

**lenovo.**

# LePad

User Guide v1.0



Please read the  
safety precautions and important notes  
in the supplied manual before use.

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# Chapter 01: Overview of LePad

\*Specific models only

## 1-1 Appearance Description

The picture is for reference purposes only, and may differ from the actual item, which is the standard.

## 1-2 Buttons Description

### Power Button

- While in the shutdown mode, press and hold this button (for about 2-3 sec) to power on your LePad.
- After your LePad is powered on, press this button to turn off the illuminated screen display. While the screen display is off, press this button again to re-illuminate the screen.
- After your LePad is powered on, press and hold this button (for about 2-3 sec) to bring up LePad mode selection with Silent mode/Airplane mode/Power off options; if you continue to hold it, LePad will be powered off.
- After your LePad is powered on, press and hold this button (for about 6 sec) to forced shutdown.

### Volume Button

- Adjusts the volume.

### Screen Rotation Lock Button

- Toggle the button UP to unlock the screen orientation, allowing screen rotation.
- Toggle the button DOWN to lock the screen orientation, not allowing screen rotation.

### \*SIM card socket

- The SIM card slot is located on the upper right of the device frame. In the Power off mode, insert the end of a sharp-pointed object into the small hole above the socket until the stopper pin pops out, and then insert the SIM card. To remove the SIM card, push the stopper down with your finger until it pops out.

## 1-3 Powering LePad On/Off

## Powering LePad On

Press and hold the "Power" button on the upper left of LePad, and the Lenovo and startup screens display in sequence, indicating that LePad has been powered on.

## Powering LePad Off

Press and hold the "Power" button on the upper left of LePad;until <U1 options> appears. Three options will then be displayed: Silent mode, Airplane mode and Power off. Touch " Power off" to power off your LePad.

**\*For the 3G-enabled version, be sure to insert or remove the SIM card in the Power off mode. Doing so when the device is on may damage the SIM card.**

## 1-4 Turning Screen Backlight On/Off

### Turning Screen Backlight On

In the standby mode, you can tap the "Power" button on the upper left of the LePad to "wake" the screen up. The device's screen will then light up, indicating that the backlight has been turned on.

### Turning Screen Backlight Off

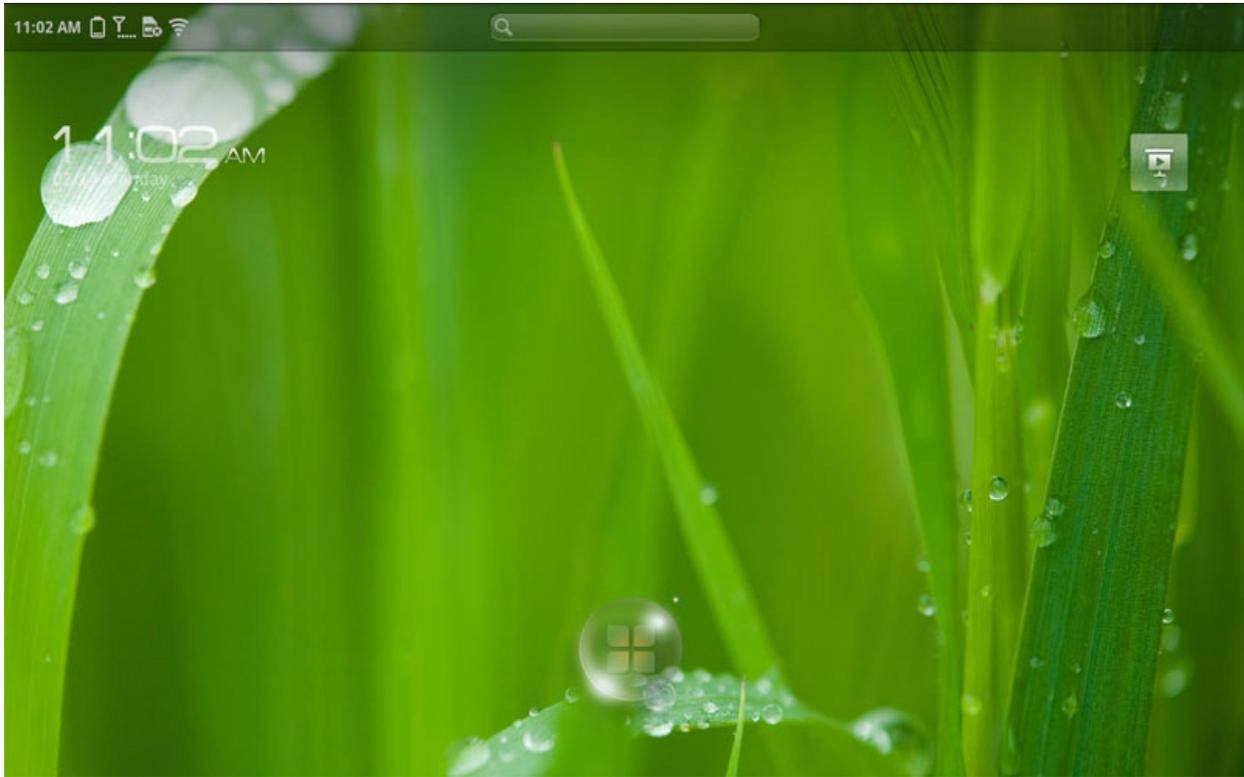
If your LePad is powered on and you do not use it temporarily, you can tap the "Power" button on its upper left to turn off the screen backlight. Your LePad will enter the standby mode to save power.

## 1-5 Screen Lock/Unlock

### Lock Screen

#### Auto Lock

You can set Screen timeout in <Display Settings> under " Settings". If there is no operation within the preset standby time, then the screen backlight will automatically turn off, and the device will be locked.

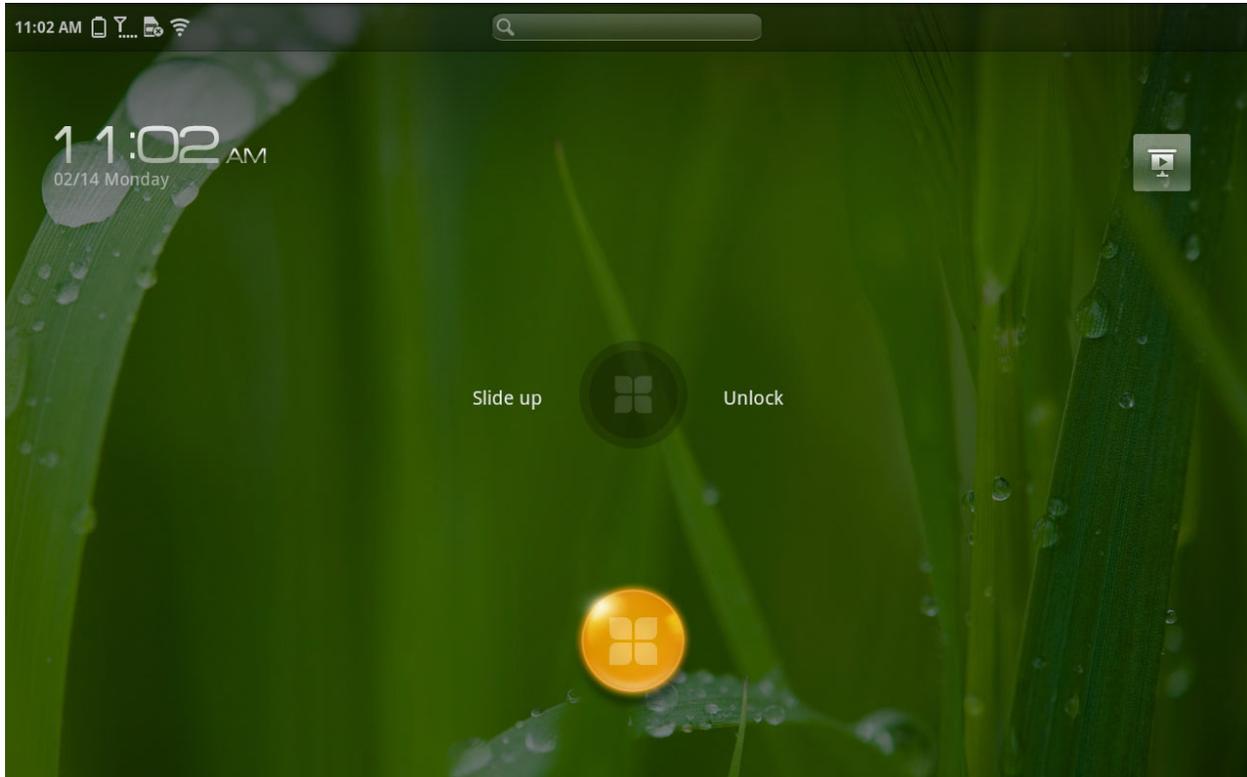


### Manual Lock

If your LePad is powered on and you do not use it temporarily, you can tap the "Power" button on its upper left to dim the screen display down. The device will then enter the standby mode and become locked.

### How to Unlock

Once in the standby mode, tap the "Power" button on the upper left of LePad to brighten the screen display back up to normal level. You can also drag the "4-pane" bubble to the center of the screen by following on-screen instructions to unlock the screen, as shown in the figure below:

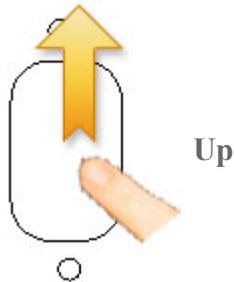


### Screen Lock Pattern Settings

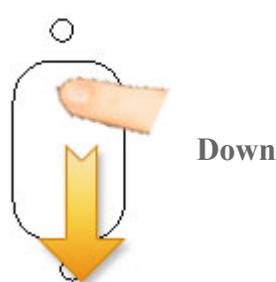
You can touch <Set up screen lock> in <Security settings> or \*<Security and Location Settings> under "Settings" to set the screen lock pattern. After this function has been enabled, you will need to draw your unlock pattern in order to unlock the screen before you can use your device. (For detailed actions, please refer to Section 4-6 "Unlocking Patterns".)

## 1-6 Basic Gestures

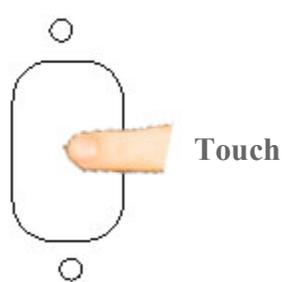
(1) Scroll up to display the dynamic menu



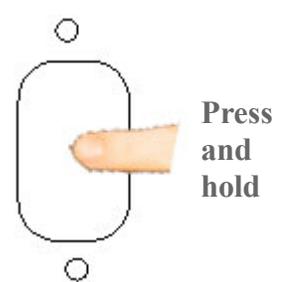
(2) Scroll down to return to the previous page



(3) Touch to return to the desktop



(4) Press and hold to switch applications



## 1-7 Switching Desktops

Your LePad has multiple desktops, and the one you see at startup is the 4-pane desktop. This desktop enables you to quickly view and open your most frequently used applications, pictures, videos and e-books. You can quickly switch to other desktops by scrolling the screen horizontally.

## 1-8 4-Pane Desktop



## 1-9 Gadget Desktop

Upon entering the Gadget Desktop, you can add and display up to 6 gadgets from a total of 9 available gadgets, including Switch Center, Email, Music, News, Video, Stocks, Weather, World Clock and Calendar.

You can add or delete various gadgets on the Gadget Desktop.

**Add:** Touch the Add button on the left side of the screen.

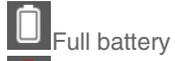
**Delete:** Touch and hold the desired gadget until a Trash Bin icon appears on the left, and then drag and drop the gadget icon onto the Trash Bin icon.

## 1-10 System Message Bar

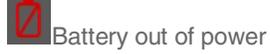
(1) The system message(s), if any, will be displayed in the upper left corner of LePad, as shown in the figure below:

### Message Icons Description

#### Power level:



Full battery



Battery out of power

#### Charging status:



Charging

#### Signal level:

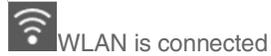


Strong signal



No signal

#### WLAN connection status:

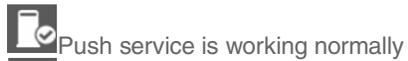


WLAN is connected

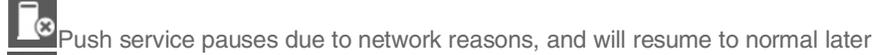


WLAN status is unknown

#### Connection status of the Lenovo server:



Push service is working normally



Push service pauses due to network reasons, and will resume to normal later



Push service is starting

#### Download:

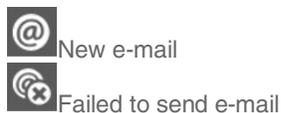


Downloading

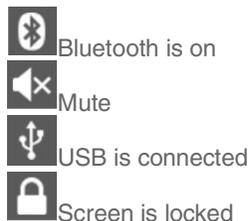


Downloaded

#### E-mail:



Others:



\*3G signal icons:



## 1-11 Switching Applications

### Switch Applications

Press and hold the gesture area to bring up the applications switch panel.

When you want to switch to another application within the application page, press and hold the gesture area to bring up the applications switch panel. Then tap the icon of your selected application to switch to another application of your choice.

### Close Applications

Touch the red close button on the upper right corner of the application to quit it.

### Quit the Applications Switch Panel

Perform the back pattern gesture within the gesture area to quit the switching applications interface.

## 1-12 Applications List Management

### Applications page

Scroll the screen horizontally to the right on the 4-pane desktop to open the applications list.

## Sort applications

You can customize the order of applications as they appear within the applications list.

Touch and hold the application icon. When the selected application icon floats out, simply drag and drop it to the desired position.

## Add/Remove applications

### Add applications

In the applications list, touch " APP Store" to open the applications store list where you can download any applications of your choice to be added. After the download is complete, the application icon appears within the application list.

### Delete applications

While in the applications list, touch " Uninstall " to open the applications list. Then touch the desired application to delete it.

## 1-13 Entering Text

When using your LePad, you can easily enter text from the virtual keyboard directly onto the touch screen, such as when adding contact information into Contacts and when typing and editing SMS messages. You can also directly input Simplified Chinese characters, Traditional Chinese characters, English letters and digit symbols onto the touch screen.

### Switch Input Method Editor

1. Press and hold the input box, and the option menu will pop up.
2. Touch "Input method", and the "Select input method" dialog box will pop up.
3. Select your desired input method.

## Android keyboard

Once the Android keyboard is selected, the default keyboard will be displayed as follows:



- Toggle between digit symbols/letters

Touch "**?123**" on the keyboard to toggle between numbers and letters. Touch "**ALT**" to select more symbols.

- Toggle case

Touch "**↕**" on the keyboard to toggle between upper and lower case letters.

## Lenovo IME

After the Lenovo IME is selected, the default keyboard will be displayed as follows:



- Toggle case

In the English input mode, touch "**↕**" on the keyboard to toggle between upper and lower case letters.

- Toggle between digit symbols/letters

Touch "**?123**" on the keyboard to toggle between numbers and letters.

- International keyboard

You can easily turn on or off the multilingual keyboard supported for this device. For details, refer to "Settings".

## Lenovo U1

- Collapse keyboard



Touch "" on the keyboard to collapse the keyboard, and touch the input box to bring it up again.

## 1-14 Synchronization

You can download Lenovo LePad Synchronization software LeZone from [www.lenovomobile.com](http://www.lenovomobile.com). LeZone support the following Operation System:

Windows XP (SP2 or later versions) English, Simplified Chinese, Traditional Chinese

Windows 7 English, Simplified Chinese, Traditional Chinese

"Match" is the key function of LeZone. After you match your LePad to LeZone, you can manage the media library of your LePad using LeZone. You can also synchronize recent items from your PC to your LePad and access those files using LeTrace. Without Match, you can only copy some files from PC to LePad.

You can match multiple LePads to LeZone.

### LeTrace



Click " LeTrace" in application list to launch LeTrace. You can access the recent items of the PC after synchronization. All the files showed in LeTrace will be removed when you do another synchronization (LeTrace will show new files) unless the file starring  is checked.

### Export

Click "Exported" to export files in LeTrace to another folder. The exported files will be kept after next synchronization.

**\*Specific models only**

# Chapter 02: Connecting to the Internet

\*Specific models only

## 2-1 Browser

Network support is required for accessing the Internet with the web browser. If there are any problems with your network support, please consult your network operator or service provider directly. Our browser uses the high-performance Webkit kernel from the Android operating system.

The web browser in your LePad can access the Internet via the WIFI network for business and personal use.

Touch " Browser" in the applications list to open the browser. The default homepage <Recently Browsed> will then open, displaying a list of up to the last 8 web pages you have most recently browsed.

The browser supports the following functions:

### Input web address

Touch the input text box, and input the web address with the pop-up soft keyboard. Then touch "Go" on the soft keyboard to open the web page.

### Exit

Touch " Back" on the left side of the operation menu to quit the browser.

### Bookmark

Touch " Bookmark" on the right side of the operation menu to open the <Bookmark> page, which contains 2 tabs:

#### **Quick bookmark toolbar:**

Displays a list of the web addresses that you have added to your Favorites. You can also add a bookmark. The functions of "Delete" and "Delete all" are supported in the editing status.

#### **History:**

Displays a list of the web addresses that you have recently browsed. Press "Clear history" to empty this list and delete your browsing history.

#### **New folder:**

Touch the "New folder" button in the bookmark to create a new folder. New folders will be displayed under the "Quick

bookmark toolbar" in sequence. Such a folder is up to 4 levels deep.

## New Window/Window

This function is mainly used to open a new web page, or to toggle among several previously opened windows.

### Add new window:

Touch " Multi-tab Switch", and then directly touch  in to add a new window.

### Delete:

Within <Multi-tab Switch Page>, directly touch " Close" on the upper right corner of the window to be closed.

## Additional Functions:

**Refresh:** Touch  to manually refresh the web page.

**Forward/Backward:** Touch  to go to the next page or return to the previous page.

**Select text:** Select text in the current page for copying.

**Add/Edit Bookmark:** Touch  on the left side of the address bar to add bookmarks (for web addresses without a bookmark) or to edit bookmarks (for web addresses with bookmarks) of the web addresses in the address bar.

**More options:** Touch " More options" to display a dialog box. The menu includes Search, Select text, Download manager, Settings and Hide bookmark toolbar.

- **Search:** Searches the current webpage for keywords.
- **Select text:** Selects the text in the current page for copying purposes.
- **Download manager:** Downloads files and/or displays the status, size and time of downloaded file(s).
- **Settings:** Page content settings, Privacy settings, Browser compatibility (identified as Mobile device or PC browser), security settings and advanced settings.
- **Hide or unhide bookmark toolbar**

## Zoom Pages In/Out:

You can automatically fit the page to the screen size, and zoom the page in/out by enlarging/reducing the distance between your two fingers while touching the screen.

## 2-2 App Store

Within the applications list, touch " APP Store" to open the app store interface. NOTE: Network support is required before you can use this application. If there is any problem with your network support, please consult your network operator or service provider.

After entering the <APP Store> page, you can toggle among the bottom tabs <Index>, <Category>, <Top>, <Update> and <MyStore> for various content.

If you want to download applications for your LePad, you must first register for a Lenovo account. Once you have

registered for a Lenovo account, you can use it to log in and download the free applications of your choice onto your LePad.

### Category

Touch the " Category" tab on the bottom of the <APP Store> page to open the <APP Store> categories list.

### Top

Touch the " Top" tab on the bottom of the <APP Store> page, and you will see that the applications are sorted in descending order by the user's score. You can toggle between the paid applications ranking list and the free applications ranking list on the top of the applications list.

### Update

Touch the " Update" tab on the bottom of the <APP Store> page to open the updates list. This list will help you determine if there are any available updates for any of the applications currently installed on your LePad.

### MyStore

Touch the " MyStore" tab on the bottom of the <APP Store> page to open the <MyStore> page. There are three options to choose from: 1) <Application management> to view the existing applications, 2) <Cmt Mgmt> to view or edit the addressed comments, and 3) <Favorite> to view or install applications added into Favorite.

**\*Specific models only**

# Chapter 03: Applications

\*Specific models only

## 3-1 Camera

Touch " Camera" in the applications list to open the photo taking and video recording preview interface. The found view will display on the screen. From this display, you can perform the following operations:

### Photo Taking

In the photo taking preview interface, touch " Camera" on the screen to take snapshots.

" Video Recorder": Switches to the video recording mode.

" Picture quality": Sets the quality of pictures.

" Back": Quits the photo taking and video recording applications.

### Video Recording

In the video recording preview interface, touch " REC" on the screen to start recording, or touch "Stop" to stop recording.

- " Camera": Switches to the photo taking mode.
- " Back": Quits the video recording preview interface, and returns to the photo taking preview interface.

### View Photos

In the photo taking preview interface, touch Photo Preview on the screen to open the photo preview interface. Here, you can set and play photo slideshows. These actions are same as those available within the picture browsing application.

### Photo Saving Location

Any photos you take will be saved in the <Pictures> application. In the applications list, touch " Pictures" to open the list of all the photos you have taken. Your photos can also be found by using <FileManagement>.

### View Videos

A thumbnail image of the last previously recorded video will be displayed in the lower right corner of the video recording preview interface. Touch the thumbnail to open the video play interface.

## Video Saving Location

Any videos you have recorded will automatically be saved in the <Videos> application. Touch " Videos" in the applications list to start the <Videos> application. You can view the recorded videos in <Clips>. You can also find your recorded videos by using <FileManagement>.

## 3-2 Pictures

Touch " Pictures" to start the <Pictures> application, where you will see the pictures list, which includes two folders: "Album" and "Library". In the picture application homepage, the top fixed toolbar tab automatically displays the album page by default. You can touch the "Library" tab to browse all photos. Both tabs include the following functions:

- "Edit": Switches to the picture editing mode, which includes such functions as "Select All", "Operate" and "Done".  
Upon entering the picture editing mode, you can select all photos and operate photo functions.
- "Select All": Selects one whole album or all of your photos simultaneously.
- "Operate": Here is where you can perform functions on one or more photos, such as Share, Delete (Note: This function deletes the photos in the video recording application only), Set as and Details.
- "Done": Quits the editing mode.

In the full-screen photo page, you can also perform such functions as Share, Set as, Delete and Details, as well as the <slideshow> function.

## 3-3 Videos

Touch " Videos" in the applications list to start the <Videos> application. All of the videos that you have stored in your LePad will be here.

In the video application, there are two fixed tabs: <My Video> and <Clips>. Any videos you have recorded with your LePad will be saved within <Clips>, and any other videos will be saved within <My Video>.

## 3-4 Sound Recorder



Touch "Sound Recorder" in the applications list to start the Sound Recorder application. To use this function, please follow the three steps listed below:

1. Touch " REC" to start recording;
2. Touch " Stop" to stop recording.
3. Touch " Play" to play the recording.

All the recording files will be saved automatically. You can touch " Record List" at the bottom of the <Sound Recorder> interface to view and play your recording files.

After exiting the <Sound Recorder> application, you can view your recording file by going to <Music> -> <Albums> or from the <Records> folder in <FileManagement>.

## 3-5 Music



Touch "Music" in the applications list to start the music application. This application includes the following four tabs:

### Songs

This tab displays all of the local songs available on your LePad in alphabetical order, and also has the following functions.

- Play: Touch to select the desired track and start playing it.
- Favorite: There is a  icon after each track. You can touch this icon to add the track to Favorite.
- Now Playing: Touch the "Now Playing" page to display the cover art of the album currently being played. In addition, the song lyrics, if available, will be displayed simultaneously on the right side of the page.
- Edit: You can delete a track by touching the Edit button on the top. The "Delete" function allows you to delete songs that have not been imported from LeZone. If a file which has already been synchronized with LeZone is selected, you will then be prompted that it cannot be deleted.

### Artists

The <Artists> page displays a list of all available artists on your LePad, sorted alphabetically by their initials. Touch one of them to open their album(s) and a list of available songs by this artist, and then touch a track name to play it.

### Albums

The Albums page displays a list of all available albums on your LePad. You can touch the screen and physically slide your finger up and down to scroll all of the available albums. Touching the cover art image of any album will automatically cause the image to flip and display all of the available songs on that album. Tapping the name of any track will then play that track.

## Favorite

Displays a list of songs marked with . You can touch Edit and then "

## 3-6 Calendar

Touch " 18 Calendar" in the applications list to open the calendar page. A view of the current month will appear by default.

### New Calendar Item

Within the calendar page, touch "New event" to create a new event. You can also create a new event by touching and holding a day, for example, when you are in the month view.

### Switch Views

You can switch among the Day view, Week view, Month View and Agenda by tapping the appropriate tab at the top of the page.

- Day view: Touch and hold an event in the day view to create, view, edit or delete that event; touch anywhere within the empty area of the day view to create a new event.
- Week view: Touch and hold an event in the week view to create, view, edit and delete that event; touch anywhere within the empty area to create a new event.
- Month view: Touch and hold any date in the month view to create a new calendar item.
- Agenda: Displays all of the "Calendar" events in the format of a list. Tap any event entry to view the details.

NOTE: Within any "Calendar" view, you can easily return to the current day or the current week and month simply by tapping the Today button at the top of the page from any other day, week or month view.

### Event Reminder

The event reminder interface displays any and all of the expired and/or missed events. Touch any event to view its details. If you touch "Ignore All" in the event reminder interface, you will never be reminded again for any expired events. If you select "Remind Later", then you will be reminded again for any expired events 5 minutes later.

## 3-7 Notepad

Touch " Notepad" in the applications list to bring up the notepad application. Notepad is a text editor that can be used to create and view simple text documents.

## New

## Lenovo U1

Touch " New" in the notepad page to add a new note.

### Open/Edit

Touch any saved text document to open and directly edit it.

### Comment

Touch " Pen" at the bottom of any open text document to enter the commenting mode. You can add comments using the freehand pen within the current note page. Touch " Eraser" to erase any pen markings you wish to delete. Touch " Text" again to return to the text editing mode.

### Share

Touch " Share" at the bottom of any open text document to send the current note, along with any comments you might have made, via e-mail.

### Save

Exiting the <Edit Text> page will automatically save the document.

### Delete

Within the <Edit Text> page of any open text document, touch " Delete" in the dynamic operation menu at the bottom of the page to delete the entire document.

## 3-8 Calculator

Touch " Calculator" in the applications list to bring up the calculator application. It functions as a scientific calculator in the landscape mode, and functions as a standard calculator in the portrait mode.

## 3-9 File Management

Touch " FileManagement" in the applications list to bring up the file management application, which enables you to browse and manage any and all of the files stored locally on your LePad.

Root

Tap the <Root> button at the upper right corner of the page to quickly return to the root directory for local storage.

## Edit

Tap the "Edit" button to edit the files and folders in the <FileManagement> list. Editing actions include Copy, Move, Delete and Compress.

- Copy/Paste: Within the <FileManagement> list, select one or more files and touch "Copy". Then select the location where you want to paste to, and touch "Paste".
- Move: Within the <FileManagement> list, select one or more files and touch "Move". Then select the location where you want to move the file(s) to, and touch "Paste" to complete the move.
- Delete: Within the <FileManagement> list, select one or more files, and then touch "Delete" to delete the file(s).
- Compress: Within the <FileManagement> list, select one or more files and touch "Compress". You will then need to fill in and save the name of the compressed file. After the file has been compressed, the file cabinet will be saved into the directory of the file automatically.
- Decompress: Navigate to the directory of the file you wish to decompress. Once a file cabinet has been touched, the system will ask you whether you want to decompress the file cabinet. If you touch <OK>, the files will be decompressed and extracted into the directory of the cabinet automatically.

## New

Tap the "Operation" button to create a new folder, Word file, Excel file and Power Point file. You can also edit the name of any folder or file. After you touch OK, the system will then inform you that the file has been created successfully.

Note: The "LeZone Library" folder is a read-only folder, and can only be displayed as an icon.

## 3-10 Application Uninstallation



Touch "Uninstall" in the applications list. A list of all installed applications on your LePad will then be displayed, with the total number of installed applications shown at the top of the display. Select the application you want to uninstall. Tap the Uninstall button to uninstall the chosen application directly.

## 3-11 Backup and Recovery



Touch "Backup&Recovery" in the applications list to bring up the Backup&Recovery application. This application allows you to backup the data in your LePad clearly, easily and quickly. With it, you can backup your schedules, Address List and settings.

### Data Backup

By touching <Data backup> in the <Backup&Recovery> page, you can backup data locally or via network.

### Data backup:

To back your selected data up to the file memory, perform the following steps:

1. Select <Data backup>. Upon opening, select the file(s) to be backed up.
2. Touch Next, and fill in the backup information, including backup file name and remarks. (NOTE: You can also view the storage information on this page.)
3. When you tap the Backup button, the system will display a message to prompt you that the applications related to the backup item will be paused during the backup. Touch OK to start the backup.
4. The backup details and storage information will be displayed during the backup process, and you will be prompted when the backup process has been completed.

### Data Recovery

By touching <Data recovery> in the <Backup&Recovery> page, you can recover your data.

### Data recovery:

To recover the selected backup file(s) onto the device, perform the following steps:

1. Select <Data backup>. Upon opening, select the file(s) to be recovered.
2. If the file to be recovered is consistent with the current device file, there is no need to recover it; if they are inconsistent, please continue as instructed by the wizard.

### Backup File Management

By touching <Backup file management> in the <Backup&Recovery> page, you can manage all of your backup files.

If there is more than one backup file of a certain type, you can tap the <Edit> button to open the editing page of backup files. Select one or more backup files, and tap the <Delete> button to delete the selected backup file(s).

By touching any backup record, you can directly change its name and remarks information. You can also choose to delete the current backup file directly within the page.

## 3-12 System Information



Touch "  System info" in the applications list to start the system information application.

System information supports the following functions: Task manager, Download manager, Set the device name, Memory info, System storage info, Storage space info, Battery info, Network info, Legal info, Version info, Startup tutorial and User help.

### Task Manager

Allows you to view the amount of memory and system resources which any currently running applications are

consuming. You can touch "  Close" to close an application, or tap the <Close all tasks> button at the top to close all the applications currently running in the background. After the operation has been completed, the system will exit

the <System info> application.

### Download manager

Displays a list of the currently running tasks and completed download tasks on your LePad. You can cancel, pause, remove and restart any download. For a completed download task, you can delete the download records and content, as well as view the downloaded content.

### Set the device name

Lets you change the system name.

### Memory info

Displays the Total memory, Used memory, Buffer memory, Cached memory, Available memory of your LePad.

### System storage info

Displays the resource allocation of the system space.

### Storage space info

Displays the resource allocation of the storage, including the total storage, used storage and free storage.

### Battery info

Displays the Battery status, Battery level, and power consumption of individual applications.

### Network info

Displays the information on your LePad and its network use.

For the Wifi-enabled version, the Bluetooth and Wifi physical address information will also be displayed.

**\*For the 3G-enabled version, Caller ID/IMEI Number/mobile network information will be displayed as well.**

### Legal info

Displays the open source to allow and Lenovo Push-service license.

### Version info

Displays the Products version, Products serial number, Hardware version, Software version number, Framework version, Baseband version and OS version.

### Startup tutorial

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Helps you learn the basics of starting up and using your LePad, as well as teaches you some useful operating tips.

### User help

Here is where you can check the user manual for any questions. You can browse the table of contents or do a search according to topic.

## 3-13 Global Search

Touch the search address bar located at the top of the screen while in any application to open the Global Search page. Global search covers the following functions: Bookmarks, Applications, Contacts, Email, Notepad, Calendars, Songs, Videos, Pictures, eBook Viewer and Office. Touch "Search Scope" at the upper right corner of the global search page to select and set the search parameters.

Touch the "Search from Internet" option under "Global Search" to search the Internet for keywords.

Touch "Back" to quit the global search.

## 3-14 eBook Viewer



Touch "eBook Viewer" in the applications list to open the e-book shelf page.

### Open E-books

Tap any e-book on the shelf to open and read it.

### Read E-books

The e-book application can read e-books in the formats of Epub, Txt and PDF;

When reading e-books in Epub and Txt formats, you can touch the page margin or drag left or right within the e-book page to turn pages, or use your finger to drag and drop  the Bookmark button at the top of the page onto any text line of an e-book to add a bookmark, change brightness , change the text font size  , or tap  the Settings to select theme;

When reading e-books in PDF format, you can touch the page margin or drag up and down on the screen to turn pages, or zoom the page view in/out by dragging your two fingers closer together or farther apart on the screen, or use your finger to drag and drop  the Bookmark at the top of the page onto any text line of an e-book to add a bookmark.

### E-book Classification

You can classify e-books within the shelf page.

You can tap the <All> button to change the e-book category displayed on the shelf.

You can add or delete a custom category within the category menu.

You can touch and hold an e-book to edit its classification and category.

You can touch the <Edit> button to enter the editing mode for batch classification of groups of e-books.

## Bookstore

You can tap <Bookstore> button on the shelf enter into online Bookstore.

## 3-15 Contacts



Touch "Contacts" in the applications list.

### Add Contact

Within the Contacts main page, touch " Add" to open the <Add contact> interface, and then input the relevant information for that contact.

Tap the <Done> button when you have finished.

### Delete Contact

Within the Contacts details page, tap the <Edit> button to enter the editing mode, and then tap the <Delete contact> button to delete the current contact.

### Contact Details

Within the contacts list page, touch any contact entry to open the <Contact Details> page.

Tap the <Share bizcard> button to send any contact of your choice as a business card via e-mail.

Tap the <Edit> button to enter the editing mode, where you can then change or delete the particulars of any of your contacts.

## 3-16 Text Messages (3G version)



Touch "Text Messages" in the applications list.

### New Message

1. Upon touching <New Message>, you will then be able to input a number directly into the "To:" editing box.

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Alternatively, you can touch "Contacts" next to the "To:" editing box to select one or more desired contacts from your contacts list.

2. Input whatever message you wish to send in the text editing box.
3. Tap the <Send> button on the right side of the input box to send the completed message.

## Reply

1. Within the messages list, touch the message you wish to reply.
2. Input whatever message you wish to send in the text editing box.
3. Tap the <Send> button on the right side of the input box to send the completed message.

## Forward

### Method 1:

1. Within the messages list, touch the message you wish to forward.
2. After the message to be forwarded has been selected, a shortcut toolbar for this message will pop up.
3. Touch <Forward>.
4. Input the destination telephone number manually or select one or more desired contacts from your contacts list, and then touch <Send>.

Method 2: Touch and hold the message, and then simply select Forward from the menu that pops up.

## Delete

### In the Message main page:

Tap the <Edit> button, check the box of the message that you want to delete, and then touch <Delete> to delete the selected message.

You can also touch and hold a message and then simply select <Delete> from the menu that pops up to delete the message.

### In the dialog page with a contact:

Tap the <Edit> button, check the box of the message that you want to delete, and then touch <Delete> to delete the selected message.

## Fast Save Contact

After sending/receiving a message to/from a contact, if that contact has not already been saved, you can quickly save it to your contacts list. To do so, simply touch <Save Contact> to open the editing page for the number, and save the contact.

Network support is required for using your LePad's mailbox. If there are any problems with your network support, please consult your network operator or service provider directly.



Touch "Email" in the applications list.

## Add Account

When you use the mailbox function for the first time, you can directly open the mailbox selection interface to select from among a wide variety of e-mail service providers, including Enterprise mailbox, 163 mailbox, Sina mailbox, Sohu mailbox, QQ mailbox, QQ VIP mailbox, Netease 188 mailbox, Netease VIP mailbox, 126 mailbox and Yeah.net. If you choose one of the listed providers, then you can easily configure your LePad's mailbox account by following the step-by-step instructions of the mailbox assistant wizard. If you choose not to use any of the above providers, then you can tap the <Others> button to add the required mailbox account manually.

To add more mailboxes, you can touch "Settings" located at the top of the mailbox page at any time, and then select <Add an email account> to add more mailbox accounts.

## New Email

To create a new e-mail quickly, you can touch " Compose", which can be found at the rightmost side of the top toolbar in the preview area on <Email>, <Inbox> or e-mail reading pages.

Within the new e-mail editing page, you can perform the following functions:

### Fast add mail recipient:

Input the e-mail address of the recipient directly into the "To:" input box, or simply touch "All contact" to select a recipient's mail address from your contacts list. You can input the CC/BCC address.

### Add CC/BCC address and change sending mailbox:

Touching the "CC/BCC, Sender" column will display the input box. You can then input the CC/BCC address of your choice directly into it, and then tap the Sending address mailbox button to select which mailbox account (if you have set up more than one) that you wish to use as the sending address.

### Write mail subject and text (Note: Cutting and copying is available within the text area).

### Add Attachment:

Touch " Attachment" next to the Subject input box, and select the attachment(s) you wish to add from the file management. After the attachment has been added, the attachment name will be displayed in the <Compose> page with a button. You can tap the button to open or delete the attachment.

### Others:

After editing an e-mail, you can send it directly or choose to save it as a draft before sending. The toolbar at the top of <Compose> offers four options: <Back>, <Save>, <Discard> and <Send>..

## Reply/Forward

Touching  to choose from <Reply ><Reply to all><Forward>, the basic operations are similar to those of Compose.

In addition, you can also perform the following functions:

### **Contain Original Text:**

You can select whether or not to include and display the text from the original e-mail within the outgoing e-mail of your reply/forwarding.

### **Contain Original Attachments:**

You can select whether to contain the original mail attachment in the outgoing mail.

## Read Mail

Touching <Inbox> within your e-mail account will open the inbox list. Within your inbox, you can choose to filter your available e-mails by <All>, <Unread>, <Starred> and <Attached>, and browse them by category.

You can use the Global Search located in the top status bar to search and quickly locate any available e-mails containing the keyword(s) that you have specified.

When you are within the reading page of an e-mail, the top toolbar in the preview area on the right side will support the following actions:

Touch  to pop up a dialog box, which will then ask you to choose from Reply, Reply All and Forward.

### **" Reply":**

Touch here to send a reply directly to the sender of the selected e-mail.

### **" Reply to all":**

Touching here will send replies directly to all of the related contacts listed on the selected e-mail.

### **" Forward":**

Tapping here will forward the current e-mail to any other e-mail contacts you select.

### **" Deleted":**

Tap here to delete the current e-mail and automatically switch to the next e-mail.

You can also perform the following operations while viewing any e-mail:

- Touch <From>:  
If the sender's information has not yet been saved, you can touch here to save the contact to your address list quickly and automatically. If the sender's information has already been saved, then the details will be displayed after it has been touched.  
Touch "Details" (located to the right side of <From>) to view more detailed sender and recipient information.
- Touch "" to mark the current e-mail with a star, which will enable you to find this e-mail quickly and easily in the future.
- Touch "Download" located at the bottom of the mail content area to download an attachment onto your removable SD card.

## Mailboxes List

Within the <Email> interface, you can see a list of all the mailbox accounts that have already been configured successfully. After you touch any mailbox account, the "Inbox", "Sent", "Outbox" and "Drafts" functions of this mailbox

account will all be displayed. (NOTE: The available mailboxes list that will be displayed in the list will depend upon the bound mailbox type.)

You can perform the following functions within the accounts listing page:

**Refresh:**

 Updates the e-mails available within the currently open mailbox window.

**Settings:**

Opens your mailbox settings page.

### Inbox

The Inbox is used to store any e-mails that you have received. From this inbox, you can perform the following functions:

**Search and filter:**

Finds a specific e-mail by keyword. Here you can also filter the e-mails of your Inbox according to one of the following categories: "All", "Unread", "Starred" and "Attached".

**Compose:** Creates a new e-mail, and sends that e-mail to the specified mailbox upon completion.

Touch "Edit" at the top of the listing area on the left side of the page to enter the editing interface. Touch <All> to select all of the e-mails currently displayed in your inbox. (NOTE: Selecting this option will cause it to change to say <None> at the same time). By using <Before>, you can select all e-mails before a specific time and date. First, you need to select a specific e-mail message, and then tap the <Before> button to select any e-mails received before the receipt time/date of the selected e-mail. Touching <Between> allows you (after first selecting two e-mails,) to select all of the e-mails you have received between the two receipt times/dates.

**Delete:**

Touch "Delete" to delete the selected mail.

**Starred:**

Touch "Starred" to mark the selected mail as a starred message.

**Mark as read:**

Touch "Mark as read" to mark the selected mail as a read message.

**Refresh:**

Refreshes the list of e-mails currently available within the inbox.

### Sent

The Sent is used to store any e-mails that are being sent.

### Outbox

The Outbox is used to store any e-mails that are still in the process of being sent, or that have failed to be sent for some reason, as well as any other unsent e-mails.

## Drafts

The Drafts is used to store any e-mails that have been created and edited but not yet sent.

## Settings

At the top of the <Email> list, touch "Settings" in the tab to open the settings list page.

### **Accounts:**

You can select the account you want to view, and then change and set it.

You can touch <Add an email account> to add a new mailbox account.

### **Common Settings:**

Email check frequency: Selects the frequency of checking e-mail messages. Options include <Automatic(Push)>, <Every 5 minutes/10 minutes/15minutes/30minutes/hour.>.

Auto delete mails: Selects the frequency of auto clearing old e-mail messages. Options include <3 days ago>, <ONE week ago.>, <Two weeks ago.> and <Never>.

Auto delete do not include: Selects the scope of auto clearing old e-mail messages. Options include <UNREAD mails> and <STARRED mails>.

How many mails on first page: Selects the quantity of displaying old e-mail messages. Options include <Display 25 mails>, <Display 50 mails> and <Display 100 mails>.

Default Account: If you have added a mailbox account, this function will enable you to set the default account. Whenever you create a new e-mail from any interface, this mailbox account will be the one used to create new e-mails by default.

Widget Show: The mails available in any mailbox account can be displayed in a more intuitive way using the Gadget desktop. Therefore, whenever you create more than one mailbox account, you can set the accounts to be displayed on the Gadget desktop via this setting option.

**\*Specific models only**

# Chapter 0:4: Settings

\*Specific models only



Within the applications list, touch "Settings" to enter the Settings interface.

## 4-1 Sound Settings

The first option in Settings is Sound Settings. Touch this option to enter the Sound Settings interface. You can toggle between the normal mode or silent mode as needed. When the silent is off, you can make more detailed settings. Touch Volume to open <Volume Settings>, where you can set the volume level for the notification, media and alarm functions. You can also select options tone, push service & Email alert tones, and startup tones, and turn the soft keyboard sounds on/off.

## 4-2 Wireless & Networks

This setting module includes: WLAN Networks Settings, Bluetooth Settings, VPN Settings, \*Mobile Network Settings, \*Tethering and Airplane Mode.

### WLAN Networks Settings

Once the WLAN has been enabled, your LePad will automatically scan for available wireless networks, displaying them in the WLAN network list.

There is an icon indicating the network status following every LAN, where  indicates that the network requires no password, and can be connected directly, and  indicates that the network has been encrypted, and can be connected only after the required password is input.

You can select any network you want from the list. After selecting your desired network, you can directly tap "Connect to network" for connection. Alternately, you can choose to first set "IP" and "Proxy" for your network using the "Advanced" option, and then tap "Connect to network". You can also select <Add WLAN Network> to manually add a network.

- Network notification: After the switch is turned on, the system will notify you if there are any open networks.
- WLAN Certificate: Loads and manages the WLAN certificate.
- MAC Address: Displays the MAC address.

### Bluetooth Settings

You can establish a wireless connection with any other Bluetooth compatible device using Bluetooth technology. Examples of such Bluetooth compatible devices may include stereo earphones, keyboards, etc.

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Since a Bluetooth-enabled device communicates with other devices by radio waves, you do not have to position your LePad to be directly opposite the other device. You simply need to ensure that the maximum distance between the two devices does not exceed 10 m (about 32 feet). However, please note that the Bluetooth connection can sometimes be interfered with by barriers such as walls or other electronic devices.

Your LePad supports V2.0 Bluetooth specification. To ensure the interactive operation between your LePad and another Bluetooth-enabled device, please use only Lenovo-approved accessories applicable to your LePad model. Also, check with the manufacturer of the other device to determine whether the device is compatible with your LePad.

In some cases, the use of Bluetooth may be restricted. Please consult with your local authorities or service provider.

Using functions requiring Bluetooth technology or running these functions in the background will consume the battery power of your LePad at a faster than average rate, also reducing the service life of your battery. You can perform the following functions in the Bluetooth Settings:

- Bluetooth devices: After Bluetooth has been turned on, your LePad will automatically display a list of any Bluetooth-enabled devices it can find in the nearby area (i.e. scan for devices).

## VPN Settings

These settings allow you to add and set up various types of VPN (Virtual Private Network).

### \*Mobile Network Settings

- Data switch of Mobile Networks: Toggles the mobile network on/off, as indicated by the checkbox, including GPRS, EDGE, WCDMA and EVDO.
- The Mobile Network Settings include:
  - Data roaming switch: Toggles data roaming on/off, as indicated by the checkbox.
  - Only use 2G network switch: Toggles the 2G network on/off, as indicated by the checkbox.
  - GSM/UMTS option: Selects a network operator of your choice.

### \*Tethering

## Airplane Mode

Once the Airplane Mode has been enabled, all of the wireless connections on your LePad will be disabled.

## 4-3 Display Settings

The display setting options include: Wallpaper Settings, Screen Timeout, Brightness and Animation.

## Wallpaper Settings

Here is where you can Select desktop wallpaper and Select lockscreen wallpaper, or quickly Restore default desktop wallpaper and Restore default lock screen wallpaper.

## Screen Timeout

This option allows you to select how long your LePad's screen will remain lit without any activity before it automatically locks the screen to save power. You can set the time period to 1 minutes, 2 minutes, 5 minutes, 10 minutes and 20 minutes, or Never to wait (i.e. the system will never automatically lock the screen, requiring you to lock it manually), the default is 5 minutes.

## Brightness

You can manually adjust the brightness, or select "Automatic brightness", which allows your LePad to adjust the screen brightness automatically according to the current ambient light.

## Animation

Once the animation switch has been turned on, your LePad will display animations whenever application windows are opened or closed, thereby enhancing both the smoothness and attractiveness of your experience.

## 4-4 Lenovo Account Settings

Within these setting options, you will be able to register for a Lenovo account and log in with it, thereby gaining access to more Lenovo services. For example, with your Lenovo account, you will be able to download more applications from an ever-increasing number of applications available within the Lenovo applications store, as well as backup your personal data via the network.

### Register Account

To register for your Lenovo account, touch the icon and then follow the simple online instructions as prompted. After you have input all of the required information, your Lenovo account activation information will then be sent to your inbox of your email account you registered with. Please check your email and follow the instructions to activate your Lenovo account.

### Login

Upon logging in with your existing Lenovo account, you will then be able to view and edit any of the information registered to your account. After this, you will be able to use your account to access some of Lenovo's advanced services, as well as to choose from an ever-expanding list of applications to download to your LePad.

## 4-5 Push Settings

With the information push function, the system can automatically send the latest news, music and applications and other content directly to your LePad.

Within the settings, touch the  switch on the right side of . The switch will then change to , indicating that the service has been enabled. To suspend this service, simply touch the switch again.

### Start-End time

Sets the start time and end time for the information push service.

### Push frequency

Sets the information push frequency, with the following options available: Real-time push, Every fifteen minutes, Every thirty minutes and Every one hour.

## 4-6 Security Settings/\*Location & Security

Within the settings, you will gain access to the following functions: **\*My Location**, Screen Unlock, Passwords, Device Administration, Credential storage, Factory Reset and System Upgrade.

### **\*My Location**

For the 3G-enabled version, you can use the switch to decide whether you wish to use GPS or not.

### Screen Unlock

Using these options, you will be able to unlock the screen in one of the three ways: Pattern Unlock, PIN Unlock and Password Unlock. You can cancel the screen lock here as well.

Touch <Pattern> and then use your finger on the screen (as demonstrated) to draw the unlocking pattern of your choice. Once you have set the unlocking pattern, you will then be able to turn <Use Visible Pattern> on/off.



Once you have set and activated the Pattern Unlock function, then the Unlock keyboard will be displayed on the screen whenever the screen is unlocked by the slide. Use your finger to draw your preselected pattern on the screen using the Unlock keyboard. After the preset pattern has been correctly drawn, the screen will become unlocked.

Touch <PIN>. You will need to input at least 4 numbers as the PIN code used to unlock the screen.

Touch <Password>. You will need to input at least 4 characters as the password used to unlock the screen.

## Device Administration

These functions are not available to ordinary users. Only TsingMail users who have previously set up the appropriate security policies within their companies can use these functions.

These features work in conjunction with the Enterprise Policy Center, (Lenovo Enterprise Policy Manager). The Enterprise Policy Center is the executor of the security policy of the Lenovo enterprise platform. Whenever the user enables the Lenovo enterprise mail and service function, the Enterprise policy center will then be enabled automatically. This will allow your LePad to accept the security policy as set forth by the IT department of your company, for example, mandatory screen-savers with increased password strength. Enabling these functions also allows your LePad to accept management instructions from your company's IT department, for example, allowing them to erase data remotely and reset your device.

## Passwords

With this option, you can decide whether or not your chosen password will be visible as you input it. If the checkbox is checked, then the password will be visible. If it is unchecked, then your password will only be displayed as \*\*\*\* as you

input it, thereby keeping your password more secure.

### Credential storage

This function allows your LePad to access web pages and LANs for which a specific security certificate or other certificate is required. After having set the credential storage password, you can access the web pages or LANs with the appropriate security certificates and other certificates you have stored.

- Use secure credentials: This option will be unavailable until the credential storage password has been set.
- Set password: Touch this option to set the credential storage password. After it has been set successfully, the "Use security certificate" checkbox will be checked, indicating that this option is now available.
- Clear storage: Select this option to delete all your currently saved certificates and reset the credential storage password.

### Factory Reset and System Upgrade

Touching Factory Reset will restore all user settings to their original and default factory settings;

Touching System Upgrade will download any available upgrade package(s) (such as system firmware) via the Internet, and install them to upgrade your LePad's system automatically.

## 4-7 Applications

With these settings, you can Manage Applications, Running Services, perform Risk Right Management and Development functions. (NOTE: This last function is available for developers only.)

### Manage Applications

With this option, you can easily manage and delete selected applications of your choice.

First enter the applications list, and then tap the <Sort> button to sort the applications, either by alphabetical order or by size. Using the <All> menu, you can filter any running applications or applications provided by the third party software developer in the applications list.

After selecting an application, you will then be able to see its related information details, and also be able to perform functions such as Uninstall , Clear cache, Clear defaults and Force stop.

### Running Services

With this option, you can end and set some running applications.

### Risk Right Management

With this option, you can enable or disable the access rights of the selected application.

## Development

This option is only available for developers. With it, you can set some of the development options available for that application.

- USB debugging: Uses the debugging mode when connecting to USB. You can toggle between on/off.
- Stay awake: The screen will not sleep when the battery is charged. You can toggle between on/off.
- Allow mock locations: You can toggle between on/off.

## 4-8 Date & Time

With these settings, you can set a series of time-related options such as the system time.

### Date & Time Settings

You can enable the auto time update via network, select the time zone, set the specific date and time, and set the display format of date and time.

## 4-9 Language & IME

### Language Settings

You can select the language you wish to use to operate your LePad.

### Text Settings

Here you can choose from any of the keyboard input method editors available in your LePad. You can also add or delete words within the user dictionary.

#### Lenovo IME:

Here you can perform a variety of functions, including: International Keyboard (select the different language keyboards), Handwriting settings, Keyboard settings, Dictionary management and Charset settings.

Handwriting settings include handwriting panel type, gestures, pen width and waiting time, and can have gesture demo.

Keyboard settings include fuzzy settings, english association, auto capitalization and shift lock.

Dictionary management include to backup, to restore and to remove dictionary.

Charset settings to choose simplified Chinese charset from basic, large or SuperCJK.

#### Android Keyboard:

You can turn the Auto-capitalization function on/off. You can turn on/off the Quick fixes, Show suggestions and Auto-complete as instructed in the Word suggestion settings.

\*Specific models only