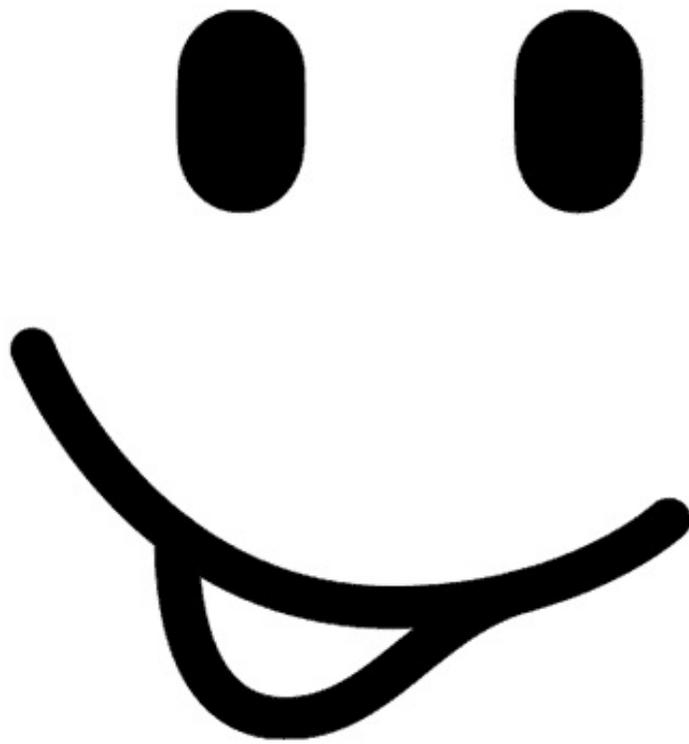


Guide



tolino[🦋]

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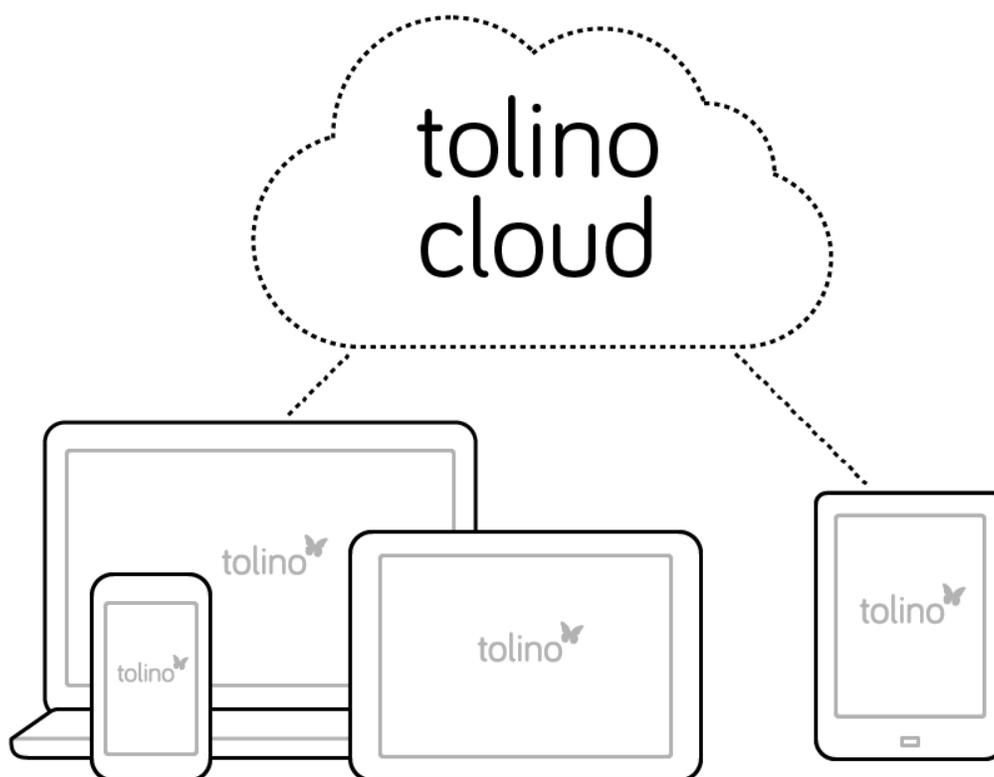
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1. Welcome to the world of tolino

Great news: Reading books just got even easier and more comfortable for you. From now on you can choose not just what you read, but also how you read it. If the font is too small, you can enlarge it. If you don't like the typeface, simply change it. And the best part: You can always take all your books with you wherever you go—your tolino eReader has room for thousands of books. And there are so many other possibilities:



Enjoy the freedom to buy your books wherever you like

No matter which bookseller you want to buy from, the choice is yours. If you

are a customer of two or more tolino booksellers, you can also display all your purchased eBooks together.

Access your books any time—with your eReader, smartphone or PC

tolino offers multiple ways of reading your books. Thanks to the tolino cloud you can access your books and documents from anywhere—no matter whether you're using your tolino eReader, the tolino app or the tolino webreader. And the best part: You can simply carry on reading where you last left off.

Choose from millions of books

The integrated eBook shops offer you the latest and most fascinating books of all genres—and with over two million books, more than enough reading material for years to come, plus current bestsellers regularly added.

Borrow books from public lending libraries

Your tolino eReader lets you easily register with public lending libraries, borrow books and conveniently download them.

Of course the tolino world offers many more benefits. Why not simply start exploring? On the following pages we'll show you the most important functionalities of your tolino eReader.

We hope you enjoy using your tolino eReader!

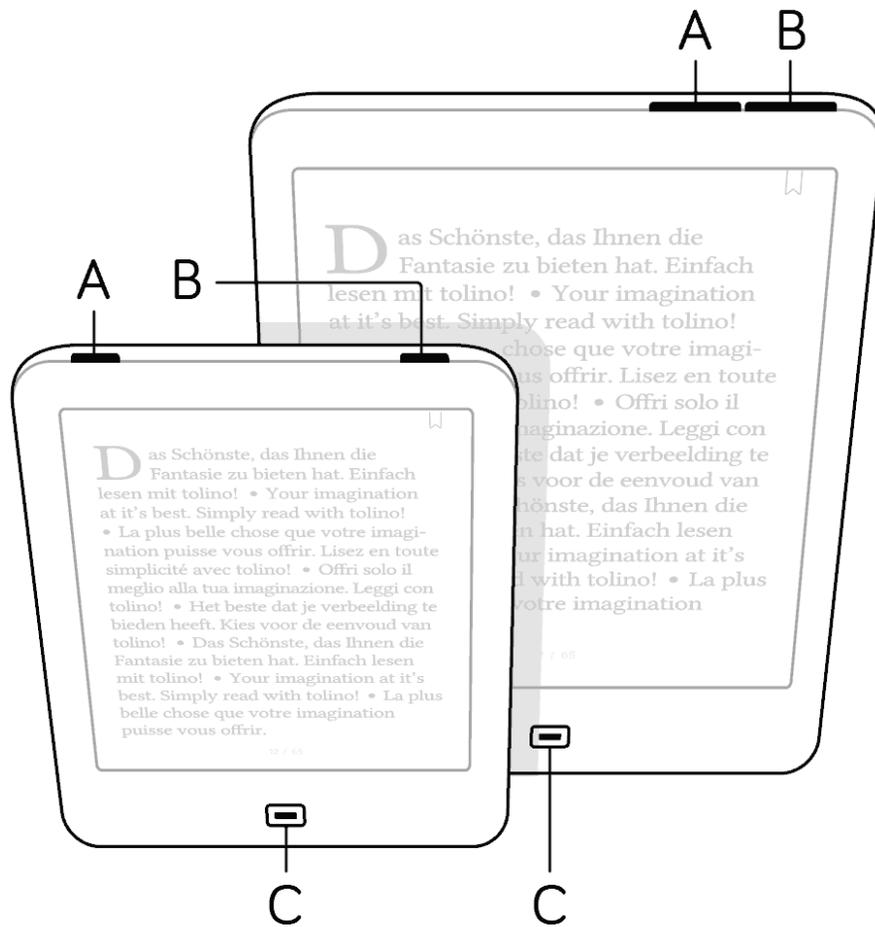
2. Your tofino eReader

Is this your first tofino eReader? We're sure you can hardly wait to read your first book with it. To help you get started quickly we've compiled the most important functionalities of your tofino eReader for you here.

2.1 Overview of the operating controls

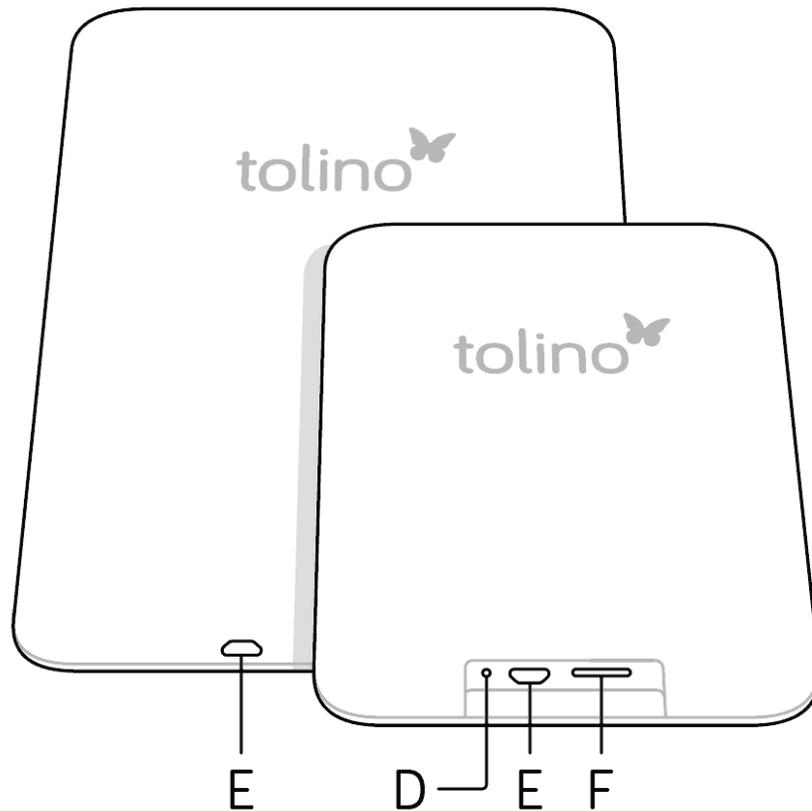
There are two buttons on the top, the on/off switch and the light button (not tofino page). On the front at the bottom is the home button.

See following illustrations:



- A) On/off switch, sleep mode
- B) Reading light (not tolino page)
- C) Home button (takes you to the home page)

At the bottom of your tolino eReader are the reset opening (not tolino epos), the micro USB port, and on the tolino shine and tolino vision a microSD card slot.



D) Reset (not tolino epos)

E) Micro USB port

F) MicroSD card slot (tolino shine and tolino vision only)

A) Switching on/off or into sleep mode

Depending on which tolino eReader you have, press or slide (tolino shine) the switch to turn your device on. When the device is on, it can be put back into sleep mode by briefly pressing or sliding (tolino shine) the button again.

If you do not use the tolino eReader for some time, it automatically goes into sleep mode. In sleep mode, your tolino eReader displays a sleeping face on the screen and consumes virtually no electricity. To wake it up again, press or slide (tolino shine) the button briefly. You can set the amount of time before

the device enters sleep mode in the "Advanced settings" section under "Settings" in the menu.

If you press the button for longer, a window opens where you can select "Switch off". When your tolino eReader is completely turned off, it uses no power at all. Long pressing or sliding (tolino shine) the switch will turn the device back on.

Simple and useful: Did you know that the new tolino page can automatically save power? If you want to activate these settings, simply go to "Settings" in the menu and then choose "Advanced settings". Then if your eReader is in sleep mode for longer than five hours, it automatically switches itself off.

B) Screen lighting (not tolino page)

You can switch on the reading light to read in the dark and later switch it off again by briefly pressing the light button. Please note that the tolino page does not have a reading light.

If you have a tolino vision 4 HD or a tolino epos, you can also adjust the color temperature of the reading light. Moving the slider to the left makes the light cooler; moving it to the right makes the light warmer. To make things even easier, you can check the "Automatic color temperature" box. Then the color of the light is automatically adjusted to the natural lighting conditions over the course of the day.

Tip: Tap the light gray area (between the brightness and color temperature sliders) to set brightness and color temperature simultaneously. To adjust the settings, move your finger to the left or right.

You can find these lighting settings in reading mode and in the "Settings" section of the menu.

C) Home button

Press the “Home” button to return to the home page. By the way, you can also go to Settings > Reading settings in the menu to choose how to make this switch.

D) Restart (reset function, not tofino epos)

If your tofino eReader ever freezes up completely and no longer responds to input, first try pressing the on/off switch for 1–2 seconds. A window will open where you can select "Restart". If this is not possible, you can force a restart by pressing the reset button. To do this, take e.g. a straightened paper clip or a needle and carefully insert it into opening (D) until you feel resistance. Your eReader will then restart. Of course you'll only need to use this function in exceptional cases. On your tofino epos, the reset function works a bit differently. To reset, you need to press the on/off button and hold it for more than ten seconds. Don't be surprised if the last viewed screen remains displayed. In order to switch on your tofino epos again, simply press the on/off button again for 1-2 seconds.

Restore factory settings

If you would like to restore your tofino eReader to its factory settings, choose “Settings” from the menu and then "Advanced settings". This menu includes the item “Restore factory settings”. If you now press “Restore”, your tofino eReader will go back to the original settings.

Please note: This irrevocably deletes all settings, passwords and locally stored eBooks. Books and documents you have uploaded to the tofino cloud can be restored later on. You can find detailed information on this subject in chapter [5.2 Using the tofino cloud](#).

E) Micro USB

Your tolino eReader is equipped with a USB port. A matching USB cable is provided. Connect your tolino eReader's USB port to the computer with this cable to charge your device or transfer books and documents (see also chapter [5.2.3 Adding via USB](#)).

F) microSD card slot (tolino vision and tolino shine)

Please note: Whether your tolino eReader has a microSD card slot depends on the model. tolino eReaders with a microSD card slot support cards with a capacity of up to 32 GB. You can obtain suitable microSD cards from specialist retailers.

How to insert a microSD card: Insert the microSD card (tolino vision: pins facing up; tolino shine: pins facing down) into the microSD card slot. The opening is located at the lower edge of your tolino eReader (if you are using a tolino shine, you first have to open the flap).

Push the microSD card in until it locks into place. To remove the card later, press down on the card. The lock is released and the microSD card slides out.

Please note: If you would like to charge your eReader on a computer while also reading on the device, you need to eject the tolino device from your computer beforehand. To do this, click "Safely remove hardware" in the lower right-hand corner of the task bar (Windows Vista, XP, 7, 8 and 10) and follow the instructions. For OS X, simply eject your tolino eReader or move the data carrier symbol from the desktop to the recycle bin.

2.2 Help using your tolino eReader

My tolino eReader is not responding

In rare cases it may happen that the screen "freezes" and your tolino eReader

stops responding. Don't worry – all you have to do is press the reset button located in a small opening at the lower end of your tolino eReader (press the tolino epos on/off button and hold for around ten seconds). You'll need a straightened paper clip, which you have to insert into the opening until you feel a slight resistance. Your tolino eReader will then restart. If this problem occurs frequently, we recommend resetting your eReader to its factory settings. For more information on "Restarting" and "Resetting to factory settings", please see [2.1 Overview of the operating controls](#).

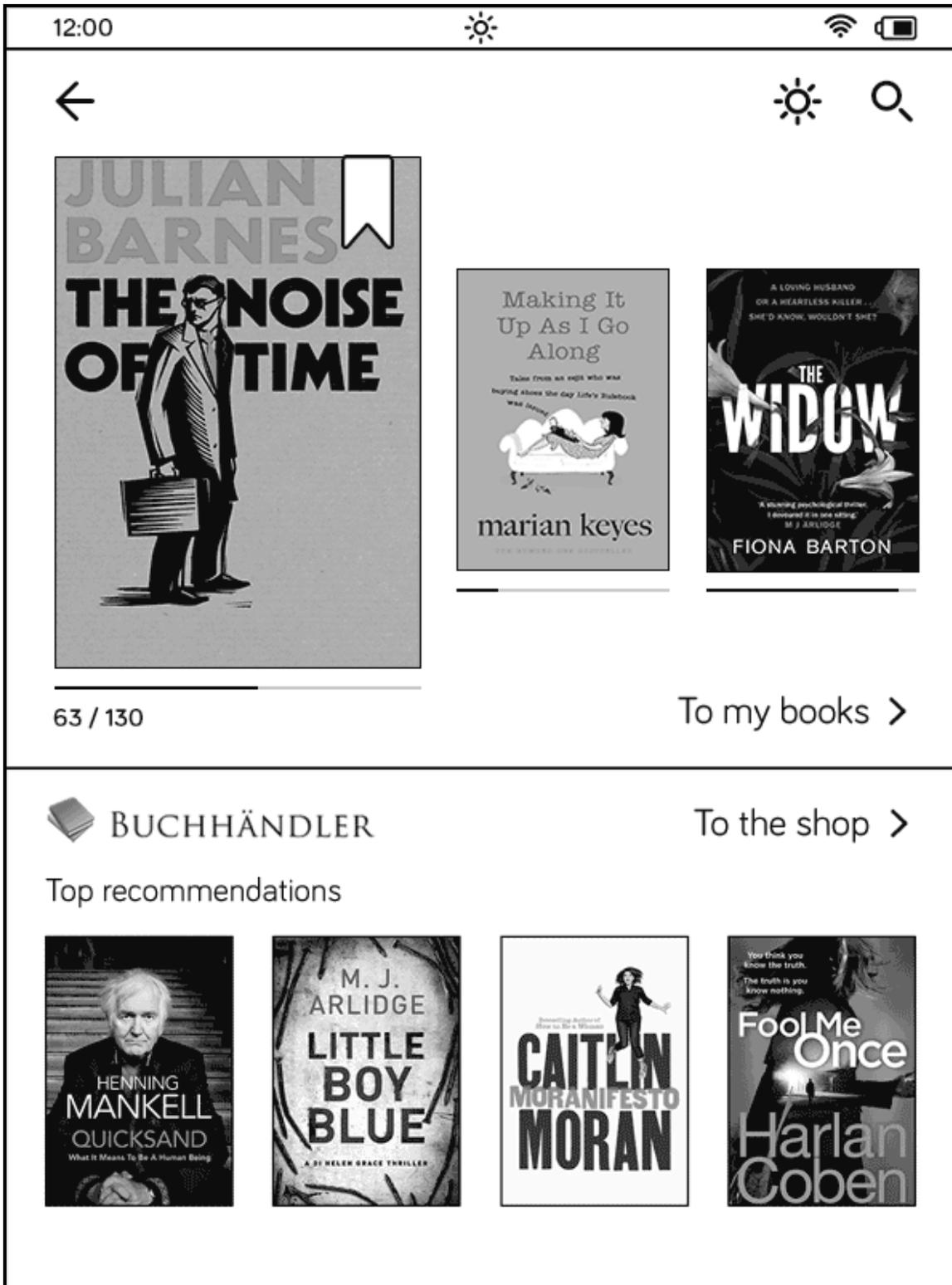
My tolino eReader won't start up anymore

If your tolino eReader is no longer working, connect it to the power supply unit overnight using the original USB cable. If your tolino eReader still won't start on the following day, please contact your warrantor. Please see the warranty for the address of your warrantor.

3. The most important functions at a glance

3.1 The home page

The home page is at the heart of your tolino eReader. This is where you select all of the important functions and features. And you can always return here by pressing the “Home” button on your tolino eReader, no matter what setting or page you have opened.



Right at the top of the home page, you can find the status bar (see chapter [3.2 Symbols on the status bar](#)) and the menu  and search function  (see

also chapter [3.3 Opening menu and search](#)).

The top section of the home page shows the three most recently read or added eBooks and texts from your library. Tap on one of the eBooks to open it straight away. To access your personal library, simply tap "To my books".

3.2 Symbols on the status bar

If you go to the home page or switch to "My books"/the menu, you will find a status bar at the top of the screen. It displays information such as the time, WLAN connection, or how much energy is left in your eReader's battery.

↔ **Micro USB (only when connected to the computer)**

As soon as your tolino eReader is connected to your computer using a USB cable, a USB connection symbol will appear at the top left in the status bar. You can now load books and documents onto your eReader.

To disconnect your tolino eReader from your computer, click "Safely remove hardware" in the lower right-hand corner of the task bar (Windows Vista, XP, 7, 8 and 10) on your computer's screen and follow the instructions. For OS X, simply eject your tolino eReader or move the data carrier symbol from the desktop to the recycle bin.

^{12:00} **Clock**

The clock shows you the current time. It is preset to "Set automatically" in the settings (in the menu under "Settings", then "Time"). Of course this only works if your tolino eReader is connected to the Internet via WLAN.

Please only change the time if your eReader is displaying the wrong time, e.g. if your eReader's battery was empty. Make sure that the correct time zone has been selected beforehand.

WLAN

Once your tolino eReader has established a WLAN connection, this is shown by the WLAN indicator. The more bars are filled, the stronger the signal received.

Battery

This indicator tells you how much power is left in the battery of your tolino eReader. The bigger the black bar, the more power your eReader has. If the battery charging level has fallen to a critical point, a corresponding message is shown on the screen.

Please connect your eReader to the USB port on your computer soon to charge the battery.

If you have a USB power supply unit, you can also use that to charge your tolino eReader. While the eReader is connected to a power source, a flash symbol is shown next to the battery symbol.

3.3 Opening menu and search

On the home page just underneath the status bar you can find the menu and search symbol:

Menu symbol

Open the menu of your tolino eReader by tapping on the menu symbol. The menu contains all of the settings and additional functions.

Search symbol

Activate the search by tapping on the magnifier symbol. The search page will open with a virtual keyboard (see chapter [8.3 Using the virtual keyboard](#)). Enter a search term and start the search using the magnifier symbol. You will then see a list of search results from your library and your bookseller's shop.

4. eBook reading made easy

Have you already decided what you're going to read first? A riveting thriller? Or a romantic comedy? The great thing about your tofino eReader is that reading an eBook is just as easy as reading a printed book.

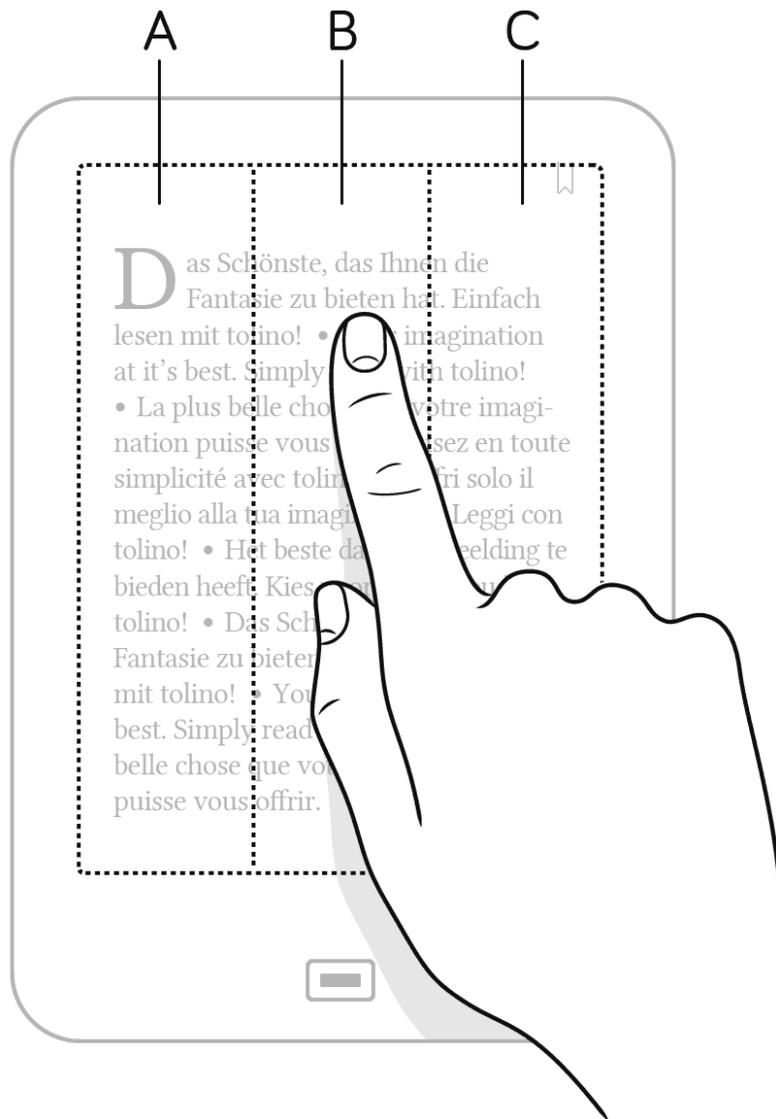
The reading view is by far the most important view on your tofino eReader. The content in your library (eBooks, PDFs, etc.) is shown to you here.

How to navigate in a book

How have you been turning pages so far? Did you know that there are several ways to navigate in an eBook? To turn the page, simply swipe across the screen or tap the left- or right-hand area of the screen. On a tofino vision 2, 3 HD or 4 HD, the tap2flip function also lets you turn the page by tapping on the back of your device.

Good to know: If you want to change e.g. the font face or size, tap the center of the screen to open the reading menu.

See following illustration:



A) Turn a page back

B) Open the reading menu

C) Move a page forward

Your tolino eReader is fitted with a touch display, i.e. a screen that reacts to the touch of a finger. This means that you can control all its functions by tapping or swiping across the screen with your finger. For instance, tap lightly on the cover of an eBook to open it. Or tap on a symbol to open up the associated

function. Swipe your finger from right to left to go forwards and from left to right to go backwards in the document (see also chapter [5.1.1 Turning pages in the library.](#))

A) Swipe to the right or tap the left-hand area of the screen to turn a page back

B) Tap in the center to open the reading menu

C) Swipe to the left or tap the right-hand area of the screen to move a page forward

4.1 Reading menu: Settings and Navigation

When you tap the center of the screen, the reading menu opens. The top bar contains the reading settings, where you can e.g. change the font size or type. The lower section contains the navigation menu you can use to jump forward or back between chapters.

See following illustration:

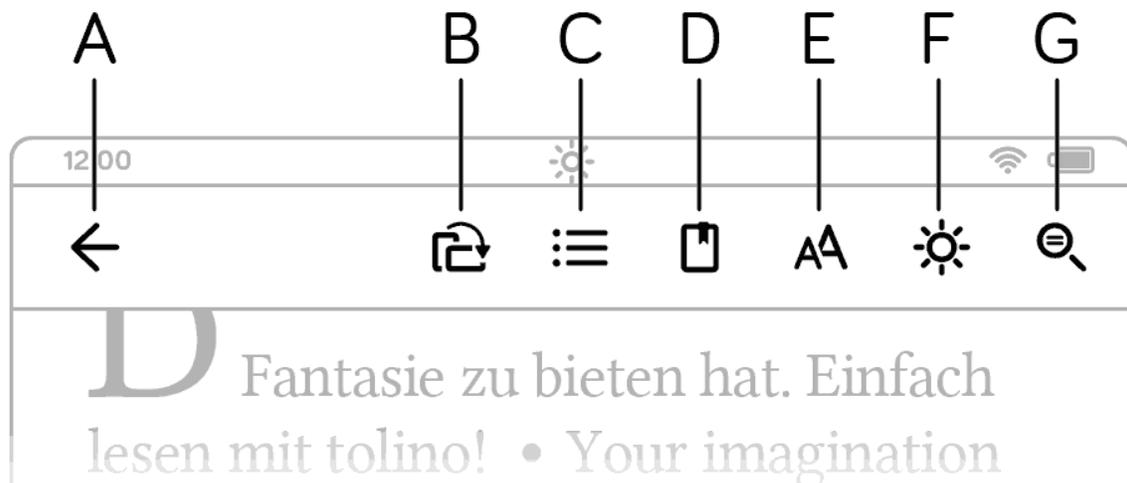


A) Reading settings

B) Navigation menu

4.1.1 Your reading settings

With your tolino eReader you can easily change personal settings such as font type and size, margins and line spacing, text alignment or brightness while reading. Open the reading menu by tapping the center of the screen.



- A) ← Back arrow closes the book
- B) 🔄 Rotates the reading view
- C) ☰ Table of contents
- D) 📖 Notes directory
- E) AA Set font size, type etc.
- F) ☀ Adjust screen brightness
- G) 🔍 Search in book

4.1.2 General reading settings

Tap on a symbol to launch the associated function.

← Back symbol

Tapping takes you back to the previous view.

Contents symbol

Tap on the contents symbol to call up e.g. the table of contents for the book you are currently reading. Tap on a chapter to jump to the corresponding place in the book.

Some publishers may not include a table of contents when creating a digital book. For these books, the index may be empty or incomplete. In that case, the symbol is grayed out.

Please note: The table of contents is not available for TXT files.

Symbol for bookmarks, highlights and notes

Tapping on this symbol takes you to the notes directory – the list of your bookmarks, highlights and notes from the text that you are currently reading. Tapping on an entry in the directory takes you straight to the corresponding place in the document.

Tap “Edit” to delete entries from the directory via  or edit them via . By the way, your personal notes directory is synchronized when you close an eBook or text and saved in the toloino cloud if an Internet connection is established. It is then also available on your smartphone, tablet or computer.

Please note: Not all functions are available in PDF or TXT files.

Symbol for rotating the view

This symbol allows you to rotate the reading view from portrait to landscape and vice versa – whichever way you prefer to read.

Font settings symbol

Do you prefer sans-serif fonts? Or do you suffer from dyslexia and require a specially adapted font? These settings allow you to choose the font type and size you find most comfortable for reading. To change the font size, simply

move the slider to the left or right. You can also change the line spacing, alignment and margins. If you want to use the font set by the publisher, simply click "Standard font". Check the "Publisher's standard" box to also apply the publisher's layout.

And the best part is: Your tolino eReader individually remembers the font face and size you have chosen for each document. When you open an eBook again, the settings you last chose for this title are displayed.

Please note: This functionality is only available for documents in ePub and TXT format; PDF documents do not allow these settings for technical reasons.

Would you prefer to read your books in a different font?

Installing your own fonts is easy. Connect your eReader to your PC with a USB cable. When the removable disk symbol for your eReader appears, open the "Fonts" folder and copy the fonts of your choice into it.

Please note: You can add fonts in TTF and OTF format. Once you have ejected the tolino eReader symbol, the newly installed fonts will be available for selection in the font settings.

☼ Reading light symbol

When the reading light is on, you can adjust its brightness. To do this, tap the symbol and use the slider to set the desired brightness. Please note that the tolino page does not have a reading light.

If you have a tolino vision 4 HD or a tolino epos, you can also adjust the color temperature of the reading light. Moving the slider to the left makes the light cooler; moving it to the right makes the light warmer. To make things even easier, you can check the "Automatic color temperature" box. Then the color of the light is automatically adjusted to the natural lighting conditions over the course of the day.

Tip: Tap the light gray area (between the brightness and color temperature sliders) to set brightness and color temperature simultaneously.

Full-text search symbol

You know you've read it, but you can't remember where in the book? Simply tap this symbol and type the word into the search field. Text passages that contain your search term will be displayed.

4.1.3 PDF settings

Open the reading menu by tapping the center of the screen. Tap on a symbol to launch the associated function.

Converting to a text document

You can display the text components of a PDF as a text-only document. Tap the  symbol to return to the PDF view.

Zoom in and out symbol

In PDF files you can zoom in or out of the text using the active plus and minus symbols. If one of the two symbols is inactive (i.e. gray instead of black), you have reached the maximum setting and cannot zoom any further. You can also zoom in with a simple finger gesture. Place two fingers on the screen and move the fingers slowly apart. After zooming in, you'll see a section of the full page. You can zoom out again by moving your fingers together.

Original view

If you have zoomed in on the document and can only see a section, you can use this function to restore the original view.

4.1.4 Saving bookmarks

To add a bookmark, please tap on the  symbol in the top right-hand corner. The symbol is then filled in black. Tapping again removes the bookmark and the symbol is filled in white. To see all your bookmarks at a glance, simply tap the center of the screen: The reading menu opens. Tapping the Bookmarks, highlights and notes symbol  will take you directly to your saved bookmarks.

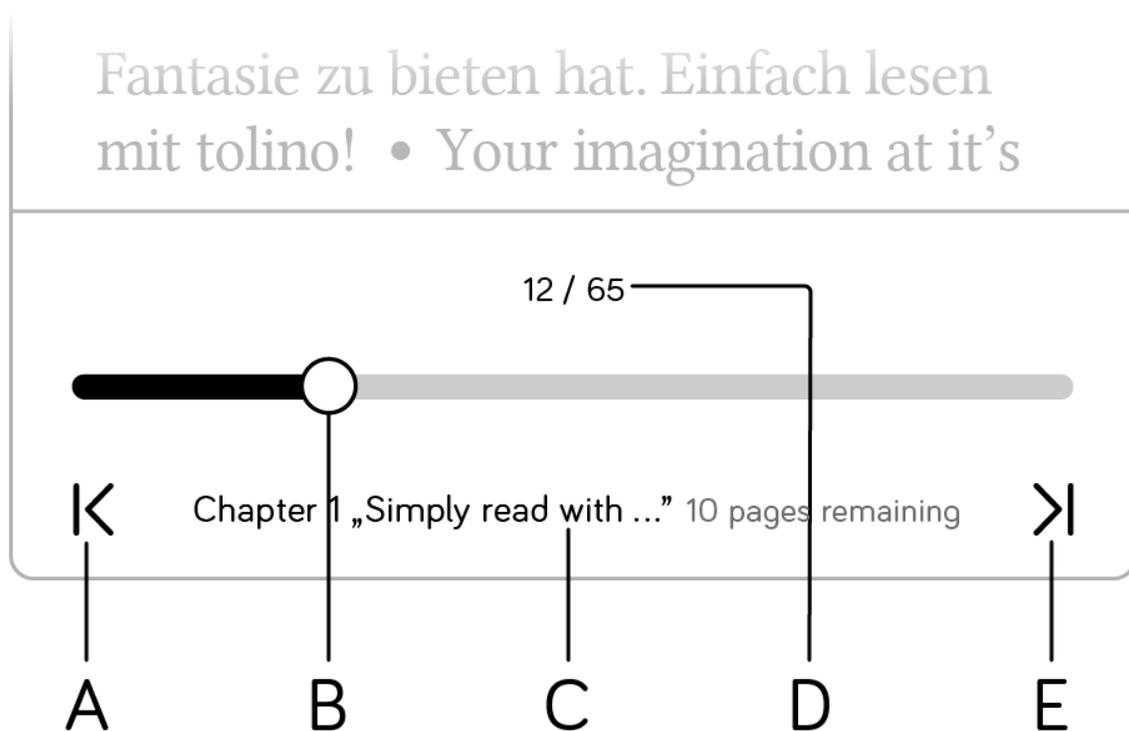
By the way: If you close and later re-open your eBook, you can continue reading from the same point without a bookmark.

4.1.5 Navigating in a document

The page number under the text tells you where you are in your eBook (e.g. "9 / 246" means that you are on page 9 of 246 pages in total). Please note that eBook pages are not book pages and the page numbers do not always change immediately when you turn the page. For example, one page of a book may correspond to several pages on your eReader. By the way, how many eBook pages make up a book page also depends on the font size.

The navigation menu

See following illustration:



- A) Go back one chapter
- B) Bar indicates reading progress in book
- C) Chapter display with pages remaining
- D) Current page and total number of pages
- E) Go forward one chapter

You can open the navigation menu by tapping the center of the screen.

At the bottom of the navigation menu you'll see the page number and a bar that displays your reading progress. This bar is a slider that lets you quickly jump to any place you want in the document. Simply move the slider to the desired position; the page display will update accordingly.

To jump directly to a specific page position, tap the page display above the slider. A numeric keyboard opens in which you can enter a page number. You

will be taken automatically to the desired page.

If your document has chapters, the name of the current chapter is shown underneath the slider. You can use the arrows to the left and right of the chapter display to jump to the following or previous chapter, or to the first page of the current chapter. For an overview of all chapters or to go directly to a specific chapter, tap the chapter name. The table of contents will open and you can go directly to a chapter in the current document.

4.1.6 Accessing pages directly

The slider in the bottom section of the reading menu lets you jump very quickly to any place in an ePub or PDF document. Simply pull the slider to the desired position. The page number updates accordingly. To reach a certain page straight away, simply tap on the page number. A numeric keyboard opens in which you can enter the desired page position.

Good to know: To the right of the chapter name you can also see how many pages are left in the chapter you are currently reading. This is especially useful if e.g. you are on the train and would like to quickly finish the chapter before you have to get off.

By the way: If you browse forwards or backwards through your book after using the slider, the chapter navigation, or the table of contents, the button "Back to page ..." or "Forward to page..." will appear at the bottom left or bottom right of the screen after a few moments. Tapping this button takes you directly back to your last viewed page. This is particularly useful if you are searching for something in your book and then want to go back and continue reading where you left off.

4.1.7 Turning pages with tap2flip (tolino vision 2, tofino vision 3 HD and tofino vision 4 HD)

Reading is now even easier and more comfortable – with the tap2flip function. If you tap on the back of your eReader (in the logo area) while reading, you will be taken to the next page. This is ideal particularly if you are reading lying down or only have one hand free.

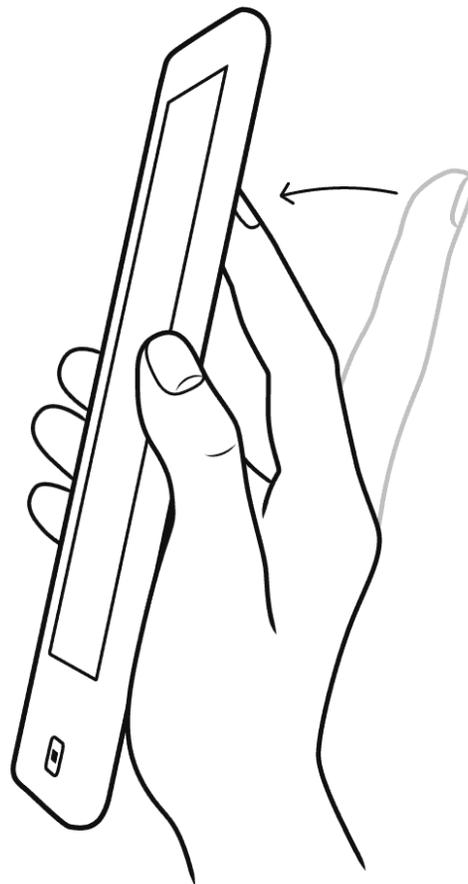


Illustration: Hold your tofino eReader in one hand and tap the logo area on the back of the device with your index finger.

If you prefer not to use this function, you can enable and disable it in the menu by choosing "Settings" and then "Reading settings".

4.1.8 Home button

The home button takes you directly to the start page. Here you can adjust how this switch is triggered during reading.

- Tap for start page (factory setting)
- Press and hold for 2 seconds for start page

Deactivate home button

4.2 Left-handed mode

We have also thought about left-handers: Hold your tofino eReader in your left hand and scroll to a page by tapping on the left-hand side. Activate the left-handed mode in the menu under "Settings > Reading settings".

4.3 Reading eBooks in EPUB or TXT format

You can display a range of file formats on your tofino eReader. You can increase or reduce the font size in EPUB files with a simple finger gesture. Place two fingers on the screen and move the fingers slowly apart or towards each other. The font size level is shown on the display. The font is now automatically adjusted.

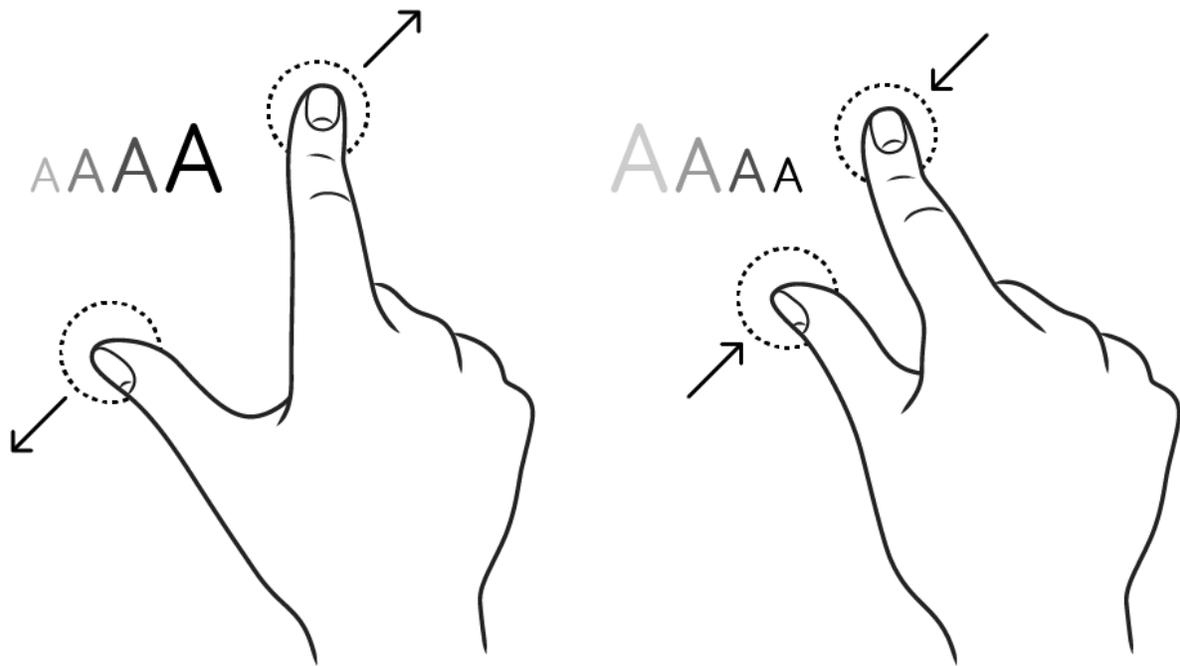


Illustration: Moving your fingers towards each other on the screen reduces the font size in your eBook. Moving them apart increases the font size.

4.4 Reading eBooks in PDF format

In addition to EPUB and TXT files, your tolino eReader can also display PDF files. When you first open a PDF, the entire page is displayed. You can then browse to the following or previous page by tapping, swiping or using tap2flip (depending on your device).

You can zoom in or out using the **+** **–** symbols. You can also zoom in with a simple finger gesture. Place two fingers on the screen and move the fingers slowly apart. After zooming in, you'll see a section of the full page. You can zoom out again by moving your fingers together. In enlarged views, tapping on the edge of the screen does not necessarily take you to the next page, but only to the edge of the current page. A small gray border indicates that you have reached the edge of the page. Tapping the appropriate edge of the page

will take you to the following or previous page.

In a PDF you can also move vertically within the document. To do so, tap the upper or lower edge of the screen to move to the previous or following page. If you have already zoomed in, the displayed section of the current page will change and the section above or below it will be displayed.

The reading menu also offers you further ways of adapting the view to your personal requirements in PDFs (see also chapter [4.1.1 Your reading settings](#)). You can access it by tapping the center of the screen.

4.5 More options with the context menu

Your eReader features a context menu that allows you to operate your device even more easily. To activate it, keep your finger pressed on a word in the text for 1-2 seconds. The word is highlighted and the context menu opens, offering you several actions you can perform in your book. These are:

4.5.1 Highlighting text and adding notes

When you have a book open and want to highlight a word, simply open the context menu. If you would like to highlight just one word, confirm the selection by tapping on “Highlight”.

To highlight an entire passage of text, drag the two handles that appear to the left and right of the word. You can also add a note to the highlight by tapping on “Add note”. The virtual keyboard opens up and you can add your notes.

Your highlights and notes are indicated by a gray background in the reading text. If you would like to edit them, simply tap on the highlighted area.

All the notes you have created are stored in a text document in your library under "My books". When you add a note, this document is updated, conveniently collecting your comments, notes and bookmarks as you read. If you want, you can later transfer your notes to your PC. This is particularly

useful if you are working on a document or book and would like to transfer your notes afterwards.

4.5.2 Searching and translating with dictionaries

When you read an EPUB file, a range of dictionaries for translating and looking up words are available on your tolino eReader. To use these, you need to download them once (with WLAN switched on). Go to "Settings" in the menu and select "Reading settings". This menu item contains a "Dictionaries" section where you can select the dictionaries you want to use.

If you would like to look something up in a dictionary while you are reading, simply open the context menu and select whether you want a definition or a translation of the word. Depending on your choice, you will be taken to the corresponding results page.

By default, the result is shown in the same language as the book. You can select other dictionary languages using the language selection. This selection then applies to the book you are currently reading.

4.6 Screen refresh

When reading on an eReader, the image from the previous page can sometimes show through. This is known as the "ghosting effect". To prevent this effect, go to "Settings" in the "Menu", then select "Reading settings" to set your screen to refresh more often.

4.7 Help with reading settings

My books are suddenly being displayed in landscape mode, how can I fix that?

You probably accidentally pressed the  symbol to rotate the view while you

were reading. If you tap this symbol again, a window will open in which you can set the reading view. Then tap "Apply".

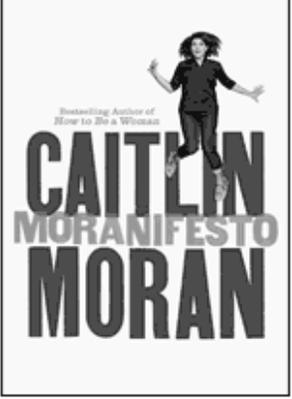
5. My books – your library

Your library includes all the books you have bought or added to your tolino eReader. By default, it is sorted according to most recent (last read or added) and shown in a grid view.

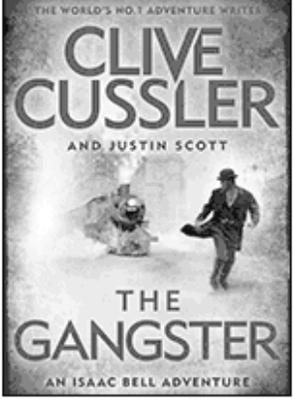
12:00   

 My books    

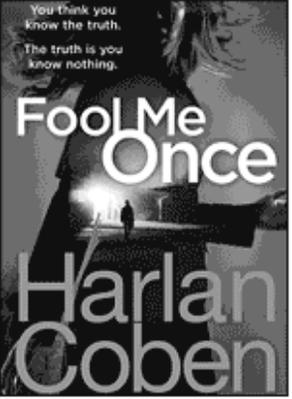
TITLES AUTHORS COLLECTIONS



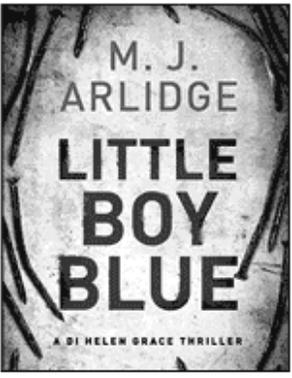
Moranifesto
Caitlin Moran



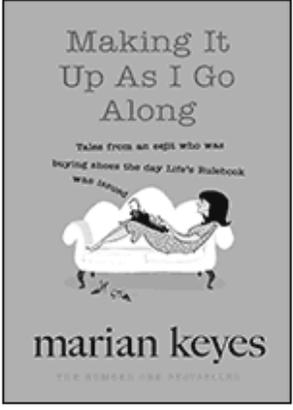
The Gangster
Clive Cussler



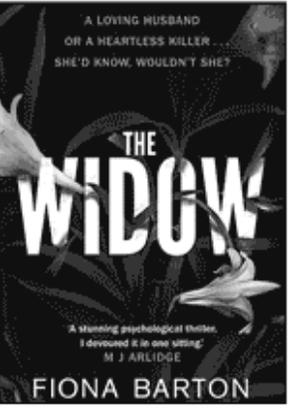
Fool Me Once
Harlan Coben



Little Boy Blue
M. J. Arlidge



Making It Up As...
Marian Keyes



The Widow
Fiona Barton

1 of 14 

5.1 The sections of your library ("My books")

Your library is structured by titles, authors and collections, allowing you to find particular books even more quickly.

Tap on the "Titles" section to see all the books in your library. By default, your books are sorted by topicality, but you can set the sort order to "Topicality", "Title", "Author" or "Date added" under View  in the settings.

In the "Authors" section all books are ordered by author name.

The "Collections" section shows all the collections you have created. If you have marked books as "Read", you will also find the collection "Read books" here.



Good to know: When you have finished reading your book, a window will open allowing you to mark the book as "read". Read books are no longer displayed in the title view of your library, and are automatically added to the "Read books" collection. If you want to display read books in your library, tap the view symbol  and then "Show read titles". Read books are then shown in your library with a check mark below the cover.

The following functions are available in your library:

View and sort order of your books

Viewing:

Would you like to change your library view? Tap  and choose between "Grid view" and "List view". The grid view offers a quick overview of eBooks and texts. You can quickly access more detailed information via the list view and by tapping the info symbol . Open an eBook or text from either view by tapping it with your finger.

Sorting:

In the "Titles" section you can sort your books and documents by "Topicality", "Title" and "Author".

Under "Authors" the books are listed alphabetically by author last name.

In the "Collections" section the collections are sorted by "Topicality", "Name of collection" and "Number of books in collection".

The contents are automatically sorted and displayed according to the respective criterion.

Synchronizing books and collections

Your eReader automatically synchronizes the books, documents and collections in your library with the tolino cloud.

If, for example, you have recently purchased new eBooks but these are not yet shown in the library of your tolino eReader, add the titles to your library by synchronizing. This function requires that your tolino eReader is connected to the Internet via WLAN.

Please note:

- Books will not be synchronized if you have only loaded them onto your

eReader (e.g. via USB cable). Only once they have been uploaded to the tofino cloud can they be synchronized.

- Collections will not be synchronized if they consist exclusively of books that you have only loaded onto your eReader.

⋮ **Functions menu**

Tap the Functions menu symbol to show a selection of functions. You now have the option to download books from the tofino cloud or upload them to the tofino cloud. You can also add books to a collection, mark books as read or even delete them entirely.

Deleting books

Tap "Delete" in the Functions menu. You can now select the individual titles you would like to delete, or all titles by tapping "Select all".

Books and documents that you have saved exclusively on your internal hard drive, the SD card (depending on your device), and/or in the tofino cloud ☁ are indicated by the corresponding symbol. If you would like to delete a title, your tofino eReader will always ask you from which storage area you would like to delete your books.

Please note: Books that you have uploaded to the tofino cloud yourself are permanently deleted from your personal cloud storage when you perform this action!

🔍 **Searching for eBooks and texts**

Just like on the homepage, activate the search by tapping on the magnifier symbol. The search result includes hits both from your library and from your bookseller's shop. Tap on the respective tab in the shop or in your library to display and then call up the search results.

5.1.1 Turning pages in your library

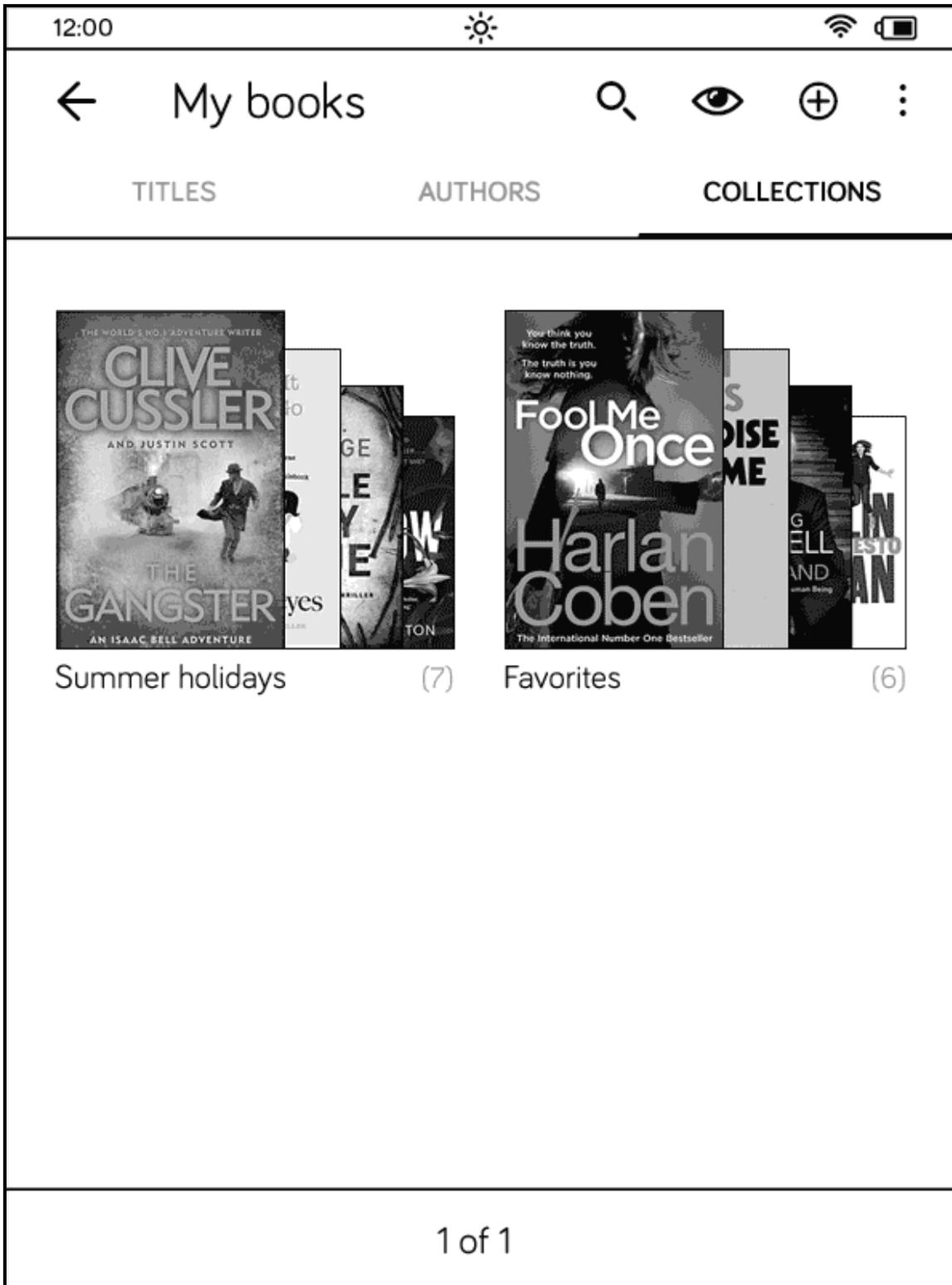
Your library contains all the books and documents that are stored on your eReader and in the cloud. Tap "Titles" to display an overview showing six books or documents. Simply swipe with your finger to browse forwards or back to the next books. If you are already on the first page of your library, swiping right will take you to the home page. In the same way, swiping left will take you from the home page back to your library.

You can also browse forwards and back by tapping on the arrows to the right and left of the scroll bar at the bottom. To go directly to a certain page, simply tap on the page indicator (e.g. "1 of 16"). A numeric keyboard opens with which you can enter the desired page position. Your library then loads the selected page.

5.1.2 Collections in your library

Collections help you structure your library. Regardless of format, you can assign your books and texts to one or multiple collections — the file will remain in the title view of your library, and is additionally displayed within the collection. If you want to delete a collection, please note: Books that you have added to the collection will not be deleted from the tolino eReader or the tolino cloud; they stay in your library.

If you want to open or create a collection, please tap the "Collections" tab at the top of your library's menu. All your collections are displayed here.



If you would like to create a new collection, tap the ⊕ symbol to create a new collection. Then enter a name for your collection using the virtual keyboard

(see chapter [8.3 Using the virtual keyboard](#)) and select the books and documents you want to add to the collection.

If you already have collections, these are shown in the "Collections" area. Tap on a collection to open it; all the books you have added to this collection are then displayed. To add books to this collection or remove them from it, tap the Functions menu symbol  at top right and select "Add to collection" or "Remove from collection".

Good to know: In the "Collections" area you have the option of uploading all the books in a collection to the tolino cloud or downloading all the books in a collection from the cloud. To do this, tap the Functions menu symbol at top right. A window will open offering you several options. You can also delete entire collections here.



5.1.3 Library link

You are not tied to a specific bookseller when choosing your books. You can purchase eBooks from various tofino partners and then have these books available in your library as long as you have linked the corresponding libraries beforehand. To do this, open the menu on the home page and select the item “My accounts”. Then go to “Library link”.

Once you have started the link function, the list of all tofino partners will be displayed. You can link one user account per book retailer. The new book retailer and the tofino eReader provider are informed of every link. You will receive an e-mail from each of them to confirm the link. Once you have completed the link, all the books in the linked library are displayed.

You can of course delete any existing library link at any time. The books in question are then no longer displayed in your library.

Please note: You can access your books with up to five different devices via the tofino cloud. You cannot exceed this number, even with a library link. Should this nonetheless happen, you will be shown a corresponding message when linking your libraries and given the option to remove devices.

5.1.4 Device management

You can access your entire library not only on your eReader, but also on your Android or iOS smartphone, tablet computer, PC or Mac. To read your library on your smartphone, simply install the corresponding app.

Please note: You can register up to five devices with your user account. You cannot exceed this number, even with a library link. These devices may be for example your tolino eReader, your smartphone, your PC or laptop. If you exceed this number, a corresponding message will be displayed when you log on or make a library link. You are then offered the opportunity to deregister devices you no longer need.

5.2 Using the tolino cloud

You can use the tolino cloud once your tolino eReader is connected to the Internet via WLAN and you have logged in to a book retailer with your customer account.

☁ All eBooks and texts that you purchase in your bookseller's shop are automatically stored securely in the tolino cloud. What's more, you can upload books to the tolino cloud from your tolino eReader or from your microSD card (depending on your device).

If you want to upload books to the tolino cloud or download them from there, you can do this easily in your library "My books". Keep your finger pressed on a cover until the context menu opens. Then select "Upload" or "Download". For more information, please see [5.1 The sections of your library \("My books"\)](#).

5.2.1 (Continue) reading eBooks and texts on other devices

You can access all the books and documents you have backed up to the tolino cloud with up to five different devices. If you, for example, start to read a book on your tolino eReader and then take a break, you can also continue reading where you left off with the tolino app for your smartphone, tablet or computer.

To do this, the respective app must be registered with the same customer account.

5.2.2 Adding your own eBooks

You may wish to add eBooks that you already owned before purchasing your tolino eReader. You can do this via the microSD card (device-dependent) or from your computer via USB.

5.2.3 Adding via USB

As soon as your tolino eReader is connected to your computer using the USB cable and is recognized, you can access the eReader using your computer. You can now transfer files between your computer and your tolino eReader. Please always store your books in the “Books” folder on the tolino eReader's hard drive.

However, we recommend adding purchased eBooks via the tolino cloud rather than via USB connection. The advantage: when you download eBooks from the tolino cloud, the Adobe® DRM copy protection is not activated and you do not have to enter your Adobe® ID to read these eBooks.

How to add purchased eBooks via the tolino cloud: Once you have purchased your book, you can go directly to your library. When you tap on the book, it is downloaded to your eReader.

Once the device is disconnected, added eBooks and texts will be available in the library and also appear on the home page.

5.2.4 Adding via microSD card (device-dependent)

Note: Whether or not your tolino eReader is equipped with a microSD card slot depends on the respective model.

As soon as you insert your microSD card into the designated slot on your tolino eReader, all the books and documents stored there in ePub, PDF, TXT and ACSM format are automatically displayed in your tolino eReader's library. However, if you then remove the microSD card, you also remove the corresponding content from your library.

Your tolino eReader creates a folder named “Books” on your microSD card. Please store your books in this folder in the future.

5.2.5 Connecting the tolino eReader with microSD card to a computer (device-dependent)

Please note: Only the tolino vision and tolino shine models have a microSD card slot!

To display a microSD card as a drive on your computer and transfer data, please insert the microSD card into the tolino eReader prior to establishing the USB connection.

Please note: If you connect the tolino vision to your computer via USB cable, you can only access either the eReader's internal storage or the microSD card. It is unfortunately not possible to access both at the same time.

If you want to connect only your tolino eReader to your computer while a microSD card is inserted into the eReader, please first eject the microSD card drive from your computer. Then remove the microSD card from your tolino eReader. Then connect your eReader to the computer again via the USB cable, and the tolino eReader drive will be displayed.

Important note: Do not disconnect the tolino eReader while data is being transferred. Please always eject the tolino eReader and microSD card using the removable disk symbols on the computer before you disconnect the cable between the eReader and computer or remove the microSD card.

5.3 Symbols on the book covers

Some of the books in your library are accompanied by a symbol:

 The **cloud symbol** indicates that the content has already been purchased or stored in the cloud, but has not yet been downloaded onto your tolino eReader. Tap the symbol or the cover to download and read the book or document.

 The **excerpt symbol** indicates that an excerpt of the book is available in your library, but you have not yet purchased the book.

 The **new symbol** indicates that you have not yet opened this book.

 The **bookmark symbol** indicates the book or document you most recently read.

✓ The **read symbol** under an eBook indicates that you have already finished this book.

Important note: Books you have marked as read no longer appear in your library. If you want to show these books again, tap the view symbol at the top of the screen and then select "Show read books".

5.4 Help with your library

I tried to copy my eBooks to my tolino eReader using a USB cable, but they're not appearing in my library.

Please check whether you copied your eBook to the correct folder. When you connect your tolino eReader to your computer with a USB cable, a removable disk symbol should appear. Clicking it opens a directory with folders. Now

drag your eBook to the "Books" folder. Then eject the drive from your computer again.

If the eBook is still not appearing in your library, it is probably damaged and cannot be detected for this reason.

6. Setting up WLAN

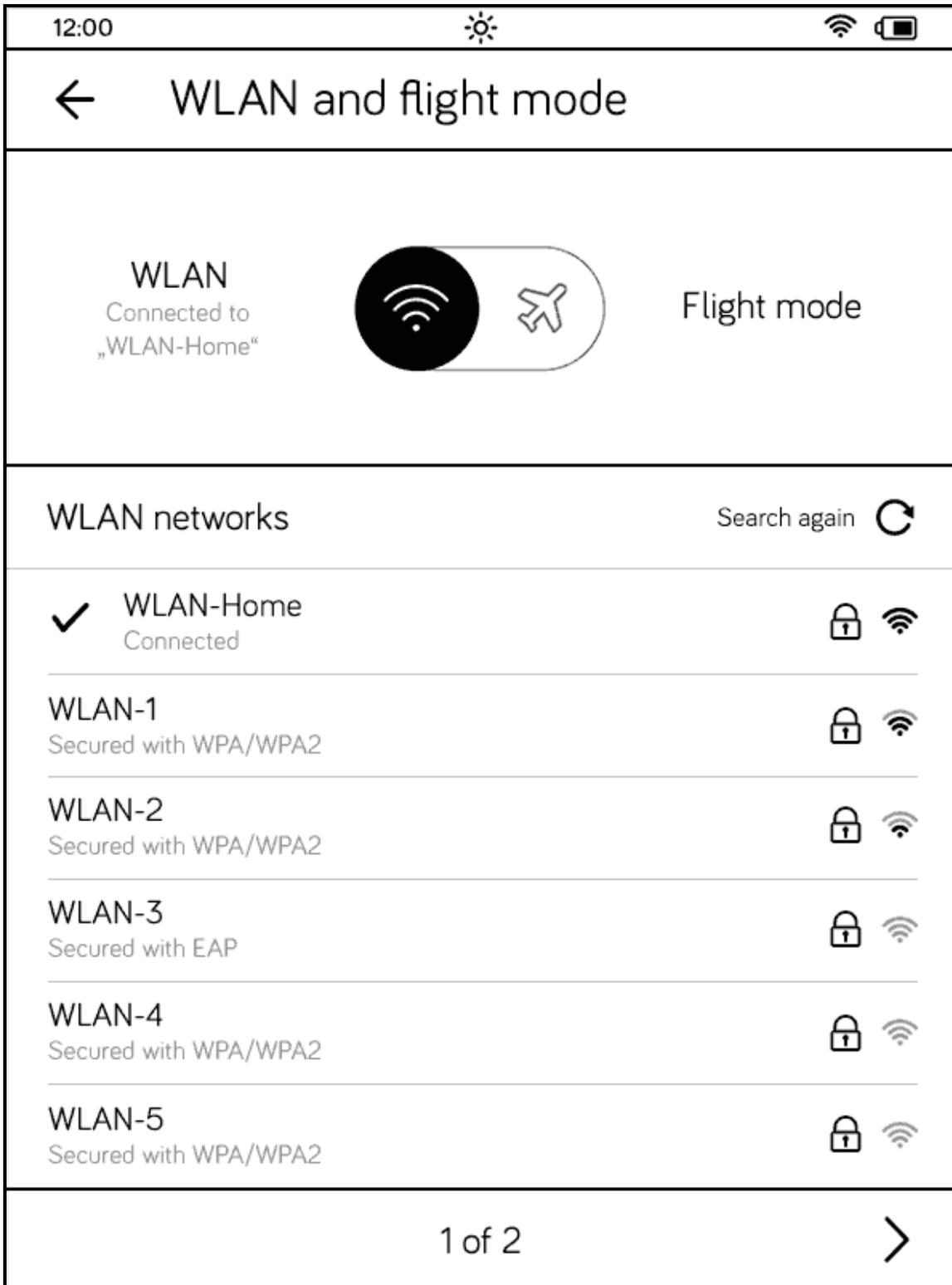
6.1 Using WLAN

As your tolino eReader has WLAN, you can connect your device to the Internet using a wireless network (WLAN).

If you do not have your own WLAN network, you can go online free of charge at one of the many Deutsche Telekom AG HotSpots* in Germany. Or use the WLAN network at your bookseller's branch. Also free of charge, of course.

6.2 Connecting to a WLAN network

Tap on "WLAN and flight mode" in the menu to register your tolino eReader on a wireless network. If the WLAN function is disabled, please enable it by tapping "WLAN". When WLAN is switched on, your eReader recognizes all wireless networks available at your location.



Now tap on your preferred network to select it. If it is encrypted with a password, a dialog window will appear. Enter a valid password here. After you

have confirmed your input by tapping on “Connect”, your tolino eReader will connect to the Internet via WLAN.



If you would like to switch to flight mode instead, simply tap "Flight mode". However, no Internet connection can be established while the device is in flight mode. WLAN will not be re-enabled until you tap "WLAN" again.

Our recommendation: If you do not have your own WLAN network, you can go online free of charge at one of the many Deutsche Telekom AG HotSpots* in Germany. Or use the WLAN network at your bookseller's branch. Also free of charge, of course. For more information please see [6 Setting up WLAN](#)

6.3 Searching for additional WLAN networks

By tapping on the Synchronize symbol , your tolino eReader updates the list of wireless networks. To add a network that is not visible, tap on "Add network". A dialog window opens in which you can enter the SSID (service set identification) of a network you know. You can usually find the SSID on the underside of your WLAN router or in the registration documents from your telecommunications provider.

6.3.1 Registering via a password-protected website

Some WLAN networks, e.g. in hotels, automatically open a login page if you attempt to access the Internet. In this case, the view switches to the web browser. You then have to log in or authenticate yourself to be able to access the Internet. Your hotel may provide you with a password at reception, or your Internet connection may be activated via your room number. Airports often offer time-limited free Internet access, but allow you to surf for longer and at higher speed for a fee. Payment is usually by credit card.

6.3.2 Logging in to a HotSpot from Deutsche Telekom

When you are close to a HotSpot from Deutsche Telekom AG in Germany, e.g. in many railway stations and on ICE trains, in airports, hotels and businesses, the WLAN connection is established automatically if required and is free of charge for you!

Please note: To use the Deutsche Telekom HotSpots free of charge, you must be registered with and logged in to a tofino bookseller. If you are not registered with and logged in to a tofino bookseller and simply want to surf the Internet with your eReader, you may be charged for your WLAN use as soon as you have entered e.g. your name, address, credit card or bank account data.

6.3.3 Flight mode (disabling WLAN)

Please switch WLAN off to use your tofino eReader during a flight. By the way, switching off WLAN also extends battery life.

6.4 Help setting up WLAN

I can't log on to the wireless network

First, ensure that you have selected the correct wireless network and entered the password. When you enter your password, make sure the "Show password" box is checked. Then you can see immediately whether you are entering the password correctly.

If your password contains diacritics (ä, ö, ü, à, ç, etc.) it may not be recognized. In this case you will have to change the password for the WLAN network. Sometimes you may have trouble connecting although you have set the correct network and password. Repeat your entries. Also change your location. Drywall with metal blocking and reinforced concrete walls can reduce signal strength, so moving closer to your router may help. Problems connecting may also be caused by interference from other networks. In this case we recommend consulting someone who can configure your WLAN router.

7. Registering with your bookseller

Do you already have a customer account with a toline bookseller? Great, then you can use those login data to log in. If you don't have a customer account yet, you'll first have to register with a toline bookseller. Important note: Only with a customer account will you be able to buy and read books, upload them to the toline cloud and access your stored books from many other devices. Registering is of course free.

7.1 Benefits of registering

As soon as you have registered, a whole world of digital reading will open up to you – anywhere, any time. In particular, you'll then also have your own personal storage space in the toline cloud.

Purchased books you upload from your toline eReader to the toline cloud (online storage service) are safely stored here free of charge. You can also use other devices such as your smartphone, your tablet or your computer to access the books you have stored there.

You can find all of the details on using the toline cloud in the chapter [5.2 Using the toline cloud](#). Of course you can also use your toline eReader without registering, but then a range of functions such as buying eBooks in the shop, downloading eBooks from the toline cloud and more will not be available to you as they are only activated in connection with a customer account.

7.2 Customers with an existing customer account

If you already have a customer account with a toline partner, you can register directly on your toline eReader using your login details (username and

password), just as you log in to the toline partner's website.

When you log in, your eReader is automatically linked to your customer account. Then you can access your previously purchased books at any time and even buy books from the shop directly with your toline eReader.

Your login details remain protected! They are only transferred in encrypted form and are not stored on the eReader. Third parties can neither use nor read out your access details.

More information on data privacy is available in [13. Privacy and data security](#).

Please note: If you buy your toline eReader from a toline retailer, it will be pre-set to that retailer's shop. If you later switch to a different book retailer, you can combine the libraries from both shops using the [5.1.3 Library link](#).

7.3 Customers without a customer account

If you don't yet have a customer account, please go to the website of the toline partner where you bought your toline eReader and create a free customer account there.

Then please use the login details for this site (username and password) to register your toline eReader. For some toline partners, it is also possible to register directly using your eReader.

8. Making purchases in your bookseller's shop

8.1 The shop

As soon as your tolino eReader is registered and connected to the Internet, top recommendations appear in the lower section of the home page. Tapping on a cover takes you directly to the shop to access detailed information. The link “To the shop” leads to the shop’s home page. Browse through the different categories, download free reading samples onto your tolino eReader or make a purchase straight away. Your purchases are downloaded onto your eReader and are then available for you in your library. Any purchase you make with your tolino eReader or on the website of your bookseller is stored safely and permanently in your personal cloud storage (see chapter [5.2 Using the tolino cloud](#)).

If you have taken out a subscription to an eMagazine or eNewspaper and your tolino eReader is not connected to the Internet over WLAN, the latest issue is automatically downloaded to your library once you establish a new connection. What’s more, you can start the synchronization using the menu in the library (see chapter [5.1 The sections of your library_ \("My books"\)](#)).

8.2 Using WLAN

Not registered on a WLAN network? Of course you can only browse the shop if your tolino eReader is connected to the Internet via WLAN. Simply go to "Settings" in the menu  and then select "WLAN and flight mode". Now log on to your WLAN network. If you have trouble doing this, you can find more information under [6. Setting up WLAN](#) for more information.

8.3 Using the virtual keyboard

When you enter an Internet address in the browser, use the search function or enter a password, your tolino eReader opens up a virtual keyboard. To close the keyboard again, tap the  button. You can use the tolino eReader keyboard like a normal keyboard. Other special characters, such as #, _ , and €, can be found by tapping on the 12# button. Within the special characters, you can scroll to the second page using the “1/2” button.

8.4 File formats for books and documents

Your tolino eReader can display digital books, magazines and newspapers (in EPUB, PDF and ACSM format) as well as your own documents (in EPUB, PDF or TXT format). Other formats are not supported.

Please note: The ACSM format contains information on copy protection and the server from which the eBook can be downloaded. Files with the file ending ACSM are protected by the publisher with Adobe® DRM, which prevents unauthorized copying of eBooks. In order to be able to display these files on your tolino eReader, you need to be registered with Adobe® and use the access details given to you by Adobe®.

By the way, eBooks in EPUB format may also be copy protected if the associated rights file was previously stored in them. You need to be registered with Adobe® to read these eBooks too.

More information on this topic can be found on the Internet at www.adobe.com/go/digital-editions-createlD. In order to be able to read eBooks that are protected in this way, please authorize your tolino eReader with your Adobe® ID. To do this, go to “My accounts” in the menu and then select “Adobe DRM”.

Did you know that your tolino eReader not only lets you read eBooks in EPUB format, but also PDFs and TXT documents? This means that you can put a wide range of documents on your tolino eReader and read them on the go.

Our recommendation: Many text documents, presentations, tables and websites can be easily transformed into PDFs that you can then send to your tolino eReader to read there. This allows you to work on the go without always having to take your laptop with you.

8.5 Adobe® DRM

eBooks on your tolino eReader will rarely use Adobe® DRM copy protection. But if you do want to open an eBook that is protected by Adobe® DRM, you will receive a notification and be prompted to enter your Adobe® ID.

Some eBooks, such as those from public lending libraries, are protected by Adobe® DRM to prevent copying or to ensure that they can only be read for a certain period. To open these you also require an Adobe ID.

How to register: To register, simply go to www.adobe.com/go/digital-editions-createlD and enter your data. As soon as the registration process is complete, you'll receive a confirmation link by eMail. Once you have clicked on this link to verify your account, the registration process is complete. The eMail address you have given is now also your Adobe® ID.

Entering your Adobe® ID

Now all you have to do to read eBooks with Adobe® DRM is log in with your tolino eReader. Simply go to "My accounts" in the menu and select the last item, "Adobe® DRM". Enter your eMail address and password here to log in.

Then tap "Authorize". You are now logged in and can read eBooks protected with Adobe® DRM.

8.6 Buying eBooks with your computer

Would you prefer to access your book retailer's online shop via your computer to browse and make purchases? No problem! Of course you can also buy your eBooks there.

Important note: When you buy a book from your bookseller's shop it is automatically uploaded to your tolino cloud. This ensures that your books are immediately in your eReader's library after your next synchronization. If your purchased book does not appear immediately, simply press the synchronize symbol .

8.7 Borrowing eBooks

Would you like to borrow books, only digitally? The public lending libraries allow you to borrow books from libraries across Germany, Austria, Switzerland, Italy and other countries.

What is online lending?

Many municipal libraries offer their customers an eBook lending service. Smaller libraries often link up and start an online lending service as a group. You can visit their websites to borrow the eBooks you are interested in and download them to your tolino eReader.

To see which libraries in your area offer online lending, please visit:

www.onleihe.net/ihre-onleihe-finden.html

Just like books, eBooks can only be borrowed if they are available. If another customer has borrowed the eBook you want, you will have to wait until they have "returned" it, i.e. the lending period has ended. How many eBooks can be borrowed depends on how many licenses the municipal library has purchased for the respective eBook.

At the end of the lending period, your usage rights expire and you will no longer be able to open the eBook.

Our recommendation: Always use the integrated web browser on your tolino eReader to borrow eBooks online and download them. This ensures that no information is lost, and you won't have to install additional software on your computer.

A few important points:

The lending periods are monitored with Digital Rights Management (DRM)—in this case "Adobe® DRM". This technology also ensures that eBooks cannot be freely copied. To borrow eBooks, you therefore have to register with Adobe® and acquire an Adobe® ID. You can do this very easily at www.adobe.com/go/digital-editions-creatID

Then register your Adobe® ID on your tolino eReader. To do this, go to "My accounts" in the menu and select "Adobe DRM". Then use the browser on your tolino eReader to go to the website of your library and borrow the eBooks you want to read.

Errors you should avoid:

If you try to transfer an eBook from your PC to the tolino eReader via USB using File Explorer, the rights and lending information may be lost. As a result, the eBook cannot be opened.

The same problem may arise if you upload a borrowed eBook to the tolino cloud and try to download it again later. This process can also lead to the loss of the rights and lending information.

Be careful if you change the date and time. If you change these in the settings, the DRM software may consider the lending period to have expired.

8.8 The tolino app

Would you like to be able to read your eBooks even without your tolino eReader? Then why not install the tolino app on your smartphone? It allows you to access your eBooks anywhere and simply continue reading where you left off – even if you've left your tolino eReader at home. You can find the tolino app in the Google Play Store or the Apple Store. Please note: for some book retailers the app may also be named after the book retailer.

8.9 Help making purchases in the shop

I can't access my bookseller's shop

Normally you should be taken directly to the shop, no matter whether you are logged in or not. Of course it can always be that your book retailer's server is undergoing maintenance and is therefore temporarily unavailable. Simply try again later. If the issue persists, please contact your bookseller's customer service.

9. Settings and other functionalities

9.1 Creating screenshots

To create a screenshot, please proceed as if you wanted to switch off your tolino eReader: pull (tolino shine) or press (tolino shine 2 HD, tolino vision) the power button until a dialog window appears. Now select the option “Screenshot”. Your tolino will take a photo of the corresponding page. The screenshots you take can be found in the “DCIM” folder on your tolino eReader. Please connect your tolino to your computer using a USB connection to access this folder.

9.2 Setting the numbers lock

Protect your tolino against unauthorized access with a numbers lock. To do this, select “Settings” in the menu and then “Numbers lock”. Activate the numbers lock by tapping the slider. Then enter a 4-digit numerical code and repeat it to confirm. This will activate the numbers lock. The numerical code is now requested whenever the device is switched on. An incorrect numerical code can be entered any number of times without blocking your tolino eReader. If you have forgotten your numerical code, please contact Customer Service.

You can deactivate the numbers lock or change the numerical code at any time by entering your numerical code.

9.3 Setting the time and date

If your tolino eReader is connected to the Internet, it will set the time and date automatically.

If you are traveling, your tofino eReader may sometimes not know exactly where you are. In that case you can also set the time and date yourself. To do this, access the settings in the menu and select "Time". You can now set the time zone or the time and date. Then tap "Apply" to apply the changes.

Please note: If the time and date are not correctly set, you may be unable to open some eBooks (e.g. borrowed eBooks).

9.4. Browsing the Internet

9.4.1 Browsing the Internet using your tofino eReader

You can use your tofino eReader to browse the Internet, bookmark individual sites and easily access these again.

To access the Internet, select "Web browser" from the menu. The web browser will open immediately if your tofino eReader is connected to a wireless network. If this is not the case, you will be prompted to connect to the Internet via WLAN.

Important: The back arrow ← always takes you back to the menu. Exception: If you have gone online e.g. via a link in the user manual, the back arrow will take you back to your place in the book.

9.4.2 Entering web addresses and text using the virtual keyboard

When you enter an Internet address in the browser, use the search function or enter a password, your tofino eReader opens up a virtual keyboard. To close this again, tap the  button. You can use the tofino eReader keyboard like a normal keyboard. When entering text in a form field, the @ button is

automatically shown on the first level. Other special characters, such as #, _ , and €, can be found by tapping on the 12# button. Within the special characters, you can scroll to the second page using the “1/2” button.

9.4.3 Bookmarks in the web browser

Bookmarks help you save important websites and access them again quickly. Your stored bookmarks are shown in the bookmarks overview, sorted chronologically according to when they were last visited. You can access this overview via the bookmark symbol  Bookmark to the right of the web address in the menu bar.

There are two ways to save a bookmark for the web page you are currently on:

The fastest way of saving a bookmark is a long fingertap on the bookmark symbol (next to the web address). A short message will confirm that the bookmark has been added. You can use the same gesture to remove the bookmark again.

You also have the option of editing your bookmarks via the bookmarks overview, which you can access with a short tap on  . Tap on  at the top to add a new bookmark. The following dialog will allow you to edit the name or the web address of the bookmark. When you are happy with your entry, confirm it by tapping the "Done" button.

To edit a saved bookmark, tap  , select a bookmark, edit its name and web address in the following dialog and confirm your changes by tapping "Done".

To delete a bookmark, tap the Delete symbol  . Then highlight the bookmark you want to delete by pressing the box on the left. Confirm your selection with the "Delete" button.

9.4.4 Help with browsing the Internet

The website is not displaying correctly

Sometimes websites use extensions (e.g. Flash) that are not supported by the web browser. This may cause display errors on the web page. Another possible reason is that certain elements of the page cannot be loaded from the server and therefore leave gaps on the page. Try simply reloading the page. If the display errors remain, use a different device, e.g. a PC, to access the site.

10. Transferring books you already own

10.1 Switching to the tofino eReader

Have you purchased eBooks previously which you would like to continue to use on your tofino eReader?

You can transfer any eBooks you own in ePub or PDF format onto your tofino eReader and read them there. With some formats, such as the AZW format, this is unfortunately not possible. If you have bought eBooks from a tofino bookseller, these are automatically uploaded to the tofino cloud. Use the tofino webreader on your book retailer's website to do this. As soon as you access the library of your tofino eReader (when connected to the Internet) these eBooks will appear. Now you can easily download and read them. Of course you can also transfer your eBooks to the tofino eReader via USB cable. To do this, see [5.2.3 Adding via USB](#).

11. Maintenance

11.1 Updates

Did you know that updating your tofino software not only fixes bugs, but more importantly delivers lots of new functionalities? The software of your tofino eReader is extended with every new update. For example, have you tried installing your own fonts? Or had a look at the new and improved library? Why not have a look around the navigation of your eReader and see for yourself what's new. And the best part is: Every update of the tofino software is free of charge for you.

How to update your tofino eReader: Go to "Settings" in the menu and select "Information and help", where you'll find the button "Search for new version". If you tap it, your tofino eReader will search for the latest software version and install it. Please note: To do this, your tofino eReader must be connected to the Internet via WLAN.

11.2 Data backup

Want to be sure the eBooks on your tofino eReader are safe? Simply upload your documents to the tofino cloud, where they're safely stored and you can access them from different devices: e.g. your laptop or a different eReader. For more information on up- and downloading books, please see [5.2 Using the tofino cloud](#).

11.3 Using cleaning agents

Never clean the surface of your eReader with solvents, paint thinners, cleaning agents or other chemical products. Instead, use a soft, slightly damp cloth.

12. Information on battery disposal

12.1 Battery disposal

Mandatory information as per the German Battery Ordinance (Batterieverordnung, BattV)

Rechargeables and other batteries must not be disposed of in general household waste. Instead, consumers are required by law to return batteries and rechargeables they no longer use. Please only dispose of batteries and rechargeables through the appropriate retailers or battery collection points. By doing so, you are helping to protect the environment.

Since 1998, the German Battery Ordinance has required all citizens to dispose of used batteries and rechargeables exclusively through retailers or dedicated battery collection points. Retailers and manufacturers are required to take back these batteries and rechargeables free of charge and properly recycle or dispose of them as hazardous waste.

The Li-polymer battery installed in this device is labeled with the following symbol  (consisting of a crossed-out garbage can and the type of battery used).

Please note: If your tolino eReader is no longer working, connect it to a power supply unit overnight using the original USB cable. If your tolino eReader still won't start up on the following day, you can have the battery replaced by your warrantor. If your warranty has expired, you will receive a cost estimate for this service.

Important note: You cannot remove the battery from your tolino eReader yourself. If you would like to dispose of your tolino eReader, you can return the device to your book retailer or send it back to the warrantor. Of course you can also drop your device off at your local recycling center. Please see the warranty for the address of your warrantor.

12.2 Saving energy

Saving energy is a major issue nowadays. That's why we're constantly working to improve and extend the battery performance of your tolino eReader. As a result, your tolino eReader uses a lot less power than a smartphone or tablet. And that makes it possible for you to use your tolino eReader for up to several weeks without having to recharge it once.

13. Privacy and data security

Privacy

Information about the data protection is available under <http://mytolino.com/privacy>.

Collection and use of personal data

The tolino book retailers use your personal data only for the technical management of their websites and to provide you with the services you request. If you would like more information on data privacy, please visit the website of your tolino book retailer.

Customer choice

The tolino book retailers may sometimes wish to contact customers to inform them of special offers, new products and services. When you register on these websites or buy products or services, you will be asked to state whether you would like to receive such promotional messages.

Freedom of information

On written request, the tolino book retailers will inform you what personal data (e.g. name, address) they hold on you. Please contact your tolino book retailer if you would like to request this information.

14. Warranty

For complete warranty information please see the packaging of your tolino eReader.

Address and hotline of your warrantor

Your warrantor depends on the country where you bought your tolino eReader. If you no longer have your warranty information, you can request it from your warrantor.

Warrantor Germany

Longshine Technologie GmbH
An der Strusbek 9
22926 Ahrensburg
Deutschland
Hotline +49 4102 4922 0

Warrantor Italy

Centro Assistenza Tecnica
Longshine Italia Srl
Casella Postale 56
80034 Marigliano (Na)
Italia
Hotline +39 0811 8856 914
eMail: tolino@longshine.it

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Nederland
Hotline +31 8501 6018 0

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1380 Lasne
België
Hotline +32 2880 0134

Warrantor Spain

Longshine Iberia S.L.
c/ Industria, 14 - Polígono La Riera
43762 La Riera de Gaià / Tarragona
Espana
Hotline +34 977 6557 57

Water Protection by HZO (device-dependent)

Your tofino eReader (tolino vision 2, tofino vision 3 HD, tofino vision 4 HD or tofino epos) can be safely submerged in fresh water at a depth of up to one meter for up to 30 minutes. Should your eReader accidentally come into contact with other liquids, simply wash it off with tap water and let it dry for 48 hours.

15. Safety information and instructions for use

Caution: The screen of your tolino eReader may be damaged and break if it is dropped or subjected to strong external pressure. Always make sure your tolino eReader is protected during transport, e.g. by using a protective cover.

Caution: Do not use or charge your tolino eReader if the battery is damaged or leaking.

Caution: Do not cover your tolino eReader while it is in use or charging, as this may cause overheating.

Caution: Switch your tolino eReader off immediately if it gets wet. Have a technician check whether your device is safe to operate before using it again.

Never subject your tolino eReader to moisture, condensation or damp.
Exception: The tolino vision 2, tolino vision 3 HD, tolino vision 4 HD or tolino epos can be safely submerged in fresh water at a depth of up to one meter for up to 30 minutes. Should your eReader accidentally come into contact with other liquids, simply wash it off with tap water and let it dry for 48 hours.

Caution: Your safety is important to us! Safety is always the most important consideration on the road. Protect yourself and other road users by only operating your eReader if the traffic situation allows it and you are not endangering or obstructing others. Always observe local laws.

Technical work on your tolino eReader may only be carried out by appropriately qualified persons. You may not open or make changes to your eReader. There are no user serviceable parts inside your eReader.

Keep your tolino eReader away from heat sources and direct sunlight.

Protect your tolino eReader from extreme temperatures and temperature fluctuations.

Only operate it at ambient temperatures between 10°C and 40°C.

Use and store your eReader in as dust-free an environment as possible.

Never clean the surface of your eReader with solvents, paint thinners, cleaning agents or other chemical products. Instead, use a soft, slightly damp cloth.

Subjecting your eReader to an electrostatic discharge may interrupt data transfer between the device and the computer. The functions of the eReader may be affected. If this happens, disconnect your eReader from the USB port and reconnect it, or disable the WLAN connection and then re-enable WLAN.

We do not recommend using USB cables that are more than three meters in length. Please use the original USB cable if possible.

The storage capacity of your device as indicated by the operating system may differ from its actual capacity. Like most hardware manufacturers, Longshine uses the unit prefixes specified by the International System of Units (SI) for storage capacity (e.g. 1 GB = 1,000,000,000 byte). Many operating systems however do not adhere to this specification and instead display a lower storage capacity as they base their calculations on 1 GB = 1,073,741,824 byte.

SAR Limits

This device has been tested and meets applicable limits for Radio Frequency (RF) exposure.

The frequency and maximum transmitted power in EU are listed as follows:
2412 - 2472 MHz: 19.99 dBm

For more information, please visit www.mytolino.com

16. Glossary

Adobe® DRM

Adobe provides a form of copy protection called "Adobe® Digital Rights Management", also known as "Adobe® DRM". If you buy or borrow an eBook that is protected with this form of DRM, you will have to register with Adobe® and acquire an Adobe® ID. You can do this quite quickly and easily at

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But your tolino eReader can also read and display other text formats such as PDF or TXT.

Device management

Once you are logged in to a bookseller, you have several options for reading your eBooks: e.g. with your tolino eReader, via the tolino app on your smartphone or tablet, or using the tolino web reader. Device management ensures that you can access your library from up to five different devices. If you exceed this number, a message automatically appears that allows you to deregister devices you are no longer using.

Hotspot

A hotspot is a wireless network which anyone can log on to with a mobile device to access the Internet. This allows you to browse the Internet with your tolino eReader, smartphone, tablet or laptop when you are not at home. Some hotspots are free, while others require you to pay to use them. In Germany there are numerous Telekom HotSpots you can access free of charge with your tolino eReader.

Customer account

A free customer account allows you to use the tolino cloud, visit your book retailer's shop or access your stored eBooks from other devices.

microSD card

microSD cards are small storage chips that are used in the tolino eReader, but also in smartphones and cameras, to store and exchange data.

Collections

You can create collections in your library. These collections are like shelves which you can fill with your favorite books. You could for example create a thriller collection that contains only your most exciting eBooks. Or a collection of the best romance novels? It's up to you.

The clever thing about it: You can include the same book in several collections. For example, you could add a detective story to your "Holiday reads", "Thrillers" and "Books from Sweden" collections.

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tolino webreader

The tolineno webreader lets you read, manage or upload your eBooks to the tolineno cloud directly from the website of your book retailer.

USB

The Universal Serial Bus is an interface to connect electronic devices (e.g. your tolineno eReader or a computer) with each other to exchange data.

WLAN

Our tolineno eReaders use wireless networks to let you connect easily to the Internet without using a cable. If you want to access your bookseller's shop or the tolineno cloud, you first have to connect to the Internet via WLAN. Of course you can also disable WLAN, for example if you are on a plane and switch your tolineno eReader to flight mode.

17. Legal notice

User manual for the tofino eReader

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Rakuten Kobo Inc.

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Suite 101

Toronto, ON M6K 1A7

Canada

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