

# HUAWEI P40 Pro

## User Guide



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# Essentials

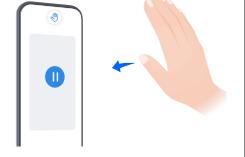
## Basic Gestures

### Basic Gestures and Shortcuts

#### Get Familiar with Air Gestures

You can navigate on your phone using air gestures and without having to touch the screen. For example, you can use air gestures to take a screenshot, scroll up or down, answer a call, or pause audio/video playback.

Go to **Settings > Accessibility features > Smart Sensing** and make sure that **Air scroll**, **Grabshot**, or **Air press** is enabled.

	<p><b>Grab a screenshot</b></p> <p>To take a screenshot using air gestures:</p> <p>Hold your palm 20–40 cm (8–16 in.) from the screen until  appears at the top of the screen, then clench your fist.</p>
	<p><b>Air press</b></p> <p>To answer a call, or pause/resume audio/video playback using air gestures:</p> <p>Hold your palm 30–40 cm (12–16 in.) from the screen until  appears at the top of the screen, move your palm closer to the screen, and stop when it is about 5 cm (2 in.) away from the screen.</p> <p>To resume playback, repeat the preceding operation.</p> <p> Air press only takes effect for video playback in the <b>Video</b> app. You will not be able to use Air press to control audio playback in the following scenarios:</p> <ul style="list-style-type: none"><li>• The music control is not displayed on the lock screen when the screen is locked.</li><li>• The music player is running in the background when another app is being displayed on the screen.</li><li>• The music player is opened for the first time after your device is powered on and no music has been played yet.</li></ul>

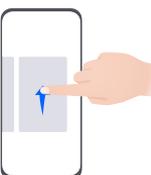
 	<p>To scroll up or down on the screen using air gestures:</p> <ul style="list-style-type: none"> <li>• <b>Air scroll up</b> Hold your palm 20–40 cm (8–16 in.) from the screen, with your fingers pointing upwards. When  appears at the top of the screen, flick your wrist down.</li> <li>• <b>Air scroll down</b> Hold the back of your hand 20–40 cm (8–16 in.) from the screen, with your fingers pointing downwards. When  appears at the top of the screen, flick your wrist up.</li> </ul> <p> You can also use Air scroll to scroll up/down for adjusting the volume when using the <b>Video</b> app.</p>
 	<p>To scroll left or right on the screen using air gestures:</p> <ul style="list-style-type: none"> <li>• <b>Air scroll left</b> Hold your palm 20–40 cm (8–16 in.) from the screen, with your fingers pointing to the right. When  appears at the top of the screen, flick your wrist to the left.</li> <li>• <b>Air scroll right</b> Hold the back of your hand 20–40 cm (8–16 in.) from the screen, with your fingers pointing to the left. When  appears at the top of the screen, flick your wrist to the right.</li> </ul> <p> Using Air scroll to scroll left/right only takes effect when you are using <b>Gallery</b> or certain e-book apps.</p>

 If your device does not have the **Air scroll**, **Grabshot**, or **Air press** switch, it indicates that the corresponding feature is not supported.

### System Navigation Gestures

Go to **Settings > System & updates > System navigation** and make sure that **Gestures** is selected.

	<p><b>Return to the previous screen</b> Swipe in from the left or right edges to return to the previous screen.</p>
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	<p><b>Back to home screen</b> Swipe up from the bottom to go to the home screen.</p>
	<p><b>Recent tasks</b> Swipe up from the bottom of the screen and hold to view recent tasks.</p>
	<p><b>Close an app</b> When viewing recent tasks, swipe up on an app preview to close the app.</p>
	<p><b>Switch between apps</b></p> <ul style="list-style-type: none"> <li>• Slide across the bottom edge of the screen to switch between apps. Before using this gesture, touch <b>Settings</b> on the <b>System navigation</b> screen, and ensure that <b>Slide across bottom to switch apps</b> is enabled.</li> <li>• Swipe across the bottom of the screen in an arc to switch between apps.</li> </ul>

**i** If your device does not have the **Slide across bottom to switch apps** switch, it indicates that the corresponding feature is not supported.

## Knuckle Gestures

Go to **Settings** > **Accessibility features** > **Shortcuts & gestures** to enable **Take screenshot**, **Record screen**.

	<p><b>Take a screenshot</b> Knock twice on the screen with a knuckle to take a screenshot.</p>
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	<p><b>Take a scrollshot</b> Knock on the screen with a knuckle and draw an "S" to take a scrolling screenshot.</p>
	<p><b>Capture part of the screen</b> Knock and draw an enclosed area with a knuckle to capture part of the screen.</p>
	<p><b>Record screen</b> Knock twice on the screen with two knuckles to start or end a screen recording.</p>

## More Gestures

	<p><b>Access Home screen editing mode</b> Pinch two fingers together on the home screen.</p>
	<p><b>Display the shortcut panel on the lock screen</b> Turn on the screen and swipe up from the bottom of the lock screen.</p>
	<p><b>Display the search bar</b> Swipe down from the middle of the home screen.</p>
	<p><b>Display the notification panel</b> Swipe down from the upper left edge of the screen.</p>



### Turn on a shortcut switch

Swipe down from the upper right edge of the screen to display **Control**

**Panel** and touch  to expand the shortcut switches panel (depending on your device model).

## Button Shortcuts



### Power off and restart

Press and hold the Power button until your phone displays the **Power off** and **Restart** menu.



### Turn up volume

Press the Volume up button.



### Turn down volume

Press the Volume down button.



### Take a screenshot

Press the Volume down and Power buttons simultaneously.

 Some products do not have volume buttons.

## Phone Clone

### Use Phone Clone to Move Data to Your New Device

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

### Migrate Data from a Huawei or Other Android Device

- 1 On your new phone, open the **Phone Clone** app, or go to **Settings > System & updates > Phone Clone**, touch **This is the new device**, and select **Huawei** or **Other Android**.

- 2 On your old device, follow the onscreen instructions to download and install **Phone Clone**.
  - 3 On the old device, open the **Phone Clone** app, touch **This is the old device**, and follow the onscreen instructions to connect the old device with your new device by scanning a code or connecting manually.
  - 4 On your old device, select the data you want to clone, then touch **Next** > **Transfer** to start cloning.
-  You can search for Android versions that support **Phone Clone** in **AppGallery** and view more information on the app details screen.

### Migrate Data from an iPhone or iPad

- 1 On the new phone, open the **Phone Clone** app, or go to **Settings** > **System & updates** > **Phone Clone**, touch **This is the new device**, and select **iPhone/iPad**.
  - 2 Follow the onscreen instructions to download and install **Phone Clone** on your old device.
  - 3 On the old device, open the **Phone Clone** app, touch **This is the old device**, and follow the onscreen instructions to connect the old device with your new device by scanning a code or connecting manually.
  - 4 On your old device, select the data you want to clone, then follow the onscreen instructions to complete the data cloning.
-  You can search for iOS versions that support **Phone Clone** in **App Store** and view more information on the app details screen.

## Lock and Unlock Your Screen

### Lock and Unlock Your Screen

#### Lock the Screen

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

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

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

#### Set the Screen Timeout Period

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

#### Keep the Screen On While Looking

You can set the screen to stay on while you are looking at it, such as when you are reading.

Go to **Settings** > **Accessibility features** > **Smart Sensing**, and ensure that **Keep screen on while looking** is enabled.

## Turn On the Screen

You can turn on the screen in any of the following ways:

- Press the Power button.
- Go to **Settings > Accessibility features > Shortcuts & gestures > Wake screen**, and enable **Raise to wake**, **Double-tap to wake**, and/or **Show palm to wake**. Then use the corresponding feature to turn on the screen.

 If your phone does not have this option, it indicates that this feature is not supported.

## Unlock the Screen with Password

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

## Use Face Unlock

Turn on the screen and align it with your face. Your phone will unlock once your face is recognized.

## Unlock Your Phone with Your Fingerprint

Press an enrolled finger against the fingerprint sensor to unlock your phone.

# Get Familiar with the Home Screen

## Create and Use Large Folders

You can group similar apps in a large folder and name the folder for better management.

You can also turn a standard folder into a large one (both the folder and the app icons in it will be enlarged) to access apps more easily.

### Create a Large Folder

- 1 Touch and hold an app icon and drag it over another icon to create a new folder.
- 2 Touch and hold a folder to switch between display modes. For example, you can touch and hold a new folder and select **Enlarge** from the displayed menu to create a large folder.
- 3 You can touch the lower right corner of the large folder to open it and then touch the folder name to rename it.  
You can also rename the folder by touching and holding it and selecting **Rename**.

### Operations in a Large Folder

You can perform the following operations in large folders:

- **Open apps:** In a large folder, touch an icon to access the app directly.
- **Enter and exit folders:** Touch the lower right corner of a large folder to enter it. Touch a blank area in the folder to exit it.

When there are more than nine apps within a large folder, a stacked icon will appear in the lower right corner of the folder. You can touch the stacked icon to view more apps within the folder.

- **Add or remove apps:** Open a large folder, touch , and add or remove apps as required. If you deselect all apps within the folder, the folder will be deleted.
- **Switch between display modes:** Touch and hold a folder to switch between a standard and large display. For example, you can touch and hold a standard folder and select **Enlarge** from the displayed menu to create a large folder.

## Notification and Status Icons

### Notification and Status Icons

-  Network status icons may vary depending on your region or network service provider. Supported functions vary depending on the device model. Some of the following icons may not be applicable to your phone.

	5G network connected		4G network connected
	3G network connected		2G network connected
	Full signal strength		Roaming
	Data saver enabled.		No SIM card inserted
	Hotspot enabled		Hotspot connected
	Hotspot disconnected		Switching network via Wi-Fi+
	Wi-Fi connected		Wi-Fi network is faulty, unable to connect to the Internet
	Wi-Fi 6 connected		Wi-Fi 6 network is faulty, unable to connect to the Internet
	Wi-Fi 6+ connected		Wi-Fi 6+ network is faulty, unable to connect to the Internet
	Airplane mode is ON		Alarm set
	Battery empty		Low battery power
	Charging		Quick charging
	Super charging		Wireless super charging

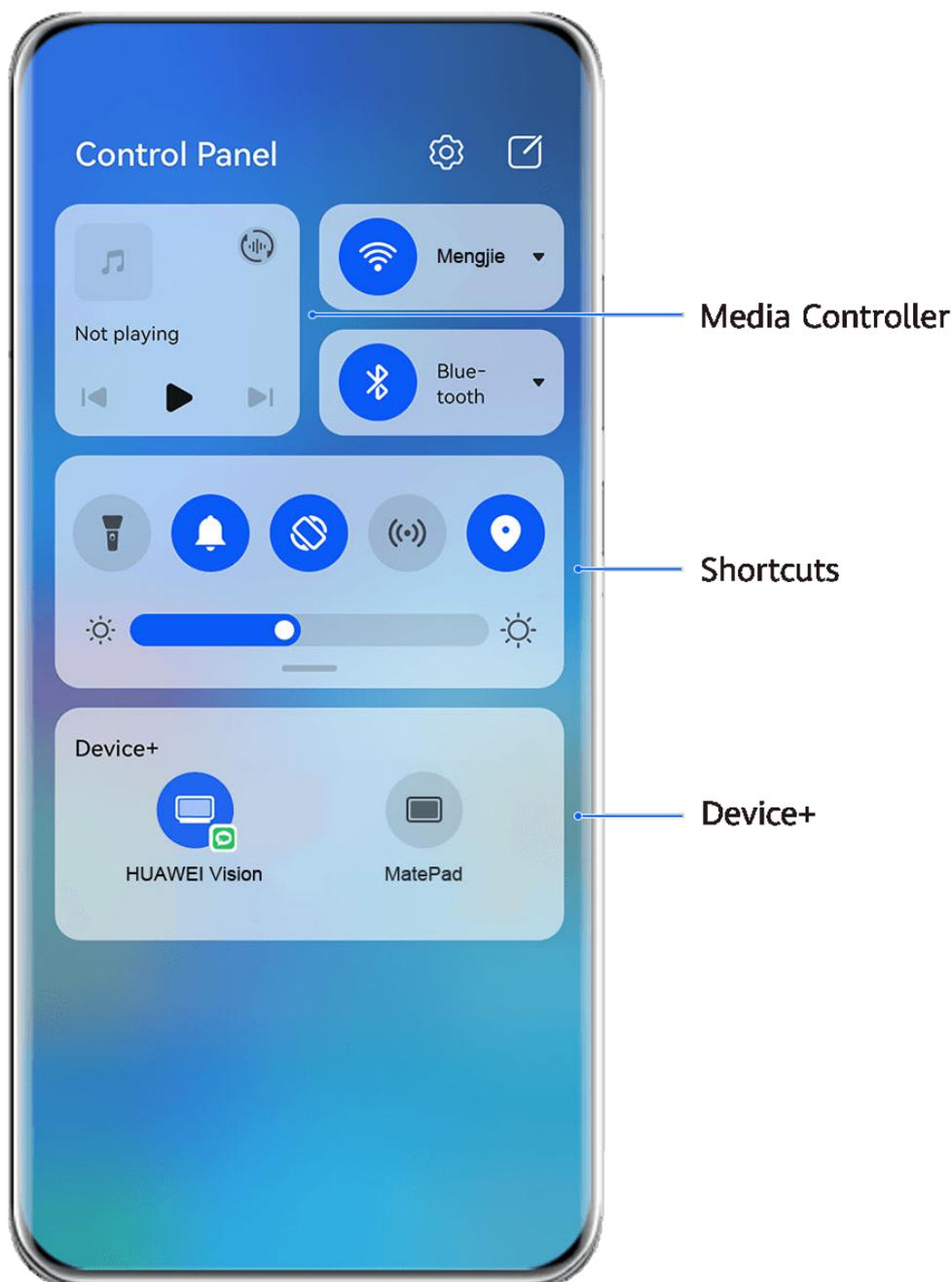
	Wireless fast charging		Regular wireless charging
	Power Saving mode on		Digital Balance enabled
	Bluetooth enabled		Bluetooth device battery
	Bluetooth device connected		VPN connected
	Driving mode		Projection device connected
	Location service enabled		Eye Comfort enabled
	Headset connected		Headset with a microphone connected
	In call		VoLTE enabled
	Missed call		There are unread messages.
	Silent mode		Vibration
	NFC enabled		Do Not Disturb mode enabled
	Syncing...		Syncing failed
	Performance mode enabled		New email
	Event reminder		More notifications

## Control Panel

### Introduction to Control Panel

You can easily manage and control media playback, shortcuts, and **Device+** in the **Control Panel**.

Swipe down from the upper right edge of the screen to display **Control Panel** where you can access the following features with ease:



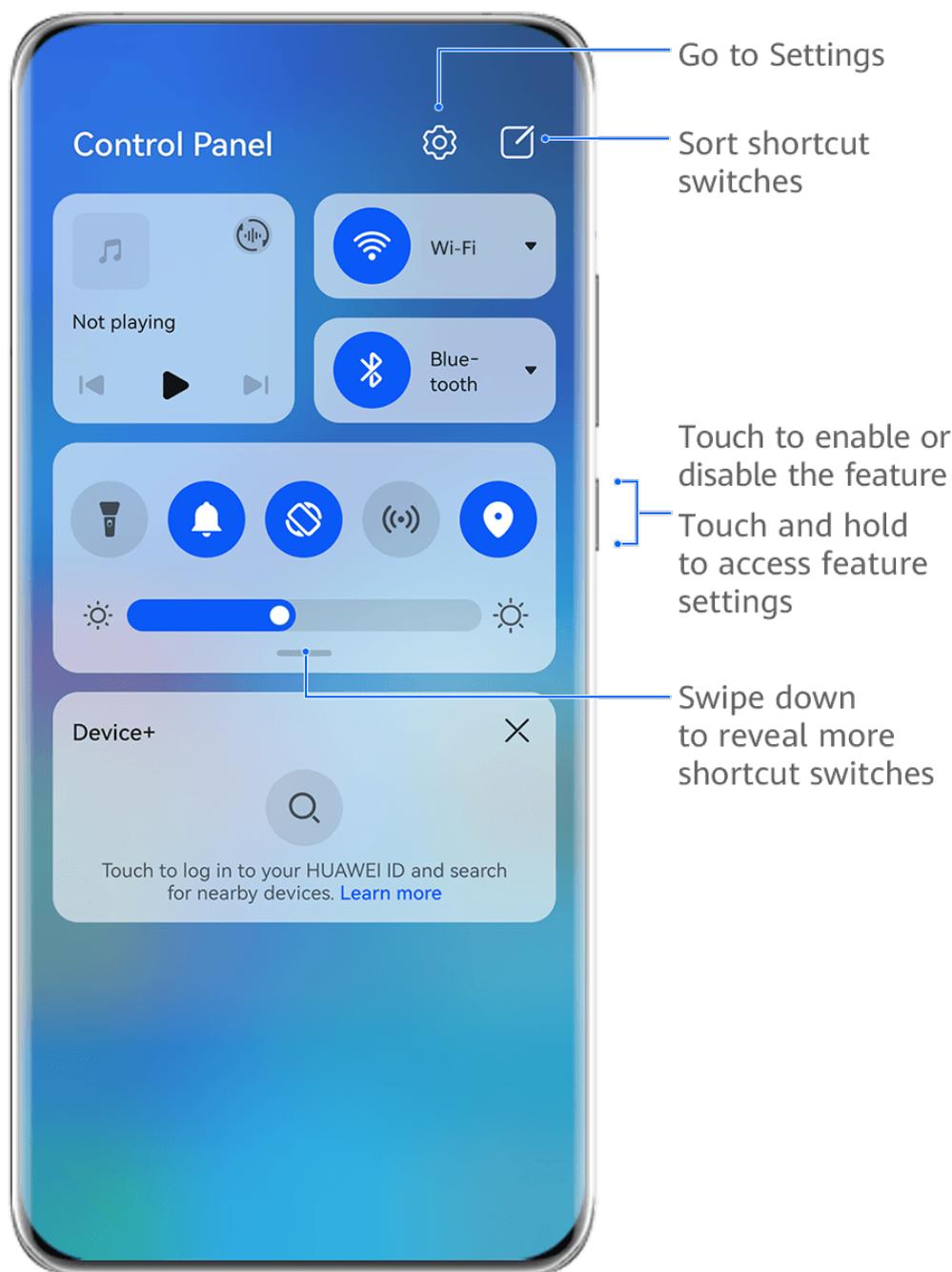
**i** The figures are for reference only.

- **Media controls:** To control media playback and switch between recently used media apps and media devices (such as Visions and Bluetooth headsets).
- **Shortcut controls:** To enable, disable, or set frequently used features.
- **Device+:** Automatically discovers nearby devices logged in to the same **HUAWEI ID** and allows you to link them so they work together as one.
- **Device controls:** To manage and control devices and scenes that have been added in **AI Life**.

## Use Shortcut Switches

## Turn on a Shortcut Switch

Swipe down from the upper right edge of the screen to display **Control Panel** and touch  to expand the shortcut switches panel (depending on your device model).



 The figures are for reference only.

- Touch a shortcut switch to enable or disable the corresponding feature.
- Touch and hold a shortcut switch to access the settings screen of the corresponding feature (supported by some features).
- Touch  to access the system settings screen.

## Customize Shortcuts

Swipe down from the upper right edge of the screen to display **Control Panel**, go to  > **Edit switches**, then touch and hold a shortcut switch to drag it to your preferred position, and touch **Done**.

## Audio Control Panel

### Manage Audio Playback in Audio Control Panel

When multiple audio apps (such as **Music**) are opened, you can manage music playback and switch between these apps in Audio Control Panel with ease.

- 1 After opening multiple audio apps, swipe down from the upper right edge of the phone to display **Control Panel**, then touch the audio playback card at the top of **Control Panel**.
  - 2 The currently and recently used audio apps will be displayed in Audio Control Panel where you can manage playback (such as playing, pausing, and switching to the previous or next song) in the app in use, or touch another audio app to quickly switch playback.
-  • Some apps need to be updated to the latest version before using this feature.
  - Not all apps support Audio Control Panel.

### Quickly Switch Audio Playback Device

When your phone is connected to an audio device (such as a headset, Bluetooth speaker, or Vision product), you can quickly switch the playback device in the audio control section in **Control Panel** (such as for transferring the current music playback from your phone to a Bluetooth speaker).

- 1 Connect your phone to an audio device via Bluetooth or other methods.  
After a Vision product is connected to your phone via Bluetooth, you can also connect it to the same Wi-Fi network and log in to the same **HUAWEI ID** as your phone to perform more operations.
- 2 Swipe down from the upper right edge of your phone to display **Control Panel**, touch  or the device icon (such as ) in the top right corner of the audio control section at the top, then select the audio device from the connected device list to transfer the current audio playback on your phone to the device.

## Work Seamlessly Across Devices with Device+

**Device+** allows for collaboration between different devices, making your phone the hub of your nearby tablets, computers, Visions, and other supported devices for them to be controlled conveniently. You can also seamlessly transfer ongoing tasks on your phone, from MeeTime calls to audio and video content being streamed, to your Vision with just a tap, and you can easily view the phone screen projected to your computer, or edit files on your phone using your computer.

 Please make sure your device has been updated to the latest system version.

## Set Device+

Currently, **Device+** supports linking phones with the following types of devices. To use this feature, make sure that devices to be connected support **Device+**. Before you get started, enable Bluetooth and Wi-Fi and log in to your HUAWEI ID on your phone. For other devices, perform the following settings:

- **Tablet:** Enable Bluetooth and Wi-Fi, and ensure that it is logged in to the same HUAWEI ID as your phone.
- **Computer:** Enable Bluetooth and Wi-Fi, and ensure that it is logged in to the same HUAWEI ID as your phone and can access the Internet.
- **Vision:** Ensure that it is connected to the same LAN and logged in to the same HUAWEI ID as your phone.
- **Bluetooth device:** Some Bluetooth devices (such as Bluetooth headsets) can be linked with your phone via **Device+** after establishing a Bluetooth connection.

**Show Device+:** If **Device+** is hidden or cannot be found, go to **Control Panel** and then to



> **Show Device+**.

## Transfer MeeTime Calls and Audio or Video Being Streamed to Other Devices

When you are making MeeTime calls on your phone, watching videos (such as in HUAWEI Video, Youku, or other video streaming apps), or listening to music, you can transfer any of these ongoing tasks to another device via **Device+** and pick up from where you left off on the new device. For instance, you can transfer a MeeTime call to your Vision and a video being streamed to your tablet.

 **MeeTime:** This feature is only available in some countries and regions.

You can select different devices to transfer the following tasks:

- **Videos:** Can be transferred to tablets and Visions.
- **MeeTime calls:** Can be transferred to Visions.
- **Music:** Can be transferred to Bluetooth earphones and Visions (either when the screen is on or off).

**1** Swipe down from the upper right edge of your phone to display **Control Panel**. Available devices will be displayed in the **Device+** section. You can also touch  to search for nearby devices manually.

**2** Touch a device that you want to transfer the ongoing tasks to.



 The figures are for reference only.

### Use Multi-Screen Collaboration on a Computer or Tablet

You can view or edit files on your phone using your computer or tablet, drag files across devices, and even use phone apps on your computer or tablet.

- 1 Swipe down from the upper right edge of your phone to display **Control Panel**. Available devices will be displayed in the **Device+** section. You can also touch  to search for nearby devices manually.
- 2 Select a device that you want to connect to, and your phone screen will then be displayed on that device.

To stop Multi-Screen Collaboration, touch the corresponding device again in the **Device+** section.

## Screenshots & Screen Recording

### Take a Screenshot

## Take a Grabshot

- 1 Go to **Settings > Accessibility features > Smart Sensing > Grabshot** and make sure that **Grabshot** is enabled.
- 2 Place your hand half an arm's length away from the screen with your palm facing the screen, and wait for  to appear at the top of the screen. Then clench your fist to capture a screenshot.



-  The figures are for reference only.
- If your device does not have the **Grabshot** option, it indicates that this feature is not supported.

## Use Your Knuckle to Take a Screenshot

- 1 Go to **Settings > Accessibility features > Shortcuts & gestures > Take screenshot**, and ensure that **Knuckle screenshots** is enabled.
- 2 Knock the screen twice in quick succession with one knuckle to take a screenshot.

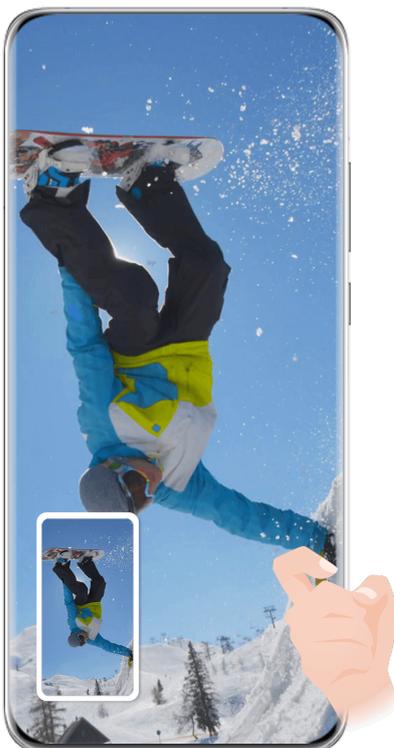
## Use a Key Combination to Take a Screenshot

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

## Use a Shortcut to Take a Screenshot

Swipe down from the upper right edge of the screen to display **Control Panel**, touch  to expand the shortcut switches panel (depending on your device model), and touch **Screenshot** to take a screenshot.

## Share and Edit a Screenshot or Switch to Scrollshot



 The figures are for reference only.

After you take a screenshot, a thumbnail will be displayed in the lower left corner of the screen. You can then:

- Swipe down on the thumbnail to take a scrolling screenshot.
- Swipe up on the thumbnail to select a way to share the screenshot with your friends.
- Touch the thumbnail to edit or delete it. You can also touch **Scrollshot** to take a scrolling screenshot.

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

## Take a Partial Screenshot

Use **Partial screenshot** to take a screenshot of a part of the screen. You can choose your preferred screenshot shape (such as a rectangle, oval, or heart).

## Use Knuckle Gestures to Take a Partial Screenshot



**i** The figures are for reference only.

- 1** Knock on the screen with a knuckle and hold to draw an outline around the part of the screen that you want to capture. Make sure that your knuckle does not leave the screen.
- 2** The screen will display the movement trajectory of your knuckle and take a screenshot of the selected area. You can then:
  - Drag the frame to the desired position or resize it.
  - Touch any of the shape options at the bottom of the screen to change the shape of the captured area. You can also keep the shape that you drew.
- 3** Touch  to save the screenshot.

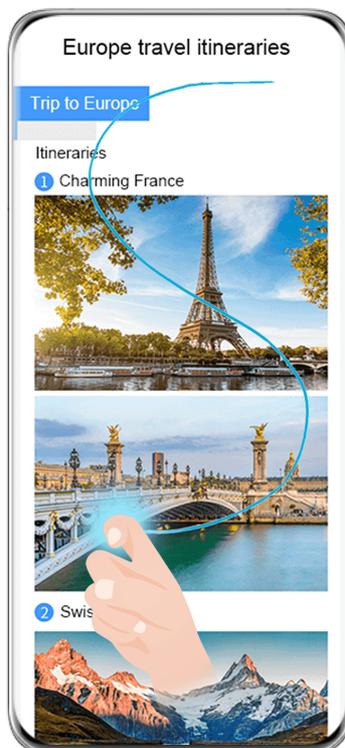
### Use a Shortcut to Take a Partial Screenshot

- 1** Swipe down from the upper right edge of the screen to display **Control Panel**, touch  to expand the shortcut switches panel (depending on your device model), touch  next to **Screenshot**, and touch **Partial screenshot** in the displayed dialog box.
- 2** Follow the onscreen instructions to draw an outline with your finger around the part of the screen that you want to capture.
- 3** The screen will display the movement trajectory of your finger and take a screenshot of the selected area. You can then:
  - Drag the frame to the desired position or resize it.
  - Touch any of the shape options at the bottom of the screen to change the shape of the captured area. You can also keep the shape that you drew.
- 4** Touch  to save the screenshot.

## Take a Scrolling Screenshot

You can use **Scrollshot** to capture a memorable chat, article, or essential work document that cannot be displayed in full on the screen.

### Use Your Knuckle to Take a Scrolling Screenshot



**i** The figures are for reference only.

- 1 Tap a knuckle against the screen and hold to draw an "S". Your device will automatically scroll to the bottom of the page to capture all of the content in a single screenshot.
- 2 You can touch the screen at any time to stop the scrolling.

### Use a Shortcut to Take a Scrolling Screenshot

- 1 Swipe down from the upper right edge of the screen to display **Control Panel**, touch  to expand the shortcut switches panel (depending on your device model), touch  next to **Screenshot**, and touch **Scrollshot** in the displayed dialog box.
- 2 You can touch the screen at any time to stop the scrolling.

## Record the Screen

Record your screen activities in sharable videos to compose a tutorial, show off your awesome gaming skills, and a lot more.

### Use a Key Combination to Start Screen Recording

Press and hold the Power and Volume up buttons simultaneously to start screen recording. To stop recording, press and hold both buttons again.

## Use a Shortcut to Start Screen Recording

- 1 Swipe down from the upper right edge of the screen to display **Control Panel**, touch to expand the shortcut switches panel (depending on your device model), and touch **Screen Recorder** to start screen recording.
- 2 To stop the recording, touch the timer at the top of the screen.
- 3 The recording will be saved in **Gallery**.

## Use Two Knuckles to Start Screen Recording

- 1 Go to **Settings > Accessibility features > Shortcuts & gestures > Record screen**, and ensure that **Record screen** is enabled.
- 2 Knock the screen twice in quick succession with two knuckles to start screen recording. To stop recording, knock twice again.

## Record Your Voice During Screen Recording

You can enable the microphone to record your voice while recording the screen.

After starting a screen recording, touch the microphone icon and ensure that it is displayed as

 . You can now record your voice.

-  If the microphone is disabled (if it is displayed as  ), you will only be able to record system sounds, such as music. If you don't want any system sounds in your screen recording, mute your phone and turn off any music or other media sounds before starting the screen recording.

# Adjust Sound Settings

## Adjust Sound Settings

### Press a Volume Button to Adjust the Volume

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

### Press the Power Button to Mute Your Device When It Rings

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

### Flip to Mute

When there is an incoming call, you can flip your phone to mute it.

To use this feature, go to **Settings > Accessibility features > Shortcuts & gestures > Mute ringtone/Reduce volume** and make sure that **Flip to mute ringtone** is enabled.

## Change the Sounds and Vibration Settings

You can set the messaging tone, notification tone, and call ringtone depending on your preferences, as well as set the vibration pattern.

**1** Go to **Settings > Sounds & vibration** and touch **Phone ringtone**, **Messaging tone**, or **Notification tone**.

**2** You can then:

- Set a tone.

Select a preset tone, or touch **Music on device** to select a locally saved song.

If two SIM cards are being used, you can set the tones for them individually.

- Set a vibration pattern.

Touch **Vibration** and select a vibration pattern as you prefer.

When **Synchronized (default)** is selected, your phone will vibrate according to the rhythm of the tone.

For other options, the vibration pattern of your phone is fixed.

## Use a Shortcut to Switch Between Sound, Vibration, and Silent Modes

**1** Swipe down from the upper right edge of the screen to display **Control Panel** and touch  to expand the shortcut switches panel (depending on your device model).

**2** Touch  **Sound**,  **Silent**, or  **Vibration** to switch between different modes.

In Sound mode, your phone plays all sounds as normal.

In Silent mode, your phone only mutes the ringtones for incoming calls, messages, notifications, and some third-party app notifications. Other sounds, including alarms, voice calls, music, videos, and games, will not be muted.

In Vibration mode, your phone is muted and vibrates to provide discreet alerts for calls or messages.

You can also go to **Settings > Sounds & vibration** to switch between **Sound**, **Vibration**, and **Silent** modes.

## System Haptics

The system uses haptics to provide feedback when certain operations are completed, such as when you touch and hold text, a contact, or some other elements on the screen.

Go to **Settings > Sounds & vibration > More settings** and enable or disable **System haptics** according to your preferences.

## Set the Default Volume

Go to **Settings > Sounds & vibration** and you can then set the default volume for the following items:

- **Ringer, Messages, Notifications**

- Alarms
- Music, Videos, Games
- Calls

### Set More settings

On the **Sounds & vibration** screen, touch **More settings**, and set more notification methods according to your preferences. For example, you can set **Screen lock** and **Screen touch**.

### Raise to Reduce the Ringtone Volume

When there is an incoming call, you can raise your phone up to reduce the ringtone volume. Use either of the following methods to enable this feature (depending on your device model):

- Go to **Settings > Accessibility features > Shortcuts & gestures > Mute ringtone/Reduce volume** and make sure that **Raise to reduce volume** is enabled.
- Go to **Settings > Accessibility features > Motion control > Raise** and ensure that **Reduce call ringing volume** and **Reduce the tone volume for timers and alarms** are enabled.

## Enter Text

### Use Celia Keyboard

**Celia Keyboard** is a secure and intuitive keyboard developed by Huawei. It supports efficient voice inputs, smooth handwriting, an emulated mechanical keyboard, as well as 170+ input languages.

If **Celia Keyboard** is not yet installed on your device, search for it in **AppGallery** to install it.

You can set **Celia Keyboard** as the default keyboard using one of the following methods:

- Go to **Celia Keyboard > Select keyboard** and select **Celia Keyboard**.
- Go to **Settings > System & updates > Language & input > Default keyboard** and select **Celia Keyboard**.

### Text Input

#### Keyboard input

**Celia Keyboard** by default comes with a 26-key layout. As you type on the keyboard, a text box will be displayed for you to select predicted words.

Press and hold a letter key and then swipe up to enter a number, or swipe left or right to enter the letter.

#### Voice input

You can speak and have your speech converted into text to improve your input efficiency.

- Touch and hold  to enter the voice input screen.

- Touch  and select a language.
- Speak into the microphone.

### Rich Media Input

- On the keyboard, go to  >  and select different emojis.
- On the keyboard, go to  >  and select different emoticons.

### Switch to Another Input Language

Touch and hold the Chinese/English button in the lower left corner and select **English(United States)** or **More languages...** in the pop-up menu.

Alternatively, touch the Chinese/English button to quickly switch between Chinese and English.

### Celia Keyboard Settings

#### Set the skin

You can set the skin of the keyboard using one of the following methods:

- Go to **Celia Keyboard > Theme** and select a skin.
- On the input keyboard, go to  > **Theme** and select a skin.

#### Set the font

Go to **Celia Keyboard > Font** and select a font.

#### Set the keyboard sound and vibration effects

You can set the keyboard sound and vibration effects using one of the following methods:

- Go to **Celia Keyboard > Sound & vibration** and adjust the **Keypress volume** and **Vibration intensity**. You can also touch **Sound on keypress** and select your desired audio effects.
- On the input keyboard, go to  > **Sound & vibration** and adjust the **Keypress volume** and **Vibration intensity**. You can also touch **Sound on keypress** and select your desired audio effects.

#### Set the mechanical keyboard

On the input keyboard, go to  > **Mechanical keyboard** and toggle on the **Mechanical keyboard** switch.

To switch back to the normal keyboard, toggle off the **Mechanical keyboard** switch.

 Some devices do not support the mechanical keyboard.

## multi-window

### Edit the Multi-Window Dock

Swipe inward from the left or right edge of your phone and hold to bring up the Multi-Window dock.

- **Add apps:** Go to  >  on the Multi-Window dock, select your desired apps in the **More apps** section, then touch .
- **Move apps:** Go to  > , touch and hold an app icon on the Multi-Window dock, drag it up and down to your desired position on the dock, then touch .
- **Remove apps:** Go to  > , touch  at the top right corner of an app icon, then touch .

The Multi-Window dock is enabled by default. To disable it, go to **Settings > Accessibility features > Multi-Window**, and turn off the **Multi-Window dock** switch.

### Enable Split-screen Mode

Multi-Window allows you to open apps in split screen for multitasking.

#### Enable split-screen mode:

- 1 Open an app and swipe inward from the left or right edge and hold to bring up the Multi-Window dock.
- 2 Drag an app icon out of the Multi-Window dock.

#### Switch the split-screen panes:

Touch and hold  at the top of a split-screen pane until the pane shrinks, then drag it to the other side of the screen to switch panes.

#### Exit split-screen mode:

Touch and hold  or  in the middle of the split screen line and drag it until either pane disappears.

 Support for split-screen mode varies by app.

### Drag and Drop Between Apps with Multi-Window

Use the Multi-Window feature to easily drag and drop images, text, and documents between apps.

- **Drag and drop an image:** When taking notes with **Notepad**, open **Files**, select the photo you want to add, and drag it into the **Notepad** editor.

- Drag and drop text: When sending an SMS message, open **Notepad**, touch and hold the text you want to send, and drag it into the message text input box.
- Drag and drop a document: When writing an email, open **Files**, select the document you want to attach, and drag it into the email editor.

 Not all apps fully support drag-and-drop with Multi-Window.

### Multi-Window View for a Single App

You can create two task windows for the same app (such as Email and Notepad), and drag images, text, or documents between them.

 This feature is unavailable in some apps.

### Enter the split-screen view within an app.

- 1 Open the Email app.
- 2 Swipe inward from the left or right edge of your phone and hold to bring up the Multi-Window dock.
- 3 Touch and hold the Email icon, and drag it to the screen to enter split-screen view.

### Drag images, text, or documents between the split-screen windows.

- **Drag an image:** Select an image from one split-screen window and drag it to the other window.
- **Drag text:** Touch and hold the text and select the desired part from one split-screen window, then touch and hold the text again and drag it to the other window.
- **Drag a document:** Select a document from one split-screen window and drag it to the other window.

### Use the Floating Window

Open a floating window while gaming, and you can chat with a friend without missing a second of the action.

#### Display the floating window:

- 1 Swipe inward from the left or right edge and hold to bring up the Multi-Window dock.
- 2 Touch an app icon in the Multi-Window dock to open the app in a floating window.

#### Relocate the floating window:

Drag the bar at the top of the floating window to move the window to the desired position.

#### Resize the floating window:

Drag the bottom edge, two sides, or bottom corners of the floating window to resize it.

#### Display in full screen:

Touch  at the top of the floating window to display it in full screen.

#### Minimize the floating window:

Touch  at the top of the floating window to minimize and shrink it into a floating bubble.

### Close the floating window:

Touch  at the top of the floating window to close it.

### Find and Switch Between Floating Windows for Apps

You can quickly find and switch between floating windows for apps using the floating window management function.

- 1 Make sure that you have opened floating windows for multiple apps and minimized them into the floating ball.
- 2 Touch the floating ball to display all floating window previews:
  - **Browse through the floating window previews:** Swipe up or down to find the floating window preview of the app you are looking for.
  - **Display the floating window for an app:** Touch the floating window preview of the app to display it in a floating window.
  - **Close the floating window for an app:** Touch  on the floating window preview to close it.

### Open an Attachment in a Floating Window

You can open a link or attachment within specific apps (such as Email and Notepad) in a floating window.

 This feature is unavailable in some apps.

- 1 Open the Email app.
- 2 Touch a link or attachment in the Email app to open it in the floating window.
  - **Open a link:** Touch a link in the Email app to display it in a floating window.
  - **Open an attachment:** Touch an attachment (such as a document, image, or video) in the Email app to display it in a floating window.

## Show Date and Time When the Screen Is Off

### Always On Display

With **Always On Display** enabled, the lock screen will show the date, time, and more when the screen is off.

### Enable Always On Display

- 1 Go to **Settings > Home screen & wallpaper > Always On Display**, and enable **Always On Display**.

**2** Set **Display mode** as prompted.

### Set the Style for Always On Display

You can customize the display style for Always On Display (AOD) on your phone according to your preferences.

### Select a GIF Image or Moving Picture

You can select a local image (such as a GIF image or moving picture) for Always On Display to make your display stand out.

**1** From under **Images** on the **Always On Display** screen, go to  > **Select image** > .

If you have selected a local image, touch this image and go to **Change image** > .  
After selecting a GIF image or moving picture, you can touch **Edit** to edit it.

**2** Set other options available on the screen as needed, and touch **Apply**.

### Add Graffiti

You can personalize Always On Display by specifying text to be displayed, selecting your preferred color scheme, and adding stickers.

**1** From under **Graffiti** on the **Always On Display** screen, touch the style you would like to use.

**2** Enter text in the input box and set the style options, such as **Color**.  
You can also add **Stickers** and drag the sticker border to adjust its position and size, and touch  or  to change its direction or delete it.

**3** Touch **Apply**.

### Create an Artistic Image for Always On Display

You can choose from multiple modern art styles (such as the Mondrian style). You can also specify the color scheme for the artistic image, by taking a photo or choosing from your favorite photos. The colors in the photo will form a color palette for the artistic image.

**1** From under **Artistic** on the **Always On Display** screen, touch the style you would like to use.

**2** Set the related options for the **Artistic** style, such as **Layout**.  
When setting **Color**, your phone can parse the colors in your specified photo and apply the abstracted color palette to the artistic image.

Touch , take a photo or select a photo from Gallery, and then go to  > **Extract colors**.

**3** Touch **Apply**.

### Clock Styles

You can select an **Analog** or **Digital** clock style for Always On Display.

- 1 From under **Analog** or **Digital** on the **Always On Display** screen, swipe left or right to browse the clock styles and select your preferred clock style.
- 2 Set the related options for the selected clock style, such as **Show date**.
- 3 Touch **Apply**.

### Get More Styles for Always On Display

On the **Always On Display** screen, touch **My AODs** or **More**.

## Power On and Off or Restart Your Device

### Power On and Off or Restart Your Device

#### Power Your Device On and Off

To power off your device, press and hold the Power button for a few seconds, touch **Power off** and **Touch to power off**.

To power on your device, press and hold the Power button for a few seconds until your device vibrates and displays the logo.

#### Restart Your Device

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

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

#### Force Restart Your Phone

You can force restart your phone if it isn't working or won't turn off normally. To do this, just press and hold the Power button for 10 seconds or longer.

## Charging

### Charge Your Phone

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

#### Precautions for Charging

- Charge your device using the standard charger and USB cable that came with your device. Using other chargers may result in a fire, explosion, or other hazard.
- Do not use the charger in damp areas, such as in a bathroom. Do not handle the charger with wet hands.
- Do not charge your device when there is moisture in the device.

- After you connect your device to a charger or other devices using a USB cable, your device will automatically inspect the USB port. If moisture is detected in the USB port, your device will automatically activate safety measures and stop charging. Disconnect your device from the USB port and wait until the USB port is dry.
- Do not cover your device or charger during charging.
- If your device does not power on after you press and hold the Power button, the battery may have run out. Charge for 10 minutes and then power it on.
- Disconnect the charger from this device and unplug the charger from the power socket once this device is fully charged or is not charging.
- When the battery life becomes noticeably shorter, go to an authorized Huawei Customer Service Center to replace the battery.
- It is recommended that you avoid using your device while charging.

### Charging with a Charger

To ensure charging safety, use the charger and USB cable that came with your device.

**1** Use a USB cable to connect the charger to your phone.

**2** Plug the charger into a power socket.

When a beeping sound is heard, your phone will start charging, and the charging mode icon and current battery level will be displayed on the charging animation screen.

Icon	Charge Mode
	SuperCharge
	Fast charging
	Standard charging

### Charging Your Phone with a PC

**1** Connect your phone to a PC or other device using a USB cable.

**2** When the **Use USB to** dialog box is displayed on your phone, touch **Charge only**. If another option has been set previously, the dialog box will not pop up. Swipe down from the upper left edge of the screen to display the notification center, touch **Settings**, then select **Charge only**.

### Overview of Battery Icons

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

Battery Icon	Battery Level
	Less than 10% battery remaining.

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

# Smart Features

## AI Voice

### AI Voice

**AI Voice** allows you to communicate verbally with your phone.

To operate hands-free on your phone, wake up **AI Voice** and give a voice command.

-  This feature is only available in some countries and regions.
  - Please make sure your device has been updated to the latest system version.

### Countries and Regions that Support AI Voice

**AI Voice** is only supported in certain countries and regions. You can set your location to one of these countries and regions on your phone to use **AI Voice**.

-  **AI Voice** can be used in countries/regions such as the UK, France, Spain, Chile, Mexico, Colombia, Italy, Germany, Saudi Arabia, UAE, Kuwait, Jordan, Iraq, Egypt, Turkey, Thailand, the Philippines, Czech Republic, Romania, Serbia, Ukraine, Pakistan, Singapore, Poland, and Malaysia. You need to select a language supported by **AI Voice** during use.

- Go to **Settings > System & updates > Language & input > Language and region** and touch **Current region** to select a country/region from the above list.
- Go to **Settings > HUAWEI Assistant > AI Voice**, touch **Conversation language**, select a language, and follow the onscreen instructions to set it up.

### Wake up AI Voice

You can wake up **AI Voice** in multiple ways:

#### Press and hold the Power button for 1 second to wake up AI Voice

- Go to **Settings > HUAWEI Assistant > AI Voice > Wake with Power button**, and enable **Wake with Power button**.
- Press and hold the Power button for 1 second to wake up **AI Voice**.

#### Say the wakeup phrase to wake up AI Voice

- Go to **Settings > HUAWEI Assistant > AI Voice > Voice wakeup**, enable **Voice wakeup**, and follow the onscreen instructions to record your wakeup phrase.
- When you need to wake up **AI Voice**, say the wakeup phrase.

- The settings items vary by device. If your phone does not provide a specific item, it indicates that the corresponding feature is not supported.
- You cannot wake up **AI Voice** with the wakeup phrase when your phone is in a call.
- You cannot wake up **AI Voice** with the wakeup phrase either if you are making an audio or screen recording (with microphone enabled). In this case, you can press and hold the Power button to wake up **AI Voice**.
- This feature is only available in some countries and regions.

### Communicate with AI Voice

**AI Voice** can be in one of the following three modes: Idle, Listening, and Thinking. You can talk to **AI Voice** when it is in the Listening mode.

- Idle mode: **AI Voice** doesn't pick up any sound in this mode.
- Listening mode: You can talk to **AI Voice** as it can listen to you in this mode.
- Thinking mode: **AI Voice** can start to execute your voice commands.

 This feature is only available in some countries and regions.

### View AI Voice Skill

#### View Built-in AI Voice Skills

You can view the built-in **AI Voice** skills in either of the following ways:

- Wake up **AI Voice** and ask: "What can you do?". **AI Voice** will then display the Skill center where the built-in skills are listed.
- Wake up **AI Voice** and follow the onscreen instructions to swipe up to enter full-screen mode. Then go to  > **Skill centre** to check the built-in **AI Voice** skills.

 • This feature is only available in some countries and regions.

- Please make sure your device has been updated to the latest system version.

### Make Calls and Send SMS Messages with AI Voice

**AI Voice** allows you to make calls or send messages hands-free.

 • This feature is only available in some countries and regions.

- Please make sure your device has been updated to the latest system version.

### Make Calls with Voice Commands

You can make a call on your phone with **AI Voice**.

Wake up **AI Voice** and give voice command, such as "Call Mom", "Call back", "Check call records", or "Redial".

 When you make calls with voice commands, hands-free mode is automatically enabled.

## Send SMS Messages with Voice Commands

You can send SMS messages with **AI Voice**.

Wake up **AI Voice** and give voice commands such as "Send a message", "Check messages", or "Send Dad a message saying the party is tomorrow".

## Set Alarms with Voice Commands

You can create, disable, and query alarms with **AI Voice**.

Wake up **AI Voice** and give voice commands such as "Wake me up at 8 AM tomorrow", "Set an alarm for 8 PM", "Set a Wednesday alarm for 7 AM", or "Show my alarms".

-  This feature is only available in some countries and regions.
  - Please make sure your device has been updated to the latest system version.

## Play Music or Videos with Voice Commands

If you want to listen to music or watch videos, wake up **AI Voice** and give the voice commands directly.

### Play Music with Voice Commands

You can request your device to play a song for you with **AI Voice**.

Wake up **AI Voice** and give voice commands such as "Play music", "Play previous song", or "Play next song".

-  This feature is only available in some countries and regions.

### Play Videos with Voice Commands

Wake up **AI Voice** and give voice commands such as "Play video", "Play Friends in HUAWEI Video", "Show me a funny video", or "Play a Coldplay video".

-  This feature is only available in some countries and regions.

## Open Apps with Voice Commands

You can quickly open an app with **AI Voice**, such as for opening the camera and taking a photo in a specific mode.

-  This feature is only available in some countries and regions.
  - Please make sure your device has been updated to the latest system version.

### Access Camera with Voice Commands

Wake up **AI Voice** and give voice commands such as "I want to take a photo" or "Take a photo".

-  This feature is only available in some countries and regions.

## Open an App with Voice Commands

Wake up **AI Voice** and give voice commands such as "Open the Camera", "Open YouTube", "Open PayPal", or "Open HUAWEI Music".

-  This feature is only available in some countries and regions.
  - Not all apps support voice control.

## Query the Weather with Voice Commands

### Query the Weather with Voice Commands

To query the weather, wake up **AI Voice** and give voice commands such as "What's the weather like today?", "What's the weather forecast for tomorrow?", "Will it be windy today?", "Is it going to rain tomorrow?", or "What's the temperature today?".

-  This feature is only available in some countries and regions.
  - Please make sure your device has been updated to the latest system version.

## Speech Translation

**AI Voice** allows you to translate your voice or text input so you can communicate with foreign friends easily.

-  This feature is only available in some countries and regions.
  - Please make sure your device has been updated to the latest system version.

### Speech Translation

You can use **AI Voice** to translate your voice or text input into the target language you have set.

- 1 Wake up **AI Voice** and give the voice command "Translate".
- 2 Say or type in what you want to be translated.
- 3 **AI Voice** will display the translated result and broadcast it for you.

## Communicate Easily with Face-to-Face Translation

Face-to-face translation allows you to overcome language barriers when you are traveling abroad or in an international conference.

- 1 Wake up **AI Voice** and give the voice command "Face-to-face translation" to enter the translation screen.
- 2 Touch  so the text on each of the two sections can be read from each side of the device.
- 3 Press the button on your side of the section, say what you want to be translated, and release the button for **AI Voice** to display the translated result in real time and broadcast it.

## Set Calendar Events and Reminders with Voice Commands

**AI Voice** allows you to create and check your Calendar events and add reminders for these events.

Wake up **AI Voice** and give voice commands such as "Schedule a meeting for 9 tomorrow morning", "Set a meeting for 2 o'clock tomorrow afternoon", "What's my schedule for tomorrow morning?", or "Do I have any appointments on Monday?".

-  • This feature is only available in some countries and regions.
  - Please make sure your device has been updated to the latest system version.

## Enable AI Lens with AI Voice

You can use **AI Voice** to wake up **AI Lens**.

Wake up **AI Voice** and give a voice command such as "AI Lens".

-  • This feature is only available in some countries and regions.
  - Please make sure your device has been updated to the latest system version.

## Scan and Shop with AI Voice

- 1** Wake up **AI Voice** and give voice commands such as "Look at how much is the refrigerator", or "Help me look at the same style of this juice machine".
- 2** Position the object within the viewfinder and wait for it to be identified.
- 3** You will be provided with purchase links to different shopping platforms once the object has been recognized.

## Scan and Translate with AI Voice

- 1** Wake up **AI Voice** and ask questions or give voice commands such as "Please scan this menu and translate it" or "Scan this street sign and translate it".
- 2** Select the source and target languages from the language list.
- 3** Position the text you want to translate within the viewfinder and wait for it to be translated.

## Scan to Learn More with AI Voice

- 1** Wake up **AI Voice** and ask questions or give voice commands such as "Help me see what this flower is" or "Please have a look what is this building".
- 2** Position the object within the viewfinder and wait for it to be identified.
- 3** Touch the information card to obtain additional information.

## Scan and Count Calories with AI Voice

- 1** Wake up **AI Voice** and ask questions or give voice commands such as "Have a look how much heat this steak has", or "How much heat I can gain by eating this egg tart".

- 2 Position the food within the viewfinder and wait for the calorie and nutrient information to be displayed.

### Scan Codes with AI Voice

- 1 Wake up **AI Voice** and give voice commands such as "Scan this QR code" or "Scan the barcode".
- 2 Position the QR code or barcode within the scan frame and wait for it to be recognized.

### Enable AI Touch with AI Voice

When you see content you are interested in on the screen, wake up **AI Touch** with **AI Voice** to identify onscreen objects and obtain more relevant information.

Go to **Settings > HUAWEI Assistant > AI Touch** and enable **AI Touch**.

-  This feature is only available in some countries and regions.
  - Please make sure your device has been updated to the latest system version.

### Shop with AI Voice

- 1 Go to **Settings > HUAWEI Assistant > AI Touch** and enable **AI Touch**.
- 2 When you see an item you wish to buy on your phone, wake up **AI Voice** and ask questions or give commands such as "How much is the cosmetics in the screen", "I want to buy the electric fan in the screen", or "Help me find the same style skirt on the screen".
- 3 When several items are displayed on the screen, adjust the size and position of the identification box to fit around the item you wish to identify.
- 4 After the item has been identified, links to purchase it on different shopping platforms will be displayed.

## AI Lens

### Enable AI Lens

There are several methods for you to access **AI Lens**.

#### From Camera

Open **Camera**, select **Photo** mode, and touch  to access **AI Lens**.

#### From the Lock Screen

When the screen is locked, turn it on, swipe up from the bottom to open the shortcuts panel, and touch  to unlock the screen and access **AI Lens**.

## Scan to Shop

When you see an item you wish to buy in a magazine or when you are strolling on the street, you can use **AI Lens** to quickly search for the item and compare prices across multiple shopping platforms before making a purchase.

### Scan to Shop Using Camera

- 1 Go to **Camera** > **Photo**, touch , and then touch  or  (depending on your device model).
- 2 Position the item you want to buy within the viewfinder, and wait for it to be identified.
- 3 After the item has been identified by **AI Lens**, links to purchase it on different shopping platforms will be displayed.

## Scan to Translate

**AI Lens** allows you to scan and translate text in a foreign language, so you can easily read road signs, menus, or descriptions on cosmetics bottles when you are traveling or shopping abroad.

### Scan to Translate Using Camera

- 1 Go to **Camera** > **Photo**, touch , and then touch  or  (depending on your device model).
- 2 Select the source and target languages from the language list.
- 3 Position the text you want to translate within the viewfinder, and wait for it to be translated.

## Scan to Learn More

**AI Lens** allows you to learn more about artworks or landmarks you see by scanning the objects with your camera.

### Scan to Learn More Using Camera

- 1 Go to **Camera** > **Photo**, touch , and then touch  or  (depending on your device model).
- 2 Position the object within the viewfinder and wait for it to be identified.
- 3 Touch the information card to obtain additional information.

## Scan and Count Calories

**AI Lens** allows you to count the calories and nutrients in an item of food by scanning it with your camera.

## Scan and Count Calories with Camera

- 1 Go to **Camera** > **Photo**, touch , and then touch  or  (depending on your device model).
  - 2 Position the food within the viewfinder and wait for information about the calories and nutrients per 100 g to be displayed.
-  The information is for reference only.

## Scan Codes for Services and Information

You can scan different types of QR codes and bar codes with **AI Lens**, and then touch the identified result to be redirected to other pages for more services and information.

### Scan Codes Using Camera

- 1 Go to **Camera** > **Photo**, touch , and then touch .
- 2 Position the QR code or barcode within the scan frame and wait for it to be recognized.

## AI Touch

### Enable AI Touch

When you see any content that you are interested in on your phone, touch and hold the screen with two fingers to bring up **AI Touch** to learn more.

Go to **Settings** > **HUAWEI Assistant** > **AI Touch** and enable **AI Touch**.

### Shop with AI Touch

When you see an item you wish to buy on your phone, you can use **AI Touch** to quickly search for the item and compare prices across multiple shopping platforms before making the purchase.

### Touch and Hold the Screen with Two Fingers for Visual Shopping

- 1 Go to **Settings** > **HUAWEI Assistant** > **AI Touch** and enable **AI Touch**.
- 2 When you see an item you wish to buy on your device, touch and hold the screen with two fingers.
- 3 When several items are displayed on the screen, adjust the size and position of the identification box to fit around the item you wish to identify.
- 4 After the item has been identified, links to purchase it on different shopping platforms will be displayed.

## Easy Projection

## Use Desktop Mode

After your phone screen is projected, go to  > **Projection mode** on your phone, and touch **Desktop mode**.

In **Desktop mode**, your phone and the large display work independently and can show different content. The content projected on the large display is in a layout similar to that on a computer desktop.

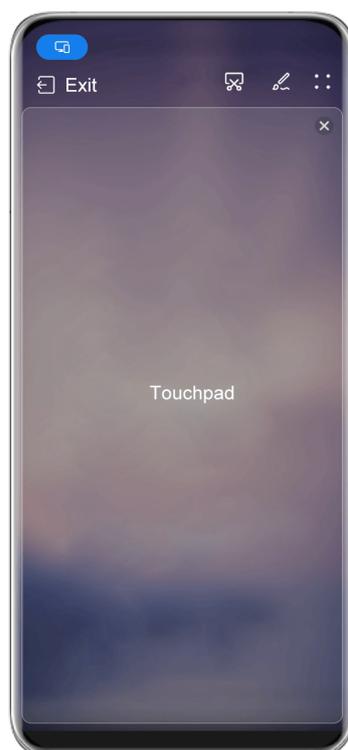
Therefore, you can edit a document on the large display while chatting on your phone. You don't need to worry about missing out on notifications, calls, or messages, as a red dot will appear on the notification panel on the external display to let you know.

## Use Your Phone as a Touchpad

After projecting your phone on the large display in **Desktop mode**, if no keyboard is available, your phone can work as a touchpad to complete input operations of a mouse and keyboard.

Go to  > **Touchpad**. You can:

- Use gestures as instructed to simulate mouse commands.



 The figures are for reference only.

- When no external keyboard is connected, touch the text input box on the external display to display the onscreen keyboard to input text. If an external keyboard is connected, the onscreen keyboard will not be available. In this case, you need to use the external keyboard to input text.

## Use Screen Projection to Make Work Easier

In **Desktop mode**, you can use the following features:

- **Multi-window display:** Open multiple windows at a time to multitask.
- **File management:** Save files to the desktop, create files or folders, and rename or delete files.
- **Quick search:** Search for documents, multimedia files, and apps using the start menu search box.
- **Quick app projection:** Touch and hold an app icon on your phone to view the projection options. You can then project and open the app on the large display.

## Exit Desktop Mode

To exit Desktop mode, go to  > **Projection mode** and select **Phone**.

# Multi-screen Collaboration

## Multi-Screen Collaboration Between Your Phone and Laptop

Connect your phone to a Huawei/Honor laptop and use your keyboard and mouse to unlock and control your phone, or share files across systems, making your work more productive and efficient.

 The operations may vary between PC Manager versions.

## Connect Your Phone to Your Computer Through OneHop

- 1 Ensure that your computer has a **Huawei Share** sensor or an area labeled with a  or  icon.
- 2 On your computer, enable Wi-Fi, Bluetooth, and PC Manager, and agree to the user agreement.
- 3 Swipe down from the upper right of your phone screen to display the **Control Panel**, touch  to expand the shortcut switches panel (depending on your device model), then turn on **NFC**, **Wi-Fi**, and **Bluetooth**.
- 4 Place the NFC area (near the rear camera) on the back of your phone against the Huawei Share sensor or the area with a  or  icon until your phone vibrates or plays a tone.
- 5 Follow the onscreen instructions to connect your phone to your computer.

## Connect Your Phone to Your Laptop Using Bluetooth

- 1 Swipe down from the upper right edge of your phone screen to display the **Control Panel** and enable **Bluetooth**.

- 2 Open PC Manager (version 10.0 or later) on the laptop and go to **My devices > Phone > Connect**. Place your phone above the keyboard and your laptop will start searching for your phone.

 To check the version of PC Manager, go to  **About**. To update PC Manager, go to  **> Check for updates**.

- 3 Follow the onscreen instructions to connect your phone to your laptop.

### Connect Your Phone to the PC by Scanning the QR Code

- 1 Open PC Manager (version 10.0 or later) on your PC, go to **My devices > Phone > Connect**, and select the QR code option in the upper left corner.

 To check the version of PC Manager, go to  **About**. To update PC Manager, go to  **> Check for updates**.

- 2 Ensure that your phone is connected to the Internet and use it to scan the QR code displayed on the PC.
- 3 Follow the onscreen instructions to connect your phone and PC.

### Connect Your Phone to the PC with a USB Cable

- 1 Use a USB cable to connect your phone and PC.
- 2 On the PC, open PC Manager (version 10.1 or later).

 To check the version of PC Manager, go to  **About**. To update PC Manager, go to  **> Check for updates**.

- 3 Confirm to connect to the PC on your phone.

 If you cancel the connection on your phone, you can establish a wired connection again. To do so, open PC Manager and go to **My devices > Phone > Connect > Other ways to connect > USB**.

### Disconnect Your Phone from Your Computer

After you have finished using Multi-screen Collaboration, you can disconnect your devices using the following methods:

- Open PC Manager on your computer and go to **My devices > Phone > Disconnect**.
- Swipe down from the upper left edge of your phone to display the notification panel, and touch **DISCONNECT**.
- If your phone and computer are connected via a USB cable, remove the cable to disconnect them.

## Drag to Transfer Files Between Your Phone and Laptop

After connecting your phone to a laptop, you can transfer files between them to make work easier.

### Drag and Drop Files

After Multi-Screen Collaboration is established between your device and PC, you can drag and drop files such as pictures and videos between them to make your work easier.

Transfer files from your device to the PC.

- In the device window on the PC, open **Gallery** or **Files**, click and hold a picture or video, click and hold any of the selected files until a dragging icon is displayed, then drag the files to a folder on your PC.
- In the device window on the PC, drag the selected pictures or text and drop them in an opened document on your PC.  
For example, drag a photo or text from Notepad in the device window and drop it to an Office document opened on your PC, then continue editing on your PC.

Transfer files from your PC to your device:

- Go to **Gallery > Albums** in the device window, and drag a picture or video from your PC to the device window.
- Open **Files** in the device window, and drag a document from your PC to the device window.  
 The file will be saved in the folder that is open in **Files**, or in the **Huawei Share** folder by default.
- Open a file in the device window on the PC, then drag a picture or text from Notepad to the device window.  
For example, drag a picture on your PC to a Notepad item opened in the device window, then continue editing on your device.

### Use Huawei Share OneHop to Transfer Files

After Multi-Screen Collaboration is enabled between your device and PC, you can transfer files between them using **Huawei Share OneHop**, without needing a data cable or any software.

#### Share pictures and videos

- **Transfer pictures and videos from your device to your PC:**

**1** On your device, select one or more pictures and videos in **Gallery**.

**2** Place the NFC area (near the rear camera) on the back of your device against the 

or  label on the PC until your device vibrates or plays a tone. The selected pictures or videos will be quickly transferred to your PC.

- **Transfer pictures from your PC to your device:**

**1** Right-click a picture on your PC and use Huawei Image viewer to open it.

- 2 On your device, exit **Gallery** or go to the home screen, and place your device against your PC (in the same way as above) to transfer the picture from your PC to your device.

 Ensure that PC Manager is running version 9.0 or later.

### Record the PC screen:

Shake your device and place it against your PC to project and record the PC screen on your device.

- 1 Shake your device and immediately place the NFC area (near the rear camera) on the back of the device against the  or  label on your PC until your device vibrates or plays a tone. Your PC screen will then be projected and recorded on your device.

- 2 Touch  on your device to stop the screen recording, which will be saved to **Gallery** on your device.

-  This feature is currently supported on Intel laptops only.
  - Ensure that PC Manager is running version 9.1 or later.

### Share documents

#### • Transfer documents from your device to your PC:

- 1 On your device, use Microsoft Office to open the document you want to transfer.

- 2 Place the NFC area (near the rear camera) on the back of your device against the  or  label on the PC until your device vibrates or plays a tone. The selected documents will be quickly transferred to your PC.

#### • Transfer documents from your PC to your device:

- 1 On your PC, use Microsoft Office to open the document you want to transfer.

- 2 On your device, exit Microsoft Office or return to the home screen, then place the device against your PC (in the same way as above). The file opened on your PC will then be transferred to your device.

 Ensure that PC Manager is running version 9.1 or later.

## Access Phone Apps and Files on Your Computer

After Multi-screen Collaboration is enabled between your phone and Huawei or Honor laptops, you can use a mouse and keyboard on your laptop to access your phone apps and files.

### Operate Phone Apps on Your PC

#### Use a mouse to perform operations quickly

- Open an app: Click an app in the phone window on your PC to open it.
- **Browse a page:** Use the mouse scroll wheel to browse web pages in the phone window or scroll between desktop tabs.

#### Use a keyboard to perform operations quickly

- **Input text:** Use the input method on your PC to enter text in the phone window.
- **Copy and paste text:** Press Ctrl+C on the PC keyboard to copy text and press Ctrl+V to paste it in the phone window.
  - **i** To view information about the text you have copied recently, click the Notification Center icon on the PC, then select the **Clipboard** tab.
- **Send messages quickly:** Press Ctrl+Enter on the keyboard to send a message in the phone window.
- Exit an app: Press the ESC key on the keyboard to exit an app in the phone window.

### Always display the phone window on the top

In the phone window on your PC, click  >  to pin the phone window so that it will be always displayed on the top, and click this icon again to unpin the phone window.

### Answer a Voice or Video Call on Your Laptop

After Multi-Screen Collaboration is enabled between your phone and laptop, you can use the laptop to answer voice and video calls (such as those in WeChat, QQ, and MeeTime) from your phone. During a call, the audio and video can be played through your laptop and its accessories such as the speaker and camera.

Swipe down from upper left edge of your phone to display the notification panel, and touch **Play audio/video on phone** or **Play audio/video on PC** to switch the audio output device.

- **i** Please ensure that your laptop is running PC Manager 10.1 or a later version.

### Open and Edit Files on Your Phone Using Apps on the PC

After connecting your phone to your laptop, you can open and edit various files on your phone from your laptop.

- **Documents:** Use Microsoft Office on your laptop to open a document.
- **Pictures:** Use Photoshop on your laptop to open or edit a picture.
- **Audio and video files:** Use Windows Media Player to open an audio or video file.
- **Web pages:** Use IE browser on your laptop to open a web page.
- **Compressed files:** Use WinRAR on your laptop to extract and open compressed files.

- **i** Please ensure that your laptop is running PC Manager 10.1 or a later version.

### Share Your Phone's Mobile Data Network with Your Laptop

After Multi-Screen Collaboration is enabled between your phone and laptop, you can share your phone's hotspot with your laptop in PC Manager.

- 1 Ensure that your phone is connected to the Internet using mobile data.
- 2 Open PC Manager and go to **My devices > Phone > Instant Hotspot**.

After Instant Hotspot is enabled, your laptop will use your phone's mobile data to access the Internet.

- Please ensure that your laptop is running PC Manager 11.0 or a later version.
- The operations may vary between PC Manager versions.

## Multi-screen Collaboration Between Your Tablet and Phone

### Multi-screen Collaboration Between Your Phone and Tablet

Connect your phone and tablet to use Multi-screen Collaboration for cross-device operations, such as to display your phone screen on the tablet, use your phone apps on the tablet, drag files across the two devices, and edit a file from your phone on the tablet.

#### Connect Your Phone and Tablet

- Only certain Huawei and Honor tablets support this feature.

Connect your phone and tablet and enable Multi-Screen Collaboration using one of the following methods (depending on your device model):

#### Connect over Bluetooth:

- 1 Swipe down from the upper right edge of the tablet screen to display **Control Panel**, touch  to expand the shortcut switches panel (depending on your device model), and enable **Multi-Screen Collaboration**.
- 2 Swipe down from the upper right edge of the phone screen to display **Control Panel** and enable **Bluetooth**.
- 3 Hold your phone close to your tablet and follow the onscreen instructions to establish a connection.

#### Scan a QR code to connect:

- 1 Open **Multi-Screen Collaboration** on your tablet and touch **Scan to connect** on the **Multi-Screen Collaboration** screen.
- 2 Ensure that your phone is connected to the Internet and connect your phone and tablet as prompted.

#### Connect by tapping against an NFC-capable keyboard:

You can place your phone against the standard NFC-capable keyboard that comes with your tablet to enable Multi-screen Collaboration.

- 1 Make sure that your tablet has been paired with the keyboard.
- 2 Swipe down from the upper right edge of the phone screen to display **Control Panel**, touch  to expand the shortcut switches panel (depending on your device model), and enable **NFC**.
- 3 Tap the NFC area at the back of your phone (near the rear cameras) against the NFC area of the keyboard until your phone vibrates or plays a tone.

#### 4 Connect your phone and tablet as prompted.

##### Access Phone Apps and Files from Your Tablet

After connecting your phone with your tablet, you can operate your phone from your tablet, such as to use phone apps and files, view phone notifications (such as SMS messages), and make or answer phone calls.

When your phone screen is unlocked, you can perform the following operations in the phone window on your tablet:

- Open **Phone** to make a call by dialing a number.
- Open **Messaging** to view and reply to SMS messages.
- Open **Gallery** or **Files** to view photos, videos, and files, as well as to play video or audio files from your phone.
- Swipe down from the upper left edge of your phone or tablet screen to display the notification panel and touch **Play audio/video on phone** or **Play audio/video on tablet** to switch between playback devices.
- If your tablet is connected to an external keyboard or a stylus, you can use it to input text and control the phone window on your tablet.

##### Drag to Transfer Files Between Your Phone and Tablet

- 1 Open **Gallery** or **Files**, and touch and hold a picture, video, or document.
- 2 Select more files if needed, touch and hold any of the selected files, then drag them when an icon for dragging files appears.

For example, you can:

- Drag to transfer files in **Gallery** or **Files** between your phone and tablet.
- Drag to transfer files in **Files** between your phone and tablet.
- Drag a picture, text, or file from your phone to an open document on your tablet, such as a Microsoft Office document, memo, or email.

##### Disconnect Your Phone from Your Tablet

After you have finished using your phone and tablet, you can disconnect them using the following methods:

- On the phone window displayed on the tablet, touch  to disconnect.
- Swipe down from the upper left edge of your phone or tablet screen to display the notification panel and touch **DISCONNECT**.

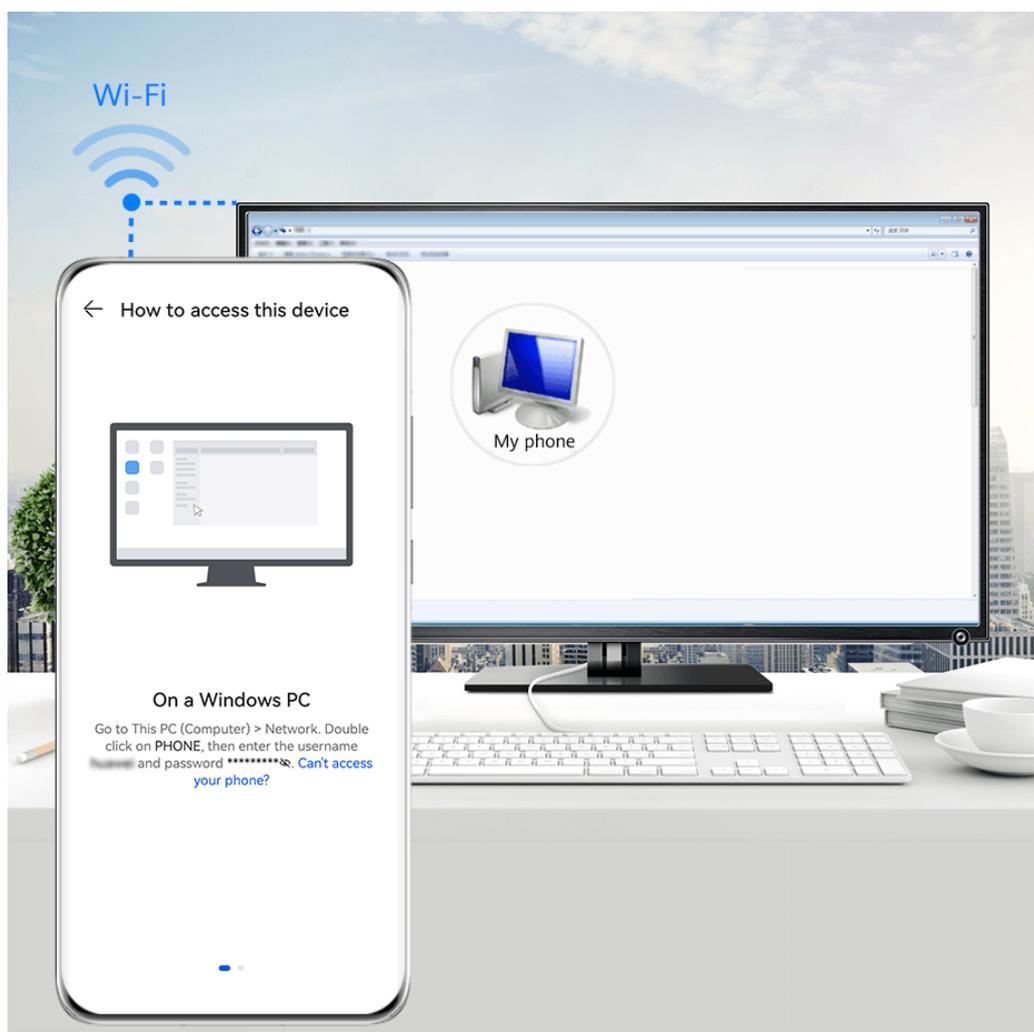
## Huawei Share

## Share Files Between Your Phone and Computer with Huawei Share

You can use **Huawei Share** to easily share files wirelessly between your phone and a computer (Windows or macOS).

### Share Files from Your Phone to Your Computer

Share files from your phone to your computer using Huawei Share. You can then easily access the shared folders on your phone from your computer.



**i** The figures are for reference only.

- 1** Make sure your phone and computer are connected to the same Wi-Fi network.
- 2** On your phone, access the **Huawei Share** settings, then enable **Huawei Share** and **Computer Share**.
- 3** Make a note of the name displayed next to **Name shown on computers** as well as the user name and password under **Verification**.
- 4** Perform the following operations on a Windows-based computer (desktop or laptop) or a macOS-based computer (laptop):
  - Windows: Go to **This PC (Computer) > Network**.
  - macOS: Go to **Finder > Go > Network**.

 Currently, this feature is only available on Macs running macOS 10.8 to 10.14.

- 5 On your computer, double-click the name of your phone and enter the user name and password that you made a note of.
- 6 Open a shared folder, such as the **Internal storage** or **Album** folder, to view, edit, or copy files from your phone to your computer or vice versa.  
Changes made to files in the shared folders on your computer will be automatically synced to your phone and vice versa.

## Share Files Between Your Phone and Computer

You can use Huawei Share to share files between your phone and computer.

- 1 Swipe down from the upper right edge of your phone to display **Control Panel**, touch to expand the shortcut switches panel (depending on your device model), then enable **Huawei Share**.
- 2 Open PC Manager on your computer and enable **Huawei Share**.

You can transfer files in the following ways:

### From your phone to your computer:

- 1 On your phone, touch and hold to select files to be transferred, then touch **Share**.
- 2 From the device list, select the name of the target computer.
- 3 In the displayed dialog box on your computer, click **Accept**.
- 4 After the transfer is successful, the folder where the transferred files are saved will be automatically opened on your computer for your easy access.

### From your computer to your phone:

• Transfer by sharing

- 1 On the computer, right-click the files to be transferred and select **Huawei Share**.
- 2 From the device list that pops up, select your phone.
- 3 In the displayed dialog box on your phone, touch **Accept**.

• Transfer by dragging

- 1 Select the file to be transferred and drag it to the corresponding phone on the Huawei Share screen.
- 2 In the displayed dialog box on your phone, touch **Accept**.

 Ensure that PC Manager is running version 11.1 or later.

## Huawei Print

### Print Files Using Huawei Print

Your phone can easily detect nearby printers that support **Huawei Print** and allows you to print photos and documents stored on your phone with just a touch.

- 1 Power on the target printer and ensure that it is connected to the same Wi-Fi network as your phone or that Wi-Fi Direct is enabled.
- 2 You can print files stored in different locations on your phone:
  - **Gallery:** Open one or select multiple photos in **Gallery** and go to **Share** > .
  - **Files:** Select one or more files in **Files** and go to **Share** > **Print**.
  - **Third-party apps:** Open the document you want to print in a third-party app, such as WPS, and go to **Share** > **More** > **Huawei Print**.
    -  The operations may vary depending on the app you use.
- 3 Touch **Select** to detect nearby printers and select the one you need. You can then set the number of copies, color, paper size, and other options on the preview screen, then touch **PRINT**.  
If no printer is detected, download and install the printer plug-in as prompted on the **Select printer** screen.

## Multi-Device Collaboration

### Work Seamlessly Across Devices with Device+

**Device+** allows for collaboration between different devices, making your phone the hub of your nearby tablets, computers, Visions, and other supported devices for them to be controlled conveniently. You can also seamlessly transfer ongoing tasks on your phone, from MeeTime calls to audio and video content being streamed, to your Vision with just a tap, and you can easily view the phone screen projected to your computer, or edit files on your phone using your computer.

-  Please make sure your device has been updated to the latest system version.

### Set Device+

Currently, **Device+** supports linking phones with the following types of devices. To use this feature, make sure that devices to be connected support **Device+**. Before you get started, enable Bluetooth and Wi-Fi and log in to your HUAWEI ID on your phone. For other devices, perform the following settings:

- **Tablet:** Enable Bluetooth and Wi-Fi, and ensure that it is logged in to the same HUAWEI ID as your phone.
- **Computer:** Enable Bluetooth and Wi-Fi, and ensure that it is logged in to the same HUAWEI ID as your phone and can access the Internet.
- **Vision:** Ensure that it is connected to the same LAN and logged in to the same HUAWEI ID as your phone.
- **Bluetooth device:** Some Bluetooth devices (such as Bluetooth headsets) can be linked with your phone via **Device+** after establishing a Bluetooth connection.

**Show Device+:** If **Device+** is hidden or cannot be found, go to **Control Panel** and then to

 > **Show Device+**.

### **Transfer MeeTime Calls and Audio or Video Being Streamed to Other Devices**

When you are making MeeTime calls on your phone, watching videos (such as in HUAWEI Video, Youku, or other video streaming apps), or listening to music, you can transfer any of these ongoing tasks to another device via **Device+** and pick up from where you left off on the new device. For instance, you can transfer a MeeTime call to your Vision and a video being streamed to your tablet.

 **MeeTime:** This feature is only available in some countries and regions.

You can select different devices to transfer the following tasks:

- **Videos:** Can be transferred to tablets and Visions.
- **MeeTime calls:** Can be transferred to Visions.
- **Music:** Can be transferred to Bluetooth earphones and Visions (either when the screen is on or off).

**1** Swipe down from the upper right edge of your phone to display **Control Panel**. Available devices will be displayed in the **Device+** section. You can also touch  to search for nearby devices manually.

**2** Touch a device that you want to transfer the ongoing tasks to.



 The figures are for reference only.

### Use Multi-Screen Collaboration on a Computer or Tablet

You can view or edit files on your phone using your computer or tablet, drag files across devices, and even use phone apps on your computer or tablet.

- 1 Swipe down from the upper right edge of your phone to display **Control Panel**. Available devices will be displayed in the **Device+** section. You can also touch  to search for nearby devices manually.
- 2 Select a device that you want to connect to, and your phone screen will then be displayed on that device.

To stop Multi-Screen Collaboration, touch the corresponding device again in the **Device+** section.

## AR Measure

### Use Your Phone to Measure Height, Volume, and More

AR Measure enables you to measure height, volume, and more without needing a measuring tape.

-  Before taking measurements, ensure that your surroundings are well lit and clear of obstacles and reflective objects.

## Measure Height

In the **Tools** folder on your home screen, touch **AR Measure** and select **Height** or go to

**People** >  (depending on your device model) to measure height automatically or manually.

-  If the  icon cannot be found in the viewfinder, it means that your phone does not support automatic height measurements.

### Manually measure height

- 1 If your phone supports automatic measurements, touch  to disable auto mode first. Frame the subject's feet in the viewfinder and slowly move your phone to locate the plane.
- 2 When the plane is identified, move your phone to point  at the subject's feet and touch  to add a starting point.
- 3 Slowly move your phone upward until the camera points at the subject's face. When the subject's face is identified, your phone will automatically display the subject's height.
- 4 Drag the end point to fine-tune the measurement result.

Touch  to take a photo of the subject and the measurement result.

-  To manually measure the height of two or three people at the same time, get them to stand side by side, then mark the feet of one subject as the starting point. Lift your phone until your subjects' faces have been identified, at which point their individual heights will be displayed.

### Automatically measure height

- 1 On a phone that supports automatic height measurements, touch  and make sure that auto mode is enabled. Frame the subject's feet in the viewfinder and slowly move your phone to locate the plane.
- 2 When the plane is identified, follow the onscreen instructions and slowly move your phone upward until the camera points at the subject's face. When the subject's face is identified, your phone will automatically display the subject's height.

Touch  to take a photo of the subject and the measurement result.

## Measure Length

- 1 On the **AR Measure** screen, go to **Objects** >  or touch **Length**.
- 2 Frame the surface on which the object is resting in the viewfinder and slowly move your phone to locate the plane.

- 3 Move your phone to point  at one end of the object and touch  to add a starting point.
  - 4 Move your phone slowly so that  travels along the edge of the object until it reaches the end. Touch  to complete the measurement.
  - 5 Your phone will automatically display the result.  
Drag the end points to fine-tune the measurement result.
-  For best results, keep a distance of 0.3–1.5 m (about 1–5 ft.) between your phone and the object.

### Measure Area

-  Currently, only the area of rectangles can be measured.
- 1 On the **AR Measure** screen, go to **Objects** >  or touch **Area**.
  - 2 Frame the surface on which the object is resting in the viewfinder and slowly move your phone to locate the plane.
  - 3 When your phone identifies the plane of the object, it will automatically display a frame that matches the size of the plane. When the frame matches the size of the plane, touch .
  - 4 Your phone will automatically display the result.  
Drag the tips of the object to fine-tune the measurement result.

### Measure Volume

On the **AR Measure** screen, go to **Objects** >  or touch **Volume**. Both automatic and manual measurements are supported.

-  If the  icon cannot be found in the viewfinder, it means that your phone does not support automatic volume measurements.
- Currently, only the volume of cubes and cuboids can be measured.
  - Make sure the object is not placed against a wall and there is a distance of 1 to 1.5 m (3.3 to 5 ft.) between your phone and the object.

### Manually measure volume

- 1 If your phone supports automatic measurements, touch  to disable auto mode first. Frame the surface on which the object is resting in the viewfinder and slowly move your phone to locate the plane.
- 2 When the plane is identified, move your phone to point  at the object's bottom edge and touch  to add a starting point.

- 3 Move your phone slowly so that  travels along the long edge of the object until it reaches the end. Then touch .
- 4 Move your phone to create a frame for the bottom of the object. When the frame matches the bottom length and width of the object, touch .
- 5 Move your phone to create a frame for the whole object. When the frame matches the size of the whole object, touch . Your phone will automatically display the result.
- 6 Drag the tips of the object to fine-tune the measurement result.

### Automatically measure volume

- 1 On a phone that supports automatic measurements, touch  and make sure that auto mode is enabled. Frame the object in the viewfinder and slowly move your phone to locate the plane.
- 2 When your phone identifies the plane and recognizes the object, a frame will be displayed automatically. Then touch . Your phone will automatically display the result.
- 3 Drag the tips of the object to fine-tune the measurement result.

## Audio Control Panel

### Audio Control Panel

#### Manage Audio Playback in Audio Control Panel

When multiple audio apps (such as **Music**) are opened, you can manage music playback and switch between these apps in Audio Control Panel with ease.

- 1 After opening multiple audio apps, swipe down from the upper right edge of the phone to display **Control Panel**, then touch the audio playback card at the top of **Control Panel**.
- 2 The currently and recently used audio apps will be displayed in Audio Control Panel where you can manage playback (such as playing, pausing, and switching to the previous or next song) in the app in use, or touch another audio app to quickly switch playback.

-  Some apps need to be updated to the latest version before using this feature.
  - Not all apps support Audio Control Panel.

#### Quickly Switch Audio Playback Device

When your phone is connected to an audio device (such as a headset, Bluetooth speaker, or Vision product), you can quickly switch the playback device in the audio control section in **Control Panel** (such as for transferring the current music playback from your phone to a Bluetooth speaker).

- 1** Connect your phone to an audio device via Bluetooth or other methods.  
After a Vision product is connected to your phone via Bluetooth, you can also connect it to the same Wi-Fi network and log in to the same **HUAWEI ID** as your phone to perform more operations.
- 2** Swipe down from the upper right edge of your phone to display **Control Panel**, touch  or the device icon (such as ) in the top right corner of the audio control section at the top, then select the audio device from the connected device list to transfer the current audio playback on your phone to the device.

# Camera and Gallery

## Launch Camera

### Launch Camera

There are multiple ways to open the Camera app.

#### From the Home Screen

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

#### From the Lock Screen

When the screen is locked, turn on the screen, then swipe up on the camera icon in the lower right corner to open the camera.

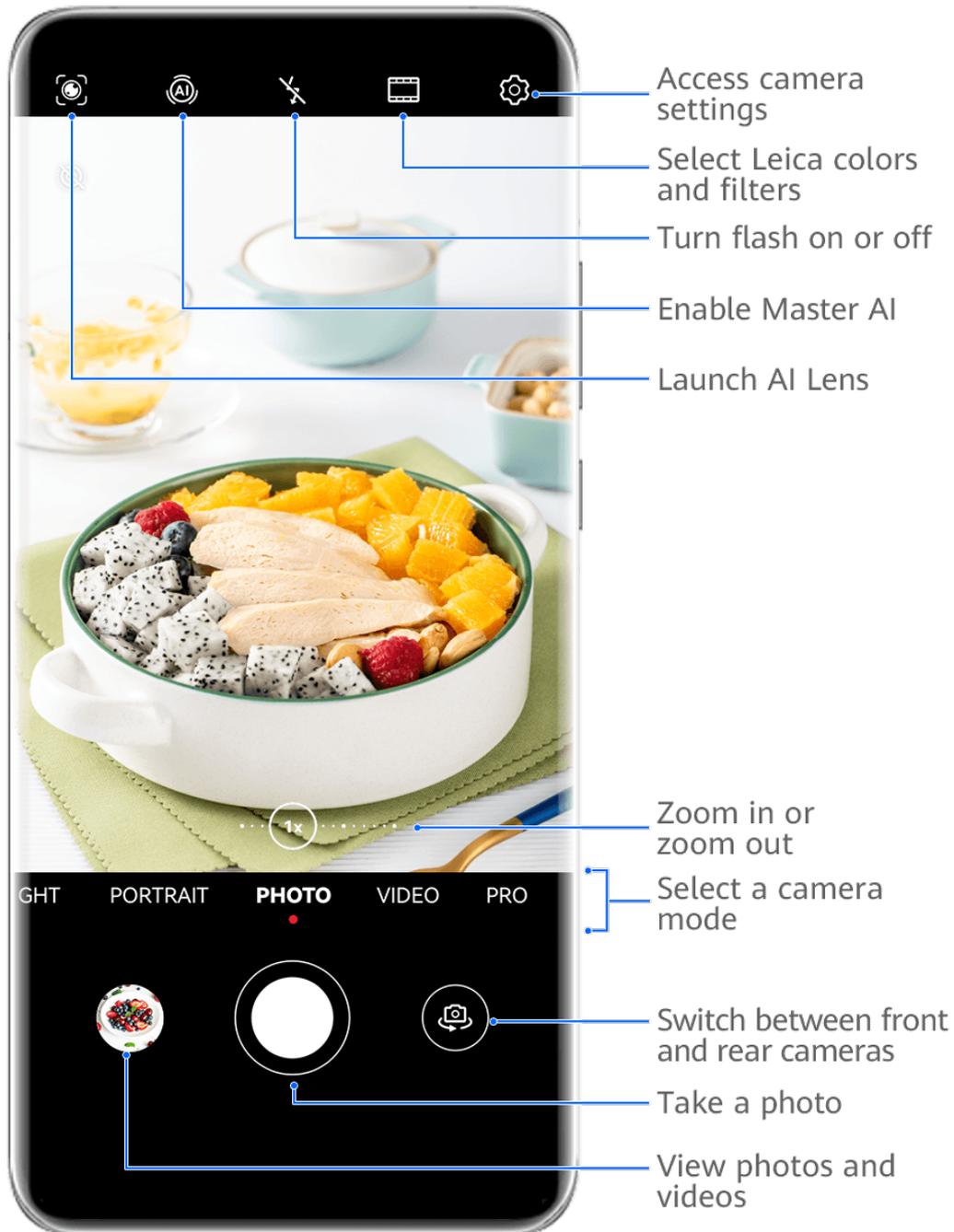
#### Using Ultra Snapshot

When this feature is enabled, you can open the camera or take a snapshot when the screen is off or locked.

- 1 Go to **Camera** >  > **Ultra Snapshot** and select **Open Camera** or **Take a snapshot**.
- 2 You can now double-press the Volume down button to open the camera or take a snapshot without unlocking or turning on your screen.

## Take Photos

### Take Photos



**i** The figures are for reference only.

## 1 Open **Camera**.

## 2 You can then:

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

- Turn the flash on or off: Touch  and select  (Auto),  (On),  (Off), or  (Always on).

If you select  (Auto) and the camera detects that you are in a dimly lit environment, a flash icon will appear in the viewfinder and the flash will be automatically turned on when you take a photo.

 These features may not be available in some camera modes.

**3** Touch the shutter button to take a photo.

### Use the Floating Shutter to Take Photos

You can enable the floating shutter to display it in the camera viewfinder, and drag it anywhere you like to take photos quickly.

- 1** Go to **Camera** >  and enable **Floating shutter**.
- 2** The floating shutter will then be displayed in the viewfinder. You can drag it anywhere you like.
- 3** Touch the floating shutter to take a photo.

### Take Burst Photos

Use Burst mode to take a sequence of photos in quick succession so you can choose the best one.

- 1** Open **Camera**, select **Photo** mode, and make sure the rear camera is in use.
- 2** Press and hold the shutter button or one of the Volume buttons to take burst photos. When shooting, you'll see a number in the viewfinder, which indicates how many photos you've taken so far.
- 3** Release your finger to stop shooting.

### Select the Burst Photos You Want to Keep

- 1** Open **Gallery**. Touch a burst photo (which is tagged with ) , then touch .
- 2** Swipe through the burst photos, select the ones you want to keep, then touch  and follow the onscreen instructions.

To delete the whole burst photo, touch and hold to select the photo, then touch .

### Take Timed Photos

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

- 1** Go to **Camera** >  > **Timer** and select a countdown.

- 2 Return to the viewfinder and touch the shutter button. Your phone will take a photo when the countdown ends.

### Use Audio Control to Take Photos

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

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

## Shoot in Portrait, Night, and Wide Aperture Modes

### Use Portrait Mode to Shoot Portraits

Portrait mode lets you apply beauty and lighting effects to your photos to shoot stunning portraits.

- 1 Open **Camera** and select **Portrait** mode.
- 2 Frame your subject within the viewfinder.

To take a selfie, touch .

- 3 You can then:

- Enable beauty effects: Touch  and adjust the beauty settings.

To disable the beauty effects, drag the setting to its lowest value, or touch .

- Set lighting effects: Touch  and select your preferred effect.
- Light compensation: When you switch to the front camera and the ambient light is dim, touch the flash icon at the top of the screen to enable light compensation.

Touch the flash icon and select  (Auto) or  (Always on).

 Not all devices support these features.

- 4 Touch the shutter button to shoot a photo.

### Take Night Shots

Night mode gives your photos sharper details and brighter colors even when shooting in low light or at night.

- 1 Open **Camera** or go to **Camera** > **More** (depending on your device model), and select **Night** mode.
- 2 When shooting with the rear camera, some phones allow you to adjust the ISO sensitivity and shutter speed by touching **ISO** or **S** in the viewfinder.
- 3 Steady your phone and touch the shutter button.

**4** Your phone will adjust the exposure time based on the ambient brightness. Keep your phone steady until the countdown finishes.

You can also touch the shutter button to take a photo before the countdown finishes.

 Some phones do not support ending a countdown before it is due to finish.

## Use the Front Camera to Take Night Portraits

To take a selfie at night or when there is not sufficient light around you, you can use the front camera in Night mode.

In a dim environment, you can turn on the flash to get an illuminated photo of your face.

**1** Go to **Camera** or go to **Camera** > **More** (depending on your device model), and select **Night** mode.

**2** Touch  to switch to the front camera and:

- Touch the flash icon at the top of the screen and select  (auto) or  (steady on) to enable the flash. This allows you to capture an illuminated photo of your face when there is not sufficient light around you.
- Touch  to adjust the beauty effect.

 If the  icon cannot be found in the viewfinder of your phone, it means that beauty mode is not supported.

**3** Steady your phone and touch the shutter button.

## Aperture

### Take Wide Aperture Photos

Wide aperture mode allows you to shoot photos and videos with a blurred background while your subject remains in sharp focus.

**1** Open **Camera** or go to **Camera** > **More** (depending on your device model) and select **Aperture** mode.

**2** Touch where you want to focus. For best results, your phone needs to be within 2 m (about 7 ft.) of your subject.

**3** Touch  in the viewfinder and drag the slider to adjust aperture settings. A smaller aperture value will create a more blurred background.

**4** Touch the shutter button to shoot a photo.

### Edit Background Blur in Wide Aperture Photos

You can adjust the focus and background blur after you've taken a wide aperture photo.

**1** Go to **Gallery** > **Albums** > **Camera**.

**2** Touch a photo tagged with , then touch  at the top of the photo.

- 3 Touch the photo to adjust the focus. Drag the slider at the bottom to adjust the aperture.
- 4 Touch  to save the settings.
- 5 Touch  to save the edited photo as a new photo. The new photo does not allow background blur editing.

### Shoot Wide Aperture Videos

Wide aperture mode allows you to shoot photos and videos with a blurred background while your subject remains in sharp focus.

- 1 Open **Camera** or go to **Camera** > **More** (depending on your device model) and select **Aperture** mode.
- 2 Touch  to switch to Video mode.
- 3 Touch where you want to focus. Touch  in the viewfinder and drag the slider to adjust aperture settings. A smaller aperture value will create a more blurred background.
- 4 Touch the shutter button to start recording. When recording, touch the viewfinder to adjust the focus.

## Master AI

### Take Professional-Looking Photos

Master AI is a pre-installed camera feature that helps you take better photos by intelligently identifying objects and scenes (such as food, beaches, blue skies, and greenery, as well as text) and optimizing the color and brightness settings accordingly.

 Master AI is displayed as AI photography or AI camera on some devices.

- 1 Open **Camera** and select **Photo** mode.
- 2 Touch to turn on .
- 3 Frame the subject within the viewfinder. Once the camera identifies what you are shooting, it will automatically recommend a mode (such as portrait, greenery, or text).
- 4 To disable the recommended mode, touch  next to the mode text or turn off .

### Use Moon Mode

- 1 Open **Camera** and select **Photo** mode.
- 2 Touch to turn on .
- 3 Aim the camera at the moon and spread your fingers on the viewfinder to adjust the zoom to 10x or more.  
When the camera detects the moon, it will automatically enter **Moon** mode.

4 Touch  to take a photo.

**i** **Moon** mode can only identify the moon if it is at least half full. The mode may not launch if the moon is shrouded by clouds.

## Take Photos with Various Zoom Settings

### Take Wide-Angle or Long-Focus Photos

The zoom capabilities of your device's camera allow you to capture more of a scene, or distant vistas.

#### Take Wide-Angle Photos

1 Open **Camera** and select **Photo** mode.

2 Ensure that  is enabled.

3 Aim the camera at the object you want to take a photo of. The camera will automatically recommend **Super wide angle** mode if it detects a building. Touch **Wide** to have a wider angle of view.

You can also drag the zoom slider in the viewfinder, or pinch in or out to adjust the zoom level. A smaller value will result in a wider angle of view.

4 Touch  to take a photo.

#### Take Photos from Far Away

1 Open **Camera** and select **Photo** mode.

2 Point the camera at a distant subject and zoom in or out using the side bar or by pinching or spreading two fingers on the screen.

If your phone supports zooming in more than 15X, a picture-in-picture preview frame will be displayed in the viewfinder to help you focus on your subject when you zoom in more than 15X.

**i** Some products do not support the picture-in-picture preview frame.

3 In the viewfinder, touch where you want to focus, and touch  to shoot when the subject is in focus.

### Intelligent Tracking of a Target Person When Taking Long-Focus Photos

When the camera is aimed at a person in the distance, your phone can identify and track the target to ensure a sharp image with details.

1 Open **Camera** and select **Photo** mode.

2 Aim the camera at the distant object you want to shoot. Drag the zoom slider, or pinch in or out to adjust the zoom. When the zoom level is set to 15x or higher, a Picture-in-Picture preview frame will be displayed in the viewfinder to help you focus.

**3** Align the white frame in the Picture-in-Picture preview frame with the subject. When this frame turns yellow, it indicates that the camera has identified the subject. Then touch the yellow frame. When the frame turns green, it indicates that the camera has successfully locked onto your target.

**4** Touch  to take a photo.

-  . If the white frame doesn't turn yellow after the camera has identified the subject, it indicates that your phone does not support this feature.
  - Currently, intelligent tracking only supports solo shots.
  - If the camera isn't aimed at the subject you want to capture, your phone will temporarily exit the target tracking status (if so, the green frame in the Picture-in-Picture preview frame will turn white). If the target tracking is paused for an extended period of time, it will automatically go back to the non-tracking status.

## Take Panoramic Photos

### Take Panoramic Photos

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

#### Use the Rear Camera to Take Panoramic Photos

**Panorama** mode combines multiple shots into a seamless panoramic photo. Simply move the camera as you shoot and the camera will take care of the rest.

**1** Go to **Camera > More** and select **Panorama** mode.

**2** Touch  and set the pan direction.

**3** Point the camera at your starting point, then touch  to start shooting. Move the camera in the direction of the arrow displayed on the screen. Keep the arrow on the center line when you are taking the photo.

**4** Touch  when you are finished.

#### Use the Front Camera to Take Panoramic Selfies

**1** In **Panorama** mode, touch  to switch to the front camera.

Touch  and drag the slider to adjust the beauty effect. A larger value will produce a more pronounced beauty effect.

**2** Point the camera at the center of your shot, then touch  to take the first photo.

- 3 Turn the camera to the left and right slowly as instructed. When the two frames on the viewfinder overlap, the camera will automatically take the second and last photos.

After the three photos are taken, the camera will automatically combine them into a panoramic photo.

## Monochrome Photography

### Monochrome

#### Take Black and White Photos

Black and white photography removes distracting colors to help you focus more on form, shape, and texture.

- 1 Go to **Camera** > **More** and select  mode.
- 2 Select one of the following modes based on your subject and scene:
  - **Normal:** This mode suits all kinds of subjects.
  - **Aperture:** This mode blurs the background and lends greater emphasis to the subject.
  - **Portrait:** This mode blurs the background and lets you adjust the beauty effect.
  - **Pro:** This mode allows you to adjust the camera settings, including the metering mode, sensitivity, and shutter speed.
- 3 Touch  to take a photo.

## AR Lens

### AR lens

#### Use 3D CuteMoji to Create Your Own Emojis

- 1 Open **Camera** or go to **Camera** > **More**(depending on your device model), select **AR lens** mode, and touch **3D CuteMoji**.
- 2 Select your preferred CuteMoji for it to track and imitate your facial expressions and movements.
- 3 If the **GIF** icon is displayed at the top of the screen, touch **GIF** to enable GIF mode, then look straight at the front camera.
- 4 Touch and hold  to start recording.
- 5 After the recording is complete, add text or directly save the emoji. The emoji will be saved to Gallery in GIF format.

## Use 3D CuteMoji to Record Videos

- 1 Open **Camera** or go to **Camera** > **More** (depending on your device model), select **AR lens** mode, and touch **3D CuteMoji**.
- 2 Select your preferred CuteMoji for it to track and imitate your facial expressions and movements.
- 3 If the **GIF** icon is displayed at the top of the screen, touch **GIF** to disable GIF mode, then look straight at the front camera.
- 4 Touch  to start recording
- 5 Touch  to finish recording.

## Enable or Disable Background

When in **3D CuteMoji** mode, touch  before you take a photo or video to turn the background on or off.

## Take HDR Photos

### Use HDR to Take Photos

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

- 1 Go to **Camera** > **More** and select **HDR** mode.
- 2 Steady your phone.
- 3 Touch  to take a photo.

## Moving Pictures

### Take Moving Pictures to Bring Photos to Life

When you want to capture a photo-worthy moment, but do not feel sure about when to touch the shutter button, you can use the Moving picture feature.

#### Take Moving Pictures

- 1 Go to **Camera** > **Photo** and touch  to enable Moving picture, or go to **Camera** > **More** and select **Moving picture** (depending on your device model).
- 2 Touch  to shoot.

## Play Moving Pictures

Moving pictures are saved in JPG format in **Gallery**.

Go to **Gallery > Albums > Camera**, touch a moving picture, then touch  at the top of the picture to view it.

The moving picture will automatically stop after a complete playback. You can also touch the screen to stop the playback.

## Edit Moving Pictures

After taking a moving picture, you can set the cover, remove passersby, or save any frame of the moving picture as a static photo.

**1** Open **Gallery**, touch the moving picture that you want to edit, then touch .

**2** Touch **Smart** to:

- Set the cover: Your phone recommends the best frames, which are indicated by crown icons. Select your desired frame and touch **Set as cover** to set it as the cover, which is indicated by a dot over the frame.

- Remove passersby: You can remove passersby from one of the frames in moving pictures that you have taken. Touch the frame from which you want to remove passersby, touch **Set as cover**, then touch . Your phone will automatically identify and remove passersby from the cover frame.

This feature only supports removing passersby who have fully entered the frame during shooting.

- Edit the picture: After setting the frame to be edited as the cover frame, touch **Auto**, **Remove reflection**, or **De-mist** on the **Smart** editing screen. Your phone will automatically optimize the picture for you.

 If you want to apply more than one of the aforementioned features to the photo,

touch  each time you apply a feature.

**3** After you have finished editing the picture, touch  to save it as prompted. You can also save the picture as a new moving photo in the original photo album.

To save one of the frames in the moving picture as a static photo, touch , set the frame as the cover frame, edit the frame using features other than **Smart**, then touch . The cover frame will be saved as a static photo.

## Save a Moving Picture as a GIF File or Video

To save a moving picture as a GIF file or video, touch the moving picture in the album, touch

• •

• •, then select **Save as video** or **Save as GIF**.

## Share Moving Pictures

You can share moving pictures with Huawei or Honor devices using various methods, such as Wi-Fi Direct, Bluetooth, or Huawei Share.

Go to **Gallery > Albums > Camera**, touch and hold to select the moving pictures you want to share, then touch  to share them.

If you share moving pictures to third-party apps or incompatible devices, moving pictures will be displayed as static images.

## Add Stickers to Photos

### Add Stickers to Photos

Add a sticker, such as a time, weather, mood, or food sticker, to spice up your photos.

**1** Go to **Camera > More** and select **Stickers** mode.

If the **Stickers** option is not present in **More**, touch , then download **Stickers**.

**2** Select a sticker, which will then be displayed in the viewfinder.

Drag the sticker to change its position. Touch and hold the dot on the corner of the sticker

and drag it to resize the sticker. Touch  to delete the sticker.

You can also edit the text in some types of stickers. Touch the editable area which is typically encircled with dash lines to enter the new text.

**3** Touch the shutter button to shoot a photo.

## Documents Mode

### Use Documents Mode to Straighten Photos

Images shot at an angle always suffer from the problem of perspective. If you aren't able to take a perfectly straight photo of a document, use Documents mode.

The camera will automatically adjust skewed images shot in Documents mode and remove shadows from them.

### Shoot Photos in Documents Mode

**1** Go to **Camera > More** and select **Documents** mode.

If the **Documents** option is not present in **More**, touch , then download **Documents**.

**2** Frame the document (such as a presentation slide or a poster) you want to shoot within the viewfinder, and touch the shutter button to take a photo.

**3** The camera will automatically identify the text area within the viewfinder, unskew the image, and remove any shadows.

 Some devices do not support the removal of document shadows.

## Adjust the Text Area

If you are not satisfied with the skew correction of a photo, you can also manually adjust the text area.

- 1 Go to **Gallery > Albums > Camera**.
- 2 Touch a document photo marked with  and then touch  at the top of the photo.
- 3 Drag the four corners to customize the correction area. Then touch . Your phone will reshape the photo as a flat, rectangular image.

## Underwater Mode

### Film the Underwater World

-  Before placing your phone in water, make sure that it is in a waterproof case and that the case is closed tight.
  - Don't keep your phone underwater for extended periods of time.

- 1 Go to **Camera > More > Underwater**.
- 2 Now you can:
  - Press the Volume up button to take a photo.
  - Press and hold the Volume up button to take a burst photo.
  - Press the Volume down button to record a video. During recording, press the Volume up button to pause and the Volume down button to stop.
  - Press the Power button to turn off the screen, and press it again to activate the camera.
- 3 When you are finished, follow the onscreen instructions to exit the camera.

## High-Res Mode

### Take High-Resolution Photos

Take high-resolution photos if you would like to print them or display them on a large screen.

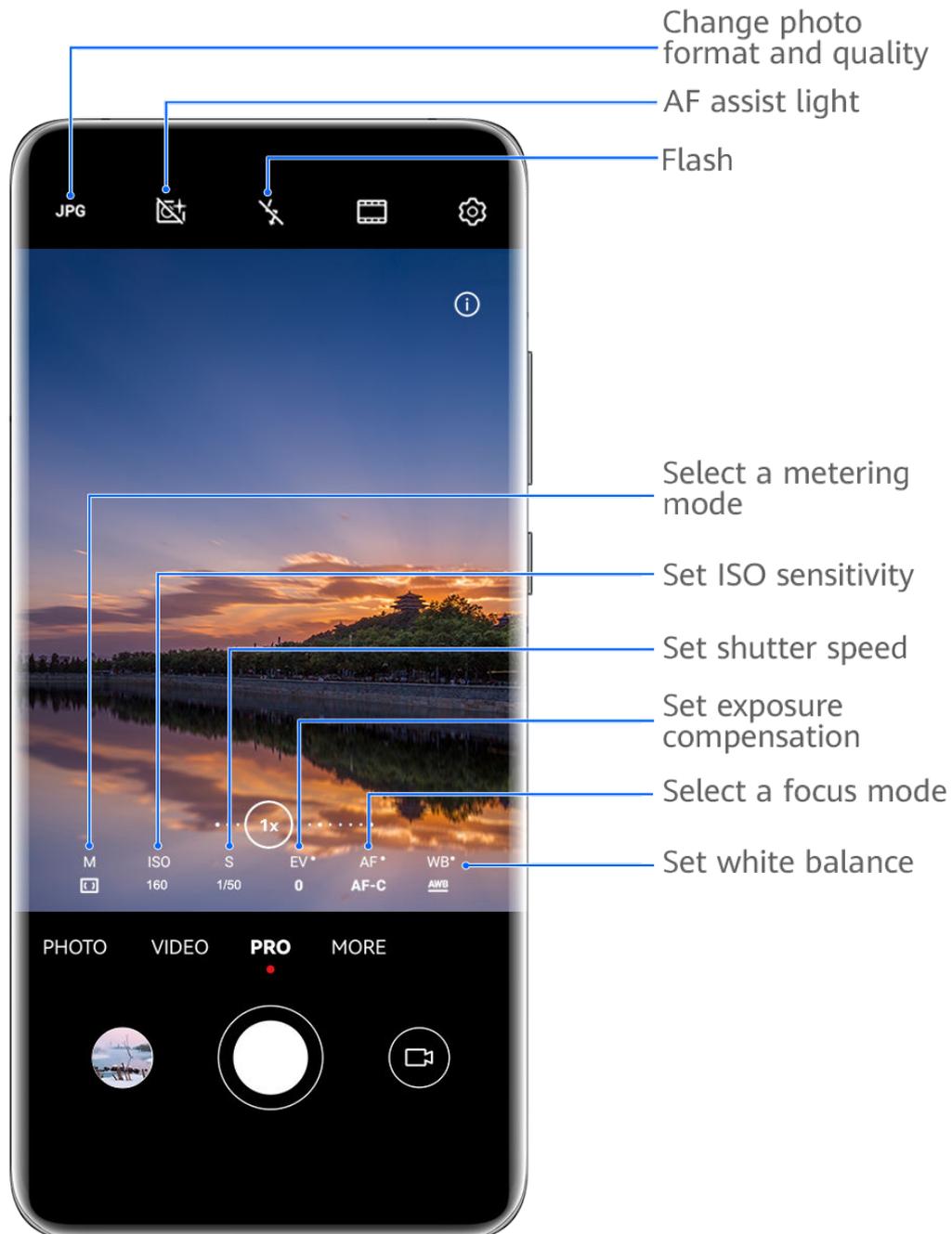
- 1 Go to **Camera > More** and select **High-res** mode.
- 2 Frame your subject within the viewfinder, then touch where you want to focus. In **High-res** mode, you won't be able to zoom in or out, or adjust the aspect ratio.
- 3 Touch the shutter button to shoot a photo.

## Pro Mode

### Use Pro Mode to Shoot Like a Pro

Pro mode lets you fine-tune photos and videos and gives you full control over ISO sensitivity, focus mode, and more when taking photos or recording videos.

### Use Pro Mode to Shoot Like a Pro



**i** The figures are for reference only.

- 1** Open **Camera** or go to **Camera > More** (depending on your device model), and select **Pro** mode.
- 2** You can then:

- Adjust the metering mode: Touch **M** and select a metering mode.

Metering mode	Application Scenarios
 <b>Matrix</b>	Measures the light in the whole frame. Applicable when shooting natural landscapes.
 <b>Center</b>	Concentrates on the light at the center of the screen. Applicable when shooting portraits.
 <b>Spot</b>	Concentrates on the light in a small area of the screen, such as the subject's eyes.

- Adjust the ISO sensitivity: Touch **ISO** and drag the slider.  
In low-light conditions, increase the ISO sensitivity. In well-lit environments, decrease the ISO sensitivity to avoid image noise.
- Adjust the shutter speed: Touch **S** and drag the slider.  
The shutter speed affects the amount of light allowed to enter the camera lens. When you are shooting stationary scenes or portraits, decrease the shutter speed. When you are shooting moving scenes or objects, increase the shutter speed.
- Adjust EV exposure compensation: Touch **EV** and drag the slider.  
Increase the EV value in low-light conditions and decrease the EV value in well-lit environments.
- Adjust the focus: Touch **AF** and select a focus mode.

Focus Mode	Application Scenarios
<b>AF-S (single)</b>	Applicable to stationary subjects
<b>AF-C (continuous)</b>	Applicable to moving subjects
<b>MF (manual)</b>	Touch the subject on which you want to focus, such as the subject's face.

- Adjust the color cast: Touch **WB** and select a mode.

When shooting in bright daylight, select . When shooting in low-light environments, select .

Touch  to adjust the color temperature.

- Select the storage format: **Pro** mode allows you to save the photo in JPG or RAW format. Touch **JPG** in the viewfinder to select different storage formats. Images in RAW format retain more details for post-processing but take up a relatively large storage space, whereas images in JPG format require less storage space. Choose between the two as required.

If you select RAW format, photos that you take will be saved in DNG and standard formats. The DNG format photos will be saved to the RAW photo album in **Gallery**.

- Enable AF assist light: For better focus in low-light environments, touch  to enable AF assist light.

**3** Touch the shutter button to take a photo.

-  Not all devices support these features.
- Changing a specific setting will sometimes cause other settings to change as well. Adjust them according to your actual requirements.

## Use Pro Mode to Record Videos

**1** In **Pro** mode, touch  to switch to Video mode. You can then:

- Adjust the metering mode: Touch **M** and select a metering mode.

Metering Mode	Description
 <b>Matrix</b>	Measures the light in the whole frame. Applicable when shooting natural landscapes.
 <b>Center</b>	Concentrates on the light at the center of the screen. Applicable when shooting portraits.
 <b>Spot</b>	Concentrates on the light in a small area of the screen, such as the subject's eyes.

- Adjust the ISO sensitivity: Touch **ISO** and drag the slider. In low-light conditions, increase the ISO sensitivity. In well-lit environments, decrease the ISO sensitivity to avoid image noise.
- Adjust the shutter speed: Touch **S** and drag the slider. The shutter speed affects the amount of light allowed to enter the camera lens. When you are shooting stationary scenes or portraits, decrease the shutter speed. When you are shooting moving scenes or objects, increase the shutter speed.
- Adjust EV exposure compensation: Touch **EV** and drag the slider. Increase the EV value in low-light conditions and decrease the EV value in well-lit environments.
- Adjust the focus: Touch **AF** and select a focus mode.

Focus Mode	Description
<b>AF-S (single)</b>	Applicable to stationary subjects
<b>AF-C (continuous)</b>	Applicable to moving subjects

Focus Mode	Description
<b>MF (manual)</b>	Touch the subject on which you want to focus, such as the subject's face.

- Adjust the color cast: Touch **WB** and select a mode.

When shooting in bright sunlight, select . In dimly-lit environments, select .

Touch  to adjust the color temperature.

- Touch  to start recording.

-  Not all devices support these features.
  - Changing a specific setting will sometimes cause other settings to change as well. Adjust them according to your actual requirements.

## Record Videos

### Capture Video

- Open **Camera** and select **Video** mode.

- Adjust the following settings:

- Zoom in or out: Pinch in or out on the viewfinder, or drag the zoom slider.
- Focus: Touch the location you want to focus on. Touch and hold the viewfinder to lock the exposure and focus.
- Turn the flash on or off: Touch  and select  (steady on) or  (off).  
When using the front camera to record videos in low-light conditions, you can set the flash to  (steady on). The camera will provide light compensation.
- Adjust beauty effects: Touch  and drag to adjust the effects.
- Adjust the video resolution and frame rate: Go to  > **Video resolution** and select the desired resolution. A higher resolution will result in a higher quality video with a larger file size.  
You can touch **Frame rate** to select your desired frame rate.
- Select a space-saving video format: Touch  and toggle on the **Efficient video format** switch.  
When this feature is enabled, your phone will use a video format that takes up less storage space. However, videos in this format may not play on other devices. Please exercise caution when selecting this option.

-  • Not all devices support these features.
  - Changing a specific setting will sometimes cause other settings to change as well. Adjust them according to your actual requirements.

**3** Touch  to shoot.

When recording videos with the rear camera, you can touch and hold  or  to zoom in or out.

Touch  to take a shot of the current frame.

**4** Touch  to pause and touch  to stop shooting.

### Use AI Movie Effects to Record Videos

Use AI Movie effects to add an artistic element to your videos without the need for post-processing.

**1** Open **Camera** and select **Video** mode.

**2** Switch to the rear camera, touch  or , and select **AI color**, **Background blur**, or other movie effects (depending on your device model).

**3** Go to  > **Video resolution** and select the 21:9 aspect ratio (which most movies are shot in).

-  Some products do not support the 21:9 aspect ratio.

**4** Touch  to shoot.

Touch  to add filter effects during shooting.

**5** Touch  to end shooting.

### Shoot 4K UHD Videos

Your phone supports 4K Ultra HD (UHD) video recording, allowing you to record in even greater clarity.

**1** Open **Camera** and select **Video** mode.

**2** Go to  > **Video resolution** and select the 4K resolution. Beauty mode, filters, and special effects are not supported at 4K, and will be automatically disabled when you select the 4K resolution.

**3** Return to the **Video** screen and touch  to start recording.

-  A higher resolution will result in a higher quality video, but will also take up more storage space.

## Slow-Mo Recording

### Shoot Slow-Mo Videos

Use Slow-mo mode to capture fleeting moments in detail. Adjust the slow motion speed based on how slow you want your footage to appear. With a higher speed you'll get slower playback.

-  The available slow motion speeds vary by device.
- 256x: suitable for recording shooting, explosion, or other extreme fast-paced action scenes.
- 128x or 64x: suitable for recording balls being hit and racing.
- 32x or 16x: suitable for recording bubbles popping and water splashing.
- 8x or 4x: suitable for recording breakdowns of fast movements, such as diving into water and a football being kicked. You can customize the overall shooting length and the length of the slow-mo portion.

For best results, shoot the slow-mo videos in bright and natural lighting.

### Shoot Slow-Mo Videos

- 1** Go to **Camera > More** and select **Slow-mo** mode.
- 2** Touch  and select a slow motion speed.
- 3** Frame your subject within the viewfinder, then touch  to start recording.

### Automatically Capture Slow-Mo

Some high-speed slow-mo modes support motion detection. Your camera will automatically track and take snapshots of moving objects in the frame when you touch the shutter button.

- 1** In **Slow-mo**, touch  and select a speed.
- 2** If the speed you select supports motion detection,  will appear on the screen. Touch  to ensure that motion detection is enabled. A detection frame will then be displayed in the viewfinder. Move the frame to the desired position.
- 3** Frame the object in the viewfinder and ensure that it is also in the detection frame. Touch  to start shooting. The camera will track the object in the frame and automatically take snapshots when it is moving.

To record a video manually, touch  to disable motion detection, then touch  to start recording.

## Adjust the Slow-Mo Part in Slow-Mo Videos

For a slow-mo video, you can change which part of it you want to play in slow motion.

 This feature is only available for slow-mo videos recorded at 4x or 8x. The 8x option is not available on certain devices.

- 1 Go to **Gallery > Albums > Camera** and select a slow-mo video.
- 2 Touch  to play the video. During playback, touch the video to display the editing area.
- 3 Drag the sliders to adjust the part you want to be played in slow motion. Other parts of the video will be played at a normal speed.
- 4 Go to   > **Save slow-mo file** to save your edits.

 For the best results when sharing, share the slow-mo videos in which your edits have been saved.

## Time-Lapse Photography

### Use Time-Lapse to Create a Short Video

You can use Time-lapse to capture images slowly over several minutes or even hours, then condense them into a short video. This allows you to capture the beauty of change – blooming flowers, drifting clouds, and more.

- 1 Go to **Camera > More** and select **Time-lapse** mode.
- 2 Place your phone in position. To reduce camera shake, use a tripod to steady your phone.
- 3 Touch  to start recording, then touch  to end the recording.

The recorded video is automatically saved to Gallery.

### Shoot Time-Lapse Videos in Manual Mode

**Time-lapse** mode is set to automatic by default when you take videos with the rear camera.

To shoot in manual mode and adjust shooting parameters such as the recording speed, duration, ISO, and more, touch **Auto**. You can then:

- Touch  to adjust the recording speed. For instance, record traffic trails at 15x or blooming flowers at 1800x.  
A video recorded at a higher speed will play faster.
- Touch  to set the recording time. The video recording will automatically stop when it reaches this limit.
- Touch **PRO** to adjust the metering mode, shutter speed, ISO, and more to ensure a better shooting result.

- Touch  to start recording. If you haven't set the recording duration, touch  to stop recording.

## Dual-View Mode

### Record Dual-View Videos

The Dual-view feature splits the recording screen into two views, allowing you to watch the regular view side by side with a zoomed-in view.

- 1 Go to **Camera** > **More** and select **Dual-view**.
- 2 Frame your subject in the viewfinder, then touch  to start recording. The regular view and the zoomed-in view are displayed side by side on the screen, with the zoomed-in area being the center of the regular view. You can adjust the zoom level by pinching in or out on the viewfinder.
- 3 Touch  to stop recording.

## Leica Colors

### Use Leica Colors

- 1 Open **Camera** and make sure the rear camera is in use.
  - 2 Touch , then select **Leica standard**, **Leica vivid**, or **Leica smooth**.
  - 3 Touch the shutter button to take a photo or start recording a video.
-  Not all camera modes support Leica colors.

## Filters

### Apply a Filter to Photos or Videos

- 1 Open **Camera** and select **Photo** or **Video** mode.
- 2 Touch  or  to select a filter and preview the effect.
  -  Some phones do not have the  icon.
- 3 Touch the shutter button to take a photo or start recording a video.

## Adjust Camera Settings

## Adjust Camera Settings

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

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

### Adjust the Aspect Ratio

Go to **Camera** >  > **Aspect ratio** and select an aspect ratio.

 This feature is not available in some modes.

### Enable Location Tags

To enable **Location tag**, enable Location Services for your phone first, then go to **Camera** >



. Your photos and videos will then be tagged with location information.

You can touch and swipe up on a photo or video in Gallery to view its shooting location.

To enable Location Services on your phone:

- Swipe down from the upper right edge of the phone to display **Control Panel**, touch  to expand the shortcut switches panel (depending on your device model), and enable **Location**.
- Go to **Settings** > **Location** and enable **Access my location**.

### Add Device Watermarks

Enable **Add watermark**. Photos and videos shot with the rear camera will have a device watermark added.

 Adding a device watermark to videos is not supported on certain phones.

### Use the Assistive Grid to Compose Your Photos

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

- 1 Enable **Assistive grid**. Grid lines will then appear in the viewfinder.
- 2 Place the subject of your photo at one of the intersecting points, then touch the shutter button.

### Use Mirror Reflection

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

When **Mirror reflection** is enabled, the image will appear as you see yourself in the viewfinder, instead of flipped.

When **Mirror reflection** is disabled, the image will be flipped, so it's the opposite of what you see in the viewfinder.

## Mute the Shutter Sound

Enable **Mute** to mute the camera shutter sound.

 This feature is only available in some countries and regions.

## Capture Smiles

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

## Use the Horizontal Level for Better Compositions

Enable **Horizontal level** to display a horizontal guiding line on the viewfinder.

When the dotted line overlaps with the solid line, it indicates that the camera is parallel with the horizontal level.

## Customize Camera Mode Layout

You can customize the layout of the Camera mode screen based on your preferences by moving the frequently used modes to the camera home screen, or change the order of modes.

 **Photo**, **Portrait**, and **Video** modes cannot be moved to **More**.

- 1 Go to **Camera** > **More**, and touch  to enter the mode editing screen.
- 2 Touch and hold a mode and drag it to the desired position. You can move a mode on the **More** screen to the camera home screen, move the mode on the camera home screen to **More**, or adjust the layout of the mode screen based on how often you use certain modes.

Modes with a  icon can be deleted by simply touching this icon.

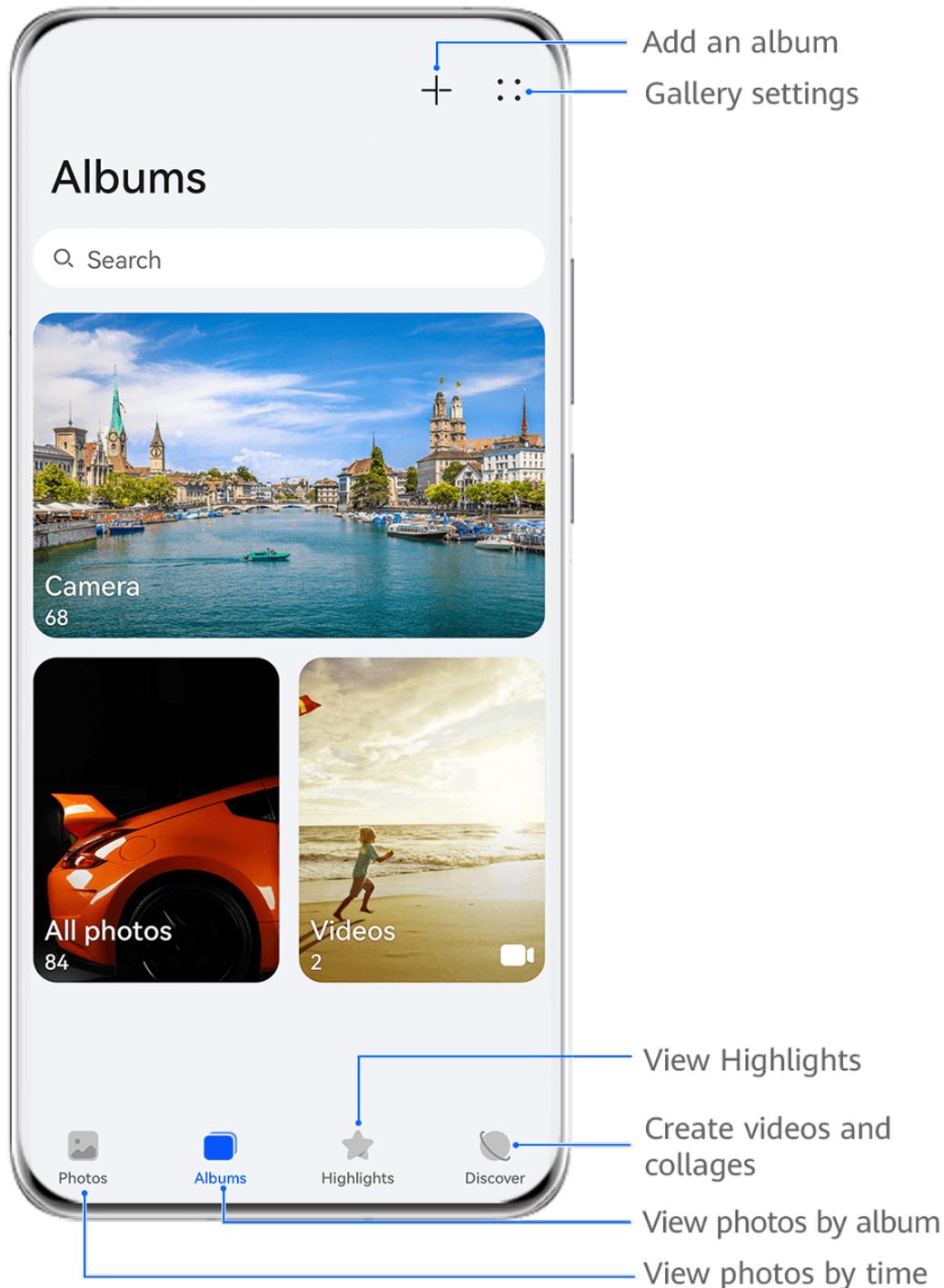
- 3 Touch  to save the layout.

To restore a deleted mode, go to **Camera** > **More**, touch , and then touch **ADD**.

## Manage Gallery

### View Images and Videos

In Gallery, you can view, edit, and share your images and videos, as well as browse the clips automatically generated from them.



 The figures are for reference only.

### View by Shooting Time

Open **Gallery**. On the **Photos** tab, pinch in on the screen to switch to the monthly view and pinch out to switch to the daily view.

You can also drag the track ball on the edge to view the time.

### View by Album

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

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

## View by Category

Gallery intelligently sorts images into categories, allowing you to quickly sift through large albums by category.

Touch a category album on the **Discover** tab (such as food, portrait, or scenery) to view images in that album.

## View Details About Images and Videos

- 1 In Gallery, touch an image or video to view it in Full screen mode. Touch the screen again to hide the menu.
- 2 When in Full screen mode, touch  to view details about the image or video, such as the storage path, resolution, and size.

## View Images or Videos on Other Devices from Your Phone

With Multi-device browsing, you can browse and search for photos and videos saved on a connected phone or tablet.

-  This feature is only available in some countries and regions.
    - Before using this feature, ensure that your devices have sufficient power and that the device being connected is near the phone.
- 1 Enable the following functions on this device and the connected device:  
Go to **Settings > Device+ > More settings > Multi-Device Gallery** and ensure that **Multi-Device Gallery** is enabled.  
If **Multi-Device Gallery** is not displayed in the above path on the phone or tablet, search for and enable **Multi-Device Collaboration** in **Settings**. If neither of the two switches can be found on your device, it indicates that this feature is not supported.
  - 2 Enable Wi-Fi and Bluetooth and log in to the same **HUAWEI ID** on your phone and the device you want to connect to.  
After the connection is set up, the **Other devices** tab will be displayed under **Gallery > Albums**.
    -  If your phone cannot connect to the target device, connect them to the same router or personal hotspot, log in to the same **HUAWEI ID**, and enable Bluetooth on both devices.
  - 3 Touch the **Other devices** tab to view connected devices. If the device you want to browse from is not connected, touch the device name and initiate a connection as prompted. You can then:
    - Browse images or videos: Touch a connected device to view the albums stored on that device.
    - Search for images: On the **Albums** tab, enter a keyword (such as "food" or "landscapes") in the search bar. The search results will be displayed by device.
    - Save items from other devices to your phone: Touch the target device, touch and hold to select images or videos, then touch .

The saved items will be displayed in **Gallery > Albums > From other devices**.

To disable this feature, disable **Multi-Device Gallery**.

## Make Quick Searches in Gallery

### Quickly Search for Images in Gallery

Quickly locate an image by searching with keywords, such as a date, food, or category, in Gallery.

- 1 Go to **Gallery**, touch the search bar at the top of the screen, then type in a keyword (such as "food" or "scenery") or touch a suggested word to start searching.
- 2 Thumbnails of images related to that keyword will be displayed, and more keywords will be suggested. Touch a suggested keyword or enter more keywords for more precise results.

### Quickly Search for Videos in Gallery

Your phone automatically analyzes and categorizes videos in Gallery when charging and with the screen off. Suggested keywords will be displayed in the search bar for quick results on related topics.

- 1 Go to **Gallery**, touch the search bar at the top of the screen, then type in a keyword (such as "food" or "scenery") or touch a suggested word to start searching.
- 2 Thumbnails of videos related to that keyword will be displayed, and more keywords will be suggested. Touch a suggested keyword or enter more keywords for more precise results.  
Key moments of videos in the search results will automatically be played in sequence for you to see a preview.

 **Screenshots** will not be analyzed.

## Edit Images

Gallery offers a wide range of editing features for images.

### Basic Editing

- 1 Open **Gallery**, touch the image you want to edit, and then touch . You can then:
  - Crop and rotate: Touch **Crop**, select a frame, then drag the grid or its corners to select which part you want to keep. You can drag the image in the frame, or use two fingers to zoom in or out to adjust the displayed part of the image.  
To rotate the image, touch **Crop** and drag the angle wheel to the desired orientation.  
To rotate the image by a certain degree or mirror flip the image, touch  or .
  - Add a filter effect: Touch **Filter** to select a filter.
  - Adjust image effects: Touch **Adjust** to adjust the brightness, contrast, saturation, and other aspects of the image.

- Other: Touch **More** to edit the image in other ways, such as by adding a color splash, blur, doodle, or text element.

When using the **Adjust** or **Filter** feature, you can touch **Compare** to compare the image before and after editing. Comparison is not supported in some editing modes.

- 2 Touch  or  to save the edits.

### Add Stickers to Images

- 1 In Gallery, touch an image, then go to  > **More** > **Stickers**.
- 2 Select a sticker and drag it anywhere you like. Touch and hold the dot on the corner of the sticker and drag it to resize the sticker. Touch  to delete the sticker. You can also edit the text in some types of stickers. Touch the editable area which is typically encircled with dash lines to enter the new text.
- 3 Touch  to save your edits and touch  to save the image.

### Pixelate Images

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

### Rename Images

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

### Collage

You can use the collage feature in Gallery to quickly combine multiple images into one for easier sharing.

- 1 You can access the collage feature in the following ways (depending on your device model):
  - On the **Discover** tab, touch **Create collage**, select some images, then touch **Create**.
  - On the **Photos** or **Albums** tab, touch and hold to select some images, then go to  > **Collage**.
- 2 Select a template. You can then:
  - Relocate an image: Touch and hold the image and drag it to a different position.

- Adjust the displayed portion of an image: Slide on the image, or pinch in or out on it so that only the part you want to see is displayed in the grid.
- Rotate an image: Touch the image, then touch  to rotate it or  to flip it.
- Add or remove borders: By default, borders are displayed between images and along the grid edges. To remove them, touch **Frame**.

- 3 Touch  to save the collage.  
To view the saved collage, go to **Albums > Collages**.

## Share Images and Videos

Open **Gallery** and share an image or video in the following ways:

- Share a single image or video: Touch the image or video, then touch .
- Share multiple images or videos: In an album or on the **Photos** tab, touch and hold to select multiple images and videos, then touch .

## Share Your Photos Securely

Before sending a photo, you can choose to delete sensitive information like the location, time, and camera specs.

- 1 Open **Gallery**.
  - 2 Select one or more photos and touch .
  - 3 Touch the privacy switch in the upper left corner of the screen. In the displayed **Privacy options** dialog box, turn on the **Remove photo info** and **Remove location info** switches, then touch **OK**.
-  If **Location tag** was disabled when a photo was taken, the **Remove location info** switch will not be displayed in the **Privacy options** dialog box when you share the photo.

## Organize Albums

Organize images and videos into albums to easily sift through them.

### Add Albums

- 1 Go to **Gallery > Albums**.
- 2 Touch , name the album, then touch **OK**.
- 3 Select the images or videos you want to add, and then move or copy them to the album.

### Sort Albums

- 1 Go to **Gallery > Albums > ** and touch **Sort albums**.
- 2 Hold and drag  next to the albums to adjust the order.

Touch **Reset** or go to  > **Reset** to restore the default order.

## Adjust the Album Display Style

Go to **Gallery** > **Albums** > , touch **Switch view**, and select an album display style.

## Move Images and Videos

**1** Open an album, then touch and hold to select the images and videos you want to move.

**2** Touch  > **Move to album** to select the desired album.

**3** Once the items are moved, they will no longer be in their original album.

 The **All photos** and **Videos** albums show all images and videos stored on your device. Moving items across albums will not remove them from these albums.

## Delete Images and Videos

Touch and hold to select images, videos, or albums and go to **Delete** > **Delete**.

 Some preset albums cannot be deleted, including **All photos**, **My favorites**, **Videos**, and **Camera**.

Deleted images and videos will be temporarily moved to the **Recently deleted** album for a period of time, after which they will be permanently deleted.

To permanently delete images and videos before the retention period expires, touch and hold to select images or videos in the **Recently deleted** album and go to **Delete** > **Delete**.

## Recover Deleted Images and Videos

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

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

## Add Images and Videos to Favorites

Open an image or video, then touch .

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

## Block Albums

Block third-party app albums to prevent them from being displayed in Gallery.

**1** In the **Others** list, touch the album you want to block.

**2** Go to  > **Block this album?**.  
Blocked albums can only be viewed in **Files**.

**3** To unblock an album, open the **Others** list, touch **View blocked albums**, then touch **Unblock** next to the album.

 Only some albums in **Others** can be blocked.

## Hide Albums

 System albums such as **Camera**, **Videos**, **My favorites**, and **Screenshots** cannot be hidden.

From the **Albums** tab, go to  > **Hidden items** and toggle the switches on for albums that you want to hide.

Hidden albums and the photos and videos in them are hidden from view in Gallery.

## Golden Snap

### Spruce Up Images with Golden Snap

#### Brighten, Demist, and Straighten Your Photo

**1** Open **Gallery**, touch a photo, then touch .

**2** Touch **Smart** to access the smart editing screen. You can then:

- Perform one-touch automatic optimization: Touch **Auto** for your phone to intelligently optimize the photo.
- Remove reflections: Touch **Remove reflection**. Your phone will automatically detect and remove reflections in the photo.
- Brighten the photo: Touch **Brighten**.
- Remove blurriness: Touch **De-mist**. Your phone will automatically detect and remove blurriness in the photo.
- Straighten the photo: Touch **Straighten**. Your phone will automatically check whether the photo is tilted (for example, whether the background horizon line is tilted) and correct the tilt.

 If you want to apply more than one of the aforementioned features to the photo, save the photo each time you apply a feature.

**3** Touch  and follow the onscreen instructions to save the photo to the same album as the original photo.

#### Remove Passersby from Moving Pictures

 The features below are not available on all devices.

**1** Open **Gallery**, touch the moving picture that you want to edit, then touch .

**2** Touch **Smart** to access the smart editing screen. You can then:

- Set the cover: Your phone recommends the best frames, which are indicated by crown icons. Select your desired frame and touch **Set as cover** to set it as the cover, which is indicated by a dot over the frame.
  - Remove passersby: After you set the cover, touch . Your phone will automatically identify and remove passersby from the photo. This feature only supports removing passersby who have fully entered the frame during shooting.
  - Other smart editing features: After you set the cover, touch **Auto**, **Remove reflection**, or **De-mist** on the **Smart** editing screen to perform automatic optimization, remove reflections, and remove blurriness.
    -  If you want to apply more than one of the aforementioned features to the photo, save the photo each time you apply a feature.
- 3 After you have finished editing the photo, touch  to save the photo to the same album as the original photo.
  - 4 To save the moving picture as a static photo, touch , edit using features other than **Smart**, then touch . The cover frame will be saved as a static photo.

### Adjust document

If an image of a document is skewed, you can use the **Adjust document** function in Gallery to straighten the image.

- 1 Open **Gallery**, touch an image of a document, then touch .
- 2 Go to **Smart** > **Adjust document** and drag the four corners to select the area to be straightened.
- 3 Touch . Your phone will then straighten the selected area.
- 4 Touch  and follow the onscreen instructions to save the image to the same album as the original image.

## Smart Photo Categorization

### Smart Image Categorization

Gallery automatically sorts your images into categories such as portraits, food, and scenery, so you can quickly find what you're looking for.

Go to **Gallery** > **Discover** to view your images organized into categories.

To remove an image from an album, touch and hold to select the image, then touch  (or  for portraits).

 Not all images can be removed from the category albums.

## View and Set People Albums

Once you have a sufficient number of images with faces, Gallery will automatically create People albums of individuals or groups by identifying faces in your images. This will happen when your phone is charging and the screen is off.

You can name your People albums and set the relationship of individuals with you to search for images more easily.

- 1 Go to **Gallery > Discover** to view **People** albums.
- 2 Touch an album, go to  **> Edit** and name the album or set the relationship of the individuals with you (such as **Baby** and **Mom**).
- 3 Touch  to save your settings.

Once you have finished, you can find a People album by entering the name in the search bar.

 Group photo albums require a specific number of group photos with faces that have already been named in People albums.

## Huawei Vlog Editor

### View Spotlight Reels

Spotlight Reel analyzes your videos to create highlight clips of people and objects in them and presents them to you with background music.

- 1 Go to **Gallery > Albums > Videos**.
  - 2 Touch a video, then swipe up on the video. Touch a person's face or **Best cut** to view the created Spotlight Reel.  
If a clip has not yet been generated, touch **GET STARTED** to create one.
  - 3 During playback, touch the video to edit the template, background music, filter, intro and outro, and more.
-  This feature works automatically when your phone is charging and the screen is off. It only works on local videos between 10 seconds and 3 minutes long.

## People Album Videos

### People Album Videos

Gallery automatically creates **People** albums by identifying faces in images.

### View People Album Videos

- 1 Go to **Gallery > Discover** and touch a People album.

- 2 Touch  on the album cover.

## Highlights

### Introduction to Highlights

Gallery automatically creates **Highlights** albums from your best photos and videos based on time, location, and theme information, and even generates a short video clip so you can walk down memory lane and instantly relive the good times.

- To start using **Highlights**, go to **Camera** >  and enable **Location tag**.
- **Highlights** albums are created automatically when your phone is charging and connected to a Wi-Fi network, the screen is turned off, and the battery has sufficient power. It may take a while for the albums to be created.

**Highlights** albums will not be automatically generated if there are not enough relevant photos.

### View Highlights Videos

- 1 Go to **Gallery** > **Highlights** and touch an album.

- 2 Touch  to play the video.

### Change the Highlights Album Cover

- 1 On the **Highlights** tab, touch an album.

- 2 Go to  > **Change cover**, select a photo, then touch .

### Share Highlights

You can share **Highlights** as videos or images with friends.

#### Share Highlights videos as videos

- 1 If you have edited and exported a **Highlights** video, the exported video can be found in **Gallery** > **Albums** > **Video Editor**.

- 2 You can touch and hold to select the video in **Video Editor** and touch  to share it.

#### Share Highlights videos as images

Touch the **Highlights** video you want to share, then go to  > **Share**. Your phone will automatically generate an image for the video and you can follow the onscreen instructions to share it with others.

You can also share the photo under **Gallery** > **Albums** > **Collages**, where the images created for **Highlights** videos are saved by default.

## Add or Remove Images or Videos from a Highlights Album

**1** In the **Highlights** tab, select a **Highlights** album.

**2** You can then:

- Add images or videos: Touch  and follow the onscreen instructions to select images or videos to be added to the album.
- Remove images or videos: Touch and hold to select the images or videos you want to remove from the album, touch , then touch **Remove**.

## Rename Highlights Albums

**1** On the **Highlights** tab, touch an album.

**2** Go to  > **Rename** and enter a new name.

## Delete Highlights Albums

**1** On the **Highlights** tab, select a **Highlights** album.

**2** Go to  > **Delete** and then touch **Delete**.

-  After you delete a **Highlights** album, it cannot be restored, and the photos and videos in the **Highlights** album will remain in Gallery.

# Apps

## Contacts

### Create and Edit Contact Information

You can create contacts in multiple ways, as well as view and manage your contacts list.

#### Create Contacts

- 1 Open **Phone**, touch the **Contacts** tab, and touch .  
If you are creating a contact for the first time, touch **Create new contact** to start adding a contact.
- 2 Set a profile picture for the contact, enter information such as the name, organization, and phone number of the contact, then touch .

#### Import Contacts

- 1 On the **Contacts** screen, go to   > **Settings** > **Import/Export**.
- 2 You could follow the onscreen instructions to import contacts. Such as **Import via Bluetooth**, **Import via Wi-Fi Direct**, **Import from storage**, and so on.

#### Scan Business Cards to Add Contacts

- 1 On the **Contacts** screen, go to   > **Scan** or **Business cards** > **Scan**.
- 2 Place the business card on a tabletop, hold your phone so that the card appears fully in the viewfinder, select **Single** or **Multiple**, then touch .
- 3 After capturing the image, your phone will automatically identify information on the card.  
Touch  to save the contact.

You can view the scanned business cards in **Business cards**.

#### Scan a QR Code to Add a Contact

If a QR code contains contact information, you can scan the QR code to quickly add a contact.

- 1 On the **Contacts** screen, go to   > **Scan** or go to **Business cards** > **Scan**.
- 2 Take a photo of a QR code or select a photo of a QR code from Gallery, and contact information contained in the QR code can be identified and added.

## Merge Duplicate Contacts

- 1 On the **Contacts** screen, go to  > **Settings** > **Organize contacts** > **Merge duplicate contacts**.
- 2 Select duplicate contacts you want to merge and touch **Merge**.

## Search for Contacts

- 1 Open **Contacts**, go to  > **Settings** > **Display preferences**, and touch **All contacts** to display all your contacts. Ensure that the corresponding icon at the bottom is enabled.
- 2 On the top of the **Contacts** screen, enter keywords for the contact you want to find in the search box.

## Share Contacts

- 1 On the **Contacts** screen:
  - Touch and hold the contact you want to share, then touch **Share contact**.
  - Touch the contact you want to share, then go to  > **Share contact**.
- 2 Select a sharing method, then follow the onscreen instructions to share the contact.

## Export Contacts

- 1 On the **Contacts** screen, go to  > **Settings** > **Import/Export**.
- 2 Touch **Export to storage** and follow the onscreen instructions to export contacts. The contacts will be exported into **.vcf** files. You can search for and view these **.vcf** files in **Files**.

## Delete Contacts

Delete contacts using the following methods:

- Touch and hold the contact you want to delete, then touch **Delete**.
- Touch the contact you want to delete, then go to  > **Delete contact**.
- On the **Contacts** screen, go to  > **Settings** > **Organize contacts** > **Delete multiple contacts**, select the contacts you want to delete, then touch .

To restore a contact, go to  > **Settings** > **Organize contacts** > **Recently deleted** on the **Contacts** screen, touch and hold to select the contact you want to restore, then touch .

## Manage Contact Groups

You can conveniently send emails or messages to multiple contacts by creating and managing contact groups. Your phone automatically groups contacts by company, city, and last contact time, but you can also create new groups based on your preferences.

### New Group

- 1 Open **Phone**, touch the **Contacts** tab, and touch **Groups**.
- 2 Touch , enter the group name, such as "Family" or "Friends", then touch **OK**.
- 3 In a chat group, touch , follow the onscreen instructions to add contacts to the group, then touch .

### Edit a Contact Group

- 1 On the **Groups** screen, select the group you want to edit and touch  to add a new contact.
- 2 Touch  for **Remove members**, **Group ringtone**, **Delete group**, or **Rename**.

### Send Group Messages or Emails

On the **Groups** screen, open a group. You can then:

- Touch  to send a group message.
- Touch  to send a group email.

### Delete Contact Groups

On the **Groups** screen, do either of the following to delete a contact group from your phone:

- Touch and hold the group and select **Delete**.
- Touch , select the groups you want to delete, and touch .

## Create Personal Business Cards and Emergency Information

You can create a business card containing your personal information to share with others. You can also add personal emergency information so you can call for help quickly in an emergency.

### Create a Personal Business Card

- 1 Open **Phone**, touch the **Contacts** tab, and touch **My card**.
- 2 Set your profile picture and enter personal information, such as your name, work address, and phone number.

- 3 Touch  to automatically create a QR code business card. You can share your business card using the QR code.

### Add Emergency Information

- 1 From the **Contacts** screen, go to **My card > Emergency information**.
- 2 Touch **ADD** and set your personal, medical, and emergency contact information.
- 3 To modify the information, touch  on the **Emergency** screen.

Once you have added emergency contacts and you find yourself in an emergency, access the lock screen for inputting your password, go to **Emergency > Emergency information > Emergency contacts**, and select an emergency contact to make a call.

### Erase Contact Traces

- 1 Open **Phone**, touch the **Contacts** tab, then touch a contact to erase your contact traces.
- 2 Go to   **> Erase history > Erase** to delete all call and message records for that contact.

## Phone

### Make a Call

#### Dial a Number or Select a Contact to Make a Call

Use either of the following methods to make a call:

- Open **Phone**, enter part of a phone number, the first letter of a contact's name, or a contact's initials to find a contact, then touch to make a call.
- Open **Phone**, touch the **Contacts** tab, then search for a contact or select a contact in the contact list to make a call.

Touch  to end the call.

### Use Speed Dial

Once you've set up speed dialing for a contact, you can quickly call that contact with the assigned number key.

- 1 Go to **Phone >   > Settings > Speed dial**, select a number key, then set a contact for this speed dial number.
- 2 Then you can press and hold this speed dial number to call this contact directly.

### Press the Power Button to End a Call

During a call, press the Power button to end the call.

Go to **Phone >   > Settings > More**, and enable **Power button ends call**.

## Set a Call Background

To set a wallpaper as the call background, do the following:

- 1 Go to **Settings** > **Home screen & wallpaper** > **Wallpaper**.
- 2 Select a picture and set it as the wallpaper.

You can also set a profile picture for a contact to be shown on the call background.

- 1 Open **Phone**, touch the **Contacts** tab, then select a contact.
- 2 Touch  and then  to set a profile picture for the selected contact.

## Make an International Call

- 1 Contact your mobile carrier to activate and inquire about the international calling service.
- 2 Open **Phone**, touch the **Contacts** tab, then select a contact to make a call.
- 3 For numbers that are not in the contacts list, open the dialer and hold the **0** number key until the **+** icon is displayed. Enter the country code and phone number, then touch  to make an international call.

## Manage Call Logs

You can merge the call logs of the same contact or number for a tidier and more concise interface, or delete call logs as required.

### Merge Call Logs

- 1 Go to **Phone** >  > **Settings** > **Merge call log**.
- 2 Select **By contact** and your phone will automatically merge the call logs of the same number or contact.

### View Missed Calls

- 1 To display all missed calls, open **Phone**, swipe down on the call log list, then touch the **Missed** tab.  
All missed calls are displayed in red in the call log list for you to quickly identify them. You can also find them on the **All** screen.
- 2 Touch  next to a call log entry to call back or send a message.

### Delete Call Logs

Delete call logs using any of the following methods:

- On the **Phone** screen, touch and hold an entry, then touch **Delete entry**.
- On the **Phone** screen, go to  > **Delete entries**, select the entries you want to delete, then touch **Delete**.

- On the **Phone** screen, swipe left on the entry you want to delete, then touch .

## Set a Ringtone

You can set a personalized ringtone for incoming calls depending on your preferences.

If you are carrying your phone in your pocket, the ringtone volume will gradually increase to prevent you from missing important calls.

-  If your phone has two SIM cards installed, configure the settings for SIM 1 and SIM 2 respectively.

## Set a Music Ringtone

- 1 Go to **Phone** >  > **Settings** > **Ringtone**.  
Or go to **Settings** > **Sounds & vibration** > **Phone ringtone**.
  - 2 Select a system ringtone, or touch **Music on device** to set a local song as the ringtone.
  - 3 If you select a system ringtone, touch **Vibration** on the same screen, and select **Synchronized (default)**. When there is an incoming call, your phone will vibrate with rhythm while the system ringtone is playing.
-  Not all products support a synchronized vibration and ringtone.

## Set a Video Ringtone

Set a video as the ringtone for incoming calls on your phone.

- 1 Go to **Phone** >  > **Settings** > **Ringtone**.  
Or go to **Settings** > **Sounds & vibration** > **Phone ringtone**.
- 2 Touch **Video ringtones** and select a video. You can then preview what it looks like for incoming calls.
- 3 Touch **Set** to set the video as the ringtone.

## Set a Ringtone for a Contact

Set a different ringtone for a particular contact to distinguish more easily when that contact is calling you.

- 1 Open **Phone**, touch the **Contacts** tab, then select the contact you want to set a ringtone for.
- 2 On the contact details screen, touch **Ringtone** and select a ringtone.

## Manage Incoming Calls

You can use the call waiting feature to answer incoming calls when you are already engaged in a previous call.

If you cannot answer a call because your phone is faulty or the network signal is poor, you can also set call forwarding to forward calls to another number or device.

## Answer or Reject an Incoming Call

If you receive a call when the screen is locked:

- Drag  right to answer the call.
- Drag  left to reject the call.
- Touch  to reject the call and reply with a message.
- Touch  to set a reminder for calling back.

If you receive a call when the screen is unlocked:

- Touch  to answer the call.
- Touch  to reject the call.
- Touch  to reject the call and reply with a message.
- Touch  to set a reminder for calling back.

## Answer an Incoming Call with Air Gestures

When it is inconvenient for you to touch the screen, such as while cooking or washing your hands, you can use air gestures to answer an incoming call and turn on Handsfree mode.



- 1 Go to **Settings > Accessibility features > Smart Sensing > Air press** and make sure that **Air press** is enabled.
  - 2 When there is an incoming call, hold your palm around 30–40 cm (around 12–16 in) away from the screen until  is displayed at the top of the screen, then immediately move your palm a little closer towards the screen to answer the call.
-  If your device does not have the **Air press** option, it indicates that this feature is not supported.

### Quickly Answer Calls

When a call comes in, you can quickly answer it by raising the phone to your ear. If you're in speaker mode or using Bluetooth earphones, raising the phone will switch to earpiece mode.

Go to **Settings > Accessibility features > Shortcuts & gestures > Answer calls** and make sure that **Answer calls** is enabled.

### Enable Call Waiting

The Call waiting feature lets you answer an incoming call when a call is already in progress by placing the first call on hold. This feature requires the support of your carrier. For details, contact your carrier.

Go to **Phone >  > Settings** and then go to **More > Call waiting**.

- If your phone has two SIM cards installed, configure the settings for SIM 1 and SIM 2 respectively.

This feature may vary depending on your carrier.

## Answer a New Incoming Call During a Call

- 1 When you receive an incoming call when you are already engaged in a previous call, touch  to answer it.
- 2 Touch , or touch a held call in the call list to switch between the two calls.

## Enable Call Forwarding

After the Call forwarding feature is enabled, calls that meet your pre-set conditions will be automatically forwarded to a specified phone number. This feature requires the support of your carrier. For details, contact your carrier.

- 1 Open **Phone**, go to   > **Settings**, and touch **Call forwarding**.
  - 2 Select and enable a forwarding method, then enter and confirm the target number. You can cancel call forwarding in the same path.
- If your phone has two SIM cards installed, configure the settings for SIM 1 and SIM 2 respectively.
- This feature may vary depending on your carrier.

## Filter and Block Spam Calls

Set different block rules to block sales, fraud, and other kinds of spam calls.

### Filter Spam Calls

- 1 Go to **Phone** >   > **Blocked** > .
 

Alternatively, go to **Optimizer** > **Blocked** > .
- 2 Touch **Call block rules** and toggle on the switches of corresponding block rules.

### Block Incoming Calls from Specific Numbers

You can block incoming calls from specific numbers using either of the following methods:

- Go to **Phone** >   > **Blocked** >  > **Blocklist**, touch , then add the phone numbers you want to block.
- Open **Phone**, touch the **Contacts** tab, touch the contact you want to block, then choose   > **Block contact**.

## Set Whether to Receive Notifications for Blocked Calls

Go to **Phone** >  > **Blocked** >  > **Receive notifications** and set whether to receive notifications when calls are blocked.

## Manage Blocked Calls

On the Blocked screen, you can manage blocked calls, such as by calling back numbers, deleting records, or submitting appeals if a number has been incorrectly marked.

Go to **Phone** >  > **Blocked**. You can then:

- Touch a record and select **Call** to call back numbers, select **Add to trustlist** or **Add contact**, or touch **Delete** to delete call records.
- Touch **Clear** to delete blocked calls in batches.
- Touch **Block rules** to change the block rules.

## Emergency SOS and Calls

### Use Emergency SOS

If you are in an emergency situation, you can quickly and secretly send an SOS message or make an SOS call to your emergency contacts.

**1** Go to **Settings** > **Security** > **Emergency SOS**, and touch **Emergency contacts** to add an emergency contact.

**2** Enable **Auto-SOS message** and **Auto-SOS call**, and set related permissions as prompted.

Once you have enabled the Emergency SOS feature and you are in an emergency situation, press the Power button five times in quick succession and your phone will automatically send a message with your current location to your emergency contacts. It will also automatically call your emergency contacts one by one and play a pre-recorded SOS message, then end the call automatically.

If **Auto-SOS call** is disabled, after the message is sent, your phone will bring up the emergency call screen, from which you can quickly call an emergency service or one of your emergency contacts.

### Make Emergency Calls

In the event of an emergency, you can make emergency calls directly from the lock screen of your phone even if there is no signal.

 The emergency call feature is subject to local regulations and individual mobile carriers. Network issues or other types of interference may lead to emergency calls not working.

**1** From the lock screen, access the screen for entering your password, and touch **Emergency**. If you are in an area with a good signal and your phone has an Internet connection, it will automatically obtain your location and display it on the screen.

- 2 Enter your local emergency number and touch  to call the number. Alternatively, touch **Emergency information** and select an emergency contact to call.

## Perform In-call Operations

During a call, an in-call menu will be displayed.

- Touch  to switch the audio channel to the speaker.
- Touch  to start another call. This feature requires the support of your carrier. For details, contact your carrier.
- Touch  to use the dialer.
- During a call, you can hide the call screen and access other apps by returning to the previous screen or home screen using the current navigation mode on your phone. To return to the call screen, touch the green icon in the status bar.
- Touch  to end a call.

## Messaging

### Send and Manage Messages

You can send and receive messages that include text, emojis, pictures, audio files, and more. You can also manage your messages in the message list.

#### Send Messages

- 1 Open **Messaging** and touch .
- 2 On the **New message** screen, enter your message content. Touch  to add other types of content such as pictures and audio files.
- 3 In the recipient box, touch , select contacts or contact groups, then touch . To send a group message to those not included in your contacts list, touch anywhere blank in the recipient box and enter the recipients' phone number. Touch the return key in the keyboard when you finish entering each of the phone numbers.
- 4 After finishing editing, touch  to send the message.

#### Save a Draft Message

From the **New message** screen, touch  (depending on your device model) or go back to the previous screen while editing a message to save a draft.

## Cancel Sending a Message

On the **Messaging** screen, go to  > **Settings** > **Advanced**, and enable **Recall messages**. Within six seconds after a message is sent, you can double-tap the message to cancel sending it.

## View and Reply to Messages

**1** On the **Messaging** screen, select a contact to view your conversations.

**2** To reply to a message, enter your message content in the text box, then touch . Notifications for new messages will be displayed as banners in the notification panel, and you can touch them to reply to messages.

## Mark Messages as Read

You can use any of the following methods to mark messages as read:

- New messages will be displayed in the notification panel in the form of a banner and you can mark them as read there.
- On the **Messaging** screen, swipe left on the message that you want to mark as read, then touch .
- On the **Messaging** screen, go to  > **Mark all as read**.

## Favorite Important Messages

You can favorite an important message for future use.

Touch and hold a message, select messages to be favorited in a message thread, and go to

**More** > **Favorite** or  > **More** > **Favorite**.

To view the messages you have favorited, open **Messaging** and go to  > **Favorites**.

## Delete a Message

Delete messages using either of the following methods:

- On the **Messaging** screen, swipe left the message to be deleted, then touch .
- Touch and hold a message, select multiple messages you wish to delete, then touch . Deleted messages cannot be recovered.

## Filter and Block Spam Messages

Set different block rules, such as your blocklist, to block sales, fraud, and other kinds of spam messages.

## Block Spam Messages

1 Go to **Messaging** >  > **Blocked** > .

Alternatively, go to **Optimizer** > **Blocked** > .

2 Touch **Message block rules** and enable **Block unknown numbers**. Your phone will then block all messages from unknown numbers.

## Block Messages from Specific Numbers

1 Go to **Messaging** >  > **Blocked** >  > **Blocklist**.

2 Touch  and add the numbers you want to block. SMS and MMS messages sent by these numbers will all be blocked.

## Block Messages Containing Specific Keywords

1 Go to **Messaging** >  > **Blocked** >  > **Keyword blocklist**.

2 Touch  and add the keywords to be filtered. All messages containing these keywords will be blocked.

To unblock messages that contain a specific keyword, touch and hold the keyword in the **Keyword blocklist** and touch **Remove**.

## Set Whether to Receive Notifications for Blocked Messages

Go to **Messaging** >  > **Blocked** >  > **Receive notifications** and set whether to receive notifications when messages are blocked.

## Manage Blocked Messages

On the Blocked screen, you can manage blocked message, such as by deleting records, restoring messages, or submitting appeals if a number has been incorrectly marked.

Go to **Messaging** >  > **Blocked**. You can then:

- Touch a record and select **Restore to messages** to restore this message to the Messaging app. Touch **Add to trustlist** to add the number corresponding to this message to the trustlist. Touch **Delete** to delete the message record.
- Touch **Clear** to delete blocked messages in batches.
- Touch **Block rules** to change the block rules.

## Use MeeTime to Make Calls

Use MeeTime to make high-quality video or voice calls with contacts who have Huawei devices (such as phones and tablets), and share your screen during calls.

Thanks to the GPU Turbo technology, the video call resolution will be optimized automatically when the network signal is weak. With intelligent algorithms, the other party can see your face clearly even when making a video call at night or in dark environments.

-  • Please make sure your device has been updated to the latest system version.
  - This feature is only available in some countries and regions.
  - If your phone is not pre-installed with the **MeeTime** app, download it from **AppGallery**.

## Charges for MeeTime

- MeeTime only uses Wi-Fi or mobile data and will not be charged as calls by your carrier. It is recommended that you use this feature over a Wi-Fi network.
- If you need to make a video call using mobile data, you can perform the following to save on the amount of mobile data you use: On the **MeeTime** screen, touch your profile picture in the upper right corner to access the **Settings** screen, then turn on the **Data saver** switch.

## Make a High-quality Video or Voice Call

Use MeeTime to make smooth and high-quality calls between Huawei devices such as phones and tablets. You can enjoy clear video calls even in dark environments and adjust the beauty level during video calls.

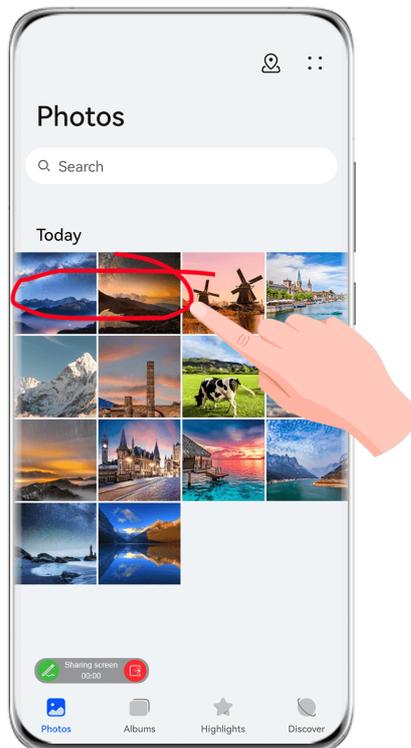
- 1** Open **MeeTime** and follow the onscreen instructions to activate and enable it.
- 2** In the **MeeTime** app, go to **Contacts > MeeTime**, and touch  or  next to a contact who has enabled **MeeTime** on their devices to make a high-quality video or voice call.
- 3** During a video call, touch the screen and then touch  to access the **Soften** function. Drag the slider left or right to adjust the beauty level.
  -  • For better video calls, keep your phone within 1 meter (3.3 feet) of you and ensure that you are in a bright environment.
    - The beauty level adjustment feature is only supported by some products.
- 4** You can touch  and then perform the following:
  - Touch  to mute MeeTime.
  - Touch  to use the speaker.
  - Touch  to switch to a voice call.

- Touch  to share the screen.

 To view or manage your call logs, touch **Calls**.

## Share Your Phone Screen During a MeeTime Call

During a MeeTime video call, you can share your screen with the other party and doodle on the screen. The other party will then be able to view your screen and your doodles on it.



- 1 During a video call, touch the screen, go to  > , and follow the onscreen instructions to share your screen.

While sharing your screen, touch  to start doodling on your screen.

- 2 Touch  to exit screen sharing.

## Set MeeTime Phone Numbers

You can use MeeTime with more than one of your phone numbers.

- 1 On the **MeeTime** screen, touch your profile picture icon in the upper right corner to access the **Settings** screen.
- 2 Touch **Number settings**. You can then:

- Touch  to add another phone number if only one phone number has been linked.
- Touch  to delete any numbers or add new ones if multiple phone numbers have been linked.

- In the list of **Outgoing number (this device)**, select one of the added phone numbers to set it as the default number.

## Calendar

### Use Events

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

### Add an Event

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

### Search for an Event

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

### Share an Event

- 1 Open **Calendar**, then touch an event on a calendar screen or under the schedule tab.
- 2 Touch  to share the event however you prefer when prompted.

### Delete an Event

On the **Calendar** screen, touch the event you want to delete, then touch .

### Set a Calendar Notification

Set the calendar notification type according to your requirements. You can set status bar notifications, banner notifications, and ringtone notifications. After setting the default reminder time, your phone will send a notification at the specified time.

Go to **Calendar** >  > **Settings**.

- Touch **Default reminder time** or **Reminder time for all-day events** to set a reminder time.
- Touch **Notifications** and enable **Allow notifications**. Then follow the onscreen instructions to set a notification type.

## Customize Calendar View Settings

You can customize calendar view settings, such as by specifying the start day of the week, and whether to show week numbers.

- 1 Go to **Calendar** >  > **Settings**.
- 2 Select the start day of the week, or enable the switch to show week numbers.

## Set Alternate Calendars

You can switch to other calendars, such as the Chinese lunar calendar or the Islamic calendar.

Go to **Calendar** >  > **Settings** > **Alternate calendars**, and select a calendar you want to use.

# Clock

## Set Alarms

You can set alarms to play a sound or vibrate at specific times.

### Add an Alarm

- 1 Go to **Clock** > **Alarm**, then touch  to add an alarm.
- 2 Follow the onscreen instructions to set the alarm ringtone, repeat cycle, ring duration, and snooze duration.
- 3 Touch  to save the settings.

### Modify or Delete an Alarm

Touch an existing alarm to modify or delete it.

### Snooze an Alarm

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

The snooze length is set when creating the alarm.

### Turn Off an Alarm

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

# Notepad

## Create a Note

To help you quickly keep a track of your thoughts and inspirations, you can create notes using the Handwrite (to write or draw the content) and Scan document modes, or in conjunction with Multi-Screen Collaboration.

### Add Content to a Note

- 1 Go to **Notepad** > **Notes** and touch .
- 2 Enter the title and content of the note. You can then perform the following:
  - Touch  to add a checklist.
  - Touch  to change the text style, paragraph alignment, and background.
  - Touch  to insert a picture. Touch and hold the picture, then drag it to the desired position in the note.
  - To organize your notes for easier access and viewing, categorize a note after finishing it.
- 3 Touch  to save the note.

### Add a Note by Scanning Documents

- 1 Open **Notepad** and go to **Notes** >  >  > **Scan document**.
- 2 Align your device camera with the picture or file you want to scan and touch  to start scanning. The scanned pages are saved in Notepad.
- 3 Go to **Extract text** > **Save** > **Save images and text** >  to save the note.
 

 If your phone does not have this option, it indicates that this feature is not supported.

### Create Notes by Scanning Certificates or Cards

You can scan certificates or bank cards for future use and add watermarks to prevent theft.

- 1 Open **Notepad** and go to **Notes** >  >  > **Add card**.
- 2 Point the camera to the certificate or bank card you want to scan, and touch  to scan it one by one or consecutively. Touch  to preview the scanned copies.
- 3 (Optional) If you manually unskew the scanned copies, touch  to preview them again.
- 4 To add a watermark to the scanned copies, touch **Full-screen watermark** or **Single watermark**.
- 5 Touch  to insert the modified scanned copy into the note.

6 Touch  to save the note.

### Add a Handwritten Note

You can add a handwritten note to write down thoughts and inspirations that would be difficult to convey through text.

1 Go to **Notepad > Notes** and touch .

2 Touch  to write or draw the content you want to note down in the selected color.

3 Touch  to save the note.

### Create Notes by Sharing

You can share web pages, images, text, and other content from other apps to Notepad.

 Not all apps support this feature.

1 Open the content you want to share (such as a web page, image, or text) in an app that supports the sharing feature.

2 Touch the Share button and select **Notepad**.

3 Follow the onscreen instructions to save the shared content to an existing note or create a new note.

### Create To-dos

You can create to-dos to keep a track of day-to-day essentials, such as daily shopping lists, tasks at work, and household chores.

#### Add a To-do Item and Set a Reminder

You can add a to-do item and set a time reminder for it.

If you have marked the to-do item as important, you will be prompted with a full-screen reminder when the screen is locked.

1 Go to **Notepad > To-dos** and touch .

2 Enter your to-do item.

3 Touch , set a reminder time, then touch **OK**.

4 Touch  to mark the to-do item as important.

5 Then touch **Save**.

#### Set Repeated Reminders for a To-do Item

If you specify a time for a to-do item, you can select a repeat mode for it (for example, **Never**, **Every day**, **Every week**, **Every month**, or **Every year**), and your phone will repeatedly prompt you to complete the to-do item at the specified time.

## Manage Your Notepad

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

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

### Use App Lock for Notepad or Lock a Note

You can apply App Lock to Notepad or set a password for a note to protect your privacy.

**Enable the app lock for Notepad:** Go to **Settings** > **Security** > **App Lock**, enter the lock screen password or customize the app lock password as prompted, and then turn on the switch next to Notepad.

**Lock a note:** Open the note you need to lock in Notepad, go to  > **Add lock**, and follow the onscreen instructions. To unlock your note, go to  > **Remove lock**.

If your device supports fingerprint or face unlock, you can use fast authentication by

performing the following: Go to **Notepad** >  > **Settings** > **Note lock**, then enable **Unlock with Fingerprint ID** and **Unlock with Face Recognition**.

### Sort Notepad Items by Category

You can sort the Notepad items into different folders by category and add labels in different colors.

Sort Notepad items using the following methods:

- On the **All notes** screen, swipe left on a note, select  or  to move this note to the top, or add a star icon to it.
- On the **All notes** or **All to-dos** screen, swipe left on an item, touch , and select a category for it.
- Touch and hold a note or to-do item, select the ones you want to classify under the same category, then touch  to move them to the target category.

 Items in an Exchange account cannot be moved.

### Sync Notepad Items

**Sync Exchange email data:** You can sync the data in your Exchange account to Notepad to record important events anytime and anywhere.

- 1 Log in to Exchange on your phone.
- 2 Swipe down from the Exchange mail list to sync the notes and tasks from your Exchange account to Notepad. The corresponding notes and to-do items will then be generated automatically.

A folder named after the Exchange account will also be automatically generated for easy management.

## Share Notepad Items

You can share Notepad items in the following ways:

- To share a single note or to-do item, open the one you want to share from the **All notes** or

**All to-dos** screen, then touch  and share it as prompted.

Notes can be shared by touching **As image**, **As text**, **Export as document**, or **To another device**.

-  Handwritten notes do not support **Export as document**, and other types of notes can be exported into TXT or HTML files when using **Export as document**. You can view saved notes as follows: Open **Files**, search for and touch **Documents**, then touch **Notepad**.

- To share multiple notes, access the **All notes** screen, touch and hold a note, select the ones you want to share, then touch  and share them as prompted.

## Print Notepad Items

**1** On the **All notes** screen, open the item you want to print.

**2** Go to  > **Print**, then select a printer and configure printing settings as prompted.

## Delete Notepad Items

You can delete Notepad items using either of the following methods:

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

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

# Recorder

## Recorder

- 1** Open **Recorder** and touch  to start recording.
- 2** When recording, you can touch **Tag** to add a tag.
- 3** When you are finished, touch  to stop recording.
- 4** You can touch and hold a recording to share, rename, or delete it.

**5** You can also swipe left on a recording to share, edit, or delete it.

To view your recordings, open **Files**, then search for and access the **Sounds** folder.

### Play a Recording

Recording files are listed on the **Recorder** home screen. Touch a recording to play it.

On the recording playback screen, you can:

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

### Edit a Recording

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

### Share Recordings

- 1** On the **Recorder** home screen, touch the recording you want to share.
- 2** Go to  > **Share**.
- 3** Select your preferred sharing method and follow the onscreen instructions to share the recording.

## Email

### Add Email Accounts

Add your email account in the **Email** app to start using your phone for convenient email access.

- 1** Open **Email** on your phone, then select the default email or select from the available mailbox providers.
- 2** Enter your email address and password (or a separate password or authentication code), touch **Log in**, and follow the onscreen instructions to complete configuration. The system will automatically connect to the server and check the server settings.

### Use Emails

Select an email account, then write an email and send it to the recipient's email addresses.

## Edit and Send Emails

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

## Save an Email as a Draft

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

To view draft emails, go to **Inbox > Show all folders > Drafts**.

## Reply to an Email

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

## Set Encryption for Outgoing Emails

You can encrypt outgoing emails to protect your confidential information. Encrypted emails can only be viewed by recipients who have the required digital certificates, thereby ensuring information security.

- 1 Apply for and install a digital certificate.
  -  You need to apply for a digital certificate from a trusted third-party certificate authority (CA) before installing it. The processing procedure varies between different CAs. For details, refer to the relevant CA website.
- 2 From the **Inbox** screen, go to   **> Settings**.
- 3 Touch the account you want to set encryption for, touch **Email encryption**, then enable **Encrypt outgoing emails**.
- 4 If the certificate has been installed, select **Encryption certificate** and set **Encryption algorithm** according to your preferences.  
If no certificate has been installed, enable **Send encrypted emails without installing certificates**.

## Set Email Notifications

Set a notification mode for your emails as needed.

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

## View and Manage Emails

Receive, view, and manage your emails in the inbox.

### View Emails

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

### Organize Emails by Subject

On the **Inbox** screen, go to  > **Settings** > **General**, and enable **Organize by subject**.

### Add an Email Contact to a Group

You can create email groups to communicate more efficiently.

- 1 On the **Inbox** screen, open an email and go to  > **Add to group**.
- 2 Add the email sender or recipient to the group and touch **OK**.
- 3 On the group selection screen, select an existing group, then touch  to save the contact in the group.  
Alternatively, touch **Create group**, enter the group name, then touch **Save**.

Once you have created a group, you can select the group from the recipient drop-down list to send emails to group members.

### Sync Emails Automatically

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

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

## Search for Emails

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

## Mark Important Emails

Mark an email as important for further actions or future reference with a star.

Open **Email** and touch the  icon next to any email to mark it as important.

Touch an email box, such as **Inbox**, and find the **Starred** folder in the **Folders** list to check starred emails. Touch  next to an email to unmark it.

## Switch Email Display Mode

You can switch between two email display modes based on your preference.

On the **Inbox** screen, touch  and select **Conversation view** or **List view**.

 Emails are displayed in **List view** by default. Some operations may not be supported after switching to **Conversation view**.

## Delete Emails

On the **Inbox** screen, touch and hold the email you want to delete, touch any other emails you want to delete as well, then touch .

## Manage Multiple Email Accounts

You can add and manage multiple email accounts.

### Add Multiple Email Accounts

- 1 Go to **Email** >  > **Settings** > **Add account**.
- 2 Select an existing email service provider or enter a new email address and password to add an email account.

### Switch Between Email Accounts

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

### Change Account Name and Signature

On the **Inbox** screen, go to  > **Settings**, select an account, and set the corresponding **Account name**, **Signature**, and **Default account**.

### Log Out of an Email Account

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

## Manage VIP Contacts

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

### Add a VIP Contact

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

- Go to **Email** >  > **Settings** > **VIP contacts**. On the **VIP list** screen, choose **Add** > **Create**, or touch **Add from contacts**.
- Open an email, touch the receiver or sender, then touch **Add to VIP list** in the pop-up dialog.

### Delete a VIP Contact

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

## Compass

### Compass

#### View Directions and Coordinates Using Compass

Compass shows you the direction your phone is pointing, as well as your current longitude and latitude.

- 1 You can open Compass in the following ways:
  - Swipe down from the middle of the home screen to display the search box and search for **Compass**. The first result will be the preinstalled **Compass** app.
  - Find **Compass** in the **Tools** folder.
- 2 You can view directions and coordinates in the following ways:
  - If you hold your phone flat, the Compass screen will display a dial together with the direction your phone is pointing and your current coordinates.
  - If you hold your phone upright, the Compass screen will display the viewfinder of the rear camera on your phone, together with the direction your phone is pointing and your current coordinates.

To lock your current direction, touch the compass dial. The dial marks will turn blue if you go off course.

For more accurate bearings, hold your phone flat or upright when using Compass.

## App Twin

### Enable App Twin

App Twin allows you to log in to two app accounts at the same time, such as for WhatsApp, so you can easily keep work and your private life separate.

 Only certain apps support **App Twin**.

Go to **Settings > Apps > App Twin** and turn on the switch for the app that you want to create a twin of.

The twin app will then be displayed on the home screen.

## Optimizer

### Clean Up Phone Storage

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

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

### Automatically Clean Up System Trash

- 1 Open **Optimizer**, and touch **Cleanup**.
- 2 Swipe down from the top of the screen, and your phone will automatically clean up system trash.

### Manually Clean Up System Trash

In addition to automatic cleanup, your phone will also detect and recommend trash files for you to clean up manually.

On the **Cleanup** screen, touch **Clean up** next to a category, select the items you want to clean up, then touch **DELETE** .

### Clean Up Duplicate Files

**Optimizer** can identify duplicate files on your phone.

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

### Manage Data Usage

Open **Optimizer**, then touch **Data usage** to view data usage and manage network access.

## View and Manage High Data Consumption Apps

- 1 You can find out how much data your apps are using in comparison to each other by going to **Data usage this month** on the Data usage screen.
- 2 Touch a high data consumption app to set mobile data, roaming data, or background data usage limits for it.

## View and Set the Network Access Permission of an App

On the Data usage screen, touch **Network access**, then change the settings for apps that consume a large amount of data (such as video streaming apps) so they can only be used when you are connected to a Wi-Fi network.

## Enable or Disable Smart Data Saver

Enable Smart Data Saver to prevent apps from using mobile data in the background.

- 1 On the Data usage screen, touch **Smart Data Saver**, then enable it. The  icon will then display in the status bar.
- 2 If you want to allow unrestricted access to data for some apps even when they are running in the background, toggle on the switches for these apps.

## Filter and Block Spam Calls

Set different block rules to block sales, fraud, and other kinds of spam calls.

### Filter Spam Calls

- 1 Go to **Phone** >  > **Blocked** > .  
Alternatively, go to **Optimizer** > **Blocked** > .
- 2 Touch **Call block rules** and toggle on the switches of corresponding block rules.

### Block Incoming Calls from Specific Numbers

You can block incoming calls from specific numbers using either of the following methods:

- Go to **Phone** >  > **Blocked** >  > **Blocklist**, touch , then add the phone numbers you want to block.
- Open **Phone**, touch the **Contacts** tab, touch the contact you want to block, then choose  > **Block contact**.

### Set Whether to Receive Notifications for Blocked Calls

Go to **Phone** >  > **Blocked** >  > **Receive notifications** and set whether to receive notifications when calls are blocked.

## Manage Blocked Calls

On the Blocked screen, you can manage blocked calls, such as by calling back numbers, deleting records, or submitting appeals if a number has been incorrectly marked.

Go to **Phone** >  > **Blocked**. You can then:

- Touch a record and select **Call** to call back numbers, select **Add to trustlist** or **Add contact**, or touch **Delete** to delete call records.
- Touch **Clear** to delete blocked calls in batches.
- Touch **Block rules** to change the block rules.

## Filter and Block Spam Messages

Set different block rules, such as your blocklist, to block sales, fraud, and other kinds of spam messages.

### Block Spam Messages

**1** Go to **Messaging** >  > **Blocked** >  .  
Alternatively, go to **Optimizer** > **Blocked** > .

**2** Touch **Message block rules** and enable **Block unknown numbers**. Your phone will then block all messages from unknown numbers.

### Block Messages from Specific Numbers

**1** Go to **Messaging** >  > **Blocked** >  > **Blocklist**.

**2** Touch  and add the numbers you want to block. SMS and MMS messages sent by these numbers will all be blocked.

### Block Messages Containing Specific Keywords

**1** Go to **Messaging** >  > **Blocked** >  > **Keyword blocklist**.

**2** Touch  and add the keywords to be filtered. All messages containing these keywords will be blocked.

To unblock messages that contain a specific keyword, touch and hold the keyword in the **Keyword blocklist** and touch **Remove**.

### Set Whether to Receive Notifications for Blocked Messages

Go to **Messaging** >  > **Blocked** >  > **Receive notifications** and set whether to receive notifications when messages are blocked.

## Manage Blocked Messages

On the Blocked screen, you can manage blocked message, such as by deleting records, restoring messages, or submitting appeals if a number has been incorrectly marked.

Go to **Messaging** > • • > **Blocked**. You can then:

- Touch a record and select **Restore to messages** to restore this message to the Messaging app. Touch **Add to trustlist** to add the number corresponding to this message to the trustlist. Touch **Delete** to delete the message record.
- Touch **Clear** to delete blocked messages in batches.
- Touch **Block rules** to change the block rules.

## Phone Clone

### Use Phone Clone to Move Data to Your New Device

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

#### Migrate Data from a Huawei or Other Android Device

- 1 On your new phone, open the **Phone Clone** app, or go to **Settings** > **System & updates** > **Phone Clone**, touch **This is the new device**, and select **Huawei** or **Other Android**.
  - 2 On your old device, follow the onscreen instructions to download and install **Phone Clone**.
  - 3 On the old device, open the **Phone Clone** app, touch **This is the old device**, and follow the onscreen instructions to connect the old device with your new device by scanning a code or connecting manually.
  - 4 On your old device, select the data you want to clone, then touch **Next** > **Transfer** to start cloning.
-  You can search for Android versions that support **Phone Clone** in **AppGallery** and view more information on the app details screen.

#### Migrate Data from an iPhone or iPad

- 1 On the new phone, open the **Phone Clone** app, or go to **Settings** > **System & updates** > **Phone Clone**, touch **This is the new device**, and select **iPhone/iPad**.
  - 2 Follow the onscreen instructions to download and install **Phone Clone** on your old device.
  - 3 On the old device, open the **Phone Clone** app, touch **This is the old device**, and follow the onscreen instructions to connect the old device with your new device by scanning a code or connecting manually.
  - 4 On your old device, select the data you want to clone, then follow the onscreen instructions to complete the data cloning.
-  You can search for iOS versions that support **Phone Clone** in **App Store** and view more information on the app details screen.

# Settings

## Search for Items in Settings

### Quickly Find What You're Looking For

Tired of trudging through layers of settings? Just search for them using the search box.

- Swipe down from the middle of the screen to display the search box. Enter the name of a setting to obtain search results.
- Open **Settings** and enter the name of a setting in the search box at the top of the screen to obtain search results.

## Wi-Fi

### Introduction to Wi-Fi

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

### Connect to a Wi-Fi Network

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

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

The  icon displayed in the status bar indicates that the phone is connected to Wi-Fi.

### Transfer Data Using Wi-Fi Direct

You can use Wi-Fi Direct to transfer data between Huawei devices. Wi-Fi Direct allows you to transfer large files to a nearby device more quickly than Bluetooth and without having to pair the devices.

- 1 On the receiving device, go to **Settings** > **Wi-Fi** and enable **Wi-Fi**.
- 2 Then go to **More settings** > **Wi-Fi Direct** to start searching for nearby devices that have enabled Wi-Fi Direct.
- 3 On the sending device, touch and hold to select the files you want to share, touch , and select **Wi-Fi Direct**.

 These steps may be different if you are sharing files directly from an app.

- 4 Touch the icon of the receiving device to establish a connection, then share the files.
- 5 On the receiving device, accept the Wi-Fi Direct transfer request.

Then search for and access the **Wi-Fi Direct** folder in **Files** to view the received files.

## Select a Network Using Wi-Fi+

When Wi-Fi+ is enabled, if your phone detects a Wi-Fi network that it has previously connected to or is free, it will automatically enable Wi-Fi and connect to the network. Your phone will also evaluate the quality of the current Wi-Fi network and switch to mobile data if the Wi-Fi signal is poor.

- 1 Go to **Settings** > **Wi-Fi**.
- 2 Touch **More settings** > **Wi-Fi+** and enable or disable **Wi-Fi+**.

## Mobile Network

### Connect to Mobile Data

Connect to a mobile network to enjoy smooth Internet access anytime and anywhere.

#### Enable Mobile Data

- 1 Subscribe to mobile data services for your SIM card first.
- 2 Connect to the mobile network using the following methods:
  - Swipe down from the upper right edge of the screen to display **Control Panel**, touch  to expand the shortcut switches panel (depending on your device model), then enable **Mobile data**.
  - Go to **Settings** > **Mobile network** > **Mobile data** and enable **Mobile data**.

To save battery power and mobile data, disable the mobile data service when you don't need it.

### Switch Between Dual SIMS

After inserting two SIM cards in your phone, you can use a shortcut switch to quickly switch between the two SIMs.

- 1 Swipe down from the upper right edge of the screen to display **Control Panel**, touch  to expand the shortcut switches panel (depending on your device model), then enable **Mobile data**.
- 2 Touch the text under , select the target SIM in the displayed window, and touch **OK**.

## Enable 5G

5G refers to the fifth generation of mobile communications technology. Compared with a 4G network, a 5G network has a higher data transmission rate and a shorter delay.

When two SIM cards are inserted, only the default mobile data SIM will support 5G, while the other will only support 4G/3G/2G.

-  • 5G services are only available in some countries and regions.
  - Not all devices support 5G.

- 1** The 5G service depends on the support of your carrier's network and its deployment of relevant services. Please contact your carrier to activate the 5G service.
- 2** If your phone has two SIM cards inserted, go to **Settings > Mobile network > SIM management**, and set SIM 1 or SIM 2 as the default mobile data SIM.
- 3** Go to **Settings > Mobile network > Mobile data**, and enable **5G** for the default mobile data SIM.

-  The method for enabling 5G may vary depending on the network carrier.

The 5G service may be unavailable in certain areas due to frequency interference with the carrier network.

## Configure Dual SIM Settings

If your phone has two SIM cards inserted, you can set the default mobile data SIM and the default calling SIM, and enable call forwarding between the two SIM cards.

-  This feature applies to dual-SIM devices only.

### Set the Default Mobile Data and Default Calling SIM Cards

Go to **Settings > Mobile network > SIM management** and set SIM 1 or SIM 2 as the default mobile data or default calling SIM card.

### Enable Call Forwarding Between SIM Cards

After enabling call forwarding for both SIM cards, if incoming calls cannot reach one of the SIM cards, they will be forwarded to the other one.

-  This feature requires the support of your carrier. For details, contact your carrier.

- 1** Go to **Settings > Mobile network > SIM management > Call forwarding between SIMs**.
- 2** Select a call forwarding mode and turn on the corresponding switch.  
Call forwarding between two SIM cards will be enabled when it is configured for both SIM cards.

## Share Your Network Connection with Other Devices

Once **Personal hotspot** has been enabled, you can share your mobile data or the Wi-Fi network your phone is currently connected to with other devices.

## Share Your Network via Personal Hotspot

-  The settings items vary by device. If your phone does not provide a specific item, it indicates that the corresponding feature is not supported.
- Some Wi-Fi networks that require authentication cannot be shared.

Go to **Settings** > **Mobile network** > **Personal hotspot**, and enable **Personal hotspot**. The mobile data or Wi-Fi network connection of your phone will then be shared with other devices.

You can also perform the following for the personal hotspot:

- Set **Device name**.
- Set **Password**.
- Touch **Connected devices** to view the connected devices list and blocklist. Touch a device in the **Connected devices** list to move it to the **Blocklist** list as prompted. You can also remove a device from the list.
- If you are sharing a mobile data network, you can also touch **More** to set **Data limit** and **AP band**.

## Share Your Network via Bluetooth

- 1 Go to **Settings** > **Bluetooth**, and enable **Bluetooth**. Select a device, then follow the onscreen instructions to complete pairing.
- 2 Go to **Settings** > **Mobile network** > **Personal hotspot** > **More**, and enable **Bluetooth tethering**.
- 3 On the **Bluetooth** settings screen of the paired device, touch  next to the name of your device, then enable **Internet access** to share your network.

## Share Your Network via USB

- 1 Use a USB cable to connect your phone to your computer.
- 2 On your phone, go to **Settings** > **Mobile network** > **Personal hotspot** > **More**, and enable **USB tethering** to share your mobile data or the currently connected Wi-Fi network.

## Manage Data Usage

Open **Optimizer**, then touch **Data usage** to view data usage and manage network access.

## View and Manage High Data Consumption Apps

- 1 You can find out how much data your apps are using in comparison to each other by going to **Data usage this month** on the Data usage screen.
- 2 Touch a high data consumption app to set mobile data, roaming data, or background data usage limits for it.

## View and Set the Network Access Permission of an App

On the Data usage screen, touch **Network access**, then change the settings for apps that consume a large amount of data (such as video streaming apps) so they can only be used when you are connected to a Wi-Fi network.

## Enable or Disable Smart Data Saver

Enable Smart Data Saver to prevent apps from using mobile data in the background.

- 1 On the Data usage screen, touch **Smart Data Saver**, then enable it. The  icon will then display in the status bar.
- 2 If you want to allow unrestricted access to data for some apps even when they are running in the background, toggle on the switches for these apps.

## Enable Data Roaming

Once you have activated the international roaming service, you can enable this feature to use mobile data when traveling abroad.

-  • This feature requires the support of your carrier. For details, contact your carrier.
  - Charges may apply when using the international roaming service. For details about how data roaming fees are charged, contact your carrier.

Go to **Settings > Mobile network > Mobile data**, and enable **Data roaming**.

If your phone has two SIM cards installed, configure the settings for SIM 1 and SIM 2 respectively.

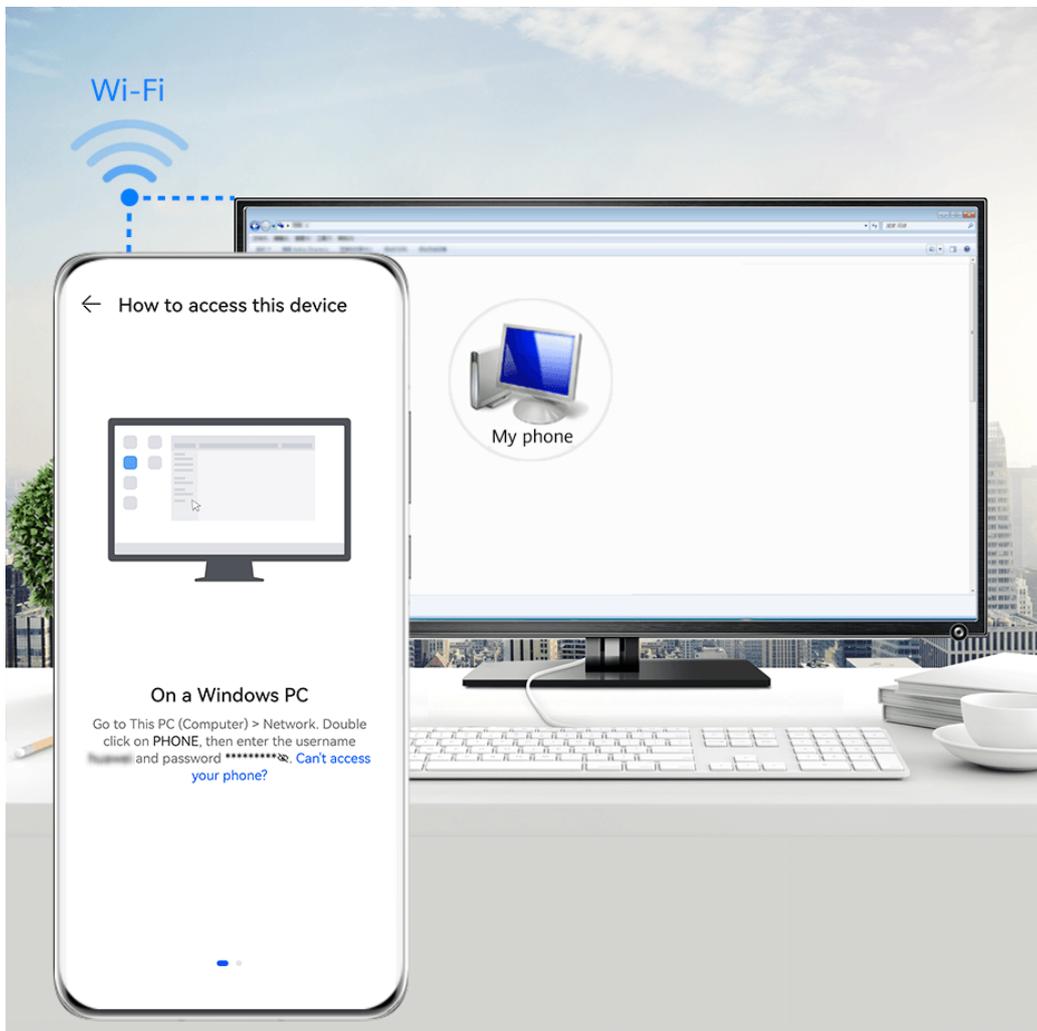
## More Connections

### Share Files Between Your Phone and Computer with Huawei Share

You can use **Huawei Share** to easily share files wirelessly between your phone and a computer (Windows or macOS).

#### Share Files from Your Phone to Your Computer

Share files from your phone to your computer using Huawei Share. You can then easily access the shared folders on your phone from your computer.



**i** The figures are for reference only.

- 1 Make sure your phone and computer are connected to the same Wi-Fi network.
- 2 On your phone, access the **Huawei Share** settings, then enable **Huawei Share** and **Computer Share**.
- 3 Make a note of the name displayed next to **Name shown on computers** as well as the user name and password under **Verification**.
- 4 Perform the following operations on a Windows-based computer (desktop or laptop) or a macOS-based computer (laptop):
  - Windows: Go to **This PC (Computer) > Network**.
  - macOS: Go to **Finder > Go > Network**.
- i** Currently, this feature is only available on Macs running macOS 10.8 to 10.14.
- 5 On your computer, double-click the name of your phone and enter the user name and password that you made a note of.
- 6 Open a shared folder, such as the **Internal storage** or **Album** folder, to view, edit, or copy files from your phone to your computer or vice versa.  
Changes made to files in the shared folders on your computer will be automatically synced to your phone and vice versa.

## Share Files Between Your Phone and Computer

You can use Huawei Share to share files between your phone and computer.

- 1 Swipe down from the upper right edge of your phone to display **Control Panel**, touch to expand the shortcut switches panel (depending on your device model), then enable **Huawei Share**.
- 2 Open PC Manager on your computer and enable **Huawei Share**.

You can transfer files in the following ways:

#### **From your phone to your computer:**

- 1 On your phone, touch and hold to select files to be transferred, then touch **Share**.
- 2 From the device list, select the name of the target computer.
- 3 In the displayed dialog box on your computer, click **Accept**.
- 4 After the transfer is successful, the folder where the transferred files are saved will be automatically opened on your computer for your easy access.

#### **From your computer to your phone:**

- Transfer by sharing

- 1 On the computer, right-click the files to be transferred and select **Huawei Share**.
- 2 From the device list that pops up, select your phone.
- 3 In the displayed dialog box on your phone, touch **Accept**.

- Transfer by dragging

- 1 Select the file to be transferred and drag it to the corresponding phone on the Huawei Share screen.
- 2 In the displayed dialog box on your phone, touch **Accept**.

-  Ensure that PC Manager is running version 11.1 or later.

## **Connect to a VPN Network**

A virtual private network (VPN) is a temporary connection that extends a private network across a public network, encrypting data transmission to provide security.

When working outside the office, you can use a VPN to securely access your company's Intranet.

The following types of servers are supported:

- PPTP: Point-to-Point Tunneling Protocol, offering MPPE encryption.
- L2TP: Layer 2 (Data Link Layer) Tunneling Protocol, offering IPsec PSK and IPsec RSA encryption.
- IPsec Xauth: Offering PSK, RSA, and Hybrid RSA encryption.

### **Connect to a PPTP Server**

- 1 Obtain the required data such as the VPN server name and address from your VPN server administrator.
- 2 Go to **Settings > More connections > VPN > Add VPN network**, enter the VPN name, set the server type to **PPTP**, then enter the server address.

- 3 If the VPN server does not have a DNS address, touch **Show advanced options** and enter the DNS domain, DNS server address, and forwarding route.
- 4 Touch **Save**.
- 5 Touch the VPN you have just set up, enter your VPN user name and password, then touch **Connect**.

### Connect to an L2TP/IPSec PSK Server

- 1 Obtain the VPN server name, server address, L2TP key (optional), IPsec identifier (optional), and IPsec pre-shared key from your VPN server administrator.
- 2 Go to **Settings > More connections > VPN > Add VPN network**, enter the VPN name, set the server type to **L2TP/IPSec PSK**, then enter the server address, L2TP key, IPsec identifier, and IPsec pre-shared key.
- 3 If the VPN server does not have a DNS address, touch **Show advanced options** and enter the DNS domain, DNS server address, and forwarding route.
- 4 Touch **Save**.
- 5 Touch the VPN you have just set up, enter your VPN user name and password, then touch **Connect**.

## Display & Brightness

### Adjust the Screen Brightness, Color Mode, and Color Temperature

You can set the screen brightness, color mode, and color temperature according to your preferences.

#### Automatically Adjust the Screen Brightness

Go to **Settings > Display & brightness**, and enable **Automatic**.

Your phone will automatically adjust the screen brightness according to the ambient lighting conditions.

#### Manually Adjust the Screen Brightness

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

- Swipe down from the upper right edge of the screen to display **Control Panel**. In the  section, drag the slider to adjust the screen brightness.
- Go to **Settings > Display & brightness**. In the  section, drag the slider to adjust the screen brightness.

#### Adjust the Color Mode

Go to **Settings > Display & brightness > Color mode & temperature**, and select the color mode that you prefer. **Normal** mode will be easier on your eyes and is therefore recommended.

- **Normal:** natural color tones
- **Vivid:** vivid color tones

### Adjust Color Temperature

Go to **Settings > Display & brightness > Color mode & temperature** or **Settings > Display & brightness > Color temperature** (depending on your device model) and adjust the color temperature as required. It is recommended that you select **Default** or **Warm**, as they are more soothing to the eye.

- **Default:** Displays a natural tint
- **Warm:** Displays a yellowish tint
- **Cool:** Displays a whitish tint
- You can touch anywhere on the color circle or drag the spot to adjust the color temperature.

### Enable Dark Mode

You can enable Dark mode to apply a darker color scheme, which helps prevent excessive screen light from irritating your eyes and saves battery power.

Go to **Settings > Display & brightness > Dark mode**, and follow the onscreen instructions to set the related configurations.

### Adjust Text Style Settings

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

#### Text Size and Weight

Go to **Settings > Display & brightness > Text size and weight** and drag the sliders to adjust the **Text size** or **Text weight**.

-  The text size and weight adjustment feature is unavailable in certain countries and regions.

#### Enlarge or Reduce Display Size

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

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

#### Use Smart Screen Resolution

Go to **Settings > Display & brightness > Screen resolution** and select **Smart Resolution**. Your device will automatically adjust the screen resolution according to the current running status.

## Set the Screen Resolution

Go to **Settings > Display & brightness > Screen resolution**, and select a screen resolution according to your preferences. A higher screen resolution will result in a clearer display, but will consume more power.

## Display Carrier Name and Network Speed in the Status Bar

You can check the carrier name and network speed with a single glance at the status bar. Go to **Settings > Display & brightness > More display settings**, and enable or disable **Display carrier name** and **Display network speed** according to your preferences.

# Sounds & Vibration

## Do Not Disturb Mode

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

### Enable or Disable Do Not Disturb

You can enable or disable Do Not Disturb using the following methods:

- Swipe down from the upper right edge of the screen to display **Control Panel** and touch  to expand the shortcut switches panel (depending on your device model). Enable or disable **Do Not Disturb**. You can touch and hold **Do Not Disturb** to access the settings screen.
- Go to **Settings > Sounds & vibration > Do Not Disturb** and enable or disable **Do Not Disturb**.

Once Do Not Disturb is enabled, a moon icon () will be displayed in the status bar. To check for notifications, swipe down from the status bar to open the notification panel, or go to the lock screen. Swipe left on a notification and touch  to snooze the notification. When receiving incoming calls, notifications, and messages, your phone will be muted and will not automatically turn on its screen or display banner notifications.

### Set a Schedule for Do Not Disturb

- 1 Go to **Settings > Sounds & vibration > Do Not Disturb** and disable **Do Not Disturb**.
- 2 In the **Scheduled** list, enable the switch next to a time period for when you want to enable Do Not Disturb. Your phone will then enter Do Not Disturb mode at the specified time.
- 3 You can touch the time segment to customize the parameters, such as changing the time range and adjusting the repeat frequency.

**4** Touch **Add** to add a new time period.

### Make Exceptions in Do Not Disturb Mode

While in **Do Not Disturb** mode, you can enable your phone to ring for calls and messages from certain sources so you don't miss anything important.

Go to **Settings > Sounds & vibration > Do Not Disturb**, and enable **Do Not Disturb** or **Scheduled**. Then you can:

- Touch **Calls** or **Messages** and select one of the options. If you set an exception, your phone will ring for calls or messages from the selected source.
- Once **Repeated calls** is enabled, a second call from the same number within 15 minutes will not be silenced.

### Set a Ringtone

You can set a personalized ringtone for incoming calls depending on your preferences.

If you are carrying your phone in your pocket, the ringtone volume will gradually increase to prevent you from missing important calls.

- **i** If your phone has two SIM cards installed, configure the settings for SIM 1 and SIM 2 respectively.

### Set a Music Ringtone

- 1 Go to **Phone > Settings > Ringtone**.  
Or go to **Settings > Sounds & vibration > Phone ringtone**.
  - 2 Select a system ringtone, or touch **Music on device** to set a local song as the ringtone.
  - 3 If you select a system ringtone, touch **Vibration** on the same screen, and select **Synchronized (default)**. When there is an incoming call, your phone will vibrate with rhythm while the system ringtone is playing.
- **i** Not all products support a synchronized vibration and ringtone.

### Set a Video Ringtone

Set a video as the ringtone for incoming calls on your phone.

- 1 Go to **Phone > Settings > Ringtone**.  
Or go to **Settings > Sounds & vibration > Phone ringtone**.
- 2 Touch **Video ringtones** and select a video. You can then preview what it looks like for incoming calls.
- 3 Touch **Set** to set the video as the ringtone.

### Set a Ringtone for a Contact

Set a different ringtone for a particular contact to distinguish more easily when that contact is calling you.

- 1 Open **Phone**, touch the **Contacts** tab, then select the contact you want to set a ringtone for.
- 2 On the contact details screen, touch **Ringtone** and select a ringtone.

## Set a Notification Tone for a Specific App

You can set a notification tone for certain apps by performing the following:

- 1 Go to **Settings > Apps > Apps**.
- 2 Select an app (such as **Notepad**).
- 3 Go to **Notifications > To-do notifications > Notification sound**.
- 4 You can then perform the following operations:
  - Set a notification tone  
Select a preset tone, or touch **Music on device** to select a locally saved song.
  - Set a vibration pattern  
Touch **Vibration** and select your preferred type of vibration.  
When **Synchronized (default)** or **Synchronized** is selected (depending on your device model), your phone will vibrate based on the rhythm of the tone.  
For other options, the vibration pattern of your phone is fixed.

## Enable Huawei Histen Sound Effects

Huawei Histen sound effects, with 3D surround sound support, deliver vibrant and crisp sound to create an immersive audio experience.

 Huawei Histen sound effects are only available when a headset is plugged in.

Go to **Settings > Sounds & vibration > Huawei Histen sound effects** and select an option:

- **Auto**: Automatically identifies what you are playing and intelligently applies sound effects to optimize your experience.
- **3D audio**: Delivers 3D spatial sounds.
- **Fidelity**: Faithfully reproduces the original sounds.
- **Standard**: Requires less power for audio playback. You can also customize equalizer settings yourself to achieve the exact sound you are looking for.

**Auto**, **3D audio**, and **Standard** modes allow you to select a headset type so you can match the sound effects to your headset.

 Selecting a headset type is available only when a 3.5 mm-jack headset is plugged in. If your phone does not have a 3.5 mm jack, use an original Huawei headset adapter.

# Notifications

## Disable App Notifications

## Disable Notifications from a Specific App

If you do not want to be disturbed by notifications from an app, perform either of the following:

- After you receive a notification from the app, swipe left on it in the notification panel, and go to  > **Disable notifications**.
- Go to **Settings** > **Notifications**, locate and touch the app for which you want to disable notifications, then disable **Allow notifications**.

## Disable Notifications from Apps in Batches

To disable notifications from multiple apps at a time, go to **Settings** > **Notifications** > **Manage all**, and turn off the switch next to each app.

## More App Notification Settings

### Set the App Notification Mode

Go to **Settings** > **Notifications** and select an app. You can then set its notification mode.

- Enable **Gentle notifications**: Notifications will only be displayed in the notification panel. There will be no banners, lock screen notifications, or status bar icons, and your phone will not ring or vibrate.
- Enable **Lock screen** and **Banners**.
- Set **Notification sound**: You can change the notification tone, set the vibration pattern, or select **None**.
- Enable **Allow interruptions**: You can still receive notifications from this app even if Do not disturb is enabled.

 This feature may vary by device.

### Notifications Turn on Screen

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

### Show Notification Icons in the Status Bar

Go to **Settings** > **Notifications** > **More notification settings**, and enable **Show notification icons in the status bar**.

## Biometrics & Password

### Set Fingerprints

You can enroll a fingerprint and then use it to unlock the screen and access your Safe, App Lock, and more.

## Enroll a Fingerprint

- 1 Go to **Settings > Biometrics & password > Fingerprint ID** and follow the instructions to set or enter the lock screen password.
- 2 Touch **New fingerprint** to begin enrolling your fingerprint.
- 3 Place your fingertip on the fingerprint sensor. When you feel a vibration, lift your finger then press again. Move your finger around to enroll different parts of it.
- 4 When the enrollment has been completed, touch **OK**.

You can now place your finger on the fingerprint sensor to unlock the screen.

## Rename or Delete a Fingerprint

- 1 Go to **Settings > Biometrics & password > Fingerprint ID** and enter your lock screen password.
- 2 In the **Fingerprint list** section, touch an enrolled fingerprint to rename or delete it.

## Fingerprint Identification

Fingerprint identification allows you to match your fingers with the enrolled fingerprints.

- 1 Go to **Settings > Biometrics & password > Fingerprint ID** and enter the lock screen password.
- 2 In the **Fingerprint list** section, touch **Identify fingerprint**.
- 3 Touch the fingerprint sensor with your finger. The recognized fingerprint will be highlighted.

## Use Your Fingerprint to Access Your Safe

- 1 Go to **Settings > Biometrics & password > Fingerprint ID** and enter your lock screen password.
- 2 Turn on the switch for **Access Safe** and follow the onscreen instructions to link your fingerprint with the Safe.

Now you can go to **Files > Me**, touch **Safe**, then use your fingerprint to access it.

 Please make sure your device has been updated to the latest system version.

## Use Your Fingerprint to Access a Locked App

- 1 Go to **Settings > Biometrics & password > Fingerprint ID** or **Settings > Biometrics & password > Fingerprint ID > Fingerprint management**(depending on your device model) and enter the lock screen password.
- 2 Turn on the **Access App Lock** switch and follow the onscreen instructions to link your fingerprint with App Lock.

You can then touch a locked app on your home screen and use your fingerprint to access it.

## Enable and Use Fingerprint Payment

You can use your fingerprint to verify your payments in a payment app.

Go to the payment app and follow the onscreen instructions to enable this feature.

### Set a Fingerprint Animation

If you have added your fingerprint, you can select an animation to be displayed whenever you unlock with your fingerprint.

Go to **Settings > Biometrics & password > Fingerprint ID > Fingerprint animation** and follow the onscreen instructions to complete the settings.

### Face Recognition

Face Recognition allows you to unlock your phone or access locked apps with your facial data.

#### Set up Face Recognition

- 1 Go to **Settings > Biometrics & password > Face Recognition** and enter your lock screen password.
- 2 Select **Enable raise to wake**.
  -  The settings items vary by device. If your phone does not provide a specific item, it indicates that the corresponding feature is not supported.
- 3 Touch **Get started** and follow the onscreen instructions to enroll your facial data.

#### Set an Alternate Look

You can add an alternate look for more accurate and convenient face recognition.

On the **Face Recognition** screen, touch **Set an alternate look**, and follow the onscreen instructions to enroll the alternate facial data.

#### Set Face Unlock

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

-  If you have enabled PrivateSpace or added multiple users to your phone, you can use Face unlock only in MainSpace or with the Owner account.

#### Access App Lock with Face Recognition

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

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

#### Link Your Face with Password Vault

Access the **Face Recognition** screen and enable **Autofill usernames and passwords**.

When logging in to an app, you can use Face Recognition to automatically fill in the account name and password saved in Password Vault.

## Face Recognition for Security Enhancement

For greater security, enable **Require trusted device** when using Face unlock so your phone will only be unlocked when it recognizes your face and is connected to a trusted device.

This feature is disabled by default. To enable it, go to the **Face Recognition** settings screen, touch **Require trusted device**, enable the **Require trusted device** switch, and follow the onscreen instructions to complete the settings.

-  A trusted device can be any Bluetooth device that can be used for unlocking purposes, such as earphones, a watch, or a band.

## Disable or Delete Facial Data

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

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

## Lock Screen Password

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

### Set a Lock Screen Password

You can set a PIN, pattern, or password for unlocking your device.

- 1 Go to **Settings > Biometrics & password** and touch **Lock screen password**.
- 2 Follow the onscreen instructions to enter a PIN or touch **Change unlock method** to select your preferred password type.

### Change the Lock Screen Password

- 1 On the **Biometrics & password** screen, go to **Change lock screen password**.
- 2 Enter the original lock screen password.
- 3 Enter a new password, or touch **Change unlock method** to select a password type, then follow the onscreen instructions to input a new password.

### Disable Lock Screen Password

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

## Apps

### Enable App Twin

App Twin allows you to log in to two app accounts at the same time, such as for WhatsApp, so you can easily keep work and your private life separate.

 Only certain apps support **App Twin**.

Go to **Settings > Apps > App Twin** and turn on the switch for the app that you want to create a twin of.

The twin app will then be displayed on the home screen.

## View or Change App Settings

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

 Some apps cannot be uninstalled.

## Check the App Version or Change the App Settings

Go to **Settings > Apps > Apps** and touch the app you are interested in to go to its details screen. The version of the app is displayed next to the app icon.

# Battery

## Enable Power Saving Mode

**Optimizer** provides two power saving modes:

- **Power Saving mode** reduces power consumption by limiting background app activity, visual effects, and sounds.
- **Ultra Power Saving mode** strictly controls background apps to ensure that your phone can stay on for as long as possible. In this mode, you will only be able to use selected apps, and all system switches, except for Wi-Fi and mobile data, will be turned off.

Go to **Settings > Battery** (or **Optimizer > **), select a power saving mode:

- When the battery level is extremely low, enable **Ultra Power Saving mode**. Your phone will then display a black home screen.

To add apps you wish to use in **Ultra Power Saving mode**, touch  and select the apps from the list. You can touch  in the upper left corner to remove the apps or touch  in the upper right corner to exit **Ultra Power Saving mode**.

- When the battery level is not extremely low, but you would still like to save power, enable **Power Saving mode**. The  icon will then be displayed in the status bar.

 **Ultra Power Saving mode** is not available on some devices. If this option is not displayed, it indicates that your device does not support the feature.

## Enable Smart Charge

Smart Charge learns from your charging habits and manages the charging process intelligently. This feature reduces the battery wear level and prolongs the battery life by

reducing the time your device spends fully charged. It is advised that you keep this feature enabled.

For example, if you are used to charging your device overnight or for an extended period of time, Smart Charge will pause the charging when the battery capacity reaches a certain level. Before you get up in the morning, Smart Charge will resume charging until your device is fully charged. This reduces the time your device spends fully charged to slow down battery wear and prolong the battery life.

 Data about your charging habits will only be used on your device and will not be backed up or uploaded to the cloud.

To enable this feature, go to **Settings > Battery > More battery settings** and enable **Smart charge**.

### Enable Smart Battery Capacity

Smart Battery Capacity intelligently adjusts the maximum available battery capacity based on the current battery state to slow down battery wear and prolong the battery lifespan. It is advised that you keep this feature enabled.

To enable this feature, go to **Settings > Battery > More battery settings**, and enable **Smart battery capacity**.

### Set the Battery Level Display Mode

You can also set whether or not to display the battery percentage in the status bar, and whether to maintain a network connection when the phone screen is turned off.

#### Display Battery Percentage in the Status Bar

Go to **Settings > Battery** (or **Optimizer > **), touch **Battery percentage**, and select whether the battery percentage will be displayed inside or next to the battery icon.

#### Stay Connected While Your Device Is Sleeping

Keep your phone connected to the Internet when it sleeps to continue to receive messages or download data in sleep mode. Please note that this may increase power consumption.

To do so, on the **Battery** screen, touch **More battery settings**, and enable **Stay connected while asleep**.

## Storage

### Clean Up Phone Storage

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

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

### Automatically Clean Up System Trash

- 1 Open **Optimizer**, and touch **Cleanup**.
- 2 Swipe down from the top of the screen, and your phone will automatically clean up system trash.

### Manually Clean Up System Trash

In addition to automatic cleanup, your phone will also detect and recommend trash files for you to clean up manually.

On the **Cleanup** screen, touch **Clean up** next to a category, select the items you want to clean up, then touch **DELETE** .

### Clean Up Duplicate Files

**Optimizer** can identify duplicate files on your phone.

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

## Security

### Use the Password Vault to Automatically Fill in the Password

Password Vault saves your usernames and passwords and autofills them for you each time you log in to an app. This data is hardware encrypted and stored only on your device. Huawei does not have access to this data, and will not upload it to the Internet or server.

-  Before using Password Vault, set a lock screen password for your phone.
- Password Vault is only compatible with certain apps.

### Log In Faster with Password Vault

- 1 When you log in to an app for the first time, your phone will automatically prompt you to save the password. Touch **SAVE** when prompted.  
If you accidentally touch **Never save**, you can still enable the autofill feature for this app by going to **Settings** > **Security** > **Password Vault** > **Manage autofill settings**, and toggling on the switch next to this app. When the switch is toggled off, the autofill feature will be disabled.
  - 2 If you log out of the app, the next time you log in, your device will autofill the username and password once you have verified your identity with your lock screen password, fingerprint, or face ID.
-  Not all devices support fingerprint features.

When you switch to a new Huawei phone, you can use **Phone Clone** to transfer data in Password Vault to your new device.

### View or Delete Stored Usernames and Passwords

You can view or delete the usernames and passwords stored in Password Vault at any time.

Go to **Settings > Security > Password Vault > ACCOUNTS** to view or delete the stored usernames and passwords.

### Disable Password Vault

Password Vault is enabled by default, but can be disabled if required.

Go to **Settings > Security > Password Vault**, and disable **Save and autofill usernames and passwords**.

### Use App Lock to Protect Your Privacy

With App Lock, you can lock apps containing private data, such as chat and payment apps, to prevent unauthorized access. If you have enabled App Lock and set Face Recognition as the app unlock method, when your face is not detected by your device, the locked app can't be accessed again after it is closed unless you verify your identity. This feature intelligently protects your privacy and works better in a well-lit environment.

### Enable App Lock

Go to **Settings > Security > App Lock > Enable**, follow the onscreen instructions to set an App Lock password, and select an app to be locked.

If you have enabled face or fingerprint unlock, you can link App Lock with a face ID or fingerprint ID as prompted.

### Change the App Lock Password or Security Questions

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

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

### Cancel or Disable App Lock

On the **App Lock** settings screen, you can perform the following:

- **Cancel App Lock:** On the list of locked apps, toggle off the switches beside the apps for which you want to cancel App Lock.
- **Disable App Lock:** Go to  > **Disable App Lock** and follow the onscreen instructions to touch **DISABLE**. This will cancel all locks and clear all app lock settings.

## Encrypt Memory Card Data

You can encrypt files stored on a memory card. Encrypted files can only be viewed and used on your device.

- 1 Insert a memory card into your phone and ensure that the memory card has sufficient storage space.
- 2 Go to **Settings > Security > More settings > Encryption and credentials**.
- 3 Touch **Encrypt memory card** and follow the onscreen instructions. During the encryption, do not restart your phone or forcibly remove the memory card. Otherwise, the encryption may fail or data may be lost.

To decrypt a memory card, touch **Decrypt memory card** and follow the onscreen instructions to decrypt files on the memory card. Formatting a memory card can also decrypt the memory card, but will erase all data on the memory card.

-  Encrypting and decrypting the memory card will not be supported if you are not logged in to a phone as the Owner.

## Set a SIM PIN Lock

A PIN is the identity code of a SIM card, and can be set as the SIM card lock. After you set it up, you will be required to enter the correct PIN to unlock the SIM card every time you power on your phone or switch to a new phone to prevent unauthorized access.

If you have entered a wrong PIN and exceeded the maximum number of attempts allowed to unlock the PIN, you will need to enter the PIN Unlocking Key (PUK) then reset the PIN. If you exceed the maximum number of attempts allowed to unlock the PUK, your SIM card will be permanently blocked.

The PIN and PUK of your SIM card are provided by your carrier. The number of digits and maximum number of attempts allowed to unlock your PIN and PUK are subject to your carrier.

- 1 Go to **Settings > Security > SIM PIN** to enter the SIM PIN screen.
- 2 Enable **SIM PIN**, enter the PIN, then touch **OK**. To change the PIN, touch **Change SIM PIN**, and follow the onscreen instructions.

## Privacy

### Manage App Access Permissions

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

However, some apps may obtain excessive permissions, posing potential risks to your information privacy and security. You can check the permissions granted to each app and deny those you deem unnecessary in system Settings.

## Manage the Location Permission

After being granted the Location permission, an app can obtain your location information. For example, if a map app is granted the Location permission, it can provide you with location and navigation services. You can revoke the permission if you do not need these services.

- 1 Go to **Settings > Apps > Permission manager**.
- 2 On the **Permission manager** screen, touch **Location**, then touch the icon of the app you want to change the permission for to manage the Location access.

## Manage Permissions to Access Other Private Data

You can also manage permissions to access your personal data, such as Contacts, Messaging, Call logs, Body sensors, Calendar, and Camera, to enjoy better services and protect your privacy.

On the **Permission manager** screen, touch the permission you want to manage, and toggle the switch for each app on or off as required.

## Use Location Services

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

## Enable or Disable Location Services

You can enable or disable Location Services in the following ways:

- Swipe down from the upper right edge of the screen to display **Control Panel**, touch  to expand the shortcut switches panel (depending on your device model), and enable or disable **Location**. You can touch and hold **Location** to access the settings screen of **Location**.
- Go to **Settings > Location** and enable or disable **Access my location**.

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

## Increase the Accuracy of Location Services

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

-  **High-accuracy positioning** is only supported on certain products.

Go to **Settings > Location > Advanced settings**, then set them up as required.

## Allow or Deny Access to Location Information

You can grant or deny the Location permission to an app, as well as grant permanent access or access only while in use or deny access to the location information.

- 1 Go to **Settings > Privacy > Permission manager**, touch **Location**, and check apps to be granted access to the location information.
- 2 Touch the corresponding app and follow the onscreen instructions to grant or deny the Location permission.

## Create a PrivateSpace for Your Private Data

Create your PrivateSpace that is completely independent of MainSpace (the original space) on your phone, which can be accessed using your fingerprint or a password.

 Not all devices support fingerprint features.

You can move private photos, videos, and other files to your PrivateSpace to prevent unauthorized access. You can also move your payment and gaming apps to PrivateSpace to prevent them from being accessed by your child.

## Enable and Access PrivateSpace

- 1 Go to **Settings > Privacy > PrivateSpace > Enable**, and follow the onscreen instructions to create a PrivateSpace.
- 2 You can enter your PrivateSpace using either of the following methods:
  - On the lock screen, access PrivateSpace using the fingerprint or password set for the space.
  - Alternatively, in MainSpace, go to **Settings > Privacy > PrivateSpace**, and touch **Log in**.

 If you restart your phone, you have to enter the password to access the MainSpace first, then switch to the PrivateSpace.

## Hide or Unhide the Entrance to PrivateSpace

You can hide the entrance to PrivateSpace in the MainSpace settings, so that you can only access PrivateSpace using the fingerprint or password set for the space.

- To hide the entrance to PrivateSpace: In PrivateSpace, go to **Settings > Privacy > PrivateSpace**, and enable **Hide PrivateSpace**.
- To unhide the entrance to PrivateSpace: In MainSpace, go to **Settings > Security > More settings**, then go to **Show all settings > OK**.

## Transfer Files Between MainSpace and PrivateSpace

- 1 In PrivateSpace, go to **Settings > Privacy > PrivateSpace**, and touch **MainSpace to PrivateSpace** or **PrivateSpace to MainSpace**.
- 2 Select the files (such as images, videos, and audio files) you want to transfer, touch **Move**, and follow the onscreen instructions to transfer the files.

In the target space, go to **Gallery > Albums > Others > SharedImages**, or **Gallery > Albums > Others > SharedVideos** to view photos and videos.

### Reset Password for PrivateSpace

You can set a security question when creating the password for PrivateSpace, which will help you to reset the password if you happen to forget it.

- 1 In PrivateSpace, go to **Settings > Privacy > PrivateSpace**, then touch **Password protection**.
- 2 Follow the onscreen instructions to complete the verification, select and answer the security question, then touch **Finish**.
- 3 In MainSpace, go to **Settings > Privacy > PrivateSpace**, then go to **• • > Reset password**, and follow the onscreen instructions to complete the verification and reset the password.

### Transfer Data in PrivateSpace to Your New Phone

You can quickly transfer your PrivateSpace data, such as contacts, photos, and files, from your old phone to your new one.

- 1 On your new phone, create and enter your PrivateSpace, go to **Settings > Privacy > PrivateSpace > Space Clone**, and select **This is the new device**.
- 2 In your old phone, enter your PrivateSpace, go to **Settings > Privacy > PrivateSpace > Space Clone**, and select **This is the old device**.
- 3 Follow the onscreen instructions to scan the QR code or manually connect the old device to the new one.
- 4 On your old phone, select the data to be transferred. You can cancel the data transfer during the process, and then continue it once you have connected your old device with the new one again.

### Delete PrivateSpace

If you delete PrivateSpace, all apps and data stored in the space will be deleted and cannot be restored. Please exercise caution when deleting PrivateSpace.

You can delete PrivateSpace in either of the following ways:

- In MainSpace, go to **Settings > Privacy > PrivateSpace**, then go to **• • > Delete PrivateSpace**.
- Alternatively, in PrivateSpace, go to **Settings > Privacy > PrivateSpace**, then touch **Delete**.

## Accessibility Features

### Use a Screen Reader App

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

## Enable Color Correction to Customize the Screen Color

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

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

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

## Use Magnification Gestures

Use magnification gestures to zoom in on the screen.

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

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

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

## Enable Color Inversion

Color inversion allows you to invert the color of the text and the background. When Color inversion is enabled, your phone will display text in white and the background in black.

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

## Use a Shortcut to Activate an Accessibility Feature

You can use Volume buttons to quickly activate an accessibility feature.

**1** On the **Accessibility** screen, touch **Accessibility shortcut**.

**2** Touch **Select feature** to select the feature you want to activate with the shortcut.

**3** Enable **Accessibility shortcut**. You can now press and hold the Volume up and down buttons simultaneously for 3 seconds to activate the feature.

## Adjust the Screen Touch Duration

You can adjust the touch duration and long touch duration, and set the time within which repeated touches will be ignored.

On the **Accessibility** settings screen, you can perform the following:

- Touch **Touchscreen settings** or **Touch & hold delay** (depending on your device model) and set the touch duration and long touch duration as required.
- Enable **Ignore repeated touches** and drag the slider to set the time interval as required.

 Some products do not support the **Ignore repeated touches** feature. The actual product prevails.

## Operate Your Phone with One Hand

You can switch to a mini screen view so you can use your phone with one hand.

- 1 Go to **Settings > Accessibility features > One-Handed mode**, and enable **One-Handed mode**.
- 2 You can access **One-Handed mode** using any of the following methods:
  - If you are using **Gestures** and **Slide across bottom to switch apps** is enabled, swipe across the bottom of the screen and hold.
  - If you are using **Gestures** and **Slide across bottom to switch apps** is disabled, swipe across the bottom of the screen in an arc and hold.
  - If you are using **Three-key navigation**, swipe across the bottom of the screen.
  - If you are using **Gestures** and there is no **Slide across bottom to switch apps** switch, swipe across the bottom of the screen.
- 3 Touch anywhere outside the mini screen view to exit one-handed mode.

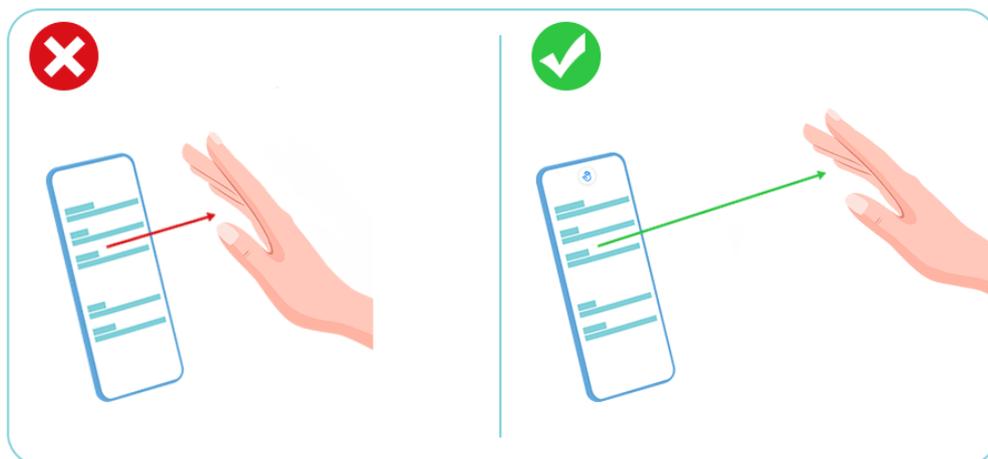
One-handed mode will not work if magnification gestures are enabled on your phone.

- i If you hold your device with your left hand, it is recommended that you swipe from right to left across the bottom of the screen and hold. The mini screen view will be displayed on the left side of the screen.

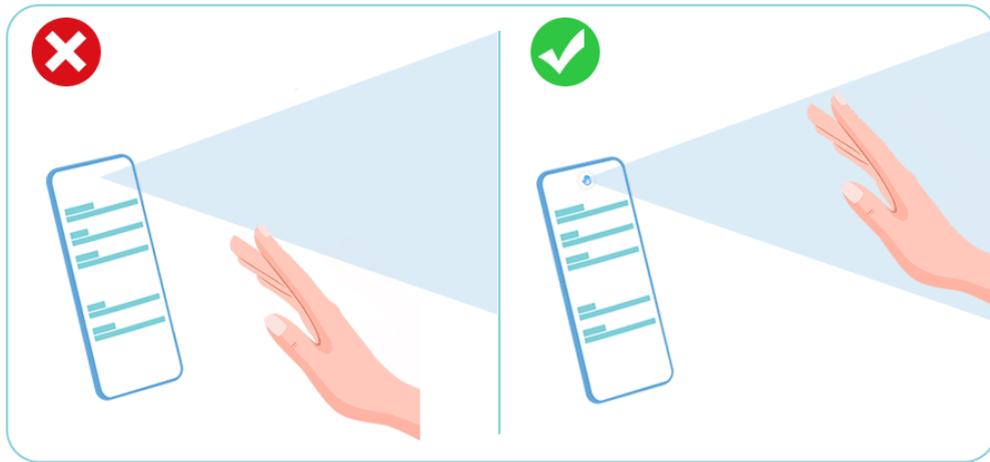
If you hold your device with your right hand, it is recommended that you swipe from left to right across the bottom of the screen and hold. The mini screen view will be displayed on the right side of the screen.

## What to Do If Air Scroll Does Not Work

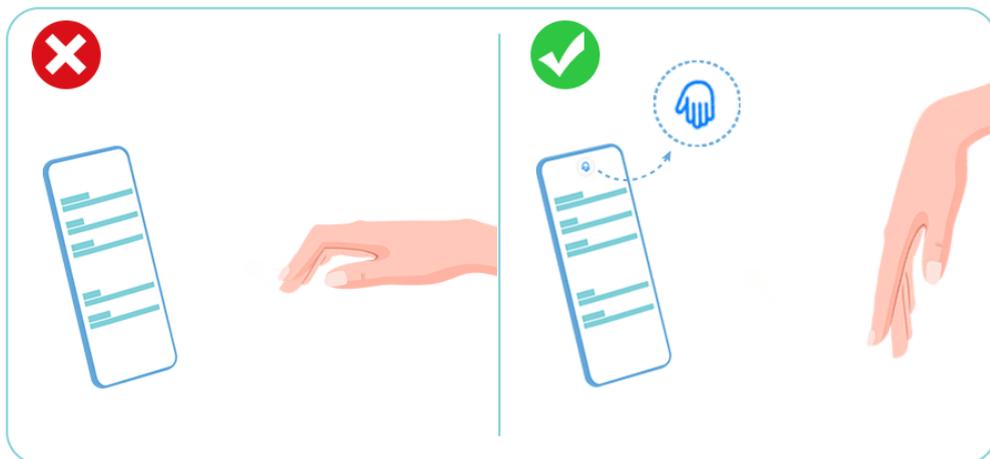
- Using Air scroll to scroll left/right only takes effect when you are using **Gallery** or certain e-book apps.
- You can only use Air scroll to scroll up/down for adjusting the volume when using the **Video** app.
- Make sure that your hand is placed about half an arm's length away from the screen.



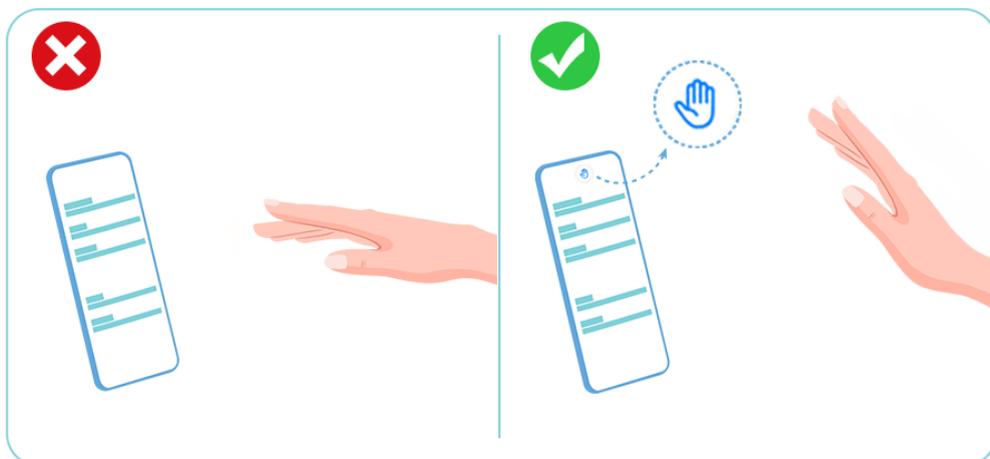
- Make sure that your hand is in front of the screen.



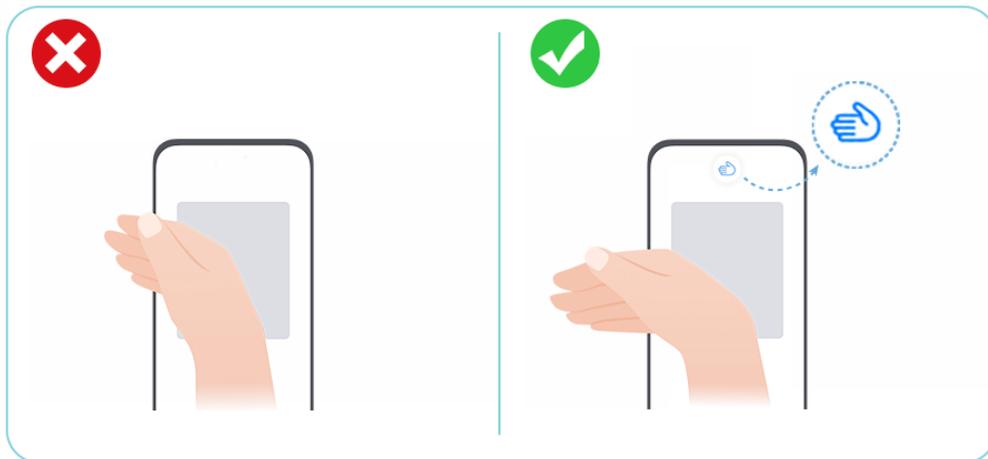
- To scroll down, place the back of your hand in front of the screen with your fingers pointing downwards until  appears, then gently wave your hand upwards.



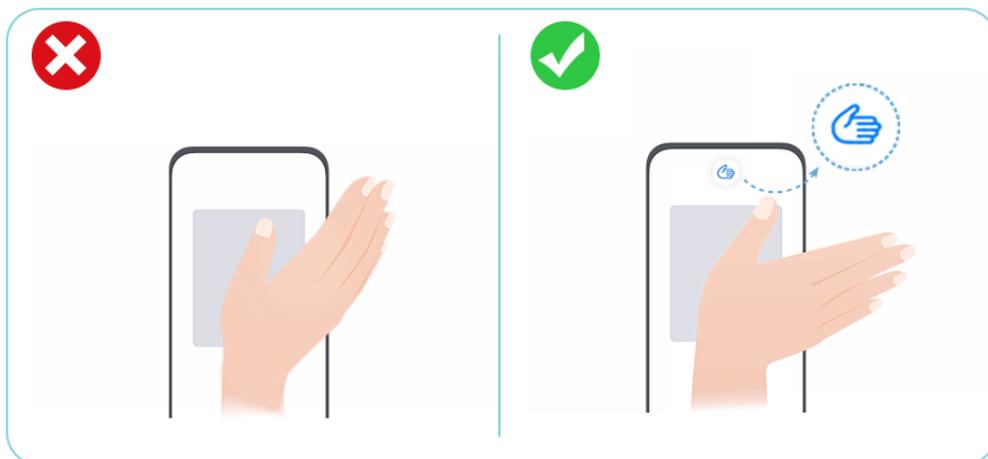
- To scroll up, place the palm of your hand in front of the screen with your fingers pointing upwards until  appears, then gently wave your hand downwards.



- To scroll left, place the back of your hand in front of the screen with your fingers pointing to the left until  appears, then gently wave your hand to the right.



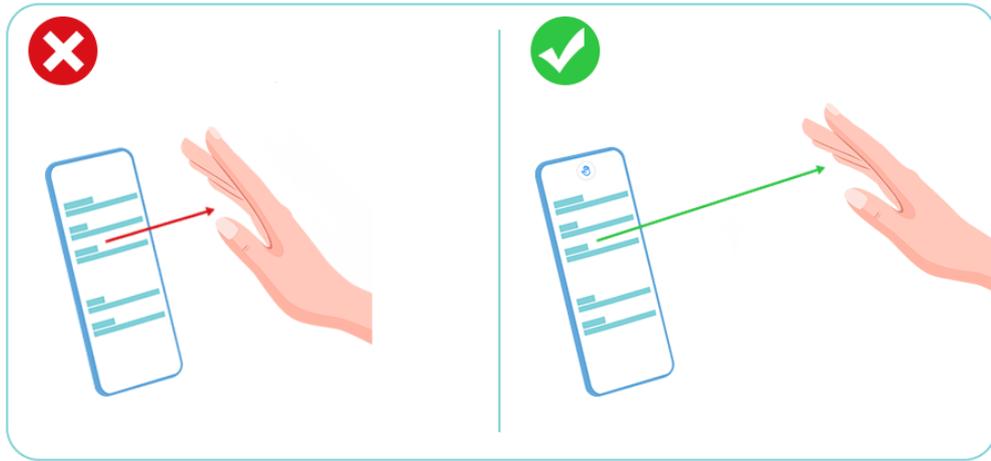
- To scroll right, place the palm of your hand in front of the screen with your fingers pointing to the right until  appears, then gently wave your hand to the left.



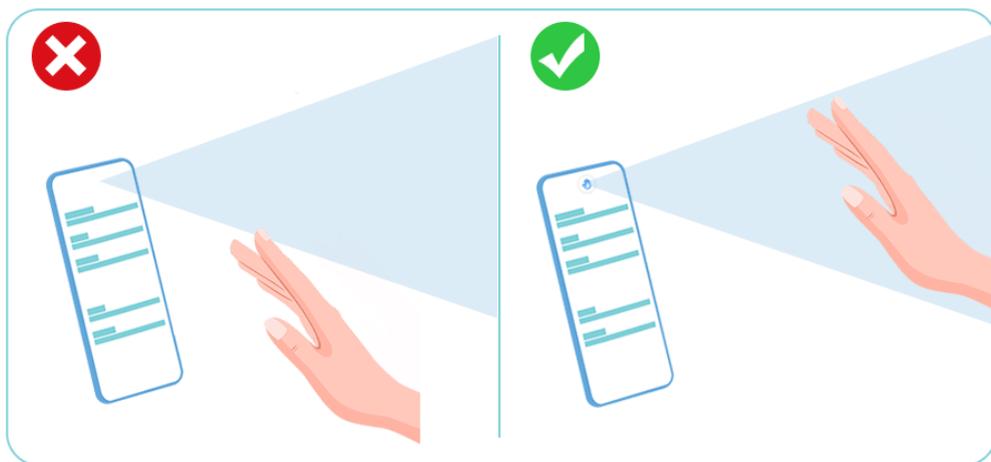
- For the screen to scroll properly, make sure that you wave your hand slowly and do not move your hand too far away from the screen. You only need to flick your wrist once when , , , or  appears on the screen.
-  If your device does not have the **Air scroll** option, it indicates that this feature is not supported.

## What to Do If Grabshot Does Not Work

- 1 Make sure that your hand is placed about half an arm's length away from the screen.



2 Make sure that your hand is right in front of the screen.

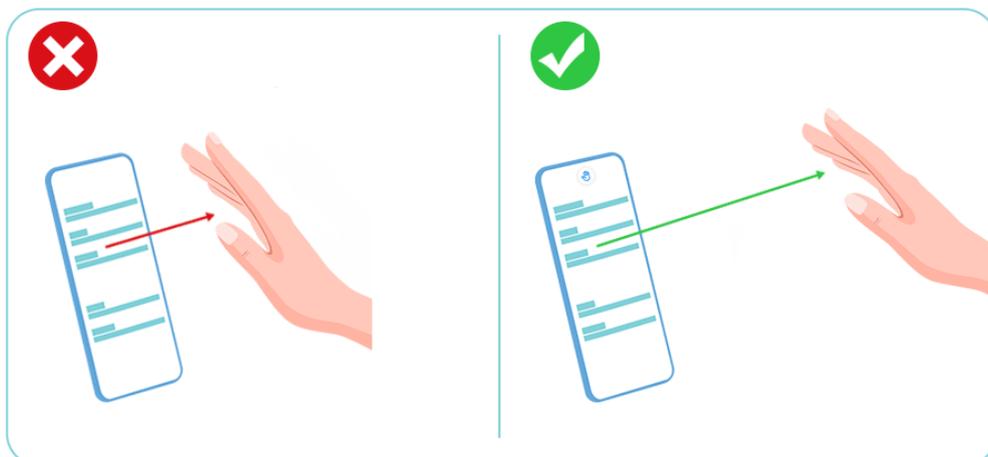


3 You only need to clench your fist once when  appears on the screen.

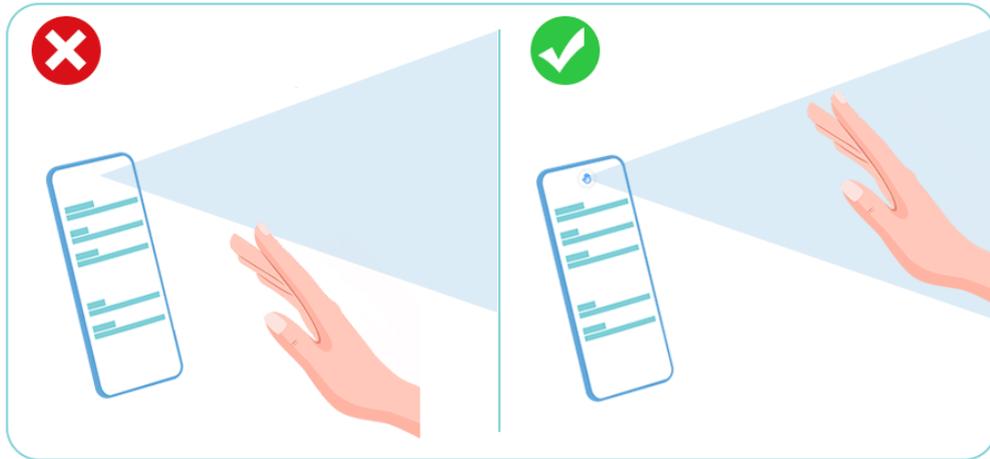
 If your device does not have the **Grabshot** option, it indicates that this feature is not supported.

### What to Do If Air Press Does Not Work

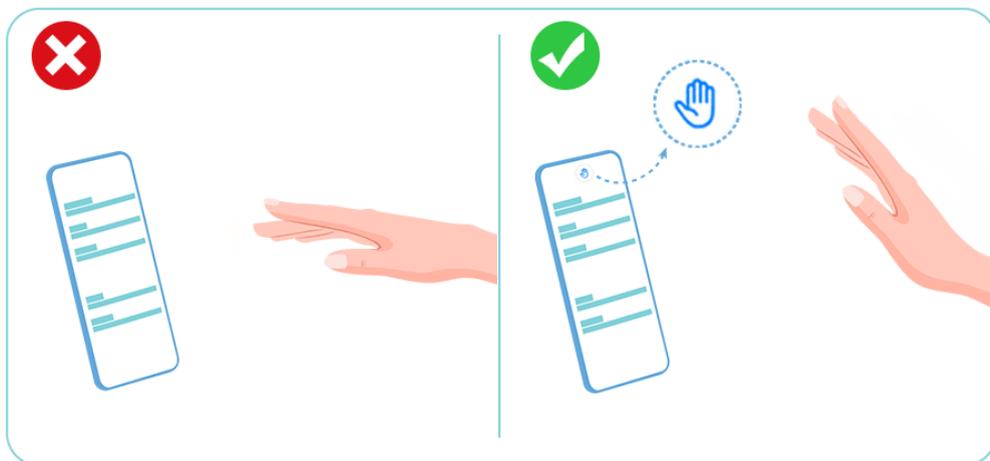
- When enabling Air press, keep your palm about 30 cm (12 in.) away from the screen.



- Make sure that your hand is right in front of the screen.



- Make sure to hold your palm right in front of the screen until  appears at the top of the screen. Then move your palm closer until it is about 5 cm (2 in.) away from the screen.



- Make sure to move your hand towards the upper part of the screen.
- You will not be able to use Air press to control audio playback in the following scenarios:
  - The music control is not displayed on the lock screen when the screen is locked.
  - The music player is running in the background when another app is being displayed on the screen.
  - The music player is opened for the first time after your device is powered on and no music has been played yet.
-  If your device does not have the **Air press** option, it indicates that this feature is not supported.

## Users & Accounts

## Add a User or Guest Account

- 1 Go to **Settings > Users & accounts > Signed in as**, touch **Add user** or **Add guest**, then follow the onscreen instructions to add an account.
- 2 Touch **Switch** to switch to the user or guest account. Configure the settings for the new account as prompted.
- 3 Install apps as needed. Note that if a newer version of an app has been installed by another user, the app installation will fail.

## Authorize a User or Guest Account to Make Calls

You can set whether to allow a user or guest account to make calls or use other functions on your phone.

- 1 Access your phone as the administrator and go to **Settings > Users & accounts > Signed in as**.
- 2 Touch the related account, and select the permissions you want to authorize.

## Switch Between Owner, User, and Guest Accounts

You can switch to a different account in the following ways:

- Swipe down from the upper right edge of the screen to display **Control Panel**, touch , and touch the profile picture of the account you wish to switch to.
- Go to **Settings > Users & accounts > Signed in as** and touch the name of the account you wish to switch to.

## Delete a User or Guest Account

Deleting a user or guest account will delete all of its related data. Please exercise caution. After accessing your device as the owner, use the following ways to delete a user or guest account:

- Go to **Settings > Users & accounts > Signed in as**, touch the account you wish to delete, and follow the onscreen instructions to delete it.
- Swipe down from the upper right edge of the screen to display **Control Panel**, go to  **> More settings**, touch the account you want to delete, and follow the onscreen instructions to delete it.

# System & Updates

## Set the System Date and Time

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

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

### Set the Date and Time Automatically or Manually

- Enable **Set automatically**, and your phone will sync to the local date and time over a mobile network.
- To manually set the date and time, disable **Set automatically**.

### Change the Time Zone

- Enable **Set automatically**, and your phone will sync to the local time zone over a mobile network.
- To manually set the time zone, disable **Set automatically**.

### Change the Time Format

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

## Use Phone Clone to Move Data to Your New Device

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

### Migrate Data from a Huawei or Other Android Device

- 1 On your new phone, open the **Phone Clone** app, or go to **Settings > System & updates > Phone Clone**, touch **This is the new device**, and select **Huawei** or **Other Android**.
  - 2 On your old device, follow the onscreen instructions to download and install **Phone Clone**.
  - 3 On the old device, open the **Phone Clone** app, touch **This is the old device**, and follow the onscreen instructions to connect the old device with your new device by scanning a code or connecting manually.
  - 4 On your old device, select the data you want to clone, then touch **Next > Transfer** to start cloning.
-  You can search for Android versions that support **Phone Clone** in **AppGallery** and view more information on the app details screen.

### Migrate Data from an iPhone or iPad

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

-  You can search for iOS versions that support **Phone Clone** in **App Store** and view more information on the app details screen.

## Back Up with an External Storage Device

### Back Up Data with a Memory Card

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

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

To reset the password, access the **Memory card** backup screen, go to   > **Reset password**, and follow the onscreen instructions.

-  The new password is only valid for future backups.

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

-  Please make sure your device has been updated to the latest system version.

You can go to the **Memory card** backup screen and enable **Auto-backup**. Your phone will then automatically back up your data every seven days when it is being charged, the screen is turned off, and it has sufficient power.

### Restore Your Backup from a Memory Card

- 1 On the **External storage** screen of your phone, touch **Memory card**.
- 2 Select the backup you want to restore from the **RESTORE FROM BACKUP** list.
- 3 Select the data you want to restore, touch **Restore**, and enter the password as prompted.

### Back Up with a USB Storage Device

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

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

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

 The new password is only valid for backups created thereafter.

### Restore Your Data from a USB Storage Device

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

### Back Up with a NAS Device

You can back up your important data on a network-attached storage (NAS) device, also known as a private cloud storage server. The NAS device provides shared folders for data backup.

- 1 Go to **Settings > System & updates > Backup & restore > Data backup > External storage** and touch **Shared folder** on your phone.
- 2 On your phone, scan for available NAS devices using your Wi-Fi network, then touch an applicable one to access and add its shared folders.
- 3 Touch **BACK UP**, select the data you want to back up, then touch **Back up**.
- 4 Follow the onscreen instructions to set the password and password hint. The data will be encrypted and backed up. The password will be required if you want to restore your data backup.

To reset the password, go to the **Shared folder** backup screen, then   **> Reset password**.

 The new password is only valid for backups created thereafter.

### Restore Your Data from an NAS Device

- 1 On the **External storage** screen of your phone, touch **Shared folder**.
- 2 On your phone, scan for available NAS devices using your Wi-Fi network, then touch an applicable one to access and add its shared folders.
- 3 Select the backup you want to restore from the **RESTORE FROM BACKUP** list.
- 4 Select the data you want to restore, touch **Restore**, and enter the password as prompted.

## Restore Your Phone to Default Settings

### Reset Network Settings

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

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

## Restore All Settings

This operation will reset all network settings, your lock screen password, and the home screen layout. If your phone supports fingerprint or facial recognition, the enrolled fingerprints and facial data will be deleted as well. Other data or files will not be deleted from your phone. This operation does not restore the settings of Find Device, Users & accounts, Device administrators, or app settings either.

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

## Restore Factory Settings

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

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

## Update Your Phone System Online

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

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

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

**2** When an update is available, you can either manually download and install the update package, or choose for your phone to be updated automatically overnight.

- Download and install the update package: Go to **New version > Download & install**. To avoid data usage, connect your phone to a Wi-Fi network when downloading the update package.

Your phone will automatically restart once the update is complete.

- Update overnight: Touch  or  > **Settings (this device)** (depending on your device model), and enable **Auto-download over Wi-Fi** and **Update overnight**.

To disable automatic updates, touch  or  > **Settings (this device)** (depending on your device model) on the **Software update** screen, then disable **Auto-download over Wi-Fi**.

## Update the Parameter Version of Your Phone Online

The parameter version may update operator parameters, time zone parameters, and device parameters, among others, and offers optimizations to functions, including the mobile network, power consumption and performance, and feature compatibility. Your phone will prompt you to install the update to have these parameters automatically adjusted for a better experience.

### Automatic update

- 1 Go to **Settings > About phone > Parameter version**, touch , and make sure that **Auto-update parameters** is enabled.
- 2 When a new parameter version is detected, your phone will automatically download and update it.
  -  You will be prompted if the phone needs to be restarted for the update to take effect.

### Manual update

- 1 Go to **Settings > About phone > Parameter version**, touch , and disable **Auto-update parameters**.
- 2 When a new parameter version is detected, a message will be displayed. Follow the onscreen instructions to complete the update.

## About Phone

### Legal Notice

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Model: ELS-N04  
ELS-NX9

EMUI 12.0\_01