

HUAWEI MediaPad T3

User Guide



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Personal Information and Data Security

Legal Notice




Foreword

Read this guide carefully before using your device.

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



Some features in this guide may not be supported by certain devices or carriers.

Symbols and definitions

| | | |
|---|-------------|---|
|  | Description | Highlights important information and tips, and provides additional information. |
|  | Reminder | Indicates potential problems that may arise if proper care or attention is not given, such as device damage or data loss. |
|  | Warning | Warns you about potential hazards that could cause serious injury. |

Getting Started


Initial setup

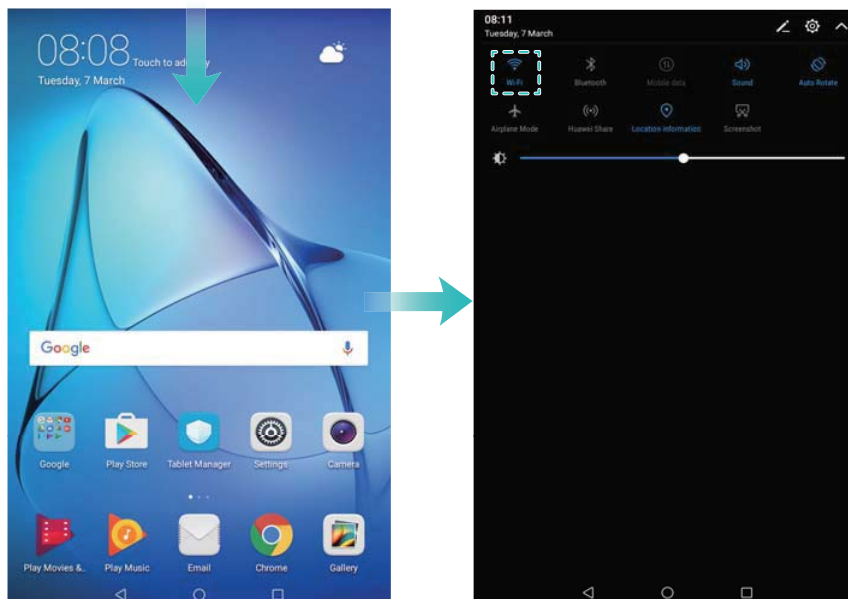
-  • Ensure that the SIM card is inserted correctly before using your tablet for the first time. Read the Quick Start Guide for more information on how to set up your tablet. SIM cards are not supported on Wi-Fi only tablets.
 - Press and hold the power button to turn on your device. Follow the onscreen instructions to complete the initial setup.
- 1 Select your language and region and touch **NEXT**.
 - 2 Read the content carefully, accept the user terms and conditions, and then touch **AGREE > AGREE**.
 - 3 Read the service policy. Select **AGREE** and touch **NEXT**.
 - 4 Your device will automatically search for available Wi-Fi networks. Follow the onscreen instructions to connect to a network.
 - 5 Read the Google terms and conditions and touch **NEXT**.
 - 6 You can configure your device in two ways:
 - Follow the onscreen instructions to restore a backup.
 - Follow the onscreen instructions to copy data from another device, or touch **SET UP AS NEW PHONE > OK** to skip this step. If you choose to skip this step, you can still import data from another device later by touching **Settings > Advanced settings > Data transmission**.
 - 7 Touch **GET STARTED** to complete the settings. Your device is now ready to use.

Connecting to the Internet

Connect to Wi-Fi networks effortlessly with your device.

Connecting to a Wi-Fi network

- 1 Swipe down from the status bar to open the notification panel.
- 2 Touch and hold  to open the Wi-Fi settings screen.
- 3 Switch on **Wi-Fi**. Your device will list all available Wi-Fi networks at your location.
- 4 Select the Wi-Fi network you want to connect to. If you select an encrypted network, you will also need to enter the Wi-Fi password.



Connecting using mobile data

- i Before using mobile data, ensure that you have a data plan with your network provider to avoid incurring excessive data charges. Mobile data is not supported on Wi-Fi only tablets.

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

2 Touch 1b to enable mobile data.

- i Disable mobile data when not required so as to save battery power and reduce data usage.

Charging your device

Your device displays a low battery warning when the battery is nearly empty. Charge your device immediately to prevent it from switching off automatically.

Using a charger to charge your device

Connect your device to a socket using the factory-provided charger and USB cable.

- i • If your device does not respond when you press the power button, the battery is probably empty. Charge your battery for at least 10 minutes (use the charger that came with your device), and then restart your device.
- Your device automatically conducts a safety check when you connect it to a charger or other devices. If your device detects that the USB port is wet, it will automatically stop charging and display a safety message. If this message is displayed, unplug the USB cable from your device and allow the USB port to dry out completely to avoid damaging your device or battery.

Using a USB port to charge your device


If you do not have access to a charger, you can charge your device by connecting it to a computer with a USB cable.

1 When you use a USB cable to connect your device to a computer or another device, **Allow access to device data?** will be displayed in a popup dialog.

2 Touch **No, charge only**.





If another USB connection mode has been selected, swipe down from the status bar to open the notification panel. Touch **File transfer via USB**, and then select **Charge only**.

Safety information

- Only use genuine Huawei batteries, chargers, and USB cables to charge your device. Third-party accessories are a potential safety hazard and may impair your device's performance.
 - You can recharge your battery many times, but all batteries have a limited lifespan. If you notice a significant deterioration in your device's battery life, purchase a genuine Huawei replacement battery. Do not attempt to remove built-in batteries. If your device has a built-in battery, contact an authorised Huawei service centre for a replacement. If the battery is removable, replace it with a genuine Huawei battery.
 - Your device may become warm after prolonged use or when exposed to high ambient temperatures. If your device becomes hot to the touch, stop charging it and disable unnecessary features. Place your device in a cool location and allow it to cool down to room temperature. Avoid touching the surface of your device for prolonged periods when it becomes hot.
 - Charging times may vary depending on the ambient temperature and the remaining battery level.
 - Avoid using your device when it is charging. Do not cover your device or the charger.
-  For more information on charging and battery care, visit <http://consumer.huawei.com/> and search for your device's user guide.

Battery status information

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

| Status indicator | Battery icon | Battery status |
|------------------------|---|--|
| Blinking or steady red |  | Less than 4% remaining |
| Red |  | Charging, less than 10% remaining |
| Orange |  | Charging, 10–90% remaining |
| Green |  | Charging, at least 90% remaining. If 100% is displayed next to the battery icon in the status bar, or a charging complete message is displayed on the lock screen, this indicates that charging is complete. |

Screen and Display

Home screen

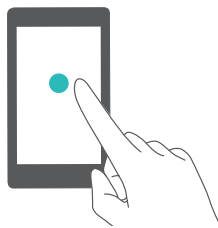
About the home screen

Use the home screen to access your apps and widgets.

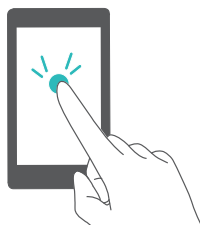


Basic screen gestures

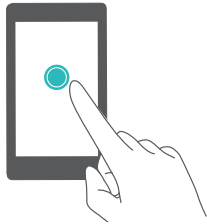
Use simple touchscreen gestures to perform a variety of tasks, such as launch apps, scroll through lists, and enlarge images.



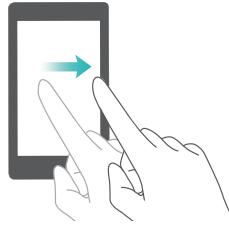
Touch: Touch an item once. For example, touch to select an option or open an app.



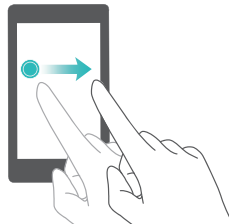
Double touch: Touch the target area of the screen twice in quick succession. For example, double touch an image in full screen mode to zoom in or out.



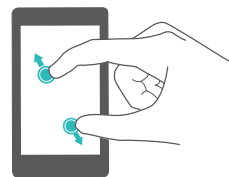
Touch and hold: Touch and hold the target area of the screen for at least 2 seconds. For example, touch and hold a blank area on the home screen to access the home screen editor.



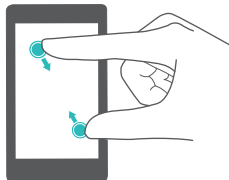
Swipe: Swipe your fingers on the screen. Swipe vertically or horizontally to browse other home screens, scroll through a document, and more.



Drag: Touch and hold an item, and then move it to another position. For example, use this gesture to rearrange apps 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.

Managing home screens


You can customise home screens to your liking.

Adding home screens

- 1** On the home screen, pinch two fingers together to open the home screen editor.
- 2** Touch  on the home screen furthest to the left or right to add a new screen.



Deleting home screens

- 1 On the home screen, pinch two fingers together to open the home screen editor.
- 2 Touch  on a blank screen to delete it.




 You cannot delete a home screen if it contains apps or widgets.

Moving home screens

- 1 On the home screen, pinch two fingers together to open the home screen editor.
- 2 Touch and hold the home screen you want to move and drag it to the desired location.

Setting the default home screen

- 1 On the home screen, pinch two fingers together to open the home screen editor.
- 2 Touch  at the top of a home screen to set the chosen home screen as default.

Notification panel and status bar

About the status bar















Use the status bar to access the notification panel and check your device's status.

About notification and status icons

Status icons









Status icons are displayed on the right-hand side of the notification bar and tell you about your device's status, including network connections, signal strength, battery, and time.

 Status icons may vary according to your region or carrier.

| | | | |
|---|-------------------------|---|----------------------------------|
|  | Roaming |  | Airplane mode enabled |
|  | Bluetooth enabled |  | Connected over Wi-Fi |
|  | Wi-Fi network available |  | Receiving location data from GPS |
|  | Vibration mode enabled |  | Silent mode enabled |
|  | Alarm enabled |  | Charging |
|  | Battery full |  | Battery low |
|  | Headset inserted |  | No SIM card found |

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 |  | New emails |
|  | Downloading data |  | Uploading data |
|  | Upcoming events |  | Device memory full |
|  | Synchronising data |  | Synchronisation failed |

Using shortcut switches to access settings

Use shortcut switches to quickly enable or disable frequently-used features.

Accessing shortcut switches

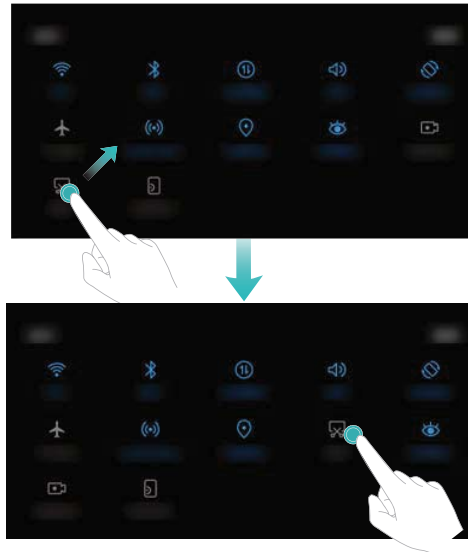
Swipe down from the status bar to open the notification panel.

 Touch  to display all of the shortcut switches.

Configuring shortcut switches

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

2 Touch . Touch and hold a switch and drag it to the desired position.



3 Touch a switch to enable the corresponding feature. If the switch supports touch and hold gestures, touch and hold the switch to access the settings for the corresponding feature.

 Some switches do not support touch and hold gestures.

Split-screen mode

About split-screen mode

Use split-screen mode to use two apps at once.

Enabling split screen mode

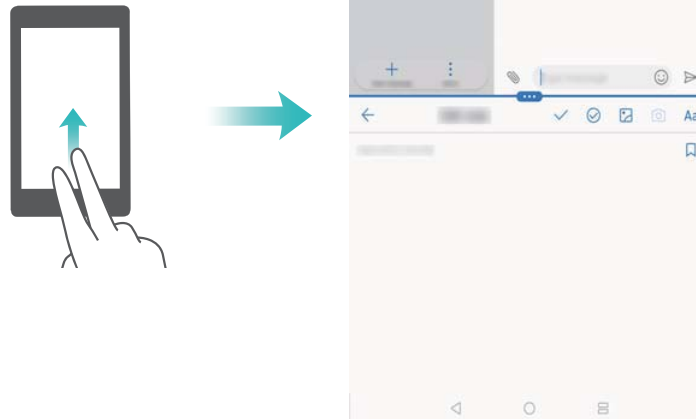
Split screen mode is not available for all apps. Some apps may not function properly in split screen mode.

Using the Recent key to enable split screen mode



Open an app that supports split-screen mode, and then touch and hold .

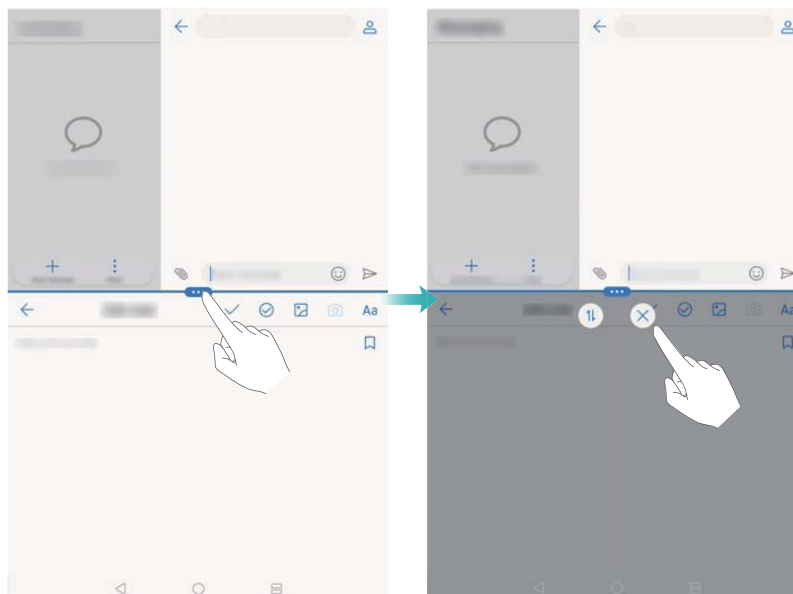
Using swipe gestures to enable split screen mode

Open an app that supports split screen mode, and then swipe up from the bottom of the screen with two fingers.



Exiting split-screen mode


To exit split-screen mode, touch  and select .



Using motion gestures

Motion gestures make it easier to control your device.

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

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

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





Eye comfort mode

Eye comfort mode decreases the amount of blue light emitted from the screen to reduce eye strain.

Eye comfort mode

- 1 Open  **Settings**.
- 2 Touch **Display > Eye comfort** and switch on **Eye comfort**.

 When eye comfort mode is enabled,  will be displayed in the status bar.



Adjusting the colour temperature

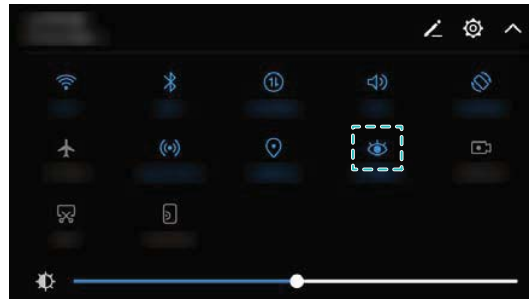
Eye comfort mode reduces the amount of blue light emitted from the screen, which may give the screen a slightly yellow hue. You can adjust the colour temperature to control the amount of blue light.

When **Eye comfort** is enabled, swipe left or right on the colour temperature slider to make the screen hue cooler or warmer.

Enabling and disabling eye comfort mode


You can use the shortcut switch in the notification panel to enable to disable eye comfort mode.

Swipe down from the status bar. Touch  to display all shortcut switches, and then toggle the  switch.



Configuring the timer

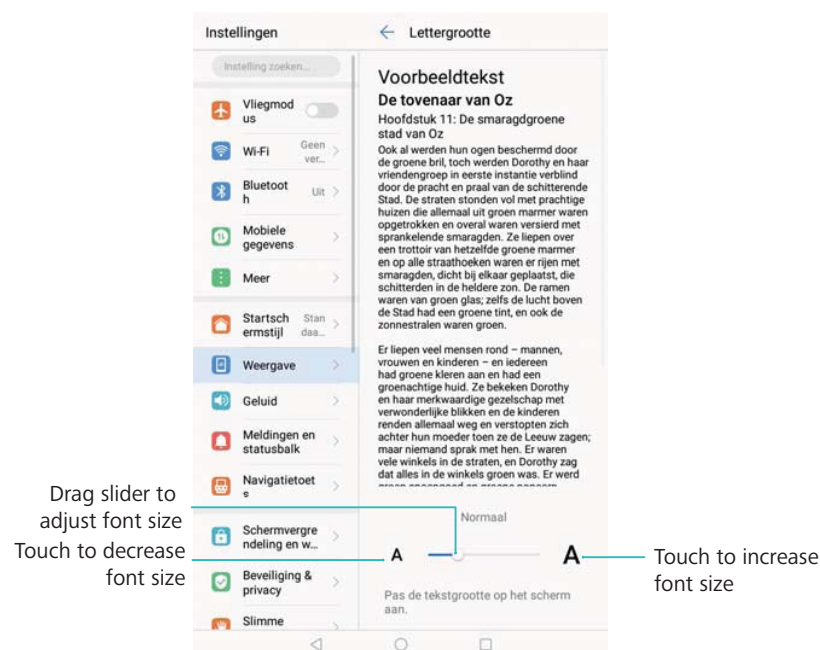
Configure the timer to enable eye comfort mode automatically at a preset time, such as when you finish work or before you go to bed.

- 1 Open  **Settings**.
- 2 Touch **Display > Eye comfort**.
- 3 Switch on **Schedule** and configure the **Start time** and **End time**.

Display settings

Changing the font size

- 1 Open  **Settings**.
- 2 Touch **Display > Font size** and choose a font size.





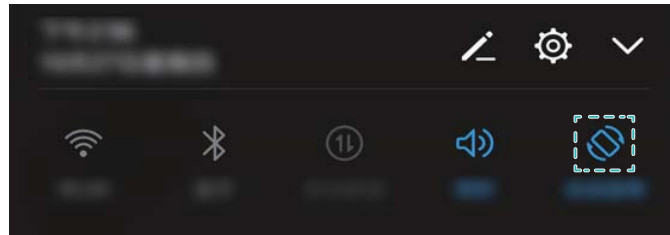
Configuring the screen rotation settings

When you rotate your device, some apps will automatically adjust the screen orientation to make them easier to use.

1 Open  **Settings**.

2 Touch **Display** and switch on **Auto-rotate screen**.

 **Quickly enable auto-rotation:** Swipe down from the status bar and open the shortcut switches tab, and then touch .




Network and Sharing

Using mobile data

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

Enabling mobile data

- i** Before enabling mobile data, ensure that you have activated mobile data services with your network provider.


- 1 Open  **Settings**.
- 2 Touch **More > Mobile network**.
- 3 Switch on **Mobile data** to enable mobile data.

- i** Disable mobile data when not required so as to save battery power and reduce data usage.

Enabling data roaming

Enable data roaming to access the Internet when you travel abroad.

- i** You may incur roaming charges when data roaming is enabled. Contact your network provider for details.


- 1 Open  **Settings**.
- 2 Touch **More > Mobile network**.
- 3 Switch on **Data roaming**.

Sharing your mobile Internet with other devices

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

Setting up a portable Wi-Fi hotspot

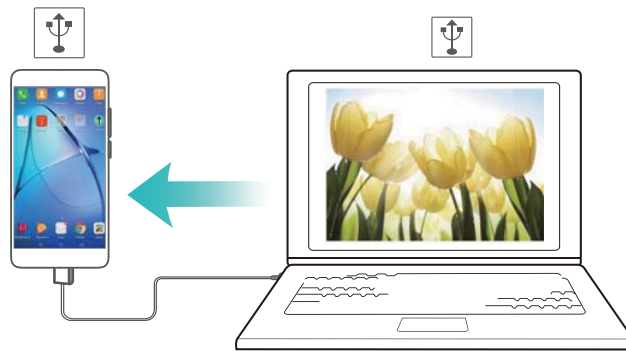



- 1 Open  **Settings**.
- 2 Touch **More > Tethering & portable hotspot**.

- 3 Touch **Portable Wi-Fi hotspot** and switch on the hotspot.
- 4 Touch **Configure Wi-Fi hotspot**. Set the Wi-Fi hotspot name, encryption mode, and password, and then touch **Save**.
 - i** **Limit the amount of data that other devices can use:** Touch **Data limit** on the **Settings** screen, and then follow the onscreen instructions to set the data limit. Your device will automatically disable the Wi-Fi hotspot when connected devices exceed this limit.

Using USB tethering

- i** Depending on your computer's operating system, you may need to install drivers on the computer or establish a network connection in order to use USB tethering. Refer to your operating system instructions.



- 1 Use a USB cable to connect your device to the computer.
- 2 Open  **Settings**.
- 3 Touch **More > Tethering & portable hotspot**.
- 4 Switch on **USB tethering** to share your mobile Internet.

Using Bluetooth tethering




Before using Bluetooth tethering, pair your device with those that want to use your mobile data connection. For more information, refer to [Connecting to other devices using Bluetooth](#).

- 1 Open  **Settings**.

- 2 Touch **More > Tethering & portable hotspot**.
- 3 Switch on **Bluetooth tethering** to share your mobile data connection.
- 4 On the **Bluetooth** screen, touch ⓘ next to the paired device, and then switch on **Internet access** to share your mobile Internet.



Connecting to the Internet using Wi-Fi

Connecting to a Wi-Fi network

- 1 Go to  **Settings**.
- 2 Touch **Wi-Fi** and turn on the **Wi-Fi** switch. Your device will display a list of available Wi-Fi networks.
 - **Refresh the list:** Touch **Scan** to refresh the list of available Wi-Fi networks.
 - **Manually add a network:** Swipe down to the bottom of the menu and touch **Add network**.... Follow the onscreen instructions to enter the network name and password manually.
- 3 Select the Wi-Fi network you want to connect to:
 - If the Wi-Fi network does not require a password, your device will connect automatically.
 - If the network is protected, enter the password when prompted and touch **Connect**.


Connecting to a Wi-Fi network using Wi-Fi Protected Setup (WPS)

WPS allows your device to connect to a WPS-enabled router without entering a password.

- 1 Go to  **Settings**.
- 2 Touch **Wi-Fi** and switch on **Wi-Fi**.
- 3 Touch  > **Advanced Wi-Fi settings**. There are two options:
 - Touch **WPS connection** and press the router's WPS button.
 - Touch **WPS PIN connection** to generate a PIN, and then enter the PIN on the router.

Connecting to other devices using Bluetooth

Enabling Bluetooth and pairing with other devices

- 1 Go to  **Settings**.
- 2 Touch **Bluetooth** and switch on **Turn on**.
 - ⓘ Ensure that the device you want to pair with is visible.
- 3 Select the device you want to pair with and follow the onscreen instructions.

Unpairing Bluetooth devices

- 1 Go to  **Settings**.

- 2 Touch **Bluetooth** and switch on **Turn on**.
- 3 Touch the ⓘ icon next to the device name and select **Unpair**.

Using Huawei Share to transfer files between two Huawei devices

Huawei Share provides a quick and easy method to share files between two Huawei devices. It combines the convenience of Bluetooth sharing with the speed of Wi-Fi transfers.

Enabling Huawei Share

- 1 Swipe down from the status bar to open the notification panel.
- 2 Touch **Huawei Share**.
 - ⓘ Touch the **Huawei Share** switch. This enables **Wi-Fi** and **Bluetooth** automatically.
 - If you disable **Wi-Fi** or **Bluetooth**, the **Huawei Share** switch will turn off automatically.

Using Huawei Share to transfer files


- ⓘ Ensure that Huawei Share is supported on both devices. Huawei Share must be enabled on the receiving device and the screen must be switched on.
- 1 On your device, select the file(s) you want to share. Touch **Share**.
 - 2 Select the receiving device from those listed.
 - 3 On the receiving device, select **ACCEPT** from the popup dialog to accept the file transfer request. Open the notification panel to view file transfer progress.
- ⓘ To cancel sending, touch the name of the receiving device on your device.

By default, received files are saved to the **Huawei Share** folder in **Files**.



Security and Backup

Backing up and restoring data

Backing up data to a microSD card



-  • Not all devices support microSD cards.
- The feature may vary depending on the carrier you use.

Back up data on your old device to a microSD to avoid losing your files.

- 1 Open  **Backup** on your old phone.
 - 2 Select **Back up > SD card > Next**.
 - 3 Select the data you want to back up and touch **Back up**. When prompted, enter a backup password. No backup password is required for photos, audio files, videos, or documents.
-  • Set a password reminder to help you remember your password and prevent you from losing access to your files.
 - By default, backup files are saved to the **HuaweiBackup** folder in **Files**.

Backing up data to your phone's internal storage



Back up data to your phone's internal storage to avoid losing your files. Only back up smaller files.

- 1 Open  **Backup**.
 - 2 Touch **Back up > Internal storage > Next**.
 - 3 Select the data you want to back up and touch **Back up**. When prompted, enter a backup password. No backup password is required for photos, audio files, videos, or documents.
-  • Set a password reminder to ensure you don't lose access to your files.
 - By default, backup files are saved to the **HuaweiBackup** folder in **Files**.

Backing up data to a USB storage device

Use a USB On-The-Go (OTG) cable to connect your device to a USB storage device and back up your files. Compatible USB storage devices include USB flash drives, card readers, and device with a microSD card.





- 1 Open  **Backup**.
- 2 Touch **Back up** > **USB storage** > **Next**.
- 3 Select the data you want to back up and touch **Back up**. When prompted, enter a backup password. No backup password is required for photos, audio files, videos, or documents.
 -  • Set a password reminder to help you remember your password and prevent you from losing access to your files.
 - By default, backup data is saved to the **HuaweiBackup** folder on the USB storage device.

Transferring data using a computer

Back up data on your device to a computer to avoid losing your files.


Install HiSuite before using your computer to back up and restore data.


- 1 Connect your device to a computer using a USB cable. HiSuite will launch automatically.
 -  If your old device is not a Huawei device, use manufacturer-provided software to back up data to your computer, and then proceed directly to step 4.
- 2 Go to the backup screen in HiSuite. Select the data that you want to back up and follow the onscreen instructions to back up the data.
 -  Follow the onscreen instructions to set a password reminder to help you remember your password and prevent you from losing access to your files.
- 3 Use a USB cable to connect your new device to the computer.
- 4 Go to the data restore screen in HiSuite. Choose which backup you want to restore and follow the onscreen instructions to restore the data. If the backup files are encrypted, you will need to enter the encryption password when you are prompted to recover data.

File management

Creating folders



Keep your device organised by creating folders for your files.

- 1 Open  **Files**.
- 2 In the **Local** tab, touch **Internal storage**.







3 Touch  . Enter the name of the new folder and touch **Save**.

Sharing files

Use the file sharing feature to share files, photos, and videos.





- 1 Open  **Files**.
- 2 On the **Local** tab, touch **Internal storage**.
- 3 Select the files you want to share and touch  > **Share**.
- 4 Choose a sharing method and follow the onscreen instructions to share your files.

Copying, moving, or deleting files

- 1 Open  **Files**.
- 2 On the **Local** tab, touch **Internal storage**.
- 3 Touch and hold the files and folders you want to copy, move, or delete. You can:
 - **Copy files to a destination folder:** Touch  . Select a destination folder and touch  .
 - **Move files to a destination folder:** Touch  . Select a destination folder and touch  .
 - **Delete files or folders:** Touch  > **Delete**.



Creating or extracting archives

Compress files in a zip archive to free up space and share files more easily.

- 1 Open  **Files**.
 - 2 On the **Local** tab, touch **Internal storage**.
 - 3 Touch and hold the file or folder you want to compress, and then touch  > **Compress**.
 - 4 Choose the archive destination. The selected files will be compressed into a zip file, which will be named automatically.
-  To extract an archive, touch and hold the archive file. Touch  > **Extract to** and select where the contents of the archive should be extracted to.


Hiding small image files




When you browse your images in **Files**, you might also see some cached images from websites. You can prevent these images from being displayed as follows:

- 1 Open  **Files**.
- 2 Touch  > **Settings** and switch on **Filter small pictures** to hide files that are smaller than 30 KB. This should hide most cached images.


Storing files securely


Enable Safe, set a password, and move files into a safe to encrypt them. You can remove files from a safe at any time.

 You can add images, audio files, videos, and documents to a safe.

- 1 Open  **Files**.
- 2 In the **Local** or **Categories** tab, touch **Safe**.
- 3 Touch **Enable**.
- 4 Set the safe storage location.
- 5 Follow the onscreen instructions to set a password and security question, and then touch **Done** to open Safe.
- 6 Touch .
- 7 Follow the onscreen instructions to select files, and then touch  to add your files to the safe.

In **Safe**, you can also:



- **Remove files from a safe:** In Safe, open a folder and touch and hold the files you want to remove, 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.
- **Change the security question:** In Safe, touch **Settings > Change security question**. Follow the onscreen instructions to change the security question.
- **Switch to another safe:** In Safe, touch **Settings > Switch Safe**. Follow the onscreen instructions to select another safe.
- **View the storage location:** In Safe, touch **Settings > Safe location** to view the safe's storage location.

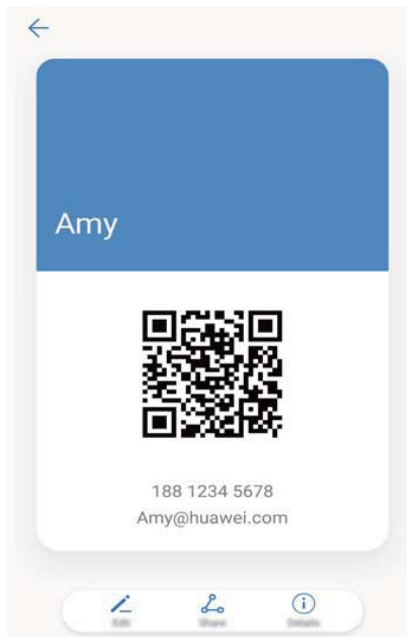
 Don't change the storage location folder, otherwise you may not be able to access your files.


Contacts and Email

Creating a contact card

Create a contact card to quickly share your contact information. You can share your contact information by scanning the QR code or by sending the contact card using an instant messaging service such as WhatsApp.



- 1 Open  **Contacts**.
- 2 Touch **Me**.
- 3 Set your profile picture. Enter your name, company, telephone number and other contact information, and then touch . Your device will automatically create a contact card with a QR code.



Share your contact card: Touch . Select the card format and sharing method, and then follow the onscreen instructions.

Creating a new contact

Creating a contact

- 1 Open  **Contacts**.
- 2 Touch . If you are creating a contact for the first time, touch **Create a new contact**.
- 3 In the options menu, select a location to save the contact.

- The number of contacts you can store on your device depends on the size of your device's internal storage. The number of SIM card contacts you can store depends on your SIM card's storage capacity.

4 Touch the contact's profile picture to choose a photo. Enter the contact's name, company, phone number and other contact information, and then touch ✓.

- If you add the contact's birthday, your device will automatically create a birthday reminder in **Calendar**.
- 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.

You can also add phone numbers, email addresses, and other contact information in to your contacts in **Call log**, **Messaging**, or **Email**.



Sharing your QR code

Share your QR code with your friends so that they can add you to their contacts quickly. On the contact details screen, touch the QR code at the top of the screen to display your personal QR code.



Importing and exporting contacts

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**.

Exporting contacts to a storage device


- 1 Open  **Contacts**.
- 2 Touch  > **Import/Export** > **Export to storage** > **Export**.
- 3 Choose where you want to export the contacts from and touch **OK**.

By default, the exported **.vcf** file is saved to the root directory of your device's internal storage. Open **Files** to view the exported file.

Using the Huawei Backup app to import contacts





- 1 Open  **Backup**.
- 2 Touch **Restore** > **Restore from internal storage** and select **Next**.
- 3 Select the backup you want to restore.
 -  If the backup data is encrypted, enter the encryption password when prompted.
- 4 Select **Contacts** and touch **Restore**.

Using the Huawei Backup app to back up your contacts

- 1 Open  **Backup**.
 - 2 Go to **Backup** > **Internal storage**, and then touch **Next**.
 - 3 Select **Contacts**. Touch **Back up** and follow the onscreen instructions to set a password.
- By default, backup data is saved to the **HuaweiBackup** folder in **Files**.

Managing contacts

Deleting contacts

- 1 Open  **Contacts**.
- 2 Touch  > **Organise contacts** > **Delete contacts by batch**.
- 3 Select the contacts you want to delete, and then touch .
- 4 Touch **Delete**.
 -  Alternatively, touch and hold a contact until a popup menu appears. From here, select **Delete** to delete the contact.

Deleting contact history



Delete call records and text messages by contact to protect your privacy.

- 1 Open  **Contacts**.
- 2 Select a contact and touch  > **Erase trace** > **Erase**.



Your device will delete all call records and text messages for the selected contact.

Sharing contacts

Share a contact's vCard





- 1 Open  **Contacts**.
- 2 Touch  > **Import/Export** > **Share contact**.
- 3 Select the contacts you want to share, or touch **Select all** to select all contacts, and then touch **Share contact**.
- 4 Choose your sharing method and follow the onscreen instructions.

Share a contact's QR code

- 1 Open  **Contacts**
 - 2 Select the contact you want to share. Touch the QR code and select **Share**.
 - 3 Choose your sharing method and follow the onscreen instructions.
-  If the other device has a camera that can scan QR codes, you can also share a contact by scanning the contact's QR code.




Contact groups

Creating a group

- 1 Open  **Contacts**.
- 2 Touch **Groups** and select .
- 3 Enter the group name (for example, Family or Friends) and touch **OK**.
- 4 Touch . Select the contacts you want to add to the group and touch .


Using smart groups



Use smart groups to automatically group contacts by company, location, or contact frequency.

- 1 Open  **Contacts**.
- 2 Touch **Groups**.
- 3 Under **Smart groups**, open a group, and then touch  to send a group message or  to send a group email.




Editing a group

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



- 1 Open  **Contacts**.
- 2 Touch **Groups** and select the group you want to edit.

- 3 Touch  and add new members to the group.
- 4 Touch . There are three options:
 - Touch **Remove members** to remove members from the group.
 - Touch **Delete group** to delete the group.
 - Touch **Rename** to edit the group name.

Sending a group text message or email

- 1 Open  **Contacts**.
- 2 Touch **Groups** and select which group you want to send a message or email to.
- 3 Touch  to send a message or  to send an email.


Deleting a group

- 1 Open  **Contacts**.
 - 2 Touch **Groups**.
 - 3 Touch and hold the group you want to delete, and then touch **Delete**.
 - 4 Touch **Delete**.
-  Deleting a group will not remove the contacts in the group from your device.

Adding an email account


If you don't know your account settings, please consult your email service provider.

Adding a personal email account

- 1 Open  **Email**.
 - 2 Choose an email service provider or touch **Others**.
 - 3 Enter you email address and password, and then touch **Sign in**.
 - 4 Follow the onscreen instructions to configure your account. The system will automatically connect to the server and check your settings.
- Your **Inbox** will be displayed once the account has been set up.

Adding an Exchange account






Microsoft Exchange is a corporate email management solution. Some email service providers also provide individual and family Exchange accounts.


- 1 Open  **Email**.
- 2 Touch **Exchange**.
- 3 Enter your email address, user name, and password. Touch **Sign in**.

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






Your **Inbox** will be displayed once the account has been set up.


Sending emails

- 1 Open  **Email**.
 - 2 Touch .
 - 3 In **To:**, enter one or more recipients.
 - 4 Touch **Cc/Bcc, From:** to add Cc and Bcc recipients, and select the email account to use.
 - 5 Enter the email subject and body. Touch  to add an attachment.
 - 6 Touch  to send the email.
-  Your email service provider may have an attachment size limit. If attachments exceed the limit, you can send them in separate emails.

To save your email as a draft and send it later, touch , and then touch **Save**.

Replying to emails

- 1 Open  **Email**.
 - 2 Open the email you want to reply to and touch .
-  To reply to all recipients of the original email, touch .
- 3 After drafting your message, touch  to send the email.


Configuring fast responses: Touch  > **Settings**. Select an account and touch **Quick responses** to create or edit a fast response.

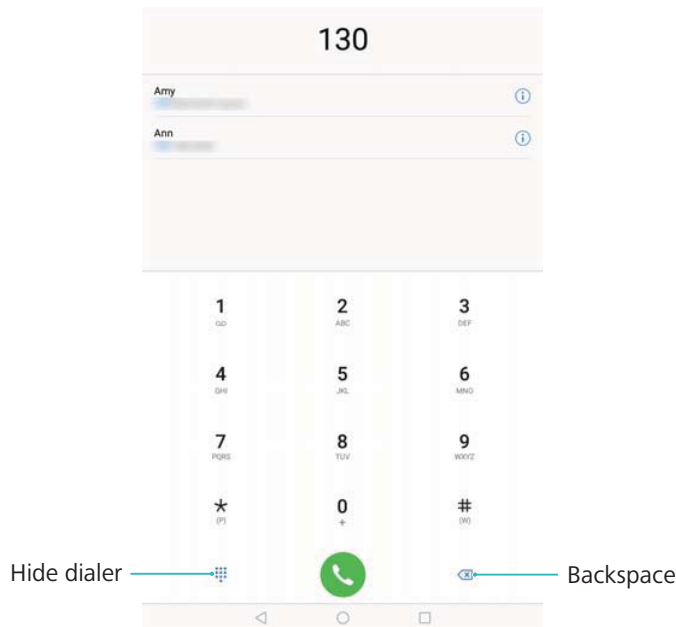
Calls and Messaging(Applicable to selected models)





Making calls

Smart dialing


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

- 1 Open  **Dialer**.
- 2 Enter the name, initials, or number of a contact in the dialer (for example, John Smith or JS).
Your device will search your contacts and call log and list the results above the dialer.




- 3 Select the contact you want to call from the list.
- 4 Touch  to end the call.
 To end a call using the power button, go to  **Dialer**, touch  > **Settings**, and then switch on **Power button ends call**.

Making a call from Contacts

- 1 Open  **Contacts**.
- 2 Touch the search bar and enter the name or initials of the person you want to call.
- 3 Touch the contact number.

Making a call from the call log

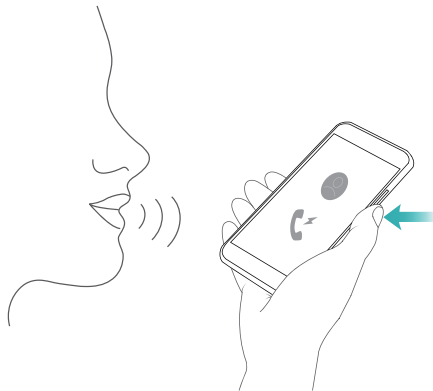
- 1 Open  **Dialler**.
- 2 Slide the list up and down to view all calls. Touch the name or number of the person that you want to call.

Calling contacts when the screen is off

Call people when the screen is switched off.






- 1 Open  **Dialler**.
- 2 Touch  > **Settings** > **Quick calling** and switch on **Quick calling**.

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



Making an emergency call

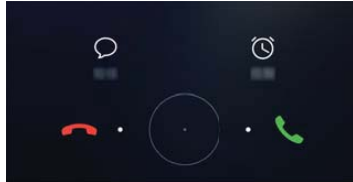
In the event of an emergency, you can make emergency calls from your device, even without a SIM card. However, you must be in an area with network coverage.





- 1 Open  **Dialler**.
 -  You can also touch **Emergency call** from the lock screen.
- 2 Enter the emergency number for your location in the dialler, and then touch .
 -  If you are in an area with good network reception, your device will automatically obtain your location and display it on the screen.
 -  The ability to make emergency calls depend on local regulations and network providers in your area. Poor network coverage or environmental interference may prevent your call from being connected. Never rely solely on your device for essential communication during emergencies.

Answering or rejecting a call

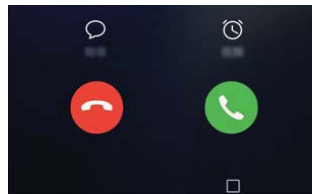
i When a call comes in, press the volume button to mute the ringtone.





If 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.

If 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.


i If you receive a call when you are entering text or using full-screen mode (for example, when you are viewing an image or playing a game), the incoming call will be displayed at the top of the screen in a floating window. Touch  to answer the call or  to decline the call.

Sending a message






You can add a range of different content to messages, such as emoticons, images, and recordings.

- 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 to begin composing your message. If you enter more than two lines of text, touch  to switch to full screen mode.
 - Touch  to add an attachment to your message.
 - Touch  **Back** to save the message as a draft.
- 5 Touch .

Cancel a message: Touch  > **Settings** in the message list, and then turn on **Cancel send**. You can cancel a message up to 6 seconds after it was sent.


Replying to a message



- 1 Open  **Messaging**.
 - 2 Touch a message to view the message content. Your device will automatically highlight phone numbers, web addresses, email addresses, times, and other information. Touch highlighted information to access a range of shortcuts. You can also:
 - **Save message attachments:** Touch and hold the attachment that you want to save, then touch **Save**.
 - **Call the sender:** Touch  at the top of the message.
 - **Add the caller's number to your contacts:** Touch  > **Create a new contact** or **Save to existing contact** at the top of the message.
 - 3 To send a reply, select the text field and enter your message, and then touch .
-  **Quickly reply to message:** New messages will be displayed in the notification bar. Touch the button to compose a reply.

Calendar and Notepad

Viewing global holidays


Enable global holidays to view public holiday information for different countries.



 This feature requires an Internet connection.

- 1 Open  **Calendar**.
- 2 Touch  > **Settings** > **Global holidays**.
- 3 Turn on the switch next to the country whose holidays you want to view. Your tablet will automatically download the country's holiday information.

Birthday reminders

Configure Calendar to import birthday information from your contacts and automatically create birthday reminders.





 Before using this feature, ensure that you have added birthday information to your contacts. For more information, see [Creating a contact](#).

- 1 Open  **Calendar**.
- 2 Touch  and select **Contacts' birthdays**.



Once you have enabled this feature, Calendar will automatically import birthday information from your contacts and send you birthday reminders.

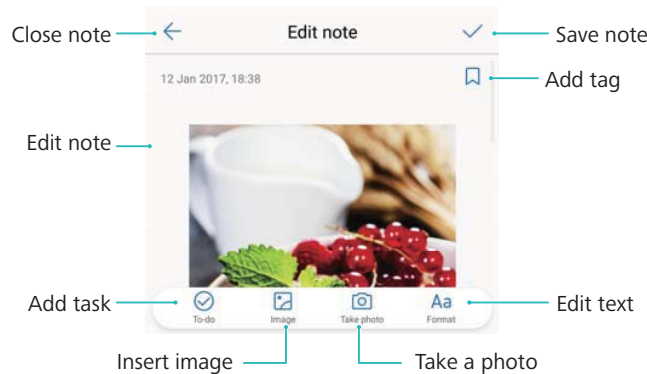
Creating an event


Add events and set reminders to help you plan ahead.

- 1 Open  **Calendar**.
 - 2 Touch .
 - 3 Enter the event name, location, and start and end time. Touch **More** > **Remind** to create a reminder.
 - 4 Touch  to save the event.
-  • You can add up to 5 reminders for an event. To add a reminder, touch **Add reminder**.
- In month or week view, touch and hold an area on the screen to create an event for the corresponding date.

Creating a note


- 1 Open  **Notepad**.
- 2 Touch  and enter your note.





- 3 Touch  to save the note.


Managing notes

Adding a note to favourites

Open  **Notepad**. You can add a note to your favourites in two ways:




- In the list of notes, swipe left on a note and touch .
- Touch the note that you want to add to your favourites and touch .

Sharing a note

In the list of notes, open the note that you want to share and touch . Choose your sharing method and follow the onscreen instructions.

Deleting a note

You can delete a note in three ways:

- In the list of notes, swipe left on the note that you want to delete and touch .
- Touch and hold a note to activate the note management interface. Select the notes that you want to delete and touch .
- Touch the note that you want to delete and touch  > **Delete**.

Searching your notes

You can search your notes in two ways:


- In the list of notes, touch the search bar and enter one or more keywords.

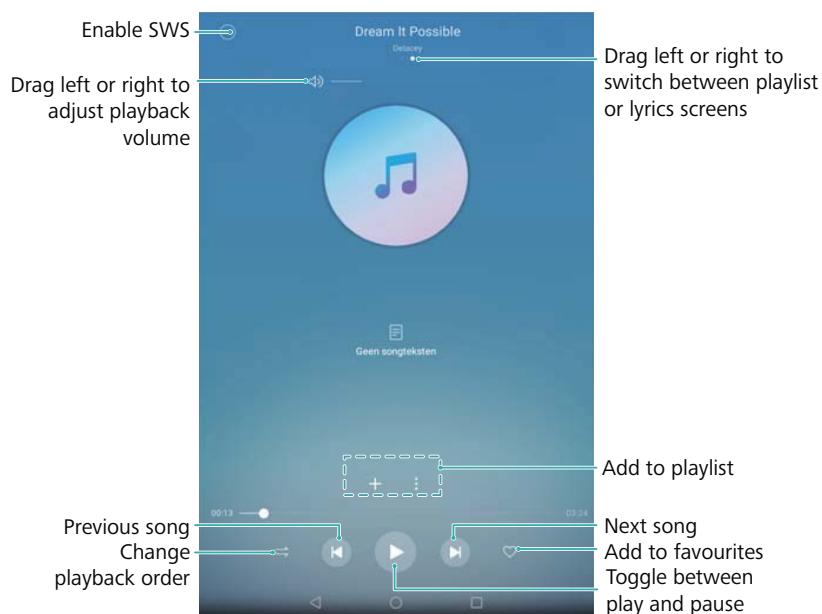
- Swipe down on the home screen to display the search bar, and then enter one or more keywords.

Music and Video

Listening to music

You can choose to listen to your favourite local songs .




- 1 Open  **Music**.
- 2 You can then play music stored on your device, add a song to the personal song book, play a song in the personal playlist, or listen to recently played songs.
- 3 You can play, pause, or change songs during the process.



Searching for music



Searching for music on your internal storage or microSD card

Sort your music by category or search with a keyword to find your music files quickly.

- 1 Open  **Music**.
- 2 Touch **All songs**.
- 3 Touch  to search for and view music stored on your phone.
- 4 You can choose to organise your music by song name, artist, album name, or folder. To search for a specific song, touch  and enter the song name, artist, or album in the search bar.


Deleting songs

Delete unwanted songs to free up storage space.

- 1 Open  **Music**.
- 2 Touch **All songs**.
- 3 Go to the **Songs** tab. Touch and hold the list of songs and select the songs that you want to delete.
- 4 Touch  > **Delete**.
- 5 Touch **Delete**.

Playing a video

Playing a video

- 1 Open  **Videos**.
- 2 Touch the thumbnail to start the video.

During playback, you can:



- **Adjust the playback speed:** Touch **1.0X** and drag the speed slider.
- **Adjust the screen brightness:** Swipe up or down on the left-hand side of the screen. Swipe up to increase the brightness, or swipe down to decrease the brightness.
- **Adjust the volume:** Swipe up or down on the right-hand side of the screen. Swipe up to increase the volume, or swipe down to decrease the volume.
- **Rewind or fast-forward:** Drag the progress bar left to rewind, or right to fast-forward.

Camera and Gallery

Photos and video recordings



Self timer

Use a self timer to include yourself in shots.

- 1 Open  **Camera**. Swipe left on the screen to access the camera settings.
- 2 Touch **Timer** to set the countdown time.
- 3 Return to the viewfinder. Rest your device on a stable surface and frame the scene you want to capture.
- 4 Touch  to start the countdown timer. Your phone will automatically take a photo when the countdown time has elapsed.




Audio-controlled shooting




Use voice commands to control the camera remotely, or set the camera to take a photo when it detects a loud sound.


- 1 Open  **Camera**.
- 2 Swipe left on the screen to access the camera settings.
- 3 Touch **Audio control** and switch on **Audio control**.
- 4 You can then:
 - **Say Cheese to take photos:** Set the camera, so that it will take a photo when you issue a voice command.
 -  The camera will only take photos when default voice command Cheese is detected.
You cannot configure custom voice commands.
 - **Take photos when your voice reaches a certain decibel level:** Set the camera to take a photo when the surrounding noise reaches a certain decibel level.
- 5 Frame the scene you want to capture. Your device will take a photo automatically when you issue a voice command or the device detects a loud sound.

Shooting a video

Shooting a video

- 1 Open  **Camera**.
- 2 Touch  to switch to recording mode.
- 3 Touch  to start recording.
- 4 In the process, you can perform the following:

- Touch  to stop recording. Touch  to continue recording.
- Touch  to save the current scene as a photo.




5 Touch  to complete recording.

Zooming in and out


Spread two fingers apart to zoom in, or pinch them together to zoom out. The image quality may be affected if you continue to zoom in after the maximum optical zoom has been reached.

Audio notes

Add audio notes to bring your photos to life.

- 1** Open  **Camera**.
- 2** Swipe right and touch **Audio note**.
- 3** Frame the scene you want to capture. Touch  to take a photo with an audio note.
- 4** The camera will record a short audio clip of up to 10 seconds to add to your photo. Touch  to stop recording.



Photos with audio notes are indicated by the  icon in **Gallery**.

When viewing a photo with an audio note, touch  to play the audio note.

Sharing photos and videos



Use the sharing feature in Gallery to share photos and videos.


Sharing photos and videos stored on your phone's internal storage or microSD card

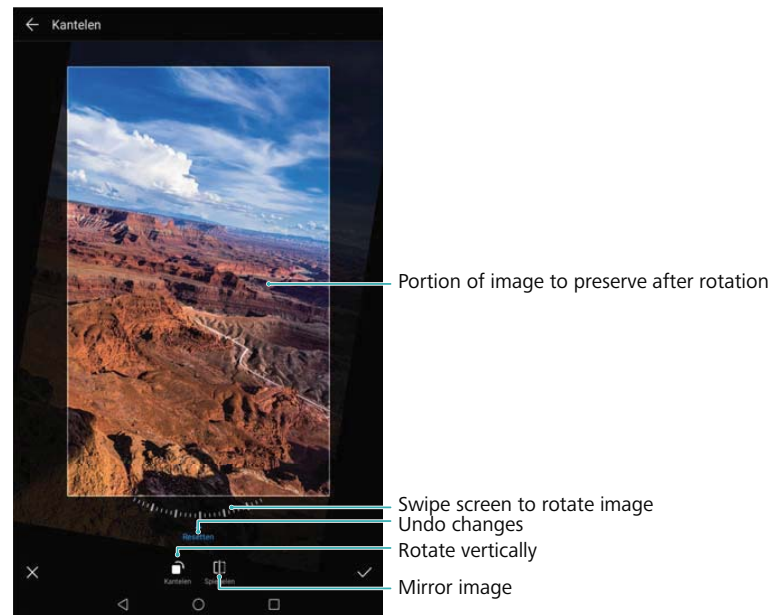
- 1** Open  **Gallery**.
- 2** Touch and hold file to open the file selection interface, and then select the files you want to share.
- 3** Touch . Select a sharing method and follow the onscreen instructions to share the selected file(s).


Editing a photo

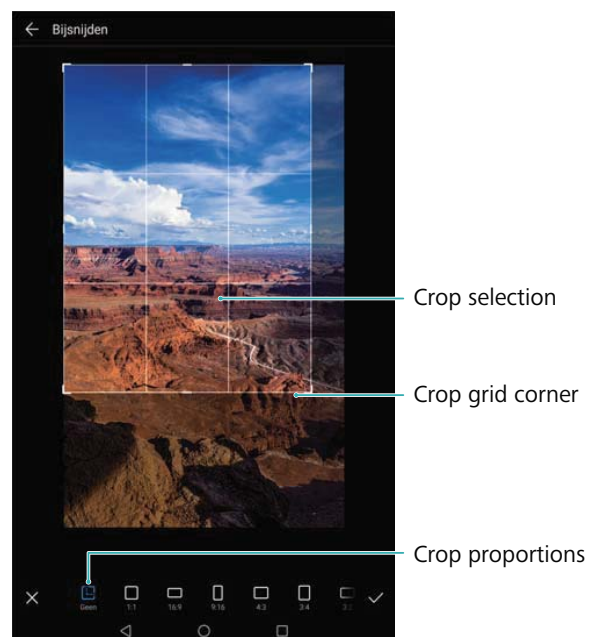
The Gallery app features powerful image editing tools that you can use to draw graffiti, add watermarks, or apply filters.



- 1** Open  **Gallery**.
- 2** Touch an image to view it in full-screen mode. In full-screen view, touch  to open the photo editor and edit your photo using the available tools.

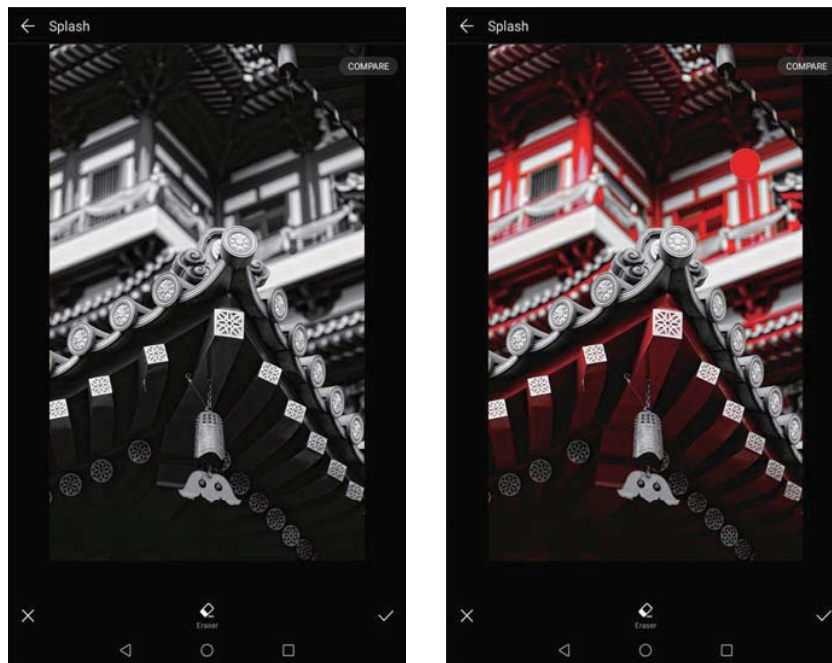
- **Rotate an image:** Touch  and swipe the screen to adjust the angle of rotation.










- **Crop an image :** Touch  to select the crop ratio . Drag the dotted edges to crop the image to the desired size.



- **Add a filter:** Touch  and select the desired filter.
- **Accentuate colours:** Touch  . Select an area of the image to accentuate the color. All other areas will be displayed as black and white. .

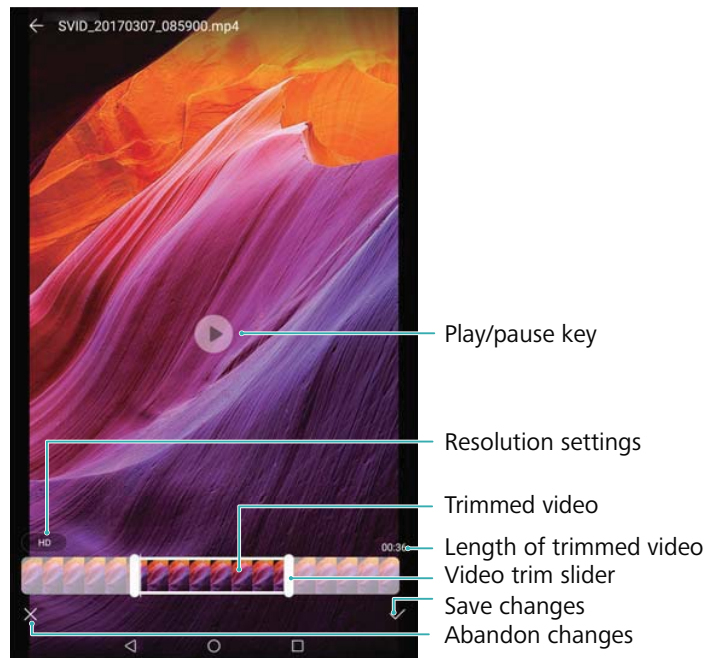


- **Blur an image:** Touch . Drag the slider to adjust the amount of blur. Drag the circle to the part of the image that you do not want to blur.
- **Adjust image parameters:** Touch . You can adjust the brightness, contrast, saturation, and more to make your image look more vivid.
- **Apply facial enhancement effects:** Touch  to apply facial enhancement effects to people in an image. You can choose from various skin and eye enhancement effects.
- **Apply mosaic effects:** Touch  and select the desired mosaic effect.
- **Draw graffiti:** Touch  to select the brush and colour.
- **Add a watermark:** Touch  to add a watermark and personalise your photo. You can choose from time, location, weather, activity, and other watermarks.
- **Add a label:** Touch , and then select the desired label type and font. You can use labels to record your mood or thoughts.


Editing Videos

Editing a video

Select highlights from videos and save them as separate files.




1 Open  **Gallery**.

2 Select the video that you want to edit and touch .

3 On the video editing screen, drag the sliders to select the portion of the video that you want to keep.


 You can touch  to preview the video.

4 Touch  to crop and save the video.


To change the resolution, select a resolution on the video editing screen. Videos with higher resolution occupy more space of your device.

Tablet Manager

Optimising performance

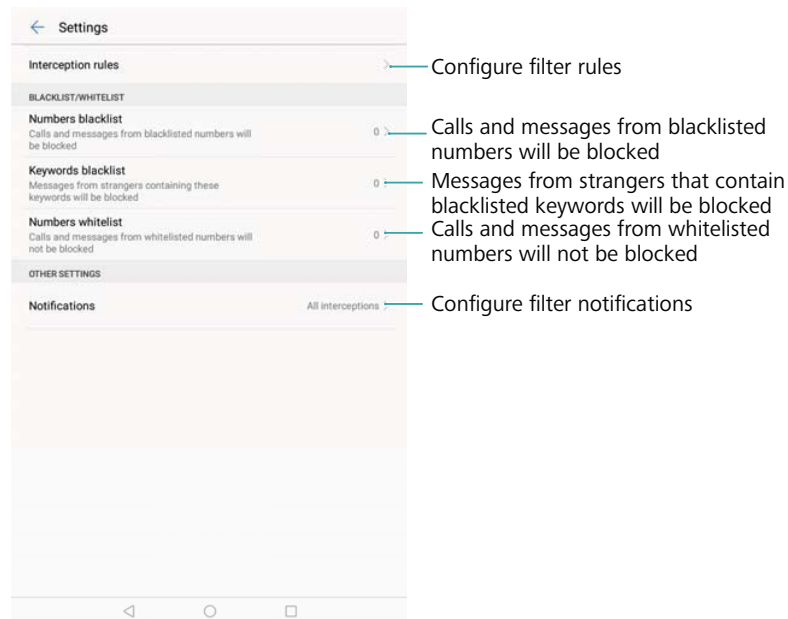
Open  **Tablet Manager** and touch **OPTIMISE**. Your phone will automatically optimise performance, enhance security, and reduce power consumption.

Harassment filter

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

Tablet Manager comes with a harassment filter feature, which can help you block unwanted calls and messages.

Open  **Tablet Manager**. Touch **Blocklist** >  and follow the onscreen instructions to configure the blacklist and the whitelist, blacklisted keywords, and spam settings.



Battery management

Viewing battery usage statistics

Use Tablet Manager to view detailed battery usage statistics for each app.

Open  **Tablet Manager**. Touch **remaining** and swipe up on the screen. You can:




- Touch **Battery usage details** to view detailed battery usage statistics.
- Touch **Consumption level** to see which phone hardware and software is using the most power.

- Touch **Optimise** to check for power consumption problems and optimize performance.
- Switch on **Remaining battery percentage** to display the remaining battery percentage in the status bar.

Reducing power consumption

Use Tablet Manager to optimize performance and reduce power consumption.

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

- **Optimize performance:** Touch **Optimise**. Your phone will check for power consumption problems and optimize performance. To further reduce power consumption, touch **items need to be optimised manually**, and then select **View** or **Optimise** to adjust the power settings manually.
- **Restrict background apps:** Touch **Lock screen cleanup** and turn off the switches next to the apps that you do not want to run in the background when the screen is locked.
- **Close battery-draining apps:** Touch **Power-intensive apps** and select the apps that you want to close.
 -  A message will appear in the notification panel if battery-draining apps are running in the background. If you don't want to receive these notifications, touch  and switch off **Power-intensive prompt**.
- **Reduce the screen resolution:** Switch on **Low resolution power saving** to reduce the screen resolution and lower power consumption.
- **Automatically close power-intensive apps:** Touch  and switch on **Close excessively power-intensive apps**.

Virus scanner

Tablet Manager comes with a virus scanner feature that helps you remove malware.

1 Open  **Tablet Manager**.

2 Touch **Virus scan**. Your device will automatically identify and remove malware.

 Touch . You can:


- Enable **Cloud scan** to scan your device using the latest antivirus database. An Internet connection is required to access the online database.
- Enable **Scan reminder** to receive a notification when you have not conducted a virus scan for 30 days.
- Select a scan mode. The **Quick scan** only scans important files and installed apps. The **Full scan** takes longer and scans for malicious files.
- Switch on **Auto update** and **Update only via Wi-Fi** to automatically update the antivirus database when you have a Wi-Fi connection.






Tools

Clock

Managing alarms

Set an alarm to wake you up or remind you about important events.

Open  **Clock**. From the **Alarm** tab, you can:





- **Add an alarm:** Touch  and set the alarm time, ringtone, repeat settings, and more. Touch  to apply the settings.
- **Enable or disable an alarm:** Touch the switch next to an alarm.
- **Configure the alarm settings:** Touch  and go to **ALARM** to configure the snooze duration, silent mode settings, and volume button behavior.
- **Delete an alarm:** Touch and hold the alarm you want to delete. Touch  next to the clock, and then touch .
- **Turn off an alarm:** Touch **Slide to turn off alarm** at the bottom of the lock screen.
- **Mute an alarm:** Press the volume down button.
- **Snooze for 10 minutes:** Press the power button. The alarm will go off again after 10 minutes. To turn off the alarm, swipe down from the top of the screen to open the notification panel, and then touch the alarm notification.
- **Enable alarms when your device is powered off:** Select **Keep alarm active, will ring in** . Alarms will still go off when your device is switched off.

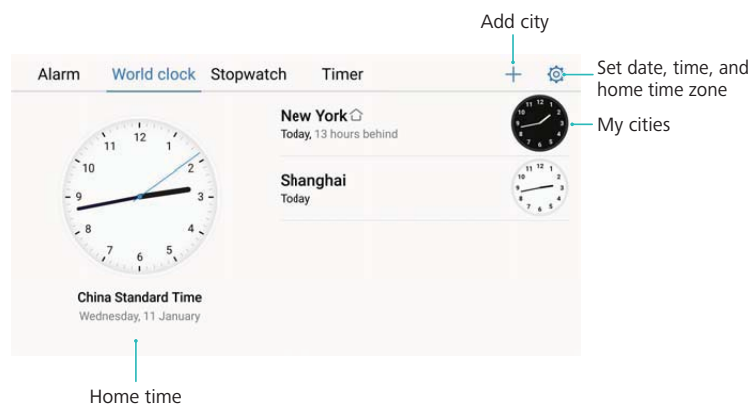
Configuring the world clock

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

1 Open  **Clock**.

2 From the **World clock** tab, you can:

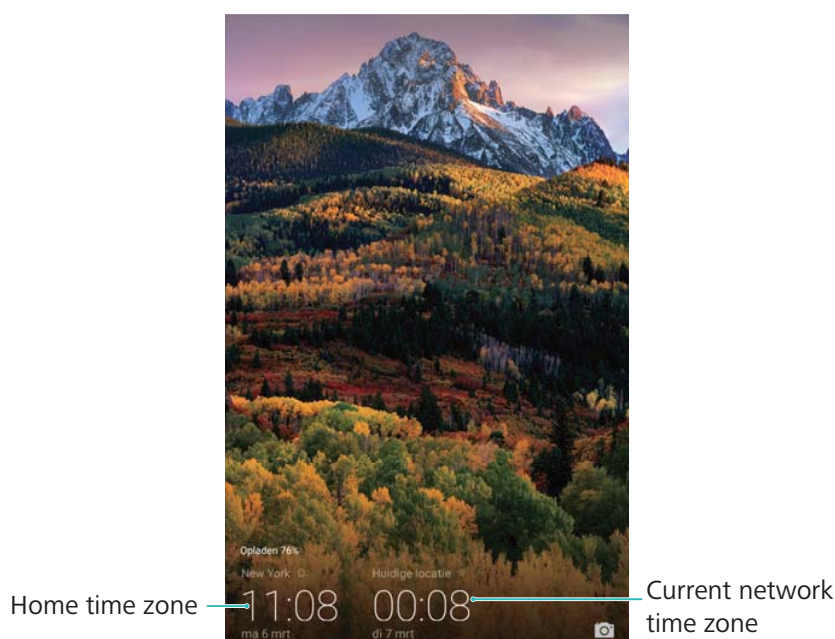
- **Add a city:** Touch  . Enter a city name or select a city from the list.
- **Set the system date and time:** Touch  > **Date & time** and configure the settings.
- **Delete a city:** Touch and hold the city you want to delete. Touch  next to the city, and then touch .



Enabling dual clocks

By default, your phone displays the network time. Enable dual clocks to display the time in your current time zone and your home time zone on the lock screen.



- 1 Open **Clock**.
- 2 Under **World clock**, touch > **Date & time**.
- 3 Switch on **Dual clocks**. Touch **Home city** and select your home time zone from the list of cities.






Only one clock is displayed when the local time zone is the same as the home time zone.


Stopwatch

- 1 Open **Clock**.
- 2 Go to the **Stopwatch** tab and touch to start the stopwatch.

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

3 Touch  to pause the stopwatch.


4 Touch  to reset the stopwatch, or  to resume the stopwatch.

 The screen will stay on when the stopwatch is running.




Timer

1 Open  **Clock**.

2 Go to the **Timer** tab and swipe up or down to set the countdown time.

3 Touch  to start the timer.

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

 When the timer is counting down, touch  to pause the countdown, or  to reset the timer.

Sound recorder

Recording sound


1 Touch  **Sound Recorder**.

2 Touch **Start** to start recording.

3 Touch **Pause** or **Resume** to pause or resume the recording.

Add a tag: Add a **Quick tag** or **Photo tag** for easy reference.

4 Touch **Stop**, and enter the name. Then touch **Save**.

-  • Your phone will not ring if you receive a call during a recording.
- When the Recorder app is recording sound in the background, use the controller in the notification panel to **Pause**, **Resume**, or **Stop** the recording.

Playing a recording


Play sound from a particular direction, or start playback from a tagged location.

1 Touch  **Sound Recorder**.

2 Select **Recordings**.



3 Select a recording. On the playback screen, you can:

- **Select a tag:** Swipe left on the playback screen to view recording tags, and then select a tag to start playback from the corresponding location.
- **Change the playback mode:** Switch between **Earpiece** and **Speaker**.

-  When the Recorder app is recording sound in the background, use the controller in the notification panel to play, pause, or cancel a recording.




System Features and Settings

Changing the system language

- 1 Open  **Settings**.
- 2 Touch **Advanced settings > Language & input**.
- 3 Touch **Language** and select the desired language.
 -  If the language you are looking for is not listed, touch **Add language** to search for a language and add it to the list.

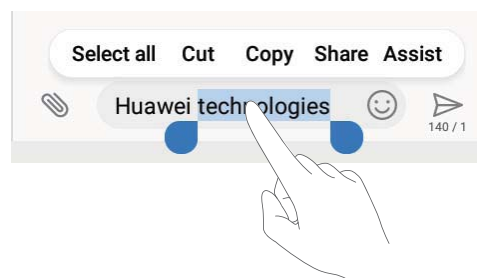
Changing the input method




Switch between text input methods as desired.

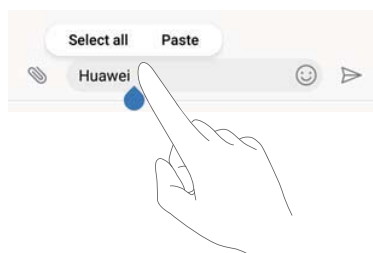
- 1 On the text input screen, touch  at the bottom of the screen.
- 2 Select the desired input method.
 -  To add an input method, open  **Settings**. Touch **Advanced settings > Language & input > Default keyboard > Configure input methods** and switch on the desired input method.

Editing text

Select, cut, copy, paste, and share text.



- **Selecting text:** Touch and hold the text until  appears. Drag  and  to select a section of text, or touch **Select all** to select all text.
- **Copying text:** Select the text you want to copy and touch **Copy** to copy it to the clipboard.
- **Cutting text:** Select the text you want to cut and touch **Cut** to move it to the clipboard.
- **Pasting text:** Touch and hold where you want to insert the text, and then touch **Paste**.



i The pasted text will remain available in the clipboard until you cut or copy other content.



- **Sharing text:** Select the text you want to share and touch **Share**. Choose how you want to share the text and follow the onscreen instructions.

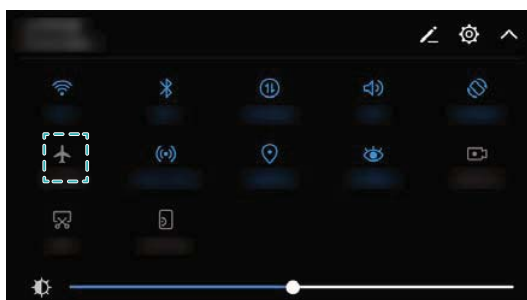
Airplane mode


To avoid interference, please enable airplane mode when you are on board a plane. When enabled, call, mobile data, Bluetooth, and Wi-Fi will be disabled. You can enable Bluetooth and Wi-Fi manually.

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

- **Use the shortcut switch:** Swipe down from the status bar to open the notification panel.

Touch  to display all shortcut switches, and then switch on .




- **Go to Settings:** Open  **Settings** and toggle the **Airplane mode** switch.

i When airplane mode is enabled, the airplane mode icon will display in the status bar .

Viewing memory and storage information

View storage and memory information, change the default storage location, and format the microSD card.

i Not all devices support microSD cards.

- 1 Open  **Settings**.
- 2 Touch **Memory & storage** to view storage information for your internal storage and microSD card.

3 From there, you can:

- **Format the microSD card:** Touch **SD Card > Format > Erase & format** to clear all data from the microSD card. Back up your files before formatting the card to avoid using your data.
- **Set the default storage location:** Touch **Default location** and set the default storage location to the internal storage or microSD card.

Setting the date and time

Your device automatically sets the date and time using network-provided values. You can also set the time manually and display it in 12-hour or 24-hour formats.

1 Open  **Settings**.

2 Touch **Advanced settings > Date & time**. You can:

- **Set the time and date automatically using network-provided values:** Switch on **Automatic date & time**.
- **Set the time zone automatically using network-provided values:** Switch on **Automatic time zone**.
- **Set time format:** Switch on the 24-hour format to display the time in 24-hour format. By default, the time is displayed in 12-hour format.

Enabling location access

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

Configuring the location settings

Features may vary depending on your network provider.

1 Open  **Settings**.



2 Touch **Security & privacy > Location services**.

3 Switch on **Access to my location**, you can

- **Use GPS, Wi-Fi and mobile networks:** Uses GPS and your phone's Internet connection. Enable this option for highly accurate positioning.
- **Use Wi-Fi and mobile networks:** Only uses your phone's Internet connection. Enable this option for reduced power consumption and longer standby times.
- **Use GPS only:** Does not require an Internet connection. Enable this option to reduce mobile data usage.


Increasing indoor positioning accuracy


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


- 1 Open  **Settings**.
- 2 Touch **Security & privacy > Location services**.
- 3 Touch  > **Scan settings**, you can:
 - Switch on **Wi-Fi scanning**. Location apps and services will continually scan for Wi-Fi networks for more accurate positioning.
 - Switch on **Bluetooth scanning**. Location apps and services will search for Bluetooth devices for more accurate positioning.

Restoring factory settings

Restore factory settings if your device crashes or is slow to respond.




-  Restoring factory settings will erase your personal data from your device, including account information, downloaded apps, and system settings. Back up important data on your device before restoring factory settings.


- 1 Open  **Settings**.
- 2 Touch **Advanced settings > Backup & reset**.
- 3 Touch **Factory data reset** and choose whether to format your internal storage.

 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 device to its factory settings.

OTA updates

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

-  This feature requires an Internet connection. Connect to a Wi-Fi network to avoid incurring unnecessary data charges.
- 
 - Using unauthorised third-party software to update your device may render your device unusable or put your personal information at risk. For optimum results, use the OTA update feature or take your device to your nearest Huawei service centre.
 - Your personal data may be erased during a system update. Always back up important data before updating your device.
 - When updating, ensure that your device has at least 20% battery power remaining.
 - After updating, you may find that some third-party apps 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 device's version number.

- 1 Open  **Settings**.
- 2 Touch **System update**. Your device 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 device before it has finished updating. Your device will restart automatically when it has finished updating.

Viewing product information


Renaming your device

Rename your device to make it easier to find when connecting other devices to your portable Wi-Fi hotspot, or when pairing other devices over Bluetooth.

- 1 Open  **Settings**.
- 2 Touch **About tablet** > **Device name** and rename your device.

Viewing your model number and version information


View your model number and system version information.


- 1 Open  **Settings**.
- 2 Touch **About tablet** to view your model number, version number, EMUI version, and Android version.



Accessibility features

Enabling TalkBack

TalkBack provides audible prompts and captions to help visually impaired users. When TalkBack is enabled, your device will issue audible prompts for all content that you touch, select, or enable.

-  Audible prompts are not available for all languages. If your language is not available, you can download a third-party speech synthesis engine. For more information, see [Text To Speech \(TTS\) output](#).

- 1 Open  **Settings**.
- 2 Touch **Advanced settings** > **Accessibility** > **Talkback**.
- 3 Switch on **Talkback** and touch **OK**.

-  A tutorial will be played when you enable TalkBack for the first time. To replay the tutorial, touch  to access TalkBack Settings, and then select the tutorial.

- 4 Touch  and switch on **Explore by touch**.

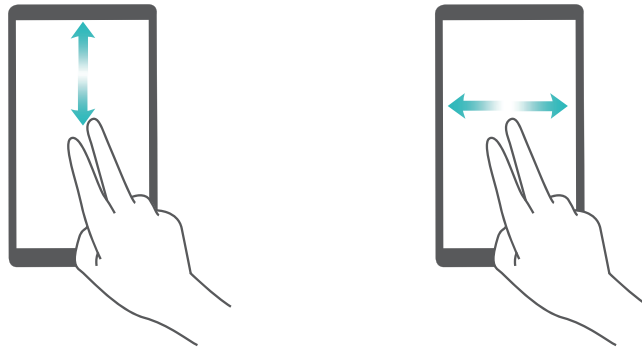
- i** When **Explore by touch** is enabled, your device will issue audible prompts for content that you touch.

Disable TalkBack: Press the power button until your device vibrates, and then touch and hold the screen for 3 seconds.

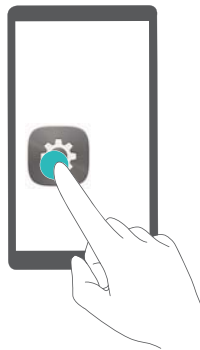
Using TalkBack to control your device

After you have enabled TalkBack, use gestures to:

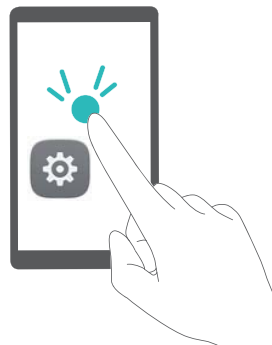
Browse the screen: Swipe up or down with two fingers to scroll through menu lists. Swipe left or right to move between screens.



Select an item: Touch an item with one finger to select it (it will not open). Your phone will read out the content of the selected item.





Open an item: Double touch any part of the screen using one finger to confirm your selection from the previous step.




For example, if you want to open **Settings**, touch the **Settings** icon once using one finger, and then touch twice on any part of the screen.

Configuring the TalkBack settings

- 1 Open  **Settings**.
- 2 Touch **Advanced settings** > **Accessibility** > **Talkback** >  .
- 3 Follow the onscreen instructions to adjust the feedback volume, audible feedback settings, control gestures, and more.


Text To Speech (TTS) output


This feature converts text into speech for visually impaired users. Text To Speech (TTS) output requires TalkBack to be enabled.

- 1 Open  **Settings**.
- 2 Touch **Advanced settings** > **Accessibility**. Switch on **Text-to-speech output**, and then select the desired speech synthesis engine and voice speed.

Colour correction

Colour correction mode adjusts colours to make it easier for colour vision impaired users to distinguish between different parts of the screen.

 Enable this mode with caution, as it may affect your device's performance.

- 1 Open  **Settings**.
- 2 Touch **Advanced settings** > **Accessibility** > **Colour correction**, and switch on **Colour correction**.
- 3 Touch **Correction mode**, and select the desired colour correction mode.

Personal Information and Data Security

The use of some functions or third-party applications on your device could result in your personal information and data being lost or becoming accessible to others. Use the following measures to help you protect your personal information:

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

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