

# **HUAWEI** MediaPad M5

## **User Guide**



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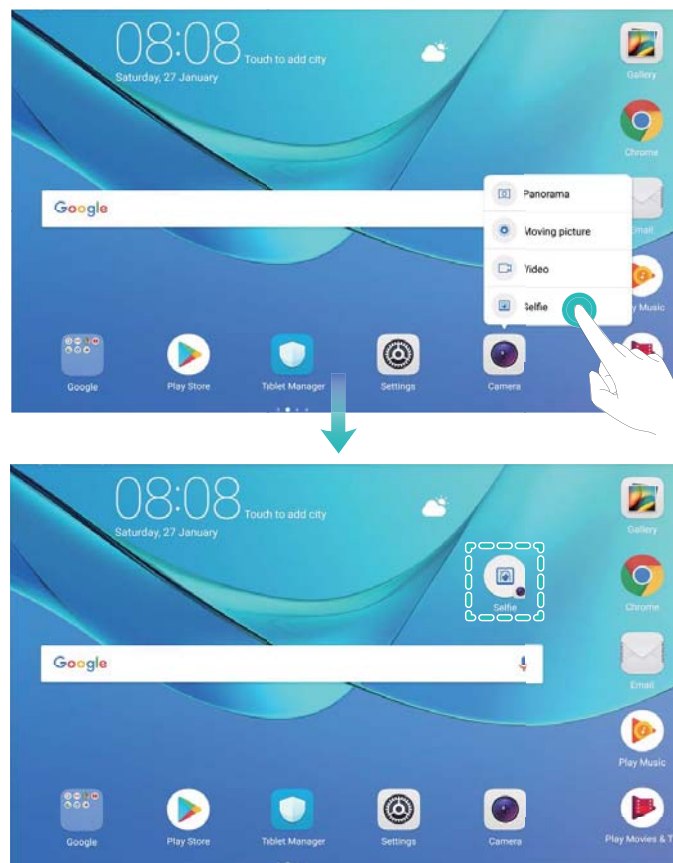
# Exciting Features

## Tips

### Use Shortcuts to Access Frequently Used Features

Touch and hold an app icon to display a menu of frequently used features for quick access. You can also touch and hold a feature and drag it to your home screen to create a shortcut.

- i** If you touch and hold an app icon and a shortcut is not created, the app does not support home screen shortcuts.




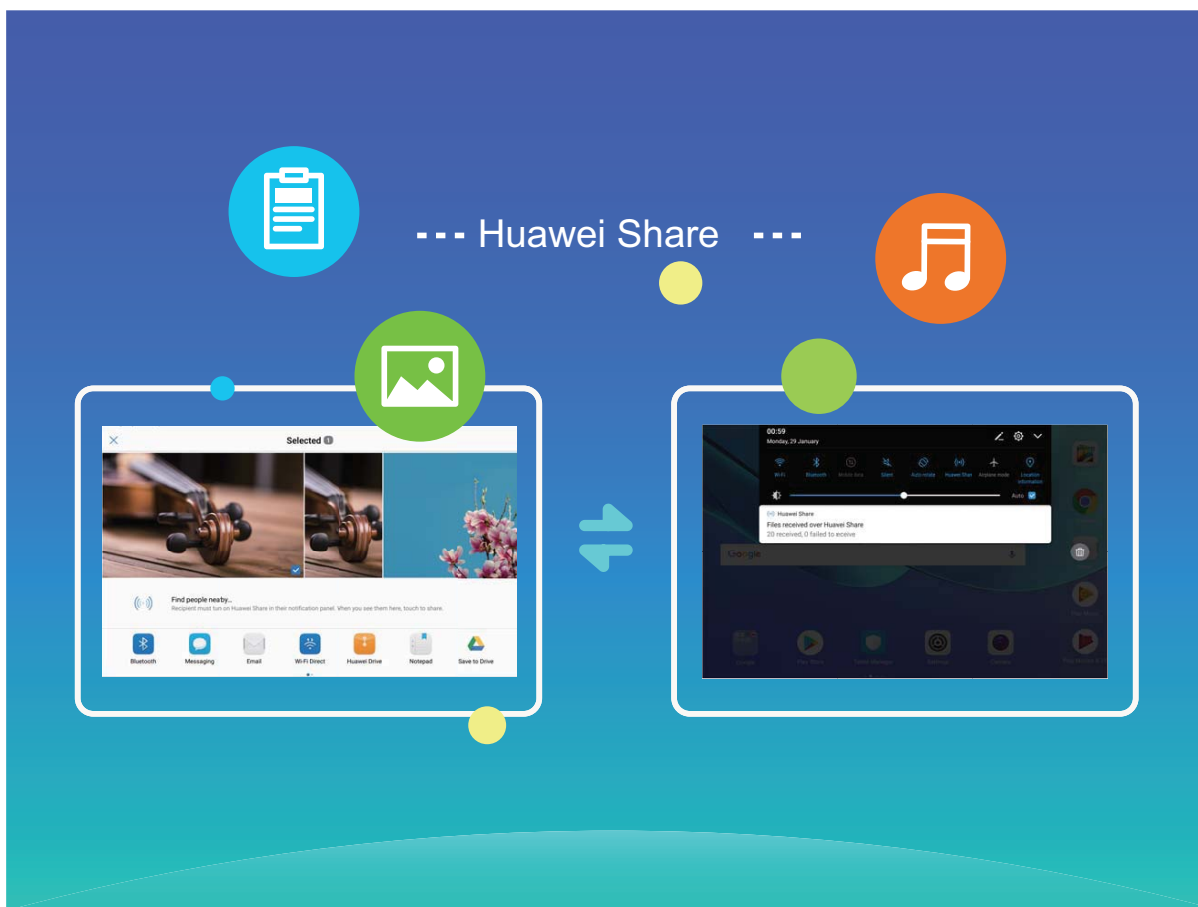
**Quickly access frequently used app features:** Touch and hold an app icon on your home screen, and then touch a frequently used feature to access it. Each app supports up to four frequently used features. These are preset by the app and cannot be changed. For example, to take a selfie, touch and hold the camera icon, and then touch **Selfie** in the pop-up menu.

**Add shortcuts to your home screen:** Touch and hold an app icon on your home screen to bring up the menu. Touch and hold the desired feature, and then drag it to your home screen to create a shortcut. For example, you can add a shortcut for the camera's selfie feature for quick access to the selfie camera.


## Transfer Files Using Huawei Share

You can use Huawei Share to quickly transfer photos, videos and other files between Huawei devices. Huawei Share uses Bluetooth to detect nearby Huawei devices and Wi-Fi to quickly transfer files without using mobile data.

-  Huawei Share uses Wi-Fi and Bluetooth to transfer data. When Huawei Share is enabled, Wi-Fi and Bluetooth are automatically enabled.



**Use Huawei Share to send files:** Select the file you want to share and touch **Share**. Select the receiving device from the list of nearby devices to send the file.

**Use Huawei Share to receive files:** Swipe down from the status bar, open the shortcuts panel, and then touch  to enable **Huawei Share**. Touch **Accept** when a file transfer notification is displayed. Received files are saved to the **Huawei Share** folder in **Files** by default.

## Smart Life

### Kids Corner: Your Child's Exclusive Entertainment Platform

More and more parents are using Tablets to keep their children quiet. However, kids may sometimes gain access to inappropriate information or indulging apps that turn playing into endless worries. With Kids Corner, you can integratedly manage the usage time of your child's Tablet and limit the types of apps he or she can download and install.

Kids Corner offers the following features:

- **App management:** Control which apps your child can use.
- **Media library management:** Control which pictures and videos your child can access from his or her Tablet.
- **Time limit:** Control the number of times your child can access Kids Corner, as well as his or her usage time and resting period between each use on a daily basis.
- **Kids fingerprint:** Your child can use his or her fingerprint to quickly and easily unlock his or her Tablet and access Kids Corner.
- **Restrict outside data:** Prevent malicious charges from third-party apps (such as through unwanted text messages). This feature is not supported on Wi-Fi only tablets.

## Multiple Users: Create Separate User Accounts on Your Tablet


Want to lend your Tablet to someone else but don't want them accessing your private files and information? Add multiple users and user types to protect your information privacy when lending your Tablet to others. Your settings and files will not be affected. You can also log in to your Tablet with two user accounts, such as one for work and one for personal use, and quickly switch between them with a single touch.


You can create three different types of users:

- **Owner:** The Tablet's owner. Log in as the owner when you are using your device. As the owner, you have access to all actions, such as adding or deleting users and guests, and giving users permission to make calls and send text messages.
- **User:** Add family members and close friends as users. Users can perform most actions but cannot perform actions that will affect the owner, such as restoring the device to factory settings or enabling Do not disturb mode.
- **Guests:** Add casual acquaintances as guests. Guests can only perform a limited number of actions.


## Enable Kids Corner

Worried about the various types of apps available online that are not suitable for your child? Enable Kids Corner, the exclusive parental-controlled entertainment platform on your child's Tablet.


-  Before using Kids Corner, ensure that you have set a screen unlock password. Otherwise, go to **Settings > Security & privacy > Screen lock & passwords > Password**, and set a screen unlock password.

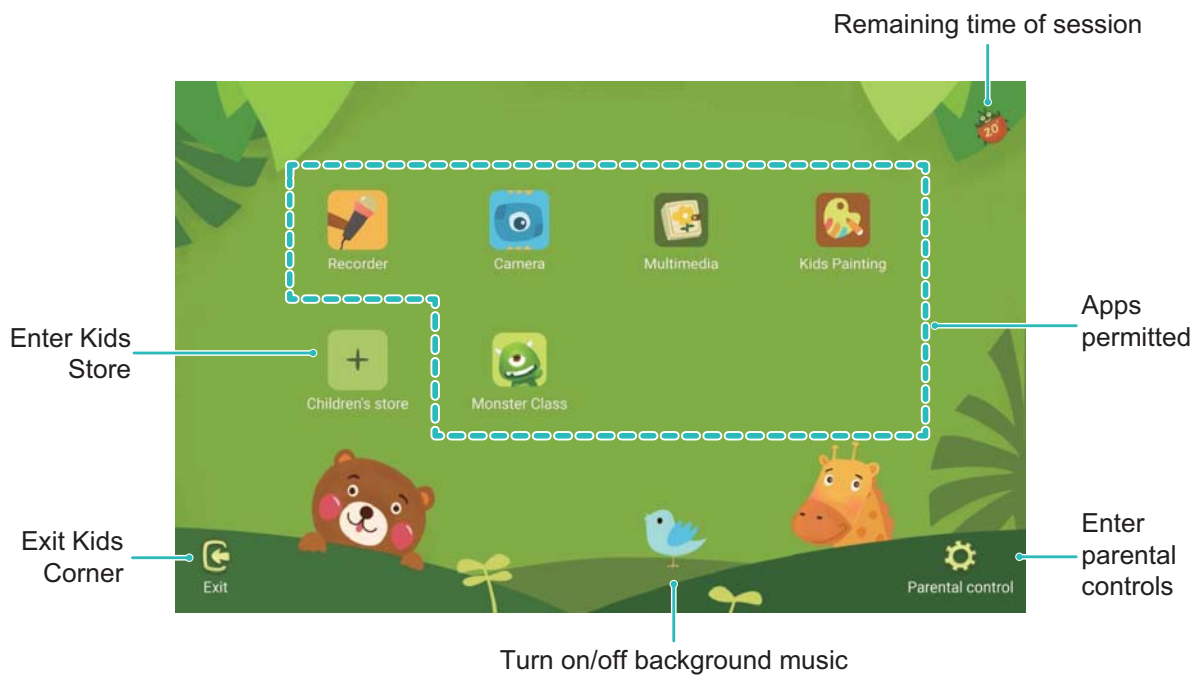
Open  **Children's Corner**. Follow the onscreen instructions to set a Kids Corner password, enter your child's name, gender, date of birth, and record his or her fingerprint. Once the set up is complete, you can start using Kids Corner.

In Kids Corner, you can:

- **Set parental controls:** Go to  **Parental control** to control how your child uses his or her Tablet (such as managing the available apps, images, and multimedia your child would have access to,



limiting the daily durations and number of times you would allow your child to access his or her Tablet, as well as enabling resting periods).

- **Exit Kids Corner:** Touch  **Exit**, and enter your Kids Corner password to exit Kids Corner.



## Enable Parental Control

Worried about the inappropriate contents your child can access through his or her Tablet? Want to prevent your child from indulging in his or her Tablet? With Parental control, you can supervise how your child uses his or her Tablet (such as managing the available apps, images, and multimedia your child would have access to, limiting the daily durations and number of times you would allow your child to access his or her Tablet, as well as enabling resting periods) through simple settings.

Open  **Children's Corner**, go to  **Parental control**, and follow the onscreen instructions to enter your Kids Corner password.

In Parental control settings, you can:

- **Edit your child's information:** Go to **Kid's profile** > **Edit profile** to edit your child's name, gender, date of birth, and upload his or her profile picture.
- **Manage apps:** Go to **Apps management** > **Add** to add the apps you would allow your child to access. When entering Kids Corner again, he or she will only be able to access the allowed apps.





- **Set Media Library permissions:** Go to **Multimedia > Add** to add pictures and videos that you would allow your child to view. When entering Kids Corner again, he or she will only be able to access the allowed pictures and videos.
- **Limit the duration of use, the daily access times, and enable resting periods:** Touch **Time limit** to limit the daily durations and number of times you would allow your child to access his or her Tablet, as well as resting periods.
- **Set parameters:** Touch **Settings** to set a Kids Corner password, and modify network parameters and security settings.
- **Record your child's fingerprint:** Touch **Settings**, enable **Go straight to Kids Corner**, and record your child's fingerprint. This allows your child to quickly unlock his or her Tablet and easily access Kids Corner.
- **Prevent third-party charges:** Touch **Settings**, and enable **Disable outgoing messages** to prevent your child from misusing third-party apps that may lead to accidental charges (such as through text messages). This feature is not supported on Wi-Fi only tablets.

## Set up Your Child's Fingerprint

Tired of having to unlock your child's Tablet each time he or she uses Kids Corner? Once you set up your child's fingerprint, your child can use his or her own fingerprint to quickly unlock his or her Tablet and easily access Kids Corner.


**1** There are two ways to set up your child's fingerprint:


- When you use Kids Corner for the first time, you can set up your child's fingerprint through the Kids Corner configuration wizard.
- If you did not set up your child's fingerprint through the Kids Corner configuration wizard, you can also open  **Children's Corner**, touch  **Parental control**, and follow the onscreen instructions to enter your Kids Corner password, then go to **Settings > Add a new kid's fingerprint**, follow the onscreen instructions to enter the screen unlock password and set up your child's fingerprint.

**2** Go to **Parental control > Settings**, and enable **Go straight to Kids Corner**.

## App Twin: Log in to Two Social Media Accounts at Once

Have you ever wished you could log in to two WeChat and Facebook accounts on your Tablet without the hassle of constantly switching between them? App twin lets you log in to two WeChat and Facebook accounts at the same time, allowing you to keep your work and private life separate.

 The App twin feature only works with WeChat, QQ, LINE, Facebook, Snapchat, WhatsApp, and Messenger. Download the latest versions of these apps before using this feature.

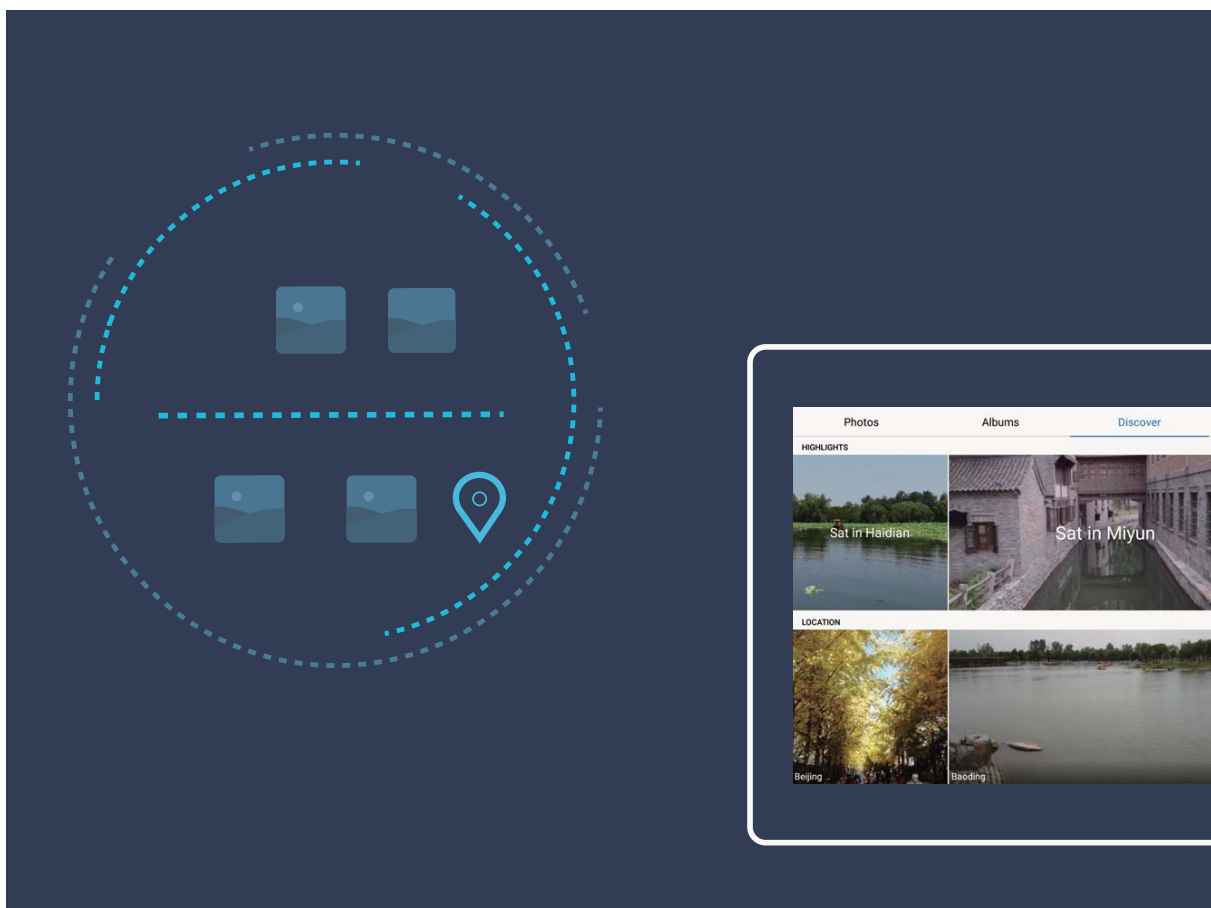
Open  **Settings**. Go to **Apps & notifications > App twin** and enable App twin for WeChat, QQ, LINE, Facebook, Snapchat, WhatsApp, or Messenger as required.

When App twin is enabled, two WeChat, QQ, LINE, Facebook, Snapchat, WhatsApp, or Messenger app icons are displayed on the home screen. This means that you can log in to two accounts at the same time. Touch and hold the twinned app icon on the home screen to quickly disable App twin.

## Highlights: Turn Your Photos into a Personalised Video

Highlights creates short video clips from your photos based on location information. You can add animation effects and choose from a range of background music.

- i
 Highlights automatically creates videos based on the geographical information in your photos. To use this feature, open **Camera**, go to **Settings**, and check that **GPS tag** is enabled.
- Check that your Tablet is connected to the Internet.
- Highlights albums are created automatically when your Tablet is charging, the screen is switched off, and the battery is at least 10% charged. It may take some time for your Tablet to create the album. Your Tablet will not create a Highlights album if there is an insufficient number of photos or videos in your Gallery.



## More Features

### PrivateSpace: Keep Your Private Information Hidden

Want to keep your personal apps and data (such as photos and videos) hidden on your Tablet, secure from other users? Look no further than PrivateSpace. With PrivateSpace, you can create an independent space on your device to keep your private information. For example, you can install a separate WeChat in both your MainSpace and PrivateSpace, keeping the two apps completely independent of each other.



### Wi-Fi+: Your Smart Connectivity Assistant

Wi-Fi+ intelligently connects to Wi-Fi networks to save mobile data consumption. When your device detects a known or free Wi-Fi network, it will automatically turn on Wi-Fi and connect to the network. Your device will also automatically select the optimal network in the area for the best Internet connection.



Once you have enabled Wi-Fi+, your device will:


- **Automatically select and connect to the optimal network:** Automatically select and connect to Wi-Fi networks you've previously connected to, free networks, or your mobile data network, depending on the signal strength at your current location.
- **Automatically turn Wi-Fi on and off:** Depending on the Wi-Fi networks you have connected to previously, Wi-Fi will be automatically enabled or disabled in specific locations. This will prevent your device from constantly searching for new networks.
  - 📘 This feature is not supported on Wi-Fi only tablets.
- **Assess the quality of available networks:** Evaluate currently available network hotspots and prevent your device from automatically connecting to networks with no Internet connection.

# New Device


## Connecting to the Internet


Connect to Wi-Fi networks effortlessly with your device.


### Connecting to a Wi-Fi network

- 1 Swipe down from the status bar to open the notification panel.
- 2 Touch and hold  to open the Wi-Fi settings screen.
- 3 Switch on **Wi-Fi**. Your device will list all available Wi-Fi networks at your location.
- 4 Select the Wi-Fi network you want to connect to. If you select an encrypted network, you will also need to enter the Wi-Fi password.

### Connecting using mobile data


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

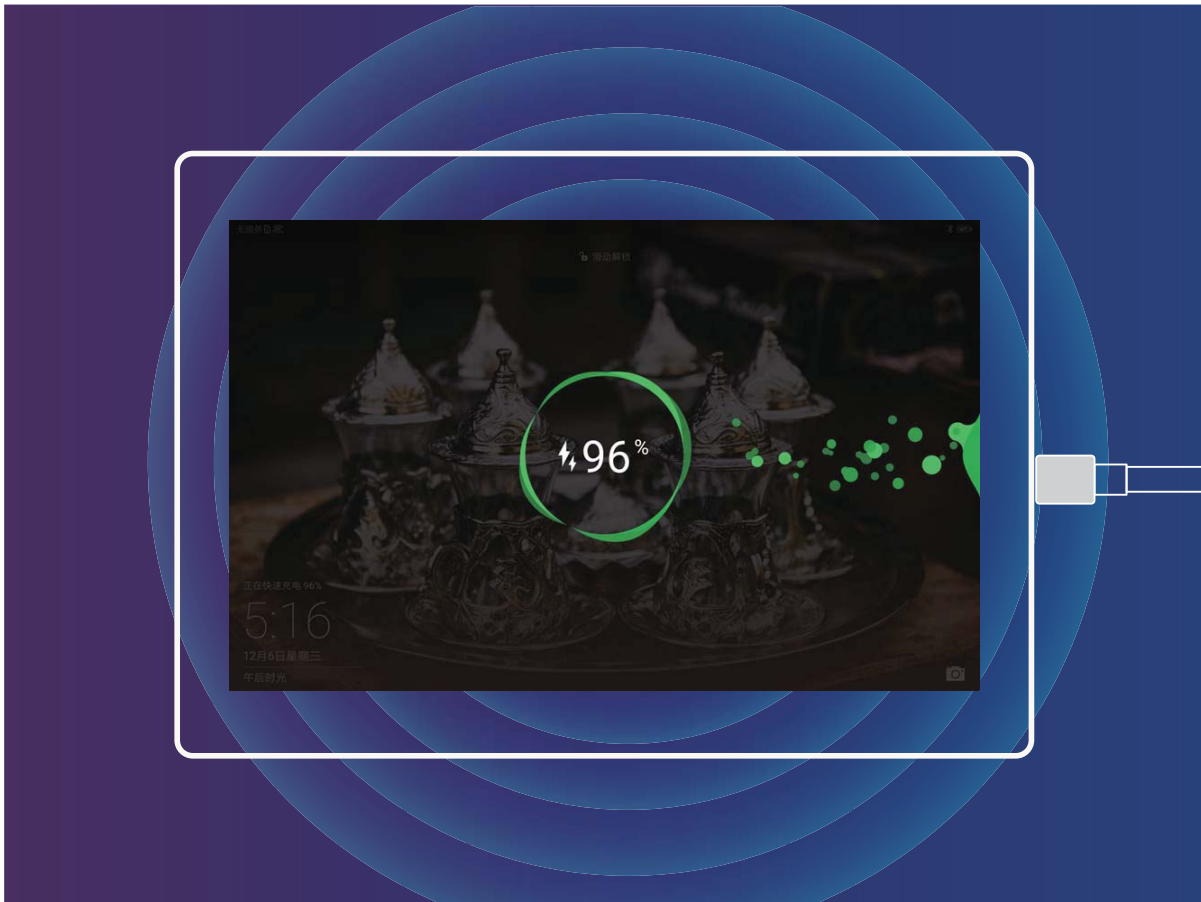
- 1 Swipe down from the status bar to open the notification panel.
- 2 Touch  to enable mobile data.

 When you don't need to access the Internet, disable mobile data to save battery power and reduce data usage.

## Smart Charging: Charge Your Device Faster and Safer

Many people find ordinary charging too slow, but worry about the safety of fast-charging. Worry no more: Super charging has you covered. Super charging establishes a direct connection between the Tablet and the charger and intelligently coordinates the charging voltage and current based on the battery power of the Tablet to provide a smarter, faster, and safer charge.

 Make sure you are using the original charger and USB cable when charging your Tablet. Using a third-party charger or USB cable may cause repeated restarts, longer charges, overheating, and in extreme cases, Tablet battery damage or even explosion.



## Getting Help

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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.
- Periodically back up personal information stored on your memory card or your device memory. If you change to a different device, be sure to move or delete any personal information on your old device.
- Do not open messages or emails from strangers to prevent your device from becoming infected with a virus.
- When using your device to browse the Internet, do not visit websites that might pose a security risk to avoid your personal information from being stolen.
- If you use services such as the portable Wi-Fi hotspot or Bluetooth, set passwords for these services to prevent unauthorised access. Turn these services off when they are not in use.
- Install device security software and regularly scan for viruses.
- Be sure to obtain third-party applications from a legitimate source. Downloaded third-party applications should be scanned for viruses.
- Install security software or patches released by Huawei or authorised third-party application providers.
- Using unauthorised third-party software to update your device may damage your device or put your personal information at risk. It is recommended that you update through your device's online update feature or download official update packages for your device model from Huawei.





- Some applications require and transmit location information. As a result, a third-party may be able to share your location information.
- Some third-party application providers may collect detection and diagnostic information on your device to improve their products and services.

# Gestures and Operation



## Screenshots and Screen Recording

### Take Scrolling Screenshots to Capture Entire Pages

Tired of having to take several screenshots to capture long articles or chat records? You can use your Tablet's scrolling screenshot feature to take a screenshot that scrolls down to the bottom of the page, capturing all the information on the page in a single screenshot.


**Use shortcuts to take scrolling screenshot:** Swipe down from the status bar, open the shortcuts panel, then touch  to take a scrolling screenshot. Touch  within three seconds of taking the screenshot and the screen will automatically scroll down and keep taking the screenshot. During the scrolling process, touch the scrolling area to end the screenshot.





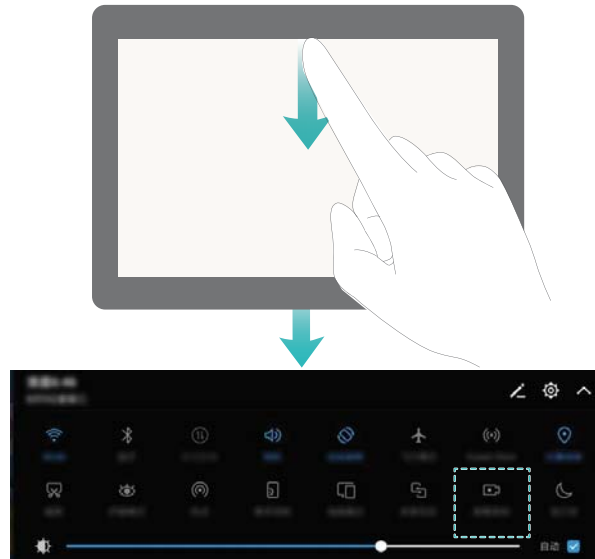
After taking the screenshot, touch  or  to edit or share the screenshot. The screenshot will be saved in **Gallery** by default.

## Record Exciting Moments on Your Screen

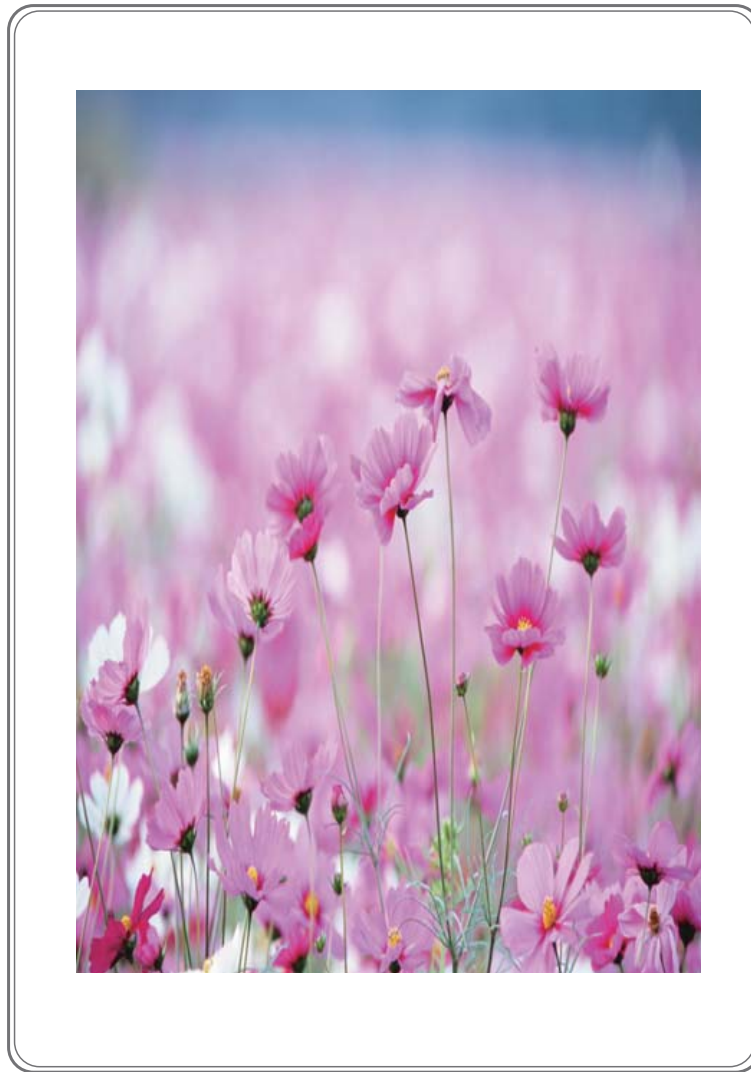
The screen recording feature comes in handy when you are making tutorial videos or want to record exciting gaming moments on your Tablet.

 Screen recording will end if you make or answer a call.

**Use shortcut to start recording:** Swipe down from the status bar and open the shortcuts panel, then touch  to start recording the screen. To end the recording, touch  in the upper left corner of the screen.




**Use combo key to start recording:** Simultaneously press the Power button and the Volume up button to begin recording. To end the recording, simultaneously press the Power button and the Volume up button again.





You can view screen recordings in **Gallery**.

### Take a Screenshot of Your Entire Screen

**Use combo key to take screenshot:** Simultaneously press and hold the Power button and the Volume down button to take a screenshot of the full screen.

**Use shortcut switch to take screenshot:** Swipe down from the status bar and open the shortcuts panel, then touch  to take a screenshot of the full screen.


After taking the screenshot, touch  or  to edit or share the screenshot. The screenshot will be saved in **Gallery** by default.

# Home Screen

## Quick Switch

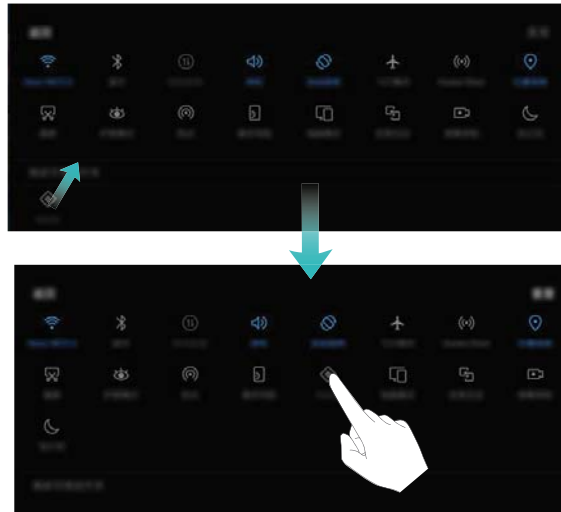
### Adjust the Position of Shortcut Switches to Your Liking

Adjust the positions of the shortcut switches to put the ones you use regularly at the top.

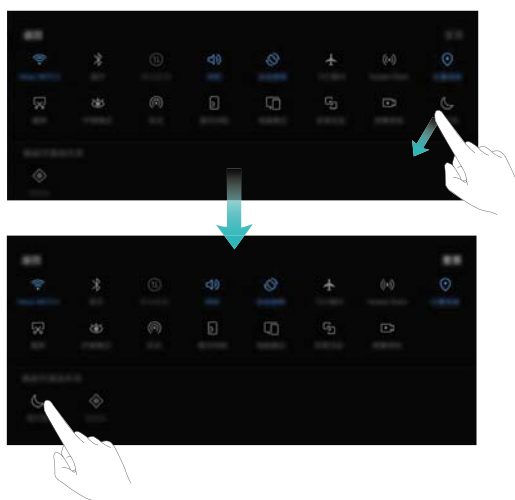
Swipe down from the status bar, open the shortcuts panel, and touch . From the shortcuts panel, you can:

**Rearrange shortcut switches:** Touch and hold a shortcut switch and then drag the icon to a position of your choice.

**Add a shortcut switch:** Drag a shortcut switch from the hidden area of the panel to the displayed area, then touch **BACK**.



**Delete shortcut switches:** Drag a shortcut switch from the displayed area of the panel to the hidden area, then touch **BACK**.
















## Notification and Status Bar

### Understanding Status Bar Icons

Use the status bar to view connection information, check the remaining battery level, and check for new notifications.

**Status icons:** Status icons tell you about your Tablet's status, including network connections, signal strength, battery level, and time.

 Status icons may vary according to your region or carrier.

	Signal strength		No signal
<b>4G+</b>	Connected over 4G+	<b>3G</b>	Connected over 3G
<b>4G</b>	Connected over 4G	<b>H</b>	Connected over HSPA+
<b>2G</b>	Connected over 2G	<b>4G</b>	Connected over LTE
<b>H+</b>	Connected over HSPA		Airplane mode enabled
<b>HD</b>	VoLTE enabled		Connected over Wi-Fi
<b>R</b>	Roaming		Receiving location data from GPS
	Bluetooth enabled		Silent mode enabled
	Wi-Fi network available		Charging
	Vibration mode enabled		Battery low
	Alarms activated		No SIM card found



Battery full


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

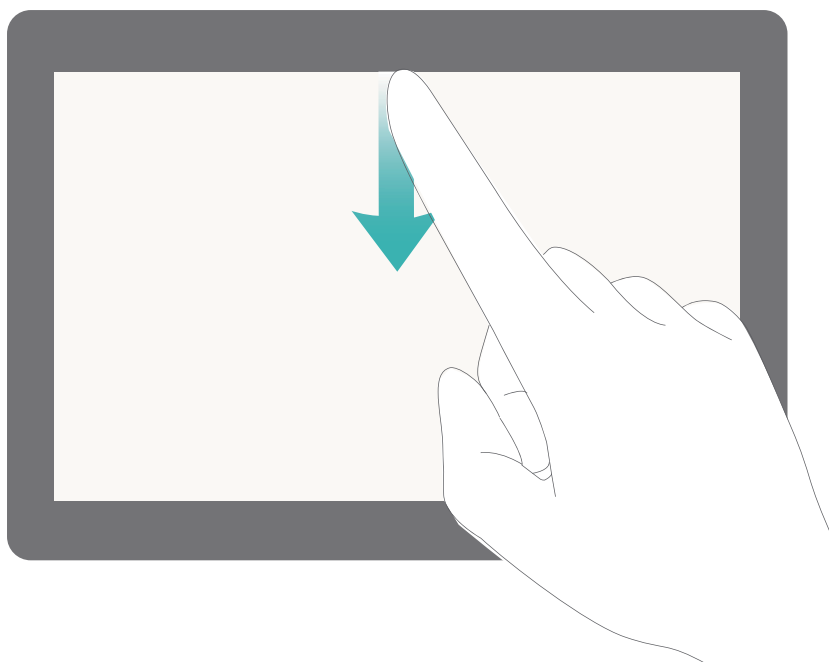
	Missed calls		New emails
	Downloading data		New voicemail
	Upcoming events		Uploading data
	Synchronizing data		Tablet memory full
	Log in or synchronization error		Synchronization failed
	Connected to a VPN		More notifications


## Open the Notification Panel to Get Important Information

Want to ensure that you do not miss out on any important notifications? From your Tablet's status bar, you can view real time notification information and your device's operating status.

When there is a notification reminder, you can turn on the screen and swipe down from the status bar to view the notification. You can access notification and status bar settings in the following ways:


- **Access notification and status bar settings when the screen is locked:** Turn on the screen and swipe down from the status bar, touch , enter your password, and then go to **Apps & notifications > Notifications & status bar**.

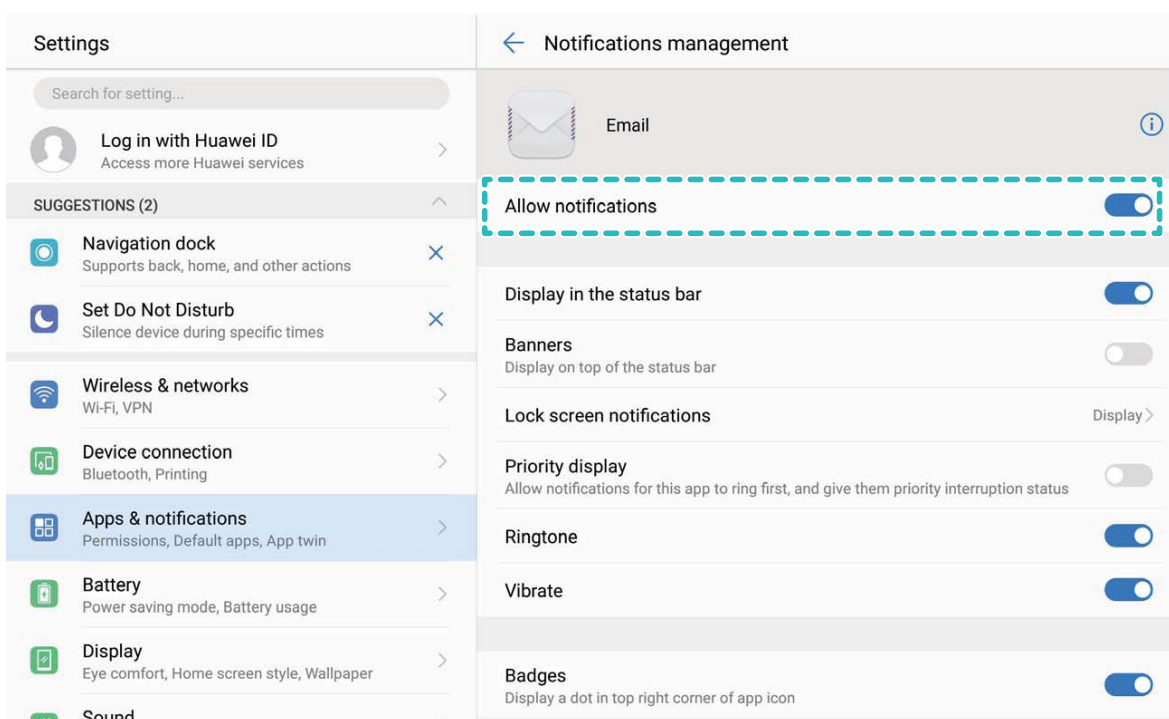


- **Access notification and status bar settings when the screen is unlocked:** Go to  **Settings** and then go to **Apps & notifications > Notifications & status bar**.

## Disable Disruptive App Notifications

Find it annoying to receive so many different types of app notifications? You can set and disable app notifications to prevent this from happening.

Go to  **Settings**, then go to **Apps & notifications > Notifications management**. From here, you can disable all app notifications. You can also select a particular app and disable its notifications by configuring the app's settings.



## Customise Notifications to Your Liking

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

Go to  **Settings**, then go to **Apps & notifications > Notifications & status bar**. You can:

- **Enable notifications turn on screen:** Enable **Notifications turn on screen**. When your Tablet screen is off, it will turn on when a notification is received.
- **Set notification light to pulse:** Enable **Pulse notification light** and the notification light will flicker when you receive new notifications.



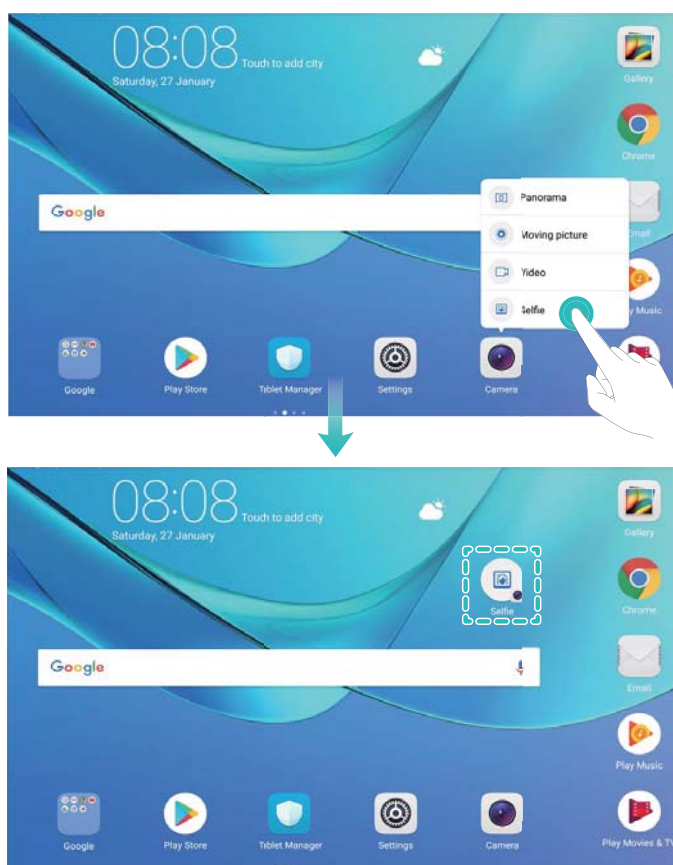
- **Display more information in the status bar:** Depending on your preferences, you can enable **Display carrier name** and **Display network speed**. You can also set the **Notification method** and choose how the **Battery percentage** is displayed.

## Shortcuts

### Use Shortcuts to Access Frequently Used Features

Touch and hold an app icon to display a menu of frequently used features for quick access. You can also touch and hold a feature and drag it to your home screen to create a shortcut.

- If you touch and hold an app icon and a shortcut is not created, the app does not support home screen shortcuts.



**Quickly access frequently used app features:** Touch and hold an app icon on your home screen, and then touch a frequently used feature to access it. Each app supports up to four frequently used features. These are preset by the app and cannot be changed. For example, to take a selfie, touch and hold the camera icon, and then touch **Selfie** in the pop-up menu.

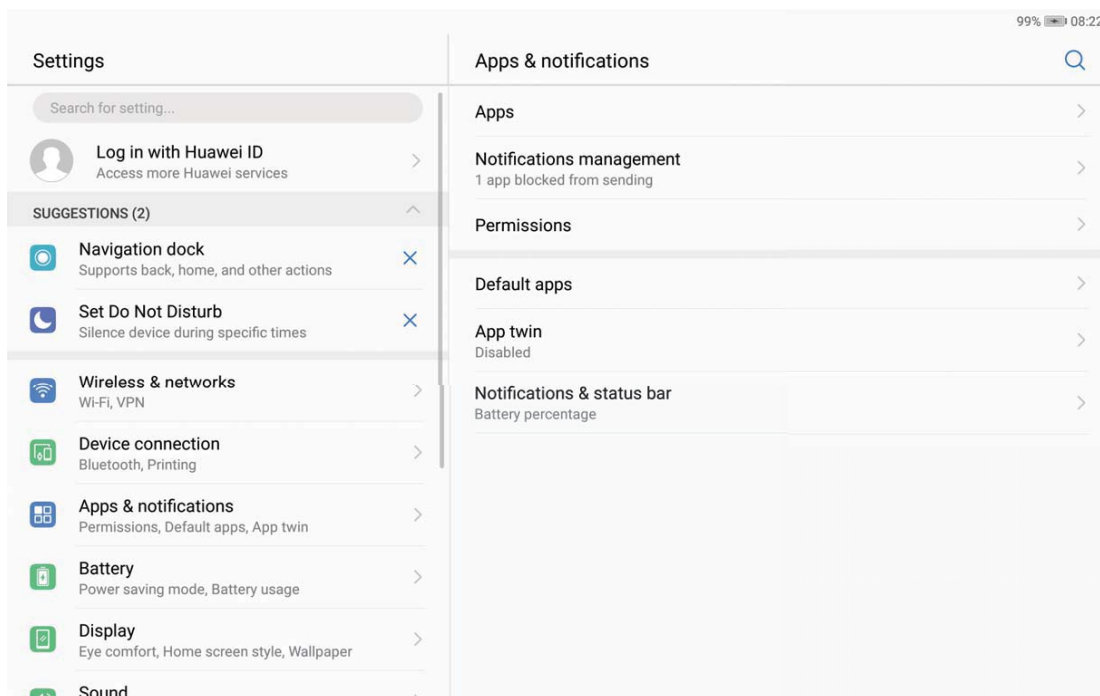
**Add shortcuts to your home screen:** Touch and hold an app icon on your home screen to bring up the menu. Touch and hold the desired feature, and then drag it to your home screen to create a shortcut. For example, you can add a shortcut for the camera's selfie feature for quick access to the selfie camera.

## Consolidated Settings: Making Customisation Simpler

Having a hard time finding the settings you need? Do you find manually changing your settings too frustrating? EMUI 8.0 has made things simpler by grouping related settings together. A clustered display makes the main settings screen clearer, and voice activation of settings has been added.

### Update 1: Simplification and consolidation of settings

EMUI 8.0's settings menu is responsive to your usage habits, and will change the settings order and clustering accordingly. This helps keep everything simple and clear.

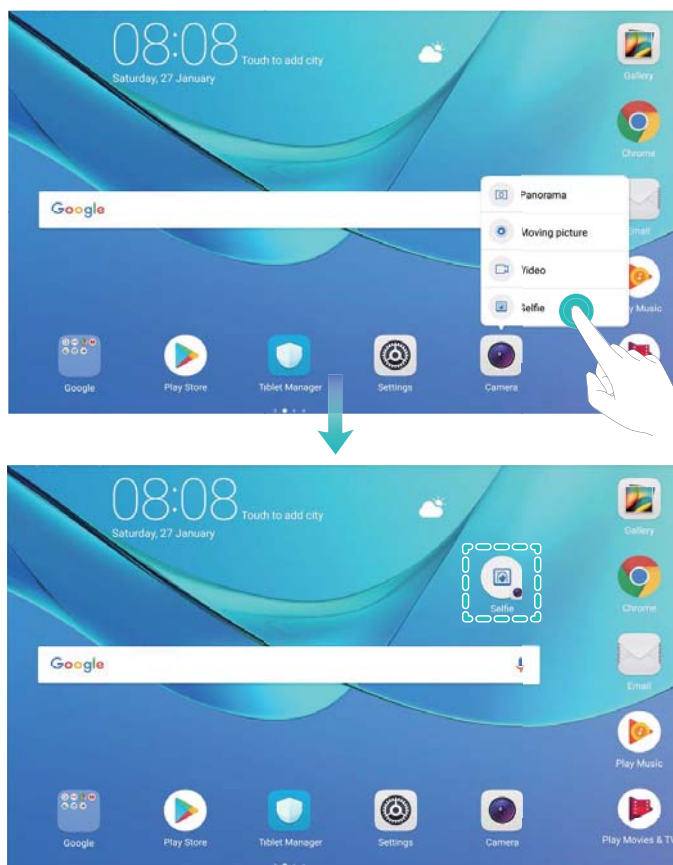


## App Shortcuts: Making App Features Start Faster

Do you love to take selfies, and want to be able to take them in just one step? EMUI 8.0 offers app feature shortcuts for you to use with your most frequently used features, letting you add them to the home screen and open them in a single step.

**Using shortcuts to access frequently used features:** EMUI 8.0 has added shortcuts to access frequently used features. On the home screen, touch and hold the icon of a frequently used app, and select the desired feature in the pop-up menu to quickly launch it.

**How to add an App feature shortcut to the home screen:** EMUI 8.0 supports adding app feature shortcuts to the home screen. Touch and hold any app icon on your home screen, touch and hold the desired feature in the pop-up menu, then drag it to your home screen to create a feature shortcut.





## Home Screen Management

### Manage Home Screen Icons

Is your home screen cluttered with app icons? You can move or delete icons from the home screen or sort and move them to folders for more convenient use.

**Move a home screen icon:** From the home screen, touch and hold an app until your Tablet vibrates, then drag it to any position on the screen.

**Delete an app:** From the home screen, touch and hold the app you want to uninstall until your Tablet vibrates, then drag it to . Follow the onscreen prompts to delete the app.

 To ensure that the system runs normally, some preinstalled system apps cannot be uninstalled.

**Create a folder to store app icons:** From the home screen, touch and hold an app until your Tablet vibrates, then drag it on top of another app. The two apps will now be placed in a new folder.



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

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

**Add or delete app icons from a folder:** Open the folder, touch  $+$ , select or deselect apps as required and then touch **OK**. The selected apps will be automatically added to the folder while the deselected apps will be removed from the folder.

**i** Another way to remove an app from a folder is to touch and hold the app in the folder until your Tablet vibrates, and then drag it to 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 then:

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

- **Delete an empty home screen page:** Touch  $\times$  on a blank screen to delete the page.

**i** Home screen pages with app icons or widgets on them cannot be deleted.

- **Modify home screen page order:** Touch and hold the home screen page you want to shift, then drag it to the position of your choice.



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

## Set Your Home Screen Wallpaper

Want to set a picture you like as your home screen wallpaper? Personalise your wallpaper to make your home screen stand out.

Go to  **Settings**, then go to **Display > Wallpaper**. You can:

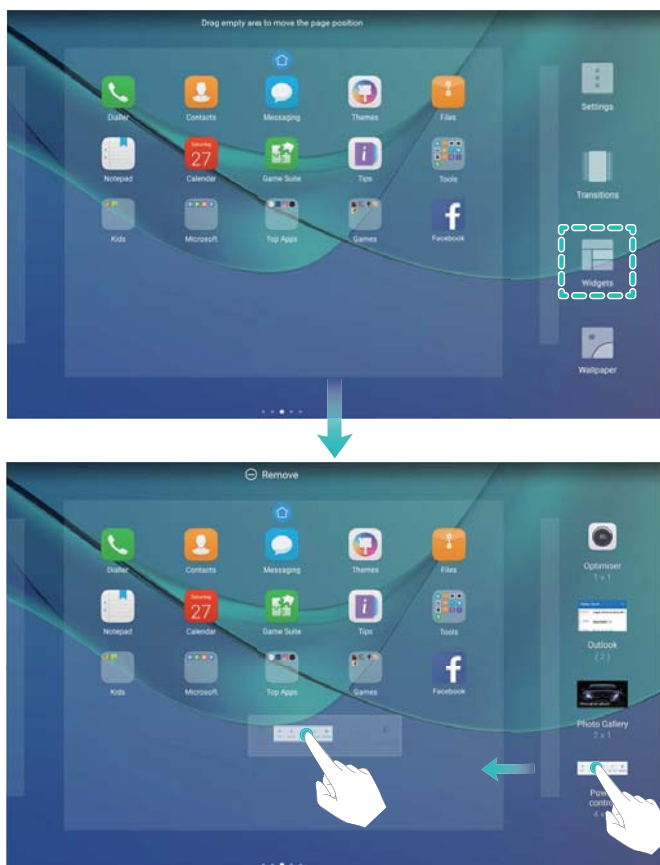
- **Set a picture as your home screen wallpaper:** Touch **Set wallpaper**. From **More** or **Gallery**, select a picture that you like and follow the onscreen instructions to select **Lock screen**, **Home screen** or **Both**.
- **Randomly switch wallpaper:** Enable **Randomly change home screen wallpaper** and set the **Interval** and **Album to display**.


**Set a picture in your Gallery as your wallpaper:** Have a great picture you want to set as your wallpaper? Open  **Gallery**, open the picture that you like and then go to  > **Set as > Wallpaper** to set the picture as your home screen wallpaper.

## Manage Your Home Screen Widgets

Want to quickly add widgets such as one-touch lock screen, memo browser, or diary to your home screen? You can add, move or delete home screen widgets to tidy up your home screen and make it easier to use.

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




-  Check that there is enough empty space on the home screen to put the widget. If there is not enough space, add another home 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 Tablet vibrates. Drag the widget to **Remove** at the top of the screen.

**Move widgets:** Touch and hold a widget on the main screen until your Tablet vibrates, then drag the widget to any position on the main screen.

## Use App Drawer to Store Apps

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

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

-  **Add an app icon from the app drawer to the home screen:** After you enable the 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 and drag it to any position on the home screen.

# Contacts

## Managing Business Cards

### Business Card Management: Add and Share Business Cards with Ease

Find it laborious to enter the content of paper business cards into your Tablet contacts? Want an easier way to share your Tablet contacts with friends? Business card management allows you to conveniently add and share business cards.




Business card management supports the following features:

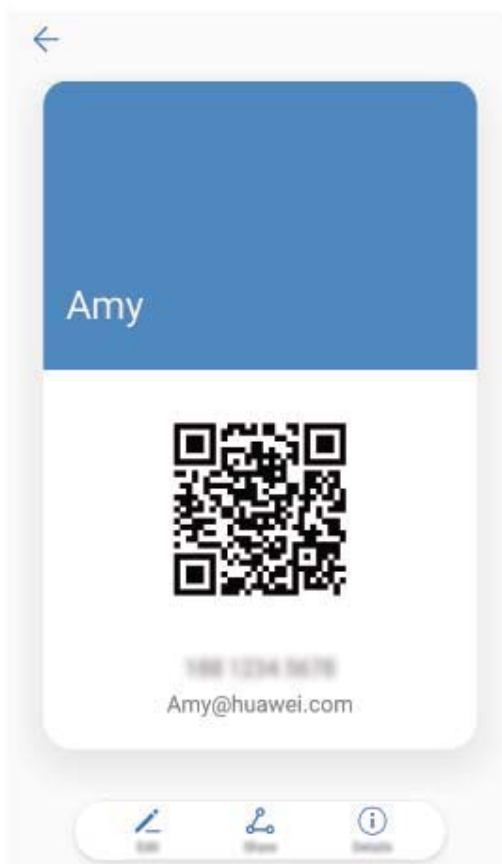
- **Add business cards to your contacts:** Want to quickly add multiple paper business cards into your contacts? Simply place a paper business card in front of the camera to save the information (including name, telephone number, and title) to your contacts.
- **Scan QR code to add a contact:** Scan the QR code on a business card to quickly save the information to your contacts.
- **Share your personal business card:** Create your personal business card in your contacts and your device will automatically generate a QR code. You can then quickly share your business card using the QR code.
- **Share contacts:** Select the contact you want to share and touch the QR code at the top of the contact details screen to quickly share the contact.







## Share Contacts Using Electronic Business Cards

**Share your business card:** Open  **Contacts** and touch **Me** 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  **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.

-  If the other party's device supports QR code analysis, they can directly take pictures of or scan QR codes to add contacts.

## Managing Contacts

### Import and Export Contacts

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

-  SIM cards are not supported on Wi-Fi only tablets.





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

- **Import contacts:** Select **Import from storage** , **Import from SIM** , **Import from another device** and follow the instructions.
- **Export contacts:** Select **Export to storage** or **Export to SIM** , **Share contacts** 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.

You can also import or export contacts using the **Backup** feature. Backup records are saved in the **Huawei** folder of **Files > Local > Internal storage** by default.



## 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 Tablet or SIM card, and easily find your frequent contacts.

**Merge duplicate contacts:** If there are duplicates in your contacts list, you can use the **Merge duplicate contacts** function to merge duplicate contacts. From the contacts list, Go to  > **Organise contacts > Merge duplicate contacts**, select the contacts you want to merge, and then touch  .



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



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

## 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  .

**Send a message to smart group contacts:** From the groups list, from the **Smart groups** section, open a group and touch  to send a message or  to send an email.


**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**, **Delete group** or **Rename**.

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


## Add Contacts to the Blacklist

You can add a contact number to the blacklist to avoid receiving harassing or spam calls from them.

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



Open  **Contacts**, touch and hold the contact you want to add to the blacklist, and then touch **Add to blacklist**. Your device will block all calls and messages from contacts in the blacklist.

**View blacklisted contacts:** Open  **Tablet Manager**, go to **Blocked** > , and then touch **Numbers blacklist** to view the blacklist.

**Remove a contact from the blacklist:** Open  **Contacts**, touch and hold the contact you want to remove from the blacklist, and then touch **Remove from blacklist**.

## 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 trace** > **Erase**. All of your call and message records for that contact will be erased.


# Dialling



## Basic Calling Functions

### Make Emergency Calls

In an emergency situation, if your Tablet is powered on and within the service area, you can make emergency calls even if the screen is locked or there is no mobile reception.


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

 The emergency call feature is subject to your local regulations and Internet service provider. Network issues or environmental interference may lead to failed emergency calls. In emergency situations, do not rely on your Tablet as your only method of communication.





Open  **Dialler** or touch **Emergency call** on the lock screen, enter the local emergency number on the dialler, and then touch . If your location has strong mobile reception and your Tablet is connected to the Internet, your location will be obtained and displayed on your screen for your reference.

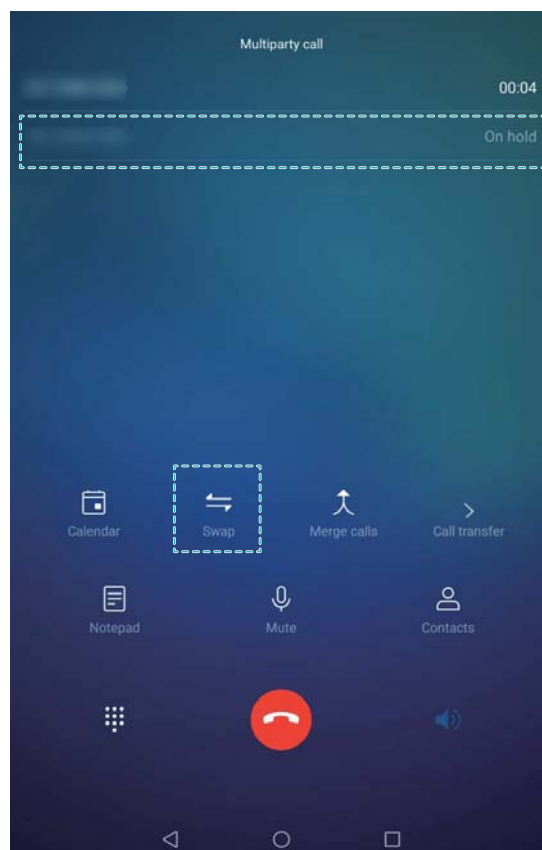
### Enable Call Waiting to Never Miss Important Third-Party Calls

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 carriers may not support this feature.

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

Open  **Dialler**, go to  > **Settings** > **Additional settings**, 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 a call, you can set your device to forward all your calls to another number.


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

Some carriers may not support this feature.

Open  **Dialler**, then go to  > **Settings** > **Call forwarding**.

**Select a forwarding method:** Select how you want to forward your calls. Enter the number you want to forward your calls to, then confirm. When call forwarding is enabled, your device will automatically forward all calls which meet the necessary conditions to the preset number.

- **Always forward:** Forward all of a mobile user's incoming calls to a third-party user.
- **Forward when busy:** Forward a mobile user's incoming calls to a third-party user when the first user's line is busy.
- **Forward when unanswered:** When a mobile user has received an incoming call message from the network and has not responded before the timer expires, that call will be forwarded to a third-party user.
- **Forward when unreachable:** When a mobile user loses the connection to the network, and the mobile user is called, that call will be forwarded to a third-party user.



 If you need to temporarily enable the Always forward setting, please remember to cancel the setting afterwards. Otherwise your Tablet number will never receive incoming calls.

## Delete Call Logs

You can delete call logs that you no longer need.

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




Open  **Dialler** 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:** Touch , select the entries you want to delete or touch **Select all**, then touch .

## Block Nuisance Calls: Get the Peace and Quiet You Deserve

Fed up of nuisance calls and telephone scams? Try using **Blocked**.

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

**Configure interception rules:** Open  **Dialler**, go to  > **Blocked**, and then touch  .  
Configure the interception rules and blacklist or whitelist according to your preferences.





# 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.

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

Open  **Messaging**. From the list of messages, go to    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  to save a message as a draft.

### Manage Messages

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



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

Open  **Messaging**. From the list of messages, touch a contact or telephone number to view your conversations with them. Open an unread message and the system will automatically identify and highlight the telephone number, website address, email, time, and other information within the message. Touch the relevant information to initiate an operation.

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



**Add a message to favourites:** Worried about accidentally deleting an important message? Touch and hold a message and follow the onscreen prompts to add the message to favourites or lock it.

**Forward a message:** Want to share a message with your friends? Touch and hold a message and follow the onscreen prompts to forward or share it.

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

**Quickly reply to a message:** Want to quickly reply to a message you received? New messages will be displayed in the notification panel. Touch to quickly reply.




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

**Pin to top:** Want to pin an important message to the top of the list? From the list of messages, touch and hold a message to select it, then touch . Pinned messages will be displayed below notification messages. To pin unread messages to the top, go to  > **Settings** > **Pin unread messages**.

## Block Spam Messages

Tired of receiving spam messages? Enable message blocking to say goodbye to spam messages!


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

Open  **Messaging**. On the list of messages, go to  > **Blocked**, touch  and configure the interception rules, whitelist, and blacklist.

## Attach a Signature to a Text Message

You can create a signature to add to the end of every text message to give your messages a more formal touch.

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

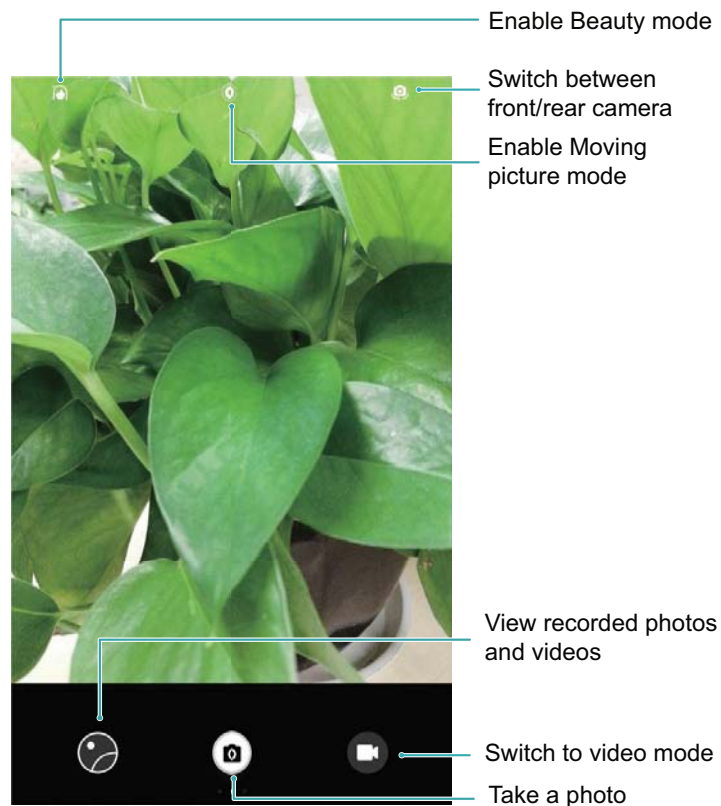
Open Messaging, go to  > **Settings** > **Advanced** > **Signature**, and enable **Attach signature**. Touch **Edit signature**, enter your signature, and touch **OK**.



# Camera

## Basic Camera Functions

### Use Your Camera's Basic Functions


Understand your camera's basic functions to help you take better pictures.



**Basic photo mode:** Open  **Camera** and in the viewfinder, touch  to take a picture. You can also configure the Volume down button to work as a shutter button for your camera.

**Select a photo mode:** From the viewfinder, swipe right to enter the photo mode screen. Here you can change the photo mode according to your needs.

**Zoom your camera in or out:** From the viewfinder, touch the screen with two fingers and pinch them together to zoom in or move them apart to zoom out. If you zoom in beyond your camera's optical zoom limit, the image quality will decrease. After you touch the screen with two fingers and zoom in or out, a zoom bar will appear on the side of the screen, which you can also use to zoom your camera in or out.

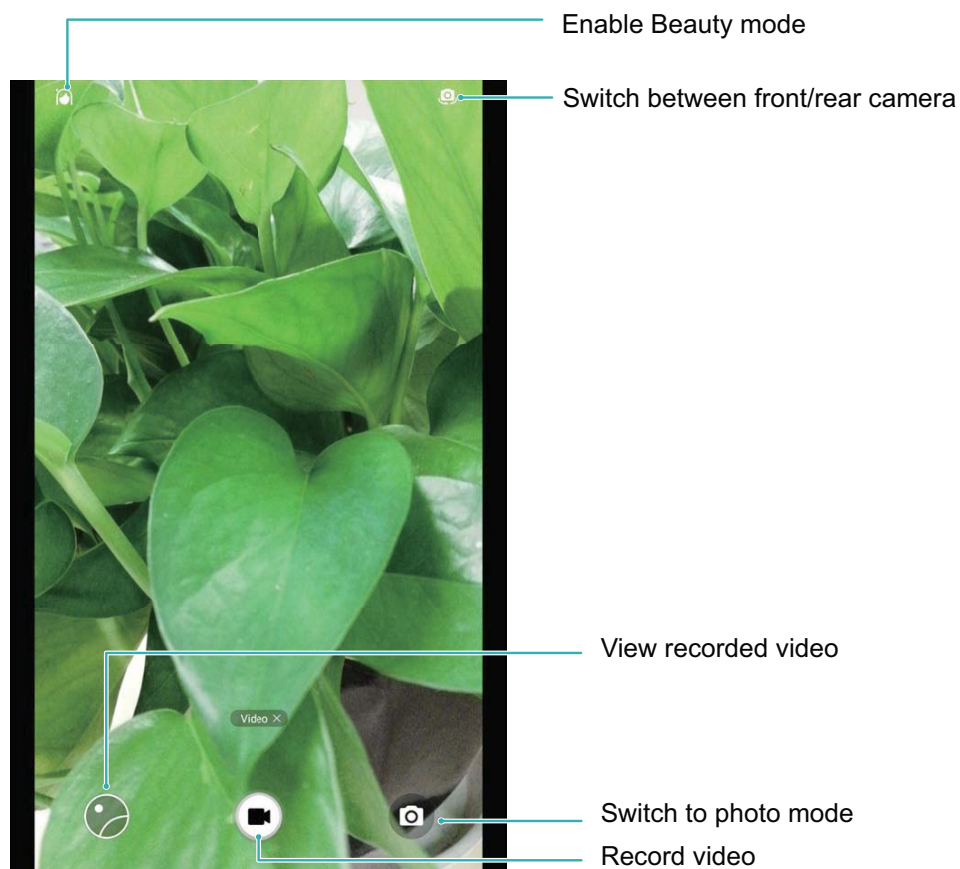
**Adjust your camera's exposure:** Your camera will adjust its exposure automatically depending on the ambient light level. Increasing the exposure will make pictures appear brighter whereas decreasing the exposure will make pictures appear darker. You can adjust the exposure manually from the viewfinder by touching the screen and dragging the  icon up or down.







**Enable geolocation:** Records your geographic location when you take a picture to allow you to search through your pictures by location. From the viewfinder, swipe left to enter the settings menu and enable **GPS tag**.

## Use Camera to Record Videos

Besides taking pictures, you can also use the camera to capture high resolution videos with sound.




**Record a video:** Open  **Camera** and touch  to switch to video mode. Touch  to start recording a video.

**Take a picture while recording a video:** You can touch  when recording a video to take a picture.

**Zoom your camera in or out:** From the viewfinder, touch the screen with two fingers and pinch them together to zoom in or move them apart to zoom out. If you zoom in beyond your camera's optical zoom limit, the image quality will decrease. After you touch the screen with two fingers and zoom in or out, a zoom bar will appear on the screen, which you can also use to zoom your camera in or out.

## Adjust Camera Settings

In the settings page of Camera you can adjust a variety of camera settings, modes, and specifications to suit your usage needs.


**Touch viewfinder to shoot:** Open  **Camera**, swipe left to open **Settings** and enable **Touch to capture**. Now when you touch an object in the viewfinder, the camera will focus and take a picture automatically.

**Capture smiles automatically:** From **Settings**, enable **Capture smiles**. The camera will now take a picture automatically when it detects a smile in the viewfinder.

**Lock focus distance:** From **Settings**, touch **Touch & hold shutter button** and select **Lock focal length**. Now when you touch and hold the shutter button, the camera will no longer auto focus.


**Use the volume button to take pictures, focus a shot, or zoom in or out:** From **Settings**, touch **Volume button function** and select **Shutter**, **Zoom**, or **Focus** mode according to your usage needs.

**Save pictures to RAW format:** RAW format pictures record all data from the camera lens, giving you a much higher quality image and allowing you to perform much more detailed editing and post-processing. In Pro mode, swipe left on the screen to enter **Settings** and then enable **RAW format**. Now when you take a picture, the picture will be saved in RAW format as well as the standard picture format, and stored in a special folder in **Gallery**.

 RAW format pictures take up more storage space than traditional pictures. Please check that you have enough free space available.

## Use an Assistive Grid to Help You Compose Your Photos

If you don't know where to place the subject in your photos, try using the assistive grid feature to improve your composition.

To select an assistive grid, open  **Camera** and swipe left on the viewfinder to open the **Settings** screen. Touch **Assistive grid** and select a grid type.

**The rule of thirds:** Select the **Grid** or **Phi grid** grid. The four points where grid lines intersect are the focal points of the photo. Position the subject under one of these points to create an interesting composition.



**The golden spiral:** Select the **Fibonacci spiral (left)** or **Fibonacci spiral (right)** grid. The centre of the spiral is the focal point of the photo. Position the subject here to lead the viewer around the image in a natural flow.






## Take moving pictures



Want to take more exciting and vivid photos? Take a moving picture and prolong life's wonderful moments.


With Moving pictures, you can record a scene approximately 1 second before and after the shutter button is pressed. When browsing the gallery, not only can you view the photo captured, but also play the moving image and sound.

**Take Moving pictures:** Open  **Camera**, touch  on the top of your screen, then touch  to capture.



**View Moving pictures:** The captured moving picture will be saved to **Gallery** in JPG format. Go to  **Gallery** > **Albums** > **Camera**, touch the moving photo with a  tag, and then touch the  icon at the top of the photo to view the moving photo effect. Moving photo effects will stop automatically after the playback ends. You can also touch the screen to stop the playback manually.


**Share Moving pictures:** Go to  **Gallery** > **Albums** > **Camera**, touch the moving photo you want to share, then touch , select a sharing method and follow the onscreen instructions to complete the sharing.



-  Moving pictures can be shared directly through Wi-Fi, Bluetooth, Huawei Share, and more. The receiving device must be a Huawei device that supports the capture of moving pictures in order to play the moving photo effects. When sharing moving pictures to third-party apps or unsupported devices, moving pictures are displayed in static images.


## Panorama: Capture the World in Wide-angle


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.

Open  **Camera**. Swipe right on the screen, and then touch **Panorama**. In Panorama mode, touch  at the top of the screen to configure the shooting direction.

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

Touch  when you are finished. The camera will automatically stitch the photos together to create a panorama.



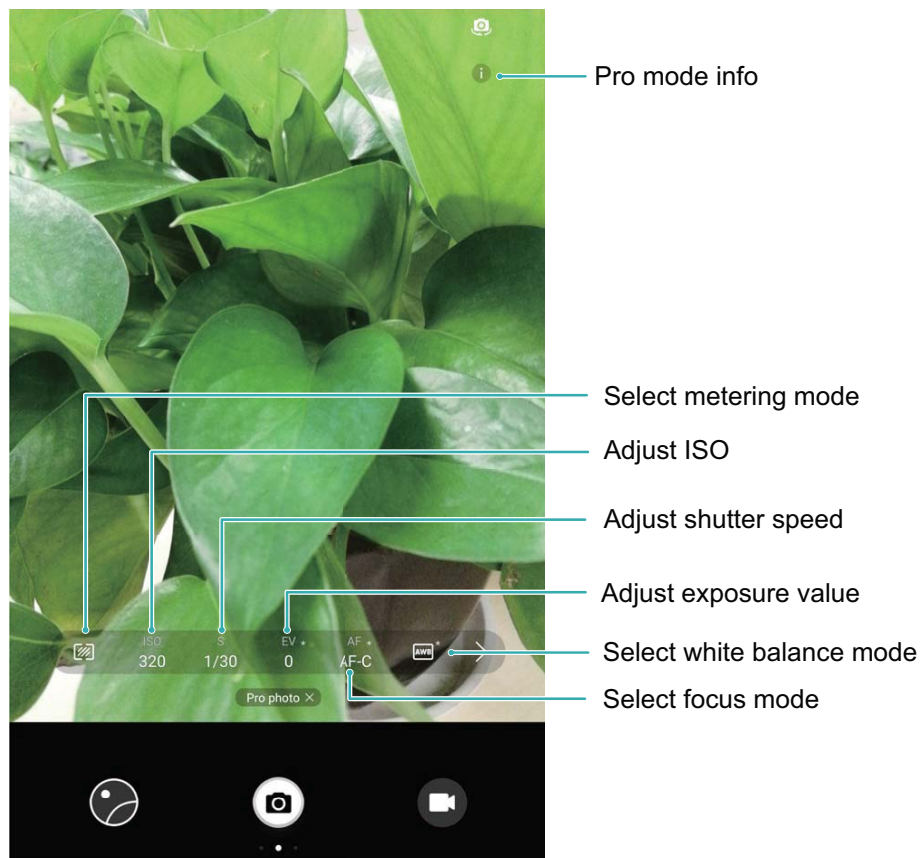
## Pro Mode

### **Pro Camera: Use Light to Tell Your Story**

Pro camera lets you adjust exposure, shutter speed, and a range of other settings, putting you in charge of your camera.

Pro camera is a pre-installed camera mode in your Tablet. In Pro camera mode, you can adjust various camera parameters to produce photos and videos with results comparable to professional cameras.





## Use Pro Camera Mode to Take Landscape Shots

Use Pro camera mode to customise camera settings and capture landscape shots that stand out.


Open  **Camera** and swipe right, touch **Pro photo** to enable Pro camera mode.


**Metering mode:** In Pro camera mode, touch . Select the appropriate metering mode for the scene.


Metering mode	Scene
<b>Matrix</b>	Wide landscapes (coastal views, mountains)
<b>Centre</b>	Photos with a central subject that is separated from the background.
<b>Spot</b>	Photos with subjects that you want to isolate, such as flowers or trees.





## Brightness settings


- **ISO:** In Pro camera mode, touch **ISO** and then slide the ISO slider horizontally to change the value.
  - **i** An ISO of 400 or less is recommended to prevent excessive noise. For daytime shooting, set the ISO to 100–200; for night scenes, set the ISO to around 400.
- **Shutter speed:** In Pro camera mode, touch **S** and drag the slider until the desired value is highlighted.

 For static scenes (such as mountains), a shutter speed between 1/80 and 1/125 is recommended; for moving scenes (such as waves), it is recommended that you mount your Tablet on a tripod and set a slower shutter speed (less than one second).

- **Exposure compensation:** In Pro camera mode, touch  and drag the EV slider until your preferred value is highlighted.


**White balance:** In Pro camera mode, touch  and drag the AWB slider until your preferred value is highlighted.

-  If shooting in direct sunlight, select ; if conditions are dark or overcast, select .
- Select  to change the colour temperature. To compose a photo with warmer tones or a vintage look, set a higher K value; for colder light or a sense of stillness, set a lower K value.

**Focus:** In Pro camera mode, touch  and drag the AF slider until your preferred value is highlighted.

Focus mode	Scene
AF-S	Static scenes (such as mountains)
AF-C	Moving scenes (such as waves)
MF	Isolated subjects (such as flowers)

**Keep your device level:** In Pro camera mode, swipe left on the viewfinder and enable **Horizontal level**. This feature displays a spirit level in the viewfinder. Ensure that the dotted line lines up with the solid line. This indicates that your device is level.

-  In Pro camera mode, when one setting is changed, other settings may also change automatically.
- The above settings are guidelines only. For optimal results, adjust camera settings according to the actual shooting conditions.







## Use Pro Camera Mode to Take Portrait Shots

Use Pro camera mode to customise camera settings and create your own unique portrait style.

Open  **Camera** and swipe right, touch **Pro photo** to enable Pro camera mode.



**Metering mode:** For portrait shots, select  or  and position the subject in the centre of the photo.

### Brightness settings


- **ISO:** For portrait shots, a low ISO setting is recommended to prevent excessive noise. In mixed lighting conditions, you may need to experiment to find the right ISO setting.

Scene	Recommended ISO value
Outdoors	100–200
Indoors	400
Night scenes	400–800

- **Shutter speed:** Use slower shutter speeds for dark scenes and higher shutter speeds for well-illuminated scenes. For static subjects, use a shutter speed of 1/80 to 1/125. For moving subjects, use a shutter speed of 1/125 or higher.
- **Exposure compensation:** If the subject and background are too dark, increase the EV value; if they are too bright, lower the EV value.

**White balance:** Choose a white balance mode that suits your scene. If shooting in direct sunlight, select ; if conditions are dark or overcast, select .


**Focus:** For portrait shots, it is recommended that you select Manual Focus (MF) mode. Touch the part of the photo that you want to isolate with the focus (such as a face) and then capture your shot.

-  In Pro camera mode, when one setting is changed, other settings may also change automatically.
- The above settings are guidelines only. For optimal results, adjust camera settings according to the actual shooting conditions.

## Beautification





### Beauty Mode: Always Look Your Best




Want to always look your best in your selfies? Beauty mode lets you adjust a range of beautification settings with ease. It can also create a personalised beauty information database tailored to you.

-  If you take a selfie at night or in low light conditions, your Tablet will detect the low ambient light and automatically enable Night mode to improve the quality of selfies. This mode does not have a switch and is automatically enabled when your device detects low ambient light. Your device will prompt you when it enables this mode.
- Beauty mode:** Enable Beauty mode to automatically apply beautification effects to everyone in the frame.
- Perfect selfie:** Enable Perfect selfie and your Tablet will create a custom beauty plan for you. The higher the beautification level, the more pronounced the effects.

### Use Beauty Mode to Always Look Your Best

Want to bring out your beauty in selfies and group shots? Beauty mode helps you look your best in every photo you take.

**Enable Beauty mode to capture more beautiful photos:** Open  **Camera**, touch , and then touch the  icon in the viewfinder. Drag the sliders left and right to adjust beautification effects. A higher **Beauty level** translates to more pronounced beautification effects. After adjusting, touch  to take photos in **Beauty** mode.

**Enable Perfect selfie mode and customise beauty parameters:** Open  **Camera**, touch , then swipe left on the screen to enter **Camera** settings. Touch **Perfect selfie**, then enable **Perfect selfie**. Take photos of yourself looking to the front, sides, and downwards as prompted, and then set the beauty parameters. A larger value translates to more pronounced slimming and beautification effects. After configuration, touch  to save your personalised beauty information.

- **Reset personal information:** Under **Camera** settings, go to **Perfect selfie > Edit personal info**, and follow the onscreen prompts to re-take photos of yourself looking to the front, sides, and downwards. This will reset the beauty parameters.
- **Adjust beauty parameters:** Under **Camera** settings, go to **Perfect selfie > Set beauty effects** to adjust parameters such as the smoothness of skin.

## Light Painting Mode

### Light Painting: Shoot Light Trails

Light painting mode automatically sets a slow shutter speed to take long-exposure shots of light trails. This mode produces stunning photos that have an ethereal quality.

Light painting mode offers four creative shooting modes for different subjects and light conditions:

- **Tail light trails:** Capture light trails created by cars at night.
- **Light graffiti:** Capture trails created by a moving light source in low-light conditions.
- **Silky water:** Capture silky-smooth photos of waterfalls and flowing water.
- **Star track:** Capture stunning photos of star trails in the night sky.






### Tail Light Trails: Capture the Lights of the City

Tail light trails lets you create artistic photos of car tail lights at night.



- Shoot from a distance and slightly above your subject for best results. Ensure that car headlights do not point directly at the camera, as this can overexpose the image.
- Position your device on a tripod so that it does not move during the exposure.




Open  **Camera**. Swipe right on the screen and then go to **Light painting** > **Tail light trails**. Hold your Tablet steady, and then touch  to start shooting. A preview of the image is displayed in the viewfinder. Touch  when you are finished.

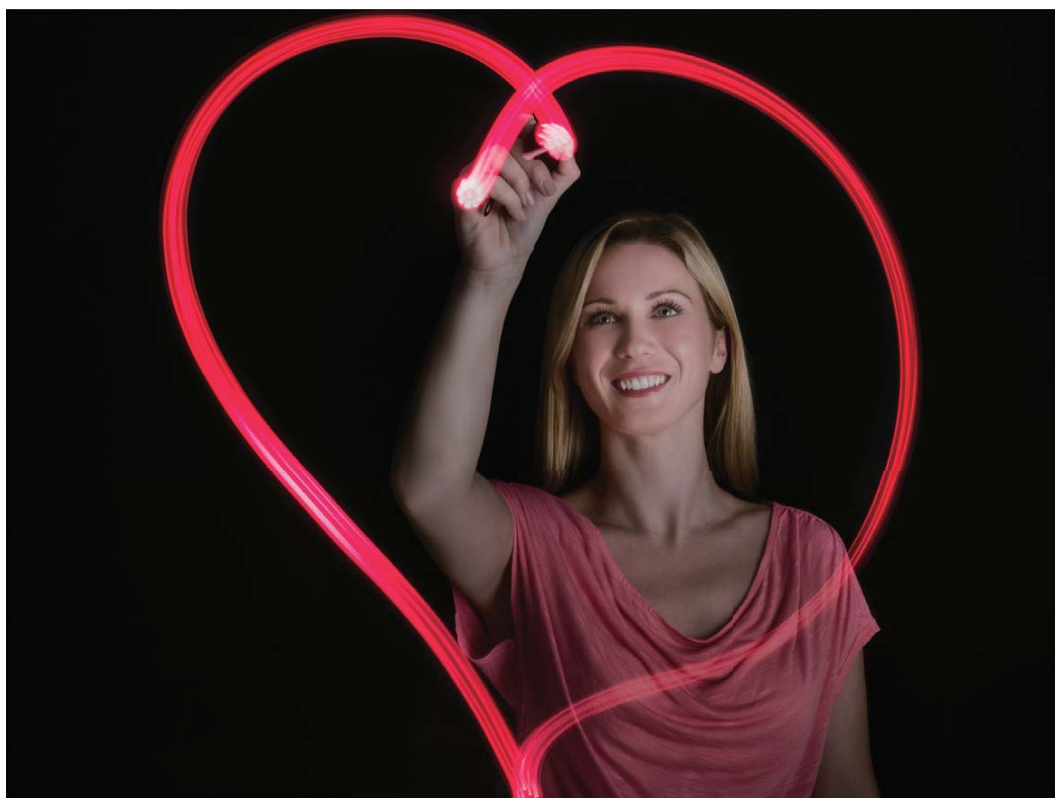


## Light Graffiti: Paint a Photo with Light

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

- Find a dark location away from other light sources and ensure that the subject's silhouette is not visible. Choose a suitably bright light source of an appropriate colour, such as a small torch or glow stick.
- Position your device on a tripod so that it does not move during the exposure.




Open  **Camera**. Swipe right on the screen and then go to **Light painting** > **Light graffiti**. Hold your Tablet steady, and then touch  to start shooting. A preview of the image is displayed in the viewfinder. Touch  when you are finished.



## Silky Water: Capture Silky-smooth Streams and Waterfalls

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

- For better results, find a stream or waterfall with lots of water.
- Position your device on a tripod so that it does not move during the exposure.




Open  **Camera**. Swipe right on the screen and then go to **Light painting** > **Silky water**. Hold your Tablet steady, and then touch  to start shooting. A preview of the image is displayed in the viewfinder. Touch  when you are finished.



## Star Track: Capture the Beauty of the Stars

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

- For best results, choose a location free of light pollution with an unobstructed view of the sky, and on a clear night.
- Position your device on a tripod so that it does not move during the exposure.

Open  **Camera**. Swipe right on the screen and then go to **Light painting** > **Star track**. Hold your Tablet steady, and then touch  to start shooting. A preview of the image is displayed in the viewfinder. Touch  when you are finished.






## Use Time-lapse to Condense Hours into Minutes

You can use time-lapse to capture images over a long period of time and condense them into a short video, allowing you to view flowers blooming, the ebb and flow of city traffic, and the formation of clouds during the day and the movement of stars in the night sky.

- Avoid recording time-lapse for too long as it will use up your battery power and storage space.
- Use a sturdy tripod to reduce device movement during time-lapse recording.

Before starting the time-lapse, ensure that the scene is well lit and the camera is in focus. Position the camera carefully to avoid capturing irrelevant background objects.

Open  **Camera**. Swipe right on the screen, and then touch **Time-lapse**. Touch  to start recording. Touch  to finish recording.



Go to **Gallery** to play your time-lapse video.









## Discover New Possibilities with Customised Shooting Modes

Want to discover new ways of using your camera besides the preset functions? You can download or delete shooting modes based on your needs.

**Downloading more shooting modes:** Open  **Camera**, swipe right to go to the **Modes** page, then touch  to view the available modes. Select the shooting modes you want, and touch **ADD**. After downloading, you can see the downloaded shooting modes under **Modes**.

**Updating shooting modes:** To update shooting modes, go to the **Modes** page, and touch . The shooting modes with available updates will have red dots next to them. You can follow the onscreen prompts to update them.

**Deleting shooting modes:** On the **Modes** page, touch  near the top of the screen to go into **Edit** mode, and then touch  to delete unneeded shooting modes.

 To ensure that Camera works normally, preset shooting modes cannot be deleted.




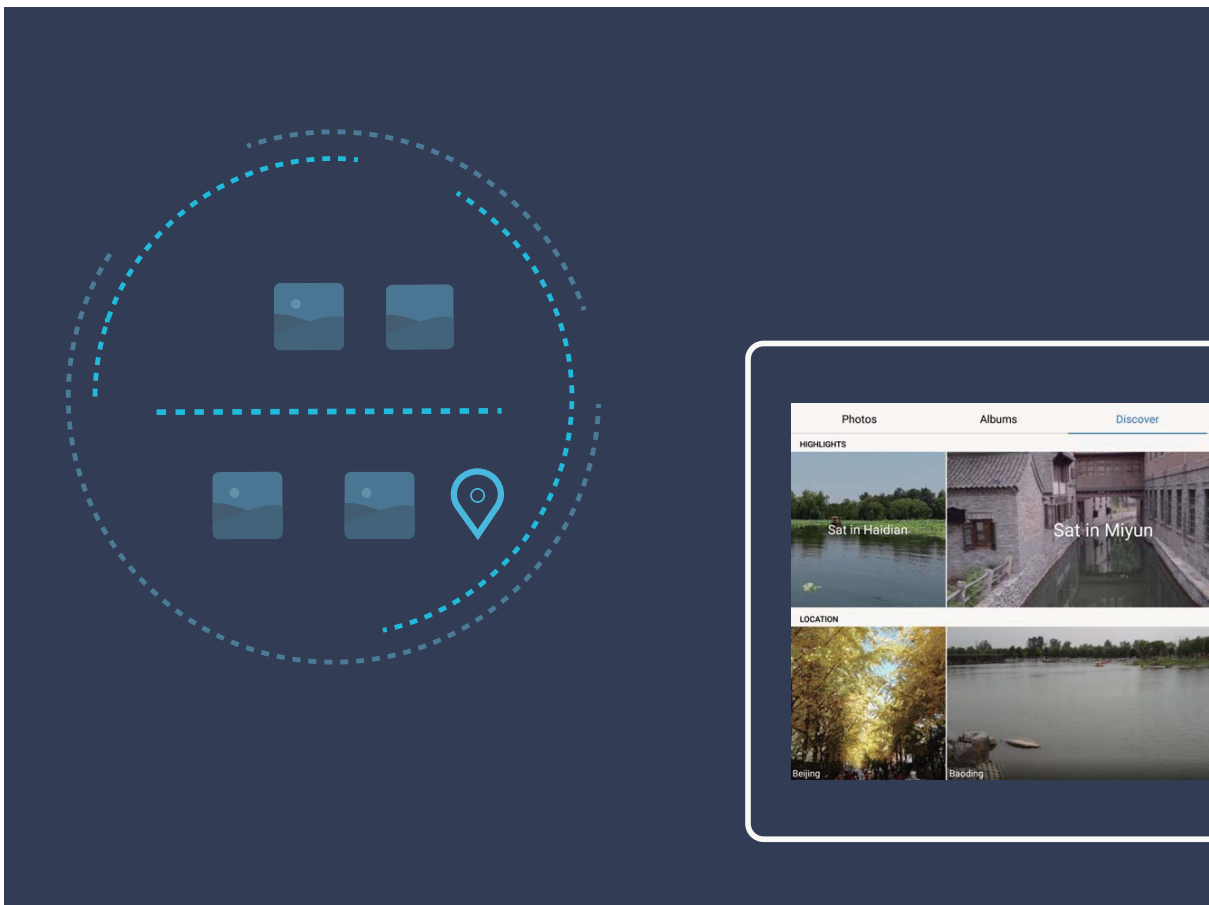
# Gallery

## Highlights

### Highlights: Turn Your Photos into a Personalised Video

Highlights creates short video clips from your photos based on location information. You can add animation effects and choose from a range of background music.


-  Highlights automatically creates videos based on the geographical information in your photos. To use this feature, open **Camera**, go to **Settings**, and check that **GPS tag** is enabled.
- Check that your Tablet is connected to the Internet.
- Highlights albums are created automatically when your Tablet is charging, the screen is switched off, and the battery is at least 10% charged. It may take some time for your Tablet to create the album. Your Tablet will not create a Highlights album if there is an insufficient number of photos or videos in your Gallery.




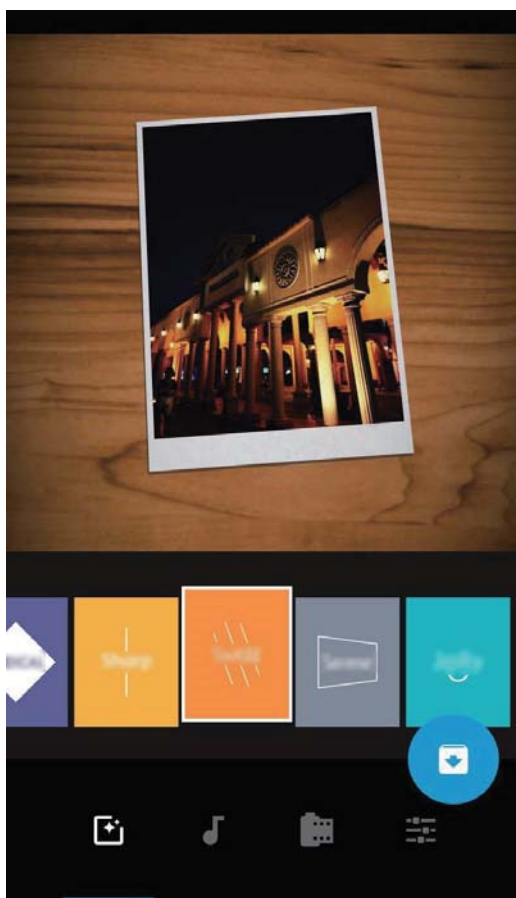
### Edit the Highlights Album





Want to change the background music or video template for Highlights? You can edit a Highlights video and personalise it with the background music and template you like.

- **Highlights** automatically creates videos based on the geographical information in your photos. To use this feature, open **Camera**, go to **Settings**, and check that **GPS tag** is enabled.
- Check that your Tablet is connected to the Internet.
- Highlights albums are created automatically when your Tablet is charging, the screen is switched off, and the battery is at least 10% charged. It may take some time for your Tablet to create the album. Your Tablet will not create a Highlights album if there is an insufficient number of photos or videos in your Gallery.

Open  **Gallery**, and touch the Highlights album you want to view or edit under **Discover**.




- **Playing or editing Highlights:** Touch , and you can edit the video's template or background music using the options bar near the bottom of the screen during playback.





- **Renaming a Highlights album:** Touch  and enter the new name.
- **Deleting a Highlights album:** Touch , and then touch **Delete**.
- **Sharing or removing photos:** Touch and hold any photo in the Highlights album, then touch  and select a sharing method. Touch , and then touch **Move** to remove photos from the Highlights album.

## Photo Management

### Edit Videos



**Crop a video:** Open  **Gallery**, select the video you want to edit, and touch  to enter the video editing screen. You can drag the slider in the crop area to select the segment you want to keep, and touch  to finish cropping the video.









**Adjust the video resolution:** As you drag the slider to select the video segment you want to keep, you can touch  to preview the cropped video. You can also touch the video resolution options (such as **Full HD**, **HD** or **Standard**) on the editing screen to adjust the video resolution.




 The higher the resolution, the clearer the video, but also the greater the storage space required. Choose according to your needs.

### 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 your desired filter effect.
- **Colour retention:** Touch , and follow the onscreen instructions to select the colours you want to keep. The areas selected to retain colours will be highlighted.
- **Blur a photo:** Touch , select the blur mode you desire, and drag the slider to adjust the degree of the blur.
- **Adjust photo effects:** Touch  to adjust the photo's brightness, contrast, saturation, and other parameters according to your preferences.
- **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**, **Blemish**, **Thin face**, and **Enhance eyes** to make your portrait shot more attractive.
- **Create photo mosaics:** Touch , and select your desired mosaic style and size to create a photo mosaic.



- **Graffiti on photos:** Touch , and select your desired brush and colour to graffiti on photos.
- **Add watermarks:** Touch , and select your desired watermark (such as **Time**, **Location**, **Weather**, or **Mood**) to personalise your photos.
- **Add a tag:** Touch , and select an annotation style and font format to enrich your photos.

## Browse and Share Photos and Videos

Browsing through old photos or videos in your free time can bring back precious memories. Your photos and videos are stored in Gallery. You can view them by time, location, or by selecting an 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 close them to zoom out.
- **View shooting parameters:** To view the shooting parameters of a photo, touch , and swipe up and down on the details window to view the ISO (sensitivity), EV (exposure compensation), resolution, and other parameters of the photo.
- **Rename a photo:** Go to  > **Rename**, and enter a new name for the photo.
- **Set photo as contact photo or desktop wallpaper:** Go to  > **Set as**, and set the photo as a **Wallpaper** or **Contact photo**.

**Share a photo or video:** Open  **Gallery**, touch and hold any file to enter the selection screen, then select the files you want to share and touch . Select a sharing method and follow the onscreen instructions to complete sharing.

**Set automatic photo rotation:** Want to make your photos and videos follow the screen's rotation?


From the **Gallery** screen, go to  > **Settings** > **Photo orientation**, and select **Always rotate**.

**View by shooting time:** You can view the shooting time of your photos and videos in the **Photos** tab. Go to  > **Settings**, and enable **Show time** to display the shooting date when viewing photos in full screen mode. From the **Photos** tab, you can separate or close two fingers to zoom out or in on the screen, and switch between day and month display for photos and videos.


**View by shooting location:** If you took a photo or video with **GPS tag** enabled in the **Camera** settings menu, you can view photos and videos 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 separate two fingers to zoom in on the map and view the details of a photo. Touch the photo thumbnail to view all the photos and videos taken at that location.



**View by album:** You can view photos and videos by albums in the **Albums** tab. Some photos and videos are stored in default albums specified by the system. For example, videos recorded with the




camera are saved in the **Camera videos** album. Screenshots and screen recordings are saved in the **Screenshots** album.


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




## Organise Photo Albums

**Add photos or videos to a new album:** From the **Albums** tab, touch , enter an album name, and then touch **OK**. Select the images or videos that you want to add to the new album.


**Move photos or videos:** Combine photos and videos from separate albums for easier viewing. Open an album, touch and hold a photo or video until  appears, and then select the photos or videos to be moved. Touch  and select the destination album. After you move a photo or video, it will be removed from the original album.

**Declutter albums:** If your album list is too cluttered, you can move some albums to **Others**. Touch and hold an album until  appears, select the albums to be moved, and then touch  to move the albums to **Others**. If you want to restore albums to their original location, open **Others**, touch and hold the albums to be restored, and then touch .




-  • You cannot move the **Camera**, **Camera videos** or **Screenshots** albums to **Others**.
- Moving an album created by a third-party app to **Others** will not affect the app.



**Reorder albums:** Move albums that you use frequently to the top of the list for easier viewing. Touch and hold an album until  appears. Touch and hold  and drag with your finger to move an album up or down the list. When you are done, touch  to save changes.

-  You cannot reorder the **Camera**, or **Screenshots** albums.

**Hide albums:** Hide private albums that you don't want others to see. From the **Albums** tab, go to  > **Hide albums** and toggle on the switches for albums that you want to hide.

-  You cannot hide the **Camera**, or **Screenshots** albums.


**Delete photos or videos:** Touch and hold a photo or video until  appears, select the photos or videos to be deleted, and then touch  > **Delete**. Deleted photos and videos are kept in the **Recently deleted** album and are marked with an icon that indicates the number of days before they will be permanently deleted. To permanently delete photos or videos, go to **Recently deleted**, select the photos or videos to be deleted, and then touch  > **Delete**.

**Restore deleted photos and videos:** Open the **Recently deleted** album and touch and hold a photo or video until  appears. Select the photos or videos to be restored and touch  to restore them to the original album. The original album will be recreated if it no longer exists.

# Tablet Manager

## Use One-touch Optimisation


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

Go to  **Tablet Manager** and touch **OPTIMISE**. Your Tablet will increase its running speed, check for security risks, optimise power consumption, and monitor and intercept unknown phone numbers and harassing calls.

## Optimise Power Consumption


Running out of battery at an inopportune time can cause many inconveniences. Power saving features can help to prolong the battery life of your Tablet, allowing you to play games or enjoy other features for longer.

Open  and touch **remaining** to perform the following:

- **View power consumption details:** Touch **Battery usage** to view power consumption details. In the Battery usage details section, the blue marks beneath **Charging** indicate the times when your device was charging. Gaps between the marks indicate times when your device was not charging. This feature does not consume power. Touch **Battery usage** to view which apps and hardware are consuming the most power.
- **Comprehensive power consumption check and optimisation:** Touch **Optimise** to check for power consumption problems and automatically optimise performance.
- **Enable Power saving mode:** Enable **Power saving mode**. Choose the appropriate power saving mode based on your Tablet's battery level to extend battery life.
- **Adjust screen resolution to save power:** Enable **Smart resolution**. Your device will automatically lower the screen resolution to save power. You can also manually set the screen resolution to save power when high resolution is unnecessary.
- **Display remaining battery percentage in status bar:** Enable **Battery percentage** to display the remaining battery percentage in the status bar.
- **Manage app launches to save power:** Touch **Launch** to automatically or manually manage app auto-launch, secondary launch, and background activity. The system will automatically manage power usage to save power.
  -  You will receive a notification when there are power-intensive apps running in the background. Follow the onscreen instructions to optimise app settings.

## Use Virus Scan to Keep Your Tablet Safe

Opening the wrong advertisement can cause Trojan viruses and malware to secretly install and run on your device, stealing your contacts information and other personal data. Virus scan can locate and remove potential threats to keep your Tablet in good shape.

Open , touch **Virus scan**, and your device will automatically scan for and delete security threats.


At the same time, you can touch  to perform the following options:


- **Cloud virus scan:** Enable **Cloud scan** and your Tablet will add a dynamic, cloud-based scan to its standard scan, keeping the Tablet safe from new threats.
- **Virus scan reminder:** Enable **Scan reminder** and the system will notify you if you do not perform an anti-virus scan for more than 30 days.
- **Quick scan:** Select **Quick scan**. The system will quickly scan key locations and apps on your device during routine maintenance.
- **Full scan:** Select **Full scan**. The system will comprehensively scan your device for malicious files at regular intervals. This process takes longer, but covers a wider range and ensures your device is protected from threats.
- **Virus library update:** Enable **Auto-update** and **Only update over Wi-Fi**. The system will automatically update the virus database over Wi-Fi, keeping its threat removal capabilities up to date.

# Email

## Add Email Accounts

Add your email account to your Tablet 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 **Others**, 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 Tablet. 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 add one or more email accounts.


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 the profile picture or 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 the keywords, such as email subject, content.

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

**Switch email accounts:** On the accounts screen, touch , and then touch an account profile picture to switch.






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

**Change email notification for VIP contacts:** From your email home screen, go to  > **Settings** > **VIP notifications**.

## 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 response, and then touch **Done**.

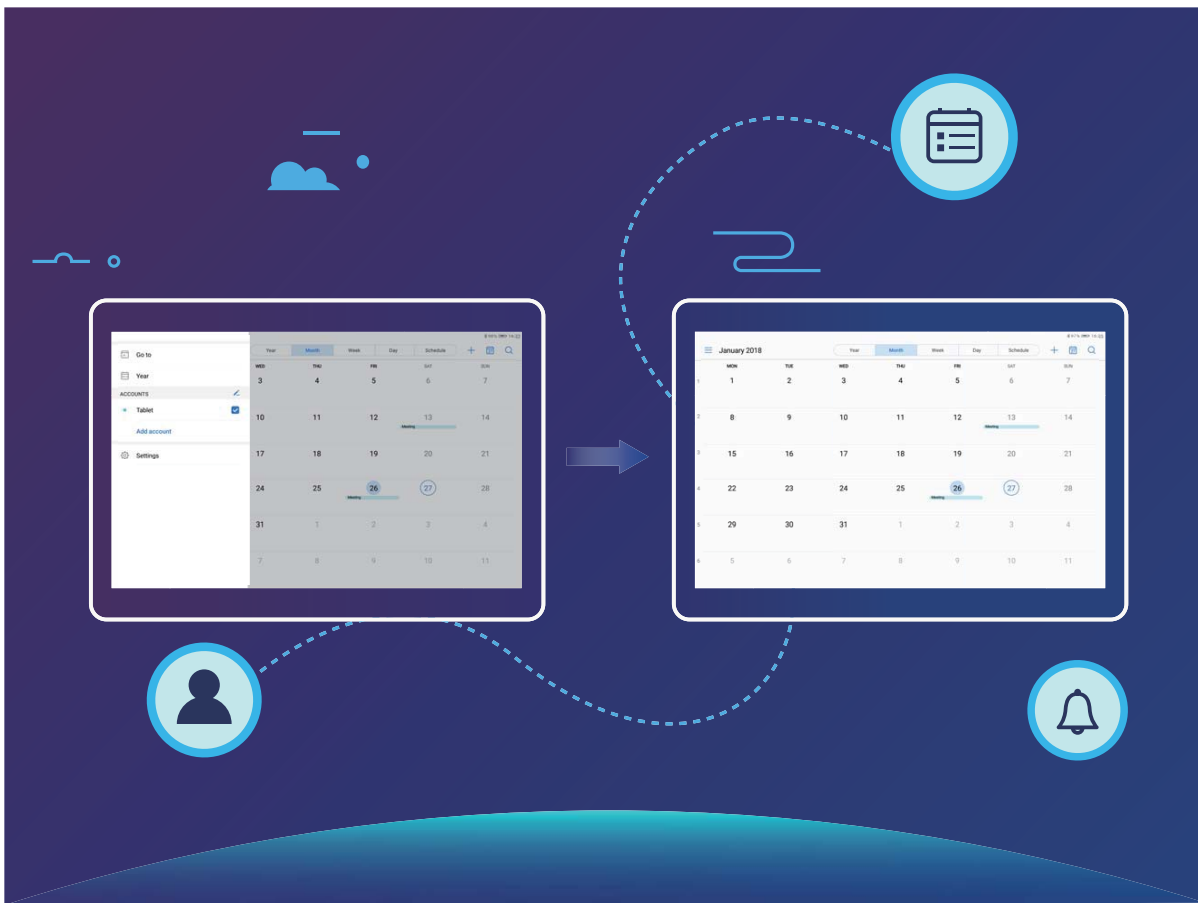
# Calendar

## Calendar: Your Event Management Centre

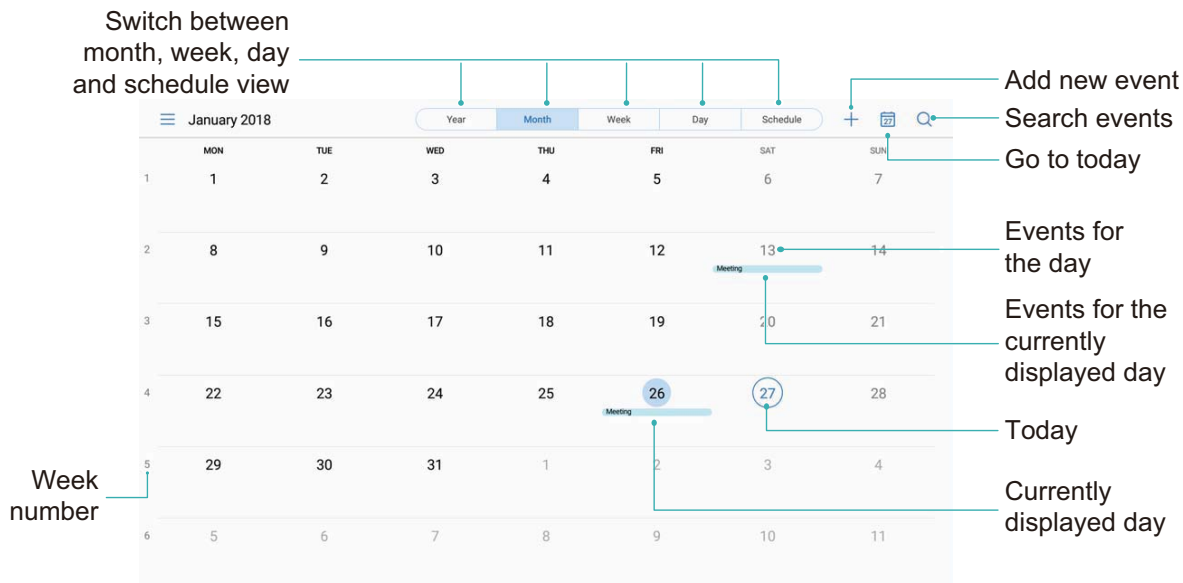
Too many events to keep track of? Calendar provides you with comprehensive event management, making your professional and personal lives easier.




Calendar provides the following functions:

- **Meeting reminders:** Worried about missing an important work meeting? Add your work email (Exchange account) in Calendar to check meeting reminders and receive a reminder from your Tablet before the meeting begins.
- **Share events:** Want to share your schedule and invite your friends to an event? There are multiple sharing methods to choose from.




## Navigate the Calendar





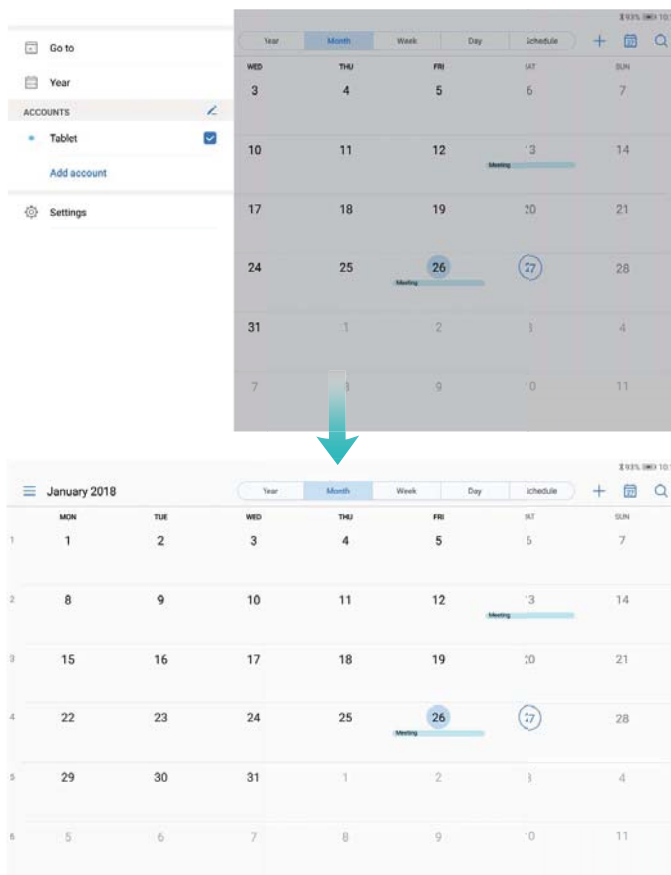
**Create an event:** Open  **Calendar**, touch  , enter your event information including title, location, and start and end times. Go to **More** > **Remind** to add a reminder for your event, then touch  .


**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 customise calendar display and reminders.

## Import To-Dos to Keep Your Work Organised



**Import meeting reminders:** Open  **Calendar**, go to  > **Add account** > **Add and edit account** > **Add account**, and follow the onscreen prompts to add your work email (Exchange account) in **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.




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



# Clock

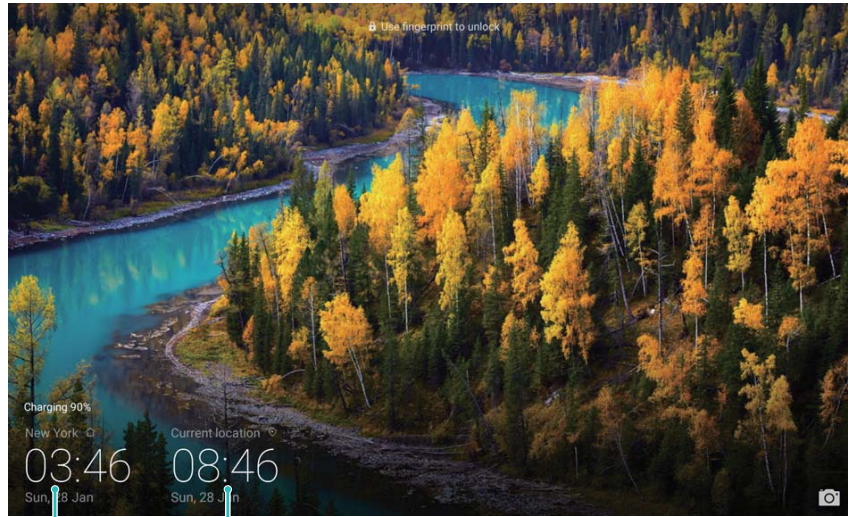
## Use the Clock

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:** Go to  **Clock**, touch  on the **World clock** tab and enter the name of a city or select a city from the list of cities. Touch  to set the date and time.

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



Time and date in your selected city


Network-provided date and time



- i** If the time in your current region is the same as that of your home city, the lock screen will only display one time.



# 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 **Notepad**, 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 **Notepad**, 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 **Notepad**, 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 **Notepad** and enter the keywords of your search. Alternatively, swipe down on the home screen to access the search bar, and enter the keywords of your search.

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




 After completing an item, go to the editing page of **Notepad**, and select  on the left of the completed item.

**Add tags to notes:** Want to easily view the categories of your notes? On the editing page of **Notepad**, touch , and use different coloured tags to categorise different content for a clearer view of your notes.

# Utilities

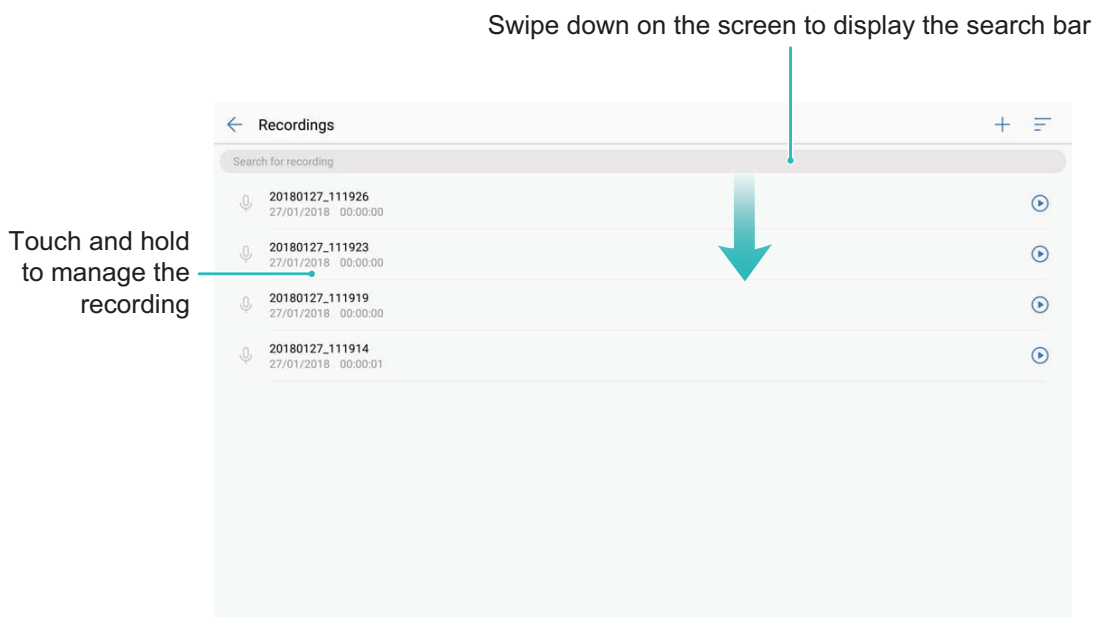
## Use Recorder to Make Audio Notes

Not enough time to write down all the important details during a meeting? 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.

Enable  **Sound Recorder**. Touch  to begin recording. In the process of recording, you can add tags at important points as you require. Touch  to finish recording and save the audio file.

After the recording is completed, you can:

- **Manage recordings:** Touch **Recordings** to access options such as sorting and sharing recordings.



## Tablet Clone

### Data Transfer: Copy Data from an Existing Tablet to Your New Tablet

Want to quickly and conveniently export important files from an existing Tablet to your new Tablet? Use Data transfer to move data seamlessly from an existing Tablet to your new Tablet.

Data transfer provides the following functions:




- **Import data from other Android devices:** You can also conveniently import data from other non-Huawei Android devices to your Tablet.
- **Import data from iOS devices:** You can use the Phone Clone app to import data to your Tablet from iOS devices as well.



### Import Data from Other Android Devices

Want to import data from a non-Huawei Android device to your new Tablet? You can use Phone Clone to transfer data quickly without needing a data cable or using mobile data.

Open  **Settings** and go to **System > Data transfer > Phone Clone > Android**. Follow the onscreen instructions to install **Phone Clone** on your existing Android device. Open **Phone Clone** on your existing device and follow the onscreen instructions to scan the QR code displayed on your new Tablet. Alternatively, connect your existing device to your new Tablet's Wi-Fi hotspot to establish a connection. After establishing a connection, select and transfer data from your existing Android device to your new device.

# Huawei ID and Multiple Users

## Multiple Users

### Multiple Users: Create Separate User Accounts on Your Tablet

Want to lend your Tablet to someone else but don't want them accessing your private files and information? Add multiple users and user types to protect your information privacy when lending your Tablet to others. Your settings and files will not be affected. You can also log in to your Tablet with two user accounts, such as one for work and one for personal use, and quickly switch between them with a single touch.





You can create three different types of users:



- **Owner:** The Tablet's owner. Log in as the owner when you are using your device. As the owner, you have access to all actions, such as adding or deleting users and guests, and giving users permission to make calls and send text messages.
- **User:** Add family members and close friends as users. Users can perform most actions but cannot perform actions that will affect the owner, such as restoring the device to factory settings or enabling Do not disturb mode.
- **Guests:** Add casual acquaintances as guests. Guests can only perform a limited number of actions.

### Add Multiple Users to Your Device

Want to have more than one user account on your Tablet to keep your work and personal life separate? You can add multiple users to your Tablet and switch between them with a single touch.

Open  **Settings** and go to **Users & accounts > Users**. From here you can:

- **Add a user:** Touch **Add user**, enter a name for the user and touch **ADD**. After you add a new user, you can switch to the new user and follow the onscreen instructions to configure the user's account settings.
  -  A maximum of three users can be added.
- **Delete a user:** Log in with the owner account and open the **Users** screen. Select the user you want to delete and touch **Delete user > DELETE** to delete the user.
  -  Alternatively, swipe down from the status bar and touch  **> More settings**. Select the user you want to delete and touch **Delete user > DELETE**.
- **Add or delete guests:** From the **Users** screen, touch **Add guest > ADD** to add a new guest user. To delete a guest user, from the same screen, go to **Guest > Delete guest > DELETE**.
- **Switch to a different user:** From the **Users** screen, touch the profile picture of the user you want to switch to and then touch **Switch user**. Alternatively, swipe down on the status bar, touch  and then touch the profile picture of the user you want to switch to. If the owner has set a lock screen password for the device, you will be prompted to enter the password when switching back to the owner from another user.

- **Change a user account name or profile picture:** From the **Users** screen, switch to the relevant user and touch . Follow the onscreen instructions to change the user's name or profile picture.
  - **Allow a user to make calls and share call records:** Log in with the owner account. From the **Users** screen, select a user and then select **Allow calls and messages and sharing of communication history**.
-  This feature is not supported on Wi-Fi only tablets.

# Device Connection

## Bluetooth

### Connect Your Tablet to Bluetooth Devices



Use Bluetooth to connect your Tablet to Bluetooth headsets and in-car Bluetooth to navigate or listen to music while you drive. You can also connect your Tablet to Bluetooth wearables to record and manage fitness data. Connecting Bluetooth devices to your Tablet 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 mice
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  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 Tablet 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 Tablet 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  > **Import/Export** to perform the following:

- **Import contacts:** Touch **Import from another phone** and select **Supports Bluetooth**. Follow the onscreen instructions to establish a Bluetooth connection with the other device. Contacts from the other device will then be imported to your Tablet 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 Tablet to the other device automatically.

## Multi-screen Display



### Multi-screen: Share Your Device's Content on a Larger Screen

Connect your Tablet and your TV/streaming box to the same Wi-Fi network to use multi-screen sharing. When you look at pictures, you can display them on your TV and share happy memories with your friends and family.





Protocol Type	Connection Instructions	Connection Methods	Image Sharing Method
Miracast Protocol	Mirror what is shown on your device's screen on a separate device that supports Miracast (like a TV, projector, or other display).	Directly connect over Wi-Fi and turn on the screen sharing function (like Miracast) on the external device.	Everything displayed on your device will be shared to the display on the external device. When playing music and videos, only the image will be shown on your device; no audio will play.

## Multi-screen: Mirror Your Screen

**Select a display device:** Swipe down from the status bar and open the shortcuts panel. Touch  to open multi-screen. After a display device is discovered, choose one of the supported connection methods, as indicated by the icons (). If your display device does not support the above connection methods, you can buy an Android set-top box and connect it to your display device.

: Miracast is supported. You can mirror your screen to the display device.

**Mirror the screen to a display device:** Swipe down from the status bar and open the shortcuts panel. Touch  to open multi-screen. Select the display device you want to use from the list. Enable the Miracast feature on the display device if necessary. See the device manual for instructions.

To stop mirroring your screen, touch  > **Disconnect**.

## Connecting USB Device

### Transfer Data Between Your Tablet and Computer

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

#### Select USB connection mode

Swipe down from the status bar to open the notification panel, and then touch **Charging via USB** to select a USB connection method.

- **Charge only:** Use the USB connection only to charge your Tablet.
- **Transfer files:** Transfer files between your Tablet and computer.
- **Transfer photos:** Transfer pictures between your Tablet and a computer. If your computer does not support MTP, you can use PTP to transfer files and pictures between your Tablet and computer.
- **Reverse charging:** Connect your Tablet to another device with a USB Type-C cable to charge the other device.
- **MIDI:** Use your Tablet as a MIDI input device and play music on your computer.

Connect your Tablet to your computer using a USB cable to transfer data and perform other tasks.


- **Send files:** MTP (Media Transfer Protocol) is a protocol that allows you to transfer media files. You can use it to transfer files between your Tablet and computer. Before using MTP, please 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 then install the necessary drivers. On your computer, open the drive that is named after your Tablet's model to browse files stored on your Tablet. You can also browse multimedia content on your Tablet using Windows Media Player.
- **Transfer images:** PTP (Picture Transfer Protocol) is a protocol that allows you to transfer images. You can use it to transfer images between your Tablet and computer more conveniently. Swipe down from the status bar to open the notification panel, and then set your USB connection method to **Transfer photos**. Your computer will then install the necessary drivers. On your computer, open the drive that is named after your Tablet's model to browse images stored on your Tablet.
- **Transfer MIDI data to your Tablet:** MIDI (Musical Instrument Digital Interface) is an industry standard audio format for composers and electronic instrument manufacturers.  
 Swipe down from the status bar to open the notification panel, and then set your USB connection method to **MIDI**. You will now be able to transfer MIDI data between your Tablet and other devices.

## Transfer Data Between Your Tablet and a USB Device

USB OTG (USB On-The-Go) lets you transfer data directly between your Tablet and other devices (such as phones, tablets, cameras, and printers) without requiring a computer. You can also use an USB OTG cable to connect your Tablet directly to a USB storage device and transfer files.

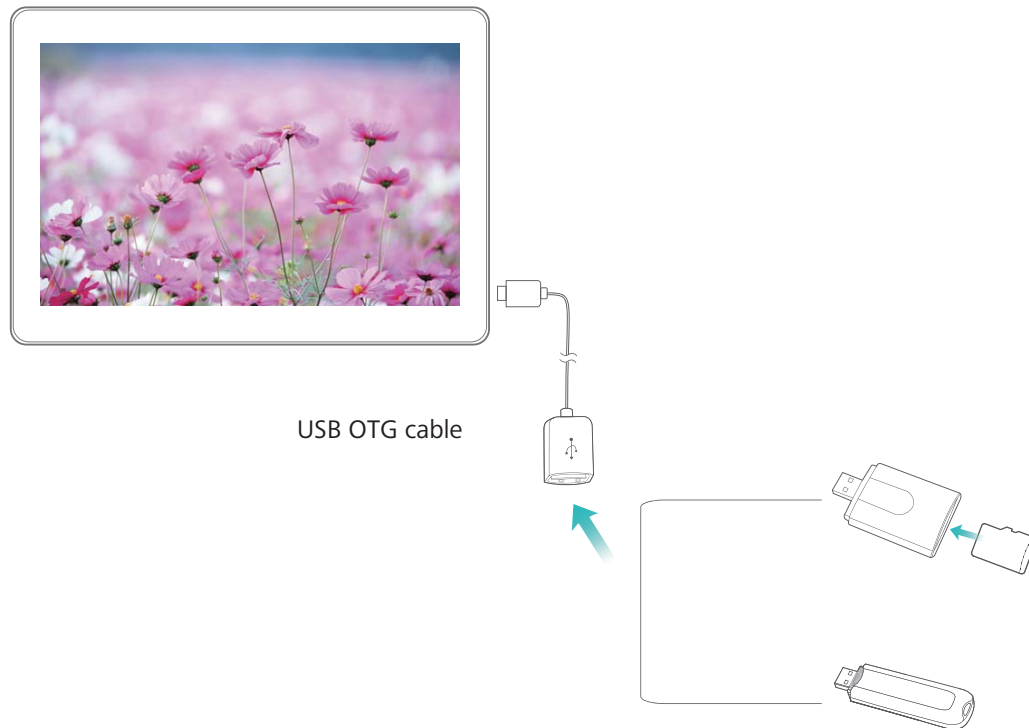
### Transfer data between your Tablet and a USB storage device

You can use an OTG cable to access USB storage devices (including USB drives and card readers) directly from your Tablet.

-  This feature is only available on Tablets with USB OTG support.
  - If your Tablet has a USB Type-C port, you will need to buy a Huawei-certified Micro USB to USB Type-C adapter or a USB OTG cable with a USB Type-C connector.

- 1 Connect the USB drive to your Tablet using a USB OTG cable.



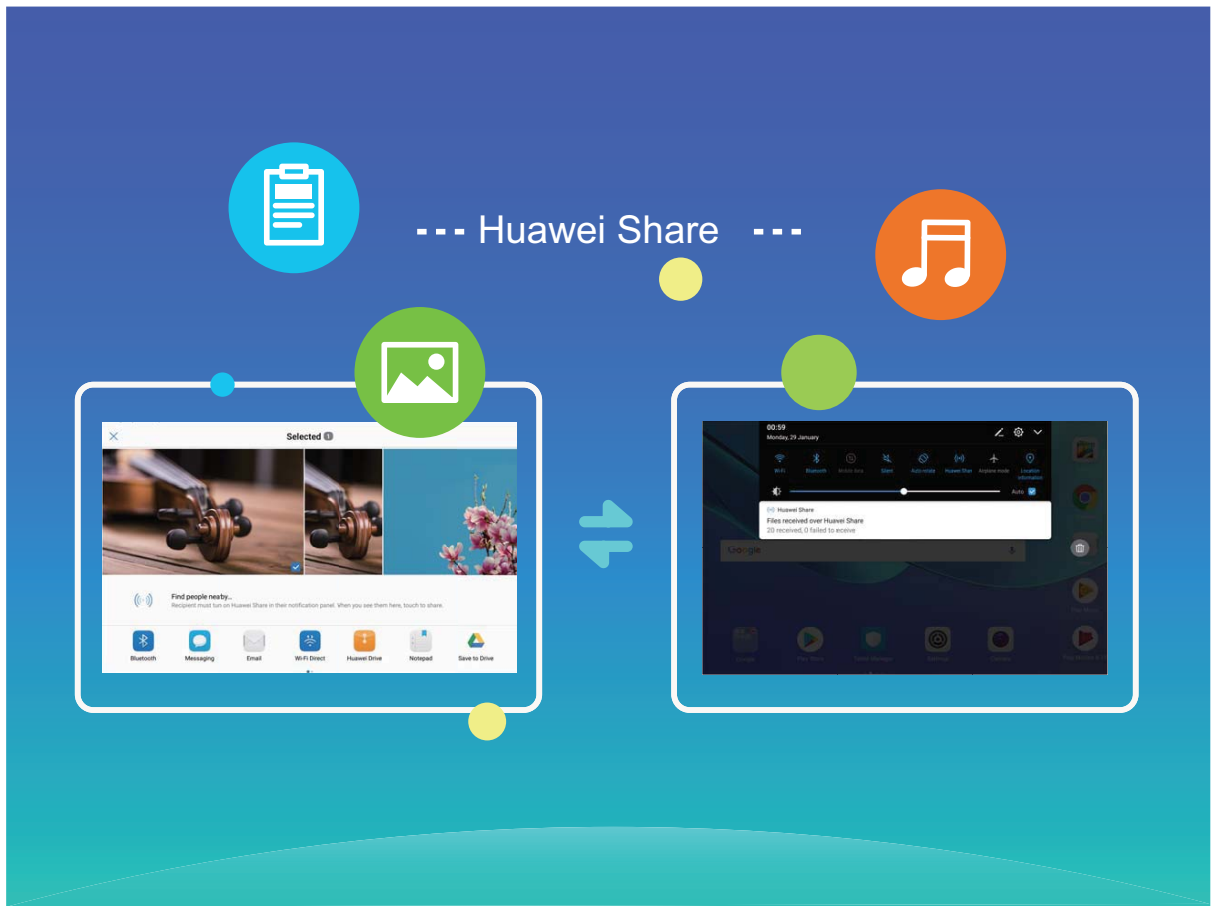


- 2** Go to **Files > Local > USB drive**, navigate to the USB drive, select the data that you want to copy, and then copy it to the target folder.
- 3** Once the transfer is complete, go to **Settings > Storage > USB drive > Eject**.
- 4** Disconnect the USB OTG cable and USB cable from the two devices.


## Transfer Files Using Huawei Share

You can use Huawei Share to quickly transfer photos, videos and other files between Huawei devices. Huawei Share uses Bluetooth to detect nearby Huawei devices and Wi-Fi to quickly transfer files without using mobile data.

- i** Huawei Share uses Wi-Fi and Bluetooth to transfer data. When Huawei Share is enabled, Wi-Fi and Bluetooth are automatically enabled.



**Use Huawei Share to send files:** Select the file you want to share and touch **Share**. Select the receiving device from the list of nearby devices to send the file.

**Use Huawei Share to receive files:** Swipe down from the status bar, open the shortcuts panel, and then touch  to enable **Huawei Share**. Touch **Accept** when a file transfer notification is displayed. Received files are saved to the **Huawei Share** folder in **Files** by default.

# Security and Privacy

## Fingerprint

### Fingerprint Recognition: Enjoy Faster Navigation and Enhanced Security

Fingerprint recognition not only allows you to unlock your Tablet faster, it also provides added security to your personal information.


Your fingerprint can be used to:


- **Unlock your screen with a single touch:** Want to avoid the hassle of using PIN codes and patterns to unlock your screen? Use your fingerprint to quickly and securely unlock your screen with a single touch.
- **Access your private files:** Afraid of forgetting your password for the Safe or App Lock, or having it fall into the hands of someone you don't trust? Set fingerprint access for the Safe and App Lock to keep your files and apps secure and accessible by only you.



### Enrol a Fingerprint

You can enrol a fingerprint on your Tablet and then use your fingerprint to unlock your screen or access your Safe or App Lock without a password.


-  Fingerprint unlocking is only available when your Tablet's unlock method is set to **Pattern**, **PIN**, or **Password**. You will be required to unlock your Tablet using the lock screen password after the device is restarted or if your fingerprint is not recognized.
- Before enrolling a fingerprint, make sure your finger is clean and dry.

- 1 Open  **Settings**.
- 2 Go to **Security & privacy > Fingerprint ID**, select **Pattern**, **PIN**, or **Password**, and then follow the onscreen instructions to set an unlock password.
- 3 Once you have set an unlock password, touch **New fingerprint** to enrol a fingerprint.
- 4 Place your fingertip on the fingerprint sensor. Press down lightly on the sensor until your device vibrates. Repeat this step using different parts of your fingertip.
- 5 After enrolment is complete, touch **OK**.

To unlock the screen, simply place your fingertip on the fingerprint sensor.



## Add, Delete, or Rename a Fingerprint

You can enrol a maximum of five fingerprints on your device. You can also delete or rename your fingerprints.

- 1 Open  **Settings**.
- 2 Go to **Security & privacy > Fingerprint ID**.
- 3 Enter the lock screen password and touch **Next**.
- 4 In the **Fingerprint list** section, you can:
  - Touch **New fingerprint** to enrol a new fingerprint.
  - Touch a previously enrolled fingerprint to rename or delete it.
  - Touch **Fingerprint recognition** to identify and highlight enrolled fingerprints.

## Use a Fingerprint to Quickly Access Private Information

Tired of having to enter a password each time you want to access private information in your Safe or a locked app? You can use your fingerprint to quickly and securely access your private information.

- 1 Open  **Settings**.
- 2 Go to **Security & privacy > Fingerprint ID**.
- 3 Enter the lock screen password and touch **Next**. Touch **Access safe**, **Access app lock**, and then follow the onscreen instructions to enter the passwords. Now you can:
  - **Use a fingerprint to access the Safe:** Open  **Files** and touch **Safe**, you can then access the Safe using your fingerprint.
  - **Use a fingerprint to access apps locked by App lock:** You can now open locked apps on your home screen using your fingerprint.


## Location Information Protection


### Location Services: Determine the Location of Your Tablet



Location Services collects and provides location information for location-based apps (such as weather, maps, travel, and shopping apps) on your Tablet. The approximate location of your Tablet is determined by GPS positioning (if GPS is enabled and the service is available), mobile network data, and Wi-Fi positioning (if enabled). If GPS positioning is disabled, apps can still collect location information in other ways.

### 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 services**, and enable or disable **Access to my location**. When location services are enabled, you can also set the appropriate positioning mode. When location services are disabled, aside for pre-installed software (such as Find my Tablet), your Tablet 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.

- **Use Wi-Fi and mobile networks:** Calculates your Tablet's location using carrier base station location information or nearby Wi-Fi router location information. The accuracy of the location information depends largely upon location information gathered from the base station or Wi-Fi network. Accuracy normally ranges from 100 metres to several kilometres. Network positioning has low accuracy, but allows for positioning while indoors and uses less battery power.
  - **Use GPS only:** Only uses satellites found by your Tablet's GPS to determine your position. No network connection is needed. GPS satellite positioning is more accurate but also uses more battery. It is accurate within tens of metres. However, indoor positioning may be inaccurate.
  - **Use GPS, Wi-Fi and mobile networks:** Combines the benefits of GPS positioning and networking positioning for accurate indoor and outdoor positioning.
-  ● Features may vary depending on your carrier.
- Mobile data is not supported on Wi-Fi only tablets.
  - 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 services >  > Scan settings**, and enable or disable Wi-Fi and Bluetooth scanning. Scanning Wi-Fi networks and Bluetooth devices will improve the accuracy of indoor positioning.

## PrivateSpace

### PrivateSpace: Keep Your Private Information Hidden


Want to keep your personal apps and data (such as photos and videos) hidden on your Tablet, secure from other users? Look no further than PrivateSpace. With PrivateSpace, you can create an independent space on your device to keep your private information. For example, you can install a separate WeChat in both your MainSpace and PrivateSpace, keeping the two apps completely independent of each other.




### Protect Your Private Information with PrivateSpace


Do you worry that your private information might be seen by your friends and coworkers when you're showing them photos and other things on your Tablet? PrivateSpace lets you store private information in a hidden space within your device that can only be accessed with your fingerprint or password.


- i** TabletA maximum of three account can be added through **PrivateSpace** and **Users**. If three accounts have already been added under **Settings > Users & accounts > Users > Add user**, then **PrivateSpace** cannot be added.

**Enable PrivateSpace:** If you are using PrivateSpace for the first time, open  **Settings**, go to **Security & privacy > PrivateSpace > Enable**, and follow the onscreen instructions to create your PrivateSpace.




 You can only create one PrivateSpace.

**Quickly switch between MainSpace and PrivateSpace:** From the lock screen, you can quickly switch between spaces using your fingerprint or password. After you restart your Tablet, you are required to first enter the MainSpace using your password. You can then switch between spaces from your lock screen.

**Enter PrivateSpace:** You can enter your PrivateSpace directly from the lock screen using your fingerprint or password. Alternatively, open  **Settings**, and go to **Security & privacy > PrivateSpace > Log in** to enter your PrivateSpace.


**Exit PrivateSpace:** When you exit your PrivateSpace, all system memory used by the PrivateSpace will be freed. You can still switch back to your PrivateSpace when you want. To exit PrivateSpace, open  **Settings**, and go to **Security & privacy > PrivateSpace > Quit PrivateSpace**.

**Delete PrivateSpace:** Deleting your PrivateSpace will permanently delete all apps and data stored within the space. You can delete your PrivateSpace in the following ways:

- From the MainSpace, open  **Settings**, then go to **Security & privacy > PrivateSpace** and touch .
- From the PrivateSpace, open  **Settings**, then go to **Security & privacy > PrivateSpace > Delete PrivateSpace**.


## Hide the Entrance to Your PrivateSpace


Want to keep all traces of your PrivateSpace hidden from other people? You can hide the entrance to your PrivateSpace in the MainSpace, keeping your PrivateSpace hidden and secret.


After entering your PrivateSpace, open  **Settings**, go to **Security & privacy > PrivateSpace**, and enable **Hide PrivateSpace**. After you hide the entrance to your PrivateSpace, you can only enter the space by using your fingerprint or password on the lock screen.

## Use App Lock to Lock Important Apps

App lock allows you to set a password for your WeChat, Alipay, and other important apps. Once you restart your Tablet or unlock the Tablet screen, you will be asked to enter your App lock password when initially opening the apps. 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**, and follow the onscreen instructions to set a password, then enable App lock for the apps you want to protect. When you initially open a locked app, follow the onscreen instructions to enter your password and the answer to your security question.

 If you have set up a fingerprint to unlock your Tablet and are setting up your App lock password for the first time, you can follow the onscreen instructions to associate your fingerprint for easier app unlocking.

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

## 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 Tablet is lost or stolen? Huawei Tablets 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 microSD card or internal storage, it will receive the highest level of protection.

**Stronger encryption and safeguards:** Huawei Tablets use a hardware key that cannot be used to decrypt data when separated from the Tablet. 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 microSD 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 microSD cards.






## Lock Your microSD Card with SD Card Lock

If you lose your Tablet, your microSD card can be ejected from your device and your personal data will be at risk of disclosure. SD card lock allows you to set a password to lock your microSD card. When the locked microSD card is inserted into another device for the first time, the password will be required in order to use the storage space or access stored data.

- i
  - Some brands of microSD cards may not support SD card lock and may not lock and unlock properly. It is recommended that you back up important data before locking the microSD card.
  - Devices that do not support SD card lock may not be able to recognise the microSD card after it is locked.
  - Please remember your microSD card password. If you forget your password, you will be required to erase the microSD card password and all data stored on the card.

**Set your microSD card password:** Open  **Settings**. Go to **Security & privacy > More > Set SD card password** and follow the onscreen instructions to set your microSD card password.

**Modify or delete your SD card password:** After setting your microSD card password, you can:

- Touch **Change SD card password** to set a new microSD card password and replace the old one.
- Touch **Clear SD card password** to delete your current microSD card password. Your microSD card will not be password protected.

# Backup and Restoration

## Data Backup: Prevent Data Loss


Ever worry that important personal data on your Tablet might be accidentally deleted or lost? Back up your data regularly to prevent data loss and increase your peace of mind.


There are four ways to back up your Tablet's data:

- **microSD card:** If your Tablet supports microSD cards, you can back up your data to a microSD card at any time, giving you a convenient way to prevent data loss.
- **Device internal storage:** You can back up smaller files to your device's internal storage.
- **USB storage device:** If you're running out of space in your Tablet's internal storage, you can connect your Tablet to a USB storage device using a USB OTG cable to back up your data.
- **Computer backup:** You can back up important data, pictures, and large files from your Tablet to a computer to prevent data loss and free up your Tablet's internal storage.

## Back Up Your Data to a microSD Card

Worried about losing your data during a system update? Want to transfer data from an old device to your new Tablet? If your Tablet supports microSD cards, you can back up your data to a microSD card at any time, giving you a convenient way to protect yourself from data loss.


-  Not all devices support microSD cards.
  - Features may vary depending on your carrier.
  - Always remember your backup password as you will not be able to retrieve your backup files without it.


To back up your data to your microSD card, open  **Backup**, go to **Back up > SD card > Next**, select the data you want to back up and touch **Back up**. A backup password is not required for pictures, audio and video files, and documents but is required for other types of data. Follow the onscreen instructions to set a backup password and security question.

You can view your backup files from the **Huawei\Backup** folder in **Files > Local > SD Card**.

## Back Up Your Data to Internal Storage

You can back up your Tablet's data to internal storage to prevent data loss. You are advised to back up relatively small files to your internal storage.


-  Features may vary depending on your carrier.
  - Always remember your backup password as you will not be able to retrieve your backup files without it.


To back up your data to internal storage, open  **Backup**, go to **Back up > Internal storage > Next**, select the data you want to back up and touch **Back up**. A backup password is not required for pictures, audio and video files, and documents but is required for other types of data. Follow the onscreen instructions to set a backup password and security question.

You can view your backup files from the **Huawei\Backup** folder in **Files > Local > Internal storage**.

## Back Up Your Data to a USB Storage Device

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


-  • Features may vary depending on your carrier.
  - Not all devices support microSD cards.
  - Always remember your backup password as you will not be able to retrieve your backup files without it.

To back up your data to a USB storage device, open  **Backup**, go to **Back up > USB storage > Next**, select the data you want to back up and touch **Back up**. A backup password is not required for pictures, audio and video files, and documents but is required for other types of data. Follow the onscreen instructions to set a backup password and security question.

You can view your backup files from the **Huawei\Backup** folder in **Files**.

## Back Up Your Data to a Computer

Do you have important data, pictures, or large files stored on your Tablet? You can back up your important data to a computer to prevent data loss and free up storage space on your Tablet.

-  Always remember your backup password as you will not be able to retrieve your backup files without it.

Please install the HiSuite app on your computer before using it to back up or restore files from your Tablet.

**Back up data to your computer:** Connect your Tablet to your computer using a USB data cable. The HiSuite app will automatically open on your computer. From the HiSuite app, select the data you want to back up, and follow the onscreen instructions to back up the data to your computer.

**Import data to your Tablet:** Connect your Tablet to your computer using a USB data cable. Open the HiSuite app and go to the data recovery page to copy data from your computer to your Tablet. If the backup data is password protected, enter the password when prompted.

# Wi-Fi and Network

## Wi-Fi

### Wi-Fi+: Your Smart Connectivity Assistant

Wi-Fi+ intelligently connects to Wi-Fi networks to save mobile data consumption. When your device detects a known or free Wi-Fi network, it will automatically turn on Wi-Fi and connect to the network. Your device will also automatically select the optimal network in the area for the best Internet connection.



Once you have enabled Wi-Fi+, your device will:

- **Automatically select and connect to the optimal network:** Automatically select and connect to Wi-Fi networks you've previously connected to, free networks, or your mobile data network, depending on the signal strength at your current location.
- **Automatically turn Wi-Fi on and off:** Depending on the Wi-Fi networks you have connected to previously, Wi-Fi will be automatically enabled or disabled in specific locations. This will prevent your device from constantly searching for new networks.

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


- **Assess the quality of available networks:** Evaluate currently available network hotspots and prevent your device from automatically connecting to networks with no Internet connection.

## Connect to Wi-Fi


Connect to a Wi-Fi network to conserve your mobile data.

- ❗ To prevent unauthorised access to your personal data and financial information, always exercise caution when connecting to public Wi-Fi networks.



**Connect to Wi-Fi:** Open  **Settings**, go to **Wireless & networks** > **Wi-Fi** and enable **Wi-Fi**. Select the network you want to connect to. Depending on the network settings, you may have to enter a password. Follow the onscreen instructions to complete authentication if required.

- **Refresh a Wi-Fi hotspot:** Touch **Scan** to search again for available wireless networks.
- **Manually add a Wi-Fi hotspot:** Scroll to the bottom of the menu, touch **Add network...**, and follow the onscreen instructions to enter the network SSID and password.


**Connect to a Wi-Fi network through WPS:** In the Wi-Fi screen, go to  > **Advanced Wi-Fi settings** > **WPS connection**. Press the WPS button on your router to establish a connection.


Connecting to a WPS-enabled router over WPS allows you to quickly connect to the network without entering a 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  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.

## Enable Wi-Fi+ to Automatically Connect to the Best Network

Open  **Settings**, go to **Wireless & networks > Wi-Fi > Wi-Fi+**, and enable **Wi-Fi+**.


When the device is in a location with a weak Wi-Fi signal, Wi-Fi+ may automatically switch to a mobile data network. Using mobile data to download or view videos and other large files may incur additional charges. To avoid excessive data charges, purchase an appropriate data plan.

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




## Connecting to the Internet

Connect to Wi-Fi networks effortlessly with your device.

### Connecting to a Wi-Fi network


- 1 Swipe down from the status bar to open the notification panel.
- 2 Touch and hold  to open the Wi-Fi settings screen.
- 3 Switch on **Wi-Fi**. Your device will list all available Wi-Fi networks at your location.
- 4 Select the Wi-Fi network you want to connect to. If you select an encrypted network, you will also need to enter the Wi-Fi password.

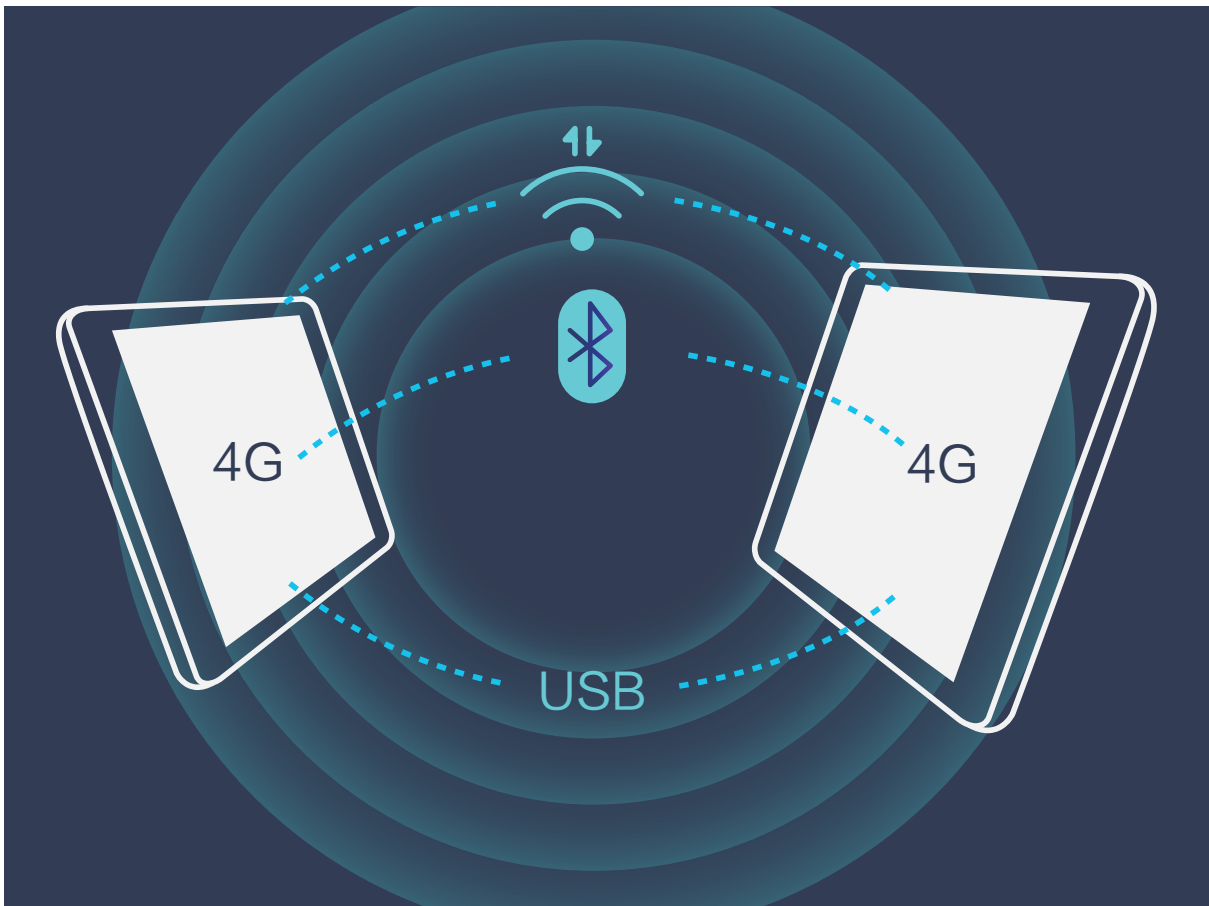
### Connecting using mobile data

-  Before using mobile data, ensure that you have a data plan with your network provider to avoid incurring excessive data charges. Mobile data is not supported on Wi-Fi only tablets.
- 1 Swipe down from the status bar to open the notification panel.
  - 2 Touch  to enable mobile data.
    -  When you don't need to access the Internet, disable mobile data to save battery power and reduce data usage.


## Share Your Mobile Network with Other Devices


Have extra mobile data at the end of the month? You can share it with your friends.



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





You can use Wi-Fi hotspot, a USB cable, or Bluetooth to share your mobile data with other devices.

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

 **Worried other devices will have unlimited access to your hotspot data?** On the **Settings** screen, touch **Data limit** to set the data limit for a single session. When the data sharing limit is reached, your device will automatically disable hotspot sharing.

**Use Bluetooth to share mobile data:** Establish a Bluetooth connection and pair the devices before using Bluetooth to share your mobile data. Open  **Settings**, go to **Wireless & networks > Tethering & portable hotspot**, and enable **Bluetooth tethering**. On the **Bluetooth** screen, touch  next to the paired device, and 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 the operating system, you may need to install drivers or establish the relevant network connection on your computer before using this function. Refer to your computer's operating system guide for more information.




# Apps and Notifications

## App Twin: Log in to Two Social Media Accounts at Once

Have you ever wished you could log in to two WeChat and Facebook accounts on your Tablet without the hassle of constantly switching between them? App twin lets you log in to two WeChat and Facebook accounts at the same time, allowing you to keep your work and private life separate.

 The App twin feature only works with WeChat, QQ, LINE, Facebook, Snapchat, WhatsApp, and Messenger. Download the latest versions of these apps before using this feature.


Open  **Settings**. Go to **Apps & notifications > App twin** and enable App twin for WeChat, QQ, LINE, Facebook, Snapchat, WhatsApp, or Messenger as required.



When App twin is enabled, two WeChat, QQ, LINE, Facebook, Snapchat, WhatsApp, or Messenger app icons are displayed on the home screen. This means that you can log in to two accounts at the same time. Touch and hold the twinned app icon on the home screen to quickly disable App twin.

# Sound and Display

## Configure 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** and go to **Sound > Do not disturb**. Toggle on the **Enable now** switch, then touch **Do not disturb mode** and select one of the following options:


- **Allow calls and messages from important contacts:** Select **Allow only priority interruptions**, and then touch **Define priority interruptions** to configure which contacts can call or message you.
  - **Allow alarm ringtones:** Select **Alarms only** to only allow alarm ringtones.
  - **Disable all interruptions:** Select **Don't interrupt** to disable ringtones and vibrations and prevent the screen from turning on for incoming calls, messages, and alarms.
-  • Alternatively, swipe down from the status bar and touch  on the shortcuts panel to quickly enable or disable **Do not disturb** mode.
- Some third-party apps may continue to ring when Do not disturb mode is enabled. Configure the in-app settings to mute notifications from these apps.



**Time rule:** Prevent interruptions at set times, such as weekends or evenings. Touch **Time** to configure the time period and repeat interval, then toggle on the **Time** switch.


**Event rule:** Prevent interruptions during meetings or events. Touch **Event** to enable **Do not disturb** mode during calendar events.

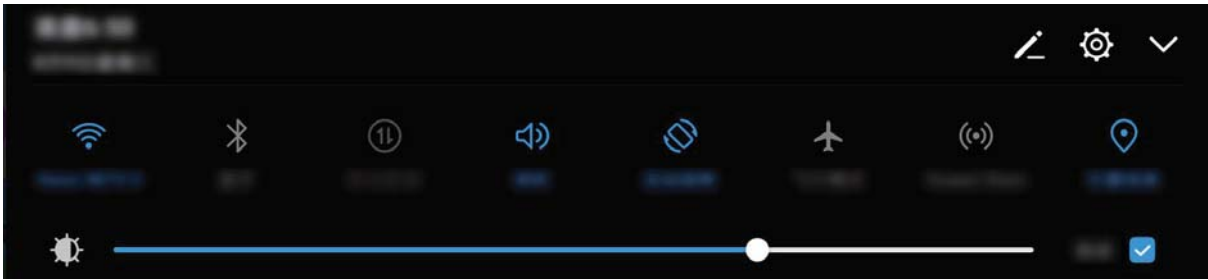
## Configure Your Sound Settings


When you are watching movies or playing games, your device will automatically switch to stereo sound to enhance your audio experience. You can also set ringtones and audio reminders for a variety of different scenarios.

**Adjust system volume:** Press a volume button and touch  to adjust your ringtone, media, alarm, or call volume.

 You can also adjust volume in your system settings. Open  **Settings**, touch **Sound** and drag the volume slider to adjust your volume.

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



**Enable keypad and notification tones:** Open  **Settings** and go to **Sound > More sound settings** to enable or disable keypad and notification tones.

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

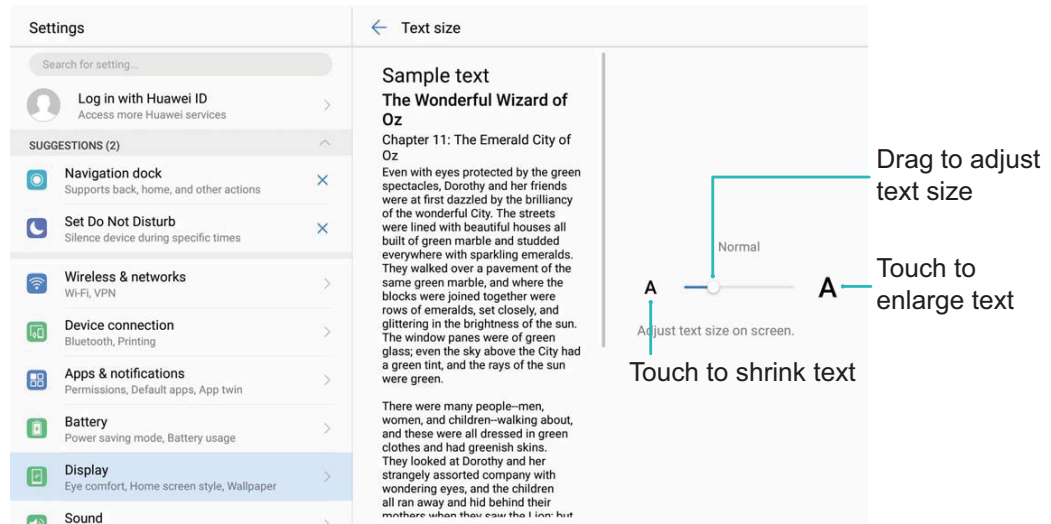
**Customise your ringtone and notification tone:** From the **Sound** screen, select a custom ringtone or use the **Default notification sound**.


## Change the Display Settings

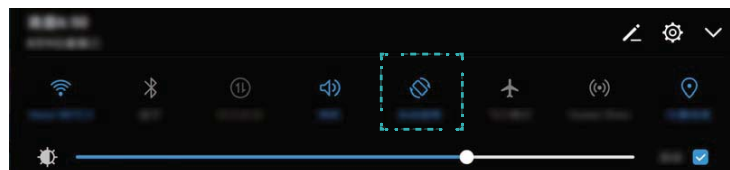
Change the font size and adjust the screen brightness to suit your needs.

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

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



- **Adjust the screen brightness:** From **Brightness**, select the check box next to **Automatic**. When this option is enabled, your Tablet will automatically adjust the screen brightness based on the ambient brightness. To manually adjust the brightness, drag the brightness slider, or swipe down on the status bar to open the notification panel and access the brightness settings.
- **Enable automatic screen rotation:** Enable **Auto-rotate screen**. Alternatively, swipe down from the status bar, open the shortcuts panel, and then switch on .



- **Enable the screensaver:** Touch **Screen saver** and enable **Screen saver** to configure the **Picture source** and **Duration**. Your Tablet will display a slideshow of your photos when the battery is charging and your Tablet enters standby mode.

# Smart Assistance

## Navigation Bar and Navigation Dock


### Navigation Dock: Control Your Tablet at a Touch

Every time you want to close an app or return to the home screen, you must use the navigation bar at the bottom of your Tablet. Now, you can also use Navigation dock to perform the same functions, making your Tablet even more user-friendly.

Use the preset gestures to go back, return to the home screen, or switch between apps.

### Access Tablet Functions from Anywhere with Navigation Dock

If you want to access frequently-used features on your Tablet more quickly, enable Navigation dock.


Open  **Settings**. Touch **System** > **System navigation** > **Navigation dock** and enable **Navigation dock**. The Navigation dock will appear on the screen. You can then drag it to your preferred location. The Navigation dock can perform the following actions:

- **Back**: Touch the Navigation dock once to go back one step, or touch it twice to go back two steps.
- **Home**: Touch and hold the Navigation dock, and then release it to go to the home screen.
- **Switch between apps**: Touch and hold the Navigation dock and swipe left or right to switch between apps.

# System

## Change the Input Method


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

Open  **Settings**. Go to **System > Language & input > Default keyboard > Configure input methods** and enable the desired input method. Return to **Language & input**, touch **Default keyboard**, select the input method.

## General Settings

### Change Your System Language

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

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

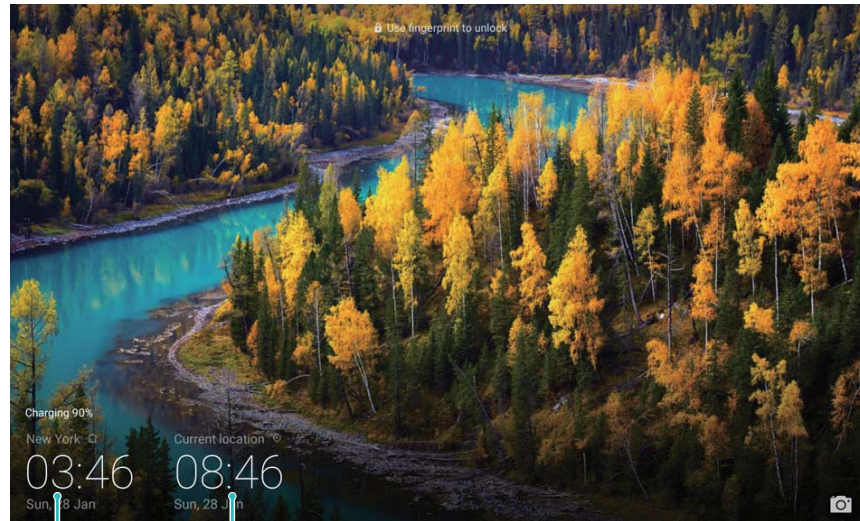
### Set Your System Time and Date

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

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

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

- **Modify the time and date:** Enable **Automatic date & time** to sync your Tablet's time and date with your mobile network. Disable **Automatic date & time** to set your time and date manually.
- **Modify your time zone:** Enable **Automatic time zone** to sync your Tablet's time zone with your mobile network. Disable **Automatic time zone** 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:** If you are overseas, your Tablet will automatically display the local time and date provided by the local mobile network. You can enable **Dual clocks** and set **Home city** to display dual clocks on your lock screen: one displaying the local time and the other the time in your home country.







Time and date in  
your selected city




Network-provided date and time

## Print Documents and Photos from Your Tablet

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


- i • Mopria allows you to print directly from your Tablet to a Mopria-certified printer. The printer connects to your Tablet 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 Tablet 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 Tablet, 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 Tablet, open  **Settings** and go to **Wireless & networks > Wi-Fi**. Enable **Wi-Fi**, touch , 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 Tablet, 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 connection > Printing > default print service** and check that **default print service** is enabled. Select a printer from the search results, or touch **More > Add printer** and follow the onscreen instructions to manually add a printer.
- 3 You can now print directly from your Tablet:
  - **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.

## Set Scheduled Power Offs


Want to power off your Tablet during certain hours of the day to save battery life and avoid being disturbed? Use the automatic power on/off feature to power your device on and off at set times during the day.

Open  **Settings**, go to **Smart assistance > Scheduled power on/off**, enable **Scheduled power off** and **Scheduled power on**, and set power on and power off times as well as repetition settings. Your device will power on and off automatically at the selected times.

To disable scheduled power on and off, disable **Scheduled power off** and **Scheduled power on**.

## Enable Airplane Mode for Safer Flying and Longer Battery Life


Worried that it's not safe to leave your Tablet on during a flight? Want an easy way to increase your Tablet's battery life when you don't plan on making or receiving any calls? You can enable Airplane mode to fly safely and increase your battery life.

-  When flying, please follow the flight crew's instructions and either turn off your device or enable Airplane mode.

If Airplane mode is enabled, your Tablet will automatically disable calls, mobile data services, Bluetooth, and Wi-Fi. However, you can manually enable Bluetooth and Wi-Fi in Airplane mode.

**Enable or disable Airplane mode using the shortcut switch:** Swipe down from the status bar.


From the notification panel, touch  to open the shortcuts panel and then touch .

**Enable or disable Airplane mode from the Settings menu:** Open  **Settings**, touch **Wireless & networks** and enable or disable **Airplane mode**.



After you enable Airplane mode, an  icon will appear in the status bar.

## Use Account Management to Manage and Update Your Accounts

Want to sync multiple email accounts, app notifications and records from multiple Tablets and computers? You can use your Tablet to manage and update in real time multiple email and app accounts on a variety of other devices including Tablets, computers, and others.

-  Third-party app accounts can only be created if the third-party app is installed on your device.
  - The type of information that can be synced depends on the account type.


Open  **Settings** and touch **Users & accounts**. From here you can:

- **Add an account:** Touch **Add account**, select an account type and then follow the onscreen instructions to enter the account details and add the account.
- **Delete an account:** Select the account you want to delete and then follow the onscreen instructions to delete the account.
- **Sync accounts:** Touch , select **Auto-sync data**, follow the onscreen instructions and then touch **OK**. If you do not select **Auto-sync data**, you can select an account manually and touch  to sync.

## View Memory and Storage Information

Unsure of how much memory and storage you have left after using your Tablet for a long time? You can view your Tablet'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 your memory, internal storage, or microSD card usage information, and perform the following:


- **Clear storage space:** Select **Storage cleaner** to enter the **Cleanup** screen and clean your memory or free up storage space with a single touch.
- **Change default storage location:** Touch **Default location** and set the default storage location to either your Tablet's internal storage or the microSD card.
- **Format your microSD card:** Go to **SD Card > Format > Erase & format** to clear all data in your microSD card. Backup your data beforehand to avoid data loss.

## View Product Information to Know Your Device Better

To get to know your Tablet better, you can view your Tablet's product information such as the model number, version number, IMEI number, hardware settings, product specifications and legal certification.


-  Single SIM devices have one IMEI number while dual SIM devices have two IMEI numbers. SIM cards are not supported on Wi-Fi only tablets.

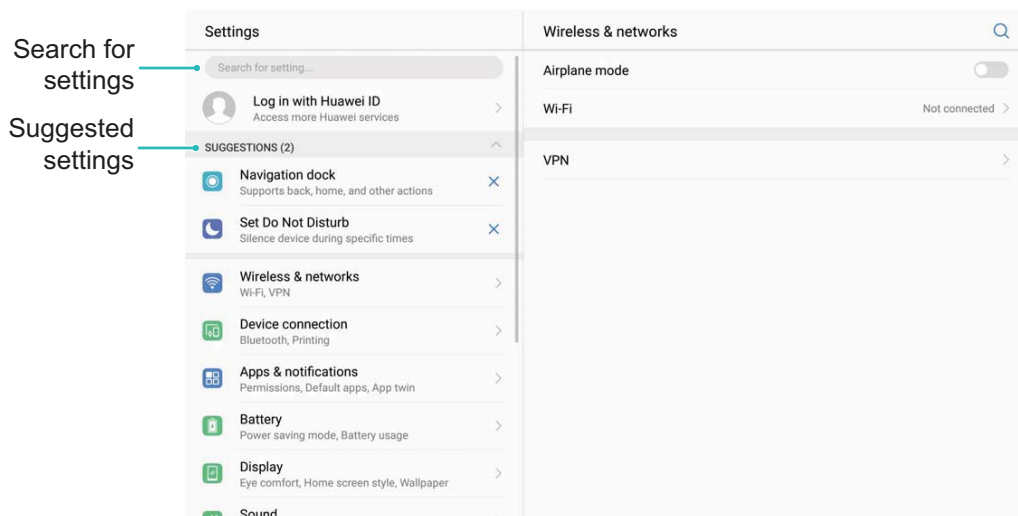
**View product information:** Go to  **Settings** and touch **System > About tablet** to view information such as the model number, different version numbers, IMEI number, hardware information, status information and legal certification for your device.

**Change device name:** Open  **Settings** and touch **System > About tablet > Device name** to change the device name of your Tablet.

## Use Smart Settings to Find a Setting Quickly

Want to change the font style but can't find the setting? Smart settings can help you find a setting quickly. They can also recommend settings for you based on your device usage, allowing you to enable or disable a setting in a single step.


Open  **Settings**. Your Tablet will recommend settings for you based on your device usage. You can also enter a keyword or synonym in the search bar and your Tablet will display all related settings.



# System Update


## Performing an Online Update

Your Tablet will prompt you to download and install a system update when a new version is available. The online update feature allows you to update your Tablet quickly and securely.

-  Before performing an online update, ensure that your Tablet is connected to the Internet. Online updates require an Internet connection. Update your Tablet over a Wi-Fi network to avoid incurring unnecessary data charges.
- Ensure that your Tablet is at least 30% charged during the update process.
- Avoid using unauthorised third-party software to install firmware and system updates. These may cause your Tablet to cease functioning or disclose your personal information. For best results, update your system using the online update feature, or take your Tablet to your nearest Huawei service centre.
- Always back up your data before updating your Tablet to avoid potential data loss.
- Some third-party apps may be incompatible with the new system version (such as online banking apps or games). Please wait for a new version of the third-party app to be released.

**1** Open  **Settings**.

**2** Go to **System > System update > Check for updates**.

- When the system detects a new update, go to **New version > Quick update**.
- If the system indicates that it is up-to-date, go to  **> Download latest full package**.  
When the system detects a new update, go to **New version > Quick update**.

System updates may take a while to complete. Avoid using your Tablet during this time. Your Tablet will automatically restart when the update is complete.

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.

Note: Remember the Google account your device 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 device last logged in to on the startup navigation screen for identity authentication. Your device can properly power on only after the identity authentication passes.

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

Model: SHT-AL09  
SHT-W09

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