

# HUAWEI MatePad

## User Guide



# Contents

## Essentials

Basic Gestures	1
System Navigation	3
Tablet Clone	4
Lock and Unlock Your Screen	5
Get Familiar with the Home Screen	6
Notification and Status Icons	6
Shortcut Switches	7
Home Screen Widgets	8
Set Your Wallpaper	8
Screenshots&Screen Recording	9
View and Clear Notifications	10
Adjust Sound Settings	11
Enter Text	11
Split-screen Mode and Floating Window	12
Charging	14

## Smart Features

AI Lens	16
AI Touch	17
Easy Projection	17
Multi-screen Collaboration Between Your Tablet and Phone	18
Huawei Share	20
Switch Audio Channels Between Devices	21

## Camera and Gallery

Launch Camera	23
Take Photos	23
AI Camera	24
Zoom to Take Photos	25
Take Panoramic Photos	25
Light Painting	25
Take HDR Photos	27
Moving Pictures	27
Add Stickers to Photos	28
Pro Mode	28
Record Videos	29
Time-Lapse Photography	30
Filters	31
Adjust Camera Settings	31
Manage Gallery	32

Smart Photo Categorisation	37
Huawei Vlog Editor	37
Huawei Vlogs	38
Highlights	39

## Apps

Apps	42
Contacts	43
Phone	46
Calendar	48
Clock	49
Notepad	51
Recorder	52
Email	53
Calculator	57
Torch	57
Compass	58
App Twin	58
Quickly Access Frequently Used App Features	58
Tablet Manager	59
Tablet Clone	59
Tips	60

## Settings

Search for Items in Settings	61
Wi-Fi	61
Bluetooth	62
More Connections	63
Home Screen&Wallpaper	67
Display&Brightness	69
Sounds&Vibration	71
Notifications	74
Biometrics&Password	75
Apps	77
Battery	77
Storage	79
Security	80
Privacy	82
Accessibility Features	85
Users&Accounts	86
System&Updates	87
About Tablet	92


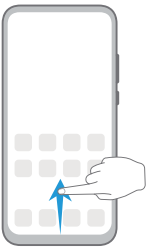
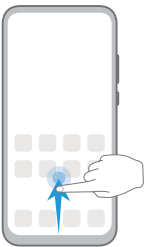
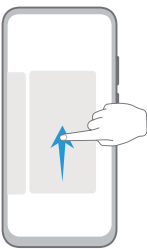
# Essentials

## Basic Gestures

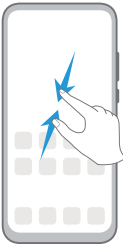
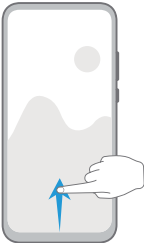
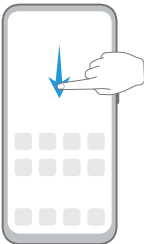
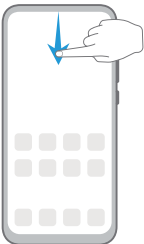
### Basic Gestures

#### System Navigation Gestures

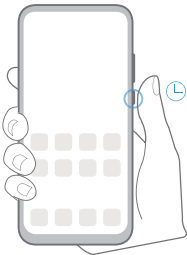
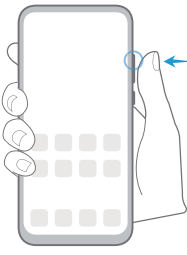
Go to  **Settings > System & updates > System navigation** and ensure that **Gestures** is selected.

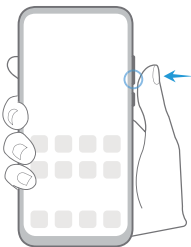
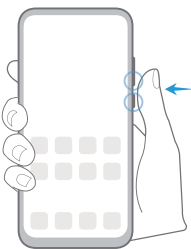
	<p><b>Back</b></p> <p>Swipe inward from the left or right edge to return to the previous screen.</p>
	<p><b>Back to the home screen</b></p> <p>Swipe up from the bottom to go to the home screen.</p>
	<p><b>View recent tasks</b></p> <p>Swipe up from the bottom of the screen and hold to view recent tasks.</p>
	<p><b>Close an app</b></p> <p>On the recent tasks screen, swipe up on an app preview to close the app.</p>

## More Gestures

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


## Button Shortcuts

	<p><b>Power off and restart</b> Press and hold the Power button until the <b>Power off</b> and <b>Restart</b> options appear.</p>
	<p><b>Increase the volume</b> Press the Volume up button.</p>


	<p><b>Decrease the volume</b> Press the Volume down button.</p>
	<p><b>Take a screenshot</b> Press the Volume down and Power buttons simultaneously.</p>

## System Navigation

### Change the Navigation Mode

Go to  **Settings** > **System & updates** > **System navigation** to select a navigation mode according to your preferences.


### Navigate with Gestures

Go to  **Settings** > **System & updates** > **System navigation** and enable or disable **Gestures**.

After enabling **Gestures**, you can:




- Go back to the previous screen: Swipe inward from the left or right edge.
- Return to the home screen: Swipe up from the bottom of the screen.
- Access the recent tasks screen: Swipe up from the bottom of the screen and hold.
- Close an app from the recent tasks screen: Swipe up on an app preview.

### Three-Key Navigation

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

Touch **Settings** to select the navigation key combination you prefer.

The icons on the navigation bar are as follows:

- : Back key to return to the previous screen, exit an app, or close the onscreen keyboard.
- : Home key to return to the home screen.
- : Recents key to display the recent tasks screen.


-  : Notification key to open the notification panel.

## Customise the Navigation Key Combination

Go to **Three-key navigation** > **Settings**. You can:

- Select a navigation key combination.
- Enable **Hide navigation keys** to allow you to hide the navigation bar when not in use.

## Navigation Dock

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.
- Double-touch the button to go back two steps.
- 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.


# Tablet Clone

## Tablet Clone



**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.



### Clone Data from an Android Device

- 1 On your new device, open  **Tablet Clone**. 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  **Tablet Clone** 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 5.0 or later.

### Clone Data from an iPhone or iPad

- 1 On your new device, open  **Tablet Clone**. 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  **Tablet Clone** 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.

#### Set the Screen Timeout Period

Go to  **Settings** > **Display & brightness** > **Sleep** and select a screen timeout period.

#### Wake Screen

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

- Press the Power button.
- Go to  **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Wake screen** and enable **Raise to wake** or **Double-tap to wake**.

#### 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.




# Change the Lock Screen Display

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.

# Access Apps from the Lock Screen

You can access commonly used apps such as Camera, Recorder, and Calculator from the lock screen.

- Turn on the screen, touch and hold , then swipe up to open **Camera**.
- Turn on the screen, then swipe up from the bottom of the lock screen to open the shortcut panel. Shortcuts for **Recorder**, **Torch**, **Calculator**, **AI Lens**, and **Timer** will be available.

# 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		SIM card not found
	Hotspot enabled		Hotspot connected
	Calling		VoLTE enabled


	Wi-Fi network connected		SkyTone in use
	Hotspot disconnected		Network being switched by Wi-Fi +
	Airplane mode enabled		Alarm set
	Battery empty		Battery low
	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
	Missed call		Unread SMS
	Microphone disabled		Muted
	More notifications		Vibrate only
	NFC enabled		Do Not Disturb mode enabled
	Data syncing		Data sync failed
	Performance mode enabled		New email
	Event reminders		

## Shortcut Switches


## Shortcut Switches

### Turn on a Shortcut Switch

Swipe down from the status bar to open the notification panel, then swipe down further to show all shortcut switches.

- Touch a shortcut switch to enable or disable the corresponding feature.
- Touch and hold a shortcut switch to enter the settings screen for that feature. (Only available for some features)
- Touch  to open Settings.

### Customise Shortcut Switches

Touch , touch and hold an icon, then drag it to the desired position.

## Home Screen Widgets

### Home Screen Widgets

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

#### Add a Widget to the Home Screen

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


#### 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.

#### Swipe Down Using Three Fingers to Take a Screenshot

- 1** Go to  **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Take screenshot**, and ensure that **Three-finger screenshot** is enabled.
- 2** Swipe down from the middle of the screen with three fingers to take a screenshot.

#### Share and Edit a Screenshot, or Switch to Scrollshot

After you take a screenshot, a thumbnail will display in the lower left corner of the screen. Then you can:

- Swipe down on the thumbnail to take a scrolling screenshot.  
 This function is not supported in landscape view.
- Swipe up on the thumbnail to select a sharing mode and share the screenshot with your friends.
- Touch the thumbnail to edit or delete it.

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 turn on the screen and swipe down from the status bar to open the notification panel and view the notification.

#### Clear Notifications

- Swipe right on a notification reminder to clear the notification.
- Touch  at the bottom of the notification panel to clear all notifications.

#### Block, Silence, or Delay Notifications

Swipe left on a notification, then touch  to block, silence, or delay notifications from that source.

 Some system notifications can't be blocked, cleared, 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.




#### Set the Default Volume

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

- Media (video, games, music, and more)
- Ringtones
- Alarms
- Calls

 Voice calls are not supported on Wi-Fi only tablets.


#### Use a Shortcut to Switch Between Ring, Vibrating, or Mute Mode




- 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.

## Enter Text

### Edit 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**.

## Split-screen Mode and Floating Window

### Multi-Window




Multi-Window allows you to open apps in split screens or in a floating window for multitasking.

#### Enable Split-screen Mode from the Multi-Window Dock

- 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 the pane to the other side of the screen to switch them.
- Exit Split-screen mode: Drag  or  in the middle of the split screen line horizontally or vertically until either pane disappears.
-  Support for Split-screen mode varies by app.
  - The screen of a single app can't be split into two.
  - Split-screen mode applies only to two apps at any given time.

#### Display the Floating Window from the Multi-Window Dock

While playing a game, you can also chat with your friend in a floating window without having to exit the game.

- 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.
- Relocate the floating window: Drag the horizontal line at the top of the floating window to the desired location.
- Display in full screen: Touch  on the floating window to display the content in the window in full screen.
- Close the floating window: Touch  on the floating window to close it.
-  The size of the floating window cannot be adjusted.

## 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.





## 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**.

## Disable Multi-Window

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

## 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.

## 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.





### 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.


# Smart Features

## AI Lens


### Access AI Lens

There are multiple ways to access AI Lens.


#### From Camera

Open the camera and select Photo mode. Touch  to access AI Lens.

#### From the Search Bar



While the device is unlocked, swipe down on the screen to display the search bar. Then, touch  to access AI Lens.

#### From the Lock Screen

When the device is locked, swipe up from the bottom of the screen. Touch , then unlock the device to access AI Lens.



### Scan Codes

AI Lens can read QR codes and instantly direct you to the relevant app.

- 1 Open the camera, touch , then touch .
- 2 Position the QR code within the frame and wait for it to be recognised.

### Scan to Translate


AI Lens has an Instant translation feature that can help you quickly translate text, such as road signs, menus, or even descriptions on a medicine or cosmetic bottle.

- 1 Open the camera, touch , then touch .
- 2 Select the source and target languages from the language list.
- 3 Align the text you want to translate, and wait for it to be translated.

### Scan to Shop



AI Lens has a Shopping feature that lets you scan products when you are out shopping or reading a fashion magazine and gives you purchase recommendations for similar items online.

- 1 Open the camera, touch , then touch .

- 2 Position the target object within the viewfinder. You will receive purchase recommendations once the object has been recognised. You can also touch  to take a photo, which will be recognised automatically.




## Scan to Acquire Calorie Information

Scan food to get the weight, calorie, and nutritional information.

- 1 Open the camera, touch , then touch .
- 2 Frame your food in the viewfinder, and wait for the weight, calorie, and nutritional information to pop up.

## Scan to Identify Objects

HiVision helps you explore the world around you. Just scan an object to find out more about it. For masterpieces, landmarks, and more, you'll get additional information and services.


- 1 Open the camera, touch , then touch .
- 2 Frame the object in the viewfinder and wait for the recognition result. You can also touch  to take a photo, which will be recognised automatically.
- 3 Touch the information card to get additional information.

## AI Touch

### Convenient Shopping

When you see an item on your device that you would like to buy, you can use **AI Touch** to quickly search for the item and compare prices across multiple shopping platforms before making the purchase.

#### Touch and Hold with Two Fingers for Convenient Shopping

- 1 Go to  **Settings** > **HUAWEI Assistant** > **AI Touch** and enable **AI Touch**.
- 2 When you see an item on your device that you would like to buy, touch and hold the screen with two fingers spread slightly apart.
- 3 Adjust the position and size of the identification box.
- 4 After the object is identified, links to the item on different shopping platforms will then be displayed.
- 5 Touch the links to view product details and make a purchase.


## Easy Projection

## Wireless Projection

You can connect your device to an external display (for example, a TV) wirelessly.

- 1 Based on the model and functions of your external display, do the following:
  - If the external display supports Miracast, enable wireless projection on it.
  - If not, use a wireless HDMI adapter to connect your device and external display. Ensure that the wireless HDMI adapter is connected to a power supply.

To check whether your external display supports Miracast and how to enable wireless projection on it, consult the user guide or customer service of the external display manufacturer.

- 2 Swipe down from the status bar to open the notification panel, then touch  to turn on **Wi-Fi**.

- 3 Swipe down further on the notification panel to enable **Wireless Projection**. Your device will now search for the external display or the wireless HDMI adapter.

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


- 4 Touch the name of the external display or the wireless HDMI adapter on the search result list to start projecting.

## Multi-screen Collaboration Between Your Tablet and Phone

### Multi-screen Collaboration Between Your Tablet and Phone


Once your tablet is connected with a Huawei or Honor phone using **Multi-Screen Collaboration**, the phone screen will be displayed in a window on the tablet screen to facilitate collaboration between the two devices. You can access phone apps and files on your tablet and drag to transfer files between your tablet and phone.

#### 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 by using Bluetooth

- 1 On your phone, swipe down from the status bar to open the notification panel and touch  to enable **Bluetooth**.
- 2 On your tablet, swipe down from the status bar to open the notification panel, touch **Multi-Screen Collaboration**, and follow the onscreen instructions.

**3** Hold your phone close to your tablet and follow the onscreen instructions to establish a connection.


- Connect by scanning a QR code

**1** On your tablet, open **Multi-Screen Collaboration** and touch **Scan to connect**.


**2** Follow the onscreen instructions to establish a connection. Ensure that your phone is connected to the Internet before scanning the QR code.


- Connect by tapping the keyboard

You can tap your phone against a compatible keyboard to enable Multi-screen Collaboration on your tablet and phone.

 Only some keyboards support this feature.

**1** Make sure that your tablet has been paired with the keyboard.

**2** On your phone, swipe down from the status bar to open the notification panel. Swipe down again to show all shortcuts and touch  to enable **NFC**.

**3** Tap the NFC area located at the back of your phone (around the rear cameras) against the NFC area of the keyboard ( icon in the lower right corner) until your phone vibrates or plays a notification sound.

**4** Follow the onscreen instructions to connect your tablet and phone.


After the connection is established, the phone screen will be displayed in a window on the tablet screen for you to navigate across your phone.

### Access Phone Apps and Files from Your Tablet

Once your phone is connected to your tablet, you can access apps and files on your phone from your tablet. For example, you can view notifications from your phone, such as WeChat and SMS messages, on the notification panel of your tablet, or answer or end a call in the small window displayed on the top of the tablet screen.

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 **WeChat** to view and handle WeChat messages.
- Open **Gallery** or **Files** to view and handle pictures, videos, and files, as well as play videos or recordings from your phone.
- If your tablet is connected to an external keyboard or a stylus, you can also use them to input text more conveniently.

 If your device does not have this option, it indicates that this feature is not supported.

### Drag to Transfer Files Between Your Phone and Tablet

**1** Open  **Gallery** or  **Files**, and touch and hold a picture, video, or other file.


- 2 Select more files if needed, touch and hold any of the selected files, then drag them when an icon for dragging files appears.

You can then:

- Drag to transfer a picture or video in **Gallery** or **Files** from your tablet to **Gallery** or **Files** on your phone.
- Drag to transfer other files in **Files** from your tablet to **Files** on your phone.
- Drag to transfer a picture or video in **Gallery** or **Files** from your phone to **Gallery** or **Files** on your tablet.
- Drag to transfer other files in **Files** from your phone to **Files** on your tablet or directly to the tablet home screen.
- Drag to transfer a picture, text, or file from your phone to a document that is open on your tablet, such as a document, memo, or email.

### Disconnect Your Phone from Your Tablet

Disconnect your phone from your tablet to exit Multi-Screen Collaboration using either of the following methods:

- On the phone window displayed on the tablet, touch  to disconnect.
- On your phone, 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, then touch  to enable or disable **Huawei Share**. Touch and hold the toggle to enter the **Huawei Share** settings screen.
- Go to  **Settings** > **More connections** > **Huawei Share**, and enable or disable **Huawei Share**.

Enabling Huawei Share automatically turns on Wi-Fi and Bluetooth.

## Quickly Share Files Between Your 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 the files you want to share, then touch . Touch **Huawei Share**, then touch the icon of the receiving device to send the files.  
 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, go to **Files**, then go to **Internal storage > Huawei Share** on the **Categories** tab.

Received pictures or videos can also be found in  **Gallery > Albums > Huawei Share**.

## 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.
  - Wi-Fi Direct capable printers: The printer must be powered on and have Wi-Fi Direct enabled.
  - 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?**.

## Switch Audio Channels Between Devices

### Switch Audio Channels Between Devices

When playing music or videos through your earphones, you can quickly switch the playback to another device without having to unplug your wired earphones or disconnect your Bluetooth earphones.



- 1 Connect your wired earphones or Bluetooth audio devices (such as Bluetooth earphones, speaker, or in-car kit) to your device.
  - 2 After pairing is successful, you will see the **Current audio output device** card when swiping down the notification panel on your device. Touch  on the card to display the audio output devices that are currently available. Select the device you want to switch the audio to.
-  When non-Type-C wired earphones are connected to your device, the audio output channel of your device is switched from **This device** to wired earphones.


# 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 Photos

**1** Open  **Camera**.

**2** You can then:

- **Focus:** Touch the location you want to focus on.  
To adjust focus and metering separately, touch and hold the viewfinder and drag the respective frame or ring to the desired location.
- **Adjust brightness:** Touch the viewfinder. When the  symbol appears next to the focus frame, drag it up or down.
- **Zoom in or out:** On the viewfinder, pinch in or out, or drag the zoom slider.
- **Select a camera mode:** Swipe up, down, left, or right across the camera mode options.
- **Turn the flash on or off:** Touch  and select  (Auto),  (On),  (Off), or  (Always on).



 These features may not be available in some camera modes.

**3** Touch  to take a photo.






### Take Burst Photos

Use Burst mode to take a sequence of photos in quick succession so you can choose the best one.

Burst shooting is only available when using the rear camera.



- 1 Open  **Camera** and select **Photo** mode.
- 2 Touch and hold  or press and hold one of the Volume buttons to take a burst photo. When shooting, you'll see a counter, which indicates how many photos you've taken so far.
- 3 Lift your finger to stop shooting.

Once you have finished, select photos you want to keep from the burst.

- 1 Open  **Gallery**.
- 2 Touch a burst photo (which will be tagged with ) , then touch .
- 3 Swipe through the burst photos, select the ones you want to keep, then touch  and follow the onscreen instructions.
- 4 To delete the whole burst photo, touch and hold to select the photo, then touch .



### Take Timed Photos

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

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




## AI Camera

### AI Camera

AI camera is a pre-installed camera feature that helps you take better photos by intelligently identifying objects and scenes and optimising the camera settings accordingly.

AI camera is able to identify a variety of scenes, such as stages, beaches, blue skies, greenery, and text.

- 1 Open  **Camera** and select **Photo** mode.



- 2 Touch  to ensure that AI camera is enabled.
- 3 Frame the subject in the viewfinder. Once AI camera identifies what you are shooting, it will automatically recommend a mode (such as portrait, greenery, or text).
- 4 To disable the recommended mode, touch  next to the mode text or touch  to disable AI camera.

## Zoom to Take Photos

### Take Photos with Various Zoom Settings

The zoom capabilities of your device's camera allow you to capture more of a scene, or distant vistas.

#### Take Photos from Far Away





- 1 Open  **Camera** and select **Photo** mode.
- 2 Aim the camera at the distant object you want to take a photo of. Drag the zoom slider, or pinch in or out to adjust the zoom level.
- 3 In the viewfinder, touch where you want to focus. When the camera is in focus, touch .

## Take Panoramic Photos

### Take Panoramic Photos

Add breadth 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

- 1 Go to  **Camera** > **More** and select **Panorama** mode.
- 2 Touch  at the bottom of the viewfinder to set the pan direction.
- 3 Point the camera at your starting point, then touch  to start shooting.
- 4 Slowly move the camera in the direction of the arrow displayed on the screen. Keep your device steady and the arrow on the centre line the entire time.
- 5 Touch  when you are finished.

## Light Painting




## Light Painting

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 tail lights at night.

- 1 Go to  **Camera > More > Light painting > 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. Observe the shot in the viewfinder. When the exposure is just right, touch  to finish shooting.




### Capture Light Drawings in Light Graffiti Mode

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

- 1 Go to  **Camera > More > Light painting > 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 movement as this may affect the shooting results.
- 3 Touch  to start shooting. Observe the shot in the viewfinder. When the exposure is just right, touch  to finish shooting.

### Capture Rivers and Waterfalls in Silky Water Mode



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

- 1 Go to  **Camera > More > Light painting > Silky water.**
- 2 This feature works best when taking photos of a stream or waterfall where the water is flowing heavily.
- 3 Touch  to start shooting. Observe the shot in the viewfinder. When the exposure is just right, touch  to finish shooting.

### Capture the Beauty of the Stars in Star Track Mode

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

- 1 Go to  **Camera > More > Light painting > Star trails.**



- 2 For best results, choose a clear night in a location free of light pollution and with an unobstructed view of the sky.
- 3 Touch  to start shooting. Observe the shot in the viewfinder. When the exposure is just right, touch  to finish shooting.

## Take HDR Photos

### Take HDR 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.

#### Use HDR with the Rear Camera

- 1 Go to  **Camera** > **More** and select **HDR**.
- 2 Steady your device, with the help of a tripod if necessary.
- 3 Touch  to take a photo.

## Moving Pictures

### Moving Pictures



Moving pictures capture a second of movement and sound before you touch the shutter button, and a second after.

#### Take Moving Pictures

Go to  **Camera** > **More** > **Moving picture** and touch  to take a photo.

#### 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.

### Save a Moving Picture as a GIF File or Video

To save a moving picture as a GIF file or video, touch the moving picture in the album, touch , then select **Save as video** or **Save as GIF**.


## Add Stickers to Photos

### Add Stickers to Photos

Add a watermark, such as time, location, weather, or mood, to spice up your photo.

**1** Go to  **Camera** > **More** > **Stickers**.

If this mode is not there, touch  and then download **Stickers**.

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

**3** Drag the watermark to change its position. You can also edit the text of some types of watermarks.

**4** Touch  to take a photo.


## Pro Mode

### Pro Mode


Pro mode gives you full control over focus mode, metering, exposure compensation, and more when shooting, so that the photos and videos will look more professional.



Some of the above settings are not available when you shoot videos in Pro mode.

**1** Open  **Camera** > **More** and select **Pro** mode.

**2** Customise camera settings to shoot unique and professional-looking photos. You can also shoot high-quality videos by touching .

- Adjust the metering mode: Touch **M** and select a metering mode.

Metering Mode	Description
 <b>Matrix</b>	Measures the light in the whole frame. Applicable when shooting natural landscapes.


Metering Mode	Description
 <b>Centre</b>	Places more emphasis on light levels at the centre of the screen. Applicable when shooting portraits.
 <b>Spot</b>	Concentrates on the light in a small area of the screen, such as the subject's eyes.



- Adjust the ISO sensitivity: Touch **ISO** and drag the slider.  
In low-light conditions, increase the ISO sensitivity. In well-lit environments, lower the ISO sensitivity to avoid image noise.
- Adjust the shutter speed: Touch **S** and drag the slider.  
The shutter speed affects the amount of light allowed to enter the camera lens. When you are shooting stationary scenes or portraits, lower the shutter speed. When you are shooting moving scenes or objects, increase the shutter speed.
- Adjust EV exposure compensation: Touch **EV** and drag the slider.  
Increase the EV value in low-light conditions and lower the value in well-lit environments.
- Adjust the focus: Touch **AF** and select a focus mode.

Focusing Mode	Applicable Scenario
<b>AF-S (single)</b>	Stationary subjects
<b>AF-C (continuous)</b>	Moving subjects
<b>MF (manual)</b>	Touch the subject on which you want to focus.

- Adjust the colour cast: Touch **WB** and select a mode.

When shooting in bright sunlight, select . In low-light environments, select .

Touch  to adjust the colour temperature.














- Save RAW format photos: RAW format records more detail and allows you to have a wider range of post-processing options. On the Pro mode screen, touch  to enable RAW.  
Afterwards, photos that you take will be saved in RAW and standard formats. The RAW format photos will be saved to the RAW photo album in **Gallery**.  
RAW format photos take up more storage space than standard format photos. Make sure that your device has sufficient storage space.
- Enable AF assist light: For better focus in low-light environments, touch  to enable AF assist light.

**3** Touch the shutter button to shoot a photo or video.

## Record Videos




## Record Videos



- 1 Open  **Camera** and select **Video** mode.
- 2 Adjust the following settings:
  - Zoom in or out: On the viewfinder, pinch or spread two fingers, 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.
  - 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.
- 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 and  to end the recording.

## Time-Lapse Photography

### Time-Lapse Photography






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**, then touch **Time-lapse**.
- 2 Place your device in position. To reduce camera shake, use a tripod to steady your device.

- 3 Touch  to start recording. Touch  to end the recording.  
The recorded video is automatically saved to Gallery.

## Filters


### Filters

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

#### Adjust the Aspect Ratio

- 1 Open  **Camera** and touch  to access the **Settings** screen.
- 2 Touch **Aspect ratio** to select an aspect ratio (for example, 1:1 or 4:3).  
 This feature is not available in some 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 Go to  **Camera** > .
- 2 Enable **Assistive grid**.
- 3 Grid lines will appear in the viewfinder. Place the subject of your photo at one of the intersecting points, then touch the shutter button.

#### Enable Mirror Reflection

When using the front camera, touch  to enable or disable **Mirror reflection**.


## Mute the Shutter Sound

Enable **Mute** as needed.

## Capture Smiles

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

## Use the Horizontal Level for Better Compositions

- 1 Touch  to access the **Settings** screen.
- 2 Enable **Horizontal level** to display a horizontal guiding line on the viewfinder. When the dotted line overlaps with the solid line, it indicates that the camera is parallel with the horizontal level.

# 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 Shooting Time

Your photos and videos are stored in  **Gallery** and can be viewed by time, location, category, or album.

On the **Photos** tab, pinch two fingers on the screen to switch to the monthly view and spread them to enter the daily view.

## 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 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.

## Search for Photos












Quickly locate a photo by searching with keywords in Gallery.

- 1 Open  **Gallery**, then touch the search box.
- 2 Enter a keyword (such as "food", "scenery", or "flower").
- 3 Photos related to that keyword will be displayed. Touch a suggested keyword or enter more keywords for more precise results.





## Edit Photos and Videos

Gallery offers a wide range of editing features for photos and videos.





### Basic Editing

- 1 Open  **Gallery**, touch the thumbnail of the photo you want to edit, then touch  to access the editing features.
  - Crop and rotate: Touch , select a frame, then drag the grid or its corners to select which part you want to keep.  
To rotate the photo, touch  and drag the angle wheel to the desired orientation.  
To rotate the photo by 90 degrees, touch . To mirror the photo, touch .
  - Add a filter effect: Touch  to select a filter.
  - Adjust photo effects: Touch  to adjust the brightness, contrast, saturation, and other qualities of the photo.
  - Other: Touch  to edit the photo in other ways, such as adding a colour splash, blur, doodle, or text element.
- 2 Touch  to save your edits, or touch  to save the photo.


### Add Stickers to Photos

- 1 Touch a photo, then go to  >  > **Stickers**.
- 2 Select the type of sticker you want to add, such as **Time**, **Location**, **Weather**, or **Mood**.
- 3 Select a sticker and drag it to change its position. You can also edit the text of some types of stickers.
- 4 Touch  to save your edits and touch  to save the photo.

## Pixelate Photos





- 1 Touch a photo, then go to  >  > **Mosaic**.
- 2 Select a mosaic style and size to cover parts of the photo.
- 3 To remove the mosaic, touch **Eraser** and wipe it off the photo.
- 4 Touch  to save your edits and touch  to save the photo.

## Rename Photos






- 1 In **Gallery**, touch the photo thumbnail you want to rename.
- 2 Go to  > **Rename** and enter a new name.
- 3 Touch **OK**.


## Collage


You can use the collage feature to quickly combine multiple photos into one for easier sharing.


- 1 On the **Photos** or **Albums** tab, touch and hold to select desired photos, then go to  > **Collage**.
- 2 Select a template. You can then:
  - Relocate a photo: Touch and hold the photo and drag it to a different position.
  - Adjust the displayed portion of a photo: Slide on the photo, or pinch in or out on it so that only the desired part is displayed in the grid.
  - Rotate a photo: Touch the photo, then touch  to rotate it or  to flip it.
  - Add borders: Touch **Frame** to add borders to the collaged photos.
- 3 Touch  to save the collage.  
To view the saved collage, go to **Albums** > **Collage**.


## Edit Videos



- 1 Go to  **Gallery** > **Albums** > **Videos** and touch the video you want to edit.
- 2 Touch . Then you can:
  - Select a video template: Touch .
  - Crop the video: Touch , then drag the slider at both ends of the video clip to select which part you want to keep. Touch  to preview the cropped video.


- Adjust the frame and video resolution: Touch , then touch **Frame** to select a frame, and **Resolution** to select a video resolution.

 A higher resolution will result in a higher quality video, but will also take up more storage space.

- Edit background music: Touch  and choose from preset background music or your locally saved music.

To turn off the original video sounds, touch .

- Add filter effects: Touch  to select a filter. Drag the slider to adjust the filter effect.
- Edit the intro and outro: Touch  to select an intro and outro. After the preview is complete, touch the screen to edit the text content and style of the intro.



**3** When you are finished, touch  to export the video. The edited videos are saved in the **Video Editor** album, and the original video is left unchanged.

## Share Photos and Videos

There are several ways to share photos and videos from Gallery.

**1** Open  **Gallery**.


**2** Use either of the following methods:

- 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 .


## Manage Gallery

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

### Add Albums

- Open  **Gallery**, then touch **Albums**.
- Touch **Add album**, then name the album.
- Touch **OK**.
- Select the photos or videos you want to add.


### Move Photos and Videos

- Open an album, then touch and hold to select the photos and videos you want to move.
- Touch  > **Move** to select the desired album.

**3** Once the items are moved, they will no longer be in their original album.

- i** 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**.

- i** The **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.

### Hide Albums

- i** System albums such as **Camera**, **Videos**, **My favourites**, and **Screenshots** cannot be hidden.



From the **Albums** tab, go to  > **Hide albums** and toggle the switches on for albums that you want to hide.

Hidden albums and the photos and videos in them are hidden from view in Gallery.

### Block Albums

To prevent third-party app albums from displaying in Gallery, block these albums.

**1** On the **Albums** tab, touch **Others**.

**2** Touch an album, and if  is displayed at the top, go to  > **Block**.  
Move photos and videos you want to block to blocked albums.  
Blocked albums cannot be viewed in any apps other than Files.

**3** To unblock an album, go to **Others**, touch **View blocked albums**, then touch **Unblock** next to the album.



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

## Smart Photo Categorisation

### Smart Photo Categorisation

Gallery automatically sorts your photos into categories such as portraits, locations, scenery, and food, so you can quickly find what you're looking for.

Open  **Gallery**, then touch the **Discover** tab to view your photos organised into categories.

To remove a photo from an album, touch and hold to select the photo, then touch  (or  for portraits).


 Not all photos can be removed from the category albums.

### View and Set People Albums

Once you have taken a sufficient number of photos, Gallery will automatically create People albums of individuals or groups by identifying faces in your photos. This will happen when your device is charging and the screen is off.

You can name your People albums and set the relationship of individuals with you.

Group photo albums require a specific number of photos that contain 2 to 10 faces that have already been named in People albums.

**1** Go to  **Gallery** > **Discover** and view the generated People albums.

**2** Touch an album, go to  > **Edit** > **Add name**, then set the name and relationship (such as Baby or Mom).

Once you have finished, you can find a People album by entering the name or relationship in the search bar.

## Huawei Vlog Editor

### Huawei Vlog Editor

The Huawei Vlog editor automatically creates Huawei Vlogs, such as Spotlight Reels, Highlights videos, and People albums, with added background music from your photos and videos.


You can also select photos and videos yourself to create your own Huawei Vlogs.



Either way, you can edit and share your Huawei Vlogs at the touch of a finger.


### Create a Video Clip with Photos and Videos




**1** Go to  **Gallery** > **Photos**.




**2** Touch and hold to select photos and videos, then go to  > **Video** to create a video clip. You can then:

- Select a video template: Touch .
- Edit video clips: Touch  to adjust the video frame or length, or add or delete video clips.

If you have selected a video, you can also touch  on the video timeline and then drag the sliders at both ends to trim the video to the desired length.

- Edit background music: Touch  and choose from preset background music or your locally saved music.
- Add filter effects: Touch  to select a filter. Drag the slider to adjust the filter effects.
- Edit the intro and outro: Touch  to select an intro and outro. After the preview is complete, touch the intro text to edit its content and style.

**3** When you are finished, touch  to save the video and follow the onscreen instructions to export it.


## View Spotlight Reels

Spotlight Reel analyses your videos to create highlight clips of people and objects in them and presents them to you with background music.

**1** Go to  **Gallery** > **Albums** > **Videos**.

**2** Touch a video, then swipe up on the video. Touch a person's face or **Best cut** to view the created Spotlight Reel.  
If a clip has not yet been generated, touch **GET STARTED** to create one.

**3** During playback, touch the video to edit the template, background music, filter, intro and outro, and more.

 This feature works automatically when your device is charging and the screen is off. It only works on local videos between 10 seconds and 3 minutes long.

## Share Spotlight Reels

**1** Go to **Gallery** > **Albums** > **Video Editor**, where you'll find all your exported videos.

**2** Touch and hold to select the videos you want to share, then touch .

# Huawei Vlogs


## People Album Videos

Gallery automatically creates People albums by identifying faces in photos.

View, edit, and share the videos generated in these People albums.

## View Huawei Vlogs






**1** Go to  **Gallery** > **Discover** and touch a people album.


**2** Touch  on the album cover.

## Edit People Album Videos

Apply special effects, filters, and background music to make your videos stand out.


**1** Touch  to play the video. During playback, you can:

- Select a video template: Touch .
- Edit video clips: Touch  to adjust the video frame or length, or add or delete video clips.
- Edit background music: Touch  and choose from preset background music or your locally saved music.
- Add filter effects: Touch  to select a filter. Drag the slider to adjust the filter effect.
- Edit the intro and outro: Touch  to select an intro and outro. After the preview is complete, touch the intro text to edit its content and style.

**2** When you are finished, touch  to save the video and follow the onscreen instructions to export it.

## Share People Album Videos


The exported videos are saved in **Gallery** > **Albums** > **Video Editor**.

Touch and hold to select videos you would like to share, then touch .



# Highlights

## Highlights







Gallery automatically creates Highlights albums from your best photos and videos based on time, location, and theme information, and even generates a short video clip so you can instantly relive the good times.

- To start using Highlights, go to **Camera** >  and enable **Location tag**.
- Highlights albums are created automatically when your device is charging, the screen is turned off, and the battery is at least 50% charged. This process may take some time. Highlights albums will not be created if there are fewer than 10 photos or videos in Gallery.


## View Highlights Videos

- 1 Go to  **Gallery** > **Highlights** and touch an album.
- 2 Touch  to play the video.




## Edit Highlights Videos

- 1 When you are watching a Highlights video, touch the video to select a preset template at the bottom of the screen.
- 2 To make even more customisations, you can:
  - Select a video template: Touch .
  - Edit video clips: Touch  to adjust the video frame or length, or add or delete video clips.
  - Edit background music: Touch  and choose from preset background music or your locally saved music.
  - Add filter effects: Touch  to select a filter. Drag the slider to adjust the filter effect.
  - Edit the intro and outro: Touch  to select an intro and outro. After the preview is complete, touch the intro text to edit its content and style.
- 3 When you are finished, touch  to save the video and follow the onscreen instructions to export it.


## Share Highlights Videos

- 1 Go to **Gallery** > **Albums** > **Video Editor**, where you'll find all your exported videos.
- 2 Touch and hold to select the videos you want to share, then touch .


## Add or Remove Photos and Videos from Highlights Albums

- 1 On the **Highlights** tab, touch an album.
- 2 You can then:
  - Add photos or videos: Touch , select the items you want to add, then touch .
  - Remove photos or videos: Touch and hold to select photos or videos you want to remove, touch , then touch **Remove**.

## Rename Highlights Albums

- 1 On the **Highlights** tab, touch an album.
- 2 Go to  > **Rename** and enter a new name.

## Delete Highlights Albums


- 1** On the **Highlights** tab, touch an album.
- 2** Go to  > **Delete** and touch **Delete**.

# Apps

## Apps

### Apps


#### 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**, select the **Contacts** tab at the bottom of the screen, then 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 Touch the camera image to 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**.

#### Scan a QR Code to Add a Contact


If a QR code contains contact information, you can scan the QR code to quickly add a contact.

- 1 On the **Contacts** screen, go to  > **Scan** or go to **Business cards** > .
- 2 Take a photo of a QR code or select a photo of a QR card from Gallery, and contact information contained in the QR code can be identified and added.


## Search for Contacts

- 1 From the **Contacts** screen, go to  > **Settings** > **Display preferences** and touch **All contacts** to display all your contacts.
- 2 Search for contacts using either of the following methods:
  - Swipe down from the middle of the home screen, 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.
  - Enter keywords for the contact you want to find in the search box above the contacts list. Matching results will be displayed below the search box.

## Share Contacts



- 1 On the **Contacts** screen, select 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 the root directory of your device's internal storage by default. You can open **Files** to view the exported files in the internal storage.





## Delete Contacts

Delete contacts using either of the following methods:

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

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





## Merge Duplicate Contacts

- 1 Open  **Phone**, select the **Contacts** tab at the bottom of the screen, then touch  > **Settings** > **Organise contacts** > **Merge duplicate contacts**.  
 For Wi-Fi only tablets, open **Contacts** in the **Tools** folder.
- 2 Select duplicate contacts to be merged and 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**, select the **Contacts** tab at the bottom of the screen, then 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, then touch  to send a message or touch  to send an email.




### Delete Contact Groups

On the **Groups** screen, touch and hold the group to be deleted, then touch **Delete**.

## 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**, select the **Contacts** tab at the bottom of the screen, then touch **My card**.  
 For Wi-Fi only tablets, open **Contacts** in the **Tools** folder.
- 2 Set your profile picture, 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.




# Phone



## 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




- 1 Open  **Contacts**, touch **MeeTime** at the bottom of the screen, then touch **Enable**.
  - 2 Log in to your HUAWEI ID and link a phone number.
  - 3 To disable MeeTime, touch your account to access the **Settings** screen, then turn off the **MeeTime Service** switch.
-  Your linked phone number is 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.

## Initiate an HD Video or Voice Call


Once MeeTime has been enabled, your device will automatically display contacts who have enabled this feature too on the **MeeTime**. An Internet connection is required to make MeeTime calls.



- 1 On the **MeeTime** screen, select the contact or contact's device you wish to call, then touch  or  to the right.
- 2 During a video call, you can touch  to adjust beauty effects.

## 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 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 Access the **Number settings** screen, touch , and follow the onscreen instructions to add a new phone number.
- 3 After a number is added, you can:
  - Select and set the number to receive calls.
  - Select and set the number to make calls.
  - Manage numbers: Touch  and add or delete a number.

## FollowCam

During a video call, your device can intelligently make sure that you are always in the centre of the screen, even when you are moving or a few people are in the viewfinder. The camera can also be controlled by your gestures.

 The feature is also available when making video calls on some third-party apps. Go to



**Settings** > **Accessibility features** and enable or disable **FollowCam**.

## Smart View

During a video call, the camera will automatically track and follow you as you move to make sure that you are always in the centre of the screen.

If people enter the viewfinder, the camera will automatically move, zoom in, and zoom out the screen based on the positions and number of the people.

To enable this feature, touch  during a video call.

## Spotlight Mode

During a video call when a few people are in the viewfinder, the camera will automatically zoom in if you raise your hand to make sure you are always in the centre of the screen, and it

will automatically follow you as you move. If you raise your hand again, the camera will switch to the multi-person screen.

To enable this feature, touch  during a video call.

### Camera Gestures

During a video call, if you stretch your arm horizontally to the left or right, the camera will follow your gestures to pan left or right and return to the original position.

This feature comes in handy when you want to show your surroundings to the other party during a video call.




To enable this feature, touch  during a video call.

## Calendar



### Add and Manage Events

Events help you plan and manage activities in your daily life and work, 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.

#### Create 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 the reminder time for the event.
- 4 Touch  to save the event.


#### Import Meeting Reminders

- 1 Go to  **Calendar** >  > **Manage accounts**.
- 2 Touch **Add account**, then follow the onscreen instructions to add your work emails (from your Exchange account) to the calendar to see meeting reminders.

#### Search for Events



- 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 On the **Calendar** screen, touch an event on the calendar or under the schedule.
- 2 Touch  and follow the onscreen instructions to share the event using whichever method you prefer.

## Delete Events



You can delete events using the following methods:

- On the **Calendar** screen, touch the event to be deleted and 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, sound notifications, and more.

You can also change the default reminder time to control when your device will send you a reminder.

- 1 Go to  **Calendar** >  > **Settings**.
- 2 In the reminder settings, set **Default reminder time** and **Reminder time for all-day events**.
- 3 Touch **Notifications** and enable **Allow notifications**. Then follow the onscreen instructions to set a notification type.

## Customise the Calendar View

Set the start day of the week, whether or not to show week numbers, and more in the calendar view settings.

- 1 Go to  **Calendar** >  > **Settings**.
- 2 Set the start day of the week, whether or not to show week numbers, and so on.



## Set Alternate Calendars

Set the Calendar to display other calendars as well, such as the Chinese lunar calendar or the Islamic calendar.

Go to  **Calendar** >  > **Settings** > **Alternate calendars** and select another calendar.

## View National/Regional Holidays

View national/regional holidays in the calendar to help plan your travel.




- 1 Go to  **Calendar** >  > **Settings** > **National/Regional holidays**.
- 2 Turn on the switch of a country/region, and your device will automatically download holiday information for that country/region and display it in the Calendar.

## Clock

## Alarm

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

### Set an Alarm

- 1 Go to  **Clock > Alarm**, touch , and set a time.
- 2 Select a sound for the alarm. The sound will play when you select it. You can press the Volume buttons to adjust its volume.
- 3 Set the following options according to your preferences:
  - Repeat
  - Vibrate
  - Ring duration
  - Snooze duration
  - Label
- 4 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.

## Timer and 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.

## Notepad






### 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.

### Create a Note




You can create notes to record your thoughts and inspirations.

- 1 Go to  **Notepad** > **Notes**, then touch .
- 2 Enter the title and content of the note.
- 3 Touch  to insert a picture into the note as required. Touch and hold the picture, then drag it to the desired position in the note.
- 4 If you want to organise your notes for easier access and viewing, touch  to add a tag to your note after finishing it.
- 5 Touch  to save the note.

### Create To-Dos

You can create to-dos with a set time to remind you to complete them.



If you set a time, your device will send you a reminder notification at the specified time.

- 1 Go to  **Notepad** > **To-dos**, then touch .
- 2 Enter your to-do.
- 3 Touch , set a reminder time, then touch **OK**.
- 4 Touch **Save**.

### Sort Notepad Items by Category


Categorise notepad items to make them easier to find. Notes in different categories are displayed in different colours.

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

- On the **All notes** or **All to-dos** screen, swipe left on an item, touch , then select a category.
- Touch and hold a note or to-do, select the ones you want to classify under the same category, then touch  to select a category.



## Share Notepad Items


You can share your Notepad items as text files or images.

On the **All notes** or **All to-dos** screen, touch the item to be shared, touch , then follow the onscreen instructions to share it.

## Delete Notepad Items





You can delete notepad items using either of the following method:

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

## Recorder



- 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 to play it.
- 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** and you can use your device for convenient email access at any time.

### Add a Personal Email Account

- 1 Open  **Email** on your device and select from the available mailbox providers or touch **Other**.
- 2 Enter the email address and password, touch **Sign in**, and follow the onscreen instructions to configure the server settings. 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 company email server administrator 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, set parameters such as the email domain name, server address, port number, and security type.
- 5 Touch **Next**, then follow the onscreen instructions to complete the configuration. The system will automatically connect to the server and check the server settings.


## Send Emails

Select an email account and write emails to send them to the recipients' email addresses.

### Send an Email




- 1 Open  **Email**, then 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 and 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.

Go to **Inbox > Show all folders > Drafts** to view draft emails.

### Reply to an Email



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

### Set Automatic Replies for an Exchange Account

- 1 Go to  **Email** >  > **Settings**.
- 2 Select the Exchange account you want to set automatic replies for, touch **Automatic replies**, and turn on the **Automatic replies** switch.
- 3 Set the time or content of the auto reply, then touch **Done**.

### Set Email Notifications

Set a notification mode for your emails based on your needs.



- 1 Go to  **Email** >  > **Settings** > **General** > **Notifications** and enable **Allow notifications**.

- 2 Select the email account you want to set notifications for, turn on the **Allow notifications** switch, then select a notification mode.

## View and Manage Emails

Receive, view and manage your emails in the inbox.

### View an Email


- 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, touch  > **Add to calendar** to import the event into your calendar.
- 3 Swipe left or right to view the next or previous email.

### Organise Emails by Subject

On the **Inbox** screen, go to  > **Settings** > **General**, then 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


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

- 1 On 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 an Email

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 to be deleted, drag over the check boxes of any other emails you want to delete, then touch .

## Manage Email Accounts

You can add multiple email accounts so you can manage them at the same time.


### Add 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** and select an account. You can then set or change the **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**.

## Manage VIP Contacts





Important email contacts can be added as VIP contacts. Emails from VIP contacts will be automatically stored in the VIP inbox.

### Add a VIP Contact

You can add VIP contacts using either of the following methods:

- Go to  **Email** >  > **Settings** > **VIP contacts**. On the **VIP list** screen, go to **Add** > **Create** or touch **Add from contacts**, then follow the onscreen instructions.
- Open an email, touch the account name of the sender or receiver, then touch **Add to VIP list**.

### Delete a VIP Contact

- 1 Go to  **Email** >  > **Settings** > **VIP contacts**.
- 2 On the **VIP list** screen, touch .
- 3 Select the VIP contact to be deleted, then touch .


# 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 rotate your device to landscape orientation.



### 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.

## Compass

### Compass


- 1 You can open **Compass** using either of the following methods:
  - Swipe down from the middle of the home screen to display the search box. Search for **Compass**, and the first result will be the preinstalled **Compass** app.
  - Find **Compass** in the **Tools** folder.
- 2 To lock your current direction, touch the compass dial. The scale marks will turn blue if you go off course.


For accurate bearings, hold your device flat or straight up when using **Compass**.

## App Twin

### App Twin

App Twin enables you to log in to two accounts of an app simultaneously without the hassle of having to constantly switch between them, allowing you to keep your work and private lives separate.

 **App Twin** will only work with certain apps.

- 1 Go to  **Settings** > **Apps** > **App Twin**, and turn on the switch for the app you want to create a twin of.
- 2 Two icons for the same app will display on the home screen for you to log in to your separate accounts simultaneously.
- 3 To disable App twin, touch and hold the twinned version of the app, then touch **Delete**. All the data of the twin app will be deleted.


## Quickly Access Frequently Used App Features


### Quickly Access Frequently Used App Features

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 from the pop-up menu to access it.

-  If no pop-up menu is displayed after you touch and hold an app icon, 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.

## Tablet Manager

### Cleanup

You can use **Cleanup** in **Optimizer** 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  **Optimizer**, then touch **Cleanup**.
- 2 When the scan is complete, touch **Clean up** after each item and delete any files you don't need.


### Clean Up Duplicate Files

**Optimizer** can identify duplicate files on your device.

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

### One-Touch Optimisation

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



- 1 Open  **Optimizer** and touch **OPTIMISE**.
- 2 Results and recommendations will be displayed once the optimisation is complete.


## Tablet Clone


### Tablet Clone

**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.




### Clone Data from an Android Device


- 1 On your new device, open  **Tablet Clone**. 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  **Tablet Clone** 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 5.0 or later.


### Clone Data from an iPhone or iPad

- 1 On your new device, open  **Tablet Clone**. 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  **Tablet Clone** 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.

## Tips

### Tips

 **Tips** provides you with an abundance of information so you can quickly familiarise yourself with your device and make the best use of it. In **Tips**, you can also find a full set of user guides for more detailed instructions.


- Vividly depicted cards: Browse through the easy-to-read cards with a short clip or image to quickly get to grips with all the most useful features on your device. The cards are categorised so you can jump directly to a category you are interested in.
- User guides: Find detailed instructions in the comprehensive user guides.
- Try out features: A **TRY NOW** button is available in certain cards for you to try out the feature immediately.

# Settings

## Search for Items in Settings

### Search for Items in Settings

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

### Connect to a Wi-Fi Network

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.

### Wi-Fi Direct

You can use Wi-Fi Direct to transfer data between Huawei devices. Wi-Fi Direct can transfer bigger files more quickly than Bluetooth, 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 Wi-Fi Direct enabled.
- 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.

To view the received files, open **Files**, then go to **Internal storage > Wi-Fi Direct** on the **Categories** tab.

## Wi-Fi+

When Wi-Fi+ is enabled, if your device detects a Wi-Fi network that it has previously connected to or is free, it will automatically enable Wi-Fi and connect to the network. Your device will also evaluate the quality of the current Wi-Fi network and switch to mobile data if the Wi-Fi signal is poor.

**1** Go to  **Settings > Wi-Fi**.

**2** Touch **More settings** and enable or disable **Wi-Fi+**.

## Bluetooth



### Bluetooth Basics

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, then touch  to 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**.

## More Connections

### Airplane Mode

When taking a flight, you can enable Airplane mode if required to do so by the airline. In Airplane mode, your device will not be able to make calls, send or receive SMS messages, or use mobile data, but all other functions will be available.

You can enable or disable Airplane mode using either of the following methods:

- Swipe down from the status bar to open the notification panel, then swipe down again to display all shortcuts. Touch  to enable or disable **Airplane mode**.
- Go to  **Settings** > **Mobile network**, and enable or disable **Airplane mode**.

When Airplane mode is enabled, Wi-Fi and Bluetooth will automatically be disabled. You can re-enable them if allowed to do so by the airline.


### Wireless Projection

You can connect your device to an external display (for example, a TV) wirelessly.

- 1 Based on the model and functions of your external display, do the following:

- If the external display supports Miracast, enable wireless projection on it.
- If not, use a wireless HDMI adapter to connect your device and external display. Ensure that the wireless HDMI adapter is connected to a power supply.

To check whether your external display supports Miracast and how to enable wireless projection on it, consult the user guide or customer service of the external display manufacturer.

**2** Swipe down from the status bar to open the notification panel, then touch  to turn on **Wi-Fi**.

**3** Swipe down further on the notification panel to enable **Wireless Projection**. Your device will now search for the external display or the wireless HDMI adapter.

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



**4** Touch the name of the external display or the wireless HDMI adapter on the search result list to start projecting.

## 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, then touch  to enable or disable **Huawei Share**. Touch and hold the toggle to enter the **Huawei Share** settings screen.
- Go to  **Settings > More connections > Huawei Share**, and enable or disable **Huawei Share**.


Enabling Huawei Share automatically turns on Wi-Fi and Bluetooth.

### Quickly Share Files Between Your 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 the files you want to share, then touch . Touch **Huawei Share**, then touch the icon of the receiving device to send the files.  
 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, go to **Files**, then go to **Internal storage > Huawei Share** on the **Categories** tab.


Received pictures or videos can also be found in  **Gallery > Albums > Huawei Share**.

### 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.
    - Wi-Fi Direct capable printers: The printer must be powered on and have Wi-Fi Direct enabled.
    - 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?**.


### Connect to a Computer Using a USB Cable

- 1** Connect your device to a computer with a USB cable. After the driver is automatically installed on the computer, a drive letter corresponding to your device will be displayed.
- 2** On your device, swipe down from the status bar to open the notification panel, go to **Settings > Touch for more options**, and select one of the following modes:
  - **Transfer photos:** Uses the Picture Transfer Protocol (PTP) to transfer photos between your device and computer. In the new drive on the computer, you can view photos stored on your device, or copy and paste photos between the two devices.
  - **Transfer files:** Uses the Media Transfer Protocol (MTP) to transfer media files between your device and computer. In the new drive on the computer, you can view files stored on your device, or copy and paste files between the two devices.
    -  Install Windows Media Player 11 or later on your computer to view media files on your device.
  - **Input MIDI:** Uses the Musical Instrument Digital Interface (MIDI) to use your device as an audio input device to play music on your computer.

## Printing



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 router: Enable Wi-Fi on the printer and connect it to the router. On your device, enable **Wi-Fi**, connect to the same router, then follow the onscreen instructions to finish configuring the settings.
  - Use Wi-Fi Direct: If your printer supports Wi-Fi Direct, follow the instructions in the printer manual to enable this feature. On your device, enable **Wi-Fi Direct**, then touch the printer to establish the connection.
  - Connect to your printer's hotspot: If your printer can double as a Wi-Fi hotspot, follow the instructions in the printer manual to enable the hotspot and set a password. On your device, enable **Wi-Fi**, touch the printer's hotspot, then follow the onscreen instructions to finish configuring 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 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**, then 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 a 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 server 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

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.

## 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.

## App Drawer

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


## eBook Mode

Use eBook mode to prevent eye fatigue if you read for an extended period of time on your device. When eBook mode is enabled, the screen of your device will turn black and white to make it easier for your eyes and help you enjoy a comfortable reading experience.


You can enable or disable eBook mode using either of the following methods:

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

again to show all shortcuts. Touch  to enable or disable **eBook mode**.

If the switch is not available, touch  and find and drag the switch towards the top of the screen for it to display in the notification panel.

- Go to  **Settings > Display & brightness**, and enable or disable **eBook mode**.

-  If eBook mode is enabled together with Eye comfort mode, eBook mode will take effect to turn the screen of your device black and white.
- If eBook mode is enabled together with Dark mode, the background of the screen will be black and text will be white.

## Brightness, Colour, 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 Temperature

Go to  **Settings** > **Display & brightness** > **Colour** > **Colour 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.


### Eye Comfort Mode

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

-  After every half hour of screen time, rest your eyes for at least 10 minutes.
  - Look into the distance to adjust the focusing muscles of your eyes and to avoid 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, then swipe down on it again to show all shortcuts. Touch  to enable or disable **Eye Comfort**. Touch and hold  to access the **Eye Comfort** settings screen.
- Go to  **Settings** > **Display & brightness** > **Eye Comfort**, and enable or disable **Enable all day**.

Once **Eye Comfort** is enabled,  will be displayed in the status bar, and the screen will take on a yellow tint as a result of emitting less blue light.

### 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.

## Dark Mode


In low light conditions or at night, you can enable **Dark mode** to apply a darker colour scheme, which helps prevent excessive screen light from irritating your eyes.

Go to  **Settings** > **Display & brightness**, and enable or disable **Dark mode**.

## 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**.


## Screen Resolution

### Use Smart Screen Resolution


Go to  **Settings** > **Display & brightness**, and enable **Smart Resolution**. Your device will automatically adjust the screen resolution according to the current running status.

## Sounds&Vibration

### Vibrate Mode and More Sound Settings

- 1 Go to  **Settings** > **Sounds & vibration**, and enable or disable **Vibrate in silent mode** according to your preferences.
- 2 Touch **More sound settings**. Then you can set the sound for the following items:
  - **Keypad tones**
  - **Screen lock**

- **Screenshot**
- **Screen touch**
- **Vibrate on touch**
- **Startup sound**

 This feature may vary by device.



## Do Not Disturb

**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, then swipe down again to

display all shortcuts. Touch  to enable or disable **Do Not Disturb**. You can touch and hold  to access the **Do Not Disturb** settings screen.

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


- Go to  **Settings > Sounds & vibration > Do Not Disturb**, and enable or disable **Do Not Disturb**.

When Do not disturb is enabled,  will be displayed in the status bar. You can check for notifications on the lock screen or by swiping down from the status bar to open the

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

When you receive calls, notifications, or messages, they will be muted, the screen will not light up, and banner notifications will not be displayed.


### 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.
-  Voice calls are not supported on Wi-Fi only tablets.

## Set the Notification Tone


You can set a global notification tone or set tones for specific apps, such as Notepad or Calendar.

### Set the Default Notification Tone

- 1 Go to  **Settings** > **Sounds & vibration**, and touch **Notification sound**.
- 2 Select a preset tone, or touch **Music on device** to select a local song as the notification tone.

### Set the Notification Tone for a Specific App

You can set the notification tone for certain apps by doing the following:

- 1 Go to  **Settings** > **Apps** > **Apps**.
- 2 Select an app (for example, **Notepad**).
- 3 Go to **Notifications** > **To-do notifications** > **Sound**.
- 4 Select a preset tone, or touch **Music on device** to select a local song as the notification tone.

## 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.

# 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 or Change the App Notifications

### Disable App Notifications

You can choose not to receive notifications from apps in any of the following ways:


- After you receive a notification from an app, find it on the notification panel, swipe left on the notification, go to  > **More settings**, and disable **Allow notifications**.
- Go to  **Settings** > **Notifications**, find the app for which you want to disable notifications, then disable **Allow notifications**.
- Go to  **Settings** > **Apps** > **Apps**, touch the icon of the app you want to set, touch **Notifications**, and disable **Allow notifications**.

### Change the Way How App Notifications Are Sent


- 1 Go to  **Settings** > **Notifications**, select an app, and enable **Allow notifications**.
- 2 Follow the onscreen instructions to set up how notifications are sent:
  - Mute notifications
  - Select the notification style (including Lock screen notifications and Banners).
  - Select a notification sound.
  - Enable or disable notification vibration.
  - Enable or disable the function that allow notifications from the app even when Do Not Disturb is enabled.

 Notification methods supported by an app may vary.

## Lock Screen Notifications

Go to  **Settings > Notifications** and enable **Hide notification content**. Notification content will no longer be displayed on the lock screen of your device. When **Hide notification content** is disabled, the contents of new notifications will be displayed on the lock screen.

## More Notification Settings

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


# Biometrics&Password

## Facial Recognition

Face Recognition allows you to unlock your device or access locked apps with your facial data, even in dark environments.

Ensure that you are facing the device screen when using face recognition.

### Enrol Facial Data

- 1 Go to  **Settings > Biometrics & password > Face Recognition**, and enter your lock screen password.
- 2 Touch **Add facial profile > Get started** and follow the onscreen instructions to enrol 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.

## Disable or Delete Facial Data

On the **Face Recognition** screen, you can do the following:


- Disable facial data for certain features: Disable **Unlock device**, or **Access App Lock** as required. This will not delete your facial data.
- Delete facial data: Touch **Delete** and follow the onscreen instructions to delete your facial data.

## 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**.

## Secure Lock Settings

There are many ways your device can be unlocked. In some cases (such as if you are asleep while taking public transport), password unlock is more secure than other unlock methods. When Lockdown mode is enabled, you will only be able to unlock your device using your lock screen password. Other unlock methods will be temporarily disabled.

You must set a lock screen password to use this feature.

- 1 Go to  **Settings > Biometrics & password > Secure lock settings**, and enable **Show Lockdown option**.
- 2 Press and hold the Power button until the **Lockdown** option is displayed on the screen.
- 3 Touch **Lockdown** and follow the onscreen instructions to enable Lockdown mode. Once Lockdown mode is enabled, your device can only be unlocked using the lock screen password.
- 4 Lockdown mode is automatically disabled when you unlock your device. You can use other unlock methods as usual the next time you unlock your device.


If you need to re-enable Lockdown mode, press and hold the Power button and touch the **Lockdown** option again.

## Apps


### App Twin


App Twin enables you to log in to two accounts of an app simultaneously without the hassle of having to constantly switch between them, allowing you to keep your work and private lives separate.

 **App Twin** will only work with certain apps.

- 1 Go to  **Settings** > **Apps** > **App Twin**, and turn on the switch for the app you want to create a twin of.
- 2 Two icons for the same app will display on the home screen for you to log in to your separate accounts simultaneously.
- 3 To disable App twin, touch and hold the twinned version of the app, then touch **Delete**. All the data of the twin app will be deleted.

### View or Change App Settings

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

 Some apps cannot be uninstalled.

## Battery

### Check Power Consumption

Go to  **Settings** > **Battery** (or  **Optimizer** > ). You can:




- Touch **Battery usage** to view power-intensive apps.
- Touch a power-intensive app to view **Battery usage details** or adjust the settings as required. For example, you can close the power-intensive app.
- Touch **Power consumption details** to learn more about the software and hardware power consumption.

### 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.



## Optimise Device Power Settings

Go to  **Settings** > **Battery** (or  **Optimizer** > ) and touch **Optimise battery usage**. Your device will automatically analyse the current power consumption issues, optimise certain settings, and recommend other setting optimisations.




### Enable Power Saving Mode


**Optimizer** provides two power saving modes:


- **Power Saving mode** reduces power consumption by limiting background app activity, visual effects, and sounds.
- **Ultra Power Saving mode** strictly controls background apps to ensure that your device can stay on for as long as possible. In this mode, you will only be able to use selected apps, and all system switches, except for Wi-Fi and mobile data, will be turned off.

On the **Battery** screen, select a power saving mode:

- When the battery level is extremely low, enable **Ultra Power Saving mode**. Your device will then display a black home screen.

To add apps you wish to use in **Ultra Power Saving mode**, touch  and select the apps from the list. You can touch  to remove the apps or touch  in the upper right corner to exit **Ultra Power Saving mode**.


- When the battery level is not extremely low, but you would still like to save power, enable **Power Saving mode**. The  icon will then be displayed in the status bar.


 **Ultra Power Saving mode** is not available on some devices. If this option is not displayed, it indicates that your device does not support the feature.

### 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  **Optimizer** > ) 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 **Optimizer**, it indicates that your device does not support the feature.

### Smart Charge

When Smart Charge mode is enabled, your device will automatically learn from and adapt to your charging habits.




For example, if you tend to charge your device for a long time or overnight, this feature will intelligently control the charging current when the battery level reaches 80% to prevent your device from being fully charged for a long time and prolong the battery lifespan.

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

## 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  **Optimizer** > ), 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.

### Cleanup

You can use **Cleanup** in **Optimizer** 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  **Optimizer**, then touch **Cleanup**.
- 2 When the scan is complete, touch **Clean up** after each item and delete any files you don't need.

### Clean Up Duplicate Files


**Optimizer** can identify duplicate files on your device.

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


# Security

## Password Vault

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**.

## App Lock


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**, 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.

## 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 unlock your device without the need to verify your identity using a password, for example.





- 1** Set a lock screen password for your device.
- 2** Go to  **Settings** > **Biometrics & password** > **Smart Unlock**, and enable **Smart Unlock**.
- 3** Touch  to pair with a Bluetooth device, such as a smart band. After the pairing is successful, the Bluetooth device name will be displayed in the **Paired devices** list on the **Smart Unlock** settings screen.
- 4** Touch the Bluetooth device name in the **Paired devices** list, touch **Ok**, and follow the onscreen instructions to set this device as the **Unlocking device**. Afterwards, your device will automatically unlock when the Bluetooth device is in close proximity to it.

To learn more about **Smart Unlock**, touch  on the **Smart Unlock** settings 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


### Permission Management

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

With the location permission, apps can obtain your location to provide location-based services. For example, if a map app obtains the location permission, it can provide you with location and navigation services. You can disable the permission if you do not need these services.

- 1 Go to  **Settings** > **Apps** > **Permissions**.
- 2 On the **Permissions** screen, enter **Location**, touch the app you want to manage, and select an option.

### 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.



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

## 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.

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** > **Permissions**, 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.

## PrivateSpace



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

You can move private photos and confidential business files to your PrivateSpace to prevent unauthorised access. You can also move your payment and gaming apps to PrivateSpace to keep them away from 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

## Accessibility

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.

## Smart Cover Mode


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**. If the flip cover comes with a display window, enable **Use display window** as well.

## 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

## Set Up Users and Accounts

- 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.

 Voice calls are not supported on Wi-Fi only tablets.

- After accessing your device as the administrator, go to  **Settings > Users & accounts > Users**.
- Touch the related account, and select the permissions you want to authorise.

### Switch Between the Administrator, 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 administrator, 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


### 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.

## 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.

## 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.




### 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.

## Tablet Clone




**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.


### Clone Data from an Android Device

- 1 On your new device, open  **Tablet Clone**. 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  **Tablet Clone** 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 5.0 or later.

## Clone Data from an iPhone or iPad


- 1 On your new device, open  **Tablet Clone**. 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  **Tablet Clone** 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.

## Back Up with an External Storage Device

### Back Up with a Memory Card

Insert a memory card in your device so you can conveniently back up your data to keep it safe.

- 1 Go to  **Settings** > **System & updates** > **Backup & restore** > **Data backup** > **External storage** and touch **Memory card**.
- 2 Touch **BACK UP**, select the data you want to back up, then touch **Back up**.
- 3 Follow the onscreen instructions to set the password and password hint. The data will be encrypted and backed up. The password will be required if you want to restore your data backup.


To reset the password, go to the **Memory card** backup screen, then  > **Reset password**.

 The new password is only valid for backups created thereafter.

- 4 After the backup is complete, you can find your data backup in the **Huawei** folder in **Files** > **Categories** > **Memory card**.

You can go to the **Memory card** backup screen and enable **Auto-backup**. Your device will then automatically back up your data every seven days when it is being charged, the screen is turned off, and the battery level is at least 75%.



### Restore Your Backup from a Memory Card

- 1 Go to  **Settings** > **System & updates** > **Backup & restore** > **Data backup** > **External storage** and touch **Memory card**.
- 2 Select the backup you want to restore from the **RESTORE FROM BACKUP** list.
- 3 Select the data you want to restore, touch **Restore**, and enter the password as prompted.

## Back Up with a USB Storage Device

In case of insufficient storage space on your device, you can back up large files and any data on a USB storage device, such as a USB flash drive or card reader.

- 1 Connect your device to a USB storage device via a USB OTG cable.
- 2 On the **External storage** screen of your device, touch **USB storage**.
- 3 Touch **BACK UP**, select the data you want to back up, then touch **Back up**.
- 4 Follow the onscreen instructions to set the password and password hint. The data will be encrypted and backed up. The password will be required if you want to restore your data backup.

To reset the password, go to the **USB storage** backup screen, then  > **Reset password**.  
 The new password is only valid for backups created thereafter.


## Restore Your Data from a USB Storage Device

- 1 Connect your device to a USB storage device via a USB OTG cable.
- 2 On the **External storage** screen of your device, touch **USB storage**.
- 3 Select the backup you want to restore from the **RESTORE FROM BACKUP** list.
- 4 Select the data you want to restore, touch **Restore**, and enter the password as prompted.

## Back Up with a NAS Device

You can back up your important data on a network-attached storage (NAS) device, also known as a private cloud storage server. The NAS device provides shared folders for data backup.

- 1 On the **External storage** screen of your device, touch **Shared folder**.
- 2 On your device, scan for available NAS devices using your Wi-Fi network, then touch an applicable one to access and add its shared folders.
- 3 Touch **BACK UP**, select the data you want to back up, then touch **Back up**.
- 4 Follow the onscreen instructions to set the password and password hint. The data will be encrypted and backed up. The password will be required if you want to restore your data backup.

To reset the password, go to the **Shared folder** backup screen, then  > **Reset password**.

 The new password is only valid for backups created thereafter.

## Restore Your Data from an NAS Device


- 1 On the **External storage** screen of your device, touch **Shared folder**.
- 2 On your device, scan for available NAS devices using your Wi-Fi network, then touch an applicable one to access and add its shared folders.
- 3 Select the backup you want to restore from the **RESTORE FROM BACKUP** list.

**4** Select the data you want to restore, touch **Restore**, and enter the password as prompted.

## Reset Your Device


### 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 and your lock screen password. 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.

Go to  **Settings > System & updates > Reset**, touch **Reset all settings**, and follow the onscreen instructions to reset all settings.


### 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 the 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 Disclaimer

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