Huawei Ascend® XT

User Guide

Contents

Messaging and Email

Camera and gallery

Accessing the Internet

Backup and Restore

File Management

Phone Manager

Tools

Settings

Accessibility Features

Appendix

Unboxing your Phone

Getting to know your phone

Headset jack
Earpiece
Status indicator
Front camera
Camera
Flash
Volume button
Power button
Microphone
Speaker
USB port
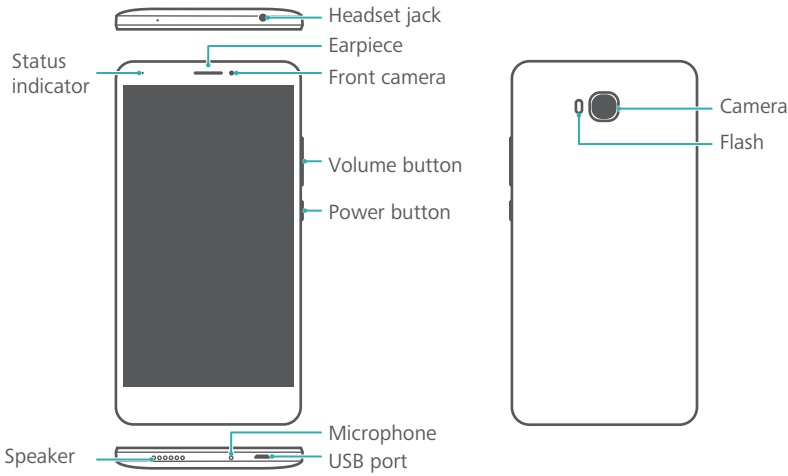
ℹ️ Do not cover the light sensor, as this will affect some of the phone's functions. Ensure that you use a screen protector that has a purpose-built hole for the light sensor.

Inserting a SIM card and microSD card

Your phone's 2-in-1 card slot is located on the upper left side of the phone. You can insert 1 nano-SIM card and 1 microSD card.

Tips:

- Your phone only supports nano-SIM card. Contact your carrier for a new or replacement nano-SIM card if needed.

- Only use standard nano-SIM card to avoid damaging the SIM card tray.

- Ensure that the card is in the correct position and keep the card tray level when inserting it into your phone.

- Be careful not to hurt yourself or damage your phone when using the SIM eject pin.

- Store the SIM eject pin out of the reach of children to prevent accidental swallowing or injury.

1 Press and hold the power button, and then select ⏻ to turn off your phone.

2 To remove the card tray, insert the SIM eject PIN included with your phone into the small hole next to the card tray.
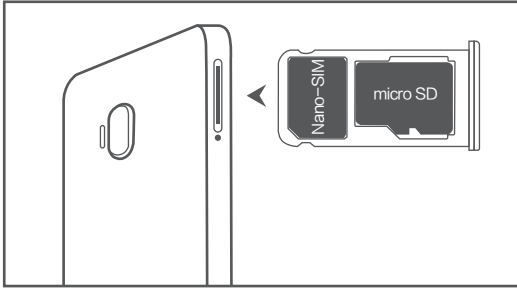
3 Insert a SIM card or microSD card into the card tray.

4 Insert the card tray back into your phone in the correct orientation.

Charging your phone

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

Using your battery

- You can recharge your battery many times, but all batteries have a limited lifespan. If you notice a significant deterioration in your phone's battery life, contact an authorized Huawei service center for a replacement battery. The battery is built into the phone and is not removable. Do not attempt to remove the battery yourself.

- Your phone may become warm after prolonged use or when exposed to high ambient temperatures. This is entirely normal. If your phone becomes hot to the touch, stop charging it and disable unnecessary features. Place your phone in a cool location and allow it to cool down to room temperature. Avoid prolonged contact with the surface of your phone if it becomes hot.

- When charging your phone, only use genuine Huawei batteries, chargers, and USB cables. Third-party accessories are a potential safety hazard and may impair your

phone's performance. Avoid using your phone when it is charging. Do not cover your phone or the power adapter.

- Charging times may vary depending on the ambient temperature and the remaining battery level.

- A low battery warning will be displayed when the battery level is low.

- Your phone will switch off automatically when the battery is nearly empty.

Battery status indicator

The battery status is indicated by your phone's indicator light and the battery icon in the status bar.

- If the status indicator blinks red and the battery icon changes to the battery level is below 4%.

- The status indicator and the battery icon indicate the battery status during charging. A red status indicator and a battery icon indicate that the battery level is below 10%. A yellow status indicator and a battery icon indicate that the battery level is between 10% and 90%. A green status indicator and a battery icon indicate that the battery level is between 90% and 100%. A green status indicator and a battery icon indicate that the battery is fully charged and you can unplug the charging cable from your phone.

If your phone does not respond when you press the power button, this indicates that the battery is empty. Charge your battery for at least 10 minutes using a genuine Huawei charger, and then turn on your phone.

Turning your phone on and off

- To turn on your phone, press and hold the power button until your phone vibrates and the screen turns on.

- To turn off your phone, press and hold the power button, and then touch .

- If your phone does not respond after holding down the power button for 20 seconds, the battery may be empty. If so, connect your phone to a charger to charge the battery.

Transferring Data

Using the Backup application to transfer data

Use the Backup application to transfer data from your old phone to your new phone.

ℹ️ Features may vary depending on your carrier.

Backup → Back up new data

Restore → Restore previously backed up data

Settings → More settings
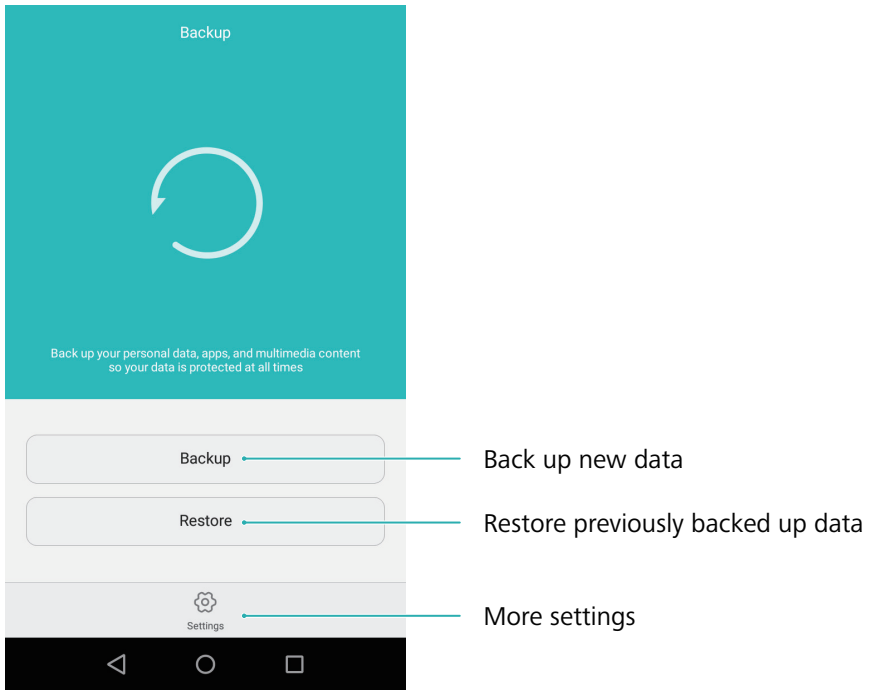
Backing up data to a microSD card

You can back up data on your old phone to a microSD card. For more information on inserting or removing a microSD card, see Inserting a SIM card and microSD card.

ℹ️ Data that can be backed up: contacts, messages, call log, photos, audio, videos, files, and applications.

1 Open 🔄 **Backup**.

2 Touch **Backup** > **SD card** > **Next**.

3 Select the data you want to back up. No backup password is required if you back up photos, audio, videos, and documents. To back up other types of data, follow the onscreen instructions to set a backup password.

4 Touch **Back up**.

> By default, backup data is saved to the **HuaweiBackup** folder in **Files**.

Restoring data from a microSD card

1 Insert the microSD card containing the backup files into your new phone. For more information on inserting microSD cards, see Inserting a SIM card and microSD card.

2 Open **Backup**.

3 Touch **Restore** > **Restore from SD card** > **Next**.

4 Select the backup you want to restore.

> If the backup data is encrypted, enter the encryption password when prompted.

5 Select the data you want to restore, and then touch **Start restoration**.

Transferring data between your phone and a computer

Transfer the data on your old phone to your computer, and then transfer it to your new phone.

Connect your phone to a computer using a USB cable. Swipe down from the status bar and touch **Photos** or **Files**. Your computer will automatically install any necessary drivers. Once installed, double-click on the new disk drive to manage files. The drive name should be your phone's model number.

- **Photos**: View photos that are stored on your phone.

- **Files**: Transfer files between your phone and a computer.

- If no connection type is specified, your phone will remain in charging mode.

Copying contacts from an old phone to a new phone

Use any of the following methods to copy contacts from your old phone to your new phone.

SIM card	Use the SIM import feature to copy SIM card contacts to your new phone. For more information, see Importing contacts from a SIM card.
Storage device	If both phones have a microSD slot, export your contacts to a microSD card in vCard format on the old phone, and then copy the contacts to the new phone. For more information, see Importing contacts from a storage device.
Bluetooth	Enable Bluetooth on both your old and new phones, and import your contacts using Bluetooth. For more information, see Importing contacts using Bluetooth.
Backup	If your old phone supports Backup, back up your contacts, and restore them to your new phone. For more information, see Using the Backup application to back up and restore data.
Computer	Sync contacts on your old phone to a computer, and then sync these to a new phone using a phone management application (such as HiSuite).
Other methods	• Install social networking applications and synchronize your contacts. • Log in to your Exchange account and synchronize your contacts.

First Use and Initial Setup

Initial setup

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

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

Connecting to the Internet

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

Connecting to a Wi-Fi network

1 Swipe down from the status bar to open the notification panel.

2 In the **Shortcuts** tab, touch and hold 📶 to open the Wi-Fi settings screen.

3 Turn on the Wi-Fi switch. Your phone will list available Wi-Fi networks.

4 Select the Wi-Fi network you want to connect to. If the Wi-Fi network is encrypted, enter the password when prompted.

Using mobile data

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

1 Swipe down from the status bar to open the notification panel.

2 In the **Shortcuts** tab, touch ⇅ to enable mobile data.

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

Installing Applications

Sharing applications using a microSD card

Save installation packages to a microSD card to share them with other phones.

> Installation packages from third-party sources may contain viruses or malicious software and should be installed with caution. Only install applications from trusted sources.

1 Insert the microSD card containing the installation package into your phone.

2 Open **Files**, locate the installation package on the microSD card, and then touch to install.

A warning message may be displayed during the installation process. Always read these messages carefully. If you wish to proceed with the installation, touch **Settings** and then turn on the **Unknown sources** switch to allow your phone to install third-party applications. After you have finished installing the application, touch **Settings** > **Advanced settings** > **Security** and turn off the **Unknown sources** switch to prevent your phone from installing applications downloaded from unofficial sources.

After installation, the application will be visible on your home screen.

Uninstalling an application

Free up space on your phone and boost performance by removing unused applications.

> Some pre-installed system applications cannot be removed.

Touch **Settings** > **Apps**, select the application you want to uninstall, and then touch **Uninstall**.

Getting Started

Locking and unlocking the screen

Locking the screen

- Press the power button to manually lock the screen.

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

(i) To change the screen sleep time, open **Settings**, touch **Display** > **Sleep**, and then select
a time.

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

Unlocking the screen

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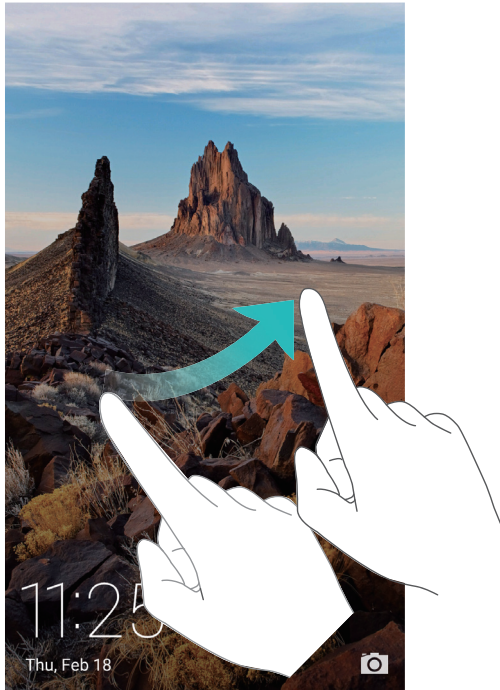
Touchscreen gestures

Use simple touchscreen gestures to perform a variety of tasks, such as open applications, scroll through lists, and zoom images.
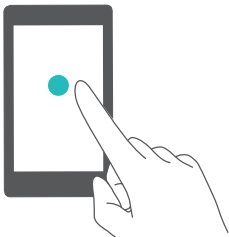
**Touch**: Touch an item once. For example, touch to select an option or open an application.
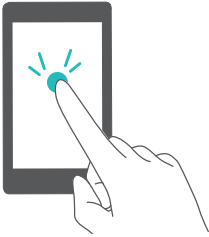
Double touch: Touch the target area of the screen twice in quick succession. For example, double touch an image in full screen mode to zoom in or out.
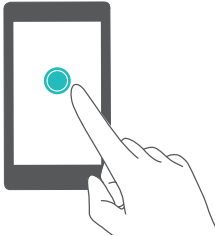
Touch and hold: Touch and hold the target area of the screen for at least 2 seconds. For example, touch and hold a blank area on the home screen to access the home screen editor.
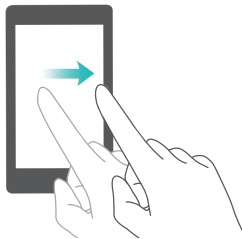
Swipe: Swipe your fingers on the screen. For example, in the **Notifications** tab, swipe left or right on a notification to dismiss it. Swipe vertically or horizontally to go to other home screens, scroll through a document, and more.
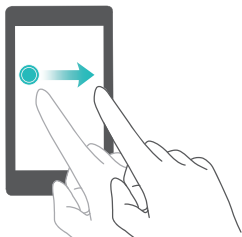
Drag: Touch and hold an item, and then move it to another position. For example, use this gesture to rearrange applications and widgets on the home screen.
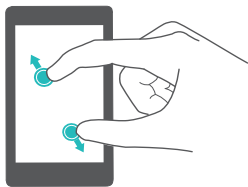
Spread fingers apart: Spread two fingers apart on the screen. For example, spread two fingers apart to zoom in on a picture or web page.
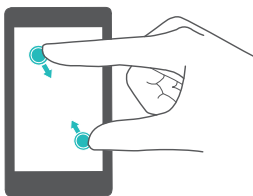
Pinch fingers together: Pinch two fingers together on the screen. For example, pinch two fingers together to zoom out on an image.

Status and notification icons

Status icons

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

Status icons may vary according to your region or carrier.

.ıll	Signal strength	.ıⅩ	No signal
G	Connected over GPRS	E	Connected over EDGE
4G	Connected over HSPA/HSPA+/WCDMA	4G LTE	Connected over Long Term Evolution (LTE)
▮☐▮	Vibration mode enabled	∩	Headset inserted
✈	Airplane mode enabled	▯	No SIM card found
✕	Silent mode enabled	✳	Bluetooth enabled

	Charging		Alarm enabled
	Battery low		Battery full

Notification icons

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

	Missed calls		Call in progress
	New emails		New messages
	Select an input method		New voicemail
	Connected over Wi-Fi		Wi-Fi network available
	Downloading data		Uploading data
	Upcoming events		Phone memory full
	Synchronizing data		Synchronization failed
	Login or synchronization problem		More notifications
	Portable Wi-Fi hotspot enabled		Connected to a VPN
	USB tethering enabled		Receiving location data from GPS

Home screen

Getting to know your home screen

Your home screens are where you can find your favorite widgets and all your applications.

Status bar: Displays notifications and status icons

Main screen: Displays application icons, desktop folders, and widgets

Screen position indicator: Indicates which home screen is displayed

Dock: Displays frequently used applications

Navigation bar: Displays virtual navigation keys
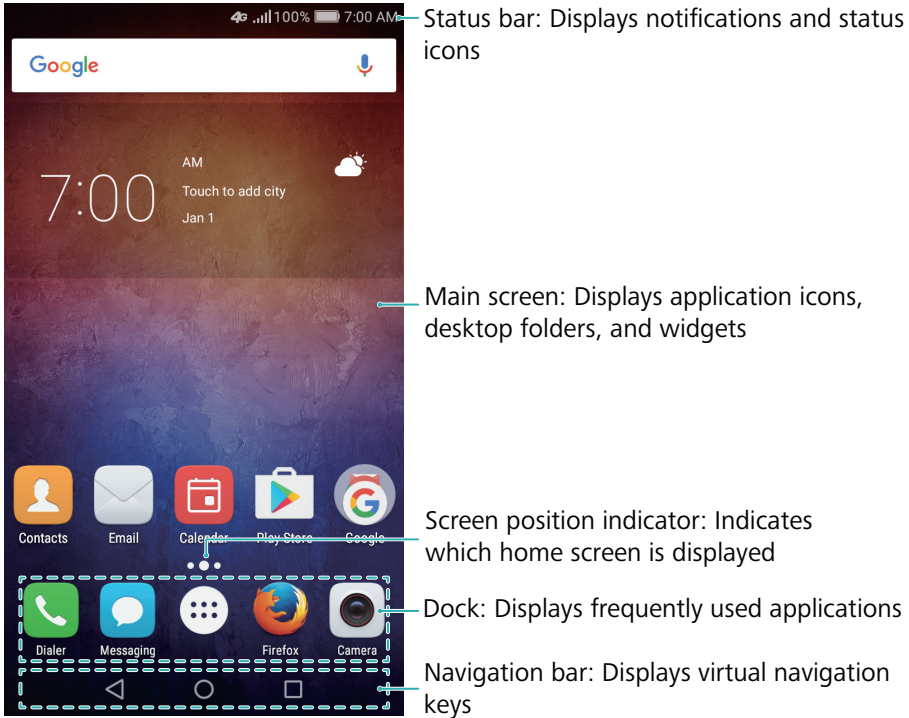
Virtual navigation bar keys:

- ◁ **Back**: Touch to return to the previous screen or close an application. When entering text, touch to close the onscreen keyboard.

- ◯ **Home**: Touch to return to the home screen.

- ☐ **Recent**: Touch to access the list of recently used applications.

Switching between home screens

Swipe left or right to view the extended home screens. Touch ◯ **Home** to return to the default home screen.
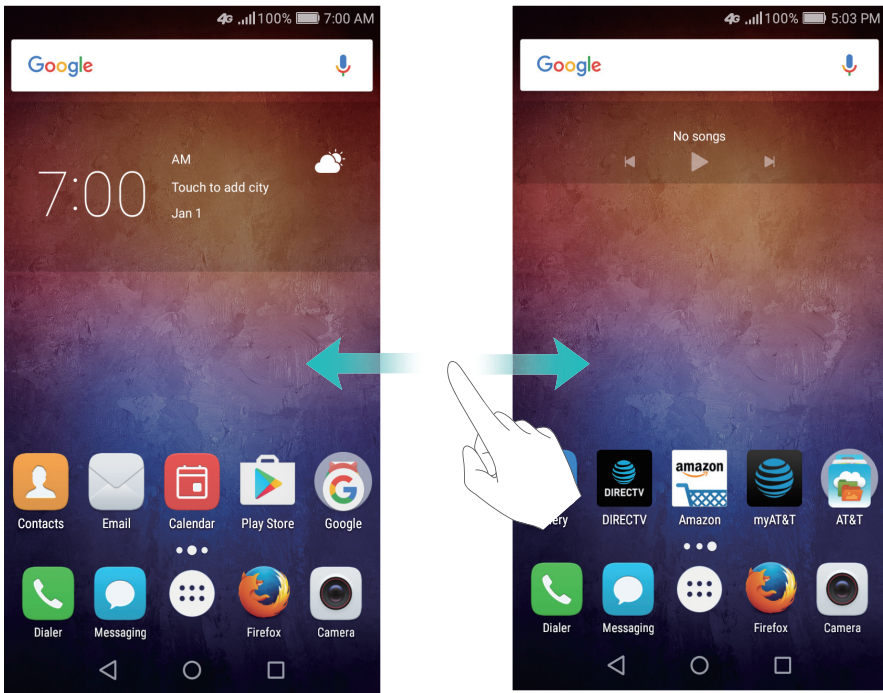
Automatic screen rotation

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

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

Organizing applications and widgets on the home screen

Adding a widget to the home screen

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

On the home screen, touch and hold a blank area to open the home screen editor. Touch **WIDGETS** and select a widget. Touch and hold the widget and drag it to a blank area on the home screen.

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

Moving a widget or icon

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

Deleting a widget or icon

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

Creating a folder

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

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

Taking a screenshot

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

Using the power and volume down buttons

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

Using the screenshot shortcut switch

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

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

Notifications

Notification panel

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

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

Swipe up on the screen, or touch ◁ **Back** or ◯ **Home** to close the notification panel.

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

Viewing notifications on the lock screen

New notifications (such as missed calls and messages) are displayed on the lock screen.

Swipe right on a lock screen notification to view its details.

> *i* By default, your phone will only display lock screen notifications for certain applications. If you want to enable lock screen notifications for more applications, see Managing notification permissions.

Managing notification permissions

Disable notifications for an application to prevent unnecessary disturbances.

1 Open ⚙ **Settings**.

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

3 Enable or disable notification settings as desired.

Display notifications in do not disturb mode: Select the desired application in **Notification center**, and then turn on the **Priority display** switch. Notifications will still be displayed when **Define priority interruptions** is enabled in do not disturb mode.

Notification and status bar settings

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

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

Configuring the drop-down settings for the notification bar

- Touch **Drag actions** > **Smart selection**. When you open the notification panel, your phone will go to the notifications tab if you have new notifications, otherwise it will go to the shortcuts tab.

- Touch **Drag actions** > **Determine from drag position**. Swipe down from the left of the status bar to open to the notifications tab, or swipe down from the right of the status bar to open the shortcuts tab.

- Turn on the **Notification panel** switch to access the notification panel when the screen is locked.

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

Configuring the display content for the notification and status bar

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

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

Personalizing your phone

Simple home screen

The simple home screen mode uses large icons and fonts to display content in a more easy-to-read layout.

1 Open ⚙️ **Settings**.

2 Touch **Home screen style > Simple**, and then touch ☑️ to enable the simple home screen.

3 On the simple home screen, you can:

- Touch application icons or widgets to open them.

- Touch and hold an icon to open the home screen editor and add or delete application icons.

- Touch **Others** to open the application list and view or open applications.

- Touch ➕ to add contacts or applications to the home screen.

- Touch **Standard home** to exit the simple home screen.

Changing the theme

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

Open 🎴 **Themes**, select a theme, and then touch ☑️ . Touch ⊞ to mix and match lock screen methods, wallpapers, application icons, and more.
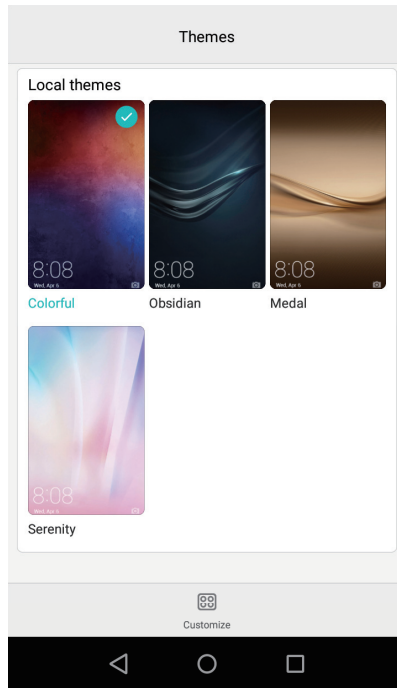
Changing the wallpaper

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

1 Open **Settings** and select **Display**.

2 Touch **Wallpaper**, and then touch **Gallery**, **Live Wallpapers**, **Photos**, or **Wallpapers**.

3 Select an image, and then follow the onscreen instructions to set it as the wallpaper.

Assigning a ringtone to a contact

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

1 Open **Contacts**.

2 Select the desired contact, and then touch **Phone ringtone**.

3 Select the desired ringtone or music file, and then touch .

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

Changing the font size

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

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

ℹ️ The **Extra huge** font size will only be displayed in messages, contacts, and the dialer application.

Entering text

Switching text input methods

Switch between text input methods as desired.

1 On the text input screen, swipe down from the status bar to open the notification panel.

2 Touch **Select input method** in the **Notifications** tab, and then select the desired input method.

ℹ️ If there are no input methods to choose from, go to ⚙️ **Settings**, touch **Advanced settings** > **Language & input** > **Default keyboard** > **Configure input methods**, and then turn on the switch next to the corresponding input method.

Android input method

Switch to voice input

Backspace

Enter a period
Touch and hold to enter symbols

Enter a space
Touch and hold to choose another input method

Enter a comma
Touch and hold to open the input options menu

Enter numbers and symbols

Toggle between upper and lower case
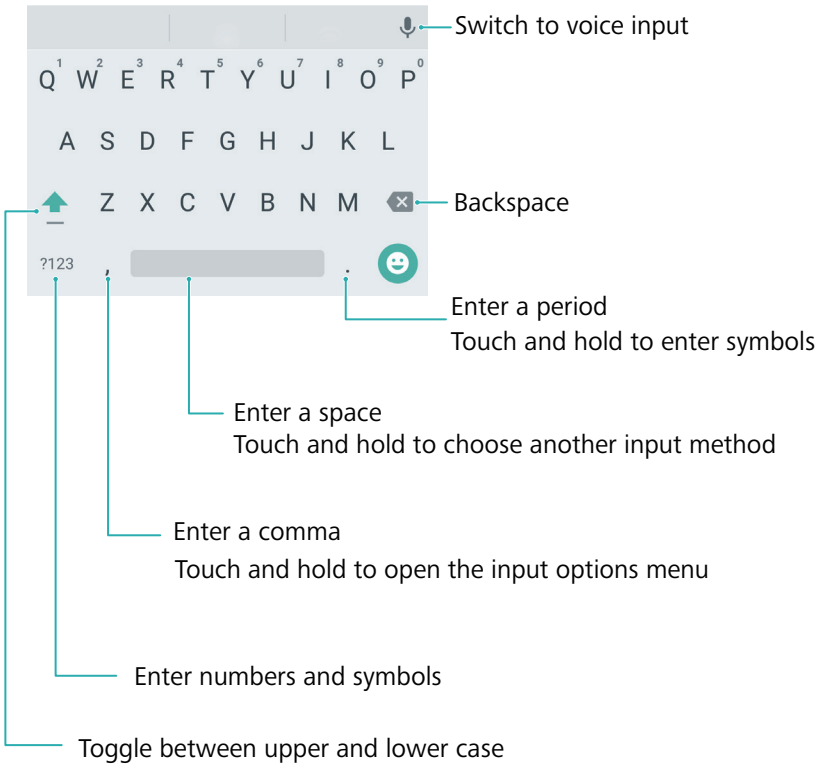
> The Android input method supports a wide range of languages.

Editing text

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

- **Select text**: Touch and hold the text to bring up ⬤⬤ . Drag ⬤ or ⬤ to select
  more or less text, or touch ☰ > **Select all** to select all text.

- **Copy text**: Select text and touch **Copy**.

- **Cut text**: Select text and touch **Cut**.

- **Paste text**: Touch and hold where you want to insert the text, and then touch **Paste**.

- **Share text**: Select text, and then touch **Share** to select a sharing method.

Calls and Contacts

Making calls

Smart dialing

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

1 Open 📞 **Dialer**.

2 Enter the name or initials of a contact in the dialer (for example, Howard Smith or HS). Your phone will search your contacts and call log and list the results above the dialer.
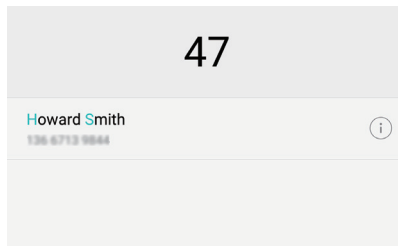
47

Howard Smith
136 6713 9844   ⓘ

3 From the list, select the contact you want to call.

4 Touch 📞 to end the call.

Enabling quick calling

Call people quickly even when the screen is switched off.

1 Open 📞 **Dialer**.

2 Touch ☰ > **Settings** > **Quick calling** and then turn on the **Quick calling** switch.

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

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

Making a call from Contacts

1 Open 🟠 **Contacts**.

2 Touch the search bar and enter the name or initials of the person you want to call. For more information on searching for contacts, see Finding a contact.

3 Touch the contact number.

Making a call from the call log

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

1 Open 📞 **Dialer**.

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

Making an emergency call

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

1 Open 📞 **Dialer**.

2 Enter the emergency number for your location in the dialer, and then touch 📞 .

⚠️ The ability to make emergency calls can depend on local regulations and carriers in your area. Poor network reception or environmental interference may prevent your call from being connected. Never rely solely on your phone for essential communication during emergencies.

Speed dialing

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

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

1 Open 📞 **Dialer**.

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

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

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

Making an international call

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

1 Open 📞 **Dialer**.

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

3 Touch 📞 .

Answering or rejecting a call

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

While the screen is locked:
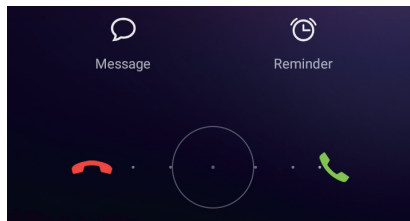
- Drag ◯ right to answer the call.

- Drag ◯ left to reject the call.

- Touch ◯ to reject the call and send an SMS.

- Touch ◯ to configure a callback reminder.

While the screen is unlocked:
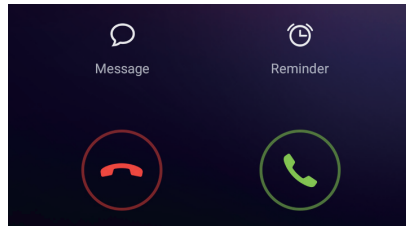
- Touch 📞 to answer the call.

- Touch 📞 to reject the call.

- Touch 💬 to reject the call and send an SMS.

- Touch 🕐 to configure a callback reminder.

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

Functions available during a call

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

Open Calendar

Mute the call

Start a three-way call

Enable hands-free mode

Place the current call on hold

View your notes

Display your contacts

Open the dialer

End call
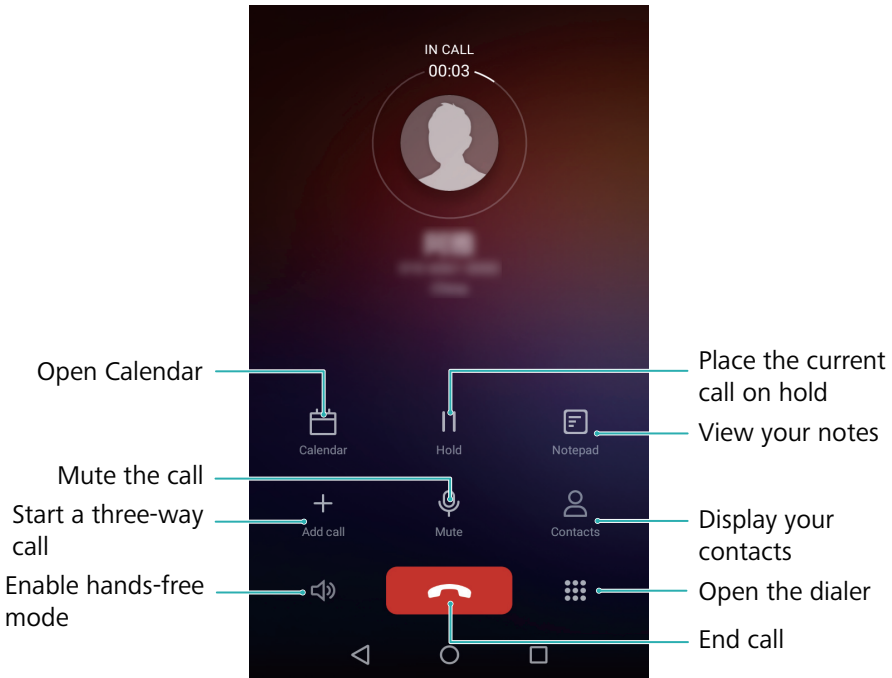
- **Hide the in-call menu**: Touch ◯ **Home** or ◁ **Return**. To return to the in-call menu, touch the green status bar at the top of the screen.

- **Start a three-way call**: Please contact your carrier to find out how to use this feature. For more information, see Making a conference call.

- **Adjust the volume**: Press the volume up button to increase the volume, or the volume down button to decrease the volume.

ⓘ To end a call using the power button, go to 📞 **Dialer**, touch ☰ > **Settings** and then turn on the **Power button ends call** switch.

Answering a third-party call

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

1 If you receive an incoming call when in another call, touch 📞 . You can then answer the incoming call and hold the other line.

2 Touch ⇄ to switch between the two calls.
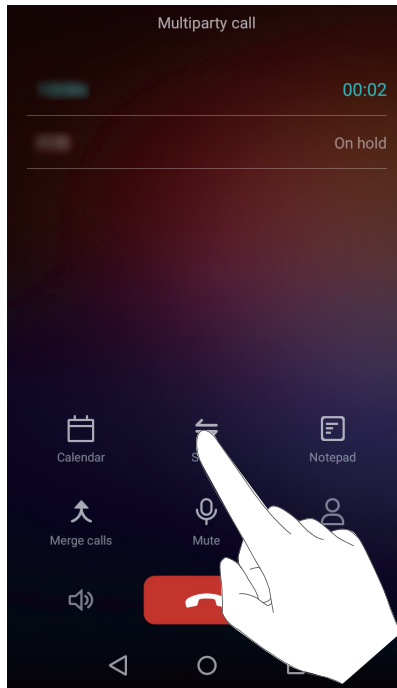
Making a conference call

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

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

1 Call the first participant.

2 Once the call is connected, touch ✛ and then dial the second participant's number. The first participant will be placed on hold.

3 When the second call is connected, touch ⋏ to start a conference call.

4 To add more people to the call, repeat steps 2 and 3.

5 Touch 📞 to end the call.

Viewing the call log

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

Adding a number from the call log

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

1 Open 📞 **Dialer**.

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

- Touch ✛ to create a new contact. For more information, see Creating a contact.

- Touch 👤 to add the number to an existing contact.

Clearing the call log

Open **Dialer**. You can:

- **Delete one entry**: Touch and hold a log entry, and then touch **Delete entry**.

- **Delete multiple entries**: Touch ☰ > **Delete call log** and select the entries you want

  to delete. Touch 🗑 > **Delete**.

Turning on pocket mode

Enable pocket mode to make sure you don't miss calls when your phone is in your pocket.
The ringtone volume and vibration intensity will gradually increase when you receive a
call.

1 Open **Dialer**.

2 Touch ☰ > **Settings**.

3 Turn on the **Pocket mode** switch.

  i Your phone will vibrate for incoming calls when it is facing downwards or in your pocket, even
    if incoming call vibrations are disabled.

Call settings

Enabling call forwarding

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

1 Open **Dialer**.

2 Touch ☰ > **Settings**.

3 Touch **Call forwarding**.

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

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

Enabling call waiting

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

1 Open 📞 **Dialer**.

2 Touch ☰ > **Settings**.

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

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

Enabling do not disturb mode

Do not disturb mode allows you to work or relax in peace and quiet. Your phone will only notify you about important calls or messages.

1 Open ⚙ **Settings**.

2 Touch **Do not disturb** and turn on the **Do not disturb** switch.

3 Touch **Define priority interruptions** > **Whitelist for calls and messages** > ＋ to add contacts to the whitelist.

When do not disturb mode is enabled, your phone will only ring or vibrate when chosen contacts call or message you. Your phone will mute ringtones or vibrations for any other calls or messages. Notifications for these can be viewed in the notification panel.

Configuring the harassment filter

The harassment filter automatically blocks calls and messages from unknown or blacklisted sources. The blacklist is constantly updated, ensuring that you are never disturbed.

Open 🛡 **Phone Manager**, then touch **Harassment filter** to configure filter rules and the blacklist or whitelist. For more information, see Harassment filter.

You can also open ![Dialer icon] **Dialer** and then touch ≡ > **Harassment filter** to configure the harassment filter.

Configuring voicemail

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

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

1 Open ![Dialer icon] **Dialer**.

2 Touch ≡ > **Settings**

3 Touch **Additional settings**.

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

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

Creating a contact

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

1 Open ![Contacts icon] **Contacts**.

2 Touch ＋ .

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

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

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

Adding contact details quickly

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

1 Open **Contacts**.

2 Touch **Business cards** > **Scan**.

3 You can then:

- **Take a photo of one card**: Place the business card on a flat surface and hold the phone in a landscape orientation. Adjust the viewfinder frame so that the card fits the guidelines, and then touch .

- **Take photos of multiple cards:** Switch to **Burst** mode and follow the onscreen instructions to photograph multiple cards.

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

Importing or exporting contacts

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

Importing contacts from a storage device

1 Open **Contacts**.

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

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

Importing contacts from a SIM card

1 Open **Contacts**.

2 Touch > **Import/Export** > **Import from SIM card**.

3 Select the contacts you want to import, and then touch ⬜→ .

4 Choose the location to import contacts to. Your phone will automatically import the contacts.

Importing contacts using Bluetooth

1 Open 👤 **Contacts**.

2 Touch ☰ > **Import/Export** > **Import from another phone**.

3 Select **Supports Bluetooth** and then touch **Next**.

4 Enable Bluetooth on the device from which you want to import contacts and set the device to be visible to other Bluetooth devices.

5 Touch **Next**. Your phone will automatically turn on Bluetooth and search for nearby devices.

6 Touch the Bluetooth device from which you want to import contacts. Once connected, your phone will automatically import contacts from the other Bluetooth device.

Importing contacts using Wi-Fi Direct

1 Open 👤 **Contacts**.

2 Touch ☰ > **Import/Export** > **Import from another phone**.

3 Select **Import via Wi-Fi Direct** and then touch **Next**. Your phone then prompts you to enable Wi-Fi and scans for Wi-Fi Direct devices.

4 Select the Wi-Fi Direct device you want to connect to. Once connected, your phone will automatically import contacts from the other device.

Exporting contacts to a storage device

1 Open ![Contacts icon] **Contacts**.

2 Touch ☰ > **Import/Export** > **Export to storage**.

3 Touch **Export**.

4 Choose where you want to export the contacts from and touch **OK**.

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

Exporting contacts to a SIM card

1 Open ![Contacts icon] **Contacts**.

2 Touch ☰ > **Import/Export** > **Export to SIM card**.

3 Select the contacts you want to export, and then touch ⬚ .

4 Touch **Continue**.

Sharing contacts

1 Open ![Contacts icon] **Contacts**.

2 Touch ☰ > **Import/Export** > **Share contact**.

3 Select the contacts you want to share, and then touch ⤳ .

4 Choose your sharing method, and then follow the onscreen instructions.

Managing contacts

Editing a contact

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

1 Open **Contacts**.

2 Touch and hold the contact you want to edit, and then touch **Edit**.

3 Touch the contact's photo, and then select **Take photo** or **Choose from Gallery**.

   Alternatively, enter the contact's new information, and then touch $\checkmark$.

The contact's photo will be displayed when the contact calls you. Other contact information such as company name and job title will also be displayed.

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

Merging duplicate contacts

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

1 Open **Contacts**.

2 Touch $\equiv$ > **Organize contacts** > **Merge duplicate contacts**.

3 Select the contacts you want to merge, and then touch $\checkmark$.

Deleting contacts

1 Open **Contacts**.

2 Touch ☰ > **Organize contacts** > **Delete contacts by batch**.

3 Select the contacts you want to delete, and then touch 🗑 .

4 Touch **Delete**.

ℹ️ You can also touch and hold a contact you want to delete. From the popup options menu, select **Delete** to delete that contact.

Finding a contact

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

1 Open **Contacts**.

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

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

- Swipe the contact list up or down.

- Slide your finger up or down the index on the right-hand side of the screen to scroll through your contacts.

- Enter the contact's name, initials, phone number, email address, or other contact information in the search bar at the top of the contact list. Search results will be displayed underneath.

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

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

Viewing contacts from different accounts

You can select which contacts to display on your phone.

1 Open 📇 **Contacts**.

2 Touch ☰ > **Display preferences**.

3 Select the account you want to display or customize the accounts to display.

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

Adding a contact to your favorites

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

1 Open 📇 **Contacts**.

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

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

Remove contacts from your favorites: Touch **Favorites** > ⊖ on the contacts screen.

Select the contacts that you wish to remove from your favorites, and then touch ⊖ .

Contact groups

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

Creating a group

1 Open 📇 **Contacts**.

2 Touch **Groups** and then $+$.

3 Enter the group name (for example Family or Friends) and then touch **OK**.

4 Touch $+$. Select the contacts you want to add to the group, and then touch $\checkmark$.

Editing a group

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

1 Open **Contacts**.

2 Touch **Groups** and select the group you want to edit.

3 Touch $+$ and add new members to the group.

4 Touch $\equiv$. You can then:

- Touch **Remove members** to remove members from the group.
- Touch **Delete group** to delete the group.
- Touch **Rename** to edit the group name.

Sending messages or emails to a group

1 Open **Contacts**.

2 Touch **Groups** and select which group you want to send a message or email to.

3 Touch $\bigcirc$ to send a message or $\boxtimes$ to send an email.

Deleting a group

1 Open **Contacts**.

2 Touch **Groups**.

3 Touch and hold the group you want to delete, and then touch **Delete**.

4 Touch **Delete**.

Deleting a group will not remove the contacts in the group.

Messaging and Email

Sending a message

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

1 Open **Messaging**.

2 In the list of message threads, touch .

3 Select the recipient box and enter the contact name or phone number. You can also touch to open your contact list and choose a contact or contact group.

4 Select the text field and enter your message, and then touch .

 If you enter more than three lines of text, touch to switch to full screen text entry. Touch to add an attachment to your message.

New message

Niki | △ —— Choose recipients

Switch to full screen text entry

Add attachment —— + | ▷ —— Send

Smiley   Camera   Picture

Swipe left or right to select attachment type

Contact   Phrase   Video
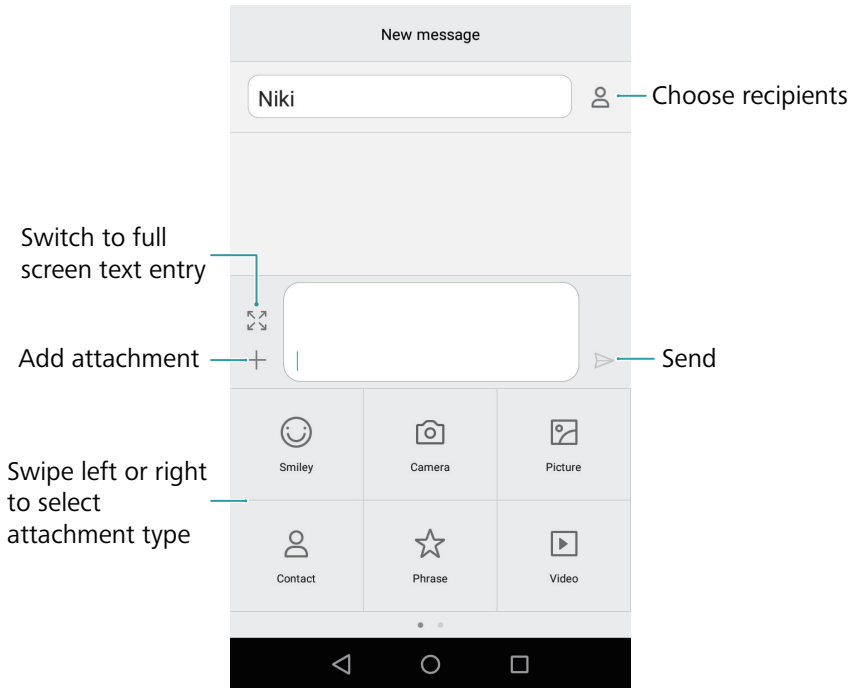
i **Cancel a message**: You can cancel a message up to four seconds after it was sent. Touch

≡ > **Settings**, then turn on the **Cancel send** switch. Double touch the message to cancel
sending.

Replying to a message

1 Open **Messaging**.

2 In the list of message threads, touch a contact name or phone number to view your
conversations.

3 Select the text field and enter your message, and then touch ▷ .

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

Searching for messages

Use the message search feature to find messages quickly.

1 Open 💬 **Messaging**.

2 Swipe down on the screen in the list of message threads to bring up the search bar.

3 Enter one or more keywords. The search results will be displayed underneath the search bar.

Deleting threads

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

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

1 Open 💬 **Messaging**.

2 In the list of message threads, touch and hold a thread.

3 Select the threads you want to delete, and then touch 🗑 > **Delete**.

Managing messages

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

1 Open 💬 **Messaging**.

2 In the list of message threads, touch a contact name or phone number to view your conversations.

3 Touch and hold a message. You can:

- **Forward the message**: Touch → to forward the message to another contact.

- **Delete the message**: Touch 🗑 > **Delete** to delete the message. Deleted messages cannot be retrieved.

- **Copy the message**: Touch ⊐ to copy the message to the clipboard and paste it elsewhere. When viewing a message, touch the message twice to enter full screen text selection view.

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

- **Lock the message**: Touch ☰ > **Lock** to lock the message. When you delete messages, locked messages will not be affected.

Blocking spam messages

1 Open 💬 **Messaging**.

2 In the list of message threads, touch ☰ > **Harassment filter** to view blocked messages.

3 Touch ⚙ to configure the spam rules and keywords. Blocked messages are not shown in the list of message threads.

Managing common phrases

Create common phrases to save you time when you're composing a message.

1 Open 💬 **Messaging**.

2 In the list of message threads, touch ☰ > **Settings** > **Advanced** > **Common phrases**. You can:

- Touch a common phrase to edit it.

- Touch ╄ to create a common phrase.

ⓘ **Use a common phrase in a message**: When composing a message, touch ╄ . Select

Phrase, then select a common phrase to add it to your message.

Adding a message signature

Add a message signature to save you time when sending messages.

1 Open 💬 **Messaging**.

2 Touch ☰ > **Settings** > **Advanced** > **Signature** in the list of message threads, and then turn on the **Attach signature** switch.

3 Touch **Edit signature**, enter your signature, and then touch **OK**.

Adding an email account

Adding a personal email account

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

1 Open ✉ **Email**.

2 Choose an email service provider or touch **Others**.

3 Enter your email address and password, and then touch **Next**. Touch **Manual setup** to configure an email account manually.

4 Follow the onscreen instructions to configure your account. The system will automatically connect to the server and check the server settings.

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

Change account or folder

Search

Compose email
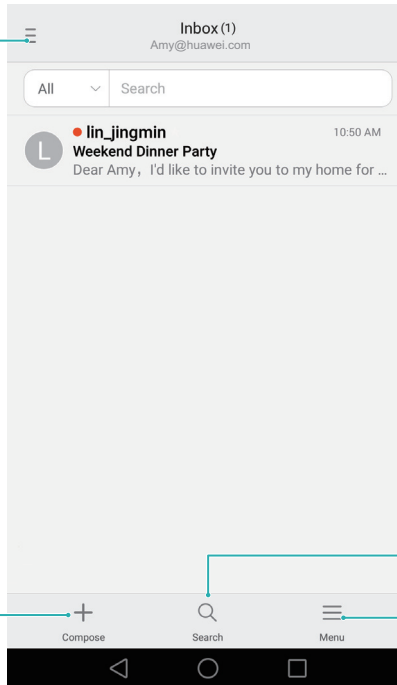
Change email settings

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

Adding an Exchange account

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

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

1 Open **Email**.

2 Touch **Exchange**.

3 Enter your email address, user name, and password. Touch **Next**.

4 Follow the onscreen instructions to configure your account. The system will automatically connect to the server and check the server settings.

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

Sending an email

1 Open **Email**.

2 Touch ╋ .

3 Touch **From:** and then select the email account you want to use.

4 Enter one or more recipients.

> To Cc or Bcc the email to multiple recipients, touch **Cc/Bcc:**.

5 Enter your email subject and main body. Touch to add an attachment.

6 Touch ▷ .

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

	✕ Compose ▷	── Send
	From: Amy@huawei.com ⌄	
Recipient ────	To: + ──	Select recipient from contact list
	Cc/Bcc:	
	Importance: Normal ⌄	
Subject ────	Subject:	
Email body ────		
	⊘ ────	Add attachment
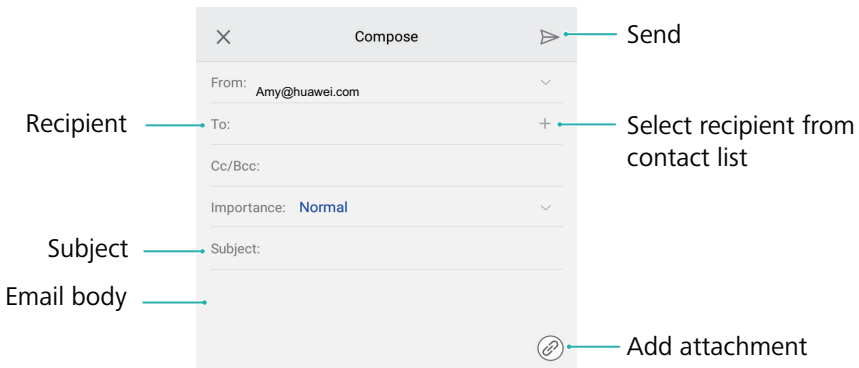
Touch ✕ > **Save** to save your email as a draft.

Checking your emails

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

1 Open **Email**.

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

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

- Touch ☆ to star for future reference.

- Touch ☰ to reply, forward, or delete the email.

- Touch **Reply…** and enter text to compose a quick reply.

- Swipe left or right to read the next or previous email.

Managing VIP contacts

Add important contacts to your VIP list. Emails from your VIP contacts will appear in a separate inbox.

1 Open **Email**.

2 In your **Inbox**, open the email that you want to read.

3 Touch the contact's photo, and then select **Add to VIP list** in the popup menu.

🛈 To change the notification settings and ringtones for your VIP contacts, touch ☰ > **Settings**
   > **VIP notifications** in your **Inbox**.

Account settings

Changing email accounts

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

1 Open **Email**.

2 In your **Inbox**, touch in the upper left corner to open the account list.

3 Select the desired email account.

Removing an email account

1 Open **Email**.

2 In your **Inbox**, touch > **Settings**.

3 Select the account you want to remove.

4 Touch **Remove account** > **OK**.

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

Personalizing your email account

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

1 Open **Email**.

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

Camera and gallery

Accessing the viewfinder

Open ⬤ **Camera** to access the viewfinder.

Switch flash modes

Switch between rear and front cameras

View more options.

Light painting　　Beauty　　Photo　　Video　　Time-lapse

View images or videos

Apply filter effects

Take a photo
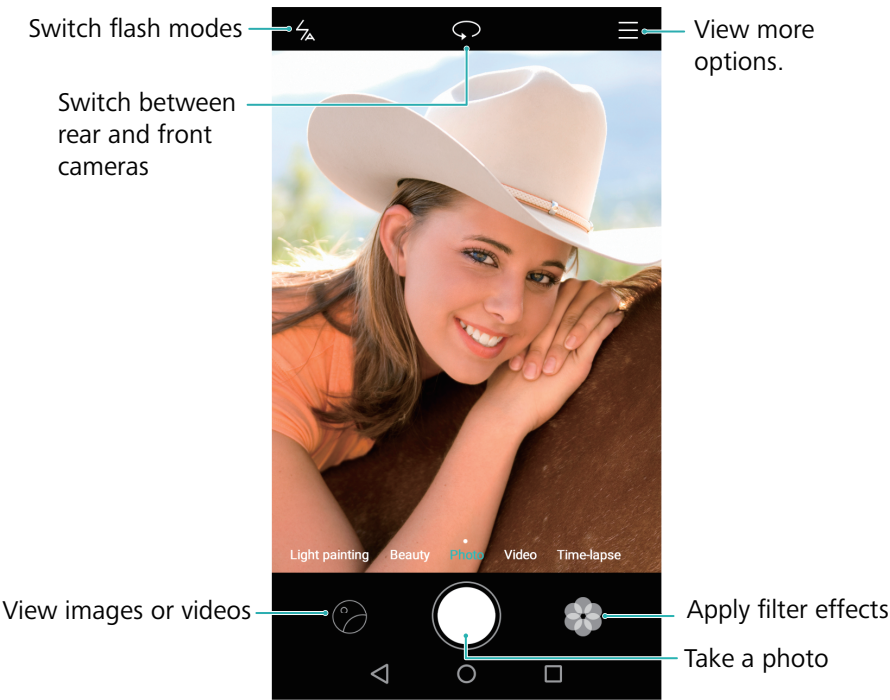
Taking a photo

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

2 Frame the scene you want to capture. Let your camera focus automatically or touch the screen to focus on an object.

3 Touch ◉.

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

Launching the camera from the gallery

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

2 Under **Photos**, swipe down on the albums to display the viewfinder in half screen mode, and then swipe down again to launch the camera.

 Not all camera features are available in half screen mode.

3 Touch to take a photo.

4 Touch **Return** to return to gallery.

Capture modes

 Your phone may not feature all of these capture modes.

- **Beauty**: Drag the slider to adjust the beauty level and apply facial enhancements.

- **Good food**: Adjust the color tone and lighting to accentuate the most mouth-watering food.

- **Panorama**: Use this mode to take wider shots.

- **HDR**: Enhance a photo taken under insufficient or excessive lighting conditions.

- **All-focus**: You can re-adjust the focal point of photos taken in this mode at a later time.

- **Watermark**: Add various watermarks to your photos.

- **Audio note**: You can record a brief audio clip after you take a photo.

- **Audio control**: Touch and enable this mode under **Settings**. You can issue voice commands to have your camera take photos for you.

- **Timer**: Touch and enable this mode under **Settings** to set a countdown timer for taking a photo.

- **Touch to capture**: Touch > and enable this mode under **Settings**. Touch the screen to take a photo.

- **Capture smiles**: Touch > and enable this mode under **Settings**. The camera will automatically take a photo when it detects a smile.

- **Object tracking**: Touch $\equiv$ > ☼ and enable this mode under **Settings**. Touch an object on the screen. Your camera will track and stay focused on this object.

- **Ultra snapshot**: Touch $\equiv$ > ☼ and enable this mode under **Settings**. When the screen is off or locked, frame the object you want to capture and press the volume down key twice to take a photo.

Taking a panoramic photo

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

2 Touch $\equiv$ > **Panorama** to switch to panorama shooting mode.

3 Touch ⦿ to start shooting.

4 Follow the onscreen instructions and move your phone slowly to capture multiple photos.

5 Touch ▣ to stop shooting. The camera automatically stitches the photos together to create one panoramic photograph.

Adding watermarks to photos

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

2 Touch $\equiv$ > **Watermark** to switch to watermark mode.

3 Touch the ⟨ or ⟩ navigation icon or touch **More** and then select the desired watermark.

4 Drag the watermark to adjust its position.

5 Touch ⦿.

Taking a photo using audio control

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

2 Touch ☰ > ☼ > **Audio control**.

3 Touch **Audio control** to switch to the audio control mode. Then you can:

- Get your phone to take a photo when you issue a voice command.

- Get your phone to take a photo when the surrounding noise reaches a certain decibel level.

4 Frame the scene you want to capture. Your phone will take a photo automatically when you issue a voice command or the surrounding noise reaches a certain decibel level.

Object tracking mode

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

2 Touch ☰ > ☼ .

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

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

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

All focus mode

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

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

3 Touch ⬤ to take a photo.

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

i ▦ indicates photos that were taken in all focus mode.

5 Touch ▦ to enter the all focus editing mode.

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

7 Touch 🖫 .

Document correction

You can use document correction mode to automatically adjust the orientation of a document in a photo. For example, if you're sitting at the edge of a meeting room, you can take a photo of a PPT, and then use document readjustment to crop and straighten the image so that it fits perfectly on your screen.

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

2 Touch ☰ > **Document readjustment**.

3 Focus on the subject (for example, a PPT, poster, or screen), and then touch ⬤ to take a photo. Your camera will automatically extract the part of the image containing text and adjust its orientation so that it is easier to read.

Touch the ⬿ thumbnail to read the text in the image, and then touch ▤ to edit the image.

Shooting a video

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

2 Swipe left or right to select **Video**.

3 Touch 🔴 to start recording.

4 While recording, touch an object or a position on the screen to focus on it. Touch �llto pause recording, and touch ▷ to resume.

5 Touch 🟥 to stop recording.

ⓘ While recording, you can touch 📷 to take a still photo.

Camera settings

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

- **Resolution**: Set the camera resolution. To change the video resolution, touch ≡ >

    ⚙ > **Resolution** on the video capture screen.

- **GPS tag**: Display the location where the photo or video was taken.

- **Preferred save location**: Set the default save location for your photos and videos.

- **Perfect selfie**: Enable this function in **Beauty** mode for automatic facial recognition and customized portrait enhancement.

- **Mute**: Enable this feature to mute the camera. Due to legal constraints, this feature is not available in all countries and regions.

- **Audio control**: Take a photo using voice commands.

- **Timer**: Enable this feature to set a self-timer.

- **Touch to capture**: Touch the viewfinder to take a photo.

- **Capture smiles**: The camera will automatically take a photo when it detects a smile.

- **Object tracking**: Touch the object you want to focus on. The camera will track and focus on the selected object.

- **Touch & hold shutter button**: Configure the shutter's touch and hold settings. You can select **Burst shoot** or **Focus**.

- **Volume button function**: Configure the volume button settings. You can select **Shutter**, **Zoom**, or **Focus**

- **Ultra snapshot**: Press the volume down button twice to take a photo when the screen is off.

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

Gallery

Viewing photos

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

2 You can then:

- Select the **Photos** tab and view photos in a timeline.

- Select the **Photos** tab, select and view photos grouped according to location.

- Select the **Albums** tab and view photos grouped by album.

Playing a slideshow

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

2 Under **Photos**, touch > **Slideshow**.

3 Touch the screen to stop the slideshow.

Editing an image

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

1 Open **Gallery**.

2 Touch an image to view it in full-screen mode. Touch to edit the image.

3 Select an image editing tool. You can:

Swipe left to view more editing tools

- **Rotate an image**: Touch ⟲ and swipe the screen to adjust the angle of rotation. Touch **Mirror** to create a mirror image of the photo.

- **Crop an image**: Touch ⌐ to select the crop ratio (for example, 16:9). Drag the dotted edges to crop the image to the desired size.

- **Add a filter**: Touch ⊛ and select the desired filter.

- **Accentuate colors**: Touch 🎨 and select the colors that you wish to accentuate.

- **Blur an image**: Touch ○ . Drag the slider to adjust the amount of blur. Drag the circle to the part of the image that you do not want to blur.

- **Adjust image parameters**: Touch ◑ . You can adjust the brightness, contrast, saturation, and more to make your image look more vivid.

- **Apply facial enhancement effects**: Touch ☺ to apply facial enhancement effects to people in an image. You can choose from various skin and eye enhancement effects.

- **Apply mosaic effects**: Touch and then select the desired mosaic effect.

- **Draw graffiti**: Touch to select the brush and color.

- **Add a watermark**: Touch to add a watermark and personalize your photo. You can choose from time, location, weather, exercise type, and more.

- **Add a label**: Touch and then select the desired label type and font. You can use labels to record your mood or thoughts.

Hiding photos

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

2 Under **Albums**, touch > **Hide albums**.

3 Touch the switch next to the album to hide the photos.

 Not all local albums on the phone's internal storage can be hidden.

Deleting a photo

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

2 Select the photo you want to delete and then touch > **Delete**.

Sharing photos and videos

You can share your photos or videos in various ways.

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

2 Select the photo or video that you want to share.

3 Touch , choose a sharing method, and follow the onscreen instructions to share your photo or video.

Setting a photo as the wallpaper

1 On the home screen, touch .

2 Select the photo you want to set as the wallpaper.

3 Touch > **Set as** and follow the onscreen instructions to set the photo as the wallpaper.

Taking a screenshot

Press the power and volume down buttons at the same time to take a screenshot. Open the notification panel and touch to share the screenshot. By default, screenshots are saved to the **Screenshots**folder in **Gallery**.

 You can also swipe down from the status bar to open the notification panel and touch under **Shortcuts**.

Scanning a QR code

Scanning a QR code using gallery

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

2 Choose a QR code photo.

3 Touch the photo. Gallery will automatically scan the QR code.

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

Scanning a QR code using camera

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

2 Frame the QR code using the camera. The camera will automatically scan the QR code.

3 Touch the QR code link to view more information about the code.

Accessing the Internet

Connecting to the Internet using mobile data

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

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

1 Open ⚙ **Settings**.

2 Touch **Mobile network** > **Mobile data**.

3 Turn on the **Standard Data** switch to enable mobile data.

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

Connecting to the Internet using Wi-Fi

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

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

Connecting to a Wi-Fi network

1 Open ⚙ **Settings**.

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

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

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

- If the Wi-Fi network does not require a password, your phone will connect automatically.

- If the network is protected, enter the password when prompted, and then touch **Connect**.

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

Connecting to a Wi-Fi network using WPS

Connect your phone to a WPS-enabled router without having to enter the network key.

1 Open ⚙ **Settings**.

2 Touch **Wi-Fi** and then turn on the **Wi-Fi** switch.

3 Touch ☰ > **Advanced settings**, and then choose one of the following methods:

- Touch **WPS connection** and then press the Wi-Fi router's WPS button.
- Touch **WPS PIN connection** to generate a PIN, and then enter this PIN on the Wi-Fi router.

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

Connecting to the Wi-Fi network with the strongest signal

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

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

1 Open ⚙ **Settings** and touch **Wi-Fi**.

2 Touch **Wi-Fi+** and then turn on the **Wi-Fi+** switch.

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

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

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

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

Sharing your mobile Internet with other devices

You can share your phone's mobile Internet with other devices (such as phones, tablets, or computers). The following Internet sharing methods can be used:

- **Portable Wi-Fi hotspot**: Create a portable Wi-Fi hotspot to share your mobile Internet with other devices.

- **Bluetooth tethering**: Share your mobile Internet with other devices using Bluetooth.

- **USB tethering**: Use a USB cable to share your mobile Internet with a computer.

Using a portable Wi-Fi hotspot to share your mobile Internet

Set up a portable Wi-Fi hotspot to share your phone's mobile Internet with other devices. Compared with Bluetooth tethering, the portable Wi-Fi hotspot feature offers quicker, longer-range connections, but power consumption is higher.

- Your device can't access the Internet using Wi-Fi when your **Portable Wi-Fi hotspot** is switched on.
- To enable mobile data, see Connecting to the Internet using mobile data.

1 Open **Settings**.

2 Touch **More** > **Tethering & portable hotspot**.

3 Touch **Portable Wi-Fi hotspot** and then turn on the Wi-Fi hotspot switch.

After enabling your personal Wi-Fi hotspot, your phone will display the ⬭ icon in the status bar.

4 Touch **Configure Wi-Fi hotspot** to view or modify the hotspot name, security settings, and password, and then touch **Save**.

- **Change the hotspot name**: The **Network SSID** is the hotspot's name. By default, this is the name of your phone model. You can manually change the name to something that is easier to remember.

- **Change the hotspot security settings**: Touch **Encryption type** to configure the hotspot security settings. Your phone uses **WPA2 PSK** encryption by default. Other devices will require a password to connect to the hotspot. If you choose **None**, devices will not require a password to connect to the hotspot.

- **Configure a password that is easy to remember**: The hotspot password is generated randomly by your phone. For security reasons, choose a password that is not easy to guess and change it regularly.

- **Configure the maximum number of connections**: Touch **Maximum connections allowed** and change the maximum number of connections. By default, your phone will allow eight devices to connect to the hotspot concurrently.

You will need to remember the hotspot name and password to connect to it using other devices.

🛈 **Limit the amount of data that other devices can use**: Touch **Data limit** on the **Portable Wi-Fi hotspot** screen, and then follow the onscreen instructions to set the data limit. When connected devices exceed this limit, your phone will automatically disable the Wi-Fi hotspot.

Using USB tethering to share mobile Internet with a computer

Use a USB cable to share your phone's mobile Internet with a computer. This is useful if your computer's Internet connection stops working.

> • **USB tethering** can be used to share your Wi-Fi and mobile Internet connection. To enable mobile data, see Connecting to the Internet using mobile data.
>
> • Depending on your computer's operating system, you may need to install phone drivers on the computer or establish a network connection in order to use USB tethering. Please read the instructions for your operating system.

1 Use a USB cable to connect your phone to the computer.

2 Open 🔅 **Settings**.

3 Touch **More** > **Tethering & portable hotspot**.

4 Turn on the **USB tethering** switch to share your mobile Internet.

After enabling USB tethering, your phone will display the 🖳 icon in the status bar. You can then use the computer to access the Internet.

> You cannot use the mass storage feature when your phone is in USB tethering mode.

Using Bluetooth tethering to share your mobile Internet

Use Bluetooth tethering to turn your phone into a wireless router and share your mobile Internet with other devices. Compared with a portable hotspot, Bluetooth tethering offers a slower Internet connection, but consumes less power.

> **Bluetooth tethering** can be used to share your Wi-Fi and mobile Internet connection. To enable mobile data, see Connecting to the Internet using mobile data.

1 Establish a Bluetooth connection between two devices and check that they are paired. For more information, see Enabling Bluetooth and pairing your phone with another device.

2 Open 🔅 **Settings**.

3 Touch **More** > **Tethering & portable hotspot**.

4 Turn on the **Bluetooth tethering** switch to share your mobile Internet.

5 On the **Bluetooth** screen, touch ⓘ next to the name of the paired device, and then turn on the **Internet access** switch to establish an Internet connection.

ⓘ Send an Internet access request to your phone from the device that requires an Internet connection.

After enabling Bluetooth tethering, your phone will display the ⁕ icon in the status bar. Other devices can now connect and use your mobile Internet.

Transferring data using Bluetooth

Enabling Bluetooth and pairing your phone with another device

1 Open ⚙ **Settings** and touch **Bluetooth**.

2 Turn on the **Turn on Bluetooth** switch and ensure that **Visibility** is enabled. Your phone will automatically list available devices. If the device you want to pair with is not displayed, check that the device is discoverable.

3 Select the device you want to pair with and follow the onscreen instructions.

Sending and receiving files using Bluetooth

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

- **Send files**: Touch and hold the file you want to send and touch **Share** > **Bluetooth**. Your device will automatically search for nearby devices. Select the receiving device.

- **Receive files**: When another device tries to send you files using Bluetooth, select **Accept** from the dialog box that appears. Open the notification panel to view file transfer progress.

By default, received files are saved to the **bluetooth** folder on your device's internal storage.

Unpairing Bluetooth devices

1 Open ⚙ **Settings** and touch **Bluetooth**.

2 Turn on the **Turn on Bluetooth** switch.

3 Touch the ⓘ icon next to the name of the paired device, and then touch **Unpair**.

Renaming your phone

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

1 Open 🔅 **Settings** and touch **Bluetooth** > **Device name**.

2 Rename the phone and touch **OK**.

Transferring data using Wi-Fi Direct

Use Wi-Fi Direct to transfer photos and files between two devices without connecting to a Wi-Fi network. Wi-Fi Direct is similar to Bluetooth but is faster, making it suitable for the transfer of larger files such as videos.

ℹ️ Wi-Fi Direct can only be used to transfer data between two Huawei devices. Check that both devices support Wi-Fi Direct.

Connecting two devices using Wi-Fi Direct

Establish a Wi-Fi Direct connection to transfer data wirelessly between two devices.

1 Open 🔅 **Settings**, select **Wi-Fi** and then turn on the **Wi-Fi** switch. Touch 📶 **Wi-Fi Direct**.

2 Repeat the above steps on the other device and keep the Wi-Fi Direct search screen open on both devices.

3 When your phone detects the other device, select it. Follow the onscreen instructions to establish a Wi-Fi Direct connection between the two devices.

To terminate the Wi-Fi Direct connection, select 📶 to open the **Wi-Fi Direct** screen. Select the device you want to disconnect from and touch **OK** to disconnect.

Using Wi-Fi Direct to send and receive files

Share files between two devices by establishing a Wi-Fi Direct connection.

> *i* This feature requires a Wi-Fi connection. Ensure that Wi-Fi is enabled on both devices.

1 Open **Gallery** and select the picture you want to send.

2 Touch **Share** > **Wi-Fi Direct**. Wait until the receiving device is detected, and then select it.

If the receiving device is not detected, check that Wi-Fi is enabled.

3 A prompt will be displayed on the receiving device. Touch **Accept** to accept the file transfer request.

Open the notification panel and touch **Notifications** to monitor the file transfer progress. By default, received files are saved to the **Wi-Fi Direct** folder on your phone's internal storage.

Backup and Restore

Using the Backup application to back up and restore data

Backups help ensure that you never lose your data. You can use a local backup to copy data to your phone's internal storage or a microSD card.

ℹ️ Features may vary depending on your carrier.

Backup ———— Back up new data

Restore ———— Restore previously backed up data

More settings
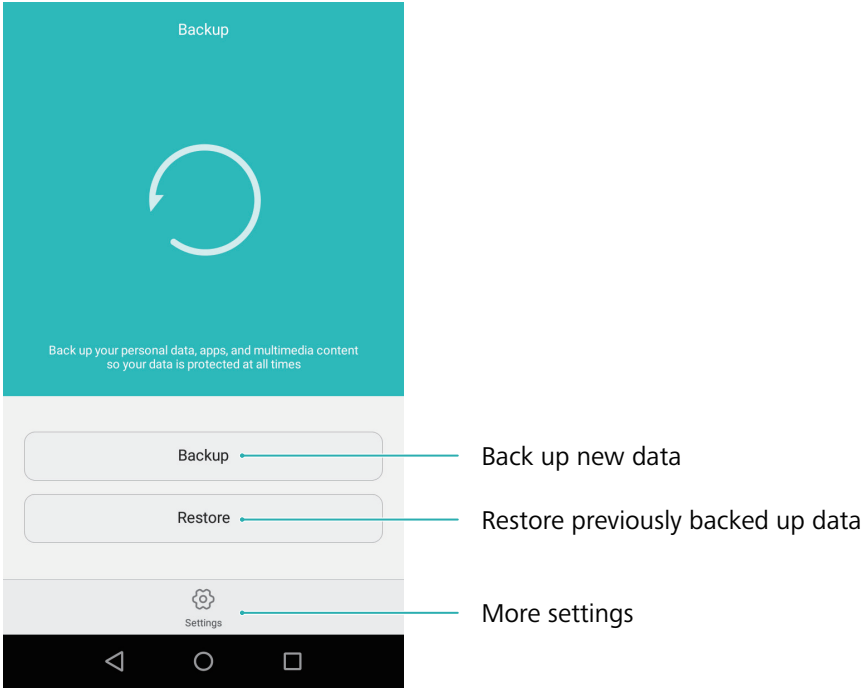
Backing up data to local storage

You can back up your contacts, messages, call log, photos, music, videos, files, and applications.

1 Open 🔄 **Backup**.

2 Touch **Backup** > **Internal storage** > **Next**.

3 Select the data you want to back up. No backup password is required if you back up photos, audio, videos, and documents. To back up other types of data, follow the onscreen instructions to set a backup password.

4 Touch **Back up**.

i By default, backup data is saved to the **HuaweiBackup** folder in **Files**.

Restoring data from local storage

1 Open 🔄 **Backup**.

2 Touch **Restore** > **Restore from internal storage** > **Next**.

3 Select the backup you want to restore.

i If the backup data is encrypted, enter the encryption password when prompted.

4 Select the data you want to restore, and then touch **Start restoration**.

Restoring factory settings

Restore your phone to its factory settings if it crashes or is slow to respond.

⚠ Back up important data on your phone before restoring factory settings. For more information, see Using the Backup application to back up and restore data.

Restoring factory settings will erase all personal data from your phone, including fingerprints, account information, downloaded applications, and application settings.

1 Open ⚙ **Settings**.

2 Touch **Advanced settings** > **Backup & reset** > **Factory data reset**.

3 Choose whether to format your internal storage, and then touch **Reset phone**.

⚠ Selecting **Erase internal storage** will delete all files on your internal storage, such as music and images. Proceed with caution.

4 Touch **Reset phone** to restore your phone to its factory settings. Your phone will restart automatically when the process is complete.

File Management

Viewing files

Viewing files by category

Open the **Categories** tab in **Files**. Your files are automatically sorted into different categories.

Finding files quickly

Use the search feature to quickly find what you are looking for.

1 Open **Files**.

2 In the **Local** tab, touch **Internal storage** or **SD card**.

3 Touch and then enter the file name or keywords. Search results will be displayed below the search bar.

Sorting your files

Use the sort feature to arrange your files by type, name, size, or date.

1 Open **Files**.

2 In the **Local** tab, touch **Internal storage** or **SD card**.

3 Touch and then sort files by type, name, size, or date as desired.

Creating file shortcuts on the home screen

Create a shortcut to frequently-used files on the home screen for easy access.

1 Open **Files**.

2 In the **Local** tab, touch **Internal storage** or **SD card**.

3 Touch and hold the file you want to create a shortcut for, and then touch >
Create desktop shortcut.

Sharing files

Use **Files** to share photos or videos on social media, or with friends.

1 Open   **Files**.

2 In the **Local** tab, touch **Internal storage** or **SD card**.

3 Touch and hold the files you want to share, and then touch ☰ > **Share**.

4 Choose a sharing method and follow the onscreen instructions to share your files.

Creating folders

Create folders and place files inside them to keep your phone organized.

1 Open   **Files**.

2 In the **Local** tab, touch **Internal storage** or **SD card**.

3 Touch ┼ , enter the name of the new folder, and then touch **Save**.

Renaming files

Give your files distinctive names so that you can find them more quickly.

1 Open   **Files**.

2 In the **Local** tab, touch **Internal storage** or **SD card**.

3 Touch and hold the file or folder you want to rename, and then touch ☰ > **Rename**.

4 Enter a new name, and then touch **OK**.

Copying, moving, or deleting files

1 Open 📁 **Files**.

2 In the **Local** tab, touch **Internal storage** or **SD card**.

3 Touch and hold the files you want to copy, move, or delete. You can:

- **Copy files to a destination folder**: Touch ⧠ , select a destination folder, and
  then touch ⧠ .

- **Move files to a destination folder**: Touch ⧠ , select a destination folder, and
  then touch ⧠ .

- **Delete files**: Touch 🗑 > **Delete**

Creating or extracting archives

Combine multiple files into a single **zip** archive to free up storage space and make your files easier to share.

1 Open 📁 **Files**.

2 In the **Local** tab, touch **Internal storage** or **SD card**.

3 Touch and hold the files or folders you want to add to the archive, and then touch
  ☰ > **Compress**.

4 Choose the archive destination. The selected files will be compressed into a **zip**
  archive, which will be named automatically.

ⓘ To extract an archive, touch and hold the archive file, and then touch ☰ > **Extract to**.
  Select where the archive should be extracted to.

Excluding small images

When viewing images, you may find that **Files** also displays cached images and thumbnails from web pages you have visited. Exclude these images for a clutter-free viewing experience.

1 Open ⚬ **Files**.

2 Touch ☰ > **Settings** and then turn on the **Filter small pictures** switch to prevent files smaller than 30 KB from being shown.

Storing private files in a safe

To ensure the privacy of your files, enable Safe, set a password, and move files into a safe to encrypt them. You can always remove them from the safe at a later date.

1 Open ⚬ **Files**.

2 In the **Categories** or **Local** tab, touch **Safe**.

3 Touch **Enable** and set the safe storage location.

4 Follow the onscreen instructions to set a password and security question, and then touch **Done** to open Safe.

5 Touch ↗ . Follow the onscreen instructions to select files, and then touch ↗ to add them to the safe.

• **Remove files from a safe**: In Safe, open the folder which contains the files you want to remove. Touch and hold any file, select the files you want to move, and then touch

   ↦ .

• **Destroy a safe**: In Safe, touch **Settings** > **Destroy safe**. Follow the onscreen instructions to remove files from the safe and destroy it.

• **Change the safe password**: In Safe, touch **Settings** > **Change password**. Follow the onscreen instructions to change the password.

Phone Manager

Optimizing your system

Use Phone Manager to make your phone run faster and optimize performance.

Conducting a comprehensive scan

Open ![icon] **Phone Manager**. Your phone will automatically conduct a comprehensive scan and optimize your system.

Cleaning up your phone

1 Open ![icon] **Phone Manager**.

2 Touch **System optimization** to scan for and clear cached application data and system trash.

![info icon] Follow the onscreen instructions to manually clear files or configure the settings.

3 Once the data has been cleared, touch **Finish**.

Managing data usage

Phone Manager comes with a data management feature that you can use to monitor data usage and avoid exceeding your monthly allowance.

Open ![icon] **Phone Manager** and then touch **Traffic manager**. You can view detailed data usage statistics or configure the following settings:

- **Traffic use ranking**: View per-application data usage.

- **Networked apps**: Manage Internet access permissions for applications. Close unnecessary background applications that connect to the Internet to reduce data usage and power consumption.

- **Portable Wi-Fi hotspot**: Configure the settings for a mobile hotspot or mobile network connection.

Harassment filter

Phone Manager features a harassment filter and notification center to block spam calls and messages and unwanted push notifications.

Open **Phone Manager**. You can:

- Touch **Harassment filter** > and follow the onscreen instructions to configure a call blacklist or whitelist, keywords, and spam settings.
- Touch **Notification center** and select an application to configure its notification permissions and settings.

Battery management

Phone Manager comes with a battery management feature to help you save power and prevent you from missing important calls and messages.

Open **Phone Manager** and then touch **remaining**. You can:

- View detailed battery usage statistics.
- Optimize battery use to reduce power consumption.
- Select a suitable power plan.

Tools

Calendar

Calendar helps you to plan your daily schedule. For example, it helps you to plan ahead and displays information about public holidays. If you have saved your contacts' birthdays, Calendar will automatically create birthday reminders.

Adding and deleting events

Add events and set reminders to help you plan ahead.

- **Add an event**: Open ⬜ **Calendar**, touch ╋ , and then enter the name, start and end time, and location of the event. Touch ✓ to save the event. If you add a reminder, your phone will send you a reminder at the preset time.

- **Delete an event**: Go to the event that you want to delete, and then touch 🗑 .

Viewing the calendar

Open 🔲 **Calendar**. You can:

- **Switch to month, week, or day view**: Touch **Month**, **Week**, or **Day**. When in month, week, or day view, swipe left or right to change the month, week, or day that is displayed.

- **View week number**: Touch ☰ > **Settings**, and then turn on the **Show week number** switch to display the week number on the left of the calendar.

- **Change first day of the week**: Touch ☰ > **Settings** > **Week starts on**, and then select a day.

- **Switch to a different calendar**: Make sure that you are connected to the Internet, and then touch ☰ > **Calendars to display**. Touch **Local calendar** and select the desired calendar.

> 🛈 For more information on connecting to the Internet, see Accessing the Internet.

- **Automatically import contacts' birthdays**: Touch ☰ > **Calendars to display**, and then turn on the **Contacts' birthdays** switch. Your phone will automatically import your contacts' birthdays and create birthday reminders.

Viewing global holidays

Enable the global holidays option to help you plan your next business trip or holiday.

> 🛈 This feature requires Internet access. For more information, see Accessing the Internet.

1 Open 🔲 **Calendar**.

2 Touch ☰ > **Calendars to display** > **Global holidays**.

3 Turn on the switch next to the country whose holidays you want to view. Your phone will automatically download the country's holiday information.

Synchronizing a calendar

Sync your calendar with your account for easy access wherever you are.

1 Open 🔲 **Calendar**.

2 Touch ≡ > **Calendars to display**.

3 Select the account whose calendar you want to display.

4 Touch ≡ > **Calendars to sync**.

5 Select the desired account, and then log in to your Exchange account to sync the calendar.

Clock

In the Clock application, you can add alarms, view world times and public holiday dates, and use the stopwatch and timer features.

Managing alarms

Open 🔵 **Clock**. In the **Alarm** tab, you can:

- **Add an alarm**: Touch ╈ and set the alarm time, ringtone, repetitions, and more. Touch ✓ to apply.
- **Enable or disable an alarm**: Touch the switch next to an alarm.
- **Configure the alarm settings**: Touch ◯ to configure the snooze duration, silent mode settings, and volume button behavior.
- **Delete an alarm**: Touch and hold the alarm you want to delete, and then touch ⊖.
- **Turn off an alarm**: Touch **Slide to turn off alarm** at the bottom of the lock screen.
- **Mute an alarm**: Press the volume down button.
- **Snooze for 10 minutes**: Press the power button. The alarm will go off again after 10 minutes. Swipe down on the screen to open the notification panel and touch the alarm notification to turn off the alarm.

World clock

Add multiple clocks to view the time in various cities around the world.

Open ⟨⟩ **Clock**. In the **World clock** tab, you can:

Home time   World clock

Add city

Current network time   Delete cities   Set date, time, and home time zone
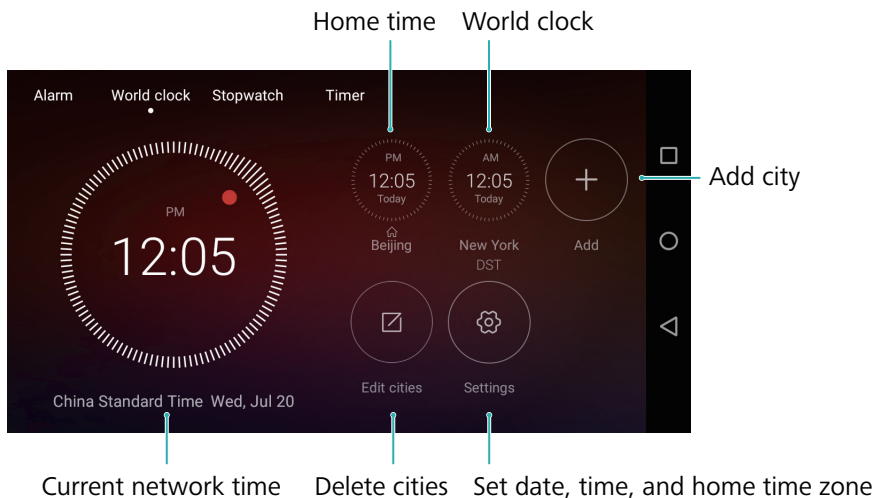
- **Add a city**: Touch ╋ . Enter a city name or select a city from the list.

- **Set the home time zone**: Touch ⟨⟩ , turn on the **Display home clock** switch, and then touch **Home time zone**.

- **Set the system date and time**: Touch ⟨⟩ > **Date & time**.

- **Delete a city**: Touch **Edit cities**. Touch the ⊖ icon next to the city you want to

   delete, and then touch ✓ .

Dual clock display

Your phone displays the network time by default. Turn on dual clocks to display the local time and home time on the lock screen.

Touch ⟨⟩ > **Date & time** > **Dual clocks** and then turn on the **Dual clocks** switch. Touch **Set home city**, and then select your home time zone from the list of cities.

Home time zone ——————— Default 4:32 PM Fri, Jan 29 | Roaming 5:32 PM Fri, Jan 29 ——————— Current time zone
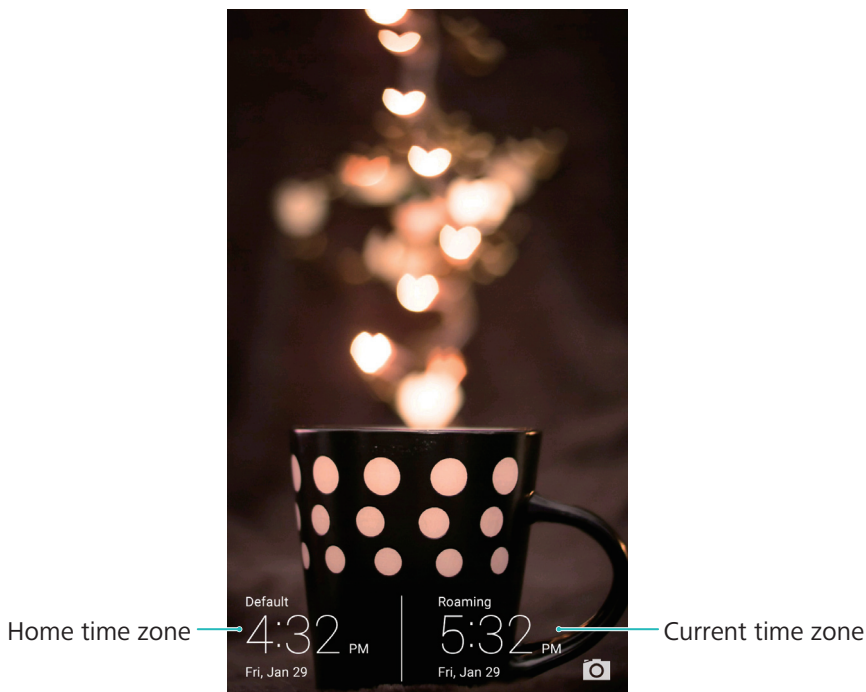
Only one clock is displayed when the local time zone is the same as the home time zone.

Stopwatch

1 Open **Clock**.

2 Under **Stopwatch**, touch to start timing.

While timing, touch to count laps. Swipe up on the timer in the middle of the screen to view your lap data.

3 Touch to pause the stopwatch.

4 Touch to resume the stopwatch, or touch to clear the stopwatch records.

Timer

1 Open ⌄ **Clock**.

2 Under **Timer**, turn the wheel to set the countdown time.

i Touch (⚲) to set a ringtone for the timer.

3 Touch (▷) to start the timer.

4 When the timer goes off, swipe the screen to silence the ringtone.

i When the timer is counting down, touch (▢) to reset the timer, or touch (II) to pause the countdown.

Weather

Weather allows you to check the current weather and multi-day forecast for your location and many other destinations around the world.

Viewing weather information

Open 🌥 **Weather**. You can:

- **View detailed weather information**: Swipe up on the screen to view the weather forecast for the next 24 hours, chance of rainfall, air quality, comfort index, wind speed and direction, and sunrise/sunset times.

- **View weather for other cities**: Swipe left or right on the screen to view the weather forecast for other cities.

- **Change temperature unit**: The temperature unit is set according to the system language. Touch ⚙ > **Temperature unit** to change the unit.

- **Enable weather sounds**: Weather sounds are disabled by default. To enable them, touch ⚙ , and then turn on the **Weather tones** switch.

Updating the weather

1 Open 📱 **Weather**.

2 Swipe left or right to find the city whose weather you want to update.

3 Swipe down from the top of the screen to update the weather manually.

ℹ️ You can also configure automatic weather updates. Touch ⚙️ . Turn on the **Auto update** switch, and then configure your **Update interval**. Your phone will update weather data at the scheduled interval.

Adding and deleting cities

Add multiple cities to the weather application so that you can keep track of the weather in cities of interest to you.

1 Open 📱 **Weather**.

2 Touch ☰ . You can then:

- **Add a city**: Touch ☰ > ⊕ . Select a city from the list or search for the desired city in the search bar. You can add a maximum of 10 cities to the weather application.

- **Remove a city**: Touch and hold the city you wish to remove, and then touch ⊖ .

Notepad

Use Notepad to record important information or shopping lists. You can set up reminders
for each note.

	Search bar
	No status added to note
	Pending note
	Create a note
	Select display settings
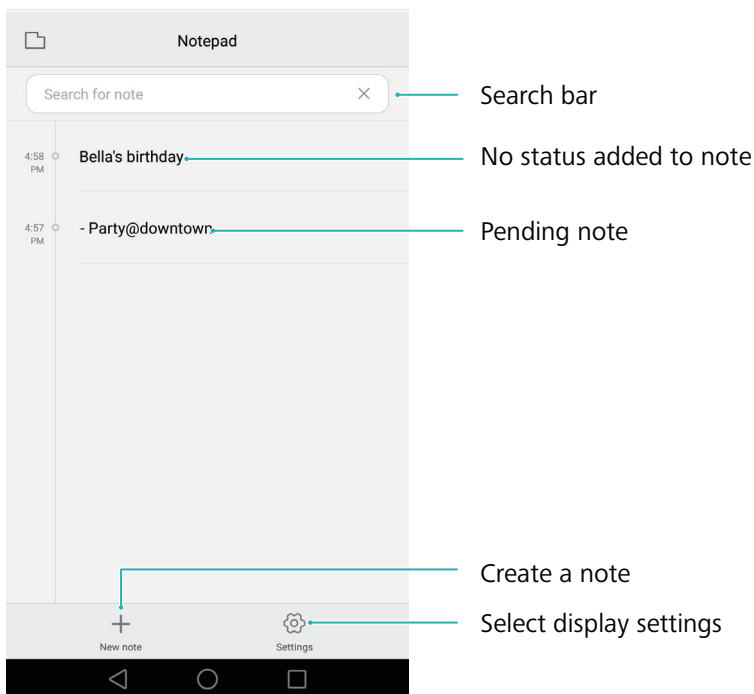
On the Notepad home screen, pending notes are prefixed with "-" to help you quickly identify
which notes require your attention.

Creating a note

1 Open **Notepad**.

2 Touch $+$, enter your note, and then touch $\checkmark$ to save.

Save note
Close note
Edit note

Add bullet
Insert image from gallery
Take a photo
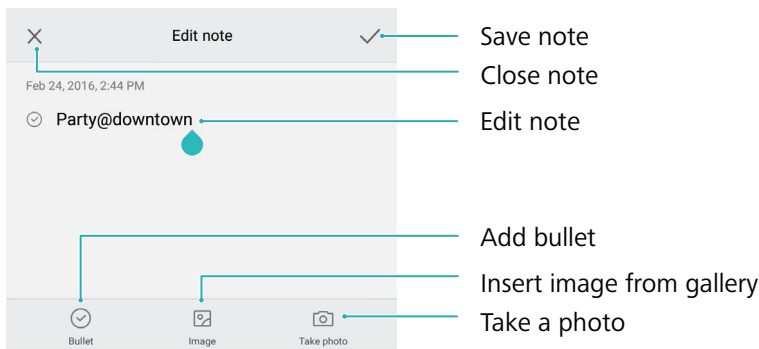
Once you have saved a note, follow the onscreen instructions to share or delete it, or add it to your favorites.

Deleting a note

1 Open **Notepad**.

2 Touch and hold the note that you want to delete (or select multiple notes), and then touch .

3 Touch **Delete**.

Calculator

Open ![Calculator icon] **Calculator**. Rotate the screen orientation to switch between the standard and scientific calculators.

Sound recorder

You can use the Recorder application to record sound in a variety of different scenarios, such as meetings, interviews, or your own voice.

Recording sound

1 Open ![Recorder icon] **Recorder**.

2 Touch ![Record button] to start recording.

> ℹ In order to ensure optimum recording quality, place your phone on a flat surface and do not cover the microphone.

3 When you are recording, touch || to pause or ![tag icon] to add a tag.

4 To end a recording, touch ![stop icon] . Enter a name for the recording file, and then touch **Save**.

Playing a recording

1 Open **Recorder**.

2 Touch .

3 Select the recording file you wish to play, or touch the play button next to the file name.

Normal	
Search for recording	Swipe down to search for recording
20160720_002 7/20/2016 00:00:08	Play recording
20160720_001 7/20/2016 00:00:08	
	Play through earpiece or speakers
New recording Earpiece mode Sort	Sort by time or name
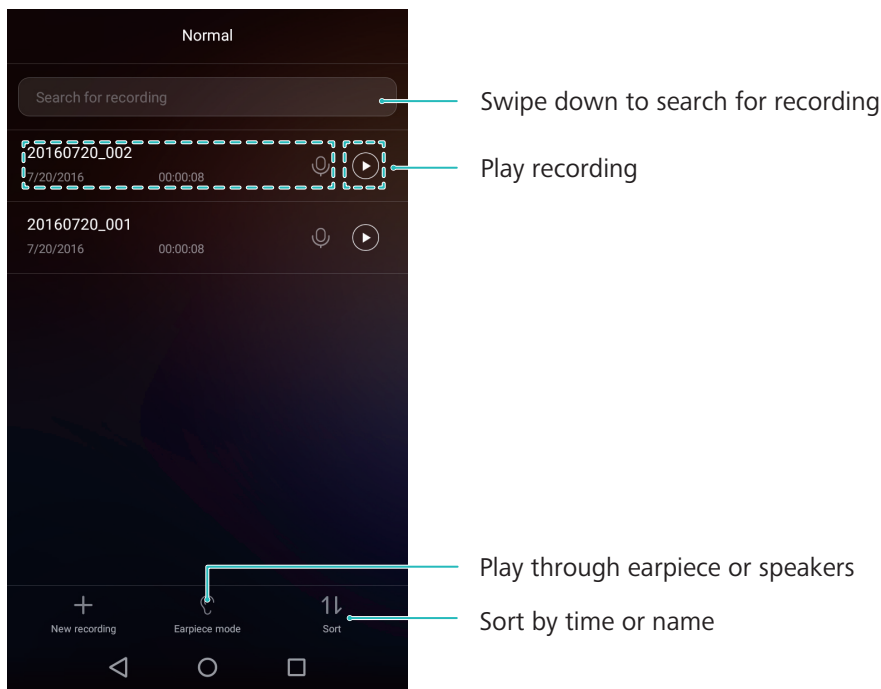
Mirror

Your phone can double as a mirror.

Change mirror frame

Adjust brightness

Zoom in or out
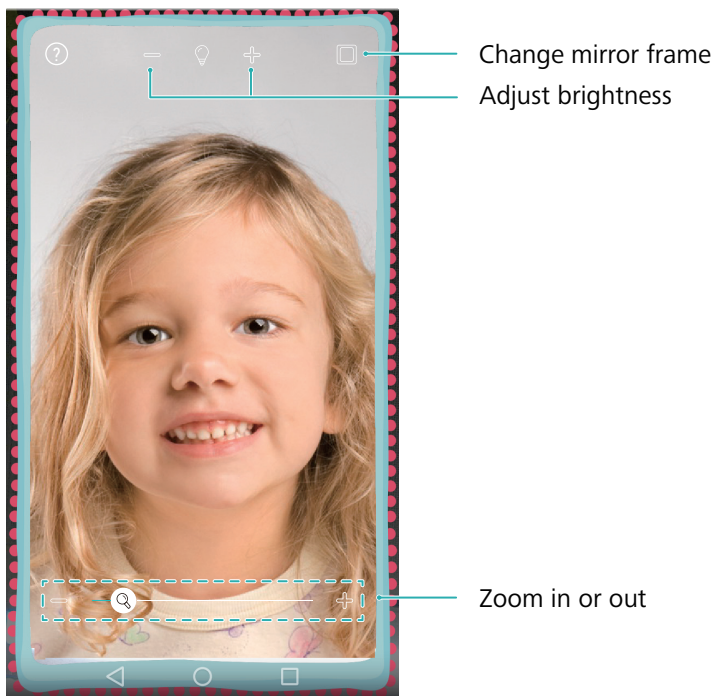
Open **Mirror**.

- **Save an image**: Touch the screen and select to save the image to Gallery. Your phone will return to the mirror once the image has been saved.

- **Zoom in**: Double touch the screen to zoom in. Double touch again to revert to the original screen.

- **Increase the brightness**: When you blow on the microphone, the mirror will display a "steamed up" effect. Wipe the screen to remove this effect.

Settings

Enabling location access

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

ℹ️ Features may vary depending on your carrier.

1 Open ⚙️ **Settings**.

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

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

- **Use GPS, Wi-Fi, and mobile networks**: Uses GPS and your phone's Internet connection. Enable this option for highly accurate positioning.

- **Use Wi-Fi and mobile networks**: Only uses your phone's Internet connection. Enable this option for reduced power consumption and longer standby times.

- **Use GPS only**: Does not require an Internet connection. Enable this option to reduce mobile data usage.

Location access	
Access my location Let selected apps access your location information	⬤

Enable location service

Location mode

Use GPS, Wi-Fi, and mobile networks High accuracy	⦿
Use Wi-Fi and mobile networks Battery saving	⦿
Use GPS only Device only	⦿

Select positioning method

Recent location requests

No apps have requested your location recently

Location services

8	**Google Location History**	>

≡
Menu

◁   ○   ☐

Increasing indoor positioning accuracy

Your phone uses Wi-Fi and Bluetooth for more accurate positioning when you are indoors.

1 Open ⚙ **Settings**.

2 Touch **Advanced settings** > **Location access** > **Menu** > **Scan settings**.

- Turn on the **Wi-Fi scanning** switch. Location applications and services will continually scan for Wi-Fi networks for more accurate positioning.

- Turn on the **Bluetooth scanning** switch. Location applications and services will search for Bluetooth devices for more accurate positioning.

Configuring the display settings

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

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

- **Wallpaper**: Set the lock screen and home screen wallpapers. For more information, see Changing the wallpaper.

- **Font size**: Set the font size.

- **Daydream**: When this feature is enabled and you have configured **Picture source** and **Duration**, your phone will automatically display images when it's being charged and the screen is locked.

- **Indicator light**: The status indicator will blink when you receive incoming calls, messages, or other notifications.

- **Brightness**: Your phone will automatically adjust the screen brightness according to the ambient brightness. Clear the **Automatic brightness** check box to manually adjust the brightness.

- **Sleep**: The screen will lock automatically after a period of inactivity to reduce power consumption. Select **Sleep** to adjust the screen-off time or disable the automatic screen lock feature.

- **Auto-rotate screen**: If this option is enabled, your screen's orientation will switch automatically depending on how you hold your phone when performing certain operations, such as browsing a web page, viewing a picture, or writing a message.

- **Color temperature**: Adjust the color temperature for images displayed on your phone. Select a warmer color temperature for a softer look and a cooler color temperature for a sharper image. Clear the **Default** check box to manually adjust the color temperature.

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

Sound settings

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

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

• **Volume**: Adjust the ringtone, media, alarm, and call volume.

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

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

• Select a ringtone under **Call ringtone & vibration** to change the ringtone. You can choose from preset ringtones or a local music file. Turn on the switch to enable vibrations when your phone rings.

• **Default notification tone**: Choose a preset ringtone or a local music file as the notification tone for messages, emails, and other notifications.

• Touch the switches under **System** to enable or disable dial pad touch tones, touch sounds, screen lock sounds, screenshot tones, power on or off tones, and haptic feedback.

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

Changing the screen unlock method

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

Setting a screen unlock pattern

1 Open ⚙ **Settings**.

2 Touch **Screen lock & passwords** > **Password** > **Pattern**.

3 Connect at least four dots to create a screen unlock pattern, and then release your finger. Draw your screen unlock pattern again to confirm.

4 Enter a backup PIN containing at least four digits. If you forget your screen unlock pattern, you can enter the backup PIN to unlock the screen.

Unlocking the screen with a password

1 Open **Settings**.

2 Touch **Screen lock & passwords** > **Password**.

3 You can choose to set a PIN or password:

- Touch **PIN**, and then enter a PIN containing at least four digits and select **Done**.

- Touch **Password**, and then enter a password containing at least four characters and select **Done**.

Removing the screen lock password

1 Open **Settings**.

2 Touch **Screen lock & passwords** > **Password**.

3 Enter your screen lock password or unlock pattern, and then touch **None**.

Navigation bar

Open **Settings** and then touch **Smart assistance** > **Navigation bar** to configure the navigation bar.

Choose a custom navigation bar layout. If you select a navigation bar containing $\overline{\underline{\downarrow}}$, you can touch $\overline{\underline{\downarrow}}$ for fast access to the notification panel.

Airplane mode

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

After you enable airplane mode, all of your phone's network features will be disabled. You will not be able to make or receive calls, or use mobile data, Bluetooth or Wi-Fi.

However, you will still be able to play music, watch videos, and use applications that do not require an Internet connection.

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

- Swipe down from the status bar to open the notification panel. In the **Shortcuts** tab, turn on the **Airplane mode** switch.

- Press and hold the power button, and then touch **Airplane mode**.

- Open **Settings**, and then turn on the **Airplane mode** switch.

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

Using the floating dock

The floating dock gives you access to a number of frequently-used options and features, such as the back key, home key, and one-touch optimization. You can move the floating dock around the screen for easy one-hand use.

Open **Settings**. Touch **Smart assistance** > **Floating dock** and then turn on the **Floating dock** switch.

Once enabled, the floating dock button ( ) will be shown on all screens except the lock screen and notification panel. Touch to expand the floating dock menu.
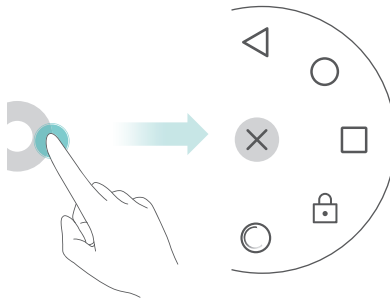
Drag the floating dock to the desired location.

From the expanded menu, you can:

- Touch $\triangleleft$ to return to the previous screen or exit the current application.

- Touch $\bigcirc$ to return to the home screen.

- Touch $\square$ to display the list of recently used applications.

- Touch to lock the screen.

- Touch $\bigcirc$ to clean up the phone memory and close power-intensive applications running in the background.

- Touch $\times$ to collapse the menu.

Setting your SIM card PIN

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

Features may vary depending on your network carrier.

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

1 Open **Settings**.

2 Touch **Advanced settings** > **Security**, and then select the options under **Set up SIM card lock** to configure the SIM lock settings.

3 Turn on the **Lock SIM card** switch.

4 Enter your PIN, and then touch **OK**. To change your PIN, touch **Change SIM PIN**.

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

Setting up an account

Adding an account

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

1 Open Settings.

2 Touch **Accounts** > **Add account**.

3 Select an account type, and then follow the onscreen instructions to enter your account information.

- You must install the corresponding application before you can add an account for a third-party application.

- To add a company account, see Adding an Exchange account.

- To add an email account, see Adding a personal email account.

Deleting an account

1 Open Settings.

2 Touch **Accounts**, and then select the account type.

3 Select the account that you want to delete, and then follow the onscreen instructions to delete it.

Syncing data with your phone

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

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

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

1 Open Settings.

2 Touch **Accounts** > , and then select **Auto-sync data**. Follow the onscreen instructions, and then touch **OK** to turn on the sync data switch.

3 On the **Accounts** screen, select an account type, and then select the account that you want to sync with your phone.

4 Touch ⟳ to sync your emails.

Setting the date and time

ℹ️ Features may vary depending on your carrier.

Open ⚙️ **Settings**. Touch **Advanced settings** > **Date & time** to configure the settings.

Changing the system language

1 Open ⚙️ **Settings**.

2 Touch **Advanced settings** > **Language & input**.

3 Touch **Language & region**, and then select the desired language.

Viewing your phone's specifications

View your phone's specifications in a few simple steps. You can view information about your processor, memory, screen resolution, and more.

Open ⚙️ **Settings** and touch **About phone**. Swipe up or down on the screen to view information about the processor, RAM, internal storage, screen resolution, IMEI, and more.

Viewing the available storage space

Check that there is enough space on your phone's internal storage or microSD card before downloading update packages or large files.

Open ⚙️ **Settings** and touch **Advanced settings** > **Memory & storage** to view storage information.

Touch **Default location** to set the default storage location to **Internal storage** or **SD card**.

Encrypting a microSD card

Encrypt your microSD card to prevent unauthorized access to your data. A password must be entered when the microSD card is inserted into another phone.

⚠️ • Not all microSD cards can be encrypted. An error message may be displayed when you attempt to encrypt or unlock unsupported cards. Back up the data on your microSD card before encryption.

• Encrypted microSD cards will not be recognized by devices that do not support microSD card encryption.

• If you forget the microSD card password, you will have to clear all data on the card.

1 Open ⚙️ **Settings**.

2 Touch **Advanced settings** > **Security**.

3 Touch **Set SD card password** and follow the onscreen instructions.

Touch **Change SD card password** or **Clear SD card password** to change or remove the microSD card password.

Formatting the microSD card

Format your microSD card to delete all data and free up storage space.

ℹ️ Perform a backup before formatting your microSD card to prevent losing important data.

1 Open ⚙️ **Settings**.

2 Touch **Advanced settings** > **Memory & storage** > **SD card**.

3 Touch **Format** > **Erase & format**.

Accessibility Features

About your phone's accessibility features

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

TalkBack

Enabling or disabling TalkBack

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

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

1 Open ⚙️ **Settings**.

2 Touch **Advanced settings** > **Accessibility** > **TalkBack**.

3 Turn on the **TalkBack** switch, and then touch **OK** to enable TalkBack. The audible tutorial will be started automatically when you enable TalkBack for the first time. If you need to play the tutorial again, touch ⚙️ to access the settings, and then select the tutorial.

4 Touch ⚙️ , and then select **Explore by touch**. Your phone will not issue audible prompts for the content that you touch unless you turn on **Explore by touch**.

Using TalkBack to control your phone

After you have enabled TalkBack, use gestures to:

Browse the screen: Use two fingers to swipe the screen (instead of one). Swipe up or down with two fingers to scroll through menu lists. Swipe left or right to move between screens.
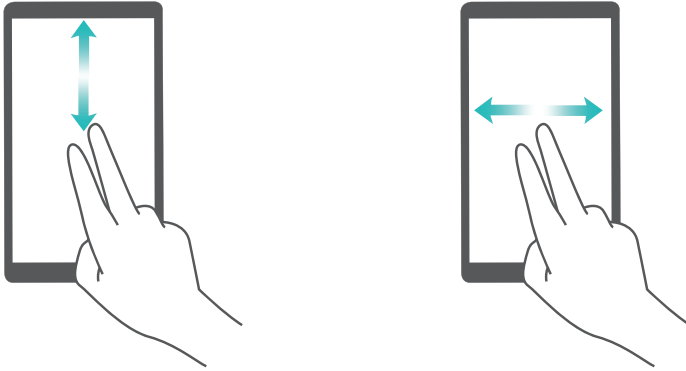
Select an item: Touch an item with one finger to select it (it will not open). The phone will read out the content of the selected item.
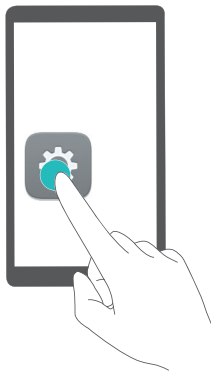
Open an item: Double touch any part of the screen using one finger to confirm your selection from the previous step.
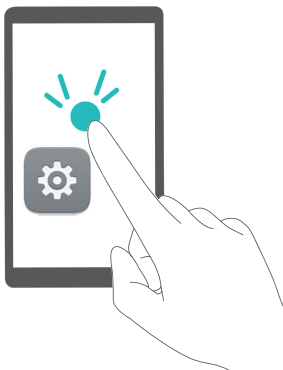
For example, if you want to open **Settings**, two steps are required: Touch the **Settings** icon once using one finger, and then touch twice on any part of the screen.

Configuring the TalkBack settings

TalkBack settings can be customized to suit your individual needs.

1 Open ⚙ **Settings**.

2 Touch **Advanced settings** > **Accessibility** > **TalkBack** > ⚙ .

3 You can adjust the feedback volume, audible feedback settings, control gestures, and more.

Audible password prompts

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

1 Open ⚙ **Settings**.

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

Text To Speech (TTS) output

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

1 Open ⚙ **Settings**.

2 Touch **Advanced settings** > **Accessibility** > **Text-to-speech output**.

3 Select the desired speech synthesis engine and voice speed.

Captions

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

1 Open ⚙ **Settings**.

2 Touch **Advanced settings** > **Accessibility** > **Captions**.

3 Turn on the **Captions** switch, and then configure the language, font size, and caption style.

Magnification gestures

Use magnification gestures to zoom in on a specific area.

 The keyboard and the navigation bar cannot be magnified.

1 Open **Settings**.

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

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

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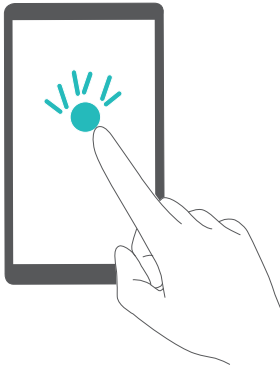
- **Browse a magnified area**: Swipe the screen using two or more fingers.
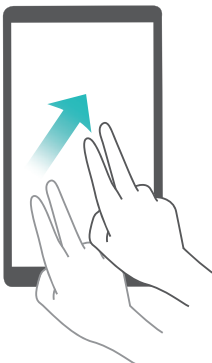
- **Adjust the zoom**: Pinch two or more fingers together or spread them apart. To zoom in, spread your fingers apart. Pinch your fingers together to zoom back out.
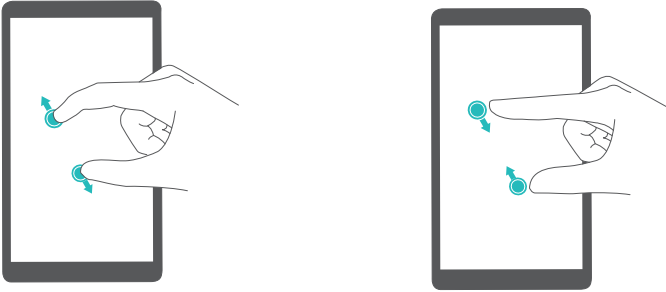
- **Zoom in temporarily**: Touch the screen three times in quick succession, and then hold your finger on the screen. Keep your finger on the screen and swipe to browse a magnified area. Release your finger to zoom back out.
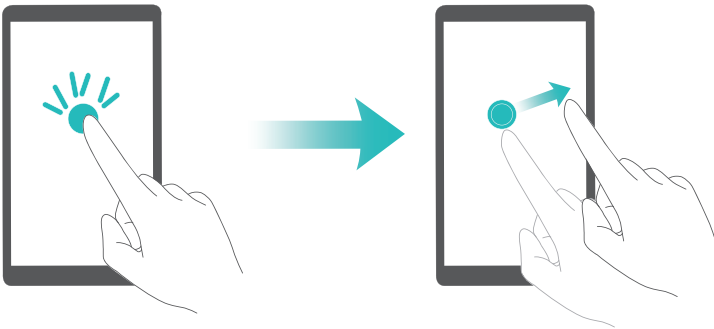
Using the power button to end a call

1 Open ⚙ **Settings**.

2 Touch **Advanced settings** > **Accessibility** and then turn on the **Power button ends call** switch.

Once you have enabled this feature, press the power button to end a call.

Adjusting the screen response time

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

1 Open ⚙ **Settings**.

2 Touch **Advanced settings** > **Accessibility** > **Touch & hold delay**.

3 Select the desired delay time: **Short**, **Medium** or **Long**.

Color correction

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

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

1 Open ⚙ **Settings**.

2 Touch **Advanced settings** > **Accessibility** and then turn on the **Color correction** switch.

3 Touch **Correction mode** and then select a correction mode.

Appendix

About this guide

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

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

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Personal Information and Data Security

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

- Place your device in a safe area to prevent it from unauthorized use.

- Set your device screen to lock and create a password or unlock pattern to open it.

- Periodically back up personal information kept on your SIM card, memory card, or stored in your device memory. If you change to a different device, be sure to move or delete any personal information on your old device.

- If you are worried about viruses when you receive messages or emails from a stranger, you can delete them without opening them.

- If you use your device to browse the Internet, avoid websites that might pose a security risk to avoid theft of your personal information.

- If you use services such as Wi-Fi tether or Bluetooth, set passwords for these services to prevent unauthorized access. When these services are not in use, turn them off.

- Install or upgrade device security software and regularly scan for viruses.

- Be sure to obtain third-party applications from a legitimate source. Downloaded third-party applications should be scanned for viruses.

- Install security software or patches released by Huawei or third-party application providers.

- Some applications require and transmit location information. As a result, a third-party may be able to share your location information.

- Your device may provide detection and diagnostic information to third-party application providers. Third party vendors use this information to improve their products and services.

List of safety features

Huawei phones come with a series of built-in security measures to keep your data secure.

Full-disk encryption	All data on the memory chipset is automatically encrypted. Each phone has a different security key, meaning that other devices cannot access the data stored on your phone's memory chipset.
Harassment filter	Use the harassment filter in Phone Manager to block spam calls and messages. For more information, see Harassment filter.
App Lock	Use the App Lock in Phone Manager to lock applications and prevent unauthorized access. The App Lock password is required to open locked applications.
Managing data usage	Use the data management feature in Phone Manager to keep track of your mobile data usage. Mobile data will be automatically disabled when you exceed the preset limit to prevent you from incurring excessive data charges. For more information, see Managing data usage.
Safe	Enable the Safe feature, set a password, and then add your confidential files to prevent unauthorized access. For more information, see Storing private files in a safe.
MicroSD card encryption	Encrypt your microSD card to prevent unauthorized access to your data. A password must be entered when the microSD card is inserted into another phone. For more information, see Encrypting a microSD card.

SIM lock	Set a SIM card PIN to protect the data stored on your SIM card. If you have enabled PIN protection for your SIM card, you will need to enter the PIN each time you turn on your phone or insert the SIM card into another phone. For more information, see Setting your SIM card PIN.
Screen unlock method	Choose from a range of screen unlock methods to prevent unauthorized access to your phone. For more information, see Changing the screen unlock method.

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