

# Lenovo K14

NOTE

## User Guide

To best view this guide, download a PDF reader app, then open the guide in the app.

The Lenovo logo is positioned in the bottom right corner of the page. It consists of the word "Lenovo" in a white, sans-serif font, oriented vertically within a solid black rectangular background.

Lenovo™

# Contents

## **Get Started**

- [First look](#)
- [Insert the SIM and microSD cards](#)
- [Power on](#)
- [Sign in](#)
- [Connect to Wi-Fi](#)
- [Check your battery charge level](#)
- [Navigate your phone](#)
- [Improve battery life](#)
- [Care for your phone](#)

## **Learn the basics**

- [Home screen](#)
- [Help & more](#)
- [Search](#)
- [Notifications](#)
- [Status icons](#)
- [Volume](#)
- [Do not disturb](#)
- [Lock screen](#)
- [Quick settings](#)
- [Speak](#)
- [Gestures](#)
- [Direct Share](#)
- [Picture-in-Picture](#)

## **Personalize your phone**

- [Redecorate your home screen](#)
- [Digital wellbeing & parental controls](#)

## **Apps**

- [Phone](#)
- [Messages](#)
- [Chrome™](#)
- [Camera](#)
- [Photos](#)
- [Gmail](#)
- [Duo](#)
- [Calendar](#)
- [More apps](#)

## **Connect, share, pay & sync**

- [Connect with Wi-Fi](#)
- [Connect with Bluetooth wireless](#)
- [Connect to your car](#)
- [Pay with your phone](#)
- [Share files with your computer](#)
- [Share your data connection](#)
- [Share files with Nearby Share](#)
- [Print](#)
- [Sync to the cloud](#)
- [Cast to a TV](#)
- [Use a memory card](#)
- [Airplane mode](#)
- [Mobile network](#)

## **Protect your phone**

- [Screen lock](#)
- [Your privacy](#)
- [App pinning](#)
- [Backup & restore](#)
- [App safety](#)
- [Data usage](#)

## **Troubleshoot your phone**

- [Restart or remove an app](#)

- [Restart your phone](#)
- [Check for software update](#)
- [Reset](#)
- [Stolen phone](#)
- [Find the IMEI number](#)

## **Accessibility**

- [Create a shortcut](#)
- [Make your phone speak](#)
- [Speak to your phone](#)
- [Change your phone's display](#)
- [Change your phone's sounds](#)

## **Get more help**

- [Where is my legal, safety & regulatory information?](#)
- [Service & repairs](#)
- [Copyright & trademarks](#)

# Hot topics



- » [Quick settings](#)
- » [Personalize your phone](#)
- » [Camera](#)
- » [Protect your phone](#)
- » [Speak](#)
- » [Connect to Wi-Fi](#)
- » [Navigate your phone](#)

**Tip:** To view all of these topics on your phone, swipe up  from the home screen and tap  **Device Help** > **Learn**. For FAQs and other phone support, visit <http://support.lenovo.com>.

**SAR** To view the SAR and/or PD values for your phone, from the home screen, swipe up and tap  **Settings** > , then type **Regulatory labels**.

This product meets the applicable national or international RF exposure guidance (SAR guideline) when used normally against your head or, when worn or carried, at a distance of 5 mm from the body. To meet RF exposure guidelines during body-worn operation, the device should be positioned at least this distance away from the body. The SAR guideline includes a considerable safety margin designed to assure the safety of all persons, regardless of age and health.

To view additional information, visit [www.sar-tick.com](http://www.sar-tick.com).

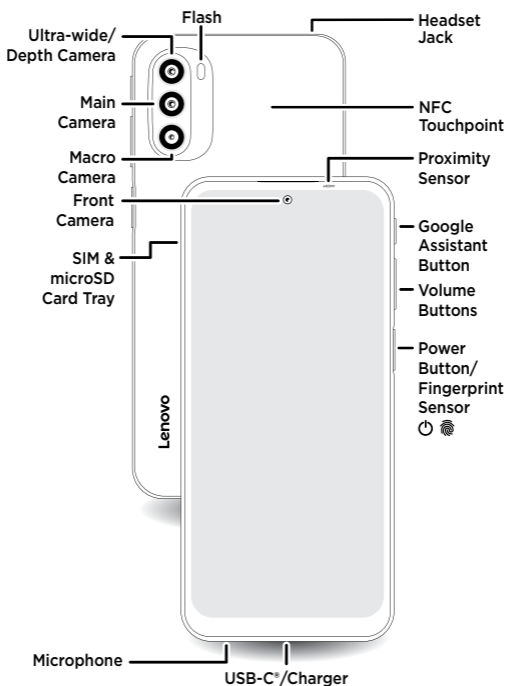
**Caution:** Before using your phone, please read the legal information. Swipe up  >  **Settings** > **About phone** > **Legal information**.

# Get Started

- » [First look](#)
- » [Insert the SIM and microSD cards](#)
- » [Power on](#)
- » [Sign in](#)
- » [Connect to Wi-Fi](#)
- » [Check your battery charge level](#)
- » [Navigate your phone](#)
- » [Improve battery life](#)
- » [Care for your phone](#)

# First look

Let's get started. We'll guide you through startup and tell you a bit about your phone's features.



**Note:** Certain apps and features may not be available in all countries.

## Power button & fingerprint sensor



Choose from these options:


- » **Power on/off:** Press and hold the Power button, then tap **Power off**. When your phone is off, press and hold the Power button to turn it on.
- » **Sleep/Wake up:** To conserve battery power and prevent accidental touches, put the touchscreen to sleep by pressing the Power button. Press it again to wake it up.
- » **Restart:** To restart your phone, press and hold the Power button, then tap **Restart**.
- » **Unlock:** Unlock your phone by tapping the fingerprint sensor. See [Protect your phone](#) to setup the fingerprint sensor.
- » **Open apps:** Quickly open your favorite apps by double-tapping the fingerprint sensor. You'll need **Power touch** turned on, see [Gestures](#).

**Note:** To add security to your phone, see [Protect your phone](#).

## Volume buttons

To turn volume up or down:

- » **Media volume:** Press the volume buttons when your phone is not ringing, or during a song or video, to adjust media volume.
- » **Call volume:** Press the volume buttons during a call.
- » **Ring & notification volume:** Press a volume button, then tap  and slide the Ring & notification volume bar. Press a volume button when your phone is ringing to silence a call.
- » **Alarm volume:** Press a volume button, then tap  and slide the Alarm volume bar.

**Tip:** Tap  > **See more** to see all Sound & vibration controls. Or tap **Done**. For more on volume control, see [Volume](#).

## Google Assistant button

Press the Google Assistant button, then speak a command or ask a question. For more about this feature, see [The Google Assistant™](#).

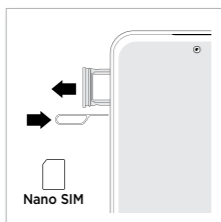
## Insert the SIM and microSD cards

To activate phone service, you might need to insert a SIM card (or two), or this may have been done for you. You can also add a microSD card, which is optional and sold separately.


**Note:** Make sure you use the correct size SIM card and don't cut the SIM card.

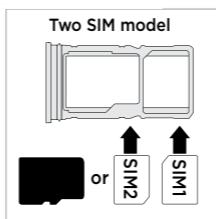
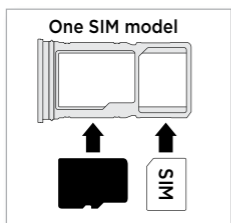
- 1 Insert the SIM tool into the SIM tray hole to pop out the tray.

**Tip:** Refer to the diagram below for tray and hole location.



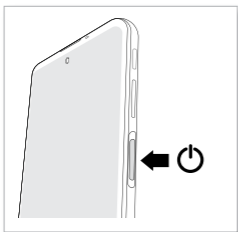
- 2 Insert the SIM card(s) with the gold contacts down, then gently push the tray into the slot. Add a microSD card for additional storage.

**Note:**  microSD card is optional, sold separately.



## Power on



Press and hold the Power button, then follow the prompts to get started.




## Sign in

If you use Gmail™, you already have a Google™ account—if not, you can create an account during setup. Signing into your Google account lets you access, sync, and backup your stuff. You can see your Google apps, contacts, calendar, photos, and more.

### Tips

- » To add, edit, or delete accounts, swipe up  >  **Settings** > **Accounts**.
- » To set up email accounts, see [Gmail](#).
- » For help with your Google account, visit [www.google.com/accounts](http://www.google.com/accounts).

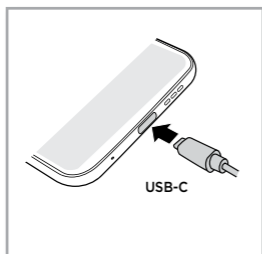
## Connect to Wi-Fi

For faster Internet access and to conserve mobile data use, swipe the status bar down. Touch and hold  to choose a Wi-Fi network. For full instructions, see [Connect with Wi-Fi](#).

**Note:** This phone supports apps and services that may use a lot of data, so make sure your data plan meets your needs. Contact your service provider for details.

# Check your battery charge level

Now is a good time to check if your phone needs to be charged. Swipe down on the home screen to show battery charge level.








Charge your phone using a compatible Lenovo charger (may be sold separately). Use of other chargers is not recommended. Insert the charging cable into the charging port (see [First look](#) for port location). Plug the other end into a power receptacle.


**Caution:** Chargers that do not comply with applicable national standards may be unsafe, with risk of death or injury, and may cause slow charging, product damage, or reduced device performance. To view applicable standards and to learn more, visit [lenovomobilesupport.lenovo.com/legal](https://lenovomobilesupport.lenovo.com/legal).

## Navigate your phone

### Explore by touch

Use your fingers to find your way around:



- » **Tap:** Choose an icon or option.
- » **Touch and hold:** See more options.
- » **Drag:** Move items on the home screen.
- » **Swipe:** Scroll through lists or between screens.
- » **Pinch or double-tap:** Zoom in and out on websites, photos, and maps.
- » **Twist:** Twist a map with two fingers to rotate it, and slide two fingers up to tilt it.
- » **Split screen:** Swipe up from the bottom of the screen and hold, then tap the icon at the top of the screen and tap  **Split screen**. Not all apps will work in split screen. To close the split screen, drag the dividing line to the bottom of the screen.
- » **Menus:** When you see , , or  you can tap it to open options for the current screen.
- » **Close Keyboard:** To close a keyboard, tap .

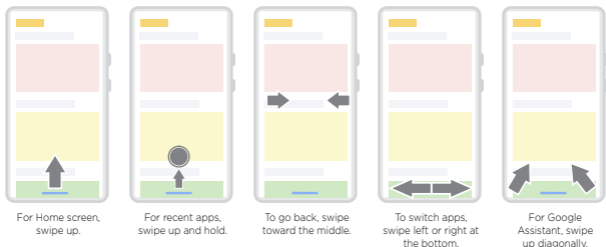
**Tip:** To quickly open **Settings**, swipe down twice on the status bar and tap .

### System navigation

Navigate using either gestures or buttons on the screen.



## Navigation bar





**Find it:** Swipe up  >  **Settings** > **System** > **Gestures** > **System navigation** > **Gesture navigation**



- » **Go to the home screen:** Swipe up from the bottom of the screen.
- » **See recent apps:** Swipe up from the bottom of the screen and hold. Tap an app to reopen it. Tap the app icon to see app info or split the screen.
- » **Go back a screen:** Swipe toward the middle of the screen from the left or right edge.
- » **Switch between apps:** Swipe left or right on the navigation bar.
- » **Launch the Google Assistant:** Swipe up diagonally from the bottom corner of the screen to launch the Google Assistant. Learn more about [The Google Assistant™](#).

## Navigation buttons



**Find it:** Swipe up  >  **Settings** > **System** > **Gestures** > **System navigation** > **3-button navigation**



- » **Back:** Tap Back  to go to the previous screen.
- » **Home:** Tap Home  to return to the home screen.
- » **Recents:** Tap Recents  to see your recent apps, and tap an app to reopen it. Double-tap to quickly switch between your recent apps. To remove an app from the recent list, swipe it up. To scroll the list, swipe right or left.
- » **Google Assistant:** Touch and hold Home  to launch the Google Assistant. Learn more about [The Google Assistant™](#).


## Improve battery life

Your phone processes tons of information. Depending on what apps are in use, your phone may use a lot of power.

When your phone is not in use for a period of time, unnecessary background processes are shut down to optimize battery life.

- » To see what's using up battery power, swipe up  >  **Settings** > **Battery** > **USAGE DETAILS**.

» To help improve battery life, swipe up  >  **Settings** > **Battery** > **Battery Saver**, and tap **Turn on now**. When on, your phone's display changes to Dark theme.

» To limit battery use for apps that you don't use often, swipe up  >  **Settings** > **Battery** > **Adaptive Battery**, and turn it on.

## Battery Tips

To save even more battery life between charges, you could reduce:

» Widgets that stream information to your home screen, like news or weather.

» Unused accounts: Swipe up  >  **Settings** > **Accounts**.

» Recording or streaming videos or music.

## Care for your phone

### Tips

» Restart your phone each morning to keep it running optimally.

» When you're near water, consider using a Bluetooth speaker to listen to music from your phone while keeping it safe. For more, see [Connect with Bluetooth wireless](#).

» Hold your phone firmly when using gestures to open the camera or to turn the flashlight on/off. For more, see [Gestures](#).

» Don't leave your phone in a hot car on a sunny day. If you do accidentally do this, let your phone cool off before powering up.

### In case of water

Mobile devices marketed as water repellent are not waterproof. Avoid prolonged exposure to water, and do not submerge in water. In the event your device is exposed to water, dry your device and ports thoroughly with a soft, clean cloth. Water damage is not covered by your warranty.

Tips to prevent damage to your phone:

» Dry your phone and ports thoroughly with a soft, clean cloth.

» Don't try to charge your phone when it's wet.

» Do not expose your phone to salt water or other liquids.

» Do not expose your phone to water at high pressure.

» Do not drop or puncture your device, as this could damage the water repellent features.

### Clean your phone

To disinfect your phone:

» Use wipes or cloths moistened with isopropyl alcohol with a concentration of 70% (specific for electro-electronic products).

» It is recommended that you turn your phone off to clean it.

» Avoid moisture in the phone's openings, including the charging port, headset jack, microphones, and speakers.

- » Do not immerse the phone in cleaning agents, and do not use cleaning materials that contain bleach or abrasive agents.
- » Do not use sprays directly on the screen.

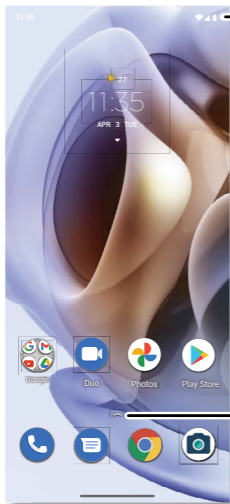
## Learn the basics

- » [Home screen](#)
- » [Help & more](#)
- » [Search](#)
- » [Notifications](#)
- » [Status icons](#)
- » [Volume](#)
- » [Do not disturb](#)
- » [Lock screen](#)
- » [Quick settings](#)
- » [Speak](#)
- » [Gestures](#)
- » [Direct Share](#)
- » [Picture-in-Picture](#)

## Home screen

The home screen is what you see when you turn on your phone. From here you can explore apps and more.



**Note:** Software updates may change the look of your home screen.



Swipe down for notifications and settings.

Swipe up ^ to see all your apps.

## Tips

- » **Open app list:** Swipe up  to see all your apps.
- » **Return home:** To return to the home screen from any location, swipe up from the navigation bar.
- » **Pages:** To add a page, drag an app to the right side of the screen until you see a new page. You can add multiple pages. To see other pages of shortcuts and widgets (if available), swipe the home screen left.
- » **Settings:** To quickly open common settings, swipe the status bar down. To open more settings, swipe the status bar down again and tap .
- » **Customization:** To personalize your home screen and other features, see [Personalize your phone](#).


## Help & more

Learn even more about your phone and get support.


**Find it:** Swipe up  >  **Device Help**

**Tip:** Some apps have their own help that's specific to their features. Just tap the menu inside the app for details.

## Search

On the home screen, tap the Google Search box for a text search or tap  to search by voice.

When you type, suggestions appear below the search field:

- » To search for a suggestion, tap it.
- » To search for text in the search field, tap  on the keyboard.

**Tip:** To close the keyboard, tap .

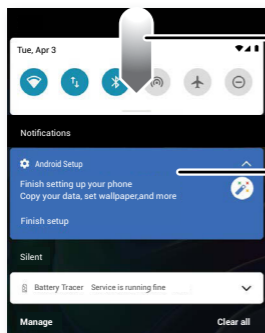
**Note:** For voice search, see [Speak](#).

## Notifications

At the top of the screen, icons on the left notify you about new messages or events. If you don't know what an icon means, swipe the status bar down for details.

**Tip:** Getting too many notifications? Touch and hold a notification to see which app is sending them to you. Then you can turn them off.

**Note:** Your screen may look different.



Swipe down to see your notifications.



Tap a notification to open it, or choose an option, such as **Reply**.

**Tip:** Swipe left or right to remove a notification. Some notifications show more options when you slide them halfway.

**Tip:** To quickly change common settings, swipe the status bar down. For more, see [Quick settings](#).

## Bubbles

Easily see and participate in conversations using notification bubbles that float on top of the display.

**Find it:** Swipe up  >  **Settings** > **Apps & notifications** > **Notifications** > **Bubbles**, then tap the switch to turn it on

To use, tap a bubble to open and reply to a conversation. Drag the bubble around the screen to move it.

**Note:** Not all apps support this feature.

## Smart reply

See suggestions based on notification content. For example, a text with an address may show Google Maps as an option.

To turn off Smart reply, tap  **Messages** > Menu  > **Settings** > **Suggestions in chat** > **Smart Reply**.










## App notifications

You may see a notification dot on an app. This app notification, or badge, tells you the app has an update or an announcement, such as a new email or a missed call. Touch and hold the app for more information, options, or app shortcuts.



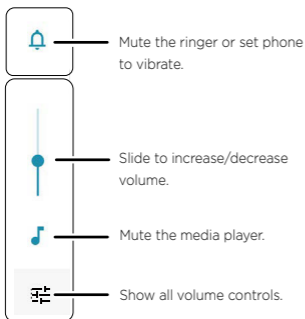
## Status icons

Icons at the top right of the screen tell you about phone status:



Status Icons	
 Network strength	 Alarm set
 Wi-Fi in range/connected	 Data Saver on
 Airplane mode	 Battery Saver on
 Do not disturb	 Wi-Fi hotspot on
 Battery charging/full	

## Volume

Press the side volume buttons up or down to select a ringer volume and see other controls.



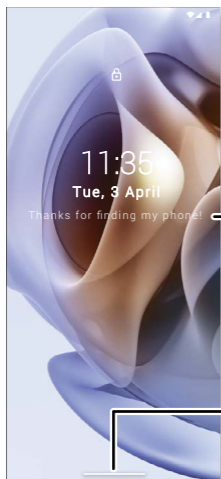
## Do not disturb

To turn off some or all sounds, swipe the status bar down, and tap  **Do Not Disturb**. To change Do Not Disturb settings, touch and hold  **Do Not Disturb**, then select an option:

- » **People:** Allow some people to interrupt when they call, send a message, or start a conversation.  
**Tip:** Create an exception for repeat callers that allows a call to sound from the same person within a 15 minute period, tap **People** > **Calls** > **Allow repeat callers**.
- » **Apps:** Choose the apps that can interrupt you when Do Not Disturb is on.
- » **Alarms & other interruptions:** Choose whether to hear sounds from alarms, media, keypad, reminders, and calendar events.
- » **Schedules:** Set a schedule to turn on Do Not Disturb at specific times during the day or night.

# Lock screen

Your touchscreen is on when you need it and off when you don't.



Add a lock screen message for anyone who finds your phone.

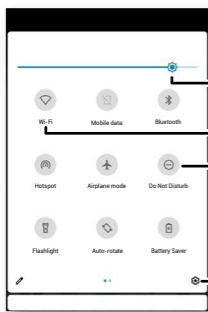
Swipe up to unlock your screen.

- » **Screen off and on:** Press the Power button to turn the screen off and on.
- » **Screen lock:** To unlock the main lock screen, swipe up from the bottom of the screen. To apply security to the lock screen (recommended), see [Screen lock](#).
- » **Notifications:** Double-tap a notification to open it.  
**Tip:** To prevent notifications from appearing in the lock screen, swipe up > **Settings** > **Apps & notifications** > **Notifications** > **Notifications on lock screen** > **Don't show any notifications**.
- » **Lock screen message:** To add a message to your lock screen, such as your name in case your phone gets lost, swipe up > **Settings** > **Display** > **Advanced** > **Lock screen** > **Add text on lock screen**.
- » **Screen timeout:** To change your timeout (screen locks automatically), swipe up > **Settings** > **Display** > **Advanced** > **Screen timeout**.

## Quick settings

For quick access to **Wi-Fi**, **Bluetooth**, **Airplane mode**, brightness, and other settings, swipe the status bar or lock screen down. Swipe down again for more settings. Tap an icon to turn features on or off. Touch and hold an icon to see more options. For even more settings, tap .

Tap to rearrange your settings and add or remove settings.



Set screen brightness.

Turn Wi-Fi on/off.

Tap an icon to turn it on/off.  
Touch and hold to see more options.

See all phone settings.


## Speak

### Google Voice™

Use Google voice commands to tell your phone what you want.


- » **Use voice to make a call:** Tap  on the home screen. Then say “Call” and then a contact name or number. Or, say “Send text.”

**Tip:** If a contact has more than one number, you can say which number to call (for example, “Call Joe Black Mobile”).

- » **Search by voice:** Tap  on the home screen to search by voice.

**Note:** To wake up your phone by saying “Hey Google,” see [The Google Assistant™](#).


### Voice to text



On a keyboard, tap , then speak your message or search text. You can also speak punctuation.

### The Google Assistant™

**Note:** This feature may not be available in all languages.

To start the Google Assistant:

- » Press the Google Assistant button, then speak a command.
- » Tap  **Assistant** from the home screen or from your list of apps.
- » Swipe up from the bottom corner of the screen, then speak or type a command.

**Note:** You can also say “Hey Google” or “Ok Google” to start the Google Assistant. To turn this feature on, swipe up  >  **Settings** > **Google** > **Account services** > **Search, Assistant & Voice** > **Voice** > **Voice Match**.

**Tip:** Start your day with an Alarm Routine. Hear a morning report, including weather and calendar events. Turn this on in the [Clock](#) app. For more tips, visit <https://support.google.com/assistant>.

# Gestures

Explore special gestures designed to save you time and make your day easier.

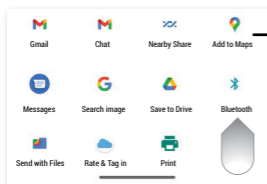
**Find it:** Swipe up  >  **Settings > System > Gestures**

**Note:** Your phone may not have all features.

- » **Swipe fingerprint for notifications:** Swipe down on the fingerprint sensor to check your notifications.
- » **Quickly open camera:** To quickly open camera, press the power button twice. Works from any screen.
- » **System navigation:** Navigate using either gestures or buttons at the bottom of the screen. For more, see [System navigation](#).
- » **Prevent ringing:** Press the Power and Volume Up buttons at the same time to switch incoming calls to vibrate or mute.
- » **Power menu:** Press and hold the Power button to turn off or restart your phone, make an emergency call, and see connected devices quickly.
- » **Power touch:** Tap the Power button twice to access a list of shortcuts. To set a different shortcut, tap the switch to turn Power touch on, then tap **Settings > Double tap** and choose the apps, tools and/or contacts to show in your shortcuts list.
- » **Three finger screenshot:** Touch and hold the screen with three fingers to take a screenshot.
- » **Fast flashlight:** Turn the flashlight on/off with two chopping motions.
- » **Quick capture:** Twist your wrist twice to open the camera.


## Direct Share

In some apps, you can share something directly to a contact, app, or conversation.



Tap an app to share information.

Swipe up for more share options.

Select the share option (usually by tapping ) within an app, then choose an app or contact to share information.

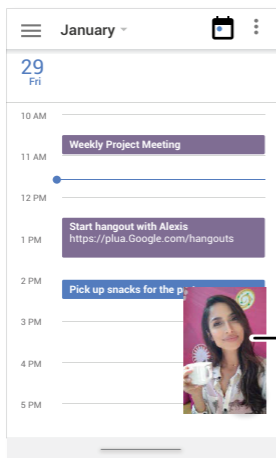
To share files using Bluetooth or Nearby Share, see [Connect, share, pay & sync](#).

# Picture-in-Picture

If you're watching a video, on a video call, or using navigation, and you change screens, your video continues to play in a small window on your screen.

- » Tap twice to return to it.
- » Tap the **X** to close it.
- » Swipe up from the bottom of the screen to put the video in a small window.
- » Drag the video around your screen.

**Note:** Not all apps support this feature.



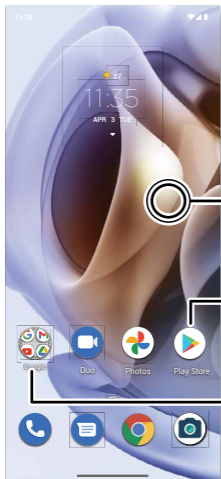
Tap the video twice to return to it.

# Personalize your phone

- » [Redecorate your home screen](#)
- » [Digital wellbeing & parental controls](#)

## Redecorate your home screen







Customize your home screen the way you want.



Touch and hold an empty spot to change wallpaper.




Tap a shortcut to open.  
Touch and hold to move or delete.

Drag shortcuts on top of each other to make a folder.

- » **Change your wallpaper:** Touch and hold an empty spot on the home screen, then tap **Wallpapers**.
- » **Add a home screen page:** Drag an app to the right side of the home screen until a new page appears. You can add multiple pages.
- » **Adjust display settings:** Adjust brightness, font size, and screen saver. Swipe up  >  **Settings** > **Display**.
- » **Switch to dark theme:** Change your display to use dark theme, which saves battery and can be easier on your eyes. Swipe up  >  **Settings** > **Display** > **Dark theme**.  
**Tip:** Tap **Schedule** to set when you want Dark theme to display.
- » **Change your style:** Change your font and icon style. Touch and hold an empty spot and tap **Styles**.
- » **Rotate:** In many apps, the touchscreen switches from portrait to landscape when you rotate your phone. To turn this on or off, swipe up  >  **Settings** > **Display** > **Advanced** > **Auto-rotate screen**.

**Note:** To see more home screen settings, touch and hold an empty spot and tap **Home settings**.
















## Choose apps & widgets

- » **Add apps to the home screen:** Swipe up , touch and hold an app, then drag it to one of your home screen pages.
- » **Download new apps:** Tap  **Play Store**. For more on apps, see [App safety](#).
- » **Group apps together:** Drag one app onto another. Do it again to add more apps to the folder. To name the folder, tap it and enter a name below the apps.
- » **See app options:** Touch and hold an app. If the app has quick options (shortcuts), you'll see a list.
- » **Add widgets:** Touch and hold an empty spot on the home screen, tap **Widgets**, touch and hold a widget, then drag it to your home screen.
- » **Resize widgets:** You can resize some widgets—touch and hold a widget until you feel a vibration, then release. Drag the white circles at the edges to resize.
- » **Move or delete widgets and apps:** Touch and hold a widget or app and drag it to another spot, another page, or to  **Remove**.

**Note:** Removing an app from your home screen doesn't uninstall the app from your phone.

## Customize sounds & appearance

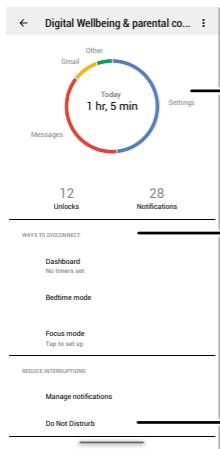
Customize your phone's sounds and display settings:

- » **Listen with Audio effects:** Enhance your phone's sound. Swipe up  >  **Audio effects**.
- » **Set ringtone and notifications:** Swipe up  >  **Settings** > **Sound & vibration**.  
**Tip:** Set notification sounds for individual apps within the app's settings.
- » **Night Light:** Set your screen to turn slightly amber colored at night. Swipe up  >  **Settings** > **Display** > **Night Light**.
- » **Add vibrate for calls:** To make your phone vibrate, swipe up  >  **Settings** > **Sound & vibration** and tap **Vibrate for calls**.
- » **Set a ringtone for a contact:** Swipe up  >  **Contacts**, tap the contact, then tap Menu  > **Set ringtone**.
- » **Change language:** Swipe up  >  **Settings** > **System** > **Languages & input** > **Languages**.
- » **Adjust font size:** Swipe up  >  **Settings** > **Display** > **Advanced** > **Font size**.

# Digital wellbeing & parental controls

Set limits on how much time you spend on your phone, get a bedtime reminder, and manage notifications.

**Find it:** Swipe up  >  **Settings** > **Digital Wellbeing & parental controls**




See a breakdown of how you spend your time on your phone.

Limit your app time, set a bedtime, and more.

Turn on Do Not Disturb.

To supervise this phone remotely, view and set screen time limits, and add restrictions to services and apps, tap **Set up parental controls**.

# Apps

Your phone comes ready with some great apps. To find and add more apps, tap  **Play Store**. To learn more, see [App safety](#).






- » [Phone](#)
- » [Messages](#)
- » [Chrome™](#)
- » [Camera](#)
- » [Photos](#)
- » [Gmail](#)
- » [Duo](#)
- » [Calendar](#)
- » [More apps](#)

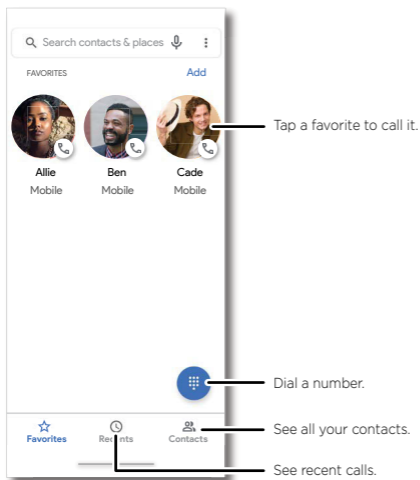
## Phone

Keep in touch by choosing a contact, returning a missed call, or using a voice command to start a call.




### Make a call

**Find it:**  **Phone**

- » **Call a contact:** To call a contact or recent call, tap the contact name.
  - » **Dial a phone number:** To open the dialpad, tap . Enter a number, then tap  to call it.
  - » **Voice dial:** To voice dial, tap  on the home screen or say "Hey Google", then say "Call <name>".
  - » **Voicemail:**  appears in the status bar when you have new voicemail. To hear it, swipe down and tap the notification.
  - » **Make a contact widget:** Touch and hold an empty spot on the home screen, tap **Widgets**, then touch and hold the **Direct dial** widget. Drag it to your home screen, then select the contact. Tap the widget to call the person.
- Tip:** To enter the international dialing code (+), touch and hold **0**. To add a pause or wait after numbers, tap Menu .






## Receive a call

- » **Answer a call:** When your phone is locked, swipe  up to answer. When the phone is unlocked, tap **Answer**.
  - » **Ignore a call:** When your phone is locked, swipe  down to reject the call and send it to voicemail. When the phone is unlocked, tap **Decline**.
- Tip:** You can also press the Power button to ignore the call, or press a volume button to silence the ringer.
- » **Respond with a text:** When your phone is locked, tap  **Reply**, and select a message to respond.

**Note:** When you hold your phone to your ear, the touchscreen goes dark to avoid accidental touches. When you move the phone away from your ear, the screen lights up again. Don't use covers or screen protectors (even clear ones) that cover the proximity sensor above the touchscreen.

## During a call



- » **Mute a call:** Tap  **Mute** on the call screen to mute the call. You can hear your caller, but they can't hear you.
- » **Multi-task:** While you're on a call, swipe up from the bottom of the screen to look up a phone number, address, or open other apps. To reopen the call screen, swipe the status bar down and tap **Ongoing call**.
- » **Answer a second call:** To answer a second call, tap  **Hold and Answer Voice**. The first call is placed on hold. To switch between calls, tap  **Swap**.
- » **3-way call:** To join two calls together, answer the second incoming call



while your first call is active, or tap  **Add call** to dial a second call. The first call is placed on hold. Tap  **Merge** to join the calls together.

» **End a call:** Tap .

## Favorites

See all your favorite contacts together.





**Find it:**  **Phone** >  **Favorites**

To add favorites, tap  **Contacts**, scroll or search to find the contact, then tap .



## Recent calls

View your calls (with newest first), and then call, text, or store them:




**Find it:**  **Phone** >  **Recents**

- » To return a call, tap  next to the caller's name or number.
- » To send a text message, store the number, or other options, tap the caller's picture.
- » To remove an entry from the call log, touch and hold the name or number, then tap  **Delete**.
- » To clear the list, tap Menu  > **Call history** > Menu  > **Clear call history**.

## Caller ID and spam

**Find it:**  **Phone** > Menu  > **Settings** > **Caller ID & spam**

Tap **Filter spam calls** to prevent suspected spam callers from disturbing you.



To block a caller from calling again, tap  **Phone** >  **Recents**, touch and hold the name or number, then tap  **Block/report spam**.



## Your phone number

**Find it:** Swipe up  >  **Settings** > **About phone** > **Phone number**

## Emergency calls

Your service provider programs one or more emergency phone numbers you can call under any circumstances, even when your phone is locked. Emergency numbers vary by country. Your pre-programmed emergency number(s) may not work in all locations, and sometimes an emergency call cannot be placed due to network, environmental, or interference issues.

- 1 Tap  **Phone** (if your phone is locked, drag up from the bottom of the screen to unlock it, then tap **Emergency** or **Emergency Call**).
- 2 Enter the emergency number.
- 3 Tap  to call the emergency number.

**Note:** Your phone can use location based services (GPS and AGPS) to help emergency services find you. For more information, swipe up  >  **Settings** > **Location** > **Advanced** > **Emergency Location Service**.



# Messages



Stay in touch with messages and pictures. For tips on using the keyboard, see [Use the keyboard](#).


## Find it: Messages


» **Create:** Tap .

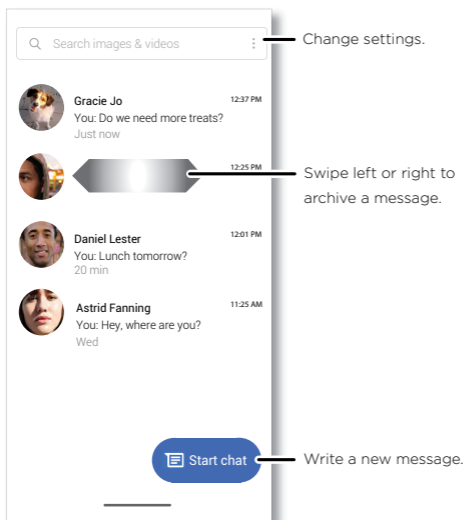
» **Attach:** When you're typing a message:

- Tap  to attach a GIF or a contact, share your location, create a voice recording, and more.
- Tap  to attach a photo from the gallery or take and attach a new photo.




» **Send:** Tap  to send the message (or  if sending a message with an attachment).

**Tip:** To send a message later, touch and hold  then select a send time or set your own.



» **Reply:** Tap a conversation, then enter your response in the text box and tap .




## Tips


- » **Add another contact to a message thread:** In a conversation, tap .
- » **Delete thread:** To delete a whole thread of messages, touch and hold the thread, then tap . To archive a thread, swipe it left or right. You can find archived messages by tapping Menu  > **Archived**.
- » **Save pictures:** Touch and hold a picture, and then tap  to save it. To see the picture, swipe up  >  **Photos**.


## » Voice entry:

- **Voice-to-text:** Tap a text box, then tap  on the keyboard, and speak your message. You'll see the text in the text box.
- **Record a message:** Touch and hold , then speak your message to create an audio recording of your message.



» **Turn off notifications:** Stuck in a busy conversation? You can turn off notifications. Tap the thread, then tap Menu  > **Details** or **Group Details** > **Silent**.

» **Add a contact:** In a conversation, tap Menu  > **Add Contact**.

» **Block a sender:** To block a sender from sending additional messages, touch and hold the thread, then tap .


» **Spam protection:** To turn on spam protection, tap Menu  > **Settings** > **Spam protection**.

## Set default messaging app

To set your default messaging app, swipe up  >  **Settings** > **Apps & notifications** > **Advanced** > **Default apps** > **SMS app**, and select the messaging app to use as the default.

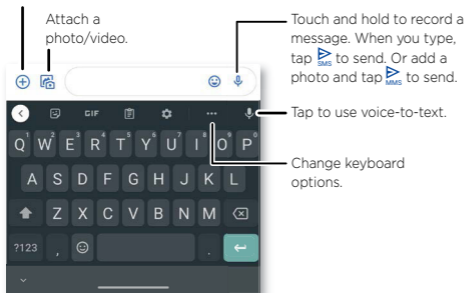
## Use the keyboard


When you tap a text box, like in a message or search, you have keyboard options.



- » **Type or glide:** Enter letters by touching them one at a time. Or, enter a word by tracing a path through the letters. Word suggestions appear above the keyboard. Tap one to choose it.
- » **Voice-to-text:** Tap  on the touchscreen keyboard, speak your message.

**Note:** See a different keyboard? It varies by app. This one is for texting.

Share location, contacts, files, and more.



» **Symbols and numbers:** Touch and hold a letter to enter the number at the top of it. To enter symbols, tap .

» **Capital letters:** Tap  for one capital letter. For all capital letters, tap  twice quickly.

- » **Keyboard options:** To customize your keyboard, tap **⋮**. For more settings, tap **⚙️**.
- » **Cut, copy, select all and paste:** Touch and hold a word to highlight it, tap **Cut**, **Copy**, or **Select all**. Touch and hold the location you want to paste the text, and tap **Paste**.
- » **Close the keyboard:** Tap **✕**.

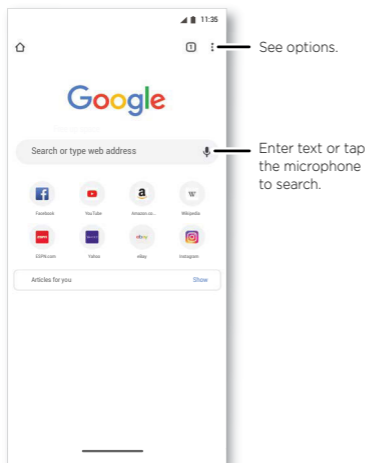
## Chrome™

Access the Internet with the Chrome browser app.





### Find it: Chrome

Or, from the home screen, tap the Google search box and enter or speak text to search.

**Note:** Your phone uses your Wi-Fi network (or your mobile phone network) to access the Internet. If you can't connect, contact your service provider. Your service provider may charge to surf the web or download data.





- » **Go to a web page:** Tap the address bar at the top of a page and enter an address.
- » **Add a bookmark:** Tap Menu **⋮** > **☆**.
- » **Open a bookmark:** Tap Menu **⋮** > **Bookmarks**.
- » **Web page shortcut:** To add a web page shortcut to your home screen, go to the web page and tap Menu **⋮** > **Add to Home screen**.
- » **Mobile sites:** Some websites automatically show you a mobile version of their page—if you want to see the computer version of a website, tap Menu **⋮** > **Desktop site**.
- » **Reload:** If a page doesn't load correctly, tap Menu **⋮** > **🔄**.


- » **Tabs:** To open a new tab, tap Menu  > **New tab**. To move from one tab to another, tap .
- » **Clear history:** In the browser, tap Menu  > **Settings** > **Privacy and security** > **Clear browsing data**. Then choose history, cache, cookies, and other options.
- » **Help:** For more about Google Chrome, tap Menu  > **Help & feedback** or visit <https://support.google.com/chrome>.

## Downloads

**Warning:** Apps downloaded from the web can be from unknown sources. To protect your phone and personal data from theft, download apps only on Google Play™ Store.






- » **Files:** Tap the download link. To see the file, tap Menu  > **Downloads**.
- » **Pictures:** Touch and hold it, then tap **Download image**. To see the picture, tap  **Photos** > **Library** > **Download**.

## Browser settings

To change your browser security settings, text size, and other options, tap Menu  > **Settings**.

## Safe surfing & searching

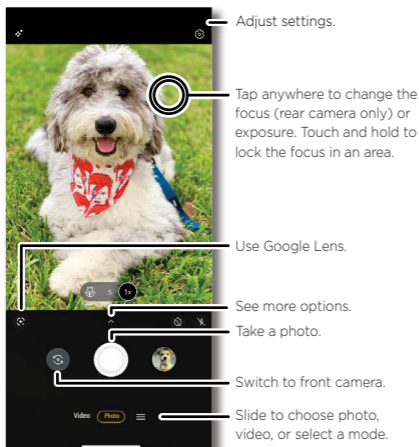
Keep track of what your browser and searches show:

- » **Incognito:** To open a tab that won't appear in your browser or search history, Menu  > **New Incognito tab**.
- » **Auto complete:** Your browser automatically fills in names and addresses, if you have entered the same information before. To turn off this feature, tap Menu  > **Settings** > **Addresses and more** > **Save and fill addresses**.  
**Tip:** Auto complete also fills in payment information, such as a credit card. To turn off this feature, tap Menu  > **Settings** > **Payment methods** > **Save and fill payment methods**.
- » **Pop-ups:** To stop pop-up windows from opening, tap Menu  > **Settings** > **Site settings** > **Pop-ups and redirects**, then tap the switch to turn it off.
- » **Safe browsing:** To protect your phone from websites that might be unsafe, tap Menu  > **Settings** > **Safety check** > **Safe Browsing**.

# Camera

Take crisp, clear photos.

**Find it:**  **Camera**



Adjust settings.

Tap anywhere to change the focus (rear camera only) or exposure. Touch and hold to lock the focus in an area.





Use Google Lens.

See more options.


Take a photo.





Switch to front camera.

Slide to choose photo, video, or select a mode.


- » **Take a photo:** Tap  to take a photo.
- » **Take a selfie:** Tap  in the camera screen to switch to the front camera.
- » **Multi-shot:** Touch and hold  to take a burst of photos.
- » **Tips:** To see tips to help you take great photos, tap .

## Record videos

**Find it:**  **Camera**, then tap **Video**

Tap  to start recording. Then tap  to stop recording. Tap  on the screen while recording to save a photo. Or tap  to pause the video.

## Camera options








Point, tap, and you're done, or play with these camera options. Tap  to see some of these options:

### Viewfinder options for rear and front cameras





 **Google Lens**

Find out more about the things you see in the viewfinder. See [Identify & scan items using Google Lens™](#).

## Viewfinder options for rear and front cameras

 <b>Zoom</b>	Choose <b>1x</b> to take a regular photo with the main camera. Choose <b>.5x</b> to take an ultra-wide angle photo with the 118-degree ultra-wide camera. Or tap <b>Macro</b>  to take a detailed close-up photo with the dedicated macro camera. Touch and slide left or right to set custom magnification.
 <b>Flash</b>	Set to <b>On</b> , <b>Off</b> , or <b>Auto</b> .
 <b>Timer</b>	Set a timer to <b>3</b> or <b>10</b> seconds.
 <b>Active photos</b>	Turn on to capture a brief photo in motion of your subject. Set to <b>Auto</b> to capture brief motion automatically. <b>Note:</b> HDR and Flash are turned off when Active photos is on.
<b>3:4 Aspect ratio</b>	Choose the width/height screen ratio as <b>3:4</b> , <b>9:16</b> , or 
<b>JPG Format</b>	Choose the file format as <b>JPG</b> , <b>RAW</b> , or <b>RAW+JPG</b> . <b>Note:</b> This feature displays only in <b>Pro</b> mode.
 <b>Face Beauty</b>	With the front camera, smooth skin and beautify faces. Set to <b>Auto</b> , <b>Manual</b> , or <b>Off</b> . <b>Note:</b> Face Beauty feature is also available when taking videos.

## Additional viewfinder options for video camera



















 <b>Torch</b>	Turn on a flashlight when taking a video. Set to <b>On</b> or <b>Off</b> (back camera) or <b>Auto/On/Off</b> (front camera).
<b>9:16 Aspect ratio</b>	Choose the width/height screen ratio as <b>9:16</b> or <b>Full</b> 
 <b>Face Beauty</b>	With the front camera, smooth skin and beautify faces. Set to <b>Auto</b> , <b>Manual</b> , or <b>Off</b> . <b>Note:</b> Face Beauty for video does not work when Stabilization is on, Resolution is 4K, or Frame rate is set to 60 fps.
 <b>Mic</b>	Turn on/off the microphone. Switch to an external microphone device, if connected.



## Photo and video modes

To see photo and video modes, tap .

**Tip:** Rearrange the order of photo and video modes or drag a mode to

the viewfinder screen for quick use. Touch and hold a mode, then drag it to a different location or to the bottom of the screen.

Photo modes	
 <b>Portrait</b>	Take portraits using special enhancements and effects. For more, see <a href="#">Take a portrait photo</a> .
 <b>Cutout</b>	Cut out the subject in the foreground and replace the background. For more, see <a href="#">Change the background</a> .
 <b>Spot Color</b>	Pick one color from the viewfinder while everything else becomes black & white.
 <b>Night Vision</b>	Take photos in low light situations.
 <b>Cinemagraph</b>	Freeze parts of a video for an artistic effect. For more, see <a href="#">Take moving cinemagraphs</a> .
 <b>Panorama</b>	Take a wide-angle shot. Use the on-screen guide to slowly pan while you are taking the photo.
 <b>Group Selfie</b>	Take a wide-angle selfie for groups.
 <b>Live Filter</b>	Choose a filter to apply to your photo.
 <b>Pro</b>	Control professional camera settings.
 <b>Dual Capture (photo)</b>	Take photos with two cameras at the same time. Drag the viewfinder to move it. Tap  to swap viewfinders. Tap  or  to change the viewfinder layout. Tap  or  to switch between front and Ultra-wide cameras for one of the viewfinders.
Video modes	
 <b>Slow Motion</b>	Take a video that will play in slow motion.
 <b>Timelapse</b>	Take a video using timelapse to make a longer video play faster. You can set the playback speed as <b>4x</b> , <b>8x</b> , <b>16x</b> , and <b>32x</b> (times) faster than a regular video.
 <b>Spot Color</b>	Pick one color from the viewfinder while everything else becomes black & white.

**Note:** To get answers or provide feedback, tap **Help**  or **Feedback** .

## Camera settings

To find these options, tap  at the top of the viewfinder:



<b>Camera settings</b>		
<b>AI SETTINGS</b>	<b>Auto Smile Capture</b>	Automatically detect smile and take a photo when all of the subjects (limited to five faces) in the viewfinder are smiling.
	<b>Gesture Selfie</b>	Hold up your palm to start a two-second timer to take a selfie.
	<b>Smart Composition</b>	Generate an alternate shot that automatically straightens the photo and realigns the subject based on the photography rule of thirds.
	<b>Shot Optimization</b>	Turn on automatic tuning and scene detection.
	<b>Low Light AI</b>	Automatically enhance low light selfie photos.
	<b>Google Lens</b>	Turn on to see Google Lens on the main camera display.
<b>PHOTOS</b>	<b>Rear photo resolution</b>	Set the photo resolution for the rear (main) camera.
	<b>Front photo resolution</b>	Set the photo resolution for the front camera.
	<b>Rear photo HDR</b>	Turn on/off the rear camera HDR (high dynamic range) effect or set it to auto for better pictures in challenging lighting situations, such as outdoors.
	<b>Front photo HDR</b>	Turn on/off the front camera HDR (high dynamic range) effect or set it to auto for better pictures in challenging lighting situations, such as outdoors.
	<b>Selfie photo mirror</b>	Turn on to take a mirrored selfie. Note that the viewfinder won't show a mirrored selfie, but the photo will be mirrored after you take it.
	<b>Watermark</b>	Add a watermark, signature, date or time to your photos.
<b>VIDEOS</b>	<b>Stabilization</b>	Remove shakiness when taking a video.

Camera settings		
<b>CAPTURE SETTINGS</b>	<b>Quick capture</b>	Twist twice to open the camera app, or switch between front and back cameras.
	<b>Tap anywhere to capture</b>	Capture photos or videos by tapping anywhere on the screen.
	<b>Shutter sound</b>	Turn the shutter sound on or off.
	<b>Assistive grid</b>	Overlay a grid to help align the subjects in your photos or videos.
	<b>Leveler</b>	Take perfectly level photos using a guide line in the viewfinder.
	<b>Keep last mode</b>	Open the camera with the last mode active.
<b>SAVE SETTINGS</b>	<b>Storage</b>	Choose a storage location for your photos and videos (Phone or Memory card).
	<b>Save location</b>	Turn on to tag photos with a location.
<b>ABOUT</b>		Play tutorial, get help, and more.

## Take a portrait photo

You can use the portrait mode to add a blur effect to the background, while keeping the main subject in perfect focus.

**Find it:**  **Camera** >  >  **Portrait**




- 1 Line up your subjects. The closest subject is prioritized automatically. Tap the screen to change the focal point.
- 2 Tap , then slide the bar to increase or decrease the background blur.
- 3 Tap  to take the photo.


**Tip:** For best results, subjects should be two to six feet away.

## Change the background

Use cutout mode to replace the background of a photo with another image.

**Note:** Available when using the back camera only.




**Find it:**  **Camera** >  >  **Cutout**





- 1 Line up your subject at close range.
- 2 Tap  to take the photo.

**Tip:** When photographing people, aim for the face. After taking the photo, use the photo editor to change the background. See [Photos](#).

## Take moving cinemagraphs

Create a splash of motion in a still photo.


**Find it:**  **Camera** >  >  **Cinemagraph**

- 1 Touch and hold  to capture the scene.
  - 2 Tap  and swipe over a portion of the scene to keep it in motion.
    - Tap  to erase some or all of your selection.
    - Tap **CLEAR** to remove all of the selection.
  - 3 Drag the slider bars to edit the length of the clip.
  - 4 Pick the loop style:
    - **Regular loop** repeats the clip from start to end.
    - **Bounce loop** repeats the clip from start to end, then reverses the action.
  - 5 Tap **PREVIEW** to view the cinemagraph, then choose to save as a GIF or MP4, and tap **SAVE**.
- Tip:** After the clip is saved, tap Menu  to see more options for the clip.

## Identify & scan items using Google Lens™

Search landmarks, products, explore books, identify plants and animals, copy text, scan barcodes, QR codes, business cards, and more.






**Find it:**  **Camera** > 


- 1 Focus your camera on an object, landmark, or code.
- 2 Tap  to search. Depending on the object, you can see the details, take an action, or find products.

**Note:** Google Lens may not work in all languages. You need to be logged into your Google account to use this feature.


## Capture your screen


There's more than one way to capture your phone's screen.

- » Press and hold both the Power and the Volume Down buttons at the same time. If a screen is longer than the display, tap  to capture all of it. Then, tap an option to edit , share  or delete  the screenshot. Tap  to find out more about the object(s) in the screenshot.
- » Set up **Gestures** to capture screenshots by touching the screen with three fingertips.

**Tip:** To see the screen capture, tap  **Photos** > **Screenshots**.

## Record your screen




Start a screen recording to capture information visible on your device. Swipe down twice to display Quick settings, then tap  **Screen Record**.

**Tip:** To see the screen recording, tap  **Photos** > **Screenrecord**.

## Photos


View, edit, and share photos.

**Find it:**  **Photos**

- » **View, share, or delete:** Tap a thumbnail to open it, then tap  to share,  to delete, or Menu  for more options.


**Tip:** To select multiple files, open a folder, touch and hold a photo, then tap others. Or group photos in an album and share the whole album.


» **Zoom:** Open a photo in your gallery, then double-tap or drag two fingers apart or together on the screen.

**Tip:** Turn your phone sideways for a landscape view. To turn Auto-rotate screen on or off, swipe up  >  **Settings** > **Display** > **Advanced** > **Auto-rotate screen**.

» **Wallpaper or contact photo:** Open a photo, then tap Menu  > **Use as**.

» **Edit:** Open a photo, then tap .

» **Change or add a background:** Open a photo that was taken in Cutout mode. Tap  > **Add Background**. Select a background image, then tap **SAVE**.

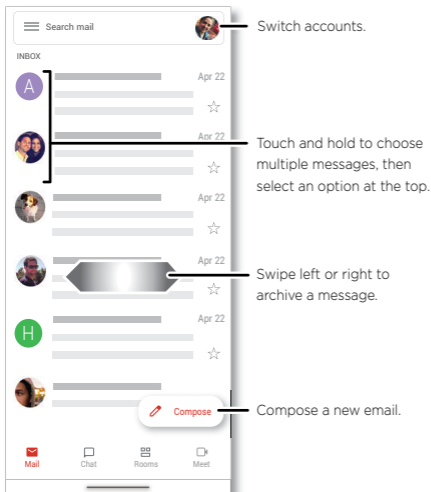
» **Slideshow:** Tap a photo, then tap Menu  > **Slideshow**. To stop the slideshow, tap the screen. To show the slideshow on a television or other device, see [Connect, share, pay & sync](#).


**Note:** For more about Google Photos™, visit <https://support.google.com/photos>.


## Gmail



Send and receive email from all of your personal accounts (even if they're not Gmail accounts). You can manage your accounts in Gmail and easily switch between them.

**Find it:** Swipe up  >  **Gmail**






» **Add Gmail accounts:** The first time you turned on your phone, you probably set up or logged in to your Google account—that sets up the  **Gmail** app for one account. To add more Google accounts, swipe up


^ >  **Settings** > **Accounts**, then tap **+ Add account** > **Google**.

**Tip:** In the  **Gmail** app, tap  > **Settings** > **Add account**.






» **Chat:**

- **With a friend:** Tap  **Chat**, then choose a contact and send them a message.
- **With a group:** Start a group chat to talk to several people at once. Tap  **Chat**, then tap **New Chat** and choose a contact. Then tap  and choose more contacts.

**Note:** You can also tap  **Rooms** to start a group chat.


- **With a bot:** Send a message to a bot to do tasks, such as sending out mass emailings, or taking a survey. Tap  **Chat**, then choose a bot.

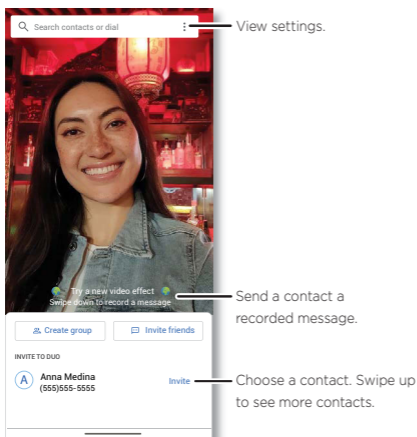
**Note:** Some features only display when Work profile is being used.



- » **Start or join a meeting:** Tap  **Meet**, then tap **New meeting** or **Join a meeting**.
- » **Add email accounts:** The Gmail app manages all of your email accounts. To add other personal email accounts to the Gmail app, swipe up ^ >  **Settings** > **Accounts** > **+ Add account**. For Microsoft® Exchange server work email accounts, tap **+ Add account** > **Exchange**, and enter details from your IT administrator.
- » **Change account settings:** To change the settings for a Gmail or email account, swipe up ^ >  **Gmail** >  > **Settings**, then tap the account name.
- » **Delete accounts:** Swipe up ^ >  **Settings** > **Accounts**, then tap the account name and **Remove account**.

# Duo

Sign in with your Google account to make and receive video calls.

**Find it:** Swipe up  >  **Duo**



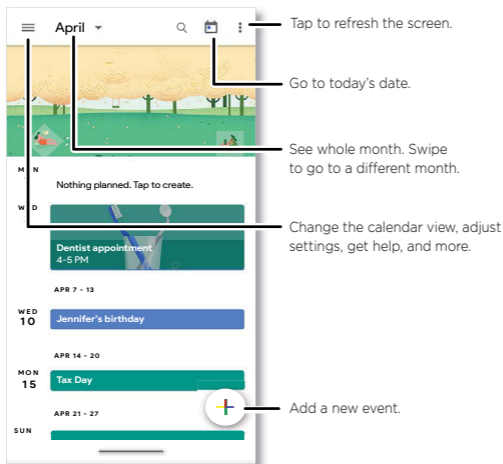
- » **Start a new video call:** Tap the search box, then type or tap a name in your contacts to start the video call.
- » **Preview incoming calls:** See live video of the caller before you answer. To turn this off for both the caller and receiver, tap Menu  > **Settings** > **Call settings** > **Knock Knock for this device**.
- » **Change settings:** Tap Menu  > **Settings** to change the vibration setting, block numbers, and more.
- » **Call anyone:** Duo works across platforms, allowing you to call friends with the Duo app on any device.


**Tip:** When on a video call, your phone will automatically switch from cellular network to Wi-Fi, if available.

# Calendar


See all your events, all in one place.

**Find it:** Swipe up  >  **Calendar**





» **Change the view:** Tap the month at the top to choose a date to view. Or tap  to choose **Schedule**, **Day**, **3 Days**, **Week**, or **Month**.


» **Go to today's date:** Tap  at the top.

» **Add events, reminders, or goals:** Tap  > **Event**, **Task**, **Reminder** or **Goal**, enter details, then tap **Save**.

**Tip:** In most views, tap a time on the calendar to enter event details.

» **Find an event:** Tap  to search for an event.

» **Show, edit, or delete events:** Tap an event to open it, then tap  to edit it, or tap Menu  > **Delete** to remove the event.

» **Show, hide, or add calendars:** Tap , and select which options, such as events, reminders or other calendars, to show or hide. You can use a computer to add or remove calendars on your Google account at [www.google.com/calendar](http://www.google.com/calendar).

**Tip:** Add a **Calendar** widget to your home screen. Touch and hold an empty spot on the home screen, tap **Widgets**, then touch and hold a calendar widget and drag it to your home screen.

## More apps

### Google Play

Google Play is a digital content experience from Google where you can find and enjoy your favorite music, movies, TV shows, books, magazines, and Android apps and games.


» **Download apps:** Tap  **Play Store**.

» **Log in or open a Google account:** Visit [www.google.com/accounts](http://www.google.com/accounts).

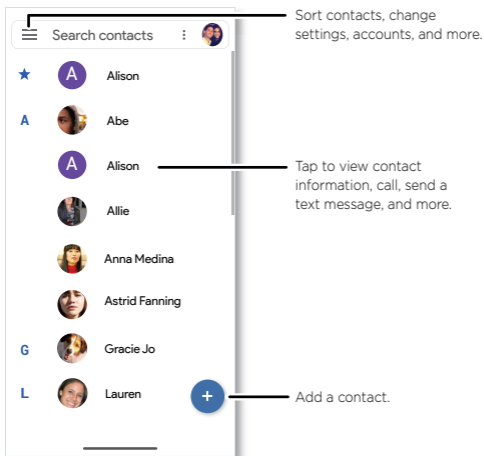
» **Google help:** See [www.google.com/support](http://www.google.com/support).

## Contacts

Combine information from your Google contacts and social networks for quick access to everyone you know.

**Tip:** You can find most of these features on the  **Contacts** tab in the Phone app. See [Phone](#).

**Find it:** Swipe up  >  **Contacts**




» **Add a contact:** Tap .


» **Edit or delete:** Tap a contact, then tap  or tap Menu  > **Delete**.




» **Call, text, or email:** Tap a contact, then tap an option. (If the contact doesn't have an email address, you can add one, and use [Duo](#) to video chat.)


» **Search contacts:** In the **Contacts** list, tap **Search contacts**.

**Tip:** From the home screen, tap the Google search box and enter a contact's name.

» **Share a contact:** Tap a contact, then tap Menu  > **Share** to send it in a message or email, via a Bluetooth connection, or save to Google Drive™.

**Tip:** Tap a contact, then tap Menu  > **Add to Home screen** to add a shortcut for the contact on your home screen.

» **Synchronize:** On your phone, swipe up  >  **Settings** > **Accounts**, and choose your Google account. Then tap **Account sync** > Menu  > **Sync now**.

» **Add your details:** To store your user profile, tap  > **Settings** > **Your info**.









## Favorites

Set your most-used contacts as favorites, so you can get to them faster.

- » To set a favorite, swipe up  >  **Contacts**, select a contact and tap .
- » To see your favorites, tap  **Phone** >  **Favorites**.

## Get contacts


Get all your contacts in one place.

- » To add your social networking contacts, swipe up  >  **Settings** > **Accounts**, then tap **Add account**.
- » To add your email contacts, see [Gmail](#).  
**Tip:** If you add an **Exchange** account, you can send messages to your coworkers, even if you don't have them stored in your contacts.
- » To import contacts from your SIM card (if it didn't happen automatically), swipe up  >  **Contacts** > Menu  > **Settings** > **Import** > **SIM card**. Tap **OK** to confirm.
- » To import contacts from your computer, upload the contacts to your Google account at <http://contacts.google.com>. On your phone, swipe up  >  **Contacts** > Menu  > **Settings** > **Accounts** > **Automatically sync app data**. You can also see these contacts at <http://mail.google.com>.

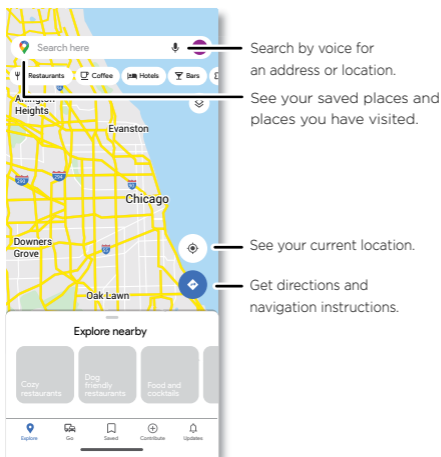
## Maps


Find a nearby cafe, get directions or step-by-step GPS voice navigation using Google Maps™.

**Find it:** Swipe up  >  **Maps**

Enter what you want to find in the search bar, or tap  to search by voice.

**Note:** Your screen may look different.




- » **Find an address:** In the search field, type an address or something you're looking for, like "restaurant." Tap an item to see more, or tap an option, such as **Directions** or **Share**, to do more with this item.
- » **Get directions:** Tap , then enter a place or address.
- » **Zoom:** To zoom in or out, drag two fingers together or apart on the screen.
- » **Turn:** Rotate two fingers on the map to turn it.
- » **Identify address:** Touch and hold a spot on the map to show the nearest address.
- » **Get map help:** Tap your profile picture, then tap **Help & feedback**.

**Note:** For more on maps, visit [support.google.com/maps](https://support.google.com/maps).

## Drive

Keep all your photos, videos, documents, and more safely in one place—private unless you choose to share. Available on Google Drive™ from all your devices.

**Find it:** Swipe up  >  **Drive**

- » To create a new file or folder, tap .
- » To open a file, tap it.
- » To edit a document, tap anywhere in the text to begin typing.

## Music, movies, TV & YouTube


Enjoy quality entertainment experiences right at your fingertips.

### Music

Music everywhere—stream it, buy it, save it, play it. Listen and create playlists anytime.

**Find it:** Swipe up  >  **YT Music**

To upload your music library to YT Music, from a computer, visit [music.youtube.com](https://music.youtube.com).

**Tip:** Share songs directly with your contacts. Tap Menu  next to a song and tap **Share**. See [Direct Share](#).

For more on the YT Music app, see [support.google.com/youtubemusic](https://support.google.com/youtubemusic).

**Note:** Copyright—do you have the right? Always follow the rules. See “Content copyright” in the legal and safety information on your phone.

## FM Radio

**Find it:** Swipe up  >  **FM Radio**

Plug in a headset, then use the arrows to tune to a higher/lower frequency station.

**Note:** Your phone has the Frequency Modulation (FM) broadcast receiver functionality for reception without data usage. The phone will perform an auto tuning for the radio channels with the best signal.

## Google Play Movies & TV

Find and rent movies and TV shows to watch on your phone, tablet, or computer:

**Find it:** Swipe up  >  **Google Play Movies & TV**

To shop, rent, or watch on a computer, go to [play.google.com/store/movies](https://play.google.com/store/movies).




## YouTube™





Watch videos and podcasts from YouTube users everywhere—or log in to your account to share your own.

**Find it:** Swipe up  >  **YouTube**

## Clock

**Find it:** Swipe up  >  **Clock**

Options	
<b>Alarm</b>	<p>Tap . Tap an alarm to edit it, or tap  to add a new alarm.</p> <p><b>Tip:</b> Pressing the volume button up or down sets the volume level for that alarm.</p> <p>Wake up to your favorite song by linking to a music app. Or tap an alarm, then tap <b>Google Assistant Routine</b> to have the Google Assistant provide information to start your day, such as the weather, traffic, or what's on your calendar.</p> <p>When an alarm sounds, tap and drag to  to turn it off, or drag to <b>zzz</b> to snooze for ten minutes.</p>

Options	
<b>Clock</b>	To change your alarm volume, snooze delay, or other settings, tap Menu  > <b>Settings</b> . For other time zones, tap <b>Home time zone</b> .
<b>Timer</b>	For a timer, tap  .
<b>Stopwatch</b>	For a stopwatch, tap  .
<b>Bedtime</b>	Set a consistent bedtime for better sleep. Add <b>Sunrise Alarm</b> to slowly brighten the screen before the alarm sounds. Tap  .

**Tip:** To set your current date, time, time zone, and formats, swipe up  >


 **Settings** > **System** > **Date & time**.

## Connect, share, pay & sync

- » [Connect with Wi-Fi](#)
- » [Connect with Bluetooth wireless](#)
- » [Connect to your car](#)
- » [Pay with your phone](#)
- » [Share files with your computer](#)
- » [Share your data connection](#)
- » [Share files with Nearby Share](#)
- » [Print](#)
- » [Sync to the cloud](#)
- » [Cast to a TV](#)
- » [Use a memory card](#)
- » [Airplane mode](#)
- » [Mobile network](#)

## Connect with Wi-Fi

### Turn Wi-Fi power on/off




**Find it:** Swipe up  >  **Settings** > **Network & internet**, then tap the switch to turn it on


When Wi-Fi is on, your phone automatically reconnects to available networks it has used before.

**Note:** You can also turn Wi-Fi on and off in [Quick settings](#).

### Connect to networks



To find networks in your range:

- 1 Swipe up  >  **Settings** > **Network & internet** > **Wi-Fi**.
- 2 With Wi-Fi turned on, tap a found network to connect to it. When connected, you'll see  in the status bar.

**Note:** If you see a question mark in the Wi-Fi status indicator , swipe the status bar down, tap the network, and enter the network's password.

## Wi-Fi hotspot

You can make your phone a Wi-Fi hotspot to provide portable, convenient Internet access to other Wi-Fi enabled devices. Your phone turns off Wi-Fi and uses the mobile network for Internet access. This feature may require an additional subscription service from your service provider.

**Find it:** Swipe up  >  **Settings** > **Network & internet** > **Hotspot & tethering** > **Wi-Fi hotspot**

**Note:** These steps may vary depending on your network.


To set up security:

- » **Hotspot name:** Enter a unique name for your hotspot.
- » **Hide my device:** Hide your hotspot from other devices.
- » **Security:** Select the type of security you want: **WPA3-Personal**, **WPA2/WPA3-Personal**, **WPA2-Personal** or **None**. If prompted, enter a unique password (8 characters min.) that others will need to access your Wi-Fi hotspot.
- » **Hotspot password:** Set or change your hotspot password.

**Note:** To turn off the hotspot automatically and manage allowed devices, tap **Advanced**.

## Connect with Bluetooth wireless

### Turn Bluetooth power on




To turn Bluetooth on, swipe the status bar down and touch . Touch and hold it to open Bluetooth settings.

**Note:** Your phone automatically turns on Bluetooth power when you connect to a paired device.

**Tip:** To extend battery life or stop connections, turn Bluetooth off when you're not using it.

### Connect devices





The first time you connect a Bluetooth device, follow these steps:

- 1** Make sure the device you are pairing with is in discoverable mode (for details, refer to the guide that came with the device).
- 2** Swipe up  >  **Settings** > **Connected devices** > **Pair new device**.
- 3** With Bluetooth turned on, tap a found device to connect it (if necessary, tap **Pair** or enter a passkey like **0000**). You can tap  to rename the device and choose what the device will be used for.



To automatically **disconnect** or **reconnect** a device, just turn the device off or on.

**Note:** Using a mobile device or accessory while driving may cause distraction and may be illegal. Always obey the laws and drive safely.

## Share files

- » **Photos or videos:** Open the photo or video, then tap  > **Bluetooth**.
- » **Contacts:** Swipe up  >  **Contacts**. Touch and hold a contact, then tap  > **Bluetooth**.

## Bluetooth tethering

To share your phone's internet connection via Bluetooth, swipe up  >  **Settings** > **Network & internet** > **Hotspot & tethering** and tap the switch to turn on **Bluetooth tethering**.

## Connect to your car

You can use **Android Auto** to connect to your car and control maps, media, and messaging. Use voice commands using the Google Assistant. Just say "Hey Google."

Once connected via a USB to USB-C cable, **Android Auto** starts automatically.

**Note:** You'll need a phone running Android 6.0 or higher, and your car must be compatible. To find out if it is and to learn about more features, go to <http://android.com/auto>.

## Pay with your phone

You can use a secure payment app, like **GPay**, to pay for your purchase (where available and supported).

To turn on NFC, swipe up  >  **Settings** > **Connected devices** > **Connection preferences** > **NFC** and tap the switch to turn it on.

Look for the NFC logo to confirm that you can make a mobile payment. Touch the back of your phone to the payment device to pay for your purchase. You may need to authenticate your purchase using your fingerprint or passcode.

## Share files with your computer

**Note:** Copyright—do you have the right? Always follow the rules. See "Content copyright" in the legal and safety information on your phone.

## USB

To load music, pictures, videos, documents, or other files from your computer, connect your phone to your computer with a USB cable. To change the type of USB connection, swipe the status bar down and tap **Android System**. Tap again to see USB Preferences, then tap **File transfer**.

**Tip:** Make sure to connect the phone to a high power USB port.




**Note:** The first time you use a USB connection, your computer may indicate that drivers are being installed. Follow any prompts you see to complete the installation. This may take a few minutes.

- » For Microsoft® Windows®: On your computer, choose Start > Windows Explorer. Your phone will appear as a connected drive where you can drag and drop files. For more instructions or driver files, visit <http://support.lenovo.com>.

» For Apple™ Macintosh™: Use Android File Transfer, available at [www.android.com/filetransfer](http://www.android.com/filetransfer).

## Virtual Private Network (VPN)

A VPN lets you access files on a secured network (like an office network with a firewall). Contact the network administrator for VPN settings, and any additional apps or requirements.

To enter VPN settings, swipe up  >  **Settings** > **Network & internet** > **Advanced** > **VPN**. Tap  to add a new VPN. Choose the type of VPN and enter settings from the network administrator. Select the VPN name to connect.

## Share your data connection

Your computer can access the Internet through your phone's mobile network—you just need a USB cable.

**Note:** Your phone turns off Wi-Fi and uses the mobile network for Internet access. This feature may require an additional subscription service from your service provider.

**1** Connect your phone to your computer using a USB cable.

**Note:** If your computer is running something older than Microsoft Windows 7 or Apple Macintosh OSX, it might require special configuration.

**2** On your phone, swipe up  >  **Settings**, and make sure **Wi-Fi** is off.

**3** In **Settings**, tap **Network & internet** > **Hotspot & tethering**, then tap the **USB tethering**.

To stop the connection, tap **USB tethering** again, then disconnect your phone from your computer.

## Share files with Nearby Share

Share files with nearby contacts using Nearby Share.

**Find it:** Swipe up  >  **Settings** > **Connected devices** > **Connection preferences** > **Nearby Share**

**1** Tap **Device visibility** to choose an option:



- **All contacts:** All contacts near you can share with your phone when the screen is unlocked.
- **Some contacts:** Tap the switch beside the contacts who can share with your phone when the screen is unlocked.
- **Hidden:** No contacts can share with your phone.

**2** Tap , then tap the switch to turn the feature on.

**Note:** Bluetooth and Location features must be turned on.

**3** Open the file you want to share, such as a photo, video, or website.

**4** Tap  >  **Nearby Share**.



**Note:** If you don't see  **Nearby Share** as an option, tap **Create link**, then tap  **Nearby Share**.

5 Tap the contact's phone to send the file.

6 Tap **Accept** on the receiving phone.

**Note:** Not all phones can receive files using Nearby Share.

## Print

To print your photos, documents, and more from your phone, check if your printer's manufacturer has an app on Google Play. Then swipe up  >  **Settings** > **Connected devices** > **Connection preferences** > **Printing** to get started.



You can also send your photos, docs, and more to any Android device in your cloud or to Google Drive. Just download the Cloud Print app from Play Store.

## Sync to the cloud

One account with access to everything, everywhere—phone, tablet, computer.

### Sync your Google account

When you log in to the same Google account, all devices can get to all the same apps, movies, books, and music from Google Play—plus you share the same Gmail, Google Calendar™, and Google Mobile™.

To add a Google account to your phone, swipe up  >  **Settings** > **Accounts** > **Add account** > **Google**.



## Phone & tablet

Your Android phone and tablet can work together to help you get the most out of both:

- » **Transfer media and files:** Copy files to your phone and transfer them to other devices—see [Share files with your computer](#).
- » **Phone hotspot:** If you have a Wi-Fi tablet, turn your phone into a Wi-Fi hotspot to let your tablet access the Internet anywhere—see [Wi-Fi hotspot](#).
- » **Bluetooth® accessories:** If you have a Bluetooth keyboard or other accessories to use with your tablet, remember you can use them with your phone too. To connect them, see [Connect with Bluetooth wireless](#).

## Cast to a TV

To cast (mirror) your screen on a TV, showing all apps and screens you use on your phone, you'll need to use a TV with Chromecast built-in, or plug a Chromecast™ device into your TV's HDMI port.

- 1 Make sure your phone and TV/Chromecast device are connected to the same Wi-Fi network.
- 2 On your phone, swipe up  >  **Settings** > **Connected devices** > **Connection preferences** > **Cast**.
- 3 Tap the name of the TV/Chromecast device to connect.

**Note:** To stop casting, on the casting notification, tap  > **Disconnect**.

## Use a memory card




You can move pictures, videos, audio, and other media files from internal phone storage to a microSD card (sold separately).

**Note:** Your phone supports microSD cards up to **1 TB**. Use a Class 10 (or higher) microSD card for best results.

### Format a memory card

Insert the microSD card into your phone (see [Insert the SIM and microSD cards](#)).




**Caution:** Do not use your computer to format the microSD card.

- 1 On your phone, swipe up  >  **Settings** > **Storage**. Then tap the microSD card name.
- 2 Tap Menu  > **Storage settings**, then select **Format** or **Format as internal**.
- 3 Tap **FORMAT SD CARD**.




**Caution:** Formatting a microSD card will erase any files on the card.

### Move files to a memory card

To move files to a microSD card:


- 1 Swipe up  >  **Settings** > **Storage**, then tap the microSD card name.
- 2 Touch and hold a folder or a particular item, then tap Menu  > **Move to...**

### Remove a memory card

To unmount your microSD card (so you can take it out of your phone), swipe up  >  **Settings** > **Storage**. Then tap  next to the microSD card name.

**Caution:** Do not remove a microSD card while your phone is using it or writing files to it.



## Airplane mode

Use airplane mode to turn off all your wireless connections—useful when flying. Swipe the status bar down and tap  **Airplane mode**.

**Note:** When you select airplane mode, all wireless services are disabled. You can then turn Wi-Fi and/or Bluetooth power back on, if permitted by your airline. Other wireless voice and data services (such as calls and text messages) remain off in airplane mode. Emergency calls to your region's emergency number can still be made.

## Mobile network

You should not need to change any network settings. Contact your service provider for help.

To see network settings options, swipe up  >  **Settings** > **Network & internet** > **Mobile network**.

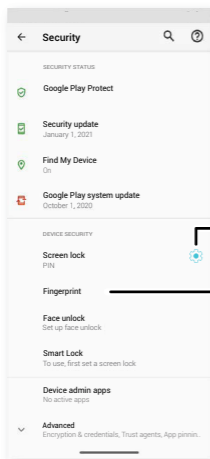
# Protect your phone

- » [Screen lock](#)
- » [Your privacy](#)
- » [App pinning](#)
- » [Backup & restore](#)
- » [App safety](#)
- » [Data usage](#)

## Screen lock

The easiest way to protect your phone is to lock your touchscreen when you are not using it. You can choose the best method for you to unlock your phone.

**Find it:** Swipe up  >  **Settings** > **Security**






Set your screen lock, then tap to adjust settings.

Add a fingerprint for more unlock options.

**1** Tap **Screen lock** and select the lock type:

- » **None:** Turn off the screen lock.
- » **Swipe:** Drag up from the bottom of the screen to unlock.
- » **Pattern:** Draw a pattern to unlock.
- » **PIN:** Enter four to sixteen digits to unlock.
- » **Password:** Enter four to sixteen letters, digits, or symbols to unlock.


**2** After setting the lock type, tap  for screen lock settings.

To change when your touchscreen goes to sleep, swipe up  >  **Settings** > **Display** > **Advanced** > **Screen timeout**.

**Note:** You can make emergency calls on a locked phone (see [Emergency calls](#)). A locked phone still rings, and you do not need to enter a PIN or password to answer a call.

## Smart lock

Keep your phone unlocked when it's safe with you.

**Find it:** Swipe up  >  **Settings** > **Security** > **Smart Lock**

- » Tap **On-body detection** to keep your phone unlocked when it's in motion.
- » Tap **Trusted places** and **Trusted devices** to add locations and nearby devices that will keep your phone unlocked.

## Unlock with your fingerprint



You can use the fingerprint sensor to unlock your phone.

**Find it:** Swipe up  >  **Settings** > **Security** > **Fingerprint**

## Unlock with your face

Unlock your phone just by looking at it.

**Caution:** Face unlock is less secure than a PIN or password.

**Find it:** Swipe up  >  **Settings** > **Security** > **Face unlock**

## Can't unlock?

If you forget your pattern, PIN, or password, you can enter your Google account email and password on another device to unlock the phone.

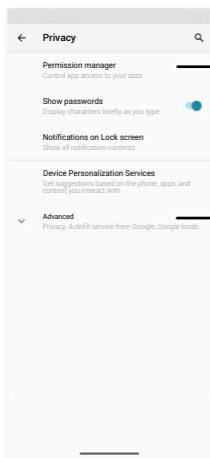
If you don't have a Google account on your phone, contact your service provider to have your phone factory reset.

**Warning:** A factory reset will delete all data on your phone.

# Your privacy

Keeping your information safe is important.

**Find it:** Swipe up  >  **Settings** > **Privacy**



Decide which apps can access your information.



See more privacy options.

Tap **Permission manager** to see which apps have permissions to access private information, such as calendar events, contacts, email, and your location.

Tap an app, then tap one of the apps that have permissions and tap **Allow** or **Deny**.



**Note:** Turning off permissions may cause an app not to function correctly.

## Passwords

Your phone briefly shows password characters as you type. To turn this off, swipe up  >  **Settings** > **Privacy** > **Show passwords**.



## Notifications

Your phone shows notifications even when it's locked.

To choose which notifications show, swipe up  >  **Settings** > **Privacy** > **Lock screen**. Tap to show all, none, or only those that are not sensitive.



## Location


Location services, like GPS, Wi-Fi, mobile networks, and sensors help estimate your phone's location.

To see recent location requests and which apps can determine your phone's location, swipe up  >  **Settings** > **Location**. Tap **App access to location**, then tap an app. Choose **Allow all the time**, **Allow only while using the app**, **Ask every time**, or **Deny**.

## App pinning



To keep an app open on your screen, pin it for easy access.

**Find it:** Swipe up  >  **Settings** > **Security** > **Advanced** > **App pinning**, then tap the switch to turn it on

To pin an app, swipe up and hold to see recent apps. Tap the icon at the top of the app and tap  **Pin**.

To unpin the app, swipe up and hold.

## Backup & restore

**Find it:** Swipe up  >  **Settings** > **System** > **Advanced** > **Backup** > **Back up to Google Drive**

Your Google account data is backed up online. If you reset or replace your phone, just log in to your Google account to restore the contacts, events, and other details you synced with the account.

To restore your Google Play apps, see [Take care of your apps](#).

**Tip:** You can also use  **Google One** for more storage. Additional charges may apply.

## App safety

**Tip:** Choose your apps and updates carefully, as some may impact your phone's performance—see [Choose carefully](#).



## Apps from Google Play



Get music, movies, books, apps, games, and more.

**Find it:**  **Play Store**

## Apps from the Internet


You can get apps from other online app stores using your browser.



**Tip:** When installing an app, make sure you read the alerts that tell you what information the app will access. If you don't want the app to access this information, cancel the installation, or set strong privacy permissions: swipe up  >  **Settings** > **Privacy**.

To let your phone install apps that are not on Google Play, swipe up  >  **Settings** > **Apps & notifications** > **Advanced** > **Special app access**, then tap **Install unknown apps** and choose which apps are allowed to install them.

## Choose carefully



Here are a few tips:

- » To help prevent spyware, phishing, or viruses, use apps from trusted sites, like  **Play Store**.
- » Check the app's ratings and comments before installing. If you doubt the safety of an app, don't install it.
- » Apps use up memory, data, battery, and processing power—some more than others. If you're not happy with how much memory, data, battery or processing power an app is using, uninstall it.










- » Monitor children's access to apps to help prevent exposure to inappropriate content, and set limits on phone use: swipe up  >  **Settings > Digital Wellbeing & parental controls.**
- » Certain apps may not provide completely accurate information. Take care, especially when it comes to personal health.

## Set app permissions

You may be asked for permissions when you use a feature in an app.



To modify the app permissions settings, swipe up  >  **Settings > Apps & notifications > Advanced > Permission manager**, then tap a feature (such as microphone) to see which apps have permissions to use it. Tap **Allow** or **Deny** to turn the permission on or off.

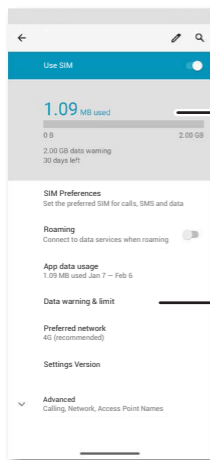
## Take care of your apps

- » **Uninstall apps:** To remove an app from your phone, touch and hold the app, then drag it to **Uninstall**.  
To remove an app from the home screen, touch and hold the app, then drag it to **Remove**. The app isn't removed from your phone, just the home screen.  
**Note:** Not all apps can be uninstalled, but they can be disabled.
- » **Disable/Stop apps:** To disable an app or force it to stop running, swipe up  >  **Settings > Apps & notifications**. Tap an app, then tap **Disable** or **Force stop**. To enable it, tap **Enable**.
- » **Get the latest apps:** To check that you have the latest version of your apps, swipe up  >  **Play Store**. Tap your profile picture, then tap **My apps & games > Updates**.
- » **Reinstall apps:** To reinstall apps from Google Play, swipe up  >  **Play Store**. Tap your profile picture, then tap **My apps & games > Library**. The apps you've used before are listed and available for download.
- » **See app details:** Touch and hold an app, then tap .
- » **See app data usage:** To show which apps are using the most data, swipe up  >  **Settings > Network & internet > Mobile network > App data usage**. For more, see [Data usage](#).

## Data usage



You can track the amount of data your phone uploads and downloads.



**Find it:** Swipe up  >  **Settings** > **Network & internet** > **Mobile network** > **App data usage**



See the total amount of data used for this period.

Set a warning and limit for how much data you use.

Some apps transfer data in the background when you're not viewing them—to help reduce this type of data usage, swipe up  >  **Settings** > **Network & internet** > **Data Saver**.

**Tip:** To see Wi-Fi data usage, swipe up  >  **Settings** > **Network & internet** > **Wi-Fi** > **Wi-Fi data usage**.

**Note:** Usage information is provided to help you manage your phone. This may not match the amounts charged by your service provider, as they're not measured in the same way.

## Troubleshoot your phone

- » [Restart or remove an app](#)
- » [Restart your phone](#)
- » [Check for software update](#)
- » [Reset](#)
- » [Stolen phone](#)
- » [Find the IMEI number](#)

### Restart or remove an app



If an app locks up your phone as soon as you turn it on, restart in Safe Mode: Press and hold the Power button. When you see the **Power off** option, press and hold it. Your phone restarts with **Safe mode** in the lower left. Then, try removing the app.

To exit safe mode, restart your phone.

## Restart your phone

In the unlikely event that your phone stops responding to touches and button presses, try a reboot—press and hold the Power button until the screen goes dark and your phone restarts.

## Check for software update



To manually check for updates, swipe up  >  **Settings** > **About phone** > **Android version** > **Google Play system update**.

Your phone downloads updates over your Wi-Fi connection (if available) or mobile network. We recommend that you download updates over a Wi-Fi connection. These updates can be quite large and may not be available in all countries.

For safety reasons, your phone may receive security updates automatically over mobile network, if Wi-Fi is not available.

**Note:** When updating your phone, make sure you have enough battery power to complete the update.

## Reset



To reset your phone to factory settings and erase all the data on your phone, swipe up  >  **Settings** > **System** > **Advanced** > **Reset options** > **Erase all data (factory reset)**.

**Warning:** All downloaded apps and user data on your phone will be deleted. Data on the cloud will not be deleted.

## Stolen phone

Your phone has Android Device Manager. You can remotely lock or reset your device to protect your device from thieves. For details, see [www.google.com/android/devicemanager](http://www.google.com/android/devicemanager).

## Find the IMEI number

You can find the IMEI number by typing \*#06# on your phone's dialpad. Or swipe up  >  **Settings** > **About phone** > **IMEI**.

**Note:** For service and support, see [Get more help](#).

## Accessibility

See, hear, speak, feel, and use. Accessibility features are there for everyone, helping to make things easier.

**Find it:** Swipe up  >  **Settings** > **Accessibility**

- » [Create a shortcut](#)
- » [Make your phone speak](#)
- » [Speak to your phone](#)
- » [Change your phone's display](#)
- » [Change your phone's sounds](#)

## Create a shortcut

For some accessibility features, you can use a gesture to quickly activate accessibility features on your phone.

**Find it:** Swipe up  >  **Settings** > **Accessibility**


To set up a shortcut, tap a feature, then touch and hold the shortcut prompt, and choose a shortcut. To activate the shortcut:

- » **Swipe up with 2 fingers:** Swipe up from the bottom of the screen with two fingers.
- » **Hold volume keys:** Press and hold both volume keys for three seconds.
- » **Triple-tap screen (Magnification only):** Tap the screen three times quickly.

## Make your phone speak

### Select to speak

**Find it:** Swipe up  >  **Settings** > **Accessibility** > **Select to Speak**

Turn on, then slide two fingers up from the bottom of the screen and press . Your phone reads the screen from top to bottom.



### TalkBack

Use TalkBack to read your screen out loud—screen navigation, selections, even books.

To turn TalkBack on or off, swipe up  >  **Settings** > **Accessibility** > **TalkBack**.







- » **Tap** something on the screen to hear a description or text readout.
- » **Double-tap** anywhere on the screen to open or activate the last touched item.
- » **Swipe** using two fingers to scroll through lists or between screens.

### Text-to-speech output

To set the language, speech rate and pitch of the screen reader, swipe up  >  **Settings** > **Accessibility** > **Text-to-speech output**.

### Braille

Combine your Braille display with TalkBack for braille and speech feedback.

- 1 Download the BrailleBack™ app on Google Play (swipe up  >  **Play Store**), and install it on your phone.
- 2 Swipe up  >  **Settings** > **Accessibility** > **BrailleBack**.
- 3 Turn on your Braille display and put it in Bluetooth pairing mode.
- 4 On your phone, swipe up  >  **Settings** > **Connected device** > **Connected preferences** > **Bluetooth**, then tap the switch at the top to turn it on and scan.
- 5 Tap the name of your Braille display to pair it with the phone.










# Speak to your phone

Speak a command to turn on an accessibility feature. For example: "Hey Google, turn on TalkBack". For more on voice commands, see [Speak](#).




## Change your phone's display

### Display settings & magnification

Get a closer look.




- » **Change font size:** Increase the font size on your screen. Swipe up  >  **Settings** > **Accessibility** > **Font size**. See also [Customize sounds & appearance](#).
- » **Change display size:** Make the items on the screen larger. Swipe up  >  **Settings** > **Accessibility** > **Display size**.
- » **Pinch to zoom:** Pinch to zoom on maps, web pages, and photos. To zoom in, tap the screen with two fingers and then drag them apart. To zoom out, drag your fingers together, or double-tap the screen.
- » **Screen magnification:** Swipe up  >  **Settings** > **Accessibility** > **Magnification**. Touch **Magnification shortcut**, and choose a shortcut. Then tap the screen, drag two fingers to move around the screen, and pinch to adjust zoom.
- » **Display brightness:** Swipe the status bar down, and drag the slider to set brightness level. Setting brightness to a high level decreases your phone's battery life.
- » **Browser:** Choose text size when browsing websites. Swipe up  >  **Chrome** > Menu  > **Settings** > **Accessibility**. Select **Force enable zoom** to allow zooming on all web pages.



## Messages

To make text entry even easier, use features like auto-capitalization, auto-correction, and more. Swipe up  >  **Settings** > **System** > **Languages & input** > **On-screen keyboard** > **Gboard** > **Text correction**. Or speak your message. Tap  on the keyboard.

## Change your phone's sounds

### Calls

When you want to hear who's calling, assign a unique ringtone to a contact. Swipe up  >  **Contacts**, tap the contact, then tap Menu  > **Set ringtone**.

To end a call by pressing the Power button, swipe up  >  **Settings** > **Accessibility** and tap **Power button ends call**.

### Volume & vibrate

**Find it:** Swipe up  >  **Settings** > **Sound & vibration**

- » Drag the volume sliders to set volume levels for your music or videos, alarms, and ringtones/notifications.
- » To make your phone vibrate for incoming calls (even when the ringer is silent), tap **Vibrate for calls**.

**Tip:** Feel a vibration when you tap the screen. Tap **Advanced** > **Touch vibration** to turn it on/off.

## Get more help

### Where is my legal, safety & regulatory information?

In order to provide you with better access to this important information, we've made the materials accessible from the phone's settings menu and on the web. Review these materials prior to using your device. To access the materials from a connected phone, go to **Settings** > **About phone** > **Legal information**, and select a topic.

To access the materials on the web, visit <https://lenovomobilesupport.lenovo.com/legal>.

### Service & repairs

If you have questions or need assistance, we're here to help. Go to <https://lenovomobilesupport.lenovo.com>, where you can select from a number of customer care options.

### Copyright & trademarks

Certain features, services and applications are network dependent and may not be available in all areas; additional terms, conditions and/or charges may apply. Contact your service provider for details.

All features, functionality, and other product specifications, as well as the information contained in this guide, are based upon the latest available information and believed to be accurate at the time of release. Lenovo reserves the right to change or modify any information or specifications without notice or obligation.

**Note:** The images in this guide are examples only.

Lenovo and the Lenovo logo are trademarks of Lenovo in the United States, other countries, or both. Google, Android, Google Play and other related marks and logos are trademarks of Google LLC. microSD Logo is a trademark of SD-3C, LLC. USB Type-C® and USB-C® are registered trademarks of USB Implementers Forum. Manufactured under license from Dolby Laboratories. Dolby, Dolby Atmos, and the double-D symbol are registered trademarks of Dolby Laboratories Licensing Corporation. All other product or service names are the property of their respective owners.

© 2021 Lenovo.

Designed and manufactured by/for Motorola Mobility LLC, a wholly owned subsidiary of Lenovo.

Product: **Lenovo K14 Note**

Manual Number: SSC8D38148-A