

User guide.

Galaxy Book2

SAMSUNG

User manual

Galaxy Book2



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Special features



S Pen

The S Pen™ is a stylus designed for special functions with Samsung Galaxy devices. See [S Pen functions](#) on page 33.



Cortana

Cortana is your digital agent. She'll help you get things done. The more you use Cortana, the more personalized your experience will be. See [Cortana](#) on page 20



Samsung Flow

Easily unlock and sign in to your tablet with a smartphone equipped with a fingerprint scanner. See [Samsung Flow](#) on page 41.



Fingerprint scanner

Use your fingerprint as an alternative to entering passwords in certain apps. For more information, see [Lock Screen and Security](#) on page 49.

Getting started

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Front view



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

Back view



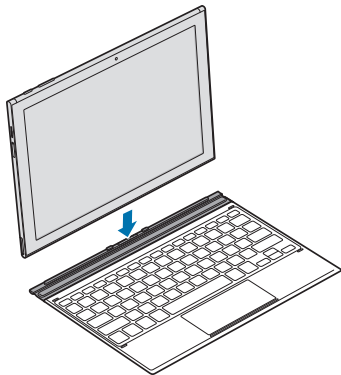
Devices and software are constantly evolving—the illustrations you see here are for reference only.

Keyboard cover

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

Connect the keyboard cover

1. Connect the keyboard dock port at the bottom of the device to the connector on the Keyboard cover.
2. Lift the keyboard cover slightly and push it towards the screen.
3. Flip out the kickstand.



Note: Use care when connecting and removing the tablet from the keyboard case. Make sure that the Keyboard Cover is securely attached to your device.

WARNING: This device and certain accessories (sold separately) contain magnets that can affect the operation of implanted pacemakers, defibrillators, insulin pumps or other electronic medical devices within the range of 15 cm (6 inches). IF YOU USE ANY OF THESE MEDICAL DEVICES, CONSULT WITH YOUR PHYSICIAN BEFORE USING THIS DEVICE AND ACCESSORIES THAT CONTAIN MAGNETS.

Function Keys

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

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

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

To lock the Fn key:

- ▶ Tap the **Fn Lock** key.

Key	Function
F1	Launch Settings.
F2	Decrease the brightness of the display.
F3	Increase the brightness of the display.
F4	Switch between the LCD and a connected external display.
F5	Lock the touchpad.
F6	Mute or unmute the audio.
F7	Decrease the volume.
F8	Increase the volume.
F9	Turn the Keyboard light on or off.
F10	Open the task view screen.
F11	Enter full screen mode (may not be available for all apps).
F12	Activate or deactivate Airplane mode.

Touchpad

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


Note: Use only your fingers on the touchpad.

Basic touchpad functions

- **Move:** To move the cursor, move your finger on the touchpad.
- **Click:** Tap the touchpad.
- **Double-click:** Double-tap the touchpad or left side of the touchpad twice.
- **Right-click:** Tap the right side of the touchpad to perform the right-click function.
- **Drag:** To move an item, select and drag it to the target position while touching and holding the touchpad.

Keyboard Settings

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

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

Assemble your device

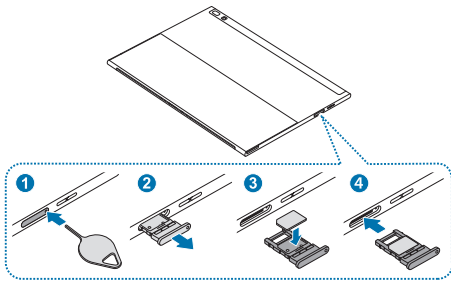
Learn about your mobile device hardware, assembly procedures, and how to get started using your new device.

Install a SIM card and memory card

When you subscribe to a cellular network, you are provided with a SIM card. You may be able to use your previous SIM card.

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

Caution: Be careful when using the removal tool to eject an internal card tray.



1. Insert the removal tool into the hole on the SIM card/Memory card tray, and then push until the tray pops out.
2. Turn the tray over and place the SIM card in the bottom of the tray.
 - Make sure that the card's gold contacts face outward and that the card is positioned as shown.

3. Turn the tray over and place the memory card on the top of the tray with gold contacts facing down.
4. Slide the SIM card/Memory card tray back into the slot.

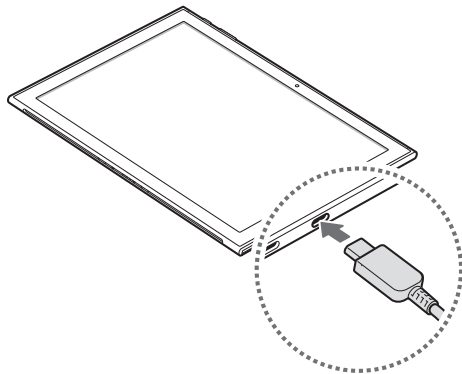
Charge the battery

Your device is powered by a rechargeable battery. A charger (charging head and USB cable) is included with the device for charging the battery from any standard outlet.

The battery comes partially charged. You can use the device while charging.

Note: Use only charging devices and batteries that are approved by Samsung. Samsung charging devices and batteries are designed for your device to maximize battery life. Using other charging devices and batteries may void your warranty and may cause damage.

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



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



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


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

Disconnect the charger from the device and wait for the device to cool down. For more information, visit samsung.com/us/support/answer/ANS00076952.

Battery Saver

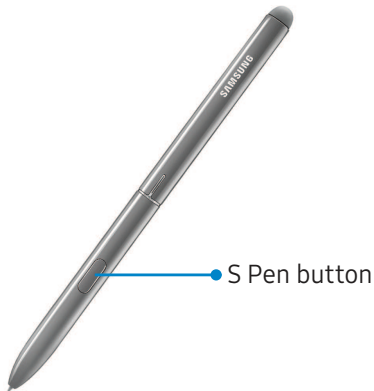
Save the battery power by limiting the device's functions.

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

For a quick check of your battery level, view the battery charge indicator located in the bottom right corner of your device's display. A solid color () indicates a full charge.

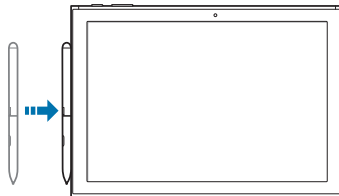
S Pen

The S Pen is a stylus that assists you in performing various functions. For more information, see [S Pen functions](#) on page 33.



Store the S Pen

The S Pen can temporarily be stored on the left side of the device.

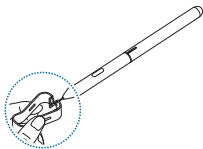


Note: The device must be turned on for the S Pen to be placed here. The S Pen should be stored in its protective cover when not in use.

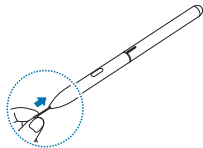
Replace the S Pen tip

You can replace the tip of the S Pen with the included kit.

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



2. Insert the new pen tip and press until it clicks in place.



Start using your device

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

To turn the device on:

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

To turn the device off:

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

- or -

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

- or -

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



Use the Setup Wizard

The first time you turn your device on, the Setup Wizard guides you through the basics of setting up your device.

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

Restart the device

To restart the device:

▶ Tap  **Start** >  **Power** > **Restart**.

- or -



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

If your device is frozen and unresponsive:

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

Add an email account

Add an email account to your device.

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

Transfer data between devices

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

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

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



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

Update the device

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

The device is set to download and install updates automatically.

To check for available updates manually:

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

Navigation

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

Tap

Lightly tap items to select or launch them.

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

Double-tap

Lightly tap items twice to select or launch them.

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

Touch and hold

Touch and hold items to activate them.

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

Swipe

Lightly drag your finger vertically or horizontally across the screen.

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

Drag

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

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

Pinch and spread

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

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

Start screen



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

Taskbar


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



Cortana


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

- ▶ Tap **Type here to search** on the taskbar and enter a keyword in the search field.

- or -



Tap  **Microphone** to use your voice.

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

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


Cortana Settings

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

- ▶ On the taskbar, tap  **Start** >  **Settings** > **Cortana**, and tap an option:
 - **Talk to Cortana:** Set up shortcuts and test your microphone.
 - **Permissions and history:** Customize your Cortana permissions and history.
 - **Cortana across my devices:** Sync your phone notifications to your device.
 - **More details:** View more information about Cortana.

Task View

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


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

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

To add a desktop:

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

To delete a desktop:



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

To move a window to a different desktop:


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

Manage shortcuts

To pin a shortcut:



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

To delete a shortcut:

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


Manage taskbar notifications

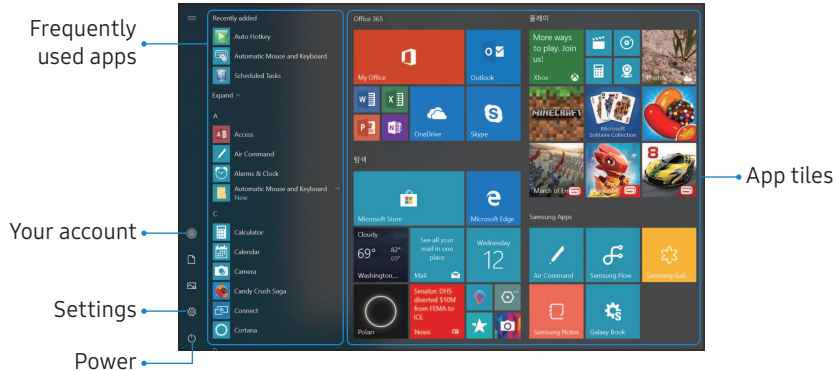
Customize what system icons display in the notification area.

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

Start menu

Access frequently used apps, shortcuts to other locations on your device, and more.

- ▶ On the taskbar, tap  **Start**.







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App tiles

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

Add an App tile

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

Remove an App tile

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

Tablet mode

You can switch between PC mode and tablet mode.

In Tablet mode, the full Start menu screen will be the Start screen. Switching to tablet mode makes the device more touch-friendly.

To switch to tablet mode, on the taskbar:

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

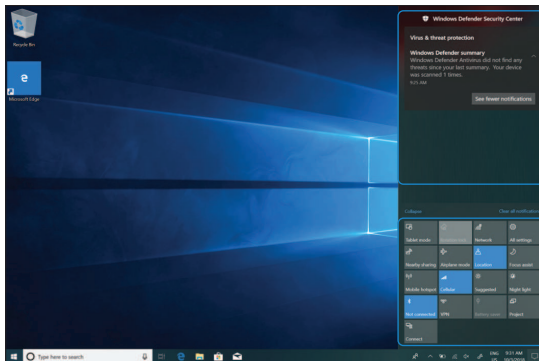
- or -

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

To return to PC mode:

▶ Tap **Tablet mode** again.

Action center



Tap a notification and perform various actions


Clear all notifications

Quick action buttons

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

Use the Action center

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


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

- or -

Swipe from the right edge of the screen.

Quick action buttons

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




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

To change the top four buttons:

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

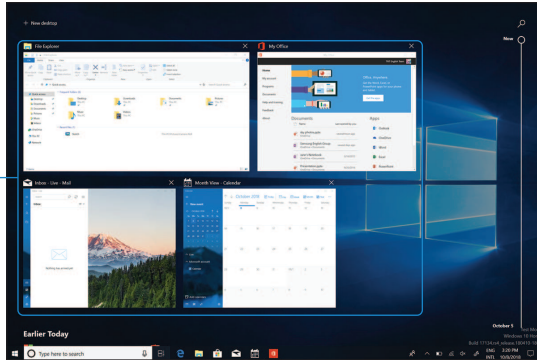
Notifications

View notifications notification from Windows and apps.

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

Multi desktop


Open windows





Multi desktop

Work on various tasks at the same time using multiple desktops. Different desktops can be used for different purposes.


To creating new desktops:

1. On the taskbar, tap  **Multi desktop**, or swipe from the left edge of the screen.
2. Tap **New desktop**. A new desktop will be added. You can select a desktop from the list displayed at the bottom of the screen.

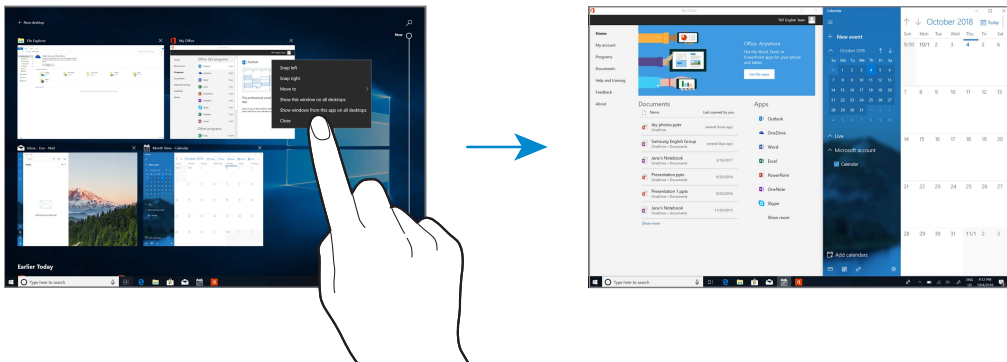
To delete a desktop:

1. On the taskbar, tap  **Multi desktop**.
2. On the multi desktop list, tap  **Close** on the desktop to delete.

To move windows to another desktop:

1. On the taskbar, tap  **Multi desktop** to view the current desktop's open windows.
2. Tap and hold a window to move, and then tap **Move to**.
3. Select a desktop to move the window.


Split screen view



Use Split Screen View

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

Note: Some apps may not support this feature.

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

- or -

Swipe from the left edge of the screen.

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

To adjust the window size:

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

S Pen functions

The S Pen provides a variety of helpful functions. Use your S Pen to launch apps, take notes, or draw a picture.

Direct pen input

When entering text, you can open a Handwriting window that allows you to write with the S Pen.

To use the Handwriting window:

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

Air command

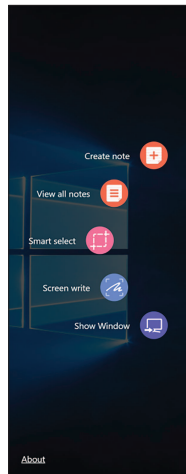
Air command allows you to quickly activate frequently-used applications or perform actions.

To launch the Air command menu:

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

– or –


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



Create Note

Create and edit notes using Samsung Notes.


To quickly create a note:

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

For more information, see [Samsung Notes](#) on page 42.

View all notes


View and edit notes using Samsung Notes.

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

For more information, see [Samsung Notes](#) on page 42.

Smart Select


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

1. From Air command, tap  **Smart select**.
2. Tap a shape at the top of the screen, and select content. The following options appear:
 - **Pen:** Draw on the captured screen using the S Pen.
 - **Calligraphy:** Draw or write using a calligraphy style pen.
 - **Highlighter:** Highlight text.
 - **Eraser:** Erase the writing or drawing on the screen shot.
 - **Undo:** Undo the last action.
 - **Redo:** Redo the last action that was undone.
 - **Extract text:** Identify and extract text from the selected content.
 - **Crop:** Trim the selection.

- **Share:** Choose a sharing method to share your content.
- **Copy:** Make a copy of the selected content.
- **Save:** Save the content to your pictures.

Screen Write


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

- ▶ From Air command, tap  **Screen write**. The current screen is captured, and a pen tool displays. The following editing tools are provided:
 - **Pen:** Draw on the captured screen using the S Pen.
 - **Calligraphy:** Draw or write using a calligraphy style pen.
 - **Highlighter:** Highlight text.

- **Eraser:** Erase the writing or drawing on the screen shot.
- **Undo:** Undo the last action.
- **Redo:** Redo the last action that was undone.
- **Extract text:** Identify and extract text from the selected content.
- **Crop:** Trim the selection.
- **Share:** Choose a sharing method to share your content.
- **Copy:** Make a copy of the selected content.
- **Save:** Save the content to your pictures.

Show Window

Display your tablet screen on a desktop monitor.

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


Enter text

You can enter text using an onscreen keyboard or the keyboard cover.





Onscreen Keyboard

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

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


Change the Input Language

Change the language of the keyboard.

- ▶ Tap  **Keyboard settings** >  **Regions & language** > **Add a language**, and then select a language to add.
 - When you add languages, you can select other input languages by tapping the bottom right key on the keyboard.

Keyboard display options

In tablet mode, you can change the way the keyboard displays on the screen.

- ▶ Tap  **Keyboard**, and tap an icon to change the way the keyboard is displayed.


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Install Apps

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

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

Uninstall Apps

Note: Some apps cannot be uninstalled.


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

Open Apps

To open an app:


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

- or -

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



Close Apps

To close an app:

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

App Settings

Configure app settings.

- ▶ On the taskbar, tap  **Start** >  **Settings** > **Apps**, and tap an option:
 - **Apps & features:** Configure app features.
 - **Default apps:** Select default apps.
 - **Offline maps:** Download maps and configure them for offline use.
 - **Apps for websites:** Associate apps with websites.
 - **Video playback:** Change the video settings for apps that use the video playback platform.
 - **Startup:** Configure apps to open upon starting the device.

Samsung Flow

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

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

To access Samsung Flow:

- ▶ On the taskbar, tap  **Start** >  **Samsung Flow**.

Samsung Gallery

View, edit, and manage pictures and videos.

The following categories allow you to organize your pictures and videos:

- **Pictures:** View pictures and videos in the order they were saved. Content is organized by date.
- **Albums:** Create custom albums to organize your pictures and videos.
- **Stories:** Create custom collections of related pictures and videos and share them with your contacts.

To access Samsung Gallery:




- ▶ On the taskbar, tap  **Start** > **Samsung Gallery**.

Samsung Notes

Use Samsung Notes to write and save notes. For more information, visit samsung.com/us/support/owners/app/samsung-notes.



Compose a Note

You can create notes using the Samsung Notes app.

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



Edit Notes

You can make edits to notes you create.

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

Browse Notes

You can browse notes you create.

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

Dolby Atmos

Get enhanced surround sound while enjoying movies, games, and other media.

To access Dolby Atmos:

▶ On the taskbar, tap  **Start** >  **Dolby Atmos**.



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Access Settings

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



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

Connections

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

Devices



Change settings related to your connected devices.

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

- **Touchpad:** Change the touchpad settings.
 - This option only appears when the keyboard is attached.
- **Typing:** Change the onscreen keyboard settings.
- **Pen & Windows Ink:** Configure settings for using a connected pen and the Windows Ink workspace.
- **AutoPlay:** Activate or deactivate the AutoPlay feature and change related settings.
- **USB:** Set the device to notify you if there are issues when connecting to USB devices.

Network and Internet



Change the network and Internet settings.

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

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

Display



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

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

- **Start:** Change the settings related to the Start menu.
- **Taskbar:** Configure settings for the taskbar.


Lock Screen and Security

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

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



Fingerprint

Register your fingerprint to use in place of passwords.

1. On the taskbar, tap  **Start** >  **Settings** > **Accounts** > **Sign-in options**.
2. Tap **Set up**, and follow the prompts to register your fingerprint.



Password

Create your Microsoft account password.

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

PIN

Create a PIN to use in place of passwords.

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



Dynamic Lock

Windows can lock when devices paired to your PC go out of range.

1. On the taskbar, tap  **Start** >  **Settings** > **Accounts** > **Sign-in options**.
2. Tap **Allow Windows to automatically lock your device when you're away**.



Sign-in privacy options

Customize your privacy options when signing in to an account or your device.

1. On the taskbar, tap  **Start** >  **Settings** > **Accounts** > **Sign-in options**.
2. Under Privacy tap **On/Off** for each option:
 - Show account details (e.g. email address) on sign-in screen
 - Use my sign-in info to automatically finish setting up my device and reopen my apps after an update or restart

Privacy

Change the privacy settings.



- ▶ On the taskbar, tap  **Start** >  **Settings** > **Privacy**, and tap an option:
 - **General:** Change the general privacy settings.
 - **Speech, inking, & typing:** Set the device to collect personal information, such as contacts and recent calendar events. You can also manage your cloud settings.
 - **Diagnostics & feedback:** Set the frequency of Windows feedback and select an option to send the device's diagnostic and usage data to Microsoft.
 - **Activity history:** Access what you are working on from apps, docs, or other activities on either your PC or your phone.
 - **Location:** Change settings for location information permissions.

- **Camera:** Activate or deactivate the camera feature. Select apps to allow them to use the camera feature.
- **Microphone:** Activate or deactivate the microphones. Select apps to allow them to use the microphones.
- **Notifications:** Choose apps that can access your notifications.
- **Account info:** Set apps to access and use your account information.
- **Contacts:** Select apps to allow them to access your contacts.
- **Calendar:** Activate or deactivate the calendar app. Select apps to allow them to access the calendar app.
- **Call history:** Select apps to allow them to access your call logs.
- **Email:** Activate or deactivate the email app. Select apps to allow them to access the email app and send emails.
- **Tasks:** Allow access to tasks on your device.
- **Messaging:** Activate or deactivate the messaging app. Select apps to allow them to access the messaging app and send messages.
- **Radios:** Change the settings to allow apps to use radios, such as Bluetooth.
- **Other devices:** Change the settings for external devices, such as wireless devices or hardware.
- **Background apps:** Select apps to run in the background.
- **App diagnostics:** Let apps access diagnostic information.

- **Automatic file downloads:** Let Windows automatically download online-only files from your online storage provider.
- **Documents:** Allow access to document libraries on your device.
- **Pictures:** Allow access to picture libraries on your device.
- **Videos:** Allow access to video libraries on your device.
- **File system:** Allow access to the file system on your device.

Update and Security

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

- ▶ On the taskbar, tap  **Start** >  **Settings** > **Update & security**, and tap an option:
 - **Windows update:** Check for available updates and update Windows to the latest version.
 - **Windows security:** Activate the Windows Defender Security feature to scan for malware. You can also set the device to send security problems to Microsoft automatically.
 - **Backup:** Backup your files using the File History feature.
 - **Troubleshoot:** Run a troubleshooter to find and fix common problems.
 - **Recovery:** Reset the device or restart it using the advanced start-up feature.



- **Activation:** View the Windows activation information. You can change your Windows product key.
- **Find my device:** Activate or deactivate the Find My Device feature to help locate the device when lost or stolen. Access the Microsoft webpage to track your device's last known location and control the device.
- **Windows Insider Program:** Get previews of future updates and improvements to Windows and provide feedback.
- **Device encryption:** Protect your files and folders from unauthorized access.

Device Maintenance

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

System

Change the system settings.



- ▶ On the taskbar, tap  **Start** >  **Settings** > **System**, and tap an option:
 - **Display:** Change the display settings, such as the font size and the brightness of the display.
 - **Sound:** Configure the sound settings.
 - **Notifications & actions:** Select Quick action buttons to display on the action center panel and change the notification settings.

- **Focus assist:** Choose which notifications to prioritize and configure rules to limit which notifications you receive.
- **Power & sleep:** Set the device's backlight timer. You can also set the Wi-Fi settings for when the device is in sleep mode.
- **Battery:** View battery power information and change the power saving options.
- **Storage:** View memory information for your device and select where new apps and data are saved by default.
 - The actual available capacity of the internal memory is less than the specified capacity because the operating system and default apps occupy part of the memory. The available capacity may change when you update the device.
- **Tablet mode:** Switch to tablet mode and change the related settings.
- **Multitasking:** Change settings for multitasking.
- **Shared experiences:** Authorize actions across devices to share content.
- **Remote desktop:** Connect to and control your device from a remote device.
- **About:** Access device information and change the device name or other settings.

Time and Language


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

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

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



Book Settings

Configure settings for the following features provided by Samsung:

- ▶ On the taskbar, tap  **Start** > **Galaxy Book**, and tap an option:
 - **Pen:** Customize which apps open when you press the S Pen button.
 - **Battery Life Extender:** Prolong your battery life by setting a maximum battery charge level.
 - **Power button:** Configure Power button actions.
 - **AMOLED:** Change the screen mode to match your type of viewing. Adaptive display will automatically optimize the display.
 - **Legal information:** View legal information.
 - **About device:** View information about your device.

Accounts

Set up and manage accounts, including email and social networking accounts.

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

- **Your info:** View and edit your account information.
- **Email & app accounts:** Add your Microsoft account and manage your app accounts.
- **Sign-in options:** Change the device sign-in options. You can select a screen lock method to prevent others from accessing your personal information. See [Lock Screen and Security](#) on page 49.
- **Access work or school:** Add a work or school account to access to your organization's resources, such as apps and network.

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



Accessibility

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

For more information about Accessibility for Samsung products, please contact us at accessibility@sea.samsung.com.

Ease of Access

Change settings to improve the device's accessibility.

- ▶ On the taskbar, tap  **Start** >  **Settings** > **Ease of Access**, and tap an option:
 - **Display:** Make your display easier to see.
 - **Cursor & pointer size:** Make pointer, cursor, and touch feedback easier to see.

- **Magnifier:** Activate a magnifier and change the related settings. When you activate this feature you can zoom in on the screen to view a larger version of the content.
- **Color filters:** Make photos and colors easier to see by applying a color filter to the screen.
- **High contrast:** Apply high contrast themes to the display to improve screen visibility.
- **Narrator:** Activate the screen reader and change the related settings. When you activate this feature, the device reads aloud all the elements on the screen, such as text and buttons.
- **Audio:** Make your device easier to hear, or use it without sound.
- **Closed captions:** Change the caption settings.
- **Speech:** Make your device easier to use if you have limited reach or strength.



- **Keyboard:** Change the on-screen keyboard settings.
- **Mouse:** Change the pointer and mouse settings.
- **Eye control (beta):** Use eye tracking technology to control the mouse, type using an on-screen keyboard, and communicate with people using text-to-speech.

Other settings

Configure features on your device that make it easier to use.



Phone

You can mirror your phone to your device.

- ▶ On the taskbar, tap  **Start** >  **Settings** > **Phone** > **Add a phone**, and tap an option to configure.

Gaming

Configure gaming features on your device.

- ▶ On the taskbar, tap  **Start** >  **Settings** > **Gaming**, and tap an option:
 - **Game bar:** Control how game bar opens and recognizes your name.
 - **Game DVR:** Control how you capture your game through screenshots and game clips.
 - **Broadcasting:** Control how your game appears when you broadcast.

Getting help



Videos

samsung.com/us/support/videos



Smart Simulator

samsungsimulator.com



Tips

samsung.com/us/support/tips



Samsung Care

samsung.com/us/support

Legal

READ THIS INFORMATION BEFORE USING YOUR MOBILE DEVICE.

Arbitration Agreement - This Product is subject to a binding arbitration agreement between you and SAMSUNG ELECTRONICS AMERICA, INC. (“Samsung”). You can opt out of the agreement within 30 calendar days of the first consumer purchase by emailing optout@sea.samsung.com or calling 1-800-SAMSUNG (726-7864) and providing the applicable information. For complete terms and conditions that bind you and Samsung, refer to the “Arbitration Agreement” section of the Terms & Conditions, included with the Product.

Find legal information online

The full Arbitration Agreement, Standard Limited Warranty, End User License Agreement (EULA), and Health & Safety Information for your device are available online.

Arbitration Agreement, Standard Limited Warranty, and Health & Safety Information:

Phone:

- English: samsung.com/us/Legal/Phone-HSGuide
- Spanish: samsung.com/us/Legal/Phone-HSGuide-SP

Tablet:

- English: samsung.com/us/Legal/Tablet-HSGuide
- Spanish: samsung.com/us/Legal/Tablet-HSGuide-SP

End User License Agreement:

- English: samsung.com/us/Legal/SamsungLegal-EULA4
- Spanish: samsung.com/us/Legal/SamsungLegal-EULA4/#SPANISH

Find legal information on the mobile device

The full Arbitration Agreement, Standard Limited Warranty, End User License Agreement (EULA) and Health & Safety Information are also available on the device, in the Samsung legal section of Settings. The location depends on the device, and is usually in the “About device” or “About phone” section, for example:

- **Start > Galaxy Book > Legal information > Samsung legal**
- Or, use the Search feature to search for “Legal”.

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If your carrier prohibits this, and if you attempt to download software onto the device without authorization; you will be notified on the screen that the device will no longer operate and you will then be instructed to power down the device. You must then contact your carrier to restore the device to the carrier authorized settings.

Restricting children's access to your mobile device

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

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Some multimedia (audio/video) files contain Digital Rights Management (DRM) technology to verify you have the right to use the files. Preloaded apps on your device may not be compatible with DRM-protected files.

Screen images are simulated. Appearance of device may vary.

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

Please check with your service provider to verify qualifying services/features.