# **User guide**

moto e4

Para la versión en español, visite verizonwireless.com/Support





## moto e4



At a glance



Start



Home screen & apps



Moto app



**Control & customize** 



Accessibility



Calls



Contacts



Messages



**Email** 



Type



Google Apps™



Browse



Photos & videos



**Play Music** 



Locate & navigate



Organize



**Connect & transfer** 



**Protect** 



Want more?



Get help & more



Service & repairs



**Hot topics** 



Search



At a glance First look - Moto E4 Hot topics

#### First look - Moto F4

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

Note: Software updates happen frequently, so your phone may look a little different.



#### Tips & tricks

- Start: Insert the SIM card into your phone and charge up. Then power on and follow the screen prompts to set up your phone. See "Start: Moto E4".
- Top topics: Just want a guick list of what your phone can do? See "Hot topics".
- Help: All your guestions about your new phone answered right on your phone. Swipe up  $\wedge$  >  $\bigcirc$  Device Help. Want even more? See "Get help & more".

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



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.

The SAR guideline includes a considerable safety margin designed to assure the safety of all persons, regardless of age and health.

Caution: Before using your phone, please read the Legal information



## At a glance

At a glance First look - Moto E<sup>4</sup> Hot topics

## **Hot topics**

Check out what your phone can do.

Topic	Location
Find these fast: Wi-Fi, airplane mode, flashlight, and more.	See "Quick settings".
Pinch, zoom, swipe, and more.	See "Controls and gestures".
Choose new wallpaper, add widgets, and more.	See "Redecorate your home screen".
Find the right settings to get the perfect shot.	See "Take photos".
Access the internet.	See "Browse".
Browse, shop, and download apps.	See "Download apps".
Keep your info safe. Set up your password and more.	See "Protect".
Never get lost again.	See "Locate & navigate".
Save data charges. Use Wi-Fi.	See "Wi-Fi networks".
Stuck? Confused?	See "Get help & more".



## Start: Moto E<sup>4</sup>

Start: Moto E4
Remove the back cover and battery
Put in the cards
Put on the cover & power on

## Remove the back cover and battery

To insert SIM and memory cards, remove the back cover.

**Note:** Don't use tools to remove the cover—doing so may damage your phone.





#### Put in the cards

To insert your SIM card or an optional microSD memory card, follow these instructions.

Caution: Make sure you use the correct size SIM card and don't cut the SIM card. Don't use tools to remove the battery—doing so may damage your phone.





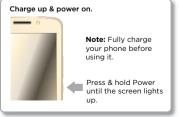
## Start: Moto E<sup>4</sup>

Start: Moto E4
Remove the back cover and battery
Put in the cards
Put on the cover & power on

## Put on the cover & power on

Put on the back cover. Charge your phone fully and turn the power on. Then select your language and follow the screen prompts to get started.







Start Sign in Battery life

## Sign in

After you power on, just follow the screen prompts to get started.

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. See your Google apps, contacts, calendar, photos, and more

#### **Tips & tricks**

- Wi-Fi network: For faster Internet access or to conserve mobile data use, swipe the status bar down with two fingers, then tap \$\infty\$ > Wi-Fi. There's more in "Wi-Fi networks".
- Accounts: To add, edit, or delete accounts, swipe up 
   Settings > Accounts. To set up email accounts, see "Email".

For help with your Google account, visit www.google.com/accounts.

**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.

## **Battery life**

Your phone processes tons of information. Depending on what you use, that can take a lot of power.

When your phone is stationary, not charging, or 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  $\wedge$  > **3 Settings** > **Battery** 

To help improve battery life, swipe up  $\land$  > 6 Settings > Battery > Battery saver, and turn it on.

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

#### Tips & tricks

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

- Bluetooth® use: Swipe up ↑ > <a> Settings > Bluetooth</a> and turn it off when you don't need it.
- Display brightness: Swipe up Settings > Display
   Brightness level and drag the brightness slider left.
   Make sure Adaptive brightness is also turned on.
- Display timeout delay: Swipe up > Settings > Display > Sleep > (shorter setting).



#### Start Sign in Battery life

- Activity of seldom used apps: Swipe up ↑ > <a> Settings</a> > Battery, then tap Menu <a> Settings</a> > Pattery optimization > All apps. Tap the app you want to adjust, then tap Optimize.
- Widgets that stream information to your home screen, like news or weather.
- Recording or watching videos, listening to music, or taking pictures.



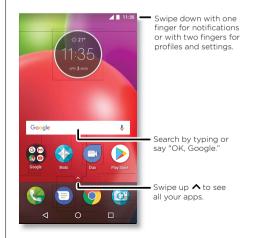
you have quick access

Home screen & apps
Quick start: Home screen & apps
Help & more
Search
Status & notifications
Volume & interruptions
Do not disturb
Download apps
Take care of your apps
Update your phone

## Quick start: Home screen & apps

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

**Note:** Software updates happen frequently, so your screen may look a little different.



#### Tips & tricks

- Open app list: Swipe up , then swipe up to scroll through apps.
- **Return:** To return to the home screen from any location, tap Home **O**.
- Pages: To add a page, drag an app to the right side of the screen until you see a white bar. 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 with two fingers. To open more settings, tap 🌣
- Shortcuts: Swipe up , touch and hold an app, then drag it to one of your home screen pages. To see all your apps, swipe up .
- Apps: To remove an app from a home screen page, touch and hold the app, then drag it to X Remove. (The app isn't removed from your phone, just the home screen.)
  - To uninstall apps from your home screen, touch and hold the app, then drag it to Uninstall. (You can't uninstall some apps. See "Take care of your apps".)
- Customization: For more about changing your home screen, see "Redecorate your home screen".



Home screen & apps Quick start: Home screen & apps Help & more Search Status & notifications **Volume & interruptions** Do not disturb Download apps Take care of your apps Update your phone

## Help & more

Watch a tutorial. Read a how-to. Find out anything about your phone.



#### Search

At the top of the home screen, tap the Google Search box for a text search or tap  $\bigcup$  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 Q on the kevboard.

**Tip:** To close the keyboard, tap  $\nabla$ .



## Status & 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.



Tip: To quickly change common settings, swipe the status bar down with two fingers. For more, see "Quick settings".



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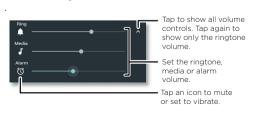
Icons at the top right of the screen tell you about phone status:

Status Icons	
▲ network strength	odo not disturb
<b>♥</b> / <b>▼</b> Wi-Fi in range/ connected	To alarm set
*/* Bluetooth on/ connected	① Data Saver on
<b>★</b> airplane mode	☐ <b>◇</b> Portrait/Auto-rotate
2/ battery charging/full	<b>№</b> P Location off/on

**Note:** Apps you download from Google Play™ might show other icons in the status bar to alert you to specific events.

## **Volume & interruptions**

Press the side volume buttons up or down to select a ringer volume from high to vibrate '10'.



#### Do not disturb

To turn off some or all sounds, swipe the status bar down with two fingers and tap **Do not disturb**. Select one of these options:

- Total silence: Turn off all sounds and alarms. Override sound settings from other apps. Set how long to stay in this mode, or choose indefinitely.
- Alarms only: Set how long you want to only hear alarms, or choose indefinitely. Tap MORE SETTINGS to customize which other interruptions to receive.
- Priority only: Set how long you want to only hear priority interruptions, or choose indefinitely. Tap MORE SETTINGS to customize which interruptions to receive.

Tip: To create an exception for repeat callers that allows a call from the same person within a 15 minute period, tap

MORE SETTINGS > Priority only allows > Repeat callers.



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## **Download apps**

#### Google Play™

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

#### Find it: Play Store

- Search: Use the search bar to search for apps.
- Download: To download an app, tap it to see details, then tap INSTALL or the BUY button.
- **Share:** To share an app you found on the Google Play, tap it to see details and then tap <.
- Reinstall: To show or reinstall apps you downloaded from Google Play, tap ≡ > My apps & games.
- Use a computer: To find and manage apps from any computer, go to <a href="http://play.google.com">http://play.google.com</a> using your Google account and password.

There, you can browse apps on the big screen, manage your apps across devices (like a phone and tablet), and even set new apps to download to your devices.

- Enjoy music, movies, and more: You can also use Google Play to download music, movies, TV shows, and more. See "Play Music" and "Play Movies & TV" apps.
- Get help: To get help and more, tap =

#### Apps from the web

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

**Tip:** Choose your apps and updates carefully, as some may impact your phone's performance—see "Choose carefully".

**Note:** 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.

To let your phone install apps that are not on Google Play, swipe up  $\land$  > **@ Settings** > **Security**, then tap the **Unknown sources** switch to turn it on.

For information about downloading files from your browser, see "Downloads".

#### Choose carefully

Here are a few tips:

- To help prevent spyware, phishing, or viruses, use apps from trusted sites, like the Google Play.
- In Google Play, 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.



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- Monitor children's access to apps to help prevent exposure to inappropriate content.
- Certain apps may not provide completely accurate information. Take care, especially when it comes to personal health.

#### Set app permissions

You will only be asked for permissions when you use a feature in an app, instead of immediately when you install the app.

To modify the app permissions settings, swipe up  $\triangle$  > **@** Settings > Apps, then select the app and tap Permissions.

To modify the app permissions by app type (such as Calendar or Camera) at any time, swipe up  $\land$  > **(a)** Settings > Apps, then tap **(b)** Settings > App permissions.

## Take care of your apps

Find it: Swipe up  $\wedge$ , then swipe up to scroll through apps

To close the apps screen, tap Home  $\bigcirc$  or Back  $\triangleleft$ .

 Uninstall apps: To remove an app from a home screen page, touch and hold the app, then drag it to Remove.
 The app isn't removed from your phone, just the home screen.

To remove an app from your phone, touch and hold the app, then drag it to **Uninstall**.

To disable an app or force it to stop running, swipe up \( \struct \) Settings > Apps.

**DISABLE** removes the app from your menu—to enable it, reopen this window and tap **ENABLE** ( tap **Disabled** to get quicker access to the disabled apps list first).

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 to select the **Reboot to safe mode** option. Your phone restarts with **Safe mode** in the lower left. Then, try removing the app.

- Reinstall apps: To reinstall apps from the Google Play, swipe up ↑ > Play Store, then tap = > My Apps & games. The apps you downloaded are listed and available for download
- See app details: Swipe up  $\wedge$ , touch and hold an app, then drag it into **App info**.

## Update your phone

Use your phone or computer to check, download, and install phone software updates:

· Using your phone:

If your phone notifies you about an update, follow the instructions to download and install it.

To manually check for updates, swipe up  $\land$  > **③**Settings > About phone > System updates.



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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. Remember, these updates can be quite large (25MB or more) and may not be available in all countries. If the mobile network updates are not available in your country, update using a computer.

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

• Using your computer:

On your computer, go to www.motorola.com/update.



Moto app Discover your Moto app

## Discover your Moto app

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

Find it: 🚯 Moto

• Moto Actions: Use gestures as phone shortcuts.

• Moto Display: See your notifications at a glance.

Note: Your phone may not have all features.



#### Tips & tricks

- Want to hide sensitive or private notifications? Tap 

   Moto > Moto Display and set which apps can show notifications and how much to display.
- Use Moto Display to pause or restart your music when your phone is sleeping.
- Tap Moto > Moto Actions to activate the Swipe to shrink screen feature to reduce the size of your screen with a swipe and make it easier to use one-handed.



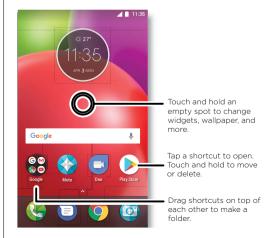
how it acts & looks

Control & customize
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Controls and gestures
On, off, lock & unlock
Customize sounds & appearance
Redecorate your home screen
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Direct Share

#### Quick start: Control & customize

Take control of your phone.

- Touch, press, and speak: Learn phone gestures and commands. See "Controls and gestures".
- Customize your home screen: To put widgets like a clock, interactive calendar, and more on your home screen, see "Redecorate your home screen".



#### Tips & tricks

- Speak: Tap  $\frac{1}{2}$  in a search window, or  $\frac{1}{2}$  on a keyboard.
- Add a home screen page: Drag an app icon to the right side of the home screen until a new page appears. You can add multiple pages.
- Quick settings: To change Wi-Fi, Bluetooth, Airplane mode, and other settings, swipe the status bar down with two fingers. For even more settings, tap .
- Can't find a setting? Swipe up ∧ > 

  Settings > Q.

## Controls and gestures

#### Touch

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 pull two fingers down to tilt it.
- Back: Tap Back 

  to go to the previous screen.
- Home: Tap Home O to return to the home screen.



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• Recents: Tap Recents to see your recent apps (or browser tabs), and tap an app to reopen it. Double tap to quickly switch between your recent apps.

**Note:** If One button nav is active, quickly swipe right twice to switch between apps.

To remove an app from the recent list, swipe it left, right or tap X. To scroll the list, swipe up or down.

**Tip:** You don't need to remove apps from Overview for your phone to run efficiently.

- Split screen: From the recent apps list, touch and hold an app and then drag it to the top of the screen to view two apps at once. Not all apps will work in split screen.
- Menus: When  $\frac{1}{2}$  or  $\equiv$  appears on a screen, you can tap it to open options for the current screen.
- Close Keyboard: To close a keyboard, tap  $\nabla$ .

#### Press Power button

Your Power button helps in a few ways.

- Power off: Press and hold the Power button, then tap Power off.
- **Sleep:** To conserve battery power, prevent accidental touches, or to wipe smudges off your touchscreen, put the touchscreen to sleep by pressing the Power button.
- Wake up: Press the Power button again.
- **Reboot:** To reboot your phone, press and hold the Power button, then tap **Restart**.

Tip: To add security to your phone, see "Protect".

#### Press Volume buttons

Your volume buttons help in a few ways:

- Ringer volume: Press the buttons when your phone is ringing to silence it.
- Earpiece volume: Press the buttons during a call.
- Music/video volume: Press the buttons during a song or video

**Tip:** For more on volume control, see "**Volume &** interruptions".

#### Speak

Just tell your phone what you want.

Tip: Speak naturally but clearly, like using a speakerphone.

 Dialing and commands: Say "OK Google" to control your phone by voice. See "Download apps".

To dial, say "Call" and then a contact name or phone number. Or, say a command like "Send text," "Go to" an app. or "Help" for voice command help.

**Tip:** If a contact has more than one number, you can say which number to call (for example, "Call Joe Black Mobile" or "Call Suzi Smith Work").



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- To change your voice input and text-to-speech settings, swipe up > Settings > Languages & input.
- Text entry: On a keyboard, tap ♥, then speak your message or search text. You can also speak punctuation.

Tip: To make your phone read out loud, see "TalkBack".

## On, off, lock & unlock

Your touchscreen is on when you need it and off when you don't. To turn the screen on, press the Power button.

- Screen off and on: Press the Power button to turn the screen off and on.
- **Notifications:** Double tap a notification in the lock screen to open it. You'll be prompted to enter your password.

Tip: To prevent notifications from appearing in the lock screen, swipe up ↑ > ③ Settings > Notifications, tap an app, and select On the lock screen > Don't show notifications at all

Owner info: To add a message to your lock screen, swipe up ↑ > 
 Settings > Security, tap ♥ > Lock screen message.

**Tip:** Don't put your mobile number as your contact info unless you can access your voicemail from another device.

• Screen timeout: To change your timeout (screen locks

automatically), swipe up  $\wedge$  >  $\otimes$  Settings > Display > Sleep.



## Customize sounds & appearance

Customize your phone's sounds and display settings:

- Ringtone and notifications: Swipe up ↑ > 
   Settings
   > Sound.
- Ringtone for a contact: To set a personal ringtone for a



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- contact, swipe up  $\wedge$  > **!!** Contacts, tap the contact, then tap  $\nearrow$  > Menu  $\stackrel{\bullet}{\bullet}$  > Set ringtone.
- Display settings: To change brightness, animation, and other display settings, swipe up Settings > Display.
- Rotate: In many apps, the touchscreen switches from portrait to landscape when you rotate your phone. To turn this on or off, swipe the status bar down with two fingers and tap Auto-rotate or Portrait.
- Language and region: To set your menu language and region, swipe up ↑ > Settings > Languages & input > Languages.

#### Redecorate your home screen

For quick access to your favorite things, customize your home screen the way you want.

- Change 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.
- Add shortcuts: Swipe up ↑, touch and hold an app, then
  drag it to one of your home screen pages. To see all your
  apps, swipe up ↑ > Settings > Apps.
- Create shortcut folders: Drag one shortcut onto another.
   Add more shortcuts by dragging them onto the first shortcut. To name the folder, tap it and enter a name below the apps.

- 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 & shortcuts: Touch and hold a widget or shortcut until you feel a vibration (or see the icon expand if vibrate is turned off). Then drag it to another spot, another page, or X Remove.

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



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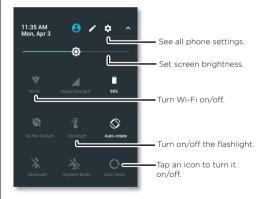
## **Quick settings**

For quick access to **Wi-Fi, Bluetooth, Airplane mode**, brightness, and other settings, swipe the status bar or lock screen down with two fingers. For even more settings, tap



Note: Your quick settings may look a little different.

Tap A at the top of the screen to rearrange your settings and add or remove settings.



#### **Direct Share**

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

When you select the share option within an app, a list of contacts with app icons will pop up. Then select the contact and send.





#### Accessibility

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Braille
Accessibility shortcut
Caller ID
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Zoom
Display brightness
Touchscreen & keys
Messages
Hearing aids (U.S. only)
TTY (U.S. only)

#### Go to Menu

## **Quick start: Accessibility**

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

Find it: Swipe up ↑ > Settings > Accessibility

**Note:** For general information, accessories, and more, visit www.motorola.com/accessibility.

#### Voice recognition

Just tell your phone what you'd like to do—dial, browse, search, send a text, and more. Tap 

↓ on the home screen for voice search

#### TalkBack

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

To turn on TalkBack, swipe up  $\wedge$  > **@ Settings** > **Accessibility** > **TalkBack**, then tap the switch to turn it on.

**Note:** You might need to download text-to-speech software (data charges may apply).

- 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

**Tip:** Navigate through your apps and menus to hear how voice readouts work on your phone.

To turn off TalkBack, swipe up ∧ > **⊚ Settings** > **Accessibility** > **TalkBack**, then tap the switch to turn it off.

#### Braille

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

- Download the BrailleBack™ app on Google Play (swipe up
   > (>>) Play Store), and install it on your phone.
- 2 Swipe up  $\land$  > 🚳 Settings > Accessibility > BrailleBack.
- **3** Turn on your Braille display and put it in Bluetooth pairing mode.
- 4 On your phone, swipe up 
  ↑ > 
  ⑥ Settings > 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.

#### Accessibility shortcut

Use simple gestures to quickly activate TalkBack and other accessibility features on your phone. For more information, swipe up > Settings > Accessibility > Accessibility shortcut

#### Caller ID

When you want to hear who's calling:

Ringtones: Assign a unique ringtone to a contact. Swipe up > Contacts, tap the contact, tap , then tap Menu > Set ringtone.



## **Accessibility**

#### Accessibility

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#### Go to Menu

#### Volume & vibrate

Find it: Swipe up  $\wedge$  > 🚳 Settings > Sound

- 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 Also vibrate for calls.

Tip: For more on volume control, see "Volume & interruptions".

#### 700m

Get a closer look.

• 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.

Tip: To zoom in, you can also double-tap.

- Screen magnification: Triple tap the screen for full screen magnification, or triple tap and hold to temporarily magnify. Swipe up ^> @ Settings > Accessibility > Magnification gesture
- Big text: Show bigger text throughout your phone. Swipe up  $\wedge$  > 🚱 Settings > Accessibility > Display size.

Tip: You can also swipe up \( \strict{\lambda} > \emptyseta \) Settings > Display > Font size > Large or Largest.

• Browser: Choose text scaling and other accessibility settings for your browser. Swipe up  $\wedge$  > ( Chrome > Menu > Settings > Accessibility.

Tip: Select Force enable zoom to allow zooming on all web pages.

#### Display brightness

Your phone automatically adjusts the screen brightness when you're in bright or dark places. But you can set your own brightness level instead:

Swipe the status bar down with two fingers, and drag the slider to set brightness level.

Note: Setting brightness to a high level decreases your phone's battery life. To maximize battery life, swipe up > Settings > Display > Adaptive brightness to let your phone automatically adjust brightness for the available light.

#### Touchscreen & keys

To hear or feel when you tap the screen, swipe up  $\wedge$  > 🚳 Settings > Sound > Other sounds:



- Dial pad: To hear a tone when you dial a number, select Dial pad tones.
- Screen lock: To hear a click when you lock or unlock the screen, select Screen locking sounds.
- Charging: To hear a sound when you plug in the charger, select Charging sounds.
- Touchscreen: To hear a click when you tap something on the screen, select Touch sounds.
- Keys: To feel a vibration when you tap the keyboard, select Vibrate on tap.



## **Accessibility**

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TTY (U.S. only)

#### Messages

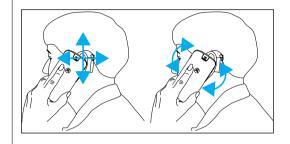
To make text entry even easier, use features like autocapitalization, auto-correction, and more. Swipe up ♠ > 
③ Settings > Languages & input > Virtual keyboard >
Gboard > Preferences or Text correction. Of course if you don't want to type at all, then use your voice—tap ♣ on the keyboard.

#### Hearing aids (U.S. only)

To help get a clear sound when using a hearing aid or cochlear implant, your phone may have been rated for use with hearing aids. If your phone's box has "Rated for Hearing Aids" printed on it, then please read the following guidance.

**Note:** Ratings are not a guarantee of compatibility (visit <a href="https://www.motorola.com/hacphones">www.motorola.com/hacphones</a>). You may also want to consult your hearing health professional, who should be able to help you get the best results.

- Settings: Tap Phone > Menu > Settings > Accessibility > Hearing aids.
- **Call volume:** During a call, press the side volume buttons to set a call volume that works for you.
- Position: During a call, hold the phone to your ear as normal, and then rotate/move it to get the best position for speaking and listening.



## TTY (U.S. only)

You can use your phone in TTY mode with standard teletype machines. Tap ( Phone > Menu > Settings > Accessibility

- > TTY mode and select the mode you need:
- TTY Full: Type and read text on your TTY device.
- TTY HCO: Hearing-Carry-Over—type text on your TTY device and listen to voice replies on your phone's speaker.
- TTY VCO: Voice-Carry-Over—speak into your phone and read text replies on your TTY device.

**Note:** You'll need a cable/adapter to connect your TTY device to the headset jack on your phone.

Refer to your TTY device guide for mode and usage information.



## Calls

when you need to talk

#### Calls

Quick start: Calls Make calls Answer & end calls Recent calls 3-way calls Your phone number Emergency calls

#### Quick start: Calls

Dial contacts, speed dial numbers, recent calls, or numbers, and search, all from one app.

#### Find it: ( Phone

- . To call a contact or recent call, tap it.



#### Tips & tricks

- During a call: Your touchscreen goes dark to avoid accidental touches. To wake it up, move it away from your face or press the Power button.
- Multi-task: While you're on a call, tap Home O to hide the call screen and look up a phone number, address, or open other apps. To reopen the call screen, swipe the status bar down and tap Ongoing call.
- Contacts: To search your contacts, tap Q.
- Favorite contact: Have someone you call all the time?
   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 dial the person.

#### Make calls

When you make a call, you have options:

- Tap Phone to see your recent calls, groups, and frequently-called contacts. Select a contact or number to call it.
- To dial a number, tap ( ), enter a number, then tap ( ) to call it.
- To enter the international dialing code (+), touch and hold
   To add a pause or wait after numbers, tap Menu



## **Calls**

#### Calls

Quick start: Calls Make calls Answer & end calls Recent calls 3-way calls Your phone number Emergency calls

#### Answer & end calls

 Answer a call: When your phone is locked, touch and drag right to

When the phone is unlocked, tap ANSWER.

With call waiting on, touch (a) and drag to (b) to answer the new call, then tap (a) Hold and Answer Voice or Ignore.

• Ignore a call: When your phone is locked, touch 🔾 and drag left to 🗪 to send the call to voicemail.

When the phone is unlocked, tap **DISMISS** 

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, touch

   and drag up to
   Select a message to immediately send it.
- End a call: Tap 💿
- During a call: Tap Mute on the call screen to mute the call. To hide the call screen, tap Home O. To reopen it, swipe the status bar down and tap Ongoing call.

**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.

#### Recent calls

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

Find it: ( Phone > (

- 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 clear the list, tap Menu > Call History, then tap Menu > Clear call history.

## 3-way calls

to call it.

During a call, you can start another call, switch between them, or join them in a 3-way call:

To answer a second call, tap Hold and Answer Voice or Ignore.

The first call goes on hold if you answer the second call. To switch between calls, tap  $\Omega$ .

To switch between calls, tap .

To dial a second call, tap .

then tap .

The first call goes on hold when you tap \( \bar{\text{t}} \) To join the calls after the second call answers, tap \( \bar{\text{t}} \).



## **Calls**

# Calls Quick start: Calls Make calls Answer & end calls Recent calls 3-way calls Your phone number Emergency calls

## Your phone number

Find it: Swipe up  $\wedge$  > **③** Settings > About phone > Status > SIM status > My phone number.

## **Emergency calls**

**Note:** 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 to unlock it, then tap Emergency).
- 2 Enter the emergency number.
- **3** Tap **(** to call the emergency number.



## Contacts

you can be a people person

#### Contacts

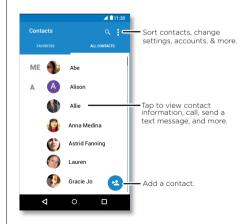
Quick start: Contacts
Create contacts
Call, text, or email contacts
Favorites
Edit, delete, or hide contacts
Get contacts
Share contacts
My details

#### **Quick start: Contacts**

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

Find it: Swipe up  $\wedge$  > (A) Contacts

- Create: Tap 🕰.
- Edit or delete: Tap a contact, then tap 🎤.
- Call, text, or email: Tap a contact, then tap an option.



#### Tips & tricks

• Search contacts: In the Contacts list, tap Q.

**Tip:** Or, 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:** In some apps, like Contacts, you can share directly with a contact. See "Direct Share".

- Shortcuts: Tap a contact, then tap Menu > Place on Home screen to add a shortcut for the contact on your home screen.
- Synchronize: On your phone, swipe up ↑ > ⑥ Settings
   Accounts, choose your Google account, then tap your account name to sync it (if it has not been updated recently). You can also see these contacts at www.gmail.com.

For help transferring contacts, go to www.motorola.com/transfercontacts.

#### Create contacts

Tap a text box to type the name and details. When you're finished, tap  $\checkmark$  Save.

**Note:** To import contacts or change where they're stored, see "Get contacts".



## **Contacts**

#### Contacts

Quick start: Contacts
Create contacts
Call, text, or email contacts
Favorites
Edit, delete, or hide contacts
Get contacts
Share contacts
My details

#### Go to Menu

## Call, text, or email contacts

Find it: Swipe up ^> Contacts

Tap a contact to see more options. Depending on the information you have for that person, you can call, text, or send email. You can also use voice recognition (see "Speak").

#### **Favorites**

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

Starred contacts also appear at the top of your **SPEED DIAL** list in the **Phone** app.

#### Edit. delete, or hide contacts

Find it: Swipe up  $\wedge$  >  $\bigcirc$  Contacts

- To edit a contact, tap it, then tap . Tap a field to edit it.

  Tap a choose the contact's picture or take a photo.
- To delete the contact, tap it, then tap Menu > Delete.
   Contacts from social networks will be hidden if you tap Delete. To view these contacts, or delete them permanently, use the social network's app or website.

 To hide the contacts from an account in your Contacts list, tap Menu > Contacts to display. Tap an account type to show it. Tap Customize to uncheck accounts you always want to hide.

#### Get contacts

Get all your contacts in one place.

**Note:** You'll need a social networking app first. To get apps, see "Google Play™".

· To add your email contacts, see "Email".

**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.

- contacts to your Google account at

  http://contacts.google.com. On your phone, swipe up

  > Contacts > Menu > Manage accounts > Menu
  > Auto-sync data. You can also see these contacts at
  http://mail.google.com.

· To import contacts from your computer, upload the

For help with transferring contacts, go to www.motorola.com/transfercontacts.



## **Contacts**

#### **Contacts**

Quick start: Contacts
Create contacts
Call, text, or email contacts
Favorites
Edit, delete, or hide contacts
Get contacts
Share contacts
My details

#### Share contacts

Send a contact in a message or email, via a Bluetooth connection, or save to Google Drive™.

Find it: Swipe up  $\wedge$  > 🖰 Contacts

To share a contact, tap it, then tap Menu > Share and choose how you want to send it.

Note: You can't share your social network contacts.

## My details

Find it: Swipe up  $\wedge$  >  $\bigcirc$  Contacts

To store your user profile, tap **Set up my profile** under **ME** at the top of the contact list.



## Messages

say it & go

#### Messages

Quick start: Messages
Set your default messaging app
Email
Make video calls using Google Duo™
Wireless Emergency Alerts (U.S. & some countries only)

## **Quick start: Messages**

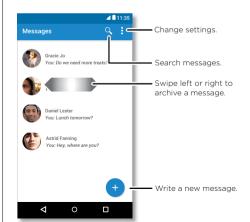
Stay in touch with messages and pictures.

Find it: 

Messages

• Create: Tap 🕕.

- Attach: When you're typing a message, tap + to attach a picture, audio, video, or more.
- Send: Tap > to send the message.
- Reply: Open a conversation, then enter your response in the text box at the bottom and tap >.



#### Tips & tricks

- Forward a message: In a conversation, touch and hold a message for more options, such as forwarding it.
- **Delete:** To delete a whole thread of messages, touch and hold the thread, then tap to delete.
- Screen search: To access information based on your current screen, touch and hold Home O. For more information, see "Screen search".
- Voice entry: Just tap a text box, then tap ♥ on the keyboard.

Tip: If you don't see 

on the keyboard, swipe up 
>

Settings > Languages & input > Virtual keyboard >

Google voice typing to activate voice entry.

• Turn off notifications: Stuck in a busy conversation? You can turn off notifications. Tap the thread, then tap Menu > People & options > Notifications

## Set your default messaging app

To set 🗐 Messages as your default messaging app:

Find it: Swipe up  $\wedge$  > 6 Settings > Apps > Messages, then Open by default.



## Messages

#### Messages

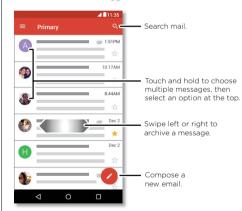
Quick start: Messages
Set your default messaging app
Email
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#### Go to Menu

#### **Email**

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 ∧ > M 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 M Gmail app for one account. To add more Google accounts, swipe up ↑ > Settings > Accounts, then tap Add account > Google.

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

- Change account settings: To change the settings for a Gmail or email account, swipe up ↑ > M Gmail > > Settings, then tap the account name.
- Delete accounts: Swipe up ↑ > ⊚ Settings > Accounts > Google, then tap the account name. Tap Menu ⇒ > Remove account.

## Make video calls using Google Duo™

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

#### Find it: 🗔 Duo

- Start a new video call: Tap , then 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 \*> Settings > Knock Knock.
- Change settings: Tap 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 non-Android devices.

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



## Messages

#### Messages

Quick start: Messages Set your default messaging app Email Make video calls using Google Duo™ Wireless Emergency Alerts (U.S. & some countries only)

# Wireless Emergency Alerts (U.S. & some countries only)

Wireless Emergency Alerts, also known as CMAS or PLAN, is a U.S. national emergency alert system. Emergency alerts can pop up to tell



you about a national or local crisis. After you close an alert, you can reopen it by swiping up  $\wedge > \bigcirc$  Settings > Sound > Emergency broadcasts.

**Tip:** Emergency alerts have a special sound and vibration that is two seconds long, followed by one second, then another one second.

To choose which types of alerts you receive, swipe up  $\wedge$  > 
Settings > Sound > Emergency broadcasts. The U.S. and local governments send these alerts through your service provider. So you will always receive alerts for the area where you are, and you won't receive alerts if you're outside of the U.S.

For more, visit <u>www.www.ctia.org/consumer-tips/how-wireless-emergency-alerts-help-save-lives</u>.



# **Type**keyboard when you need it

Type
Quick start: Type
Text entry settings & dictionary
Cut, copy & paste

## **Quick start: Type**

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

- Type or gesture: Enter letters by touching them one at a time. Or, enter a word by tracing a path through the letters
- Close the keyboard: Tap  $\nabla$ .



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

#### Tips & tricks

- Move the cursor: Tap a spot in the text to place the cursor, then drag the arrow under the cursor to move it.
- **Symbols:** Touch and hold a letter to enter the small number or symbol at the top of it.

To enter several numbers or symbols, tap 718

- Double letters: Circle a letter to enter two of them.
- Capital letters: Tap 
   or drag it to the letter you want to capitalize.
- **Special characters:** Touch and hold a letter to choose from other special characters.
- Word prediction: While you're typing, word suggestions appear above the keyboard. Tap one to select it.
- Voice entry: Tap on the touchscreen keyboard, then say what you want to type. You can speak as long as you like, pause whenever you want, and dictate punctuation.
- Vibrate: Don't like the vibrating keys when you type?
   Swipe up ↑ > 
   Settings > Languages & input >
   Virtual keyboard > Gboard > Preferences.



## **Type**

Type
Quick start: Type
Text entry settings & dictionary
Cut, copy & paste

## Text entry settings & dictionary

Choose your keyboard style and edit the dictionary of words your phone suggests:

Find it: Swipe up ↑ > Settings > Languages & input

- To change the preferences for your keyboard, tap Gboard
- To add or edit the words that your phone suggests and recognizes, tap Dictionary > Personal dictionary.

## Cut, copy & paste

Cut, copy, and paste names, phone numbers, addresses, quotes, or anything else in a text box.

- To highlight a word, touch and hold it.
   To highlight more words, drag the selector at t
  - To highlight more words, drag the selector at the edge of the highlight. Or to select everything, touch and hold a word and select \$\circ\$ > SELECT ALL.
- 2 Tap CUT or COPY.

**Tip:** Tap **SHARE** to send the text to another app on your phone or to a contact.

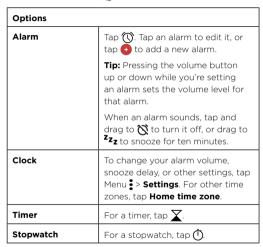
- **3** Open the text box where you want to paste the text (even if it's in a different app).
- **4** Tap in the text box, then touch and hold to show the **PASTE** option. Tap **PASTE** to paste the text.



Organize
Clock
Calendar
Corporate sync
Office network
Google Drive™
Print

#### Clock

Find it: Swipe up ^ > Clock

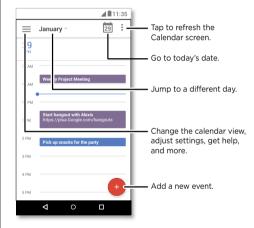


**Tip:** To set your current date, time, time zone, and formats, swipe up ◆ > **③ Settings** > **Date & time**.

## 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 Day,
  Week, or Month.
- Go to today's date: Tap 🗖 at the top.
- Add events: Tap , enter event details, then tap SAVE.

**Tip:** Alternatively, tap a time on the calendar to enter event details.



## **Organize**

Organize
Clock
Calendar
Corporate sync
Office network
Google Drive™
Print

- Show, edit, or delete events: Tap an event to open it, then tap edit (2). Tap DELETE to remove the event.
- Show, hide, or add calendars: Tap 
   = to show or hide
   calendars from your Google™ account. You can use a
   computer to add or remove calendars on your Google
   account at www.qoogle.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 the **Calendar** widget and drag it to your home screen.

## Corporate sync

If you use Microsoft® Office Outlook on your work computer, your phone can synchronize email, events, and contacts with your Microsoft Exchange server.

- To add your Corporate account, see "Email".
- To choose what to sync from your Corporate account, swipe up Settings > Accounts, tap your account, then check options like Calendar, Contacts, or Mail.

#### Office network

To connect your office network with a Virtual Private Network connection, see "Virtual Private Networks (VPN)".

## Google 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  $\wedge$  > 🍐 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.

#### Print

To print your photos, documents, and more from your phone, check if your printer's manufacture has an app on Google Play. Then swipe up  $\land$  > **@ Settings** > **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 Google.



Google Apps™ Google Play™ Google™

### Google Play™

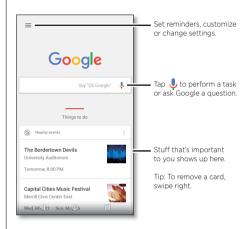
Google Play is a digital content experience from Google where you can find and enjoy your favorite music, movies, TV shows, books, magazines, and Android apps and games.

- Download apps: Swipe up ^> Play Store.
- Find out more about Google products: See www.google.com/about/products.
- Log in or open a Google account: Visit www.google.com/accounts.
- Google help: See www.google.com/support.
- Access all of your files in the cloud: Check out "Your cloud".

### Google™

Get weather, traffic, transit schedules, even the latest scores come automatically, appearing throughout the day just as you need them.

To get started, touch and hold Home O, then follow the on-screen prompts.



#### Screen search

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

Screen search provides information based on the app you're in.

To turn Screen search on/off, swipe up ◆ > **⊚** Settings > Google > Search > Screen search.

To access this information, such as links and shortcuts, touch and hold Home  $\bigcap$  while in an app.



Play Movies & TV Play Movies & TV YouTube™

# Play Movies & TV

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

Find it: Swipe up ^> Play Movies & TV

To shop, rent, or watch on a computer, go to <a href="https://www.google.com/play">www.google.com/play</a> and choose "Movies & TV".

### YouTube™

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



Browse
Quick start: Chrome™
Web connection
Downloads
Browser options
Safe surfing & searching

#### Quick start: Chrome™

#### Find it: O Chrome

- Go to a web page: Tap the address bar at the top of a page and enter an address.
- Add a bookmark: Open the address bar (drag down if you don't see it), then tap Menu ♣ > ☆.
- Open a bookmark: Open the address bar, then tap Menu
  Solution > Bookmarks.



#### Tips & tricks

- Web page shortcut: To add a web page shortcut to your home screen, go to the web page and tap Menu > Add to homescreen.
- **Search:** In the home screen, tap the Google search box and enter text to search.

Note: If you can't connect, contact your service provider.

- Mobile sites: Some websites automatically show you a "mobile" version of their page—if you want to show the standard computer versions of all websites, tap Menu > Request desktop site
- Reload: If a page doesn't load correctly, tap Menu  $\mbox{\begin{tikzpicture}3\end{tikzpicture}} > C.$
- Tabs: To open a new tab, tap Menu > New tab. If you have more than one browser page open, tap Recents to move from one to another.
- Clear history: In the browser, tap Menu \$ > Settings >
   Privacy > Clear browsing data. Then choose history, cache, cookies, and other options.
- Help: For more about Google Chrome, tap Menu > Help
   & feedback or visit <a href="https://www.supportgoogle.com/chrome"><u>www.supportgoogle.com/chrome</u></a>.



# **Browse**

Browse
Quick start: Chrome™
Web connection
Downloads
Browser options
Safe surfing & searching

### Web connection

To access the web, your phone uses your Wi-Fi network (or your mobile phone network if no Wi-Fi network is connected).

**Note:** Your service provider may charge to surf the web or download data over your mobile phone network.

To connect to a Wi-Fi network, see "Wi-Fi networks".

### **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™.

To download a file, picture, or web page, swipe up  $\wedge$  > **(a) Chrome** and go to the website:

- Files: Tap the download link. To show the file or app, swipe up > Downloads.
- Pictures: Touch and hold it, then tap Download image. To see the picture, swipe up ↑> 
   Photos > Download.

To download apps or phone updates, see "Download apps" or "Update your phone".

### **Browser options**

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:

- Auto complete: Your browser can automatically fill
  information like names or addresses in web forms, if you
  have entered the same information before. If you don't
  want that, swipe up ↑> ② Chrome > Menu \$> Settings
   > Autofill forms, then tap the switch to turn it off.



# **Photos & videos**

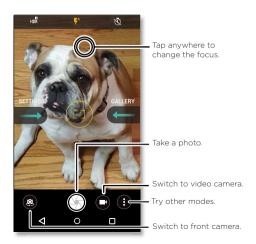
see it, capture it, share it!

Photos & videos
Quick start: Photos & videos
Take photos
Record videos
Get the perfect shot
View, share, & use photos & videos
Capture your screen

### **Quick start: Photos & videos**

Take crisp, clear photos with the rear or front camera.

- Launch it: Tap 🔯 Camera.
- Take a photo: Tap 🌑 to take a photo.
- See it: Swipe left for your photo gallery ( Photos).
- Share it: View a photo or video from your gallery, then tap Share <.



#### Tips & tricks

- Take a selfie: Tap @ in the camera screen to switch to the front camera.
- Capture a still shot during a video: Tap 
  on the screen while recording to save a photo.
- Change settings: To open camera options, swipe the camera screen right.
- Zoom: Drag two fingers apart. To zoom out, drag your fingers together.
- Multi-shot: Touch and hold ( to take a burst of photos.
- Panorama: Tap Menu on the camera screen and select Panorama . Tap on and use the on-screen guide to slowly pan your phone.
- Edit: Tap the photo to select it, then tap 🥕.
- Print: Want to print photos? See "Print".



# **Photos & videos**

Photos & videos
Quick start: Photos & videos
Take photos
Record videos
Get the perfect shot
View, share, & use photos & videos
Capture your screen

### Take photos

Find it: @ Camera

Tap 🕙 to take a photo.

### Record videos

Find it: Swipe up  $\wedge$  > **(a)** Camera, then tap **(b)** 

Tap  $\bigodot$  to start recording. Then tap  $\bigodot$  to stop recording.

**Tip:** To share a video, swipe the camera screen left to open your gallery, tap the video, then choose 

✓ to share.

### Get the perfect shot

Point, tap, and you're done. But when you want something a little different, play with these camera options.

These options are along the top of the camera or video screen:

Options	
HDR <sup>®</sup> HDR	Turn on HDR (high dynamic range) effect for better pictures in challenging lighting situations, such as outdoors.
<b>V</b> <sup>A</sup> Flash	Set to <b>On, Off</b> , or <b>Auto</b> . With the front-facing camera, you can turn the <b>Torch</b> on or <b>Off</b> .
<b>S</b> Beautify	With the front-facing camera, smooth skin and beautify faces. Set to <b>Auto</b> , <b>Manual</b> , or <b>Off</b> .

Options	
Ō Timer	Set a timer to 3 or 10 seconds.

To find these options, tap Menu in the camera screen:

Options	
Professional mode	Control all camera settings manually.
Panorama	Take a wide-angle shot. Use the on- screen guide to slowly pan while you are taking the photo.
<b>■</b> Video	Take a video.
Photo	Take a photo.

To find these options, swipe right on the camera screen:

Options	
Shutter sound	Turn the shutter sound on or off.
Storage	Choose a storage location for your photos and videos ( <b>Phone</b> or <b>Memory card</b> ).
Quick capture	Twist twice to open or switch between front and black cameras.
Save location	Turn on to tag photos with a location.



# **Photos & videos**

Photos & videos
Quick start: Photos & videos
Take photos
Record videos
Get the perfect shot
View, share, & use photos & videos
Capture your screen

Options	
Photo size (rear)	Set the photo resolution for the rear camera.
Shutter type	Select the action you use to take a photo ( <b>Tap anywhere to capture</b> on the screen or tap the <b>Shutter button</b> (a)).
Video size (rear)	Set the video resolution.
Quick tutorial	Learn more about your camera.

### View, share, & use photos & videos

Find it: Swipe up ∧ > (₺) Photos

• Play, share, or delete: Tap a thumbnail to open it, then tap < to share.  $\hat{\parallel}$  to delete, or Menu  $\hat{\bullet}$  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.

- Wallpaper or contact photo: Open a picture, then tap Menu > Use as > Wallpaper or Contact photo.
- Edit: Open a picture, then tap .
- Slideshow: Tap a picture, then tap Menu > Slideshow. To stop the slideshow, tap the screen.

**Tip:** To show the slideshow on a television or other device, see "Connect & transfer".

### Capture your screen

Share a screen capture of your favorite playlist, your new high score, or a friend's contact information.

To capture your phone's screen, press and hold both the Power and the Volume Down buttons at the same time.

To see the screen capture, swipe up  $\wedge$  > **② Photos**, tap **Screenshots** 

Tip: Also see "Screen pinning".



Play Music Quick start: Music

#### **Quick start: Music**

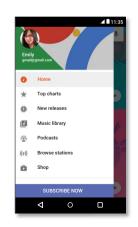
Music everywhere—stream it, buy it, save it, play it. Listen and create playlists anytime.

Find it: Swipe up  $\wedge$  >  $\triangleright$  Play Music

To upload your music library to Google Play Music, from a computer, visit <a href="https://www.google.com/music">www.google.com/music</a>.

Tap **Listen Now** to see recommendations and more.

**Tip:** Share songs directly with your contacts. Tap Menu next to a song > **Share**. See "**Direct Share**".



Tap ≡ to see music and options.

### Tips & tricks

- · Volume: Press the volume buttons.
- Hide the music player: To use another app while your music plays, tap Home O. To return to the music player, swipe the status bar down and tap the song title.

**Tip:** You can also select **Next, Pause**, or **Previous** by swiping down the notification bar or using the controls on your unlock screen.

- Home screen widget: Control music playback from the home screen by adding the Google Play Music widget.
- Playlists: Tap Menu next to a song in your library to add it to a playlist or show more options. To edit, rename, or delete a playlist, touch and hold its name in your library.
- Download your music library for offline listening: To download, tap next to a song, artist, album, or playlist.
   To listen offline, tap , then tap Downloaded only to avoid using data to stream your music library.
- During a flight: Airplane mode lets you listen to your offline music and disconnects all connections. Swipe down the status bar with two fingers and tap Airplane mode to turn it on.
- File types: Your phone can play MP3, AAC, AAC+, and MIDI files.

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



Locate & navigate
Quick start: Locate & navigate

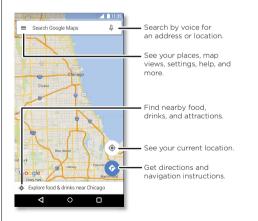
### Quick start: Locate & navigate

Find a nearby cafe, get directions or step-by-step GPS voice navigation using the Google Maps™ you know and trust.

Find it: Swipe up  $\wedge$  >  $\bigcirc$  Maps

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

Note: Your map screen may look different.



#### Tips & tricks

- Search the screen: In the map screen, touch and hold Home to see information based on the current map. See "Screen search".
- Find an address: In the search field, enter an address or something you're looking for, like "restaurant." The map moves to show the address or local suggestions. Tap the address info at the bottom for more details.
- Get directions: Tap 📀, then enter a place or address.
- Save an address: Tap the address info at the bottom of the screen and then tap SAVE. .
- **Zoom:** To zoom in or out, drag two fingers together or apart on the screen.
- Turn and tilt: Rotate two fingers on the map to turn it, or drag up/down to tilt.
- Share a location: Tap a location, then tap the address and tap Menu > Share.
- Identify address: Touch and hold a spot on the map to show the nearest address.



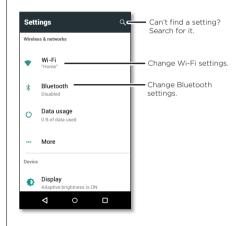
wired up or wireless

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#### Quick start: Connect & transfer

Connect accessories, computers, networks, and more.

Find it: Swipe up  $\wedge$  > 🚳 Settings



#### Tips & tricks

- Quick settings: Get to the most used settings quickly.
   Swipe the status bar down with two fingers. See "Quick settings".
- Bluetooth devices: To connect a Bluetooth headset, keyboard, or other device, tap Bluetooth.
- Wi-Fi networks: To connect, tap Wi-Fi.
- Wi-Fi hotspot: To make your phone a hotspot, check out "Wi-Fi hotspot".
- USB cable: You can use your phone's micro USB port to exchange media and other files with a connected computer. To change the type of USB connection, check out "USB cables".
- Automatic connections: When Bluetooth or Wi-Fi power is on, your phone automatically reconnects to available devices or networks it has used before.
- Airplane mode: Need to shut down wireless connections quickly? Swipe the status bar down with two fingers and tap Airplane mode .
- Print: Want to print your photos, docs, or other things?
   Check out "Print".



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#### Bluetooth wireless

#### Turn Bluetooth power on/off

Find it: Swipe up  $\land$  > 3 Settings > Bluetooth, then tap the switch to turn it on

**Note:** Swipe down the status bar with two fingers to quickly turn Bluetooth on or off.

**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  $\wedge$  > 🚳 Settings > Bluetooth.
- 3 Make sure the switch is on.
- 4 Tap a found device to connect it (if necessary, tap PAIR or enter a passkey like 0000).

Tip: Tap to rename the device.

When the device connects, the Bluetooth connected indicator \* appears at the top of the screen.

To automatically **disconnect** or **reconnect** a device (like a wireless headset) anytime, 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.

#### Manage devices

To manually reconnect your phone with a paired device, tap the device name in the list.

To manually disconnect your phone from a paired device, tap the device name in the list, then tap **OK**.

To remove a paired device, tap  $\begin{tabular}{l} \begin{tabular}{l} \begin{tabular}{l}$ 

### Let devices find your phone

To let a Bluetooth device discover your phone, tap the Bluetooth switch on your phone to turn it on.

#### Transfer files

- Photos or videos: Open the photo or video, then tap 
   Bluetooth.



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#### Wi-Fi networks

#### Turn Wi-Fi power on/off

Find it: Swipe up  $\wedge$  > 6 Settings > Wi-Fi, then tap the switch to turn it on

**Note:** Swipe down the status bar with two fingers to quickly turn Wi-Fi on or off.

#### Connect to networks

To find networks in your range:

1 Swipe up  $\wedge$  > 🚳 Settings > Wi-Fi.

**Tip:** To show your phone's Wi-Fi settings, tap Menu > Advanced.

- 2 Make sure the Wi-Fi is turned on.
- 3 Tap a found network to connect to it (if necessary, enter Network name, Security, and Wireless password, and tap Connect).

When your phone connects, the Wi-Fi status indicator appears 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.

**Tip:** When Wi-Fi is on, your phone automatically reconnects to available networks it has used before. If a router previously had no internet connection, your phone will not automatically connect to it.

#### Wi-Fi hotspot

Your can make your phone a Wi-Fi hotspot to provide portable, convenient internet access to other Wi-Fi enabled devices. This feature may require an additional subscription service from your carrier.

**Note:** Keep it secure. To protect your phone and hotspot from unauthorized access, it is strongly recommended that you set up hotspot security (WPA2 is the most secure), including password.

Find it: Swipe up  $\land$  > **3** Settings > More > Tethering & portable hotspot, then tap the Portable Wi-Fi Hotspot

Note: These steps may vary depending on your network.

- 1 Your phone turns off Wi-Fi and uses the mobile network for internet access. Tap Set up Wi-Fi hotspot to set up security:
  - Network name: Enter a unique name for your hotspot.
  - Security: Select the type of security you want: None or WPA2 PSK. For WPA2 PSK, enter a unique password that others will need to access your Wi-Fi hotspot.

Note: WPA2 PSK is recommended by IEEE.

- Password: Create a password with at least eight characters.
- 2 Tap SAVE when the settings are complete.



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When your Wi-Fi hotspot is active, other Wi-Fi enabled devices can connect by entering your hotspot's **Network name**, selecting a **Security** type, and entering the correct wireless **Password** 

#### Wi-Fi modes

For those who like to get a bit more technical, your phone supports the following Wi-Fi modes: 802.11 a, b, g, n.

#### **USB** cables

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

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 (if necessary), swipe the status bar down and tap **USB**.

**Tip:** Make sure to connect the phone to a high power USB port. Typically, these are located directly on your computer.

**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, then select Windows Explorer from your list of programs. In Windows Explorer, your phone will appear as a connected drive (mass storage device) where you can drag and drop files, or it will appear as an MTP or PTP device that lets you use Windows Media Player to transfer files. For more instructions or driver files, visit www.motorola.com/support.

 For Apple™ Macintosh™: Use Android File Transfer, available at <u>www.android.com/filetransfer</u>.

### Share your data connection

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

Tip: To share a Wi-Fi connection, see "Wi-Fi hotspot".

- 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 ↑ > **③ Settings**, then make sure the **Wi-Fi** switch is turned off.
- 3 In Settings, tap More > Tethering & portable hotspot, then tap the USB tethering to start the connection.

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



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#### Data use

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

Find it: Swipe up ◆ > **③** Settings > Data usage > Cellular data usage

Your phone shows a data usage graph. Below the graph, apps are listed from highest to least data usage. Apps that use a lot of data might also use a lot of battery power.



Some apps transfer data in the background when you're not viewing them—to stop an app from doing this, tap it and then turn off **Background data**.

**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.

#### Your 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 $^{\text{M}}$ —plus you share the same Gmail, Google Calendar $^{\text{M}}$ , and Google Mobile $^{\text{M}}$ . To add Google accounts to your phone, swipe up  $^{\text{A}}$  >  $^{\text{CO}}$  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 "Transfer files".
- 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 "Bluetooth wireless".



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### Memory card

You can choose to use your microSD card as portable or internal storage:

- Portable storage: Store your pictures, videos, audio and other media files. You can remove the microSD card at any time and transfer it to another device.
- Internal storage: In addition to your media files, you
  can store downloaded apps and games. The microSD
  card acts as an extension of the internal storage of your
  phone.

After you have inserted an microSD card into your phone, you will be prompted to select either portable or internal storage.

**Caution:** If your microSD card is set to internal storage, it is formatted and encrypted to protect your information. If you want to use it as portable storage, or in another device, you'll need to format it. Before doing so, please remember that formatting erases all the data stored on your microSD card.

**Tip:** Use a Class 10 microSD card for better user experience. **Note:** Your phone supports microSD cards up to 128 GB.

#### Mount or unmount memory card

To mount an microSD card, just put it in your phone (see "Put in the cards").

To unmount your microSD card (so you can take it out of your phone), swipe up  $\land$  > 6 Settings > Storage > SD card. Then tap  $\triangle$  next to the microSD card name.

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

#### Erase memory card content and format card

To delete all the information (music, photos, and files) from your microSD card and re-format the card, swipe up  $\wedge$  > Settings > Storage, tap the microSD card, then tap Menu  $^{\bullet}$  > Storage settings > Format.

### Virtual Private Networks (VPN)

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



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### Mobile network

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

To see network settings options, swipe up  $\wedge$  > **@ Settings** > More > Cellular networks

**Note:** Your phone supports most networks. Contact your service provider for help.

### Airplane mode

Use airplane mode to turn off all your wireless connections—useful when flying. Swipe the status bar down with two fingers 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.



# **Protect**

keep your phone safe

#### **Protect**

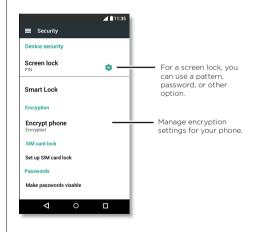
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### **Quick start: Protect your phone**

Make sure your information is protected in case your phone is lost or stolen.

Find it: Swipe up ∧ > <a> Settings > Security</a>

The easiest way to protect your phone is to use **Screen lock**. You can choose to swipe to unlock (less secure), or enter a pattern, PIN, or password to unlock your phone.



### Screen lock

To keep your phone secure, you can make the touchscreen lock when it goes to sleep.

Find it: Swipe up  $\land$  > **③ Settings** > **Security** > **Screen lock**, then select the lock type:

- None: Turn off the screen lock.
- Swipe: Touch of and drag up 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.

To change when your touchscreen goes to sleep, swipe up

> Settings > Display > Sleep.

**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.

#### Can't unlock?

**Pattern, PIN, or password:** 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 device factory reset.

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



### **Protect**

#### **Protect**

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### Screen pinning

Need to keep an important screen handy, like a boarding pass or shopping coupon? Pin the screen for easy access.

To set up screen pinning, swipe up  $\land$  > **③ Settings** > **Security** > **Screen pinning**, then tap the switch to turn it on.

To **pin** a screen, open the app you want to pin, touch and hold Recents  $\square$ . Tap (\$).

To **unpin** the screen, touch and hold Back  $\triangleleft$  until you see the **Screen unpinned** message.

**Tip:** To **secure** your phone when you activate screen pinning, tap **Lock device when unpinning**.

### **Encrypt your phone**

**Caution:** If you forget your encryption code, you cannot recover the data stored on your phone or memory card. Encrypting your files can take an hour or more. Leave your phone plugged in, and be careful not to interrupt the process.

Encryption protects the accounts, settings, apps, and files on your phone, so that people cannot access them if your phone is stolen.

### Backup & restore

Find it: Swipe up  $\wedge$  > ③ Settings > Backup & reset, then tap the Back up my data switch to turn it on

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 backed up data when reinstalling an app, swipe up  $\wedge$  > 🔞 Settings > Backup & reset > Automatic restore.

To choose what syncs with the account, swipe up  $\land$  > **@** Settings > Accounts > Google, tap your Google account, and check things to sync.

**Note:** Text messages, call logs, and items stored on your phone will not be restored. To restore your Google Play™ apps, see "Take care of your apps".

#### Reset

To reset your phone to factory settings and erase all the data on your phone, swipe up  $\wedge$  > **3 Settings** > **Backup & reset** > **Factory data 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 remote lock or reset your device to protect your device from thieves. For details, see

www.google.com/android/devicemanager.



Want more? Get help & more

### Get help & more

Get answers, updates, and info:

- Help is here: Swipe up > Device Help to get walk-through tutorials, how-to's, FAQs, videos and more, right on your phone.
- Everything Moto E<sup>4</sup>: Get PC software, user's guides, and more at www.motorola.com/mymotoe4.
- Get Apps: Swipe up ↑ > ▶ Play Store to buy and download apps.
- . News: Here's how to find us:
  - YouTube™ www.youtube.com/motorola
- Facebook® www.facebook.com/motorola
- > Twitter www.twitter.com/moto
- Google+™ <u>www.google.com/+moto</u>

#### Tips & tricks

- Google™ help: In almost every Google app, you can tap Menu > Help. You can also view the Google help centers online at www.google.com/support.

# Where is my legal, safety, and 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 > Legal information**, and select a topic. To access the materials on the web. visit www.motorola.com/device-legal.

### Crash recovery

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

#### Service & repairs

If you have questions or need assistance, we're here to help.

Go to <u>www.motorola.com/support</u>, where you can select from a number of customer care options.



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