

HUAWEI MatePad Pro

User Guide



HUAWEI

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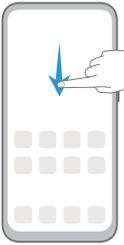
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Essentials

Basic Gestures

More Gestures

	Access Home screen editing mode Pinch two fingers together on the home screen.
	Display the shortcut panel on the lock screen Swipe up from the bottom of the lock screen.
	Display the search bar Swipe down on the home screen.
	Open the notification panel Swipe down from the status bar.

System Navigation

Use Three-Key Navigation

Go to **Settings > System & updates > System navigation**, and select **Three-key navigation**.

You can then:

- Touch  to return to the previous menu or exit the current app. You can also use this key to close the onscreen keyboard.
- Touch  to return to the home screen.

- Touch  to access the recent tasks screen.

You can touch **Settings** to configure more settings.

- Select a navigation key combination.
- Enable **Hide navigation keys** to allow you to hide the navigation bar when not in use.
- Touch  (if available in the selected navigation key combination) to open the notification panel.

Use the Navigation Dock to Operate the Device

Go to **Settings > System & updates > System navigation > More**, and enable **Navigation Dock**.

After the Navigation dock button appears, you can:

- Drag the button to your desired position.
- Touch the button to go back.
- Touch and hold the button, then release it to go back to the home screen.
- Touch and hold the button, then swipe left or right to view recent tasks.

 The feature availability varies by device.

Tablet Clone

Use Tablet Clone to Move Data to Your New Device

Tablet Clone lets you quickly and seamlessly move all the basic data (including contacts, calendar, images, and videos) from your old device to your new device.

Migrate Data from an Android Device

- 1 On your new device, open the **Tablet Clone** app. Alternatively, go to **Settings > System & updates > Tablet Clone**, touch **This is the new device**, then touch **Huawei** or **Other Android**.
- 2 Follow the onscreen instructions to download and install **Tablet Clone** on your old device.
- 3 On your old device, open the **Tablet Clone** app and touch **This is the old device**. Follow the onscreen instructions to connect your old device with your new device by scanning a code or connecting manually.
- 4 On your old device, select the data you want to clone, then touch **Transfer** to start cloning.

 **Tablet Clone** is only available on devices running Android 7.0 or later.

Migrate Data from an iPhone or iPad

- 1 On your new device, open the **Tablet Clone** app. Alternatively, go to **Settings > System & updates > Tablet Clone**, touch **This is the new device**, then touch **iPhone/iPad**.

- 2 Follow the onscreen instructions to download and install **Tablet Clone** on your old device.
 - 3 On your old device, open the **Tablet Clone** app and touch **This is the old device**. Follow the onscreen instructions to connect your old device with your new device by scanning a code or connecting manually.
 - 4 On your old device, select the data you want to clone, then follow the onscreen instructions to complete the data cloning.
-  **Tablet Clone** is only available on devices running iOS 8.0 or later.

Lock and Unlock Your Screen

Lock and Unlock Your Screen

Lock the Screen

If your tablet remains inactive for a period of time, it will automatically lock the screen and enter sleep mode to save power.

Alternative, you can manually lock the screen in either of the following ways:

- Press the Power button.
- On the home screen, pinch two fingers together to enter screen editing mode. Touch **Widgets**, then drag the **Screen Lock** icon to the home screen. You can now touch the **Screen Lock** icon to lock the screen.

Turn On the Screen

You can turn on the screen in any of the following ways:

- Press the Power button.
- Go to **Settings > Accessibility features > Shortcuts & gestures > Wake screen**, and enable **Raise to wake** and/or **Double-tap to wake**. Then use the corresponding feature to turn on the screen.

Unlock the Screen with Password

Once the screen is turned on, swipe up from the middle of the screen to display the password input panel. Then, enter your lock screen password.

Use Face Unlock

Turn on the screen and align it with your face. Your device will unlock once your face is recognised.

Display Your Signature on the Lock Screen

Go to **Settings > Home screen & wallpaper**, touch **Lock screen signature**, then type text to display on the lock screen.

To remove the signature, touch **Lock screen signature** and delete the text.

Get Familiar with the Home Screen

Get Familiar with the Home Screen

From the home screen, you can:

- Check the status of your device and notifications from the status bar at the top of the screen.
- Swipe left or right to view apps and widgets displayed on the home screen.

Notification and Status Icons

Notification and Status Icons

-  Network status icons may vary according to your region or network service provider. Supported functions vary according to the device model. Some of the following icons may not be applicable to your device.

	5G network connected		4G network connected
	3G network connected		2G network connected
	Full signal strength		Roaming
	Data saver enabled		No SIM card detected
	Hotspot enabled		Hotspot connected
	Wi-Fi connected		Hotspot disconnected
	Switching network via Wi-Fi+		Alarm set
	Battery empty		Low battery
	Charging		Quick charging
	Super charging		Super wireless charging
	Quick wireless charging		Regular wireless charging
	Power saving mode enabled		Digital balance enabled
	Bluetooth enabled		Bluetooth device battery

	Bluetooth device connected		VPN connected
	Driving mode		Projection device connected
	Location service enabled		Eye comfort mode enabled
	Headset connected		Headset with a microphone connected
	Calling		VoLTE enabled
	Missed call		Unread SMS
	Silence		Vibration
	NFC enabled		Do Not Disturb mode enabled
	Data syncing		Data sync failed
	Performance mode enabled		New email
	Event reminder		More notifications
	Airplane mode enabled		

Shortcut Switches

Use Shortcut Switches

Turn on a Shortcut Switch

Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts.

- Touch a shortcut switch to enable or disable the corresponding feature.
- Touch and hold a shortcut switch to access the settings screen of the corresponding feature. (Supported by some features.)
- Touch  to access the system settings screen.

Customise Shortcut Switches

Touch , touch and hold a shortcut switch, then drag it to the desired position.

Quickly Access Frequently Used App Features

Access Frequently Used App Features from the Home Screen

You can access frequently used features of certain apps from app icons on the home screen, and even add shortcuts for these features to the home screen.

Quickly Access Frequently Used App Features

Touch and hold an app icon until a pop-up menu is displayed, then touch a frequently used feature to access it.

For example, touch and hold the  icon, then touch a shooting mode, such as Selfie or Video, from the pop-up menu to access it.

-  If no pop-up menu is displayed after you touch and hold an app icon, it indicates that the app does not support this feature.

Add Frequently Used App Features to the Home Screen

Touch and hold an app icon on your home screen to bring up the pop-up menu. Touch and hold the desired feature and drag it to your home screen to create a shortcut.

Home Screen Widgets

Add, Move, or Delete Home Screen Widgets

You can add, move, or delete home screen widgets, such as Screen lock, Weather, Notepad, Clock, Contacts, and Calendar, according to your personal requirements.

Add Weather, Clock, and Other Widgets to the Home Screen

- 1 Pinch two fingers on the home screen to access Home screen settings mode.
- 2 Touch **Widgets**, then swipe left to view all widgets.
- 3 Some widgets, such as **Weather**, come in various formats. Touch the widget to show all formats, and swipe right to collapse.
- 4 Touch a widget to add it to the home screen. If there is no room on the current screen, touch and hold it, then drag it to a different screen.

-  To configure the **Weather** app, open it, and touch  to set the configurations as prompted.

For example, to switch between Celsius and Fahrenheit, go to  > **Temperature unit**, and touch **Celsius (°C)** or **Fahrenheit (°F)**.

Move or Delete a Widget

Touch and hold a widget on your home screen until your device vibrates, then drag it to the desired position or touch **Remove**.

Set Your Wallpaper

Set Your Wallpaper

Use a Preset Wallpaper

- 1 Go to **Settings > Home screen & wallpaper > Wallpaper**.
- 2 Touch an image you want to set as the wallpaper.
- 3 Set the following according to your preferences:
 - **Blur**: applies a blur effect, which can be adjusted by dragging the slider.
 - **Scrollable**: enables the wallpaper to be scrollable on the home screen.
- 4 Touch , then determine whether you'd like to set it as the wallpaper for the **Lock screen**, **Home screen**, or **Both**.

Set an Image from Gallery as Your Wallpaper

- 1 Open **Gallery**, and open the image you want to set as your wallpaper.
- 2 Go to  > **Set as > Wallpaper**, then follow the onscreen instructions to complete the setting.

Screenshots & Screen Recording

Take a Screenshot

Use a Key Combination to Take a Screenshot

Press and hold the Power and Volume down buttons simultaneously to take a screenshot.

Use a Shortcut to Take a Screenshot

Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts. Touch  to take a screenshot.

Share and Edit a Screenshot or Switch to Scrollshot

After you take a screenshot, a thumbnail will be displayed in the lower left corner of the screen. You can then:

- Swipe down on the thumbnail to take a scrolling screenshot.

 This is not supported in Landscape mode.

- Swipe up on the thumbnail to select a way to share the screenshot with your friends.
- Touch the thumbnail to edit or delete it. You can also touch **Scrollshot** to take a scrolling screenshot.

Screenshots are saved to **Gallery** by default.

Record the Screen

Record your screen activities in sharable videos to compose a tutorial, show off your awesome gaming skills, and a lot more.

Use a Key Combination to Start Screen Recording

Press and hold the Power and Volume up buttons simultaneously to start screen recording. To stop recording, press and hold both buttons again.

Use a Shortcut to Start Screen Recording

- 1 Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts.
- 2 Touch **Screen Recorder** to start screen recording.
- 3 To stop the recording, touch the timer at the top of the screen.
- 4 The recording will be saved to **Gallery**.

Record Your Voice During Screen Recording

You can enable the microphone to record your voice while recording the screen.

After starting a screen recording, touch the microphone icon and ensure that it is displayed as



. You can now record your voice.



If the microphone is disabled (if it is displayed as ) , you will only be able to record system sounds, such as music. If you don't want any system sounds in your screen recording, mute your device and turn off any music or other media sounds before starting the screen recording.

View and Clear Notifications

View and Clear Notifications

View Notifications

When there is a notification reminder, you can unlock the screen and swipe down from the status bar to open the notification panel and view the notification.

Clear Notifications

- You can remove a notification by swiping right on it.
- You can touch  to clear all notifications.
-  Some system notifications and notifications from apps running in the foreground cannot be cleared.

Do Not Disturb Settings for Notifications

If you wish not to be disturbed by a notification, swipe left on it, touch , and choose from options including **Disable notifications**, **Use gentle notifications**, and **DELAY**.

-  Some system notifications and notifications from apps running in the foreground cannot be disabled or delayed.

Adjust Sound Settings

Adjust Sound Settings

Press a Volume Button to Adjust the Volume

Press the Volume up or down button to adjust the volume.

Press the Power Button to Mute Your Device When It Rings

When your device rings for an incoming call or alarm, you can press the Power button to mute it.

Flip to Mute or Raise to Reduce Ringing Volume

When you receive an incoming call, you can flip your device to mute it, or raise it to reduce the ringing volume.

Go to **Settings > Accessibility features > Shortcuts & gestures > Mute ringtone/Reduce volume**, then enable **Flip to mute ringtone** and **Raise to reduce volume**.

-  Calling services are not supported on Wi-Fi only tablets.

Use a Shortcut to Switch Between Sound, Vibration, and Silent Modes

- 1 Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts.
- 2 Touch the  **Sound**,  **Silent**, or  **Vibration** icon to switch between different modes.

In Sound mode, your phone plays all sounds as normal.

In Silent mode, your phone only mutes the ringtones for incoming calls, messages, notifications, and some third-party app notifications. Other sounds, including alarms, voice calls, music, videos, and games, will not be muted.

In Vibration mode, your phone is muted and vibrates to provide discreet alerts for calls or messages.

You can also go to **Settings > Sounds & vibration** to switch between **Sound**, **Vibration**, and **Silent** modes.

Set the Default Volume

Go to **Settings > Sounds & vibration**, and you can then set the volume for the following items:

- **Ringer, Messages, Notifications**
- **Alarms**
- **Music, Videos, Games**
- **Calls**

 Calling services are not supported on Wi-Fi only tablets.

Enter Text

Change the Keyboard Language

After your device is connected to a physical keyboard, you can switch between different input languages using shortcut keys.

- 1 Go to **Settings > System & updates > Language & input > More input settings > Physical keyboard**, then touch a keyboard name.
- 2 Use the Ctrl-Space shortcut to switch to the keyboard in the selected language. The system will indicate the current language at the bottom of the screen.

Select, Copy, Paste, or Share Text

You can select text displayed on your screen, copy or cut it to the clipboard, then paste it somewhere else. You can also share it in multiple ways.

- 1 Touch and hold the text until  appears.
 -  What happens after you touch and hold the text may vary by app. Follow the onscreen instructions.
- 2 Drag  and  to select the text you need, or touch **Select all** to select all text.
- 3 Touch **Copy** or **Cut** as needed.
- 4 Touch and hold the space where you want to paste the text until **Paste** appears, then touch **Paste**.

Multi-Window

Enable Split-screen Mode

Multi-Window allows you to open apps in split screen for multitasking.

Enable split-screen mode:

- 1 Open an app and swipe inward from the left or right edge and hold to bring up the Multi-Window dock.
- 2 Drag an app icon out of the Multi-Window dock.

Switch the split-screen panes:

Touch and hold  at the top of a split-screen pane until the pane shrinks, then drag it to the other side of the screen to switch panes.

Exit split-screen mode:

Touch and hold  or  in the middle of the split screen line and drag it until either pane disappears.

-  • Support for split-screen mode varies by app.
 - Split-screen mode is limited to two apps at any given time.

Drag and Drop Between Apps with Multi-Window

Use the Multi-Window feature to easily drag and drop images, text, and documents between apps.

- Drag and drop an image: When taking notes with **Notepad**, open **Files**, select the photo you want to add, and drag it into the **Notepad** editor.
- Drag and drop text: When sending an SMS message, open **Notepad**, touch and hold the text you want to send, and drag it into the message text input box.
- Drag and drop a document: When writing an email, open **Files**, select the document you want to attach, and drag it into the email editor.

-  Not all apps fully support drag-and-drop with Multi-Window.

Add, Move, or Remove an App from the Multi-Window Dock

- Add an app: In the Multi-Window dock, touch , touch the app you want to add, then touch **Done**.
- Move an app: In the Multi-Window dock, touch , drag the desired app to any location in the dock, then touch **Done**.
- Remove an app: In the Multi-Window dock, touch , touch  in the upper right corner of the icon of the app you want to remove, then touch **Done**.

Switch Between Split-screen and Floating Window

- Switch from Split-screen mode to floating window: Touch and hold the bar at the top of a split-screen pane, then drag it to the left/right side of the screen when in Portrait mode or to the lower edge when in Landscape mode.
- Switch from floating window to Split-screen mode: Touch and hold the bar at the top of the floating window, then drag it to the upper/lower part of the screen when in Portrait mode, or to the left or right when in Landscape mode.

Multi-Window View for a Single App

You can create two task windows for the same app (such as Email and Notepad), and drag images, text, or documents between them.

 This feature is unavailable in some apps.

1 Enter the split-screen view within an app.

- Open the Email app.
- Swipe inward from the left or right edge of your device and hold to bring up the Multi-Window dock.
- Touch and hold the Email icon, and drag it to the screen to enter split-screen view.

2 Drag images, text, or documents between the split-screen windows.

- **Drag an image:** Select an image from one split-screen window and drag it to the other window.
- **Drag text:** Touch and hold the text and select the desired part from one split-screen window, then touch and hold the text again and drag it to the other window.
- **Drag a document:** Select a document from one split-screen window and drag it to the other window.

Disable Multi-Window

Multi-Window is enabled by default. To disable it, go to **Settings > Accessibility features > Multi-Window**, then disable **Multi-Window dock**.

Use the Floating Window

Open a floating window while gaming, and you can chat with a friend without missing a second of the action.

Display the floating window:

1 Swipe inward from the left or right edge and hold to bring up the Multi-Window dock.

2 Touch an app icon in the Multi-Window dock to open the app in a floating window.

 Tablets support the display of two floating windows at the same time.

Relocate the floating window:

Drag the bar at the top of the floating window to move the window to the desired location.

Display in full screen:

Touch  at the top of the floating window to display it in full screen.

Minimise the floating window:

Touch  at the top of the floating window to minimise it, and it will go directly into the floating ball.

 The floating ball is able to house a maximum of 10 minimised floating windows.

Close the floating window:

Touch  at the top of the floating window to close it.

Find and Switch Between Floating Windows for Apps

You can quickly find and switch between floating windows for apps using the floating window management function.

- 1 Make sure that you have opened floating windows for multiple apps and minimised them into the floating ball.
- 2 Touch the floating ball to display all floating window previews:
 - **Browse through the floating window previews:** Swipe up or down to find the floating window preview of the app you are looking for.
 - **Display the floating window for an app:** Touch the floating window preview of the app to display it in a floating window.
 - **Close the floating window for an app:** Touch  on the floating window preview to close it.

Open an Attachment in a Floating Window

You can open a link or attachment within specific apps (such as Email and Notepad) in a floating window.

 This feature is unavailable in some apps.

- 1 Open the Email app.
- 2 Touch a link or attachment in the Email app to open it in the floating window.
 - **Open a link:** Touch a link in the Email app to display it in a floating window.
 - **Open an attachment:** Touch an attachment (such as a document, image, or video) in the Email app to display it in a floating window.

Enable App Multiplier

App Multiplier displays an app's home and content screens in dual windows for easier multitasking when your device is in landscape orientation.

- 1 Go to **Settings > Apps > App Multiplier**, and turn on the switch for apps that you want to use this feature with.
- 2 Open an app that has **App Multiplier** enabled. The app's home screen will then be displayed in the centre of the screen.
- 3 Touch an entry on the app's home screen. The home screen will then be relocated to the left to make space for the new screen.

To adjust the window sizes, touch and hold  between the windows, then slide left or right.

Power On and Off or Restart Your Device

Turn On and Off or Restart Your Device

Power Your Device On and Off

To power off your device, press and hold the Power button for a few seconds, touch **Power off** and **Touch to power off**.

To power on your device, press and hold the Power button for a few seconds until your device vibrates and displays the logo.

Restart Your Device

Restart your device on a regular basis to clear the cache and keep the device in an optimal state. A restart can sometimes resolve the issue when your device encounters a problem.

Just press and hold the Power button for a few seconds, then touch **Restart** and **Touch to restart**.

Force Restart Your Device

You can force restart your device if it isn't working or won't turn off normally. To do this, just press and hold the Power and Volume down buttons simultaneously for 10 seconds or longer.

Charging

Charge Your Device

Your device will alert you when it is running out of power. Please make sure to charge your device in time to prevent it from turning off automatically when the power runs out.

Precautions for Charging

- Charge your device using the standard adapter and USB cable that came with your device. Using other chargers or USB cables may cause repeated restarts, slow charging, overheating, or other undesirable effects.

- Your device will automatically run a safety check when a charger or other device is connected to the USB port. If moisture is detected in the USB port, your device will automatically activate safety measures and stop charging. Disconnect your device from the USB port and wait until the USB port is dry.
- The time required to fully charge the battery depends on the ambient temperature and age of the battery.
- Batteries have a limited number of charge cycles. When the battery life becomes noticeably shorter, go to an authorised Huawei Customer Service Centre to replace the battery.
- Do not cover your device or charger during charging.
- Your device may heat up when you have been using it for an extended period of time, especially in high temperatures. In this case, stop charging, disable some features, and move your device to a cool place.
- Please do not use your device while it is charging.
- If your device does not respond after you press and hold the Power button, the battery may have run out. Charge for 10 minutes and then power it on.

Using the Charger that Came with Your Device

- 1 Use the USB cable that came with your device to connect your device and the adapter.
- 2 Plug the adapter into a power socket.

Use the Wireless Charger

A wireless charger consists of an adapter, a cable, and a charging pad. To ensure safe charging, please purchase a charging pad from an official Huawei channel, and use the adapter and USB cable that came with your device.

To super charge your device wirelessly, purchase a charging pad that supports super fast charging.

- 1 Connect the adapter and charging pad using the USB cable, then plug the adapter into a power socket.
- 2 Place the charging pad on the table, then place your device on the centre of the charging pad with the screen facing upwards.
- 3 When a beep is heard, your device should start charging.
 - If you are using a high-voltage super fast charging adapter, the charging pad will charge the device at a super fast charging speed. The wireless SuperCharge icon  will be displayed on the lock screen.
 - If you are using a high-voltage fast charging adapter, the charging pad will charge the device at a fast charging speed. The wireless QuickCharge icon  will be displayed on the lock screen.

- If you are using a standard adapter, the charging pad will charge the device at a standard charging speed. The wireless standard charging icon  will be displayed on the lock screen.

Charging Pad Indicator	Description
Blinks once	The charger is properly connected to the power supply.
Steady on	Charging is in process.
Blinks quickly	A charging error has occurred.

Charging Your Device With a PC

- 1 Connect your device to a PC or other device using a USB cable.
- 2 When the **Use USB to** dialog box is displayed on your device, touch **Charge only**. If another option has been set previously, the dialog box will not pop up. Swipe down from the status bar to open the notification panel, touch **Settings**, then select **Charge only**.

Overview of Battery Icons

You can check the battery level from the battery icon on the device screen.

Battery Icon	Battery Level
	Less than 4% battery remaining
	Charging, less than 10% battery remaining
	Charging, 10% to 90% battery remaining
	Charging, at least 90% battery remaining If 100% is displayed next to the battery icon, or a charging complete message is displayed on the lock screen, the battery is fully charged.

Use Wireless Reverse Charging

Wireless reverse charging is supported by devices that support the Wireless Charging Standard, such as phones, tablets, watches, and bands.

Before using wireless reverse charging, ensure that the battery level of your device is higher than 20%.

- 1 Go to **Settings > Battery**, and enable **Wireless Reverse Charging**.
- 2 Power on the device to be charged, and place it on the centre of the back of your device. Do not place any metal objects between your device and the device to be charged.
- 3 If the device does not start charging within 5 seconds, adjust its position and try again.

- 4 If the device to be charged is removed from the device for more than 2 minutes during charging, **Wireless Reverse Charging** will automatically be disabled.

Reverse Charge with an OTG Cable

On-The-Go (OTG) is a USB transmitting technology that allows a device to directly access files on a USB flash drive or digital camera, or connect to an external device such as a keyboard or mouse, with the help of an OTG cable.

You can use your device to charge other devices using an OTG cable.

- 1 Connect your device with the device to be charged using an OTG cable.
- 2 Swipe down from the status bar to open the notification panel, touch **Touch for more options**, and then select **Reverse charge**.
- 3 Follow the onscreen instructions on the device to be charged to start charging.

Smart Features

AI Voice

AI Voice

AI Voice allows you to communicate verbally with your device.

To operate hands-free on your device, wake up **AI Voice** and give a voice command.

 This feature is only available in some countries and regions.

Wake up AI Voice

You can wake up **AI Voice** in multiple ways:

Press and hold the Power button for 1 second to wake up AI Voice

- 1 Go to **Settings > HUAWEI Assistant > AI Voice > Wake with Power button**, and enable **Wake with Power button**.
- 2 Press and hold the Power button for 1 second to wake up **AI Voice**.

Say the wakeup phrase to wake up AI Voice

- 1 Go to **Settings > HUAWEI Assistant > AI Voice > Voice wakeup**, enable **Voice wakeup**, and follow the onscreen instructions to record your wakeup phrase.
- 2 When you need to wake up **AI Voice**, say the wakeup phrase.

-  The settings items vary by device. If your device does not provide a specific item, it indicates that the corresponding feature is not supported.
- You cannot wake up **AI Voice** with the wakeup phrase when your device is in a call.
- You cannot wake up **AI Voice** with the wakeup phrase either if you are making an audio or screen recording (with microphone enabled). In this case, you can press and hold the Power button to wake up **AI Voice**.
- This feature is only available in some countries and regions.

Communicate with AI Voice

AI Voice can be in one of the following three modes: Idle, Listening, and Thinking. You can talk to **AI Voice** when it is in the Listening mode.

- Idle mode: **AI Voice** doesn't pick up any sound in this mode.
- Listening mode: You can talk to **AI Voice** as it can listen to you in this mode.
- Thinking mode: **AI Voice** can start to execute your voice commands.

 This feature is only available in some countries and regions.

View AI Voice Skill

View Built-in AI Voice Skills

You can view the built-in **AI Voice** skills in either of the following ways:

- Wake up **AI Voice** and ask: "What can you do?". **AI Voice** will then display the Skill centre where the built-in skills are listed.
- Wake up **AI Voice** and follow the onscreen instructions to swipe up to enter full-screen mode. Then go to  > **Skill centre** to check the built-in **AI Voice** skills.

 This feature is only available in some countries and regions.

Make Calls and Send SMS Messages with AI Voice

AI Voice allows you to make calls or send messages hands-free.

 This feature is only available in some countries and regions.

Make Calls with Voice Commands

You can make a call on your device with **AI Voice**.

Wake up **AI Voice** and give voice command, such as "Call Mom", "Call back", "Check call records", or "Redial".

-  When you make calls with voice commands, hands-free mode is automatically enabled.
- Calling services are not supported on Wi-Fi only tablets.

Send SMS Messages with Voice Commands

You can send SMS messages with **AI Voice**.

Wake up **AI Voice** and give voice commands such as "Send a message", "Check messages", or "Send Dad a message saying the party is tomorrow".

 Calling services are not supported on Wi-Fi only tablets.

Set Alarms with Voice Commands

You can create, disable, and query alarms with **AI Voice**.

Wake up **AI Voice** and give voice commands such as "Wake me up at 8 AM tomorrow", "Set an alarm for 8 PM", "Set a Wednesday alarm for 7 AM", or "Show my alarms".

 This feature is only available in some countries and regions.

Set Timers with Voice Commands

You can quickly create and control the timer on your device with **AI Voice**.

Wake up **AI Voice** and give voice commands such as "Set timer for 5 minutes", "Show timer", "Pause timer", or "Stop timer".

 This feature is only available in some countries and regions.

Play Music or Videos with Voice Commands

If you want to listen to music or watch videos, wake up **AI Voice** and give the voice commands directly.

Play Music with Voice Commands

You can request your device to play a song for you with **AI Voice**.

Wake up **AI Voice** and give voice commands such as "Play music", "Play previous song", or "Play next song".

 This feature is only available in some countries and regions.

Play Videos with Voice Commands

Wake up **AI Voice** and give voice commands such as "Play video", "Play Friends in HUAWEI Video", "Show me a funny video", or "Play a Coldplay video".

 This feature is only available in some countries and regions.

Open Apps with Voice Commands

You can quickly open an app with **AI Voice**, such as for opening the camera and taking a photo in a specific mode.

 This feature is only available in some countries and regions.

Access Camera with Voice Commands

Wake up **AI Voice** and give voice commands such as "I want to take a photo" or "Take a photo".

 This feature is only available in some countries and regions.

Open an App with Voice Commands

Wake up **AI Voice** and give voice commands such as "Open the Camera", "Open YouTube", "Open PayPal", or "Open HUAWEI Music".

 . This feature is only available in some countries and regions.

- Not all apps support voice control.

Speech Translation

AI Voice allows you to translate your voice or text input so you can communicate with foreign friends easily.

 This feature is only available in some countries and regions.

Speech Translation

You can use **AI Voice** to translate your voice or text input into the target language you have set.

- 1 Wake up **AI Voice** and give the voice command "Translate".
- 2 Say or type in what you want to be translated.
- 3 **AI Voice** will display the translated result and broadcast it for you.

Communicate Easily with Face-to-Face Translation

Face-to-face translation allows you to overcome language barriers when you are travelling abroad or in an international conference.

- 1 Wake up **AI Voice** and give the voice command "Face-to-face translation" to enter the translation screen.
- 2 Touch  so the text on each of the two sections can be read from each side of the device.
- 3 Press the button on your side of the section, say what you want to be translated, and release the button for **AI Voice** to display the translated result in real time and broadcast it.

Set Calendar Events and Reminders with Voice Commands

AI Voice allows you to create and check your Calendar events and add reminders for these events.

Wake up **AI Voice** and give voice commands such as "Schedule a meeting for 9 tomorrow morning", "Set a meeting for 2 o'clock tomorrow afternoon", "What's my schedule for tomorrow morning?", or "Do I have any appointments on Monday?".

 This feature is only available in some countries and regions.

Set Up the System with Voice Commands

AI Voice allows you to set up the system, such as for adjusting the volume or brightness of the screen, and enabling or disabling Wi-Fi.

Wake up **AI Voice** and give voice commands such as "Turn the volume up", "Turn on Wi-Fi", "Increase the brightness", or "Turn off Airplane mode".

 This feature is only available in some countries and regions.

AI Lens

Enable AI Lens

There are multiple ways to access **AI Lens**.

From Camera

Open **Camera**, select **Photo** mode, and touch  to access **AI Lens**.

From the Search Bar

When the screen is unlocked, swipe down from the centre of the home screen to open the search box, and touch  next to it to access **AI Lens**.

From the Lock Screen

Turn on the screen when it is locked, swipe up from the bottom to open the shortcuts panel, and touch  to unlock the screen and access **AI Lens**.

Scan to Shop

When you see an item you wish to buy in a magazine or when you are strolling on the street, you can use **AI Lens** to quickly search for the item and compare prices across multiple shopping platforms before making a purchase.

Scan and Shop with AI Voice

- 1 Wake up **AI Voice** and give voice commands such as "Look at how much is the refrigerator", or "Help me look at the same style of this juice machine".
- 2 Position the object within the viewfinder and wait for it to be identified.
- 3 You will be provided with purchase links to different shopping platforms once the object has been recognised.

 This feature is only available in some countries and regions.

Scan to Shop Using Camera

- 1 Go to **Camera > Photo**, touch , and then touch .
- 2 Position the item you want to buy within the viewfinder, and wait for it to be identified.
- 3 After the item has been identified by **AI Lens**, links to purchase it on different shopping platforms will be displayed.

Scan to Translate

AI Lens allows you to scan and translate text in a foreign language, so you can easily read road signs, menus, or descriptions on cosmetics bottles when you are travelling or shopping abroad.

Scan and Translate with AI Voice

- 1 Wake up **AI Voice** and ask questions or give voice commands such as "Please scan this menu and translate it", or "Scan this street sign and translate it".
- 2 Select the source and target languages from the language list.
- 3 Position the text you want to translate within the viewfinder, and wait for it to be translated.

 This feature is only available in some countries and regions.

Scan to Translate Using Camera

- 1 Go to **Camera** > **Photo**, touch , and then touch .
- 2 Select the source and target languages from the language list.
- 3 Position the text you want to translate within the viewfinder, and wait for it to be translated.

Scan to Learn More

AI Lens allows you to learn more about artworks or landmarks you see by scanning the objects with your camera.

Scan to Learn More with AI Voice

- 1 Wake up **AI Voice** and ask questions or give voice commands such as "Help me see what this flower is?" or "Please have a look what is this building?".
 - 2 Position the object within the viewfinder and wait for it to be identified.
 - 3 Touch the information card to obtain additional information.
-  This feature is only available in some countries and regions.

Scan to Learn More Using Camera

- 1 Go to **Camera** > **Photo**, touch , and then touch .
- 2 Position the object within the viewfinder and wait for it to be identified.
- 3 Touch the information card to obtain additional information.

Scan and Count Calories

AI Lens allows you to count the calories and nutrients in an item of food by scanning it with your camera.

Scan Codes for Services and Information

You can scan different types of QR codes and bar codes with **AI Lens**, and then touch the identified result to be redirected to other pages for more services and information.

Easy Projection

Project Your Device Screen Wirelessly

You can project your tablet screen wirelessly to a large display (such as a TV).

- 1 Perform the following based on the model and functions of the large display:
 - **If the large display supports Miracast**, turn on its wireless projection switch.

- **If the large display does not support Miracast**, connect a wireless HDMI adapter to it. Ensure that the wireless HDMI adapter is connected to a power supply.
 -  To check whether the large display supports Miracast and how to enable wireless projection on it, consult the user guide or customer service of the large display manufacturer.
- 2 On your device, swipe down from the status bar to open the notification panel, and turn on  .
 - 3 Swipe down again to show all shortcuts and enable **Wireless Projection**. Your device will start searching for available display devices.
Alternatively, go to **Settings > More connections** and enable **Wireless Projection**.
 - 4 In the device list, touch the name corresponding to the large display or wireless HDMI adapter to complete the projection connection.

Alternatively, swipe down from the status bar on your tablet, and touch **Disconnect**.

Projection Using a Docking Station

You can use a docking station to connect your device with a large display, and connect them with a wired keyboard and mouse.

- 1 Prepare a docking station.
Multiple types of ports are available on a docking station. If the large display supports HDMI and you need to use a wired mouse and keyboard, use a docking station with at least one HDMI port and two USB ports.
- 2 Connect your device and the large display to the docking station, then connect the wired mouse and keyboard to the docking station.
- 3 On the external display, set the corresponding HDMI, DP, or MiniDP input as the signal source.

Multi-screen Collaboration Between Your Tablet and Phone

Multi-screen Collaboration Between Your Phone and Tablet

Connect your phone and tablet to use Multi-screen Collaboration for cross-device operations, such as to display your phone screen on the tablet, use your phone apps on the tablet, drag files across the two devices, and edit a file from your phone on the tablet.

Connect Your Tablet and Phone

-  Multi-screen Collaboration is supported by Huawei and Honor phones running EMUI 10.0 or later.

Connect your tablet and phone to enable Multi-screen Collaboration using any of the following methods:

Connect over Bluetooth:

- 1 Swipe down from the status bar on your tablet and enable **Multi-Screen Collaboration**.
- 2 On your phone, swipe down from the status bar to open the notification panel, and enable  .
- 3 Hold your phone close to your tablet and follow the onscreen instructions to establish a connection.

Scan QR code to connect:

- 1 On your tablet, enable **Multi-Screen Collaboration**, on the **Multi-Screen Collaboration** screen, touch **Scan to connect**.
- 2 Ensure that your phone is connected to the Internet, and connect your phone and tablet as prompted.

Connect by tapping against a NFC-capable keyboard:

You can place your phone against the standard NFC-capable keyboard that comes with your tablet to enable Multi-screen Collaboration.

- 1 Make sure that your tablet has been paired with the keyboard.
- 2 Swipe down from the status bar to open the notification panel, swipe down again to show all shortcuts, then turn on .
- 3 Tap the NFC area at the back of your phone (near the rear cameras) against the NFC area of the keyboard until your phone vibrates or plays a tone.
- 4 Connect your phone and tablet as prompted.

Access Phone Apps and Files from Your Tablet

After connecting your phone with your tablet, you can operate your phone from your tablet, such as to operate phone apps and files, view phone notifications (such as SMS messages), and make or answer phone calls.

When your phone screen is unlocked, you can perform the following operations in the phone window on your tablet:

- Open **Phone** to make a call by dialling a number.
- Open **Messaging** to view and reply to SMS messages.
- Open **Gallery** or **Files** to view photos, videos, and files, as well as to play video or audio files from your phone.
- Swipe down from the status bar on your phone or tablet to open the notification panel, then touch **Play audio/video on phone** or **Play audio/video on tablet** to switch the audio output device.
- If your tablet is connected to an external keyboard or a stylus, you can use it to input text and control the phone window on your tablet.

Drag to Transfer Files Between Your Phone and Tablet

- 1 Open **Gallery** or **Files**, and touch and hold a picture, video, or document.
- 2 Select more files if needed, touch and hold any of the selected files, then drag them when an icon for dragging files appears.

For example, you can:

- Drag to transfer files in **Gallery** or **Files** between your phone and tablet.
- Drag to transfer files in **Files** between your phone and tablet.
- Drag a picture, text, or file from your phone to an open document on your tablet, such as a Microsoft Office document, memo, or email.

Disconnect Your Phone from Your Tablet

After you have finished using your phone and tablet, you can disconnect them using the following methods:

- On the phone window displayed on the tablet, touch to disconnect.
- On your phone or tablet, swipe down from the status bar to open the notification panel and touch **DISCONNECT**.

Huawei Share

Huawei Share

Huawei Share is a wireless sharing technology that allows you to quickly transfer images, videos, documents, and other types of files between devices. This technology uses Bluetooth to discover nearby devices that supports Huawei Share and Wi-Fi Direct to transfer files without using mobile data.

Enable or Disable Huawei Share

You can enable or disable Huawei Share in either of the following ways:

- Swipe down from the status bar to open the notification panel, swipe down on it again to show all shortcuts, then turn on or turn off **Huawei Share**. You can also touch and hold **Huawei Share** to access its settings screen.
- Go to **Settings** > **More connections** > **Huawei Share** to enable or disable **Huawei Share**.

Quickly Share Files Between Devices with Huawei Share

You can use Huawei Share to quickly share files between Huawei devices. The recipient can preview the files before they are sent, then view the full content of the files once they have been received. For example, the recipient can view received pictures or videos in Gallery.

- 1 On the receiving device, enable **Huawei Share**.

2 On the sending device, touch and hold to select a file or album you want to share, then touch . Touch **Huawei Share**, then touch the icon of the receiving device to send the file.

 These steps may be different if you are sharing files directly from an app.

3 On the receiving device, touch **Accept** to accept the transfer.

To view the received files, open **Files**, touch the **Categories** tab, then go to **Internal storage** > **Huawei Share**.

You can also view the received images or videos by going to **Gallery** > **Albums** > **Huawei Share**.

Share Files Between Your Device and Computer with Huawei Share

You can use Huawei Share to easily share files wirelessly between your device and a computer (Windows or macOS).

1 Make sure your device and computer are connected to the same Wi-Fi network.

2 On your device, enter the **Huawei Share** settings and enable **Huawei Share** and **Computer Share**.

3 Make a note of the name displayed next to **Name shown on computers**, as well as the user name and password under **Verification**.

4 Perform the following operations on a Windows-based computer (desktop or laptop) or a macOS-based computer (laptop):

- Windows: Go to **This PC (Computer)** > **Network** on the computer.
- macOS: Go to **Finder** > **Go to** > **Network** on the computer.

 Currently, this feature is only available on Macs running macOS 10.8 to 10.14.

5 On your computer, double-click the name of your device and enter the user name and password previously noted down.

6 Open a shared folder on your device, such as the Internal storage or Album folder to view, edit, or copy files from your device to your computer or vice versa. Changes made to files in the shared folders on your computer will be automatically synced to your device and vice versa.

One-Touch Printing with Huawei Share

When a printer that supports Huawei Share is nearby, you can use Huawei Share to find the printer and print out pictures or PDF files stored on your device.

1 Depending on the type of printer, ensure the following:

- Wi-Fi capable printers: The printer must be powered on and connected to the same network as your device.
- WiFi Direct capable printers: The printer must be powered on and have enabled WiFi Direct.

- Bluetooth capable printers: The printer must be powered on and discoverable via Bluetooth.
- 2** On your device, preview the file to be printed, then go to **Share > Huawei Share**.
 - 3** Once the printer has been discovered, touch its name on your device, and adjust the settings on the preview screen. Then touch **PRINT** to print.
If you are connecting a Bluetooth printer to your device for the first time, find the printer on your device, touch the printer name, then press and hold the Power button on the printer for about 1 second to confirm the connection.
-  For a list of supported printers, touch **Help** on the Huawei Share sharing screen, select **Printers**, then touch **What printers are supported?**.

Camera and Gallery

Launch Camera

Launch Camera

There are multiple ways to open the Camera app.

From the Home Screen

From the home screen, open **Camera**.

From the Lock Screen

When the screen is locked, turn on the screen, then swipe up on the camera icon in the lower right corner to open the camera.

Take Photos

Take Timed Photos

The camera timer allows you to set a countdown so you can get into position after you have touched the shutter button.

- 1 Go to **Camera** >  > **Timer** and select a countdown.
- 2 Return to the viewfinder and touch the shutter button. Your device will take a photo when the countdown ends.

Use Audio Control to Take Photos

You can use your voice to take photos without having to touch the shutter button.

- 1 Go to **Camera** >  > **Audio control**, and select an option.
- 2 Go back to the viewfinder, then say your command to take a photo.

Take Panoramic Photos

Take Panoramic Photos

Add some width to your landscape or group photos with the Panorama feature. The camera takes multiple photos of objects within your field of view and stitches them together into a single panoramic photo.

Use the Rear Camera to Take Panoramic Photos

Panorama mode combines multiple shots into a seamless panoramic photo. Simply move the camera as you shoot and the camera will take care of the rest.

- 1 Go to **Camera** > **More** and select **Panorama** mode.
- 2 Touch  and set the pan direction.
- 3 Point the camera at your starting point, then touch  to start shooting. Move the camera in the direction of the arrow displayed on the screen. Keep the arrow on the centre line when you are taking the photo.
- 4 Touch  when you are finished.

Light Painting

Use Light Painting to Shoot Light Trails

Light painting helps you capture light trails by allowing the shutter to stay open for a longer time. No manual aperture and shutter adjustment is involved.

Just choose from the available options depending on the subjects and light conditions. To reduce camera shake, a tripod is recommended to steady your device.

Capture Car Light Trails in Traffic Trails Mode

Traffic trails mode lets you create artistic photos of car light trails at night.

- 1 Go to **Camera** > **More** > **Light painting** and select **Traffic trails**.
- 2 Find a spot where you'll see the light trails created by cars from a distance. Ensure that car headlights do not point directly at the camera, as this can overexpose the image.
- 3 Touch  to start shooting. Look at the shot in the viewfinder.
- 4 When the exposure is just right, touch  to finish shooting.

Capture Light Drawings in Light Graffiti Mode

Light graffiti mode lets you create patterns or write words by moving a light source in front of the camera.

- 1 In **Light painting** mode, select **Light graffiti**.
- 2 In a dark environment without distracting light sources, move a suitably bright light source of an appropriate colour, such as a small torch or glow stick, in front of the camera. Avoid exaggerated body movements as this may affect the shooting results.
- 3 Touch  to start shooting. Look at the shot in the viewfinder.
- 4 When the exposure is just right, touch  to finish shooting.

Capture Rivers and Waterfalls in Silky Water Mode

Silky water mode lets you capture silky smooth photographs of waterfalls and rivers.

- 1 In **Light painting** mode, select **Silky water**.
- 2 This feature works best when taking photos of a stream or waterfall where there is a lot of flowing water.
- 3 Touch  to start shooting. Look at the shot in the viewfinder.
- 4 When the exposure is just right, touch  to finish shooting.

Capture the Beauty of the Stars in Star Trails Mode

Star trails mode lets you use your camera to capture the movement of the stars in the night sky.

- 1 In **Light painting** mode, select **Star trails**.
- 2 For best results, choose a clear night in a location without light pollution and with an unobstructed view of the sky.
- 3 Touch  to start shooting. Look at the shot in the viewfinder.
- 4 When the exposure is just right, touch  to finish shooting.

Take HDR Photos

Use HDR to Take Photos

When shooting photos with backlighting or a high light contrast, High Dynamic Range (HDR) mode can help you improve light and shadow effects in your photos, giving your photos sharper details.

- 1 Go to **Camera > More** and select **HDR** mode.
- 2 Steady your device.
- 3 Touch  to take a photo.

Moving Pictures

Play Moving Pictures

Moving pictures are saved in JPG format in **Gallery**.

Go to **Gallery > Albums > Camera**, touch a moving picture, then touch  at the top of the picture to view it.

The moving picture will automatically stop after a complete playback. You can also touch the screen to stop the playback.

Share Moving Pictures

You can share moving pictures with Huawei or Honor devices using various methods, such as Wi-Fi Direct, Bluetooth, or Huawei Share.

Go to **Gallery > Albums > Camera**, touch and hold to select the moving pictures you want to share, then touch  to share them.

If you share moving pictures to third-party apps or incompatible devices, moving pictures will be displayed as static images.

Add Stickers to Photos

Add Stickers to Photos

Add a sticker, such as time, weather, mood, or food, to spice up your photos.

1 Go to **Camera > More** and select **Stickers** mode.

If the **Stickers** option is not present, touch , then download **Stickers**.

2 Touch  and select a sticker. The selected sticker will be displayed in the viewfinder.

3 Drag the sticker to change its position. You can also edit the text of some types of stickers.

4 Touch  to take a photo.

Documents Mode

Use Documents Mode to Straighten Photos

Images shot at an angle always suffer from the problem of perspective. If you aren't able to take a perfectly straight photo of a document, use Documents mode.

The camera will automatically adjust skewed images shot in Documents mode and remove shadows from them.

Shoot Photos in Documents Mode

1 Go to **Camera > More** and select **Documents** mode.

If the **Documents** option is not present in **More**, touch , then download **Documents**.

2 Frame the document you want to shoot within the viewfinder, then touch .

3 The camera will automatically identify the text area within the viewfinder, unskew the image, and remove any shadows.

Adjust the Text Area

If you find the skew correction of a photo unsatisfactory, you can also manually adjust the text area.

This is only available for photos taken in **Documents** mode.

- 1 Go to **Gallery** > **Albums** > **Camera**, then touch the photo you wish to adjust.
- 2 Touch  above the photo.
- 3 Drag the four corners to customise the correction area. Then touch . Your device will reshape the photo as a flat, rectangular image.

Record Videos

Record Videos

- 1 Open **Camera** and select **Video** mode.
- 2 Adjust the following settings:
 - Zoom in or out: Pinch in or out on the viewfinder, or drag the zoom slider.
 - Focus: Touch the location you want to focus on. Touch and hold the viewfinder to lock the exposure and focus.
 - Turn the flash on or off: Touch , then touch  to keep the flash on, or  to turn it off.

When using the front camera to record videos, you can set the flash to  (Always on) when there is insufficient light. The camera will then increase the screen brightness to illuminate the subject's face.

- Adjust the beauty effect: Touch  and drag the slider to adjust beauty settings.
- Adjust the video resolution and frame rate: Go to  > **Video resolution** and select the desired resolution. A higher resolution will result in a higher quality video with a larger file size.
Touch **Frame rate** to select a frame rate.
- Select a video format that saves on storage space: Touch  and enable **Efficient video format**.
When this feature is enabled, your device will use a video format that takes up less storage space. However, this may result in other devices being unable to play the video. Please exercise caution when selecting this option.

 Not all devices support these features.

- 3 Touch  to start recording.
While recording, touch and hold  or  to smoothly zoom in or out.
Touch  to take a photo while recording.
- 4 Touch  to pause the recording and  to end the recording.

Slow-Mo Recording

Shoot Slow-Mo Videos

- 1 Go to **Camera** > **More** and select **Slow-mo** mode.
- 2 Touch  and select 4x or 8x.
 The 8x option is not available on certain devices.
- 3 Touch  to start recording.
- 4 Touch  to end the recording.

Time-Lapse Photography

Use Time-Lapse to Create a Short Video

You can use Time-lapse to capture images slowly over several minutes or even hours, then condense them into a short video. This allows you to capture the beauty of change – blooming flowers, drifting clouds, and more.

- 1 Go to **Camera** > **More** and select **Time-lapse** mode.
- 2 Place your device in position. To reduce camera shake, use a tripod to steady your device.
- 3 Touch  to start recording, then touch  to end the recording.
The recorded video is automatically saved to Gallery.

Filters

Apply a Filter to Photos or Videos

- 1 Open **Camera** and select **Photo** or **Video** mode.
- 2 Touch  or  to select a filter and preview the effect.
 Some devices do not have the  icon.
- 3 Touch the shutter button to take a photo or start recording a video.

Adjust Camera Settings

Adjust Camera Settings

You can adjust the camera settings to take photos and videos more quickly.

 The following features may not be available in some camera modes.

Enable Location Tag

Enable **Location tag** to tag your location in photos and videos.

Swipe up on a photo or video in Gallery to view its shooting location.

Use the Assistive Grid to Compose Your Photos

Use the assistive grid to help you line up the perfect shot.

- 1 Enable **Assistive grid**. Grid lines will then appear in the viewfinder.
- 2 Place the subject of your photo at one of the intersecting points, then touch the shutter button.

Mute the Shutter Sound

Enable **Mute** to mute the camera shutter sound.

 This feature is only available in some countries and regions.

Capture Smiles

Enable **Capture smiles**. The camera will take a photo automatically when it detects a smile in the viewfinder.

Manage Gallery

View Photos and Videos

In Gallery, you can view, edit, and share your photos and videos, as well as browse the clips automatically generated from them.

View by Album

You can view photos and videos by album on the **Albums** tab.

Some photos and videos are stored in default albums. For example, videos recorded with the camera are saved in the **Camera** album. Screenshots and screen recordings are saved in the **Screenshots** album.

View by Category

Gallery intelligently sorts photos into categories, allowing you to quickly sift through large albums by category.

Touch a category album on the **Discover** tab (such as food, portrait, or scenery) to view photos in that album.

View Details About Photos and Videos

- 1 In Gallery, touch a photo or video to view it in Full screen mode. Touch the screen again to hide the menu.
- 2 When in Full screen mode, touch  to view details about the photo or video, such as the storage path, resolution, and size.

Share Photos and Videos

There are several ways to share photos and videos from **Gallery**:

- Share a single photo or video: Touch the photo or video, then touch .
- Share multiple photos or videos: In an album, touch and hold to select multiple photos and videos, then touch .

Organise Albums

Organise photos and videos into albums to easily sift through them.

Add Albums

- 1 Go to **Gallery > Albums**.
- 2 Touch , name the album, then touch **OK**.
- 3 Select the photos or videos you want to add, and then move or copy them to the album.

Sort Albums

- 1 Go to **Gallery > Albums >**  and touch **Sort albums**.
- 2 Drag  next to an album to the desired position. Touch **Reset** to reset the albums to the default order.

Move Photos and Videos

- 1 Open an album, then touch and hold to select the photos and videos you want to move.
 - 2 Touch  > **Move** to select the desired album.
 - 3 Once the items are moved, they will no longer be in their original album.
-  The **All photos** and **Videos** albums show all photos and videos stored on your device. Moving items across albums will not affect the view in these albums.

Delete Photos and Videos

Touch and hold to select the items you want to delete, then go to  > **Delete**.

 Some preset albums, such as **All photos**, **My favourites**, **Videos**, and **Camera** albums, cannot be deleted.

Deleted photos and videos will be temporarily moved to the **Recently deleted** album before being permanently deleted after 30 days.

To permanently delete a photo or video manually, touch and hold its thumbnail in the **Recently deleted** album, then go to  > **Delete**.

Recover Deleted Photos and Videos

In the **Recently deleted** album, touch and hold to select the items you want to recover, then touch  to restore them to their original albums.

If the original album has been deleted, a new one will be created.

Add Photos and Videos to Favorites

Open a photo or video, then touch .

The item will appear in both its original album and the **My favourites** album.

Block Albums

Block third-party app albums to prevent them from being displayed in Gallery.

1 In the **Others** list, touch the album you want to block.

2 If  is displayed at the top, go to  > **Block**.
Blocked albums cannot be viewed in other apps except **Files**.

3 To unblock an album, go to  > **Blocked albums**, then touch **Unblock** next to the album.

 Only some albums in **Others** can be blocked.

Apps

Apps

App Basics

Locate an Installed App

Swipe down from the middle of the home screen to show the search bar, and enter the app name. When the app is found, touch  next to its name.

Uninstall an App

You can uninstall an app using either of the following methods:

- Touch and hold the app icon you want to uninstall until your device vibrates, touch **Uninstall**, then follow the onscreen instructions to uninstall the app.
 - Go to **Settings > Apps > Apps**, touch the app you want to uninstall, then touch **Uninstall**.
-  Some pre-installed system apps can't be uninstalled, as uninstalling them may cause system errors.

Manage Background Apps

1 Access the recent tasks screen using either of the following methods, depending on the navigation method you are using:

- **Gestures:** Swipe up from the bottom of the screen and hold.
- **Three-key navigation:** Touch .

2 On the recent tasks screen, you can:

- Swipe across to view app previews.
- Touch an app preview to access an app.
- Swipe up on an app preview to close an app.
- Swipe down on an app preview to lock it.  will appear at the top of the app preview. Touching  will not close this app.
- Swipe down again to unlock it.  will disappear.
- Touch  to close all apps (except for those you have locked).

Clear the Cache of an App

Delete app cache files to free up storage space.

Go to **Settings > Apps > Apps**, select the app for which you want to clear the cache, then go to **Storage > Clear cache**.

Contacts

Create and Edit Contact Information

You can create contacts in multiple ways, as well as view and manage your contacts list.

Create Contacts

- 1 Open **Phone**, touch the **Contacts** tab, and touch . If you are creating a contact for the first time, touch **Create new contact** to start adding a contact.
 -  For Wi-Fi only tablets, open **Contacts** in the **Tools** folder.
- 2 Set a profile picture for the contact, enter information such as the name, organisation, and phone number of the contact, then touch .

Import Contacts

- 1 On the **Contacts** screen, go to  > **Settings > Import/Export**.
- 2 Select **Import via Bluetooth**, **Import via Wi-Fi Direct**, or **Import from storage**, then follow the onscreen instructions to import contacts.

Scan Business Cards to Add Contacts

- 1 On the **Contacts** screen, go to  > **Scan** or go to **Business cards > Scan**.
- 2 Place a business card on a flat surface, adjust the camera so that the contents on the business card are clearly displayed in the viewfinder, then touch  to capture a single or multiple business cards in a row.
- 3 After the photos are taken, your device will automatically identify the contact information. Touch  to save the contact.

You can view the scanned business cards in **Business cards**.

Merge Duplicate Contacts

- 1 On the **Contacts** screen, go to  > **Settings > Organise contacts > Merge duplicate contacts**.
 -  For Wi-Fi only tablets, open **Contacts** in the **Tools** folder.
- 2 Select duplicate contacts you want to merge and touch **Merge**.

Search for Contacts

- 1 Open **Contacts**, go to  > **Settings** > **Display preferences**, and touch **All contacts** to display all your contacts. Ensure that the corresponding icon at the bottom is enabled.
- 2 Search for contacts using either of the following methods:
 - Swipe down from the middle of the home screen and enter a keyword for the contact you want to find in the search box (such as their name, initials, or email address). You can also enter multiple keywords, such as "John London", to quickly find matching contacts.
 - On the top of the **Contacts** screen, enter keywords for the contact you want to find in the search box.

Share Contacts

- 1 On the **Contacts** screen:
 - Touch and hold the contact you want to share, then touch **Share contact**.
 - Touch the contact you want to share, then go to  > **Share contact**.
- 2 Select a sharing method, then follow the onscreen instructions to share the contact.

Export Contacts

- 1 On the **Contacts** screen, go to  > **Settings** > **Import/Export**.
- 2 Touch **Export to storage** and follow the onscreen instructions to export contacts. The exported **.vcf** files are saved in **Files** > **Categories** > **Internal storage** by default.

Delete Contacts

Delete contacts using either of the following methods:

- Touch and hold the contact you want to delete, then touch **Delete**.
- Touch the contact you want to delete, then go to  > **Delete contact**.
- On the **Contacts** screen, go to  > **Settings** > **Organise contacts** > **Delete multiple contacts**, select the contacts you want to delete, then touch .

To restore deleted contacts, go to  > **Settings** > **Organise contacts** > **Recently deleted**, touch and hold the contact you want to restore, select any other contacts you also want to restore, then touch .

Manage Contact Groups

You can conveniently send emails or messages to multiple contacts by creating and managing contact groups. Your device automatically groups contacts by company, city, and last contact time, but you can also create new groups based on your preferences.

Create a Contact Group

- 1 Open **Phone**, touch the **Contacts** tab, and touch **Groups**.
 For Wi-Fi only tablets, open **Contacts** in the **Tools** folder.
- 2 Touch , enter the group name, such as "Family" or "Friends", then touch **OK**.
- 3 Follow the onscreen instructions to add contacts to the group, then touch .

Edit a Contact Group

- 1 On the **Groups** screen, select the group you want to edit and touch  to add a new contact.
- 2 Touch  for **Remove members**, **Group ringtone**, **Delete group**, or **Rename**.

Send Group Messages or Emails

 SMS messaging services are not supported on Wi-Fi only tablets.

On the **Groups** screen, open a group. You can then:

- Touch  to send a group message.
- Touch  to send a group email.

Delete Contact Groups

On the **Groups** screen, do either of the following to delete a contact group from your device:

- Touch and hold the group and select **Delete**.
- Touch , select the groups you want to delete, and touch .

Create Personal Information

You can create a business card containing your personal information to share with others. You can also add personal emergency information so you can call for help quickly in an emergency.

Create a Personal Business Card

- 1 Open **Phone**, touch the **Contacts** tab, and touch **My card**.
 For Wi-Fi only tablets, open **Contacts** in the **Tools** folder.

- 2 Set your profile picture and enter personal information, such as your name, work address, and phone number.
- 3 Touch  to automatically create a QR code business card. You can share your business card using the QR code.

Add Emergency Information

 Calling services are not supported on Wi-Fi only tablets.

- 1 From the **Contacts** screen, go to **My card** > **Emergency information**.
 - 2 Touch **ADD** and set your personal, medical, and emergency contact information.
- Once you have added emergency contacts and you find yourself in an emergency, access the lock screen for inputting your password, go to **Emergency** > **Emergency information** > **Emergency contacts**, and select an emergency contact to make a call.

Erase Contact Traces

- 1 Open **Phone**, touch the **Contacts** tab, then touch a contact to erase your contact traces.
 - 2 Go to  > **Erase history** > **Erase** to delete all call and message records for that contact.
-  This feature is not supported on Wi-Fi only tablets.

Phone

Make a Call

 Calling services are not supported on Wi-Fi only tablets.

Dial a Number or Select a Contact to Make a Call

Use either of the following methods to make a call:

- Open **Phone**, enter part of a phone number, the first letter of a contact's name, or a contact's initials to find a contact, then touch to make a call.
- Open **Phone**, touch the **Contacts** tab, then search for a contact or select a contact in the contact list to make a call.

Touch  to end the call.

Use Speed Dial

Once you've set up speed dialling for a contact, you can quickly call that contact with the assigned number key.

Go to **Phone** >  > **Settings** > **Speed dial**, select a number key, then set a contact for this speed dial number.

Press the Power Button to End a Call

During a call, press the Power button to end the call.

Go to **Phone** >  > **Settings**, and enable **Power button ends call**.

Set a Call Background

To set a wallpaper as the call background, do the following:

- 1 Go to **Settings** > **Home screen & wallpaper** > **Wallpaper**.
- 2 Select a picture and set it as the wallpaper.

You can also set a profile picture for a contact to be shown on the call background.

- 1 Open **Phone**, touch the **Contacts** tab, then select a contact.
- 2 Touch  and then  to set a profile picture for the selected contact.

Make an International Call

- 1 Contact your mobile carrier to activate and inquire about the international calling service.
- 2 Open **Phone**, touch the **Contacts** tab, then select a contact to make a call.
- 3 For numbers that are not in the contacts list, open the dialler and hold the **0** number key until the **+** icon is displayed. Enter the country code and phone number, then touch  to make an international call.

Manage Call Logs

 Calling services are not supported on Wi-Fi only tablets.

You can merge the call logs of the same contact or number for a tidier and more concise interface, or delete call logs as required.

Merge Call Logs

- 1 Go to **Phone** >  > **Settings** > **Merge call log**.
- 2 Select **By contact** and your device will automatically merge the call logs of the same number or contact.

View Missed Calls

- 1 To display all missed calls, open **Phone**, swipe down on the call log list, then touch the **Missed** tab.
All missed calls are displayed in red in the call log list for you to quickly identify them. You can also find them on the **All** screen.
- 2 Touch  next to a call log entry to call back or send a message.

Delete Call Logs

Delete call logs using any of the following methods:

- On the **Phone** screen, touch and hold an entry, then touch **Delete entry**.
- On the **Phone** screen, go to  > **Delete entries**, select the entries you want to delete, then touch **Delete**.
- On the **Phone** screen, swipe left on the entry you want to delete, then touch .

Set a Ringtone for Incoming Calls

You can set your favourite music or a video as the ringtone for incoming calls.

If you are carrying your device in your pocket, the ringtone volume will gradually increase. This helps prevent you from missing important calls.

 Calling services are not supported on Wi-Fi only tablets.

Set a Ringtone for a Contact

Set a different ringtone for a particular contact to distinguish more easily when that contact is calling you.

- 1 Open **Phone**, touch the **Contacts** tab, then select the contact you want to set a ringtone for.
- 2 On the contact details screen, touch **Ringtone** and select a ringtone.

Use MeeTime

Use MeeTime to make HD video or audio calls with contacts who have Huawei/Honor devices, such as phones and tablets, and share your screen during calls.

Using GPU Turbo technology, this feature will automatically improve video quality when the network connection is poor. Thanks to its intelligent algorithms, your face will be seen clearly even when making a video call at night or in a poorly-lit environment. During a video call, you can adjust the beauty effects.

 Please make sure your device has been updated to the latest system version.

This feature is only available in some countries and regions.

Enable MeeTime

Open **Contacts**, touch **MeeTime** at the bottom of the screen, and follow the onscreen instructions to activate and enable MeeTime.

 Your linked phone number will be used by default to make and receive MeeTime calls.

Other devices can confirm that you have enabled the feature by checking this number.

Charges for MeeTime

- MeeTime only uses Wi-Fi or mobile data and will not be charged as calls by your carrier. It is recommended that you use this feature over a Wi-Fi network.

- If you need to make a video call using mobile data, you can perform the following to save on the amount of mobile data you use: On the **MeeTime** screen, touch your account to access the **Settings** screen, then turn on the **Data saver** switch.

Make an HD Video or Voice Call

Once MeeTime is enabled, you can view the contacts who have enabled this feature in the **MeeTime** tab. MeeTime calls require an Internet connection.

- 1 On the **MeeTime** screen, select the contact or contact's device you wish to call, then touch  or  on the right.
- 2 During a video call, touch the screen and touch  to access the **Soften** function. Drag the slider left or right to adjust the beautification level.
 -  For better effects, keep your device within 1 metre of you and ensure that you are in a bright environment.
- 3 Touch **More**. You can then:
 - Touch  to mute the call.
 - Touch  to use the speaker.
 - Touch  to switch to a voice call.

Share Your Screen During a MeeTime Call

During a call, you can share your screen and doodle on it for both parties to convey messages with each other even more effectively. For example, show your parents how to use their phone by talking to them while operating on your phone. When discussing with your colleagues and customers over a call, you can demonstrate your idea and make notes on the screen.

During a video call, touch the screen and go to **More** >  to share your screen with the other party.

- During screen sharing, both parties can touch  in the upper part of their screen to enable or disable the doodle feature.
- During screen sharing, either party can touch  to end sharing.

Set MeeTime Phone Numbers

You can use MeeTime with more than one of your phone numbers.

- 1 On the **MeeTime** screen, touch your account to access the **Settings** screen.
- 2 Touch **Number settings**. You can then:

- Touch  to add another phone number if only one phone number has been linked.
- Touch  to delete any numbers or add new ones if multiple phone numbers have been linked.
- Select one of the added phone numbers to set it as the default number.

Manage Incoming Calls

 Calling services are not supported on Wi-Fi only tablets.

You can use the call waiting feature to answer incoming calls when you are already engaged in a previous call. If you cannot answer a call because your device is faulty or the network signal is poor, you can also set call forwarding to forward calls to another number or device.

Answer or Reject an Incoming Call

If you receive a call when the screen is locked:

- Drag  right to answer the call.
- Drag  left to reject the call.
- Touch  to reject the call and reply with a message.
- Touch  to set a reminder for calling back.

If you receive a call when the screen is unlocked:

- Touch  to answer the call.
- Touch  to reject the call.
- Touch  to reject the call and reply with a message.
- Touch  to set a reminder for calling back.

Enable Call Waiting

The Call waiting feature lets you answer an incoming call when a call is already in progress by placing the first call on hold. This feature requires the support of your carrier. For details, contact your carrier.

Go to **Phone** >  > **Settings** and then go to **More** > **Call waiting**.

 This feature may vary depending on your network provider.

Answer a New Incoming Call During a Call

- 1 When you receive an incoming call when you are already engaged in a previous call, touch  to answer it.
- 2 Touch  or touch a held call in the call list to switch between the two calls.

Enable Call Forwarding

After the Call forwarding feature is enabled, calls that meet your pre-set conditions will be automatically transferred to a specified phone number. This feature requires the support of your carrier. For details, contact your carrier.

- 1 Open **Phone**, go to  > **Settings**, and touch **Call forwarding**.
 - 2 Select and enable a forwarding method, then enter and confirm the target number.
-  This feature may vary depending on your network provider.

Disable Call Forwarding

- 1 Open **Phone**, go to  > **Settings**, and touch **Call forwarding**.
- 2 Select the forwarding mode and disable it.

Filter and Block Spam Calls

 Calling services are not supported on Wi-Fi only tablets.

Set different block rules to block sales, fraud, and other kinds of spam calls.

Filter Spam Calls

- 1 Go to **Phone** >  > **Blocked** > .
Alternatively, go to **Optimiser** > **Blocked** > .
- 2 Touch **Call block rules** and toggle on the switches of corresponding block rules.

Block Incoming Calls from Specific Numbers

You can block incoming calls from specific numbers using either of the following methods:

- Go to **Phone** >  > **Blocked** >  > **Blocklist**, touch , then add the phone numbers you want to block.
- Open **Phone**, touch the **Contacts** tab, touch the contact you want to block, then choose  > **Block contact**.

Set Whether to Receive Notifications for Blocked Calls

Go to **Phone** >  > **Blocked** >  > **Receive notifications** and set whether to receive notifications when calls are blocked.

Emergency SOS and Calls

 This feature is not supported on Wi-Fi only tablets.

Use Emergency SOS

If you are in an emergency situation, you can quickly and secretly send an SOS message or make an SOS call to your emergency contacts.

- 1 Go to **Settings** > **Security** > **Emergency SOS**, and touch **Emergency contacts** to add an emergency contact.
- 2 Enable **Also send SOS message** and **Auto-SOS call**, and set related permissions as prompted.

Once you have enabled the Emergency SOS feature and you are in an emergency situation, press the Power button five times in quick succession and your device will automatically send a message with your current location to your emergency contacts. It will also automatically call your emergency contacts one by one and play a pre-recorded SOS message, then end the call automatically.

If **Auto-SOS call** is disabled, after the message is sent, your device will bring up the emergency call screen, from which you can quickly call an emergency service or one of your emergency contacts.

Make Emergency Calls

In the event of an emergency, you can make emergency calls directly from the lock screen of your device even if there is no signal.

 The emergency call feature is subject to local regulations and individual mobile carriers. Network issues or other types of interference may lead to emergency calls not working.

- 1 From the lock screen, access the screen for entering your password, and touch **Emergency**. If you are in an area with a good signal and your device has an Internet connection, it will automatically obtain your location and display it on the screen.
- 2 Enter your local emergency number and touch  to call the number. Alternatively, touch **Emergency information** and select an emergency contact to call.

Messaging

Send and Manage Messages

 SMS messaging services are not supported on Wi-Fi only tablets.

You can send and receive messages that include text, emojis, pictures, audio files, and more. You can also manage your messages in the message list.

Send Messages

- 1 Open **Messaging** and touch .
- 2 On the **New message** screen, enter your message content. Touch  to add other types of content such as pictures and audio files.
- 3 In the recipient box, touch , select contacts or contact groups, then touch . To send a group message to those not included in your contacts list, touch anywhere blank in the recipient box and enter the recipients' phone number. Touch the return key in the keyboard when you finish entering each of the phone numbers.
- 4 After finishing editing, touch  to send the message.

Cancel Sending a Message

On the **Messaging** screen, go to  > **Settings** > **Advanced**, and enable **Recall messages**. Within six seconds after a message is sent, you can double-tap the message to cancel sending it.

Mark Messages as Read

You can use any of the following methods to mark messages as read:

- New messages will be displayed in the notification panel in the form of a banner and you can mark them as read there.
- On the **Messaging** screen, swipe left on the message that you want to mark as read, then touch .
- On the **Messaging** screen, go to  > **Mark all as read**.

Delete a Message

You can delete messages using either of the following methods:

- On the **Messaging** screen, swipe left the message to be deleted, then touch .
- Touch and hold a message, select multiple messages you wish to delete, then touch . Deleted messages cannot be recovered.

Filter and Block Spam Messages

-  This feature is not supported on Wi-Fi only tablets.

Set different block rules, such as your blocklist, to block sales, fraud, and other kinds of spam messages.

Block Spam Messages

- 1 Go to **Messaging** >  > **Blocked** >  .
Alternatively, go to **Optimiser** > **Blocked** > .
- 2 Touch **Message block rules** and enable **Block unknown numbers**. Your device will then block all messages from unknown numbers.

Block Messages from Specific Numbers

- 1 Go to **Messaging** >  > **Blocked** >  > **Blocklist**.
- 2 Touch  and add the numbers you want to block. SMS and MMS messages sent by these numbers will all be blocked.

Block Messages Containing Specific Keywords

- 1 Go to **Messaging** >  > **Blocked** >  > **Keyword blocklist**.
- 2 Touch  and add the keywords to be filtered. All messages containing these keywords will be blocked.

Set Whether to Receive Notifications for Blocked Messages

Go to **Messaging** >  > **Blocked** >  > **Receive notifications** and set whether to receive notifications when messages are blocked.

Manage Blocked Messages

On the Blocked screen, you can manage blocked message, such as by deleting records, restoring messages, or submitting appeals if a number has been incorrectly marked.

- Go to **Messaging** >  > **Blocked**. You can then:
- Touch a record and select **Restore to messages** to restore this message to the Messaging app. Touch **Add to trustlist** to add the number corresponding to this message to the trustlist. Touch **Delete** to delete the message record.
 - Touch **Clear** to delete blocked messages in batches.
 - Touch **Block rules** to change the block rules.

Calendar

Use Events

Events help you schedule activities in your daily and work life, such as attending company meetings, arranging social get-togethers, and making credit card repayments. You can add events and set reminders to help you arrange your schedule in advance.

Add an Event

- 1 Open **Calendar** and touch .
- 2 Enter the details of the event, such as the title, location, and start and end times.
- 3 Touch **Add reminder** to set a time for the event reminder.
- 4 When you are finished, touch .

Search for an Event

- 1 On the **Calendar** screen, touch .
- 2 Enter keywords of your event in the search box, such as the title and location.

Share an Event

- 1 Open **Calendar**, then touch an event on a calendar screen or under the schedule tab.
- 2 Touch  to share the event however you prefer when prompted.

Delete an Event

You can delete an event using either of the following methods:

- On the **Calendar** screen, touch the event you want to delete, then touch .
- On the **Schedule** screen, touch and hold an event, select the events you want to delete, then touch .

Set a Calendar Notification

Set the calendar notification type according to your requirements. You can set status bar notifications, banner notifications, and ringtone notifications. After setting the default reminder time, your device will send a notification at the specified time.

Go to **Calendar** >  > **Settings**.

- Touch **Default reminder time** or **Reminder time for all-day events** to set a reminder time.
- Touch **Notifications** and enable **Allow notifications**. Then follow the onscreen instructions to set a notification type.

Clock

Set Alarms

You can set alarms to play a sound or vibrate at specific times.

Set an Alarm

- 1 Go to **Clock > Alarm** and touch  to add an alarm.
- 2 Set the alarm sound, vibration pattern, repeat cycle, and other settings as needed.
- 3 When you are finished, touch .

Modify or Delete an Alarm

Touch an existing alarm to modify or delete it.

Snooze an Alarm

If you don't want to get up when an alarm rings, simply touch the snooze button or press the Power button.

The snooze length is set when creating the alarm.

Turn Off an Alarm

When an alarm rings, swipe left or right on the button that appears at the bottom of the screen to turn it off.

Use the Timer or Stopwatch

You can use the timer to count down from a specified time. You can also use the stopwatch to measure the duration of an event.

Timer

Go to **Clock > Timer**, set the duration of time, and touch  to start the timer. To stop it, touch .

Stopwatch

Go to **Clock > Stopwatch**, and touch  to start the stopwatch. To stop it, touch .

View the Time in Cities Worldwide

Use **Clock** to see the local time in different time zones around the world.

Go to **Clock > World clock**, touch , and enter the name of a city or select one from the list of cities.

Display Dual Clocks on the Lock Screen

When you are away from your home time zone, use **Dual clocks** to display the time of both your home city and current location on the lock screen.

Go to **Settings > System & updates > Date & time**, enable **Dual clocks**, and set a **Home city**. The time of your home city and current location will now both display on the lock screen.

-  Only one clock will display on the lock screen if your current location is in the same time zone as your home city.

This feature is not supported on Wi-Fi only tablets.

Notepad

Create a Note

To help you quickly keep a track of your thoughts and inspirations, you can create notes using the Handwrite (to write or draw content) and Scan document modes.

Add Content to a Note

- 1** Go to **Notepad > Notes** and touch .
- 2** Enter the title and content of the note. You can then perform the following:
 - Touch  to add a checklist.
 - Touch  to change the text style, paragraph alignment, and background.
 - Touch  to insert a picture. Touch and hold the picture, then drag it to the desired position in the note.
 - To organise your notes for easier access and viewing, touch  after finishing to add a tag for it.
- 3** Touch  to save the note.

Add a Note by Scanning Documents

- 1** Open **Notepad** and go to **Notes >  >  > Scan document**.
- 2** Align your phone camera with the picture or file you want to scan and touch  to start scanning. The scanned pages are saved in Notepad.
- 3** Go to **Extract text > Save > Save images and text > ** to save the note.

Add a Handwritten Note

You can add a handwritten note to write down thoughts and inspirations that would be difficult to convey through text.

- 1** Go to **Notepad > Notes** and touch .

- 2 Touch  to write or draw the content you need in the selected colour.
- 3 Touch  to save the note.

Create To-dos

You can create to-dos to keep a track of day-to-day essentials, such as daily shopping lists, tasks at work, and household chores.

Add a To-do Item

You can add a to-do item and set a time reminder for it.

If you have marked the to-do item as important, you will be prompted with a full-screen reminder when the screen is locked.

- 1 Go to **Notepad > To-dos** and touch .
- 2 Enter your to-do item.
- 3 Touch , set a time, and touch **OK**.
- 4 Enable  to mark the to-do item as important.
- 5 Touch **Save**.

Set Repeated Reminders for a To-do Item

If you specify a time for a to-do item, you can select a repeat mode for it (for example, **Never**, **Every day**, **Every week**, **Every month**, or **Every year**), and your device will repeatedly prompt you to complete the to-do item at the specified time.

Manage Your Notepad

You can sort your Notepad items by category and put them into different folders, delete unwanted items, and share items with other people.

When viewing a list of items or an individual item in Notepad, touch the status bar at the top of the screen to quickly return to the first item or the beginning of the item you are viewing.

Use App Lock for Notepad or Lock a Note

Enable the app lock for Notepad: Go to **Settings > Security > App Lock**, enter the lock screen password or customise the app lock password as prompted, and then turn on the switch next to Notepad.

Lock a note: Open the note you need to lock in Notepad, go to  > **Add lock**, and follow the onscreen instructions. To unlock the note, go to  > **Remove lock**.

If your device supports fingerprint or face unlock, you can use fast authentication by performing the following: Go to **Notepad** >  > **Settings** > **Note lock**, then enable **Unlock with Fingerprint ID** and **Unlock with Face Recognition**.

Sort Notepad Items by Category

To sort the notes into different folders by category, you can add labels in different colours.

You can sort notepad items using either of the following methods:

- On the **All notes** screen, swipe left on an item, select  or  to move this item to the top, or add a star mark to it.
- On the **All notes** or **All to-dos** screen, swipe left on an item, touch , and select a notebook for this item.
- Touch and hold a note or to-do item, select the ones you want to classify under the same category, then touch .

 Items in an Exchange account cannot be moved.

Sync Notepad Items

Swipe down from the Exchange mail list to sync the notes and tasks from the current account to Notepad. The corresponding notes and to-do items will then be generated automatically.

A folder named after the Exchange account will be automatically generated in Notepad.

Share Notepad Items

You can share Notepad items in the following ways:

- To share a single note or to-do item, open the one you want to share from the **All notes** or **All to-dos** screen, touch , and share it as prompted.

Notes can be shared by touching **As image**, **As text**, **Export as document**, or **To another device**.

-  After touching **Export as document**, you can choose to export the note as a TXT or HTML file, which will be saved to **Files** > **Internal storage** > **Documents** > **NotePad** by default.
- To share multiple notes, on the **All notes** screen, touch and hold a note, and select the ones you want to share. Then touch  and share them as prompted.

Print Notepad Items

1 On the **All notes** screen, open the item you want to print.

2 Go to  > **Print**, then select a printer and configure printing settings as prompted.

Delete Notepad Items

You can delete Notepad items using either of the following methods:

- On the **All notes** or **All to-dos** screen, swipe left on an item, and touch  to delete it.
- Touch and hold a note or to-do item you want to delete, select or drag over the check boxes of any other notes or to-do items you want to delete as well, then touch .

To restore a deleted Notepad item, touch **All notes** or **All to-dos**, select the item you want to restore in **Recently deleted**, then touch .

Recorder

Recording

- 1 In the **Tools** folder, open **Recorder**, and touch  to start a recording.
 - 2 During a recording, you can touch  to add a tag.
 - 3 When you are finished, touch  to stop recording.
 - 4 You can also touch and hold a recording, then share, rename, or delete it.
- Recordings are saved under **Files** > **Categories** > **Internal storage** > **Sounds**.

Play a Recording

Recording files are listed on the **Recorder** home screen. Touch a recording to play it.

On the recording playback screen, you can:

- Touch  to skip the muted parts.
- Touch  to adjust the playback speed.
- Touch  to add a tag.
- Touch a tag to rename it.

Edit a Recording

- 1 On the **Recorder** home screen, touch a recording.
- 2 Touch  to display the waveform of the recording.
- 3 Drag the start and end bars to adjust the clip length. Pinch your fingers on the waveform to zoom in or out to adjust the clip length more precisely.
- 4 Touch  and select **Keep selected part** or **Delete selected part**.

Share Recordings

- 1 On the **Recorder** home screen, touch the recording you want to share.
- 2 Go to  > **Share**.
- 3 Select your preferred sharing method and follow the onscreen instructions to share the recording.

Email

Add Email Accounts

Add your email account in **Email** to start using your device for convenient email access.

Add a Personal Email Account

- 1 Open **Email** on your device, then select from the available mailbox providers or touch **Other**.
- 2 Enter your email address and password, touch **Sign in**, and follow the onscreen instructions to complete configuration. The system will automatically connect to the server and check the server settings.

Add an Exchange Account

Microsoft Exchange enables digital messaging within a company. If your company mailbox uses the Exchange server, you can log in to your company email account on your device.

- 1 Contact the administrator of the company email server to obtain the domain name, server address, port number, and security type.
- 2 Open **Email** and select **Exchange**.
- 3 Enter the email address, user name, and password.
- 4 Touch **Manual setup**. On the **Account setup** screen, enter the email domain name, server address, port number, and security type.
- 5 Touch **Next**, then follow the onscreen instructions to complete configuration. The system will automatically connect to the server and check the server settings.

Use Emails

Select an email account, then write an email and send it to the recipient's email addresses.

Send Emails

- 1 Open **Email** and touch .
- 2 Enter the recipient's email address, or touch  to select a contact or group, then touch .
- 3 Add the addresses of any recipients to whom you wish to CC or BCC the email.

If you have more than one email account, you will also need to select the email address you wish to send the email from.

- 4 Write the email, enter the subject, then touch .

Save an Email as a Draft

On the **Compose** screen, enter the recipient's email address, subject, or email content, and touch  to save the email as a draft.

To view draft emails, go to **Inbox > Show all folders > Drafts**.

Reply to an Email

- 1 On the **Inbox** screen, open the email you wish to reply to.
- 2 Touch  to reply to the email sender, or touch  to reply to everyone in the thread.
- 3 After writing your reply, touch .

Set Encryption for Outgoing Emails

You can encrypt outgoing emails to protect your confidential information. Encrypted emails can only be viewed by recipients who have the required digital certificates, thereby ensuring information security.

- 1 Apply for and install a digital certificate.
 -  You need to apply for a digital certificate from a trusted third-party certificate authority (CA) before installing it. The processing procedure varies between different CAs. For details, refer to the relevant CA website.
- 2 From the **Inbox** screen, go to  > **Settings**.
- 3 Touch the account you want to set encryption for, touch **Email encryption**, then enable **Encrypt outgoing emails**.
- 4 If the certificate has been installed, select **Encryption certificate** and set **Encryption algorithm** according to your preferences.
If no certificate has been installed, enable **Send encrypted emails without installing certificates**.

View and Manage Emails

Receive, view, and manage your emails in the inbox.

View Emails

- 1 Open **Email**, then swipe down on the **Inbox** screen to refresh the email list.
If you have multiple email accounts, touch **Inbox** and select the email account you want to view.
- 2 Open an email, then view, reply to, forward, or delete the email.

If you are notified about an important event in an email, go to  > **Add to calendar** to import the event into your calendar.

3 Swipe left or right on the email screen to view the previous or next email.

Organise Emails by Subject

On the **Inbox** screen, go to  > **Settings** > **General**, and enable **Organise by subject**.

Add an Email Contact to a Group

You can create email groups to communicate more efficiently.

1 On the **Inbox** screen, open an email, and touch **Add to group**.

2 Choose to add the email sender or recipient to the group, and touch **OK**.

3 On the group selection screen, select an existing group, then touch  to save the contact in the group.

Alternatively, touch **Create group**, enter the group name, then touch **Save**.

Once you have created a group, you can select the group from the recipient drop-down list to send emails to group members.

Sync Emails Automatically

After automatic email syncing is enabled, the emails on your device will be automatically synced with those on the email server.

1 From the **Inbox** screen, go to  > **Settings**.

2 Touch the account you wish to sync emails for, then turn on the **Sync Email** switch.

3 Touch **Sync frequency** to set the automatic syncing period.

Search for Emails

On the **Inbox** screen, touch the search box, then enter keywords such as the subject or content of the email.

Delete Emails

On the **Inbox** screen, touch and hold the email you want to delete, touch any other emails

you want to delete as well, then touch .

Manage Multiple Email Accounts

You can add and manage multiple email accounts.

Add Multiple Email Accounts

1 Go to **Email** >  > **Settings** > **Add account**.

- 2 Select an existing email service provider or touch **Other**, then follow the onscreen instructions to add an email account. Repeat for each of the accounts you wish to add.

Switch Between Email Accounts

On the **Inbox** screen, touch **Inbox** and select the email account you wish to use.

Change Account Name and Signature

On the **Inbox** screen, go to  > **Settings**, select an account, and set the corresponding **Account name**, **Signature**, and **Default account**.

Log Out of an Email Account

On the **Inbox** screen, go to  > **Settings**, select an account, and touch **Remove account**.

Calculator

Calculator

Use the calculator on your device to perform basic mathematical calculations and for calculating exponential, logarithmic, and trigonometric functions.

Use the Basic Calculator

You can open the calculator using either of the following methods:

- Swipe down from the middle of the home screen to display the search box. Search for **Calculator**, and the first result will be the preinstalled **Calculator** app.
- Find **Calculator** in the **Tools** folder.
- Swipe up from the bottom of the lock screen to display the shortcut panel, then touch  to open the calculator.

Use the Scientific Calculator

Open the calculator and go to  > **Scientific**.

Copy, Delete, or Clear Numbers

- Copy a calculation result: Touch and hold the calculation result, touch **Copy**, then paste the result somewhere else, such as in a note or message.
- Delete the last digit: Touch .
- Clear the display: Touch . You can also touch  to clear the display after touching  to complete the calculation.

Torch

Torch

You can turn on the torch using either of the following methods:

- Swipe down from the status bar to open the notification panel, and touch  to turn the torch on or off.
- Swipe up from the bottom edge of the lock screen to display the shortcut panel, and touch  to turn the torch on or off.

When turned on, a notification indicating that the torch has been turned on will be displayed on the lock screen. Touch  to turn off the torch.

App Twin

Enable App Twin

App Twin enables you to log in to two WhatsApp or Facebook accounts simultaneously, allowing you to keep your work and private life separate.

 **App Twin** is only supported by some apps.

Go to **Settings > Apps > App Twin**, and enable **App Twin**. The twin app will then be displayed on the home screen.

Tablet Manager

Clean Up Device Storage

You can use **Cleanup** in **Optimiser** to scan for redundant or large files, such as app residue, unwanted installation packages, WeChat data, and more. Once detected, you can choose whether or not to delete files as suggested.

- 1 Open **Optimiser**, then touch **Cleanup**.
- 2 When the scan is complete, touch **Clean up** after each item and delete any files you don't need.

Automatically Clean Up System Trash

- 1 Open **Optimiser**, and touch **Cleanup**.
- 2 Swipe down from the top of the screen, and your device will automatically clean up system trash.

Manually Clean Up System Trash

In addition to automatic cleanup, your device will also detect and recommend trash files for you to clean up manually.

On the **Cleanup** screen, touch **Clean up** next to a category, select the items you want to clean up, then touch **DELETE** .

Clean Up Duplicate Files

Optimiser can identify duplicate files on your device.

On the **Cleanup** screen, touch **Duplicate files** , then select unwanted files to delete them.

Manage Data Usage

 This feature is not supported on Wi-Fi only tablets.

Open **Optimiser**, then touch **Data usage** to view data usage and manage network access.

View and Manage High Data Consumption Apps

- 1 You can find out how much data your apps are using in comparison to each other by going to **Data usage this month** on the Data usage screen.
- 2 Touch a high data consumption app to set mobile data, roaming data, or background data usage limits for it.

View and Set the Network Access Permission of an App

On the Data usage screen, touch **Network access**, then change the settings for apps that consume a large amount of data (such as video streaming apps) so they can only be used when you are connected to a Wi-Fi network.

Enable or Disable Smart Data Saver

Enable Smart data saver to prevent apps from using mobile data in the background.

- 1 On the Data usage screen, touch **Smart Data Saver**, then enable it. The  icon will then display on the status bar.
- 2 If you want to allow unrestricted access to data for some apps even when they are running in the background, toggle on the switches for these apps.

Add Mobile Data Usage Reminders

Add data plans for your SIM cards and usage reminders in **Optimiser** to keep you informed of your data consumption.

- 1 On the **Data usage** screen, go to **More data settings** > **Monthly data limit** and follow the onscreen instructions to add a data plan.
- 2 On the **More data settings** screen, touch **Usage reminders**. From there, you can set whether a notification will be sent or if mobile data will be disabled once the monthly data limit or roaming data limit has been topped.

- 3** On the **More data settings** screen, you can set whether to **Show data used when the screen is locked**.

Filter and Block Spam Calls

 Calling services are not supported on Wi-Fi only tablets.

Set different block rules to block sales, fraud, and other kinds of spam calls.

Filter Spam Calls

- 1** Go to **Phone** >  > **Blocked** > .

Alternatively, go to **Optimiser** > **Blocked** > .

- 2** Touch **Call block rules** and toggle on the switches of corresponding block rules.

Block Incoming Calls from Specific Numbers

You can block incoming calls from specific numbers using either of the following methods:

- Go to **Phone** >  > **Blocked** >  > **Blocklist**, touch , then add the phone numbers you want to block.
- Open **Phone**, touch the **Contacts** tab, touch the contact you want to block, then choose  > **Block contact**.

Set Whether to Receive Notifications for Blocked Calls

Go to **Phone** >  > **Blocked** >  > **Receive notifications** and set whether to receive notifications when calls are blocked.

Filter and Block Spam Messages

 This feature is not supported on Wi-Fi only tablets.

Set different block rules, such as your blocklist, to block sales, fraud, and other kinds of spam messages.

Block Spam Messages

- 1** Go to **Messaging** >  > **Blocked** > .

Alternatively, go to **Optimiser** > **Blocked** > .

- 2** Touch **Message block rules** and enable **Block unknown numbers**. Your device will then block all messages from unknown numbers.

Block Messages from Specific Numbers

- 1** Go to **Messaging** >  > **Blocked** >  > **Blocklist**.

- 2 Touch  and add the numbers you want to block. SMS and MMS messages sent by these numbers will all be blocked.

Block Messages Containing Specific Keywords

- 1 Go to **Messaging** >  > **Blocked** >  > **Keyword blocklist**.
- 2 Touch  and add the keywords to be filtered. All messages containing these keywords will be blocked.

Set Whether to Receive Notifications for Blocked Messages

Go to **Messaging** >  > **Blocked** >  > **Receive notifications** and set whether to receive notifications when messages are blocked.

Manage Blocked Messages

On the Blocked screen, you can manage blocked message, such as by deleting records, restoring messages, or submitting appeals if a number has been incorrectly marked.

Go to **Messaging** >  > **Blocked**. You can then:

- Touch a record and select **Restore to messages** to restore this message to the Messaging app. Touch **Add to trustlist** to add the number corresponding to this message to the trustlist. Touch **Delete** to delete the message record.
- Touch **Clear** to delete blocked messages in batches.
- Touch **Block rules** to change the block rules.

One-Touch Optimisation

Use the **OPTIMISE** feature of **Optimiser** to keep your device in an optimal state.

- 1 Open **Optimiser**, and touch **OPTIMISE**.
- 2 Wait until **Optimiser** finishes checking your device and provides you with the optimisation results.

Tablet Clone

Use Tablet Clone to Move Data to Your New Device

Tablet Clone lets you quickly and seamlessly move all the basic data (including contacts, calendar, images, and videos) from your old device to your new device.

Migrate Data from an Android Device

- 1 On your new device, open the **Tablet Clone** app. Alternatively, go to **Settings** > **System & updates** > **Tablet Clone**, touch **This is the new device**, then touch **Huawei** or **Other Android**.

- 2 Follow the onscreen instructions to download and install **Tablet Clone** on your old device.
- 3 On your old device, open the **Tablet Clone** app and touch **This is the old device**. Follow the onscreen instructions to connect your old device with your new device by scanning a code or connecting manually.
- 4 On your old device, select the data you want to clone, then touch **Transfer** to start cloning.

 **Tablet Clone** is only available on devices running Android 7.0 or later.

Migrate Data from an iPhone or iPad

- 1 On your new device, open the **Tablet Clone** app. Alternatively, go to **Settings > System & updates > Tablet Clone**, touch **This is the new device**, then touch **iPhone/iPad**.
- 2 Follow the onscreen instructions to download and install **Tablet Clone** on your old device.
- 3 On your old device, open the **Tablet Clone** app and touch **This is the old device**. Follow the onscreen instructions to connect your old device with your new device by scanning a code or connecting manually.
- 4 On your old device, select the data you want to clone, then follow the onscreen instructions to complete the data cloning.

 **Tablet Clone** is only available on devices running iOS 8.0 or later.

Settings

Search for Items in Settings

Quickly Find What You're Looking For

Tired of trudging through layers of settings? Just search for them using the search box.

- Swipe down from the middle of the screen to display the search box. Enter the name of a setting to obtain search results.
- Open **Settings**, and enter the name of a setting in the search box at the top of the screen, to obtain search results.

Wi-Fi

Introduction to Wi-Fi

Connecting to the Internet over Wi-Fi is an effective way to save mobile data. You can also enable Wi-Fi security monitoring to avoid risky hotspots and ensure safe Internet access.

Connect to a Wi-Fi Network

 Be extra careful when connecting to a free public Wi-Fi hotspot to avoid security risks and economic loss resulting from the leakage of your personal data.

- 1 Go to **Settings** > **Wi-Fi**, and enable **Wi-Fi**.
- 2 Connect to a Wi-Fi network on the **Wi-Fi** screen using either of the following methods:
 - Select a Wi-Fi network to connect to under **Available networks**. A password is required for encrypted networks.
 - To manually add a Wi-Fi network, scroll down to the bottom of the screen, touch **Add network**, and enter the SSID and password as prompted to complete the connection.

The  icon displayed on the status bar indicates that the device is connected to Wi-Fi.

Transfer Data Using Wi-Fi Direct

You can use Wi-Fi Direct to transfer data between Huawei devices. Wi-Fi Direct allows you to transfer large files to a nearby device more quickly than Bluetooth and without having to pair the devices.

- 1 On the receiving device, go to **Settings** > **Wi-Fi** and enable **Wi-Fi**.
- 2 Go to **More settings** > **Wi-Fi Direct** to start searching for nearby devices that have enabled Wi-Fi Direct.
- 3 On the sending device, touch and hold to select the files you want to share, touch , and select **Wi-Fi Direct**.

 These steps may be different if you are sharing files directly from an app.

- 4 Touch the icon of the receiving device to establish a connection, then share the files.
- 5 On the receiving device, accept the Wi-Fi Direct transfer request.

Then go to **Files > Categories > Internal storage > Wi-Fi Direct** to view the received files.

Bluetooth

Bluetooth

You can connect your device to Bluetooth headsets, speakers, and car kits. You can also use Bluetooth to share data between your device and other devices.

Make sure your device is within 10 m (about 33 ft.) of other Bluetooth devices.

Enable or Disable Bluetooth

You can enable or disable Bluetooth in either of the following ways:

- Swipe down from the status bar to open the notification panel, swipe down further to show all shortcut switches, then enable or disable **Bluetooth**. Touch and hold the switch to enter the **Bluetooth** settings screen.
- Go to **Settings > Bluetooth**, then enable or disable **Bluetooth**.

Set a Bluetooth Name

Set a Bluetooth name for your device to easily identify it during connection.

- 1 On the **Bluetooth** settings screen, toggle the **Bluetooth** switch on.
- 2 Touch **Device name**, enter a name, then touch **OK**.

Pair with a Bluetooth Device

- 1 Enable Bluetooth on the target device and set it to discoverable. For detailed instructions, refer to the device's user guide.
- 2 From your device, access the **Bluetooth** settings screen, and enable **Bluetooth** to have your device automatically search for nearby Bluetooth devices.
- 3 From the list of **Available devices**, select the one you want to pair your device with, and follow the onscreen instructions to complete pairing.

On the **Bluetooth** settings screen, touch  to view tips for connecting various Bluetooth devices.

Transfer Files via Bluetooth

You can use Bluetooth to transfer videos, pictures, contacts, and more to another device provided that both devices are within the effective Bluetooth range.

- 1 Pair the sending and recipient devices via Bluetooth.

- 2 On the sending device, touch and hold a file, select the files you want to share, touch , and select **Bluetooth**.
 -  Operations may vary if you are sharing files from apps directly.
- 3 Touch the Bluetooth name of the recipient device to start sharing.
- 4 On the recipient device, accept the Bluetooth transfer request.

Unpair a Bluetooth Device

- 1 On the **Bluetooth** settings screen, enable the **Bluetooth** switch.
- 2 In the list of **Paired devices**, touch  next to the name of the device you wish to unpair, then touch **Unpair**.

Mobile Data

Enable 5G

-  5G services are only available in some countries and regions.
 - Not all devices support 5G.
 - This feature is not supported on Wi-Fi only tablets.

5G refers to the fifth generation of mobile communications technology. Compared with a 4G network, a 5G network has a higher data transmission rate and a shorter delay.

When two SIM cards are inserted, only the default mobile data SIM will support 5G, while the other will only support 4G/3G/2G.

- 1 The 5G service depends on the support of your carrier's network and its deployment of relevant services. Please contact your carrier to activate the 5G service.
- 2 If your device has two SIM cards inserted, go to **Settings > Mobile network > SIM management**, and set SIM 1 or SIM 2 as the default mobile data SIM.
- 3 Go to **Settings > Mobile network > Mobile data**, and enable **5G** for the default mobile data SIM.

The 5G service may be unavailable in certain areas due to frequency interference with the carrier network.

Share Your Network Connection with Other Devices

-  Data services are not supported on Wi-Fi only tablets.

Once **Personal hotspot** has been enabled, you can share your mobile data or the Wi-Fi network your device is currently connected to with other devices.

Share Your Network via Personal Hotspot

-  The settings items vary by device. If your device does not provide a specific item, it indicates that the corresponding feature is not supported.
- Some Wi-Fi networks that require authentication cannot be shared.

Go to **Settings** > **Mobile network** > **Personal hotspot**, and enable **Personal hotspot**. The mobile data or Wi-Fi network connection of your device will then be shared with other devices.

You can also perform the following for the personal hotspot:

- Set **Device name**.
- Set **Password**.
- Touch **Connected devices** to view the connected devices list and blocklist. Touch a device in the **Connected devices** list to move it to the **Blocklist** list as prompted. You can also remove a device from the list.
- If you are sharing a mobile data network, you can also touch **More** to set **Data limit** and **AP band**.

Share Your Network via Bluetooth

- 1 Go to **Settings** > **Bluetooth**, and enable **Bluetooth**. Select a device, then follow the onscreen instructions to complete pairing.
- 2 Go to **Settings** > **Mobile network** > **Personal hotspot** > **More**, and enable **Bluetooth tethering**.
- 3 On the **Bluetooth** settings screen of the paired device, touch  next to the name of your device, then enable **Internet access** to share your network.

Share Your Network via USB

- 1 Use a USB cable to connect your device to your computer.
- 2 On your device, go to **Settings** > **Mobile network** > **Personal hotspot** > **More**, and enable **USB tethering** to share your mobile data or the currently connected Wi-Fi network.

Manage Data Usage

-  This feature is not supported on Wi-Fi only tablets.

Open **Optimiser**, then touch **Data usage** to view data usage and manage network access.

View and Manage High Data Consumption Apps

- 1 You can find out how much data your apps are using in comparison to each other by going to **Data usage this month** on the Data usage screen.
- 2 Touch a high data consumption app to set mobile data, roaming data, or background data usage limits for it.

View and Set the Network Access Permission of an App

On the Data usage screen, touch **Network access**, then change the settings for apps that consume a large amount of data (such as video streaming apps) so they can only be used when you are connected to a Wi-Fi network.

Enable or Disable Smart Data Saver

Enable Smart data saver to prevent apps from using mobile data in the background.

- 1 On the Data usage screen, touch **Smart Data Saver**, then enable it. The  icon will then display on the status bar.
- 2 If you want to allow unrestricted access to data for some apps even when they are running in the background, toggle on the switches for these apps.

Add Mobile Data Usage Reminders

Add data plans for your SIM cards and usage reminders in **Optimiser** to keep you informed of your data consumption.

- 1 On the **Data usage** screen, go to **More data settings** > **Monthly data limit** and follow the onscreen instructions to add a data plan.
- 2 On the **More data settings** screen, touch **Usage reminders**. From there, you can set whether a notification will be sent or if mobile data will be disabled once the monthly data limit or roaming data limit has been topped.
- 3 On the **More data settings** screen, you can set whether to **Show data used when the screen is locked**.

More Connections

Project Your Device Screen Wirelessly

You can project your tablet screen wirelessly to a large display (such as a TV).

- 1 Perform the following based on the model and functions of the large display:
 - **If the large display supports Miracast**, turn on its wireless projection switch.
 - **If the large display does not support Miracast**, connect a wireless HDMI adapter to it. Ensure that the wireless HDMI adapter is connected to a power supply.

 To check whether the large display supports Miracast and how to enable wireless projection on it, consult the user guide or customer service of the large display manufacturer.
- 2 On your device, swipe down from the status bar to open the notification panel, and turn on  .
- 3 Swipe down again to show all shortcuts and enable **Wireless Projection**. Your device will start searching for available display devices.

Alternatively, go to **Settings > More connections** and enable **Wireless Projection**.

- 4 In the device list, touch the name corresponding to the large display or wireless HDMI adapter to complete the projection connection.

Alternatively, swipe down from the status bar on your tablet, and touch **Disconnect**.

Projection Using a Docking Station

You can use a docking station to connect your device with a large display, and connect them with a wired keyboard and mouse.

- 1 Prepare a docking station.
Multiple types of ports are available on a docking station. If the large display supports HDMI and you need to use a wired mouse and keyboard, use a docking station with at least one HDMI port and two USB ports.
- 2 Connect your device and the large display to the docking station, then connect the wired mouse and keyboard to the docking station.
- 3 On the external display, set the corresponding HDMI, DP, or MiniDP input as the signal source.

Huawei Share

Huawei Share is a wireless sharing technology that allows you to quickly transfer images, videos, documents, and other types of files between devices. This technology uses Bluetooth to discover nearby devices that supports Huawei Share and Wi-Fi Direct to transfer files without using mobile data.

Enable or Disable Huawei Share

You can enable or disable Huawei Share in either of the following ways:

- Swipe down from the status bar to open the notification panel, swipe down on it again to show all shortcuts, then turn on or turn off **Huawei Share**. You can also touch and hold **Huawei Share** to access its settings screen.
- Go to **Settings > More connections > Huawei Share** to enable or disable **Huawei Share**.

Quickly Share Files Between Devices with Huawei Share

You can use Huawei Share to quickly share files between Huawei devices. The recipient can preview the files before they are sent, then view the full content of the files once they have been received. For example, the recipient can view received pictures or videos in Gallery.

- 1 On the receiving device, enable **Huawei Share**.
- 2 On the sending device, touch and hold to select a file or album you want to share, then touch . Touch **Huawei Share**, then touch the icon of the receiving device to send the file.

 These steps may be different if you are sharing files directly from an app.

- 3 On the receiving device, touch **Accept** to accept the transfer.

To view the received files, open **Files**, touch the **Categories** tab, then go to **Internal storage > Huawei Share**.

You can also view the received images or videos by going to **Gallery > Albums > Huawei Share**.

Share Files Between Your Device and Computer with Huawei Share

You can use Huawei Share to easily share files wirelessly between your device and a computer (Windows or macOS).

- 1 Make sure your device and computer are connected to the same Wi-Fi network.
- 2 On your device, enter the **Huawei Share** settings and enable **Huawei Share** and **Computer Share**.
- 3 Make a note of the name displayed next to **Name shown on computers**, as well as the user name and password under **Verification**.
- 4 Perform the following operations on a Windows-based computer (desktop or laptop) or a macOS-based computer (laptop):
 - Windows: Go to **This PC (Computer) > Network** on the computer.
 - macOS: Go to **Finder > Go to > Network** on the computer.
 -  Currently, this feature is only available on Macs running macOS 10.8 to 10.14.
- 5 On your computer, double-click the name of your device and enter the user name and password previously noted down.
- 6 Open a shared folder on your device, such as the Internal storage or Album folder to view, edit, or copy files from your device to your computer or vice versa. Changes made to files in the shared folders on your computer will be automatically synced to your device and vice versa.

One-Touch Printing with Huawei Share

When a printer that supports Huawei Share is nearby, you can use Huawei Share to find the printer and print out pictures or PDF files stored on your device.

- 1 Depending on the type of printer, ensure the following:
 - Wi-Fi capable printers: The printer must be powered on and connected to the same network as your device.
 - WiFi Direct capable printers: The printer must be powered on and have enabled WiFi Direct.
 - Bluetooth capable printers: The printer must be powered on and discoverable via Bluetooth.
- 2 On your device, preview the file to be printed, then go to **Share > Huawei Share**.
- 3 Once the printer has been discovered, touch its name on your device, and adjust the settings on the preview screen. Then touch **PRINT** to print.

If you are connecting a Bluetooth printer to your device for the first time, find the printer on your device, touch the printer name, then press and hold the Power button on the printer for about 1 second to confirm the connection.

- i For a list of supported printers, touch **Help** on the Huawei Share sharing screen, select **Printers**, then touch **What printers are supported?**.

Print Images and Documents

Connect your device to a Mopria-certified printer via Wi-Fi, and then you will be able to print images and documents from your device.

Connect Your Device to a Printer

- 1** Check the printer manual or consult with its manufacturer to verify that it is Mopria-certified.
If it is not, consult with its manufacturer to install the corresponding app or plug-in for it on your device.
- 2** Connect your device and the printer to the same Wi-Fi network using any of the following methods:
 - Connect to a Wi-Fi router: Enable Wi-Fi on the printer and connect it to the Wi-Fi router. On your device, go to **Settings > Wi-Fi**, enable **Wi-Fi**, touch the same Wi-Fi router, and follow the onscreen instructions to complete the settings.
 - Connect with Wi-Fi Direct: If your printer supports Wi-Fi Direct, follow the instructions in the printer manual to enable this feature. On your device, go to **Settings > Wi-Fi**, enable **Wi-Fi**, go to **More settings > Wi-Fi Direct**, then touch the printer to establish the connection.
 - Connect to your printer's hotspot: If your printer can double as a wireless hotspot, follow the instructions in the printer manual to enable the hotspot and set a password. On your device, go to **Settings > Wi-Fi**, enable **Wi-Fi**, touch the printer's hotspot, then follow the onscreen instructions to complete the settings.
- 3** Go to **Settings > More connections > Printing > Default Print Service**, and enable **Default Print Service**.
- 4** Select the printer from the search results and follow the onscreen instructions to add the printer.

Print Files

To print files in **Gallery** and **Notepad**, do the following:

- Print an image: Open **Gallery**. Open the image you want to print, go to **More > Print or export to PDF**, select the printer, then follow the onscreen instructions to complete the printing.
- Print a note: Open **Notepad**. Open the note you want to print, touch **Print**, then follow the onscreen instructions to complete the printing.

Connect to a VPN Network

A virtual private network (VPN) is a temporary connection that extends a private network across a public network, encrypting data transmission to provide security.

When working outside the office, you can use a VPN to securely access your company's Intranet.

The following types of servers are supported:

- PPTP: It stands for Point-to-Point Tunneling Protocol, offering MPPE encryption.
- L2TP: It stands for Layer 2 (Data Link Layer) Tunneling Protocol, offering IPsec PSK and IPsec RSA encryption.
- IPsec Xauth: Offering PSK, RSA, and Hybrid RSA encryption.

Connect to a PPTP Server

- 1** Obtain the required data such as the VPN server name and address from your VPN server administrator.
- 2** Go to **Settings > More connections > VPN > Add VPN network**, enter the VPN name, set the server type to **PPTP**, then enter the server address.
- 3** If the VPN server does not have a DNS address, touch **Show advanced options** and enter the DNS domain, DNS server address, and forwarding route.
- 4** Touch **Save**.
- 5** Touch the VPN you have just set up, enter your VPN user name and password, then touch **Connect**.

Connect to an L2TP/IPsec PSK Server

- 1** Obtain the VPN server name, server address, L2TP key (optional), IPsec identifier (optional), and IPsec pre-shared key from your VPN server administrator.
- 2** Go to **Settings > More connections > VPN > Add VPN network**, enter the VPN name, set the server type to **L2TP/IPsec PSK**, then enter the server address, L2TP key, IPsec identifier, and IPsec pre-shared key.
- 3** If the VPN server does not have a DNS address, touch **Show advanced options** and enter the DNS domain, DNS server address, and forwarding route.
- 4** Touch **Save**.
- 5** Touch the VPN you have just set up, enter your VPN user name and password, then touch **Connect**.

Home Screen & Wallpaper

Manage the Home Screen Layout

You can customise the home screen layout to suit your device usage habits.

Move an App Icon on the Home Screen

Touch and hold an app icon until your device vibrates, then drag it to the desired position on the home screen.

Keep Home Screen Icons Aligned

Pinch two fingers together on the home screen to access **Home screen settings** mode, then enable **Auto-align**. With this feature enabled, empty spaces will automatically be filled when apps are removed.

Lock Home Screen Icon Positions

Pinch two fingers together on the home screen to access **Home screen settings** mode, then enable **Lock layout**.

Select the Home Screen Layout Pattern

Pinch two fingers together on the home screen, go to **Home screen settings > Layout**, then select a layout pattern you prefer.

Set Your Home Screen in Settings

You can also go to **Settings > Home screen & wallpaper > Home screen settings**, then enable **Auto-align** and more.

Put App Icons in Folders

For easy management of your app icons on the home screen, you can stack similar apps in a folder and name the folder.

- 1 Touch and hold an app icon until your device vibrates, then drag it over another app. A folder will automatically be created to house these two apps.
- 2 Open a folder, touch its name, then enter a name for it.

Add App Icons to a Folder or Remove Them

Open a folder and touch . Then you can:

- Select one or more apps, and touch **OK** to add them to the folder.
- Deselect one or more apps, and touch **OK** to remove them from the folder. If you deselect all apps, the folder will be deleted.

Use App Drawer to Store Apps

You can put your apps in a drawer and display only frequently used apps on your home screen to streamline your home screen.

Enable App Drawer

Go to **Settings > Home screen & wallpaper > Home screen style**, and select **Drawer**.

Once enabled, you can swipe up on the home screen to access all of your apps in the drawer.

Add Apps in the Drawer to the Home Screen

In Drawer mode, you can swipe up on the home screen to display the App Drawer. Touch and hold the app you want to add until your device vibrates, then drag it to the desired position on the home screen.

Move Apps Back to the Drawer

Touch and hold an app icon until your device vibrates, then touch **Remove**. This operation will only remove the app icon from your home screen but will not uninstall it.

You can still find it in the app drawer.

Disable the Drawer Style

To disable the drawer style, set **Home screen style** to **Standard**.

Display & Brightness

Adjust the Screen Brightness, Colour Mode, and Colour Temperature

You can set the screen brightness, colour mode, and colour temperature according to your preferences.

Automatically Adjust the Screen Brightness

Go to **Settings > Display & brightness**, and enable **Automatic**.

Your device will automatically adjust the screen brightness according to the ambient lighting conditions.

Manually Adjust the Screen Brightness

You can manually adjust the screen brightness using either of the following methods:

- Swipe down from the status bar to open the notification panel. In the  section, drag the slider to adjust the screen brightness.
- Go to **Settings > Display & brightness**. In the  section, drag the slider to adjust the screen brightness.

Adjust the Colour Mode

Go to **Settings > Display & brightness > Colour > Colour mode & temperature**, and select the colour mode that you prefer. **Normal** mode will be easier on your eyes and is therefore recommended.

- **Normal**: natural colour tones
- **Vivid**: vivid colour tones

Adjust the Colour Temperature

Go to **Settings > Display & brightness > Colour > Colour mode & temperature**, and select the colour temperature that you prefer. **Default** and **Warm** will be easier on your eyes and are therefore recommended.

- **Default:** a natural tint
- **Warm:** a yellowish tint
- **Cool:** a whitish tint
- You can touch anywhere on the colour circle or drag the spot to adjust the colour temperature.

Enable or Disable Natural Tone

Natural Tone enables your device to simulate the way human eyes adapt to ambient lighting to automatically adjust the colour temperature.

When the ambient lighting is of a warm colour temperature, the screen will take on a yellowish tint; when the ambient lighting is of a cold colour temperature, the screen will take on a whitish tint.

Go to **Settings > Display & brightness > Colour**, and enable or disable **Natural Tone**.

Use Eye Comfort Mode

Eye comfort mode can effectively reduce harmful blue light and adjust the screen to display warmer colours, relieving eye fatigue and protecting your eyesight.

-  Rest your eyes for at least 10 minutes every half an hour.
 - Look into the distance for your eyes to have a break from the screen and to relieve eye fatigue.
 - Cultivating good eye care habits will protect your vision and prevent near-sightedness.

Enable or Disable Eye Comfort Mode

- Swipe down from the status bar to open the notification panel, swipe down on it again to show all shortcuts, then turn on or turn off **Eye Comfort**. You can touch and hold **Eye Comfort** to access the settings screen.
- Go to **Settings > Display & brightness > Eye Comfort**, and enable or disable **Enable all day**.

Once Eye comfort mode is enabled,  will be displayed in the status bar, and the screen will take on a yellow tint since less blue light is being emitted.

Set a Schedule for Eye Comfort Mode

Go to **Settings > Display & brightness > Eye Comfort**, enable **Scheduled**, then set **Start** and **End** according to your preferences.

Customise Eye Comfort Mode

Go to **Settings > Display & brightness > Eye Comfort**, enable **Enable all day** or set up **Scheduled**, and adjust the slider under **Filter level** to customise how much blue light you would like to be filtered.

Enable Dark Mode

You can enable Dark mode to apply a darker colour scheme, which helps prevent excessive screen light from irritating your eyes and saves battery power.

Go to **Settings > Display & brightness > Dark mode**, and follow the onscreen instructions to set the related configurations, such as when you would like this feature to take effect.

 The feature availability varies by device.

Adjust Text Style Settings

You can adjust the system text size and app display size, as well as the text style.

Enlarge or Reduce Text Size

Go to **Settings > Display & brightness > Text and display size**, and drag the slider for **Text size**.

Enlarge or Reduce Display Size

Display size determines the size of content (including text and images) displayed within apps.

Go to **Settings > Display & brightness > Text and display size**, and drag the slider for **Display size**.

Automatically Switch Between Portrait and Landscape Orientation

Swipe down from the status bar to open the notification panel, then swipe down on it again

to show all shortcuts. Touch  to enable the Auto-rotate feature.

Your device will then be able to automatically adjust your screen display, with the help of the built-in Swing Gesture Sensor (to detect your face orientation) and gravity sensor.

For example:

- When you need to switch your device between portrait and landscape orientation when it is placed on a surface, just keep your face in front of the screen and rotate your device.
- When you are using your device while lying down, the screen will not change its display orientation when you change the way you are lying.

 The Swing Gesture Sensor is located at the top of the screen. To ensure that the sensor can effectively identify your face orientation, keep your face in front of the screen during use.

Why Can't the Screen Rotate Intelligently?

The possible causes are as follows:

- Your device comes equipped with the Swing Gesture Sensor to detect the face direction. Therefore, you need to ensure that the sensor can detect faces.
 - Do not cover the sensor, which is located in the upper left corner of the screen.
 - Look straight at the screen and keep a distance of 40–60 cm away from the sensor.
 - The sensor works better in a well-lit environment.
- Landscape display is not supported in some apps (such as navigation or game apps) and the home screen.

Introduction to GPU Turbo

GPU Turbo represents a radical redesign of the graphics processing framework of the device at its most basic level, integrating hardware and software to achieve accelerated graphics processing. It improves the device's graphics processing efficiency, image quality, and performance, whilst simultaneously reducing system power consumption.

The end result is a great improvement in user experience when playing graphically intense games.

Sounds & Vibration

Set Do Not Disturb Mode

Do Not Disturb helps you prevent interruptions when you need to focus. When this mode is enabled, calls and messages will be muted and banner notifications will not be displayed.

Enable or Disable Do Not Disturb

You can enable or disable Do Not Disturb using either of the following methods:

- Swipe down from the status bar to open the notification panel, swipe down on it again to show all shortcuts, then turn on or turn off **Do Not Disturb**. You can touch and hold **Do Not Disturb** to access the settings screen.
- Go to **Settings > Sounds & vibration > Do Not Disturb**, and enable or disable **Do Not Disturb**.

Once Do Not Disturb has been enabled,  will display in the status bar. To check for notifications, go to the lock screen or swipe down from the status bar to open the

notification panel. Swipe left on a notification and touch  to delay the notification.

When receiving incoming calls, notifications, and messages, your device will be muted and will not automatically turn on its screen or display banner notifications.

 This feature is not supported on Wi-Fi only tablets.

Set a Schedule for Do Not Disturb

- 1 Go to **Settings > Sounds & vibration > Do Not Disturb**, and disable **Do Not Disturb**.
- 2 Enable **Scheduled**. Your device will enter Do not disturb mode at the specified time on Saturdays and Sundays by default.
- 3 Touch **Scheduled** to set the time frame and repeat cycle.
- 4 You can also touch **Add** to set multiple start times.

Make Exceptions in Do Not Disturb Mode

While in **Do Not Disturb** mode, you can enable your device to ring for calls and messages from certain sources so you don't miss anything important.

Go to **Settings > Sounds & vibration > Do Not Disturb**, and enable **Do Not Disturb** or **Scheduled**. Then you can:

- Touch **Calls** or **Messages** and select one of the options. If you set an exception, your device will ring for calls or messages from the selected source.
- Once **Repeated calls** is enabled, a second call from the same number within 15 minutes will not be silenced.

 Calling services are not supported on Wi-Fi only tablets.

Set a Ringtone for Incoming Calls

You can set your favourite music or a video as the ringtone for incoming calls.

If you are carrying your device in your pocket, the ringtone volume will gradually increase. This helps prevent you from missing important calls.

 Calling services are not supported on Wi-Fi only tablets.

Set a Ringtone for a Contact

Set a different ringtone for a particular contact to distinguish more easily when that contact is calling you.

- 1 Open **Phone**, touch the **Contacts** tab, then select the contact you want to set a ringtone for.
- 2 On the contact details screen, touch **Ringtone** and select a ringtone.

Enable Huawei Histen Sound Effects

Huawei Histen sound effects, with 3D surround sound support, deliver vibrant and crisp sound to create an immersive audio experience.

 Huawei Histen sound effects are only available when a headset is plugged in.

Go to **Settings > Sounds & vibration > Huawei Histen sound effects** and select an option:

- **Auto**: Automatically identifies what you are playing and intelligently applies sound effects to optimise your experience.

- **3D audio:** Delivers 3D spatial sounds.
- **Natural:** Faithfully reproduces the original sounds.
- **Standard:** Requires less power for audio playback. You can also customise equaliser settings yourself to achieve the exact sound you are looking for.

Auto, **3D audio**, and **Standard** modes allow you to select a headset type so you can match the sound effects to your headset.

-  Selecting a headset type is available only when a 3.5 mm-jack headset is plugged in. If your device does not have a 3.5 mm jack, use an original Huawei headset adapter.

Notifications

App Badges

When new notifications arrive for an app, a numbered badge will appear on the app icon. You can also set a dot as the badge, or hide the badge for some or all apps.

Turn Off App Badges

- 1 Go to **Settings** > **Notifications**, and touch **App icon badges**.
- 2 Turn off the switch for some or all apps.

Change the Badge Display Mode

On the **App icon badges** screen, touch **Badge display mode**, and select **Numbers** or **Dots** according to your preference.

Disable App Notifications

Disable Notifications from a Specific App

If you do not want to be disturbed by notifications from an app, perform either of the following:

- After you receive a notification from the app, swipe left on it in the notification panel, and go to  > **Disable notifications**.
- Go to **Settings** > **Notifications**, locate and touch the app for which you want to disable notifications, then disable **Allow notifications**.

Disable Notifications from Apps in Batches

To disable notifications from multiple apps at a time, go to **Settings** > **Notifications** > **Manage all**, and turn off the switch next to each app.

Hide Content of Notifications on the Lock Screen

Go to **Settings** > **Notifications**, and enable **Hide notification content**. The content of notifications will then not be displayed on the lock screen.

More App Notification Settings

Set the App Notification Mode

Go to **Settings** > **Notifications** and select an app. You can then set its notification mode.

- Enable **Gentle notifications**: Notifications will only be displayed in the notification panel. There will be no banners, lock screen notifications, or status bar icons, and your device will not ring or vibrate.
- Enable **Lock screen** and **Banners**.
- Set **Notification sound**: You can change the notification tone, set the vibration pattern, or select **None**.
- Enable **Allow interruptions**: You can still receive notifications from this app even if Do not disturb is enabled.

 This feature may vary by device.

Notifications Turn on Screen

Go to **Settings** > **Notifications** > **More notification settings**, and enable **Wake screen**. Your device will then automatically turn on the lock screen when it receives a notification.

Show Notification Icons in the Status Bar

Go to **Settings** > **Notifications** > **More notification settings**, and enable **Show notification icons in the status bar**.

Biometrics & Password

Face Recognition

Face Recognition allows you to unlock your device or access locked apps with your facial data.

Add More Facial Profiles

You can add a maximum of five facial profiles for your device so that it can be shared with your beloved ones securely.

On the **Face Recognition** screen, touch **Add facial profile**, and follow the onscreen instructions to add facial data.

Enable Face Unlock

On the **Face Recognition** screen, touch **Unlock device**, and select an unlock method.

 If you have enabled PrivateSpace on or added multiple users to your phone, you can use Face unlock only in MainSpace or with the Owner account.

Access App Lock with Face Recognition

On the **Face Recognition** screen, enable **Access App Lock**, and follow the onscreen instructions to add your facial data to App lock.

You can then touch a locked app on your home screen and use face recognition to access the app.

Lock Screen Password

You can set a numeric, pattern, or hybrid password as your lock screen password.

Set the Lock Screen Password

You can set a numeric, pattern, or hybrid password.

- 1** Go to **Settings > Biometrics & password** and touch **Lock screen password**.
- 2** Enter a password containing 6 digits.
- 3** Alternatively, touch **Change unlock method** and select a password type, then follow the onscreen instructions to input a new password.

Change the Lock Screen Password

- 1** On the **Biometrics & password** screen, go to **Change lock screen password**.
- 2** Enter the original lock screen password.
- 3** Enter a new password, or touch **Change unlock method** to select a password type, then follow the onscreen instructions to input a new password.

Disable Lock Screen Password

On the **Biometrics & password** screen, go to **Disable lock screen password**.

Apps

Enable App Twin

App Twin enables you to log in to two WhatsApp or Facebook accounts simultaneously, allowing you to keep your work and private life separate.

 **App Twin** is only supported by some apps.

Go to **Settings > Apps > App Twin**, and enable **App Twin**. The twin app will then be displayed on the home screen.

View or Change App Settings

Go to **Settings > Apps > Apps** and touch an app. You can force stop it, uninstall it, view and change the app permissions, set notification modes, and more.

 Some apps cannot be uninstalled.

Battery

Check the Power Consumption of Your Device

Go to **Settings** > **Battery** (or **Optimiser** > ) , and you can then:

- View **Power consumption details** to learn about the power consumption of the last 24 hours and the power usage ranking of apps.
 - Touch a bar in the chart to learn about the power consumption during the corresponding period.
 - Touch an app and view its **Battery usage details**, or touch **Force stop** to close the app.
-  Some pre-installed apps cannot be closed.

Power Management

On the **Battery** screen, you can check the estimated battery time remaining, and enable a power saving mode to extend the battery life of your device.

Enable Power Saving Mode

If **Power Saving mode** is enabled on your device and the battery level is higher than 10%, some functions will be disabled, background apps will be restricted, and visual effects will be weakened to reduce power consumption. When the battery level is lower than or equal to 10%, stricter power saving measures are taken to ensure the longest standby time. It is recommended that you enable **Power Saving mode** when the battery level is lower than or equal to 20%.

To do so, go to **Settings** > **Battery** (or **Optimiser** > ) , and enable **Power Saving mode**. A  icon will then be displayed in the status bar.

Enable Performance Mode

Performance mode adjusts power settings to deliver maximum performance. This will cause the battery to drain more quickly, especially when graphic-intensive apps are used.

When the battery level is sufficient, go to **Settings** > **Battery** (or **Optimiser** > ) and enable **Performance mode**.

The  icon will then be displayed in the status bar.

-  **Performance mode** is not available on some devices. If this option is not displayed in **Optimiser**, it indicates that your device does not support the feature.

Enable Smart Charge

Smart Charge learns from your charging habits and manages the charging process intelligently. This feature reduces the battery wear level and prolongs the battery life by reducing the time your device spends fully charged. It is advised that you keep this feature enabled.

For example, if you are used to charging your devices overnight or for an extended period of time, Smart Charge will pause the charging when the battery capacity reaches a certain level. Before you get up in the morning, Smart Charge will resume charging until your device is fully charged. This reduces the time your device spends fully charged to slow down battery wear and prolong the battery life.

 Data about your charging habits will only be used on your device and will not be backed up or uploaded to the cloud.

To enable this feature, go to **Settings > Battery > More battery settings**, and enable **Smart Charge**.

Enable Smart Battery Capacity

Smart Battery Capacity intelligently adjusts the maximum available battery capacity based on the current battery state to slow down battery wear and prolong the battery lifespan. It is advised that you keep this feature enabled.

To enable this feature, go to **Settings > Battery > More battery settings**, and enable **Smart Battery Capacity**.

Customise Battery Settings

You can also set whether to display the battery percentage in the status bar, and whether to maintain a network connection when the device screen is turned off.

Display Battery Percentage on the Status Bar

Go to **Settings > Battery** (or **Optimiser > **), touch **Battery percentage**, and choose to display the battery percentage, either inside or outside of the battery icon on the status bar.

Stay Connected while Your Device is Sleeping

If you would like your device to continue to receive messages or download data while it is in sleep mode, set to keep your device connected when it sleeps. Please note that this may increase power consumption.

On the **Battery** screen, touch **More battery settings**, then enable or disable **Stay connected while asleep** as required.

Storage

Check Storage Usage

Go to **Settings** > **Storage** to check storage usage and optimise it when you feel necessary.

Clean Up Device Storage

You can use **Cleanup** in **Optimiser** to scan for redundant or large files, such as app residue, unwanted installation packages, WeChat data, and more. Once detected, you can choose whether or not to delete files as suggested.

- 1 Open **Optimiser**, then touch **Cleanup**.
- 2 When the scan is complete, touch **Clean up** after each item and delete any files you don't need.

Automatically Clean Up System Trash

- 1 Open **Optimiser**, and touch **Cleanup**.
- 2 Swipe down from the top of the screen, and your device will automatically clean up system trash.

Manually Clean Up System Trash

In addition to automatic cleanup, your device will also detect and recommend trash files for you to clean up manually.

On the **Cleanup** screen, touch **Clean up** next to a category, select the items you want to clean up, then touch **DELETE** .

Clean Up Duplicate Files

Optimiser can identify duplicate files on your device.

On the **Cleanup** screen, touch **Duplicate files** , then select unwanted files to delete them.

Security

Use the Password Vault to Automatically Fill in the Password

Password Vault saves your usernames and passwords and autofills them for you each time you log in to an app. This data is hardware encrypted and stored only on your device. Huawei does not have access to it, and will not upload it to the network or server.

-  Before using Password Vault, set a lock screen password for your device.
 - Password Vault is only compatible with certain apps.

Log In Faster with Password Vault

- 1 When you log in to an app for the first time, your device will automatically prompt you to save the password. Touch **SAVE** when prompted.
If you accidentally touch **Never save**, you can still enable the autofill feature for this app by going to **Settings** > **Security** > **Password Vault** > **Autofill settings**, and toggling on

the switch next to this app. When the switch is toggled off, the autofill feature will be disabled.

- 2 If you log out of the app, the next time you log in, your device will autofill the username and password once you have verified your identity with your lock screen password, fingerprint, or face ID.

When you switch to a new Huawei device, you can use **Tablet Clone** to transfer data in Password Vault to your new device.

View or Delete Stored Usernames and Passwords

You can view or delete the usernames and passwords stored in Password Vault at any time.

Go to **Settings > Security > Password Vault > ACCOUNTS** to view or delete the stored usernames and passwords.

Disable Password Vault

Password Vault is enabled by default, but can be disabled if required.

Go to **Settings > Security > Password Vault**, and disable **Password Vault**.

Use App Lock to Protect Your Privacy

You can lock apps containing private data, such as chat and payment apps, to prevent unauthorised access.

Use App Lock to Protect Your Privacy

With App Lock, you can lock apps containing private data, such as chat and payment apps, to prevent unauthorised access. If you have enabled App Lock and set Face Recognition as the app unlock method, when your face is not detected by your device, the locked app can't be accessed again after it is closed unless you verify your identity. This feature intelligently protects your privacy and works better in a well-lit environment.

Enable App Lock

Go to **Settings > Security > App Lock > Enable**, then follow the onscreen instructions to set the App Lock password and select the apps to lock.

If you have enabled face or fingerprint unlock, you can link App Lock with a face ID or fingerprint ID as prompted.

 Not all devices support fingerprint features.

Change the App Lock Password or Security Questions

Enter the **App Lock** settings screen, go to  **> Password type**, and select **Lock screen password** or **Custom PIN** as the App Lock password.

If you select **Custom PIN**, you can go on to set a new password and security questions.

Cancel or Disable App Lock

On the **App Lock** settings screen, do the following:

- **Cancel App Lock:** On the locked app list, toggle off the switches beside the apps for which you want to cancel the lock.
- **Reset App Lock:** Go to  > **Disable App Lock** > **DISABLE**. This will cancel all locks, and clear all app lock settings.

Enable Smart Unlock

Smart Unlock enables you to unlock your device with a Bluetooth device, such as a smart band. When a compatible Bluetooth device is detected, you can then unlock your device with a simple swipe.

- 1 Pair your device with the Bluetooth device.
- 2 On your device, go to **Settings** > **Biometrics & password** > **Smart Unlock**, and enable **Smart Unlock**.
- 3 Follow the onscreen instructions to set the lock screen password. Skip setting the lock screen password if a lock screen password has already been set.
- 4 From the **Paired devices** list, touch the name of the device you would like to use for Smart Unlock, and follow the onscreen instructions to set it as the **Unlocking device**.

To learn more about Smart Unlock, touch  on the **Smart Unlock** screen.

Pin a Screen

You can pin the screen of an app so you can stay focused on it. Try this feature when playing games, watching videos, and more.

Go to **Settings** > **Security** > **More settings** > **Screen pinning**, and enable **Screen pinning**.

- When using gesture navigation, swipe up from the bottom of the screen and hold to access the recent tasks screen, then touch  on an app preview. To unpin, swipe up twice from the bottom of the screen.
- When using three-key navigation, touch  to access the recent tasks screen, and touch  on an app preview. To unpin, touch and hold .

Privacy

Manage App Access Permissions

Apps may require certain permissions, such as the Location permissions, in order to provide you with corresponding services.

However, some apps may obtain too many unnecessary permissions, posing potential risks to your privacy and information security. You can monitor the permissions granted to each app and deny those you deem unnecessary.

Manage the Location Permission

After granting the Location permission to an app, it can obtain your location information at any time. For example, if a map app is granted the Location permission, it can provide you with location and navigation services. You can revoke the permission if you do not need these services.

- 1 Go to **Settings > Apps > Permission manager**.
- 2 On the **Permission manager** screen, touch **Location**, touch the icon of the corresponding app, then select **Allow all the time**, **Allow only while in use**, or **Deny**.

Manage Permissions to Access Other Private Data

You can also manage permissions to access your personal data, such as Contacts, Messaging, Call logs, Body sensors, Calendar, and Camera, to enjoy better services and protect your privacy.

 Calling services are not supported on Wi-Fi only tablets.

On the **Permission manager** screen, touch the permission you want to manage, and toggle the switch for each app on or off as required.

Use Location Services

Some apps need to obtain your location information to provide better services. You can enable or disable location services, and grant or deny the permission to access location information for particular apps as required.

Enable or Disable Location Services

You can enable or disable location services in either of the following ways:

- Swipe down from the status bar to open the notification panel and swipe down further to display all shortcut switches. Touch  to enable or disable this function.
- Alternatively, go to **Settings > Location** and enable or disable **Access my location**.

After location services are disabled, your device will prevent all apps and services from collecting and using location information, with the exception of some built-in apps. When these apps or services need to use location information, your device will remind you to enable location services again.

Increase the Accuracy of Location Services

You can improve the positioning accuracy of your device by allowing apps and services to scan for nearby Wi-Fi networks and Bluetooth devices or access correction data for global navigation satellite systems (GNSS).

 The feature availability varies by device.

Go to **Settings > Location > Advanced settings**, then set the options as required.

Allow or Forbid Apps to Obtain Location Information

You can allow or forbid an app to access location information, including granting one-time or permanent access, or denying access to location information during use of the app.

- 1** Go to **Settings > Privacy > Permission manager**, touch **Location**, and check which apps have been granted access to location information.
- 2** Touch the app for which you want to change settings and follow the onscreen instructions to grant or deny permissions.

Create a PrivateSpace for Your Private Data

Create your PrivateSpace that is completely independent of MainSpace (the original space) on your device, which can be accessed using your fingerprint or a password.

 Not all devices support fingerprint features.

You can move private photos, videos, and other files to your PrivateSpace to prevent unauthorised access. You can also move your payment and gaming apps to PrivateSpace to prevent them from being accessed by your child.

Enable and Access PrivateSpace

- 1** Go to **Settings > Privacy > PrivateSpace > Enable**, and follow the onscreen instructions to create a PrivateSpace.
- 2** You can enter your PrivateSpace using either of the following methods:
 - On the lock screen, access PrivateSpace using the fingerprint or password set for the space.
 - Alternatively, in MainSpace, go to **Settings > Privacy > PrivateSpace**, and touch **Log in**.

 If you restart your device, you have to enter the password to access the MainSpace first, then switch to the PrivateSpace.

Hide or Unhide the Entrance to PrivateSpace

You can hide the entrance to PrivateSpace in the MainSpace settings, so that you can only access PrivateSpace using the fingerprint or password set for the space.

- To hide the entrance to PrivateSpace: In PrivateSpace, go to **Settings > Privacy > PrivateSpace**, and enable **Hide PrivateSpace**.
- To unhide the entrance to PrivateSpace: In MainSpace, go to **Settings > Security > More settings**, then go to **Show all settings > OK**.

Transfer Files Between MainSpace and PrivateSpace

- 1 In PrivateSpace, go to **Settings > Privacy > PrivateSpace**, and touch **MainSpace to PrivateSpace** or **PrivateSpace to MainSpace**.
- 2 Select the files (such as photos, videos, and audio files) you want to transfer, touch **Move**, and follow the onscreen instructions to transfer the files.

In the target space, go to **Gallery > Albums > Others > SharedImages**, or **Gallery > Albums > Others > SharedVideos** to view photos and videos.

Reset Password for PrivateSpace

You can set a security question when creating the password for PrivateSpace, which will help you to reset the password if you happen to forget it.

- 1 In PrivateSpace, go to **Settings > Privacy > PrivateSpace**, then touch **Password protection**.
- 2 Follow the onscreen instructions to complete the verification, select and answer the security question, then touch **Finish**.
- 3 In MainSpace, go to **Settings > Privacy > PrivateSpace**, then go to  **> Reset password**, and follow the onscreen instructions to complete the verification and reset the password.

Transfer Data in PrivateSpace to Your New Device

You can quickly transfer your PrivateSpace data, such as contacts, photos, and files, from the old device to the new one.

- 1 On your new device, create and enter your PrivateSpace, go to **Settings > Privacy > PrivateSpace > Space Clone**, and select **This is the new device**.
- 2 In your old device, enter your PrivateSpace, go to **Settings > Privacy > PrivateSpace > Space Clone**, and select **This is the old device**.
- 3 Follow the onscreen instructions to scan the QR code or manually connect the old device to the new one.
- 4 On your old device, select the data to be transferred. You can cancel the data transfer during the process, and then continue it once you have connected your old device with the new one again.

Delete PrivateSpace

If you delete PrivateSpace, all apps and data stored in the space will be deleted and cannot be restored. Please exercise caution when deleting PrivateSpace.

You can delete PrivateSpace in either of the following ways:

- In MainSpace, go to **Settings > Privacy > PrivateSpace**, then go to  **> Delete PrivateSpace**.
- Alternatively, in PrivateSpace, go to **Settings > Privacy > PrivateSpace**, then touch **Delete**.

Accessibility Features

Use a Screen Reader App

Screen reader apps are designed to assist visually impaired users to use a device.

Enable Colour Correction to Customise the Screen Colour

Colour correction helps people with poor eyesight see the screen content more easily.

- 1 Go to **Settings > Accessibility features > Accessibility > Colour correction** and enable **Colour correction**.
- 2 Touch **Correction mode** to select a colour correction mode.

Use Magnification Gestures

Use magnification gestures to zoom in on the screen.

On the **Accessibility > Magnification** screen, touch **Magnification**, then enable it.

Zoom in or out by touching the screen three times in a row.

- While zoomed in, spread two or more fingers to further zoom in, then pinch two or more fingers together to zoom back out.
- Drag the screen with two or more fingers to view other parts of the screen.

Enable Colour Inversion

Colour inversion allows you to invert the colour of the text and the background. When Colour inversion is enabled, your device will display text in white and the background black.

On the **Accessibility** screen, enable **Colour inversion**.

Use a Shortcut to Activate an Accessibility Feature

You can use Volume buttons to quickly activate an accessibility feature.

- 1 On the **Accessibility** screen, touch **Accessibility shortcut**.
- 2 Touch **Select feature** to select the feature you want to activate with the shortcut.
- 3 Enable **Accessibility shortcut**. You can now press and hold the Volume up and down buttons simultaneously for 3 seconds to activate the feature.

Adjust the Touch and Hold Delay

Touch & hold delay allows you to adjust the time the screen takes to respond when you touch and hold something.

On the **Accessibility** screen, touch **Touch & hold delay**, then select a delay option according to your preferences.

Protect Your Device with a Flip Cover

For best results, you are advised to use a standard Huawei flip cover.

Enable Smart Cover Mode

Go to **Settings > Accessibility features > Smart Cover**, and enable **Smart Cover**.

Set Scheduled Power On/Off

Use the **Scheduled power on/off** feature to power your device on and off at set times, to save power and prevent interruptions while resting.

- 1 Go to **Settings > Accessibility features > Scheduled power on/off**, and enable **Scheduled power on/off**.
- 2 Set the power on and off times, as well as the repeat cycle. Your device will power on and off automatically at the specified times.

To stop using this feature, disable **Scheduled power on/off**.

Users & Accounts

Add a User or Guest Account

- 1 Go to **Settings > Users & accounts > Users**, touch **Add user** or **Add guest**, then follow the onscreen instructions to add an account.
- 2 Touch **Switch** to switch to the user or guest account. Configure the settings for the new account as prompted.
- 3 Install apps as needed. Note that if a newer version of an app has been installed by another user, the app installation will fail.

A maximum of three user and one guest accounts can be added.

Authorise a User or Guest Account to Make Calls and Send Messages

You can set whether to allow a user or guest account to make calls, send SMS messages, and more.

-  Calling services are not supported on Wi-Fi only tablets.
- After accessing your device as the owner, go to **Settings > Users & accounts > Users**.
- Touch the related account, and select the permissions you want to authorise.

Switch Between the Owner, User, and Guest

You can switch to a different account using either of the following methods:

- Swipe down from the status bar to open the notification panel, touch , then touch the profile picture of the account you wish to switch to.
- Go to **Settings > Users & accounts > Users**, and touch the name of the account you wish to switch to.

Delete a User or Guest Account

Deleting a user or guest account will delete all its related data. Please exercise caution.

After accessing your device as the owner, use either of the following methods to delete a user or guest account:

- Go to **Settings > Users & accounts > Users**, touch the name of the account you wish to delete, then follow the onscreen instructions to delete it.
- Swipe down from the status bar to open the notification panel, touch  > **More settings**, touch the name of the account you wish to delete, then follow the onscreen instructions to delete it.

System & Updates

Change the System Language and Region

- 1 Go to **Settings > System & updates > Language & input > Language and region**, then select the language you want to use.
- 2 If the language is not listed, touch **Add language**, then locate and touch it to add it to the list.
- 3 Touch **Region** to select a country/region, so the display content will adapt to the local culture and habits of the country/region you have selected.

Use Another Input Method

You can download a third-party input method and set it as the default input method.

- 1 Download the input method from an official app market.
- 2 Follow the onscreen instructions to set it as the default input method, or go to **Settings > System & updates > Language & input > Default keyboard** and select the input method.

Set the System Date and Time

Your device is able to sync to the local date, time, and time zone over a mobile network. You can also manually set the date, time, and time zone for your device.

Go to **Settings > System & updates > Date & time**, then set the options according to your requirements.

Set the Date and Time Automatically or Manually

- Enable **Set automatically**, and your device will sync to the local date and time over a mobile network.
- To manually set the date and time, disable **Set automatically**.

Change the Time Zone

-  This feature is not supported on Wi-Fi only tablets.
- Enable **Set automatically**, and your device will sync to the local time zone over a mobile network.

- To manually set the time zone, disable **Set automatically**.

Change the Time Format

- Enable **24-hour time** and your device will display time in the 24-hour format.
- Disable **24-hour time** and your device will display time in the 12-hour format.

Use Tablet Clone to Move Data to Your New Device

Tablet Clone lets you quickly and seamlessly move all the basic data (including contacts, calendar, images, and videos) from your old device to your new device.

Migrate Data from an Android Device

- 1** On your new device, open the **Tablet Clone** app. Alternatively, go to **Settings > System & updates > Tablet Clone**, touch **This is the new device**, then touch **Huawei** or **Other Android**.
- 2** Follow the onscreen instructions to download and install **Tablet Clone** on your old device.
- 3** On your old device, open the **Tablet Clone** app and touch **This is the old device**. Follow the onscreen instructions to connect your old device with your new device by scanning a code or connecting manually.
- 4** On your old device, select the data you want to clone, then touch **Transfer** to start cloning.

 **Tablet Clone** is only available on devices running Android 7.0 or later.

Migrate Data from an iPhone or iPad

- 1** On your new device, open the **Tablet Clone** app. Alternatively, go to **Settings > System & updates > Tablet Clone**, touch **This is the new device**, then touch **iPhone/iPad**.
- 2** Follow the onscreen instructions to download and install **Tablet Clone** on your old device.
- 3** On your old device, open the **Tablet Clone** app and touch **This is the old device**. Follow the onscreen instructions to connect your old device with your new device by scanning a code or connecting manually.
- 4** On your old device, select the data you want to clone, then follow the onscreen instructions to complete the data cloning.

 **Tablet Clone** is only available on devices running iOS 8.0 or later.

Restore Your Device to Default Settings

Reset Network Settings

This operation will reset your Wi-Fi, mobile data network, and Bluetooth settings. It will not change any other settings on your device or delete any data.

Go to **Settings > System & updates > Reset**, touch **Reset network settings**, then follow the onscreen instructions to reset network settings.

Restore All Settings

This operation will reset all network settings, your lock screen password, and the home screen layout. If your device supports fingerprint or facial recognition, the enrolled fingerprints and facial data will be deleted as well. Other data or files will not be deleted from your device. This operation does not restore the settings of Find Device, Users & accounts, Device administrators, or app settings either.

Go to **Settings > System & updates > Reset**, touch **Reset all settings**, and follow the onscreen instructions to complete the operation.

Restore Factory Settings

This operation will erase data on your device, including your accounts, app data and system settings, installed apps, music, images, all files in the internal storage, security chip contents, and locally-stored system, app, and personal data related to HUAWEI IDs. Make sure to back up your data before restoring your device to its factory settings.

Go to **Settings > System & updates > Reset > Reset tablet**, touch **Reset tablet**, and follow the onscreen instructions to restore factory settings.

Update Your Device System Online

When an update is available, your device will prompt you to download and install the update package.

-  • Before updating, make sure your device is running an official system version. Otherwise, the update may fail and your device may experience unknown issues.
- Back up your user data before the update.
- After an update, third-party apps that aren't compatible with the new system version may become unavailable. In some cases, it may take some time for a compatible app version to be released.
- During the update, do not power off or restart your device, remove the memory card, or insert a memory card.

1 Go to **Settings > System & updates**, and touch **Software update**.

2 When an update is available, you can either manually download and install the update package, or update your device automatically overnight.

- Download and install the update package: Go to **New version > DOWNLOAD AND INSTALL**. To avoid data usage, connect your device to a Wi-Fi network when downloading the update package.

Your device will automatically restart once the update is complete.

- Update overnight: Touch , and enable **Auto-download over Wi-Fi** and **Update overnight**.

Your device will automatically update and restart between 02:00 – 04:00.

To ensure a successful overnight update, make sure that your device is powered on, the screen is locked, there are no alarms set for this period of time, and the battery level remains higher than 35%. Connect your device to a charger if necessary.

To disable automatic updates, touch  on the **Software update** screen, then disable **Auto-download over Wi-Fi**.

About Tablet

Legal Notice

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MRX-AL09
MRX-W29

EMUI 11.0_01