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**[www.azpenpc.com](http://www.azpenpc.com)**

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Monday—Friday

9:00 am — 5:30 pm (CST)

MADE IN CHINA  
DESIGNED IN USA

Android 8.1



# User Manual

<http://www.azpenpc.com>

# Azpen User Guide

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## 1. Safety instruction

### 1.1 Right Place

- a. This tablet is not waterproof or water resistant, if exposed to water droplets, wipe and dry with a clean cloth.
- b. Do not leave the tablet in excessive heat such as in a car or in direct sunlight. High temperature can cause the tablet to malfunction.
- c. Please keep the tablet clean and free of dust as this could cause the tablet to malfunction.
- d. Do not leave the tablet near anything having a strong magnetic field or near anything emitting strong radio waves.

### 1.2 Battery

- a. Please only use the Azpen Charger to charge you Azpen tablet.
- b. Do not use or place the tablet near a fire source as this could cause the battery to overheat and possibly explode.

### 1.3 Alternating Current

- a. Do not use a damaged plug to charge your tablet. It may cause electric shock.
- b. Please do not touch the power plug with a wet hand. It may cause electric shock.
- c. Please use the tablet with proper voltage and current. Improper voltage and current will damage the tablet.

### 1.4 Care & Maintenance

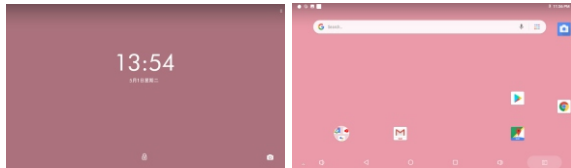
- a. Do not use harsh chemicals, cleaning solvents, or strong detergents to clean the tablet. Wipe it with a soft dry cloth before use.

- b. Do not allow leaking fluid from a cracked screen come in contact with your skin or clothing. Rinse with water if exposed to the skin area, seek medical attention if necessary.
- c. Avoid sharp or metal objects that could potentially scratch or damage the screen.
- d. Please do not put heavy pressure on the screen. It may break or damage the screen.
- e. Do not attempt to open or disassemble the tablet as this could cause irreversible damage or void the warranty. Contact Azpen customer service if necessary.

## 2. Getting started

### 2.1 Power on and off.

- a. Power on  
Press and hold the power button for 3 seconds, the tablet will turn on.  
Unlock the screen by pressing and holding the “lock” symbol on the screen and sliding it to the bottom. To setup a different unlocking method go to “Setting”> “Security”> and choose your method.



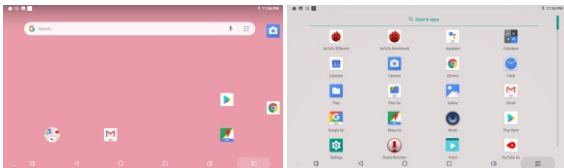
b. Power off

When the tablet is on, press and hold the **Power** button for 2 seconds, a shut down window will appear on the screen. Select “OK”, the tablet will power off.

2.2 Using the touch screen

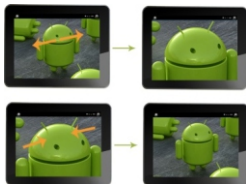
a. Swipe

To scroll a webpage, or move between pictures, use your finger to touch the screen and slide up and down or right and left.



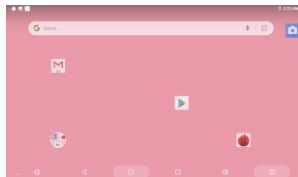
b. Pinch

To zoom in and out of a webpage, or a picture, touch the screen with two fingers and pinch them together or apart.




c. Drag

To move something from one place to another, touch and hold the item you want to move until the application begins to shake, and then slide your finger to the position where you want to put it.




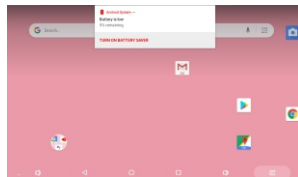
2.3 Battery and charging


2.3.1 First time charging.

At its initial use, charge the battery 8–12 hrs to ensure the battery is fully charged. The battery icon located at the top right of the screen, shows its current power level. 

2.3.2 How to charge battery

When the battery falls below 15%,  the following message appears on the screen.



- Connect the included power adapter to the tablet.
- When the battery is fully charged, the battery icon will appear as fully charged. 
- When the battery falls below 15%, it will take 4–5 hours to complete a full charge.















### 2.3.3 Maximize your battery life

Go **Settings > Display**

Select- **Brightness**, move the slide bar to left side can decrease brightness.

- **Sleep**, select a shorter sleep time to extend battery life.

### 2.4 Status bar icons and indicators

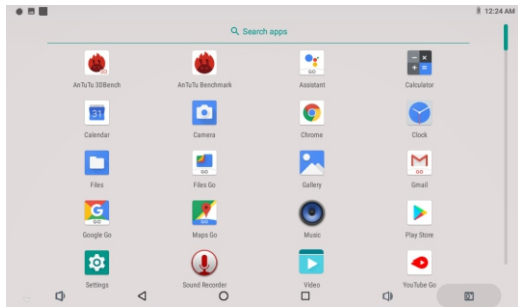
Icon	Functions	Icon	Functions
	Opens a list of thumbnail images of apps you've worked recently.		Opens the previous screen you were working in, even if it was in a different app.
	Go back to home page		File manager
	New external device connect		Time
	Volume down		Volume up
	Shows the battery level or charging status.		Wi-Fi Signal
	Recorder		Go to application page
	Play Videos		Music player

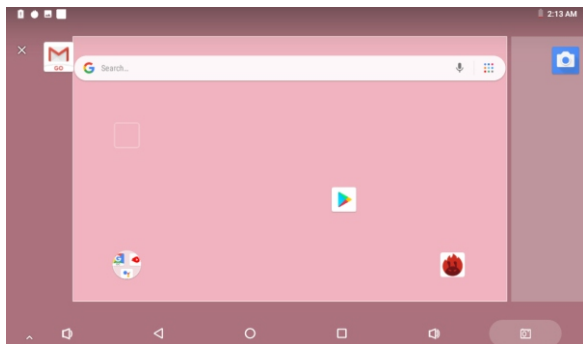
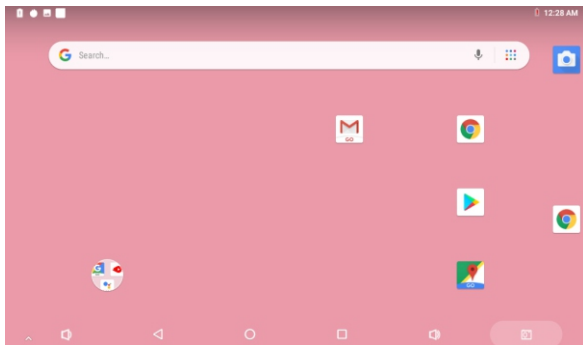
	Internet Browser		Clock
	Calculator		Settings
	Calendar		Google search

## 2.5 Shortcut App Icon


### 2.5.1 Create shortcut App icons on the home page

Go to the application page, press and hold the App icon you want to move until it locks. As you hold the icon with your finger, slide it to the screen or location you prefer.





### 2.5.2 Deleting shortcut icons from the homepage

Press and hold the shortcut icon for 2 seconds. On the top of the home page appears a Recycle Bin logo  , drag the icon to the Recycle Bin logo. After the icon changes to a black color, release it. The icon will be deleted.

### 2.6 Lock screen

To protect personal information, you can adjust your tablet's lock settings:

Step 1: Go to **Settings**.

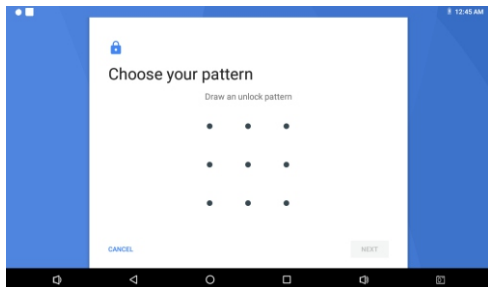
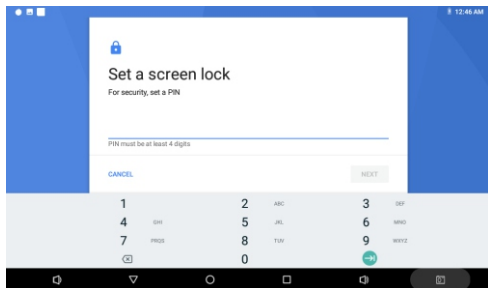
Step 2: Scroll down and touch **Security**.

Step 3: Touch **Screen lock**.

Step 4: Touch the type of lock to use.

- None
- Swipe
- Pattern(Current screen lock)
- PIN
- Password

To lock your screen using a PIN code, simply enter four or more digits and confirm. Lock with a pattern by drawing a simple pattern with your finger. Write down and store your locking information in a safe place in case it's lost or forgotten.



## 2.7 Change the wallpaper

- Touch & hold anywhere on a Home screen that's not occupied. A list of options appears.
- Touch a wallpaper source:

**Gallery**

**Wallpapers**

- To set a wallpaper, touch **OK** (for Gallery images) or **Set wallpaper**.

## 2.8 Manage downloads

Downloaded files are stored on your tablet's internal storage such as Apps, Pictures, or Email attachments. Click the "Downloads" App to view, open or delete these files as needed. Should your tablet require more space, simply delete unnecessary files to create more room.

To access your Downloads

- Tap "Files" or "Files Go", then tap "Downloads"
- Locate the files you wish to view or delete
- To delete, check those files then tap the "Trashcan" icon
- Sort the files by size or date by tapping the command at the bottom of the screen.

### 3. Main menu

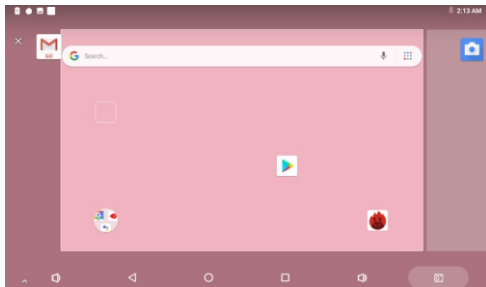
#### 3.1 Applications install and uninstall

To allow all Apps including non-Google Play applications to install. Go to “Settings”> “Security” and check “Unknown Sources”

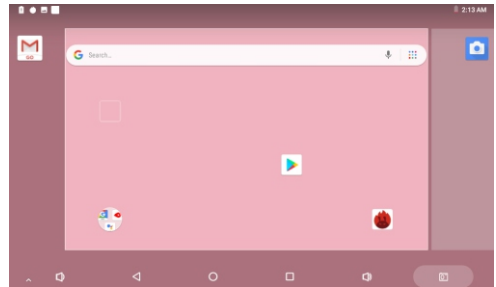
**Installing Apps:** Apps can be installed from websites, Google Play, Micro SD cards or USB Flash Drives. Select the App install page. After the App installs, click on “Open” or “Done” buttons at the bottom of the screen. The App icon will appear on your home screen.

**Install Apps from Play Store:** Click the Google Play icon,  then register or create a Google account to download Apps. Search Apps by typing names or keywords in the search bar. Click the App of your choice to download to your home screen.

**Uninstall:** Swipe the icon that you wish to uninstall to the bing “X” at the top of the screen, it will be uninstalled.



a. Click the application icon that you want to uninstall.



b. Click **Uninstall button**. The application is uninstalled.

#### 3.2 Camera

Click the  icon to start.

##### 3.2.1 Taking pictures.


Tap  logo to take a quick picture. Click right side menu will show more camera options.

##### 3.2.2 Taking videos.

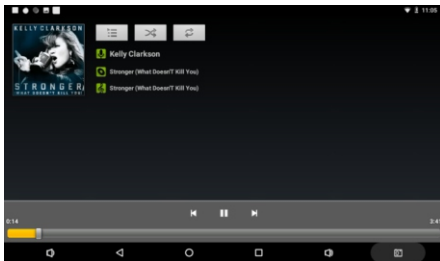
Tap  logo to record videos.







#### 3.3 Music

Support most music files including;MP3, WAV, WMA. Listen through the built-in speakers, or connect to a bluetooth speaker or headphones.

Tap on the top right corner  logo to open your music list.

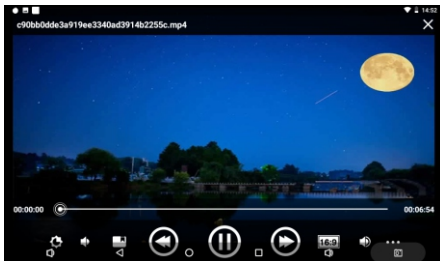










Buttons	Functions	Buttons	Functions
	Random play		Search music online
	Repeat play		Back
	Play/Stop		Next

### 3.4 Videos

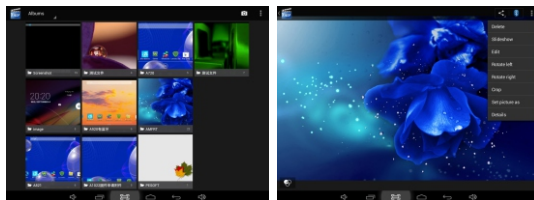
Supports a variety of video formats including; WKV, AVI, WMV, Mp4, MOV, FLV, 3GP.



Buttons	Functions	Buttons	Functions
	Back		Next
	Play/Stop		Video format 16:9 /4:3
	Exit video player		More video options menu.

### 3.5 Photos

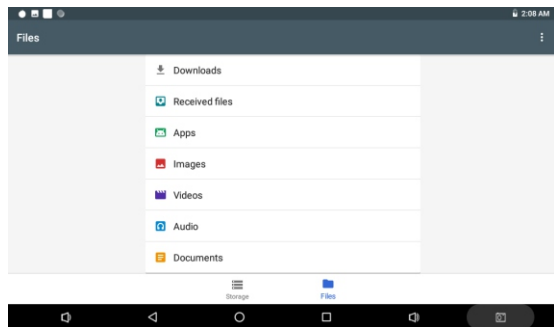
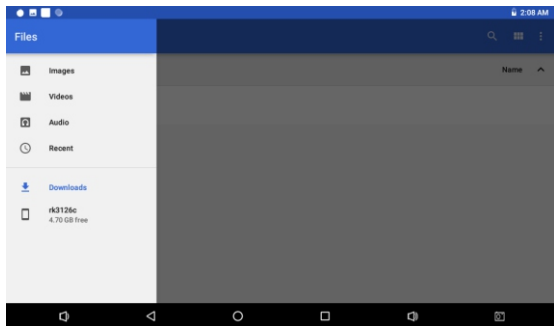
The Azpen tablet supports BMP、JPG、JPEG、PNG picture formats. The tablet is the perfect way to take your pictures with you and share them with friends and family on a high-resolution screen.



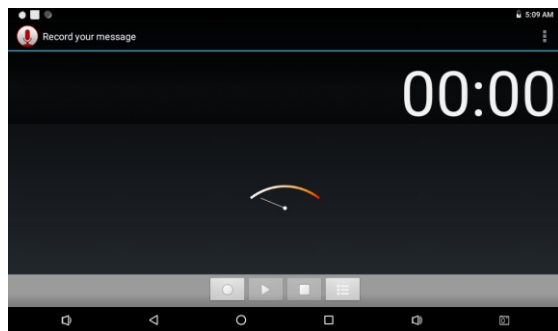
Tap the icon  to share the pictures with friends and family. Tap the menu icon  to Delete, Edit or more functions.





### 3.6 File Manager

Start  File manager to manage files.



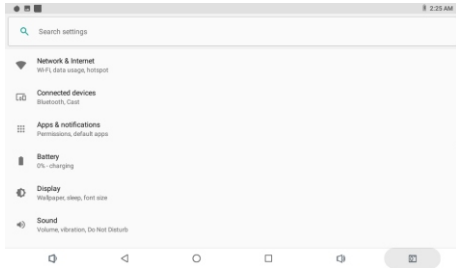
### 3.7 Recording.



Click on  icon to open the recorder. Record a voice note by tap , tap  to stop, or tap  to play.

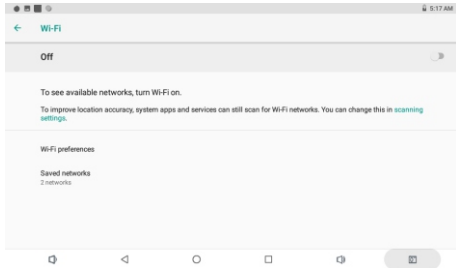
## 4. Settings

Click on “Settings” icon  for the Settings menu

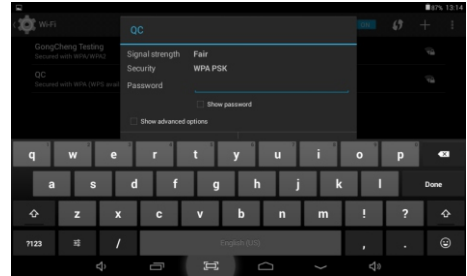


### 4.1 Internet Connection

To connect to the Internet through Wi-Fi go to “Setting” > “Network & Internet” > “Wi-Fi

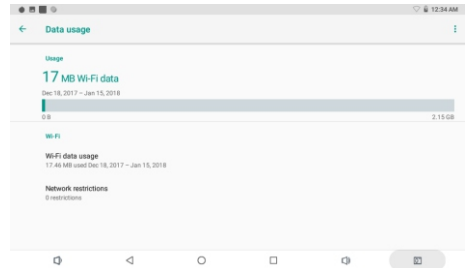


Make sure turn on Wi-Fi, then select **Wi-Fi Setting**.



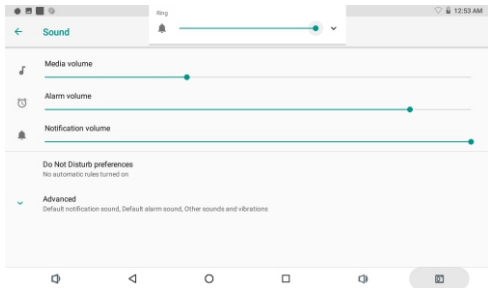
On the drop-down list, select the network and type your router password.

### 4.2 Data usage



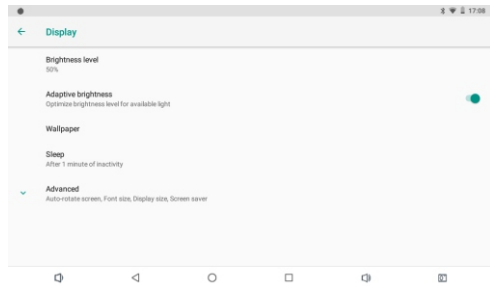
### 4.3 Sound

Click on **Sound** to go to sound setting.



Adjust the Media, Alarm or Notification volume by sliding the bar to the left or right. Select the Default sound setting to use its original sound settings

### 4.4 Display



- A. Brightness level.
- B. Adaptive brightness.
- C. Wallpaper
- D. Sleep
- E. Advanced(Auto-rotate screen, Font size, Display size, Screen saver)

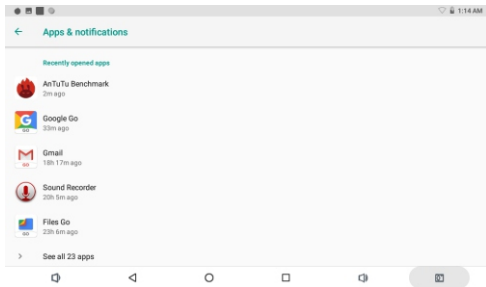
### 4.5 Storage

View your stored files such as music, photos, games, movies and more.



#### 4.6 Apps

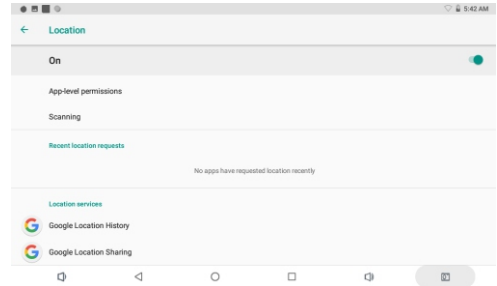
- A: Unknown sources: Allow installation of non-Market applications.
- B: Manage applications: Manage and remove installed applications.
- C: Running services: View and control currently running services.
- D: Storage use: View storage used by applications.




#### 4.7 PERSONAL

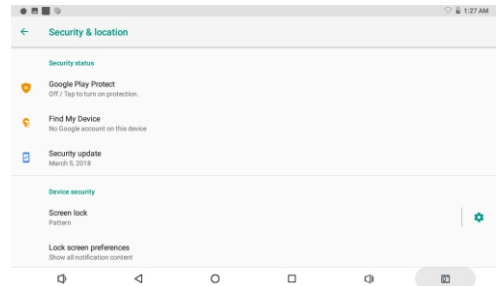
##### Location services

Turn on to allow Google to find your location.

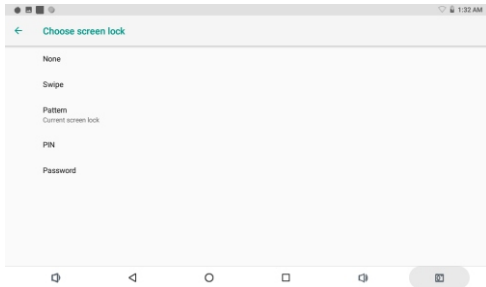


##### Security

Tap the icon  to enter the security settings interface



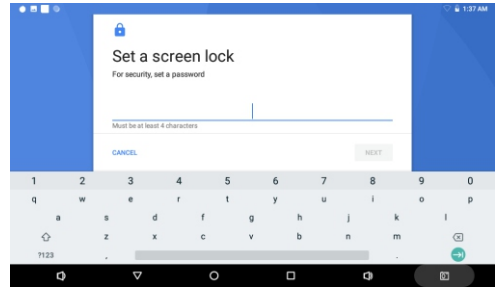
Screen lock: Tap "screen lock" to choose a screen locking method.



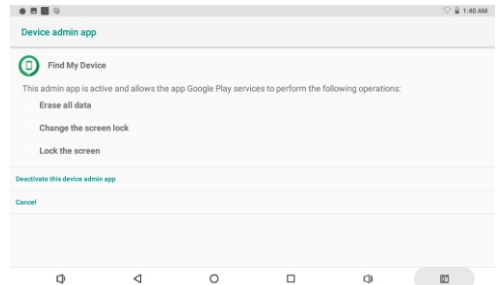
Pattern: Draw a pattern with a minimum of 4 points, press "Continue" to complete.




Password: Create a password with a minimum of 4 characters, press "Continue" and reconfirm your password.

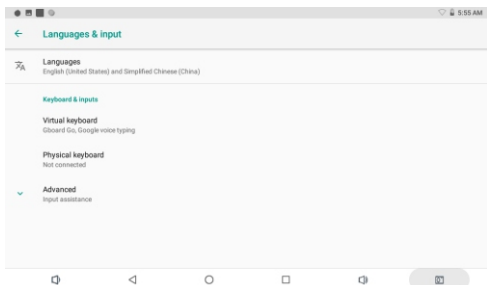


## Device admin Apps Management Device Through Setting--Security & location-

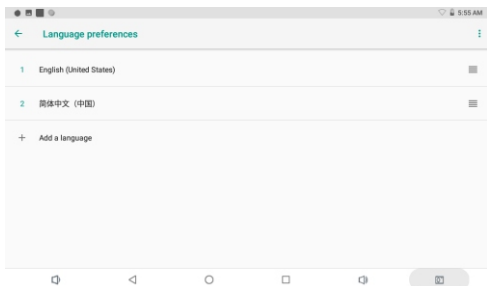


## 4.8 Language & input

Tap the icon  to enter the language and input method settings interface as below:

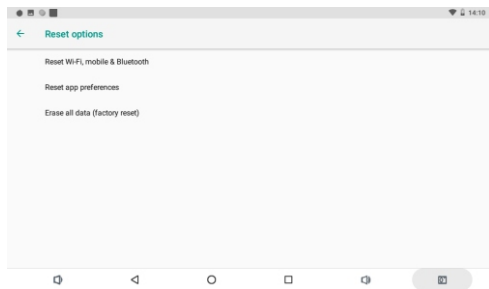
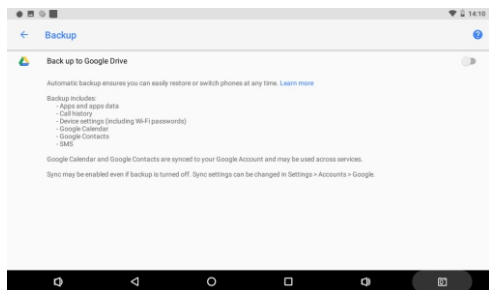


Language: The tablet supports multiple languages. Select your language, tap to confirm and return to the main menu.



## 4.9 Backup & reset

To backup and save your files to your Google Drive, go to “Settings”> “System” > “Backup”. To reset Apps, settings or erase all Data, go to “Reset”



#### 4.10 Accounts

4.10.1: Applications can sync, send, and receive data at any time.

4.10.2: Auto-sync: Applications sync data automatically

4.10.3: Manage accounts: Add or remove an account.

A. Add an account: Go to **settings** > **Accounts** > **Add account** button.

B. Remove account: Go to **Settings** > **Accounts** > Click on the account to be remove > click on menu logo on the right top of the corner > Select **Remove account** > Click "Remove account" at

the

bottom

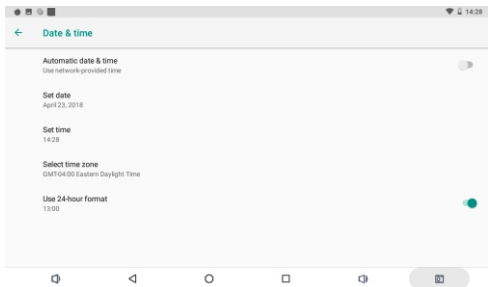
#### 4.11 Date & time

A: Automatic: Use network-provided values

B: Select time zone

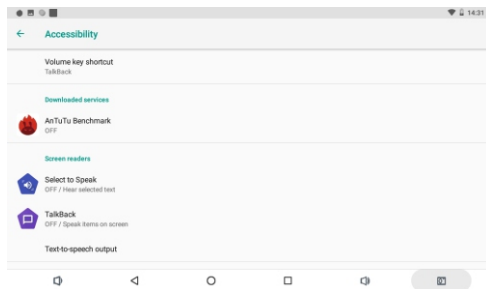
C: USE 24-hour format

D: Select date format



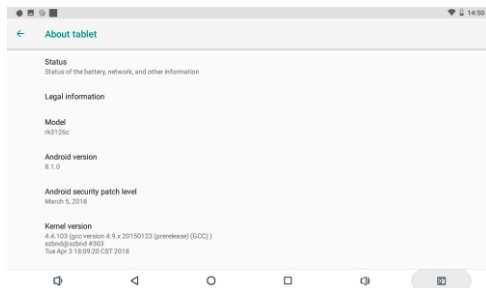
#### 4.12 Accessibility

Tap the feature to access Talkback, Volume key shortcut and, Select to Speak.



#### 4.13 About Tablet

Tap to check System updates, Status and Legal information





## Troubleshooting

### • Device cannot connect to Wi-Fi

- 1) Ensure your wireless network is on and working, test it with another wireless device.
- 2) Make sure your tablet and your wireless router are within adequate range of each other. Wall or other obstruction reduced the Wi-Fi signal.
- 3) Check your Wi-Fi password is correct.
- 4) Ensure the "Wi-Fi" button within the tablets "Settings" is turned on.

### • Device doesn't turn on

- 1) Is your battery charged? Check to ensure the battery has enough power to start the boot up process.
- 2) RESET the tablet by inserting a pin or paperclip into the RESET hole on the side.
- 3) Ensure the charger is plugged in to the power outlet and the tablet. It's normal for the tablet to produce some heat during the charging process.

### • System has anomalies and doesn't work correctly

- Reset your tablet if it gets stuck or starts to lag.
- Some "third-party" applications may cause the tablet to operate incorrectly. Resetting will force the tablet to restart.



### • Cannot set E-mail Account or registration application

- 1) Ensure that the tablet is connected to a Wi-Fi network and can connect to the Internet.
- 2) Ensure your E-mail settings have been entered correctly for the account being used.
- 3) Make sure your system time and local time is correct.

### • Cannot record

Reset the tablet by inserting a pin or paperclip into the RESET hole. This will restart the tablet and may correct the issue.

### • The stand-by time of the device is too short

- 1) The duration of the lithium battery varies with environmental temperature changes and the service conditions. If the environment temperature is too low or too high, the duration of the battery will be affected. It is recommended to use this device at normal temperature.
- 2) Battery life is dependent on usage. High volume, WIFI, and the frequent use may cause the battery to drained at a higher rate.

### • No sound through the headphones

- 1) Please check if the volume setting is 0.
- 2) Please check if audio file is broken, and try to play another audio file to confirm. Static is a good indication of a broken audio file.

### • Distorted video or poor picture quality

Reset the tablet by inserting a pin or paperclip into the RESET hole. This will restart the tablet and may correct the issue.

### • Cannot copy files

- 1) Please check if the device is connected to the computer correctly.
- 2) Please check if the memory space is full.
- 3) Please check if the USB cable is properly connected.

**• No sound or image via the HDMI Output.**

1) Check if the HDMI cable is fully connected to the tablet. Make sure the cable is connected to your TV and the Settings within your TV are correct.(for applicable tablets)

2) Reset the tablet by inserting a pin or paperclip into the RESET hole. This will restart the tablet and may correct the issue.

**• Other problems**

Follow these steps before returning the tablet:

1) Reset the tablet by inserting a pin or paperclip into the RESET hole. This will restart the tablet and may correct the issue.

2) Contact our Customer Service dept for technical assistance.

Please visit the Azpen website for Product Warranty and return policy information.

<http://www.azpenpc.com/service/>

## Frequently Asked Questions

**•Will my existing eBooks be compatible with this device?**

Most popular e-book formats that are not DRM protected are compatible as long as they are in a supported format: TXT, LRC, PDF, HTM, EPUB, etc. If they are not compatible, an application may be available on APKShare.com, which could assist you.

**•Will this device play High Definition video?**

Yes, the maximum HD resolution is 1024x600.

**•Can I add more storage?**

Yes, there is a Micro SD card slot on the side of the unit, which supports cards up to 32GB of additional memory

**•Can I use an external keyboard?**

Yes, through the use of a Bluetooth Keyboard only

**•Can I run multiple applications at once?**

Yes, running several applications at the same time is fine, however it could slow down the table. Using a Task Manager could improve the performance.

**•Does this device support 3G?**

Yes, through the use of an external 3G USB Dongle, which can be obtained from any mobile service provider.