

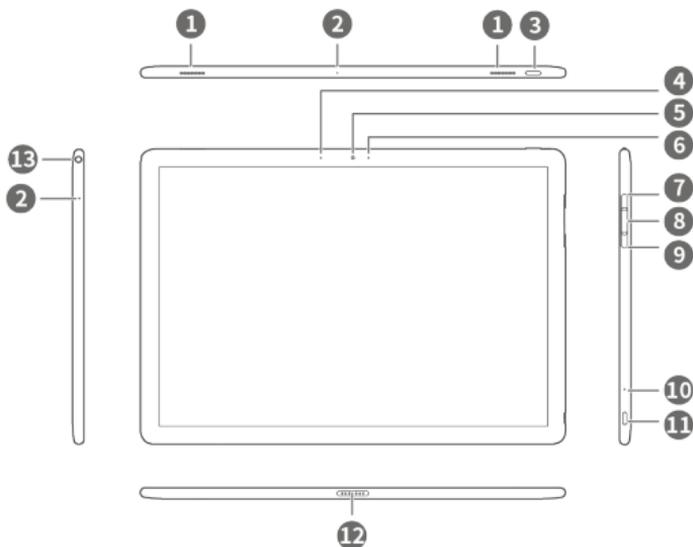
# HUAWEI MateBook

Quick Start





# 1 Getting to know your MateBook



- |           |                    |           |                               |
|-----------|--------------------|-----------|-------------------------------|
| <b>1</b>  | Speakers           | <b>2</b>  | Microphone                    |
| <b>3</b>  | Power button       | <b>4</b>  | Ambient light sensor (hidden) |
| <b>5</b>  | Camera             | <b>6</b>  | Camera indicator              |
| <b>7</b>  | Volume up button   | <b>8</b>  | Fingerprint sensor            |
| <b>9</b>  | Volume down button | <b>10</b> | Charging indicator            |
| <b>11</b> | USB Type-C port    | <b>12</b> | Socket for Portfolio Keyboard |
| <b>13</b> | Headset socket     |           |                               |



Charge your MateBook before using it for the first time to activate the battery. Press the power button to turn your MateBook on.

## 2 Initial setup



When you use your MateBook for the first time, follow the onscreen instructions to complete the setup.

- Connect to a wireless network
- Log in to your MateBook using a Microsoft account  
Log in with your Microsoft account (such as Outlook.com) to access a range of Microsoft services on your MateBook.
- Set a PIN  
Use your PIN to log in to your MateBook and other apps and services.
- Set up Windows Hello and add a fingerprint  
Touch the fingerprint sensor to unlock the screen, even when the screen is off.

## 3 Getting started



### Start menu

On the home screen, touch  (PC mode) or  (Tablet mode) to open the start menu. You can:

- Touch  **Settings** to access the MateBook settings.
- Touch  **Power** to turn off or restart your MateBook, or enable Sleep mode.
- Touch  **All apps** to view your MateBook apps.

### Action Center

To launch the Action Center, swipe left from the right edge of the screen or touch . You can then:

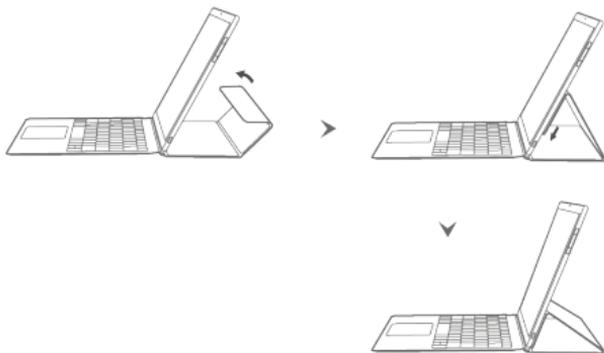
- Quickly access the Settings, VPN, and Projector screens.
- Quickly change frequently-used settings (such as Tablet mode, Airplane mode, and screen brightness).

## 4 Portfolio Keyboard (optional accessory)

Attaching and removing the Portfolio Keyboard



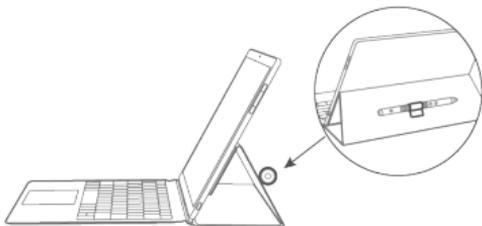
Using the Portfolio Keyboard as a support



## Using the Portfolio Keyboard as a protective cover

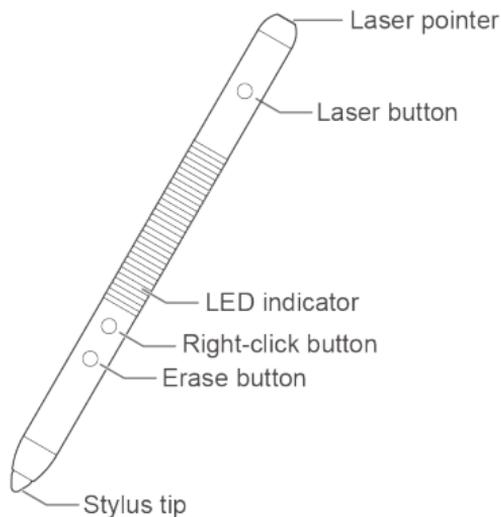


## Using the Portfolio Keyboard to store the MatePen



The keyboard case features a magnetic pen slot to store the MatePen.

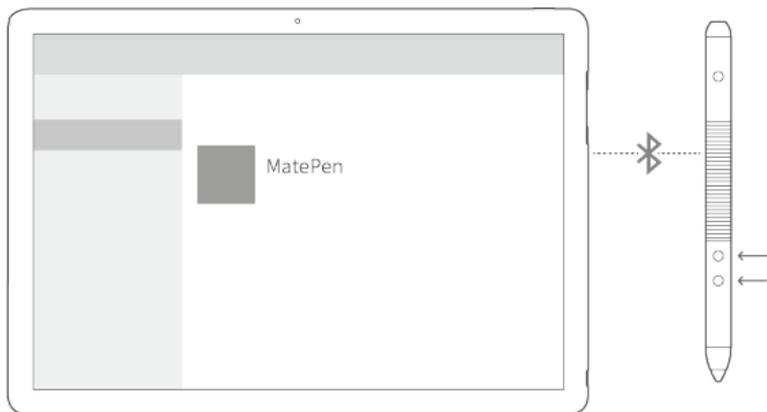
## 5 MatePen (optional accessory)



The MatePen allows you to write or draw on the screen with pen-and-paper precision. It also doubles up as a laser pointer and wireless presenter.

**i** The MatePen can only be used with the MateBook.

## Pairing the MatePen with your MateBook



Pair the MatePen with your MateBook to use the MatePen as a wireless presenter.

1. Swipe left from the right edge of the screen to open **ACTION CENTER**. Touch **All settings**.
2. Touch **Devices > Bluetooth** and turn on the  switch to enable Bluetooth.
3. Hold down the Right-click and Erase buttons on the MatePen until the LED indicator flashes.
4. On your MateBook, select MatePen and touch **Pair**.

 You do not need to pair the MatePen with your MateBook to use the stylus features (write, draw, and other touch-sensitive features).

### Buttons

Laser button	Press to turn on the laser pointer.
Right-click button	Hold down the Right-click button and tap the screen to perform the right-click action.

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In certain apps, such as OneNote, hold down the Right-click button and draw a circle on the screen to select text or objects.

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\*Press once to go to the next slide in a Microsoft PowerPoint presentation or scroll down in a document or web page.

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\*Press twice to launch OneNote.

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Erase button

In OneNote, hold down the Erase button and swipe on the screen to delete text or objects.

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\*Press once to go to the previous slide in a Microsoft PowerPoint presentation or scroll up in a document or web page.

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\*Press twice to take a screenshot.

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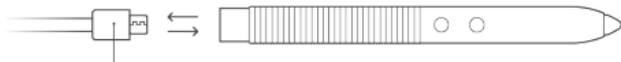


You need to pair the MatePen with your MateBook to use the features marked with \*.

Lasers can cause retinal damage. Never shine the laser pointer into anyone's eyes.



## Charging the MatePen

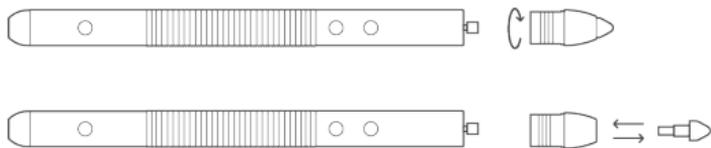


Micro USB

1. Pull the cap off the stylus.

2. Connect your MatePen to a 5 V charger using the micro USB cable.
3. Once charging is complete, place the cap back onto the stylus by aligning the laser button with the buttons on the stylus body.

### Changing the tip



1. Unscrew the base in a clockwise direction.
2. Remove the tip.
3. Insert the new tip into the base.
4. Turn the base counterclockwise to screw it back onto the stylus.

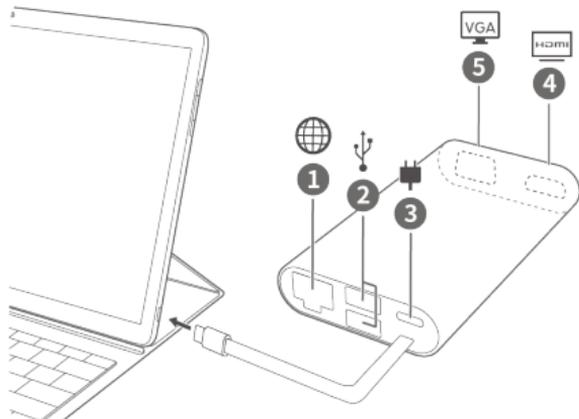


The MatePen contains delicate components. Always follow the instructions in this guide when charging the MatePen or changing the tip. Do not use excessive force when removing components.

When changing the tip, keep it in your hand to avoid losing it.

The stylus components (such as the tip) are a choking hazard and should be kept out of the reach of children.

## 6 MateDock (optional accessory)



- |   |               |   |          |   |               |
|---|---------------|---|----------|---|---------------|
| 1 | Ethernet port | 2 | USB port | 3 | Charging port |
| 4 | HDMI port     | 5 | VGA port |   |               |

Use the MateDock to connect your MateBook to a variety of devices and accessories, such as projectors, TVs, and USB flash drives.

- i** The MateDock comes with a magnetic protective case. Ensure that the case is aligned correctly with the MateDock to prevent it from falling off.

# 7 Safety information

This section contains important information about the operation of your device. It also contains information about how to use the device safely. Read this information carefully before using your device.

## Electronic device

Do not use your device if using the device is prohibited. Do not use the device if doing so causes danger or interference with other electronic devices.

## Interference with medical equipment

- Follow rules and regulations set forth by hospitals and health care facilities. Do not use your device where prohibited.
- Some wireless devices may affect the performance of hearing aids or pacemakers. Consult your service provider for more information.
- Pacemaker manufacturers recommend that a minimum distance of 15 cm be maintained between a device and a pacemaker to prevent potential interference with the pacemaker. If using a pacemaker, hold the device on the side opposite the pacemaker and do not carry the device in your front pocket.

## Protecting your hearing when using a headset



- To prevent possible hearing damage, do not listen at high volume levels for long periods.
- Using a headset at high volumes may damage your hearing. To reduce this risk, lower the headset volume to a safe and comfortable level.
- Exposure to high volumes while driving may cause distraction and increase your risk of an accident.

## Areas with flammables and explosives

- Do not use the device where flammables or explosives are stored (in a gas station, oil depot, or chemical plant, for example). Using your device in these environments increases the risk of explosion or fire. In addition, follow the instructions indicated in text or symbols.
- Do not store or transport the device in containers with flammable liquids, gases, or explosives.

## **Traffic security**

- Observe local laws and regulations while using the device. To reduce the risk of accidents, do not use your wireless device while driving.
- Concentrate on driving. Your first responsibility is to drive safely.
- RF signals may affect the electronic systems of motor vehicles. For more information, consult the vehicle manufacturer.
- Do not place the device over the air bag or in the air bag deployment area in a motor vehicle. Doing so may hurt you because of the strong force when the air bag inflates.
- Wireless devices may interfere with the airplane's flight system. Do not use your device where wireless devices are not allowed according to the airplane company's regulations.

## **Operating environment**

- Avoid dusty, damp, or dirty environments. Avoid magnetic fields. Using the device in these environments may result in circuit malfunctions.
- Do not use your device during thunderstorms to protect your device against any danger caused by lightning.
- Ideal operating temperatures are 0 °C to 35 °C. Ideal storage temperatures are -10 °C to 45 °C. Extreme heat or cold may damage your device or accessories.
- Do not expose your device to direct sunlight (such as on a car dashboard) for prolonged periods.
- To protect your device or accessories from fire or electrical shock hazards, avoid rain and moisture.
- Keep the device away from sources of heat and fire, such as a heater, microwave oven, stove, water heater, radiator, or candle.
- Do not place sharp metal objects, such as pins, near the earpiece or speaker. The earpiece may attract these objects and result in injury.
- Stop using your device or applications for a while if the device is overheated. If skin is exposed to an overheated device for an extended period, low temperature burn symptoms, such as red spots and darker pigmentation, may occur.
- Do not touch the device's antenna. Otherwise, communication quality may be reduced.

- Do not allow children or pets to bite or suck the device or accessories. Doing so may result in damage or explosion.
- Observe local laws and regulations, and respect the privacy and legal rights of others.

### **Child's safety**

- Comply with all precautions with regard to child's safety. Letting children play with the device or its accessories may be dangerous. The device includes detachable parts that may present a choking hazard. Keep away from children.
- The device and its accessories are not intended for use by children. Children should only use the device with adult supervision.

### **Accessories**

- Using an unapproved or incompatible power adapter, charger or battery may cause fire, explosion or other hazards.
- Choose only accessories approved for use with this model by the device manufacturer. The use of any other types of accessories may void the warranty, may violate local regulations and laws, and may be dangerous. Please contact your retailer for information about the availability of approved accessories in your area.

### **Charger safety**

- For pluggable devices, the socket-outlet shall be installed near the devices and shall be easily accessible.
- Unplug the charger from electrical outlets and the device when not in use.
- Do not drop or cause an impact to the charger.
- If the power cable is damaged (for example, the cord is exposed or broken), or the plug loosens, stop using it at once. Continued use may lead to electric shocks, short circuits, or fire.
- Do not touch the power cord with wet hands or pull the power cord to disconnect the charger.
- Do not touch the device or the charger with wet hands. Doing so may lead to short circuits, malfunctions, or electric shocks.
- If your charger has been exposed to water, other liquids, or excessive moisture, take it to an authorized service center for inspection.
- Ensure that the charger meets the requirements of Clause 2.5 in IEC60950-1/EN60950-1/UL60950-1 and has been tested and approved according to national or local standards.

- Connect the device only to products with the USB-IF logo or with USB-IF compliance program completion.

## **Battery safety**

- Do not connect battery poles with conductors, such as keys, jewelry, or other metal materials. Doing so may short-circuit the battery and cause injuries or burns.
- Keep the battery away from excessive heat and direct sunlight. Do not place it on or in heating devices, such as microwave ovens, stoves, or radiators. Batteries may explode if overheated.
- Do not attempt to modify or remanufacture the battery, insert foreign objects into it, or immerse or expose it to water or other liquids. Doing so may lead to fire, explosion, or other hazards.
- If the battery leaks, ensure that the electrolyte does not make direct contact with your skins or eyes. If the electrolyte touches your skins or splashes into your eyes, immediately flush with clean water and consult a doctor.
- Do not put batteries in fire as they may explode. Damaged batteries may also explode.
- Dispose of used batteries in accordance with local regulations. Improper battery use may lead to fire, explosion, or other hazards.
- Do not allow children or pets to bite or suck the battery. Doing so may result in damage or explosion.
- Do not smash or pierce the battery, or expose it to high external pressure. Doing so may lead to a short circuit or overheating.
- Do not drop the device or battery. If the device or battery is dropped, especially on a hard surface, it may be damaged.
- The device has a built-in, non-removable battery. Do not attempt to remove the battery, otherwise the device may be damaged. To replace the battery, take the device to an authorized service center.
- Use the battery only with a charging system that is IEEE-Std-1725 standard qualified. The use of an unqualified battery or charger may lead to fire, explosion, leakage, or other hazards.
- Replace the battery only with an IEEE-Std-1725 standard qualified battery. The use of an unqualified battery may lead to fire, explosion, leakage, or other hazards.

- Do not disassemble or open, crush, bend or deform, puncture or shred the battery. Otherwise, it may lead to electrolyte leakage, overheating, fire, or explosion.
- Do not solder battery poles or dismantle the battery. Doing so may lead to electrolyte leakage, excessive heat, fire, or explosion.

### **Cleaning and maintenance**

- Keep the device and accessories dry. Do not attempt to dry it with an external heat source, such as a microwave oven or hair dryer.
- Do not expose your device or accessories to extreme heat or cold. These environments may interfere with proper function and may lead to fire or explosion.
- Avoid collision, which may lead to device malfunctions, overheating, fire, or explosion.
- Before you clean or maintain the device, stop using it, stop all applications, and disconnect all cables connected to it.
- Do not use any chemical detergent, powder, or other chemical agents (such as alcohol and benzene) to clean the device or accessories. These substances may cause damage to parts or present a fire hazard. Use a clean, soft, and dry cloth to clean the device and accessories.
- Do not place magnetic stripe cards, such as credit cards and phone cards, near the device for extended periods of time. Otherwise the magnetic stripe cards may be damaged.
- Do not dismantle or remanufacture the device and its accessories. This voids the warranty and releases the manufacturer from liability for damage. In case of damage, contact an authorized service center for assistance or repair.
- If the device screen is broken in a collision, immediately stop using the device. Do not touch or attempt to remove the broken parts. Promptly contact an authorized service center.

### **Environmental protection**

- The device and its accessories (if included), such as the power adapter, headset, and battery should not be disposed of with household garbage.
- Disposal of the device and its accessories is subject to local regulations. Support proper collection and recycling.

## Disposal and recycling information



■ This symbol (with or without a solid bar) on the device, batteries (if included), and/or the packaging, indicates that the device and its electrical accessories (for example, a headset, adapter, or cable) and batteries should not be disposed of as household garbage. These items should not be disposed of as unsorted municipal waste and should be taken to a certified collection point for recycling or proper disposal.

For more detailed information about device or battery recycling, contact your local city office, household waste disposal service, or retail store.

Disposal of the device and batteries (if included) is subject to WEEE Directive Recast (Directive 2012/19/EU) and Battery Directive (Directive 2006/66/EC). The purpose of separating WEEE and batteries from other waste is to minimize the potential environmental impacts and human health risk of any hazardous substances that may be present.

### Reduction of hazardous substances

This device is compliant with the REACH Regulation [Regulation (EC) No 1907/2006] and RoHS Directive Recast (Directive 2011/65/EU). Batteries (if included) are compliant with the Battery Directive (Directive 2006/66/EC). For up-to-date information about REACH and RoHS compliance, please visit the web site <http://consumer.huawei.com/certification>.

### EU regulatory conformance

#### Body worn operation

The device complies with RF specifications when used at a distance of 5 mm from your body. Ensure that the device accessories, such as a device case and device holster, are not composed of metal components. Keep the device away from your body to meet the distance requirement.

#### Certification information (SAR)

This device meets guidelines for exposure to radio waves.

Your device is a low-power radio transmitter and receiver. As recommended by international guidelines, the device is designed not to exceed the limits for exposure to radio waves. These guidelines were developed by the International Commission on Non-Ionizing Radiation Protection (ICNIRP), an independent scientific

organization, and include safety measures designed to ensure the safety of all users, regardless of age and health.

The Specific Absorption Rate (SAR) is the unit of measurement for the amount of radio frequency energy absorbed by the body when using a device. The SAR value is determined at the highest certified power level in laboratory conditions, but the actual SAR level during operation can be well below the value. This is because the device is designed to use the minimum power required to reach the network.

The SAR limit adopted by Europe is 2.0 W/kg averaged over 10 grams of tissue, and the highest SAR value for this device complies with this limit.

**HZ-W09:** The highest SAR value reported for this device type when tested in portable exposure conditions is 0.83 W/kg.

**HZ-W19:** The highest SAR value reported for this device type when tested in portable exposure conditions is 0.66 W/kg.

### Statement

Hereby, Huawei Technologies Co., Ltd. declares that this device is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

For the declaration of conformity, visit the web site <http://consumer.huawei.com/certification>.

The following marking is included in the product:



This device may be operated in all member states of the EU.

Observe national and local regulations where the device is used.

This device may be restricted for use, depending on the local network.

### Restrictions in the 2.4 GHz band:

**Norway:** This subsection does not apply for the geographical area within a radius of 20 km from the centre of Ny-Ålesund.

### Restrictions in the 5 GHz band:

WLAN function of this device is restricted only to indoor use when operating in the 5150 to 5350 MHz frequency range.

## **FCC Regulatory Compliance Certification information (SAR)**

This device is also designed to meet the requirements for exposure to radio waves established by the Federal Communications Commission (USA).

The SAR limit adopted by the USA is 1.6 W/kg averaged over one gram of tissue. The highest SAR value reported to the FCC for this device type complies with this limit.

**HZ-W09:** The highest SAR value reported to the FCC for this device type when using in portable exposure conditions is 1.46 W/kg.

**HZ-W19:** The highest SAR value reported to the FCC for this device type when using in portable exposure conditions is 0.85 W/kg.

### **FCC statement**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

**Caution:** Any changes or modifications to this device not expressly approved by Huawei Technologies Co., Ltd. for compliance could void the user's authority to operate the equipment.

## **Restrictions in the 5 GHz band:**

Within the 5.15 to 5.25 GHz band, UNII devices will be restricted to indoor operations to reduce any potential for harmful interference to co-channel Mobile Satellite System (MSS) operations.

# **8 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.
- 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 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.
- If you have concerns about the security of your personal information and data, please contact [mobile@huawei.com](mailto:mobile@huawei.com).

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Thus, the descriptions herein may not exactly match the product or its accessories which you purchase.

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## Privacy Policy

To better understand how we protect your personal information, please see the privacy policy at <http://consumer.huawei.com/privacy-policy>.

# 10 For More Help

For more help, go to <http://consumer.huawei.com/en/> to download the **User Guide**. Please visit <http://consumer.huawei.com/en/support/hotline> for recently updated hotline and email address in your country or region.

 The figures in this guide are provided for your reference only. The appearance and display features may vary slightly depending on the actual product version.







