HONOR 9A

User Guide

HONOR

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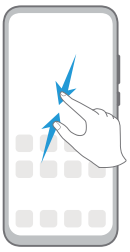
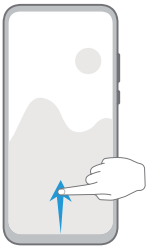
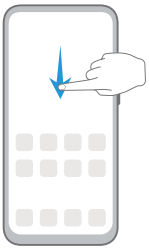
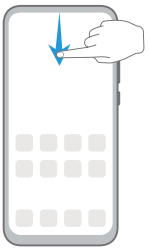
Essentials

Basic Gestures

Basic Gestures

More Gestures

	**Access Home screen editing mode** Pinch two fingers together on the home screen.
	**Display the shortcut panel on the lock screen** Swipe up from the bottom of the lock screen.
	**Display the search bar** Swipe down on the home screen.
	**Open the notification panel** Swipe down from the status bar.

System Navigation

Change the Navigation Mode

Go to **Settings** > **System & updates** > **System navigation** to select a navigation mode according to your preferences.

Navigate with Gestures

Go to **Settings** > **System & updates** > **System navigation** and enable or disable **Gestures**.

After enabling **Gestures**, you can:

- Go back to the previous screen: Swipe inward from the left or right edge.
- Return to the home screen: Swipe up from the bottom of the screen.
- Access the recent tasks screen: Swipe up from the bottom of the screen and hold.
- Close an app from the recent tasks screen: Swipe up on an app preview.

Three-Key Navigation

Go to **Settings** > **System & updates** > **System navigation**, and select **Three-key navigation**.

Touch **Settings** to select the navigation key combination you prefer.

The icons on the navigation bar are as follows:

- : Back key to return to the previous screen, exit an app, or close the onscreen keyboard.
- : Home key to return to the home screen.
- : Recents key to display the recent tasks screen.
- : Notification key to open the notification panel.

Customize the Navigation Key Combination

Go to **Three-key navigation** > **Settings**. You can:

- Select a navigation key combination.
- Enable **Hide navigation keys** to allow you to hide the navigation bar when not in use.

Phone Clone

Phone Clone

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

Clone Data from an Android Device

1 On your new phone, open **Phone Clone**. Alternatively, go to **Settings** > **System & updates** > **Phone Clone**, touch **This is the new phone**, then touch **Huawei** or **Other Android**.

2 Follow the onscreen instructions to download and install **Phone Clone** on your old device.

3 On your old device, open **Phone Clone** and touch **This is the old phone**. Follow the onscreen instructions to connect your old device with your new phone by scanning a code or connecting manually.

4 On your old device, select the data you want to clone, then touch **Transfer** to start cloning.

Phone Clone is only available on phones running Android 4.4 or later.

Clone Data from an iPhone or iPad

1 On your new phone, open **Phone Clone**. Alternatively, go to **Settings** > **System & updates** > **Phone Clone**, touch **This is the new phone**, then touch **iPhone/iPad**.

2 Follow the onscreen instructions to download and install **Phone Clone** on your old device.

3 On your old device, open **Phone Clone** and touch **This is the old phone**. Follow the onscreen instructions to connect your old device with your new phone by scanning a code or connecting manually.

4 On your old device, select the data you want to clone, then follow the onscreen instructions to complete the data cloning.

Phone Clone is only available on phones running iOS 8.0 or later.

Lock and Unlock Your Screen

Lock and Unlock Your Screen

Lock the Screen

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

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

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

Set the Screen Timeout Period

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

Unlock the Screen with Password

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

Get Familiar with the Home Screen

Get Familiar with the Home Screen

From the home screen, you can:

- Check the status of your phone and notifications from the status bar at the top of the screen.
- Swipe left or right to view apps and widgets displayed on the home screen.

Notification and Status Icons

Notification and Status Icons

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

	5G network connected		4G network connected
	3G network connected		2G network connected
	Full signal strength		Roaming
	Data saver enabled		SIM card not found
	Hotspot enabled		Hotspot connected
	Calling		VoLTE enabled
	Wi-Fi network connected		SkyTone in use
	Hotspot disconnected		Network being switched by Wi-Fi +
	Airplane mode enabled		Alarms set
	Battery empty		Battery low
	Charging		Quick charging
	Super charging		Power saving mode enabled
	Bluetooth enabled		Bluetooth device battery
	Bluetooth device connected		VPN connected
	Driving mode		Projection device connected
	Location service enabled		Eye comfort mode enabled
	Headset connected		Headset with a microphone connected
	Missed call		Unread SMS
	Microphone disabled		Muted

•••	More notifications		Vibrate only
	NFC enabled		Do Not Disturb mode enabled
	Data syncing		Data sync failed
	Performance mode enabled		New emails
	Event reminders		Digital balance enabled

Shortcut Switches

Shortcut Switches

Turn on a Shortcut Switch

Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts.

- Touch a shortcut switch to enable or disable the corresponding feature.
- Touch and hold a shortcut switch to enter the settings screen for that feature.
- Touch to open Settings.

Customize Shortcut Switches

Touch , touch and hold an icon, then drag it to the desired position.

Home Screen Widgets

Home Screen Widgets

You can add, move, or delete home screen widgets, such as Screen lock, Weather, Notepad, Clock, Contacts, and Calendar, according to your personal requirements.

Add a Widget to the Home Screen

1. Pinch together two fingers on the home screen to access the Home screen editor.
2. Touch **Widgets**, then swipe left to view all widgets.
3. Some widgets, like **Weather**, come in various formats. Touch the widget to view all formats, then swipe right to return.
4. Touch a widget to add it to the home screen. If there is no room on the current screen page, touch and hold it, then drag it to a different screen page.

Move or Delete a Widget

Touch and hold a widget on your home screen until your phone vibrates, then drag it to the desired position or touch **Remove**.

Set Your Wallpaper

Set Your Wallpaper

Use a Preset Wallpaper

1. Go to **Settings** > **Home screen & wallpaper** > **Wallpaper**.
2. Touch an image you want to set as the wallpaper.
3. Set the following according to your preferences:
   - **Blur**: applies a blur effect, which can be adjusted by dragging the slider.
   - **Scrollable**: enables the wallpaper to be scrollable on the home screen.
4. Touch ✓, then determine whether you'd like to set it as the wallpaper for the **Lock screen**, **Home screen**, or **Both**.

Set an Image from Gallery as Your Wallpaper

1. Open **Gallery**, and open the image you want to set as your wallpaper.
2. Go to ⋮ > **Set as** > **Wallpaper**, then follow the onscreen instructions.

Screenshots & Screen Recording

Take a Screenshot

Use a Key Combination to Take a Screenshot

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

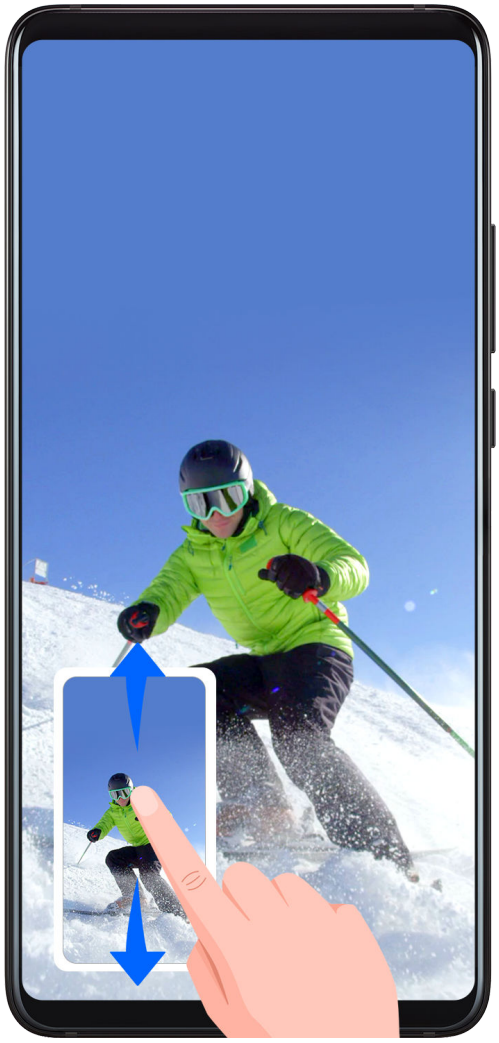
Use a Shortcut to Take a Screenshot

Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts. Touch to take a screenshot.

Swipe Down Using Three Fingers to Take a Screenshot

1. Go to **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Take screenshot**, and ensure that **Three-finger screenshot** is enabled.
2. Swipe down from the middle of the screen with three fingers to take a screenshot.

Share and Edit a Screenshot, or Switch to Scrollshot



After you take a screenshot, a thumbnail will display in the lower left corner of the screen. Then you can:

- Swipe down on the thumbnail to take a scrolling screenshot.
- Swipe up on the thumbnail to select a sharing mode and share the screenshot with your friends.
- Touch the thumbnail to edit or delete it.

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

Record the Screen

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

Use a Key Combination to Start Screen Recording

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

Use a Shortcut to Start Screen Recording

1. Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts.
2. Touch **Screen Recorder** to start screen recording.
3. To stop the recording, touch the timer at the top of the screen.
4. The recording will be saved to **Gallery**.

Record Your Voice During Screen Recording

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

After starting a screen recording, touch the microphone icon and ensure that it is displayed as . You can now record your voice.

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

View and Clear Notifications

View and Clear Notifications

View Notifications

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

Clear Notifications

- Swipe right on a notification reminder to clear the notification.
- Touch at the bottom of the notification panel to clear all notifications.

Block, Silence, or Delay Notifications

Swipe left on a notification, then touch to block, silence, or delay notifications from that source.

Some system notifications can't be blocked, cleared, or delayed.

Adjust Sound Settings

Adjust Sound Settings

Press a Volume Button to Adjust the Volume

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

Press the Power Button to Mute Your Device When It Rings

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

Use a Shortcut to Switch Between Ring, Vibrating, or Mute Mode

1 Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts.

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

Enter Text

Edit Text

You can select text displayed on your screen, copy or cut it to the clipboard, then paste it somewhere else. You can also share it in multiple ways.

1 Touch and hold the text until appears.
In some apps, what happens after you touch and hold the text may differ. For example, if you touch and hold a sent or received message, an option menu will be displayed, and will appear only after you touch **SELECT TEXT**.

2 Drag and to select the text you need, or touch **Select all** to select all text.

3 Touch **Copy** or **Cut** as needed.

4 Touch and hold the space where you want to paste the text until **Paste** appears, then touch **Paste**.

Split-screen Mode & Floating Window

Split-screen Mode

You can split the screen of your phone to use two apps simultaneously.

Enable Split-screen Mode

1 Open an app.

2 Enable split-screen mode using any of the following methods:

- Swipe up from the middle of the screen with three fingers.

- When using gesture navigation, swipe up from the bottom of the screen and hold to enter the Recent tasks screen. Then touch .
- When using three-key navigation, touch and hold the key.

3 Open the other app to start multitasking.

Adjust the Size of the Split-screen Panes

Drag in the middle of the split screen line to the desired position on the screen.

This feature can only be used when your phone is in the portrait orientation.

Switch the Split-screen Panes

If the home screen is displayed in either of the split-screen panes, you won't be able to switch the panes.

Touch in the middle of the split screen line, then touch .

Disable Split-screen Mode

Touch in the middle of the split screen line, then touch .

Power On and Off or Restart Your Device

Power On and Off or Restart Your Device

Power Your Device On and Off

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

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

Restart Your Device

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

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

Force Restart Your Device

If your device isn't working or won't turn off normally, you can force restart it.

Just press and hold the Power button for 10 seconds or longer.

Charging

Charge Your Phone

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

Precautions for Charging

- Charge your phone using the standard adapter and USB cable that came with your device. Using other chargers or USB cables may cause repeated restarts, slow charging, overheating, or other undesirable effects.
- Your phone will automatically run a safety check when a charger or other device is connected to the USB port. If moisture is detected in the USB port, your phone will automatically activate safety measures and stop charging. Disconnect your phone from the USB port and wait until the USB port is dry.
- The time required to fully charge the battery depends on the ambient temperature and age of the battery.
- Batteries have a limited number of charge cycles. When the battery life becomes noticeably shorter, go to an authorized Huawei Customer Service Center to replace the battery.
- Do not cover your phone or charger during charging.
- Your phone may heat up when you have been using it for an extended period of time, especially in high temperatures. In this case, stop charging, disable some features, and move your phone to a cool place.
- Please do not use your phone while it is charging.
- If your phone does not respond after you press and hold the Power button, the battery may have run out. Charge for 10 minutes and then power it on.

Overview of Battery Icons

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

Battery Icon	Battery Level
	Less than 4% battery remaining.
	Charging, less than 10% battery remaining.
	Charging, 10% to 90% battery remaining.
	Charging, at least 90% battery remaining. If 100% is displayed next to the battery icon, or a charging complete message is displayed on the lock screen, the battery is fully charged.

Camera and Gallery

Launch Camera

Launch Camera

There are multiple ways to open the Camera app.

From the Home Screen

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

Take Photos

Take Photos

1 Open **Camera**.

2 You can then:

- Focus: Touch where you want to focus.
  To adjust focus and metering separately, touch and hold the viewfinder and drag the individual ring or frame to the desired location.
- Adjust brightness: Touch the viewfinder. When the symbol appears next to the focus frame, drag it up or down.
- Zoom in or out: On the viewfinder, pinch or spread two fingers, or drag the zoom slider.
- Select a camera mode: Swipe left or right across the camera mode options.
- Turn the flash on or off: Touch and select (Auto), (On), (Off), or (Always on).

Some features are only available when using the rear camera.

3 Touch to take a photo.

Take Timed Photos

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

1 Open **Camera**.

2 Go to > **Timer** and select a delay option.

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

Use Voice Commands to Take Photos

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

1 Open **Camera**.

2 Go to > **Audio control**, enable **Audio control**, and select an audio control option.

3 Go back to the viewfinder, then say your command to take a photo.

Take Panoramic Photos

Take Panoramic Photos

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

Use the Rear Camera to Take Panoramic Photos

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

2 Touch at the bottom of the viewfinder to set the pan direction.

3 Point the camera at your starting point, then touch to start shooting.

4 Slowly move the camera in the direction of the arrow displayed on the screen. Keep your phone steady and the arrow on the center line the entire time.

5 Touch when you are finished.

Take HDR Photos

Take HDR Photos

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

Use HDR with the Rear Camera

1 Go to **Camera** > **More** and select **HDR**.

2 Steady your phone, with the help of a tripod if necessary.

3 Touch to take a photo.

Adjust Camera Settings

Adjust Camera Settings

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

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

Enable Location Tag

Enable **Location tag** to tag your location in photos and videos.

Swipe up on a photo or video in Gallery to view its shooting location.

Enable Mirror Reflection

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

Mute the Shutter Sound

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

Manage Gallery

View Photos and Videos

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

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

Edit Photos and Videos

1. Touch a photo, then go to **Edit** > > **Stickers**.
2. Select the type of sticker you want to add, such as **Time**, **Location**, **Weather**, or **Mood**.
3. Select a sticker and drag it to change its position. You can also edit the text of some types of stickers.
4. Touch to save your edits and touch to save the photo.

Pixelate Photos

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

Rename Photos

1 In **Gallery**, touch the photo thumbnail you want to rename.

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

3 Touch **OK**.

Share Photos and Videos

There are several ways to share photos and videos from Gallery.

1 Open **Gallery**.

2 Use either of the following methods:

- Share a single photo or video: Touch the photo or video, then touch .
- Share multiple photos or videos: In an album, touch and hold to select multiple photos and videos, then touch .

Manage Gallery

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

Add Albums

1 Open **Gallery**, then touch **Albums**.

2 Touch **Add album**, then name the album.

3 Touch **OK**.

4 Select the photos or videos you want to add.

Delete Photos and Videos

Touch and hold to select the items you want to delete, then go to > **Delete**.

The **All photos**, **Videos**, and **Camera** albums cannot be deleted.

Deleted photos and videos will be temporarily moved to the **Recently deleted** album before being permanently deleted after 10 days.

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 to select the items you want to recover, then touch to restore them to their original albums.

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

Add Photos and Videos to Favorites

Open a photo or video, then touch ♡.

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

Apps

Apps

Apps

Uninstall an App

You can uninstall an app using either of the following methods:

- Touch and hold the app icon you want to uninstall until your phone vibrates, touch **Uninstall**, then follow the onscreen instructions to uninstall the app.
- Go to **Settings** > **Apps** > **Apps**, touch the app you want to uninstall, then touch **Uninstall**.

Some pre-installed system apps can't be uninstalled, as uninstalling them may cause system errors.

Clear the Cache of an App

Delete app cache files to free up storage space.

Go to **Settings** > **Apps** > **Apps**, select the app that you want to clear the cache of, then go to **Storage** > **Clear cache**.

Contacts

Create and Edit Contact Information

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

Create Contacts

1. Open **Phone**, select the **Contacts** tab at the bottom of the screen, then touch +.
   If you are creating a contact for the first time, touch **Create new contact** to start adding a contact.
2. Touch the camera image to set a profile picture for the contact, enter information such as the name, organization, and phone number of the contact, then touch ✓.

Import Contacts

1. On the **Contacts** screen, go to ⋮ > **Settings** > **Import/Export**.
2. Select **Import via Bluetooth**, **Import via Wi-Fi Direct**, or **Import from storage**, then follow the onscreen instructions to import contacts.

Share Contacts

1 On the **Contacts** screen, select the contact you want to share, then go to ⋮ > **Share contact**.

2 Select a sharing method, then follow the onscreen instructions to share the contact.

Export Contacts

1 On the **Contacts** screen, go to ⋮ > **Settings** > **Import/Export**.

2 Touch **Export to storage** and follow the onscreen instructions to export contacts.

The exported **.vcf** files are saved in the root directory of your device's internal storage by default. You can open **Files** to view the exported files in the internal storage.

Delete Contacts

Delete contacts using either of the following methods:

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

To restore deleted contacts, go to ⋮ > **Settings** > **Organize contacts** > **Recently deleted**, touch and hold a contact you want to restore, select the check boxes of any others you also want to restore, then touch ↻.

Merge Duplicate Contacts

1 Open **Phone**, touch the **Contacts** tab at the bottom of the screen, then go to ⋮ > **Settings** > **Organize contacts** > **Merge duplicate contacts**.

2 Select duplicate contacts to be merged and touch **Merge**.

Manage Contact Groups

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

Create a Contact Group

1 Open **Phone**, select the **Contacts** tab at the bottom of the screen, then touch **Groups**.

2 Touch +, enter the group name, such as "Family" or "Friends", then touch **OK**.

3 Follow the onscreen instructions to add contacts to the group, then touch ✓.

Edit a Contact Group

1 On the **Groups** screen, select the group you want to edit and touch + to add a new contact.

2 Touch ⋮ for **Remove members**, **Group ringtone**, **Delete group**, or **Rename**.

Send Group Messages or Emails

On the **Groups** screen, open a group, then touch to send a message or touch to send an email.

Delete Contact Groups

On the **Groups** screen, touch and hold the group to be deleted, then touch **Delete**.

Create Personal Information

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

Create a Personal Business Card

1 Open **Phone**, select the **Contacts** tab at the bottom of the screen, then touch **My card**.

2 Set your profile picture, enter personal information such as your name, work address, and phone number.

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

Add Emergency Information

1 From the **Contacts** screen, go to **My card** > **Emergency information**.

2 Touch **ADD** and set your personal, medical, and emergency contact information.

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

Erase Contact Traces

1 Open **Phone**, touch the **Contacts** tab at the bottom of the screen, then touch the contact for whom you wish to erase contact traces.

2 Go to ⋮ > **Erase history** > **Erase** to delete all call and message records for that contact.

Phone

Make a Call

Dial a Number or Select a Contact to Call

Use either of the following methods to make a call:

- Open **Phone**, enter part of a phone number, the first letter of a contact's name, or the contact's initials to find a contact.
- On the **Phone** screen, touch the **Contacts** tab at the bottom, then select a contact to make a call.

Touch to end a call.

Use Speed Dial

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

Go to **Phone** > > **Settings** > **Speed dial**, select a number key, then set a contact for this speed dial number.

Press the Power Button to End a Call

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

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

Set a Call Background

You can set a wallpaper as the call background.

1 Go to **Settings** > **Home screen & wallpaper** > **Wallpaper**.

2 Select a picture and set it as the wallpaper.

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

1 On the **Phone** screen, touch the **Contacts** tab at the bottom, then select the contact you want to set a profile picture for.

2 Touch and then touch to set a profile picture for the contact.

Make an International Call

1 Contact your mobile carrier to activate and inquire about the international calling service.

2 Open **Phone**, touch the **Contacts** tab at the bottom, then select a contact to make a call.
For numbers that are not in the contacts list, on the **Phone** screen, touch and hold the 0 number key to display +, enter the country code and phone number, then touch to make an international call.

Manage Call Logs

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

Merge Call Logs

1 Go to **Phone** > ⋮ > **Settings** > **Merge call log**.

2 Select **By contact** and your phone will automatically merge the call logs of the same number or contact.

View Missed Calls

1 To display all missed calls, open **Phone**, swipe down on the call log list, then touch the **Missed** tab.
All missed calls are displayed in red in the call log list for you to quickly identify them on the **All** screen.

2 Touch ⓘ next to a call log to call back or send a message.

Delete Call Logs

Delete call logs using any of the following methods:

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

Set a Ringtone for Incoming Calls

You can set your favorite music or a video as the ringtone for incoming calls.

If two SIM cards have been inserted into your phone, configure the ringtone separately for SIM 1 and SIM 2.

Set a Music Ringtone

1 Go to **Phone** > ⋮ > **Settings** > **Ringtone** or **Settings** > **Sounds & vibration** > **Phone ringtone**.

2 Select a system ringtone, or touch **Music on device** to select a local song as the ringtone.

Set a Ringtone for a Contact

1 Open **Phone**, touch the **Contacts** tab at the bottom of the screen, then select the contact you want to set a ringtone for.

2 On the contact details screen, touch **Ringtone** and select a ringtone.

Manage Incoming Calls

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

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

Answer or Reject an Incoming Call

If you receive a call when the screen is locked:

- Drag right to answer the call.
- Drag left to reject the call.
- Touch to reject the call and reply with an SMS message.
- Touch to set a callback reminder.

If you receive a call when the screen is unlocked:

- Touch to answer the call.
- Touch to reject the call.
- Touch to reject the call and reply with an SMS message.
- Touch to set a callback reminder.

Answer a New Incoming Call During a Call

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

Enable Call Forwarding

After the Call forwarding feature is enabled, calls that meet set conditions will be automatically transferred to a specified phone number.

This feature requires the support of your mobile carrier. For details, contact your carrier.

1. On the **Phone** screen, go to > **Settings**, and touch **Call forwarding**.
   If your phone has two SIM cards, configure separate settings for SIM 1 and SIM 2.
2. Select and enable a forwarding method, then enter and confirm the target number.

This feature may vary depending on your carrier.

Disable Call Forwarding

1 On the **Phone** screen, go to ⋮ > **Settings**, and touch **Call forwarding** under the SIM card you wish to disable call forwarding on.

2 Select the forwarding mode that you wish to disable and disable it.

This feature may vary depending on your carrier.

Filter and Block Spam Calls

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

Filter and Block Spam Calls

1 Go to **Phone** > ⋮ > **Blocked** > ⚙ and set the block rules.

Alternatively, go to **Optimizer** > **Blocked** > ⚙ to set the block rules.

2 Touch **Call block rules** and toggle on the switches of corresponding block rules.

Block Incoming Calls from Specific Numbers

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

- Go to **Phone** > ⋮ > **Blocked** > ⚙ > **Blocklist**, touch +, then add the phone numbers you want to block.
- On the **Phone** screen, touch the **Contacts** tab at the bottom, touch the contact you want to block, then go to ⋮ > **Block contact**.

Set Whether to Receive Notifications for Blocked Calls

Go to **Phone** > ⋮ > **Blocked** > ⚙ > **Receive notifications** and set whether to receive notifications for blocked calls.

Emergency SOS and Calls

Use Emergency SOS

If you encounter an emergency, you can quickly and secretly send an SOS message to your emergency contacts.

1 Enable GPS and allow the Emergency SOS feature to access your location.

2 Go to **Settings** > **Security** > **Emergency SOS**, enable **Also send SOS message**, then set your emergency contacts.

Once you have enabled the Emergency SOS feature, if you encounter an emergency, press the Power button five times in quick succession and your phone will automatically send a message with your current location to your emergency contacts.

Once the message is sent, your phone will bring up the emergency call screen, from which you can quickly call an emergency service or one of your emergency contacts.

Make Emergency Calls

In the event of an emergency, you can make emergency calls directly from the lock screen of your phone even if there is no signal.

⚠ The emergency call feature is subject to local regulations and individual mobile carriers. Network issues or other types of interference may lead to emergency calls not working.

1 From the lock screen, access the screen for inputting your password, and touch **Emergency**. If you are in an area with a good signal and your phone has an Internet connection, it will automatically obtain your location and display it on the screen.

2 Enter your local emergency number and touch to call the number. Alternatively, touch **Emergency information** and select an emergency contact to call.

Make Operations During a Call

During a call, an in-call menu will be displayed.

- Touch to enable hands-free mode.
- Touch to start another call (only available once three-way calling has been activated). This feature requires the support of your mobile carrier. For details, contact your carrier.
- Touch to use the dialer.
- During a call, you can hide the call screen and access other apps by returning to the previous screen or home screen using the current navigation mode.
  To return to the call screen, touch the green bar on the left of the status bar.
- Touch to end the call.

Messaging

Send and Manage Messages

You can send and receive messages that include text, emojis, pictures, audio files, and more. You can also manage your messages in the message list.

Send Messages

1 Open **Messaging** and touch .

2 On the **New message** screen, enter your message content. Touch to add other types of content such as pictures and audio files.

3 In the recipient box, touch , select contacts or contact groups, then touch .

To send a group message to those not included in your contacts list, touch anywhere blank in the recipient box and enter the recipients' phone number. Touch the return key in the keyboard when you finish entering each of the phone numbers.

4 After finishing editing, touch to send the message.

Save a Draft Message

From the **New message** screen, touch to save a draft message.

Cancel Sending a Message

On the **Messaging** screen, go to > **Settings** > **Advanced** and enable **Recall messages**.

Within six seconds after the message is sent, you can double-touch the message to cancel sending it.

View and Reply to Messages

1 On the **Messaging** screen, select a contact to view your conversation with them.

2 To reply to a message, enter your message content in the text box, then touch .

New messages will be displayed in the notification panel in the form of banners and you can touch them there to reply.

Mark Messages as Read

You can use any of the following methods to mark messages as read:

- New messages will be displayed in the notification panel in the form of a banner and you can mark them as read there.
- On the **Messaging** screen, swipe left on the message that you want to mark as read, then touch .
- On the **Messaging** screen, go to > **Mark all as read**.

Delete a Message

Delete messages using either of the following methods:

- On the **Messaging** screen, swipe left the message to be deleted, then touch .
- Touch and hold a message, select multiple messages you wish to delete, then touch . Deleted messages cannot be recovered.

Filter and Block Spam Messages

Set different block rules, such as your blocklist, to block sales, fraud, and other kinds of spam messages.

Block Spam Messages

Go to **Messaging** > ⋮ > **Blocked** > ⚙ and set block rules.

You can also go to **Optimizer** > **Blocked** > ⚙ to set block rules.

Block Messages from Specific Numbers

1 Go to **Messaging** > ⋮ > **Blocked** > ⚙ > **Blocklist**.

2 Touch + and add the numbers you want to block. SMS and MMS messages sent by these numbers will all be blocked.

Block Messages Containing Specific Keywords

1 Go to **Messaging** > ⋮ > **Blocked** > ⚙ > **Keyword blocklist**.

2 Touch + and add the keywords to be filtered. All messages containing these keywords will be blocked.

Set Whether to Receive Notifications for Blocked Messages

Go to **Messaging** > ⋮ > **Blocked** > ⚙ > **Receive notifications** and set whether to receive notifications when messages are blocked.

Calendar

Add and Manage Events

Events help you plan and manage activities in your daily life and work, such as attending company meetings, arranging social get-togethers, and making credit card repayments. You can add events and set reminders to help you arrange your schedule in advance.

Create an Event

1 Open **Calendar** and touch +.

2 Enter the details of the event, such as the title, location, and start and end times.

3 Touch **Add REMINDER** to set the reminder time for the event.

4 Touch ✓ to save the event.

Import Meeting Reminders

1 Go to **Calendar** > ⋮ > **Manage accounts**.

2 Touch **Add account**, then follow the onscreen instructions to add your work emails (from your Exchange account) to the calendar to see meeting reminders.

Search for Events

1 On the **Calendar** screen, touch .

2 Enter keywords of your event in the search box, such as the title and location.

Share an Event

1 On the **Calendar** screen, touch an event on the calendar or under the schedule.

2 Touch and follow the onscreen instructions to share the event using whichever method you prefer.

Set a Calendar Notification

Set the calendar notification type according to your requirements. You can set status bar notifications, banner notifications, sound notifications, and more.

You can also change the default reminder time to control when your phone will send you a reminder.

1 Go to **Calendar** > > **Settings**.

2 In the reminder settings, set **Default reminder time** and **Reminder time for all-day events**.

3 Touch **Notifications** and enable **Allow notifications**. Then follow the onscreen instructions to set a notification type.

Customize the Calendar View

Set the start day of the week, whether or not to show week numbers, and more in the calendar view settings.

1 Go to **Calendar** > > **Settings**.

2 Set the start day of the week, whether or not to show week numbers, and so on.

Set Alternate Calendars

Set the Calendar to display other calendars as well, such as the Chinese lunar calendar or the Islamic calendar.

Go to **Calendar** > > **Settings** > **Alternate calendars** and select another calendar.

View National/Regional Holidays

View national/regional holidays in the calendar to help plan your travel.

1 Go to **Calendar** > > **Settings** > **National/Regional holidays**.

2 Turn on the switch of a country/region, and your phone will automatically download holiday information for that country/region and display it in the Calendar.

Clock

Alarm

You can set alarms to play a sound or vibrate at specific times.

Set an Alarm

1 Go to **Clock** > **Alarm**, touch +, and set a time.

2 Select a sound for the alarm. The sound will play when you select it. You can press the Volume buttons to adjust its volume.

3 Set the following options according to your preferences:

- Repeat
- Vibrate
- Ring duration
- Snooze duration
- Label

4 When you are finished, touch ✓.

Modify or Delete an Alarm

Touch an existing alarm to modify or delete it.

Snooze an Alarm

If you don't want to get up when an alarm rings, simply touch the snooze button or press the Power button.

The snooze length is set when creating the alarm.

Turn Off an Alarm

When an alarm rings, swipe left or right on the button that appears at the bottom of the screen to turn it off.

Timer and Stopwatch

You can use the timer to count down from a specified time. You can also use the stopwatch to measure the duration of an event.

Timer

Go to **Clock** > **Timer**, set the duration of time, and touch ▶ to start the timer. To stop it, touch ||.

Stopwatch

Go to **Clock** > **Stopwatch**, and touch to start the stopwatch. To stop it, touch .

View the Time in Cities Worldwide

Use **Clock** to see the local time in different time zones around the world.

Go to **Clock** > **World clock**, touch , and enter the name of a city or select one from the list of cities.

Notepad

Manage Your Notepad

You can sort your Notepad items by category and put them into different folders, delete unwanted items, and share items with other people.

When viewing a list of items or an individual item in Notepad, touch the status bar at the top of the screen to quickly return to the first item or the beginning of the item you are viewing.

Sort Notepad Items by Category

Different types of notes or to-dos can be sorted by category and displayed in different colors for more convenient viewing.

You can sort notepad items using either of the following methods:

- On the **All notes** or **All to-dos** screen, swipe left on an item, touch , then select a tag.
- Touch and hold a note or to-do, select or drag over the check boxes of the notes or to-dos you want to categorize under the same tag, then touch to select a tag.

Share Notepad Items

You can share your Notepad items as text files or images.

On the **All notes** or **All to-dos** screen, touch the item to be shared, touch , then follow the onscreen instructions to share it.

Delete Notepad Items

You can delete notepad items using either of the following methods:

- On the **All notes** or **All to-dos** screen, swipe left on a note or to-do, then touch to delete it.
- Touch and hold a note or to-do you want to delete, select or drag over the check boxes of any other notes or to-dos you want to delete as well, then touch .

To restore a deleted Notepad item, touch **All notes** or **All to-dos**, select the item you want to restore in **Recently deleted**, then touch .

Recorder

Recorder

1 In the **Tools** folder, open **Recorder**, and touch to start a recording.

2 During a recording, you can touch to add a tag.

3 When you are finished, touch to stop recording.

4 You can also touch and hold a recording, then share, rename, or delete it.

Recordings are saved under **Files** > **Categories** > **Internal storage** > **Sounds**.

Play a Recording

Recording files are listed on the **Recorder** home screen. Touch a recording to play it.

On the recording playback screen, you can:

- Touch to skip the muted parts.
- Touch to adjust the playback speed.
- Touch to add a tag.
- Touch a tag to rename it.

Edit a Recording

1 On the **Recorder** home screen, touch a recording.

2 Touch to display the waveform of the recording.

3 Drag the start and end bars to adjust the clip length. Pinch your fingers on the waveform to zoom in or out to adjust the clip length more precisely.

4 Touch and select **Keep selected part** or **Delete selected part**.

Email

Add Email Accounts

Add your email account in **Email** and you can use your phone for convenient email access at any time.

Add a Personal Email Account

1 Open **Email** on your phone and select from the available mailbox providers or touch **Other**.

2 Enter the email address and password, touch **Sign in**, and follow the onscreen instructions to configure the server settings. The system will automatically connect to the server and check the server settings.

Send Emails

Select an email account and write emails to send them to the recipients' email addresses.

Send an Email

1 Open **Email**, then touch .

2 Enter the recipient's email address, or touch to select a contact or group, then touch .

3 Add the addresses of any recipients to whom you wish to CC or BCC the email. If you have more than one email account, you will also need to select the email address you wish to send the email from.

4 Write the email and enter the subject, then touch .

Save an Email as a Draft

On the **Compose** screen, enter the recipient's email address, subject, or email content, and touch to save the email as a draft.

Go to **Inbox** > **Show all folders** > **Drafts** to view draft emails.

Reply to an Email

1 On the **Inbox** screen, open the email you wish to reply to.

2 Touch to reply to just the email sender, or touch to reply to everyone on the thread.

3 After writing your reply, touch .

Set Email Notifications

Set a notification mode for your emails based on your needs.

1 Go to **Email** > > **Settings** > **General** > **Notifications** and enable **Allow notifications**.

2 Select the email account you want to set notifications for, turn on the **Allow notifications** switch, then select a notification mode.

View and Manage Emails

Receive, view and manage your emails in the inbox.

View an Email

1 Open **Email**, then swipe down on the **Inbox** screen to refresh the email list.
If you have multiple email accounts, touch **Inbox** and select the email account you want to view.

2 Open an email, then view, reply to, forward, or delete the email.

If you are notified about an important event in an email, touch > **Add to calendar** to import the event into your calendar.

3 Swipe left or right to view the next or previous email.

Organize Emails by Subject

On the **Inbox** screen, go to > **Settings** > **General**, then enable **Organize by subject**.

Sync Emails

After automatic email syncing is enabled, the emails on your phone will be automatically synced with those on the email server.

1 On the **Inbox** screen, go to > **Settings**.

2 Touch the account you wish to sync emails for, then turn on the **Sync email** switch.

3 Touch **Sync frequency** to set the automatic syncing period.

Search for an Email

On the **Inbox** screen, touch the search box, then enter keywords such as the subject or content of the email.

Delete Emails

On the **Inbox** screen, touch and hold the email to be deleted, drag over the check boxes of any other emails you want to delete, then touch .

Manage Email Accounts

You can add multiple email accounts so you can manage them at the same time.

Add Email Accounts

1 Go to **Email** > > **Settings** > **Add account**.

2 Select an existing email service provider or touch **Other**, then follow the onscreen instructions to add an email account. Repeat for each of the accounts you wish to add.

Switch Between Email Accounts

On the **Inbox** screen, touch **Inbox** and select the email account you wish to use.

Change Account Name and Signature

On the **Inbox** screen, go to ⋮ > **Settings** and select an account. You can then set or change the **Account name**, **Signature**, and **Default account**.

Log Out of an Email Account

On the **Inbox** screen, go to ⋮ > **Settings**, select an account, and touch **Remove account**.

Manage VIP Contacts

Important email contacts can be added as VIP contacts. Emails from VIP contacts will be automatically stored in the VIP inbox.

Add a VIP Contact

You can add VIP contacts using either of the following methods:

- Go to **Email** > ⋮ > **Settings** > **VIP contacts**. On the **VIP list** screen, go to **Add** > **Create** or touch **Add from contacts**, then follow the onscreen instructions.
- Open an email, touch the account name of the sender or receiver, then touch **Add to VIP list**.

Delete a VIP Contact

1 Go to **Email** > ⋮ > **Settings** > **VIP contacts**.

2 On the **VIP list** screen, touch 🗑.

3 Select the VIP contact to be deleted, then touch 🗑.

Calculator

Calculator

Use the calculator on your phone to perform basic mathematical calculations and for calculating exponential, logarithmic, and trigonometric functions.

Use the Basic Calculator

You can open the calculator using either of the following methods:

- Swipe down from the middle of the home screen to display the search box. Search for **Calculator**, and the first result will be the preinstalled **Calculator** app.
- Find **Calculator** in the **Tools** folder.
- Swipe up from the bottom of the lock screen to display the shortcut panel, then touch to open the calculator.

Copy, Delete, or Clear Numbers

- Copy a calculation result: Touch and hold the calculation result, touch **Copy**, then paste the result somewhere else, such as in a note or message.
- Delete the last digit: Touch ⌫.
- Clear the display: Touch C. You can also touch ⌫ to clear the display after touching = to complete the calculation.

Quickly Access Frequently Used App Features

Quickly Access Frequently Used App Features

You can access frequently used features of certain apps from app icons on the home screen, and even add shortcuts for these features to the home screen.

Quickly Access Frequently Used App Features

Touch and hold an app icon until a pop-up menu is displayed. Then touch a frequently used feature to access it.

For example, touch and hold the icon, then touch a shooting mode from the pop-up menu to access it.

If no pop-up menu is displayed after you touch and hold an app icon, the app does not support this feature.

Add Frequently Used App Features to the Home Screen

Touch and hold an app icon on your home screen to bring up the pop-up menu. Touch and hold the desired feature and drag it to your home screen to create a shortcut.

Optimizer

Cleanup

You can use **Cleanup** in **Optimizer** to scan for redundant or large files, such as app residue, unwanted installation packages, WeChat data, and more. Once detected, you can choose whether or not to delete files as suggested.

1. Open **Optimizer**, then touch **Cleanup**.
2. When the scan is complete, touch **Clean up** after each item and delete any files you don't need.

Clean Up Duplicate Files

Optimizer can identify duplicate files on your phone.

On the **Cleanup** screen, touch **Duplicate files**, then select unwanted files to delete them.

Filter and Block Spam Calls

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

Filter and Block Spam Calls

1 Go to **Phone** > ⋮ > **Blocked** > ⚙ and set the block rules.

Alternatively, go to **Optimizer** > **Blocked** > ⚙ to set the block rules.

2 Touch **Call block rules** and toggle on the switches of corresponding block rules.

Block Incoming Calls from Specific Numbers

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

- Go to **Phone** > ⋮ > **Blocked** > ⚙ > **Blocklist**, touch +, then add the phone numbers you want to block.
- On the **Phone** screen, touch the **Contacts** tab at the bottom, touch the contact you want to block, then go to ⋮ > **Block contact**.

Set Whether to Receive Notifications for Blocked Calls

Go to **Phone** > ⋮ > **Blocked** > ⚙ > **Receive notifications** and set whether to receive notifications for blocked calls.

Filter and Block Spam Messages

Set different block rules, such as your blocklist, to block sales, fraud, and other kinds of spam messages.

Block Spam Messages

Go to **Messaging** > ⋮ > **Blocked** > ⚙ and set block rules.

You can also go to **Optimizer** > **Blocked** > ⚙ to set block rules.

Block Messages from Specific Numbers

1 Go to **Messaging** > ⋮ > **Blocked** > ⚙ > **Blocklist**.

2 Touch + and add the numbers you want to block. SMS and MMS messages sent by these numbers will all be blocked.

Block Messages Containing Specific Keywords

1 Go to **Messaging** > ⋮ > **Blocked** > ⚙ > **Keyword blocklist**.

2 Touch + and add the keywords to be filtered. All messages containing these keywords will be blocked.

Set Whether to Receive Notifications for Blocked Messages

Go to **Messaging** > ⋮ > **Blocked** > ⚙ > **Receive notifications** and set whether to receive notifications when messages are blocked.

One-Touch Optimization

Use the **OPTIMIZE** feature of **Optimizer** to keep your phone in an optimal state.

1 Open **Optimizer** and touch **OPTIMIZE**.

2 Results and recommendations will be displayed once the optimization is complete.

Phone Clone

Phone Clone

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

Clone Data from an Android Device

1 On your new phone, open **Phone Clone**. Alternatively, go to **Settings** > **System & updates** > **Phone Clone**, touch **This is the new phone**, then touch **Huawei** or **Other Android**.

2 Follow the onscreen instructions to download and install **Phone Clone** on your old device.

3 On your old device, open **Phone Clone** and touch **This is the old phone**. Follow the onscreen instructions to connect your old device with your new phone by scanning a code or connecting manually.

4 On your old device, select the data you want to clone, then touch **Transfer** to start cloning.

ℹ Phone Clone is only available on phones running Android 4.4 or later.

Clone Data from an iPhone or iPad

1 On your new phone, open **Phone Clone**. Alternatively, go to **Settings** > **System & updates** > **Phone Clone**, touch **This is the new phone**, then touch **iPhone/iPad**.

2 Follow the onscreen instructions to download and install **Phone Clone** on your old device.

3 On your old device, open **Phone Clone** and touch **This is the old phone**. Follow the onscreen instructions to connect your old device with your new phone by scanning a code or connecting manually.

4 On your old device, select the data you want to clone, then follow the onscreen instructions to complete the data cloning.

Phone Clone is only available on phones running iOS 8.0 or later.

Settings

Wi-Fi

Connect to a Wi-Fi Network

Connecting to the Internet over Wi-Fi is an effective way to save mobile data. You can also enable Wi-Fi security monitoring to avoid risky hotspots and ensure safe Internet access.

Connect to a Wi-Fi Network

⚠ Be extra careful when connecting to a free public Wi-Fi hotspot to avoid security risks and financial losses resulting from the leakage of your personal data.

1 Go to **Settings** > **Wi-Fi**, and enable **Wi-Fi**.

2 Connect to a Wi-Fi network on the **Wi-Fi** screen using either of the following methods:

- Select a Wi-Fi network to connect to under **Available networks**. A password is required for encrypted networks.
- To manually add a Wi-Fi network, scroll down to the bottom of the screen, touch **Add network**, and enter the SSID and password as prompted to complete the connection.

The icon displayed in the status bar indicates that the phone is connected to Wi-Fi.

Wi-Fi Direct

Wi-Fi Direct is used to transfer data between Huawei devices. Compared to Bluetooth transfer, Wi-Fi Direct is faster and lets you transfer bigger files to nearby devices without having to pair the devices.

1 On the recipient device, go to **Settings** > **Wi-Fi** and enable **Wi-Fi**.

2 Go to **More settings** > **Wi-Fi Direct** to start searching for the nearby Wi-Fi Direct-enabled Huawei device.

3 On the sending device, touch and hold the files to be shared, touch , then select **Wi-Fi Direct**.

ⓘ Operations may vary if you are sharing files from apps directly.

4 Touch the icon of the recipient device to establish a connection, and then share the files.

5 On the recipient device, accept the Wi-Fi Direct transfer request.

Go to **Files**, then go to **Internal storage** > **Wi-Fi Direct** on the **Categories** tab to review the received files.

Bluetooth

Bluetooth Basics

You can connect your phone to Bluetooth headsets, speakers, and car kits. You can also use Bluetooth to share data between your phone and other devices.

Make sure your phone is within 10 m (about 33 ft.) of other Bluetooth devices.

Enable or Disable Bluetooth

You can enable or disable Bluetooth in either of the following ways:

- Swipe down from the status bar to open the notification panel, then touch to enable or disable **Bluetooth**. Touch and hold the switch to enter the **Bluetooth** settings screen.
- Go to **Settings** > **Bluetooth**, then enable or disable **Bluetooth**.

Set a Bluetooth Name

Set a Bluetooth name for your phone to easily identify it during connection.

1. On the **Bluetooth** settings screen, toggle the **Bluetooth** switch on.
2. Touch **Device name**, enter a name, then touch **OK**.

Pair with a Bluetooth Device

1. Enable Bluetooth on the target device and set it to discoverable. For detailed instructions, refer to the device's user guide.
2. From your phone, access the **Bluetooth** settings screen, and enable **Bluetooth** to have your phone automatically search for nearby Bluetooth devices.
3. From the list of **Available devices**, select the one you want to pair your phone with, and follow the onscreen instructions to complete pairing.

On the **Bluetooth** settings screen, touch to view tips for connecting various Bluetooth devices.

Transfer Files via Bluetooth

You can use Bluetooth to transfer videos, pictures, contacts, and more to another device provided that both devices are within the effective Bluetooth range.

1. Pair the sending and recipient devices via Bluetooth.
2. On the sending device, touch and hold a file, select the files you want to share, touch , and select **Bluetooth**.
   Operations may vary if you are sharing files from apps directly.
3. Touch the Bluetooth name of the recipient device to start sharing.
4. On the recipient device, accept the Bluetooth transfer request.

Unpair a Bluetooth Device

1. On the **Bluetooth** settings screen, enable the **Bluetooth** switch.

2 In the list of **Paired devices**, touch ⚙ next to the name of the device you wish to unpair, then touch **Unpair**.

Mobile Data

Connect to Mobile Data

1 Make sure that mobile data is available on your SIM card.

2 Connect to mobile data using either of the following methods:

- Swipe down from the status bar to open the notification panel, then swipe down further to show all shortcut switches. Touch ⇅ to enable **Mobile data**.
- Go to **Settings** > **Mobile network** > **Mobile data** and enable **Mobile data**.

To conserve battery power and reduce data usage, disable the mobile data service when you don't need it.

More Connections

NFC

You can enable or disable NFC as follows:

- Swipe down from the status bar to open the notification panel, then swipe down further to show all shortcut switches. Touch to enable or disable **NFC**. Touch and hold the switch to enter the **NFC** settings screen.
- Go to **Settings** > **More connections** > **NFC**, and toggle the **NFC** switch on or off.

Connect to a VPN Network

A virtual private network (VPN) is a temporary connection that extends a private network across a public network, encrypting data transmission to provide security.

When working outside the office, you can use a VPN to securely access your company's Intranet.

The following types of servers are supported:

- PPTP: Point-to-Point Tunneling Protocol, offering MPPE encryption.
- L2TP: Layer 2 (Data Link Layer) Tunneling Protocol, offering IPSec PSK and IPSec RSA encryption.
- IPSec Xauth: Offering PSK, RSA, and Hybrid RSA encryption.

Connect to a PPTP Server

1 Obtain the VPN server name and address from your VPN server administrator.

2 Go to **Settings** > **More connections** > **VPN** > **Add VPN network**, enter the VPN name, set the server type to **PPTP**, then enter the server address.

3 If the VPN server does not have a DNS address, touch **Show advanced options**, then enter the DNS domain, DNS server address, and forwarding route.

4 Touch **Save**.

5 Touch the VPN you have just set up, enter your VPN username and password, then touch **Connect**.

Connect to a L2TP/IPSec PSK Server

1 Obtain the VPN server name, address, L2TP key (optional), IPSec identifier (optional), and IPSec pre-shared key from your VPN server administrator.

2 Go to **Settings** > **More connections** > **VPN** > **Add VPN network**, enter the VPN server name, set the server type to **L2TP/IPSec PSK**, then enter the server address, L2TP key, IPsec identifier, and IPsec pre-shared key.

3 If the VPN server does not have a DNS address, touch **Show advanced options** and enter the DNS domain, DNS server address, and forwarding route.

4 Touch **Save**.

5 Touch the VPN you have just set up, enter your VPN username and password, then touch **Connect**.

Home Screen & Wallpaper

Manage the Home Screen

You can customize the home screen layout to suit your phone usage habits.

Move an App Icon on the Home Screen

Touch and hold an app icon until your phone vibrates, then drag it to the desired position on the home screen.

Keep Home Screen Icons Aligned

Pinch together two fingers on the home screen to access **Home screen settings** mode, then enable **Auto-align**. With this feature enabled, empty spaces will automatically be filled when apps are removed.

Lock Home Screen Icon Positions

Pinch together two fingers on the home screen to access **Home screen settings** mode, then enable **Lock layout**.

Select the Home Screen Layout Pattern

Pinch together two fingers on the home screen, go to **Home screen settings** > **Layout**, then select a layout pattern you prefer.

Put App Icons in Folders

For easy management of your app icons on the home screen, you can stack similar apps in a folder and name the folder.

1. Touch and hold an app icon until your phone vibrates, then drag it over another app. A folder will automatically be created to house these two apps.
2. Open a folder, touch its name, then enter a name for it.

Add App Icons to a Folder or Remove Them

Open a folder and touch +. Then you can:

- Select one or more apps, and touch **OK** to add them to the folder.
- Deselect one or more apps, and touch **OK** to remove them from the folder. If you deselect all apps, the folder will be deleted.

App Drawer

You can put your apps in a drawer and display only frequently used apps on your home screen to streamline your home screen.

Enable App Drawer

Go to **Settings** > **Home screen & wallpaper** > **Home screen style**, and select **Drawer**.

Once enabled, you can swipe up on the home screen to access all of your apps in the drawer.

Add Apps in the Drawer to the Home Screen

In Drawer mode, you can swipe up on the home screen to display the App Drawer. Touch and hold the app you want to add until your phone vibrates, then drag it to the desired position on the home screen.

Move Apps Back to the Drawer

Touch and hold an app icon until your phone vibrates, then touch **Remove**. This operation will only remove the app icon from your home screen but will not uninstall it.

You can still find it in the app drawer.

Disable the App Drawer

To disable the App Drawer, set **Home screen style** to **Standard**.

Display & Brightness

Brightness, Color, and Color Temperature

You can manually adjust the screen brightness using either of the following methods:

- Swipe down from the status bar to open the notification panel. In the section, drag the slider to adjust the screen brightness.
- Go to **Settings** > **Display & brightness**. In the section, drag the slider to adjust the screen brightness.

Eye Comfort Mode

Eye comfort mode can effectively reduce blue light and adjust the screen to show warmer colors, relieving eye fatigue and protecting your eyesight.

- After every half hour of screen time, rest your eyes for at least 10 minutes.
- Look into the distance to adjust the focusing muscles of your eyes and to avoid eye fatigue.
- Cultivating good eye care habits will protect your vision and prevent near-sightedness.

Enable or Disable Eye Comfort Mode

- Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts. Touch to enable or disable **Eye Comfort**. Touch and hold to access the **Eye Comfort** settings screen.
- Go to **Settings** > **Display & brightness** > **Eye Comfort**, and enable or disable **Enable all day**.

Once **Eye Comfort** is enabled, will be displayed in the status bar, and the screen will take on a yellow tint as a result of emitting less blue light.

Adjust Text Style Settings

You can adjust the system text size and app display size, as well as the text style.

Enlarge or Reduce Text Size

Go to **Settings** > **Display & brightness** > **Text and display size**, and drag the slider for **Text size**.

Enlarge or Reduce Display Size

Display size determines the size of content (including text and images) displayed within apps.

Go to **Settings** > **Display & brightness** > **Text and display size**, and drag the slider for **Display size**.

Switch Between Portrait and Landscape Orientation

The built-in gravity sensor of your phone allows you to automatically switch between horizontal and landscape orientations when you rotate the screen.

Swipe down from the status bar to open the notification panel, then swipe down on it again to show all shortcuts. Touch to enable or disable this feature.

Sounds & Vibration

Do Not Disturb

Do Not Disturb helps you prevent interruptions when you need to focus. When this mode is enabled, calls and messages will be muted and banner notifications will not be displayed.

Set a Schedule for Do Not Disturb

1. Go to **Settings** > **Sounds & vibration** > **Do Not Disturb**, and disable **Do Not Disturb**.
2. Enable **Scheduled**. Your phone will enter Do not disturb mode at the specified time on Saturdays and Sundays by default.
3. Touch **Scheduled** to set the start time and repeat cycle.
4. You can also touch **Add** to set multiple start times.

Set a Ringtone for Incoming Calls

You can set your favorite music or a video as the ringtone for incoming calls.

If two SIM cards have been inserted into your phone, configure the ringtone separately for SIM 1 and SIM 2.

Set a Music Ringtone

1. Go to **Phone** > > **Settings** > **Ringtone** or **Settings** > **Sounds & vibration** > **Phone ringtone**.
2. Select a system ringtone, or touch **Music on device** to select a local song as the ringtone.

Set a Ringtone for a Contact

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

Set the Notification Tone

You can set a global notification tone or set tones for specific apps, such as Notepad or Calendar.

Set the Default Notification Tone

1 Go to **Settings** > **Sounds & vibration**, and touch **Notification sound**.

2 Select a preset tone, or touch **Music on device** to select a local song as the notification tone.

Notifications

App Badges

When new notifications arrive for an app, a badge will appear on the app icon. By default, a numbered badge is displayed. You can also set a dot as the badge, or hide the badge for some or all apps.

Turn Off App Badges

1 Go to **Settings** > **Notifications**, and touch **App icon badges**.

2 Turn off the switch for some or all apps.

Change the Badge Display Mode

On the **App icon badges** screen, touch **Badge display mode**, and select **Numbers** or **Dots** according to your preference.

More Notification Settings

Go to **Settings** > **Notifications** > **More notification settings** and enable **Wake screen**. Your phone will automatically turn on the screen when it receives a notification.

Biometrics & Password

Facial Recognition

Face Recognition allows you to unlock your phone or access locked apps with your facial data, even in dark environments.

Ensure that you are facing the phone screen when using face recognition.

Enroll Facial Data

1 Go to **Settings** > **Biometrics & password** > **Face Recognition**, and enter your lock screen password.

2 Select **Enable raise to wake**.

3 Touch **Get started** and follow the onscreen instructions to enroll your facial data.

Access App Lock with Face Recognition

On the **Face Recognition** screen, enable **Access App Lock**, and follow the onscreen instructions to add your facial data to App Lock.

You can then touch a locked app on your home screen and use face recognition to access the app.

Disable or Delete Facial Data

On the **Face Recognition** screen, you can do the following:

- Disable facial data for certain features: Disable **Unlock device**, or **Access App Lock** as required. This will not delete your facial data.
- Delete facial data: Touch **Delete facial data** and follow the onscreen instructions to delete your facial data.

Lock Screen Password

You can set a numeric, pattern, or hybrid password as your lock screen password.

Set the Lock Screen Password

You can set a numeric, pattern, or hybrid password.

1. Go to **Settings** > **Biometrics & password** and touch **Lock screen password**.
2. Enter a password containing 6 digits.
3. Alternatively, touch **Change unlock method** and select a password type, then follow the onscreen instructions to input a new password.

Change the Lock Screen Password

1. On the **Biometrics & password** screen, go to **Change lock screen password**.
2. Enter the original lock screen password.
3. Enter a new password, or touch **Change unlock method** to select a password type, then follow the onscreen instructions to input a new password.

Disable Lock Screen Password

On the **Biometrics & password** screen, go to **Disable lock screen password**.

Apps

View or Change App Settings

Go to **Settings** > **Apps** > **Apps**, and touch an app. You can force stop it, uninstall it, clear the app cache, view and change app permissions, set notification modes, and more.

Battery

Check Power Consumption

Go to **Settings** > **Battery** (or **Optimizer** >). You can:

- Touch **Battery usage** to view power-intensive apps. Touch a power-intensive app to enable or disable power consumption alerts.
- Touch **Power consumption details** to learn more about the software and hardware power consumption.

Power Management

On the **Battery** screen, you can check the estimated battery time remaining, and enable a power saving mode to extend the battery life of your phone.

Optimize Phone Power Settings

Go to **Settings** > **Battery** (or **Optimizer** >) and touch **Optimize battery usage**. Your phone will automatically analyze the current power consumption issues, optimize certain settings, and recommend other setting optimizations.

Enable Performance Mode

Performance mode adjusts power settings to deliver maximum performance. This will cause the battery to drain more quickly, especially when graphic-intensive apps are used.

When the battery level is sufficient, go to **Settings** > **Battery** (or **Optimizer** >) and enable **Performance mode**.

The icon will then be displayed in the status bar.

Performance mode is not available on some devices. If this option is not displayed in **Optimizer**, it indicates that your device does not support the feature.

Battery Settings

You can also set whether to display the battery percentage in the status bar, and whether to maintain a network connection when the phone screen is turned off.

Display Battery Percentage in the Status Bar

Go to **Settings** > **Battery** (or **Optimizer** >), touch **Battery percentage**, and choose to display the battery percentage, either inside or outside of the battery icon in the status bar.

Stay Connected While Your Device is Sleeping

If you would like your phone to continue to receive messages or download data while it is in sleep mode, set your phone to stay connected when it sleeps. Please note that this may increase power consumption.

On the **Battery** screen, touch **More battery settings**, then enable or disable **Stay connected while asleep** as required.

Storage

Check Storage Usage

Go to **Settings** > **Storage** to check storage usage and optimize it when you feel necessary.

Cleanup

You can use **Cleanup** in **Optimizer** to scan for redundant or large files, such as app residue, unwanted installation packages, WeChat data, and more. Once detected, you can choose whether or not to delete files as suggested.

1 Open **Optimizer**, then touch **Cleanup**.

2 When the scan is complete, touch **Clean up** after each item and delete any files you don't need.

Clean Up Duplicate Files

Optimizer can identify duplicate files on your phone.

On the **Cleanup** screen, touch **Duplicate files**, then select unwanted files to delete them.

Security

App Lock

Go to **Settings** > **Security** > **App Lock** > **Enable**, set the App Lock password and select the apps to lock.

If you have enabled face or fingerprint unlock, you can link App Lock with a face ID or fingerprint ID as prompted.

Not all devices support fingerprint features.

Change the App Lock Password or Security Questions

Enter the **App Lock** settings screen, go to > **Password type**, and select **Lock screen password** or **Custom PIN** as the App Lock password.

If you select **Custom PIN**, you can go on to set a new password and security questions.

Cancel or Disable App Lock

On the **App Lock** settings screen, do the following:

- Cancel App Lock: On the list of locked apps, toggle off the switches beside the apps for which you want to cancel App Lock.
- Reset App Lock: Go to > **Disable App Lock** > **DISABLE**. This will cancel all locks, and clear all App Lock settings.

Pin a Screen

You can pin the screen of an app so you can stay focused on it. Try this feature when playing games, watching videos, and more.

Go to **Settings** > **Security** > **More settings** > **Screen pinning**, and enable **Screen pinning**.

- When using gesture navigation, swipe up from the bottom of the screen and hold to access the recent tasks screen, then touch on an app preview. To unpin, swipe up twice from the bottom of the screen.
- When using three-key navigation, touch to access the recent tasks screen, and touch on an app preview. To unpin, touch and hold .

Privacy

Permission Management

Apps may require certain permissions, such as the Location permission, in order to provide you with corresponding services.

However, some apps may obtain too many unnecessary permissions, posing potential risks to your privacy and information security. You can monitor the permissions granted to each app and deny those you deem unnecessary.

Manage the Location Permission

With the Location permission, apps can obtain your location to provide location-based services. For example, if a map app obtains the Location permission, it can provide you with location and navigation services. You can disable the permission if you do not need these services.

1. Go to **Settings** > **Apps** > **Permission manager**.
2. On the **Permission manager** screen, enter **Location**, touch the app you want to manage, and select an option.

Location Services

Some apps need to obtain your location information to provide better services. You can enable or disable location services, and grant or deny the permission to access location information for particular apps as required.

Enable or Disable Location Services

You can enable or disable location services in either of the following ways:

- Swipe down from the status bar to open the notification panel and swipe down further to display all shortcut switches. Touch to enable or disable this function.
- Alternatively, go to **Settings** > **Location** and enable or disable **Access my location**.

After location services are disabled, your phone will prevent all apps and services from collecting and using location information, with the exception of some built-in apps. When these apps or services need to use location information, your phone will remind you to enable location services again.

Increase the Accuracy of Location Services

You can improve the positioning accuracy of your phone by allowing apps and services to scan for nearby Wi-Fi networks and Bluetooth devices or access correction data for global navigation satellite systems (GNSS).

Go to **Settings** > **Location** > **Advanced settings**, then set the options as required.

Allow or Forbid Apps to Obtain Location Information

You can allow or forbid an app to access location information, including granting one-time or permanent access, or denying access to location information during use of the app.

1. Go to **Settings** > **Privacy** > **Permission manager**, touch **Location**, and check which apps have been granted access to location information.
2. Touch the app for which you want to change settings and follow the onscreen instructions to grant or deny permissions.

Accessibility Features

Accessibility

Screen reader apps are designed to assist visually impaired users to use a phone.

Enable Color Correction to Customize the Screen Color

Color correction helps people with poor eyesight see the screen content more easily.

1. Go to **Settings** > **Accessibility features** > **Accessibility** > **Color correction** and enable **Color correction**.

2 Touch **Correction mode** to select a color correction mode.

Use Magnification Gestures

Use magnification gestures to zoom in on the screen.

On the **Accessibility** > **Magnification** screen, touch **Magnification**, then enable it.

Zoom in or out by touching the screen three times in a row.

- While zoomed in, spread two or more fingers to further zoom in, then pinch two or more fingers together to zoom back out.
- Drag the screen with two or more fingers to view other parts of the screen.

Enable Color Inversion

Color inversion allows you to invert the color of the text and the background. When Color inversion is enabled, your phone will display text in white and the background in black.

On the **Accessibility** screen, enable **Color inversion**.

Scheduled Power On/Off

Use the **Scheduled power on/off** feature to power your phone on and off at set times, to save power and prevent interruptions while resting.

1 Go to **Settings** > **Accessibility features** > **Scheduled power on/off**, and enable **Scheduled power on/off**.

2 Set the power on and off times, as well as the repeat cycle. Your phone will power on and off automatically at the specified times.

To stop using this feature, disable **Scheduled power on/off**.

System & Updates

Language and Region

1 Go to **Settings** > **System & updates** > **Language & input** > **Language and region**, then select the language you want to use.

2 If the language is not listed, touch **Add language**, then locate and touch it to add it to the list.

3 Touch **Region** to select a country/region, so the display content will adapt to the local culture and habits of the country/region you have selected.

Input Method

You can download a third-party input method and set it as the default input method.

1 Download the input method from an official app market.

2 Follow the onscreen instructions to set it as the default input method, or go to **Settings** > **System & updates** > **Language & input** > **Default keyboard** and select the input method.

Date and Time

Your phone is able to sync to the local date, time, and time zone over a mobile network. You can also manually set the date, time, and time zone for your phone.

Go to **Settings** > **System & updates** > **Date & time**, then set the options according to your requirements.

Change the Time Format

- Enable **24-hour time** and your phone will display time in the 24-hour format.
- Disable **24-hour time** and your phone will display time in the 12-hour format.

Phone Clone

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

Clone Data from an Android Device

1 On your new phone, open **Phone Clone**. Alternatively, go to **Settings** > **System & updates** > **Phone Clone**, touch **This is the new phone**, then touch **Huawei** or **Other Android**.

2 Follow the onscreen instructions to download and install **Phone Clone** on your old device.

3 On your old device, open **Phone Clone** and touch **This is the old phone**. Follow the onscreen instructions to connect your old device with your new phone by scanning a code or connecting manually.

4 On your old device, select the data you want to clone, then touch **Transfer** to start cloning.

Phone Clone is only available on phones running Android 4.4 or later.

Clone Data from an iPhone or iPad

1 On your new phone, open **Phone Clone**. Alternatively, go to **Settings** > **System & updates** > **Phone Clone**, touch **This is the new phone**, then touch **iPhone/iPad**.

2 Follow the onscreen instructions to download and install **Phone Clone** on your old device.

3 On your old device, open **Phone Clone** and touch **This is the old phone**. Follow the onscreen instructions to connect your old device with your new phone by scanning a code or connecting manually.

4 On your old device, select the data you want to clone, then follow the onscreen instructions to complete the data cloning.

Phone Clone is only available on phones running iOS 8.0 or later.

Back Up with an External Storage Device

Back Up with a Memory Card

Insert a memory card in your phone so you can conveniently back up your data to keep it safe.

1. Go to **Settings** > **System & updates** > **Backup & restore** > **Data backup** > **External storage** and touch **Memory card**.
2. Touch **BACK UP**, select the data you want to back up, then touch **Back up**.
3. Follow the onscreen instructions to set the password and password hint. The data will be encrypted and backed up. The password will be required if you want to restore your data backup.

   To reset the password, go to the **Memory card** backup screen, then ⋮ > **Reset password**.

   The new password is only valid for backups created thereafter.
4. After the backup is complete, you can find your data backup in the **Huawei** folder in **Files** > **Categories** > **Memory card**.

You can go to the **Memory card** backup screen and enable **Auto-backup**. Your phone will then automatically back up your data every seven days when it is being charged, the screen is turned off, and the battery level is at least 75%.

Restore Your Backup from a Memory Card

1. Go to **Settings** > **System & updates** > **Backup & restore** > **Data backup** > **External storage** and touch **Memory card**.
2. Select the backup you want to restore from the **RESTORE FROM BACKUP** list.
3. Select the data you want to restore, touch **Restore**, and enter the password as prompted.

Back Up with a USB Storage Device

In case of insufficient storage space on your phone, you can back up large files and any data on a USB storage device, such as a USB flash drive or card reader.

1. Connect your phone to a USB storage device via a USB OTG cable.
2. On the **External storage** screen of your phone, touch **USB storage**.
3. Touch **BACK UP**, select the data you want to back up, then touch **Back up**.
4. Follow the onscreen instructions to set the password and password hint. The data will be encrypted and backed up. The password will be required if you want to restore your data backup.

   To reset the password, go to the **USB storage** backup screen, then ⋮ > **Reset password**.

   The new password is only valid for backups created thereafter.

Restore Your Data from a USB Storage Device

1. Connect your phone to a USB storage device via a USB OTG cable.
2. On the **External storage** screen of your phone, touch **USB storage**.
3. Select the backup you want to restore from the **RESTORE FROM BACKUP** list.
4. Select the data you want to restore, touch **Restore**, and enter the password as prompted.

Reset Your Phone

Reset Network Settings

This operation will reset your Wi-Fi, mobile data network, and Bluetooth settings. It will not change any other settings on your phone or delete any data.

Go to **Settings** > **System & updates** > **Reset**, touch **Reset network settings**, then follow the onscreen instructions to reset network settings.

Reset All Settings

This operation will reset all network settings, fingerprints, face recognition data, and the lock screen password of your phone. It will not delete any data from your phone.

Go to **Settings** > **System & updates** > **Reset**, touch **Reset all settings**, then follow the onscreen instructions to reset all settings.

Restore Factory Settings

This operation will erase all the data on your phone, including your accounts, app data, system settings, installed apps, music, images, and all files on the internal storage. Make sure to back up your data before restoring your phone to its factory settings.

Go to **Settings** > **System & updates** > **Reset** > **Reset phone**, touch **Reset phone**, then follow the onscreen instructions to restore your phone to its factory settings.

Simple Mode

Simple mode adopts a more concise layout for easy navigation, enlarges icons and fonts for the home screen, and maximizes the volume.

Enable Simple Mode

Go to **Settings** > **System & updates** > **Simple mode** and touch **Enable**.

Touch and hold any icon to drag it to the desired location or uninstall it if it is not a mandatory app.

Exit Simple mode

Open **Settings** and touch **Exit Simple mode**.

Update the System Online

When an update is available, your phone will prompt you to download and install the update package.

- Before updating, make sure your phone is running an official system version. Otherwise, the update may fail and your phone may experience unknown issues.
- Back up your user data before the update.
- After an update, third-party apps that aren't compatible with the new system version may become unavailable. In some cases, it may take some time for a compatible app version to be released.
- During the update, do not power off or restart your phone, remove the memory card, or insert a memory card.

1 Go to **Settings** > **System & updates**, and touch **Software update**.

2 When an update is available, you can either manually download and install the update package, or update your phone automatically overnight.

- Download and install the update package: Go to **New version** > **DOWNLOAD AND INSTALL**. To avoid data usage, connect your phone to a Wi-Fi network when downloading the update package.
  Your phone will automatically restart once the update is complete.
- Update overnight: Touch , and enable **Auto-download over Wi-Fi** and **Update overnight**.
  Your phone will automatically update and restart between 02:00 – 04:00.
  To ensure a successful overnight update, make sure that your phone is powered on, the screen is locked, there are no alarms set for this period of time, and the battery level remains higher than 35%. Connect your phone to a charger if necessary.

To disable automatic updates, touch on the **Software update** screen, then disable **Auto-download over Wi-Fi**.

About Phone

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Magic UI 3.1_01