honor 8 Pro

User Guide

HUAWEI

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Foreword

Read this guide carefully before using your device.

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

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

Symbols and definitions

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

Unboxing your Phone

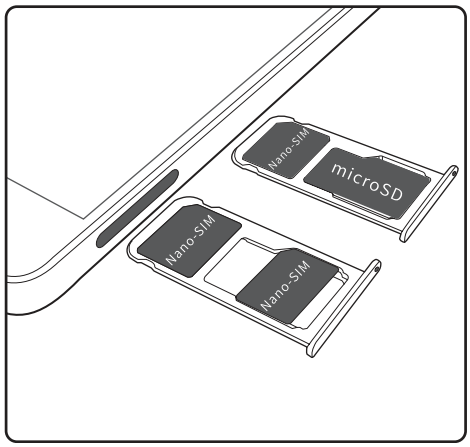
Inserting a SIM card and microSD card

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 network provider 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.

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

Using a USB port to charge your device

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

1. When you use a USB cable to connect your device to a computer or another device, **Allow access to device data?** will be displayed in a popup dialog.
2. Touch **No, charge only**.

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

Using your USB Type-C port to charge other devices

USB Type-C connectors are reversible and can be inserted either way up. It is possible to use your device to charge another device with a USB Type-C cable.

1. Use a USB Type-C cable to connect your device to the other device.
2. On your device, swipe down from the status bar to open the notification panel, and then set the USB connection mode to **Reverse charging**.
3. On the other device, set the USB connection mode to **Charge only**.

To use another device to charge your device, set the USB connection mode to **Charge only** on your device, and then set the USB connection mode on the other device to **Reverse charging**.

Safety information

- Only use genuine Huawei batteries, chargers, and USB cables to charge your device. Third-party accessories are a potential safety hazard and may impair your device's performance.
- You can recharge your battery many times, but all batteries have a limited lifespan. If you notice a significant deterioration in your device's battery life, purchase a genuine Huawei replacement battery. Do not attempt to remove built-in batteries. If your device has a built-in battery, contact an authorised Huawei service centre for a replacement. If the battery is removable, replace it with a genuine Huawei battery.

- Your device may become warm after prolonged use or when exposed to high ambient temperatures. If your device becomes hot to the touch, stop charging it and disable unnecessary features. Place your device in a cool location and allow it to cool down to room temperature. Avoid touching the surface of your device for prolonged periods when it becomes hot.
- Charging times may vary depending on the ambient temperature and the remaining battery level.
- Avoid using your device when it is charging. Do not cover your device or the charger.

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

Battery status information

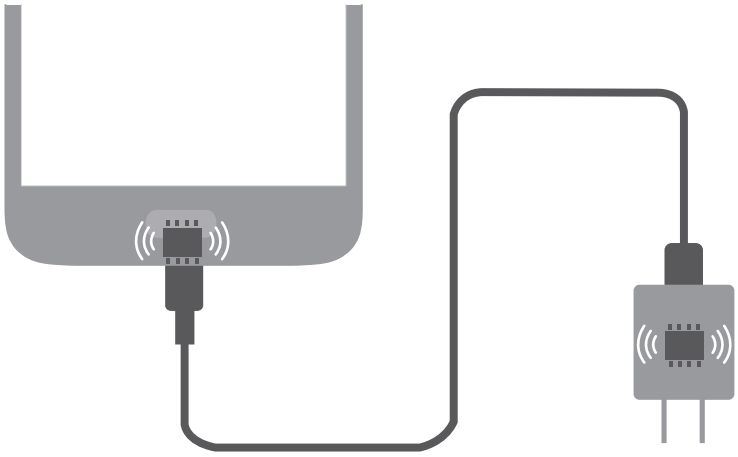
The battery status is indicated by your device's indicator light and the battery icon in the status bar.

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

Quick charging

Your device supports quick charging technology. This allows your device to automatically adjust the charging voltage and current for shorter charging times.

You must use the charger and USB cable that came with your device to use the quick charge feature. 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 damage your device or battery.



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

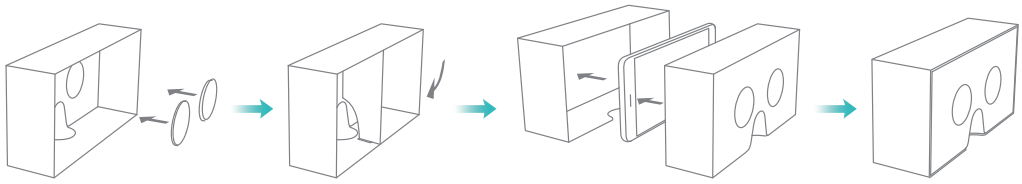
You can display the remaining battery percentage in the status bar in two ways:

- 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.

Watch VR videos

Use the box that came with your phone as a viewer to watch VR videos on your phone.

1. Insert the lenses into the cardboard viewer. The curved side of the lenses should face inwards.
2. Place your phone into the cardboard viewer, and then watch the video in the viewer.



Getting Started

Initial setup

- Ensure that the SIM card is inserted correctly before using your phone for the first time. Read the Quick Start Guide for more information on how to set up your phone.
- Press and hold the power button to turn on your device. Follow the onscreen instructions to complete the initial setup.

1. Select your language and region and touch **NEXT**.
2. Read the content carefully, accept the user terms and conditions, and then touch **AGREE** > **AGREE**.
3. Read the app permission information. Select **AGREE** and touch **NEXT**.
4. Read the service policy. Select **AGREE** and touch **NEXT**.
5. Your device will automatically search for available Wi-Fi networks. Follow the onscreen instructions to connect to a network.
6. Read the Google terms and conditions and touch **NEXT**.
7. You can configure your device in two ways:
   - Follow the onscreen instructions to restore a backup.
   - Follow the onscreen instructions to copy data from another device, or touch **SET UP AS NEW PHONE** > **OK** to skip this step.

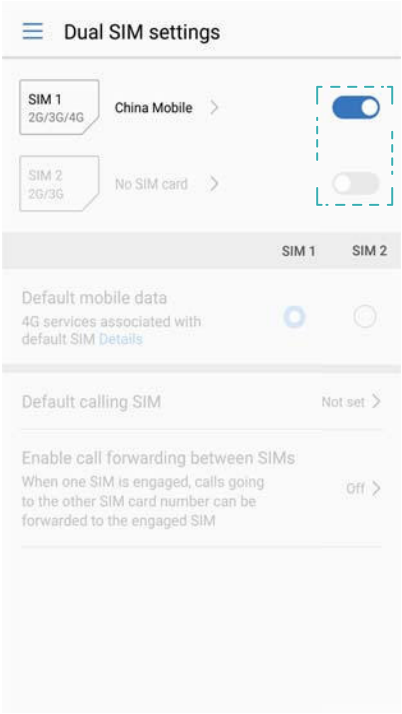
     If you choose to skip this step, you can still import data from another device later by touching **Settings** > **Advanced settings** > **Data transmission**.
8. Your device has a fingerprint sensor. Follow the onscreen instructions to add your fingerprint. Before adding your fingerprint, you will be prompted to create a PIN or password which you can use to unlock the screen if fingerprint recognition fails.
9. Touch **GET STARTED** to complete the settings. Your device is now ready to use.

Enabling or disabling a SIM card

Enable or disable your SIM card for easier usage and management.

This feature is only available on dual SIM phones.

1. Open **Settings**.
2. Touch **Dual SIM settings**.
3. Toggle the switch next to the SIM card you want to manage to enable or disable this SIM card.



Disabled SIM cards cannot be used to make calls, send messages, or access the internet.

Naming a SIM card

By default, each SIM card is named after the network provider. 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 network provider.

1. Open **Settings**.
2. Touch **Dual SIM settings**
3. Select a SIM card. 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 network provider.

1. Open **Settings**.
2. Touch **Dual SIM settings**.
3. Toggle the switch **Default mobile data** next to the selected 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 **Dual SIM settings**.

3 Touch **Default calling SIM** 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 dialler.

Connecting to the Internet

Connect to Wi-Fi networks effortlessly with your device.

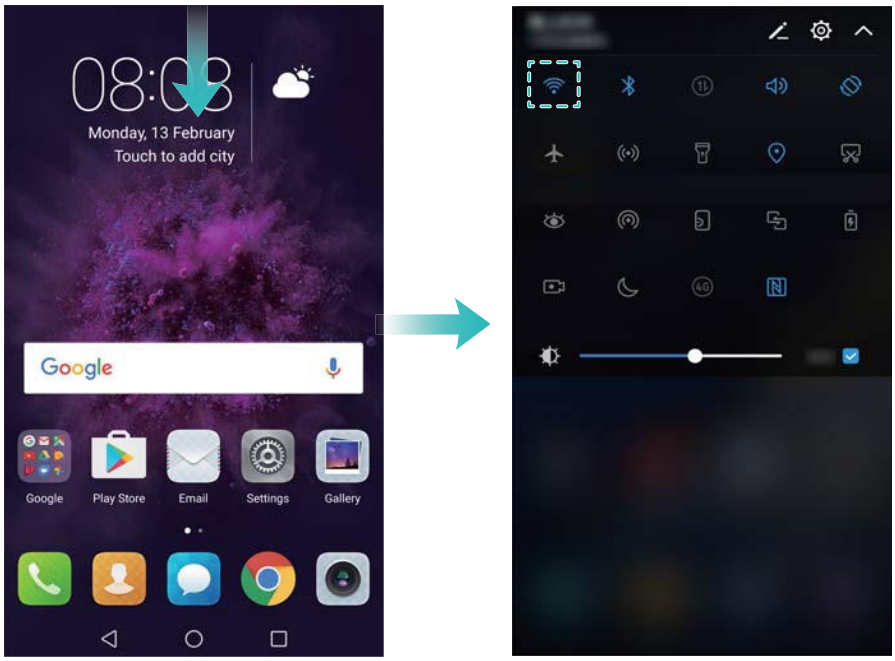
Connecting to a Wi-Fi network

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

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

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

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



Connecting using mobile data

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

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

2 Touch to enable mobile data.

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

Transferring data from another device

Import data from another phone in a few simple steps.

Copying data to your new device

1 Open **Settings**.

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

Using Phone Clone to import data

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

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

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

3 Touch **Advanced settings** > **Data transmission** > **From old phone (with Phone Clone)**.

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

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

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

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

Using HiSuite to import data

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

1 Install HiSuite on your computer.

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

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

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

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

Viewing recommended settings

After you have completed the initial setup process, your device will display a list of recommended settings.

Open **Settings**. Touch a recommended setting to configure it.

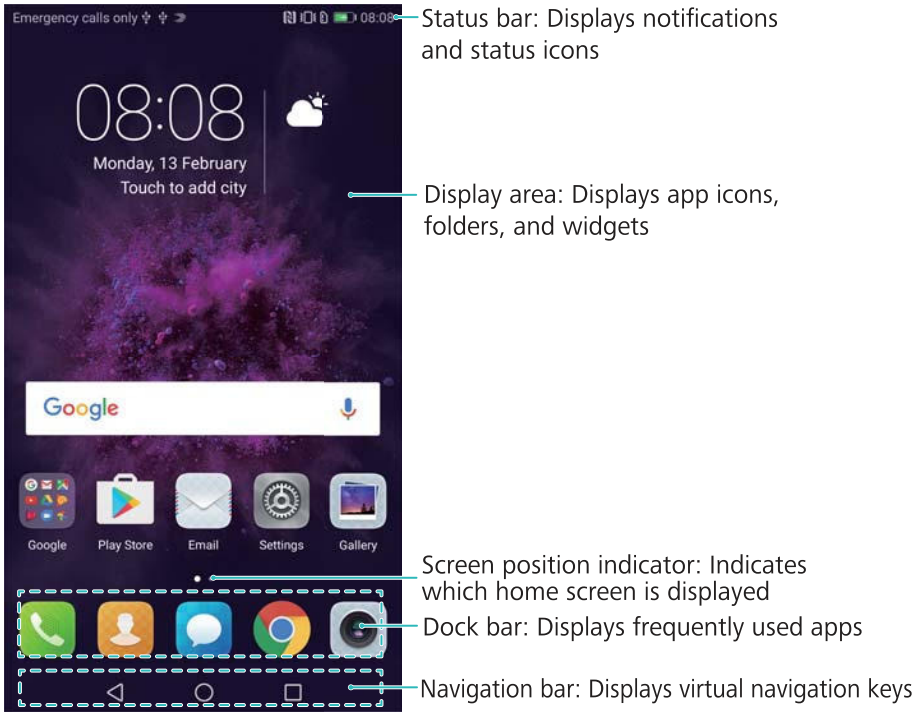
- Recommended settings include **Screen lock**, and **Change wallpaper**, and Add another email account.
- Touch next to a recommended setting to remove it from the list. Recommendations that have been removed from the list will no longer be displayed.

Screen and Display

Home screen

About the home screen

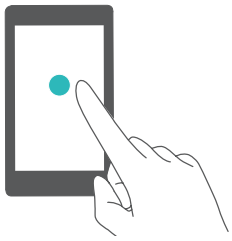
Use the home screen to access your apps and widgets.



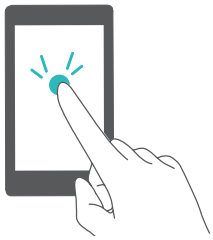
The navigation bar is disabled by default on devices with the front-facing fingerprint sensor navigation button. To enable the navigation bar, you can touch **Settings** > **Navigation key** > **Virtual navigation bar** . However, this will disable the navigation button, which means your device will not respond when you touch, hold, or swipe on the navigation button.

Basic screen gestures

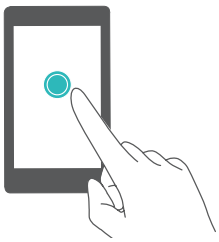
Use simple touchscreen gestures to perform a variety of tasks, such as launch apps, scroll through lists, and enlarge images.



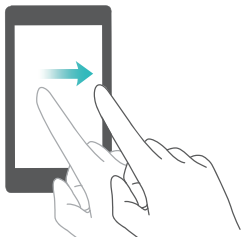
Touch: Touch an item once. For example, touch to select an option or open an app.



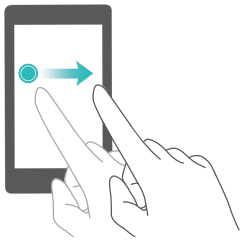
Double touch: Touch the target area of the screen twice in quick succession. For example, double touch an image in full screen mode to zoom in or out.



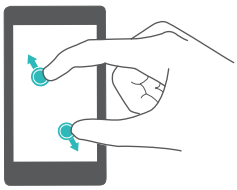
Touch and hold: Touch and hold the target area of the screen for at least 2 seconds. For example, touch and hold a blank area on the home screen to access the home screen editor.



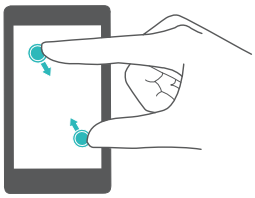
Swipe: Swipe your fingers on the screen. Swipe vertically or horizontally to browse other home screens, scroll through a document, and more.



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**.

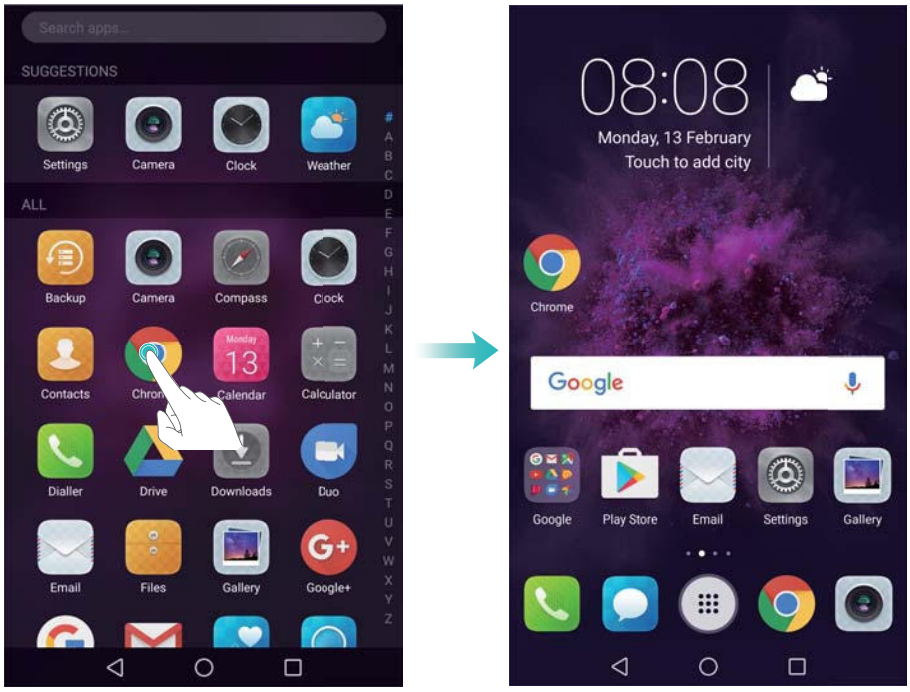
Adding app shortcuts to the home screen

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**.

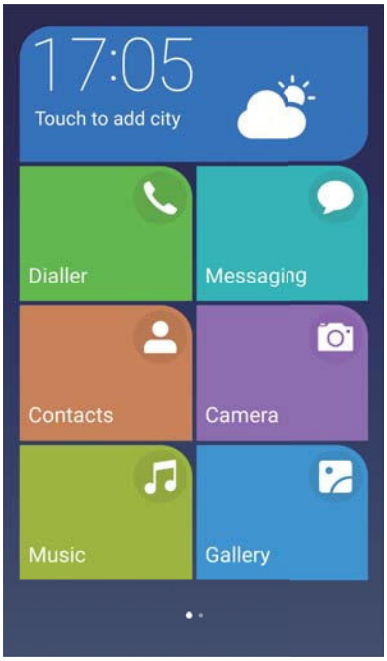
2 Touch **Home screen style** > **Standard**.

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 .

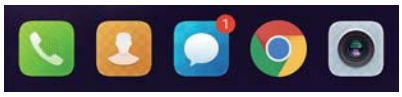


3 On the simple home screen, you can:

- Touch app icons or widgets to open them.
- Touch and hold an icon to enter the home screen editor mode. In this mode you can add or delete apps, or hold and drag an app icon to the desired place.
- 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 personalise your device.

Changing the wallpaper

1 Open **Settings**.

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

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

Changing the wallpaper automatically

1 Open **Settings**.

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

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

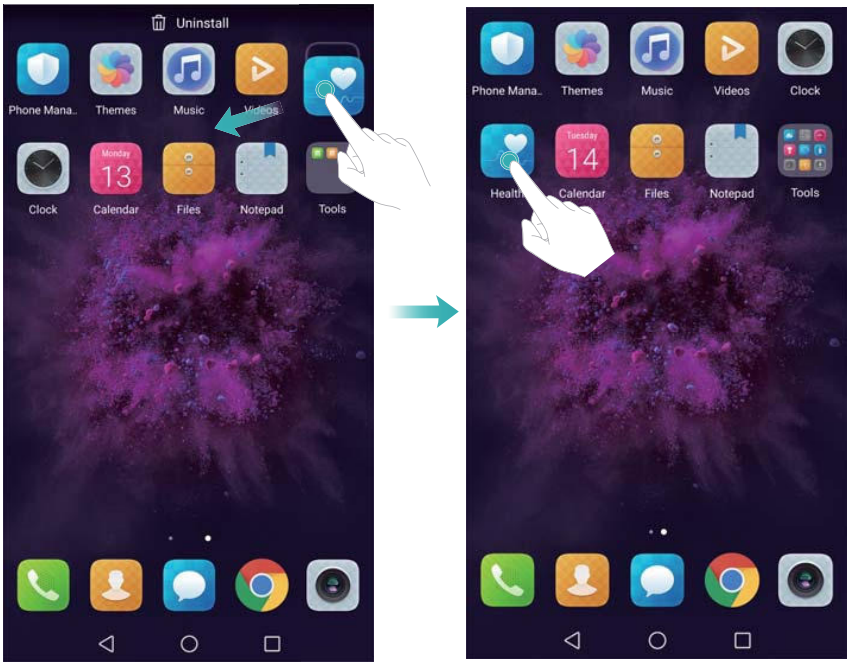
When Randomly change of home screen wallpaper is enabled, you can configure the **Interval** and **Album to display** so that your wallpaper can change automatically at the specified interval.

Managing home screen icons

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

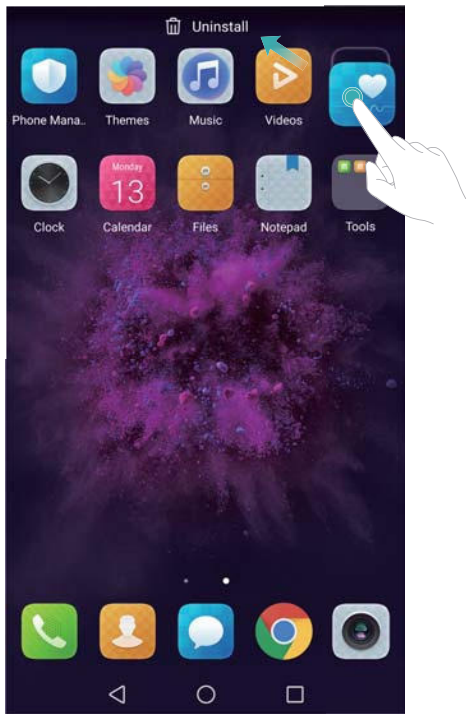
Moving home screen icons

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.



Deleting apps from the home screen

On the home screen, touch and hold the app or widget you want to delete until is displayed at the top of the screen. Drag the unwanted app or widget to , and follow the onscreen instructions.

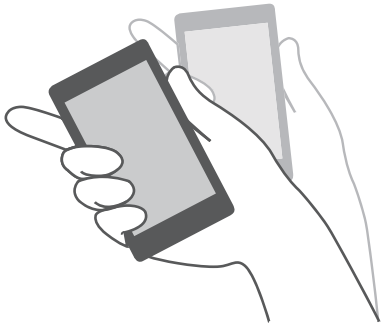


Some pre-installed apps cannot be uninstalled for the proper running of the system.

Shaking your device to auto-align icons

Gaps may appear on the home screen after you uninstall apps or move them into folders. You may use the following feature to arrange apps neatly on the home screen.

1. On the home screen, pinch two fingers together to open the home screen editor.
2. Touch **Settings** and switch on **Shake**.
3. Return to the home screen and open the home screen editor again. Shake your device to rearrange apps so that gaps are filled.

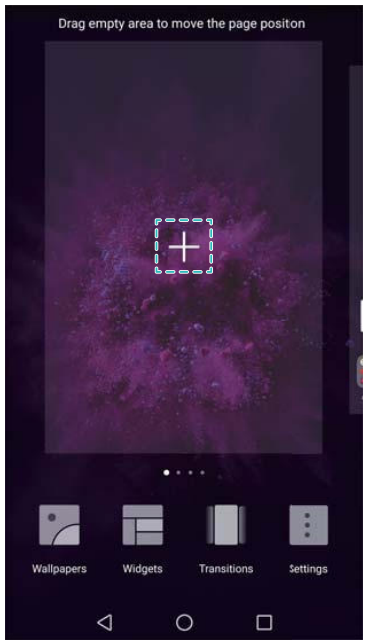


Managing home screens

You can customise home screens to your liking.

Adding home screens

1. On the home screen, pinch two fingers together to open the home screen editor.
2. Touch + on the home screen furthest to the left or right to add a new screen.



Deleting home screens

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

2 Touch ✕ on a blank screen to delete it.

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

Moving home screens

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

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

Setting the default home screen

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

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

Managing home screen widgets

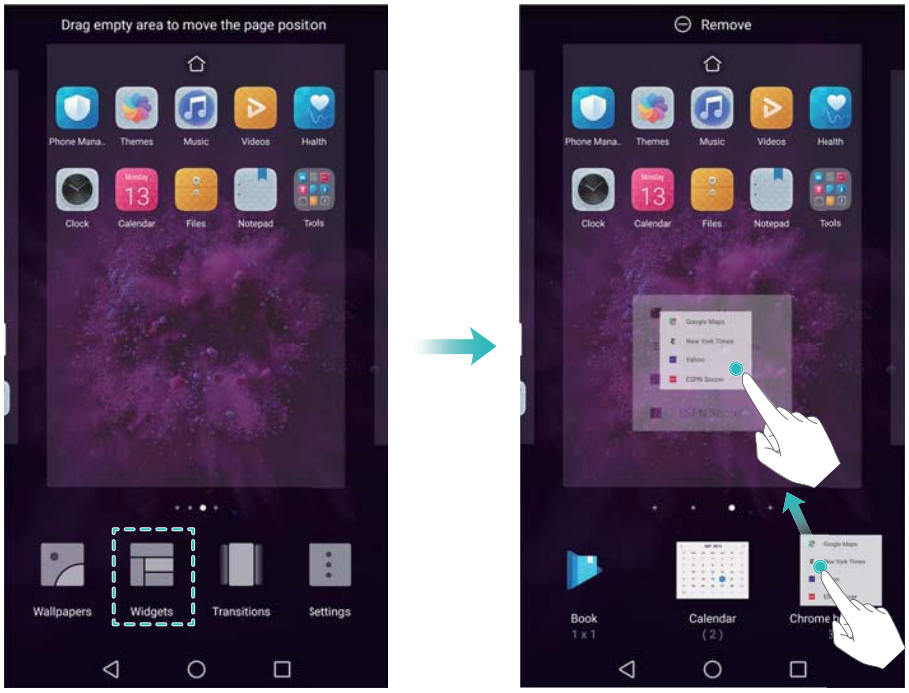
Add, move, or delete widgets from the home screen.

Adding widgets

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

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

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



Moving widgets

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

Deleting widgets

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

Managing home screen folders

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

Creating a folder

Group your apps into categorised 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.

If there are more than two apps inside a folder, it cannot be deleted.

Locking and unlocking the screen

Changing the lock screen style

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

Changing the screen lock method

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

For more information on Magazine Unlock, see Set and Manage Magazine Unlock.

Setting the screen lock password

1. Open **Settings**.
2. Touch **Screen lock & passwords** > **Password**
3. You can choose to unlock the screen with an unlock pattern, PIN, or password:
   - Touch **Pattern** and connect at least four dots twice to create a screen unlock pattern.
   - Touch **PIN**. Follow the onscreen instructions to create a PIN containing at least four digits, and then touch **OK**.
   - Touch **Password**. Follow the onscreen instructions to create a password containing at least four characters, and then touch **OK**.

   - You can also use your fingerprint to unlock the screen. Touch **Enrol** in the popup dialog to add your fingerprint. For more information on using your fingerprint to unlock the screen, see Set fingerprint.
   - To remove the screen lock password, touch **None** and follow the onscreen instructions.

Locking the screen

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

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

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

Unlocking the screen

1. Press the **Power button** to turn on the screen.
2. Swipe on the screen in any direction.

- 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.
- If your device has a fingerprint sensor, you can unlock the screen by placing your finger on the fingerprint sensor.

Configuring Magazine Unlock images

Configure Magazine Unlock to customise your lock screen wallpapers.

Adding online wallpapers to the viewing list

Swipe up from the bottom of the lock screen to display the Magazine Unlock options.

Touch . Touch and select the wallpapers that you want to add to the viewing list.

Sharing Magazine Unlock wallpapers

Swipe up from the bottom of the lock screen to display the Magazine Unlock options, and then touch . Select how you want to share the wallpaper and follow the onscreen instructions.

Adding offline wallpapers to the viewing list

1. Swipe up from the bottom of the lock screen to display the Magazine Unlock options.
2. Touch to access the viewing list.
3. Touch **Added by me** and select .
4. Select the desired images and touch .

Updating Magazine Unlock covers

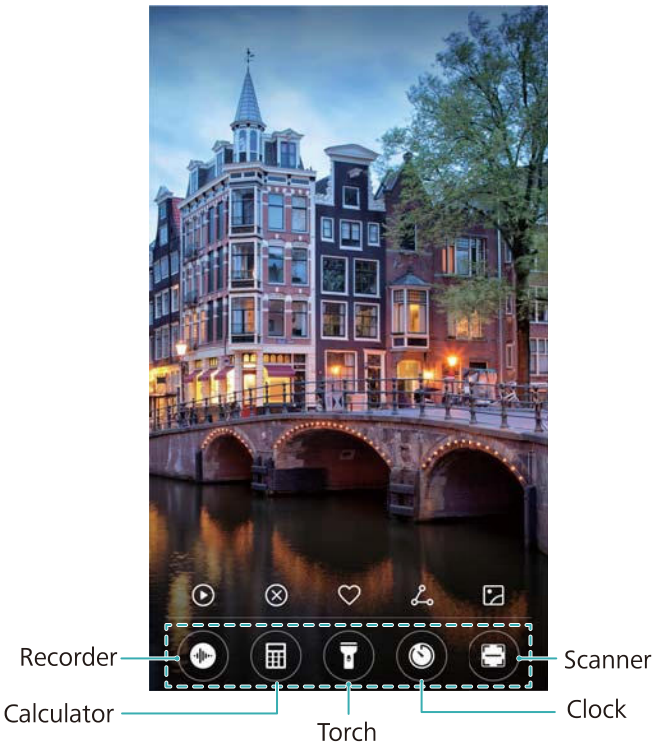
1. Open **Settings**.
2. Touch **Screen lock & passwords** > **Magazine unlock**.
3. Touch **Subscriptions** > **Downloaded** and select **Update** to manually update your Magazine Unlock wallpapers.

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

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 personalise your lock screen.

1 Open **Settings**.

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

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

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

Notification panel and status bar

About the status bar

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

Opening the notification panel and status bar

Opening the notification panel and status bar from the lock screen

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

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

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

About notification and status icons

Status icons

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

Status icons may vary according to your region or carrier.

	Signal strength		No signal
	Connected over 4G		Connected over 3G
	Connected over 2G		Connected over HSPA
	Connected over HSPA+		Connected over LTE
	VoLTE enabled		NFC enabled
	Roaming		Airplane mode enabled
	Bluetooth enabled		Connected over Wi-Fi
	Wi-Fi network available		Receiving location data from GPS
	Vibration mode enabled		Silent mode enabled
	Alarm enabled		Charging
	Battery full		Battery low
	Headset inserted		No SIM card found

Notification icons

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

	Missed calls		New emails
	Connected to a VPN		New voicemail
	Downloading data		Uploading data
	Upcoming events		Device memory full
	Synchronising data		Synchronisation failed

⚠	Login or synchronisation issue	•••	More notifications

Configuring notifications

You can configure the notification settings for each app.

1 Open **Settings**.

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

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

Configuring the screen to turn on when you receive a notification

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

1 Open **Settings**.

2 Touch **Notification & status bar**.

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

Configuring the status bar

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

Using shortcut switches to access settings

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

Accessing shortcut switches

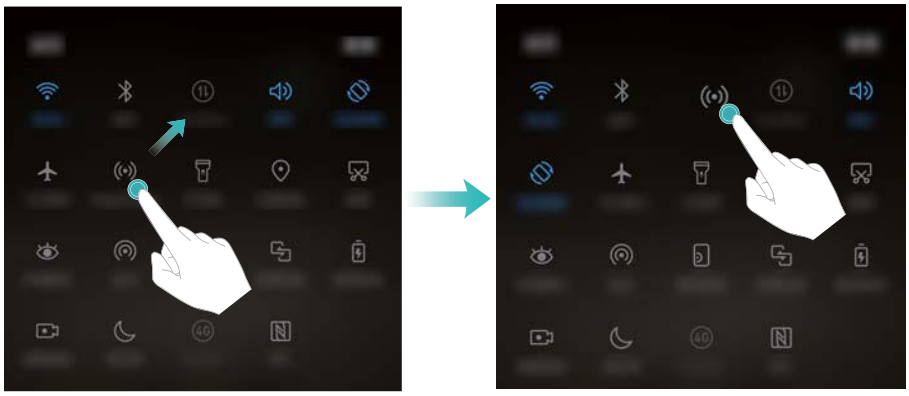
Swipe down from the status bar to open the notification panel.

Touch ⌄ to display all of the shortcut switches.

Configuring shortcut switches

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

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



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

Some switches do not support touch and hold gestures.

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.
- **Recent:** Touch to display recently used apps.

The navigation bar is disabled by default on devices with the front-facing fingerprint sensor navigation button. To enable the navigation bar, you can touch **Settings** > **Navigation key** > **Virtual navigation bar**. However, this will disable the navigation button, which means your device will not respond when you touch, hold, or swipe on the navigation button.

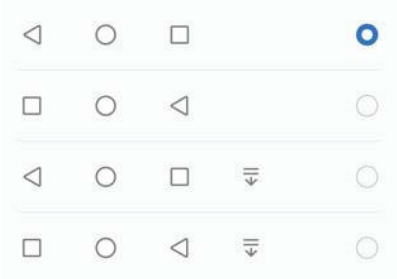
Changing the navigation bar style

1 Open **Settings**.

2 Touch **Navigation key**.

When **Off-screen navigation button** mode is enabled on a device that supports fingerprint sensor navigation gestures, you cannot change the layout of the virtual navigation bar. To change the layout, select **Virtual navigation bar** mode and then try again.

3 Select the desired layout.



If you select a navigation bar containing , you can touch to pull down the notification panel.

Using the navigation bar

Opening the notification panel

If you select a navigation bar containing , you can touch to pull down the notification panel.

Accessing Google Search and split screen mode

- Touch and hold **Home** to access Google Search.
- Touch and hold **Recent** to enable split screen mode.

Managing recent tasks

Viewing recent tasks

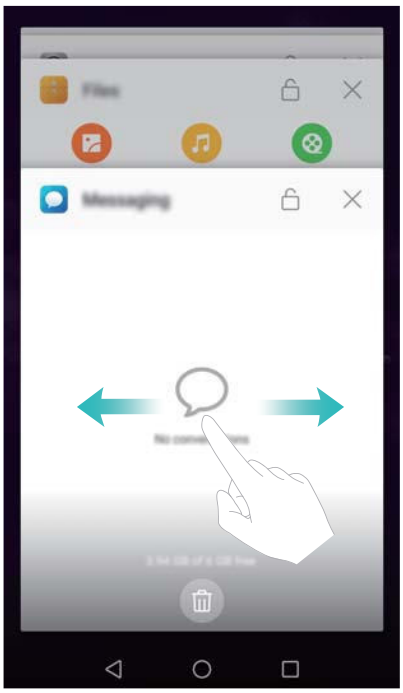
Touch **Recent** to display recent tasks. Swipe up and down to browse them.

Switching between recent tasks

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

Ending recent tasks

1. Touch **Recent**.
2. To end a task, swipe it to the left or right or touch the icon in the top-right corner.



- Touch to end all tasks.
- To prevent a task from ending, touch the icon in the top-right corner. This will lock that task. To unlock a task, touch the icon in the top-right corner.

Themes

About themes

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

Changing the theme

1 Open **Themes**.

2 You can:

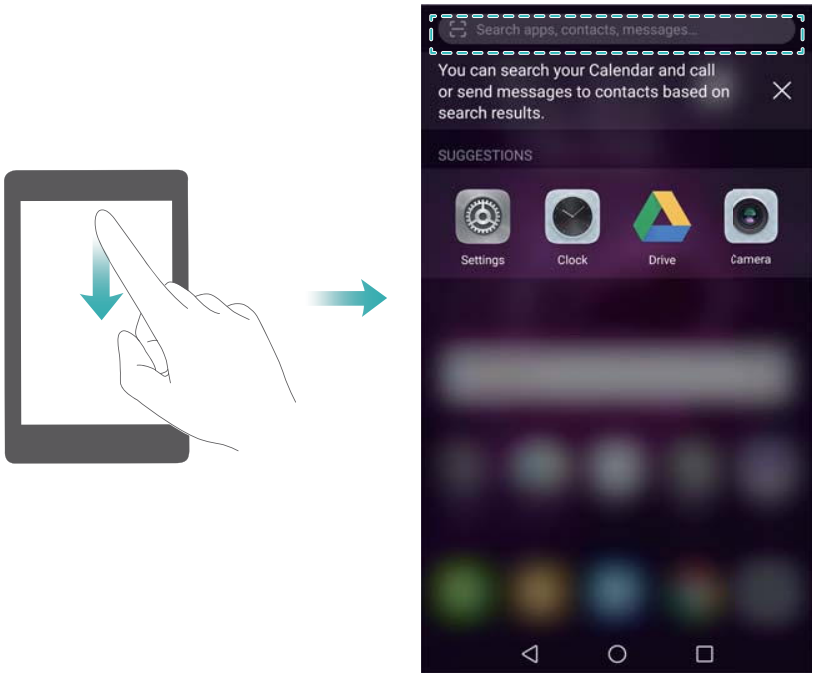
- Select a theme and follow the onscreen instructions to configure the settings.
- Touch **Customise** to mix and match lock screen methods, wallpapers, app icons, and more.

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.

- When using the Drawer home screen layout, you can also search for apps by touching and entering the app name in the search bar.
- If your device is connected to the Internet, matching apps in the HiApp store will also be displayed. Before searching, connect to a Wi-Fi network to reduce mobile data usage.

Searching for settings

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

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

Screenshot

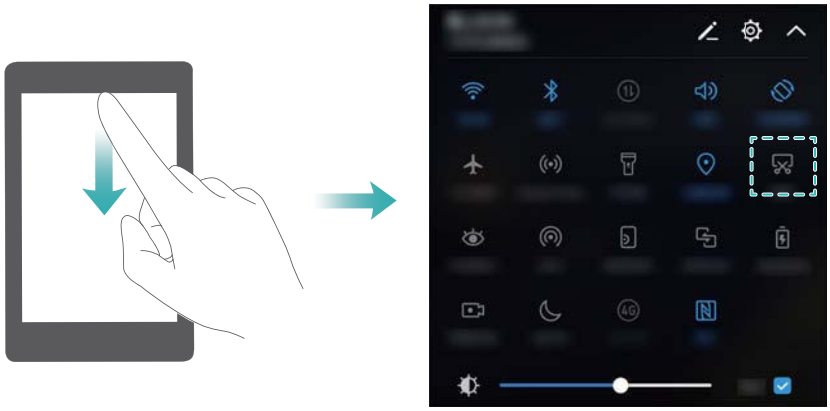
Capturing the entire screen

Taking a screenshot with the power and volume down buttons

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

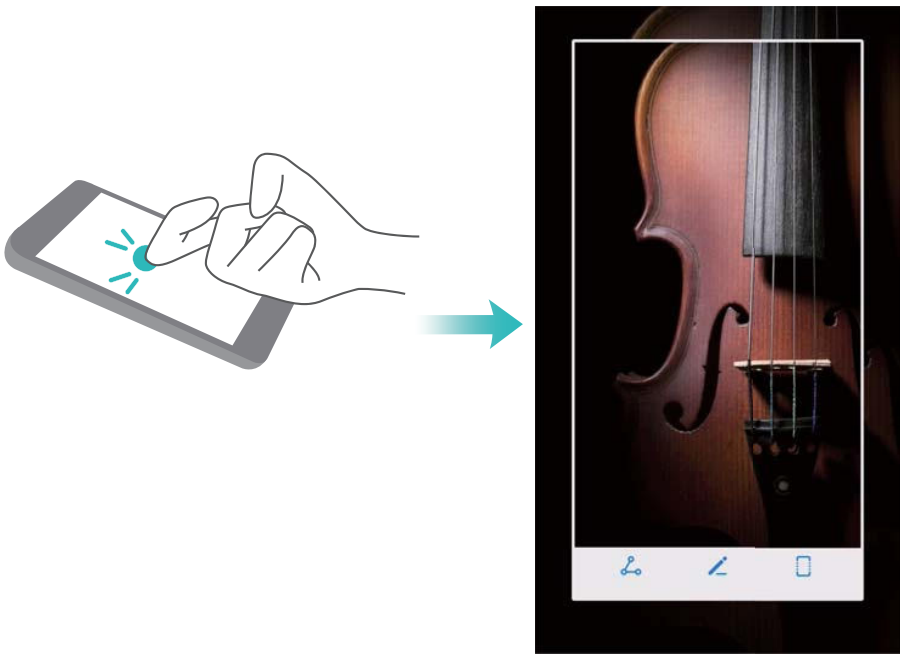
Screenshot shortcut

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



Using your knuckle to take a screenshot

To take a screenshot of the whole screen, knock the screen twice with your knuckle.

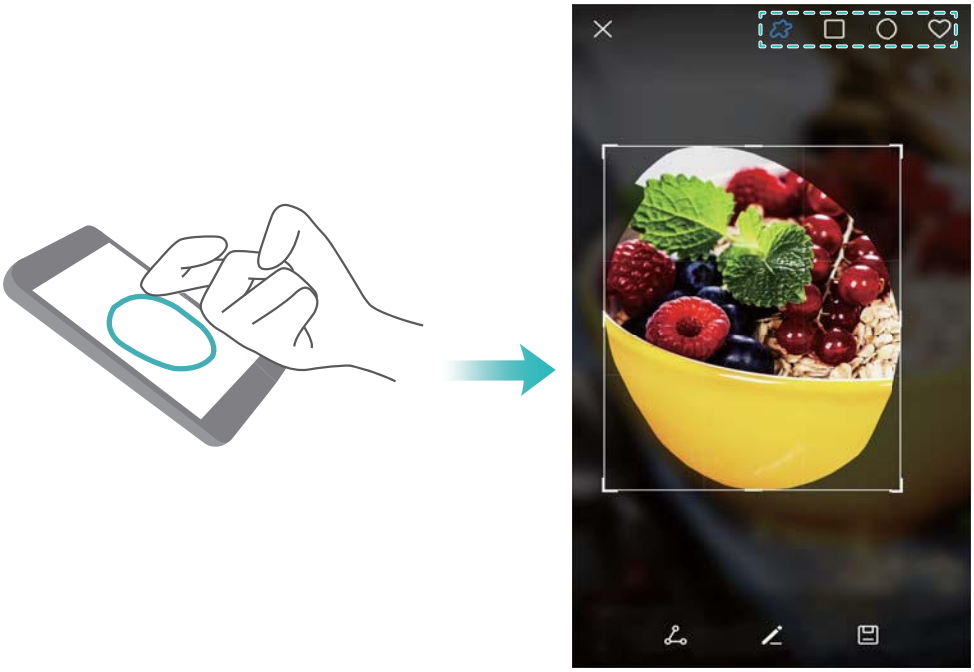


Capturing part of the screen

This feature allows you to capture part of the screen and save it as an image.

Knock the screen with your knuckle. Keep your knuckle on the screen and draw the area you want to capture. The area inside the blue line will be captured.

To use a predefined shape, select the screenshot box at the top of the screen, and then touch to save the screenshot.



By default, screenshots are stored in **Gallery**, within the **Screenshots** folder.

Touch to share a screenshot.

Taking scrolling screenshots

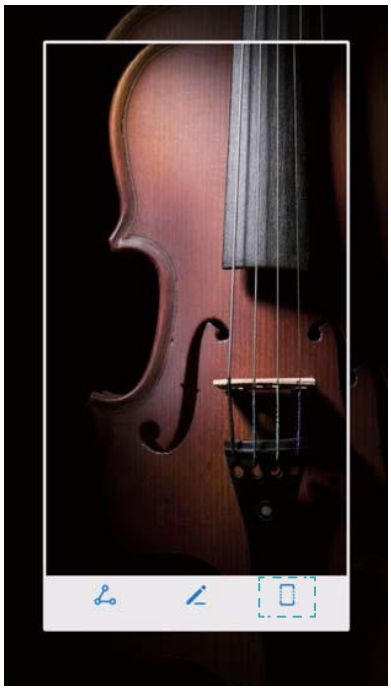
Use knuckle gestures or scrolling screenshots to capture content that does not fit on the screen. This is useful for sharing chat conversations, web pages, or large images.

Using the shortcuts tab

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

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

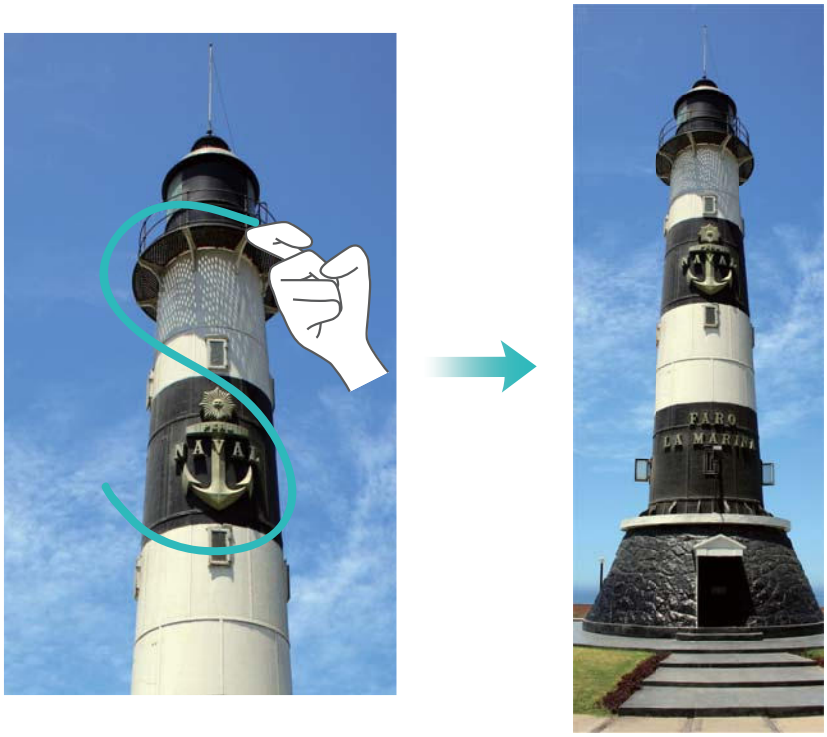
3 The screen will scroll down automatically as your device captures a screenshot.



Ensure that you touch within 3 seconds of taking the screenshot.

Using your knuckle

Knock the screen with your knuckle and hold it down. Draw an "S" shape on the screen and lift your knuckle. The screen will scroll down automatically as your device captures a screenshot.



Touch the screen to stop scrolling and capture the previous content.

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 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 .

Screen recording

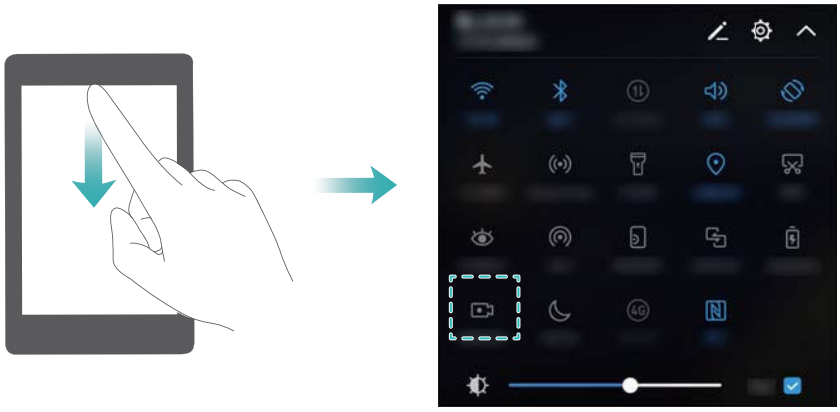
About screen recordings

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

Screen recorder

Using the screen recorder shortcut switch

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



Pressing buttons to record

Press the **Volume up button** and **Power button** simultaneously.

Using knuckle gestures to record

To start a screen recording, knock the screen twice with two knuckles.

- Audio will also be recorded, so make sure that you are in a quiet environment.
- Recording will stop automatically when you make or receive a call.
- When making a screen recording, you will not be able to use the recording feature in other applications.
- Longer recordings will take up more space on your device's internal storage, so ensure there is enough space before recording.

You can stop a screen recording in three ways:

- Knock the screen twice with two knuckles

- Press the volume up and power buttons simultaneously.
- Touch the screen recording icon in the upper left corner of the status bar.

Viewing, sharing, and deleting screen recordings

Viewing screen recordings

Open **Gallery** and go to **Screenshots** or **Screen recordings** to view your screen recordings.

Sharing screen recordings

1. Open **Gallery**.
2. On the Albums tab, touch **Screenshots** or **Screen recordings**.
3. Select the screen recording you want to share and touch .
4. Choose how you want to share the recording and follow the onscreen instructions.

Deleting screen recordings

1. Open **Gallery**.
2. On the Albums tab, touch **Screenshots** or **Screen recordings**.
3. Touch and hold the screen recording that you want to delete and select .
4. Touch **Delete**.

Configuring the default storage location for screen recordings

Not all devices support microSD cards.

1. Insert a microSD card into your device.
2. Open **Settings**.
3. Touch **Memory & storage** > **Default location** to set the default storage location to **Internal storage** or **SD Card**.

Split-screen mode

About split-screen mode

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

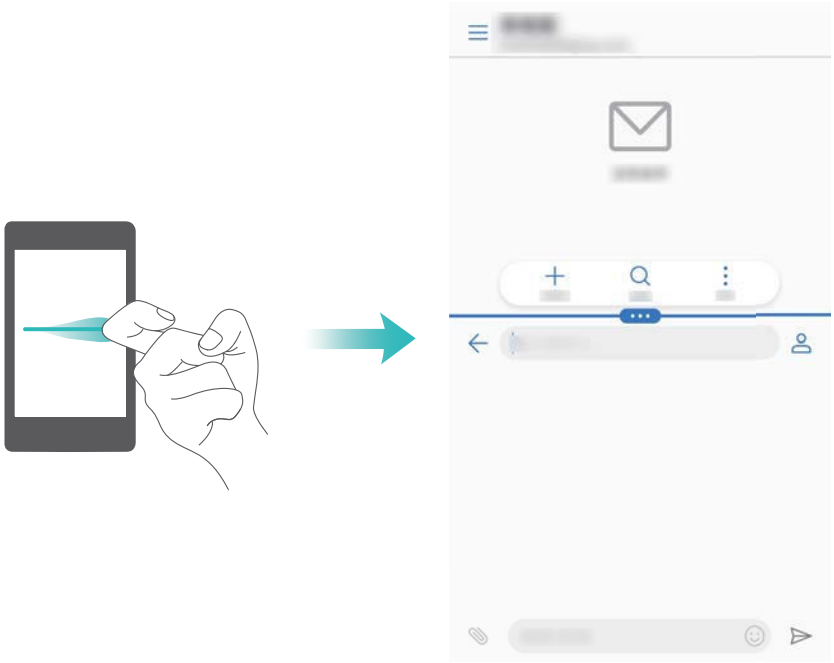
Enabling split screen mode

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

Using your knuckle to enable split screen mode

Open an app that supports split-screen mode and knock the screen with one knuckle. Hold down your knuckle and draw a line across the screen.

If the screen is in portrait view, draw a horizontal line; if the screen is in landscape view, draw a vertical line.



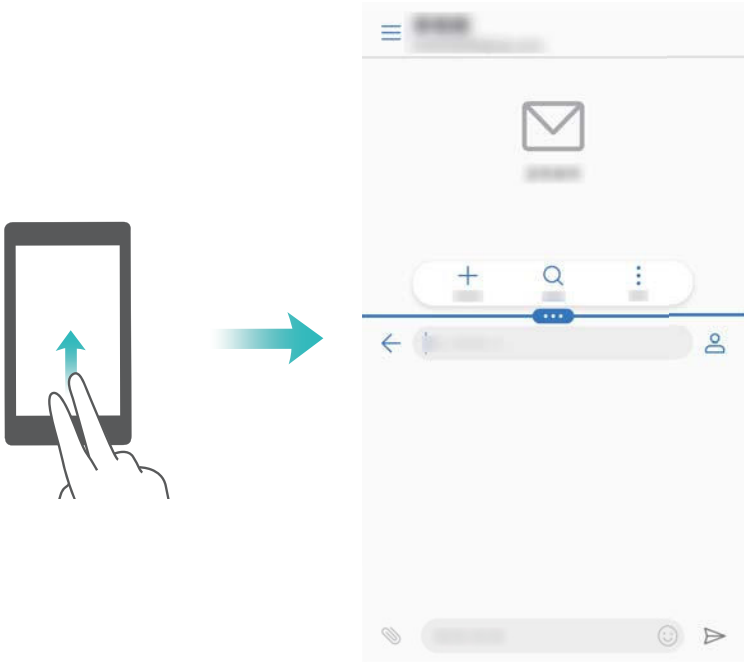
Using the Recent key to enable split screen mode

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

The navigation bar is disabled by default on devices with the front-facing fingerprint sensor navigation button. To enable the navigation bar, you can touch **Settings** > **Navigation key** > **Virtual navigation bar**. However, this will disable the navigation button, which means your device will not respond when you touch, hold, or swipe on the navigation button.

Using swipe gestures to enable split screen mode

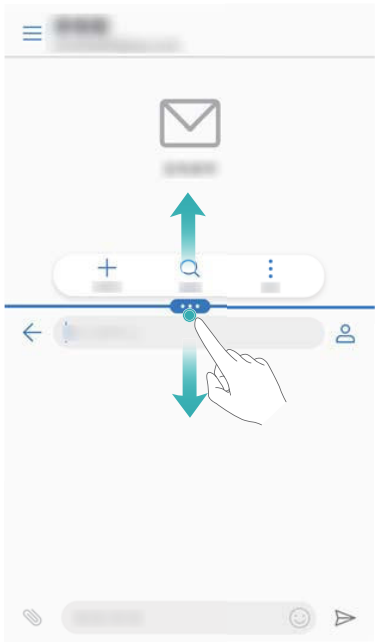
Open an app that supports split screen mode, and then swipe up from the bottom of the screen with two fingers.



Using split screen mode

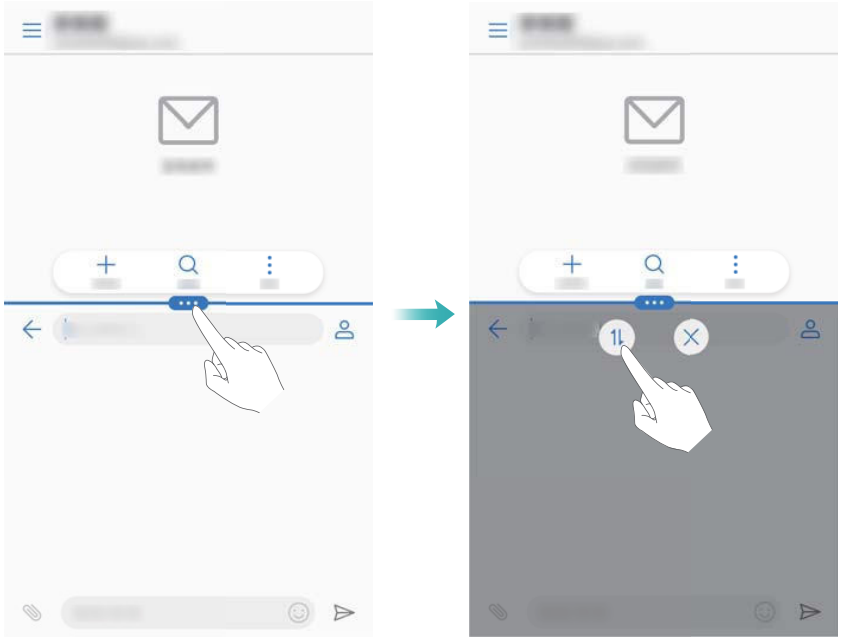
Switching to full screen mode

In split screen mode, touch and hold ••• and swipe up or down to switch to full screen mode.



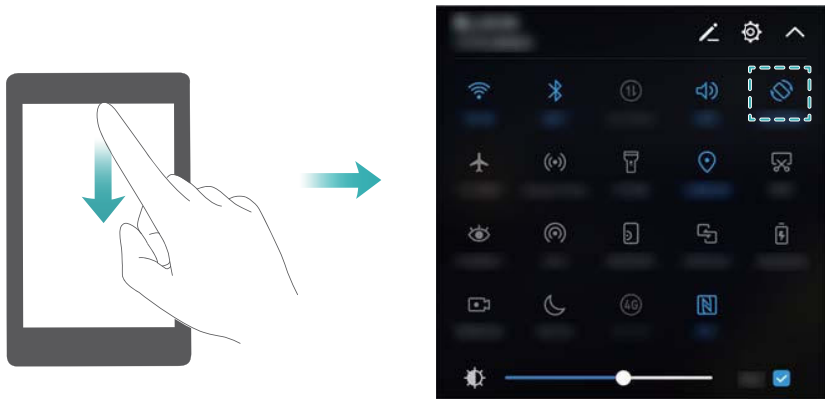
Moving screens

In split screen mode, touch ••• , and then touch ⇅ to switch the position of the screens.



Changing the screen orientation

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



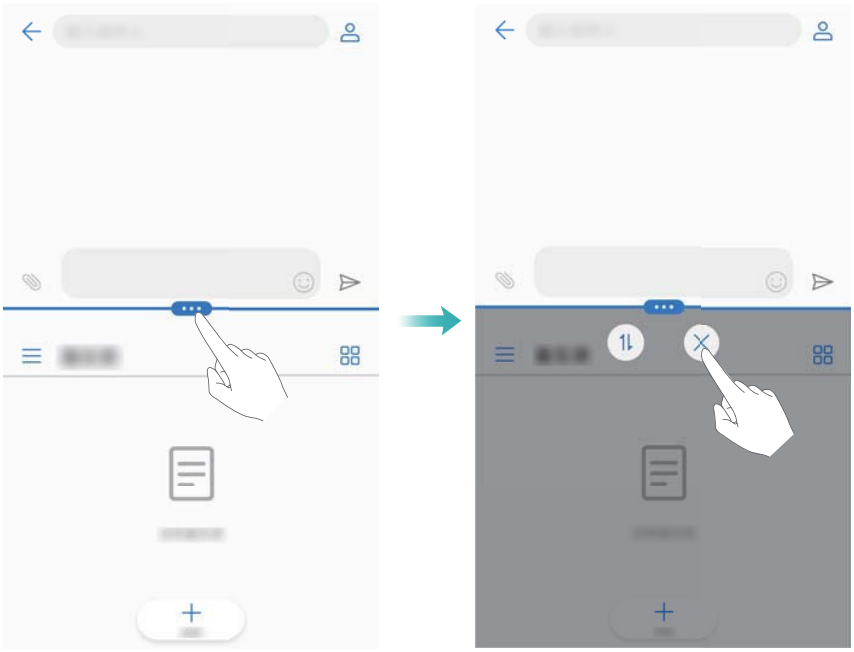
Accessing the home screen

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

The navigation bar is disabled by default on devices with the front-facing fingerprint sensor navigation button. To enable the navigation bar, you can touch **Settings** > **Navigation key** > **Virtual navigation bar**. However, this will disable the navigation button, which means your device will not respond when you touch, hold, or swipe on the navigation button.

Exiting split-screen mode

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



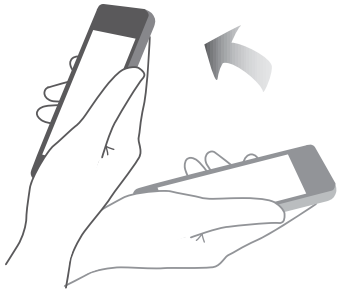
Using motion gestures

Motion gestures make it easier to control your device.

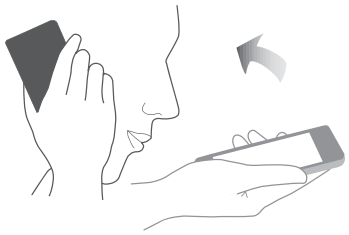
Open **Settings**. Touch **Smart assistance** > **Motion control** and select the motions you want to enable.

- **Flip**: Mute sounds and disable vibrations for incoming calls, alarms, and timers.

- **Pick up**: Pick up your phone to reduce the ringtone volume for incoming calls, alarms, and timers.



- **Raise to ear**: Hold the phone to your ear to answer an incoming call. When viewing call log details or contact details, hold the phone to your ear to call that contact. When calling in hands-free mode or with a Bluetooth headset, raise the phone to your ear to switch to earpiece mode.



Eye comfort mode

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

Eye comfort mode

1 Open **Settings**.

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

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

Adjusting the colour temperature

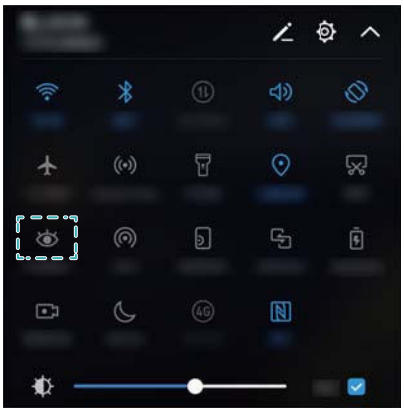
Eye comfort mode reduces the amount of blue light emitted from the screen, which may give the screen a slightly yellow hue. You can adjust the colour temperature to control the amount of blue light.

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

Enabling and disabling eye comfort mode

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

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



Configuring the timer

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

1 Open **Settings**.

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

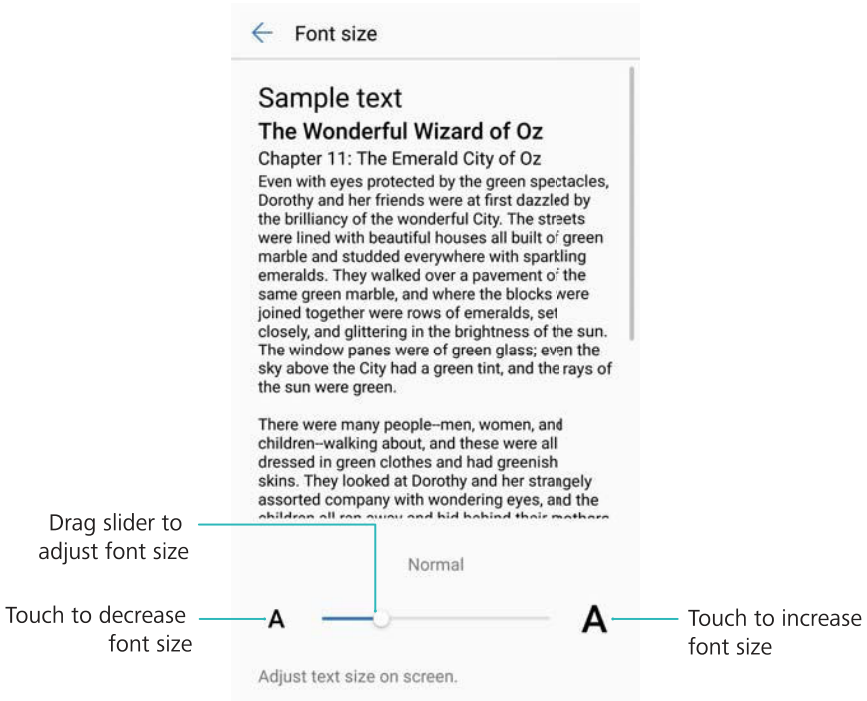
3 Switch on **Schedule** and configure the **Start time** and **End time**.

Display settings

Changing the font size

1 Open **Settings**.

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



Adjusting the screen brightness

Adjust the screen brightness to suit your needs.

1 Open **Settings**.

2 Touch **Display** > **Brightness** and switch on **Automatic brightness**.

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

Adjust the screen brightness quickly: Swipe down from the status bar. Touch . Enable or disable automatic screen brightness. You can also manually adjust the screen brightness by dragging the slider. The screen brightness will not change in different lighting conditions if automatic mode is not enabled.

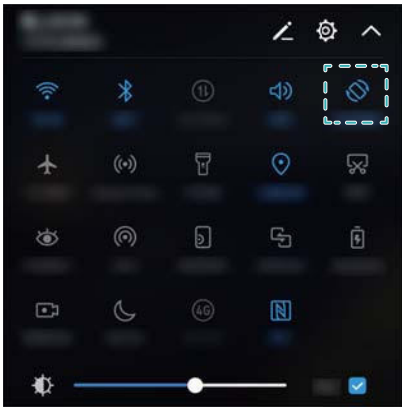
Configuring the screen rotation settings

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** and switch on **Auto-rotate screen**.

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 mobile data

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

1 Open **Settings**.

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

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

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

Enabling data roaming

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

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

1 Open **Settings**.

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

3 Switch on **Data roaming**.

Sharing your mobile Internet with other devices

Setting up a portable Wi-Fi hotspot

1 Open **Settings**.

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

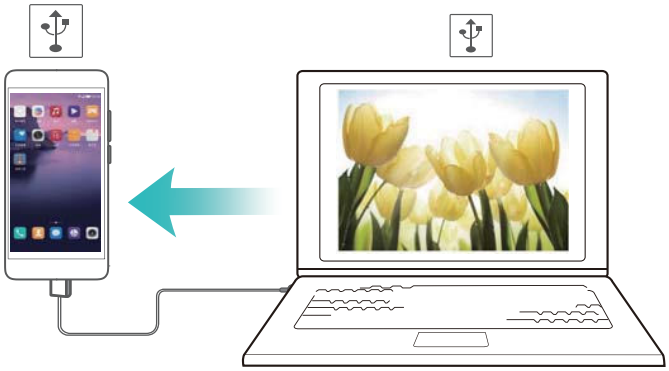
3 Touch **Portable Wi-Fi hotspot** and switch on the hotspot.

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

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

Using USB tethering

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



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

2 Open **Settings**.

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

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

Using Bluetooth tethering

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

1 Open **Settings**.

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

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

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

Wi-Fi

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

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

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

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

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

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

1 Go to **Settings**.

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

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

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

Using Wi-Fi+

When Wi-Fi+ is enabled, your device will automatically enable or disable Wi-Fi and connect to the Wi-Fi network with the best signal.

You may incur additional data charges when downloading large files or watching online videos over mobile data. To avoid incurring excessive data charges, purchase a data plan. Contact your network provider for details.

1 Open **Settings**.

2 Touch **Wi-Fi** > **Wi-Fi+** and turn on the **Wi-Fi+** switch.

When Wi-Fi+ is enabled, your device will record your Wi-Fi connection history and monitor your signal strength and location. This information is then used to enable or disable Wi-Fi and connect to the Wi-Fi network with the strongest signal.

Using a QR code to share your Wi-Fi hotspot

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

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

1 Go to **Settings**.

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

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

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

Transferring data using Wi-Fi Direct

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

Enabling or disabling Wi-Fi Direct

1 Go to **Settings**.

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

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

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

Using Wi-Fi Direct to send and receive files

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

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

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

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

Open the notification panel to view file transfer progress.

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

Bluetooth

Connecting to other devices using Bluetooth

Enabling Bluetooth and pairing with other devices

1 Go to **Settings**.

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

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

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

Unpairing Bluetooth devices

1 Go to **Settings**.

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

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

Transferring data using Bluetooth

Using Bluetooth to share files

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

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

2 Select the receiving device.

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

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

Sharing photos and videos with Bluetooth

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

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

1 Go to **Gallery**.

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

3 Select the receiving device.

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

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

Bluetooth settings

Renaming your device

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

1 Go to **Settings**.

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

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

Making your device visible

1 Go to **Settings**.

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

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

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

NFC

About NFC

NFC (Near Field Communication) lets you make fast, secure payments with your device and also allows convenient file sharing with other devices.

NFC-enabled devices support the following three modes:

- **Card emulation**: Emulate contactless smart cards (such as bank, transport, and access cards).
- **Read/write**: Scan NFC tags (in order to top up your transport card for example).
- **Peer-to-peer**: Transfer files between two NFC-enabled devices.

Enabling NFC

1 Open **Settings**.

2 Touch **More** > **NFC**.

3 Switch on **NFC** to enable NFC.

Using NFC to make payments

NFC lets you use your device to make contactless payments in shops or on public transport.

Using a SIM card to make payments

Before you can use the NFC feature, you must first request an NFC-enabled SIM card from your network provider.

1 Go to **NFC**.

2 Under **Default payment app**, select your network provider's payment app and follow the onscreen instructions to add a bank card and add credit.

To make payments, place your device against an NFC sensor at a payment terminal.

You can also make payments when your device is switched off. To do this, first ensure that **NFC** is enabled before you switch off your device.

Using card emulation to make payments

Use your device as a virtual bank card to make secure, contactless payments in stores and online.

Before using this feature, download your bank's mobile app and follow the onscreen instructions to add your card. For more details, contact your bank.

1 Go to **NFC**.

2 Under **Default payment app**, select the mobile app for your bank.

3 To make a payment, unlock your device and place it against the contactless symbol at a payment terminal.

Using NFC to transfer files

Place two NFC-enabled devices back-to-back for rapid file sharing.

Check that the screen is unlocked on both devices and ensure that NFC and Huawei Beam are both enabled.

1. On the sending device, select the content that you want to beam (such as web pages, contacts, images, or videos). Touch **Share** > **Huawei Beam**.
2. Hold both devices back-to-back so that the NFC sensors on each device touch each other. A sound will be played and the sharing window will shrink on the screen.
3. Touch the screen on the sending device to transfer files to the receiving device.

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

Using NFC to pair two devices

You can use NFC to rapidly connect two devices over Bluetooth or Wi-Fi Direct, or to share a Wi-Fi or mobile data connection.

Check that the screen is unlocked on both devices and that NFC and Huawei Beam are both enabled.

1. Enable Bluetooth on both devices.
2. Hold your device and the receiving device back-to-back so that the NFC sensors on each device touch each other. A sound will be played and the sharing window will shrink on the screen.
3. Touch the screen on the sending device to connect to the receiving device.

   The same method can be used to establish a Wi-Fi Direct connection, share a Wi-Fi hotspot, or share network credentials.

Multi-screen

Using multi-screen

Use multi-screen to display your device's screen on a TV, projector, or other display.

To use multi-screen, your display device must support Miracast. If your display device does not support the above, you can buy an Android set-top box and connect it to your display device.

Mirroring your screen to a display device

Mirror your screen to a larger display device when playing games or sharing content with others.

Ensure that your device is connected to the same Wi-Fi network as your display device or set-top box.

1 Go to **Settings**.

2 Touch **Smart assistance** > **MirrorShare**. Select your display device or set-top box from those listed. Your device's screen will be mirrored to that device.

To use this feature, you must first enable the Miracast feature on your display device or set-top box. For more information, see the manual for your device.

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

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.

Contact your VPN administrator to obtain the server information.

1 Open **Settings**.

2 Touch **More** > **VPN**.

3 Touch **Add VPN network**. 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**.

Contact your VPN administrator to obtain your username and password.

HiSuite

Using HiSuite

Use HiSuite to manage your phone's apps and data from your computer. Download and install apps with a single click and get the most out of your smartphone.

- **Manage apps and data**: Use HiSuite to manage contacts, messages, multimedia files, and to sync your calendar and contacts.
- **Back up and restore data**: Back up data from your phone to your computer, or restore data to any Huawei phone.
- **Repair or update the system**: If your phone won't turn on or boot properly, use HiSuite to perform a factory reset. You can also check for software updates and install them on your phone.
- **Screen mirroring**: Use HiSuite to display your phone screen on your computer and take screenshots.

Installing HiSuite

Visit http://consumer.huawei.com/minisite/HiSuite_en/index.html on your computer to download and install HiSuite. Check that your system meets the minimum requirements.

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

2 If the **Allow access to device data?** dialog appears on your device, touch **Yes, allow access**.

3 On your computer, follow the onscreen instructions to accept the connection request sent from the receiving device. Once the connection has been established, your device screen and model will be displayed on your computer.

If you can't establish a connection automatically, touch **Settings** > **Security & privacy** > **Additional settings** on your device and switch on **Allow HiSuite to use HDB**.

Using Huawei Share to transfer files between two Huawei devices

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

Enabling Huawei Share

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

2 Touch **Huawei Share**.

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

Using Huawei Share to transfer files

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

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

2 Select the receiving device from those listed.

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

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

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

Using a USB port to transfer data

Selecting the USB connection mode

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

2 Touch **No, charge only**.

3 Swipe down from the status bar to open the notification panel, and then touch **Charging via USB**. You can choose from the following USB connection modes:

- **Charge only**: Charge your phone only.
- **Reverse charging**: Use your phone to charge another device with a USB Type-C cable.
- **Device file manager (MTP)**: Transfer files between your phone and a computer.
- **Camera (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.
- **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 **Device file manager (MTP)**. 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 **Camera (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 **MIDI**. You can use your phone to receive or process MIDI data from other devices.

Transferring data between your phone and a USB storage device

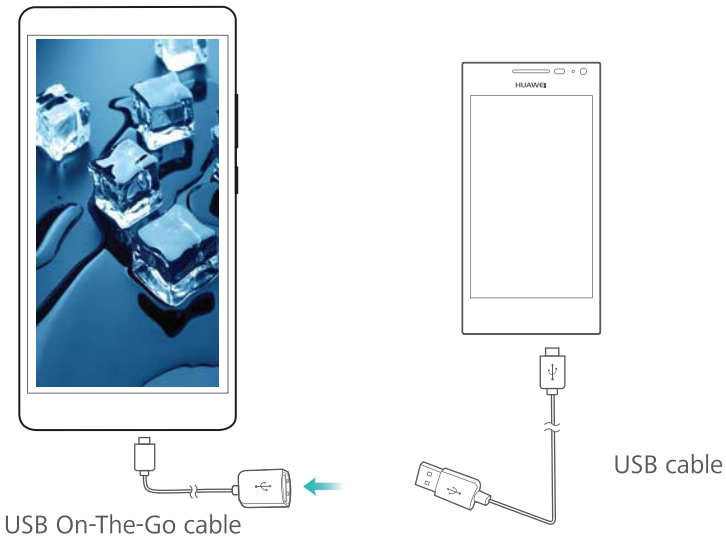
USB OTG is designed to transfer data directly between two USB devices (such as phones, tablets, digital cameras, and printers) without the need for a computer. Use a USB On-The-Go (OTG) cable to connect your phone to a USB storage device and back up your files.

Transferring data between your phone and a microSD card

Use a USB OTG cable to access data on another phone's microSD card without using a computer.

- This feature is only available on phones that support USB OTG cables.
- If your phone has a USB Type-C port, purchase a micro USB to USB Type-C adapter, or use a USB OTG cable with a USB Type-C connector.

1 Connect to the other device using a USB OTG cable and a USB data cable.



2 On the other device, set the USB connection mode to **USB flash drive** or **Device file manager (MTP)**.

3 Touch **Files** > **Local** > **SD Card** to browse data on the microSD card. You can select and copy data to a destination folder.

4 When you have finished browsing, touch **Settings** > **Memory & storage** > **SD Card** > **Eject**.

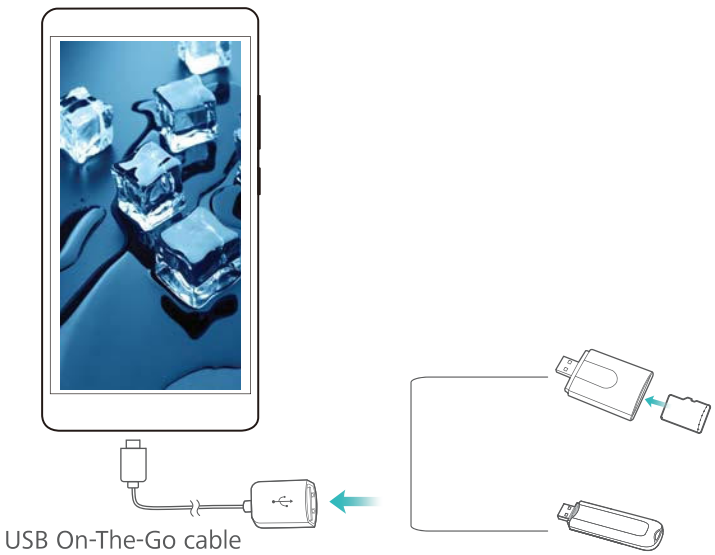
5 Disconnect the USB OTG and USB data cables from both devices.

Transferring data between your phone and a USB storage device

Your phone can access data on USB flash drives, card readers, and other storage devices using a USB OTG cable.

- This feature is only available on phones that support USB OTG cables.
- If your phone has a USB Type-C port, purchase a micro USB to USB Type-C adapter, or use a USB OTG cable with a USB Type-C connector.

1 Connect your phone to a USB flash drive with a USB OTG cable.



2 Touch **Files** > **Local** > **USB drive** to browse data on the flash drive. You can select and copy data to a destination folder.

3 When you have finished browsing, touch **Settings** > **Memory & storage** > **USB drive** > **Eject**.

4 Disconnect the USB OTG cable from your phone and the USB flash drive.

Security and Backup

Fingerprint recognition

Adding a fingerprint for the first time

You can use a fingerprint to unlock your screen, access locked apps and the safe, and make secure payments.

To better protect your privacy, you can only use the fingerprint screen unlock feature when the unlock method is set to **PIN** or **Password**.

1. Touch **Settings**.
2. Touch **Fingerprint ID** > **Fingerprint management** > **PIN** or **Password**, and set an unlock password by following the on-screen instructions.
3. Once you have set a password, touch **New fingerprint** to add your 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. Touch **OK**.

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

You will be asked to enter your backup PIN or password when you restart your device or if fingerprint recognition fails.

Adding, deleting, or renaming a fingerprint

You can add five fingerprints. You can also delete or rename fingerprints.

1. Touch **Settings**.
2. Touch **Fingerprint ID** > **Fingerprint management**.
3. Enter the screen lock password and touch **Next**.
4. In the **Fingerprint list** section, you can:
   - Touch **New fingerprint** to add other fingerprints.
   - Touch a previously added fingerprint to rename or delete it.
   - Touch **Fingerprint recognition** to identify and highlight registered fingerprints.

Accessing Safe with your fingerprint

Use your fingerprint to access your Safe without entering the password.

1. Open **Settings**.
2. Touch **Fingerprint ID** > **Fingerprint management**.
3. Enter the screen lock password and touch **Next**.

4 Touch **Access safe**, and then follow the onscreen instructions to enter your Safe password and enable fingerprint recognition.

Once you have completed the settings, touch **Files** > **Safe**. You can now use your fingerprint to access your Safe.

Accessing App Lock with your fingerprint

Use your fingerprint for quick access to apps in your App Lock. You do not need to enter the App Lock password.

1 Open **Settings**.

2 Touch **Fingerprint ID** > **Fingerprint management**.

3 Enter the screen lock password and touch **Next**.

4 Touch **Access app lock**. Follow the onscreen instructions to enter your App Lock password and enable fingerprint recognition.

To view the App Lock status, touch **Phone Manager** > **App lock** once you have completed the settings, and then place your finger on the fingerprint sensor. To access a locked app from the home screen, touch the app icon and place your fingertip on the fingerprint sensor.

Multi-user accounts

About multi-user accounts

Create multiple user accounts to prevent others from viewing your confidential information, or to keep your work and personal life separate.

There are four different user types:

- **Owner**: Only the owner can log in to this account. As the owner, you can control all user permissions. For example, you can add or delete users and guests, or authorise other users calling and messaging permissions.
- **Sub-user**: Suitable for close family and friends. Sub-users can use most features, except for those that may affect the owner, such as restoring factory settings and enabling do not disturb mode.
- **Guest**: Guests only have limited access to your device's features.
- **PrivateSpace**: You can create a PrivateSpace to store information you do not want to share with others. After the space is created, you can install and use apps in this space and keep them away from the access of others.

Create user accounts

Create multiple user accounts to keep your work and personal life separate.

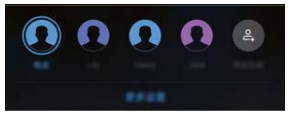
1 Open **Settings**.

2 Touch **Advanced settings** > **Users**.

3 Touch **Add user**. Enter a nickname, and then touch **ADD**.

4 Once you have added a user, switch to the new user account and follow the onscreen instructions to customise the user settings.

- You can also create a new user account from the lock screen. Under **Lock screen settings**, switch on **Add users when device is locked**, and then swipe down from the status bar on the lock screen.
- You can add up to three user accounts.



Deleting user accounts

Delete unused accounts to free up storage space.

Log in as the owner. You can delete a user account in two ways:

- Swipe down from the status bar and touch > **More settings**. Select the user that you want to delete and touch **Delete user** > **Delete**.
- Open **Settings** > **Advanced settings** > **Users**. Select the user that you want to delete and touch **Delete user** > **Delete**.

Switching between user accounts

Quickly switch between user accounts.

To switch to another user account, swipe down from the status bar, touch , and then select a profile picture or username.

Open **Settings** > **Advanced settings** > **Users**. Select the user that you want to switch to and touch **Switch user**.

Configuring usernames and profile pictures

You can change your username and profile picture at any time.

1 Open **Settings**.

2 Touch **Advanced settings** > **Users**.

3 Select the desired user.

4 Touch . You can:

- Select **Take photo** to take a photo and use it as your profile picture.
- Select **Choose photo from Gallery** to choose a profile picture from Gallery.

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

Creating a guest account

Create a guest account so your friends can use your phone.

1 Open **Settings**.

2 Touch **Advanced settings** > **Users**.

3 Touch **Add guest** > **ADD**.

You can also create a guest account from the lock screen. Under **Lock screen settings**, switch on **Add users when device is locked**, and then swipe down from the status bar on the lock screen.

Deleting the guest account

Log in as the owner. You can delete the guest account in two ways:

- Swipe down from the status bar, touch > **More settings**, and then touch **Guest** > **Delete guest**.
- Open **Settings** > **Advanced settings** > **Users** and touch **Guest** > **Delete guest**.

Authorizing users to make calls and access the call log

You can authorise users to access your contacts, call log, and call and messaging features.

Log in as the owner. You can authorise a user or guest to make calls and access your contacts in two ways:

- Swipe down from the status bar and touch > **More settings**. Select a user, and then touch **Allow calls and messages and sharing of communication history**.
- Open **Settings** > **Advanced settings** > **Users**, select a user, and then touch **Allow calls and messages and sharing of communication history**.

Using PrivateSpace

Use PrivateSpace to prevent others from accessing your messages, photos, videos, and other files.

1 Open **Settings**.

2 Touch **Advanced settings** > **Users**.

3 Touch **Add PrivateSpace**. Enter a name for your PrivateSpace and touch **ADD**.

4 Follow the onscreen instructions to complete the settings.

5 Touch **Switch** to view your PrivateSpace.

Delete or exit your PrivateSpace: Go to your PrivateSpace. Touch **Settings** > **Advanced settings** > **Users** and select or as desired.

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 & privacy** > **Additional settings** 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 PIN1** 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 network provider.

Setting microSD card password

Encrypt your microSD card to prevent unauthorised access to your data. You will be prompted to enter a password when the microSD card is inserted into another device.

- Not all microSD cards can be encrypted. An error message may be displayed when you attempt to encrypt or unlock unsupported cards. Remember to back up important data before encrypting your microSD card.
- Encrypted microSD cards will not be recognised by devices that do not support microSD card encryption.
- If you forget the microSD card password, you will have to clear all the data on the card.
- Not all devices support microSD cards.

1 Open **Settings**.

2 Touch **Security & privacy** > **Additional settings** > **Set SD card password** and follow onscreen instructions to set a password.

Once you have set your password, you can change or remove the password:

- Touch **Change SD card password** to change the password.
- Touch **Clear SD card password** to remove the microSD card password and disable encryption.

Backing up and restoring data

Backing up data to a microSD card

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

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

1 Open **Backup** on your old phone.

2 Select **Back up** > **SD card** > **Next**.

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

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

Backing up data to your phone's internal storage

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

1 Open **Backup**.

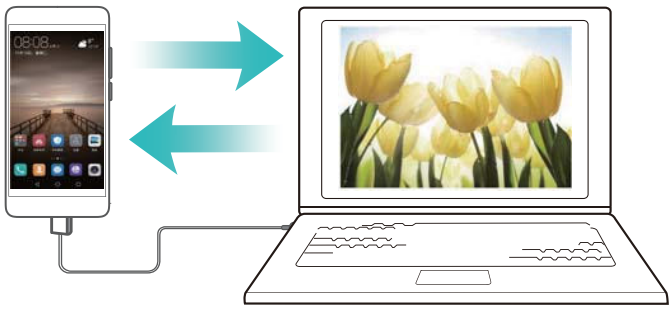
2 Touch **Back up** > **Internal storage** > **Next**.

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

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

Backing up data to a USB storage device

Use a USB On-The-Go (OTG) cable to connect your device to a USB storage device and back up your files. Compatible USB storage devices include USB flash drives, card readers, and device with a microSD card.



1 Open **Backup**.

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

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

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

Transferring data using a computer

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

Install HiSuite before using your computer to back up and restore data. For more information, see Installing HiSuite.

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

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

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

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

3. Use a USB cable to connect your new device to the computer.
4. Go to the data restore screen in HiSuite. Choose which backup you want to restore and follow the onscreen instructions to restore the data. If the backup files are encrypted, you will need to enter the encryption password when you are prompted to recover data.

File management

Creating folders

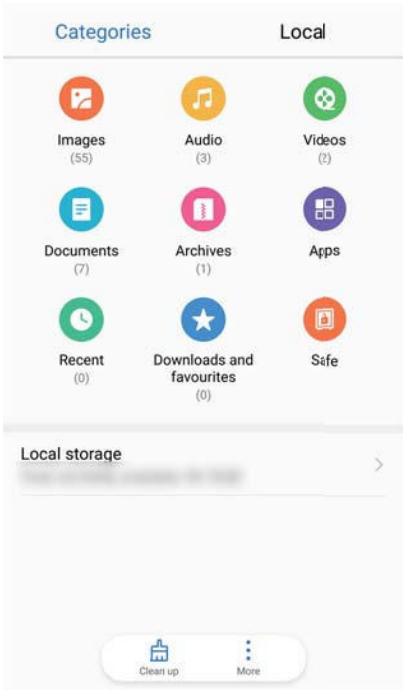
Keep your device organised by creating folders for your files.

1. Open **Files**.
2. In the **Local** tab, touch **Internal storage**.
3. Touch +. Enter the name of the new folder and touch **Save**.

Viewing files

Viewing files by category

Open **Files**. Select the **Categories** tab to view your files by category.



Finding files quickly

Locate files quickly using the file search feature.

1 Open **Files**.

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

3 Touch and enter the file name or keywords. Search results will be displayed beneath the search bar.

Sorting files

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

1 Open **Files**.

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

3 Touch and then sort files by type, name, size, or date.

Viewing downloads

1 Open **Files**.

2 On the **Categories** tab, touch **Downloads and favourites** to view files you have downloaded or received from other devices.

Adding and viewing favourites

1 Open **Files**.

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

3 Touch and hold the file or folder you want to add and touch > **Add to favourites**.

4 On the **Categories** tab, touch **Downloads and favourites** to view favourites.

Creating file shortcuts on the home screen

Create a shortcut to frequently-used files on the home screen for easy access.

1 Open **Files**.

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

3 Touch and hold the file or folder you want to add and touch > **Create desktop shortcut**.

Sharing files

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

1 Open **Files**.

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

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

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

Renaming files

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

1 Open **Files**.

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

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

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

Copying, moving, or deleting files

1 Open **Files**.

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

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

- **Copy files to a destination folder**: Touch . Select a destination folder and touch .
- **Move files to a destination folder**: Touch . Select a destination folder and touch .
- **Delete files or folders**: Touch > **Delete**.

Creating or extracting archives

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

1 Open **Files**.

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

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

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

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

Hiding small image files

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

1 Open **Files**.

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

Storing files securely

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

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

1 Open **Files**.

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

3 Touch **Enable**.

4 Set the safe storage location.

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

6 Touch .

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

In **Safe**, you can also:

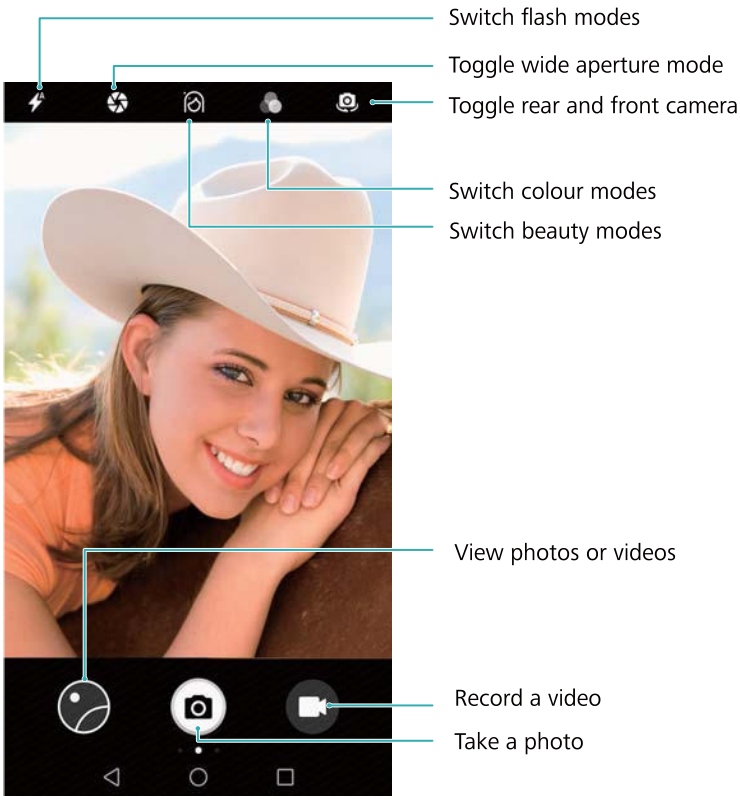
- **Remove files from a safe**: In Safe, open a folder and touch and hold the files you want to remove, and then touch .
- **Destroy a safe**: In Safe, touch **Settings** > **Destroy Safe**. Follow the onscreen instructions to remove files from the safe and destroy it.
- **Change the safe password**: In Safe, touch **Settings** > **Change password**. Follow the onscreen instructions to change the password.
- **Change the security question**: In Safe, touch **Settings** > **Change security question**. Follow the onscreen instructions to change the security question.
- **Switch to another safe**: In Safe, touch **Settings** > **Switch Safe**. Follow the onscreen instructions to select another safe.
- **View the storage location**: In Safe, touch **Settings** > **Safe location** to view the safe's storage location.

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

Camera and Gallery

Camera options

Open **Camera** to display the viewfinder.



Swipe right on the viewfinder to display the list of shooting modes.

Swipe left on the viewfinder to access the camera settings.

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**.

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

2 Swipe left on the screen and switch on **GPS tag**.

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.

Manually adjust the exposure: In the viewfinder, touch the screen and swipe up or down to adjust the exposure.

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.
- : Keeps the flash on when you open **Camera**.

Using filters to enhance images

The camera comes with a number of image filters to give your photos a unique look. In the viewfinder, you can:

Touch , and then select a filter.

Ultra Snapshot

Press the volume down button twice to take a photo when the screen is off.

This feature is not available during music playback.

1 Open **Camera**.

2 Swipe left and touch **Ultra snapshot** > **Open camera and take quick snapshot**.

3 When the screen is off, point the camera at the desired object and press the volume down button twice in quick succession to take a photo. The camera will automatically take a photo and display the capture time.

Disable Ultra Snapshot: Touch **Ultra snapshot** > **Off** in the camera settings.

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, Super Night mode, and Light Painting 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 100 photos in one burst sequence, provided that there is enough storage space on your phone.

Select the best shot: Touch the image thumbnail to view the image in **Gallery**, and then touch to select a photo. Touch and follow the onscreen instructions to save the photo.

Self timer

Use a self timer to include yourself in shots.

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

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

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

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

Audio-controlled shooting

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

1 Open **Camera**.

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

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

4 You can then:

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

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

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

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

Shooting a video

Shooting a video

1 Open **Camera**.

2 Touch to switch to recording mode.

3 Touch to start recording.

4 In the process, you can perform the following:

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

5 Touch to complete recording.

Zooming in and out

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

Turning on the flash

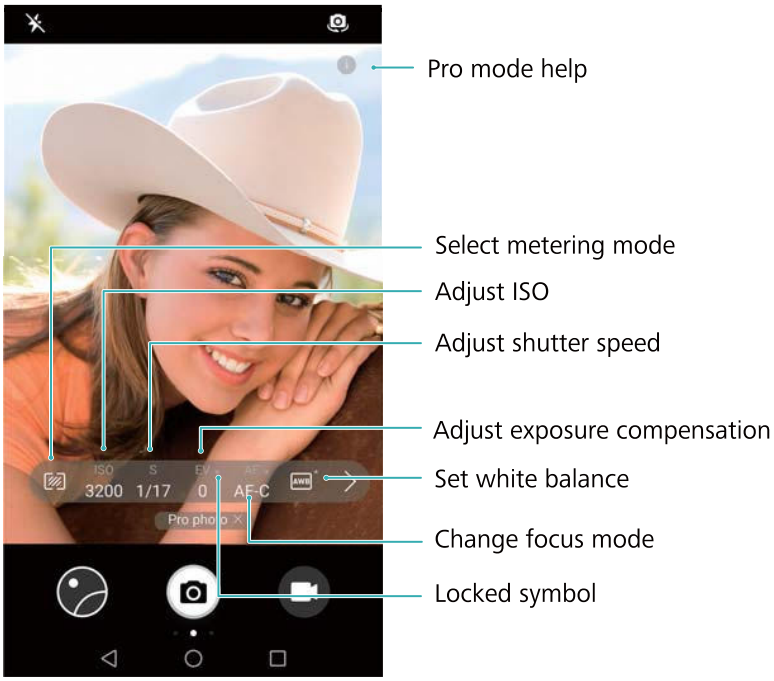
Touch the flash icon in the top-left corner of the viewfinder. There are two options:

- : Keep the flash on when you are recording.
- : Disable the flash.

Object recognition and Pro camera mode

Pro camera options

Open **Camera**, swipe right on the screen and touch **Pro photo** to enter Pro camera mode.



Pro camera settings

Selecting the metering mode

Touch to select the metering mode. The metering mode affects how your camera determines the exposure. You can select matrix metering, center-weighted metering, or spot metering.

Adjusting the ISO

The ISO determines the camera's sensitivity to light. Increasing the ISO will create a brighter image, but there will be a noticeable increase in noise. Touch ISO and drag the slider to change

the ISO settings. You can configure the camera to adjust the ISO automatically, or you can adjust it manually.

Adjusting the shutter speed

Touch S and drag the slider to set the shutter speed. By default, the shutter speed is set to Auto.

Adjusting the exposure compensation

Touch EV to set the exposure compensation. Select an exposure setting to increase or decrease the brightness. Touch and hold the icon to lock the current exposure setting.

The camera will automatically determine the ambient brightness. If the current exposure setting is too high or too low, or will be displayed.

Changing the focus mode

Touch AF to set the focus mode. You can select touch to focus (AF-S), continuous autofocus (AF-C), or manual focus (MF). Continuous autofocus is set by default. When continuous autofocus is selected, touch and hold AF-C to enable the focus lock.

Setting the white balance

Touch AWB to select a white balance according to the ambient light conditions. You can choose from daylight, tungsten bulb, fluorescent lamp, and more. You can also adjust the colour temperature. Touch and hold AWB to lock the white balance.

Using the spirit level

Enable the spirit level to ensure that the camera is level.

In the Pro camera viewfinder, swipe left and switch on **Horizontal level**. When this feature is enabled, a spirit level will appear on the viewfinder. Ensure that the solid line covers the dotted line.

Saving images in RAW format

Save photos in RAW format to retain all image data for post processing.

In the Pro camera viewfinder, swipe left and switch on **RAW format**. Photos will be saved in RAW and JPEG format.

Wide aperture mode

Use wide aperture mode for close-up shots of objects and people. You can adjust the focal point after taking a photo to blur the background and make the subject stand out.

For optimal results, ensure that the subject is no more than 2 meters (6 ft) from the camera.

1 Open **Camera**.

2 Touch on the upper screen to enter the wide aperture mode.

The wide aperture mode is only available in the **Photo** and **Video** mode.

3 Touch the viewfinder to focus on a particular area.

For optimal results, the focal length is fixed and cannot be adjusted.

4 Touch in the viewfinder and swipe left or right to adjust the aperture.

5 Touch to take a photo.

Adjust the background blur: Open **Gallery**, and touch a photo with tagged with and then touch to adjust the focal point and aperture. Touch to save the photo.

Monochrome mode

The camera comes with a separate monochrome lens that takes black and white photos with greater contrast and detail.

1 Open **Camera**.

2 Swipe right and touch **Monochrome**.

3 Touch .

Beauty mode

Use beauty mode for stunning selfies and smoother-looking skin.

1 Open **Camera**.

2 Touch on the top of the screen.

3 Touch and drag the slider to adjust the effect.

4 Touch to take a photo.

Perfect Selfie mode

Use Perfect Selfie mode to automatically apply customised beauty settings to your face.

1 Open **Camera**.

2 Touch on the top of the screen.

3 Swipe left and touch **Perfect selfie**.

4 Switch on **Perfect selfie** and follow the onscreen instructions to take three photos of your face from the front, side, and with your head lowered.

5 Configure skin tone, pupils, and face shape settings. Choose a higher value for a more noticeable effect. Touch to save your settings.

To design you beauty solution, you can perform the following:

- **Modify your personal information**: In the camera settings, touch **Perfect selfie** > **Edit personal info** to update photos of your face from the front, side, and with your head lowered.
- **Adjust your beauty settings**: In the camera settings, touch **Perfect selfie** > **Set beauty effects** to adjust the beauty settings, such as skin tone and face shape.

Slow motion recording

Record videos in slow motion to watch fast-moving scenes in detail.

1 Open **Camera**.

2 Swipe right on the screen and touch **Slow-mo**.

3 Touch to start a video recording. Touch the screen to focus on an object or area during recording.

4 Touch to end the recording.

Slow motion recording works best in bright surroundings. To select the video clip portion to be played in slow motion, refer to Cropping slow-motion videos.

Time-lapse mode

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

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

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

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

3 Touch to end the recording.

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

Adding watermarks to photos

Add watermarks to personalize your photos and help you remember where they were taken.

1 Open **Camera**.

2 Swipe right and touch **Watermark**.

When you add a watermark for the first time, you will be prompted to connect to the Internet to obtain weather and location information.

3 Touch and select the desired watermark type (such as time or location).

You can add text to some watermarks. Touch the flashing text box, enter the desired text, and then touch ✓.

4 Drag the watermark to adjust its position.

Touch 〈 or 〉 to preview other watermarks.

5 Touch to take a photo.

Audio notes

Add audio notes to bring your photos to life.

1 Open **Camera**.

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

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

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

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

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

Managing shooting modes

Rearranging the shooting mode list

Move your favourite shooting modes to the top of the list to make them easier to find.

1 Open **Camera**.

2 Swipe right to display the list of shooting modes.

3 Touch .

4 Drag mode icons to the desired position. Touch to save the settings.

Updating shooting modes

Update your camera's shooting modes to the latest version for enhanced features and better image quality.

Open **Camera** and go to the list of shooting modes. A red dot will be displayed on the icon when an update is available. Touch and select the shooting mode that you want to update. Your phone will download and install the latest version.

Deleting shooting modes

Delete unwanted shooting modes to free up storage space.

Pre-installed shooting modes cannot be deleted.

1 Open **Camera**.

2 Swipe right to display the list of shooting modes and touch .

3 Shooting modes that can be deleted are indicated by the icon. Just touch .

4 Touch to delete the selected modes.

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**. Swipe left and touch **Resolution** to change the resolution.

Configuring the default storage location for photos and videos

Not all devices support microSD cards.

Open **Camera**. Swipe left and switch on **Priority save to SD card** to change the default storage location to the microSD card.

This option is only available when the device supports microSD card and a microSD card is inserted. If the microSD card is full, photos will be saved to your

Adding an overlay

Add a grid or spiral overlay to the viewfinder to help you compose your image.

Overlays may not be available in some shooting modes.

Open **Camera**. Swipe left on the screen, touch **Camera grid**, and then select an overlay. To disable the overlay, touch **Off**.

Configuring the volume button function

By default, the volume button functions as the shutter button. You can change the function of the volume button to adjust the zoom or focus.

Open **Camera**. Swipe left on the screen. Touch **Volume button function** and select **Shutter**, **Zoom**, or **Focus** as desired.

Configuring the touch and hold settings for the shutter

By default, touch and hold the shutter to take burst shots. You can change the function of the shutter to adjust the focus.

Open **Camera**. Swipe left on the screen. Touch **Touch & hold shutter button** and select **Burst shoot** or **Focus** as desired.

Other camera settings

Your camera also comes with a number of other settings to help you shoot high-quality images in a variety of different shooting scenarios.

Some settings may not be available in certain shooting modes.

Swipe left on the viewfinder to configure the following settings:

- **Touch to capture**: Touch the viewfinder to take a photo.
- **Capture smiles**: The camera will automatically take a photo when it detects a smile.
- **Object tracking**: Touch the object you want to focus on. The camera will track and focus on the selected object.
- **Image adjustment**: Adjust saturation, contrast, and brightness.
- **Stabiliser**: Corrects shaky in video recordings. Not all devices support this feature.

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 ⓘ view the image details, such as the ISO, exposure compensation, and resolution.
- **Rename photos**: Touch ⋮ > **Rename**. Enter a new name and select **OK**.
- **Set photo as the home screen wallpaper, or assign the photo to a contact**: Touch ⋮ > **Set as** > **Wallpaper** or **Contact photo**.
- **Enable auto-rotation**: In **Gallery**, touch ⋮ > **Settings** > **Photo orientation** > **Always rotate** to rotate photos when you change the screen orientation.

Viewing photos and videos in chronological order

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

Touch ⋮ > **Settings** and switch on **Show time** to display the date when the photo was taken.

In the **Photos** tab, zoom in or out to switch between month and day view.

Viewing photos by location

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

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

Viewing photos and videos by album

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

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

Viewing photos as a slideshow

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

Organising albums

Adding photos or videos to a new album

1 Open **Gallery**.

2 On the **Albums** tab, touch . Enter the album name and touch **OK**.

3 Select the images or videos that you want to add to the new album and touch .

4 Touch **Copy** or **Move** to add selected files to the new album.

If you copy the files to a new album, the original files will be saved. If you move the files to a new album, the original files will be deleted.

Moving photos and videos

Combine photos and videos from separate albums.

1 Open **Gallery**.

2 On the **Photos** or **Albums** tab, touch and hold the photo or video that you want to move until appears, and then select the files that you want to move.

3 Touch .

4 Select the destination album.

Files are deleted from their original album after they have been moved.

Moving albums

De-clutter your photo collection by moving and merging less important albums into one album.

- The **Camera**, **Camera videos**, and **Screenshots** albums cannot be moved to **Others**.
- Moving an album created by a third-party app to **Others** will not prevent the app from functioning.

1 Open **Gallery**.

2 On the **Albums** tab, touch and hold the target album, and then select the albums to be moved in.

3 Touch to move the selected album or albums to **Others**.

In **Others**, touch and hold an album, and then touch to restore the album to its original location.

Rearranging albums

Change the order in which albums are displayed so you can always find your favourite photos.

You cannot rearrange **Camera** or **Screenshots**.

1 Open **Gallery**.

2 Go to the **Albums** tab, and then touch and hold an album until appears on the left of all your albums.

3 Touch and hold next to the album that you want to move, and drag it to the desired position. Exit to save the modifications.

Deleting photos and videos

1 Open **Gallery**.

2 Touch and hold an image or album to open the file selection interface, and then select the files that you want to delete.

3 Touch > **Delete**.

Sharing photos and videos

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

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

1 Open **Gallery**.

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

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

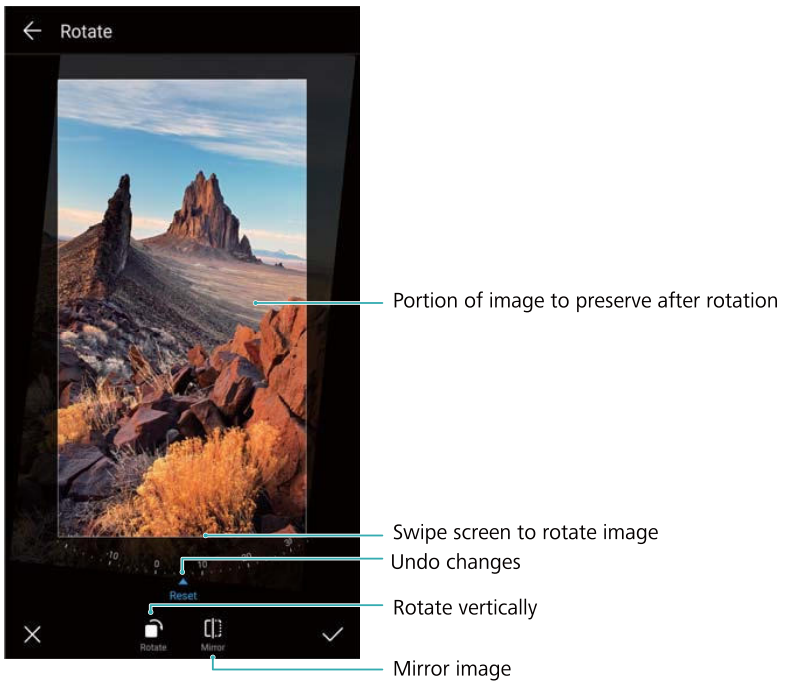
Editing a photo

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

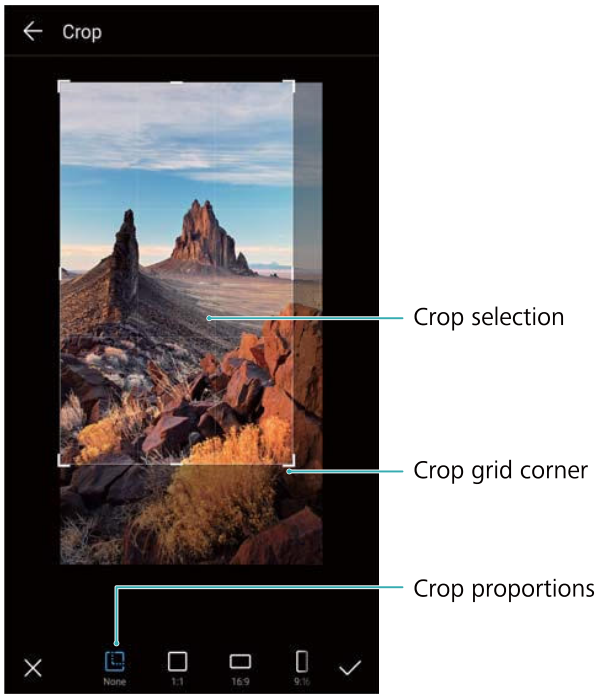
1 Open **Gallery**.

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

- **Rotate an image**: Touch and swipe the screen to adjust the angle of rotation.



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



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

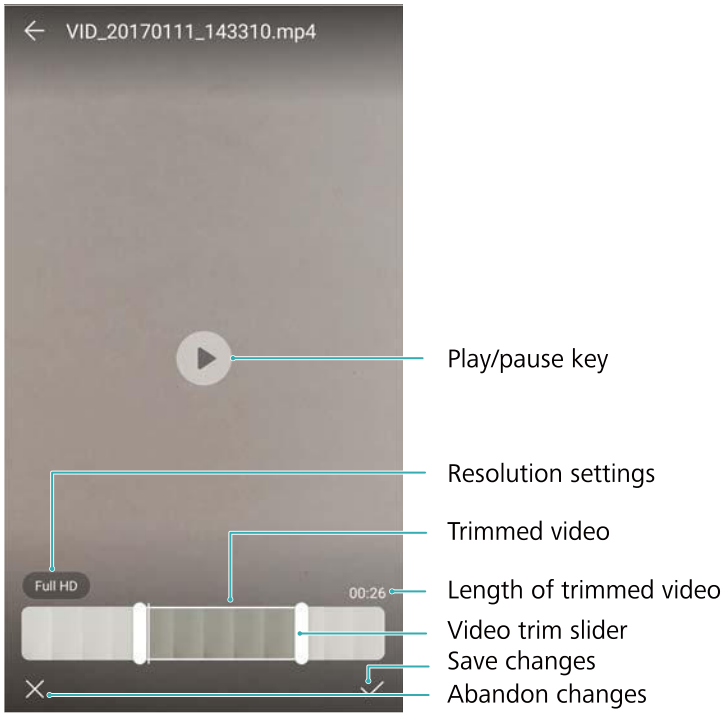
- **Accentuate colours**: Touch . Select an area of the image to accentuate the color. All other areas will be displayed as black and white. .

- **Blur an image**: Touch . Drag the slider to adjust the amount of blur. Drag the circle to the part of the image that you do not want to blur.
- **Adjust image parameters**: Touch . You can adjust the brightness, contrast, saturation, and more to make your image look more vivid.
- **Apply facial enhancement effects**: Touch to apply facial enhancement effects to people in an image. You can choose from various skin and eye enhancement effects.
- **Apply mosaic effects**: Touch and select the desired mosaic effect.
- **Draw graffiti**: Touch to select the brush and colour.
- **Add a watermark**: Touch to add a watermark and personalise your photo. You can choose from time, location, weather, activity, and other watermarks.
- **Add a label**: Touch , and then select the desired label type and font. You can use labels to record your mood or thoughts.

Editing Videos

Editing a video

Select highlights from videos and save them as separate files.



1 Open **Gallery**.

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

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

You can touch to preview the video.

4 Touch to crop and save the video.

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

Cropping slow-motion videos

Use the video editing tool in Gallery to crop slow-motion videos.

1 Open **Gallery**.

2 Touch the slow-motion video that you want to edit, and touch to start playback.

3 Touch the screen to display the slow-motion editing interface. Drag the sliders to select the portion you want to view in slow motion.

To save the edited slow-motion video as a separate video, touch > **Save slow-mo file** on the editing interface.

Configuring Gallery

Displaying the capture time and location

You can see the capture time and location when viewing the photos.

1 Open **Gallery**.

2 Touch > **Settings**.

3 You can configure the following two settings:

- Switch on **Show location**. When viewing a geotagged photo, the photo's location will be displayed.
- Switch on **Show time**. When viewing a photo, the date and time at which the photo was taken will be displayed.

Calls and Contacts

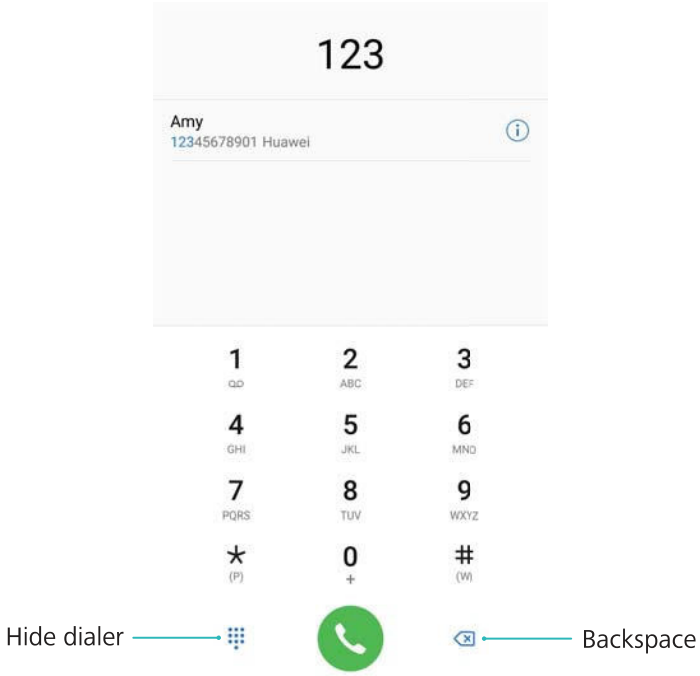
Making calls

Smart dialling

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

1 Open **Dialler**.

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



3 Select the contact you want to call from the list. If your device has dual SIM support, touch or to make a call.

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

4 Touch to end the call.

To end a call using the power button, go to **Dialler**, touch > **Settings**, and then switch on **Power button ends 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. If your device has dual SIM support, touch or to make a call.

Making a call from the call log

1 Open **Dialler**.

2 Slide the list up and down to view all calls. Touch the name or number of the person that you want to call. If your device has dual SIM support, touch or to make a call.

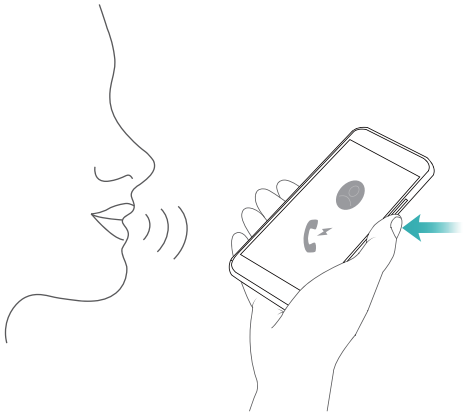
Calling contacts when the screen is off

Call people when the screen is switched off.

1 Open **Dialler**.

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

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



Making an emergency call

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

1 Open **Dialler**.

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

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

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

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

Making international calls

Before making a long-distance call, contact your network provider to activate international calling or roaming services.

1 Open **Dialler**.

2 On the dialler 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. If your device has dual SIM support, touch or 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 network provider.

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 locked:

- Drag right to answer the call.
- Drag left to reject the call.
- Touch to reject the call and send an SMS.
- Touch to configure a callback reminder.

If the screen is unlocked:

- Touch to answer the call.
- Touch to reject the call.
- Touch to reject the call and send an SMS.
- Touch to configure a callback reminder.
- To use an app during a call, touch **Recent** to open the list of recently used apps. You can also swipe left or right on the front-facing fingerprint sensor, if it is available on your phone. Touch the desired app. The Dialer app will continue to run in the background.

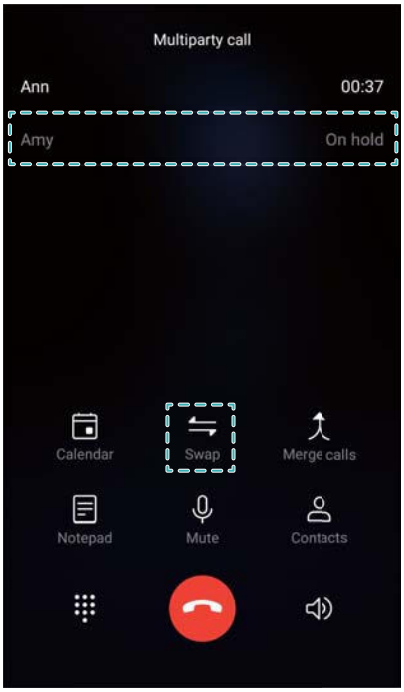
If you receive a call when you are entering text or using full-screen mode (for example, when you are viewing an image or playing a game), the incoming call will be displayed at the top of the screen in a floating window. Touch to answer the call or to decline the call.

Switching between calls

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

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

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



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 network provider.

1 Call the first participant.

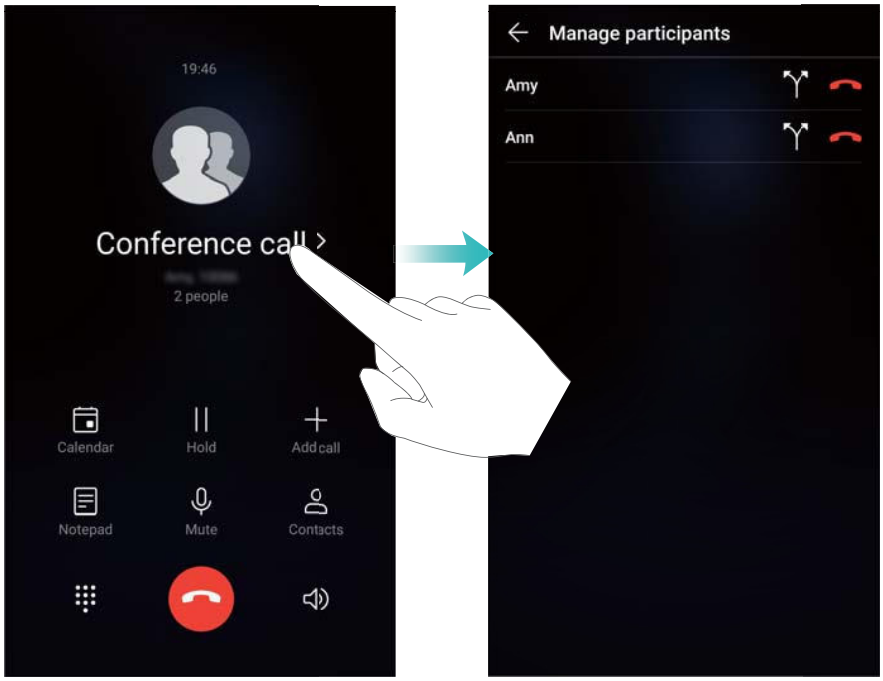
2 Once the call is connected, touch +, and then dial the second participant's number. The first participant will be placed on hold.

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 > 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.

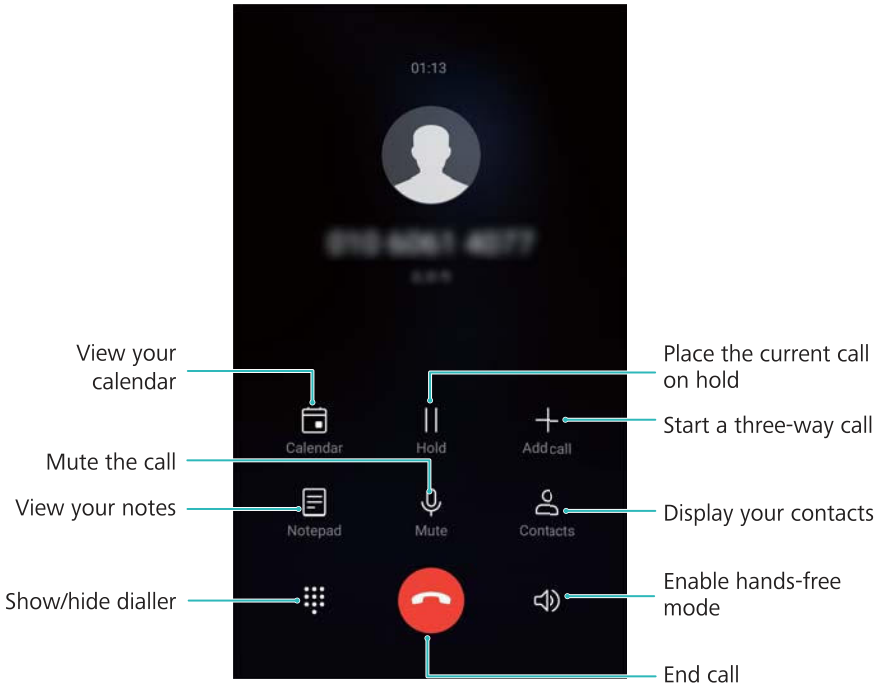


6 Touch to end the conference call.

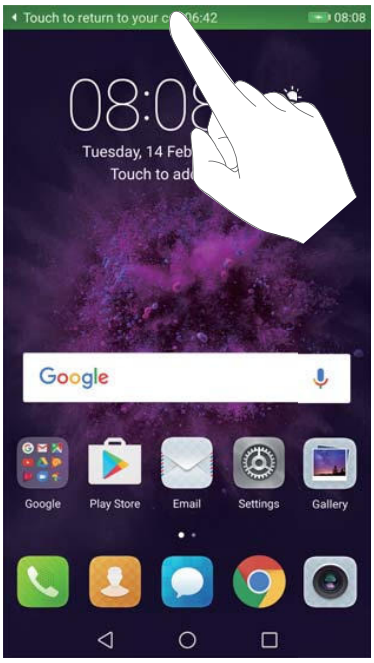
In-call options

Do not cover the microphone during a call.

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



- **Hide the in-call menu**: Touch **Home** or **Back**. If the front-facing fingerprint sensor is available on your device, where the navigation bar is hidden by default, you can also touch . Touch the green status bar at the top of the screen to return to the in-call menu.



- **Start a three-way call**: Contact your network provider 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 **Dialler**.

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

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

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

Managing unknown numbers in the call log

1 Open **Dialler**.

2 Touch **Unknown**.

3 Select a number and touch ⓘ. You can:

- **Add the number to your contacts**: Touch + to create a new contact, or touch to add the number to an existing contact.
- **Add the number to the blacklist**: Touch ⋮ > **Add to blacklist**.
- **Share the number**: Touch ⋮ > **Send number** to send the number as a text message.

Merging call logs

Merge call logs belonging to the same contact or number to keep your call log organised.

1 Open **Dialler**.

2 Touch > **Settings** > **Merge call log**.

3 Touch **By contact**. Your device will automatically merge call logs belonging to the same contact or number. Touch next to a call log to view detailed call log information.

Clearing the call log

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

- **Delete one entry**: Touch and hold a log entry, and then touch **Delete entry**.
- **Delete multiple entries**: Touch . Select the entries you want to delete, and then touch .

Backing up the call log

1 Open **Backup**.

2 Touch **Back up** > **SD card** or **Internal storage** to back up the call log to a microSD card or your phone's internal storage.

3 Select **Call log** and touch **Back up**.

4 Follow the onscreen instructions to configure a password.

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 **Dialler**.

2 Touch > **Settings**.

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 **Enable**.

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.

You may need to contact your network provider to enable this feature.

1 Open **Dialler**.

2 Touch > **Settings**.

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 to answer the new call, and to switch between the two calls.

Enabling pocket mode

Enable pocket mode to make sure you don't miss calls when your device is in your pocket. The ringtone volume will gradually increase when you receive a call.

1 Open **Dialler**.

2 Touch > **Settings**.

3 Switch on **Pocket mode**.

When pocket mode is enabled, the ringtone volume will gradually increase when you receive a call and your device is in your pocket or bag.

Rejecting calls with a text message

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

1 Open **Dialler**.

2 Touch > **Settings** > **Reject calls with SMS**.

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 **Dialler**.

2 Touch > **Harassment filter**.

3 Touch to configure the harassment filter settings and the blacklist.

You can also configure the harassment filter settings and the blacklist in **Phone Manager** > **Blocklist** > .

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 network provider.

1 Open **Dialler**.

2 Go to > **Settings** > **Phone ringtone**. Choose a system ringtone or select a song from your music library.

Alternatively, go to **Settings** > **Sound**, touch **Call ringtone & vibration**, and then configure the ringtone settings.

Configuring voicemail

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

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

1 Open **Dialler**.

2 Touch > **Settings**.

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

4 Touch **Voicemail** > **Voicemail number** and enter your voicemail number.

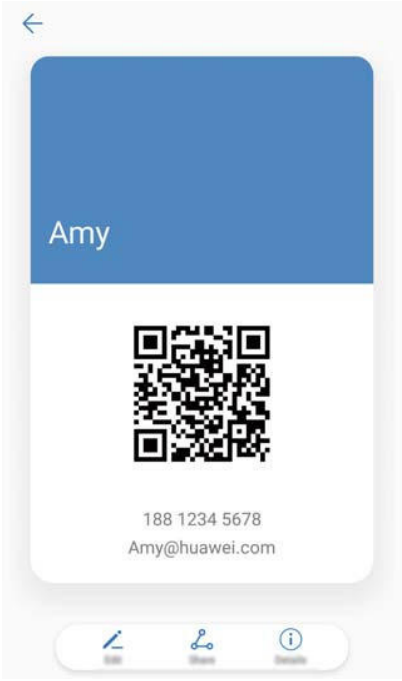
Creating a contact card

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

1 Open **Contacts**.

2 Touch **Me**.

3 Set your profile picture. Enter your name, company, telephone number and other contact information, and then touch ✓. Your device will automatically create a contact card with a QR code.



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

Creating a new contact

Creating a contact

1 Open **Contacts**.

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

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

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

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

- If you add the contact's birthday, your device will automatically create a birthday reminder in **Calendar**.
- The contact's photo will be displayed when the contact calls you. Other contact information such as company name and job title will also be displayed.

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

Quickly adding contact details

Enter contact information on your device more rapidly. Simply scan or take pictures of business cards to automatically add names, phone numbers, and other information to your contacts.

1 Open **Contacts**.

2 Touch **Business cards** > **Scan**.

3 You can:

- **Take a photo of one card**: Place the business card on a flat surface. Adjust the viewfinder frame so that the card fits the guidelines, and then touch .

- **Take a photo of multiple cards**: Switch to **Burst** mode and follow the onscreen instructions.

After you have finished scanning or taking photos, contact information will automatically be saved to **Business cards**.

Sharing your QR code

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

Importing and exporting contacts

Importing contacts from a storage device

1 Open **Contacts**.

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

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

Exporting contacts to a storage device

1 Open **Contacts**.

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

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

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

Importing contacts from a SIM card

1 Open **Contacts**.

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

3 Select the contacts you want to import and touch .

4 Choose the location. The device will automatically import the contacts.

Exporting contacts to a SIM card

1 Open **Contacts**.

2 Touch > **Import/Export** > **Export to SIM card**. If your device has dual SIM support, touch > **Import/Export**, and choose the SIM card you want to export your contacts to.

3 Select the contacts you want to export and touch .

4 Touch **Continue**.

Using the Huawei Backup app to import contacts

1 Open **Backup**.

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

3 Select the backup you want to restore.

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

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

Using the Huawei Backup app to back up your contacts

1 Open **Backup**.

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

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

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

Managing contacts

Editing a contact

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

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

1 Open **Contacts**.

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

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

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

Merging duplicate contacts

When you add contacts to your device from different sources, you may end up with duplicate entries. These duplicate entries can be merged into one to help keep your contacts organised.

1 Open **Contacts**.

2 Touch > **Organise contacts** > **Merge duplicate contacts**.

3 Select the contacts you want to merge and touch .

Deleting contacts

1 Open **Contacts**.

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

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

4 Touch **Delete**.

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

Deleting contact history

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

1 Open **Contacts**.

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

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

Adding contacts to the blacklist

1 Open **Contacts**.

2 Touch and hold the contact that you want to add to the blacklist, and then touch **Add to blacklist**.

Your device will automatically block incoming calls and messages from blacklisted contacts.

View blacklisted contacts: Open **Phone Manager** and touch **Blocklist** > . Touch **Numbers blacklist** to view blacklisted contacts.

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

Identifying contacts with incomplete information

1 Open **Contacts**.

2 Touch > **Organise contacts** > **Contacts with incomplete info**.

3 Your device will display a list of contacts with incomplete information. You can then choose to add missing information or delete unwanted contacts.

Viewing contacts from different accounts

1 Open **Contacts**.

2 Touch > **Display preferences**.

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

- **Hide contact photos, company information, and job title**: Touch > **Display preferences** on the contacts screen and switch on **Simple layout**.
- **View storage information**: Touch > **Display preferences** on the contacts screen. Go to **Accounts** to view the available and total storage space on your device or SIM card.

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 > **Display preferences** 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.

You can enter multiple keywords, such as "Tom London". The system will find the contacts that meet the search criteria.

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

If an error message is displayed or you are unable to search for a contact, touch > **Organise contacts** and select **Rebuild index data**.

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.

You can enter multiple keywords, such as "Tom London". The system will find contacts that meet the search criteria.

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 > **Import/Export** > **Share contact**.

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

4 Choose your sharing method and follow the onscreen instructions.

Share a contact's QR code

1 Open **Contacts**

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

3 Choose your sharing method and follow the onscreen instructions.

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

Adding a contact to your favourites

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

1 Open **Contacts**.

2 Touch and hold the contact you want to add to your favourites, and then touch **Add to favourites**.

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

- **Add contacts to your favourites in batch** : Touch **Add**, and choose the contact you want to add, and then touch ✓. If the contact has already been added, touch + to add the contact to your favourites.
- **Edit your favourites**: Touch **Edit** on the favourites screen. Drag ☰ next to a contact to adjust the position of the contact in your favourites list.
- **Remove contacts from your favourites**: Touch **Edit** on the favourites screen. Select the contacts that you want to remove from your favourites, and then touch **Remove**.

Changing contact photos

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

1 Open **Contacts**.

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

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

4 Touch ✓.

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 touch **Call log**.

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

- Touch an entry to call the contact.
- Touch > **Delete** to delete all entries.
- Touch and hold an entry to delete it or edit it before calling.

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 **Phone ringtone**.

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

Contact groups

Creating a group

1 Open **Contacts**.

2 Touch **Groups** and select +.

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

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

Using smart groups

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

1 Open **Contacts**.

2 Touch **Groups**.

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

Editing a group

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

1 Open **Contacts**.

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

3 Touch and add new members to the group.

4 Touch . There are three options:

- Touch **Remove members** to remove members from the group.
- Touch **Delete group** to delete the group.
- Touch **Rename** to edit the group name.

Sending a group text message or email

1 Open **Contacts**.

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

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

Deleting a group

1 Open **Contacts**.

2 Touch **Groups**.

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

4 Touch **Delete**.

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

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 or contact group.

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

- Touch to add an attachment to your message.
- Touch **Back** to save the message as a draft. For device with the front facing fingerprint sensor, the navigation bar is turned off by default. In this case, you can touch to save the message as a draft.

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

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

Replying to a message

1 Open **Messaging**.

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

- **Save message attachments**: Touch and hold the attachment that you want to save, then touch **Save**.
- **Call the sender**: Touch at the top of the message.
- **Add the caller's number to your contacts**: Touch > **Create a new contact** or **Save to existing contact** at the top of the message.

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

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

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.

You can delete a message thread in two ways:

- To delete a single thread, swipe left on the thread that you want to delete and touch .
- 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 favourites 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.

Returning to the top of the message list

If you have a long list of messages, use a shortcut to return to the top of list without swiping the screen.

1. Open **Messaging**.
2. In the list of message threads, double touch the bar at the top of the screen. Your device will automatically return to the top of the list or display unread messages.

Pinning messages to the top of the list

Pin important messages to the top of your message list so that you can access them quickly.

1 Open **Messaging**.

2 In the list of message threads, touch and hold the message that you want to pin to the top.

3 Select the desired message and touch . Pinned messages will be displayed below text message alerts.

Marking messages as read

Mark unwanted messages as read to keep your inbox organized.

Open **Messaging**. In the list of message threads, you can:

- **Mark all messages as read**: Touch > **Mark all as read**.
- **Mark a message as read**: Swipe left on the message that you want to mark as read, and then touch .

Blocking spam messages

1 Open **Messaging**.

2 In the list of message threads, touch > **Harassment filter**.

3 Touch to configure the harassment filter settings and the blacklist.

Alternatively, open **Phone Manager** and touch **Blocklist** > to configure the harassment filter settings and the blacklist.

Adding a message signature

Add a message signature to save you time when sending messages.

1 Open **Messaging**.

2 Touch > **Settings** > **Advanced** > **Signature** in the list of message threads, and then switch on **Attach signature**.

3 Touch **Edit signature**. Enter your signature and select **OK**.

Configuring the message ringtone

1 Open **Messaging**.

2 In the list of message threads, touch ⋮ > **Settings** > **Ringtones and vibration**.

3 Touch **Notification tone**. If your device has dual SIM support, select **SIM 1 notification tone** or **SIM 2 notification tone**. You can then choose a system ringtone or music file.

Identifying malicious URLs in text messages

Set your device to automatically identify malicious URLs to protect your personal data and financial information.

Ensure that your device is connected to the Internet before enabling this feature.

1 Open **Messaging**.

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

3 Switch on **Malicious website identification**.

After receiving the message, the system will automatically identify malicious URLs. This service is provided by **Avast**. The result is for your reference only.

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

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

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

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

Adding an Exchange account

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

1 Open **Email**.

2 Touch **Exchange**.

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

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

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

Sending emails

1 Open **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.

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 , and then touch **Save**.

Replying to emails

1 Open **Email**.

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

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.

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.

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 .

Saving email attachments

Open an email and touch to preview the attachment. Touch to save the attachment to your device.

For large attachments, open the link provided in the email to download.

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. Switch on **Sync Email**.

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** > **VIP contacts**.

3 From **VIP list**, touch **Add** > **Create** or **Add from contacts**.

You can also open an email, touch the sender's profile picture, and then touch **Add to VIP list** 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** > **VIP notifications**.

Managing email accounts

Adding an email account

1 Open **Email**.

2 Touch > **Settings** > .

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

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

Switching between email accounts

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

Configuring an email account

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

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

Configuring Mail

Configuring automatic replies

Configure automatic replies when you are out of office.

You must log in to your Exchange account to use this feature.

1 Open **Email**.

2 Touch > **Settings**.

3 Choose the Exchange account you want to configure and switch **Automatic replies** on.

4 Switch on **Automatic replies** to configure a message and set the start and end time.

5 Touch **Done**.

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:

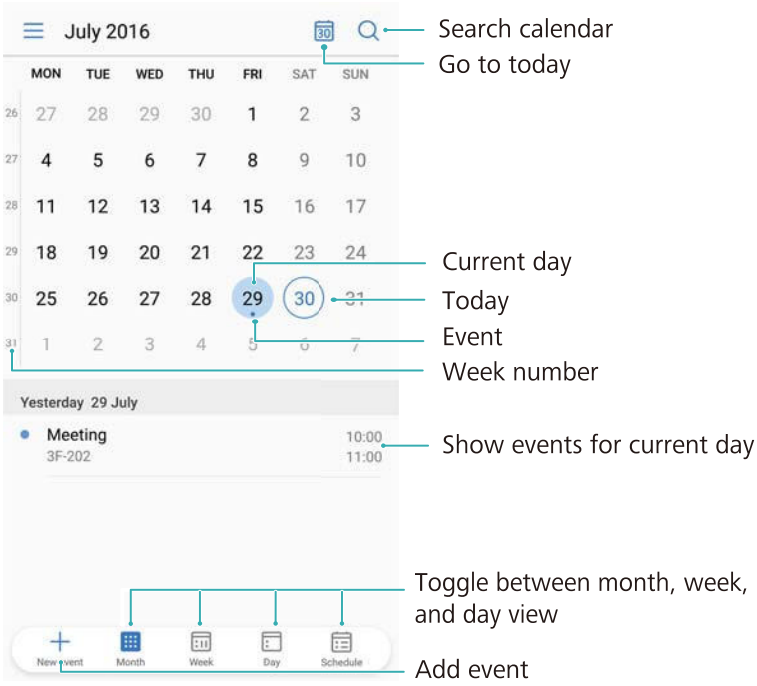
- **Only download attachments over Wi-Fi**: Switch **Do not load pics over mobile network** on.
- **Group emails with the same title**: Switch **Organise by subject** on.
- **Display contact images**: Switch **Sender profile picture** on to display contact images next to emails.

Configuring how emails are sorted

On the inbox screen, touch ⋮ > **Sort by** and select a sort method.

Calendar and Notepad

Changing the calendar view



To view your schedule for a specific day, touch > **Go to**, select a date, and then touch **OK**.

Open **Calendar** and touch > **Settings**. You can:

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

Viewing global holidays

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

This feature requires an Internet connection.

1 Open **Calendar**.

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

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

Birthday reminders

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

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

1 Open **Calendar**.

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

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

Syncing events

Syncing events from your Exchange account

Ensure that you have enabled the Exchange calendar sync feature in the email account settings.

1 Open **Calendar**.

2 Touch ☰. Select an Exchange account to sync events to your device.

Creating an event

Add events and set reminders to help you plan ahead.

1 Open **Calendar**.

2 Touch +.

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

4 Touch ✓ to save the event.

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

Sharing events

You can share events with your contacts.

1 Open **Calendar**.

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

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

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

Deleting an event

Open **Calendar**. You can delete an event in two ways:

- **Delete a single event**: Open the event that you want to delete and touch .
- **Delete multiple events**: Touch , and then touch and hold an event to activate the event management interface. Select the events that you want to delete and touch .

To delete a birthday reminder, go to **Contacts**, and then delete the contact's birthday information, or delete the corresponding contact.

Searching for events

You can search for events in two ways:

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

Sending event invitations

Send event invitations to your friends or colleagues to keep track of who is attending.

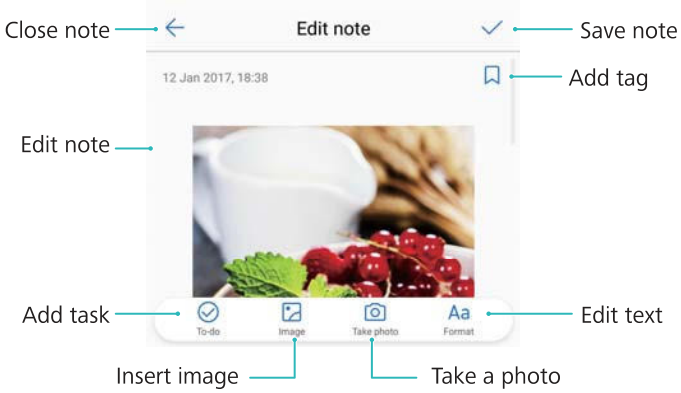
Before using this feature, log in to your Exchange account.

1. Open **Calendar**.
2. Touch . Enter the event name, location, and start and end time.
3. Touch **More**. Under **Guests**, enter the exchange accounts of the people that you want to invite.
4. Touch to save the event and send the invitations.

Event invitations are displayed in the notification panel. To respond to an invitation, touch **Email guests**.

Creating a note

1. Open **Notepad**.
2. Touch and enter your note.



3 Touch ✓ to save the note.

Managing notes

Adding a note to favourites

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

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

Sharing a note

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

Deleting a note

You can delete a note in three ways:

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

Searching your notes

You can search your notes in two ways:

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

Backing up notes

Backing up notes

1 Open **Backup**.

2 Touch **Back up** > **Internal storage** > **Next** > **More**.

3 Select **Notes** and touch ✓.

4 Touch **Back up** and follow the onscreen instructions to configure a password.

Importing notes

1 Open **Backup**.

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

3 Select the notes that you want to restore. In the popup dialog, enter the password and touch **OK**.

4 Touch **More**. Select **Notes** and touch ✓.

5 Touch **Restore**.

Music and Video

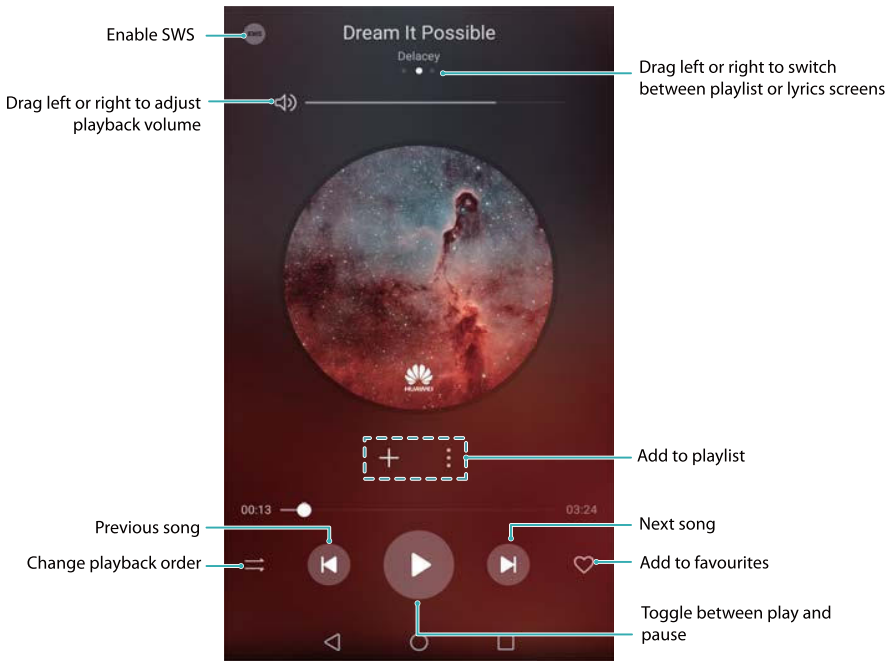
Listening to music

You can choose to listen to your favourite local songs .

1 Open **Music**.

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

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



Searching for music

Searching for music on your internal storage or microSD card

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

1 Open **Music**.

2 Touch **All songs**.

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

4 You can choose to organise your music by song name, artist, album name, or folder. To search for a specific song, touch and enter the song name, artist, or album in the search bar.

Deleting songs

Delete unwanted songs to free up storage space.

1 Open **Music**.
2 Touch **All songs**.
3 Go to the **Songs** tab. Touch and hold the list of songs and select the songs that you want to delete.
4 Touch > **Delete**.
5 Touch **Delete**.

Creating a playlist

Organise your music by creating customised playlists that contain your favourite songs.

1 Open **Music**
2 Touch **Playlists** > **Create new playlist**.
3 Name the playlist and touch **Save**.
4 Touch **Add** in the dialog box.
5 Select the songs you want to add and touch .

Touch next to the playlist to **Rename** or **Delete** the playlist.

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.

Playing a video

Playing a video

1 Open **Videos**.
2 Touch the thumbnail to start the video.

During playback, you can:

- **Adjust the playback speed**: Touch **1.0X** and drag the speed slider.

- **Adjust the screen brightness**: Swipe up or down on the left-hand side of the screen. Swipe up to increase the brightness, or swipe down to decrease the brightness.
- **Adjust the volume**: Swipe up or down on the right-hand side of the screen. Swipe up to increase the volume, or swipe down to decrease the volume.
- **Rewind or fast-forward**: Drag the progress bar left to rewind, or right to fast-forward.

Phone Manager

Optimising performance

Use Phone Manager to make your phone run faster and optimise performance.

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

Enhancing speed

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

1 Open **Phone Manager**.

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

To free up more storage space, you can:

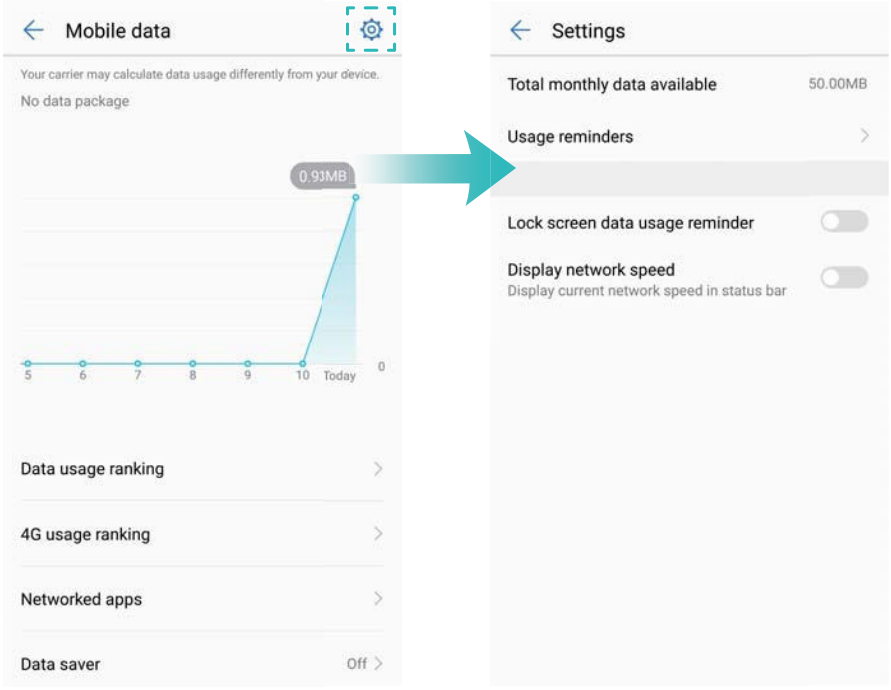
- Touch **Storage manager** to clear large files, images, and app data.
- Restore an app to its default settings. Touch **Application restore**. Select the app you want to restore and touch > **Delete**. The app will be restored to its default settings, and all app-specific data will be deleted.

3 Touch **Finish** to exit.

Managing data usage

Phone Manager comes with a data management feature that you can use to monitor data usage and avoid exceeding your monthly allowance.

Open **Phone Manager** and touch **Mobile data**. You can view detailed data usage statistics or configure the following settings:

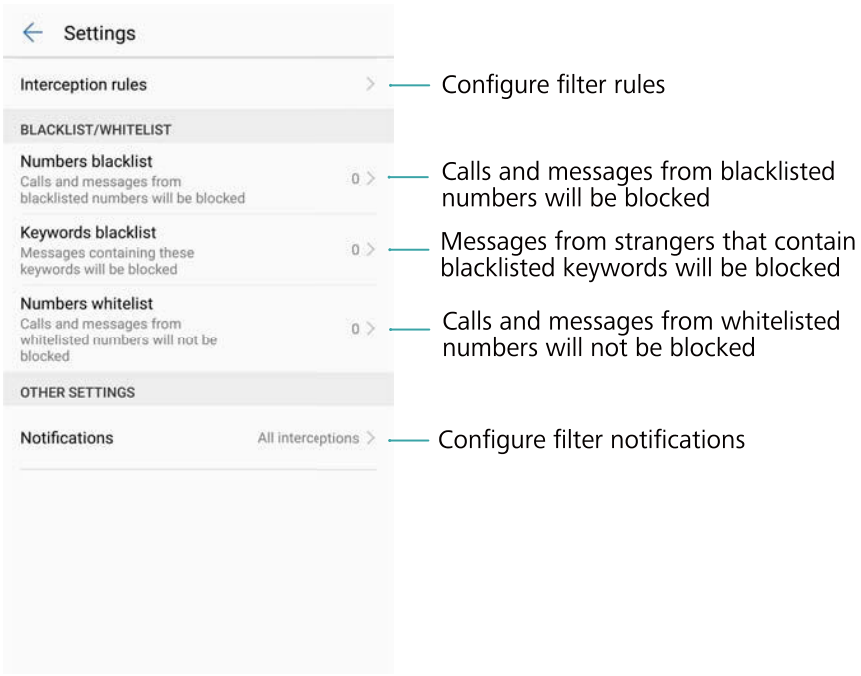


- **Data usage ranking**: View data usage for each app.
- **Networked apps**: Manage Internet access permissions for each app.
- **Total monthly data available**: Touch > **Total monthly data available** to configure your data plan settings and data usage reminders. Your phone will calculate your mobile data usage and remaining data allowance for the billing period you specify. When you have used up your monthly allowance, you will receive a reminder, or your phone will disable mobile data.
- **Data saver**: Enable data saver and choose the apps that you do not want to restrict data for.

Harassment filter

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

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



Battery management

Viewing battery usage statistics

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

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

- Touch **Battery usage details** to view detailed battery usage statistics.
- Touch **Consumption level** to see which phone hardware and software is using the most power.
- Touch **Optimise** to check for power consumption problems and optimize performance.
- Switch on **Remaining battery percentage** to display the remaining battery percentage in the status bar.

Reducing power consumption

Use Phone Manager to optimize performance and reduce power consumption.

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

- **Optimize performance**: Touch **Optimise**. Your phone will check for power consumption problems and optimize performance. To further reduce power consumption, touch **items need to be optimised manually**, and then select **View** or **Optimise** to adjust the power settings manually.
- **Restrict background apps**: Touch **Lock screen cleanup** and turn off the switches next to the apps that you do not want to run in the background when the screen is locked.
- **Close battery-draining apps**: Touch **Power-intensive apps** and select the apps that you want to close.

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

- **Reduce the screen resolution**: Switch on **Low resolution power saving** to reduce the screen resolution and lower power consumption.
- **Automatically close power-intensive apps**: Touch and switch on **Close excessively power-intensive apps**.

Managing app permissions

Phone Manager comes with a permission manager that you can use to restrict app permissions and protect your personal data.

1. Open **Phone Manager**.
2. Touch **Permissions** and configure the desired permissions.

Virus scanner

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

1. Open **Phone Manager**.
2. Touch **Virus scan**. Your device will automatically identify and remove malware.

   Touch . You can:

   - Enable **Cloud scan** to scan your device using the latest antivirus database. An Internet connection is required to access the online database.
   - Enable **Scan reminder** to receive a notification when you have not conducted a virus scan for 30 days.
   - Select a scan mode. The **Quick scan** only scans important files and installed apps. The **Full scan** takes longer and scans for malicious files.
   - Switch on **Auto update** and **Update only via Wi-Fi** to automatically update the antivirus database when you have a Wi-Fi connection.

Encrypting apps

Use App Lock to encrypt apps and prevent unauthorised access.

1. Open **Phone Manager**.
2. Touch **App lock**. When you access App Lock for the first time, follow the onscreen instructions to set a four-digit PIN and password reminder.

3 Turn on the switch next to the apps that you want to encrypt. You will need to enter the PIN each time you open an encrypted app.

On the App Lock screen, touch to change password or disable App Lock.

Setting apps to close automatically when the screen is locked

Choose which apps you want to close when the screen is locked to reduce power consumption and mobile data usage.

1 Open **Phone Manager**.

2 Touch **Lock screen cleanup**.

3 Turn on the switch next to the apps that you want to close.

The selected apps will close automatically when the screen is locked. You may not receive new messages from email, messaging, and social networking apps after they are closed.

Configuring Phone Manager

Adding shortcut for Phone Manager

Create home screen shortcuts for frequently-used device management features.

1 Open **Phone Manager**.

2 Touch > **Shortcuts** and switch on the feature that you want to add to the home screen.

Tools

Logging in to two social media accounts at the same time

Log in to two , Whatsapp or Facebook accounts at the same time to keep your work and personal life separate.

This feature only works with Facebook and WhatsApp.

1 Open **Settings**.

2 Touch **App twin**. Turn on the Facebook or WhatsApp switches as desired.

- When **App twin** is enabled for an app, two app icons will appear on the home screen, allowing you log in to two accounts at the same time.
- Press and hold the App twin icon to disable the feature.

Clock

Managing alarms

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

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

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

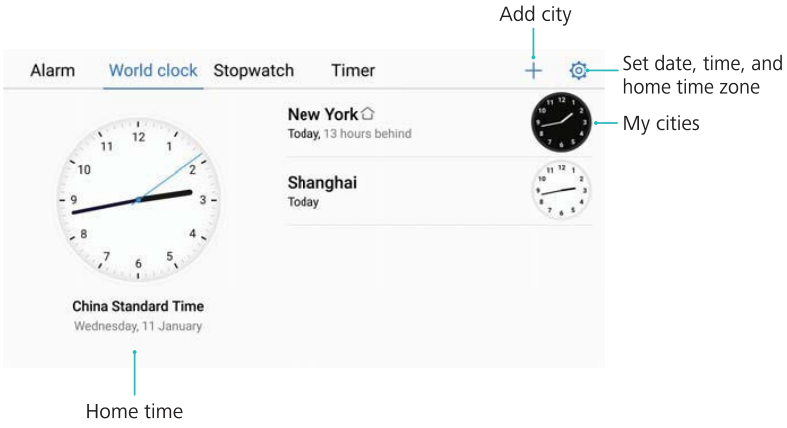
Configuring the world clock

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

1 Open **Clock**.

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

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



Enabling dual clocks

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

1 Open **Clock**.

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

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

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

Stopwatch

1 Open **Clock**.

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

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

3 Touch to pause the stopwatch.

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

The screen will stay on when the stopwatch is running.

Timer

1 Open **Clock**.

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

3 Touch to start the timer.

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

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

Sound recorder

Recording sound

1 Touch **Sound Recorder**.

2 Touch **Start** to start recording.

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

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

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

- Your phone will not ring if you receive a call during a recording.
- When the Recorder app is recording sound in the background, use the controller in the notification panel to **Pause**, **Resume**, or **Stop** the recording.

Playing a recording

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

1 Touch **Sound Recorder**.

2 Select **Recordings**.

3 Select a recording. On the playback screen, you can:

- **Select a tag**: Swipe left on the playback screen to view recording tags, and then select a tag to start playback from the corresponding location.
- **Change the playback mode**: Switch between **Earpiece** and **Speaker**.

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

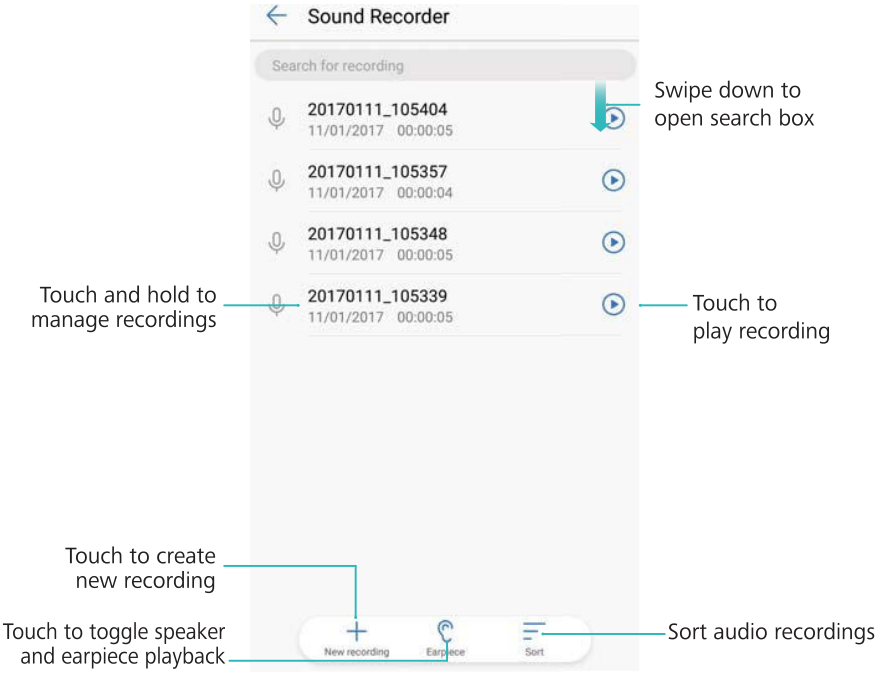
Managing recordings

Share, rename, and sort recordings.

1 Touch **Sound Recorder**.

2 Select **Recordings**.

3 On the file management screen, you can sort, share, and rename recordings.


Sound Recorder
Search for recording
20170111_105404
11/01/2017 00:00:05
20170111_105357
11/01/2017 00:00:04
20170111_105348
11/01/2017 00:00:05
20170111_105339
11/01/2017 00:00:05
New recording
Earpiece
Sort
Swipe down to open search box
Touch and hold to manage recordings
Touch to play recording
Touch to create new recording
Touch to toggle speaker and earpiece playback
Sort audio recordings

System Features and Settings

Power on and off timer

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

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

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

Restarting your device

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

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

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

Changing the system language

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

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

Changing the input method

Switch between text input methods as desired.

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

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

Input method settings

Adding a keyboard

1 Open **Settings**.

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

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

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

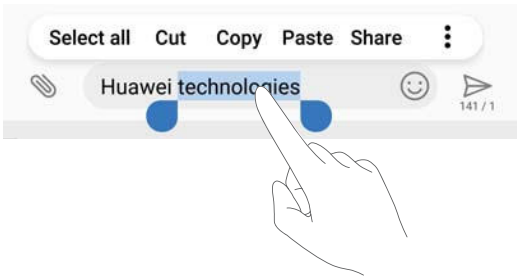
Selecting the default input method

1 Open **Settings**.

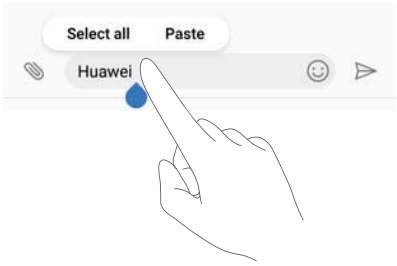
2 Touch **Advanced settings** > **Language & input**. Under **Keyboard & input methods**, touch **Default keyboard** and select the desired input method. Your device will automatically enable the default input method when you enter text.

Editing text

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



- **Selecting text**: Touch and hold the text until appears. Drag and to select a section of text, or touch **Select all** to select all text.
- **Copying text**: Select the text you want to copy and touch **Copy** to copy it to the clipboard.
- **Cutting text**: Select the text you want to cut and touch **Cut** to move it to the clipboard.
- **Pasting text**: Touch and hold where you want to insert the text, and then touch **Paste**.



The pasted text will remain available in the clipboard until you cut or copy other content.

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

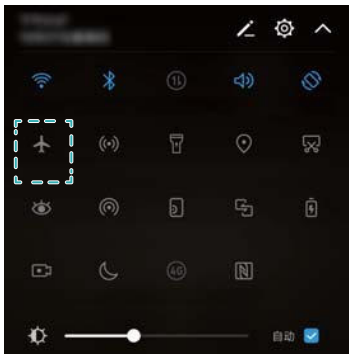
Airplane mode

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

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

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

  Touch ⌄ to display all shortcut switches, and then switch on ✈.



- **Go to Settings**: Open **Settings** and toggle the **Airplane mode** switch.

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

Configuring the sound settings

Adjusting the system volume

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

1 Open **Settings**.

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

Enabling silent mode

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

1 Open **Settings**.

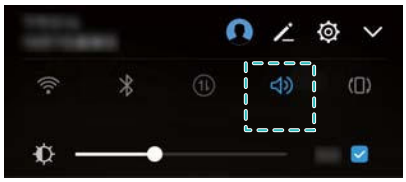
2 Touch **Sound** and switch on **Silent mode**.

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

Quickly switch between Silence mode, Vibration, Sound mode

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

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



Setting the default notification tone

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

1 Open **Settings**.

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

Configuring dialpad touch tones

1 Open **Settings**.

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

Enabling or disabling system alert sounds and haptic feedback

1 Open **Settings**.

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

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

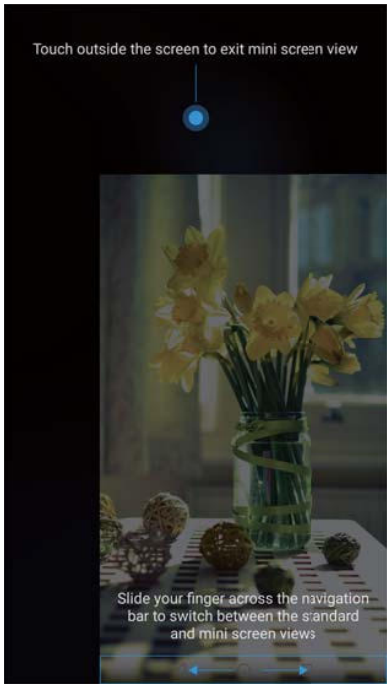
One-hand mode

Enable mini screen view or the shifting keyboard to make it easier to use your device with one hand.

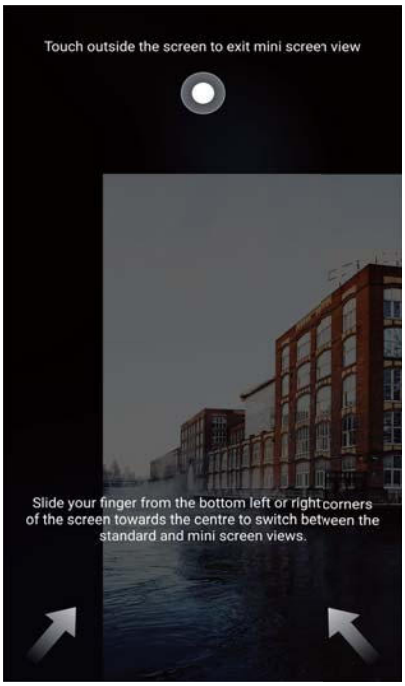
1 Open **Settings**.

2 Touch **Smart assistance** > **One-handed UI**. You can:

- **Shrink the screen**: Switch on **Mini screen view**. The mini screen view will display texts and images in smaller sizes for easier operation. You can switch between mini screen and normal screen by swiping left or right on the virtual navigation bar.



Navigation bar is turned off by default for devices with a front-facing fingerprint sensor navigation button. You can switch between mini screen and normal screen by swiping on the screen from the bottom left or bottom right corner.



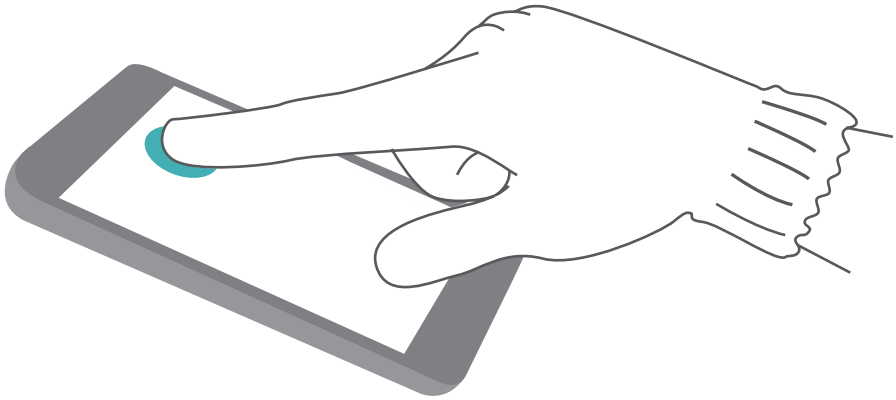
- **Enable the shifting keyboard**: Switch on **Shifting keyboard**. The dialler, in-call menu, and lock screen dialpad will shrink to the corner of the screen for easier one-handed typing. Touch the arrow next to the keyboard to move the keyboard to the other side of the screen.

Gloves mode

Enable gloves mode so that you can continue to use your device when wearing gloves.

1 Open **Settings**.

2 Touch **Smart assistance** and switch on **Gloves mode**.



Do not disturb mode

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

1 Open **Settings**.

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

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

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

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

- **Enable alarm ringtones in do not disturb mode**: Select **Alarms only** to only allow alarm ringtones.
- **Disable all inruptions**: Select **Don't interrupt** to disable all ringtones and vibrations. The screen will not turn on for incoming calls messages, or alarms.

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

Setting up an account

Adding an account

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

1 Open **Settings**.

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

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

Deleting an account

1 Open **Settings**.

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

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

Syncing data with your phone

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

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

1 Open **Settings**.

2 Select **Accounts**.

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

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

Viewing memory and storage information

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

Not all devices support microSD cards.

1 Open **Settings**.

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

3 From there, you can:

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

Setting the date and time

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

1 Open **Settings**.

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

- **Set the time and date automatically using network-provided values**: Switch on **Automatic date & time**.
- **Set the time zone automatically using network-provided values**: Switch on **Automatic time zone**.
- **Set time format**: Switch on the 24–hour format to display the time in 24–hour format. By default, the time is displayed in 12–hour format.

Enabling location access

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

Configuring the location settings

Features may vary depending on your network provider.

1 Open **Settings**.

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

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

- **Use GPS, Wi-Fi and mobile networks**: Uses GPS and your phone's Internet connection. Enable this option for highly accurate positioning.
- **Use Wi-Fi and mobile networks**: Only uses your phone's Internet connection. Enable this option for reduced power consumption and longer standby times.
- **Use GPS only**: Does not require an Internet connection. Enable this option to reduce mobile data usage.

Increasing indoor positioning accuracy

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

1 Open **Settings**.

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

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

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

Restoring factory settings

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

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

1 Open **Settings**.

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

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

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

4 Touch **Reset 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 unauthorised third-party software to update your device may render your device unusable or put your personal information at risk. For optimum results, use the OTA update feature or take your device to your nearest Huawei service centre.
- Your personal data may be erased during a system update. Always back up important data before updating your device.
- When updating, ensure that your device has at least 20% battery power remaining.
- After updating, you may find that some third-party apps are incompatible with your system, such as Internet banking applications and games. This is because it takes a while for third-party application developers to release updates for new Android releases. Please wait until a new version of the application is released.

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

1. Open **Settings**.
2. Touch **System update**. Your device will automatically check for updates.
3. Select the latest version to download the update package.
4. Once the download is complete, touch **Update**. The update process may take a while to complete. Do not use your device before it has finished updating. Your device will restart automatically when it has finished updating.

Viewing product information

Renaming your device

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

1. Open **Settings**.
2. Touch **About phone** > **Device name** and rename your device.

Viewing your model number and version information

View your model number and system version information.

1. Open **Settings**.
2. Touch **About phone** to view your model number, version number, EMUI version, 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 **About phone** to view the IMEI.

Dual-SIM devices have two IMEIs.

Viewing your device's specifications

View your device's specifications using a few simple steps. You can view information about your processor, memory, screen resolution, and more.

1 Open **Settings**.

2 Touch **About phone**. Swipe up or down on the screen to view information about the processor, RAM, internal storage, screen resolution, and more.

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 **Advanced settings** > **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 to access TalkBack Settings, and then select the tutorial.

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

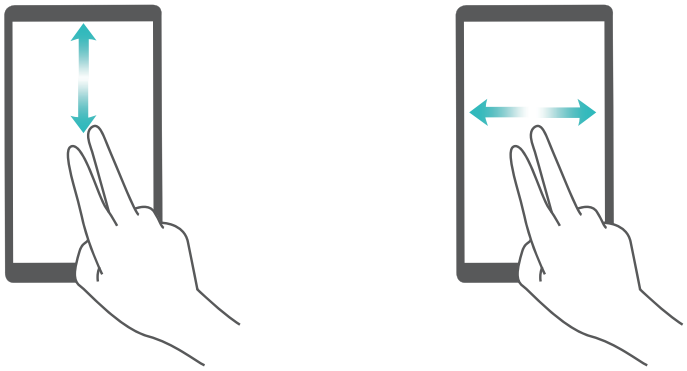
When **Explore by touch** is enabled, your device will issue audible prompts for content that you touch.

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

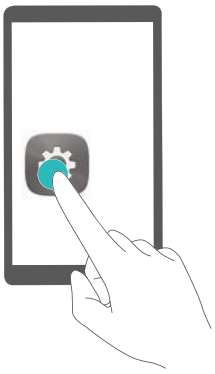
Using TalkBack to control your device

After you have enabled TalkBack, use gestures to:

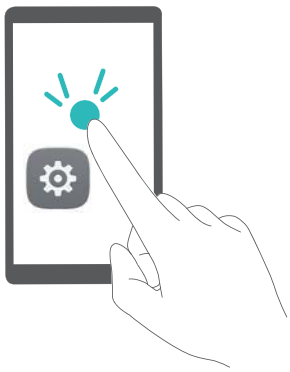
Browse the screen: Swipe up or down with two fingers to scroll through menu lists. Swipe left or right to move between screens.



Select an item: Touch an item with one finger to select it (it will not open). Your phone will read out the content of the selected item.



Open an item: Double touch any part of the screen using one finger to confirm your selection from the previous step.



For example, if you want to open **Settings**, touch the **Settings** icon once using one finger, and then touch twice on any part of the screen.

Configuring the TalkBack settings

1 Open **Settings**.

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

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

Text To Speech (TTS) output

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

1 Open **Settings**.

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

Colour correction

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

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

1 Open **Settings**.

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

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

Obtaining help

Read the Quick Start Guide included with your phone.

Touch **Settings** > **About 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 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.

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 unauthorised access to your phone. For more information, see Changing the lock screen style.
Fingerprint recognition	Use a fingerprint to unlock your screen, open encrypted files, unlock apps, and make secure payments. For more information, see Fingerprint recognition.
Encrypting a microSD card	Encrypt your microSD card to prevent unauthorised access to your data. A password must be entered when the microSD card is inserted into another phone. For more information, see Setting microSD card password.
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.
Blocking spam messages	Use the harassment filter and blacklist in Phone Manager to block spam calls and messages. For more information, see Blocking spam messages.
Identifying malicious URLs in messages	Enable URL recognition to receive warnings about malicious URLs. For more information, see Identifying malicious URLs in text messages.
VPNs	You can use a VPN to connect to your company network and email server. For more information, see VPNs.
Harassment filter	Use the harassment filter and blacklist in Phone Manager to block spam calls and messages. For more information, see Harassment filter.
App Lock	Use the App Lock in Phone Manager to lock apps and prevent unauthorised access. The App Lock password is required to open locked apps. For more information, see Encrypting apps.
Managing data usage	Use the data management feature in Phone Manager to keep track of your mobile data usage. Mobile data will be automatically disabled when you exceed the preset limit to prevent you from incurring excessive data charges. For more information, see Managing data usage.
Virus scanner	Use the virus scanner in Phone Manager to remove malware. For more information, see Virus scanner.

Multi-user mode	User accounts: Create separate user accounts, each with their own user profile and data. For more information, see Multi-user accounts.
Adding a secure storage space	Create a secure storage space in which you can install private apps that other users cannot see or access. For more information, see Using PrivateSpace.

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Model: DUK-L09

V100R001_01