ODYS Windesk 9 Plus 3G – KURZANLEITUNG

Introduction

Please observe the information and warnings from the user manual.
- Please refer to the user manual for detailed instructions, conformity and support information.
- The manual can be found at http://www.odys.de/web/tablet-pc-wintab_de.html.
- Use the hyperlink at „Einstellungen – PC und Geräte – PC-Info".
- There you will also find a guide on how to change the system language.
- Use the installation assistant to easily configure the device.

Important! Please note: In order to use all features available, a Microsoft user account must be created and it is necessary to activate your system later on. To reset a forgotten password please visit www.live.com.
To prevent conflicts with other systems we recommend creating a new account.
Please close unused apps to extend the battery lifetime as described on the right.
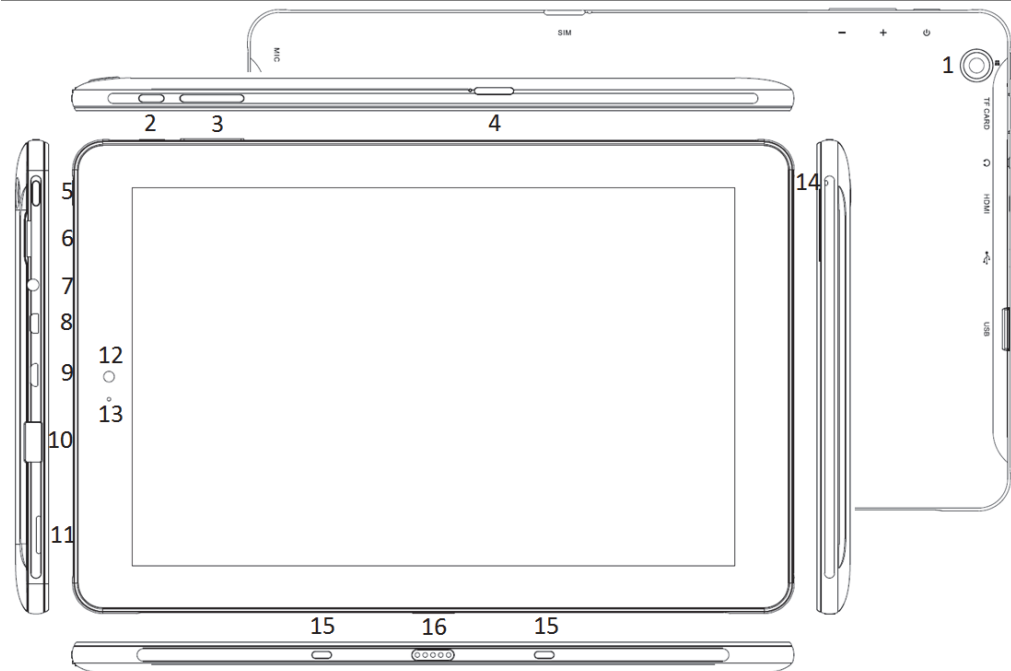*Turn off the tablet when not in use.*

Turning On/Off

To turn on the device, press and hold the [**Power**] button on the device until you see the boot screen and then release the button. It may take a few minutes to start up the system, please wait before you proceed.
To turn off the device, press and hold the [**Power**] button until you see the turn off picture.
Drag down the picture as indicated.

Tip: This device will go into the sleep mode and the display will switch off if inactive for a few seconds. Press the [Power] button briefly to turn on the display and to wake the device. Swipe the lock screen upwards to unlock the device.

Power On/Off the Display
- Press the [**Power**] button briefly to turn off the display.
- Press the [**Power**] button briefly to turn on the display again.

Getting started

1.	**Rear Camera**	Rear-facing camera for taking pictures.
2.	**Power Button**	Press and hold the [**Power**] button to turn the device on or off; press the button briefly to turn the screen on or off. Should the device stop functioning or operate abnormally, press and hold for 15 seconds to reset the device off.
3.	**Volume key + / -**	Press briefly to increase / decrease the volume level.
4.	**SIM**	Accommodates any Nano-SIM Card.
5.	**Windows Key**	Return to the start screen
6.	**Micro SD Card Slot**	For use with standard Micro SD/SDHC memory card.
7.	**Headphone Jack**	Audio output connection for headphones. *Note: The integrated speaker is automatically disabled when headphones are connected to the device.*
8.	**Micro HDMI**	Connect to a TV or other display.
9.	**Micro USB**	Support for USB stick, Surf stick, Keyboard and Mouse. Charge and power the tablet with the included power adapter. *Note: An OTG supporting adapter cable is required (optional)*
10.	**USB**	Support for USB stick, Surf stick, Keyboard and Mouse.
11.	**Speaker**	
12.	**Front Camera**	Front-facing camera for taking avatar pictures.
13.	**Status Indicator**	Stays red during charging and will to blue when the battery is fully charged.
14.	**Microphone**	
15.	**Docking Clip**	To align the tablet.
16.	**Docking**	To connect an optional available keyboard.

Charging the battery

The device has a built-in rechargeable battery. No additional battery installation is required. Please charge the device when the device indicates low battery. To charge the battery, connect the device to any standard wall outlet using the power adapter.
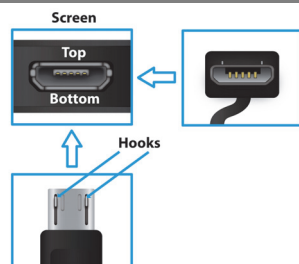
Note:
a. We advise to use only the supplied power adapter with this device.
b. You can operate the device even while it is being charged. However, for extended battery life, we suggest "NOT" to use the device while it is charging. We also recommend fully charging the battery when it is completely empty. We do not recommend partial charging as this may shorten the battery life time.
c. It is recommended to charge the battery before using the device for the first time.
d. For maximum performance, lithium-ion batteries need to be used often. If you don't use the device often, be sure to recharge the battery at least once per month.
e. Should the rechargeable battery of the device discharge completely, connect the device (using the adapter) to the main power source for approximately 5-10 minutes before attempting to use the device.
f. In some cases, devices which have been charged for longer periods of time may not be able to be switched back on. Should this occur please do a "reset".

Connect via USB

Note: Only use a USB cable with a maximum length of 100cm. Please make sure when connecting the USB adapter into the USB socket that the connector alignment are correct. Incorrect insertion may cause damage to the plug and socket.

On one side of the plug there are usually small sizes of hooks that secure the fixation. Pay special attention to the position of the hooks, they should show upwards when connecting the cable into the socket while the device is lying on screen up.
In order to view or playback files, these must first be downloaded from the internet or transferred from a computer and stored on the device via MircoSD card or USB-Stick.

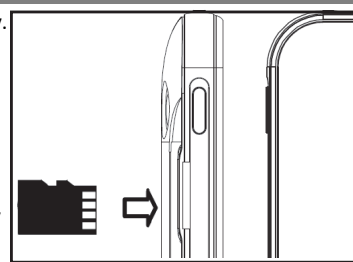*ATTENTION: A direct connection between the Device and Computer, via USB-Cable is not possible!*

Factory reset

Should you notice unusual behavior or the device cannot be activated, we suggest restoring the device to the factory settings. Switch off the device. While pressing the Power Button and the Volume-Minus key simultaneously, start the device until the Recovery Mode is started. Follow the instructions under "Troubleshoot" or "Problem Solving". Select „Reset your PC" or "Restore"
***ATTENTION!** All data and settings will be erased.*

Using Micro SD/SDHC memory card

This device can read files directly from memory card and USB memory. Open the micro SD and micro SIM card compartment on the backside of the device. To access the files stored, open the app "OneDrive" by tapping the corresponding icon and select the desired directory. Once opened, tap the menu "OneDrive" to switch between local and online storage.
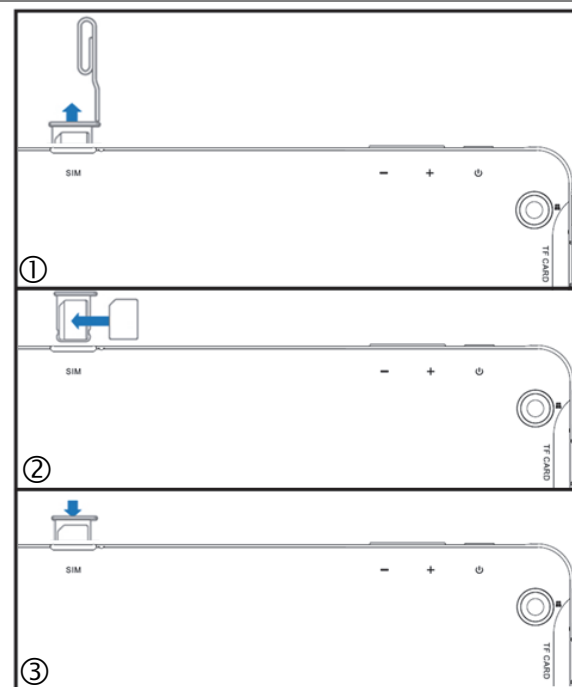

- Check that the Micro SD card is in the correct position with the contact pins facing in direction of the screen as illustrated. You may damage the card and the SD card slot if the Micro SD card is not inserted correctly.
- Push the Micro SD card into the card slot until it clicks (If you have a hard time pushing it in, please check if you have inserted it correctly).
- To remove Micro SD card, push the card once until it clicks and pops out a little bit.

Note: We recommend using only Micro SD/SDHC cards up to 64GB capacity.
- *Should a Micro SD card be inserted into device, it may take a few seconds to update the contents.*
- *Please avoid inserting or ejecting Micro SD card when other operations are running.*
- *Do not remove the card if the contents inside the card are in use or if files are being saved to the card.*
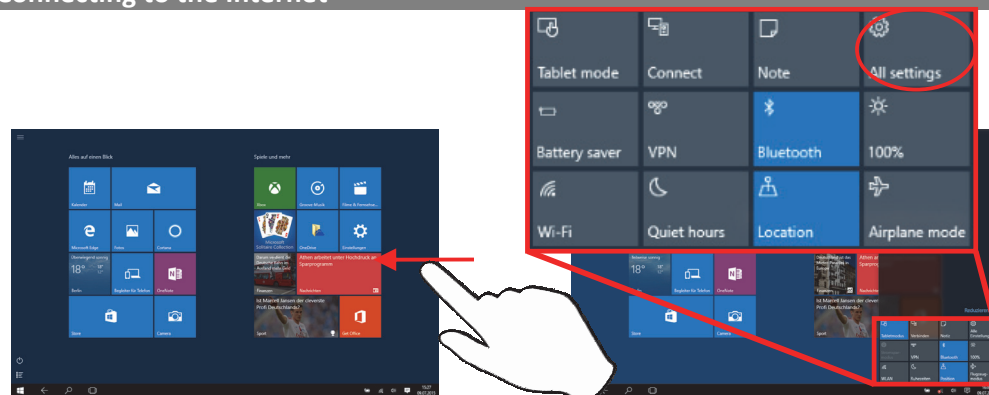- *Please use your fingernails to properly insert or remove the card.*

Using a Nano SIM card

① First, open the card slot using the enclosed tool or a paperclip. Insert the paperclip, as illustrated, into the opening of the card tray eject button until a small portion of the tray is visible. Remove the tray from the device. The card tray eject button is a small round opening in the card cover.

② Insert the Nano-SIM card into the reader as illustrated. Make sure that the Nano-SIM card is aligned correctly. The contacts of the inserted SIM card must point downwards and the rounded corners outwards. Damage may occur to the card or card reader if the SIM card is not properly inserted into the device.

③ Push the tray with the inserted SIM card back into the device until it flushes with the housing.

Please note: Be sure to power off to the unit before inserting the SIM otherwise the card will not be detected.

Connecting to the Internet

(1) Swipe with your finger from the right-hand side towards the centre and open the function bar like this.
(2) Touch the icon to open All settings and select „Network and Internet".
(3) Tap on the network you wish to connect to and then tap on "Connect". Your Tablet will now attempt to establish a connection to that 3G network. If the connection is successful, the message "Connected" will appear below the network.

Note:
If there is no internet connection please recheck this setting and verify that you are connected to an avilable wifi or 3G Network.

Support

On our website you will find the latest information about this product, other products of our enterprise, our company itself and valid warranty terms. The latter you will find under Service - Downloads.

Axdia International GmbH   Tel: +49(0) 2154 / 8826-0
Formerweg 9   Fax: +49(0) 2154 / 8826-100
D-47877 Willich (Germany)

Support-Hotline (9.00am – 1.00pm):   +49 (0)2154 / 8826-101
E-Mail: support@odys.de

Note
Please address any further questions directly to our Customer Service Department at the following e-mail address: support@axdia.de
In order to be able to process your request quickly, we ask you to have the following information ready:
- Product description
- Purchase date
- Description of problem

Disposal
Do not dispose of this item with normal household waste. Please return any defective device to your dealer or to a collection point for environmentally sound disposal.
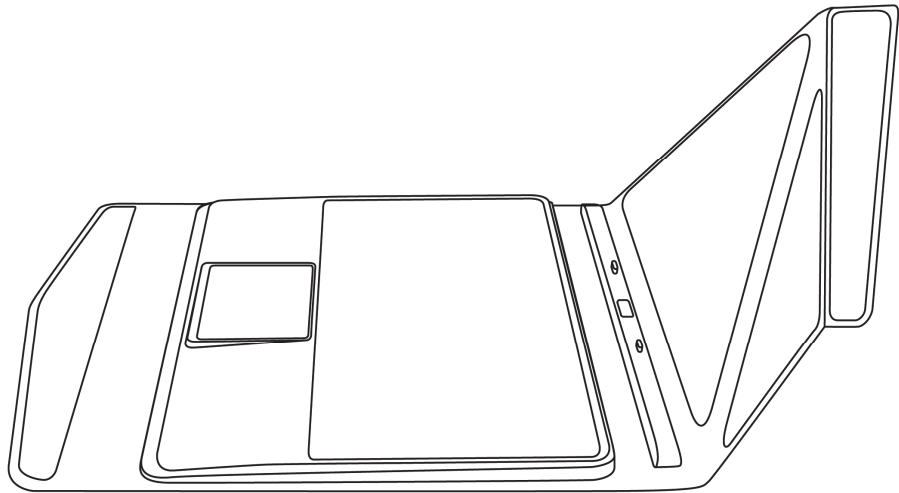
Compliance
Axdia International GmbH hereby declares that this device is in accordance with the essential requirements and other relevant provisions of Directive 2004/108/EC. The CE declaration of conformity for this product can be found on the internet at: www.odys.de – Service – downloads

Using the keyboard

Note
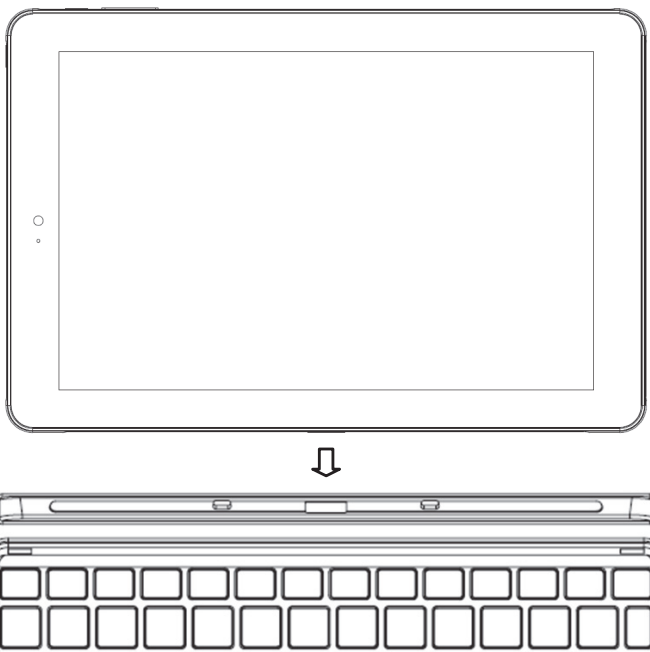*Please note that the keyboard layout for use with this device may be changed as appropriate,.*

Set up keyboard
1. Place the cover flat on a level surface.
2. Lift the lid until it is at approx. a 90-degree angle to the keyboard.
3. Now fold the outer edges inwards and towards the rear, so that the centre of the cover curves towards the front.
4. Continue folding until the magnets touch each other.

Connect the tablet
Place the tablet, with the docking ports facing downwards onto the corresponding slots on the keyboard. Lean the tablet against the nominated cover.
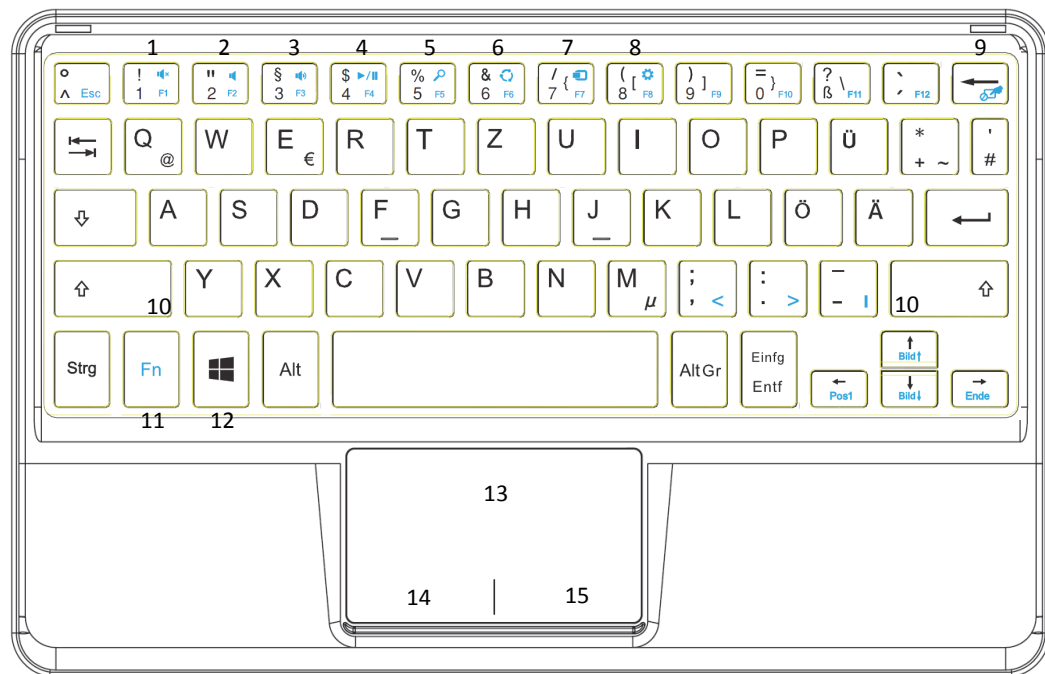
Note:
1. This keyboard is a plug-and-play device; you can connect/disconnect it anytime.
2. There is no notification or indication for the keyboard connection, except for appearance of the mouse icon (arrow) as you put your hand onto the touch area.
3. Since the keyboard is powered by the tablet, there is no built-in battery inside.

Keyboard parts
Press the Fn key together with similarly colored keys to execute the imprinted function.
Note: Some keys have several different assignments!
Important key combinations can be found at the chart below.

	Tasten	Funktion		Tasten	Funktion
(1)	Fn + F1	F1	(7)	Fn + F7	F7
	Fn + Shift + F1	Mute the sound		Fn + Shift + F7	Connection with other devices
(2)	Fn + F2	F2	(8)	Fn + F8	F8
	Fn + Shift + F2	Reduce volume		Fn + Shift + F8	Open settings
(3)	Fn + F3	F3	(9)	Fn + ←	Disable/enable touchpad
	Fn + Shift + F3	Increase volume			
(4)	Fn + F4	F4	(10)	Shift-key	
	Fn + Shift + F4	Play/Pause	(11)	Fn-key	
(5)	Fn + F5	F5	(12)	Windows-key	
	Fn + Shift + F5	Search	(13)	Touchpad	
(6)	Fn + F6	F6	(14)	Left Mouse key	
	Fn + Shift + F6	Share	(15)	Right Mouse key	

Home screen

Once started, the Start-Screen will be displayed. The individual icons offer quick access to the respected application.

Start Screen Elements

Start Menu
Tapping the menu icon will open the start menu. Here you will find user information, last used documents and links to the file explorer and system *settings.*

Start
displays shutdown options

Tiles
offer quick access to its corresponding APP. The appearance may be adapted to suite you personal needs or prolonged.

Program List:
Tap this icon to list all installed APPs in alphabetical order on the left edge off the display.

Elements on the Taskbar

Search
Use the search box to search the internet for certain terms or to easily locate device settings and installed Applications.
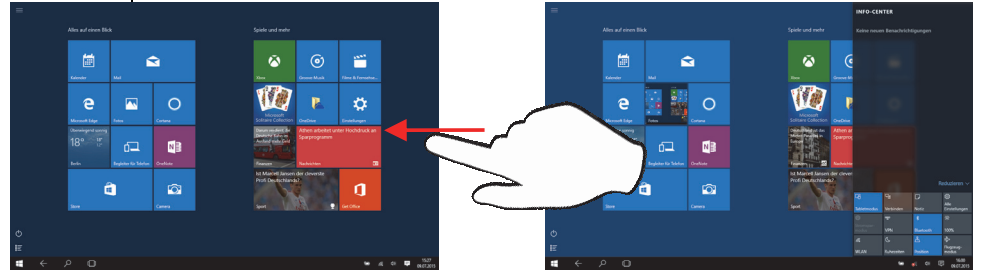
Windows-Key
Used to return to the start menu.

Back
Return to previous view

Important settings and background processes may be found here.
- Battery status and settings
- Display and Wireless Network (Wi-Fi) settings
- Volume Settings
- Opens the Functions-Bar (see below)

Tap this icon to display all opened Apps side by side. The active App may also be displayed as the first window in the list
Notice: This function is not available when no applications are running

Funktion-Bar
A right to left swipe opens the Menu-Bar
Here you may find important information and settings. Alternatively, tapping the appropriate icon on the Taskbar will also access this menu.

Elements of the Functions-Bar

Icon	Function	Icon	Function
Tabletmodus	Switch between the tablet mode using tiles and the PC mode using the desktop.	Bluetooth	Enable or disable Bluetooth
Verbinden	Bluetooth connections with other devices	40%	Adjust the monitor brightness
Notiz	Opens the Note Program „One Note".	WLAN	Enable or Disable WLAN
Alle Einstellungen	Access System Settings	Ruhezeiten	Enable defined rest periods
Stromspar-modus	Enable or disable power saving mode	Position	Positioning on or off
VPN	Set and enable VPN connections	Flugzeug-modus	Activate Airplane Mode **Attention!** All wireless connections will be disabled.

Tapping	Tapping an icon with your finger will start Apps from the Windows menu and may also be used to select or open images and other documents.
(Double) Tapping	Double tapping the desktop will act as would a double mouse-click. Use to open Apps and folders or files.
Tap and hold for 2 Seconds	Duplicates a "Right Mouse Click" on the touch screen and opens the context menu of the selected item.
Holding / Moving	To move an object, icon, file or window to a different position, press and hold down the desired item with your finger and slide the item to the desired position and release.
Magnify / Minimize	To magnify an object, image, text or app, place your thumb and index finger together on the object. Swipe in an outward motion, separating your thumb and index finger to magnify an image, text or app. Swipe in the other direction to minimize.
Scroll/ swipe	To scroll images or documents or to navigate throughout the internet, swipe the screen, depending on the direction you wish to scroll.