

**SAMSUNG**

# **T A B L E T**

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## **User Manual**

Please read this manual before operating your device and keep it for future reference.

**Galaxy Book**

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# Special Features

Learn about your mobile device's special features.

# S Pen

The S Pen™ is a stylus that assists you in performing different functions. For more information, see [“S Pen” on page 31.](#)



# Samsung Flow

Easily unlock and sign in to your tablet with a smartphone equipped with a fingerprint scanner.

For more information see [“Samsung Flow” on page 40.](#)

# Cortana

Cortana is your digital agent. She'll help you get things done. The more you use Cortana, the more personalized your experience will be.

For more information see [“Cortana” on page 22.](#)

# Getting Started

Learn about your mobile device hardware, assembly procedures, and how to get started using your new device.

# Set Up Your Device

Learn how to set up your device for the first time.

# Assemble Your Device

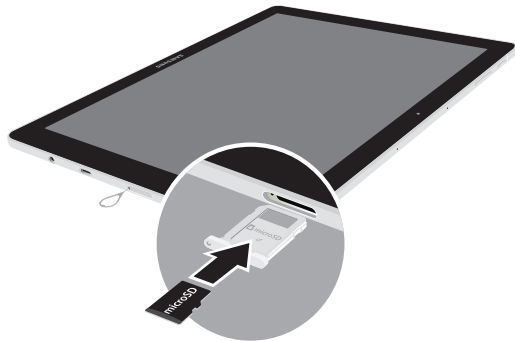
This section helps you to assemble your device.

## Install an Optional Memory Card

You can also install an optional microSD™, microSDHC™, or microSDXC™ memory card (not included) to add more memory space to your device. A memory card can be installed at any time. It is not necessary to install it prior to using the device.

**Caution:** Exercise care when using the removal tool to eject the internal Memory card tray.

1. With the tablet face up, insert the card tray removal tool that came with your tablet into the hole of the Memory card tray.



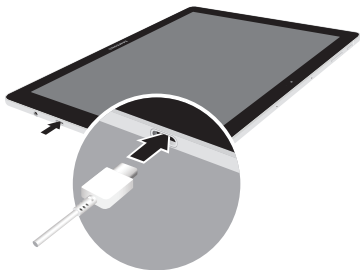
2. Insert the new microSD card into the microSD card tray with the gold contacts facing down.
3. Gently close the Memory card tray.

## Charge the Battery

Before turning on your tablet, charge it fully.

**Note:** For fastest charging times, use the Adaptive Fast Charger that came with your device. This charger provides faster charging only when connected to devices that support Adaptive Fast Charging.

1. Insert the USB cable into the USB charger/Accessory port.



2. Connect the USB cable to the charging head, and then plug the charging head into a standard outlet.

3. Unplug the charging head from the outlet and remove the USB cable from the device when charging is complete.

**Caution:** Use only charging devices and batteries approved by Samsung. Samsung accessories are designed for your device to maximize battery life. Using other accessories may invalidate your warranty and may cause damage.

## When to Charge the Battery

When the battery is low and only a few minutes of operation remain, the device sounds a warning tone at regular intervals.

In this condition, your device conserves its remaining battery power by dimming the screen.

When the battery level becomes too low, the device automatically turns off.

For a quick check of your battery level:

- View the battery charge indicator located in the bottom right corner of your device's display. A solid color (  ) indicates a full charge.

While charging, the device and the charger may become hot when using wireless charging or fast charging. This does not affect the device's lifespan or performance and is in the device's normal range of operation.

The charger may stop charging if the battery becomes too hot.

If the device heats up while charging the battery:

1. Disconnect the charger from the device and close any running apps.
2. Wait for the device to cool down, and then begin charging the device again.
  - If the lower part of the device overheats, check for damage to the connected USB cable. Replace the damaged USB cable with a new Samsung-approved cable.

## Battery Saver

Save the battery power by limiting the device's functions.

1. On the taskbar, tap  **Start** >  **Settings** > **System** > **Battery**.
2. Tap the checkmark next to **Turn battery saver on automatically if my battery falls below** to activate it.
  - Drag the slider to the desired remaining battery percentage.

## Start Using Your Device

### Turn Your Device On or Off

The instructions below explain how to turn your device on or off.

To turn the device on:

- ▶ Press and hold the **Power** key until the device turns on.

To turn the device off:

- ▶ Tap  **Start** >  **Power** > **Shut down**.

- or -

In **Tablet mode**, tap  **Power** > **Shut down**.

- or -

Press and hold the **Power** key until the locked screen appears, and then drag the locked screen downwards.

## Lock or Unlock Your Device

Use your device's screen lock features to secure your device.

By default, the device locks automatically when the screen times out.

To lock the device:

- ▶ Press the **Power** key.

The default Screen lock on your device is Swipe.

To choose a more secure screen lock, see ["Lock Screen" on page 53](#).

To unlock the device:

- ▶ Press the **Power** key, and then swipe your finger up the screen.

## Restart the Device

To restart the device:

- ▶ Tap  **Start > Power > Restart**.

- or -

In **Tablet mode**, tap  **Power > Restart**.

If your device is frozen and unresponsive:

1. Press and hold the **Power** key for more than 10 seconds until the device turns off.
2. Press and hold the **Power** key again to restart it.

# Set Up Your Device

## Use the Set Up Wizard

The first time you turn your device on, a Welcome screen is displayed. It guides you through the basics of setting up your device.

Follow the prompts to choose a default language, connect to a Wi-Fi® network, set up accounts, learn about your device's features, and more.

## Transferring Data Between Devices

Move audio, video, image, or other types of files between your tablet and a mobile device.

**Caution:** Do not disconnect the USB cable from the device when you are transferring files. Doing so may cause data loss or device damage.

**Note:** The devices may not connect properly if they are connected via a USB hub. Directly connect devices via your device's USB charger/Accessory port.

1. Connect a mobile device to your tablet using the USB cable.
2. Transfer files between your tablet and the connected device.

## Add an Email Account

You can add an email account to your device.

1. On the taskbar, tap  **Start** >  **Settings**.
2. Tap **Accounts** > **Email & app accounts**.
3. Tap **Add an account** and follow the prompts.

# Updating the Device

Keep your device up to date by downloading and installing updates, such as service packs and patches, for the operating system and other Microsoft® apps.

The device is set to download and install updates automatically.

To check for available updates manually:

1. On the taskbar, tap  **Start** >  **Settings**.
2. Tap **Update & security** > **Windows update** > **Check for updates**.

# Learn About Your Device

Learn some of the key features of your mobile device, including the screens and icons, as well as how to navigate the device and enter text using the keyboard.

# Front View



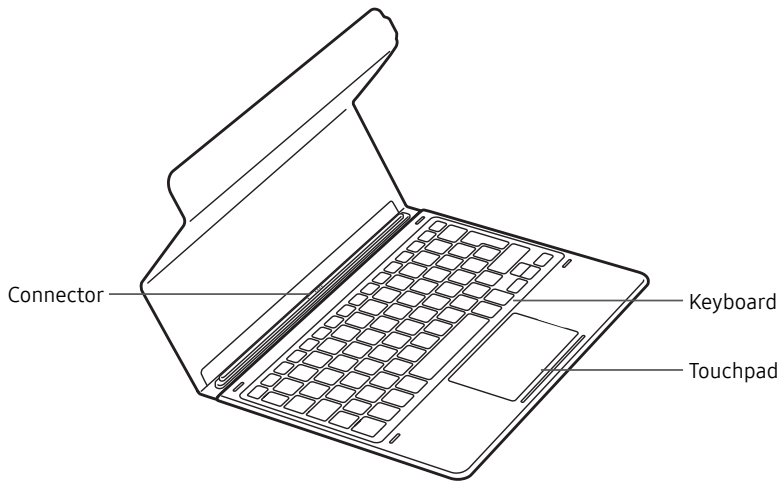
\*Devices and software are constantly evolving — the illustrations you see here are for reference only.

# Back View



\*Devices and software are constantly evolving — the illustrations you see here are for reference only.

# Keyboard Cover



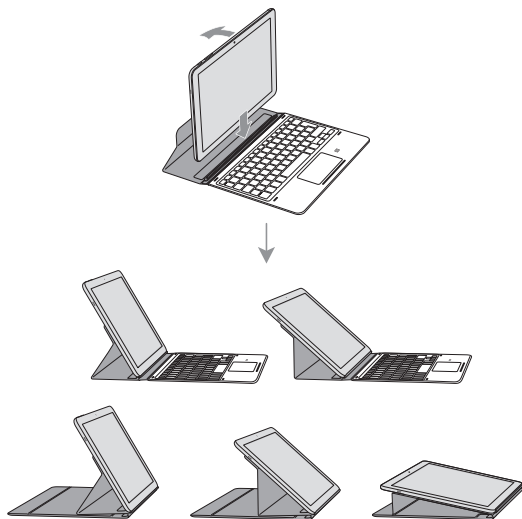
\*Devices and software are constantly evolving — the illustrations you see here are for reference only.

Connecting the device to the Keyboard cover allows you to use a traditional keyboard and touchpad. The touchpad will register pressure on the right or left side, so you can use the touchpad like a mouse. You can also stand your device upright using the stand on the Keyboard cover.

## Connecting the Keyboard Cover

1. Connect the keyboard dock port at the bottom of the device to the connector on the Keyboard cover.
2. Attach the stand to the device, and then set the device in position.

**Note:** Use care when connecting and removing the tablet from the keyboard case. Make sure that the Keyboard Cover is securely attached to your device. If not, check the location of the keyboard dock port and reconnect the Keyboard Cover to your device.



## Function Keys

Use function keys to easily access features and change settings, such as brightness and volume.

- ▶ Simultaneously press and hold the **Fn** key and press a function key.

If you lock the Fn key, you can use function keys without pressing the Fn key.

To lock the Fn key:

- ▶ Tap the **Fn Lock** key.

| Key        | Function                                                                                            |
|------------|-----------------------------------------------------------------------------------------------------|
| <b>F1</b>  | Launch Settings.                                                                                    |
| <b>F2</b>  | Decrease the brightness of the display.                                                             |
| <b>F3</b>  | Increase the brightness of the display.                                                             |
| <b>F4</b>  | Switch between the LCD and an external display when an external display is connected to the device. |
| <b>F5</b>  | Lock the touchpad.                                                                                  |
| <b>F6</b>  | Mute or unmute the audio.                                                                           |
| <b>F7</b>  | Decrease the volume.                                                                                |
| <b>F8</b>  | Increase the volume.                                                                                |
| <b>F9</b>  | Turn the Keyboard light on or off.                                                                  |
| <b>F10</b> | Open the task view screen.                                                                          |
| <b>F11</b> | Enter full screen mode. This function may not be available depending on the app.                    |
| <b>F12</b> | Activate or deactivate Airplane mode.                                                               |

# Touchpad

Use the touchpad to move the cursor or select items. The left and right side of the touchpad function the same as the left and right buttons of a mouse.

**Note:** Use only your fingers on the touchpad.

## Basic Touchpad Functions

### Move

To move the cursor, move your finger on the touchpad.

### Click

Tap the touchpad.

### Double-Click

Double-tap the touchpad or left side of the touchpad twice.

### Right-Click

Tap the right side of the touchpad to perform the right-click function.

### Drag

To move an item, select and drag it to the target position while touching and holding the touchpad.

## Configure Touchpad Gestures

Configure touchpad gestures to use the touchpad more efficiently.

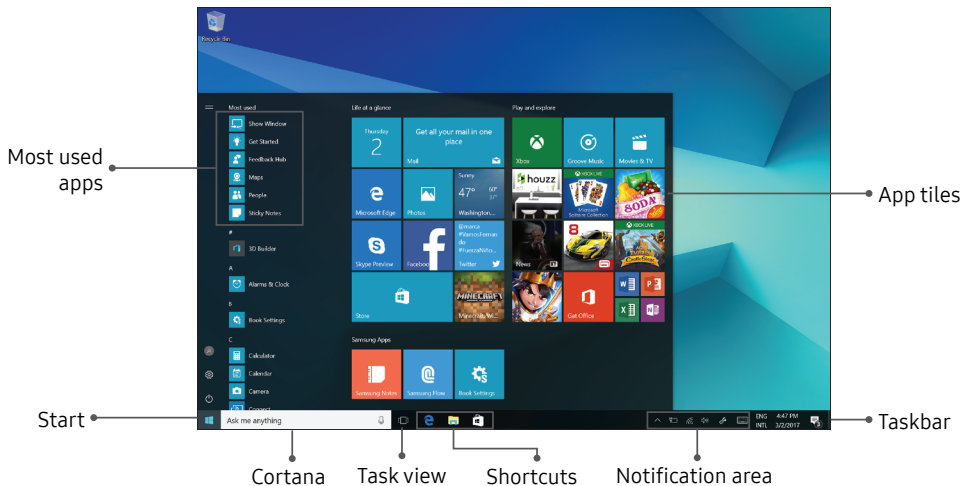
1. Tap  **Start** >  **Settings** > **Devices** > **Mouse & touchpad**.
2. Configure the settings under Touchpad.

# Keyboard Settings

When you close the Keyboard Cover, your device will enter sleep mode. When you open the cover and set the device in position using the stand, the screen will turn on.

1. Tap  **Start > Windows system > Control panel > Hardware and sound > Power options.**
2. Tap **Choose what closing the lid does** from the list on the side.
3. Configure the **When I close the lid:** settings.

# Start Screen



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## App Tiles

You can pin your favorite apps on the app tile area of the Start menu for quick access.

### Add an App Tile

1. On the taskbar, tap  **Start**.
2. Touch and hold an app in the list, and then tap  **Pin to start**.
  - To move a tile, touch and hold a tile, and then drag it to a new location.
  - To adjust the size of a tile, touch and hold a tile, and then tap  **More options** > **Resize**.
  - For more options like reviewing an app or uninstalling it, touch and hold a tile, and then tap  **More options** > **More**.

### Remove an App Tile

1. On the taskbar, tap  **Start**.
2. Touch and hold an app in the list, and then tap  **More options** > **Unpin from start**.

## Taskbar

The bottom area of the screen is the taskbar. You can access the Start menu, launch Cortana, view notification icons, and more on the taskbar.

## Cortana

Search for a wide variety of content on the device or web with a keyword.

- ▶ Tap **Ask me anything** on the taskbar and enter a keyword in the search field.

- or -

Tap  **Microphone**, to use your voice.

- To narrow your search to apps, tap  **Find results in apps.**
- To narrow your search to documents, tap  **Find results in settings.**
- To narrow your search to documents, tap  **Find results in documents.**

- To narrow your search to folders, tap  **Find results in folders.**
- To narrow your search to photos, tap  **Find results in photos.**
- To narrow your search to videos, tap  **Find results in videos.**
- To narrow your search to music, tap  **Find results in music.**
- To narrow your search to the Internet, tap  **Find results in web.**

## Task View

Task view allows you to work on various tasks simultaneously from multiple desktops.

1. On the taskbar, tap  **Task view.**
2. Select a thumbnail to activate the desktop.

**Note:** You can also access Task view by swiping from the left edge of the screen.

To add a desktop:

- ▶ On the desktop thumbnails list, tap **New desktop**.

To delete a desktop:

- ▶ On the desktop thumbnails list, tap  **Delete** on a desktop.

To move a window to a different desktop:

- ▶ On a desktop, touch and hold a window, and then tap **Move to**, and select a desktop to move the window.

## Manage Shortcuts

To pin a shortcut:

1. On the taskbar, tap  **Start**.
2. Touch and hold an app tile, and then tap  **More options**.
3. Tap **More > Pin to taskbar**.

To delete a shortcut:

1. Touch and hold an app tile, and then tap  **More options**.
2. Tap **More > Unpin from taskbar**.

To move a shortcut to another location:

- ▶ Drag it to a new location.

## Manage Taskbar Notifications

Customize what system icons display in the notification area.

1. On the taskbar tap  **Start** >  **Settings** > **Personalization**.
2. Tap **Taskbar**, and under notification area select system icons to display.

# Navigation

Learn the basics for how to navigate through your device.

## Touchscreen Navigation

Please note that a touch screen responds best to a light touch from the pad of your finger or a capacitive stylus. Using excessive force or a metallic object on the touch screen may damage the tempered glass surface and void the warranty.

Use the following motions and gestures on your touchscreen to navigate the device:

## Tap

Lightly tap items to select or launch them.

- Tap the keyboard to enter characters or text.
- Tap an item to select it.
- Tap an app shortcut to launch the application.

## Double-Tap

Lightly tap items twice to select or launch them.

- Double-tap an image to zoom in or out.

## Touch and Hold

Touch and hold items on the screen to activate them.

- Touch and hold a field to display a pop-up menu of options.

## Swipe

Lightly drag your finger vertically or horizontally across the screen.

- Swipe the screen to unlock the device.
- Swipe the screen to scroll through the Home screens or menu options.

## Drag

Touch and hold an item, and then move it to a new location.

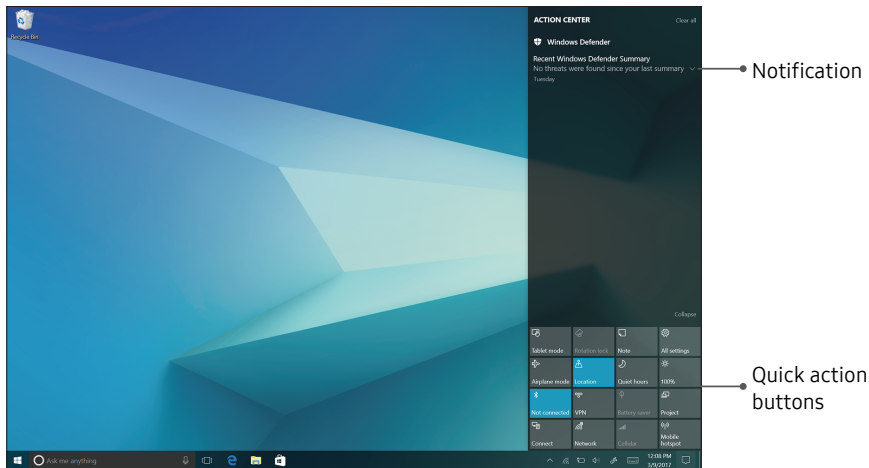
- Drag an app shortcut to add it to a Home screen.
- Drag a widget to place it in a new location on a Home screen.

## Pinch and Spread

Pinch the screen using your thumb and forefinger or spread by moving your fingers apart.

- Pinch the screen to zoom out while viewing a picture or a web page.
- Spread your fingers on the screen to zoom in while viewing a picture or a web page.

# Action Center



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## Use the Action Center

You can view new notifications from Windows and apps, and use quick action buttons.

- To open the Action center panel, on the taskbar, tap  **Action center**.

- or -

Swipe from the right edge of the screen.

## Quick Action Buttons

Quick action buttons allow you to easily adjust frequently used settings, such as activating Wi-Fi.

1. On the taskbar, tap  **Action center**.
2. Tap **Expand** to view all quick action buttons.

To change the top four buttons:

- On the taskbar, tap  **Start** >  **Settings** > **System** > **Notifications & actions**, and then change quick actions.

## Notifications

View notifications notification from Window and apps.

1. On the taskbar, tap  **Action center**.
2. Tap  **Expand** to view the full notification.
  - To take action, tap the notification.
  - To delete the notification, tap  **Close**.
  - To clear all notifications, tap **Clear all**.

# Tablet Mode

You can switch between PC mode and tablet mode. In Tablet mode, the full Start menu screen will be the Start screen. Switching to tablet mode makes the device more touch-friendly.

To switch to tablet mode, on the taskbar:

► Tap  **Action center** > **Tablet mode**.

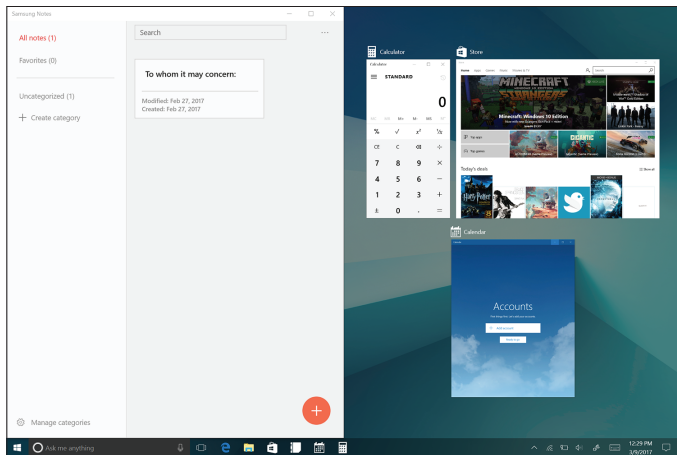
- or -

Swipe from the right edge of the screen towards the center of the screen, and then tap **Tablet mode**.

To return to PC mode:

► Tap **Tablet mode** again.

# Split Screen View



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## Use Split Screen View

In tablet mode, you can open two windows at the same time in the split screen view by selecting windows from the task view screen.

**Note:** Some apps may not support this feature.

1. On the taskbar, tap  **Task view** to view currently open apps.

- or -

Swipe from the left edge of the screen.

2. Touch and hold an app and select **Snap left** or **Snap right**.
3. Select another app to launch.

To adjust the window size:

- Drag the handle between the app windows left or right to adjust the size of the windows.

# S Pen

The S Pen is a stylus that assists you in performing different functions.



## Direct Pen Input

When filling out a form field in an app (like the Name or Number fields in the Contacts app), you can open a Handwriting window that allows you to handwrite an entry with the S Pen.

To use the Handwriting window:

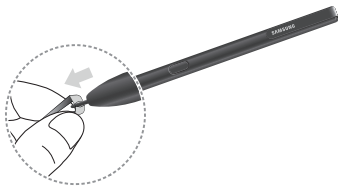
1. Hover the S Pen over a text field until the Handwriting window displays.
2. Use the space provided in the window to write an entry by hand using the S Pen. While writing, your entries are converted into text.
  - To edit the converted text, use the Space, Delete, and Enter icons.
  - To change the position of the cursor, drag the pointer below the cursor to the desired position for editing.

## Replace the S Pen Tip

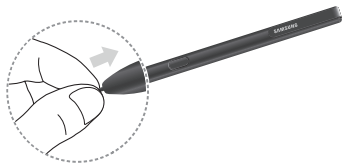
You can replace the tip of the S Pen.

To replace the tip:

1. Use tweezers to pull out the S Pen tip.



2. Insert the new pen tip in the end of the S Pen and press until it clicks in place.



The supplied S Pen is already calibrated. Do not calibrate the screen for pen input randomly. Doing so may cause performance degradation or malfunction.

# Air Command

Air command allows you to quickly activate frequently-used applications or perform actions.

To launch the Air command menu:

- ▶ Hold the S Pen near the screen so that the pointer displays, and then press the **S Pen button** once.

– or –

On the taskbar, tap  **Start > Samsung > Air command**.

## Create Note

Create and edit notes using Samsung Notes.

To quickly create a note:

- ▶ From Air command, tap  **Create note**.

For more information, see "[Samsung Notes](#)" on [page 41](#).

## View all Notes

View and edit notes using Samsung Notes.

To quickly view notes:

- ▶ From Air command, tap  **View all notes**.

For more information, see "[Samsung Notes](#)" on [page 41](#).

## Smart Select

The Smart select feature provides a capture tool to select content on a screen.

To launch Smart select:

1. From Air command, tap  **Smart select**.
2. Tap a shape at the top of the screen, and select content. The following options appear:
  -  **Pen**: Draw on the captured screen using the S Pen.

-  **Calligraphy:** Draw or write using a calligraphy style pen.
-  **Highlighter:** Highlight text.
-  **Eraser:** Erase the writing or drawing on the screen shot.
-  **Undo:** Undo the last action.
-  **Redo:** Redo the last action that was undone.
-  **Extract text:** Identify and extract text from the selected content.
-  **Crop:** Trim the selection.
-  **Share:** Choose a sharing method to share your content.
-  **Save:** Save the content to your pictures.

## Screen Write

Screen write allows you to capture a screen shot and then write notes on the screen shot.

To use Screen Write:

- From Air command, tap  **Screen write.**

The current screen is captured, and a pen tool displays. The following editing tools are provided:

-  **Pen:** Draw on the captured screen using the S Pen.
-  **Calligraphy:** Draw or write using a calligraphy style pen.
-  **Highlighter:** Highlight text.
-  **Eraser:** Erase the writing or drawing on the screen shot.
-  **Undo:** Undo the last action.
-  **Redo:** Redo the last action that was undone.

-  **Extract text:** Identify and extract text from the selected content.
-  **Crop:** Trim the selection.
-  **Share:** Choose a sharing method to share your content.
-  **Save:** Save the content to your pictures.

## Show Window

Display your tablet screen on a desktop monitor.

To use Show Window:

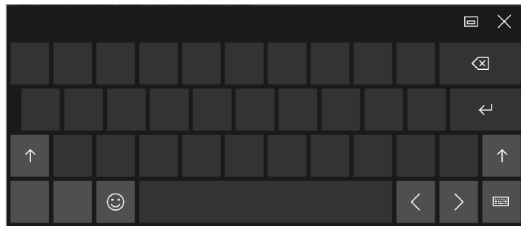
- ▶ Connect to a desktop monitor, and from Air command, tap  **Show window.**

# Enter Text

## Use the Onscreen Keyboard

In tablet mode, the onscreen keyboard appears automatically when you enter text to send emails, create notes, and more.

- To use the onscreen keyboard in PC mode, on the taskbar, tap  **Keyboard**.



| Icon                                                                              | Function                                                                                           |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|  | <b>Floating keyboard:</b> Switch to the floating keyboard.                                         |
|  | <b>Close:</b> Close the keyboard.                                                                  |
|  | <b>Return:</b> Break to the next line.                                                             |
|  | <b>Keyboard options:</b> Change the input language or the keyboard layout, or add input languages. |
|  | <b>Arrow right:</b> Move the cursor to the right.                                                  |
|  | <b>Arrow left:</b> Move the cursor to the right.                                                   |
|  | <b>Emoticons:</b> Enter emoticons.                                                                 |



| Icon                                                                             | Function                                                   |
|----------------------------------------------------------------------------------|------------------------------------------------------------|
|  | <b>Shift:</b> Enter uppercase. For all caps, tap it twice. |
|  | <b>Delete:</b> Delete a preceding character.               |

## Change the Input Language

- ▶ Tap  **Keyboard** > **Language preferences** > **Add a language**, and then select a language to add.
  - When you add languages, you can select other input languages by tapping  **Keyboard**.

## Additional Keyboard Functions

- ▶ Tap  **Keyboard** to use various functions.
  -  **Standard:** Switch to the standard keyboard.
  -  **Floating/Split:** Switch to the floating or split keyboard. You can move the keyboard to another location by dragging the keyboard.
  -  **Handwriting:** Switch to handwriting mode.

## Use the Keyboard Cover

When your device is in PC mode and connected to the Keyboard Cover, you can enter text using the traditional keyboard.

# Apps

Learn how to change the way apps are displayed, organize apps into folders, and uninstall or disable apps.

# Install Apps

Browse apps by category or tap the search field to search for a keyword.

1. On the taskbar, tap  **Start** > **Store**.
2. Select an app to view information about it.
  - To download free apps, tap **Free**.
  - To purchase and download apps where charges apply, tap the price and follow the prompts.

# Uninstall Apps

**Note:** Some apps cannot be uninstalled.

1. On the taskbar, tap  **Start** > **Settings** > **System** > **Apps & features**.
2. Tap an app, and then tap **Uninstall**.
3. Tap **Uninstall** to confirm.

# Open Apps

To open an app:

- ▶ On the taskbar, tap  **Start**, and then select an app icon to open it.

- or -

To open an app from the task view screen, on the taskbar, tap  **Task view**, and then select a window.

# Close Apps

To close an app:

- ▶ Tap  **Close** at the top of the app window to close it.

# Samsung Flow

You can use a smartphone equipped with a fingerprint scanner to unlock and sign in your tablet. After you sign in, you can read and reply to messages and notifications from your phone on your tablet.

You must download Samsung Flow on to your smartphone from either Galaxy Apps or the Google Play store.

To access Samsung Flow:

► On the taskbar, tap  **Start > Samsung Flow.**

## Unlock Your Device with Samsung Flow

1. Enable NFC on your smartphone.
2. Tap the back of your phone on the right side of your keyboard cover (on/near the NFC sticker) and follow the instructions.

# Samsung Notes

Use Samsung Notes to write and save notes on your device.

## Compose a Note

You can create notes using the Samsung Notes app.

1. On the taskbar, tap  **Start** >  **Samsung Notes**.
2. Tap  **Create note** and type a note. Available options include:
  - **Pen:** Use your finger or a stylus to write text.
  - **Brush:** Create a drawing.
  - **Image:** Insert an image into the note.
3. Tap **Save** when finished.

## Edit Notes

You can make edits to notes you create.

1. On the taskbar, tap  **Start** >  **Samsung Notes**.
2. Tap a note to view it.
3. Tap the content and make edits.
4. When you are finished, tap **Save**.

## Browse Notes

You can browse notes you create.

- ▶ On the taskbar, tap  **Start** >  **Samsung Notes**.
  - Browse note entries by swiping up or down.
  - To search for a note, tap **Search**.

# Settings

Configure your device's connections and settings, add accounts, and customize Home screens, apps, and features.

# Access Settings

Customize settings for functions and apps. You can make your device more personalized by configuring various setting options.

- ▶ On the taskbar, tap  **Start** >  **Settings**.
  - To search for settings by entering keywords, tap the **Search** field at the top of the screen.

# Connections

Manage connections between your device and a variety of networks and other devices.

# Devices

Change settings related to your connected devices.

- ▶ On the taskbar, tap  **Start** >  **Settings** > **Devices**, and tap an option:
  - **Printers & scanners**: Change setting to connect printers and scanners.
  - **Connected devices**: Add devices and change settings for metered connections.
  - **Bluetooth**: Activate or deactivate the Bluetooth feature. You can search for other Bluetooth devices and pair with them.
  - **Mouse & touchpad**: Change the mouse and touchpad settings.
  - **Typing**: Change the onscreen keyboard settings.

- **Pen & Windows Ink**: Configure settings for using a connected pen and the Windows Ink workspace.
- **AutoPlay**: Activate or deactivate the AutoPlay feature and change related settings.
- **USB**: Set the device to notify you if there are issues when connecting to USB devices.

## Network and Internet

Change the network and Internet settings.

- ▶ On the taskbar, tap  **Start** >  **Settings** > **Network & Internet**, and tap an option:
  - **Status**: View your network status.
  - **Wi-Fi**: Activate the Wi-Fi feature to connect to a Wi-Fi network and change the related settings.
    - Turn off Wi-Fi to save the battery when not in use.
  - **Dial-up**: Configure the dial-up settings.

- **VPN:** Set up and connect to virtual private networks (VPNs).
- **Airplane mode:** Activate or deactivate Airplane mode. This disables all wireless functions on your device. You can use only non-network services.
- **Mobile hotspot:** Configure your device to be used as a mobile hotspot to share your mobile data connection with other devices.
- **Data usage:** Keep track of your data usage amount.
- **Proxy:** Configure the proxy settings.

# Display

Configure your display's brightness, screen timeout delay, and other display settings.

# Personalization

Change the display settings, such as a wallpaper, color, and theme.

- On the taskbar, tap  **Start** >  **Settings** > **Personalization**, and tap an option:
- **Background:** Change the wallpaper and related settings.
  - **Colors:** Change the colors of the taskbar, items on the Start menu, and more.
  - **Lock screen:** Change the locked screen wallpaper and select items to show on the locked screen.
  - **Themes:** Select a theme to apply and change related settings.
  - **Start:** Change the settings related to the Start menu.
  - **Taskbar:** Configure settings for the taskbar.

# Device Maintenance

Device maintenance provides an overview of the status of your device's battery, storage, RAM, and device security. You can also automatically optimize your device's system resources.

# System

Change the system settings.

► On the taskbar, tap  **Start** >  **Settings** > **System**, and tap an option:

- **Display:** Change the display settings, such as the font size and the brightness of the display.
- **Apps & features:** View and manage apps and features on the device.
- **Default apps:** Select a default setting for using apps.
- **Notifications & actions:** Select Quick action buttons to display on the action center panel and change the notification settings.
- **Power & sleep:** Set the device's backlight timer. You can also set the Wi-Fi settings for when the device is in sleep mode.
- **Battery:** View battery power information and change the power saving options.
- **Storage:** View memory information for your device and select where new apps and data are saved by default.
  - The actual available capacity of the internal memory is less than the specified capacity because the operating system and default apps occupy part of the memory. The available capacity may change when you update the device.
- **Offline maps:** Download maps to search for places and get directions offline and change settings for offline maps.
- **Tablet mode:** Switch to tablet mode and change the related settings.
- **Multitasking:** Change settings for multitasking.
- **Projecting to this PC:** Project connected devices to this device.

- **Apps for websites:** Choose which apps you prefer to open with a browser instead of installing the app.
- **About:** Access device information and change the device name or other settings.

## Time and Language

Change settings to control how the device displays the time and date, and select your country or region.

**Note:** If the battery remains fully discharged or is removed from the device, the time and date resets.

- ▶ On the taskbar, tap  **Start** >  **Settings** > **Time & language**, and tap an option:
  - **Date & time:** Change the time and date settings.
  - **Region & language:** Set your country or region, and add your display languages.
  - **Speech:** Change the settings for the text-to-speech feature.

## Book Settings

Configure settings for the following features provided by Samsung:

- ▶ On the taskbar, tap  **Start** > **Book settings**, and tap an option:
  - **Pen:** Customize which apps open when you press the S Pen button.
  - **Battery Life Extender:** Prolong your battery life by setting a maximum battery charge level.
  - **Pattern Log-in:** Use a pattern to unlock your device.
  - **Legal information:** View legal information for your device.
  - **About device:** View information about your device.

# Lock Screen and Security

Secure your device and protect your data  
with Lock Screen and Security settings.

# Lock Screen

Pressing the Power key turns off the screen and locks it. Also, the screen turns off and automatically locks if the device is not used for a specified period.

To unlock the screen:

- ▶ Press the **Power** key and drag the locked screen upwards.

You can change the way that you lock the screen to prevent others from accessing your personal information.

- ▶ On the taskbar, tap  **Start** >  **Settings** > **Accounts** > **Sign-in options**, and then select a screen lock method.
  - You must add a password before you can use the other lock methods.

## Password

Create your Microsoft account password.

1. On the taskbar, tap  **Start** >  **Settings** > **Accounts** > **Sign-in options**.
2. Tap **Add**, and enter a password, enter the password again to verify it, and then enter a password hint.

## PIN

A PIN consists of numbers only.

1. On the taskbar, tap  **Start** >  **Settings** > **Accounts** > **Sign-in options**.
2. Tap **Add**, and enter a password, enter the password again to verify it, and then enter a password hint.

## Picture Password

A picture password consists of circles, straight lines, and taps.

1. On the taskbar, tap  **Start** >  **Settings** > **Accounts** > **Sign-in options**.
2. Tap **Add**, and enter a password, enter the password again to verify it, and then enter a password hint.

## Privacy

Change the privacy settings.

- On the taskbar, tap  **Start** >  **Settings** > **Privacy**, and tap an option:
- **General:** Change the general privacy settings.
  - **Location:** Change settings for location information permissions.
  - **Camera:** Activate or deactivate the camera feature. Select apps to allow them to use the camera feature.

- **Microphone:** Activate or deactivate the microphones. Select apps to allow them to use the microphones.
- **Notifications:** Choose apps that can access your notifications.
- **Speech, inking, & typing:** Set the device to collect personal information, such as contacts and recent calendar events. You can also manage your cloud settings.
- **Account info:** Set apps to access and use your account information.
- **Contacts:** Select apps to allow them to access your contacts.
- **Calendar:** Activate or deactivate the calendar app. Select apps to allow them to access the calendar app.
- **Call history:** Select apps to allow them to access your call logs.

- **Email:** Activate or deactivate the email app. Select apps to allow them to access the email app and send emails.
- **Messaging:** Activate or deactivate the messaging app. Select apps to allow them to access the messaging app and send messages.
- **Radios:** Change the settings to allow apps to use radios, such as Bluetooth.
- **Other devices:** Change the settings for external devices, such as wireless devices or hardware.
- **Feedback & diagnostics:** Set the frequency of Windows feedback and select an option to send the device's diagnostic and usage data to Microsoft.
- **Background apps:** Select apps to run in the background.

## Update and Security

Change the Windows update, data backup, and device security settings.

► On the taskbar, tap  **Start** >  **Settings** > **Update & security**, and tap an option:

- **Windows Update:** Check for available updates and update Windows to the latest version.
- **Windows Defender:** Activate the Windows Defender feature to scan for malware. You can also set the device to send security problems to Microsoft automatically.
- **Backup:** Backup your files using the File History feature.
- **Recovery:** Reset the device or restart it using the advanced start-up feature.
- **Activation:** View the Windows activation information. You can change your Windows product key.

- **Find My Device:** Activate or deactivate the Find My Device feature to help locate the device when lost or stolen. Access the Microsoft webpage to track your device's last known location and control the device.
- **For developers:** Change the development settings.
- **Window Insider Program:** Get previews of future updates and improvements to Windows and provide feedback.

# Accounts

Set up and manage accounts, including your Samsung account, email, and social networking accounts.

# Accounts

Change the account settings.

► On the taskbar, tap  **Start** >  **Settings** > **Accounts**, and tap an option:

- **Your info:** View and edit your account information.
- **Email & app accounts:** Add your Microsoft account and manage your app accounts.
- **Sign-in options:** Change the device sign-in options. You can select a screen lock method to prevent others from accessing your personal information.
- **Access work or school:** Add a work or school account to access to your organization's resources, such as apps and network.

- **Family & other people:** Add additional accounts for your family members or other users to use the device with their own personalized settings.
- **Sync your settings:** Change settings to sync your settings with other devices using your Microsoft account.

# Accessibility

Accessibility services are special features that make using the device easier for those with certain physical disabilities.

For more information about Accessibility for Samsung products, please contact us at [accessibility@sea.samsung.com](mailto:accessibility@sea.samsung.com).

# Ease of Access

Change settings to improve the device's accessibility.

► On the taskbar, tap  **Start** >  **Settings** > **Ease of Access**, and tap an option:

- **Narrator:** Activate the screen reader and change the related settings. When you activate this feature, the device reads aloud all the elements on the screen, such as text and buttons.
- **Magnifier:** Activate a magnifier and change the related settings. When you activate this feature you can zoom in on the screen to view a larger version of the content.
- **High contrast:** Apply high contrast themes to the display to improve screen visibility.
- **Closed captions:** Change the caption settings.

- **Keyboard:** Change the onscreen keyboard settings.
- **Mouse:** Change the pointer and mouse settings.
- **Other options:** Change additional accessibility settings.

# Getting Help

Additional resources  
for your device.

# Videos

[samsung.com/spsn](https://samsung.com/spsn)

# Simulators

[samsungsimulator.com](https://samsungsimulator.com)

# Tips

[samsung.com/us/support/tips/galaxy](https://samsung.com/us/support/tips/galaxy)

# Samsung Support

[samsung.com/us/support](https://samsung.com/us/support)

# Legal

View legal information  
for your device.

# Legal Information

Important legal information can be accessed in writing at: [samsung.com](http://samsung.com)

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## **Windows End User License Agreement for Software (EULA)**

The online version of the End User License Agreement (EULA) for your device can be found online at: [samsung.com/us/Legal/WindowsTabletEULA](http://samsung.com/us/Legal/WindowsTabletEULA)

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## **Restricting Children's Access to Your Mobile Device**

Your device is not a toy. Do not allow children to play with it because they could hurt themselves and others, damage the device, or make calls that increase your device bill. Keep the device and all its parts and accessories out of the reach of small children.

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Screen images are simulated. Appearance of device may vary.

The actual available capacity of the internal memory is less than the specified capacity because the operating system and default applications occupy part of the memory. The available capacity may change when you upgrade the device.