



# **INQ CLOUD TOUCH**

**USER GUIDE**

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# THE BASICS



## OVERVIEW

Inside your INQ Cloud Touch box, you'll find:

- Your phone
- Quick Start Guide
- Safety and Warranty leaflet
- Battery (preinstalled)
- 4GB microSD card (preinstalled)
- Power adapter
- USB cable
- Headset with 3.5mm jack

# THE BASICS

YOUR PHONE HAS A NUMBER OF HARD-KEYS & TOUCH-KEYS:



## KEYS & FUNCTIONS

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### POWER ON/OFF KEY

Press and hold the **Power on/off key** to switch your phone on and off. Pressing it quickly will turn the phone's screen on and off, unlocking and locking the handset.

### INFO KEY

Pressing the **Info key** opens up the Info Panel where you can quickly access your phone's remaining battery life, alarms, Wi-Fi connection and sound profiles.

### VOLUME KEYS

Press these keys to turn the volume of your phone up and down, whether it's your ringtone, media or in-call.

### MUSIC KEY

Press and hold the **Music key** all the way down to open your default music application. When you're playing a track, you can pause it by quickly pressing the **Music key** all the way down. Press it again to continue playing the track. A quick double-press will skip to the next track.

### OPTIONS KEY

Pressing the **Options key** will open a pop-up menu with options specific to the application you're in.

### INQ KEYS

Press the **INQ key** to go back to the Home screen. You can also multitask and switch between applications by pressing and holding the **INQ key**; this will open a view of the applications you've used most recently (up to a maximum of eight) and allow you to switch between them.

### BACK KEY

Press the Back key to go back to the previous screen. If your keyboard is open, pressing the Back key will close it.

## REMOVE & REPLACE THE BACK COVER

---

### TO REMOVE YOUR PHONE'S BACK COVER AND GET ACCESS TO YOUR PHONE'S BATTERY, SIM AND MICROSD CARD:

- ➊ Starting at the base of your phone, slide your fingernail underneath the back cover
- ➋ Lift the cover away from the phone

### TO REPLACE THE BACK COVER:

- ➊ Place the cover over the back of the phone
- ➋ Press down the edges of the cover to snap it back into place

## INSERT SIM, MICROSD & BATTERY

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Your phone comes with its battery and a 4GB microSD card preinstalled. If you buy your phone with a contract, your SIM card may also have been installed.

### TO REACH YOUR PHONE'S SIM AND MICROSD CARD, YOU'LL NEED TO REMOVE YOUR PHONE'S BATTERY:

- 1 Remove the phone's back cover
- 2 Starting from the notch at the base of the battery, lift out the battery

### TO INSERT A SIM CARD:

- 1 Slide the SIM door along to the left to open the the SIM slot
- 2 Place the SIM card into the slot with the gold contacts facing down and the slanted corner at the top-right
- 3 Close the SIM door and slide it back to the right to lock it
- 4 The SIM door will click when it's locked into place

### TO INSERT A MICROSD CARD:

- 1 Slide the microSD door down towards the base of the phone to open the microSD slot
- 2 Place the microSD card into the slot with the gold contacts facing down and the notched edge on the left
- 3 Close the microSD door and slide it back up to lock it
- 4 The microSD door will click when it's locked into place

### TO REPLACE YOUR PHONE'S BATTERY:

- 1 Check that the battery is the right way up - the gold contacts should be on the top edge of the battery with the INQ logo towards the front
- 2 Starting with the top edge, push the battery back into place

## CHARGE THE BATTERY

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Your phone's battery should be partially charged when you first take it out of the box. To get the most out of it in the long-run, we recommend you charge the battery fully before switching it on.

### TO CHARGE YOUR PHONE'S BATTERY:

- ➊ Using the power adapter and USB cable that came with your phone, plug the USB cable into the power adapter
- ➋ Plug the power adapter into an electric socket
- ➌ Plug the other end of the USB cable into your phone's microUSB socket
- ➍ When your phone is plugged in, the battery icon will change to show that it is charging. You'll also see a green LED just above the screen
- ➎ Once the battery is full, you'll see a popup saying that your battery is charged

Two hours charging will give you about 90% battery power, assuming you use the standard INQ charger that came with the phone.

### ▶ SKIP TO STATUS BAR & NOTIFICATIONS

# THE BASICS

POWER ON/OFF



## POWER ON/OFF

---

### TO SWITCH YOUR PHONE ON AND OFF:

- 1 Press and hold the **Power on/off** key

If your phone's screen is off, briefly press the **Power on/off** key to turn it back on, then unlock the screen by dragging the Lock icon up on the screen.

### ▶ SKIP TO LOCK & UNLOCK YOUR SCREEN

## FIRST-TIME SETUP

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The first time you switch on your phone, you'll go through a series of steps to help you set up your preferences. These include choosing your location, preferred language and Wi-Fi settings. You'll also be able to create or sign in to your Google and Facebook accounts and start synchronising contact details, calendars and messages across to your phone.

First, you will be asked to choose your phone's language. You can change this at a later time in your phone's settings.

### ▶ SKIP TO LANGUAGE & KEYBOARD SETTINGS

Next you will be asked if you want to connect to a Wi-Fi network to set up your phone. Select an available network from the list or add your own.

### ▶ SKIP TO WI-FI & CONNECTIONS

By creating or signing in with your Google account, you'll be able to access the Android Market and download applications to your phone, as well as synchronising your Google contacts, calendar and email. Please note that a Google account is required in order to access software updates through Android Market.

### ▶ SKIP TO GMAIL

### ▶ SKIP TO ACCOUNTS & SYNC

By creating or signing in to your Facebook account during set-up, you'll be able to use Facebook from your phone's Home screen, sync your contacts in your address book and see Facebook events in your calendar.

### ▶ SKIP TO INQ HOME LIVE ICONS

### ▶ SKIP TO FACEBOOK

### ▶ SKIP TO ACCOUNTS & SYNC

## LOCK & UNLOCK YOUR SCREEN

### TO LOCK YOUR PHONE'S SCREEN:

- 1 Briefly press the **Power on/off key** to switch off the screen and save battery life or avoid pressing keys by accident
- 2 Your phone's screen will also switch off automatically after a few minutes of sitting idle. This will switch off your phone's screen and require you to unlock the screen when you switch it back on. You can change these settings in your phone's settings

### ▶ SKIP TO DISPLAY SETTINGS

### TO UNLOCK YOUR PHONE'S SCREEN:

- 1 Briefly press the **Power on/off key** again to switch your phone's screen back on
- 2 On the Lock screen, drag the Lock icon up on the screen
- 3 If you've set up a screen lock - whether it's a PIN, password or pattern lock - you'll need to enter your details to complete the screen unlock

### ▶ SKIP TO SET UP SCREEN LOCK

From the Lock screen, you can also quickly open the Camera or INQ Type applications just by dragging the icons up on the screen

### ▶ SKIP TO CAMERA

### ▶ SKIP TO INQ TYPE



## SCREEN ORIENTATION

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Some applications and screens allow you to view and interact with them in landscape mode when you turn the phone onto its side.

When you're writing, turning the phone on its side will open a larger keyboard for easier typing.

Other applications - like viewing videos in *Gallery* or *YouTube* - will automatically open in landscape mode.

# INQ HOME SCREENS



## OVERVIEW

Out of the box, your INQ Cloud Touch has five Home screens available for you to customise.

Here you can move or delete some of the preinstalled icons and apps as well as add your own selections, set new wallpaper and change the order or number of Home screens.

# INQ HOME SCREENS

WHEN YOU SWITCH ON YOUR PHONE, YOUR HOME SCREENS WILL APPEAR LIKE THIS:



To navigate between your Home screens, swipe your finger to the left or right across the screen.

Pinching together will open up a view of all five Home screens, then tap to select the one you want to view.

- ▶ SKIP TO INQ HOME LIVE ICONS
- ▶ SKIP TO SPOTIFY

# INQ HOME SCREENS

## NAVIGATE INQ HOME SCREEN

Each of your Home screens is made up of three areas:

### STATUS BAR & NOTIFICATIONS

Your phone's status bar is split into two sections:

- ❶ On the right are icons indicating your phone's status, including the time, battery and signal strength and data connection
- ❷ On the left are icons showing your notifications and alerts

### ▶ SKIP TO STATUS BAR & NOTIFICATIONS

### HOME SCREEN WORKSPACE

This is the main area of your Home screens that you can customise by choosing your own wallpaper, widgets and shortcuts.

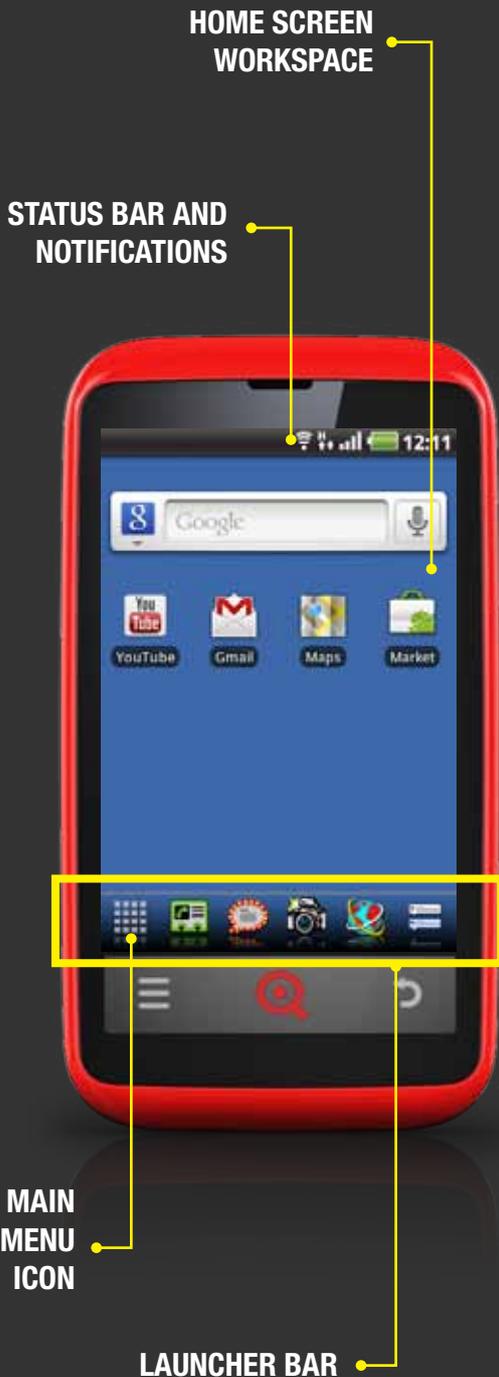
### ▶ SKIP TO ADD ITEMS TO THE HOME SCREENS

### ▶ SKIP TO SET YOUR WALLPAPER

### LAUNCHER BAR

The Launcher gives you quick access to applications like Camera, Browser and Contacts, as well as deep links into the Facebook application. On the far left is the Main Menu icon - press this to see all of the applications on your phone.

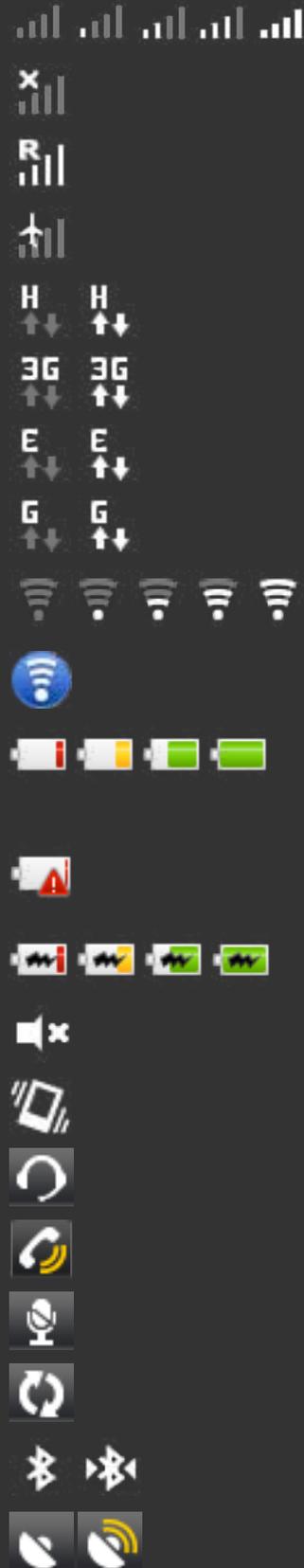
### ▶ SKIP TO LAUNCHER BAR



# INO HOME SCREENS

**YOUR PHONE'S STATUS ICONS ARE SHOWN AND EXPLAINED AS FOLLOWS:**

## ICON



## STATUS

- Network signal strength - the more white bars you have, the stronger your network signal
- No signal
- Roaming signal strength
- Airplane mode is on
- HSDPA is connected (and in use)
- 3G is connected (and in use)
- EDGE is connected (and in use)
- GPRS is connected (and in use)
- Wi-Fi signal strength - the more white bars, the stronger your Wi-Fi signal
- Portable Wi-Fi hotspot is on
- Battery status - red indicates you have less than 15% battery life remaining, yellow means you have less than 30% and green is 30-100%
- Low battery - you have less than 5% battery life remaining
- Battery charging
- Silent is on
- Vibrate is on
- Headset is plugged in
- Speaker is on (when on a call)
- Mute is on (when on a call)
- Sync is on - your phone is synchronising data with an account (e.g. email)
- Bluetooth is on (and in use)
- GPS is on (and in use)

# INQ HOME SCREENS

YOUR NOTIFICATIONS AND ALERTS ICONS ARE SHOWN AND EXPLAINED AS FOLLOWS:

ICON	STATUS	ICON	STATUS
	New Gmail message received		Missed call
	New email message received		Call in progress
	New SMS or MMS message received		Call in progress using Bluetooth headset
	Message sending failed		Call forwarding is on
	New Google Talk message received		Call on hold
	New Facebook notification		New voicemail received
	New Facebook chat message		Alarm is set
	Track playing in Spotify app		Alarm is on snooze
	Track paused in Spotify app		New calendar event
	Spotify is syncing		More notifications received (shows once you have eight or more notifications)
	Uploading data		USB connected
	Downloading data		SIM card missing
	Download completed successfully and installed		SIM card preparing
	Car mode is on		MicroSD card missing
	Software updates are available for download		MicroSD card preparing

# INQ HOME SCREENS



## STATUS BAR & NOTIFICATIONS

To view your notifications, press and drag the status bar down on the screen. This will open the notifications panel. Here you'll see a scrolling list of all current notifications, from text messages and missed calls through to calendar alerts and Facebook chat.

To view or respond to a notification, press it. Depending on the type of notification it is, it will open the application associated with it and allow you to view and respond to it.

You can clear your list of current notifications by pressing *Clear* at the top of the notifications panel.

Close the notifications panel by dragging the bottom of the panel up to the top of the screen or by pressing the **Back key**.

# INQ HOME SCREENS



MAIN MENU  
MENU  
ICON

## LAUNCHER BAR

The INQ Launcher bar sits at the bottom of your Home screens and Main Menu. Here you'll find shortcuts to key applications, including the Main Menu, Camera and Facebook deep links.

To see all of the applications on the Launcher, drag and scroll to the left and right of the screen.



To open an application from the Launcher, press it.

You can also add, remove and edit items on the Launcher to suit you.

### TO ADD APPLICATIONS FROM THE MAIN MENU:

- 1 Open the Main Menu by pressing the Main Menu icon on the Launcher
- 2 Scroll to the application you want to add to the Launcher
- 3 Press and hold the application icon - in the background you'll be taken back to the Home screen, still holding the icon
- 4 Keep holding the icon and drag it down to the Launcher bar - it will be added on the far right

### TO ADD APPLICATIONS FROM EXISTING SHORTCUTS ON THE HOME SCREEN:

- 1 Scroll to the Home screen showing the application you want to add to the Launcher
- 2 Press and hold the application icon before dragging it down to the Launcher bar - it will be added on the far right

# INQ HOME SCREENS

## LAUNCHER BAR

### TO EDIT THE ORDER OF YOUR ICONS ON THE LAUNCHER BAR:

- ❶ On the Launcher bar, press and hold the application icon you want to move
- ❷ Let go of the icon when the popup box appears above
- ❸ Press the on-screen buttons to move the icon to where you want it to be:

#### MOVE TO FAR LEFT

Moves the application icon to the far left of the Launcher bar

#### MOVE TO IMMEDIATE LEFT

Moves the application icon one step to the left

#### DELETE FROM LAUNCHER

Removes the application icon from the Launcher bar

#### MOVE TO IMMEDIATE RIGHT

Moves the application icon one step to the right

#### MOVE TO FAR RIGHT

Moves the application icon to the far right of the Launcher bar

- ❹ Once you're happy with where the icon is, press *Done* to save it and go back to the Home screen



MOVE TO FAR RIGHT

MOVE TO IMMEDIATE RIGHT

MOVE TO FAR LEFT

MOVE TO IMMEDIATE LEFT

DELETE FROM LAUNCHER

## ADD ITEMS TO THE HOME SCREENS

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You can customise your Home screens by adding shortcuts, widgets and icons, making it easier and quicker to get the information you want, when you want it.

### TO ADD AN ITEM TO THE HOME SCREEN:

- 1 Scroll to the Home screen where you want to add an item
- 2 Press the **Options key**
- 3 Select *Add item* or press and hold an empty space on the screen until a popup box appears and select *Add item* - if the *Add item* option is greyed out, there isn't enough space on your Home screen to add a new item - either remove an existing item from the screen to create space or press the **Back key** to go back to the Home screen and scroll to a new screen
- 6 Select the type of item you want to add:

### SHORTCUTS

Add links to applications, bookmarked webpages, contacts, destinations in maps, Gmail labels and more

- ▶ **SKIP TO USE BOOKMARKS & HISTORY**
- ▶ **SKIP TO MANAGE GMAIL MESSAGES**

### WIDGETS

Add a variety of widgets to the Home screens including those downloaded from Market

- ▶ **SKIP TO MARKET**

### FOLDERS

Add a folder where you can organise and store various Home screen items

- 4 Press the item you want to add it to the Home screen

- ▶ **SKIP TO MOVE, REMOVE & UNINSTALL ITEMS ON HOME SCREENS**

## MOVE, REMOVE & UNINSTALL ITEMS ON HOME SCREENS

---

### TO MOVE AN ITEM ON THE HOME SCREEN:

- 1 Press and hold the item you want to move
- 2 Drag it to where you want to put it
- 3 Let go to drop the item into an empty space

### TO REMOVE AN ITEM FROM THE HOME SCREEN:

- 1 Press and hold the item you want to remove - a bin will appear at the bottom of the screen
- 2 Drag the item down and onto the bin
- 3 Release it once the item turns red

### TO UNINSTALL AN APPLICATION FROM THE HOME SCREEN:

- 1 Press and hold the item you want to uninstall - a bin will appear at the bottom of the screen
- 2 Drag the icon down and onto the bin - the icon will turn red
- 3 Hold it there for a few seconds until you see a popup box saying *Drop to uninstall*
- 4 Let go of the icon to uninstall it
- 5 You'll see a popup screen asking you to confirm you want to uninstall this item. Press *OK* to confirm

Applications in the Main Menu can be uninstalled in the same way.

## SET YOUR WALLPAPER

---

You can customise your phone's wallpaper on the Home and lock screens by choosing one of the live wallpapers, one of the suggested INQ wallpapers or by using one of your own photos from the Gallery.

### TO SET YOUR WALLPAPER:

- 1 On the Home screen, press the **Options key**
- 2 Select *Set wallpaper*
- 3 Choose one of the following options:

#### GALLERY

Opens the gallery of photos that you've taken with the phone's camera. Here you'll have the option to crop the photo before you set it as your wallpaper.

Once you select the photo you want to use, a frame will appear to show you how much of your picture will appear on the Home screen. Drag the frame to change the area of the photo selected or press and drag one of the arrows around the edge of the frame to expand or contract the size of the selection. Press *Save* to set this as your wallpaper.

#### ► SKIP TO OPEN GALLERY

#### LIVE WALLPAPERS

Opens a list of animated wallpapers that are preinstalled on your phone. Some adapt to the time of day while others change when the screen is touched.

Press one of the wallpapers to preview it and then select *Set Wallpaper* to set it as your wallpaper.

#### WALLPAPERS

Opens a gallery of preset wallpapers that come with the phone.

Scroll through the images at the bottom to find the one that you want and press *Set Wallpaper* to set it as your wallpaper.

## HOME SCREEN PREFERENCES

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In your Home screen preferences, you can carry on personalising your phone's Home screen, whether it's changing the appearance of your Launcher bar or the number of home screens you see.

### TO EDIT YOUR PHONE'S PREFERENCES

- 1 On the Home screen, press the **Options key** and select *Preferences*
- 2 Choose from the following options:

#### GENERAL

Here you can reset all preferences back to their default setting or choose the effect behind the Launcher icons

#### WORKSPACE

Change the number and order of your home screens, as well as preferences around the icons and widgets that appear on your home screens

#### HOME GESTURES

Set up shortcut gestures on your Home screen to open the Main Menu, view all home screens or open the phone dialer

#### APPLICATIONS GRID

Choose how you want the Main Menu to appear on your phone

# INQ HOME LIVE ICONS



## OVERVIEW

The INQ Home live icons showcase the best bits of Facebook on your Home screen, making it easy to see what your friends are up to.

These are linked to your Facebook account, highlighting information from your friends to show you the latest and greatest.

- ▶ SKIP TO FACEBOOK
- ▶ SKIP TO ACCOUNTS & SYNC

# INQ HOME LIVE ICONS



## SET UP INQ HOME LIVE ICONS

When you switch on your phone and sign into Facebook for the first time, it will start to sync information from your online account to your Contacts and Calendar.

### ► SKIP TO FIRST-TIME SETUP

#### TO COMPLETE THE SIGN-IN PROCESS:

- ❶ Once you have gone through first-time setup, press the News Feed live icon to complete the sign in process
- ❷ Select *Continue*

Your INQ Home live icons are linked to an account on your phone called Facebook for INQ. This will appear in your phone's Accounts & Sync settings. Removing this account will prevent the INQ Home live icons from updating.

### ► SKIP TO ACCOUNTS & SYNC

# INQ HOME LIVE ICONS

## NAVIGATE INQ HOME LIVE ICONS

Your INQ Home live icons appear on your Home screen like this:



### PEOPLE

Opens the People application where you can keep track of your top Facebook friends

### EVENTS

Opens the Calendar application where you can view your Google and Facebook events side-by-side

### NOTIFICATIONS

Opens your Facebook Notifications screen

### PLACES

Opens your Facebook Places screen so you can quickly check in

### NEWS FEED

Shows a rich selection of recent News Feed items from your Facebook friends, including status updates, links, YouTube videos and photos

### ► SKIP TO FACEBOOK

# INQ HOME LIVE ICONS



## PEOPLE

---

Press the People live icon to open the People application where you can keep track of your top Facebook friends.

The People live icon will indicate when one of your top friends has updated their Facebook page.

▶ **SKIP TO PEOPLE**

# INQ HOME LIVE ICONS



## EVENTS

---

Press the Events live icon to open the Calendar application where you can view your Google and Facebook events side-by-side.

If you have a Facebook event due to take place today, the Events icon will change to show the event picture. It will also update to show friends' profile pictures on their birthday.

If you have no events or birthdays in today's Calendar, the events icon will appear with today's date shown underneath.

▶ **SKIP TO CALENDAR**

# INQ HOME LIVE ICONS



## NOTIFICATIONS

---

Press the Notifications live icon to open your Facebook Notifications screen.

When you receive a new notification from a friend, their Facebook profile picture will appear in the Notifications live icon.

▶ **SKIP TO FACEBOOK FOR ANDROID**

# INQ HOME LIVE ICONS



## PLACES

---

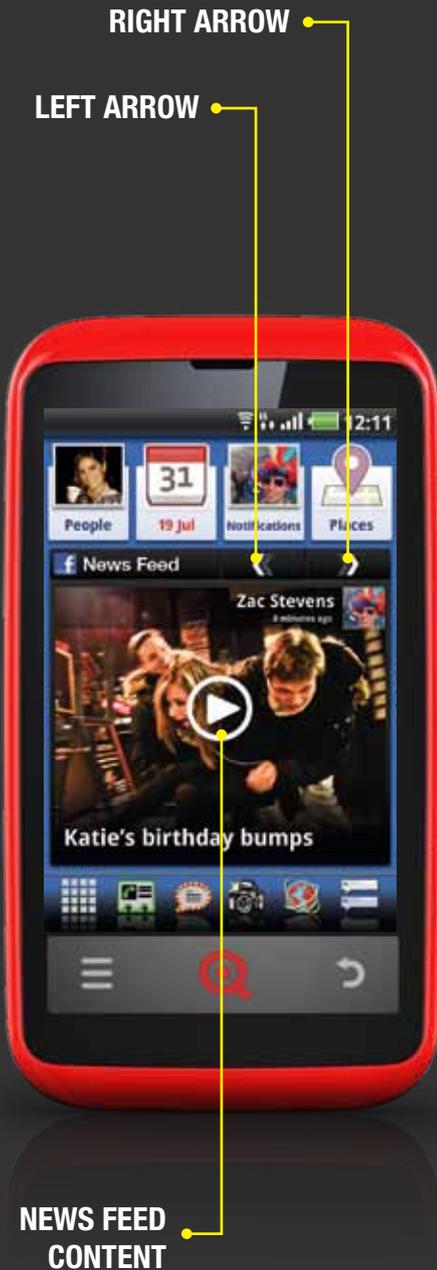
Press the Places live icon to open your Facebook Places screen where you can quickly check into locations as well as see your friends' check-ins.

When one of your Facebook friends checks into a location, their profile picture will appear in the Places live icon.

▶ **SKIP TO FACEBOOK FOR ANDROID**

# INQ HOME LIVE ICONS

## NEWS FEED



Shows a selection of recent News Feed items from your Facebook friends

The News Feed live icon shows a selection of status updates, photos, albums, links and YouTube videos.

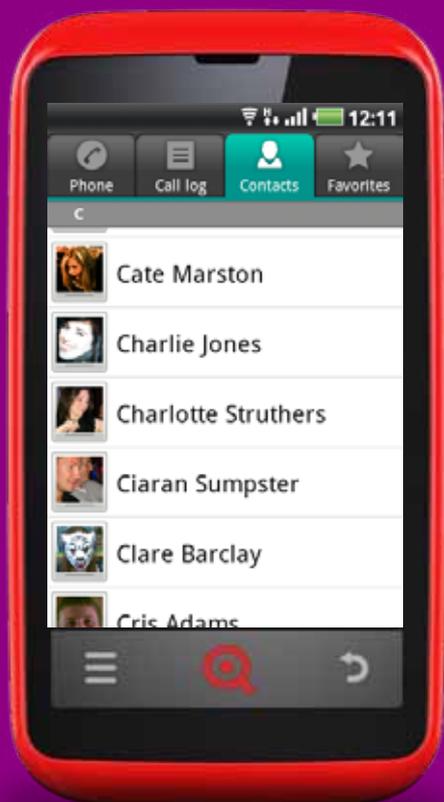
To scroll through the available stories, tap the left and right arrows in the top right-hand corner of the live icon.

The content in your News Feed should update approximately every four hours. To manually refresh your News Feed, press **News Feed** and wait for a few seconds for your phone to update.

Press the content in the News Feed live icon to open it. Facebook status updates, photos and albums will all open in the Facebook application. Links will go straight to the page that is posted while YouTube videos will open in the YouTube application.

- ▶ **SKIP TO FACEBOOK FOR ANDROID**
- ▶ **SKIP TO BROWSER**
- ▶ **SKIP TO YOUTUBE**

# CONTACTS



## OVERVIEW

Your phone's Contacts makes it quick and simple to get hold of the people you want to reach.

When you switch on your phone and sign into Google for the first time, it will automatically download any existing contacts you have in your Google account to your phone. You'll also be able to choose whether or not you want to synchronise your Facebook contacts to your address book, meaning you'll be able to see their wall, information and photos shown on Facebook from within Contacts.

As you add new applications to your phone, like Skype, Twitter and Whatsapp, you'll also be able to merge your friends' profiles from each of these accounts into their Contacts entry.

### ► SKIP TO ACCOUNTS & SYNC

# CONTACTS



CONTACTS  
ICON

## OPEN CONTACTS

### TO OPEN CONTACTS:

- ❶ Press the Contacts icon in the Launcher bar
- ❷ Alternatively you can open Contacts by pressing the Main Menu icon and selecting Contacts
- ❸ You can also access Contacts from the Phone screen - just press the Contacts tab at the top of the screen

### THE FIRST TIME YOU OPEN CONTACTS:

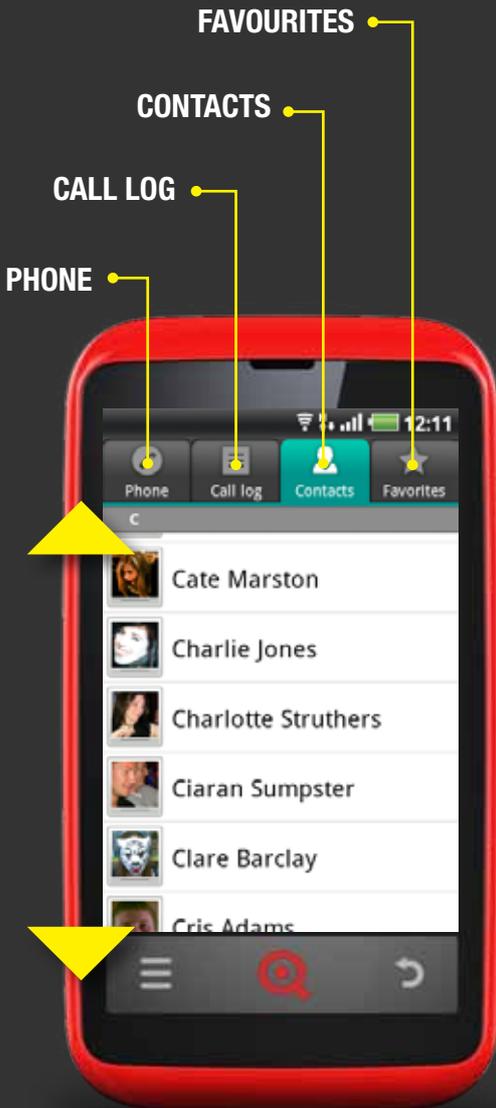
- ❶ If you have a new phone and haven't yet added any contacts, you'll see a message with instructions as to how to import and add contacts' details our phone from your Google account, microSD card and SIM card.

### ► SKIP TO IMPORT & SYNC CONTACTS

# CONTACTS

## NAVIGATE CONTACTS

Your Contacts list appears on your phone like this:



### PHONE

Opens the Phone keypad

### CALL LOG

Opens a list of your outgoing and incoming calls, including missed calls

### CONTACTS

Opens a list of your contacts

### FAVOURITES

Opens a list of your favourite and most frequently contacted contacts

Press a contact name to see their contact details in full

Press a contact picture to see quick contact options

Drag the list up on the screen to scroll quickly through your contacts

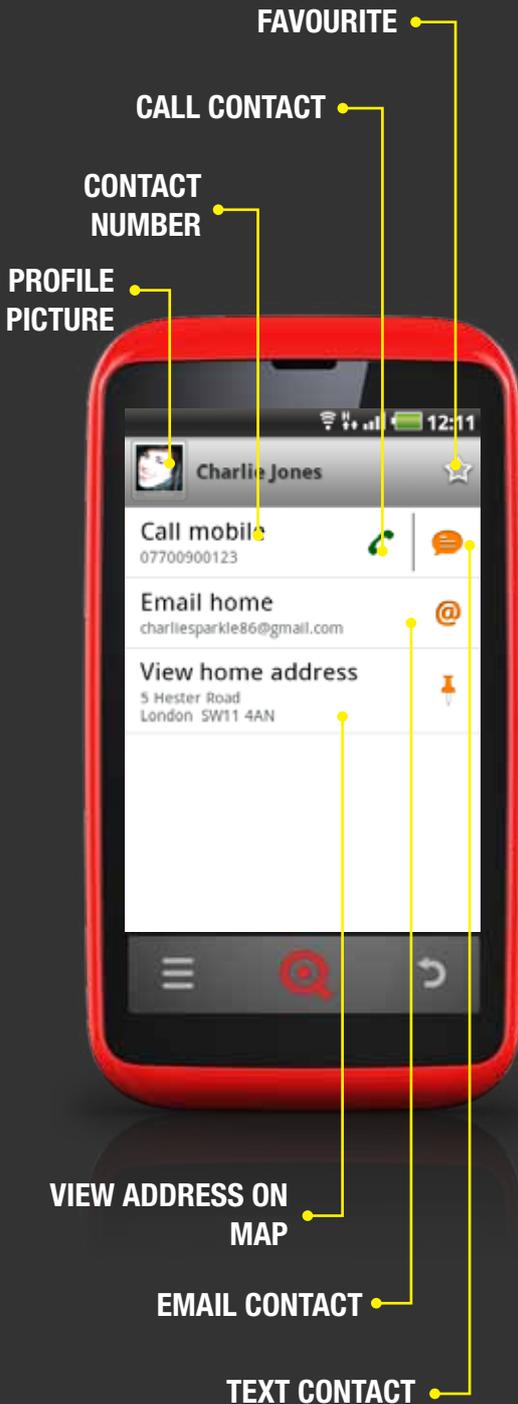
Your contacts are listed alphabetically by their first names. You can change this in your Contacts settings

### ▶ SKIP TO CONTACTS SETTINGS

# CONTACTS

## NAVIGATE CONTACTS

Detailed contact informations appears on your phone like this:



### PROFILE PICTURE

Press to open quick contact options. For Facebook contacts, this will show their current Facebook profile picture

### CONTACT NUMBER

Press this to call your contact

### FAVOURITE

Press the star to make this contact a favourite

### CALL CONTACT

Press this to call your contact

### TEXT CONTACT

Press this to text your contact

### EMAIL CONTACT

Press this to email your contact

### VIEW ADDRESS ON MAP

Press this to find their address in Maps

Contacts synced with your Facebook account will also include read-only information pulled from their Facebook profile.

### ► SKIP TO FACEBOOK CONTACTS

# CONTACTS



## NAVIGATE CONTACTS

Press a contact's picture to see quick contact options. The options shown will depend on what contact details are available. In other words, if you only have their phone number stored on your phone, only the call and text options will be shown here.

Quick contact options appear on your phone like this:

### CALL

Press to open Quick Contact options. For Facebook contacts, this will show their current Facebook profile picture.

### TEXT

Press this to text your contact

### EMAIL

Press this to email your contact

### VIEW ON MAP

Press this to find their address in Maps

### FACEBOOK

Contacts synced with your Facebook account will also include a direct link to their Facebook profile.

### ► SKIP TO FACEBOOK CONTACTS

# CONTACTS

## ADD A NEW CONTACT

---

Rather than just adding a contact to your phone or SIM memory and leaving it static, Android gives you the option of syncing your contacts with your Google account, your Microsoft Exchange account or any other account that supports contact syncing.

That way, whenever you update your contact's details - whether it's on your phone or directly into your Google account or Microsoft accounts - those changes will be mirrored everywhere else.

### ► SKIP TO IMPORT & SYNC CONTACTS

#### TO ADD A NEW CONTACT:

- 1 Open Contacts from the Launcher or Main Menu
- 2 Press the **Options key**
- 3 Press *New contact*
- 4 If you have no accounts set up, the new contact will be saved directly to your phone memory. If you have one account (e.g. Google account) set up, your contact will be saved and synced with that account. If you have two or more accounts set up on your phone (e.g. a Google account and a Microsoft Exchange account), you'll be asked which of these you'd like to use to save the new contact.
- 5 Press a text box to add information
- 6 Type in the details you want to add
- 7 Press *Next* to go to the next text field or scroll down the page to view all fields
- 8 When you're finished, press *Done*

# CONTACTS

## EDIT A CONTACT

---

Once you've added a contact, you can change or add to their details. Some entries include details from multiple sources, including email accounts, Facebook and details imported from your SIM and/or microSD card.

When you edit these contacts the information is split into separate sections on the screen. Any changes that you make to details in one section will not affect the details in another section. For example, if you have a contact that is synced with both your Google and Hotmail accounts, editing their Hotmail address in the Hotmail account section will not affect the Google account section.

### ► SKIP TO JOIN & SEPARATE CONTACTS

All contacts' Facebook details are pulled from their profiles online and therefore cannot be edited on your phone.

### ► SKIP TO FACEBOOK CONTACTS

#### TO EDIT A CONTACT'S DETAILS:

- 1 Open Contacts from the Launcher or Main Menu
- 2 Scroll to the contact you want to edit
- 3 Press on their name to open their contact details
- 4 Press the **Options key**
- 5 Press *Edit contact*
- 6 Edit their contact details by selecting the text box you want to edit and then typing into it
- 7 When you're finished, press *Done*

# CONTACTS

## REMOVE A CONTACT

---

### TO REMOVE A CONTACT:

- 1 Open Contacts from the Launcher or Main Menu
- 2 Scroll to the contact you want to remove
- 3 Press on their name to open their contact details
- 4 Press the **Options key**
- 5 Press *Delete contact*
- 6 Press *OK* to confirm that you want to delete the account

Deleting a contact that is synced with your Google account will also remove this contact from your online Google contacts.

Facebook contacts cannot be deleted from your Contacts as these are read-only. Instead your phone will tell you that this contact will be hidden in your Contacts. To delete them as a friend, you will need to unfriend them in Facebook.

If the contact is synced with both Google and Facebook, their contact details will be deleted from your Google account. However your phone will tell you that the Facebook - or read-only - part of their details will be hidden in your Contacts, rather than deleted.

# CONTACTS

## USE FAVOURITES

---

Your Favourites tab contains a list of your favourite and most frequently contacted contacts.

### TO ADD A CONTACT TO YOUR FAVOURITES:

- 1 Open Contacts from the Launcher or Main Menu
- 2 Scroll to the contact you want to add
- 3 Press on their name to open their contact details
- 4 Press the star to the right of their name to add them to your Favourites - a yellow star means the contact is in your favourites

### TO REMOVE A CONTACT FROM YOUR FAVOURITES:

- 1 Open Contacts from the Launcher or Main Menu
- 2 Press the *Favourites* tab
- 3 Scroll to the contact you want to remove
- 4 Press on their name to open their contact details
- 5 Press the star to the right of their name to remove them from your Favourites - a grey star means the contact is no longer in your favourites

# CONTACTS

## JOIN & SEPARATE CONTACTS

---

When you add contacts from a range of sources you can join their entries together under one name to avoid duplications in your Contacts.

### TO MANUALLY JOIN CONTACT ENTRIES:

- 1 Open Contacts from the Launcher or Main Menu
- 2 Press the contact entry that you want to keep - this is the entry that you will see in your Contacts after you have joined the entries together
- 3 Press the **Options key**
- 4 Press *Edit contact*
- 5 Press the **Options key**
- 6 Press *Join*
- 7 Select the contact entry that you want to add - this information will be added to the first entry and will no longer be visible in your Contacts

If you have a contact entry with details from multiple accounts and sources, you can separate our the details from each source into multiple entries.

### TO SEPARATE ENTRIES:

- 1 Open Contacts from the Launcher or Main Menu
- 2 Press the contact entry that you want to separate
- 3 Press the **Options key**
- 4 Press *Edit contact*
- 5 Press the **Options key**
- 6 Press *Separate contact* - their contact details will then be separated into individual entries in your Contacts

# CONTACTS

## IMPORT & SYNC CONTACTS

---

You can import your contacts from a range of locations:

### GOOGLE

When you first sign in with a Google account on your phone, it will automatically begin importing your Google contacts into your Contacts list. Any future changes you make to these contacts on your phone will be mirrored in your online Google account and vice versa.

### FACEBOOK

When you first sign in to Facebook, you'll be asked if you want to sync your Facebook friends with your Contacts list. Choose *Sync all* to add all Facebook friends to your Contacts or *Sync with existing contacts* to merge Facebook details with friends already in your Contacts list.

### SIM CARD

The first time you open Contacts on your phone, you'll see instructions for how to import contacts from your SIM card to your phone.

Press the **Options key** and select *Import/Export > Import from SIM card*.

If you have no accounts set up on your phone, your SIM contacts will be imported directly to your phone memory.

If you have one account (e.g. Google account) set up, your contacts will be imported and synced with that account.

If you have two or more accounts set up on your phone (e.g. a Google account and a Microsoft Exchange account), you'll be asked which of these you'd like to import the new contacts into.

You'll then see a list of all contacts on your SIM card. You can either select individual contacts to import by pressing one contact at a time or press the **Options key** and then *Import all* to import all contacts on your SIM card.

# CONTACTS

## IMPORT & SYNC CONTACTS

---

You can import your contacts from a range of locations:

### MICROSD CARD

In Contacts, press the **Options key** and select *Import/Export > Import from SD card*.

If you have no accounts set up on your phone, your microSD card contacts will be imported directly to your phone memory.

If you have one account (e.g. Google account) set up, your contacts will be imported and synced with that account.

If you have two or more accounts set up on your phone (e.g. a Google account and a Microsoft Exchange account), you'll be asked which of these you'd like to import the new contacts into.

Your phone will then start importing any vCard details stored on the microSD card into your Contacts list.

# CONTACTS

## SHARE CONTACTS

---

You can share a contact's details with someone by sending them in vCard format.

### TO SHARE A CONTACT'S DETAILS:

- 1 Open Contacts from the Launcher or Main Menu
- 2 Scroll to the contact whose details you want to share
- 3 Press on their name to open their contact details
- 4 Press the **Options key**
- 5 Press *Share*
- 6 Choose how you want to share their details:

#### BLUETOOTH

Share your contact's details via Bluetooth. To do this, you will need to switch on Bluetooth and select a device to pair with. Once you are paired with the other device, your contact's vCard will send automatically.

#### ▶ SKIP TO USE BLUETOOTH

#### EMAIL

Share your contact's details via an Email account (e.g. Microsoft Exchange, Hotmail, Yahoo etc.). This will open a new email in your Email application with the contact's vCard already added as an attachment.

#### ▶ SKIP TO EMAIL OVERVIEW

#### GMAIL

Share your contact's details via a Gmail account. This will open a new email in your Gmail application with the contact's vCard already added as an attachment

#### ▶ SKIP TO GMAIL OVERVIEW

# CONTACTS

## FACEBOOK CONTACTS

Contacts with synchronised Facebook accounts will include tabs for their wall, information and photos within their Contacts entries.



### WALL

Opens their Facebook wall

### INFO

Shows contact information from their Facebook account as well as information synced from other accounts (e.g. Google account, SIM card etc.)

### PHOTOS

Opens their Facebook photos and albums

### INFORMATION PULLED FROM FACEBOOK

All Facebook information in Contacts is read-only and cannot be edited on your phone as this is pulled directly from your friends' Facebook profiles

### ► SKIP TO FACEBOOK

# CONTACTS

## CONTACTS SETTINGS

---

Search your contacts to quickly find the entry you're looking for.

### TO SEARCH YOUR CONTACT LIST:

- 1 Open Contacts from the Launcher or Main Menu
- 2 Press the **Options key**
- 3 Press *Search*
- 4 Start typing the name of the contact you're looking for - as you type, suggested results will appear on the screen
- 5 Press the contact's name to open their contact details or press their contact picture to see quick contact options

You can edit contacts' settings to set different ringtones for different individuals.

### TO SET A RINGTONE FOR A CONTACT:

- 1 Open Contacts from the Launcher or Main Menu
- 2 Scroll to the contact whose ringtone you want to set
- 3 Press on their name to open their contact details
- 4 Press the **Options key**
- 5 Press *Options > Ringtone*
- 6 Choose the ringtone you want to hear when they call you from the list - your phone will play a short clip
- 7 Press *Done*

You can edit contacts' settings to divert their incoming calls directly to voicemail.

### TO SEND ALL OF A CONTACT'S CALLS TO VOICEMAIL:

- 1 Open Contacts from the Launcher or Main Menu
- 2 Scroll to the contact whose calls you want to divert
- 3 Press on their name to open their contact details
- 4 Press the **Options key**
- 5 Press *Options*
- 6 Select *Incoming calls* to send their incoming calls straight to your voicemail - now your phone won't ring when they call and they will be sent straight to your voicemail service

# CONTACTS

## CONTACTS SETTINGS

---

You can change the way your contacts are displayed in a number of ways in your Display options.

### TO EDIT YOUR DISPLAY OPTIONS:

- ❶ Open Contacts from the Launcher or Main Menu
- ❷ Press the **Options key**
- ❸ Press *Display options*
- ❹ Choose how you want to view your contacts:

#### ONLY CONTACTS WITH PHONES

Select this option to hide all contact entries that don't have phone numbers

#### SORT LIST BY

Choose whether you want to order your contact list by first name or surname

#### VIEW CONTACT NAMES AS

Choose whether you want to view your contacts' first name or surname first

#### ACCOUNTS

Select an individual account to choose how contacts belonging to this account will appear. Some accounts - like Google - allow you to sort your contacts into groups online and choose which of these should be displayed on your phone. Select the groups you want to show in your Contacts and press *Done* to apply any changes.

### ► SKIP TO ACCOUNTS & SYNC

# CALLS



## OVERVIEW

Your INQ Cloud Touch makes it quick and simple to call your Contacts.

Phone opens the phone keypad so you can enter numbers in full while Call log stores the calls that you make and receive.

Missed calls are stored in Call log and notifications are posted in the Status bar.

## ► SKIP TO STATUS BAR & NOTIFICATIONS

# CALLS



CONTACTS

## OPEN PHONE

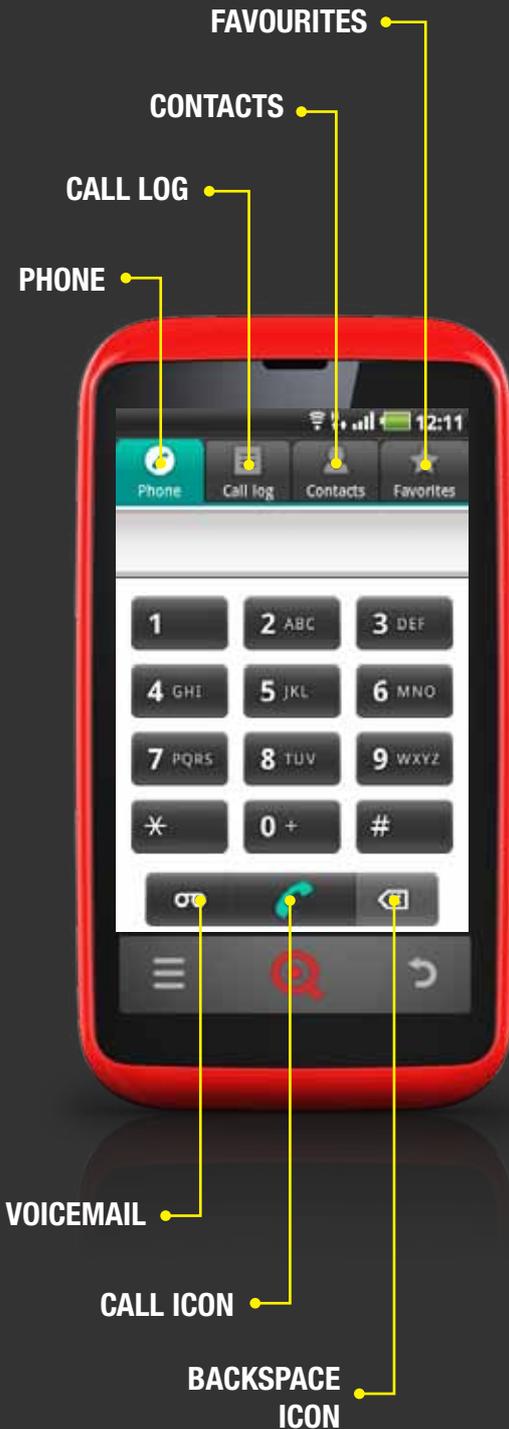
### TO OPEN PHONE:

- 1 Press the Contacts icon in the Launcher bar
- 2 Press the Phone tab to open Phone

Alternatively you can open Phone by pressing the Main Menu icon and selecting *Phone*.

### ► SKIP TO CONTACTS

# CALLS



## NAVIGATE PHONE

Detailed contact informations appears on your phone like this:

### PHONE

Opens the Phone keypad

### CALL LOG

Opens a list of your outgoing and incoming calls, including missed calls

### ▶ SKIP TO CALL LOG

### CONTACTS

Opens a list of your contacts

### FAVOURITES

Opens a list of your favourite and most frequently contacted contacts

### VOICEMAIL

Press this to dial your network operator's voicemail service

### CALL

Press the Call icon to call the number you have entered using the keypad

If you haven't entered a number, pressing the Call icon once more will bring up the last number you dialled - pressing the call icon again will dial this number.

### BACKSPACE

If you enter an incorrect number, press this to delete numbers one by one

Press and hold the Backspace icon to delete the whole number.

# CALLS

## MAKE A CALL

---

You can make a call from your phone in a number of different ways.

### TO MAKE A CALL FROM THE PHONE KEYPAD:

- ➊ Open Phone from the Main Menu or within Contacts
- ➋ Enter the number you want to dial by pressing the numbers on the phone keypad
- ➌ Press the Call icon to dial the number you have entered
- ➍ When you're finished, press *End* to end the call

You can also make calls from the Call Log and Contacts.

▶ **SKIP TO CALL LOG**

▶ **SKIP TO CONTACTS**

You can call phone numbers that appear elsewhere on your phone, including in the Browser, just by pressing them. This will open the phone keypad screen with the phone number you pressed already entered. From here you can either edit the number using the keypad or press the Call icon to dial it.

You can see and edit your Call Settings - including Call divert - in your phone's Settings menu.

▶ **SKIP TO CALL SETTINGS**

# CALLS

## RECEIVE A CALL

When you receive a phone call, the Incoming Call screen appears. This screen displays the caller's phone number along with their caller ID and Contacts profile picture, if these are already stored in your Contacts.

Facebook contacts will show their Facebook profile picture.

### ▶ SKIP TO CONTACTS

### ▶ SKIP TO FACEBOOK CONTACTS

### TO ANSWER A CALL:

- ❶ When the Incoming Call screen appears, press and hold the green Answer icon
- ❷ Drag the Answer icon to the right of the screen - if you were already on a call, the first call will be placed on hold while you answer the new call

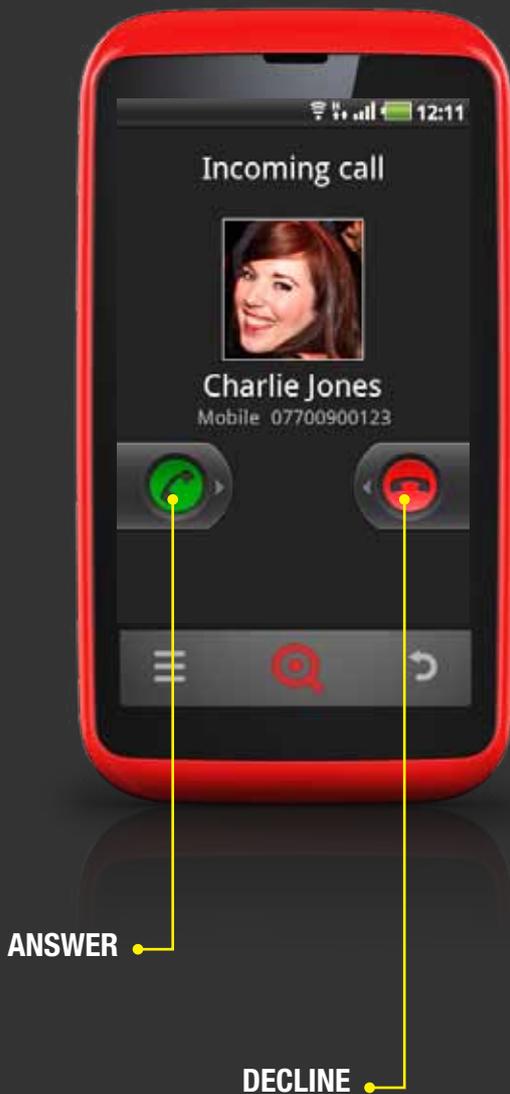
### TO DECLINE A CALL & DIVERT IT TO VOICEMAIL:

- ❶ When the Incoming Call screen appears, press and hold the red Decline icon
- ❷ Drag the Decline icon to the left of the screen - the caller will then be diverted to your voicemail service to leave a message

To switch off your phone's ringtone before you answer or decline the call, press the **Volume down key**.

You can see and edit your Call Settings - including Call divert - in your phone's Settings menu.

### ▶ SKIP TO CALL SETTINGS



ANSWER

DECLINE

# CALLS

## CHECK YOUR MISSED CALLS

---

Missed calls and voicemail messages will appear in your Status Bar at the top left of your phone's screen.

### TO RESPOND TO A MISSED CALL:

- 1 Drag the Status Bar down on the screen to open your Notifications
- 2 Press the Missed call notification to open the Call Log
- 3 Press the caller's name and / or number to see when the call was received or press the Call icon to return the call

### TO LISTEN TO YOUR VOICEMAIL:

- 1 Drag the Status Bar down on the screen to open your Notifications
- 2 Press the Voicemail notification
- 3 Different network operators deal with Voicemail in a number of ways - some may direct you to the Call Log to call voicemail directly while others send a text message notifying you of a new message

### ▶ SKIP TO STATUS BAR & NOTIFICATIONS

You can see and edit your Call Settings - including Call divert - in your phone's Settings menu.

### ▶ SKIP TO CALL SETTINGS

# CALLS

## NAVIGATE CALL LOG

### TO OPEN CALL LOG:

- ❶ Press the Contacts icon in the Launcher bar
- ❷ Press the Call Log tab to open Call Log

Your Call Log appears on your phone like this:

### CALL ICON

Dials the phone number shown

### OUTGOING CALL

Shows that you made a call to the number shown

### MISSED CALL

Shows that you missed a call from the number shown

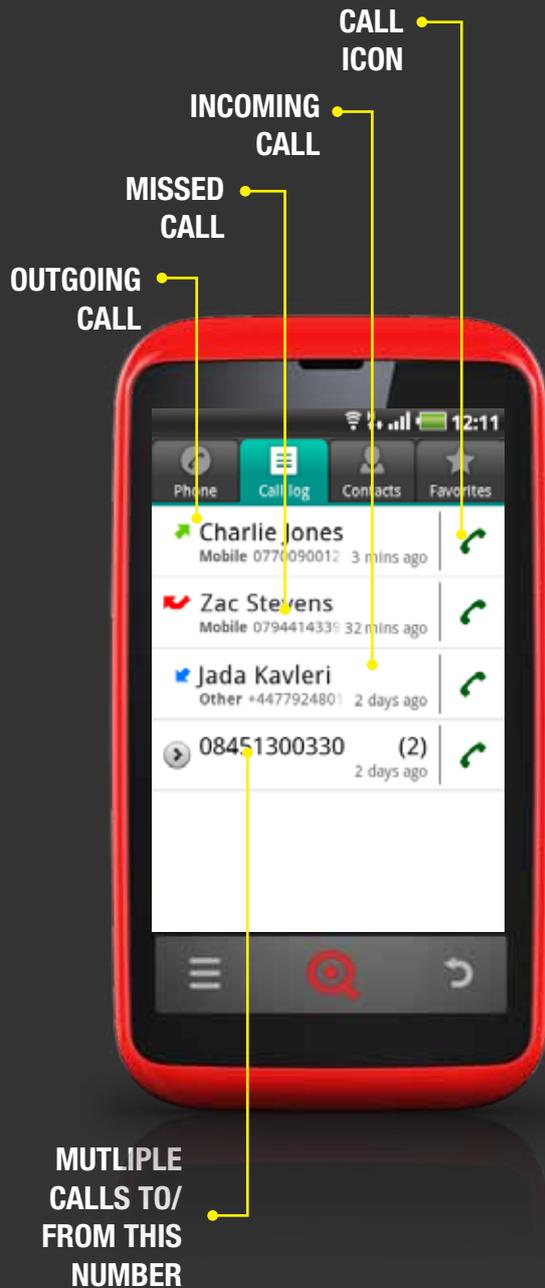
### INCOMING CALL

Shows that you received a call from the number shown

### MULTIPLE CALLS TO/FROM THIS NUMBER

Shows that you made or received multiple calls to or from this number at around the same time - press the arrow to see each of these in more detail

Press and hold any entry in the Call Log to see more options



# CALLS

## CALL LOG OPTIONS

---

See more information about a call or choose how you want to respond in your Call Log options.

### TO VIEW CALL LOG OPTIONS:

- 1 Press the Contacts icon in the Launcher bar
- 2 Press the *Call Log* tab to open Call Log
- 3 Press and hold the entry that you want to see in more detail
- 4 Choose from the following options:

#### CALL NUMBER

Dials the phone number shown

#### VIEW CONTACT

Opens the contact details for that contact - this option will only appear if the phone number in the Call Log is already stored in your Contacts

#### EDIT NUMBER BEFORE CALL

Opens the phone number in the phone keypad screen so you can edit it before dialling

#### SEND TEXT MESSAGE

Opens Messaging so you can type a message to the caller

#### ADD TO CONTACTS

Opens Contacts so you can add the phone number as a new contact or to an existing contact

#### REMOVE FROM CALL LOG

Deletes this entry from your Call Log

### TO CLEAR YOUR CALL LOG:

- 1 Press the Contacts icon in the Launcher bar
- 2 Press the Call Log tab to open Call Log
- 3 Press the **Options key**
- 4 Select *Clear call log*

# CALLS

## USE CALL FEATURES

When a call is in progress, your call screen will look like this:

### HOLD

Press this to place a caller on hold - press it again to take them off hold

While the call is on hold, an icon will appear in the Status bar to remind you that there is a call on hold - you can navigate back to the Call screen by dragging down the Status bar and selecting the Call on Hold notification

### ADD CALL

Press this icon to make a new call in addition to your current one

### ▶ SKIP TO MANAGE MULTIPLE CALLS

### END

Ends the current call

### DIALPAD

Opens the phone keypad during a call

### BLUETOOTH

When a Bluetooth device is set up and paired with your phone, press *Bluetooth* to switch the call from the device to the phone or vice versa

### ▶ SKIP TO USE BLUETOOTH

### MUTE

Switches off your phone's microphone - the icon will turn green while you are muted - press it again to unmute your microphone

### SPEAKER

Puts the current call on speakerphone - the icon will turn green while speakerphone is on - press it again to turn it off



# CALLS

## MANAGE MULTIPLE CALLS

---

If you receive a second call while you're already on the phone, you can choose to switch between the calls or merge them into one conference call.

You can also set up a conference call between multiple callers.

### TO SWITCH BETWEEN CALLS:

- 1 When you are on a call and receive a second call, the Hold icon will be replaced by a Swap icon
- 2 Press *Swap* to switch from the first to the second call - this places the first caller on hold while you join the second call
- 3 Press *Swap* again to put the second caller on hold and return to the first call or press *End* to end the second call and rejoin the first one

### TO MERGE CALLS INTO A CONFERENCE CALL:

- 1 When two calls are active, the *Add call* option will be replaced by a *Merge* option
- 2 Press *Merge* to merge the two calls into one conference call
- 3 Pressing *End* will end both calls

### TO SET UP A CONFERENCE CALL BETWEEN MULTIPLE CALLERS:

- 1 Open Phone or Contacts from the Launcher bar or Main Menu
- 2 Call the first person you want to include on the call
- 3 Once they are on the line, press *Add call* - the first caller is put on hold while you call the second caller
- 4 Call the second person you want to include on the call
- 5 Once they are on the line, press *Merge* - the second caller will be added into a conference along with you and the first caller
- 6 During the conference call, press *Manage* to disconnect one of the callers to talk privately with any of the callers - others will be put on hold
- 7 Once the call is complete, press *End* to disconnect all callers

# CALLS

## CALL SETTINGS

---

Call settings can be found and edited in the Settings Menu.

### TO OPEN CALL SETTINGS:

- 1 Press the Main Menu icon to open the Main Menu
- 2 Press *Settings* > *Call Settings*

### ▶ SKIP TO CALL SETTINGS

# MESSAGING



## OVERVIEW

The INQ Cloud Touch makes sending text and multimedia messages to your friends fast and straightforward.

Create new messages with INQ Keyboard to minimise time spent typing and view all of your texts as threads so you never lose track of where you are in the conversation.

Attach photos, videos or audio to texts and share them with friends.

- ▶ SKIP TO INQ KEYBOARD
- ▶ SKIP TO PHOTOS & VIDEOS

# MESSAGING

## OPEN MESSAGING

### TO OPEN MESSAGING:

- 1 Press the Messaging icon in the Launcher bar
- 2 Alternatively you can open Messaging by pressing the Main Menu icon and selecting *Messaging*

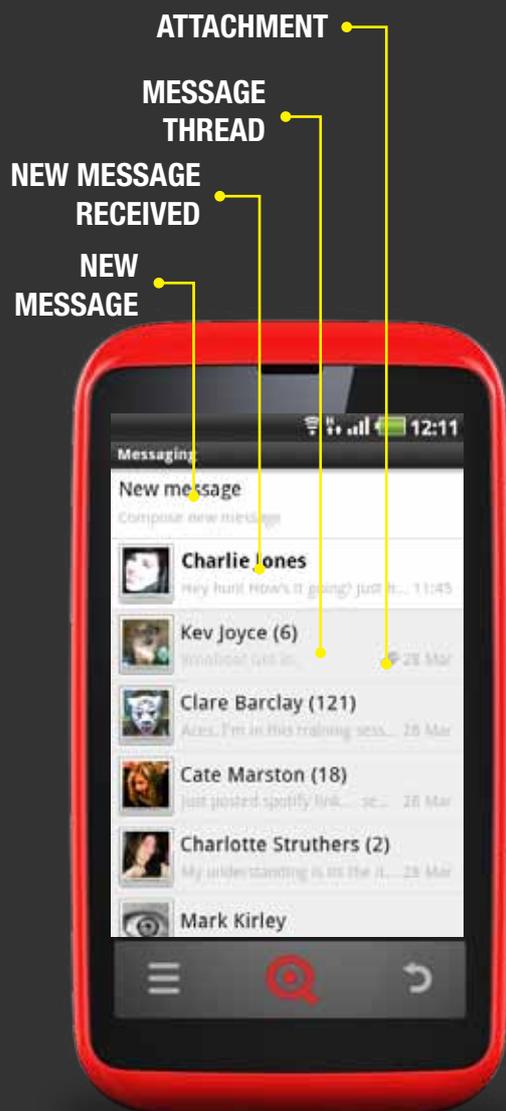


MESSAGING

# MESSAGING

## NAVIGATE MESSAGING

Your Messaging inbox appears on your phone like this:



### NEW MESSAGE

Opens a new text message or multimedia message window

All text messages sent and received from the same contact will be shown as a single thread in your inbox. Press the thread to view the most recent texts first and the older texts higher up on the screen

### NEW MESSAGE RECEIVED

Threads shown in bold contain a new, unread message

### MESSAGE THREAD

Shows the contact who has sent you the message, the number of messages in the thread and a snapshot of the most recent message. Press to open a conversation view of messages sent between you and a contact

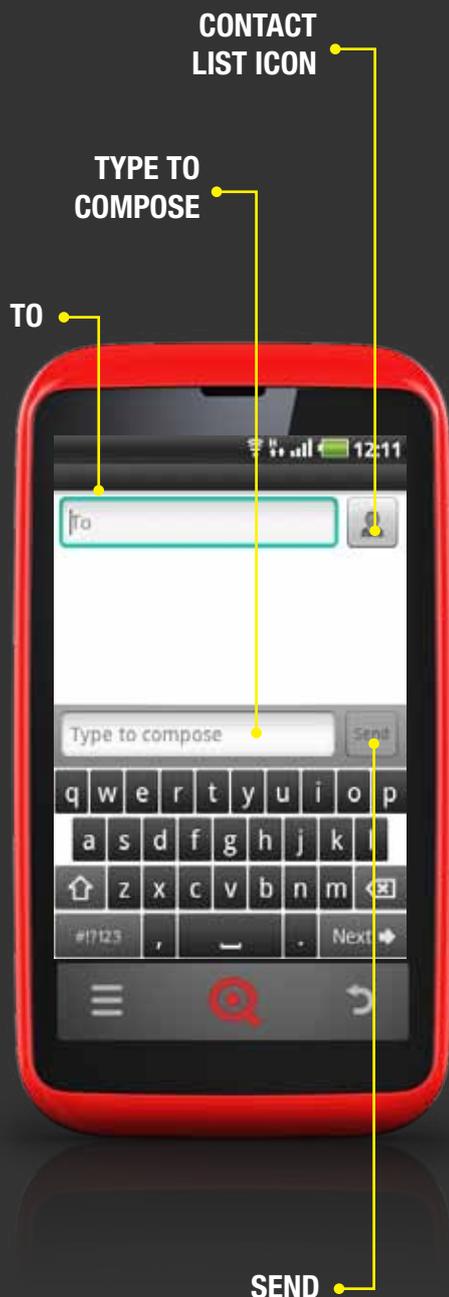
### ATTACHMENT

Shows that thread contains one or more attachments, including pictures, audio and / or video

# MESSAGING

## NAVIGATE MESSAGING

Your new message screen appears on your phone like this:



### TO

Enter your recipient's name or number here - as you type, your phone will suggest Contacts with similar names and / or numbers

### CONTACTS LIST ICON

Opens your Contacts list so you can choose your recipient

### TYPE TO COMPOSE

Press this text box and start typing your text message

### SEND

Sends the message to the recipient

SMS messages are comprised of up to 160 characters per message. As you get closer to the 160-character limit, a counter will appear below the Send icon to say how many characters are left. If you go over this, your message will be sent as a series of messages that are joined together on the recipient's phone.

# MESSAGING

## CREATE A NEW MESSAGE

---

### TO WRITE A NEW TEXT MESSAGE TO A NEW RECIPIENT:

- 1 Open Messaging from the Launcher or Main Menu
- 2 In your Messaging inbox, press *New message*
- 3 Choose your recipient. If the recipient is already in your Contacts, press the Contacts list icon and select the contact you want to text.

Or you can start to type the recipient's name in the *To* box - your phone will suggest contacts as you type. Press the one you want to send the text to.

If the recipient is not already in your Contacts, press the Symbol icon on the keyboard (*#!?123*) and enter the number you want to send the text to.

- 4 Press the *Type to compose* box and start typing your message
- 5 When you're finished, press *Send*

You can also write messages from INQ Type.

### ▶ SKIP TO INQ TYPE

# MESSAGING

## RESPOND TO A MESSAGE

---

New text messages will appear in the Status bar at the top left of your phone's screen.

### ► SKIP TO STATUS BAR & NOTIFICATIONS

#### TO VIEW A NEW RECEIVED MESSAGE:

- 1 Drag the Status bar down on the screen to open your Notifications
- 2 Press the new message received notification to open the thread with the new message

#### TO RESPOND TO A MESSAGE THREAD:

- 1 Open Messaging from the Launcher or Main Menu
- 2 In your Messaging inbox, select the thread that you want to respond to
- 3 Press the *Type to compose* box and type the text you want to send
- 5 When you're finished, press *Send*

#### TO FORWARD A MESSAGE TO ANOTHER RECIPIENT:

- 1 Open Messaging from the Launcher or Main Menu
- 2 In your Messaging inbox, select the thread that you want to forward
- 3 In the message thread, press and hold the individual message that you want to forward to open the Message options popup
- 4 Select *Forward* - this will open a new message screen
- 5 Choose your recipient
- 4 Press the *Type to compose* box and type your message
- 5 When you're finished, press *Send*

### ► SKIP TO CREATE A NEW MESSAGE

# MESSAGING

## DELETE A MESSAGE

---

You can choose to delete individual messages within a thread or delete the whole thread from your Messaging inbox. You can also lock individual messages within a thread to ensure that they won't be deleted if you reach your storage limits.

### TO DELETE AN INDIVIDUAL MESSAGE WITHIN A THREAD:

- 1 Open Messaging from the Launcher or Main Menu
- 2 In your Messaging inbox, select the thread you want to open
- 3 Press and hold the message you want to delete to open the Message options popup
- 4 Press *Delete message*
- 5 Press *Delete* to confirm that you want to delete the message

### TO DELETE A WHOLE THREAD FROM YOUR INBOX:

- 1 Open Messaging from the Launcher or Main Menu
- 2 In your Messaging inbox, select the thread you want to delete
- 3 Press the **Options key**
- 4 Press *More > Delete thread*
- 5 Press *Delete* to confirm that you want to delete the thread

Alternatively you can delete whole threads by pressing and holding the thread you want to delete in your inbox, then select *Delete thread > Delete*.

### TO DELETE ALL THREADS FROM YOUR INBOX:

- 1 Open Messaging from the Launcher or Main Menu
- 2 In your Messaging inbox, press the **Options key**
- 3 Press *Delete threads*
- 4 Press *Delete* to confirm that you want to delete the threads

### TO LOCK A MESSAGE & PREVENT IT FROM BEING DELETED

- 1 Open Messaging from the Launcher or Main Menu
- 2 In your Messaging inbox, select the thread you want to open
- 3 Press and hold the message you want to lock
- 4 Press *Lock message*

# MESSAGING

## ATTACH ITEMS TO A MESSAGE

---

MMS messages are text messages with media attached, whether it's photos, audio or video clips.

### TO ATTACH MEDIA TO A MESSAGE:

- 1 Open Messaging from the Launcher or Main Menu
- 2 Select the message thread you want to respond to or press *Create new message* and enter the recipient's details
- 3 Press the **Options key**
- 4 Press *Attach*
- 5 Choose the type of media you want to attach:

#### PICTURES

Opens Gallery where you can choose an image to send from your albums. Photos that are too large will automatically be resized before sending

#### CAPTURE PICTURE

Opens Camera where you can take a picture and attach it

#### VIDEOS

Opens the Gallery where you can choose a video to send from your albums. Videos that are more than XMB in file size cannot be sent

#### CAPTURE VIDEO

Opens Camera where you can take a video and attach it

#### AUDIO

Opens a list of audio tracks you can choose to attach

#### RECORD AUDIO

Opens the Sound recorder where you can record some audio and attach it

#### SLIDESHOW

Opens a screen where you can assemble up to ten photos into a slideshow and attach these

- 6 Press the *Type to compose* box and type your message
- 7 When you're finished, press *Send*

# MESSAGING

## MESSAGING SETTINGS

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### TO EDIT YOUR MESSAGING SETTINGS:

- 1 Open Messaging from the Launcher or Main Menu
- 2 Press the **Options key**
- 3 Press *Settings*
- 4 Choose the settings you want to change:

#### DELETE OLD MESSAGES

Automatically deletes older text messages in all threads when your messaging storage limit is reached

#### TEXT MESSAGE LIMIT

Choose the maximum number of text messages to save per message thread. When this number is reached, older messages will be deleted if the above option is ticked

#### MULTIMEDIA MESSAGE LIMIT

Choose the maximum number of MMS messages to save per message thread. When this number is reached, older messages will be deleted if the above option is ticked

#### DELIVERY / READ REPORTS

Sends you a report for each message sent / read

#### AUTO-RETRIEVE

Automatically downloads multimedia attachments in MMS messages - untick this to manually download content

#### ROAMING AUTO-RETRIEVE

Automatically downloads attachments in MMS messages when you're roaming on another network (e.g. when you're abroad) - untick this to manually download content

#### NOTIFICATIONS

Displays a notification when you receive a new message

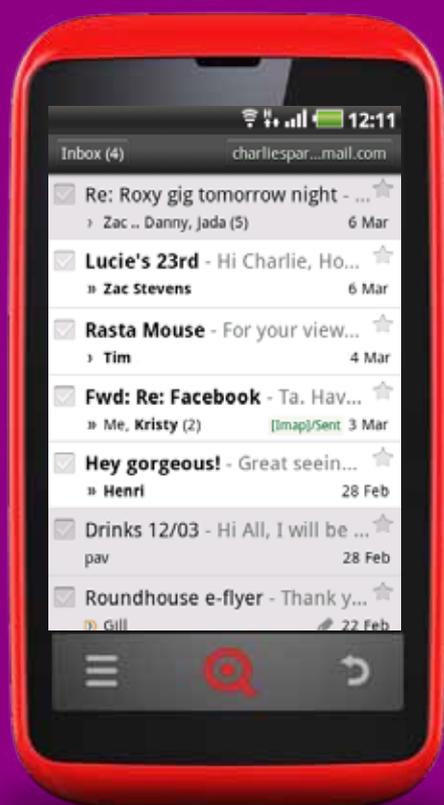
#### SELECT RINGTONE

Choose the ringtone you want to hear when your phone notifies you of a new message

#### VIBRATE

Choose if you want your phone to vibrate when it notifies you of a new message

# GMAIL



## OVERVIEW

Your phone comes with two email applications installed as standard: Gmail and Email.

The Gmail application is designed to work with your Google account so you can send and receive messages using Google's online email service. The mobile application uses many of the same features as the online service, including conversation view (where all of your messages under a single topic are grouped into a single thread) and grouping by labels rather than folders. Signing in with your Google account on your phone will sync your online Google contacts, messages and calendar entries with your INQ Cloud Touch.

If you do not have a Google account or do not use Gmail as your main email service, you should use the Email application as this supports all main email service providers, including Hotmail, Yahoo and Microsoft Exchange.

▶ **SKIP TO EMAIL**

▶ **SKIP TO ACCOUNTS & SYNC**

# GMAIL



GMAIL

## OPEN GMAIL

### TO OPEN GMAIL:

- 1 Scroll left to open the Home screen with the Google search bar at the top
- 2 Press the Gmail icon to open Gmail

Alternatively you can open Gmail by pressing the Main Menu icon on the Launcher and selecting *Gmail*.

If you signed into your Google account during the first-time setup, your Gmail inbox will have begun loading in the background.

If you did not sign into your Google account during setup, you will be asked to sign in or create an account now.

### ► SKIP TO ACCOUNTS & SYNC

When you first open the Gmail application, you will see your Gmail inbox on the screen. Once you have one or more accounts set up, opening the Gmail application will take you to the last screen you were working with. From there pressing the **Back key** will take you back towards the inbox screen.

# GMAIL

## NAVIGATE GMAIL

Your Gmail inbox appears on your phone like this:

### INBOX TAB

Your inbox displays email conversations with the newest messages at the top of the screen. All messages are displayed in your inbox until you move, archive or delete them. The number of unread messages in your inbox is shown in the tab at the top left of the screen. Press this tab to open the full list of labels associated with your Gmail account.

### ACCOUNT TAB

The tab at the top right of the screen shows the name or email address associated with this Gmail account. If you have more than one account, tap this to open a list of your Gmail accounts and swap between them.

### ▶ SKIP TO ACCOUNTS & SYNC

### MESSAGE THREAD

Conversations containing one or more new and unread messages are shown in bold on a white background - threads that have been read are shown in a regular font against a grey background

Messages marked >> have been sent to you directly  
 Messages marked > have been sent to a group with you CC'd  
 No arrow means this has been sent to a group email account

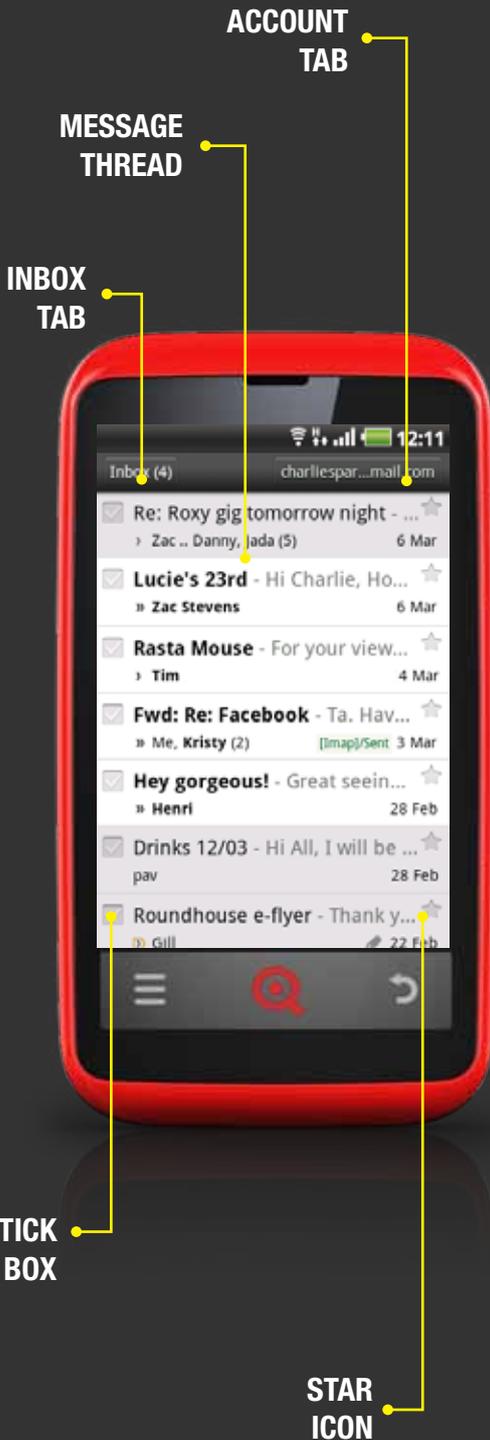
### TICK BOX

Select conversations individually or as a group

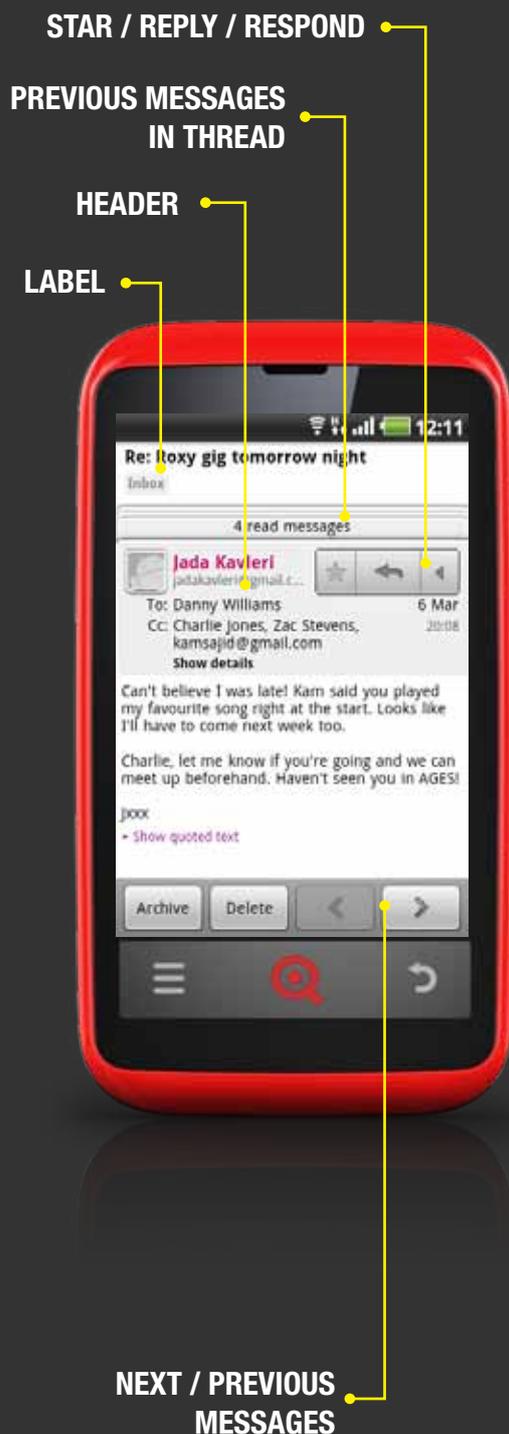
### STAR ICON

Saves message thread as a starred message

### ▶ SKIP TO MANAGE GMAIL MESSAGES



# GMAIL



## NAVIGATE GMAIL

Gmail messages appear on your phone like this:

### FOLDER LABEL

Shows which folder the message is stored in

### HEADER

Shows sender's name, email address and the date and time the email was sent, as well as all other recipients

### PREVIOUS MESSAGES IN THREAD

Press to view previous messages in the thread

### STAR

Saves message as a starred message

### ▶ SKIP TO MANAGE GMAIL MESSAGES

### REPLY

Press to reply directly to sender

### RESPOND

Opens a list of possible response options, including Reply all and Forward

### ARCHIVE

Saves the message to your archive folder

### DELETE

Deletes the message from your inbox

### PREVIOUS/ NEXT MESSAGES

Press the left and right arrows to view the previous and next messages in your folder

# GMAIL

## CREATE A NEW GMAIL MESSAGE

You can create and send messages to anyone in your Contacts or anyone for whom you have an email address.

### TO CREATE A NEW GMAIL MESSAGE:

- ❶ Open Gmail from the Home screen or Main Menu
- ❷ On the inbox screen, press the **Options key**
- ❸ Select *Compose*
- ❹ Enter the name or email address of the person you want to send the mail to. As you type, your phone will suggest contacts with similar names or addresses from your Contacts. Press one of these to select it or continue typing their email address
- ❺ If you want to add any additional recipients, press the **Options key** and select *Add Cc/Bcc*. Then enter the other recipients' details in the text boxes shown
- ❻ Press the *Subject* text box and type your email subject
- ❼ Press the *Compose mail* text box and type the content of your message
- ❽ If you want to attach a photo to your message, press the **Options key** and select *Attach*. Then select a photo from your Gallery
- ❾ To send the message, press the *Send* icon. To save the message as a draft, press the *Save* icon. To discard the message, press the **Back key** and then select *OK*. If you can't connect to a network or your phone is in Airplane mode, your message will automatically be saved in your Outbox until your data connection is active again



## RESPOND TO A MESSAGE IN GMAIL

---

You can reply to or forward any messages that you receive on your phone.

### TO RESPOND TO A MESSAGE:

- ❶ Open Gmail from the Home screen or Main Menu
- ❷ On the inbox screen, select the conversation or message that you want to reply to - if you want to reply to one particular message in a thread, you can see all of the messages by pressing the overlapping message headers and selecting the one you want
- ❸ Choose how you want to respond:

#### REPLY

To reply only to the sender of the message, press the reply icon. The sender's email address will automatically be added in the To field.

#### REPLY ALL

To reply to all of the recipients of the sender's message - as well as the sender - press the Respond icon and select *Reply all*. If you want to add or remove any recipients, scroll up to see the *To* and *Cc* text boxes and press the one you wish to edit.

#### FORWARD

To forward this message on, press the Respond icon and select *Forward*. Enter the name or email address of the person you want to send the mail to. As you type, your phone will suggest contacts with similar names or addresses from your Contacts. Press one of these to select it or continue typing their email address. If you want to add any additional recipients, press the **Options key** and select *Add Cc/Bcc*. Then enter the other recipients' details in the text boxes shown

- ❹ Enter your message in the *Compose mail* text box
- ❺ When you are finished, press the Send icon to send the message

## MANAGE GMAIL MESSAGES

---

### TO MANAGE ONE OR MORE GMAIL MESSAGES:

- ❶ Open Gmail from the Home screen or Main Menu
- ❷ On the inbox screen, select the messages you want to manage by pressing the tick box icons on the left of the screen - these will turn green once they have been selected
- ❸ Choose what you want to do with these messages:

#### ARCHIVE

Moves the thread out of your inbox into the All mail folder

#### DELETE

Deletes the thread from the inbox and moves it into the Bin

#### LABELS

Opens your list of Labels - e.g. Personal, Work, Band etc. - so you can tag conversations with the appropriate label and view them as a group. You can customise your Gmail labels using Gmail online

#### ADD STAR

Stars a message to make it easy to find again at a later date - press the **Options key** and select *Add star*

#### MARK READ

Marks the whole conversation as read in your inbox - press the **Options key** and select *Mark read*

#### REPORT SPAM

Reports the conversation as spam to Google - press the **Options key** and select *Report spam*

#### MUTE

Hides the conversation in your inbox - press the **Options key** and select *Mute*

When you move or delete messages from your inbox, you will see a green bar at the top of your screen with the option to Undo your action. If you have moved or deleted messages by mistake, press *Undo* to reverse this action.

# GMAIL

## MANAGE GMAIL MESSAGES

---

Gmail uses labels - rather than folders - to categorise mail into groups.

### TO VIEW CONVERSATIONS BY LABEL:

- ❶ Open Gmail from the Home screen or Main Menu
- ❷ On the inbox screen, press the Inbox tab at the top left of the screen - this will open a screen showing each of your labels within Gmail and the number of unread messages in each of these
- ❸ Select the label you want to view from the list - this will open a list of all of the conversations with this label, starting with the most recent at the top

# GMAIL

## GMAIL SETTINGS

---

Your phone's Gmail settings only relate to the way that the application can be used on your handset - to edit your Gmail account settings, you'll need to log in to your account online.

### TO CHANGE YOUR PHONE'S GENERAL GMAIL SETTINGS:

- 1 Open Gmail from the Home screen or Main Menu
- 2 On the inbox screen, press the **Options key** and select *More > Settings*
- 3 Choose the settings you want to change from the list:

#### SIGNATURE

Add or modify your email signature

#### CONFIRM ACTIONS

Adds an extra popup box asking you to confirm if you want to archive / delete / send a message before it does so

#### REPLY ALL

Makes Reply all the default response

#### AUTO-ADVANCE

Choose what screen you want to view after deleting a message or conversation

#### MESSAGE TEXT SIZE

Choose how large or small you want text to appear

#### BATCH OPERATIONS

Allows you to manage multiple messages at one in the inbox by selecting the tick box icon

#### CLEAR SEARCH HISTORY

Deletes all of the searches you have made when searching your inbox

#### LABELS

Choose which of your labels you want to sync and how many days' worth of conversations you want to have access to from your phone

# GMAIL

## GMAIL SETTINGS

---

### TO CHANGE YOUR PHONE'S GMAIL NOTIFICATION SETTINGS:

- 1 Open Gmail from the Home screen or Main Menu
- 2 On the inbox screen, press the **Options key** and select *More > Settings*
- 3 Choose the settings you want to change from the list:

#### EMAIL NOTIFICATIONS

Shows a notification in the status bar whenever you receive a new email

#### SELECT RINGTONE

Choose which ringtone you want to play when you receive a new message, if Email notifications are on

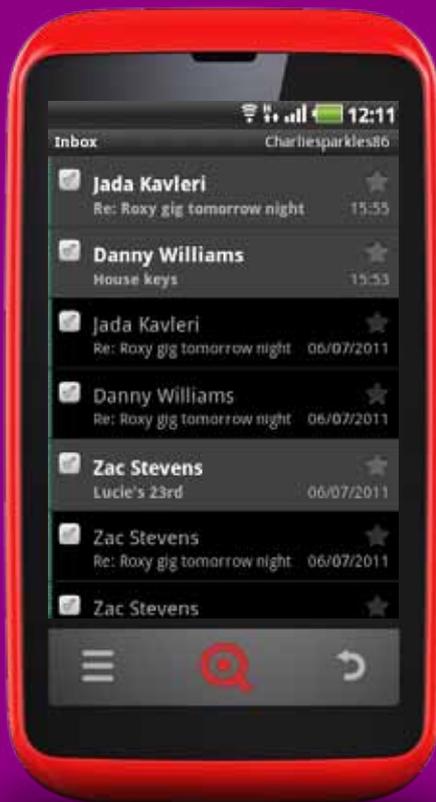
#### VIBRATE

Choose whether or not you want your phone to vibrate when you receive a new message, if Email notifications are on

#### NOTIFY ONCE

Choose to only receive one notification to say that you have new messages in your inbox, rather than receiving a new alert for each new message

# EMAIL



## OVERVIEW

Your phone comes with two email applications installed as standard: Gmail and Email.

If you do not have a Google account or do not use Gmail as your main email service, you should use the Email application as this supports all main email service providers, including Hotmail, Yahoo and Microsoft Exchange.

► **SKIP TO ACCOUNTS & SYNC**

# EMAIL

## OPEN EMAIL

### TO OPEN EMAIL:

- 1 Scroll right to open the Home screen immediately to the left of the main Home screen
- 2 Press the Email icon to open Email

Alternatively you can open Email by pressing the Main Menu icon on the Launcher and selecting *Email*.

The first time you open Email, you'll be asked to set up an account so you can view your messages. Once you have one or more accounts set up, opening the Email application will take you to the last screen you were working with. From there, pressing the **Back key** will take you back towards the inbox screen.

### ► SKIP TO ACCOUNTS & SYNC



EMAIL

# EMAIL

## SET UP EMAIL ACCOUNT

---

The first time you open Email, you'll be asked to set up an account so you can view your messages.

Your Email application supports most email providers, including those based on POP3, IMAP4 and Microsoft Exchange ActiveSync. Email supports user name and password authentication for Exchange ActiveSync accounts - it does not support any other Exchange ActiveSync security policies at this time.

### TO SET UP AN EMAIL ACCOUNT:

- ❶ Open Email from the Home screen or Main Menu
- ❷ If this is the first time you have opened the Email application, you'll be asked to set up an account straightaway. If you already have one or more accounts set up and want to add another, go to the Accounts screen and press the **Options key**, then *Add account*
- ❸ Enter the email address and password of the account you want to add
- ❹ Press *Next* - if you need to enter additional settings that the wizard is unable to add automatically, press *Manual setup*
- ❺ The Email app will then use these settings to attempt to communicate with your email provider to validate your account. For most accounts, these settings are all that is required. Some accounts may ask you for additional information, like the type of account you have. If you're not sure about this, contact your email service provider for details. If you pressed *Manual setup*, you'll be asked to enter other details about your account. Again, if you're not sure about this, contact your email service provider for details
- ❻ Once your account details have been validated, you'll be asked to enter a name for your account on your phone and how you want your name to appear in outgoing mail
- ❼ When you're finished, press *Done*

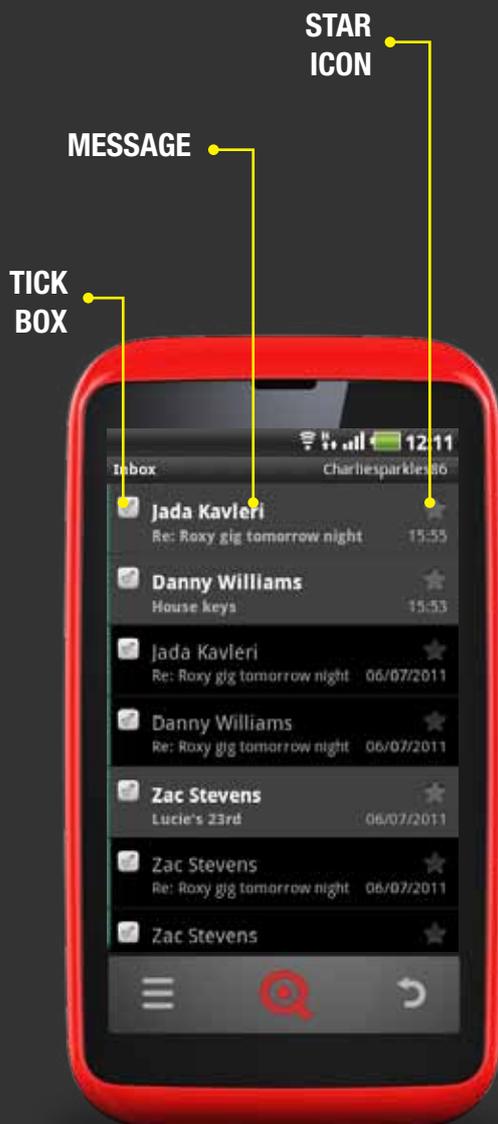
You can edit these settings at a later time in *Account settings*.

### ► SKIP TO EMAIL SETTINGS

# EMAIL

## NAVIGATE EMAIL

Your Email inbox appears on your phone like this:



### TICK BOX

Select conversations individually or as a group - once you select one or more messages, you will be able to choose from the following options:

#### MARK READ / UNREAD

Marks the message as read or unread, depending on what it is shown as in your phone

#### ADD STAR

Saves message as a starred message

#### DELETE

Deletes the message from your inbox

### MESSAGE

Shows individual email messages (not conversations, as in Gmail) - new unread messages are shown in bold on a grey background while read messages are shown in regular font against a black background

### STAR ICON

Saves message thread as a starred message

### ► SKIP TO MANAGE EMAIL MESSAGES

# EMAIL



## NAVIGATE EMAIL

Gmail messages appear on your phone like this:

### HEADER

Shows sender's name, email address and the date and time the email was sent, as well as all other recipients

### STAR

Saves message as a starred message

### ► SKIP TO MANAGE EMAIL MESSAGES

### REPLY

Press to reply directly to sender

### REPLY ALL

Press to reply to all recipients of the email, including the sender

### DELETE

Deletes the message from your inbox

# EMAIL



## CREATE A NEW EMAIL MESSAGE

You can create and send messages to anyone in your Contacts or anyone for whom you have an email address.

### TO CREATE A NEW EMAIL MESSAGE:

- ❶ Open Email from the Home screen or Main Menu
- ❷ On the inbox screen, press the **Options key**
- ❸ Select *Compose*
- ❹ Enter the name or email address of the person you want to send the mail to. As you type, your phone will suggest contacts with similar names or addresses from your Contacts. Press one of these to select it or continue typing their email address
- ❺ If you want to add any additional recipients, press the **Options key** and select *Add Cc/Bcc*. Then enter the other recipients' details in the text boxes shown
- ❻ Press the *Subject* text box and type your email subject
- ❼ Press the *Compose mail* text box and type the content of your message
- ❽ If you want to attach a photo to your message, press the **Options key** and select *Add attachment*. Then choose where you want to select the attachment from (Gallery, Music or Sound recorder) and choose the item you want to attach
- ❾ To send the message, press *Send*. To save the message as a draft, press *Save as draft*. To discard the message, press *Discard*. If you can't connect to a network or your phone is in Airplane mode, your message will automatically be saved in your Outbox until your data connection is active again

# EMAIL

## RESPOND TO A MESSAGE IN EMAIL

---

You can reply to or forward any messages that you receive on your phone.

### TO RESPOND TO A MESSAGE:

- 1 Open Email from the Home screen or Main Menu
- 2 On the inbox screen, select the message that you want to reply to
- 3 Choose how you want to respond:

#### REPLY

To reply only to the sender of the message, press *Reply*. The sender's email address will automatically be added in the *To* field.

#### REPLY ALL

To reply to all of the recipients of the sender's message - as well as the sender - press *Reply all*. If you want to add or remove any recipients, scroll up to see the *To* and *Cc* text boxes and press the one you wish to edit.

#### FORWARD

To forward this message on, press the the **Options key** and select *Forward*. Enter the name or email address of the person you want to send the mail to. As you type, your phone will suggest contacts with similar names or addresses from your Contacts. Press one of these to select it or continue typing their email address. If you want to add any additional recipients, press the **Options key** and select *Add Cc/Bcc*. Then enter the other recipients' details in the text boxes shown.

- 4 Enter your message in the *Compose mail* text box
- 5 When you are finished, press *Send* to send the message

# EMAIL

## MANAGE EMAIL MESSAGES

---

### TO MANAGE ONE OR MORE EMAIL MESSAGES:

- ❶ Open Email from the Home screen or Main Menu
- ❷ On the inbox screen, select the messages you want to manage by pressing the tick box icons on the left of the screen - these will turn green once they have been selected
- ❸ Choose what you want to do with these messages:

#### MARK READ / UNREAD

Marks the message as read or unread in your inbox

#### ADD STAR

Stars a message to make it easy to find again at a later date

#### DELETE

Deletes the message from the inbox

# EMAIL

## EMAIL SETTINGS

---

Your phone's Email settings only relate to the way that the application can be used on your handset.

### TO CHANGE YOUR PHONE'S EMAIL SETTINGS:

- 1 Open Email from the Home screen or Main Menu
- 2 On the inbox screen, press the **Options key** and select *Account settings*
- 3 Choose the settings you want to change from the list:

#### ACCOUNT NAME

Change how your account appears on your phone

#### YOUR NAME

Change how your name appears in your sent messages

#### SIGNATURE

Add or modify an email signature

#### EMAIL CHECK FREQUENCY

Choose how often your phone checks your accounts for new messages

#### DEFAULT ACCOUNT

Choose the account to send emails from as default

#### EMAIL NOTIFICATIONS

Shows a notification in the status bar whenever you receive a new email

#### SELECT RINGTONE

Choose which ringtone you want to play when you receive a new message, if Email notifications are on

#### VIBRATE

Choose whether or not you want your phone to vibrate when you receive a new message, if Email notifications are on

# EMAIL

## EMAIL SETTINGS

---

### TO CHANGE YOUR PHONE'S EMAIL ACCOUNT SETTINGS:

- 1 Open Email from the Home screen or Main Menu
- 2 On the inbox screen, press the **Options key** and select *Account settings*
- 3 Choose the settings you want to change from the list:

### INCOMING SETTINGS

Change your incoming account settings

### OUTGOING SETTINGS

Change your outgoing account settings

# CALENDAR



## OVERVIEW

Your phone's Calendar is linked to your Google and Facebook accounts to show all of your upcoming events side by side.

If you sign in to your Google account during your phone's initial setup, your Google Calendar will sync automatically with your phone's Calendar in the background.

If you sign in to Facebook during your phone's initial setup, your upcoming Facebook events and friends' birthdays will sync automatically with your phone's Calendar in the background.

You can also add other calendars and accounts to your phone to see all of your events in the same place.

### ► SKIP TO ACCOUNTS & SYNC

# CALENDAR

## OPEN CALENDAR

### TO OPEN CALENDAR:

- ❶ Press the Events icon on the Home screen - the Events icon will show today's date in red on your Home screen
- ❷ Alternatively you can open Calendar by pressing the Main Menu icon and selecting *Calendar*

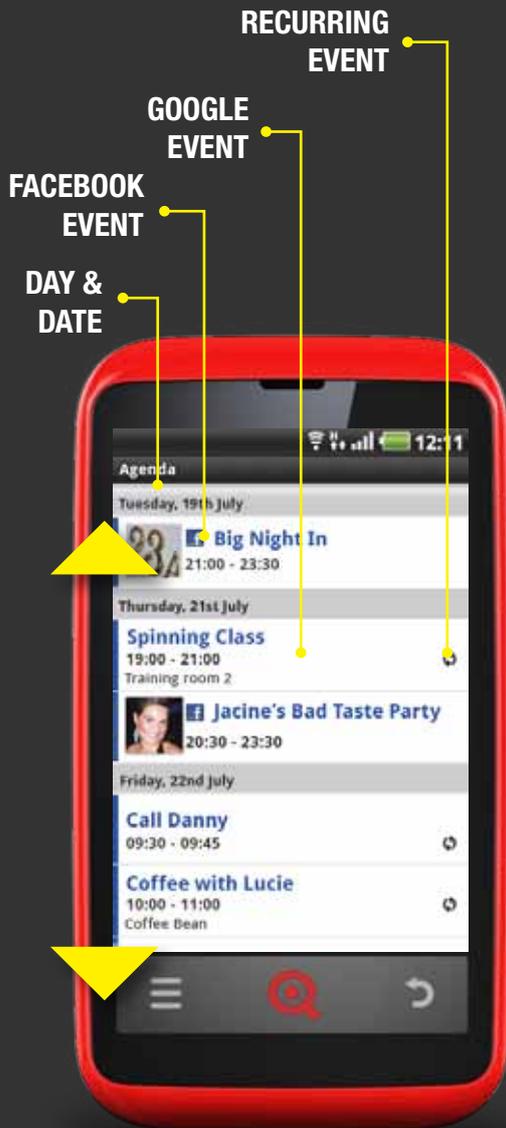
▶ SKIP TO INQ HOME LIVE ICONS

▶ SKIP TO DATE & TIME SETTINGS

EVENTS  
ICON



# CALENDAR



## NAVIGATE CALENDAR

The first time you open Calendar, your phone will show events in the agenda view.

To choose a different view of your calendar - daily, weekly or monthly - press the **Options key** and select the view you want.

Your Calendar's agenda view appears on your phone like this:

### DAY & DATE

Shows the day and date that events are happening - the agenda view only shows dates where events are occurring and skips over those days when nothing has been planned

### FACEBOOK EVENT

Events synced with your Facebook account are shown with Facebook logos and event images, if these have been added. Pressing on the event name will open the Facebook event page where you can see more details about the event as well as updating your RSVP status

### ▶ SKIP TO FACEBOOK IN YOUR CALENDAR

### GOOGLE EVENT

Events synced with your Google account(s) are shown with the title, time and location in the agenda view. Pressing on the event name will open the event page where you can see more details about the event, including attendees, reminders and your current event status

### ▶ SKIP TO MANAGE CALENDARS

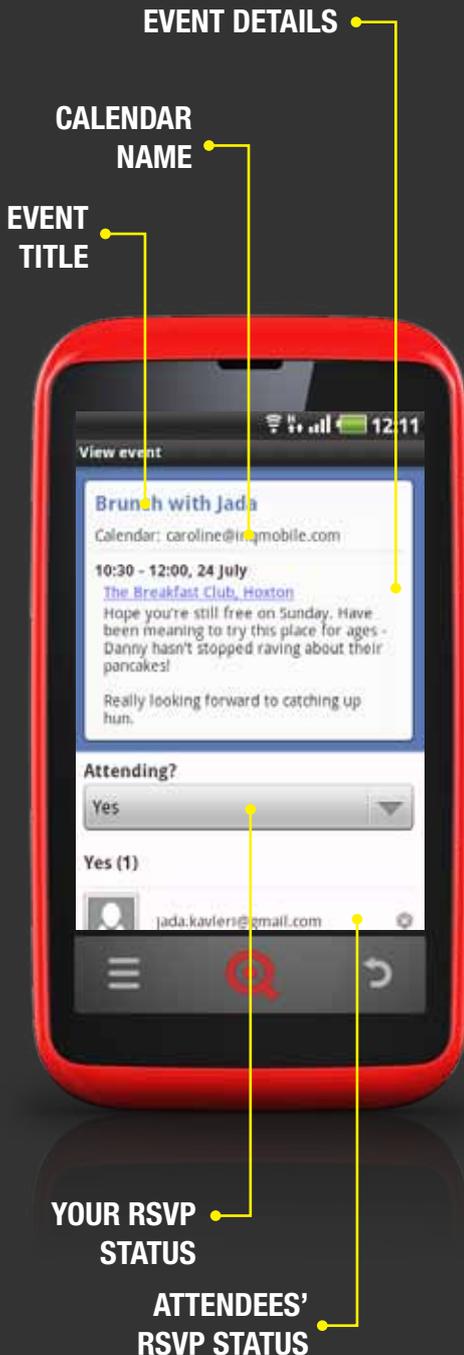
### RECURRING EVENT

Shows that the event recurs on a regular basis (e.g. weekly)

# CALENDAR

## NAVIGATE CALENDAR

Individual events from your Google calendar appear on your phone like this:



### EVENT TITLE

Shows the name of the event

### CALENDAR NAME

Shows the Google account associated with the event

### EVENT DETAILS

Shows the time, date and location of the event as well as any additional details or content the organiser has included

### YOUR RSVP STATUS

Shows how you have responded to the invite - you can update your response by pressing the drop down box and choosing your status from the list

### ATTENDEES' RSVP STATUS

Shows attendees' names or email addresses as well as their response

# CALENDAR

## CREATE A NEW EVENT

---

You can use the Calendar application on your phone to create events that will appear in your online Google calendar as well as inviting attendees by email. You cannot create new Facebook events on your phone - this can only be done online.

To create a new event in the Day, Week or Month views, pressing and holding in a blank space on the calendar will open the new event screen.

Any changes you make on your phone will only appear in your online Google calendar if your calendars are synced.

▶ **SKIP TO MANAGE CALENDARS**

▶ **SKIP TO ACCOUNTS & SYNC**

### TO CREATE A NEW EVENT:

- 1 In the Calendar application, press the **Options key**
- 2 Press *More > New event*
- 3 Enter your event name
- 4 Select the *From* and *To* text boxes to set the time and duration of the event
- 5 Select the *Location* text box to enter the event location
- 6 If you have more than one Google account on your phone, press the *Calendar* drop down box and select the account you want to use to set up the event
- 7 Select the *Guests* text box to enter the email addresses of any attendees you want to invite to the event
- 8 Set whether or not the event is recurring by pressing the drop down *Repetition* box and selecting how often you want the event to repeat
- 9 To add a reminder for yourself and all attendees, press the *Add reminder* icon and select when you want the reminder to occur. To delete a reminder, press the red minus icon
- 10 When you're finished, press *Done*

# CALENDAR

## EDIT AN EVENT

---

Once you've added an event, either online or on your phone, you can edit event details from your phone.

You cannot edit events that other people have created.

Any changes you make on your phone will only appear in your online Google calendar if your calendars are synced.

▶ **SKIP TO MANAGE CALENDARS**

▶ **SKIP TO ACCOUNTS & SYNC**

### TO EDIT AN EVENT:

- 1 Open Calendar from the Home screen or Main Menu
- 2 Scroll to the event you want to edit
- 3 Press the event name to open the event details
- 4 Press the **Options key**
- 5 Press *Edit event*
- 6 If the event is recurring, you will be asked if you want to edit only this event or all events in this series
- 7 Select the boxes you want to edit and update the details
- 8 When you're finished, press *Done* to save your changes or select *Revert* to discard your changes

# CALENDAR

## REMOVE AN EVENT

---

Once you've added an event, either online or on your phone, you can delete events from your handset.

You cannot delete events that other people have created.

Any changes you make on your phone will only appear in your online Google calendar if your calendars are synced.

▶ **SKIP TO MANAGE CALENDARS**

▶ **SKIP TO ACCOUNTS & SYNC**

### TO REMOVE AN EVENT:

- 1 Open Calendar from the Home screen or Main Menu
- 2 Scroll to the event you want to delete
- 3 Press the event name to open the event details
- 4 Press the **Options key**
- 5 Press *Delete event*
- 6 Press *OK* to confirm that you want to delete the event

# CALENDAR

## RESPONDING TO REMINDERS

---

Your phone will notify you of upcoming events by posting an Upcoming event icon in your Status bar.

### ► SKIP TO STATUS BAR & NOTIFICATIONS

#### TO RESPOND TO A REMINDER:

- ➊ When you receive a notification in your Status bar, drag the bar down on the screen to open the Notifications panel
- ➋ Press the event notification to open a list of your calendar reminders
- ➌ Press an event name to view the event in more detail
- ➍ Choose how you want to respond to the reminder:

#### **SNOOZE ALL**

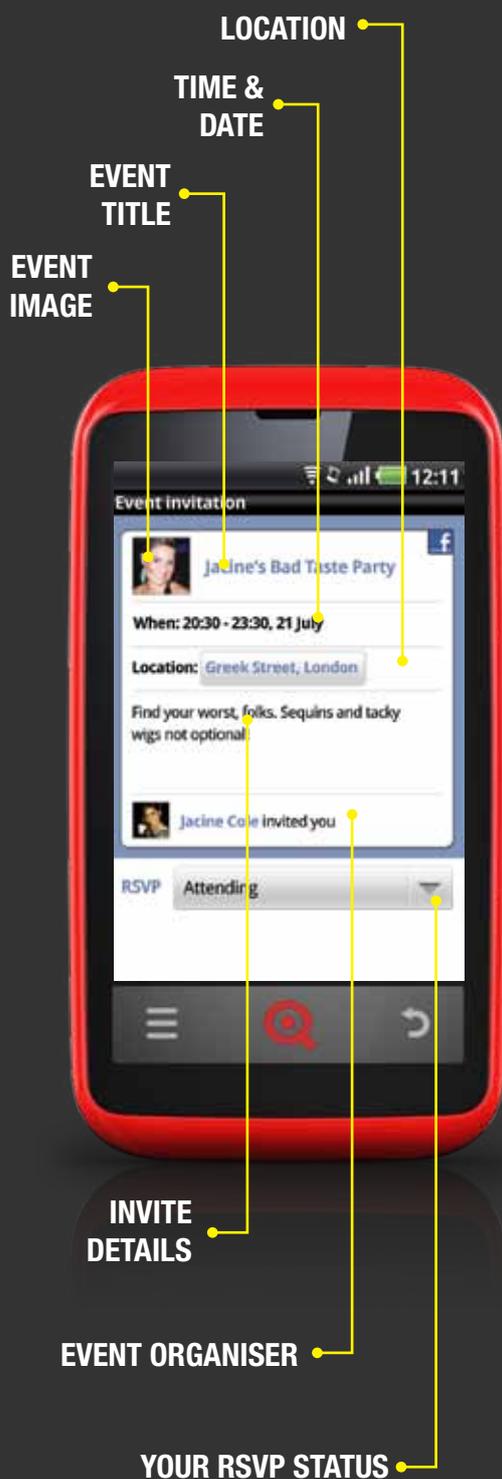
Turns off all event notifications for five minutes

#### **DISMISS ALL**

Deletes all reminders in the list

Or press the **Back key** to keep all reminders as pending

# CALENDAR



## FACEBOOK IN YOUR CALENDAR

Your upcoming Facebook events and friends' birthdays will sync automatically with your phone's Calendar. You can view and respond to Facebook events from the Calendar application. You cannot create new Facebook events on your phone - this can only be done online.

### ► SKIP TO FACEBOOK

#### EVENT IMAGE

Shows the event image as it appears in Facebook

#### EVENT TITLE

Shows the event name as it appears in Facebook

#### TIME & DATE

Shows the event time and date

#### LOCATION

Shows the event location - press this to view the location in Maps

### ► SKIP TO MAPS

#### INVITE DETAILS

Shows any additional information about the event posted by the organiser

#### EVENT ORGANISER

Shows the event organiser's Facebook profile name and picture - press this to view their Facebook profile

#### YOUR RSVP STATUS

Shows your response to the event - update this by pressing the drop down box and selecting your RSVP status from the list

# CALENDAR

## MANAGE CALENDARS

You can choose which calendars you want to display and sync in your phone's Calendar application.

### TO MANAGE HOW YOUR CALENDARS ARE DISPLAYED OR SYNCED:

- 1 Open Calendar from the Home screen or Main Menu
- 2 Press the **Options key**
- 3 Press *More > Calendars*
- 4 You'll see a list of all of the accounts that are set up to appear in your Calendar application:

### FACEBOOK ACCOUNT

Your Facebook for INQ account syncs two calendars: Facebook events and Facebook birthdays. Press the arrow at the left of the account name to see each of these calendars

### GOOGLE ACCOUNT

Your Google accounts can support a number of different calendars. Press the arrow at the left of the account name to see each of these

- 5 Scroll to the calendar you want to manage and choose from the following options:

### SYNC

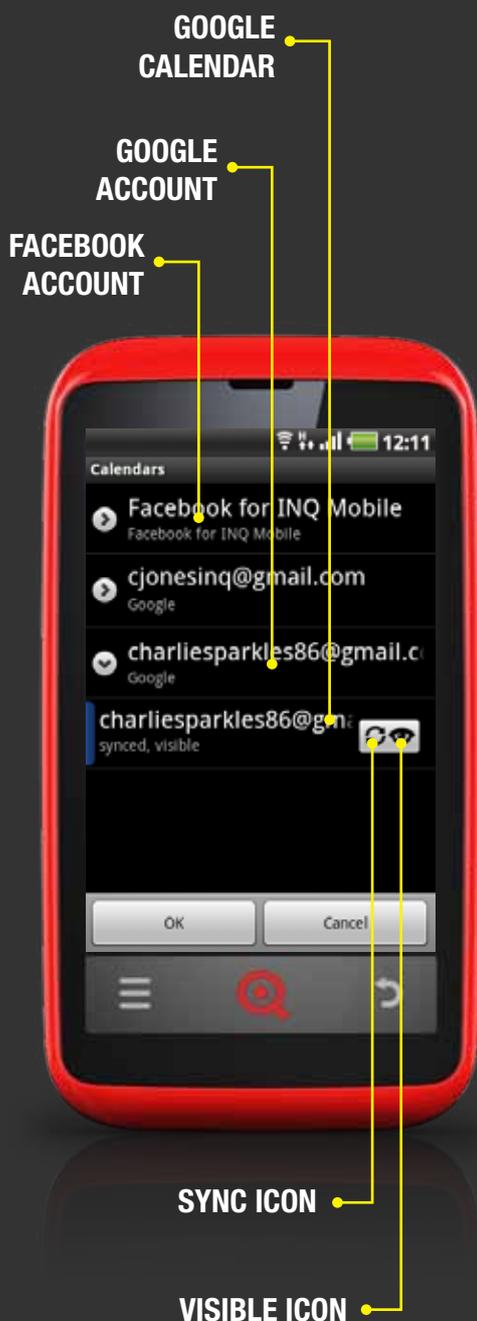
Synchronises events shown on your phone with your calendars online so any changes you make on your phone will be reflected online and vice versa - press the icon to switch this on or off

### VISIBLE

Displays the calendar in your phone's Calendar application - press the icon to switch this on or off

- 6 When you're finished, press *Done*

You can edit each calendar individually to set different settings for different calendars.



# CALENDAR

## CALENDAR SETTINGS

---

In the Calendar settings you can choose how the application displays events and notifications.

### TO EDIT YOUR CALENDAR SETTINGS:

Open Calendar from the Home screen or Main Menu

Press the **Options key**

Press *More > Settings*

Choose the settings you want to change:

### HIDE DECLINED EVENTS

Select this to hide events that you have declined from your Calendar

### SET ALERTS & NOTIFICATIONS

Choose how you want event notifications to appear on your phone

### SELECT RINGTONE

Choose the ringtone you want to hear when your phone notifies you of an event

### VIBRATE

Choose if you want your phone to vibrate when it notifies you of an event

### DEFAULT REMINDER TIME

Set the default reminder time to be suggested when you create a new event

# BROWSER



## OVERVIEW

Your phone uses the Browser as the default application to open web pages and show search results.

You will require an active data or Wi-Fi connection to browse the web.

Your phone also comes with Opera Mini installed as an alternative to the standard browser.

► **SKIP TO OPERA MINI**

# BROWSER



BROWSER

## OPEN BROWSER

### TO OPEN BROWSER:

- 1 Press the Browser icon in the Launcher
- 2 Alternatively you can open Browser by pressing the Main Menu icon and selecting *Browser*

Any URLs that you select - in emails or texts for example - will automatically open in the Browser application.

When you open Browser for the first time, it will open with your home page.

If you go back into the Browser after using other applications, it will open with the last page you viewed.

# BROWSER



## NAVIGATE BROWSER

Browser windows appear on your phone like this:

### ADDRESS BAR

Shows the website address of the page you're on

### BOOKMARKS

Opens a thumbnail view of your Bookmarks and links to your most visited sites and browsing history

### ► SKIP TO USE BOOKMARKS & HISTORY

To navigate around the web page:

### SCROLL

Drag or swipe on the page to scroll in any direction

### ZOOM

Double-tap an area of the screen to zoom in/out or use two fingers to pinch two areas of the screen together or apart

### MOBILE & FULL WEB PAGES

Depending on the website you're viewing, your phone may display a version of the site that has been designed specifically for viewing on a mobile phone. These versions tend to be easier to navigate on a phone, with larger text and fewer images. To see the full web page, look for a link to the full or original version of the website and select it

### SCREEN ORIENTATION

Turn your phone on its side to view pages and type in landscape view

### ► SKIP TO BROWSER SETTINGS

# BROWSER

## NAVIGATE BROWSER

To navigate between web pages:

### ADDRESS BAR

Shows the website address of the page you're on. Press this to enter a new address. As you type, your phone will suggest possible options, based on what you've written so far. Either select one of these options or continue typing the address and press **Go** to open the page

### SELECT A LINK

Press a link to open it. You can also press on details like phone numbers, email addresses and locations to open them in the relevant applications

Press and hold a link to see different options, including open in a new window, copy URL and save link

### BACK

To go back to the previous page, press the **Back key**

### FORWARD

To go forward, press the **Options key** and then select *More > Forward*

### REFRESH

To refresh the page that you're currently on, press the **Options key** and then select *Refresh*

### STOP

To stop the page while it is loading, press the **Stop icon** to the right of the **Address bar**

As the page loads, a **loading bar** will appear above the **Address bar** to show progress.



# BROWSER

## USE MULTIPLE WINDOWS

---

You can open up to eight different windows in Browser and switch between them.

### TO OPEN A NEW WINDOW:

- 1 Open Browser from the Launcher or Main Menu
- 2 Press the **Options key**
- 3 Press *New window* - this will open a new window showing your Browser home screen

### TO OPEN A LINK IN A NEW WINDOW:

- 1 Open Browser from the Launcher or Main Menu
- 2 Press and hold the link you want to open in a new window - this will open a popup on the screen
- 3 Press *Open in new window* - this will open the link in a new window

### TO SWITCH BETWEEN WINDOWS:

- 1 From within Browser, press the **Options key**
- 2 Press *Windows* - this will open a list of the windows you have open
- 3 Select the window you want to view

### TO CLOSE A WINDOW:

- 1 From within Browser, press the **Options key**
- 2 Press *Windows* - this will open a list of the windows you have open
- 3 Scroll to the window you want to close and press the corresponding Close icon on the right of the screen

# BROWSER

## SEARCH

---

### TO SEARCH IN BROWSER:

- ➊ Open Browser from the Launcher or Main Menu
- ➋ Press the Bookmarks icon
- ➌ Select the Google thumbnail to open the Google search page
- ➍ Press the search text box
- ➎ Enter your search text
- ➏ When you're finished, press *Go*

You can also search the web from the Google search widget on your Home screen.

### ▶ SKIP TO INQ HOME SCREENS

You can also search the web from the INQ Type application.

### ▶ SKIP TO INQ TYPE

# BROWSER

## USE BOOKMARKS & HISTORY

---

Quickly find your favourite web pages by adding them as bookmarks.

### TO ADD A BOOKMARK:

- 1 Open Browser from the Launcher or Main Menu
- 2 Search or enter the website address of the site you want to add
- 3 Once you're on the page you want to add, press the Bookmarks icon - your current page will appear as a thumbnail
- 4 Press *Add* to bookmark it

### TO REMOVE A BOOKMARK:

- 1 Open Browser from the Launcher or Main Menu
- 2 Press the Bookmarks icon to open your Bookmarks
- 3 Press and hold the bookmark you want to remove
- 4 Select *Delete bookmark* to remove it

You can also view and open your Browser history and most-visited sites from the Bookmarks screen:

### TO SEE YOUR MOST-VISITED SITES:

- 1 Open Browser from the Launcher or Main Menu
- 2 Press the Bookmarks icon
- 3 Press the *Most visited* tab to view the sites you've visited most frequently

### TO SEE YOUR BROWSING HISTORY:

- 1 Open Browser from the Launcher or Main Menu
- 2 Press the Bookmarks icon
- 3 Press the *History* tab to view your browsing history

### TO CLEAR YOUR BROWSING HISTORY:

- 1 Open Browser from the Launcher or Main Menu
- 2 Press the Bookmarks icon
- 3 Press the *History* tab to view your browsing history
- 4 Press the **Options key**
- 3 Press *Clear history* tab to delete your browsing history

# BROWSER

## SHARE WEB PAGES

---

Your Browser makes it easy to share links with your friends.

### TO SHARE A WEB PAGE:

- 1 Open Browser from the Launcher or Main Menu
- 2 Go to the web page you want to share
- 3 Once you're on the page you want to share, press the **Options key**
- 4 Press *More > Share page*
- 5 Choose how to share the page from the following options:

#### BLUETOOTH

Shares the link via Bluetooth. To do this, you will need to switch on Bluetooth and select a device to pair with. Once you are paired with the other device, the link will send automatically

#### ▶ SKIP TO USE BLUETOOTH

#### EMAIL / GMAIL

Adds the link into an email message in the Email / Gmail applications

#### ▶ SKIP TO EMAIL OVERVIEW

#### ▶ SKIP TO GMAIL OVERVIEW

#### FACEBOOK

Opens the mobile version of Facebook in the Browser with the link already inserted

#### MESSAGING

Adds the link into a text message

#### ▶ SKIP TO MESSAGING

#### TWITTER

Opens the Twitter application on your phone and adds the link in the What's happening box

#### ▶ SKIP TO TWITTER

# BROWSER

## DOWNLOAD FILES

---

Your phone is only capable of downloading file types that can be opened with an applications already installed on your phone. If you do not have an application capable of opening this file, the download will be unsuccessful. Check in Market to see if an application supporting this file type is available.

### ► SKIP TO MARKET

#### TO DOWNLOAD A FILE:

- 1 Open Browser from the Launcher or Main Menu
- 2 Search or enter the website address of the site containing the file you want to download
- 3 Choose from the following options:

#### IMAGE

To save an image, press and hold the image you want to download and select *Save*

#### FILE

To download a file, press the link that appears in the web page

- 4 The downloading file icon will appear in your phone's Status bar. When the download has finished, the downloading icon will be replaced by the download completed icon

### ► SKIP TO STATUS BAR & NOTIFICATIONS

#### TO CANCEL A DOWNLOAD IN PROGRESS:

- 1 In Browser, press the **Options key**
- 2 Press *More > Downloads*
- 3 Press the **Options key**
- 4 Press *Cancel all downloads*

#### TO SEE YOUR DOWNLOADED APPLICATIONS:

- 1 In Browser, press the **Options key**
- 2 Press *More > Downloads*
- 3 The files you've downloaded are shown in order - press a file to open it in the relevant application

# BROWSER

## BROWSER SETTINGS

---

### TO EDIT YOUR BROWSER'S PAGE CONTENT SETTINGS:

- ❶ From Browser, press the **Options key**
- ❷ Press *More > Settings* - you'll need to scroll down the page
- ❸ Choose the settings you want to change:

#### TEXT SIZE

Set your preferred text size

#### DEFAULT ZOOM

Set the magnification at which pages will appear

#### OPEN PAGES IN OVERVIEW

Shows zoomed out view of whole page when you open it

#### TEXT ENCODING

Change the text encoding on the page

#### BLOCK POP-UP WINDOWS

Stops websites opening windows unless you request it

#### LOAD IMAGES

Shows images on web pages

#### AUTO-FIT PAGES

Automatically fits web pages to your phone's screen

#### LANDSCAPE-ONLY DISPLAY

Always shows web pages in landscape orientation

#### ENABLE JAVASCRIPT / PLUG-INS

Automatically allows JavaScript / plug-ins to run on sites

#### OPEN IN BACKGROUND

Opens new windows behind the page that you're on

#### SET HOME PAGE

Enter the website that you want to use as your home page

#### INVERT COLOUR

Inverts the colour of the web pages appearing in Browser

# BROWSER

## BROWSER SETTINGS

---

### TO EDIT YOUR BROWSER'S PRIVACY SETTINGS:

- ➊ From Browser, press the **Options key**
- ➋ Press *More > Settings* - you'll need to scroll down the page
- ➌ Choose the settings you want to change:

#### **CLEAR CACHE**

Deletes cached images and text from visited sites

#### **CLEAR HISTORY**

Deletes your browsing history

#### **ACCEPT COOKIES**

Automatically accepts cookies from sites, including previously saved passwords

#### **CLEAR ALL COOKIE DATA**

Deletes all cookies and associated data from your phone

#### **REMEMBER FORM DATA**

Automatically suggests content you have previously entered into forms in Browser

#### **CLEAR FORM DATA**

Deletes all form data from your phone

#### **ENABLE LOCATION**

Allows sites to request your location details

#### **CLEAR LOCATION ACCESS**

Cancels any access to your location that you have previously granted to sites

# BROWSER

## BROWSER SETTINGS

---

### TO EDIT YOUR BROWSER'S SECURITY SETTINGS:

- 1 From Browser, press the **Options key**
- 2 Press *More > Settings* - you'll need to scroll down the page
- 3 Choose the settings you want to change:

#### REMEMBER PASSWORDS

Automatically saves passwords used in Browser

#### CLEAR PASSWORDS

Deletes passwords saved in Browser

#### SHOW SECURITY WARNINGS

Allows Browser popups about websites that are unsecure or have outdated security certificates

### TO EDIT YOUR BROWSER'S ADVANCED SETTINGS:

- 1 From Browser, press the **Options key**
- 2 Press *More > Settings* - you'll need to scroll down the page
- 3 Choose the settings you want to change:

#### SET SEARCH ENGINE

Choose your preferred search engine for Browser

#### WEBSITE SETTINGS

Allows you to view and edit advanced settings for individual websites

#### RESET TO DEFAULT

Deletes all Browser data - including cache, history and passwords - and restores all settings to their original status

# FACEBOOK



## OVERVIEW

Your INQ Cloud Touch has Facebook built in. See what's going on with your friends, let them know what's new with you and check your notifications.

The INQ Home live icons showcase the best bits of Facebook on your Home screen, making it easy to see what your friends are up to.

The People app gives you direct access to your top friends so they don't get lost in the crowd.

Your Facebook account is also integrated with your Contacts and Calendar applications.

You can dip into Facebook from your Launcher or Main Menu, with deep links to Facebook Chat, Messages and Photos.

And if that's not enough, there's always Facebook for Android.

- ▶ **SKIP TO INQ HOME LIVE ICONS**
- ▶ **SKIP TO PEOPLE**
- ▶ **SKIP TO FACEBOOK CONTACTS**
- ▶ **SKIP TO FACEBOOK IN YOUR CALENDAR**
- ▶ **SKIP TO LAUNCHER BAR**
- ▶ **SKIP TO FACEBOOK FOR ANDROID**

# FACEBOOK

PEOPLE  
ICON



## OPEN PEOPLE

### TO OPEN PEOPLE:

- ❶ Press the People icon on the Home screen
- ❷ Alternatively you can open People by pressing the Main Menu icon on the Launcher and selecting *People*

The People live icon will change to show you the Facebook profile picture of whoever has updated their status or wall posts most recently.

In People, your friends will be shown in order of who has posted an update most recently, with the most recent first.

### ▶ SKIP TO INQ HOME LIVE ICONS

# FACEBOOK

## NAVIGATE PEOPLE

The People application appears on your phone like this:

Scroll left and right to see your top friends' walls and profile pictures.

### PROFILE PICTURE

Shows your Facebook friends' most recent profile picture - press this to see quick contact options

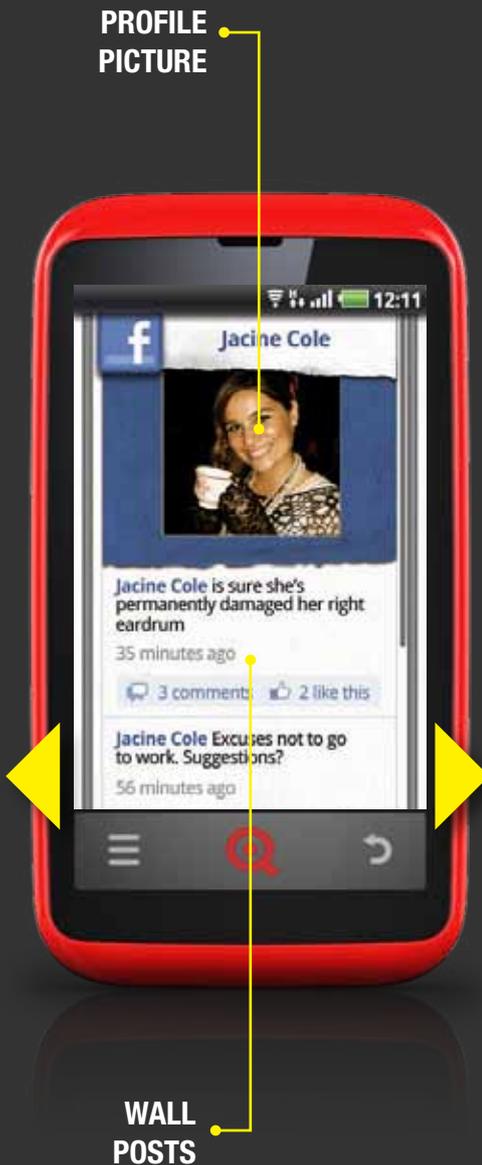
The quick contact options shown will depend on what information you have about those friends in your Contacts. If you don't have any of their details in your Contacts, pressing their Profile picture will open their Facebook wall.

### WALL POSTS

Shows your Facebook friends' most recent wall posts and updates

Press a wall post to comment or like it in the Facebook for Android application and see any other comments or likes in more detail.

### ▶ SKIP TO FACEBOOK FOR ANDROID



PROFILE  
PICTURE

WALL  
POSTS

# FACEBOOK

## CHOOSE PEOPLE

---

The first time you open People, your phone will suggest five friends for you to follow.

To choose more friends to follow - or to edit the ones shown here - you can easily select them from your full list of Facebook friends.

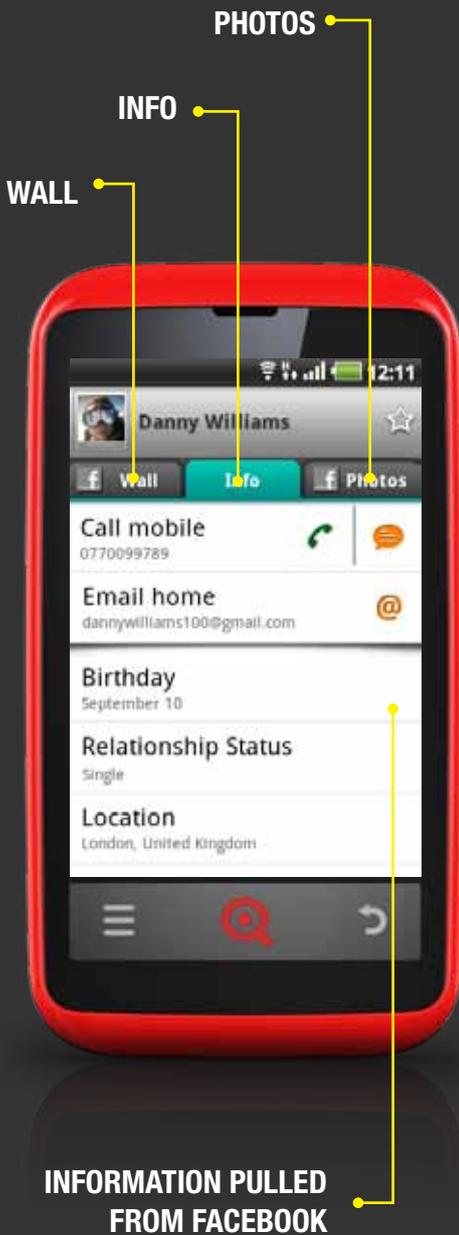
### TO CHOOSE THE FRIENDS YOU WANT TO SEE IN PEOPLE:

- 1 Open People from the Home screen or Main Menu
- 2 Press the **Options key**
- 3 Press *Choose friends*
- 4 From the list, select the friends you want to follow in People - you can choose up to a maximum of 25
- 5 When you're finished, press *Done*

# FACEBOOK

## FACEBOOK CONTACTS

Contacts with synchronised Facebook accounts will include tabs for their wall, information and photos within their Contacts entries.



### WALL

Opens their Facebook wall

### INFO

Shows contact information from their Facebook account as well as information synced from other accounts (e.g. Google account, SIM card etc.)

### PHOTOS

Opens their Facebook photos and albums

### INFORMATION PULLED FROM FACEBOOK

All Facebook information in Contacts is read-only and cannot be edited on your phone as this is pulled directly from your friends' Facebook profiles

### ► SKIP TO CONTACTS

# FACEBOOK

## FACEBOOK IN YOUR CALENDAR

Your upcoming Facebook events and friends' birthdays will sync automatically with your phone's Calendar. You can view and respond to Facebook events from the Calendar application. You cannot create new Facebook events on your phone - this can only be done online.

### ► SKIP TO CALENDAR

#### EVENT IMAGE

Shows the event image as it appears in Facebook or - if an image hasn't been added - the profile picture of the person who set up the event

#### EVENT TITLE

Shows the event name as it appears in Facebook

#### TIME & DATE

Shows the event time and date

#### LOCATION

Shows the event location - press this to view the location in Maps

### ► SKIP TO MAPS

#### INVITE DETAILS

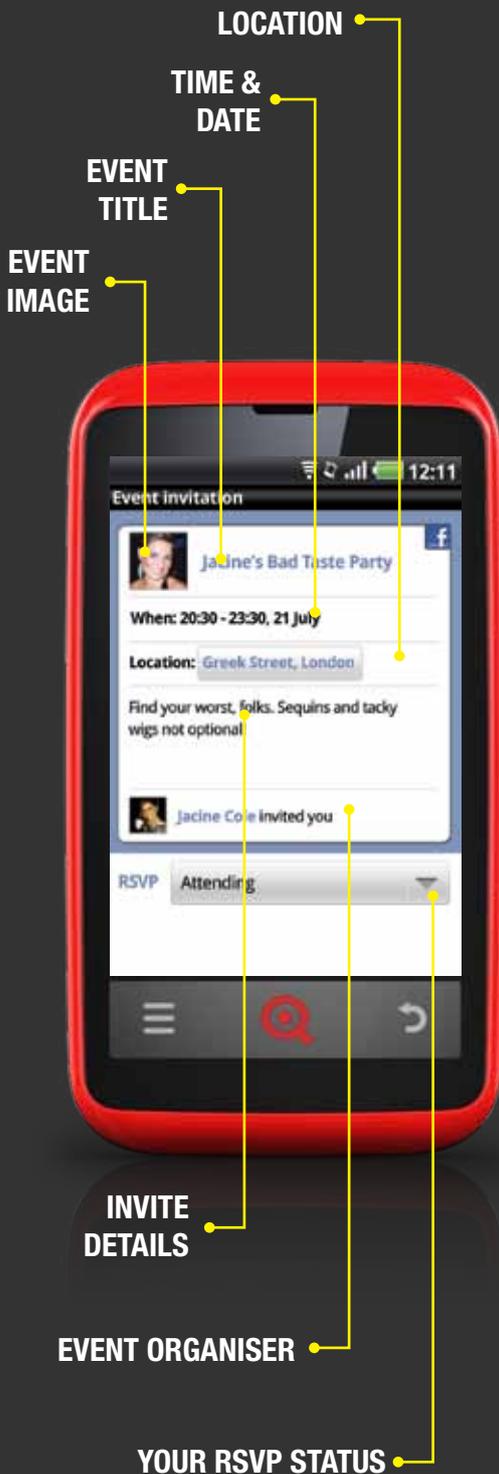
Shows any additional information about the event posted by the organiser

#### EVENT ORGANISER

Shows the event organiser's Facebook profile name and picture - press this to view their Facebook profile

#### YOUR RSVP STATUS

Shows your response to the event - update this by pressing the drop down box and selecting your RSVP status from the list



# FACEBOOK

## FACEBOOK LINKS

---

Your phone makes it easier to dip into Facebook with deep links on your Launcher bar and Main Menu.

These links take you straight to different areas of Facebook, like your Profile, Friends, Messages, Chats and Photos - just press the icon you want to open to see that section of the Facebook for Android application.

▶ **SKIP TO LAUNCHER BAR**

# FACEBOOK



## FACEBOOK FOR ANDROID

Facebook for Android makes it easy to stay connected and share with friends. Share status updates from your home screen, chat with your friends, check out your News Feed, review your upcoming Events, look at your friends' walls and user information, check in to Places to get deals, upload Photos, share links, check your Messages and watch videos.

### TO OPEN FACEBOOK FOR ANDROID HOME SCREEN:

- ❶ Press the Main Menu icon on the Launcher
- ❷ Select Facebook from the Main Menu
- ❸ Wherever you are in the Facebook application, pressing the Facebook logo in the top left corner will take you to the Facebook for Android home screen

### TO VIEW OR CHANGE FACEBOOK FOR ANDROID SETTINGS:

- ❶ Open Facebook from the Main Menu
- ❷ On the Facebook for Android home screen, press the **Options key**
- ❸ Press *Settings* - from here you can choose how often your Facebook for Android application updates as well as how it notifies you of new messages, invites and friend requests. You can also edit how your Facebook friends sync with Contacts

### ► SKIP TO FACEBOOK CONTACTS

### TO LOG OUT OF FACEBOOK FOR ANDROID:

- ❶ Open Facebook from the Main Menu
- ❷ On the Facebook for Android home screen, press the **Options key**
- ❸ Press *Logout* - this will log out all Facebook activity on your phone, including INQ Home live icons, and remove any synchronised information from your Contacts and Calendar
- ❹ Press **Yes** to confirm that you want to log out

# SPOTIFY



## OVERVIEW

Your INQ Cloud Touch has Spotify preinstalled.

With Spotify on INQ, Premium account holders can stream music on their phone and download playlists to listen offline.

You will need a Premium Spotify account to stream and download playlists.

Spotify on INQ will only work in countries where the Spotify service is supported.

# SPOTIFY

## OPEN SPOTIFY

You can open Spotify in three ways.

### TO OPEN SPOTIFY:

- 1 Press and hold the **Music key** all the way down
- 2 Alternatively you can open Spotify by pressing the Main Menu icon on the Launcher and selecting Spotify
- 3 You can also open Spotify by scrolling right on the Home screen to see the Spotify widget - use the controls on the widget to play or skip tracks or press the album artwork to open the application

The **Music key** lets you control Spotify without having to unlock the screen. When you're playing a track, you can pause it by quickly pressing the **Music key** all the way down. Press it again to continue playing the track. A quick double-press will skip to the next track.

### ▶ SKIP TO KEYS & FUNCTIONS

Premium Spotify account holders can log in to the application using their user name and password.



MUSIC KEY

# SPOTIFY

## NAVIGATE SPOTIFY

Your Spotify playlists appear on your phone like this:

### OFFLINE PLAYLISTS

Press to select which playlists you want to download to listen to offline

### YOUR PLAYLISTS

Shows playlists that you have created in Spotify - press a playlist to view tracks

### SYNCING TRACKS

Shows the number of tracks that are currently syncing

### PLAYLISTS

Press to views your Spotify playlists screen

### SEARCH

Press to open Spotify search to find artists, albums or tracks

### NOW PLAYING

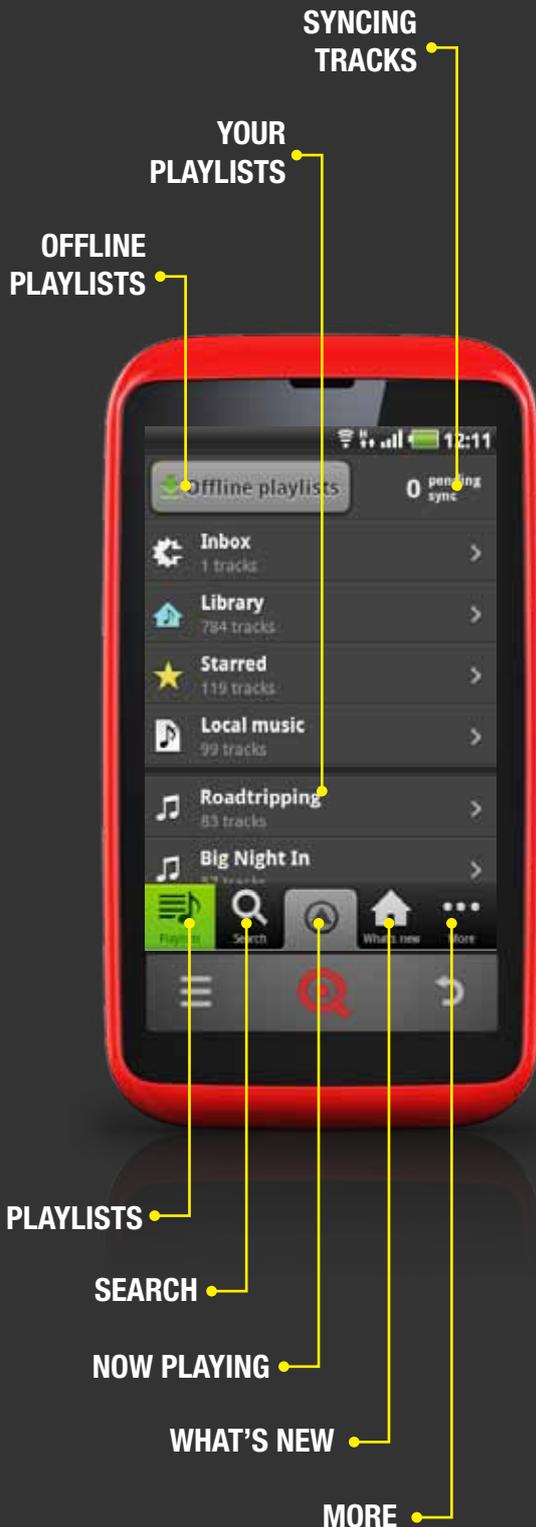
Press to open the Now Playing screen

### WHAT'S NEW

Press to open What's New, Top Tracks and Feed pages

### MORE

Press to access your settings and to log out



# SPOTIFY

## PLAY TRACKS

### TO PLAY A TRACK IN SPOTIFY:

- ❶ Open Spotify using the **Music key** or from the Spotify widget or Main Menu
- ❷ Log in to your Premium Spotify account
- ❸ Find the track you want to play by opening a playlist or by searching for a track
- ❹ Once you've found the track you want to play, press it to start playing it

Now playing tracks appear on your phone like this:

### NOW PLAYING

Press to minimise the Now Playing screen

### STAR

Press to add this track as a starred track

### SKIP BACK

Press to skip back to the start of the track - pressing twice or more will skip back further to previous songs

### PLAY / PAUSE

Press to play or pause the current track

### SKIP FORWARD

Press to skip forward to the next track - pressing twice or more will skip further forward

### INFO

Press to get information about the current track

NOW PLAYING



STAR

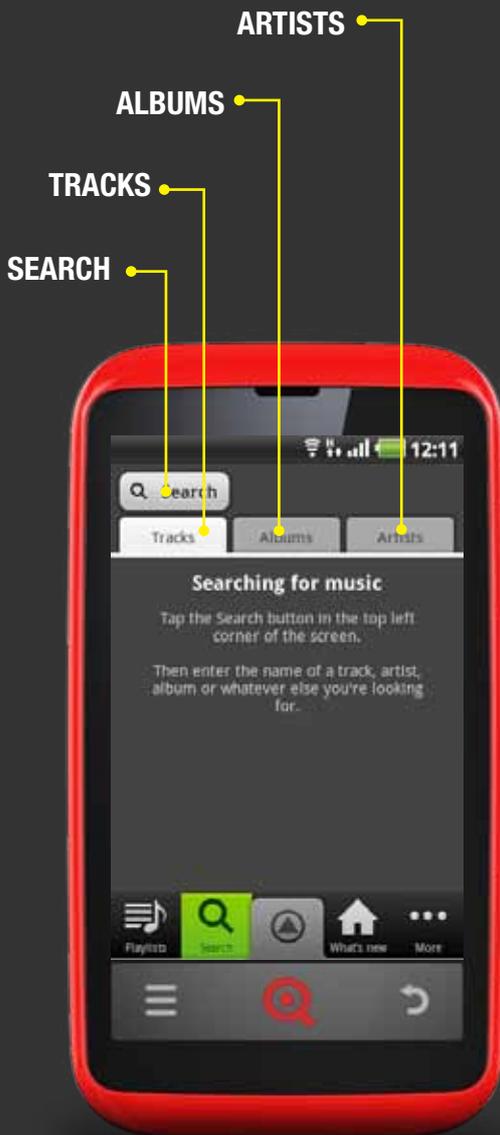
SKIP BACK

PLAY / PAUSE

SKIP FORWARD

INFO

# SPOTIFY



## SEARCH TRACKS

### TO SEARCH FOR A TRACK IN SPOTIFY:

- ❶ Open Spotify using the **Music key** or from the Spotify widget or Main Menu
- ❷ Log in to your Premium Spotify account
- ❸ Press the *Search* tab
- ❹ Choose whether you want to search for an artist, album or a track
- ❺ Press *Search*
- ❻ Enter the text you want to search
- ❼ Press *Go* to start searching
- ❽ Select the track or tracks you want from the windows
- ❾ Press *Add to playlist* and choose the playlist you want to add the track or tracks to
- ❿ When you're finished, press *Done*

Search in Spotify appears on your phone like this:

### SEARCH

Press to open the text box where you can type in your search term

### TRACKS

Press to search track names

### ALBUMS

Press to search album titles

### ARTISTS

Press to search artists and band names

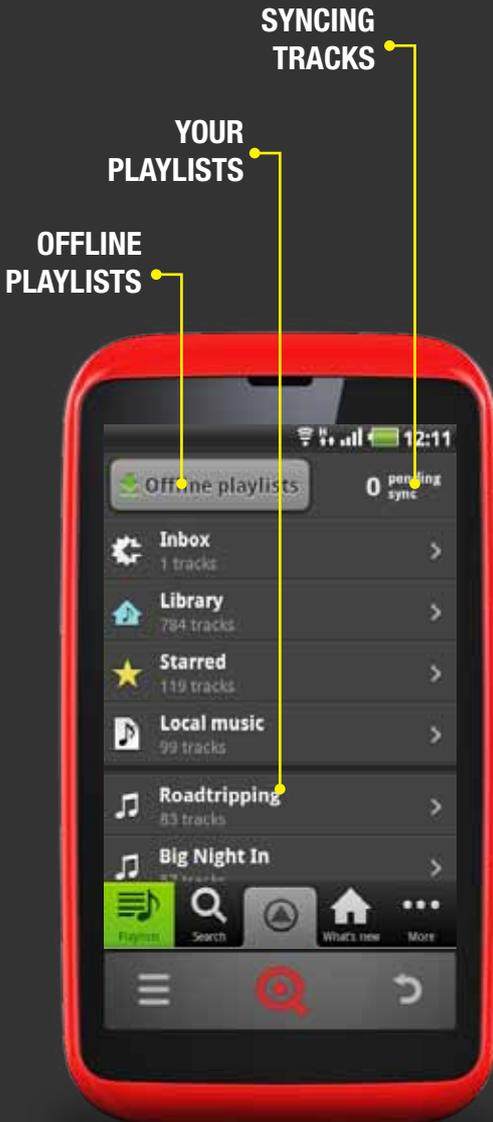
# SPOTIFY

## OFFLINE PLAYLISTS

Premium Spotify users can make their playlists available to listen offline.

### TO DOWNLOAD PLAYLISTS TO LISTEN OFFLINE IN SPOTIFY:

- ❶ Open Spotify using the **Music key** or from the Spotify widget or Main Menu
- ❷ Log in to your Premium Spotify account
- ❸ Press the *Offline playlists* tab
- ❹ Select the playlist or playlists you want to make available to listen to offline
- ❺ Press *Done*
- ❻ Your phone will start syncing tracks over your Wi-Fi or data connection - the number of tracks still to sync will appear at the top of the screen next to *Offline Playlists*
- ❼ When your tracks have finished syncing, offline playlists will be shown with a small download icon to show that these are available offline



# SPOTIFY

## SPOTIFY SETTINGS

---

You can edit your Spotify settings to determine how the application connects to the web and syncs playlists.

### TO VIEW & EDIT SPOTIFY SETTINGS:

- 1 Open Spotify using the **Music key** or from the Spotify widget or Main Menu
- 2 Log in to your Premium Spotify account
- 3 Press the *More* tab
- 4 Press *Settings*
- 5 Choose the settings you want to change:

#### FORCE OFFLINE

Forces Spotify into offline mode

#### SYNC OVER WI-FI

Choose to sync your tracks over a Wi-Fi connection

#### SYNC OVER 3G

Choose to sync your tracks over a 3G connection - this will use a large amount of mobile data

#### STREAM

Set the quality of music tracks that are streamed to your phone - high-quality streaming will use approximately 60% more data than low-bandwidth streaming

#### SYNC

Set the quality of music tracks that are downloaded to your phone - high-quality streaming will use approximately 60% more data than low-bandwidth streaming

#### LAST.FM

Adds Last.fm scrobbling support to any tracks you play in Spotify - pressing this will open a popup box where you can log in to your Last.fm account

#### SYSTEM SETTINGS

Opens your phone's Settings

#### CLEAR SAVED DATA

Clears cached tracks and offline playlists from your phone

# INQ TYPE



## OVERVIEW

INQ Type lets you enter information quickly and simply, whether you want to search, send a quick text or save a phone number.



## OPEN INQ TYPE

There are a number of ways you can open INQ Type on your phone.

### TO OPEN INQ TYPE FROM THE HOME SCREEN:

- 1 Starting from the INQ key on the touch strip, swipe up on the screen - this will open INQ Type

### ▶ SKIP TO KEYS & FUNCTIONS

### TO OPEN INQ TYPE FROM THE LOCK SCREEN:

- 1 Drag the INQ Type icon up on the screen - this will open INQ Type

### ▶ SKIP TO LOCK & UNLOCK YOUR SCREEN

### TO OPEN INQ TYPE FROM THE MAIN MENU SCREEN:

- 1 Press the Main Menu icon in the Launcher
- 2 Select *INQ Type*

## NAVIGATE INQ TYPE

INQ Type appears on your phone like this:

### TEXT BOX

Press this and enter the text you want to use using the INQ Keyboard

### ▶ SKIP TO INQ KEYBOARD

### SEARCH

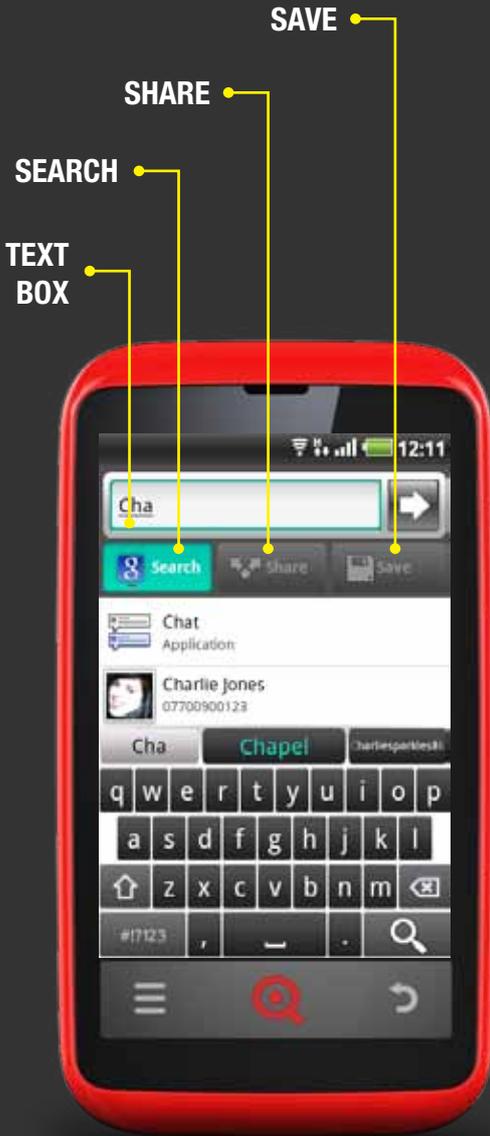
Searches the web, your phone's contacts and applications

### SHARE

Shares the text you've entered as a text message

### SAVE

Saves the text you've entered to the clipboard or in your Contacts



## SEARCH

---

Searching with INQ Type makes it easy to search the web, your phone's contacts and applications

### TO SEARCH USING INQ TYPE:

- 1 Open INQ Type
- 2 Press the *Search* tab
- 3 Press the text box and enter the text you want to search for - as you type, your phone will suggest popular search terms, contact names and applications that match what you're typing
- 4 Press one of the suggestions to open it in the relevant application or press the search icon in the INQ Keyboard to open a full set of search results in Browser

### ► SKIP TO BROWSER

## SHARE

---

INQ Type lets you quickly share information with your contacts by text message

### TO SHARE USING INQ TYPE:

- 1 Open INQ Type
- 2 Press the *Share* tab
- 3 Press the text box and enter the text you want to share
- 4 Press *Share as SMS message* to copy the text you've entered into a text message

### ▶ SKIP TO MESSAGING

## SAVE

---

INQ Type lets you quickly save information like contact details to your phone

### TO SAVE USING INQ TYPE:

- 1 Open INQ Type
- 2 Press the Save tab
- 3 Press the text box and enter the text you want to save
- 4 Choose from the following options:

#### **COPY TO CLIPBOARD**

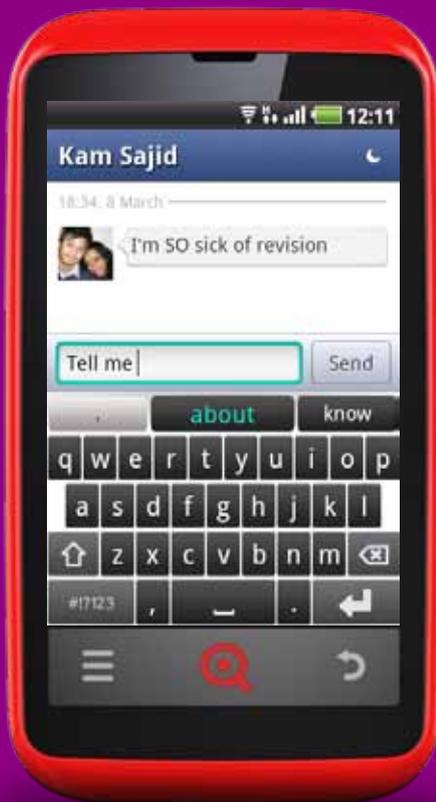
Copies the text you've entered to your phone's clipboard so you can paste it into other applications that support this

#### **SAVE TO CONTACTS**

Copies the text you've entered to a Contacts entry. If you have entered a number, your phone will automatically copy this number into the phone number field. If you have entered text, your phone will automatically copy this text into the First name field

#### ▶ **SKIP TO CONTACTS**

# INQ KEYBOARD



## OVERVIEW

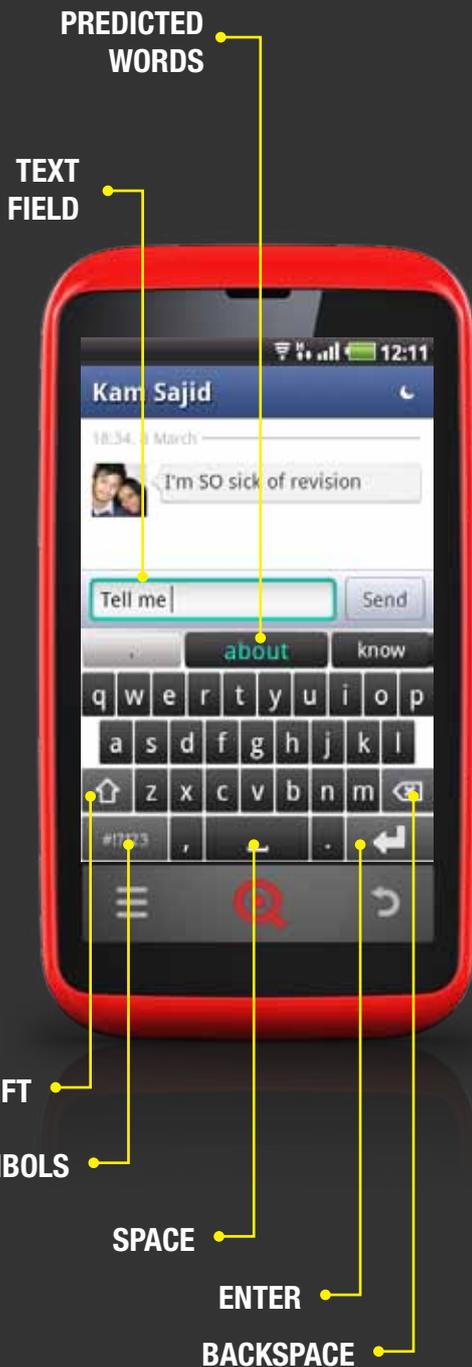
The INQ Keyboard makes typing and sending messages faster and more efficient by predicting your next word based on phrases you've used previously.

It learns from your sent messages and improves over time. It will even tell you how many keystrokes you've saved by using it.

# INQ KEYBOARD

## USE INQ KEYBOARD

Your phone uses the INQ Keyboard as the default keyboard across all applications. Your INQ Keyboard appears on screen like this:



### TEXT FIELD

Depending on the application, the text field may appear in different places on the screen - press the text field to open the INQ Keyboard

### PREDICTED WORDS

Shows three suggested words, based on what you've written previously - press one of these to enter that into the text field. A space will automatically be added after the word has been entered

### SHIFT

Press once to capitalise the first or next letter of a word  
Press twice to switch on caps lock - press again to turn this off

### SYMBOLS

Press to open the symbols panel and enter numbers or punctuation

### SPACE

Press to enter a space - entering a full stop will automatically add a space after the full stop

### ENTER

Depending on which application you are in, different options appear in place of the Enter option, including Search and smileys

### BACKSPACE

Press to delete the previous character - press and hold to delete larger chunks of text

## DOWNLOAD NEW LANGUAGE PACK

---

You can download a new language pack for your INQ Keyboard in your phone's settings.

### TO DOWNLOAD A NEW LANGUAGE PACK:

- 1 Press the Main Menu icon in the Launcher bar
- 2 Select *Settings > Language & keyboard > INQ Keyboard > Language settings > Language pack selection*
- 3 Choose the language pack that you want to download from the list
- 4 When you're finished, select *OK*

### TO UPDATE A LANGUAGE PACK:

- 1 Press the Main Menu icon in the Launcher bar
- 2 Select *Settings > Language & keyboard > INQ Keyboard > Language settings > Update language packs*
- 3 Select *OK* to start updating

# INQ KEYBOARD



## INQ KEYBOARD SETTINGS

---

Your INQ Keyboard settings can be found in your phone's Settings. Here you can change the keyboard layout, auto-complete settings and vibrate feedback.

▶ [SKIP TO LANGUAGE & KEYBOARD SETTINGS](#)

## SWITCH TO ANDROID KEYBOARD

---

You can change to the Android keyboard when entering text.

### TO SWITCH TO ANDROID KEYBOARD:

- ❶ Open the application where you want to enter text (e.g. Messaging)
- ❷ Press and hold the *Type to compose* text box
- ❸ Select *Input method* from the popup box
- ❹ Choose the keyboard you want to use to write your text - you can switch back to the previous keyboard using the same steps shown above

# INFO PANEL



## OVERVIEW

Get quick access to your settings and profiles – whatever you’re doing – just by pressing the Info key.

From the Info Panel you can check the time and date, set an alarm, manage Wi-Fi, see remaining battery and memory and set your phone’s profiles and connections.

► **SKIP TO SETTINGS**

# INFO PANEL

## OPEN INFO PANEL

---

### TO OPEN INFO PANEL:

- 1 Press the **Info key** on the left side of the phone - this will open the Info Panel over whatever else you're doing

### TO CLOSE INFO PANEL:

- 1 Press the **Info key** again to close the Info Panel and go back to whatever you were doing

While your phone is locked, pressing the **Info key** will open the Info Panel so you can see your phone's status and settings. You won't be able to change any of these though - to edit anything you'll need to unlock the phone and then reopen the Info Panel.

INFO  
KEY



# INFO PANEL

## NAVIGATE INFO PANEL

Your Info Panel appears on your phone like this:



### TIME & DATE

Shows you the time and date - press this panel to open Date & Time settings

▶ **SKIP TO DATE & TIME SETTINGS**

### ALARMS

Shows any alarms you have active on your phone - press this panel to set or edit an alarm

▶ **SKIP TO CLOCKS & ALARMS**

### WI-FI SETTINGS

Shows you when Wi-Fi is switched on or off and the network you're connected to - press to switch Wi-Fi on or off and to open Wi-Fi settings

▶ **SKIP TO WI-FI & CONNECTIONS**

### BATTERY STATUS

Shows your remaining battery life - press to open battery use

▶ **SKIP TO ABOUT PHONE SETTINGS**

### MEMORY STATUS

Shows your remaining phone and SD card memory - press to open SD card & phone storage settings

▶ **SKIP TO SD CARD & PHONE STORAGE SETTINGS**

# INFO PANEL

## NAVIGATE INFO PANEL

Your Sound and Connections profiles appear on your phone like this:



SOUND & CONNECTIONS PROFILES

### VIBRATE

Sets your phone to vibrate when you receive an incoming call or notification - press it to switch this on and off

#### ▶ SKIP TO SOUND SETTINGS

### SILENT

Sets your phone to silent so it will not ring when you receive an incoming call or notification - press it to switch this on and off

Please note that your phone may still vibrate in silent mode if the *Vibrate* option is switched on

#### ▶ SKIP TO SOUND SETTINGS

### AIRPLANE

Turns off all network data and radio connections - press it to switch this on and off

#### ▶ SKIP TO WIRELESS & NETWORK SETTINGS

### BLUETOOTH

Turns on Bluetooth so you can connect to Bluetooth devices - press it to switch this on and off

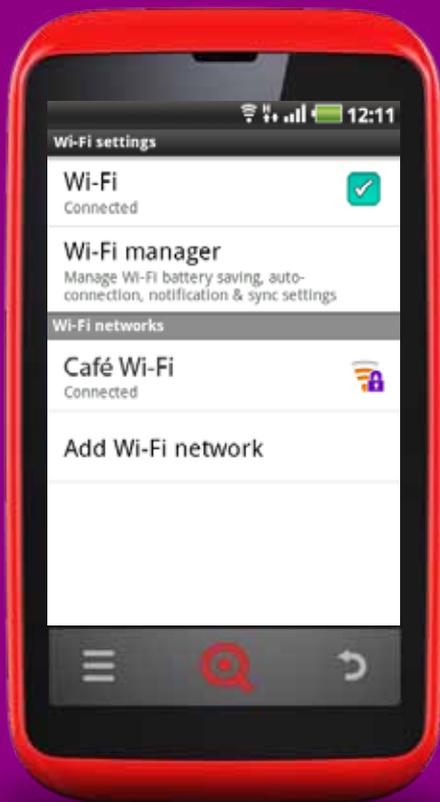
#### ▶ SKIP TO BLUETOOTH

### GPS

Turns on GPS so you can use your location in applications that allow location setting (e.g. Maps, Browser etc.) - press it to switch this on and off

#### ▶ SKIP TO LOCATION & SECURITY SETTINGS

# WI-FI & CONNECTIONS



## OVERVIEW

You INQ Cloud Touch makes it easy to connect to the wireless and data networks around you.

Your phone's Wi-Fi Manager saves battery life by automatically turning off Wi-Fi when there are no networks available, as well as drawing information from the cloud about possible open networks that are near you, making it easier for you to find and connect to Wi-Fi.

You can also manage how you connect to Bluetooth devices and data networks, as well as using your phone as a portable Wi-Fi hotspot.

► **SKIP TO WIRELESS & NETWORKS SETTINGS**

# WI-FI & CONNECTIONS

## OPEN WI-FI

### TO OPEN & MANAGE WI-FI:

- ❶ Press the Main Menu icon in the Launcher bar
- ❷ Select *Settings > Wireless & network settings*
- ❸ Press the *Wi-Fi* tick box to turn Wi-Fi on and off or select *Wi-Fi settings* to manage Wi-Fi

You can also manage Wi-Fi from the Info Panel - press the **Info key** on the left side of the phone to open this.

### ► SKIP TO INFO PANEL

The first time you switch on your phone, you'll be asked to set up Wi-Fi as part of the first-time setup process. If you skip this step or wish to add more networks at a later time, open Wi-Fi settings using the steps shown above.

### ► SKIP TO FIRST-TIME SETUP



MAIN  
MENU  
ICON

## ADD A NEW WI-FI CONNECTION

---

To use Wi-Fi on your phone, you'll need to be able to access a Wi-Fi hotspot. The availability of Wi-Fi signal will depend on where you are, as well as the security of the connection.

Some open networks are unsecured while others require passwords to connect. Some Wi-Fi hotspots can also be hidden, meaning that their names will not show up automatically on your phone's network list but can be added manually. Networks you have joined previously are stored on your phone.

### TO CONNECT TO AN OPEN WI-FI NETWORK:

- 1 Open Wireless & network settings from the Main Menu or Info Panel
- 2 Select *Wi-Fi settings*
- 3 Ensure that *Wi-Fi* is switched on
- 4 Your phone will search for available Wi-Fi networks and will show you the names of those within range - if your phone finds a network that it has connected to previously, it will start connecting to it automatically
- 5 Press a network to connect to it
- 6 If the network is open, you'll be asked to confirm that you want to connect to it - press *Connect* to continue. If the network is secure, you'll be asked to enter a password to access it - check with your network administrator for details

### TO MANUALLY ADD A NEW WI-FI NETWORK:

- 1 Open Wireless & network settings from the Main Menu or Info Panel
- 2 Select *Wi-Fi settings*
- 3 Ensure that *Wi-Fi* is switched on
- 4 Select *Add Wi-Fi network* - you may need to scroll down to see this option
- 5 Enter the name (SSID) of the network - if the network is secure, select the type of password from the list and enter it in the password text box
- 6 When you're finished, press *Save* to join the network - your phone will store these details and connect to this network automatically when you're in range

# WI-FI & CONNECTIONS

## REMOVE A WI-FI CONNECTION

---

Networks you have joined previously are stored on your phone and will be joined automatically unless you remove them.

### TO FORGET A WI-FI NETWORK:

- 1 Open Wireless & network settings from the Main Menu or Info Panel
- 2 Select *Wi-Fi settings*
- 3 Ensure that *Wi-Fi* is switched on
- 4 Press and hold the name of the network you want to forget from the list
- 5 Select *Forget network* in the popup box that opens

### ▶ SKIP TO WIRELESS & NETWORKS SETTINGS

# WI-FI & CONNECTIONS

## WI-FI SETTINGS

---

Wi-Fi settings can be found and edited in the Settings Menu.

### TO OPEN WI-FI SETTINGS:

- 1 Press the Main Menu icon to open the Main Menu
- 2 Press *Settings* > *Wireless & networks* > *Wi-Fi Settings*

### ▶ SKIP TO WIRELESS & NETWORKS SETTINGS

## DATA CONNECTION & ROAMING

---

Your phone works with many different network operators. When you insert your SIM card, your phone determines the operator's network and data settings automatically. If you have any problems with this, please look at the INQ Cloud Touch FAQs or contact our customer support team.

- ▶ **SKIP TO INSERT SIM, MICROSD & BATTERY**
- ▶ **SKIP TO SUPPORT & TROUBLESHOOTING**

Once you're connected to the network, your phone's signal strength and data connection will be shown in the status bar.

- ▶ **SKIP TO STATUS BAR & NOTIFICATIONS**

Your phone may use a data connection to automatically sync information - like Email and Facebook News Feed - in the background. The cost of this depends on your network operator and forms part of your tariff.

Using data while you're abroad is often much more expensive than when you're at home. You can switch off data usage when you're roaming in your phone's settings.

### **TO DISABLE DATA WHILE ROAMING:**

- 1 Open Settings from the Main Menu
- 2 Select *Wireless & networks* > *Mobile networks*
- 3 Make sure *Data roaming* is switched off - i.e. it should not be ticked

- ▶ **SKIP TO WIRELESS & NETWORKS SETTINGS**

## USE BLUETOOTH

---

To connect to a Bluetooth device - like a headset or speaker - you will need to turn on your phone's Bluetooth connection.

### TO SWITCH ON/OFF YOUR PHONE'S BLUETOOTH CONNECTION:

- 1 Press the **Info key** to open the Info Panel
- 2 Press the *Bluetooth* icon to switch Bluetooth on or off - an icon will appear in your phone's status bar whenever Bluetooth is on

### ► SKIP TO INFO PANEL

The first time you connect to a new device, you'll need to pair the devices to set up a secure connection.

### TO PAIR YOUR PHONE WITH A NEW BLUETOOTH DEVICE:

- 1 Open Settings from the Main Menu
- 2 Select *Wireless & networks > Bluetooth settings*
- 3 Ensure that *Bluetooth* is switched on - your phone will automatically scan for other Bluetooth devices nearby. If the device you are looking for doesn't appear in this list, check that its Bluetooth connection is on and discoverable. Then press *Scan for devices* to rescan
- 4 Once the device appears in the list, select it
- 5 You may be asked to enter a passcode for security. If you're not sure of what this is, try 0000 or 1234 as these are the most commonly used passcodes. If neither of these work, you will need to review the device's documentation or contact their support centre to learn its passcode

Once the devices are paired, you can connect more quickly.

### TO CONNECT TO AN EXISTING BLUETOOTH DEVICE:

- 1 Open Settings from the Main Menu
- 2 Select *Wireless & networks > Bluetooth settings*
- 3 Ensure that *Bluetooth* is switched on - your phone will automatically scan for other Bluetooth devices nearby. If the device you are looking for doesn't appear in this list, check that its Bluetooth connection is on and discoverable. Then press *Scan for devices* to rescan
- 4 Once the device appears in the list, select it

# WI-FI & CONNECTIONS



## BLUETOOTH SETTINGS

---

Bluetooth settings can be found and edited in the Settings Menu.

### TO OPEN BLUETOOTH SETTINGS:

- 1 Press the Main Menu icon to open the Main Menu
- 2 Press *Settings* > *Wireless & networks* > *Bluetooth settings*

### ▶ SKIP TO WIRELESS & NETWORKS SETTINGS

## TRANSFER FILES FROM COMPUTER

---

You can connect your phone to a computer via USB to transfer files, music and photos direct to your phone's microSD card.

### TO CONNECT YOUR PHONE TO A COMPUTER VIA USB:

- 1 Use the micro USB cable that came with your INQ Cloud Touch to connect your phone to a USB port on your computer - your computer should indicate that a USB device has been connected
- 2 On your phone, drag the Status bar down on the screen to open the Notifications panel
- 3 Select *USB connected*
- 4 You will see a screen saying that your phone is connected to a computer - press *Turn on USB storage* to move files directly from your computer to your phone's microSD card.
- 5 Select OK to confirm that you want to switch this on. When this option is switched on, you won't be able to access your microSD card on your phone or any content saved on it so avoid opening Gallery, Music or Camera
- 6 Use your computer to copy and paste files from your computer to your phone's SD card, or vice-versa

In order to avoid damaging or corrupting your microSD card, you must follow your computer's instructions for safely ejecting a USB device before unplugging it from the machine.

### TO DISCONNECT YOUR PHONE FROM A COMPUTER:

- 1 On your computer, follow its instructions on how to safely eject the USB device
- 2 On your phone, drag the Status bar down on the screen to open the Notifications panel
- 3 Select *Turn off USB storage*
- 4 Press *Turn off USB storage* to confirm that you wish to disconnect

## USE PORTABLE WI-FI HOTSPOT

---

Your phone can also work as a Portable Wi-Fi hotspot. This makes your phone's data connection available to your computer so you can connect to the web wirelessly.

Please note that this is likely to use up large amounts of data and is best used on tariffs with unlimited data allowances.

### TO SWITCH ON/OFF YOUR PHONE'S PORTABLE WI-FI HOTSPOT:

- ❶ Open Settings from the Main Menu
- ❷ Select *Wireless & networks > Tethering & portable hotspot*
- ❸ Press the *Portable Wi-Fi hotspot* tick box to turn Portable Wi-Fi hotspot on and off - an icon will appear in your phone's status bar whenever Portable Wi-Fi hotspot is on

### ▶ SKIP TO STATUS BAR & NOTIFICATIONS

Once Portable Wi-Fi hotspot is switched on, you'll be able to connect your computer to your phone's Wi-Fi in the same way as you would connect to another Wi-Fi network. You can use this Wi-Fi connection to browse the web on your computer using your phone's data connection.

You can change your phone's Portable Wi-Fi hotspot name or security settings in Tethering & portable hotspot settings.

### ▶ SKIP TO TETHERING & PORTABLE HOTSPOT SETTINGS

# WI-FI & CONNECTIONS

## TETHERING & PORTABLE HOTSPOT SETTINGS

---

Tethering and portable hotspot settings can be found and edited in the Settings Menu.

### TO OPEN TETHERING & PORTABLE HOTSPOT SETTINGS:

- 1 Press the Main Menu icon to open the Main Menu
- 2 Press *Settings > Wireless & networks > Tethering & portable hotspot*

### ▶ SKIP TO WIRELESS & NETWORKS SETTINGS

# WI-FI & CONNECTIONS



## VPN SETTINGS

---

VPN settings can be found and edited in the Settings Menu.

### TO OPEN VPN SETTINGS:

- 1 Press the Main Menu icon to open the Main Menu
- 2 Press *Settings* > *Wireless & networks* > *VPN settings*

### ▶ SKIP TO WIRELESS & NETWORKS SETTINGS

# PHOTOS & VIDEOS



## OVERVIEW

Your INQ Cloud Touch comes with a 5MP camera that makes it easy to capture pictures and videos.

All photos and videos are stored on your phone's microSD card so you'll need to have a memory card installed in order to use Camera.

You can view photos and videos that you have taken - as well as those that you've been sent or that you've saved onto your memory card - in Gallery. Here you can perform basic editing tasks on pictures and set them as your Home screen wallpaper or as Contact images. You can also share pictures and videos via email, MMS or by uploading them to sites on the web.

# PHOTOS & VIDEOS



CAMERA

## OPEN CAMERA

### TO OPEN CAMERA:

- 1 Press the Camera icon in the Launcher bar
- 2 Alternatively you can open Camera by pressing the Main Menu icon and selecting *Camera*
- 3 You can also access Camera from the Lock screen - just drag the Camera icon up on the screen to unlock the phone and open the Camera application

### ▶ SKIP TO LOCK & UNLOCK YOUR SCREEN

# PHOTOS & VIDEOS

## NAVIGATE CAMERA

Photo mode on your Camera appears like this:

### ZOOM

Set your zoom

### WHITE BALANCE

Set your white balance - how your camera captures colours in different kinds of light

### STORE LOCATION

Set whether or not you want to automatically store your location to geotag your photos

### MORE SETTINGS

Opens a list of settings, including photo size and quality

### SHUTTER

Focuses the camera and takes a photo

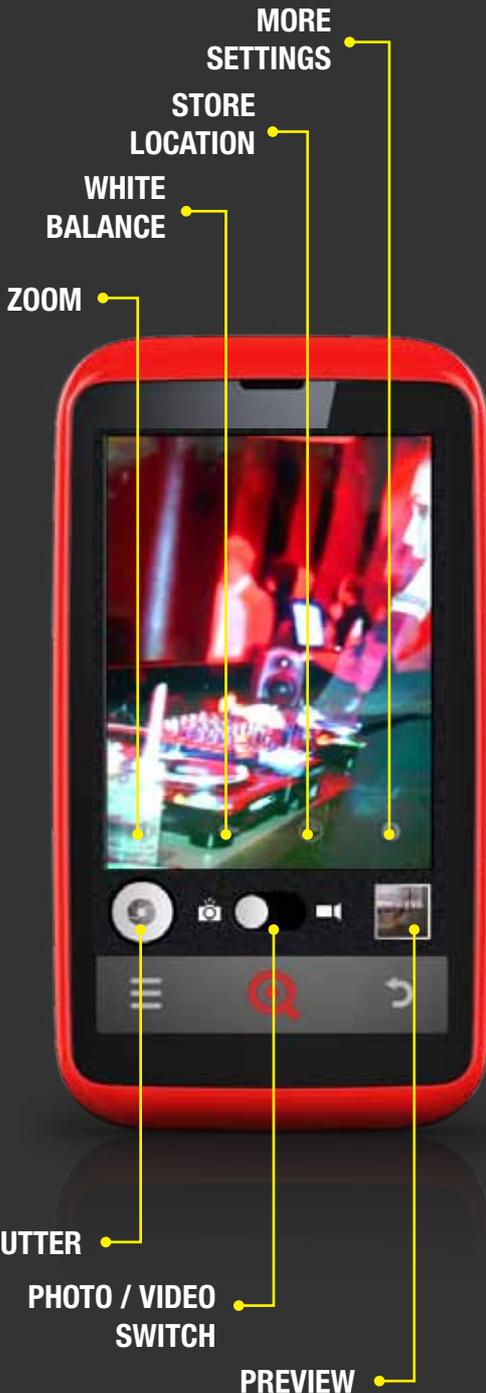
### PHOTO / VIDEO SWITCH

Switches between photo and video capture - drag it to go from photo mode into video mode and vice versa

### PREVIEW

Opens your photo or video in Gallery

### ▶ SKIP TO NAVIGATE GALLERY



## TAKE PHOTOS

---

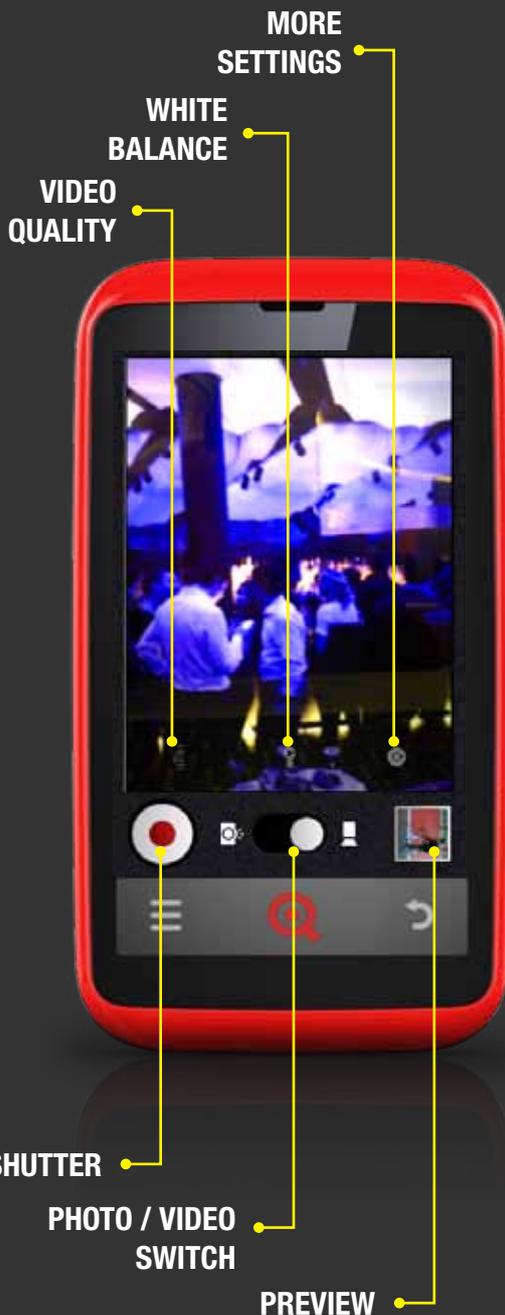
### TO TAKE A PHOTO:

- ❶ Open Camera from the Lock screen, Launcher or Main Menu
- ❷ Drag the Photo / Video switch into photo mode, if it's not already open
- ❸ Compose your picture - you can take photos in both portrait and landscape mode
- ❹ Choose your settings - including zoom, white balance and exposure - using the on-screen icons
- ❺ Once you're happy with the settings and the composition, press the Shutter icon to take your photo - the camera will automatically focus on the central subject. Alternatively to focus on a particular part of the photo, move your phone to place the subject of the photo in the centre, pressing and holding the Shutter icon to focus on it in the picture. Then release the Shutter icon to take the photo. You can also focus your camera by half-pressing and holding the **Music key** - then take your photo by pressing the **Music key** all the way down
- ❻ When you've taken your photo, your phone will let you review it for a few seconds before going back into photo mode

# PHOTOS & VIDEOS

## TAKE VIDEOS

Video mode on your Camera appears like this:



### VIDEO QUALITY

Set the quality level of your video

### WHITE BALANCE

Set your white balance - how your camera captures colours in different kinds of light

### MORE SETTINGS

Opens a list of settings, including colour effect and encoding

### TO TAKE A VIDEO:

- ❶ Open Camera from the Lock screen, Launcher or Main Menu
- ❷ Drag the Photo / Video switch into video mode, if it's not already open
- ❸ Compose your opening shot - when taking video, your phone only supports landscape mode so you'll need to turn the phone on its side
- ❹ Choose your settings - including colour effects and white balance - using the on-screen icons
- ❺ Once you're happy with the settings and the composition, press the Shutter icon to start recording video - your Camera will start filming. A timer in the corner of the screen will show you how many seconds' worth of footage you've taken so far
- ❻ When you're finished, press the Shutter icon again to stop recording video

## CAMERA SETTINGS

---

Your Camera has additional settings that allow you more control over the photos and videos that you take.

### TO CHANGE YOUR CAMERA SETTINGS IN PHOTO MODE:

- 1 Open Camera from the Lock screen, Launcher or Main Menu
- 2 Drag the Photo / Video switch into photo mode, if it's not already open
- 3 Press the More settings icon to open a list of additional settings to choose from
- 4 Choose from the following settings;

#### EXPOSURE

Set your exposure - the amount of light you want to let in to your photo

#### PICTURE SIZE

Set your photo size - 5MP or smaller

#### PICTURE QUALITY

Set your photo quality - will impact file size and sharpness

#### COLOUR EFFECT

Select additional effects - like sepia or negative

#### ANTI BANDING

Choose how you want to reduce digital noise and distortion

#### SATURATION

Set colour saturation levels

#### CONTRAST

Set contrast levels

#### SHARPNESS

Set sharpness levels

- 8 When you're finished, carry on taking the photo - your settings will be saved automatically

## CAMERA SETTINGS

---

Your Camera has additional settings that allow you more control over the photos and videos that you take.

### TO CHANGE YOUR CAMERA SETTINGS IN VIDEO MODE:

- 1 Open Camera from the Lock screen, Launcher or Main Menu
- 2 Drag the Photo / Video switch into video mode, if it's not already open
- 3 Press the More settings icon to open a list of additional settings to choose from
- 4 Choose from the following settings;

#### COLOUR EFFECT

Select additional effects - like sepia or negative

#### VIDEO QUALITY

Set your photo quality - will impact file size and sharpness

#### VIDEO ENCODER

Set the file type you want to use to support your video

#### AUDIO ENCODER

Set the file type you want to use to support your audio

#### VIDEO DURATION

Set a maximum length of video - useful for videos that you're planning to send or upload as these are capped at 30 seconds

- 8 When you're finished, carry on taking the video - your settings will be saved automatically

## OPEN GALLERY

---

Once you've taken a photo or video in Camera, it will automatically be saved in your phone's Gallery, along with any pictures or films you have been sent or that were saved to your memory card.

### TO OPEN GALLERY:

- ➊ Press the Main Menu icon in the Launcher bar
- ➋ Select *Gallery*

You can also open Gallery from within the Camera application by pressing the Preview icon at the bottom right of the screen.

### ▶ SKIP TO NAVIGATE CAMERA

# PHOTOS & VIDEOS

## NAVIGATE GALLERY

Gallery shows your photos and videos in chronological order.

Gallery appears on your phone like this:

Drag the screen to the left and right to see all of your albums in Gallery

### ALBUM

Press an album to view thumbnails of all of the photos in that album

### CAMERA

Opens Camera so you can take photos and videos

### ▶ SKIP TO NAVIGATE CAMERA



# PHOTOS & VIDEOS

## NAVIGATE GALLERY

Albums appears on your phone like this:

Drag the screen to the left and right to see all of your photos in the album or press the arrows to scroll a screen at a time

### BACK TO GALLERY

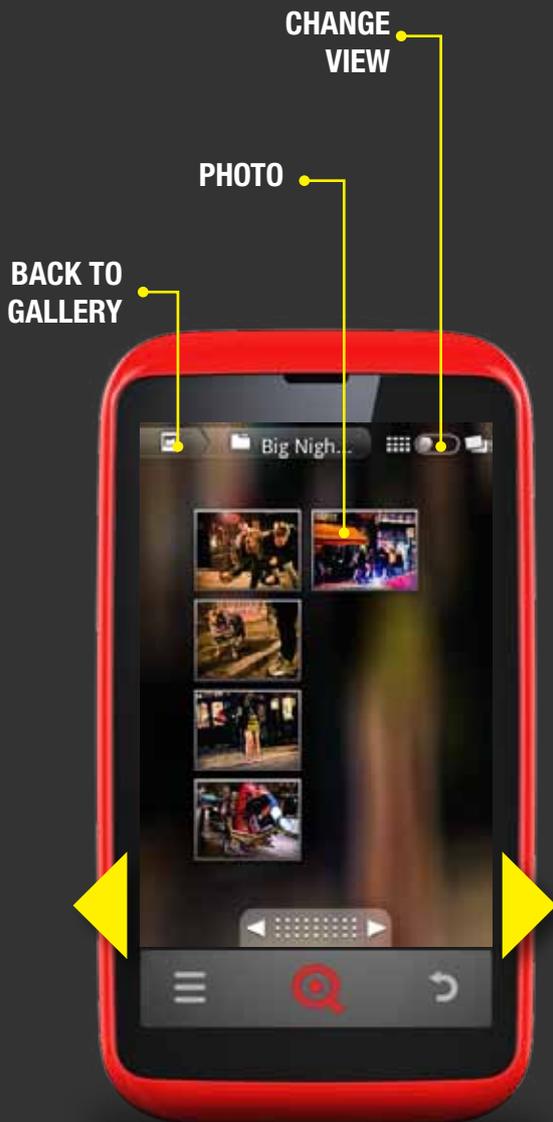
Press to go back to the Gallery overview

### PHOTOS

Press a thumbnail to see your photo in more detail

### CHANGE VIEW

Changes the album view from thumbnails to photo stack, showing you photos grouped by date



# PHOTOS & VIDEOS

## NAVIGATE GALLERY

Photos appears on your phone like this:

Drag the screen to the left and right to see all of your photos in the album

### BACK TO GALLERY

Press to go back to the Gallery overview

### BACK TO ALBUM

Press to go back to the Album view

### PHOTOS

Shows which photo you're viewing in the album

### ZOOM

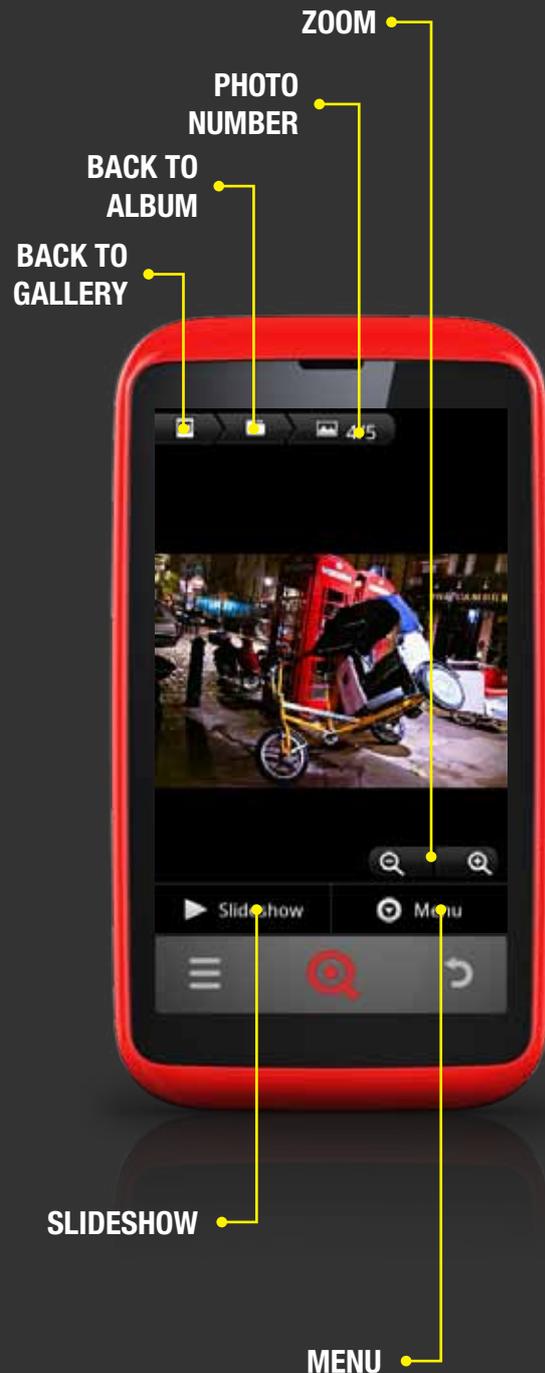
Pinch to zoom in and out or press the zoom icons

### SLIDESHOW

Opens a slideshow where you phone will automatically slide through the photos in the album

### MENU

Press to open the photo menu, including share, delete and editing options



## EDIT & DELETE PHOTOS

---

You can edit photos that you have taken in Gallery.

### TO EDIT PHOTOS:

- 1 Open Gallery from the Camera or Main Menu
- 2 Open the album containing the photo you want to edit
- 3 Open the photo you want to edit
- 4 Press the **Options key** or *Menu*
- 5 Press *More*
- 6 Choose how you want to edit the photo:

#### DETAILS

See information about the photo, including the date it was taken and the location, if this was stored

#### SET AS

Set the picture as your Home screen wallpaper or as a Contact icon

#### CROP

Crop the image by moving the frame and dragging the arrow icons to select the area you want, then press *Save* set it

#### ROTATE LEFT / RIGHT

Rotate the photo 90° to the left or right

You can also delete photos from your phone's Gallery.

### TO DELETE PHOTOS:

- 1 Open Gallery from the Camera or Main Menu
- 2 Open the album containing the photo you want to delete
- 3 Open the photo you want to delete
- 4 Press the **Options key** or *Menu*
- 5 Press *Delete > Confirm Delete*

# PHOTOS & VIDEOS

## IMPORT PHOTOS & VIDEOS

---

You can connect your phone to a computer via USB to transfer files, music and photos direct to your phone's microSD card. Image and video files stored on your memory card will appear automatically in Gallery, providing their file format is supported.

▶ **SKIP TO TRANSFER FILES FROM YOUR COMPUTER**

## SHARE PHOTOS & VIDEOS

---

You can share photos and videos from your phone's Gallery

### TO SHARE PHOTOS & VIDEOS FROM GALLERY:

- ❶ Open Gallery from the Camera or Main Menu
- ❷ Open the album containing the photo or video you want to share
- ❸ Press and hold on the photo or video you want to share
- ❹ Press *Share*
- ❺ Choose how you want to share the photo or video - depending on which option you choose, this will open the relevant application for you to share the media

- ▶ **SKIP TO ATTACH ITEMS TO A MESSAGE**
- ▶ **SKIP TO CREATE A NEW GMAIL MESSAGE**
- ▶ **SKIP TO CREATE A NEW EMAIL MESSAGE**

# MUSIC & RADIO



## OVERVIEW

With Music on your INQ Cloud Touch you can organise and listen to music and audio stored on your phone's memory card.

Use the Radio application to listen to FM radio on your phone. You'll need to connect a headset to your phone in order to use Radio as the headset acts as an antenna.

# MUSIC & RADIO

## OPEN MUSIC

### TO OPEN MUSIC:

- 1 Press the Main Menu icon in the Launcher bar
- 2 Select *Music*



MUSIC

# MUSIC & RADIO

## NAVIGATE MUSIC

Music appears on your phone like this:



### ARTISTS

View songs by artist

### ALBUMS

View songs by album

### SONGS

View all songs

### PLAYLISTS

View your playlists

### ARTIST LIST

Shows all of the music on your phone grouped by artist

### SELECT ALBUM

Choose the album you want to listen to

### TRACK PLAYING

Shows the track that's currently playing in Music

# MUSIC & RADIO

## PLAY MUSIC

### TO PLAY A TRACK:

- ❶ Open Music from the Main Menu
- ❷ Press a song in your Music library to play it

Now playing tracks appear on your phone like this:

### ALBUM ART

Shows album artwork

### PLAYLIST

View playlist that's currently playing

### SHUFFLE

Press to shuffle the playlist

### REPEAT

Press once to repeat all songs - press again to repeat the current song only

### SKIP BACK

Press to skip back to the previous track

### PLAY / PAUSE

Press to pause or play the track

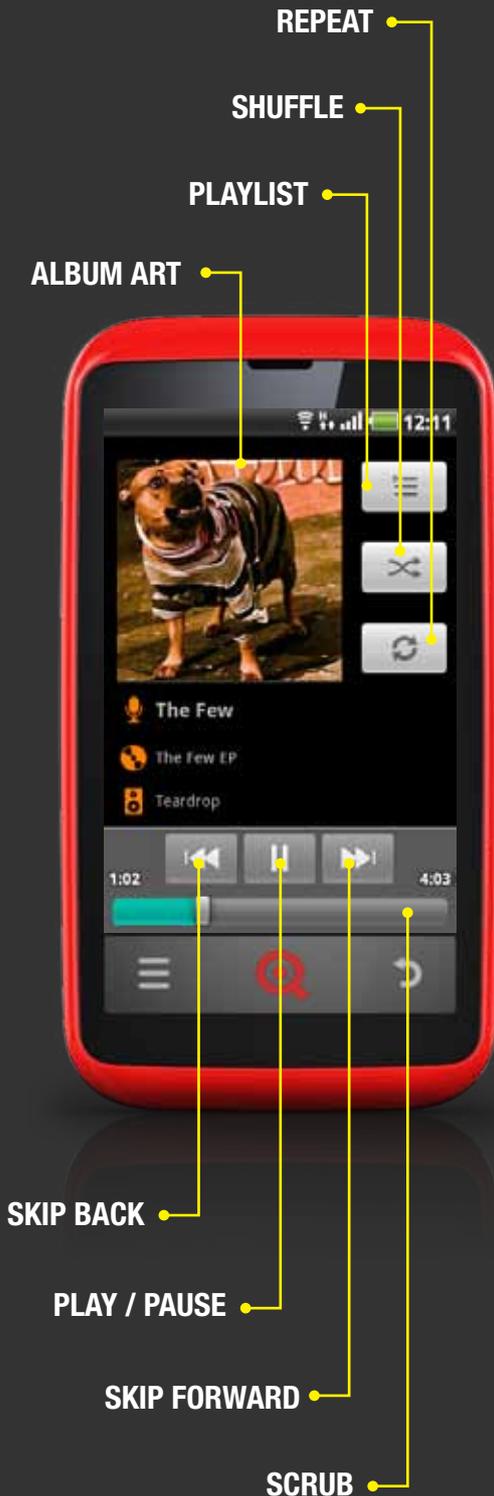
### SKIP FORWARD

Press to skip to the next track

### SCRUB

Press and drag the slider to scrub forward or back in the track

Use the **Volume keys** on the side of the phone to control the volume level of the music



## USE PLAYLISTS

---

### TO CREATE A NEW PLAYLIST:

- 1 Open Music from the Main Menu
- 2 Press and hold the track you want to add to your new playlist
- 3 Select *Add to playlist > New*
- 4 Enter a name for your playlist
- 5 When you're finished, press *Save*

### TO ADD A SONG TO A PLAYLIST:

- 1 Open Music from the Main Menu
- 2 Press and hold the track you want to add
- 3 Select *Add to playlist*
- 4 Select the playlist you want to add the track to

### TO REARRANGE A PLAYLIST:

- 1 Open Music from the Main Menu
- 2 Select the *Playlists* tab
- 3 Find the track you want to move and drag it into position in your playlist

## IMPORT MUSIC

---

You can connect your phone to a computer via USB to transfer files, music and photos direct to your phone's microSD card. Tracks stored on your memory card will appear automatically in Music, providing their file format is supported.

▶ **SKIP TO TRANSFER FILES FROM YOUR COMPUTER**

## SET TRACK AS RINGTONE

---

Use the Music application to choose a track and set it as your phone's ringtone.

### TO SET A TRACK AS YOUR RINGTONE:

- ❶ Open Music from the Main Menu
- ❷ Press and hold the track you want to use as your phone's ringtone
- ❸ Select *Use as phone ringtone*

You can also choose from a range of preinstalled ringtones in your phone's Settings.

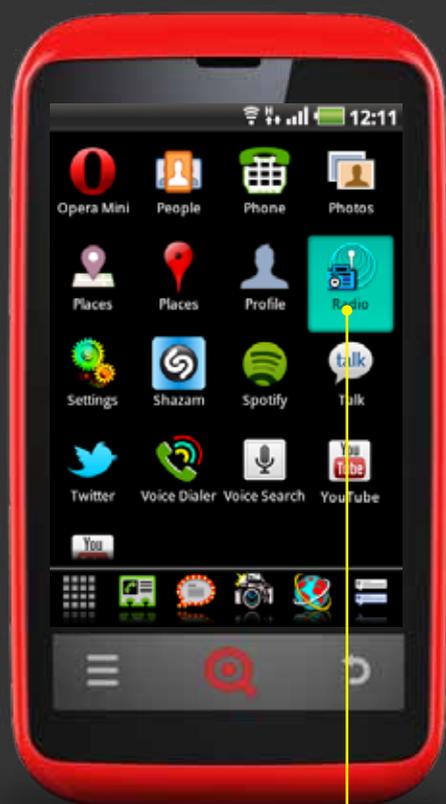
### ▶ SKIP TO SOUND SETTINGS

# MUSIC & RADIO

## OPEN RADIO

### TO OPEN RADIO:

- 1 Press the Main Menu icon in the Launcher bar
- 2 Select *Radio*



RADIO

# MUSIC & RADIO

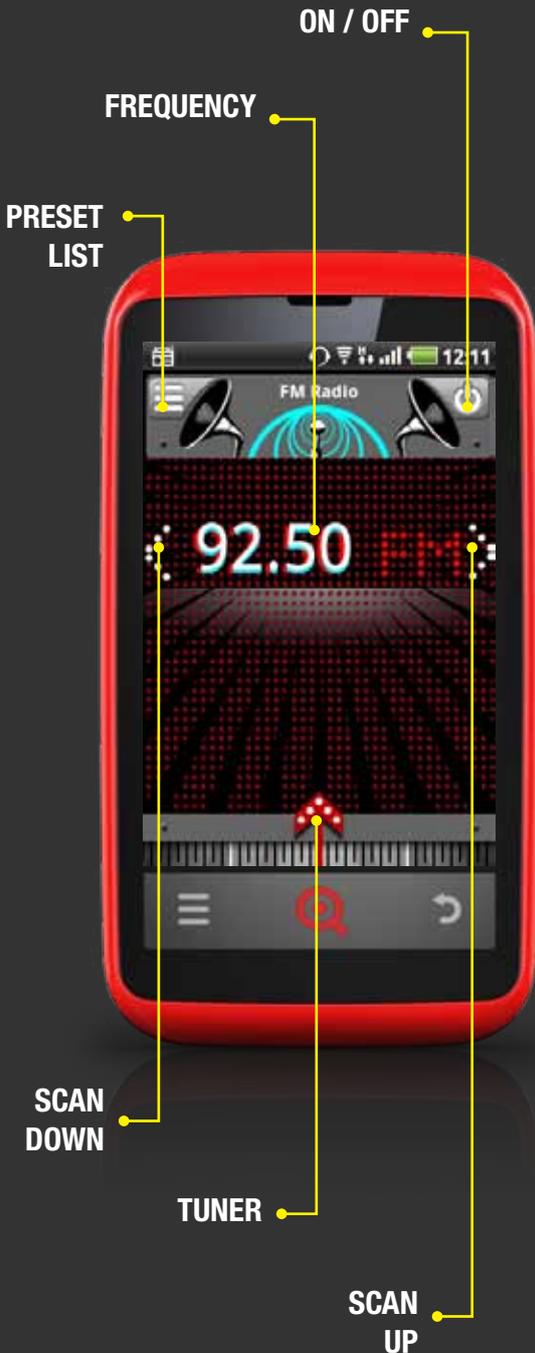
## USE RADIO

Use the Radio application to listen to FM radio on your phone. You'll need to connect a headset to your phone in order to use Radio as the headset acts as an antenna.

### TO LISTEN TO RADIO:

- ❶ Open Radio from the Main Menu
- ❷ Press the On / Off icon to switch Radio on
- ❸ Use the Scan down and Scan up arrows to search for stations or open the Tuner and search manually
- ❹ When you've found a station you want to add to your preset list, press and hold the station frequency
- ❺ Select *OK* to save this as a preset station

Your Radio appears on your phone like this:



### PRESET LIST

Shows stations you've saved previously

### FREQUENCY

Shows the frequency you're currently hearing

### ON / OFF

Switches Radio on and off

### SCAN DOWN / UP

Searches frequencies to find the next available station available in your reception area

### TUNER

Press to open the Tuner - here you can manually select the frequency you want to listen to

## RADIO SETTINGS

---

You can change your radio settings to adapt to your region.

### TO VIEW & CHANGE RADIO SETTINGS:

- ❶ Open Radio from the Main Menu
- ❷ Press the On / Off icon to switch Radio on
- ❸ Press the **Options key**
- ❹ Select *Settings* to see Radio settings - here you can choose your location to set the FM band for your region, as well as resetting settings to their original state

# CLOCKS & ALARMS



## OVERVIEW

In addition to viewing the date and time, the Clock application also shows you information about your phone and the local weather.

You can also use Clock to turn your phone into an alarm clock.

▶ [SKIP TO DATE & TIME SETTINGS](#)

# CLOCKS & ALARMS

## OPEN CLOCK

### TO OPEN CLOCK:

- 1 Press the Main Menu icon in the Launcher bar
- 2 Select *Clock*

You can also see the clock in the Status bar and in your phone's Info panel.

- ▶ SKIP TO STATUS BAR & NOTIFICATIONS
- ▶ SKIP TO INFO PANEL



MAIN  
MENU  
ICON

# CLOCKS & ALARMS

## NAVIGATE CLOCK

You can use your phone's Clock application to view a number of things at once:

### TIME & DATE

Shows the time and date according to your phone's Date and Time settings

▶ SKIP TO DATE & TIME SETTINGS

### WEATHER & LOCATION

Shows your location (requires GPS to be switched on) and local weather forecast

▶ SKIP TO LOCATION & SECURITY SETTINGS

### DIM

Press to dim the phone's screen - press again to brighten it

### ALARMS

Press to open the Alarms screen

▶ SKIP TO SET AN ALARM

### SLIDESHOW

Press to view a slideshow of your pictures in Gallery

▶ SKIP TO PHOTOS & VIDEOS

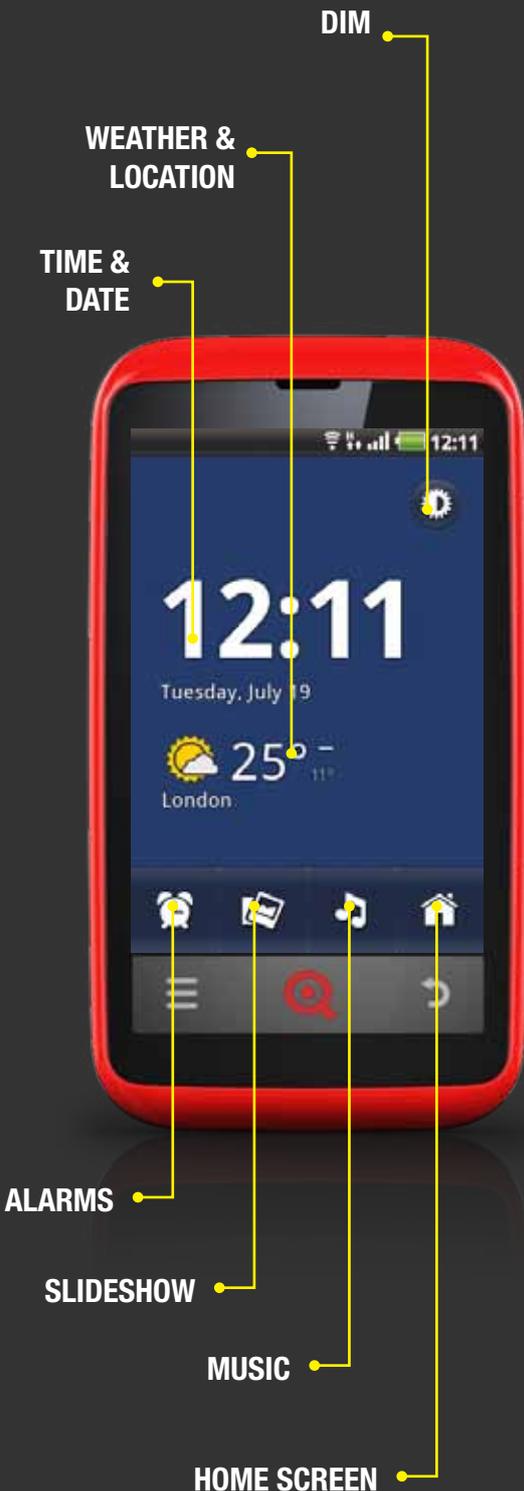
### MUSIC

Press to listen to your tracks in Music

▶ SKIP TO MUSIC & RADIO

### HOME SCREEN

Press to go back to the phone's Home screen



# CLOCKS & ALARMS

## CLOCK SETTINGS

---

Date & time settings be found and edited in the Settings Menu.

### TO OPEN DATE & TIME SETTINGS:

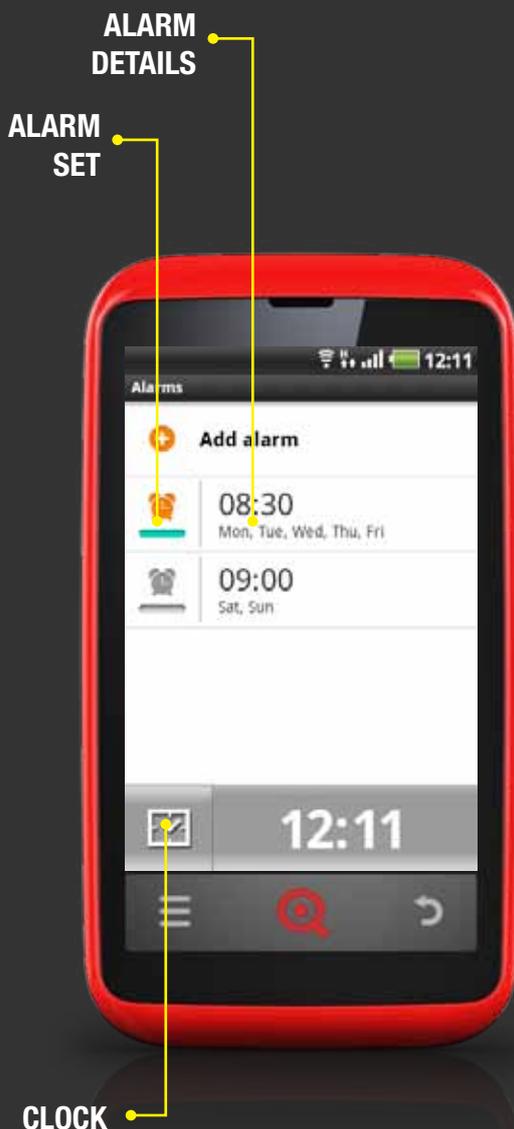
- 1 Press the Main Menu icon to open the Main Menu
- 2 Press *Settings* > *Date & Time*

### ▶ SKIP TO DATE & TIME SETTINGS

# CLOCKS & ALARMS

## NAVIGATE ALARMS

Your phone's Alarms screen appears on your phone like this:



### ADD ALARM

Press to add a new alarm

### ALARM SET

Press to switch alarm on / off - alarms with a green bar are set while alarms with a grey bar are inactive

### ALARM DETAILS

Press to view and edit details of alarms already set and shown here

### CLOCK

Press to return to Clock screen

### TO SET AN ALARM:

- ① Open *Clock* from the Main Menu
- ② Press the Alarms icon to open Alarms
- ③ Select *Add alarm*
- ④ Use the arrows to set the alarm time
- ⑤ When you're finished, press *Set*
- ⑥ Choose from the following options:

#### REPEAT

Select which days you want the alarm to ring

#### RINGTONE

Select the ringtone you want your alarm to play

#### VIBRATE

Sets the phone to vibrate as well as playing the ringtone

#### LABEL

Enter a name for the alarm

- ⑦ When you're finished, press *Done* to save and set the alarm

## SET AN ALARM

---

### TO SET AN ALARM:

- 1 Open *Clock* from the Main Menu
- 2 Press the Alarms icon to open Alarms
- 3 Select *Add alarm*
- 4 Use the arrows to set the alarm time
- 5 When you're finished, press *Set*
- 6 Choose from the following options:

#### REPEAT

Select which days you want the alarm to ring

#### RINGTONE

Select the ringtone you want your alarm to play

#### VIBRATE

Sets the phone to vibrate as well as playing the ringtone

#### LABEL

Enter a name for the alarm

- 7 When you're finished, press *Done* to save and set the alarm

## ALARM SETTINGS

---

You can view and change your alarm settings, including volume and snooze duration.

### TO VIEW AND CHANGE ALARM SETTINGS:

- 1 Open *Clock* from the Main Menu
- 2 Press the Alarms icon to open Alarms
- 3 Press the **Options key**
- 4 Select *Settings*
- 5 Choose from the following options:

#### ALARM IN SILENT MODE

Choose whether or not you want alarms to sound when your phone is in silent mode

#### ALARM VOLUME

Choose the volume you want alarms to sound at

#### SNOOZE DURATION

Set the length of time you want the alarm to snooze for

#### VOLUME & CAMERA / MUSIC

Choose how you want the **Volume keys** and **Music key** to behave when using Alarm

# CALCULATOR



## OVERVIEW

Use your phone's Calculator application to complete basic and advanced maths questions.

# CALCULATOR

## OPEN CALCULATOR

### TO OPEN CALCULATOR:

- 1 Press the Main Menu icon in the Launcher bar
- 2 Select *Calculator*



MAIN  
MENU  
ICON

# CALCULATOR

CALCULATOR  
DISPLAY



## USE CALCULATOR

### TO USE CALCULATOR:

- ❶ Open Calculator from the Main Menu
- ❷ Press numbers and symbols on the screen to get answers to equations
- ❸ Drag the screen to the left to open the advanced screen
- ❹ Press and hold the Calculator display to open a popup menu where you can copy what you have written so far and make it available to paste into another application
- ❺ Press *Clear* to delete the last number or equation you entered - press and hold *Clear* to delete everything in the display

Your Calculator stores a history of all previously entered equations.

### TO CLEAR YOUR EQUATION HISTORY:

- ❶ Open Calculator from the Main Menu
- ❷ Press the **Options key**
- ❸ Select *Clear history*

# MORE APPS



## OVERVIEW

Your INQ Cloud Touch comes with a number of applications preinstalled, including Shazam, Twitter, Messenger and Google Maps.

These apps have been designed and developed by third parties. Full support for these apps can be found online.

# MORE APPS

## LATITUDE

---

Google Latitude lets you see where your friends are on Google Maps. You can check into locations, share where you are with friends and see who else is around.

To find out more about Latitude and how it works on your INQ Cloud Touch, visit:

[www.google.com/intl/en\\_uk/latitude/intro.html](http://www.google.com/intl/en_uk/latitude/intro.html)

▶ SKIP TO MAPS

# MORE APPS

## MAPS

---

Google Maps lets you find addresses, places and friends from your INQ Cloud Touch. The Maps application includes support for Latitude, Layers, Navigation, Traffic and 3D maps.

To find out more about Maps and how it works on your INQ Cloud Touch, visit:

[www.google.co.uk/mobile/maps/](http://www.google.co.uk/mobile/maps/)

# MORE APPS

## MARKET

---

Android Market is home to over 150,000 applications for the Android operating system, all of which are compatible with the INQ Cloud Touch handset. For applications like the INQ Home Live Icons, you will need to log into Android Market in order to receive notifications when new software updates are available.

You need to have a Google account in order to access Market. To download paid-for applications, you will also need to have a Google Checkout profile attached to this account.

To find out more about Market and how it works on your INQ Cloud Touch, visit:

<https://market.android.com/>

### TO OPEN MARKET:

- 1 Scroll left on the Home screen or open the Main Menu
- 2 Select *Market*
- 3 The first time you open Market, you will see the site terms and conditions - press *Accept*

### TO DOWNLOAD APPLICATIONS FROM MARKET:

- 1 Once you have opened the Market application, find an application you want to download - either by pressing the Search icon and entering the name of the app or by browsing the various categories shown
- 2 Select the app you want to download
- 3 Press *Buy* or *Free*, depending on the app price
- 4 You will see a list of the areas of the Android system that this application will use - press *OK* to continue
- 5 If it is a paid-for application, you will need to have a Google Checkout profile set up for use with your main Google account - your phone will say at this stage whether or not this is required. To add a Google Checkout profile, check into your Google account online and follow the on-screen instructions to set this up
- 6 As your application downloads, its progress is shown in the Notifications panel - drag down the Status bar to see this
- 7 When the download is complete, it shows as *Successfully installed* - select this notification to open the application

# MORE APPS

## MESSENGER

---

Messenger lets you IM your Windows Live buddies from your INQ Cloud Touch phone.

To find out more about Messenger and how it works on your INQ Cloud Touch, open Messenger on your phone, sign in using your email address and password and press the **Options key** and *Help*.

# MORE APPS

## NAVIGATION

---

Google Navigation provides a voice-guided GPS navigation system that helps you get to wherever you want to go, using your INQ Cloud Touch as a GPS.

To find out more about Navigation and how it works on your INQ Cloud Touch, visit:

[www.google.com/mobile/navigation/](http://www.google.com/mobile/navigation/)

▶ **SKIP TO MAPS**

# MORE APPS

## OPERA MINI

---

Opera Mini is a mobile browser designed to give users a fast, clean and elegant experience when browsing the web.

To find out more about Opera Mini and how it works on your INQ Cloud Touch, visit:

[www.opera.com/mobile/](http://www.opera.com/mobile/)

# MORE APPS

## PLACES

---

Google Places gives you access to thousands of local business listings and reviews when you're on the move. You can find, rate and share places around you with friends, all from your INQ Cloud Touch.

To find out more about Places and how it works on your INQ Cloud Touch, visit:

[www.google.com/mobile/places/](http://www.google.com/mobile/places/)

▶ **SKIP TO MAPS**

# MORE APPS

## SHAZAM

---

Shazam lets you find out the name of the song that's playing and links you through to sites where you can buy and download the track there and then.

To find out more about Shazam and how it works on your INQ Cloud Touch, visit:

[www.shazam.com/music/web/pages/android.html](http://www.shazam.com/music/web/pages/android.html)

# MORE APPS

## TALK

---

Use Google Talk to IM your Google Contacts from your INQ Cloud Touch.

To find out more about Talk and how it works on your INQ Cloud Touch, visit:

[www.google.com/talk/](http://www.google.com/talk/)

# MORE APPS

## TWITTER

---

Twitter lets you find out what's going on around the world as it happens. Choose who you want to follow, post tweets and respond to others with replies or DMs.

You can add a Twitter account in your phone's Accounts & sync settings.

### ▶ SKIP TO ACCOUNTS & SYNC

To find out more about Twitter and how it works on your INQ Cloud Touch, visit:

<http://support.twitter.com/groups/34-mobile>

# MORE APPS

## VOICE DIALER & VOICE SEARCH

---

Use Voice Dialer and Voice Search to say your names and search terms into your phone, rather than typing them.

To find out more about Voice Dialer and Voice Search and how they work on your INQ Cloud Touch, visit:

[www.google.com/mobile/voice-search/](http://www.google.com/mobile/voice-search/)

# MORE APPS

## YOUTUBE

---

YouTube lets you stream video on your INQ Cloud Touch. Search or browse for videos on the YouTube pages, play them on your phone and then sign in to leave a comment. You can also upload videos on your phone's memory card straight to your YouTube account.

You'll need to agree to the YouTube terms and conditions before you can view videos from your Facebook News Feed in the YouTube application.

To find out more about YouTube and how it works on your INQ Cloud Touch, visit:

[www.google.com/mobile/youtube/](http://www.google.com/mobile/youtube/)

# SECURITY & PRIVACY



## OVERVIEW

Your INQ Cloud Touch comes with a number of security measures to keep your phone's data secure.

- ▶ **SKIP TO LOCATION & SECURITY SETTINGS**
- ▶ **SKIP TO PRIVACY SETTINGS**

## SET UP SCREEN LOCK

---

Use Screen lock to protect your personal information as well as preventing others from using your phone without your permission.

### TO SET UP SCREEN LOCK:

- 1 Press the Main Menu icon in the Launcher bar
- 2 Select *Settings > Location & Security settings > Set up screen lock*
- 3 Choose the type of screen lock you want to add:

#### NONE

Removes any screen lock that has been set up previously

#### PATTERN

Asks you to trace a specific pattern on the screen in order to unlock your phone

#### PIN

Asks you to enter a PIN code made up of four or more numbers

#### PASSWORD

Asks you to enter a password made up of four or more letters

- 4 When you're finished, press *Next* or *Continue* to finish setting up your chosen screen lock

Once your screen lock has been added, you will need to enter this whenever you unlock your phone's Lock screen.

- ▶ **SKIP TO LOCK & UNLOCK YOUR SCREEN**
- ▶ **SKIP TO LOCATION & SECURITY SETTINGS**

## SET UP SIM LOCK

---

Use SIM lock to protect your personal information as well as preventing others from using your phone without your permission.

### TO SET UP SIM LOCK:

- 1 Press the Main Menu icon in the Launcher bar
- 2 Select *Settings > Location & Security settings > Set up SIM/RUIM card lock*
- 3 Select *Lock SIM/RUIM card*
- 4 Type a PIN code of at least four numbers and / or letters
- 5 When you're finished, press *OK* to finish setting up your SIM lock

Once your SIM lock has been added, you will need to enter this whenever you switch on your INQ Cloud Touch.

### ▶ SKIP TO LOCATION & SECURITY SETTINGS

## BACK UP YOUR DATA

---

When you first switch on your phone, you will be given the option to back up your phone's data and settings to the primary Google account that you use (i.e. the one you log in with during the first-time setup process).

If your phone needs to be repaired or a software update is available, it is possible that your data and settings will be removed from the handset.

However, if you have selected to back up your data using your Google account, your settings should automatically be reapplied to your phone once you sign in to this account on the device.

### TO SWITCH ON DATA BACKUP:

- 1 Press the Main Menu icon in the Launcher bar
- 2 Select *Settings* > *Privacy settings* > *Back up my data*

### ▶ SKIP TO PRIVACY SETTINGS

## RESET YOUR PHONE

---

If required, you can reset your phone to its original state or the state it was in when you last updated it. It is recommended that you do this - after having backed up your data - prior to sending your phone for service or repair.

### ▶ SKIP TO BACK UP YOUR DATA

Separate to this, you should also log out of the Facebook for Android application.

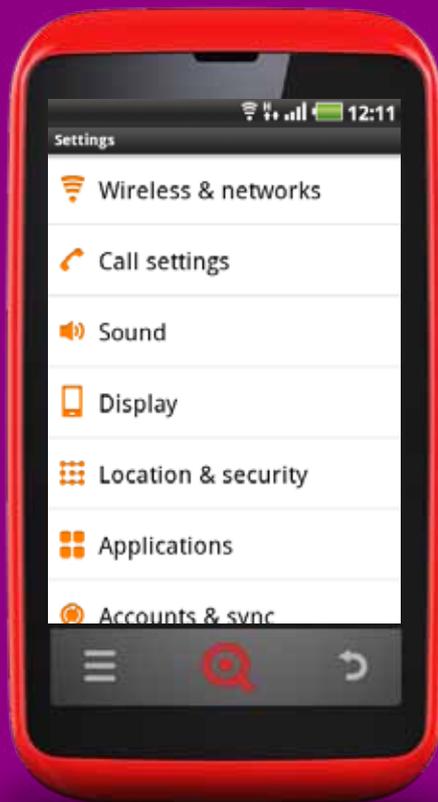
### ▶ SKIP TO FACEBOOK FOR ANDROID

#### TO RESET YOUR PHONE:

- 1 Press the Main Menu icon in the Launcher bar
- 2 Select *Settings* > *Privacy settings* > *Factory data reset*
- 3 You will see a full list of what will be erased on your phone - select *Reset phone* to continue
- 4 Your phone will be reset - leave it for a few minutes. It will then restart automatically.

### ▶ SKIP TO PRIVACY SETTINGS

# SETTINGS



## OVERVIEW

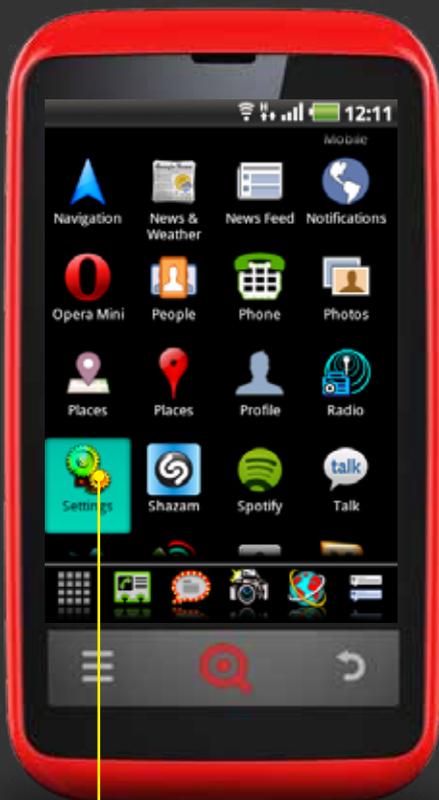
Your INQ Cloud Touch comes with a wide range of settings so you can choose how your phone is set up to suit you.

# SETTINGS

## OPEN SETTINGS

### TO OPEN SETTINGS:

- 1 Press the Main Menu icon in the Launcher bar
- 2 Select *Settings*



SETTINGS

# SETTINGS

## WIRELESS & NETWORKS

---

Wireless and network settings appear on your phone like this:

### AIRPLANE MODE

Turns on airplane mode, switching off all wireless connections

▶ SKIP TO INFO PANEL

### WI-FI

Turns on Wi-Fi

### WI-FI SETTINGS:

#### ADD WI-FI NETWORK

Opens a box for you to add a network name and password

#### WI-FI MANAGER SETTINGS

Choose how you want Wi-Fi Manager to behave, including battery-saving standby, auto-connecting to open networks and notifications

▶ SKIP TO WI-FI & CONNECTIONS

### BLUETOOTH

Turns on Bluetooth connection

### BLUETOOTH SETTINGS:

#### DEVICE NAME

Switches off Wi-Fi when no connection is available

#### DISCOVERABLE

Auto-connects to open and known networks

#### SCAN FOR DEVICES

Scans the area for Bluetooth devices

▶ SKIP TO WI-FI & CONNECTIONS

# SETTINGS

## WIRELESS & NETWORKS

---

### TETHERING & PORTABLE HOTSPOT:

#### USB TETHERING

Turns on tethering when phone is connected to a computer

#### PORTABLE WI-FI HOTSPOT

Turns on Wi-Fi hotspot so your phone acts as a modem

#### PORTABLE WI-FI HOTSPOT SETTINGS

Opens hotspot options so you can set a password

### VPN SETTINGS:

#### ADD VPN

Opens a box for you to add VPN type and details

### MOBILE NETWORKS:

#### DATA ENABLED

Allows data access over the mobile network

#### DATA ROAMING

Allows data access when roaming on another network

#### NETWORK MODE

Opens screen where you can choose network mode

#### GSM/UMTS OPTIONS > ACCESS POINT NAMES

Opens screen where you can view and edit APNs - press the **Options key** and *New APN* to create a new APN

#### GSM/UMTS OPTIONS > USE ONLY 2G NETWORKS

Choose to access only 2G networks and slightly enhance battery life

#### GSM/UMTS OPTIONS > NETWORK OPERATORS

Opens screen where you can view networks that are compatible with your phone

# SETTINGS

## CALL SETTINGS

---

Call settings appear on your phone like this:

### FIXED DIALLING NUMBERS:

#### ENABLE FDN

Only allows calls to fixed dialling numbers saved on SIM

#### CHANGE PIN2

Allows you to change PIN2 code (usually 0000)

#### FDN LIST

Shows FDN numbers currently saved on your SIM card

### VOICEMAIL SERVICE

Select voicemail service, usually only that of your network

### VOICEMAIL SETTINGS:

#### VOICEMAIL NUMBER

Shows the number you call to check voicemail messages

### TTY MODE

Turns on TTY - message service for deaf and hard of hearing

### DTMF TONES

Turns on DTMF tones - keytone presses during a call

### VOICE CALL AUTO ANSWER

Turns on auto answer and sets duration before answer

### GSM CALL SETTINGS:

#### CALL FORWARDING

Choose how calls are forwarded when you're unavailable

#### ADDITIONAL SETTINGS > CALLER ID

Choose whether your number is visible to people you call

#### ADDITIONAL SETTINGS > CALL WAITING

Choose how you want to see and respond to calls waiting

# SETTINGS

## SOUND

---

Sound settings appear on your phone like this:

### SILENT MODE

Turns on silent mode

### VIBRATE

Choose when you want your phone to vibrate

### VOLUME

Set your phone's volume levels, including ringtone, media and in-call

### PHONE RINGTONE

Choose the ringtone you want to hear for incoming calls

### NOTIFICATION RINGTONE

Choose the notification tone you want to hear for notifications

### AUDIBLE TOUCH TONES

Turns on keytones when using the dialpad

### AUDIBLE SELECTION

Turns on keytones when making screen selections

### SCREEN LOCK SOUNDS

Turns on sound when locking and unlocking the screen

### HAPTIC FEEDBACK

Turns on vibrate when pressing keys on the touch strip

# SETTINGS

## DISPLAY

---

Display settings appear on your phone like this:

### BRIGHTNESS

Choose how bright you want your phone's screen to appear, including automatic brightness setting

### AUTO-ROTATE SCREEN

Turns auto-rotate on and off when you turn your phone on its side

### ANIMATION

Turns animated screens on and off when going from one screen into the next

### SCREEN TIMEOUT

Choose how long you want your phone's display to remain on before the screen lock is switched on

# SETTINGS

## LOCATION & SECURITY

---

Location and security settings appear on your phone like this:

### USE WIRELESS NETWORKS

Choose to use information from wireless network to determine your location

### USE GPS SATELLITES

Choose to use GPS to determine your location

### SET UP SCREEN LOCK

Set up screen lock to protect your personal data

### ▶ SKIP TO SECURITY & PRIVACY

### SET UP SIM/RUIM CARD LOCK

Set up SIM lock to protect your SIM card data

### ▶ SKIP TO SECURITY & PRIVACY

### VISIBLE PASSWORDS

Choose to show individual password letters as you type

### SELECT DEVICE ADMINISTRATORS

Add or remove device administrators

### USE SECURE CREDENTIALS

Allows applications and connections to access secure credentials - requires password to be set below

### INSTALL FROM SD CARD

Press to install a security certificate from your memory card

### SET PASSWORD

Set password for access to secure credential storage

### CLEAR STORAGE

Deletes secure certificates and clears storage, including password

# SETTINGS

## APPLICATIONS

---

Application settings appear on your phone like this:

### UNKNOWN SOURCES

Allows downloading of applications from sites other than Android Market - to protect your phone and personal information, you should only download applications from trusted sources

### MANAGE APPLICATIONS

Opens a list of applications that have been downloaded and installed onto your phone - press an application to see it in more detail

### RUNNING SERVICES

Opens a list of applications - or parts of applications - that are running in the background, showing how much memory these are using. Press an application to see it in more detail or to stop it

## DEVELOPMENT

### USB DEBUGGING

Allows debugging and development tools to communicate with your phone via its USB connection

### STAY AWAKE

Prevents the screen from dimming and locking when the phone is connected to a power source

### ALLOW MOCK LOCATIONS

Allows a development tool to set mock locations for the phone, overriding the actual GPS or Wi-Fi discovered location

# SETTINGS

## ACCOUNTS & SYNC

---

Accounts & Sync allows you to add, remove, and manage accounts, including Google, Microsoft Exchange and Facebook. Here you can manage how applications send, receive, and sync data, whether manually or automatically.

Calendar and Email have additional settings that allow you to manage how data is synced.

▶ **SKIP TO CALENDAR**

▶ **SKIP TO EMAIL**

Accounts and sync settings appear on your phone like this:

### **BACKGROUND DATA**

Allows applications to sync data in the background

### **AUTO-SYNC**

Allows application to sync data automatically and on their own schedule

### **MANAGE ACCOUNTS**

#### **ADD ACCOUNT**

Add a new account to your phone - choose from a Microsoft Exchange, Facebook, Twitter or Google account

#### **<ACCOUNT NAME>**

Press an account name to open the syncing settings attached to it - untick a box to prevent that application from syncing automatically with that account. This means you will need to manually refresh the application in order to sync with this account

# SETTINGS

## PRIVACY

---

Privacy settings appear on your phone like this:

### **BACK UP MY DATA**

Backs up your data and settings to your Google account - if you replace or update your phone, any stored data or settings will be returned to the phone when you sign in with that Google account

### **AUTOMATIC RESTORE**

Automatically restores any data to an application that has been deleted - if this application is reinstalled or updated, the previous settings will be restored

### **FACTORY DATA RESET**

Erases all data on the phone and restores it to its original state when first taken out of the box - ensure that you have backed up all applications and personal information prior to resetting your phone

▶ **SKIP TO SECURITY & PRIVACY**

# SETTINGS

## SD CARD & PHONE STORAGE

---

SD card and phone storage settings appear on your phone like this:

### TOTAL SPACE

Shows the total capacity of your microSD card

### AVAILABLE SPACE

Shows the total available capacity on your microSD card

### UNMOUNT SD CARD

Unmouts the memory card from your phone so you can remove or reformat it safely

### ▶ SKIP TO USE TETHERING

### FORMAT SD CARD

Permanently erases everything on your phone's memory card - you must unmount a card before formatting it

### INTERNAL MEMORY - AVAILABLE SPACE

Shows the total available space on your phone's internal memory

# SETTINGS

## LANGUAGE & KEYBOARD

---

Language and keyboard settings appear on your phone like this:

### SELECT LANGUAGE

Choose the language you want your phone to display

### ANDROID KEYBOARD:

#### VIBRATE / SOUND ON KEYPRESS

Turns on vibrate / sound for each keypress

#### AUTO-CAPITALISATION

Turns on auto-capitalisation at the start of each sentence

#### VOICE INPUT

Turns on the option to use voice input

#### INPUT LANGUAGES

Select the languages and dictionaries you want to include

#### QUICK FIXES

Turns on auto-correct for commonly typed mistakes

#### SHOW SUGGESTIONS

Turns on suggested words while typing

#### AUTO-COMPLETE

Turns on auto-complete where typing space or punctuation automatically inserts the highlighted word

# SETTINGS

## LANGUAGE & KEYBOARD

---

### INQ KEYBOARD:

#### LANGUAGE SETTINGS > LANGUAGE PACK SELECTION

Choose the language you want to use

#### LANGUAGE SETTINGS > UPDATE LANGUAGE PACKS

Press to download language pack updates

#### LANGUAGE SETTINGS > LEARN FROM SMS

Allows INQ Keyboard to review previously sent messages and learn your commonly-used phrases

#### LANGUAGE SETTINGS > CLEAR MY LANGUAGE DATA

Clears data learned by INQ Keyboard

### INPUT SETTINGS

Choose your input settings for INQ Keyboard including keyboard layout, auto-complete and keypress sound and vibration

### YOUR KEYBOARD USAGE

See how many keystrokes you have saved by using INQ Keyboard

### USER DICTIONARY

Shows words that you have added to the phone's dictionary - to add words, press the **Options key** and select *Add*. Then enter your word using the keyboard and press *OK* to store it.

# SETTINGS

## VOICE INPUT & OUTPUT

---

Voice input and output settings appear on your phone like this:

### VOICE RECOGNISER SETTINGS

#### LANGUAGE

Choose the language you want to use

#### SAFESEARCH

Filters out explicit images from search results

#### BLOCK OFFENSIVE WORDS

Blocks offensive words from voice results

#### SHOW HINTS

Shows hints on the search box

### TEXT-TO-SPEECH SETTINGS

#### LISTEN TO AN EXAMPLE

Plays a short demonstration on text-to-speech

#### ALWAYS USE MY SETTINGS

Allows settings entered here to override application settings

#### DEFAULT ENGINE

Choose the speech synthesis engine to be used

#### INSTALL VOICE DATA

Install voice data required for speech synthesis

#### SPEECH RATE

Set the speed at which the text is spoken

#### LANGUAGE

Set the language for the spoken text

# SETTINGS

## ACCESSIBILITY

---

Accessibility settings appear on your phone like this:

### ACCESSIBILITY

Enables accessibility plug-ins

### KICKBACK

Turns on vibrate when pressing keys and navigating screens

### TALKBACK

Turns on text-to-speech for labels and names as you navigate through screens

### SOUNDBACK

Turns on sound when pressing keys and navigating screens

### POWER BUTTON ENDS CALL

Sets the **Power on/off key** as an alternative way of ending a call - press this to end a call

# SETTINGS

## DATE & TIME

---

Date & time settings appear on your phone like this:

### **AUTOMATIC**

Uses network-provided settings for all date and time values as default - untick this option to change date and time values manually

### **SET DATE**

Press to set the date

### **SELECT TIME ZONE**

Press to select your time zone

### **SET TIME**

Press to set the time

### **USE 24-HOUR FORMAT**

Turns on 24-hour clock (i.e. 23:00)

### **SELECT DATE FORMAT**

Press to select how you want the date to appear on your phone (e.g. 31/12/11)

# SETTINGS

## ABOUT PHONE

---

About phone settings appear on your phone like this:

### SOFTWARE UPDATES

Opens a screen that notifies you if software updates are available

#### ▶ SKIP TO SOFTWARE UPDATES

### STATUS

Opens a list of information about your phone, including battery status, phone number, network and IMEI

### BATTERY USE

Opens a list of applications you have used since last charging your phone's battery and how much power they have used

### LEGAL INFORMATION

Opens a screen where you can obtain legal information about the software included on your phone

### SYSTEM TUTORIAL

Opens the Help application with links to Tutorial videos and the Support site

### MODEL NUMBER

Shows the phone name (i.e. INQ Cloud Touch)

### VERSION INFORMATION & BUILD NUMBER

Lists information about your phone software and firmware - this information is useful if you require customer service and support

# SOFTWARE UPDATES



## OVERVIEW

Your INQ Cloud Touch lets you know whenever new software is available to download. Different types of software updates are downloaded in different ways.

Application updates are wireless or OTA (over the air) updates pushed through Android Market. These will wipe any information stored in that app but should leave the rest of your phone's software alone.

INQ Software is updated by plugging your phone into a computer and downloading the software update from the INQ Mobile website. This update may also erase your data and preferences from the phone. Ensure that you have backed up all applications and personal information prior to installing this update.

► **SKIP TO BACK UP YOUR DATA**

## UPDATE APPLICATIONS

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Updates for applications that you have downloaded to your phone - as well as the apps that came preinstalled - can be found in Market.

### TO DOWNLOAD APPLICATION UPDATES:

- 1 When an application update is available, a notification will appear in your status bar
- 2 Drag the Status bar down on the screen
- 3 Press the application update notification to open the update in Market
- 4 Select *Update* to download and install your update
- 5 As your application downloads, its progress is shown in the Notifications panel - drag down the Status bar to see this
- 6 When the download is complete, it shows as *Successfully installed* - select this notification to open the application

### ► SKIP TO STATUS BAR & NOTIFICATIONS

# SOFTWARE UPDATES



## UPDATE INQ SOFTWARE

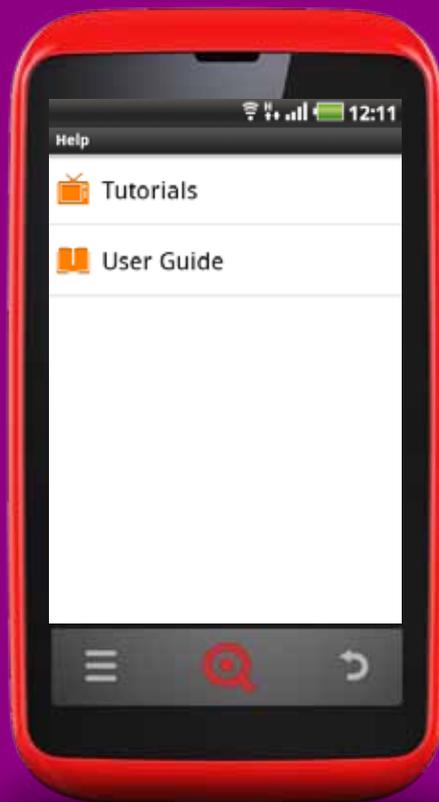
---

INQ Software updates are installed by connecting your phone to your computer and downloading the update tool and software from the INQ Mobile website.

### TO DOWNLOAD INQ SOFTWARE UPDATES:

- ❶ When an application update is available, a notification will appear in your status bar
- ❷ On your computer, go to the INQ Mobile support website ([www.inqmobile.com/support](http://www.inqmobile.com/support)) - select your handset and then go to Software updates
- ❸ Download the Software update tool to your computer
- ❹ Connect your INQ Cloud Touch to your computer using the micro USB cable that it came with
- ❺ Carefully follow the on-screen instructions - do not disconnect your phone from the computer until the update tool tells you to do so

# SUPPORT



## OVERVIEW

Your INQ Cloud Touch includes a Help application that takes you directly to support content on your phone.

You can also see a range of support topics and contact information on the INQ Mobile website.

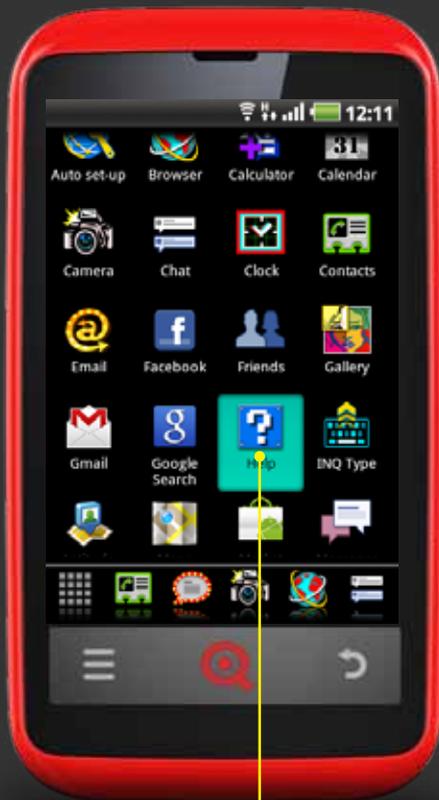
# SUPPORT

## HELP

Your phone's Help application gives you a direct link to online Tutorial videos and the INQ Cloud Touch user guide.

### TO OPEN HELP:

- ❶ Press the Main Menu icon in the Launcher bar
- ❷ Select *Help*



HELP

# SUPPORT

## INQ MOBILE ONLINE SUPPORT

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You can access a wide range of support - including FAQs, service centre details and software updates - on the INQ Mobile support website:

[www.inqmobile.com/support](http://www.inqmobile.com/support)

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