock to right after your screen is enabled with pressing power key.

### **Add icon:**

Press and hold a selected icon on main interface and drag it to desktop after you feel it vibrating. Put it where you intend to, then you can release it.

### **Delete icon:**

Press and hold a selected icon on desktop, you will find a recycle bin icon appearing after you feel it vibrating. At this time drag the icon to recycle bin, then release.

### **Status bar**

A status bar at the top of the screen displays pad status information and notifications.

### **Add or delete widgets and change wallpaper**

Press on the desktop space, and then pop up the following menu: Gallery /Live Wallpapers/ Wallpapers.

### **Notification panel**

You can open notifications such as unread messages or




missed calls directly from the notification panel.

How to open the panel:

Hold the status bars with your finger, and drag it downwards.


### **Accessing Applications and Widgets**

To access the application list, on the Home screen, touch .

From the application list, you can:

- Touch an icon to open an application.
- Touch the WIDGETS tab to switch to the widget list.

### **Viewing Recently Used Applications**

To display the list of recently used applications, press and hold . To open an application, touch the corresponding thumbnail. To close the application, flick left or right across the screen.

### **Managing Folders on the Home Screen**

To create a folder: Drag an application icon onto another application icon to create a new folder that contains both icons.

To rename a folder: On the Home screen, touch a folder, and then touch the folder name field beneath it.

To delete a folder: On the Home screen, touch and hold a folder, and then drag it to the trash can.

# Main operations

## 1. Entertainment

In addition to being a communication device and personal assistant, your mobile phone also provides you with a multitude of entertainment possibilities. You can take photos, create videos and audio clips, and download and listen to music.

### 1 Taking Photos and Recording Videos

The camera is a combination of camera and camcorder that you can use to shoot and share pictures and videos.

#### Opening Your Camera

1. Touch Camera to open the camera. The camera opens in landscape mode, ready to take a picture or record a video.
2. Touch Back Key to close the camera.

#### Take a photo

Click camera to enter camera interface.

Click to take photos.

In the preview interface:

1. View photos you have taken.
2. Set the photo's parameter.
3. Click ● to take a photo.

#### Recording a Video

1. Open the camera application, and then switch it to camcorder mode.
2. If necessary, change the camcorder settings.
3. Frame the scene with which you want to start your video.
4. Touch ● to start recording a video.
5. Touch ■ to stop recording.

## 2 Using the Gallery

Your Gallery application can automatically search for pictures

and videos on your mobile phone and microSD card. Use Gallery to sort photos and videos into folders, view and edit pictures, watch videos, and set a picture as wallpaper or as a photo for a contact.

#### Opening the Gallery

The Gallery application categorizes your pictures and videos by storage card and displays these files in folders. Touch a folder to view the pictures or videos inside.

#### View a picture

1. In Gallery, touch the folder that contains the pictures you want to view.
2. Touch the picture to view it in full-screen mode.

#### Note:

The picture viewer supports the automatic rotation function. When you rotate your mobile phone, the picture adjusts itself to the rotation.

### **3 Enjoying Music**

Before you using music player, you must copy music files from your computer to the microSD card.

Once you have done this, the player will search for music on the microSD card. After the search is complete, you will be able to view all available music files in the music library.

Click to enter music player.

1. Artists: view different artists' songs.
2. Albums: view different albums list.
3. Songs: view all songs list.
4. Playlists: view the playlists.
5. Playlists: view current playlist and saved playlist.

#### 2. Email

Your pad also puts email at your fingertips. With your pad's Email application, you can use your email account with some popular email services on your pad.

### Adding an Email Account

When using the Email application for the first time, you must configure an email account. The Email setup wizard helps you to configure your account. A number of popular email systems are supported. You can work with the same email service that you use on your PC or you can select another email service that you use on your PC or you can select another email service.

1. Touch Email on the main menu.
2. Enter the account name and the Password, then touch Next.
3. When setting finish, touch Done.

### Viewing an Email Message


On the accounts screen, touch the email account you want to use.

### 3. People


All of your contacts are displayed alphabetically in a list that you can scroll through.

Click menu key, pop up the submenu: Contacts to display/ Import/Export /Accounts/ Settings/ Copy / Memory status/Batch operation.

#### **Add a contact**

Click , you can add a new contact to the pad or card.

#### **Search for a contact**


1. Click ;
2. Enter the first few letters of the contact name, all contacts beginning with these letters appear.

#### **Adding a Contact to Your Favorites**

Touch a contact, and then touch the star to the right of the contact's name. The star turns white.

## Editing a Contact

You can make changes to the information you have stored for a contact at any time.

1. In the contacts list, touch the contact you want to edit, and then touch  to edit the contact.
2. Touch the category of contact information you wish to change: name, pad number, email address, or any other information you recorded earlier.
3. Make the desired changes to the contact information, and then touch "Done". To cancel all of your changes, touch "Cancel".

## Using a microSD Card to Back Up Contacts

1. In the contact list, touch Menu key.
2. Touch "Import/ Export" in the displayed menu to select you needed.
3. Touch OK to export your pad contact's information to the installed microSD card.
4. You can copy the .vcf files backed up on the microSD card to your computer. The files are stored in the microSD card's Other folder.

## 4. Getting Connected

### 1. Browser

Your mobile phone comes with an Internet browser pre-installed.

#### Opening the Browser

1. Touch Browser on the main menu.
2. When known or open Wi-Fi networks and mobile data networks are available at the same time, your phone will preferably select a Wi-Fi network for Internet access.
3. Touch Menu Key to open the browser options menu.

#### Opening a Webpage

1. In a browser window, touch the URL field at the top of

the screen.

2. As you enter the address, matching webpage addresses will appear on the screen. If you see the address you want, touch it and go directly to that webpage or complete entering your desired webpage.

## **2. WI-FI**

Turn on WI-FI

1. Touch "Settings" on the main menu.
2. Touch WI-FI to select ON.

Connecting to a Wireless Network

1. Touch "Settings" on the main menu.
2. Touch WI-FI. You will see a list of detected WI-FI networks in the WI-FI networks section.

## **3 Bluetooth**

Your pad has Bluetooth, which allows you to create a wireless connection with other Bluetooth devices so you can share files with your friends, talk hands-free with a Bluetooth headset, or even transfer photos from your pad to your PC.

If you are using Bluetooth, remember to stay within 10 meters (33 feet) of the other Bluetooth devices to which you want to connect. Be aware that obstacles like walls or other electronic equipment may interfere with your Bluetooth connection.

Turning On Bluetooth

1. Touch Settings on the main menu.
2. Touch Bluetooth to select ON. When Bluetooth is turned on, the Bluetooth icon appears in the notification bar.
3. Touch Bluetooth settings, and then touch the device's name to make your pad visible to other Bluetooth devices.

Pairing with and Connecting to a Bluetooth Device

Before you use Bluetooth, pair your pad with another Bluetooth device as follows:


1. Ensure that the Bluetooth function on your pad is enabled.
2. On the main menu, touch Settings > Bluetooth. Your

- pad will then scan for Bluetooth devices in range.
3. Your pad will then scan for Bluetooth devices in range.
  4. If required, enter the pairing password to complete the connection.
5. Using Other Applications

## 1 Clock

Touch the **Clock** application icon. You can see the time and date.

### Add Alarm

1. Touch the Clock application icon.
2. Touch  Set alarm → Add alarm.
3. Set up your alarm as desired.
4. Touch OK.
5. Selected the alarm clock.


### Shut Off Alarm Alert

When a scheduled alarm is activated, a pop-up window with the alarm title appears.


Touch **Snooze** if you want to be reminded again in 10 minutes.

Touch **Dismiss** to cancel the alert.

### Turn Alarm on

1. In the Alarm list, find the desire alarm.
2. Click the  on the left.

### Edit Alarm

1. Touch the Clock application icon → Click .
2. Touch on the alarm you want to edit → make desired edits.
3. After editing, touch OK.


### Notes :

1. Press menu key to add more alarm when enter alarm clock.
2. The alarm clock will still work even the pad is powered off.
3. Don not set the pad in silence mode to guarantee the alarming effect (unless if the vibrate mode is set to always


- on).
4. Please change the battery in a minute or else the information stored in the pad will be lost, in the low electric power.

## 2 Calculator

Perform basic arithmetics such as addition, subtraction, multiplication and division.


1. Touch the  Calculator application icon.
2. Touch the numbers and operation symbols to do the calculation.

## 3 Calendar

The Calendar app lets you view and edit your schedule. Touch  on a Home or App screen.

To change the Calendar view, touch the date at the top left corner and choose Day, Week, Month, or Agenda.


### Create agenda

1. Click  to make a New event .
2. Before you can add an event, you must add at least one calendar account to your device and make a calendar visible.
3. Input name / Location / Time and so on.
4. Click "Done" button.

The new agenda will appear on the calendar menu when you entering again.

## 4 Calculator

Perform basic arithmetics such as addition, subtraction, multiplication and division.

1. Touch the  Calculator application icon.
2. Touch the numbers and operation symbols to do the calculation.
3. Touch DELETE to clear the result one by one, touch and hold DELETE to clear all.

## 5 Sound Recorder



You can record for a long time, please make sure your pad has enough storage.

**Record:**

1. Touch Sound Record.
2. Keep the pad near the sound source.
3. Click “○” to record, click “□” to stop.
4. Finish the record, you can select “save” or “Discard”.

## 6. Managing Your Pad

To configure your pad, touch Setting.

### Wireless & networks

- Click to turn on WI-FI or Bluetooth and set them.
- View the data usage.
- Click “more”, you can do the follow:
  - Click to turn on Airplane mode.
  - Set up VPN.
  - Set the tethering & portable hotspot.

### Device

1. **Sound**
  - Set volume for ringtone/ media or alarm.
  - Set your default notification ringtone.
  - Turn on/off vibrate when ringing/ Touch sound and so on.
2. **Display**
  - Adjust the brightness of the screen.
  - Choose the wallpaper from gallery / live wallpapers / wallpapers.
  - Adjust the delay before the screen automatically turns off.
  - Select the font size.
3. **Storage**

View the external (Micro-SD) and internal memory storage capacity and usage.
4. **Battery**

View the battery usage data based on the process and application that were consuming the battery.

## 5. Apps

Manage and remove installed apps; View and control currently running services; view storage used by apps.

## Personal

### 1. Location services

Turn on or off google's location service/GPS satellites/Location & Google search.

### 2. Security

- Lock screen with None/Slide/ Pattern/ PIN or password.
- Edit owner information displayed on the lock screen.
- Set up SIM/USIM card lock and edit passwords.
- Make the password visible or not.
- Select device administrators.
- Display trusted CA certificates;
- Install certificates from SD card
- Remove all certificates.

### 3. Language & input

- Select language.
- Turn on or off spelling correction.
- View and edit Personal dictionary
- Turn on or off the android keyboard and so on.
- Set the voice search and text-to-speech output.
- Set the point speed.

### 4. Backup & reset

Back up the data.

Click Reset pad to erase all data in pad.

## System

### 1. Date and time

Set the date, time, time zone and formats.

- The current date and time will display on the idle screen if you choose automatic.
- If you do not choose automatic, please set the date, time zone.
- Set the format of time and date.

### 2. Accessibility

- Turn on or off large text and so on.
- Set the Text-to-speech output.
- Select the Touch&hold delay time.

- Allow install web scripts or not.
- 3. **Developer options**
  - Turn on or off USB debugging/ Stay awake/allow mock locations and other options.
  - View development device ID.
  - Set your HDCP checking / Desktop backup password and other options.
- 4. **About tablet**
  - Pad system updates
  - Status, to check the status of the network, battery, IP address, WIFI & Bluetooth address serial number and up time.
  - Legal information, to see the legal information from open source and google legal
  - Model number
  - Build number. Etc.

FCC ID: RJZ-GALAPAD

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

-- Consult the dealer or an experienced radio/TV technician for help.