

HUAWEI MatePad T ¹⁰

User Guide



HUAWEI

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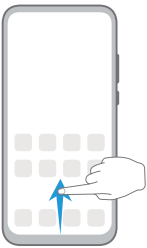
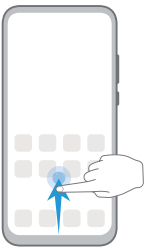
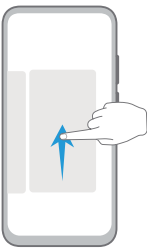
Essentials

Basic Gestures

Basic Gestures

System Navigation Gestures

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

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

More Gestures



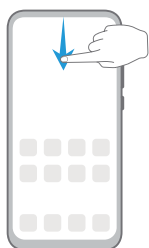
Access Home screen editing mode

Pinch two fingers together on the home screen.



Display the shortcut panel on the lock screen

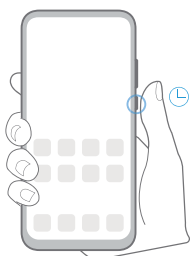
Swipe up from the bottom of the lock screen.



Open the notification panel

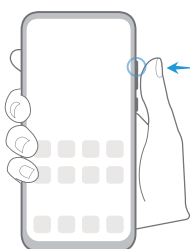
Swipe down from the status bar.

Button Shortcuts



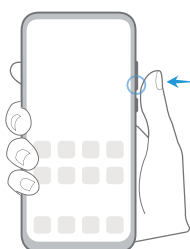
Power off and restart

Press and hold the Power button until the **Power off** and **Restart** options appear.



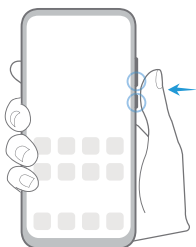
Increase the volume

Press the Volume up button.



Decrease the volume

Press the Volume down button.



Take a screenshot

Press the Volume down and Power buttons simultaneously.

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.

Phone Clone

Phone Clone

Phone 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  **Phone Clone**. Alternatively, go to  **Settings > System & updates > Phone Clone**, touch **This is the new phone**, then touch **Huawei** or **Other Android**.
- 2 Follow the onscreen instructions to download and install **Phone Clone** on your old device.
- 3 On your old device, open  **Phone Clone** and touch **This is the old phone**. 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.

 Phone Clone is only available on devices running Android 4.4 or later.

Clone Data from an iPhone or iPad

- 1 On your new device, open  **Phone Clone**. Alternatively, go to  **Settings > System & updates > Phone Clone**, touch **This is the new phone**, then touch **iPhone/iPad**.
- 2 Follow the onscreen instructions to download and install **Phone Clone** on your old device.
- 3 On your old device, open  **Phone Clone** and touch **This is the old phone**. 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.

 Phone 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.

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.

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**, **Calculator** 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, 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.

Set Your Wallpaper

Set Your Wallpaper

Use a Preset Wallpaper

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

Set an Image from Gallery as Your Wallpaper

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

Screenshots&Screen Recording

Take a Screenshot

Use a Key Combination to Take a Screenshot

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

Use a Shortcut to Take a Screenshot

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

Share and Edit a Screenshot, or Switch to Scrollshot

After you take a screenshot, a thumbnail will 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.

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.

Use a Shortcut to Switch Between Ring 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** 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.
In some apps, what happens after you touch and hold the text may differ. For example, if you touch and hold a sent or received message, an option menu will be displayed, and  will appear only after you touch **Select text**.
- 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

Split-screen Mode

You can split the screen of your device to use two apps simultaneously.

Enable Split-screen Mode

 Certain apps do not support Split-screen mode.

- 1 Open an app.
- 2 Enable split-screen mode using any of the following methods:
 - Swipe up from the middle of the screen with three fingers.
 - When using gesture navigation, swipe up from the bottom of the screen and hold to enter the Recent tasks screen. Then touch .
 - When using three-key navigation, touch and hold the  key.
- 3 Open the other app to start multitasking.

Switch the Split-screen Panes

 If the home screen is displayed in either of the split-screen panes, you won't be able to switch the panes.

Touch  in the middle of the split screen line, then touch .

Disable Split-screen Mode

Touch  in the middle of the split screen line, then touch .

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.

Power On and Off or Restart Your Device

Power On and Off or Restart Your Device

Power Your Device On and Off

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

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

Restart Your Device

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

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

Force Restart Your Device

If your device isn't working or won't turn off normally, you can force restart it.

Just press and hold the Power button for 10 seconds or longer.

Charging

Charge Your Device

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

Precautions for Charging

- Charge your device using the standard adapter and USB cable that came with your device. Using other chargers or USB cables may cause repeated restarts, slow charging, overheating, or other undesirable effects.
- Your device will automatically run a safety check when a charger or other device is connected to the USB port. If moisture is detected in the USB port, your device will automatically activate safety measures and stop charging. Disconnect your device from the USB port and wait until the USB port is dry.

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

Using the Charger that Came with Your Device

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

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.

Reverse Charging with an OTG Cable

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

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

- 1** Connect your device with the device to be charged using an OTG cable.
- 2** When the **Use USB to** dialog box is displayed on your device, touch **Reverse charge**. 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**, and then select **Reverse charge**.
- 3** Follow the onscreen instructions on the device to be charged to start charging.

Smart Features

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**.

Share Files Between Your Device and Computer with Huawei Share

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

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

- 2** On your device, go to the **Huawei Share** settings screen and enable **Huawei Share** and **Computer Share**.
- 3** Make a note of the name displayed next to **Name shown on computers** and the user name and password under **Verification**.
- 4** On the computer, go to:
 - Windows: **This PC (Computer) > Network**.
 - macOS: **Finder > Go to > Network**.

 Currently, this feature is only available on Macs running macOS 10.8 to 10.14.
- 5** On your computer, double-click the name of your device and enter the user name and password noted down previously.
- 6** Open a shared folder on your device, such as the Internal storage or Album folder to view, edit, or copy files from your device to your computer or vice versa.
Changes made to files in the shared folders on your computer will be automatically synced to your device and vice versa.

One-Touch Printing with Huawei Share

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

- 1** Depending on the type of printer, ensure the following:
 - Wi-Fi capable printers: The printer must be powered on and connected to the same network as your device.
 - 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?**.

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 where you want to focus.
To adjust focus and metering separately, touch and hold the viewfinder and drag the individual 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 left or right across the camera mode options.

Some features are only available when using the rear camera.

3 Touch  to take a photo.

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.

Zoom to Take Photos

Take Photos with Various Zoom Settings

- 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.

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.

Record Videos

Record Videos

- 1 Open  **Camera** and select **Video** mode.
- 2 Touch  to start recording.
While recording, touch and hold  or  to smoothly zoom in or out.
Touch  to take a photo while recording.
- 3 Touch  to pause and  to end the recording.

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.

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.

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

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 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.

Edit Photos

- 1 Open  **Gallery**, touch the thumbnail of the photo you want to edit, then touch **Edit** 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.

2 Touch  to save your edits, or touch  to save the photo.

Pixelate Photos

- 1** Touch a photo, then go to **Edit** >  > **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**.

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

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

Move Photos and Videos

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

Delete Photos and Videos

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

 The **All photos**, **My favourites**, **Videos**, and **Camera** albums cannot be deleted.

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

 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.

Apps

Apps

Apps

Uninstall an App

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

- Touch and hold the app icon you want to uninstall, 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.

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:
 - 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 **Merge**.

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.

Add Emergency Information

- ⓘ Voice calls are not supported on Wi-Fi only tablets.
- 1 From the **Contacts** screen, go to **My card > Emergency information**.
 - 2 Touch **ADD** and set your personal, medical, and emergency contact information.
- Once you have added emergency contacts and you find yourself in an emergency, access the lock screen for inputting your password, go to **Emergency > Emergency information > Emergency contacts**, and select an emergency contact to make a call.

Erase Contact Traces

- 1 Open  **Phone**, touch the **Contacts** tab at the bottom of the screen, then touch the contact for whom you wish to erase contact traces.
- 2 Go to  > **Erase history > Erase** to delete all call and message records for that contact.
 ⓘ This feature is not supported on Wi-Fi only tablets.

Phone

Make a Call

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

Dial a Number or Select a Contact to Call

Use either of the following methods to make a call:

- Open  **Phone**, enter part of a phone number, the first letter of a contact's name, or the contact's initials to find a contact.
- On the **Phone** screen, touch the **Contacts** tab at the bottom, then select a contact to make a call.

Touch  to end a call.

Use Speed Dial

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

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

Press the Power Button to End a Call

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

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

Set a Call Background

You can set a wallpaper as the call background.

1 Go to  **Settings** > **Home screen & wallpaper** > **Wallpaper**.

2 Select a picture and set it as the wallpaper.

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

1 On the **Phone** screen, touch the **Contacts** tab at the bottom, then select the contact you want to set a profile picture for.

2 Touch  and then touch  to set a profile picture for the contact.

Make an International Call

1 Contact your mobile carrier to activate and inquire about the international calling service.

2 Open  **Phone**, touch the **Contacts** tab at the bottom, then select a contact to make a call.

For numbers that are not in the contacts list, on the **Phone** screen, touch and hold the 0 number key to display +, enter the country code and phone number, then touch  to make an international call.

Manage Call Logs

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

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

Merge Call Logs

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

View Missed Calls

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

Delete Call Logs

Delete call logs using any of the following methods:

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

Set a Ringtone for Incoming Calls

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

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

Set a Music Ringtone

- 1 Go to  **Phone** >  > **Settings** > **Ringtone** or  **Settings** > **Sounds & vibration** > **Tablet ringtone**.
- 2 Select a system ringtone, or touch **Music on device** to select a local song as the ringtone.

Set a Ringtone for a Contact

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

Manage Incoming Calls

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

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

Answer or Reject an Incoming Call

If you receive a call when the screen is locked:

- Drag  right to answer the call.
- Drag  left to reject the call.
- Touch  to reject the call and reply with an SMS message.
- Touch  to set a callback reminder.

If you receive a call when the screen is unlocked:

- Touch  to answer the call.
- Touch  to reject the call.
- Touch  to reject the call and reply with an SMS message.
- Touch  to set a callback reminder.

Enable Call Waiting

The Call waiting feature lets you answer incoming calls when a call is already in progress by placing the first call on hold.

 This feature requires the support of your mobile carrier. For details, contact your carrier.

Go to  **Phone** >  > **Settings**. Under the SIM card you wish to enable call waiting on, go to **More** > **Call waiting**.

 This feature may vary depending on your carrier.

Answer a New Incoming Call During a Call

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

Enable Call Forwarding

After the Call forwarding feature is enabled, calls that meet set conditions will be automatically transferred to a specified phone number.

 This feature requires the support of your mobile carrier. For details, contact your carrier.

- 1 On the **Phone** screen, go to  > **Settings**, and touch **Call forwarding**.
- 2 Select and enable a forwarding method, then enter and confirm the target number.

 This feature may vary depending on your carrier.

Disable Call Forwarding

1 On the **Phone** screen, go to  > **Settings**, and touch **Call forwarding** under the SIM card you wish to disable call forwarding on.

2 Select the forwarding mode that you wish to disable and disable it.

 This feature may vary depending on your carrier.

Filter and Block Spam Calls

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

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

Filter Spam Calls

1 Go to  **Phone** >  > **Blocked** >  and set the block rules.

Alternatively, go to  **Tablet Manager** > **Blocked** >  to set the block rules.

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

Block Incoming Calls from Specific Numbers

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

- Go to  **Phone** >  > **Blocked** >  > **Blocklist**, touch , then add the phone numbers you want to block.
- On the **Phone** screen, touch the **Contacts** tab at the bottom, touch the contact you want to block, then go to  > **Block contact**.

Set Whether to Receive Notifications for Blocked Calls

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

Emergency SOS and Calls

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

Use Emergency SOS

If you encounter an emergency, you can quickly and secretly send an SOS message to your emergency contacts.

1 Enable GPS and allow the Emergency SOS feature to access your location.

2 Go to  **Settings** > **Security** > **Emergency SOS**, enable **Also send SOS message**, then set your emergency contacts.

Once you have enabled the Emergency SOS feature, if you encounter an emergency, press the Power button five times in quick succession and your device will automatically send a message with your current location to your emergency contacts.

Once the message is sent, your device will bring up the emergency call screen, from which you can quickly call an emergency service or one of your emergency contacts.

Make Emergency Calls

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

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

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

Make Operations During a Call

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

During a call, an in-call menu will be displayed.

- Touch  to start another call (only available once three-way calling has been activated). This feature requires the support of your mobile carrier. For details, contact your carrier.
- Touch  to use the dialler.
- During a call, you can hide the call screen and access other apps by returning to the previous screen or home screen using the current navigation mode. To return to the call screen, touch the green bar on the status bar.
- Touch  to end the call.

Messaging

Send and Manage Messages

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

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

Send and Manage Messages

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

Send Messages

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

Save a Draft Message

From the **New message** screen, touch  to save a draft message.

Cancel Sending a Message

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

View and Reply to Messages

- 1 On the **Messaging** screen, select a contact to view your conversation with them.
- 2 To reply to a message, enter your message content in the text box, then touch . New messages will be displayed in the notification panel in the form of banners and you can touch them there to reply.

Mark Messages as Read

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

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

Delete a Message

You can delete messages using either of the following methods:

- On the **Messaging** screen, swipe left the message to be deleted, then touch .

- Touch and hold a message, select multiple messages you wish to delete, then touch . Deleted messages cannot be recovered.

Filter and Block Spam Messages

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

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

Block Spam Messages

Go to  **Messaging** >  > **Blocked** >  and set block rules.

You can also go to  **Tablet Manager** > **Blocked** >  to set block rules.

Block Messages from Specific Numbers

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

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

Block Messages Containing Specific Keywords

1 Go to  **Messaging** >  > **Blocked** >  > **Keyword blocklist**.

2 Touch  and add the keywords to be filtered. All messages containing these keywords will be blocked.

Set Whether to Receive Notifications for Blocked Messages

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

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

- 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
 - 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 **Done**.

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**.

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:

- 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.

Radio

Radio

- 1 To use the radio feature of your device, insert a wired headset to use as the radio antenna.
- 2 Go to the **Tools** folder, touch  **FM Radio**, then touch  to turn on the radio.
- 3 Touch  or  to switch to another channel.
- 4 Drag  to manually select a frequency.

App Twin

App Twin

App Twin enables you to log in to two WeChat accounts 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 **Tablet Manager** 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  **Tablet Manager**, 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

Tablet Manager can identify duplicate files on your device.

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

Manage Data Usage

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

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

View and Manage High Data Consumption Apps

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

View and Set the Network Access Permission of an App

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

Enable or Disable Smart Data Saver

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

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

Add Mobile Data Usage Reminders

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

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

One-Touch Optimisation

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

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

Phone Clone

HiSuite

Introduction to HiSuite

Huawei **HiSuite** is a PC-based tool used for managing Huawei smart Android devices (including phones and tablets).

After you have installed **HiSuite** on your computer, you can manage data such as your contacts, messages, pictures, videos, and apps, back up data from and restore data to your device, and update your device to the latest version.

- 1 Visit the official Huawei website on your computer, search for **HiSuite**, then download and install the latest version of **HiSuite**.
- 2 Use a USB cable to connect your device to the computer. When a dialog box entitled **Use USB to** appears on your device, select **Transfer files**.
- 3 On the computer, open **HiSuite**, set the connection mode to USB cable. Then follow the onscreen instructions to establish a connection between your device and computer.

Back Up and Restore Data Using HiSuite

After installing **HiSuite** on your computer and connecting your computer with your device, you can use **HiSuite** to back up data (such as contacts, messages, call logs, photos, videos, audio files, and documents) from your device to your computer. You can also restore data on your device from your computer.

Back Up Data to a Computer

- 1 On the **HiSuite** home page, click **Back Up**.
- 2 Select the items you want to back up.
- 3 Click **Back Up**, follow the onscreen instructions to set the password and password hint, and confirm the settings.
Backup data won't be able to restore if you forget the password.
- 4 **HiSuite** will then back up the data you selected. Keep the USB cable connected when the data is being backed up.
- 5 Click **Done** when all data has been backed up.

Backup data is saved under **C:\Users*User name*\Documents\HiSuite\backup** on the computer by default. To change the backup directory on the computer, go to  > **Settings** > **Backup**.

Restore Data

- 1 On the **HiSuite** home page, click **Restore**.
- 2 Click **Backup Files**, select the items you want to restore to your device, then click **Restore**.
- 3 Enter the password for the backup data and click **OK**.
- 4 **HiSuite** will then restore the items you have selected. Keep the USB cable connected when the data is being restored.
- 5 Click **Done** when all data has been restored successfully.

Update or Restore the System Using HiSuite

After installing **HiSuite** on your computer and connecting your computer with your device, you can use **HiSuite** to update the system of your device.

Update the System

-  • Your personal data may be erased during a system update. It is recommended that you back up your data before updating your device.
- Ensure that your device is at least 20% charged and keep the USB cable connected throughout the update process. Do not power off or restart your device, or remove or insert a memory card.
- Some third-party apps, such as online banking and game apps, may not be compatible with the latest system version. It might take some time for the app developers to launch a compatible app version.

On the **HiSuite** home page, click **Update**. If a new version is detected, the version number will be displayed and you can click the version number to start updating the system.

Once the update is completed, your device will automatically restart.

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**.

Mobile Data

Connect to Mobile Data

- 1 Make sure that mobile data is available on your SIM card. Wi-Fi only tablets do not support mobile data.
- 2 Connect to mobile data using either of the following methods:
 - Swipe down from the status bar to open the notification panel, then swipe down further to show all shortcut switches. Touch  to enable **Mobile data**.
 - Go to  **Settings** > **Mobile network** > **Mobile data** and enable **Mobile data**.

To conserve battery power and reduce data usage, disable the mobile data service when you don't need it.

Personal Hotspot

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

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

Share Your Network Connection via Personal Hotspot

-  The following listed items are only available in some countries and regions. If your device does not provide a specific item, it indicates that the corresponding feature is not supported.

- 1 Go to  **Settings** > **Mobile network** > **Personal hotspot**.
- 2 Set **Device name** and **Password**.
- 3 In the case of a Wi-Fi network, you can set the AP frequency band of the Wi-Fi hotspot. Go to **More** > **AP band** and touch **2.4 GHz** or **5 GHz**.
- 4 In the case of mobile data, you can set a mobile data limit for a single session. Go to **More** > **Data limit** and set the limit.
When this limit has been reached, your device will automatically disable the hotspot.
- 5 Enable **Personal hotspot** and your device will share your mobile data or the Wi-Fi network you are currently connected to with other devices.

Share Your Network Connection via Bluetooth

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

Share Your Network Connection via USB

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

Enable Data Roaming

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

Once you have activated the international roaming service, you can enable this feature to use mobile data when traveling in a different country or region.

-  • This feature requires the support of your mobile carrier. For details, contact your carrier.
- Charges may apply when using the international roaming service. For details about how data roaming fees are charged, contact your carrier.

Go to  **Settings** > **Mobile network** > **Mobile data**. Under the SIM card for which you wish to enable the data roaming feature, enable **Data roaming**.

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.

Connect to a Laptop 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.

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.

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.

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 and Colour Temperature

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

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 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.

Display Carrier Name and Network Speed in the Status Bar

You can check the carrier name and network speed with a single glance at the status bar.

Go to  **Settings > Display & brightness > More display settings**, and enable or disable **Display carrier name** and **Display network speed** according to your preferences.

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

Switch Between Portrait and Landscape Orientation

The built-in gravity sensor of your device allows you to automatically switch between horizontal and landscape orientations when you rotate the screen.

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 this feature.

GPU Turbo

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

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

Sounds&Vibration

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 SMS Notification Tone

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

 This feature is 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** > **Notepad** > **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 badge will appear on the app icon. By default, a numbered badge is displayed. 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 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

Lock Screen Password

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

Set the Lock Screen Password

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

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

Change the Lock Screen Password

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

Disable Lock Screen Password

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

Apps

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.

Battery

Check Power Consumption

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

- Touch **Battery usage** to view power-intensive apps. Touch a power-intensive app to enable or disable power consumption alerts.
- 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  **Tablet Manager** > ) 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

Tablet Manager 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  **Tablet Manager** > ) 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 **Tablet Manager**, it indicates that your device does not support the feature.

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  **Tablet Manager** > ) , 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.

Security

App Lock

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

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

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.

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**.

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.

Set the Date and Time Automatically or Manually

- Enable **Set automatically**, and your device will sync to the local date and time over a mobile network.
- To manually set the date and time, disable **Set automatically**.

Change the Time Zone

-  This feature is not supported on Wi-Fi only tablets.
- Enable **Set automatically**, and your device will sync to the local time zone over a mobile network.
- To manually set the time zone, disable **Set automatically**.

Change the Time Format

- Enable **24-hour time** and your device will display time in the 24-hour format.
- Disable **24-hour time** and your device will display time in the 12-hour format.

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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Model: AGR-L09
AGR-W09

EMUI 10.1_02