HUAWEI MatePad Pro

User Guide

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Basic Gestures

Basic Gestures and Shortcuts

System Navigation Gestures

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

	Return to the previous screen Swipe in from the left or right edges to return to the previous screen.
	Back to home screen Swipe up from the bottom to go to the home screen.
	Recent tasks Swipe up from the bottom of the screen and hold to view recent tasks.
	Close an app When viewing recent tasks, swipe up on an app preview to close the app.
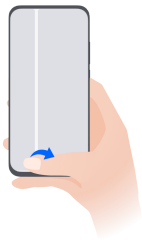
	Switch between apps
	• Slide across the bottom edge of the screen to switch between apps. Before using this gesture, touch **Settings** on the **System navigation** screen, and ensure that **Slide across bottom to switch apps** is enabled. • Swipe across the bottom of the screen in an arc to switch between apps.
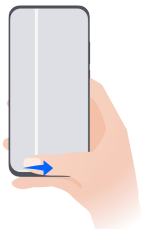
Knuckle Gestures

Go to **Settings** > **Accessibility features** > **Shortcuts & gestures** to enable **Take screenshot**, **Record screen**.
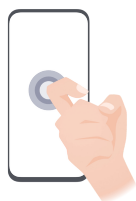
	Take a screenshot
	Knock twice on the screen with a knuckle to take a screenshot.
	Take a scrollshot
	Knock on the screen with a knuckle and draw an "S" to take a scrolling screenshot.
	Capture part of the screen
	Knock and draw an enclosed area with a knuckle to capture part of the screen.
	Record screen
	Knock twice on the screen with two knuckles to start or end a screen recording.
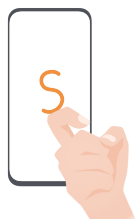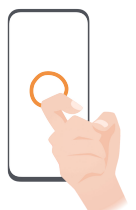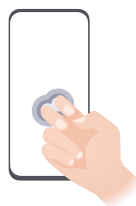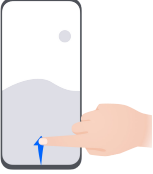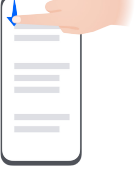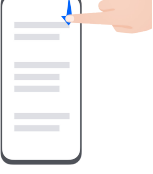
More Gestures

	Access Home screen editing mode Pinch two fingers together on the home screen.
	Display the shortcut panel on the lock screen Turn on the screen and swipe up from the bottom of the lock screen.
	Display the search bar Swipe down on the home screen.
	Open the notification panel Swipe down from the upper left edge of the screen to display the notification panel.
	Turn on a shortcut switch Swipe down from the upper right edge of the screen to display ▬ and touch ▬ to expand the shortcut switches panel.

System Navigation

Navigate with Gestures

Go to **Settings** > **System & updates** > **System navigation** and select **Gestures**.

You can then:

- 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: Swipe up on an app preview from the Recent tasks screen. Swiping down on an app preview can lock the app. A locked app will not be cleared when you touch 🗑 on the Recent tasks screen.

- Switch apps: Swipe across the bottom of the screen in an arc. Alternatively, when **Slide across bottom to switch apps** is enabled, swipe across the bottom edge of the screen.

You can enable **Show navigation bar** to display the navigation bar to assist your gesture operations.

> 🛈 **Slide across bottom to switch apps** or**Show navigation bar** is not supported on certain products.

Use Three-Key Navigation

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

- Touch ◁ to return to the previous menu or exit the current app.

- Touch ○ to return to the home screen.

- Touch ▢ to access the recent tasks screen.

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

- Select a navigation key combination.

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

- Touch ⍗ (if available in the selected navigation key combination) to open the notification panel.

Use the Navigation Dock to Operate the Device

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

After the Navigation dock button appears, you can:

- Drag the button to your desired position.

- Touch the button to go back.

- Touch and hold the button, then release it to go back to the home screen.

- Touch and hold the button, then swipe left or right to view recent tasks.

> 🛈 The feature availability varies by device.

Tablet Clone

Use Tablet Clone to Move Data to Your New Device

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

Migrate Data from a Huawei or Other Android Device

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

2 On your old device, follow the onscreen instructions to download and install **Tablet Clone**.

3 On the old device, open the **Tablet Clone** app, touch **This is the old device**, and follow the onscreen instructions to connect the 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.

Migrate Data from an iPhone or iPad

1 On the new device, open the **Tablet Clone** app, or go to **Settings** > **System & updates** > **Tablet Clone**, touch **This is the new device**, and select **iPhone/iPad**.

2 Follow the onscreen instructions to download and install **Tablet Clone** on your old device.

3 On the old device, open the **Tablet Clone** app, touch **This is the old device**, and follow the onscreen instructions to connect the 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.

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.

Turn On the Screen

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

· Press the Power button.

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

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

Unlock the Screen with Password

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

Use Face Unlock

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

Display Your Signature on the Lock Screen

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

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

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, and swipe up on the Camera icon in the lower right corner to open **Camera**.
- Turn on the screen, and swipe up from the bottom of the lock screen to open the shortcut panel. Then touch the app you wish to access from the available shortcuts, such as **Torch**, **Calculator**, or **Timer**.

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📶	5G network connected	4G📶	4G network connected
3G📶	3G network connected	2G📶	2G network connected
📶	Full signal strength	R📶	Roaming
🌱	Data saver enabled	⚠	No SIM card detected

	Hotspot enabled		Hotspot connected
	Wi-Fi connected		Hotspot disconnected
	Switching network via Wi-Fi+		Alarm set
	Battery empty		Low battery
	Charging		Quick charging
	Super charging		Super wireless charging
	Quick wireless charging		Regular wireless charging
	Power saving mode enabled		Digital balance enabled
	Bluetooth enabled		Bluetooth device battery
	Bluetooth device connected		VPN connected
	Driving mode		Projection device connected
	Location service enabled		Eye comfort mode enabled
	Headset connected		Headset with a microphone connected
	Calling		VoLTE enabled
	Missed call		Unread SMS
	Silence		Vibration
	NFC enabled		Do Not Disturb mode enabled
	Data syncing		Data sync failed
	Performance mode enabled		New email
	Event reminder		More notifications
	Airplane mode enabled		

Control Panel

Use Shortcut Switches

Turn on a Shortcut Switch

Swipe down from the upper right edge of the screen to display **Control Panel** and touch ___ to expand the shortcut switches panel.

· Touch a shortcut switch to enable or disable the corresponding feature.

· Touch and hold a shortcut switch to access the settings screen of the corresponding feature (supported by some features).

· Touch ⚙ to access the system settings screen.

Quickly Access Frequently Used App Features

Access Frequently Used App Features from the Home Screen

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

Quickly Access Frequently Used App Features

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

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

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

Add Frequently Used App Features to the Home Screen

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

Home Screen Widgets

Add, Move, or Delete Home Screen Widgets

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

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

1 Pinch two fingers on the home screen to access Home screen settings mode.

2 Touch **Widgets**, then swipe left to view all widgets.

3 Some widgets, such as **Weather**, come in various formats. Touch the widget to show all formats, and swipe right to collapse.

4 Touch a widget to add it to the home screen. If there is no room on the current screen, touch and hold it, then drag it to a different screen.

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

For example, to switch between Celsius and Fahrenheit, go to ⋯ > **Temperature unit**, and select the temperature unit you want.

Move or Delete a Widget

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

Set Your Wallpaper

Set Your Wallpaper

Use a Preset Wallpaper

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

2 Touch an image you want to set as the wallpaper.

3 Set the following based on your preferences:

- **Blur**: To apply a blur effect, which can be adjusted by dragging the slider.

- 👁 : To preview how the wallpaper looks like. You can touch **Scrollable** to make the wallpaper scalable on the home screen.

4 Touch **Apply**, and you can set the wallpaper as **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** > **Wallpapers**, then follow the onscreen instructions to complete the setting.

Screenshots & Screen Recording

Take a Screenshot

Use Your Knuckle to Take a Screenshot

1 Go to **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Take screenshot**, and ensure that **Knuckle screenshots** is enabled.

2 Knock the screen twice in quick succession with one knuckle to 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 upper right edge of the screen to display **Control Panel**, touch   to expand the shortcut switches panel, and touch **Screenshot** to take a screenshot.

Share and Edit a Screenshot or Switch to Scrollshot

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

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

· Swipe up on the thumbnail to select a way to share the screenshot with your friends.

· Touch the thumbnail to edit or delete it. You can also touch **Scrollshot** to take a scrolling screenshot.

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

Swipe Down Using Three Fingers to Take a Screenshot

1 Go to **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Take screenshot**, and ensure that **Three-finger screenshot** is enabled.

2 Swipe down from the middle of the screen with three fingers to take a screenshot.

Take a Partial Screenshot

Use **Partial screenshot** to take a screenshot of a part of the screen. You can choose your preferred screenshot shape (such as a rectangle, oval, or heart).

Use Knuckle Gestures to Take a Partial Screenshot

1 Knock on the screen with a knuckle and hold to draw an outline around the part of the screen that you want to capture. Make sure that your knuckle does not leave the screen.

2 The screen will display the movement trajectory of your knuckle and take a screenshot of the selected area. You can then:

· Drag the frame to the desired position or resize it.

· Touch any of the shape options at the bottom of the screen to change the shape of the captured area. You can also keep the shape that you drew.

3 Touch ⊟ to save the screenshot.

Use a Shortcut to Take a Partial Screenshot

1 Swipe down from the upper right edge of the screen to display **Control Panel**, touch ▬ to expand the shortcut switches panel, touch ▼ next to **Screenshot**, and touch **Partial screenshot** in the displayed dialog box.

2 Follow the onscreen instructions to draw an outline with your finger around the part of the screen that you want to capture.

3 The screen will display the movement trajectory of your finger and take a screenshot of the selected area. You can then:

- Drag the frame to the desired position or resize it.

- Touch any of the shape options at the bottom of the screen to change the shape of the captured area. You can also keep the shape that you drew.

4 Touch ⊟ to save the screenshot.

Take a Scrolling Screenshot

You can use **Scrollshot** to capture a memorable chat, article, or essential work document that cannot be displayed in full on the screen.

Use Your Knuckle to Take a Scrolling Screenshot

1 Tap a knuckle against the screen and hold to draw an "S". Your device will automatically scroll to the bottom of the page to capture all of the content in a single screenshot.

2 You can touch the screen at any time to stop the scrolling.

Use a Shortcut to Take a Scrolling Screenshot

1 Swipe down from the upper right edge of the screen to display **Control Panel**, touch ▬ to expand the shortcut switches panel, touch ▼ next to **Screenshot**, and touch **Scrollshot** in the displayed dialog box.

2 You can touch the screen at any time to stop the scrolling.

Precautions for Using Knuckle Screenshots

- Please double knock the screen consecutively at the same place and at an appropriate speed.

- Keep your knuckle vertical to the screen.

- If you want to take more than one screenshot, wait 2 seconds before knocking on the screen again.

- If there is a screen protector on the screen, knock the screen harder or remove the screen protector and try again.

Record the Screen

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

Use a Key Combination to Start Screen Recording

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

Use a Shortcut to Start Screen Recording

1 Swipe down from the upper right edge of the screen to display **Control Panel**, touch ⬚ to expand the shortcut switches panel, and touch **Screen Recorder** to start screen recording.

2 To stop the recording, touch the timer at the top of the screen.

3 The recording will be saved in **Gallery**.

Use Two Knuckles to Start Screen Recording

1 Go to **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Record screen**, and ensure that **Record screen** is enabled.

2 Knock the screen twice in quick succession with two knuckles to start screen recording. To stop recording, knock twice again.

Record Your Voice During Screen Recording

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

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

🎤 . You can now record your voice.

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

View and Clear Notifications

View and Clear Notifications

View Notifications

After receiving a notification, unlock the screen and swipe down from the upper left edge of the screen to open the notification panel where all new messages are displayed.

Clear Notifications

- You can remove a notification by swiping right on it.

- You can touch 🗑 at the bottom of the notification panel to clear all notifications.

  ℹ️ Some system notifications and notifications from apps running in the foreground cannot be cleared.

Do Not Disturb Settings for Notifications

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

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

Adjust Sound Settings

Adjust Sound Settings

Press a Volume Button to Adjust the Volume

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

Press the Power Button to Mute Your Device When It Rings

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

Flip to Mute

When there is an incoming call, you can flip your device to mute it.

For the features to take effect, go to **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Mute ringtone/Reduce volume** and make sure that **Flip to mute ringtone** is enabled.

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

Change the Sounds and Vibration Settings

You can set the messaging tone, notification tone, and call ringtone depending on your preferences, as well as set the vibration pattern.

1 Go to **Settings** > **Sounds & vibration** and touch **Tablet ringtone**,**Messaging tone**, or **Notification tone**.

2 You can then:

- Set a tone.

  Select a preset tone, or touch **Music on device** to select a locally saved song.

- Set a vibration pattern.

  Touch **Vibration** and select your preferred type of vibration.

ⓘ The feature availability varies by device.

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

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

1 Swipe down from the upper right edge of the screen to display **Control Panel**, touch ___ to expand the shortcut switches panel.

2 Touch the ⌂**Sound**, ⌂**Silent**, or ▯**Vibration** icon to switch between different modes.

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

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

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

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

System Haptics

The system uses haptics to provide feedback when certain operations are completed, such as when you touch and hold text, a contact, or some other elements on the screen.

Go to **Settings** > **Sounds & vibration** > **More settings** and enable or disable **System haptics** according to your preferences.

Set the Default Volume

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

- **Ringer, Messages, Notifications**

- **Alarms**

- **Music, Videos, Games**

- **Calls**

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

Set More settings

On the **Sounds & vibration** screen, touch **More settings**, and set more notification methods according to your preferences. For example, you can set **Keypad tones** and **Screenshot**.

Raise to Reduce the Ringtone Volume

When there is an incoming call, you can raise your device up to reduce the ringtone volume.

For the features to take effect, go to **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Mute ringtone/Reduce volume** and make sure that **Raise to reduce volume** is enabled.

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

Enter Text

Shortcut Keys on a Physical Keyboard

Connect a physical keyboard to your device, and you can then quickly switch languages, change settings, and work more efficiently.

Go to **Settings** > **System & updates** > **Language & input** > **Physical keyboard**, and you can then:

- Touch the keyboard name to select a language on the **Choose keyboard layout** screen.
- Touch **Show virtual keyboard** to display or hide the virtual keyboard.
- Touch **Keyboard shortcuts** to view the keyboard shortcuts.

To learn more about shortcut keys, refer to the table below:

Shortcut keys	Description
[Ctrl] + [Shift]	Switch the input method.
[Alt] + [Shift]	Display or hide the virtual keyboard. 🛈 Enable **Show virtual keyboard** before performing the operation.
[Alt] + [Tab]	Open recent apps.
[Fn] + [Esc]	Exit.
[Fn] + [1]	Reduce screen brightness.
[Fn] + [2]	Increase screen brightness.
[Fn] + [4]	Mute.
[Fn] + [5]	Volume down.
[Fn] + [6]	Volume up.

[Fn] + [7]	Lock the screen.
[Fn] + [-]	Take a screenshot.
[Fn] + [Del]	Delete.
[Fn] + [PgUp]	Go to the previous page.
[Fn] + [PgDn]	Go to the next page.
[Fn] + [Home]	Go to the first page.
[Fn] + [End]	Go to the last page.
[⊞] + [L]	Lock the screen.
[⊞] + [Enter]	Go to the home screen.
[⊞] + [D]	Go to the home screen.
[⊞] + [Del]	Go back.
[⊞] + [N]	Open the notification panel.
[⊞] + [C]	Open Contacts.
[⊞] + [/]	View keyboard shortcuts.
[Ctrl] + [X]	Cut selected items.
[Ctrl] + [C]	Copy selected items.
[Ctrl] + [V]	Paste selected items.
[Ctrl] + [Z]	Cancel an operation.
[Ctrl] + [A]	Select all items in a document or window.

🛈 Some keys or operations may vary by product.

Select, Copy, Paste, or Share Text

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

1 Touch and hold the text until ⌐○│ appears.

    ⓘ What happens after you touch and hold the text may vary by app. Follow the onscreen instructions.

2 Drag ○ and ○ to select the text you need, or touch **Select all** to select all text.

3 Touch **Copy** or **Cut** as needed.

4 Touch and hold the space where you want to paste the text until **Paste** appears, then touch **Paste**.

Multi-Window

Enable Split-screen Mode

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

Enable split-screen mode:

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

2 Drag an app icon out of the Multi-Window dock.

Switch the split-screen panes:

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

Exit split-screen mode:

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

    ⓘ · Support for split-screen mode varies by app.

       · Split-screen mode is limited to two apps at any given time.

Drag and Drop Between Apps with Multi-Window

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

· Drag and drop an image: When taking notes with **Notepad**, open **Files**, select the photo you want to add, and drag it into the **Notepad** editor.

· Drag and drop text: When sending an SMS message, open **Notepad**, touch and hold the text you want to send, and drag it into the message text input box.

· Drag and drop a document: When writing an email, open **Files**, select the document you want to attach, and drag it into the email editor.

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

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

- **Add an app**: Access the Multi-Window dock, touch ⊞, touch ＋ to select the app you want to add, then touch ✓.

- **Move an app**: Access the Multi-Window dock, touch ⊞, touch ＋, touch and hold an app icon to drag it to any location in the dock, then touch ✓.

- **Remove an app**: Access the Multi-Window dock, touch ⊞, touch ＋, touch ⊖ in the upper right corner of the icon of the app you want to remove, then touch ✓.

Switch Between Split-screen and Floating Window

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

Multi-Window View for a Single App

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

ⓘ This feature is unavailable in some apps.

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

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

Disable Multi-Window

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

Use the Floating Window

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

Display the floating window:

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

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

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

The feature availability varies by device.

Relocate the floating window:

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

Resize the floating window:

Drag the bottom edge, two sides, or bottom corners of the floating window to resize it.

Display in full screen:

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

Minimise the floating window:

Touch ⊖ at the top of the floating window to minimise and shrink it into a floating bubble.

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

Close the floating window:

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

Find and Switch Between Floating Windows for Apps

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

1 Make sure that you have opened floating windows for multiple apps and minimised them into the floating ball.

2 Touch the floating ball to display all floating window previews:

- **Browse through the floating window previews**: Swipe up or down to find the floating window preview of the app you are looking for.

- **Display the floating window for an app**: Touch the floating window preview of the app to display it in a floating window.

- **Close the floating window for an app**: Touch ✕ on the floating window preview to close it.

Open an Attachment in a Floating Window

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

ⓘ This feature is unavailable in some apps.

1 Open the Email app.

2 Touch a link or attachment in the Email app to open it in the floating window.

- **Open a link**: Touch a link in the Email app to display it in a floating window.

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

Enable App Multiplier

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

ⓘ This feature will only work for applicable apps.

1 Go to **Settings** > **Display & brightness** > **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.
If no extra content is available for the entry that you touched, the app will remain displayed in one window.

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

ⓘ The window sizes can only be adjusted on certain products.

Power On and Off or Restart Your Device

Turn On and Off or Restart Your Device

Power Your Device On and Off

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

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

Restart Your Device

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

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

Force Restart Your Device

You can force restart your device if it isn't working or won't turn off normally. To do this, just press and hold the Power 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 charger and USB cable that came with your device. Using other chargers may result in a fire, explosion, or other hazard.
- Do not use the charger in damp areas, such as in a toilet. Do not handle the charger with wet hands.
- Do not charge your device when there is moisture in the device.
- After you connect your device to a charger or other devices using a USB cable, your device will automatically inspect 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.
- Do not cover your device or charger during charging.
- If your device does not power on after you press and hold the Power button, the battery may have run out. Charge for 10 minutes and then power it on.
- Disconnect the charger from this device and unplug the charger from the power socket once this device is fully charged or is not charging.
- When the battery life becomes noticeably shorter, go to an authorised Huawei Customer Service Centre to replace the battery.
- It is recommended that you avoid using your device while charging.

Charging with a Charger

To ensure charging safety, use the charger and USB cable that came with your device.

1 Use a USB cable to connect the charger to your device.

2 Plug the charger into a power socket.

When a beeping sound is heard, your device will start charging, and the charging mode icon and current battery level will be displayed on the charging animation screen.

Icon	Charge Mode
⚡	SuperCharge
⚡	Fast charging
⚡	Standard charging

Use the Wireless Charger

To ensure safe charging, please use a charging pad purchased from an official Huawei channel, and use the adapter and USB cable that came with your device.

To supercharge your device wirelessly, use a charging pad that supports SuperCharge.

1 Connect the adapter and charging pad using the USB cable, then plug the adapter into a power socket.

2 Place the charging pad on the table, then place your device on the centre of the charging pad with the screen facing upwards.

3 Your device will start charging a few seconds later when a beep is heard.

- If you are using a high-voltage SuperCharge adapter and charging pad, the charging pad will charge the device at a super fast charging speed. A wireless SuperCharge icon ⚡ will be displayed.

- If you are using a high-voltage fast charging adapter, the charging pad will charge the device at a fast charging speed. A wireless fast charging icon ⚡ will be displayed.

- If you are using a standard adapter, the charging pad will charge the device at a standard charging speed. A wireless charging icon ⚡ will be displayed.

Charging Pad Indicator	Meaning
Blinks once	Connected to the power supply
Steady on	Charging
Blinks quickly	Charging issues detected

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 upper left edge of the screen to display the notification centre, 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.

Wireless Reverse Charging

Wireless reverse charging allows your device to charge other devices that support this feature, including phones, tablets, watches, and bands.

Ensure that the battery level of your device is higher than 20% before using this feature.

1 Go to **Settings** > **Battery** (or **Optimizer** >) and enable **Wireless Reverse Charging**.

2 Power on the device to be charged and place it on the centre of the back of your device. Do not place any metal objects between your device and the device to be charged.

3 If the device does not start charging within 5 seconds, adjust its position and try again.

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

Reverse Charge with an OTG Cable

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

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

1 Connect your device with the device to be charged using an OTG cable.

2 Swipe down from the upper left edge of the screen to display the notification centre, touch **Touch for more options**, and select **Reverse charge**.

3 Follow the onscreen instructions on the device to be charged to start charging.

Smart Features

AI Voice

AI Voice

AI Voice allows you to communicate verbally with your device.

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

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

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

Countries and Regions that Support AI Voice

AI Voice is only supported in certain countries and regions. You can set your location to one of these countries and regions on your device to use **AI Voice**.

AI Voice can be used in countries/regions such as the UK, France, Spain, Chile, Mexico, Colombia, Italy, Germany, Saudi Arabia, UAE, Kuwait, Jordan, Iraq, Egypt, Turkey, Thailand, the Philippines, Czech Republic, Romania, Serbia, Ukraine, Pakistan, Singapore, Poland, and Malaysia. You need to select a language supported by **AI Voice** during use.

1 Go to **Settings** > **System & updates** > **Language & input** > **Language and region** and touch **Region** to select a country/region from the above list.

2 Go to **Settings** > **HUAWEI Assistant** > **AI Voice**, touch **Conversation language**, select a language, and follow the onscreen instructions to set it up.

Wake up AI Voice

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

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

1 Go to **Settings** > **HUAWEI Assistant** > **AI Voice** > **Wake with Power button**, and enable **Wake with Power button**.

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

Say the wakeup phrase to wake up AI Voice

1 Go to **Settings** > **HUAWEI Assistant** > **AI Voice** > **Voice wakeup**, enable **Voice wakeup**, and follow the onscreen instructions to record your wakeup phrase.

2 When you need to wake up **AI Voice**, say the wakeup phrase.

ⓘ · The settings items vary by device. If your device does not provide a specific item, it indicates that the corresponding feature is not supported.

· You cannot wake up **AI Voice** with the wakeup phrase when your device is in a call.

· You cannot wake up **AI Voice** with the wakeup phrase either if you are making an audio or screen recording (with microphone enabled). In this case, you can press and hold the Power button to wake up **AI Voice**.

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

Communicate with AI Voice

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

· Idle mode: **AI Voice** doesn't pick up any sound in this mode.

· Listening mode: You can talk to **AI Voice** as it can listen to you in this mode.

· Thinking mode: **AI Voice** can start to execute your voice commands.

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

View AI Voice Skill

View Built-in AI Voice Skills

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

· Wake up **AI Voice** and ask: "What can you do?". **AI Voice** will then display the Skill centre where the built-in skills are listed.

· Wake up **AI Voice** and follow the onscreen instructions to swipe up to enter full-screen mode. Then go to • • > **Skill centre** to check the built-in **AI Voice** skills.

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

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

Set Alarms with Voice Commands

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

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

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

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

Set Timers with Voice Commands

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

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

ⓘ
- This feature is only available in some countries and regions.
- Please make sure your device has been updated to the latest system version.

Play Music or Videos with Voice Commands

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

Play Music with Voice Commands

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

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

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

Play Videos with Voice Commands

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

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

Open Apps with Voice Commands

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

ⓘ
- This feature is only available in some countries and regions.
- Please make sure your device has been updated to the latest system version.

Access Camera with Voice Commands

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

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

Open an App with Voice Commands

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

ⓘ
- This feature is only available in some countries and regions.
- Not all apps support voice control.

Speech Translation

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

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

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

Speech Translation

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

1 Wake up **AI Voice** and give the voice command "Translate".

2 Say or type in what you want to be translated.

3 **AI Voice** will display the translated result and broadcast it for you.

Communicate Easily with Face-to-Face Translation

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

1 Wake up **AI Voice** and give the voice command "Face-to-face translation" to enter the translation screen.

2 Touch ↺ so the text on each of the two sections can be read from each side of the device.

3 Press the button on your side of the section, say what you want to be translated, and release the button for **AI Voice** to display the translated result in real time and broadcast it.

Set Calendar Events and Reminders with Voice Commands

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

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

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

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

Set Up the System with Voice Commands

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

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

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

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

Enable AI Lens with AI Voice

You can use **AI Voice** to wake up **AI Lens**.

Wake up **AI Voice** and give a voice command such as "AI Lens".

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

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

Scan and Shop with AI Voice

1 Wake up **AI Voice** and give voice commands such as "Look at how much is the refrigerator", or "Help me look at the same style of this juice machine".

2 Position the object within the viewfinder and wait for it to be identified.

3 You will be provided with purchase links to different shopping platforms once the object has been recognised.

Scan and Translate with AI Voice

1 Wake up **AI Voice** and ask questions or give voice commands such as "Please scan this menu and translate it" or "Scan this street sign and translate it".

2 Select the source and target languages from the language list.

3 Position the text you want to translate within the viewfinder and wait for it to be translated.

Scan to Learn More with AI Voice

1 Wake up **AI Voice** and ask questions or give voice commands such as "Help me see what this flower is" or "Please have a look what is this building".

2 Position the object within the viewfinder and wait for it to be identified.

3 Touch the information card to obtain additional information.

Scan and Count Calories with AI Voice

1 Wake up **AI Voice** and ask questions or give voice commands such as "Have a look how much heat this steak has", or "How much heat I can gain by eating this egg tart".

2 Position the food within the viewfinder and wait for the calorie and nutrient information to be displayed.

Scan Codes with AI Voice

1 Wake up **AI Voice** and give voice commands such as "Scan this QR code" or "Scan the barcode".

2 Position the QR code or barcode within the scan frame and wait for it to be recognised.

Enable AI Touch with AI Voice

When you see content you are interested in on the screen, wake up **AI Touch** with **AI Voice** to identify onscreen objects and obtain more relevant information.

Go to **Settings** > **HUAWEI Assistant** > **AI Touch** and enable **AI Touch**.

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

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

Shop with AI Voice

1 Go to **Settings** > **HUAWEI Assistant** > **AI Touch** and enable **AI Touch**.

2 When you see an item you wish to buy on your device, wake up **AI Voice** and ask questions or give commands such as "How much is the cosmetics in the screen", "I want to buy the electric fan in the screen", or "Help me find the same style skirt on the screen".

3 When several items are displayed on the screen, adjust the size and position of the identification box to fit around the item you wish to identify.

4 After the item has been identified, links to purchase it on different shopping platforms will be displayed.

AI Lens

Enable AI Lens

There are several methods for you to access **AI Lens**.

From Camera

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

From the Search Bar

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

From the Lock Screen

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

Scan to Shop

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

Scan to Shop Using Camera

1 Go to **Camera** > **Photo**, touch 	⬤	, and then touch 	🛍️	.

2 Position the item you want to buy within the viewfinder, and wait for it to be identified.

3 After the item has been identified by **AI Lens**, links to purchase it on different shopping platforms will be displayed.

Scan to Translate

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

Scan to Translate Using Camera

1 Go to **Camera** > **Photo**, touch 	⬤	, and then touch 	🔤	.

2 Select the source and target languages from the language list.

3 Position the text you want to translate within the viewfinder, and wait for it to be translated.

Scan to Learn More

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

Scan to Learn More Using Camera

1 Go to **Camera** > **Photo**, touch 	⬤	, and then touch 	📦	.

2 Position the object within the viewfinder and wait for it to be identified.

3 Touch the information card to obtain additional information.

Scan and Count Calories

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

Scan and Count Calories with Camera

1 Go to **Camera** > **Photo**, touch 	⬤	, and then touch 	🔥	.

2 Position the food within the viewfinder and wait for information about the calories and nutrients per 100 g to be displayed.

ⓘ The information is for reference only.

Scan Codes for Services and Information

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

Scan Codes Using Camera

1 Go to **Camera** > **Photo**, touch ⬡, and then touch ⬚.

2 Position the QR code or barcode within the scan frame and wait for it to be recognised.

AI Touch

Enable AI Touch

When you see any content that you are interested in on your device, touch and hold the screen with two fingers spread slightly apart to bring up **AI Touch** to learn more.

Go to **Settings** > **HUAWEI Assistant** > **AI Touch** and enable **AI Touch**.

Shop with AI Touch

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

Touch and Hold the Screen with Two Fingers for Visual Shopping

1 Go to **Settings** > **HUAWEI Assistant** > **AI Touch** and enable **AI Touch**.

2 When you see an item you wish to buy on your device, touch and hold the screen with two fingers spread slightly apart to bring up **AI Touch**.

3 When several items are displayed on the screen, adjust the size and position of the identification box to fit around the item you wish to identify.

4 You will be provided with purchase links to different shopping platforms once the object has been recognised.

AI Search

Search for Local and Online Content

You can search for keywords to find apps, settings, files, contacts, and notes on your device or even find web pages, videos, and other online content.

Swipe down from the centre of the screen and enter keywords in the search box, such as an app name or a setting, to find the corresponding content.

If you are searching for an app installed on your device, touch ⊘ to locate the app.

Easy Projection

Project Your Device Screen Wirelessly

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

1 Perform the following based on the model and functions of the large display:

- **If the large display supports Miracast**, turn on its wireless projection switch.

- **If the large display does not support Miracast**, connect a wireless HDMI adapter to it. Ensure that the wireless HDMI adapter is connected to a power supply.

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

2 Swipe down from the upper right edge of your device to display Control Centre, then touch 📶.

3 In Control Centre, touch ▬ to expand the shortcut switches panel, then touch **Wireless Projection**. Your device will start searching for large displays.
You can also go to **Settings** > **More connections** and enable **Wireless Projection**.

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

To exit wireless projection, swipe down from the upper left of the tablet to display the notification panel and touch**Disconnect**.

Multi-screen Collaboration Between Your Tablet and Phone

Multi-screen Collaboration Between Your Phone and Tablet

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

Connect Your Tablet and Phone

ℹ️ Only some Huawei and Honor phones support this feature.

Connect your tablet and phone to enable Multi-Screen Collaboration using the following methods:

Connect over Bluetooth

1 Swipe down from the upper right edge of the tablet screen to display the control centre, touch ▬ to expand the shortcut switches panel, then enable **Multi-Screen Collaboration**.

2 Swipe down from the upper right edge of the phone screen to display the control centre and enable **Bluetooth**.

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

Scan a QR code to connect:

1 On your tablet, open **Multi-Screen Collaboration**, then on the **Multi-Screen Collaboration** screen, touch **Scan to connect**.

2 Ensure that your phone is connected to the Internet and connect your phone and tablet as prompted.

Connect by tapping against an NFC-capable keyboard:

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

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

2 Swipe down from the upper right edge of the phone screen to display the control centre, touch ▬ to expand the shortcut switches panel, then enable **NFC**.

3 Tap the NFC area at the back of your phone (near the rear camera) against the NFC area of the keyboard until your phone vibrates or plays a tone.

4 Connect your phone and tablet as prompted.

Access Phone Apps and Files from Your Tablet

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

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

- Open **Phone** to make a call by dialling a number.

- Open **Messaging** to view and reply to SMS messages.

- Open **Gallery** or **Files** to view photos, videos, and files, as well as to play video or audio files from your phone.

- Swipe down from the upper left edge of your phone or tablet screen to display the control centre and touch **Play audio/video on phone** or **Play audio/video on tablet** to switch between playback devices.

- If your tablet is connected to an external keyboard or a stylus, you can use it to input text and control the phone window on your tablet.

Drag to Transfer Files Between Your Phone and Tablet

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

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

For example, you can:

- Drag to transfer files in **Gallery** or **Files** between your phone and tablet.

- Drag to transfer files in **Files** between your phone and tablet.

- Drag a picture, text, or file from your phone to an open document on your tablet, such as a Microsoft Office document, memo, or email.

Disconnect Your Phone from Your Tablet

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

- On the phone window displayed on the tablet, touch to disconnect.

- Swipe down from the upper left edge of your phone or tablet screen to display the control centre and touch **DISCONNECT**.

Huawei Share

Quickly Share Files Between Devices with Huawei Share

You can use Huawei Share to quickly share files between Huawei devices. The recipient can preview the files before agreeing to accept them and view the full content of the files after receiving them. For example, the recipient can view received pictures and 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 file.
 ⓘ These steps may be different if you are sharing files directly from an app.

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

Then open **Files** to view the received file.

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

Share Files Between Your Device and Computer with Huawei Share

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

Share Files from Your Device to Your Computer

Share files from your device to your computer using Huawei Share. You can then easily access the shared folders on your device from your computer.

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

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

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

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

- Windows: Go to **This PC (Computer)** > **Network**.

- macOS: Go to **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 that you made a note of.

6 Open a shared folder, 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.

Share Files Between Your Device and Computer

You can use Huawei Share to share files between your device and computer.

1 Swipe down from the upper right edge of your device to display **Control Panel**, touch to expand the shortcut switches panel, then enable **Huawei Share**.

2 Open PC Manager on your computer and enable **Huawei Share**.

You can transfer files in the following ways:

From your device to your computer:

1 On your device, touch and hold to select files to be transferred, then touch **Share**.

2 From the device list, select the name of the target computer.

3 In the displayed dialog box on your computer, click **Accept**.

4 After the transfer is successful, the folder where the transferred files are saved will be automatically opened on your computer for your easy access.

From your computer to your device:

- Transfer by sharing

  1 On the computer, right-click the files to be transferred and select **Huawei Share**.

  2 From the device list that pops up, select your device.

  3 In the displayed dialog box on your device, touch **Accept**.

- Transfer by dragging

  1 Select the file to be transferred and drag it to the corresponding device on the Huawei Share screen.

  2 In the displayed dialog box on your device, touch **Accept**.

ⓘ Ensure that PC Manager is running version 11.1 or later.

Camera and Gallery

Launch Camera

Launch Camera

There are multiple ways to open the Camera app.

From the Home Screen

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

From the Lock Screen

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

Take Photos

Take Photos

1 Open **Camera**.

2 You can then:

- Focus: Touch the location you want to focus on.
  To adjust focus and metering separately, touch and hold the viewfinder and drag the respective frame or ring to the desired location.

- Adjust brightness: Touch the viewfinder. When the ☀ symbol appears next to the focus frame, drag it up or down.

- Zoom in or out: On the viewfinder, pinch in or out, or drag the zoom slider.

- Select a camera mode: Swipe up, down, left, or right across the camera mode options.

- Turn the flash on or off: Touch ⚡ and select ⚡A (Auto), ⚡ (On), ⚡ (Off), or
  ⚲ (Always on).

  If you select ⚡A (Auto) and the camera detects that you are in a dimly lit environment, a flash icon will appear in the viewfinder and the flash will be automatically turned on when you take a photo.

  ⓘ These features may not be available in some camera modes.

3 Touch the shutter button to take a photo.

Use the Floating Shutter to Take Photos

You can enable the floating shutter to display it in the camera viewfinder, and drag it anywhere you like to take photos quickly.

1 Go to **Camera** > ⚙ and enable **Floating shutter**.

2 The floating shutter will then be displayed in the viewfinder. You can drag it anywhere you like.

3 Touch the floating shutter to take a photo.

Take Burst Photos

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

1 Open **Camera**, select **Photo** mode, and make sure the rear camera is in use.

2 Press and hold the shutter button or one of the Volume buttons to take burst photos. When shooting, you'll see a number, which indicates how many photos you've taken so far.

3 Release your finger to stop shooting.

Select the Burst Photos You Want to Keep

1 Open **Gallery**. Touch a burst photo (which is tagged with ⧉), then touch ⧉.

2 Swipe through the burst photos, select the ones you want to keep, then touch 💾 and follow the onscreen instructions.

To delete the whole burst photo, touch and hold to select the photo, then touch 🗑.

Take Timed Photos

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

1 Go to **Camera** > ⚙ > **Timer** and select a countdown.

2 Return to the viewfinder and touch the shutter button. Your device will take a photo when the countdown ends.

Use Audio Control to Take Photos

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

1 Go to **Camera** > ⚙ > **Audio control**, and select an option.

2 Go back to the viewfinder, then say your command to take a photo.

Shoot in Portrait, Night, and Wide Aperture Modes

Use Portrait Mode to Shoot Portraits

Portrait mode lets you apply beauty and lighting effects to your photos to shoot stunning portraits.

1 Open **Camera** and select **Portrait** mode.

2 Frame your subject within the viewfinder.

To take a selfie, touch ⟳.

3 You can then:

- Enable beauty effects: Touch ☺ and adjust the beauty settings.

  To disable the beauty effects, drag the setting to its lowest value, or touch ◎.

- Set lighting effects: Touch ◉ and select your preferred effect.

- Light compensation: When you switch to the front camera and the ambient light is dim, touch the flash icon at the top of the screen to enable light compensation.

  Touch the flash icon and select ⚡A (Auto) or ♀ (Always on).
  - *i* Not all devices support these features.

4 Touch the shutter button to shoot a photo.

Take Night Shots

Night mode gives your photos sharper details and brighter colours even when shooting in low light or at night.

1 Open **Camera** and select **Night** mode.

2 When using the rear camera on some devices, you can manually adjust the ISO sensitivity and shutter speed by touching ISO and S in the viewfinder.

3 Steady your device and touch the shutter button.

4 Your device will adjust the exposure time based on the ambient brightness. Keep your device steady until the countdown finishes.
You can also touch the shutter button to stop the countdown and immediately take a photo.

- *i* This feature may vary by device.

Take Wide Aperture Photos

Wide aperture mode allows you to shoot photos and videos with a blurred background while your subject remains in sharp focus.

1 Open **Camera** or go to **Camera** > **More**(depending on your device model) and select **Aperture** mode.

2 Touch where you want to focus. For best results, your device needs to be within 2 m (about 7 ft.) of your subject.

3 Touch ⊕ in the viewfinder and drag the slider to adjust aperture settings. A smaller aperture value will create a more blurred background.

4 Touch the shutter button to shoot a photo.

Shoot Wide Aperture Videos

Wide aperture mode allows you to shoot photos and videos with a blurred background while your subject remains in sharp focus.

1 Open **Camera** or go to **Camera** > **More**(depending on your device model) and select **Aperture** mode.

2 Touch 🎥 to switch to Video mode.

3 Touch where you want to focus. Touch ⊕ in the viewfinder and drag the slider to adjust aperture settings. A smaller aperture value will create a more blurred background.

4 Touch the shutter button to start recording. When recording, touch the viewfinder to adjust the focus.

Edit Background Blur in Wide Aperture Photos

You can adjust the focus and background blur after you've taken a wide aperture photo.

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

2 Touch a photo tagged with ⊕, then touch ⊕ at the top of the photo.

3 Touch the photo to adjust the focus. Drag the slider at the bottom to adjust the aperture.

4 Touch ✓ to save the settings.

5 Touch 💾 to save the edited photo as a new photo. The new photo does not allow background blur editing.

Master AI

Take Professional-Looking Photos

Master AI is a pre-installed camera feature that helps you take better photos by intelligently identifying objects and scenes (such as food, beaches, blue skies, and greenery, as well as text) and optimising the colour and brightness settings accordingly.

ⓘ Master AI is displayed as AI photography or AI camera on some devices.

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

2 Touch to turn on 🅐ⓘ.

3 Frame the subject within the viewfinder. Once the camera identifies what you are shooting, it will automatically recommend a mode (such as portrait, greenery, or text).

4 To disable the recommended mode, touch ✕ next to the mode text or turn off ⊚.

Take Panoramic Photos

Take Panoramic Photos

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

Use the Rear Camera to Take Panoramic Photos

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

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

2 Touch ⊕ and set the pan direction.

3 Point the camera at your starting point, then touch ◯ to start shooting. Move the camera in the direction of the arrow displayed on the screen. Keep the arrow on the centre line when you are taking the photo.

4 Touch ◼ when you are finished.

AR Lens

AR lens

Use 3D CuteMoji to Create Your Own Emojis

1 Open **Camera** or go to **Camera** > **More**(depending on your device model), select **AR lens** mode, and touch **3D CuteMoji**.

2 Select your preferred CuteMoji for it to track and imitate your facial expressions and movements.

3 If the **GIF** icon is displayed at the top of the screen, touch **GIF** to enable GIF mode, then look straight at the front camera.

4 Touch and hold ⊚ to start recording.

5 After the recording is complete, add text or directly save the emoji. The emoji will be saved to Gallery in GIF format.

Use 3D CuteMoji to Record Videos

1 Open **Camera** or go to **Camera** > **More**(depending on your device model), select **AR lens** mode, and touch **3D CuteMoji**.

2 Select your preferred CuteMoji for it to track and imitate your facial expressions and movements.

3 If the **GIF** icon is displayed at the top of the screen, touch **GIF** to disable GIF mode, then look straight at the front camera.

4 Touch ⊙ to start recording

5 Touch ⊡ to finish recording.

Enable or Disable Background

When in **3D CuteMoji** mode, touch ⬚⊙ before you take a photo or video to turn the background on or off.

Light Painting

Use Light Painting to Shoot Light Trails

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

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

Capture Car Light Trails in Traffic Trails Mode

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

1 Go to **Camera** > **More** > **Light painting** and select **Traffic trails**.

2 Find a spot where you'll see the light trails created by cars from a distance. Ensure that car headlights do not point directly at the camera, as this can overexpose the image.

3 Touch ⊚ to start shooting. Look at the shot in the viewfinder.

4 When the exposure is just right, touch ⊡ to finish shooting.

Capture Light Drawings in Light Graffiti Mode

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

1 In **Light painting** mode, select **Light graffiti**.

2 In a dark environment without distracting light sources, move a suitably bright light source of an appropriate colour, such as a small torch or glow stick, in front of the camera. Avoid exaggerated body movements as this may affect the shooting results.

3 Touch ◯ to start shooting. Look at the shot in the viewfinder.

4 When the exposure is just right, touch ▪ to finish shooting.

Capture Rivers and Waterfalls in Silky Water Mode

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

1 In **Light painting** mode, select **Silky water**.

2 This feature works best when taking photos of a stream or waterfall where there is a lot of flowing water.

3 Touch ◯ to start shooting. Look at the shot in the viewfinder.

4 When the exposure is just right, touch ▪ to finish shooting.

Capture the Beauty of the Stars in Star Trails Mode

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

1 In **Light painting** mode, select **Star trails**.

2 For best results, choose a clear night in a location without light pollution and with an unobstructed view of the sky.

3 Touch ◯ to start shooting. Look at the shot in the viewfinder.

4 When the exposure is just right, touch ▪ to finish shooting.

Moving Pictures

Take Moving Pictures to Bring Photos to Life

When you want to capture a photo-worthy moment, but do not feel sure about when to touch the shutter button, you can use the Moving picture feature.

Take Moving Pictures

1 Go to **Camera** > **More** and select **Moving picture** mode.

2 Touch ◯ to take a photo.

Play Moving Pictures

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

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

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

Save a Moving Picture as a GIF File or Video

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

Share Moving Pictures

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

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

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

Add Stickers to Photos

Add Stickers to Photos

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

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

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

2 Select a sticker, which will then be displayed in the viewfinder.
   Drag the sticker to change its position. Touch and hold the dot on the corner of the sticker and drag it to resize the sticker. Touch ⊗ to delete the sticker.
   You can also edit the text in some types of stickers. Touch the editable area which is typically encircled with dash lines to enter the new text.

3 Touch the shutter button to shoot a photo.

Documents Mode

Use Documents Mode to Straighten Photos

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

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

Shoot Photos in Documents Mode

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

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

2 Frame the document (such as a presentation slide or a poster) you want to shoot within the viewfinder, and touch the shutter button to take a photo.

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

ⓘ Some devices do not support the removal of document shadows.

Adjust the Text Area

If you are not satisfied with the skew correction of a photo, you can also manually adjust the text area.

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

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

2 Touch a document photo marked with 📄 and then touch 📄 at the top of the photo.

3 Drag the four corners to customise the correction area. Then touch ✓. Your device will reshape the photo as a flat, rectangular image.

Pro Mode

Use Pro Mode to Shoot Like a Pro

Pro mode lets you fine-tune photos and videos and gives you full control over ISO sensitivity, focus mode, and more when taking photos or recording videos.

Use Pro Mode to Take Photos

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

2 You can then:

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

Metring Mode	Description
( ) Matrix	Measures the light in the whole frame. Applicable when shooting landscapes.
(•) Centre	Places more emphasis on light levels at the centre of the screen. Applicable when shooting portraits.
▪ Spot	Concentrates on the light in a small area of the screen, such as the subject's eyes.

- Adjust the ISO sensitivity: Touch **ISO** and drag the slider.

In low-light conditions, increase the ISO sensitivity. In well-lit environments, lower the ISO sensitivity to avoid image noise.

- Adjust the shutter speed: Touch **S** and drag the slider.
  The shutter speed affects the amount of light allowed to enter the camera lens. When you are shooting stationary scenes or portraits, lower the shutter speed. When you are shooting moving scenes or objects, increase the shutter speed.

- Adjust EV exposure compensation: Touch **EV** and drag the slider.
  Increase the EV value in low-light conditions and lower the EV value in well-lit environments.

- Adjust the focus: Touch **AF** and select a focus mode.

Focus Mode	Description
AF-S (single)	Applicable to stationary subjects.
AF-C (continuous)	Applicable to moving subjects.
MF (manual)	Touch the subject on which you want to focus.

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

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

  Touch 🖼 to adjust the colour temperature.

- Select the storage format: You can save the photo in JPG or RAW format. RAW format records more detail and gives you a wider range of post-processing options. JPG format, which can be high-resolution or default, takes up less storage space compared to RAW format.

  Touch JPG to select a storage format.
  If you select RAW format, photos that you take will be saved in RAW and standard formats. The RAW format photos will be saved to the RAW photo album in **Gallery**.

- Enable AF assist light: For better focus in low-light environments, touch 📷.

3 Touch the shutter button to take a photo.

ⓘ In Pro mode, changing a specific setting will sometimes cause other settings to change as well. Adjust them depending on your actual requirements.

Use Pro Mode to Record Videos

1 In **Pro** mode, touch 📹 to switch to Video mode. You can then:

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

Metering Mode	Description
( ) **Matrix**	Measures the light in the whole frame. Applicable when shooting natural landscapes.
(•) **Centre**	Concentrates on the light at the centre of the screen. Applicable when shooting portraits.
• **Spot**	Concentrates on the light in a small area of the screen, such as the subject's eyes.

- Adjust the ISO sensitivity: Touch **ISO** and drag the slider.

  In low-light conditions, increase the ISO sensitivity. In well-lit environments, decrease the ISO sensitivity to avoid image noise.

- Adjust the shutter speed: Touch **S** and drag the slider.

  The shutter speed affects the amount of light allowed to enter the camera lens. When you are shooting stationary scenes or portraits, decrease the shutter speed. When you are shooting moving scenes or objects, increase the shutter speed.

- Adjust EV exposure compensation: Touch **EV** and drag the slider.

  Increase the EV value in low-light conditions and decrease the EV value in well-lit environments.

- Adjust the focus: Touch **AF** and select a focus mode.

Focus Mode	Description
AF-S (single)	Applicable to stationary subjects
AF-C (continuous)	Applicable to moving subjects
MF (manual)	Touch the subject on which you want to focus, such as the subject's face.

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

  When shooting in bright sunlight, select ☀. In dimly-lit environments, select ☷.

  Touch 🔲 to adjust the colour temperature.

2 Touch ⦿ to start recording.

ⓘ
- Not all devices support these features.

- Changing a specific setting will sometimes cause other settings to change as well. Adjust them according to your actual requirements.

Record Videos

Record Videos

1 Open **Camera** and select **Video** mode.

2 Adjust the following settings:

- Zoom in or out: Pinch in or out on the viewfinder, or drag the zoom slider.

- Focus: Touch the area you want to focus on. Touch and hold the viewfinder to lock the exposure and focus.

- Turn the flash on or off: Touch ⚡, then select 💡 (Always on) or ⚡ (Off).

  When using the front camera to record videos, you can set the flash to 💡 (Always on) in dim light. The camera will provide light compensation.

- Adjust the beauty effect: Touch 😊 and drag the slider to adjust beauty settings.

- Adjust the video resolution and frame rate: Go to ⚙ > **Video resolution** and select the desired resolution. A higher resolution will result in a higher quality video with a larger file size.
  Touch **Frame rate** to select a frame rate.

- Select a video format that saves on storage space: Touch ⚙ and enable **Efficient video format**.
  When this feature is enabled, your device will use a video format that takes up less storage space. However, this may result in other devices being unable to play the video. Please exercise caution when selecting this option.

  ⓘ Not all devices support these features.

3 Touch ⏺ to start shooting.

   While recording, touch and hold ➕ or ➖ to smoothly zoom in or out.

   Touch ⚪ to take a photo while recording.

4 Touch ⏸ to pause and touch ⏹ to end the recording.

Shoot 4K UHD Videos

Your device supports 4K Ultra HD (UHD) video recording.

1 Open **Camera** and select **Video** mode.

2 Go to ⚙ > **Video resolution** and select **[16:9] 4K**.

Beauty mode, filters, and special effects are not supported at 4K, and will be automatically disabled when you select the 4K resolution.

3 Return to the **Video** screen and touch ⊙ to record a video.

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

Slow-Mo Recording

Shoot Slow-Mo Videos

Use Slow-mo mode to capture fleeting moments in detail. Adjust the slow motion speed based on how slow you want your footage to appear. With a higher speed you'll get slower playback.

ℹ️ The available slow motion speeds vary by device.

- 256x: suitable for recording shooting, explosion, or other extreme fast-paced action scenes.
- 128x or 64x: suitable for recording balls being hit and racing.
- 32x or 16x: suitable for recording bubbles popping and water splashing.
- 8x or 4x: suitable for recording breakdowns of fast movements, such as diving into water and a football being kicked. You can customise the overall shooting length and the length of the slow-mo portion.

For best results, shoot the slow-mo videos in bright and natural lighting.

Shoot Slow-Mo Videos

1 Go to **Camera** > **More** and select **Slow-mo** mode.

2 Touch 🐌 and select a slow motion speed.

3 Frame your subject within the viewfinder, then touch ⊙ to start recording.

Motion Detection in Slow-Mo

Some slow-mo speeds support motion detection. When enabled, your camera will automatically track moving objects in the frame and take a video when you touch the shutter button.

1 When in **Slow-mo** mode, touch 🐌 and select a slow motion speed that supports motion detection.

2 ⌜🐌⌟ will then be displayed at the top of the viewfinder. Touch ⌜🐌⌟ to confirm that motion detection is enabled.
A detection frame will then be displayed in the viewfinder. Drag the edge of the detection frame to adjust its size or move the detection frame to the desired position.

3 Frame the object in the viewfinder and ensure it is also in the detection frame. Touch ⊚ to start shooting.
The camera will track objects in the frame and automatically take the video of moving objects.

To shoot a video manually, touch 📷 to disable motion detection, then touch ⊙. You can then touch the shutter button to start shooting.

Adjust the Slow-Mo Part in Slow-Mo Videos

For a slow-mo video, you can change which part of it you want to play in slow motion.

ⓘ This feature is only available for slow-mo videos recorded at 4x or 8x. The 8x option is not available on certain devices.

1 Go to **Gallery** > **Albums** > **Camera** and select a slow-mo video.

2 Touch ▶ to play the video. During playback, touch the video to display the editing area.

3 Drag the sliders to adjust the part you want to be played in slow motion.
Other parts of the video will be played at a normal speed.

4 Go to ⋯ > **Save slow-mo file** to save your edits.

ⓘ For the best results when sharing, share the slow-mo videos in which your edits have been saved.

Time-Lapse Photography

Use Time-Lapse to Create a Short Video

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

1 Go to **Camera** > **More** and select **Time-lapse** mode.

2 Place your device in position. To reduce camera shake, use a tripod to steady your device.

3 Touch ⊙ to start recording, then touch ▣ to end the recording.

The recorded video is automatically saved to Gallery.

Take Time-Lapse Photos with Custom Settings

By default, **Time-lapse** mode uses preset settings. To customise the settings, touch **Auto**. You can then:

· Touch ⟳ to adjust the recording speed. For example, record traffic trails at 15x or blooming flowers at 1800x.
A video recorded at a higher speed will play faster.

- Touch ⏱ to set the recording duration.

- Touch **PRO** to adjust the metring mode, shutter speed, ISO, and more.

- Touch 🔴 to start recording. If no recording duration is set, touch ⬛ to end the recording.

Filters

Apply a Filter to Photos or Videos

1 Open **Camera** and select **Photo** or **Video** mode.

2 Touch ▦ or ⌀ to select a filter and preview the effect.

ⓘ Some devices do not have the ▦ icon.

3 Touch the shutter button to take a photo or start recording a video.

Adjust Camera Settings

Adjust Camera Settings

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

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

Adjust the Aspect Ratio

Go to **Camera** > ⚙ > **Aspect ratio** and select an aspect ratio.

ⓘ This feature is not available in some modes.

Enable Location Tags

To enable **Location tag**, enable Location Services for your device first, then go to **Camera** > ⚙. Your photos and videos will then be tagged with location information.

You can touch and swipe up on a photo or video in Gallery to view its shooting location.

To enable Location Services on your device:

- Swipe down from the upper right edge of the device to display **Control Panel**, touch ___ to expand the shortcut switches panel, and enable **Location**.

- Go to **Settings** > **Location** and enable **Access my location**.

Use the Assistive Grid to Compose Your Photos

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

1 Enable **Assistive grid**. Grid lines will then appear in the viewfinder.

2 Place the subject of your photo at one of the intersecting points, then touch the shutter button.

Use Mirror Reflection

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

When **Mirror reflection** is enabled, the image will appear as you see yourself in the viewfinder, instead of flipped.

When **Mirror reflection** is disabled, the image will be flipped, so it's the opposite of what you see in the viewfinder.

Mute the Shutter Sound

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

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

Capture Smiles

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

Use the Horizontal Level for Better Compositions

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.

Customise Camera Mode Layout

You can customise the layout of the Camera mode screen based on your preferences by moving the frequently used modes to the camera home screen, or change the order of modes.

ⓘ **Photo**, **Portrait**, and **Video** modes cannot be moved to **More**.

1 Go to **Camera** > **More**, and touch ✏ to enter the mode editing screen.

2 Touch and hold a mode and drag it to the desired position. You can move a mode on the **More** screen to the camera home screen, move the mode on the camera home screen to **More**, or adjust the layout of the mode screen based on how often you use certain modes. Modes with a ⊗ icon can be deleted by simply touching this icon.

3 Touch ✓ to save the layout.

To restore a deleted mode, go to **Camera** > **More**, touch ⬇, and then touch **ADD**.

Manage Gallery

View Photos and Videos

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

View by Shooting Time

Open **Gallery**. On the **Photos** tab, pinch in on the screen to switch to the monthly view and pinch out to switch to the daily view.

You can also drag the track ball on the edge to view the time.

View by Album

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

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

View by Category

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

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

View Details About Photos and Videos

1 In Gallery, touch a photo or video to view it in Full screen mode. Touch the screen again to hide the menu.

2 When in Full screen mode, touch to view details about the photo or video, such as the storage path, resolution, and size.

Quickly Search for Photos in Gallery

Quickly locate a photo by searching with keywords in Gallery.

1 Open **Gallery**, then touch the search box at the top.

2 Enter a keyword (such as "food", "scenery", or "flower").

3 Photos related to that keyword as well as suggested keywords will be displayed. Touch a suggested keyword or enter more keywords for more precise results.

Edit Photos and Videos

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

Basic Editing

1 Open **Gallery**, touch the photo you want to edit, and then touch ⬜. You can then:
- Crop and rotate: Touch **Crop**, select a frame, then drag the grid or its corners to select which part you want to keep. You can drag the photo in the frame, or use two fingers to zoom in or out to adjust the displayed part of the photo.
  To rotate the photo, touch **Crop** and drag the angle wheel to the desired orientation.

  To rotate the photo by a certain degree or mirror flip the photo, touch ⟲ or ◁.
- Add a filter effect: Touch **Filter** to select a filter.
- Adjust photo effects: Touch **Adjust** to adjust the brightness, contrast, saturation, and other aspects of the photo.
- Other: Touch **More** to edit the photo in other ways, such as by adding a colour splash, blur, doodle, or text element.

  When using the **Adjust** or **Filter** feature, you can touch **Compare** to compare the photo before and after editing. Comparison is not supported in some editing modes.

2 Touch ✓ or 💾 to save the edits.

Add Stickers to Photos

1 In Gallery, touch a photo, then go to ⬜ > **More** > **Stickers**.

2 Select a sticker and drag it anywhere you like. Touch and hold the dot on the corner of the sticker and drag it to resize the sticker. Touch ✕ to delete the sticker.
  You can also edit the text in some types of stickers. Touch the editable area which is typically encircled with dash lines to enter the new text.

3 Touch ✓ to save your edits and touch 💾 to save the photo.

Pixelate Photos

1 In Gallery, touch a photo, then go to ⬜ > **More** > **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 in Gallery to quickly combine multiple photos into one for easier sharing.

1 You can access the collage feature in the following ways (depending on your device model):

- On the **Discover** tab, touch **Create collage**, select some photos, then touch **Create**.

- On the **Photos** or **Albums** tab, touch and hold to select some 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 part you want to see is displayed in the grid.

- Rotate a photo: Touch the photo, then touch ⬚ to rotate it or ▷|◁ to flip it.

- Add or remove borders: By default, borders are displayed between photos and along the grid edges. To remove them, touch **Frame**.

3 Touch 💾 to save the collage.
To view the saved collage, go to **Albums** > **Collages**.

Edit Videos

1 Open **Gallery** and select a video you want to edit from an album or the **Photos** tab.

2 Touch ✐ to display the video editing screen, where you can:

- Select a theme: Touch **Template** and select a preset theme to automatically add filters and background music to the video.

- Adjust the timeline: Pinch or spread two fingers on the timeline to zoom in or out to make your preferred adjustments.

- Edit the clips: Touch **Edit**, then touch the timeline and drag the sliders at both ends to trim the video to the desired length.

- Add a transition: Touch **Edit**, slide on the timeline to position the playhead where you want to add a transition, and touch **Cut**. Then touch ⊡ on the timeline to select a transition.
If multiple cuts are added, you can choose to apply the transition to all of them.

- Sort the clips: After adding cuts on the timeline to divide the video into multiple clips, you can touch and hold a clip to drag it to where you want it to be.

- Adjust the playback speed: On the **Edit** screen, touch **Speed**, then drag the slider to adjust the video playback speed. If the video has been cut into multiple clips, you can adjust the playback speed for a clip separately.

- Change the frame: On the **Edit** screen, touch **Frame** and select an aspect ratio.

- Export a frame: On the **Edit** screen, position the playhead on the frame you want to export as a still image, then touch **Export frame**.

- Delete a clip: On the **Edit** screen, add cuts before and after the clips you want to delete, then touch **Delete**.

- Apply a filter: Touch **Filters** and select a filter. Drag the slider to adjust the filter effects.

- Edit background music: Touch **Music** and then touch **Add music** to choose from preset background music or your locally saved music. You can also touch **Extract audio** to extract audio from a video.
  You can then: Touch **Volume** to adjust the volume of the original audio or background audio; touch **Fade** for the background music to fade in or fade out; and extract or delete audio by adding **Cut** before and after the audio clip that you want to extract or delete audio from, selecting the clip, then dragging it to where you want it to be, or touching **Delete**.

- Edit the intro and outro: Touch **Text** to select intro and outro effects. You can edit the intro text style and add a sticker to the outro.

3 When you are finished, touch ▷ to preview and 🖫 to save the video.
When saving the video, you can specify the video resolution as required.

Share Photos and Videos

Open **Gallery** and share a photo or video in the following ways:

- Share a single photo or video: Touch the photo or video, then touch ⤳.

- Share multiple photos or videos: In an album or on the **Photos** tab, touch and hold to select multiple photos and videos, then touch ⤳.

Share Your Photos Securely

Before sending a photo, you can choose to delete sensitive information like the location, time, and camera specs.

1 Open **Gallery**.

2 Select one or more photos and touch ⤳.

3 Touch the privacy switch in the upper left corner of the screen. In the displayed **Privacy options** dialog box, turn on the **Remove photo info** and **Remove location info** switches, then touch **OK**.

ℹ️ If **Location tag** was disabled when a photo was taken, the **Remove location info** switch will not be displayed in the **Privacy options** dialog box when you share the photo.

Organise Albums

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

Add Albums

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

2 Touch ╀, name the album, then touch **OK**.

3 Select the photos or videos you want to add, and then move or copy them to the album.

Sort Albums

1 Go to **Gallery** > **Albums** > ••• and touch **Sort albums**.

2 Drag ═ next to an album to the desired position. Touch **Reset** to reset the albums to the default order.

Move Photos and Videos

1 Open an album, then touch and hold to select the photos and videos you want to move.

2 Touch ••• > **Move** to select the desired album.

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

ℹ️ 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**.

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

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

To permanently delete a photo or video manually, touch and hold its thumbnail in the

Recently deleted album, then go to 🗑 > **Delete**.

Recover Deleted Photos and Videos

In the **Recently deleted** album, touch and hold to select the items you want to recover, then

touch ↻ to restore them to their original albums.

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

Add Photos and Videos to Favorites

Open a photo or video, then touch ♡ .

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

Hide Albums

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

From the **Albums** tab, go to ⋯ > **Hidden items** 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.

Smart Photo Categorisation

Smart Photo Categorisation

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

Go to **Gallery** > **Discover** to view your photos organised into categories.

To remove a photo from an album, touch and hold to select the photo, then touch ⬇ (or

⊘ for portraits).

ⓘ Not all photos can be removed from the category albums.

View and Set People Albums

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

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

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

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

3 Touch ✓ to save the settings.

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

ⓘ Group photo albums require a specific number of photos with between 2 and 10 faces that have already been named in People albums.

Huawei Vlog Editor

Create a Vlog with Photos and Videos

You can quickly create a vlog made with photos and videos and set to music on your device. Jazz it up with extra filters, transitions, and intros or outros.

1 Open **Gallery**. Then do either of the following:

- Go to **Discover** > **New video**, select a photo or video, and touch **Create**.
- On the **Photos** or **Albums** tab, touch and hold to select photos and videos, then go to ☼ > **Video**.

2 Your device will automatically create a vlog, for which you can:

- Select a theme: Touch **Template** and select a preset theme to automatically add filters and background music to the video.
- Adjust the timeline: Pinch or spread two fingers on the timeline to zoom in or out to make your preferred adjustments.
- Add a transition: Touch ⎸ between clips to select a transition. You can also touch **Edit**, slide on the timeline to position the playhead where you want to add a transition, and touch **Cut**. Then touch ⎸ on the timeline to select a transition.
  This effect can be applied to all transitions.
- Edit the clips: Touch **Edit**, then touch the timeline and drag the sliders at both ends to trim the video to the desired length or adjust the display duration of a photo.
- Sort the clips: Touch and hold a clip, then drag it to where you want it to be.
- Adjust the playback speed: You can adjust the playback speed of clips in your vlog. Select the clip on the timeline, touch **Edit**, touch **Speed**, then drag the slider to adjust the playback speed of the clip. If the video has been cut into multiple clips, you can adjust the playback speed for a clip separately.
- Change the frame: On the **Edit** screen, touch **Frame** and select an aspect ratio.
- Export a frame: On the **Edit** screen, position the playhead on the frame you want to export as a still image, then touch **Export frame**.
- Delete a clip: On the **Edit** screen, select a clip to be deleted, then touch **Delete**.
  You can also add cuts before and after the clips you want to delete on the **Edit** screen, then touch **Delete**.
- Apply a filter: Touch **Filters** and select a filter. Drag the slider to adjust the filter effects.
- Edit background music: Touch **Music** and then touch **Add music** to choose from preset background music or your locally saved music. You can also touch **Extract audio** to extract audio from a video.

You can then: Touch **Volume** to adjust the volume of the original audio or background audio; touch **Fade** for the background music to fade in or fade out; and extract or delete audio by adding **Cut** before and after the audio clip that you want to extract or delete audio from, selecting the clip, then dragging it to where you want it to be, or touching **Delete**.

- Edit the intro and outro: Touch **Text** to select intro and outro effects. You can edit the intro text style and add a sticker to the outro.

3 When you are finished, touch ▷ to preview and 🖫 to export the video.

Create Videos with Templates

The **Create story** feature allows you to fit multiple videos nicely into a preset template with transitions, background music, and other special effects.

1 Go to **Gallery** > **Discover** and touch **Create story**.

2 Touch a template to preview what it looks like, then touch **Create**.

3 Follow the onscreen instructions to select multiple videos, then touch **Create**.

4 Your device will display the preview. You can touch **Filters** to change the filter or touch **Outro** to add stickers or text during the outro.

If you are unsatisfied with any of the clips, touch the clip in **Edit**, then touch ✏️ to select another clip, or touch **Replace** to select another video.

5 Touch 🖫 to save the video.

Huawei Vlogs

View, Edit, and Share People Album Videos

Gallery automatically creates **People** albums by identifying faces in photos.

You can then view and share the automatically generated videos, as well as edit them with filters, background music, and other special effects in these **People** albums.

View People Album Videos

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

2 Touch ▶ on the album cover.

Edit People Album Videos

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

1 Touch ▶ to play the video. During playback, touch the screen, and then touch ✐ to edit the video.

- Select a theme: Touch **Template** and select a preset theme to automatically add filters and background music to the video.
- Adjust the timeline: Pinch or spread two fingers on the timeline to zoom in or out to make your preferred adjustments.
- Add a transition: Touch ⬚ between clips to select a transition. You can also touch **Edit**, slide on the timeline to position the playhead where you want to add a transition, and touch **Cut**. Then touch ⬚ on the timeline to select a transition.
  This effect can be applied to all transitions.
- Edit the clips: Touch **Edit**, then touch the timeline and drag the sliders at both ends to trim the video to the desired length or adjust the display duration of a photo.
- Sort the clips: Touch and hold a clip, then drag it to where you want it to be.
- Adjust the playback speed: You can adjust the playback speed of clips in your vlog. Select the clip on the timeline, touch **Edit**, touch **Speed**, then drag the slider to adjust the playback speed of the clip. If the video has been cut into multiple clips, you can adjust the playback speed for a clip separately.
- Change the frame: On the **Edit** screen, touch **Frame** and select an aspect ratio.
- Export a frame: On the **Edit** screen, position the playhead on the frame you want to export as a still image, then touch **Export frame**.
- Delete a clip: On the **Edit** screen, select a clip to be deleted, then touch **Delete**.
  You can also add cuts before and after the clips you want to delete on the **Edit** screen, then touch **Delete**.
- Apply a filter: Touch **Filters** and select a filter. Drag the slider to adjust the filter effects.
- Edit background music: Touch **Music** and then touch **Add music** to choose from preset background music or your locally saved music. You can also touch **Extract audio** to extract audio from a video.
  You can then: Touch **Volume** to adjust the volume of the original audio or background audio; touch **Fade** for the background music to fade in or fade out; and extract or delete audio by adding **Cut** before and after the audio clip that you want to extract or delete audio from, selecting the clip, then dragging it to where you want it to be, or touching **Delete**.
- Edit the intro and outro: Touch **Text** to select intro and outro effects. You can edit the intro text style and add a sticker to the outro.

2 When you are finished, touch ▷ to preview and 💾 to export the video.

Highlights

Highlights

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

- To start using **Highlights**, go to **Camera** > ⚙ and enable **Location tag**.
- **Highlights** albums are created automatically when your device is charging and connected to a Wi-Fi network, the screen is turned off, and the battery is at least 50% charged. This process may take some time.

View Highlights Videos

1 Go to **Gallery** > **Highlights** and touch an album.

2 Touch ▶ to play the video.

Edit a Highlights Video

1 When playing a **Highlights** video, touch the screen, and then touch ✎ to edit the video.

- Select a theme: Touch **Template** and select a preset theme to automatically add filters and background music to the video.
- Adjust the timeline: Pinch or spread two fingers on the timeline to zoom in or out to make your preferred adjustments.
- Add a transition: Touch ⎸ between clips to select a transition. You can also touch **Edit**, slide on the timeline to position the playhead where you want to add a transition, and touch **Cut**. Then touch ⎸ on the timeline to select a transition.
  This effect can be applied to all transitions.
- Edit the clips: Touch **Edit**, then touch the timeline and drag the sliders at both ends to trim the video to the desired length or adjust the display duration of a photo.
- Sort the clips: Touch and hold a clip, then drag it to where you want it to be.
- Adjust the playback speed: You can adjust the playback speed of clips in your vlog. Select the clip on the timeline, touch **Edit**, touch **Speed**, then drag the slider to adjust the playback speed of the clip. If the video has been cut into multiple clips, you can adjust the playback speed for a clip separately.
- Change the frame: On the **Edit** screen, touch **Frame** and select an aspect ratio.
- Export a frame: On the **Edit** screen, position the playhead on the frame you want to export as a still image, then touch **Export frame**.
- Delete a clip: On the **Edit** screen, select a clip to be deleted, then touch **Delete**.
  You can also add cuts before and after the clips you want to delete on the **Edit** screen, then touch **Delete**.

- Apply a filter: Touch **Filters** and select a filter. Drag the slider to adjust the filter effects.
- Edit background music: Touch **Music** and then touch **Add music** to choose from preset background music or your locally saved music. You can also touch **Extract audio** to extract audio from a video.

  You can then: Touch **Volume** to adjust the volume of the original audio or background audio; touch **Fade** for the background music to fade in or fade out; and extract or delete audio by adding **Cut** before and after the audio clip that you want to extract or delete audio from, selecting the clip, then dragging it to where you want it to be, or touching **Delete**.
- Edit the intro and outro: Touch **Text** to select intro and outro effects. You can edit the intro text style and add a sticker to the outro.

2 When you are finished, touch ▷ to preview and 💾 to export the video.

Change the Highlights Album Cover

1 On the **Highlights** tab, touch an album.

2 Go to ••• > **Change cover**, select a photo, then touch ✓ .

Add or Remove Photos and Videos from a Highlights Album

1 On the **Highlights** tab, select a **Highlights** album.

2 You can then:

- Add photos or videos: Touch ＋ , follow the onscreen instructions to select the photos or videos you want to add, and then touch ✓ .
- Remove photos or videos: Touch and hold to select the photos or videos you want to remove, touch 🔳, and then touch **Remove**.

Rename Highlights Albums

1 On the **Highlights** tab, touch an album.

2 Go to ••• > **Rename** and enter a new name.

Delete Highlights Albums

1 On the **Highlights** tab, select a **Highlights** album.

2 Go to ••• > **Delete** and then touch **Delete**.

ℹ️ After you delete a **Highlights** album, it cannot be restored, and the photos and videos in the **Highlights** album will remain in Gallery.

Apps

Apps

App Basics

Locate an Installed App

Swipe down from the middle of the home screen to show the search bar, and enter the app

name. When the app is found, touch ⊘ next to its name.

Uninstall an App

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

- When using the **Standard** style home screen, touch and hold the app icon on the home screen, then touch **Uninstall** and follow the instructions.
- When using the **Drawer** style home screen, touch and hold the app icon in the drawer, then touch **Uninstall** and follow the instructions.
- Go to **Settings** > **Apps** > **Apps**, touch the app, 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**.

MeeTime

Use MeeTime to Make Calls

Use MeeTime to make high-quality video or voice calls with contacts who have Huawei devices (such as phones and tablets), and share your screen during calls.

Thanks to the GPU Turbo technology, the video call resolution will be optimised automatically when the network signal is weak. With intelligent algorithms, the other party can see your face clearly even when making a video call at night or in dark environments. During the video call, you can adjust the beauty level.

- Please make sure your device has been updated to the latest system version.
- This feature is only available in some countries and regions.
- If your device is not pre-installed with the **MeeTime** app, download it from **AppGallery**.

Charges for MeeTime

- MeeTime only uses Wi-Fi or mobile data and will not be charged as calls by your network provider. It is recommended that you use this feature over a Wi-Fi network.
- If you need to make a video call using mobile data, you can perform the following to save on the amount of mobile data you use: On the **MeeTime** screen, touch your profile picture in the upper right corner to access the **Settings** screen, then turn on the **Data saver** switch.

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

Make a High-quality Video or Voice Call

Use MeeTime to make smooth and high-quality calls between Huawei devices such as phones and tablets. You can enjoy clear video calls even in dark environments and adjust the beauty level during video calls.

1 Open **MeeTime** and follow the onscreen instructions to activate and enable it.

2 In the **MeeTime** app, go to **Contacts** > **MeeTime**, and touch   or   next to a contact who has enabled **MeeTime** on their devices to make a high-quality video or voice call.

3 During a video call, touch the screen and then touch   to access the **Soften** function. Drag the slider left or right to adjust the beauty level.

- For optimal use, keep your device within 1 metre (3.3 feet) of you and ensure that you are in a bright environment.
- The beauty level adjustment feature is only supported by some products.

4 You can touch **More** and then perform the following:

- Touch ⬤ to mute MeeTime.

- Touch ⬤ to use the speaker.

- Touch ⬤ to switch to a voice call.

- Touch ⬤ to share the screen.

ⓘ To view or manage your call logs, touch **Calls**.

Share Your Device Screen During a MeeTime Call

During a MeeTime video call, you can share your screen with the other party and doodle on the screen. The other party will then be able to view your screen and your doodles on it.

1 During a video call, touch the screen, go to **More** > ⬤, and follow the onscreen instructions to share your screen.

While sharing your screen, touch ✎ to start doodling on your screen.

2 Touch ⬤ to exit screen sharing.

Calendar

Use Events

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

Add an Event

1 Open **Calendar** and touch ⊕.

2 Enter the details of the event, such as the title, location, and start and end times.

3 Touch **Add reminder** to set a time for the event reminder.

4 When you are finished, touch ✓.

Search for an Event

1 On the **Calendar** screen, touch 🔍.

2 Enter keywords of your event in the search box, such as the title and location.

Share an Event

1 Open **Calendar**, then touch an event on a calendar screen or under the schedule tab.

2 Touch ⤴ to share the event however you prefer when prompted.

Delete an Event

On the **Calendar** screen, touch the event you want to delete, then touch 🗑 .

Set a Calendar Notification

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

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

· Touch **Default reminder time** or **Reminder time for all-day events** to set a reminder time.

· Touch **Notifications** and enable **Allow notifications**. Then follow the onscreen instructions to set a notification type.

Customise Calendar View Settings

You can customise calendar view settings, such as by specifying the start day of the week, and whether to show week numbers.

1 Go to **Calendar** > ⦙ > **Settings**.

2 Select the start day of the week, or enable the switch to show week numbers.

Set Alternate Calendars

You can switch to other calendars, such as the Chinese lunar calendar or the Islamic calendar.

Go to **Calendar** > ⦙ > **Settings** > **Alternate calendars**, and select a calendar you want to use.

View National/Regional Holidays

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

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 Calendar.

Clock

Set Alarms

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

Add an Alarm

1 Go to **Clock** > **Alarm**, then touch ➕ to add an alarm.

2 Follow the onscreen instructions to set the alarm ringtone, repeat cycle, ring duration, and snooze duration.

3 Touch ✓ to save the settings.

Modify or Delete an Alarm

Touch an existing alarm to modify or delete it.

Snooze an Alarm

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

The snooze length is set when creating the alarm.

Turn Off an Alarm

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

Use the Timer or Stopwatch

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

Timer

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

Stopwatch

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

View the Time in Cities Worldwide

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

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

Display Dual Clocks on the Lock Screen

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

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

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

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

Notepad

Create a Note

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

Add Content to a Note

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

2 Enter the title and content of the note. You can then perform the following:

- Touch ⊘ to add a checklist.

- Touch 𝐀 to change the text style, paragraph alignment, and background.

- Touch 🖼 to insert a picture. Touch and hold the picture, then drag it to the desired position in the note.

- To organise your notes for easier access and viewing, categorise a note after finishing it.

3 Touch ✓ to save the note.

Add a Note by Scanning Documents

1 Open **Notepad** and go to **Notes** > ⊕ > 🖼 > **Scan document**.

2 Align your device camera with the picture or file you want to scan and touch ◯ to start scanning. The scanned pages are saved in Notepad.

3 Go to **Extract text** > **Save** > **Save images and text** > ✓ to save the note.

Create Notes by Scanning Certificates or Cards

You can scan certificates or bank cards for future use and add watermarks to prevent theft.

1 Open **Notepad** and go to **Notes** > ⊕ > 🖾 > **Add card**.

2 Point the camera to the certificate or bank card you want to scan, and touch ◯ to scan it one by one or consecutively. Touch ⊘ to preview the scanned copies.

3 (Optional) If you manually unskew the scanned copies, touch ✓ to preview them again.

4 To add a watermark to the scanned copies, touch **Full-screen watermark** or **Single watermark**.

5 Touch 🖫 to insert the modified scanned copy into the note.

6 Touch ✓ to save the note.

Add a Handwritten Note

You can add a handwritten note to write down thoughts and inspirations that would be difficult to convey through text. If you have a stylus pen, use the pen to touch the screen when it's off to enable **Quickly access Notepad**.

ⓘ The feature availability varies by device.

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

2 Touch ✎ to write or draw the content you want to note down in the selected colour.

3 Touch ✓ to save the note.

Create Notes by Sharing

You can share web pages, images, text, and other content from other apps to Notepad.

ⓘ Not all apps support this feature.

1 Open the content you want to share (such as a web page, image, or text) in an app that supports the sharing feature.

2 Touch the Share button and select **Notepad**.

3 Follow the onscreen instructions to save the shared content to an existing note or create a new note.

Create To-dos

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

Add a To-do Item

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

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

1 Go to **Notepad** > **To-dos** and touch ⊕.

2 Enter your to-do item.

3 Touch 🕐, set a time, and touch **OK**.

4 Enable ❗ to mark the to-do item as important.

5 Touch **Save**.

ⓘ Location reminders are only supported on certain products.

Set Repeated Reminders for a To-do Item

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

Manage Your Notepad

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

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

Use App Lock for Notepad or Lock a Note

You can apply App Lock to Notepad or set a password for a note to protect your privacy.

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

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

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

Sort Notepad Items by Category

You can sort the Notepad items into different folders by category and add labels in different colours.

Sort Notepad items using the following methods:

- On the **All notes** screen, swipe left on a note, select ⬆ or ⭐ to move this note to the top, or add a star icon to it.

- On the **All notes** or **All to-dos** screen, swipe left on an item, touch 📁, and select a category for it.

- Touch and hold a note or to-do item, select the ones you want to classify under the same

  category, then touch 📁 to move them to the target category.

  ℹ Items in an Exchange account cannot be moved.

Sync Notepad Items

Sync Exchange email data: You can sync the data in your Exchange account to Notepad to record important events anytime and anywhere.

1 Log in to Exchange on your device.

2 Swipe down from the Exchange mail list to sync the notes and tasks from your Exchange account to Notepad. The corresponding notes and to-do items will then be generated automatically.
A folder named after the Exchange account will also be automatically generated for easy management.

Sync your watch's voice data: You can sync your watch's voice data to Notepad to collect your ideas recorded while driving or being engaged in home chores.

1 Open the **Health** app and follow the onscreen instructions to pair your watch with your device via Bluetooth.

2 Enable the relevant switch on your watch to sync the voice data on your watch to Notepad. The corresponding voice notes will be generated.
A folder named after the watch model will also automatically generated for easy management.

Share Notepad Items

You can share Notepad items in the following ways:

- To share a single note or to-do item, open the one you want to share from the **All notes** or

  All to-dos screen, then touch ⤸ and share it as prompted.
  Notes can be shared by touching **As image**, **As text**, **Export as document**, or **To another device**.

  ℹ Handwritten notes do not support **Export as document**, and other types of notes can be exported into TXT or HTML files when using **Export as document**. You can view saved notes as follows: Open **Files**, search for and touch **Documents**, then touch **Notepad**.

- To share multiple notes, access the **All notes** screen, touch and hold a note, select the ones you want to share, then touch ⦸ and share them as prompted.

Print Notepad Items

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

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

Delete Notepad Items

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

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

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

Recorder

Recorder

1 In the **Huawei Apps** folder, open **Recorder** and touch ⦿ to start recording.

2 When recording, you can touch **Tag** to add a tag.

3 When you are finished, touch ⦿ to stop recording.

4 You can touch and hold a recording to share, rename, or delete it.

5 You can also swipe left on a recording to share, edit, or delete it.

To view your recordings, open **Files**, then search for and access the **Sounds** folder.

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 ⟳1.0 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 **Edit** 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 **Trim** and select **Keep selected part** or **Delete selected part**.

Share Recordings

1 On the **Recorder** home screen, touch the recording you want to share.

2 Go to • • > **Share**.

3 Select your preferred sharing method and follow the onscreen instructions to share the recording.

Email

Introduction to Email

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

Add Email Accounts

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

Add a Personal Email Account

1 Open **Email** on your device, then select the default email or select from the available letterbox providers.

2 Enter your email address and password (or a separate password or authentication code), touch **Log in**, and follow the onscreen instructions to complete configuration. The system will automatically connect to the server and check the server settings.

Add an Exchange Account

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

1 Contact the administrator of the company email server to obtain the domain name, server address, port number, and security type.

2 Open **Email** and select **Exchange**.

3 Enter the email address, user name, and password.

4 Touch **Manual setup**. On the **Log in** screen, enter the email domain name, server address, port number, and security type.

5 Touch ✓ , then follow the onscreen instructions to complete configuration. The system will automatically connect to the server and check the server settings.

Use Emails

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

Edit and Send Emails

1 Open **Email** and touch ╋ .

2 Enter the recipient's email address, or touch ╋ to select a contact or group, then touch ✓ .

3 Add the addresses of any recipients to whom you wish to CC or BCC the email.
If you have more than one email account, you will also need to select the email address you wish to send the email from.

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

Save an Email as a Draft

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

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

Reply to an Email

1 On the **Inbox** screen, open the email you wish to reply to.

2 Touch ✉ to reply to the email sender, or touch ✉ to reply to everyone in the thread.

3 After writing your reply, touch △ .

Set Encryption for Outgoing Emails

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

1 Apply for and install a digital certificate.
ⓘ You need to apply for a digital certificate from a trusted third-party certificate authority (CA) before installing it. The processing procedure varies between different CAs. For details, refer to the relevant CA website.

2 From the **Inbox** screen, go to • • > **Settings**.

3 Touch the account you want to set encryption for, touch **Email encryption**, then enable **Encrypt outgoing emails**.

4 If the certificate has been installed, select **Encryption certificate** and set **Encryption algorithm** according to your preferences.
If no certificate has been installed, enable **Send encrypted emails without installing certificates**.

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 automatic reply, then touch **Done**.

Set Email Notifications

Set a notification mode for your emails as needed.

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 Emails

1 Open **Email**, then swipe down on the **Inbox** screen to refresh the email list.
If you have multiple email accounts, touch **Inbox** and select the email account you want to view. You can also view files in the **Unread** or **Sent** folder on the **Folders** list.

2 Open an email, then view, reply to, forward, or delete the email.

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

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

Organise Emails by Subject

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

Add an Email Contact to a Group

You can create email groups to communicate more efficiently.

1 On the **Inbox** screen, open an email and go to ⌄ > **Add to group**.

2 Add the email sender or recipient to the group and touch **OK**.

3 On the group selection screen, select an existing group, then touch ✓ to save the contact in the group.
Alternatively, touch **Create group**, enter the group name, then touch **Save**.

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

Sync Emails Automatically

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

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

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

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

Search for Emails

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

Mark Important Emails

Mark an email as important for further actions or future reference with a star.

Open **Email** and touch the ☆ icon next to any email to mark it as important.

Touch an email box, such as **Inbox**, and find the **Starred** folder in the **Folders** list to check starred emails. Touch ⭐ next to an email to unmark it.

Switch Email Display Mode

You can switch between two email display modes based on your preference.

On the **Inbox** screen, touch • • and select **Conversation view** or **List view**.

ⓘ Emails are displayed in **List view** by default. Some operations may not be supported after switching to **Conversation view**.

Delete Emails

On the **Inbox** screen, touch and hold the email you want to delete, touch any other emails you want to delete as well, then touch 🗑.

Manage Multiple Email Accounts

You can add and manage multiple email accounts.

Add Multiple Email Accounts

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

2 Select an existing email service provider or enter a new email address and password to add an email account.

Switch Between Email Accounts

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

Change Account Name and Signature

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

Log Out of an Email Account

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

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, choose **Add** > **Create**, or touch **Add from contacts**.
- Open an email, touch the receiver or sender, then touch **Add to VIP list** in the pop-up dialog.

Delete a VIP Contact

1 Go to **Email** > ⋮ > **Settings** > **VIP contacts**.

2 On the **VIP list** screen, touch 🗑.

3 Select the VIP contact you want to delete, 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 Calculator in the following ways (depending on your device model):

- Swipe down from the middle of the home screen to display the search box. Search for **Calculator**, and the first result will be the preinstalled **Calculator** app.

- Swipe up from the bottom of the lock screen to display the shortcut panel, then touch ⊞.

Use the Scientific Calculator

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

Copy, Delete, or Clear Numbers

- Copy a calculation result: Touch and hold the calculation result, touch **Copy**, then paste the result somewhere else, such as in a note or message.

- Delete the last digit: Touch ⌫.

- Clear the display: Touch C . You can also touch ⌫ to clear the display after touching ═ to complete the calculation.

Torch

Torch

You can turn on or turn off the torch in the following ways:

- Swipe down from the upper right edge of the screen to display **Control Panel**, touch ═ to expand the shortcut switches panel, and touch **Torch** to turn on or turn off the torch.
- Swipe up from the bottom edge of the lock screen to display the shortcut panel, and touch 🔦 to turn on or turn off the torch.

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

Compass

Compass

View Directions and Coordinates Using Compass

Compass shows you the direction your device is pointing, as well as your current longitude and latitude.

1 You can open Compass in the following ways:
- Swipe down from the middle of the home screen to display the search box and search for **Compass**. The first result will be the preinstalled **Compass** app.
- Find **Compass** in the **Tools** folder.

2 You can view directions and coordinates in the following ways:

- If you hold your device flat, the Compass screen will display a dial together with the direction your device is pointing and your current coordinates.
- If you hold your device upright, the Compass screen will display the viewfinder of the rear camera on your device, together with the direction your device is pointing and your current coordinates.

To lock your current direction, touch the compass dial. The dial marks will turn blue if you go off course.

For more accurate bearings, hold your device flat or upright when using Compass.

App Twin

Enable App Twin

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

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

Go to **Settings** > **Apps** > **App Twin** and turn on or off the switch for the app you want to apply the feature.

The twin app will then be displayed on the home screen.

Tablet Manager

Clean Up Device Storage

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

1 Open **Optimizer**, then touch **Cleanup**.

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

Automatically Clean Up System Trash

1 Open **Optimizer**, and touch **Cleanup**.

2 Swipe down from the top of the screen, and your device will automatically clean up system trash.

Manually Clean Up System Trash

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

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

Clean Up Duplicate Files

Optimizer 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 **Optimizer**, 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 **Optimizer** 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 **Optimizer** to keep your device in an optimal state.

1 Open **Optimizer**, and touch **OPTIMISE**.

2 Wait until **Optimizer** finishes checking your device and provides you with the optimisation results.

Tablet Clone

Use Tablet Clone to Move Data to Your New Device

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

Migrate Data from a Huawei or Other Android Device

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

2 On your old device, follow the onscreen instructions to download and install **Tablet Clone**.

3 On the old device, open the **Tablet Clone** app, touch **This is the old device**, and follow the onscreen instructions to connect the 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.

Migrate Data from an iPhone or iPad

1 On the new device, open the **Tablet Clone** app, or go to **Settings** > **System & updates** > **Tablet Clone**, touch **This is the new device**, and select **iPhone/iPad**.

2 Follow the onscreen instructions to download and install **Tablet Clone** on your old device.

3 On the old device, open the **Tablet Clone** app, touch **This is the old device**, and follow the onscreen instructions to connect the 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.

HiSuite

Introduction to HiSuite

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

With **HiSuite**, you can use a computer to manage the data on your device, such as contacts, messages, pictures, videos, and apps. You can also use this tool to back up or restore data, or update your device to the latest system version.

1 Visit the official Huawei website on your computer, search for **HiSuite**, then download and install the latest version.

2 Use a USB cable to connect your device to your computer. When the **Use USB to** dialog box is displayed on your device, select **Transfer files** and follow the onscreen instructions to complete the authentication.

3 Open **HiSuite** on your computer and follow the onscreen instructions to agree to install **HiSuite** to your device.

4 Open **HiSuite** on your device, enter the **Connection verification code** displayed on the screen into the text box in **HiSuite** on your computer, and click **Connect**.

To disconnect from your device, touch **DISCONNECT** on the **HiSuite** screen on your device, or disconnect the USB cable.

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 home screen of **HiSuite** on your computer, click **Back Up** and follow the onscreen instructions to complete authorisation and confirmation on your device and computer.

2 On the **Back Up** screen, select the items you want to back up and click **Back Up**. Follow the onscreen instructions to set a password and confirm the password.
Please keep your password safe. Backed up data won't be able to be restored if you forget the password.

3 **HiSuite** will then back up the data you selected. Do not disconnect before the backup is complete. After the backup is complete, click **Done**.

By default, the backup data is saved under **C:\Users**_User name_**\Documents\Hisuite\backup**

on the computer. To change the backup directory on the computer, go to ▤ > **Settings** > **Back Up** in **HiSuite**.

Restore Backup Data from a Computer

1 On the home screen of **HiSuite** on your computer, click **Restore**.

2 On the **Restore** screen, click **Backup Files**, select the backup data to be restored and click **Restore**.

3 Enter the password for the backup data and click **OK**.

4 Do not disconnect before the restoration is complete. Click **Done** when all data has been restored successfully.

Update 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 the battery level of your device is higher than 20% and keep the USB cable connected during the update. Do not power off or restart your device, or remove or insert a memory card (if supported).
- 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 home screen of **HiSuite** on your computer, click **System Update**. If a new version is detected, the version number will be displayed on the screen. You can select the new version that you want to update to.

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

Settings

Search for Items in Settings

Quickly Find What You are Looking For

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

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

Wi-Fi

Introduction to Wi-Fi

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

Connect to a Wi-Fi Network

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

1 Go to **Settings** > **Wi-Fi**, and enable **Wi-Fi**.

2 Connect to a Wi-Fi network on the **Wi-Fi** screen using either of the following methods:

- Select a Wi-Fi network to connect to under **Available**. A password is required for encrypted networks.
- To manually add a Wi-Fi network, scroll down to the bottom of the screen, touch **Add network**, and enter the SSID and password as prompted to complete the connection.

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

Transfer Data Using Wi-Fi Direct

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

1 On the receiving device, go to **Settings** > **Wi-Fi** and enable **Wi-Fi**.

2 Then go to **More settings** > **Wi-Fi Direct** to start searching for nearby devices that have enabledWi-Fi Direct.

3 On the sending device, touch and hold to select the files you want to share, touch ⤴, and select **Wi-Fi Direct**.

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

4 Touch the icon of the receiving device to establish a connection, then share the files.

5 On the receiving device, accept the Wi-Fi Direct transfer request.

Then search for and access the **Wi-Fi Direct** folder in **Files** to view the received files.

Select a Network Using 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** > **Wi-Fi+** and enable or disable **Wi-Fi+**.

Mobile Data

Connect to Mobile Data

Connect to a mobile network to enjoy smooth Internet access anytime and anywhere.

Enable Mobile Data

1 Subscribe to mobile data services for your SIM card first. SIM cards are not supported on Wi-Fi only tablets.

2 Connect to the mobile network using the following methods:

- Swipe down from the upper right edge of the screen to display Control Centre, touch

  ▬ to expand the shortcut switches panel, then enable **Mobile data**.

- Go to **Settings** > **Mobile network** > **Mobile data** and enable **Mobile data**.

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

Manage Data Usage

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

Open **Optimizer**, 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 **Optimizer** to keep you informed of your data consumption.

1 On the **Data usage** screen, go to **More data settings** > **Monthly data limit** and follow the onscreen instructions to add a data plan.

2 On the **More data settings** screen, touch **Usage reminders**. From there, you can set whether a notification will be sent or if mobile data will be disabled once the monthly data limit or roaming data limit has been topped.

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

More Connections

Enable or Disable Airplane Mode

When taking a flight, you can enable Airplane mode to comply with airline requirements. 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 the following methods:

- Swipe down from the upper right edge of the screen to display **Control Panel**, touch to expand the shortcut switches panel, then turn on or off **Airplane mode**.

- Go to **Settings** > **Mobile network** and enable or disable **Airplane mode**.

When Airplane mode is enabled for the first time, Wi-Fi and Bluetooth will automatically be disabled.

You can re-enable Wi-Fi or Bluetooth if allowed to do so by the airline. The settings will be saved and take effect the next time you enable Airplane mode on your device.

Project Your Device Screen Wirelessly

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

1 Perform the following based on the model and functions of the large display:

- **If the large display supports Miracast**, turn on its wireless projection switch.

- **If the large display does not support Miracast**, connect a wireless HDMI adapter to it. Ensure that the wireless HDMI adapter is connected to a power supply.

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

2 Swipe down from the upper right edge of your device to display Control Centre, then touch 📶.

3 In Control Centre, touch ▬ to expand the shortcut switches panel, then touch **Wireless Projection**. Your device will start searching for large displays.
You can also go to **Settings** > **More connections** and enable **Wireless Projection**.

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

To exit wireless projection, swipe down from the upper left of the tablet to display the notification panel and touch**Disconnect**.

Quickly Share Files Between Devices with Huawei Share

You can use Huawei Share to quickly share files between Huawei devices. The recipient can preview the files before agreeing to accept them and view the full content of the files after receiving them. For example, the recipient can view received pictures and 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 file.
 ⓘ These steps may be different if you are sharing files directly from an app.

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

Then open **Files** to view the received file.

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

Share Files Between Your Device and Computer with Huawei Share

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

Share Files from Your Device to Your Computer

Share files from your device to your computer using Huawei Share. You can then easily access the shared folders on your device from your computer.

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

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

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

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

- Windows: Go to **This PC (Computer)** > **Network**.

- macOS: Go to **Finder** > **Go to** > **Network**.
  - ℹ 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 that you made a note of.

6 Open a shared folder, 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.

Share Files Between Your Device and Computer

You can use Huawei Share to share files between your device and computer.

1 Swipe down from the upper right edge of your device to display **Control Panel**, touch to expand the shortcut switches panel, then enable **Huawei Share**.

2 Open PC Manager on your computer and enable **Huawei Share**.

You can transfer files in the following ways:

From your device to your computer:

1 On your device, touch and hold to select files to be transferred, then touch **Share**.

2 From the device list, select the name of the target computer.

3 In the displayed dialog box on your computer, click **Accept**.

4 After the transfer is successful, the folder where the transferred files are saved will be automatically opened on your computer for your easy access.

From your computer to your device:

- Transfer by sharing

  1 On the computer, right-click the files to be transferred and select **Huawei Share**.

  2 From the device list that pops up, select your device.

  3 In the displayed dialog box on your device, touch **Accept**.

- Transfer by dragging

   1 Select the file to be transferred and drag it to the corresponding device on the Huawei Share screen.

   2 In the displayed dialog box on your device, touch **Accept**.

   ⓘ Ensure that PC Manager is running version 11.1 or later.

Transfer Data Between Your Device and Computer with a USB Cable

1 Connect your device to a computer with a USB cable.
After the driver is automatically installed on the computer, the drive name corresponding to your device will be displayed after you touch **This PC (Computer)**.

2 Swipe down from the upper left edge of your device to open the notification panel, touch **Touch for more options**, and select a USB connection method:

- Touch **Transfer photos** on your device. Open the drive corresponding to your device on your computer. You can then view and copy pictures from your device to your computer. You can also copy pictures from your computer to your device.

- Touch **Transfer files** on your device. Open the drive corresponding to your device on your computer. You can then view and copy audio clips, videos, and documents from your device to your computer. You can also copy these files from the computer to your device.

   ⓘ Install Windows Media Player 11 or later on your computer to view media files on your device.

- Touch **Input MIDI** to use your device as the audio input device of the Musical Instrument Digital Interface (MIDI) and cast music to your computer.

Print Images and Documents

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

Connect Your Device to a Printer

1 Check the printer manual or consult with its manufacturer to verify that it is Mopria-certified.
If it is not, consult with its manufacturer to install the corresponding app or plug-in for it on your device.

2 Connect your device and the printer to the same Wi-Fi network using any of the following methods:

- Connect to a Wi-Fi router: Enable Wi-Fi on the printer and connect it to the Wi-Fi router. On your device, go to **Settings** > **Wi-Fi**, enable **Wi-Fi**, touch the same Wi-Fi router, and follow the onscreen instructions to complete the settings.

- Connect with Wi-Fi Direct: If your printer supports Wi-Fi Direct, follow the instructions in the printer manual to enable this feature. On your device, go to **Settings** > **Wi-Fi**,

enable **Wi-Fi**, go to **More settings** > **Wi-Fi Direct**, then touch the printer to establish the connection.

- Connect to your printer's hotspot: If your printer can double as a wireless hotspot, follow the instructions in the printer manual to enable the hotspot and set a password. On your device, go to **Settings** > **Wi-Fi**, enable **Wi-Fi**, touch the printer's hotspot, then follow the onscreen instructions to complete the settings.

3 Go to **Settings** > **More connections** > **Printing** > **Default Print Service**, and enable **Default Print Service**.

4 Select the printer from the search results and follow the onscreen instructions to add the printer.

Print Files

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

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

- Print a note: Open **Notepad**. Open the note you want to print, touch ⠿ > **Print**, then follow the onscreen instructions to complete the printing.

Connect to a VPN Network

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

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

The following types of servers are supported:

- PPTP: It stands for Point-to-Point Tunneling Protocol, offering MPPE encryption.

- L2TP: It stands for Layer 2 (Data Link Layer) Tunneling Protocol, offering IPSec PSK and IPSec RSA encryption.

- IPSec Xauth: Offering PSK, RSA, and Hybrid RSA encryption.

Connect to a PPTP Server

1 Obtain the required data such as the VPN server name and address from your VPN server administrator.

2 Go to **Settings** > **More connections** > **VPN** > **Add VPN network**, enter the VPN name, set the server type to **PPTP**, then enter the server address.

3 If the VPN server does not have a DNS address, touch **Show advanced options** and enter the DNS domain, DNS server address, and forwarding route.

4 Touch **Save**.

5 Touch the VPN you have just set up, enter your VPN user name and password, then touch **Connect**.

Connect to an L2TP/IPSec PSK Server

1 Obtain the VPN server name, server address, L2TP key (optional), IPsec identifier (optional), and IPsec pre-shared key from your VPN server administrator.

2 Go to **Settings** > **More connections** > **VPN** > **Add VPN network**, enter the VPN name, set the server type to **L2TP/IPSec PSK**, then enter the server address, L2TP key, IPSec identifier, and IPSec pre-shared key.

3 If the VPN server does not have a DNS address, touch **Show advanced options** and enter the DNS domain, DNS server address, and forwarding route.

4 Touch **Save**.

5 Touch the VPN you have just set up, enter your VPN user name and password, then touch **Connect**.

Home Screen & Wallpaper

Manage the Home Screen Layout

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

Move an App Icon on the Home Screen

Touch and hold an app icon and drag it to the desired position on the home screen.

Keep Home Screen Icons Aligned

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

Lock Home Screen Icon Positions

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

Select the Home Screen Layout Pattern

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

Set Your Home Screen in Settings

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

Put App Icons in Folders

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

1 Touch and hold an app icon and drag it over another icon. A folder will automatically be created to house these two apps.

2 Open a folder, touch its name, then enter a new name for it.

Add App Icons to a Folder or Remove Them

Open a folder and touch ╀ . Then you can:

· Select one or more apps, and touch **OK** to add them to the folder.

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

Use App Drawer to Store Apps

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

Enable App Drawer

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

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

Add Apps in the Drawer to the Home Screen

In Drawer mode, you can swipe up on the home screen to display the Drawer. You can then touch and hold an app to drag it to the desired position on the home screen.

Move Apps Back to the Drawer

In Drawer mode, you can move an app from the home screen back to the Drawer by touching and holding this app, then touching **Remove**. This operation will only remove the app icon from your home screen but will not uninstall it.

You can still find it in the Drawer.

Disable the Drawer Style

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

Display & Brightness

Adjust the Screen Brightness, Colour Mode, and Colour Temperature

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

Automatically Adjust the Screen Brightness

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

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

Manually Adjust the Screen Brightness

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

- Swipe down from the upper right edge of the screen to display **Control Panel**. In the ☀ section, drag the slider to adjust the screen brightness.

- Go to **Settings** > **Display & brightness**. In the ☀ section, drag the slider to adjust the screen brightness.

Adjust the Colour Mode

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

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

Adjust the Colour Temperature

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

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

Enable or Disable Natural Tone

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

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

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

Use Eye Comfort Mode

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

Enable or Disable Eye Comfort Mode

- Swipe down from the upper right edge of the screen to display **Control Panel**, touch to expand the shortcut switches panel, then turn on or off **Eye Comfort**. You can touch and hold **Eye Comfort** to access the settings screen.
- Go to **Settings** > **Display & brightness** > **Eye Comfort** and enable or disable **Enable all day**.

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

Set a Schedule for Eye Comfort Mode

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

Enable or Disable Flicker Reduction

Go to **Settings** > **Display & brightness** > **Eye Comfort** and enable or disable **Flicker reduction**.

Enabling **Flicker reduction** will reduce the amount your screen flickers, but may also affect its colour and brightness.

Customise Eye Comfort Mode

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

Enable Dark Mode

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

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

Adjust Text Style Settings

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

Text Size and Weight

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

Enlarge or Reduce Display Size

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

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

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.

Sounds & Vibration

Set Do Not Disturb Mode

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

Enable or Disable Do Not Disturb

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

- Swipe down from the upper right edge of the screen to display ▬ , touch ▬ to expand the shortcut switches panel, then turn on or off **Do Not Disturb**. You can touch and hold the **Do Not Disturb** icon to access the settings screen.
- Go to **Settings** > **Sounds & vibration** > **Do Not Disturb** and enable or disable **Do Not Disturb**.

Once Do Not Disturb has been enabled, 🌙 will display in the status bar. To check for notifications, swipe down from the status bar to open the notification panel, or go to the lock screen. Swipe left on a notification and touch ⚙ to delay the notification.

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

ⓘ This feature may vary by device.

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.

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

Set a Notification Tone for a Specific App

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

1 Go to **Settings** > **Apps** > **Apps**.

2 Select an app (for example, **Notepad**).

3 Go to **Notifications** > **To-do notifications** > **Notification sound**.

4 You can then:

- Set a tone.

   Select a preset tone, or touch **Music on device** to select a locally saved song.

- Set a vibration pattern.

   Touch **Vibration** and select your preferred type of vibration.

Enable Huawei Histen Sound Effects

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

ℹ️ 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.

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

Notifications

App Badges

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

Turn Off App Badges

1 Go to **Settings** > **Notifications**, and touch **App icon badges**.

2 Turn off the switch for some or all apps.

Change the Badge Display Mode

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

Disable App Notifications

Disable Notifications from a Specific App

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

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

Disable Notifications from Apps in Batches

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

Hide Content of Notifications on the Lock Screen

To enable this feature:

Go to **Settings** > **Notifications**, and enable **Hide notification content**.

Intelligently Hide Content of Notifications on the Lock Screen

If Face unlock has been set up on your device, the **Hide notification content** feature in **Settings** > **Notifications** can offer increased security. It hides notification content while your

device is locked, and only shows the banner notification content when it identifies your face and no one else is around.

ℹ️ Face recognition will be affected if the ambient light is too strong or weak, or when the Swing Gesture Sensor is blocked.

More App Notification Settings

Set the App Notification Mode

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

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

ℹ️ This feature may vary by device.

Notifications Turn on Screen

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

Show Notification Icons in the Status Bar

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

Biometrics & Password

Face Recognition

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

Add More Facial Profiles

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

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

Enable Face Unlock

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

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

Access App Lock with Face Recognition

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

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

Lock Screen Password

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

Set the Lock Screen Password

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

1 Go to **Settings** > **Biometrics & password** and touch **Lock screen password**.

2 Enter a password containing 6 digits.

3 Alternatively, touch **Change unlock method** and select a password type, then follow the onscreen instructions to input a new password.

Change the Lock Screen Password

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

2 Enter the original lock screen password.

3 Enter a new password, or touch **Change unlock method** to select a password type, then follow the onscreen instructions to input a new password.

Disable Lock Screen Password

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

Enable Lockdown

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

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

1 Go to **Settings** > **Biometrics & password** > **Secure lock settings**, and enable **Show Lockdown option**.

2 Press and hold the Power button until the **Lockdown** option is displayed on the screen.

3 Touch **Lockdown** and follow the onscreen instructions to enable Lockdown mode. Once Lockdown mode is enabled, your device can only be unlocked using the lock screen password.

4 Lockdown mode is automatically disabled when you unlock your device. You can use other unlock methods as usual the next time you unlock your device.
If you need to re-enable Lockdown mode, press and hold the Power button and touch the **Lockdown** option again.

Apps

Enable App Twin

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

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

Go to **Settings** > **Apps** > **App Twin** and turn on or off the switch for the app you want to apply the feature.

The twin app will then be displayed on the home screen.

View or Change App Settings

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

🛈 Some apps cannot be uninstalled.

Battery

Check the Power Consumption of Your Device

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

- View **Power consumption details** to learn about the power consumption from the last 24 hours and the power usage ranking of apps.
- Touch a time slot in the Battery level chart to learn about the power consumption for the corresponding period.
- Touch an app and view its **Battery usage details**, or touch **Force stop** to close the app.

🛈 Some pre-installed apps cannot be closed.

Enable Power Saving mode

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

To do so, go to **Settings** > **Battery** (or **Optimizer** >) and enable **Power Saving mode**. A

 icon will then be displayed in the status bar.

Enable Performance Mode

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

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

The icon will then be displayed in the status bar.

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

Enable Smart Charge

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

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

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

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

Enable Smart Battery Capacity

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

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

Customise Battery Settings

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

Display Battery Percentage on the Status Bar

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

Stay Connected while Your Device is Sleeping

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

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

Battery Fault Detection

Your device can intelligently check the battery capacity, internal resistance, and more, to detect safety risks in a timely manner.

When a battery fault is detected, the system will automatically trigger protection measures and display a **Battery error** alert.

Storage

Check Storage Usage

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

Clean Up Device Storage

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

1 Open **Optimizer**, then touch **Cleanup**.

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

Automatically Clean Up System Trash

1 Open **Optimizer**, and touch **Cleanup**.

2 Swipe down from the top of the screen, and your device will automatically clean up system trash.

Manually Clean Up System Trash

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

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

Clean Up Duplicate Files

Optimizer can identify duplicate files on your device.

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

Security

Use the Password Vault to Automatically Fill in the Password

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

- 🛈 • Before using Password Vault, set a lock screen password for your device.

  - Password Vault is only compatible with certain apps.

Log In Faster with Password Vault

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

2 If you log out of the app, the next time you log in, your device will autofill the username and password once you have verified your identity with your lock screen password, fingerprint, or face ID.
🛈 Not all devices support fingerprint features.

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

View or Delete Stored Usernames and Passwords

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

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

Use App Lock to Protect Your Privacy

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

Enable App Lock

Go to **Settings** > **Security** > **App Lock** > **Enable**, follow the onscreen instructions to set an App Lock password, and select an app to be locked.

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

Change the App Lock Password or Security Questions

Enter the **App Lock** settings screen, go to **Password settings** > **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, you can perform the following:

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

Encrypt Content on the Memory Card

You can encrypt files stored on the memory card. Encrypted files can only be viewed and used on your device.

1 Insert a memory card into your device and ensure that the memory card has sufficient storage space.

2 Go to **Settings** > **Security** > **More settings** > **Encryption and credentials**.

3 Touch **Encrypt memory card** and follow the onscreen instructions to encrypt the memory card.
During the encryption, do not restart your device or forcibly remove the memory card. Otherwise, the encryption may fail or data may be lost.

To decrypt a memory card, touch **Decrypt memory card** and follow the onscreen instructions to decrypt files on the memory card. Formatting a memory card can also decrypt the memory card, but will erase all data on the memory card.

> Encrypting and decrypting the memory card will not be supported if you are not logged in as the Owner.

Pin a Screen

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

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

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

- When using three-key navigation, touch ▢ to access the recent tasks screen, and touch ⚲ on an app preview. To unpin, touch and hold ◁.

Privacy

Manage App Access Permissions

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

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

Manage the Location Permission

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

1 Go to **Settings** > **Apps** > **Permission manager**.

2 On the **Permission manager** screen, touch **Location**, then touch the icon of the app you want to change the permission for to manage the Location access.

Manage Permissions to Access Other Private Data

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

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

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

Use Location Services

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

Enable or Disable Location Services

You can enable or disable Location Services in the following ways:

- Swipe down from the upper right edge of the screen to display **Control Panel**, touch
  to expand the shortcut switches panel, and enable or disable **Location**. You can touch and
  hold **Location** to access the settings screen of **Location**.
- Go to **Settings** > **Location** and enable or disable **Access my location**.

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

Increase the Accuracy of Location Services

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

  ⓘ **High-accuracy positioning** is only supported on certain products.

Go to **Settings** > **Location** > **Advanced settings**, then set them up as required.

Allow or Deny Access to Location Information

You can grant or deny the Location permission to an app, as well as grant permanent access
or access only while in use or deny access to the location information.

1 Go to **Settings** > **Privacy** > **Permission manager**, touch **Location**, and check apps to be
granted access to the location information.

2 Touch the corresponding app and follow the onscreen instructions to grant or deny the
Location permission.

Create a PrivateSpace for Your Private Data

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

  ⓘ Not all devices support fingerprint features.

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

Enable and Access PrivateSpace

1 Go to **Settings** > **Privacy** > **PrivateSpace** > **Enable**, and follow the onscreen instructions
to create a PrivateSpace.

2 You can enter your PrivateSpace using either of the following methods:

- On the lock screen, access PrivateSpace using the fingerprint or password set for the space.
- Alternatively, in MainSpace, go to **Settings** > **Privacy** > **PrivateSpace**, and touch **Log in**.

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

Hide or Unhide the Entrance to PrivateSpace

You can hide the entrance to PrivateSpace in the MainSpace settings, so that you can only access PrivateSpace using the fingerprint or password set for the space.

- To hide the entrance to PrivateSpace: In PrivateSpace, go to **Settings** > **Privacy** > **PrivateSpace**, and enable **Hide PrivateSpace**.
- To unhide the entrance to PrivateSpace: In MainSpace, go to **Settings** > **Security** > **More settings**, then go to **Show all settings** > **OK**.

Transfer Files Between MainSpace and PrivateSpace

1 In PrivateSpace, go to **Settings** > **Privacy** > **PrivateSpace**, and touch **MainSpace to PrivateSpace** or **PrivateSpace to MainSpace**.

2 Select the files (such as photos, videos, and audio files) you want to transfer, touch **Move**, and follow the onscreen instructions to transfer the files.

In the target space, go to **Gallery** > **Albums** > **Others** > **SharedImages**, or **Gallery** > **Albums** > **Others** > **SharedVideos** to view photos and videos.

Reset Password for PrivateSpace

You can set a security question when creating the password for PrivateSpace, which will help you to reset the password if you happen to forget it.

1 In PrivateSpace, go to **Settings** > **Privacy** > **PrivateSpace**, then touch **Password protection**.

2 Follow the onscreen instructions to complete the verification, select and answer the security question, then touch **Finish**.

3 In MainSpace, go to **Settings** > **Privacy** > **PrivateSpace**, then go to ••• > **Reset password**, and follow the onscreen instructions to complete the verification and reset the password.

Transfer Data in PrivateSpace to Your New Device

You can quickly transfer your PrivateSpace data, such as contacts, photos, and files, from the old device to the new one.

1 On your new device, create and enter your PrivateSpace, go to **Settings** > **Privacy** > **PrivateSpace** > **Space Clone**, and select **This is the new device**.

2 In your old device, enter your PrivateSpace, go to **Settings** > **Privacy** > **PrivateSpace** > **Space Clone**, and select **This is the old device**.

3 Follow the onscreen instructions to scan the QR code or manually connect the old device to the new one.

4 On your old device, select the data to be transferred. You can cancel the data transfer during the process, and then continue it once you have connected your old device with the new one again.

Delete PrivateSpace

If you delete PrivateSpace, all apps and data stored in the space will be deleted and cannot be restored. Please exercise caution when deleting PrivateSpace.

You can delete PrivateSpace in either of the following ways:

- In MainSpace, go to **Settings** > **Privacy** > **PrivateSpace**, then go to **⋯** > **Delete PrivateSpace**.

- Alternatively, in PrivateSpace, go to **Settings** > **Privacy** > **PrivateSpace**, then touch **Delete**.

Accessibility Features

Use a Screen Reader App

Screen reader apps are designed to assist visually impaired users to use a device.

Enable Colour Correction to Customise the Screen Colour

Colour correction helps people with poor eyesight see the screen content more easily.

1 Go to **Settings** > **Accessibility features** > **Accessibility** > **Colour correction** and enable **Colour correction**.

2 Touch **Correction mode** to select a colour correction mode.

Use Magnification Gestures

Use magnification gestures to zoom in on the screen.

On the **Accessibility** > **Magnification** screen, touch **Magnification**, then enable it.

Zoom in or out by touching the screen three times in a row.

- While zoomed in, spread two or more fingers to further zoom in, then pinch two or more fingers together to zoom back out.

- Drag the screen with two or more fingers to view other parts of the screen.

Enable Colour Inversion

Colour inversion allows you to invert the colour of the text and the background. When Colour inversion is enabled, your device will display text in white and the background black.

On the **Accessibility** screen, enable **Colour inversion**.

Use a Shortcut to Activate an Accessibility Feature

You can use Volume buttons to quickly activate an accessibility feature.

1 On the **Accessibility** screen, touch **Accessibility shortcut**.

2 Touch **Select feature** to select the feature you want to activate with the shortcut.

3 Enable **Accessibility shortcut**. You can now press and hold the Volume up and down buttons simultaneously for 3 seconds to activate the feature.

Adjust the Touch and Hold Delay

Touch & hold delay allows you to adjust the time the screen takes to respond when you touch and hold something.

On the **Accessibility** screen, touch **Touch & hold delay**, then select a delay option according to your preferences.

Protect Your Device with a Flip Cover

For best results, you are advised to use a standard Huawei flip cover.

Enable Smart Cover Mode

Go to **Settings** > **Accessibility features** > **Smart Cover**, and enable **Smart Cover**.

Write with a Stylus

A stylus can perfectly capture the unique character of your writing style, making you feel as if you are writing or painting on paper.

Place the stylus on the top right side of the tablet with the groove side facing down. Follow the onscreen instructions to pair your stylus and tablet.

After the pairing is done, you can:

- Quickly access Notepad: When the screen is off, use the stylus to tap or write on the screen to quickly enter Notepad.
- Switch between tools: When taking notes in Notepad, double-tap the lower part of the stylus to switch between the eraser and the previous tool that you used.
  - 🛈 HUAWEI M-Pencil is not supported on all device models.

Set Scheduled Power On/Off

Use the **Scheduled power on/off** feature to power your device on and off at set times, to save power and prevent interruptions while resting.

1 Go to **Settings** > **Accessibility features** > **Scheduled power on/off**, and enable **Scheduled power on/off**.

2 Set the power on and off times, as well as the repeat cycle. Your device will power on and off automatically at the specified times.

To stop using this feature, disable **Scheduled power on/off**.

Users & Accounts

Add a User or Guest Account

1 Go to **Settings** > **Users & accounts** > **Signed in as**, touch **Add user** or **Add guest**, then follow the onscreen instructions to add an account.

2 Touch **Switch** to switch to the user or guest account. Configure the settings for the new account as prompted.

3 Install apps as needed. Note that if a newer version of an app has been installed by another user, the app installation will fail.

A maximum of three user and one guest accounts can be added.

Authorise a User or Guest Account to Make Calls

You can set whether to allow a user or guest account to make calls or use other functions on your device.

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

1 Access your device as the administrator and go to **Settings** > **Users & accounts** > **Signed in as**.

2 Touch the related account, and select the permissions you want to authorise.

Switch Between Owner, User, and Guest Accounts

You can switch to a different account in the following ways:

- Swipe down from the upper right edge of the screen to display **Control Panel**, touch 👤 , and touch the profile picture of the account you wish to switch to.
- Go to **Settings** > **Users & accounts** > **Signed in as** and touch the name of the account you wish to switch to.

Delete a User or Guest Account

Deleting a user or guest account will delete all of its related data. Please exercise caution.

After accessing your device as the owner, use the following ways to delete a user or guest account:

- Go to **Settings** > **Users & accounts** > **Signed in as**, touch the account you wish to delete, and follow the onscreen instructions to delete it.

- Swipe down from the upper right edge of the screen to display **Control Panel**, go to 👤 > **More settings**, touch the account you want to delete, and follow the onscreen instructions to delete it.

System & Updates

Change the System Language and Region

1 Go to **Settings** > **System & updates** > **Language & input** > **Language and region** and select the language you want to use.
If the language is not listed, touch **Add language**, then locate and touch it to add it to the list.
To delete a language from the list, touch **Edit** and follow the onscreen instructions.

2 Touch **Current region** to select a country/region for the displayed content to adapt to the linguistic and cultural aspects of the country/region you have selected.

Use Another Input Method

You can download a third-party input method and set it as the default input method.

1 Download the input method from an official app market.

2 Follow the onscreen instructions to set it as the default input method, or go to **Settings** > **System & updates** > **Language & input** > **Default keyboard** and select the input method.

Set the System Date and Time

Your device is able to sync to the local date, time, and time zone over a mobile network. You can also manually set the date, time, and time zone for your device.

Go to **Settings** > **System & updates** > **Date & time**, then set the options according to your requirements.

Set the Date and Time Automatically or Manually

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

Change the Time Zone

> *i* This feature may vary by device.

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

Change the Time Format

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

Use Tablet Clone to Move Data to Your New Device

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

Migrate Data from a Huawei or Other Android Device

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

2 On your old device, follow the onscreen instructions to download and install **Tablet Clone**.

3 On the old device, open the **Tablet Clone** app, touch **This is the old device**, and follow the onscreen instructions to connect the 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.

Migrate Data from an iPhone or iPad

1 On the new device, open the **Tablet Clone** app, or go to **Settings** > **System & updates** > **Tablet Clone**, touch **This is the new device**, and select **iPhone/iPad**.

2 Follow the onscreen instructions to download and install **Tablet Clone** on your old device.

3 On the old device, open the **Tablet Clone** app, touch **This is the old device**, and follow the onscreen instructions to connect the 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.

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** > **Browse** > **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.

Restore Your Device to Default Settings

Reset Network Settings

This operation will reset your Wi-Fi, mobile data network, and Bluetooth settings. It will not change any other settings on your device or delete any data.

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

Restore All Settings

This operation will reset all network settings, your lock screen password, and the home screen layout. If your device supports fingerprint or facial recognition, the enroled fingerprints and facial data will be deleted as well. Other data or files will not be deleted from your device. This operation does not restore the settings of Find Device, Users & accounts, Device administrators, or app settings either.

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

Restore Factory Settings

This operation will erase data on your device, including your accounts, app data and system settings, installed apps, music, images, all files in the internal storage, security chip contents, and locally-stored system, app, and personal data related to HUAWEI IDs. Make sure to back up your data before restoring your device to its factory settings.

Go to **Settings** > **System & updates** > **Reset** > **Reset tablet**, touch **Reset tablet**, and follow the onscreen instructions to restore factory settings.

Update Your Device System Online

When an update is available, your device will prompt you to download and install the update package.

ⓘ • Before updating, make sure that your device is running an official system version. Otherwise, the update may fail and your device may experience some 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 such 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 choose for your device to be updated 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 between 02:00–04:00 and restart once the update is complete.
   To ensure a successful overnight update, make sure that your device is powered on with the screen locked, no alarms set for this period of time, and the battery level 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**.

Update the Parameter Version of Your Device Online

When a new parameter version is available, your device will prompt you to download and install the update package.

Automatic update

1 Go to **Settings** > **About tablet** > **Parameter version**, touch ⚙, and ensure that **Auto-update parameters** is enabled.

2 When a new parameter version is detected, your device will automatically download and update it.
   ⓘ You will be prompted if the device needs to be restarted for the update to take place.

Manual update

1 Go to **Settings** > **About tablet** > **Parameter version**, touch ⚙, and disable **Auto-update parameters**.

2 When a new parameter version is detected, a message will be displayed indicating **New network provider parameters and other settings available**. Follow the onscreen instructions to complete the update.

About Tablet

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Please visit https://consumer.huawei.com/en/support/hotline for up to date support hotline and email address information for your country or region.

Model: WGR-W09
         WGR-W19

HarmonyOS 2_01