

# User guide

**motoZ<sup>2</sup>**  
FORCE

Para la versión en español, visite  
**[verizonwireless.com/Support](http://verizonwireless.com/Support)**

**verizon**✓



# moto Z<sup>2</sup>

FORCE



At a glance



Start



Home screen & apps



Moto app



Control & customize



Accessibility



Calls



At a glance



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

*a quick look*

### At a glance

#### First look - Moto Z<sup>2</sup> Force

#### Hot topics

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## First look - Moto Z<sup>2</sup> Force

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 in your phone and charge up. Then power on and follow the screen prompts to set up your phone. See **“Start”**.
- **Top topics:** Just want a quick list of what your phone can do? See **“Hot topics”**.
- **Help:** All your questions about your new phone answered right on your phone. Swipe up ^ > ? **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 1.0 cm 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 by swiping up ^ > ⚙ **Settings > Legal information**.



## At a glance

**At a glance**  
**First look - Moto Z<sup>2</sup> Force**  
**Hot topics**

**Go to Menu**

### Hot topics

Check out what your phone can do.

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



# Start

*let's get up and running*

## Start

Put in the SIM card

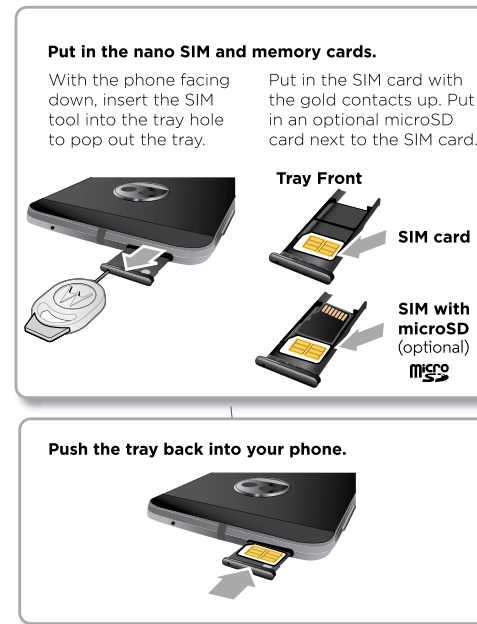
Charge up & power on

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## Put in the SIM card

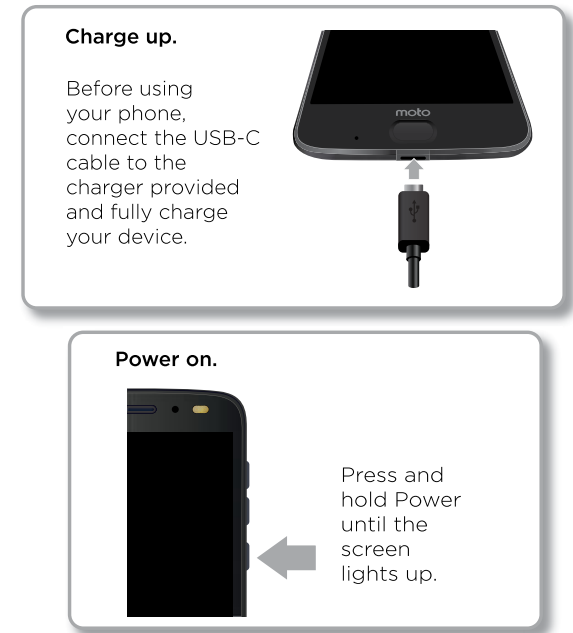
To insert your SIM card or an optional microSD memory card, follow these instructions.

**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.



## Charge up & power on

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





# Start

Start  
Sign in  
Battery life

Go to Menu

## 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  > **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](http://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  >  **Settings** > **Battery**.

To help improve battery life, swipe up  >  **Settings** > **Battery** > **Battery saver**, and tap to 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  >  **Settings** > **Bluetooth** and turn it off when you don't need it.
- GPS use: Swipe up  >  **Settings** > **Location** > **Mode** > **Battery saving** to turn off GPS tracking.
- 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

Start  
Sign in  
Battery life

Go to Menu

- Activity of seldom used apps: Swipe up > **Settings** > **Battery**, then tap Menu > **Battery optimization**. Select **All apps** from the drop-down and tap the app you want to adjust. Select **Optimize** and then tap **Done**.
- Remove widgets that stream information to your home screen, like news or weather.
- Unused online accounts that you registered: Swipe up > **Settings** > **Accounts**. Tap the account you want to remove. Tap it again, then tap Menu > **Remove account**.
- Recording or watching videos, listening to music, or taking pictures.



# Home screen & apps

*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**

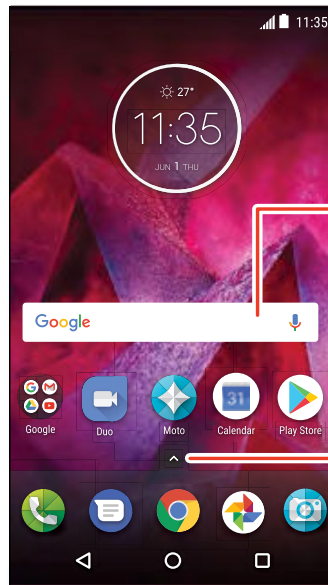
**Update your phone**

**Go to Menu**

## 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.



Swipe down with one finger for notifications or with two fingers for settings.

Search by typing or say "OK, Google."

Swipe up  to see all your apps.

## 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 . If One button nav is turned on, tap the fingerprint sensor to return home. See **"Control with one touch"** for more on this feature.
- **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 .
- **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 .
- **Apps:** To remove an app from a home screen page, touch and hold the app, then drag it to  **Remove**. (The app isn't uninstalled from your phone, it's just removed from the home screen.)
- **Customization:** For more about changing your home screen, see **"Redecorate your home screen"**.





# Home screen & apps

## Home screen & apps

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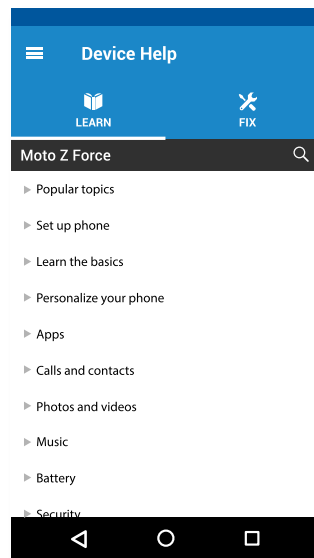
**Update your phone**

**Go to Menu**

## Help & more

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

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



## Search

At the top of 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:

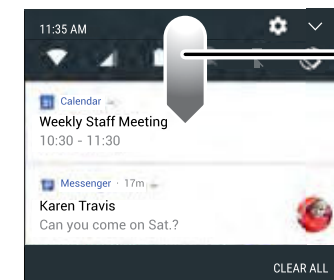
- To search for a suggestion, tap it.
- To search for text in the search field, tap  on the keyboard.

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

## 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.



Swipe down to see your notifications.

**Tip:** To remove a notification, swipe left or right.

Tap to clear your notifications.

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



# Home screen & apps

## Home screen & apps

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

| Status Icons                 |                      |
|------------------------------|----------------------|
| network strength             | do not disturb       |
| Wi-Fi in range/<br>connected | Portrait/Auto-rotate |
| Bluetooth on/<br>connected   | Data Saver off       |
| airplane mode                | alarm set            |
| battery charging/full        | 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



Tap to show all volume controls. Tap again to show only the ringtone volume.

Set the ringtone, media or alarm volume.

Tap an icon to mute or set to vibrate.

## 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 previously downloaded from Google Play, tap  > **My apps & games**.
- **Use a computer:** To find and manage apps from any computer, go to <http://play.google.com> 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  > **Help & feedback**.

## 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 to this information, cancel the installation.

To let your phone install apps that are not on Google Play, swipe up  >  **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 > **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 > **Settings** > **Apps**, then tap **Settings** > **App permissions**.

## Take care of your apps

**Find it:** Swipe up , then swipe up to scroll through apps

To close the apps screen, tap Home or Back .

- **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 > **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.

- **See app data usage:** To show which apps are using the most data, swipe up > **Settings** > **Data usage** > **Cellular data usage**. For more, see [“Data use”](#).

## 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 > **Settings** > **About phone** > **System updates**.

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.



# Home screen & apps

## Home screen & apps

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**Update your phone**

**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](http://www.motorola.com/update).

**Go to Menu**



## Moto app

*see what it can do*

### Moto app Discover your Moto app

## Discover your Moto app

The Moto app can simplify life and help you out. Just follow the prompts to find out more.

### Find it: **Moto**

- **Moto Actions:** Your phone responds to your gestures instantly. Chop twice to turn on the flashlight, flip to activate the Do Not Disturb mode, and more.
- **Moto Display:** See messages, calls, and other notifications, even when your phone is asleep.
- **Moto Voice:** Control your phone with your voice. It's always listening, even when the screen is off.



## Tips & tricks

- Want to hide sensitive or private notifications? Tap  **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 > Actions** to quickly silence your ringtone by switching incoming calls to vibrate when you pick up your phone.
- 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.

## Control with one touch

Lock and unlock your phone, navigate your phone and make mobile purchases with just one touch.

### Find it: **Moto > Actions > One button nav.**

Activating One button nav will remove the Back , Home , and Recent  buttons from your screen. You will navigate your phone using the fingerprint sensor instead.

[Go to Menu](#)



## Moto app

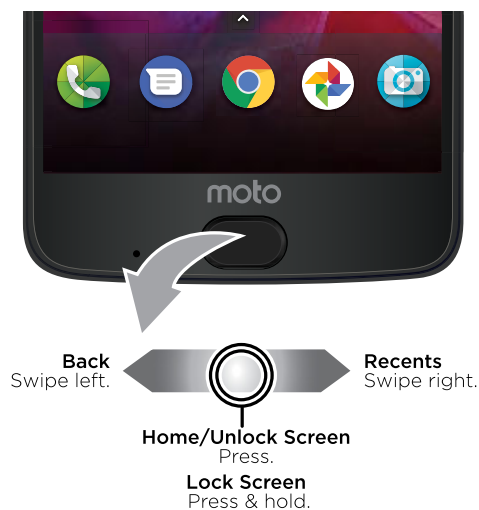
*see what it can do*

**Moto app**  
Discover your Moto app

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To navigate using the fingerprint sensor, use these gestures:

- **Home:** Tap quickly on the fingerprint sensor to go to your home screen.
- **Back:** Swipe right to left on the sensor to go back to the previous screen.
- **Recents:** Swipe left to right on the sensor to view recent apps.
- **Lock:** Press the sensor until you feel a short vibration and then release to lock the screen.
- **Google:** Touch and hold the sensor until you feel a longer vibration to activate the Google features (see “Google™” for more information).



**Note:** To choose the direction for the Back and Recent gestures, go to  **Moto > Actions > One button nav** and tap the down arrow to select the swipe setting.



# Control & customize

*how it acts & looks*

## Control & customize

**Quick start: Control & customize**

**Controls and gestures**

**On, off, lock & unlock**

**Customize sounds & appearance**

**Redecorate your home screen**

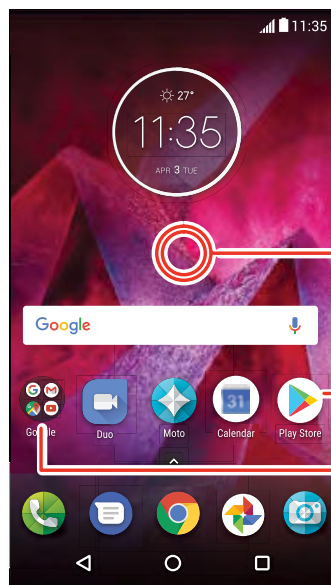
**Quick settings**

**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”**.



Touch and hold an empty spot to change widgets, wallpaper, and more.

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

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

**Go to Menu**

## Tips & tricks

- **Speak:** Tap  in a search window, or  on a keyboard.
- **Add a home screen page:** Drag an app icon to the right side of the home screen until you see a white bar. 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** > .

## 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  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 . 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  or  appears on a screen, you can tap it to open options for the current screen.
- **Close Keyboard:** To close a keyboard, tap .

## 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 until the screen goes dark and your phone restarts.

**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”).

- **Search:** Tap  on the home screen to search by voice, or say “OK Google” to speak your search.



## Control & customize

### Control & customize

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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.
- **Screen lock:** To unlock the screen, touch  and drag up. To use a pattern, PIN, or password to unlock your screen, swipe up  >  **Settings** > **Security** > **Screen lock** (see “**Screen lock**”).

You can also use the fingerprint sensor on your phone. After you set it up, you'll see it on the lock screen instead of the regular lock. To find lock/unlock settings, swipe up  >  **Settings** > **Security** > **Fingerprint**.

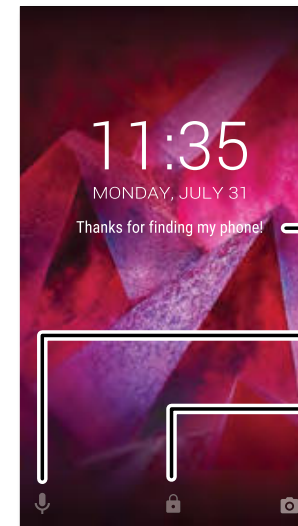
- **Notifications:** Double tap a notification in the lock screen to open it. You'll be prompted to enter your password.

**Tip:** To prevent notifications from appearing in the lock screen, swipe up  >  **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  >  **Settings** > **Display** > **Sleep**.



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

Drag up for voice assist.

Drag up to unlock your screen.

Drag up to open the camera.

### Customize sounds & appearance

Customize your phone's sounds and display settings:

- **Ringtone and notifications:** Swipe up  >  **Settings** > **Sound**.



# Control & customize

## Control & customize

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- **Vibrate or silent:** To make your phone vibrate, turn on **vibrate for calls**. To turn off ringtones for incoming calls, swipe up > **Settings** > **Sound** > **Phone ringtone** > **None**.
- **Ringtone for a contact:** To set a personal ringtone for a contact, swipe up > **Contacts**, tap the contact, then tap > **Menu** > **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 you see a white bar. 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 **Remove**.

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



## Control & customize

### Control & customize

**Quick start: Control & customize**

**Controls and gestures**

**On, off, lock & unlock**

**Customize sounds & appearance**

**Redecorate your home screen**

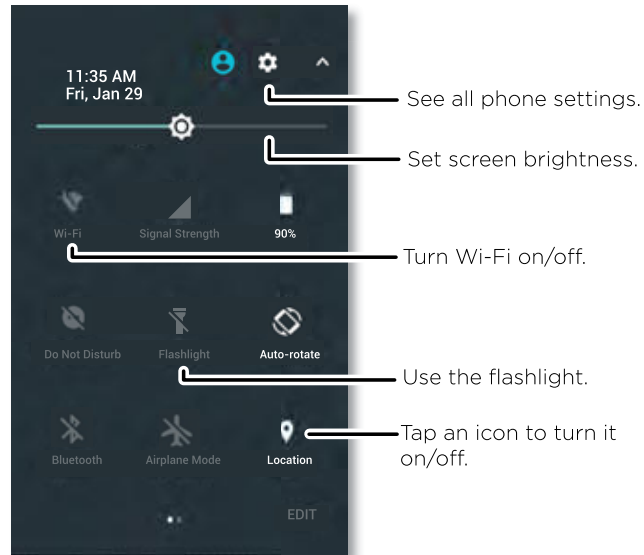
**Quick settings**

**Direct Share**

### 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.

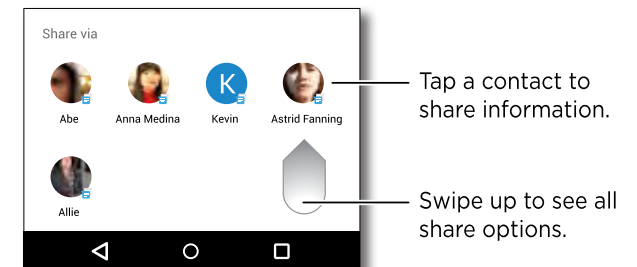


Tap **Edit** at the bottom of the screen to rearrange your settings and add or remove settings.

### 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.



**Go to Menu**



# Accessibility

*see, hear, speak, feel, and use*

## Accessibility

**Quick start: Accessibility**

**Voice recognition**

**TalkBack**

**Braille**

**Accessibility shortcut**

**Caller ID**

**Volume & vibrate**

**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](http://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  at the top of the home screen for voice search.

## TalkBack

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

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

**Note:** You may 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.

- 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** > **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

**Quick start: Accessibility**

**Voice recognition**

**TalkBack**

**Braille**

**Accessibility shortcut**

**Caller ID**

**Volume & vibrate**

**Zoom**

**Display brightness**

**Touchscreen & keys**

**Messages**

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

**TTY (U.S. only)**

**Go to Menu**

## Volume & vibrate

**Find it:** Swipe up  >  **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**”.

## Zoom

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  >  **Settings** > **Accessibility** > **Display size**.

**Tip:** You can also swipe up  >  **Settings** > **Display** > **Font size**. Use the slider to change the font size.

- **Browser:** Choose text scaling and other accessibility settings for your browser. Tap  **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  > 

**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 connect to a wireless charger, select **Wireless 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

## Accessibility

**Quick start: Accessibility**

**Voice recognition**

**TalkBack**

**Braille**

**Accessibility shortcut**

**Caller ID**

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**Zoom**

**Display brightness**

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**Messages**

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

**TTY (U.S. only)**

**Go to Menu**

## Messages

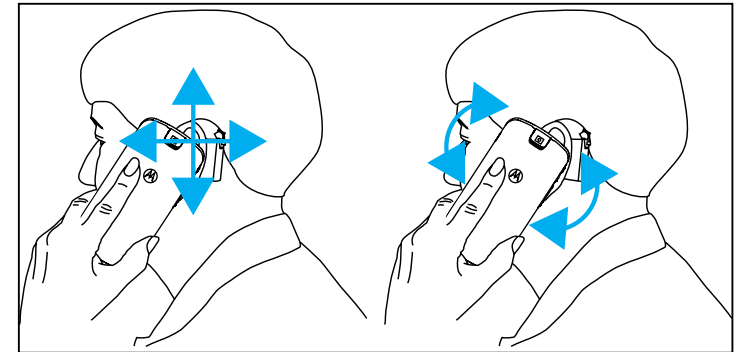
To make text entry even easier, use features like auto-capitalization, auto-correction, and more. Swipe up ^ >  **Settings** > **Languages & input** > **Virtual keyboard** > **Gboard** > **Preferences** or **Text correction**. Of course if you don't want to type at all, tap  on the keyboard to use your voice.<sup>6</sup>

## 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 [www.motorola.com/hacphones](http://www.motorola.com/hacphones)). 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/adaptor 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**

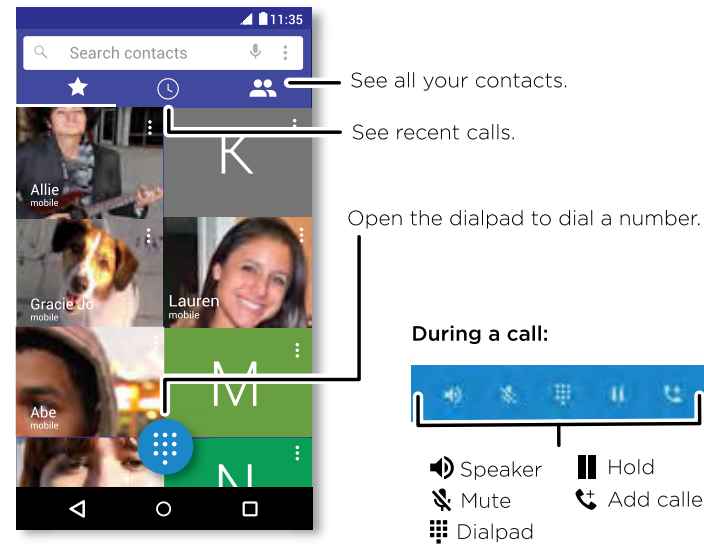
[Go to Menu](#)

## 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.
- To open the dialpad, tap . Enter a number, then tap to call 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 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 .
- **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.
- **Voicemail:** appears in the status bar when you have new voicemail. To hear it, tap **Phone** > , then touch and hold **1**.

## 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 **0**. To add a pause or wait after numbers, tap Menu .





# Calls

## Calls

**Quick start: Calls**

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**Your phone number**

**Emergency calls**

**Go to Menu**

## 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 and drag to to answer the new call, then tap **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 . 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 remove an entry from the call log, tap the name or number, then tap **Call details** > .
- To clear the list, tap Menu > **Call History**, then tap Menu > **Clear call history**.

## 3-way calls

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 .

- To dial a second call, tap +, enter a number, then tap to call it.

The first call goes on hold when you tap +. To join the calls after the second call answers, tap .



# Calls

## Calls

**Quick start: Calls**

**Make calls**

**Answer & end calls**

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**3-way calls**

**Your phone number**

**Emergency calls**

**Go to Menu**

## Your phone number

**Find it:** Swipe up  >  **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.

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



# 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

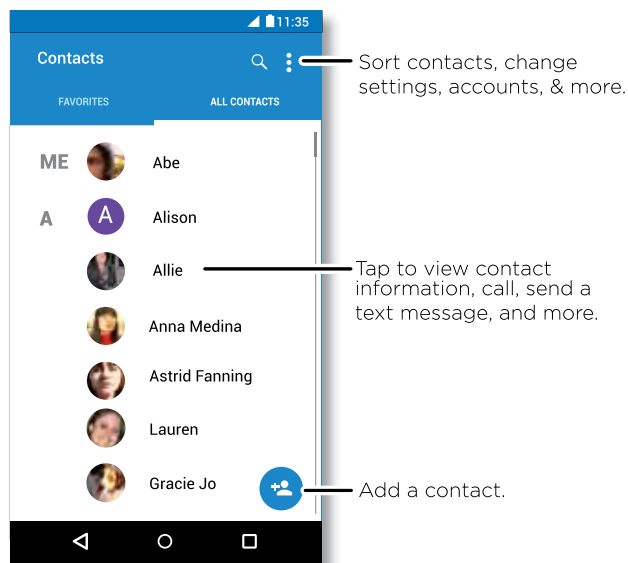
**Go to Menu**

## Quick start: Contacts

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

**Find it:** Swipe up ^ > 👤 **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 🔍.  
**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 ^ > ⚙️ **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](http://www.gmail.com).

For help transferring contacts, go to [www.motorola.com/transfercontacts](http://www.motorola.com/transfercontacts).

## Create contacts

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

Tap a text box to type the name and details. When you're finished, tap ✓ **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.

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

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 > **Contacts**

- To edit a contact, tap it, then tap . Tap a field to edit it. Tap **CHANGE** to choose the contact's picture.
- To set a personal ringtone for the contact, tap it, tap , then tap Menu > **Set ringtone**.
- 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.

- To add your social networking contacts, swipe up > **Settings** > **Accounts**, then tap **Add account**.

**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.

- To import contacts from your SIM card (if it didn't happen automatically), swipe up > **Contacts** > Menu > **Import/export** > **import from 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 > **Manage accounts** > Menu > **Auto-sync data**. You can also see these contacts at <http://mail.google.com>.

For help with transferring contacts, go to [www.motorola.com/transfercontacts](http://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**

**Go to Menu**

## Share contacts

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

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

To store your user profile, tap **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)**

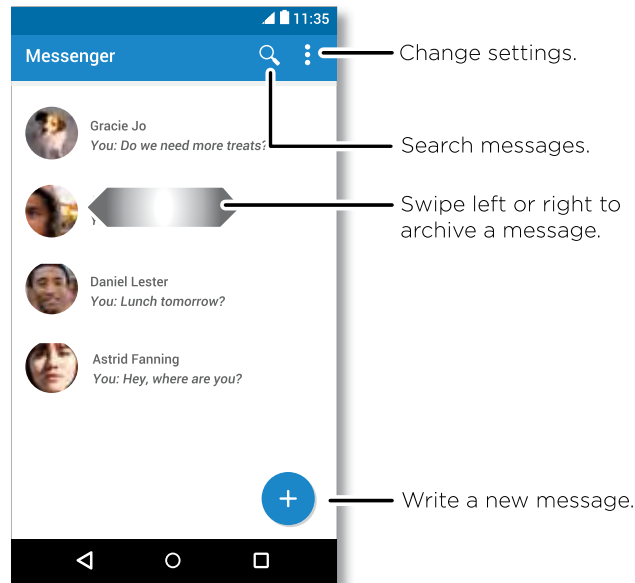
**Go to Menu**

## Quick start: Messages

Stay in touch with messages and pictures.

**Find it:**  **Messenger**

- **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 . For more information, see **"Screen search"**.
- **Save pictures:** Touch and hold a picture, and then tap  to save it. To see the picture, swipe up  >  **Photos**.
- **Google search:** Tap  to perform a Google search from the Messenger keyboard.
- **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  **Messenger** as your default messaging app:

**Find it:** Swipe up  >  **Settings** > **Apps** > **Messenger**, then **Open by default**.



# Messages

## Messages

**Quick start: Messages**

**Set your default messaging app**

**Email**

**Make video calls using Google Duo™**

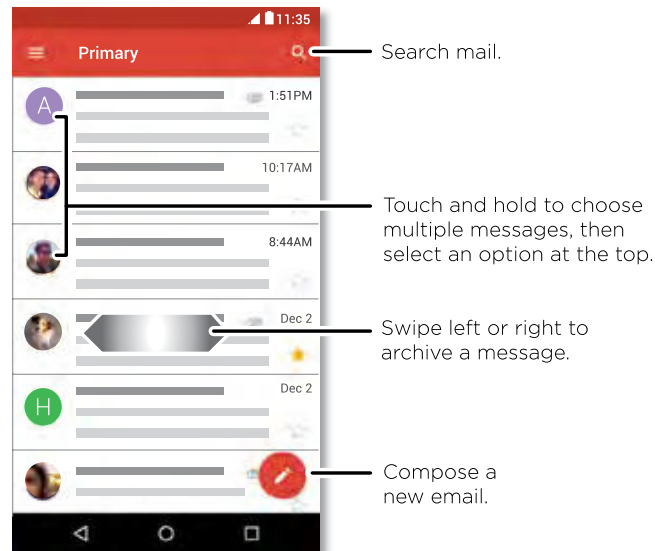
**Wireless Emergency Alerts (U.S. & some countries only)**

**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 ^ > **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**.

- **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** > **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:** Swipe up ^ > **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)**

**Go to Menu**

## 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 ^ > ⚙️ **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 ^ > ⚙️ **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 [www.ctia.org/consumer\\_info/safety/](http://www.ctia.org/consumer_info/safety/).





# Type

*keyboard when you need it*

## Type

**Quick start: Type**

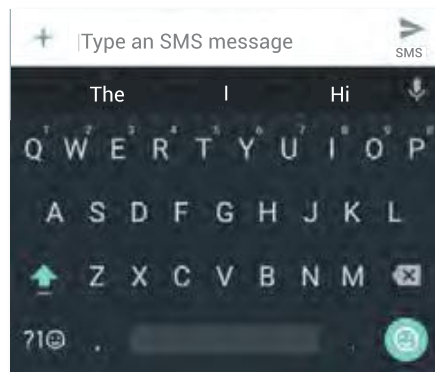
**Text entry settings & dictionary**

**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 ▾.



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 71☺.
- **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**.

**Go to Menu**



# Type

## Type

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

**Go to Menu**

## 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 choose your touchscreen keyboard, tap **Virtual keyboard** >  **Manage keyboards**. To allow voice entry from the keyboard, tap **Google voice typing**.
- To change the preferences for your keyboard, tap **Gboard**.
- To add or edit the words that your phone suggests and recognizes, tap **Personal dictionary**.

## Cut, copy & paste

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

- 1** To highlight a word, touch and hold it.  
  
To highlight more words, drag the selector at the edge of the highlight. Or to select everything, tap  > **Settings** > **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

get it done anytime

Organize  
Clock  
Calendar  
Corporate sync  
Office network  
Google Drive™  
Print

Go to Menu

## Clock

Find it: Swipe up ^ > Clock

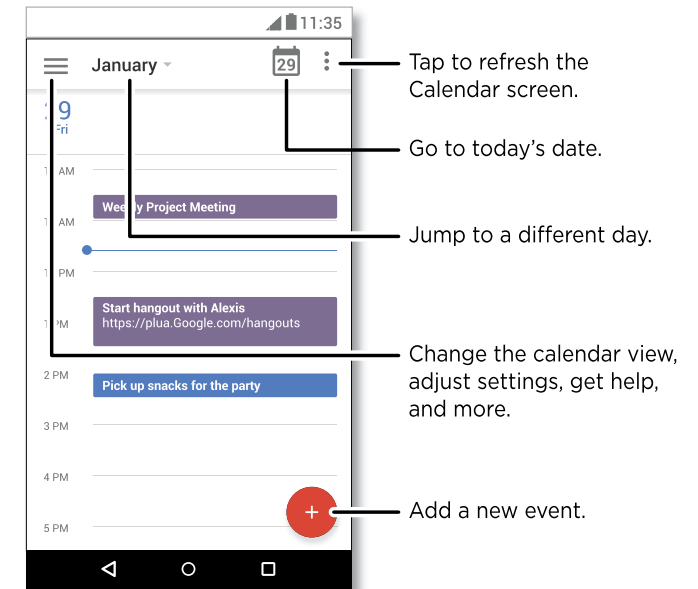
| Options   |                                                                                                                                                                                                                                                                                                     |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Alarm     | <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 while you're setting an alarm sets the volume level for that alarm.</p> <p>When an alarm sounds, tap and drag to  to turn it off, or drag to  to snooze for ten minutes.</p> |
| Clock     | <p>To change your alarm volume, snooze delay, or other settings, tap Menu  &gt; <b>Settings</b>. For other time zones, tap <b>Home time zone</b>.</p>                                                                                                                                               |
| Timer     | <p>For a timer, tap .</p>                                                                                                                                                                                                                                                                           |
| Stopwatch | <p>For a stopwatch, tap .</p>                                                                                                                                                                                                                                                                       |

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

Go to Menu

- **Show, edit, or delete events:** Tap an event to open it, then tap edit . 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.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 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  >  **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  >  **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™

*your world, your life, your friends*

Google Apps™  
Google Play™  
Google™  
Screen search

Go to Menu

## 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.

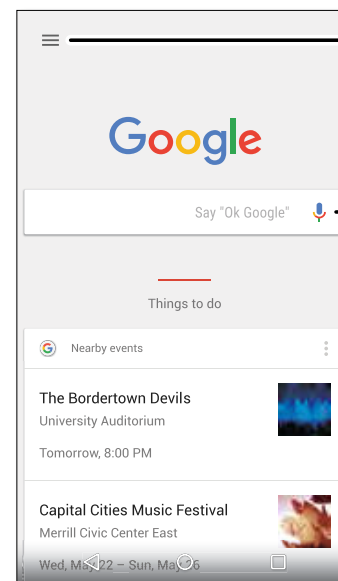
- **Download apps:** **Play Store.**
- Find out more about **Google products:** See [www.google.com/about/products](http://www.google.com/about/products).
- Log in or open a **Google account:** Visit [www.google.com/accounts](http://www.google.com/accounts).
- **Google help:** See [www.google.com/support](http://www.google.com/support).
- 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 , then follow the on-screen prompts.

**Note:** If **One button nav** is on, press and hold the fingerprint sensor until your phone vibrates to start Google.



Set reminders, customize or change settings.

Tap to perform a task or ask Google a question.

Stuff that's important to you shows up here.

**Tip:** To remove a card, swipe left or right.

## 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 while in an app.



## Play Movies & TV

*movies & shows, where you go*

Play Movies & TV  
Play Movies & TV  
YouTube™

Go to Menu

### 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 [www.google.com/play](http://www.google.com/play) and choose “Movies & TV”.

### YouTube™

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

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



## Browse

explore & find

### Browse

Quick start: Chrome™

Web connection

Downloads

Browser options

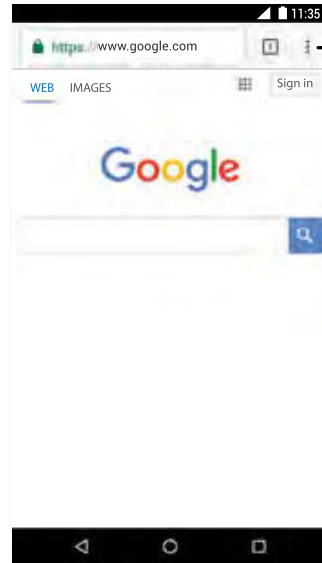
Safe surfing & searching

Go to Menu

## Quick start: Chrome™

Find it:  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  > **Bookmarks**.



See options.

## 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  > .
- **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 [www.supportgoogle.com/chrome](http://www.supportgoogle.com/chrome).



# Browse

## Browse

**Quick start: Chrome™**

**Web connection**

**Downloads**

**Browser options**

**Safe surfing & searching**

**Go to Menu**

## 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, tap  **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, tap  **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:

- **Incognito:** To open a tab that won't appear in your browser or search history, tap  **Chrome** > Menu  > **New Incognito tab**.
- **Clear history:** To clear your browser history and other saved information, tap  **Chrome** > Menu  > **History** > **CLEAR BROWSING DATA**.
- **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, tap  **Chrome** > Menu  > **Settings** > **Autofill forms**, then tap the switch to turn it off.
- **Pop-ups:** To stop pop-up windows from opening, tap  **Chrome** > Menu  > **Settings** > **Site settings** > **Pop-ups**, 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

#### Take depth enabled photos

#### Edit depth enabled photos

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

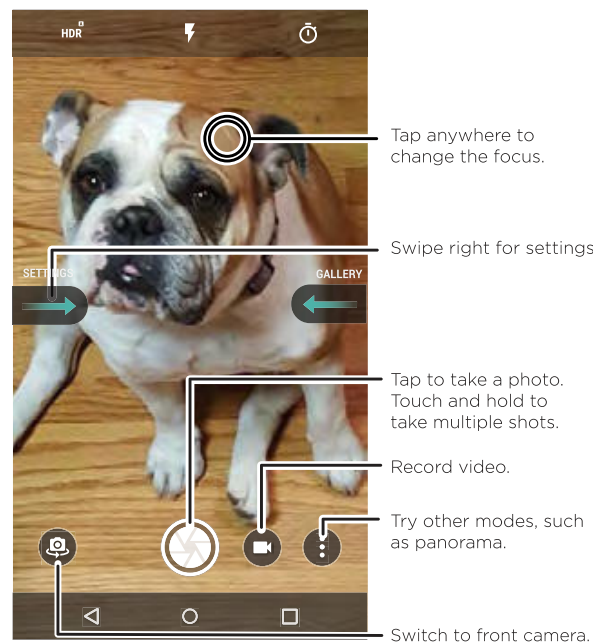
#### Capture your screen

[Go to Menu](#)

## 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.
- **Record a video:** Tap . Tap to start recording. Then tap to stop recording.
- **Capture a still shot during a video:** Tap on the screen while recording to save a photo.
- **View, share, or delete:** To open your gallery, swipe the camera screen left. Pick a photo or video. Choose to share or Menu for more options like printing.
- **Change settings:** To open camera options, swipe the camera screen right.
- **Zoom:** Drag two fingers apart to zoom in. Drag your fingers together to zoom out.
- **Multi-shot:** Touch and hold to take a burst of photos.
- **Panorama:** Tap Menu on the camera screen and select **Panorama** . Tap and use the on-screen guide to slowly pan your phone.
- **Edit:** Either swipe left or tap the photo in the gallery 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

Take depth enabled photos

Edit depth enabled photos

View, share, & use photos & videos

Capture your screen

Go to Menu

## Take photos

Find it: Camera

Tap to take a photo.

## Record videos

Find it: Swipe up > Camera, then tap .

Tap to start recording. Then tap 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         |                                                                                                                    |
|-----------------|--------------------------------------------------------------------------------------------------------------------|
| <b>HDR</b>      | Turn on HDR (high dynamic range) effect for better pictures in challenging lighting situations, such as outdoors.  |
| <b>Flash</b>    | Set to <b>On</b> , <b>Off</b> , or <b>Auto</b> .                                                                   |
| <b>Beautify</b> | With the front-facing camera, smooth skin and beautify faces. Set to <b>Auto</b> , <b>Manual</b> , or <b>Off</b> . |
| <b>Timer</b>    | Set a timer to 3 or 10 seconds.                                                                                    |

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

| Options                  |                                                                                                                                  |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Professional mode</b> | Control all camera settings manually.                                                                                            |
| <b>Slow motion</b>       | Take a slow motion movie                                                                                                         |
| <b>True B&amp;W</b>      | Take black-and-white photos.                                                                                                     |
| <b>Depth enabled</b>     | Blur your photo, change the background, or mix color with black and white using two built-in cameras and a special photo editor. |
| <b>Panorama</b>          | Take a wide-angle shot. Use the on-screen guide to slowly pan while you are taking the photo.                                    |
| <b>Video</b>             | Take a video.                                                                                                                    |
| <b>Photo</b>             | Take a photo.                                                                                                                    |

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

| Options              |                                                                                              |
|----------------------|----------------------------------------------------------------------------------------------|
| <b>Shutter sound</b> | Turn the shutter sound on or off.                                                            |
| <b>Storage</b>       | Choose a storage location for your photos and videos ( <b>Phone</b> or <b>Memory card</b> ). |



# Photos & videos

## Photos & videos

Quick start: Photos & videos

Take photos

Record videos

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Take depth enabled photos

Edit depth enabled photos

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Capture your screen

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| Options                 |                                                                                                                                                                                                       |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quick capture           | Twist twice to open or switch between front and back cameras.                                                                                                                                         |
| Save location           | Turn on to tag photos with a location.                                                                                                                                                                |
| Photo size (rear)       | Set the photo resolution for the rear camera.                                                                                                                                                         |
| Tap anywhere to capture | Select the action you use to take a photo ( <b>Tap anywhere</b> on the screen or tap the <b>Shutter button</b>  ). |
| Assistive grid          | Displays grid used to align your subjects.                                                                                                                                                            |
| Video size              | Set the video resolution.                                                                                                                                                                             |
| Slow motion size (rear) | Set the video resolution for slow motion captures.                                                                                                                                                    |
| Replay tutorial         | Learn more about your camera.                                                                                                                                                                         |

## Take depth enabled photos

You can use the depth enabled feature to add a blur effect, replace the background and make portions of your photo black and white while keeping the main subject in perfect focus.

**Find it:**  **Camera** >  **Menu** >  **Depth enabled**

**Note:** Depth Enabled mode is not available when using the front camera.

**1** Tap Menu  >  **Depth enabled**.

**2** Line up your subjects. Tap the screen to change the focal point.

**Tip:** For best results, the subject in focus should be 2-6 feet away. When photographing people, aim for the waist up.

**3** Tap  to take the photo and hold your camera steady.

## Edit depth enabled photos

Photos taken using the depth enabled feature are edited using the Depth Editor.

**Find it:** Depth enabled photos show  at the top of the thumbnail.

**1** Tap a depth enabled photo, then tap Edit  > **Depth Editor**.

**2** In the editor, choose the **Selective B&W**, **Selective focus** or **Replace background** mode.

**3** Select a setting:

- **Selective focus:** Tap the screen to select a focal point, then slide the bar to set how much blur the rest of the photo shows.
- **Selective B&W (beta):** Subjects not selected are changed to black and white.
- **Replace background (beta):** Tap the screen to select the foreground you want to keep. Then select an image to set as the new background. Drag to move into place, or pinch to change size.

**4** Tap **Save** to save a copy of the photo with your changes.



# Photos & videos

## Photos & videos

**Quick start:** Photos & videos

**Take photos**

**Record videos**

**Get the perfect shot**

**Take depth enabled photos**

**Edit depth enabled photos**

**View, share, & use photos & videos**

**Capture your screen**

**Go to Menu**

## View, share, & use photos & videos

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

- **Play, 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.

- **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, tap  **Photos**, tap , then tap **Device folders** > **Screenshots**.

**Tip:** Also see **“Screen pinning”**.



# Play Music

*when life needs a soundtrack*

## Play Music Quick start: Music

[Go to Menu](#)

### Quick start: Music

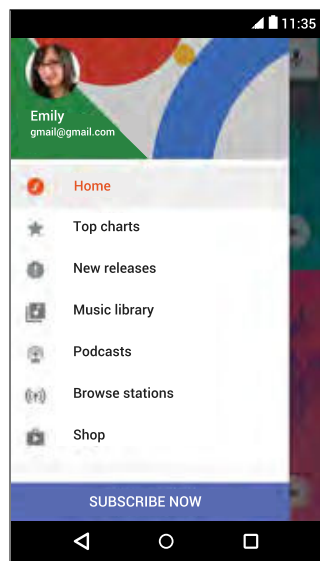
Music everywhere—stream it, buy it, save it, play it. Listen and create playlists anytime.

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

To upload your music library to Google Play Music, from a computer, visit [www.google.com/music](http://www.google.com/music).

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”](#).



### Tips & tricks

- **Volume:** Press the volume buttons.
- **Hide the music player:** To use another app while your music plays, tap Home . 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

*where you are, where you're going*

## Locate & navigate

### Quick start: Locate & navigate

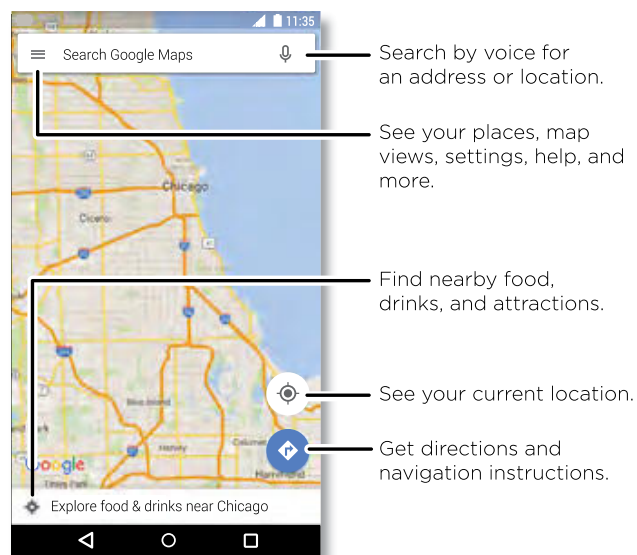
## Quick start: Locate & navigate

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  >  **Maps**

Enter what you want to find in the search bar, then tap  to see more information and options.

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



## Tips & tricks

- **Now on Tap™:** 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.
- **Get map help:** Tap  > **Help**.

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# Connect & transfer

wired up or wireless

## Connect & transfer

**Quick start: Connect & transfer**

**Bluetooth wireless**

**Wi-Fi networks**

**USB cables**

**Share your data connection**

**Data use**

**Your cloud**

**Phone & tablet**

**Memory card**

**Virtual Private Networks (VPN)**

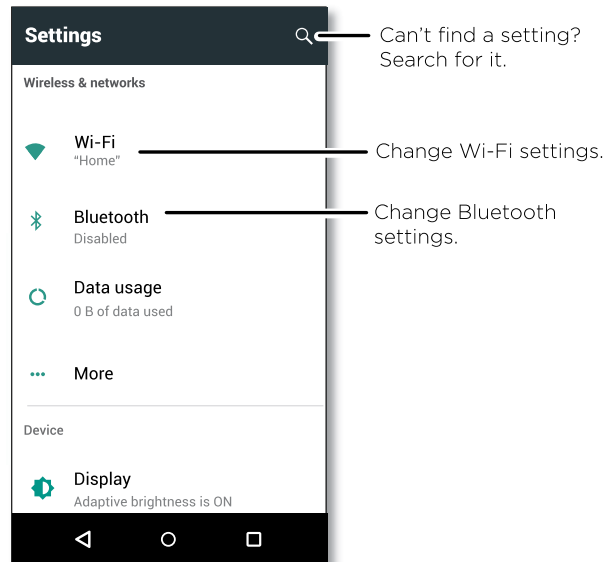
**Mobile network**

**Airplane mode**

## Quick start: Connect & transfer

Connect accessories, computers, networks, and more.

**Find it:** Swipe up ^ > ⚙️ **Settings**



Can't find a setting?  
Search for it.

Change Wi-Fi settings.

Change Bluetooth  
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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# Connect & transfer

## Connect & transfer

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[Mobile network](#)

[Airplane mode](#)

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## Bluetooth wireless

### Turn Bluetooth power on/off

**Find it:** Swipe up  >  **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  >  **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  next to the device name, then tap **FORGET**.

To change the name your phone shows to other devices, swipe up  >  **Settings** > **Bluetooth**, turn Bluetooth power on, then tap Menu  > **Rename this device**. Enter a name and tap **RENAME**.

### 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**.
- **Contacts:** Swipe up  >  **Contacts**, tap a person, then tap Menu  > **Share** > **Bluetooth**.





# Connect & transfer

## Connect & transfer

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[Mobile network](#)

[Airplane mode](#)

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## Wi-Fi networks

### Turn Wi-Fi power on/off

**Find it:** Swipe up  >  **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  >  **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 SSID**, **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

You 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  >  **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 SSID:** 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.



# Connect & transfer

## Connect & transfer

**Quick start: Connect & transfer**

**Bluetooth wireless**

**Wi-Fi networks**

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**Virtual Private Networks (VPN)**

**Mobile network**

**Airplane mode**

**Go to Menu**

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](http://www.motorola.com/support).

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

## 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  >  **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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## NFC

Near Field Communication technology lets you instantly share an item on your phone (like a web link, contact, or a photo) by touching the back of your phone to the back of another NFC-enabled device.

**Note:** NFC is not available in all areas or on all models.

**Find it:** Swipe up  > **Settings** > **More** > **NFC**

### Share with Android Beam™

Use Android Beam to share content on your phone with another NFC-enabled phone or tablet.

**Note:** The other device must support NFC, too.

- 1 Open the screen that contains the item you want to share.
- 2 Touch the back of your phone to the back of the other device.  
  
When the devices connect, you'll see Touch to Beam on your phone.
- 3 Touch your screen to share the item.

### Receive with NFC

Receive web links, e-coupons, brochures, maps and more from an NFC tag. Look for the NFC logo on posters, signs, store displays and other areas. Just touch the back of your phone to the logo to receive its tag information.

## Bluetooth & Wi-Fi one-touch setup

Just touch your phone to an NFC-enabled Bluetooth device or Wi-Fi access point to automatically pair or connect with the device.

### Mobile payment

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

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

### Security

Mobile payments, wireless connections, and content sharing all demand security:

- **Range:** NFC only works over a short range (about 4 cm/1.5 inches), so it's unlikely you'll connect by mistake—if you did, you would still have to accept the connection to send or receive information.
- **Encryption:** Your phone uses the latest security, encryption, and authentication features to protect your personal information for mobile payments and content sharing.



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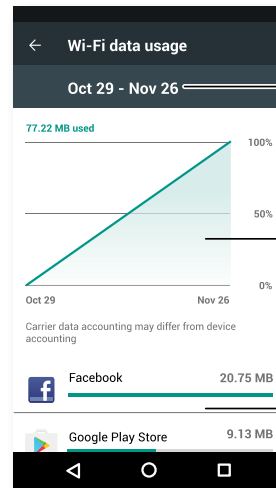
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## Data use

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

**Find it:** Swipe up > **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.



Heading shows the dates of current billing cycle.

View the total amount and percentage of plan data used this period.

Manage the apps using the most data during this cycle.

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™—plus you share the same Gmail, Google Calendar™, and Google Mobile™. To add Google accounts 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 [“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.

To manually set your microSD card to internal storage swipe up > **Settings** > **Storage**, then select your microSD card and tap Menu > **Storage settings** > **Format as internal**.

**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 **If you need to insert SIM and memory cards, open the SIM card tray.**).

To unmount your microSD card (so you can take it out of your phone), swipe up > **Settings** > **Storage** > **SD card**. 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.

## 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 > **Settings** > **Storage**, tap the microSD card, then tap Menu > **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.

To enter VPN settings, swipe up > **Settings** > **More** > **VPN**. Tap to add a new VPN. Choose the type of VPN and enter settings from the network administrator. The network is stored in the **VPN** list so you can select it whenever you need to connect.



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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  >  **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.

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# Protect

keep your phone safe

## Protect

**Quick start: Protect your phone**

**Screen lock**

**Screen pinning**

**Encrypt your phone**

**Backup & restore**

**Reset**

**Stolen phone?**

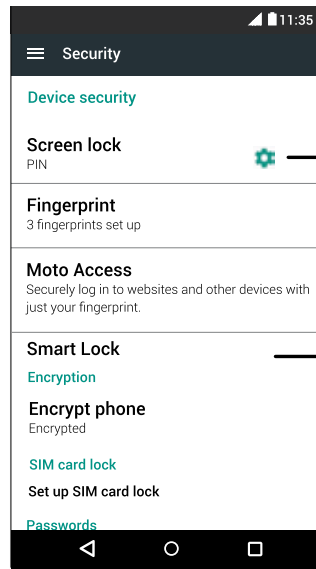
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## Quick start: Protect your phone

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

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

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.



For a screen lock, you can use a pattern, password, or other option.

Manage encryption settings for your phone.

## Screen lock

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

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

- **None:** Turn off the screen lock.
- **Swipe:** Touch 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.



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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 > **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 and scroll up. Tap .

To **unpin** the screen, touch and hold Back 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.

**You shouldn't need to use this feature**, but to encrypt your phone and require a PIN or password whenever you turn on your phone, swipe up > **Settings** > **Security** > **Encrypt phone**.

## Backup & restore

**Find it:** Swipe up > **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 > **Settings** > **Backup & reset** > **Automatic restore**.

To choose what syncs with the account, swipe up > **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 > **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](http://www.google.com/android/devicemanager).





## Want more?

*there's always more*

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## 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 Z:** Get PC software, user's guides, and more at [www.motorola.com/mymotoz](http://www.motorola.com/mymotoz).
- **Get Apps:** Swipe up  >  **Play Store** to buy and download apps.
- **News:** Here's how to find us:
  -  YouTube™ [www.youtube.com/motorola](http://www.youtube.com/motorola)
  -  Facebook® [www.facebook.com/motorola](http://www.facebook.com/motorola)
  -  Twitter [www.twitter.com/motorola](http://www.twitter.com/motorola)
  -  Google+™ [www.google.com/+moto](http://www.google.com/+moto)

## Tips & tricks

- **Interactive:** To get started quickly, swipe up  >  **Device Help** for interactive tutorials.
- **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](http://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](http://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 [www.motorola.com/support](http://www.motorola.com/support), where you can select from a number of customer care options.



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222 W. Merchandise Mart Plaza  
Chicago, IL 60654  
[www.motorola.com](http://www.motorola.com)

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Product IDs: Moto Z<sup>2</sup> Force (Model XT1789-01)  
Manual Number: SSC8C19149-A