

User Guide

H1621

Model: H1621

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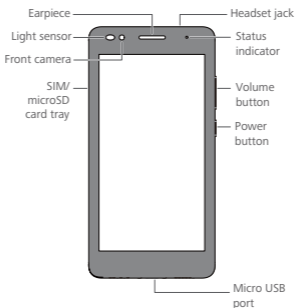
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Unboxing your Phone

Getting to know your phone




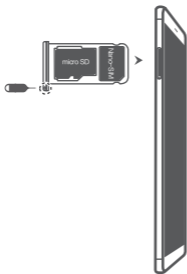
- i** Do not cover the light sensor, as this will affect some of the phone's functions. Ensure that you use a screen protector that has a purpose-built hole for the light sensor.

Inserting a SIM card and microSD card

Tips:

- Your phone only supports nano-SIM cards. Contact your carrier for a new or replacement nano-SIM card.
- Only use standard nano-SIM cards to avoid damaging the SIM card tray.

- Ensure that the card is in the correct position and keep the card tray level when inserting it into your phone.
 - Be careful not to hurt yourself or damage your phone when using the SIM eject pin.
 - Store the SIM eject pin out of the reach of children to prevent accidental swallowing or injury.
- 1 Press and hold the power button, and then select  to turn off your phone.
 - 2 To remove the card tray, insert the SIM eject pin included with your phone into the small hole next to the card tray.



- 3 Insert a SIM card or microSD card into the card tray.
- 4 Insert the card tray back into your phone in the correct orientation.



Charging your phone

Your phone comes with a long-lasting battery and efficient power-saving technology. This section outlines how to care for your battery in order to maximize its lifespan.

Using your battery

- You can recharge your battery many times, but all batteries have a limited lifespan. If you notice a significant deterioration in your phone's battery life, contact an authorized Huawei service center for a replacement battery. The battery is built into the phone and is not removable. Do not attempt to remove the battery yourself.
- Your phone may become warm after prolonged use or when exposed to high ambient temperatures. This is entirely normal. If your phone becomes hot to the touch, stop charging it and disable unnecessary features. Place your phone in a cool location and allow it to cool down to room temperature. Avoid prolonged contact with the surface of your phone if it becomes hot.
- When charging your phone, only use genuine Huawei batteries, chargers, and USB cables. Third-party accessories are a potential safety hazard and may impair your phone's performance. Avoid using your phone when it is charging. Do not cover your phone or the power adapter.
- Charging times may vary depending on the ambient temperature and the remaining battery level.
- A low battery warning will be displayed when the battery level is low.
- Your phone will switch off automatically when the battery is nearly empty.

Turning your phone on and off

- To turn on your phone, press and hold the power button until your phone vibrates and the screen turns on.
 - To turn off your phone, press and hold the power button, and then touch  2 times.
-  If your phone does not respond after holding down the power button for 20 seconds, the battery may be empty. If so, connect your phone to a charger to charge the battery.

First Use and Initial Setup

Initial setup

Ensure that the SIM card is inserted correctly before using your phone for the first time. Read the Quick Start Guide for more information on how to set up your phone.


Press and hold the power button to turn on your phone, and then follow the onscreen instructions to complete the initial setup.

- 1** Select your language and region, and then touch **Next**.
- 2** Proceed to the **Wi-Fi settings** screen. Your phone will automatically list available Wi-Fi networks. Select the network you want to connect to, and then enter the password to access the Internet.
- 3** Proceed to the **Terms and Conditions** screen. Read the content carefully, accept the user terms and Huawei Privacy Policy, and then touch **Agree**.
- 4** Follow the onscreen instructions to enable Wi-Fi+.
- 5** Your phone has a fingerprint sensor. Follow the onscreen instructions to add your fingerprint. You also need to set a PIN or password in order to unlock the screen when your phone fails to recognize your fingerprint.
- 6** On the **Configuration successful** screen, touch **Begin** to complete the settings. Wait for a moment and the EMUI interface should launch. You can now start using your phone.




Connecting to the Internet

Connect to the Internet using Wi-Fi or mobile data to surf the web, play games, and use instant messaging applications.

Connecting to a Wi-Fi network

- 1 Swipe down from the status bar to open the notification panel.
- 2 In the **Shortcuts** tab, touch and hold  to open the Wi-Fi settings screen.
- 3 Turn on the Wi-Fi switch. Your phone will list available Wi-Fi networks.
- 4 Select the Wi-Fi network you want to connect to. If the Wi-Fi network is encrypted, enter the password when prompted.



Using mobile data

-  Before using mobile data, ensure that you have a data plan with your carrier.
- 1 Swipe down from the status bar to open the notification panel.
 - 2 In the **Shortcuts** tab, touch  to enable mobile data.
-  Disable mobile data when not required in order to save battery power and reduce data usage.

Configuring your fingerprint ID

Use the fingerprint sensor to unlock the screen, access the Safe and App Lock, and authorize payments in third-party applications.

For added security and to ensure that you can still access your data if your phone fails to recognize your fingerprint, you will need to set a backup password when configuring fingerprint unlock.

- 1 Open  **Settings** and touch **Fingerprint ID > Fingerprint management**.
 - 2 Select **PIN** or **Password**, and then follow the onscreen instructions to set a screen lock password.
 - 3 Once you have configured the password, touch **New fingerprint** to add your fingerprint.
 - 4 Place your fingertip on the fingerprint sensor. Press down lightly on the sensor until your phone vibrates. Repeat this step using different parts of your fingertip until your phone has successfully added your fingerprint.
 - 5 Once you have added your fingerprint, touch **OK**. On the **Fingerprint management** screen, turn off the **Unlock screen** switch to disable fingerprint unlock.
-  To delete a fingerprint, select the desired fingerprint on the **Fingerprint management** screen, touch **Delete**, and then follow the onscreen instructions.

Getting Started

Locking and unlocking the screen

Locking the screen

- Press the power button to manually lock the screen.
- The screen will lock automatically and enter sleep mode after it has been idle for a certain period to reduce power consumption and prevent unintended operations.



To change the screen sleep time, open



Settings, touch **Display > Sleep**, and then select a time.

Your phone will continue to receive messages, notifications, and incoming calls when the screen is locked. The status indicator will flash green when you receive new notifications. When you receive an incoming call, the screen will turn on and display the caller information.

Unlocking the screen

When the screen is off, press the power button to wake the screen. Slide your finger in any direction to unlock the screen.

Touchscreen gestures

Use simple touchscreen gestures to perform a variety of tasks, such as open applications, scroll through lists, and zoom images.



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



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



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



Swipe: Swipe your fingers on the screen. For example, in the **Notifications** tab, swipe left or right on a notification to dismiss it. Swipe vertically or horizontally to go to other home screens, scroll through a document, and more.



Drag: Touch and hold an item, and then move it to another position. For example, use this gesture to rearrange applications and widgets on the home screen.



Spread fingers apart: Spread two fingers apart on the screen. For example, spread two fingers apart to zoom in on a picture or web page.



Pinch fingers together: Pinch two fingers together on the screen. For example, pinch two fingers together to zoom out on an image.

















Status and notification icons

Status icons

Status icons are displayed on the right-hand side of the status bar. Status icons display information about your phone's status, such as network connection information, signal strength, battery level, and time.




















Status icons may vary according to your region or carrier.

	Signal strength		No service
	Connected over 3G network		Headset inserted
	Connected over 4G/LTE		Roaming
	No SIM card found		Bluetooth enabled
	Airplane mode enabled		Vibration mode enabled
	Receiving location data from GPS		Alarm enabled
	Silent mode enabled		Battery full
	Charging		Battery low

Notification icons

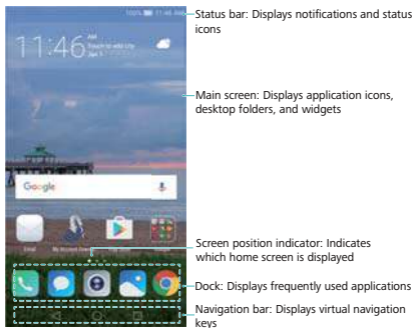
Notification icons are displayed on the left-hand side of the status bar when you receive a new message, notification, or reminder.

	Missed calls		Call in progress
	New emails		New messages
	Connected over Wi-Fi		New voicemail
	Downloading data		Wi-Fi network available
	Upcoming events		Uploading data
	Synchronizing data		Phone memory full
	Login or synchronization problem		Synchronization failed
	Connected to a VPN		More notifications
	USB tethering on		

Home screen

Getting to know your home screen

Your home screens are where you can find your favorite widgets and all your applications. The application list has been removed to give you a more convenient and direct path to your applications.




Virtual navigation bar keys:

- **◀ Back:** Touch to return to the previous screen or close an application. When entering text, touch to close the onscreen keyboard.
- **○ Home:** Touch to return to the home screen.
- **□ Recent:** Touch to access the list of recently used applications, or touch and hold to enable dual windows mode.

Switching between home screens

Swipe left or right to view the extended home screens. Touch **○ Home** to return to the default home screen. On the home screen, pinch two fingers together or touch and hold a blank area on the screen to access the home screen editor. You can:

- **Set the default home screen:** Touch  at the top of the home screen to set the chosen home screen as the default home screen.

- **Move a home screen:** Drag the home screen to the desired location.
- **Add a home screen:** Touch \oplus on the home screen furthest to the left or right.
- **Delete a blank home screen:** Touch \times at the bottom of a blank screen.

Automatic screen rotation

When you rotate your phone, some applications will automatically adjust the screen orientation to make them easier to use. This feature also lets you use tilt-controlled applications.


Swipe down from the status bar to open the notification panel, and then touch **Auto-rotate** in the **Shortcuts** tab to enable or disable automatic screen rotation.

Organizing applications and widgets on the home screen

Adding a widget to the home screen

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



On the home screen, pinch two fingers together to open the home screen editor. Touch **Widgets** and select a widget. Touch and hold the widget and drag it to a blank area on the home screen.

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

Moving a widget or icon

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

Deleting a widget or icon


On the home screen, touch and hold the application icon or widget you want to delete until  is displayed at the top of the screen. Drag the unwanted application icon or widget to .



Creating a folder

Create home screen folders to organize your applications by type. For example, you can create a Games folder that contains all of your game applications.

On the home screen, drag an icon on top of another icon to create a folder containing both applications. To rename the folder, open the folder, and then touch the folder name.

Hiding applications

On the home screen, spread two fingers apart. Touch  **Add**, select the applications you want to hide, and then touch **OK**. Applications will not appear on the home screen after they have been hidden.

-  To restore a hidden application to the home screen, touch  **Add** on the hidden applications screen, deselect the desired application, and then touch **OK**.


Taking a screenshot

Your phone comes with a range of screenshot options. Capture the entire screen or draw a shape on the screen to take a partial screenshot.

Using the power and volume down buttons

Press the power and volume down buttons at the same time to take a full screenshot.

Using the screenshot shortcut switch

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

By default, screenshots are saved to the **Screenshots** folder in **Gallery**.

Notifications

Status indicator


The status indicator changes color and flashes to indicate the following:


- Steady red (not charging): The battery level is critically low and the phone will turn off automatically.
- Steady red (when charging): The battery level is critically low.
- Steady yellow (when charging): The battery level is medium.
- Steady green (when charging): The battery is almost full or already full. Unplug the charger when the battery level reaches 100%.
- Flashing green (not charging): You have unread messages, notifications, or missed calls.


Notification panel

Swipe down from the status bar and open the notification panel to view notifications.

Swipe left on the notification panel to go to the shortcuts tab.

Swipe up on the screen, or touch  **Back** or

 **Home** to close the notification panel.

 **Customize shortcut switches:** Swipe up on the shortcuts tab, and then touch **Edit**. Drag the shortcut switch to the desired location for easier access.

Managing notification permissions

Disable notifications for an application to prevent unnecessary disturbances.

1 Open  **Settings**.

2 Touch **Notification panel & status bar** > **Notification Manager**, and then select the desired application.

3 Enable or disable notification settings as desired.


Display notifications in do not disturb mode:

Select the desired application in **Notification center**, and then turn on the **Priority display** switch.

Notifications will still be displayed when **Allow only priority interruptions** is enabled in do not disturb mode.


Notification and status bar settings

Change the notification and status bar settings to customize how notifications and status reminders are displayed.

Open  **Settings**, and then touch **Notification panel & status bar** to configure the drop-down and display settings for the notification and status bar.

Configuring the drop-down settings for the notification bar

- Touch **Drag actions > Smart selection**. When you open the notification panel, your phone will go to the notifications tab if you have new notifications, otherwise it will go to the shortcuts tab.
- Touch **Drag actions > Determine from drag position**. Swipe down from the left of the status bar to open to the notifications tab, or swipe down from the right of the status bar to open the shortcuts tab.
- Turn on the **Notification panel** switch to access the notification panel when the screen is locked.

 You cannot access the notification panel from the lock screen if you have set a screen lock password.

Configuring the display content for the notification and status bar

Turn the **Display network speed**, and **Remaining battery percentage** switches on or off to configure the content that is displayed in the status bar.

Turn off the **Show notification icons** switch to hide notification icons in the status bar.

Using fingerprint recognition


In addition to waking and unlocking the screen, the fingerprint sensor can also be used to take a photo, answer an incoming call, and disable an alarm.

Adding a fingerprint for the first time

See [Configuring your fingerprint ID](#) on page 7 for more information on configuring fingerprint unlock.


Adding, deleting, or renaming a fingerprint

Add multiple fingerprints to make it easier to unlock your phone. You can also delete or rename fingerprints.

- 1 Open  **Settings**.
- 2 Touch **Fingerprint ID > Fingerprint management**.
- 3 Enter the screen lock password, and then touch **Done**.
- 4 In the **Fingerprint list** section, you can:
 - Touch **New fingerprint** to add a fingerprint. You can add up to five in total.
 - Touch a previously added fingerprint to rename or delete it.

Accessing Safe with your fingerprint

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

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

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

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

Accessing App Lock with your fingerprint

Use your fingerprint to access locked applications.

1 Open  **Settings**.

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

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

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

Touch **Phone Manager > App lock** once you have completed the settings, and then use your fingerprint to view the App Lock status. You can also use your fingerprint to access locked applications on the home screen.

Fingerprint sensor touch gestures

Touch or swipe the sensor with any finger to perform common tasks.

1 Open  **Settings**.

2 Touch **Fingerprint ID**.



3 In the **Touch and hold gesture** section, turn on switches for features you want to enable.

- **Take photo/video:** When using the camera viewfinder, touch and hold the fingerprint sensor to take a picture.
 - **Answer call:** When you have an incoming call, touch and hold the fingerprint sensor to answer it.
 - **Stop alarm:** When your alarm goes off, touch and hold the fingerprint sensor to disable it.
- 4** In the **Slide gesture** section, turn on switches for features you want to enable.
- **Show notification panel:** Swipe down on the fingerprint sensor using any finger to open the notification panel. Tap the sensor twice to clear all notifications, and swipe up on the sensor to close the notification panel.

Personalizing your phone


Changing the theme

Personalize your phone's home screen using a wide range of themes and wallpapers.




Open  **Themes**, select a theme, and then touch . Touch  to mix and match lock screen methods, wallpapers, application icons, and more.

Changing the wallpaper

Set your favorite images or photos as your phone's wallpaper.



- 1 Open  **Settings** and select **Display**.
- 2 Touch **Wallpaper**, and then touch **Lock screen wallpaper** or **Home screen wallpaper**.
- 3 In the **Wallpapers** or **Live wallpaper** tab, select an image, and then follow the onscreen instructions to set it as the wallpaper.

Turn on the **Shake to change** switch. The wallpaper will change every time you shake your phone. Turn on the **Random change** switch. Configure **Interval** or **Album to display**. Your phone will automatically change the wallpaper at the specified time interval.

-  You can also open  **Gallery**, touch and hold an image, and then touch  > **Set as** > **Wallpaper**. Follow the onscreen instructions to set the image as the wallpaper.

Assigning a ringtone to a contact


Assign a unique ringtone to each contact so that you can easily tell who is contacting you.


- 1 Open  **Contacts**.
- 2 Select the desired contact, and then touch **Phone ringtone**.
- 3 Select the desired ringtone or music file, and then touch .

For more information on how to configure call and message ringtones and vibration settings, see Sound settings on page 70.

Changing the font size

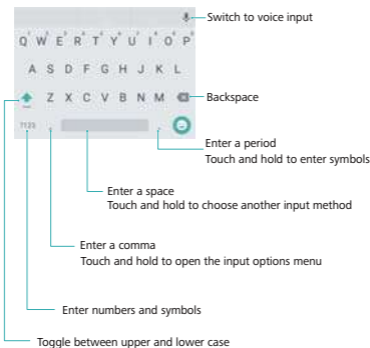
The phone's font size can be increased to make words easier to read.


Open  **Settings**, and then touch **Display > Font size** to set the system font size.

-  The **Extra huge** font size will only be displayed in messages, contacts, dialer application and device setting.

Entering text




Android input method



-  The Android input method supports a wide range of languages.

Editing text

You can select, cut, copy, and paste text on your phone.



- **Select text:** Touch and hold the text to bring up . Drag  or  to select more or less text, or touch **Select all** to select all text.
- **Copy text:** Select text and touch **Copy**.
- **Cut text:** Select text and touch **Cut**.
- **Paste text:** Touch and hold where you want to insert the text, and then touch **Paste**.
- **Share text:** Select text, and then touch **Share** to select a sharing method.

Calls and Contacts

Making calls



Smart dialing

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


- 1 Open  **Dialer**.
- 2 Enter the name or initials of a contact in the dialer (for example, Howard Smith or HS). Your phone will search your contacts and call log and list the results above the dialer.
- 3 From the list, select the contact you want to call.
- 4 Touch  to end the call.

Enabling quick calling


Call people quickly even when the screen is switched off.

- 1 Open  **Dialer**.
- 2 Touch  > **Settings** > **Quick calling** and then turn on the **Quick calling** switch.

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


-  When using a Bluetooth headset, press and hold the headset dialing key to enable quick calling.

Making a call from Contacts

- 1 Open  **Contacts**.
- 2 Touch the search bar and enter the name or initials of the person you want to call. For more information on searching for contacts, see Finding a contact on page 38.
- 3 Touch the contact number.



Making a call from the call log



View incoming and outgoing calls in the call log and dial the corresponding numbers.


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

Making an emergency call

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

- 1 Open  **Dialer**.
- 2 Enter the emergency number for your location in the dialer, and then touch .


 You can dial an emergency number even when the screen is locked. On the lock screen, touch **Emergency call**, enter your local emergency number, and then touch .

 The ability to make emergency calls can depend on local regulations and carriers in your area.

Poor network reception or environmental interference may prevent your call from being connected. Never rely solely on your phone for essential communication during emergencies.

Speed dialing



Configure speed dialing for people you call frequently. Simply touch and hold a number key to dial their number.

 **1** is the default key for voicemail. It cannot be used as a speed-dial number.


1 Open  **Dialer**.

2 Touch and hold a number key to associate it with a contact.

3 Return to the dialer and touch and hold a number key to call the associated contact.

 To delete a key association, open the dialer and touch  > **Settings** > **Speed dial**. Select the contact association you want to remove, and then touch **Clear assigned number**.

Making an international call

 Before making a long-distance call, contact your carrier to activate an international calling or roaming service.

1 Open  **Dialer**.

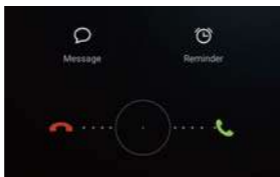
2 On the dialer screen, touch and hold the **0** key to enter a + symbol, and then enter the country code, area code, and phone number.





3 Touch .

Answering or rejecting a call

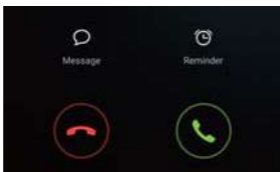
- When a call comes in, you can press the volume button to mute the ringtone.





While the screen is locked:




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

While the screen is unlocked:

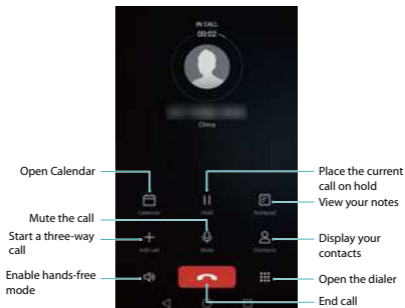







- Touch  to answer the call.
- Touch  to reject the call.
- Touch  to reject the call and send an SMS.
- Touch  to configure a callback reminder.

- On the dialer screen, touch  > **Settings** > **Reject calls with SMS** to edit the predefined text messages.


Functions available during a call



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



- **Hide the in-call menu:** Touch  **Home** or  **Return**. To return to the in-call menu, touch the green status bar at the top of the screen.
 - **Start a three-way call:** Please contact your carrier to find out how to use this feature. For more information, see Making a conference call on page 30.
 - **Adjust the volume:** Press the volume up button to increase the volume, or the volume down button to decrease the volume.
-  To end a call using the power button, go to  **Dialer**, touch  > **Settings** and then turn on the **Power button ends call** switch.


Answering a third-party call




 Before using this feature, check that you have subscribed to a call hold service and enabled call waiting on your phone. For more information on enabling call waiting, see Enabling call waiting on page 32. For details, contact your carrier.

- 1 If you receive an incoming call when in another call, touch . You can then answer the incoming call and hold the other line.
- 2 Touch  to switch between the two calls.

Making a conference call

You can set up a conference call using the multi-party call feature on your phone. Call one number (or receive a call), and then call another number to add it to the conference call.

 Conference calling requires network support. Please ensure you have activated this service. For details, contact your carrier.

- 1 Call the first participant.
- 2 Once the call is connected, touch  and then dial the second participant's number. The first participant will be placed on hold.
- 3 When the second call is connected, touch  to start a conference call.
- 4 To add more people to the call, repeat steps 2 and 3.
- 5 Touch  to end the call.


Viewing the call log



The call log is displayed above the dialer. Missed calls are displayed in red.

Adding a number from the call log

Select a number from the call log and save it to your contacts.



1 Open  **Dialer**.

2 In the call log, touch the  icon next to the number you want to add and do the following:

- Touch  to create a new contact. For more information, see [Creating a contact](#) on page 33.
- Touch  to add the number to an existing contact.

Clearing the call log

Open  **Dialer**. You can:


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

Call settings

Enabling call forwarding

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

1 Open  **Dialer**.

2 Touch  > **Settings**.

3 Touch **Call forwarding**.


4 Select a forwarding method, enter the destination number, and then touch **Enable**.

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



Enabling call waiting

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

1 Open  **Dialer**.

2 Touch  > **Settings**.

3 Touch **Additional settings** and turn on the **Call waiting** switch.

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

Configuring voicemail

Divert calls to your voicemail when your phone is switched off or unavailable. Callers can leave a voice message which you can listen to later.




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

1 Open  **Dialer**.


2 Touch  > **Settings**

3 Touch **Additional settings**.


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

When you receive a voicemail message, the  icon is displayed in the status bar. Dial the voicemail number to retrieve the message.


Creating a contact




 The number of contacts you can store on your phone depends on the size of your phone's internal storage. The maximum number of SIM card contacts may vary depending on your SIM card's storage capacity.

1 Open  **Contacts**.

2 Touch . Touch **Create a new contact** if you are creating a contact for the first time.

3 Select a location to save the contact from the options menu.

4 Enter the contact's name, phone number and other information, and then touch .

If you want to save a number from your call log, touch the  icon next to the number you want to save, and then select  or . You can also save phone numbers or email addresses in **Messaging** or **Email** to your contacts.


Adding contact details quickly

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

1 Open  **Contacts**.

2 Touch **Business cards > Scan**.

3 You can then:

- **Take a photo of one card:** Place the business card on a flat surface and hold the phone in a landscape orientation. Adjust the viewfinder frame so that the card fits the guidelines, and then touch .
- **Take photos of multiple cards:** Switch to **Burst** mode and follow the onscreen instructions to photograph multiple cards.


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

Importing or exporting contacts

Your phone supports **.vcf** contact files. **VCF** is a standard file format for storing contact information, including names, addresses, and phone numbers.




Importing contacts from a storage device

1 Open  **Contacts**.



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

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

Importing contacts from a SIM card




- 1 Open  **Contacts**.
- 2 Touch  > **Import/Export** > **Import from SIM card**.
- 3 Select the contacts you want to import, and then touch .
- 4 Choose the location to import contacts to. Your phone will automatically import the contacts.

Exporting contacts to a storage device




- 1 Open  **Contacts**.
- 2 Touch  > **Import/Export** > **Export to storage**.
- 3 Touch **Export**.
- 4 Choose where you want to export the contacts from and touch **OK**.

The exported **.vcf** file is saved to the root directory of your phone's internal storage by default. Open **Files** to view the exported file.

Exporting contacts to a SIM card

- 1 Open  **Contacts**.
- 2 Touch  > **Import/Export** > **Export to SIM card**.
- 3 Select the contacts you want to export, and then touch .
- 4 Touch **Continue**.



Sharing contacts


- 1 Open  **Contacts**.
- 2 Touch  > **Import/Export** > **Share contact**.
- 3 Select the contacts you want to share, and then touch .
- 4 Choose your sharing method, and then follow the onscreen instructions.

Managing contacts

Editing a contact




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

- 1 Open  **Contacts**.
- 2 Touch and hold the contact you want to edit, and then touch **Edit**.
- 3 Touch the contact's photo, and then select **Take photo** or **Choose from Gallery**. Alternatively, enter the contact's new information, and then touch . The contact's photo will be displayed when the contact calls you. Other contact information such as company name and job title will also be displayed.





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

Merging duplicate contacts

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

- 1 Open  **Contacts**.
- 2 Touch  > **Organize contacts** > **Merge duplicate contacts**.
- 3 Select the contacts you want to merge, and then touch .



Deleting contacts

- 1 Open  **Contacts**.
 - 2 Touch  > **Organize contacts** > **Delete contacts by batch**.
 - 3 Select the contacts you want to delete, and then touch .
 - 4 Touch **Delete**.
-  You can also touch and hold a contact you want to delete. From the popup options menu, select **Delete** to delete that contact.

Finding a contact

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



1 Open  **Contacts**.

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

2 On the contact list, use one of the following methods to find a contact:



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


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

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

Viewing contacts from different accounts


You can select which contacts to display on your phone.



- 1 Open  **Contacts**.
- 2 Touch  > **Display preferences**.
- 3 Select the account you want to display or customize the accounts to display.



Hide contact photos, company information and job title: Touch  > **Display preferences** on the contacts screen, and then turn on the **Simple layout** switch.

Adding a contact to your favorites

You can add frequently-contacted people to your favorites to make them easier to find.

- 1 Open  **Contacts**.
- 2 Touch and hold the contact you want to add to your favorites, and then touch **Add to favorites** to add the contact to **Favorites**.





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

Remove contacts from your favorites: Touch **Favorites** >  on the contacts screen. Select the contacts that you wish to remove from your favorites, and then touch .

Contact groups




Organize friends and family into different groups. You can send text messages or emails to everyone in a group. Contacts now also features **Smart groups**. Your phone can automatically sort contacts according to their company or the date you last contacted them, making it easier to manage contacts and groups.

Creating a group




- 1 Open  **Contacts**.
- 2 Touch **Groups** and then .
- 3 Enter the group name (for example Family or Friends) and then touch **OK**.
- 4 Touch . Select the contacts you want to add to the group, and then touch .

Editing a group



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

- 1 Open  **Contacts**.
- 2 Touch **Groups** and select the group you want to edit.
- 3 Touch  and add new members to the group.
- 4 Touch . You can then:
 - Touch **Remove members** to remove members from the group.
 - Touch **Delete group** to delete the group.
 - Touch **Rename** to edit the group name.

Sending messages or emails to a group

- 1 Open  **Contacts**.
- 2 Touch **Groups** and select which group you want to send a message or email to.
- 3 Touch  to send a message or  to send an email.








Deleting a group

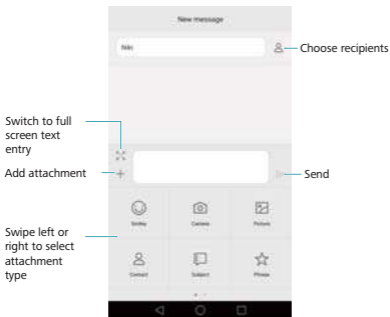
- 1 Open  **Contacts**.
 - 2 Touch **Groups**.
 - 3 Touch and hold the group you want to delete, and then touch **Delete**.
 - 4 Touch **Delete**.
-  Deleting a group will not remove the contacts in the group.



Messaging and Email

Sending a message



Spice up your messages by adding emoticons, images, videos, music, recordings, and more.


- 1 Open  **Messaging**.
 - 2 In the list of message threads, touch .
 - 3 Select the recipient box and enter the contact name or phone number. You can also touch  to open your contact list and choose a contact or contact group.
 - 4 Select the text field and enter your message, and then touch .
-  If you enter more than three lines of text, touch  to switch to full screen text entry. Touch  to add an attachment to your message.



-  **Cancel a message:** You can cancel a message up to four seconds after it was sent. Touch  > **Settings**, then turn on the **Cancel send** switch. Double touch the message to cancel sending.


Replying to a message

- 1 Open  **Messaging**.
- 2 In the list of message threads, touch a contact name or phone number to view your conversations.
- 3 Select the text field and enter your message, and then touch .

-  **Reply to a message from the notification bar:** New messages will be displayed in the notification bar. Touch the button to compose a reply.


Searching for messages



Use the message search feature to find messages quickly.

- 1 Open  **Messaging**.
- 2 Swipe down on the screen in the list of message threads to bring up the search bar.
- 3 Enter one or more keywords. The search results will be displayed underneath the search bar.

Deleting threads





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




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

- 1 Open  **Messaging**.
- 2 In the list of message threads, touch and hold a thread.
- 3 Select the threads you want to delete, and then touch  > **Delete**.

Managing messages

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


- 1 Open  **Messaging**.
- 2 In the list of message threads, touch a contact name or phone number to view your conversations.
- 3 Touch and hold a message. You can:
 - **Forward the message:** Touch  to forward the message to another contact.
 - **Delete the message:** Touch  > **Delete** to delete the message. Deleted messages cannot be retrieved.
 - **Copy the message:** Touch  to copy the message to the clipboard and paste it elsewhere. When viewing a message, touch the message twice to enter full screen text selection view.

- **Add the message to your favorites:** Touch  > **Copy to Favorites** to add the message to your favorites. When you delete messages, messages in your favorites will not be affected. In the list of message threads, touch  > **Favorites** to view your favorite messages.
- **Lock the message:** Touch  > **Lock** to lock the message. When you delete messages, locked messages will not be affected.



Adding an email account

Adding a personal email account

When adding an account, consult your email service provider if you are unsure about the account settings.

- 1 Open  **Email**.
- 2 Choose an email service provider or touch **Others**.
- 3 Enter your email address and password, and then touch **Next**. Touch **Manual setup** to configure an email account manually.
- 4 Follow the onscreen instructions to configure your account. The system will automatically connect to the server and check the server settings.


Once the account has been set up, your **Inbox** will be displayed.

-  After adding an email account, touch  > **Settings** > **Add account** in your **Inbox** to continue adding other accounts.

Adding an Exchange account





Exchange is an email system developed by Microsoft for businesses. Some email service providers also provide Exchange accounts for individuals and families.

When adding an account, consult your email service provider if you are unsure about the account settings.


- 1 Open  **Email**.
- 2 Touch **Exchange**.
- 3 Enter your email address, user name, and password. Touch **Next**.
- 4 Follow the onscreen instructions to configure your account. The system will automatically connect to the server and check the server settings.

Once the account has been set up, your **Inbox** will be displayed.


Sending an email

- 1 Open  **Email**.
- 2 Touch .
- 3 Touch **From:** and then select the email account you want to use.
- 4 Enter one or more recipients.
 -  To Cc or Bcc the email to multiple recipients, touch **Cc/Bcc:**.
- 5 Enter your email subject and main body. Touch  to add an attachment.

6 Touch .

-  Your email service provider may place a limit on the size of email attachments. If your attachments exceed the limit, send the attachments in separate emails.




Touch  > **Save** to save your email as a draft.



Checking your emails

Open **Email** and then swipe down in your **Inbox** to refresh the list of emails.

1 Open  **Email**.

2 In your **Inbox**, touch  in the upper left corner to select an account.



3 Touch the email you want to read. You can:

- Touch  to star for future reference.
- Touch  to reply, forward, or delete the email.
- Touch **Reply...** and enter text to compose a quick reply.
- Swipe left or right to read the next or previous email.



Account settings

Changing email accounts

If you have added multiple email accounts on your phone, ensure you switch to the right account before viewing or sending emails.

- 1 Open  **Email**.
- 2 In your **Inbox**, touch  in the upper left corner to open the account list.
- 3 Select the desired email account.



Removing an email account

- 1 Open  **Email**.
- 2 In your **Inbox**, touch  > **Settings**.
- 3 Select the account you want to remove.
- 4 Touch **Remove account** > **OK**.

After you remove an email account, you will no longer be able to send or receive emails using that account.


Personalizing your email account

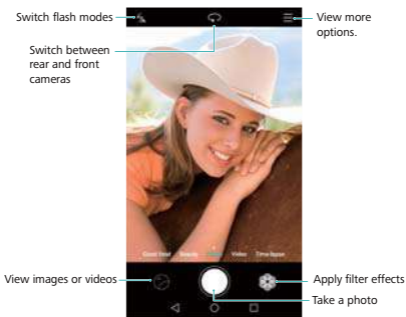
Display contact pictures, choose what to display after deleting an email, change your signature, set inbox update frequency, and change email notification tones.


- 1 Open  **Email**.
- 2 In your **Inbox**, touch  > **Settings** and then choose the desired settings.

Camera and gallery



Accessing the viewfinder


Open  **Camera** to access the viewfinder.







 For more information on the camera settings, see **Camera settings** on page 54.

Taking a photo



- 1 On the home screen, touch  **Camera**.
- 2 Frame the scene you want to capture. Let your camera focus automatically or touch the screen to focus on an object.
- 3 Touch .






 If the **GPS tag** switch was enabled when the photo was taken, the photo can be viewed in **Map** under **Gallery**.

Launching the camera from the gallery





- 1 On the home screen, touch  **Gallery**.
 - 2 Under **Photos**, swipe down on the albums to display the viewfinder in half screen mode, and then swipe down again to launch the camera.
-  Not all camera features are available in half screen mode.
- 3 Touch  to take a photo.
 - 4 Touch  **Return** to return to gallery.

Capture modes




-  Your phone may not feature all of these capture modes.
- **Beauty:** Drag the slider to adjust the beauty level and apply facial enhancements.
 - **Panorama:** Use this mode to take wider shots.
 - **HDR:** Enhance a photo taken under insufficient or excessive lighting conditions.
 - **All-focus:** You can re-adjust the focal point of photos taken in this mode at a later time.
 - **Watermark:** Add various watermarks to your photos.
 - **Audio note:** You can record a brief audio clip after you take a photo.
 - **Audio control:** Touch  and enable this mode under **Settings**. You can issue voice commands to have your camera take photos for you.

- **Timer:** Touch  and enable this mode under **Settings** to set a countdown timer for taking a photo.
- **Touch to capture:** Touch  and enable this mode under **Settings**. Touch the screen to take a photo.
- **Capture smiles:** Touch  and enable this mode under **Settings**. The camera will automatically take a photo when it detects a smile.
- **Object tracking:** Touch  and enable this mode under **Settings**. Touch an object on the screen. Your camera will track and stay focused on this object.
- **Ultra snapshot:** Touch  and enable this mode under **Settings**. When the screen is off or locked, frame the object you want to capture and press the volume down key twice to take a photo.




Taking a panoramic photo

- 1 On the home screen, touch  **Camera**.
- 2 Touch  > **Panorama** to switch to panorama shooting mode.
- 3 Touch  to start shooting.
- 4 Follow the onscreen instructions and move your phone slowly to capture multiple photos.
- 5 Touch  to stop shooting. The camera automatically stitches the photos together to create one panoramic photograph.




Adding watermarks to photos

- 1 On the home screen, touch  **Camera**.
- 2 Touch  > **Watermark** to switch to watermark mode.
- 3 Touch the < or > navigation icon or touch **More** and then select the desired watermark.
- 4 Drag the watermark to adjust its position.
- 5 Touch  .

Taking a photo using audio control


- 1 On the home screen, touch  **Camera**.
- 2 Touch  >  > **Audio control**.
- 3 Touch **Audio control** to switch to the audio control mode. Then you can:
 - Get your phone to take a photo when you issue a voice command.
 - Get your phone to take a photo when the surrounding noise reaches a certain decibel level.
- 4 Frame the scene you want to capture. Your phone will take a photo automatically when you issue a voice command or the surrounding noise reaches a certain decibel level.

Object tracking mode

- 1 On the home screen, touch  **Camera**.
- 2 Touch  >  .


3 Touch **Object tracking** to enable object tracking mode.

4 Touch an object on the screen. Your camera will track and stay focused on this object as you're shooting.

 Object tracking mode and smile capture can't be used at the same time.



All focus mode


1 On the home screen, touch  **Camera**.

2 Touch  > **All-focus** to switch to all focus mode.

3 Touch  to take a photo.

4 Go to gallery and select the photo that was taken using all focus mode.

  indicates photos that were taken in all focus mode.

5 Touch  to enter the all focus editing mode.


6 Touch another area of the photo that you want to focus on.



7 Touch .


Slow motion recording

You can record videos in slow motion to enjoy fast-moving scenes in detail, such as falling water droplets or dance moves.








1 Open  **Camera**.

2 Touch  > **Slow-mo**.



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



Touch the thumbnail  to play the recording back in slow motion.

Shooting a video

- 1 On the home screen, touch  **Camera**.
 - 2 Swipe left or right to select **Video**.
 - 3 Touch  to start recording.
 - 4 While recording, touch an object or a position on the screen to focus on it. Touch  to pause recording, and touch  to resume.
 - 5 Touch  to stop recording.
-  While recording, you can touch  to take a still photo.

Camera settings

On the capture screen, touch  >  to configure the following settings:



- **Resolution:** Set the camera resolution. To change the video resolution, touch  >  > **Resolution:** on the video capture screen.

- **GPS tag:** Display the location where the photo or video was taken.
- **Preferred save location:** Set the default save location for your photos and videos.
- **Perfect selfie:** Enable this function in **Beauty** mode for automatic facial recognition and customized portrait enhancement.
- **Mute:** Enable this feature to mute the camera. Due to legal constraints, this feature is not available in all countries and regions.
- **Audio control:** Take a photo using voice commands.
- **Timer:** Enable this feature to set a self-timer.
- **Touch to capture:** Touch the viewfinder to take a photo.
- **Capture smiles:** The camera will automatically take a photo when it detects a smile.
- **Object tracking:** Touch the object you want to focus on. The camera will track and focus on the selected object.
- **Touch & hold shutter button:** Configure the shutter's touch and hold settings. You can select **Burst shoot** or **Focus**.
- **Volume button function:** Configure the volume button settings. You can select **Shutter**, **Zoom**, or **Focus**.
- **Ultra snapshot:** Press the volume down button twice to take a photo when the screen is off.
- **ISO:** Set a photo's ISO. Increasing the ISO can reduce blurring caused by dark conditions or movement.
- **White balance:** Adjust a photo's white balance. Adjust the white balance according to the brightness of the surroundings.



- **Image adjustment:** Adjust exposure compensation, saturation, contrast, and brightness.

Gallery

Viewing photos



- 1 On the home screen, touch  **Camera**.
- 2 You can then:
 - Select the **Photos** tab and view photos in a timeline.
 - Select the **Photos** tab, select  and view photos grouped according to location.
 - Select the **Albums** tab and view photos grouped by album.












Playing a slideshow

- 1 On the home screen, touch  **Gallery**.
- 2 Under **Photos**, touch  > **Slideshow**.
- 3 Touch the screen to stop the slideshow.



Editing an image

The Gallery application comes with powerful image editing tools that you can use to bring your photos to life. For example, you can draw graffiti, add watermarks, or apply a variety of filters.

- 1 Open  **Gallery**.
- 2 Touch an image to view it in full-screen mode. Touch  to edit the image.
- 3 Select an image editing tool. You can:



- **Rotate an image:** Touch  and swipe the screen to adjust the angle of rotation. Touch **Mirror** to create a mirror image of the photo.
- **Crop an image:** Touch  to select the crop ratio (for example, 16:9). Drag the dotted edges to crop the image to the desired size.
- **Add a filter:** Touch  and select the desired filter.
- **Accentuate colors:** Touch  and select the colors that you wish to accentuate.
- **Blur an image:** Touch . Drag the slider to adjust the amount of blur.
- **Adjust image parameters:** Touch . You can adjust the brightness, contrast, saturation, and more to make your image look more vivid.
- **Apply facial enhancement effects:** Touch  to apply facial enhancement effects to people in an image. You can choose from various skin and eye enhancement effects.
- **Apply mosaic effects:** Touch  and then select the desired mosaic effect.
- **Draw graffiti:** Touch  to select the brush and color.
- **Add a watermark:** Touch  to add a watermark and personalize your photo. You can choose from time, location, weather, exercise type, and more.
- **Add a label:** Touch  and then select the desired label type and font. You can use labels to record your mood or thoughts.

Deleting a photo



- 1 On the home screen, touch  **Gallery**.
- 2 Select the photo you want to delete and then touch  > **Delete**.

Sharing photos and videos

You can share your photos or videos in various ways.


- 1 On the home screen, touch  **Gallery**.
- 2 Select the photo or video that you want to share.
- 3 Touch , choose a sharing method, and follow the onscreen instructions to share your photo or video.

Setting a photo as the wallpaper

- 1 On the home screen, touch  **Gallery**.
- 2 Select the photo you want to set as the wallpaper.
- 3 Touch  > **Set as** and follow the onscreen instructions to set the photo as the wallpaper.


Scanning a QR code

Scanning a QR code using gallery

- 1 On the home screen, touch  **Gallery**.
- 2 Choose a QR code photo.
- 3 Touch the photo. Gallery will automatically scan the QR code.

- 4 Touch the QR code link to view more information about the code.

Scanning a QR code using camera

- 1 On the home screen, touch  **Camera**.
- 2 Frame the QR code using the camera. The camera will automatically scan the QR code.
- 3 Touch the QR code link to view more information about the code.

Music and Video

Adding songs to your phone




Before you can listen to your music, you need to copy your songs onto your phone.

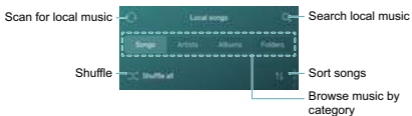
To add songs to your phone:

- Copy songs from your computer using the USB cable.
- Download songs from the Internet.


Searching for local music

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

- 1 Open  **Music**.
- 2 Touch **Local songs**.
- 3 Touch  to search for and view your local music.
- 4 You can choose to organize your music by song name, artist, album name, or folder. To search for a specific song, touch  and then enter the song name, artist, or album in the search bar.



Listening to music

- 1 Open  **Music**.
- 2 Touch **Local songs**.
- 3 Touch the song you want to play.

Using your phone during music playback

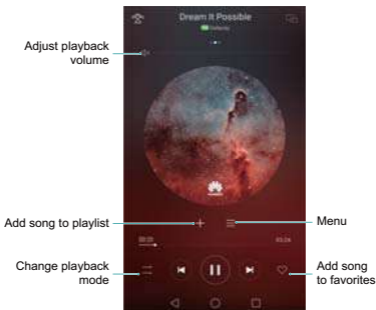
- When a song is playing, touch **Home** to exit the music playback screen without stopping the song. To return to the music playback screen, open the notification panel and touch the song that is playing.
- Touch the song that is playing to return to the playback screen. Swipe left or right to view the song list, album cover, and lyrics.

i Lyrics files must be downloaded separately and saved in .lrc format. The name and file path must be the same as the music file.

- On the **My music** screen, touch **Close** to close the music player.


Using the playback screen

Touch the playback screen to display or hide the menu icons.




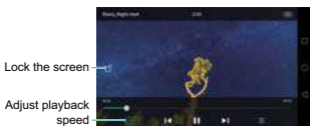
Setting a song as the ringtone

Set your favorite song as the call, notification, or alarm ringtone.

- 1 Open  **Music**.
- 2 Touch **Local songs**.
- 3 Touch **⋮** > **Set as ringtone** next to the song name.
You can choose to set the song as the call, notification, or alarm ringtone.

Playing a video

- 1 Open  **Videos**.
- 2 Touch the video you want to play.
- 3 Touch **||** to pause the video playback.




Using your phone during video playback

- Swipe left or right to rewind or fast-forward the video.
- Swipe up or down on the left side of the screen to adjust the screen brightness.
- Swipe up or down on the right side of the screen to adjust the volume.

Accessing the Internet

Connecting to the Internet using mobile data


Data charges may apply when using mobile data to access the Internet.

 Before using mobile data, ensure that you have a data plan with your carrier.

1 Open  **Settings**.


2 Touch **More > Mobile network**.

3 Turn on the **Mobile data** switch to enable mobile data.

 Disable mobile data when not required in order to save battery power and reduce data usage.

Connecting to the Internet using Wi-Fi

You can connect to the Internet using a Wi-Fi access point or hotspot.

 Your personal data and financial information may be at risk if you connect to insecure public Wi-Fi networks.

Connecting to a Wi-Fi network


1 Open  **Settings**.

2 Touch **Wi-Fi** and then turn on the **Wi-Fi** switch. Your phone will list available Wi-Fi networks.

- **Search manually for Wi-Fi networks:** Touch **Scan**. Your phone will scan again for available Wi-Fi networks.
- **Add a Wi-Fi network that is not shown in the list:** Touch **Add network....** Follow the onscreen instructions to configure the Wi-Fi settings and password.


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


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

Once your phone is connected to a Wi-Fi network, it will display the  icon in the status bar. Your phone will remember Wi-Fi networks that you have used before and reconnect to them automatically.

Connecting to the Wi-Fi network with the strongest signal

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

-  You may incur additional data charges when downloading large files or watching online videos over mobile data. Purchase a suitable data plan to ensure that you do not incur excessive data charges. Contact your carrier for details.

- 1** Open  **Settings** and touch **More > LINK+**.
- 2** Touch **Wi-Fi+ > Wi-Fi+ settings** and then turn on the **Wi-Fi+** switch.

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

- **Connect to the network with the best signal:**


When Wi-Fi signal strength is poor or your current Wi-Fi network is not reachable, your phone will automatically connect to another available Wi-Fi network with a better signal. If no other Wi-Fi networks are available and your mobile data is enabled, your phone will use mobile data (data charges may apply). If the Wi-Fi signal strength improves, your phone will reconnect to the Wi-Fi network.

- **Automatically turn Wi-Fi on or off:** Your phone will automatically disable Wi-Fi when you move out of range of a Wi-Fi hotspot (such as when you leave home). Wi-Fi will be re-enabled when you return to the location of a previously used hotspot (such as when you return home).

- **Monitor Wi-Fi network quality:** Your phone will automatically monitor the signal strength of nearby public hotspots.

Transferring data using Bluetooth

Enabling Bluetooth and pairing your phone with another device

- 1 Open  **Settings** and touch **Bluetooth**.
- 2 Turn on the **Turn on Bluetooth** switch and ensure that **Visibility** is enabled. Your phone will automatically list available devices. If the device you want to pair with is not displayed, check that the device is discoverable.
- 3 Select the device you want to pair with and follow the onscreen instructions.


Sending and receiving files using Bluetooth

Check that both devices are paired before attempting to transfer files.

- **Send files:** Touch and hold the file you want to send and touch **Share > Bluetooth**. Your device will automatically search for nearby devices. Select the receiving device.
- **Receive files:** When another device tries to send you files using Bluetooth, select **Accept** from the dialog box that appears. Open the notification panel to view file transfer progress.
By default, received files are saved to the **bluetooth** folder on your device's internal storage.

Renaming your phone


By default, your phone's model number is used as the device name when you enable Bluetooth. You can change the name to something more recognizable.

- 1 Open  **Settings** and touch **Bluetooth > Device name**.
- 2 Rename the phone and touch **OK**.

Settings

Enabling location access

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

 Features may vary depending on your carrier.

1 Open  **Settings**.


2 Touch **Advanced settings** > **Location services** and then turn on the **Access my location** switch.


3 Three options are available under **Location mode**:

- **Use GPS, Wi-Fi, and mobile networks:** Uses GPS and your phone's Internet connection. Enable this option for highly accurate positioning.
- **Use Wi-Fi and mobile networks:** Only uses your phone's Internet connection. Enable this option for reduced power consumption and longer standby times.
- **Use GPS only:** Does not require an Internet connection. Enable this option to reduce mobile data usage.

Configuring the display settings


Configure the display settings to personalize your phone. For example, you can change the wallpaper, font size, and screen-off time.

Go to  **Settings** and then touch **Display**. You can configure the following settings:



- **Color temperature:** Adjust the color temperature for images displayed on your phone. Select a warmer color temperature for a softer look and a cooler color temperature for a sharper image. Clear the **Default** check box to manually adjust the color temperature.
 - **Wallpaper:** Set the lock screen and home screen wallpapers.
 - **Font size:** Set the font size.
 - **Daydream:** When this feature is enabled and you have configured **Picture source** and **Duration**, your phone will automatically display images when it's being charged and the screen is locked.
 - **Indicator light:** The status indicator will blink when you receive incoming calls, messages, or other notifications.
 - **Brightness:** Your phone will automatically adjust the screen brightness according to the ambient brightness. Clear the **Automatic brightness** check box to manually adjust the brightness.
 - **Sleep:** The screen will lock automatically after a period of inactivity to reduce power consumption. Select **Sleep** to adjust the screen-off time or disable the automatic screen lock feature.
 - **Auto-rotate screen:** If this option is enabled, your screen's orientation will switch automatically depending on how you hold your phone when performing certain operations, such as browsing a web page, viewing a picture, or writing a message.
-  The above options may not be available on all phone models.

Sound settings


Change the incoming call and message ringtones or set the system alert sound and vibration effects.

Go to  **Settings** and then touch **Sound**. You can configure the following settings:

- **Volume:** Adjust the ringtone, media, alarm, and call volume.
- **Silent mode:** Once enabled, your phone will not ring when you receive an incoming call or message, but the screen will still turn on. If you have also enabled **Vibrate in silent mode**, your phone will vibrate to alert you of incoming calls and messages.

 You can also enable or disable these features in the shortcuts tab. Touch  to switch between **Sound, Vibration, and Silent**.


- Select a ringtone under **Call ringtone & vibration** to change the ringtone. You can choose from preset ringtones or a local music file. Turn on the switch to enable vibrations when your phone rings.
- **Default notification tone:** Choose a preset ringtone or a local music file as the notification tone for messages, emails, and other notifications.
- Touch the switches under **System** to enable or disable dial pad touch tones, touch sounds, screen lock sounds, screenshot tones, and haptic feedback.

 The above options may not be available on all phone models.



Changing the screen unlock method

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

Setting a screen unlock pattern

- 1 Open  **Settings**.
- 2 Touch **Screen lock & passwords > Password > Pattern**.
- 3 Connect at least four dots to create a screen unlock pattern, and then release your finger. Draw your screen unlock pattern again to confirm.
- 4 Enter a backup PIN containing at least four digits. If you forget your screen unlock pattern, you can enter the backup PIN to unlock the screen.


Unlocking the screen with a password

- 1 Open  **Settings**.
 - 2 Touch **Screen lock & passwords > Password**.
 - 3 You can choose to set a PIN or password:
 - Touch **PIN**, and then enter a PIN containing at least four digits and select **Done**.
 - Touch **Password**, and then enter a password containing at least four characters and select **Done**.
-  You can also use your fingerprint to unlock the screen. Touch **Enrol** in the popup dialog box to add your fingerprint.

Enabling fingerprint unlock

See Using fingerprint recognition on page 18 for more information on configuring fingerprint unlock.

Removing the screen lock password


- 1 Open  **Settings**.
- 2 Touch **Screen lock & passwords** > **Password**.
- 3 Enter your screen lock password or unlock pattern, and then touch **None**.


Airplane mode

Wireless devices may interfere with an airplane's flight system. Power off your phone or switch to airplane mode when you are on a flight.

After you enable airplane mode, all of your phone's network features will be disabled. You will not be able to make or receive calls, or use mobile data, Bluetooth or Wi-Fi. However, you will still be able to play music, watch videos, and use applications that do not require an Internet connection.


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

- Swipe down from the status bar to open the notification panel. In the **Shortcuts** tab, turn on the **Airplane mode** switch.
- Press and hold the power button, and then touch **Airplane mode**.
- Open  **Settings**, and then turn on the **Airplane mode** switch.


When airplane mode is on,  is displayed in the status bar.

Setting your SIM card PIN

A personal identification number (PIN) is delivered with your SIM card to protect your phone data. If you have enabled PIN protection for your SIM card, you will need to enter the PIN each time you turn on your phone or insert the SIM card into another phone.

 Features may vary depending on your network carrier.

Before you perform the following operations, make sure you have received a SIM card PIN from your carrier.

- 1 Open  **Settings**.
- 2 Touch **Advanced settings** > **Security**, and then select the options under **Set up SIM card lock** to configure the SIM lock settings.
- 3 Turn on the **Lock SIM card** switch.
- 4 Enter your PIN, and then touch **OK**. To change your PIN, touch **Change SIM PIN**.




- You will need to enter the PUK code if you exceed the maximum number of incorrect PIN attempts. The SIM card will be permanently locked if the PUK code is entered incorrectly too many times.
- Contact your carrier for details about these limits.


Setting up an account

Adding an account

Many applications and online services require you to create an account in order to access the full range of features.

- 1 Open  **Settings**.
- 2 Touch **Accounts** > **Add account**.
- 3 Select an account type, and then follow the onscreen instructions to enter your account information.
 - You must install the corresponding application before you can add an account for a third-party application.
 - To add a company account, see Adding an Exchange account on page 46.
 - To add an email account, see Adding a personal email account on page 45.

Deleting an account




- 1 Open  **Settings**.
- 2 Touch **Accounts**, and then select the account type.
- 3 Select the account that you want to delete, and then follow the onscreen instructions to delete it.

Syncing data with your phone



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

The type of data that can be synced depends on the account type. Some applications may not support syncing for all data types.


The example below illustrates how to sync data for an email account.

- 1 Open  **Settings**.
- 2 Touch **Accounts** > , and then select **Auto-sync data**. Follow the onscreen instructions, and then touch **OK** to turn on the sync data switch.
- 3 On the **Accounts** screen, select an account type, and then select the account that you want to sync with your phone.
- 4 Touch  to sync your emails.

Setting the date and time

-  Features may vary depending on your carrier.
- Open  **Settings**. Touch **Advanced settings** > **Date & time** to configure the settings.

Changing the system language

- 1 Open  **Settings**.
- 2 Touch **Advanced settings** > **Language & input**.
- 3 Touch **Language & region**, and then select the desired language.

Accessibility Features


About your phone's accessibility features




Accessibility features make it easier for users with impaired vision or hearing to use their phone.

TalkBack

Enabling or disabling TalkBack

TalkBack is an accessibility feature designed for visually impaired users. It provides audible prompts to help you operate your phone. Once it is enabled, your phone will issue audible prompts for all content that you touch, select, or enable. Please enable with caution.

 TalkBack's audible prompts are not available for all languages.

- 1 Open  **Settings**.
- 2 Touch **Advanced settings > Accessibility > TalkBack**.
- 3 Turn on the **TalkBack** switch, and then touch **OK** to enable TalkBack. The audible tutorial will be started automatically when you enable TalkBack for the first time. If you need to play the tutorial again, touch  to access the settings, and then select the tutorial.
- 4 Touch , and then select **Explore by touch**. Your phone will not issue audible prompts for the content

that you touch unless you turn on **Explore by touch**.

Using TalkBack to control your phone

After you have enabled TalkBack, use gestures to:

Browse the screen: Use two fingers to swipe the screen (instead of one). Swipe up or down with two fingers to scroll through menu lists. Swipe left or right to move between screens.



Select an item: Touch an item with one finger to select it (it will not open). The phone will read out the content of the selected item.

Open an item: Double touch any part of the screen using one finger to confirm your selection from the previous step.

For example, if you want to open **Settings**, two steps are required: Touch the **Settings** icon once using one finger, and then touch twice on any part of the screen.


Configuring the TalkBack settings

TalkBack settings can be customized to suit your individual needs.

- 1 Open  **Settings**.
- 2 Touch **Advanced settings** > **Accessibility** > **TalkBack** > .
- 3 You can adjust the feedback volume, audible feedback settings, control gestures, and more.


Audible password prompts

This feature provides audible feedback for visually impaired users. When you enter a password, your phone will read out the letters as you type. This feature requires TalkBack to be enabled.

- 1 Open  **Settings**.
- 2 Touch **Advanced settings > Accessibility** and then turn on the **Speak passwords** switch.


Text To Speech (TTS) output

This feature converts text into speech for visually impaired users. This feature requires TalkBack to be enabled.

- 1 Open  **Settings**.
- 2 Touch **Advanced settings > Accessibility > Text-to-speech output**.
- 3 Select the desired speech synthesis engine and voice speed.


Captions

In addition to providing audible prompts, TalkBack also displays captions for hearing-impaired users. This feature requires TalkBack to be enabled.

- 1 Open  **Settings**.
- 2 Touch **Advanced settings > Accessibility > Captions**.
- 3 Turn on the **Captions** switch, and then configure the language, font size, and caption style.

Magnification gestures

Use magnification gestures to zoom in on a specific area.

-  The keyboard and the navigation bar cannot be magnified.


1 Open  **Settings**.

2 Touch **Advanced settings > Accessibility > Magnification gestures**.

3 Turn on the **Magnification gestures** switch.


- **Zoom in:** Touch the screen three times in quick succession to zoom in. Touch the screen three times again to zoom back out. **Magnification gestures** will still be enabled when you touch the screen three times. Turn off the **Magnification gestures** switch to disable magnification gestures.
- **Browse a magnified area:** Swipe the screen using two or more fingers.
- **Adjust the zoom:** Pinch two or more fingers together or spread them apart. To zoom in, spread your fingers apart. Pinch your fingers together to zoom back out.
- **Zoom in temporarily:** Touch the screen three times in quick succession, and then hold your finger on the screen. Keep your finger on the screen and swipe to browse a magnified area. Release your finger to zoom back out.

Using the power button to end a call

- 1 Open  **Settings**.
 - 2 Touch **Advanced settings > Accessibility** and then turn on the **Power button ends call** switch.
- Once you have enabled this feature, press the power button to end a call.


Adjusting the screen response time


You can adjust the time that it takes for your phone to respond to gestures, such as touch and hold.

- 1 Open  **Settings**.
- 2 Touch **Advanced settings > Accessibility > Touch & hold delay**.
- 3 Select the desired delay time: **Short**, **Medium** or **Long**.

Color correction

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

 Enable this mode with caution, as it may affect your phone's battery.

- 1 Open  **Settings**.
- 2 Touch **Advanced settings > Accessibility** and then turn on the **Color correction** switch.
- 3 Touch **Correction mode** and then select a correction mode.

Appendix

About this guide

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

Features in this guide are for your reference only. Some features may not be supported by all phones or carriers.

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Personal Information and Data Security

The use of some functions or third-party applications on your device could result in your personal information and data being lost or becoming accessible to others. Several measures are recommended to help you protect personal and confidential information.

- Place your device in a safe area to prevent it from unauthorized use.
- Set your device screen to lock and create a password or unlock pattern to open it.
- Periodically back up personal information kept on your SIM card, memory card, or stored in your device memory. If you change to a different device, be sure to move or delete any personal information on your old device.

- If you are worried about viruses when you receive messages or emails from a stranger, you can delete them without opening them.
- If you use your device to browse the Internet, avoid websites that might pose a security risk to avoid theft of your personal information.
- If you use services such as Wi-Fi tether or Bluetooth, set passwords for these services to prevent unauthorized access. When these services are not in use, turn them off.
- Install or upgrade device security software and regularly scan for viruses.
- Be sure to obtain third-party applications from a legitimate source. Downloaded third-party applications should be scanned for viruses.
- Install security software or patches released by Huawei or third-party application providers.
- Some applications require and transmit location information. As a result, a third-party may be able to share your location information.
- Your device may provide detection and diagnostic information to third-party application providers. Third party vendors use this information to improve their products and services.
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