emporia

ADVISOR

Questions on your new tablet? We have all the answers!

- Starting up, getting an email address, surfing the Internet, etc.
- Taking and editing photos, holding video calls, etc.

The hottest apps

Essential applications for your tablet!

Music and video

Simple streaming on your tablet!

Legal notice

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Project Manager
Lukas Wenzel

Editorial
Christoph Lumetzberger, Philipp Lumetsberger,
Harald Gutzelnig, Michael Derbort

Layout & graphics
Lukas Wenzel, Enrico Eichinger,
Nadine Wagner

Picture sources:
shutterstock.com

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emporia

Eveline Pupeter
emporia CEO

emporia
sets the standard in simplicity and quality

emporia continues to develop, design and produce the best and most user-friendly mobile phones. After all, simple telephony has been our focus for the past 30 years. In 2006, my company caused a sensation with a world first: a user-friendly mobile device specifically aimed at older people.

Just under a decade later, emporia brought the first smartphone with the clear emporia interface to Europe - another innovation gratefully received by customers.

Now the technological frontrunner in easy-to-use smartphones, apps and keypad phones is launching its first tablet, further raising the bar as regards ease of use, navigability, clarity and premium quality.

I would like to thank you for your trust, and for choosing the new emporiaTABLET. I hope you will enjoy viewing photos, listening to music, planning your next hike and holding video calls with your loved ones.

Yours sincerely,

Eveline Pupeter
Owner and Managing Director, emporia Telecom Group

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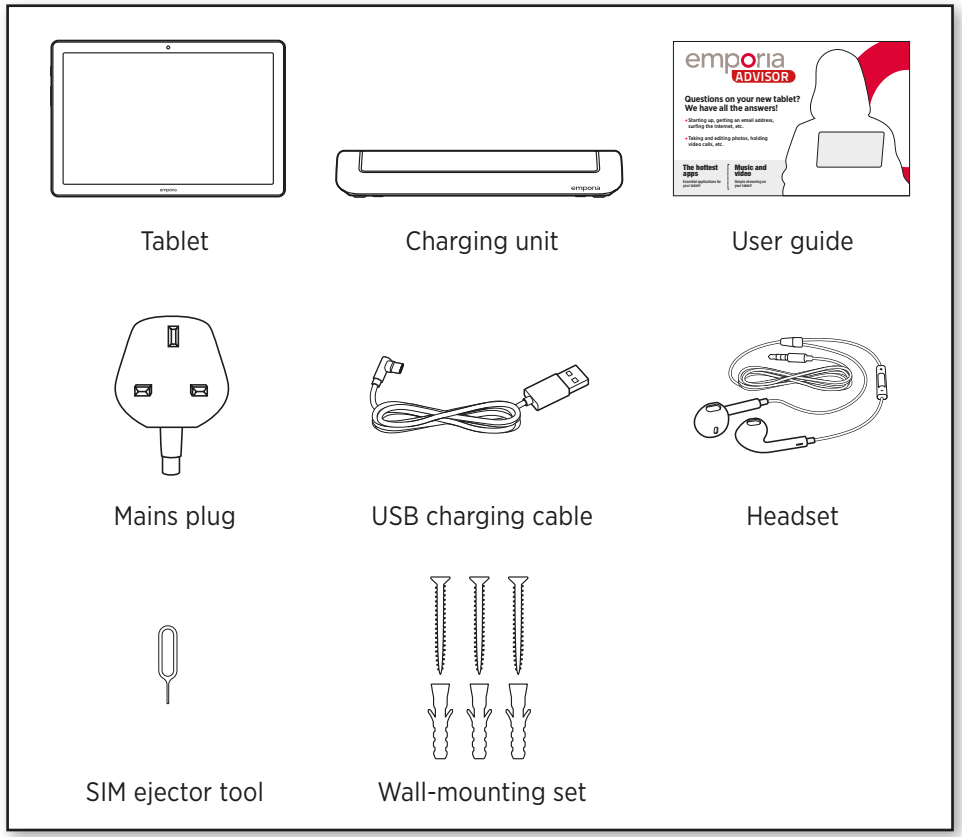
1. PREPARATION

1.1. What is included in the box

- Tablet
- Charging unit
- Wall-mounting set
- Mains plug
- USB charging cable
- Headset
- User guide
- SIM ejector tool
- Wall mounting drilling template



Whats not included that you may want to add

SIM card

The SIM card is a chip card that you insert into your tablet. You must insert a SIM card in order to make WhatsApp calls, use the tablet or have access to the internet when you are without a Wi-Fi connection.

Your chosen network operator will provide you with a SIM card, along with a PUK or PIN code. If you are asked to enter the PIN code, please refer to the SIM card packaging. PUK codes are only used when porting your number to another network provider.

Memory card (for memory expansion)

An SD memory card is a microchip card that increases the memory capacity of your tablet.

You can insert a Micro SD card, up-to 128GB, which will enable you to store more photos, images and apps. You can purchase these cards from electronics stores.

What to do if a part is defective or missing

Please contact the Emporia Service Center.
See page 23

i The contents of the pack must be kept away from small children as there are small parts that can be swallowed.

i Google, Android and Google Play are trademarks of Google LLC.

1.2. Inserting the SIM card and memory card

Open the card slot.
To do this, insert the SIM tool into the small hole in the card slot.
Insert the SIM card (optional).
Insert the card with the gold contacts facing up.

i Only use nano SIM cards with this device. If your SIM card is a different size, your network operator will swap it for you.

Insert the memory card (optional).
Insert the memory card into the slot with the gold contacts facing up.
Push the card slot back into the tablet.
Place the tablet with the screen facing down. Push the card slot all the way back into the tablet.

i Only use compatible memory cards with this device, such as microSD® or microSDHC® (up to 128GB).
If you use an incompatible SIM card or memory card, you may damage the tablet, the card itself or the data stored on the card.

i Only use chargers and accessories that are approved for this device.

i Before exchanging the SIM card or data card, always remove the charger and switch off the tablet.

1.3. Charging the battery

Before using the tablet for the first time, charge the battery for at least four hours. If you don't charge the tablet for this period of time, the battery life could be reduced.

Charging with the charging cable
- Insert the USB connector into the USB port on the tablet.
- Then plug the cable's mains plug into a wall socket.

emporia charging unit
The charging unit offers a convenient way to charge up your tablet. It also keeps your tablet secure and held ideally for video calling.
To charge the tablet, plug the charging cable into the port on the back of the charging unit. Place the tablet into the charging unit.
If you want to charge the device in this way every time, you can leave the cable plugged into the charging unit.

i To avoid faulty contacts with the USB connector, only use the charging cable supplied.

Charging from other sources
You can also charge your tablet by connecting your tablet, using the cable provided, to a Computer or powerbank.

Charging the tablet, using a computer will take longer than charging using the supplied mains adapter.

Battery displays on the tablet

- When the battery is empty:
  A sound is played and a warning message appears on the screen. The LED blinks rapidly.
- When the battery is charging:
  The battery symbol fills up and the LED blinks slowly.
- When the battery is fully charged:
  The battery symbol is filled and the LED stays on.
- You can now disconnect the charging cable from the phone and then unplug the cable from the wall socket.

For information on battery level and power saving mode, go to Settings

1.4. Switching on the tablet

- Before using for the first time, remove the protective film from the display and the rear of the tablet.
- Hold down the red on/off button for at least two seconds.
- The emporia logo will appear on the screen and a melody is played.

When switching on the tablet for the first time, the start-up process can be as long as two minutes. The emporia logo will be on the screen when this is happening. Please do not interrupt this process.

1.5. SIM card PIN code

All SIM cards have a secure PIN code and PUK code that are supplied by your network provider with the SIM card.

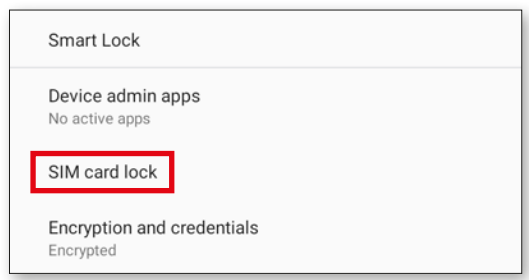
If you are asked for the SIM PIN code, please refer to the packaging of the SIM card. Enter the four-digit PIN code and confirm the entry.

You can change the PIN code via **Settings – Security – SIM card blocking**.

You have a maximum of three attempts to enter the PIN code.

If you enter the wrong number three times in a row, you will only be able to unblock your SIM card with your PUK code. You will find your PIN code and PUK code in the documents supplied with your SIM card by your network operator.

The SIM card PIN is not the same as the Screen Lock - please ensure that you note both PIN codes. You will only be asked for the SIM card PIN again if you remove your SIM card. The Screen lock PIN will be requested each time you re-start the tablet.



2. USING FOR THE FIRST TIME

2.1. Essential Android and Google settings

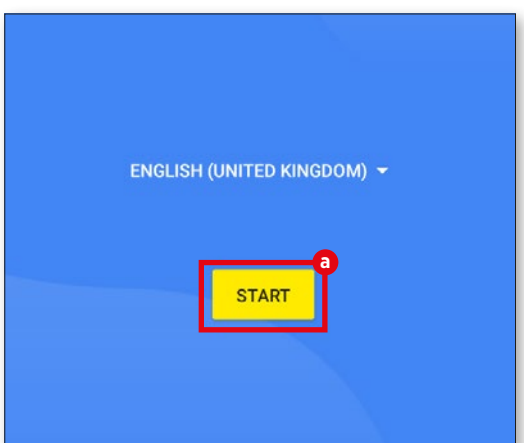
When using the tablet for the first time, you must perform a few settings just once.

Selecting a language

- Tap on the pre-selected language.
- A list showing all the available system languages will then appear.
- Select the language you want to use with your tablet.

Starting Android settings

Now tap on **START** a to make the necessary settings for the Android operating system.



Connecting to a Wi-Fi network

If you have home Wi-Fi, please establish a connection so that any essential downloads and updates do not need to use your mobile data from your SIM card.

i To establish a Wi-Fi connection, you will need the name of the Wi-Fi network (network SSID) and the relevant password.

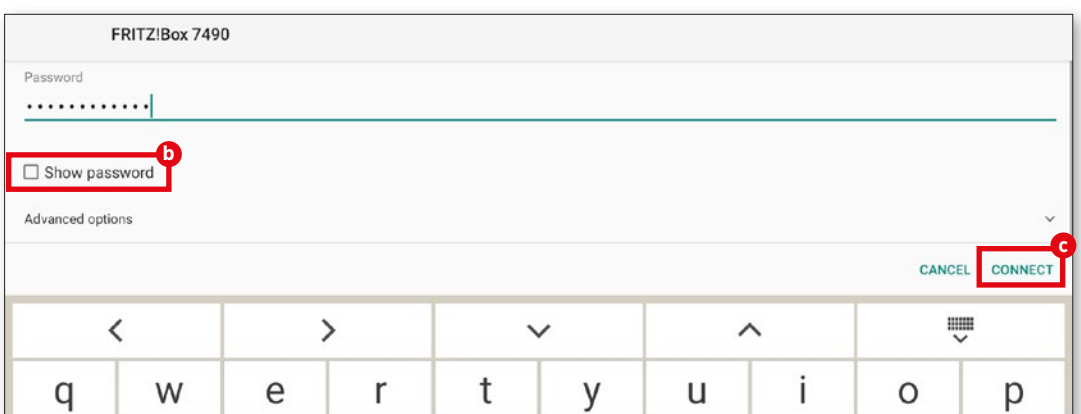
If you already have a Wi-Fi network at home, this information will usually be shown on the underside of your Wi-Fi router.

A list of available Wi-Fi networks will now be displayed.

- Tap on the Wi-Fi network to which you want to connect the tablet.
- Enter the relevant password in the field. Tap on the checkbox to display the password and check that it is correct.
- Confirm by pressing **CONNECT**.
- The connection to the Wi-Fi network will be established.

i If your Wi-Fi network is not on the list, it is not within range of the tablet. Make sure the tablet is in range to set up the Wi-Fi network.

- You can check the password by tapping **SHOW PASSWORD** b.
- When you have finished typing in the password, tap **CONNECT** c. The connection to the Wi-Fi network will be established.



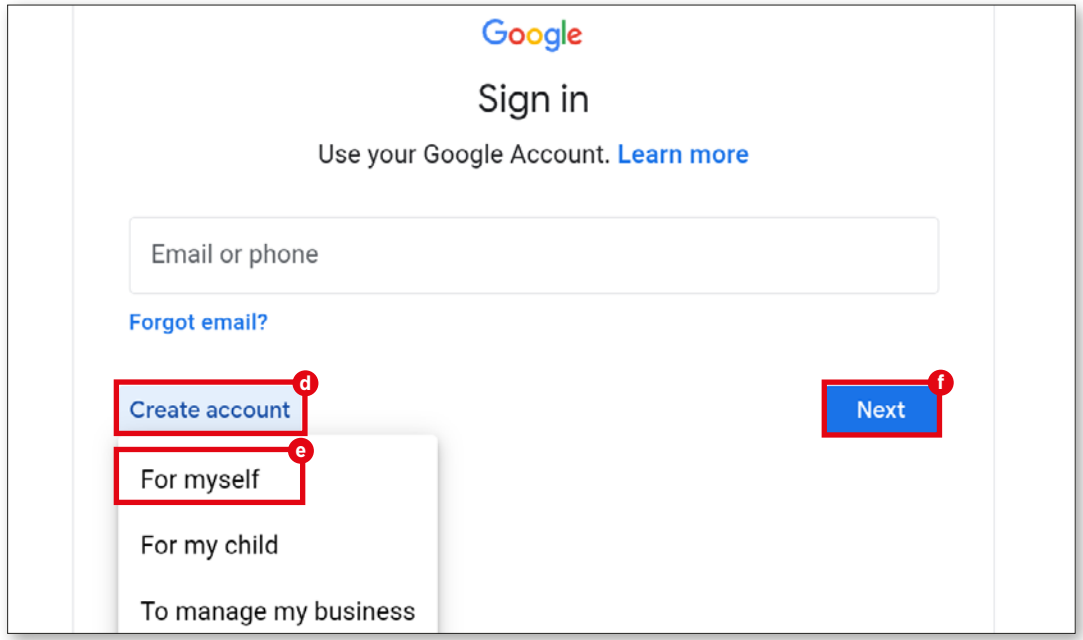
Copying apps and data
The tablet now checks if updates are available for the Android operating system and installs these automatically.

If you have owned a smartphone or a tablet before, you can install the apps and data from your old device in the next step. To do this, tap on **NEXT,** choose what you want to transfer and follow the instructions on the display.

If this is your first tablet or you do not want to transfer any data, tap on **DO NOT COPY**.

Set up a Google account

- All devices that use Google Android OS need you to use a Google Account so that you can use Google services including the Play Store to download Apps. In the next steps you can either enter your existing Gmail address and password or create a new account as follows:
- Tap on **CREATE ACCOUNT** d.
- Select **FOR MYSELF** e.
- Enter your **FIRST NAME** and **SURNAME**, then tap **NEXT** f.
- Enter your **DATE OF BIRTH** and **GENDER**.
- In the next step, you can choose your own username. Coupled with the fixed ending @gmail.com, this will form your personal Gmail address.
- The availability of your desired username will be checked. If your desired username is already in use, Google will suggest available similar usernames for you to chose from or you can select another username of your choice.
- Choose a **PASSWORD** for your Google account. It has to be at least eight characters long and include numbers, special characters, whilst using upper and lower case letters is also recommended.
- You now have to enter the same password a second time to ensure you haven't made any typing errors.
- Check the box to acknowledge the conditions of use and the data privacy policy, then tap on **CREATE ACCOUNT**.
- In the next step, perform the personalisation settings for your Google account and tap **CONFIRM**.
- Now you can select settings regarding the security and storage of Google services. Read through the pre-selected settings carefully and disable any individual functions you don't require. Then tap on **ACCEPT**.
- You may want to write down your account details in the notes section on page 12 in the book.



Selecting a search provider
The standard Google set-up asks you to chose a search engine. You can skip this element as the emporia App has a search engine. If you want to add Google Chrome, Microsoft Edge or another search engine, you can do this via Play Store II.

Protecting your tablet
Now choose a screen lock to stop unauthorised persons using your tablet.
- Enter your chosen code.
- Enter the code a second time to ensure you haven't made any typing errors and then confirm it.
- You maye want to write down your password in the notes section on page 12 of this book.

Enabling Google Assistant
Now you can install the full version of Google Assistant. Please note that you are granting Google a wide range of permissions if you do this. Tap either **ACTIVATE** or **NO THANKS**.

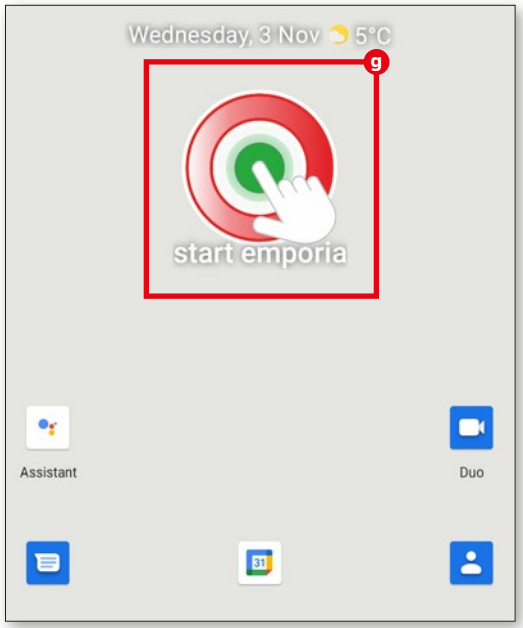
If you want to control Google Assistant using voice commands, set up Voice Match by tapping on **I AGREE** and following the instructions on the display.

Setting up Google Pay
When you are using Google Play store, you will be asked to link a payment method, as not all Apps or content are free in Google Play store. If you wish to add a card, tap on the **ADD PAYMENT CARD**, if you do not want to, tap **SKIP**.

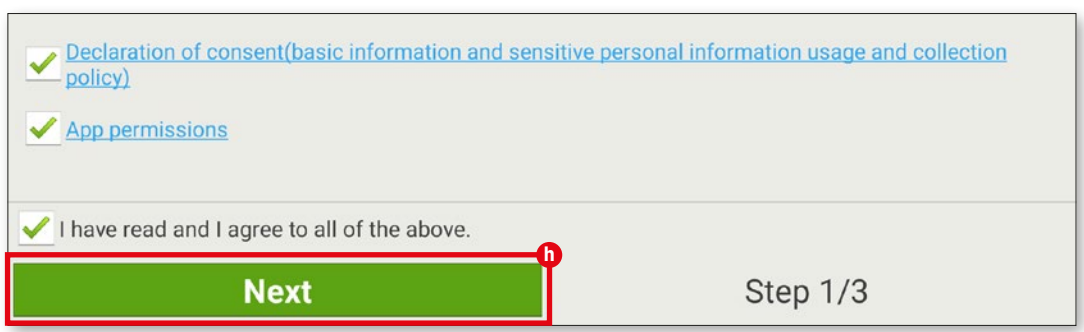
Changing the wallpaper and font size
The Google Android system will provide options to change the wall paper and font size. The settings will not change the Emporia App so we recommend that you just select 'no thanks'.

2.2. Installing the emporia app

When you have completed the standard Android and Google settings, you will see the Android home screen with the 'start emporia' symbol. Tap on the Symbol g to activate the easy-to-use emporia App.



Legal notices
Indicate your agreement to the terms and conditions, data protection guidelines and the app permissions for the emporia app. To do this, check the box next to "I have read and I agree to all of the above."
Confirm by pressing **NEXT** h.



Setting the emporia app as the home screen
If you perform the following settings, the tablet will start up with the emporia interface.

- Tap on **NEXT**
- Tap on **emporia**
- Tap on **Set as default**

Registering the emporia app
Enter your name, age group, gender and email address and confirm by tapping **NEXT**.

- Then tap **FINISH** to complete the setup for the emporia app.
- Your tablet will now start up with the emporia interface every time.

Concluding the set-up process
If some installation steps have been skipped, a message is displayed in the **Info Center**. You can delete this message.

New apps after installation
The emporia app is a bundle of applications.
On your tablet, you will see various symbols that represent the following functions:
Info Center, Internet, photo album, camera, calendar, alarm, email, all apps

After completing the set-up, your tablet will display the emporia home screen. Please open the 'Info Centre' to check if there is a 'SYSTEM UPDATE' so that your tablet is using the latest software version.

Notes

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Silent Mode
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Wi-Fi
FRITZ!Box 7490
Bluetooth
Wi-Fi hotspot
Mobile data
Flight mode
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Info Centre
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Photo album
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All apps
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Overview of your tablet

1. On/off button
   Press button briefly: to activate or deactivate sleep mode on the screen
   Press and hold: to show the switch off/restart screen
2. Soft reset
   Instructions on page 19
3. Volume button
   Press button briefly to display the volume control for three seconds
   Press and hold to adjust the volume (up to increase volume, down to reduce volume)
   When you receive a call and when the alarm clock rings, the device can be temporarily muted (press the bottom edge of the button)
4. Microphone
5. USB-C port
6. Card slot (SIM card and SD card)
   Instructions on page 7
7. Speaker
8. Charging pins
9. Guides for charging unit
10. Headphones socket
11. Camera lens
12. LED for flash/flashlight
13. Background image
    Instructions on page 18
14. Time display
15. Date display
16. Weather display
17. Battery level
18. Signal indicator
19. Quick settings

Icons on home screen

20. Alarm (in quick settings)
21. Silent mode (in quick settings)
22. Flight mode (in quick settings)
23. Tiles for favourite apps
    Instructions on page 17
24. Info Centre
    Instructions on page 18
25. Internet
    Instructions from page 24
26. Photo album
    Instructions on page 46
27. Camera
    Instructions on page 45
28. Calender
29. Alarm
30. Email
    Instructions from page 32
31. All apps

Pre-installed apps

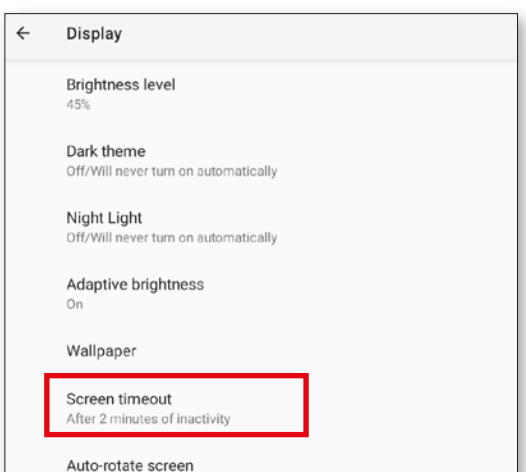
- App installer
- Assistant
  Instructions on page 20
- Chrome
- Drive
- Duo
- Email
  Instructions from page 32
- Settings
- Files
- Gmail
- Google
- Google TV
- Info centre
- Calendar
- Messages
- Play Store
- Calculator
- SIM Toolkit
- Sound recorder
- System update
  Instructions on page 18
- Phone book
- Alarm
- Weather
- YouTube

QUESTIONS & ANSWERS

The screen turns off very quickly. How can I adjust the timeout interval?

To stop the screen using up battery power unnecessarily when the device is not being used, the screen will switch off.

The screen automatically switches to sleep mode when no key presses are made for a certain period of time. The standard timeout interval is set at a fairly brief 30 seconds to prevent battery reserves being drained unnecessarily. Sometimes, however, the screen may turn black while you are reading something or thinking what to do next – and that can be inconvenient.

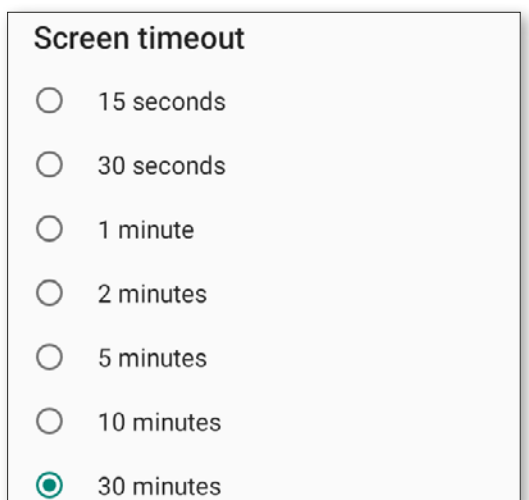


You can therefore adjust the timeout interval up to 30 minutes. When you stop using the tablet, it is worth **switching the screen to sleep mode manually**.

To do this, briefly press the red on/off button.

How to change the screen timeout interval:

- Open **Quick settings** (as shown as '19' on page 14) **– Screen – Screen timeout.**
- Select the required **interval** to elapse between the last operation of the screen and automatic switchover to sleep mode.
- Close the settings.



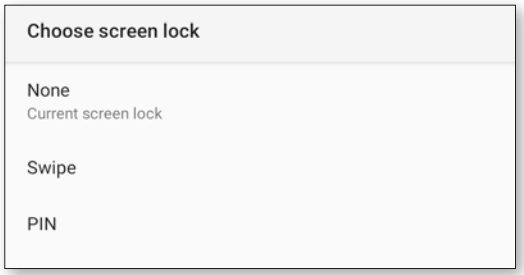
How do I unlock the screen or change the screen lock?

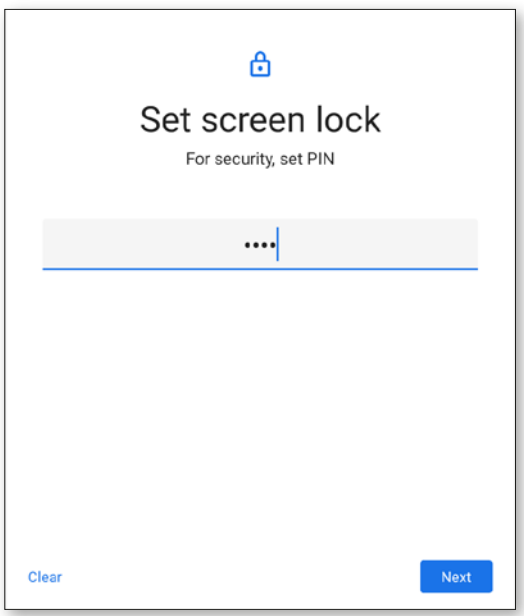
The screen lock protects your device from unintentional key presses via the touch screen.

There are two types of screen lock. You can unlock the screen by entering a PIN code of your choosing, or by swiping (i.e. moving a field on the screen). Entering a PIN is certainly the safer option as this also prevents unauthorised persons from accessing your device (unlocking by swiping only prevents unintentional inputs). Please make a note of this PIN code.

How to change the screen lock settings:

- Open **Quick settings – Security settings – Screen lock.**
- Select one of the three options:
  None: the screen lock is deactivated
  Swipe: to unlock the screen, move the padlock field from left to right
  PIN:
  Enter a PIN of your choice containing at least four numbers
  To avoid an incorrect entry, enter the PIN a second time and confirm
  Choose which notifications should appear on the lock screen
  Complete your entry by pressing 'Done' and close the settings.





How do I return to the home screen? What navigation fields can I use?

All of the navigation functions for your tablet are shown in the grey header bar.

If the bar is not visible, swipe downwards from the top edge of the screen.

Tap on this icon to return directly to the home screen.

On the external keyboard (available as an accessory), you will find the Home key at the bottom left of the keypad.

Press 'Back' to undo your last action.

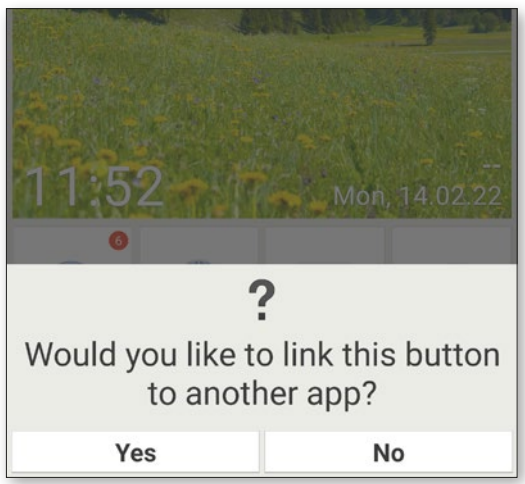
The Back button is located at the top right of the external keyboard (available as an accessory).

How do i chose which Apps are seen on the home screen?

You can change the 7 Apps that are shown on your home screen to show your personal preferred Apps. (The tile for 'All apps' cannot be changed).

How to change the app associated with a tile

- Press on the app icon you want to change for at least **three seconds**.
- A list of all apps installed on the tablet will appear.
- Tap on the **new app** you want to allocate to the tile.

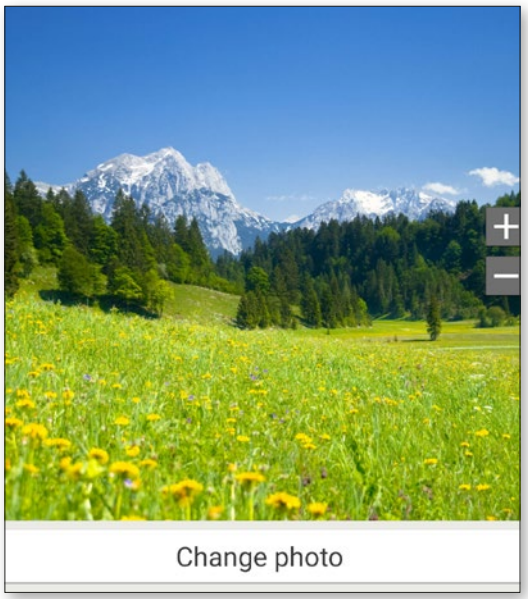


How can I change the background (wallpaper) image?

Whenever you want, you can replace the background of the screen with one of your own photos.

How to change the background image:

- Tap and hold the current background picture, then go to **Select background – Change image**.
- Browse for an existing picture in your **photo album**, or tap **Take photo**.
- Use the **+ and – keys** to resize the image.
- **Save** the new background image.

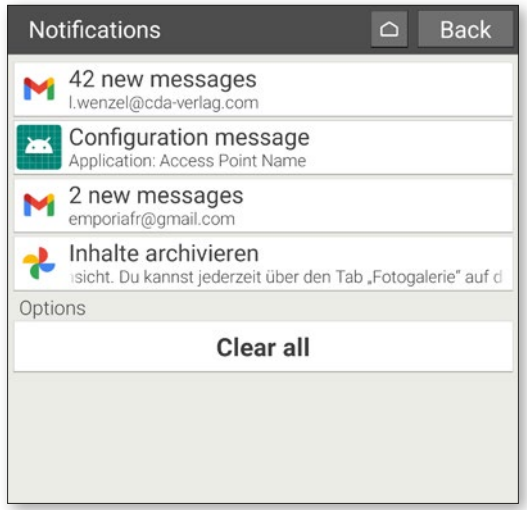


What is the Info Centre? What do I need it for?

This application provides you with an overview of all the notifications you have received regarding various apps. These notifications include missed calls, new messages, updates to installed apps, etc.

How to use the Info Centre:

- Open **All apps - Info Centre**.
- Tap on a **notification** to be redirected to the relevant app.
- A notification will normally disappear as soon as you have tapped on it. Regardless of this, however, you can also delete the entire list by tapping on **Delete all**.



What is a 'system update'? Do I have to do anything?

When you download the latest emporia software for your tablet, you update the system and enhance your apps.

You will receive a new notification when emporia releases new software for your tablet (see Info Centre). Please perform the update as described to keep your tablet up to date.

How to perform a system update:

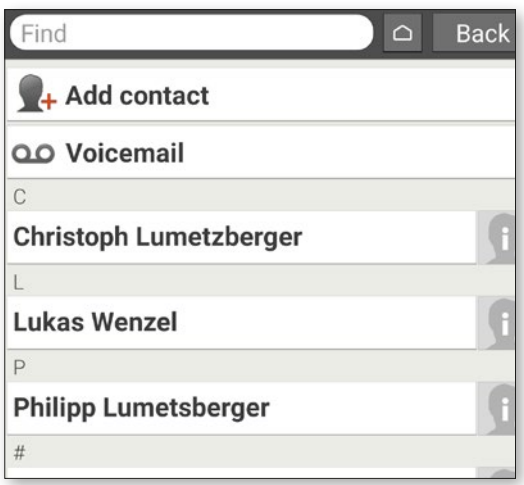
1. If possible, connect to a Wi-Fi network.
2. Open **All apps - System update.**
3. Make sure the battery life is at least 30%; otherwise the download cannot start.
4. Then to begin downloading the new software, select **Check for updates**. A message will appear telling you whether or not there is any new software available. If there is, select **Download** to start the update process.
   The green bar indicates the progress of the download.
5. Once the download has been completed, select **Update now**. You will be informed that you cannot use the tablet during the update. Do not press the on/off button during the update; wait for a message stating '**Installation successful**' before using the tablet again.

Can I use the tablet to make a phone call?

As long as you have inserted a functioning SIM card, you can also make phone calls using the tablet. During a call, use the supplied headset or the tablet's built-in speakers.

How to make a phone call using the tablet:

- Open **All apps – Phone book**.
- Enter the phone number via the **number pad**, or open the **phone book**.
- All of your stored contacts will be listed.
- To start a call, tap on the **name of a contact**.
- Tap on the **head icon** or **contact photo** to display and edit your settings for this contact.



The tablet is not responding. What can I do?

If the tablet stops responding, this will normally be because of a software / App malfunction – the hardware is very rarely to blame.

Start by performing a soft reset. This only switches off the tablet; no stored user data will be lost.

How to perform a soft reset:

- Push the SIM ejector tool into the hole next to the red on/off button (see page 14) until you feel resistance and notice a click.
- The tablet will switch off.
- Restart the tablet by holding in the red on/off button for about two seconds.

If this does not fix the problem, please contact your specialist retailer or call the emporia hotline (see page 6).

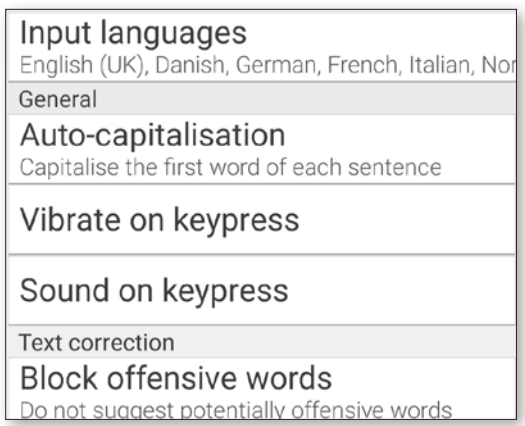
Can I include links to web sites, phone contacts or similar on the home page?

No, it is not possible to store links or other widgets on the start screen.

Can I make changes to the screen keyboard?

The emporia app includes a keyboard specially designed for a target group of digital newcomers.

Open the **quick settings** on the home screen and tap on the **emporia keyboard**.
You can now input settings regarding capitalisation, button press responses, autocorrect and suggested words.



How do I use Google Assistant (voice control) on the tablet?

Google Assistant is a function that listens to your voice. It can search for information on the Internet for you, provide information about your events and start apps if you give it a command.

Google voice inputs are a practical way to perform routine tasks via voice commands. Google Assistant is able to understand more complex tasks. Instead of saying »Weather for 17th February«, you can simply say, »Hey Google, what is the weather tomorrow?«

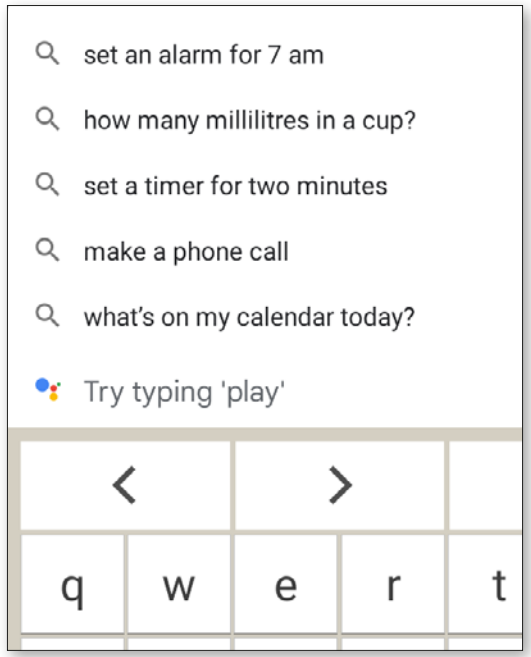
How to launch Google Assistant:

- Open All apps – and select Assistant.
- Ask a question or state an instruction. The words understood by the voice recognition system will be shown in writing.
- Google Assistant answers by displaying relevant information.

What questions can I ask?

The following examples of questions Google Assistant can understand also show you how to formulate questions.

- **Maps: »How long does it take to drive from Leeds to London?«**
  Along with the answer, Google Maps will display the suggested route.
- **Translation: »How do I say ›Where is the exit‹ in French?«.**
  You can use single words or whole sentences as questions.
- **Events: »Remind me to go shopping in an hour«.**
  A reminder will be created and a message will be displayed in good time.
- **Lists »Put ›Do the laundry‹ on my to-do list«**
  In this way, you can make notes without having to bother with typing.
- **Weather: »What's the weather like in London?«**
  The answer will be given both in writing and via audio.



How do I use the charging unit as a base or for wall mounting?

The emporia charging station is a practical accessory that allows you to dock the tablet on a table and keep your hands free. (See page 59)

You can also mount the tablet charging unit on a wall:

- If necessary, disconnect the black part from the charging unit by sliding it downwards.
- You will now see the slots for wall mounting on the exposed area of the charging unit.
- Use the provided drilling template to place the brackets at the correct distance. The template is printed on the inside of the box.
- Hold the template on the wall and mark the locations of the holes.
- Drill the holes in the wall at the marked points.
- Push the dowels into the holes (a wall-mounting set is supplied) and insert the screws so that the bracket fits over the screw heads.

Can I use my smartphone's WhatsApp account on the tablet?

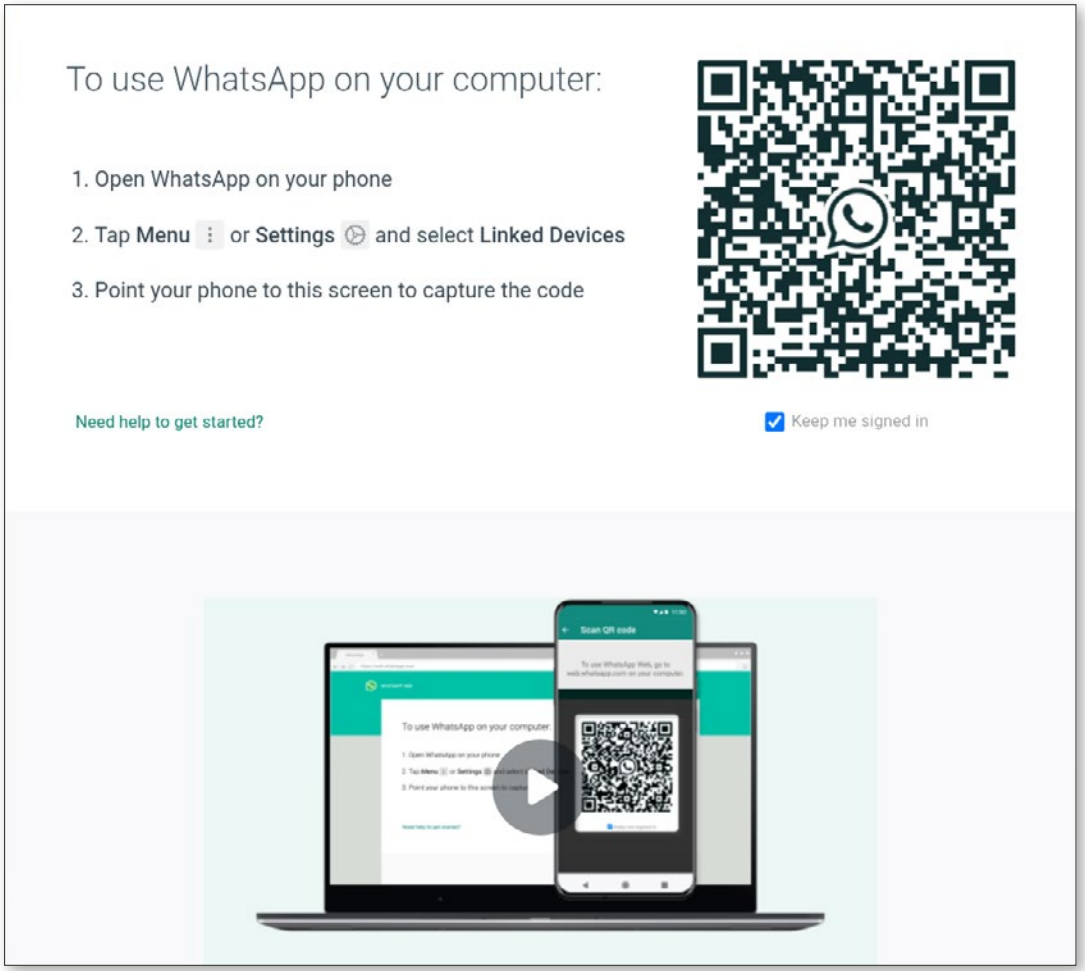
As long as your tablet is not fitted with its own SIM card, you can also use the WhatsApp account on your smartphone to chat on the tablet.

How to use your smartphone's WhatsApp account on the tablet.

- On the tablet, open **All apps** and select **Google Chrome**.
- In the address line, enter **web.whatsapp.com**
- Agree to the use of cookies.
- Tap the **three dots** icon (menu) to the right of the address line.

- Tap on the **desktop web site**.
- A page showing a **QR code** will appear.
- Open **WhatsApp** on your smartphone.
- Tap on the **three dots** (menu) and select '**Linked Devices**'.
- Tap '**Add device**'
- Scan the **QR code** on the tablet.
- When the QR code is recognised, WhatsApp will appear on the tablet.
- Now you can compose and send chat messages on either your tablet or your smartphone, as you prefer

Please note: In this configuration, WhatsApp video calls are not possible on the tablet.



DECLARATION OF CONFORMITY

Manufacturer:
emporia telecom GmbH + CoKG
Industriezeile 36, 4020 Linz, Austria

Importer:
emporia UK and Ireland Limited
Cardinal Point,
Park Road,
Rickmansworth,
Hertfordshire,
WD3 1RE,
United Kingdom

Website:
www.emporiatelecom.co.uk or
www.emporiatelecom.ie

Brand name:
emporia

Model:
emporiaTABLET (TAB1)

Item description:
4G Tablet

UK CA

MiCOM Labs Inc. (identification number: 2280),
575 Boulder Court, Pleasanton, California 94566, USA,
has issued the following UK type examination certificate (certificate no.: STCT2087):
The object of the declaration described above is in conformity with the relevant harmonisation legislation: UK Radio Equipment Regulations (S.I. 2017 No. 1206)
This declaration of conformity is issued under the sole responsibility of the manufacturer.

RoHS Directive 2011/65/EU and its amendment Directive (EU) 2015/863
This declaration of conformity is issued under the sole responsibility of the manufacturer.

Harmonised EN basic and engineering standards
Article 6.1 a) Safety & Health: compliant
• BS EN IEC 62368-1 (2020) +A11 (2020); EN 50566 (2017); EN 62209-2 (2010) A1 (2019); EN 62479 (2010); EN 50663 (2017)
[Report no.: TCT210806E022; TCT210806E041; TCT211014S019 · MiCOM Labs Inc.]

Article 6.1 b) Electromagnetic compatibility: compliant
• Final draft EN 301 489-52 V1.2.0; Draft EN 301 489-19 V2.2.0; EN 301 489-17 V3.2.4; Draft EN 301 489-3 V2.1.2; EN 301 489-1 V2.2.3; BS EN 55032 (2015) +A1 (2020) +A11 (2020); BS EN 55035 (2017) +A11 (2020); BS EN IEC 61000-3-2 (2019); BS EN 61000-3-3 (2013) +A1 (2019)
[Report no.: TCT210806E040; TCT211019E012 · MiCOM Labs Inc.]

Article 6.2) Effective and efficient use of the radio spectrum: compliant
• EN 300 328 V2.2.2; EN 301 893 V2.1.1; EN 300 440 V2.2.1; EN 303 345-1 V1.1.1; EN 303 345-3 V1.1.1; EN 303 413 V1.2.1; EN 301 511 V12.5.1; EN 301 908-1 V13.1.1; EN 301 908-2 V13.1.1; EN 301 908-13 V13.1.1
[Report no.: TCT210806E024; TCT210806E025; TCT210806E026; TCT210806E033; TCT210806E034; TCT210806E035;
TCT210806E036; TCT210806E037; TCT210806E038; TCT210806E039 · MiCOM Labs Inc.]

Description of the accessories and components
Software: Version EMP.TAB1.MP.OM.V1.14 or higher
Travel charger: ;
input: 100-240V AC, 50/60 Hz, 0.3 A; output: DC 5.0 V, 2 A
Desktop charger: TL-TAB1;
input: 100-240V AC, 50/60 Hz, 0.15 A; output: DC 5.0 V, 0.5 A
USB cable ~1 m
Battery: lithium polymer 3.7 V/5000 mAh. 18.5 Wh

Responsible for the accuracy of this data
Eveline Pupeter, CEO, emporia Telecom
01/11/2021, Linz, Austria

No responsibility accepted for misprints, errors or technical changes. | PartNo: TAB1_DOC_V2021-11 | 202111

Emporia Service Centre

service@emporiatelecom.co.uk
Monday-Friday, 12^{00}-4^{00} pm

United Kingdom

www.emporiatelecom.co.uk/support/contact
+44 1923 94 77 78

Ireland

www.emporiatelecom.ie/support/contact
+353 0818 000 102

Google Play Store and the Internet

Play Store and the web browser are undoubtedly two of the most important programs on your tablet: they cover the most important needs in everyday use of your tablet. You can search for apps, install them and perform updates.

The browser is similarly useful for accessing all manner of web sites.

On the pages that follow, we show you, step by step, how to use these two important tools (which come pre-installed on your Emporia tablet). At the end of this section, we also tell you about a very useful trick.

Searching for apps in the Play Store

From the beginning, your tablet has a great deal of memory capacity and with lots to spare, you can add 'Apps' that expand the capabilities of your tablet available through the Play Store.
Follow the simple steps below to search for an App.

1 Play Store app

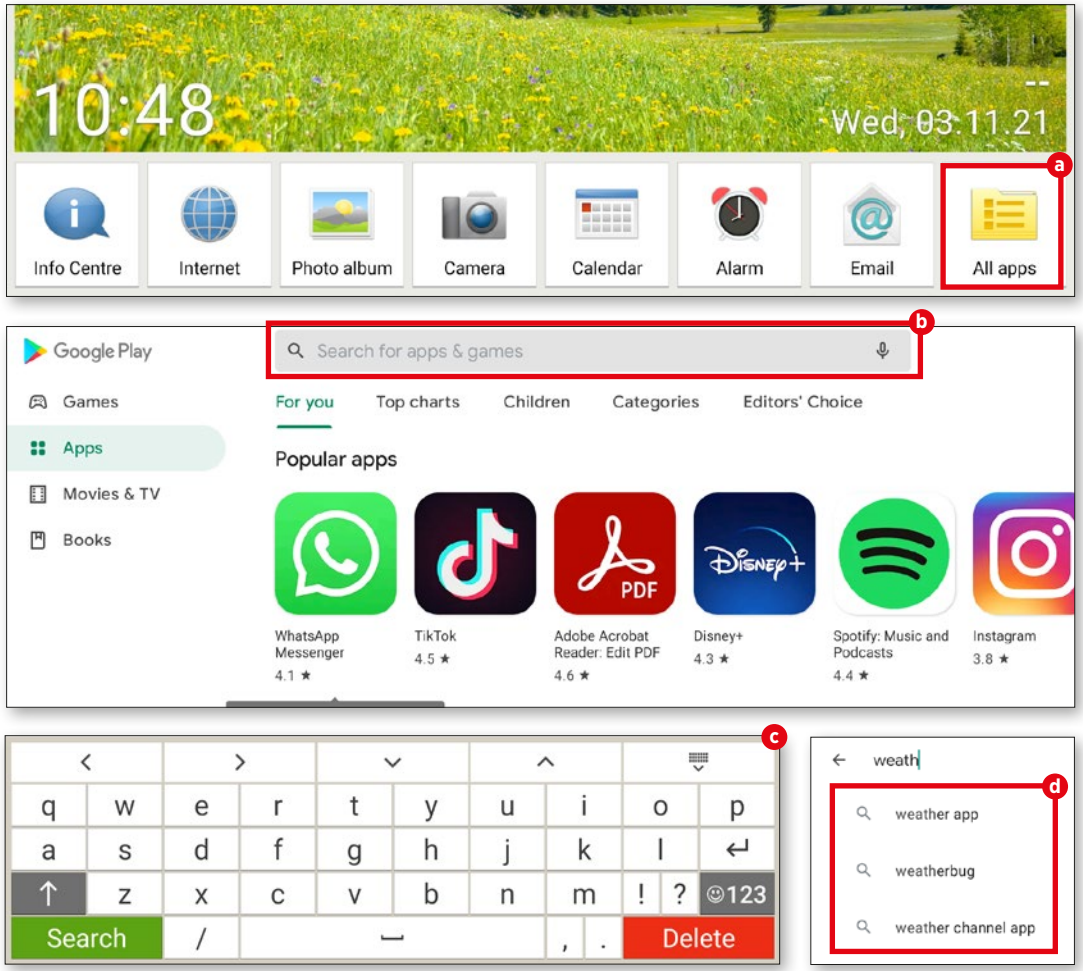
The Play Store app is located on your home screen under the menu item 'All apps' (a). Tap on this and scroll down as far as 'Play Store' (a).

2 The search bar

Tap on 'Play Store'. When the app opens, you will see the search bar (b) at the top of the start screen.

3 Enter a search term

Let's assume you know which app you are looking for. When you activate the search box, the on-screen keyboard (c) will appear and you can enter your search term. As you type, the app suggests possible words (d).



Downloading apps

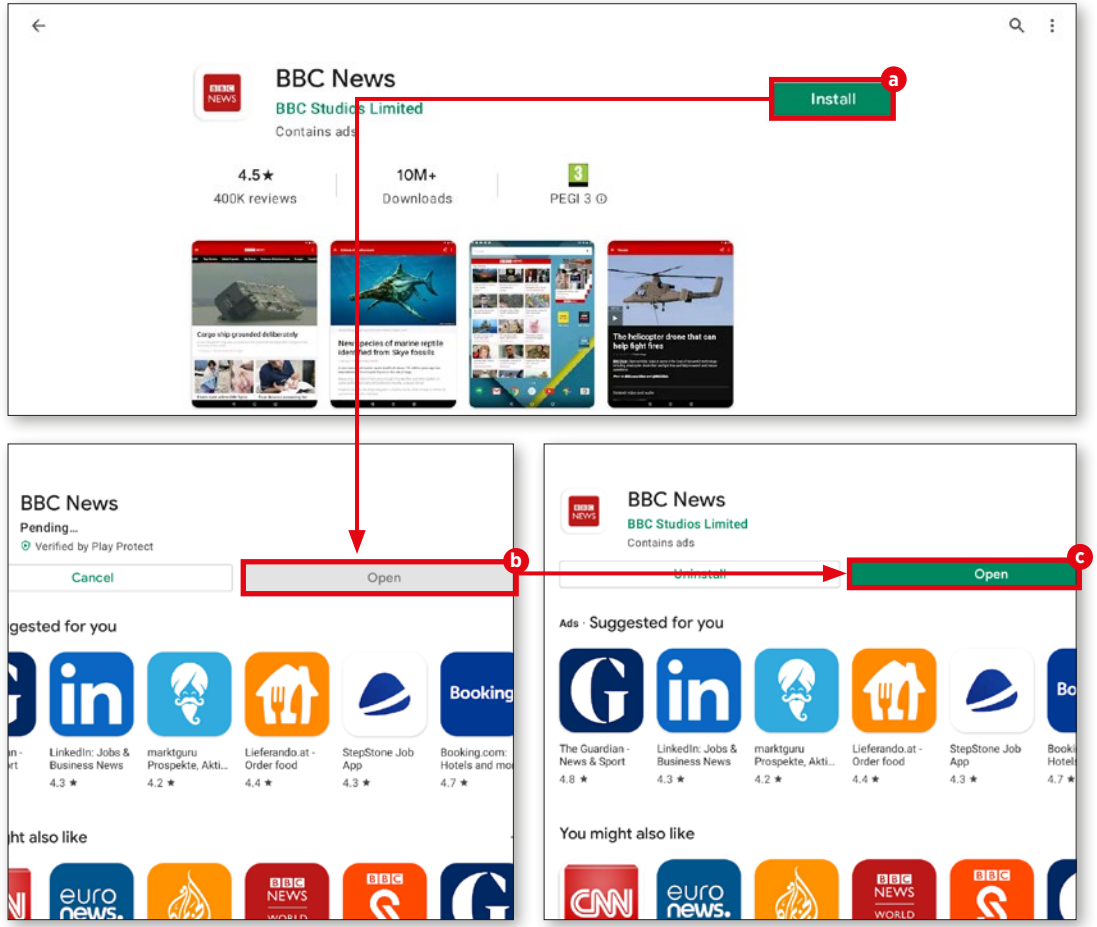
Once you have found the App of your choice, you can easily download and install it and get started straight away.

1 Install

If your preferred app is free and can be installed on your device, a green button labelled 'Install' (a) will appear. If there is a charge for the app, the price will be shown instead.

2 The installation process

During installation, the 'Open' (b) button is not active; when installation is complete, the button turns green and may be tapped to open the app for the first time (c). The new app will be listed with all the other apps in your tablet's app menu, and may be found by pressing the 'All Apps' icon on the home screen.



Films, games and books

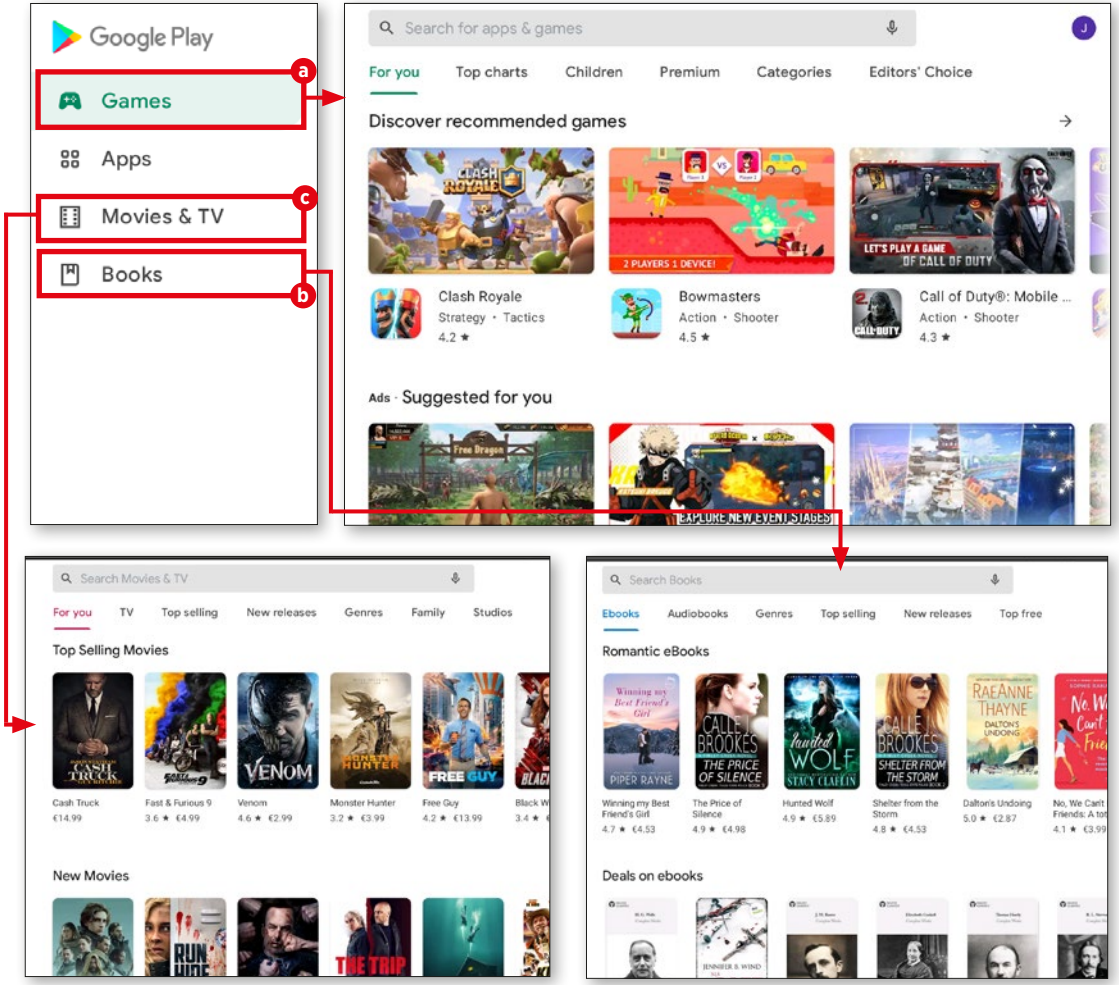
In addition to applications, Play Store offers games, films and books to download or stream. Here we show you how to access this content.

1 The way to more fun

Play Store is first and foremost a resource for apps, of course, but other content is never far away: see the relevant buttons at the top left of the sidebar.

2 Games and more

These buttons take you to games (a), books (b) and films (c) in an instant. The search and download process is exactly as described above for apps.



Updates

Apps are enhanced and updated all the time, and most are free of charge to users. You can check the update status of your apps by going to 'My apps and games'.

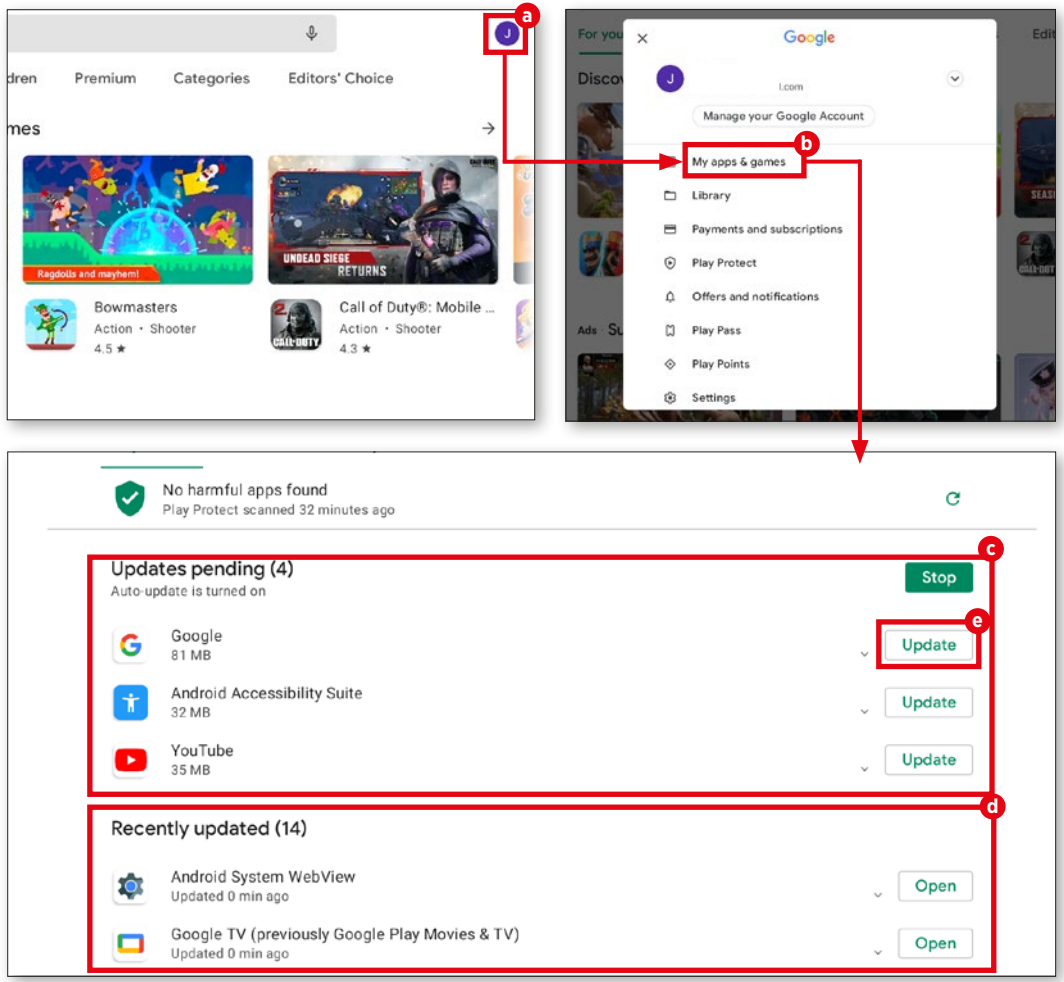
1 My apps and games

In the top right corner, you will see a round button containing your initials or profile picture a. Tap on this button. In the menu that follows, choose 'My apps and games' b.

2 Open apps and games

Now all of your apps and games will be displayed. Two types of updates are available. The first type is for those requiring new access rights. These updates must be started manually c. Updates that do not require any specific user intervention are generally performed automatically in the background and subsequently displayed in the 'Recently updated' box d.

To start updates manually, simply tap the 'Update' button next to the relevant app e.



Surfing the Internet

The emporia user interface comes with its own clear and easy-to-use browser. Here we show you how it works.

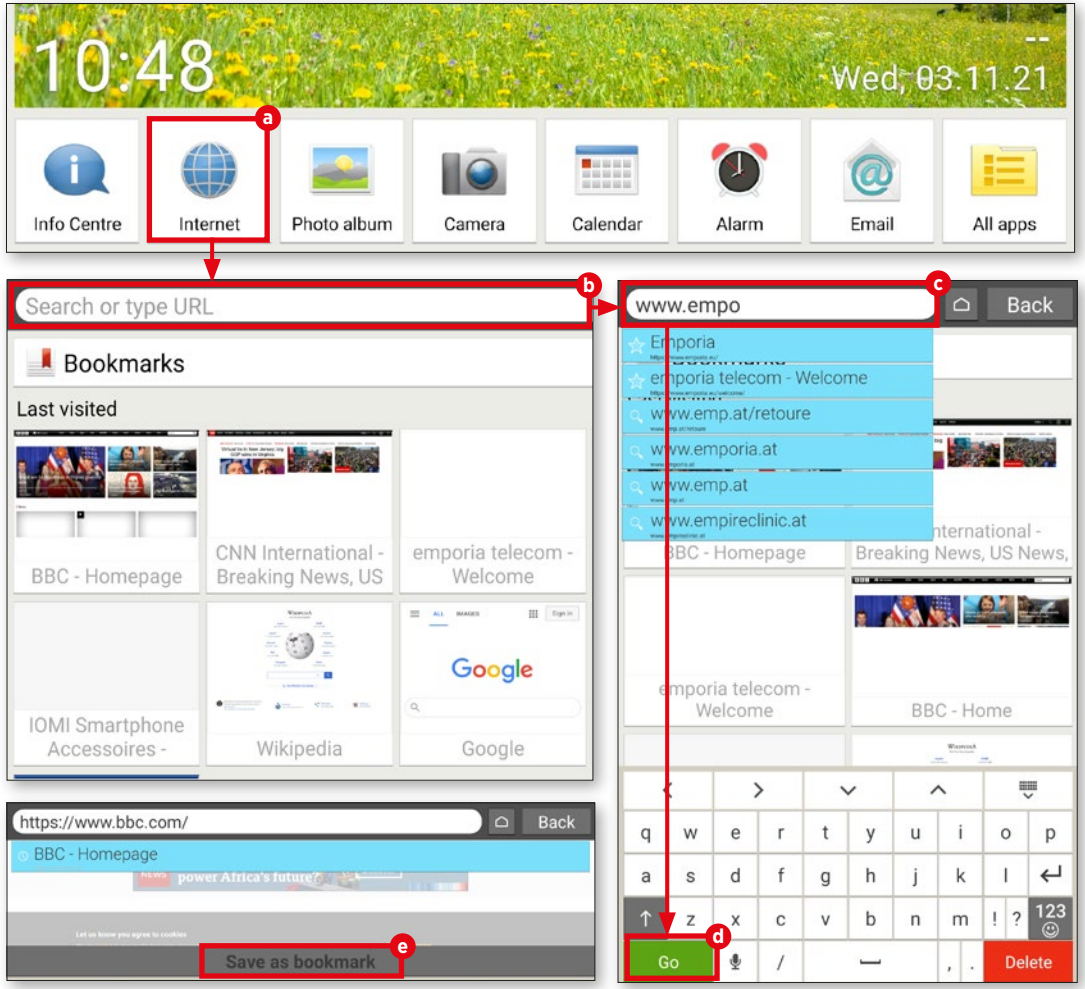
1 Opening a web site

To access a web site, first tap on the Internet icon (a) at the bottom of the home screen. In the window that opens, tap on the bar 'Search or enter URL' (b) and enter the name of the web site or a search term (c). Then press the green 'Go' button (d) at the bottom of the screen.

2 Saving bookmarks

To save you typing in your favourite web sites again and again, you can simply store them as favourites. To do this, access the relevant web site and tap on the bar 'Search or enter URL'. Next, tap on 'Save bookmark'.

You can change the name of the bookmark if you wish. Tap on 'Save bookmark' (e) to remember the web site as a favourite.



3 Opening bookmarks

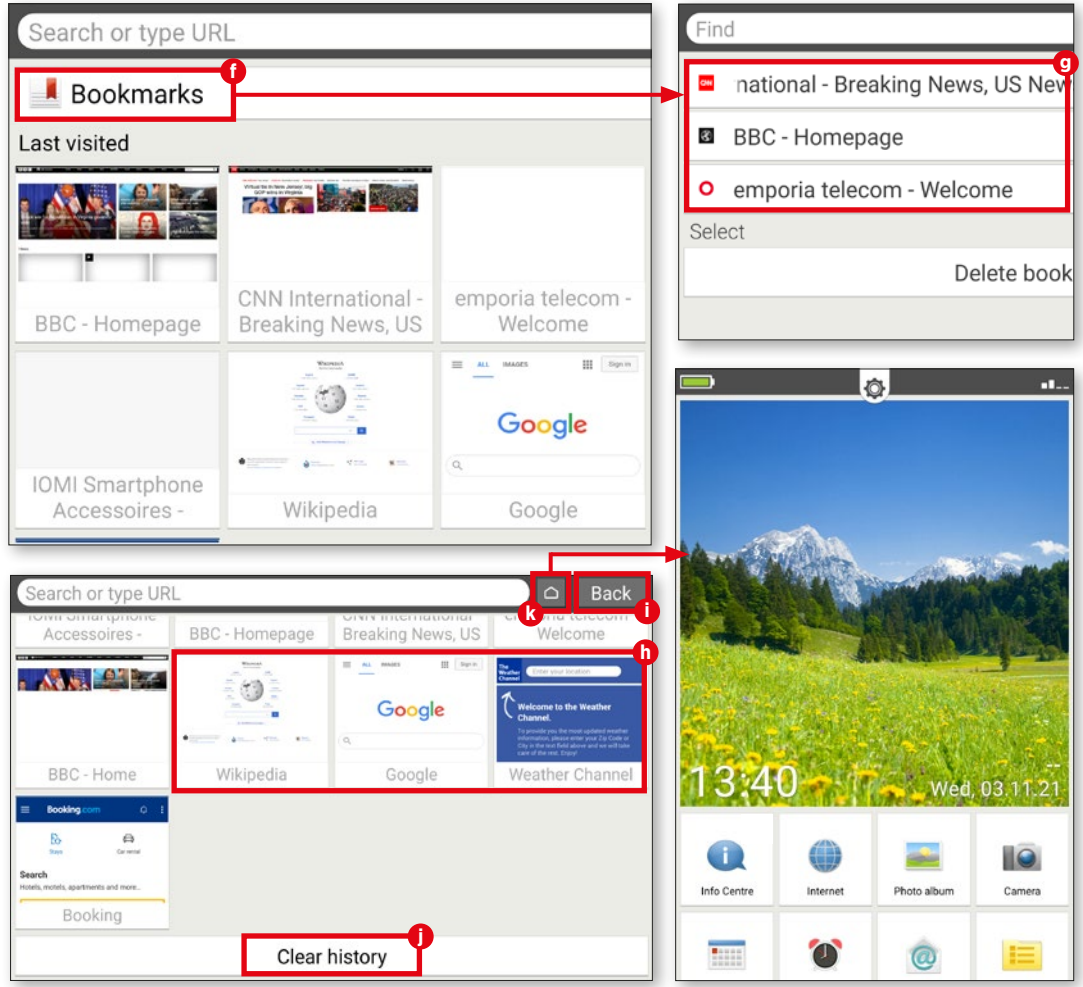
Under the 'Bookmarks' button (f), which is just below the 'Search' field, you will see your stored web sites clearly listed (g). Tap on any of these entries to open that web site.

4 Browsing history

On the start screen of the browser, the web sites you visited most recently are displayed in the form of small preview panes (h). To open a web site, simply tap on one of these. Press the 'Back' button (i) while surfing to return to the previous window. At the bottom of the list, you will see the 'Clear history' button (j). When you tap this, your device will ask if you want to delete your browsing history. If you are sure you want to clear your browsing history, simply tap 'Yes'.

5 Closing the browser

To close the browser window, tap on the button with the house symbol (k) to the left of the 'Back' button. The tablet will immediately go back to the start screen.



Scanning QR codes

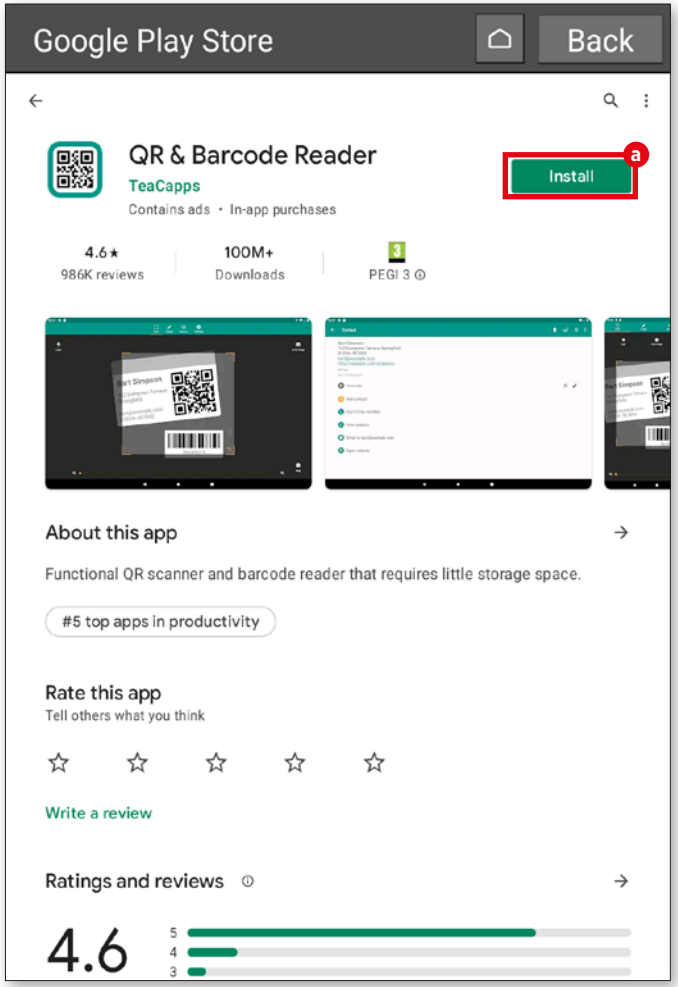
The little square boxes with the maze-like patterns – better known as QR codes – launch an app or a web site in the blink of an eye. Here we explain how the codes work.

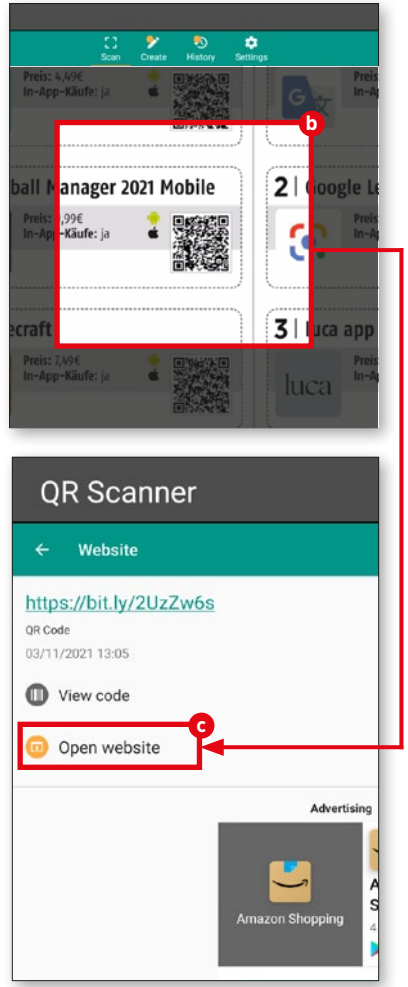
1 Download an app

The Play Store has countless apps for scanning QR codes. For the purposes of this explanation, we downloaded the 'QR & barcode scanner' app **a**. Open the app and follow the first few steps. You will be prompted to select 'Scan with the camera'. This means you give the app permission to access the camera on the tablet.

2 Scanning a code

The camera will now start automatically. Hold the camera in front of the QR code, making sure the code fits into the square on the screen **b**. If the scan is successful, a selection window will open. In this window, you can choose either to display the code, or to open a web site directly **c**. We would recommend the second option, which takes you straight to your destination.





Email and messaging

Alongside streaming and surfing the net, communicating with friends, relatives and acquaintances is one of the main uses of a mobile device. Whether exchanging messages by email or messenger service, it is easier than ever to stay connected in (almost) real time thanks to suitable apps and the possibility of being online everywhere at all times.

Reason enough, we think, to explain the basics in this section. We will show you how to link an email account to the emporia mail app, and how to write, read, answer and delete messages. Then we will tell you all you need to know about WhatsApp, the world's most popular messenger service.

Linking an email account

The user interface of your emporia tablet includes an email program. To receive and compose messages, you will need to link your email account.

Important: In order to add your e-mail account, please refer to you e-mail provider for their full POP3 or IMAP settings. It is important to have all settings available prior to the next steps to successfully add your account. These include your password, incoming and outgoing server address, PORT number and security type (TLS / SSL etc).

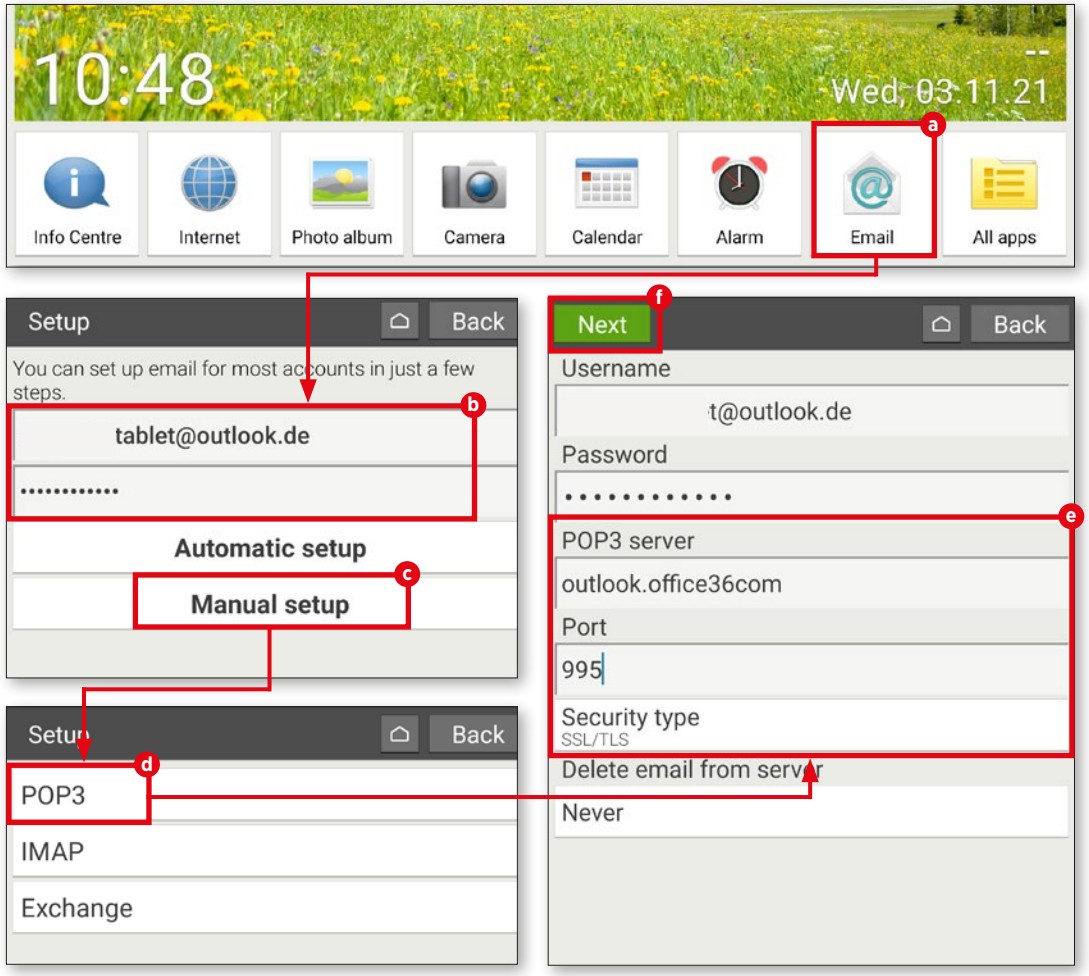
1 Start the linking process

Start the email application for the first time by tapping on 'Email' (a). Enter your email address and the relevant password (b). Next, tap on 'Manual set-up' (c).

2 Setting up the POP server

In the next window, tap on 'POP3' (d). Enter the relevant details for 'POP3 server', 'Port' and 'Security type' (e) and tap on 'Next' (f).

You will find the relevant server settings on the support page of your email provider.



3 Setting up the SMTP server

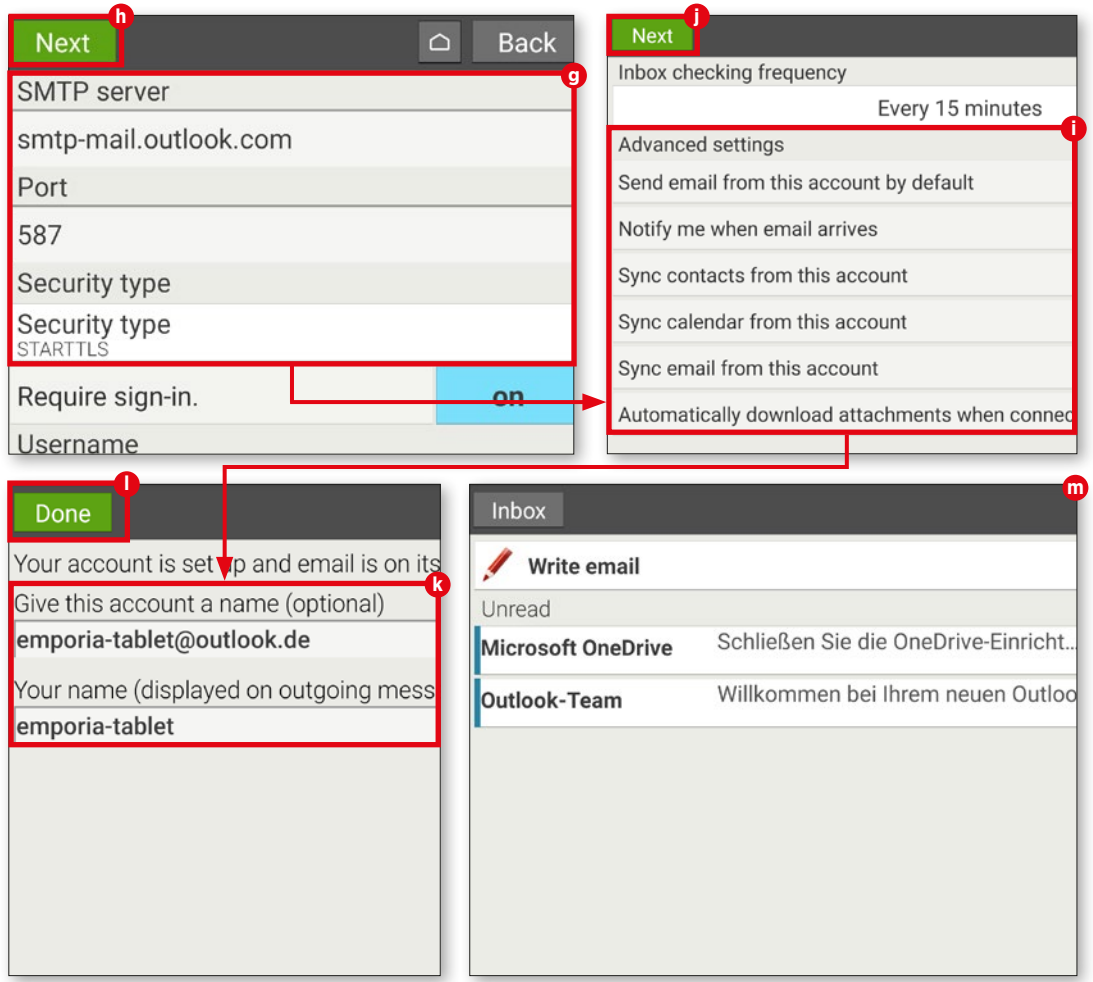
In the following window, repeat the process for the SMTP server details. Once again, you will need to enter the values for 'SMTP server', 'Port' and 'Security type' (g) according to the specifications of your email provider, then confirm your entries by pressing 'Next' (h).

4 Individual account settings

After entering the relevant POP and SMTP server details, you can, if you wish, perform individual settings for account synchronisation and the frequency of email retrieval (i). Then tap 'Next' (j).

5 Changing your email account name

Finally, you have the option of changing the name of your email account, and the name that will be shown on your outgoing messages (k). Tap on 'Done' (l) to complete the set-up process and go to your inbox (m).



Incoming mail

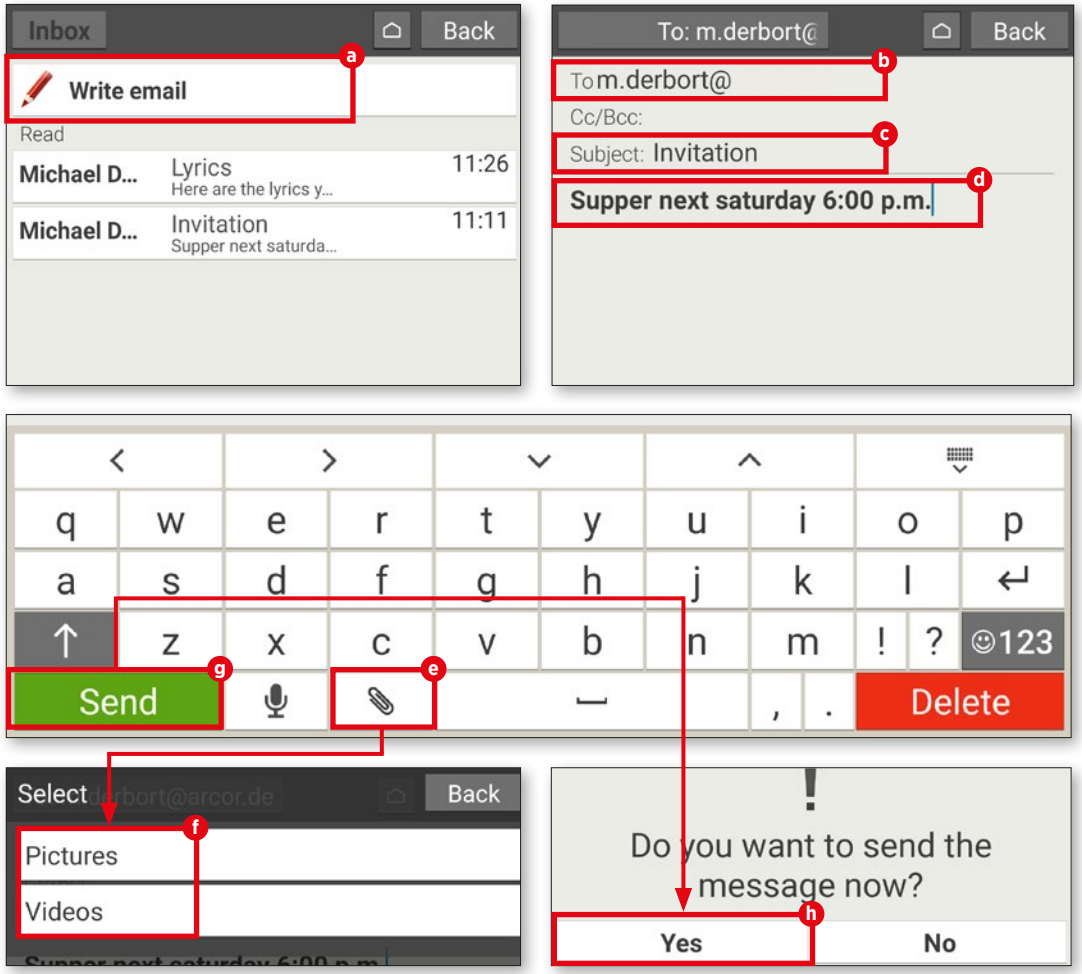
The inbox is the central feature of the email app. Here you can read incoming messages, reply to them as necessary and compose your own emails. How it works.

1 Composing an email

If you want to send an email to a friend, relative or acquaintance, start by tapping the 'Write email' button a.

In the window that pops up, enter the recipient in the line 'To' b. Next, tap on the 'Subject' line c and enter a title. Then tap on the field 'Compose email' to enter the text input field. Now you can write your message d.

If you wish, you can attach a file (for example, a photo, PDF or Word document) to your message. To do this, tap on the paperclip symbol e at the bottom of the display, choose the file type (image or video) f and follow the instructions. To send your message, tap the green 'Send' button g at the bottom edge of the screen followed by 'Yes' h.



2 Opening an email

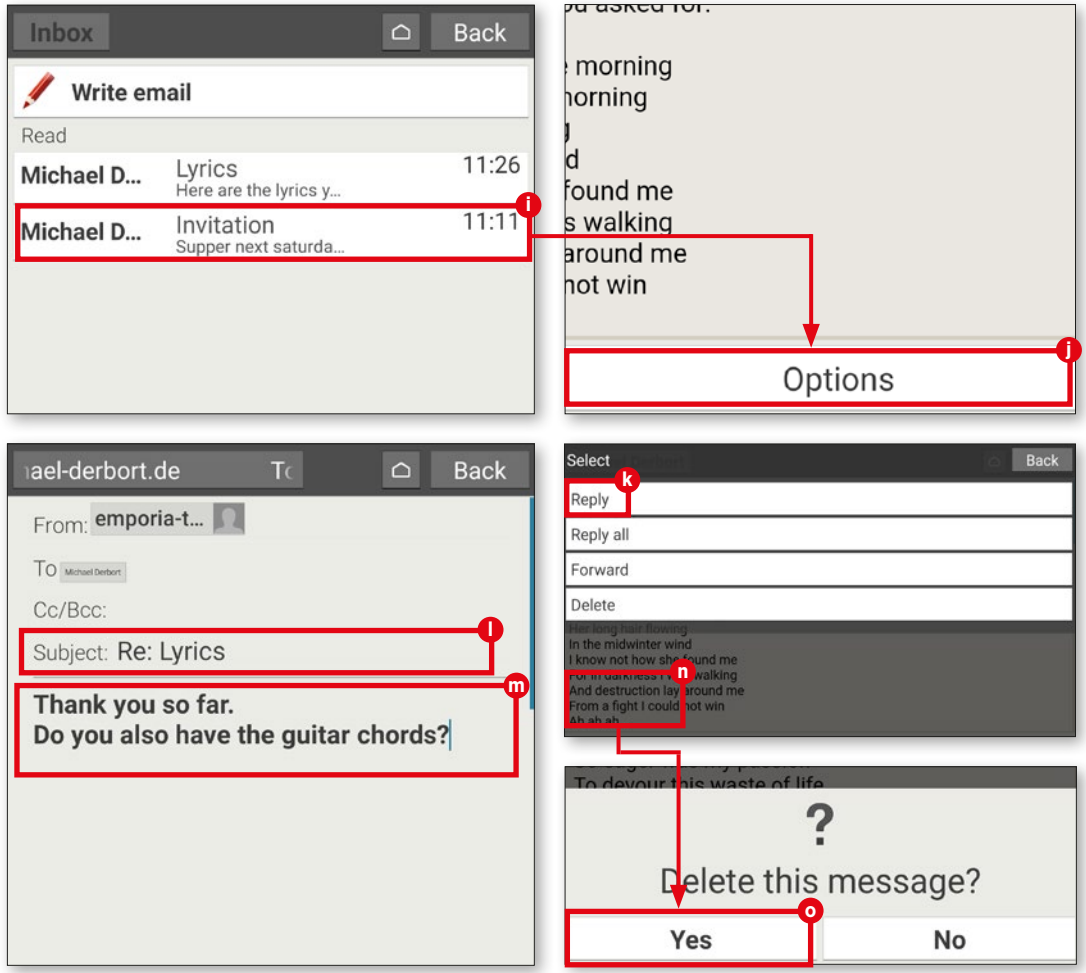
To open a message in your inbox, simply tap on the message you want to open (i). This will take you to the message window where you can read the selected message.

3 Replying to a message

In the message window, tap the 'Options' button (j) at the lower edge of the display and select the menu item 'Reply' (k). The mail app automatically specifies the recipient and starts the subject line with 'Re:'. To change the subject, simply tap on the subject line (l) and alter the text. Next, type your reply in the field 'Compose email' (m) and send your message by tapping the 'Send' button.

4 Deleting an email

If you want to delete a message, tap 'Options' (j) followed by the menu item 'Delete' (n). You will be asked whether you really want to delete the email. Confirm by tapping 'Yes' (o).



Using a tablet case

A case protects your tablet against dust and scratches, and covers the display as well as the back of the tablet. Some protective cases - including the emporia case, which is available as an optional extra - have a full keyboard integrated into the lid.

1 Using the emporia case as a stand

First, fit the tablet into the clips on the case locating the bottom side of the tablet first. To use the integrated stand, fold down the top section of the back cover and place on a table. You can also adjust the angle by moving the folded-down section forward or back.

2 Using the keyboard

The keyboard is automatically supplied with power from the tablet; there is no need to connect an external power source. You can simply start typing, and reply to messages more easily and with a full screen to view your message. In addition there is a 'mouse pad' to aid navigation which will display a pointer on the screen.

WhatsApp for tablet

Before you can use WhatsApp, a couple of steps are required. Here we briefly explain what you need to do.

1 Install WhatsApp

Firstly, open App Installer or Google Play store to locate the WhatsApp application. Download and install WhatsApp as explained on page 25 and 26 of this book.

2 Open WhatsApp

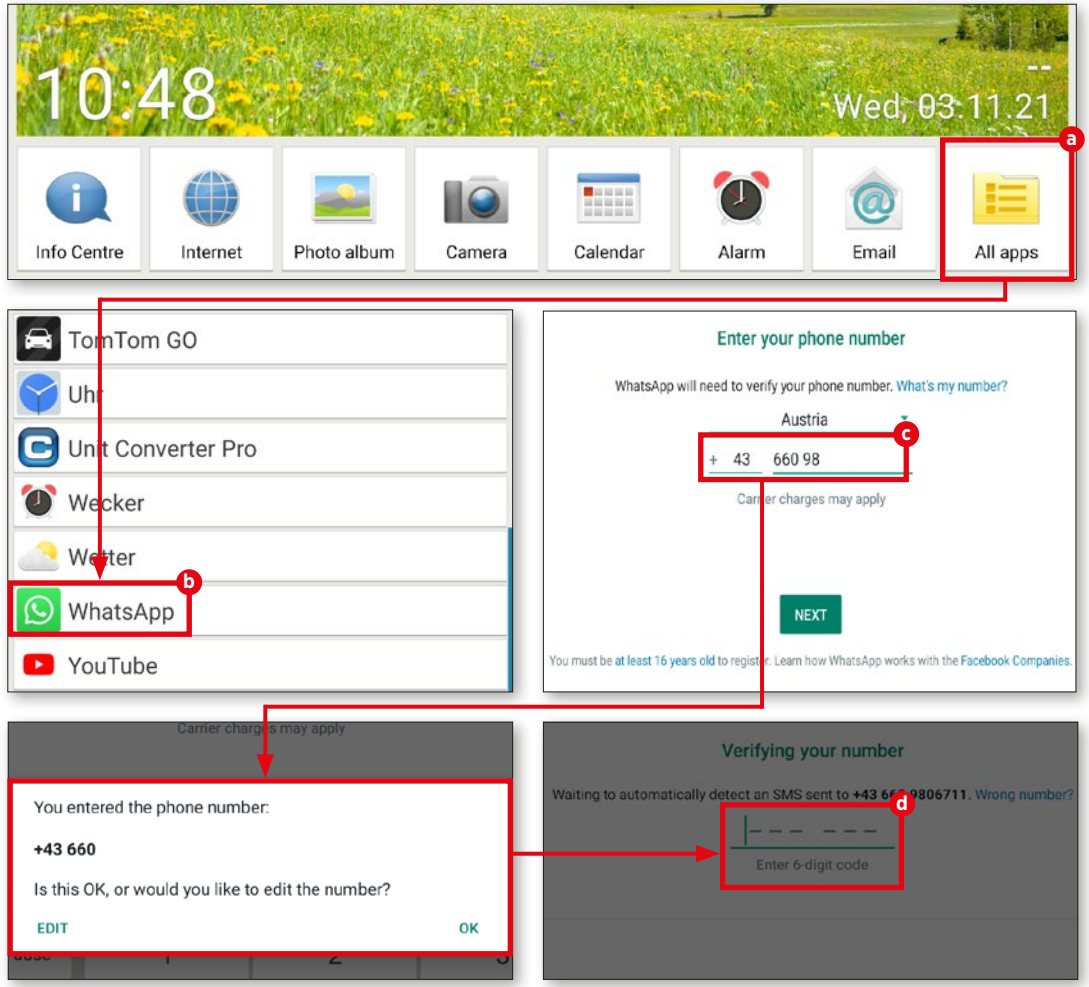
Firstly tap 'All apps' a, scroll down and select 'WhatsApp' b.

3 Enter a phone number

Although WhatsApp works with Wi-Fi, and independently of your SIM card, the service is linked to an existing mobile number that you need to specify the first time you use the service c. This must be the number of the SIM card inserted to the tablet and not your mobile phone.

4 Enter the verification code

Enter your mobile number in the relevant field. You will be asked to check you have entered it correctly. Wait for an SMS containing a code that you must enter in the text field that appears d. You are now ready to use WhatsApp.



Your first chat

As soon as WhatsApp is set up, you're ready to go. Start by opening a chat with a person of your choice.

1 Contacts list

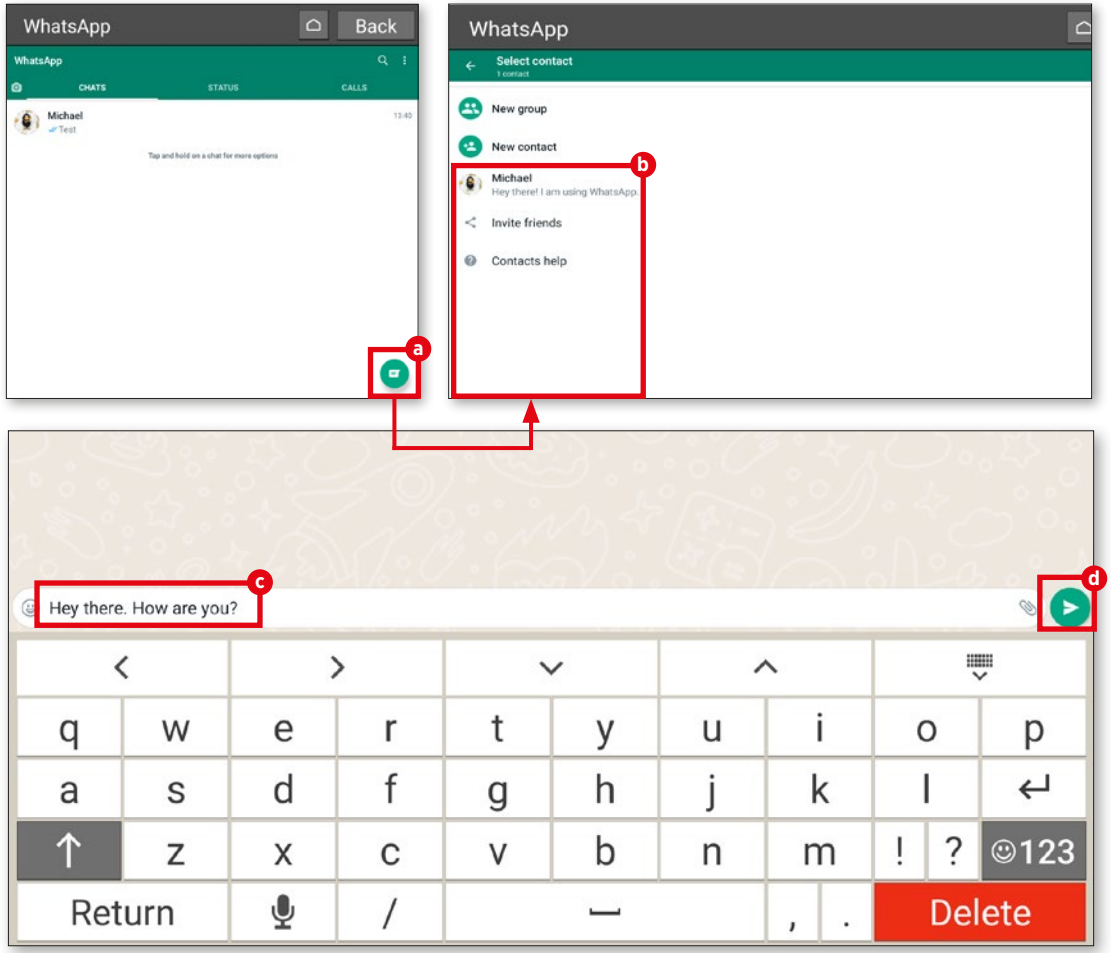
WhatsApp accesses the list of contacts on your mobile device. This needs to happen before you can get started.

2 Possible contacts

Based on your personal phone book, WhatsApp verifies which of your contacts also use the service. In the chat window (which is still blank), tap the green button in the lower right corner (a). Your stored contacts will appear (b). Choose the person you wish to chat to.

3 Start writing

The rest is simplicity itself. Type your message in the input field (c) and send it by pressing the 'Send' button (d).



Sending photos

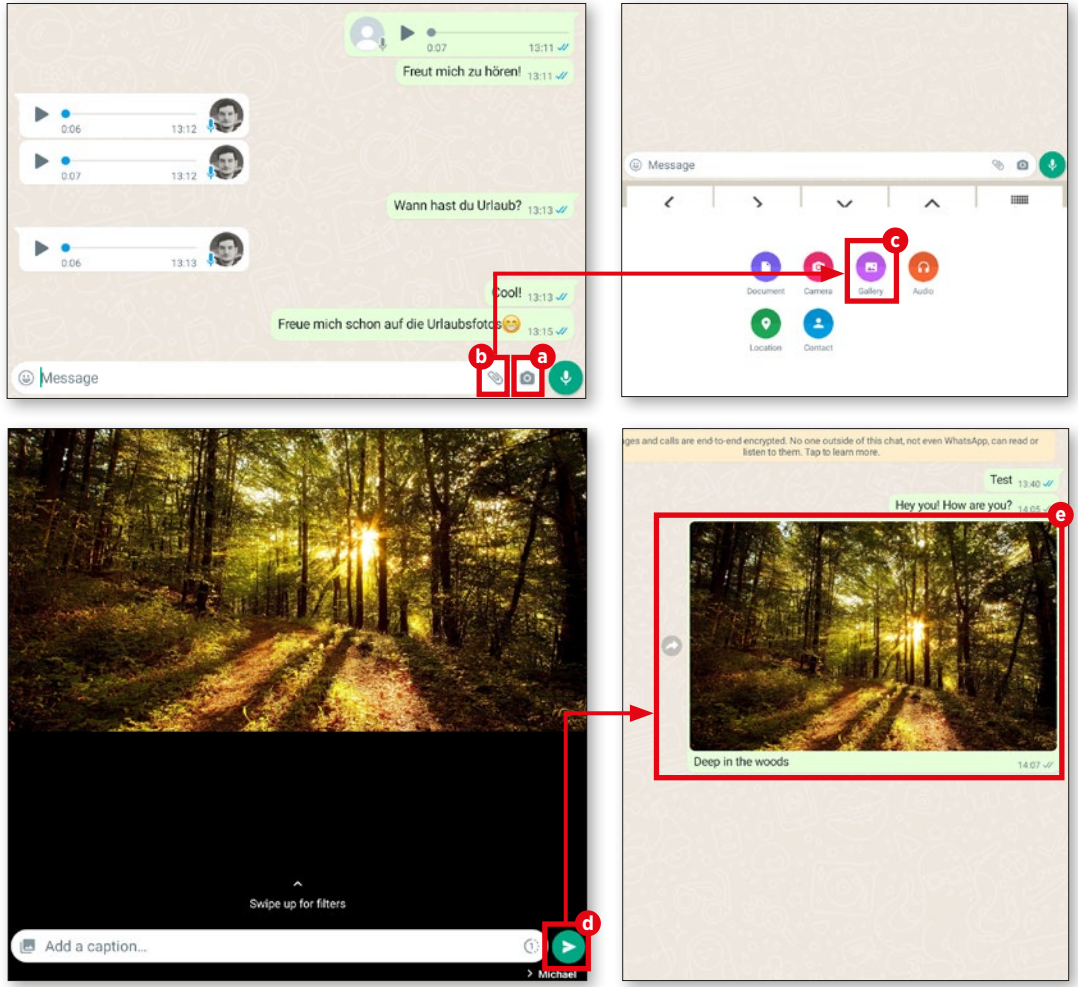
In WhatsApp, you can take and send photos directly.
Even during a chat, this function is close at hand.

1 Sending photos

During a chat, you will see a small button with a camera symbol (a) to the right of the text input field.
To take an instant photo, tap this button. Alternatively, you can tap the paperclip symbol (b) followed by 'Gallery' (c). Then you can choose an existing photo from your collection.

2 Confirm

When you select a photo, a preview appears. If you wish, before sending a picture, you can add a comment in the familiar text field. Send your photo by tapping the arrow in the bottom right corner (d). After sending, a smaller version of the image will be shown in the chat window (e).



WhatsApp groups

If you want to chat with several persons who may be far apart geographically, you can form a WhatsApp group in which you can chat together.

1 New group

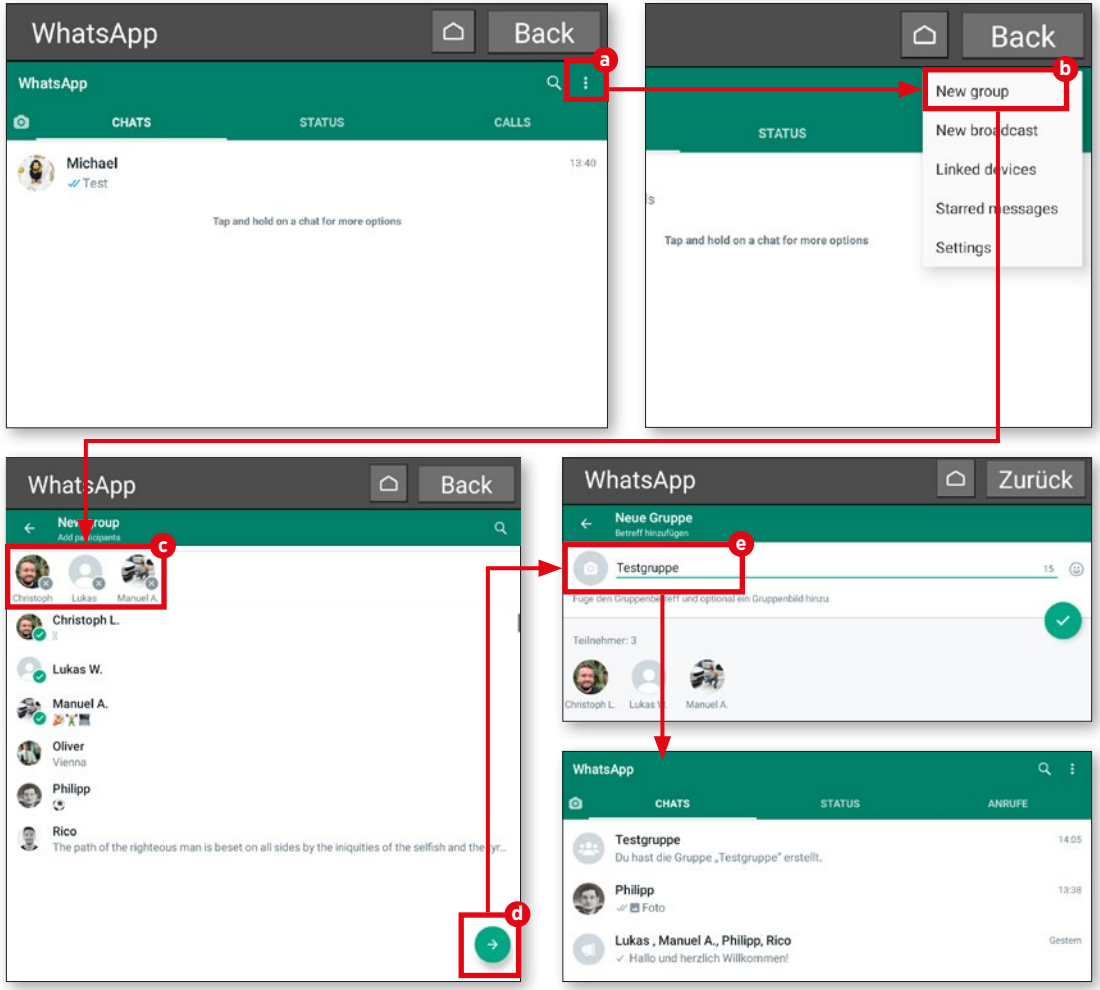
Tap the three dots menu in the top right corner (a) and then select 'New group' (b).

2 Contacts

The contact list described above will appear. Here, choose the participants you want to invite to the group. The contacts you select will appear in the upper part of the window (c). Then tap the arrow symbol in the bottom right (d).

3 Group name

To help you find the group you created again, it is useful to give it a name. WhatsApp therefore prompts you to assign a suitable name to your group (e).



Broadcast

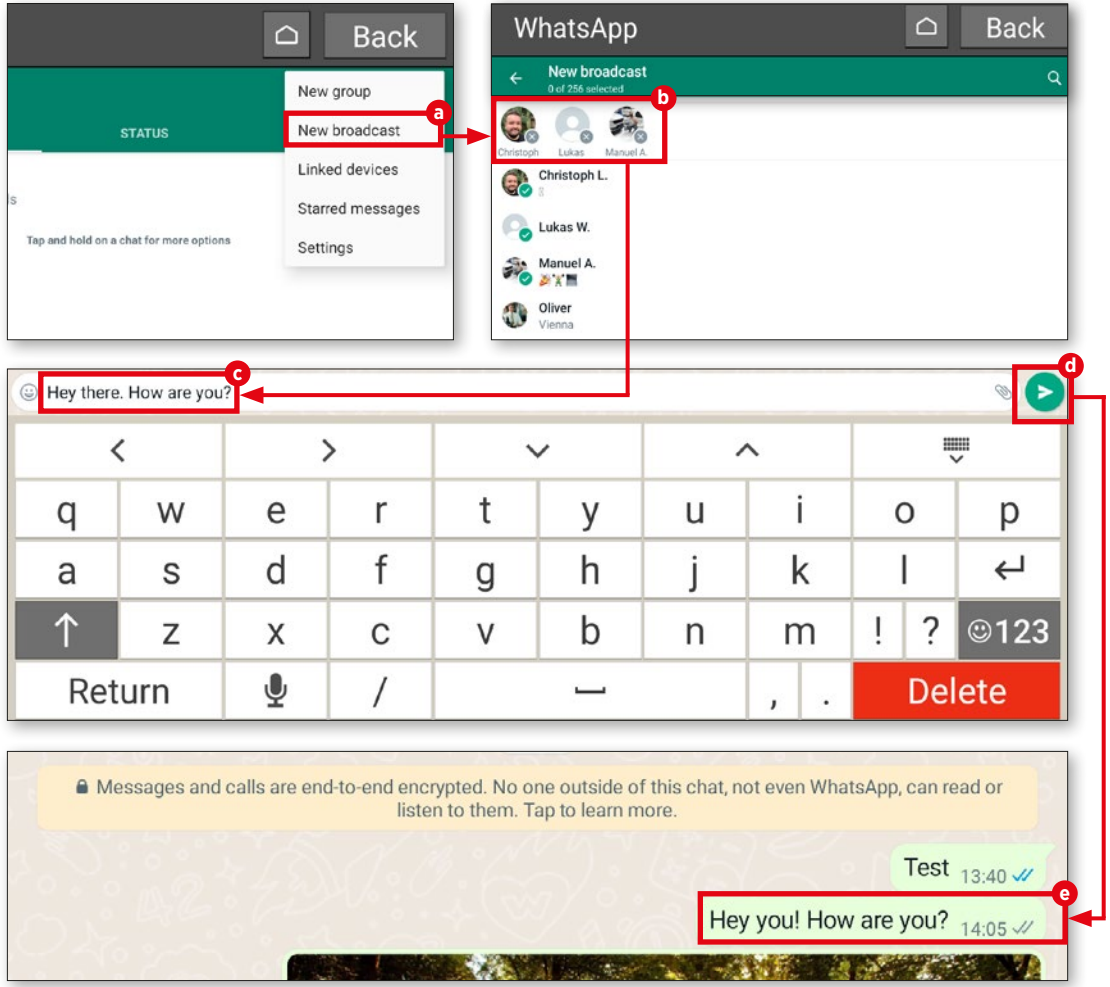
If you want to send the same message to several persons, there is no need to create a new group. All you need is the Broadcast function.

1 (Almost) the same again

The procedure is very similar to that used for creating a group. Simply tap on 'New broadcast' (a) and add the persons (b) who will receive the message. There is no need to assign a group name this time.

2 Send message

Once you have selected the contacts to broadcast to, simply tap the green tick at the bottom of the screen and then write your message (c). Finally, tap the 'send' button (d) and your message will be sent immediately to all the contacts you selected (e).



Alternative messenger services

WhatsApp may be the most popular messenger service, but it is far from the only one. There are other exciting alternatives on the market, and here we outline a few of them.

Signal: For secure messaging
free | English
bit.ly/emp-signal

Signal uses end-to-end encryption to protect messages as standard. Available since 2014, the messenger service can be used on a tablet (Android and iOS) and up to five linked devices. A phone number is required to register.

The source code of the smartphone, tablet and PC programs and the source code of the software used on the signal server are openly accessible - a fact that inspires trust.

Messenger: For SMS and calls
In-app purchases | English
bit.ly/emp-messenger

Facebook remains the world's largest social network. Messenger can be used on smartphones and tablets as well as PCs. Since 2019, it has no longer been possible to log in using a mobile number; users must have a Facebook account instead. The 'Secret Conversations' function offers users the option of applying end-to-end encryption to their messages. Since 2020, it has also been possible to send messages to Instagram users.

Telegram
free | English
bit.ly/emp-telegram

In promotional terms, one effective feature of the Telegram messenger is the fact that Telegram apps are open source, so their functionality can be verified. Available since 2013, this messenger service can be used on smartphones and tablets (Android, iOS) as well as PCs.

To set up a user account, you must specify your mobile number.

The optional 'Secret chat' function allows users to hold conversations protected by end-to-end encryption.

Photography and video

Today, it is hard to imagine mobile devices like tablets, laptops and smartphones without cameras. To take beautiful photos, you no longer need professional equipment or a high-end reflex camera: in most everyday situations, the lens on our trusty portable device will do the job.

In this chapter, we will tell you how to take photos and videos using the in-built camera. We will look at the pre-installed photo album app and show you how to edit pictures and shorten videos. We also explain how to save your favourite photos to the Google Photos cloud, and download them if you wish.

The camera in detail

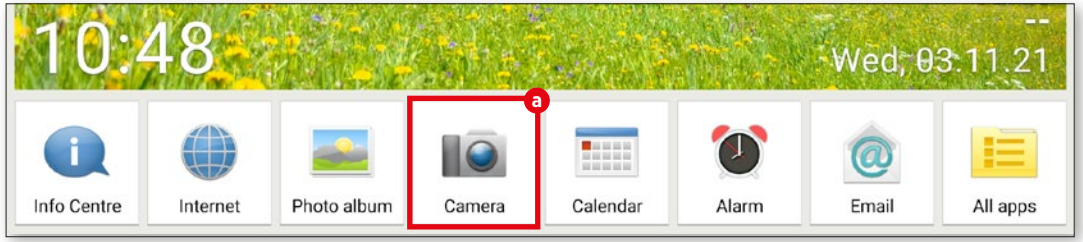
Your emporia tablet has a main camera and a front camera. Here we explain how to take photos.

1 Taking a photo

On the home screen of the tablet, tap on the camera icon **a** to open the camera. To take a picture, point the lens at the required subject and tap the blue camera icon **b** to the right of the screen. Use the plus and minus buttons **c** to zoom in and out. Tap the flash symbol **d** to switch the flash on and off, or activate the automatic flash function.

2 Taking a selfie

To take a self portrait (also known as a selfie), first tap the switch symbol **e** in the lower right corner of the screen. The front camera will be activated automatically. Then tap the camera symbol **b** to take the photo.



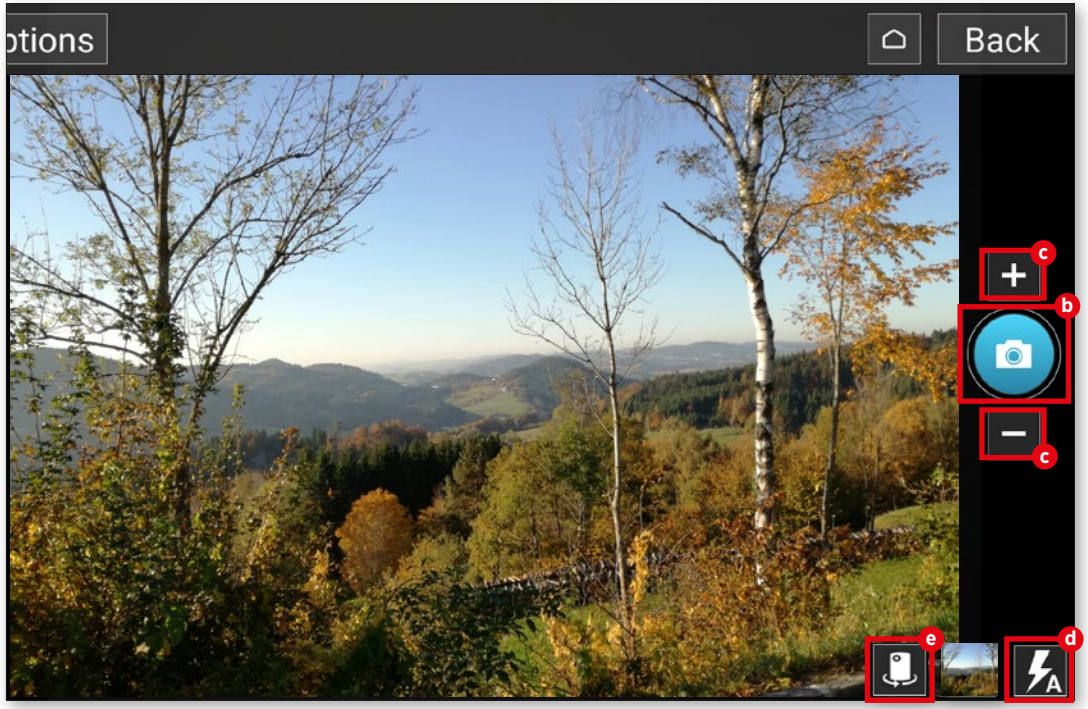


Photo album

All photos are automatically saved to the pre-installed photo album, so you can view the pictures you take at any time.

1 Open photo album

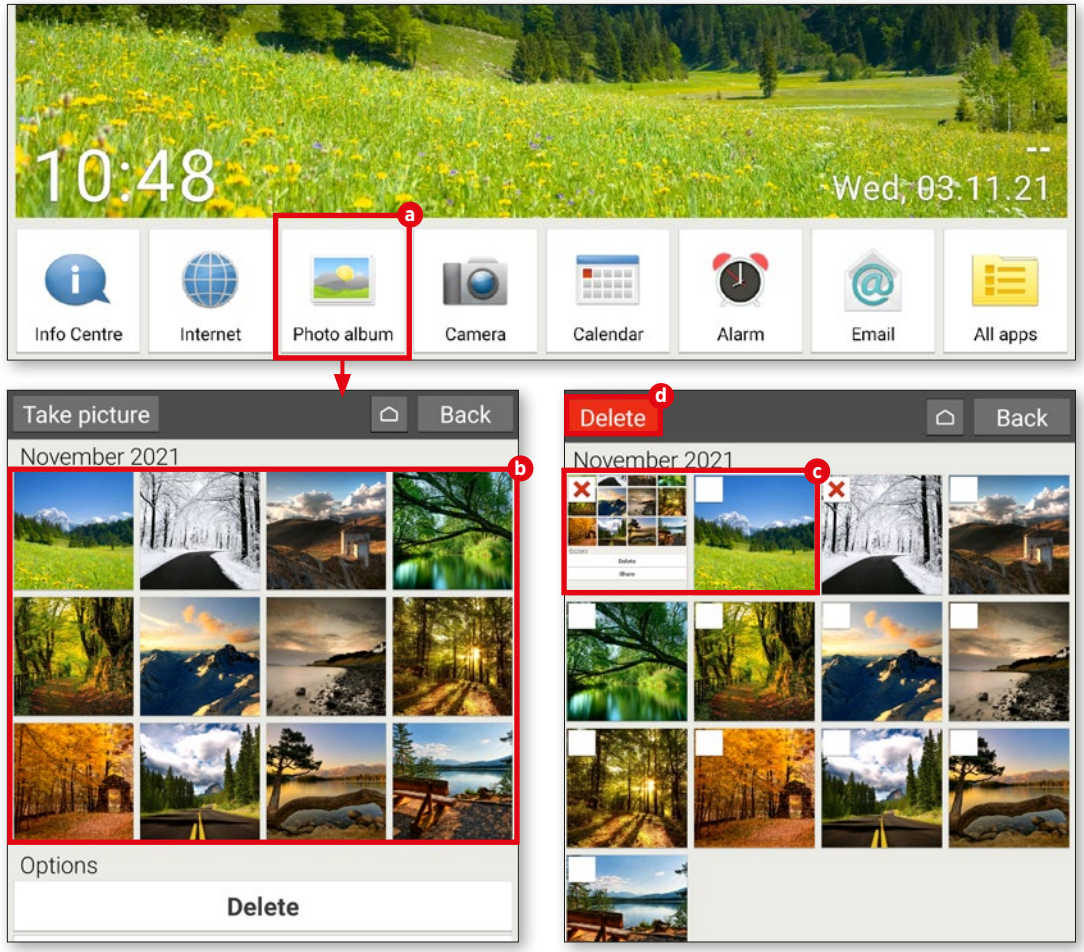
To open your photo album, tap 'Photo album' in the app bar along the bottom edge of the home screen a.

2 Viewing photos

In the window that follows, your photos will be listed in chronological order. You can view individual pictures b by tapping on the small thumbnail images.

3 Deleting photos

First tap and briefly hold the relevant thumbnail image. In the menu that appears, press 'Delete'. Next, select the photos c you want to delete. Finally, tap the 'Delete' button d and confirm your selection by pressing 'Yes'.



Editing pictures

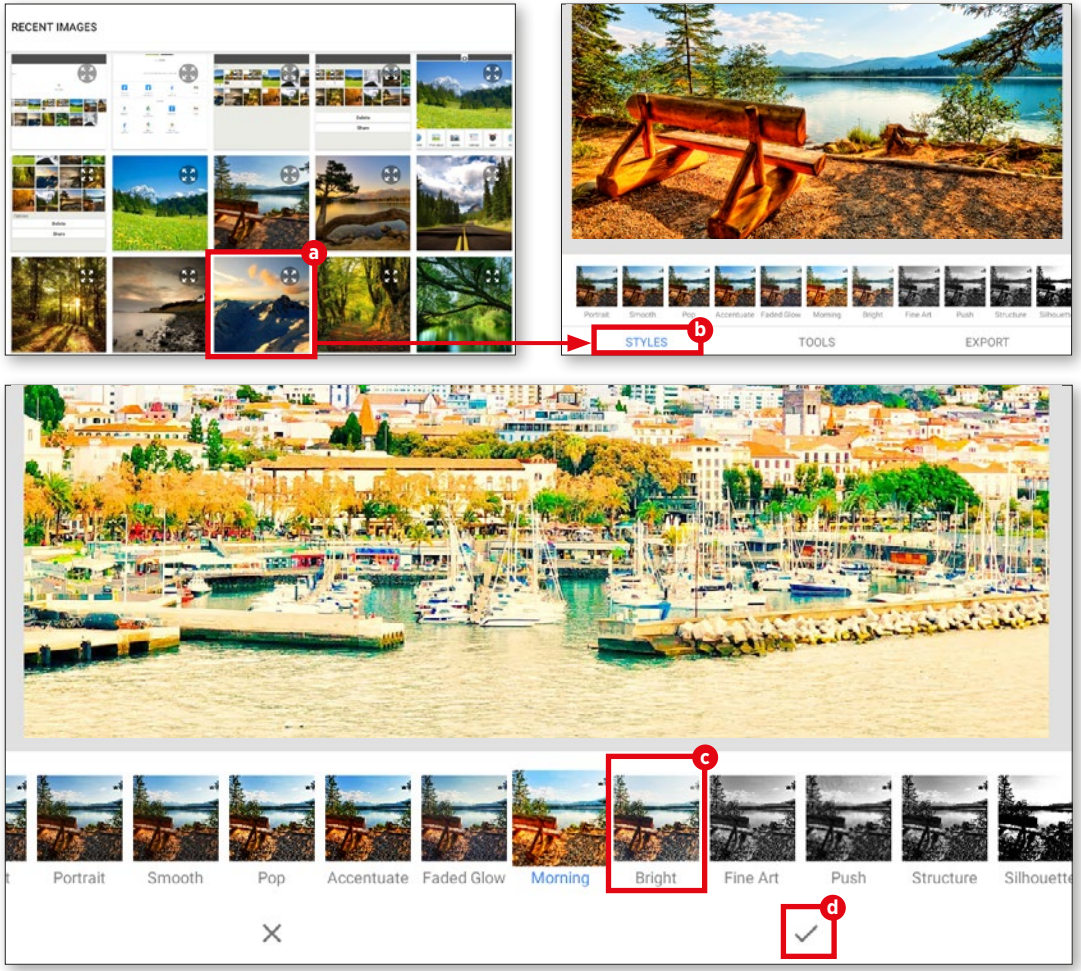
The Snapseed app offers a fast and easy way to enhance your photos. We will show you how to edit pictures on the basis of an example image.

1 Choose a photo

First download the Snapseed app from the Play Store and install it (see 'Downloading apps' on page 26). On the application start screen, tap 'Open' in the top left corner of the display. Under 'Current pictures', choose the photo you would like to edit by tapping a.

2 Using filters

You can use filters to adjust colour intensity and image sharpness. To do this, tap on the 'Looks' button b. The small thumbnails give you an idea of how your photo will look before you choose a filter. To apply a filter, tap on the effect you prefer c. Finally tap to tick the box below d.



3 Changing the contrast

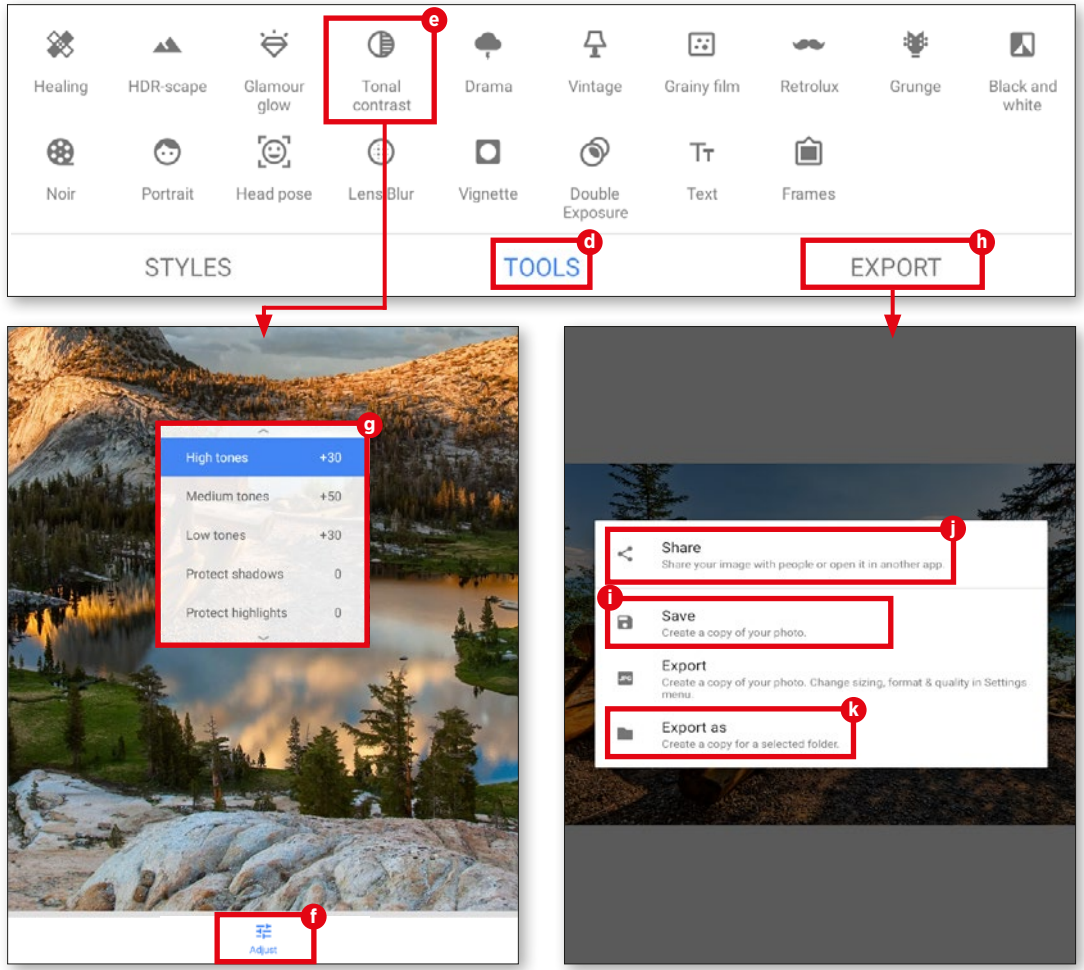
Tap on the 'Tools' tab (d), then the 'Colour contrast' button (e). Next, tap 'Adjust' (f) at the lower edge of the screen and select the colour range (g) you want to change. Slide the control to the left or right to reduce or increase the particular colour range. Finally, tap the tick symbol.

4 Saving your changes

To save your changes, tap on 'Export' (h) followed by 'Save' in the next menu (i). The saved images will be placed in the 'Snapseed' folder, which the app automatically creates when the first photo is saved.

Select 'Share' (j) from the menu to send a picture straight to a friend or relative via WhatsApp, or to upload an image to Google Drive or Google Photos.

You can also specify where an edited photo is saved under 'Export as' (k).



Saving pictures to Google Photos

To save memory space, and to ensure you can still access your pictures if you happen to lose your tablet, we recommend storing pictures to Google Photos.

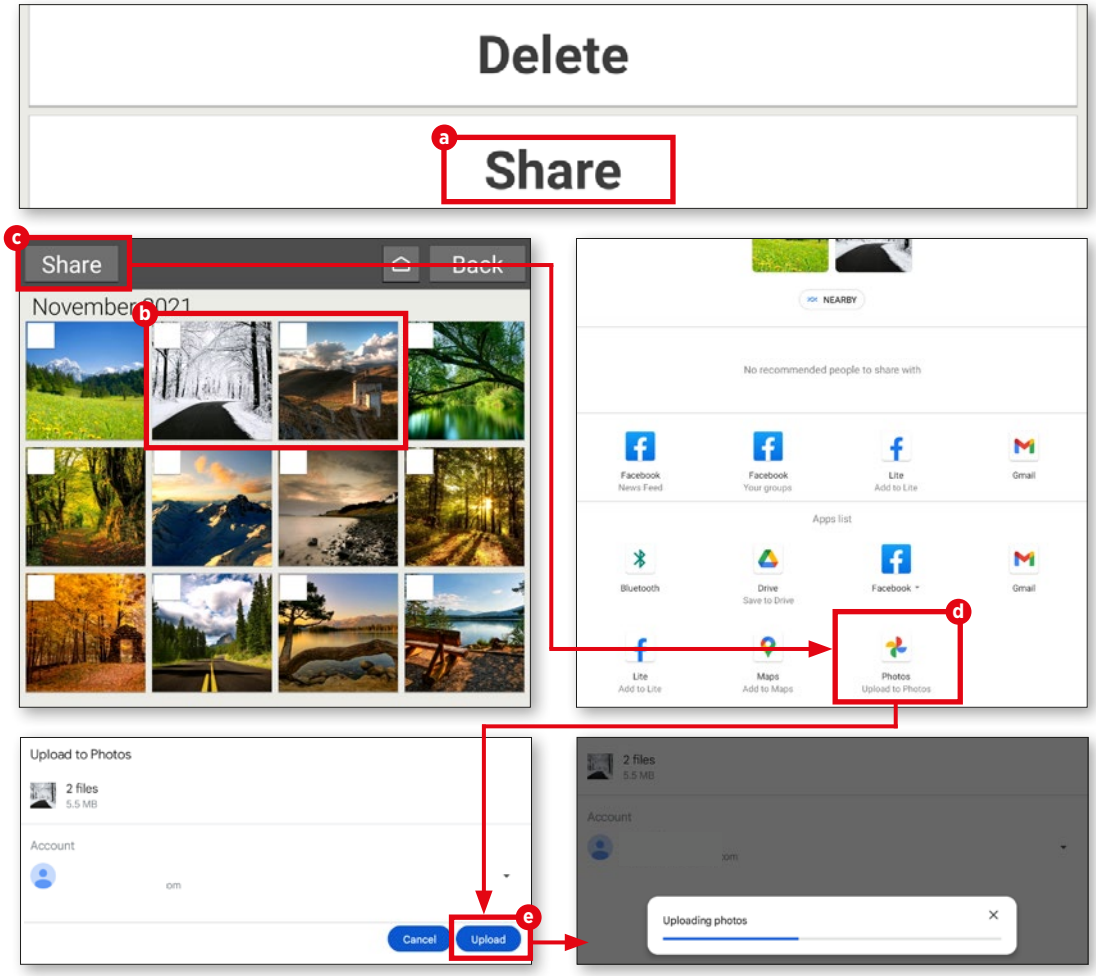
1 Select photos

Open the photo album app in the lower menu bar, then scroll all the way down to 'Options'. Next tap on 'Share' (a).

Then select the photos you would like to save to the photos cloud. The selected images are indicated with a green tick (b). Tap on a photo a second time to undo a selection.

2 Upload photos

When your selection is complete, tap 'Share' again (c). In the menu that appears, select 'Photos' (d). Finally tap on 'Upload' (e).



Taking a video

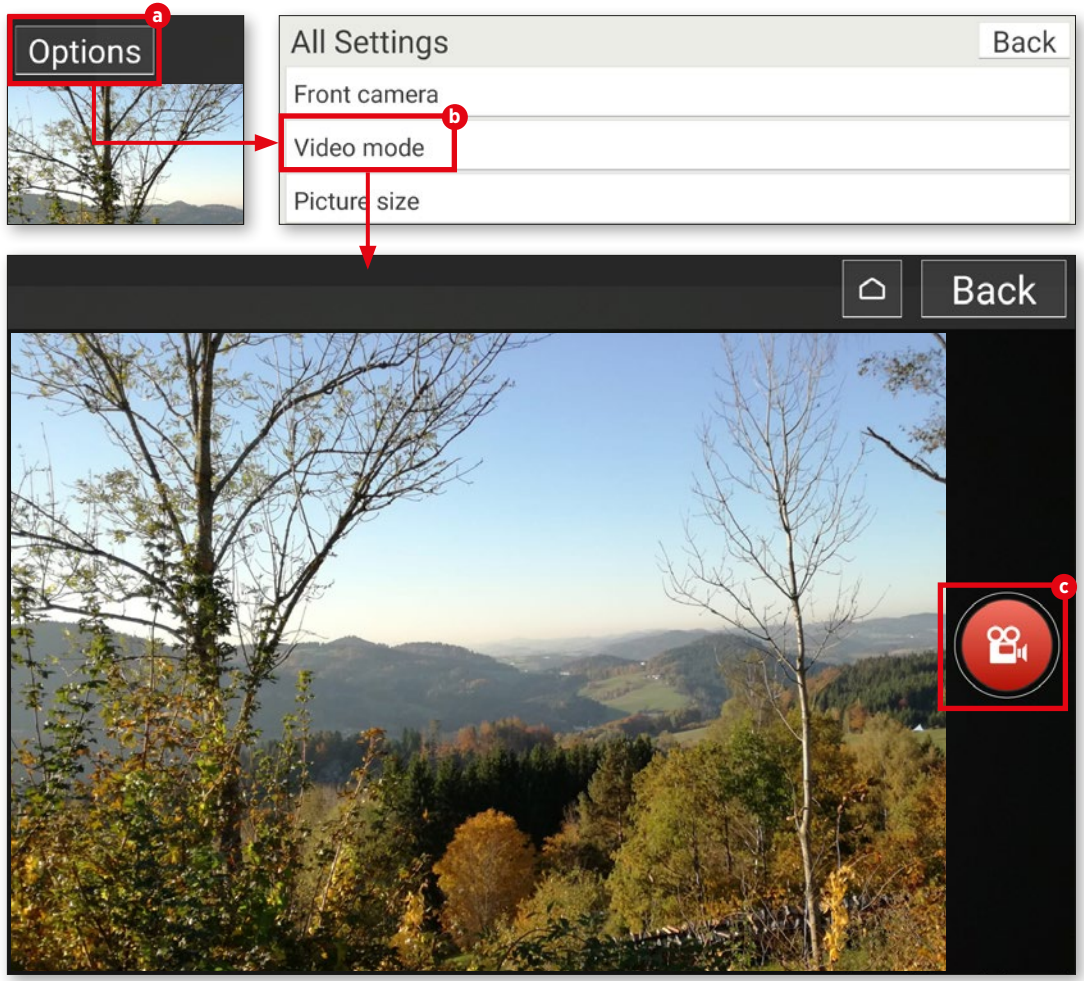
Your emporia tablet enables you to capture those special moments in the form of moving pictures as well as snapshots.

1 Open video mode

Before you can take a video, you need to switch to video mode. To do this, tap 'Options' (a) in the camera app at the top left corner of the screen and then choose 'Video mode' (b).

2 Taking a video

To start filming, point the camera lens at your subject and tap the red video camera icon (c) to the right of the screen. Video recording will start immediately. The recording time is also shown at the top of the screen. To stop videoing, tap the red icon to the left of the screen a second time (c). When making a video recording, the camera symbol is replaced by a stop symbol.



Shortening a video

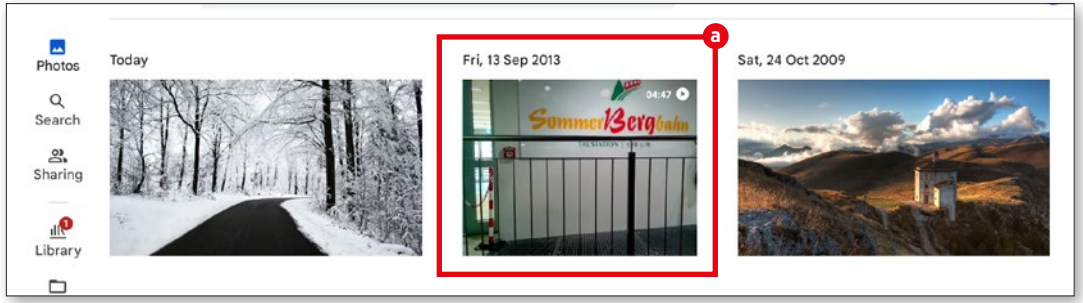
If a video is too long and you would like to remove some frames, Google Photos can help.

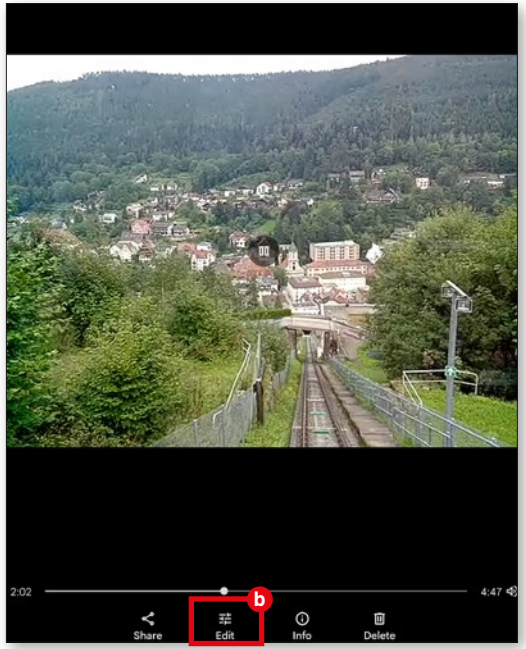
1 Open video

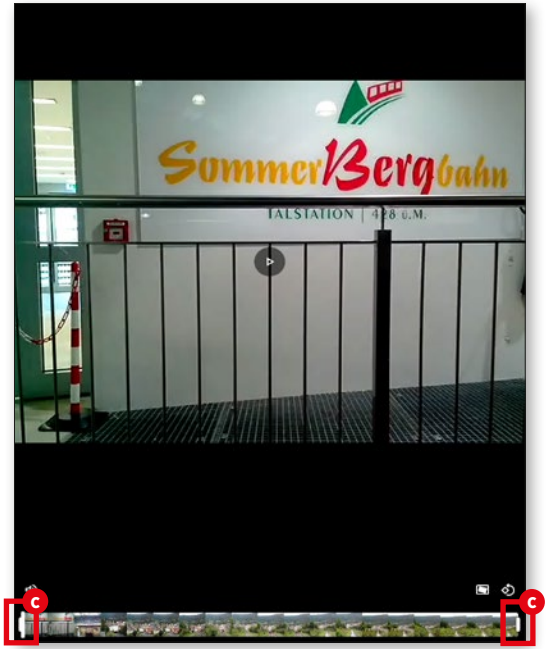
On the start screen, open the 'All apps' folder. In the list that follows, scroll to 'Photos' to open Google Photos. In the overview window, select the video to be edited by tapping on it. Videos are easily identified by the small Play symbol in the top right corner of each video thumbnail **a**.

2 Shortening a video

Video playback will start automatically. Tap on the video to call up the function bar. Here, tap on 'Edit' **b**. In edit mode, tap and hold one of the two markers **c**. Slide the marker left or right to shorten the video. Then tap 'Save a copy' on the upper edge of the screen.







Video calls

Video calling was common practice long before coronavirus appeared, with services like Skype – the mother of all video calling apps – already popular. That said, it was the pandemic that made video calling such a widespread communication tool, enabling young and old people who couldn't meet in person at least to see each other. Whether for business or pleasure, over short distances or across national boundaries, video calling is gaining ground in the Wi-Fi age, and looks unstoppable as roaming dwindles. In this section, we show you how to get in on the action with the messenger service WhatsApp. We also tell you how to start a voice call with WhatsApp, and we introduce some alternative messenger services.

Making voice and video calls

WhatsApp not only allows you to write texts - you can also make voice and video calls. The procedure is similar to that for composing text messages; you just have to press different buttons.

1 Open WhatsApp

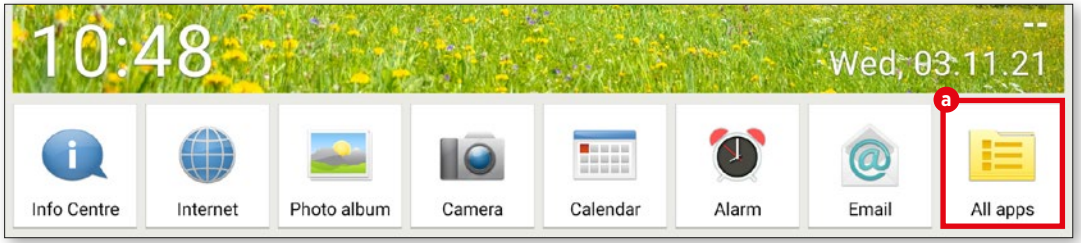
Choose 'All apps' (a) on the home screen and search for 'WhatsApp' in the subsequent list. Tap on the application to open it.

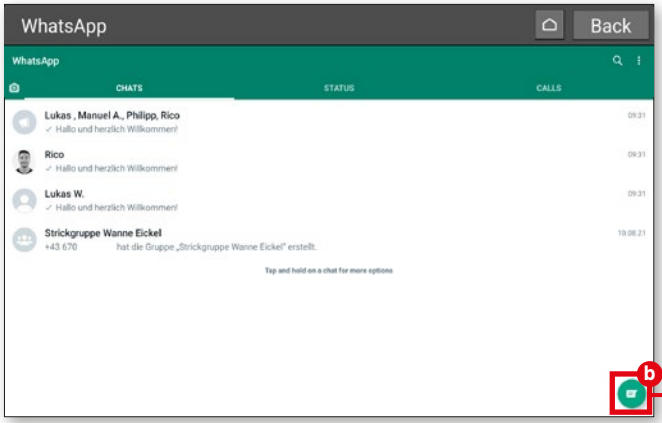
2 With or without video?

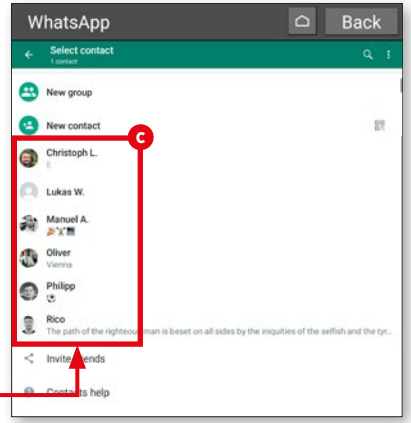
On the initial screen of the app, tap the icon to the bottom right (b) and look for the relevant recipient in your contact list (c). Next, press the button for either voice call (d) or video call (e) as you prefer.

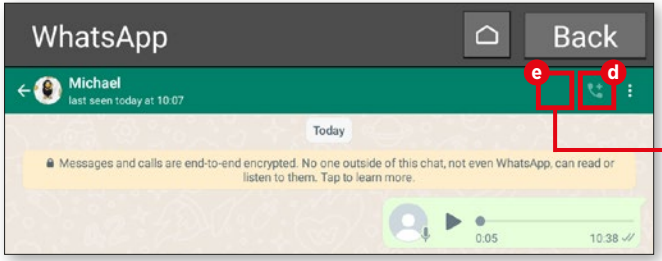
3 Start your call

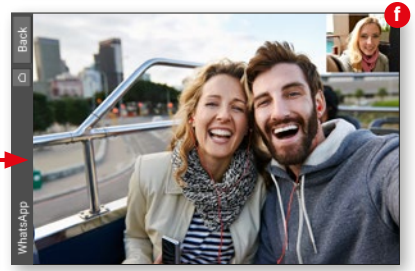
Now things happen quickly. Just as with a normal phone call, your call will be connected so you can enjoy chatting (f).











Sending a voice message

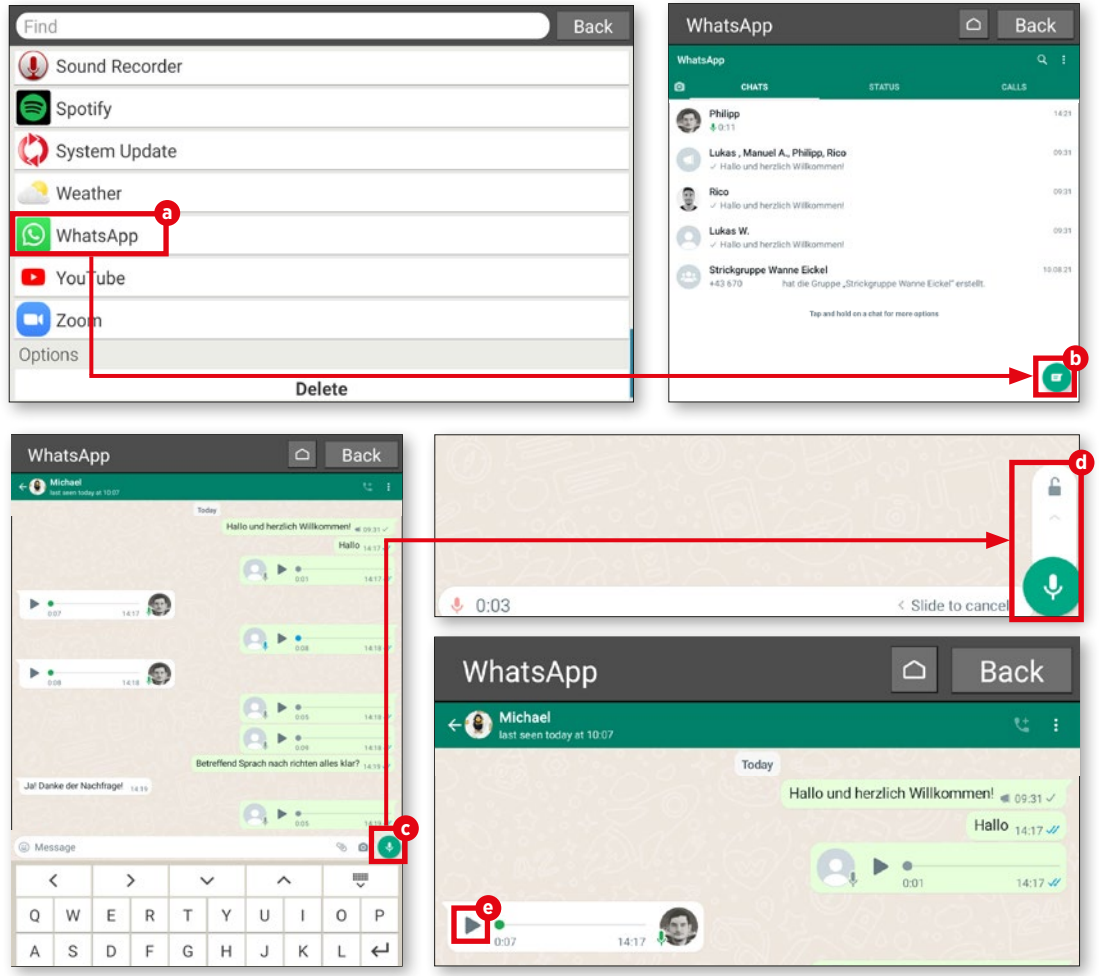
Seamless voice and video calls are not always possible, often because of a slow or intermittent Internet connection. If you don't feel like typing, you can send a voice message instead.

1 What's new?

Tap 'All apps' in the menu and choose 'WhatsApp' (a). In the WhatsApp start screen, tap the 'Contacts' icon in the bottom right corner. Choose the required contact from the list (b). In the next window, press and hold the microphone symbol on the right of the text input field (c) while you speak your message into the microphone of your device (d).

2 Send!

As soon as you release the button, your message will be sent. When the whole message has been transferred to the recipient's device, they will be able to listen to it by pressing the play button (e).



Sending a video message

You can also send video messages. This requires a couple more steps, but but it is very easy.

1 Open a chat

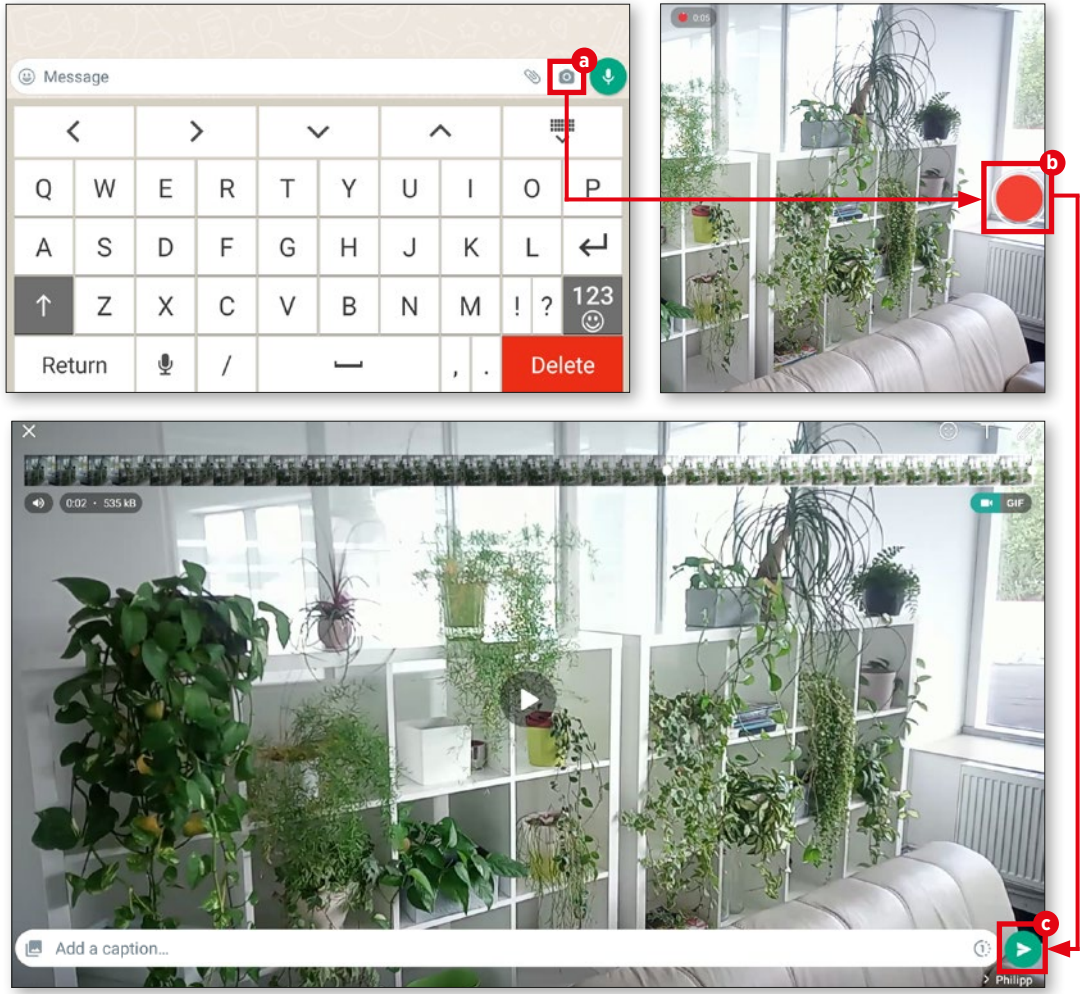
In WhatsApp, open a chat with the person to whom you want to send a video message (see previous tips) and tap the camera symbol in the text input field a.

2 Hold the video button

Hold down the video record button until you have finished recording your message b.

3 Send the message

When you have finished recording, confirm by watching your video in preview mode and then send the message c.



Selecting multiple recipients

Voice and video messages can be sent to multiple recipients. For example, you could use a personal video to invite people to your birthday party.

1 Start a broadcast

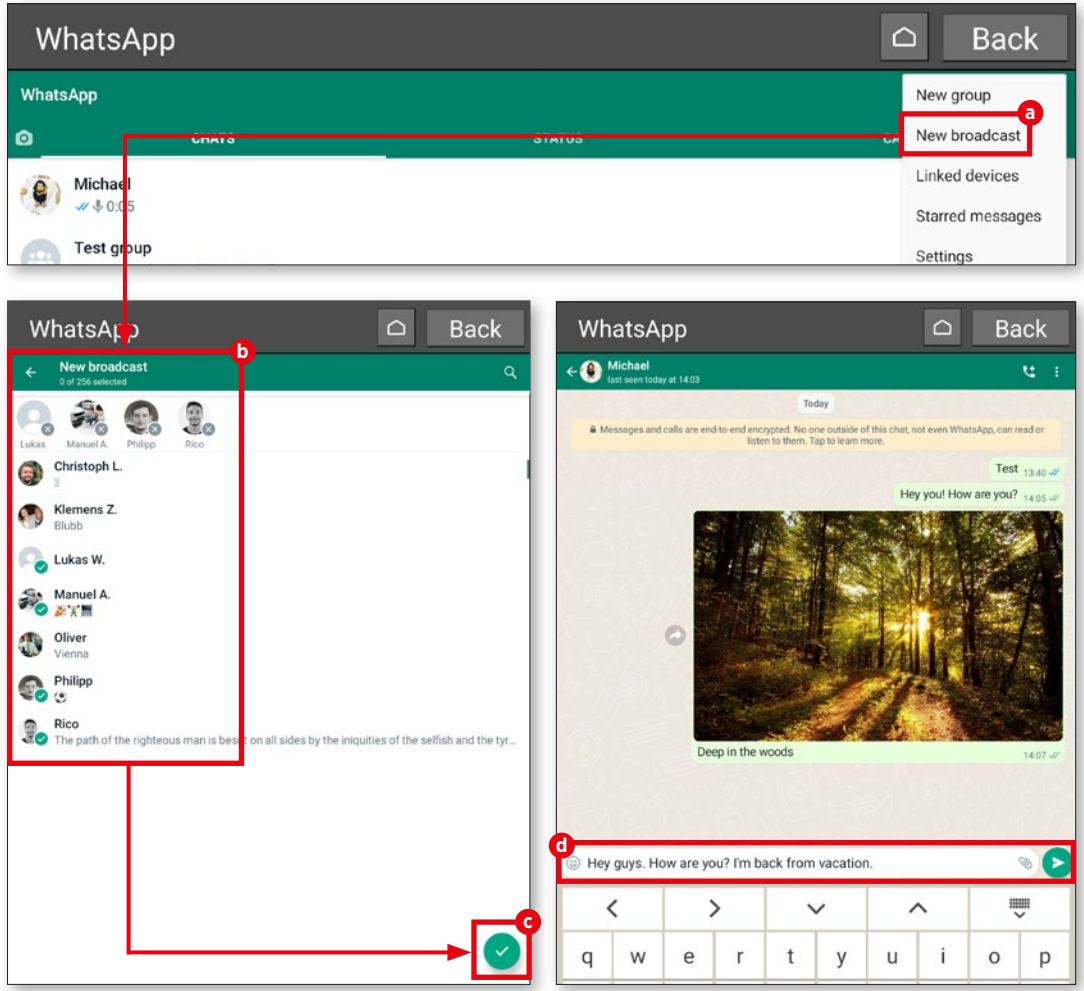
In WhatsApp, tap the three dots menu in the top right corner, then tap 'New broadcast' a.

2 Select contacts

From the following list, select the contacts who will receive a common message b. Then tap the green tick in the bottom right corner c.

3 Write and send your message

You can now write your message in the text field and send it by tapping the arrow symbol d.



Holding a video conference with several persons

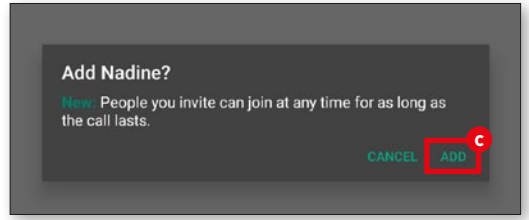
Sometimes you may need to hold a video call with not just one person, but with several simultaneously. Here we show you how easy it is to hold a conference call.

1 Start a call

Start by following the procedure described on page 67 and launch a video call in WhatsApp.

2 Add participant

Once they accept the call, tap the symbol for 'Add Participant' at the top right (a). In the list that follows (b), search for the person you want to invite to the conference. Tap the required name and, in the next window, press 'Add' (c) to bring that person into the conversation. If you wish, you can repeat the process to invite someone else.



Voice calls not using a phone

You can use WhatsApp for normal voice calls as well as video calls. For this, your tablet just needs access to a data network (Wi-Fi or SIM card).

1 Choose a contact

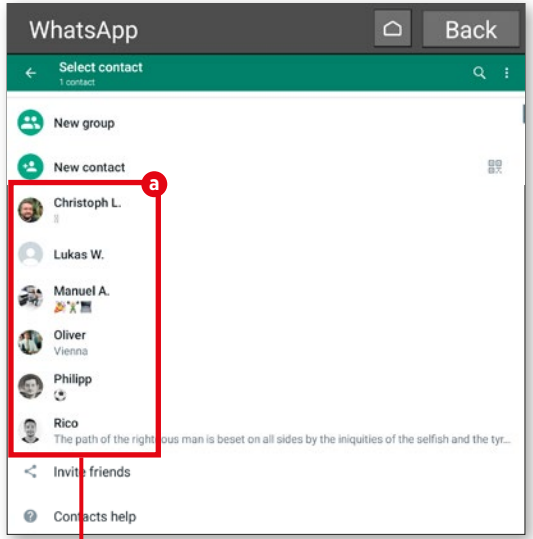
In the contact list we have already used several times (see page 53), search for the person you want to call (a). Tap on the contact.

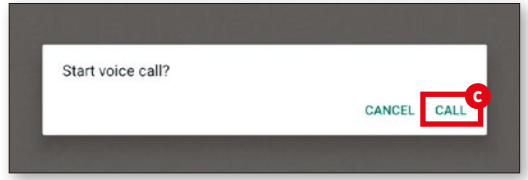
2 Start the voice call

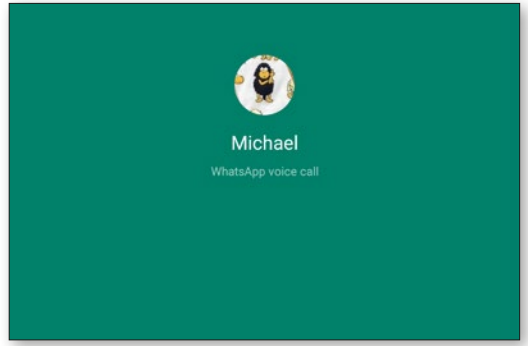
Now tap the telephone receiver symbol (b). in the top right corner. In the pop-up window, tap 'Call' (c). After ringing for a few seconds, your call will be connected.

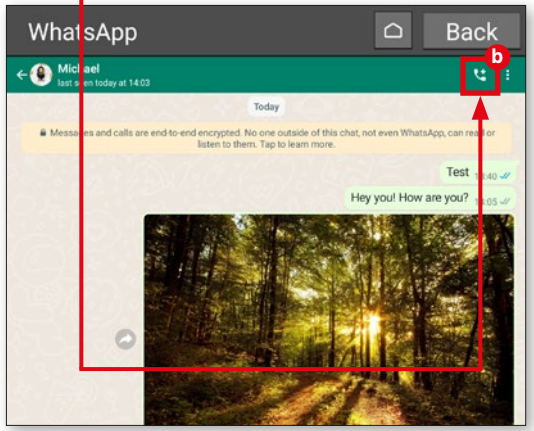
3 During the call

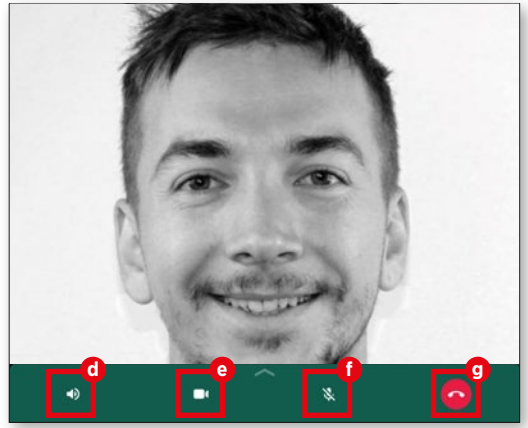
During a call, you can activate the loudspeaker (d), switch on the camera (e), mute the microphone (f) and finally end the call (g).











Using the emporia stand

To save you from holding your emporia tablet all the time during a video call with friends or relatives, emporia offers a useful stand.

The stand is included in the box and is very useful and easy to use. In the stand you are able to keep using your device as normal and the battery will also charge automatically. Thanks to the built-in magnets, the stand will securely hold your device in place.

The design of the stand also boosts the sound quality, particularly useful for when you are making video calls, watching a video online or listening to music.

Ensure that you use both sections of the stand, securely connected, when in the tabletop position.

Item number: TL-TAB1
EAN: 9005613164577

Technical glossary

For many people, a list of the technical specifications for a tablet, smartphone or other device can feel like a riddle wrapped in an enigma. To shed some light on the subject, we would like to explain some key terms.

We often receive enquiries from people who are baffled by the technical details of devices like tablets, and need assistance. These people are certainly not alone: as the technology jungle gets increasingly dense, even technology geeks can struggle to keep up.

We therefore decided to put together a glossary defining several of the standard terms. Whether referring to tablets, smartphones or mobile communications, our aim was to provide a clear overview of the most common terminology.

While we accept that we cannot hope to cover every term in today's fast-moving climate, we think our glossary will help you navigate the digital undergrowth.

2G / 3G / 4G / 5G

These designations refer to different mobile phone communications standards. The 2G network was the first digital mobile network; 3G made mobile Internet a reality; 4G/LTE is the current standard for mobile telephony. 5G is in the pipeline, but the network infrastructure must first be adapted accordingly.

RAM

Random access memory (RAM) is the lifeline of your tablet. RAM is used to process every single app, command and touch of the screen.

Resolution / PPI

The resolution of a display indicates the number of pixels per inch within an image. The higher the pixel density, the higher the PPI value. PPI stands for 'pixels per inch'.

Bandwidth

Bandwidth is generally taken to indicate the transmission speed at which data is sent and received. While this is not strictly true technically, it is safe to assume that higher bandwidths mean faster data transfers.

Pixel

From a technical viewpoint, you might say that pixels describe individual colour values in the digital raster graphic on a display. More simply, a display comprises numerous pixels that combine to form an image.

Cloud

A cloud commonly refers to an online storage area where users can store data of various kinds and access this data wherever they have an Internet connection.

CPU

You may know a CPU (central processing unit) as a processor. The CPU is responsible for controlling various processes on your tablet and sending commands to individual components such as the jack plug or speaker controls.

Flat rate

This term refers to fixed payment rates in the fields of telephony, text messaging and mobile Internet. Users paying a set monthly fee can access agreed services without incurring further charges.

Flight mode

Smartphones, tablets and smart watches all have a flight mode. In this mode, all connections (telephony, mobile Internet, etc.) are disabled without switching off the device itself.

GPS

GPS is used to determine the precise location of your tablet. To achieve this, your device connects to multiple satellites in a 'global positioning system'.

GPU

The GPU is the graphics processing unit on a tablet. While this works in a similar way to the CPU, computing power is focused here on the processing of graphics commands.

Hotspot

Many tablet and smartphone users will be familiar with this term from airports, railway stations and hotels. Wireless Internet access is provided in a specific area, either for a fee or free or charge. Hotspots can also be established from one tablet to another (where, for example, one user's data volume is used up and a kindly soul agrees to share their Internet access for a certain time).

In-app purchase

More and more app manufacturers are offering their applications free with basic functions, and the full range of functions only activated on payment of a certain fee. Such purchases are known as 'in-app' purchases.

Jack plug

The headphone jack on a tablet is colloquially known as a jack plug. However, this is not quite correct: strictly speaking, the connector comes in many different sizes, and the tablet socket usually has a diameter of 3.5 mm.

mAh

Milliampere/hour is the unit of measure for the electrical charge of a rechargeable battery. Put simply, this value indicates the capacity of your tablet battery.

Micro SD

SD stands for secure digital, a highly compact flash memory card format. Measuring just 1.1 x 1.5 cm, these memory cards are ideal for use with tablets.

SIM lock

A mobile device with a SIM lock can only be used with the SIM card of a particular user. The lock is sometimes used when you agree a contract and receive a new device.

Upload / download

In terms of electronic data processing, a download refers to the reception of data from the Internet. Accordingly, data can also be uploaded to the same network.

Wi-Fi

Just about everyone knows the term anyway, but it merits inclusion in our glossary. Often said to be short for 'Wireless Fidelity', Wi-Fi is a wireless networking technology for connecting devices such as computers, mobile devices and other equipment to the Internet at home, in the workplace and in public areas.

Key data

My phone number: .....

PIN: .....

PUK: .....

Emergency contacts

Emergency number (rescue, fire service, police): 112

Family doctor: .....

Pharmacy: .....

Relative 1: .....

Relative 2: .....

Notes: .....

.....

.....

emporia

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