

HUAWEI MediaPad M3

User Guide



HUAWEI

EMUI 4.1

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Exciting New Features

Using fingerprint recognition

Fingerprint gestures

Your tablet supports multiple fingerprint gestures. In portrait or landscape mode, place any finger on the fingerprint sensor to go to the home screen, return to the upper-level menu, or perform other shortcut operations.


 For details about how to enable landscape mode, see [Automatic screen rotation](#).


You can:

- Touch and hold the fingerprint sensor to go to the home screen.
- Touch the fingerprint sensor to return to the upper-level menu.
- Swipe left or right in portrait mode and up or down in landscape mode on the fingerprint sensor to display recently used apps.


Configuring your fingerprint ID

Use the fingerprint sensor to unlock the screen, access the Safe and App Lock, and authorize payments in third-party applications.

 For added security and to ensure that you can still access your data if your tablet fails to recognize your fingerprint, you will need to set a backup password when configuring fingerprint unlock.

- 1 Open  **Settings**, and touch **Fingerprint ID > Unlock selection**.
- 2 Select **PIN** or **Password**, and then follow the onscreen instructions to set a screen lock password.
- 3 Once you have configured the password, touch **New fingerprint** to add your fingerprint.
- 4 Place your fingertip on the fingerprint sensor. Press down lightly on the sensor until your phone vibrates. Repeat this step using different parts of your fingertip until your phone has successfully added your fingerprint.
- 5 Once you have added your fingerprint, touch **OK**.

On the **Fingerprint management** screen, turn off the **Unlock screen** switch to disable fingerprint unlock.

 To delete a fingerprint, select the desired fingerprint on the **Fingerprint management** screen, touch **Delete**, and then follow the onscreen instructions.

Adding, deleting, or renaming a fingerprint

Add multiple fingerprints to make it easier to unlock your tablet. You can also delete or rename fingerprints.

- 1 Open  **Settings**.

2 Touch **Fingerprint ID**, enter the screen lock password, and then touch **Next**.

3 In the **Fingerprint list** section, you can:

- Touch **New fingerprint** to add a fingerprint. You can add up to five in total.
- Touch a previously added fingerprint to rename or delete it.

Accessing Safe with your fingerprint

Use your fingerprint to access your Safe without entering the password.

1 Open  **Settings**.

2 Touch **Fingerprint ID**, enter the screen lock password, and then touch **Next**.

3 Touch **Access safe**, and then follow the onscreen instructions to enter your Safe password and enable fingerprint recognition.

Once you have completed the settings, touch **Files > Safe**. You can now use your fingerprint to access your Safe.

Accessing App Lock with your fingerprint

Use your fingerprint to access locked applications.

1 Open  **Settings**.

2 Touch **Fingerprint ID**, enter the screen lock password, and then touch **Next**.

3 Touch **Access app lock**, and then follow the onscreen instructions to enter your App Lock password and enable fingerprint recognition.

Touch **Tablet Manager > App lock** once you have completed the settings, and then use your fingerprint to view the App Lock status. You can also use your fingerprint to access locked applications on the home screen.

Opening two apps on one screen

Want to watch a film while you create this week's shopping list? This is now possible with dual windows, a feature that lets you view two apps on screen at once.

You can enable dual windows using one of the following methods:

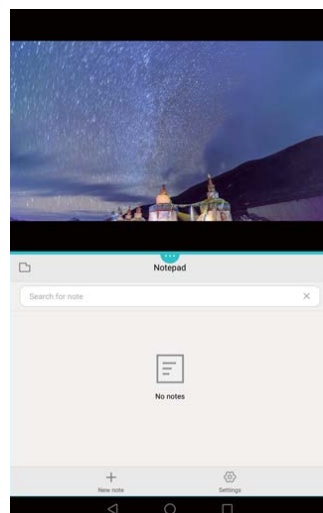
- Swipe upwards with two fingers from the bottom of the virtual navigation bar.







- Touch and hold **Recent**.

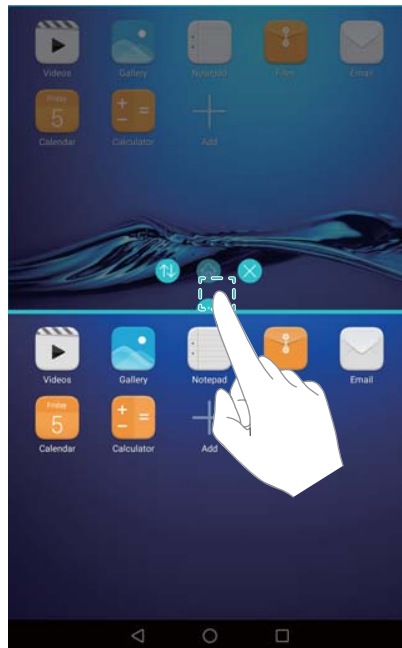


In dual windows view, the screen is divided into two windows. One app can be opened in each window (for example, open **Videos** in one window and **Notepad** in the other).



Drag the edge of a window to resize, or touch  to open the dual windows menu:



- Touch  to swap the two windows.
- Touch  to switch to the app selection screen.
- Touch  to exit dual windows.



Getting Started

Locking and unlocking the screen

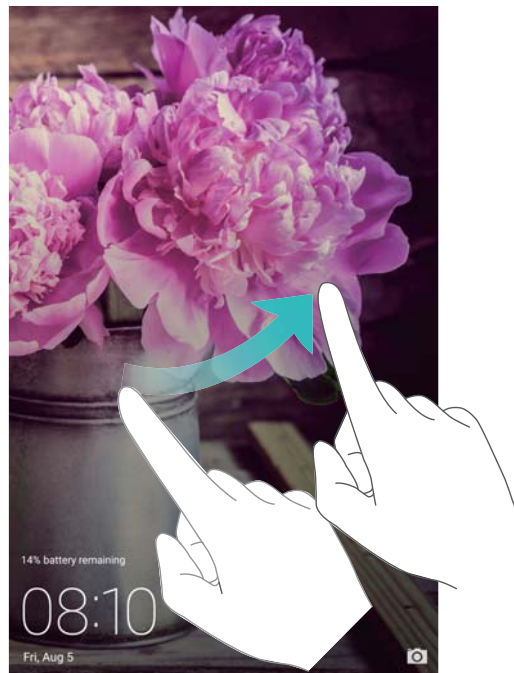
Locking the screen

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

Your tablet will continue to receive messages, notifications, when the screen is locked. The status indicator will flash green when you receive new notifications.

Unlocking the screen

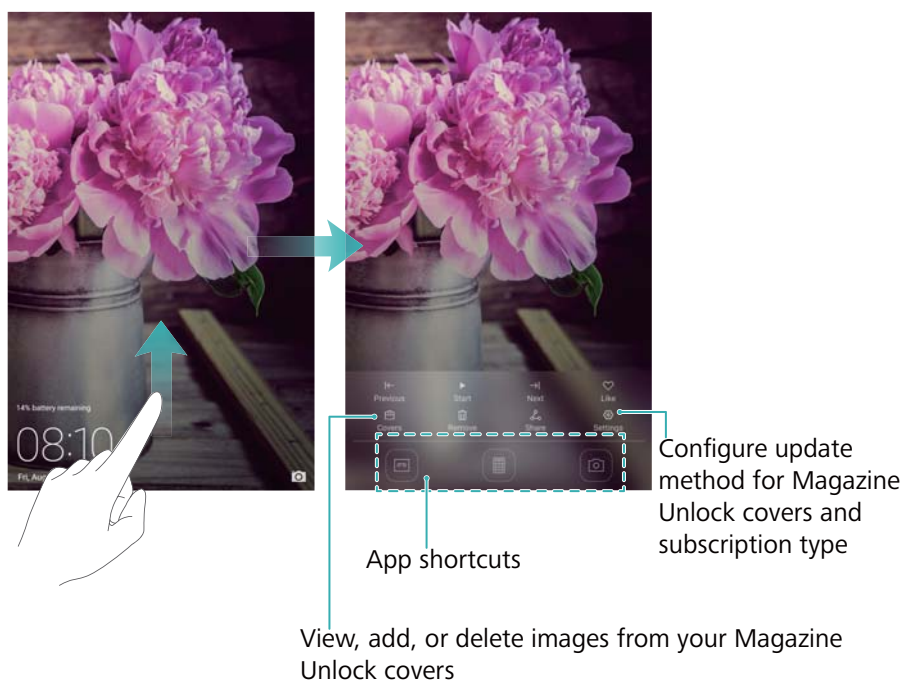
When the screen is off, press the power button to wake the screen. Slide your finger in any direction to unlock the screen.






Magazine Unlock




Use Magazine Unlock to create your own selection of lock screen images and bring your lock screen to life.


Swipe up from the bottom of the lock screen to display the Magazine Unlock options.




Add magazines to the viewing list: Touch  > **Subscriptions** to add your favorite magazines to the viewing list.

 Updating your Magazine Unlock covers requires an Internet connection. Set your tablet to update over Wi-Fi to avoid excessive data usage. Touch , and then turn on the **Auto-update over Wi-Fi** switch.

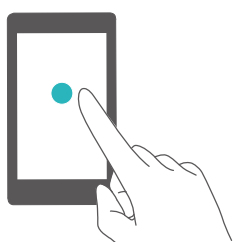
Manage Magazine Unlock covers: Touch , and then touch . Select the desired images to add them to the viewing list. To delete covers from the viewing list, touch , and then touch and hold the desired image and select **Remove**.

Add covers to favorites: Touch  to add the current cover to your favorites. Images that have been added to your favorites will not be deleted from the viewing list after an online update.

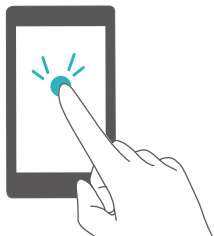
Delete old covers: Touch , and then turn on the **Auto-delete covers older than 3 months** switch. Covers older than 3 months will be automatically deleted from the viewing list. Covers in your favorites will not be deleted.

Touchscreen gestures

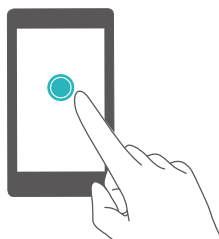
Use simple touchscreen gestures to perform a variety of tasks, such as open applications, scroll through lists, and zoom images.



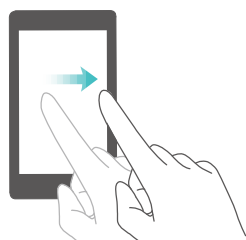
Touch: Touch an item once. For example, touch to select an option or open an application.



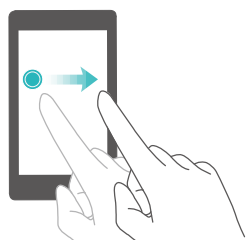
Double touch: Touch the target area of the screen twice in quick succession. For example, double touch an image in full screen mode to zoom in or out.



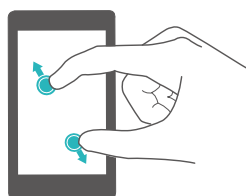
Touch and hold: Touch and hold the target area of the screen for at least 2 seconds. For example, touch and hold a blank area on the home screen to access the home screen editor.



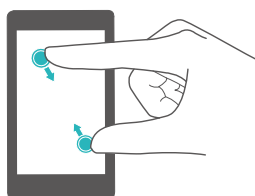
Swipe: Swipe your fingers on the screen. For example, in the **Notifications** tab, swipe left or right on a notification to dismiss it. Swipe vertically or horizontally to go to other home screens, scroll through a document, and more.



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 tablet's status, such as network connection information, signal strength, battery level, and time.

 Status icons may vary according to your region or carrier. Tablets of the Wi-Fi only edition do not support some of the following services and are subject to the actual specifications.

	Signal strength		No signal
	Connected over GPRS		Connected over 3G
	Connected over EDGE		Connected over HSPA
	Connected over HSPA+		Headset inserted
	Connected over LTE		No SIM card found
	Battery low		Roaming
	Airplane mode enabled		Bluetooth enabled
	Receiving location data from GPS		Vibration mode enabled
	Silent mode enabled		Alarm enabled
	Charging		Battery full

Notification icons

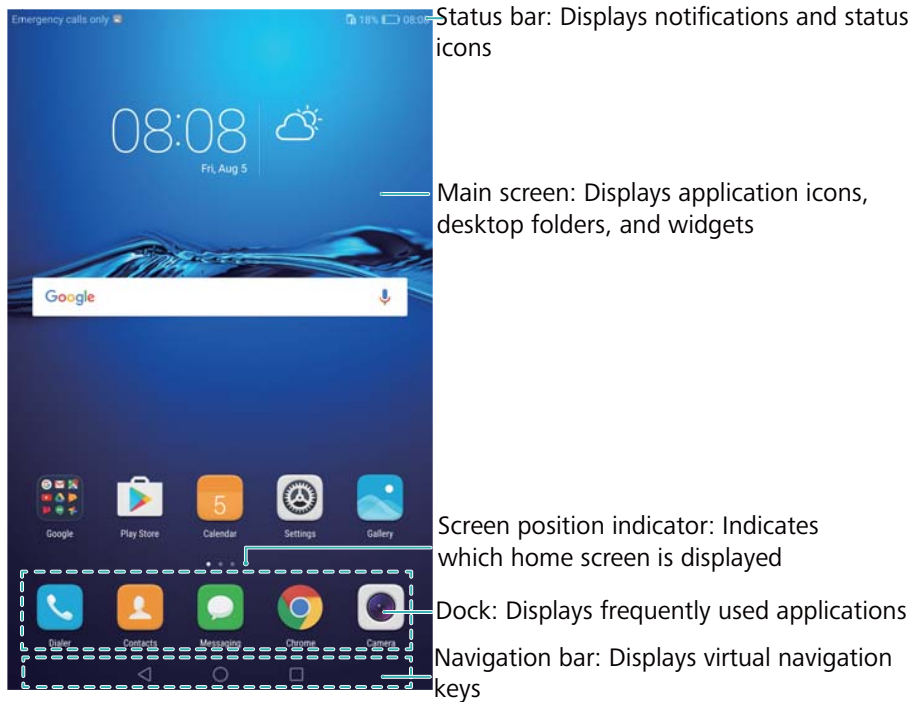
Notification icons are displayed on the left-hand side of the status bar when you receive a new message, notification, or reminder.

	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		Tablet memory full
	Synchronizing data		Synchronization failed
	Login or synchronization problem		More notifications
	Portable Wi-Fi hotspot enabled		Connected to a VPN
	USB tethering enabled		USB debugging enabled




Home screen

Getting to know your home screen


Your home screens are where you can find your favorite widgets and all your applications. The application list has been removed to give you a more convenient and direct path to your applications.



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, or touch and hold to enable dual windows mode.

Switching between home screens

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



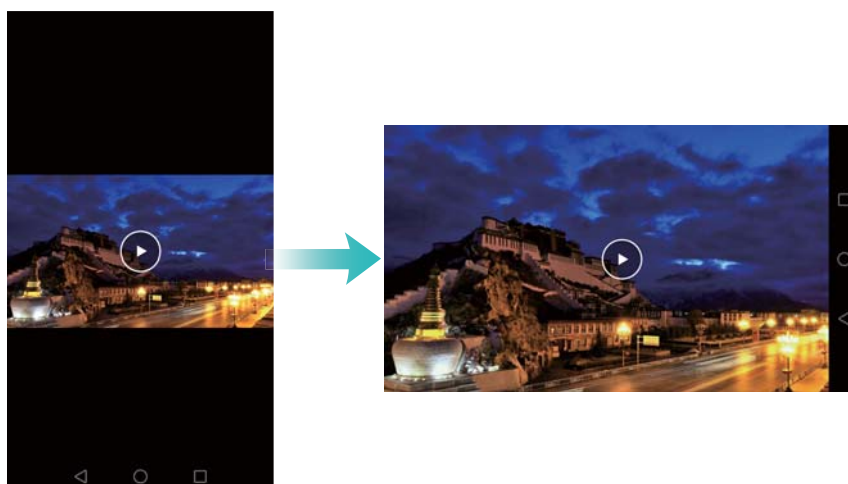
On the home screen, pinch two fingers together or touch and hold a blank area on the screen to access the home screen editor. You can:

- **Set the default home screen:** Touch  at the top of the home screen to set the chosen home screen as the default home screen.
- **Move a home screen:** Drag the home screen to the desired location.
- **Add a home screen:** Touch  on the home screen furthest to the left or right.
- **Delete a blank home screen:** Touch  at the bottom of a blank screen.

Automatic screen rotation

When you rotate your tablet, 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.



- i** **To enable automatic screen rotation** : go to the shortcuts menu to turn on the automatic screen rotation switch. Then, pinch two fingers together on the home screen to enter the home screen editing screen and touch **More settings** > **Auto-rotate**.

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.

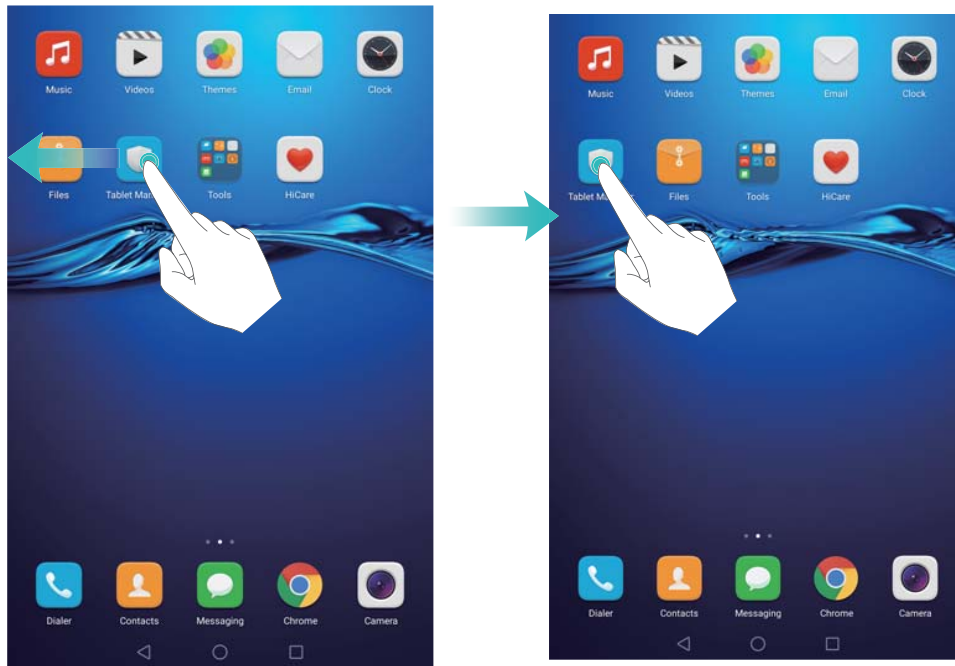
On the home screen, pinch two fingers together to open the home screen editor. Touch **Widgets** and select a widget. Touch and hold the widget and drag it to a blank area on the home screen.

- i** 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.





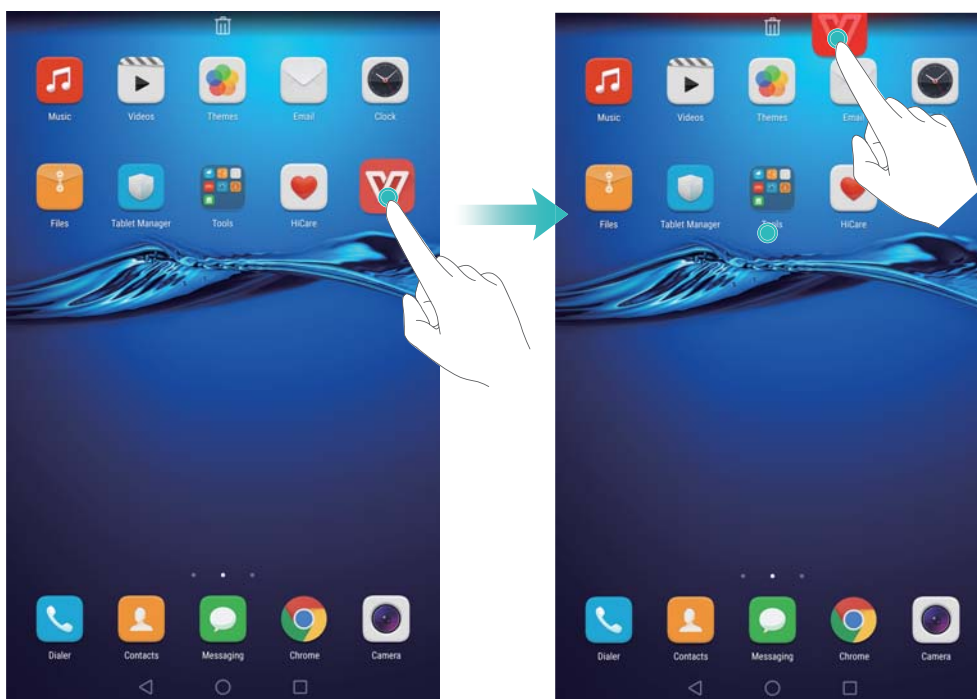
Moving a widget or icon

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



Deleting a widget or icon

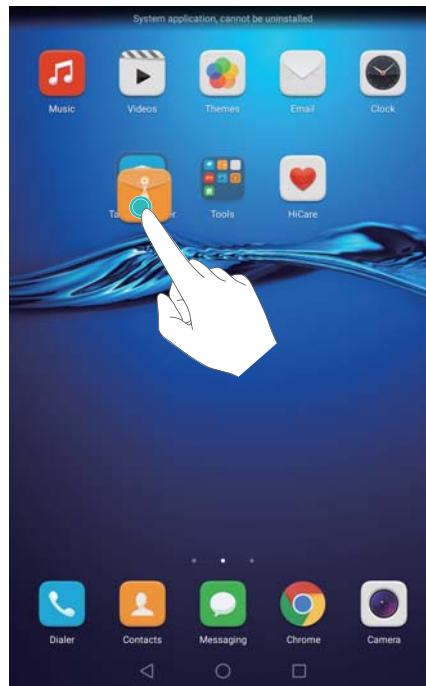
On the home screen, touch and hold the application icon or widget you want to delete until  is displayed at the top of the screen. Drag the unwanted application icon or widget to .



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.

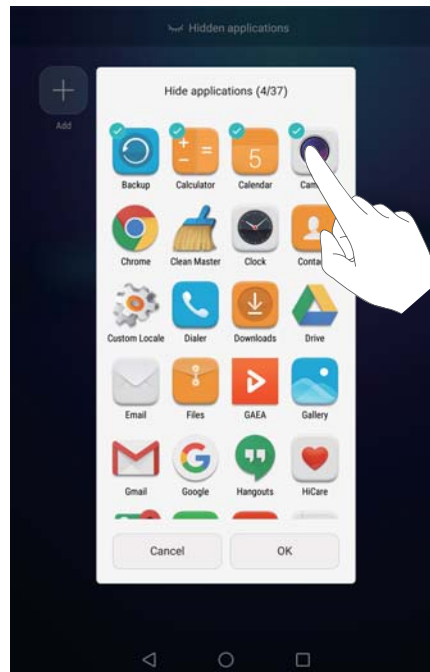


Hiding applications

On the home screen, spread two fingers apart. Touch **+** **Add**, select the applications you want to hide, and then touch **OK**. Applications will not appear on the home screen after they have been hidden.



- i** To restore a hidden application to the home screen, touch **+** **Add** on the hidden applications screen, deselect the desired application, and then touch **OK**.



Taking a screenshot

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

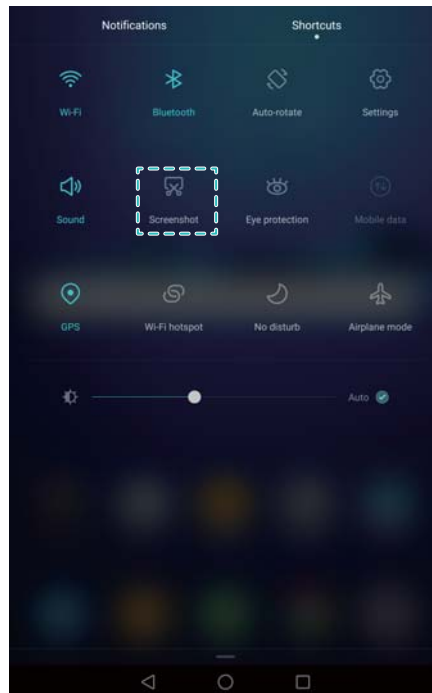
Using the power and volume down buttons

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 badges

Notification badges appear in the top right corner of application icons.



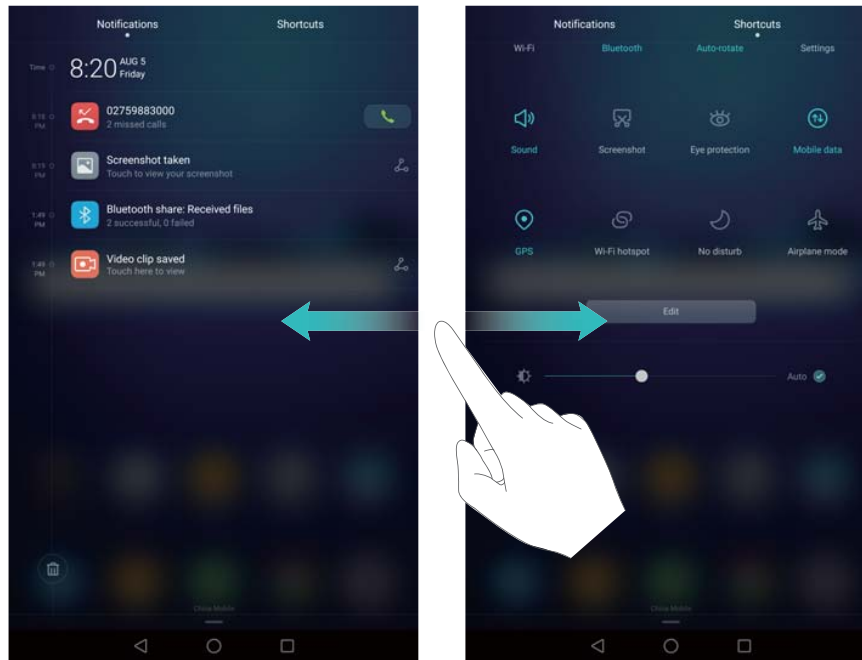
The badge number indicates the number of new notifications. Open the corresponding application to view more details about the notifications.

-  To disable notification badges for an application, pinch two fingers together on the home screen to open the home screen editor, and then touch **More settings** > **Badge app icons** and turn off the switch next to the corresponding application.


Notification panel

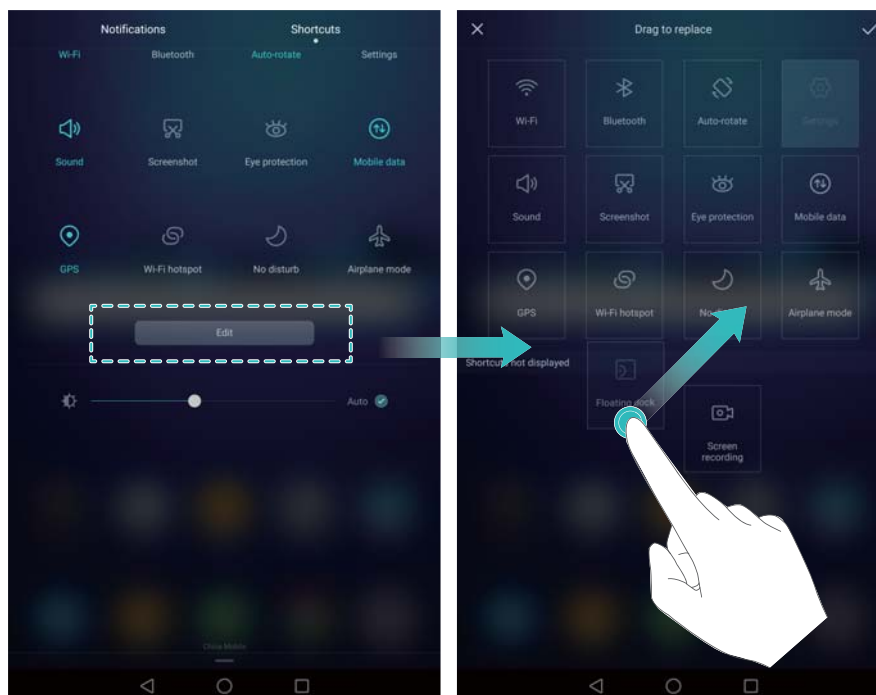
Swipe down from the status bar and open the notification panel to view notifications.

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.

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



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 tablet 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.

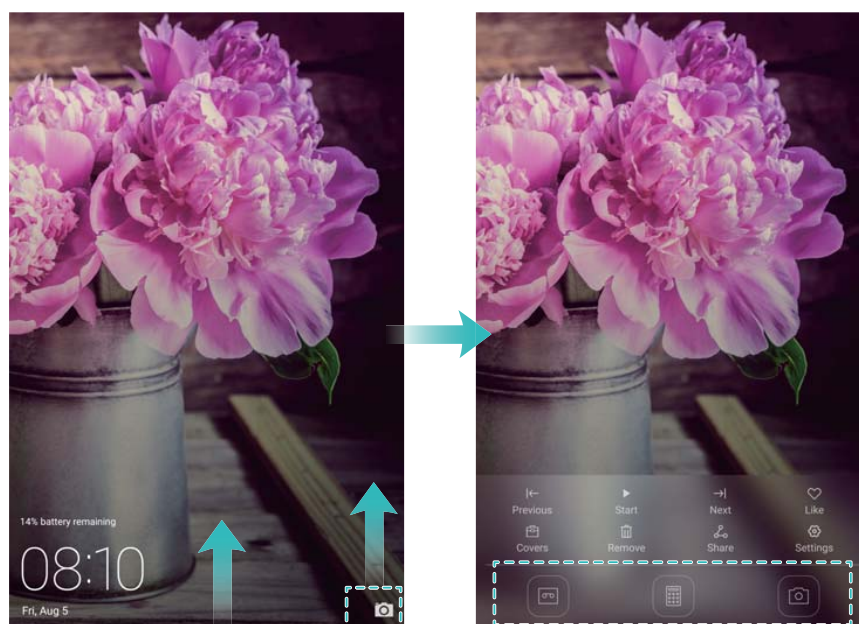
Turn off the **Show notification icons** switch to hide notification icons in the status bar.

Accessing applications

Opening and switching between applications

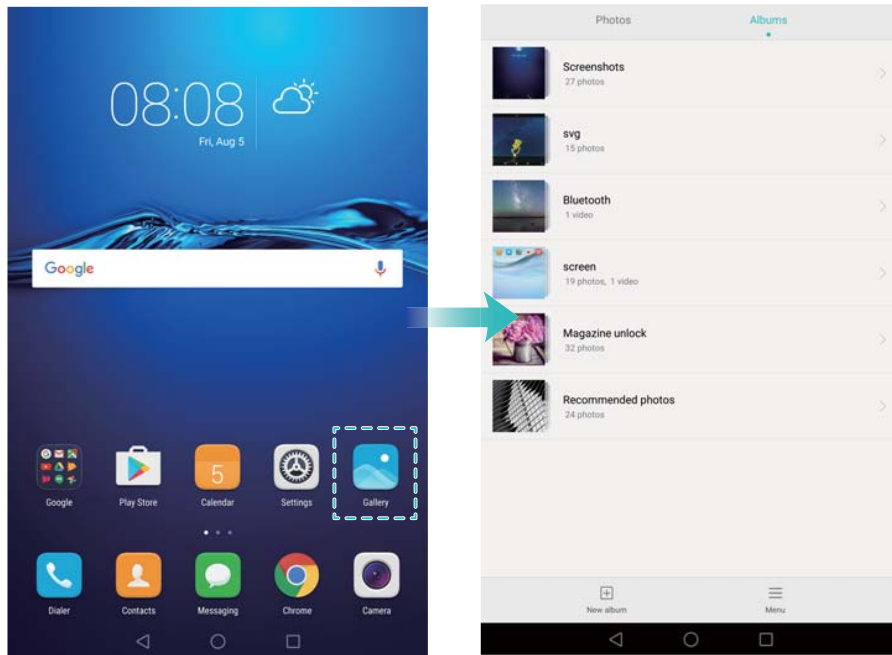
Opening applications from the lock screen

Swipe up on the lock screen and touch  to launch the camera application. You can also swipe up from the bottom of the screen and touch a shortcut icon to quickly launch the corresponding application.




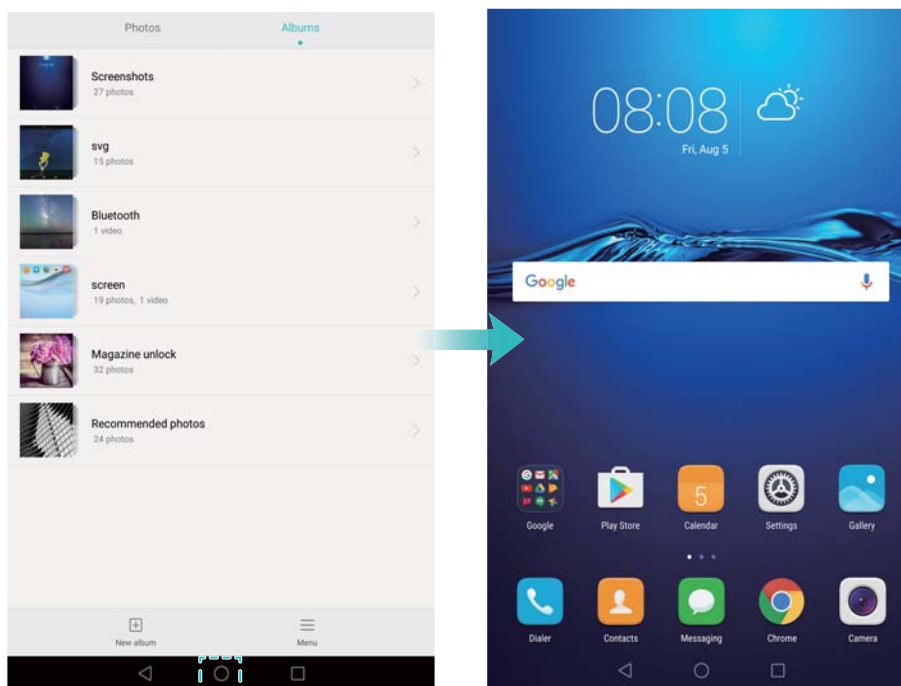
Opening an application from the home screen

On the home screen, touch an icon to open the corresponding application.



Switching between applications


To switch to another application, touch  **Home** to return to the home screen, and then touch the icon of the application you want to open.



Searching for applications

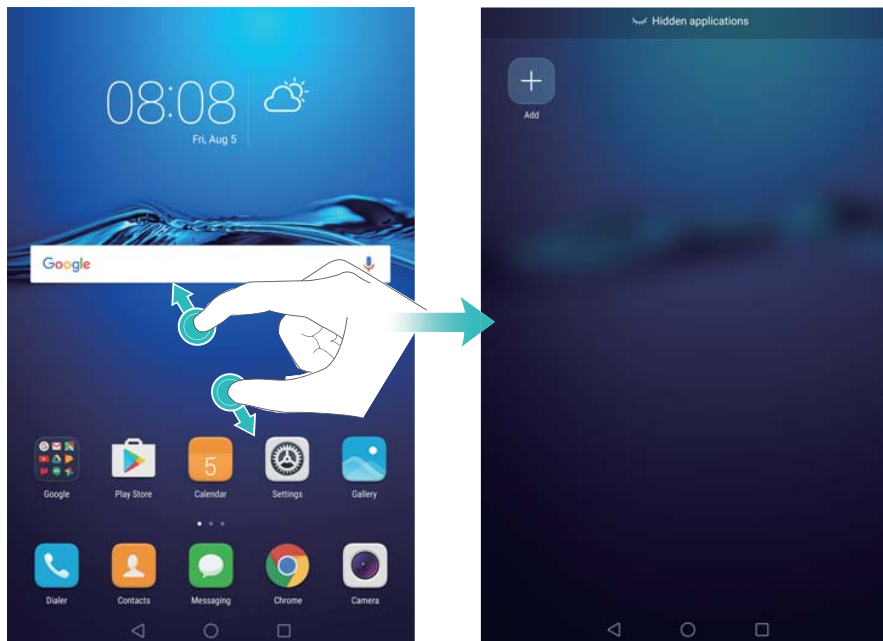
Finding applications

Swipe down from the middle of the screen to access the search bar, and then enter the name of an application. The search results will be displayed underneath the search bar.


 Hidden applications are not listed in the search results.

Finding hidden applications


On the home screen, spread two fingers apart to view your hidden applications.





Viewing recently used applications

Touch  **Recent** to display the list of recently used applications.






- **View more applications:** Swipe left or right on the screen to view more recently used applications.
- **Open an application:** Touch a thumbnail to open the corresponding application.
- **Close an application:** Swipe up on a thumbnail to close the corresponding application.
- **Close all unlocked applications:** Touch  to close all unlocked applications.

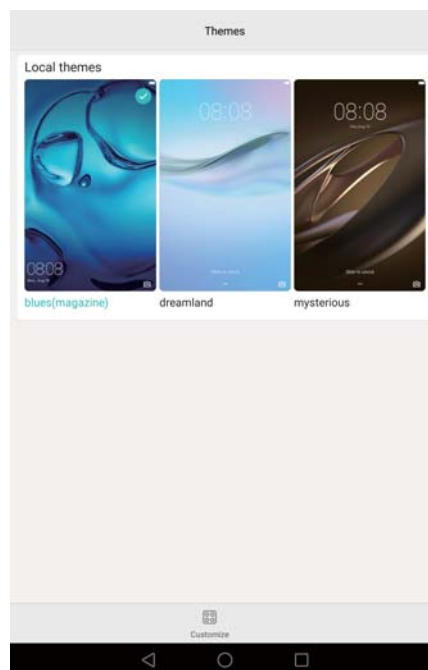
- **Lock or unlock an application:** Swipe down on a thumbnail to lock an application.  will appear above an application once it has been locked. Locked applications cannot be closed by touching . Swipe down again on the thumbnail to unlock the application.

Personalizing your tablet

Changing the theme


Personalize your tablet'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.

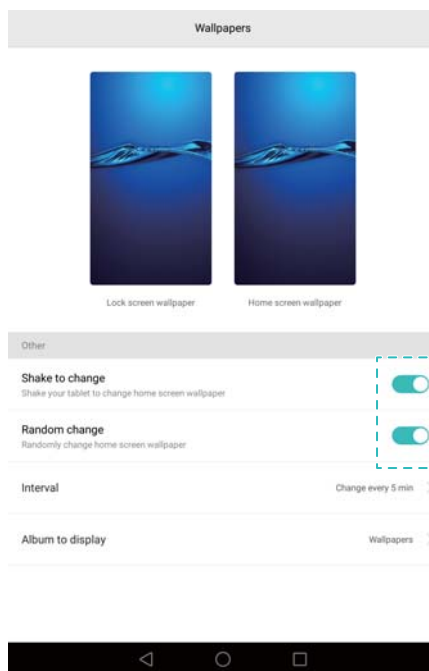




Changing the wallpaper

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

- 1 Open  **Settings** and select **Display**.
- 2 Touch **Wallpaper**, and then touch **Lock screen wallpaper** or **Home screen wallpaper**.
- 3 In the **Wallpapers** or **Live wallpaper** tab, select an image, and then follow the onscreen instructions to set it as the wallpaper.

Turn on the **Shake to change** switch. The wallpaper will change every time you shake your tablet. Turn on the **Random change** switch. Configure **Interval** or **Album to display**. Your tablet will automatically change the wallpaper at the specified time interval.



i You can also open  **Gallery**, touch and hold an image, and then touch  > **Set as** > **Wallpaper**. Follow the onscreen instructions to set the image as the wallpaper.

Changing the font size

The tablet'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.


i 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.

i 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.

Editing text

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

- **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 Messaging(Applicable to selected models)

Making calls





Making an emergency call

In the event of an emergency, you can make emergency calls from your tablet, 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  .
 You can dial an emergency number even when the screen is locked. On the lock screen, touch **Emergency call**, enter your local emergency number, and then touch .

Speed dialing

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

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



Answering or rejecting a call

-  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.

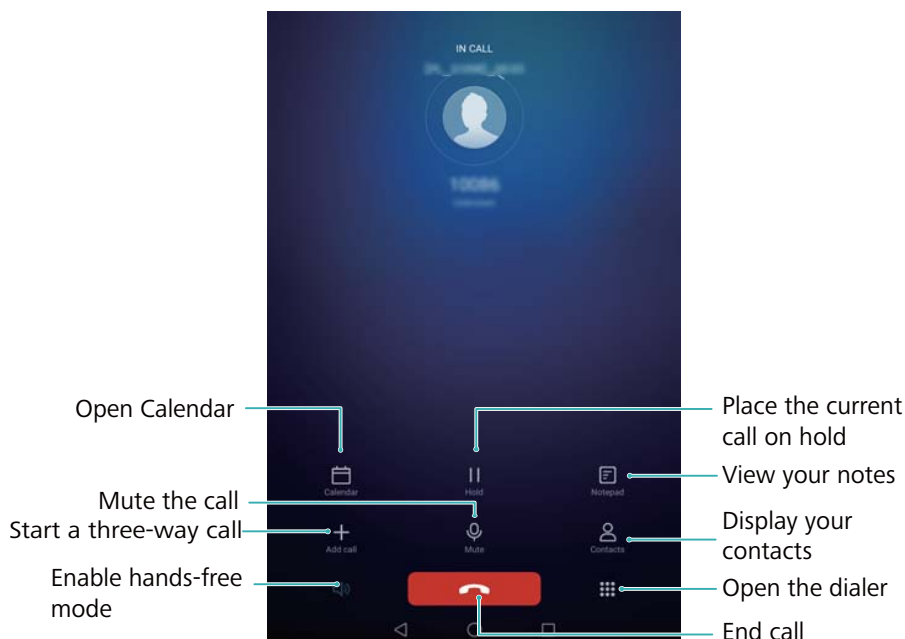
While the screen is unlocked:





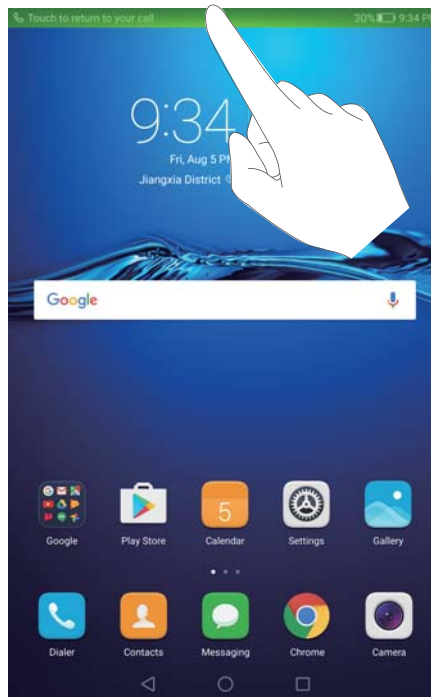
- Touch  to answer the call.
 - Touch  to reject the call.
 - Touch  to reject the call and send an SMS.
 - Touch  to configure a callback reminder.
-  On the dialer screen, touch  > **Settings** > **Reject calls with SMS** to edit the predefined text messages.



Functions available during a call

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



- **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.
- **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.

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

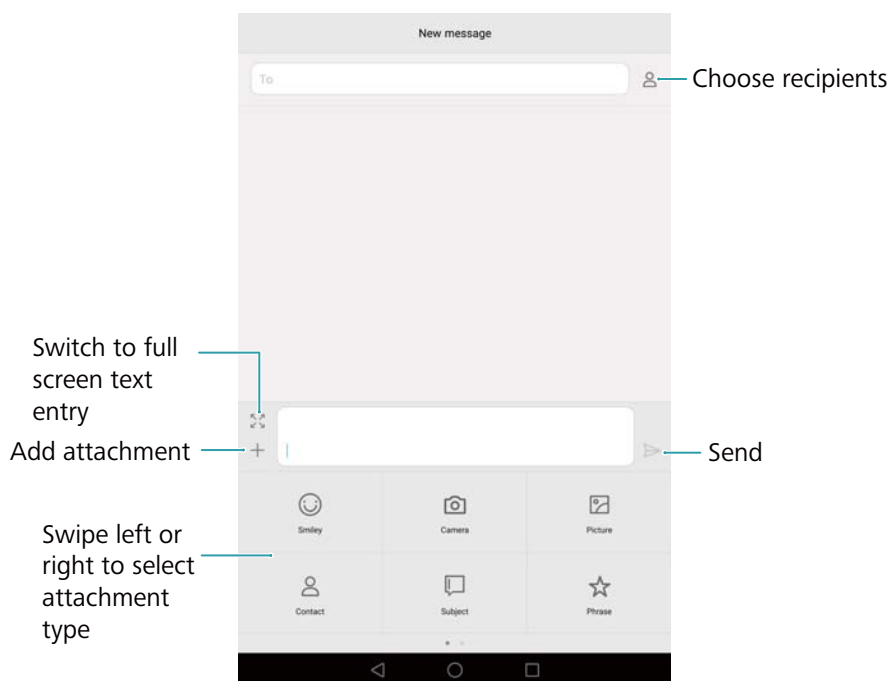
Open  **Dialer**. You can:



- **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**.

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.



-  **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.


- i 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.

Contacts and Email



Creating a contact

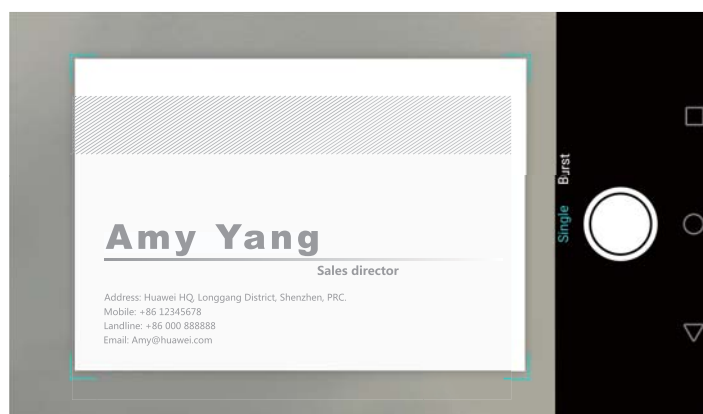
- 1 Open  **Contacts**.
- 2 Touch . Touch **Create a new contact** if you are creating a contact for the first time.
- 3 Select a location to save the contact from the options menu.
- 4 Enter the contact's name, phone number and other information, and then touch .

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 tablet 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 tablet 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 tablet 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 tablet will automatically import the contacts.

Importing contacts using Bluetooth



- 1 Open  **Contacts**.
- 2 Touch  > **Import/Export** > **Import from another device**.
- 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 tablet 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 tablet 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 device**.
- 3 Select **Import via Wi-Fi Direct** and then touch **Next**. Your tablet 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 tablet will automatically import contacts from the other device.

Exporting contacts to a SIM card

- 1 Open  **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**.
- 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 .

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 tablet 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  > **Organize contacts** > **Merge duplicate contacts**.
- 3 Select the contacts you want to merge, and then touch .






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**.
-  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 tablet, SIM card, or linked to an online account.

- 1 Open  **Contacts**.
 -  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.
 -  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 tablet.

- 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**.


i 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 ⊖.

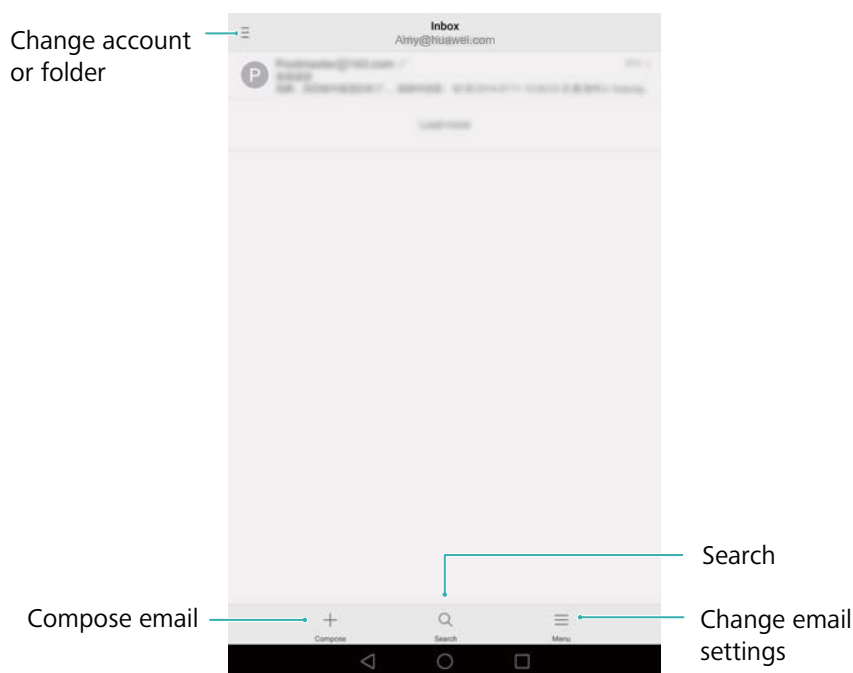
Adding an email account

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.




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







Adding an Exchange account

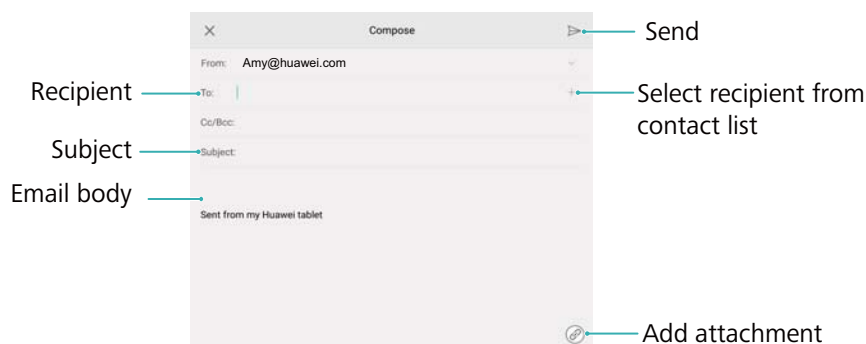
Exchange is an email system developed by Microsoft for businesses. Some email service providers also provide Exchange accounts for individuals and families.

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.



Touch  > **Save** to save your email as a draft.


Checking your emails

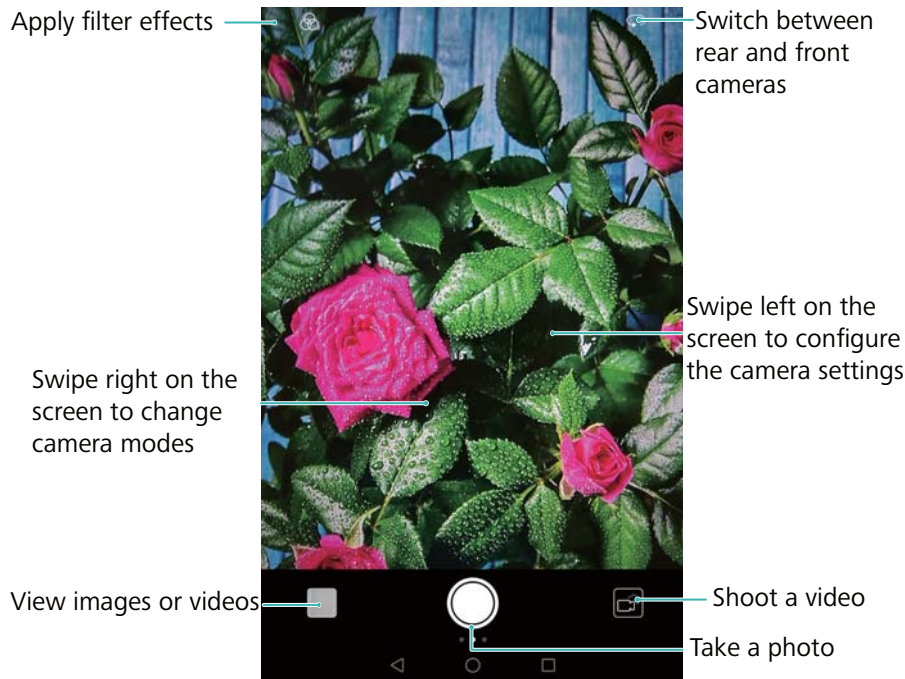
Open **Email** and then swipe down in your **Inbox** to refresh the list of emails.

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

Camera and Gallery





Accessing the viewfinder

Open  **Camera** to access the viewfinder.




Taking a photo


Your tablet comes with a feature-packed camera that you can use to capture life's unforgettable moments.

- 1 Open  **Camera**.
 - 2 Frame the scene you want to capture, the camera will focus automatically. Touch any part of the viewfinder to focus on the corresponding area. To adjust the focal length, pinch two fingers together or spread them apart on the viewfinder.
 - 3 Touch .
-  Touch the  thumbnail to view a photo and share it with friends. For more information, see [Sharing images or videos](#).

Beauty mode


Use beauty mode for stunning selfies and younger, smoother-looking skin.

- 1 Open  **Camera**, swipe right on the screen, and then touch **Beauty**.
- 2 Drag the slider to adjust the beauty level.

- 3 Frame the scene you want to capture, and then touch . The camera will automatically detect each face in the photo and apply the beauty settings.

Voice activated shooting

Use voice activated shooting to control the shutter when taking a group shot.

- 1 Open  **Camera**. Swipe left on the screen to access the camera settings.
- 2 Touch **Audio control** and turn on the **Audio control** switch. You can then:
 - Say "cheese" to take a photo.
 - Set the camera to take a photo when the ambient noise reaches a certain decibel level.
- 3 Frame the scene you want to capture. The camera will take a photo automatically when you issue a voice command or the camera detects a loud sound.

Light Painting mode

Light Painting mode enables you to take stunning shots of light trails without the need to manually adjust the aperture or shutter speed. Four different settings are available for different shooting scenarios.

- **Tail lights:** Capture the trails of light made by moving cars in the night.
- **Light graffiti:** Capture the trails of light in a dark environment.
- **Silky water:** Capture the flow of moving water in a silky smooth effect.
- **Star track:** Capture the trails of the stars and galaxies in the night sky.




Tail light trails

In Light Painting mode, select **Tail light trails** to capture the trails of light made by cars at night.



- 1 Select a suitable location and hold your tablet steady. Use a tripod for long exposures.

i Shoot from a distance for the best results. Avoid pointing the camera at car headlights to prevent parts of the image from becoming overexposed.




- 2** Open  **Camera**, swipe right on the screen, and then touch **Light painting > Tail lights**.
- 3** Touch  to start the exposure. The exposure time is displayed at the bottom of the screen.
- 4** A preview of the image is displayed in the viewfinder. When the desired exposure time has elapsed, touch  to end the exposure.

Light graffiti

In Light Painting mode, select **Light graffiti** to create patterns or text by moving a light source in front of the camera.






i Use a small torch or a glow stick to create a pattern.

- 1** Select a suitable location and hold your tablet steady. Use a tripod for long exposures.
 - i** Choose a location away from other sources of light to ensure that the pattern stands out.
- 2** Open  **Camera**, swipe right on the screen, and then touch **Light painting > Light graffiti**.
- 3** Touch  when the subject starts to draw a pattern using the source of light. The exposure time is displayed at the bottom of the screen.
- 4** A preview of the image is displayed in the viewfinder. Touch  to end the exposure.

Silky water

In Light Painting mode, select **Silky water** to capture silky smooth images of waterfalls and rivers.








- 1 Select a suitable location and hold your tablet steady. Use a tripod for long exposures.
- 2 Open  **Camera**, swipe right on the screen, and then touch **Light painting** > **Silky water**.
- 3 Touch  to start the exposure. The exposure time is displayed at the bottom of the screen.
- 4 A preview of the image is displayed in the viewfinder. When the desired exposure time has elapsed, touch  to end the exposure.

Star track






You can use your camera to capture the movement of stars in the night sky.





-  Use a tripod to minimize camera shake and hold your tablet in place.
- 1 Select a suitable location away from obstructions. Clear skies will produce the best results.
 -  When shooting the image, stay away from sources of light and avoid excessive exposure times to prevent parts of the image from becoming overexposed.
 - 2 Open  **Camera**, swipe right on the screen, and then touch **Light painting** > **Star track**.

- 3 Touch  to start the exposure. The exposure time is displayed at the bottom of the screen.
- 4 A preview of the image is displayed in the viewfinder. When the desired exposure time has elapsed, touch  to end the exposure.

Shooting a video

- 1 Open  **Camera**, swipe right on the screen, and then touch **Video**.
- 2 Touch  to start a video recording.
- 3 Touch the screen to focus on an object or area during recording. Touch  to pause recording, and then touch  to resume. Touch  to save the current scene as a photo.








- 4 Touch  to end the recording.
-  **Automatic facial enhancement:** Swipe right on the screen, and then touch **Beauty video**. Stabilization cannot be enabled in this mode.

Time-lapse mode

Time-lapse mode allows you to capture and speed up subtle changes in the natural world. For example, you can record the opening of a flower or the movement of clouds.








- 1 Open  **Camera**, swipe right on the screen, and then touch **Time-lapse**.
- 2 Touch  to start a video recording.
 -  Your camera will automatically select a suitable frame rate according to the length of the recording. The focal length cannot be adjusted during recording.
- 3 Touch  to end the recording.

Touch the  thumbnail to play the recording. The video will be played back at a higher frame rate. The frame rate is determined automatically by your camera and cannot be adjusted.

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 Open  **Camera**, swipe right on the screen, and then touch **Document scan**.
 -  Touch **Auto** to turn off automatic shooting mode and take a photo manually.
- 2 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.


Viewing photos and videos

You can view the following photos and videos in Gallery:



- Photos and videos shot with the camera.
- Photos and videos that your friends shared with you.
- Photos and videos synced from your computer.
- Photos and videos saved from messages, emails, or websites, as well as screenshots.

Open  **Gallery** and go to the **Photos** tab to sort photos and videos according to the time and location they were shot. Go to the **Albums** tab to sort photos and videos by album.

Viewing photos in chronological order



Go to the **Photos** tab. Photos are automatically displayed in chronological order. Touch  > **Settings**, and then turn on the **Show time** switch to display the time that the shot was taken when viewing an image.

Viewing photos by location

Go to the **Photos** tab and touch . Photos with location information will be displayed on a map. Touch  > **Settings**, and then turn on the **Show location** switch to display the location where the shot was taken when viewing an image.

Viewing photos by album


Go to the **Albums** tab. Photos and videos are automatically added to the default folders. For example, videos that you shot using the camera are automatically added to the **Camera videos** folder, and screenshots are added to the **Screenshots** folder.

 Touch  > **Hide albums** and turn on the switch next to albums that you wish to hide. These albums will not appear in the album list.




Viewing photos as a slideshow

Go to the **Photos** tab and touch  > **Slideshow**. Touch the screen to stop the slideshow.


Viewing photos in full-screen mode

Open  **Gallery** and then touch an image to view it in full-screen mode. Touch the screen to display or hide the screen menu.






- **Zoom or in out:** Spread two fingers apart to zoom in or pinch two fingers together to zoom out.
- **View image details:** Touch  to view the image details, such as the ISO, exposure compensation, and resolution.
- **Rename photo:** To rename a photo, touch  > **Rename**, enter the new name, and then select **OK**.
- **Set photo as the home screen wallpaper:** Touch  > **Set as** > **Wallpaper** to set a photo as the home screen wallpaper.


Playing a video



Touch  to play a video. Touch the screen when the video is playing to display or hide the control bar.

Adding photos or videos to a new album

- 1 Open  **Gallery**.
- 2 Go to the **Albums** tab. Touch  and then enter the album name.
- 3 Select the images or videos that you want to add to the new album, and then touch .
- 4 Copy or move the photos or videos to the new album.



Moving photos or videos to other albums

- 1 Open  **Gallery**.
- 2 Touch and hold an image or video thumbnail, and then select the files that you want to move.



- 3 Touch  , then select the destination album, or touch  to create a new album and select it as the destination album.

Deleting images or videos

If you're running out of storage space, delete unwanted photos and videos from Gallery.



- 1 Open  **Gallery**.
- 2 Touch and hold an image or video thumbnail, and then select the files that you want to delete.
- 3 Touch  > **Delete** to delete the selected files.

Sharing images or videos

- 1 Open  **Gallery**.
- 2 Touch and hold an image or video thumbnail, and then select the files that you want to share.
- 3 Touch  , choose a sharing method, and follow the onscreen instructions to share your files.











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 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.


Using Camera or Gallery to scan a QR code

QR codes are a quick and convenient way to receive information. For example, you can scan a QR code to view discount information or add contacts. You can scan a QR code using the camera, or use Gallery to scan a QR code contained in an image stored on your device.

Scanning a QR code using Gallery

- 1 Open  **Gallery**.
- 2 Select the image containing the QR code that you want to scan to view it in full-screen mode.
- 3 Touch the screen. Gallery will automatically scan the QR code.
- 4 Touch **View details** to view the QR code details.


Scanning a QR code using Camera

- 1 Open  **Camera**.
- 2 Frame the QR code in the viewfinder. The camera will automatically scan the QR code.
- 3 Touch **View details** to view the QR code details.


Accessing the Internet


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 tablet will list available Wi-Fi networks.
 - **Search manually for Wi-Fi networks:** Touch **Scan**. Your tablet 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 tablet will connect automatically.
 - If the network is protected, enter the password when prompted, and then touch **Connect**.

Once your tablet is connected to a Wi-Fi network, it will display the  icon in the status bar. Your tablet 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 tablet 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 tablet is connected to a Wi-Fi network, it will display the  icon in the status bar. Your tablet 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 tablet will automatically enable or disable Wi-Fi and connect to the Wi-Fi network with the best signal.

-  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 **More > LINK+**.
- 2 Touch **Wi-Fi+ > Wi-Fi+ settings** and then turn on the **Wi-Fi+** switch.



When Wi-Fi+ is enabled, your tablet 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.

Connecting to the Internet using mobile data

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


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

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

- 1 Open  **Settings**.
 - 2 Touch **More > Mobile network**.
 - 3 Turn on the **Mobile data** switch to enable mobile data.
-  Disable mobile data when not required in order to save battery power and reduce data usage.

Sharing your mobile Internet with other devices


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

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

- 
 - Mobile data is not supported on Wi-Fi only tablets.
 - 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 tablet 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 tablet 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 tablet uses **WPA2 PSK** encryption by default. Other devices will require a password to connect to the hotspot. If you choose **Security**, 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 tablet. For security reasons, choose a password that is not easy to guess and change it regularly.
 - **Configure the maximum number of connections:** Touch **This website already exists**, and change the maximum number of connections. By default, your tablet will allow eight devices to connect to the hotspot concurrently.

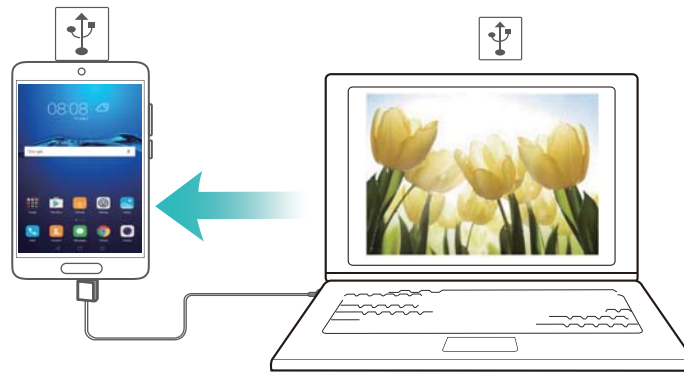
You will need to remember the hotspot name and password to connect to it using other devices.


-  **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 tablet will automatically disable the Wi-Fi hotspot.


Using USB tethering to share mobile Internet with a computer

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

- Mobile data is not supported on Wi-Fi only tablets.
- **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 tablet 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 tablet 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 tablet 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 tablet is in USB tethering mode.


Using Bluetooth tethering to share your mobile Internet

Use Bluetooth tethering to turn your tablet 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.

- Mobile data is not supported on Wi-Fi only tablets.
- **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 tablet 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 tablet from the device that requires an Internet connection.

After enabling Bluetooth tethering, your tablet 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 tablet with another device



- 1 Open  **Settings** and touch **Bluetooth**.
- 2 Turn on the **Turn on Bluetooth** switch and ensure that **Visibility** is enabled. Your tablet 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 tablet

By default, your tablet'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 tablet 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.

-  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 tablet 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.

 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 tablet's internal storage.

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 Select 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 tablet 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 Select 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 Select 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.

Tablet Manager



Optimizing your system

Use Tablet Manager to make your tablet run faster and optimize performance.

Conducting a comprehensive scan

Open  **Tablet Manager**. Your tablet will automatically conduct a comprehensive scan and optimize your system.

Cleaning up your tablet

- 1 Open  **Tablet Manager**.
- 2 Touch **System optimization** to scan for and clear cached application data and system trash.
 Follow the onscreen instructions to manually clear files or configure the settings.
- 3 Once the data has been cleared, touch **Finish**.

Managing data usage

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

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


Open  **Tablet Manager** and then touch **Traffic manager**. You can view detailed data usage statistics or configure the following settings:

- **4G usage 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. For more information, see Preventing background applications from accessing the Internet.
- **Portable Wi-Fi hotspot**: Configure the settings for a mobile hotspot or mobile network connection.

Harassment filter

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


Open  **Tablet 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

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

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

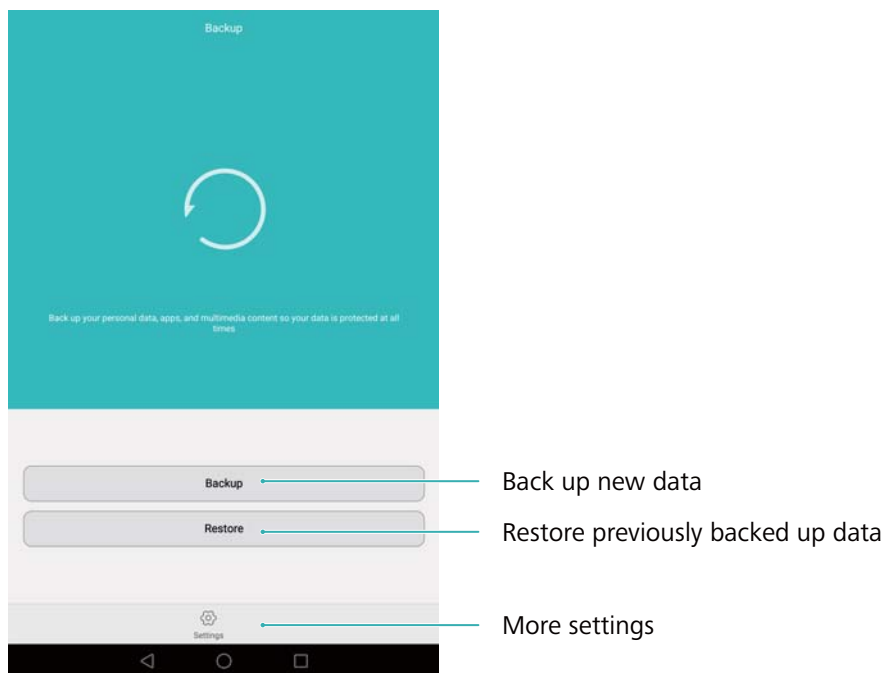
- View detailed battery usage statistics.
- Optimize battery use to reduce power consumption.
- Select a suitable power plan.

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 tablet's internal storage or a microSD card.


 Features may vary depending on your carrier.



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**.

 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.
 -  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 tablet to its factory settings if it crashes or is slow to respond.



-  Back up important data on your tablet 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 tablet, 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 tablet**.
 -  Selecting **Erase internal storage** will delete all files on your internal storage, such as music and images. Proceed with caution.
- 4 Touch **Reset tablet** to restore your tablet to its factory settings. Your tablet will restart automatically when the process is complete.


Updating your tablet


Update your tablet's system to the latest version to enhance performance.

- 
 - Using unauthorized third-party software to update your tablet may render your tablet unusable or put your personal information at risk. Always update through your tablet's online update feature or download official update packages from Huawei's official website.
 - Your personal data may be erased during a system update. Ensure that you back up important data before updating your tablet.
 - When updating, ensure that your tablet has at least 20% battery power remaining.
 - After updating, you may find that some third-party applications are incompatible with your system, such as Internet banking applications and games. This is because it takes a while for third-party application developers to release updates for new Android releases. Please wait until a new version of the application is released.
-  Touch **Settings > About tablet > Build number** to view your tablet's version number.

OTA updates

When a new system update is released, you will be prompted to download and install the latest version. Select OTA update for quick and secure updates.

 Ensure that your tablet is connected to the Internet before updating. Connect to a Wi-Fi network before updating to avoid incurring data charges. In addition, ensure that your tablet has sufficient battery power remaining.


- 1** Open  **Settings**.
- 2** Touch **Updater**. Your tablet will automatically check for updates.
- 3** Select the latest version to download the update package.
- 4** Once the download is complete, touch **UPDATE**. The update process may take a while to complete. Do not use your tablet before it has finished updating. Your tablet will restart automatically when it has finished updating.

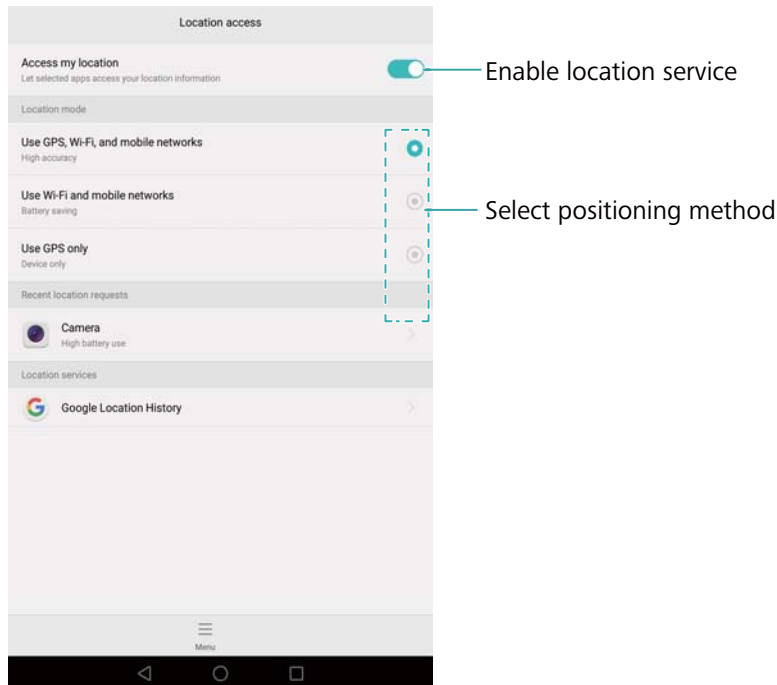
Settings

Enabling location access

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

 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 tablet's Internet connection. Enable this option for highly accurate positioning.
 - **Use Wi-Fi and mobile networks**: Only uses your tablet'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.



Configuring the display settings

Configure the display settings to personalize your tablet. 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:


- **Color temperature:** Adjust the color temperature for images displayed on your tablet. 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.
 - **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 tablet 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 tablet 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 tablet when performing certain operations, such as browsing a web page, or viewing a picture.
-  The above options may not be available on all tablet models.

Sound settings

You can set audio-related functions, for example you can change or disable the system ringtone or ringtones for all types of notifications. You can also change the ringtones for incoming calls and messages on tablets that support call and messaging services.

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 tablet 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 tablet 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.

- When using your tablet to listen to music or watch videos, insert a headset and enable **SWS mode** for a stunning SWS multichannel surround sound experience.
 - 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 tablet models.


Changing the screen unlock method


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

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**.

 You can also use your fingerprint to unlock the screen. Touch **Enroll** in the popup dialog box to add your fingerprint.

Enabling fingerprint unlock

See [Using fingerprint recognition](#) for more information on configuring fingerprint unlock.


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**.

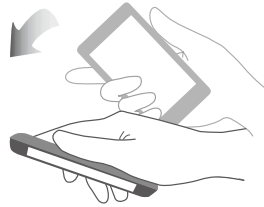
Gestures and navigation settings

Use simple gestures to control your tablet.

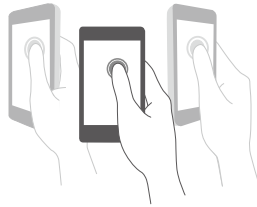
Motion control

Open  **Settings**. Touch **Smart assistance** > **Motion control** and then select the motions you want to enable.

- **Flip:** Mute sounds and disable vibrations for incoming calls, alarms, and timers.






- **Tilt:** In the home screen editor, touch and hold an icon or widget and tilt your tablet to the left or right to move the icon to the next screen.



-  Voice calls are not supported on Wi-Fi only tablets.

Navigation bar

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

Choose a custom navigation bar layout. If you select a navigation bar containing  , you can touch  for fast access to the notification panel.

Airplane mode

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

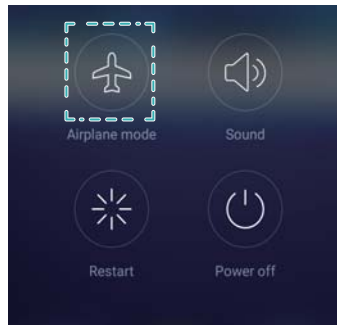
After you enable airplane mode, all of your tablet's network features will be disabled. You will not be able to make or receive calls, or use mobile data, Bluetooth or Wi-Fi. However, you will still be able to play music, watch videos, and use applications that do not require an Internet connection.

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.

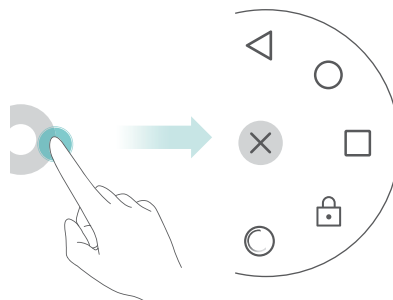
When airplane mode is on,  is displayed in the status bar.

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  to return to the previous screen or exit the current application.
- Touch  to return to the home screen.
- Touch  to display the list of recently used applications.
- Touch  to lock the screen.
- Touch  to clean up the tablet memory and close power-intensive applications running in the background.
- Touch  to collapse the menu.

Setting the date and time

 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 the available storage space

Check that there is enough space on your tablet'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**.

Appendix

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.

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