HUAWEI MediaPad T3 10

User Guide

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Legal Notice

Foreword

Read this guide carefully before using your device.

All pictures and illustrations in this document are for your reference only and may differ from the final product.

Some features in this guide may not be supported by certain devices or carriers.

Symbols and definitions

ⓘ	Description	Highlights important information and tips, and provides additional information.
⚠	Reminder	Indicates potential problems that may arise if proper care or attention is not given, such as device damage or data loss.
⊘	Warning	Warns you about potential hazards that could cause serious injury.

Getting Started

Initial setup

ⓘ • Ensure that the SIM card is inserted correctly before using your tablet for the first time. Read the Quick Start Guide for more information on how to set up your tablet. SIM cards are not supported on Wi-Fi only tablets.

• Press and hold the power button to turn on your device. Follow the onscreen instructions to complete the initial setup.

1 Select your language and region and touch **NEXT**.

2 Read the content carefully, accept the user terms and conditions, and then touch **AGREE** > **AGREE**.

3 Read the service policy. Select **AGREE** and touch **NEXT**.

4 Your device will automatically search for available Wi-Fi networks. Follow the onscreen instructions to connect to a network.

5 Read the Google terms and conditions and touch **NEXT**.

6 You can configure your device in two ways:

• Follow the onscreen instructions to restore a backup.

• Follow the onscreen instructions to copy data from another device, or touch **SET UP AS NEW PHONE** > **OK** to skip this step.

ⓘ If you choose to skip this step, you can still import data from another device later by touching **Settings** > **Advanced settings** > **Data transmission**.

7 Touch **GET STARTED** to complete the settings. Your device is now ready to use.

Connecting to the Internet

Connect to Wi-Fi networks effortlessly with your device.

Connecting to a Wi-Fi network

1 Swipe down from the status bar to open the notification panel.

2 Touch and hold 📶 to open the Wi-Fi settings screen.

3 Switch on **Wi-Fi**. Your device will list all available Wi-Fi networks at your location.

4 Select the Wi-Fi network you want to connect to. If you select an encrypted network, you will also need to enter the Wi-Fi password.
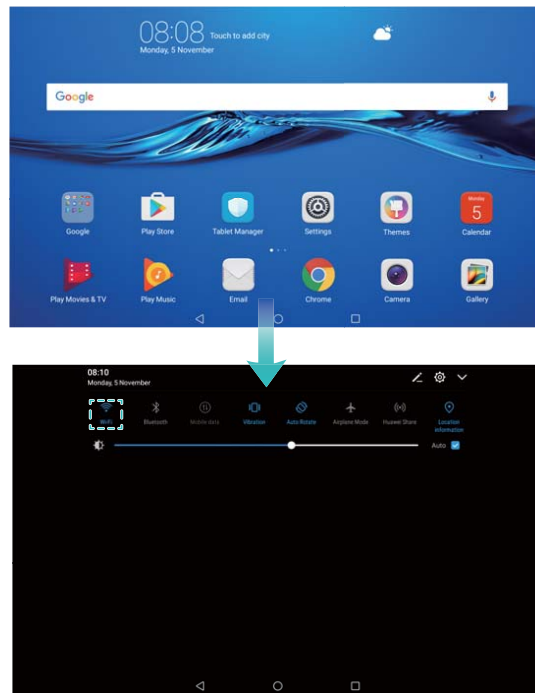
Connecting using mobile data

ⓘ Before using mobile data, ensure that you have a data plan with your network provider to avoid incurring excessive data charges. Mobile data is not supported on Wi-Fi only tablets.

1 Swipe down from the status bar to open the notification panel.

2 Touch ⑪ to enable mobile data.

ⓘ Disable mobile data when not required so as to save battery power and reduce data usage.

Transferring data from another device

Import data from another tablet in a few simple steps.

Copying data to your new device

1 Open ⚙ **Settings**.

2 Touch **Advanced settings** > **Data transmission**.

Using Phone Clone to import data

Phone Clone is an app developed by Huawei that allows you to transfer data between devices without a computer or Internet connection.

1 On your old device, install **Phone Clone**.

2 On your new device, open ⊚ **Settings**.

3 Touch **Advanced settings** > **Data transmission** > **Phone Clone**.

4 Select the device from which you want to import data and touch **Continue**.

5 On your old device, open **Phone Clone** and touch **send**. Scan the QR code on the new device or manually connect to the new device's Wi-Fi hotspot.

> ⓘ To install **Phone Clone** on your old device, touch **touch here to generate a QR code** on your new device and scan the QR code.

6 Once connected, select the data you want to send on your old device and touch **send**.

Using HiSuite to import data

Use HiSuite to back up data on your old device to a computer and import it to your new device.

1 Install HiSuite on your computer.

2 Use a USB cable to connect your device to your computer. HiSuite will launch automatically.

3 Go to the backup screen in HiSuite. Select the data that you want to back up and follow the onscreen instructions to back up the data.

4 Connect your new device to your computer with a USB cable. Go to the data restore screen in HiSuite.

5 Choose which backup you want to restore and follow the onscreen instructions to restore the data.

Charging your device

Your device displays a low battery warning when the battery is nearly empty. Charge your device immediately to prevent it from switching off automatically.

Using a charger to charge your device

Connect your device to a socket using the factory-provided charger and USB cable.

> ⓘ
> - If your device does not respond when you press the power button, the battery is probably empty. Charge your battery for at least 10 minutes (use the charger that came with your device), and then restart your device.
> - Your device automatically conducts a safety check when you connect it to a charger or other devices. If your device detects that the USB port is wet, it will automatically stop charging and display a safety message. If this message is displayed, unplug the USB cable from your device and allow the USB port to dry out completely to avoid damaging your device or battery.

Using a USB port to charge your device

If you do not have access to a charger, you can charge your device by connecting it to a computer with a USB cable.

1 When you use a USB cable to connect your device to a computer or another device, **Allow access to device data?** will be displayed in a popup dialog.

2 Touch **No, charge only**.

If another USB connection mode has been selected, swipe down from the status bar to open the notification panel. Touch **File transfer via USB**, and then select **Charge only**.

Safety information

- Only use genuine Huawei batteries, chargers, and USB cables to charge your device. Third-party accessories are a potential safety hazard and may impair your device's performance.
- You can recharge your battery many times, but all batteries have a limited lifespan. If you notice a significant deterioration in your device's battery life, purchase a genuine Huawei replacement battery. Do not attempt to remove built-in batteries. If your device has a built-in battery, contact an authorised Huawei service centre for a replacement. If the battery is removable, replace it with a genuine Huawei battery.
- Your device may become warm after prolonged use or when exposed to high ambient temperatures. If your device becomes hot to the touch, stop charging it and disable unnecessary features. Place your device in a cool location and allow it to cool down to room temperature. Avoid touching the surface of your device for prolonged periods when it becomes hot.
- Charging times may vary depending on the ambient temperature and the remaining battery level.
- Avoid using your device when it is charging. Do not cover your device or the charger.
- For more information on charging and battery care, visit http://consumer.huawei.com/ and search for your device's user guide.

Battery status information

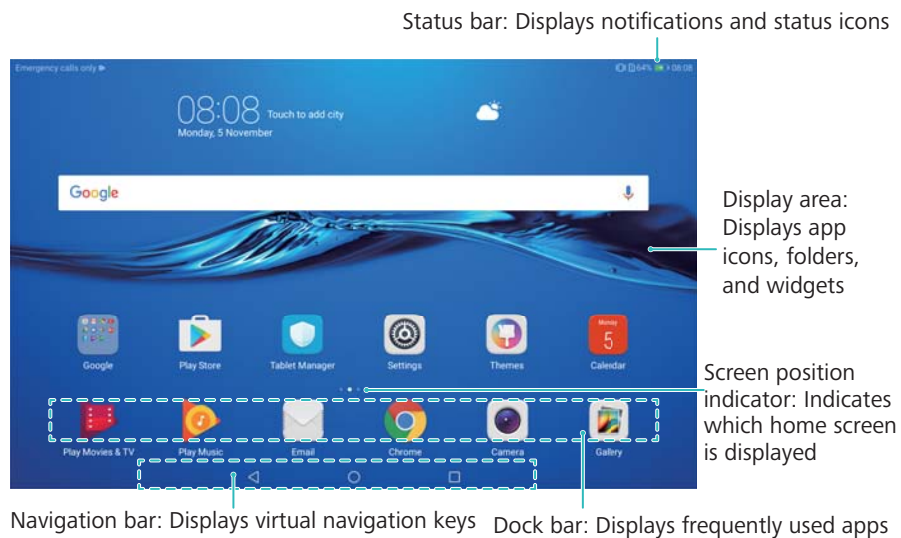The battery status is indicated by your device's indicator light and the battery icon in the status bar.

| Status indicator	Battery icon	Battery status
Blinking or steady red		Less than 4% remaining
Red		Charging, less than 10% remaining
Orange		Charging, 10–90% remaining
Green		Charging, at least 90% remaining. If 100% is displayed next to the battery icon in the status bar, or a charging complete message is displayed on the lock screen, this indicates that charging is complete.

Screen and Display

Home screen

About the home screen

Use the home screen to access your apps and widgets.

Status bar: Displays notifications and status icons

Display area: Displays app icons, folders, and widgets

Screen position indicator: Indicates which home screen is displayed

Navigation bar: Displays virtual navigation keys

Dock bar: Displays frequently used apps

Basic screen gestures

Use simple touchscreen gestures to perform a variety of tasks, such as launch apps, scroll through lists, and enlarge images.
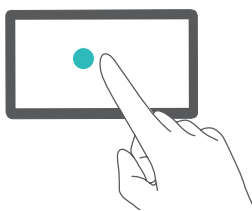
Touch: Touch an item once. For example, touch to select an option or open an app.
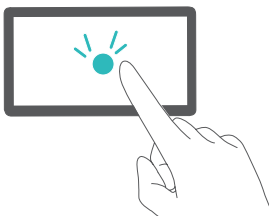
Double touch: Touch the target area of the screen twice in quick succession. For example, double touch an image in full screen mode to zoom in or out.
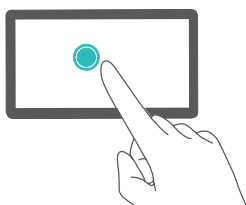
Touch and hold: Touch and hold the target area of the screen for at least 2 seconds. For example, touch and hold a blank area on the home screen to access the home screen editor.
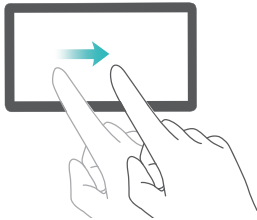
Swipe: Swipe your fingers on the screen. Swipe vertically or horizontally to browse other home screens, scroll through a document, and more.
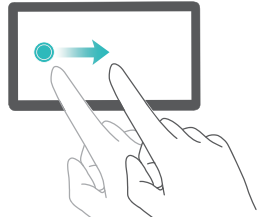
Drag: Touch and hold an item, and then move it to another position. For example, use this gesture to rearrange apps and widgets on the home screen.
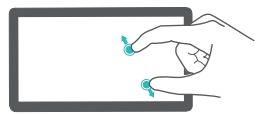
Spread fingers apart: Spread two fingers apart on the screen. For example, spread two fingers apart to zoom in on a picture or web page.
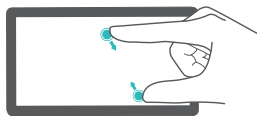
Pinch fingers together: Pinch two fingers together on the screen. For example, pinch two fingers together to zoom out on an image.

Displaying or hiding notification badges

Notification badges appear in the top-right corner of app icons. The badge number indicates the number of new notifications. Open the corresponding app to view notification details.

1 On the home screen, pinch two fingers together to open the home screen editor.

2 Touch **Settings** > **Badge app icons**.

3 Toggle the corresponding switch to enable or disable notification badges.

Setting the home screen wallpaper

Choose from a wide range of themes and wallpapers to personalise your device.

Changing the wallpaper

1 Open **Settings**.

2 Touch **Display** > **Wallpaper** > **Set Wallpaper**.

3 Select the desired wallpaper and follow the onscreen instructions to set it as the home screen or lock screen wallpaper (or both).

Changing the wallpaper automatically

1 Open ◉ **Settings**.

2 Touch **Display** > **Wallpaper**.

**3** Switch **Randomly change home screen wallpaper** on or off.

> ⓘ When Randomly change of home screen wallpaper is enabled, you can configure the **Interval** and **Album to display** so that your wallpaper can change automatically at the specified interval.

Managing home screens

You can customise home screens to your liking.

Adding home screens

1 On the home screen, pinch two fingers together to open the home screen editor.

2 Touch ＋ on the home screen furthest to the left or right to add a new screen.
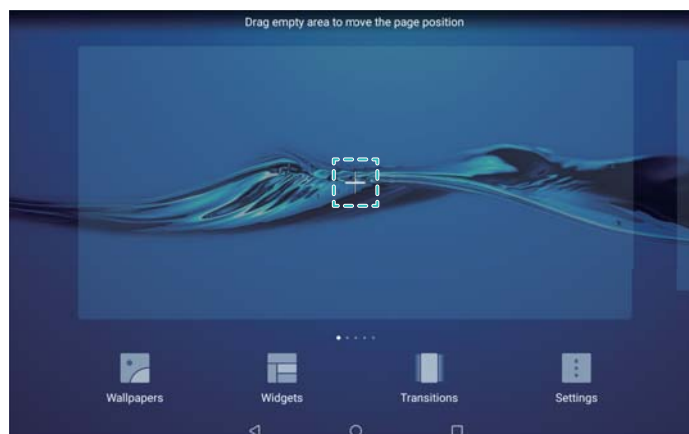
Deleting home screens

1 On the home screen, pinch two fingers together to open the home screen editor.

2 Touch ✕ on a blank screen to delete it.
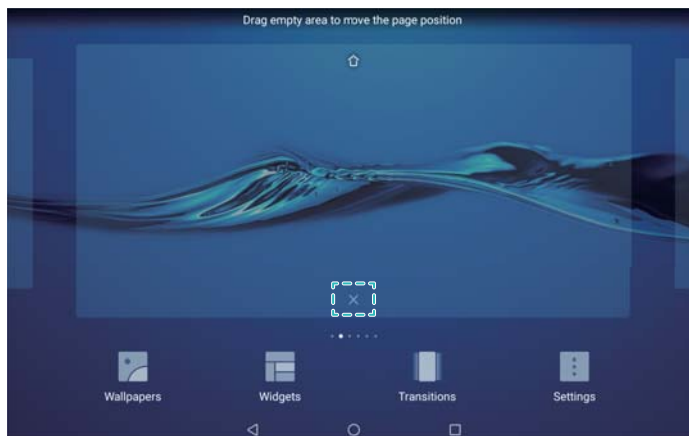
ⓘ You cannot delete a home screen if it contains apps or widgets.

Moving home screens

1 On the home screen, pinch two fingers together to open the home screen editor.

2 Touch and hold the home screen you want to move and drag it to the desired location.

Setting the default home screen

1 On the home screen, pinch two fingers together to open the home screen editor.

2 Touch ⌂ at the top of a home screen to set the chosen home screen as default.

Managing home screen widgets

Add, move, or delete widgets from the home screen.

Adding widgets

1 On the home screen, pinch two fingers together to open the home screen editor.

2 Touch **Widgets**. Select a widget and drag it to a blank area on the home screen.

ⓘ You must have enough space on the home screen. If there is not enough space, add another home screen or free up some space.

Moving widgets

On the home screen, touch and hold a widget until your device vibrates, and then drag the widget to the desired location.

Deleting widgets

On the home screen, touch and hold a widget until your device vibrates, and then drag the widget to **Remove** at the top of the screen.

Locking and unlocking the screen

Changing the lock screen style

Set a screen lock password to prevent unauthorised access to your device.

Changing the screen lock method

Magazine Unlock is set as the default lock screen style. To change the lock screen style, touch

 Settings > **Screen lock & passwords** > **Screen lock style** and select a style.

Setting the screen lock password

1 Open **Settings**.

2 Touch **Screen lock & passwords** > **Password**

3 You can choose to unlock the screen with an unlock pattern, PIN, or password:

- Touch **Pattern** and connect at least four dots twice to create a screen unlock pattern.

- Touch **PIN**. Follow the onscreen instructions to create a PIN containing at least four digits, and then touch **OK**.

- Touch **Password**. Follow the onscreen instructions to create a password containing at least four characters, and then touch **OK**.

  i To remove the screen lock password, touch **None** and follow the onscreen instructions.

Locking the screen

Lock the screen to reduce power consumption and prevent unintended presses or unauthorised access to your data.

- **Manual lock**: Press the **Power button** to manually lock the screen.
- **Automatic lock**: The screen will lock automatically and enter sleep mode after the preset sleep time to reduce power consumption and prevent unintended operations.

  i To change the screen sleep time, touch ⚙ **Settings** > **Display** > **Sleep** and select a time.

Unlocking the screen

1 Press the **Power button** to turn on the screen.

2 Swipe on the screen in any direction.

  i If you have set a screen unlock pattern, PIN, or password, you will need to draw the unlock pattern or enter your PIN/password to unlock the screen.

Accessing tools from the lock screen

Launch apps directly from the lock screen.

1 Swipe up from the bottom of the lock screen to display lock screen features and tools.

2 Touch the shortcut icon on the bottom of the screen to launch the app you want to access.

Recorder ———— Calculator Clock ———— Scanner
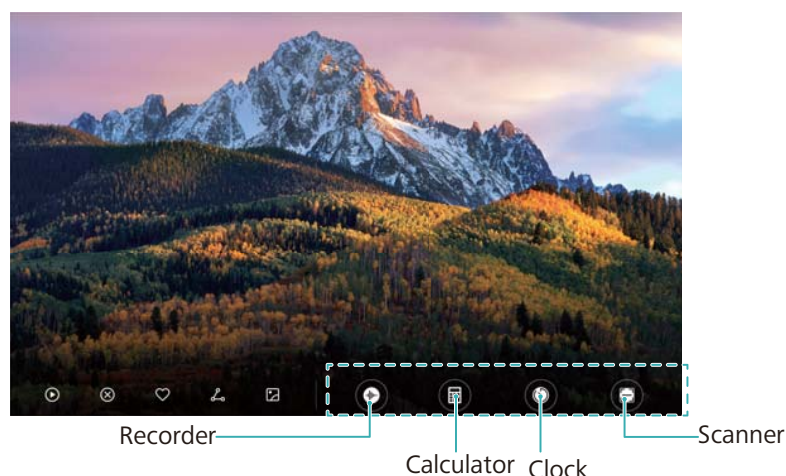
  i Swipe up on the camera icon on the lock screen to directly open the camera.

Configuring your lock screen signature

Configure a lock screen signature to personalise your lock screen.

1 Open ⚙ **Settings**.

11

2   Touch **Screen lock & passwords** > **Lock screen signature**.

3   Enter your lock screen signature and touch **Save**.

Your lock screen signature will be displayed on the lock screen.

Notification panel and status bar

About the status bar

Use the status bar to access the notification panel and check your device's status.

Opening the notification panel and status bar

Opening the notification panel and status bar from the lock screen

Turn on the screen and swipe down from the status bar to open the notification panel. Then you can switch on or off shortcut switches, or view notification messages.

Opening the notification panel and status par when the screen is unlocked

Swipe down from the status bar to open the notification panel. Then you can switch on or off shortcut switches, or view notification messages.

About notification and status icons

Status icons

Status icons are displayed on the right-hand side of the notification bar and tell you about your device's status, including network connections, signal strength, battery, and time.

ⓘ Status icons may vary according to your region or carrier.

R	Roaming	✈	Airplane mode enabled
✳	Bluetooth enabled	📶	Connected over Wi-Fi
📶	Wi-Fi network available	📍	Receiving location data from GPS
▯◻▮	Vibration mode enabled	🔇	Silent mode enabled
⏰	Alarm enabled	🔋	Charging
🔋	Battery full	🔋	Battery low
🎧	Headset inserted	📇	No SIM card found

Notification icons

Notification icons are displayed on the left-hand side of the status bar when you receive a new message, notification, or reminder.

	Missed calls		New emails
	Downloading data		Uploading data
	Upcoming events		Device memory full
	Synchronising data		Synchronisation failed

Configuring notifications

You can configure the notification settings for each app.

1 Open **Settings**.

2 Touch **Notification & status bar** > **Notifications management**.

3 Select the app that you want to configure and enable or disable notifications as desired.

Configuring the screen to turn on when you receive a notification

Configure the screen to turn on when you receive a new notification to avoid missing important information.

1 Open **Settings**.

2 Touch **Notification & status bar**.

3 Toggle the **Notifications turn on screen** switch.

Configuring the status bar

Open **Settings**, touch **Notification & status bar**. Toggle the **Display carrier name**, **Display network speed**, or **Battery percentage** switches to configure which information is displayed in the status bar.

Using shortcut switches to access settings

Use shortcut switches to quickly enable or disable frequently-used features.

Accessing shortcut switches

Swipe down from the status bar to open the notification panel.

 Touch to display all of the shortcut switches.

Configuring shortcut switches

1 Swipe down from the status bar to open the notification panel.

2 Touch . Touch and hold a switch and drag it to the desired position.
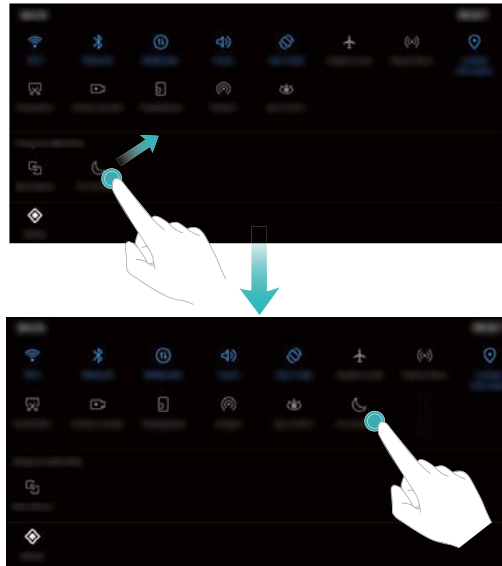
3 Touch a switch to enable the corresponding feature. If the switch supports touch and hold gestures, touch and hold the switch to access the settings for the corresponding feature.

> Some switches do not support touch and hold gestures.

Global search

About global search

Use global search to find apps, contacts and messages on your device.

Swipe down on the home screen to open the global search window, and then enter your search terms.

Searching for content on your device

Searching for contacts

1 Swipe down on the home screen to display the search bar.

2 Touch the search bar and enter the contact name, initials, phone number, email address, or other information. Matching results will be displayed underneath.

> ℹ️ To improve the accuracy of search results, enter more than one keyword. Each keyword should be separated by a space (for example "John Smith New York").

Searching for SMS messages

1 Swipe down on the home screen to display the search bar.

2 Enter one or more keywords. The results will be displayed underneath the search bar.

> ℹ️ Alternatively, open 💬 **Messaging** and enter one or more keywords in the search bar.

Searching for emails

1 Swipe down on the home screen to display the search bar.

2 Enter one or more keywords (such as the email subject). The results will be displayed underneath the search bar.

Searching for apps

1 Swipe down on the home screen to display the search bar.

2 Enter one or more keywords. The results will be displayed underneath the search bar.

> ℹ️ When using the Drawer home screen layout, you can also search for apps by touching
> ⊞ and entering the app name in the search bar.

Searching for settings

1 Swipe down on the home screen to display the search bar.

2 Enter one or more keywords. Matching menu options from **Settings** will be displayed under the search bar.

Screenshot

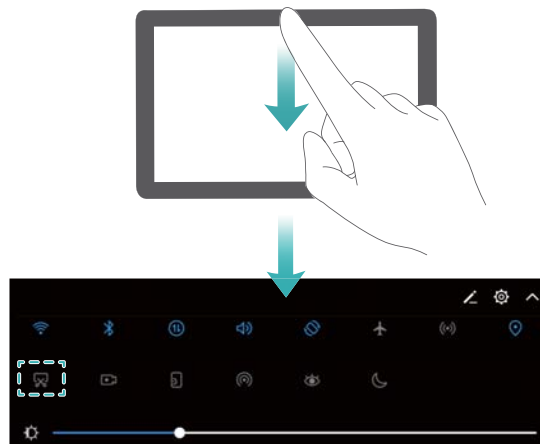## Capturing the entire screen

Taking a screenshot with the power and volume down buttons

Press the **Power button** and **Volume down button** to take a full screenshot.
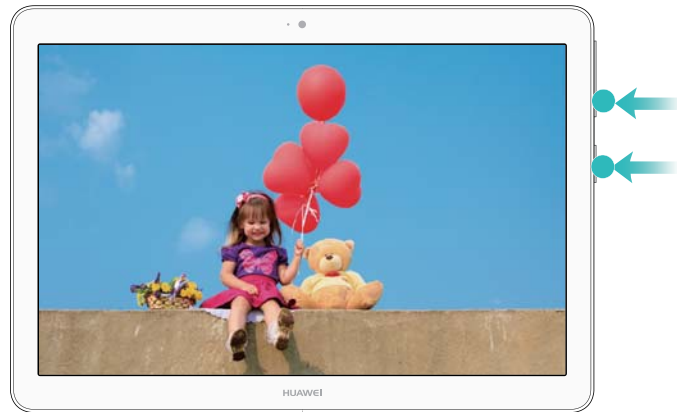
Screenshot shortcut

Open the notification panel, and then touch ✄ in the Shortcuts tab to take a full screenshot.

Taking scrolling screenshots

Using the shortcuts tab

1 Open the notification panel, and then touch ✄ to take a standard screenshot.

2 After taking the screenshot, touch ⬚ to take a scrolling screenshot.

3 The screen will scroll down automatically as your device captures a screenshot.
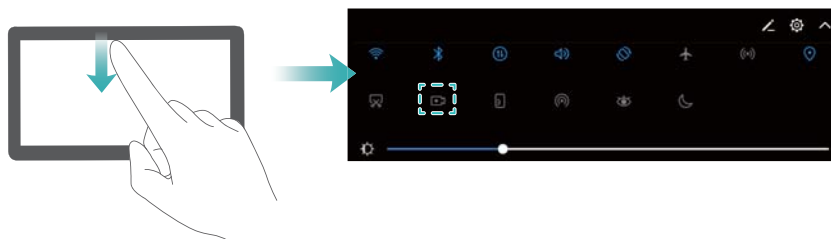
ⓘ Ensure that you touch ☐ within 3 seconds of taking the screenshot.

Screen recording

About screen recordings

Use the screen recording feature to record footage and share it with friends.

Screen recorder

Using the screen recorder shortcut switch

To start a screen recording, open the notification panel and touch ▣ .

Pressing buttons to record

Press the **Volume up button** and **Power button** simultaneously.
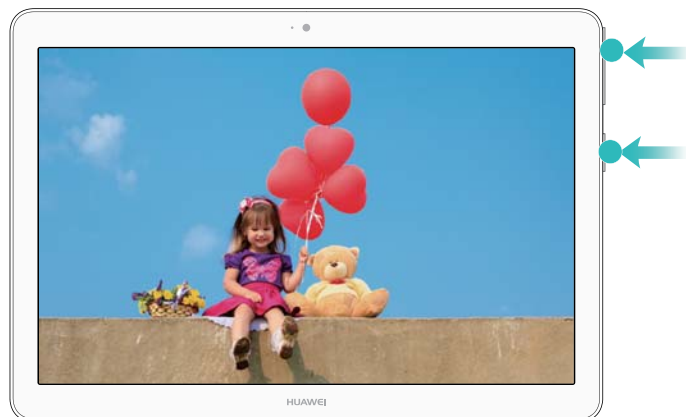
ℹ️ ● Audio will also be recorded, so make sure that you are in a quiet environment.

● Recording will stop automatically when you make or receive a call.

● When making a screen recording, you will not be able to use the recording feature in other applications.

● Longer recordings will take up more space on your device's internal storage, so ensure there is enough space before recording.

You can stop a screen recording in two ways:

● Press the volume up and power buttons simultaneously.

● Touch the screen recording icon in the upper left corner of the status bar.

Viewing, sharing, and deleting screen recordings

Viewing screen recordings

Open ![Gallery icon] **Gallery** and go to **Screenshots** or **Screen recordings** to view your screen recordings.

Sharing screen recordings

1 Open ![Gallery icon] **Gallery**.

2 On the Albums tab, touch **Screenshots** or **Screen recordings**.

3 Select the screen recording you want to share and touch ![share icon] .

4 Choose how you want to share the recording and follow the onscreen instructions.

Deleting screen recordings

1 Open ![Gallery icon] **Gallery**.

2 On the Albums tab, touch **Screenshots** or **Screen recordings**.

3 Touch and hold the screen recording that you want to delete and select ![delete icon] .

4 Touch **Delete**.

Configuring the default storage location for screen recordings

ⓘ Not all devices support microSD cards.

1 Insert a microSD card into your device.

2 Open **Settings**.

3 Touch **Memory & storage** > **Default location** to set the default storage location to **Internal storage** or **SD Card**.

Split-screen mode

About split-screen mode

Use split-screen mode to use two apps at once.

Enabling split screen mode

Split screen mode is not available for all apps. Some apps may not function properly in split screen mode.

Using the Recent key to enable split screen mode

Open an app that supports split-screen mode, and then touch and hold □ .

Using swipe gestures to enable split screen mode

Open an app that supports split screen mode, and then swipe up from the bottom of the screen with two fingers.
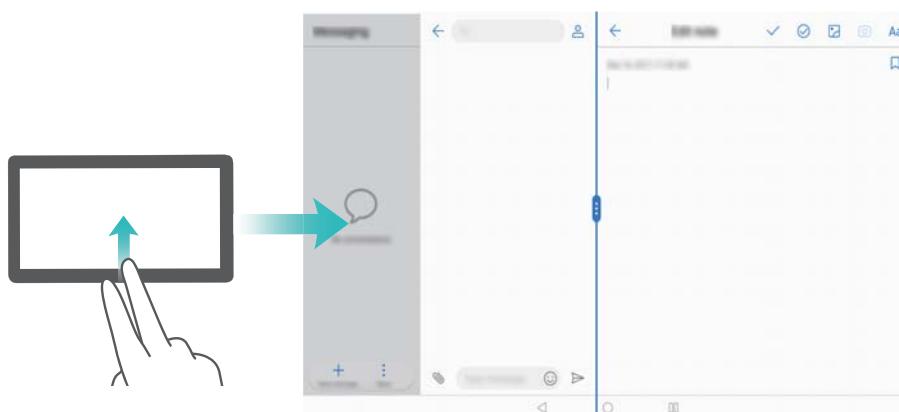
Using split screen mode

Switching to full screen mode

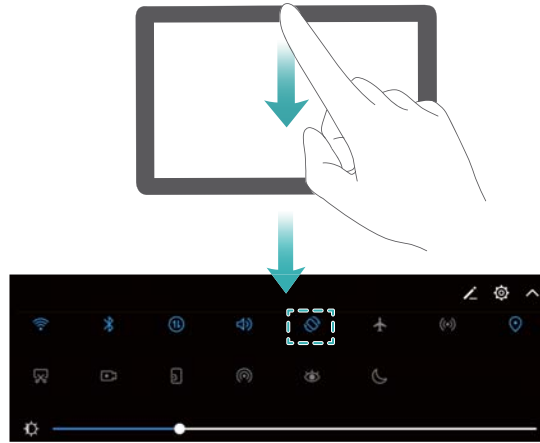In split screen mode, touch and hold ⚫⚫⚫ and swipe left or right to switch to full screen mode.
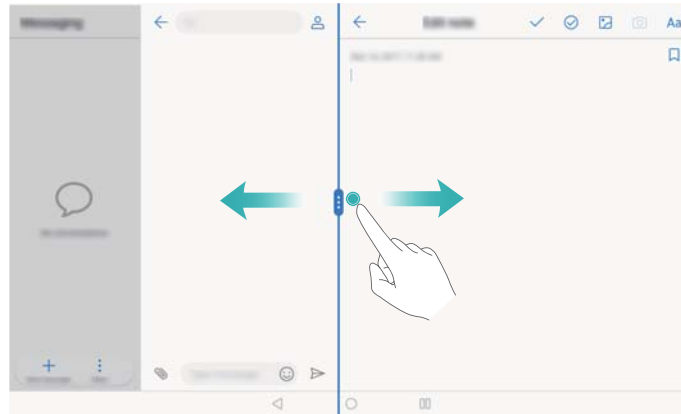
Moving screens

In split screen mode, touch ⊶, and then touch ⇌ to switch the position of the screens.
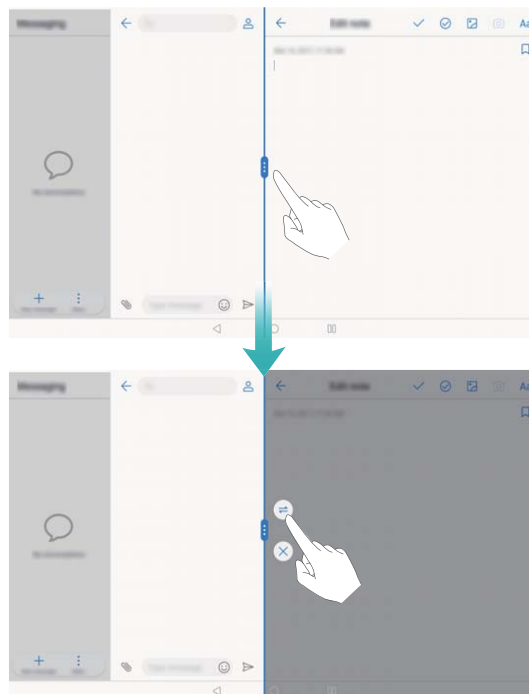
Changing the screen orientation

Swipe down from the status bar to open the notification panel. Touch the ⬦ switch to enable automatic screen rotation.
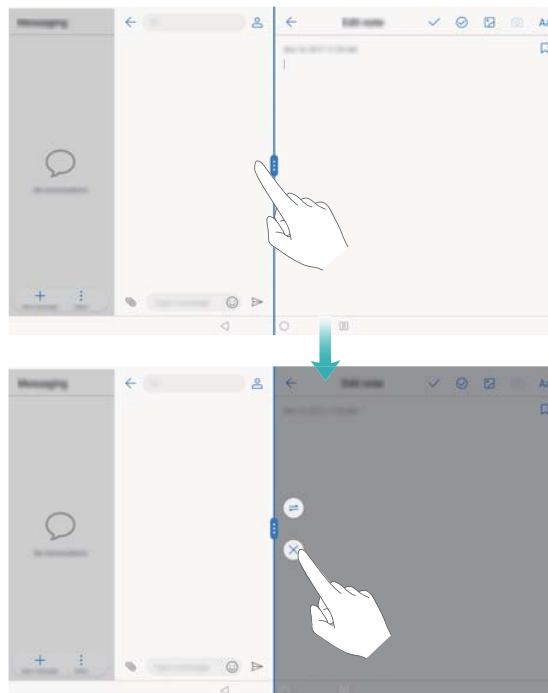
Accessing the home screen

In split screen mode, touch ◯ to access the home screen.

Exiting split-screen mode

To exit split-screen mode, touch ••• and select ✕ .

Eye comfort mode

Eye comfort mode decreases the amount of blue light emitted from the screen to reduce eye strain.

Eye comfort mode

1 Open ⚙ **Settings**.

2 Touch **Display** > **Eye comfort** and switch on **Eye comfort**.

ⓘ When eye comfort mode is enabled, 👁 will be displayed in the status bar.

Adjusting the colour temperature

Eye comfort mode reduces the amount of blue light emitted from the screen, which may give the screen a slightly yellow hue. You can adjust the colour temperature to control the amount of blue light.

When **Eye comfort** is enabled, swipe left or right on the colour temperature slider to make the screen hue cooler or warmer.

Enabling and disabling eye comfort mode

You can use the shortcut switch in the notification panel to enable to disable eye comfort mode.

Swipe down from the status bar. Touch ⌄ to display all shortcut switches, and then toggle the 👁 switch.
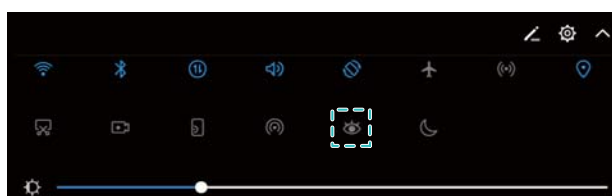

Configuring the timer

Configure the timer to enable eye comfort mode automatically at a preset time, such as when you finish work or before you go to bed.

1 Open Ⓢ **Settings**.

2 Touch **Display** > **Eye comfort**.

3 Switch on **Schedule** and configure the **Start time** and **End time**.

Display settings

Changing the font size

1 Open Ⓢ **Settings**.

2 Touch **Display** > **Font size** and choose a font size.

Drag slider to
adjust font size

Touch to increase
font size

Touch to
decrease
font size
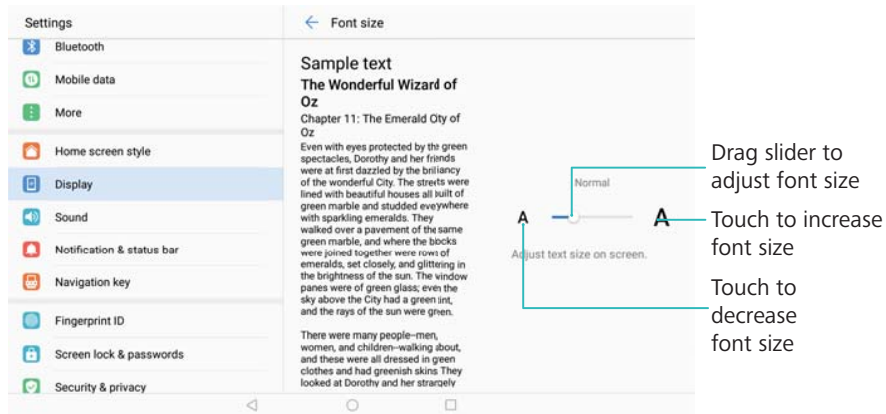
Adjusting the screen brightness

Adjust the screen brightness to suit your needs.

1 Open **Settings**.

2 Touch **Display** > **Brightness**.

3 Drag the slider left or right to manually adjust the screen brightness.

Network and Sharing

Mobile Internet

Using mobile data

Mobile data is not supported on Wi-Fi only tablets.

Enabling mobile data

ⓘ Before enabling mobile data, ensure that you have activated mobile data services with your network provider.

1 Open ⊚ **Settings**.

2 Touch **More** > **Mobile network**.

3 Switch on **Mobile data** to enable mobile data.

ⓘ Disable mobile data when not required so as to save battery power and reduce data usage.

Enabling data roaming

Enable data roaming to access the Internet when you travel abroad.

ⓘ You may incur roaming charges when data roaming is enabled. Contact your network provider for details.

1 Open ⊚ **Settings**.

2 Touch **More** > **Mobile network**.

3 Switch on **Data roaming**.

Sharing your mobile Internet with other devices

Mobile data is not supported on Wi-Fi only tablets.

Setting up a portable Wi-Fi hotspot

1 Open ⊚ **Settings**.

2 Touch **More** > **Tethering & portable hotspot**.

3 Touch **Portable Wi-Fi hotspot** and switch on the hotspot.

4 Touch **Configure Wi-Fi hotspot**. Set the Wi-Fi hotspot name, encryption mode, and password, and then touch **Save**.

> **Limit the amount of data that other devices can use:** Touch **Data limit** on the **Settings** screen, and then follow the onscreen instructions to set the data limit. Your device will automatically disable the Wi-Fi hotspot when connected devices exceed this limit.

Using USB tethering

> Depending on your computer's operating system, you may need to install drivers on the computer or establish a network connection in order to use USB tethering. Refer to your operating system instructions.
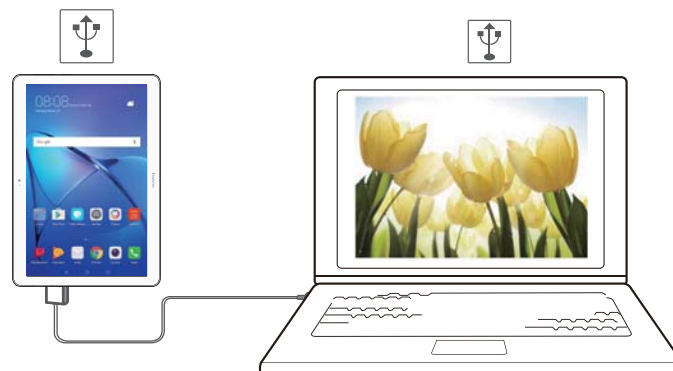
1 Use a USB cable to connect your device to the computer.

2 Open **Settings**.

3 Touch **More** > **Tethering & portable hotspot**.

4 Switch on **USB tethering** to share your mobile Internet.

Using Bluetooth tethering

Before using Bluetooth tethering, pair your device with those that want to use your mobile data connection. For more information, refer to Connecting to other devices using Bluetooth.

1 Open ⚙ **Settings**.

2 Touch **More** > **Tethering & portable hotspot**.

3 Switch on **Bluetooth tethering** to share your mobile data connection.

4 On the **Bluetooth** screen, touch ⓘ next to the paired device,and then switch on **Internet access** to share your mobile Internet.

Wi-Fi

Connecting to the Internet using Wi-Fi

Connecting to a Wi-Fi network

1 Go to ⚙ **Settings**.

2 Touch **Wi-Fi** and turn on the **Wi-Fi** switch. Your device will display a list of available Wi-Fi networks.

- **Refresh the list**: Touch **Scan** to refresh the list of available Wi-Fi networks.
- **Manually add a network**: Swipe down to the bottom of the menu and touch **Add network…**. Follow the onscreen instructions to enter the network name and password manually.

3 Select the Wi-Fi network you want to connect to:

- If the Wi-Fi network does not require a password, your device will connect automatically.
- If the network is protected, enter the password when prompted and touch **Connect**.

Connecting to a Wi-Fi network using Wi-Fi Protected Setup (WPS)

WPS allows your device to connect to a WPS-enabled router without entering a password.

1 Go to ⚙ **Settings**.

2 Touch **Wi-Fi** and switch on **Wi-Fi**.

3 Touch ⋮ > **Advanced Wi-Fi settings**. There are two options:

- Touch **WPS connection** and press the router's WPS button.
- Touch **WPS PIN connection** to generate a PIN, and then enter the PIN on the router.

Using a QR code to share your Wi-Fi hotspot

Create a QR code to share your device's Wi-Fi hotspot with friends.

- ⓘ • QR codes can be generated for the following wireless encryption methods: WPA, WPA2, WEP, WPA-PSK, and WPA2-PSK. You cannot use a QR code to connect to Wi-Fi networks that are encrypted using the EAP protocol.
  - Ensure that the connecting device supports using QR codes to import Wi-Fi network credentials.

1 Go to **Settings**.

2 Select **Wi-Fi** and turn on the **Wi-Fi** switch.

3 Once connected, touch the name of the network to generate a QR code.

4 On the connecting device, touch the centre of the screen and swipe down. Touch ⬚ , scan the QR code, and then follow the onscreen instructions to connect to the Wi-Fi hotspot.

Transferring data using Wi-Fi Direct

Wi-Fi Direct lets you transfer data directly between two Huawei devices without connecting to a Wi-Fi network. Wi-Fi Direct is similar to Bluetooth, but offers faster transfer speeds, making it suitable for sharing larger files.

Enabling or disabling Wi-Fi Direct

1 Go to **Settings**.

2 Touch **Wi-Fi**. Turn on the **Wi-Fi** switch and then touch .

3 Your device will list available Wi-Fi Direct devices. Select the device you want to share files with and then follow the onscreen instructions to connect.

To disconnect from the receiving device, touch and go to the **Wi-Fi Direct** screen. Select the receiving device and touch **OK**.

Using Wi-Fi Direct to send and receive files

 First ensure that Wi-Fi Direct is enabled on both devices.

1 Go to **Files** and touch and hold the image that you want to share.

2 Touch **More** > **Share** > **Wi-Fi Direct**. Your device will list nearby Wi-Fi Direct devices. Select the receiving device.

3 On the receiving device, select **Accept** from the popup dialog to accept the file transfer request.

Open the notification panel to view file transfer progress.

By default, received files are saved to the **Wi-Fi Direct** folder in **Files**.

Bluetooth

Connecting to other devices using Bluetooth

Enabling Bluetooth and pairing with other devices

1 Go to **Settings**.

2 Touch **Bluetooth** and switch on **Turn on**.

 Ensure that the device you want to pair with is visible.

3 Select the device you want to pair with and follow the onscreen instructions.

Unpairing Bluetooth devices

1 Go to ⚙ **Settings**.

2 Touch **Bluetooth** and switch on **Turn on**.

3 Touch the ⓘ icon next to the device name and select **Unpair**.

Transferring data using Bluetooth

Using Bluetooth to share files

ⓘ Ensure that Bluetooth is enabled on both devices and that both devices are visible.

1 Select the file(s) you want to share and touch **Share** > **Bluetooth**. Your device will search for available Bluetooth devices.

2 Select the receiving device.

3 On the receiving device, select **Accept** from the popup dialog to accept the file transfer request. Open the notification panel to view the file transfer progress.

ⓘ By default, received files are saved to the **Bluetooth** folder in **Files**.

Sharing photos and videos with Bluetooth

When viewing photos or videos in full screen, you can share content rapidly using Bluetooth.

ⓘ Ensure that Bluetooth is enabled on both devices and that both devices are visible.

1 Go to **Gallery**.

2 Select the photo or video you want to share and open it in full screen view. Touch **Share** > **Transfer** > **Start** to share the file. Your device will search for nearby available Bluetooth devices.

3 Select the receiving device.

4 On the receiving device, select **Accept** from the popup dialog to accept the file transfer request. Open the notification panel to view file transfer progress.

ⓘ By default, received files are saved to the **Bluetooth** folder in **Files**.

Bluetooth settings

Renaming your device

When you enable Bluetooth, your device model is used as the default device name. To make your device easier to identify, you can change the device name.

1 Go to ⚙ **Settings**.

2 Touch **Bluetooth** > **Device name**.

3 Enter a new name, and then touch **Save**.

Making your device visible

1 Go to ⚙ **Settings**.

2 Touch **Bluetooth** and then switch on **Visibility** to make your device visible to other Bluetooth devices.

3 Touch **More** > **Visibility timeout** and configure the visibility timeout.

> ⓘ After the visibility timeout elapses, **Visibility** is disabled automatically and your device will no longer be visible.

Using Huawei Share to transfer files between two Huawei devices

Huawei Share provides a quick and easy method to share files between two Huawei devices. It combines the convenience of Bluetooth sharing with the speed of Wi-Fi transfers.

Enabling Huawei Share

1 Swipe down from the status bar to open the notification panel.

2 Touch **Huawei Share**.

> ⓘ • Touch the **Huawei Share** switch. This enables **Wi-Fi** and **Bluetooth** automatically.
>
> • If you disable **Wi-Fi** or **Bluetooth**, the **Huawei Share** switch will turn off automatically.

Using Huawei Share to transfer files

> ⓘ Ensure that Huawei Share is supported on both devices. Huawei Share must be enabled on the receiving device and the screen must be switched on.

1 On your device, select the file(s) you want to share. Touch **Share**.

2 Select the receiving device from those listed.

3 On the receiving device, select **ACCEPT** from the popup dialog to accept the file transfer request. Open the notification panel to view file transfer progress.

> ⓘ To cancel sending, touch the name of the receiving device on your device.

By default, received files are saved to the **Huawei Share** folder in **Files**.

Security and Backup

Backing up and restoring data

Backing up data to a microSD card

- Not all devices support microSD cards.
- The feature may vary depending on the carrier you use.

Back up data on your old device to a microSD to avoid losing your files.

1 Open **Backup** on your old phone.
2 Select **Back up** > **SD card** > **Next**.
3 Select the data you want to back up and touch **Back up**. When prompted, enter a backup password. No backup password is required for photos, audio files, videos, or documents.

- Set a password reminder to help you remember your password and prevent you from losing access to your files.
- By default, backup files are saved to the **HuaweiBackup** folder in **Files**.

Backing up data to your phone's internal storage

Back up data to your phone's internal storage to avoid losing your files. Only back up smaller files.

1 Open **Backup**.
2 Touch **Back up** > **Internal storage** > **Next**.
3 Select the data you want to back up and touch **Back up**. When prompted, enter a backup password. No backup password is required for photos, audio files, videos, or documents.

- Set a password reminder to ensure you don't lose access to your files.
- By default, backup files are saved to the **HuaweiBackup** folder in **Files**.

Backing up data to a USB storage device

Use a USB On-The-Go (OTG) cable to connect your device to a USB storage device and back up your files. Compatible USB storage devices include USB flash drives, card readers, and device with a microSD card.
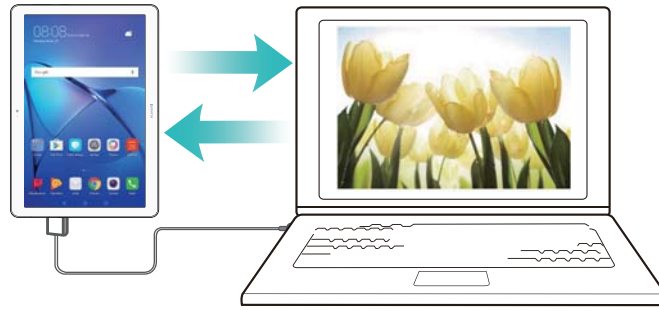
1 Open ![Backup icon] **Backup**.

2 Touch **Back up** > **USB storage** > **Next**.

3 Select the data you want to back up and touch **Back up**. When prompted, enter a backup
password. No backup password is required for photos, audio files, videos, or documents.

> ● Set a password reminder to help you remember your password and prevent you from
> losing access to your files.
>
> ● By default, backup data is saved to the **HuaweiBackup** folder on the USB storage
> device.

Transferring data using a computer

Back up data on your device to a computer to avoid losing your files.

Install HiSuite before using your computer to back up and restore data.

1 Connect your device to a computer using a USB cable. HiSuite will launch automatically.

> If your old device is not a Huawei device, use manufacturer-provided software to back up
> data to your computer, and then proceed directly to step 4.

2 Go to the backup screen in HiSuite. Select the data that you want to back up and follow the
onscreen instructions to back up the data.

> Follow the onscreen instructions to set a password reminder to help you remember your
> password and prevent you from losing access to your files.

3 Use a USB cable to connect your new device to the computer.

4 Go to the data restore screen in HiSuite. Choose which backup you want to restore and
follow the onscreen instructions to restore the data. If the backup files are encrypted, you will
need to enter the encryption password when you are prompted to recover data.

File management

Creating folders

Keep your device organised by creating folders for your files.

1 Open ![Files icon] **Files**.

2 In the **Local** tab, touch **Internal storage**.

3 Touch ＋. Enter the name of the new folder and touch **Save**.

Sharing files

Use the file sharing feature to share files, photos, and videos.

1 Open **Files**.

2 On the **Local** tab, touch **Internal storage**.

3 Select the files you want to share and touch ⋮ > **Share**.

4 Choose a sharing method and follow the onscreen instructions to share your files.

Renaming files

Give your files memorable names so that you can find them quickly.

1 Open **Files**.

2 On the **Local** tab, touch **Internal storage**.

3 Touch and hold the file or folder you want to rename and then touch ⋮ > **Rename**.

4 Enter a new name and touch **OK**.

Copying, moving, or deleting files

1 Open **Files**.

2 On the **Local** tab, touch **Internal storage**.

3 Touch and hold the files and folders you want to copy, move, or delete. You can:

- **Copy files to a destination folder**: Touch ▢ . Select a destination folder and touch ▢ .

- **Move files to a destination folder**: Touch ▢ . Select a destination folder and touch ▢ .

- **Delete files or folders**: Touch 🗑 > **Delete**.

Creating or extracting archives

Compress files in a zip archive to free up space and share files more easily.

1 Open **Files**.

2 On the **Local** tab, touch **Internal storage**.

3 Touch and hold the file or folder you want to compress, and then touch ⋮ > **Compress**.

4 Choose the archive destination. The selected files will be compressed into a zip file, which will be named automatically.

ⓘ To extract an archive, touch and hold the archive file. Touch ⋮ > **Extract to** and select where the contents of the archive should be extracted to.

Hiding small image files

When you browse your images in **Files**, you might also see some cached images from websites. You can prevent these images from being displayed as follows:

1 Open ⬛ **Files**.

2 Touch ⋮ > **Settings** and switch on **Filter small pictures** to hide files that are smaller than 30 KB. This should hide most cached images.

Storing files securely

Enable Safe, set a password, and move files into a safe to encrypt them. You can remove files from a safe at any time.

ℹ️ You can add images, audio files, videos, and documents to a safe.

1 Open ⬛ **Files**.

2 In the **Local** or **Categories** tab, touch **Safe**.

3 Touch **Enable**.

4 Set the safe storage location.

5 Follow the onscreen instructions to set a password and security question, and then touch **Done** to open Safe.

6 Touch 📥 .

7 Follow the onscreen instructions to select files, and then touch 📥 to add your files to the safe.

In **Safe**, you can also:

- **Remove files from a safe**: In Safe, open a folder and touch and hold the files you want to remove, and then touch 📤 .

- **Destroy a safe**: In Safe, touch **Settings** > **Destroy Safe**. Follow the onscreen instructions to remove files from the safe and destroy it.

- **Change the safe password**: In Safe, touch **Settings** > **Change password**. Follow the onscreen instructions to change the password.

- **Change the security question**: In Safe, touch **Settings** > **Change security question**. Follow the onscreen instructions to change the security question.

- **Switch to another safe**: In Safe, touch **Settings** > **Switch Safe**. Follow the onscreen instructions to select another safe.

- **View the storage location**: In Safe, touch **Settings** > **Safe location** to view the safe's storage location.

  ℹ️ Don't change the storage location folder, otherwise you may not be able to access your files.

Camera and Gallery

Photos and video recordings

Self timer

Use a self timer to include yourself in shots.

1 Open ⚫ **Camera**. Swipe left on the screen to access the camera settings.

2 Touch **Timer** to set the countdown time.

3 Return to the viewfinder. Rest your device on a stable surface and frame the scene you want to capture.

4 Touch 📷 to start the countdown timer. Your phone will automatically take a photo when the countdown time has elapsed.

Audio-controlled shooting

Use voice commands to control the camera remotely, or set the camera to take a photo when it detects a loud sound.

1 Open ⚫ **Camera**.

2 Swipe left on the screen to access the camera settings.

3 Touch **Audio control** and switch on **Audio control**.

4 You can then:

- **Say Cheese to take photos**: Set the camera, so that it will take a photo when you issue a voice command.

   ⓘ The camera will only take photos when default voice command Cheese is detected. You cannot configure custom voice commands.

- **Take photos when your voice reaches a certain decibel level**: Set the camera to take a photo when the surrounding noise reaches a certain decibel level.

5 Frame the scene you want to capture. Your device will take a photo automatically when you issue a voice command or the device detects a loud sound.

Shooting a video

Shooting a video

1 Open ⚫ **Camera**.

2 Touch 📹 to switch to recording mode.

3 Touch 📹 to start recording.

4 In the process, you can perform the following:

- Touch to stop recording. Touch to continue recording.
- Touch to save the current scene as a photo.

5 Touch to complete recording.

Zooming in and out

Spread two fingers apart to zoom in, or pinch them together to zoom out. The image quality may be affected if you continue to zoom in after the maximum optical zoom has been reached.

Time-lapse mode

Time-lapse mode allows you to capture and speed up subtle changes in the natural world. For example, you can record the opening of a flower or the movement of clouds.

1 Open **Camera**. Swipe right and touch **Time-lapse**.

2 Place your phone on a stable surface or use a tripod. Touch to start a video recording.

> The camera will automatically select a suitable frame rate according to the length of the recording. The zoom cannot be adjusted during recording.

3 Touch to end the recording.

When you play the video in **Gallery**, it will be played back at a higher frame rate. The frame rate is determined automatically by the camera and cannot be adjusted.

Audio notes

Add audio notes to bring your photos to life.

1 Open **Camera**.

2 Swipe right and touch **Audio note**.

3 Frame the scene you want to capture. Touch to take a photo with an audio note.

4 The camera will record a short audio clip of up to 10 seconds to add to your photo. Touch to stop recording.

Photos with audio notes are indicated by the icon in **Gallery**.

When viewing a photo with an audio note, touch to play the audio note.

Viewing photos and videos

Viewing photos in full screen mode

Open **Gallery** and touch a photo to view it in full screen. Touch the screen to show or hide the menu.

When viewing photos in full-screen mode, you can:

- **Zoom in or out**: Spread two fingers apart to zoom in, or pinch two fingers together to zoom out.

- **View image details**: Touch to ⓘ view the image details, such as the ISO, exposure compensation, and resolution.

- **Rename photos**: Touch ⋮ > **Rename**. Enter a new name and select **OK**.

- **Set photo as the home screen wallpaper, or assign the photo to a contact**: Touch ⋮ > **Set as** > **Wallpaper** or **Contact photo**.

- **Enable auto-rotation**: In 🖼 **Gallery**, touch ⋮ > **Settings** > **Photo orientation** > **Always rotate** to rotate photos when you change the screen orientation.

Viewing photos and videos in chronological order

Go to the **Photos** tab. Photos and videos are automatically displayed in chronological order.

Touch ⋮ > **Settings** and switch on **Show time** to display the date when the photo was taken. In the **Photos** tab, zoom in or out to switch between month and day view.

Viewing photos by location

If **GPS tag** is switched on in **Camera**, you can view photos and videos by location in **Gallery**.

Go to the **Photos** tab and touch 🗺 to view your geotagged photos on a map.

Viewing photos and videos by album

Go to the **Albums** tab. Photos and videos are automatically sorted into default folders. For example, videos that you take with the camera are automatically added to the **Camera videos** folder, and screenshots are added to the **Screenshots** folder.

ⓘ Touch ⋮ > **Hide albums** and turn on the switch next to albums that you want to hide. These albums will not appear in the album list.

Viewing photos as a slideshow

Go to the **Photos** tab and touch ⋮ > **Slideshow**. Touch the screen to stop the slideshow.

Sharing photos and videos

Use the sharing feature in Gallery to share photos and videos.

**Sharing photos and videos stored on your phone's internal storage or microSD card**

1 Open 🖼 **Gallery**.

2 Touch and hold file to open the file selection interface, and then select the files you want to share.

3 Touch ⬠ . Select a sharing method and follow the onscreen instructions to share the selected file(s).

Editing a photo

The Gallery app features powerful image editing tools that you can use to draw graffiti, add watermarks, or apply filters.

**1** Open ![Gallery icon] **Gallery**.

2 Touch an image to view it in full-screen mode. In full-screen view, touch ✎ to open the photo editor and edit your photo using the available tools.

- **Rotate an image**: Touch ⟳ and swipe the screen to adjust the angle of rotation.
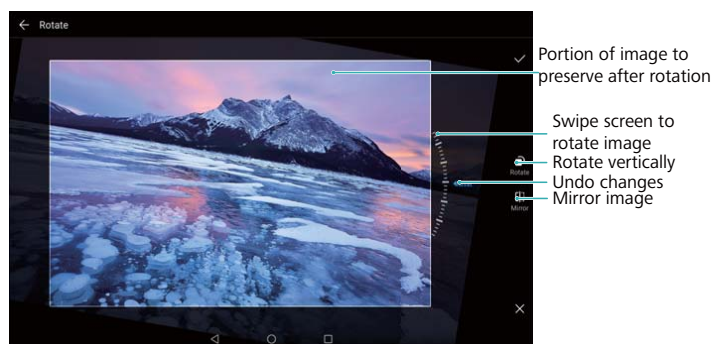
- **Crop an image** : Touch ⬚ to select the crop ratio . Drag the dotted edges to crop the image to the desired size.
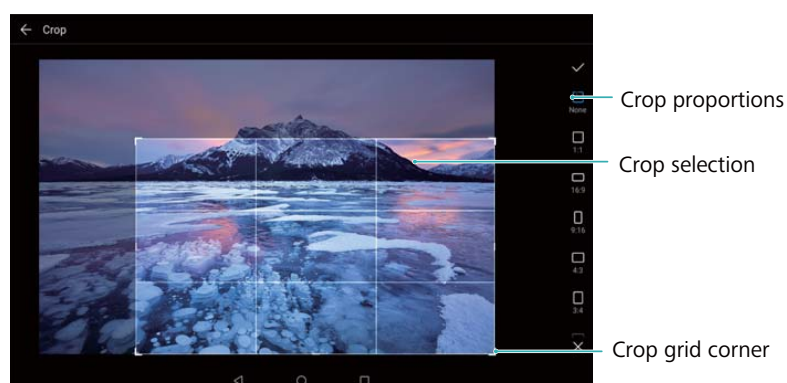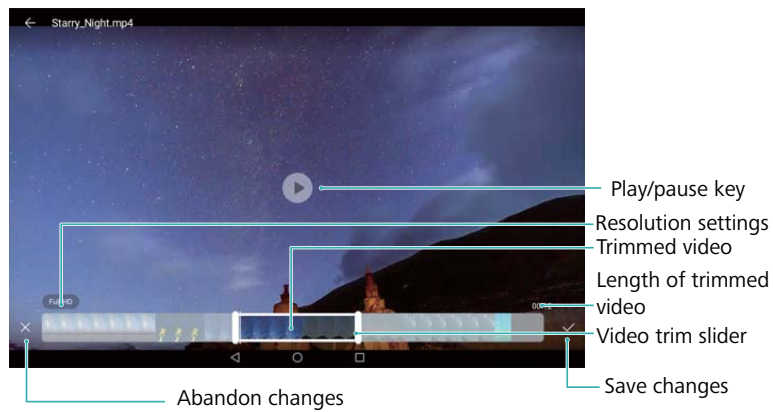

- **Add a filter**: Touch ⬤ and select the desired filter.

- **Accentuate colours**: Touch ⬤ . Select an area of the image to accentuate the color. All other areas will be displayed as black and white. .
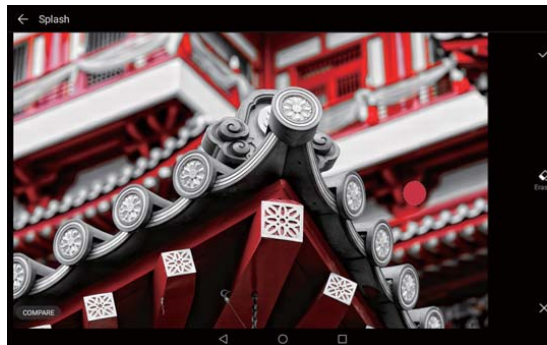
- **Blur an image**: Touch ⬭ . Drag the slider to adjust the amount of blur. Drag the circle to the part of the image that you do not want to blur.

- **Adjust image parameters**: Touch ⚏. You can adjust the brightness, contrast, saturation, and more to make your image look more vivid.

- **Apply facial enhancement effects**: Touch 👁 to apply facial enhancement effects to people in an image. You can choose from various skin and eye enhancement effects.

- **Apply mosaic effects**: Touch ⠿ and select the desired mosaic effect.

- **Draw graffiti**: Touch 🖌 to select the brush and colour.

- **Add a watermark**: Touch 👤 to add a watermark and personalise your photo. You can choose from time, location, weather, activity, and other watermarks.

- **Add a label**: Touch 🏷 , and then select the desired label type and font. You can use labels to record your mood or thoughts.

Editing a video

Select highlights from videos and save them as separate files.

Play/pause key
Resolution settings
Trimmed video
Length of trimmed video
Video trim slider
Save changes
Abandon changes

1 Open **Gallery**.

2 Select the video that you want to edit and touch .

3 On the video editing screen, drag the sliders to select the portion of the video that you want to keep.

You can touch to preview the video.

4 Touch to crop and save the video.

To change the resolution, select a resolution on the video editing screen. Videos with higher resolution occupy more space of your device.

Contacts and Email

Creating a contact card

Create a contact card to quickly share your contact information. You can share your contact information by scanning the QR code or by sending the contact card using an instant messaging service such as WhatsApp.

1 Open ![icon] **Contacts**.

2 Touch **Me**.

3 Set your profile picture. Enter your name, company, telephone number and other contact information, and then touch ✓ . Your device will automatically create a contact card with a QR code.
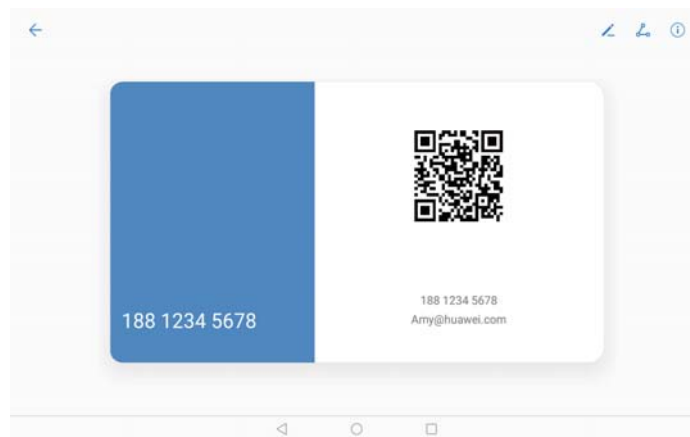
Share your contact card: Touch ⬉ . Select the card format and sharing method, and then follow the onscreen instructions.

Creating a new contact

Creating a contact

1 Open ![icon] **Contacts**.

2 Touch ＋ . If you are creating a contact for the first time, touch **Create a new contact**.

3 In the options menu, select a location to save the contact.

> ℹ The number of contacts you can store on your device depends on the size of your device's internal storage. The number of SIM card contacts you can store depends on your SIM card's storage capacity.

4 Touch the contact's profile picture to choose a photo. Enter the contact's name, company, phone number and other contact information, and then touch ✓ .

ⓘ • If you add the contact's birthday, your device will automatically create a birthday
reminder in **Calendar**.

• The contact's photo will be displayed when the contact calls you. Other contact
information such as company name and job title will also be displayed.

You can also add phone numbers, email addresses, and other contact information in to your
contacts in **Call log**, **Messaging**, or **Email**.

Sharing your QR code

Share your QR code with your friends so that they can add you to their contacts quickly. On the
contact details screen, touch the QR code at the top of the screen to display your personal QR
code.
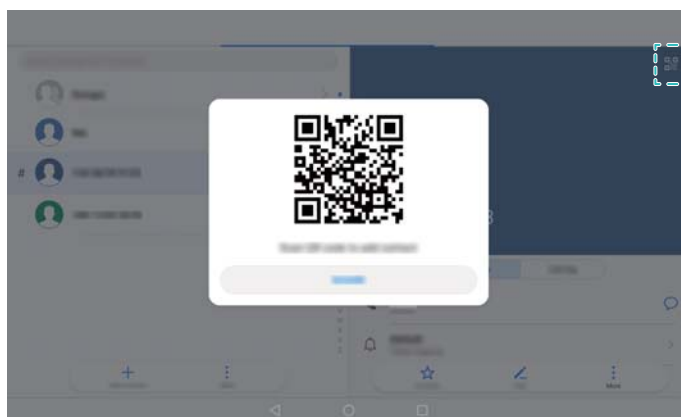
Importing and exporting contacts

Importing contacts from a storage device

1 Open 👤 **Contacts**.

2 Touch ⋮ > **Import/Export** > **Import from storage**.

3 Select one or more **.vcf** files, and then touch **OK**.

Exporting contacts to a storage device

1 Open 👤 **Contacts**.

2 Touch ⋮ > **Import/Export** > **Export to storage** > **Export**.

3 Choose where you want to export the contacts from and touch **OK**.

By default, the exported **.vcf** file is saved to the root directory of your device's internal storage.
Open **Files** to view the exported file.

Using the Huawei Backup app to import contacts

1 Open Backup.

2 Touch **Restore** > **Restore from internal storage** and select **Next**.

3 Select the backup you want to restore.

> If the backup data is encrypted, enter the encryption password when prompted.

4 Select **Contacts** and touch **Restore**.

Using the Huawei Backup app to back up your contacts

1 Open Backup.

2 Go to **Backup** > **Internal storage**, and then touch **Next**.

3 Select **Contacts**. Touch **Back up** and follow the onscreen instructions to set a password.

By default, backup data is saved to the **HuaweiBackup** folder in **Files**.

Managing contacts

Editing a contact

After creating a contact, you can edit their contact information at any time. This includes adding or deleting default information such as phone numbers or email addresses. You can also choose a custom ringtone and add a birthday, nickname, or photo.

> Contact photos cannot be added for contacts stored on your SIM card.

1 Open **Contacts**.

2 Touch and hold the contact you want to edit, and then touch **Edit**.

3 Touch the contact's portrait to choose another image. Update the contact's information, and then touch .

> **Add multiple numbers for one contact**: Select a contact from the contact list and touch
> **Edit** > **Add phone number**.

Deleting contacts

1 Open **Contacts**.

2 Touch > **Organise contacts** > **Delete contacts by batch**.

3 Select the contacts you want to delete, and then touch .

4 Touch **Delete**.

> Alternatively, touch and hold a contact until a popup menu appears. From here, select
> **Delete** to delete the contact.

Deleting contact history

Delete call records and text messages by contact to protect your privacy.

1 Open ![Contacts icon]**Contacts**.

2 Select a contact and touch ⋮ > **Erase trace** > **Erase**.

Your device will delete all call records and text messages for the selected contact.

Sharing contacts

Share a contact's vCard

1 Open ![Contacts icon]**Contacts**.

2 Touch ⋮ > **Import/Export** > **Share contact**.

3 Select the contacts you want to share, or touch **Select all** to select all contacts, and then touch **Share contact**.

4 Choose your sharing method and follow the onscreen instructions.

Share a contact's QR code

1 Open ![Contacts icon]**Contacts**

2 Select the contact you want to share. Touch the QR code and select **Share**.

3 Choose your sharing method and follow the onscreen instructions.

> ⓘ If the other device has a camera that can scan QR codes, you can also share a contact by scanning the contact's QR code.

Contact groups

Creating a group

1 Open ![Contacts icon]**Contacts**.

2 Touch **Groups** and select ＋ .

3 Enter the group name (for example, Family or Friends) and touch **OK**.

4 Touch ＋ . Select the contacts you want to add to the group and touch ✓ .

Using smart groups

Use smart groups to automatically group contacts by company, location, or contact frequency.

1 Open ![Contacts icon]**Contacts**.

2 Touch **Groups**.

3 Under **Smart groups**, open a group, and then touch ⬭ to send a group message or ✉ to send a group email.

Editing a group

Add or remove people from a group, or change the group name.

1 Open ![Contacts icon] **Contacts**.

2 Touch **Groups** and select the group you want to edit.

3 Touch ＋ and add new members to the group.

4 Touch ⋮ . There are three options:

- Touch **Remove members** to remove members from the group.

- Touch **Delete group** to delete the group.

- Touch **Rename** to edit the group name.

Sending a group text message or email

1 Open ![Contacts icon] **Contacts**.

2 Touch **Groups** and select which group you want to send a message or email to.

3 Touch ⬭ to send a message or ✉ to send an email.

Deleting a group

1 Open ![Contacts icon] **Contacts**.

2 Touch **Groups**.

3 Touch and hold the group you want to delete, and then touch **Delete**.

4 Touch **Delete**.

ⓘ Deleting a group will not remove the contacts in the group from your device.

Adding an email account

If you don't know your account settings, please consult your email service provider.

Adding a personal email account

1 Open ![Email icon] **Email**.

2 Choose an email service provider or touch **Others**.

3 Enter you email address and password, and then touch **Sign in**.

4 Follow the onscreen instructions to configure your account. The system will automatically connect to the server and check your settings.

Your **Inbox** will be displayed once the account has been set up.

Adding an Exchange account

Microsoft Exchange is a corporate email management solution. Some email service providers also provide individual and family Exchange accounts.

1 Open $\boxed{}$ **Email**.

2 Touch **Exchange**.

3 Enter your email address, user name, and password. Touch **Sign in**.

4 Follow the onscreen instructions to configure your account. The system will automatically connect to the server and verify your settings.

Your **Inbox** will be displayed once the account has been set up.

Sending emails

1 Open $\boxed{}$ **Email**.

2 Touch $+$.

3 In **To:**, enter one or more recipients.

4 Touch **Cc/Bcc, From:** to add Cc and Bcc recipients, and select the email account to use.

5 Enter the email subject and body. Touch $\mathscr{D}$ to add an attachment.

6 Touch $\triangleright$ to send the email.

ⓘ Your email service provider may have an attachment size limit. If attachments exceed the limit, you can send them in separate emails.

To save your email as a draft and send it later, touch $\leftarrow$, and then touch **Save**.

Replying to emails

1 Open $\boxed{}$ **Email**.

2 Open the email you want to reply to and touch $\boxed{\Leftarrow}$.

ⓘ To reply to all recipients of the original email, touch $\boxed{\Leftarrow}$.

3 After drafting your message, touch $\triangleright$ to send the email.

Configuring fast responses: Touch $\vdots$ > **Settings**. Select an account and touch **Quick responses** to create or edit a fast response.

Searching emails

You can search for emails in two ways:

- On the inbox screen, enter one or more keywords in the search bar, such as the email title, content, or the attachment filename.
- On the home screen, swipe down to open the search bar. Enter search keywords, such as the email title, content, or the attachment filename.

Managing email accounts

Adding an email account

1 Open **Email**.

2 Touch ⋮ > **Settings** > ＋ .

ⓘ Alternatively, On the inbox screen, touch ≡ . Touch add account.

3 Select a service provider and enter your details to add an account. For more information on how to add an account, see Adding an email account.

Switching between email accounts

On the inbox screen, touch ≡ . Touch the account image to switch to that account.

Configuring an email account

On the inbox screen, touch ⋮ > **Settings** and select an account. You can perform the following operations:

- **Rename the account**: Touch **Account name** and enter an account name in the popup dialog box.
- **Set as default**: Switch on **Default account** to make the account the default account.
- **Delete the account**: Touch **Remove account** to delete the account.

Calls and Messaging(Applicable to selected models)

Making calls

Smart dialing

Enter the name, initials, or number of a contact in the dialer. Your device will display matching contacts.

1 Open ![Dialler icon] **Dialler**.

2 Enter the name, initials, or number of a contact in the dialer (for example, John Smith or JS). Your device will search your contacts and call log and list the results above the dialer.
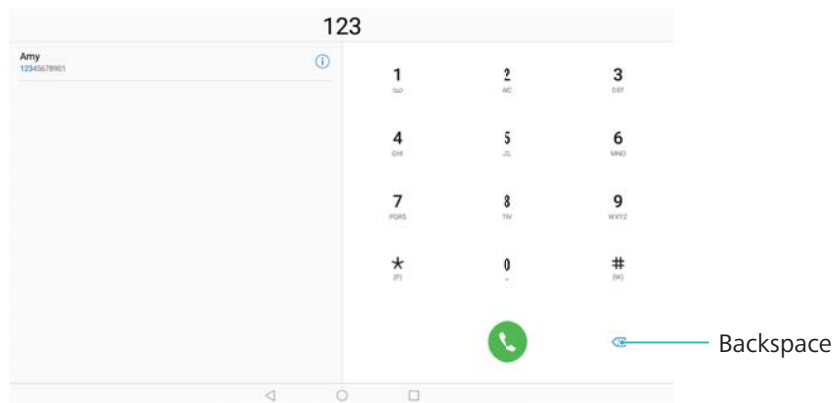
3 Select the contact you want to call from the list.

4 Touch ![end call icon] to end the call.

> ![info icon] To end a call using the power button, go to ![Dialler icon] **Dialler**, touch ⋮ > **Settings**, and then switch on **Power button ends call**.

Making a call from Contacts

1 Open ![Contacts icon] **Contacts**.

2 Touch the search bar and enter the name or initials of the person you want to call.

3 Touch the contact number.

Making a call from the call log

1 Open ![Dialler icon] **Dialler**.

2 Slide the list up and down to view all calls. Touch the name or number of the person that you want to call.

Calling contacts when the screen is off

Call people when the screen is switched off.

1 Open **Dialler**.

2 Touch ⋮ > **Settings** > **Quick calling** and switch on **Quick calling**.

Press and hold the volume down button for one second when the screen is off. When you hear the alert sound, release the volume down button and say the name of the contact you want to call. The device will dial their number.

Making an emergency call

In the event of an emergency, you can make emergency calls from your device, even without a SIM card. However, you must be in an area with network coverage.

1 Open **Dialler**.

> ⓘ You can also touch **Emergency call** from the lock screen.

2 Enter the emergency number for your location in the dialler, and then touch 📞 .

ⓘ If you are in an area with good network reception, your device will automatically obtain your location and display it on the screen.

⚠ The ability to make emergency calls depend on local regulations and network providers in your area. Poor network coverage or environmental interference may prevent your call from being connected. Never rely solely on your device for essential communication during emergencies.

Answering calls

Answering or rejecting a call

ⓘ When a call comes in, press the volume button to mute the ringtone.

If the screen is locked:
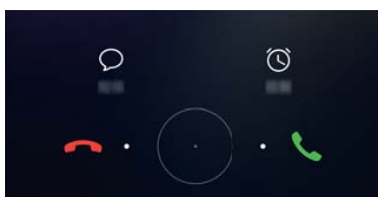
- Drag ○ right to answer the call.
- Drag ○ left to reject the call.

- Touch ⭕ to reject the call and send an SMS.

- Touch 🕐 to configure a callback reminder.

If the screen is unlocked:

- Touch 📞 to answer the call.

- Touch 📵 to reject the call.

- Touch ⭕ to reject the call and send an SMS.

- Touch 🕐 to configure a callback reminder.

  ⓘ If you receive a call when you are entering text or using full-screen mode (for example, when you are viewing an image or playing a game), the incoming call will be displayed at the top of the screen in a floating window. Touch 📞 to answer the call or 🔴 to decline the call.

Switching between calls

ⓘ Ensure that you have turned on call waiting before using this feature. For details, contact your network provider.

1 If you receive an incoming call when in another call, touch 📞. You can then answer the incoming call and hold the other line.

2 To switch between the two calls, touch ⇆ or select the call that is on hold.
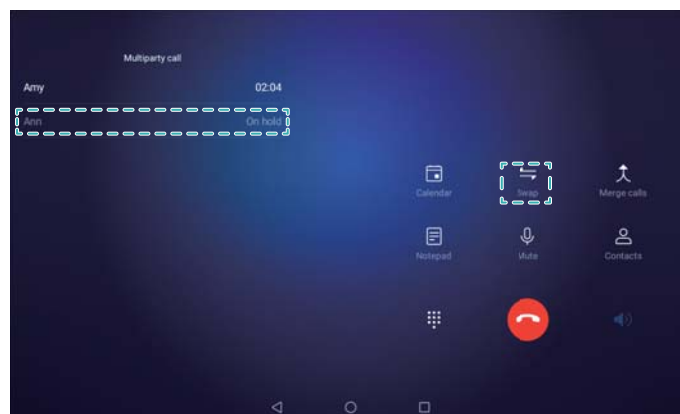
Managing call logs

Viewing missed calls

1 Open 📞 **Dialler**.

2 To display all missed calls, touch the **Missed** tab and swipe down in the call log.

> ⓘ You can also view missed calls in the **All** tab. Missed calls are marked in red.

3 Touch ⓘ next to a call log to return the call, send a message, and more.

Managing unknown numbers in the call log

1 Open 📞 **Dialler**.

2 Touch **Unknown**.

3 Select a number and touch ⓘ . You can:

- **Add the number to your contacts**: Touch ＋ to create a new contact, or touch 👤 to add the number to an existing contact.

- **Add the number to the blacklist**: Touch ⋮ > **Add to blacklist**.

- **Share the number**: Touch ⋮ > **Send number** to send the number as a text message.

Clearing the call log

Open 📞 **Dialler**. You can clear the call log in two ways:

- **Delete one entry**: Touch and hold a log entry, and then touch **Delete entry**.

- **Delete multiple entries**: Touch 🗑 . Select the entries you want to delete, and then touch 🗑 .

Sending a message

You can add a range of different content to messages, such as emoticons, images, and recordings.

1 Open 💬 **Messaging**.

2 In the list of message threads, touch ＋ .

3 Select the recipient box and enter the contact name or phone number. You can also touch 👤 to open your contact list and choose a contact or contact group.

4 Select the text field to begin composing your message. If you enter more than two lines of text, touch ↘ to switch to full screen mode.

- Touch ✐ to add an attachment to your message.

- Touch ◁ **Back** to save the message as a draft.

5 Touch ▷ .

Cancel a message: Touch ⋮ > **Settings** in the message list, and then turn on **Cancel send**. Your can cancel a message up to 6 seconds after it was sent.

Replying to a message

1 Open ⬤ **Messaging**.

2 Touch a message to view the message content. Your device will automatically highlight phone numbers, web addresses, email addresses, times, and other information. Touch highlighted information to access a range of shortcuts. You can also:

- **Save message attachments**: Touch and hold the attachment that you want to save, then touch **Save**.

- **Call the sender**: Touch 📞 at the top of the message.

- **Add the caller's number to your contacts**: Touch ⋮ > **Create a new contact** or **Save to existing contact** at the top of the message.

3 To send a reply, select the text field and enter your message, and then touch ▷ .

Quickly reply to message: New messages will be displayed in the notification bar. Touch the button to compose a reply.

Calendar and Notepad

Viewing global holidays

Enable global holidays to view public holiday information for different countries.

i This feature requires an Internet connection.

1 Open 🟥 **Calendar**.

2 Touch ☰ > **Settings** > **Global holidays**.

3 Turn on the switch next to the country whose holidays you want to view. Your tablet will automatically download the country's holiday information.

Birthday reminders

Configure Calendar to import birthday information from your contacts and automatically create birthday reminders.

i Before using this feature, ensure that you have added birthday information to your contacts. For more information, see Creating a contact.

1 Open 🟥 **Calendar**.

2 Touch ☰ and select **Contacts' birthdays**.

Once you have enabled this feature, Calendar will automatically import birthday information from your contacts and send you birthday reminders.

Creating an event

Add events and set reminders to help you plan ahead.

1 Open 🟥 **Calendar**.

2 Touch ＋ .

3 Enter the event name, location, and start and end time. Touch **More** > **Remind** to create a reminder.

4 Touch ✓ to save the event.

i ● You can add up to 5 reminders for an event. To add a reminder, touch **Add reminder**.

● In month or week view, touch and hold an area on the screen to create an event for the corresponding date.

Sharing events

You can share events with your contacts.

1 Open **Calendar**.

2 Open the event that you want to share and touch .

3 Choose how you want to share the event and follow the onscreen instructions.

 You cannot share birthday reminders that are created automatically. To share birthday information, manually create an event, and then share the event with your friends.

Searching for events

You can search for events in two ways:

- In Calendar, touch . Enter one or more keywords in the search bar, such as the event name or location.
- Swipe down on the home screen to display the search bar. Enter one or more keywords, such as the event name or location.

Creating a note

1 Open **Notepad**.

2 Touch and enter your note.

Insert image

Add task   Take a photo

Close note ——   Edit note   Edit text

Add tag

Save note

Edit note ——
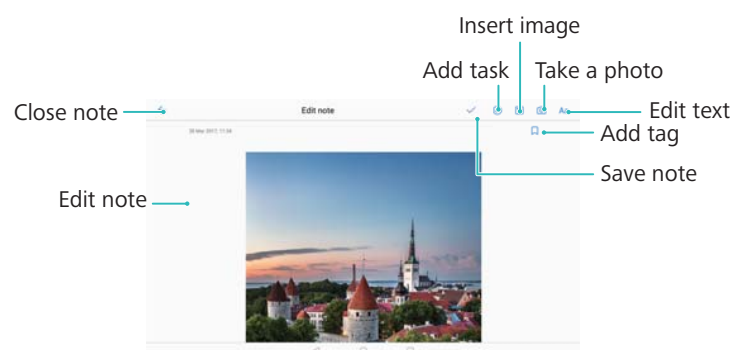
3 Touch to save the note.

Managing notes

Adding a note to favourites

Open ▢ **Notepad**. You can add a note to your favourites in two ways:

- In the list of notes, swipe left on a note and touch ✩ .
- Touch the note that you want to add to your favourites and touch ☆ .

Sharing a note

In the list of notes, open the note that you want to share and touch ⌁ . Choose your sharing method and follow the onscreen instructions.

Deleting a note

You can delete a note in three ways:

- In the list of notes, swipe left on the note that you want to delete and touch 🗑 .
- Touch and hold a note to activate the note management interface. Select the notes that you want to delete and touch 🗑 .
- Touch the note that you want to delete and touch ⋮ > **Delete**.

Searching your notes

You can search your notes in two ways:

- In the list of notes, touch the search bar and enter one or more keywords.
- Swipe down on the home screen to display the search bar, and then enter one or more keywords.

Music and Video

Listening to music

You can choose to listen to your favourite local songs .

1 Open **Music**.

2 You can then play music stored on your device, add a song to the personal song book, play a song in the personal playlist, or listen to recently played songs.

3 You can play, pause, or change songs during the process.

Enable SWS
Drag left or right to adjust playback volume
Drag left or right to switch between playlist or lyrics screens
Add to playlist
Previous song
Next song
Change playback order
Toggle between play and pause
Add to favourites

Searching for music

Searching for music on your internal storage or microSD card

Sort your music by category or search with a keyword to find your music files quickly.

1 Open **Music**.

2 Touch **All songs**.

3 Touch to search for and view music stored on your phone.

4 You can choose to organise your music by song name, artist, album name, or folder. To

search for a specific song, touch and enter the song name, artist, or album in the search bar.

Deleting songs

Delete unwanted songs to free up storage space.

1 Open **Music**.

2 Touch **All songs**.

3 Go to the **Songs** tab. Touch and hold the list of songs and select the songs that you want to delete.

4 Touch ⋮ > **Delete**.

5 Touch **Delete**.

Playing a video

Playing a video

1 Open ▷ **Videos**.

2 Touch the thumbnail to start the video.

During playback, you can:

- **Adjust the playback speed**: Touch **1.0X** and drag the speed slider.
- **Adjust the screen brightness**: Swipe up or down on the left-hand side of the screen. Swipe up to increase the brightness, or swipe down to decrease the brightness.
- **Adjust the volume**: Swipe up or down on the right-hand side of the screen. Swipe up to increase the volume, or swipe down to decrease the volume.
- **Rewind or fast-forward**: Drag the progress bar left to rewind, or right to fast-forward.

Tablet Manager

Optimising performance

Open ⬜Tablet Manager and touch **OPTIMISE**. Your phone will automatically optimise performance, enhance security, and reduce power consumption.

Harassment filter

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

Tablet Manager comes with a harassment filter feature, which can help you block unwanted calls and messages.

Open ⬜Tablet Manager. Touch **Blocklist** > ⚙ and follow the onscreen instructions to configure the blacklist and the whitelist, blacklisted keywords, and spam settings.

Configure filter rules

Calls and messages from blacklisted numbers will be blocked

Messages from strangers that contain blacklisted keywords will be blocked

Calls and messages from whitelisted numbers will not be blocked

Configure filter notifications
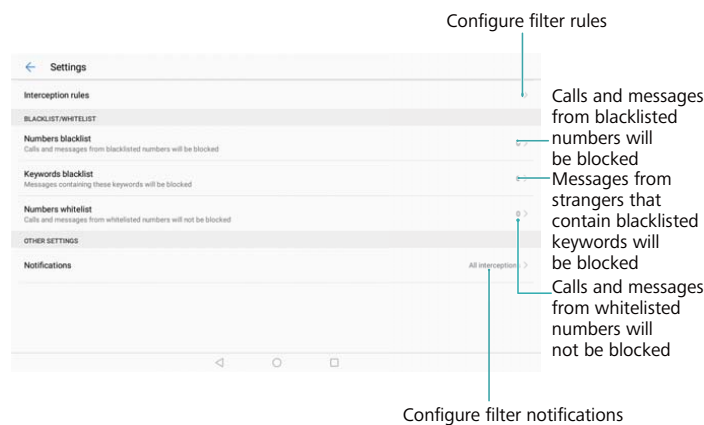
Battery management

Viewing battery usage statistics

Use Tablet Manager to view detailed battery usage statistics for each app.

Open ⬜Tablet Manager. Touch **remaining** and swipe up on the screen. You can:

● Touch **Battery usage details** to view detailed battery usage statistics.

● Touch **Consumption level** to see which phone hardware and software is using the most power.

● Touch **Optimise** to check for power consumption problems and optimize performance.

● Switch on **Remaining battery percentage** to display the remaining battery percentage in the status bar.

Reducing power consumption

Use Tablet Manager to optimize performance and reduce power consumption.

Open **Tablet Manager** and touch **remaining**. You can:

- **Optimize performance**: Touch **Optimise**. Your phone will check for power consumption problems and optimize performance. To further reduce power consumption, touch **items need to be optimised manually**, and then select **View** or **Optimise** to adjust the power settings manually.

- **Restrict background apps**: Touch **Lock screen cleanup** and turn off the switches next to the apps that you do not want to run in the background when the screen is locked.

- **Close battery-draining apps**: Touch **Power-intensive apps** and select the apps that you want to close.

  > A message will appear in the notification panel if battery-draining apps are running in the background. If you don't want to receive these notifications, touch ⚙ and switch off **Power-intensive prompt**.

- **Reduce the screen resolution**: Switch on **Low resolution power saving** to reduce the screen resolution and lower power consumption.

- **Automatically close power-intensive apps**: Touch ⚙ and switch on **Close excessively power-intensive apps**.

Virus scanner

Tablet Manager comes with a virus scanner feature that helps you remove malware.

1 Open **Tablet Manager**.

2 Touch **Virus scan**. Your device will automatically identify and remove malware.

  > Touch ⚙. You can:

  - Enable **Cloud scan** to scan your device using the latest antivirus database. An Internet connection is required to access the online database.

  - Enable **Scan reminder** to receive a notification when you have not conducted a virus scan for 30 days.

  - Select a scan mode. The **Quick scan** only scans important files and installed apps. The **Full scan** takes longer and scans for malicious files.

  - Switch on **Auto update** and **Update only via Wi-Fi** to automatically update the antivirus database when you have a Wi-Fi connection.

Tools

Clock

Managing alarms

Set an alarm to wake you up or remind you about important events.

Open **Clock**. From the **Alarm** tab, you can:

- **Add an alarm**: Touch and set the alarm time, ringtone, repeat settings, and more. Touch to apply the settings.
- **Enable or disable an alarm**: Touch the switch next to an alarm.
- **Configure the alarm settings**: Touch and go to **ALARM** to configure the snooze duration, silent mode settings, and volume button behavior.
- **Delete an alarm**: Touch and hold the alarm you want to delete. Touch next to the clock, and then touch .
- **Turn off an alarm**: Touch **Slide to turn off alarm** at the bottom of the lock screen.
- **Mute an alarm**: Press the volume down button.
- **Snooze for 10 minutes**: Press the power button. The alarm will go off again after 10 minutes. To turn off the alarm, swipe down from the top of the screen to open the notification panel, and then touch the alarm notification.
- **Enable alarms when your device is powered off**: Select **Keep alarm active, will ring in** . Alarms will still go off when your device is switched off.

Configuring the world clock

Add multiple clocks to view the time in various cities around the world.

1 Open **Clock**.

2 From the **World clock** tab, you can:

- **Add a city**: Touch . Enter a city name or select a city from the list.
- **Set the system date and time**: Touch > **Date & time** and configure the settings.
- **Delete a city**: Touch and hold the city you want to delete. Touch next to the city, and then touch .

Add city

Set date, time, and
home time zone

My cities
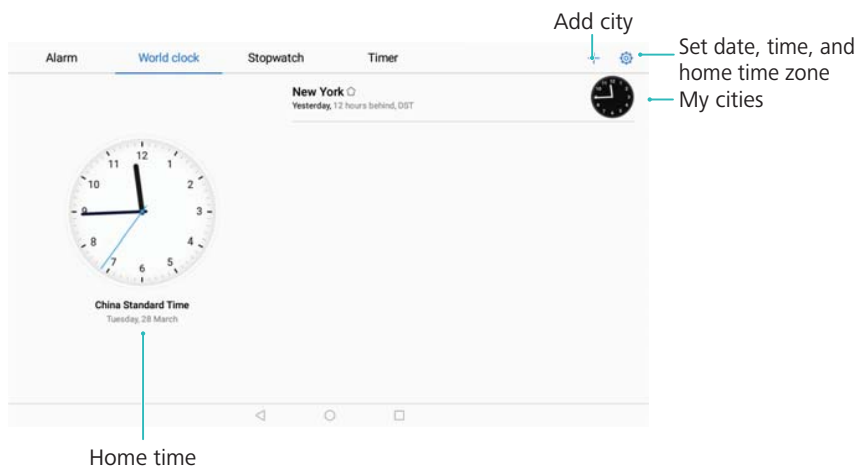
Home time

Enabling dual clocks

By default, your phone displays the network time. Enable dual clocks to display the time in your
current time zone and your home time zone on the lock screen.

1 Open **Clock**.

2 Under **World clock**, touch > **Date & time** .

3 Switch on **Dual clocks**. Touch **Home city** and select your home time zone from the list of
cities.
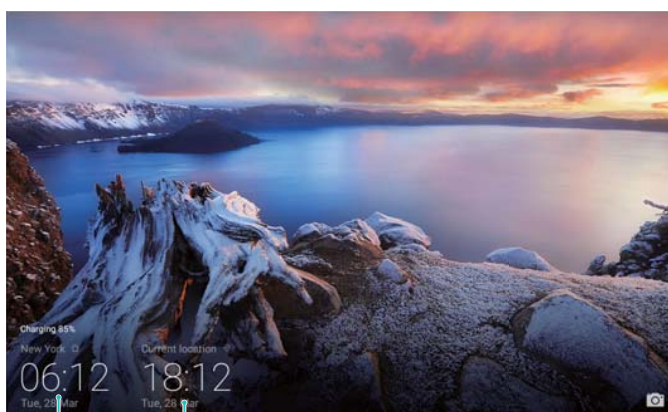
Home time zone   Current network time zone

Only one clock is displayed when the local time zone is the same as the home time zone.

Stopwatch

1 Open **Clock**.

2 Go to the **Stopwatch** tab and touch to start the stopwatch.

While the stopwatch is running, touch to count laps. Swipe up on the timer in the
middle of the screen to view your lap data.

3 Touch to pause the stopwatch.

4 Touch ↺ to reset the stopwatch, or ▷ to resume the stopwatch.

ⓘ The screen will stay on when the stopwatch is running.

Timer

1 Open ● **Clock**.

2 Go to the **Timer** tab and swipe up or down to set the countdown time.

3 Touch ▷ to start the timer.

4 When the timer goes off, swipe the screen to silence the ringtone.

ⓘ When the timer is counting down, touch ⅠⅠ to pause the countdown, or ↺ to reset the timer.

Sound recorder

Recording sound

1 Touch ✦ **Sound Recorder**.

2 Touch **Start** to start recording.

3 Touch **Pause** or **Resume** to pause or resume the recording.

Add a tag: Add a **Quick tag** or **Photo tag** for easy reference.

4 Touch **Stop**, and enter the name. Then touch **Save**.

ⓘ ● Your phone will not ring if you receive a call during a recording.

● When the Recorder app is recording sound in the background, use the controller in the notification panel to **Pause**, **Resume**, or **Stop** the recording.

Playing a recording

1 Open ✦ **Sound Recorder**.

2 Select **Recordings**.

3 Touch a recording file to play it.

ⓘ **Select a tag**: Swipe left on the playback screen to view recording tags, and then select a tag to start playback from the corresponding location.

When the Recorder app is recording sound in the background, use the controller in the notification panel to play, pause, or cancel a recording.

System Features and Settings

Power on and off timer

Use the power on and off timer to reduce power consumption and prevent disturbances when you're asleep.

Open ⚙ **Settings**, touch **Smart assistance** > **Scheduled power on and off**. Switch on **Scheduled power off** and **Scheduled power on**, and then configure the power on and off time and repeat settings. Your device will automatically turn on or off at the preset time.

To disable the timer, switch off **Scheduled power off** and **Scheduled power on**.

Restarting your device

You may notice a drop in performance when your device has been powered on for a long time. Restart your device regularly to clear cached files and ensure optimal performance.

To restart your device, press and hold the power button for 3 seconds, and then touch **Restart**.
ⓘ To force your device to restart, press and hold the power button until your device vibrates.

Changing the system language

1 Open ⚙ **Settings**.
2 Touch **Advanced settings** > **Language & input**.
3 Touch **Language** and select the desired language.

> ⓘ If the language you are looking for is not listed, touch **Add language** to search for a language and add it to the list.

Changing the input method

Switch between text input methods as desired.

1 On the text input screen, touch ⌨ at the bottom of the screen.
2 Select the desired input method.

> ⓘ To add an input method, open ⚙ **Settings**. Touch **Advanced settings** > **Language & input** > **Default keyboard** > **Configure input methods** and switch on the desired input method.

Input method settings

Adding a keyboard

1 Open **Settings**.

2 Touch **Advanced settings** > **Language & input** and select **Virtual keyboard** under **Keyboard & input methods**.

3 Touch **Add a virtual keyboard** and switch on the keyboard that you want to add.

> *i* After adding a keyboard, you can configure the keyboard settings to suit your needs.

Selecting the default input method

1 Open **Settings**.

2 Touch **Advanced settings** > **Language & input**. Under **Keyboard & input methods**, touch **Default keyboard** and select the desired input method. Your device will automatically enable the default input method when you enter text.

Editing text

Select, cut, copy, paste, and share text.
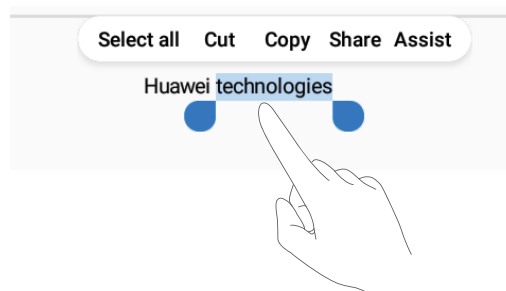
- **Selecting text**: Touch and hold the text until appears. Drag and to select a section of text, or touch **Select all** to select all text.
- **Copying text**: Select the text you want to copy and touch **Copy** to copy it to the clipboard.
- **Cutting text**: Select the text you want to cut and touch **Cut** to move it to the clipboard.
- **Pasting text**: Touch and hold where you want to insert the text, and then touch **Paste**.
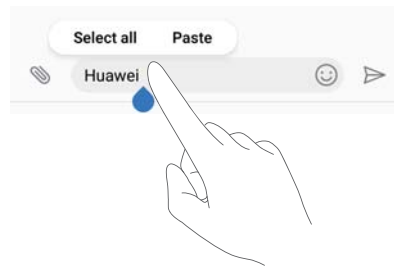
> ⓘ The pasted text will remain available in the clipboard until you cut or copy other content.

● **Sharing text**: Select the text you want to share and touch **Share**. Choose how you want to share the text and follow the onscreen instructions.

Airplane mode

To avoid interference, please enable airplane mode when you are on board a plane. When enabled, call, mobile data, Bluetooth, and Wi-Fi will be disabled. You can enable Bluetooth and Wi-Fi manually.

Use any of the following methods to enable or disable airplane mode:

● **Use the shortcut switch**: Swipe down from the status bar to open the notification panel.

Touch ⌄ to display all shortcut switches, and then switch on ✈ .
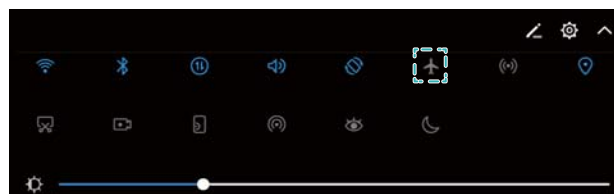
● **Go to Settings**: Open ⚙ **Settings** and toggle the **Airplane mode** switch.

> ⓘ When airplane mode is enabled, the airplane mode icon will display in the status bar ✈ .

Configuring the sound settings

Adjusting the system volume

Adjust the ringtone, media, alarm, and call volume to suit your needs.

> ⓘ The call and message volume cannot be adjusted on Wi-Fi only tablets.

1 Open ⚙ **Settings**.

2 Touch **Sound** > **Volumes** to adjust the ringtone, media, alarm, and call volume.

Enabling silent mode

Enable silent mode to avoid disturbing others in quiet surroundings, such as when you are in a meeting.

ⓘ The call and message volume cannot be adjusted on Wi-Fi only tablets.

1 Open ⓢ **Settings**.

2 Touch **Sound** and switch on **Silent mode**.

> ⓘ **Vibrate in silent mode**: When **Silent mode** is enabled and **Vibrate in silent mode** is switched on, your device will vibrate when you receive an incoming call or message.

Quickly switch between Silence mode, Vibration, Sound mode

Quickly switch between Silence mode, Vibration, Sound mode from the status bar.

Swipe down from the status bar and open the shortcuts tab. Touch 🔊 to switch between **Sound**, **Silent**, and **Vibration** mode.

Setting the default notification tone

Choose a preset ringtone or a music file as the notification tone for messages, emails, and other notifications.

1 Open ⓢ **Settings**.

2 Touch **Sound** > **Notification ringtone** and choose a new notification **Ringtone** or a **Music** file.

Configuring dialpad touch tones

1 Open ⓢ **Settings**.

2 Touch **Sound** > **Dial pad touch tones** and select Default, Melody or None.

Enabling or disabling system alert sounds and haptic feedback

1 Open ⓢ **Settings**.

2 Touch **Sound**. You can enable or disable **Touch sounds**, **Screen lock sounds**, **Screenshot tone**, and **Vibrate on touch**.

> ⓘ When **Vibrate on touch** is enabled, your phone will vibrate when you touch a key on the navigation bar or unlock the screen.

Do not disturb mode

Do not disturb mode allows you to work or relax in peace and quiet. Your device will only notify you about important calls or messages.

> ⓘ Call and messaging features are not supported on Wi-Fi only tablets.

1 Open 🔘 **Settings**.

2 Touch **Do not disturb** and switch on **Enable now**.

3 Touch **Do not disturb mode**. You can:

- **Configure the incoming call and message settings**: Select **Allow only priority interruptions**. Touch **Define priority interruptions**, and then touch **Calls** and **Messages** to set the contact range from whom you want to receive calls or messages.

  > ⓘ Selecting **Whitelist only** only sets the contact range. Select **Whitelist for calls and messages** to set specific contacts.

- **Enable alarm ringtones in do not disturb mode**: Select **Alarms only** to only allow alarm ringtones.

- **Disable all inruptions**: Select **Don't interrupt** to disable all ringtones and vibrations. The screen will not turn on for incoming calls messages, or alarms.

> ⓘ
> - To enable do not disturb mode for a specific period, touch **Time**.
> - To enable do not disturb mode for a specific event, touch **Event**.

Setting up an account

Adding an account

Add an email or social media account to sync your emails and messages to your device.

1 Open 🔘 **Settings**.

2 Touch **Accounts** > **Add account**. Select an account type and follow the onscreen instructions to enter the account information.

- You must install the corresponding app before you can add a third-party account.
- For more information on adding email and company accounts, see Adding an email account.

Deleting an account

1 Open 🔘 **Settings**.

2 Touch **Accounts** and select an account type.

3 Select the account that you want to delete and follow the onscreen instructions.

Syncing data with your phone

Enable the sync feature to keep all of your device's data up-to-date and prevent data loss. You can sync emails, and other data from your old device.

ⓘ The type of data that can be synced depends on the account type.

1 Open ⚙ **Settings**.

2 Select **Accounts**.

3 Touch ⋮ in the top-right corner of the screen. Select **Auto-sync data** and follow the onscreen instructions.

ⓘ If the data sync switch is turned off, you can sync data manually by selecting an account and touching ↻.

Viewing memory and storage information

View storage and memory information, change the default storage location, and format the microSD card.

ⓘ Not all devices support microSD cards.

1 Open ⚙ **Settings**.

2 Touch **Memory & storage** to view storage information for your internal storage and microSD card.

3 From there, you can:

- **Format the microSD card**: Touch **SD Card** > **Format** > **Erase & format** to clear all data from the microSD card. Back up your files before formatting the card to avoid using your data.
- **Set the default storage location**: Touch **Default location** and set the default storage location to the internal storage or microSD card.

Setting the date and time

Your device automatically sets the date and time using network-provided values. You can also set the time manually and display it in 12–hour or 24-hour formats.

1 Open ⚙ **Settings**.

2 Touch **Advanced settings** > **Date & time**. You can:

- **Set the time and date automatically using network-provided values**: Switch on **Automatic date & time**.
- **Set the time zone automatically using network-provided values**: Switch on **Automatic time zone**.

● **Set time format**: Switch on the 24–hour format to display the time in 24–hour format. By
default, the time is displayed in 12–hour format.

Enabling location access

Enable location-based services to ensure that map, navigation, and weather apps can access
your location information.

Configuring the location settings

Features may vary depending on your network provider.

1 Open 　Settings.

2 Touch **Security & privacy** > **Location services**.

3 Switch on **Access to my location**, you can

● **Use GPS, Wi-Fi and mobile networks**: Uses GPS and your phone's Internet connection.
Enable this option for highly accurate positioning.

● **Use Wi-Fi and mobile networks**: Only uses your phone's Internet connection. Enable this
option for reduced power consumption and longer standby times.

● **Use GPS only**: Does not require an Internet connection. Enable this option to reduce
mobile data usage.

Increasing indoor positioning accuracy

Your phone uses Wi-Fi and Bluetooth for more accurate positioning when you are indoors.

1 Open 　Settings.

2 Touch **Security & privacy** > **Location services**.

3 Touch 　 > **Scan settings**, you can:

● Switch on **Wi-Fi scanning**. Location apps and services will continually scan for Wi-Fi
networks for more accurate positioning.

● Switch on **Bluetooth scanning**. Location apps and services will search for Bluetooth
devices for more accurate positioning.

Restoring factory settings

Restore factory settings if your device crashes or is slow to respond.

⚠ Restoring factory settings will erase your personal data from your device, including account
information, downloaded apps, and system settings. Back up important data on your device
before restoring factory settings.

1 Open 　Settings.

2 Touch **Advanced settings** > **Backup & reset**.

3 Touch **Factory data reset** and choose whether to format your internal storage.

⚠ Selecting **Erase internal storage** will delete all files on your internal storage, such as music and images. Proceed with caution.

4 Touch **Reset tablet** to restore your device to its factory settings.

OTA updates

Update your device's system to the latest version to enhance performance.

ⓘ This feature requires an Internet connection. Connect to a Wi-Fi network to avoid incurring unnecessary data charges.

⚠ • Using unauthorised third-party software to update your device may render your device unusable or put your personal information at risk. For optimum results, use the OTA update feature or take your device to your nearest Huawei service centre.

• Your personal data may be erased during a system update. Always back up important data before updating your device.

• When updating, ensure that your device has at least 20% battery power remaining.

• After updating, you may find that some third-party apps are incompatible with your system, such as Internet banking applications and games. This is because it takes a while for third-party application developers to release updates for new Android releases. Please wait until a new version of the application is released.

ⓘ Touch **Settings** > **About tablet** > **Build number** to view your device's version number.

1 Open ⊚ **Settings**.

2 Touch **System update**. Your device will automatically check for updates.

3 Select the latest version to download the update package.

4 Once the download is complete, touch **Update**. The update process may take a while to complete. Do not use your device before it has finished updating. Your device will restart automatically when it has finished updating.

Viewing product information

Renaming your device

Rename your device to make it easier to find when connecting other devices to your portable Wi-Fi hotspot, or when pairing other devices over Bluetooth.

1 Open ⊚ **Settings**.

2 Touch **About tablet** > **Device name** and rename your device.

Viewing your model number and version information

View your model number and system version information.

1 Open ⊚ **Settings**.

2 Touch **About tablet** to view your model number, version number, EMUI version, and Android version.

Accessibility features

Enabling TalkBack

TalkBack provides audible prompts and captions to help visually impaired users. When TalkBack is enabled, your device will issue audible prompts for all content that you touch, select, or enable.

> ℹ️ Audible prompts are not available for all languages. If your language is not available, you can download a third-party speech synthesis engine. For more information, see Text To Speech (TTS) output.

1 Open ⊙ **Settings**.

2 Touch **Advanced settings** > **Accessibility** > **Talkback**.

3 Switch on **Talkback** and touch **OK**.

> ℹ️ A tutorial will be played when you enable TalkBack for the first time. To replay the tutorial, touch ⚙ to access TalkBack Settings, and then select the tutorial.

4 Touch ⚙ and switch on **Explore by touch**.

> ℹ️ When **Explore by touch** is enabled, your device will issue audible prompts for content that you touch.

Disable TalkBack: Press the power button until your device vibrates, and then touch and hold the screen for 3 seconds.

Using TalkBack to control your device

After you have enabled TalkBack, use gestures to:

Browse the screen: Swipe up or down with two fingers to scroll through menu lists. Swipe left or right to move between screens.
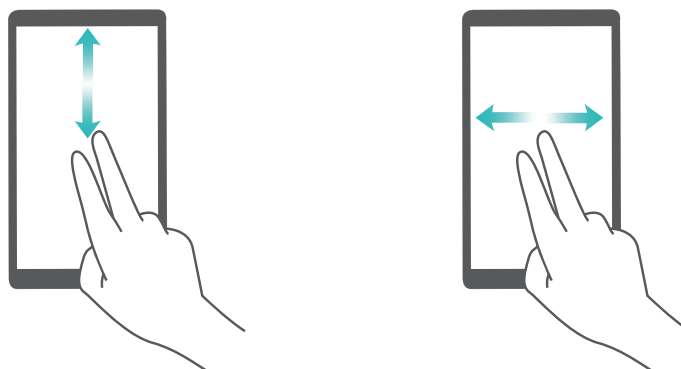
Select an item: Touch an item with one finger to select it (it will not open). Your phone will read out the content of the selected item.
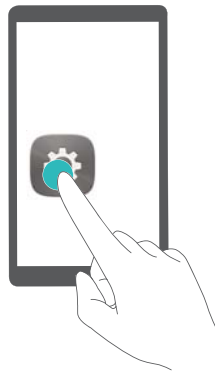
Open an item: Double touch any part of the screen using one finger to confirm your selection from the previous step.
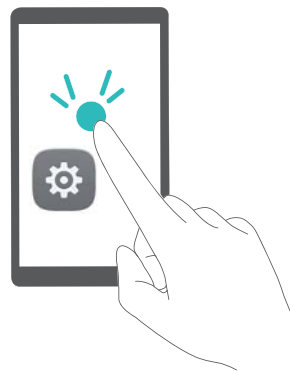
For example, if you want to open **Settings**, touch the **Settings** icon once using one finger, and then touch twice on any part of the screen.

Configuring the TalkBack settings

1 Open **Settings**.

2 Touch **Advanced settings** > **Accessibility** > **Talkback** > .

3 Follow the onscreen instructions to adjust the feedback volume, audible feedback settings, control gestures, and more.

Text To Speech (TTS) output

This feature converts text into speech for visually impaired users. Text To Speech (TTS) output requires TalkBack to be enabled.

1 Open **Settings**.

2 Touch **Advanced settings** > **Accessibility**. Switch on **Text-to-speech output**, and then select the desired speech synthesis engine and voice speed.

Colour correction

Colour correction mode adjusts colours to make it easier for colour vision impaired users to distinguish between different parts of the screen.

i Enable this mode with caution, as it may affect your device's performance.

1 Open ⊚ **Settings**.

2 Touch **Advanced settings** > **Accessibility** > **Colour correction**, and switch on **Colour correction**.

3 Touch **Correction mode**, and select the desired colour correction mode.

Obtaining help

Read the Quick Start Guide included with your phone.

Touch **Settings** > **About tablet** > **Legal information** to read the legal information.

Visit http://consumer.huawei.com/en/ for more information.

Personal Information and Data Security

The use of some functions or third-party applications on your device could result in your personal information and data being lost or becoming accessible to others. Use the following measures to help you protect your personal information:

- Put your device in a safe place to prevent unauthorised use.

- Set your device screen to lock and set a password or unlock pattern.

- Periodically back up personal information stored on your SIM card, memory card or your device memory. If you change to a different device, be sure to move or delete any personal information on your old device.

- Periodically back up personal information stored on your memory card or your device memory. If you change to a different device, be sure to move or delete any personal information on your old device.

- Do not open messages or emails from strangers to prevent your device from becoming infected with a virus.

- When using your device to browse the Internet, do not visit websites that might pose a security risk to avoid your personal information from being stolen.

- If you use services such as the portable Wi-Fi hotspot or Bluetooth, set passwords for these services to prevent unauthorised access. Turn these services off when they are not in use.

- Install device security software and regularly scan for viruses.

- Be sure to obtain third-party applications from a legitimate source. Downloaded third-party applications should be scanned for viruses.

- Install security software or patches released by Huawei or authorised third-party application providers.

- Using unauthorised third-party software to update your device may damage your device or put your personal information at risk. It is recommended that you update through your device's online update feature or download official update packages for your device model from Huawei.

- Some applications require and transmit location information. As a result, a third-party may be able to share your location information.

- Some third-party application providers may collect detection and diagnostic information on your device to improve their products and services.

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