

X852 How To / FAQ:

How do I turn the tablet on?

Press and hold the Power button for about 5 seconds and you will then see the Azpen logo.

How do I set up my WiFi?

When powering the tablet on for the first time, Windows 10 will walk you through the process of setting up your WiFi in the “Let’s get connected” page.

What if I’ve already set up my WiFi but would like to connect to a different network?

Go to Settings by tapping on the Start icon on the bottom left hand side and tap on Settings. Next, look for “Network & Internet” and tap on it. Then, tap on “WiFi” and locate the desired network and tap on it. Press “Connect automatically” and type in the password.

How do I see all my apps?

Tap on the Start icon on the screen and then tap on “All apps”.

How do I open an app?

Press on the app’s name or icon.

How do I close an app?

Tap on the “x” on the upper right hand corner.

How do I bring up the keyboard?

Tap the keyboard icon at the very bottom of the screen and the keyboard will pop up. To exit the keyboard, simply tap the “X” on the upper right hand corner.

How do I turn the tablet’s Bluetooth on?

Go to Start. Next, tap “Settings” and tap “Devices”. Then, tap on the Bluetooth switch to turn it on.

How do I open the “Action Center”?

Tap the icon between the sound and keyboard at the bottom of the screen to launch the Action Center.

How do I close the “Action Center”?

To close the Action Center, simply press the Action Center icon at the bottom of the screen between the Sound and Keyboard icons.

How do I activate “Tablet Mode”?

At the bottom of your screen, press the icon between keyboard and sound to open the Action Center. Then, tap the tile that’s labeled “Tablet Mode”.

How do I exit “Tablet Mode”?

To exit “Tablet Mode”, simply open the Action Center and tap the tile labeled “Tablet Mode”.

How do I perform a search within my tablet?

Tap the “O” icon next to Start. Next, tap the Settings “gear” icon on the left and make sure “Device search history” is on. Then, tap the “O” or magnifying glass icon to exit. From here, you can also activate or deactivate the “Search online and include web results” feature.

After turning the search option on, simply tap on “O” or the magnifying glass next to Start and type the name of a file to search for it.

How do I turn “Cortana” off?

Tap on the “O” or magnifying glass icon next to Start. Then tap on the switch under “Cortana can give you suggestions...” to turn it Off.

How do I restart the tablet?

Press or tap Start, then tap “Power” and then simply tap “Restart”. You will then see “Restarting” on the screen.

How do I turn the tablet off?

There are two ways to turn the tablet off. The first way is to press and hold the Power button for about 3 or 4 seconds and you will see “Slide to shut down your pc”. Simply slide the arrow towards the bottom of the screen and the tablet will power off. The other way is to tap on Start and then “Power”. Select “Shut down” and the tablet will power off.