

# **HUAWEI** MediaPad M5 lite

## **User Guide**



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# Exciting Features

## Tips

### Use Shortcuts to Access Frequently Used Features

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

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

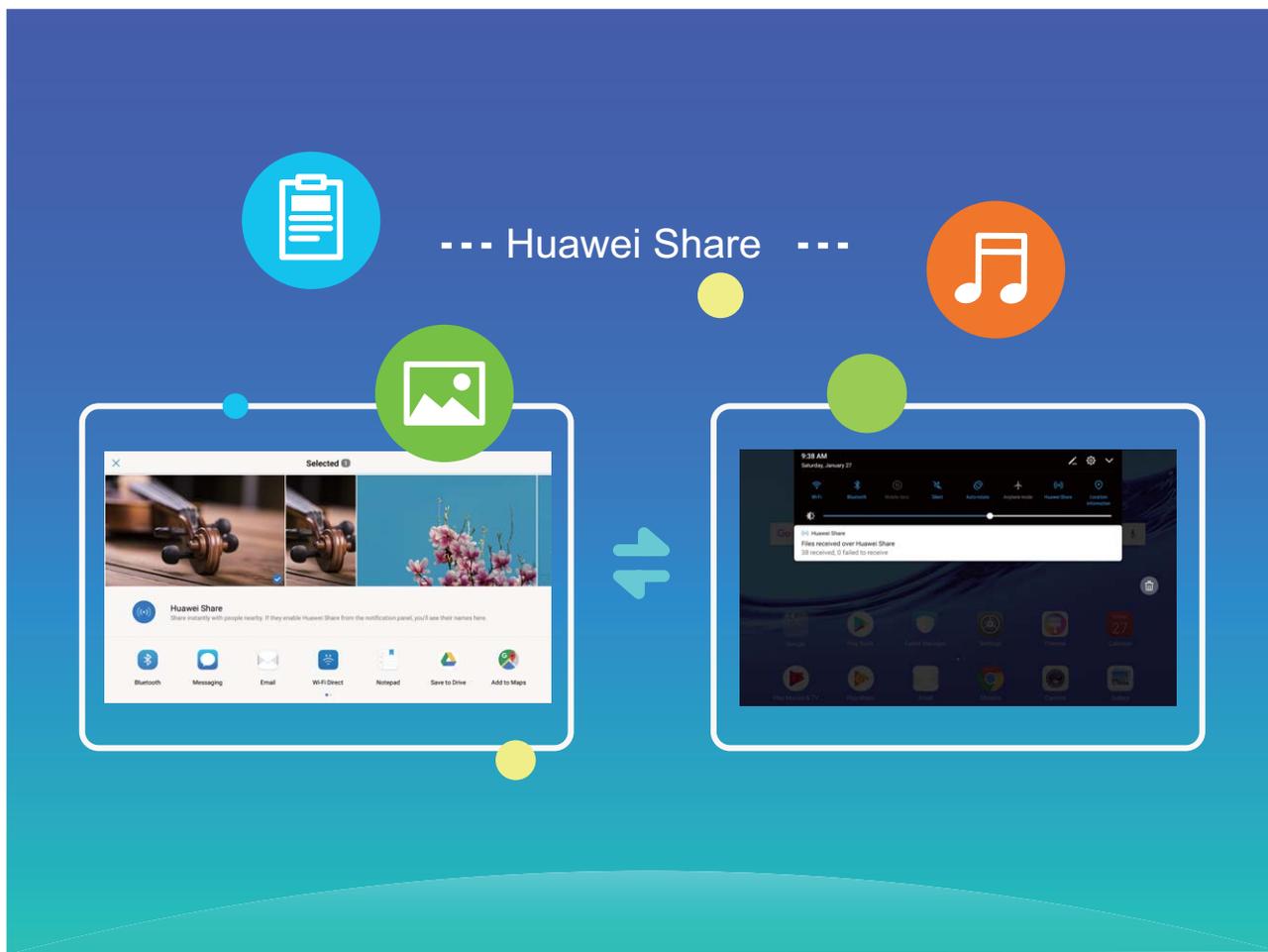
**Quickly access frequently used app features:** Touch and hold an app icon on your home screen, and then touch a frequently used feature to access it. Each app supports up to four frequently used features. These are preset by the app and cannot be changed. For example, to take a selfie, touch and hold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

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

### Transfer Files Using Huawei Share

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

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



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

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

## Smart Life

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

Your Tablet is a great tool for keeping your child entertained, but all parents worry about their kids becoming addicted to technology, harming their vision, downloading viruses, or accessing content they're just not ready for. Try using Kids Corner to guide how your little one uses the Tablet. You can set time limits, access restrictions, installation permissions, and more.

Kids Corner Features:

- **App management:** Set which apps your child can access. They won't be able to open any other apps.
- **File access restrictions:** Choose which photos and videos your child can see on your Tablet.
- **Time limits:** Manage every aspect of your child's usage by setting daily access frequencies, usage durations, and break times.

- **Fingerprint access:** Enrol your child's fingerprint to help them access Kids Corner from your Tablet lock screen with just one touch.
- **Restrict outside data access:** Prevent unwanted fees or charges by blocking third-party app activities (e.g. sending unwanted text messages). This feature is not supported on Wi-Fi only tablets.
- **Filter blue light:** Reduce eye strain, and protect your child's vision by filtering out blue light.
- **Smart vision protection:** Kids Corner comes with many features that help protect your child's vision. Your little one will get reminders to correct their posture, or to move into environments with better lighting when using the Tablet. Continued use of the Tablet will be paused until they follow the suggested usage guidelines. How does it work?
  - Kids corner will remind your child to correct their posture, when their eyes are too close to the screen (i.e. less than 25 cm away), or if the Tablet detects that they are lying down.
  - Your child will get a reminder to move into better lighting if the Tablet detects that the environment is too bright (or too dark).

## Enable Kids Corner

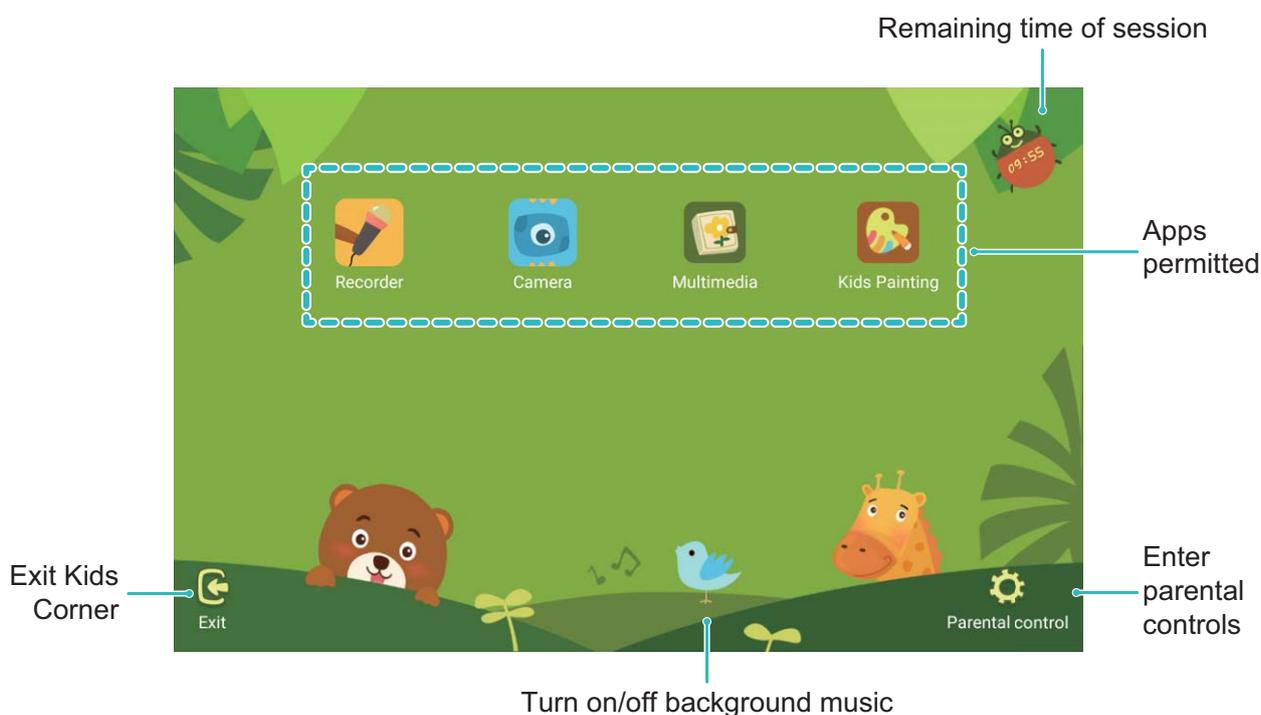
Worried about the various types of apps available online that are not suitable for your child? Enable Kids Corner, the exclusive parental-controlled entertainment platform on your child's Tablet.

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

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

In Kids Corner, you can:

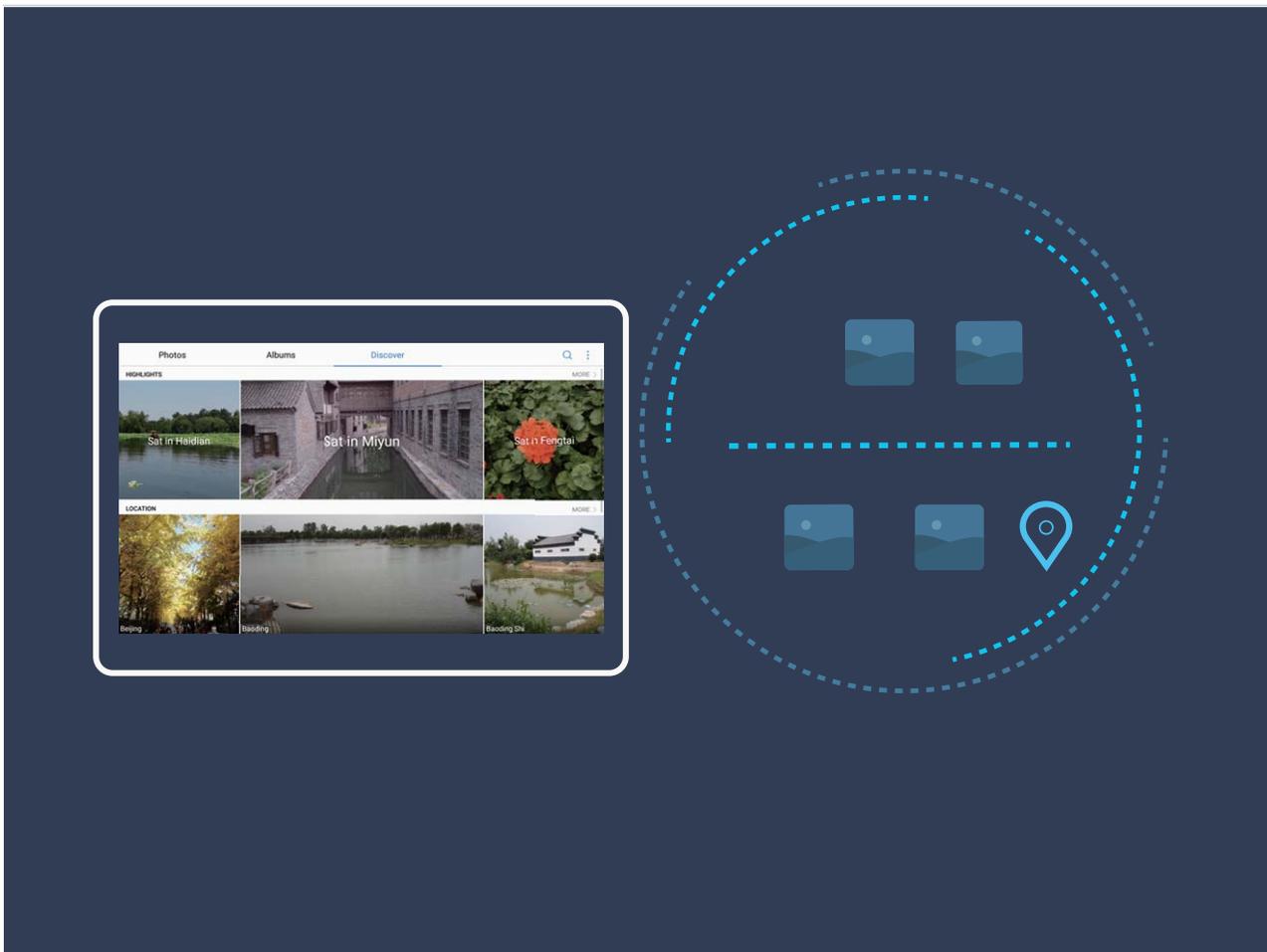
- **Set parental controls:** Go to  **Parental control** to control how your child uses his or her Tablet (such as managing the available apps, images, and multimedia your child would have access to, limiting the daily durations and number of times you would allow your child to access his or her Tablet, as well as enabling resting periods).
- **Exit Kids Corner:** Touch  **Exit**, and enter your Kids Corner password to exit Kids Corner.



## Highlights: Turn Your Photos into a Personalised Video

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

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



## More Features

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

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



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

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

## Clean Up Memory for Faster Performance

Does your Tablet slow down over time? Do you want to clean up your system storage but are unsure which files to delete? Memory cleanup helps you quickly clear your cache, large and residual files, and unused app files to speed up system performance and keep your Tablet in top shape.

When your system performance slows down or remaining storage space is low, Phone Manager will remind you to clean up. You can follow the onscreen prompts to clean up your Tablet's memory and free up storage space.

**Clean:** Scan for and clean up trash files and system cache to quickly free up memory and internal storage space without affecting your Tablet usage.

**Deep clean:** Scan for redundant files including WeChat files, large files, videos, images, app residual files, music files, unnecessary installation packages, unused files, and files that take up a lot of space, and obtain cleaning suggestions based on the scan results. This helps you free up storage space without accidentally deleting important files.

# New Device

## Connecting to the Internet

Connect to Wi-Fi networks effortlessly with your device.

### Connecting to a Wi-Fi network

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

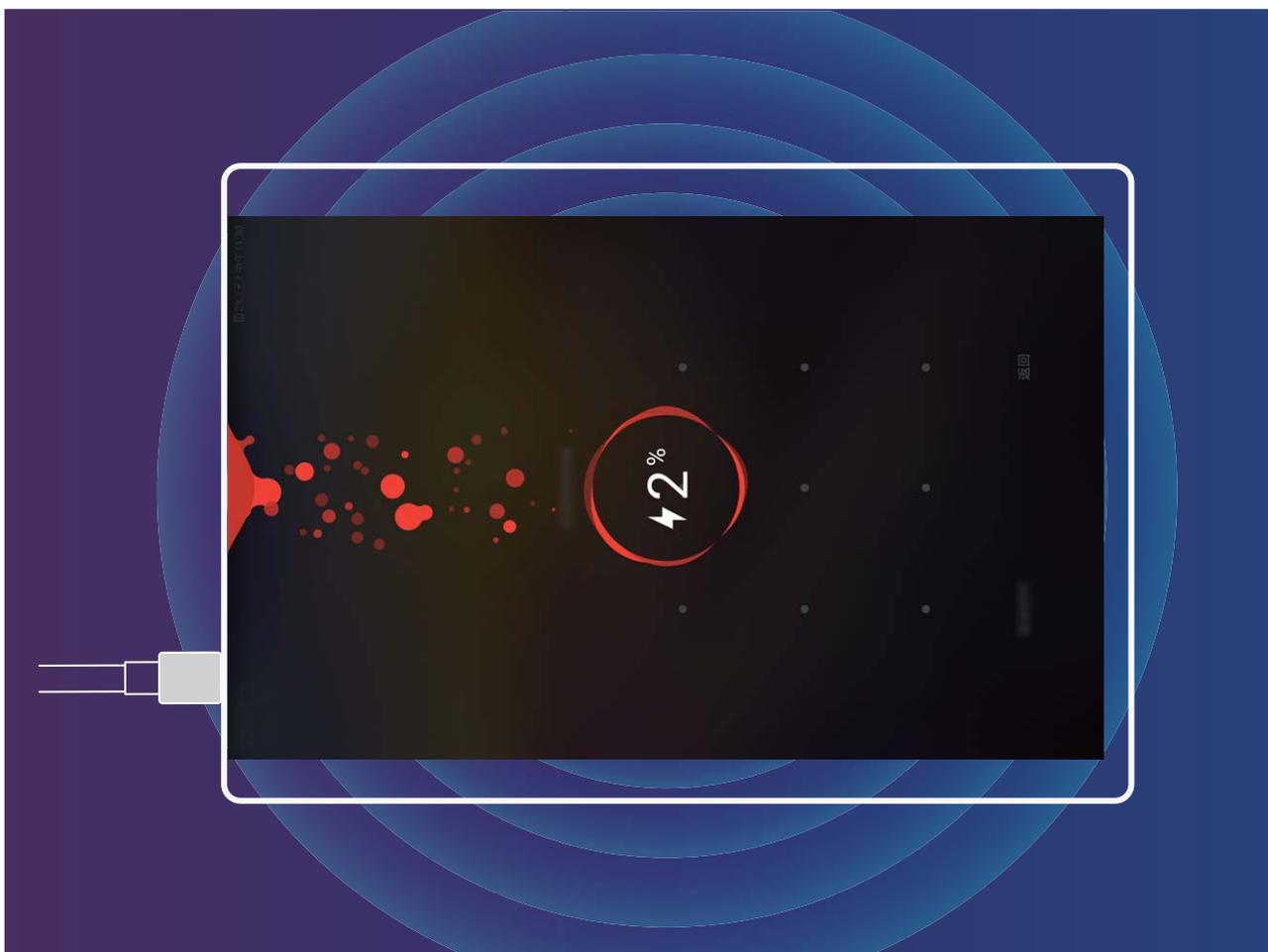
### Connecting using mobile data

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

## Smart Charging: Charge Your Device Faster and Safer

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

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



## Getting Help

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### **Personal Information and Data Security**

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

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

- Some third-party application providers may collect detection and diagnostic information on your device to improve their products and services.

## For More Information

You can use the following methods to obtain more information about Huawei tablets:

- For product information and other details, please visit <http://consumer.huawei.com/en>.
- You can find a list of local service hotlines, store addresses, service information (such as Warranty policy), and more in **HiCare**.

To download product manuals, check FAQs, and view the Privacy Policy, please visit <http://consumer.huawei.com/en/>.

To view important legal information on products, go to **Settings > System > About tablet > Legal**.

For more information, please visit <http://consumer.huawei.com/en/>.

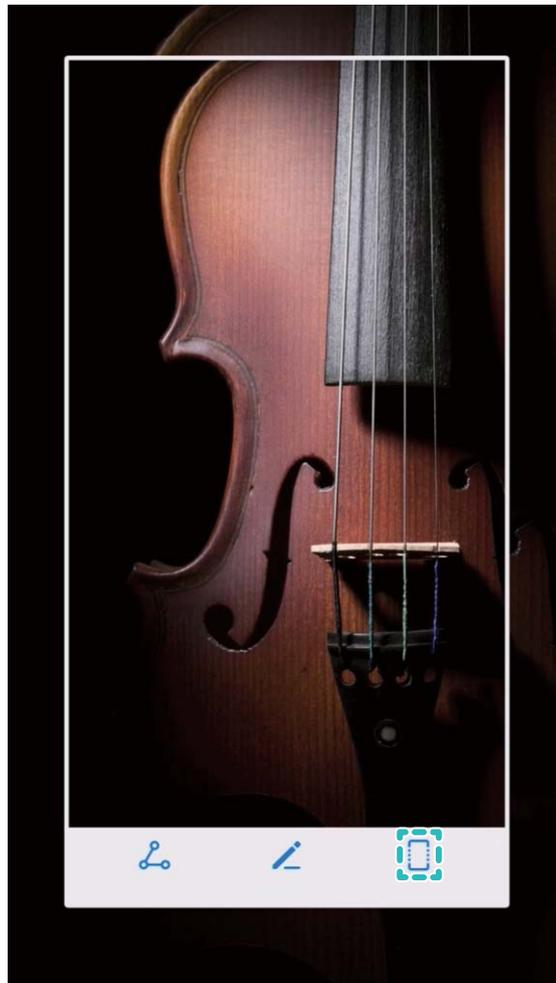
# Gestures and Operation

## Screenshots and Screen Recording

### Take Scrolling Screenshots to Capture Entire Pages

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

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



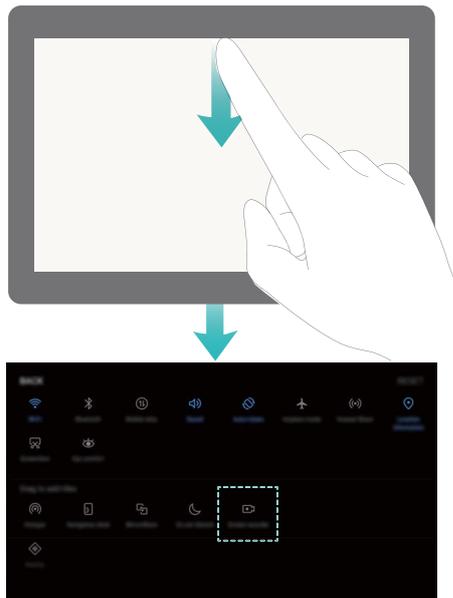
After taking the screenshot, touch  or  to edit or share the screenshot. The screenshot will be saved in **Gallery** by default.

## Record Exciting Moments on Your Screen

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

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

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



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



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

### Take a Screenshot of Your Entire Screen

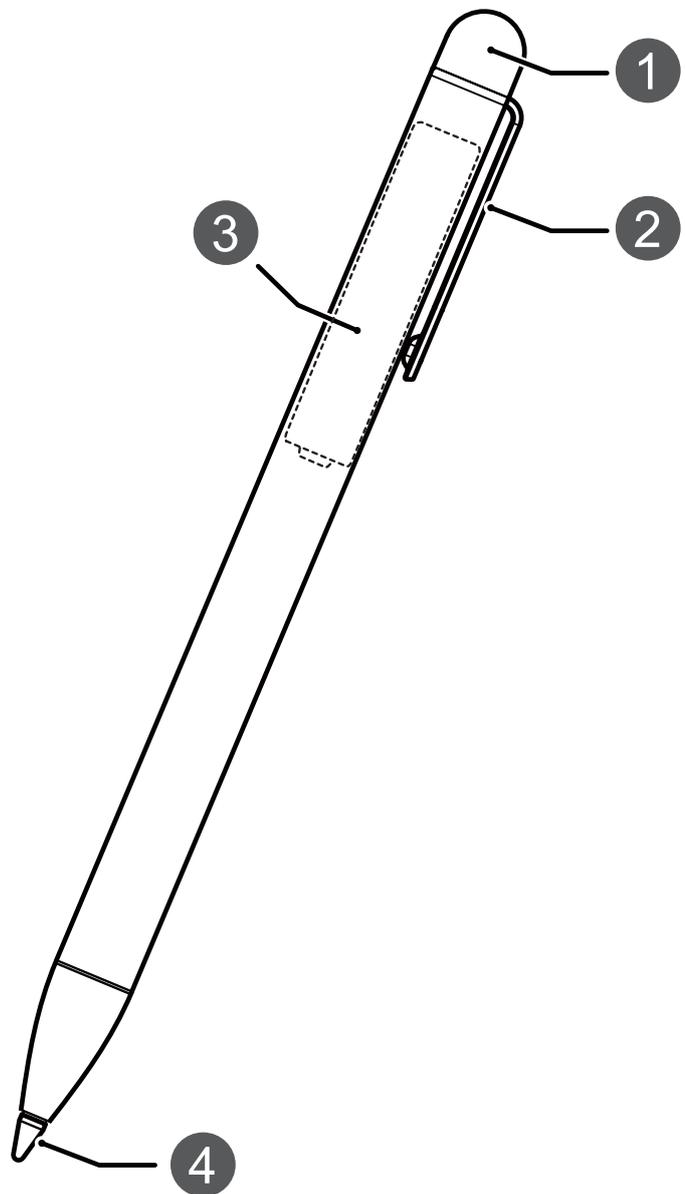
**Use combo key to take screenshot:** Simultaneously press and hold the Power button and the Volume down button to take a screenshot of the full screen.

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

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

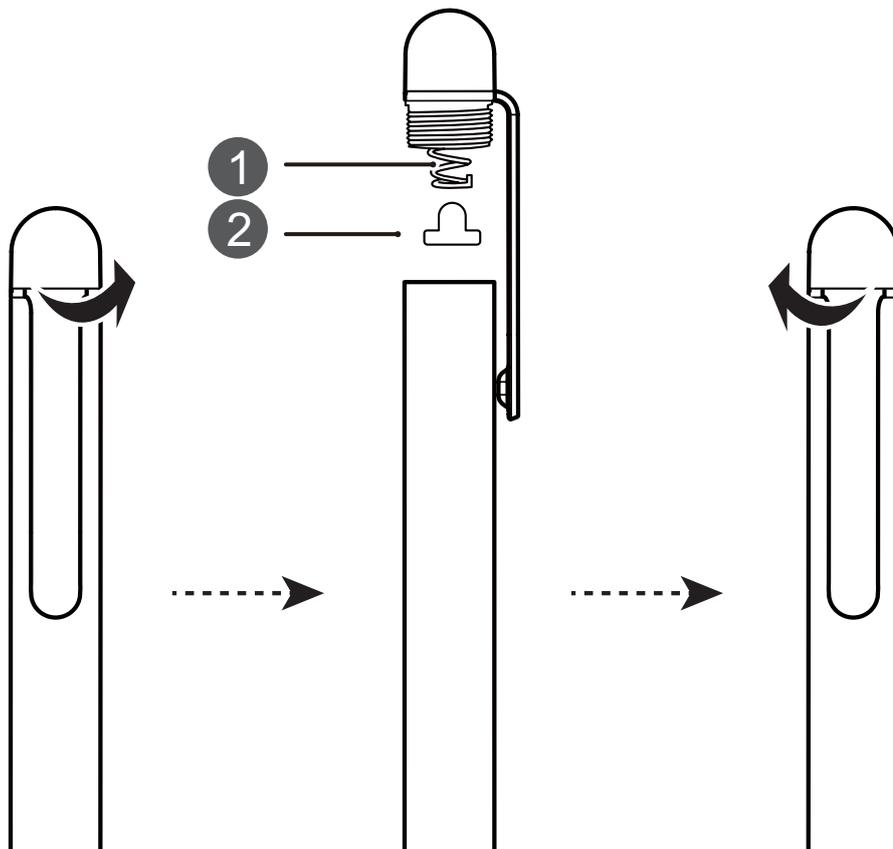
### M-Pen lite (Optional)

The M-Pen lite is a substitute for your fingers, which can make writing and drawing more fun.



1	Pen cap	2	Pen clip
3	Dry cell battery (AAAA)	4	Pen tip

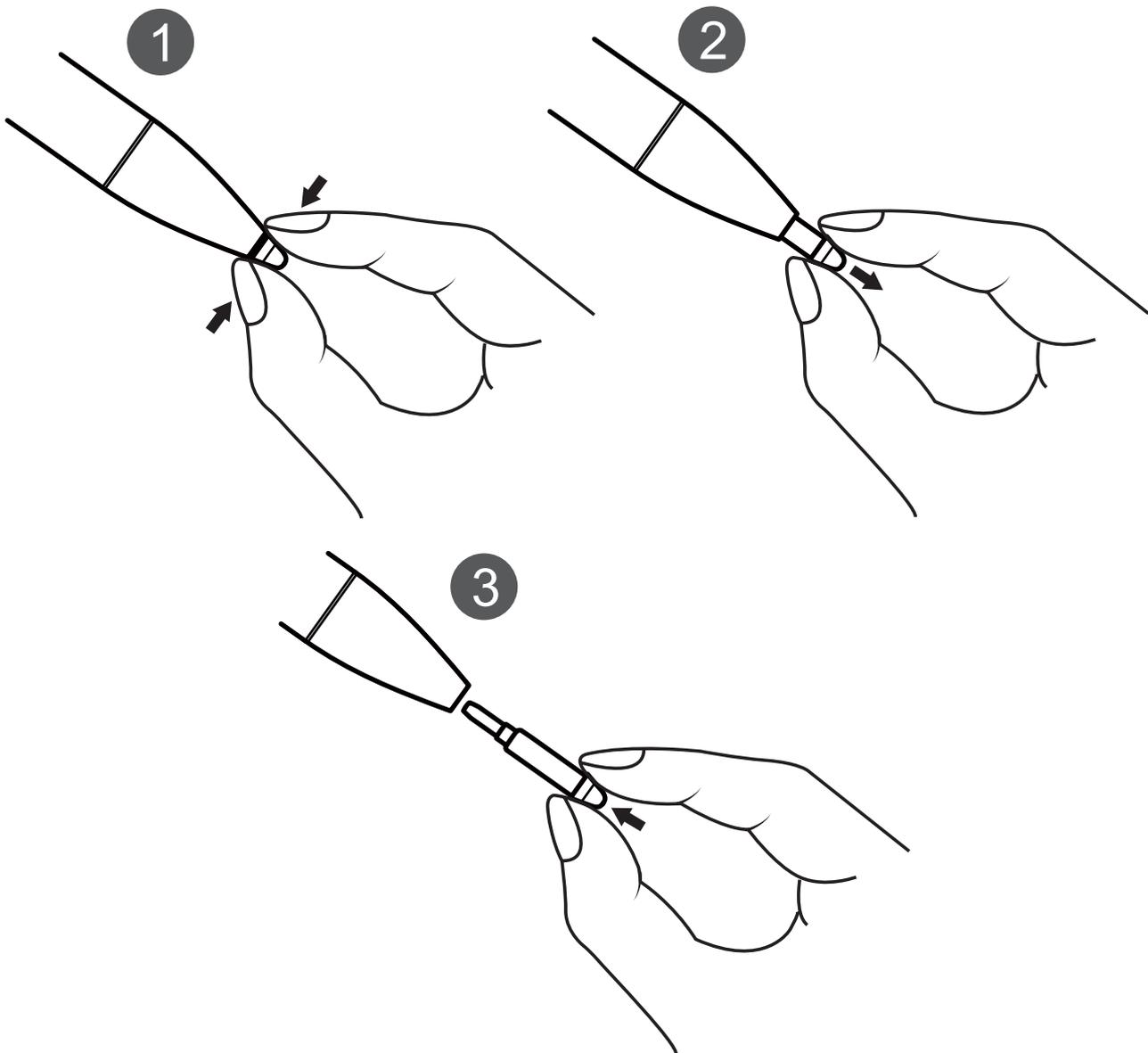
### Using your M-Pen lite for the first time



Before using your M-Pen lite for the first time, unscrew the pen cap, take out the red insulation pad beneath the pen cap, and then screw in the pen cap, as shown in the preceding illustration. You are now ready to use your M-Pen lite.

- i Remove the battery from your M-Pen lite if you are not planning to use it for a long period of time. When replacing the battery, insert the new battery into the pen with the "+" sign at the bottom and the "-" sign at the top.

### Changing the pen tip



- 1** Use forceps or your fingernails to clamp the pen tip.
- 2** Firmly pull the pen tip out. Clamp the pen tip firmly so that you don't lose your grip.
- 3** Clamp the top part of the spare tip and insert the bottom part into the pen. Push it in until it is firmly in place to prevent it from coming loose and getting lost.

**!** Follow the instructions and exercise caution to avoid damaging the internal components of your M-Pen lite.

When replacing the pen tip, hold it steady to prevent it from falling. Keep the removed tip out of the reach of young children to prevent them from swallowing it.

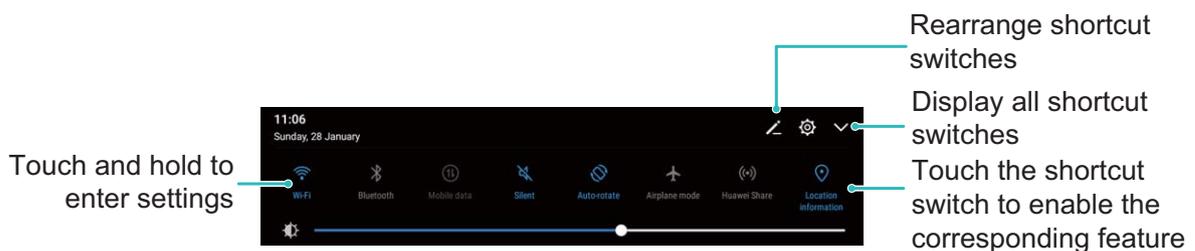
**i** Your M-Pen lite does not come with a spare tip. If the pen tip of your M-Pen lite is broken, you can purchase a replacement pen tip from Huawei Vmall (<http://www.vmall.com/>), or go to an authorized Huawei Customer Service Centre to replace it. Your Huawei device only supports official Huawei pen tips. Pen tips made by other brands may not function properly with your M-Pen lite.

# Home Screen

## Quick Switch

### Use Shortcut Switches to Quickly Enable Frequently Used Features

Want to quickly enable or disable mobile data or Wi-Fi? Swipe down from the status bar and open the shortcuts panel, then touch the corresponding shortcut switch to enable or disable a feature. Touch and hold a shortcut switch icon to enter the feature's settings page.



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

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

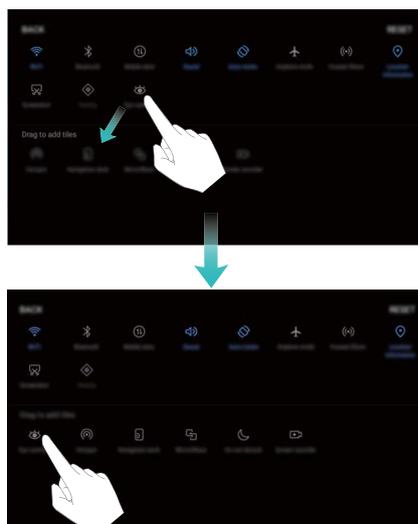
Swipe down from the status bar, open the shortcuts panel, and touch . From the shortcuts panel, you can:

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

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



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



## Notification and Status Bar

### Understanding Status Bar Icons

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

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

 Status icons may vary according to your region or carrier.

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

	Vibration mode enabled		Battery low
	Alarms activated		No SIM card found
	Battery full		

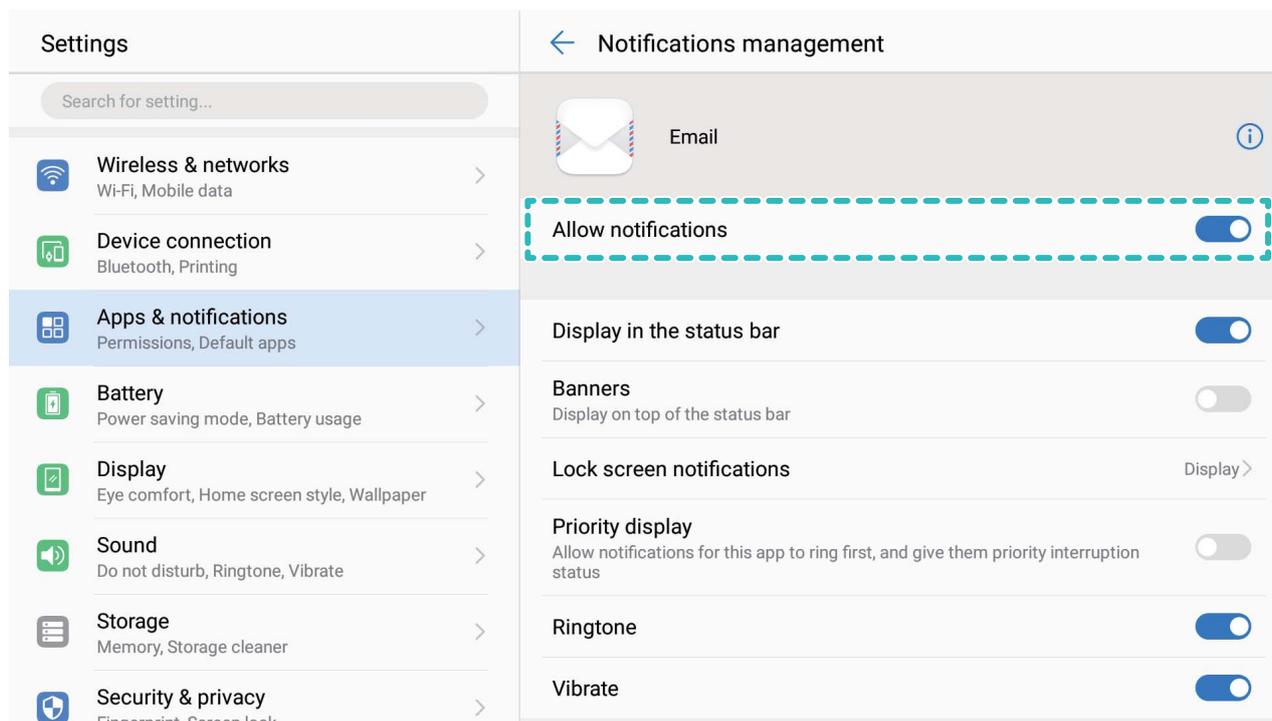
**Notification icons:** Notification icons are displayed on the left-hand side of the status bar when you receive a new message, notification, or reminder.

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

## Disable Disruptive App Notifications

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

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



## Customise Notifications to Your Liking

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

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

- **Enable notifications turn on screen:** Enable **Notifications turn on screen**. When your Tablet screen is off, it will turn on when a notification is received.
- **Set notification light to pulse:** Enable **Pulse notification light** and the notification light will flicker when you receive new notifications.
- **Display more information in the status bar:** Depending on your preferences, you can enable **Display carrier name** and **Display network speed**. You can also set the **Notification method** and choose how the **Battery percentage** is displayed.

## Screen Lock and Unlock

### Set a Lock Screen Password to Protect Your Privacy

Personal photos, contact information, and banking apps, your Tablet stores a lot of sensitive information. Set a lock screen password so that a password is required each time you unlock your Tablet. A lock screen password helps to protect your private information if your Tablet is lost or accessed by an unauthorised user.

**Set a lock screen password:** Open  **Settings**, go to **Security & privacy > Screen lock & passwords**, and set the type of lock screen password you prefer.

- **Set a PIN:** A PIN number is a sequence of digits. Entering a PIN to unlock your device is quick and simple. For better security, use a long sequence of random numbers as your PIN. Go to **Password > PIN**, follow the prompts to set up a PIN, then touch **OK**.
- **Set a pattern:** Unlock your device by drawing a preset pattern on the screen. For better security, use a pattern that includes overlapping line segments. Go to **Password > Pattern** and draw the same pattern twice. The pattern must connect at least 4 dots.
- **Set a password:** A password made up of numbers, letters, and special characters is more secure than a PIN or pattern. For better security, use a password with 8 or more characters that includes numbers, letters, and special characters. Please memorise the password so that you don't get locked out of your device if you forget it. Go to **Password > Password**, follow the prompts to set up a password, then touch **OK**.
- **Unlock your device using a smart band:** If your device supports unlocking with a smart band, the screen will automatically light up when the band comes within 80 cm of your device. Swiping on the screen will instantly unlock the device. Touch **Smart unlock**, and follow the onscreen prompts to complete the setup.
- **Unlock your device using a fingerprint:** If your device supports fingerprint unlock, this is the recommended unlock method. Using a fingerprint is a secure and quick way to unlock the device. After setting a lock screen password, touch **Enrol** in the dialog box that pops up and follow the onscreen prompts to enrol your fingerprints.
- **For security reasons, please do not disable the lock screen password:** A lock screen password prevents unauthorised access to your device. For the security of your device, do not select **None** as the screen lock method.
- **Regular password prompts help you to remember your password:** If you have not entered your screen lock password for 3 days, the system will require that you enter the password to unlock your device.

## Lock the Screen to Quickly Secure Your Tablet

If you don't use your Tablet for a set period of time, the screen will turn off and lock. As long as the screen stays on, you can use your Tablet without needing to unlock the screen. Lock your screen when you are not using your Tablet to protect your privacy and prevent mistaken inputs.

- **Set a lock screen password to help protect your privacy.** You can lock your device in the following ways:

**Lock the screen instantly with the Power button:** Press the Power button to lock the screen at any time.

**Lock the screen with one-touch screen lock:** Pinch two fingers together on the home screen to enter the editing screen. Touch **Widgets > Screen Lock** and add the **Screen Lock** widget to your home screen. This helps reduce wear and tear on your power button. After leaving the home screen

editing mode, touch the **Screen Lock** widget to instantly lock your screen. To lock your screen this way, first switch to the home screen page where the **Screen Lock** widget is located.

You can also customise the lock screen style according to your preferences:

**Change the lock screen style:** Your device uses Magazine unlock by default. Open  **Settings**. Go to **Security & privacy > Screen lock & passwords > Screen lock style** and select the lock screen style you that suits you.

 **Set a custom message as your lock screen signature:** Touch **Lock screen signature** to display a custom message on the lock screen each time the screen lights up.

## Home Screen Management

### Manage Home Screen Icons

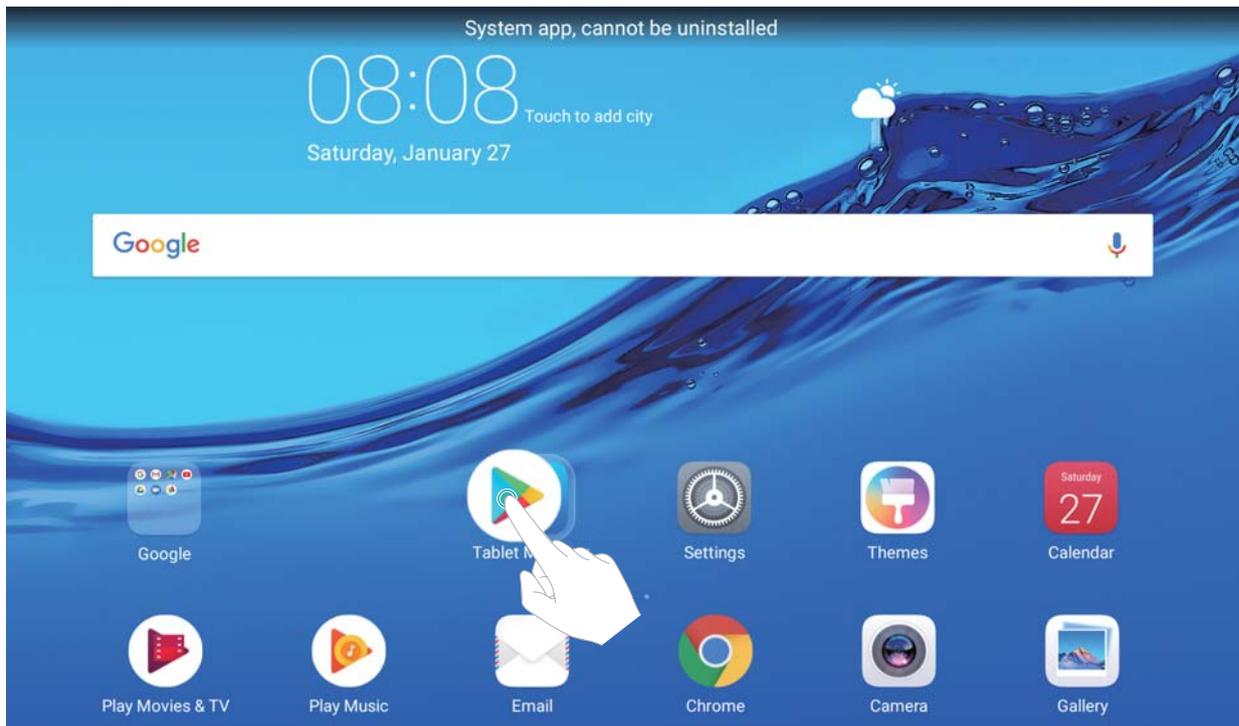
Is your home screen cluttered with app icons? You can move or delete icons from the home screen or sort and move them to folders for more convenient use.

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

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

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

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



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

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

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

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

## Manage Your Home Screen Widgets

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

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



- i Check that there is enough empty space on the home screen to put the widget. If there is not enough space, add another home screen page or free up some space on the current home screen page.

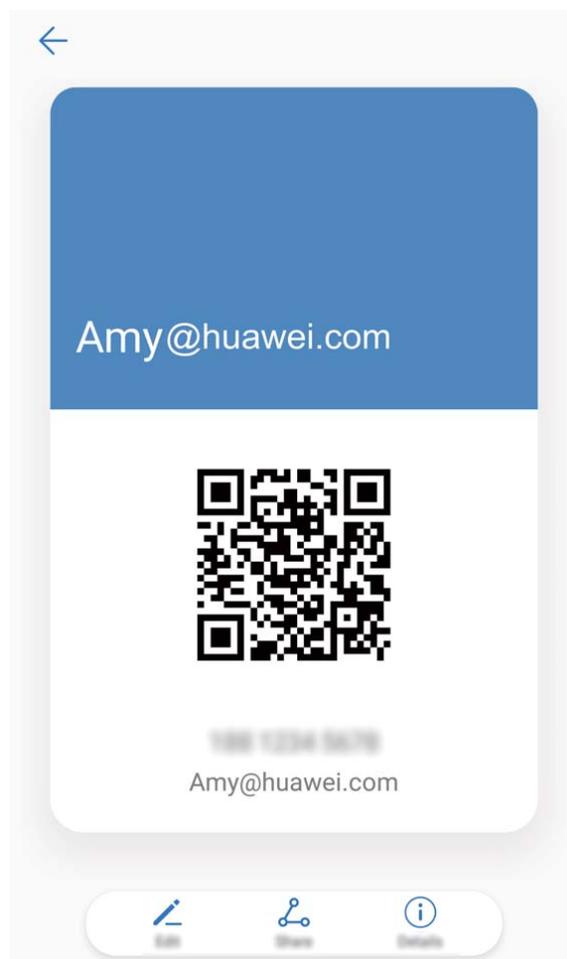
**Delete widgets:** Touch and hold a widget on the home screen until your Tablet vibrates. Drag the widget to **Remove** at the top of the screen.

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

# Contacts

## Share Contacts Using Electronic Business Cards

**Share your business card:** Open  **Contacts** and touch **Me** to set your profile picture and enter your name, work address, telephone number, and other information. Then touch  and your device will automatically generate your QR code business card. You can share your business card directly using the QR code. Alternatively, touch , select a sharing method, and follow the onscreen instructions to share.



**Share contacts:** Open  **Contacts**, select the contact you want to share, and touch the QR code icon in the upper right corner to share the contact using the QR code. You can also touch **Share**, select a sharing method, and follow the onscreen instructions to complete the sharing process.

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

## Search Contacts

Open  **Contacts**, in the contacts list, you can use the following search methods:

-  For most accurate search results, ensure your device is displaying all contacts. On the contacts list screen, go to  > **Display preferences**, and touch **All contacts**.
- Drag the index on the side to quickly scroll through the list.
- In the search bar at the top of the contacts list, enter the contact name, initials, telephone number, or email address, and the search results will be displayed below the search bar. You can also enter multiple keywords for your search, such as "John London", and the system will quickly find all matching contacts.
-  If an error occurs while you're searching for a contact, on the contacts list screen, go to  > **Organise contacts**, and then touch **Rebuild index data**.

## Managing Contacts

### Import and Export Contacts

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

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

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

- **Import contacts:** Select **Import from storage**, **Import from SIM card**, **Import from another device** and follow the instructions.
- **Export contacts:** Select **Export to storage** or **Export to SIM card**, **Share contacts** and follow the onscreen instructions. By default, **.vcf** files exported through **Export to storage** are saved in the root directory of your device's internal storage. Open **Files** to view exported files.

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

### Manage Your Contacts

The Contacts app gives you a host of features for managing your contacts. You can simplify your contacts list, choose to only view contacts on your Tablet or SIM card, and easily find your frequent contacts.

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

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

Go to  > **Display preferences**, and select the accounts that you want to display. You can also:

- **Enable Simple layout:** Want to hide the profile pictures, companies, and titles in the contacts list?

From the contacts list screen, go to  > **Display preferences**, and enable **Simple layout**.

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

## Manage Contact Groups

Want to send a message to a group of colleagues or host a get-together? Smart groups automatically groups your contacts by company, city, and most recent contact time, so you can quickly send a group email or message.

**Create a contact group:** From the groups list, touch , enter the group name (such as Family or Friends), and then touch **OK**. Follow the onscreen instructions to add contacts, and then touch .

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

**Edit a group:** From the groups list, select the group you want to edit and touch  to add a contact, or touch  to **Remove members**, **Group ringtone**, **Delete group** or **Rename**.

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

## Add Contacts to the Blacklist

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

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

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

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

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

## Erase Call and Message Records

Use Erase traces to erase call and message records for a contact to protect your privacy.

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

Open  **Contacts**, select a contact, and go to  > **Erase trace** > **Erase**. All of your call and message records for that contact will be erased.

# Dialling

## Basic Calling Functions

### Make Calls

On the dialler screen, enter part of the telephone number or the first letter or pinyin initials of the contact's name. Your Tablet will automatically search for the relevant contacts.

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

Open  **Dialler**. From the dialler screen, enter the telephone number or the first letter of the contact's name. Your device will automatically search Contacts and call logs. Touch the contact you want to call in the list. You can check your contact's status on your screen (such as ringing or call forwarding enabled). Touch  to hang up.

**Press the power button to hang up:** Accidentally dialled the wrong number and hid the calling screen, and want to hang up quickly? You can set **Power button ends call**. On the **Dialler** screen, go to  > **Settings**, and enable **Power button ends call** to quickly hang up calls.

### Make Emergency Calls

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

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

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

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

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

Receiving an incoming call while you're already on a call? Call waiting allows you to answer the new call and then switch between the two calls.

 Some carriers may not support this feature.

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

Open  **Dialler**, go to  > **Settings** > **Additional settings**, and enable **Call waiting**. When receiving another call, touch  to answer the call and place your first call on hold. Touch  or the call on hold in the call list to switch between calls.

## Enable Call Forwarding and Never Miss a Call

If you are unavailable to answer a call, you can set your device to forward all your calls to another number.

-  Calling services are not supported on Wi-Fi only tablets.  
Some carriers may not support this feature.

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

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

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

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

## Delete Call Logs

You can delete call logs that you no longer need.

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

Open  **Dialler** and touch  to hide the dialpad. You can now perform one of the following:

- **Delete a single record:** Touch and hold an entry, then touch **Delete entry**.
- **Delete multiple records:** Touch , select the entries you want to delete or touch **Select all**, then touch .

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

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

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

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

# Message

## Basic Messaging Functions

### Send Messages

Text messages give you a quick and easy way to communicate with friends, family and colleagues. In addition to text, you can also add emojis or insert pictures and audio files to enrich your messages.

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

Open  **Messaging**. From the list of messages, go to    and select contacts or groups.

Enter your message content, touch  to add other types of content, and touch  to send the message.

**Save a draft message:** Touch  to save a message as a draft.

### Manage Messages

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

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

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

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

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

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

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

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

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

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

## Attach a Signature to a Text Message

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

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

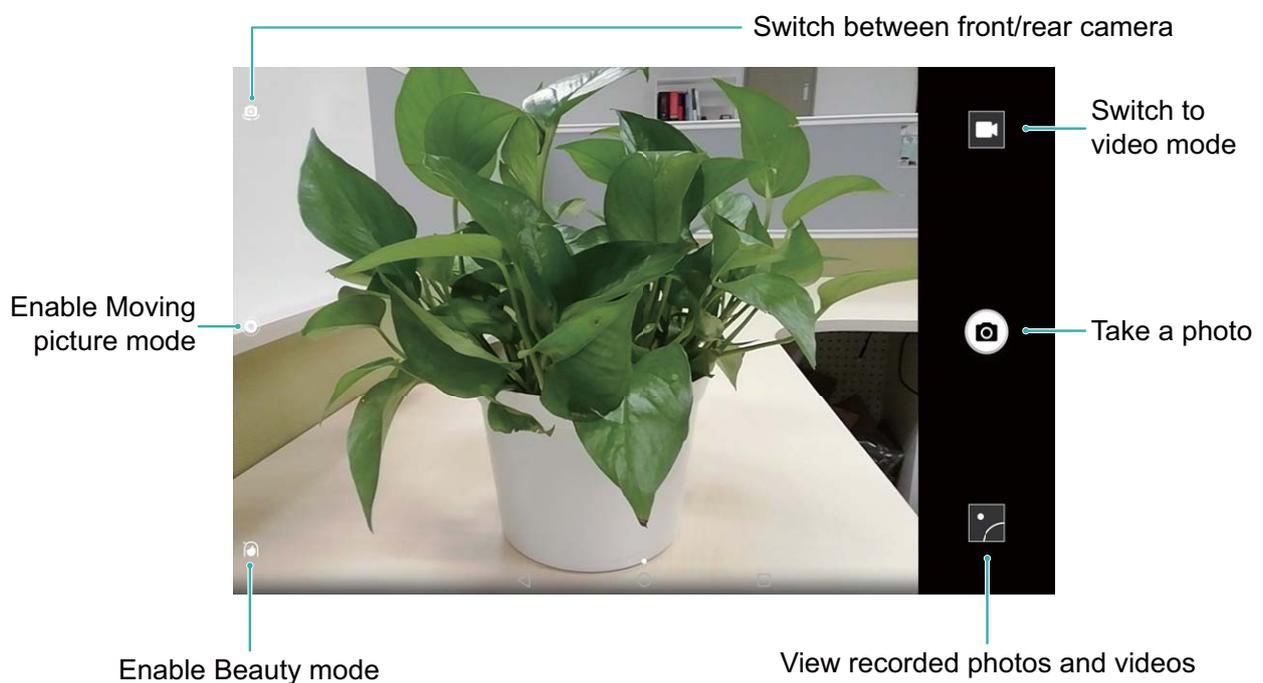
Open Messaging, go to  > **Settings** > **Advanced** > **Signature**, and enable **Attach signature**. Touch **Edit signature**, enter your signature, and touch **OK**.

# Camera

## Basic Camera Functions

### Use Your Camera's Basic Functions

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



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

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

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

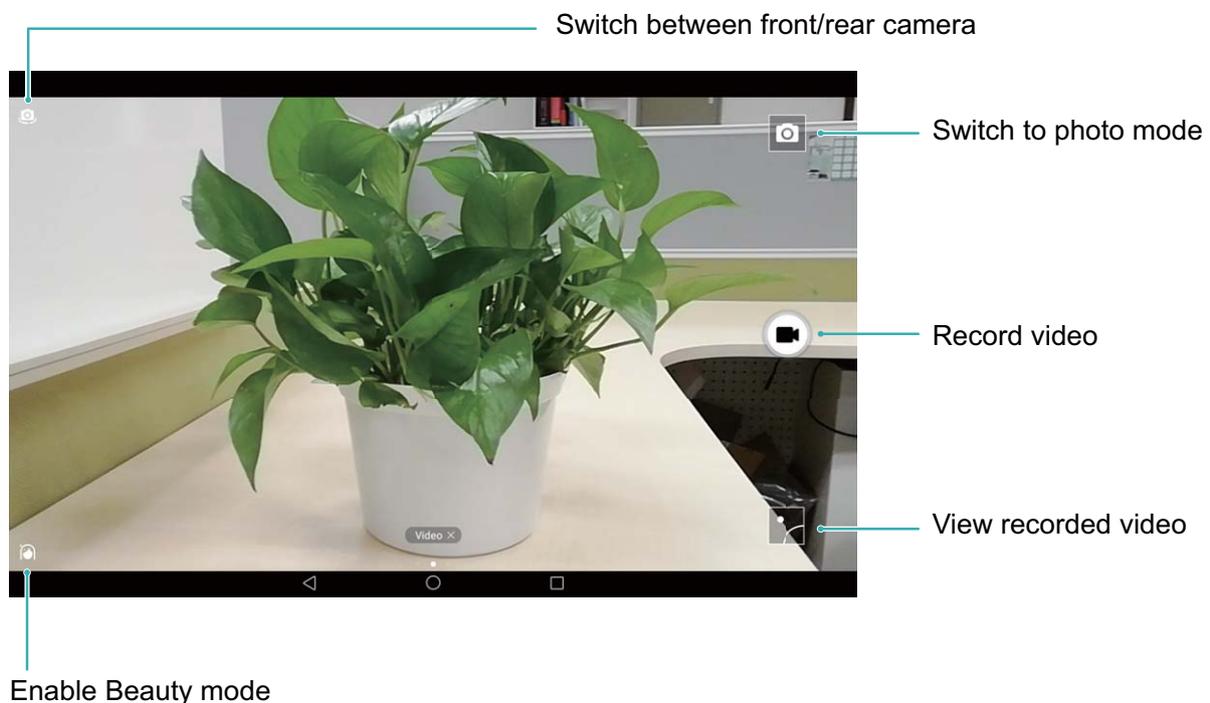
**Adjust your camera's exposure:** Your camera will adjust its exposure automatically depending on the ambient light level. Increasing the exposure will make pictures appear brighter whereas decreasing

the exposure will make pictures appear darker. You can adjust the exposure manually from the viewfinder by touching the screen and dragging the  icon up or down.

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

## Use Camera to Record Videos

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



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

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

## Adjust Camera Settings

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

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

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

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

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

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

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

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

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



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

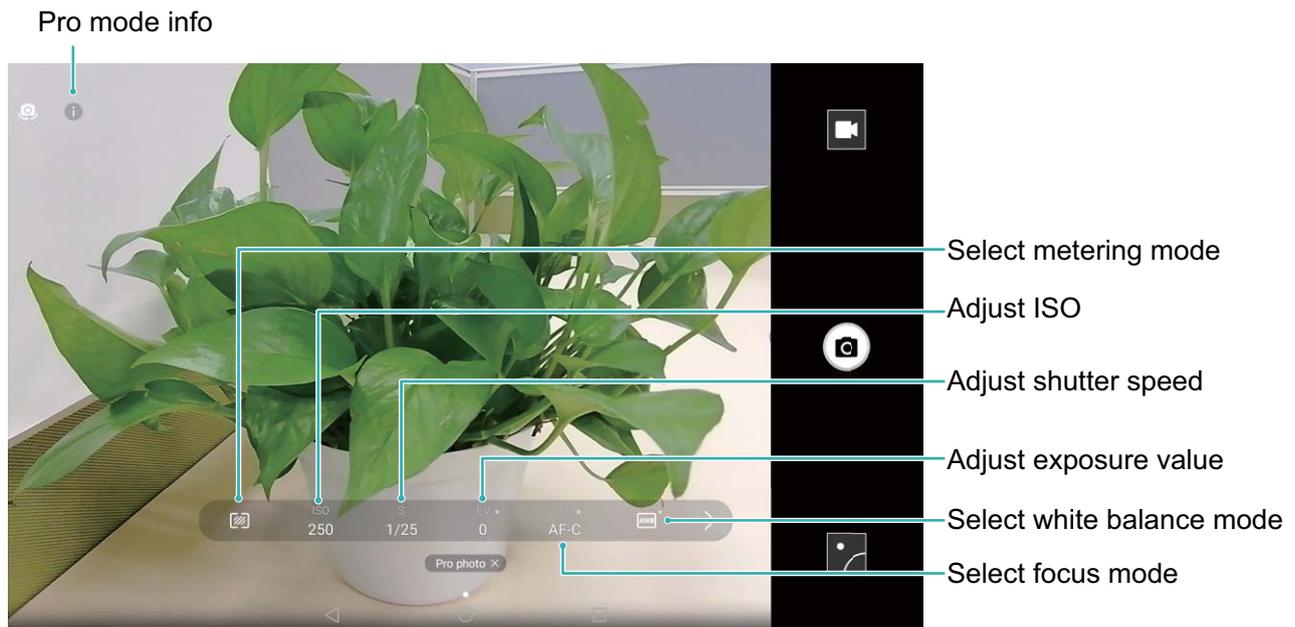


## Pro Mode

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

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

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



## Use Pro Camera Mode to Take Landscape Shots

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

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

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

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

## Brightness settings

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

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

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

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

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

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

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

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

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



## Use Pro Camera Mode to Take Portrait Shots

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

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

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

### Brightness settings

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

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

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

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

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

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

## Beautification

### Beauty Mode: Always Look Your Best

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

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

### Use Beauty Mode to Always Look Your Best

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

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

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

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

## Light Painting Mode

### Light Painting: Shoot Light Trails

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

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

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



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

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

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

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



## Light Graffiti: Paint a Photo with Light

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

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

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



## Star Track: Capture the Beauty of the Stars

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

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

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



## Use Time-lapse to Condense Hours into Minutes

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

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

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

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

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



## Discover New Possibilities with Customised Shooting Modes

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

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

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

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

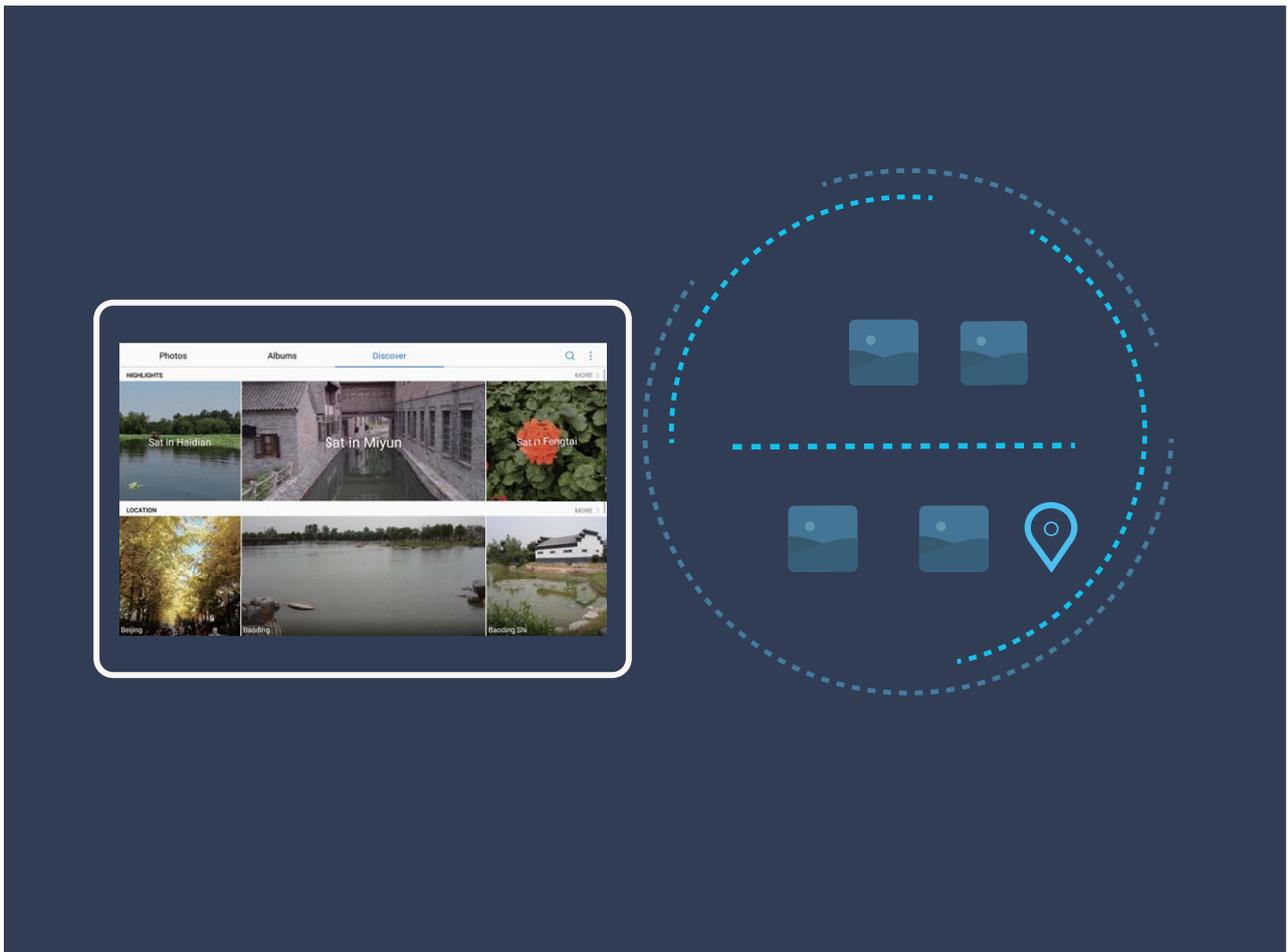
 To ensure that Camera works normally, preset shooting modes cannot be deleted.

# Gallery

## Highlights: Turn Your Photos into a Personalised Video

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

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



# Photo Management

## Browse and Share Photos and Videos

Browsing through old photos or videos in your free time can bring back precious memories. Your photos and videos are stored in Gallery. You can view them by time, location, or by selecting an album.

**View photos in full screen:** Open  **Gallery**, and touch a photo to view it in full screen mode. Touch the screen again to hide the menu. When viewing photos in full screen mode, you can:

- **Zoom in or out on a photo:** Place two fingers on the screen and separate them to zoom in on the photo, or close them to zoom out.
- **View shooting parameters:** To view the shooting parameters of a photo, touch , and swipe up and down on the details window to view the ISO (sensitivity), EV (exposure compensation), resolution, and other parameters of the photo.
- **Rename a photo:** Go to  > **Rename**, and enter a new name for the photo.
- **Set photo as contact photo or desktop wallpaper:** Go to  > **Set as**, and set the photo as a **Wallpaper** or **Contact photo**.

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

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

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

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

**View by shooting location:** If you took a photo or video with **GPS tag** enabled in the **Camera** settings menu, you can view photos and videos in map mode. From the **Photos** tab, touch , and the photos or videos containing location information will be marked at the corresponding shooting locations on the map. You can separate two fingers to zoom in on the map and view the details of a photo. Touch the photo thumbnail to view all the photos and videos taken at that location.

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

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

## Organise Photo Albums

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

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

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

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

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

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

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

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

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

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

# Tablet Manager

## Use One-touch Optimisation

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

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

## Manage Your Mobile Data

Worried about accidentally using up your monthly data and paying extra fees? Data management helps you monitor your data traffic and prevent excessive data usage.

 Mobile data is not supported on Wi-Fi only tablets.

Go to  **Tablet Manager**, and touch **Mobile data** to view data usage details or enable **Data saver**.

- **Data usage ranking:** Check the data usage of individual apps.
- **Networked apps:** Set Internet access permissions for each app.
- **Data saver:** Enable **Data saver** (prevent background apps from using mobile data) and select apps that are exempt from data usage restrictions.



## Optimize Power Consumption

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

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

- **View power consumption details:** Touch **Battery usage** to view power consumption details. In the Battery usage details section, the blue marks beneath **Charging** indicate the times when your device was charging. Gaps between the marks indicate times when your device was not charging. This feature does not consume power. Touch **Battery usage** to view which apps and hardware are consuming the most power.
- **Comprehensive power consumption check and optimization:** Touch **Optimise** to check for power consumption problems and automatically optimize performance.

- **Display remaining battery percentage in status bar:** Enable **Battery percentage** to display the remaining battery percentage in the status bar.
- **Manage app launches to save power:** Touch **Launch** to automatically or manually manage app auto-launch, secondary launch, and background activity. The system will automatically manage power usage to save power.
  - You will receive a notification when there are power-intensive apps running in the background. Follow the onscreen instructions to optimize app settings.

## Use Virus Scan to Keep Your Tablet Safe

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

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

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

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

# Email

## Add Email Accounts

Add your email account to your Tablet for convenient email access at any time. If you have questions about specific settings while configuring your email, please consult your email account provider.

**Add a personal email account:** Open , select an email service provider or touch **Others**, enter your email address and password, then touch **Sign in** and follow the onscreen instructions to configure your account. The system will automatically connect to the server and check server settings.

**Add an Exchange account:** Exchange is developed by Microsoft and used by companies as their internal email system. If your company email uses Exchange servers, you can log in to your work email on your Tablet. Go to  > **Exchange**, enter your email address, username, and password, then touch **Sign in** and follow the onscreen instructions to configure your account. The system will automatically connect to the server and check server settings.

After configuration, the system will open the **Inbox** screen by default.

## Manage Email Accounts

You can add one or more email accounts.

Open  **Email**. You can:

**Check emails:** On the **Inbox** screen, touch , and then select an email account to view the list of your emails. Swipe down to refresh the list of emails. Open an email to read, reply, forward, or delete it. Swipe left or right on the screen to view the previous or next email. To delete multiple emails, touch the profile picture or touch and hold an email to go to the email management screen, select the emails, and touch .

**Sync emails:** Swipe down on the **Inbox** screen to refresh the emails list. Go to  > **Settings**, touch an account, and then enable **Sync Email**. To sync automatically, touch **Sync frequency** and select the syncing time to complete configuration.

**Search emails:** On the emails list screen, touch the search bar, and enter the keywords, such as email subject, content.

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

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

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

## Manage VIP Email Contacts

Worried about missing an important contact's email among a sea of emails? You can add important contacts to the VIP list. Your device will automatically move emails from VIP contacts to the VIP mailbox.

Open  **Email** and go to  > **Settings** > **VIP contacts**. From the **VIP list** screen, go to **Add** > **Create** or **Add from contacts**.

**Add or remove VIP contacts:** On the **VIP list** screen, touch  or  to manage VIP contacts.

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

## Set Auto Response for Exchange Email

Unable to reply to emails on vacation? Enable auto responses to automatically reply to emails.

Open  **Email**, go to  > **Settings**, and select your Exchange account. Touch **Automatic replies**, enable **Automatic replies**, set the content and time of your auto response, and then touch **Done**.

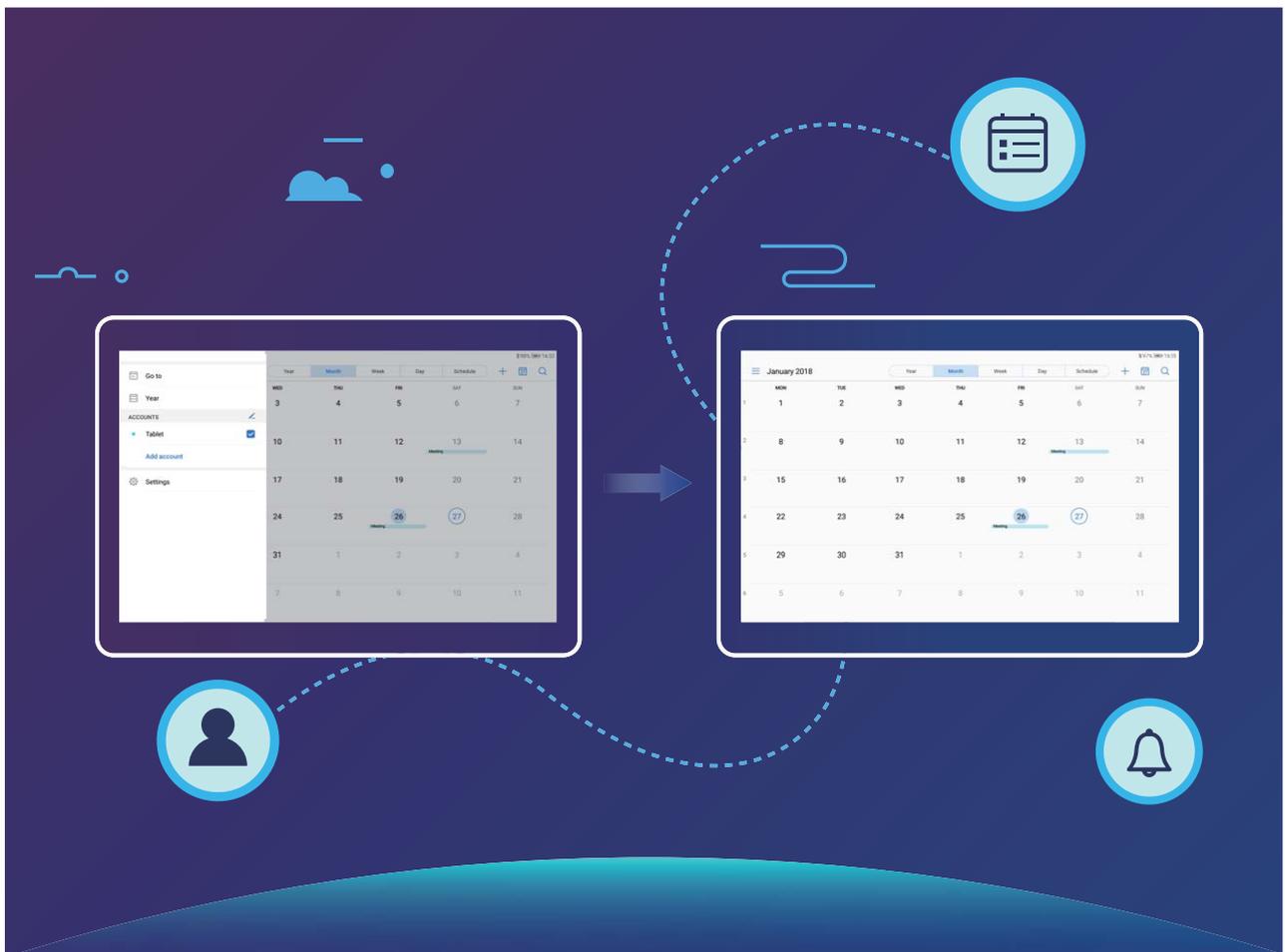
# Calendar

## Calendar: Your Event Management Centre

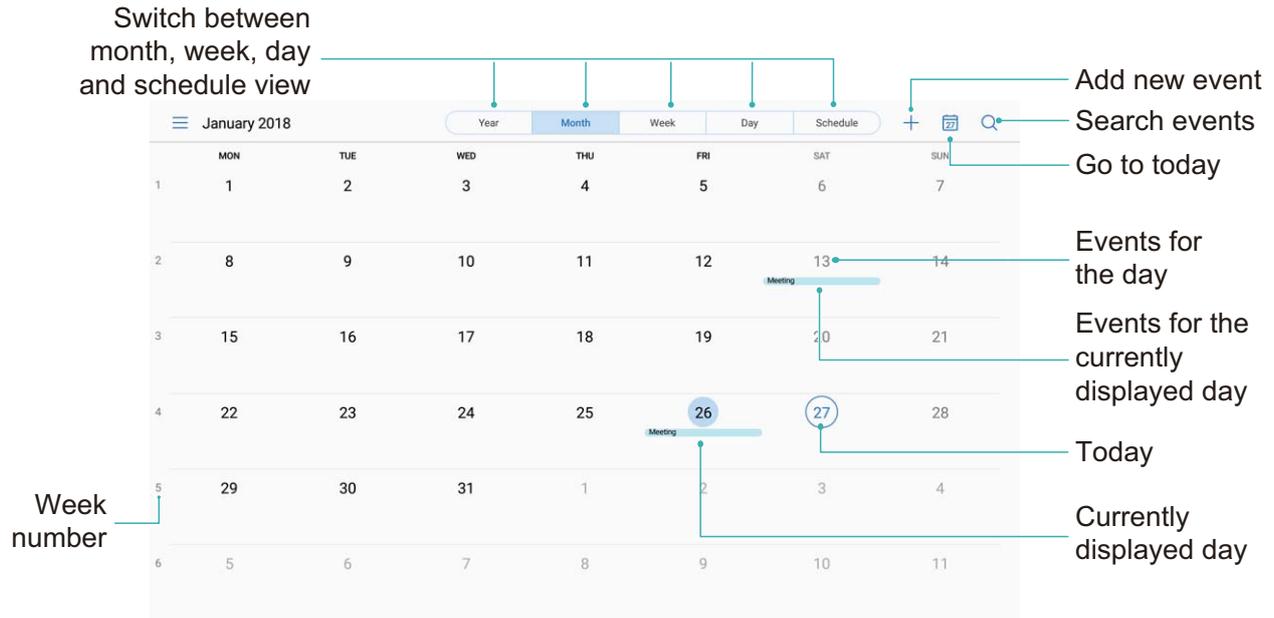
Too many events to keep track of? Calendar provides you with comprehensive event management, making your professional and personal lives easier.

Calendar provides the following functions:

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



## Navigate the Calendar



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

**Search events:** On the **Calendar** page, touch  and enter the event keywords, such as title or location.

**Configure Calendar:** On the **Calendar** page, go to  $\equiv$  > **Settings** to customise calendar display and reminders.

## Import To-Dos to Keep Your Work Organised

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

**Share an event:** Touch an event on the calendar or under schedule, then touch  and follow the onscreen prompts to share the event using any of the multiple methods.

## View Global Holidays

Travelling overseas for work or holiday? Download your destination country's holiday information ahead of time to better plan your work and schedule.

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

# Clock

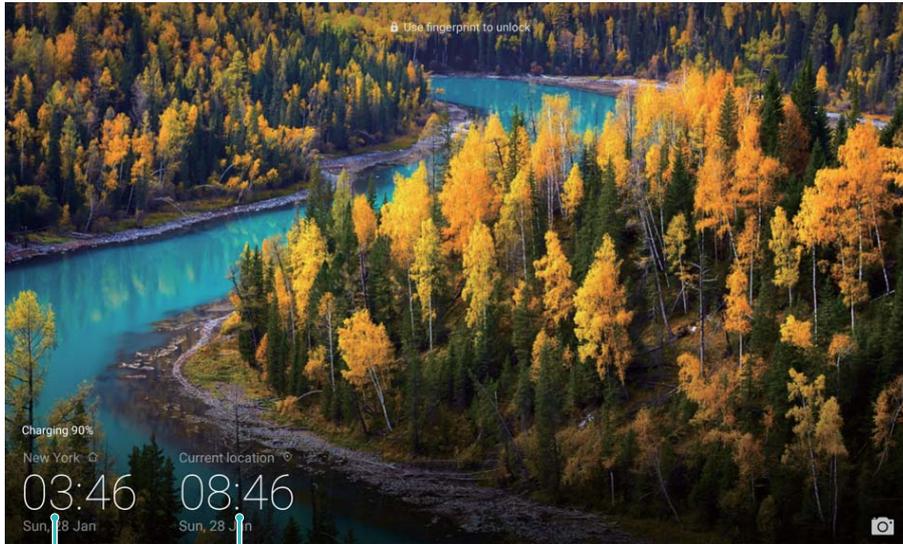
## Use the Clock

With many powerful features and lots of information, the humble Clock has a lot to offer. The Clock can be used as an alarm, a world clock, stopwatch, or a timer.



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

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



Time and date in your selected city

Network-provided date and time

- i** If the time in your current region is the same as that of your home city, the lock screen will only display one time.  
This feature is not supported on Wi-Fi only tablets.

# Notepad

## Manage Your Notes to Keep Your Records in Order

Want to share important notes or add something to favourites? Manage your notes to keep your records in order.

**Share a note:** Want to send your meeting notes to your colleague? On the list page of **Notepad**, open the note you want to share, then touch  to select a sharing method and follow the onscreen prompts.

**Add a note to favourites:** Want to add a note to favourites so you can refer to it later? On the list page of **Notepad**, swipe left on a note and touch . Alternatively, open the note you want to add to favourites and touch .

**Delete a note:** Want to delete an outdated note? On the list page of **Notepad**, swipe left on a note, then touch . Alternatively, touch and hold a note to view options, select the note(s) you want to delete, and touch .

**Search notes:** Want to quickly find a note? Touch the search bar on the list page of **Notepad** and enter the keywords of your search. Alternatively, swipe down on the home screen to access the search bar, and enter the keywords of your search.

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

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

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

# Utilities

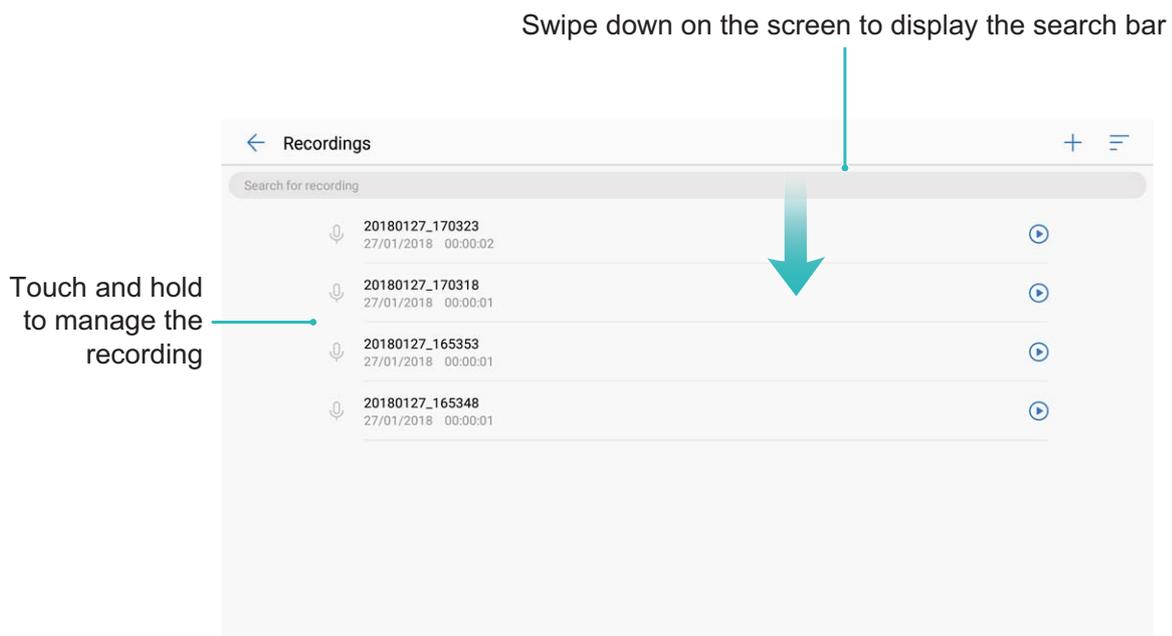
## Use Recorder to Make Audio Notes

Not enough time to write down all the important details during a meeting? Need to sort out a pile of notes from an interview or class? Recorder lets you record audio files that you can conveniently play back later.

Enable  **Sound Recorder**, swipe left or right on the screen and select a recording scenario. Touch  to begin recording. In the process of recording, you can add tags at important points as you require. Touch  to finish recording and save the audio file.

After the recording is completed, you can:

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

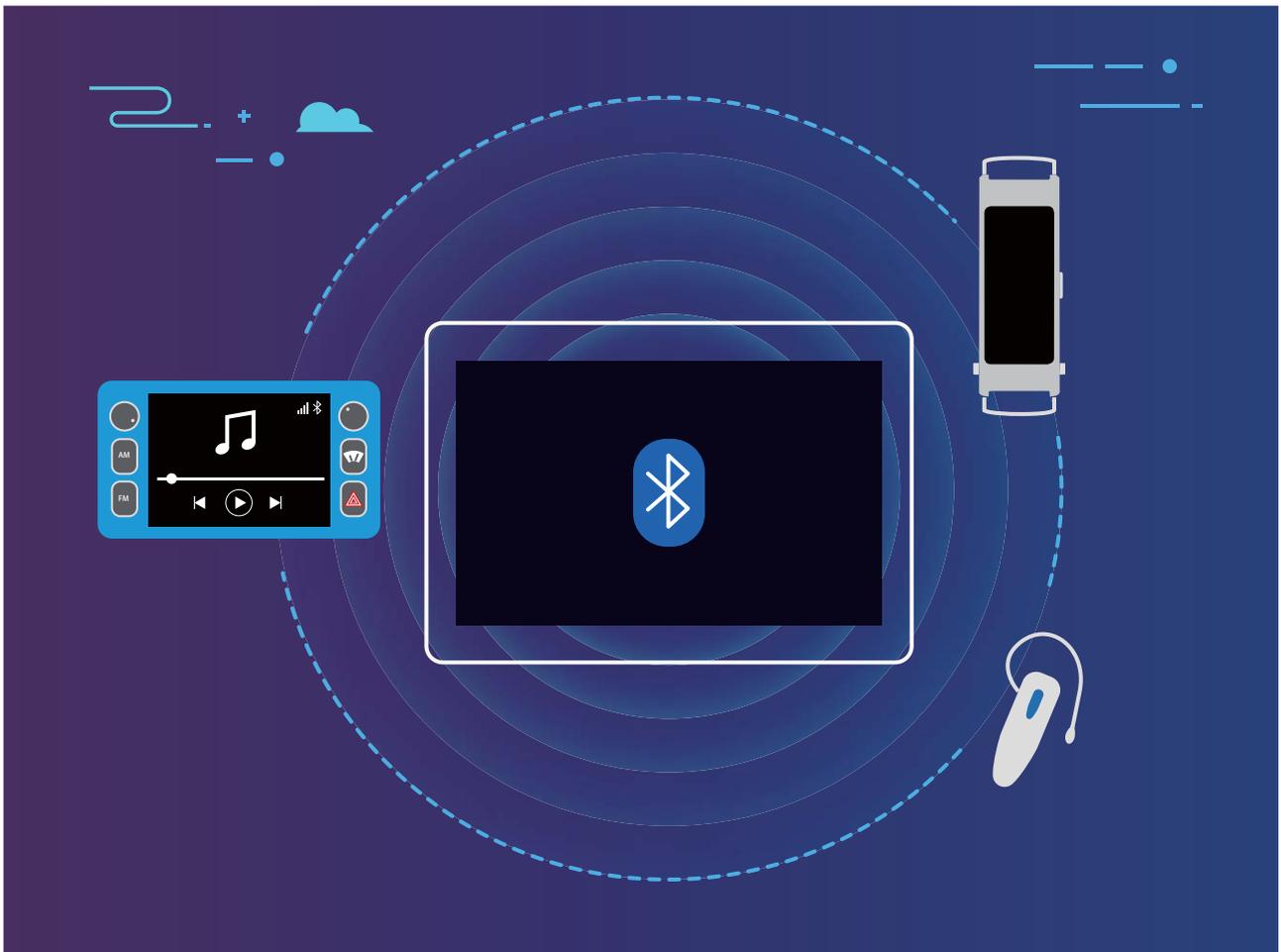


# Device Connection

## Bluetooth

### Connect Your Tablet to Bluetooth Devices

Use Bluetooth to connect your Tablet to Bluetooth headsets and in-car Bluetooth to navigate or listen to music while you drive. You can also connect your Tablet to Bluetooth wearables to record and manage fitness data. Connecting Bluetooth devices to your Tablet does not increase power consumption significantly.



### Bluetooth protocols used by Huawei devices and their functions:

HFP, HSP	Make calls
A2DP	Play music
AVRCP	Control music playback
OPP	Transfer files
PBAP	Sync contacts
MAP	Sync text messages

HID	Operate Bluetooth keyboards and mice
PAN	Tethering
BLE	Connect to Bluetooth Low Energy (BLE) devices

**Enable or disable Bluetooth:** From the home screen, swipe down from the status bar, open the shortcuts panel, and then touch  to enable or disable Bluetooth. Touch and hold  to open the Bluetooth settings screen.

**Pair a Bluetooth device:** Enable **Bluetooth** from the Bluetooth device's settings screen. Check that the Bluetooth device is set to visible. From **Available devices**, touch the device you want to pair and then follow the onscreen instructions to complete pairing.

**Unpair a Bluetooth device:** Enable **Bluetooth** from the Bluetooth device's settings screen. Touch  next to the name of the paired device and then touch **Unpair**.

**Change Bluetooth device name:** From the Bluetooth settings screen, enable **Bluetooth**. Touch **Device name**, enter a new name for the device, and then touch **Save**.

**View Bluetooth help:** From the Bluetooth settings screen, touch  to view information on how to establish Bluetooth connections with in-car systems, headsets, speakers, wearables, phones, tablets, and computers.

## Use Bluetooth to Share Data

Connect your Tablet to another device over Bluetooth to share data, import and export contacts, and set up Internet tethering.

**Use Bluetooth to send files:** Open  **Files**, touch and hold the file that you want to send, and then go to **More > Share > Bluetooth**. Follow the onscreen instructions to enable Bluetooth. When the other device is detected (Bluetooth must be enabled and the device must be visible), touch the name of the device to establish a connection and start sending files.

**Receive files over Bluetooth:** From the home screen, swipe down from the status bar, open the shortcuts panel, and then touch  to enable Bluetooth. Touch **Accept** on the file transfer notification to begin receiving the files. Received files are saved to the **bluetooth** folder in **Files** by default.

**Import or export contacts over Bluetooth:** Open  **Contacts** and go to  > **Import/Export** to perform the following:

- **Import contacts:** Touch **Import from another device** and select **Supports Bluetooth**. Follow the onscreen instructions to establish a Bluetooth connection with the other device. Contacts from the other device will then be imported to your Tablet automatically.
- **Export contacts:** Touch **Share contacts**, select the contacts that you want to share, touch  and select **Bluetooth**. Follow the onscreen instructions to establish a Bluetooth connection with the

other device. Those contacts selected will be exported from your Tablet to the other device automatically.

## Multi-screen: Mirror Your Screen

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

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

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

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

## Connecting USB Device

### Transfer Data Between Your Tablet and Computer

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

#### Select USB connection mode

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

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

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

- **Send files:** MTP (Media Transfer Protocol) is a protocol that allows you to transfer media files. You can use it to transfer files between your Tablet and computer. Before using MTP, please install Windows Media Player 11 or later on your computer.

Swipe down from the status bar to open the notification panel, and then set your USB connection method to **Transfer files**. Your computer will then install the necessary drivers. On your computer, open the drive that is named after your Tablet's model to browse files stored on your Tablet. You can also browse multimedia content on your Tablet using Windows Media Player.

- **Transfer images:** PTP (Picture Transfer Protocol) is a protocol that allows you to transfer images. You can use it to transfer images between your Tablet and computer more conveniently. Swipe down from the status bar to open the notification panel, and then set your USB connection method to **Transfer photos**. Your computer will then install the necessary drivers. On your computer, open the drive that is named after your Tablet's model to browse images stored on your Tablet.

## Transfer Data Between Your Tablet and a USB Device

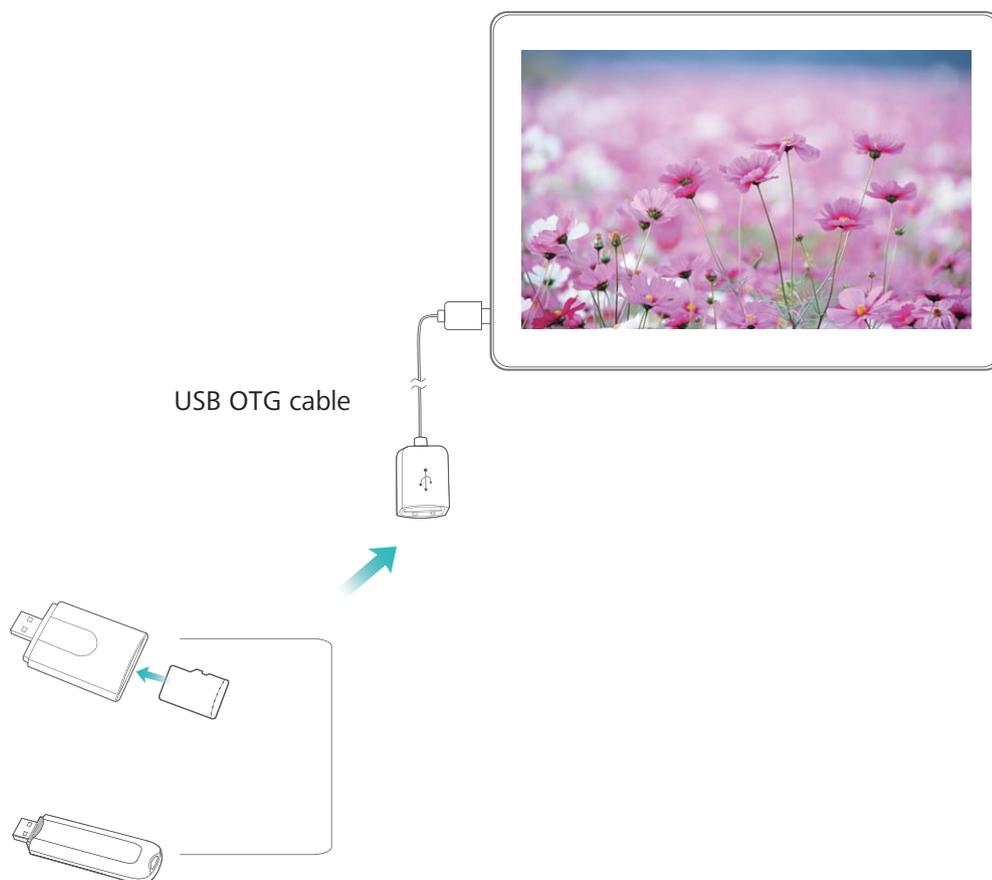
USB OTG (USB On-The-Go) lets you transfer data directly between your Tablet and other devices (such as phones, tablets, cameras, and printers) without requiring a computer. You can also use an USB OTG cable to connect your Tablet directly to a USB storage device and transfer files.

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

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

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

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



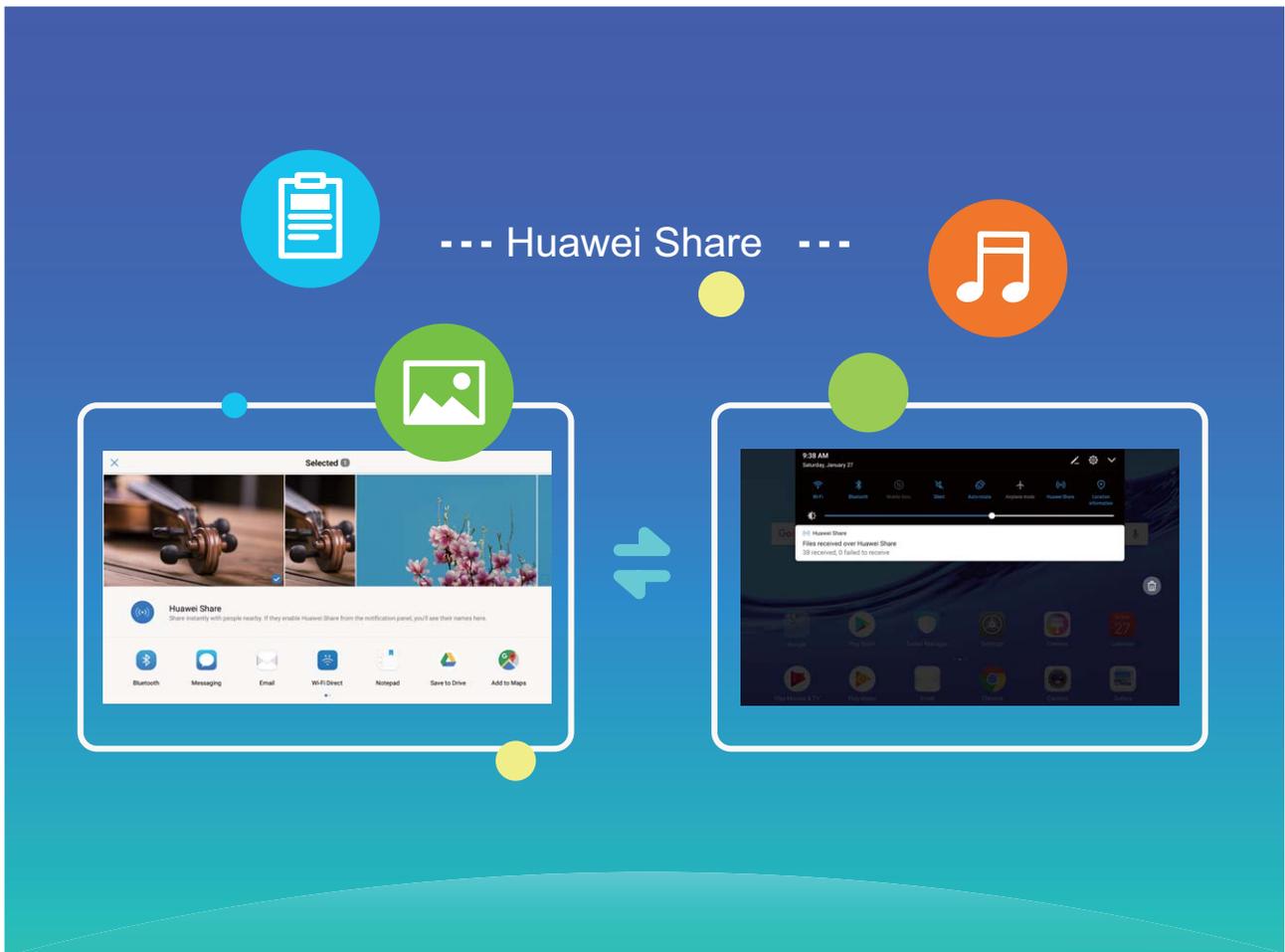
- 2 Go to **Files > Local > USB drive**, navigate to the USB drive, select the data that you want to copy, and then copy it to the target folder.
- 3 Once the transfer is complete, go to **Settings > Storage > USB drive > Eject**.

4 Disconnect the USB OTG cable and USB cable from the two devices.

## Transfer Files Using Huawei Share

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

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



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

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

# Security and Privacy

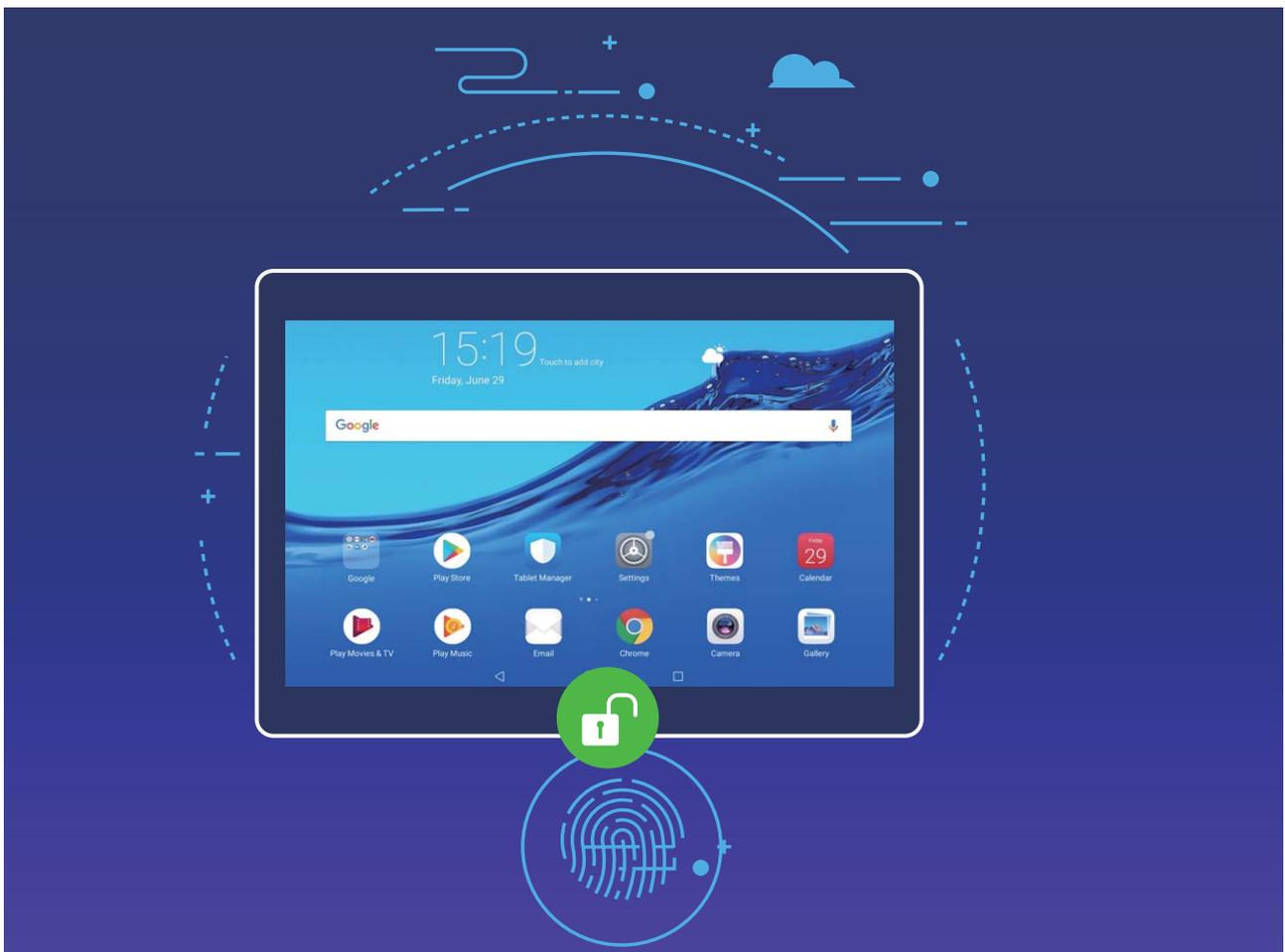
## Fingerprint

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

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

Your fingerprint can be used to:

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



### Enrol a Fingerprint

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

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

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

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

## Add, Delete, or Rename a Fingerprint

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

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

## Use a Fingerprint to Quickly Access Private Information

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

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

## Enable or Disable Location Services

After obtaining the location information permission, apps can obtain your location at any time. If your location information is obtained by a malicious app, you may be at risk of harm or fraud. You can enable or disable location services as needed and regularly monitor and manage the allowed permissions for your apps to protect your privacy and security.

**Enable or disable location services:** Open  **Settings**, go to **Security & privacy > Location services**, and enable or disable **Access to my location**. When location services are enabled, you can also set the appropriate positioning mode. When location services are disabled, aside for pre-installed software (such as Find my Tablet), your Tablet will stop all apps and services from collecting and using your location information. The system will ask you to enable location services when you attempt to use these apps.

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

**Set indoor positioning assistance:** Open  **Settings**, go to **Security & privacy > Location services >  > Scan settings**, and enable or disable Wi-Fi and Bluetooth scanning. Scanning Wi-Fi networks and Bluetooth devices will improve the accuracy of indoor positioning.

## Use App Lock to Lock Important Apps

App lock allows you to set a password for your WeChat, Alipay, and other important apps. Once you restart your Tablet or unlock the Tablet screen, you will be asked to enter your App lock password when initially opening the apps. App lock enhances the protection of your private information and prevents unauthorised access to important apps on your device.

**Enable App lock:** Open  **Settings**. Go to **Security & privacy > App lock**, and follow the onscreen instructions to set a password, then enable App lock for the apps you want to protect.

When you initially open a locked app, follow the onscreen instructions to enter your password and the answer to your security question.

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

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

## Lock Your microSD Card with SD Card Lock

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

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

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

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

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

# Backup and Restoration

## Data Backup: Prevent Data Loss

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

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

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

## Back Up Your Data to a microSD Card

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

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

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

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

## Back Up Your Data to Internal Storage

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

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

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

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

## Back Up Your Data to a USB Storage Device

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

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

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

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

## Back Up Your Data to a Computer

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

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

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

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

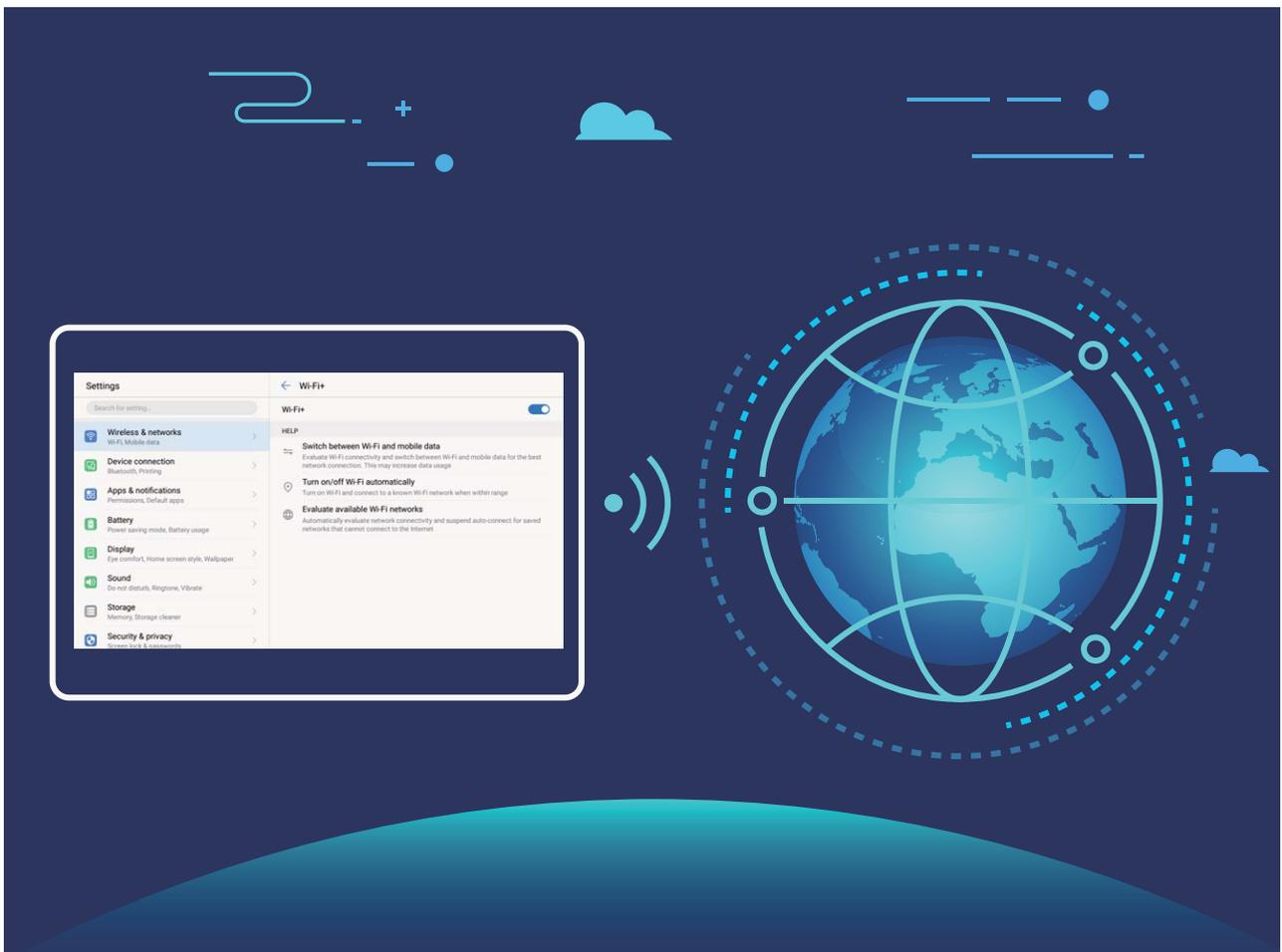
**Import data to your Tablet:** Connect your Tablet to your computer using a USB data cable. Open the HiSuite app and go to the data recovery page to copy data from your computer to your Tablet. If the backup data is password protected, enter the password when prompted.

# Wi-Fi and Network

## Wi-Fi

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

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



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

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

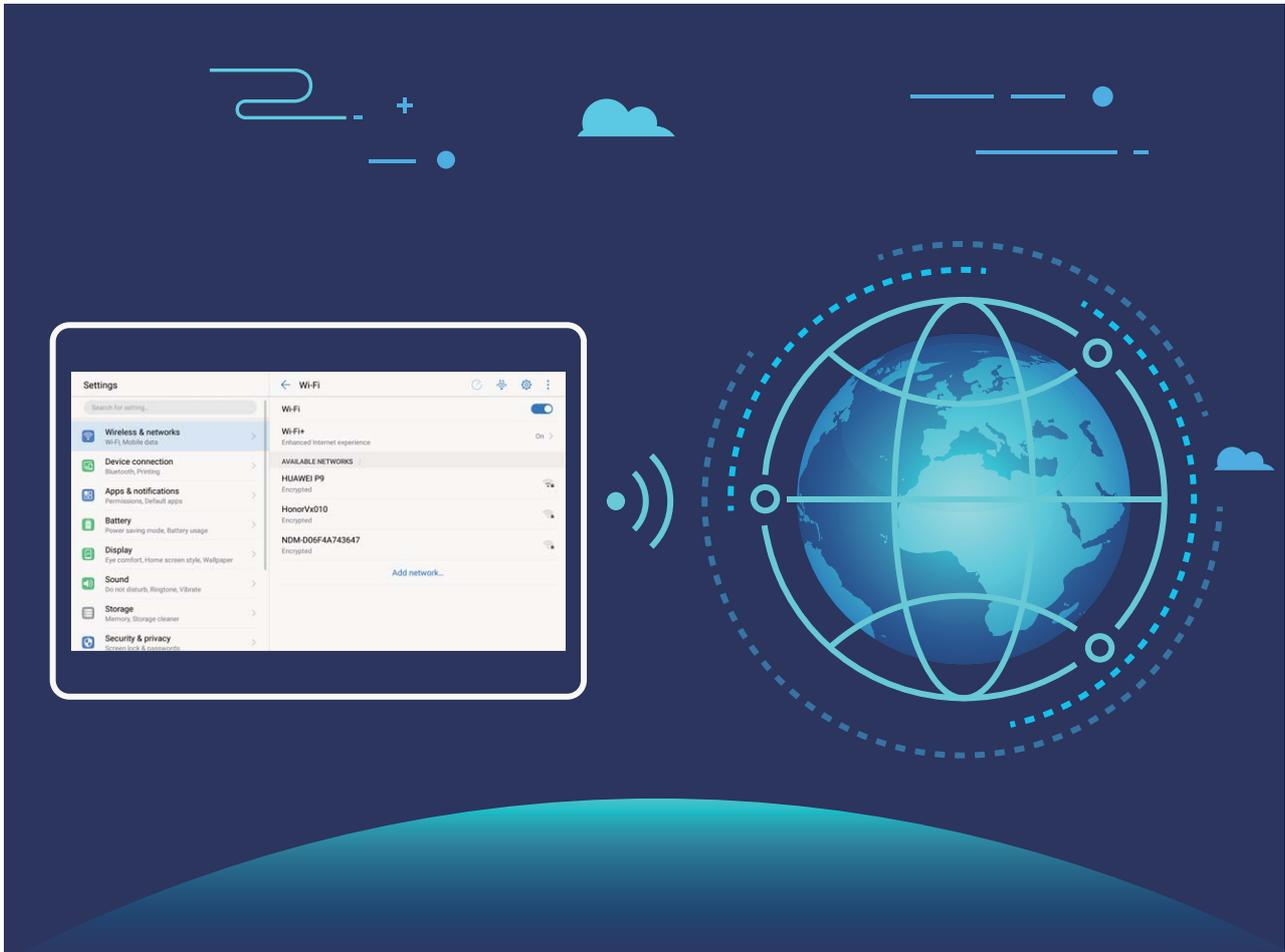
 This feature is not supported on Wi-Fi only tablets.

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

## Connect to Wi-Fi

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

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



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

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

**Connect to a Wi-Fi network through WPS:** In the Wi-Fi screen, go to  > **Advanced Wi-Fi settings** > **WPS connection**. Press the WPS button on your router to establish a connection. Connecting to a WPS-enabled router over WPS allows you to quickly connect to the network without entering a password.

## Transfer Data Using Wi-Fi Direct

Wi-Fi Direct allows you to rapidly transfer data between Huawei devices. Wi-Fi Direct is faster than Bluetooth and does not require devices to be paired. It is better suited to transferring large files over short distances.



**Send files with Wi-Fi Direct:** Open  **Files**, touch and hold a file you want to send, and go to **More > Share > Wi-Fi Direct**. When another device is detected, touch its name to establish the connection and begin file transfer.

**Receive files with Wi-Fi direct:** Enable **Wi-Fi**. In the Wi-Fi settings screen, touch  to enable detection. When you receive an incoming file prompt, touch **Accept** to begin the transfer. The received file will be saved under **Files** in the **Wi-Fi Direct** folder by default.

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

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

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

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

## Connecting to the Internet

Connect to Wi-Fi networks effortlessly with your device.

### Connecting to a Wi-Fi network

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

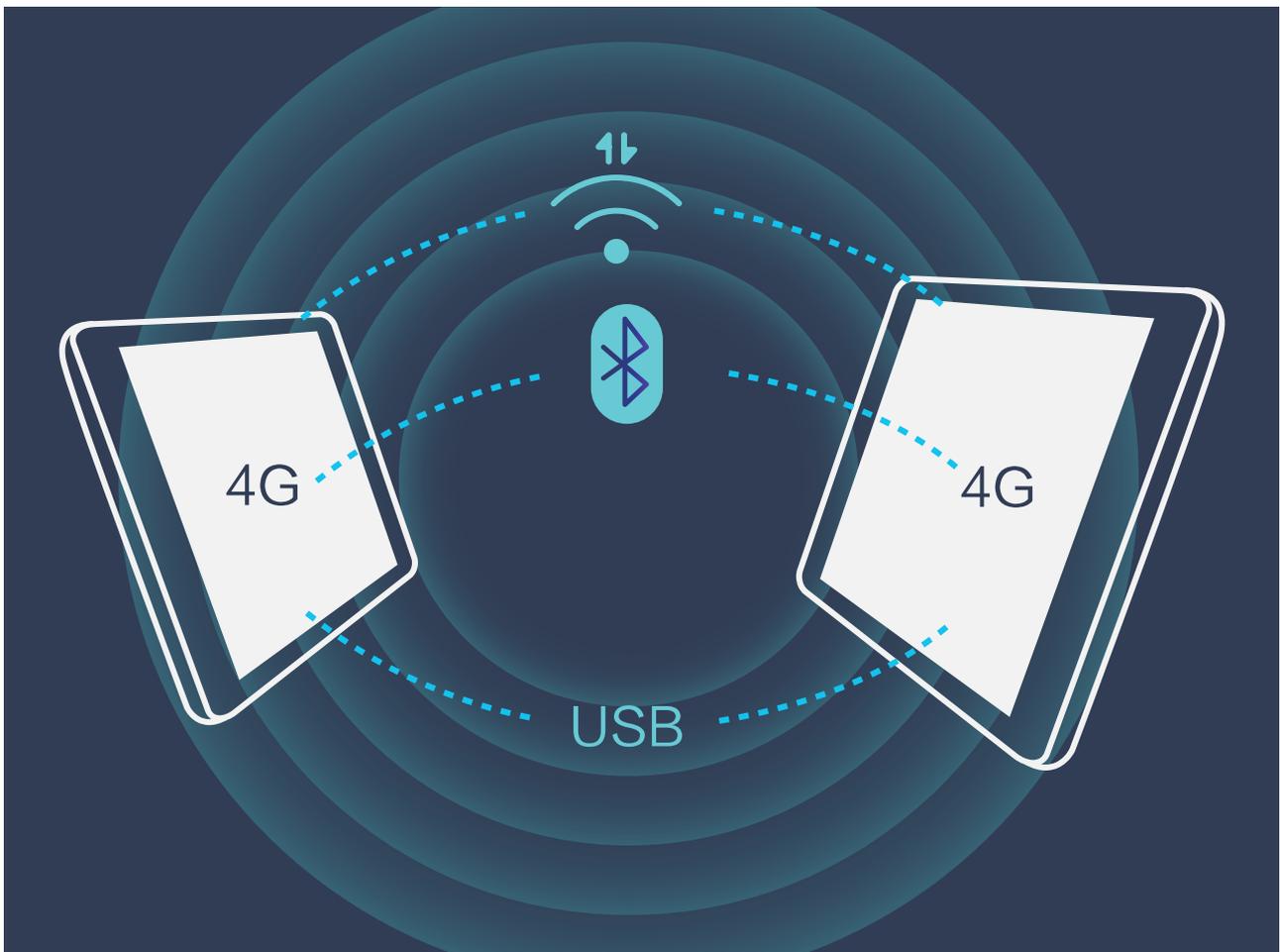
### Connecting using mobile data

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

## Share Your Mobile Network with Other Devices

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

-  Mobile data is not supported on Wi-Fi only tablets.



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

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

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

**Use Bluetooth to share mobile data:** Establish a Bluetooth connection and pair the devices before using Bluetooth to share your mobile data. Open  **Settings**, go to **Wireless & networks** > **Tethering & portable hotspot**, and enable **Bluetooth tethering**. On the **Bluetooth** screen, touch  next to the paired device, and enable **Internet access** to establish an Internet connection and share your mobile data.

**Use USB to share mobile data:** Use a USB cable to connect your device to a computer. Open  **Settings**, go to **Wireless & networks** > **Tethering & portable hotspot**, and enable **USB tethering** to start sharing your mobile data.

 Depending on the operating system, you may need to install drivers or establish the relevant network connection on your computer before using this function. Refer to your computer's operating system guide for more information.

# Sound and Display

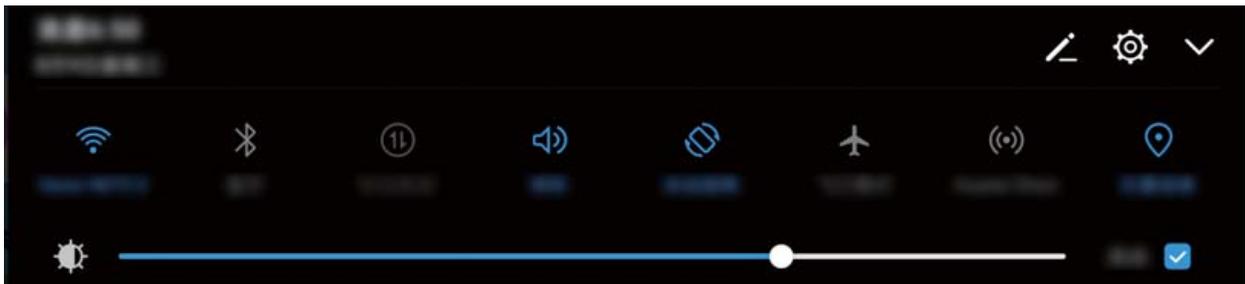
## Configure Your Sound Settings

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

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

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

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



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

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

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

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

## Enable Eye Comfort Mode to Prevent Eye Strain

Do your eyes get tired and sore after looking at your Tablet for a long time? Eye comfort mode can effectively reduce blue-light and adjust the screen to warmer colours, relieving eye fatigue and protecting your eyesight.

**Enable Eye comfort mode:** Open  **Settings**, go to **Display > Eye comfort**, and enable **Eye comfort**. The Eye comfort mode icon  will be displayed in the status bar. Once Eye comfort mode is enabled, blue light will be filtered out and the screen will take on a red tint.

**Quickly enable or disable Eye comfort mode:** Swipe down from the status bar to open the notification panel. From the notification panel, touch  to expand the shortcuts panel, then enable or disable .

**Enable Eye comfort mode at set times:** You can configure your Tablet to enable Eye comfort mode for a set period of time each day. When Eye comfort mode is disabled, open  **Settings**, go to **Display > Eye comfort**, and enable **Schedule**, then set your desired **Start time** and **End time**.

**Adjust Eye comfort mode colour temperature:** Once Eye comfort mode is enabled, blue light will be filtered out and the screen will take on a mild red tint. You can adjust the colour temperature as needed. After you have enabled **Eye comfort**, you can adjust the colour temperature slider for a cooler or warmer screen colour.

## More Display Settings

### Use Shortcuts to Access Frequently Used Features

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

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

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

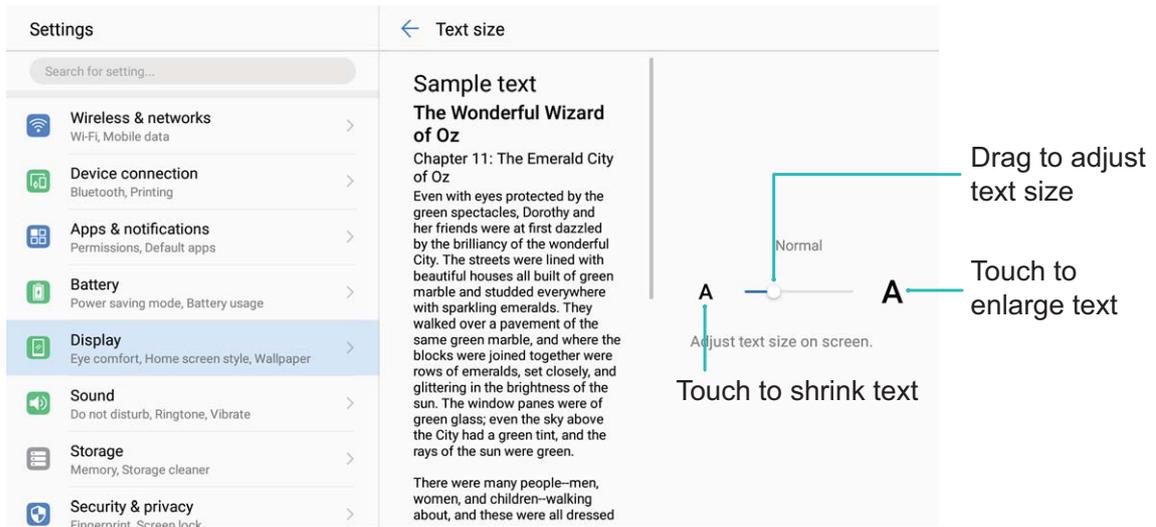
**Add shortcuts to your home screen:** Touch and hold an app icon on your home screen to bring up the menu. Touch and hold the desired feature, and then drag it to your home screen to create a shortcut. For example, you can add a shortcut for the camera's selfie feature for quick access to the selfie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

### Change the Display Settings

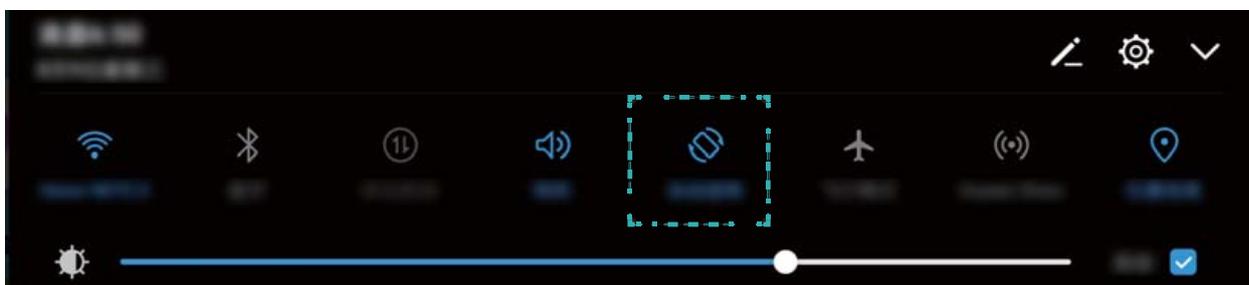
Change the font size and adjust the screen brightness to suit your needs.

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

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



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



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

# Storage

## Storage Cleaner

### Clean Up Memory for Faster Performance

Does your Tablet slow down over time? Do you want to clean up your system storage but are unsure which files to delete? Memory cleanup helps you quickly clear your cache, large and residual files, and unused app files to speed up system performance and keep your Tablet in top shape.

When your system performance slows down or remaining storage space is low, Phone Manager will remind you to clean up. You can follow the onscreen prompts to clean up your Tablet's memory and free up storage space.

**Clean:** Scan for and clean up trash files and system cache to quickly free up memory and internal storage space without affecting your Tablet usage.

**Deep clean:** Scan for redundant files including WeChat files, large files, videos, images, app residual files, music files, unnecessary installation packages, unused files, and files that take up a lot of space, and obtain cleaning suggestions based on the scan results. This helps you free up storage space without accidentally deleting important files.

### Enable Storage cleaner

Your Tablet may slow down over time as your storage space gets smaller. You can use memory cleanup to free up storage space, improve system performance, and keep your Tablet running smoothly.

Open  **Tablet Manager**, touch **Cleanup**, and clean up memory and cache based on the scan results to speed up your device's performance. If your storage space is still low, you can perform a deep clean to free up more storage space based on the scan results and cleanup recommendations.

# Smart Assistance

## Navigation Bar and Navigation Dock

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

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

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

### Access Tablet Functions from Anywhere with Navigation Dock

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

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

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

# System

## Change the Input Method

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

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

## Accessibility

### Enable TalkBack to Have Onscreen Content Read Aloud

TalkBack reads aloud content on the screen that you touch, select, or activate. It is a useful tool that helps visually impaired users interact with their Tablet.

- 1 Open  **Settings** and go to **Smart assistance > Accessibility > TalkBack** to open the **TalkBack** settings screen.
- 2 Enable **TalkBack** and touch **OK**. Your device will launch a tutorial when you enable TalkBack for the first time. If you need to listen to the tutorial again, touch , open the TalkBack settings screen, and then launch the tutorial.
- 3 Touch  and enable **Explore by touch**. When **Explore by touch** is enabled, your device will read out content that you touch.

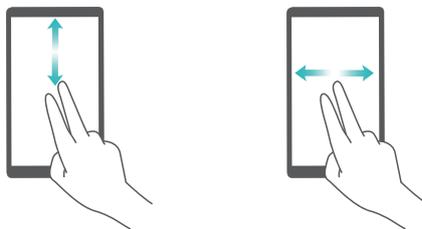
**Why does my Tablet suddenly start reading out content on the screen? How do I disable this feature?** You may have enabled TalkBack by accident. To disable TalkBack, press and hold the Power button until your device vibrates, and then touch the screen with two fingers for at least three seconds.

### Learn TalkBack Gestures

TalkBack uses a special set of gestures for Tablet operation. When TalkBack is enabled, these gestures are required to interact with the device.

-  If you accidentally enable TalkBack, press and hold the Power button until your device vibrates, and then touch the screen with two fingers for at least three seconds to disable it.

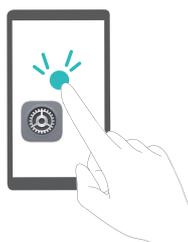
**Navigate the screen:** Swipe up or down with two fingers to scroll through menu lists. Swipe left or right to move between screens.



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



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



For example, if you want to open **Settings**, touch the **Settings** icon once using one finger, and then touch twice anywhere on the screen.

## Use Text-to-Speech Output with TalkBack

The text-to-speech feature can read aloud texts on the screen of your Tablet. It can also be used with the TalkBack service to help visually impaired users interact with their devices.

Open  **Settings**, go to **Smart assistance > Accessibility** and enable **Text-to-speech output**. Configure your preferred engine and speech rate to enable this feature.

## Enable Colour Correction

The colour correction setting enables your device to compensate for the effects of colour blindness.

 When colour correction is enabled, users with normal colour vision may have difficulty viewing some colours.

Open  **Settings**, go to **Smart assistance > Accessibility > Colour correction** and enable **Colour correction**. Touch **Correction mode** to select the required colour correction mode.

## General Settings

### Change Your System Language

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

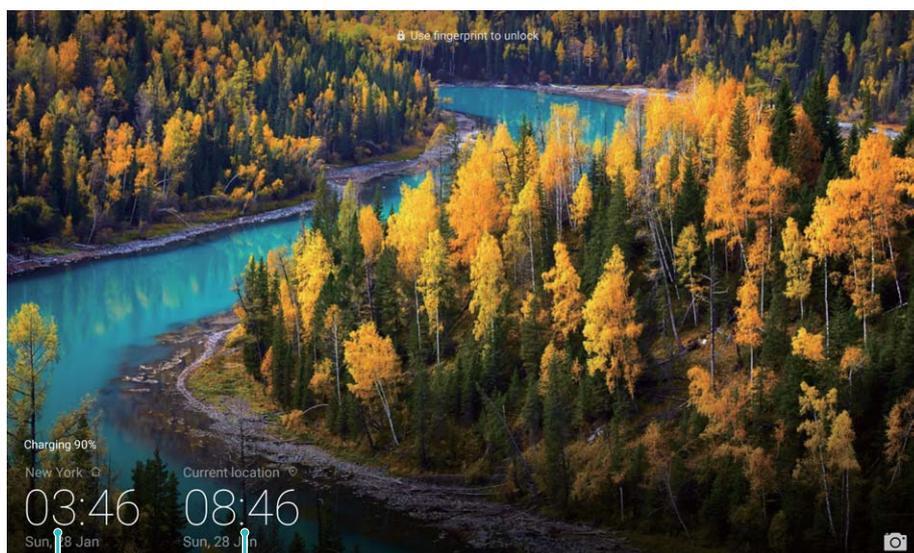
Open  **Settings**, go to **System > Language & input > Language** and select your system language. If you cannot find your language from the language list, touch **Add language** to add your language.

### Set Your System Time and Date

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

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

- **Modify the time and date:** Enable **Automatic date & time** to sync your Tablet's time and date with your mobile network. Disable **Automatic date & time** to set your time and date manually.
- **Modify your time zone:** Enable **Automatic time zone** to sync your Tablet's time zone with your mobile network. Disable **Automatic time zone** to set your time zone manually.
  -  This feature is not supported on Wi-Fi only tablets.
- **Change the time format:** Enable **24-hour time** to set your time format to 24 hours. Disable **24-hour time** to set your time format to 12 hours.
- **Set dual clocks on your lock screen:** If you are overseas, your Tablet will automatically display the local time and date provided by the local mobile network. You can enable **Dual clocks** and set **Home city** to display dual clocks on your lock screen: one displaying the local time and the other the time in your home country.
  -  This feature is not supported on Wi-Fi only tablets.



Time and date in  
your selected city

Network-provided date and time

## Set Scheduled Power Offs

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

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

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

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

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

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

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

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

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

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

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

## Use Account Management to Manage and Update Your Accounts

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

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

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

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

# System Update

## Performing an Online Update

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

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

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

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

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

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

This guide is for reference only. The actual product, including but not limited to the color, size, and screen layout, may vary. All statements, information, and recommendations in this guide do not constitute a warranty of any kind, express or implied.

Note: Remember the Google account your device last logged in to. During an untrusted factory settings restoration or microSD card-based update, Google's anti-theft mechanism requires you to enter the Google account your device last logged in to on the startup navigation screen for identity authentication. Your device can properly power on only after the identity authentication passes.

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

Model: BAH2-L09  
BAH2-W19

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