HUAWEI Y3 2018

User Guide

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Legal Notice

Foreword

Read this guide carefully before using your device.

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

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

Symbols and definitions

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

Unboxing your Phone

Inserting a SIM card and microSD card

Your phone features a 2-in-1 SIM card slot. You can insert two nano-SIM cards, or one nano-SIM card and one microSD card.

- The SIM card slot only supports nano-SIM cards. Contact your carrier for a new or replacement nano-SIM card.
- Only use standard nano-SIM cards to avoid damaging the SIM card tray.
- Ensure that the card is in the correct position and keep the card tray level when inserting it into your device.
- Be careful not to hurt yourself or damage your device when using the SIM eject pin.
- Store the SIM eject pin out of the reach of children to prevent accidental swallowing or injury.
- The SIM eject pin should only be used to eject the SIM card tray. Inserting the SIM eject pin into other holes may damage your device.

1 Touch and hold the power button and touch ⏻ to turn off your device.

2 To remove the card tray, insert the SIM eject pin included with your device into the small hole next to the card tray.
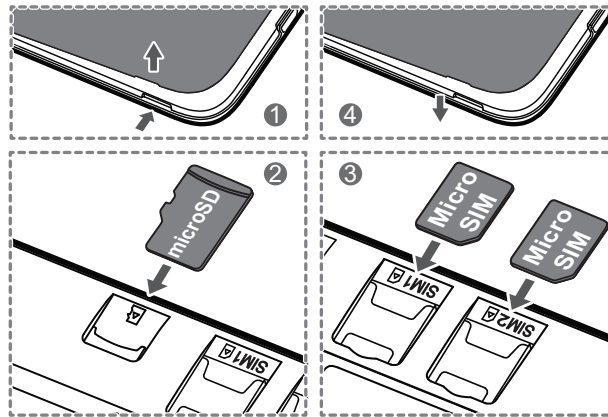
3 Insert a SIM card or microSD card into the card tray.

4 Insert the card tray back into your phone in the correct orientation.

Charging your device

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

Using a charger to charge your device

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

⚠️ You must use the charger and USB cable that came with your device for quicker charging speeds. Using other chargers or USB cables may cause your device to continuously restart or increase the charging time. It may also cause the charger to overheat, or even damage your device.

ℹ️ • If your device does not respond when you press the power button, the battery is probably empty. Charge your battery for at least 10 minutes (use the charger that came with your device), and then restart your device.

• Your device automatically conducts a safety check when you connect it to a charger or other devices. If your device detects that the USB port is wet, it will automatically stop charging and display a safety message. If this message is displayed, unplug the USB cable from your device and allow the USB port to dry out completely to avoid damaging your device or battery.

Using a USB port to charge your device

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

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

2 Touch **No, charge only**.

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

Safety information

• Only use genuine Huawei batteries, chargers, and USB cables to charge your device. Third-party accessories are a potential safety hazard and may impair your device's performance.

• You can recharge your battery many times, but all batteries have a limited lifespan. If you notice a significant deterioration in your device's battery life, purchase a genuine Huawei replacement battery. Do not attempt to remove built-in batteries. If your device has a built-in battery, contact an authorized Huawei service center for a replacement. If the battery is removable, replace it with a genuine Huawei battery.

• Your device may become warm after prolonged use or when exposed to high ambient temperatures. If your device becomes hot to the touch, stop charging it and disable unnecessary features. Place your device in a cool location and allow it to cool down to room temperature. Avoid touching the surface of your device for prolonged periods when it becomes hot.

• Charging times may vary depending on the ambient temperature and the remaining battery level.

• Avoid using your device when it is charging. Do not cover your device or the charger.

ℹ️ For more information on charging and battery care, visit http://consumer.huawei.com/ and search for your device's user guide.

Battery status information

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

Status indicator	Battery icon	Battery status
Blinking or steady red	▯	Less than 5% remaining
Red	▮	Charging, less than 10% remaining
Orange	▮	Charging, 10–90% remaining
Green	▭	Charging, at least 90% remaining. If 100% is displayed next to the battery icon in the status bar, or a charging complete message is displayed on the lock screen, this indicates that charging is complete.

Viewing the battery status

You can view the battery status and configure the status bar to display the remaining battery percentage.

Viewing the battery status

The battery status is indicated by the battery icon in the status bar.

Open **Phone Manager**.Touch ▯ to view the remaining battery percentage and usage time.

Displaying the remaining battery percentage in the status bar

You can display the remaining battery percentage in the status bar in two ways:

● Open **Phone Manager**.Touch ▯ and switch on **Remaining battery percentage**.

● Open **Settings**. Touch **Notification & status bar** > **Battery percentage**. Select **Next to icon** or **In icon** to display the remaining battery percentage in the chosen location. Select **Do not show** if you do not want the remaining battery percentage to be displayed.

Getting Started

Naming a SIM card

By default, each SIM card is named after the carrier. You can rename your SIM card to make it easier to identify.

> ⓘ • This feature is only available on dual SIM phones.
>
> • Features may vary depending on your carrier.

1 Open 🔘 **Settings**.

2 Touch **Network & Internet** > **SIM cards**.

3 Select a SIM card name. Enter a name and touch **OK**.

Selecting the default mobile data SIM

You can select a default SIM card for mobile data services.

> ⓘ • This feature is only available on dual SIM phones.
>
> • Features may vary depending on your carrier.

1 Open 🔘 **Settings**.

2 Touch **Network & Internet** > **SIM cards**.

3 Touch **Mobile data** and then select your desired SIM card.

Setting the default SIM card

You can select a default SIM card for outgoing calls.

> ⓘ This feature is only available on dual SIM phones.

1 Open 🔘 **Settings**.

2 Touch **Network & Internet** > **SIM cards**.

3 Touch **Calls** and select your desired SIM card.

After you have selected the default SIM card, SIM 1 and SIM 2 will no longer be displayed on the dialer.

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 ![wifi icon] 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.
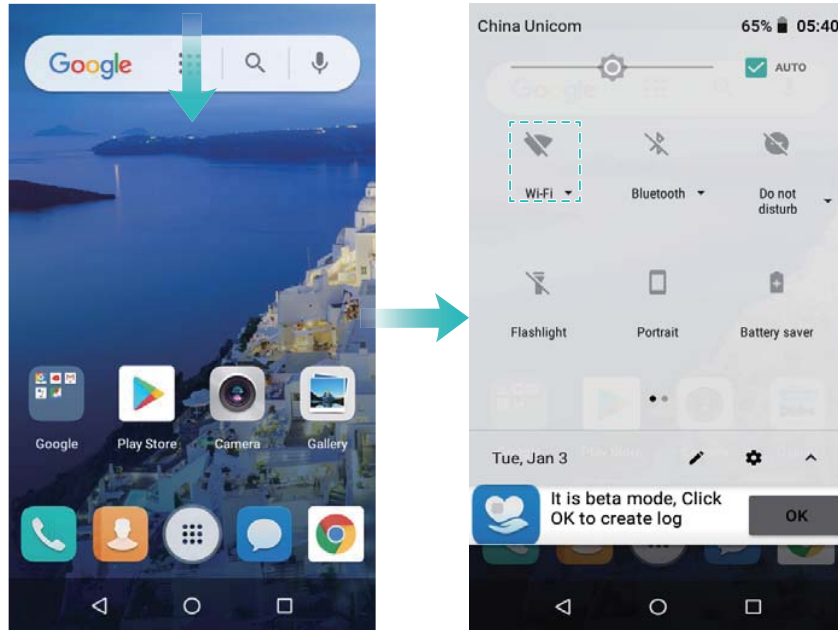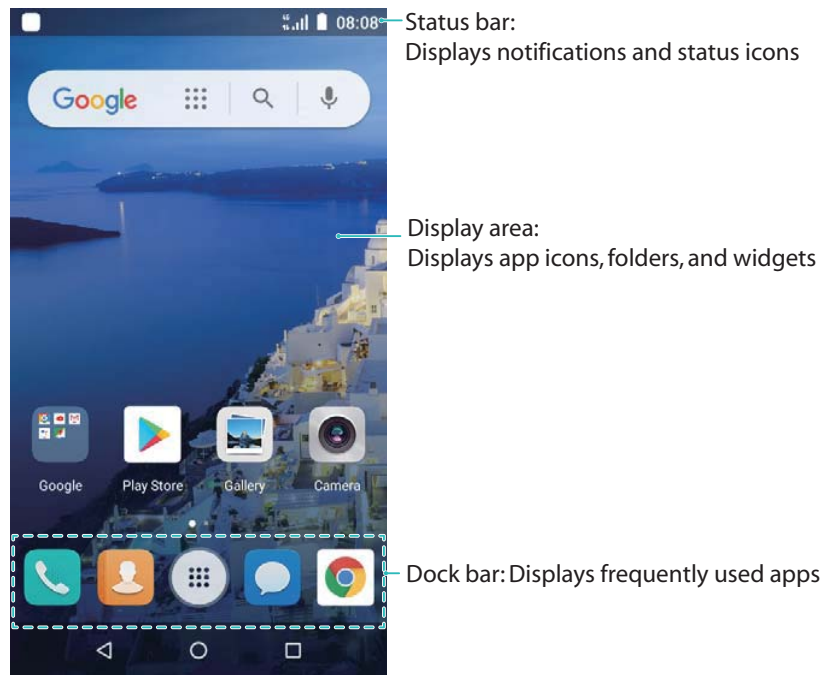
Connecting using mobile data

ⓘ Before using mobile data, ensure that you have a data plan with your carrier to avoid incurring excessive data charges.

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

2 Touch ![data icon] to enable mobile data.

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

Screen and Display

Home screen

About the home screen

Use the home screen to access your apps and widgets.

Status bar:
Displays notifications and status icons

Display area:
Displays app icons, folders, and widgets

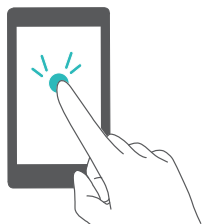Dock bar: Displays frequently used apps

Basic screen gestures

Use simple touchscreen gestures to perform a variety of tasks, such as launch apps, scroll through lists, and enlarge images.
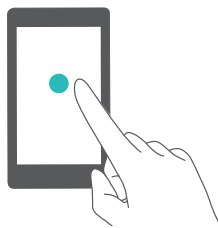
Touch: Touch an item once. For example, touch to select an option or open an app.

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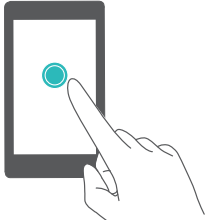
Touch and hold: Touch and hold the target area of the screen for at least 2 seconds. For example, touch and hold a blank area on the home screen to access the home screen editor.
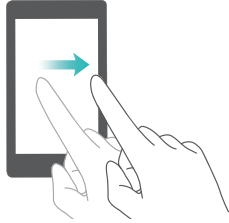
Swipe: Swipe your fingers on the screen. Swipe vertically or horizontally to browse other home screens, scroll through a document, and more.
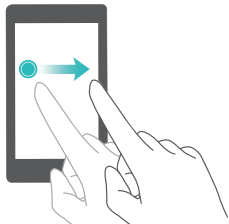
Drag: Touch and hold an item, and then move it to another position. For example, use this gesture to rearrange apps and widgets on the home screen.
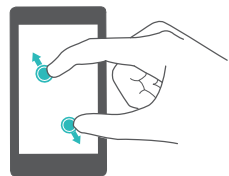
Spread fingers apart: Spread two fingers apart on the screen. For example, spread two fingers apart to zoom in on a picture or web page.
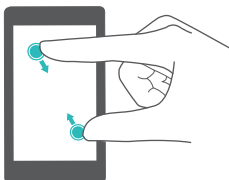
Pinch fingers together: Pinch two fingers together on the screen. For example, pinch two fingers together to zoom out on an image.

Enabling the Drawer home screen

Use the Drawer home screen to store app icons in a separate app drawer.

Enabling the Drawer home screen

1 Open **Settings**.

2 Touch **Home screen style** > **Drawer**.

Adding app shortcuts to the home screen

Add frequently used apps to the home screen for quick access.

1 On the home screen, touch to view the list of apps.

2 Touch and hold an app icon until your device vibrates, and then drag the app icon to the desired location on the home screen.

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

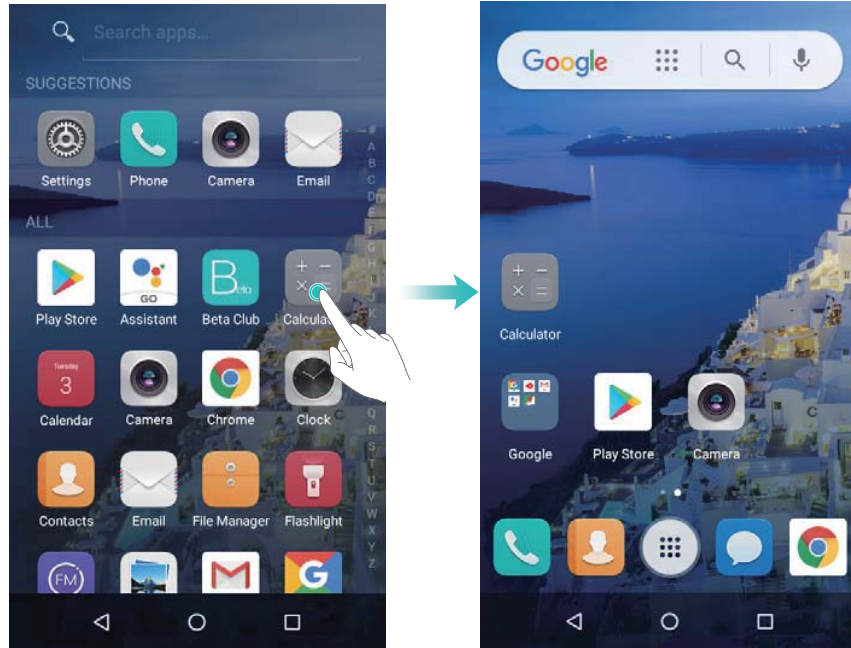**Reverting to the standard home screen**

1 Open ⓘ **Settings**.

2 Touch **Home screen style** > **Standard**.
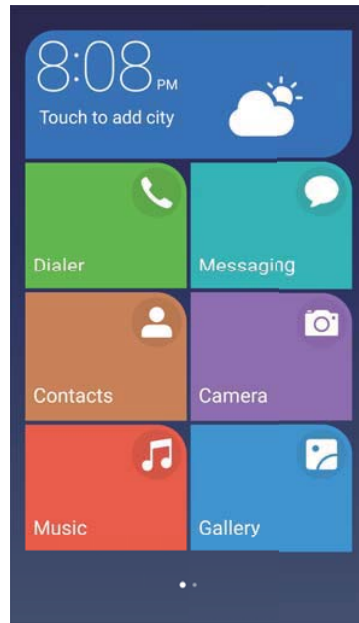
Switching to simple home screen

Simple home screen uses a simple layout and large icons for easier use.

1 Open ⓘ **Settings**.

2 Touch **Advanced settings** > **Simple mode**, and touch ✓ .

3 On the simple home screen, you can:

- Touch app icons to open them.
- Touch and hold an icon to enter the home screen editor mode. In this mode you can add or delete apps.
- Touch **Others** to open the app list and view or open more apps.
- Touch **Standard mode** to switch back to the standard home screen.

Displaying or hiding notification badges

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

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

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

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

Setting the home screen wallpaper

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

Changing the wallpaper

1 Open **Settings**.

**2** Touch **Display** > **Advanced** > **Wallpaper** > **Wallpapers**.

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

Managing home screen icons

You can easily move or uninstall apps on the home screen.

Moving home screen icons

On the home screen, touch and hold an app icon or widget until your device vibrates. You can then drag the app icon or widget to the desired location.
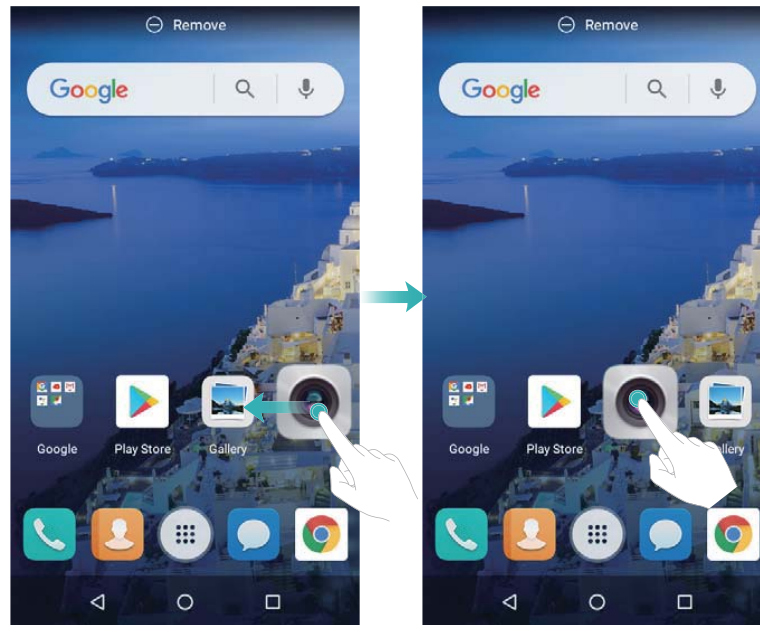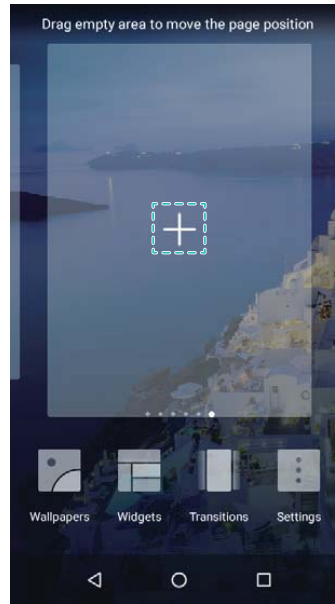

Managing home screens
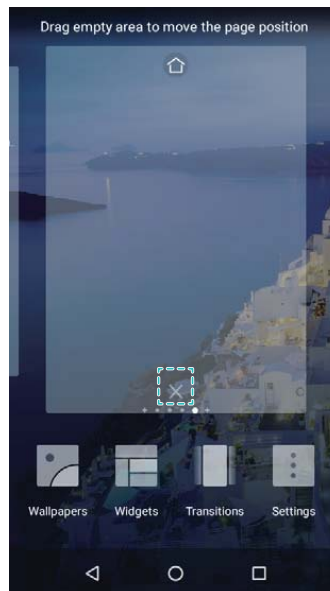
You can customize home screens to your liking.

Adding home screens

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

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

Deleting home screens

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

2 Touch ✕ on a blank screen to delete it.

ⓘ You cannot delete a home screen if it contains apps or widgets.

Moving home screens

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

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

Setting the default home screen

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

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

Managing home screen widgets

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

Adding widgets

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

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

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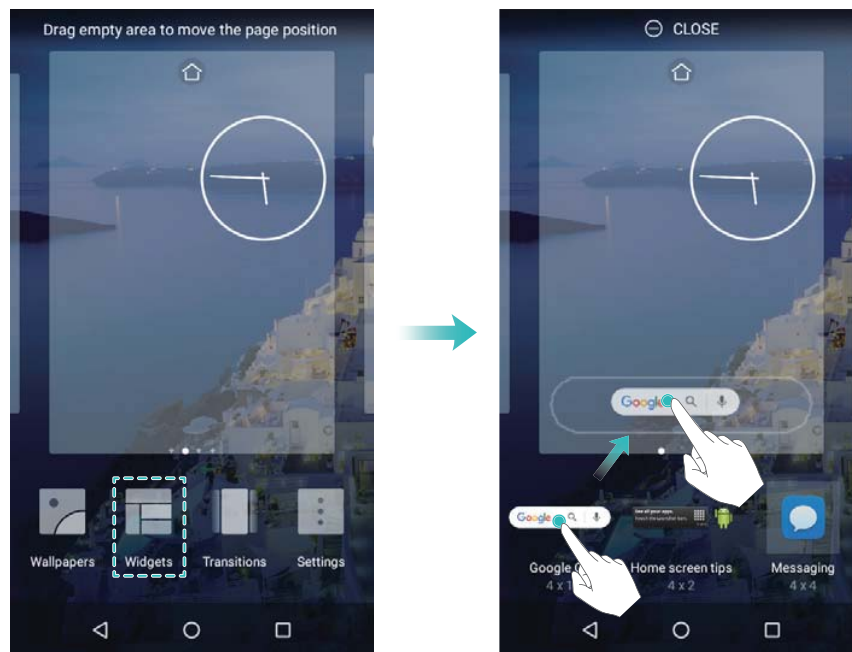
Moving widgets

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

Deleting widgets

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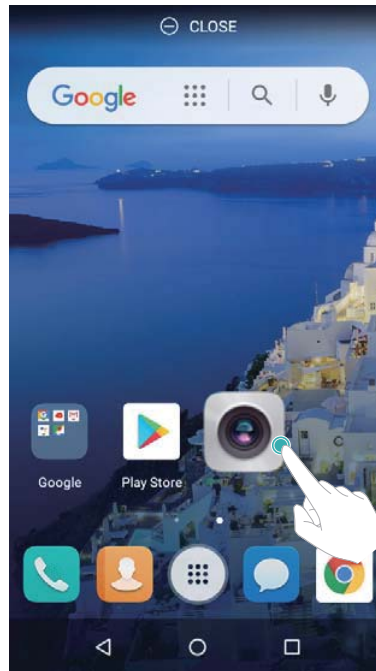
Managing home screen folders

Organize your apps into folders so that you can find them more easily.

Creating a folder

Group your apps into categorized folders to make them easier to find. For example, you could create a Social folder for your social media apps.

On the home screen, drag an icon onto another icon to create a folder containing both apps.

Renaming folders

To rename a folder, open it and touch the folder name.

Adding apps to a folder

1 Open the folder.

2 Touch +.

3 Select the apps you want to add and touch **OK**.

Removing apps from a folder

1 Open the folder.

2 Touch +.

3 Deselect the apps you want to remove and touch **OK**.

> You can also touch and hold an icon and drag it outside a folder to remove it.

Deleting folders

1 Open the folder.

2 Touch +.

3 Deselect all of the apps and touch **OK**. The folder will be deleted automatically.

Locking and unlocking the screen

Changing the lock screen style

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

Changing the screen lock method

Magazine Unlock is set as the default lock screen style. To change the lock screen style, touch
Settings > **Security & location** > **Screen lock** and select a style.

Setting the screen lock password

1 Open **Settings**.

2 Touch **Security & location** > **Screen lock** > **Password**

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

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

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

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

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

Locking the screen

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

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

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

Unlocking the screen

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

2 Swipe on the screen in any direction.

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

Accessing tools from the lock screen

Launch apps directly from the lock screen.

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

2 Touch the shortcut icon on the bottom of the screen to launch the app you want to access.
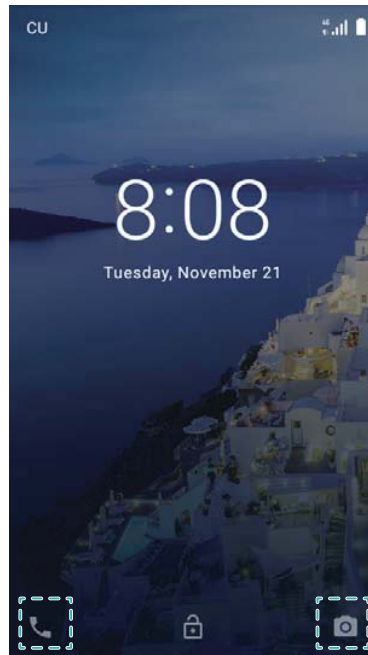
ⓘ Swipe up on the camera icon on the lock screen to directly open the camera.

Configuring your lock screen signature

Configure a lock screen signature to personalize your lock screen.

1 Open **Settings**.

2 Touch **Security & location** > **Lock screen preferences** > **Lock screen message**.

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

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

Notification panel and status bar

About the status bar

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

Opening the notification panel and status bar

Opening the notification panel and status bar from the lock screen

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

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

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

About notification and status icons

Status icons

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

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

📶	Signal strength	📶	No signal
4G	Connected over 4G	3G	Connected over 3G
2G	Connected over 2G	H	Connected over HSPA
H⁺	Connected over HSPA+	4G	Connected over LTE
R	Roaming	✈	Airplane mode enabled
✳	Bluetooth enabled	▼	Connected over Wi-Fi
📶	Wi-Fi network available	📍	Receiving location data from GPS
📳	Vibration mode enabled	🔋	Charging
⏰	Alarm enabled	🔋	Battery low
🔋	Battery full	📵	No SIM card found
🎧	Headset inserted		

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
🔑	Connected to a VPN	📞	New voicemail
⬇	Downloading data	⬆	Uploading data
📅	Upcoming events	📥	Device memory full

⟳	Synchronizing data	⊘	Synchronization failed
⚠	Login or synchronization issue	•••	More notifications

Using shortcut switches to access settings

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

Accessing shortcut switches
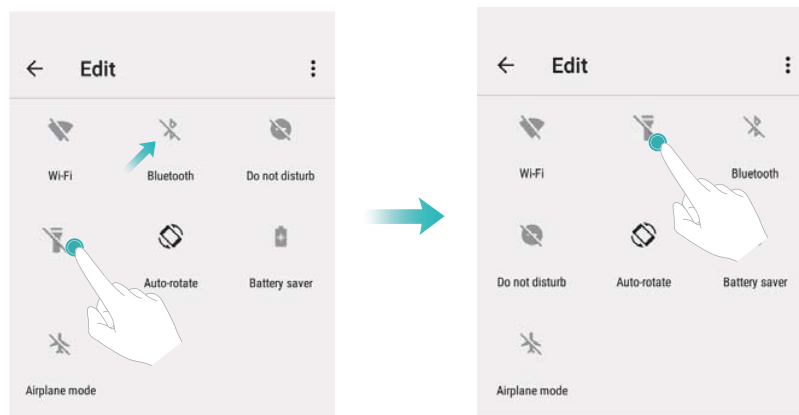
Swipe down from the status bar to open the notification panel.

ⓘ Touch ⌄ to display all of the shortcut switches.

Configuring shortcut switches

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

2 Touch ✎ . Touch and hold a switch and drag it to the desired position.

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

ⓘ Some switches do not support touch and hold gestures.

Navigation bar

About the navigation bar

The navigation bar contains three virtual keys: Back, Home, and Recent.

- ◁ **Back:** Touch to return to the previous screen or close an app. When entering text, touch to
  close the onscreen keyboard.

- ○ **Home:** Touch to return to the home screen.

- $\square$ **Recent:** Touch to display recently used apps.

Managing recent tasks

Viewing recent tasks

Touch $\square$ **Recent** to display recent tasks. Swipe up and down to browse them.

Switching between recent tasks

1 Touch $\square$ **Recent**.

2 Swipe up or down to find the task you want to switch to and select it.

Ending recent tasks

1 Touch $\square$ **Recent**.

2 To end a task, swipe it to the left or right or touch the $\times$ icon in the top-right corner.
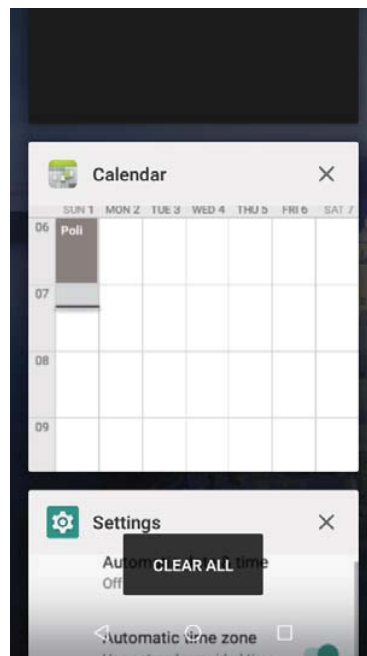
    ● Touch **CLEAR ALL** to end all tasks.

Themes

About themes

Themes help you to personalize your home screen by changing the wallpaper, app icons, and more.

Changing the theme

1 Open   **Themes**.

2 You can:
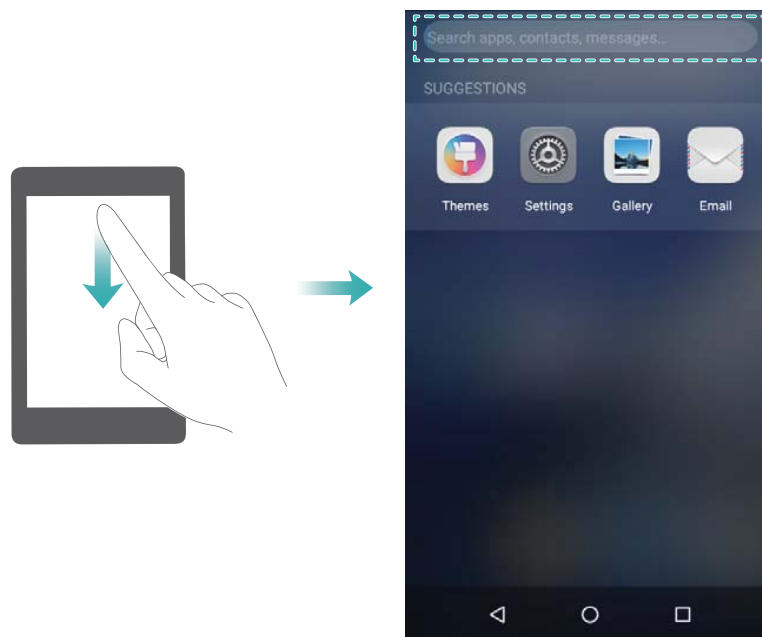
- Select a theme and follow the onscreen instructions to configure the settings.

- Touch **Customize** to mix and match lock screen methods, wallpapers, app icons, and more.

Global search

About global search

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

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

Searching for content on your device

Searching for contacts

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

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

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

Searching for SMS messages

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

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

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

Searching for emails

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

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

Searching for apps

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

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

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

Screenshot

Capturing the entire screen

Taking a screenshot with the power and volume down buttons

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

Viewing, editing, deleting, and sharing screenshots

Viewing screenshots

1 Open 🖼️ **Gallery**.

2 On the **Albums** tab, touch **Screenshots** to view your screenshots.

Editing a screenshot

1 After taking a screenshot, touch ✎ .

2 Choose the desired options to edit the image.

3 Touch **Save** to save the changes.

Sharing a screenshot

1 Open ▄ **Gallery**.

2 On the **Albums** tab, touch **Screenshots**.

3 Select the screenshot you want to share and touch ⌇ .

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

Deleting a screenshot

1 Open ▄ **Gallery**.

2 On the **Albums** tab, touch **Screenshots**.

3 Select the screenshot you want to delete and touch ⋮ >**Delete**.

Eye comfort mode

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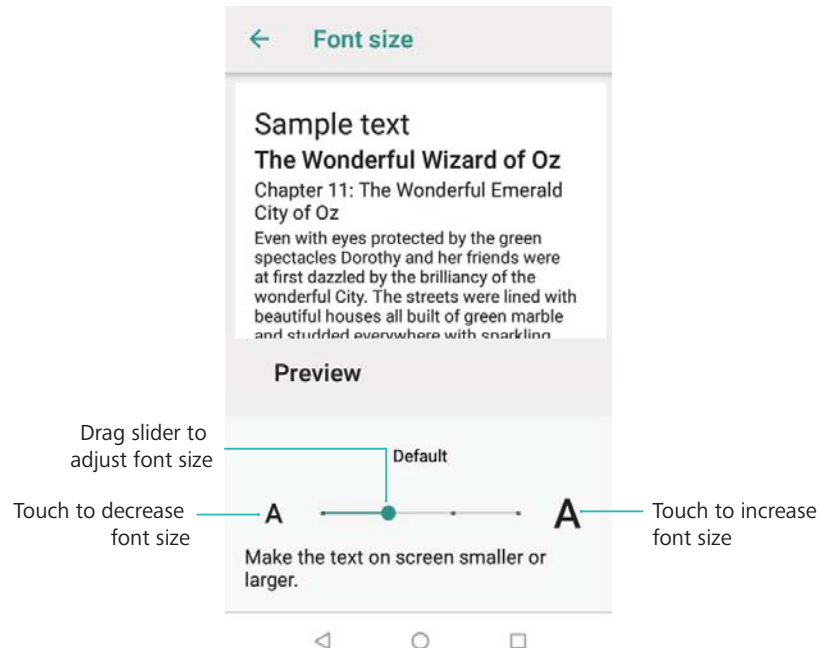
Eye comfort mode

1 Open ⚙ **Settings**.

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

Display settings

Changing the font size

1 Open ⚙ **Settings**.

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

Adjusting the screen brightness

Adjust the screen brightness to suit your needs.

1 Open ⚙ **Settings**.

**2** Touch **Display** > **Brightness level** and switch on **Adaptive brightness**.

When automatic screen brightness is enabled, the brightness of the screen will automatically adjust based on the light conditions.

Configuring the screen rotation settings

When you rotate your device, some apps will automatically adjust the screen orientation to make them easier to use.

1 Open ⚙ **Settings**.

2 Touch **Display**>**Advanced** and switch on **Auto-rotate screen**.

> ℹ **Quickly enable auto-rotation**: Swipe down from the status bar and open the shortcut
>
> switches tab, and then touch ◇ .
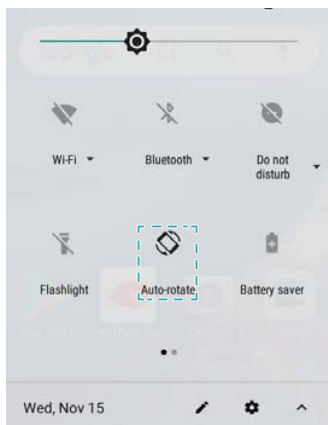
Network and Sharing

Mobile Internet

Using mobile data

Enabling data roaming

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

ℹ️ You may incur roaming charges when data roaming is enabled. Contact your carrier for details.

1 Open ⚙️ **Settings**.

2 Touch **Network & Internet** > **Mobile network**.

3 Switch on **Data roaming**.

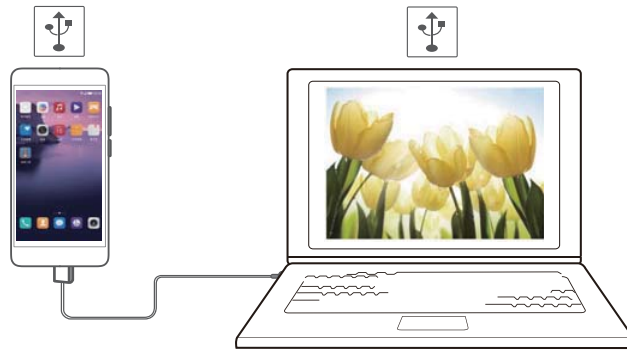### Sharing your mobile Internet with other devices

Setting up a portable Wi-Fi hotspot

1 Open ⚙️ **Settings**.

2 Touch **Network & Internet** > **Hotspot & tethering**.

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

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

Using USB tethering

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

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

2 Open **Settings**.

3 Touch **Network & Internet** > **Hotspot & tethering**.

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

Using Bluetooth tethering

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

1 Open **Settings**.

2 Touch **Network & Internet** > **Hotspot & tethering**.

3 Switch on **Bluetooth tethering** to share your mobile Internet.

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

Wi-Fi

About Wi-Fi

Connect to a Wi-Fi network to access the Internet on your device.

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

Connecting to the Internet using Wi-Fi

Connecting to a Wi-Fi network

1 Go to Settings.

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

- **Manually add a network**: Swipe down to the bottom of the menu and touch **Add network…**. Follow the onscreen instructions to enter the network name and password manually.

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

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

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

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

1 Go to Settings.

2 Touch **Network & Internet** > **Wi-Fi** and switch on **Wi-Fi**.

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

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

Bluetooth

Connecting to other devices using Bluetooth

Enabling Bluetooth and pairing with other devices

1 Go to Settings.

2 Touch **Connected devices** > **Bluetooth** and switch on **Bluetooth**.

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

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

Unpairing Bluetooth devices

1 Go to Settings.

2 Touch **Connected devices** > **Bluetooth** and switch on **Bluetooth**.

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

Transferring data using Bluetooth

Using Bluetooth to share files

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

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

2 Select the receiving device.

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

ℹ️ By default, received files are saved to the **Bluetooth** folder in **File Manager**.

Sharing photos and videos with Bluetooth

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

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

1 Go to **Gallery**.

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

3 Select the receiving device.

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

ℹ️ By default, received files are saved to the **Bluetooth** folder in **File Manager**.

Bluetooth settings

Renaming your device

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

1 Go to 🔘 **Settings**.

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

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

VPNs

About VPNs

A VPN (virtual private network) is a secure connection that allows you to send and receive data across shared or public networks. You can use a VPN to connect to your company network and email server.

Connecting to a VPN

Use a virtual private network (VPN) for secure, remote access to company data and other network resources.

> ℹ️ Contact your VPN administrator to obtain the server information.

1 Open 🔲 **Settings**.

2 Touch **Network & Internet** > **VPN**.

3 Touch ＋. When prompted, enter the server name, select the server type, and then enter the server address. Touch **Save** to save the server settings.

4 To connect to the VPN, touch the VPN name, enter your username and password, and then touch **Connect**.

> ℹ️ Contact your VPN administrator to obtain your username and password.

Using a USB port to transfer data

Selecting the USB connection mode

1 Swipe down from the status bar to open the notification panel, and then touch **Tap for more options**. You can choose from the following USB connection modes:

- **Charge this device** : Charge your phone only.

- **Transfer files**: Transfer files between your phone and a computer.

- **Transfer photos(PTP)**: Transfer images between your phone and a computer. If your phone does not support MTP, the PTP protocol will be used to transfer files and images between your phone and computer.

- **Use device as MIDI**: Use your phone as a MIDI input device and play MIDI files on your computer.

Transferring data between your phone and a computer

Use a USB cable to connect your phone to a computer and transfer data between the two devices.

Transfer files

MTP (media transfer protocol) is a protocol for transferring media files. You can use MTP to transfer files between your phone and a computer. Before using MTP, ensure that you have Windows Media Player 11 or later installed on your computer.

Swipe down from the status bar to open the notification panel, and then set the USB connection mode to **Transfer files**. Your computer will automatically install the necessary drivers. To view files stored on your phone, wait until the drivers have been installed, and then click the new drive icon that appears on your computer (the drive is named after your phone model). If you are using a Windows computer, use Windows Media Player to browse multimedia content on your phone.

Transferring images

PTP (picture transfer protocol) is an image transfer protocol. Use PTP to transfer images between your phone and a computer.

Swipe down from the status bar to open the notification panel, and then set the USB connection mode to **Transfer photos(PTP)**. Your computer will automatically install the necessary drivers. To view images stored on your phone, wait until the drivers have been installed, and then click the new drive icon that appears on your computer (the drive is named after your phone model).

Transferring MIDI data to your phone

MIDI (Musical Instrument Digital Interface) is a music technology protocol that allows digital music instruments to communicate with each other.

Swipe down from the status bar to open the notification panel, and then set the USB connection mode to **Use device as MIDI**. You can use your phone to receive or process MIDI data from other devices.

Security and Backup

Security settings

Setting your SIM card PIN

Enable the SIM lock to prevent others from using your SIM card. You will need to enter your SIM card PIN each time you turn on your device or insert your SIM card into another device.

ⓘ Make sure you have received a SIM card PIN from your carrier before enabling the SIM lock.

1 Open 🔘 **Settings**.

2 Touch **Security & location** > **SIM card lock** and select card lock to access the SIM lock settings.

3 Switch on **Lock SIM card**. Enter your SIM card PIN and touch **OK**.

⠀ⓘ To change your SIM card PIN, touch **Change SIM PIN** and follow onscreen instructions.

⚠ ● You will need to enter the PUK code if you exceed the maximum number of incorrect PIN attempts. The SIM card will be permanently locked if you enter the PUK code incorrectly too many times.

● For details about these limits, contact your carrier.

File management

Creating folders

Keep your device organized by creating folders for your files.

1 Open 🗀 **File Manager**.

2 Touch **Shared internal storage**.

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

Viewing files

Sorting files

Use the sort feature to arrange your files by type, name, size, or date.

1 Open 🗀 **File Manager**.

2 Touch **Shared internal storage**.

3 Touch ⋮ > **Sort** and then sort files by type, name, size, or date.

Sharing files

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

1 Open ![icon] **File Manager**.

2 Touch **Shared internal storage**.

3 Touch and hold the files you want to share and touch ⚲.

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

Renaming files

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

1 Open ![icon] **File Manager**.

2 Touch **Shared internal storage**.

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

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

Copying, moving, or deleting files

1 Open ![icon] **File Manager**.

2 On the **Local** tab, touch **Shared internal storage**.

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

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

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

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

Phone Manager

Enhancing speed

Clear the app cache and delete residual files and system trash to optimize performance.

Enhancing speed

Clear the app cache and delete residual files and system trash to optimize performance.

1 Open ![icon] **Phone Manager**.

2 Touch **Clean** to clear the app cache and system trash.

> ⓘ To free up more storage space, you can:

- Touch **Storage manager** to clear large files, images, and app data.

- Restore an app to its default settings. Touch **Application restore**. Select the app you want to restore and touch 🗑 > **Delete**. The app will be restored to its default settings, and all app-specific data will be deleted.

3 Touch **Finish** to exit.

Camera and Gallery

Camera options

Open ![camera icon] **Camera** to display the viewfinder.

Switch flash modes

Toggle rear and front camera

Toggle settings

Take a photo
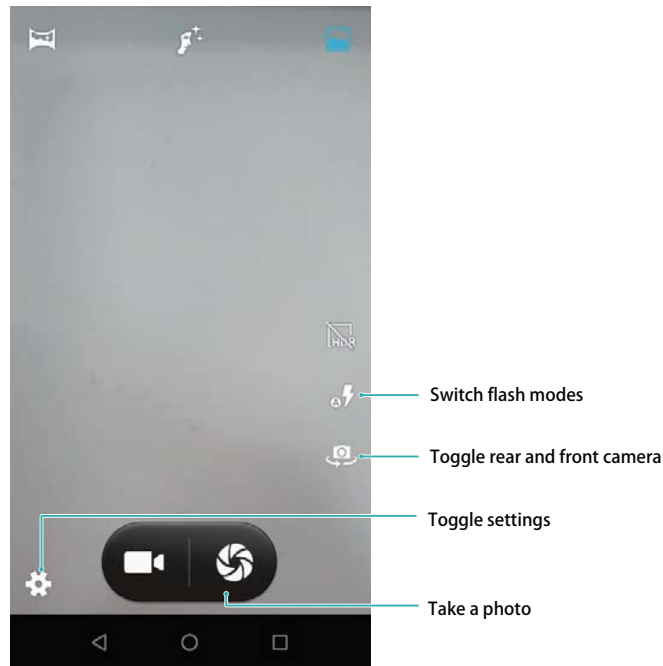
Photos and video recordings

Taking a photo

Geotagging photos

Enable geotagging to record the location of photos and video recordings. In **Gallery** you can view the shooting location of photos and videos. In **Gallery**, you can display all photos and videos on a map.

1 Open ![camera icon] **Camera**.

ⓘ When opening **Camera** for the first time, enable location services in the popup dialog.

2 Touch ⚙, and switch on **GPS location info**.

Zooming in and out

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

zoom in or out by adjusting the slider that appears in the viewfinder after you perform the zoom in or zoom out functions with your two fingers.

Adjusting the exposure

The camera automatically adjusts the exposure according to the ambient brightness. A higher exposure produces brighter images.

Turning on the flash

Touch the flash icon in the top-left corner of the viewfinder to turn on the flash. Touch to display the four options:

- : Automatically enables or disables the flash based on the ambient brightness.

- : Disables the flash.

- : Enables the flash.

Burst shooting

Use burst shooting when you want to take a photo of a moving subject, such as during a football match. The camera will capture several images in quick succession and automatically select the best photo.

 This feature is not available in HDR mode, Panorama mode.

1 Open **Camera**.

2 Touch and hold to start the burst sequence. The number of captured photos will be displayed above .

3 Release to stop the burst shooting.

 You can take up to 10 photos in one burst sequence, provided that there is enough storage space on your phone.

Selfie timer

Use a self timer to include yourself in shots.

1 Open **Camera**. Touch to access the camera settings.

2 Touch **Selfie timer** to set the countdown time.

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

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

Shooting a video

Shooting a video

1 Open ⬤ **Camera**.

2 Touch ⬜◁ to start recording.

3 In the process, you can perform the following:

- Touch ⏸ to pause recording. Touch ⏺ to continue recording.

- Touch ◈ to save the current scene as a photo.

4 Touch ◀■ to complete recording.

Zooming in and out

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

Configuring the camera settings

Configure the camera settings to suit your needs.

Setting the photo and video resolutions

Increase the resolution for higher quality images and videos. Larger resolution images take up more space on your device. Changing the resolution will also change the image dimensions.

ⓘ Some resolutions may not be supported in certain shooting modes.

Open ⬤ **Camera**. Touch ⚙ **Picture size** to change the resolution.

Viewing photos and videos

Viewing photos in full screen mode

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

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

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

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

Viewing photos and videos by location

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

Viewing photos and videos by album

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

Viewing photos as a slideshow

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

Sharing photos and videos

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

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

1 Open ▨ **Gallery**.

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

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

Editing a photo

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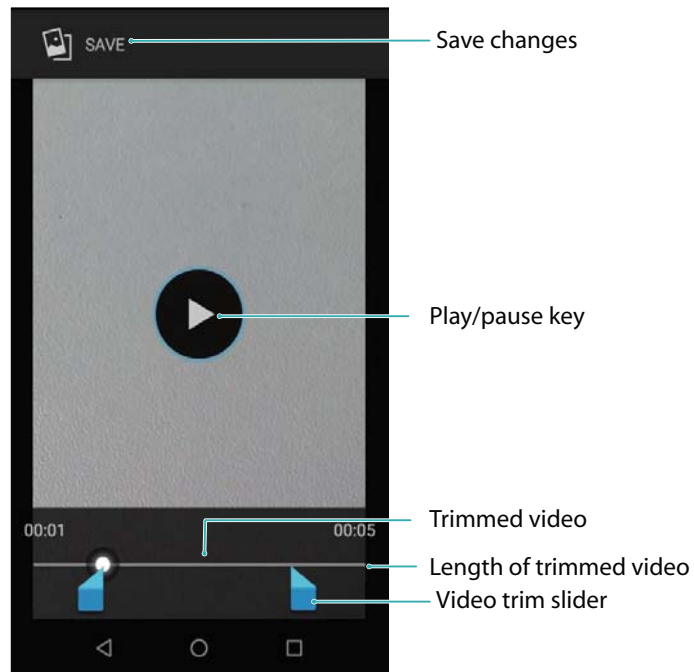
1 Open ▨ **Gallery**.

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

- **Crop an image** : Touch ⌗ to select the crop ratio . Drag the dotted edges to crop the image to the desired size.

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

Editing Videos

Editing a video

Select highlights from videos and save them as separate files.

Save changes

Play/pause key

Trimmed video

00:01   00:05

Length of trimmed video

Video trim slider

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

2 Select the video that you want to edit and touch ⋮ > **Trim**.

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

ⓘ You can touch ▷ to preview the video.

**4** Touch **Save** to crop and save the video.

Calls and Contacts

Making calls

Smart dialing

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

1 Open 📞 **Dialer**.

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

Backspace
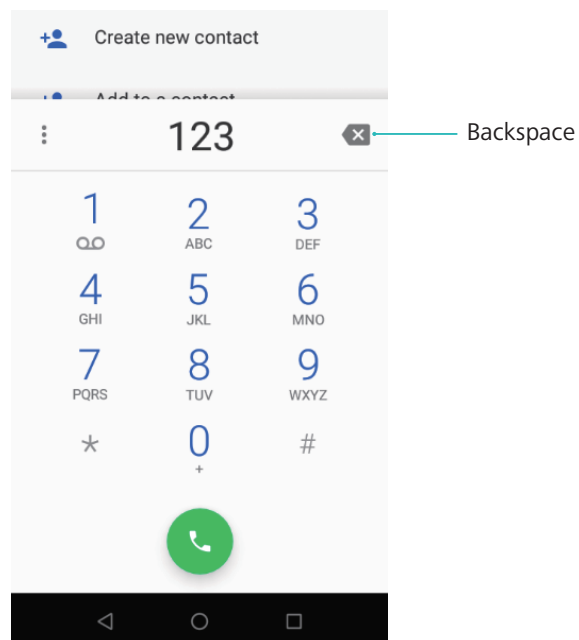
3 Select the contact you want to call from the list.

ℹ️ The call status will be displayed on the screen (for example, ringing or call forwarding).

4 Touch 📞 to end the call.

Making a call from Contacts

1 Open 👤 **Contacts**.

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

3 Touch the contact number.

Making a call from the call log

1 Open 📞 **Dialer**.

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

Making an emergency call

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

1 Open **Dialer**.

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

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

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

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

Making international calls

> ⓘ Before making a long-distance call, contact your carrier to activate international calling or roaming services.

1 Open **Dialer**.

2 On the dialer screen, touch and hold the **0** key to enter a **+** symbol, and then enter the country code, area code, and phone number.

3 Touch to make a call.

Making a call while roaming

Use Contacts to call a contact when you're roaming.

> ⓘ Before using this feature, make sure you have activated international call or roaming service. For more details, contact your carrier.
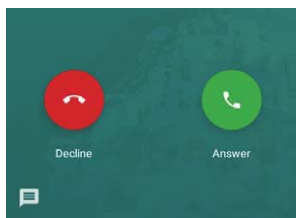
Open **Contacts**. To initiate a call, select the contact you want to call, and then touch the contact's number.

Answering calls

Answering or rejecting a call

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

If the screen is unlocked:

- Touch 📞 to answer the call.

- Touch ◠ to reject the call.

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

- To use an app during a call, touch ▢ **Recent** to open the list of recently used apps. Touch the desired app. The Dialer app will continue to run in the background.

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

Switching between calls

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

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

2 To switch between the two calls, touch ⇅ or select the call that is on hold.
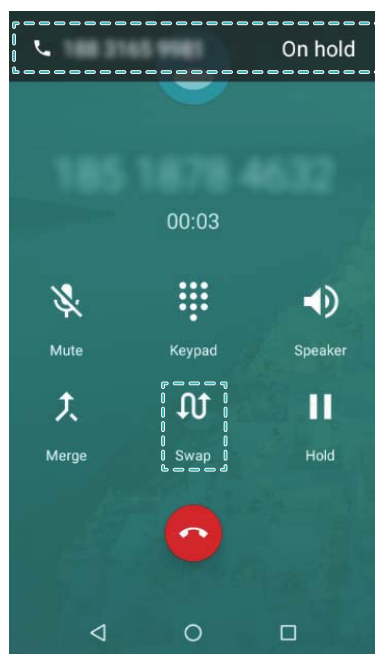
Making a conference call

Set up a conference call using the multi-party call feature. Call one contact's number (or receive a call), and then call another number to add it to the conference call.

> ⓘ Conference calling must be supported by your carrier. Please ensure you have activated this service. For details, contact your carrier.

1 Call the first participant.

2 Once the call is connected, touch ⤴, and then dial the second participant's number. The first participant will be placed on hold.

3 When the second call is connected, touch ⅄ to start a conference call.

4 Repeat steps 2 and 3 to add more people to the conference.

5 During a call, touch **Manage** to view the list of participants. You can:

- Touch 📞 next to a contact to remove the contact from the call.

- Touch ⅄ next to a contact to remove the contact from the conference call and keep them in a separate call.

- Touch ← to return to the main call screen.
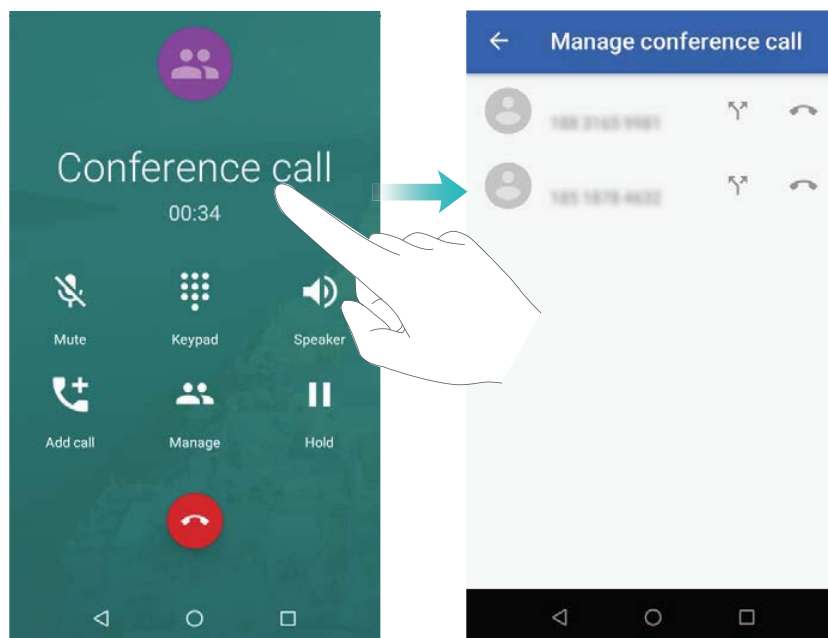
6 Touch 📞 to end the conference call.

In-call options

> ⓘ Do not cover the microphone during a call.

During a call, your device will display an in-call menu.

Show/hide dialer

Mute the call

Enable hands-free mode

Mute

Keypad

Speaker

Start a three-way call

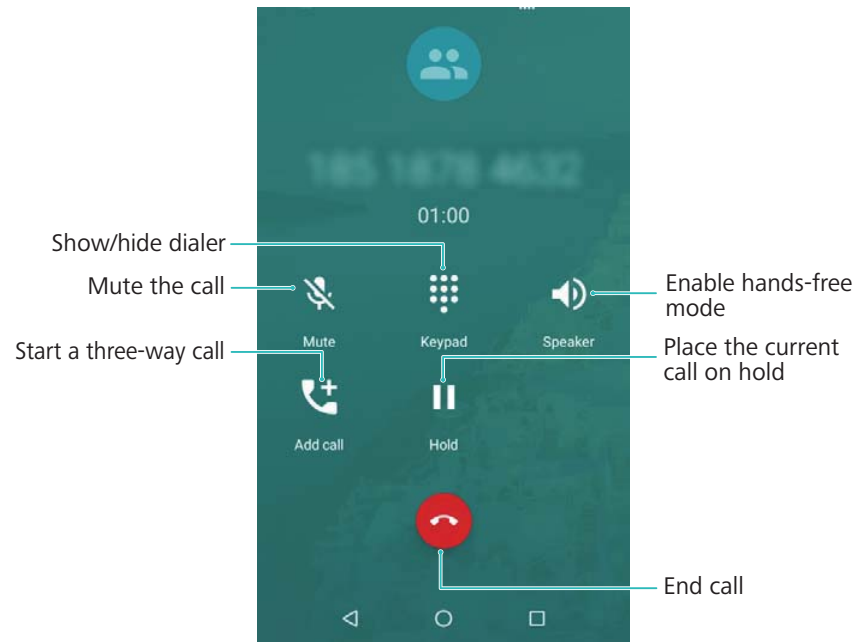Place the current call on hold

Add call

Hold

End call

- **Start a three-way call**: Contact your carrier to find out how to use this feature.
- **Adjust the volume**: Press the volume up button to increase the volume, or the volume down button to decrease the volume.

Managing call logs

Viewing missed calls

1 Open **Dialer**.

2 To display all missed calls, touch the ⋮ > **Call history** tab and swipe down in the call log.

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

3 Touch the contact to return the call.

Managing unknown numbers in the call log

1 Open **Dialer**.

2 Select a number, you can:

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

Clearing the call log

Open **Dialer**, touch ⋮ > **Call history**. You can clear the call log in two ways:

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

Call settings

Enabling call forwarding

If you are unavailable to take a call, you can configure your device to forward calls to another number.

1 Open 📞 **Dialer**.

2 Touch ⋮ > **Settings** > **Calling accounts**.

3 Touch **Call forwarding**. If your device has dual SIM support, touch **SIM 1** or **SIM 2**, and then
  touch **Call forwarding**.

4 Select a method of forwarding the call. Enter the destination number and touch **Turn on**.

When call forwarding is enabled, your device will forward certain calls (such as unanswered calls) to
the number you specified.

Enabling call waiting

Call waiting allows you to take an incoming call when you are already in a call and switch between
the two conversations.

 ℹ️ You may need to contact your carrier to enable this feature.

1 Open 📞 **Dialer**.

2 Touch ⋮ > **Settings** > **Calling accounts**.

3 Touch **Additional settings** and switch on **Call waiting**. If your device has dual SIM support,
  touch **SIM 1** or **SIM 2**, then **Additional settings**, and switch on **Call waiting**.

When you receive an incoming call while already in a call, touch **ANSWER** to answer the new call,
and ⇅ to switch between the two calls.

Rejecting calls with a text message

Send a predefined text message when you're not available to take a call.

1 Open 📞 **Dialer**.

2 Touch ⋮ > **Settings** > **Quick responses**.

3 Touch a predefined text message to edit the message content. Once you have finished, touch **OK**
  to save the message.

When you are unavailable to take an incoming call, touch 💬 and select a predefined message to
send to the caller.

Configuring the harassment filter

The harassment filter automatically blocks calls and messages from unknown or blacklisted numbers.

1 Open ☏ **Dialer**.

2 Touch ⋮ > **Settings** > **Calling blocking**.

3 Touch **ADD A NUMBER** to configure the harassment filter settings and the blacklist.

Configuring the call ringtone

Choose from a selection of system ringtones or pick a song from your music library.

ⓘ Features may vary depending on your carrier.

1 Open ☏ **Dialer**.

2 Go to ⋮ > **Settings** > **Sounds and vibration** > **SIM 1 ringtone or SIM 2 ringtone**. Choose a system ringtone or select a song from your music library.

ⓘ Alternatively, go to **Settings** > **Sound**, touch **SIM 1 ringtone or SIM 2 ringtone**, and then configure the ringtone settings.

Configuring voicemail

Divert calls to your voicemail when your device is switched off or when there is no cellular coverage. Callers can leave a voice message that you can listen to later.

ⓘ Voicemail must be supported by your carrier. Please ensure that you have subscribed to this service. Contact your carrier for information about their voicemail service.

1 Open ☏ **Dialer**.

2 Touch ⋮ > **Settings**.

3 Touch **Voicemail** > **Advanced settings** > **Setup** > **Voicemail number** and enter your voicemail number.

Creating a contact card

Create a contact card to quickly share your contact information.

1 Open 👤 **Contacts**.

2 Touch ☰ > **Settings** > **My info**.

3 Set your profile picture. Enter your name, company, telephone number and other contact information, and then touch **Save**.

Share your contact card: Touch ⋮ > **Share**.. Select the card format and sharing method, and then follow the onscreen instructions.

Creating a new contact

Creating a contact

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

2 Touch ＋.

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

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

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

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

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

Importing and exporting contacts

Importing contacts from a storage device

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

2 Touch ☰ > **Settings** > **Import** > **Shared internal storage** > **NEXT**.

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

Exporting contacts to a storage device

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

2 Touch ☰ > **Settings** > **Export** > **NEXT** > **Shared internal storage** > **NEXT**.

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

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

Importing contacts from a SIM card

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

2 Touch ☰ > **Settings** > **Import** > **Import from SIM**. If your device has dual SIM support, touch ☰ > **Settings** > **Import** and choose the SIM card you want to import your contacts from.

3 Choose the location.

4 Select the contacts you want to import and touch **OK**.

Managing contacts

Editing a contact

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

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

1 Open 📇 **Contacts**.

2 Touch the contact you want to edit, and then touch ✐.

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

Viewing contacts from different accounts

1 Open 📇 **Contacts**.

2 Touch ☰ > **Settings** > **Contacts to display**.

3 Select the account you want to display, or customize the display options.

Searching for contacts

Search contacts stored on the device, SIM card, or linked to an online account.

Finding contacts

1 Open 📇 **Contacts**.

> ⓘ For more complete search results, ensure that Contacts is configured to display all of your contacts. On the contacts screen, touch ☰ > **Settings** > **Contacts to display** and select **All contacts**.

2 On the contact list, you can:
- Swipe the contact list up or down.
- Slide your finger up or down the index on the right-hand side of the screen to scroll through your contacts.
- Enter the contact name, initials, phone number, email address, or other information in the search bar at the top of the contact list. Search results will be displayed underneath.

3 Select a contact. You can call them, send a text message, or edit their contact information.

Searching for a contact from the home screen

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

2 Enter one or more keywords (such as the contact's name or email address). The search results will be displayed beneath the search bar.

3 Select a contact. You can then choose to call them, send them a text message, or edit their contact information.

Sharing contacts

Share a contact's vCard

1 Open **Contacts**.

2 Touch and hold a contact.

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

4 Choose your sharing method and follow the onscreen instructions.

Adding a contact to your favorites

Add frequently contacted people to your favorites to make them easier to find.

1 Open **Contacts**.

2 When viewing contact details, touch ☆ to add the contact to your favorites.

Changing contact photos

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

1 Open **Contacts**.

2 Touch the contact you want to edit, and then touch ✎ .

3 Touch the contact's photo. You can choose to select a photo from Gallery or take a photo with the camera.

4 Touch **Save**.

The contact's photo will be displayed when you receive a call from them.

Viewing call records for individual contacts

1 Open **Contacts**.

2 Select the desired contact and under **Recent**.

3 Swipe up on the list to view all entries. You can:

● Touch an entry to call the contact.

Assigning a ringtone to a contact

Assign a unique ringtone to frequently used contacts so that you can easily tell who is contacting you.

1 Open **Contacts**.

2 Select the desired contact and touch ⋮ > **Set ringtone**.

3 Select the desired ringtone or music file, and then touch **Save**.

Messaging and Email

Sending a message

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

1 Open **Messaging**.

2 In the list of message threads, touch .

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

4 Select the text field to begin composing your message.

- Touch to add an attachment to your message.

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

5 Touch . If your device has dual SIM support, touch or .

Replying to a message

1 Open **Messaging**.

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

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

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

- **Add the caller's number to your contacts**: Touch at the top of the message.

3 To send a reply, select the text field and enter your message, and then touch . If your device has dual SIM support, touch or .

Searching for messages

There are two ways to search for messages:

- In the list of message threads, touch the search bar at the top of the screen and enter one or more keywords. The results will be displayed beneath the search bar.

- Swipe down on the home screen to display the search bar. Touch the search bar and enter one or more keywords. The results will be displayed beneath the search bar.

Deleting message threads

Delete unwanted or old threads to tidy up your message list.

   🛈 Deleted threads cannot be retrieved, so please proceed with caution.

- To delete multiple threads, touch and hold one of the threads that you want to delete. Select the

  other threads and touch 🗑   > **Delete**.

Managing messages

Delete unwanted messages, forward messages to other contacts, copy and paste message content, and lock messages or add them to your favorites to prevent them from being deleted by accident.

1   Open 💬**Messaging**.

2   In the list of message threads, touch a contact name or phone number to view your conversations.

3   Touch and hold a message, and then follow the onscreen instructions to forward, archive, lock, or share the message.

Configuring the message ringtone

1   Open 💬**Messaging**.

2   In the list of message threads, touch ⋮   > **Settings** > **Notifications**.

3   Touch **Sound**. You can then choose a system ringtone or music file.

Adding an email account

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

Adding a personal email account

1   Open 📧**Email**.

2   Enter you email address and password, and then touch **NEXT**.

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

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

Sending emails

1   Open 📧**Email**.

2   Touch ✏️ .

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

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

5 Enter the email subject and body. Touch  to add an attachment.

6 Touch  to send the email.

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

To save your email as a draft and send it later, touch ←.

Replying to emails

1 Open **Email**.

2 Open the email you want to reply to and touch .

> ℹ To reply to all recipients of the original email, touch .

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

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

Managing emails

Viewing emails

You can check, reply, forward or delete your emails after you create a personal email account.

1 Open **Email**.

2 On the **Inbox** screen, touch ≡ and select the account you want to use. Swipe down to refresh your inbox and download new emails.

> ℹ On the inbox, touch ☆ to star the email.

3 You can check, reply, forward or delete your emails. Open an email and swipe left or right on the screen to view the previous or next email.

> ℹ To delete multiple emails, go to the **Inbox** screen. Select a contact picture or touch and hold an email to activate the email management interface. Select the emails you want to delete and touch 🗑 .

Syncing emails

On the **Inbox** screen, swipe down to refresh your inbox.

1 Open **Email**.

2 Touch ☰ > **Settings**.

3 Select the account you want to configure. To sync your emails automatically, touch **Sync frequency** and select a sync interval.

Searching emails

You can search for emails in two ways:

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

Managing VIP contacts

If you want to make sure you never miss messages from important contacts, you can add them to your VIP contact list. Your device will automatically place emails from these contacts in your VIP inbox.

1 Open 📧 **Email**.

2 Touch ☰ > **Settings** > **General settings**.

3 From **VIP member**, touch 👤₊ .

> ℹ️ You can also open an email, touch ⋮ > **Add to VIP** from the popup menu.

Add or delete VIP contacts: On **VIP list** touch 👤₊ or ✕ to manage your VIP contacts.

Configure VIP contact email notifications: On the inbox screen, touch ☰ > **Settings** > **General settings** > **VIP notifications**.

Managing email accounts

Adding an email account

1 Open 📧 **Email**.

2 Touch ☰ > **Settings** > **Add account**.

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

Switching between email accounts

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

Configuring an email account

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

● **Rename the account**: Touch **Account name** and enter an account name in the popup dialog box.

Configuring Mail

Configuring an email signature

1 On the inbox screen, touch ═ > **Settings**.

2 Select the account you want to configure and touch **Signature**.

3 Enter a signature and touch **OK**.

Configuring email notifications

1 On the inbox screen, touch ═ > **Settings**.

2 Select the account you want to configure and switch **Email notifications** on.

3 Select a notification sound or enable vibration alerts.

Configuring the email view

On the inbox screen, touch ═ > **Settings** > **General settings**. You can configure the following:

● **Display contact images**: Switch **Sender image** on to display contact images next to emails.

Calendar and Notepad

Changing the calendar view
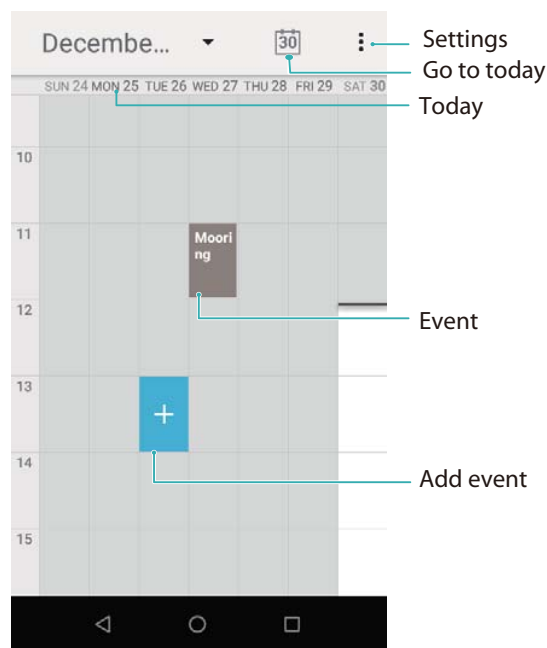
To view your schedule for a specific day, touch ⋮ > **Go to**, select a date, and then touch **Done**.

Open 📅 **Calendar** and touch ⋮ > **Settings** > **General settings**. You can:

- **Configure the first day of the week**: Touch **Week starts on** and configure the settings.

Creating an event

Add events and set reminders to help you plan ahead.

1 Open 📅 **Calendar**.

2 Touch ⋮ > **New event**.

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

4 Touch ✓ to save the event.

- You can add up to 5 reminders for an event. To add a reminder, touch **Add reminder**.
- In week or daily view, touch and hold an area on the screen to create an event for the corresponding date and time.

Sharing events

You can share events with your contacts.

1 Open 📅 **Calendar**.

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

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

Deleting an event

Open 📅 **Calendar**.

- **Delete a single event**: Open the event that you want to delete and touch ⋮ > **Delete** > **OK**.

Searching for events

You can search for events in two ways:

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

Music and Video

Listening to music

You can choose to listen to your favorite local songs .

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

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

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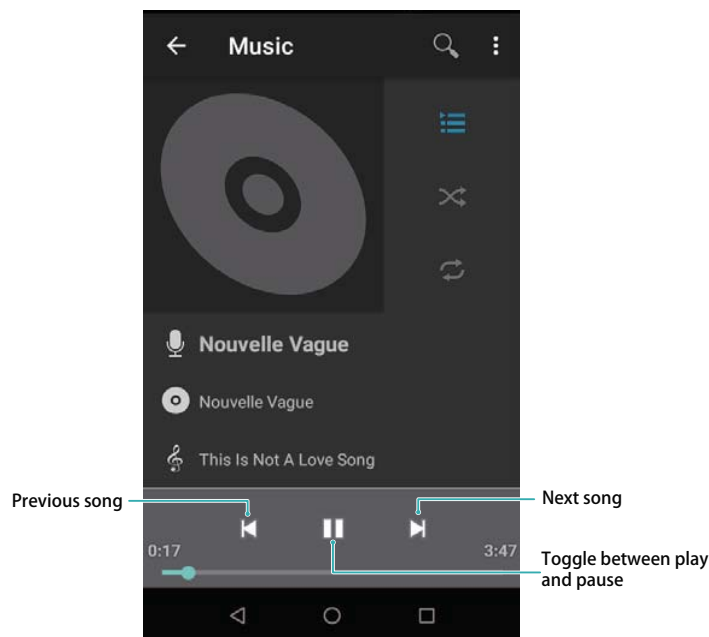
Searching for music

Searching for music on your internal storage or microSD card

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

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

2 You can choose to organize your music by song name, artist, album name, or folder. To search for a specific song, touch ![icon] and enter the song name, artist, or album in the search bar.

Deleting songs

Delete unwanted songs to free up storage space.

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

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

3 Touch ⋮ > **Delete**.

4 Touch **OK**.

Creating a playlist

Organize your music by creating customized playlists that contain your favorite songs.

1 Open **Music**

2 Touch **Playlists** > **Rencently added** > ⋮ > **Save as playlist**.

3 Name the playlist and touch **Save**.

Playing a playlist

My playlists

1 Open **Music**.

2 Touch **Playlists** .

3 Select the desired playlist. Touch a song to start playback, or touch ⋮ > **Shuffle all** to shuffle all songs.

Phone Manager

Enhancing speed

Clear the app cache and delete residual files and system trash to optimize performance.

1 Open ⊙ **Phone Manager**.

2 Touch **Clean** to clear the app cache and system trash.

> ⓘ To free up more storage space, you can:
>
> - Touch **Storage manager** to clear large files, images, and app data.
>
> - Restore an app to its default settings. Touch **Application restore**. Select the app you want to restore and touch 🗑 > **Delete**. The app will be restored to its default settings, and all app-specific data will be deleted.

3 Touch **Finish** to exit.

Clock

Managing alarms

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

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

- **Add an alarm**: Touch ╋ and set the alarm time, ringtone, repeat settings, and more. Touch **OK** to apply the settings.
- **Enable or disable an alarm**: Touch the switch next to an alarm.
- **Configure the alarm settings**: Touch ⋮ > **Settings** and go to **Alarms** to configure the snooze duration, silent mode settings, and volume button behavior.
- **Delete an alarm**: Touch the alarm you want to delete. Touch **Delete**

Configuring the world clock

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

1 Open ● **Clock**.

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

- **Add a city**: Touch ◉ . Enter a city name or select a city from the list.
- **Set the system date and time**: Touch ⋮ > **Settings** > **Change date & time** and configure the settings.

Home time
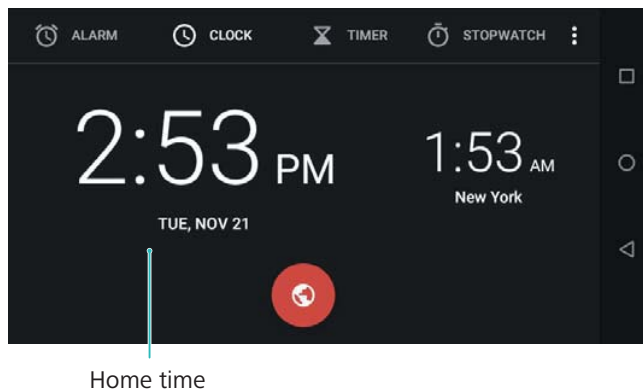
Stopwatch

1 Open ● **Clock**.

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

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

3 Touch ⏸ to pause the stopwatch.

4 Touch **RESET** to reset the stopwatch, or ▷ to resume the stopwatch.

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

Timer

1 Open 🕐 **Clock**.

2 Go to the **Timer** tab and set the countdown time.

3 Touch ▷ to start the timer.

4 When the timer goes off, touch **Stop**.

ⓘ When the timer is counting down, touch ⏸ to pause the countdown, or **Delete** to reset the timer.

Sound recorder

Recording sound

1 Open ![icon] **Sound Recorder**.

2 Touch ● to start recording.

3 Touch ❚❚ to pause or resume the recording.

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

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

Playing a recording

Play sound from a particular direction, or start playback from a tagged location.

1 Open ![icon] **Sound Recorder**.

2 Select ☰ .

3 Select a recording.

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

System Features and Settings

Restarting your device

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

To restart your device, press and hold the power button for 3 seconds, and then touch **Restart**.

ⓘ To force your device to restart, press and hold the power button until your device vibrates.

Changing the input method

Switch between text input methods as desired.

ⓘ To add an input method, open 🅾 **Settings**. Touch **System** > **Languages & input** > **Virtual keyboard** and switch on the desired input method.

Input method settings

Adding a keyboard

1 Open 🅾 **Settings**.

2 Touch **System** > **Languages & input** and select **Virtual keyboard** under **Keyboard & inputs**.

3 Touch **Manage keyboards** and switch on the keyboard that you want to add.

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

Editing text

Select, cut, copy, paste, and share text.

- **Selecting text**: Touch and hold the text until 🔵🔵 appears. Drag 🔵 and 🔵 to select a section of text, or touch **Select all** to select all text.
- **Copying text**: Select the text you want to copy and touch **Copy** to copy it to the clipboard.

● **Cutting text**: Select the text you want to cut and touch **Cut** to move it to the clipboard.

● **Pasting text**: Touch and hold where you want to insert the text, and then touch **Paste**.
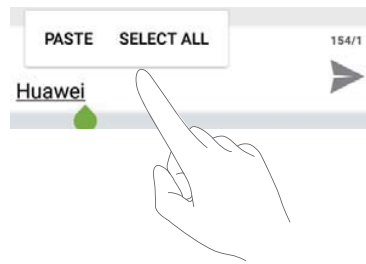
ℹ The pasted text will remain available in the clipboard until you cut or copy other content.

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

Airplane mode

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

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

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

∨ to display all shortcut switches, and then switch on ✕ .
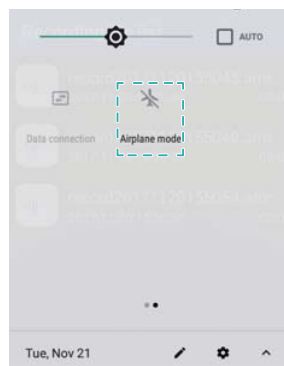
● **Go to Settings**: Open ⊙ **Settings** > **Network & Internet** and toggle the **Airplane mode** switch.

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

Configuring the sound settings

Adjusting the system volume

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

1 Open ⊙ **Settings**.

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

Setting the default notification tone

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

1 Open ⚙ **Settings**.

2 Touch **Sound** > **Advanced** > **Default notification sound** and choose a new notification **Ringtone** or a **Music** file.

Enabling or disabling system alert sounds and haptic feedback

1 Open ⚙ **Settings**.

2 Touch **Sound**. You can enable or disable **Touch sounds**, **Screen locking sounds**, **Charging sounds**, and **Vibrate on tap**.

Setting up an account

Adding an account

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

1 Open ⚙ **Settings**.

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

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

Deleting an account

1 Open ⚙ **Settings**.

2 Touch **Users & accounts** and select an account type.

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

Syncing data with your device

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

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

1 Open ⚙ **Settings**.

2 Select **Users & accounts**.

3 Select a account , touch **Account sync**. Touch ⋮ in the top-right corner of the screen, select **Sync now**.

Viewing memory and storage information

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

ⓘ Not all devices support microSD cards.

1 Open ⚙ **Settings**.

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

3 From there, you can:

- **Set the default storage location**: Touch **Default write disk** and set the default storage location to the internal storage or microSD card.

Setting the date and time

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

1 Open ⚙ **Settings**.

2 Touch **System** > **Date & time**. You can:

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

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

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

Enabling location access

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

Configuring the location settings

Features may vary depending on your carrier.

1 Open ⚙ **Settings**.

2 Touch **Security & location** > **Location**.

3 Touch **Mode**, you can

- **High accuracy**: Uses GPS and your device's Internet connection. Enable this option for highly accurate positioning.

- **Battery saving**: Only uses your device's Internet connection. Enable this option for reduced power consumption and longer standby times.

- **Device only**: Does not require an Internet connection. Enable this option to reduce mobile data usage.

Increasing indoor positioning accuracy

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

1 Open ⚙ **Settings**.

2 Touch **Security & location** > **Location**.

3 Touch **Scanning**, you can:

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

Restoring factory settings

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

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

1 Open ⚙ **Settings**.

2 Touch **System** > **Reset options**.

3 Touch **Erase all data (factory reset)** and choose whether to format your internal storage.

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

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

OTA updates

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

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

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

- Your personal data may be erased during a system update. Always back up important data before updating your device.
- When updating, ensure that your device has at least 20% battery power remaining.
- After updating, you may find that some third-party apps are incompatible with your system, such as Internet banking applications and games. This is because it takes a while for third-party application developers to release updates for new Android releases. Please wait until a new version of the application is released.

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

1 Open ⚙️ **Settings**.

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

3 Select the latest version to download the update package.

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

Viewing product information

Viewing your model number and version information

View your model number and system version information.

1 Open ⚙️ **Settings**.

2 Touch **System** > **About phone** to view your model number, Build number and Android version.

Viewing your IMEI

All devices have a unique 15-digit IMEI that you can use to verify if your device is genuine.

1 Open ⚙️ **Settings**.

2 Touch **System** > **About phone** > **Status** to view the IMEI.

ⓘ Dual-SIM devices have two IMEIs.

Accessibility features

Enabling TalkBack

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

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

1 Open ⚙ **Settings**.

2 Touch **Accessibility** > **TalkBack**.

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

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

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

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

Using TalkBack to control your device

After you have enabled TalkBack, use gestures to:

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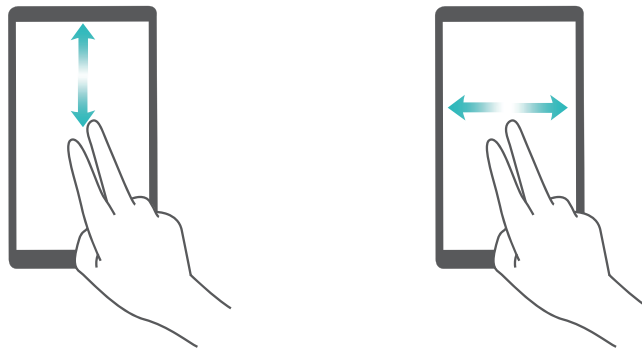
Select an item: Touch an item with one finger to select it (it will not open). Your device will read out the content of the selected item.
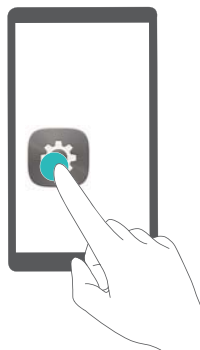
Open an item: Double touch any part of the screen using one finger to confirm your selection from the previous step.
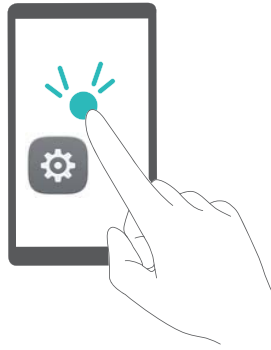
For example, if you want to open **Settings**, touch the **Settings** icon once using one finger, and then touch twice on any part of the screen.

Configuring the TalkBack settings

1 Open ⊚ **Settings**.

2 Touch **Accessibility** > **TalkBack** > **Settings**.

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

Text To Speech (TTS) output

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

1 Open ⊚ **Settings**.

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

Color correction

Color correction mode adjusts colors to make it easier for color vision impaired users to distinguish between different parts of the screen.

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

1 Open ⊚ **Settings**.

2 Touch **Accessibility** > **Color correction**, and switch on **Color correction**.

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

Obtaining help

Read the Quick Start Guide included with your phone.

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

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

Personal Information and Data Security

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

- Put your device in a safe place to prevent unauthorized 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 unauthorized 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 authorized third-party application providers.
- Using unauthorized 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.

List of safety features

Huawei phones come with a number of security features to keep your data secure.

Lock screen style and password	Set a screen lock password to prevent unauthorized access to your phone. For more information, see Changing the lock screen style.
Setting your SIM card PIN	Enable the SIM lock to prevent others from using your SIM card. You will need to enter your SIM card PIN each time you turn on your phone or insert your SIM card into another phone. For more information, see Setting your SIM card PIN.
VPNs	You can use a VPN to connect to your company network and email server. For more information, see VPNs.

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