

INSIGNIA™

10.1" FLEX Tablet for Android™ With Detachable Keyboard

NS-P10A8100K



Before using your new product, please read these instructions to prevent any damage.

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Welcome

Thank you for purchasing an Insignia 10.1" FLEX Tablet for Android™ With Detachable Keyboard (NS-P10A8100K). Your tablet is a state of the art Android design that will give you reliable and trouble-free performance.

Features

Familiarize yourself with your tablet's features below.

Wi-Fi Connectivity

Connect to the Internet wherever you are with the latest Wi-Fi technology.

Touch Screen

The screen responds to your touch instantly.

Third-party Application Support

Install a large number of third-party applications on your tablet.

Built-in Cameras

Use the built-in front and rear cameras as a webcam or to record videos.

Built-in G-sensor

Rotate the tablet to automatically switch between landscape and portrait modes.

Entertainment

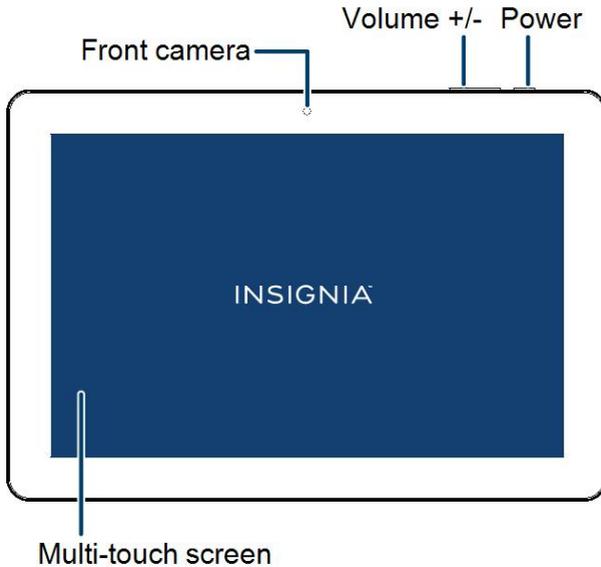
Enjoy music, movies, pictures, and e-books on a single device.

Package contents

- 10.1" FLEX Tablet for Android™
- Micro USB cable
- Wall charger
- *Quick Setup Guide*
- *Important Information*

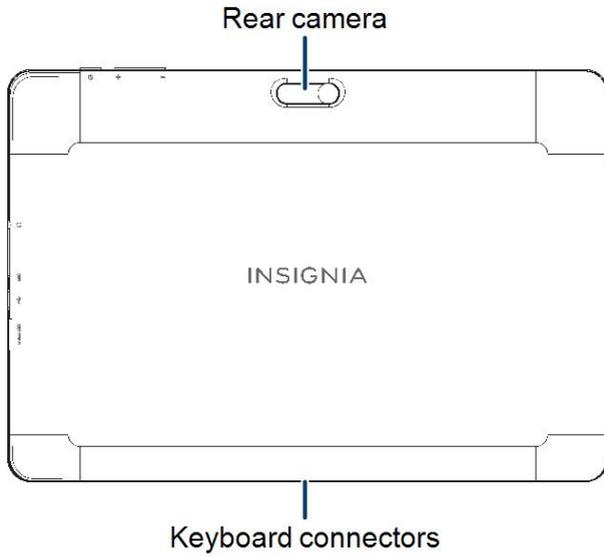
Tablet overview

Front

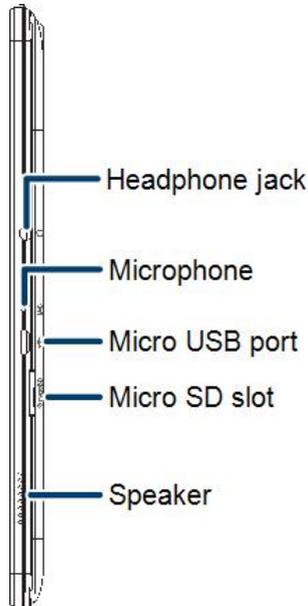


Item	Description
Front camera	Take pictures or record video. See Use the camera (on page 52) .
Volume +/-	Press to increase or decrease the volume.
Power	Press briefly to lock or unlock the screen. Press and hold to turn your tablet on/off. Press and hold for eight seconds to restart.
Multi-touch screen	Use your fingers to control your tablet. See Navigate with gestures (on page 14) .

Back



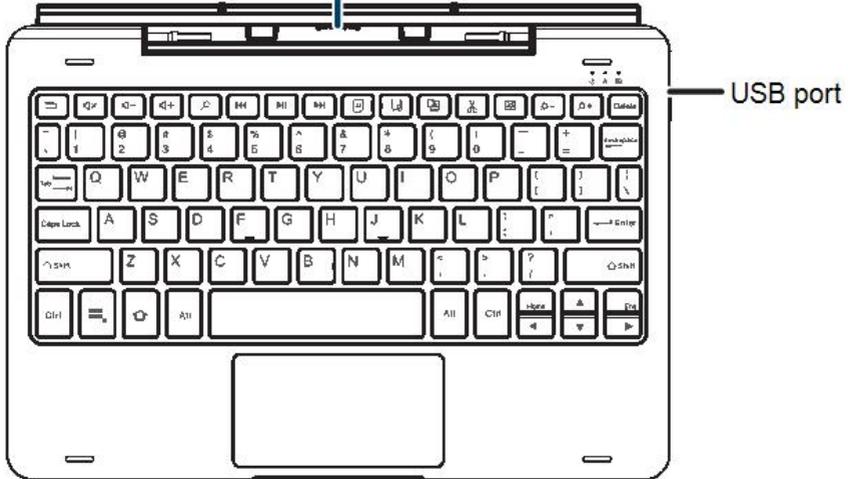
Item	Description
Rear camera	Take pictures or record video. See Use the camera (on page 52) .
Keyboard connectors	Connects to the detachable keyboard.

Side

Item	Description
Headphone jack	Connect 3.5 mm headphones to listen to audio.
Microphone	Speak into the microphone to capture your voice.
Micro USB port	Connect the micro USB cable to charge your tablet.
Micro SD slot	Insert a micro SD card to increase your tablet's memory.
Speaker	Play audio from your tablet.

Keyboard

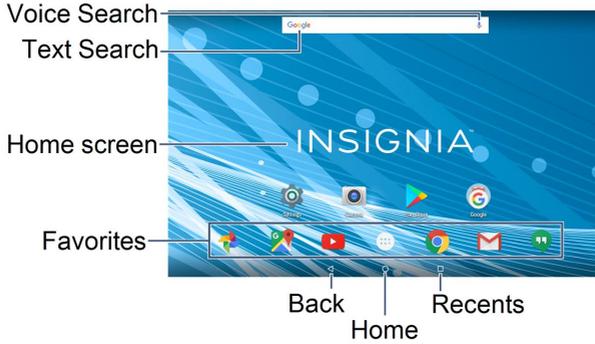
Connect contacts for
tablet



Item	Description
Connect contacts for tablet	Connects to the tablet.
USB port	Connect a flash drive, mouse, or other device to your tablet. Do not connect high-power devices (such as a disc drive).

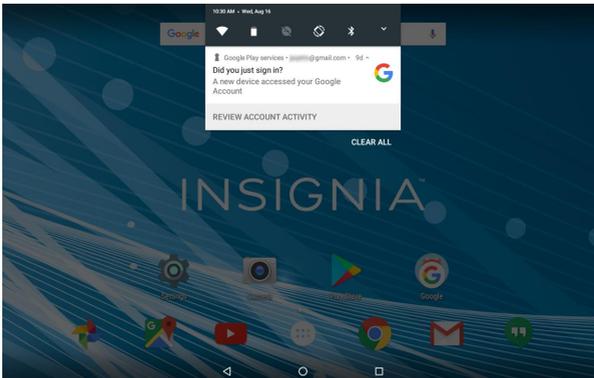
Home screen

See [Navigate with gestures \(on page 14\)](#) for information on using the touch screen. See [Navigate with on-screen function buttons \(on page 15\)](#) for information on navigating on your tablet.



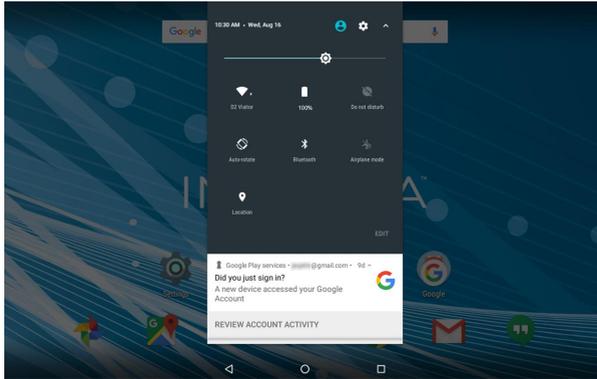
Notifications

Swipe down from the top edge of the screen with one finger.



Status items

Swipe down from the top edge of the screen with two fingers.
OR
Open notifications, then swipe down again.

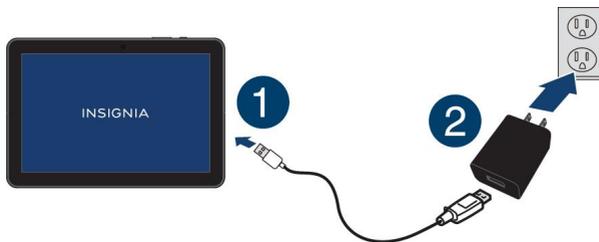


Get started

This section has resources to help you start using your tablet right away. You can also check out [Features \(on page 5\)](#) to familiarize yourself with your new tablet. For more information about using and customizing your tablet, see [Understand the basics \(on page 13\)](#) and [Change basic settings \(on page 24\)](#).

Charge the battery

Charge your tablet fully (4.5 hours) before using it the first time. After the first time, charge your battery when it is less than 15% full.



- 1 Insert the micro USB cable into your tablet's micro USB port.
 - 2 Insert the other end into the wall charger, then connect it to a power outlet.
- Note:** It takes about 4.5 hours to fully charge your tablet.

Conserve battery power

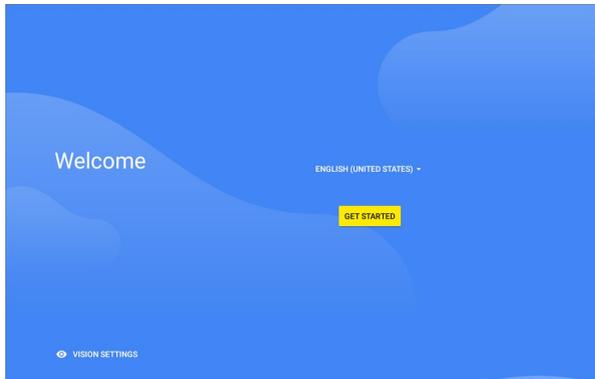
- Turn on battery saver mode. See [Adjust the power saving settings \(on page 31\)](#).
- Turn off Wi-Fi when you aren't using it.
- Lower the screen brightness. See [Adjust the screen brightness \(on page 30\)](#).
- Close apps that you aren't using. See [Use the Recents screen \(on page 16\)](#).
- If your tablet is inactive, your tablet sleeps with the screen off (depending on the screen timeout setting. See [Customize the lock screen \(on page 28\)](#)). Press  to wake it up.
- If you are using an animated wallpaper, change it to a static wallpaper.

Helpful tips

- For the best battery performance, use your tablet often.
- Make sure that you charge it at least once a month.
- Use the wall charger that came with your tablet for charging.
- You can use your tablet while it is being charged. However, to conserve your tablet's battery life, it isn't recommended.

Turn on your tablet for the first time

- 1 Press and hold the  button on the side of your tablet until you see the *Welcome* screen.



- 2 Select your language, then follow the instructions on the screen to complete setup.
Note: You can use your tablet without connecting to the Internet and signing into a Google™ account, but you won't be able to use the  **Play Store** or receive software updates.

Understand the basics

Learn the basics about customizing and navigating your tablet, plus other helpful features.

Turn your tablet on or off

Turn on your tablet

- Press and hold the  button. Your tablet turns on.



Note

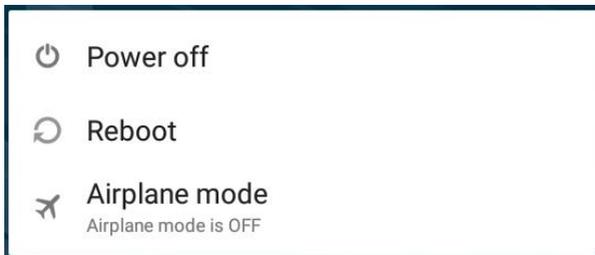
If you don't touch your tablet for a while (depending on the screen timeout setting), it may sleep with the screen off. Press  briefly to wake it up.

Turn off your tablet

- 1 Press and hold the  button until the *Power off* screen opens.



- 2 Tap **Power off**. Your tablet turns off.



Restart your tablet

- Press and hold the power button for 10 seconds. Your stored data and customized settings aren't affected.

Note

To reset your tablet back to factory settings, see [Reset to default settings \(on page 58\)](#).

Adjust the volume

Note

See [Adjust system sounds \(on page 32\)](#) for more information.

- Press the volume + or – button to raise or lower the volume.

Navigate with gestures

Gesture	Action
<p>Tap</p> 	<p>Tap an app or another item with your finger to open or select it.</p>
<p>Touch & hold</p> 	<p>Touch an item with your finger and do not release it until your tablet responds.</p>
<p>Drag</p> 	<p>Touch and hold an item with your finger, then move your finger to the position where you want the item.</p>
<p>Swipe</p> 	<p>Quickly slide your finger either vertically or horizontally across the screen to scroll up and down or right and left.</p>

Gesture	Action
<p>Pinch</p> 	<p>Pinch your fingers together or move them apart to zoom in and out.</p>
<p>Rotate</p> 	<p>Turn your tablet sideways to switch between landscape and portrait.</p> <p>Tip: If the orientation does not change, swipe down from the top of your screen with two fingers, then tap Landscape or Portrait to turn off the rotation lock.</p>

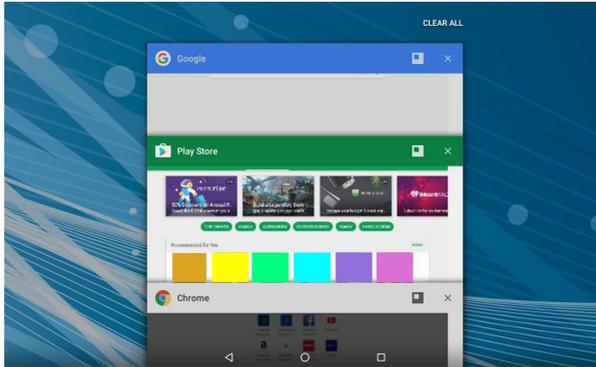
Navigate with on-screen function buttons

Icon	Tap to...
	<p>Use Google Voice Search™.</p>
	<p>Use Google text search.</p>
	<p>Return to the previous screen.</p>
	<p>Return to the home screen.</p>
	<p>Open the list of recently used and running applications. See Use the Recents screen (on the next page).</p>
	<p>Close full screen.</p>
	<p>View all apps installed on your tablet. Swipe the screen to the left to see more apps.</p>
	<p>Open the options menu.</p>
	<p>Close the keyboard.</p>
	<p>Open the side menu.</p>

Use the Recents screen

The *Recents* screen lets you quickly switch to recently used and open apps. If you have too many apps running, your tablet may run slower or shorten your battery life. Close apps you are not using to improve your tablet's performance.

- On the home screen, tap  **Recents**. A list of the most recently used or running apps appears.

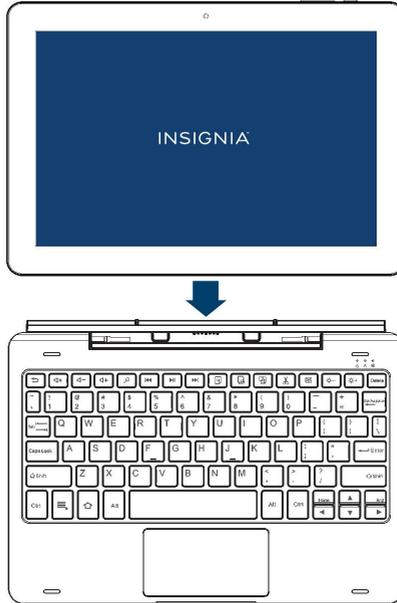


- To see more apps, swipe up or down.
- To open an app, tap the app window.
- To close an app, drag the app screen left, right, or tap **x**.
- To close all apps, tap **CLEAR ALL**.

Use the keyboard

Use the detachable keyboard

- To attach your tablet, align the bottom with the guides on the keyboard.



- Use the USB ports on the right and left sides of the keyboard to connect a flash drive, mouse, or other devices.

Note

- You cannot run high-power devices (such as a DVD drive) with the USB port.
 - You cannot charge your tablet through the USB port.
- Press  to turn the keyboard's touchpad on or off. The touchpad LED turns off when the touchpad is active.
 - To remove your tablet, hold the keyboard in place, and then lift the tablet straight up.

Use the on-screen keyboard

The keyboard automatically opens when you start a program or select an item that needs text or numbers.

Icon	Description
	Switch between uppercase or lowercase letters.
?123	Switch between number/symbol or text mode. Note: Tap ABC to open the standard keyboard.
 OR 	Change keyboard language. See Select your language (on page 34) to enable languages. Note: These icons are not always available.
	Close the keyboard.
	Tap to delete a character. Tap and hold to delete all characters to the left of the cursor.
	Open the emoji keyboard. Note: This icon is not always available. Tap ABC to open the standard keyboard.
	Confirm that you are finished entering information.
	Search for text you entered.

- To insert a character, tap the character to the left of where you want it, then use the keyboard to type.
- To delete a character, touch to the right of it, then tap  (delete).
- When you don't need the keyboard, press  at the bottom of the screen to close it.
- To adjust keyboard sound settings, see [Adjust system sounds \(on page 32\)](#).

Download apps

Caution

To protect your tablet and personal data, only download apps from trusted sources.

You must connect to the Internet to download apps. See [Connect to a Wi-Fi network \(on page 37\)](#) for more information.

- 1 Tap  **Apps** >  **Play Store**.
- 2 Search for an app or browse the categories to find apps, then follow the on-screen instructions to install.

Notes

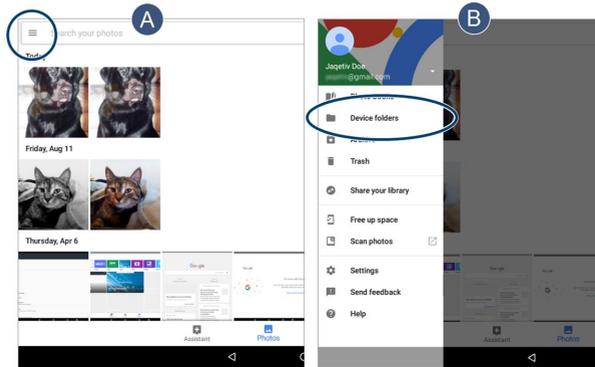
- If a third-party application does not work on your tablet, contact the app developer for more information.
- See [Uninstall apps \(on page 57\)](#) for information on permanently deleting an app.

Capture and view a screenshot

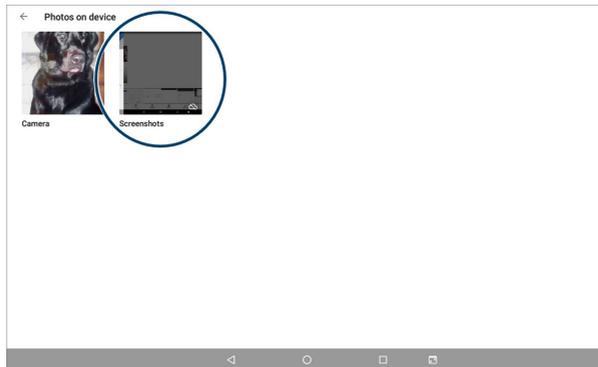
- To capture a screenshot, press and hold the **⏻** and **Vol** – buttons at the same time.
- To view the screenshot:
 - 1 Tap **Apps** > **Photos**.
 - 2 Open the **☰** menu (in the search bar), then tap **Device folders**.

Note

You may need to tap **←** (back) until the **☰** menu icon appears if you were previously in another folder.



- 3 Tap **Screenshots**. See [View photos and video \(on page 52\)](#) for more information on navigating your photos.



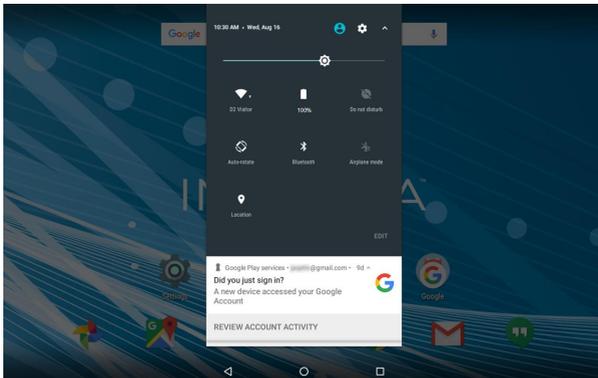
View a status item or notification

Status and notification information are located at the top of the screen.

- Drag your finger down from the top of the screen to view notifications (such as email, calendar, and time).



- Drag two fingers down from the top of the screen to view status items (such as Wi-Fi, Bluetooth, and battery information).



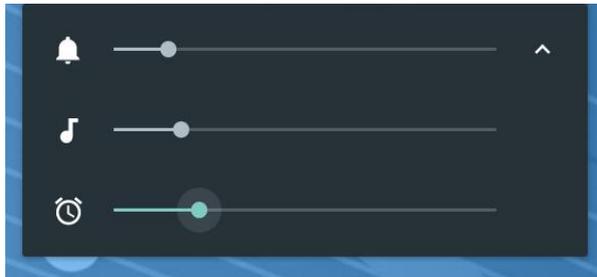
Change notification interruptions

- Press a volume button on your tablet. A volume menu opens.



You can:

- Drag the 🔔 slider to adjust the notification volume.
- Tap ▼, then drag the 🎵 slider to adjust the media volume.
- Tap ▼, then drag the ⌚ slider to adjust the alarm volume.



Check for updates

Make sure that you have the most up-to-date software.

Update your tablet

Warning

Back up your personal data before updating your tablet. Updates may delete your data.

- 1 Tap  **Apps** >  **Settings** >  **About tablet**.



- 2 Tap **Update** > **Check update**. If an update is available, your tablet displays the update version information.
- 3 Follow the on-screen instructions > to install.

Update your apps

- 1 Tap  **Apps** >  **Play Store**.
- 2 Tap  (menu) in the upper-left corner of the search bar, then tap **My apps & games**.
- 3 Locate the app you want to update from the *UPDATES* tab, then tap **UPDATE**.

Change basic settings

Customize settings on your tablet to fit your personal taste.

Customize the Home screen

Change the wallpaper

- 1 Touch and hold on the home screen until a menu appears.



- 2 Tap **WALLPAPERS**.
- 3 Tap the wallpaper you want to use. To select a photo you took, tap **Pick image**.
- 4 Tap **Set wallpaper**.

Tip

Animated wallpapers use more battery. To conserve battery, use a static wallpaper.

Add an item to the home screen

- 1 Tap  **Apps** to show all apps.
- 2 Touch and hold the app you want to add until it moves to the home screen.

Tip

You can also add or remove items from the favorites tray.

Move a home screen item

- 1 Touch and hold the item you want to move until it's highlighted.
- 2 Drag the item to where you want it, then release your finger.

Remove a home screen item

Note

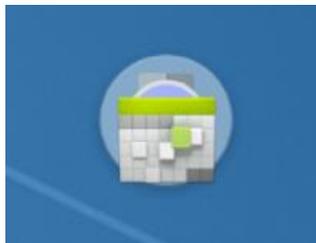
Removing an item from the home screen doesn't delete the app. See [Uninstall apps \(on page 57\)](#).

- 1 Touch and hold the item you want to remove until it is highlighted.
- 2 Drag the item over the **X**, then release your finger.

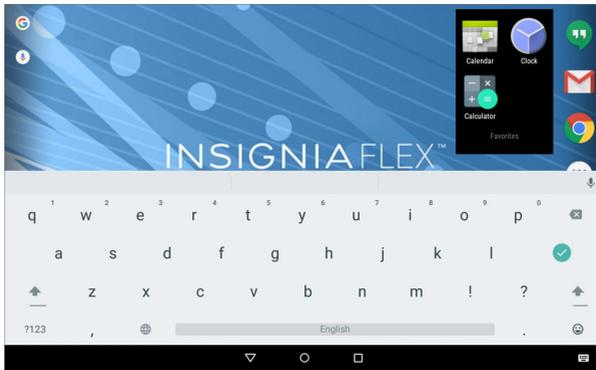


Create a folder

- 1 Touch and hold the app you want to move into a folder until it is highlighted.
- 2 Drag the app on top of another app until a white circle appears, then release your finger. A folder is created.



- 3 Tap the folder to open it, then tap **Unnamed Folder** to open the keyboard and name the folder. Tap ✓ when finished.



- 4 To add more items, drag them into the folder.

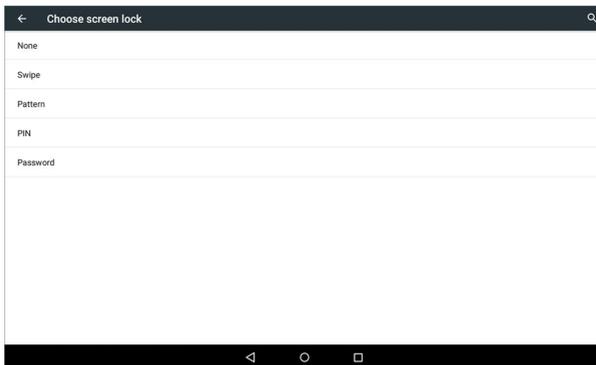
Note

To remove apps from a folder, open the folder, touch and hold the app, then drag it back to the home screen. The folder is deleted when only one app is left inside.

Set and use the screen lock

Change your lock type

- 1 Tap **Apps** > **Settings** > **Security** > **Screen lock**.



- 2 Tap the screen lock type you want to use, then follow the on-screen instructions.

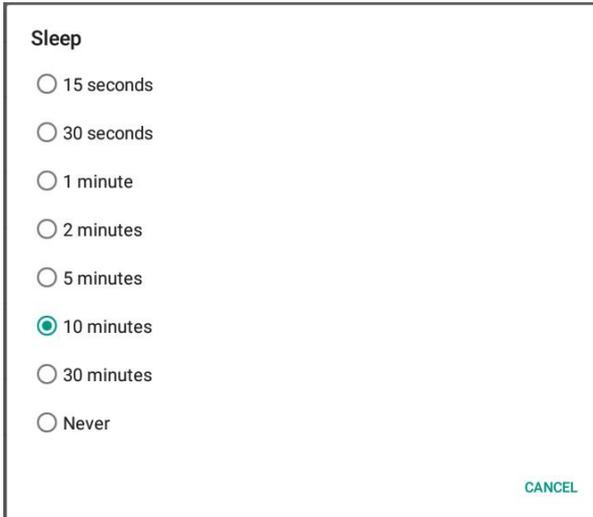
Unlock the screen

There are several ways to unlock your tablet, depending on which screen lock is enabled. You may need to:

- Swipe up on the screen.
- Drag your finger to enter a pattern.
- Enter a PIN or password.

Set the lock screen timeout

- 1 Tap  **Apps** >  **Settings** >  **Display**.
- 2 Tap **Sleep**, then select how long before your inactive tablet sleeps.



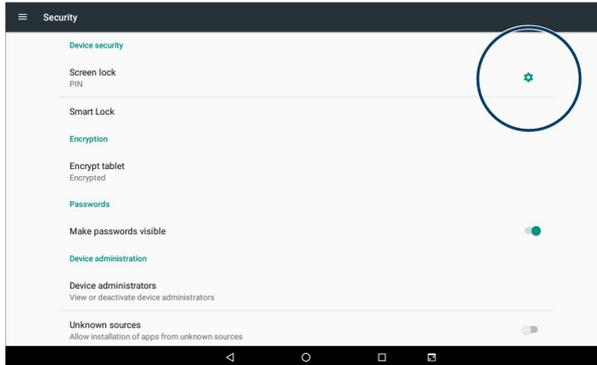
Customize the lock screen

Add lock screen message

Tip

For information on changing your screen lock, see [Set and use the screen lock \(on page 26\)](#).

- 1 Tap **Apps** > **Settings** > **Security**.
- 2 Tap the settings icon next to **Screen lock**.



- 3 Type the text you want to display on the lock screen, then tap **SAVE**.
- 4 Press **Power** to put your tablet to sleep, then press **Power** again to wake it up. The lock screen opens and your text is displayed.

Remove owner info

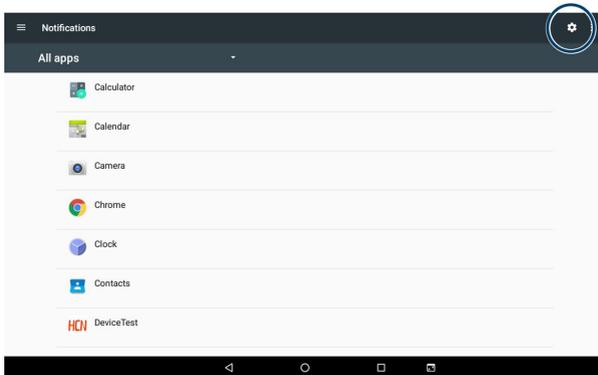
- 1 Tap  **Apps** >  **Settings** >  **Security**.
- 2 Tap the  settings icon next to **Screen lock**.



- 3 Delete all the text, then tap **SAVE**.

Turn on or off lock screen notifications

- 1 Tap  **Apps** >  **Settings** >  **Notifications**.
- 2 Tap the  settings icon in the upper-right corner of the screen.



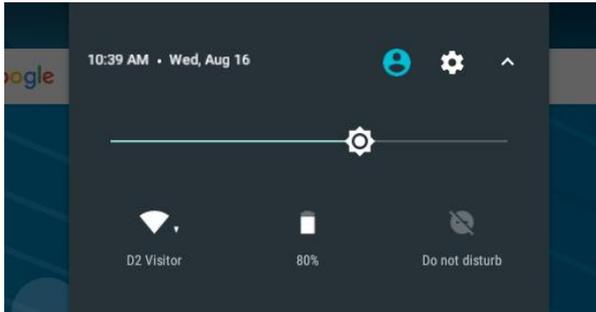
- 3 Tap **On the lock screen**, then select a display option:
 - Don't show notifications at all
 - Show all notification content
 - Hide sensitive notification content

Set the date and time

- Tap  **Apps** >  **Settings** >  **Date & time.**
 - Automatically or manually set your date and time.
 - Select your time zone.
 - Choose your hour format (12-hour or 24-hour).
 - Choose your date format.

Adjust the screen brightness

- Drag your two fingers down from the top of the screen to view status items, then drag the slider left or right.



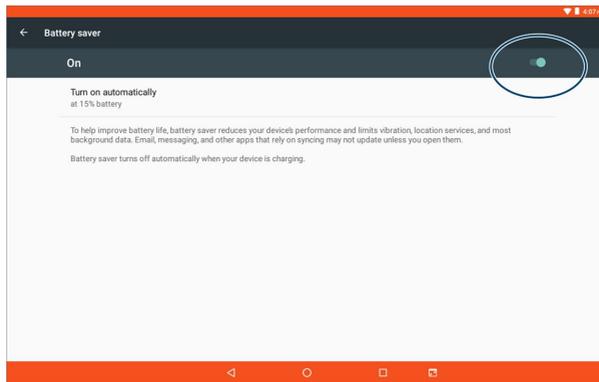
Adjust the power saving settings

To help improve battery life, battery saver reduces your device's performance and limits vibration, location services, and most background data. Email, messaging, and other apps that rely on syncing may not update unless you open them. To turn on battery saver mode:

- 1 Tap **Apps** > **Settings** > **Battery** > **Battery Saver**.
- 2 Tap the slider to turn on battery saver mode. The edges of your screen may turn red while battery saver mode is turned on.

Tip

Battery saver mode automatically turns off when your tablet is charging.



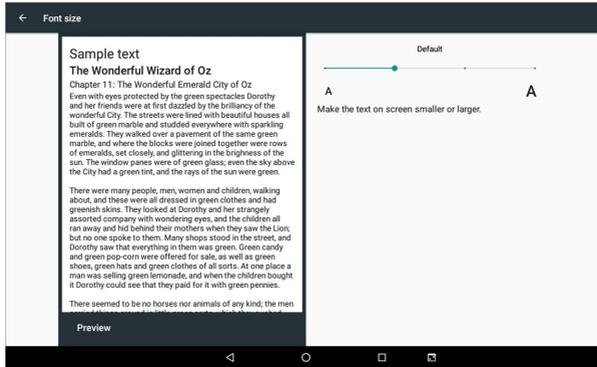
- 3 Use the available options to change additional power settings, as needed.

Conserve battery power

- Turn on battery saver mode. See [Adjust the power saving settings \(above\)](#).
- Turn off Wi-Fi when you aren't using it.
- Lower the screen brightness. See [Adjust the screen brightness \(on the previous page\)](#).
- Close apps that you aren't using. See [Use the Recents screen \(on page 16\)](#).
- If your tablet is inactive, your tablet sleeps with the screen off (depending on the screen timeout setting. See [Customize the lock screen \(on page 28\)](#)). Press **⏻** to wake it up.
- If you are using an animated wallpaper, change it to a static wallpaper.

Setting the screen font size

- 1 Tap **Apps** > **Settings** > **Display** > **Font size**.
- 2 Use the slider to select the font size you want.



Adjust system sounds

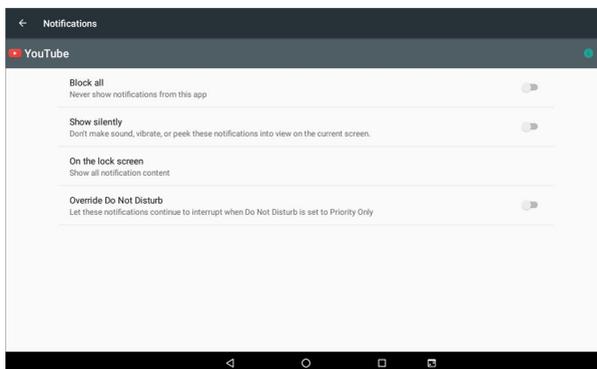
Change your notification tones, system volume, and other sound settings.

Adjust app notifications

- 1 Tap **Apps** > **Settings** > **Notifications**.
- 2 Select an app and use the available options to change your notification settings.

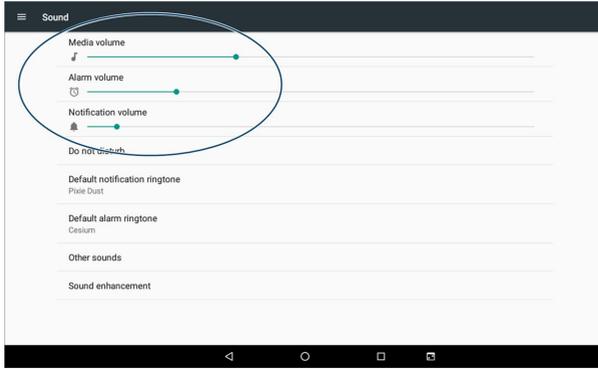
Note

Options may vary depending on the app.



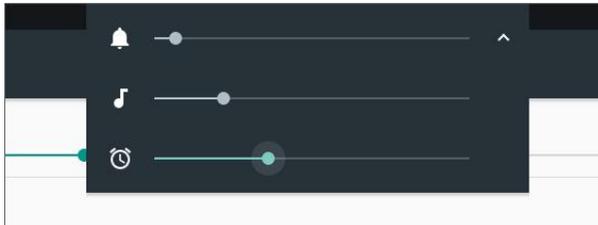
Adjust media, alarm, or notification volume

- 1 Tap **Apps** > **Settings** > **Sound**.
- 2 Use the sliders to adjust your tablet's volume.



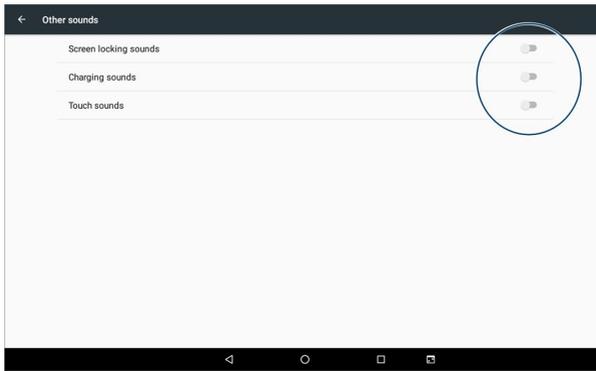
OR

- 1 Press volume + or -. A volume menu appears at the top of your screen.
- 2 Press **▼** to view alarm and notification volume levels.
- 3 Use the sliders to adjust your tablet's volume.



Turn on or off screen lock, charging, or touch sounds

- 1 Tap  **Apps** >  **Settings** >  **Sound** > **Other sounds**.
- 2 Tap the sliders to turn on or off your screen lock, charging, or touch sounds.

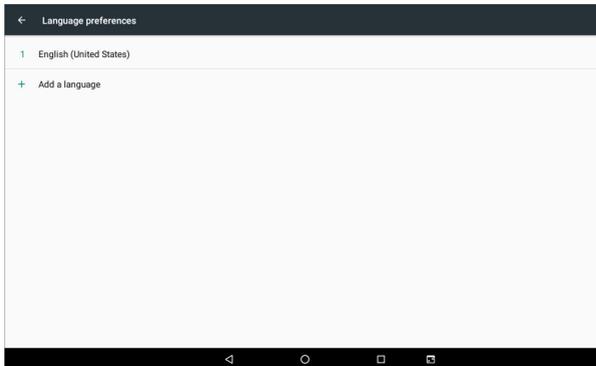


Select your language

Change your system language or add an additional language to your keyboard.

Change the system language

- 1 Tap  **Apps** >  **Settings** >  **Language & input** > **Languages**.

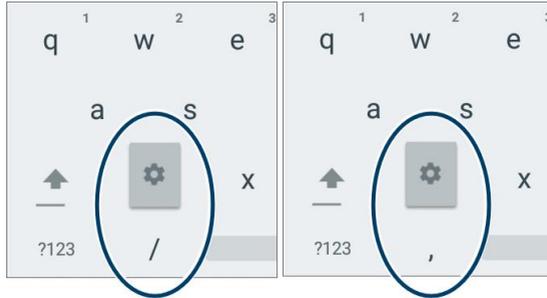


- 2 Tap **Add a language**.
- 3 Select the language you want from the list. You may be prompted to select a location.

Add a keyboard language

By default, your tablet uses the system language as its keyboard language. If you want to add an additional language to your keyboard:

- 1 While the keyboard is open, touch and hold / (slash) or , (comma) until a settings icon appears.



- 2 Tap **Languages**.
- 3 Tap the languages you want to use on your keyboard.

Note

If the languages are grayed out, tap **Use system language** to enable them.

Switch keyboard language

Make sure that you have enabled additional languages on your keyboard (see steps above).

- Tap  to toggle between keyboard languages. The keyboard language appears in the space bar.

Connect to a computer

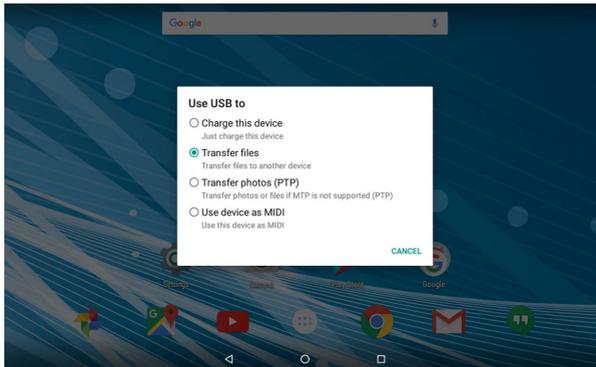
For more information on viewing and transferring files, see your computer's documentation.

Windows

- 1 Connect the Micro USB cable from your tablet to your computer.
- 2 Open *This PC*, *Computer*, or *My Computer*, then double-click your model number (**NS-P10A8100K**) to view or transfer files.
- 3 Unplug the cable when you are finished.

If you cannot access your files:

- 1 Swipe down from the top of your tablet's screen to open your notifications.
- 2 Tap the USB device entry. It may say:
 - **USB charging this device,**
 - **USB for file transfer,** or
 - **USB for photo transfer**
- 3 Make sure that your tablet is set to **Transfer files**.



Transfer or download an e-book

Note

Make sure that your e-books are in the PDF, EPUB, TXT, RB2, RTF, or PDB format.

Transfer an e-book from your computer

- 1 Connect your tablet to your computer. See [Connect to a computer \(on the previous page\)](#).
- 2 Copy an e-book file from your computer to a folder on your tablet.

Download an e-book from the Play Store

- 1 Tap  **Apps** >  **Play Store**.
- 2 Tap **Books** to browse for books or tap  to search for a specific book.

Set up wireless connections

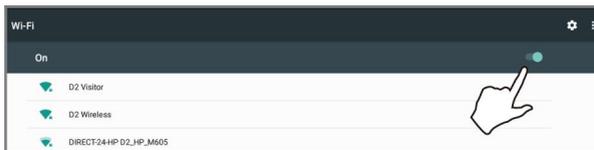
Learn how to set up wireless connections such as Wi-Fi and Bluetooth.

Connect to a Wi-Fi network

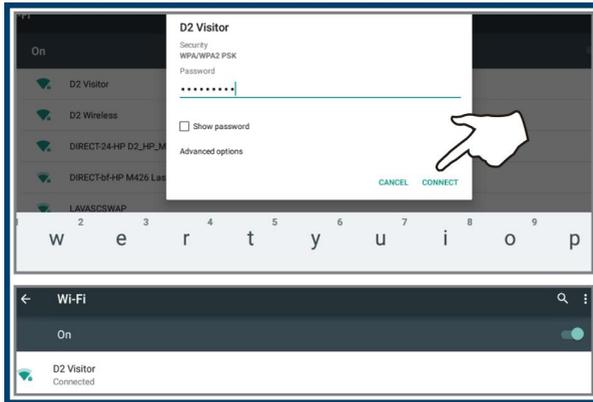
- 1 Tap  **Apps** >  **Settings** >  **Wi-Fi**.



- 2 Tap the slider  to turn Wi-Fi **On**. Your tablet automatically searches for available networks.



- 3 Tap a Wi-Fi network.
 - If the network is open, your tablet connects automatically.
 - If the Wi-Fi icon has a  (lock), the network is secured. Enter the password, then tap **CONNECT**."Connected" appears under the network name.



Add a Wi-Fi network

- 1 Tap  **Apps** >  **Settings** >  **Wi-Fi**.
- 2 Tap the slider  to turn on Wi-Fi .

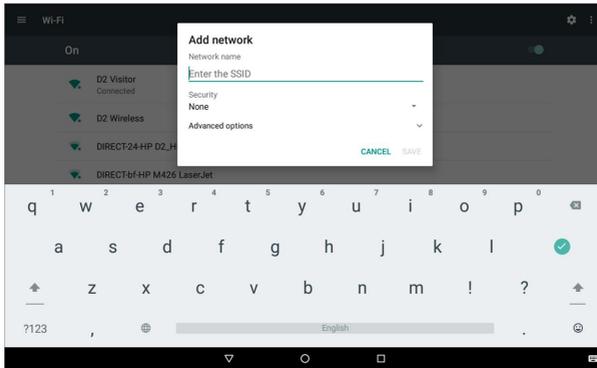


- 3 Tap + **Add network** from the network list.

- 4 Enter the Network SSID (name), then select the type of security you want from the drop-down menu. You can select:
- A **None**—No security.
 - B **WEP**—Wired Equivalent Privacy. **Note:** A password is required.
 - C **WPA/WPA2 PSK**—Wi-Fi Protected Access. **Note:** A password is required.
 - D **802.1x EAP**—802.1x Extensible Authentication Protocol.

Note

If you aren't sure which security type to select, see your network setup documentation.



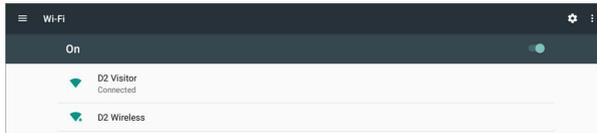
- 5 Tap **SAVE**. Your new network appears in the list of available networks.

Note

See [Connect to a Wi-Fi network \(on page 37\)](#) for connection instructions.

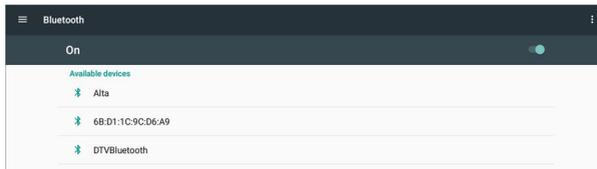
Check network status

- 1 Tap  **Apps** >  **Settings** >  **Wi-Fi**.
- 2 Make sure that the Wi-Fi slider  is turned On. A list of available networks appears.
 - Secured networks are noted with a  lock icon.
 - If you are connected to a network, "Connected" appears below the network name.
 - Signal strength is noted with an  icon to the left of the network name.



Connect to a Bluetooth device

- 1 Tap  **Apps** >  **Settings** >  **Bluetooth**.
- 2 Tap the slider  to turn on Bluetooth. Your tablet searches for devices.



- 3 Turn on Bluetooth on the device you want to pair to your tablet and make sure that your device is visible to other Bluetooth devices. See the documentation that came with your Bluetooth device for instructions.
- 4 Tap an available device to pair with from the list. Follow the on-screen prompts. Some devices connect automatically, while others may require a PIN.

Use the Internet

Learn how to navigate the Internet and adjust browser settings with your tablet.

Note

These instructions are for Google Chrome™. If you are using a different browser, see the browser's online help.

View web pages

Connect to a Wi-Fi network to browse the Internet. See [Connect to a Wi-Fi network \(on page 37\)](#).

Notes

- These instructions are for Google Chrome. If you are using a different browser, see the browser's online help.
- Rotate your tablet to landscape view for the best viewing experience.

Open a web browser

- Tap  **Apps** >  **Chrome**.

Note: If you have installed a different browser, tap the corresponding icon from  **Apps** to use it.

Navigate a web page

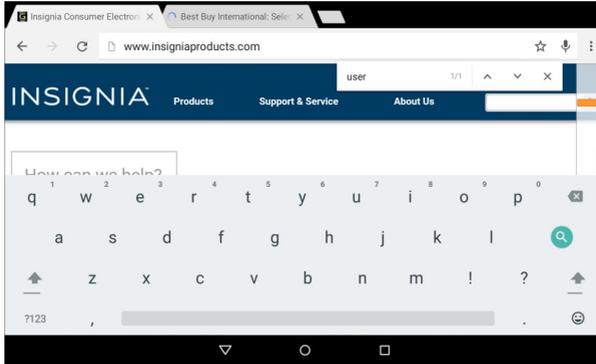
- Tap the address bar to enter a web address or search, then tap  (enter).
- Tap , then speak to search.
- Drag your finger up, down, left, or right to scroll.
- Pinch your fingers together or spread them apart to zoom in and out.
- Tap a tab at the top to switch windows or open a new browser window.
- Tap **x** on the tab to close a window.
- Tap , to return to the previous page.
- Tap , to view menu items.

Search for text on a web page

Note

These instructions are for Google Chrome. If you are using a different browser, see the browser's online help.

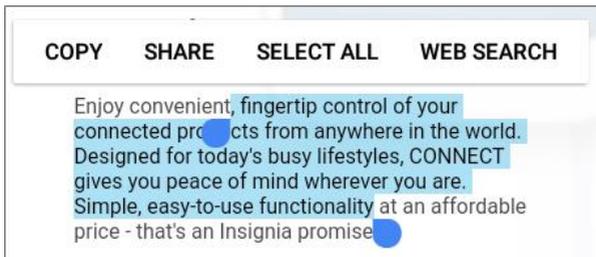
- 1 In your browser, tap **⋮** (options), then tap **Find in page**.
- 2 Use the keyboard to type the text you want to find. As you type, matching characters on the web page are highlighted.



- 3 Tap **▲** or **▼** to go to the previous or next matching item.
- 4 Tap **x** to close the search bar and keyboard.

Copy text on a web page

- 1 In your browser, touch and hold the text until a blue ribbon covers the text.
- 2 Drag the blue selectors to the left or right to select text.
- 3 Tap **COPY** in the menu that appears.
- 4 Go to where you want to paste the text (such as an email), touch and hold the area, then tap **PASTE**.

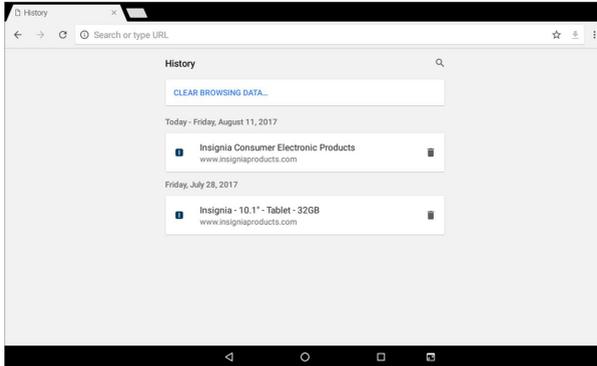


Check and clear history

Note

These instructions are for Google Chrome. If you are using a different browser, see the browser's online help.

- In your browser, tap **⋮** (options), then tap **History**.



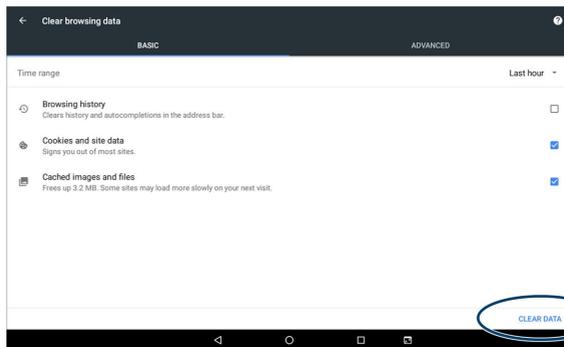
You can:

- Tap a website to open the page.
 - Tap  to search for a website.
 - Tap  to remove a single website from your browsing history.
- OR

Tap **CLEAR BROWSING DATA...** to clear all browsing history. Select the kinds of data you want to delete, then tap **CLEAR DATA**.

Note

To view more options, tap the **ADVANCED** tab.



Manage bookmarks

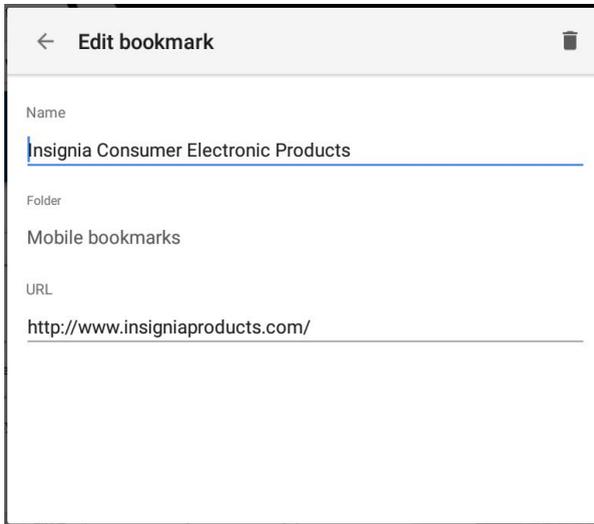
You can store an unlimited number of bookmarks.

Note

These instructions are for Google Chrome. If you are using a different browser, see the browser's online help.

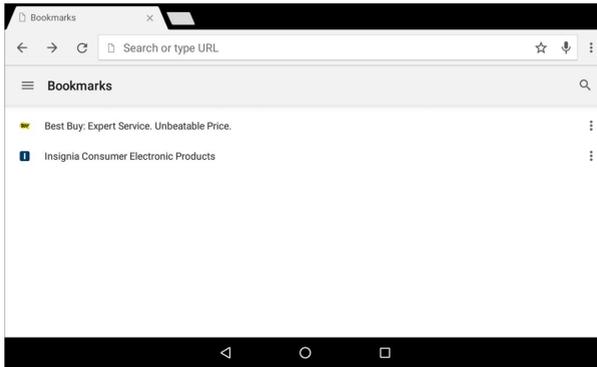
Save a bookmark

- 1 Go to the website that you want to bookmark.
- 2 Tap ★ in the address bar.
- 3 Tap ★ again to rename your bookmark or select a folder, then tap outside the menu to save.
- 4 Name your bookmark, select the folder you want to save it in, then tap outside the menu.



Open a bookmark

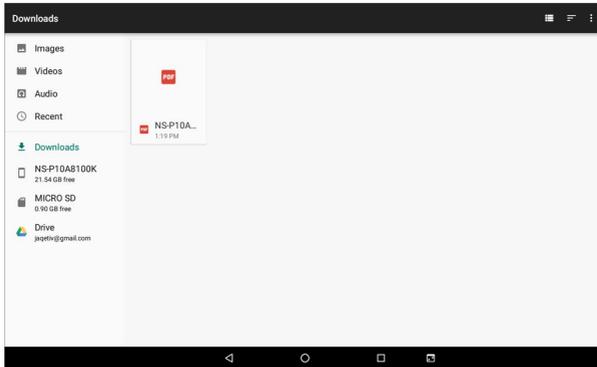
- If you saved the bookmark to a folder, tap **⋮** (options), **Bookmarks**, then select the website from the list.



Manage downloads

View a download

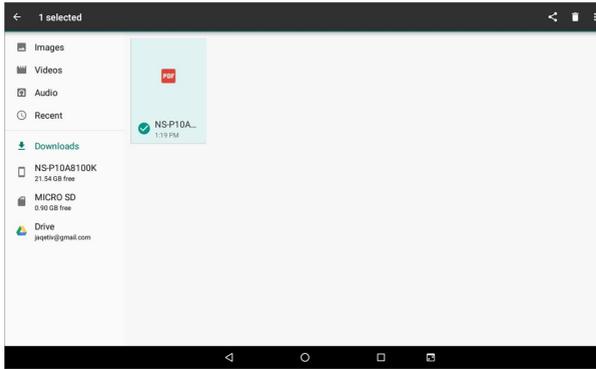
- 1 Tap **⋮** **Apps** > **Downloads**.



- 2 To open a download, tap the file name. If needed, select the program you want to use to open the file.

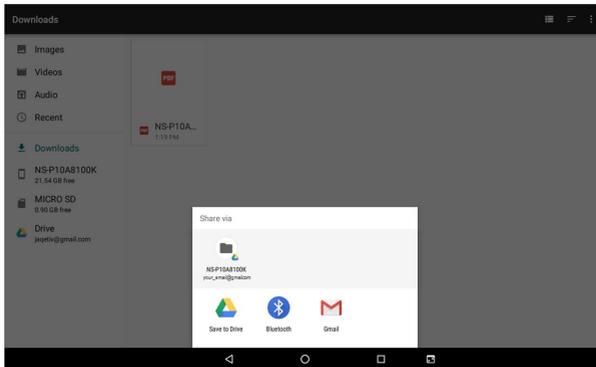
Delete a download

- 1 Tap  **Apps** >  **Downloads**.
- 2 Touch and hold the file name until it is selected, then tap .



Share a download

- 1 Tap  **Apps** >  **Downloads**.
- 2 Touch and hold the file name until it is selected, tap , then select how you want to share the file.



- 3 Follow the on-screen prompts to share the file.

Use Gmail™

Use the Gmail app to add your email accounts from Google and other web-based providers like Outlook and Yahoo®.

Set up a Gmail account

You may have set up a Gmail account when you set up your tablet.

- 1 Tap  **Apps** >  **Gmail**.
- 2 Follow the on-screen instructions to set up your account.

Note

To set up another Gmail account, see [Manage Gmail accounts \(below\)](#).

Manage Gmail accounts

Add an additional mail account

- 1 Tap  **Apps** >  **Gmail** >  **Menu** >  **Settings** > **Add account**.
- 2 Follow the on-screen instructions to set up your account.

Delete a Gmail account

- 1 Tap  **Apps** >  **Settings** >  **Accounts** >  **Google**.
- 2 Tap the account you want to delete, if needed.
- 3 Tap  (options), then tap **Remove account**.

Remove account?

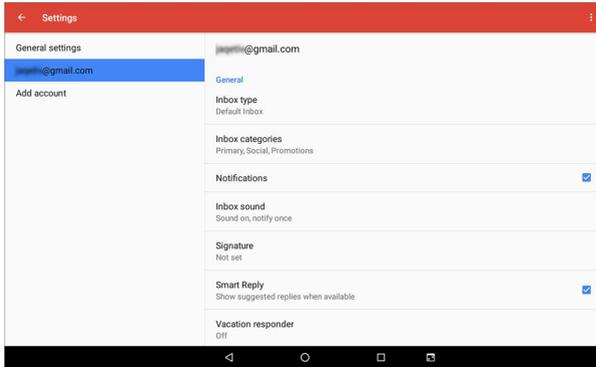
Removing this account will delete all of its messages, contacts, and other data from the tablet!

[CANCEL](#) [REMOVE ACCOUNT](#)

- 4 Tap **Remove account** again.

Change Gmail account settings

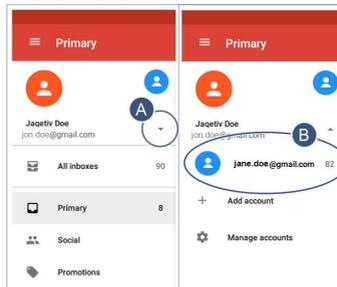
- 1 Tap  **Apps** >  **Gmail** >  **Menu** >  **Settings**.
- 2 Tap your account name.



- 3 Change your account settings as needed.

Switch Gmail accounts

- 1 Tap  **Apps** >  **Gmail** >  **Menu**
- 2 Tap  (drop-down) next to your account name, then select a different account from the list displayed.



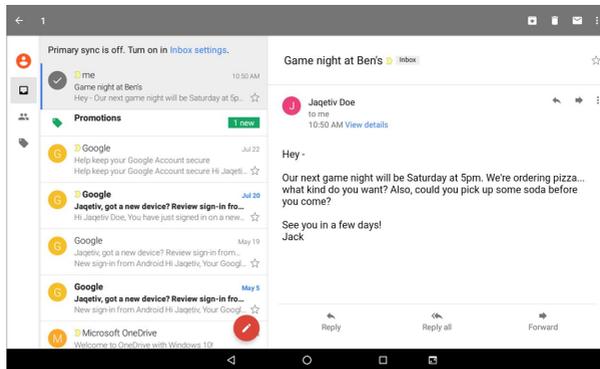
View a Gmail

- Tap  **Apps** >  **Gmail**.

Note

If you have more than one email account, the last account you used opens. See [Manage Gmail accounts \(on page 47\)](#) for instructions on switching between accounts.

- Drag your finger up and down to scroll through your Gmails.
- Tap a Gmail to open it.
- Tap  (menu) in the upper-left corner to display folders or select a different Gmail account.
- Tap  to search.
- Touch and hold a Gmail to select it and display options such as archive, delete, mark as read or unread, or move the email.



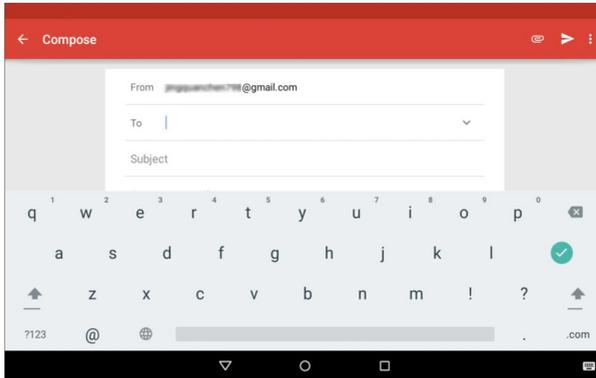
- Touch and hold a Gmail to deselect it.
- Tap  to compose a new Gmail. See [Create a Gmail \(on the next page\)](#) for more information.

Create a Gmail

- 1 Tap  **Apps** >  **Gmail** >  (compose).

Note

To open a different account, tap  in the upper-left corner, then select a different account.



- 2 Enter the recipient's email address. As you enter the address, your tablet displays your contacts that match the characters you've entered. You can tap a contact or continue entering the address.

Note

To send the email to more than one person, separate the email addresses with a comma.

- 3 Enter a subject in the subject field (optional).
- 4 Enter your message, then tap  **SEND** when you are finished.

Note

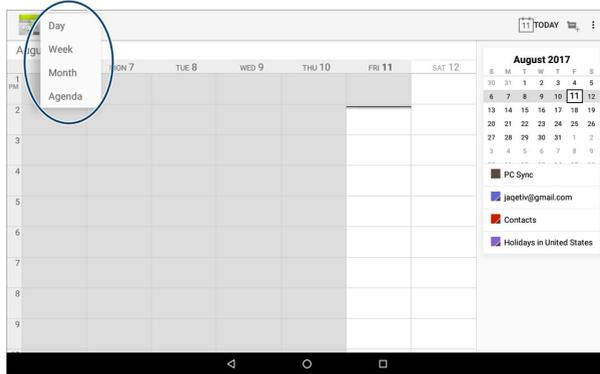
Tap **Save draft** under options  or  (back) to save your email as a draft. To access your drafts, tap  in the upper-left corner, then tap  **Drafts**.

Create and manage contacts

- Tap  **Apps** >  **Contacts**. You can:
 - Tap  to search for a contact.
 - Tap  (in the lower-right corner) to add a new contact.
 - Tap a contact to view or edit its information.

Use the calendar

- Tap  **Apps** >  **Calendar**.
 - Tap  to add a new event.
 - Tap the calendar view (Day, Week, Month, Agenda) in the upper-left corner to change the view.



- Tap  (options), then **Settings** to access calendar settings.

Work with photos and video

Learn how to take pictures and video with your tablet. Then, learn how to view and edit them before sharing with your friends and family.

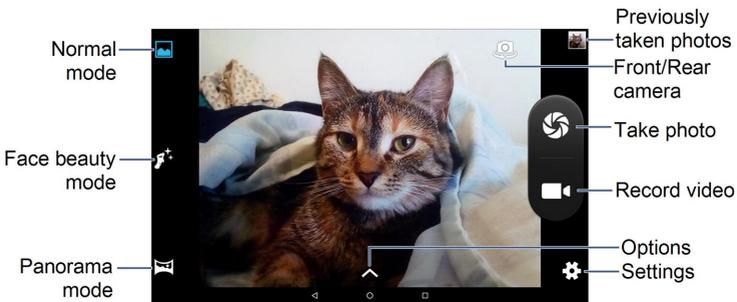
Use the camera

Note

See [View photos and video \(below\)](#) for information on how to view your pictures.

Take a picture or video

- Tap  **Apps** >  **Camera**.



- Pinch your fingers to zoom in or out.
- Tap  to take a photo.
- Tap  to start and stop recording.

Change camera settings

- Tap  **Apps** >  **Camera**.
 - Tap  to open settings.
 - Tap  to open options.

View photos and video

- Tap  **Apps** >  **Photos**.
 - Drag your finger up and down to browse your photos.
 - Tap a thumbnail to view in full screen.

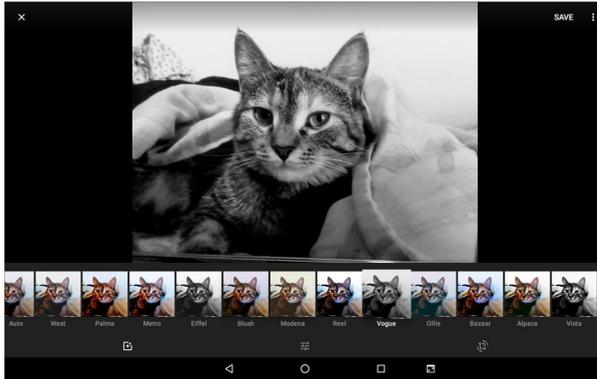
Note

Videos have a ▶ (play) icon and photos don't.

- To zoom in or out of photos, pinch your fingers together or apart.
- To view more options, select a photo or video, then tap .

Edit photos

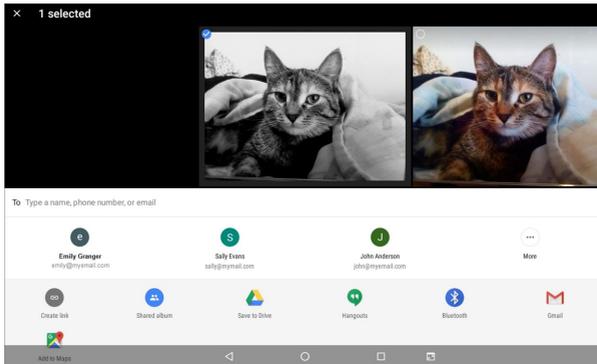
- 1 Tap  **Apps** >  **Photos**.
- 2 Tap the photo you want to edit, then tap .
- 3 Use the available options to edit your photo.



- 4 When finished, tap **SAVE**.

Share photos or videos

- 1 Tap  **Apps** > .
- 2 Select the photo or video you want, then tap  (share).



- 3 Tap the program you want to use to share the photo or video.

Note

If you shared a photo or video before, the program you used has an easy-access icon next to the share button.

- 4 Follow the on-screen prompts to send your photo or video.

Note

You may need to install social media apps (such as Facebook and Twitter) to share photos on those sites.

Listen to music

Learn how to control your audio playback and create a playlist.

Control playback

- 1 Tap  **Apps** >  **Play Music**.
- 2 Tap  (menu), then tap  **Music library** to view your music.
- 3 Tap a category (**PLAYLISTS**, **STATIONS**, **ARTISTS**, **ALBUMS**, **SONGS**, or **GENRES**), select a song, then tap  (play) to start playback (if needed).
 - Tap  to pause and  to resume playback.
 - For more audio options, tap  (options) next to a song title in the list.

Using playlists

Create a playlist

- 1 Tap  **Apps** >  **Play Music**.
- 2 Find a song that you want to add, tap  (options), then tap **Add to playlist**.
- 3 Follow the on-screen prompts to select an existing playlist or create new playlist.

Play a playlist

- 1 Tap  **Apps** >  **Play Music**.
- 2 Tap  (menu) >  **Music library** > **PLAYLISTS**.
- 3 Tap a playlist, then tap  (play).

Note

See [Control playback \(above\)](#) for more information.

Manage storage space

Learn how to keep your tablet running at peak efficiency by managing your storage space.

Use a micro SD card

Install a micro SD card

- Insert the micro SD card into the slot with the label facing the back of your tablet. It should click into place.

Note

If prompted to change the default write disk:

- Tap **Cancel** to make no changes.
- Tap **OK** to go to *Storage settings*, and then select where you want your tablet to write files.

Access files on a micro SD card

- 1 Tap  **Apps** >  **File Manager** > **SD card**.

Note

Your tablet may display your SD card's name instead of "SD card."

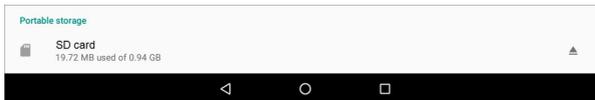
- 2 Navigate to the file you want to open, tap it, then select an app to open it (if prompted).

Move files to or from a micro SD card

- 1 Tap  **Apps** >  **File Manager**.
- 2 Navigate to the file, then touch and hold the file name to select it.
- 3 Tap  to copy the file.
- 4 Navigate to where you want to save the file, then tap  (paste).

Remove a micro SD card

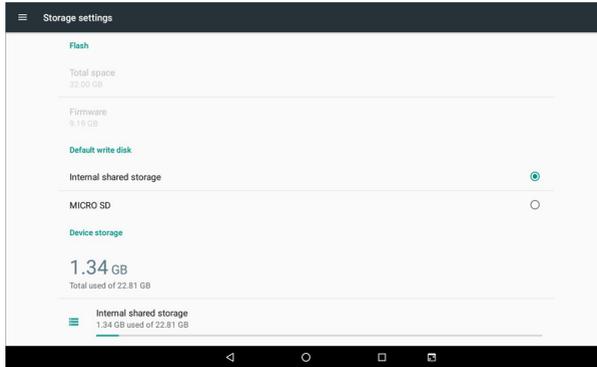
- 1 Tap  **Apps** >  **Settings** >  **Storage**.
- 2 Tap  (eject) next to your SD card's name.



- 3 Push the micro SD card in then release to remove it from the card slot.

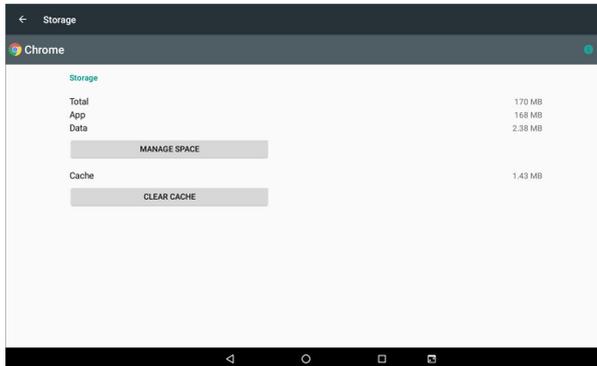
View storage space

- Tap  **Apps** >  **Settings** >  **Storage**.



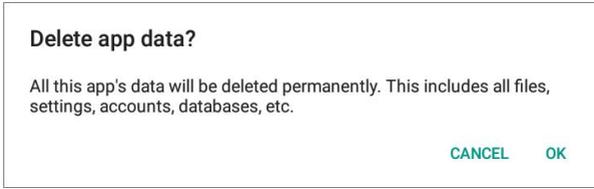
Clear app cache and data

- 1 Tap  **Apps** >  **Settings** >  **Storage** > **Apps**.
- 2 Tap the app from which you want to clear the data, then tap **Storage**.



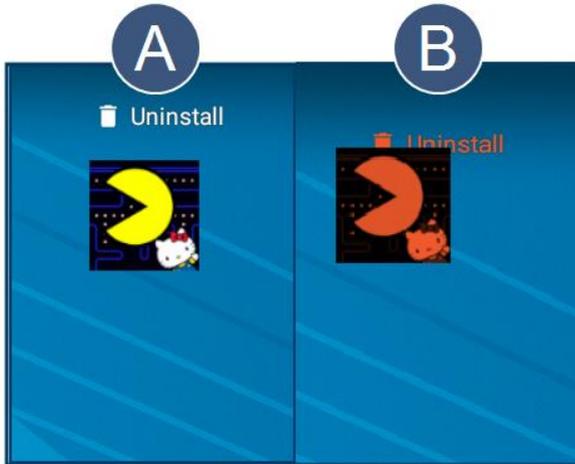
- 3 Tap **CLEAR CACHE**.
OR

Tap **MANAGE SPACE, CLEAR ALL DATA**, then tap **OK**.



Uninstall apps

- 1 Tap  **Apps**, then locate the app you want to uninstall.
- 2 Touch and hold the app, then drag it to the  **Uninstall** icon at the top of the screen until the app turns red.



Note

You may not be able to remove some pre-installed apps.

Free up storage space

If your tablet is low on storage space, try the following:

- Clear your Internet browser's temporary files and browser history. See your browser's online help for more information.

Note: If you use Google Chrome™, see [Clear app cache and data \(on the previous page\)](#).

- Move files such as pictures, videos, or music to a microSD™ memory card or a computer. See [Use a micro SD card \(on page 55\)](#).
- Move apps to a microSD memory card if they will run there.

Reset to default settings

Caution

Resetting to factory defaults deletes all personal data and settings. To restart your tablet without removing your stored data or customized settings, see [Restart your tablet \(on page 14\)](#).

- 1 Connect your tablet to a power outlet.
- 2 Tap  **App** >  **Settings** >  **Backup & reset** > **Factory data reset** > **RESET TABLET**.
- 3 Wait for your tablet to reset, then go through the initial setup again. See [Turn on your tablet for the first time \(on page 12\)](#) for more information.

Troubleshooting

What should I do if I cannot charge my tablet?

- Make sure that your USB cable is not damaged.
- Make sure that your power adapter is connected to a working power outlet and that your surge protector (if used) is turned on.
- Make sure that your USB cable is connected to your tablet securely. Do not force the connector in or you may damage the port.
- If your battery was drained completely, let your tablet charge for at least an hour before trying to turn it on.

What should I do if I can't connect to the Internet?

- Look for a wireless signal indicator (▼) in the status bar at the top of the screen. If there is no icon or if the icon is not filled in, you are not connected.
- Make sure that Wi-Fi is turned on.
- Make sure that you select the right network and enter the correct password.
- Turn your tablet off, then back on.
- Reset your Wi-Fi router/modem.

What should I do if I forget my password?

- If you enabled the Smart Lock to automatically unlock your tablet, make sure that your tablet is in the place/state you designated when you set it up (for example, near a certain Wi-Fi network or Bluetooth device). See your *User Guide* for more information about the smart lock feature.

Note

If you did not enable the Smart Lock before forgetting your password, you cannot use it to access your data.

- Reset your tablet to factory defaults (see "[How do I reset my tablet to factory defaults? \(on the next page\)](#)"). Your personal apps and data will be deleted from your tablet. However, some data (such as emails or contacts) will sync to your device when you sign back in using the same Google account.

Note

Some apps may require you to have enabled "Back up & sync" to retrieve your data.

What should I do if I cannot turn on my tablet?

- Connect the charger to check the battery level on the screen. If the battery is too low, your tablet will not turn on. Fully charge the battery.

Can I open Microsoft Office and PDF files on my tablet?

- You can purchase and download third-party applications to read these files.

What should I do if my tablet won't recognize the microSD card?

- Make sure that you have inserted the memory card correctly (with the label facing the screen). The memory card should click into place.
- With the microSD card inserted, turn off your tablet, then turn it back on.
- Make sure that you are attempting to view your files in the correct location on your tablet.
- Make sure that your memory card is formatted correctly. See the card manufacturer's instructions for more information.

What should I do if there is no sound coming from my tablet?

- If listening through headphones, unplug and reconnect your headphones. Make sure that the connector is pushed in all the way.
- If listening through your tablet's speakers, unplug any devices connected to the headphone jack.
- If you are connected to a Bluetooth device, turn off Bluetooth on your tablet.
- The volume may be muted or set too low. Increase the volume setting.
- Open  **Apps** >  **Settings** >  **Sound** to check your tablet's sound settings.

What should I do if my keyboard doesn't work?

Note

These troubleshooting steps are for the Insignia tablet keyboard that came with your tablet. If you are using a different keyboard, see the documentation that came with it for help.

- Make sure that the keyboard connection contacts on your tablet align with the contacts on your keyboard.
- Clean the connection contacts on your tablet and keyboard with a soft cloth.
- If your touchpad is not working, press  to turn it back on. The touchpad LED turns off when the touchpad is active.

Can I turn my keyboard's touchpad off?

- Yes. Press  to turn the touchpad on or off. The touchpad LED turns off when the touchpad is active.

What can I connect to the keyboard's USB port?

- You can connect a mouse, flash drive, or other peripheral device. You cannot run high-power devices (such as a DVD drive).
- You cannot charge your tablet through the USB port.

Why is the actual storage less than the storage listed in the specification?

- Your tablet has the full amount of storage listed in the specification. However, some of this space is used for system applications and data files.

How do I reset my tablet to factory defaults?

Notes

- Resetting your tablet to factory defaults will delete all personal apps and data from your tablet.
- If you cannot access your tablet's settings, press and hold the power button for eight seconds to boot into recovery mode.

- 1 Tap  **Apps** >  **Settings** >  **Backup & reset**.
- 2 Tap **Factory data reset**, then tap **RESET TABLET**.

How do I set a screen lock?

- 1 Tap  **Apps** >  **Settings** >  **Security** > **Screen lock**.
- 2 Select a screen lock type, then follow the on-screen prompts to set it up.

What should I do if the display freezes or does not respond?

- Press and hold the  (power) button for 10 seconds to turn off your tablet, then turn your tablet back on.

Need additional help?

- Visit www.support.google.com/android for tips and tutorials on using Android.
- Check the online FAQs for answers to common questions. Go to www.insigniaproducts.com, then search for **NS-P10A8100K**. Next to *Features*, select **Support & Downloads**, then select **FAQs**.
- Check out our online community forum for helpful information from other Insignia tablet owners. Go to www.insigniaproducts.com, search for **NS-P10A8100K**, then select **FAQs & community discussions** from the *Need help?* box.
- Find your *User Guide* online. Go to www.insigniaproducts.com and search for **NS-P10A8100K**. Next to *Features*, select **Support & Downloads**, then next to *User Guide*, select the language you want.

Maintenance

- Keep your tablet dry.
- Avoid exposing your tablet to extreme hot or cold temperatures.
- Avoid placing your tablet close to lit cigarettes, open flames, or any heat source.
- Do not drop, knock, or shake your tablet. Rough handling may break internal circuit boards.
- Keep your tablet in a clean and dust-free place.

Disclaimer: Best Buy does not recommend the use of any ammonia or alcohol-based cleaners on the LCD screen or plastic casing. Some chemical cleaners have been reported to damage the screen or display case. Best Buy will not be liable for damage resulting from the use of any ammonia or alcohol-based cleaners.

Specifications

Specifications are subject to change without notice.

Operating system	Android 7.0 (Nougat)
CPU	MTK Quad-Core
Display	10.1" diagonal panel (25.4 cm) 800 × 1280 IPS Capacitive 5-Point Touch Panel
Wireless/Connectivity	802.11 a/b/g/n Bluetooth 4.1 GPS
Storage	32GB internal memory
Camera	2MP front-facing (fixed focus) 2MP rear-facing (auto focus)
Sensors	G-Sensor/Accelerometer
Audio	Internal stereo speakers, MP3, AAC
Battery and power	6000mAh lithium ion Up to six hours video playback
Power supply	5V/2A
Video	H.264, MPEG4
Input and output	Micro SD Slot (up to 128GB) 3.5 mm stereo headphone jack Micro USB port
Dimensions	Tablet: 10.0 × 6.9 × .4 in. (25.44 × 17.45 × .99 cm) Keyboard: 10.0 × 7.1 × .8 in. (25.4 × 18.1 × 2.0 cm)
Weight	Tablet (without keyboard): 1.2 lbs. (.54 kg) Tablet and keyboard: 2.2 lbs. (1.0 kg)

Customer support

For more help, see [Troubleshooting \(on page 58\)](#). To contact customer service, call [1-877-467-4289](tel:1-877-467-4289).

Your tablet model number is: **NS-P10A8100K**

Safety information

1. Read these instructions.
2. Keep these instructions.
3. Heed all warnings.
4. Follow all instructions.
5. Do not use this product near water. Do not touch your device with wet hands.
6. Clean only with dry cloth.
7. Do not block any ventilation openings. Install in accordance with the manufacturer's instructions.
8. Do not install near any heat sources such as radiators, heat registers, stoves, or other apparatus (including amplifiers) that produce heat.
9. Do not expose the device to direct sunlight.
10. Protect the power cord from being walked on or pinched particularly at plugs, convenience receptacles, and the point where they exit from the product.
11. Only use attachments/accessories specified by the manufacturer.
12. Unplug this device during lightning storms or when unused for long periods of time.
13. To reduce the risk of fire or electric shock, do not expose this device to rain, moisture, dripping, or splashing.
14. Do not crush or puncture the product. Avoid exposing the device to high external pressure. Do not operate the device in a very cold or very hot temperature, such as in cold weather or in an un-air-conditioned motor vehicle during intense heat.
15. Do not remove the cover or back to reduce the risk of electric shock. There are no user-serviceable parts inside. Refer servicing to qualified personnel.
16. Do not place the device on an unstable cart, stand, tripod, bracket, or table. The unit may fall, resulting in possible damage or injury.
17. To prevent hearing damage, do not use the headphones at a high volume.
18. Never place heavy or sharp objects on the LCD panel or device.
19. Only use the AC adapter included with the device. Using any other adapter will void your warranty.

Legal notices

Android, Google, Google Play, Gmail, and other marks are trademarks of Google, Inc.

FCC Warning

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. this device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.

FCC Part 15

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Warning:

Changes or modifications not expressly approved by the party responsible for compliance with the FCC Rules could void the user's authority to operate this equipment.

Note:

The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate the equipment.

RSS-Gen & RSS-210 Statement

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes: (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

RSS-102 Statement

This equipment complies with Industry Canada radiation exposure limits set forth for an uncontrolled environment.

Cet équipement est conforme à l'exposition aux rayonnements Industry Canada limites établies pour un environnement non contrôlé.

Within the 5.15 to 5.25 GHz band, UNII devices will be restricted to indoor operations to reduce any potential for harmful interference to co-channel Mobile Satellite System (MSS) operations.

This device complies with CAN ICES-3 (B)/NMB-3(B).

The device complies with RF specifications. Ensure that the device accessories, such as a device case and device holster, are not composed of metal components. Keep the device away from your body to meet the distance requirement.

SAR certification information

This device is also designed to meet the requirements for exposure to radio waves established by the Federal Communications Commission (USA). The SAR limit adopted by the USA is 1.6 W/kg averaged over one gram of tissue. The highest SAR value reported to the FCC for this device type complies with this limit.

IFETEL Statement

La operación de este equipo está sujeta a las siguientes dos condiciones:

1. es posible que este equipo o dispositivo no cause interferencia perjudicial y
2. este equipo debe aceptar cualquier interferencia, incluyendo la que pueda causar su propia operación no deseada.

One-Year Limited Warranty

Definitions:

The Distributor* of Insignia branded products warrants to you, the original purchaser of this new Insignia-branded product ("Product"), that the Product shall be free of defects in the original manufacturer of the material or workmanship for a period of one (1) year from the date of your purchase of the Product ("Warranty Period").

For this warranty to apply, your Product must be purchased in the United States or Canada from a Best Buy branded retail store or online at www.bestbuy.com or www.bestbuy.ca and is packaged with this warranty statement.

How long does the coverage last?

The Warranty Period lasts for 1 year (365 days) from the date you purchased the Product. Your purchase date is printed on the receipt you received with the Product.

What does this warranty cover?

During the Warranty Period, if the original manufacture of the material or workmanship of the Product is determined to be defective by an authorized Insignia repair center or store personnel, Insignia will (at its sole option): (1) repair the Product with new or rebuilt parts; or (2) replace the Product at no charge with new or rebuilt comparable products or parts. Products and parts replaced under this warranty become the property of Insignia and are not returned to you. If service of Products or parts are required after the Warranty Period expires, you must pay all labor and parts charges. This warranty lasts as long as you own your Insignia Product during the Warranty Period. Warranty coverage terminates if you sell or otherwise transfer the Product.

How to obtain warranty service?

If you purchased the Product at a Best Buy retail store location, please take your original receipt and the Product to any Best Buy store. Make sure that you place the Product in its original packaging or packaging that provides the same amount of protection as the original packaging. If you purchased the Product from a Best Buy online web site (www.bestbuy.com or www.bestbuy.ca), mail your original receipt and the Product to the address listed on the web site. Make sure that you put the Product in its original packaging or packaging that provides the same amount of protection as the original packaging.

To obtain warranty service, in the United States call 1-888-BESTBUY or Canada call 1-866-BESTBUY. Call agents may diagnose and correct the issue over the phone.

Where is the warranty valid?

This warranty is valid only in the United States and Canada at Best Buy branded retail stores or websites to the original purchaser of the product in the county where the original purchase was made.

What does the warranty not cover?

This warranty does not cover:

- Customer instruction/education
- Installation
- Set up adjustments
- Cosmetic damage

- Damage due to weather, lightning, and other acts of God, such as power surges
- Accidental damage
- Misuse
- Abuse
- Negligence
- Commercial purposes/use, including but not limited to use in a place of business or in communal areas of a multiple dwelling condominium or apartment complex, or otherwise used in a place of other than a private home.
- Modification of any part of the Product, including the antenna
- Display panel damaged by static (non-moving) images applied for lengthy periods (burn-in).
- Damage due to incorrect operation or maintenance
- Connection to an incorrect voltage or power supply
- Attempted repair by any person not authorized by Insignia to service the Product
- Products sold "as is" or "with all faults"
- Consumables, including but not limited to batteries (i.e. AA, AAA, C etc.)
- Products where the factory applied serial number has been altered or removed
- Loss or Theft of this product or any part of the product
- Display panels containing up to three (3) pixel failures (dots that are dark or incorrectly illuminated) grouped in an area smaller than one tenth (1/10) of the display size or up to five (5) pixel failures throughout the display. (Pixel based displays may contain a limited number of pixels that may not function normally.)
- Failures or Damage caused by any contact including but not limited to liquids, gels or pastes.

REPAIR REPLACEMENT AS PROVIDED UNDER THIS WARRANTY IS YOUR EXCLUSIVE REMEDY FOR BREACH OF WARRANTY. INSIGNIA SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES FOR THE BREACH OF ANY EXPRESS OR IMPLIED WARRANTY ON THIS PRODUCT, INCLUDING, BUT NOT LIMITED TO, LOST DATA, LOSS OF USE OF YOUR PRODUCT, LOST BUSINESS OR LOST PROFITS. INSIGNIA PRODUCTS MAKES NO OTHER EXPRESS WARRANTIES WITH RESPECT TO THE PRODUCT, ALL EXPRESS AND IMPLIED WARRANTIES FOR THE PRODUCT, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF AND CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO THE WARRANTY PERIOD SET FORTH ABOVE AND NO WARRANTIES, WHETHER EXPRESS OR IMPLIED, WILL APPLY AFTER THE WARRANTY PERIOD. SOME STATES, PROVINCES AND JURISDICTIONS DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY ALSO HAVE OTHER RIGHTS, WHICH VARY FROM STATE TO STATE OR PROVINCE TO PROVINCE.

Contact Insignia:

For customer service please call 1-877-467-4289

www.insigniaproducts.com

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