tolino vision 5

tolino epos 2

Manual

English

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1 Entering the world of tolino

Welcome to the world of digital reading! From now on, your tolino makes it easy for you to enjoy your books wherever and whenever you want. tolino is very easy to use, but not all of its functions are immediately accessible. And perhaps you just want to get to know your e-book reader from the bottom up. In the following chapters, I will introduce you to your tolino step by step and show you all the functions and options this device has to offer. I wish you a lot of fun on this voyage of discovery!

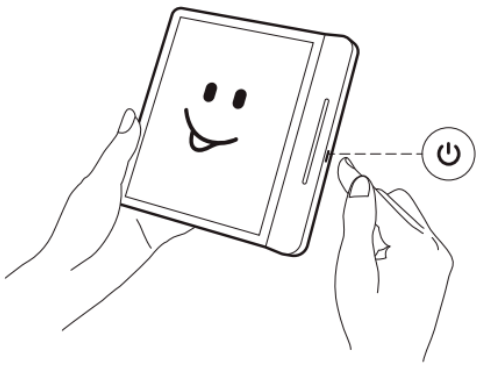
This chapter introduces you to the basic functions of the e-book reader: I will describe all the keys and connections, and you will learn how to charge, switch on and set up your tolino. Last but not least, we will take the first steps together to make sure that you get off to a good start with your e-book reader.

1.1 All switches and connections explained

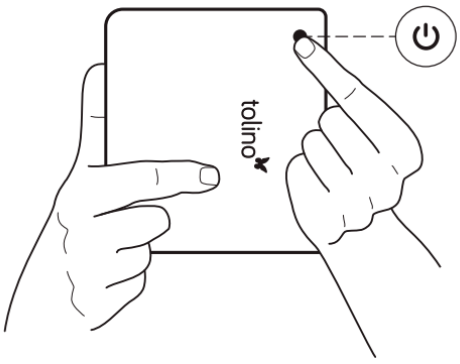
Let's now take a closer look at the exterior of the device. Your tolino reader manages has just a few keys, so that you only need to know a few manual actions to operate your tolino.

Depending on the model, the on/off switch of your tolino is located here:

tolino Epos 2:

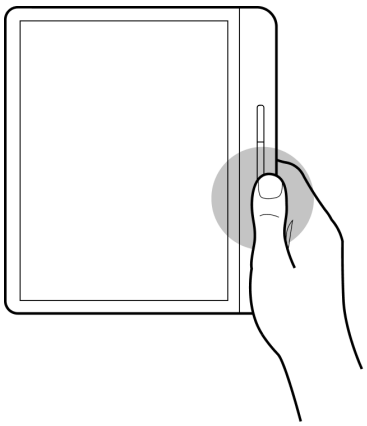


tolino Vision 5:



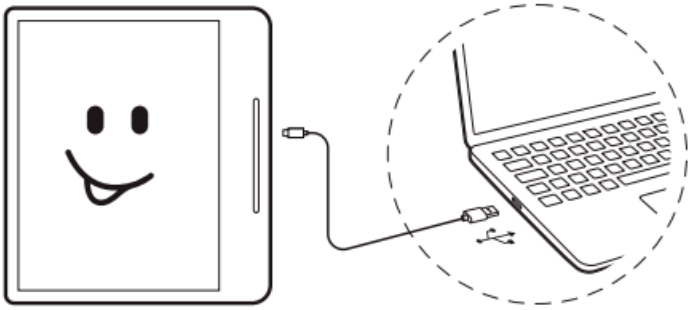
This pushbutton enables you to switch your tolino on and off, wake it up from sleep mode or put it into this mode.

Scroll buttons: Depending on the way you hold your tolino, the scroll buttons automatically adjust so that the upper button scrolls back and the lower button scrolls forward.

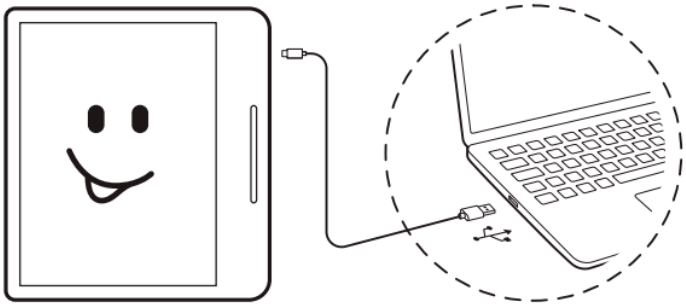


There is a USB port next to the scroll buttons to charge the battery of your tolino; this USB port can also be used to connect the device to your PC.

Epos 2:



Vision 5:



These few keys are sufficient to operate tolino. That's pretty convenient, isn't it?

1.2 Basic operations

In the following sections I will describe a few important operations so that you can easily handle your tolino right from the start.

Whenever you need or want to enter text—e.g. a WLAN password—an on-screen keyboard appears at the bottom of the page. This keyboard disappears again as soon as you have completed or confirmed the operation, for example with **OK** or a differently labeled button (**Apply**, **Save**, or similar). You can display the keyboard again by tapping in a text field. If you want to pause typing and hide the keyboard, you can tap on the small keyboard icon in the bottom left corner.

Swiping across a display has become second nature to all of us by now. And, of course, you can also do that with your tolino. When you swipe from the bottom to the top of the screen, the start screen displays regardless of the current situation. From there, you can access your books, the menu, and other settings.

In addition to swiping and tapping, your e-book reader also supports the so-called *long press*. This is a special type of tapping where the finger remains on the screen for a short while when tapping on a button or word. A long press usually calls up menus that contain further commands (which you then tap "normally").

Every now and then your tolino shows you some tips and hints. You can simply close those windows again by tapping **OK** or the cross. If you no longer wish to receive the respective tip, just set a checkmark next to the **Do not show this message again** box by tapping on it.

After a certain period of inactivity, your tolino changes into sleep mode. You wake it up again by briefly pressing the power button at the bottom edge.

1.3 Charging your tolino

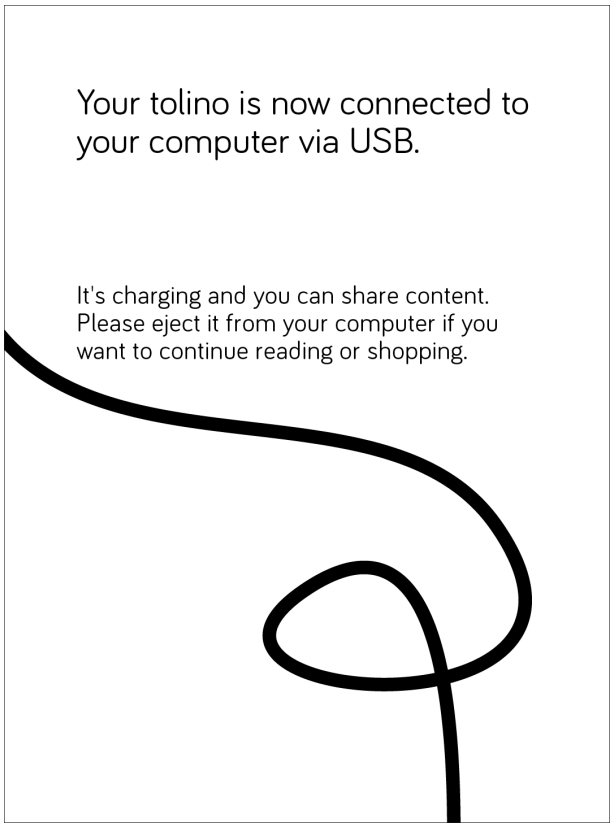
A message appears when the battery of your tolino is empty. At this point you must charge your tolino at the very latest. If you do not have a computer with a USB connection available, you can also use a USB power supply unit (i.e. a power supply unit with a USB socket into which you can plug the USB cable) for charging.

INFO: Charging tolino with a different power supply unit or USB cable

According to the specification, each USB port provides at least 500mA of power at 5V. If you take a closer look at the port on your tolino, you will see that the input values are 5V and 1A. If you charge your tolino with a power supply that provides a higher performance than the standardized USB port, the charging time will decrease (to almost half).

Connect your reader to the USB power supply using the USB cable and plug it into a standard wall outlet. The battery of your tolino starts charging right away.

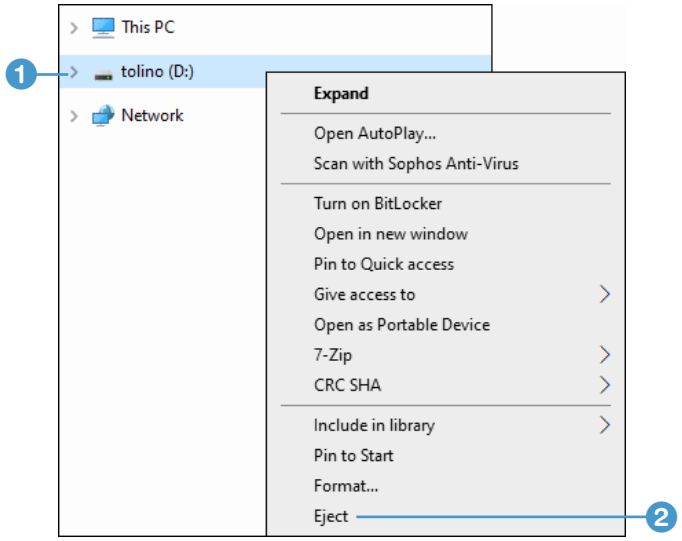
When charging your tolino via your PC, you should pay attention to several other things: Normally, your tolino gets charged when the computer is switched on. On some PCs, the USB ports are always supplied with power, even when the computer is switched off. It sometimes happens that the computer does not change into sleep mode if a tolino is connected for charging, or—vice versa—the charging process is aborted as soon as the computer goes into sleep mode. Long story short: Your machine's behavior when charging tolino is not predictable. But you should not worry too much about that, just check it out. The little lightning bolt next to the battery indicator on the status bar tells you very quickly whether your tolino is currently being charged or not. Once the battery is fully charged, the lightning bolt will disappear again.



If you charge your tolino through the USB cable on your PC, tolino assumes that you want to access it via USB; for this reason, it refuses the reading function, since you can now access the file structure of the tolino on the computer. However, there' s a little trick that lets you still read while charging the device:

1. Connect your tolino to your computer using the USB cable. You will see a corresponding message on the screen of your e-book reader.

2. Open Windows Explorer on your PC. Your reader is displayed as a drive in the left-hand column; you can recognize it by the drive name, *tolino* 1.

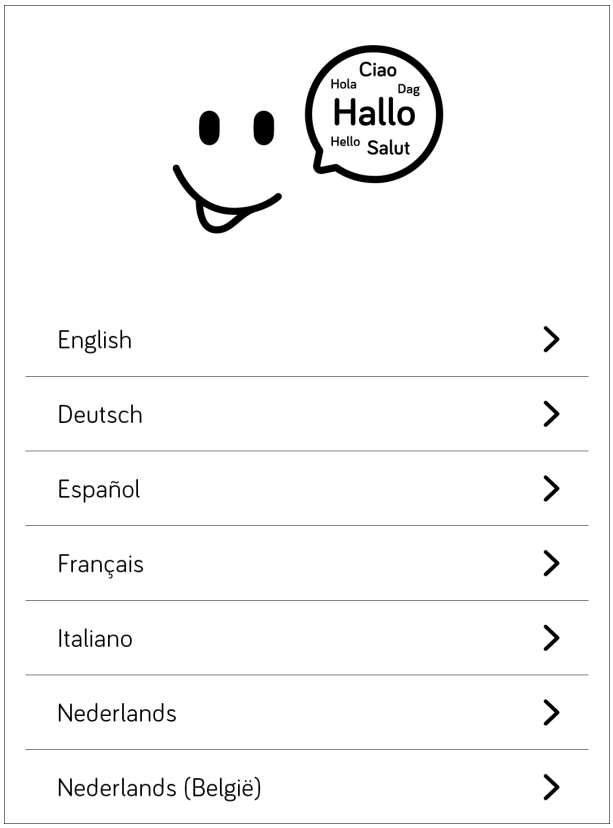


3. Right-click on this item and select **Eject** 2. After a brief instant you should see the home page of tolino and your tolino should be ready for reading again.

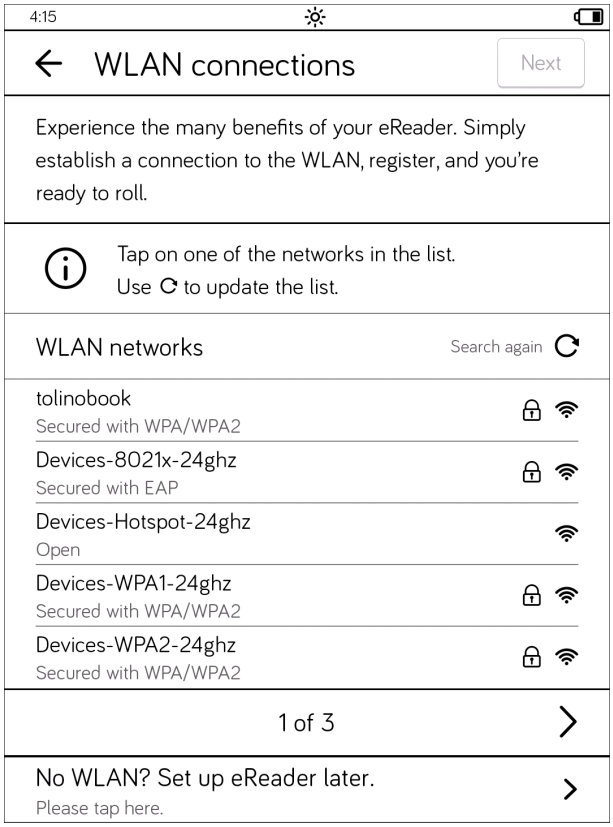
1.4 Starting up tolino

You have obviously already unpacked your tolino and put it into operation, otherwise you would not be able to read these lines. Nevertheless I would like to describe the first steps again to you in a systematic way.

1. After first switching it on, you are welcomed by the language selection page. Select the preferred language by tapping on it.



2. You will then be prompted to select a WLAN connection. So you should tap on the name of your WLAN.

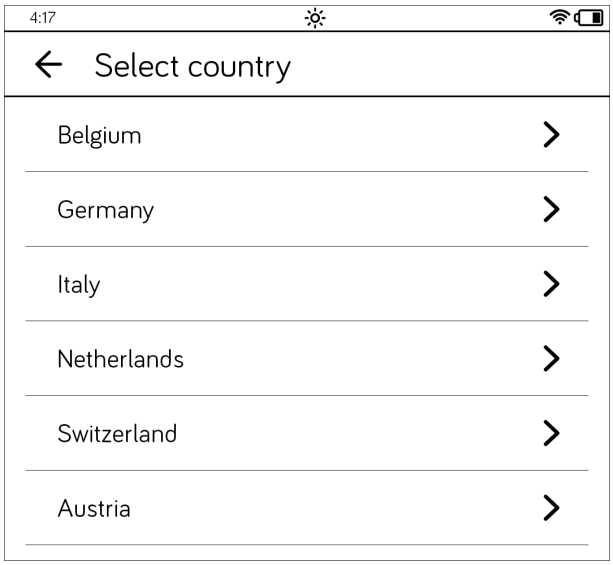


3. Enter the password for your WLAN using the on-screen keyboard that displays. Finally, tap **Connect** or **Done**. tolino will then connect to the specified WLAN and, if successful, the next page is displayed. If no connection to the WLAN can be established, an error message appears. After confirming the error message, you can select another WLAN and repeat the process.

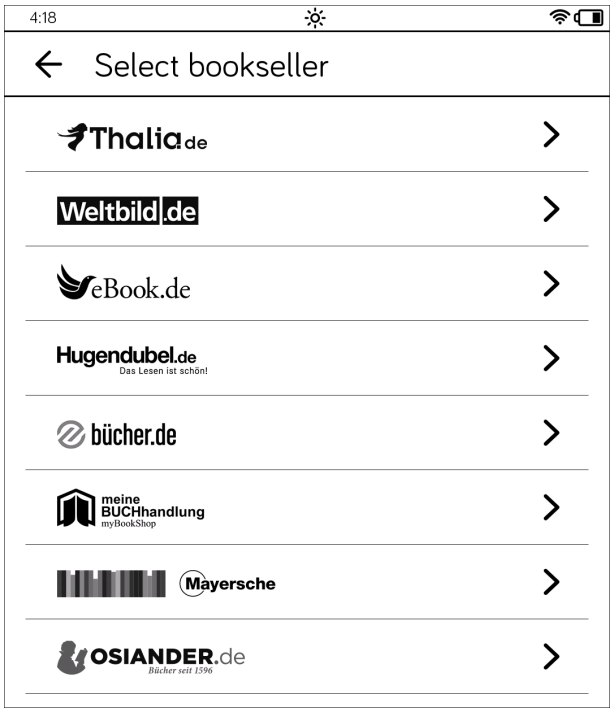
INFO: No WLAN

If you do not have a WLAN available, you can set it up later by tapping on **No WLAN? Set up eReader later.** and do it later. In that case, the **Set up now** button will appear at the bottom of your tolino partner's homepage instead of the shop, allowing you to resume the setup process that was interrupted here.

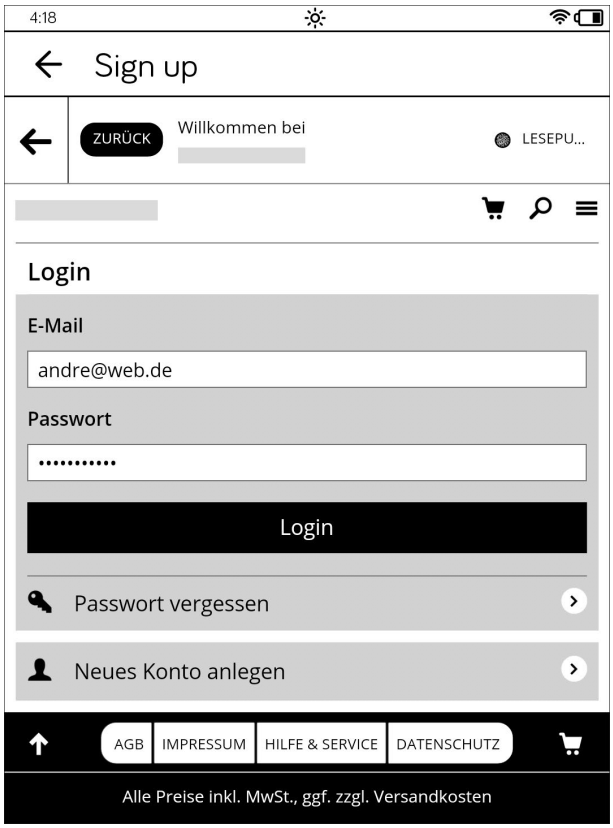
4. In the next step, you must select your country.



5. Then you select your preferred bookseller.



6. Now you can log in to your tolino partner shop. To do so, enter your email address and password. As soon as you tap on one of the text fields, the on-screen keyboard for the input is displayed. Finally tap on **Login**. If you do not yet have an account with this tolino partner shop, tap on Create new account and follow the instructions on the subsequent pages. Basically, you will be prompted for your email address, name and password.



7. After successful login, your tolino will be synchronized with the partner shop's library, so that you will find any existing books instantly on your tolino.

   First, however, you will see a four-page quick-start guide. Go through those help pages. Although the last page says **Let's get started!**, you still need to swipe from bottom to top to access the home page. The home page of your tolino is a kind of control center and the heart of your e-book reader.

   The home page consists of three sections. The bottom section is reserved for the shop of your tolino partner. On top of that section you'll find the latest titles of your library or the books you have recently read. The top section contains the controls and the status bar (1).

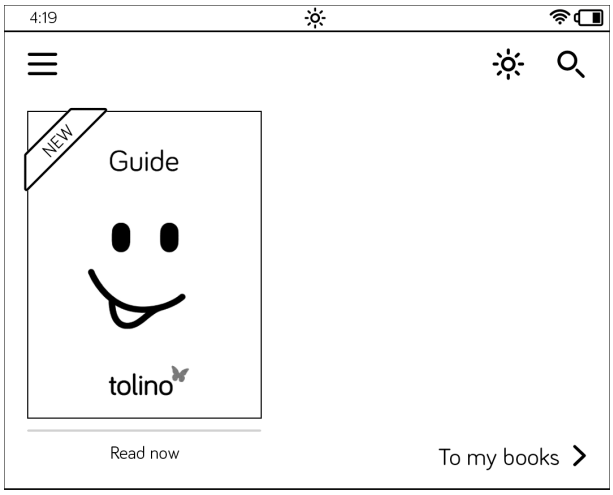
The status bar displays some information whose function you will get to know shortly. But let me just give you a brief overview at this point:

Icon	Description
	Once your tolino is connected to your PC via a USB cable, you will see this icon on the left of the status bar.
22:39	Displays the current time, which is set automatically (at least in the default setting).
	WLAN display. The more bars that are filled, the stronger the WLAN signal that is received.
	The battery icon, which indicates how much the battery is still charged. A small lightning bolt appears next to this icon as soon as you start charging your tolino.
	Indicates that the light is switched on.
	Indicates whether or not tolino has been successfully synchronized. If you see a cross, you should check your internet connection.
	The magnifying glass shows a page with a search field. Here you can search your library and/or the tolino partner shop.
	This icon opens the menu with all tolino settings.

Only the time and battery level icons are permanently displayed on the status bar, whereas all other icons are displayed when required.

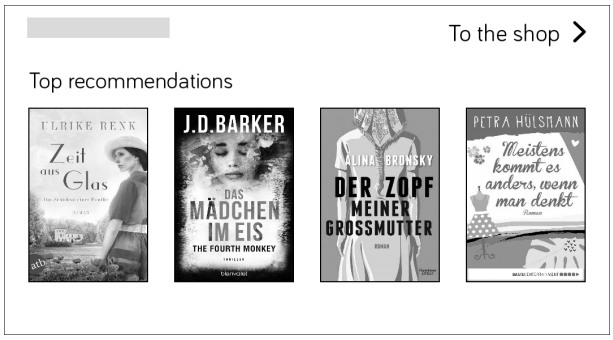
1.5 Getting started with tolino

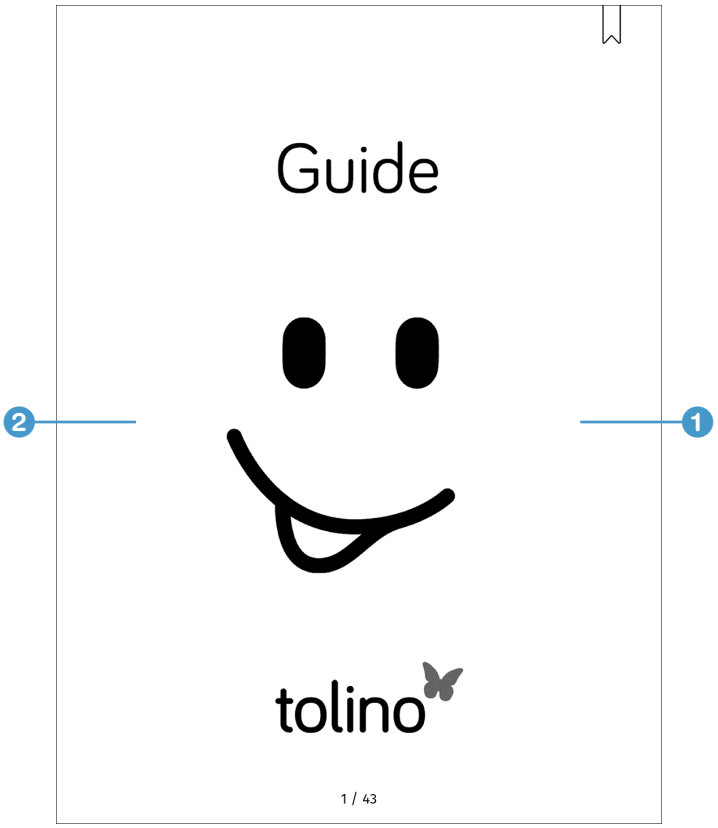
You can quickly get started with your tolino. Neither you nor tolino have to learn a lot for this, as many things are intuitive. This is mainly due to the touch screen. You can simply touch the screen with your finger to trigger an action.



The home page of your tolino already displays two book titles. By default, these are loaded onto the e-book reader by the manufacturer, so that you have the opportunity to start reading right away without any delay.

Once your tolino is connected to the internet, a preview of the shop of the bookseller where you bought your tolino displays at the bottom of the home page. The top recommendations offered to you on this page are constantly updated, so that new titles are displayed at irregular intervals.

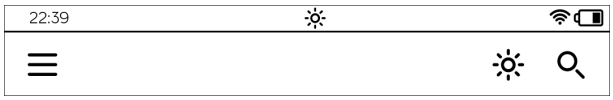




Thanks to the touch screen, you simply tap briefly on the cover of the book you want to read in order to open it. You'll see the first page of the book in no time. To browse forward, you must tap on the right-hand area of the screen 1. Instead of touching the screen for browsing, you can also swipe your finger across the screen to the left (if you're more familiar with this action from your smartphone). To browse to the previous page, you must swipe to the right or tap on the left-hand area of the screen 2.

If you don't like the current book, just go to the home page and open another book from your library. To learn how to purchase the latest books or the classic you've always wanted to read, see Chapter 5, "E-Books for your tolino".

Between the book titles of your library and the status bar, there is another important button in the upper left-hand corner of the home page—the **Menu** ☰ button. This will take you to various settings options. I will provide information about important settings in the relevant chapters.

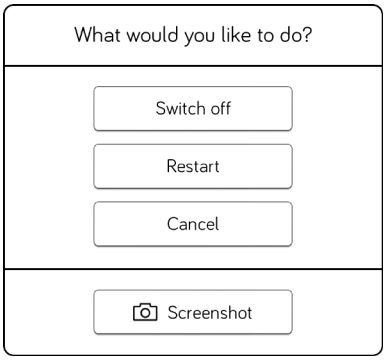


You will notice that your tolino quickly tires and goes to sleep if you do nothing for a while—by default, this happens after 5 minutes. In that case, tolino shows you its smiling face. And although he asks for quiet with “Hush”, you must wake it up if you want to continue reading.

To exit the sleep mode, briefly press the power button. Your tolino will then display the page you were reading last. But you can also put tolino to sleep yourself at any time. To do so, briefly press the power button once.

The small power button is a real all-rounder. You can also use it to completely switch off your tolino:

1. Just briefly press the power button once (approx. 2 seconds).
2. Then a window displays containing four options.



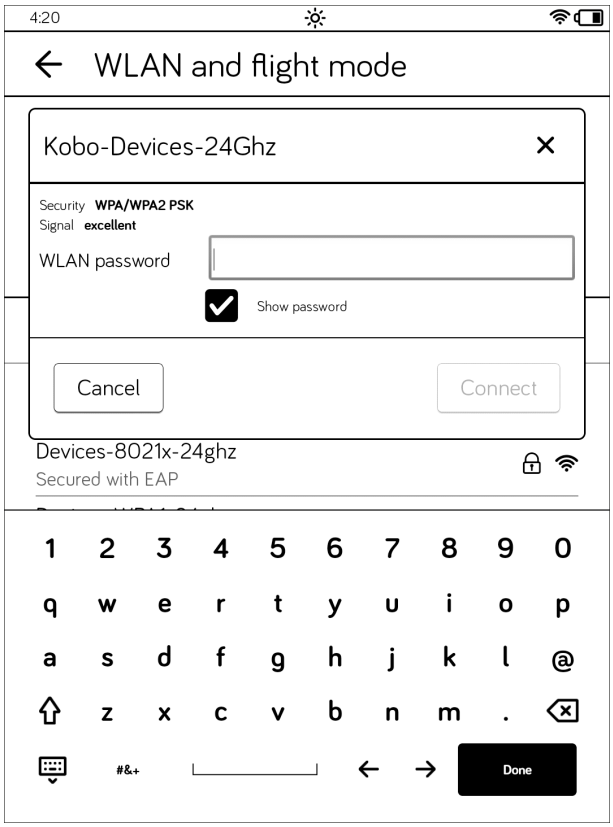
3. To turn off the Reader, tap on the **Switch off** command.

Now your tolino will switch off. Basically, you don't need to perform this action often because the sleep mode is almost identical to it. In that mode, too, the device consumes almost no energy, but it is available to you more quickly.

1.6 Entering text

For a device that is primarily intended for reading, a keyboard like the one you know from your PC, for example, would only be useless baggage. But sometimes you still need to enter text.

For such cases, your tolino displays an on-screen keyboard at the bottom of the screen as soon as you tap on a field intended for text input.



You can use the tolino's on-screen keyboard almost like a normal computer keyboard or like that of a smartphone.

To toggle between capital and small letters, you need to tap the ⇧ key. For permanent capitalization, you must double tap in quick succession on ⇧. You can return to lower case by tapping the key once again.

Are you missing any keys? Don't worry, all characters are there. Some keys allow you to enter other characters in addition to the ones displayed on them. For example, the **o** key can also be used to enter the corresponding umlaut character, **ö**. You can activate this alternative character assignment by tapping the **o** character and holding your finger on it until a small window displays containing the **ö** and other characters. Then you must swipe your finger to the required character. Likewise, you can enter ander special characters, such as the **ä** and **ü** umlauts.

The two arrow keys next to the space bar are particularly useful in that respect. They enable you to move the cursor within written words in order to make corrections.

#&+ To enter other special characters using the on-screen keyboard, you should tap the **#&+** key. It will then be replaced by the **ABC** key. This will take you back to the on-screen keyboard.

⌫ If you enter something incorrectly, you can delete individual characters to the left of the cursor using the ⌫ key.

⌨ To hide the on-screen keyboard, you must tap the key showing the keyboard icon in the bottom left-hand part of your screen. If you get a bit hasty doing so, you can display the keyboard again by tapping in the input field.

1.7 Benefits of the tolino alliance

Registering with your tolino partner shop provides numerous advantages. For example, you can conveniently buy your e-books directly via tolino, for instance when you are on vacation and have run out of reading material. Purchasing is done very quickly. You simply access your shop on your tolino, select a new book and buy it using the data you entered during registration.

> **TIP: Accounts with multiple tolino partners**
>
> By registering your tolino with a tolino alliance retailer, you are not forever bound to that particular bookseller. You can create additional accounts with other tolino partners and use them together on one device.

Seconds later, the purchased title will be available on your tolino and also in the cloud. In addition, you hardly need to worry about protected titles; the *DRM* (*Digital Rights Management*) is regulated during the tolino registration process for approx. 95% of the books purchased from tolino partners. Only very few books require an *Adobe ID*. You will learn more about this in Section 4.4, "DRM and Adobe ID: What exactly does that mean?".

TIP: Online shops of tolino booksellers

The online shops of the tolino partners are optimized for display on a tolino, which is not the case with most other online bookshops. So if you purchase books from partner shops, you do not have to bother about pages that are too large and require to constantly scroll through them.

After registering, several thousand Telekom HotSpots will be made available to you where your tolino automatically logs on via WiFi. As a result, your tolino can access the internet almost anywhere in Germany and you can easily purchase books, synchronize your tolino or download book titles from your tolino cloud.

If you lose your tolino or accidentally delete a book from it, there is still a copy in the cloud so that your books never get lost. Your e-books are also synchronized between different reading devices via the tolino cloud, i.e. your bookmarks and notes and your reading progress are automatically kept up to date on all devices.

INFO: What is a cloud?

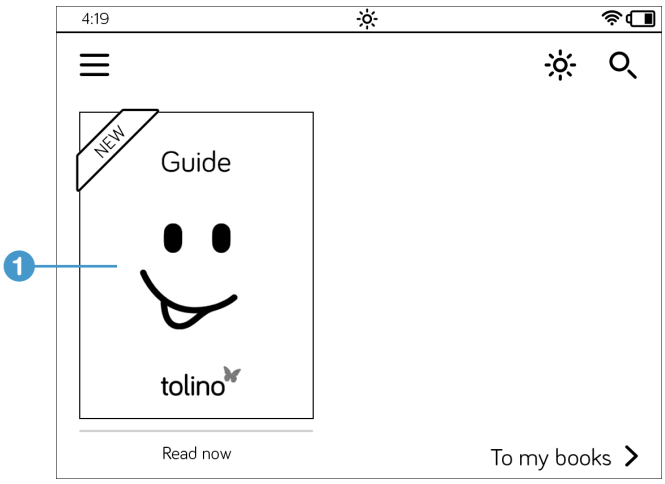
A cloud is a virtual storage space to which you have access with your tolino via the internet. Access is controlled by your login data, i.e. your user name and password. In addition, you can display your book titles stored in the cloud via the *mytolino.de* website.

2 Reading books on your tolino

I'm sure you want to start reading as soon as possible! In this chapter,I will describe many functions that will make reading on your tolino a pure pleasure. I promise you: Your little tolino will become your constant—and perhaps even your most pleasant—companion!

2.1 The reading view

Even if you haven't bought any e-books yet and saved them on your tolino, you can still try reading them on your device, because at least one book is already available in your library. Chapter 5, "E-Books for your tolino", explains how you can buy more e-books and load them onto your tolino.



1. Tap on a book title 1 in your library at the top of the home page to open the book.

2. You will then see the first page of the book. Scroll forward by briefly tapping the right side of the screen or swiping your finger to the left across the screen.

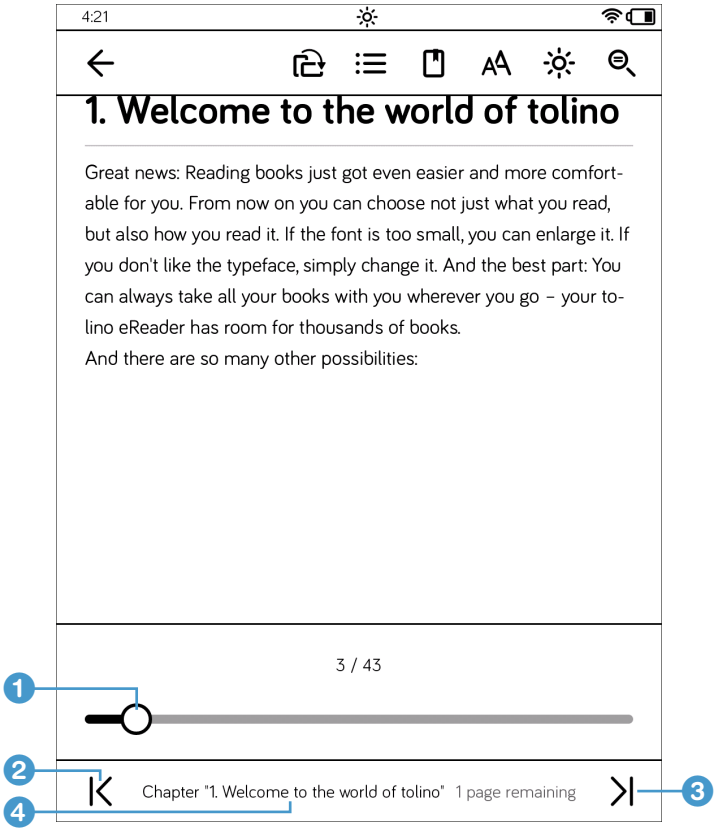
3. To scroll backward, swipe to the right across the screen or tap briefly on the left-hand edge of the screen.

That's basically all you need to do. You can now read your first book on your tolino without making any further settings or adjustments. As soon as you do not scroll for a certain period of time, your tolino will go to sleep. But before you delve any further into the adventures of Jack London, you can continue reading here—it may not be that exciting, but it will be all the more helpful!

2.2 Scrolling within a book

Apart from manually scrolling from page to page, you can also scroll quickly through the entire text. To do this, you need to make a special swiping movement: To scroll forward, swipe your finger from right to left, to scroll backward from left to right, until you reach about the middle of the screen, then keep your finger pressed in that position. Once you have reached the required page, release the screen. If you don't like this method, or if you want to access a specific page, you should access the other controls in the reading view.

1. Touch the screen anywhere in the center with with a brief tap of your finger.



2. This will display some buttons at the top (the meaning of which I will explain in more detail in the following sections of this chapter) and a slider at the bottom. Tap on the small circle 1 on the slider bar, hold it down and drag it to the right to

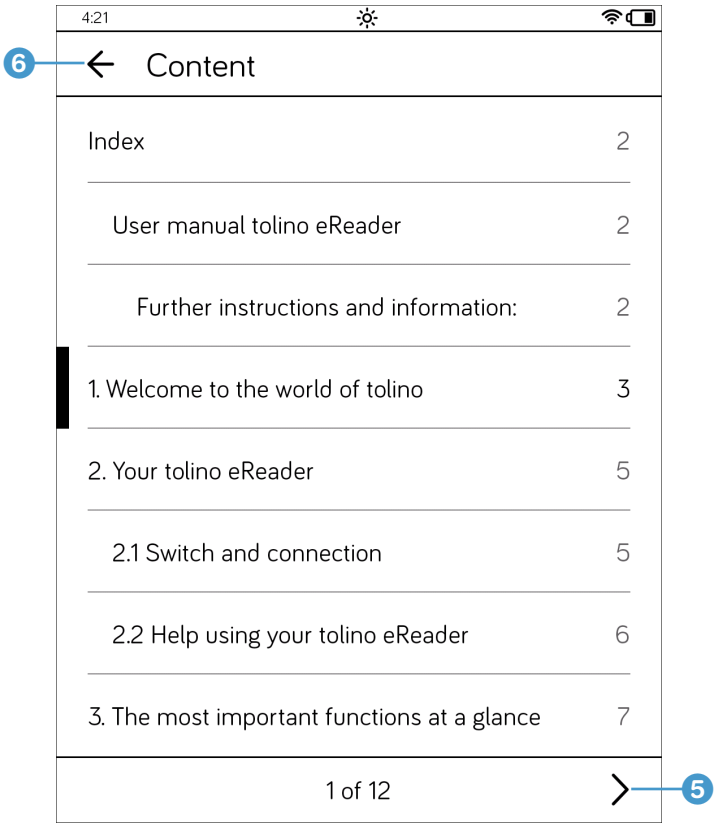
scroll forward or to the left to scroll backward. But be careful: This method really enables you to scroll forward or backward very quickly!

3. To go to a specific page, you need to tap on the page numbers above the slider.

4. Type the page number on the keypad that displays, and then tap the checkmark to go to the page you want.

5. Below the slider there are two more arrow buttons on the left and right, and in the middle there are the chapter name and the number of pages remaining until the end of the chapter. The left arrow 2 takes you to the start of the chapter, while the right arrow 3 jumps to its end.

6. By tapping on the chapter title 4 you can display the table of contents of your book. The arrow button 5 in the lower part of your screen allows you to navigate through the table of contents. To open a particular chapter, you just need to tap on it. The arrow in the top left-hand part 6 allows you to return to the original page and to close the table of contents.

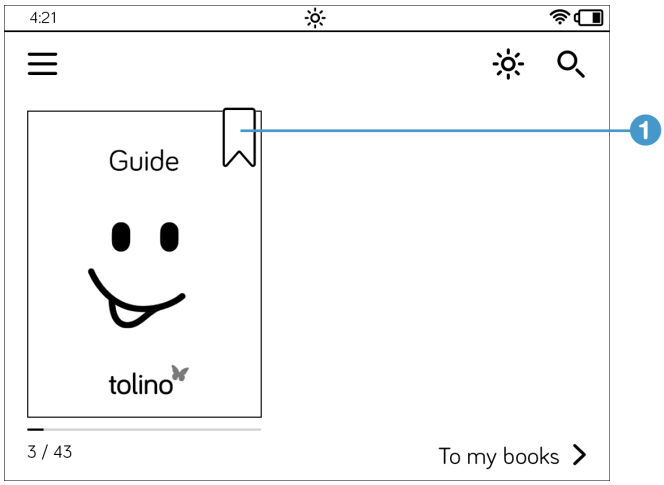


To hide the navigation section of the reading view, you simply need to tap anywhere in the central part of the screen.

2.3 Opening the page you last read

Of course, you are eagerly anticipating the developments in your thriller and want to continue reading directly on the page where you left off. This means you need the good old bookmark. Your tolino perfectly understands you and keeps in mind the page you last read. As soon as you wake it up again using the power button, the last page opens automatically.

However, if you switch off your tolino entirely after reading, it will display the home page the next time you switch it on.



But in this case as well, you don't have to bother searching for the last page you have read. On the home page, your current book is displayed at the top of your library; it is marked with a small bookmark icon 1. Tap on the book title to jump to the last page you read.

Thanks to your tolino, you thus no longer have to worry about forgotten bookmarks or those that have fallen out of your books. Your e-book reader will assume this role in an excellent manner.

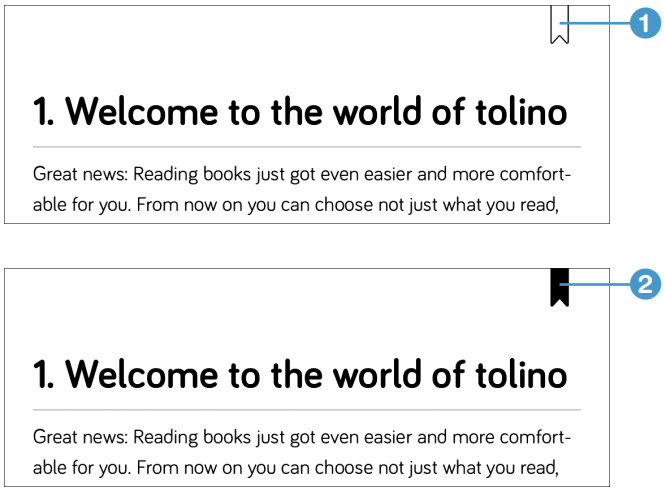
INFO: Automatic bookmarks for multiple books

Not only does your tolino save the position in your current book where you stopped reading. It also opens all other books from your library at the point where you stopped last. This way you never lose track of your reading progress, even as a real bookworm.

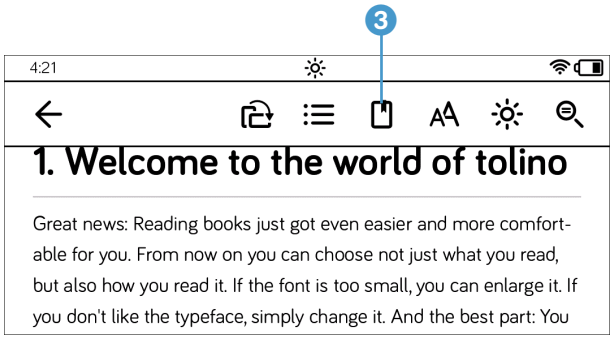
2.4 Setting your own bookmarks

Some books contain things that you may want to read again. For this purpose, you can set your own bookmarks—as many as you like. These bookmarks are stored in the **list of notes** where you can view the various bookmarks and access the pages from there.

1. On the page where you want to set a bookmark, tap the small bookmark icon 1 at the top right-hand corner. Doing so fills it in black color 2.



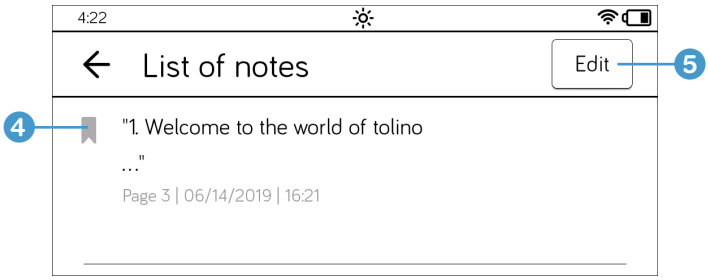
2. To view the bookmarks you have set, tap anywhere in the center of the screen. This will display the controls at the top of the screen. Tap on the **List of notes** button 3.



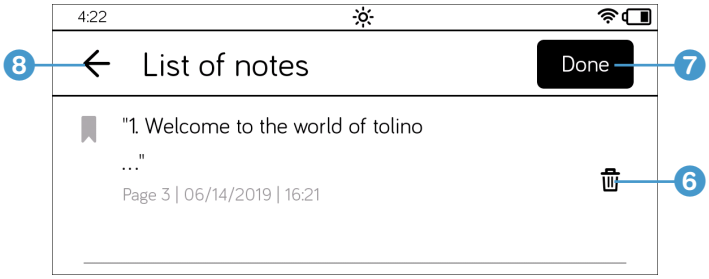
3. The **list of notes** provides a list of all pages that contain bookmarks. The colored bookmark appears to the left of the text 4

4. If you tap on one of these text lines, you will go directly to the corresponding book page.

5. To delete a bookmark you have set, tap on the **Edit** button 5 in the top right-hand corner of the list of notes.



6. Small trash can symbols now appear next to the individual bookmark entries 6. Tap on them.

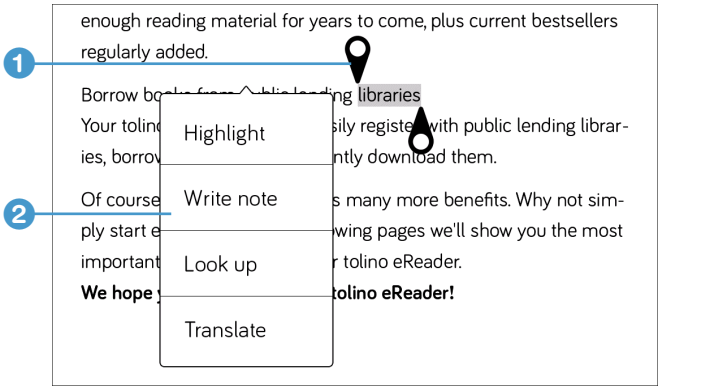


7. In the **Delete entry** dialog box, tap on the **Delete** button and then on **Done** 7. Use the arrow pointing to the left 8 next to the **List of notes** title to leave this section.

2.5 Highlighting text

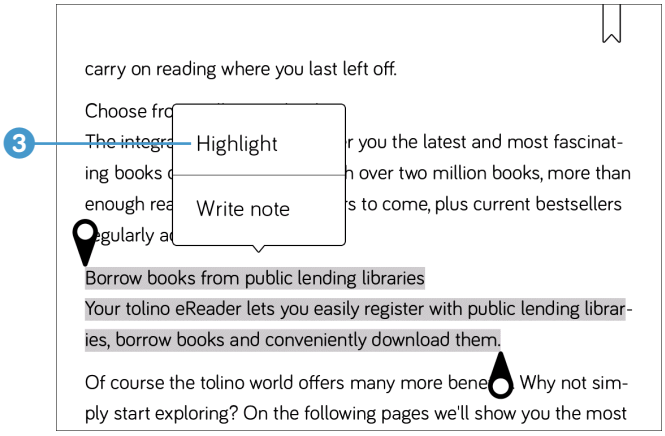
Similar to a big yellow marker, your tolino allows you to highlight text and add it to the **list of notes**.

1. Tap on the beginning of the text passage you want to highlight and keep your finger pressed for a short moment. The word will then be highlighted, and two drag handles 1 (which look like small drops) will appear at the beginning and end, as well as a small menu box with commands 2.



2. To extend the highlighting, tap and hold one of the handles and drag it across the rest of the text with your finger pressed.

3. In the small menu box, tap on **Highlight** 3. This will hide the menu box, while the selected text is highlighted.



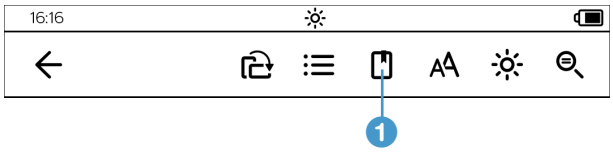
4. The highlight will remain until you delete it. To delete it, tap the highlighted section and from the menu, tap the **Delete highlight** command.

2.6 Retrieving highlighted text passages in the list of notes

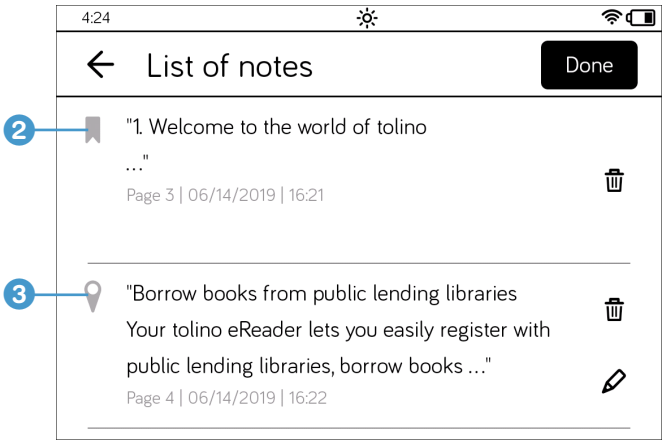
Text passages that you have highlighted are stored in the list of notes in the same way as bookmarks.

1. In the reading view, tap anywhere in the center of the screen to access the reading menu controls at the top of the screen.

2. Tap on the **List of notes** button 1.



3. In the **list of notes**, the bookmarks 2 and the highlighted text passages 3 are listed in the order of the page numbers. Whereas the bookmarks are marked with a bookmark icon in front of them, you will see the icon for the “handles”, i.e. a small drop, in front of the highlighted text passages. Simply tap on the text passage entry to go to the page with the highlighted text.

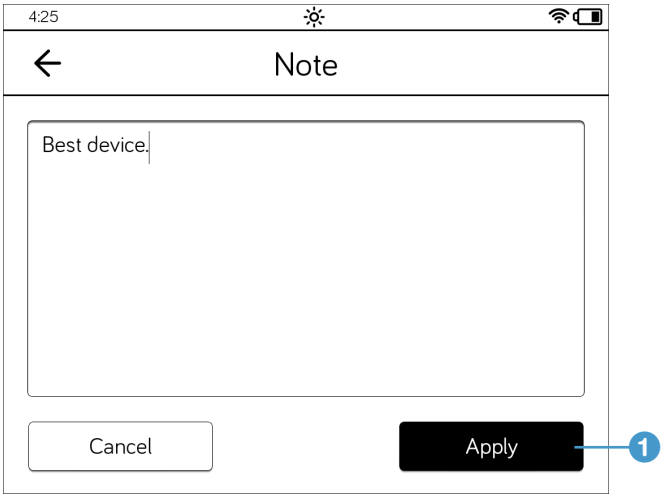


If you want to delete highlighted text passages directly in the list of notes, proceed in the same way as when deleting bookmarks.

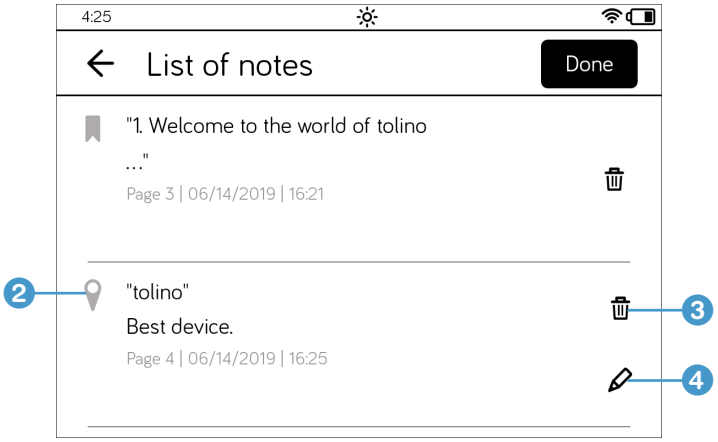
2.7 Adding and editing your own notes

Not only can you highlight words and lines in a book, you can also create your own notes and record your thoughts on a specific passage of your book.

1. In the reading view, tap and hold the part of the passage on which you want to write a note.
2. In the menu box that appears, tap on the **Create note** command.
3. This command opens the **Note** window. Enter your text and tap on the **Apply** button 1 to complete this process.



4. To review your notes and annotations, you must reopen the list of notes; your own notes are also marked with a drop icon 2. If you briefly touch a note, you will directly go to the corresponding book page, as expected.



5. To delete a note, follow the same procedure as for deleting bookmarks. In other words, you must tap the **Edit** button then tap the small trash can icon 3. In the **Delete entry** window, tap on **Delete**. This deletes the note without much ado.

6. To edit a note, tap on the pencil icon 4 which is located below the trash can.

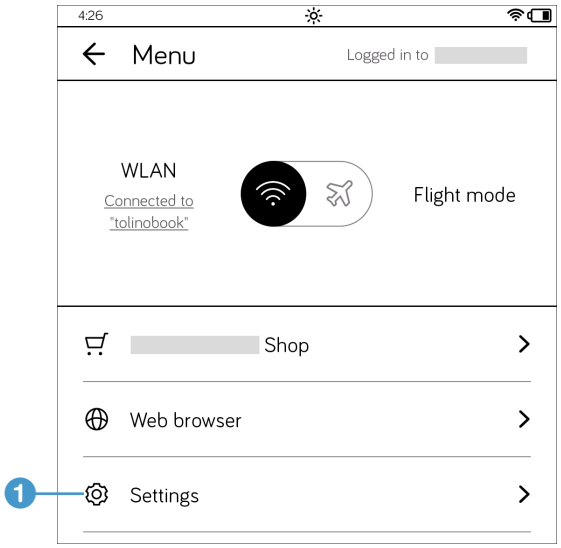
7. This will open the **Note** window. Type in your modification or amendment and save your entry via the **Apply** button.

2.8 Installing dictionaries

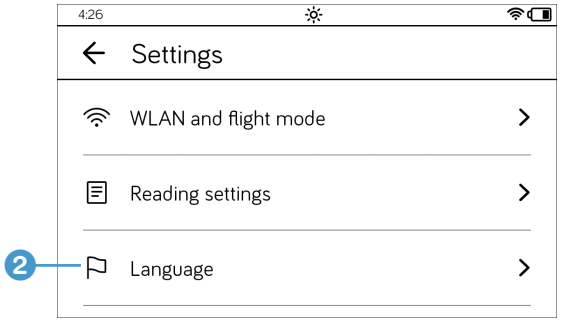
While reading your e-books, you may come across some terms for which you would like a more detailed explanation, or you see an unknown expression in a foreign-language book. Your tolino can help you with the appropriate dictionaries.

However, you first need to download such dictionaries onto your device.

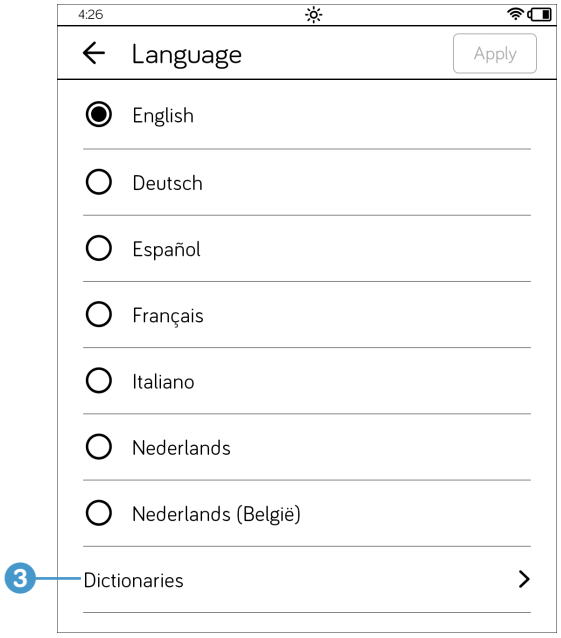
1. On the home page, tap on the **Menu** button.



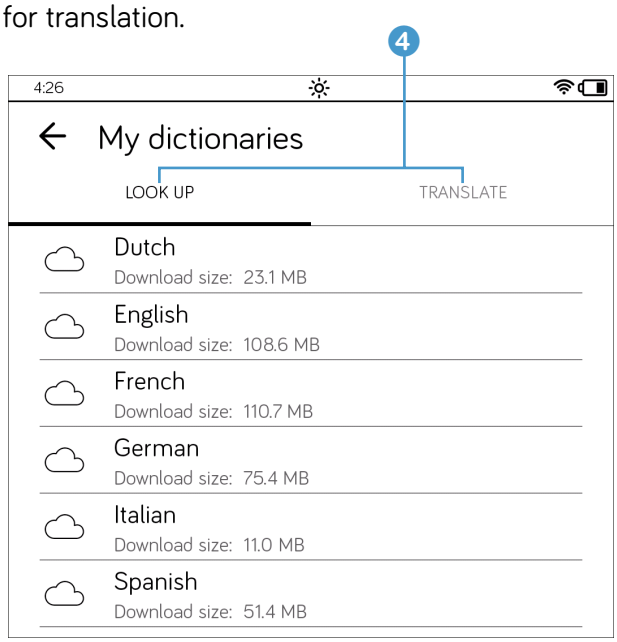
2. On the page that opens next, tap on the **Settings** entry 1 and select **Language** 2.



3. Then, at the end of the **Language** page, you must tap on the **Dictionaries** entry 3.



4. On the **My Dictionaries** page with the two headings, **Look Up** and **Translate** (4) you must decide whether you want to install a dictionary to look up terms or a bilingual one for translation.

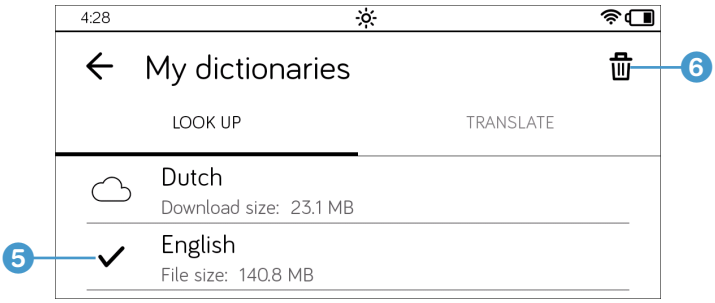


5. There are dictionaries available for multiple languages. Tap to select the dictionary you want to install.

6. The download progress will be displayed in the **Dictionary download** window. You don't need to do anything here; just wait until the dictionary is fully downloaded to your tolino.

After downloading, the files are automatically extracted and installed on your e-book reader. This will be displayed in the **Decompression** window. Again, you just need to wait a few seconds.

Once this process is complete, the **My Dictionaries** page will be displayed again. The selected dictionary now has a checkmark (5).



If you want to install more dictionaries for other languages at a later stage, you should proceed in the same way. To delete individual dictionaries you can use the trash can 6.

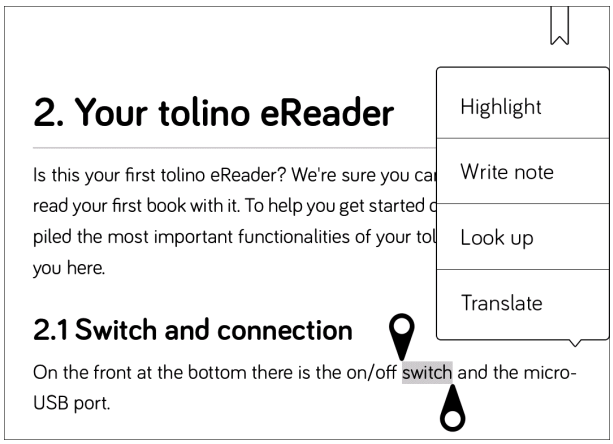
INFO: New versions

Dictionaries are also updated from time to time and are then available in newer versions. If that is the case, you will see a circular arrow icon next to your dictionary and the note **New version available** below it. Simply tap the arrow icon to download and automatically install the new version.

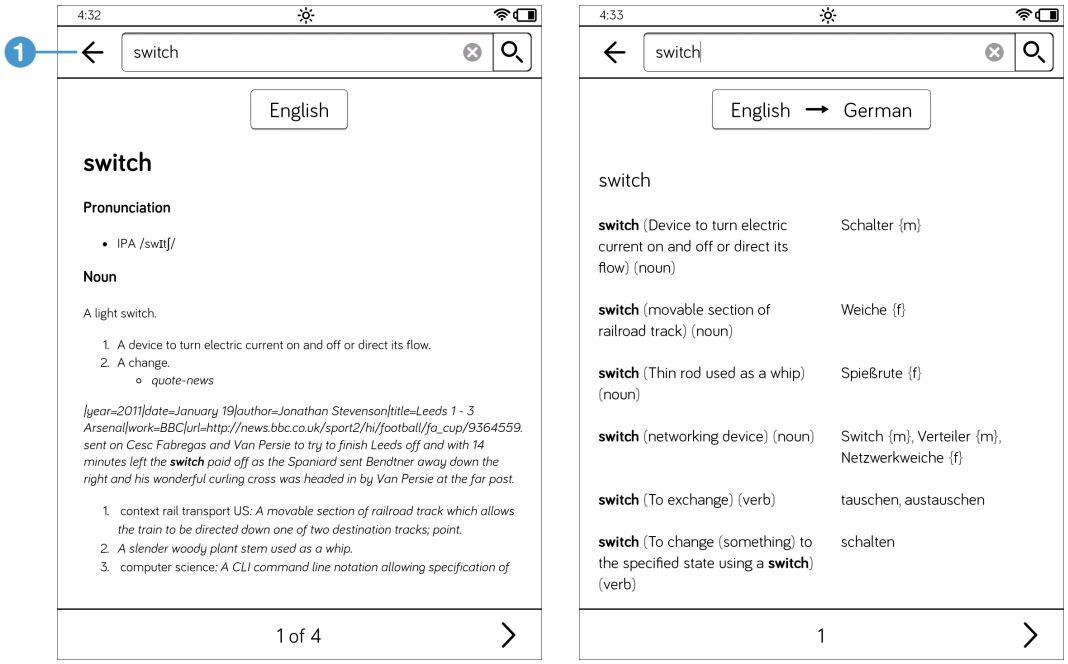
2.9 Looking up or translating words

Once you have successfully installed the dictionary or dictionaries on your device, you can look up the meaning of a word or have it translated at any time during the reading process.

1. Select the word and tap the **Look up** command in the menu that appears, or tap **Translate** if you need a translation.



2. This will display the dictionary entry for the selected word, which may vary in length depending on the term.



3. If you want to close the dictionary and continue reading your book, tap the arrow button in the upper left-hand corner (1).

INFO: Changing the translation direction

If tolino does not automatically recognize in which direction you want to translate a term, you may have to specify the translation direction manually. To do that, tap on the **English German** button (or a different, customized button, depending on the dictionary). You can change the translation direction in the **Language** dialog box by tapping on button containing the double arrow. Confirm your changes via the **Apply** button.

2.10 Customizing the text display

A real benefit of using tolino for reading your books is the option to customize the display of text. This simply means that a font that's too small or unreadable is a thing of the past. So don't panic if you forget your reading glasses at home on your next weekend trip. The relevant changes to the display settings will allow you to continue reading without a problem.

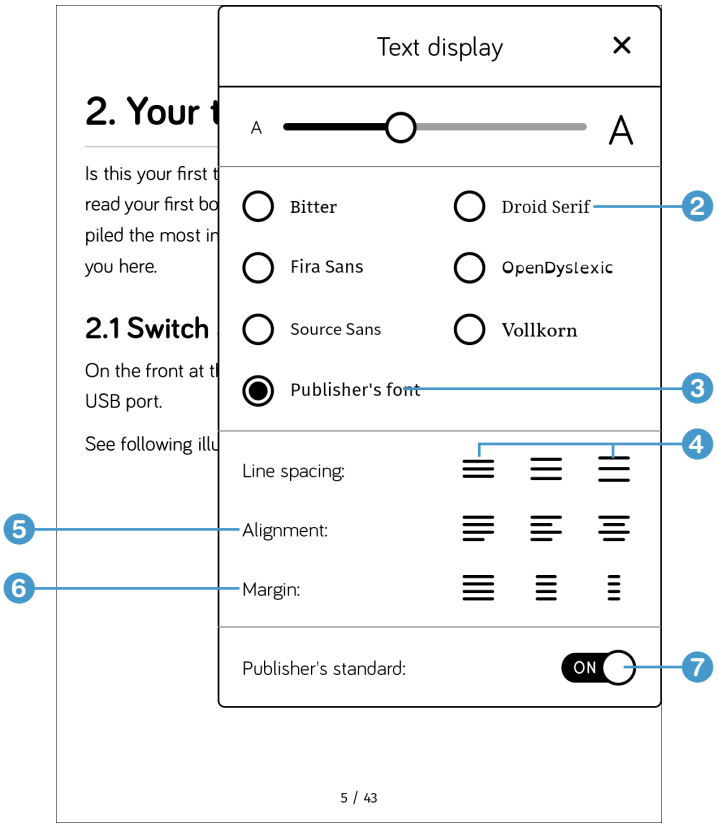
1. When reading your book, tap somewhere into the central part of your screen. This will display the reading view controls at the top of your screen.

2. Tap on the **Text display** button ❶. The **Text display** box is divided into three sections.

3. In the first part of the pane, you can adjust the font size by moving the slider to the right (the font size increases) or to the left (the font size decreases).

4. The section below this shows the pre-installed fonts you can select to display the book text. To do so, tap either on the circle next to the font name or on the font name itself ❷.

5. If you want to return to the original book font, you should tap on **Publisher's font** ❸.



TIP: Setting the font size by spreading your fingers

In keeping up with the times, the font size on your tolino can also be changed using a finger gesture. Spread two fingers apart in the middle of the screen and change the size.

6. In addition, you can make further changes to the text display in your book. For example, the **Line spacing** option enables you to select a smaller or larger line spacing ❹. In this context, you should keep in mind the following: If you reduce the line spacing significantly, this is not particularly reader-friendly, but it will fit more text on a page. With a large line spacing, the text becomes clearly readable, but you will have to scroll very often.

7. The **Alignment** ❺ option allows you to choose between justified, left-aligned, centered text alignment, whilst the **Margin** ❻ setting enables you to set new margin values.

8. Initially, all new e-books are displayed with the publisher's text display preferences. If you want to undo any changes at a later point in time, you must activate the **Publisher's standard** switch ❼.

9. Don't forget to to tap the **Apply** button in the bottom right-hand part of the window whenever you implement a change.

Feel free to check out various text display options and find out which one is most convenient for you. There's nothing wrong with experimenting a little with the options.

2.11 Rotating the view

You may know this from your smartphone: Depending on which way you hold your smartphone, the display changes from portrait to landscape or vice versa. And that happens even automatically. If you rotate your tolino to the required screen orientation, a small icon appears briefly next to the scroll buttons.

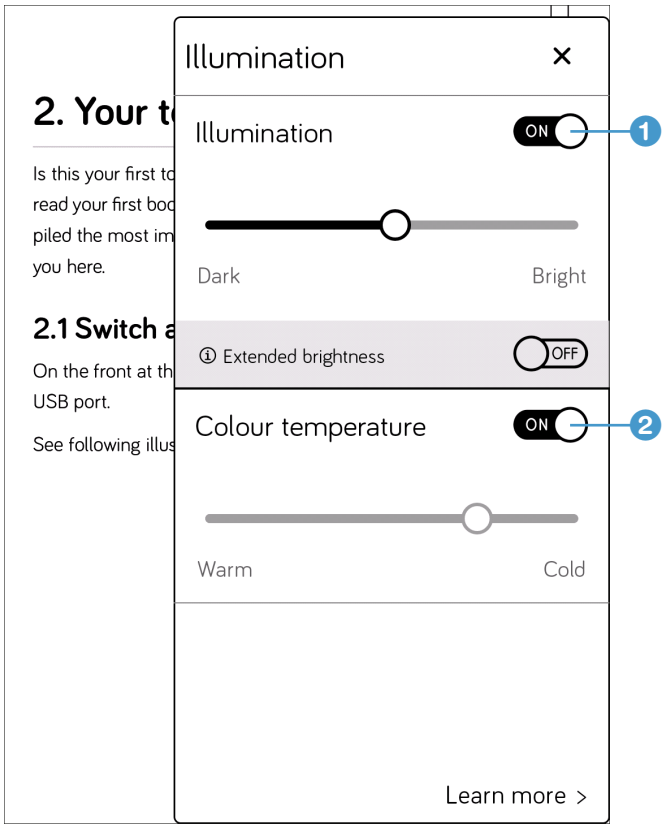
Tap on the icon to read in the selected landscape or portrait format. However, note that both the home page and the menu are always displayed in portrait format.

2.12 Customizing brightness and color temperature

Not only is the text display important for an enjoyable reading experience, but also the right illumination. For this reason, you can customize both the brightness and the color temperature. You may find the default setting convenient, but under special lighting conditions—for example, when you spend your days reading on the beach or

in a café with sparse lighting feverishly awaiting the book's ending—you might need a little less or more brightness.

1. Simply swipe from top to bottom to view the illumination settings (or tap the sun icon in the status bar).



2. As a result, the **Illumination** window will display. You will notice that you can switch the illumination on and off in that window 1.

3. To use the so-called *smartLight* function, activate the **Colour temperature** switch 2. Once you have done this, the color temperature of the illumination will be controlled automatically; for example, if you read a book around noontime, the display will turn to cold white. In the evening, a warmer shade is used, which is more pleasant for our eyes in the dark. Your tolino adjusts to the set date and time.

4. To manually adjust the illumination, you must move the brightness and color temperature sliders accordingly (automatic color temperature is automatically disabled).

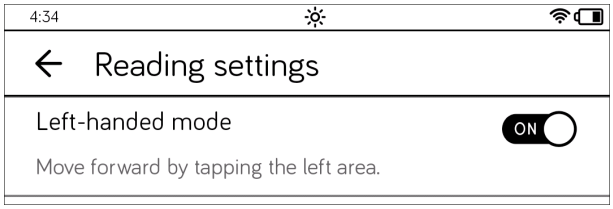
INFO: Brightness settings are stored

Your tolino “remembers” your settings even after you have switched it off. As a result, if you have found the optimum brightness for reading in bed the evening before, you no longer need to worry about the correct settings on your next reading evening.

2.13 Settings for left-handers

tolino also caters to all people who prefer to operate the device with their left hand. For this purpose, the *Left-handed mode* is available. While reading in this mode, you must tap on the left-hand area to scroll forward and on the right-hand area to scroll back.

You can enable this mode via **Menu > Settings > Reading settings**.



3 Accessing the internet with tolino

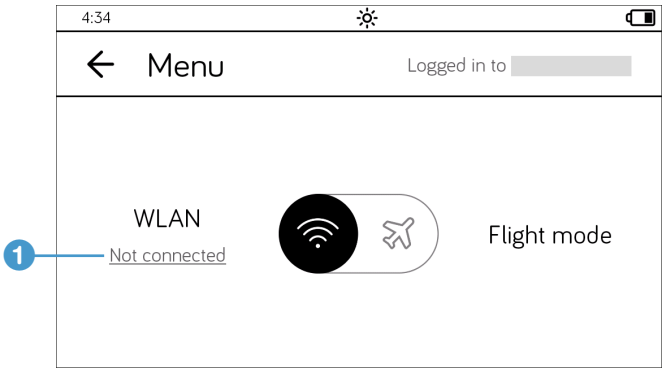
If you want to use your tolino only for reading, you don't really need an internet connection. However, by the time you want to buy an e-book, you will no longer be able to do without access to the web. Also, you can only utilize the advantages of the tolino cloud to the full extent if you connect your tolino to the world wide web.

3.1 Logging on to a WLAN

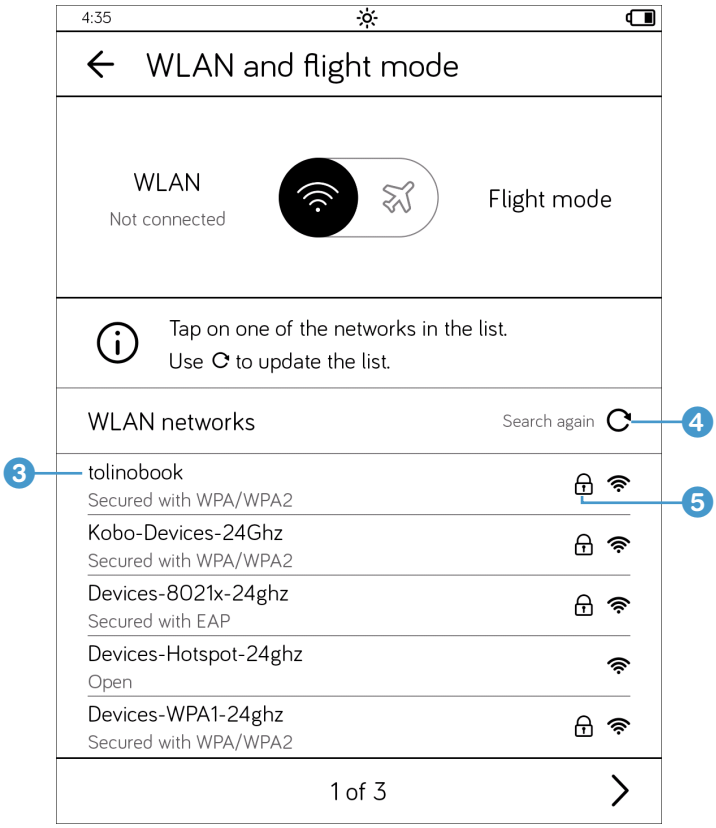
Your tolino has a WLAN module so that you can easily log on to any wireless network.

As most wireless networks are password protected, you will need the appropriate password to set up a connection between your tolino and the wireless network. If you want to dial into your own WLAN at home, you probably know the password. But if you are at a different location, you must ask for it.

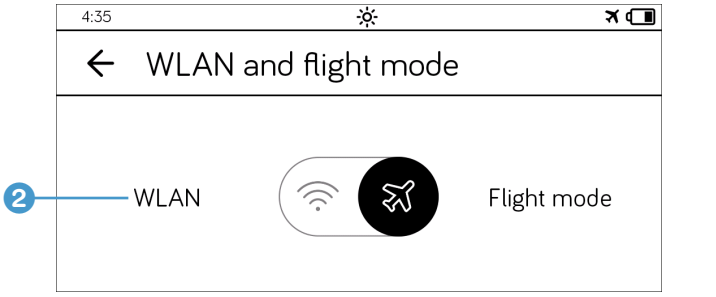
1. Open the menu and tap on the **Not connected** entry ❶ on the subsequent page. If a connection to a WLAN already exists, the **Connected to** note and the name of the wireless network are displayed here.



2. After that, the system displays the **WLAN and flight mode** page. You will find a list of all available networks in the section entitled **WLAN networks**.

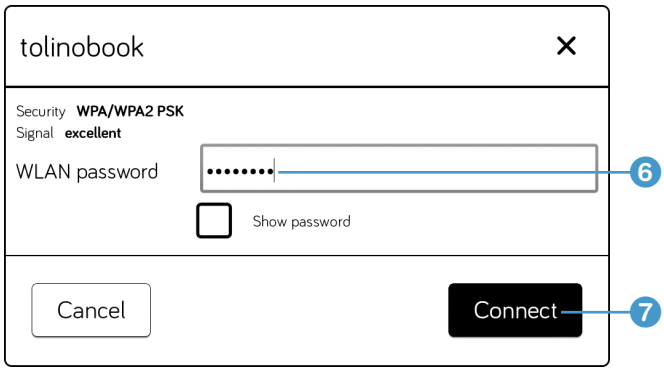


3. If the *flight mode* is activated, no WLAN connections will be listed. In that case, you must activate the WLAN module by tapping on **WLAN** 2 at the top of the page.



4. To log on to a WLAN, tap the corresponding name in the list 3. If the list does not display the WLAN to which you want to connect, tap the **Search again** (Refresh) 4 icon. The padlock icon 5 indicates that the WLAN is password protected.

5. Then enter the correct password into the **WLAN password** 6 field and tap the **Connect** 7 button, which is active now.



6. If you have entered the correct password, the connection to the WLAN will be established after a few seconds. You will recognize the active connection by a checkmark 8.

7. If you have entered a typo, the **Connection error** dialog box will be displayed. Tap **OK** and repeat the connection process.

Once you have successfully connected to a WLAN and are within range of this WLAN again, your tolino will automatically reconnect to it. Basically, tolino lists the WLAN connections according their signal strength. Then follow the WLAN networks with which you have connected your tolino before.

Normally, tolino automatically selects the network with the highest signal strength. In most cases, this network also offers the fastest access to the internet; however, this is not always the case, e.g. if many users are using this WLAN. In order to connect your tolino to a different WLAN, manually establish a connection to the respective network in the way described above.

TIP: A tip for your vacation

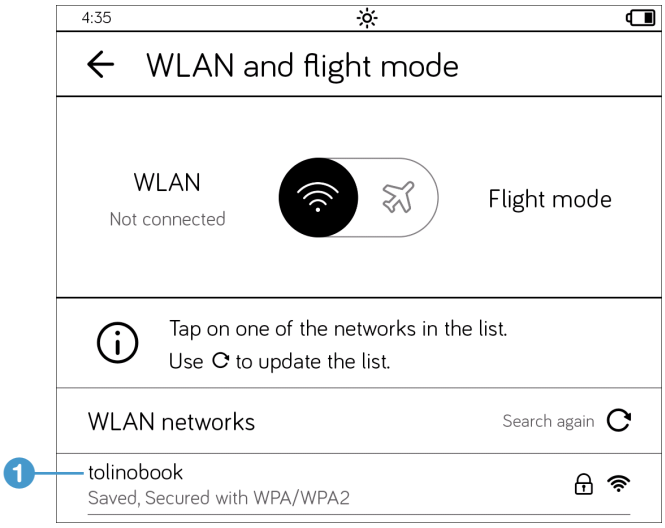
It still happens today that you do not have a reliable WLAN or internet connection at your holiday destination. For this reason, you should buy your reading material from your tolino partner in good time and synchronize your tolino with the tolino cloud. The best thing to do is to briefly start reading each new title so that the book gets downloaded onto your tolino in its entirety from the cloud.

3.2 Changing stored WLAN passwords

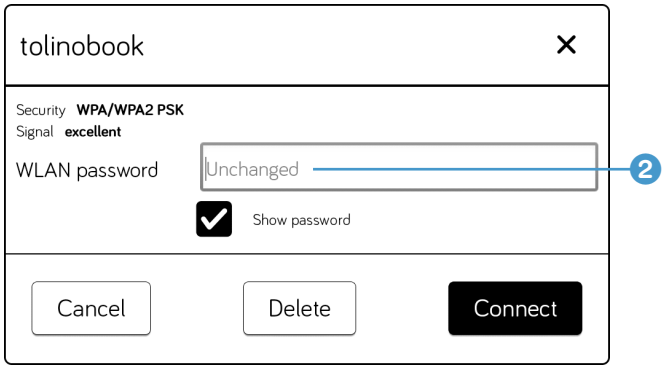
For security reasons, passwords of a WLAN network have to be changed from time to time. As a result, you may no longer be able to log on to a stored wireless network because the password is no longer valid. In that case, you must assign the new password to the stored WLAN:

1. Open the **WLAN and flight mode** page. Tap on **Not connected**.

2. Tap for approximately two seconds on the WLAN network entry whose password you want to change 1.



3. In the dialog box with the name of the network, enter the new WLAN password in the **WLAN password** field 2. Confirm your changes via the **Connect** button.



Your tolino will now try to connect to the selected network. If a connection to another WLAN exists, this connection will be briefly interrupted and an attempt will be made to establish a connection to the WLAN network that has been edited. If it is not within range, tolino reconnects to the original WLAN.

3.3 Deleting WLAN passwords and entire networks

In some cases it is necessary or advisable to delete the password of a network again, e.g. if you have dialed into a company network and the WLAN password should not remain stored on the tolino; after all, a small e-book reader and thus also the company password can easily get lost in one way or another.

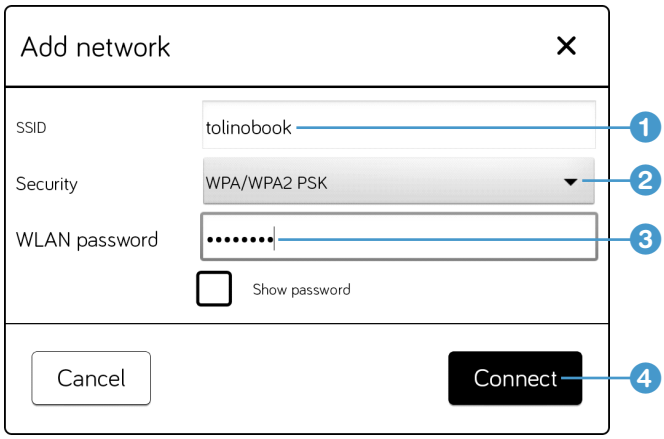
1. Open the **WLAN and flight mode** page.
2. In the **WLAN networks** list, tap for about two seconds on the WLAN network entry you want to remove.
3. In the dialog box with the name of the network that opens next, tap the **Delete** button.

If you are still within range of the deleted network, the wireless network will be displayed again after refreshing. But because you have deleted the password, your tolino can no longer automatically connect to that network.

3.4 Logging on to hidden WLAN networks

Normally you will see all WLAN networks within reach of your tolino in the list. However, some WLAN networks do not disclose their name. Nonetheless, you can connect to a hidden WLAN if you know its name.

1. Open the **WLAN and flight mode** page.
2. At the end of the list, tap on the **Add network** entry or on the arrow.
3. Enter the name of the WLAN network in the **SSID** field ❶. When entering the WLAN name, note that the field is case-sensitive.
4. You need to select the relevant encryption method in the **Security** field. To do so, tap on the field ❷, so that a pull-down menu opens. In most cases, you must select **WPA/WPA2 PSK**.
5. After that, the field for entering the WLAN password displays. Tap in that field ❸ and enter the password. To complete this process, tap on the **Connect** button ❹.

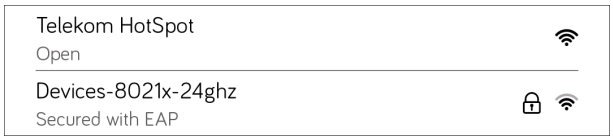


The WLAN created in this procedure will from now on be listed amond the existing wireless networks.

3.5 Logging on to a Telekom HotSpot

You can connect your tolino free of charge with the internet via Telekom HotSpots. As a tolino user, you actually benefit a great deal from this, as this feature allows you to access the internet at no cost from nearly anywhere in Germany:

1. Open the **WLAN and flight mode** page and tap on **Not connected**.
2. If you are within the range of a Telekom HotSpot, it will be displayed in the list of available WLAN networks. Tap on that entry.



Your tolino will then collect to that WLAN and transmit the logon details of your tolino account for the purpose of authentication. Sometimes the first logon attempt fails, but the second one is usually successful. You should therefore have a little patience.

TIP: Where can I find the nearest Telekom HotSpot?

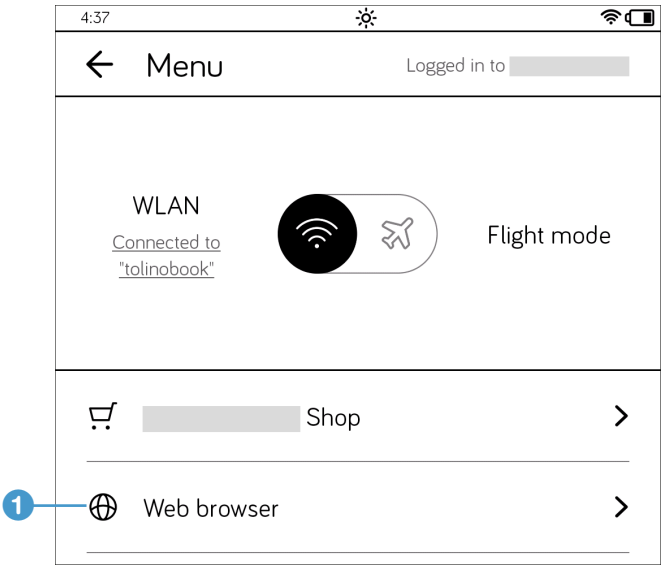
The website, *www.hotspot.de* provides a map that helps you to find the nearest Telekom HotSpot.

3.6 Surfing the web with your tolino

If you are connected to the internet, you can also use your tolino to surf the web. However, you will notice that the surfing experience with your tolino is not really convincing, since the representation of the majority of web pages is not customized to the viewing options of your tolino.

Yet some websites can actually be displayed relatively well by your tolino, such as Wikipedia, the pages of various daily newspapers, or the T-Online and Google web searches which have been optimized for tolino . In general, tolino displays text-based pages particularly well.

1. To open the browser, open the **Menu** page and tap on the **Web browser** option (1).



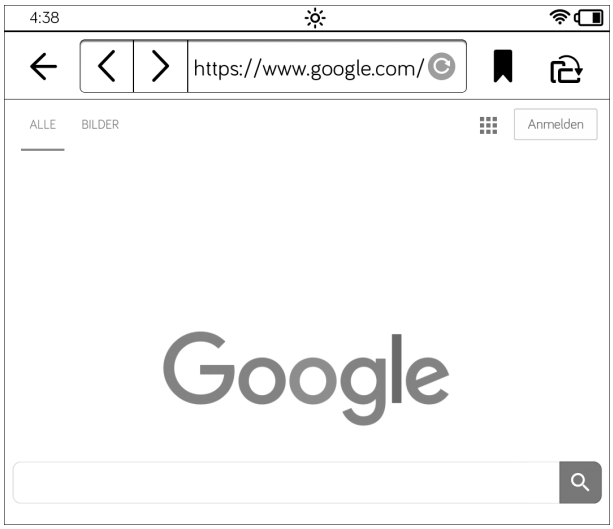
2. This will open the internet browser. By default, an empty page, Google, or the shop page of your tolino bookseller is loaded at the start, depending on which bookseller you bought your tolino from.

3. You can scroll and move the displayed web page by holding the page with one finger and moving it in the required direction. This will cause the displayed web page to flicker, which won't stop until you remove your finger from the screen.

4. To zoom in or out on a website, you must place your finger on the web page and move it slightly. When doing so, you will briefly see two buttons with a magnifying glass icon in the bottom right-hand corner. Tap the magnifying glass icon with the plus sign to zoom in or tap the magnifying glass icon with the minus sign to zoom out. Alternatively, you can also use the spreading gesture to zoom in and out.

5. You can enter a search term or a web page address in the address field ❷. Delete the previous address by tapping the cross ❸. Once you have entered the term or address, tap ↵ in the bottom right-hand part of your on-screen keyboard.

6. If you have already accessed multiple web pages, you will see two small arrow buttons to the left of the address bar that allow you to move back and forth between the web pages. However, that does not work on every web page.



If you've entered only one search term and not a full web address, Google Search will automatically launch and display the search results for you.

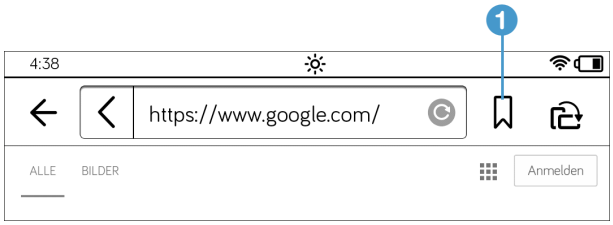
You'll notice that some of the basic features of an web browser are missing. For example, you can't open multiple pages at once. But don't begrudge your tolino for that—it is not intended to replace browsing on your computer or smartphone, but to give you the opportunity to read or look up something on the internet when you' re holding it in your hand anyway. That' s it. No more and no less. To close the browser, swipe from bottom to top and you'll be back on the home page.

INFO: Deleting cookies & co.

Like any other browser, your tolino also stores cookies, passwords and your browsing history. To delete this data, go to **My accounts** via the menu and tap **Web browser**. Then confirm the dialog asking you if you want to delete the data by tapping **OK**.

3.7 Creating and managing internet bookmarks

On your tolino you can also designate a website as a favorite site by pressing the bookmark icon next to the address bar 1 for a few seconds (long press).



The icon will then be filled out in black indicating that you have added this page to your bookmarks.

You can then reopen a bookmarked web page in the following way:

1. Open your web browser via **Menu** ☰ > **Web browser**.
2. In the browser, briefly tap the bookmark icon to the right of the address bar.
3. On the **Bookmarks** page, simply tap the web page you want to open.

There are two ways to delete a bookmark: If you have just accessed the website, a long press on the black bookmark icon will suffice. Alternatively, tap the bookmark icon briefly in the browser and then tap the trash can icon on the **Bookmarks** page 2.

Then, on the **Delete bookmarks** page, activate a checkmark 3 next to the web pages you want to remove. To complete this process, tap on the **Delete** button 4.

4 Login and e-book copy protection

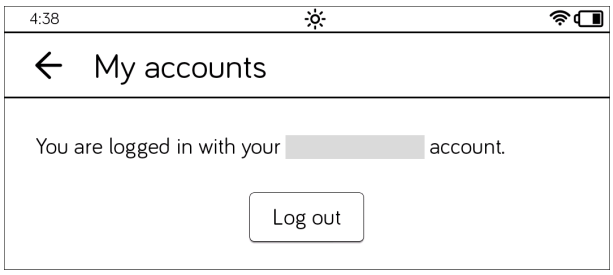
Registering a tolino account is not tied to any requirements. Although you may disclose some personal information during the registration process, you are not committed to purchase the shop's latest e-books immediately. Registering on your tolino is the same as registering in one of the tolino booksellers' online shops.

4.1 Setting up a new tolino account

The partner shop of the bookseller where you purchased your e-book reader is already pre-installed on your tolino and you actually register with this bookseller. However, you can also add further registrations from other tolino partners on your tolino. The magic word for this is *Linklibrary*, which is described in greater detail in Section 4.3.

If you have not yet registered your tolino, you will see the **Set up now** button at the bottom of the home page. Tap on that button to launch the registration process. Then fill out the displayed forms.

After a successful sign-up, the **Set up now** button will no longer appear on the home page. By the way, you will remain logged in permanently; even after switching off or on, you will automatically be logged in again. To log off, you must open the menu and select **My accounts**. There you will find the **Log off** button.



If you have already made a purchase in one of the tolino partners' online shops, you can of course use your existing login data.

4.2 Specifying your payment method

To avoid having to retrieve your credit card data every time you buy a book, it is advisable to store this information once in the account management of your tolino user account. If you do, you only need to enter your login details when making a purchase.

You store this data in the account management of your shop. Usually the process differs only minimally from shop to shop. Search your shop for a link called “account”, “account settings” or similar, and follow the instructions.

For security reasons, you will usually be asked at a certain point to re-verify yourself with your username and password. After your credit card details have been successfully verified, they will be assigned to your customer account. Now, all obstacles that could spoil your shopping experience have been removed.

4.3 Creating a library link

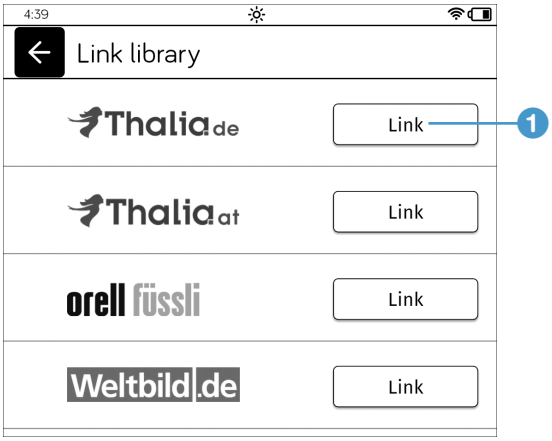
You love historical novels, but you don’t like the selection in the shop where you are registered via your tolino? That’s no problem at all. You can link the shop of another tolino bookseller to your library.

Through this link, e-books that you buy in the new shop are displayed together with your purchases from the pre-installed shop in your library and stored in the tolino cloud.

1. In the menu, tap on **My accounts** and then on the **My accounts** page, tap on **Link library**. After the brief hint, tap **Next**.

2. On the next page, read the data privacy notice. Then tap **Next**.

3. You will now see a list of the bookseller shops to which you can link your account. Tap the **Link** button (1) next to the bookseller of your choice.



4. On the following page, enter your login details for this shop or create a new account.

5. If the link was successfully created, you will be notified on a confirmation page. Tap on the **Go to library** button to complete the process.

If you have already purchased e-books from the bookseller you have just added, they will now also appear in your library. However, as they have not yet been downloaded to your tolino and are only in the tolino cloud, you will see a small cloud icon attached to the books. To download a title to your tolino, you simply need to tap on it.

You can also check whether the link could be successfully set up in the **Link library** menu (**Menu > My accounts > Link library**). Next to the name of the shop you will see a link icon and the **Resolve** button. This button enables you to remove a linked library.

4.4 DRM and Adobe ID: What exactly does that mean?

Most books are protected by copyright. In the digital age, this protection is difficult to enforce. The mass distribution of a copy via the internet can be organized within just a few seconds. To avoid this type of abuse, e-books are provided with a so-called DRM (*Digital Rights Management*).

In this context, a distinction is made between two different procedures. There is the so-called "soft" protection. Here, a unique identification code is added to each purchase of the digital work, so that in the case of mass distribution it can be traced back who the original buyer was.

INFO: **Purchasing digital copies?**

Even if I am writing here about "purchasing" a work, you normally do not acquire the digital copy of the work, but only limited rights to use the e-books. The soft copy protection usually gives you the right to use the e-book on up to five reading devices. You are not allowed to give the book away, lend or transmit it.

However, there is the so-called "hard" protection. Here, the use of the digital work is continuously controlled. For this reason, you cannot simply open a purchased e-book, but must identify yourself in order to prove your authorization. Since this proof takes place once when transferring the book to your tolino, you do not actually notice anything of this process; afterward the reader or your reader software carries out the identification process for you.

There are four widely used methods for identification: the Adobe ID, the tolino registration, the “Apple world” and the “Amazon model”. While Apple and Amazon use their own proprietary processes, the Adobe ID and the tolino world are open to many partners.

As long as you stay in the tolino world, access protection is very conveniently regulated for you. After purchasing a book, it is available in the tolino cloud and is automatically transfered to your tolino during synchronization. Only in the case of DRM-protected books (these are only a few) do you initially receive a so-called ACSM file in the cloud, for which you need an Adobe ID in order to be able to load the book onto tolino in EPUB format. If you have stored such an Adobe ID on your tolino, you will not notice any difference to the “normal” process, as the device automatically takes care of all the necessary steps after tapping the e-book in your library. However, ACSM files have a built-in expiration date. In most cases, they are only valid for 24 hours, so you should have opened a newly purchased book at least once within this period of time, otherwise the EPUB file cannot be loaded anymore. If such a case occurs, please contact the customer service of the e-book shop.

You will also need the Adobe ID if you want to borrow e-books from your library. (See Section 5.5, “Borrowing e-books”).

It is possible to register multiple devices or software installations (usually five) with your Adobe ID.

4.5 Creating an Adobe ID

The most convenient way is to create an Adobe ID on your computer.

1. Enter the URL, *www.adobe.com*. This will take you to the Adobe home page. Once there, click on **Sign In**. If the URL has changed in the meantime, use “Adobe ID” to search for the page.

2. On the sign-in page, click on the **Get an Adobe ID** link.

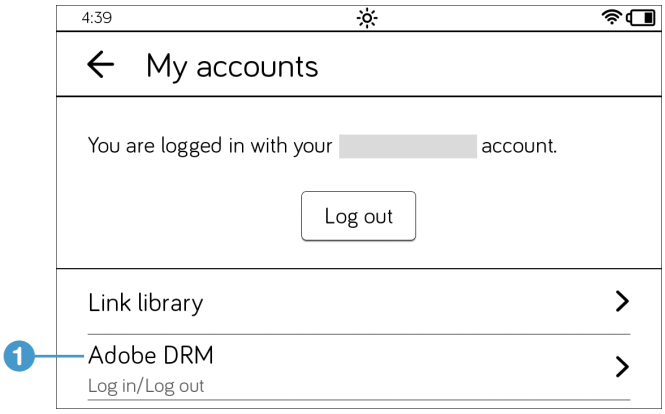
3. Complete the form that displays, and click on **Sign up**.

4. This will take you to your newly created Adobe account. For verification, Adobe sends you an email with a link that you must click.

You are now the owner of an Adobe ID, and you must enter both details in your tolino if you want to read DRM-protected e-books.

1. Open the menu on your tolino and tap on **My accounts**.

2. On the page that displays next, tap on **Adobe DRM** 1.



3. Enter your email address and Adobe ID on that page: Finally, tap on **Done** in the bottom right-hand section of your on-screen keyboard, or tap the **Authorize** button 2.

4. If the details you entered are correct, you will be notified that the authorization process was successful. Tap the **OK** button to close the window.

Your Adobe ID is now stored on your tolino and you have also access to DRM-protected books. If you want to delete or change your Adobe ID at a later point in time, open the **Adobe DRM** page again (**Menu ☰ > My accounts > Adobe DRM**) and tap on **Cancel authorization**.

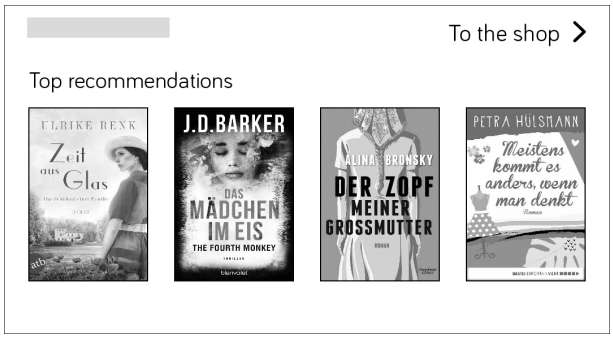
5 E-books for your tolino

You probably can't wait to load new books into your tolino library. As you know, you can shop directly on your tolino in the pre-installed e-book shop. In addition to this option, there are also other ways to get e-books onto your tolino.

5.1 Purchasing your first e-book

As soon as you have connected your tolino to the internet, the shop of the bookseller from whom you purchased your e-book reader will be displayed at the bottom of the home page.

You will already be offered initial book recommendations here. If you are interested in one of these book titles, simply tap on the book cover to find out more.

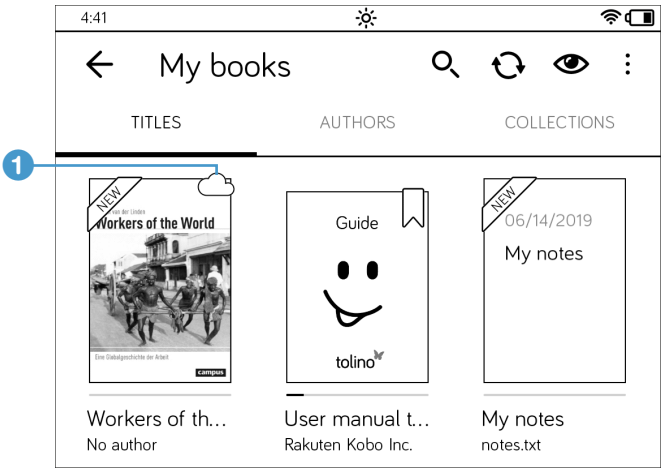


If you don't find what you're looking for in the recommendations, it's best to view the full range of books by tapping **To the shop**.

If, while browsing, you find an e-book you'd like to buy, tap the **Buy** button (or a similar link). Provided you have already entered your payment method and details, all you need to do is enter your password and confirm your purchase.

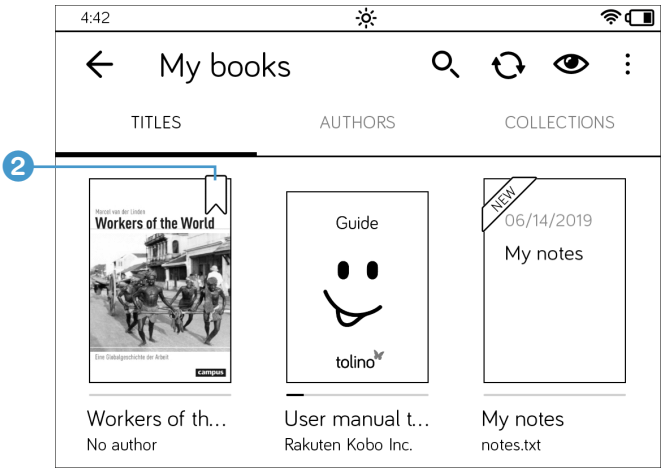
5.2 Downloading purchased e-books onto your tolino

The purchased book is not yet on your tolino. It is stored in the cloud, and you need to download it. This can be done in just a few steps. If necessary, switch from the home page to the library by tapping on **To my books**.



In the library you will see the e-book you have just purchased, marked with a small cloud icon 1. This means that the book is available for download to your reader in the tolino cloud (see the info box “What is a cloud?” in Section 1.7 for more information). As soon as you tap on the title, the book will start downloading to your tolino and it will open directly on the first page.

When you close the book again, the cloud icon has disappeared, which indicates that the book is now locally stored on your tolino reader. In addition, the book is now marked with a bookmark 2.



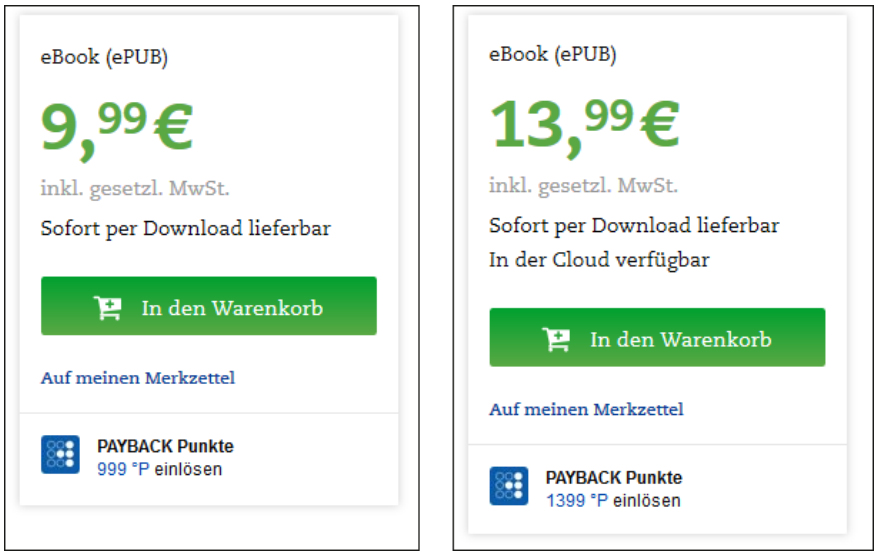
5.3 Purchasing e-books on your PC

Buying books directly via the tolino reader is great and very convenient. But let’s face it: it is more comfortable to be sitting in front of a decent screen when browsing extensively in the e-book shop. So if you have both the tolino reader and a laptop computer at hand, the more convenient choice for shopping is certainly the laptop PC.

Once you have made a few purchases on your PC (on the web page of your tolino shop with the same login details as on the tolino), you can take your tolino and switch it on. Your library will be synchronized with the contents of the cloud without your intervention. You can recognize this from the small synchronization icon that displays very briefly in the top left-hand corner of the status bar of your tolino. Immediately after that, the newly purchased title will be displayed in your tolino library, marked with a small cloud.

Some e-books have a small padlock icon attached to them. These are titles protected by the Adobe DRM system. Although such books are also displayed with the cloud icon in the library of your tolino after synchronization, you can only open them if you have stored an Adobe ID (see Section 4.5, “Creating an Adobe ID”).

By the way, when you’re buying books you can usually tell whether or not you need an Adobe ID. If you see the note, **Available in the cloud**, in the information about the book, you can open and read it without an Adobe ID. If this note is missing or if you see the note, **Immediately available via download**, you are buying a book that inevitably requires the entry of your Adobe ID.



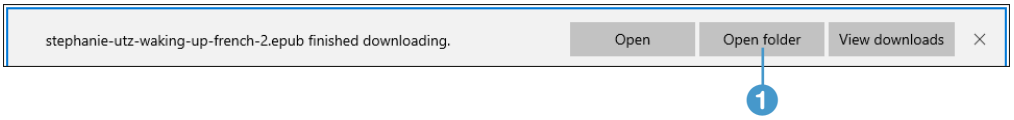
5.4 Downloading books from your PC to your tolino

If from time to time you want to purchase e-books from the collection of your local bookseller (which is not part of the tolino alliance), that’s not problem at all. However, those books won’t be automatically stored in the tolino cloud and thus on your tolino, but first as a download file on your PC. In that case, you will also need an Adobe ID for most books in order to identify yourself.

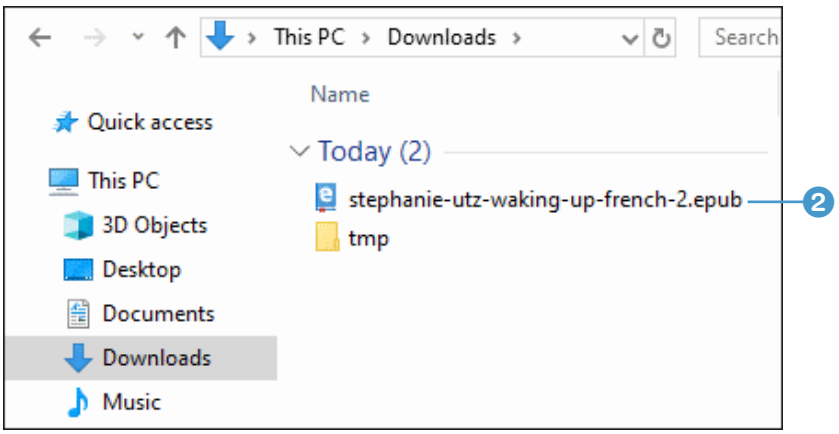
When buying an e-book in an “external shop”, pay attention to the EPUB format to make sure your tolino can display the book correctly.

1. Before the download process begins, you may receive another note about the *Adobe Digital Editions* program. You do not need the software mentioned at this point, as your tolino takes care of these tasks for you.

2. Once the download is complete, open the file from the folder so that you can transfer it to your tolino (in the *Microsoft Edge* browser, you need to click the **Open folder** button ❶ to do so.)

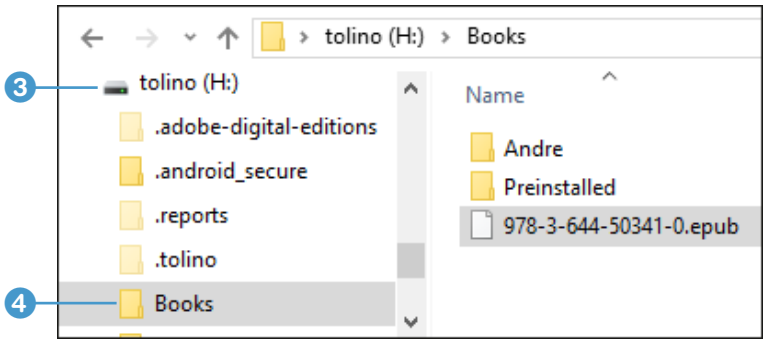


3. In the opened folder, which in the default setting of your browser is the *Downloads* folder, you will then find the book you just downloaded. If you downloaded an e-book without copy protection, it is directly available as an EPUB file ❷. If it is a copy-protected e-book, the *Downloads* folder contains an ACSM file, which is a kind of download link to your e-book. In both cases, you should transfer the file to your tolino.



4. Consequently, you need to connect your tolino to your PC. Select the file (or files) that you want to transfer to tolino and copy it (e.g., using the shortcut, Ctrl + C).

5. Then click on the **tolino** drive ❸ in Explorer and double-click the **Books** folder ❹ to open it.



6. Click the **Paste** button on the menu bar to paste the copied file into the **Books** folder (alternatively, you can use the Ctrl + V shortcut here).

7. Finally, you can disconnect tolino from your computer. A pop-up window informs you that new titles are being added. Once this process is completed, tap the **OK** button. That's it. However, note that this title is not yet stored in the cloud. In Chapter 7, you will learn how to do that.

5.5 Borrowing e-books

For many people, the good old library was and still is the place where they can get their daily read. You do not necessarily have to miss out on this habit when switching over to e-books. Today, numerous municipal or district libraries also offer online services.

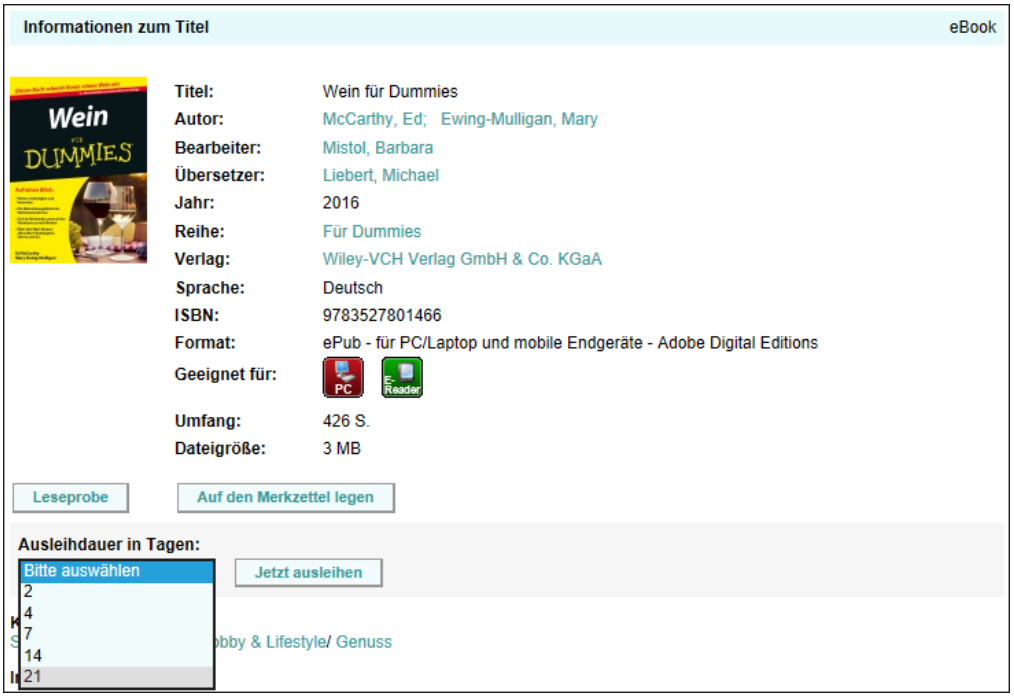
> INFO: **Can you read borrowed books on your tolino?**
>
> Most of the books you can borrow from a public library are available in EPUB format, so you can read them on your tolino without any problem. However, you will need an Adobe ID, as these e-books are copy-protected.

In order to borrow an e-book in your library, you naturally use the online lending service (i.e. borrowing via the website) of the library.

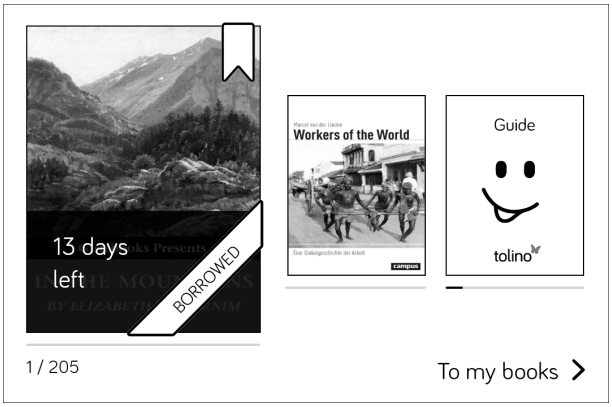
1. It is best to start borrowing an e-book directly from your tolino. The library's login page (where you usually log in with a user name and your ID number) will automatically recognize that you are accessing it from an e-book reader, and you will receive an optimized view.

2. After logging in, you will be taken to your personal area. Then you can simply search for the section/category containing e-books. Usually you will find the bor-

rowing link next to the titles and icons to tell you whether the book has already been borrowed or is available.



3. Once you have borrowed a book, you can open it immediately from the browser by selecting **Read book directly** (or similar). The title will then be loaded onto your tolino. Please note that you need to have an Adobe ID for this.



As soon as the lending period for the book has expired, you can no longer open it and it will automatically be removed from your tolino—a blessing for all those who regularly forget to return books on time.

4. If you have read the book before the end of the lending period, you can also return it to the library ahead of schedule. To do that, just press the cover image of the book for a few seconds. This will open a menu in which you can select the option, **Return**.

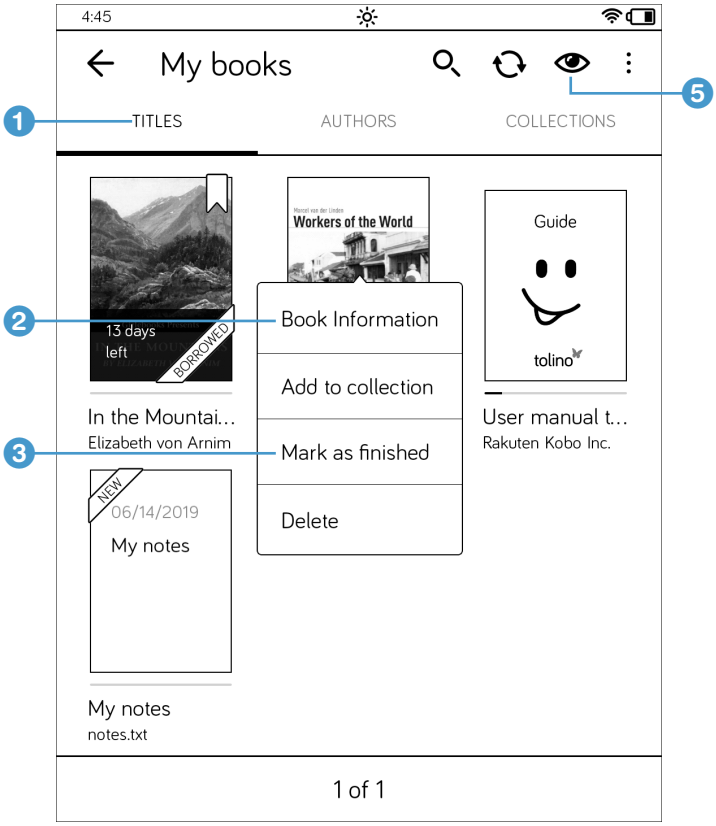
6 Managing your e-book library

If you are a real bookworm, you will probably have a lot of books stored in your library in no time at all. So you may soon have to browse through many pages of your library when you're looking for a particular book. That's why your digital bookshelf provides several ways to organize and sort your books.

6.1 Overview of the tolino library

Your tolino has a "bookcase" in which you can get an overview of your previous e-book purchases.

1. On the home page, tap on the **To my books** link.



2. This will display the **My Books** page which contains all titles currently stored in your library. Note the three headings above the title pictures in this window. The

Titles sort order (1) is currently activated, which displays the books in the order in which they have been opened.

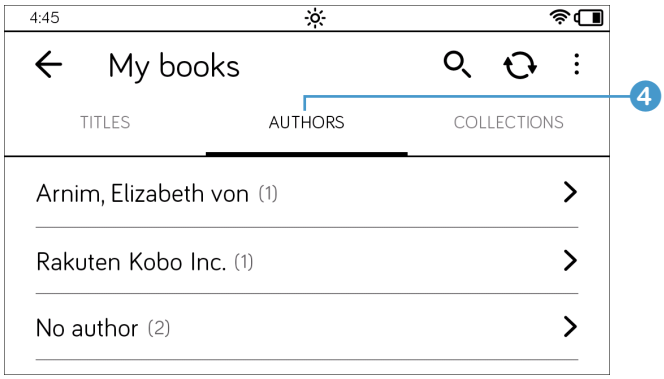
3. To display the details of a book (e.g., information about its scope and when you last read it), press the book title a little longer so that a small menu appears. In this menu, tap on **Book information** (2). The arrow in the top left-hand corner enables you to return to the overview.

4. The menu also provides the **Mark as finished** option (3) for those books that you have finished reading. Just tap on that option. This will remove the book from the normal list of titles, as your finished books are assigned to a special collection (**Finished books**).

> **TIP: Finished books**
>
> If you have read a book with your tolino up to the last page, the device will ask you if you want to mark the book as finished. If you answer this dialog with **Yes**, the book will automatically be stored in the **Finished books** collection.

5. The simple listing by author is also pretty straightforward. To access it, tap on the **Authors** heading (4).

This also has the advantage that you can display all the books by the same author together. To do this, simply tap on the arrow next to the relevant author's name.



> **TIP: View and order**
>
> When sorting by title, you should also pay attention to the eye icon (5) in the top right-hand corner. This allows you to fine-tune the display of the books in your library, e.g. select a list view instead of a tile view. Just check it out.

6.2 Creating a collection

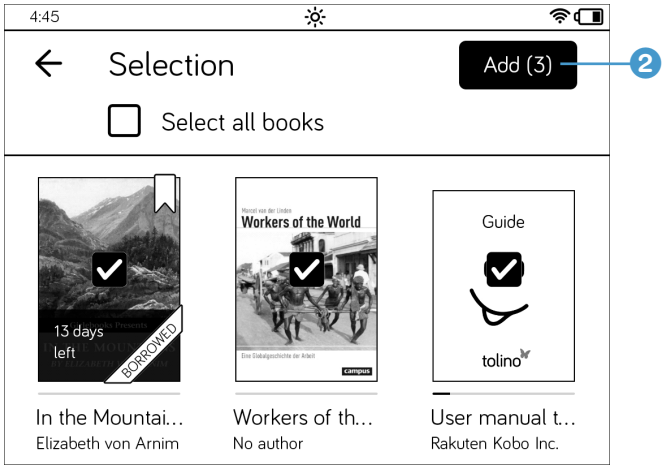
The collections on your tolino are like individual shelves of your bookcase, into which you only arrange certain books. But unlike a real book shelf, the books sorted into collections also remain in your overall library.

1. In your library, go to the **Collections** category by tapping on **Collections** in the title bar.

2. On the menu bar, tap the plus button to create a new collection 1.

3. This will open the **New collection** page which contains a text field. Assign a name to your new collection and tap on **Apply** once you have finished entering the text.

4. Then, on the **Selection** page, tap on those titles you want to include in your new collection.



5. Confirm the assignment of the titles to your collection by tapping on **Add** 2 in the top right-hand corner of your screen.

This way you can create as many collections on your tolino as you like.

To view a collection, you simply need to tap on the title image of the collection. You will then only see those books which you have stored in the respective collection.

6.3 Adding books to a collection

Needless to say that collections grow over time. Once you have purchased your first novel, you can add it to an existing collection at any time.

1. Activate the **Collections** category in your library and tap on the specific collection to which you want to add books.

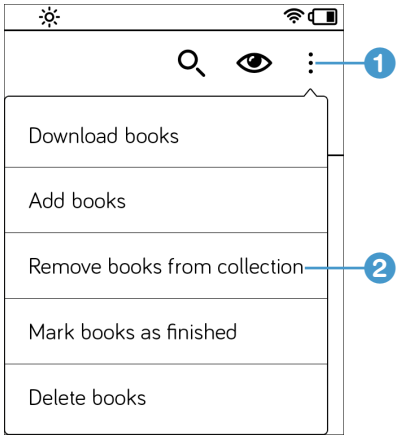
2. Tap on the icon with three dots 1 in the menu bar at the top of your screen. In the menu that opens, tap on **Add books** 2.

3. This will open the **Selection** page. Tap on the title or titles you want to include in the collection and confirm your selection by tapping **Add**.

6.4 Deleting books from collections

As easy as it is to add titles to a collection, they can also be removed from it.

1. To do that, you must open the relevant collection and tap on the three dots in the top right-hand corner (1). In the menu that opens, tap on the **Remove books from collection** option (2).



2. On the **Selection** page, you must set a checkmark next to those books which you no longer want to include in the collection. Confirm this action by tapping on the **Remove** button in the top right-hand corner.

6.5 Finding e-books on your tolino

If your library has grown to such an extent that even a division into collections does not make it easier to find books, and you can no longer find your favorite title(s) no matter how hard you try, you can use the search function.

1. In your library, tap on the magnifying glass in the menu bar at the top right.

2. Tap in the search box and enter the relevant search term (e.g., the name of an author or a book title). Start the search by tapping the magnifying glass icon (1) to the right of the search box.

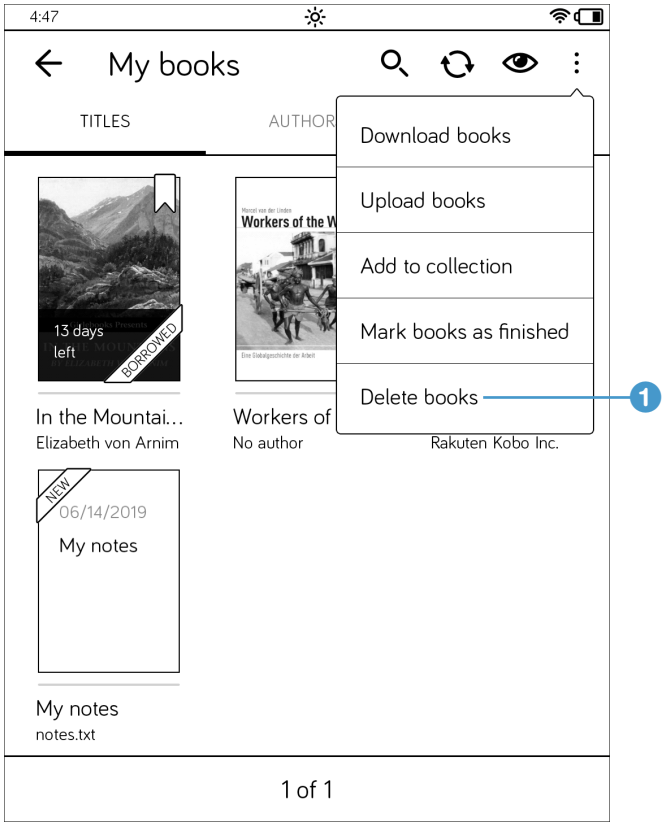
After a brief period, you will see the results. You can find all books stored on your tolino in the **My Books** section.

The **Shop** section 2 contains a list of all books that match your search term and are available for purchase.

6.6 Deleting books and freeing up storage space

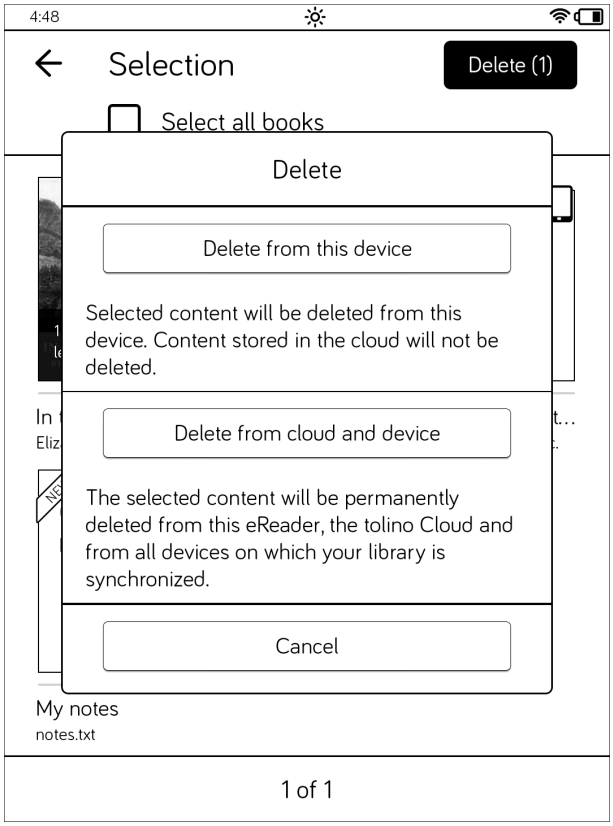
Even in the world of tolino, keeping things in order can be very helpful, and a spring-cleaning will result in a clear overview and freed-up storage space, especially if your library is overflowing with titles and the free space on your tolino is running out. In just a few easy steps, you can remove your books from the device.

1. Launch your library and sort your books by title. Tap on the three dots and select **Delete books** from the menu 1.



2. Then, select the books you want to delete by tapping on them.

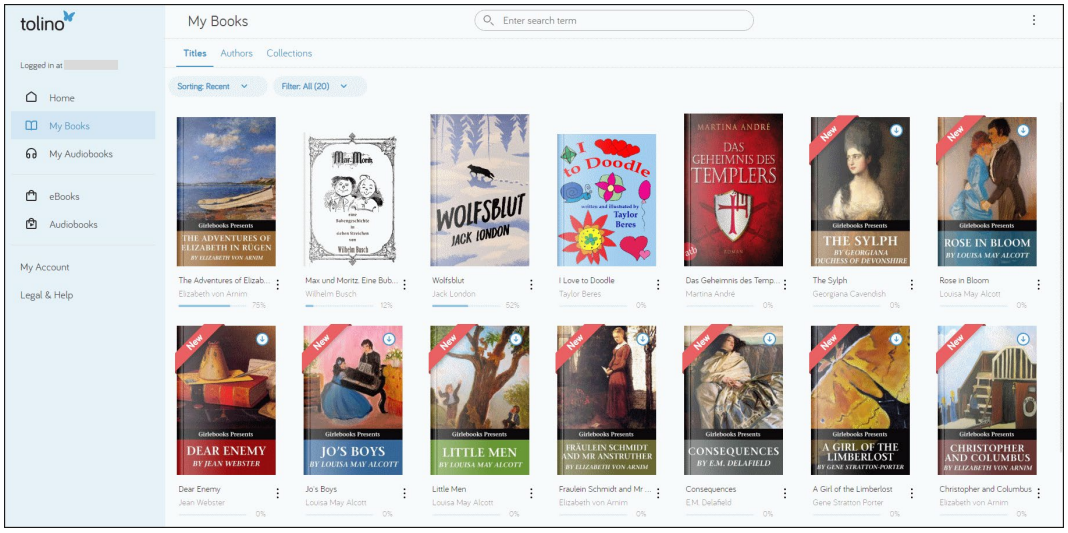
3. Finally, tap on the **Delete** button. Choose one of the two options provided in the **Delete** window.



Make sure that you read the explanatory text. If you select **Delete from cloud and device**, your book will be permanently deleted. In that case, you won't even be able to retrieve it from the cloud again. But for your spring-cleaning, the upper option is absolutely sufficient.

7 The mytolino cloud

In addition to using your little reading device for reading and managing all your e-books, you can also view all your books directly in the cloud via your PC. And, of course, you can also read and organize them from there. The *mytolino.de* website enables you to access your cloud and the tolino webreader.

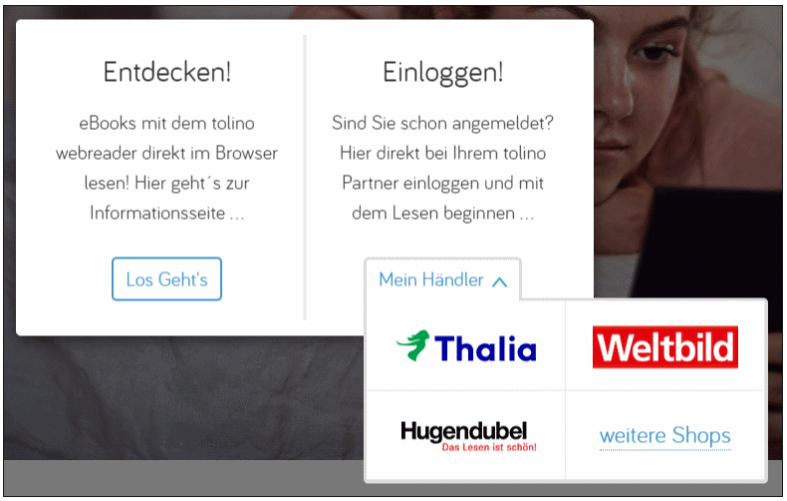


7.1 Launching tolino webreader

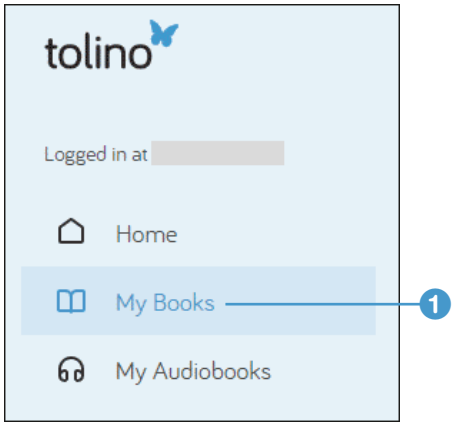
You need to carry out the following steps:

1. In your web browser, open *https://mytolino.de* and click on the **webreader** link in the area on the left of your screen.

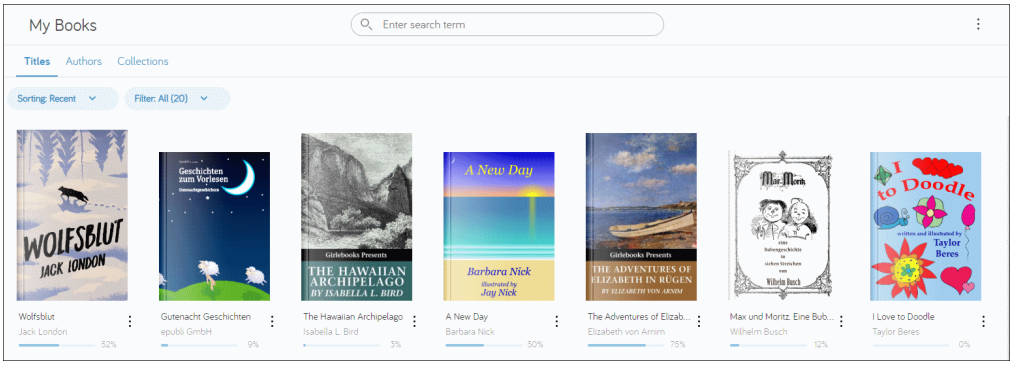
2. On the page that opens, click on **My bookseller**, select your shop, and log in using your login details.



3. To display your books straight away, click on **My Books** on the left (1).

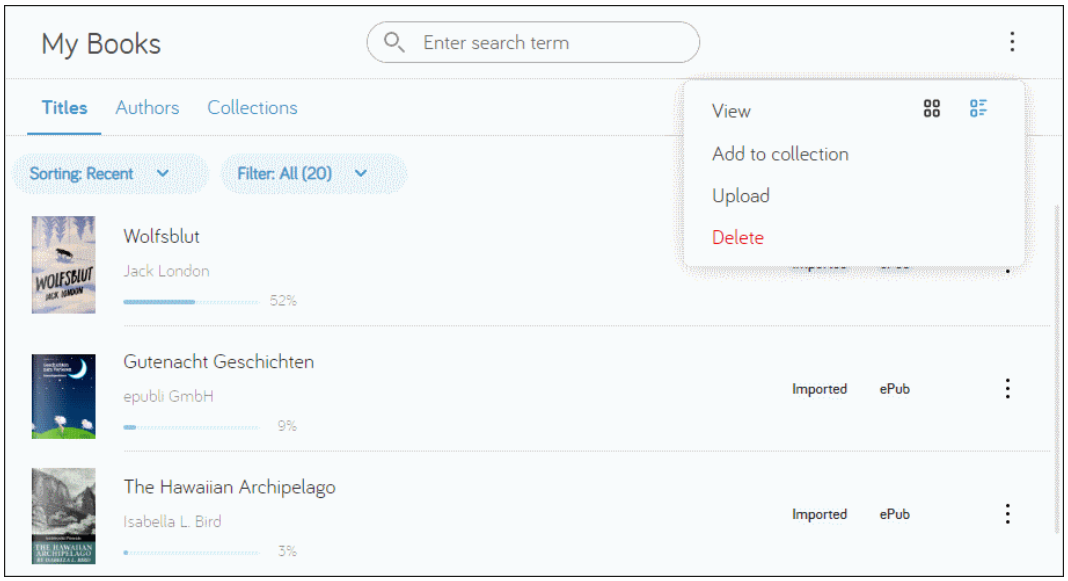


This will open your library with its current cloud contents.



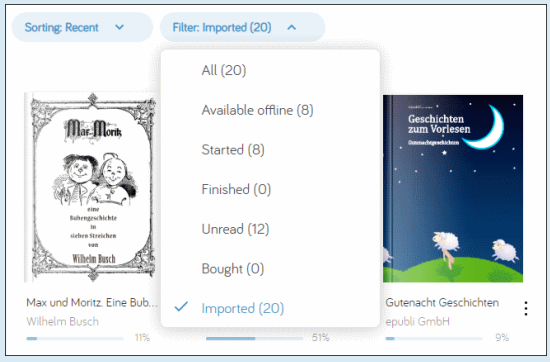
You may recognize this view as it resembles the library view on your tolino. In this view, you will also see the headers, **Title**, **Authors**, and **Collections**. To list your books according to their authors, you must click on **Authors** in the title bar. This will generate a simple, alphabetically ordered list.

The overflow menu (the three dots) allows you to switch from the current tile view to a list view with small tiles (to do so, click on the icon to the right of the **View** option). You can also change the sorting type using the arrow on the **Sorting** button.



TIP: Filtering the book view

A pretty useful feature is the option to restrict the display of your books by means of a filter. Simply click on **Filters** and select the required type of selection from the menu.

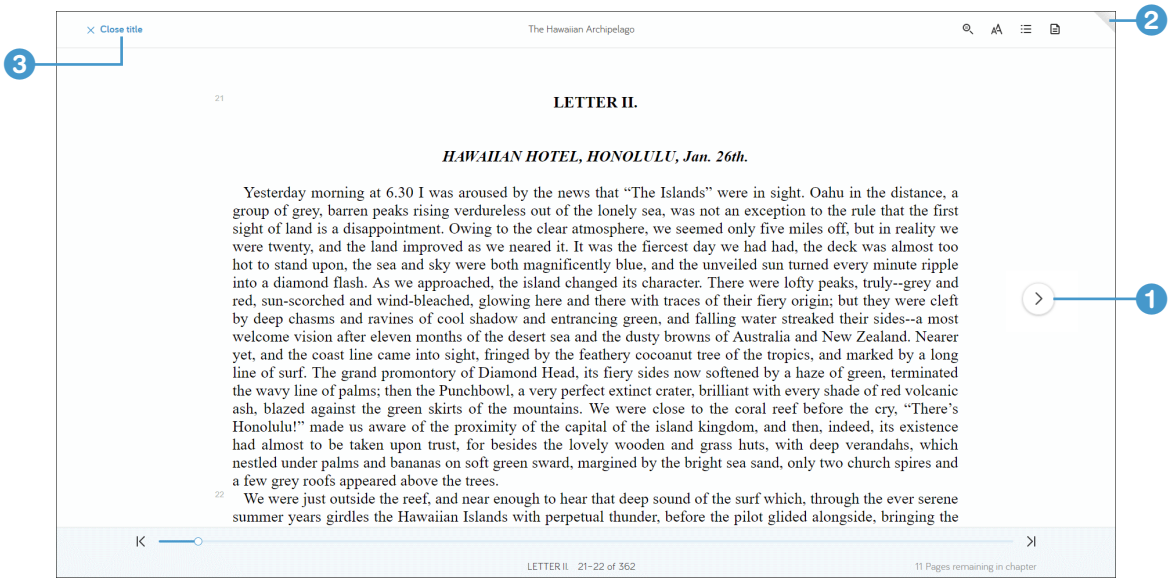


7.2 Reading contents in the tolino cloud

To start reading, simply click on the respective book. Then, a notification message appears telling you that the title is being loaded. After that, you'll see the first page of the book or the one you last read respectively.

Basically, the reader can be operated in much the same way as your tolino. To scroll forward ot backward, you can use the arrow buttons in the right (1) and left-hand areas of the page. Note, however, that these button won't display until you hover the cursor over those areas. But as you are sitting in front of your PC or laptop computer, you can, of course, simply use your mouse to scroll. As soon as you move the mouse (or your finger if you have a touchscreen) a little upward or downward, the controls will

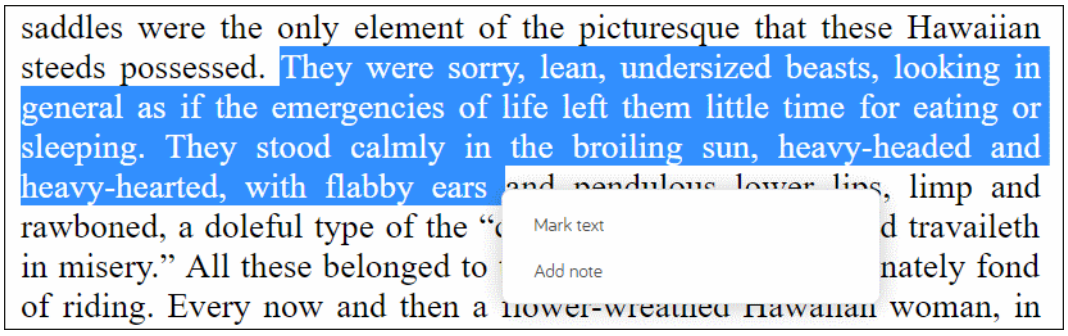
be displayed at the top and the slider for fast scrolling at the bottom of your screen. The controls are as follows (from left to right): The magnifying glass for searches, the **Font setting**, the **Table of contents**, the **List of notes** (including the collected bbookmarks, notes, and highlighted text passages), and the **Set bookmark** icon (the **Read-aloud function** icon is not enabled here).



To set a bookmark, simply click on the relevant icon 2; it will then change its color.

To create highlights or notes, you should proceed as follows:

1. Highlight a text passage.
2. This will automatically open a small context menu. Select one of the two options from the context menu.
3. When you click on **Create note**, a small box for entering notes will display.



If you do not want to highlight any text, but still enter a note, right-click to open the context menu.

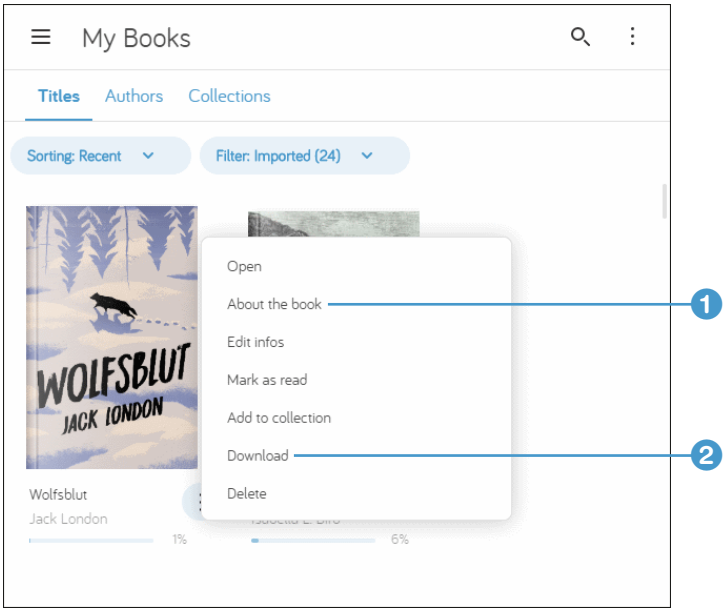
To enter notes and to set highlights and bookmarks, you must open the list of notes via the corresponding icon. For there, you can also go directly to your bookmarks, provided you have previously set any.

To close the book, click on **Close title** 3 in the top left-hand part of your screen. This will return you to the book overview.

7.3 Managing books in the cloud

When you right-click on a book cover in your library, a context menu opens containing various options.

1. Click on **About the book** 1 to view detailed information about the book.



2. By clicking on **Download** 2 you can download an EPUB file or an ACSM file to your PC (more information on this in the box below). In the case of an EPUB file, the download process starts right away, whereas for ACSM files you first need to click on **Request download link** in the window that opens, and then on **Download**.

3. Your browser will then ask what you want to do next with the file. Click on **Save as**.

4. As a result, the system will display the default folder for saving downloads. At this point, you can also select a different folder and then click **Save**.

5. The **Add to collection** option allows you to add the book to an existing collection. Of course, the synchronization function makes sure that all changes to collections get transfered to your tolino as well (and vice versa) so that your collections are always identical, irrespective of the device.

6. You should handle the **Delete** option with special care. A notification message warns you that by using this command you will not only remove the title from the cloud, but also from all synchronized devices. This means you should use the deletion function only if you really want to get rid of the book.

Not only can you download titles from the cloud, you can also upload books to it.

1. To upload files to the cloud, click on the overflow icon (the three dots in the top right-hand corner) and then on the **Upload** option.

2. In the **Upload file** dialog box, go to the folder that contains the book file and select the file.

3. Click **Open**.

As a result, the new book will be part of your library.

INFO: **Device management**

DRM (Digital Rights Management) ensures that your books cannot be accessed by everybody. For example, in the world of tolino this means that you can use your user account to simultaneously log on through a maximum of five devices in order to access your books in the tolino cloud. It happens that you reach this limit sooner that you think because each tolino, each smartphone and each reader in a web browser is counted as a separate device. For this reason, you may have to remove old devices from time to time. That can be done via device management. To access it, click on **My account** in the sidebar. On the “My account” page, click on **Device management**. When you see the list of active devices, simply remove the relevant device by clicking on **Sign out**.

7.4 Transfering books between tolino and cloud

As you already know, you don't need to bother about synchronizing your tolino with the cloud. In particular with books that you purchased from a tolino partner, the interaction works extremely well.

Take your tolino and long press on the required title in the library. Select **Upload** from the menu that opens.

The dialog box the opens next provides information about the action's progress. Finally, you'll find the book on mytolino.de.

Books that are stored in the cloud but not yet on your tolino can be identified by the cloud icon. Once you open them for reading, they will be downloaded onto your tolino. However, you can also proactively store them on your tolino without opening them (so that you have them at hand in the case of an internet failure exactly when you want to read them).

In your library, long press on the required title. Select **Download** from the menu that opens.

The dialog box the opens next provides information about the action's progress. When the download process has finished, the book displays without the cloud icon.

TIP: Downloading multiple books

Instead of downloading each book individually, you can also download multiple or even all of your books. To do so, tap on the three dots to the right of the eye icon in your library. Then select the **Download books** option from the library. In the **Selection** window, you must set a checkmark next to each relevant book or select the **Select all books** option. Then tap on **Download**.

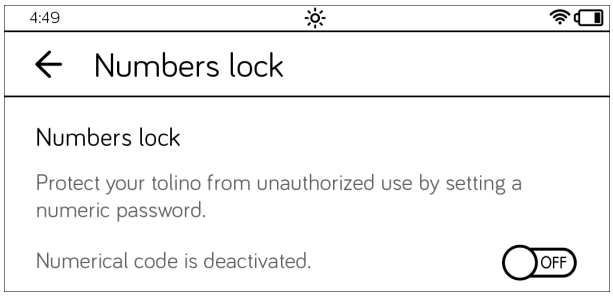
8 Important actions and settings

You will certainly use your tolino a lot when you're on the road and it may happen that you'll leave it somewhere unattended. For this reason, it is highly recommended that you secure your tolino against unauthorized use by means of a numbers lock. Information about how to do that and a few other important measures will be provided in this chapter. For example, you will also learn how to keep your tolino up to date, save energy, and, if necessary, reset it to its factory settings.

8.1 Setting up a numbers lock

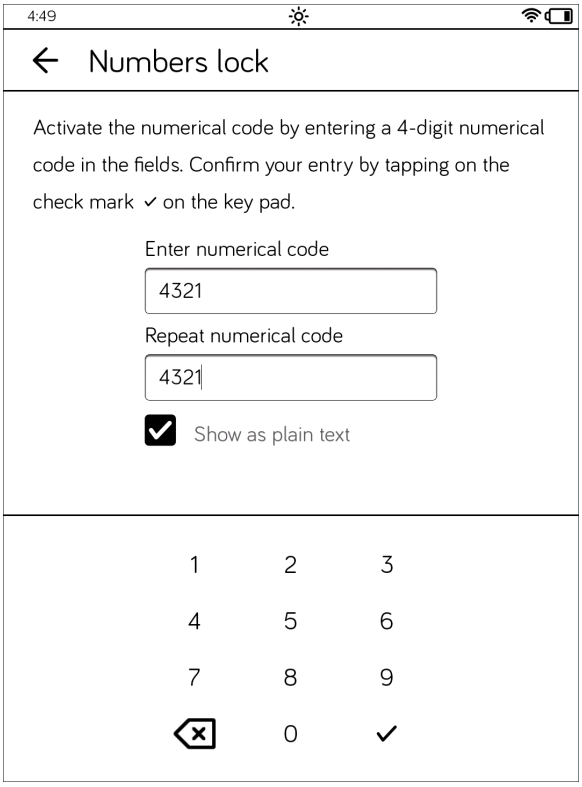
Like any valuable PC or smartphone, you can also protect your tolino from misuse. To do that, you must create a numeric code that you must enter after switching on or waking up your tolino to be able to use it. This is comparable to entering a password after booting your PC.

1. Select **Settings** from the menu.
2. On the **Settings** page, tap on **Numbers lock**.
3. After that, the system displays the **Numbers lock** page. Tap on the switch in order to activate the numbers lock.



4. On the page that displays next, enter the four-digit numeric code that will from then on protect your tolino from unauthorized access. When you have entered the code, tap into the second field and repeat the four-digit numeric code.

5. Confirm your entry by tapping on the little checkmark in the the numeric keypad at the bottom.



6. A small info box notifies you that the numeric code you entered previously has been activated.

When you restart your tolino or wake it up from sleep mode and your numeric code is activated, you will be prompted to enter the code. Once you have entered it, tap on the checkmark at the bottom right in order to confirm your entry.

You can change the numeric code at any time, just make sure you hate the current code at hand.

open the **numbers lock** page again (**Menu > Settings > Numbers lock**), and tap on the **Change numeric code** button. Then you must first enter the currently valid code before you enter the new numeric combination twice. As before, remember to confirm your entries by tapping on the checkmark.

In a way similar to changing the numbers lock, you can also deactivate it.

1. On the **Numbers lock** page, tap on the switch to deactivate the numbers lock.

2. On the page that opens next, enter the current numeric code.

This will deactivate the numbers lock, and the corresponding numeric code will be deleted.

TIP: Did you forget your numeric code?

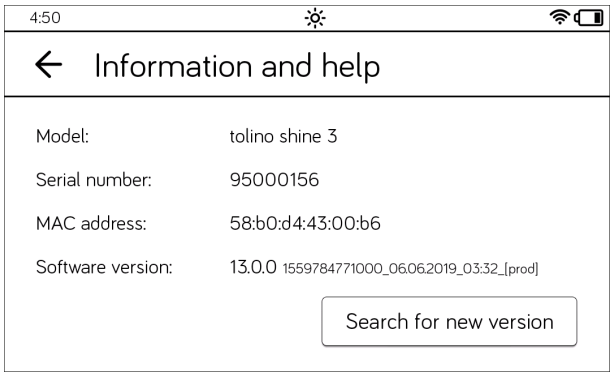
If you have forgotten your numeric code, the tolino support hotline will be able to help you. However, you will need the serial number of your tolino for this. You can find this number either on the packaging or via the tolino menu. To find the serial number in your tolino, go to the **Menu** and tap on **Information and help**. The serial number will then be displayed on top of the page that opens next. I suggest that you write down the serial number somewhere and keep it in a safe place in case of an emergency; the entry on your tolino will not help you if the device is locked!

8.2 Updating your tolino

Essentially, your tolino is just a small computer that specializes in providing you with your reading stuff. Being a computer, it consists of hardware and software. And as is the case with software, it must be updated from time to time. Then the operating system of your tolino gets renewed, and for example errors are fixed or new functions are provided.

1. Usually your tolino itself looks for the update without your help. But if you want to check for updates manually, tap on **Information and help** in the menu. On top of the page that opens next, you can find information about the installed version under **Software version**. In the **Software** section, click on the button, **Search for new version**.

   The check for updates takes a little while; you will then see a dialog box.



2. If a new version of the tolino software is available, the new features of the update are listed briefly on an information page. You will be reminded again that you should only carry out the update if there is sufficient battery capacity available.

Finally, tap on the **Update now** button. If you want to postpone the process, tap the **Later** button.

3. Once the files have been downloaded, the update process starts; after a short while, you will see a progress bar. Wait until the installation process is complete. After successful installation, your tolino will restart.

If your tolino has discovered a new software version by itself, it will inform you of this with a full-page message. Here, too, you have the option of triggering the update process immediately (**Update now**) or postponing it (**Later**).

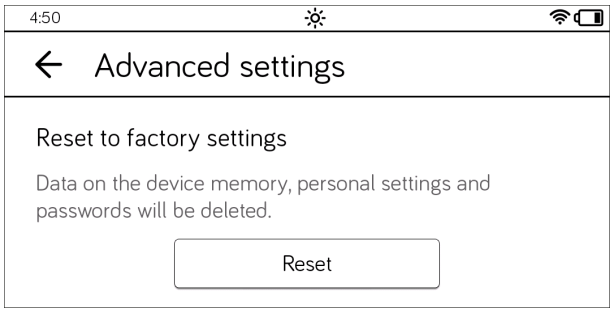
8.3 Resetting tolino to its factory settings

Not only authors of books try out many different settings and therefore have to reset tolino from time to time to its factory settings. Resetting back to the factory settings can also sometimes be useful for you, for example if any changes cannot be reversed despite many attempts. Also, if you sell or give away your tolino, it is advisable to reset it to the factory settings.

> WARNING: **Resetting to factory settings**
>
> If you reset your tolino to its factory settings, you will lose all books and other files that you have saved on your tolino, as well as any other settings you have made. However, this will not affect your contents in the tolino cloud.

1. On the **Menu** page, tap on **Settings** and on the page that opens, select **Advanced settings**.

2. Go to page 2 and in the **Reset to factory settings**, tap the **Reset** button.



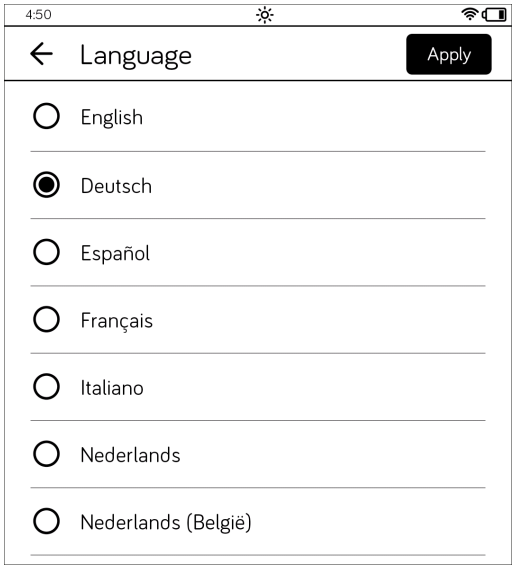
3. In the dialog box that opens, you will be asked again whether you want to reset your device and delete all data from your tolino. If you are sure, tap the **Reset** button.

This will shut down your tolino, which can take a while. After that, the screen you saw when you switched on your tolino for the first time will display again, and you can start setting up your tolino from scratch—or switch it off if you want to sell it or give it away.

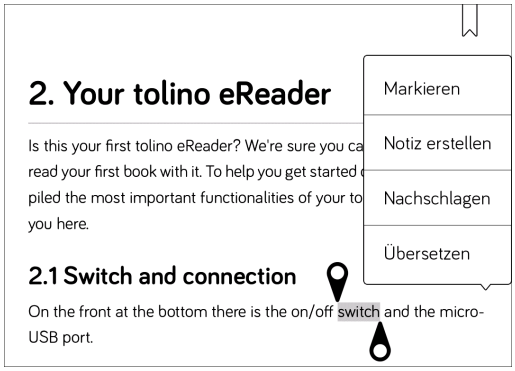
8.4 Changing the language of the menu navigation

In the spirit of our globalized world, you can change the language used for menu navigation on your tolino. You can currently choose from seven languages, but in the future more languages may be added through software updates for your tolino. To change the active language:

1. In the menu, tap on **Settings** and select **Language** on the page that opens.
2. On the **Language** page, select the relevant language by tapping on it. To complete this process, tap on the Apply button.



The entire menu navigation of your tolino will then be displayed in the language you have just selected.

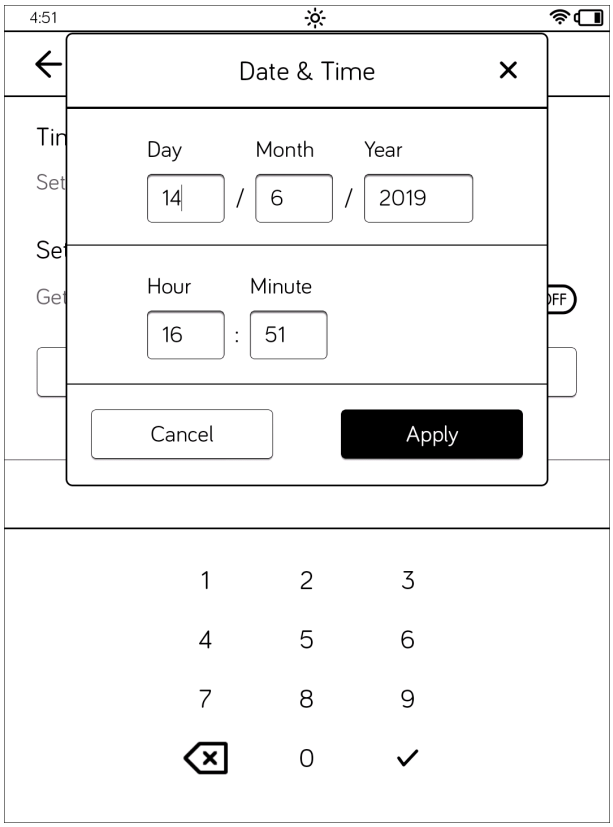


8.5 Adjusting the time

Just like any other fully grown computer, your tolino also displays the time. In the default setting, the device automatically connects to so-called time servers on the internet and automatically adjusts its internal clock—provided the time zone is correct.

If necessary, you can also set the clock manually so that it is not synchronized with the time servers on the internet.

1. In the menu, tap on **Settings** and then on **Time**.
2. This will open the **Time** page. If you want your tolino to take care of the correct time by itself, you should keep the **Automatic setting** switch activated.
3. To check or change the time zone, tap on the **Time zone** button.
4. If you want to set the time manually, you must deactivate the **Automatic setting** switch. Then tap on the **Date and time** button which gets activated afterwards.



5. In the dialog box that is displayed next, you can enter the date and time manually. To do that, tap in the respective field and use the on-screen numeric keypad for your entries. Confirm your changes via the **Apply** button.

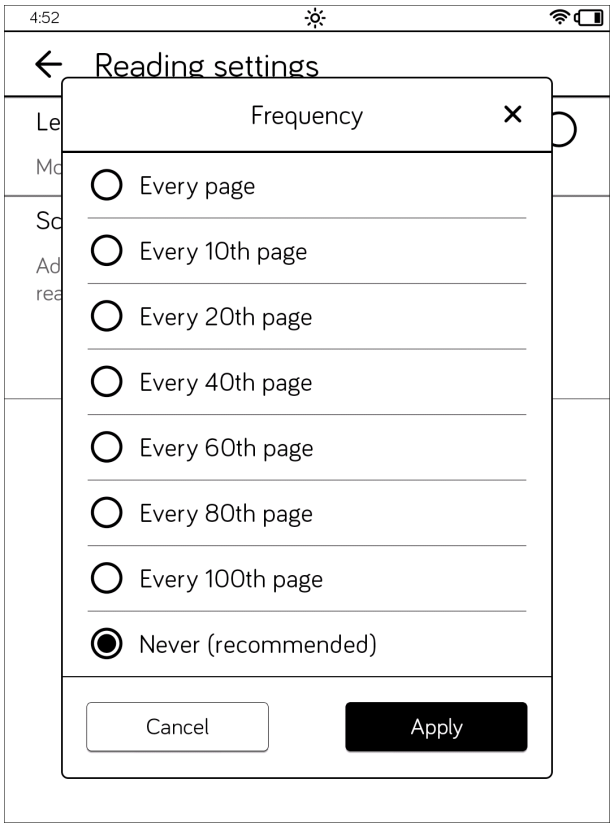
If you travel abroad and are in a different time zone, simply change the time zone so that the current local time is displayed again (provided you have left the automatic setting function activated).

8.6 Screen refresh

The so-called *Screen refresh* allows you to determine how often your tolino frees the screen from text remnants from previous pages in order to avoid *ghosting*, i.e. the shining through of previous text elements.

1. You can access the screen refresh setting from the menu via **Settings > Reading settings**. Normally, this is et to **Never**, as this phenomenon rarely occurs in modern displays. If you want to adjust this value, you need to tap the arrow on the button.

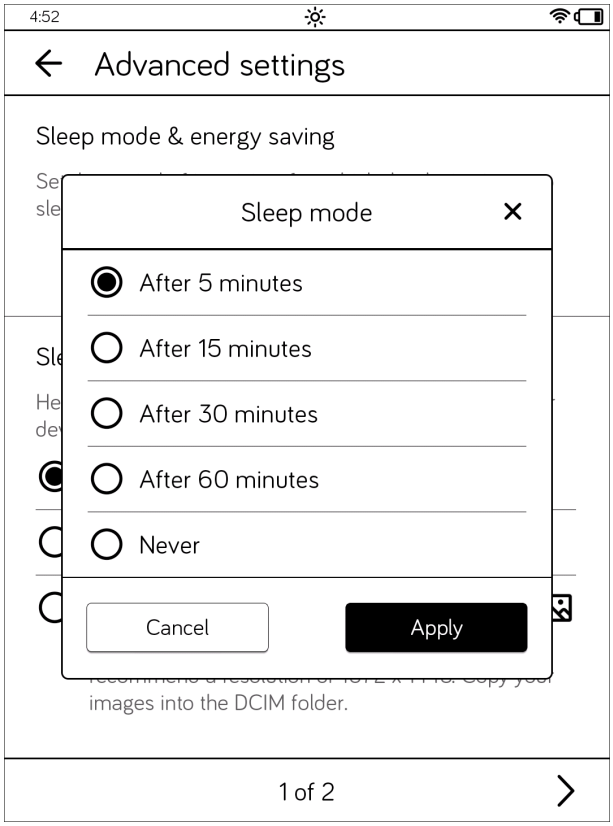
2. The **Frequency** window allows you to determine how often you want to have this process carried out. The fewer times the screen refresh is performed by your tolino, the less power it needs. In this respect, too, the option **Never** is indeed the right choice.



8.7 The sleep mode

As you already know, your tolino loves to go to sleep. When it is not used for a while, it automatically goes into sleep mode. By default, this happens after five minutes. You can, however, change this time period although the waiting period cannot be shorter than five minutes.

1. Open the **Settings** from the menu and tap on **Advanced settings**.
2. Tap the arrow on the button where it reads **After 5 minutes**.
3. In the **Sleep mode** window, select the required option by tapping on it and confirm your selection by tapping **Apply**.



8.8 Saving energy

Because your tolino consumes very little energy, you rarely need to recharge it. But if you wish, you can additionally ensure that it consumes particularly little energy.

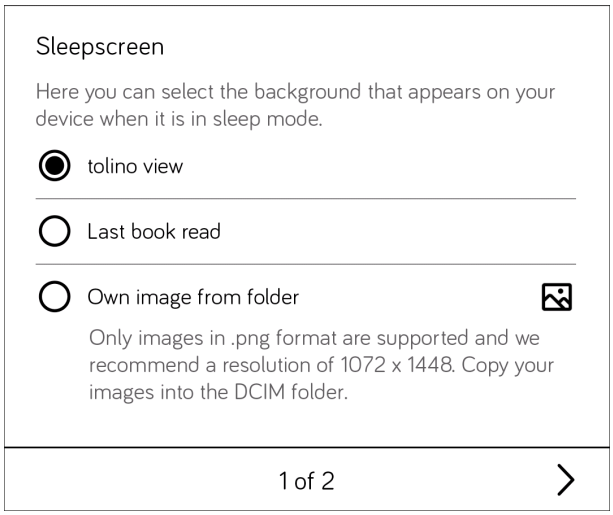
And if you observe the following tips, the battery will last much longer than usual:

- Reduce the brightness using the slider (**Menu > Settings > Illumination**). Remember also that you can turn off the illumination via the small sun icon when you don't need any light; this saves the most energy, of course.
- Keep the **After 5 minutes** detting for the sleep mode (**Menu > Settings > Readingsettings**). The more your tolino sleeps, the less power it needs.
- Keep the **Never** setting for the screen refresh (**Menu > Settings > Advanced settings**).

8.9 The sleepscreen

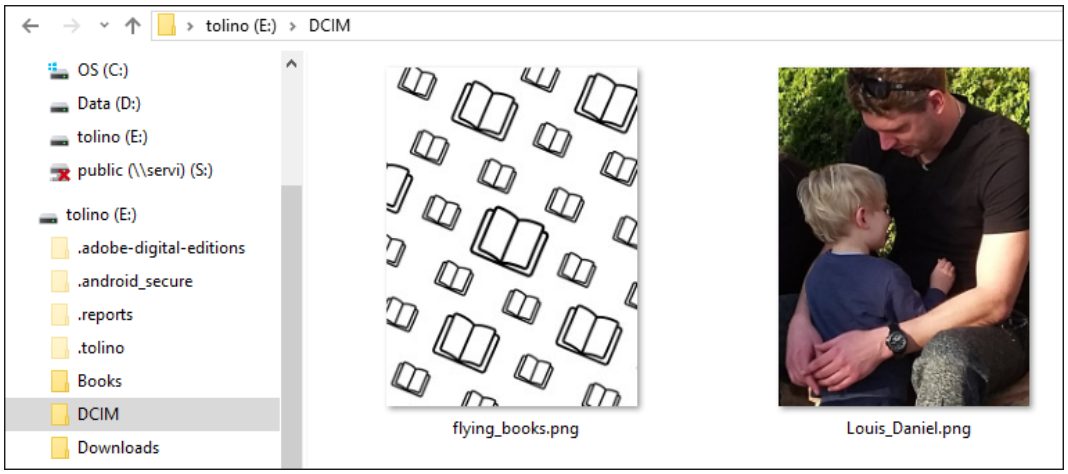
Even if you have grown fond of the smiling tolino face asking for peace and quiet after some time, you may want to see another picture at some point. That is possible.

Open the **Settings** from the menu and tap on **Advanced settings**. In the **Sleepscreen** section, you can choose a different option, i.e. either the cover of the book you last read or an image added by yourself.



Once you activate the option **Own image from folder**, you will see the images currently stored on your tolino (e.g., screenshots). If you want a nice holiday photo or your dearest family member to be displayed as a background image for the sleep mode, you must first transfer this image to your tolino. (However, as you can read in the description of the option, tolino supports only the PNG format.)

To do this, connect tolino to your PC and copy the relevant image file in Windows Explorer. Then activate your *tolino* and paste the file in the tolino folder, *DCIM*.



After that, the image will be available on your tolino and you can select it as your own background image.

9 Maintenance

9.1 Using detergents

Never clean the surface of the eReader with solvents, paint thinners, detergents, or other chemical products. Instead, you should use a soft, slightly moistened cloth.

9.2 Battery disposal

Duty to inform according to the German Battery Regulation (BattV)

Batteries and rechargeable batteries must not be mixed with household waste. Consumers are obliged to properly return batteries and rechargeable batteries that are no longer in use. Please dispose of them only through specialist dealers or battery collection points. This is your concrete contribution to environmental protection.

Since 1998, the German Battery Regulation has obliged all citizens to dispose of used batteries and rechargeable batteries exclusively via specialist dealers or specially set up collection points (legal obligation to return them). Retailers and manufacturers are obliged to take back these batteries and rechargeable batteries free of charge and to recycle them properly or dispose of them as hazardous waste (legal obligation to take them back).

The built-in Li-Polymer battery of this device is marked with a symbol which consists of a crossed-out trash can and the type of battery used.

Important: You cannot remove the battery of your tolino eReader yourself. If you want to dispose of your tolino eReader, you can return it to your bookseller or to the guarantor. Of course, you can also hand in your device at the recycling center in your city. The address of your guarantor can be found in the warranty conditions.

10 Data privacy and security

Data privacy

You can find information about data privacy at *http://mytolino.de/datenschutz*

Collection and processing of personal data

The tolino booksellers use your personal data only for the purpose of technical administration of the websites and to meet your needs and requirements. If you want to find out more about data privacy, please visit the website of your tolino bookseller.

Freedom of choice for the customer

The tolino booksellers will be happy to get in touch with customers in order to inform them about offers and news concerning products and services. When you register on the respective websites or order services and products, you will be asked to indicate whether you wish to receive promotional material.

Freedom of information

Upon written request, the tolino booksellers will inform you which personal data they have stored about you (e.g., name, address). Please contact your tolino bookseller for more information.

11 Warranty

Please refer to the packaging of your tolino eReader for the detailed warranty terms.

Address and hotline of your guarantor

The guarantor varies according to the country in which you purchased your tolino eReader. If you do not have your warranty terms anymore, you can request them from your guarantor.

Germany, Austria, Switzerland:
Longshine Technologie GmbH
An der Strusbek 9
22926 Ahrensburg
Germany
+49 41 02 49 22 33
tolino@longshine.de

Italy:
Internet Bookshop Italia S.r.l
Via Giuseppe Verdi n.8
20090 Assago (MI)
+39 02 91 43 52 30
customerservice@ibs.it

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hans@compoint.be

Netherlands:
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3111 NA Schiedam
+31 85 01 60 180
info@obeo.nl

12 Safety and usage instructions

Warning: The screen of your tolino eReader can be damaged and broken in the event of a fall or by strong external pressure. For this reason, make sure that your tolino eReader is always well protected, e.g. by a protective cover, especially during transport.

Warning: Do not use or charge your tolino eReader if the battery is damaged or leaking.

Warning: Do not cover the tolino eReader during operation or charging. This may cause overheating.

Warning: Switch off the tolino eReader immediately if it gets wet. Have the device checked for operational safety before using it again.

Never expose the tolino eReader to moisture, condensation or wetness. If it accidentally comes into contact with other liquids, simply rinse it with tap water and let it dry for 48 hours.

Warning: Your safety is important to us! Safety always has priority in road traffic. Protect yourself and other road users by operating the eReader only if the traffic situation permits and you do not endanger or obstruct other persons. The laws in force in your region apply.

Technical work on the tolino eReader may only be carried out by suitably qualified personnel. It is prohibited to open or modify the eReader at any time. The components cannot be serviced by the user.

Do not place the tolino eReader near a source of heat and protect it from direct sunlight.

Protect the tolino eReader from extremely high and low temperatures and from temperature fluctuations.

Operate it only at an ambient temperature between 10°C and 40°C.

When using and storing the eReader, make sure that the environment is as dust-free as possible.

Never clean the surface of the eReader with solvents, paint thinners, detergents, or other chemical products. Instead, you should use a soft, slightly moistened cloth.

If you expose the eReader to an electrostatic discharge, the data transfer between the device and the PC may get interrupted. The functions of the eReader may no longer work properly. In that case, you should disconnect the eReader from the USB port and plug it in again, or terminate the WLAN connection and restart the WLAN.

USB cables longer than 3 meters should not be used. If possible, please use the original USB cable.

The storage capacity of your device displayed by the operating system may differ from the actual capacity. Like most hardware manufacturers, Longshine uses the International System of Units (SI) prefixes for units to specify storage capacity (e.g., 1 GB = 1,000,000,000 bytes). However, many operating systems do not adhere to this specification and display a lower memory capacity because they base their calculations on 1 GB = 1,073,741,824 bytes.

WLAN

Frequency range: 2.400–2.4835 GHz
Max. transmission power: 19.36 dB

SAR limits

This device has been tested and found to comply with the applicable radiation protection limits.

The frequency range and the maximum transmission power are determined as follows:
2412–2472 MHz: 19.36 dBM

Transmission rate 802.11b: up to 11 Mbps
802.11g: up to 54 Mbps
802.11n: up to 72.2 Mbps

The exposure standards for wireless devices use a measure which is referred to as the specific absorption rate or SAR. The maximum SAR recommended by the Council of the European Union is 2.0 W/kg. The highest SAR value of this device is well below the EU limits; details are given in the table below:

	Epos 2	Vision 5	Shine 3	Page 2
Device model	T104	T401	T202	T301
EU 10 g Maximum SAR value	0.2	0.2	0.2	0.2
Highest casing value (0cm spacing)	0.32 (W/kg)	0.48 (W/kg)	1.41 (W/kg)	1.35 (W/kg)

Further information is available at *www.mytolino.com*

13 Legal Notice

Manual for the tolino eReader

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The tolino eReader is developed and designed by:

Rakuten Kobo Inc.
135 Liberty Street
Suite 101
Toronto, ON M6K 1A7
Canada

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The terms of use for the free use of the Telekom HotSpots apply:
https://www.telekom.de/dlp/agb/pdf/45583.pdf