# HUAWEI Y5 2019

## User Guide

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# Exciting Features

## Featured Usage Tips

### Enrol Your Facial Information and Enable Face Unlock

Face unlock allows you to unlock your device quickly and securely, without the need of a password.

⚠️
- Face unlock can only be used when the owner account is logged in. It is not supported by PrivateSpace.

- Face unlock is not available if the lock screen password has not been entered for three or more days in a row, or if your device has been remotely locked or restarted.

- When using Face unlock, keep your eyes open, and face your device straight on from a distance of 20–50 cm (about 8–20 in.). In order to scan your face accurately, avoid using this feature when you are in a dark environment or facing direct light.

- Currently, only one face can be enroled. Delete the current facial data to enrol again.

**1** Open 🔘 **Settings**. Go to **Security & privacy** > **Face recognition** and enter your lock screen password.

ℹ️ If you haven't set up a lock screen password, set one first. Besides the 6-digit PIN, you can set up other types of passwords: **Pattern**, **4-digit PIN**, **Custom PIN**, or **Password**.

**2** Selecting **Enable pick up to wake** will allow the screen to turn on and unlock when you pick up your device and hold it to your face. If you do not need this feature, leave it deselected. Touch **Get started**, and enrol your face.

**3** Face unlock modes:

- **Direct unlock**: Turn on your screen. Your device identifies your facial features and unlocks your screen.

- **Slide to unlock**: Turn on your screen. After your device identifies your facial features, slide the lock screen to unlock.

- **Smart display of lock screen notifications**: Enable **Slide to unlock** and **Smart lock screen notifications**. On the lock screen, your device hides notification details and displays them only after recognizing the owner's face.

- **Access App lock**: Enable **Access App lock** to access App lock and locked apps using Face unlock.

### Pick Up to Unlock

Open 🔘 **Settings**, and go to **Security & privacy** > **Face recognition**. When enrolling facial data, select **Enable pick up to wake**, and set the Face unlock method to **Direct unlock**. Once the setup is complete, you can simply raise your Phone to unlock the screen, without a password or fingerprint.

If you haven't selected **Enable pick up to wake** when enrolling facial data, you can open ⊚
**Settings**, go to **Security & privacy** > **Face recognition**, and set the Face unlock method to **Direct**
**unlock**. Then, open ⊚ **Settings**, go to **Smart assistance** > **Motion control** > **Pick up**.

# Camera Tips

## Use Panorama Mode to Take Panoramic Photos

Panoramas provide a wider viewing angle than ordinary photos, letting you take sweeping landscape shots.

To capture a panorama shot, the camera takes multiple photos of objects within our visual field and stitches them together into a single photo.

ⓘ When taking a panorama, find a wide, open space that is some distance away from the subject and try to avoid backgrounds that are all in one colour.

**1** Go to 📷 **Camera** > **More** > **Panorama**.

**2** Touch ◄●► at the bottom of the screen to configure the shooting direction.

**3** Hold your Phone steady, and then touch ◎ to start shooting. Slowly move the Phone in the direction indicated, holding the device steady and ensuring that the arrow stays level with the centre line.

**4** Touch ⊙ when you are finished.



## Use Pro Mode to Take Scenic Photos

Want to make your scenic photos more vibrant and interesting? Use Pro mode to take unique and personalised scenic photos.

Go to 📷 **Camera** > **More** > **Pro** to enter Pro mode.

**Select a metering mode based on the shooting subject**: Touch ▢, and select a metering mode.

| Metering Mode | Application Scenario |
|---|---|
| Matrix | Broad landscapes and seas |
| Centre | The subject is in the centre of the picture, and stands out from the background. |
| Spot | The subject to be highlighted in the picture is relatively small, such as a flower or a tree. |

**Adjust brightness based on the shooting environment**:

- **Adjust ISO**: Touch ISO , and drag the ISO slider to adjust its value.

  > To avoid excessive noise, the recommended ISO is below 400. The recommended ISO for the daytime is between 100 and 200 and around 400 for night scenes.

- **Adjust the shutter speed**: Touch S (shutter speed), and drag the shutter speed slider to your desired speed.

  > The recommended shutter speed for static scenes (such as mountains) is between 1/80 and 1/125, and faster for moving subjects (such as waves). For best results, use a tripod when shooting a moving subject.

- **Adjust exposure compensation**: Touch EV , and drag the EV slider to your desired value.

**Adjust AWB**: Touch AWB, and drag the AWB slider to your desired value.

> - When shooting under sunlight, you can select ☀ . In a weak light environment, you can select ▥ .
>
> - Touch 🔽 to adjust the colour temperature. If you want to give your photo a cosy, nostalgic tone, increase the K value. For a cold, calm or futuristic tone, lower the K value.

**Adjust AF based on the shooting subject**: Touch AF , and drag the AF slider to your desired value.

| Focusing Mode | Application Scenario |
|---|---|
| **AF-S mode** | Static scenes (such as mountains) |
| **AF-C mode** | Moving scenes (such as flowing water and waves) |
| **MF mode** | Protruding objects (such as a close-up of a flower) |

**Hold your device steady when shooting**: Touch ⚙ and enable **Horizontal level**. After this feature is enabled, two horizontal guiding lines will appear on the viewfinder. When the dotted line overlaps with the solid line, the camera is horizontally aligned.

## Use Pro Mode to Capture Portraits

Want to take more professional portraits? The Pro mode allows you to adjust your camera settings to shoot professional portraits.

Open  **Camera** > **More** > **Pro**.

**Select a Metering mode**:  or  mode is recommended for taking portraits. Place your shooting subjects (their faces for example) in the centre of the viewfinder.

**Adjust brightness based on the shooting environment**

- **Adjust ISO**: To avoid excessive noises, it is recommended that you adjust the ISO to a low level when shooting portraits. You may adjust the ISO based on the actual shooting environments.

| Shooting Environment | Recommended ISO |
| --- | --- |
| Outdoors | Between 100 and 200 |
| Indoors | Around 400 |
| Night scenes | Between 400 and 800 |

- **Adjust shutter speed**: The shutter speed should be slow if the ambient light is low and fast when the ambient light is strong. The recommended shutter speed for static portraits is between 1/80 and 1/125. To shoot moving subjects, select a shutter speed at or above 1/125.

- **Adjust EV compensation**: You may increase the EV compensation if the light on the subjects or background is low, and decrease the EV compensation if there is too much light.

**Adjust AWB**: Select AWB depending on the lighting conditions. When shooting under sunlight, you can select  . In a low light environment, you can select  .

**Adjust Focus**: To better highlight a subject, it is recommended that you use manual focus (MF) when shooting portraits. In the viewfinder, touch to focus on the part (the subject's face for example) you want to highlight.

> - In Pro mode, some settings may change after you change a setting. You may adjust them based on your actual needs.
> - The recommended settings above are for reference only. You may adjust them based on the actual usage conditions to achieve your desired effect.

# Manage Your Phone

## Enable App Lock

App lock allows you to set a password for your WeChat, Alipay, and other important apps. Once you restart your Phone or unlock the screen, you will be asked to enter your App lock password when opening the apps for the first time. App lock enhances the protection of your private information and prevents unauthorised access to important apps on your device.

**Enable App lock**: Open ![Settings] **Settings**. Go to **Security & privacy** > **App lock**. When you access the app for the first time, follow the onscreen instructions to set the password and enter the app lock. In subsequent access, you can directly enter the app lock password. On the App lock screen, enable App lock for the apps you want to protect. When accessing a locked app for the first time, you need to enter the password in the password text box. If you forget the password, touch **Forgot password**, enter the answer in the password protection question box, and reset the password. If you have not set the password protection, the **Forgot password** option is not available.

> ⓘ If you have set up facial recognition to unlock your Phone and are opening App lock for the first time, you can follow the onscreen instructions to associate your facial recognition with App lock for easier app unlocking.

**Modify your App lock password and password protection**: Touch ⚙ on the App lock screen, and then touch **Change password** or **Change password protection** to modify your App lock password or password protection.

## Set Your Home Screen Wallpaper

Tired of default wallpapers? Set a photo you like as your home screen wallpaper to personalise your home screen.

Open ![Settings] **Settings**, and then go to **Home screen & wallpaper** > **Wallpaper**. You can:
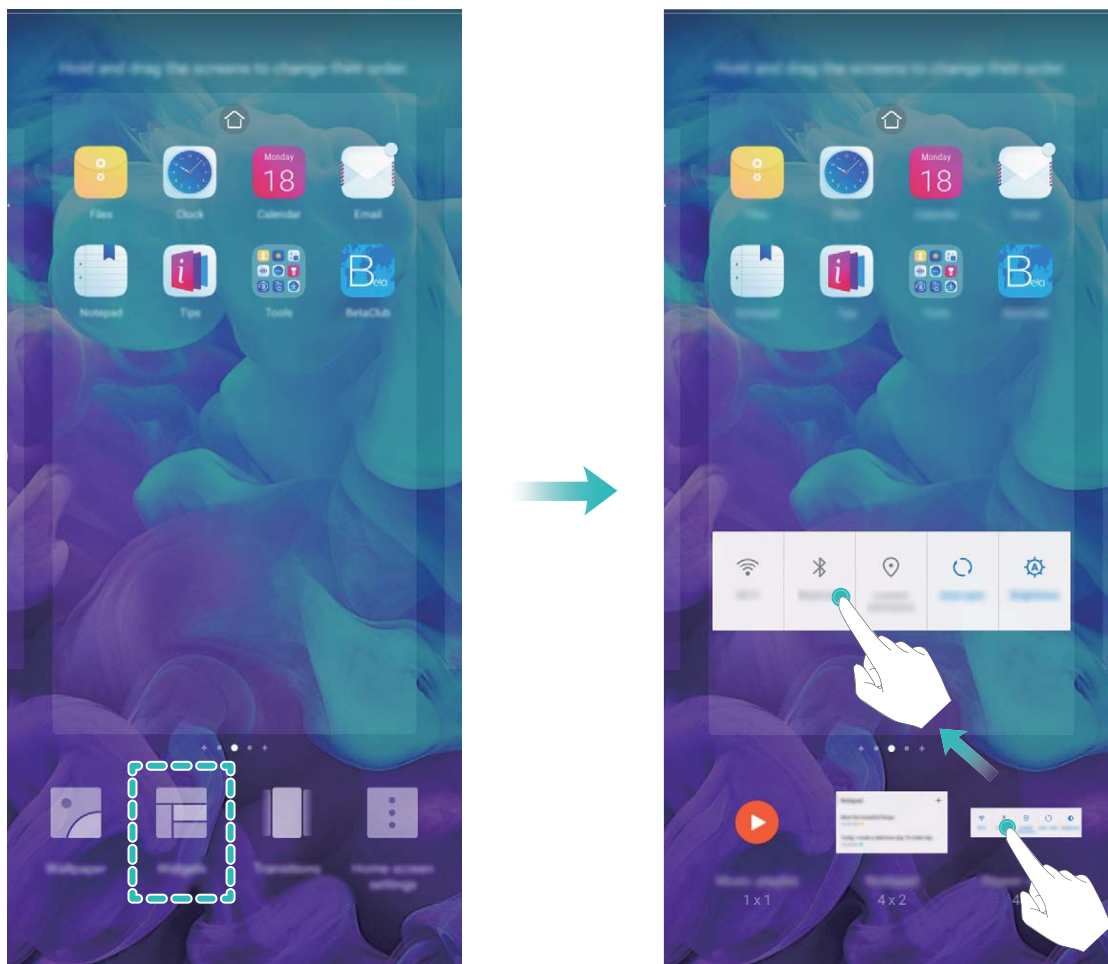
**Set a picture as your home screen wallpaper**: Touch **Gallery** or select a preset wallpaper in your device, and follow the onscreen instructions to select **Lock screen**, **Home screen** or **Both**.

**Set a photo as your wallpaper from Gallery**: Have a great photo you want to set as your wallpaper? In ![Gallery] **Gallery**, open the photo that you like, go to ⋮ > **Set as** > **Wallpaper**, and follow the onscreen instructions to set the photo as your home screen wallpaper.

## Manage Your Home Screen Widgets

Want to quickly add widgets such as screen lock, weather, notepad, clock, contacts, or calendar to your home screen? You can add, move or delete home screen widgets to tidy up your home screen and ease your usage experience.

**Add widgets**: Touch and hold an empty area on the home screen to enter home screen editing mode. Touch **Widgets**, touch and hold a widget and drag it to an empty area on the home screen, or touch the widget you want.

ℹ️ Check that there are enough empty spaces on the home screen for the widget. If there is not
enough space, add an empty screen page or free up some space on the current home screen
page.

**Delete widgets**: Touch and hold a widget on the home screen until your device vibrates, and then
select **Remove**.

**Move widgets**: Touch and hold a widget on the home screen until your device vibrates. Drag the
widget to any position on the screen.

## Use App Drawer to Store Apps

Want to store your apps in one location on your home screen to make your home screen look
cleaner? You can enable app drawer on your home screen to store all your apps and free up space on
your home screen.

Open 🔲 **Settings**, go to **Home screen & wallpaper** > **Home screen style**, and select **Drawer**. If
you want to switch back to a standard home screen, select **Standard**.

ℹ️ **Add an app icon from app drawer to the home screen**: After you enable app drawer, touch

⊞ on the home screen to enter the app list. From the app list, touch and hold the app icon that
you want to add until your Phone vibrates, and then drag it to the desired position on the home
screen.

## Enable TalkBack to Have Onscreen Content Read Aloud

Your device reads aloud content on the screen that you touch, select, or activate, helping you interact with your device when you can't read content on your screen clearly.

**1** Open ⚙**Settings** and go to **Smart assistance** > **Accessibility** > **TalkBack** > ⚙ to enter the TalkBack settings screen.

**2** Enable **TalkBack** and touch **OK**. Your device will launch a tutorial when you enable TalkBack for the first time. If you need to listen to the tutorial again, touch ⚙ to enter the TalkBack settings screen, and launch the tutorial.

**3** Touch ⚙ and enable **Explore by touch**. Your device will read aloud content that you touch.

You may have enabled TalkBack by accident. To disable TalkBack, press and hold the Power button until your device vibrates, then touch the screen with two fingers for at least three seconds.

## Enable Memory Cleanup

Your device may slow down over time as your storage space gets smaller. Use Memory cleanup to free up storage space, improve system performance, and keep your device running smoothly.

Open 🛡**Phone Manager**, then touch **Cleanup** to clean up memory and clear the cache to optimise performance with one touch. If your storage space is still low, perform a deep clean to free up additional storage space.

# New Device

## New Device Configuration

### 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.

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

**2** Touch ⊙ to enable mobile data.

ⓘ To save battery power and reduce data usage, disable your mobile data connection when you don't need it.

### Enrol Your Facial Information and Enable Face Unlock

Face unlock allows you to unlock your device quickly and securely, without the need of a password.

⚠ ● Face unlock can only be used when the owner account is logged in. It is not supported by PrivateSpace.

● Face unlock is not available if the lock screen password has not been entered for three or more days in a row, or if your device has been remotely locked or restarted.

● When using Face unlock, keep your eyes open, and face your device straight on from a distance of 20–50 cm (about 8–20 in.). In order to scan your face accurately, avoid using this feature when you are in a dark environment or facing direct light.

● Currently, only one face can be enroled. Delete the current facial data to enrol again.

**1** Open ⊙ **Settings**. Go to **Security & privacy** > **Face recognition** and enter your lock screen password.

ⓘ If you haven't set up a lock screen password, set one first. Besides the 6-digit PIN, you can set up other types of passwords: **Pattern**, **4-digit PIN**, **Custom PIN**, or **Password**.

**2** Selecting **Enable pick up to wake** will allow the screen to turn on and unlock when you pick up your device and hold it to your face. If you do not need this feature, leave it deselected. Touch **Get started**, and enrol your face.

**3** Face unlock modes:

- **Direct unlock**: Turn on your screen. Your device identifies your facial features and unlocks your screen.

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- **Smart display of lock screen notifications**: Enable **Slide to unlock** and **Smart lock screen notifications**. On the lock screen, your device hides notification details and displays them only after recognizing the owner's face.

- **Access App lock**: Enable **Access App lock** to access App lock and locked apps using Face unlock.
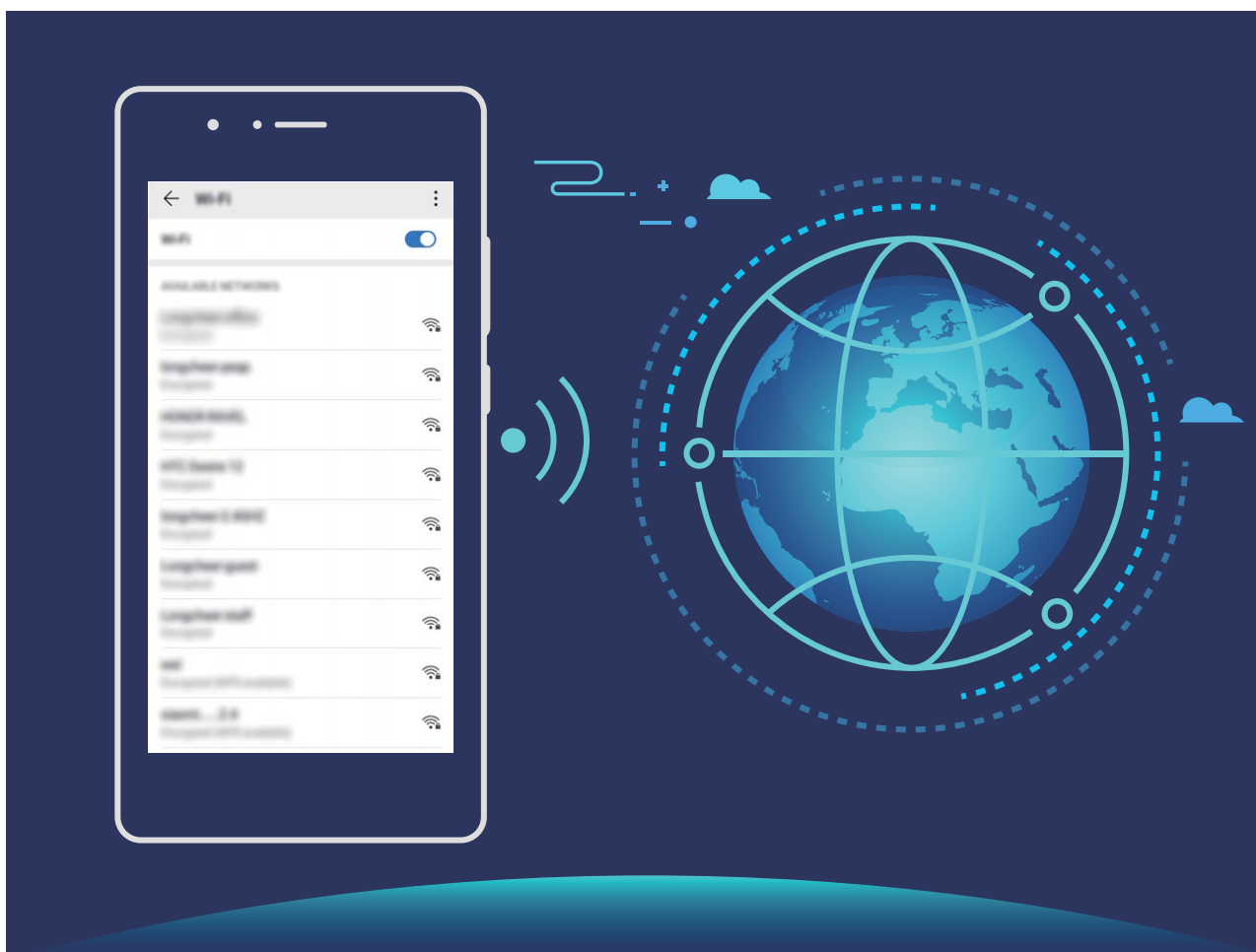
## Pick Up to Unlock

Open ⚙ **Settings**, and go to **Security & privacy** > **Face recognition**. When enrolling facial data, select **Enable pick up to wake**, and set the Face unlock method to **Direct unlock**. Once the setup is complete, you can simply raise your Phone to unlock the screen, without a password or fingerprint.

If you haven't selected **Enable pick up to wake** when enrolling facial data, you can open ⚙ **Settings**, go to **Security & privacy** > **Face recognition**, and set the Face unlock method to **Direct unlock**. Then, open ⚙ **Settings**, go to **Smart assistance** > **Motion control** > **Pick up**.

## Connect to Wi-Fi

By connecting your device to a Wi-Fi network, you can effectively save mobile data.

ℹ️ To avoid potential security risks (such as unauthorised access to your personal data and financial information), please exercise caution when connecting to a public Wi-Fi network.

**Connect to a Wi-Fi Network**: Open ⊕ **Settings**, go to **Wireless & networks** > **Wi-Fi**, and enable **Wi-Fi**. Touch a Wi-Fi network to access it, and enter the network password or complete the authentication if required. Alternatively, you can scroll to the bottom of the menu, touch **Add network**, and follow the onscreen instructions to add a network hotspot by entering its name and password.
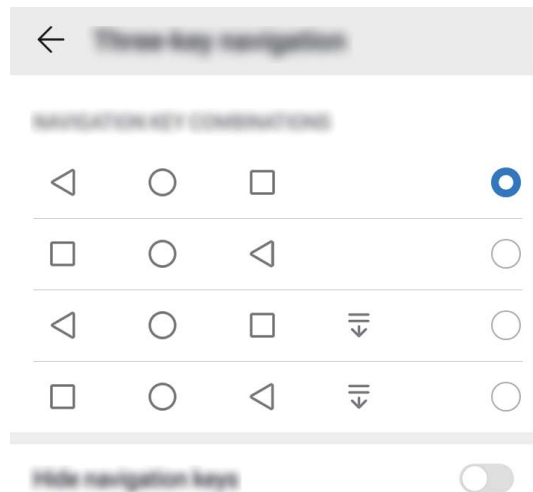
# Home Screen

## Navigation Bar

### Configure Your Navigation Bar Layout

Using the navigation bar, you can conveniently access the home screen, return to the previous page, exit an app, or view recent apps used.

To configure your navigation bar layout, go to **Settings**, then go to **System** > **System navigation** > **Three-key navigation** > **Settings**, and select the navigation key combination and enable or disable **Hide navigation keys** based on your usage habits.



- ◁ **Back key:** Touch to return to the previous page or exit an app. Touch to close the onscreen keyboard when inputting text.

- ○ **Home key:** Touch to return to the home screen. Touch and hold to display the HiVoice icon and swipe upwards on the icon to enable HiVoice features.

- □ **Recent key:** Touch to open a list of recently used apps.

- ⯯ **Downward swipe notification key:** Touch to open the notification panel.

### Use the Recent Key to Manage Background Apps

If you want to quickly switch to a recently used app, you might try using the Recent key. The Recent key can help you quickly switch between several recently used apps. You can also use it to close your background apps to increase your Phone's operating speed.

Touch □ . You can view, switch to, close, or lock recently used background apps:

- **View recently used apps**: Recently used apps will be displayed on the screen and you can check them by swiping left or right.

● **Switch to a recently used app**: Swipe left or right on the screen to find the app you want to use, and touch the app tab.

● **Close an app**: Swipe up on an app tab to close the corresponding app.

● **Close all apps**: Touch  ⬚  to close all apps.

### Navigate with Gestures

Navigate with gestures to quickly go back to the previous screen, return to the home screen, or view recent tasks.

Open  ⬚ **Settings**, go to **System** > **System navigation**, and select **Gestures**. From here you can:

● **Go back to the previous screen**: Swipe inward from one side of the screen.

● **Return to the home screen**: Swipe upwards from the bottom of the screen.

● **View recent tasks**: Swipe upwards from the bottom of the screen and hold. Swipe up on an app's preview to close the app, or touch  ⬚  to close all apps.

● **Enable Google Assistant**: Touch **Settings**, and enable **Google Assistant**. Swipe upwards from either bottom corner of the screen to enable Google Assistant.

# Notification Panel and Status Bar

### Notification and Status Icons and Descriptions

The icons on the status bar give you a quick overview of the general status of your device, including its network connection, battery level, and any new messages received when your device is in Silent mode.

**Status icons**: By glancing at the status icons, you can quickly learn the status of your device, such as its network connection, signal strength, battery level, time, and more.

> ℹ The network status icons may vary by regions and service providers.

| Icon | Description | Icon | Description |
|---|---|---|---|
| 📶 | Signal strength | 📶 | No signal |
| 4G+ | 4G+ network connected | 3G | 3G network connected |
| 4G | 4G network connected | H | HSPA network connected |
| 2G | 2G network connected | LTE | LTE network connected |
| LTE+ | LTE+ network connected | N | NFC enabled |
| H+ | HSPA+ network connected | ✈ | Airplane mode enabled |
| HD | VoLTE available | 📶 | Wi-Fi network connected |

| | | | |
|---|---|---|---|
| R | Roaming | | Receiving location data from GPS |
| | Bluetooth enabled | | Silent mode enabled |
| | Wi-Fi network available | | Charging |
| | Vibration mode enabled | | Battery level low |
| | Alarms enabled | | No SIM card detected |
| | Battery fully charged | | Headset plugged in |
| | Power saving mode enabled | | Performance mode enabled |
| | Wired or wireless projection in use | | Super charging |
| | Quick charging | | Eye comfort mode enabled |
| | Do not disturb mode enabled | | USB cable connected |
| | Data saving mode enabled | | Bluetooth power |
| | Hotspot enabled | | **Phone Manager** reminder |
| | Unstable signal | | Can't connect a call on current network |
| | Select-to-speak enabled | | **Screen time management** enabled |

**Notification icons**: When there is a new message, notification or reminder on your device, the relevant icon will be displayed in the status bar.

| | | | |
|---|---|---|---|
| | Missed calls | | New emails |
| | Downloading data | | New voicemails |
| | Events reminder | | Uploading data |
| | Synchronising data | | Memory full |
| | Sign-in or synchronisation problem | | Synchronisation failed |
| | VPN connected | | More notifications |

## Open the Notification Panel to Get Important Information

Check the notifications and the operating status of your device on the status bar.

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

**Access notification panel when the screen is unlocked**: Swipe down from the status bar to open the notification panel. You can turn on or off shortcut switches, or touch notifications to view the details.
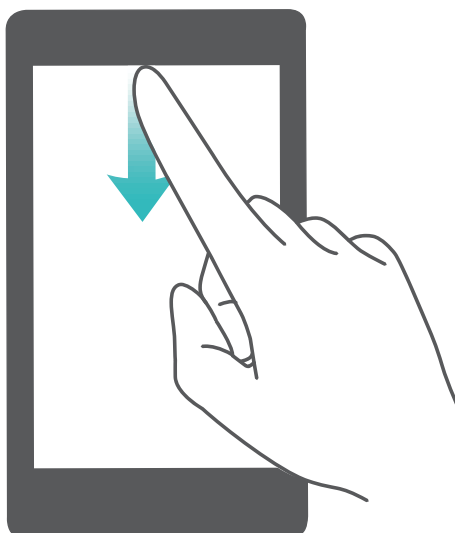


If you want to display the number of notifications or no reminder on the notification and status bar,

touch ⊚ **Settings**, and go to **Notifications** > **More notification settings** > **Notification method**. Then select **Numbers** or **None**.

### Disable App Notifications

Is it annoying to receive a variety of application push notifications? You can set and disable the specified notification.

Open ⊚ **Settings**, and touch **Notifications**. From here you can:

- **Block notifications from an app**: Select the app, then disable **Allow notifications**.
- **Block notifications from all apps**: Select **Batch management**, then disable **All**.

### Customise Notifications

Not a fan of the default notification reminders? You can customise your notification reminders so that you get your notifications the way you want them.

Open ⊚ **Settings**, then go to **Notifications** > **More notification settings**. From here you can:

- **Set Pulse notifications light**: Turn on **Pulse notification light**, and the notification light will flash whenever you receive new notifications.
- **Set notification method**: Touch **Notification method**. Depending on your preferences, you can select **Icons**, **Numbers**, or **None**.

# Screen Lock and Unlock

## Set a Lock Screen Password to Protect Your Privacy

Your Phone stores a lot of sensitive information, such as personal photos, contact information, banking apps (for example, Alipay). Set a lock screen password so that a password is required each time you unlock your Phone. A lock screen password helps to protect your private information if your Phone is lost or accessed by an unauthorised user.

**Set a lock screen password:** Open 	 **Settings**, go to **Security & privacy** > **Lock screen password**, and set the type of lock screen password you prefer.

- **Set a PIN**: A PIN number is a sequence of digits. Entering a PIN to unlock your Phone is quick and simple. For better security, use a long sequence of random numbers as your PIN. Go to **Set lock screen password**, follow the prompts to set up a PIN. Alternatively, touch **Change unlock method**, and set **4-digit PIN** or **Custom PIN**.

- **Set a pattern**: Unlock your Phone by drawing a preset pattern on the screen. For better security, use a pattern that includes overlapping line segments. Go to **Set lock screen password** > **Change unlock method** > **Pattern** and draw the same pattern twice. The pattern must connect at least 4 dots.

- **Set a password**: A password made up of numbers, letters, and special characters is more secure than a PIN or pattern. For better security, use a password with 8 or more characters that includes numbers, letters, and special characters. Be sure to memorize the password so that you don't get locked out of your Phone if you forget it. Go to **Set lock screen password** > **Change unlock method** > **Password**, follow the prompts to set up a password.

- **Unlock your device using a smart band**: If your device supports unlocking with a smart band, the screen will automatically light up when the band comes within 80 cm of your device. Swiping on the screen of your Phone will instantly unlock the device. Touch **Smart unlock**, and follow the onscreen prompts to complete the setup.

  - *i* ● **For security reasons, please do not disable the lock screen password:** A lock screen password prevents unauthorised access to your device. For the security of your device, do not select **Disable lock screen password** as the screen lock method.

    - **Regular password prompts help you to remember your password:** If you have not entered your screen lock password for 3 days, the system will require that you enter the password to unlock your device.

## Lock the Screen to Quickly Secure Your Phone

If you don't use your Phone for a set period of time, the screen will turn off and lock. As long as the screen stays on, you can use your Phone without needing to unlock the screen. Lock your screen when you are not using your Phone to protect your privacy and prevent mistaken inputs.

- *i* Set a lock screen password to help protect your privacy. You can lock your device in the following ways:

**Lock the screen instantly with the Power button**: Press the Power button to lock the screen at any time.

**Lock the screen with one-touch screen lock:** Pinch two fingers together on the home screen to enter the editing screen. Touch **Widgets** > **Screen Lock** and add the **Screen Lock** widget to your home screen. This helps reduce wear and tear on your power button. After leaving the home screen editing mode, touch the **Screen Lock** widget to instantly lock your screen. To lock your screen this way, first switch to the home screen page where the **Screen Lock** widget is located.

# Go Back to Basics with Simple Mode

Does your home screen look cluttered with app icons and small text? Simple mode displays larger icons and fonts on the home screen, adopting a more concise layout that allows you to navigate more easily.

Open ⚙ **Settings**, go to **System** > **Simple mode**, and touch **Apply**.

In Simple mode, you can:

● **Edit home screen icons**: Touch and hold any of the icons to enter home screen editing mode, then you can add or remove app icons accordingly.

● **Exit Simple mode**: To exit **Simple mode**, touch **Standard mode**.



Open settings

Press and hold the icon to enter editing mode
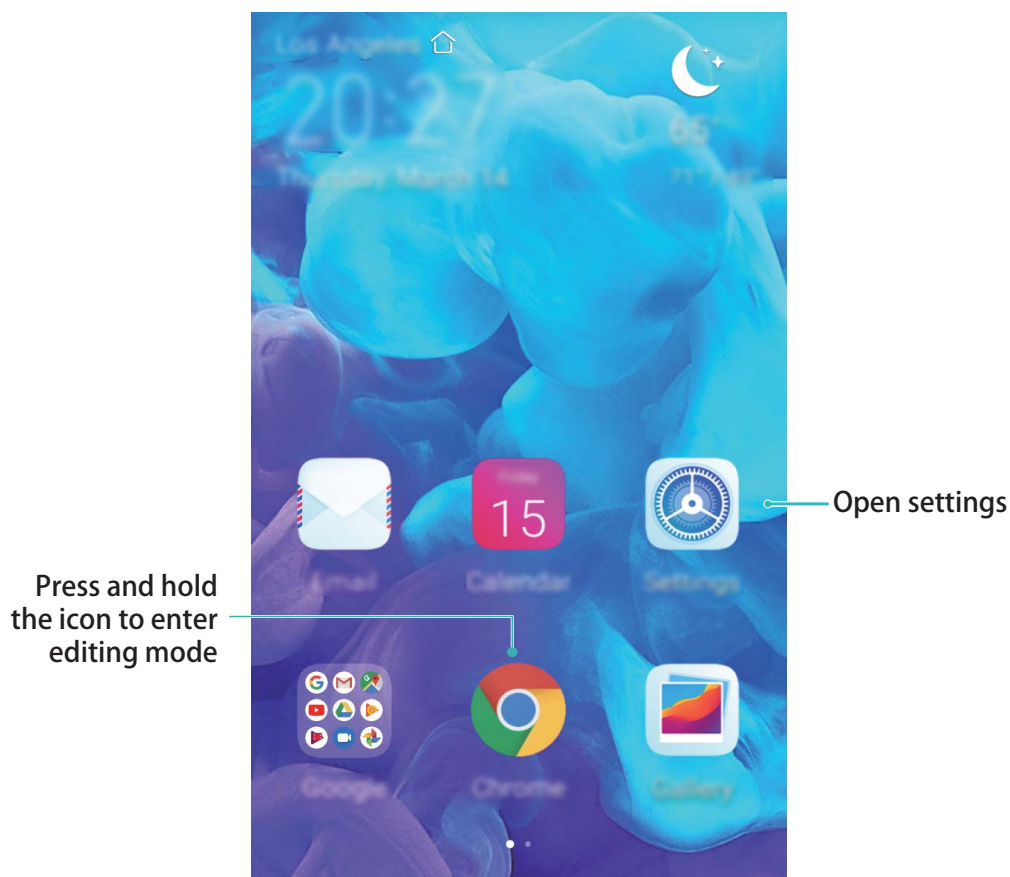
# Home Screen Management

**Manage Home Screen Icons**

**Move an app icon or folder**: On the home screen, touch and hold an app or folder icon until your device vibrates, then drag it to any position on the home screen.

**Delete an app icon**: On the home screen, touch and hold the icon of the app you want to uninstall until your device vibrates, then touch **Uninstall**.

> ⓘ To ensure that the system runs normally, some pre-installed system apps cannot be uninstalled.

**Lock the home screen layout**: Open 🔘 **Settings**, go to **Home screen & wallpaper** > **Home screen settings**, and enable **Lock layout**.

**Create a folder**: On the home screen, touch and hold an app icon until your device vibrates, then drag it on top of another app icon. The two icons will be placed in a new folder.
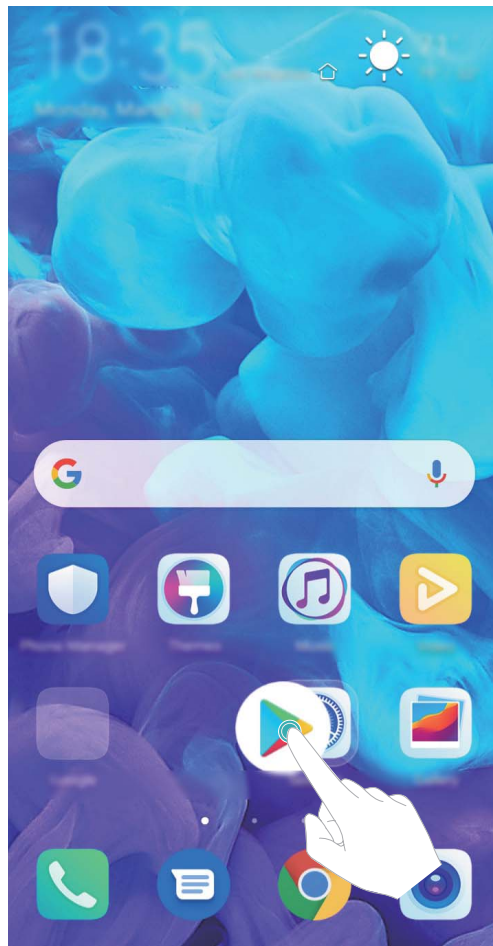


**Delete a folder**: Open a folder, touch ＋, deselect all the apps, then touch **OK**. The folder will be deleted and all app icons in the folder will be moved to your home screen.

**Rename a folder**: Open a folder and touch the folder name to enter a new name.

**Add or remove app icons from a folder**: Open a folder and touch ＋. Select the apps you wish to add to the folder, deselect those you wish to remove, then touch **OK**.

*(i)* Another way to remove an app icon from a folder is to touch and hold the icon in the folder until your device vibrates, then drag it to an empty space on the home screen.

## Manage Your Home Screen

Too many icons on your home screen? You can add a new page to your home screen and customise it to your liking.

Touch and hold an empty area on the home screen to enter home screen editing mode. You can do the following:

- **Add a new screen page**: Touch ＋ at the left or right side of the screen to add a new screen page.

- **Delete an empty screen page**: Touch ✕ to delete the page.
  
  *(i)* Screen pages with app icons or widgets on them cannot be deleted.

- **Modify screen page order**: Touch and hold the screen page you want to move, then drag it to the desired position.

- **Set a default home screen page**: Touch ⌂ in the upper part of the home screen to set the selected screen page as your default home screen page.

## Set Your Home Screen Wallpaper

Tired of default wallpapers? Set a photo you like as your home screen wallpaper to personalise your home screen.

Open *⚙* **Settings**, and then go to **Home screen & wallpaper** > **Wallpaper**. You can:

**Set a picture as your home screen wallpaper**: Touch **Gallery** or select a preset wallpaper in your device, and follow the onscreen instructions to select **Lock screen**, **Home screen** or **Both**.

**Set a photo as your wallpaper from Gallery**: Have a great photo you want to set as your wallpaper? In *🖼* **Gallery**, open the photo that you like, go to ⋮ > **Set as** > **Wallpaper**, and follow the onscreen instructions to set the photo as your home screen wallpaper.

## Manage Your Home Screen Widgets

Want to quickly add widgets such as screen lock, weather, notepad, clock, contacts, or calendar to your home screen? You can add, move or delete home screen widgets to tidy up your home screen and ease your usage experience.

**Add widgets**: Touch and hold an empty area on the home screen to enter home screen editing mode. Touch **Widgets**, touch and hold a widget and drag it to an empty area on the home screen, or touch the widget you want.

Check that there are enough empty spaces on the home screen for the widget. If there is not enough space, add an empty screen page or free up some space on the current home screen page.

**Delete widgets**: Touch and hold a widget on the home screen until your device vibrates, and then select **Remove**.

**Move widgets**: Touch and hold a widget on the home screen until your device vibrates. Drag the widget to any position on the screen.

## Use App Drawer to Store Apps

Want to store your apps in one location on your home screen to make your home screen look cleaner? You can enable app drawer on your home screen to store all your apps and free up space on your home screen.

Open **Settings**, go to **Home screen & wallpaper** > **Home screen style**, and select **Drawer**. If you want to switch back to a standard home screen, select **Standard**.

**Add an app icon from app drawer to the home screen**: After you enable app drawer, touch on the home screen to enter the app list. From the app list, touch and hold the app icon that you want to add until your Phone vibrates, and then drag it to the desired position on the home screen.

# Contacts

## Share Contacts Using Electronic Business Cards

**Share your business card**: Open ![icon] **Contacts** and touch **My card** to set your profile picture and enter your name, work address, telephone number, and other information. Then touch ✓ and your device will automatically generate your QR code business card. You can share your business card directly using the QR code. Alternatively, touch ⌇, select a sharing method, and follow the onscreen instructions to share.
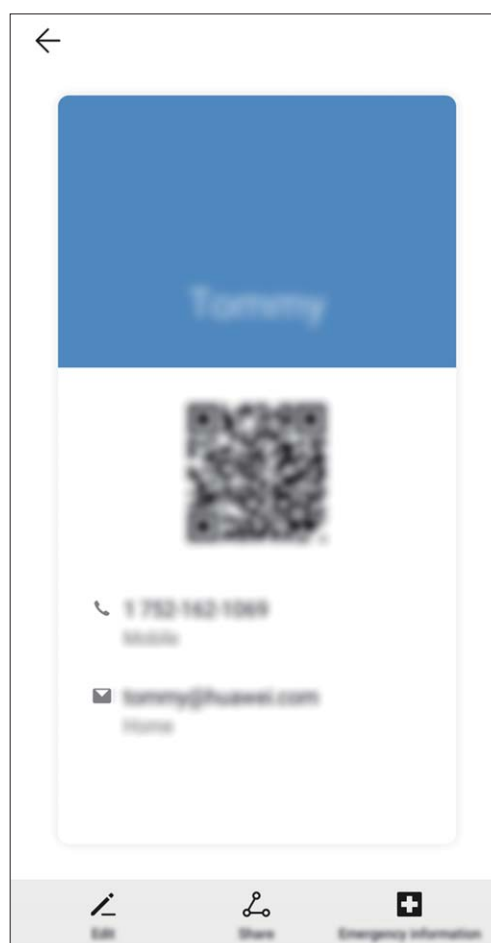


**Share contacts**: Open ![icon] **Contacts**, select the contact you want to share, and touch the QR code icon in the upper right corner to share the contact using the QR code. You can also touch **Share**, select a sharing method, and follow the onscreen instructions to complete the sharing process.

> ![info icon] If the other party's device supports QR code analysis, they can directly take pictures of or scan QR codes to add contacts.

## Search Contacts

Open ![icon] **Contacts**, in the contacts list, you can use the following search methods:

ⓘ For most accurate search results, ensure your device is displaying all contacts. On the contacts list
screen, go to ⋮ > **Settings** > **Display preferences**, and touch **All contacts**.

- Drag the index on the side to quickly scroll through the list.

- In the search bar at the top of the contacts list, enter the contact name, initials, telephone number,
or email address, and the search results will be displayed below the search bar. You can also enter
multiple keywords for your search, such as "John London", and the system will quickly find all
matching contacts.

ⓘ If an error occurs while you're searching for a contact, on the contacts list screen, go to ⋮ >
**Settings** > **Organise contacts**, and then touch **Rebuild index data** > **OK**.

# Managing Contacts

## Import and Export Contacts

When you switch to a new device, you'll need to transfer your existing contacts.

Open 🖼 **Contacts**, go to ⋮ > **Settings** > **Import/Export**, and then select one of the following:

- **Import contacts**: Select **Import from storage**, **Import via Bluetooth**, or **Import from SIM** and
follow the onscreen instructions.

- **Export contacts**: Select **Export to storage**, **Share contacts**, or **Export to SIM** and follow the
onscreen instructions. By default, .vcf files exported through **Export to storage** are saved in the
root directory of your device's internal storage. Open **Files** to view exported files.

## Manage Your Contacts

The Contacts app gives you a host of features for managing your contacts. You can simplify your
contacts list, choose to only view contacts on your Phone or SIM card, and easily find your frequent
contacts.

**Display contacts for different accounts**: Want to only view contacts on your Phone or SIM card?

Go to ⋮ > **Settings** > **Display preferences**, and select the accounts that you want to display. You
can also:

- **Enable Simple layout**: Want to hide the profile pictures, companies, and titles in the contacts list?
From the contacts list screen, go to ⋮ > **Settings** > **Display preferences**, and enable **Simple
view**.

- **View contact storage space**: Want to check your contact storage space? From the contacts list,
go to ⋮ > **Settings** > **Display preferences**. In the **Accounts** field, you can see the available and
total storage space on your device or SIM card.

**Add contacts to Favourites**: Tired of constantly searching through your contacts for a particular
entry? You can Favourite your frequent contacts for quick and easy access. From your Contacts list,
touch the entry you want to Favourite, then touch **Favourite** to add it to the Favourites screen.

## Manage Contact Groups

Want to send a message to a group of colleagues or host a get-together? Smart groups automatically groups your contacts by company, city, and most recent contact time, so you can quickly send a group email or message.

**Create a contact group**: From the groups list, touch ＋, enter the group name (such as Family or Friends), and then touch **OK**. Follow the onscreen instructions to add contacts, and then touch ✓.

**Edit a group**: From the groups list, select the group you want to edit and touch ＋ to add a contact, or touch ⋮ to **Remove members**, **Group ringtone**, **Delete group** or **Rename**.

**Delete a group**: From the groups list, touch and hold a group, and then touch **Delete**.

## Erase Call and Message Records

Use Erase traces to erase call and message records for a contact to protect your privacy.

Open 📇 **Contacts**, select a contact, and go to ⋮ > **Erase traces** > **Erase**. All of your call and message records for that contact will be erased.

# Dialling

## Basic Calling Functions

### Make Calls

On the dialler screen of your device, enter part of the phone number, the first letter of the contact's name, or the contact's initials to find a contact.

Open 📞**Phone**. From the dialler screen, enter the phone number, the first letter of the contact's name, or the contact's initials (for example, enter "jl" for John Lucas) to find a contact. Touch the contact you want to call from the list. If you are using a dual-SIM device, touch 📞¹ or 📞² to make the call. Touch 📞 to hang up.

ⓘ You will be prompted to paste recently copied phone numbers when you enter the dialler screen.

**Press the Power button to hang up**: If a number has been dialled accidentally and the call screen is hidden, you can still hang up quickly. The **Power button ends call** feature hangs up the call when the Power button is pressed. On the **Phone** screen, go to ⋮ > **Settings** > **More**, and enable **Power button ends call**.

### Make Emergency Calls

In an emergency situation, if your device is powered on and in service, emergency calls can be made even if the screen is locked or there is no reception.

⚠️ The emergency call feature is subject to local regulations and your Internet service provider. Network or environmental factors may affect emergency call performance. In emergency situations, do not rely on your device as your only method of communication.

Open 📞**Phone** or touch **Emergency** on the lock screen, enter a local emergency number, and touch 📞. Strong mobile reception and an Internet connection with location services enabled will allow your location to be displayed on your device for reference.

### Enable Call Waiting to Never Miss Important Third-Party Calls

Receiving an incoming call while you're already on a call? Call waiting allows you to answer the new call and then switch between the two calls.

ⓘ Some network providers may not support this feature.

Open 📞**Phone**, go to ⋮ > **Settings** > **More**, and enable **Call waiting**. When receiving another call, touch 📞 to answer the call and place your first call on hold. Touch ⇆ or the call on hold in the call list to switch between calls.

## Enable Call Forwarding and Never Miss a Call

If you are unavailable to answer calls, you can set your device to forward calls to another number.

ℹ️ Some network providers may not support this feature.

Open 📞 **Phone**, and go to ⋮ > **Settings** > **Call forwarding**. If you have a dual-SIM device, in the **SIM 1** or **SIM 2** section, touch **Call forwarding** and select a forwarding method. Enter the number you want to forward your calls to, then confirm. When call forwarding is enabled, your device will automatically forward eligible calls to the preset number.

## Delete Call Logs

You can delete call logs that you no longer need.

Open 📞 **Phone** and touch ⊞ to hide the dialpad. You can now perform one of the following:

- **Delete a single record**: Touch and hold an entry, then touch **Delete entry**.

- **Delete multiple records**: Go to ⋮ > **Delete multiple entries**, select the entries you want to delete or **Select all**, then touch 🗑 .

## Activate International Roaming for Borderless Communication

When you travel abroad for work or a holiday, you can make calls when your device is roaming without having to dial the country code.

**1** Contact your network provider to activate the international call or roaming service.

**2** Open 📞 **Phone** or 👤 **Contacts**, and make a call.

# VoLTE

## VoLTE: Make Calls and Use Data at the Same Time

VoLTE (Voice over LTE) allows both call and data services to be carried on the same 4G network, which means you can use the Internet even while making calls. VoLTE also provides you with shorter call connection times and higher quality voice and video calls.

Both of your Phone's SIM card slots support 4G, VoLTE, and VoWiFi, so there is no need to switch SIMs back and forth.

- **Dual 4G**: Both of your Phone's SIM card slots support 4G.

- **Dual VoLTE**: Both of your Phone's SIM card slots support VoLTE, allowing you to use the Internet while making HD calls.

- **Dual VoWiFi**: Both of your Phone's SIM card slots support VoWiFi, which allows calls to be made using Wi-Fi. You can use VoWiFi to make calls even in Airplane mode.

ℹ️ Some network providers may not support this feature.

**Enable VoLTE to Enjoy HD Calls**

● Some network providers may not support this feature.

● Only dual-SIM phones support both SIM card slots enabling 4G, VoLTE, and VoWiFi.

Open  **Settings**, and go to **Wireless & networks** > **Mobile network**. In the settings section for SIM 1 or 2 (if supported by your network provider), you can:

● **Enable 4G**: Turn on **4G**. The **4G** switch may be unavailable for your device due to your network provider's settings. This indicates that the 4G network is enabled by default.

● **Enable VoLTE calling**: Turn on **VoLTE calls**.

After the setting is complete, select the contact you want to call and touch  to make a video call.

You can also touch  on the screen during a voice call to switch to a video call.

# Message

## Basic Messaging Functions

### Send Messages

Text messages give you a quick and easy way to communicate with friends, family and colleagues. In addition to text, you can also add emojis or insert pictures and audio files to enrich your messages.

**Send a message**: Open 📧 **Messages**. From the Messaging list screen, touch 💬 and select contacts or groups. Enter your message content, touch ➕ to add other types of content, and touch ➤ to send the message.

**Save a draft message**: Touch ← **Back key** to save a message as a draft.

### Manage Messages

The Messaging app makes it easy to stay on top of your messages.

Open 📧 **Messages**. In the list of message threads, touch a contact name or phone number to view the conversation thread.

**Reply to messages**: Enter the message content in the text box and touch ➤ .

**Archive a message**: Worried about accidentally deleting an important message? Touch and hold a message and then touch ⬇ to archive the message.

**Delete a message**: Tired of the clutter created by too many messages? Delete unneeded conversations or messages to clean up your Messaging list. To delete conversations or messages, touch and hold the conversations or messages to enter the editing screen, select the conversation or message, and touch 🗑 . Deleted messages cannot be recovered.

**Search messages**: Want to find a message quickly? From the Messaging list screen, enter the keywords in the search bar and the relevant results will be displayed beneath the search bar.

**Block a contact**: Want to stop someone from sending you spam messages? Touch and hold a message and then touch 🚫 to block the contact.

### Set MMS Message Automatic Download Rules

Set MMS message automatic download rules to prevent costly mobile data usage.

Open 📧 **Messages** and touch ⋮ . Go to **Settings** > **Advanced**.
From here you can configure the following:

**Whether to retrieve MMS messages automatically**: Disable **Auto-download MMS** to prevent your device from automatically downloading MMS messages.

**Whether to retrieve MMS messages automatically when roaming**: Disable **Auto-download MMS when roaming** to prevent your device from automatically downloading MMS messages in roaming mode.

# Camera

## Basic Camera Functions

### Use Basic Camera Features

Learn about the basic features of your camera to take better photos.

**Take a photo**: Open  **Camera**. In the viewfinder, touch  or press the Volume down button to take a photo.

**Select a camera mode**: Open  **Camera** and choose a preinstalled camera mode in the lower part of the screen.

**Adjust the focal length**: In the viewfinder, spread two fingers to zoom in or pinch two fingers to zoom out. When the distance between your device and shooting object is greater than the optical zoom of the camera, the photo quality decreases. When zooming in or out, a zoom bar will appear on the side of the screen. You can also adjust the zooming level with the zoom bar.

**Adjust the exposure**: Your camera will adjust its exposure automatically depending on the ambient light level. The larger the exposure, the brighter the picture. To manually adjust the exposure, touch the viewfinder screen and drag the  icon up or down.

**Turn on or off the flash**: When taking photos in a dark environment, turn on the flash to increase the ambient brightness. In the viewfinder, touch  to select one of the following flash modes:

-  **Auto**: The camera automatically determines whether to turn on the flash according to the ambient light.

-  **Off**: The flash is disabled.

-  **On**: The flash is enabled.

-  **Always on**: The flash is always on.

### Use Camera to Record Videos

Use Camera to record videos, making your memories more vivid.

**Record a video**: Go to  **Camera** > **Video**, then touch  to record a video.

 • **Stabiliser** is supported during video recording at any resolution.

**Take a picture while recording**: Touch  to take a picture while recording.

**Zoom in or out**: Touch and hold the viewfinder screen with two fingers, then spread your fingers to zoom in or pinch them to zoom out. When zooming, a zoom bar will appear. You can slide it to zoom your camera in or out.

**Keep the flash on while filming**: When recording a video in dim light, touch ⚡ , and select 💡 to keep the flash on.

## Adjust Camera Settings

Open 📷 **Camera** and touch ⚙ to access the **Settings** screen. From here you can:

● **Adjust the camera resolution**: Touch **Resolution** and select the desired resolution.

ℹ This feature is not available in some modes.

● **Enable Location tag**: Enable **Location tag** to tag your location in photos.

● **Add watermarks**: Enable **Add watermark** to allow your device to automatically add a watermark to photos and videos.

● **Disable shutter sound**: Enable **Mute**.

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

● **Save RAW format pictures**: RAW format records more detail and allows you to perform post-

processing. In Pro mode, go to ⚙ > **Resolution** to enable **RAW format**. Now when you take a photo, it will be saved in RAW and standard format, and stored in a special folder in **Gallery**.

ℹ RAW format pictures take up more storage space than standard format pictures.

## Use an Assistive Grid to Compose Your Photos

Avoid skewed and off-centre photos. Use your camera's assistive grid feature to help you line up the perfect shot.

Go to 📷 **Camera** > ⚙ to enter the **Settings** screen. Touch **Assistive grid** and select the type of grid or lines you want to use.

**Rule of Thirds composition method**: Use either **Grid** or **Phi grid**. The four intersecting points on the grid are the focus areas of the picture. Place the subject of your photo on one of the intersecting points to achieve a good composition.

**Spiral composition method**: Use either the **Fibonacci spiral (left)** or **Fibonacci spiral (right)** assistive lines. Place the subject of your photo within the centre of the spiral.

# Use Panorama Mode to Take Panoramic Photos

Panoramas provide a wider viewing angle than ordinary photos, letting you take sweeping landscape shots.

To capture a panorama shot, the camera takes multiple photos of objects within our visual field and stitches them together into a single photo.

ⓘ When taking a panorama, find a wide, open space that is some distance away from the subject and try to avoid backgrounds that are all in one colour.

**1** Go to 📷 **Camera** > **More** > **Panorama**.

**2** Touch ←◉→ at the bottom of the screen to configure the shooting direction.

**3** Hold your Phone steady, and then touch ◎ to start shooting. Slowly move the Phone in the direction indicated, holding the device steady and ensuring that the arrow stays level with the centre line.

**4** Touch ⊙ when you are finished.

# Pro Mode

## Use Pro Mode to Take Scenic Photos

Want to make your scenic photos more vibrant and interesting? Use Pro mode to take unique and personalised scenic photos.

Go to  **Camera** > **More** > **Pro** to enter Pro mode.

**Select a metering mode based on the shooting subject**: Touch ⌊ ⌋, and select a metering mode.

| Metering Mode | Application Scenario |
| --- | --- |
| Matrix | Broad landscapes and seas |
| Centre | The subject is in the centre of the picture, and stands out from the background. |
| Spot | The subject to be highlighted in the picture is relatively small, such as a flower or a tree. |

**Adjust brightness based on the shooting environment**:

- **Adjust ISO**: Touch $^{ISO}$, and drag the ISO slider to adjust its value.

   ⓘ To avoid excessive noise, the recommended ISO is below 400. The recommended ISO for the daytime is between 100 and 200 and around 400 for night scenes.

- **Adjust the shutter speed**: Touch S (shutter speed), and drag the shutter speed slider to your desired speed.

   ⓘ The recommended shutter speed for static scenes (such as mountains) is between 1/80 and 1/125, and faster for moving subjects (such as waves). For best results, use a tripod when shooting a moving subject.

- **Adjust exposure compensation**: Touch $^{EV^.}$, and drag the EV slider to your desired value.

**Adjust AWB**: Touch $\underline{\underline{AWB}}^.$, and drag the AWB slider to your desired value.

ℹ️
- When shooting under sunlight, you can select ☀ . In a weak light environment, you can select ⫼ .

- Touch 🔲 to adjust the colour temperature. If you want to give your photo a cosy, nostalgic tone, increase the K value. For a cold, calm or futuristic tone, lower the K value.

**Adjust AF based on the shooting subject**: Touch AF⋅ , and drag the AF slider to your desired value.

| Focusing Mode | Application Scenario |
| --- | --- |
| AF-S mode | Static scenes (such as mountains) |
| AF-C mode | Moving scenes (such as flowing water and waves) |
| MF mode | Protruding objects (such as a close-up of a flower) |

**Hold your device steady when shooting**: Touch ⚙ and enable **Horizontal level**. After this feature is enabled, two horizontal guiding lines will appear on the viewfinder. When the dotted line overlaps with the solid line, the camera is horizontally aligned.

## Use Pro Mode to Capture Portraits

Want to take more professional portraits? The Pro mode allows you to adjust your camera settings to shoot professional portraits.

Open 📷 **Camera** > **More** > **Pro**.

**Select a Metering mode**: 🔘 or 🔳 mode is recommended for taking portraits. Place your shooting subjects (their faces for example) in the centre of the viewfinder.

**Adjust brightness based on the shooting environment**
- **Adjust ISO**: To avoid excessive noises, it is recommended that you adjust the ISO to a low level when shooting portraits. You may adjust the ISO based on the actual shooting environments.

| Shooting Environment | Recommended ISO |
| --- | --- |
| Outdoors | Between 100 and 200 |
| Indoors | Around 400 |
| Night scenes | Between 400 and 800 |

- **Adjust shutter speed**: The shutter speed should be slow if the ambient light is low and fast when the ambient light is strong. The recommended shutter speed for static portraits is between 1/80 and 1/125. To shoot moving subjects, select a shutter speed at or above 1/125.

- **Adjust EV compensation**: You may increase the EV compensation if the light on the subjects or background is low, and decrease the EV compensation if there is too much light.

**Adjust AWB**: Select AWB depending on the lighting conditions. When shooting under sunlight, you can select ☀ . In a low light environment, you can select ⫼ .

**Adjust Focus**: To better highlight a subject, it is recommended that you use manual focus (MF) when shooting portraits. In the viewfinder, touch to focus on the part (the subject's face for example) you want to highlight.

- ● In Pro mode, some settings may change after you change a setting. You may adjust them based on your actual needs.

- ● The recommended settings above are for reference only. You may adjust them based on the actual usage conditions to achieve your desired effect.

# Gallery

## Photo Management

### Edit Photos

Want to edit a picture you just took to make it even better? You can use the Gallery's editing features to crop, rotate, and apply a variety of effects (such as graffiti, personalised watermarks, and filters) to your photos to make them more striking.

Go to  **Gallery**, select the photo you want to edit, and touch  to enter the photo editing screen. You can use the following features to edit your photos:

- **Rotate a photo**: Touch , and slide the angle dial to customise the rotation angle of the photo. You can also touch **Rotate** or **Mirror** to rotate your photo 90 degrees or flip it.

- **Crop a photo**: Touch , and drag the grid tool box or its corners to make your selection. You can also select a fixed crop ratio and drag the corners of the grid tool to crop the photo.

- **Add filter effects**: Touch , and select a filter effect.

- **Color splash**: Touch , and follow the onscreen instructions to select the colours you want to keep. The areas selected to retain colours will be highlighted.

- **Adjust photo effects**: Touch  to adjust the photo's brightness, contrast, saturation, and other parameters.

- **Beautify a portrait photo**: When the system detects a portrait photo, it will automatically provide you with the **Beauty** feature. You can touch  in the photo editing screen to apply features such as **Smooth**, **Blemishes**, **Thin face**, and **Enhance eyes** to make your portrait shot more attractive.

- **Create photo mosaics**: Touch , and select a mosaic style and size to create a photo mosaic.

- **Graffiti on photos**: Touch , and select a brush and colour to add graffiti to photos.

- **Add stickers**: Touch , and select a watermark (such as **Time**, **Location**, **Weather**, or **Mood**) to personalise your photos.

- **Add a label**: Touch , and select an annotation style and font format to enrich your photos.

### Browse and Share Photos or Videos

Browsing through old photos or videos can bring back some of your most precious memories. Your photos and videos are stored in your device's Gallery. You can view them by time, location, or by album.

**View photos in full screen**: Open  **Gallery**, and touch a photo to view it in full screen mode. Touch the screen again to hide the menu. When viewing photos in full screen mode, you can:

- **Zoom in or out on a photo**: Place two fingers on the screen and separate them to zoom in on the photo, or pinch them together to zoom out. If a photo has a higher resolution than that of the screen, you can use two fingers to zoom in on the photo by 100%. Once your fingers leave the screen, the photo will be displayed as the original was.

- **View shooting parameters**: You can touch ⓘ , and swipe up and down on the details window to view the ISO (sensitivity), EV (exposure compensation), resolution, and other detailed shooting parameters of the photo.

- **Rename a photo**: Go to ⋮ > **Rename**, and enter a new name.

- **Set photo as a contact picture or home screen wallpaper**: Go to ⋮ > **Set as**, and set the photo as a **Wallpaper** or **Contact photo**.

**Share a photo or video**: Open 🖼 **Gallery**, press and hold any item to enter the selection screen and select the items you want to share, then touch ⤴ to select a sharing method and follow the onscreen instructions to complete the sharing process.

**View by shooting time**: From the **Photos** tab, photos and videos are displayed by their shooting times. To display shooting dates when viewing photos in full screen mode, go to ⋮ > **Settings**, and enable **Show time and location**. Under the **Photos** tab, you can separate or pinch together two fingers to zoom in or out on the screen, and switch between display-by-day and display-by-month.

**View by shooting location**: If the photos or videos were taken while **Location tag** is enabled in the **Camera** settings menu, you can view them in Map mode. From the **Photos** tab, touch 🗺, and the photos or videos containing location information will be marked at the corresponding shooting locations on the map. You can also separate two fingers on the screen to zoom in on the map and view details of the shooting location. Touch the photo thumbnail to view all the photos and videos taken at that location.

**View by album**: From the **Albums** tab, you can view photos and videos by album. Some photos and videos are stored in default albums specified by the system. For example, videos recorded with the camera are saved in the **Videos** album. Screenshots and screen recordings are saved in the **Screenshots** album.

**Play slideshows**: From the **Photos** tab, touch ⋮ > **Slideshow**, and the system will automatically play a photo slideshow. Touch the screen to stop playing.

# Phone Manager

## Use Optimise

Have you noticed that your device has slowed down recently? Do you worry that it might be vulnerable to malware and other security threats? Use Optimise to make your device run smoother and protect it from security threats.

Open ⬜**Phone Manager**, and touch **OPTIMISE**. Your device will automatically optimise its overall performance, security, battery performance, and device management. You can also customise the optimisation options. The system will recommend that you use Optimise. This will help you increase running speed, check for security risks, optimise power consumption, and monitor and block unknown phone numbers and harassment calls.

## Manage Mobile Data Usage

Manage mobile data usage to avoid incurring extra charges.

Open ⬜**Phone Manager** and touch **Data usage** to view data usage statistics or enable **Smart data saver**.

- **Data usage this month**: Check the data usage ranking of apps.
- **Network access**: Manage Internet access permissions for each app.
- **Smart data saver**: Enable the data saver and select the apps that are allowed to use mobile data while running in the background.

## Enable Smart Power-Saving Management to Optimise Power Consumption

Running out of battery at an inopportune time can cause many inconveniences. Smart power-saving management helps you to effectively extend the battery life of your Phone so that you can better enjoy your favourite games and other interests.

Open ⬜**Phone Manager** and touch 🔋 to perform the following:

- **Comprehensive power consumption analysis and optimisation**: Touch **Optimise battery usage** to check for power consumption problems and automatically optimise performance.
- **View power consumption details**: Touch **Power consumption details** to view power consumption details. In the Battery usage details section, the coloured bars beneath **Charging** indicate the various points when you charge your device. Gaps between the coloured bars indicate the various points when you were not charging your device. This feature does not consume power. Touch **Battery usage** to view power-intensive apps and hardware.

● **Display remaining battery percentage on the status bar**: Enable **Battery percentage** to

display the remaining battery percentage of your device on the status bar.

To learn more about power saving settings, open ![icon] **Phone Manager** and go to ![icon] > **More**

**battery settings** to perform the following:

● **Enable power-intensive apps notification**: Enable **Power consumption alert**, and you'll get

notified when power-intensive apps are detected by your Phone. Then touch **Power-intensive**

**apps** to check and manually disable such apps as you wish.

ⓘ Once **Performance mode** is enabled, device performance can be enhanced based on different

application scenarios. This improves your gaming experience, but also increases the power

consumption and may cause your device to heat up.

# Enable Virus Scanner

Opening the wrong advertisement or touching the wrong link can infect your device with Trojans and

malware that will secretly install themselves onto your device and potentially steal your personal data.

Running a virus scan can locate and remove any potential threats to keep your Phone in good shape.

**Virus scan** is enabled by default. You can view it in the following way: Open ![icon] **Phone Manager**

and touch **Virus scan**. If you see the **Secure** icon, it indicates that your device is safe.

# Email

## Add Email Accounts

Add your email account to your Phone for convenient email access at any time. If you have questions about specific settings while configuring your email, please consult your email account provider.

**Add a personal email account**: Open ⬜, select an email service provider or touch **Other**, enter your email address and password, then touch **Sign in** and follow the onscreen instructions to configure your account. The system will automatically connect to the server and check server settings.

**Add an Exchange account**: Exchange is developed by Microsoft and used by companies as their internal email system. If your company email uses Exchange servers, you can log in to your work email on your Phone. Go to ⬜ > **Exchange**, enter your email address, username, and password, then touch **Sign in** and follow the onscreen instructions to configure your account. The system will automatically connect to the server and check server settings.

After configuration, the system will open the **Inbox** screen by default.

## Manage Email Accounts

You can manage multiple email accounts concurrently on your Huawei Phone.

Open ⬜ **Email**. You can:

- **Check emails**: On the **Inbox** screen, touch ☰, and then select an email account to view the list of your emails. Swipe down to refresh the list of emails. Open an email to read, reply, forward, or delete it. Swipe left or right on the screen to view the previous or next email. To delete multiple emails, touch and hold an email to go to the email management screen, select the emails, and touch 🗑 .

- **Sync emails**: Swipe down on the **Inbox** screen to refresh the emails list. Go to ☰ > **Settings**, touch an account, and then enable **Sync Email**. To sync automatically, touch **Sync frequency** and select the syncing time to complete configuration.

- **Search emails**: On the emails list screen, touch the search bar, and enter a keyword, such as email subject and content.

- **Add multiple email accounts**: Go to ☰ > **Settings** > **Add account**, select your email service provider, and enter your information.

- **Switch between email accounts**: On the accounts screen, touch ☰, and then touch an account name to switch to.

- **Configure email accounts**: On the account screen, go to ☰ > **Settings**, select an account to set **Account name**, **Default account**, and **Remove account**.

# Manage VIP Email Contacts

Worried about missing an important contact's email among a sea of emails? You can add important contacts to the VIP list. Your device will automatically move emails from VIP contacts to the VIP mailbox.

Open  Email, and go to  ≡ > **Settings** > **VIP contacts**. From the **VIP list** screen, go to **Add** > **Create** or **Add from contacts**.

**Add or remove VIP contacts**: On the **VIP list** screen, touch  ＋ or  🗑 to manage VIP contacts.

# Import Important Events to Calendar

Worried about missing an important event among a sea of emails? You can import important events to Calendar and view them at anytime and anyplace.

Open  Email, select the event from the email, and select  ⋮ > **Add to calendar**.

# Set Auto Response for Exchange Email

Unable to reply to emails on vacation? Enable auto responses to automatically reply to emails.

Open  Email, go to  ≡ > **Settings**, and select your Exchange account. Touch **Automatic replies**, enable **Automatic replies**, set the content and time of your auto reply, and then touch **Done**.

# Calendar

## Navigate the Calendar

Want to bring order to your busy life? Try using the app **Calendar** on your Huawei Phone to manage your daily schedule.

**Create an event**: Open ![31] **Calendar**, touch ✛ , and enter your event information including title, location, and start and end times. Go to **Add reminder** to add a reminder for your event, then touch ✓ .

**Search events**: On the **Calendar** page, touch 🔍 and enter the event keywords, such as title or location.

**Configure Calendar**: On the **Calendar** page, go to ☰ > **Settings** to customize calendar display and reminders.

**Check the exact location of the destination**: Open ![31] **Calendar**. In a view or schedule, touch the event where the destination has been set to view the exact location information about the event.

**Check conference participants**: Open ![31] **Calendar**, and touch the conference reminder to view the participants.

## Import To-Dos to Keep Your Work Organised

Many to-dos cannot be handled in time. What can I do if I forget to handle them? Import each to-do item to Calendar for easy reference and you will not miss any important events.

**Import meeting reminders**: Open ![31] **Calendar**, go to ☰ > **Manage accounts** > **Add account**, and follow the onscreen prompts to add your work emails (Exchange account) to the calendar to check meeting reminders.

**Share an event**: Touch an event on the calendar or under schedule, then touch ⩰ and follow the onscreen prompts to share the event using any of the multiple methods.

## View Global Holidays

Travelling overseas for work or holiday? Download your destination country's holiday information ahead of time to better plan your work and schedule.

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

Open  **Calendar**, go to  > **Settings** > **National/Regional holidays**, and enable the corresponding switch for your destination country. Your device will automatically download the holiday information.

# Clock

## Use the Clock

With many powerful features and lots of information, the humble Clock has a lot to offer. The Clock can be used as an alarm, a world clock, stopwatch, or a timer.
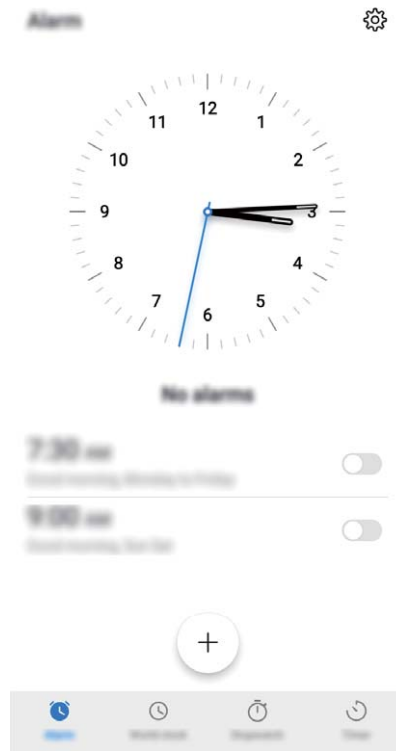


**View the time all over the world**: Open ⬤ **Clock**, touch ✛ on the **World clock** tab, and enter the name of a city or select one from the list of cities. Touch ⚙ to set the date and time.

**Display the time in two different regions**: Open ⬤ **Clock**, and then go to ⚙ > **Date & time** on the **World clock** tab. Enable **Dual clocks**, touch **Home city**, and select your city of residence from the list.

Time and date
in your
selected city

Network-provided
date and time

ℹ️ Two times will only be displayed if you are in a different region than the one you selected as your home city; otherwise you will only see one.

# Notepad

## Manage Your Notes to Keep Your Records in Order

Want to share important notes or add something to favourites? Manage your notes to keep your records in order.

**Share a note**: Want to send your meeting notes to your colleague? On the list page of **All notes** or

**All to-dos**, open the note you want to share, then touch ⬦ to select a sharing method and follow the onscreen prompts.

**Add a note to favourites**: Want to add a note to favourites so you can refer to it later? On the list

page of **All notes**, swipe left on a note and touch ⭐ . Alternatively, open the note you want to add

to favourites and touch ☆ .

**Delete a note**: Want to delete an outdated note? On the list page of **All notes** or **All to-dos**, swipe

left on a note, then touch 🗑 . Alternatively, touch and hold a note to view options, select the note(s)

you want to delete, and touch 🗑 .

**Search notes**: Want to quickly find a note? Touch the search bar on the list page of **All notes** and enter the keywords into the search bar. Alternatively, swipe down on the home screen to access the search bar, and enter the keywords into the search bar.

**Generate a to-do list**: Want to create a shopping list? On the page of **Notepad**, touch ⊘ > ＋ , enter an item, and then touch **Save**. Add multiple items to generate a to-do list.

🛈 After completing an item, go to the editing page of **All to-dos**, and select ○ on the left of the completed item.

**Add a handwritten note**: Want to quickly record your drawing or handwriting? Go to **Notes** > ＋ ,

touch ✎ , write your notes, and touch ✓ to save it. You can write and draw in Notepad.

**Add tags to notes**: Want to easily view the categories of your notes? On the editing page of **Notes**,

touch ⊓ , and use different coloured tags to categorise different content for a clearer view of your notes.

# Utilities

## Check Your Screen Time

Digital balance allows you to check the app usage, and helps you manage your screen time and guides you towards healthier Phone usage habits.

To check your Phone usage, open ⊚ **Settings**, and go to **Digital balance** > **More**.

**Check today's screen time:** Touch **Today**, and you can check your **Screen time**, **App usage**, **Unlocks**, and **EXTENSIONS**.

**Check last seven days' screen time:** Touch **Last seven days**, and then check your **Screen time**, **App usage**, **Unlocks**, and **EXTENSIONS**.

## Use Recorder to Make Audio Notes

Have you ever felt like you do not have enough time to take important notes during a meeting? Do you need to sort out a pile of notes from an interview or class? Recorder lets you record audio files that you can conveniently play back later.

Open 🔷 **Recorder**, and touch ⊙ to begin recording. While recording, you can add tags at important points. Touch ⊡ to finish recording and save the audio file.

After the recording is completed, you can:

- **Play recording from tag**: In the recording file list, touch a recording to go to the play screen. On the play screen, you can then touch a tag that you have added and play the recording from that point.

- **Manage recordings**: Touch and hold a recording for options such as sharing or deleting the recording.

 ⓘ In the recording file list, touch and hold a recording file, and then touch ⋮ > **Details** to view its storage location.

# Device Connection

## Bluetooth

### Connect Your Phone to Bluetooth Devices

Use Bluetooth to connect your Phone to Bluetooth headsets and in-car Bluetooth to navigate or listen to music while you drive. You can also connect your Phone to Bluetooth wearables to record and manage fitness data. Connecting Bluetooth devices to your Phone does not increase power consumption significantly.
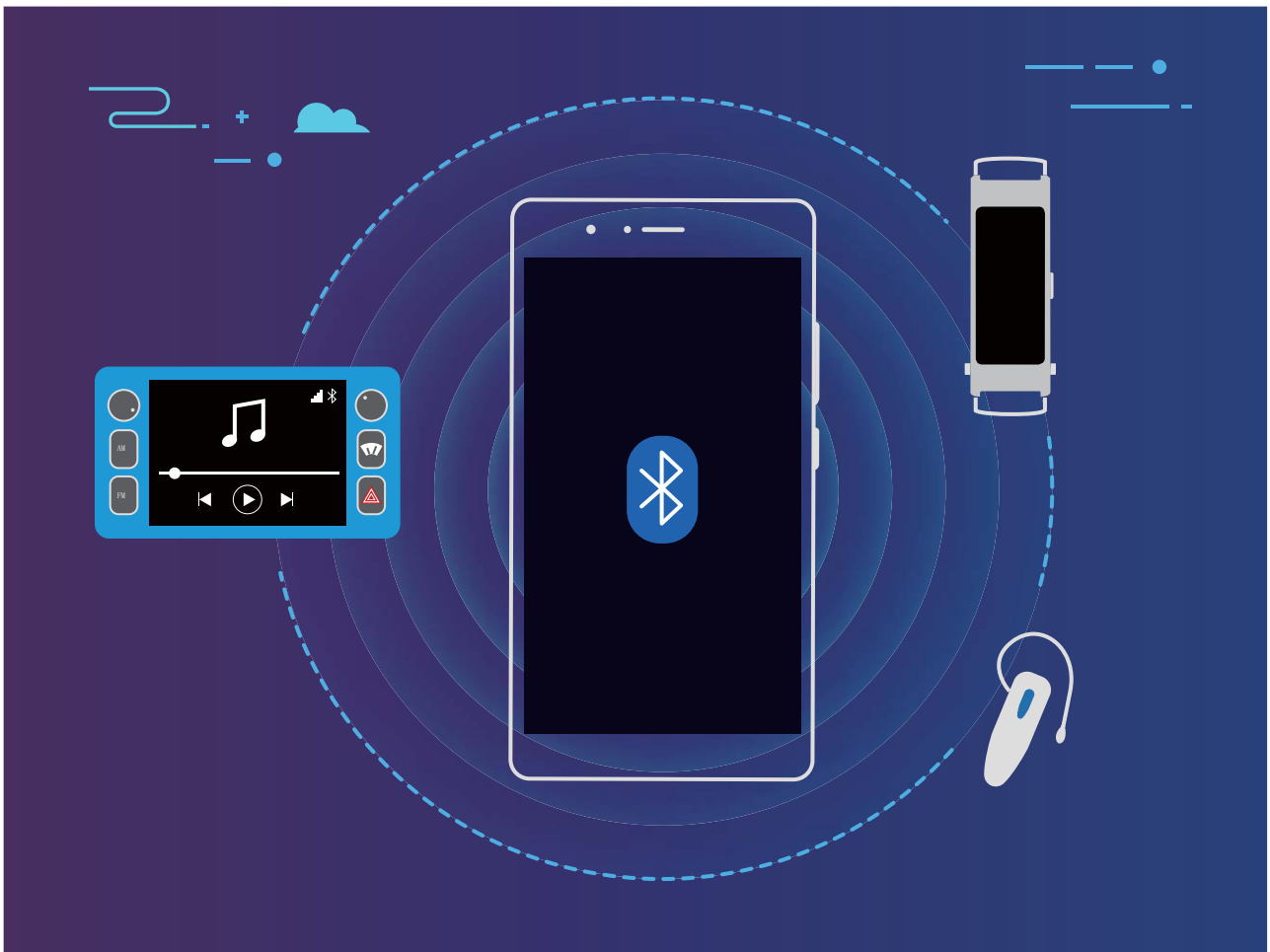


**Bluetooth protocols used by Huawei devices and their functions**:

| | |
|---|---|
| HFP, HSP | Make calls |
| A2DP | Play music |
| AVRCP | Control music playback |
| OPP | Transfer files |
| PBAP | Sync contacts |
| MAP | Sync text messages |

| HID | Operate Bluetooth keyboards and mouses |
|---|---|
| PAN | Tethering |
| BLE | Connect to Bluetooth Low Energy (BLE) devices |

**Enable or disable Bluetooth**: From the home screen, swipe down from the status bar, open the shortcuts panel, and then touch ⁕ to enable or disable Bluetooth. Touch and hold ⁕ to open the Bluetooth settings screen.

**Pair a Bluetooth device**: Enable **Bluetooth** from the Bluetooth device's settings screen. Check that the Bluetooth device is set to visible. From **Available devices**, touch the device you want to pair and then follow the onscreen instructions to complete pairing.

**Unpair a Bluetooth device**: Enable **Bluetooth** from the Bluetooth device's settings screen. Touch ⚙ next to the name of the paired device and then touch **Unpair**.

**Change Bluetooth device name**: From the Bluetooth settings screen, enable **Bluetooth**. Touch **Device name**, enter a new name for the device, and then touch **Save**.

**View Bluetooth help**: From the Bluetooth settings screen, touch ⑦ to view information on how to establish Bluetooth connections with in-car systems, headsets, speakers, wearables, phones, tablets, and computers.

## Use Bluetooth to Share Data

Connect your Phone to another device over Bluetooth to share data, import and export contacts, and set up Internet tethering.

**Use Bluetooth to send files**: Ensure that your Phone is within Bluetooth range of the other device (10 m or 32 ft). You can then establish a Bluetooth connection and share multimedia files, web pages, contacts, documents, and apps between the two devices. Open 📁 **Files**, touch and hold the file that you want to send, and then go to **More** > **Share** > **Bluetooth**. Follow the onscreen instructions to enable Bluetooth. When the other device is detected (Bluetooth must be enabled and the device must be visible), touch the name of the device to establish a connection and start sending files.

**Receive files over Bluetooth**: From the home screen, swipe down from the status bar, open the shortcuts panel, and then touch ⁕ to enable Bluetooth. Touch **Accept** on the file transfer notification to begin receiving the files. Received files are saved to the **Bluetooth** folder in **Files** by default.

**Import or export contacts over Bluetooth**: Open 👤 **Contacts** and go to ⋮ > **Settings** > **Import/Export** to perform the following:

- **Import contacts**: Touch **Import via Bluetooth** and follow the onscreen instructions to establish a Bluetooth connection with the other device. Contacts from the other device will then be imported to your Phone automatically.

- **Export contacts**: Touch **Share contacts**, select the contacts that you want to share, touch ✐
  and select **Bluetooth**. Follow the onscreen instructions to establish a Bluetooth connection with the
  other device. Those contacts selected will be exported from your Phone to the other device
  automatically.

# Transfer Data between Your Phone and Computer

Use a USB cable to connect your Phone to your computer and transfer data.

**Select USB connection mode**

Use a USB cable to connect your Phone to the computer, you can then select a default connection
method. You can transfer photos and files between your Phone and computer, or charge your Phone
through the USB connection to your computer.

Swipe down from the status bar to open the notification panel, then touch **Settings** > **Touch for
more options** and select a method for connecting your device and your computer.

- **Transfer photos**: Transfer photos between your Phone and computer.
- **Transfer files**: Transfer files between your Phone and computer.
- **Charge only**: Charge your Phone with just a USB cable.

**Transfer data over a USB port**

Connect your Phone to your Computer using a USB cable to transfer data and perform other tasks.

- **Transfer files**: Media Transfer Protocol (MTP) is a type of transmission protocol for media files. You
  can transfer files between your Phone and computer using this connection method. First, install
  Windows Media Player 11 or later on your computer.
  Swipe down from the status bar to open the notification panel, and then set your USB connection
  method to **Transfer files**. Your computer will automatically install the necessary drivers. After the
  installation is complete, click the new drive icon named Phone on the computer to view the files on
  your Phone. You can use Windows Media Player to view the media files on your Phone.
- **Transfer images**: Picture Transfer Protocol (PTP) is a protocol that allows you to transfer images.
  You can upload and share photos between your Phone and computer using this connection
  method.
  Swipe down from the status bar to open the notification panel, and then set your USB connection
  method to **Transfer photos**. Your computer will automatically install the necessary drivers. After
  the installation is complete, click the new drive icon named Phone on the computer to view the
  images on your Phone.

# Security and Privacy

## Face Unlock

### Enrol Your Facial Information and Enable Face Unlock

Face unlock allows you to unlock your device quickly and securely, without the need of a password.

⚠ ● Face unlock can only be used when the owner account is logged in. It is not supported by PrivateSpace.

● Face unlock is not available if the lock screen password has not been entered for three or more days in a row, or if your device has been remotely locked or restarted.

● When using Face unlock, keep your eyes open, and face your device straight on from a distance of 20–50 cm (about 8–20 in.). In order to scan your face accurately, avoid using this feature when you are in a dark environment or facing direct light.

● Currently, only one face can be enroled. Delete the current facial data to enrol again.

**1** Open ⚙ **Settings**. Go to **Security & privacy** > **Face recognition** and enter your lock screen password.

ⓘ If you haven't set up a lock screen password, set one first. Besides the 6-digit PIN, you can set up other types of passwords: **Pattern**, **4-digit PIN**, **Custom PIN**, or **Password**.

**2** Selecting **Enable pick up to wake** will allow the screen to turn on and unlock when you pick up your device and hold it to your face. If you do not need this feature, leave it deselected. Touch **Get started**, and enrol your face.

**3** Face unlock modes:

● **Direct unlock**: Turn on your screen. Your device identifies your facial features and unlocks your screen.

● **Slide to unlock**: Turn on your screen. After your device identifies your facial features, slide the lock screen to unlock.

● **Smart display of lock screen notifications**: Enable **Slide to unlock** and **Smart lock screen notifications**. On the lock screen, your device hides notification details and displays them only after recognizing the owner's face.

● **Access App lock**: Enable **Access App lock** to access App lock and locked apps using Face unlock.

### Delete Face Data

If you no longer use Face unlock or want re-input your face data, you can delete the current face data.

Open ⚙ **Settings**, go to **Security & privacy** > **Face recognition**, follow the onscreen instructions and enter the lock screen password, then touch **Delete facial data** and follow the onscreen instructions to delete your current face data.

- Facial data will be erased if you reset all settings, restore your device to its factory settings, or set your password to none.

- Facial data will not be erased after a HOTA update.

**Pick Up to Unlock**

Open  **Settings**, and go to **Security & privacy** > **Face recognition**. When enrolling facial data, select **Enable pick up to wake**, and set the Face unlock method to **Direct unlock**. Once the setup is complete, you can simply raise your Phone to unlock the screen, without a password or fingerprint.

If you haven't selected **Enable pick up to wake** when enrolling facial data, you can open 
**Settings**, go to **Security & privacy** > **Face recognition**, and set the Face unlock method to **Direct unlock**. Then, open  **Settings**, go to **Smart assistance** > **Motion control** > **Pick up**.

# Enable or Disable Location Services

After obtaining the location information permission, apps can obtain your location at any time. If your location information is obtained by a malicious app, you may be at risk of harm or fraud. You can enable or disable location services as needed and regularly monitor and manage the allowed permissions for your apps to protect your privacy and security.

**Enable or disable location services**: Open  **Settings**, go to **Security & privacy** > **Location access**, and enable or disable **Access my location**. When location services are disabled, aside for pre-installed software (such as Find my Phone), your Phone will stop all apps and services from collecting and using your location information. The system will ask you to enable location services when you attempt to use these apps.

- Features may vary depending on your network provider.

- Huawei only uses location data to provide you with necessary functions and services, not for the purpose of identifying and collecting your private information.

**Set indoor positioning assistance**: Open  **Settings**, go to **Security & privacy** > **Location access** > **Advanced settings**, and enable or disable Wi-Fi and Bluetooth scanning. Scanning Wi-Fi networks and Bluetooth devices will improve the accuracy of indoor positioning.

# Enable App Lock

App lock allows you to set a password for your WeChat, Alipay, and other important apps. Once you restart your Phone or unlock the screen, you will be asked to enter your App lock password when opening the apps for the first time. App lock enhances the protection of your private information and prevents unauthorised access to important apps on your device.

**Enable App lock**: Open  **Settings**. Go to **Security & privacy** > **App lock**. When you access the app for the first time, follow the onscreen instructions to set the password and enter the app lock. In

subsequent access, you can directly enter the app lock password. On the App lock screen, enable App lock for the apps you want to protect. When accessing a locked app for the first time, you need to enter the password in the password text box. If you forget the password, touch **Forgot password**, enter the answer in the password protection question box, and reset the password. If you have not set the password protection, the **Forgot password** option is not available.

> ⓘ If you have set up facial recognition to unlock your Phone and are opening App lock for the first time, you can follow the onscreen instructions to associate your facial recognition with App lock for easier app unlocking.

**Modify your App lock password and password protection**: Touch ⚙ on the App lock screen, and then touch **Change password** or **Change password protection** to modify your App lock password or password protection.

# More Security Settings

**Enhanced Data Protection: Defend Your Privacy**

Worried that your photos, bank account information, or other private data might get leaked if your Phone is lost or stolen? Huawei Phones now feature security chips in addition to the combined protection provided by the trusted root key and lock screen password. Whether your data is stored in a memory card or internal storage, it will receive the highest level of protection.

**Stronger encryption and safeguards**: Huawei Phones use a hardware key that cannot be used to decrypt data when separated from the Phone. Based on the trusted root key, the encrypted components are incorporated into the memory control chip to enhance the data protection capability of the hardware. This works together with your lock screen password to protect your private data. When you use PrivateSpace, Multi-user, encrypted memory files, or other features to encrypt photos, personal information, or other personal data, the only way your data can possibly be decrypted is if the trusted root key, lock screen password, and security chip are simultaneously cracked. Not all devices support memory cards.

# Backup and Restoration

## Data Backup to a USB Storage Device

If you are running out of storage space on your Phone or you want to back up your important data to an external storage device, you can connect your Phone to a USB storage device using a USB OTG cable and back up your data to the storage device. USB storage devices compatible with your Phone include USB flash drives, card readers, and devices with an SD card inserted.

Open ⚙ **Settings**, go to **System** > **Backup & restore** > **Data backup** > **External storage** > **USB storage**, then touch **BACK UP**. On the **Select data** screen, select the data you want to back up and touch **Back up**.

- ℹ • You can go to ⋮ > **Backup encryption** > **Encrypt backups** to enable **Backup encryption** on the backup page, and then set a password when prompted. The password will be used when you want to restore files later. Always remember your backup password or set security questions to help remember the password as you will not be able to retrieve your backup files without it.

## Reset Your Phone

If the operating speed of your Phone starts to slow down due to long-term accumulation of caches and residual files, you can reset your Phone to erase these cached files completely and restore your device's factory settings.

**Reset network settings**: This will restore your Wi-Fi, mobile data network, and Bluetooth settings, including hotspot tethering and Bluetooth pairing information. It won't change other settings on your Phone, or delete any data or files.

Open ⚙ **Settings**, go to **System** > **Reset** > **Reset network settings**, touch **Reset network settings**, and follow the onscreen instructions to reset the settings.

**Restore all settings**: This will restore your device's initial network settings, fingerprint data, face data, and lock screen passwords. It won't reset settings for Find my Phone or HUAWEI ID, nor will it delete any data or files.

Open ⚙ **Settings**, go to **System** > **Reset** > **Reset all settings**, touch **Reset all settings**, and follow the onscreen instructions to reset the settings.

**Restore factory settings**: This will delete all data in your device's memory and storage, including your account settings, system settings, app data, installed apps, music, images, and documents, and restore your Phone to its original factory settings. Back up your data before restoring your device to its factory settings.

Open ⌖ **Settings**, go to **System** > **Reset** > **Reset phone**, touch **Reset phone**, enter the screen unlock password (if any), and follow the onscreen instructions to reset the settings.

# Wi-Fi and Network

## Wi-Fi

### Connect to Wi-Fi

By connecting your device to a Wi-Fi network, you can effectively save mobile data.

ⓘ To avoid potential security risks (such as unauthorised access to your personal data and financial information), please exercise caution when connecting to a public Wi-Fi network.
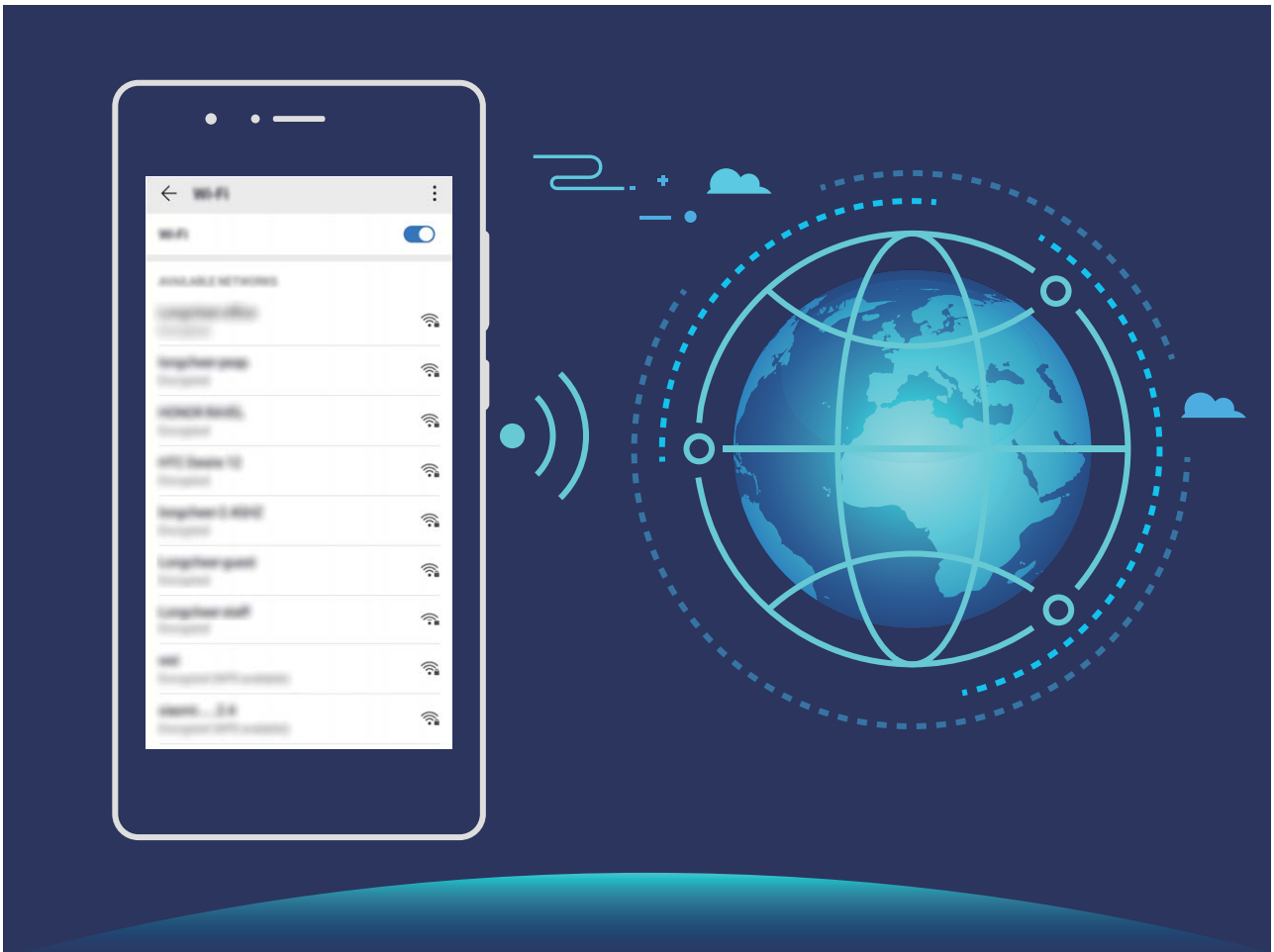
**Connect to a Wi-Fi Network**: Open 🔲 **Settings**, go to **Wireless & networks** > **Wi-Fi**, and enable **Wi-Fi**. Touch a Wi-Fi network to access it, and enter the network password or complete the authentication if required. Alternatively, you can scroll to the bottom of the menu, touch **Add network**, and follow the onscreen instructions to add a network hotspot by entering its name and password.

### Transfer Data Using Wi-Fi Direct

Wi-Fi Direct allows you to rapidly transfer data between Huawei devices. Wi-Fi Direct is faster than Bluetooth and does not require devices to be paired. It is better suited to transferring large files over short distances.

**Send files with Wi-Fi Direct**: Open ▥ **Files**, touch and hold a file you want to send, and go to **More** > **Share** > **Wi-Fi Direct**. When another device is detected, touch its name to establish the connection and begin file transfer.

**Receive files with Wi-Fi Direct**: Enable **Wi-Fi**. In the Wi-Fi settings screen, touch ⋮ > **Wi-Fi Direct** to enable detection. When you receive an incoming file prompt, touch **Accept** to begin the transfer. The received file will be saved under **Files** in the **Wi-Fi Direct** folder by default.

# 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.

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

**2** Touch ⑪ to enable mobile data.

> ⓘ To save battery power and reduce data usage, disable your mobile data connection when you don't need it.

# Share Your Mobile Network with Other Devices

You can share your mobile data with your friends.

**Use Wi-Fi hotspot to share mobile data**: Open 🔘 **Settings** and go to **Wireless & networks** > **Tethering & portable hotspot** > **Portable Wi-Fi hotspot** > **Configure hotspot**. Set the Wi-Fi hotspot name, encryption type, and password, then touch **Save** and enable the hotspot to use it.

> ⓘ **Set data limit for shared mobile data**: Go to **Settings** > **Wireless & networks** > **Tethering & portable hotspot** > **Portable Wi-Fi hotspot**, and touch **Data limit** to set the data limit for a single session. When this limit is reached, your device will automatically disable the hotspot.

**Use Bluetooth to share mobile data**: Connect your device to another device using Bluetooth, then enable Bluetooth tethering to share your mobile data. Open 🔘 **Settings**, go to **Wireless & networks** > **Tethering & portable hotspot**, and enable **Bluetooth tethering**. On the **Bluetooth** settings screen of the paired device, touch ⚙ next to the paired device, then enable **Internet access** to establish an Internet connection and share your mobile data.

**Use USB to share mobile data**: Use a USB cable to connect your device to a computer. Open 🔘 **Settings**, go to **Wireless & networks** > **Tethering & portable hotspot**, and enable **USB tethering** to start sharing your mobile data.

> ⓘ Depending on your computer's operating system, you may need to install device drivers or establish the relevant network connection on your computer before using this feature. Refer to your computer's operating system guide for more information.

# Sound and Display

## Set Up Do Not Disturb Mode

Do not disturb mode blocks calls from strangers and only notifies you when you receive calls and messages from chosen contacts.

Open **Settings**, go to **Sounds** > **Do not disturb**, enable **Do not disturb**, then touch **Do not disturb options** to select one of the following options:

- **Allow calls and messages from important contacts**: Select **Allow priority interruptions only**, then touch **Define priority interruptions** to configure which contacts can call or message you.
- **Allow alarm notifications**: Select **Alarms only** to allow interruptions from alarms.
- **Disable all interruptions**: Select **Don't disturb at all** to disable all ringtones, vibrations, and alarms as well as to prevent the screen from turning on for incoming calls, messages, and alarms.

  - Some third-party apps may continue to ring when priority interruptions and alarms are allowed in Do not disturb mode. Use the in-app settings to mute notifications from these apps.

**Schedule rule**: Prevent interruptions at set times, such as weekends or evenings. Touch **Time** to set the time period and repeat cycle, then enable **Time**.

**Event rule**: Prevent interruptions during meetings or events. Touch **Event**, set the calendar events, then enable **Event**.

## Configure Your Sound Settings

When you are watching films or playing games, your device will automatically switch to stereo sound to enhance your audio experience. You can also adjust ringtone and audio reminder settings to suit different occasions.

**Stereo sound in landscape mode**: Want to enjoy stereo sound when watching films or playing games? With the **Stereo+** feature enabled, your device automatically switches to stereo sound when in landscape mode. This feature is enabled by default. To disable this feature, open **Settings**, go to **Sounds** > **More sound settings**, and disable **Stereo+**.

**Adjust system volume**: Press a Volume button, then slide to adjust the media volume. Alternatively, you can touch to display the sound settings screen and adjust the ringtone, media, and alarm volume from there.

- You can also adjust the volume in the system settings. Open **Settings**, touch **Sounds** and slide to adjust the volume.
- On the sound settings screen, touch and select . You can now use the Volume buttons to adjust the ringtone volume.

**Switch between sound, vibration, and silent mode**: Swipe down from the status bar to open the notification panel. Touch 🔔 to switch between **Sound** mode, **Silent** mode, and **Vibration** mode.

**Enable keypad and notification sounds**: Open ⚙ **Settings**, and go to **Sounds** > **More sound settings** to enable or disable keypad touch sounds, screenshot sounds, and touch vibration.

**Set your device to Silent mode**: From the **Sounds** screen, enable **Silent mode**, then enable **Vibrate in silent mode**. Now when you receive an incoming call, your screen will light up and your device will vibrate.

**Customise your ringtone and notification sound**: From the **Sounds** screen, choose a ringtone or notification sound according to your personal preference.

# Enable Eye Comfort Mode to Prevent Eye Strain

Do your eyes get tired and sore after looking at your Phone for a long time? Eye comfort mode can effectively reduce blue-light and adjust the screen to warmer colours, relieving eye fatigue and protecting your eyesight.

**Enable Eye comfort mode**: Open ⚙ **Settings**, go to **Display** > **Eye comfort**, and enable **Eye comfort**. The Eye comfort mode icon 👁 will be displayed in the status bar. Once Eye comfort mode is enabled, blue light will be filtered out and the screen will take on a yellow tint.

**Quickly enable or disable Eye comfort mode**: Swipe down from the status bar to open the notification panel. From the notification panel, expand the shortcuts panel, then enable or disable 👁 .

**Enable Eye comfort mode at set times**: You can configure your Phone to enable Eye comfort mode for a set period of time each day. When Eye comfort mode is disabled, open ⚙ **Settings**, go to **Display** > **Eye comfort**, and enable **Scheduled**, then set your desired **Start time** and **End**.

**Adjust Eye comfort mode colour temperature**: Once Eye comfort mode is enabled, blue light will be filtered out and the screen will take on a mild yellow tint. You can adjust the colour temperature as needed. After you have enabled **Eye comfort**, you can adjust the colour temperature slider for a cooler or warmer screen colour.

ⓘ ● After using your mobile phone for half an hour, rest your eyes for 10 minutes.

● While you are resting, look into the distance to adjust the focusing muscles of your eyes and avoid eye fatigue.

● Cultivating good eye care habits will protect your vision and prevent near-sightedness.

# Change the Display Settings

Change the font size and adjust the screen brightness to suit your needs.

Open ⚙ **Settings** and touch **Display**. From here, you can:

- **Full-screen display**: Go to **More display settings** > **Full-screen display** to display the app in full screen mode as required.

- **Configure the notch display settings**: Touch **More display settings** > **Notch** to configure the notch display settings.

- **Change the image and text size**: Touch **Text and display size** and select a display mode to suit your needs.

- **Enable automatic screen rotation**: Go to **More display settings** > **Auto-rotate screen** to enable automatic rotation. Alternatively, swipe down from the status bar to open the notification panel, and then enable ⬦ .

- **Adjust the colour temperature**: Go to **Colour temperature**. You can select the **Default**, **Warm**, or **Cold** option recommended by the system. Alternatively, touch anywhere on the circle or drag the spot to manually adjust the colour temperature.

- **Play screen savers while charging in Sleep mode**: Go to **More display settings** > **Screen saver**, and enable **Screen saver**. You can set **Picture source** and **Playback duration**. After the setting is complete, your Phone will display a slideshow of your photos when it is being charged and enters Sleep mode.

- **Display more information in the status bar**: Touch **More display settings**. Depending on your preferences, you can enable **Display carrier name** or **Display network speed**.

# Storage

## Enable Memory Cleanup

Your device may slow down over time as your storage space gets smaller. Use Memory cleanup to free up storage space, improve system performance, and keep your device running smoothly.

Open  **Phone Manager**, then touch **Cleanup** to clean up memory and clear the cache to optimise performance with one touch. If your storage space is still low, perform a deep clean to free up additional storage space.

# System

## Change the Input Method

You can change the input method on your device as desired.

**Switch the input method**: Open ⚙ **Settings**, go to **System** > **Language & input** > **Default keyboard**, and select an input method.

## Accessibility

**Enable TalkBack to Have Onscreen Content Read Aloud**

Your device reads aloud content on the screen that you touch, select, or activate, helping you interact with your device when you can't read content on your screen clearly.

**1** Open ⚙ **Settings** and go to **Smart assistance** > **Accessibility** > **TalkBack** > ⚙ to enter the TalkBack settings screen.

**2** Enable **TalkBack** and touch **OK**. Your device will launch a tutorial when you enable TalkBack for the first time. If you need to listen to the tutorial again, touch ⚙ to enter the TalkBack settings screen, and launch the tutorial.

**3** Touch ⚙ and enable **Explore by touch**. Your device will read aloud content that you touch.

You may have enabled TalkBack by accident. To disable TalkBack, press and hold the Power button until your device vibrates, then touch the screen with two fingers for at least three seconds.

**Learn TalkBack Gestures**

TalkBack uses a special set of gestures. When TalkBack is enabled, these gestures are required to interact with your device.

ⓘ To disable TalkBack, press and hold the Power button until your device vibrates, then touch the screen with two fingers for at least three seconds.

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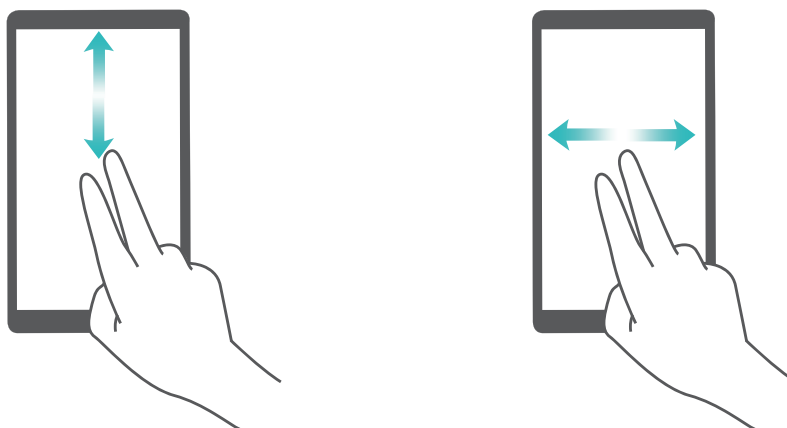
**Select an item**: Touch an item with one finger to select it (not open it). Your device will read out the content of the selected item.
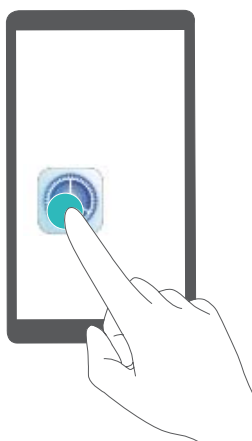
**Open an item**: Double-tap any part of the screen using one finger to confirm your selection from the previous step.
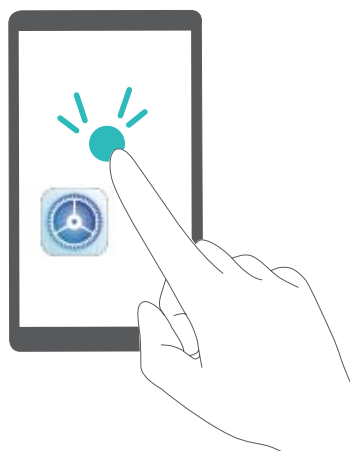
For example, if you want to open **Settings**, touch the **Settings** icon once with one finger, then touch twice anywhere on the screen.

## Use Text-to-Speech Output with TalkBack

The text-to-speech feature can read aloud texts on the screen of your device. It can also be used with TalkBack to help you interact with your device when you can't read content on your screen clearly.

Open ⚙ **Settings**, go to **Smart assistance** > **Accessibility**, and enable **Text-to-speech**. Configure your preferred engine and speech rate.

## Enable Colour Correction

Colour correction enables your device to compensate for colour blindness.

ⓘ When colour correction is enabled, users with normal colour vision may have difficulty viewing some colours.

Open ⚙ **Settings**, go to **Smart assistance** > **Accessibility** > **Colour correction**, then enable **Colour correction**. Touch **Correction mode** to select the required colour correction mode.

## Use Select to Speak

Enable Select to Speak to hear selected screen content read aloud.

Open ⚙ **Settings**, go to **Smart assistance** > **Accessibility** > **Select to Speak**, enable **Select to Speak**, and touch **OK**. The 👤 icon will be displayed in the lower right corner of your screen. You can also:

**Read text on images**: Touch **More settings**, then enable **Read text on images**.

To use **Select to Speak**, touch the 👤 icon, then tap texts or images with text on your screen to hear content read aloud.

ⓘ You need to use the three-key navigation method for this feature to work.

# General Settings

## Change Your System Language

Want to change your Phone's system language? This can be done with ease.

Open ⚙ **Settings**, go to **System** > **Language & input** > **Language** > **Language preferences** and select your system language. If you cannot find your language from the language list, touch **Add language** to add your language.

## Set the System Date and Time

If you travel abroad or change your SIM card, your device will automatically display the date and time provided by the local mobile network. You can also adjust the date and time manually, change the time format, or set dual clocks on your lock screen.

Open ⚙ **Settings**, and go to **System** > **Date & time**. From here you can:

- **Change the date and time**: Enable **Set automatically** to sync your device's date and time with that of your mobile network. Disable **Set automatically** to set your date and time manually.

- **Change the time zone**: Enable **Set automatically** to sync your device's time zone with that of your mobile network. Disable **Set automatically** to set your time zone manually.

- **Change the time format**: Enable **24-hour time** to set your time format to 24 hours. Disable **24-hour time** to set your time format to 12 hours.

- **Set dual clocks on your lock screen**: When you are roaming outside of your home country, your device will automatically display the local date and time provided by the local mobile network. Enable **Dual clocks** and set **Home city** to display dual clocks on your lock screen. One clock will display the local time and the other clock will display the time in your home country.

Time and date
in your
selected city

Network-provided
date and time
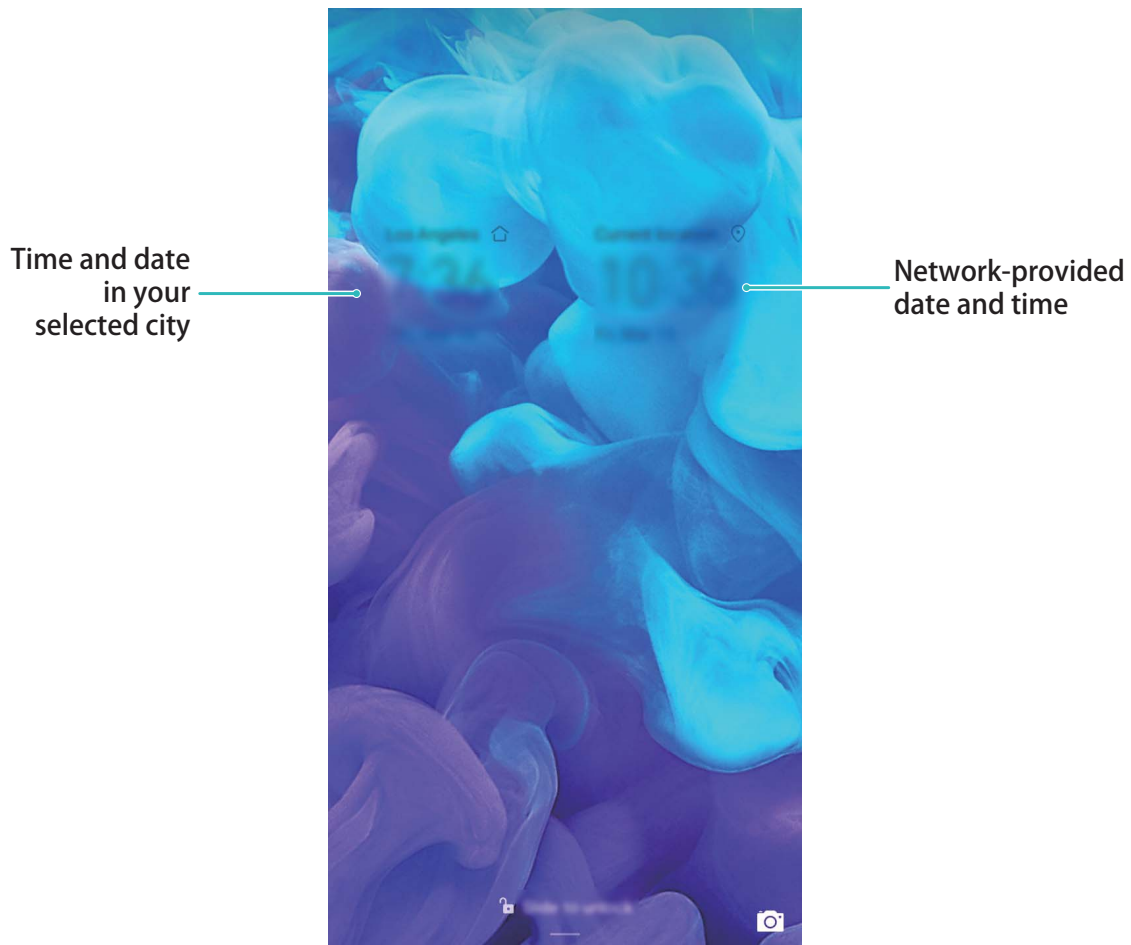
## Print Documents and Photos from Your Phone

Connect your Phone to a printer over Wi-Fi to print out documents and photos with ease.

- Mopria allows you to print directly from your Phone to a Mopria-certified printer. The printer connects to your Phone over Wi-Fi.

    - If your printer is not Mopria-certified, contact the printer manufacturer to obtain a plug-in for your model.

**1** Connect your Phone and printer to the same Wi-Fi network.

- **Connect to your printer's hotspot**: If your printer has a wireless hotspot, follow the instructions in the printer manual to enable the hotspot and set a password. On your Phone, open  **Settings** and go to **Wireless & networks** > **Wi-Fi**. Enable **Wi-Fi**, select the printer hotspot, and then follow the onscreen instructions to establish the connection.

- **Connect with Wi-Fi Direct**: If your printer supports Wi-Fi Direct, follow the instructions in the printer manual to enable this feature. On your Phone, open  **Settings** and go to **Wireless & networks** > **Wi-Fi**. Enable **Wi-Fi**, touch  > **Wi-Fi Direct**, and then select your printer from the list of detected devices.

- **Connect to your router**: On your printer, enable Wi-Fi and connect to your home router. On your Phone, open  **Settings** and go to **Wireless & networks** > **Wi-Fi**. Enable **Wi-Fi**, select your router, and then follow the onscreen instructions to complete the settings.

**2** Open  **Settings**. Go to **Device connectivity** > **Printing** > **Default Print Service** and check that **Default Print Service** is enabled. Select a printer from the search results, follow the onscreen instructions to manually add a printer.

**3** You can now print directly from your Phone:

- **Print an image**: Go to **Gallery**. Open the image that you want to print, go to **More** > **Print or export to PDF**, and then follow the onscreen instructions to send the image to the printer.

- **Print a webpage**: In your browser, open the webpage that you want to print, and then select the print option from the menu.

- **Print a document**: Open the document that you want to print in a productivity app and select the print option from the menu.

- **Print a note**: Open  **Notepad**. Open the note that you want to print, go to **Print**, and then follow the onscreen instructions to send the note to the printer.

## View Memory and Storage Status

Unsure of how much memory and storage you have left after using your Phone for a long time? You can view your Phone's memory and storage information to help you monitor your memory and storage use and decide whether to perform a cleanup.

 Not all devices support microSD cards.

Open  **Settings**, and touch **Storage** to view the memory usage, and free up more space in a timely manner based on the available storage space.

**Clean up space (recommended)**: If you select **CLEAN UP**, you can view the usage details of apps. Based on the scan result, you can also manually clean up the system as recommended or specify items to clean up.

# System Update

## Update the Device System Online

ⓘ ● Before installing the update, connect your device to the Internet. Online updates consume mobile data, so it is recommended that you use a Wi-Fi network.

● Make sure that the battery level remains above 30% during the update.

● Using unauthorised third-party software to update your device may damage your device or put your personal information at risk. You are advised to update your device online or bring your device and proof of purchase to an authorised Huawei Customer Service Centre for updates.

● Your data may be erased after a system update. Back up important data before updating your device.

● After the update, certain third-party apps, such as e-banking and game apps, may be incompatible with the new system. Regularly update such third-party apps to fix compatibility issues.

**1** Open 🔘 **Settings**.

**2** Go to **System** > **Software update**.

● When the system detects a new version, go to **New version** > **DOWNLOAD AND INSTALL**.

● If the system is running the latest version, go to ⋮ > **Download latest full package**. When the system detects a new version, go to **New version** > **DOWNLOAD AND INSTALL**.

Device updates take some time. Do not perform any operations during the update. After an update, your device will automatically restart.

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# 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.

- 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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Note: Remember the Google account your phone last logged in to.
During an untrusted factory settings restoration or microSD card–based update, Google's anti-theft mechanism requires you to enter the Google account your phone last logged in to on the startup navigation screen for identity authentication. Your phone can properly power on only after the identity authentication passes.

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