

HUAWEI MatePad T ⁸

User Guide

HUAWEI

Contents

Essentials

Basic Gestures	1
System Navigation	2
Phone Clone	3
Lock and Unlock Your Screen	4
Get Familiar with the Home Screen	4
Notification and Status Icons	5
Shortcut Switches	6
Home Screen Widgets	6
Set Your Wallpaper	7
Screenshots&Screen Recording	7
View and Clear Notifications	8
Adjust Sound Settings	8
Enter Text	9
Split-screen Mode and Floating Window	9
Power On and Off or Restart Your Device	10
Charging	10

Smart Features

Huawei Share	12
--------------	----

Camera and Gallery

Launch Camera	14
Take Photos	14
Take Panoramic Photos	15
Take HDR Photos	15
Record Videos	15
Adjust Camera Settings	16
Manage Gallery	16

Apps

Apps	20
Calendar	20
Clock	21
Notepad	23
Recorder	23
Email	24
Calculator	27
Quickly Access Frequently Used App Features	28
Tablet Manager	28
Phone Clone	29

Settings





Wi-Fi	30
Bluetooth	30
More Connections	31
Home Screen&Wallpaper	32
Display&Brightness	33
Sounds&Vibration	34
Notifications	35
Biometrics&Password	35
Apps	37
Battery	37
Storage	38
Security	38
Privacy	39
Accessibility Features	40
System&Updates	41
About Tablet	44

Essentials

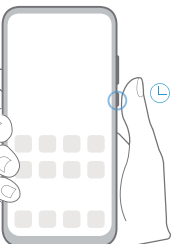
Basic Gestures

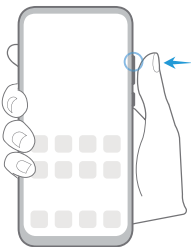
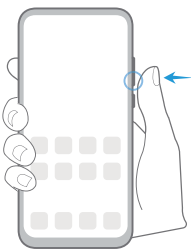
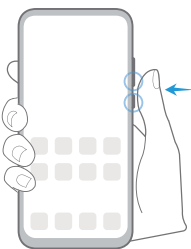
Basic Gestures

More Gestures

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


Button Shortcuts

	<p>Power off and restart Press and hold the Power button until the Power off and Restart options appear.</p>
---	---


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

System Navigation

Change the Navigation Mode

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


Navigate with Gestures

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

After enabling **Gestures**, you can:





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

Three-Key Navigation

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

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

The icons on the navigation bar are as follows:

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

Customise the Navigation Key Combination

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




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


Phone Clone

Phone Clone




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

Clone Data from an Android Device


- 1 On your new device, open  **Phone Clone**. Alternatively, go to  **Settings** > **System & updates** > **Phone Clone**, touch **This is the new phone**, then touch **Huawei** or **Other Android**.
- 2 Follow the onscreen instructions to download and install **Phone Clone** on your old device.
- 3 On your old device, open  **Phone Clone** and touch **This is the old phone**. Follow the onscreen instructions to connect your old device with your new device by scanning a code or connecting manually.
- 4 On your old device, select the data you want to clone, then touch **Transfer** to start cloning.

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

Clone Data from an iPhone or iPad

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

4 On your old device, select the data you want to clone, then follow the onscreen instructions to complete the data cloning.

 Phone Clone is only available on devices running iOS 8.0 or later.

Lock and Unlock Your Screen

Lock and Unlock Your Screen

Lock the Screen

If your tablet remains inactive for a period of time, it will automatically lock the screen and enter sleep mode to save power.

Alternative, you can manually lock the screen in either of the following ways:

- Press the Power button.
- On the home screen, pinch two fingers together to enter screen editing mode. Touch **Widgets**, then drag the **Screen Lock** icon to the home screen. You can now touch the **Screen Lock** icon to lock the screen.

Set the Screen Timeout Period

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

Unlock the Screen with Password

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

Change the Lock Screen Display

When using an official theme, you can set to display your step count and signature on the lock screen.

Display Your Signature on the Lock Screen

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

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

Get Familiar with the Home Screen

Get Familiar with the Home Screen


From the home screen, you can:

- Check the status of your device and notifications from the status bar at the top of the screen.



































- Swipe left or right to view apps and widgets displayed on the home screen.


















Notification and Status Icons

Notification and Status Icons

 Network status icons may vary according to your region or network service provider.

Supported functions vary according to the device model. Some of the following icons may not be applicable to your device.

	5G network connected		4G network connected
	3G network connected		2G network connected
	Full signal strength		Roaming
	Data saver enabled		SIM card not found
	Hotspot enabled		Hotspot connected
	Calling		VoLTE enabled
	Wi-Fi network connected		SkyTone in use
	Hotspot disconnected		Network being switched by Wi-Fi +
	Airplane mode enabled		Alarm set
	Battery empty		Battery low
	Charging		Quick charging
	Super charging		Super wireless charging
	Quick wireless charging		Regular wireless charging
	Power saving mode enabled		Digital balance enabled
	Bluetooth enabled		Bluetooth device battery
	Bluetooth device connected		VPN connected
	Driving mode		Projection device connected


	Location service enabled		Eye Comfort mode enabled
	Headset connected		Headset with a microphone connected
	Missed call		Unread SMS
	Microphone disabled		Muted
	More notifications		Vibrate only
	NFC enabled		Do Not Disturb mode enabled
	Data syncing		Data sync failed
	Performance mode enabled		New email
	Event reminders		

Shortcut Switches


Shortcut Switches

Turn on a Shortcut Switch

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

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

Customise Shortcut Switches

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

Home Screen Widgets

Home Screen Widgets

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



Add a Widget to the Home Screen

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



Set Your Wallpaper

Set Your Wallpaper

Use a Preset Wallpaper

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

Set an Image from Gallery as Your Wallpaper

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

Screenshots&Screen Recording

Take a Screenshot

Use a Key Combination to Take a Screenshot

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


Use a Shortcut to Take a Screenshot

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

to show all shortcuts. Touch  to take a screenshot.

Share and Edit a Screenshot, or Switch to Scrollshot

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

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

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


View and Clear Notifications

View and Clear Notifications

View Notifications


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

Clear Notifications

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

Block, Silence, or Delay Notifications

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

-  Some system notifications can't be blocked, cleared, or delayed.

Adjust Sound Settings

Adjust Sound Settings

Press a Volume Button to Adjust the Volume

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





Press the Power Button to Mute Your Device When It Rings

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

Enter Text

Edit Text

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

- 1 Touch and hold the text until  appears. In some apps, what happens after you touch and hold the text may differ. For example, if you touch and hold a sent or received message, an option menu will be displayed, and  will appear only after you touch **Select text**.
- 2 Drag  and  to select the text you need, or touch **Select all** to select all text.
- 3 Touch **Copy** or **Cut** as needed.
- 4 Touch and hold the space where you want to paste the text until **Paste** appears, then touch **Paste**.



Split-screen Mode and Floating Window

Split-screen Mode


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

Enable Split-screen Mode


 Certain apps do not support Split-screen mode.



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

Adjust the Size of the Split-screen Panes



Drag  in the middle of the split screen line to the desired position on the screen.

Switch the Split-screen Panes

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

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

Disable Split-screen Mode

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

Power On and Off or Restart Your Device

Power On and Off or Restart Your Device

Restart Your Device

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

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

Force Restart Your Device

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

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

Charging

Charge Your Device

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





Precautions for Charging

- Charge your device using the standard adapter and USB cable that came with your device. Using other chargers or USB cables may cause repeated restarts, slow charging, overheating, or other undesirable effects.
- Your device will automatically run a safety check when a charger or other device is connected to the USB port. If moisture is detected in the USB port, your device will automatically activate safety measures and stop charging. Disconnect your device from the USB port and wait until the USB port is dry.
- The time required to fully charge the battery depends on the ambient temperature and age of the battery.
- Batteries have a limited number of charge cycles. When the battery life becomes noticeably shorter, go to an authorised Huawei Customer Service Centre to replace the battery.
- Do not cover your device or charger during charging.

- Your device may heat up when you have been using it for an extended period of time, especially in high temperatures. In this case, stop charging, disable some features, and move your device to a cool place.
- Please do not use your device while it is charging.
- If your device does not respond after you press and hold the Power button, the battery may have run out. Charge for 10 minutes and then power it on.

Overview of Battery Icons

You can check the battery level from the battery icon on the device screen.

Battery Icon	Battery Level
	Less than 4% battery remaining
	Charging, less than 10% battery remaining
	Charging, 10% to 90% battery remaining
	Charging, at least 90% battery remaining If 100% is displayed next to the battery icon, or a charging complete message is displayed on the lock screen, the battery is fully charged.

Smart Features



Huawei Share

Huawei Share

Huawei Share is a wireless sharing technology that allows you to quickly transfer images, videos, documents, and other types of files between devices. This technology uses Bluetooth to discover nearby devices that supports Huawei Share and Wi-Fi Direct to transfer files without using mobile data.

Enable or Disable Huawei Share



You can enable or disable Huawei Share in either of the following ways:

- Swipe down from the status bar to open the notification panel, then touch  to enable or disable **Huawei Share**. Touch and hold the toggle to enter the **Huawei Share** settings screen.
- Go to  **Settings** > **More connections** > **Huawei Share**, and enable or disable **Huawei Share**.


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

Quickly Share Files Between Your Devices with Huawei Share

You can use Huawei Share to quickly share files between Huawei devices. The recipient can preview the files before they are sent, then view the full content of the files once they have been received. For example, the recipient can view received pictures or videos in Gallery.

- 1 On the receiving device, enable **Huawei Share**.
- 2 On the sending device, touch and hold to select the files you want to share, then touch . Touch **Huawei Share**, then touch the icon of the receiving device to send the files.
 These steps may be different if you are sharing files directly from an app.
- 3 On the receiving device, touch **Accept** to accept the transfer.

To view the received files, go to **Files**, then go to **Internal storage** > **Huawei Share** on the **Categories** tab.

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

One-Touch Printing with Huawei Share

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


- 1 Depending on the type of printer, ensure the following:

- Wi-Fi capable printers: The printer must be powered on and connected to the same network as your device.
- Wi-Fi Direct capable printers: The printer must be powered on and have Wi-Fi Direct enabled.
- Bluetooth capable printers: The printer must be powered on and discoverable via Bluetooth.

2 On your device, preview the file to be printed, then go to **Share > Huawei Share**.

3 Once the printer has been discovered, touch its name on your device, and adjust the settings on the preview screen. Then, touch **PRINT** to print.

If you are connecting a Bluetooth printer to your device for the first time, find the printer on your device, touch the printer name, then press and hold the Power button on the printer for about 1 second to confirm the connection.

 For a list of supported printers, touch **Help** on the Huawei Share sharing screen, select **Printers**, then touch **What printers are supported?**.


Camera and Gallery

Launch Camera

Launch Camera

There are multiple ways to open the Camera app.

From the Home Screen


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

Take Photos

Take Photos

1 Open  **Camera**.

2 You can then:

- **Focus:** Touch where you want to focus.
To adjust focus and metering separately, touch and hold the viewfinder and drag the individual frame or ring to the desired location.
- **Adjust brightness:** Touch the viewfinder. When the  symbol appears next to the focus frame, drag it up or down.
- **Zoom in or out:** On the viewfinder, pinch in or out, or drag the zoom slider.
- **Select a camera mode:** Swipe left or right across the camera mode options.


Some features are only available when using the rear camera.

3 Touch  to take a photo.

Take Timed Photos

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



1 Open  **Camera**.

2 Go to  > **Timer** and select a delay option.

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

Use Audio Control to Take Photos

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





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

Take Panoramic Photos

Take Panoramic Photos

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

Use the Rear Camera to Take Panoramic Photos



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

Take HDR Photos

Take HDR Photos








When shooting photos with backlighting or a high light contrast, High Dynamic Range (HDR) mode can help you improve light and shadow effects in your photos, giving your photos sharper details.

Use HDR with the Rear Camera

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

Record Videos


Record Videos

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




Adjust Camera Settings

Adjust Camera Settings

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




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

Adjust the Aspect Ratio

- 1 Open  **Camera** and touch  to access the **Settings** screen.
 - 2 Touch **Aspect ratio** to select an aspect ratio (for example, 1:1 or 4:3).
-  This feature is not available in some modes.

Use the Assistive Grid to Compose Your Photos

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

- 1 Go to  **Camera** > .
- 2 Enable **Assistive grid**.
- 3 Grid lines will appear in the viewfinder. Place the subject of your photo on one of the intersecting points, then touch .

Enable Mirror Reflection

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

Mute the Shutter Sound

Enable **Mute** as needed.


Manage Gallery










View Photos and Videos

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




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

Edit Photos and Videos




Open  **Gallery**, touch the thumbnail of the photo you want to edit, then touch **Edit** to access the editing features.

- Rotate: Touch  and drag the angle wheel to the desired orientation.
You can also touch  to rotate your photo 90 degrees or  to flip it.
- Crop: Touch  and drag the grid or its corners to make your selection.
You can also select a fixed ratio and drag the corners of the grid to crop the photo.
- Add filter effects: Touch  to select a filter.
- Colour splash: Touch  to select the colours you want to highlight. Other parts of the photo will be black and white.
- Adjust photo effects: Touch  to adjust the brightness, contrast, saturation, and other qualities of the photo.
- Graffiti: Touch  to select a brush and colour to add graffiti.
- Add a text element: Touch  to select an element style and font format.


Add Stickers to Photos

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

Pixelate Photos




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

Rename Photos

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

Share Photos and Videos


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

- 1 Open  **Gallery**.
- 2 Use either of the following methods:
 - Share a single photo or video: Touch the photo or video, then touch .
 - Share multiple photos or videos: In an album, touch and hold to select multiple photos and videos, then touch .


Manage Gallery

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


Add Albums

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

Move Photos and Videos


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

Delete Photos and Videos


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

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

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


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

Recover Deleted Photos and Videos

In the **Recently deleted** album, touch and hold to select the items you want to recover, then touch  to restore them to their original albums.

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

Add Photos and Videos to Favorites

Open a photo or video, then touch .

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


Apps

Apps

Apps

Clear the Cache of an App

Delete app cache files to free up storage space.




Go to  **Settings** > **Apps** > **Apps**, select the app for which you want to clear the cache, then go to **Storage** > **Clear cache**.

Calendar



Add and Manage Events

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

Create an Event

- 1 Open  **Calendar** and touch .
- 2 Enter the details of the event, such as the title, location, and start and end times.
- 3 Touch **Add reminder** to set the reminder time for the event.
- 4 Touch  to save the event.


Import Meeting Reminders

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

Search for Events


- 1 On the **Calendar** screen, touch .
- 2 Enter keywords of your event in the search box, such as the title and location.

Share an Event

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

Delete Events



You can delete events using the following methods:

- On the **Calendar** screen, then touch the event to be deleted and touch .

Set a Calendar Notification



Set the calendar notification type according to your requirements. You can set status bar notifications, banner notifications, sound notifications, and more.

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

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

Customise the Calendar View

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

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



Set Alternate Calendars

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

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

View National/Regional Holidays




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

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

Clock

Alarm

Set an Alarm

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

Modify or Delete an Alarm

Touch an existing alarm to modify or delete it.

Snooze an Alarm

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

The snooze length is set when creating the alarm.




Turn Off an Alarm

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

Timer and Stopwatch

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

Timer



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

Stopwatch

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

View the Time in Cities Worldwide

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

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

Notepad

Manage Your Notepad



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

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

Sort Notepad Items by Category


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

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

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



Share Notepad Items


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

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

Delete Notepad Items





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

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


To restore a deleted Notepad item, touch **All notes** or **All to-dos**, select the item you want to restore in **Recently deleted**, then touch .




Recorder

Recorder




- 1 In the **Tools** folder, open  **Recorder**, and touch  to start a recording.
 - 2 During a recording, you can touch  to add a tag.
 - 3 When you are finished, touch  to stop recording.
 - 4 You can also touch and hold a recording, then share, rename, or delete it.
- Recordings are saved under **Files** > **Categories** > **Internal storage** > **Sounds**.

Play a Recording

Recording files are listed on the  **Recorder** home screen. Touch a recording to play it. On the recording playback screen, you can:

- Touch  to skip the muted parts.
- Touch  to adjust the playback speed.
- Touch  to add a tag.
- Touch a tag to rename it.

Edit a Recording


- 1 On the  **Recorder** home screen, touch a recording.
- 2 Touch  to display the waveform of the recording.
- 3 Drag the start and end bars to adjust the clip length. Pinch your fingers on the waveform to zoom in or out to adjust the clip length more precisely.
- 4 Touch  and select **Keep selected part** or **Delete selected part**.

Email

Add Email Accounts

Add your email account in **Email** and you can use your device for convenient email access at any time.

Add a Personal Email Account






- 1 Open  **Email** on your device and select from the available mailbox providers or touch **Other**.

- 2 Enter the email address and password, touch **Sign in**, and follow the onscreen instructions to configure the server settings. The system will automatically connect to the server and check the server settings.


Send Emails

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

Send an Email




- 1 Open  **Email**, then touch .
- 2 Enter the recipient's email address, or touch  to select a contact or group, then touch .
- 3 Add the addresses of any recipients to whom you wish to CC or BCC the email. If you have more than one email account, you will also need to select the email address you wish to send the email from.
- 4 Write the email and enter the subject, then touch .

Save an Email as a Draft

On the **Compose** screen, enter the recipient's email address, subject, or email content, and touch  to save the email as a draft.



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

Reply to an Email

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

Set Email Notifications



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

- 1 Go to  **Email** >  > **Settings** > **General** > **Notifications** and enable **Allow notifications**.
- 2 Select the email account you want to set notifications for, turn on the **Allow notifications** switch, then select a notification mode.

View and Manage Emails

Receive, view and manage your emails in the inbox.

View an Email


- 1 Open  **Email**, then swipe down on the **Inbox** screen to refresh the email list. If you have multiple email accounts, touch **Inbox** and select the email account you want to view.
- 2 Open an email, then view, reply to, forward, or delete the email. If you are notified about an important event in an email, touch  > **Add to calendar** to import the event into your calendar.
- 3 Swipe left or right to view the next or previous email.

Organise Emails by Subject

On the **Inbox** screen, go to  > **Settings** > **General**, then enable **Organise by subject**.

Sync Emails


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

- 1 On the **Inbox** screen, go to  > **Settings**.
- 2 Touch the account you wish to sync emails for, then turn on the **Sync Email** switch.
- 3 Touch **Sync frequency** to set the automatic syncing period.

Search for an Email

On the **Inbox** screen, touch the search box, then enter keywords such as the subject or content of the email.



Delete Emails

On the **Inbox** screen, touch and hold the email to be deleted, drag over the check boxes of any other emails you want to delete, then touch .

Manage Email Accounts

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


Add Email Accounts

- 1 Go to  **Email** >  > **Settings** > **Add account**.
- 2 Select an existing email service provider or touch **Other**, then follow the onscreen instructions to add an email account. Repeat for each of the accounts you wish to add.


Switch Between Email Accounts

On the **Inbox** screen, touch **Inbox** and select the email account you wish to use.

Change Account Name and Signature

On the **Inbox** screen, go to  > **Settings** and select an account. You can then set or change the **Account name**, **Signature**, and **Default account**.

Log Out of an Email Account



On the **Inbox** screen, go to  > **Settings**, select an account, and touch **Remove account**.

Manage VIP Contacts





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

Add a VIP Contact

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

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

Delete a VIP Contact

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


Calculator

Calculator





Use the calculator on your device to perform basic mathematical calculations and for calculating exponential, logarithmic, and trigonometric functions.

Use the Basic Calculator

You can open the calculator using either of the following methods:

- Find **Calculator** in the **Tools** folder.
- Swipe up from the bottom of the lock screen to display the shortcut panel, then touch  to open the calculator.

Copy, Delete, or Clear Numbers

- Copy a calculation result: Touch and hold the calculation result, touch **Copy**, then paste the result somewhere else, such as in a note or message.
- Delete the last digit: Touch .
- Clear the display: Touch . You can also touch  to clear the display after touching  to complete the calculation.


Quickly Access Frequently Used App Features


Quickly Access Frequently Used App Features

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

Quickly Access Frequently Used App Features

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

For example, touch and hold the  icon, then touch a shooting mode from the pop-up menu to access it.

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


Add Frequently Used App Features to the Home Screen

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

Tablet Manager

Cleanup

You can use **Cleanup** in **Optimizer** to scan for redundant or large files, such as app residue, unwanted installation packages, WeChat data, and more. Once detected, you can choose whether or not to delete files as suggested.

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


Clean Up Duplicate Files

Optimizer can identify duplicate files on your device.

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

One-Touch Optimisation

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

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

Phone Clone


Settings


Wi-Fi

Connect to a Wi-Fi Network

Connecting to the Internet over Wi-Fi is an effective way to save mobile data. You can also enable Wi-Fi security monitoring to avoid risky hotspots and ensure safe Internet access.

Connect to a Wi-Fi Network

 Be extra careful when connecting to a free public Wi-Fi hotspot to avoid security risks and economic loss resulting from the leakage of your personal data.

- 1 Go to  **Settings** > **Wi-Fi**, and enable **Wi-Fi**.
- 2 Connect to a Wi-Fi network on the **Wi-Fi** screen using either of the following methods:
 - Select a Wi-Fi network to connect to under **Available networks**. A password is required for encrypted networks.
 - To manually add a Wi-Fi network, scroll down to the bottom of the screen, touch **Add network**, and enter the SSID and password as prompted to complete the connection.

The  icon displayed on the status bar indicates that the device is connected to Wi-Fi.

Bluetooth



Bluetooth Basics

You can connect your device to Bluetooth headsets, speakers, and car kits. You can also use Bluetooth to share data between your device and other devices.

Make sure your device is within 10 m (about 33 ft.) of other Bluetooth devices.

Enable or Disable Bluetooth

You can enable or disable Bluetooth in either of the following ways:

- Swipe down from the status bar to open the notification panel, then touch  to enable or disable **Bluetooth**. Touch and hold the switch to enter the **Bluetooth** settings screen.
- Go to  **Settings** > **Bluetooth**, then enable or disable **Bluetooth**.


Set a Bluetooth Name

Set a Bluetooth name for your device to easily identify it during connection.

- 1 On the **Bluetooth** settings screen, toggle the **Bluetooth** switch on.
- 2 Touch **Device name**, enter a name, then touch **OK**.



Pair with a Bluetooth Device

- 1 Enable Bluetooth on the target device and set it to discoverable. For detailed instructions, refer to the device's user guide.
- 2 From your device, access the **Bluetooth** settings screen, and enable **Bluetooth** to have your device automatically search for nearby Bluetooth devices.
- 3 From the list of **Available devices**, select the one you want to pair your device with, and follow the onscreen instructions to complete pairing.


On the **Bluetooth** settings screen, touch  to view tips for connecting various Bluetooth devices.

Transfer Files via Bluetooth

You can use Bluetooth to transfer videos, pictures, contacts, and more to another device provided that both devices are within the effective Bluetooth range.

- 1 Pair the sending and recipient devices via Bluetooth.
- 2 On the sending device, touch and hold a file, select the files you want to share, touch , and select **Bluetooth**.
 -  Operations may vary if you are sharing files from apps directly.
- 3 Touch the Bluetooth name of the recipient device to start sharing.
- 4 On the recipient device, accept the Bluetooth transfer request.

Unpair a Bluetooth Device



- 1 On the **Bluetooth** settings screen, enable the **Bluetooth** switch.
- 2 In the list of **Paired devices**, touch  next to the name of the device you wish to unpair, then touch **Unpair**.

More Connections

Airplane Mode

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

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

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

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

Home Screen & Wallpaper

Manage the Home Screen

You can customise the home screen layout to suit your device usage habits.

Keep Home Screen Icons Aligned

Pinch two fingers together on the home screen to access **Home screen settings** mode, then enable **Auto-align**. With this feature enabled, empty spaces will automatically be filled when apps are removed.

Lock Home Screen Icon Positions

Pinch two fingers together on the home screen to access **Home screen settings** mode, then enable **Lock layout**.

Select the Home Screen Layout Pattern

Pinch two fingers together on the home screen, go to **Home screen settings > Layout**, then select a layout pattern you prefer.

Add App Icons to a Folder or Remove Them

Open a folder and touch . Then you can:

- Select one or more apps, and touch **OK** to add them to the folder.
- Deselect one or more apps, and touch **OK** to remove them from the folder. If you deselect all apps, the folder will be deleted.


Relocate a Screen Page

- 1 Pinch two fingers together on the home screen to access the Home screen editor.
- 2 Touch and hold the screen page you wish to relocate, then drag it to the desired position.

App Drawer

You can put your apps in a drawer and display only frequently used apps on your home screen to streamline your home screen.

Enable App Drawer

Go to  **Settings > Home screen & wallpaper > Home screen style**, and select **Drawer**. Once enabled, you can swipe up on the home screen to access all of your apps in the drawer.

Disable the Drawer Style


To disable the drawer style, set **Home screen style** to **Standard**.


Display & Brightness


eBook Mode

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

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




- Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts. Touch  to enable or disable **eBook mode**.

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

- Go to  **Settings > Display & brightness**, and enable or disable **eBook mode**.
 - If eBook mode is enabled together with Eye comfort mode, eBook mode will take effect to turn the screen of your device black and white.
 - If eBook mode is enabled together with Dark mode, the background of the screen will be black and text will be white.

Brightness, Colour, and Colour Temperature

You can manually adjust the screen brightness using either of the following methods:




- Swipe down from the status bar to open the notification panel. In the  section, drag the slider to adjust the screen brightness.
- Go to  **Settings > Display & brightness**. In the  section, drag the slider to adjust the screen brightness.


Eye Comfort Mode

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

- After every half hour of screen time, rest your eyes for at least 10 minutes.
 - Look into the distance to adjust the focusing muscles of your eyes and to avoid eye fatigue.
 - Cultivating good eye care habits will protect your vision and prevent near-sightedness.

Enable or Disable Eye Comfort Mode

- Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts. Touch  to enable or disable **Eye Comfort**. Touch and hold  to access the **Eye Comfort** settings screen.
- Go to  **Settings** > **Display & brightness** > **Eye Comfort**, and enable or disable **Enable**.

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


Set a Schedule for Eye Comfort Mode

Go to  **Settings** > **Display & brightness** > **Eye Comfort**, enable **Scheduled**, then set **Start** and **End** according to your preferences.

Adjust Text Style Settings

You can adjust the system text size and app display size, as well as the text style.

Enlarge or Reduce Text Size

Go to  **Settings** > **Display & brightness** > **Text and display size**, and drag the slider for **Text size**.


Enlarge or Reduce Display Size

Display size determines the size of content (including text and images) displayed within apps.

Go to  **Settings** > **Display & brightness** > **Text and display size**, and drag the slider for **Display size**.

Switch Between Portrait and Landscape Orientation

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


Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts. Touch  to enable or disable this feature.

Sounds&Vibration

Do Not Disturb

Do Not Disturb helps you prevent interruptions when you need to focus. When this mode is enabled, calls and messages will be muted and banner notifications will not be displayed.


Set a Schedule for Do Not Disturb

- 1 Go to  **Settings** > **Sounds & vibration** > **Do Not Disturb**, and disable **Do Not Disturb**.
- 2 Enable **Scheduled**. Your device will enter Do not disturb mode at the specified time on Saturdays and Sundays by default.
- 3 Touch **Scheduled** to set the time frame and repeat cycle.
- 4 You can also touch **Add** to set multiple start times.

Set the Notification Tone

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

Set the Default Notification Tone


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

Notifications

App Badges

When new notifications arrive for an app, a numbered badge will appear on the app icon. You can also set a dot as the badge, or hide the badge for some or all apps.

Turn Off App Badges


- 1 Go to  **Settings** > **Notifications**, and touch **App icon badges**.
- 2 Turn off the switch for some or all apps.

Change the Badge Display Mode

On the **App icon badges** screen, touch **Badge display mode**, and select **Numbers** or **Dots** according to your preference.

More Notification Settings

Notifications Turn on Screen

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


Biometrics&Password

Facial Recognition

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

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

Enrol Facial Data

- 1 Go to  **Settings** > **Biometrics & password** > **Face Recognition**, and enter your lock screen password.
- 2 Select **Enable raise to wake**.
- 3 Touch **Get started** and follow the onscreen instructions to enrol your facial data.

Enable Face Unlock

On the **Face Recognition** screen, touch **Unlock device**, and select an unlock method.

Access App Lock with Face Recognition

On the **Face Recognition** screen, enable **Access App Lock**, and follow the onscreen instructions to add your facial data to App lock.

You can then touch a locked app on your home screen and use face recognition to access the app.

Disable or Delete Facial Data

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


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

Lock Screen Password

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

Set the Lock Screen Password

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

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

Change the Lock Screen Password

- 1 On the **Biometrics & password** screen, go to **Change lock screen password**.
- 2 Enter the original lock screen password.


- 3** Enter a new password, or touch **Change unlock method** to select a password type, then follow the onscreen instructions to input a new password.

Disable Lock Screen Password

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

Apps

View or Change App Settings

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

Battery

Check Power Consumption




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

- Touch **Battery usage** to view power-intensive apps. Touch a power-intensive app to enable or disable power consumption alerts.
- Touch **Power consumption details** to learn more about the software and hardware power consumption.

Power Management

On the **Battery** screen, you can check the estimated battery time remaining, and enable a power saving mode to extend the battery life of your device.


Optimise Device Power Settings

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

Enable Performance Mode

Performance mode adjusts power settings to deliver maximum performance. This will cause the battery to drain more quickly, especially when graphic-intensive apps are used.

When the battery level is sufficient, go to  **Settings** > **Battery** (or  **Optimizer** > ) and enable **Performance mode**.




The  icon will then be displayed in the status bar.

- **Performance mode** is not available on some devices. If this option is not displayed in **Optimizer**, it indicates that your device does not support the feature.

Battery Settings

You can also set whether to display the battery percentage in the status bar, and whether to maintain a network connection when the device screen is turned off.

Display Battery Percentage on the Status Bar

Go to  **Settings** > **Battery** (or  **Optimizer** > ), touch **Battery percentage**, and choose to display the battery percentage, either inside or outside of the battery icon on the status bar.

Stay Connected while Your Device is Sleeping

If you would like your device to continue to receive messages or download data while it is in sleep mode, set to keep your device connected when it sleeps. Please note that this may increase power consumption.

On the **Battery** screen, touch **More battery settings**, then enable or disable **Stay connected while asleep** as required.


Storage

Check Storage Usage

Go to  **Settings** > **Storage** to check storage usage and optimise it when you feel necessary.

Security

App Lock

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

Change the App Lock Password or Security Questions

Enter the **App Lock** settings screen, go to  > **Password type**, and select **Lock screen password** or **Custom PIN** as the App Lock password.

If you select **Custom PIN**, you can go on to set a new password and security questions.

Cancel or Disable App Lock

On the **App Lock** settings screen, do the following:





- **Cancel App Lock:** On the locked app list, toggle off the switches beside the apps for which you want to cancel the lock.

- Reset App Lock: Go to  > **Disable App Lock** > **DISABLE**. This will cancel all locks, and clear all app lock settings.

Pin a Screen

You can pin the screen of an app so you can stay focused on it. Try this feature when playing games, watching videos, and more.

Go to  **Settings** > **Security** > **More settings** > **Screen pinning**, and enable **Screen pinning**.

- When using gesture navigation, swipe up from the bottom of the screen and hold to access the recent tasks screen, then touch  on an app preview. To unpin, swipe up twice from the bottom of the screen.
- When using three-key navigation, touch  to access the recent tasks screen, and touch  on an app preview. To unpin, touch and hold .

Privacy


Permission Management

Apps may require certain permissions, such as the Location permissions, in order to provide you with corresponding services.

However, some apps may obtain too many unnecessary permissions, posing potential risks to your privacy and information security. You can monitor the permissions granted to each app and deny those you deem unnecessary.

Manage the Location Permission

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



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

Location Services

Some apps need to obtain your location information to provide better services. You can enable or disable location services, and grant or deny the permission to access location information for particular apps as required.

Enable or Disable Location Services

You can enable or disable location services in either of the following ways:

- Swipe down from the status bar to open the notification panel and swipe down further to display all shortcut switches. Touch  to enable or disable this function.
- Alternatively, go to  **Settings** > **Location** and enable or disable **Access my location**.

After location services are disabled, your device will prevent all apps and services from collecting and using location information, with the exception of some built-in apps. When these apps or services need to use location information, your device will remind you to enable location services again.

Increase the Accuracy of Location Services

You can improve the positioning accuracy of your device by allowing apps and services to scan for nearby Wi-Fi networks and Bluetooth devices or access correction data for global navigation satellite systems (GNSS).

Go to  **Settings** > **Location** > **Advanced settings**, then set the options as required.


Accessibility Features

Accessibility

Screen reader apps are designed to assist visually impaired users to use a device.

Enable Colour Correction to Customise the Screen Colour

Colour correction helps people with poor eyesight see the screen content more easily.

1 Go to  **Settings** > **Accessibility features** > **Accessibility** > **Colour correction** and enable **Colour correction**.

2 Touch **Correction mode** to select a colour correction mode.

Use Magnification Gestures

Use magnification gestures to zoom in on the screen.

On the **Accessibility** > **Magnification** screen, touch **Magnification**, then enable it.

Zoom in or out by touching the screen three times in a row.

- While zoomed in, spread two or more fingers to further zoom in, then pinch two or more fingers together to zoom back out.
- Drag the screen with two or more fingers to view other parts of the screen.


Enable Colour Inversion

Colour inversion allows you to invert the colour of the text and the background. When Colour inversion is enabled, your device will display text in white and the background black.

On the **Accessibility** screen, enable **Colour inversion**.

Scheduled Power On/Off


Use the **Scheduled power on/off** feature to power your device on and off at set times, to save power and prevent interruptions while resting.

- 1 Go to  **Settings** > **Accessibility features** > **Scheduled power on/off**, and enable **Scheduled power on/off**.
- 2 Set the power on and off times, as well as the repeat cycle. Your device will power on and off automatically at the specified times.

To stop using this feature, disable **Scheduled power on/off**.


System&Updates

Language and Region

- 1 Go to  **Settings** > **System & updates** > **Language & input** > **Language and region**, then select the language you want to use.
- 2 If the language is not listed, touch **Add language**, then locate and touch it to add it to the list.
- 3 Touch **Region** to select a country/region, so the display content will adapt to the local culture and habits of the country/region you have selected.

Input Method

You can download a third-party input method and set it as the default input method.

- 1 Download the input method from an official app market.
- 2 Follow the onscreen instructions to set it as the default input method, or go to  **Settings** > **System & updates** > **Language & input** > **Default keyboard** and select the input method.

Date and Time

Your device is able to sync to the local date, time, and time zone over a mobile network. You can also manually set the date, time, and time zone for your device.

Go to  **Settings** > **System & updates** > **Date & time**, then set the options according to your requirements.


Change the Time Format

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

Back Up with an External Storage Device

Back Up with a Memory Card

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

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


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

 The new password is only valid for backups created thereafter.

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

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

Restore Your Backup from a Memory Card

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

Back Up with a USB Storage Device

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

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

To reset the password, go to the **USB storage** backup screen, then  > **Reset password**.

 The new password is only valid for backups created thereafter.


Restore Your Data from a USB Storage Device

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

Reset Your Device


Reset Network Settings

This operation will reset your Wi-Fi, mobile data network, and Bluetooth settings. It will not change any other settings on your device or delete any data.

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


Restore All Settings

This operation will reset all network settings and your lock screen password. If your device supports fingerprint or facial recognition, the enrolled fingerprints and facial data will be deleted as well. Other data or files will not be deleted from your device.

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

Restore Factory Settings

This operation will erase data on your device, including your accounts, app data and system settings, installed apps, music, images, all files in the internal storage, security chip contents, and locally-stored system, app, and personal data related to HUAWEI IDs. Make sure to back up your data before restoring your device to its factory settings.

Go to  **Settings** > **System & updates** > **Reset** > **Reset tablet**, touch **Reset tablet**, and follow the onscreen instructions to restore factory settings.

Update the System Online


When an update is available, your device will prompt you to download and install the update package.

- Before updating, make sure your device is running an official system version. Otherwise, the update may fail and your device may experience unknown issues.
- Back up your user data before the update.
- After an update, third-party apps that aren't compatible with the new system version may become unavailable. In some cases, it may take some time for a compatible app version to be released.
- During the update, do not power off or restart your device, remove the memory card, or insert a memory card.

1 Go to  **Settings** > **System & updates**, and touch **Software update**.

2 When an update is available, you can either manually download and install the update package, or update your device automatically overnight.

- Download and install the update package: Go to **New version** > **DOWNLOAD AND INSTALL**. To avoid data usage, connect your device to a Wi-Fi network when downloading the update package.
Your device will automatically restart once the update is complete.

- Update overnight: Touch , and enable **Auto-download over Wi-Fi** and **Update overnight**.

Your device will automatically update and restart between 02:00 – 04:00.

To ensure a successful overnight update, make sure that your device is powered on, the screen is locked, there are no alarms set for this period of time, and the battery level remains higher than 35%. Connect your device to a charger if necessary.

To disable automatic updates, touch  on the **Software update** screen, then disable **Auto-download over Wi-Fi**.

About Tablet

Legal Disclaimer

Copyright © Huawei 2020. All rights reserved.

This guide is for reference only. The actual product, including but not limited to the color, size, and screen layout, may vary. All statements, information, and recommendations in this guide do not constitute a warranty of any kind, express or implied.

Please visit <https://consumer.huawei.com/en/support/hotline> for recently updated hotline and email address in your country or region.

Model: KOB2-L09
KOB2-W09

EMUI 10.1_02