

# HUAWEI P smart 2020

## User Guide



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# Exciting Features

## Featured Usage Tips

### Enroll Your Facial Information and Enable Face Unlock

Face unlock allows you to unlock your Phone quickly and securely, without the need of a password.

- ⚠️ • Face unlock can only be used when the owner account is logged in. It is not supported by PrivateSpace.
- Face unlock is not available if the lock screen password has not been entered for three or more days in a row, or if your Phone has been remotely locked or restarted.
- When using Face unlock, keep your eyes open, and face your Phone straight on from a distance of 20–50 cm (about 8–20 in.). In order to scan your face accurately, avoid using this feature when you are in a dark environment or facing direct light.

- 1 Open  **Settings**. Go to **Security & privacy > Face recognition** and enter your lock screen password.
  -  If you haven't set up a lock screen password, set one first. Besides the 6-digit PIN, you can set up other types of passwords: **Pattern, 4-digit PIN, Custom PIN, or Password**.
- 2 Selecting **Enable Pick up to wake device to enhance the Face unlock experience** will allow the screen to turn on and unlock when you pick up your Phone and hold it to your face. If you do not need this feature, leave it deselected. Touch **Get started**, and enroll your face.
- 3 If you are concerned that face unlock may fail due to a change in appearance after makeup or a haircut, or you want to enroll an entirely different face, go to the **Face recognition** screen, touch **Set an alternate look** and follow the onscreen instructions just like you did when registering your face initially.
- 4 Face unlock modes:
  - **Select an unlock method:** On the **Face recognition** screen, touch **Unlock device**. If you select **Direct unlock**, your Phone identifies your facial features and unlocks your screen when the screen is on. If you select **Slide to unlock**, after your Phone identifies your facial features, you can slide the lock screen to unlock. Selecting **Off** will disable Face unlock.
  - **Smart display of lock screen notifications:** Enable **Show notifications**. On the lock screen, your Phone hides notification details and displays them only after recognizing the owner's face.
  - **Access App lock:** Enable **Access app lock** to access App lock and locked apps using Face unlock.

### Pick Up to Unlock

Open  **Settings**, and go to **Security & privacy > Face recognition**. When enrolling facial data, select **Enable Pick up to wake device to enhance the Face unlock experience**, and set the Face unlock method to **Direct unlock**. Once the setup is complete, you can simply raise your Phone to unlock the screen, without a password or fingerprint.

If you haven't selected **Enable Pick up to wake device to enhance the Face unlock experience** when enrolling facial data, you can open  **Settings**, go to **Security & privacy > Face recognition**, and set the Face unlock method to **Direct unlock**. Then, open  **Settings**, go to **Smart assistance > Shortcuts & gestures > Wake screen**, and select **Pick up to wake**.

## Access Phone Functions from Anywhere with Navigation Dock

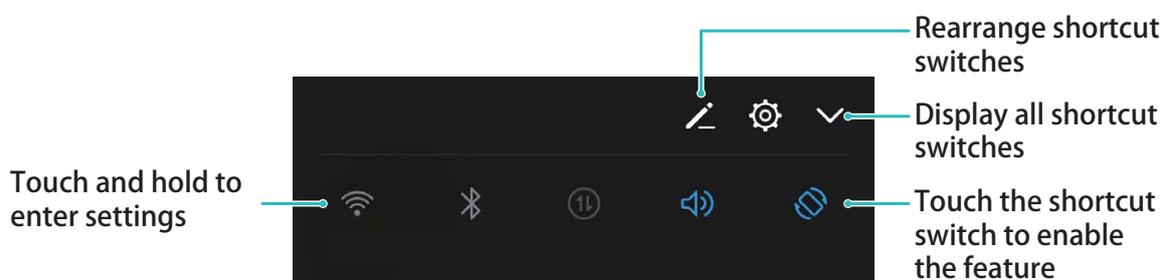
In order to close an app or return to the home screen, you must use the navigation bar at the bottom of your Phone. You can enable the Navigation dock feature on your Phone to avoid using navigation buttons and to comfortably operate your device with one hand.

Open  **Settings**. Go to **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.
- **View background apps:** Touch and hold the Navigation dock and then swipe left or right to view any apps that are running in the background.

## Use Shortcut Switches to Quickly Enable Frequently Used Features

Want to quickly enable or disable mobile data or hotspot? You can enable frequently used features by using shortcut switches.



## Use Panorama Mode to Take Panoramic Photos

Panoramas provide a wider viewing angle than ordinary photos, letting you take sweeping landscape shots.

To capture a panorama shot, the camera takes multiple photos of objects within our visual field and stitches them together into a single photo.

-  When taking a panorama, find a wide, open space that is some distance away from the subject and try to avoid backgrounds that are all in one color.

**1** Go to  **Camera > More > Panorama**.

- 2 Touch  at the bottom of the screen to configure the shooting direction.
- 3 Hold your Phone steady, and then touch  to start shooting. Slowly move the Phone in the direction indicated, holding the device steady and ensuring that the arrow stays level with the center line.
- 4 Touch  when you are finished. The camera will automatically stitch the photos together to create a panorama.



## More Features

### Enable App Lock

App lock allows you to set a password for your important apps. Once you restart your Phone or unlock the screen, you will be asked to enter your App lock password when opening these apps. App lock adds an extra layer of protection for your private information and prevents unauthorized access to important apps on your Phone.

**Enable App lock:** Open  **Settings**. Go to **Security & privacy > App lock**. When you first access App lock, select **Lock screen password** or **Custom PIN** as your **App lock** verification password. Enter your password as prompted and on the **App lock** screen, toggle on the switch for the apps you want to lock.

**Set your App lock password:** Touch  on the **App lock** screen, then touch **Password type**. Select **Lock screen password** or **Custom PIN**.

### Set Your Home Screen Wallpaper

Tired of default wallpapers? Set a photo you like as your home screen wallpaper to personalize your home screen.

Open  **Settings**, and then go to **Home screen & wallpaper > Wallpaper**. You can:

**Set a picture as your home screen wallpaper:** Touch **Gallery** or select a preset wallpaper in your device, and follow the onscreen instructions to select **Lock screen**, **Home screen** or **Both**.

**Set a photo as your wallpaper from Gallery:** Have a great photo you want to set as your wallpaper? In  **Gallery**, open the photo that you like, go to  > **Set as** > **Wallpaper**, and follow the onscreen instructions to set the photo as your home screen wallpaper.

## Manage Your Home Screen Widgets

Want to quickly add widgets such as screen lock, weather, notepad, clock, contacts, or calendar to your home screen? You can add, move or delete home screen widgets to tidy up your home screen and ease your usage experience.

**Add widgets:** Pinch in with your fingers on the home screen to enter home screen editing mode. Touch **Widgets**, touch and hold a widget and drag it to an empty area on the home screen, or touch the widget you want.

 Check that there are enough empty spaces on the home screen for the widget. If there is not enough space, add an empty 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 Phone vibrates, and then select **Remove**.

**Move widgets:** Touch and hold a widget on the home screen until your Phone vibrates. Drag the widget to any position on the screen.

## Use App Drawer to Store Apps

Want to store your apps in one location on your home screen to make your home screen look cleaner? You can enable app drawer on your home screen to store all your apps and free up space on your home screen.

Open  **Settings**, go to **Home screen & wallpaper** > **Home screen style**, and select **Drawer**. If you want to switch back to a standard home screen, select **Standard**.

 **Add an app icon from app drawer to the home screen:** After you enable app drawer, touch  on the home screen to enter the app list. From the app list, touch and hold the app icon that you want to add until your Phone vibrates, and then drag it to the desired position on the home screen.

## Enable TalkBack to Have Onscreen Content Read Aloud

Your Phone reads aloud content on the screen that you touch, select, or activate, helping you interact with your Phone when you can't read content on your screen clearly.

- 1 Open  **Settings** and go to **Smart assistance** > **Accessibility** > **TalkBack** > **More settings** to enter 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 **More settings** to enter the TalkBack settings screen, and launch the tutorial.
- 3 Touch **More settings** and enable **Explore by touch**. Your device will read aloud content that you touch.

You may have enabled TalkBack by accident. To disable TalkBack, press and hold the Volume up and down buttons for at least three seconds, or press and hold the Power button until your device vibrates, then touch the screen with two fingers for at least three seconds.

# New Device

## New Device Configuration

### 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 carrier to avoid incurring excessive data charges.
- 1 Swipe down from the status bar to open the notification panel.
  - 2 Touch  to enable mobile data.
    -  To save battery power and reduce data usage, disable your mobile data connection when you don't need it.

### Enroll Your Facial Information and Enable Face Unlock

Face unlock allows you to unlock your Phone quickly and securely, without the need of a password.

-  Face unlock can only be used when the owner account is logged in. It is not supported by PrivateSpace.
  - Face unlock is not available if the lock screen password has not been entered for three or more days in a row, or if your Phone has been remotely locked or restarted.
  - When using Face unlock, keep your eyes open, and face your Phone straight on from a distance of 20–50 cm (about 8–20 in.). In order to scan your face accurately, avoid using this feature when you are in a dark environment or facing direct light.
- 1 Open  **Settings**. Go to **Security & privacy > Face recognition** and enter your lock screen password.
    -  If you haven't set up a lock screen password, set one first. Besides the 6-digit PIN, you can set up other types of passwords: **Pattern**, **4-digit PIN**, **Custom PIN**, or **Password**.
  - 2 Selecting **Enable Pick up to wake device to enhance the Face unlock experience** will allow the screen to turn on and unlock when you pick up your Phone and hold it to your face. If you do not need this feature, leave it deselected. Touch **Get started**, and enroll your face.

- 3 If you are concerned that face unlock may fail due to a change in appearance after makeup or a haircut, or you want to enroll an entirely different face, go to the **Face recognition** screen, touch **Set an alternate look** and follow the onscreen instructions just like you did when registering your face initially.
- 4 Face unlock modes:
  - **Select an unlock method:** On the **Face recognition** screen, touch **Unlock device**. If you select **Direct unlock**, your Phone identifies your facial features and unlocks your screen when the screen is on. If you select **Slide to unlock**, after your Phone identifies your facial features, you can slide the lock screen to unlock. Selecting **Off** will disable Face unlock.
  - **Smart display of lock screen notifications:** Enable **Show notifications**. On the lock screen, your Phone hides notification details and displays them only after recognizing the owner's face.
  - **Access App lock:** Enable **Access app lock** to access App lock and locked apps using Face unlock.

## Pick Up to Unlock

Open  **Settings**, and go to **Security & privacy > Face recognition**. When enrolling facial data, select **Enable Pick up to wake device to enhance the Face unlock experience**, and set the Face unlock method to **Direct unlock**. Once the setup is complete, you can simply raise your Phone to unlock the screen, without a password or fingerprint.

If you haven't selected **Enable Pick up to wake device to enhance the Face unlock experience** when enrolling facial data, you can open  **Settings**, go to **Security & privacy > Face recognition**, and set the Face unlock method to **Direct unlock**. Then, open  **Settings**, go to **Smart assistance > Shortcuts & gestures > Wake screen**, and select **Pick up to wake**.

## Enroll a Fingerprint

You can enroll a fingerprint on your Phone 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 unlock method is set to **Pattern, PIN or Password**. You will be required to unlock your Phone using the screen unlock 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.

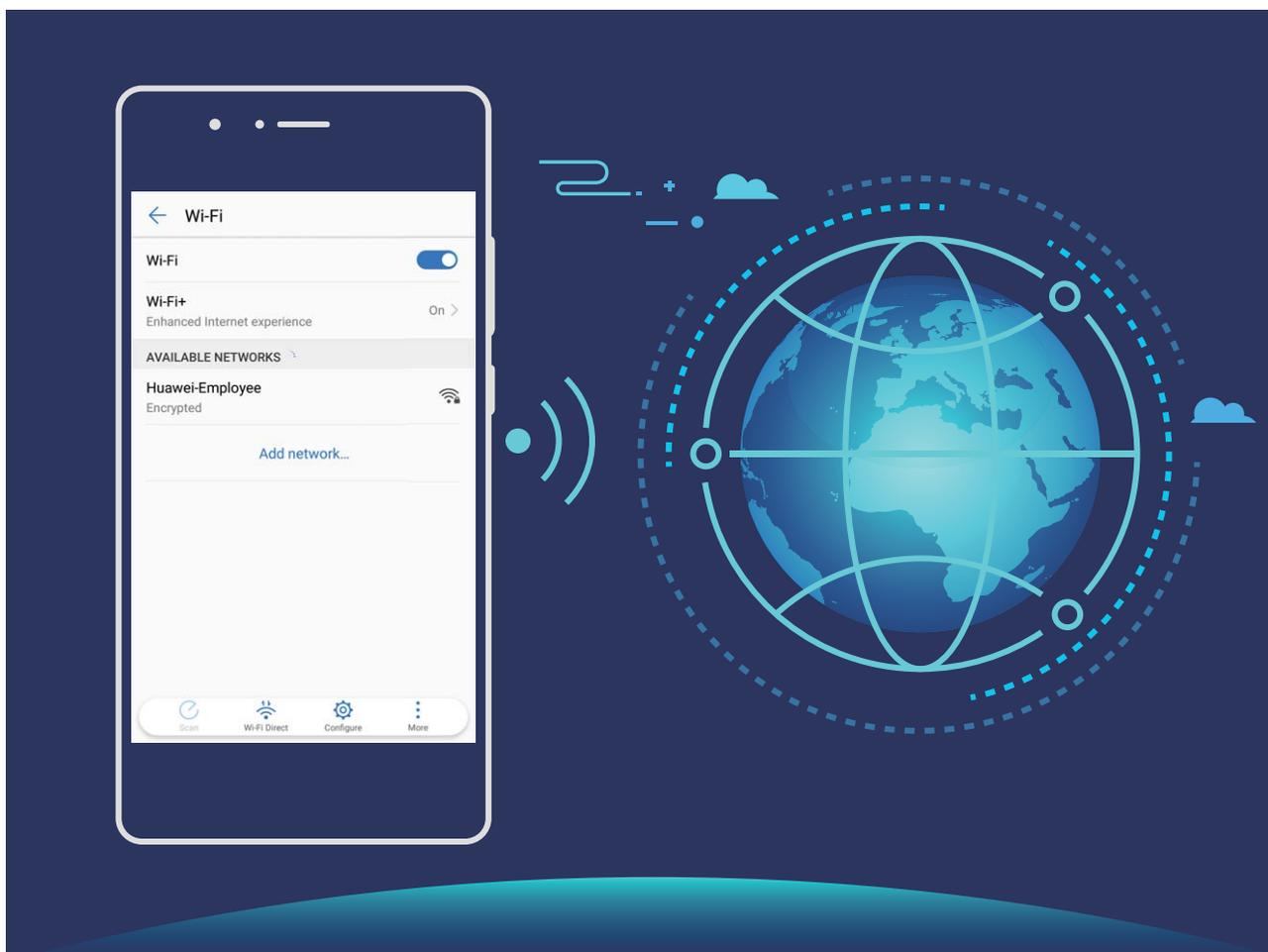
- 1 Open  **Settings**.
- 2 Go to **Security & privacy > Fingerprint ID > Fingerprint management > Change unlock method**, select **Pattern, 4-digit PIN, Custom PIN or Password**, and then follow the onscreen instructions to set an unlock password.
- 3 Once you have set an unlock password, touch **New fingerprint** to enroll 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 enrollment is complete, touch **OK**.

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

## Connect to Wi-Fi

By connecting your device to a Wi-Fi network, you can effectively save mobile data.

-  To avoid potential security risks (such as unauthorized access to your personal data and financial information), please exercise caution when connecting to a public Wi-Fi network.



**Connect to a Wi-Fi Network:** Open  **Settings**, go to **Wireless & networks > Wi-Fi**, and enable **Wi-Fi**. Touch a Wi-Fi network to access it, and enter the network password or complete the authentication if required. Alternatively, you can scroll to the bottom of the menu, touch **Add network**, and follow the onscreen instructions to add a network hotspot by entering its name and password.

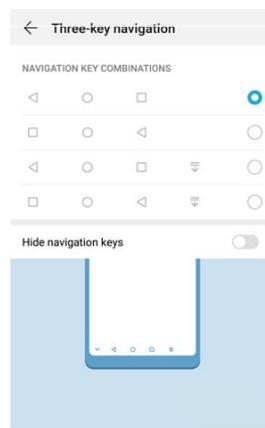
# Home Screen

## Navigation Bar

### Configure Your Navigation Bar Layout

Using the navigation bar, you can conveniently access the home screen, return to the previous page, exit an app, or view recent apps used.

To configure your navigation bar layout, open  **Settings**, then go to **System > System navigation > Three key navigation > Settings**, and select the navigation key combination and enable or disable **Hide navigation keys** based on your usage habits.



-  **Back key:** Touch to return to the previous page or exit an app. Touch to close the onscreen keyboard when inputting text.
-  **Home key:** Touch to return to the home screen.
-  **Recent key:** Touch to open a list of recently used apps. Touch and hold to enable split screen mode.
-  **Downward swipe notification key:** Touch to open the notification panel.

### Use the Recent Key to Manage Background Apps

If you want to quickly switch to a recently used app, you might try using the Recent key. The Recent key can help you quickly switch between several recently used apps. You can also use it to close your background apps to increase your Phone's operating speed.

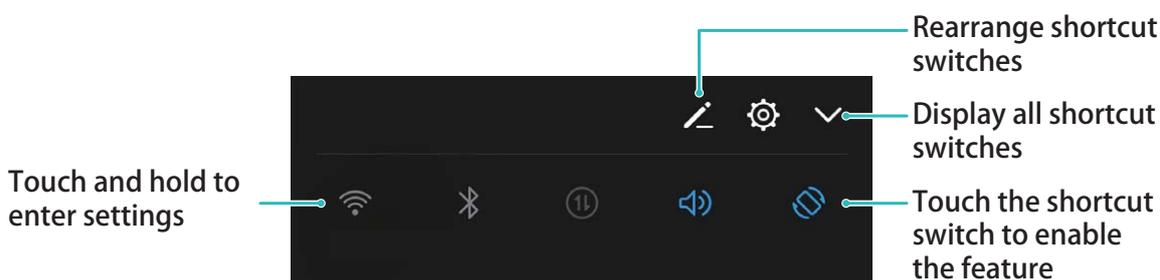
Touch  . You can view, switch to, close, or lock recently used background apps:

- **View recently used apps:** Recently used apps will be displayed on the screen and you can check them by swiping left or right.

- **Switch to a recently used app:** Swipe left or right on the screen to find the app you want to use, and touch the app tab.
- **Close an app:** Swipe up on an app tab to close the corresponding app.
- **Close all apps:** Touch  to close all apps.

## Use Shortcut Switches to Quickly Enable Frequently Used Features

Want to quickly enable or disable mobile data or hotspot? You can enable frequently used features by using shortcut switches.



## Notification Panel and Status Bar

### Notification and Status Icons and Descriptions

The icons in the status bar give you a quick view of the overall status of your Phone, including its network connection, battery level, and any new messages received when your Phone is in Silent mode.

**Status icons:** By glancing at the status icons, you can quickly learn the status of your device, such as network connection, signal strength, battery level, time, and more.

-  The network status icons may vary by regions and service providers.
-  Only HRY-LX1 supports NFC. Please keep the NFC area close to other devices or objects while using the NFC function.

**Notification icons:** When there is a new message, notification or reminder on your Phone, the relevant icon will be displayed in your status bar.

	Missed call		New emails
	Downloading data		New voicemails
	Event reminder		Uploading data

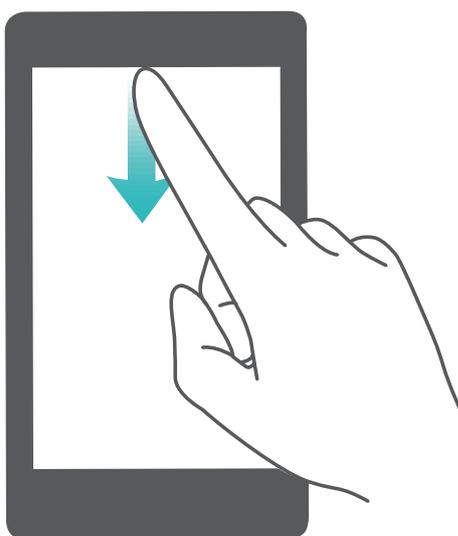
	Synchronizing data		Phone memory full
	Sign-in or synchronization problem		Sync failed
	VPN connected		More notifications

## Open the Notification Panel to Get Important Information

Check the notifications and the operating status of your Phone on the status bar.

When there is a notification reminder, you can turn on the screen and swipe down from the status bar to view the notification.

**Access notification panel when the screen is unlocked:** Swipe down from the status bar to open the notification panel. You can turn on or off shortcut switches, or touch notifications to view the details.



## Disable App Notifications

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

- **Block notifications from an app:** Select the app, then disable **Allow notifications**.
  - **Block notifications from multiple apps:** Touch **Batch management**, then disable **All**.
-  To block notifications from an app, you can also swipe down from the status bar to open the notification panel, touch and hold an app notification, then disable **Allow notifications**.

## Customize Notification Settings

Customize the notification settings to use your device the way you want.

Open  **Settings**, then go to **Notifications > More notification settings**. From here you can:

- **Enable Notifications turn on screen:** Enable **Notifications turn on screen** to set the screen to turn on when notifications are received.

## Screen Lock and Unlock

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

Your Phone stores a lot of sensitive information, such as personal photos, contact information, banking apps (for example, Alipay). Set a lock screen password so that a password is required each time you unlock your Phone. A lock screen password helps to protect your private information if your Phone is lost or accessed by an unauthorized user.

**Set a lock screen password:** Open  **Settings**, go to **Security & privacy > Lock screen password**, 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 Phone is quick and simple. For better security, use a long sequence of random numbers as your PIN. Go to **Set lock screen password**, follow the prompts to set up a PIN. Alternatively, touch **Change unlock method**, and set **4-digit PIN** or **Custom PIN**.
- **Set a pattern:** Unlock your Phone by drawing a preset pattern on the screen. For better security, use a pattern that includes overlapping line segments. Go to **Set lock screen password > Change unlock method > 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. Be sure to memorize the password so that you don't get locked out of your Phone if you forget it. Go to **Set lock screen password > Change unlock method > Password**, follow the prompts to set up a password.
- **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 of your Phone 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 **Enroll** in the dialog box that pops up and follow the onscreen prompts to enroll your fingerprints.
- **For security reasons, please do not disable the lock screen password:** A lock screen password prevents unauthorized access to your device. For the security of your device, do not select **Disable lock screen password** 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 Phone

If you don't use your Phone for a set period of time, the screen will turn off and lock. As long as the screen stays on, you can use your Phone without needing to unlock the screen. Lock your screen when you are not using your Phone 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 swipe up from the bottom of the Magazine unlock screen to display the Magazine unlock shortcut panel and use widgets such as recorder, calculator, and flashlight.

## Home Screen Management

### Manage Home Screen Icons

**Move an app icon or folder:** On the home screen, touch and hold an app or folder icon until your Phone vibrates, then drag it to any position on the home screen.

**Delete an app icon:** On the home screen, touch and hold the icon of the app you want to uninstall until your Phone vibrates, then touch **Uninstall**.

-  To ensure that the system runs normally, some pre-installed system apps cannot be uninstalled.

**Lock the home screen layout:** Open  **Settings**, go to **Home screen & wallpaper** > **Home screen settings**, and enable **Lock layout**.

**Create a folder:** On the home screen, touch and hold an app icon until your Phone vibrates, then drag it on top of another app icon. The two icons will be placed in a new folder.

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

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

**Add or remove app icons from a folder:** Open a folder and touch . Select the apps you wish to add to the folder, deselect those you wish to remove, then touch **OK**.

-  Another way to remove an app icon from a folder is to touch and hold the icon in the folder until your Phone vibrates, then drag it to an empty space on the home screen.

## Manage Your Home Screen

Too many icons on your home screen? You can add a new page to your home screen and customize it to your liking.

Pinch in with your fingers on the home screen to enter home screen editing mode. You can do the following:

- **Add a new screen page:** Touch  at the left or right side of the screen to add a new screen page.
- **Delete an empty screen page:** Touch  to delete the page.
  -  Screen pages with app icons or widgets on them cannot be deleted.
- **Modify screen page order:** Touch and hold the screen page you want to move, then drag it to the desired position.
- **Set a default home screen page:** Touch  in the upper part of the home screen to set the selected screen page as your default home screen page.

## Set Your Home Screen Wallpaper

Tired of default wallpapers? Set a photo you like as your home screen wallpaper to personalize your home screen.

Open  **Settings**, and then go to **Home screen & wallpaper > Wallpaper**. You can:

**Set a picture as your home screen wallpaper:** Touch **Gallery** or select a preset wallpaper in your device, and follow the onscreen instructions to select **Lock screen**, **Home screen** or **Both**.

**Set a photo as your wallpaper from Gallery:** Have a great photo you want to set as your

wallpaper? In  **Gallery**, open the photo that you like, go to  > **Set as > Wallpaper**, and follow the onscreen instructions to set the photo as your home screen wallpaper.

## Manage Your Home Screen Widgets

Want to quickly add widgets such as screen lock, weather, notepad, clock, contacts, or calendar to your home screen? You can add, move or delete home screen widgets to tidy up your home screen and ease your usage experience.

**Add widgets:** Pinch in with your fingers on the home screen to enter home screen editing mode. Touch **Widgets**, touch and hold a widget and drag it to an empty area on the home screen, or touch the widget you want.

 Check that there are enough empty spaces on the home screen for the widget. If there is not enough space, add an empty 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 Phone vibrates, and then select **Remove**.

**Move widgets:** Touch and hold a widget on the home screen until your Phone vibrates. Drag the widget to any position on the screen.

## Use App Drawer to Store Apps

Want to store your apps in one location on your home screen to make your home screen look cleaner? You can enable app drawer on your home screen to store all your apps and free up space on your home screen.

Open  **Settings**, go to **Home screen & wallpaper** > **Home screen style**, and select **Drawer**. If you want to switch back to a standard home screen, select **Standard**.

-  **Add an app icon from app drawer to the home screen:** After you enable app drawer, touch  on the home screen to enter the app list. From the app list, touch and hold the app icon that you want to add until your Phone vibrates, and then drag it to the desired position on the home screen.

# Contacts

## Search Contacts

Open  **Contacts**. Use any of the following search methods:

-  For better results, make sure your device is displaying all contacts. From the contacts list screen, go to  > **Settings** > **Display preferences** and touch **All contacts**.
- Drag the index on the right to quickly scroll through the contacts list.
- In the search bar at the top of the contacts list, enter the contact's name, initials, phone number, or email address. The search results will be displayed below the search bar. Enter multiple keywords for your search, such as "John London", to quickly find matching contacts.

## Managing Contacts

### Import and Export Contacts

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

- Open  **Contacts**, go to  > **Settings** > **Import/Export**, and then select one of the following:
- **Import contacts**: Select **Import from storage**, **Import via Bluetooth**, **Import via WI-FI Direct**, or **Import from SIM** and follow the onscreen instructions.
  - **Export contacts**: Select **Export to storage**, **Share contacts**, or **Export to SIM** 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.

### Manage Your Contacts

The Contacts app includes a host of features for managing contacts. Simplify your contacts list by viewing contacts on your Phone or SIM card only. Favorite contacts to find them easily.

**Merge duplicate contacts**: Use the **Merge duplicate contacts** function to merge duplicate contacts. From the contacts list screen, go to  > **Settings** > **Organize contacts** > **Merge duplicate contacts**. Select the contacts you want to merge and touch **Merge**.

**Display contacts for different accounts**: From the contacts list screen, go to  > **Settings** > **Display preferences**, and select the accounts for which you want to display contacts. You can also:

- **Enable Simple view**: Go to  > **Settings** > **Display preferences**, and enable **Simple view**.
- **View contact storage space**: Go to  > **Settings** > **Display preferences**. The **Accounts** area displays the total and available storage space on your SIM card.

**Delete contacts:** From the contacts list screen, touch and hold the entry you want to delete, then touch **Delete**. To delete contacts in batches, go to  > **Settings** > **Organize contacts** > **Delete multiple contacts**, select the entries you want to delete, then touch .

## 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  for **Remove members**, **Group ringtone**, **Delete group** or **Rename**.

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

## Erase Call and Message Records

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

Open  **Contacts**, select a contact with a call record, and go to  > **Erase traces** > **Erase**. After that, all of your call and message records for that contact will be erased.

# Dialing

## Basic Calling Functions

### Make Calls

On the dialer screen of your Phone, enter part of the phone number, the first letter of the contact's name, or the contact's initials to find a contact.

Open  **Phone**. From the dialer screen, enter the phone number, the first letter of the contact's name, or the contact's initials (for example, enter "jl" for John Lucas) to find a contact. Touch the contact you want to call from the list. If you are using a dual-SIM device, touch  or  to make the call. Touch  to hang up.

 You will be prompted to paste recently copied phone numbers when you enter the dialer screen.

**Press the Power button to hang up:** If a number has been dialed accidentally and the call screen is hidden, you can still hang up quickly. The **Power button ends call** feature hangs up the call when the Power button is pressed. On the **Phone** screen, go to  > **Settings** > **More**, and enable **Power button ends call**.

### Make Emergency Calls

In an emergency situation, if your Phone is powered on and in service, emergency calls can be made even if the screen is locked or there is no reception.

 The emergency call feature is subject to local regulations and your Internet service provider. Network or environmental factors may affect emergency call performance. In emergency situations, do not rely on your Phone as your only method of communication.

Open  **Phone** or touch **Emergency** on the lock screen, enter a local emergency number, and touch . Strong mobile reception and an Internet connection with location services enabled will allow your location to be displayed on your Phone for reference.

### Enable Call Forwarding and Never Miss a Call

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

 Some carriers may not support this feature.

Open  **Phone**, and go to  > **Settings** > **Call forwarding**. If you have a dual-SIM device, in the **SIM 1** or **SIM 2** section, touch **Call forwarding** and select a forwarding method. Enter the number you want to forward your calls to, then confirm. When call forwarding is enabled, your device will automatically forward eligible calls to the preset number.

### Delete Call Logs

You can delete call logs that you no longer need.

Open  **Phone** 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:** Go to  > **Delete multiple entries**, select the entries you want to delete or **Select all**, then touch .

## Use International Roaming

When you travel abroad for work or a holiday, you can make calls when your Phone is roaming without having to dial the country code.

- 1 Contact your mobile carrier to enable the international toll or international roaming service.
- 2 Open  **Phone** or  **Contacts** to make a call.

## VoLTE

### VoLTE: Make Calls and Use Data at the Same Time

VoLTE (Voice over LTE) allows both call and data services to be carried on the same 4G network, which means you can use the Internet even while making calls. VoLTE also provides you with shorter call connection times and higher quality voice and video calls.

Both of your Phone's SIM card slots support 4G, VoLTE, and VoWiFi, so there is no need to switch SIMs back and forth.

- **Dual 4G:** Both of your Phone's SIM card slots support 4G.
- **Dual VoLTE:** Both of your Phone's SIM card slots support VoLTE, allowing you to use the Internet while making HD calls.
- **Dual VoWiFi:** Both of your Phone's SIM card slots support VoWiFi, which allows calls to be made using Wi-Fi. You can use VoWiFi to make calls even in Airplane mode.

 Some carriers may not support this feature.

### Enable VoLTE to Enjoy HD Calls

-  • Some carriers may not support this feature.
  - Only dual-SIM phones support both SIM card slots enabling 4G, VoLTE, and VoWiFi.

Open  **Settings**, and go to **Wireless & networks** > **Mobile network**. In the settings section for SIM 1 or 2 (if supported by your carrier network), you can:

- **Enable 4G:** Turn on **4G**. The **4G** switch may be unavailable for your device due to your carrier's settings. This indicates that the 4G network is enabled by default.
- **Enable VoLTE calling:** Turn on **VoLTE HD calls**.
- **Enable Wi-Fi calling:** Turn on **Wi-Fi calling**.

After the setting is complete, select the contact you want to call and touch  to make a video call.

You can also touch  on the screen during a voice call to switch to a video call.

## Use VoWi-Fi for a New Calling Experience

You can use **VoWi-Fi** to make voice and video calls in any location that has a Wi-Fi network, even when there is no mobile network reception.

 This feature must be supported by your carrier. Contact your carrier for more information, including fees and charges.

Open  **Phone**, go to  > **Settings** > **Wi-Fi calling**, enable **Wi-Fi calling**. Touch **Mode** and follow the onscreen instructions to set the preferred network.

# 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.

**Send a message:** Open  **Messages**. From the Messaging list screen, touch  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  **Back key** to save a message as a draft.

### Manage Messages

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

Open  **Messages**. In the list of message threads, touch a contact name or phone number to view the conversation thread.

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

**Archive a message:** Worried about accidentally deleting an important message? Touch and hold a message and then touch  to archive the message.

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

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

**Block a contact:** Want to stop someone from sending you spam messages? Touch and hold a message and then touch  to block the contact.

### Block Spam Messages

Tired of receiving spam messages? Enable message blocking and say goodbye to spam messages!

Open  **Messages**.

Use the harassment filter to perform the following:

**Block messages:** Touch and hold a message and touch  to block messages and calls from that number.

**Unblock messages:** Touch  and touch **Blocked contacts**. Touch  at the end of the phone number to unblock the number.

## Set MMS Message Automatic Download Rules

Set MMS message automatic download rules to prevent costly mobile data usage.

Open  **Messages** and touch . Go to **Settings > Advanced**.

From here you can configure the following:

**Whether to retrieve MMS messages automatically:** Disable **Auto-download MMS** to prevent your device from automatically downloading MMS messages.

**Whether to retrieve MMS messages automatically when roaming:** Disable **Auto-download MMS when roaming** to prevent your device from automatically downloading MMS messages in roaming mode.

# Camera

## Basic Camera Functions

### Use the Basic Camera Features

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

**Basic photo mode:** Open  **Camera**. In the viewfinder, touch  to take a photo. You can also set the volume down button as a shutter button for your camera.

**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 or disable flash:** Flash is used to provide extra lighting for taking photos in low light conditions. From the viewfinder, touch  to select one of the following flash modes:

- **Auto:** The camera automatically enables or disables flash depending on the ambient light level.
- **Off:** Disable flash.
- **On:** Enable flash.
- **Always on:** Flash is always on while you are in the viewfinder.

### Use Camera to Record Videos

Go to  **Camera > Video**, then touch  to record a video.

**Take a picture while recording:** Touch  to take a picture while recording.

**Zoom in or out:** Touch and hold the viewfinder screen with two fingers, then spread your fingers to zoom in or pinch them to zoom out. When zooming, a zoom bar will appear. You can slide it to zoom your camera in or out.

**Keep the flash on while filming:** When recording a video in dim light, touch , and select  to keep the flash on.

**Shoot an AI video:** Touch , and select effects such as **AI color** or **Background blur** to film an AI video.

- During recording, you can touch  to take a photo with AI filming effects.
- You can also go to  > **Resolution** to change the aspect ratio to 21:9 to produce cinematic effects.

## Adjust Camera Settings

Open  **Camera** and touch  to access the **Settings** screen. From here you can:

- **Adjust the camera resolution:** Touch **Resolution** and select the desired resolution.

 This feature is not available in some modes.

- **Enable Location tag:** Enable **GPS tag** to tag your location in photos.
- **Disable shutter sound:** Enable **Mute**.
- **Capture smiles:** Enable **Capture smiles**. The camera will take a photo automatically when it detects a smile in the viewfinder.

## Use an Assistive Grid to Compose Your Photos

Avoid skewed and off-center photos. Use your camera's assistive grid feature to help you line up the perfect shot.

Open  **Camera**, touch  to enter the **Settings** screen, and enable **Assistive grid**. Grid lines will now appear when you take photos. The four intersecting points on the grid are the focus areas of the picture. Place the subject of your photo on one of the intersecting points to achieve a good composition.



## Use Panorama Mode to Take Panoramic Photos

Panoramas provide a wider viewing angle than ordinary photos, letting you take sweeping landscape shots.

To capture a panorama shot, the camera takes multiple photos of objects within our visual field and stitches them together into a single photo.

- i When taking a panorama, find a wide, open space that is some distance away from the subject and try to avoid backgrounds that are all in one color.

- 1** Go to  **Camera > More > Panorama.**
- 2** Touch  at the bottom of the screen to configure the shooting direction.
- 3** Hold your Phone steady, and then touch  to start shooting. Slowly move the Phone in the direction indicated, holding the device steady and ensuring that the arrow stays level with the center line.
- 4** Touch  when you are finished. The camera will automatically stitch the photos together to create a panorama.



## Pro Mode

### Use Pro Mode to Take Scenic Photos

Want to make your scenic photos more vibrant and interesting? Use Pro mode to take unique and personalized scenic photos.

**Select a metering mode based on the shooting subject:** On the Pro mode screen, touch , and select a metering mode accordingly.

Metering mode	Application scenario
Matrix	Broad landscapes and seas

<b>Center</b>	The subject is in the center of the picture, and stands out from the background.
<b>Spot</b>	The subject to be highlighted in the picture is relatively small, such as a flower or a tree.

### Adjust brightness based on the shooting environment:

- **Adjust ISO:** On the Pro mode screen, touch  $ISO$ , and swipe left or right on the ISO slider to adjust its value.



- **Adjust the shutter speed:** On the Pro mode screen, touch  $S$  (shutter speed), slide on the shutter speed slider, and drag your desired speed to the center.



- **Adjust EV compensation:** On the Pro mode screen, touch  $EV$ , slide on the EV slider and drag the selected value to the center.

**Adjust AWB:** On the Pro mode screen, touch  $AWB$ , slide on the AWB slider and drag the selected value to the center.



- When shooting under sunlight, you can select . In a weak light environment, you can select .
- Touch to adjust the color temperature. If you want to give your photo a cozy, nostalgic tone, increase the K value. For a cold, calm or futuristic tone, select a lower K value.

**Adjust AF based on the shooting subject:** On the Pro mode screen, touch  $AF$ , slide on the AF slider and drag your desired mode to the center.

AF modes	Application scenario
<b>AF-S mode</b>	Static scenes (such as mountains).
<b>AF-C mode</b>	Moving scenes (such as flowing water and sea waves).
<b>MF mode</b>	Protruding objects (such as a close-up of a flower).



- Some settings in Pro mode may change after you change a setting. You may adjust them based on your actual needs.
- The recommended settings above are for reference only. You may adjust them based on the actual condition to achieve your desired effect.

## Use Pro Mode to Capture Portraits

Want to take more professional portraits? The Pro mode allows you to adjust your camera settings to shoot professional portraits.

**Select a Metering mode:**  or  mode is recommended for taking portraits. Place your shooting subjects (their faces for example) in the center of the viewfinder.

### Adjust brightness based on the shooting environment

- **Adjust ISO:** To avoid excessive noises, it is recommended that you adjust the ISO to a low level when shooting portraits. You may adjust the ISO based on the actual shooting environments.

Shooting Environment	Recommended ISO
Outdoors	Between 100 and 200
Indoors	Around 400
Night scenes	Between 400 and 800

- **Adjust shutter speed:** The shutter speed should be slow if the ambient light is low and fast when the ambient light is strong. The recommended shutter speed for static portraits is between 1/80 and 1/125. To shoot moving subjects, select a shutter speed at or above 1/125.
- **Adjust EV compensation:** You may increase the EV compensation if the light on the subjects or background is low, and decrease the EV compensation if there is too much light.

**Adjust AWB:** Select AWB depending on the lighting conditions. When shooting under sunlight, you can select  . In a low light environment, you can select  .

**Adjust Focus:** To better highlight a subject, it is recommended that you use manual focus (MF) when shooting portraits. In the viewfinder, touch to focus on the part (the subject's face for example) you want to highlight.

- In Pro mode, some settings may change after you change a setting. You may adjust them based on your actual needs.
- The recommended settings above are for reference only. You may adjust them based on the actual usage conditions to achieve your desired effect.

## 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:

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



## Use Tail Light Trails to 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.
- Place your device on a tripod or solid surface so that it does not move during the exposure.

Open  **Camera** > **More** > **Light painting** > **Traffic trails**. Hold your Phone steady, and then touch  to start shooting. A preview of the image is displayed in the viewfinder. Touch  when you are finished.



## Use Light Graffiti to Create Light Patterns

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

- i • 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 color, such as a small torch or glow stick.
- Place your device on a tripod or solid surface so that it does not move during the exposure.

Open 📷 **Camera > More > Light painting > Light graffiti**. Hold your Phone steady, and then touch ⦿ to start shooting. A preview of the image is displayed in the viewfinder. Touch ◼ when you are finished.



## Capture Rivers and Waterfalls with Silky Water

The Silky water feature lets you capture silky smooth photos of waterfalls and rivers.

- This feature works best with a stream or waterfall with lots of water.
- Place your device on a tripod or solid surface so that it does not move during the exposure.

Go to  **Camera** > **More** > **Light painting** > **Silky water**. Hold your Phone steady, then touch  to start shooting. A preview of the image will be displayed in the viewfinder. Touch  when you are finished.



## Use Star Track to Capture the Beauty of Stars

Star track allows you to capture the movement of stars in the night sky.

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

Go to  **Camera > More > Light painting > Star trails**. Hold your Phone steady, then touch  to start shooting. A preview of the image will be displayed in the viewfinder. Touch  when you are finished.



## More Capture Modes

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

Use Time-lapse mode to capture images over a long period of time and condense them into a short video. Capture and watch nature in its entirety: blooming flowers, drifting clouds, or even star trails against the night sky.

- i • Recording a time-lapse video continuously for long period of time may consume battery power and use up storage space.
  - Place your device on a tripod or flat surface to keep it steady while recording.
  - Before you start, ensure that the scene is well lit and the camera is in focus. Position the camera carefully to fit relevant background objects as much as possible.
- 1** Go to  **Camera > More > Time-lapse**, and touch  to start recording a time-lapse video.
  - 2** Touch  to finish recording.
  - 3** You can then go to **Gallery** to play your time-lapse video.
    - i For best and optimal result, the recording and playback speeds are automatically adjusted by the system.

## Take Moving Pictures

Make your photos more dynamic and fun by taking moving pictures to prolong life's wonderful moments.

With moving pictures, you can record a scene approximately one second before and after pressing the shutter button. When browsing photos in Gallery, view the static picture taken or play a dynamic moving picture effect and sound.

**Take moving pictures:** Open  **Camera**, go to **More > Moving picture**, then touch  to take a moving picture.

**View moving pictures:** Moving pictures will be saved to **Gallery** in JPG format. Go to  **Gallery > Albums > Camera**, touch pictures with the  icon, and touch  on the top of the picture to view a dynamic effect. The moving picture automatically stops after a complete playback. You can also touch the screen to stop the playback.

**Share moving pictures:** Go to  **Gallery > Albums > Camera**, touch the moving picture you want to share, then touch  to select a sharing method.

-  Moving pictures can be shared directly through Wi-Fi, Bluetooth, Huawei Share, and more. The receiving device must be a Huawei device that supports the capture of moving pictures in order to play the moving picture effect. When you share moving pictures to third-party apps or incompatible devices, moving pictures will be displayed as static images.

# Gallery

## Photo Management

### Edit Photos

Crop, rotate, and apply a variety of effects (such as graffiti and filters) to your photos in Gallery.

Open  **Gallery**, select the photo you want to edit, then touch . Edit the photo in the following ways:

- **Rotate:** Touch  and drag the angle wheel to the desired orientation. You can also touch **Rotate** to rotate your photo 90 degrees or touch **Mirror** to flip it.
- **Crop:** Touch  and drag the grid or its corners to make your selection. You can also select a fixed ratio and drag the corners of the grid to crop the photo.
- **Add filter effects:** Touch  to select a filter.
- **Color splash:** Touch  to select the colors you want to highlight. Other parts of the photo will be black and white.
- **Blur:** Touch , select a blur mode, and drag the slider to adjust the blurriness.
- **Adjust photo effects:** Touch  to adjust the brightness, contrast, saturation, and other qualities of a photo.
- **Beautify a portrait:** **Beauty** is provided for portraits. Touch  to apply features such as **Smooth**, **Blemish**, **Thin face**, and **Enhance eyes** to make a portrait more attractive.
- **Pixelate:** Touch  to select a mosaic style and size to censor parts of a photo.
- **Graffiti:** Touch  to select a brush and color to add graffiti.
- **Add a text element:** Touch  to select an element style and font format.

### Browse and Share Photos or Videos

All photos and videos are stored in Gallery and can be viewed by time, location, or 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. In full screen mode, you can:

- **View basic information about a photo or video:** Swipe up on a photo or video to view basic information.
- **Zoom in and out:** Spread or pinch together two fingers on the screen to zoom in and out. If a photo has a higher resolution than that of the screen, you can zoom in using two fingers. Once you take your fingers off the screen, the photo can only be enlarged up to twice its original size.

- **View shooting settings:** Touch  and scroll down to view details about the photo in the pop-up box, including ISO (sensitivity), EV (exposure compensation), and resolution.
- **Rename the photo:** Touch  > **Rename** to enter a new name.
- **Set the photo as a home screen wallpaper or contact picture:** Go to  > **Set as**, then select **Wallpaper** or **Contact photo**.

**Share a photo or video:** Open  **Gallery**. On the **Photos** tab, touch and hold any item to access the selection screen. Select the items you want to share, touch , then select a sharing method, and follow the steps to complete the process.

**Switch between daily and monthly views:** On the **Photos** tab, separate or pinch together two fingers on the screen to view photos by day or by month.

**View by shooting location:** Photos or videos taken while **GPS tag** is enabled (in **Camera** settings) can be viewed in Map view. On the **Photos** tab, touch . Photos or videos containing location information will be marked on the map. Separate two fingers on the screen to zoom in on the map and view details about the shooting location. Touch a photo thumbnail to view all the photos and videos taken at that location.

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

## Organize Albums

**Add an album:** From the **Albums** tab, touch **Add album**, name the album, then touch **OK**. Select the photos or videos you want to add.

**Move photos and videos:** Open an album, touch and hold a photo or video you want to move until  is displayed, then select all the photos and videos that you want to move. Touch  to select the desired album. Once the items are moved, they will no longer be in their original albums.

**Add photos and videos to favorites:** Open a photo or video, then touch . The item will appear in both its original album and the **My favourites** album, and will have a  icon on its thumbnail.

**Delete photos and videos:** Touch and hold a photo or album until the  icon appears. Select the items you want to delete, then go to  > **Delete**. Deleted photos and videos will be temporarily moved to the **Recently deleted** album before being permanently deleted. Days remaining before deletion are marked on the photos. To permanently delete a photo or video manually, touch and hold its thumbnail in the **Recently deleted** album, then go to  > **Delete**.

**Recover deleted photos and videos:** In the **Recently deleted** album, touch and hold a photo or video until the  icon appears. Select the items you want to recover and touch  to restore them to their original albums. If the original album has been deleted, a new one will be created.

# Phone Manager

## Manage Mobile Data Usage

Manage mobile data usage to avoid incurring extra charges.

Open  **Optimizer** and touch **Data usage** to view data usage statistics or enable **Smart data saver**.

- **Data usage this month:** Check the data usage ranking of apps.
- **Network access:** Manage Internet access permissions for each app.
- **Smart data saver:** Enable the data saver and select the apps that are allowed to use mobile data while running in the background.

# Email

## Add Email Accounts

Add your email account to your Phone 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 **Other**, 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 Phone. 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 manage multiple email accounts concurrently on your Huawei Phone.

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 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 a keyword, such as email subject and content.
- **Add multiple email accounts:** Go to  > **Settings** > **Add account**, select your email service provider, and enter your information.
- **Switch between email accounts:** On the emails list screen, touch , and then touch an account name to switch to.
- **Configure email accounts:** On the emails list screen, go to  > **Settings**, select an account to set **Account name**, **Default account**, and **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 copy emails from VIP contacts to the VIP mailbox.

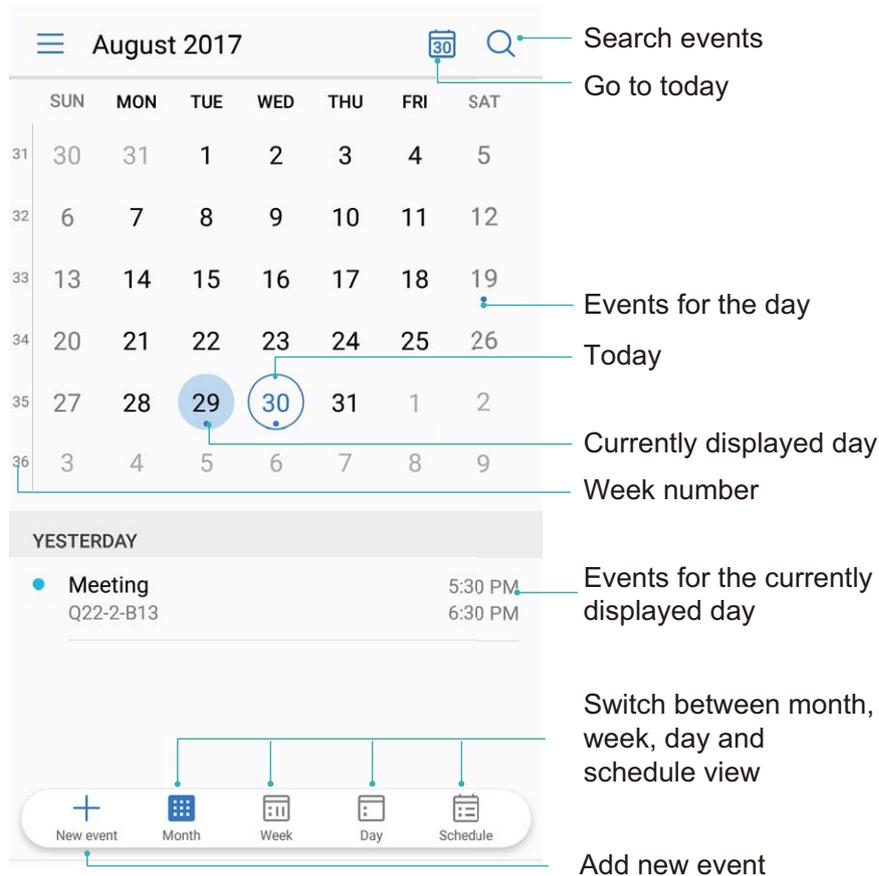
Open  **Email**, and go to  > **Settings** > **VIP contacts**. From the **VIP list** screen, go to **Add** > **Create** or **Add from contacts**.

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

# Calendar

## Navigate the Calendar

Want to bring order to your busy life? Try using the app **Calendar** on your Huawei Phone to manage your daily schedule.



**Create an event:** Open  **Calendar**, touch , and enter your event information including title, location, and start and end times. Go to **Add reminder** to add a reminder for your event, then touch .

**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  > **Settings** to customize calendar display and reminders.

# Clock

## Use the Clock

You can find various functions, including alarm, world clock, stopwatch, or timer in Clock.

**View the time all over the world:** Open  **Clock**, touch  on the **World clock** tab, and enter the name of a city or select one from the list of cities.

**Display the time in two different regions:** Open  **Settings**, and then go to **System > Date & time**. Enable **Dual clocks**, and set **Home city** to display the time in the region where you are currently located and the time in your home city on the lock screen.

-  Two times will only be displayed if you are in a different region than the one you selected as your home city; otherwise you will only see one.

# Notepad

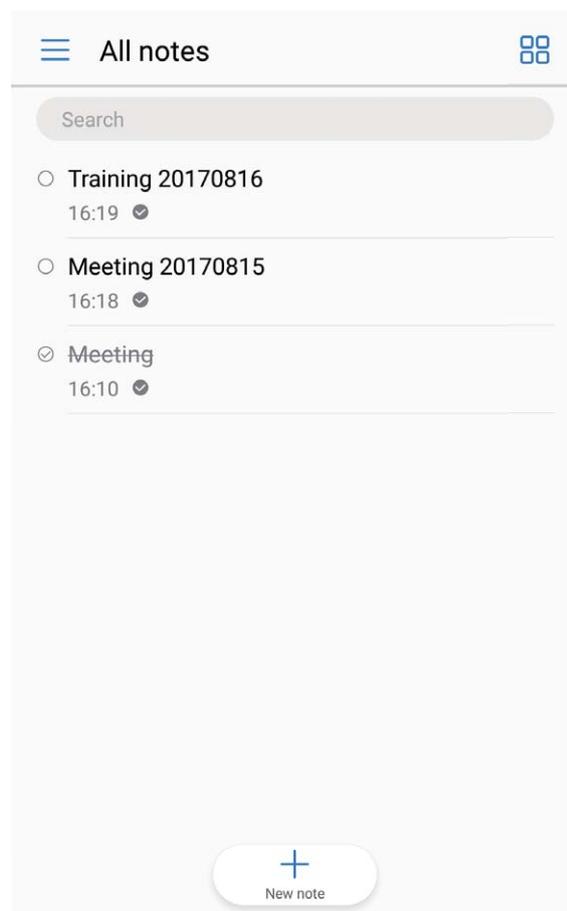
## Manage Your Notes to Keep Your Records in Order

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

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

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

 After completing an item, go to the editing page of , 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 , touch  , and use different colored tags to categorize different content for a clearer view of your notes.

# Device Connection

## Bluetooth

### Connect Your Phone to Bluetooth Devices

Use Bluetooth to connect your Phone to Bluetooth headsets and in-car Bluetooth to navigate or listen to music while you drive. You can also connect your Phone to Bluetooth wearables to record and manage fitness data. Connecting Bluetooth devices to your Phone 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, Phone, tablets, and computers.

## Use Bluetooth to Share Data

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

**Use Bluetooth to send files:** Ensure that your Phone is within Bluetooth range of the other device (10 m or 32 ft). You can then establish a Bluetooth connection and share multimedia files, web pages, contacts, documents between the two devices. 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  > **Settings > Import/Export** to perform the following:

- **Import contacts:** Touch **Import via Bluetooth** and follow the onscreen instructions to establish a Bluetooth connection with the other device. Contacts from the other device will then be imported to your Phone 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 Phone to the other device automatically.

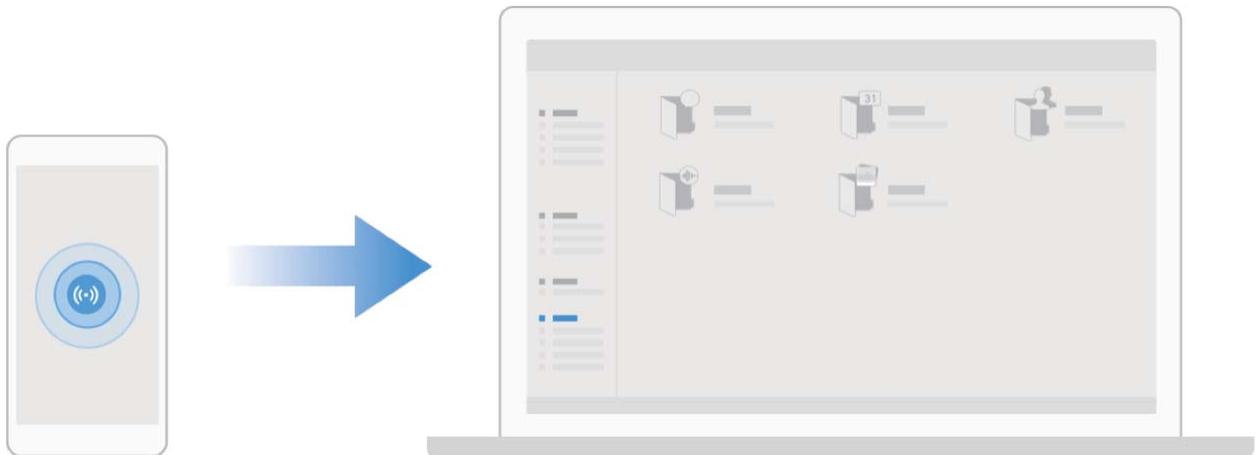
## Huawei Share

### Introduction to Huawei Share

How do I quickly share apps, transfer pictures and files between my Phone and other mobile devices, or between my Phone and computers? Huawei Share allows you to quickly share apps and wirelessly transfer files between your phone, tablet, and computer.

Huawei Share supports data transfers between the following devices:

- Between mobile phones and tablets: You can use Huawei Share to share photos and files on your Phone with other phones or tablets. Touch and hold the photos, and files you want to share, and then select Huawei Share to enjoy a simple and easy sharing process that doesn't consume your mobile data.
- Between your Phone and computer (PC or Mac): You can use Huawei Share to share photos and files on your Phone with your computer, and you can also edit these photos on your computer. Thanks to Huawei Share, you don't even need a USB cable for data transfer between your Phone and computer.
  -  • Both your Phone and computer must be connected to the same network (for example, to the same Wi-Fi network).



## Use Huawei Share to Quickly Share Files Between Huawei Devices

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

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

**Use Huawei Share to send files:** Select the files you want to share and then touch **Share**. To send files, select a receiving device from the list of nearby devices and confirm.

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

- i No confirmation is required if the two Huawei devices have been logged in using the same HUAWEI ID.

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

Want to quickly transfer pictures and videos from your Phone to computer (Windows PC or Mac)? Huawei Share makes it simpler than before, without even needing a USB cable.

### From your Phone to your Windows PC

- 1 To start, make sure your Phone is connected to the same network (for example, the same Wi-Fi network) as your computer.

- 2 Open  **Settings** on your Phone, go to **Device connectivity > Huawei Share**, then enable **Huawei Share** and **Computer share**.
- 3 On the same screen, check and record the **Name shown on computers**, then touch **Verification on computers** to view and record the username and password.
- 4 On your Windows PC, go to **Computer > Network**, double click **Name shown on computers**, and enter the username and password you recorded in the previous step. The Internal storage or Albums folders on your Phone are then displayed on your computer.
  -  The content of these folders is not automatically saved to your Windows PC, but can be accessed, copied, and saved locally as needed on the computer.
- 5 You can also edit the files or photos in Internal storage or Albums on your Windows PC, and the changes will be synced to your Phone automatically. Similarly, if you edit any files or photos on your Phone, the changes will be synced to your computer as well.

### From your Phone to Mac

- 1 To start, make sure your Phone is connected to the same network (for example, the same Wi-Fi network) as your computer.
- 2 Open  **Settings** on your Phone, go to **Device connectivity > Huawei Share**, then enable **Huawei Share** and **Computer share**.
- 3 On the same screen, check and record the **Name shown on computers**, then touch **Verification on computers** to view and record the username and password.
- 4 On the Mac, go to **Finder > Go to > Network**, double-click **Name shown on computers**, choose to register a user account, and enter the username and password you recorded in the previous step. The Internal storage or Albums folders are then displayed on your Mac.
  -  The content in these folders is not automatically saved to your Mac, but can be accessed, copied, and saved locally as needed on your computer.
- 5 You can also edit the files or photos in Internal storage or Albums on your Mac, and the changes will be synced to your Phone automatically. Similarly, if you edit any files or photos on your Phone, the changes will be synced to your Mac as well.
  -  This function is supported on Mac computers running iOS 10.8 or later.

### One-Touch Printing with Huawei Share

How do I quickly print travel photos, work files, or my children's homework from my Phone? Experience the ease of one-touch printing with Huawei Share.

-  • Huawei Share now supports one-touch printing for images and PDF files.
  - For a list of supported printers, touch **Learn more** in the Huawei Share section (access this section by touching the Share icon on the picture or PDF you want to share), swipe left on the screen, then touch **What printers are supported?** to see the list.

Huawei Share's one-touch printing feature is convenient and easy to use. To start using it, swipe down from the status bar to display all shortcuts, and enable **Huawei Share**, then follow the steps below to pair with different types of printers:

- **Wi-Fi printer/Wi-Fi Direct printer:**

- 1** Power on the printer, and make sure that it connects to the same network as your Phone, or that Wi-Fi Direct is enabled.
  - 2** Preview the file you want to print on your Phone, and then touch **Share**. Once the printer has been discovered, touch its name, and adjust specifications on the preview screen. Then simply touch **PRINT** to print.
- **Bluetooth printer:** Power on the printer, preview the file you want to print on your Phone, and then touch **Share**. Once the printer has been discovered, touch its name, and adjust specifications on the preview screen. Then simply touch **PRINT** to print.
-  When pairing the Bluetooth printer for the first time, start by making sure your Phone can find the printer, then press the power button on the printer for 1 second to ensure successful pairing.

# Security and Privacy

## Face Unlock

### Enroll Your Facial Information and Enable Face Unlock

Face unlock allows you to unlock your Phone quickly and securely, without the need of a password.

- ⚠️ • Face unlock can only be used when the owner account is logged in. It is not supported by PrivateSpace.
- Face unlock is not available if the lock screen password has not been entered for three or more days in a row, or if your Phone has been remotely locked or restarted.
- When using Face unlock, keep your eyes open, and face your Phone straight on from a distance of 20–50 cm (about 8–20 in.). In order to scan your face accurately, avoid using this feature when you are in a dark environment or facing direct light.

- 1 Open  **Settings**. Go to **Security & privacy > Face recognition** and enter your lock screen password.
  -  If you haven't set up a lock screen password, set one first. Besides the 6-digit PIN, you can set up other types of passwords: **Pattern, 4-digit PIN, Custom PIN, or Password**.
- 2 Selecting **Enable Pick up to wake device to enhance the Face unlock experience** will allow the screen to turn on and unlock when you pick up your Phone and hold it to your face. If you do not need this feature, leave it deselected. Touch **Get started**, and enroll your face.
- 3 If you are concerned that face unlock may fail due to a change in appearance after makeup or a haircut, or you want to enroll an entirely different face, go to the **Face recognition** screen, touch **Set an alternate look** and follow the onscreen instructions just like you did when registering your face initially.
- 4 Face unlock modes:
  - **Select an unlock method:** On the **Face recognition** screen, touch **Unlock device**. If you select **Direct unlock**, your Phone identifies your facial features and unlocks your screen when the screen is on. If you select **Slide to unlock**, after your Phone identifies your facial features, you can slide the lock screen to unlock. Selecting **Off** will disable Face unlock.
  - **Smart display of lock screen notifications:** Enable **Show notifications**. On the lock screen, your Phone hides notification details and displays them only after recognizing the owner's face.
  - **Access App lock:** Enable **Access app lock** to access App lock and locked apps using Face unlock.

### Delete Face Data

If you no longer use Face unlock or want re-input your face data, you can delete the current face data.

Open  **Settings**, go to **Security & privacy > Face recognition**, follow the onscreen instructions and enter the lock screen password, then touch **Delete facial data** and follow the onscreen instructions to delete your current face data.

-  • Facial data will be erased if you reset all settings, restore your device to its factory settings, or set your password to none.
- Facial data will not be erased after online update.

## Pick Up to Unlock

Open  **Settings**, and go to **Security & privacy > Face recognition**. When enrolling facial data, select **Enable Pick up to wake device to enhance the Face unlock experience**, and set the Face unlock method to **Direct unlock**. Once the setup is complete, you can simply raise your Phone to unlock the screen, without a password or fingerprint.

If you haven't selected **Enable Pick up to wake device to enhance the Face unlock experience** when enrolling facial data, you can open  **Settings**, go to **Security & privacy > Face recognition**, and set the Face unlock method to **Direct unlock**. Then, open  **Settings**, go to **Smart assistance > Shortcuts & gestures > Wake screen**, and select **Pick up to wake**.

## Fingerprint

### Introduction to Fingerprint Recognition

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

You can use your fingerprint 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.

### Use Fingerprint Shortcuts for Faster Device Operation

Can't reach the shutter button to take a photo, or want a faster way to answer a call or turn off an alarm? You can use any of your fingertips to quickly take photos and answer calls with the fingerprint sensor. No fingerprint verification is required.

Open  **Settings**, and go to **Security & privacy > Fingerprint ID**. From here, you can enable fingerprint shortcuts for the following features:

- **Take a photo or video:** From the viewfinder screen of Camera, touch and hold the fingerprint sensor to take a photo or video.

- **Answer a call:** Touch and hold the fingerprint sensor to answer a call.
- **Turn off an alarm:** Touch and hold the fingerprint sensor to turn off an alarm.
- **Show the notification panel:** When your screen is in portrait mode, swipe down on the fingerprint sensor to display the notification panel, touch twice to clear notifications, and swipe up to close the notification panel.
- **Browse pictures:** When viewing pictures in full-screen mode, swipe left or right on the fingerprint sensor to browse through your pictures.

## Enroll a Fingerprint

You can enroll a fingerprint on your Phone 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 unlock method is set to **Pattern, PIN** or **Password**. You will be required to unlock your Phone using the screen unlock 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 > Fingerprint management > Change unlock method**, select **Pattern, 4-digit PIN, Custom 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 enroll 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 enrollment is complete, touch **OK**.

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

## 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 access your private information. This method is convenient and safe.

- 1 Open  **Settings**.
- 2 Go to **Security & privacy > Fingerprint ID > Fingerprint management**.

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 access**, and enable or disable **Access my location**. When location services are disabled, aside for pre-installed software, your Phone 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.

-  • Features may vary depending on your carrier.
  - 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 access > Advanced settings**, and enable or disable Wi-Fi and Bluetooth scanning. Scanning Wi-Fi networks and Bluetooth devices will improve the accuracy of indoor positioning.

## Enable App Lock

App lock allows you to set a password for your important apps. Once you restart your Phone or unlock the screen, you will be asked to enter your App lock password when opening these apps. App lock adds an extra layer of protection for your private information and prevents unauthorized access to important apps on your Phone.

**Enable App lock:** Open  **Settings**. Go to **Security & privacy > App lock**. When you first access App lock, select **Lock screen password** or **Custom PIN** as your **App lock** verification password. Enter your password as prompted and on the **App lock** screen, toggle on the switch for the apps you want to lock.

**Set your App lock password:** Touch  on the **App lock** screen, then touch **Password type**. Select **Lock screen password** or **Custom PIN**.

## Introduction to User Data Protection

Worried that your photos, bank account information, or other private data might get leaked if your Phone is lost or stolen? Huawei Phones now feature security chips in addition to the combined protection provided by the trusted root key and lock screen password. Whether your data is stored in a memory card or internal storage, it will receive the highest level of protection.

**Stronger encryption and safeguards:** Huawei Phones use a hardware key that cannot be used to decrypt data when separated from the Phone. Based on the trusted root key, the encrypted components are incorporated into the memory control chip to enhance the data protection capability of the hardware. This works together with your lock screen password to protect your private data. When you use PrivateSpace, Multi-user, encrypted memory card files, or other features to encrypt photos, personal information, or other personal data, others cannot gain access to your data unless the trusted root key, lock screen password, and security chip are simultaneously cracked.

 Not all devices support memory cards.



# Backup and Restoration

## Reset Your Phone

If the operating speed of your Phone starts to slow down due to long-term accumulation of caches and residual files, you can reset your Phone to erase these cached files completely and restore your device's factory settings.

**Reset network settings:** This will restore your Wi-Fi, mobile data network, and Bluetooth settings, including hotspot tethering and Bluetooth pairing information. It won't change other settings on your Phone, or delete any data or files.

Open  **Settings**, go to **System > Reset > Reset network settings**, touch **RESET NETWORK SETTINGS**, and follow the onscreen instructions to reset the settings.

**Restore all settings:** This will restore your device's initial network settings, fingerprint data, face data, and lock screen passwords. It won't reset settings for Find my Phone or HUAWEI ID, nor will it delete any data or files.

Open  **Settings**, go to **System > Reset > Reset all settings**, touch **Reset all settings**, and follow the onscreen instructions to reset the settings.

**Restore factory settings:** This will delete all data in your device's memory and storage, including your account settings, system settings, app data, installed apps, music, images, and documents, and restore your Phone to its original factory settings. Back up your data before restoring your device to its factory settings.

Open  **Settings**, go to **System > Reset > Reset phone**, touch **Reset phone**, enter the screen unlock password (if any), and follow the onscreen instructions to reset the settings.

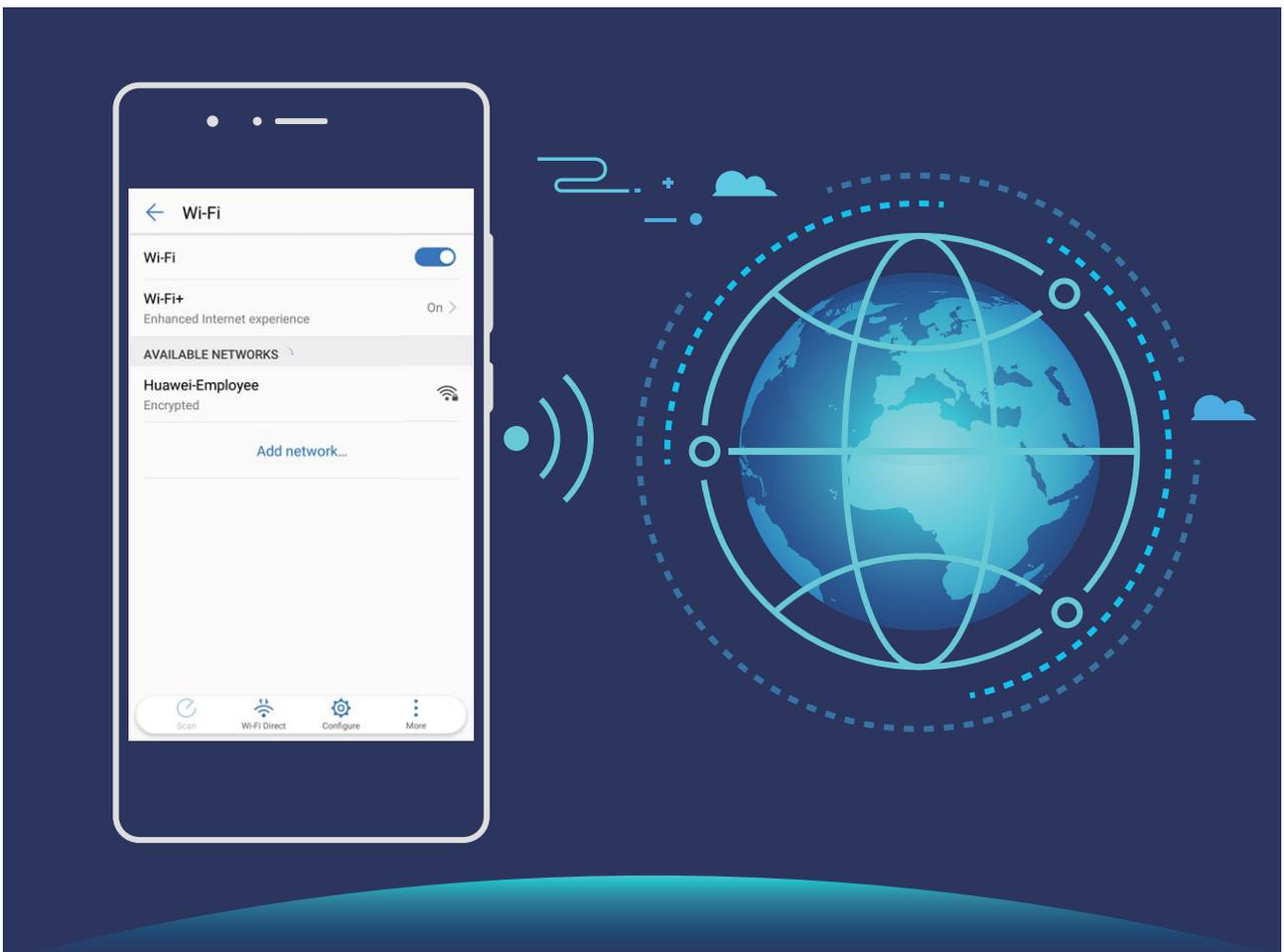
# Wi-Fi and Network

## Wi-Fi

### Connect to Wi-Fi

By connecting your device to a Wi-Fi network, you can effectively save mobile data.

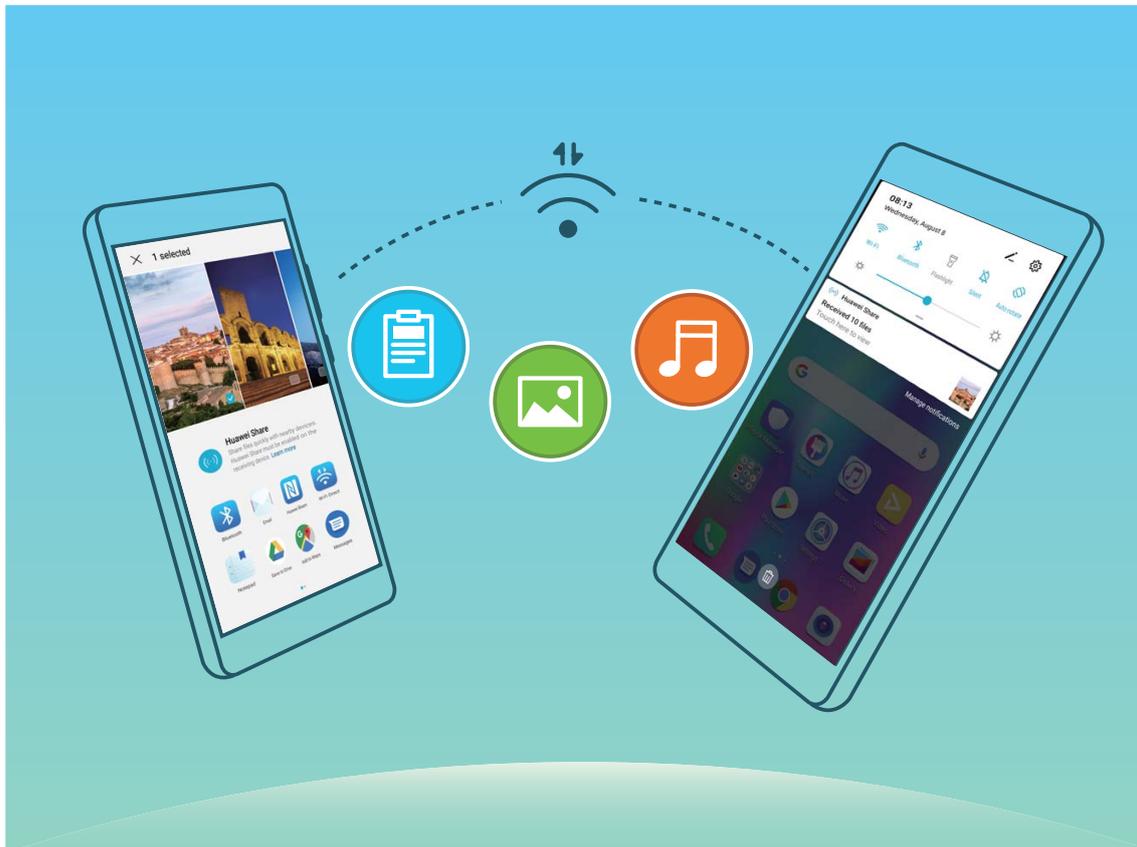
-  To avoid potential security risks (such as unauthorized access to your personal data and financial information), please exercise caution when connecting to a public Wi-Fi network.



**Connect to a Wi-Fi Network:** Open  **Settings**, go to **Wireless & networks > Wi-Fi**, and enable **Wi-Fi**. Touch a Wi-Fi network to access it, and enter the network password or complete the authentication if required. Alternatively, you can scroll to the bottom of the menu, touch **Add network**, and follow the onscreen instructions to add a network hotspot by entering its name and 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  > **Wi-Fi Direct** 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.

## 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 carrier to avoid incurring excessive data charges.

- 1 Swipe down from the status bar to open the notification panel.
- 2 Touch  to enable mobile data.
  -  To save battery power and reduce data usage, disable your mobile data connection when you don't need it.

## Share Your Mobile Network with Other Devices

You can share your mobile data with your friends.

**Use personal hotspot to share mobile data:** Open  **Settings** and go to **Wireless & networks > Tethering & portable hotspot > Portable Wi-Fi hotspot**. Set **Device name** and **Password**, then enable the hotspot to use it.

 **Set data limit for shared mobile data:** Go to **Settings > Wireless & networks > Tethering & portable hotspot > Portable Wi-Fi hotspot**, and touch **Data limit** to set the data limit for a single session. When this limit is reached, your device will automatically disable the hotspot.

**Use Bluetooth to share mobile data:** Connect your device to another device using Bluetooth, then enable Bluetooth tethering to share your mobile data. Open  **Settings**, go to **Wireless & networks > Tethering & portable hotspot**, and enable **Bluetooth tethering**. On the **Bluetooth** settings screen of the paired device, touch  next to the paired device, then 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 your computer's operating system, you may need to install device drivers or establish the relevant network connection on your computer before using this feature. Refer to your computer's operating system guide for more information.

# Apps and Notifications

## App Twin: Log In to Two Social Media Accounts at Once

Have you ever wished you could log in to two WeChat and Facebook accounts on your Phone without the hassle of constantly switching between them? App twin lets you log in to two WeChat and Facebook accounts at the same time, allowing you to keep your work and private life separate.

 The App twin feature is currently limited to WeChat, QQ Messenger, LINE, Facebook, Snapchat, WhatsApp, and Messenger. Please download and install the latest version of these apps before using the App twin feature.

Touch  **Settings**, and go to **Apps > App twin**. Enable App twin as required.

When App twin is enabled for an app, two app icons are displayed for the app on the home screen. This means that you can log in to two accounts at the same time. Touch and hold the twinned app icon on the home screen to quickly disable App twin.

# Sound and Display

## Set Up Do Not Disturb Mode

Do not disturb mode blocks calls from strangers and only notifies you when you receive calls and messages from chosen contacts.

Open  **Settings**, then go to **Sounds > Do not disturb** to do the following:

- **Do not disturb:** Touch **Do not disturb** to immediately enable or disable this function.
- **Schedule rule:** Prevent interruptions at set times, such as weekends or evenings. Touch **Scheduled** to set the time period and repeat cycle.
- **Allow calls from important contacts:** Select **Calls**, then select **Contacts only** or **Favourites only**.
- **Allow messages from important contacts:** Select **Messages**, then select **Contacts only** or **Favourites only**.
- **Allow repeated calls to ring:** **Repeated calls** is enabled by default. Your device will ring when the same phone number calls more than once within 3 minutes.

## Configure the Sound Settings

 The availability and functionality of certain features may vary according to the device model, due to software and hardware differences.

**Stereo sound in landscape mode:** With the **Stereo+** feature enabled by default, your Phone will automatically switch to stereo sound when in landscape mode so you can enjoy stereo sound when watching movies or gaming. To disable this feature, open  **Settings**, go to **Sounds > More sound settings**, and disable **Stereo+**.

**Adjust system volume:** Press a volume button and slide to adjust the media volume. Alternatively, touch  to display the sound settings screen and adjust the ringtone, media, and alarm volume from there.

- You can also adjust the volume in the system settings. Open  **Settings**, then touch **Sounds** and slide to adjust the volume.
- On the sound settings screen, touch **Default volume button control** and select **Ringtone volume**. You can now use the Volume buttons to adjust the ringtone volume.

**Switch between sound, vibration, and silent mode:** Swipe down the notification panel. Touch  to switch between **Sound** mode, **Silent** mode, and **Vibration** mode.

**Enable keypad and notification sounds:** Open  **Settings**, and go to **Sounds > More sound settings** to enable or disable keypad touch sounds, notification sounds, and touch vibrations.

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

**Customize your ringtone and notification sounds:** From the **Sounds** screen, choose a ringtone or notification sound according to your preferences.

## More Display Settings

### Use Shortcuts to Access Frequently Used Features

 If you touch and hold an app icon and no shortcut is created, the app does not support home screen shortcuts.

Each app supports up to four frequently used features. These are preset by the app and cannot be changed.

**Quickly access frequently used app features:** Touch and hold an app icon, and then touch a frequently used feature to access it. For example, to take a selfie, touch and hold the Camera icon, and then touch **Selfie** in the pop-up menu to create a selfie shortcut.

**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 drag it to your home screen to create a shortcut. For example, you can add a shortcut for the camera's selfie feature to the home screen.

### Change the Display Settings

 The availability and functionality of certain features may vary according to the device model, due to software and hardware differences.

Open  **Settings**, touch **Display**, and you can:

- **Display full screen:** Go to **More display settings** > **Full screen display** to set apps to display in full screen mode as required.
- **Configure the notch display settings:** Go to **More display settings** > **Notch** to configure the notch display settings.
- **Change the image and font size:** Touch **Text and display size** and drag the sliders to according to your display preferences.
- **Adjust the color temperature:** Touch **Color mode & temperature** or **Color temperature**, or go to **Color & eye comfort** > **Color mode & temperature**. You can choose from the pre-set options recommended by the system. Alternatively, touch anywhere on the circle or drag the spot to manually adjust the color temperature.
- **Automatically adjust the screen resolution:** Touch **Screen resolution** and enable **Smart resolution**. Your Phone will then automatically adjust the screen resolution to conserve power.
- **Display more information on the status bar:** Touch **More display settings**, then enable **Display carrier name** or **Display network speed** according to your preferences.
- **Set the screen-on time:** Touch **Sleep** and select how long the screen will remain on before turning off due to inactivity.

# Smart Assistance

## Access Phone Functions from Anywhere with Navigation Dock

In order to close an app or return to the home screen, you must use the navigation bar at the bottom of your Phone. You can enable the Navigation dock feature on your Phone to avoid using navigation buttons and to comfortably operate your device with one hand.

Open  **Settings**. Go to **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.
- **View background apps**: Touch and hold the Navigation dock and then swipe left or right to view any apps that are running in the background.

# System

## Accessibility

### Enable TalkBack to Have Onscreen Content Read Aloud

Your Phone reads aloud content on the screen that you touch, select, or activate, helping you interact with your Phone when you can't read content on your screen clearly.

- 1 Open  **Settings** and go to **Smart assistance > Accessibility > TalkBack > More settings** to enter 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 **More settings** to enter the TalkBack settings screen, and launch the tutorial.
- 3 Touch **More settings** and enable **Explore by touch**. Your device will read aloud content that you touch.

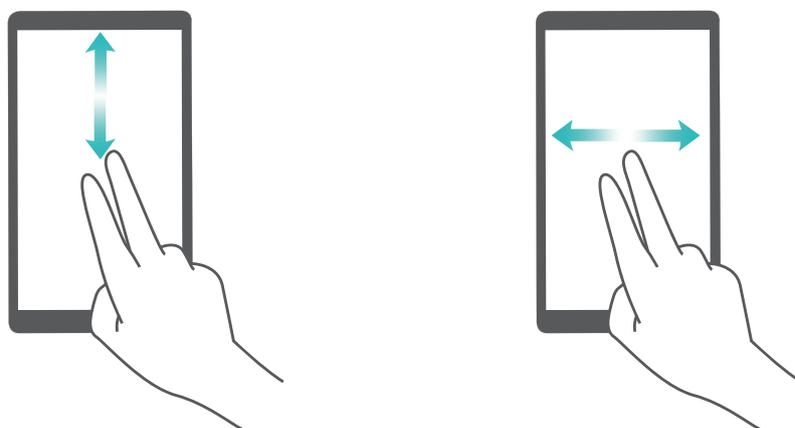
You may have enabled TalkBack by accident. To disable TalkBack, press and hold the Volume up and down buttons for at least three seconds, or press and hold the Power button until your device vibrates, then touch the screen with two fingers for at least three seconds.

### Learn TalkBack Gestures

TalkBack uses a special set of gestures. When TalkBack is enabled, these gestures are required to interact with your device.

-  To disable TalkBack, press and hold the Volume up and down buttons for at least three seconds, or press and hold the Power button until your device vibrates, then touch the screen with two fingers for at least three seconds.

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



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



**Double-tap to activate an item:** Double-tap 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 with one finger, then touch twice anywhere on the screen.

Other gestures:

- **Swipe right with one finger** on the screen to move to the next item.
- **Swipe left with one finger** on the screen to move to the previous item.
- **Swipe down with one finger** on the screen to move to the item downwards.
- **Swipe up with one finger** on the screen to move to the item upwards.
- **Swipe down then right with one finger** on the screen to open the global TalkBack menu. You can quickly access certain TalkBack features here.
- **Swipe up then right with one finger** on the screen to open the local TalkBack menu. You can set browsing mode for TalkBack.
- **Swipe down then left with one finger** on the screen to return to the previous screen. This serves as the Back key.

## Enable Color Correction

Color correction enables your device to compensate for color blindness.

- When color correction is enabled, users with normal color vision may have difficulty viewing some colors.

Open  **Settings**, go to **Smart assistance > Accessibility > Color correction**, then enable **Color correction**. Touch **Correction mode** to select the required color correction mode.

## General Settings

### Change Your System Language

You can change the system language on your Phone as needed.

Open  **Settings**, go to **System > Language & input > Language and region**, then select the language you want to use. If the language you want to use is not listed, touch **Add language** to search for additional languages. You can also touch **Region** to select the country/region. The system interface is displayed according to the local habits of the selected region.

### Set the System Date and Time

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

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

- **Change the date and time:** Enable **Set automatically** to sync your device's date and time with that of your mobile network. Disable **Set automatically** to set your date and time manually.
- **Change the time zone:** Enable **Set automatically** to sync your device's time zone with that of your mobile network. Disable **Set automatically** to set your time zone manually.
- **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:** When you are roaming outside of your home country, your Phone will automatically display the local date and time provided by the local mobile network. Enable **Dual clocks** and set **Home city** to display dual clocks on your lock screen. One clock will display the local time and the other clock will display the time in your home country.

### View Memory and Storage Status

Unsure of how much memory and storage you have left after using your Phone for a long time? You can view your Phone's memory and storage information to help you monitor your memory and storage use and decide whether to perform a cleanup.

- Not all devices support memory cards.

Open  **Settings**, and touch **Storage** to view the memory usage, and free up more space in a timely manner based on the available storage space.

**Clean up space:** Select **CLEAN UP**, you can view the usage details of apps. Based on the scan result, you can also manually clean up the system as recommended or specify items to clean up.

# System Update

## Performing an Online Update

Your Phone 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 Phone quickly and securely.

-  Before performing an online update, ensure that your Phone is connected to the Internet. Online updates require an Internet connection. Update your Phone over a Wi-Fi network to avoid incurring unnecessary data charges.
- Ensure that your Phone is at least 30% charged during the update process.
- Avoid using unauthorized third-party software to install firmware and system updates. These may cause your Phone to cease functioning or disclose your personal information. For best results, update your system using the online update feature, or take your Phone to your nearest Huawei service center.
- Always back up your data before updating your Phone 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 updates may take a while to complete. Avoid using your Phone during this time. Your Phone will automatically restart when the update is complete.

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

## Obtaining help

Read the Quick Start Guide included with your phone.

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

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

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Model: POT-LX1A  
POT-LX3

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