

GoTab



getting started

GW7

HELLO!



Congratulations on your new GoTab! There's so many great things you can do with it & we hope you love using it! This guide aims to get you started, get you connected to Wi-Fi and show you where to get help.



TECHNICAL SUPPORT

Hopefully you'll find GoTab straightforward to use, but if you've got a problem **please contact our Tech Support Team first** so we can help.

Get help for your GoTab using the details below, or you can also get help with Windows at Settings ⚙️ > Help > Open Help



WEBSITE

www.my-go.co/support



EMAIL

support@my-go.co



PHONE *

UK 033 0223 2931

ROI 0615 13428

Mon-Fri 8am-4pm. Call charges apply




HEALTH & SAFETY

Please read the Health & Safety instructions and get advice for using your GoTab at www.my-go.co/en/safety



CHARGE THE BATTERY

Your GoTab's battery comes partially charged, so we recommend you charge it for **~3 hours** using the power adaptor provided. You can use it during this time, just keep it plugged in!

Note: To check the current charge level of the battery, press the  icon located at the bottom right of the screen.

Note: Battery Life depends on usage. Only use an authorised DC Charger as an incorrect power supply can damage the GoTab, invalidating your Guarantee.

- DO NOT attempt to change the battery yourself.
- CAUTION: Danger of explosion if batteries are incorrectly replaced.
- NEVER use/charge the battery if it's leaking, discoloured, deformed or abnormal.
- NEVER expose the battery to any liquid.
- NEVER expose the battery to excessive heat such as direct sunlight or fire.
- NEVER throw batteries in a fire or attempt to open the outer casing.
- Batteries are harmful if swallowed. Keep out of reach of infants & children.



TURN YOUR GOTAB ON

Power ON Press and hold the power button on the side edge of the GoTab, and it will turn on and load Windows. **Slide the lock screen up to enter Windows.**


Power OFF The power button is in the Start menu. Press it and you can choose to shut down or restart the GoTab, or put it into sleep mode. Slide your finger downward on the screen to turn off the GoTab

Sleep mode To quickly put your tablet into Sleep mode, press the Power button on the edge of your GoTab once. The screen will switch off and your tablet will enter its battery saving Sleep mode.

Wake up To wake the tablet from Sleep mode, press the Power button once.



ACCESSIBILITY

Setting up your GoTab to make it more accessible only takes a few steps. Most Ease of Access options are available in Settings. Press **Start**  and select **Settings > Ease of Access.**

Narrator lets you hear audio descriptions, e.g. for text and buttons.

Make your screen content bigger using Magnifier or use high-contrast mode.

Windows Speech Recognition lets you control your PC with your voice alone.



ABOUT YOUR GOTAB



TOUCHSCREEN

The GoTab has a multi-touch screen so you can, touch, tap, swipe, and pinch-to-zoom- its sensitive and only needs a delicate touch.

Please don't use any sharp or pointed instruments to use the touchscreen as this could damage the screen and invalidate your Guarantee. You can use a "capacitive" stylus (not included) to control the screen.




ABOUT YOUR GOTAB

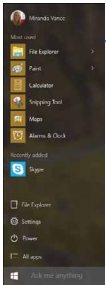





START SCREEN

The main home screen is where all of the main app tiles will be located. From here you can select applications to run or open further menus to browse your files, change the setting or start basically everything! The best thing is you can customise it to show all your favourite and most frequently used apps, people and information.

Just tap on the  Start Menu button located in the bottom-left of the screen, or on the front touchpanel of the GoTab to return to your Start Screen at any time. Tap it again to go back to wherever you were.



Menu

Select Menu  in the top left-hand corner of the screen to get to your Account picture, Settings, File Explorer, All apps and Most used list, and the Power button.

Power Button

All Apps 
Tap to view all your apps



Start


Go Back

Tap for
Cortana
Assistant

View open
and switch
apps



TOUCH KEYBOARD

You can type just like normal using the On Screen Keyboard. Just tap in a text box and the keyboard will pop up, let you type and disappear when you've finished with it. Or you can press the  symbol in the bottom right corner to make it disappear.




Tap & hold keys to see similar characters. For example, pressing and holding "e" reveals è, ê, é, ê, and ë on-screen. The keys in the top row insert the corresponding numbers 1, 2, 3.. (shown on the top left of the keys)

App Tiles

Once you pin a new app, resize it. Tap and hold (or right-click) the app tile, select **Resize**, and then choose the tile size you want.

To create a new group of tiles, move an app's tile up or down until a group divider appears, and then release the tile.



The Start button is used to take you back to the main home screen at any time. Press  on the front touchpanel of your GoTab, or in the bottom left corner of your screen

Time & Date

Tap to change the settings

Tap to open Action Centre



Battery Level

Tap to Connect to Wi-Fi or enable Airplane Mode

Tap to change Audio Settings



START SCREEN

Love it? Pin it To pin apps to Start; tap Start  then select **All apps**  Tap & hold (or right-click) the app you want to pin, then select **Pin to Start**. Then the App 'tile' will show on your Start Screen.

To remove the tile 'Tap & hold' a tile to select it. Tap the 'Pin' symbol in the top right corner to Unpin from Start. If you unpin an app, it'll still be installed on your GoTab, but it won't have a tile on the Start screen anymore.

To rearrange tiles 'Tap & hold' a tile to select it, then drag it to a new position.


To group tiles together To start a new group, drag a tile to an open space. When a grey bar appears, release the tile. Slide and drag or click and drag more tiles next to the first tile.

To resize tiles Tap & hold' a tile to select it. Tap the Menu icon in the bottom right corner (...). Tap Small, Medium, Wide or Large to change its size. You can also change whether its a 'Live Tile showing dynamic content, or a simple 'shortcut' to open the app.

SWIPE DOWN to close apps

To close an app, slide your finger down from the top to the bottom of the screen

SWIPE RIGHT for Task Manager

Jump from Window to Window with Task Manager. Tap  or swipe right from the left side you'll be shown all your open apps. Here you can switch tasks or close unwanted apps by pressing the X in the top right corner



Personalise your GoTab Open Start, then go to Settings > Personalisation > Start to change which apps and folders appear in the Start menu.

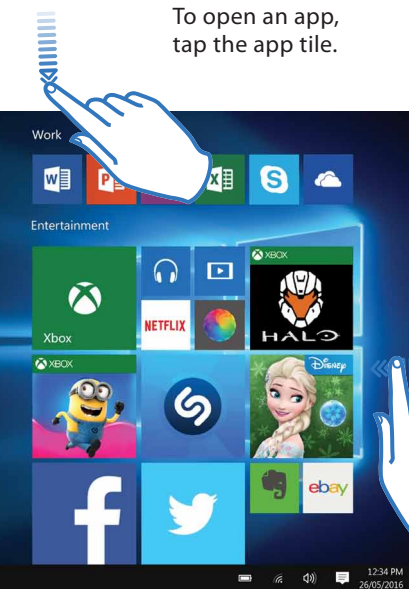
Also change your Lock screen. Try changing the background to a favourite photo or slide show, or choose any combination of detailed and quick status notifications to show you upcoming calendar events, social network updates and other app and system notifications.

Get to Settings by going to Start  > Settings . From there, browse the categories or use search to find what you're looking for, including advanced options in Control Panel.

Most apps also have their own settings inside the app itself. Look for 

Apps

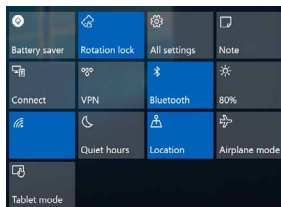
To open an app, tap the app tile.



SWIPE LEFT for Action Center and Notifications

Swipe in from the right side of the screen to see important notifications from Windows and your apps.

You can change common settings quickly, like screen brightness, rotation lock, or tap Settings to open the full settings menu.





CONNECT TO WI-FI

GoTab connects to the internet using a wireless broadband (Wi-Fi) connection*. You can connect using a home network, or when you're out and about with Wi-Fi hotspots.

To connect to Wi-Fi please follow these simple instructions:

1

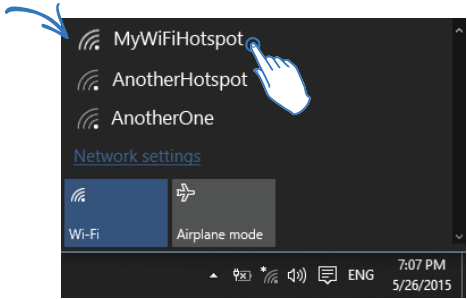


Tap the **Wi-Fi icon** at the bottom right of your Start Screen

2

Your GoTab will search for all the surrounding Wi-Fi hotspots.

Tap the name of your Wi-Fi hotspot (this may be called SSID on your router)

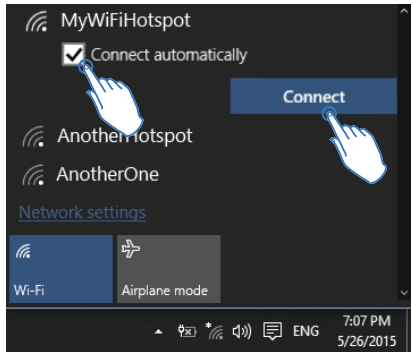


3

If it's a hotspot you use regularly, you can tick **Connect Automatically**

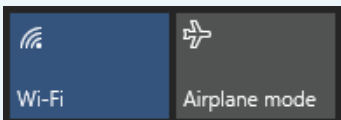
4

Then tap **Connect**



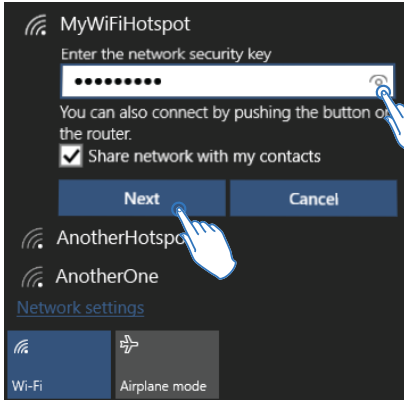
If the Wi-Fi hotspot doesn't need a password (*open network*), your GoTab will automatically connect and you can start surfing straight away. Hurrah!

toggling Wi-Fi or Airplane mode means your GoTab won't attempt to connect to any networks. This also preserves the battery life if you don't need to go online.



5


If the Wi-Fi is 'password protected' type the password exactly as it appears on your Wi-Fi router **including any CAPITAL letters**. Then tap **Next**



Note: Find your password on the bottom of your Wi-Fi Router, or contact your ISP (internet service provider)

Note: "Share the network with my contacts" called Wi-Fi Sense allows you to share your Wi-Fi, with your contacts in a secure way.


Passwords are **cAse SenSItIvE**.

Check you've typed the password correctly by tapping  rather than showing it as dots.

Type **CAPITALS** by pressing **Shift**


Type **numb3rs** by pressing **&123**

6

Once your password is accepted, GoTab will connect, and the Wi-Fi icon  will go white on your Start Screen

Tap the Home Button 

Then the Edge Internet Browser icon 

Tap the white box at the top and type a website address (URL) or enter any search term to perform a 'Bing Search' of the internet. You can also tap the  symbol to make a voice search.

You are now surfing the internet wirelessly!




MICROSOFT ACCOUNT

What is it? Have you ever used Outlook.com, Hotmail, Office, OneDrive, Skype, Xbox, or Windows? The email address and password you use for any of those services is your Microsoft account. If not, it's easy to create a free email account at Outlook.com and make that your new Microsoft account.

Your Microsoft account gives you access to apps and games from the Windows Store, and lets you see your settings and other stuff across multiple Windows 10 devices.

Set up family accounts If you plan to share your PC with other people, consider adding accounts for them. It's always nice to share, and this way your friends will have some personal space – including separate files, browser favourites and a desktop they can call their own.


Add an account

Tap  Start > Settings > Accounts > Your account > Family & other users. Under Other users, select Add someone else to this PC.

If the person you're adding has a Microsoft account, enter their email address, select Next, then select Finish. After they sign in, their online email, photos, files and settings will be waiting for them.

If the person you're adding doesn't have a Microsoft account, select Sign in without a Microsoft account (it's OK that it says "not recommended"), then select Local account. Set their username, temporary password and password hint, then select Next > Finish.

Change your account picture

Select  Start, select your account picture, and then select Change account settings.

On the Settings screen, under Your picture, select Browse.

Find the picture you want to use, select it, and then select Choose picture.

Windows remembers the last three pictures you've used, so you can easily switch back to a recent favourite.

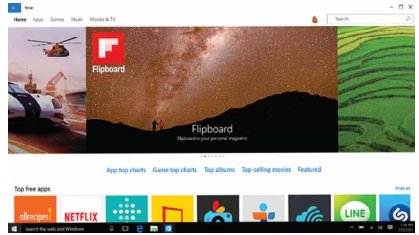
If you prefer to take a new account picture, select Camera and release your inner artist!



WINDOWS STORE

You can find tons of Apps, Games, Music, Movies & TV in the Windows Store.

There's loads for free, and there's something for everything, and something for everyone.



Tap  Start > Store.

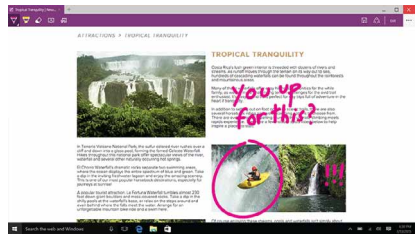
1. Use the Search box to find the app you want, or browse the Charts
2. Tap your chosen app to open the details about it
3. If it is a free app, click Install
If it is a paid app, click Buy to purchase the app before installing it

Note: You must be signed in with your Microsoft account to install apps from the Windows Store.



EDGE INTERNET

Edge is your new internet explorer for Windows 10- it's the latest way to surf the web. Microsoft Edge gives you new ways to find things, read – and write – on the web, plus help from Cortana where you need it.



Write on the web Edge lets you take notes, write, doodle and highlight directly on web pages. Then you can save and share your handiwork with friends, family or colleagues.

Cortana When you stumble across a topic on the web that you'd like to know more about, Cortana is your all-knowing guru. Highlight a word or phrase, tap & hold it, then Ask Cortana to learn more about it.

Hub is where you collect things from the web. Select Hub to view your favourites, reading list, browsing history and current downloads.

Reading list lets you save webpages that you want to read later. Just select Add to favourites or Reading list > Reading list > Add. When you're ready to read, go to the Hub and select Reading list.








CORTANA

What is Cortana?

Cortana is your new personal assistant. Cortana will help you find things on your GoTab, manage your calendar, set reminders, find information, track packages, search the web, chat with you and tell jokes. The more you use Cortana, the more personalised your experience will be.



Get started with Cortana Tap the Cortana Tile or icon  (or tap the search box on the taskbar). Or tap the microphone icon  to talk to Cortana.

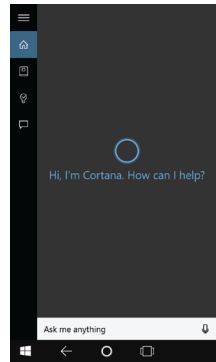
Hey Cortana! Set Cortana to hear you any time you say "Hey Cortana". Tap the Cortana Tile or icon  (or tap the search box on the taskbar) Select Notebook  then Settings  and turn on Let Cortana respond when you say "Hey Cortana".


Some things you can say to Cortana:

- ▶ Show me the latest football scores.
- ▶ How many calories in a boiled egg?
- ▶ Put golf on my calendar for tomorrow.
- ▶ Change my 3 PM event to 4 PM.
- ▶ What's happening this weekend?
- ▶ Tell me a joke.

Set a reminder Cortana can give you reminders.

- ▶ For example, type or say, "Remind me to call Sam at 2 PM".
- ▶ You can make the reminder recurring every day/week/year, and add anything else you want to be reminded of.
- ▶ Then at 2 PM Cortana will remind you!



Cortana's Notebook When you add your interests, favourite places & favourite things to Cortana's Notebook , you can get better, more personalised assistance from Cortana.

Weather Get the latest weather where you are, or somewhere far away.

News Find out the latest on whatever topic you choose.

Travel Cortana can track flight itineraries from your email and give you your flight status, traffic conditions and the weather at your destination.

Getting around Find out how the traffic is looking on your normal routes, and set Cortana to tell you when you're going to need extra time.



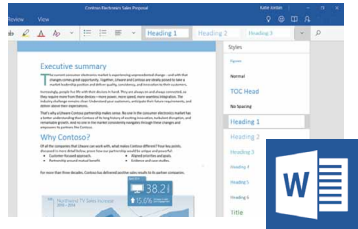
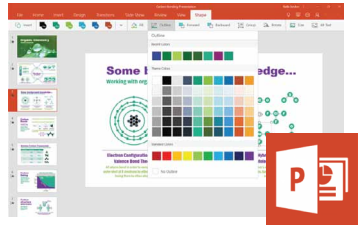
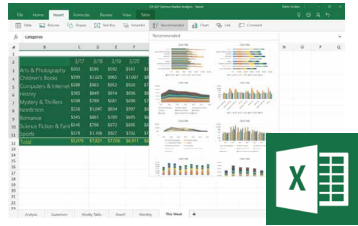
OFFICE

Designed for doing! Create documents, spreadsheets and presentations on your GoTab. Optimised for touch – no keyboard or mouse required – the Office Mobile apps are designed to work on a tablet or phone first and foremost.

Download **Word** Mobile, **Excel** Mobile or **PowerPoint** Mobile from the Store, while the OneNote, Mail and Calendar apps are already installed on your GoTab.

Review and edit while you're on the go. Get to your files from anywhere, thanks to integration with OneDrive, SharePoint, and Dropbox.

You can also buy the full desktop versions of Office, or use an Office 365 subscription to access and edit your documents in the cloud.



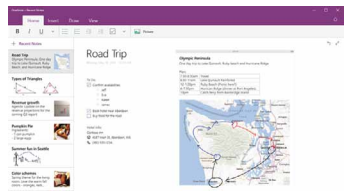
ONENOTE

OneNote is your digital notebook for capturing and organising everything across your devices. Jot down your ideas, keep track of classroom and meeting notes, clip from the web, or make a to-do list, as well as draw and sketch your ideas.

Your notes travel with you whether you're at home, in the office, or on the go

Notes are automatically saved and synced in the cloud, so you always have the latest on all your devices.

They will also look familiar on all your devices, so you can pick up where you left off on your desktop, laptop, tablet, or mobile phone.






XBOX

Whether you're new to Xbox or a hardcore gamer, the Xbox app is the place to play games, meet up with friends, make new ones and rack up achievements.

Don't have an Xbox One? No problem. You don't need one to use the app or play games from the Store. If you have an Xbox One, all your achievements, activity, game history and friends come with you to your PC when you sign in with the same Microsoft account you use to sign in to your Xbox.



Take a look! Go to Start > Xbox 




EMAIL &



CALENDAR

Your GoTab has Mail and Calendar apps already built in. Find the app tile on the Start screen, or Start Menu.

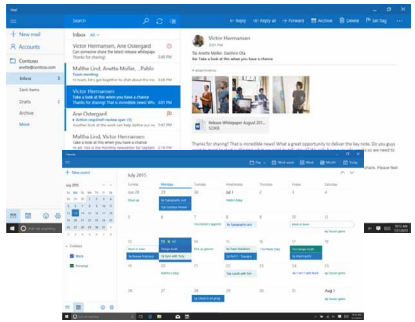
The first time you open either of the apps, you'll see the Welcome page. Follow the instructions to set up your account. Otherwise, In the **Mail** or **Calendar** app, select **Settings**  in the bottom left hand corner.

Go to **Accounts > Add account**, select your **account type**, then follow the instructions. Your mail and calendar will start syncing as soon as your account is set up (requires Wi-Fi).

Once you've added one account, you can go back to Settings to add more.

No need to add the same account twice – when you add it to one app, the other app automatically connects to the same account.

Switch back and forth between the two by selecting the Mail or Calendar icons at the bottom left side of the window.





GET ON THE CLOUD

What does Cloud mean? The cloud is just a metaphor for 'Internet Services'. Cloud computing means storing files or using programs over the Internet on a remote server, instead of directly on the GoTab. It gives you much more power so give it a go... it's the future of computing!

OneDrive is online storage to easily access and share your files, documents, photos, music, and more across all your favourite devices — including **Windows™**, **iOS™**, and **Android™** devices.

Using OneDrive with your Microsoft account, you get **15GB of FREE** online storage provided to you by Microsoft.

If you need more storage space (*up to 1000GB*) you can buy more in a jiffy!

Access your OneDrive in various ways:

▶ **Via Start**  > **OneDrive** 

▶ **Online anywhere using a Web browser** at <https://onedrive.com>

Via File Explorer at `C:\Users\MyUserName\OneDrive`

To access local OneDrive folder tap the File Explorer  icon

Then tap  OneDrive on the left menu.

Syncing Onedrive

Files in your OneDrive folder are synced to the cloud, but you can still work with files on your GoTab when you're disconnected. They are automatically synced to OneDrive when Internet connection is available.

By default, all files and folders are synced between OneDrive in the cloud and the Onedrive folder on your GoTab. If you want to save your GoTab storage, you can explicitly specify the files and folders to keep in sync.

Step 1. Right-click the **OneDrive** icon in the notification area.

Step 2. Select **Settings > Choose folders**.

Step 3. Tick the files and folders you want to keep in sync.

Turn off syncing You can turn off syncing for all devices or individual settings on the computer you use.

Step 1. Click Start > All apps > Settings > Accounts > Sync your settings.

Step 2. Click the toggle button for Sync settings to turn off all syncing; or click the buttons under Individual sync settings to turn off syncing for individual settings.



STORAGE & SD

Your GoTab comes with 16GB internal storage* which is expandable by using a MicroSD Memory Card* (max size 128GB).

NOTE: Some of this storage space (around 8GB) is always used to store the Windows OS so you won't get the total amount to save files/apps etc.

To add your Micro SD Card

Carefully insert it into the Micro SD card slot. You'll feel a light 'click' which means the card is locked in place.

To remove your Micro SD Card

Simply push the card slightly inwards until you feel a light 'click'. Then release the card, allowing it to 'pop out' so it can be removed.



HDMI VIDEO OUT

Using a Mini HDMI cable (not included) you can output HD video, apps or duplicate your GoTab's screen on to an external TV or monitor.

Simply plug in the HDMI cable into your GoTab & your TV, then change the TV's 'source' or 'input' settings to the corresponding HDMI port to duplicate the GoTab's screen & audio onto your TV.

If you have a wireless receiver you can also 'cast' (output video wirelessly) to your TV. Please refer to the instructions that came with your wireless receiver.



GET AN ANTIVIRUS APP

Your GoTab is a computer, and like any PC or Laptop, you should consider using Anti-Virus / Anti-Malware / Firewall software to protect yourself when surfing online or using apps.

Your GoTab isn't pre-loaded with an Anti-Virus app to allow you to choose a level of security relevant to your individual requirements.

There are many free Anti-Virus apps available on the Microsoft Store, or you can consider using a premium app or service.

Notice

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Information

Please read all Health and Safety notices, Terms & Conditions and Privacy Policy at www.my-go.co

*When playing audio, using the onboard speakers or 3.5mm jack earphones (not included) always listen at a comfortable volume to avoid hearing damage. Always turn volume down, turn on audio then increase the volume to the desired level.

*Microsoft Account & Store, OneDrive and other services require signup to Terms and may require Wi-Fi access. Windows Store apps may be sold/downloaded separately. 15GB Free OneDrive storage correct at time of press.

*My Go Ltd is not liable for any data loss. Always keep a backup of your data.

*Battery Life is dependent on usage and other factors.

*Some services and apps require Wi-Fi connectivity and download- fees may apply and signup may apply. Wi-Fi broadband internet access not included. This may be a chargeable service.

*Not all apps are compatible with Windows 10 / GoTab™.

*Specification & Firmware subject without notice.

* Calls charged at local rate. Calls from mobiles may be higher. Service offered Monday - Friday, 8am - 4pm.

Digital Rights Management When using this device, obey all laws and respect local customs, privacy and legitimate rights of others, including copyrights. Copyright protection may prevent you from copying, modifying, or transferring photos, music, movies, TV shows and other multimedia content.

Small children Your device and its accessories are not toys. They may contain small parts. Keep them out of the reach of small children.

Medical devices Operation of radio transmitting equipment, including wireless tablets, may interfere with inadequately shielded medical devices' function. Consult a physician or the medical device's manufacturer to determine if it is adequately shielded from external radio energy.

Implanted medical devices To avoid potential interference, manufacturers of implanted medical devices recommend a minimum separation of 6 inches (15.3 cm) between a wireless device and the medical device. Persons who have such devices should turn the wireless device off if there is any reason to suspect that interference is taking place, follow the manufacturer directions for the implanted medical device, and always consult your health care provider with any queries over usage.

WEEE Disposal

After the implementation of the European Directive 2002/96/EU in the national legal system, the following applies: Electrical and electronic devices may not be disposed of with domestic waste. Consumers are obliged by law to return electrical and electronic devices at the end of their service lives to the public collecting points set up for this purpose or point of sale. Details to this are defined by the national law of the respective country. This symbol on the product, the instruction manual or the package indicates that a product is subject to these regulations. By recycling, reusing the materials or other forms of utilising old devices, you are making an important contribution to protecting our environment.





NEED MORE HELP?

The best way to learn how to use your GoTab is to just have a play around with it. Windows 10 has been designed to be intuitive, and there's very little you can't undo, change back or cancel so give it a try!

Get help for your GoTab by contacting us, or you can also get help with Windows directly on your GoTab at **Settings**  **Help** > **Open Help**



GET SOCIAL WITH US

Join us on Facebook, Twitter or Google+ to get the latest GoTab updates, information & special offers direct from the horse's mouth!



facebook.com/mygoco



twitter.com/mygoco



plus.google.com/+my-goco



BUY ACCESSORIES

Visit store.my-go.co to see the range of accessories for your GoTab.