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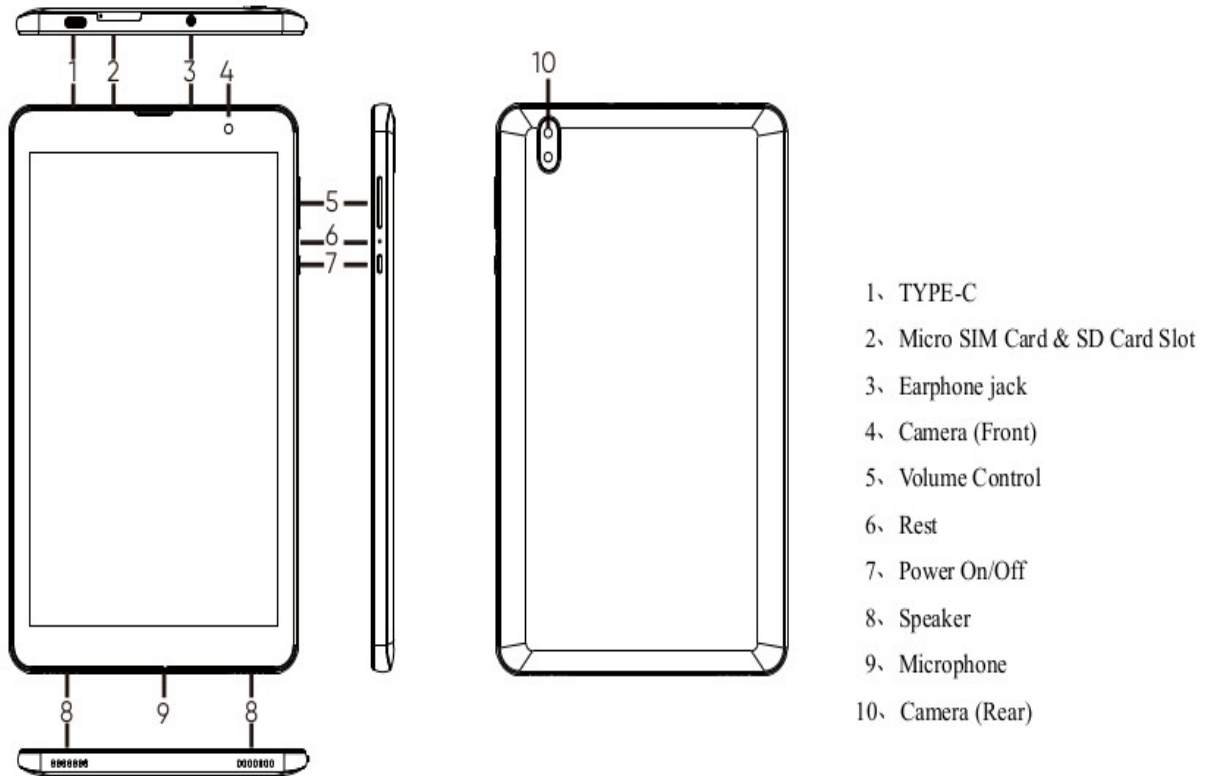
Unit at a Glance

(Find the locations and functions of these items)

- a. Earphone
- b. Front and back camera
- c. Menu, Home, and Back Keys
- d. Power Key
- e. Volume Key
- f. Flashlight
- g. Display Screen



Vortex TAB 8



Elite 5.5

Unit at a Glance



- | | |
|--------------------|-----------------|
| 1. EARPHONE | 2. USB |
| 3. FRONT CAMERA | 4. RECEIVER |
| 5. MENU KEY | 6. HOME KEY |
| 7. BACK KEY | 8. LSENSOR |
| 9. POWER KEY | 10. VOLUME KEY |
| 11. FLASH LIGHT | 12. REAR CAMERA |
| 13. SPEAKER | 14. MIC |
| 15. FINGERPRINT | 16. CARD SLOT |
| 17. DISPLAY SCREEN | |



Swipe Up to see it all

Swipe Up from the bottom of the screen to see all the apps installed on your tablet. Start and app by tapping on it. But there are faster ways to do many things. Let’s take a look!

Bottom Bar Icons



Home

Tap Home to go immediately to the home screen. You can have more than one Home screen. Swipe right or left on the screen to move between them.

Back

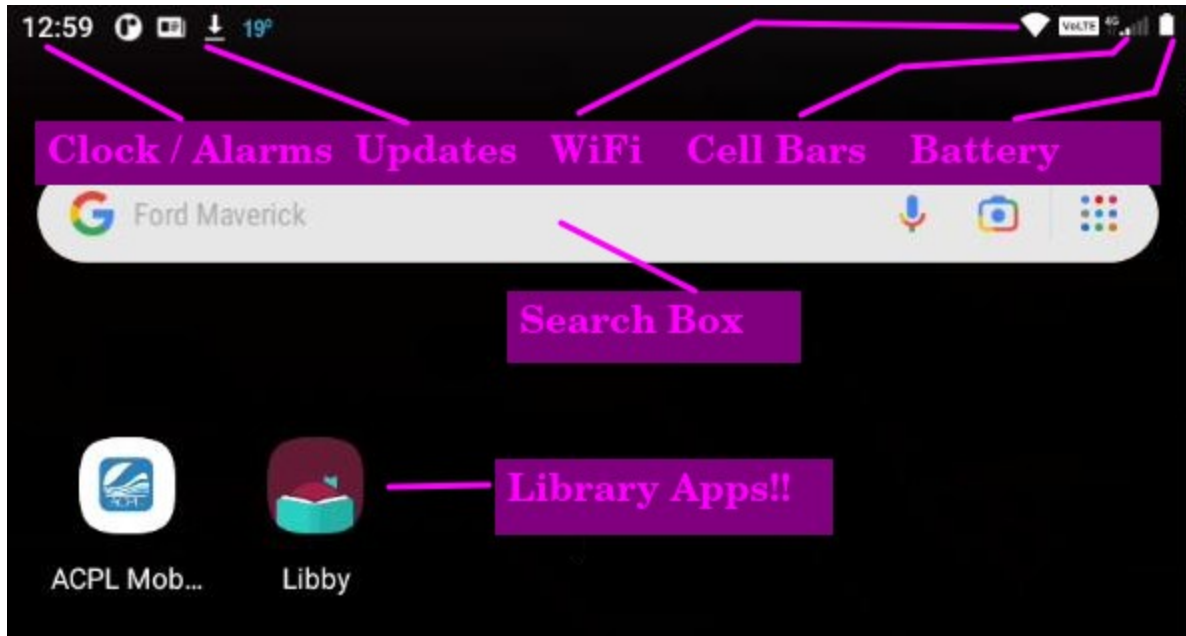
Tap Back to go back a screen. Works like the Back Arrow on a web browser.

Overview

Tap Overview to see all the apps that are currently running on the tablet. To close any app just drag it up off the top of the screen.



Top Bar Icons



Updates

If your tablet is updating itself, or you are downloading and installing a new app, there will be an arrow pointing down just to the right of the clock at the top of the screen. You can swipe down to see more information. Swipe back up to close.

WiFi Signal Strength

You can see how strong your WiFi signal is by looking at this up-side-down triangular icon. The more it is colored in the better.

Cellular Signal Strength

You can see how strong your cellular signal is by looking at this triangular icon made of five bars increasing in size from left to right. The more bars the better.

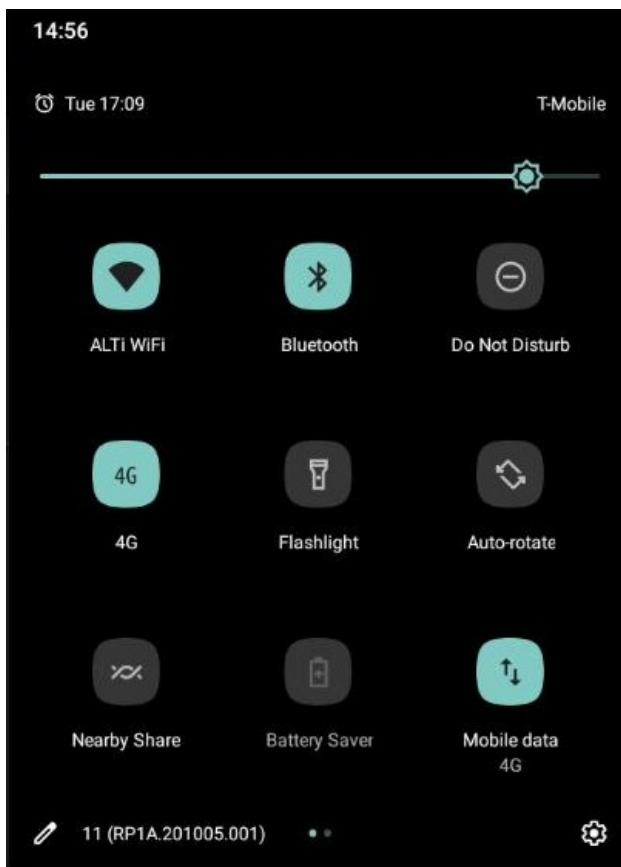


Battery Power Level

You can see how much battery charge you have left by looking at this battery-shaped icon. Swipe down from the top to see a bigger representation of battery with the percentage charge shown to the right of the icon.

Deep Dive

The fastest way to do many things on your tablet is to use the icons on the top bar. Swipe down from the top to open up a condensed display of the top bar icons. Swipe down a second time to open it up fully. You should see something like the picture below.



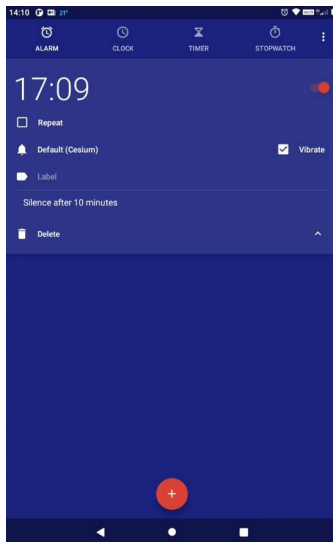
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The top line has the Clock and Alarms – in this picture the clock reads 14:56 or 2:56 pm. Tap the time to open up the clock app where you can change the time or set an alarm or use the tablet as a stopwatch. Below the clock we see that an alarm is already set for Tuesday at 17:09, that is 5:09pm. We can also see that the wireless carrier is T-Mobile.

In the next line down we see a slider bar to adjust the brightness of the display: just tap on the little knob and drag it back and forth with your finger until the display is how you wish. Below the slider bar are several frequently used icons with their names. Tap any icon to open it. At the very bottom right corner is a gear icon which you can tap to adjust the Settings for the whole tablet. Let’s look at those in more detail.

Clock and Alarms

Touch the Clock icon at the Top of the Home screen. There will be choices for Alarm, Clock, Timer, and Stop Watch. The interface works intuitively, for instance touch the plus sign in the brown circle at the bottom of the screen to add an alarm or the trash can to delete it. The on / off switch at the far right turns the alarm on or off. Tapping the bell allows you to choose the sound the alarm will make. Label allows you to type in a message that will show when the alarm sounds.



WiFi

Your tablet can connect to a variety of networks and devices, including mobile networks for voice and data transmission, Wi-Fi data networks, and Bluetooth devices, such as headsets. You can also connect your tablet to a computer, to transfer files from your tablet SD card and share your tablet mobile data connection via USB.



WiFi is a wireless networking technology that can provide Internet access at distances of up to 100 meters, depending on the Wi-Fi router and your surroundings.

Tap and hold the WiFi icon at the top of the screen, or Tap Settings>Network to see the WiFi status. There is a switch at the right side of the line which reads WiFi to turn it on or off. Tap the word Wi-Fi on this line to see or select from the available WiFi networks. When WiFi is turned on, the tablet scans for available Wi-Fi networks and displays the names of those it finds on this screen. Secured networks for which you must enter a password are indicated with a Lock icon at the far right on their line. If there is no lock then the WiFi network is open and does not need a password.

Touch a network in the list to connect to it. If the network is open, you are prompted to confirm that you want to connect to that network by touching Connect. If the network is secured, you're prompted to enter a password or other credentials.

BlueTooth

Bluetooth is a short-range wireless communications technology that devices can use to exchange information over a distance of about 8 meters.



The most common Bluetooth devices are headphones for making calls or listening to music, hands-free kits for cars, and other portable devices, including laptops and cell phones.



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Swipe Down from the top and Tap and Hold the WiFi icon, or Tap Settings > Network > Connected Devices. Tap + **Pair New Device** to connect to a Bluetooth device, such as headphones. Once you pair your tablet with a device, they stay paired unless you unpair them.

Your tablet scans for and displays the IDs of all available Bluetooth devices in range. If the device you want to pair with isn't in the list, make it discoverable.

USB

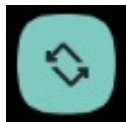
You can connect your tablet to a computer with a USB cable, to transfer music, pictures, and other files between your tablet SD card and the computer. Simply plug a USB Type-C cable into the Tablet and your computer, and follow the instructions on the computer. If the tablet asks if you want to share with the computer, say Yes.

Flash Light



Your tablet can be used as a flashlight. Swipe down from the top and tap the Flash Light to turn the flash light on or off.

Auto Rotate



Auto rotate allows you to turn the tablet side wise (Landscape mode) to see a wider screen, for such as for when you are watching video, and the tablet will adjust on its own. Turning it back upright will change back (to Portrait mode). Sometimes this is convenient, and sometimes it is annoying. You can turn the Auto Rotate on or off with this button.



Settings



To open the settings app tap the settings icon. Settings is a very long list of things you can adjust for your tablet. A few of them are particularly important, so let's take a closer look.

Important Settings

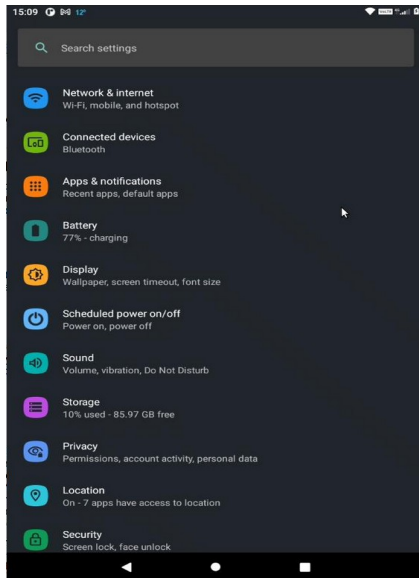
We have already discussed many of the same things available in the Settings App because they are more easily reached by swiping down from the top of the screen. There are some unique here though, one being the picture on your screen, or wallpaper.



Start Settings by tapping the icon on the top bar menu, or swiping up from the bottom of the screen to see all apps and tapping Settings there.



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There are many settings for a tablet, but the most important ones for day to day use have already been discussed. Let’s look at how to place a picture of your choosing on the tablet screen.

Wallpaper

Wallpaper is the picture on your tablet’s home screen or lock screen. The lock screen is what you see before you enter your code to unlock the tablet: the home screen is what you see when the tablet is unlocked. From the **Settings** App choose **Display** then **Wallpaper**.



Once you tap **Wallpaper** you should see two icons through which you may choose pictures to use as your wallpaper: **Gallery Go** and **Wallpapers**. Gallery Go has only your photos, while Wallpapers has your photos plus some wallpaper pictures that came with the tablet. You can choose one picture from all the pictures you already



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have in the tablet to be your wallpaper, and you can choose a different wallpaper as often as you wish. You can take more photos with your tablet’s camera, download them from the Internet with your Web Browser, or Save them from an email.

When you tap either the Galley Go or the Wallpaper icon, and then you tap a picture, it will show you what the tablet will look like with that picture as the wallpaper. If you like it tap the CHECK MARK in the bottom right corner of the tablet’s screen. If you want something else, tap the X in the bottom left corner of the tablet’s screen and try a different picture. Once you tap the check mark it will ask if you want to use this picture as the wallpaper for the lock screen, home screen, or both.

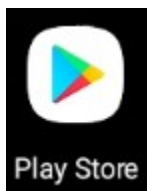
Installing and Removing Apps

We have covered the basic operation of the tablet. There is much more that you can do! You can cruise the Internet, keep information so you can contact your friends or family, take and share pictures, keep appointments in your tablet’s calendar, see what the weather is outside, and video conference or make phone calls with friends or family .

To do these things you first need an app: “There’s an App for that”!

Installing an App

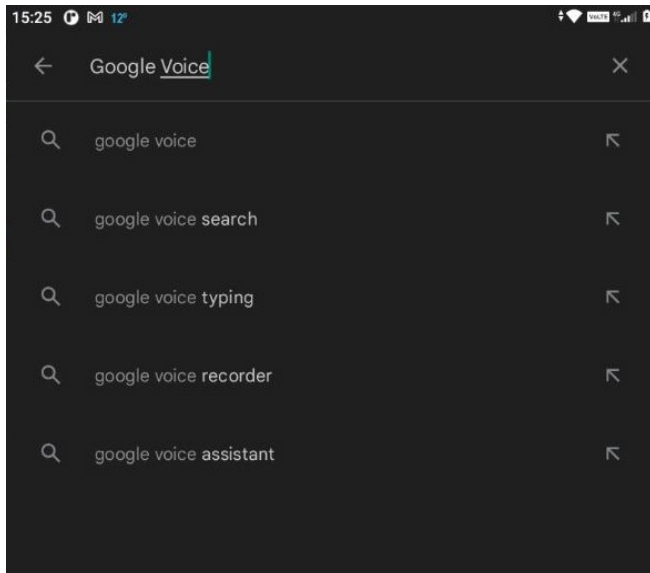
Many apps are already installed on your tablet and you merely tap them to start. Others need to be installed before they can be used. To see ALL the apps on your tablet, SWIPE UP from the bottom of the Google Play screen.



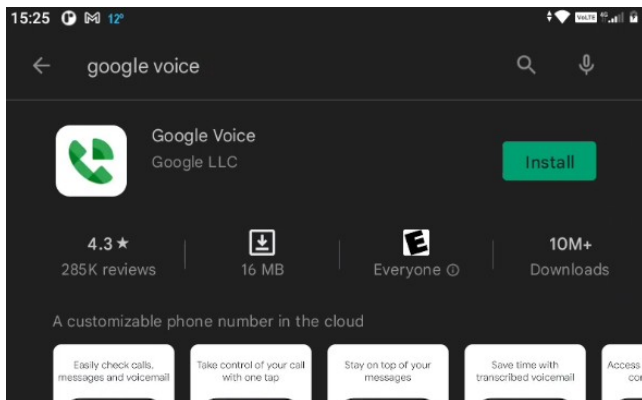
Swipe Up from the bottom of the screen to see all apps, and tap Play Store. In this example we will install Google Voice, which you use to make phone calls. Type Google Voice in the search Box at the top of the screen.



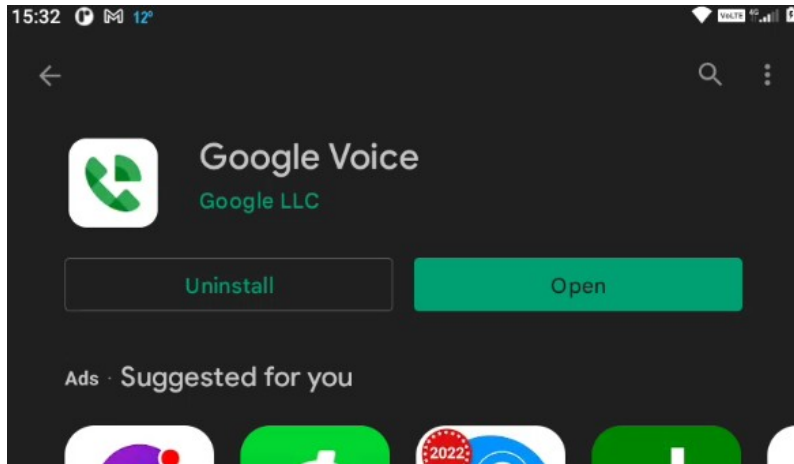
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You will see Google Voice offered as one choice in the list below – tap that. Play Store will ask if you wish to begin installing the Google Voice app. Tap **INSTALL**.



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When Play Store is done installing Google Voice it will ask if you want to Open the new app. You can just tap Overview  at the bottom of your tablet screen to see all the open apps and swipe the Play Store app up off the screen to close it. You can swipe all the open apps up off your screen to clean them all off. You will see the new app, Google Voice, on a new screen. This is actually another home screen with only that app on it. Tap and HOLD the Google Voice app, and while holding it drag it off the screen to the left, and you will be back at your familiar Home screen. Drop the new Google Voice app where ever you would like.

Moving an app

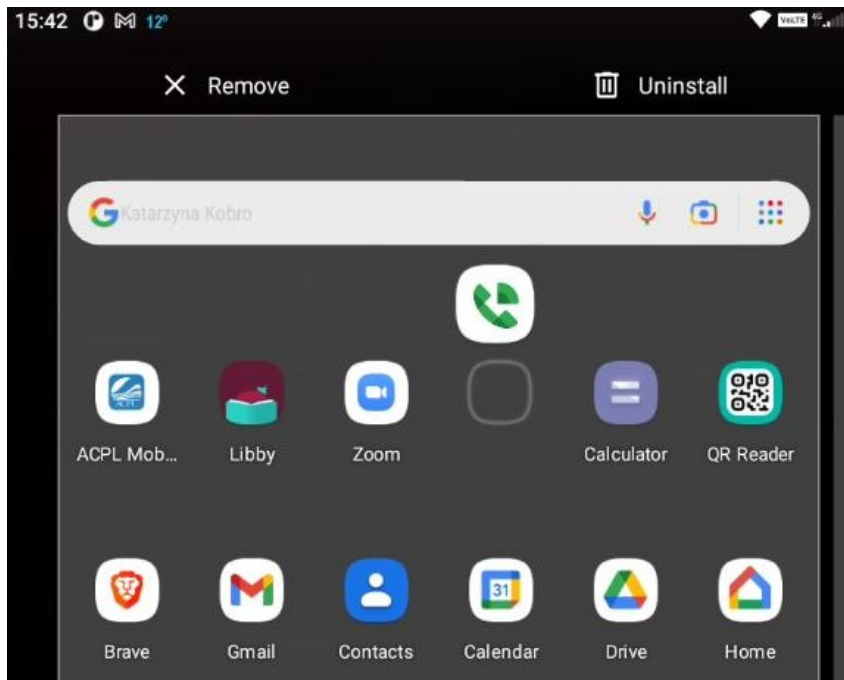
In the example above we already learned how to move and app. This same principal is used to add apps that you use a lot to your home screen for convenience.

To add an app to your Home Screen swipe up to see all the apps, then tap and hold on the app you would like to add to your home screen. While holding the app down slide your finger to the left until it starts to go off the screen: you will see the home screen appear under your finger! Keep holding down the app and move it around on the Home Screen until it is in the location you wish, then let go.



Removing or Uninstalling an app

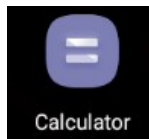
To remove an app from your Home screen without uninstalling it (uninstalling would remove it entirely from the tablet), tap and hold the app, then drag it up to the top of the screen where you will see two places. One is marked Remove and the other is marked Uninstall. To only remove the app from your Home Screen drag it to the Remove. To uninstall the app so it is no longer on your tablet at all drag it to the Uninstall. To simply put the icon in a different place just move it to where you want it to stay.



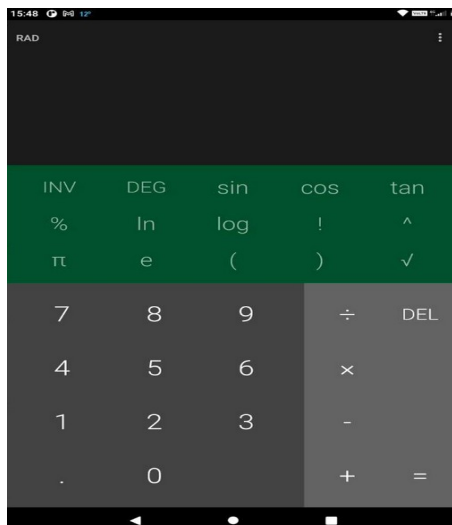
Advanced use

These more advanced apps cover email, phone calls, contacts, calendar, and more.

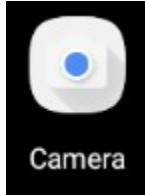
Calculator



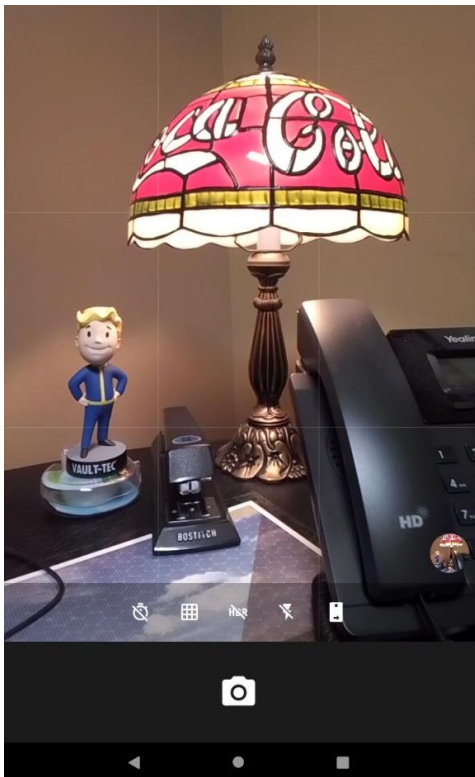
Calculator is already installed when you get the tablet. It just works like a calculator. Tap the numbers, plus, minus, times, divide. Equal is in the bottom right corner.



Camera



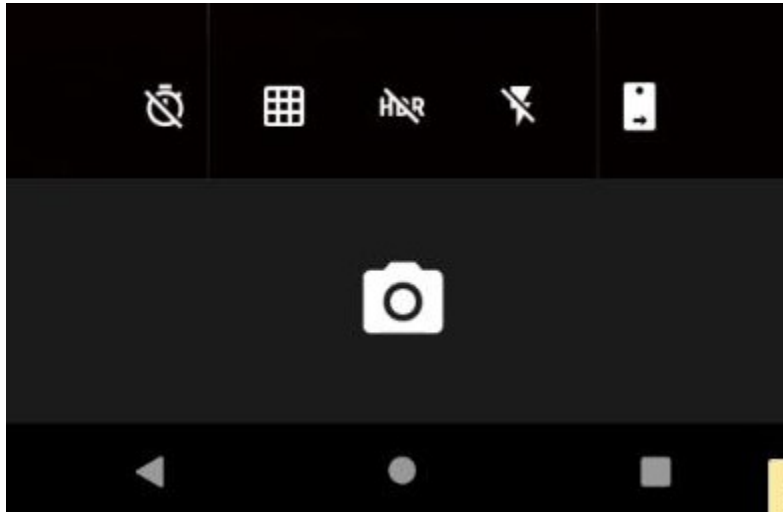
Camera is already installed. There are some controls at the bottom of the screen.



This is my desktop, as seen by Camera, using the camera on the back. There is another camera facing the front, and a flash. Let's look at the controls at the bottom of the screen and what each does.



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The first looks like a little clock. It is the timer so you can get the family ready for a picture, set the tablet down somewhere pointing at them and then hit the go button and run around to get in the picture yourself.



Timer icon changes between the clock with a line through it (no timer) 3s (3 second timer), and 10s (10 second timer). When you push the little camera icon it either takes the picture right now or it takes it after the timer finishes.



The little grid thing I need to figure out what it does.



The HDR icon switches between High Definition Video and normal video.



The lightning bolt icon switches between No Flash, automatic flash, and flash always on.



The little Front / Back icon lets you switch between the camera facing you out the front of the tablet and the camera that points out the back of the tablet.

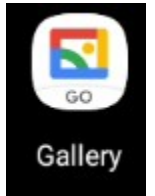


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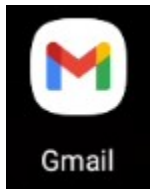
Tap the Camera icon to take the picture.

Gallery



Gallery is where the camera pictures live. Tap gallery to see your photo gallery. Tap a picture to open it. When you have a picture open there are labeled icons at the bottom to Share the picture in chat or email, automatically adjust the colors in the picture, edit the picture, or to delete it in the Trash.

Email with Gmail

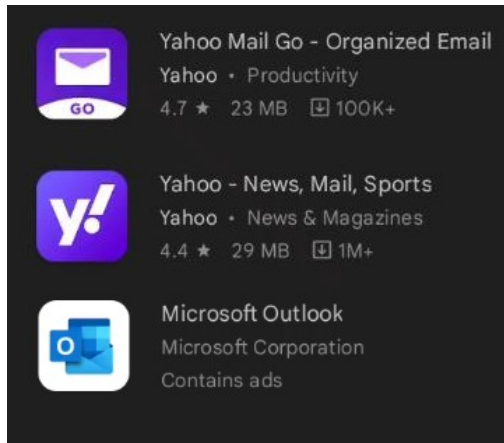


Tap GMail to open your email. You have already entered your email address and login credentials when you set up your tablet. If not you can go to Settings and then tap Accounts to get an email address or to enter your existing email information. You can also start a video meeting when you are using GMail: simply tap Meet at the bottom of the screen and tap New Meeting. Tap Mail to go back to your email.

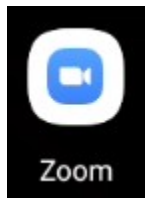
You are not forced to use only GMail: If you are more of a Yahoo or Microsoft Outlook person, the Play Store has apps for those too. Be careful what you download.



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Zoom

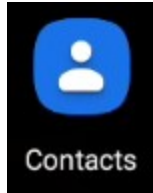


Zoom is the messaging app used by Fort Wayne Housing Authority and others to hold virtual meetings. By meeting electronically we can avoid spreading viruses or traveling during in climate weather. Install the Zoom app first as we discussed before with the Google Voice app – just search for Zoom instead of Google Voice. Tap the app to open it.

Once Zoom is installed on your tablet it will automatically open and let you join a meeting from a link sent to you in email by FWHA or others. You may also start your own meetings with family or friends, or join training sessions by clicking their link.

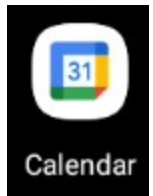


Contacts



Contacts is where you keep people’s contact information, such as telephone numbers, addresses, and email addresses. You can tap Contacts to open it. If Contacts is not already on your tablet you can install it as we discussed before with the Google Voice app – just search for Contacts instead of Google Voice.

Calendar



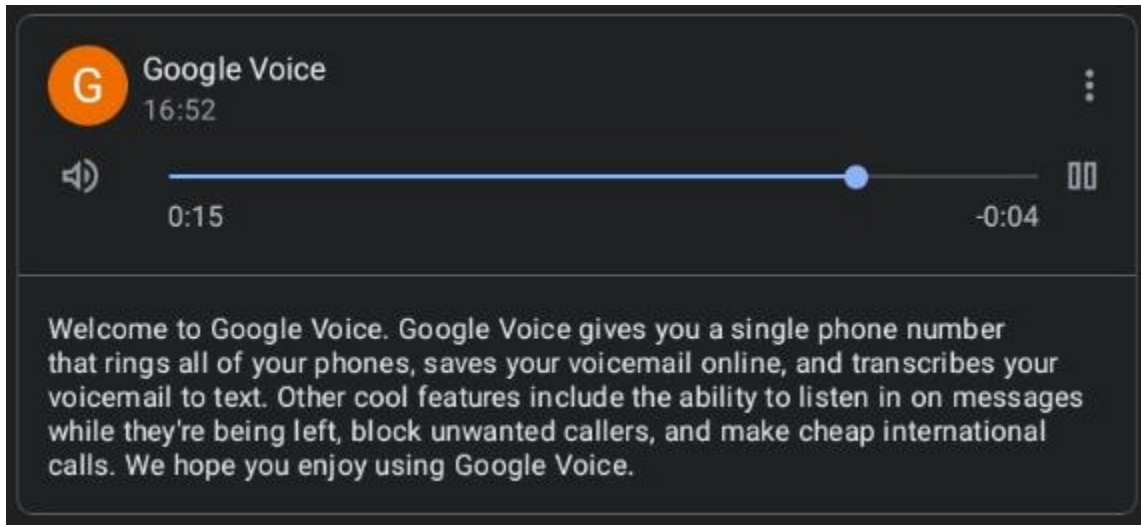
Calendar is where you keep your appointments. You tap Calendar to open. It should already be installed on your tablet. Tap Calendar to open.

Google Voice



Google Voice is how you make phone calls with your tablet. The first time that you open Google Voice it will walk you through the needed steps to get your phone number. Enter your existing phone number when it asks.





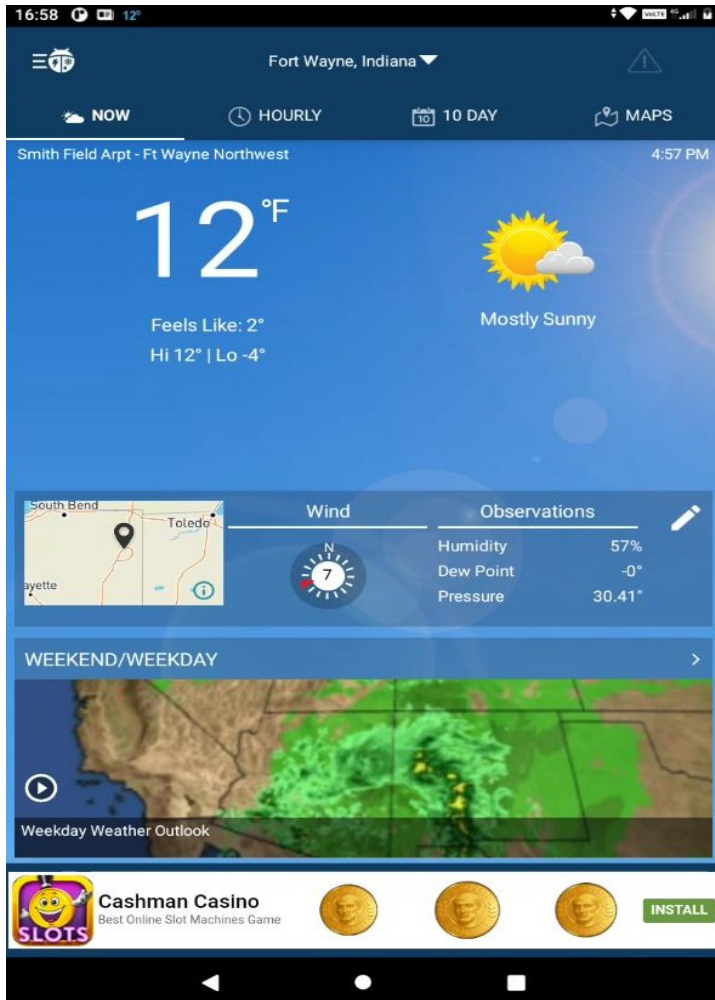
Weather Bug



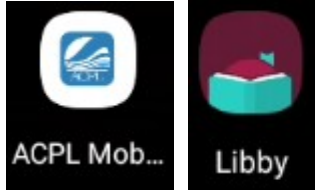
Weather Bug is one of many weather apps. You can check the weather and forecast, weather advisories or warnings, and see radar. Tap the app to start it.



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ACPL Mobile App and Libby



The Allen County Public Library Mobile app lets you use the library without even leaving your home! When you first open the app it will ask for your library card information and after that it will keep track of details so that you can relax and enjoy browsing the library, checking out books and media, and so much more. Install both of these the same way we installed Google Voice: search for ACPL in Google Play.



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