


Motorola Moto G XT1031

User Guide



Create contacts

Find it:  People → 

Touch a text box to type the name and details. When you're finished, touch  Done at the top.



Note: To import contacts or change where they're stored, see "Get contacts".


Call, text or email contacts

Find it:  People

Touch a contact to see more options. Depending on the information you have for that person, you can call, text or send email. You can also use "Voice recognition".



Favourite contacts

To see your favourite contacts, touch  People → .

To tag a favourite, in your contact names list, touch a contact to open it, then touch  next to their name.













Edit, delete or hide contacts

Find it:  People

- To edit a contact, touch it, then touch Menu  → **Edit**. Then, touch a field to edit it.
- To set a special ringtone for the contact, touch it, then touch Menu  → **Set ringtone**.

Make, answer & end calls

When you make or answer a call, you have options:



- **Make a call:** Touch  Phone, enter a number, then touch .
To enter the international dialling code (+), touch and hold . To add a pause or wait after numbers, touch  Menu .
- **Answer a call:** touch  and flick to .
With call waiting, to answer the second call, touch  and flick to . Then decide if you want to end the first call or put it on hold. For more, see "3-way calls".
- **Ignore a call:** touch  and flick to . You can also press the Power key to ignore the call or press a volume key to silence the ring.
- **End a call:** touch .
- **During a call:** Touch icons at the bottom of the call display to mute or hold the call or to use the speakerphone. To hide the call display, touch Home . To reopen it, flick down the status bar and touch **Current call**.

Note: When you hold your phone to your ear, the touchscreen goes dark to avoid accidental touches. When you move your phone away from your ear, the display lights up again.

During a call, your touchscreen might stay dark if the sensor just above the screen is covered. Don't use covers or screen protectors (even clear ones) that cover this sensor.



Quick start: Chrome™

Find it: Apps  →  Chrome

- **Go to a webpage:** Touch the address bar at the top of a page and enter an address, such as www.google.com.
- **Add or open bookmarks:** Touch Menu  →  to bookmark the page, or **Bookmarks** to see your other bookmarks.

Tip: Double-tap to zoom in and out. Or pinch/separate two fingers on the screen.



Tips & tricks

- **Home screen shortcut:** In your Home screen, touch the Google Search widget at the top and enter a website address.
- **Mobile sites:** some websites automatically show you a "mobile" version of their page. If you want to see the standard computer versions of all websites, touch Menu → **Request desktop site**.
- **Reload:** If a page doesn't load correctly, try touching .
- **Clear history:** In the browser, touch Menu  → **Settings** → **Privacy** → **Clear browsing data at the bottom of the page**. Then choose history, cache, cookies and other options.






Quick start: messages

Stay in touch with messages and pictures.

Find it: Apps  →  Messaging



- **Create:** Touch  at the bottom of the screen.
- **Attach:** when you're typing a message, touch  to attach a picture, video or other file.

Tips & tricks

- **Forward a message:** In a conversation, touch and hold a message for more options, such as forwarding it.
- **Save attachments:** Touch and hold a picture to save it in your gallery.
- **Voice entry:** Just touch a text box, then touch  on the keyboard.
- **Reply to all in text messages:** when you send a text message to multiple people, you can let everyone see the other recipients and reply to all, or hide the other recipients so that replies only go to you. To change this, touch Apps  →  Messaging → Menu  → **Settings** → **Group messaging**.
- **Text your best friend:** use a widget to text your favourite contact quickly: touch Apps , touch **WIDGETS** at the top, touch and hold **Direct message** to drag it to your Home screen, then choose a contact.

Read, reply, forward & delete text messages

Find it: Apps  →  Messaging

- **Open:** touch a conversation to open it.
- **Attachments:** when you open a message with an attachment, touch the attachment to open it or touch and hold it to save it.
- **Reply:** open a conversation, then enter your response in the text box at the bottom.
- **Forward:** Open a conversation, touch and hold the message you want, then touch **Forward**.
- **Delete:** Touch and hold a conversation, then touch  at the bottom. Or, open the conversation, touch and hold one message and touch **Delete**.
- **Settings:** Touch Menu  → **Settings** to change your notifications and other options.

If you are needing additional assistance with your device please give us a call at 1.855.204.3667.